demand**bridge**™

d**b** distributor™

INVENTORY CONTROL
DOCUMENTATION

Inventory Control
Table of Contents

Welcome

<u>Setup</u>

<u>Other Setup</u>

<u>Physical Inventory Process</u>

<u>Reports</u>

Inventory Transaction Process

Month End

WELCOME

Welcome to the DB Distributor Inventory Control text documentation. DB Distributor's Inventory Control module is based on a perpetual inventory, which means that any transaction that affects the quantity or pricing of an item in inventory is immediately recognized by the system when the transaction occurs. As a result, the inventory figures maintained by the system reflect "real-time" data on the item. Where applicable, each topic in this help system provides a path to the related panel in the DB Distributor Graphical User Interface (GUI) application, with the path to the Character-Based User Interface (CHUI) panel presented in parentheses. For example:

DB Distributor > Inventory Control > Physical Inventory > Count Checklist Printing (ICS P4)

INVENTORY CONTROL SETUP

The setup of the Inventory Control module primarily consists of setting up your warehousing locations and setting up your inventoried items. Select a link to learn more about a particular item.

Setup

Inventory Items
Warehousing Locations

Additional Setup Files

Product Codes
Quick Lot Bin Change
Quick Base Price Change
Quick Product Code Change

INVENTORY ITEMS

DB Distributor > Inventory Control > Setup > Inventory (I/C S1)

The Inventory Setup/Inquiry panel is used to setup new inventory items, and it is also used for looking up and changing information on existing items.

Follow these steps to complete this panel:

1. Enter the customer code for a customer specific item, or leave the field blank for a stock item.
2. Enter an existing item code, use the query to look up an item, or type in a new item code to set up a new item.
3. Enter in the item description.
4. Enter a product code for the item.
5. Optionally, enter the dimensions and number of plys for the item.
6. Enter a unit of measure that the item is physically stored in, followed by the quantity contained within that unit of measure.

You will then have the following options:

- Item Pricing Constants - used for setting up purchasing information
- Supplier Purchasing - contains purchasing information by vendor and plant location
- Supplier Cost Comparison - compares cost for specified quantities by vendor
- Inventory Availability - shows inventory availability by location and lot detail
- Inventory Across Locations Inquiry - shows available quantity for all locations
- Detail Transaction Inquiry - shows all transactions for a location by period or by year
- Statistical Data Inquiry - shows period by period statistics for dollar sales, quantity sales, gross profit, and kit sales
- Open Sales Order Inquiry - shows all open sales orders by location
- Open Purchase Order Inquiry - shows all open purchase orders
- Order History Display - shows order history for this item
- Item Specs - Ply Section - used to add/edit ply information
- Item Specs - Composition - used to edit composition specs for this item
- Item Specs - Comments - used to add/edit/remove comment lines

ITEM PRICING CONSTANTS

DB Distributor > Inventory Control > Setup > Inventory > Item Pricing Constants (I/C S1 #1)

The Item Pricing Constants panel allows you to set up default vendor and pricing information for an item.

Follow these steps to complete this panel:

1. Enter the standard Vendor code associated with the item, or select one from the query.
2. Enter the default selling unit of measure, quantity per that unit of measure, and base price associated with that unit of measure.
3. Optionally, set up a quantity break pricing table.
4. Optionally, assign an item price class, enter carton information, and enter last purchase information.

SUPPLIER PURCHASING

DB Distributor > Inventory Control > Setup > Inventory > Supplier Purchasing (I/C S1 #2)

The Supplier Purchasing panel is used to track purchasing information from any vendors you have purchased this inventory item from.

Follow these steps to complete this panel:

1. Enter a vendor code and plant code, if applicable.
2. Optionally, enter in the vendor's item code.
3. Enter in the purchasing unit of measure, quantity per that unit of measure, and base cost associated with that unit of measure.
4. Optionally, set up a quantity break cost table if one exists.
5. Optionally, enter any carton information and last purchase information that you have.

