

ULTRA



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Operations Guide: INVENTORY

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Inventory Operations Guide

Introduction

Welcome to CertiflexDimension Inventory!

This *Operations Guide* is designed to help you get started using the program. It is organized in a fashion for first time users and details the steps you need to follow once the system is installed. It can also be used as a reference to help you with day-to-day processing.

To get the most out of CertiflexDimension Inventory and to guard against wasted definition time, it is very important that you read this guide and familiarize yourself with the product before you begin processing.

This guide is used in conjunction with the *CertiflexDimension System Manager Guide*. The *System Manager Guide* details the CertiflexDimension terminology, functions, general program overviews, general program buttons, and fields. It also shows you how to:

- Configure Users and Define System Security
- Configure User Defined Memos
- Change the Processing Date
- Add Companies
- Print Reports

It is extremely important that you read the *System Manager Guide* before you begin using the Inventory program.

What You Need To Know First

This version of CertiflexDimension is a Microsoft Windows® application. You must be familiar with Windows before you can use the Inventory program.

Before you begin working, make sure that you have correctly installed CertiflexDimension on your computer. To install the program, refer to the Installation Instructions included in your package.

Start-Up Cycle

You are ready to begin processing after you:

- Install CertiflexDimension,
- Read the *CertiflexDimension System Manager Guide*,
- Read the *Inventory Operations Guide*, and
- Add Companies to the System

Please use the following **Schedule of Events** as a guide to using the CertiflexDimension Inventory program.

Schedule of Events

- **Design your inventory stock numbering scheme on paper:** Read the **Maintain Lists** section to fully understand how CertiflexDimension numbers inventory items and what numbering scheme is best for your company's needs.
- **Create the company files:** Before the system will allow you to do anything in Inventory for a company, you must first create the company files. Refer to the *CertiflexDimension System Manager Guide* to properly create the company files.
- **Define the Master Data:** A part of creating the company files is to define the company's Master Data. These instructions are found in the **Defining the Master Data** section. You must properly define the Master Data before you begin adding inventory items.
- **Define the Inventory Categories and Locations:** Before you start adding individual inventory items, you may wish to define your Inventory Categories. Inventory Categories allow you to group similar inventory items as well as define default setup criteria for each group to be used you add new inventory item. The inventory system supports up to 25 locations. If you wish to use multiple locations, it is recommended that you define the locations before adding inventory items. There are also additional identification sections that are available, such as Sub-Categories, Production ID, etc. The following list are available for each inventory item and can be maintained in the corresponding area:
 - Categories: **Maintain Categories**
 - Item Classes: **Maintain Sections**
 - Sub-Categories: **Maintain Sections**
 - Status ID's: **Maintain Sections**
 - Production ID's: **Maintain Sections**
 - Color ID's: **Maintain Sections**
 - Class Sizes: **Maintain Sections**
 - Units of Measure: **Maintain Units of Measure**
- **Gather inventory information:** This step is very important and is fairly involved. Please take the time to gather the information suggested in this step. It will make your inventory item setup faster and easier.

When you first start using the CertiflexDimension Inventory program, it is a good idea to take a physical inventory for all of the inventory items. This will ensure that the on-hand quantities you define are current and correct. Make sure that you have all the information you will need when defining the items. When you define inventory items, the system will ask you for the following information for each inventory item:

- Inventory stock number
- Inventory item description
- Additional description for use on reports
- Unit of measure

- Class (class allows you to group or classify inventory items together)
- Sales code
- Purchase code
- Vendor number
- Alternate vendor number
- Vendor item number
- Alternate vendor ID
- Unit cost
- Quantity on-hand
- Bin number
- Alternate bin number
- Minimum quantity needed
- Minimum quantity to order
- Quantity on backorder
- Quantity on order
- Sales price information for each price level
- Unit price
- Markup percentage
- Quantity break
- Location information
- Memo field information
- User key information
- Alternate items information
- Category
- Sub-Category
- Status ID
- Production ID
- Color ID
- Size Class ID

It is not mandatory to define the information for each of these fields while you are adding inventory items. However, we recommend that you define as much information as possible during the addition of the inventory items so you can obtain the most complete use of the system.

NOTE: If you are using the multiple location feature, some of the above items, such as quantity on-hand and quantity on order, are asked for each location.

- **Add the existing inventory items:** You need to add all existing inventory items to the Inventory files. Use the information you gathered above to add the individual standard inventory items and serial master items. Refer to the **Maintain Lists** section for a detailed explanation of this procedure.

- **Print the Inventory Maintenance Report and Cost Report:** These reports allow you to verify that the information you entered for each inventory item is correct. Refer to the **Standard Inventory Reports** section for a detailed explanation of this procedure.
- **Make a backup:** You have now added all of your inventory information and you are ready to begin normal processing. It is very important that you make a backup of the Inventory data files to guard against the possibility of losing your work.

Defining the Master Data - Inventory

Company Master Data

Company Master Data settings allow you to configure the Inventory portion of the program to fit the individual company's needs. The program configuration is very flexible. The fields defined in this option are very important as to how the system will operate. Please read this section so that you may define the Master Data in the manner best suited for the company.

To open the **Master Data**, click **>File >Company Maintenance** and **>Master Data Properties**. Click **>Inventory**.

Main

Select the **Main** tab to define the following:

The screenshot shows the 'Inventory Master Data' dialog box with the 'Main' tab selected. The 'Name' field contains 'The Sample Diversified Company'. Under the 'Options' section, 'Cost Method' is set to 'Average Cost', 'Withdrawal Method' is 'Price', 'Physical Count Method' is 'Replace Existing', and 'Price Calc. Method' is 'Based on Price Lev'. Under the 'Keys' section, 'Access Key' is 'Item Number' and 'User Key' is 'User Key'. The 'J/E Description' field contains 'Inventory Withdrawal'. 'OK' and 'Cancel' buttons are at the bottom right.

- **Name:** Enter or change the name of the company. This will be the company name the system will use when printing reports.
- **Cost Method:** Select the cost method you want to use for the inventory items.
 - **Average Cost:** When you record receipts, the system will adjust the item's cost to the weighted average cost paid for that item.
 - **Latest Cost:** The system will change the item's cost to the latest cost paid for that item.
 - **Standard Cost:** You define the cost of the item and the system will not change that cost no matter what was actually paid for the item.

- **Withdrawal Method:** Select the withdrawal method you want to use for the inventory items. You can choose either **Cost** or **Price**.

When entering withdrawals from the Inventory program, the system will automatically call up the cost or price for that item, depending on how this field is defined.

The normal withdrawal method is **Price**. If you withdraw items from the inventory at cost, the system will have no way to calculate gross profit.

- **Physical Count Method:** Select the physical count update method you want to use for the inventory items.
 - **Add to Existing:** The system will add the physical quantity you enter in **Updating Physical Counts** to the existing physical quantity on-hand.
 - **Replace Existing:** The system will replace the existing quantity on-hand with the physical quantity you enter.
 - **Prompt Each Time:** The system will ask you which update method you wish to use each time you open **Updating Physical Counts**.
- **Price Calculation Method:** Select what the system should access for price calculations when performing global price changes.
 - **None:** The system will deactivate the global price change feature.
 - **Based on Cost:** The system will perform the global price change based on the cost of the items.
 - **Based on Price Level 1:** The system will perform the global price change based on the price of Price Level 1.
- **Access Key:** Throughout the program the system prompts you for inventory items. Here you define the way the inventory items are asked for (indexed). Select the format you want to use for the main, primary inventory item index.
- **User Key:** The program also allows you to define a user key. This key is used to title inventory items with code words that are easier to remember than their name or number. You can then index the system to locate items by the user key. On this screen, you define the title for the user key.
- **J/E Description:** Enter the description of the journal entry for processing a Job Cost withdrawal. If you are operating interactively with the General Ledger and Job Cost programs the system will use this field to determine the description of the journal entry for the job cost withdrawal.

Alert Memos/Price Levels

Select the **Alert Memos/Price Levels** tab to define the alert memo descriptions, price level descriptions, and security access levels necessary to view memos on inventory items.

The screenshot shows the 'Inventory Master Data' dialog box with the 'Alert Memos/Price Levels' tab selected. The dialog has four tabs: 'Main', 'Alert Memos/Price Levels', 'Reporting', and 'G/L Direct Interaction'. The 'Alert Memos/Price Levels' tab is active and contains two sections: 'Alert Memo Descriptions and Access Levels' and 'Price Level Descriptions'. The 'Alert Memo Descriptions and Access Levels' section has four rows, each with a memo name, a description field, and a security access level dropdown. The 'Price Level Descriptions' section has ten rows, each with a price level number and a description field. At the bottom right of the dialog are 'OK' and 'Cancel' buttons.

Alert Memo Descriptions and Access Levels		
Memo One	Material	Security Access Level 1
Memo Two	Usage	Security Access Level 1
Memo Three	Colors	Security Access Level 1
Memo Four	Warning!	Security Access Level 1

Price Level Descriptions	
Price Level 01	Retail
Price Level 02	Retail -05%
Price Level 03	Retail -10%
Price Level 04	Retail -15%
Price Level 05	Retail -20%
Price Level 06	Retail -25%
Price Level 07	Wholesale
Price Level 08	Dealer Lv1
Price Level 09	Dealer Lv2
Price Level 10	Cost

- **Alert Memo Descriptions and Access Levels:** The program allows you to maintain up to four lines of information on each inventory item that the program does not already have a field for. Memos can be used for reminders, special notes, etc.

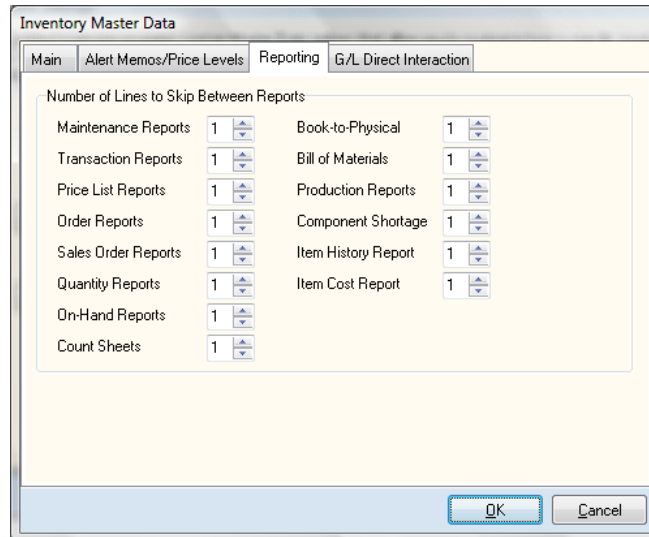
This screen allows you to define the headings of the four alert memo lines.

For each memo line, you can set a security access level so only people with the appropriate access level can modify and add the alert memos. Refer to the *CertiflexDimension System Manager Guide* for detailed information on access levels.

- **Price Level Descriptions:** The inventory program allows you to specify up to 10 different price levels for each inventory item. Define the descriptions of the various price levels at this screen.

Reporting

Select the **Reporting** tab to define the number of lines to skip for various Inventory reports. When you open this program, the system will list a variety of reports and the number of lines to skip for that report. The number of lines to skip refers to the number of lines to skip between each item and transaction included on the selected report.



The screenshot shows the 'Inventory Master Data' dialog box with the 'Reporting' tab selected. The dialog has four tabs: 'Main', 'Alert Memos/Price Levels', 'Reporting', and 'G/L Direct Interaction'. The 'Reporting' tab is active and displays a section titled 'Number of Lines to Skip Between Reports'. This section contains a list of reports, each with a spin box set to the value '1'. The reports listed are:

Report Name	Number of Lines to Skip
Maintenance Reports	1
Transaction Reports	1
Price List Reports	1
Order Reports	1
Sales Order Reports	1
Quantity Reports	1
On-Hand Reports	1
Count Sheets	1
Book-to-Physical	1
Bill of Materials	1
Production Reports	1
Component Shortage	1
Item History Report	1
Item Cost Report	1

At the bottom of the dialog, there are two buttons: 'OK' and 'Cancel'.

If you set the number of lines to skip for a report to 0, the system will not skip any lines between each item and/or each transaction. 1 specifies to skip one blank line, 2 specifies to skip two blank lines, etc. The system will allow you to specify a number of lines to skip between 0 and 6.

G/L Direct Interaction

Select the **G/L Direct Interaction** tab to define default ledger accounts for various direct inventory transactions.

Most inventory transactions that update the General Ledger occur in other modules, such as Accounts Payable, Purchase Order, Order Entry and Accounts Receivable. The Inventory system does however contain specific types of transactions that may optionally be set to update the General Ledger directly.

To enable automatic interactivity between your Inventory and General Ledger modules, check the **G/L Direct Interaction** box.

Account Name	Account Number	GL Account
Inventory Account (1)	132000	Inventory
Inventory Account (2)	133000	Inventory - Finished Goods
Inventory Account (3)	134000	Inventory - Materials
Inventory Account (4)		None Set
Inventory Account (5)		None Set
Accrual Purchase Account	132001	Accrual Purchase (Inventory)
Accrual Sales Account	132002	Accrual Sales (Inventory)
COGS Account	132003	Cost of Goods Sold (Inventory)
Physical Count Adjustments	132004	Physical Count Adjustments (Inventory)
Overhead Account	132005	Overhead Account (Inventory)

Journal Entry B.O.M. Production Journal Entry Intercompany Transfers

The system will list the following accounts:

- **Inventory Account (1):** Assign the inventory account (1) to be debited on direct inventory receipts/finished goods productions or credited (cost) on direct inventory withdrawals/bill of materials (BOM) components. This account will be used for all inventory items setup with an Inventory Account number of (1).
- **Inventory account (2 - 5):** optionally assign any alternate accounts to be debited on direct Inventory Receipts/ finished goods productions or credited (cost) on direct Inventory withdrawals/ bill of materials (BOM) components. These accounts will be used for all inventory items setup with an Inventory Account number of (2 -5).

- **Accrual Purchase Account:** Assign the account to be credited when doing direct inventory receipts.

Example: You buy 20 Widgets at a cost of \$1.50 each. If you record this transaction directly within the Inventory by **Recording a Receipt**, the following General Ledger Entry will be made:

<u>Account</u>	<u>Debit</u>	<u>Credit</u>
Inventory (Widgets)	\$30.00	
Accrual Purchase Account		\$30.00

- **Accrual Sales Account:** Assign the account to be debited for sales amount when processing direct inventory withdrawals.

Example: You sell 10 Widgets for \$2.00 each and the Widgets have a cost of \$1.50 each. If you record this transaction directly within the Inventory by **Record Withdrawals**, the following General Ledger Entry will be made:

<u>Account</u>	<u>Debit</u>	<u>Credit</u>
Widget Sales		\$20.00
Accrual Sales Account	\$20.00	
Inventory (Widgets)		\$15.00
COGS Account	\$15.00	

- **COGS Account:** Assign the account to be debited for cost amount when processing direct inventory withdrawals.
- **Physical Count Adjustments:** Assign the account to be debited or credited for adjustments made when updating on-hand quantities.

NOTE: During the **Update Quantities-On-Hand** process, the system will only use the assigned **Physical Count Adjustment** account if the **Journal Entry G/L** box is checked.

- **Overhead Account:** Select the company's overhead General Ledger account, if you are operating interactively with both the General Ledger and Job Cost programs. The system uses this field to allow the automatic credit of the inventory overhead on the company's General Ledger. This allows you to allocate overhead costs to jobs when you record withdrawals. When you define each job ledger file in the Job Cost program, you are allowed to define an inventory overhead percentage for each job. If a percentage was defined for a job accessed through an inventory withdrawal transaction, the system will credit the overhead account on the company's General Ledger based on the percentage defined for the applicable job and will add the amount debited on the selected job ledger.
- **Journal Entry B.O.M. Production:** Select this checkbox if you want the system to automatically record journal entries for bill of materials production.
- **Journal Entry Intercompany Transfers:** Select this checkbox if you want the system to automatically record journal entries for intercompany inventory transfers.

Inventory Theory - Serial/Lot Tracking

CertiflexDimension Inventory includes the ability to track additional information on inventory item transactions. This is commonly used to track specific serial numbers for each item or lot numbers associated with a group of items. Utilizing serial/lot number features will allow you to easily track where an individual item or group of items was purchased or produced and to whom these specific items were sold.

Activating Serial Lot Tracking on an Inventory Item

- To activate serial/lot tracking on a specific item, from the **Edit Inventory Item** screen, select the **Serial/Lot No. Tracking** checkbox. You can also set this option to be the default on a specific Inventory Category. Setting the default on a category will automatically set all items added to the category to have Serial/Lot Tracking enabled.

Processing Item Transactions with Serial/Lot Tracking

When a Serial/Lot Tracking enabled item is selected for purchase, production or sale the system will automatically display the Inventory Serial/Lot Number window.

Serial/Lot	Date	Reference	Status

- **Serial/Lot Number:** Enter the Serial/Lot Number you wish to track for this transaction. Tracking numbers are a maximum of 30 alpha/numeric characters.
- **Mark As Closed:** Select this option if the current Serial/Lot Number should be considered closed. Each Inventory transaction history line has a status of open or closed. If you are using true serial number tracking with only one unique serial number for each item, the unique serial number would be considered 'Open' when you purchase or produce the

item. The unique number will be considered closed when you sell the item, because it will never be resold unless returned. Since transaction reporting supports including open items only, it is easy to gather information on items currently available in inventory.

NOTE: When you mark an item as closed when sold, the system will automatically look for any exact matching serial number and also mark that transaction history line as 'Closed'. It is important to note that the 'Mark As Closed' feature works automatically when processing single serial numbers only.

Also, note that you can manually adjust the Open/Closed status of any Serial/Lot Numbered history transactions by using the **Edit Serial/Lot Number History** function located under the **Options** menu of Maintain Inventory Items.

- **Selected:** Click this option if you are selling a number highlighted from the Existing Number(s) listing.

NOTE: If you wish to track where you sell specific serialized items, but not track their purchase or production, simply type in the serial number at the time of sale. This additional level of flexibility supports a broader use of how you wish to use the additional tracking features.

- **Add to List:** If you wish to add to the current Serial/Lot Number, highlight the additional number from the Existing Number(s) list and click **Add to List**.

Click **>Ok** to use the Serial/Lot Number for the current transaction line.

Additional Notes on Processing Specific Unique Serial Numbers

If you are tracking specific serial numbers, the system will work best if you enter a separate line for each serial numbered item. For example, if you are buying and selling lawn tractors and each tractor has a specific serial number, when you purchase tractors from your supplier enter a specific line item for each tractor purchased. If you were buying 10 tractors, enter 10 lines on the purchase order, with each line with a quantity of 1. The same would be true when you sell the tractors. If a customer was purchasing 3 tractors from you, enter three detailed lines with each line a quantity of 1. Using quantities of 1 for serial number tracking allows the best automatic tracking and reporting of unique serial numbers.

Note: Most transactions (Invoices, Vouchers, etc.) will ask for item Serial/Lot Numbers immediately when you select an item. However, with interactive Purchase Order and Order Entry modules you are asked for the specific Serial/Lot Numbers at the time of recording receipts or shipments.

Review/Print

You can review all Serial/Lot Numbers used on specific inventory items by selecting the **Serial/Lot No** link located under **>Review Inventory Item >Inventory Item Detail**.

You can print reports with Serial/Lot Numbers by selecting to print the **Serial/Lot Number Report** or **Serial/Lot Number Report** located under the **Standard Inventory Reports** options.

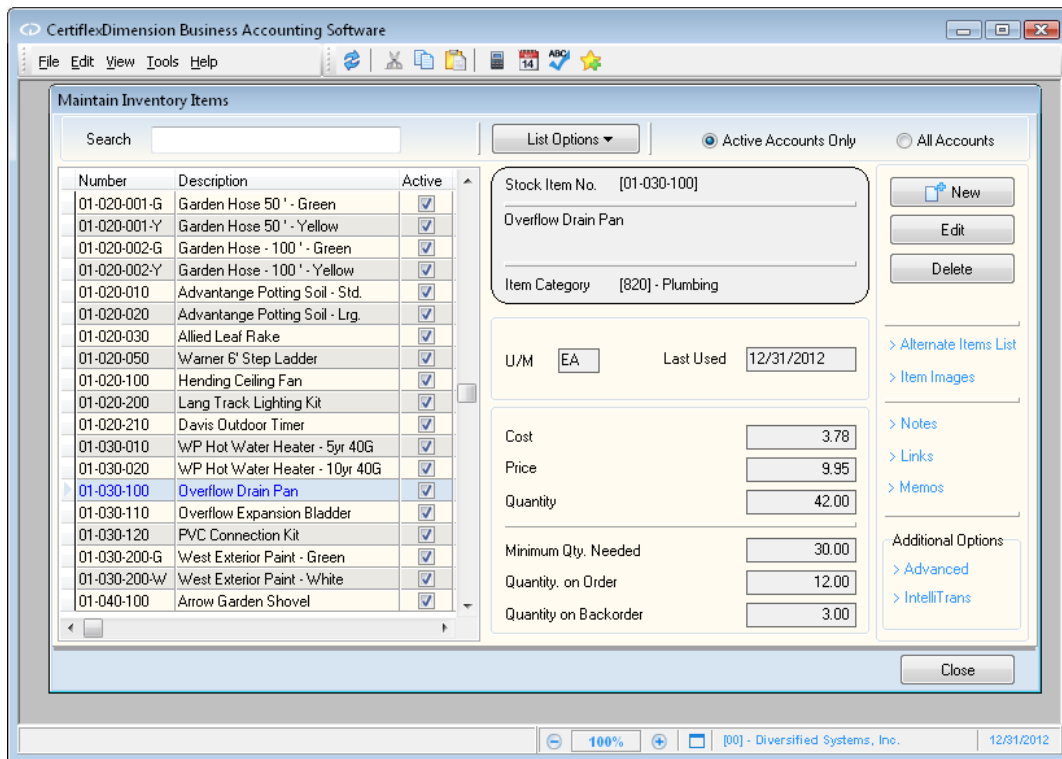
Maintain Lists - Inventory

Maintain Inventory Items

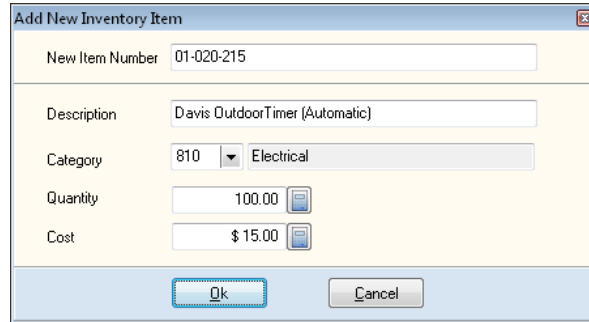
This section explains how you perform maintenance functions on the inventory items. You can add, change, and delete inventory items. You can also renumber inventory items.

Adding an Inventory Item

To add a new inventory item, click **>Maintain Lists >Inventory >Inventory Items**.



To add a new inventory item, click **>New**. The system will prompt you for the following:



- **New Item Number:** Enter the inventory item number for the new item.
The Inventory program applies an extremely flexible inventory stock numbering system. Because the system allows a total of up to 30 alphanumeric characters for the stock number, you can use almost any existing inventory stock numbering scheme.
Before you start adding inventory items, we strongly recommend that you read this section. You may want to change the stock numbering scheme to take advantage of special features in the system.
Never begin the item number with a space or a period. If you do this, the system will not index the inventory item correctly. In addition, never use an asterisk (*) anywhere in the item number.
 - The total maximum length allowed by the system for an inventory stock number is 30 characters.
 - Each Inventory item consists of an item number and a category. The category does not necessarily have to be part of the item number. Categories may be set up within Maintain Categories/Locations under the Maintain Lists feature of Inventory.
 - Each Inventory report allows you to print for a range of items. This feature is very useful if you have defined the stock numbering scheme to take advantage of it.
 - If you are using the Bill of Materials feature of Inventory, you should note that you must define all finished goods as well as each of the individual component parts as inventory items. Labor can also be defined as an inventory item or items, if desired.
 - If you need to track serial numbered items in the system, there is a special way you must define the inventory item so it can be tracked as a serial numbered item. Please refer to the **Maintain Lists** section of this guide for information on how to indicate an item is a Serial Master item.
- **Description:** Enter the inventory item's description. Because the system allows you to index and access the inventory items by description, do not enter an item description that matches that of another item.
- **Category:** Enter the category in which you wish to place this item.
- **Quantity:** Enter the quantity for this item.
- **Cost:** Enter the cost for this item.

Click **>OK** to continue to the item detail screen.

Inventory Item Detail

- **Stock Item Number:** The item's stock number, as entered when the item was created or renumbered. For information on renumbering an existing item, refer to the **Advanced Maintenance Options: Renumber** section of this guide.
- **Item ID:** This field contains an ID that is unique to this inventory item and is assigned by the program. This ID is used to identify the item within the data files. This field cannot be changed.
- **Active Inventory Item:** Select this box to make this inventory item available for recording inventory transactions. If this box is not checked, the item will not be available from any menu and will not show up on many inventory reports unless otherwise specified.

