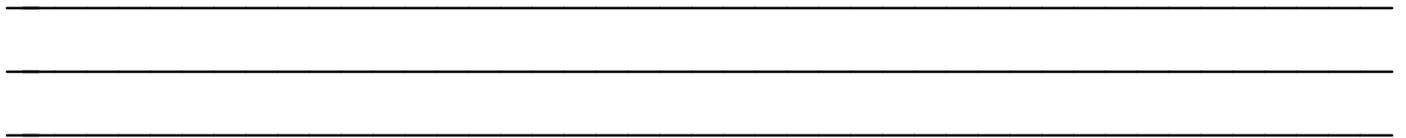




ACCOUNTFLEX

Inventory



The System To Account On

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1. INTRODUCTION

1.1 Overview

The AccountFlex Inventory module provides a way to keep track of committed, available, and back-ordered inventory.

The following sections provide a synopsis of the Inventory features, how Inventory fits into your accounting system, and the organization of this user's manual.

1.2 Features

The Inventory system surpasses other similar systems because it incorporates the best features our competition has to offer, plus many design improvements based on user recommendations.

Below are some of these features:

- Processes purchase orders and monitors inventory receipts against outstanding purchase orders.
- Handles shipment and return of inventory items with on-line updates to stock levels and costs.
- Tracks serial numbers as part of the item shipment process.
- Allows adjustment of inventory by quantities and costs.
- Handles fractional quantities and mixed units of measure with different units for purchasing, selling, and stock keeping.
- Supports 4 Costing methods: moving average, FIFO, standard costing, and user specified costing.
- Tracks items by Vendor account codes or stock location codes.
- Provides unlimited mark-up or discount price levels by product and/or customer price codes. Levels may be set by percentage or amounts. Supports special sale pricing for a range of dates.
- Provides single level bill of materials.
- Allows extensive on-screen inquiries such as item costs, prices, on-hand quantities, back-order quantities, etc..
- Easy-to-learn menu driven interface with on-line help information.
- Eliminates end of period processing.
- Maintains all periods open for updating and/or reporting.
- Provides on-screen report viewing.
- Maintains multiple divisions and multiple warehouses.
- Provides clear and concise audit trails.
- Automatically traps errors to ensure data integrity.
- Includes comprehensive user manuals.
- Supports UNIX, DOS, or VMS.
- Works with Informix, Micro Focus Cobol, Sun Netisam, C-Isam, D-Isam, and SCO Integra data bases.

1.3 About the Document

This manual is designed to be a comprehensive user guide for the AccountFlex Inventory System. This guide is organized into two levels, Chapter and Section. Each chapter describes a major function; each section describes various aspects related to the chapter.

Chapter 1 Introduction

This chapter provides a synopsis of how the Inventory System fits into your accounting system, some advantages of the Inventory system, and the organization of this user's manual.

Chapter 2 General Operation Procedures

This chapter provides general instructions on how to select AccountFlex functions, move around screens, enter data, and run reports. The features presented in this chapter are consistent throughout the accounting system. This chapter should be read before tackling subsequent chapters.

Chapter 3 How to Get Started

This chapter provides instructions for the installation and setup of your Inventory System. The instructions presented in this chapter need only be done once.

Chapter 4 Work Cycle

This chapter provides instructions for the Inventory System Work Flow. The tasks described in this chapter are performed on an on-going basis.

Chapter 5 Operations/Reference

This chapter provides detailed instructions on how to operate each Inventory function. Each section in this chapter is dedicated to a specific menu option.

2. GENERAL OPERATIONAL PROCEDURES

2.1 Overview

This chapter describes the general characteristics of the 3 major program types: menus, screens, and reports. Once you learn these general characteristics you will be ready to handle any AccountFlex program.