INVENTORY AVAILABILITY

DB Distributor > Inventory Control > Setup > Inventory > Inventory Availability (I/C S1 #4)

Use the Inventory Availability panel to display inventory availability by warehouse location.

Follow these steps to complete this panel:

1. Enter a location code to view. You can also click on the second query button to view all locations that have this item in inventory.

The Availability tab will give you an overview of the current on-hand amount, commitments, quantity on order with vendors, quantity available for sale, and any backorder quantity. It will also show receipts, shipments, and adjustments since your last period end. You can also use this tab to enter a reorder point, reorder quantity, default bin location, and to assign a count cycle number.

The Lot Detail tab is used to show you all of the specific lots that are currently sitting in inventory. It will show information such as the PO number that brought the inventory in, order number that the inventory is committed to (if applicable), bin location, and starting and ending numbers for numbered items. Double-clicking on any lot will bring up all of the available detail information for that lot.

LOCATIONS

DB Distributor > Inventory Control > Setup > System > System Setup > Warehousing Locations (ICS S3)

Use the Locations panel to add your warehouse codes.

Follow these steps to complete this panel:

1. Enter the warehouse code that you want to add or modify. You can also use the query button to view existing warehouses.
2. Enter a name for the warehouse.
3. Enter the address and contact information for the warehouse.
4. Optionally, set an inventory sub-account for general ledger postings.
5. Optionally, mark the warehouse as a hidden warehouse.

PRODUCT CODES

DB Distributor > Order Processing > Setup > System > System Setup > Product Codes (OPS S3) or
DB Distributor > Inventory Control > Setup > System > System Setup > Product Codes (ICS S2)

Use the Product Codes panel to add broad product codes for categorizing item codes.

Follow these steps to complete this panel:

1. Enter the product code that you want to add or modify. You can also use the query button to view existing product codes.

2. Enter a description for the product code.

3. Assign a default sales distribution code to the product code. This determines which G/L accounts the items in this product code write to.

4. Assign the default tax method for this product code.

5. All other fields are optional. Please see below.

PRODUCT CODE FIELDS

Field	Description
Product Code	The product code that you are adding or modifying.
Description	The description of the product code.
Default Sales Dist	Enter a default sales distribution code, or select one from the lookup. This will determine what G/L accounts are written to at the time of AR Invoicing.
Tax Default	You can set the tax default to Yes, No, or Tax at 1/2 rate.
Product Type	You can set the product type as Continuous, Snapout, or leave the field blank. Using Continuous or Snapout will cause DB Distributor to make certain assumptions in the Item Specifications (such as perfs and crimping).
Carton Labels Possible	This can be set to Yes or No. Setting this to Yes will cause DB Distributor to suggest the number of carton labels to be printed during Sales Order Entry based on the order quantity and item pack. Setting this to No will cause DB Distributor to default the number of carton labels to be printed during Sales Order Entry to zero. Either way, the field in Order Entry can be manually overridden.
Sub A/R Terms Code	Enter an AR Terms code to substitute for the default at the time of AR Invoicing.
Skip Std. Comp Screen	Would you like to bypass this area of the specs if modifying specs during Order Entry? Yes or No. When using a custom spec template, this will result in going straight to the custom specs.
Use Spec Template	Leave blank to use the DB Distributor standard fields. Enter a spec template code to use a custom spec template.
Default Comm. Code	If you would like to set all items in the product code to a specific commission code, enter that code here. This requires that you are paying commissions by line.
Comm. Priority Code	If using a default commission code, you have the option of setting a priority code.
Avg. Production Days	For reorder purposes, the average days to produce after an order is placed.
Reorder Grouping Code	Enter a reorder grouping code to use for the reorder grouping report.
Consolidate Purchases for same Vendor	For Web.ec orders, would you like to put multiple lines to the same vendor on one PO code? Yes or No.
Bypass Item comment in Order Entry	Would you like to bypass this area of the specs if modifying specs during Order Entry? Yes or No.
Always allow entry of vendors/groups in RFQ	Answering Yes to this question will allow any operator to enter vendors or vendor groups in RFQ Entry. There is an application security by operator question that can restrict operators from entering vendors and vendor groups in RFQ Entry. Answering Yes will override that security setting.
Suppress Left/Right, Top/Bottom, and Plys in Order Entry	Would you like to bypass this area of the specs if modifying specs during Order Entry? Yes or No.
Disallow Finders Fees	Would you like to turn off the Finder's Fee feature for items in this product code? Yes or No.