Main

- **Item Description:** The item's description, as entered when the item was created or last edited. Since the system uses the **Stock Item Number** for indexing, the description may be edited here at any time. For information on renumbering an existing item, refer to the **Advanced Maintenance Options: Renumber** section of this guide.
- **Additional Report Description:** If the inventory item has an additional description that you wish to appear on reports only, enter the description in this box. This field is a maximum of 30 alphanumeric characters.
- **User Key:** This is a user definable field that you can use as an index field. For example, if you would like to use code words for the inventory items, you can define those code words here. When you access the inventory item listing, you can change the index to **User Key**. Then, instead of accessing the inventory items by number or name (description), you can access the inventory items for matches in this field. The description heading for the **User Key** is defined in the **Master Data**.
- **Unit of Measure:** Select the unit of measure to use for this item. If you enter a unit of measure that does not exist, the system will prompt you to add the new unit of measure. If you add a new unit of measure from this

option, you should also go to **Maintain Unit of Measure Conversions** to define additional information needed for the unit of measure.

If you are using the multiple units of measure feature, please give careful consideration to the unit of measure selected here for each item. The multiple units of measure feature allows you to sell products in different or multiple units of measure different from the unit of measure in which the item was purchased. Therefore, if you are using this feature, you should normally define the unit of measure for each item to be the unit of measure by which you purchase the item. Define the unit of measure under **Maintain Unit of Measure Conversions**.

You must define a unit of measure conversion table for each purchasing unit of measure. Each table allows the definition of up to ten alternate (selling) units of measure, along with conversion factors and markup percentages, if applicable.

When you have this defined correctly, the system will automatically convert the quantities and dollars sold back to the item's original unit of measure defined here so that the inventory information will remain correct.

For a complete explanation of the unit of measure conversion feature, please refer to the **Maintain Unit of Measure Conversions** section.

If you always buy and sell the individual inventory item in the same unit of measure, then your selection is easy. Simply select or add a unit of measure and ignore the unit of conversion feature described above.

- **Item Class:** Class designation allows you to assign inventory items to a particular group for classification. You can use **Class** for many different purposes. You can class inventory items for departments, product lines, product types, territories, etc. Most reports in the Inventory program will allow you to specify a range of classes to report.

The system also uses the **Class** field to distinguish inventory items such as drop shipment items. These are items that you sell but are not part of the company's inventory. That is, you are selling an item to customers, but the item is being shipped to the customers from another company. This means you never actually received or shipped the item.

Since it is not an item you stock, you do not want these items to appear in the regular inventory reports. To separate these items, the system reserves classes 90-99 for drop shipment items. If you have any items for drop shipment, assign those items between classes 90 and 99.

You have the option to name the various classes for easier reference. To rename classes, click **>File >Supervisor Options >Maintain Class Names**. Alternately, classes may also be renamed by going to **>Maintain Lists >Inventory >Categories, Locations and Sections: Maintain Sections**.

- **Category:** The Inventory program allows you to group similar items in categories. Specify the category to which this item belongs in this field. You may define categories in the **Maintain Categories** option. Please refer to the section concerning Maintain Categories for more information on setting up categories.
- **Sub-Category:** You may select a sub-category for more specific grouping when sorting by category for reporting. Sub-categories are from 1-99. For

information on defining Sub-Categories, refer to the **Categories, Locations and Sections: Maintain Sections** portion of this guide.

- **Status ID:** This optional, user-defined identifier allows you to define your inventory outside of class and category designations. For information on defining Status IDs, refer to the **Categories, Locations and Sections: Maintain Sections** portion of this guide.
- **Production ID:** This optional identifier can be used to define finished goods. For information on defining Production IDs, refer to the **Categories, Locations and Sections: Maintain Sections** portion of this guide.
- **Color ID:** This optional identifier can be used to define items by color. For information on defining Color IDs, refer to the **Categories, Locations and Sections: Maintain Sections** portion of this guide.
- **Item Size Class:** Select the item's size class. For information on defining Item Size Class, refer to the **Categories, Locations and Sections: Maintain Sections** portion of this guide.
- **Item Size:** Enter the item's size. This field is optional and not required for processing.
- **Item Weight:** Specify a weight for the item to assist in calculating shipping charges. You can specify weight in pounds, ounces, kilograms, or grams.

Total All Locations

- **Cost:** The total overall unit cost for all locations is displayed. This cost is automatically adjusted as you record purchases to an item.
- **Quantity:** The total quantity On-Hand for all locations is displayed. This is this quantity that will be updated as you record inventory transactions. It is this field on which all inventory value calculations are based.
- **Minimum Quantity Needed:** The total quantity needed on-hand for all locations is displayed.
- **Quantity On Order:** The total quantity on order for all locations from vendors is displayed. This quantity is automatically updated if you are operating interactive with the Purchase Order program.
- **Quantity On Backorder:** The total Quantity On Backorder for all locations committed to customers is displayed. This quantity is automatically updated if you are operating interactive with the Order Entry program.

Exclude from Lists

- **Purchases/Sales/B.O.M. Detail:** Check the corresponding boxes to exclude this item from any or all of the aforementioned list types.
 - **Exclude from Purchases :** Check this option if the current item should not be available for purchase – i.e. a finished good item that you manufacture.
 - **Exclude from Sales :** Check this option if the current item should not be available for resale or withdrawal – i.e. a raw material that you use in production only.
 - **Exclude from B.O.M Detail :** Check this option if the current item should not be available in Bill of Material detail – i.e. items

purchased for resale or finished goods not used in other production components.

Additional

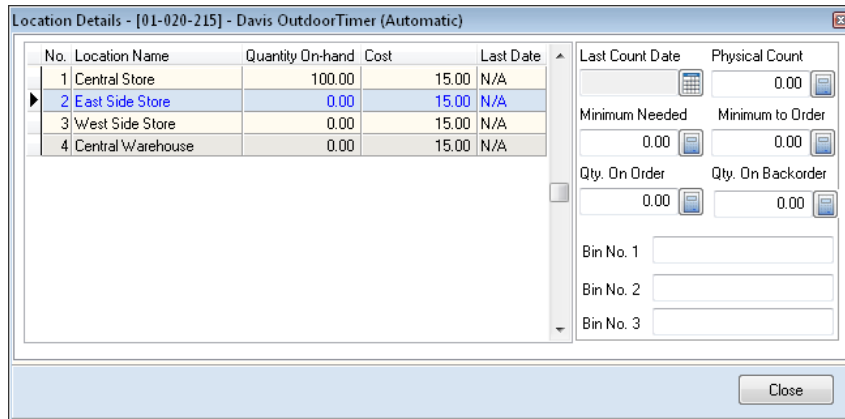
- **Favorite:** You may choose to make data entry faster by setting up frequently accessed inventory items as Favorites. Favorites are limited to 99 items. Assign the inventory item a number from 1-99 to designate the item as a Favorite.

To enter an item as a Favorite during data entry, type in the number specified followed by an asterisk (*). This will select the inventory item associated with that Favorite number.

- **Inventory Acct. No.:** Select the item’s default ledger account number, as defined in the Inventory Master Data’s **G/L Direct Interaction** settings.
- **Serial/Lot No. Tracking:** Check this box if this item is a serial numbered item. This will let the system know you wish to track serial/lot numbers for the item. For more information about Serial/Lot No. Tracking, please refer the Inventory Theory section.

Additional Options

>**Location Details:** Click on this link to define the inventory item’s location details.



Each location will be listed with the quantity-on-hand, the cost per location, and the date of last transaction.

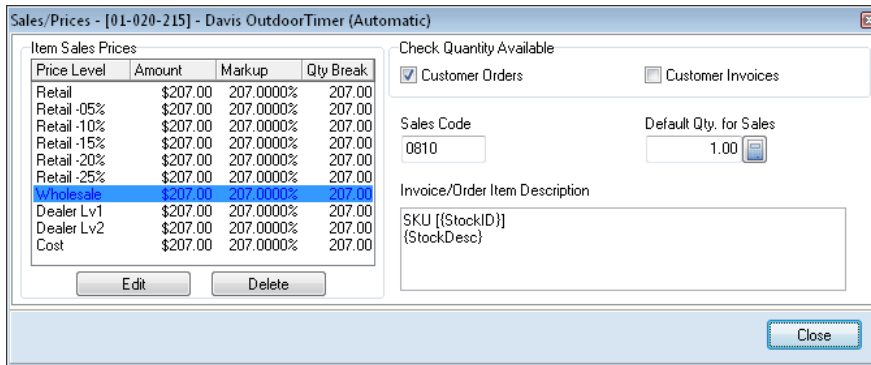
NOTE: Normally, the quantity-on-hand and the unit cost for an existing item are automatically adjusted as you record inventory item transactions. You may manually adjust these fields using the **Physical Inventory** program. Making direct changes to on-hand quantities or cost is normally done only under the direction and supervision of your company controller.

Other information for each location is as follows:

- **Last Count Date:** This field indicates the last date an item count was performed for the selected location.
- **Physical Count:** This field shows the actual quantity of the item according to the last physical count.
- **Minimum Needed:** Enter the minimum item quantity needed on-hand for the selected location.

- **Minimum to Order:** Enter the minimum item quantity to order for the selected location.
- **Quantity on Order:** If you have any quantity currently on order from a vendor for the selected location, enter it here. This field is automatically updated if you are operating interactively with the Purchase Order program.
- **Quantity on Backorder:** If you have any quantity currently on backorder and committed to customers for the selected location, enter it here. This field is automatically updated if you are operating interactively with the Order Entry program.
- **Bin No. 1:** If you maintain bin numbers, enter the item's bin number for the selected location number. This is an optional field and a definition is not required.
- **Bin No. 2:** If you maintain bin numbers, enter the item's alternate (secondary) bin location number for the selected location. This is an optional field and a definition is not required.
- **Bin No. 3:** If you maintain bin numbers, enter the item's alternate (third) bin location number for the selected location. This is an optional field and a definition is not required.

>**Sales/Prices:** Click on this link to define the item's unit price information.



- **Item Sales Prices:** To define or change a price level's sales price information, select the price level to change and then click **Edit**.
 - **Sales Price:** Enter the sales price for this item.
 - **Markup Percentage:** Enter a markup percentage, if applicable, for this item. The markup percentage is used when performing global price changes.
 - You may optionally set a price level's markup percentage to 999.xxx% (xxx equals any number) to cause the system to set that price level to be equal to the item's unit cost or price level 1, depending on how the **Master Data** is defined, when the option to **Recalculate Price Levels** is executed.
 - **Quantity Break:** The quantity price break feature is provided to speed data entry while processing inventory withdrawals. To utilize the quantity break feature, you must define the unit prices for the items so that the price for price level one is the largest price, the one that a

customer would pay if he ordered the minimum quantity. The price levels two through ten should be progressively smaller, to reflect discounts given to customers for quantity buying.

You should also set the quantity for the quantity break for price level one at zero. Subsequent price levels should be set for progressively larger quantities to reflect the increased quantities of the item that the customer must purchase to be eligible for the price breaks.

For example, suppose we had our price levels defined as:

Price Level	Unit Price	Quantity Break
1	\$100.00	0.00
2	95.00	50.00
3	90.00	100.00
4	85.00	200.00
5	80.00	300.00
6	75.00	400.00
7	70.00	500.00
8	65.00	600.00
9	60.00	700.00
10	55.00	800.00

In **Record Stock Withdrawals**, **Record Customer Orders** in Order Entry, or **Record Invoices** in Accounts Receivable, the system will automatically call up the correct unit price, based on the quantity entered. The system will allow you to override the system's selected price, if necessary.

In the above example, if the quantity withdrawn is 45.00, the system will automatically call up unit price level one, \$100.00. If the quantity withdrawn is 50.00, the system will then know to allow for the advantage of a quantity price break. The unit price automatically accessed by the system in this case is for price level two, \$95.00

If you do not provide quantity price breaks to customers, you do not need to utilize this feature. Simply set all quantity break fields to zero.

Special Notes about Sales Prices

The Inventory program allows multiple units of measure. This is an important feature if you buy inventory items in one unit of measures and sell them in different units of measure. If you always purchase an inventory item in one unit of measure and sell it in a different, single unit of measure, then you should define the item so that its unit of measure is the purchasing unit of measure. The item's unit cost should correspond to the unit of measure by which you purchase the item. The unit prices for the item, however, may be defined in one of two ways depending on your needs: to correspond to the standard (purchasing) unit of measure or to correspond to the alternate (selling) unit of measure.

If you define the unit prices to correspond to the item's standard (purchasing) unit of measure, then you will need to define that unit of measure's conversion table so that the conversion factors used are applicable for the unit cost for the item. The unit of measure conversion table also allows for the definition of a markup percentage. The system will use this when processing withdrawals to calculate the unit price to use that will correspond to the alternate (selling) unit of measure. The system will use both the conversion factor and the markup percentage under this method.

If you define the unit prices for the item to correspond to the alternate (selling) unit of measure, then the system will go directly to the item's unit prices when withdrawals are entered. The unit of measure conversion table will have no markup percentage defined in this case, and the conversion factor is only used for the update of quantities sold and the cost of sales. This method is useful when setting up a markup percentage that will not result in the unit prices that you want for the item.

The unit of measure conversion table's **Price** field must be set correctly to allow for this feature. The Accounts Receivable and Order Entry programs also allow this feature, if you are operating interactively with them. Remember that these two setup methods are only applicable for items that have a single different selling unit of measure.

When setting up the Inventory program for the first time, you may want to take advantage of a special feature allowing global price changes rather than entering the individual unit prices for each of the new items.

To use this feature, make sure that the markup percentages for each item are set the way you want them, then execute the option **Recalculate Prices** based on the **Markup Percentages**. Executing this option will set the unit prices for each of the price levels for each item included.

The global price change feature in conjunction with the **Calculation Method** definition in **Master Data** allows you to globally change prices on the inventory file as a markup of each item's unit cost, or the unit price for price level one. If you want to take advantage of this feature, first make sure you have defined the unit cost or price level one unit price and the markup percentages for each applicable item.

- **Check Quantity Available:** You may select whether or not you want the program to check the available quantity of the inventory item either when recording **Customer Orders**, **Customer Invoices**, or both.
- **Sales Code:** The sales code for each inventory item is used when operating interactively with the CertiflexDimension Accounts Receivable and Order Entry programs. The Accounts Receivable program uses the sales code to provide you with sales analysis information. If you are operating interactively with Accounts Receivable, we recommend that you read the section of the Accounts Receivable manual devoted to sales codes before you define this field.

Select a sales code to use for this item from the available drop-down list.

- **Default Quantity for Sales:** This field will allow you to specify the quantity in which this item is usually sold. This will save time during the data entry process because it allows you to bypass the quantity field when recording an entry.
- **Invoice/Order Item Description:** In this field, you can specify up to a 254-character description for this item to print on an invoice or order. This is a memo format field that allows you to use Smart Tags replacements within your description. Smart Tags are case sensitive. Using Smart Tags allows the system to automatically change the Invoice/Order description if you renumber rename the inventory item. The following Smart Tags are available for Invoice/Order descriptions:
 - **{StockID}:** This Smart Tag will automatically be replaced with the inventory item number.
 - **{StockDesc}:** This Smart Tag will automatically be replaced with the inventory item description.
 - **{SerialNumber}:** This Smart tag will automatically be replaced with the selected Serial/Lot Number for this transaction line.

NOTE: The above memo description also supports automatic word-wrap and multiple lines. Remember to use Ctrl + Enter to input line breaks if you are processing with your User Preferences set to **Use Enter as Tab**.

>**Purchases:** Click this link to assign vendor information to the item, allowing you to track the vendors from which the item is purchased.

	Vendor Number	Vendor Name	Vendor Stock ID
Primary Vendor	18720	Automated Metal Molding	14-57578-01
Second Vendor	28544	Builder's Warehouse	98K-426-XRT
Third Vendor	80688	Hardware Supply	6579123564
Fourth Vendor	N/A		

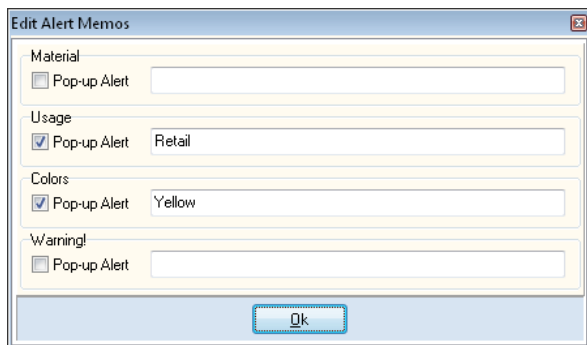
Purchase Code: 0100 Default Qty. to Purchase: 15.00 Purchase Order Description: SKU {VendStockID} (StockDesc)

- **Vendor Numbers & Vendor Stock ID Numbers:** You may specify up to four vendors from which the item is purchased and the stock number the vendor uses for the item. If you are using a stock number matching the primary vendor's number, you can click on the Copy button beside the vendor stock number to copy the item number from the item and associate it to the vendor.
- **Purchase Code:** Allows you to specify a default Purchase Code for use with this item.
- **Default Quantity to Purchase:** If you always purchase a specific quantity of this item, you can set a default quantity in this field. This will save the

time required to enter the quantity you are purchasing when generating a purchase order for this item.

- **Purchase Order Description:** In this field, you can specify up to a 254-character description for this item to print on your purchase order. This is a memo format field that allows you to use Smart Tags replacements within your description. Smart Tags are case sensitive. Using Smart Tags allows the system to automatically change the Purchase Order Description if you renumber and/or rename this inventory item. The following Smart Tags are available for Purchase Order Description:
 - **{StockID}:** This Smart Tag will automatically be replaced with the inventory item number.
 - **{StockDesc}:** This Smart Tag will automatically be replaced with the inventory item description.
 - **{VendStockID}:** This Smart Tag will automatically be replaced with first vendor stock number for this item. If the first vendor stock number for the item is not set, this Smart Tag will automatically be replaced with inventory item number.

>Alerts Memos: Click this link to maintain information that is not already captured on each inventory item. Memos can be used to track reminders, special notes, special prices, etc.



The headings for the alert memos are defined in the **Master Data** and the headings for all other memo lines are defined in the **Configure Memos** option. To open the **Configure Memos** option, click **>File >Supervisor Options >Maintain Memo names**.

NOTE: You must have Supervisor rights (access level 10) to be able to modify the memo headings in the **Configure Memos** option.

Each memo line can be assigned an access level (1-10). If you do not have an access level equal to or greater than the one assigned to the memo line, you cannot edit the memo line.

- **Memo Lines:** If you have access to the memo lines, enter the information in each appropriate field.
- **Pop-up Alert:** You can use any or all four alert memo fields as automatic reminder fields. If you select the **Pop-up Alert** check box on any of the four alert memo lines, all text for the memo lines will display on the screen anytime this inventory item is accessed.

Refer to the *CertiflexDimension System Manager Guide* for more information on configuring memos.

Editing an Inventory Item

To change an inventory item, click **>Maintain Lists >Inventory >Inventory Items**.

When the **Maintain Inventory Items** screen is displayed, enter the inventory item to change in the **Search** field or select the item from the inventory listing. When a valid inventory item is select, click **>Edit** and the **Edit Inventory Item** screen will be displayed.

The screenshot shows the 'Edit Inventory Item' window with the following fields and values:

- Stock Item Number: 01-030-020
- Item ID: 000000000176
- Active Item:
- Main Section:
 - Item Description: WP Hot Water Heater - 10yr 40G
 - Add. Report Description: (empty)
 - User Key: Water Heater
 - Unit of Measure: EA (Each)
 - Item Class (1-99): 20 (Class Number 20)
 - Category: 820 (Plumbing)
 - Sub-Category: 1 (Sub-Category Number 1)
 - Status ID: 0 (Standard)
 - Production ID: 0 (None Set)
 - Color ID: 0 (None Set)
 - Item Size Class: 0 (None Set)
 - Item Size: (empty)
 - Item Weight: Edit 101 (lb)
- Total All Locations:
 - Cost: 195.45
 - Quantity: 0.00
 - Minimum Qty. Needed: 5.00
 - Quantity, on Order: 1.00
 - Quantity on Backorder: 2.00
- Exclude from Lists:
 - Purchases
 - Sales
 - B.O.M. Detail
- Additional Section:
 - Favorite (1-99): 0
 - Inventory Acct. No. (1-5): 1
 - Serial/Lot No. Tracking:
- Additional Options (links):
 - > Location Details
 - > Sales/Prices
 - > Purchases
 - > Alert Memos

Buttons: Save, Cancel

For detailed information on each field displayed, refer to the **Adding an Inventory Item** section.

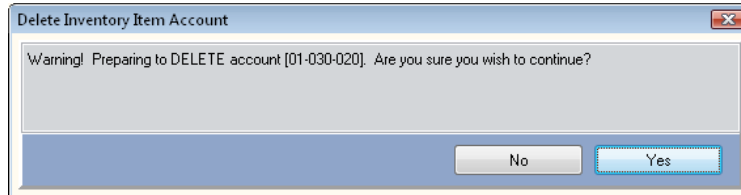
NOTE: If you change the unit of measure for an item, be sure to also change all fields for the item that corresponds to the unit of measure (quantities, prices, etc.). If you do not, the system will not function correctly.

Deleting an Inventory Item

To delete an inventory item, click **>Maintain Lists >Inventory >Inventory Items**.

When the **Maintain Inventory Items** screen is displayed, enter the inventory item to delete in the **Search** field or select the item from the inventory listing.

When a valid inventory item is select, click **>Delete** and a confirmation window will be displayed.



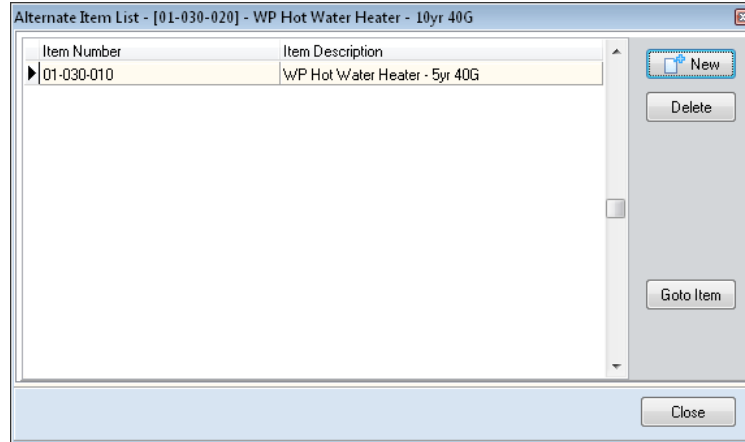
To confirm deletion of the item, click **>Yes**. To cancel the item's deletion and return to the **Maintain Inventory Items** screen, click **>No**.

NOTE: The system will not prevent you from deleting items from the inventory files, even if the item has an on-hand quantity. Therefore, you must be careful when you execute this option. Also be careful not to delete serial master items that still have corresponding serial numbered items.

If you are using the Bill of Materials feature, the program will not allow you to delete the inventory item included in the Bill of Materials. You must remove the item from the Bill of Materials should you wish to delete it.

>Alternate Items List

The system will allow you to define alternate items per inventory item. If you have alternate items defined, when you enter withdrawals for this item and there is not enough stock on-hand to complete the withdrawal, the system can display all alternates defined. You can then ask the system to take the stock from any of the alternate items, if desired.



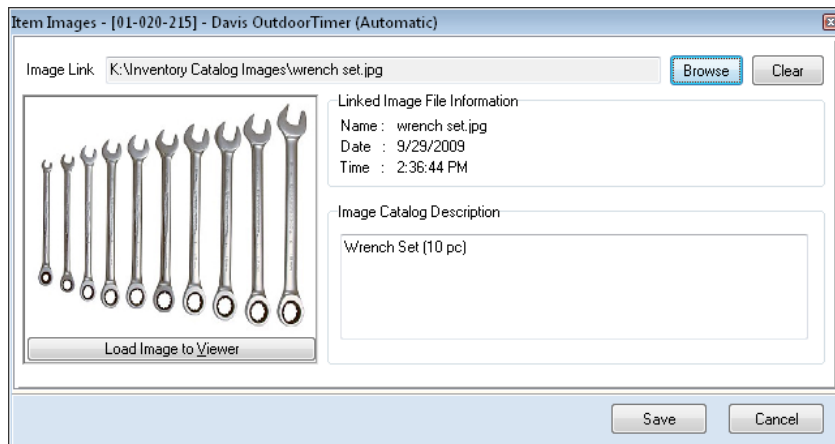
Click the **New** button to select an alternate item from the inventory item listing.

Click the **Delete** button, to remove the alternate item from the current inventory item.

Click the **Goto Item** button to move to the selected alternate item in the Maintenance system.

>Item Images

CertiflexDimension allows you to attach an image file to the inventory item and add a description of the item. This image and description will show up in a Catalog report generated through standard Inventory reports.



- **Image Link:** Type the path name of the file for the image or click **Browse** to select the appropriate file. Click >Clear to revert to **No Image Selected**.

NOTE: Screen Item images handle either JPEG or Bitmap files. The Catalog Report will only print Bitmap files. If you are utilizing this report with images, you will need to convert you JPEG files to Bitmaps.

You can click **Load Image to Viewer** in the Image box to open the Image Viewer screen.

- **Image Catalog Description:** Enter the **description** of the image. You can add up to 254 characters.

>Item Lookup Keys

Each Inventory Item may optionally contain up to 5 individual "Lookup" keys used to find a specific item during transaction processing. To maintain your Lookup keys for this item, enter your keys below and click > **Save**. To use a Lookup key during transaction processing, type in or scan your lookup key into the Inventory Item prompt and then press the > **F12 Key**.