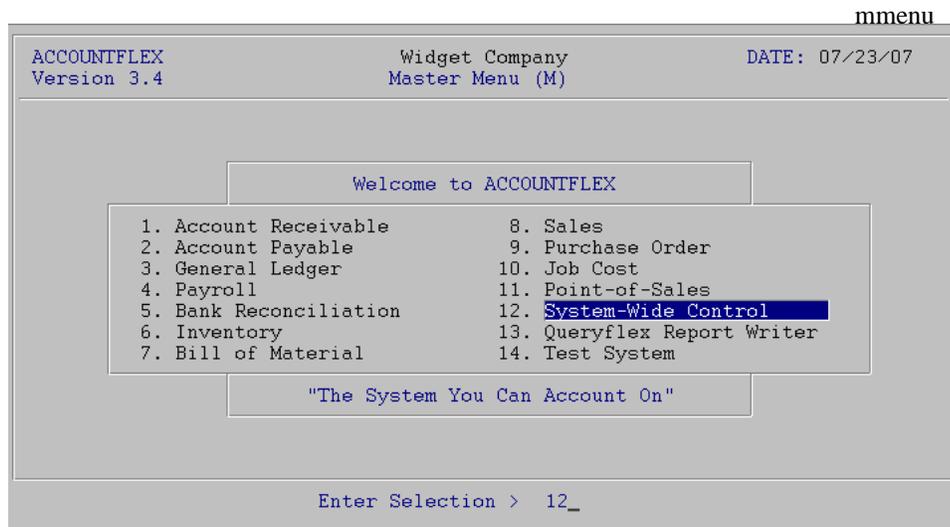
One key that is consistent for all AccountFlex programs and one that you should make a point to remember is the **ESCAPE** key (labeled **Esc** on the keyboard). The **ESCAPE** key may be pressed at any time to exit menus, screens, and reports. So whenever you feel lost, press the **ESCAPE** key to get back from where you came.

The following sections describe each major program type.

2.2 Menus

The AccountFlex system consists of numerous menus organized in a hierarchical structure. To move down the menu hierarchy, select a menu choice and then press the **ENTER** key. To move up the menu hierarchy, press the **ESCAPE** key. To select a menu choice, you can either cursor to the desired choice or type its number then press the **ENTER** key.

An example of AccountFlex Master menu is displayed below:



In moving from one menu to another, you may jump over intermediate menus to save time and keystrokes. Jump directly from one menu to any other menu by pressing the **F3** function key and then entering the menu code you would like to jump to, followed by the menu choice number. The menu code is a unique identifier assigned to each menu and is displayed by the menu title line in parentheses. For example, the menu displayed above has a menu code of "M".

2.3 Screens

Data entry screens allow you to add, change, delete, or view information in a database.

There are 3 types of data entry screens: *SINGLE-RECORD*, *MULTI-RECORD*, and a combination of both. The *SINGLE-RECORD* screen will allow you to work on one database record at a time. The *MULTI-RECORD* screen allows you to work on multiple database records at the same time. The *MULTI-RECORD* screen provides a spreadsheet-like interface to your database.

All AccountFlex screens display function key labels at the bottom of each screen. These function key labels inform you which functions keys are active. Inactive function keys show dashes '----'. Throughout this document, we will refer to function keys using their label names instead of their function key number.

In the following subsections you will learn how to use the three screen types.

SINGLE-RECORD Screen

The initial mode for *SINGLE-RECORD* screens is normally **CHANGE**. **CHANGE** mode allows you to modify existing records. When you are in **CHANGE** mode, the **CHANGE MODE** message will appear at the top of the screen.

An example of a *SINGLE-RECORD* screen in **CHANGE** mode is shown below.

actscrc

ACCOUNTFLEX		CHANGE MODE		Customer Entry Screen		DATE: 07/23/2007										
Customer Code	1	Entry Date		By		Inactive	<input type="checkbox"/>									
Billing Address				Shipping Address												
Company	ACME			Gerard Menicucci												
Name																
Addr1	875 Mahler Road #261			1015 Atwater												
Addr2																
Addr3																
City	Burlingame			Burlingame												
State	CA	Zip	94010	State	CA	Zip	94010									
Source		Cnty		Cnty												
				Tax Code	1	SalesRep	1									
Contact	Test Company			Title												
Phone	(800)343-0180	x		Fax	(650)6977696											
E-mail	sales			Resale#												
Method	0	Finance Charge	N	Invoices	Y	Statements	Y									
Terms	1	BackOrders		Credit Limit												
Price		Balance Due														
Enter the Customer's code to identify this Customer throughout the system																
F1	F2	F3	F4	F5	F6	F7	F8	F9	F10	F11	F12	^F3	^F4	^F5	^F6	
Save	Help	Add	Srch	Qry	Prev	Next	Frst	Last	Del	Note	Prid	Ship	Ach			

There are several function keys that will help you locate records you would like to change. The **FRST** key will locate the first record in order of the *index* field. The *index* field on all *SINGLE-RECORD* screens is where the cursor first appears. Pressing **LAST** will select the last record. Entering a value in the *index* field and pressing **NEXT** will bring up the next record in order. **NEXT** also enables you to locate records with a partial value. For example, if you know that the *index* field begins with "AC", enter "AC" then press **NEXT** to see the first record starting with "AC". **PREV** works similarly but selects previous records.