QUICK LOT BIN CHANGE

DB Distributor > Inventory Control > Setup > Quick Lot Bin Change (I/C S3)

The Quick Lot Bin Change panel gives you the option to quickly change the bin location that is listed on a specific lot.

Follow these steps to complete this panel:

1. Enter the customer code, or leave the field blank for a stock item.
2. Enter the item code to be changed, or select it from the query.
3. Enter a location (warehouse) code, or select it from the query.
4. Enter the receipt date and then the sequence number. Selecting the second query button allows you to choose a specific lot, which will then return the receipt date and sequence number fields.
5. Modify the Bin Location field.

QUICK BASE PRICE CHANGE

DB Distributor > Inventory Control > Setup > Quick Base Price Change (I/C S4)

The Quick Base Price Change panel gives you the option of quickly changing the base price of an inventory item.

Follow these steps to complete this panel:

1. Enter the customer code, or leave the field blank for a stock item.
2. Enter the item code to be changed, or select it from the query.
3. Modify the Base Price field.

QUICK PRODUCT CODE CHANGE

DB Distributor > Inventory Control > Setup > Quick Product Code Change (I/C S5)

The Quick Product Code Change panel gives you the option of quickly changing the product code of an inventory item.

Follow these steps to complete this panel:

1. Enter the customer code, or leave the field blank for a stock item.
2. Enter the item code to be changed, or select it from the query.
3. Modify the Product Code field.

PHYSICAL INVENTORY PROCESS

The Physical Inventory Process consists of a series of panels that you must complete in the order presented below to ensure a complete audit trail. Click any of the following links to see the procedure you need to perform on each panel.

1. Physical Inventory Panel
2. Count Sheet Printing Panel
3. Physical Count Entry Panel
4. Physical Count Checklist Printing Panel
5. Physical Count Variance Selection Panel

PHYSICAL INVENTORY PANEL

DB Distributor > Inventory Control > Physical Inventory > Physical Inventory (ICS P1)

Use the Physical Inventory Panel to select the items to be counted and to prepare your inventory records for the count.

1. Click **Yes** when prompted with the question "Do you wish to combine like lots before proceeding?"
2. Click **Yes** when prompted with the question "Rebuild item sorts?"
3. Optionally, narrow the range of your inventory count. You can select a warehouse code set, a location or range of locations, a specific count cycle, a specific customer, or a combination of these variables.
4. Click **Proceed**. This will "freeze" the selected range of inventory.

COUNT SHEET PRINTING PANEL

DB Distributor > Inventory Control > Physical Inventory > Count Sheet Printing (ICS P2)

Use the Physical Count Sheet Printing Panel to print the count sheets in bin location order. These worksheets are designed to be used by those individuals doing the counting for the recording of quantities. Follow these steps to complete the panel:

1. Select if you would like to print the count sheets by location code or by salesperson code.
2. Optionally, use the range entry fields to narrow down what you would like to print count sheets for.
3. Click **Output Options** to review the printer configuration, making changes as necessary.
4. Click **View Report** or **Print Report**.
5. Click **Exit**.