NOTE: Only the "Primary Lookup Key" may optionally be printed as a Bar Code on Inventory Item Labels.

>Price

Use this option to make direct changes to an Item's sales prices directly from the main screen. You may optionally access this option with [Ctrl/P]. Once you have made all your desired price changes, click > **Save**.

>Notes/Links/Memos

The **Quick Notes** and **Links** tabs allow you to organize and access information about inventory items from one location. Notes can be used to document vendor warranty, special order information, labor considerations, etc. Links can be used to connect to vendor web sites, spreadsheets, and customer service databases.

You can add and review Quick Notes and Links in Maintain Inventory Items and Review Inventory Items. For detailed steps on adding Quick Notes and Links, refer to the *CertiflexDimension System Manager Guide*.

Additional Options >Advanced Recalculating Inventory Item Location Quantity

Use this option to recalculate a single inventory item's location quantities. Overall quantities will be updated for all active locations.

To recalculate an inventory item's location quantity, click **>Maintain Lists >Inventory >Inventory Items**. From the **Maintain Inventory Items** screen, select **>Additional Options >Advanced** and the **Advanced Maintenance Options** screen will be displayed.

Inventory Items - Advanced Maintenance Options

Inventory Item Accounts

Recalculate - This option will recalculate all location quantities for all active locations. To use this option, select the Inventory item account you wish to recalculate and click **Update Now**.

Select Account

01-020-001-G Garden Hose 50' - Green

Update Now

Option

Recalculate

Renumber

Edit Cost/Qty

Edit Serial/Lot

Reset Standard

Global Recalculate

Close

To recalculate all location quantities for all active locations, select the inventory item account you wish to recalculate and click **>Update Now**.

Renumbering an Inventory Item

To renumber an inventory item, click **>Maintain Lists >Inventory >Inventory Items**. From the **Maintain Inventory Items** screen, select **>Additional Options >Advanced** and the **Advanced Maintenance Options** screen will be displayed.

NOTE: You should have a current backup of all inventory files prior to selecting this option. No other users should be accessing inventory while this process is running.

Inventory Items - Advanced Maintenance Options

Inventory Item Accounts

Renumber - This option will renumber the selected Inventory item account to the new account number. Reminder, this is an advanced maintenance option.

Warning! All other users and sessions using this company should be closed. Renumbering accounts will require access to all Inventory files. Accounts with a large number of detailed transactions could take hours to fully process.

Caution! You should have **two current backups** of this company's data prior to utilizing this option. Any interruption to this procedure during processing will require you to restore your backup.

To renumber a Inventory item account, select the account you wish to renumber and enter the New Number you wish use. To begin processing your changes, click **Update Now**.

Select Account

01-020-001-G Garden Hose 50' - Green

New Number

01-020-001-GREEN

Update Now

Option

Recalculate

Renumber

Edit Cost/Qty

Edit Serial/Lot

Reset Standard

Global Recalculate

Close

The system will prompt you to enter the **New Number** for the inventory item. Enter the new number and click **>Update Now**. When a new item number is entered and saved, the system will renumber the inventory item and all history transactions associated with that item.

Edit Item On-hand Quantities/Cost

This option will allow you to edit either the cost or the quantity on-hand of an inventory item. To edit item quantities and cost, click **>Maintain Lists >Inventory >Inventory Items**.

From the **Maintain Inventory Items** screen, select **>Additional Options >Advanced** and the **Advanced Maintenance Options** screen will be displayed. Click **>Edit Cost/Qty** and the system will display the following:

NOTE: Normally, the quantity on-hand and unit cost for an existing item are automatically adjusted as you record inventory item transactions. Making direct changes to on-hand quantities or the cost of inventory items should only be done under the supervision of your company controller.

Inventory Item	Location	New Item Quantity	New Item Cost
02-090-100	1	7.00	\$ 1,550.00
Ace Riding Mower - 5500	1	0.00	\$ 1,575.00

Items to Post	Location	Quantity	Cost
01-020-001-G	1	250.00	
01-020-010	1	25.00	\$ 4.00
01-020-200	1		\$ 19.00
01-020-050	1	67.00	\$ 10.00
01-030-020	1	4.00	\$ 195.99

- **Inventory Item:** Specify the inventory item for which you would like to update the quantity or cost.
- **Location:** Specify the location of the inventory item you are desiring to change.
- **New Item Quantity:** Enter the new on-hand quantity for the item you have selected.
- **New Item Cost:** Enter the new cost for the item you have selected.

Once you have made the necessary changes to quantity and cost click **Accept**, then select another inventory item to change.

- **Items to Post:** This will show a list of all items with changes made that need to be posted to your Inventory files.
- **Delete:** Highlight an item to post and click Delete to remove it from the list.
- **Import:** If you have several items to update, you can import the information using this feature. The import file must be an ASCII, tab-delimited file for the import to work properly. The fields in this file are Item Number, Location, and Quantity or Cost. You can select either Quantity or Cost to import, but not both at the same time.

- **Post All:** When you are finished with your modifications, click this button to post the changes to your Inventory files.

Edit Serial/Lot Number History

This option allows you to find a specific serial numbered item from a list of items and mark it either 'open' or 'closed'. This is useful if you desire to resell a returned serial numbered item. To edit Serial/Lot number history, click **>Maintain Lists >Inventory >Inventory Items**.

From the **Maintain Inventory Items** screen, select **>Additional Options >Advanced** and the **Advanced Maintenance Options** screen will be displayed. Click **>Edit Serial/Lot** and the system will display the following:

Serial/Lot	Date	Reference	Status	Quantity	Customer
5500-AB-0123-25	12/31/2012		Open	20.00	

Options

Find

Mark as Closed

Mark as Open

Show Open Only

Close

- **Serial/Lot History:** This will present a listing of all serial/lot numbered items available, as well as their current status within the system.
- **Find:** This will allow you to search for a specific item from this list.
- **Mark as Closed:** To close a serial/lot number item, highlight the item in the list and click on this option. This will close out the item.
- **Mark as Open:** To re-open a closed Serial/Lot Number item, highlight the item in the list and click on this option. This will re-open the item.
- **Show Open Only:** This toggle is used to specify whether or not you desire only the open items to be displayed.

Resetting Standard Cost for Items

This option allows you to change the selected inventory item's standard cost to the actual average cost. In the **Master Data**, you defined the cost method to be **Standard**, **Latest**, or **Average**. No matter which cost method you use, the system will still track all three.

You will only use this option if the cost method is set to **Standard** and you wish to change a group of inventory items' standard cost to the actual average cost. The actual average cost is based on the life of the inventory item.

Print the **Detailed Cost Report** before executing this option. This report will list each inventory item's current/standard cost and also show you what its actual average cost would be.

To reset the standard cost, click **>Maintain Lists >Inventory >Inventory Items**.

From the **Maintain Inventory Items** screen, select **>Additional Options >Advanced** and the **Advanced Maintenance Options** screen will be displayed. Click **>Reset Standard** and the system will display the following:

Reset Standard Cost for Items

This option will replace the standard cost with the actual average cost for all items within the selected range.

You should have printed and reviewed a Detailed Cost Report and have a current backup of your inventory files prior to selecting this option.

Beginning Item
01-020-001-G Garden Hose 50' - Green

Ending Item
RMOVR-01 Overhead (Hr/Assembly)

Other Ranges
Locations 1 - 4 Classes 1 - 89 Categories 800 - 901

Prompt me on each item whether to accept the new cost

Process Cancel

- **Beginning Item:** Enter the item you want the resetting process to begin with.
- **Ending Item:** Enter the item you want the resetting process to end with.
- **Other Ranges:** You can also specify a range of items by **Location**, **Class**, or **Category**. This is useful if you desire a more targeted range.
- **Prompt me on each item whether to accept the new cost:** Select this check box if you want the system to prompt you to accept the new cost on each item in the above range.

Global Inventory Recalculation

The global recalculation options allow you to recalculate all inventory location quantities and/or all inventory detailed history. To perform global recalculation, click **>Maintain Lists >Inventory >Inventory Items**.

From the **Maintain Inventory Items** screen, select **>Additional Options >Advanced** and the **Advanced Maintenance Options** screen will be displayed. Click **>Reset Standard** and the system will display the following:

The screenshot shows a dialog box titled "Global Recalculate - [01-020-001-G] - Garden Hose 50' - Green". It contains two main sections for user selection:

- Global Recalculate - All Inventory Location Quantities:** Includes a text box with instructions: "Use this option to recalculate all location quantities. Over-all quantities will be updated for all active locations. You should have a current backup of all inventory files prior to selecting this option and no other users should be accessing inventory while this process is running." A "Recalculate Now" button is to the right.
- Global Recalculate - All Inventory Detailed History:** Includes a text box with instructions: "Use this option to recalculate ending quantities on-hand used in historical inventory reporting. Use the 'Oldest Transaction Date' to determine the oldest transactions to adjust. You should have a current backup of all inventory files prior to selecting this option and no other users should be accessing inventory while this process is running." To the right is a label "Oldest Transaction Date" above a date input field containing "1/1/2012" and a calendar icon. A "Recalculate Now" button is below the date field.

A "Close" button is located at the bottom right of the dialog box.

- **Global Recalculate – All Inventory Location Quantities:** Overall quantities will be updated for all active locations. You should have a current backup of all inventory files prior to selecting this option and no other users should be accessing inventory while this process is running. To perform this process, click **>Recalculate Now**.
- **Global Recalculate – All Inventory Detailed History:** Use this option to recalculate ending quantities on-hand used in historical inventory reporting. Use the **Oldest Transaction Date** to determine the oldest transactions to adjust. You should have a current backup of all inventory files prior to selecting this option and no other users should be accessing inventory while this process is running. To perform this process, defined the **Oldest Transaction Date** and click **>Recalculate Now**.

Maintain Categories, Locations and Sections

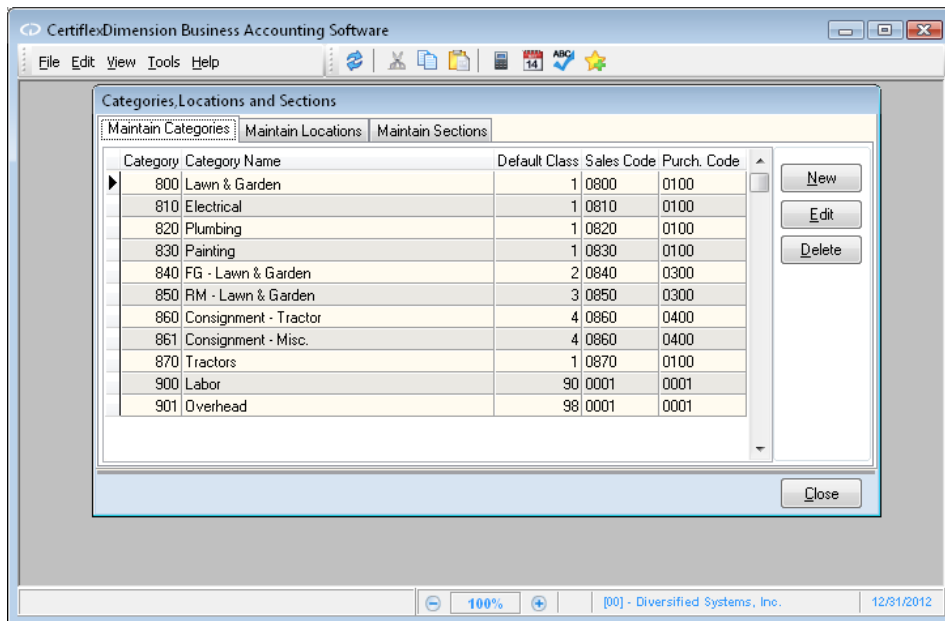
CertiflexDimension Inventory's **Maintain Categories** option allows you to define up to 999 categories for grouping inventory items together for reporting purposes.

You can also define up to 25 inventory item locations using the **Maintain Locations** option.

New to CertiflexDimension v10 is the **Maintain Sections** option, allowing you to define various section used to categorize and identify items.

To access these options, click **>Maintain Lists >Inventory >Categories, Locations and Sections**.

Maintain Categories



- **New:** Select this button to add a new category to the list. You will be prompted for the following information:
 - **New Category Number:** Enter a number between 1 and 999 for the new category. Click **Ok** to accept this category number.
 - **New Category Description:** Specify a name for the new category.These prompts are used as defaults the next time you add a new inventory item with this category. They can be changed at any time.

Once you have defined the new category's number and name, click **>OK** to continue to the **Maintain Category** screen.

Price Level	Amount	Markup	Qty Break
Retail	\$0.00	0.0000%	0.00
Retail -05%	\$0.00	0.0000%	0.00
Retail -10%	\$0.00	0.0000%	0.00
Retail -15%	\$0.00	0.0000%	0.00
Retail -20%	\$0.00	0.0000%	0.00
Retail -25%	\$0.00	0.0000%	0.00
Wholesale	\$0.00	0.0000%	0.00
Dealer Lv1	\$0.00	0.0000%	0.00
Dealer Lv2	\$0.00	0.0000%	0.00
Cost	\$0.00	0.0000%	0.00

- **Item Class:** Specify an Item Class for the new category. Item Classes are defined under **Maintain Class Names** in your **Supervisor Options**.
- **Invoice Description:** In this field, you can specify up to a 254-character description for the item you wish to print on your invoice or order. This is a memo format field that allows you to use Smart Tags replacements within your description. Smart Tags are case sensitive. Using Smart Tags allows the system to automatically change the Invoice Description if you renumber or rename the inventory item. The following Smart tags are available for Invoice Descriptions:
 - **{StockID}:** This Smart Tag will automatically be replaced with the inventory item number.
 - **{StockDesc}:** This Smart Tag will automatically be replaced with the inventory item description.
 - **{SerialNumber}:** This Smart Tag will automatically be replaced with the selected serial/lot number for this transaction line.

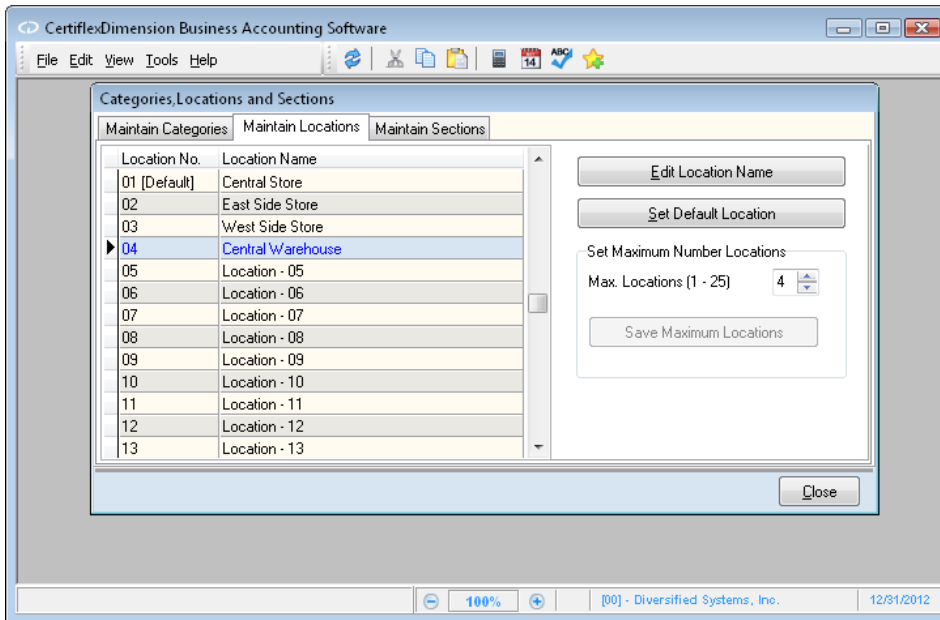
NOTE: The above memo description also supports automatic word-wrap and multiple lines. Remember to use Ctrl + Enter to input line breaks if your user preferences are set to **Use Enter as Tab**.

- **Inventory Account:** Select the inventory account associated with this category. Inventory Accounts are used only when interactive with Accounts Receivable, and are specified in the Accounts Receivable sales codes within System Sales Codes.
- **Purchase Description:** In this field, you can specify a 254-character description for the item you want to print on your purchase order. This is a memo format field that allows you to use Smart Tags replacements within your description. Smart Tags are case sensitive. Using Smart Tags allows the system to automatically change the Purchase Description

if you renumber or rename this inventory item. The following Smart Tags are available for purchase description:

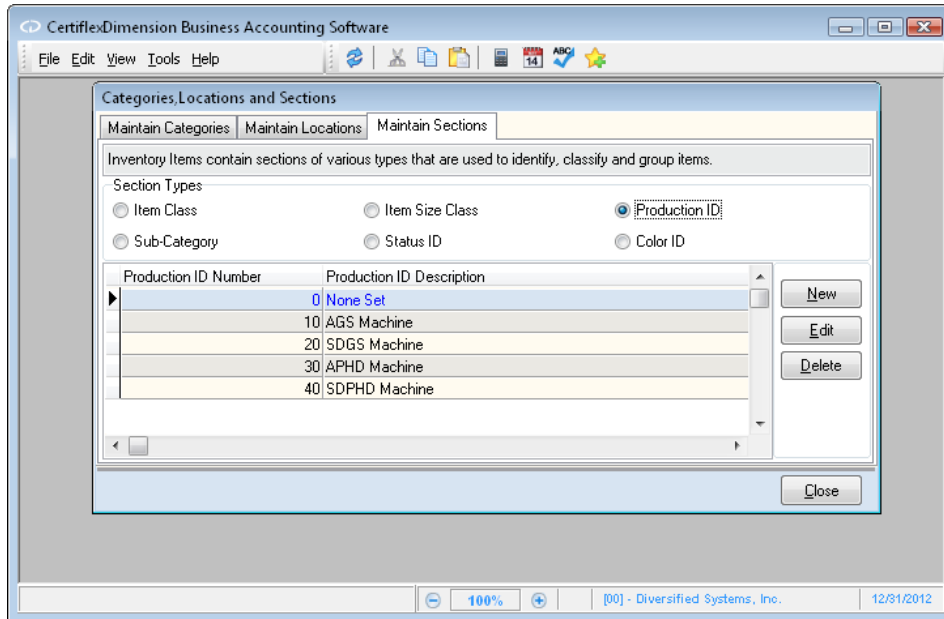
- **{StockID}**: This Smart Tag will automatically be replaced with the inventory item number.
- **{StockDesc}**: This Smart Tag will automatically be replaced with the inventory item description.
- **{VendStockID}**: This Smart Tag will automatically be replaced with first vendor stock number for this item. If the first vendor stock number for this item is not set, this Smart Tag will automatically be replaced with the inventory item number.
- **Sales Code**: Specify the sales code which is associated with this category. This feature is used when you are interactive with the Accounts Receivable module.
- **Purchase Code**: Specify the purchase code which is associated with this category. This feature is used when you are interactive with the Purchase Order module.
- **Master Item**: Select this box if the category specified is to be used as a master item. This will allow items in this category to be designated as serial numbered items.
- **Check Quantity in AR**: Select this box if you wish items from this category to check quantities on-hand when recording Accounts Receivable transactions. This feature is used when you are interactive with the Accounts Receivable module.
- **Check Quantity in OE**: Select this box if you wish items from this category to check quantities on-hand when recording Order Entry transactions. This feature is used when you are interactive with the Order Entry module.
- **Default Category Sales Prices**: Here you may define a category's default markup percentage, quantity breaks, price levels and corresponding amounts.
- **Edit**: Highlight a category and click Edit to make changes to the properties of the category. Once changes are made, click **Save** to retain your settings.
- **Delete**: Highlight a category and click Delete to remove the category from the list. You cannot delete a category having inventory items assigned to it.

Maintain Locations



- **Edit Location Name:** Highlight a location and click this button to edit the name of the location.
- **Set Default Location:** This feature will allow you to specify a default inventory location. Highlight the location you wish to use as a default and click this button to make the selected location the default for your inventory items.
- **Set Maximum Number of Locations:** You may choose to have up to 25 locations for your inventory items. Click on the up and down arrow keys to increase or decrease the number of locations, then click **Save Maximum Locations** to change the maximum number of inventory locations.

Maintain Sections



Inventory items may be organized based on user-defined terms or **Sections**, such as classes, sub-categories or status, production, and color identification.

The **Maintain Sections** program allows you to customize the numbering and description of your inventory's **Item Class**, **Sub-Category**, **Item Size Class**, **Status ID**, **Production ID**, and **Color ID**.

- **Item Class:** Class designation allows you to assign inventory items to a particular group for classification. You can use **Class** for many different purposes. You can class inventory items for departments, product lines, product types, territories, etc. Most reports in the Inventory program will allow you to specify a range of classes to report.

The system also uses the **Class** field to distinguish inventory items such as drop shipment items. These are items that you sell but are not part of the company's inventory. That is, you are selling an item to customers, but the item is being shipped to the customers from another company. This means you never actually received or shipped the item.

Since it is not an item you stock, you do not want these items to appear in the regular inventory reports. To separate these items, the system reserves classes 90-99 for drop shipment items. If you have any items for drop shipment, assign those items between classes 90 and 99.

- **Sub-Category:** Sub-Category designation allows you to assign inventory items to a particular group for classification and identification based on criteria that are more specific or altogether different than an existing grouping category; i.e. - average replace days or periods. Sub-Categories are available in report filtering and exports.
- **Item Size Classes:** Size Class designation allows you to assign inventory items to a particular group for classification and identification based on physical size; i.e. - small, average, large or over-sized. Item Size Classes are available in report filtering and exports.
- **Status ID:** Status ID designation allows you to assign inventory items to a particular status group for further classification and identification. Use

this classification if you need to further expand the Active/Inactive Status setting available on your items. Status IDs are available in report filtering and exports.

- **Production ID:** Production ID designation allows you to assign inventory items to a particular production group. The Production groups may be changed during “Record Assemblies” and are tracked in Item production history. Production IDs are also available in report filtering and exports.
- **Color ID:** Color ID designation allows you to assign inventory items to a particular group for classification and identification - I.e. – Blue, Red, Etc. Color IDs are available in report filtering and exports.

Maintain Unit of Measure Conversions

The CertiflexDimension Inventory program allows you to buy and sell individual inventory items in different units of measure. Multiple units of measure are allowed for each item in the selling (withdrawal) mode.

NOTE: If you were not taking advantage of the multiple unit of measure conversion feature, you would use this option to define the standard units of measure. Simply leave all alternate unit of measure fields blank.

For example, suppose you have a hardware business. You may purchase nails from the vendor at 10,000 pieces per case (CS). When you sell the nails to your customers, you might sell them in boxes of 1,000 (BX1), boxes of 500 (BX2), boxes of 250 (BX3) or boxes of 100 (BX4). Calculating the correct unit sales price and cost of sales makes the process almost impossible to handle manually.

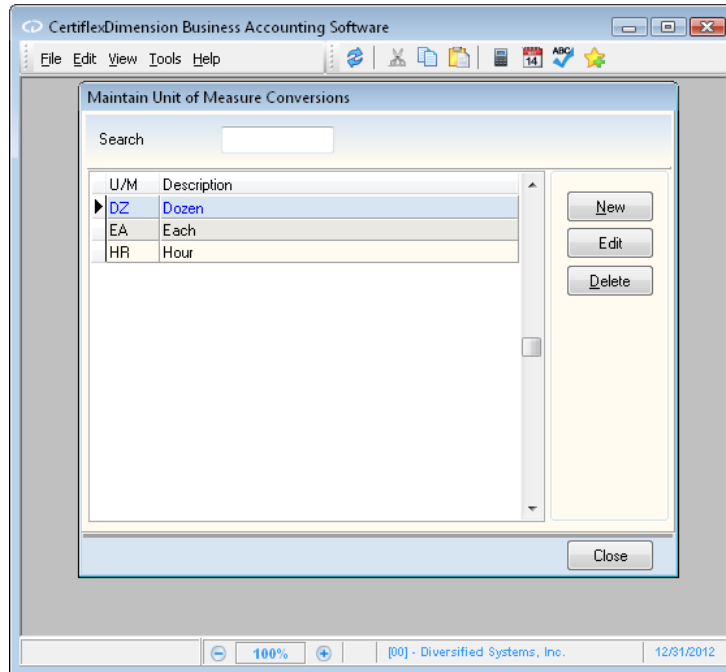
Unit of measure conversion tables allow you to define unit of measure conversions so that the system can perform the processes associated with multiple units of measure for you. Once the tables are defined, the system will take care of the conversion for you automatically.

This option allows you to define an unlimited number of conversion tables. Each table that you define should correspond to one of the standard units of measure. Within each table, you can define up to ten alternate units of measure, which correspond to the standard unit of measure for that table. In our example above, case (CS) would be the standard unit of measure because the sample company purchased nails from the vendor by the case of 10,000. Therefore, we would define a unit of measure conversion table for CS. On this table, we would define boxes of 1,000, 500, 250, and 100 as alternate units of measure.

Each table allows you to specify whether to multiply or divide the standard unit of measure by the alternate. For each alternate, you can define the conversion factor and markup percentage, if applicable.

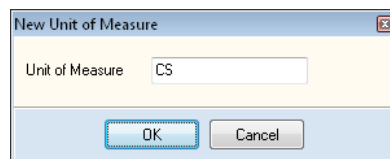
Adding a Unit of Measure Conversion Table

To add a new unit of measure conversion table, click **>Maintain Lists >Inventory >Unit of Measure Conversions**.