The **SRCH** and the **QRY** keys provide two other methods for locating records. **SRCH** locates records using alternative *index* fields and **QRY** locates records using any combination of fields with wild cards. These two methods are discussed in the subsequent sections **Screens - Searching** and **Screens - Query-by-Example**.

Once you have located a record and have made your modifications, press the **SAVE** key to update the database.

If you do not wish to save your changes, press the **ESCAPE** key to abort or exit the screen. If changes have been made you will be prompted to confirm your choice.

The **DEL** key is used to delete the record. You will be prompted to confirm the deletion.

The **HELP** key provides online documentation for the field where you are cursored. If the field you are on is a code field, a popup list of valid entries will be displayed. While on the popup list you may press the **ENTER** or **SAVE** key to select a code. More information about the help feature can be found in the subsequent section **Screens - Help**.

The **ADD** key switches the screen to **ADD** mode in order to add a new record. When you are in **ADD** mode, the **ADD MODE** message appears at the top of the screen.

An example of a *SINGLE-RECORD* screen in **ADD** mode is shown below.

The screenshot shows a terminal window titled 'actsra' with the following content:

```
ACCOUNTFLEX  ADD MODE  Customer Entry Screen  DATE: 07/23/2007
Customer Code [ ] Entry Date 07/23/07  By infoflex  Inactive [ ]
Billing Address  Shipping Address
Company Name
Addr1
Addr2
Addr3
City
State [ ] Zip [ ] Cnty [ ]  State [ ] Zip [ ] Cnty [ ]
Source [ ] Tax Code [ ] SalesRep [ ]
Contact Phone [ ] x [ ] Fax [ ] Title [ ]
E-mail [ ] Resale# [ ]
Method 0 Finance Charge N Invoices [ ] Statements Y BackOrders [ ]
Terms [ ] Credit Limit [ ]
Price [ ] Balance Due [ ]
Enter the Customer's code to identify this Customer throughout the system
F1 F2 F3 F4 F5 F6 F7 F8 F9 F10 F11 F12 ^F3 ^F4 ^F5 ^F6
Save Help Chg Note Pric Ship Ach
```

To add a record fill in the screen with the appropriate data and press **SAVE**.

While in **ADD MODE** you may return to **CHANGE** mode by pressing the **CHG** key.

MULTI-RECORD Screens

The *MULTI-RECORD* screen allows you to Add or Change more than one record at a time.

As with the *SINGLE-RECORD* screen the initial mode is usually **CHANGE**. When you are in **CHANGE** mode, the **CHANGE MODE** message appears at the top of the screen.

An example of an *MULTI-RECORD* screen in **CHANGE** mode is shown below.

actarvc

ACCOUNTFLEX		CHANGE MODE	Account Entry/Inquiry		DATE: 07/23/07
Account	Description	Type	D/C	Inactive	
101-000	Cash in Bank	Av	D		
102-000	Payroll Cash Account	Av	D		
103-000	Cash in Hand	Av	D		
107-000	Petty Cash	Av	D		
108-000	Prepaid Expenses	Av	D		
109-000	Adv EIC Payment	Av	D		
110-000	Account Receivable	Av	D		
120-000	Jobs-in-Progress(M)	Av	D		
121-000	Jobs-in-Progress(L)	Av	D		
130-000	Inventory	Av	D		
130-0A0	Inventory Whs A	Av	D		
130-0B0	Inventory Whs B	Av	D		
150-000	Land	Av	D		
152-000	Buildings	Av	D		
155-000	Software	Av	D		

F1 F2 F3 F4 F5 F6 F7 F8 F9 F10 F11 F12 ^F3 ^F4 ^F5 ^F6
 Save Help Add Srch Qry Prev Next Frst Last Del

Each row on the screen above represents a record. Several function keys are available for locating records. The **PREV**, **NEXT**, **FRST**, and **LAST** functions will enable you to scroll a page of records at a time. **UP** and **DOWN** arrows allow you to move up and down rows of the *MULTI-RECORD* screen.