▶ PHYSICAL COUNT ENTRY PANEL

DB Distributor > Inventory Control > Physical Inventory > Physical Count Entry (ICS P3)

Use the Physical Count Entry Panel to enter the worksheet figures back into DB Distributor. Follow these steps to complete the panel:

1. Enter the physical count location parameters or select them using the query buttons.
2. Enter the physical count in the Physical Count field.
3. Click **Save**.
4. Repeat steps 1 through 3 until the physical count information has been entered.
5. When you're done, click **Exit**.

▶ PHYSICAL COUNT CHECKLIST PRINTING PANEL

DB Distributor > Inventory Control > Physical Inventory > Count Checklist Printing (ICS P4)

Use the Count Checklist Printing Panel to verify the accuracy of the counts entered and to highlight the items where variations between counted and computer quantities may warrant verifying the count quantity.

1. Enter the location information or select it using the query buttons.
2. Click **Output Options** to review the printer configuration, making changes as necessary.
3. Click **View Report** or **Print Report**.
4. Click **Exit**.

▶ PHYSICAL COUNT VARIANCE SELECTION PANEL

DB Distributor > Inventory Control > Physical Inventory > Physical Count Rep/Update (ICS P5)

Use the Physical Count Variance Selection Panel to print the Physical Count Variance Report, which shows the count quantities and resulting variances to update in the inventory records and General Ledger when the update command is executed. Follow these steps to complete the panel:

1. Enter the item information on the Item tab.
2. Enter the product information on the Product tab.
3. Enter the location information on the Location tab.
4. Click **Output Options** to review the printer configuration, making changes as necessary.
5. Click **View Report** or **Print Report**.
6. Click **Exit**.

INVENTORY CONTROL REPORTS

Use the Inventory Control Reports to print current and historical information about your inventory. The following is a list of Inventory Reports that are available for review:

Stock Status
Inventory Reorder
Inventory Sales Analysis
Valued Inventory
Inventory Master Listing
Inventory Price List
Detail Transaction
Salesperson Cost Change
Reorder Projection
Backorder Status
Lot Inventory Status
Status and History
Inventory Costing Transactions

STOCK STATUS

DB Distributor > Inventory Control > Reports > Stock Status (P/O R1)

Use the Stock Status Report to view the detail information from the Item Location Record.

Follow these steps to run this report:

1. Select if you want to run the report by Vendor, Product Code, Location, Item, or Salesperson.
2. Optionally, enter a range to narrow your search. The criteria used to narrow your report will be determined by the sequence you chose to run the report by in step 1.
3. Optionally, the remaining questions can be used to narrow your search, and to control what information is printed on the report.
4. Review the Output Options.
5. Click **Print Report**.

INVENTORY REORDER

DB Distributor > Inventory Control > Reports > Inventory Reorder (P/O R2)

Use the Inventory Reorder Report to produce a list of items that are below the reorder point set in the Item Location Record.

Follow these steps to run this report:

1. Select if you want to run the report by Vendor, Product Code, Location, or Item Code.

2. Optionally, you can enter a range to narrow your search. The criteria used to narrow your report will be determined by the sequence you chose to run the report by in step 1.

3. Optionally, the remaining questions can be used to narrow your search, and to control what information is printed on the report.

4. Review the Output Options.

5. Click **Print Report**.

INVENTORY SALES ANALYSIS

DB Distributor > Inventory Control > Reports > Inventory Sales Analysis (P/O R3)

Use the Inventory Sales Analysis Report to print period and YTD totals of Inventory Items. These figures can be based on dollar sales, profit, or unit sales.

Follow these steps to run this report:

1. Select if you want to run the report by Item, Product Code, or Location.

2. Optionally, enter a range to narrow your search. The criteria used to narrow your report will be determined by the sequence you chose to run the report by in step 1.

3. Select a Fiscal Year and Accounting Period to run the report for.

4. Select if you want to see figures for Dollar Sales, Unit Sales, Kit Sales, or Gross Profit.

5. Review the Output Options.

6. Click **Print Report**.

VALUED INVENTORY

DB Distributor > Inventory Control > Reports > Valued Inventory (P/O R4)

Use the Valued Inventory Report to see a total dollar value of your inventory. This figure is usually used for balancing to the General Ledger.