To add a new unit of measure conversion table, click **>New**. The system will prompt you for the following:

- **Unit of Measure:** Enter the standard unit of measure to use for this table. The system allows a maximum input of three alphanumeric characters. Using our example above, we would enter CS here.



Click **>OK** to continue to the **Edit U/M Conversions** screen.

At the **Edit U/M Conversions** screen, you may define the following:

	Alternate	Conversion Factor	Markup %
First	BX1	10.0000	0.0000 %
Second	BX2	20.0000	0.0000 %
Third	BX3	40.0000	0.0000 %
Fourth	BX4	100.0000	0.0000 %
Fifth		0.0000	0.0000 %
Sixth		0.0000	0.0000 %
Seventh		0.0000	0.0000 %
Eighth		0.0000	0.0000 %
Ninth		0.0000	0.0000 %
Tenth		0.0000	0.0000 %

- **Description:** Enter a description for this conversion table. Continuing with our example, our description would be “Case.”
- **Operation:** Select **Multiply** if you want the system to multiply the conversion factor for each alternate unit of measure on this table by the quantity withdrawn, unit price, and unit cost for the original unit of measure. Select **Divide** if the original quantity withdrawn, unit price, and unit cost should be divided by the conversion factor for each of the alternate units of measure in this table.

Using our example above, we would set this field to **Divide**.

- **Access:** Select **Automatic** if you want the system to always automatically call up the data defined for the first alternate unit of measure. You are never given an option to override this choice of alternate units of measure during stock withdrawals. This method is useful if you always buy the inventory items in one unit of measure and always sell them in another unit of measure. This choice allows automatic processing in the withdrawal mode without requesting input from you.

Select **Display Options** if you want the system to always display all the alternate units of measure defined here when recording stock withdrawals. This method is useful if you have more than one standard unit of measure when selling the inventory items.

Using our boxes of nails example above, we would set this field to **Display Options**.

- **Price:** This field specifies to the system whether the unit prices for items that will access this conversion table will correspond to the original unit of measure or the selected alternate unit of measure.

If you are defining more than one alternate unit of measure for this conversion table, you should always set this field to **Original U/M**.

If you define only one alternate unit of measure for this conversion table, you can define this field to **Alternate U/M**. You should only use this option for an original (standard) unit of measure that is defined for items where the unit prices for the items correspond to the alternate unit of measure.

Using our boxes of nails example above, we would set this field to **Original U/M**.

- **Alternate:** Enter the alternate unit of measures to use for this conversion table. Using our boxes of nails example above, we would enter BX1, BX2, BX3, and BX4.
- **Conversion Factor:** Enter each alternate unit of measure's conversion factor. Be sure that the conversion factor you enter corresponds to the combination of the original (standard unit of measure), the operation (multiply or divide), and the alternate unit of measure.

Using our boxes of nails example above, BX1 has a conversion factor of 10 (BX1 is a box of 1,000 nails, which is 1/10th of the case of 10,000 nails, and since our operation is dividing, BX1 will divide CS by 10. BX2 has a conversion factor of 20, BX3 is 40, and BX4 is 100.

NOTE: Regardless of the price level basis chosen for the conversion table, if you enter an actual dollar amount for the unit withdrawal price during stock withdrawals (as opposed to entering a price level number 1-10), the system will ignore the conversion factor defined here and will use the unit price entered at its face value.

- **Markup %:** If you want the system to calculate the unit price based on the conversion factor and then to markup that unit price by a certain percentage, enter that percentage amount here.

NOTE: If the price level basis is defined to **Alternate U/M** or if you enter a dollar amount for the unit withdrawal price during stock withdrawals, the system will ignore any markup percentage defined.

Changing a Unit of Measure Conversion Table

To change a unit of measure conversion table, click **>Maintain Lists >Inventory >Unit of Measure Conversions**.

When the **Maintain Unit of Measure Conversions** screen is displayed, enter the unit of measure to change in the **Search** field, or simply click and highlight the desired conversion table, and then click **>Edit**. The system will display the information for the selected conversion table. For detailed information on each field displayed, refer to the **Adding a Unit of Measure Conversion Table** section.

Deleting a Unit of Measure Conversion Table

To delete a unit of measure conversion table, click **>Maintain Lists >Inventory >Unit of Measure Conversions**.

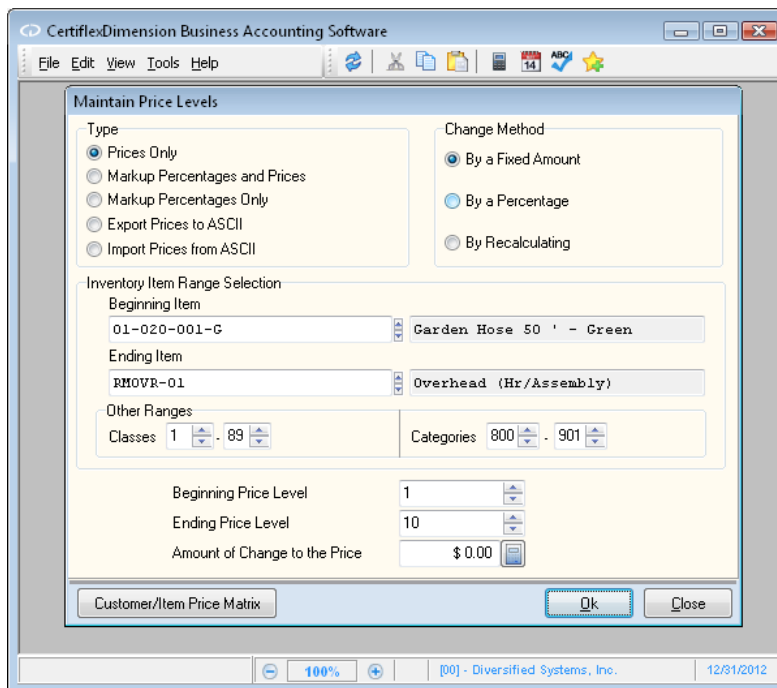
When the **Maintain Unit of Measure Conversions** screen is displayed, enter the unit of measure to delete in the **Search** field, or simply click and highlight the desired unit, and then click **>Delete**. A window will appear, confirming that you wish to delete the selected conversion table. Click **>Yes**.

Maintain Price Levels

This section allows you to make global price changes to the inventory files. You can change price levels by price amounts only, by using a fixed amount, by a percentage, or by completely recalculating the amount. Or, you can change price levels by markup percentages and prices or by markup percentages only.

Maintaining Price Levels

To maintain price levels, click **>Maintain Lists >Inventory >Price Levels**.



Type

Select the type of global price level change you wish to perform

- **Prices Only:** This option allows you to change the price amounts for any range of price levels desired and any range of stock items desired. If you choose this type, select the method to use under **Change Method**:
 - **By a Fixed Amount:** This method allows you to globally increase or decrease the price amounts based on a fixed dollar amount.
 - **By a Percentage:** This method allows you to globally increase or decrease the price amounts based on an input percentage.
 - **By Recalculating:** This method allows the system to automatically recalculate and reset unit prices.

For the system to properly perform the recalculation, several **Master Data** settings are used. First, the system will look at the definition of the **Price Calculation Method** field. In this field you specify that the system should use either each item's unit cost or price level one as a base for recalculation. Next, the system looks at the markup

percentages for each of the price levels on each inventory item that it will recalculate. Depending on whether the price calculation method is set to cost or price, the system will increase or decrease the unit prices for each of the inventory items and price levels specified.

Two examples will help explain this:

Example #1

Item Stock Number: 5650-10050-95000
 Item Description: 8' Landscape Timber
 Automatic Price Calculation Method: Cost
 Unit Cost: \$3.50
 Price Levels: 1-3

Price and Markup Percentages prior to recalculation look like this:

Price Level	Markup Percentage	Unit Price
1	50.00%	\$0.00
2	65.00%	0.00
3	70.00%	0.00

Price and Markup Percentages after recalculation:

Price Level	Markup Percentage	Unit Price
1	50.00%	\$5.25
2	65.00%	5.78
3	70.00%	5.95

As you can see from this example, the system set the unit price for each of the price levels as a percentage increased based on the item's unit cost. The recalculation does not affect the markup percentages.

This example also illustrates a manner in which you can save considerable definition time for prices when you first begin using the program. If the prices for the items are based on percentage increases of the unit costs, then you may define the markup percentages for each of the price levels in the initial item addition mode. Then, using this recalculation method of global price change, allow the system to automatically calculate and set the unit prices for each of the price levels.

Example #2

Item Stock Number: 5650-10050-95000
 Item Description: 8' Landscape Timber
 Automatic Price Calculation Method: Price

Price and Markup Percentages prior to recalculation look like this:

Price Level	Markup Percentage	Unit Price
1	0.00%	\$5.50

2	15.00%	0.00
3	25.00%	0.00

Price and Markup Percentages after recalculation:

Price Level	Markup Percentage	Unit Price
1	0.00%	\$5.50
2	15.00%	6.33
3	25.00%	6.88

In this example, the system set the unit prices for price level two and three as a percentage increase based on the unit price for price level one. As in the previous example, recalculation does not affect the markup percentages.

This example also illustrates a possible way in which you can save time during inventory item setup. Define the markup percentages for each of the price levels for the items, and also make sure to define the actual unit price for price level one. Then, using this recalculation method of global price change, allow the system to automatically calculate and set the unit prices for the remaining price levels.

If one of the markup percentage fields for an item is set to 999.xxx%, the system will set the unit price for that price level equal to either the item's unit cost or the price for price level one, depending on how the **Master Data** is defined, when you recalculate.

- **Markup Percentages and Prices:** This option allows you to increase or decrease the markup percentages and automatically change the applicable unit prices to reflect the new markup percentages.

An example should help explain this:

Item Stock Number: 5650-10050-95000
 Item Description: 8' Landscape Timber
 Amount of Change to the Markup: 5.00%
 Price Levels: 1-3

Price and Markup Percentages prior to markup look like this:

Price Level	Markup Percentage	Unit Price
1	50.00%	\$5.25
2	65.00%	5.78
3	70.00%	5.95

Price and Markup Percentages after markup:

Price Level	Markup Percentage	Unit Price
1	55.00%	\$5.51
2	70.00%	6.06
3	75.00%	6.25

As you can see from this example, each of the markup percentages are increased by 5.00% and each of the unit prices are also increased by 5.00%.

If one of the markup percentage fields for an item is set to 999.xxx%, the system will set the unit price for price level one, depending on how the **Master Data** is defined, when you markup.

- **Markup Percentages Only:** This option allows you to increase or decrease markup percentages only. This option does not change the unit prices.

The **Master Data** field **Price Level Descriptions** allows you to define the descriptions for each of the price levels, level 1-10. You define the markup percentages for each of the price levels in the default inventory item.

During the addition of inventory items, if all of the items use the same markup percentages as defined in the default inventory item, then the initial setup is easy. None of the markup percentages need to be changed.

However, if you have a situation where certain groups of items on the inventory file have specific markup percentages that are not the same as the default inventory item, then you can use this option to globally change the markup percentages for these groups of items. Using this option will allow you to change entire groups of items at one time, saving you from having to change each item individually.

Remember that this option does not change unit prices. After executing this option to change markup percentages, you should execute the option above to recalculate the unit prices for all affected price level/inventory item combinations.

Export Prices to ASCII: This option allows you export sales prices to an ASCII file. The system will export the following information to a file labeled: `\CertiFix\ADVX\XConnect\INVPRICE.TXT`

- **Column A: Inventory Item Number**
- **Column B: Price Level (01-10)**
- **Column C: Sales price**
- **Import Prices from ASCII:** This option allows you to import price information from an ASCII file. The ASCII file should contain the stock number, price level, and sales price information and should follow the exact same format that the system uses when exporting prices to ASCII. If you are not aware of that format, choose the option to export, edit the ASCII file, created, and update the file for the new prices.

Inventory Item Range Selection

- **Beginning Item:** Enter the inventory item to begin the change with.
- **Ending Item:** Enter the inventory item to end the change with.
- **Beginning Price Level:** Enter the price level to begin the change with.
If you chose to export a price level to an ASCII file, the system will prompt you for the price level to export.
- **Ending Price Level:** Enter the price level to end the change with.

NOTE: This option is not available if you are importing prices from an ASCII file.

- **Amount of Change to the Price/Markup:** Enter the amount or the percentage by which you want the prices for each inventory item in the above range and for each price level in the above range to change. For an increase, enter the amount or percentage as a positive number. For a decrease, enter the number with a - (minus) sign before the number.

Click **>Ok** to begin the process.

Customer/Item Price Matrix

If you are using CertiflexDimension Inventory interactive with the CertiflexDimension Accounts Receivable module, you may optionally setup an external Customer/Inventory Item Price Matrix.

This system will allow you to override all the standard price levels and quantity breaks used in determining normal pricing and allow you to set a specific price for a customer/Inventory Item combination. This is also commonly referred to as "Customer Contract Pricing."

Customer/Item Price Matrix

If you are using CertiflexDimension Inventory interactive with the CertiflexDimension Accounts Receivable, you may optionally setup an external Customer/Inventory Item Price Matrix. This system will allow you to over-ride all the standard price levels and quantity breaks used in determining normal pricing and allow you to set a specific price for a customer/Inventory Item combination. This is also commonly referred to as "Customer Contract Pricing". The system will use an externally maintained spreadsheet file saved as a tab delimited text file. The file needs to be located in the **XConnect** folder of CertiflexDimension and be called **CustItem.Txt**

You should setup your columns in your spreadsheet as follows:

Column	Description	Status
A	Customer Number	Required
B	Inventory Item Number	Required
C	Contract Price	Required
D	Expiration Date	Optional - Format CCYYMMDD

To save your spreadsheet as a tab delimited file in your spreadsheet program use the following parameters:

Save In: .. \Certiflx\Adv\XConnect
File Name: CustItem.Txt
Save as Type: Text (Tab Delimited) (*.txt)

To Review a Customer/Inventory Item Price Matrix file, click > **Review**.

Matrix File: C:\W10INV~1\Certiflx\ADV\XConnect\CustItem.Txt

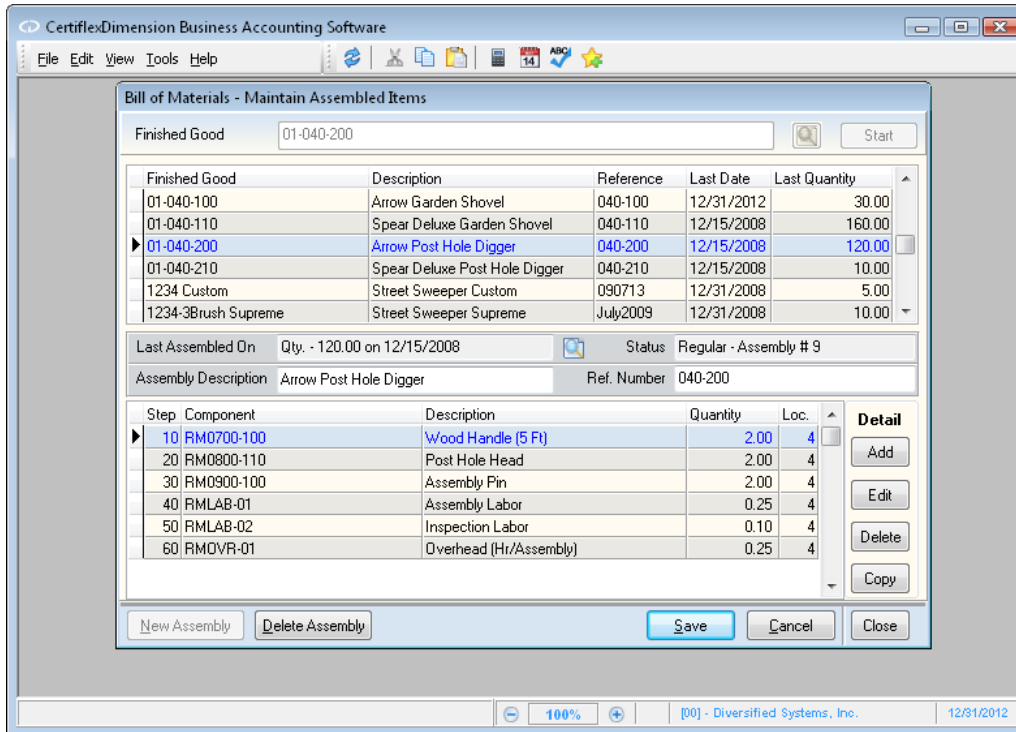
The system will use an externally maintained spreadsheet file saved as a tab delimited text file. The file needs to be located in the **XConnect** folder of CertiflexDimension and be called **CustItem.Txt**

Bill of Materials - Maintaining Assembled Items

This option allows you to define each of the component items and the quantities needed for each sub-assembly, assembly, or finished good.

Adding an Assembled Item

To add an assembly to the Bill of Materials, click **>Maintain Lists >Inventory >B.O.M. - Assembled Items**.



To add a new assembly, click **New Assembly**. The system will display an inventory item listing and prompt you for the following:

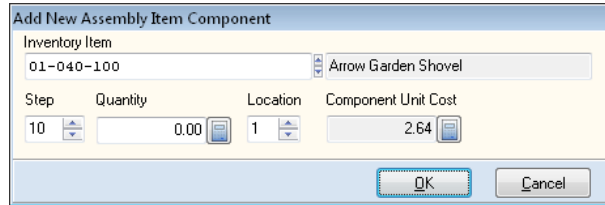
- **Select New Finished Good Item:** Select the inventory item that you want to add the components to. In the example given above, this would be an inventory item for the Post Hole Digger, Arrow Garden Shovel, etc.

NOTE: The inventory item you select here is not the raw material item. It is the inventory item you produce that is composed of the different individual raw materials.

- **Reference Number:** Enter a reference number for this assembly. This number can be used for tracking or management purposes and will be displayed on the history reports.

Add

Click **>Add** to add the individual components to this assembly.



The system will prompt you for the following:

- **Inventory item:** Select the component to add to this assembly. In our bicycle example above, if we were defining the Back Wheel Assembly, we would select the inventory items of Tire, Wheel Rim, Spokes, and the Brake Sub-Assembly. If we were defining the actual bicycle assembly, we would enter the inventory items of Back Wheel Assembly, Front Wheel Assembly, Handlebar Assembly and Chassis Assembly.

NOTE: The system will not allow you to assign a serial numbered item as a component. If the assembly includes a serial numbered item, add the serial master as a component. When you record assemblies, the system will recognize the serial master and prompt you to enter the serial numbered item for that assembly.

- **Step:** The system allows you to use this field to define what step in the production process of the assembly that this component is used. The system will default with the first step as 10 and will automatically increment each step by 10 as each component is added. The system increments by 10 to allow room for future growth of the assembly.

In the future, if a component item is added to this assembly, you will have plenty of room to add the new component in its proper place so your components will stay in the order that you desire.

If you allow the system to automatically increment the step numbers or if you change the step numbers but still maintain incrementing, the **Bill of Materials** report will print in step number order. If each component has the same step number, the **Bill of Materials** report will print in inventory item stock number order.

- **Quantity:** Enter the quantity needed for this component to produce one assembly. In our bicycle example above, if we were defining the Handlebar Assembly, one assembly would require a quantity of one basket and a quantity of two streamers. If the component is a serial master item, the system will automatically assume a quantity of 1.
- **Location:** If you are operating with multiple locations, the system will prompt you to select the location that this component should be taken from when the assembly is produced.

When you click **>Ok**, the system will save that component to the assembly. Click **Add** again and add each additional component needed for this assembly.

Edit

To change a component of an assembly, select the component and click **>Edit**.

Delete

To delete a component of an assembly, select the component and click **>Delete**.

Copy


Click **>Copy** to copy another finished good into this assembly. In our bicycle example above, if we were defining the Chassis Assembly, we would need to add the Chassis Frame and Decals and then import the Seat Sub-Assembly. If we were defining the finished bicycle, we would not add any inventory items. All components will be other assemblies. You use **Copy** to add those assemblies to this assembly.

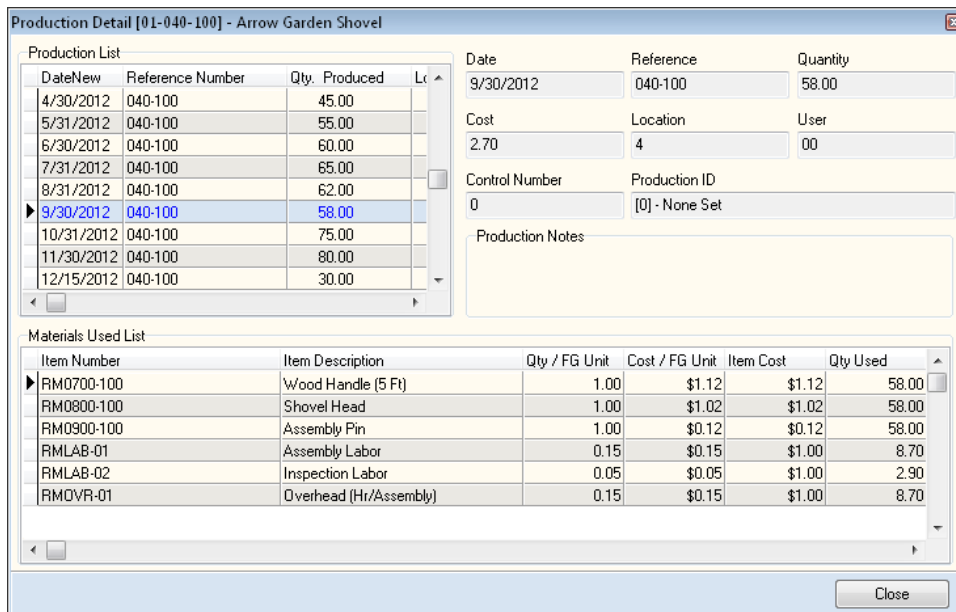
Once all desired items have been added to create the finished good, click **>Save** to save the assembled item.

Reviewing an Assembled Item's Production Detail

To review an assembly, click **>Maintain Lists >Inventory >B.O.M. - Assembled Items**.

When the **Bill of Materials - Maintain Assembled Items** screen is displayed, enter the assembly to change in the **Finished Good** field and click **>Start**, or simply double-click on the desired **Finished Good**. The system will display the information for the selected assembly in the lower half of the screen. Above this detailed listing of an assembly's items, the system will display the quantity and date the assembly was **Last Assembled On** and the assembly's current **Status**.

To review an assembly's production detail, click on the spyglass icon  and the **Production Detail** screen will be displayed.



Production Detail [01-040-100] - Arrow Garden Shovel

Production List				Date	Reference	Quantity
DateNew	Reference Number	Qty. Produced	Lr			
4/30/2012	040-100	45.00		9/30/2012	040-100	58.00
5/31/2012	040-100	55.00		Cost	Location	User
6/30/2012	040-100	60.00		2.70	4	00
7/31/2012	040-100	65.00		Control Number	Production ID	
8/31/2012	040-100	62.00		0	[0] - None Set	
9/30/2012	040-100	58.00		Production Notes		
10/31/2012	040-100	75.00				
11/30/2012	040-100	80.00				
12/15/2012	040-100	30.00				

Materials Used List						
Item Number	Item Description	Qty / FG Unit	Cost / FG Unit	Item Cost	Qty Used	
RM0700-100	Wood Handle (5 Ft)	1.00	\$1.12	\$1.12	58.00	
RM0800-100	Shovel Head	1.00	\$1.02	\$1.02	58.00	
RM0900-100	Assembly Pin	1.00	\$0.12	\$0.12	58.00	
RMLAB-01	Assembly Labor	0.15	\$0.15	\$1.00	8.70	
RMLAB-02	Inspection Labor	0.05	\$0.05	\$1.00	2.90	
RMOVR-01	Overhead (Hr/Assembly)	0.15	\$0.15	\$1.00	8.70	

- **Production List** - This listing allows you to review the selected assembled item's transaction details, including **Date, Reference Number, Quantity Produced, Cost, Location, User, Control Number, Production ID,** and **Production Notes**.
- **Materials Used List** - This listing allows you to review a complete breakdown of materials used, including each material's **Item Number, Item Description, Quantity/Finished Good Unit, Cost/Finished Good Unit, Item Cost, Quantity Used, Extended Cost, Location,** and, if applicable, **Serial/Lot Number**.

NOTE: Both the **Production List** and **Materials Used List** may be copied to your Windows clipboard by right-clicking on the listing and selecting **Copy Data Listing**. This is helpful if you wish to paste either listing into a third-party spreadsheet format.

Changing Assembled Items

To change an assembly, click **>Maintain Lists >Inventory >B.O.M. - Assembled Items**.

When the **Bill of Materials - Maintain Assembled Items** screen is displayed, enter the assembly to change in the **Finished Good** field and click **>Start**, or simply double-click on the desired **Finished Good**. The system will display the information for the selected assembly in the lower half of the screen. For detailed information on each field displayed, refer to the **Adding an Assembled Item** section.

Deleting Assembled Items

To delete an assembly, click **>Maintain Lists >Inventory >B.O.M. - Assembled Items**.

When the **Bill of Materials - Maintain Assembled Items** screen is displayed, enter the assembly to delete in the **Finished Good** field and click **>Start**, or simply double-click on the desired **Finished Good**. The system will display the information for the selected assembly in the lower half of the screen. Click **>Delete Assembly**.

The system does not verify that the assembly you choose to delete is not a component of another assembly. Therefore, use caution when deleting assemblies.

Maintaining Inventory Sales Kits

Inventory Sales Kits allow you to group multiple inventory items commonly sold or grouped together for a sale or promotion. This helps make entering transactions more efficient because you enter all items together.

To maintain an Inventory Sales Kit, click **>Maintain Lists >Inventory >Inventory Sales Kits**.

To add a new Inventory Sales Kit, click **>New Kit**. You will be prompted to enter a new kit number from 1-999. Once you have selected the kit number, click **>Ok**.

Line	Inventory Item to Sell	Description	Quantity	Loc.	Detail
10	01-030-100	Overflow Drain Pan	1.00	1	Add
20	01-030-110	Overflow Expansion Bladder	1.00	1	Edit
30	01-030-120	PVC Connection Kit	1.00	1	Delete
40	IN-010-001	Installation (Master Plumber)	1.00	1	

- **Kit Description:** Enter a description you wish to use for your inventory kit.
- **Reference Number:** Enter a reference number for your Inventory Kit.

To begin adding items to your kit, click **>Add**. The system will then prompt you for the following:

- **Inventory Item:** Enter the inventory item you wish to add to the kit. You may type in the inventory item number, or press **[F6]** and select the item from the inventory listing.
- **Line:** You may specify the order the items will appear in your transaction detail by selecting a line number to associate with the item.
- **Quantity:** Enter the quantity of the item to be included in the kit.
- **Location:** Specify the location of the inventory item in the kit.

Once the information has been entered for the inventory item, click **>Ok** to save the line for the kit.

Make any changes to any item in the kit by highlighting the item and clicking **>Edit**. To remove an item from a kit, highlight the item and click **>Delete**.

Changing an Existing Inventory Kit

To make changes Inventory Sales Kit, click **>Maintain Lists >Inventory >Inventory Sales Kits**.

In the **Kit Number** field, type in the number of the kit or select the kit from the pull-down menu. Then click **>Start** to access the kit detail. Make any changes to the kit and click **>Save** to retain your changes.

Deleting an Existing Inventory Kit

To delete an Inventory Sales Kit, click **>Maintain Lists >Inventory >Inventory Sales Kits**.

In the **Kit Number** field, type the number of the kit or select the kit from the pull-down menu. Then click **>Start** to access the kit detail. Click the **>Delete Kit** button to delete the Inventory Kit from the system.

Physical Inventory

The CertiflexDimension **Physical Inventory** program allows you to quickly, correctly, and easily take a physical inventory and update the inventory files to match the actual physical inventory counts.

Before we describe each option of this feature, please read the following sections that describe the complete inventory cycle. This will help you use the physical count features.

Using Physical Counts to assist you with a Physical Inventory

The CertiflexDimension Inventory program tracks the quantities on-hand for each inventory item. **Physical Counts** allows you to enter and update the physical quantities on-hand. The quantity on-hand for each inventory item is the book quantity on-hand. This is the quantity that is tracked by the system. The quantity on-hand is automatically updated by the system when you record inventory transactions. The physical quantity on-hand for each inventory item is the quantity that you actually, physically counted for the item in the warehouse or stock shelves.

When you first begin using the CertiflexDimension Inventory program, we recommend that you take a physical inventory so that you can begin using the system with on-hand and physical quantities that agree. Hopefully, the next time you take a physical inventory, the physical quantities will still agree to the on-hand quantities that the inventory program is tracking. However, you will find that this is often not the case.

Incorrect on-hand quantities are always the result of input errors or missed transactions during processing. Incorrect physical quantities are the result of incorrect counting or misplacement of stock due to theft, shrinkage, etc.

The Inventory program makes it very easy to reconcile differences between the on-hand and physical quantities. You are encouraged to take a physical inventory on a regular schedule. The system allows you to utilize this feature on any schedule desired, or to never utilize this feature at all. However, the best inventory control and management methods include periodic reconciliation of on-hand and physical quantities.

When you process a physical count, the unit of measure defined for each item is the item's original unit of measure (the unit of measure that the item is purchased in). When performing the physical inventory, be sure to correctly count the inventory for the original unit of measure and not for an alternate unit of measure.

General Cycle for Performing a Physical Inventory

The system allows you to perform the options of a physical count for any range of inventory items desired. If you are operating the system with multiple locations, you can also perform physical inventories for an individual location, for specified locations, or for all locations. Because the system allows so much flexibility, you need to be very careful to make sure that the criteria and ranges of inventory items in each phase of the physical inventory process are the same. This will ensure that the end results are correct.

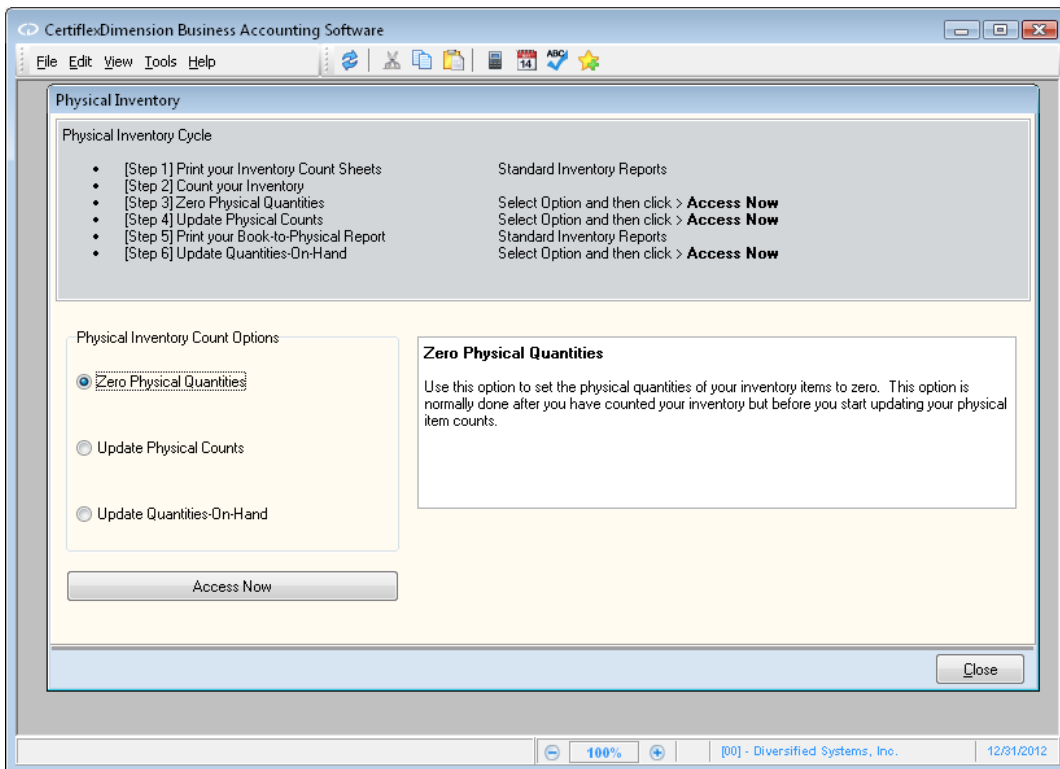
When performing a physical count, you should follow these steps:

- **Backup:** Make a backup of the inventory files prior to beginning the physical inventory process.
- **Print Count Sheets:** Each count sheet provides a place to note up to three physical counts for each item. Refer to the **Inventory Reports** section for instructions on this step.
- **Perform counts:** Perform the actual physical counting of each inventory item you are performing a physical count for. Record the counts on the count sheets.
- **Zero Physical Quantities:** Zero out the existing physical quantities in the inventory files. This will cause each item's physical quantity to be zero. This is an optional step and is described below.
- **Update:** Update the physical counts per the physical inventory count sheets. This step is described below.
- **Print the Book-to-Physical Report:** This report will show the on-hand and physical quantities for each of the items included. The difference in these quantity fields will print, as well as the dollar value of the difference. Refer to the **Inventory Reports** section for instructions on this step.
- **Review:** Review the **Book-to-Physical Report** to determine which items contain a difference that is too large to ignore.
- **Investigate:** Investigate the difference and perform a physical recount for all differences too large to ignore.
- **Re-enter:** Re-enter the physical quantities for all items recounted.
- **Repeat:** Repeat the above steps until you are comfortable that the physical quantities entered are accurate.
- **Print a final report:** Print a final **Book-to-Physical Report** and retain for your records. This report will contain the dollar value of all differences resulting from shrinkage, overage, theft, or processing errors. You should make a journal entry to the General Ledger for this dollar value so that the General Ledger and the Inventory will remain in agreement.
- **Update Quantities On-hand:** Update the quantities so that the on-hand quantities match the physical quantities. This step is described below.

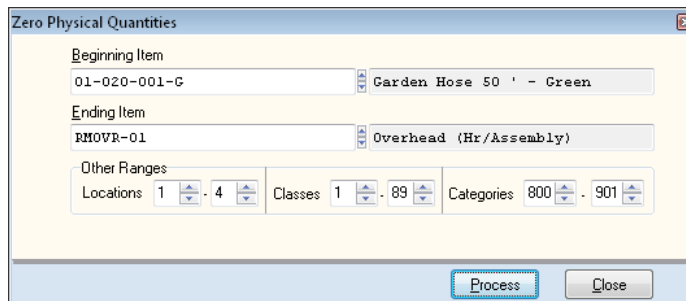
Zeroing Physical Quantities

This option allows you to set the physical quantity on-hand to zero for each item included in the physical count. This feature is very helpful if you have many items that you do not regularly keep on-hand. By using this feature, you can avoid having to individually set the physical quantities on-hand to zero for those items that you no longer have in stock but want to remain on the inventory files. You should execute this option before you enter the physical counts.

To zero physical quantities, click **>Maintain Lists >Inventory >Physical Inventory**.



From the **Physical Inventory Count Options**, select **Zero Physical Quantities** and click **>Access Now**.



- **Beginning Item:** Select the inventory item to begin the zero physical quantities process with.

- **Ending Item:** Select the inventory item to end the zero physical quantities process with.
- **Other Ranges:** You can select additional settings here to specify the range of inventory items for the zero physical quantities process. You can select **Locations**, **Classes**, or **Categories** or any combination of these selections.

Click **>Save** to begin the process.

Updating Physical Counts

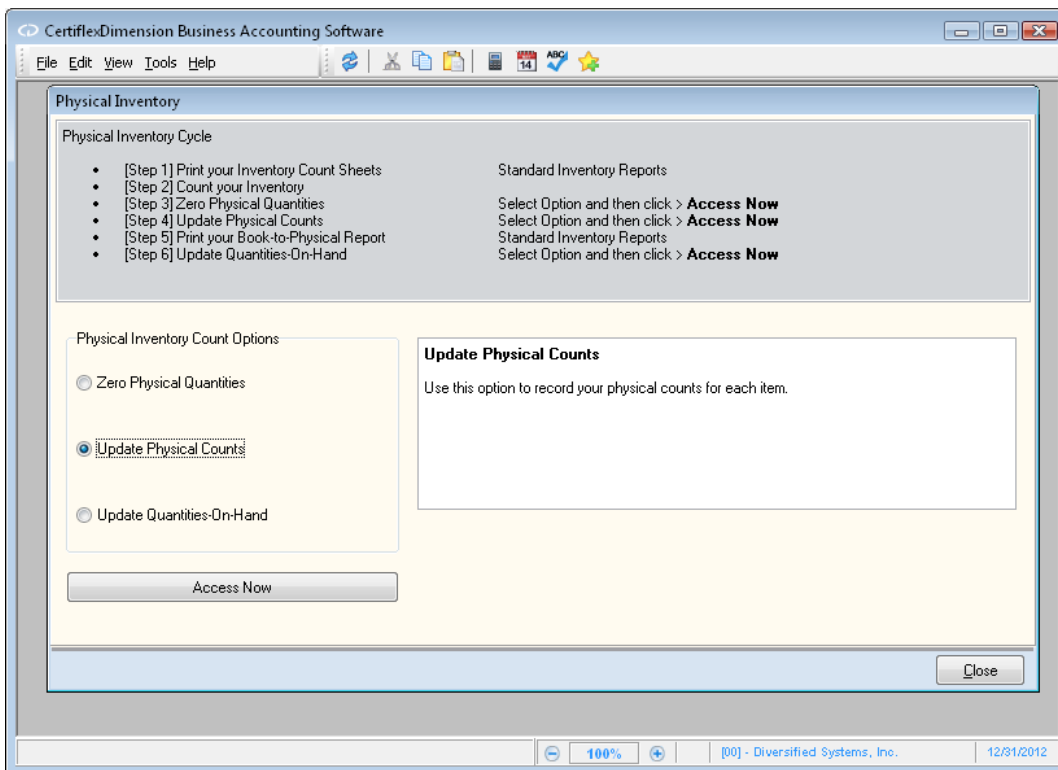
This option allows you to enter the latest physical counts for each inventory item you select. Data entry in this option is very flexible and is designed to be as fast and easy as possible.

The system allows you to specify how you want to enter physical counts in this operation. You have two choices:

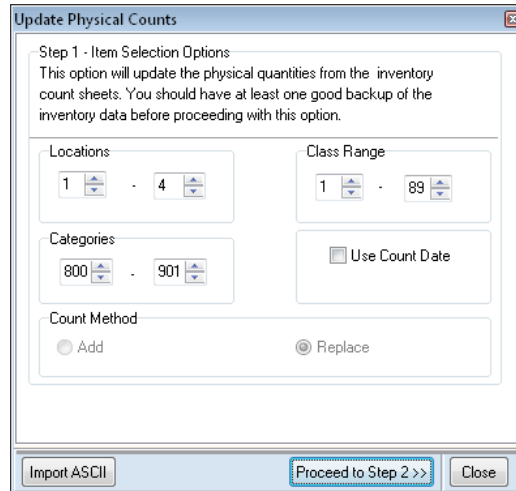
- **Add:** If you use the add method of entering physical counts, the system will add the physical quantity that you enter through this option to the existing physical quantity on-hand for each inventory item included.
- **Replace:** If you use the replace method of entering physical counts, the system will replace the existing physical quantity on-hand for each inventory item included with the new physical quantity you enter through this option.

You can define the system so that it will always operate with either the replace or the add method, or you can specify that you want the system to ask you which method to use each time you select this option. This definition is maintained in the **Master Data** field **Physical Count Method**.

To update physical counts, click **>Maintain Lists >Inventory >Physical Inventory**.



From the **Physical Inventory Count Options**, select **Update Physical Counts** and click **>Access Now**.



- **Location:** The system will display all locations available for this company. Click on the location(s) you wish to perform the update physical counts for. The system will place a check mark next to each location selected.
- **Class Range:** Select the range of item classes for which you wish to update physical counts. If you wish to have the system include drop shipment items, be sure to include classes 90-99.
- **Categories:** Select the range of categories for which you wish to update physical counts.
- **Use Count Date:** This option is only available if the **Count Method** is set to **Replace**. If you select this check box, the system will prompt you for the date the actual physical counts were performed on. Then, when you enter the physical counts, the system will calculate the transactions performed for the inventory item between the date the counts were taken and the date you update physical counts. The system will then adjust the physical counts for those transactions. This option is used when it takes more than one day to perform the physical counts and update the physical counts.
- **Count Method:** If the **Master Data** field **Physical Count Method** is set to **Prompt**, the system will allow you to select which method to use, **Add** or **Replace**. Otherwise, the selection is already defined for you.
- **Import ASCII:** If you defined the physical counts to a pre-defined ASCII file, you can import those counts instead of manually entering them. The file to import must conform to pre-defined specifications. You can review an example of these specifications in a text file named IN-PHY.DOC. This file is located in the **\CertiFLX\ADVXXConnect** directory.

When this screen is defined correctly, click **>Proceed to Step 2** to continue.

Update Physical Counts

Step 2 - Item Edit

01-020-001-G

Garden Hose 50' - Green

Location: Central Store

Bin Number: 1-5A Sect 01

On-hand Quantity: 220.00

Physical Quantity: 200.00

Total New Count: 250.00

Total New Quantity: 250.00

<< Back to Step 1 Save Cancel Close

- **Item:** Select the inventory item to update the physical counts for.
- **Bin Number:** If desired, enter the bin number the counts were taken from.
- **Add to Physical/Total New Count:** If the count method is set to **Add**, the system will prompt you for the number of items to add/subtract to/from the current counts. If the count method is set to **Replace**, the system will prompt you for the new count for this item.

On this screen, the system will also display the **On-Hand Quantity**, the **Physical Quantity**, and the **Total New Quantity** after you enter the counts for the selected item.

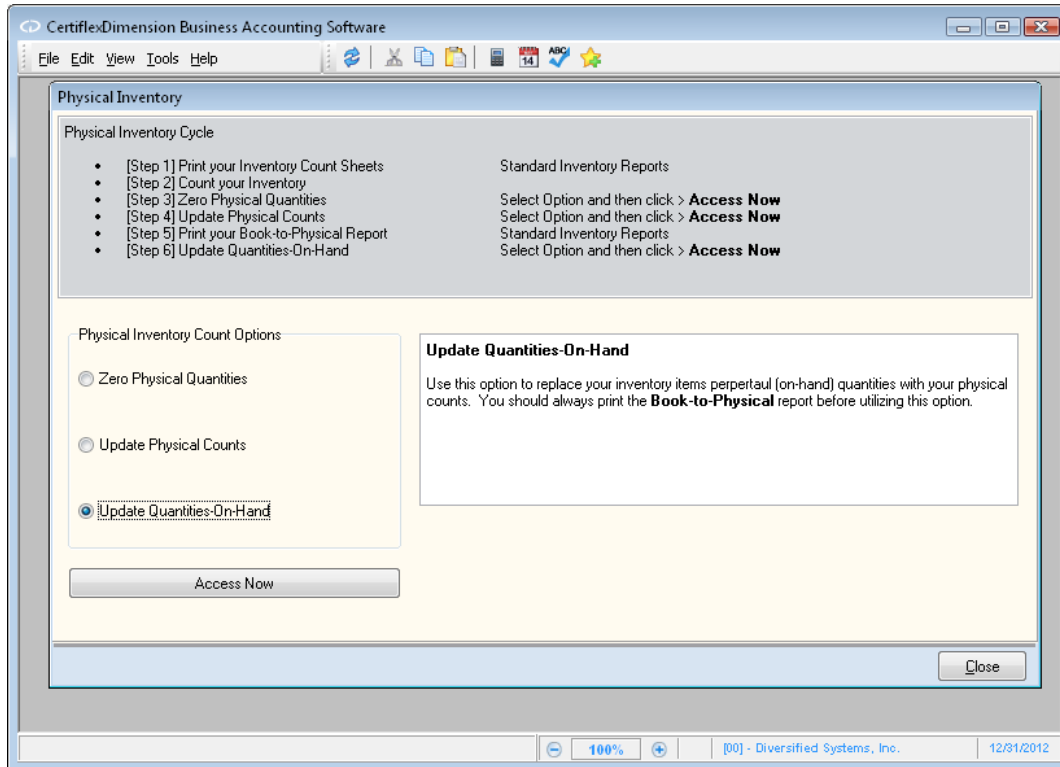
Click **>Save** to update the counts. When the entered count is saved, the system is ready for you to enter the next item's count. If you use the arrow keys to access the next inventory item, the system will move to the same inventory item for each location. If you are operating with a single location or if you access the last location, the system will then scroll to the next inventory item.

After you enter all physical counts, you should print the **Book-to-Physical Report**. If you discover counting or input errors, you should re-input counts for the incorrect inventory items again. You will only need to re-input counts for the inventory items that show an error. You do not need to re-input counts for all inventory items. The system maintains the physical counts until you re-input a new count or you execute the **Zero Physical Quantities** option.

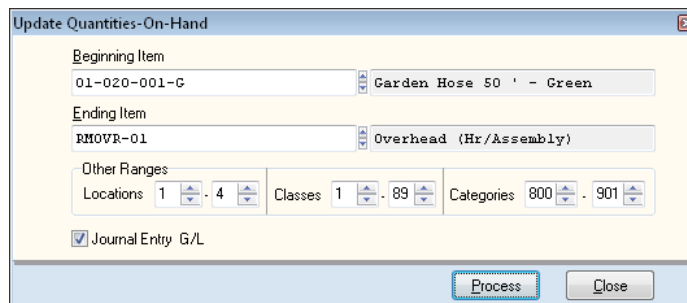
Updating Quantities On-hand

This option allows you to update the quantities on-hand for the inventory items to match the physical quantities you entered from the last physical inventory. The system allows you to specify a range of inventory items to include. Be careful to only include the inventory items that you updated the physical quantities for.

To update quantities on-hand, click **>Maintain Lists >Inventory >Physical Inventory**.



From the **Physical Inventory Count Options**, select **Update Quantities-On-Hand** and click **>Access Now**.



- **Beginning Item:** Select the inventory item to begin the update quantities on-hand process with.
- **Ending Item:** Select the inventory item to end the update quantities on-hand process with.

- **Other Ranges:** You can specify additional settings here for the range of inventory items for the zero physical quantities process. You may select **Locations**, **Classes**, or **Categories** or any combination of these selections.
- **Journal Entry G/L:** Select this checkbox if you want the system to make journal entries that correspond with the update to quantities-on-hand.

Click **>Save** to continue to the **Preparing to Update** review screen.

Preparing to Update Quantities On-hand

Preparing to Update

This option will replace perpetual (on-hand) quantities with physical quantities for the selected items. The following adjustments will be made. You should have a **current backup before executing** this option and no other users should be accessing inventory at this time. To update listed items, click **> Update Now**. To cancel this process, click **> Cancel**.

Item Number	Item Description	Loc	On-Hand Qty.	Physical Qty.	Qty. to Adjust	Cost	ExtendedCost
01-020-001-G	Garden Hose 50' - Green	1	\$220.00	\$250.00	\$30.00	\$15.26	\$457.80
01-020-001-G	Garden Hose 50' - Green	2	\$35.00	\$40.00	\$5.00	\$15.25	\$76.25
01-020-001-G	Garden Hose 50' - Green	3	\$40.00	\$0.00	(\$40.00)	\$15.25	(\$610.00)
01-020-001-G	Garden Hose 50' - Green	4	\$76.00	\$75.00	(\$1.00)	\$15.27	(\$15.27)
01-020-001-Y	Garden Hose 50' - Yellow	2	\$14.00	\$15.00	\$1.00	\$15.30	\$15.30
01-020-001-Y	Garden Hose 50' - Yellow	3	\$8.00	\$10.00	\$2.00	\$15.27	\$30.54
01-020-002-G	Garden Hose - 100' - Green	3	\$9.00	\$10.00	\$1.00	\$17.36	\$17.36
01-020-002-G	Garden Hose - 100' - Green	4	\$34.00	\$35.00	\$1.00	\$17.39	\$17.39
01-020-002-Y	Garden Hose - 100' - Yellow	3	\$7.00	\$10.00	\$3.00	\$17.61	\$52.83
01-020-002-Y	Garden Hose - 100' - Yellow	4	\$22.00	\$25.00	\$3.00	\$17.63	\$52.89
01-020-010	Advantage Potting Soil - Std.	1	\$23.00	\$25.00	\$2.00	\$3.97	\$7.94

Update Now Cancel

The **Preparing to Update** screen allows you to review the item's to be adjusted, those items' locations, on-hand and physical quantities, the quantity to be adjusted, and unit and extended costs.

NOTE: This listing can be copied to your Windows clipboard by right-clicking on any item and selecting **Copy Data Listing**. This is helpful if you wish to paste the listing into a third-party spreadsheet format.

After reviewing this screen and confirming that the adjustments to quantities on-hand are correct, click **>Update Now** to complete the process.

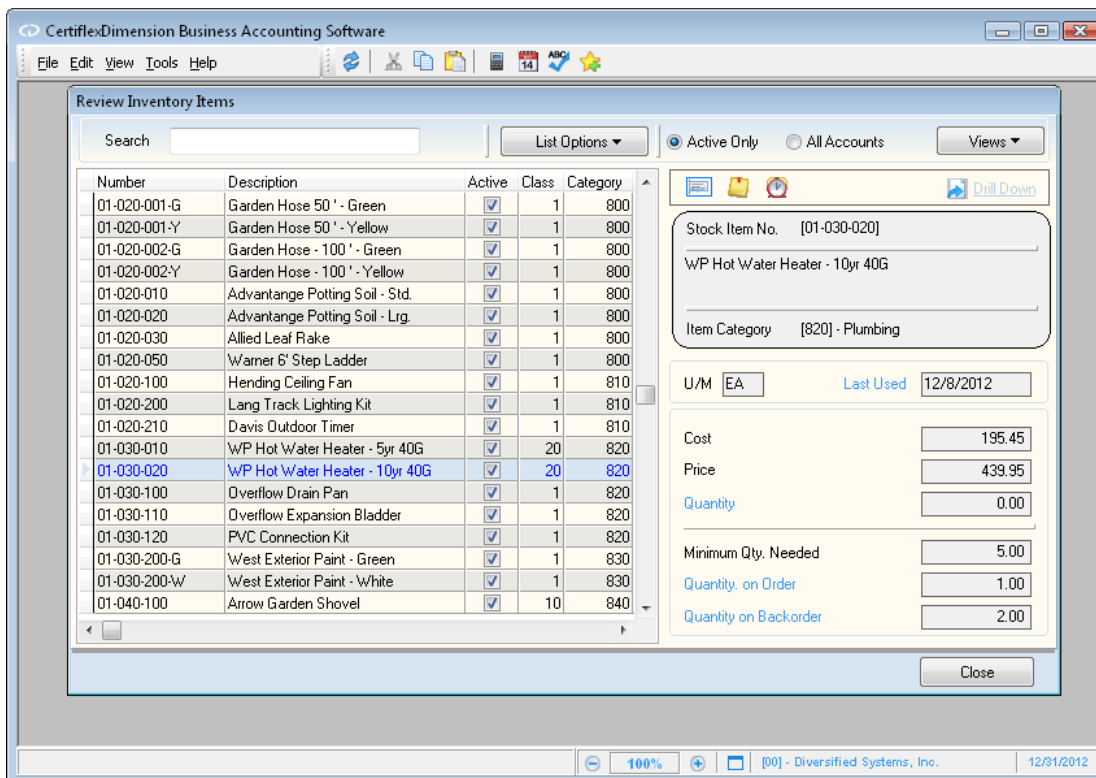
Reviews - Inventory

Review Inventory Items

Reviewing inventory items allows you the ability to look up and review information about an item without accessing the item through the **Maintain Lists** screens. When you need to verify information for an item, you would use the **Review** options instead of the **Maintain Lists** options. **Maintain Lists** locks the item, not allowing other users access to the item while you are in **Maintain Lists**. When reviewing an item, other users will still have access to the item for transaction entry.