Follow these steps to run this report:

1. Select if you want to run the report by Item, Product Code, Location, or Salesperson.

2. Optionally, enter a range to narrow your search. The criteria used to narrow your report will be determined by the sequence you chose to run the report by in step 1.

3. Optionally, the remaining questions can be used to narrow your search, and to control what information is printed on the report.

4. Review the Output Options.

5. Click **Print Report**.

INVENTORY MASTER LISTING

DB Distributor > Inventory Control > Reports > Inventory Master Listing (P/O R5)

Use the Inventory Master Listing Report to see the basic information from each Inventory Master Record.

Follow these steps to run this report:

1. Select if you want to run the report by Item Code or by Product Code.

2. Optionally, enter a range to narrow your search. The criteria used to narrow your report will be determined by the sequence you chose to run the report by in step 1.

3. Optionally, the remaining questions can be used to narrow your search, and to control what information is printed on the report.

4. Review the Output Options.

5. Click **Print Report**.

INVENTORY PRICE LIST

DB Distributor > Inventory Control > Reports > Inventory Price List (P/O R6)

Use the Inventory Price List Report to print a price list of your inventory items. Quantity break information can be printed as well.

Follow these steps to run this report:

1. This report will print by item code.

2. Optionally, enter a range of customer codes and/or item codes to narrow your search.

3. Select if you would like the quantity price break and/or cost information to print.

4. Review the Output Options.

5. Click **Print Report**.

DETAIL TRANSACTION

DB Distributor > Inventory Control > Reports > Detail Transaction (P/O R7)

Use the Detail Transaction Report to print a listing of transactions that have been made for your inventory items.

Follow these steps to run this report:

1. Select if you want to run the report by Item Code or Location.

2. Optionally, enter a range to narrow your search. The criteria used to narrow your report will be determined by the sequence you chose to run the report by in step 1.

3. Optionally, select the transaction types that you would like to print. Hold down the ctrl key to select multiple types.

4. Review the Output Options.

5. Click **Print Report**.

SALESPERSON COST CHANGE

DB Distributor > Inventory Control > Reports > Salesperson Cost Change (P/O R8)

Use the Salesperson Cost Change Report to print salesperson cost change information.

Follow these steps to run this report:

1. Select if you want to run the report by Product Code or Vendor.

2. Optionally, enter a range to narrow your search. The criteria used to narrow your report will be determined by the sequence you chose to run the report by in step 1.

3. Optionally, the remaining questions can be used to narrow your search, and to control what information is printed on the report.

4. Review the Output Options.

5. Click **Print Report**.

6. When the report prints you will be shown the Average Cost, Old Salesperson Cost, and New Salesperson Cost. You will be given the option of updating the Salesperson Cost on the Item Master from the Old Salesperson Cost to the New Salesperson Cost.

▶ REORDER PROJECTION

DB Distributor > Inventory Control > Reports > Reorder Projection (P/O R9)

Use the Inventory Reorder Projection Report to view a report that will show reorder points of your inventoried items, along with a current on hand/available amount, and average usages over user-defined periods of time.

Follow these steps to run this report:

1. Select if you want to run the report by Item Code or Product Code.

2. Optionally, you can enter a range to narrow your search. The criteria used to narrow your report will be determined by the sequence you chose to run the report by in step 1.

3. Optionally, the remaining questions can be used to narrow your search, and to control what information is printed on the report.

4. Review the Output Options.

5. Click **Print Report**.

▶ BACKORDER STATUS

DB Distributor > Inventory Control > Reports > Backorder Status (P/O RM)

Use the Backorder Status Report to view the status of your inventoried items that are on backorder. You will be able to view, by item and order, what quantities are on hand, on backorder, and available.