Reviewing an Inventory Item

To review an item, click **>Reviews >Review Inventory Items**.






When the Review Inventory Items screen is displayed, enter the item to review in the **Search** field, or simply scroll through the inventory item listing.

When a valid item is entered, the system will display the information for the selected item.

- **Search:** Enter a character string for the item record you are searching for. The character search string you enter depends on how you have the **Sort By** list option defined.
- **List Options –  Sort By:** Select the column you wish to sort your item listing by.
- **List Options –  Locate:** To refine your item record search, you can locate matches by using the standard CertiflexDimension Locate dialog. For more information on this feature, please refer to the section labeled “Using the CertiflexDimension Locate Dialog.”
- **List Options –  Filter:** Using the standard CertiflexDimension Filter dialog, you can filter any listing so that only matching records appear (i.e. Show only vendors that contain the word “Acme” in their account name). For more information on this feature, please refer to the section labeled “Using the CertiflexDimension Filter Dialog.”
- **Active Accounts Only:** Select this option to include only active items in the account list.
- **All Accounts:** Select this option to include all items in the account list.
- **Views:** This dropdown menu provides an assortment of item overviews. Each **View** screen will have a **Search** field located in the upper left corner and an **Options** button located in the upper right corner that allows you to apply the standard **Sort By, Locate, Filter, and Details (Drill Down)** functions to the current data.
- **Item Listing:** An item listing including overall cost and quantities.
- **Item Activity:** An item listing that displays includes YTD sales amounts and quantities.
- **Comparative Year Sales:** An item listing that **displays** comparative year sales.
- **YTD Quantity Analysis:** An item listing that displays beginning year quantities to ending inventory.

NOTE: Since “Alternate Account Views” contain report totals, these options are only available to user having security access to both the “Review” and “Report” options per accounting system.

- **Quick Print Label ** : Allows you to print a user defined context label for the current account to a specific label printer. For more detail information on configuring and/or changing Quick Labels for Vendors, Customer, Items and Orders, please refer to your *CertiflexDimension System Manager Guide – Quick Print Labels*.
-  Create **New MyNote** : Select this option to record and attach a **MyNote** that will be associated with the selected account. All of your **MyNotes** can be accessed from the main **CertiflexDimension System Manager** window. For more information on maintaining your **MyNotes** system, please refer to the **MyNotes** overview in your *CertiflexDimension System Manager Guide*.
-  **Alert Memo:** If the selected item contains alert memos, you can select this option to review the memos.
- **Show Item Image** : Select this option to direct load the selected item’s image.
- **Views:** This dropdown menu provides an assortment of Inventory overviews. Each **View** screen will have a **Search** field located in the upper left corner and an **Options** button located in the upper right corner that allows you to apply the standard **Sort By, Locate, Filter, and Details (Drill Down)** functions to the current data.
 - **Item Listing**
 - **Item Activity**
 - **Comparative Year Sales**

- YTD Quantity Analysis
- Lookup Key Listing

NOTE: Since “Alternate Account Views” contain report totals, these options are only available to user having security access to both the “Review” and “Report” options per accounting system.

To review an item’s detailed information, double-click on the desired item and the **Inventory Item Detail** screen will be displayed.

The screenshot shows the 'Inventory Item Detail' window. At the top, it displays 'Stock Item Number' as 01-040-110 and 'Item ID' as 000000000183. The 'Active Item' checkbox is checked. The main section is divided into several panels:

- Main:** Item Description: Spear Deluxe Garden Shovel; Add. Report Description: Finished Good (Warehouse); User Key: Shovel; Unit of Measure: EA (Each).
- Item Class (1-99):** 10 (Class Number 10); Category: 840 (FG - Lawn & Garden); Sub-Category: 1 (Sub-Category Number 1); Status ID: 0 (Standard); Production ID: 20 (SDGS Machine); Color ID: 0 (None Set); Item Size Class: 0 (None Set); Item Size: ; Item Weight: 1 (lb).
- Total All Locations:** Cost: 3.51; Quantity: 245.00; Minimum Qty. Needed: 395.00; Quantity. on Order: 0.00; Quantity on Backorder: 14.00.
- Exclude from Lists:** Purchases (checked), Sales (unchecked), B.O.M. Detail (unchecked).
- Additional:** Favorite (1-99): 6; Inventory Acct. No. (1-5): 2; Serial/Lot No. Tracking (unchecked).
- Additional Options:** History Detail, Period Totals, Period Graphs, Location Details, Sales/Prices, Purchases, Alert Memos, Alternate Items, Item Images, Serial/Lot No., Notes, Links, Memos.

A 'Close' button is located at the bottom right of the window.

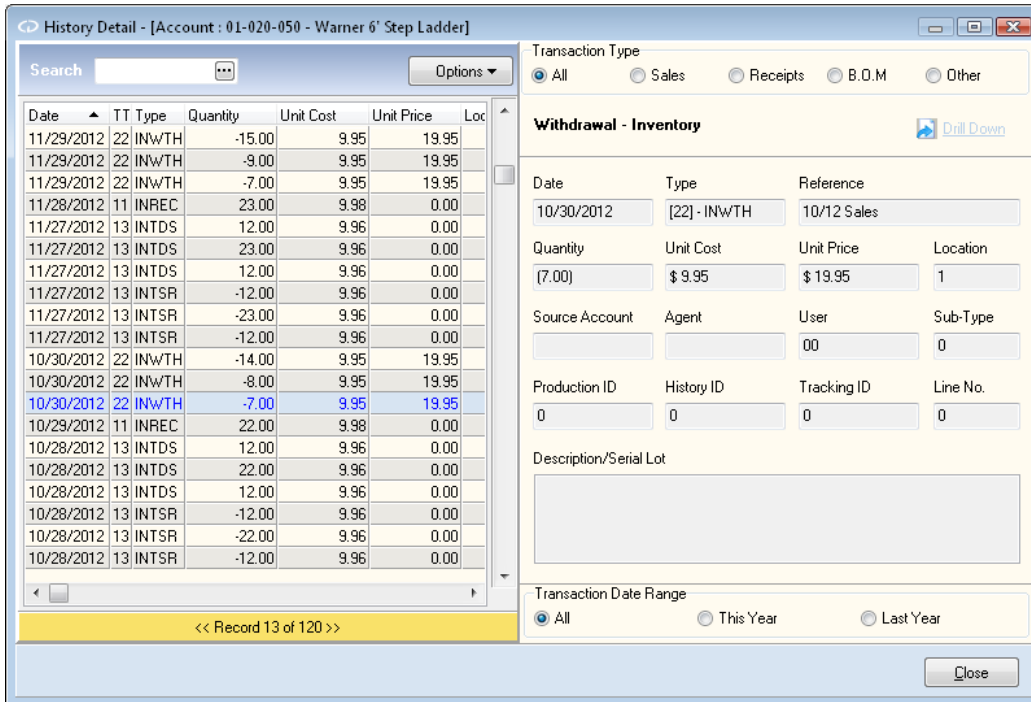
For detailed information for each field displayed, refer to the **Adding an Inventory Item** section.

NOTE: Do not forget to review the **Memos, Quick Notes, and Links** for any additional information recorded for the inventory item. Refer to the *CertiflexDimension System Manager Guide* for a detailed explanation on adding **Memos, Quick Notes, and Links**.

Additional Options: History Detail

The **Inventory Item Detail** screen will also display **Additional Options** not found in the **Maintain Inventory Items** program, such as the selected item's transaction history

To access the item's transaction history detail from the **Inventory Item Detail** screen, click **>History Detail** under **Additional Options**.



Here you may filter the selected item's history by **Transaction Type**, such as sales, receipts, bill of materials, other transactions, or view all history items at once. You may also set the **Transaction Date Range** to display **All** transactions, or limit results to either **This Year** or **Last Year's** transactions.

When a particular transaction is selected, that transaction's detail will be displayed in fields on the right. This detail includes the transaction's type, date, reference, quantity, unit cost and price, location, source account and agent (if applicable), User ID, Sub-Type, Production ID, History ID, Tracking ID, Line Number, and Description/Serial Lot (if applicable).

NOTE: Additional transaction details can be displayed by double-clicking on a listed transaction. However, this feature is restricted to transactions processed in CertiflexDimension v10.

Additional Options: Period Totals

To access the selected item's period totals from the **Inventory Item Detail** screen, click **>Period Totals** under **Additional Options**.

Item Period Totals [Year-to-Date Totals as of 12/31/2012]

01-020-001-G - Garden Hose 50' - Green Total All Locations Prior Year

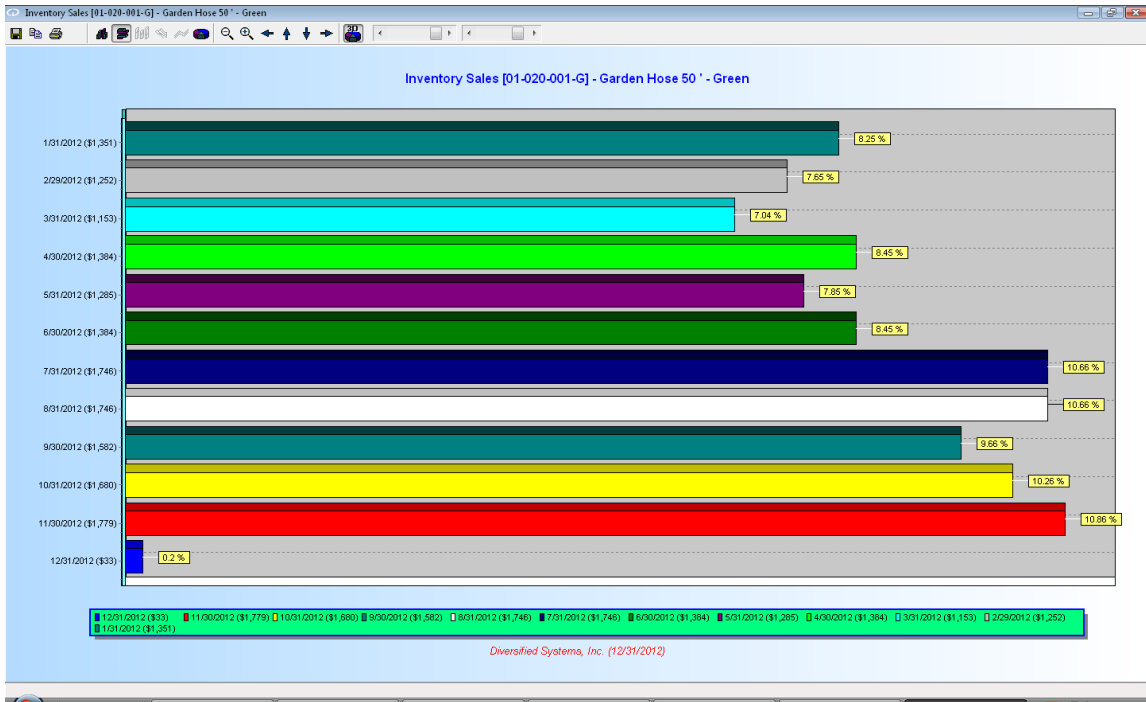
	Qty. Purchased	Amt. Purchased	Qty. Sold	Amt. Sold	C.O.G.S.	Qty. Produced	Qty. Used BOM
January	32.00	\$541.12	41.00	\$1,350.95	\$687.98	0.00	0.00
February	26.00	\$395.72	38.00	\$1,252.10	\$573.80	0.00	0.00
March	31.00	\$471.82	35.00	\$1,153.25	\$528.50	0.00	0.00
April	28.00	\$383.60	42.00	\$1,383.90	\$570.78	0.00	0.00
May	31.00	\$424.70	39.00	\$1,285.05	\$530.01	0.00	0.00
June	34.00	\$465.80	42.00	\$1,383.90	\$570.78	0.00	0.00
July	32.00	\$482.24	53.00	\$1,746.35	\$792.35	0.00	0.00
August	34.00	\$512.38	53.00	\$1,746.35	\$792.35	0.00	0.00
September	36.00	\$542.52	48.00	\$1,581.60	\$717.60	0.00	0.00
October	36.00	\$569.52	51.00	\$1,680.45	\$800.70	0.00	0.00
November	37.00	\$585.34	54.00	\$1,779.30	\$847.80	0.00	0.00
December	20.00	\$305.20	1.00	\$32.95	\$15.26	0.00	0.00
YTD Totals	377.00	\$5,679.96	497.00	\$16,376.15	\$7,427.91	0.00	0.00

Close

This option allows you to display the totals for this item per period and give you a total for the year. You can view by all locations or an individual location. You can select the **Prior Year** checkbox to view the totals for the prior year.

Additional Options: Period Graphs

To access the selected item's period totals from the **Inventory Item Detail** screen, click **>Period Graphs** under **Additional Options**.



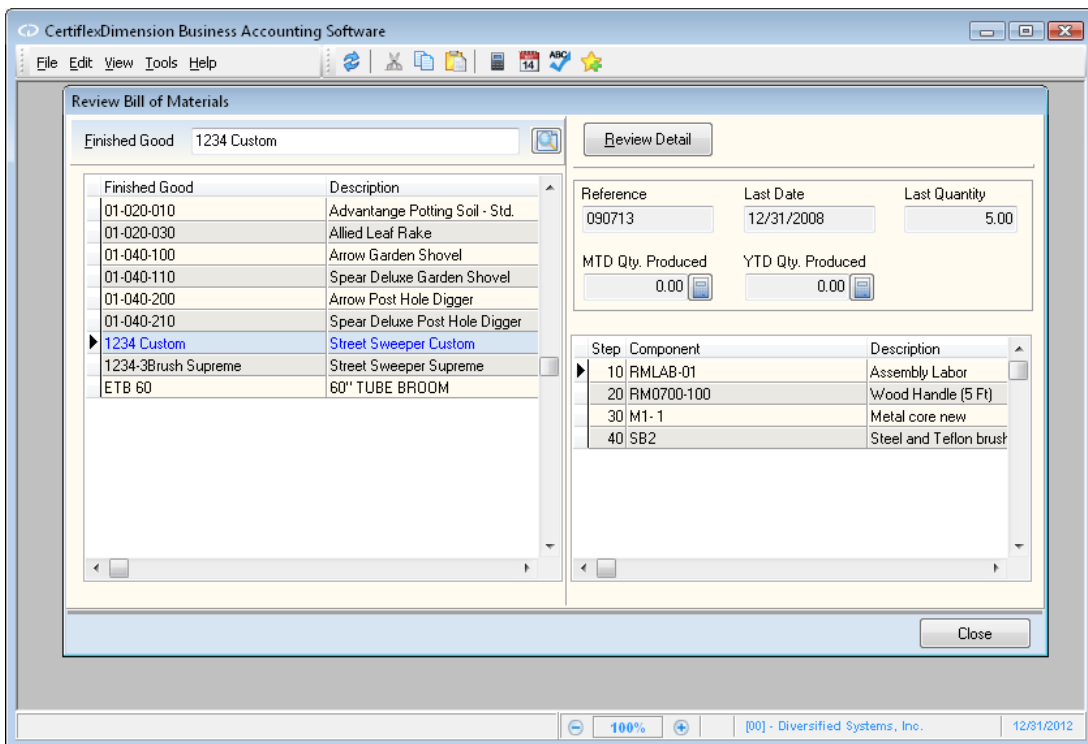
This bar graph allows you to review the selected item's sales by period, displaying sales percentage and total sales amount per the end of each period.

Review Bill of Materials

The **Review Bill of Materials** (B.O.M.) screen allows you to look up information about B.O.M. without accessing it through the **Maintain Lists** program, which locks open files associated with the B.O.M. and its corresponding items, prohibiting other users from accessing these items. When you use the **Review Bill of Materials** program, other users will be able to access B.O.M. information and their corresponding items for transaction entry and routine processing.

Reviewing Bill of Materials

To review a Bill of Materials, click **>Reviews >Review Bill of Materials**.



To select a finished good and review its bill of materials, either enter its number into the **Finished Good** field or simply click on a finished good in the listing. Once a valid finished good is selected, its Reference number, date, last quantity, month-to-date and year-to-date quantities produced, and list of components and their descriptions will appear on the right.

To access a finished good's production detail, click on **Review Detail**. For more information on the fields displayed in the **Production Detail** screen, please refer to the **Bill of Materials - Maintaining Assembled Items: Reviewing an Assembled Item's Production Detail** section of this guide.

Transactions - Inventory

Record Inventory Entries

Record Inventory Entries allows you to record and post various stock movements in and out of the inventory. You can enter receipts, withdrawals, stock transfers (within the same company or between companies), and purchase orders from this option.

NOTE: If you are using the Bill of Materials feature, the processing of an item's assembly and disassembly is recorded using the **B.O.M. - Record Assemblies** program.

If you are using the Job Cost program, the *Job Cost Operations Guide* will detail additional information on recording and posting inventory transactions. We recommend that you review that portion of the *Job Cost Operations Guide* before you enter transactions.

If you are operating interactively with other CertiflexDimension programs, you may only occasionally use the transaction options of this program. You will likely be executing transactions from other CertiflexDimension programs. For example, you can record inventory receipts through the CertiflexDimension Purchase Order and Accounts Payable programs. You can record inventory withdrawals/shipments through the CertiflexDimension Order Entry and Accounts Receivable programs. The CertiflexDimension Purchase Order program also allows you to input inventory purchase orders. Regardless of the method of inventory you use for updating, you should not repeat the transaction in any other CertiflexDimension program unless you are not operating those programs interactively with the CertiflexDimension Inventory program.

Recording Stock Receipts

This option allows you to update the inventory files to reflect the receipt of inventory items. When you record stock receipts, the system will update the following fields:

- On-Hand Quantity (normally increased to reflect the receipt)
- Quantity on Order (normally reduced to reflect the receipt)
- Unit Cost (re-averaged if average unit cost method is used, replaced if latest unit cost method is used, or no change if standard unit cost method is used)
- Date of last transaction
- Units purchased and dollars expended
- Inventory history file

NOTE: If you are operating interactively with the CertiflexDimension Purchase Order and Accounts Payable programs, you will normally record receipts of inventory items through one of those programs. DO NOT repeat the transaction through this option. If you do, you will have duplicate entries.

To record stock receipts, click **>Transactions >Inventory >Record Inventory Entries**.

The screenshot shows the 'Record Inventory Entries' window. The top section contains the following fields:

- Transaction Type: 1 - Stock Receipt
- Inventory Item: 01-030-100
- Location: 1 - Central Store
- Type: Regular
- U/M: EA
- Item Name: Overflow Drain Pan
- Average Cost: \$3.79
- Date: 12/31/2012
- Reference: 783410-2
- Qty. Received: 12.00
- Unit Cost: \$3.79
- Vendor No.: 120432

Summary statistics:


Total Receipts	Total Withdrawals	Total Transfers	Total P.O.'s	Total Job Withdrawals
\$1,282.45	\$0.00	\$0.00	\$0.00	\$0.00

Item list table:


Item	Item Description	Quantity	Unit Cost	Reference	Location	U/M
01-020-001-G	Garden Hose 50' - Green	20.00	15.26	783410-	1	EA
01-030-020	WP Hot Water Heater - 10'	5.00	195.45	783410-1	1	EA

This screen is divided into two sections. You enter the stock receipt information in the top section. The bottom section displays the line item

detail for each type of transaction entered and allows you to edit or delete a previously entered line item before you post the transactions.

- **Transaction Type:** Select **Stock Receipt**.
- **Inventory Item:** Select the inventory item for this stock receipt.
- **Location:** Select the location to record this stock receipt for.
- **Date:** Enter the date of this transaction.
- **Reference:** This is an optional field and is not required by the system to save the receipt. You can use this field to enter any type of reference number or description. A more detailed **Transaction Note** may be added by clicking on the notepad icon .
- **Quantity Received:** Enter the quantity to receive. The system will not allow you to enter a quantity of zero or to skip this prompt.
- **Unit Cost/Total Cost:** The system will normally prompt you for the unit cost of the item to receive and will default to the item's current unit cost. You can accept this cost or enter the updated cost.

If you are receiving a quantity of more than one and you only have a total cost of the items (not an individual unit cost), you can cause the system to prompt you for the total cost instead of the unit cost. When you enter the total cost, the system will calculate the individual unit cost for you. To turn on the **Total Cost** prompt, right-click the Unit Cost box and then click **Enter Cost as Unit Cost** (The check mark will disappear.).

- **Vendor Number:** Optionally, you may assign a vendor to the stock receipt either by entering the vendor number, clicking on the spyglass icon  and selecting the vendor from your vendor listing, or entering the vendor name or number as needed.

NOTE: For user convenience, the **Record Inventory Entries** program refers to your vendor listing to help you locate and select vendors. However, this does not tie the stock receipt to your Vendor's history or any Accounts Payable reports.

- **Accept:** Click **>Accept** or press **[F2]** to save the receipt entered.
- **Cancel:** Click **>Cancel** if the stock receipt is entered incorrectly and you wish to start over.

The system is now ready for you to enter the next receipt or transaction type. The system will allow you to enter an unlimited number of stock receipts or other transaction types before you post the transactions.

When you click **>Accept**, the system will update the bottom section of the screen, displaying the total receipts for all receipts entered (as well as the totals for the other transaction types).

If you have entered other types of inventory transactions within the same session (withdrawals, transfers, etc.) and wish to return to the stock receipt type, simply set the **Transaction Type** at the top of the screen to **1 - Stock Receipts** and the system will display each stock receipt line item entered during this session.

To change a line item, select the desired line item and click **>Edit** or double click on the line. To remove a line item, select the desired line item and click **>Delete**.

When all stock receipts (and other transaction types) are entered and you are ready to update the inventory files, click **>Post Transactions**. The system will post all transactions and then prompt you to print the transaction listing reports.

Additional Notes about Recording Stock Receipts

It is important to remember that the receipts, the quantities and unit costs entered must correspond to the item's standard unit of measure as it is defined on the inventory item's record. The system supports multiple units of measure and automatic unit of measure conversions for withdrawals (sales) only.

If you detect a data entry error after you post a receipt, enter a new stock receipt for the item and enter a negative quantity amount and use the same unit cost you originally entered. This will restore the updated fields to their original status before the incorrect receipt was entered.

Please note that there is one exception. If you are using the latest cost inventory valuation method, the unit cost before the error cannot be reinstated automatically on the file just by reversing the erroneous receipt transaction. This is because the system has no way to remember what it was. In this case, you need to determine the old (correct) unit cost and manually change the unit cost on the inventory item's record under **Changing an Inventory Item** before entering other transactions involving the item.

Recording Stock Withdrawals

This option allows you to update the inventory files to reflect the withdrawal of inventory items. When you record stock withdrawals, the system will update the following fields:

- On-hand Quantity (normally decreased to reflect the withdrawal)
- Cost of sales (current and year-to-date dollar amounts)
- Unit sales and dollars received
- Date of last transaction
- Inventory history file

NOTE: If you are operating interactively with the CertiflexDimension Order Entry and Accounts Receivable programs, you will normally record withdrawals of inventory items through one of those programs. **DO NOT** repeat the transaction through this option. If you do, you will have duplicate entries.

To record stock withdrawals, click **>Transactions >Inventory >Record Inventory Entries**.

The screenshot shows the 'Record Inventory Entries' window in CertiflexDimension Business Accounting Software. The window is divided into several sections:

- Transaction Information:** Transaction Type (2 - Stock Withdrawal), Inventory Item (01-040-110), Location (4 - Central Warehouse), Type (Regular), U/M (EA), Item Name (Spear Deluxe Garden Shovel), Average Cost (\$3.41).
- Date and Reference:** Date (12/31/2012), Reference (584263), Qty. Withdrawn (1.00), Unit Price (\$14.95).
- Customer and Account:** Customer No. (110608), G/L Sales Account (100000), Cash in Checking.
- Summary Statistics:** Total Receipts (\$1,282.45), Total Withdrawals (\$3,320.90), Total Transfers (\$0.00), Total P.O.'s (\$0.00), Total Job Withdrawals (\$0.00).
- Item List Table:**

Item	Item Description	Reference	Quantity	Selling Price	Price Level
01-030-200-W	West Exterior Paint - White	584263	2.00	12.95	1
02-090-200	Ace Riding Mower - 7500	584263	1.00	3,295.00	1


Buttons for Edit, Delete, Post Transactions, and Close are visible at the bottom of the window.