Follow these steps to run this report:

1. Select if you want to run the report by Vendor, Product, Location, or Item.

2. Optionally, enter a range to narrow your search. The criteria used to narrow your report will be determined by the sequence you chose to run the report by in step 1.

3. Optionally, the remaining questions can be used to narrow your search, and to control what information is printed on the report.

4. Review the Output Options.

5. Click **Print Report**.

LOT INVENTORY STATUS

DB Distributor > Inventory Control > Reports > Lot Inventory Status (P/O RN)

Use the Lot Inventory Status Report to view your inventory balances, along with receipts, issues, and adjustments for a period of time.

Follow these steps to run this report:

1. This report will run by Customer and Item Code.
2. Optionally, narrow your report range by Customer, Item, and/or PO Number.
3. Optionally, use a starting and ending date range to view the inventory status.
4. Review the Output Options.
5. Click **Print Report**.

STATUS AND HISTORY

DB Distributor > Inventory Control > Reports > Status and History (P/O RO)

Use the Status and History Report to view your recent sales history for your inventoried items, as well as the average usage, quantity on hand, and quantity on order.

Follow these steps to run this report:

1. Select if you want to run the report by Item Code or Product Code.
2. Optionally, enter a range to narrow your search. The criteria used to narrow your report will be determined by the sequence you chose to run the report by in step 1.
3. Optionally, the remaining questions can be used to narrow your search, and to control what information is printed on the report.
4. Review the Output Options.
5. Click **Print Report**.

INVENTORY COSTING TRANSACTIONS

DB Distributor > Inventory Control > Reports > Inventory Costing Transactions (P/O RP)

Use the Inventory Costing Transaction Report to print a report that shows transactions associated with items that have come through your system using the Inventory Costing feature.

Follow these steps to run this report:

1. Select if you want to run the report by Salesperson or Order Number.
2. Optionally, enter a range to narrow your search. The criteria used to narrow your report will be determined by the sequence you chose to run the report by in step 1.
3. Optionally, the remaining questions can be used to narrow your search, and to control what information is printed on the report.
4. Review the Output Options.
5. Click **Print Report**.

INVENTORY TRANSACTION PROCESS

The Inventory Transaction Process consists of two panels that you must complete in the order presented below to update the batch. Click the following links to see the procedure you need to perform on each panel.

1. Inventory Transaction Entry Panel
2. Inventory Transaction Journal Update

INVENTORY TRANSACTION ENTRY

DB Distributor > Inventory Control > Transactions > Entry (I/C T1)

Use the Inventory Transaction Entry panel to enter receipts, adjustments, and/or transfers in preparation for updating a batch. Follow these steps to complete the panel:

1. Enter the fiscal year and accounting period for the transaction.
2. Enter the reference number in the Reference Number field or select it using the query button, then press **Enter**. (*Note*: If you enter an asterisk as the first character of the reference number, your transaction will not make any postings to the general ledger. For an explanation, click here.)
3. Enter any remarks that you need associated with this transaction reference number.
4. Select the transaction type in the Transaction Type field. Your options are to receive, adjust, or transfer.
5. Enter in the warehouse location, followed by the transaction date and vendor code. (*Note*: The Vendor code is not needed for adjustments or transfers.)
6. Enter the customer code (blank for stock items) and item code.
7. At this point, your path will change based on the transaction type you chose, and if the item you selected is lotted or non-lotted.

    Select your transaction type for more information:

    Receipt
    Adjustment
    Transfer
8. Once your Receipt, Adjustment, or Transfer is completed, click **Save**.
9. Repeat steps 3 through 6 for any additional transactions you would like to add.
10. When you're done, click **Exit**.
11. You will then proceed to update your transactions using the Journal Update screen.

INVENTORY TRANSACTIONS AND YOUR G/L

It's important to note how making transactions in your inventory will affect your general ledger. The reference number controls whether or not this transaction will post to a G/L account. If you use an asterisk as the first character of the reference number, then this transaction will not post to the general ledger. As a general rule, you would not use the asterisk. If you are making any transaction involving customer owned inventory, the system knows that a general ledger posting is not necessary, and the asterisk is not required.

When you are performing an adjustment to distributor owned inventory, the system will make a general ledger entry to your inventory account, and an offsetting entry to your inventory adjustment account, specified in your G/L interfaces.

If you are performing a receipt type of entry, the system will not make a general ledger entry because it is assuming that an entry will be made elsewhere, such as an when entering an A/P invoice.

If you are performing a transfer type of entry, this will only affect your general ledger if you are set up to post to your general ledger by warehouse location. This is controlled by an inventory parameter question.

For the situations just mentioned, it would not be necessary to use the asterisk feature. However, here are a few situations where you might want to use the asterisk to prevent postings to the general ledger:

> If the inventory was received into the system more than once, but only posted to the G/L once. You would want to adjust it out, but not make any adjustments to the G/L.

> If you need to remove inventory from one customer as an adjustment, and then receive it back into the system as a receive type under a different item code or for a different customer code.

> If you needed to adjust the value of multiple items. Instead of making each adjustment post to the G/L, you could just make one entry to the general ledger to make it balance with the valued inventory report.

Those are a few situations where you might want to use the asterisk feature, and you might discover more situations where it would be appropriate in the future.

INVENTORY TRANSACTIONS - RECEIPTS

Receipt of a Non-lotted Item

You will need to enter a quantity received, a cost per receiving unit of measure, the unit of measure the item is being received in, and a quantity contained per that unit. Once this information is entered, your transaction line will be auto-saved. You can then add additional lines, or save your transaction record.

Receipt of a Lotted Item

Upon entering a lotted item to receive, you will be taken to the Lot Receiving Detail screen. The following fields will need to be entered:

1. Enter the receipt date and a unique sequence number for that date. Say Yes to add the record. (Note: the sequence number is simply a counter, such as 1, 2, 3...)
2. If this inventory is related to a specific PO, enter the PO number and PO date.
3. The vendor and plant information will default.
4. Enter if the item is stored in a specific bin location, or if it has a storage expiration date.
5. If this lot has a set sell price, enter that sell price.
6. Enter the quantity being received, the unit of measure you are receiving it in, and the quantity per that unit of measure.
7. Enter sub-pack information if needed.
8. Enter starting and ending numbers if this is a numbered item.
9. Enter the cost associated with this lot. This value will be used for your Valued Inventory Report.
10. Enter a freight amount if you want to charge a set outgoing freight amount when this inventory is released.
11. Enter a salesperson if one is responsible for this inventory.

12. Click the **Save** button, and then the **Exit** button.

Return to the Inventory Transaction Panel.

INVENTORY TRANSACTIONS - ADJUSTMENTS

Adjustments of a Non-lotted Item

You will need to enter a quantity that is being adjusted in or out, a cost that is being adjusted in or out, and enter the unit of measure that is being adjusted, along with its quantity per unit. Once this information is entered, your transaction line will be auto-saved. You can then add additional lines, or save your transaction record.

Adjustments of a Lotted Item

When entering a lotted item to adjust, you will be taken to the Lot Receiving Detail screen. From here, complete the following steps:

1. Enter the receipt date and sequence number of the specific lot that you would like to adjust, or click the second query button by the receipt date field to view all of the available lots.

2. The lot information will be displayed, and you can adjust any of the lot information as needed.

3. Click the **Save** button, and then the **Exit** button.

Return to the Inventory Transaction Panel.

INVENTORY TRANSACTIONS - TRANSFERS

Transfer of a Non-lotted Item

You will need to enter a quantity to transfer, the unit of measure the item is being transferred in, and a quantity contained per that unit. You will then enter the location that the item is being transferred to. Once this information is entered, your transaction line will be auto-saved. You can then add additional lines, or save your transaction record.