This screen is divided into two sections. You enter the stock withdrawal information in the top section. The bottom section displays the line item detail for each type of transaction entered and allows you to edit or delete a previously entered line item before you post the transactions.

- **Transaction Type:** Select **Stock Withdrawal**.
- **Inventory Item:** Select the inventory item for this stock withdrawal.

- **Unit of Measure:** The system will prompt you for the unit of measure only under certain circumstances. The CertiflexDimension Inventory program supports multiple units of measure and this option allows automatic unit of measure conversions. The system skips this prompt if any of the following are true:
 - If you always buy and sell the inventory items in the same unit of measure.
 - If the selected item's unit of measure does not match the original unit of measure for any of the unit of measure conversion tables.
 - If the alternate unit of measure access field for the corresponding unit of measure conversion table is set to automatic. The system will always use the first alternate unit of measure from this table.
 - If the unit of measure for the selected item matches the unit of measure for one of the unit of measure conversion tables, the system will perform a unit of measure conversion for the current withdrawal. The manner in which the alternate unit of measure access field is defined for the unit of measure conversion table will determine how the system performs the conversion. There are two definition choices for the alternate unit of measure access field.
 - **Automatic:** The first alternate unit of measure defined on the conversion table is used for this withdrawal and the system will skip to the next prompt.
 - **Display all options:** All alternate units of measure defined for this conversion table are displayed. You can select one of the alternates for the current withdrawal.


For more information on the unit of measure conversion feature, refer to the **Maintain Unit of Measure Conversions** section.

- **Location:** Select the location to record this stock withdrawal for.
- **Date:** Enter the date of this transaction.
- **Reference:** This is an optional field and is not required by the system to save the withdrawal. You can use this field to enter any type of reference number or description. A more detailed **Transaction Note** may be added by clicking on the notepad icon .
- **Quantity Withdrawn:** Enter the quantity to withdraw. The system will not allow you to enter a quantity of zero.

The system keeps track of whether or not the unit of measure is converted for the current withdrawal. Be sure to enter a withdrawal quantity that corresponds to the converted unit of measure.

For example, let's say you purchase an item in pounds (the standard unit of measure is LBS) and you sell the item in ounces (selected alternate unit of measure is OZ). A unit of measure conversion table is defined for LBS with OZ as one of the alternates. The conversion operation for this conversion table is to divide with the conversion factor at 16. In this example, if you entered a quantity withdrawn of 32, the system knows this is 32 ounces and not 32 pounds. This is because the unit of measure for this item was converted. When the withdrawal is validated, the on-hand quantity for the item is reduced by 2, to correspond to the item's standard unit of measure (32 ounces divide by the conversion factor of 16).

When you enter a withdrawal quantity, the system checks the quantity on-hand against the withdrawal quantity. If the withdrawal will result in a quantity on-hand of less than zero, a warning message will display.

- **Unit Price:** If the company's Master Data **Withdrawal Method** is set to **Cost**, the system will use the item's unit cost to determine the withdrawal value. If the **Withdrawal Method** is set to **Price**, the system will display the price based on the quantity of items entered (quantity break price). To view all prices available, press **F4**.
- **Customer Number:** Optionally, you may assign a customer to the stock withdrawal either by entering the customer number, clicking on the spyglass icon  and selecting the customer from your customer listing, or entering the customer name or number as needed.

NOTE: For user convenience, the **Record Inventory Entries** program refers to your customer listing to help you locate and select customers. However, this does not tie the stock withdrawal to your customer's history or any Accounts Receivable reports.

- **Accept:** Click **>Accept** or press **[F2]** to save the receipt entered.
- **Cancel:** Click **>Cancel** if the stock withdrawal is entered incorrectly and you wish to start over.

The system is now ready for you to enter the next withdrawal or transaction type. The system will allow you to enter an unlimited number of stock withdrawals or other transaction types before you post the transactions.

When you click **>Accept**, the system will update the bottom section of the screen, displaying the total withdrawals for all withdrawals entered (as well as the totals for the other transaction types).

If you have entered other types of inventory transactions within the same session (receipts, transfers, etc.) and wish to return to the stock withdrawal type, simply set the **Transaction Type** at the top of the screen to **2 - Stock Withdrawals** and the system will display each line item entered during this session.

To change a line item, select the desired line item and click **>Edit**. To remove a line item, select the desired line item and click **>Delete**.

When all stock withdrawals (and other transaction types) are entered and you are ready to update the inventory files, click **>Post Transactions**. The system will post all transactions and then prompt you to print the transaction listing report.

Additional Notes about Recording Stock Withdrawals

If the **G/L Interactive** feature is enabled in the **Inventory Master Data** and an **Accrual Sales Account** has been defined, the system will debit the defined sales amount when processing direct inventory withdrawals.

If you detect a data entry error after you post a withdrawal, enter a new stock withdrawal for the item and enter a negative quantity amount. This will restore the updated fields to their original status before the incorrect withdrawal was entered.

Recording Stock Transfers

When there is no purchase or sale involved, this option allows you to record the transfer of inventory items from one company's inventory files to another company's inventory files. Or, if you are using multiple locations you can transfer from one location to another location within the same company.

When you record stock transfers, the system will update the following fields:

- Quantity on-hand (decreased in the source file or location and increased in the destination file or location)
- Current period and year-to-date unit purchases and purchase dollar amounts (decreased in the source file or location and increased in the destination file or location)
- Unit cost (updated in the destination file only)
- Date of last transaction
- Inventory history file

To record stock transfers, click **>Transactions >Inventory >Record Inventory Entries**.

The screenshot shows the 'Record Inventory Entries' window. The top section contains the following fields:

- Transaction Type: 3 - Stock Transfer
- Inventory Item: RMOVR-01
- Location: 4 - Central Warehouse
- Type: Regular
- U/M: HR
- Overhead (Hr/Assembly):
- Average Cost: \$1.00
- Date: 12/31/2012
- Reference: 584263
- Qty. Transferred: 5.00
- Destination Company: Diversified Systems, Inc.
- Destination Location: 1 - Central Store

Summary statistics:


Total Receipts	Total Withdrawals	Total Transfers	Total P.O.'s	Total Job Withdrawals
\$1,282.45	\$3,320.90	\$349.50	\$0.00	\$0.00

Line items table:

Item	Item Description	Reference	Quantity	L
01-020-001-G	Garden Hose 50' - Green	584263	20.00	
01-040-110	Spear Deluxe Garden Shovel	584263	10.00	
▶ RMOVR-01	Overhead (Hr/Assembly)	584263	10.00	

This screen is divided into two sections. You enter the stock transfer information in the top section. The bottom section displays the line item detail for each type of transaction entered and allows you to edit or delete a previously entered line item before you post the transactions.

- **Transaction Type:** Select **Stock Transfer**.
- **Inventory Item:** Select the inventory item for this stock transfer.
- **Location:** Select the location from which to transfer the stock.

- **Date:** Enter the date of this transaction.
- **Reference:** This is an optional field and is not required by the system to save the transfer. You can use this field to enter any type of reference number or description. A more detailed **Transaction Note** may be added by clicking on the notepad icon .
- **Quantity Transferred:** Enter the quantity to transfer. The system will not allow you to enter a quantity of zero or to skip this prompt.
- **Destination Company:** Select the company to transfer the stock to. If you are transferring the stock to another location within the same company, select the current company.

NOTE: The number of locations for the destination company you are transferring stock to must match exactly to the company you are transferring from. If they do not match, the system will display an error message and not allow you to perform the transfer.

- **Destination Location:** Select the location to transfer to.
- **Accept:** Click **>Accept** to save the transfer entered.
- **Cancel:** Click **>Cancel** if the stock transfer is entered incorrectly and you wish to start over.

The system is now ready for you to enter the next transfer or transaction type. The system will allow you to enter an unlimited number of stock transfers or other transaction types before you post the transactions.

When you click **>Accept**, the system will update the bottom section of the screen, displaying the total transfers for all transfers entered (as well as the totals for the other transaction types).

If you have entered other types of inventory transactions within the same session (receipts, withdrawals, etc.) and wish to return to the stock transfer type, simply set the **Transaction Type** at the top of the screen to **3 - Stock Transfers** and the system will display each line item entered during this session.

To change a line item, select the desired line item and click **>Edit**. To remove a line item, select the desired line item and click **>Delete**.

When all stock transfers (and other transaction types) are entered and you are ready to update the inventory files, click **>Post Transactions**. The system will post all transactions and then prompt you to print the transaction listing report.

NOTE: The dollar amount used by the system to decrease current period and year-to-date purchases in the source file or location and to increase current period and year-to-date purchases in the destination file or location is the source item's unit cost times the transfer quantity.

Recording Stock Purchase Orders

This option allows you to update the inventory files to reflect inventory quantities ordered from vendors. When you record stock purchase orders, the system will update the on order quantity. When you receive items from the vendors and record receipts, the system increases quantities on-hand and decreases the quantities on order.


NOTE: If you are operating interactively with the CertiflexDimension Purchase Order program, you will normally record purchase orders of inventory items through this program. DO NOT repeat the transaction through this option. If you do, you will have duplicate entries.


To record stock purchase orders, click **Inventory** on the **Transactions** menu, and then click **Record Inventory Entries**.

Item	Item Description	Reference	Quantity	U
01-020-001-G	Garden Hose 50' - Green	584263	10.00	
01-020-200	Lang Track Lighting Kit	584263	4.00	
▶ RM1000-100	Handle Wrap	584263	150.00	

This screen is divided into two sections. You enter the stock purchase order information in the top section. The bottom section displays the line item detail for each type of transaction entered and allows you to edit or delete a previously entered line item before you post the transaction.

- **Transaction Type:** Select **Stock Purchase Order**.
- **Inventory Item:** Select the inventory item for this stock purchase order.
- **Location:** Select the location for which to record this purchase.
- **Date:** Enter the date of this transaction.
- **Reference:** This is an optional field and is not required by the system to save the purchase order. You can use this field to enter any type of

reference number or description. A more detailed **Transaction Note** may be added by clicking on the notepad icon .

- **Quantity Ordered:** Enter the quantity ordered. The system will not allow you to enter a quantity of zero or to skip this prompt.
- **Vendor Number:** Optionally, you may assign a vendor to the stock receipt either by entering the vendor number, clicking on the spyglass icon  and selecting the vendor from your vendor listing, or entering the vendor name or number as needed.
- **Accept:** Click **>Accept** to save the purchase order entered.
- **Cancel:** Click **>Cancel** if the stock purchase order is entered incorrectly and you wish to start over.

The system is now ready for you to enter the next purchase order or transaction type. The system will allow you to enter an unlimited number of stock purchase orders or other transaction types before you post the transactions.

When you click **>Accept**, the system will update the bottom section of the screen, displaying the total purchase orders for all purchase orders entered (as well as the totals for the other transaction types).

If you have entered other types of inventory transactions within the same session (receipts, withdrawals, etc.) and wish to return to the stock purchase order type, simply set the **Transaction Type** at the top of the screen to **4 - Stock Purchase Orders** and the system will display each line item entered during this session.

To change a line item, select the desired line item and click **>Edit**. To remove a line item, select the desired line item and click **>Delete**.

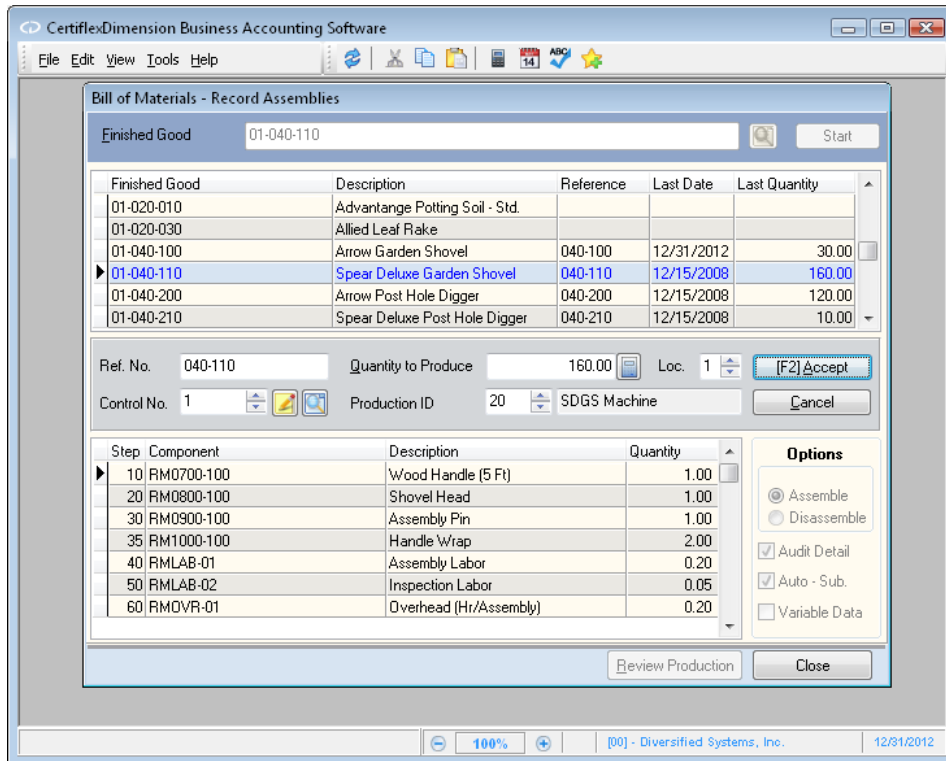
When all stock purchase orders (and other transaction types) are entered and you are ready to update the inventory files, click **>Post Transactions**. The system will post all transactions and then prompt you to print the transaction listing report.

Record Bill of Material (B.O.M.) Assemblies

This option allows you to record the production of assembled items. The Inventory program allows production on a level-by-level basis to facilitate the building of finished goods in stages. For example, you will normally first produce all sub-assemblies, followed by the assemblies that use those sub-assemblies. Finally, you should produce the finished good.

Recording B.O.M. Assemblies

To record assemblies, click **Inventory** on the **Transactions** menu, and then click **Record B.O.M Assemblies**.



Before you begin recording assemblies, you want to make sure that the **Options** section is defined correctly for the assembly you want to record.

- **Assemble/Disassemble:** Select **Assemble** if you want to record the assembly of a finished good, assembly, or sub-assembly. When you assemble an item, the system will take all the raw goods or components and build the item.

Select **Disassemble** if you want to disassemble an item. When you disassemble an item, the system will take a finished good, assembly, or sub-assembly and break it down into its original raw material form. Disassembly is normally done as a correction to assemblies that were done in error.

- **Audit Detail:** When you record assemblies, the system will produce an audit report at the end of the assembly session. Select this check box if you want the audit report to include a listing of all components associated

with a finished good, assembly, or sub-assembly. If you do not select this check box, the report will only list the finished goods produced and the quantity of each.

- **Auto Sub-Assemblies:** Select this check box if you want the system to automatically produce all sub-assemblies associated with the selected assembly. You would check this box if you normally produce sub-assemblies only at the time the assembly is produced.



The system can automatically produce up to 10 levels of sub-assemblies. This means that the system can produce an assembly that is composed of other sub-assemblies and those other sub-assemblies can be composed of additional sub-assemblies and so on for up to 10 levels of sub-assemblies.

If you normally pull a pre-assembled sub-assembly off the shelf when you produce this assembly, you would not select this check box.

NOTE: The system will not allow the automatic sub-assembly option when you are using a serial master item as the finished good or as a component.

- **Variable Data:** Selecting this option will allow the system to ask the quantity of any line item in Class 98 or 99. For example, if one of the items is Labor, you will be prompted to enter the number of hours.

When the **Options** section is defined correctly, you are ready to record an assembly.

- **Finished Good:** Select the finished good, assembly, or sub-assembly you wish to produce. When a valid item is selected, the system will display that item's bill of materials listing in the middle of the screen.
- **Reference Number:** Enter a reference number for this assembly.
- **Quantity to Produce:** Enter the quantity you wish to produce. If the finished good is a serial master item, the system will automatically default to a quantity of 1. If the finished good is a regular item, the system will automatically default to the number you produced the last time you recorded assemblies for this item.
- **Location:** Select the location to which the quantity produced for the assembled item should be added. If you need to produce this assembly for multiple locations, you will need to produce the item one location at a time.
- **Control Number:** Select the control number to be associated with the finished good. Optionally, you may add a detailed **Production Note** by clicking on the notepad icon  or view the finished good's **Production Detail** by clicking on the spyglass icon .
- **Production ID:** Select the Production ID to be associated with the finished good. For more information on defining Production IDs, please refer to **Categories, Locations and Sections: Maintain Sections** in this guide.
- **Accept:** Click **>Accept** to record the assembly.
- **Cancel:** Click **>Cancel** to abort the current assembly.
- **Review Production:** Click **>Review Production** to see the audit report for this session. This will be the report that will print when you close the **B.O.M. – Record Assemblies** program.

Assembly Production

When you record the assembly, the system will produce the assembly by the amount you entered for the quantity and update the following fields:

For the assembled item:

- On-hand quantity is increased
- Quantities produced are increased
- Unit cost is updated
- Date of last transaction is updated
- History file is updated

For each of the component items defined for the assembled item:

- On-hand quantity is decreased
- Quantities used in the production are increased
- Date of last transaction is updated
- History file is updated

For the disassembled item:

- On-hand quantity is decreased
- Quantities produced are decreased
- Date of last transaction is updated
- History file is updated

For each of the component items defined for the disassembled item:

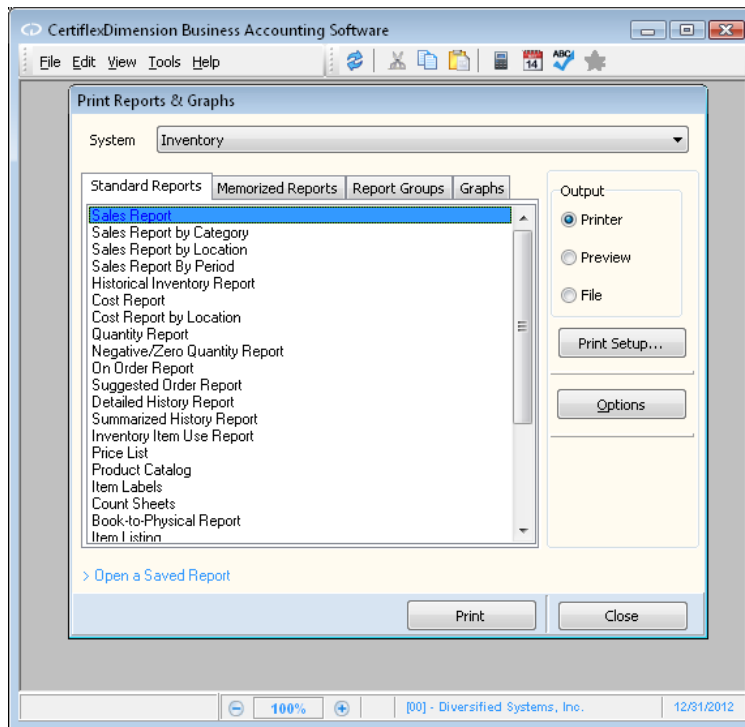
- On-hand quantity is increased
- Quantities used in the production are decreased
- Date of last transaction is updated
- History file is updated

Inventory Reports

Inventory Reports

Printing reports in CertiflexDimension is an easy, yet powerful portion of the program. You can define the system to print almost any report based on almost any criteria you desire.

To print a report in Inventory, click **>Reports >Inventory >Standard Inventory Reports**. The report listing will be displayed.



Click the report you wish to print. Click **Options** to define the reporting criteria.

Refer to your *CertiflexDimension System Manager Guide* for an explanation of each field on the **Print Reports & Graphs** screen and how to use the **Sort/Selects** feature.

Below is a list of Inventory reports and the printing options available for each report.

NOTE: The Review Bill of Materials and Component Shortage reports do not use the standard report printing options. These

two reports are explained separately at the end of this chapter.

Sales Report

The Sales Report is an important report for the management of the inventory items. Sales and Cost of Sales information for each item included is presented in this report, as well as the calculated gross profit dollar amount and the profit percentage. You should print and review this report at least once per year. Slow moving items are easily indicated on this report. Profit margins presented can aid in pricing decisions.

Report Criteria

- **Combine Locations:** Select this check box if you want the report to print the total for all locations in lieu of each individual location. If you have only one location, the system will always print in a combined format regardless of this selection.
- **Include Items with Zero YTD Sales:** Select this option to include items having zero sales for the year on the report.
- **Item Class:** Enter the beginning and ending item class.
- **Item Category:** Enter the beginning and ending item category.
- **Item Location:** Enter the beginning and ending item location.

Sales Report by Category

The Sales Report by Category prints like the standard sales report, but automatically prints and totals by category.

Report Criteria

- **Combine Locations:** Select this check box if you want the report to print the total for all locations in lieu of each individual location. If you have only one location, the system will always print in a combined format regardless of this selection.
- **Include Items with Zero YTD Sales:** Select this option to include items having zero sales for the year.
- **Item Class:** Enter the beginning and ending item class.
- **Item Category:** Enter the beginning and ending item category.
- **Item Location:** Enter the beginning and ending item location.

Sales Report by Location

The Sales Report by Location prints like the standard sales report, but automatically print and total by location.

Report Criteria

- **Print Location Totals Only:** Select this check box if you want the report to print the total for all locations in lieu of each individual location.
- **Include Items with Zero YTD Sales:** Select this option to include items which have zero sales for the year.
- **Item Class:** Enter the beginning and ending item class.
- **Item Category:** Enter the beginning and ending item category.

- **Item Location:** Enter the beginning and ending item location.

Sales Report by Period

The Sales Report by Period prints a comparative period sales report.

Report Criteria

- **Combine Locations:** Select this check box if you want the report to print the total for all locations in lieu of each individual location. If you have only one location, the system will always print in a combined format regardless of this selection.
- **Period Type:**
 - **1 – 12 Periods**
 - **2 – Up to 8 Quarters**
 - **3 – 4 Years**
- **Item Class:** Enter the beginning and ending item class.
- **Item Category:** Enter the beginning and ending item category.
- **Item Location:** Enter the beginning and ending item location.

Historical Inventory Report

The Inventory History Report prints the inventory item's archived information. This includes the quantity, unit cost, cost of sales, and unit purchases.

Report Criteria

- **As Of Date:** Select the beginning date for which you'd like to print the report.
- **Item Class:** Enter the beginning and ending item class.
- **Item Category:** Enter the beginning and ending item category.

Cost Report

The Cost Report is used to provide information on the value of the inventory items for the current cost method. This report can also compare the cost method used and inventory value with the value if you were using one of the other two cost methods. This report should aid in determining the value of the inventory, based on each of the three cost methods.

Report Criteria

- **Combine Locations:** Check this box if you wish to combine all locations rather than separating items by location. If you have only one location, the system will always print in a combined format regardless of this selection.
- **Include Negative Quantity Items:** Select this check box if you want the report to include negative quantities on-hand.
- **Include Zero Quantity Items:** Select this check box if you want to include items with zero quantities.
- **Report Detail Type:** Select what information you want for this report.
 - **Default Cost Only:** The system will print for the default cost only.

- **Avg., Latest & Std:** The system will print the value of the inventory items for the average cost method, the latest cost method, and the standard cost method.
- **Avg., Latest, Std, FIFO & LIFO:** The system will print the value of the inventory items for the average cost method, the latest cost method, the standard cost method, the LIFO cost method (last in, first out), and the FIFO cost method (first in, first out).
- **Item Class:** Enter the beginning and ending item class.
- **Item Category:** Enter the beginning and ending item category.
- **Item Location:** Enter the beginning and ending item location.

You may also wish to sort the information even further by printing a **Cost Report by Location**. This will organize the report so that each location is printed and totaled separately.

Cost Report by Location

The Cost Report by Location report is used to provide information on the value of the inventory items for the current cost method, per location.

Report Criteria

- **Print Location Totals Only:** Check this box if you wish to combine all location totals per location, rather than detailing each item's total.
- **Include Zero Quantity Items:** Select this check box if you want to include items with zero quantities.
- **Include Negative Quantity Items:** Select this check box if you want the report to include negative quantities on-hand.
- **Report Detail Type:** Select what information you want for this report.
 - **Default Cost Only:** The system will print for the default cost only.
 - **Avg., Latest & Std:** The system will print the value of the inventory items for the average cost method, the latest cost method, and the standard cost method.
- **Item Class:** Enter the beginning and ending item class.
- **Item Category:** Enter the beginning and ending item category.
- **Item Location:** Enter the beginning and ending item location.

Quantity Report

The Quantity Report is very useful if inventory moves quickly. The lack of up-to-the-minute information on remaining inventory stock can often result in lost sales. This report prints each included item's stock number, description, unit of measure, and quantity on-hand.

Report Criteria

- **Combine Locations:** Check this box if you wish to combine all locations rather than separating items by location. If you have only one location, the system will always print in a combined format regardless of this selection.
- **Include Zero Quantity Items:** Select this check box if you want to include items with zero quantities.