Transfer of a Lotted Item

When entering a lotted item to transfer, you will be taken to the Inventory Lot Selection screen. Complete these steps to transfer your lotted inventory:

1. From the list of available lots, click the quantity field for the lot that you would like to transfer.

2. Enter the quantity that you would like to transfer. This can be all or just a part of that lot.

3. You will then be taken back to the Inventory Transaction panel to the field where you can enter the location that you would like to transfer this inventory to. Entering a valid location will cause the transaction line to be auto-saved. You can then add additional lines, or save your transaction record.

Return to the Inventory Transaction Panel.

INVENTORY TRANSACTION JOURNAL UPDATE

DB Distributor > Inventory Control > Transactions > Journal Update (I/C T2)

Use the I/C Transaction Journal Update Panel to update the batch and print a report.

Follow these steps to complete the panel:

1. Choose your batch from the batch query. The I/C Transaction Journal and Update Panel is displayed.

2. Click **Output Options** to review the printer configuration, making changes as necessary.

3. Click **View Report** or **Print Report**.

4. If the journal report is correct, you can choose to Update the data. If the report has errors, you should exit the update and return to the Inventory Transactions Panel to make any corrections.

▶ MONTH END PROCESSING

The Period End Processing cycles the accounting period. Based upon the number of months to keep detailed history in your IC parameters, inventory transaction detail history will be deleted. Your inventory statistics files will also be updated, and the information displayed on the inventory availability screen will be updated. Inactive inventory items that have been marked for removal will also be deleted at this time.

These are the recommended steps to perform your IC Month End Processing:

1. If you receive inventory into the system through PO Receiving prior to the vendor invoice being posted, you will need to follow steps 2 and 3. If not, proceed to step 4.

2. Print the Open Purchase Order report (Order Processing > Purchase Orders > Reports > Open Purchase Order). In the *PO's to print* field, select the "P/O pending A/P" option. At the end of the report, the total for the *Bill as Shipped and Stock PO's* is the amount that has been received without a vendor invoice.

3. Use the total from the step 2 to make a journal entry (General Ledger > Journal Posting > General Journal Entry). You will make a debit to your Inventory Account, and a credit to you Accrued AP account. Update your journal entry.

4. Print the Valued Inventory Report for your distributor owned warehouses. Make sure this reconciles to your GL Detail for your Inventory Asset account. *Note*: if you use lotted inventory, make sure to print the lot detail.

5. If you use Work in Process, you will need to complete step 6, if not, proceed to step 7.

6. Refer to your Open Purchase Order report from step 2 again. The difference between the *Total* and the *Bill as Shipped and Stock PO's* fields will give you a reconciling number to use with your *Unbilled Cost* on your Open Sales Order report (Order Processing > Reports > Order Reports > Open Sales Orders). On the Open Sales Order report, set it to print only orders unbilled costs, and only with Sales Orders. The total of the unbilled costs should be subtracted from the figure on the Open Purchase Order report. This will give you a figure that should balance to your GL WIP account.

7. Perform the Period End Update.

▶ PERIOD END UPDATE

DB Distributor > Inventory Control > Period End > Period End Processing (I/C U1)

When you enter into this screen, it will display the fiscal year and accounting period that is to be updated. You only need to click the **Proceed** button to run the period end update. Make sure you have followed this checklist before updating your period. Processing the period end will update the following:

➢ Your default IC period will be moved to the next period.

➢ Inventory Items with no activity that have been set to inactive will be deleted.

➢ The beginning balance date on the Inventory Availability screen will be updated so that the display information will start fresh for the new period.

➢ Inventory Transaction Detail history records will be removed, based upon your IC parameter that controls how long transaction history is to be kept.

➢ Additionally, if this is the year end processing, your inventory statistics will be removed, based upon your IC parameter that controls how long the statistics are to be kept.

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