- **Include Negative Quantity Items:** Select this check box if you want the report to include the negative quantities on-hand.
- **Item Class:** Enter the beginning and ending item class.
- **Item Category:** Enter the beginning and ending item category.
- **Item Location:** Enter the beginning and ending item location.

Negative/Zero Quantity Report

The Negative/Zero Quantity Report highlights inventory items with either a negative or zero quantity on-hand. Negative quantities on-hand normally indicates a problem with the inventory records such as data processing errors. However, in certain cases, negative on-hand quantities are acceptable. For example, if stock was received and shipped during the same day and the receipt was not posted to inventory until a day or two later a negative on-hand quantity could occur.

To assist in tracking potential problems relating to negative or zero quantities for items, this report prints the last physical count quantity and current period and year-to-date quantity totals for receipts and withdrawals.

Report Criteria

- **Combine Locations:** Check this box if you wish to combine all locations in lieu of separating items by location. If you have only one location, the system will always print in a combined format regardless of this selection.
- **Include Zero Quantity Items:** Select this check box if you want to include items with zero quantities.
- **Include Negative Quantity Items:** Select this check box if you want the report to include the negative quantities on-hand.
- **Item Class:** Enter the beginning and ending item class.
- **Item Category:** Enter the beginning and ending item category.
- **Item Location:** Enter the beginning and ending item location.

On Order Report

The On Order Report allows you to review items currently on order from your vendors. The estimated order amount is also included for cash requirements planning.

Report Criteria

- **Combine Locations:** Check this box if you wish to combine all locations in lieu of separating items by location. If you have only one location, the system will always print in a combined format regardless of this selection.
- **Include Inactives:** Select this check box if you want the report to include the inactive inventory items.
- **Include Zero Qty. Items On Order:** Select this check box if you want to include items with zero quantities on order.
- **Item Class:** Enter the beginning and ending item class.
- **Item Category:** Enter the beginning and ending item category.
- **Item Location:** Enter the beginning and ending item location.

Suggested Order Report

The Suggested Order Report assists in keeping inventory at stock levels necessary for the best management of the business. Having insufficient stock on-hand when a customer order is received could translate into a lost sale. On the other hand, keeping a large stock of potentially slow moving items could mean you have money tied up in inventory unnecessarily.

This report provides you with timely information regarding current stock level conditions, including a calculated suggested order for each item. The system calculates the suggested order based on information you are allowed to specify for each item. The vendor number defined for each item is printed and a column is provided for personnel to note the quantity ordered.

The system calculates the suggested order for each item included, by the following:

The system adds the on-hand quantity with the quantity on order, and then subtracts the quantity on backorder to determine how close you are to the minimum stock level desired. The result is then compared to the minimum quantity needed. If the result is greater than the minimum quantity needed, the process is finished and no suggested order will be made because you are not below the minimum quantity needed. If the result is less than the minimum quantity needed, one final step is processed. If the result is equal to or greater than the minimum quantity to order defined for the item, the suggested order is the quantity needed to bring the item to the minimum quantity. If the amount is less than the minimum quantity to order, the suggested order is the minimum quantity to order.

An example will help illustrate the suggested order calculation.

The quantity fields for the example are as follows:

Quantity on-hand	10.00
Quantity on order	5.00
Quantity on backorder	6.00
Minimum quantity needed	50.00
Minimum quantity to order	20.00

The suggested order for this item based on this data is 41.00, calculated as:

$$(10.00 + 5.00) - 6.00 = 9.00$$
$$50.00 - 9.00 = 41.00$$

Report Criteria

- **Combine Locations:** Check this box if you wish to combine all locations in lieu of separating items by location. If you have only one location, the system will always print in a combined format regardless of this selection.
- **Include Inactives:** Select this check box if you want the report to include the inactive inventory items.
- **Include Zero Qty. Sugg. Items:** Select this check box if you want to include items with zero quantities suggested.
- **Item Class:** Enter the beginning and ending item class.
- **Item Category:** Enter the beginning and ending item category.
- **Item Location:** Enter the beginning and ending item location.

Detailed History Report

The Detailed History Report prints the inventory item's history to date detailed transactions. This includes the transaction date, the transaction type and number, the location (if applicable), the quantity, unit cost, unit price, the customer or vendor for which the transaction was made, the salesperson (if applicable), and the user posting the transaction.

Report Criteria

- **Print Unit Cost:** Select this check box if you want the report to include each transaction's unit cost.
- **Print Unit Price:** Select this check box if you want the report to include each transaction's unit price.
- **Print Totals Only:** Select this check box if you want to show totals only.
- **Print Index Page:** Select this check box to include an index page at the end of the report that lists each item and its corresponding report page number.
- **Reporting Period:** Select the period for which to report. If you select **Date Range**, the system will prompt you for the beginning and ending dates.
- **Item Class:** Enter the beginning and ending item class.
- **Item Category:** Enter the beginning and ending item category.

Summarized History Report

The Summarized History Report prints the inventory item's current and year-to-date unit purchases, dollar purchases, unit sales, dollar sales, and cost of goods sold.

Report Criteria

- **Combine Locations:** Check this box if you wish to combine all locations in lieu of separating items by location. If you have only one location, the system will always print in a combined format regardless of this selection.
- **Item Class:** Enter the beginning and ending item class.
- **Item Category:** Enter the beginning and ending item category.
- **Item Location:** Enter the beginning and ending item location.

Inventory Item Use Report

The Inventory Item Use Report sorts up to 2,500 items by the last transaction date in ascending order. The report includes each inventory item's stock number, description, last transaction date, on-hand quantities, and current extended costs. The report can help determine the inventory items that are, or are not, being purchased.

Report Criteria

- **Include Items Not Used:** Select this check box if you want the system to include any inventory items not purchased during the reporting period.
- **Print Zero Quantity:** Select this check box if you want to include items with zero quantities.
- **Reporting Period:** Select the period for which to report. If you select **Date Range**, the system will prompt you for the beginning and ending dates.

- **Item Class:** Enter the beginning and ending item class.
- **Item Category:** Enter the beginning and ending item category.

Price List

Price List allows you to print inventory price lists in a variety of formats to suit the needs of the company. You can specify whether to include any combination of price dollar amounts, markup percentages and price break quantities.

Report Criteria

- **Include Inactive Items:** Select this check box if you want to include inactive inventory items.
- **Print Unit Cost:** Select this check box if you want unit cost information to be included.
- **Print Gross Profit:** Select this check box if you want gross profit information to be included.
- **Print Markup Percentages:** Select this check box if you want markup percentage information to be included.
- **Print Break Quantities:** Select this check box if you want price break quantities information to be included.
- **Item Class:** Enter the beginning and ending item class.
- **Item Category:** Enter the beginning and ending item category.

Product Catalog

This report will print a catalog of inventory items and any pictures or images specified for the item.

Report Criteria

- **Include Inactive Items:** Select this check box if you wish to include inactive inventory items.
- **Include Item Image:** Select this check box if you wish to include item images.
- **Price Level:** Select the price level you wish to use.
- **Item Class:** Enter the beginning and ending item class.
- **Item Category:** Enter the beginning and ending item category.

Item Labels

Item Labels allows you to print stock labels for the inventory items. Printing criteria is very flexible to allow you to generate exactly the group of labels you need.

Report Criteria

- **Include Inactive Items:** Select this check box if you wish to include inactive inventory items.
- **Print in Bin Number Order:** Select this check box if you want the labels to print in bin number order. If you want the labels to print in inventory item index order, do not select this check box.

- **Print Label Titles:** Select this check box if you want the titles of the fields included on the label printing to print in addition to the contents of the fields.
- **Item Bar Code:** Select this box if you want the item labels to include a bar code.
- **Print Selected Locations:** Select this box if you want locations to print on the labels.
- **Item Bar Code:** The following specifications can be set for printing item bar code information:
 - **None:** Select this box if you do not need bar codes printed on the labels.
 - **Bar Code Vendor Item No.:** Select this check box if you are printing bar codes. The system will use the Vendor Item Number to determine the bar code for each item.
 - **Bar Code Item Stock Number:** Select this check box if you want the printed Bar Code to be the Item Number.
 - **Bar Code Primary Lookup Key:** Select this check box if you want the printed Bar Code to be the Primary Lookup Key for this item.

If you select either **Bar Code Vendor Item No. , Bar Code Item Stock Number or Bar Code Primary Lookup Key**, the following options may be set:

- **Print Readable Text:** Check this box if you wish to print the bar code number at the bottom of the bar code.
- **Bar Code Type:** Select the type of bar code you wish to print.
- **Width:** Designate the width of the bar code in inches.
- **Height:** Designate the height of the bar code in inches.
- **Avery Label Brand:** Select the type of label.
- **Item Class:** Enter the beginning and ending item class.
- **Item Category:** Enter the beginning and ending item category.
- **Item Location:** Enter the beginning and ending item location.
- **Label Fields to Print:** The system will display all fields available for printing on the label. Click on the fields you wish to include on the label. The system will place a check mark next to each field selected.

Count Sheets

Count Sheets allow you to print numbered count sheets on which you can record physical counts during a physical inventory. Count Sheet printing is very flexible to include any range of inventory items, classes, locations, and can also print in bin number order. For each inventory item included on the report the item's stock number, description, unit of measure, bin location, and three places to record the physical counts will be printed.

Remember, it is very important that counts taken and recorded match each item's unit of measure as defined on the item's record. Do not record physical counts in an alternate unit of measure.

Report Criteria

- **Include Inactive Items:** Select this check box to include inactive inventory items.
- **Print in Bin Number Order:** Select this check box if you want the report to print in bin number order. If you do not select this check box, the system will print in inventory item index order.
- **Item Class:** Enter the beginning and ending item class.
- **Item Category:** Enter the beginning and ending item category.
- **Item Location:** Enter the beginning and ending item location.

Book-to-Physical Report

The Book-to-Physical report is very helpful because it highlights the differences in the inventory files and the physical counts you entered through **Update Physical Counts**. The extended value of each difference is also presented on this report as an aid in the reconciliation process.

The Book-to-Physical report is an important tool in reconciling the on-hand quantities with the results of a physical count. You should print this report after entering the physical counts to determine which items show a difference between the on-hand quantity and the physical quantity. You should investigate all differences you consider significant.

If the difference and extended difference is a negative amount, then you have more items on-hand than you actually counted. This represents a shortage.

If the difference and extended difference is a positive amount, you have fewer items on-hand than you actually counted. This represents an overage.

For items with significant differences, you should normally recount the items. Many counting errors are due to unit of measure problems. Be sure to count each item in its original, purchased unit of measure.

If you recount and determine the count to be correct, then one of three things could have happened: (1) the original quantities were defined incorrectly, (2) errors were made in entering inventory transactions (receipts, withdrawals, etc.), or (3) there was mishandling of the actual stock (theft or misplacement).

You should print the Book-to-Physical report after you input the initial counts and after entering each group of recounts. When all quantities possible are reconciled, you should print a final copy to retain for your records. This report will print the dollar total of all differences not reconciled. This dollar amount should normally be booked in the General Ledger with a journal entry so that inventory amounts in the General Ledger and the Inventory module remain in agreement.

NOTE: The Book-to-Physical report prints only for inventory items that have a difference between the on-hand quantities and the physical counts entered.

Report Criteria

- **Item Class:** Enter the beginning and ending item class.
- **Item Category:** Enter the beginning and ending item category.
- **Item Location:** Enter the beginning and ending item location.

Item Listing

The Item Listing report prints a list of all inventory items for the company.

Report Criteria

- **Include Inactive Items:** Select this box to include inactive inventory items.
- **Item Class:** Enter the beginning and ending item class.
- **Item Category:** Enter the beginning and ending item category.

Item Maintenance Report

The Item Maintenance Report prints each item's complete record information as seen in **Adding an Inventory Item**.

Report Criteria

- **Include Inactive Items:** Select this box to include inactive inventory items.
- **Include Alternate Information:** Select this check box if you want the report to include alternate inventory item information for each selected inventory item.
- **Include Additional Memos:** Select this check box if you want the system to include the additional memo line information for each included inventory item.
- **Item Class:** Enter the beginning and ending item class.
- **Item Category:** Enter the beginning and ending item category.

Serial/Lot Number Report

The Serial/Lot Number Report prints a list of all Serial/Lot numbered inventory items.

Report Criteria

- **Include Inactive Items:** Select this box to include inactive inventory items.
- **Include Closed Serial/Lot Numbers:** Select this box to include all closed Serial/Lot numbered items.
- **Item Class:** Enter the beginning and ending item class.
- **Item Category:** Enter the beginning and ending item category.

Serial/Lot Quantity Report

The Serial/Lot Quantity Report prints a list of Serial/Lot inventory item quantities.

Report Criteria

- **Include Inactive Items:** Select this box to include inactive inventory items.
- **Detailed:** Select this box to produce a detailed report that prints each serial/lot numbered item's location.
- **Item Class:** Enter the beginning and ending item class.

- **Item Category:** Enter the beginning and ending item category.

Kit Listing

This report will print a list of all inventory kits with the location and quantity of each kit.

Where Used Report

This report will print for component items and lists where the components are used.

Report Criteria

- **Include Inactive Items:** Select this checkbox if you wish to include inactive inventory items.
- **Item Class:** Enter the beginning and ending item class.
- **Item Category:** Enter the beginning and ending item category.

Finished Good Production Report

The Finished Good Production Report prints assembled items and lists the stock number, description, current period quantity produced, and year-to-date quantity produced for each assembled item.

The system will print finished goods that have a current period quantity produced or a year-to-date quantity produced only.

Report Criteria

- **Include Inactive Items:** Select this checkbox if you wish to include inactive inventory items.
- **Item Class:** Enter the beginning and ending item class.
- **Item Category:** Enter the beginning and ending item category.

Component Production Report

The Component Production Report prints for component items and lists the stock number, description, current period component quantity used, and year-to-date component quantity used for each component item.

The system will only print for components that have either a current period quantity used in production or a year-to-date quantity used in production.

Report Criteria

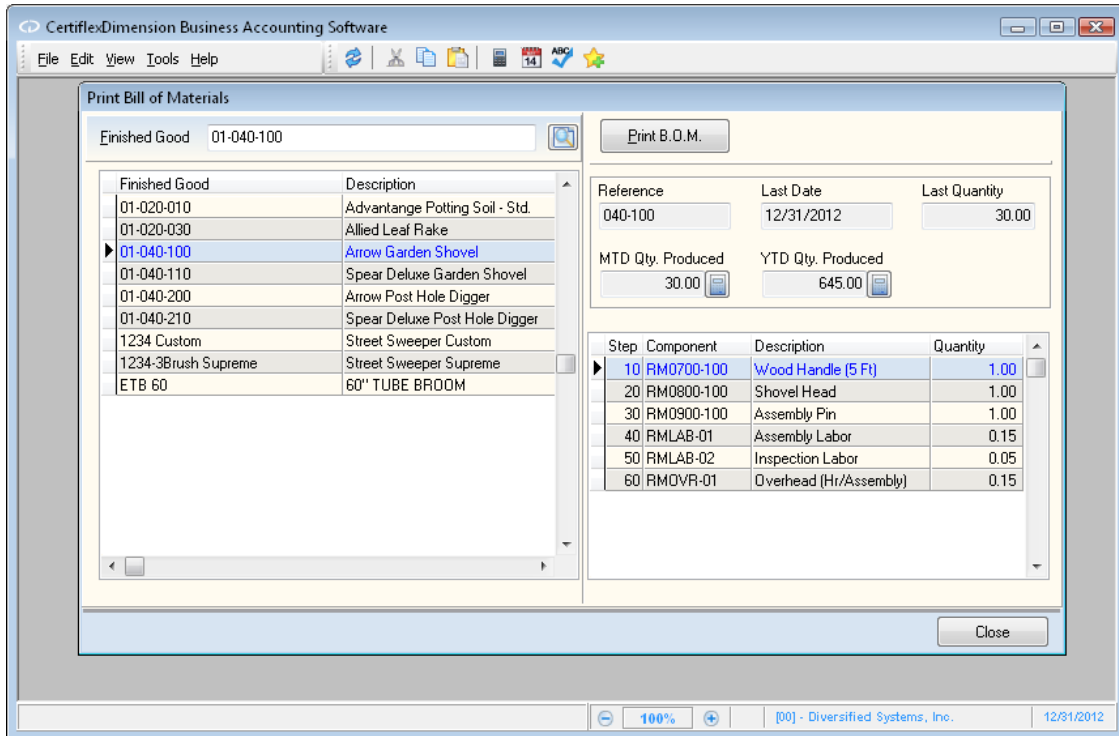
- **Include Inactive Items:** Select this checkbox if you wish to include inactive inventory items.
- **Item Class:** Enter the beginning and ending item class.
- **Item Category:** Enter the beginning and ending item category.

Additional Reports

Reviewing/Printing Bill of Materials

This review and accompanying report displays each component's unit and extended cost and the assembly's gross profit percentage.

To review the bill of materials, click **>Reports >Inventory >Print Bill of Materials**.



- **Finished Good:** Select the finished good, assembly, or sub-assembly you wish to review. When a valid item is selected, the system will display that item's bill of materials listing and history detail on the right side of the screen.
- **Print B.O.M.:** Click **Print B.O.M.** to print the Bill of Materials Cost Detail Report.
 - **Range:** Select the range of items for which you want to print the report.
 - **Cost Method:** Select the cost method you wish to use for the calculation. You may select **Average Cost**, **Latest Cost**, or **Standard Cost**.
 - **Type:** Define the following:
 - **Price Level:** Select the price level you want the system to use when calculating the gross profit percentage.
 - **Auto Sub-Assemblies:** Select this check box if you want the system to display all sub-assemblies associated with the selected assembly.

- **Show Prices:** Select this check box if you want the B.O.M. report to display prices.
- **Additional Description:** Select this check box if you want the B.O.M. report to include any additional descriptions that have been added.

Component Shortage Analysis/Report

The Component Shortage Report allows you to select one or more assemblies, enter the quantity needed to produce, and obtain a shortage report for each component.

For example, suppose you need to know if you have enough materials on-hand to produce 3 assemblies #1, 15 assemblies #2, and 9 assemblies #3. To determine if you had enough materials on-hand for these assemblies, you would use this option and enter assembly #1 in the **Finished Good** prompt, enter a quantity of 3, and click **>Accept**. You would repeat these steps for the other two assemblies. When you click **>Print Shortage Report**, the system will calculate all materials needed for all assemblies entered, compare those totals with the amount of inventory currently on-hand, and print a shortage report for those items that you do not have enough of to produce the selected assemblies.

To print the component shortage report, click **>Reports >Inventory >Component Shortage Analysis/Report**.

The screenshot shows the 'Component Shortage Analysis' window in Certiflex Dimension Business Accounting Software. The 'Finished Good' field contains '01-020-030'. Below this is a table with the following data:

Finished Good	Description	Reference	Last Date	Last Quantity
01-020-010	Advantage Potting Soil - Std.			
01-020-030	Allied Leaf Rake			
01-040-100	Arrow Garden Shovel	040-100	12/31/2012	30.00

Below the table, the 'Quantity to Produce' field is set to '0.00'. There are 'Accept' and 'Cancel' buttons. At the bottom of the window, there are buttons for 'Clear Production List', 'Review Production List', 'Print Shortage Report', and 'Close'.

- **Finished Good:** Select the finished good, assembly, or sub-assembly you wish to review. When a valid item is selected, the system will display that item's bill of materials listing in the lower half of the screen.
- **Quantity to Produce:** Enter the number of assemblies to use for the creation of the shortage report.

- **Options: Auto Sub-Assemblies:** Select this check box if you want the system to include all sub-assemblies associated with the selected assembly.
- **Clear Production List:** Click this button to clear the production list and generate another shortage report for the selected assembly or to generate a shortage report for another assembly.
- **Review Production List:** Click this button to review the production list entered. You would use this button if the items you entered above were more than would fit in the viewing area of the screen.
- **Print Shortage Report:** Click this button to print the shortage report.

Inventory WorkSheet Reports

Using WorkSheet Reports in CertiflexDimension is an easy, yet powerful portion of the program. You can use this system to create almost any interactive WorkSheet you desire.

To use an Inventory WorkSheet Report, click **>Reports >Inventory >WorkSheet Reports**.

The system will display a WorkSheet Listing for your selected module. Select the WorkSheet you wish to use and click **> Create**.

NOTE: Each WorkSheet can be saved in three different styles. The system will always start with the “Default” style saved for this WorkSheet.

The options for formatting and printing Worksheets are the same in all systems. For detailed information about each of these specific functions, please refer to your *CertiflexDimension System Manager Guide – WorkSheet Reports*.

Worksheets

Below is a list of WorkSheet Reports available for this module.

- **Item Listing**
- **Item Activity**
- **Comparative Year Sales**
- **YTD Quantity Analysis**

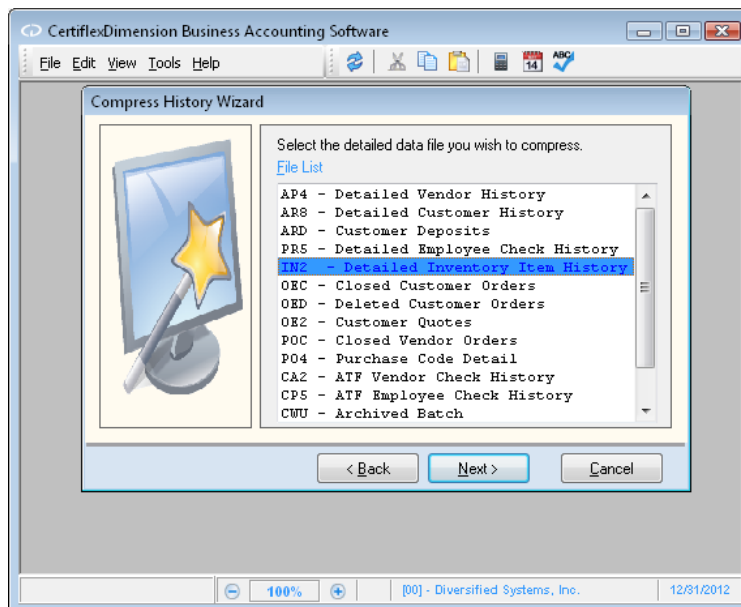
Suggested Order Report Compressing Data Files

Compress Detailed Inventory Item History

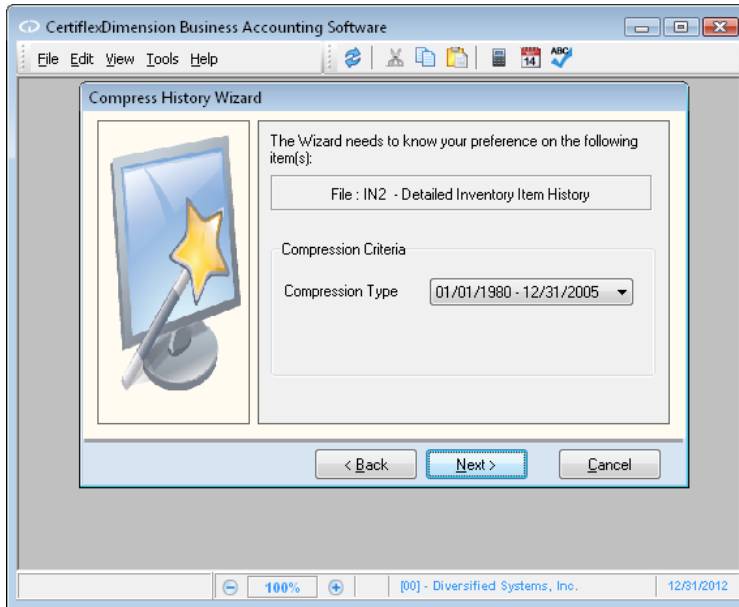
Compressing the inventory history file allows you to have the system remove old history information from the system's data files. You would periodically select this option to remove old transaction information that you no longer need or want in the data files.

We recommend that you perform this option as part of the year-end processing procedures. For example, if the company needs to have the last two years of transaction information on file, at the beginning of each year, you would compress the unneeded year.

To compress the inventory item history file, go to **>File >Data File Maintenance >Compress Data Files**. Click **>Next** to proceed to the **File List**.



- **File List:** Select the data file to compress. For the inventory item history file, select **IN2 - Detailed Inventory Item History**. Click **>Next**.



- **Compression Type:** This selection allows you to define how many years of history transactions to remove from the files.

NOTE: Many CertiflexDimension reports generate their information from the history files. Be careful of the selection here. If you compress history transactions and then later attempt to print a report that generates its information from the history files for a date that has been compressed, the system will not be able to retrieve the information without you restoring a backup.

Click **>Next**. The system will display a screen detailing the information selected to compress. To begin the compression, click **>Compress**.

NOTE: Make sure that you have at least two good backups of the data files before you begin the compression. Once the compression option begins, you must allow the system to complete the process. If you experience a power failure or if something interrupts the compression process, the system will require you to restore a backup.

If you are operating on a network, make sure that all users have logged off of CertiflexDimension. The compression program will not operate properly if there are users, except for yourself, logged on to the CertiflexDimension program.

The amount of time the compression program takes depends upon the number of transactions currently in the history file and the speed of your machine. We recommend that you do not perform this option during the busy part of your day because once you start the compression, you cannot stop the process without having to restore a backup.

Once the compression program is complete, the system will have deleted all history transactions through the selected date. The system will not be able to access any transactions prior to the **Compression Type** date without restoring a backup.