The **SRCH** and the **QRY** keys provide two other methods for locating records and are discussed in the subsequent sections.

Once you have located and modified a record, saving takes place by either moving the cursor off the row or pressing the **SAVE** key.

You can delete the record your cursor is positioned on by pressing the **DEL** key. Upon pressing the **DEL** key the current record will be deleted.

Adding a record is done by pressing the **ADD** key (or moving to the end of the record list). Upon pressing the **ADD** key a blank row will open up for entry. When you are in **ADD** mode, the **ADD MODE** message appears at the top of the screen.

SINGLE-RECORD and *MULTI-RECORD* Screen Combination

Often both the *SINGLE-RECORD* and *MULTI-RECORD* screen types will be displayed together. Moving from a *SINGLE-RECORD* screen to a *MULTI-RECORD* screen is done by pressing the **SAVE** key. The following is an example of a combination Screen.

ACCOUNTFLEX CHANGE MODE Division Entry Screen DATE: 07/23/07

Division 1 Name Division #1
 Address1 address1
 Address2 address2
 Address3 city

Alias	Description	Account	-Account Overlay- Whse	Group	Cat	Tax
\$	Cash Receipts	101-000	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
AR	Accounts Receivable	110-000	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B	Bank Checks	101-000	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C	Credit Cards	101-000	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CG	Cost of Goods Sold	500-000	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CGD	Cost of Defect Goods	505-000	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D	Discounts Allowed	560-000	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
F	Freight	570-000	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
IN	Inventory	130-000	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PREPAY	Advance Payment	230-000	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

F1 F2 F3 F4 F5 F6 F7 F8 F9 F10 F11 F12 ^F3 ^F4 ^F5 ^F6
 Save Help Add Qry Prev Next Frst Last Del

2.4 Screens - Help

The **HELP** function key allows you to get additional information concerning the field or screen you are on. This function key is available for all screen types.

If you are on a table field, the **HELP** key provides a popup list of valid codes. Below is an example of the Help screen for a table field.

acthelp

ACCOUNTFLEX CHANGE MODE Division Entry Screen DATE: 07/23/07

Division 1 Name Division #1
 Address1 address1
 Address2 address2
 Address3 city

Alias	Description	Account Code	
\$	Cash Receipts	101-000	Cash in Bank A
AR	Accounts Receivable	102-000	Payroll Cash Account A
B	Bank Checks	103-000	Cash in Hand A
C	Credit Cards	107-000	Petty Cash A
CG	Cost of Goods Sold	108-000	Prepaid Expenses A
CGD	Cost of Defect Goods	109-000	Adv EIC Payment A
D	Discounts Allowed	110-000	Account Receivable A
F	Freight	120-000	Jobs-in-Progress(M) A
IN	Inventory	121-000	Jobs-in-Progress(L) A
PREPAY	Advance Payment	130-000	Inventory A

Select G/L Account Code
 Press SAVE to Select or ESCAPE to exit

F1 F2 F3 F4 F5 F6 F7 F8 F9 F10 F11 F12 ^F3 ^F4 ^F5 ^F6
 Save Help Srch Qry Prev Next Frst Last Zoom All

This Help screen is a *MULTI-RECORD* screen. In addition to the standard *MULTI-RECORD* features, the Help screen provides 2 special methods for locating records: cursor sorting and character positioning.

Cursor sorting means the rows will be sorted based on where the cursor is positioned. On the sample screen above, if the cursor is positioned on the *G/L Account Code* field, the rows will be sorted by *G/L Account Code*. Likewise, if the cursor is positioned on the *Description* field the screen will be sorted by the *Description* field. To cursor from field to field on a Help screen, you must use the **TAB** key.

The character positioning feature allows you to type characters to locate records in the Help screen. Each character you press will reposition the screen to the closest match. To restart the character positioning (throw away previously entered characters and start over) press the **UP** or **DOWN** arrow keys. You may also press the **TAB** key to perform character positioning on a different field.

Another important feature of the Help screen is the **ZOOM** function key. This key allows you to add or change codes.

Once you have located the desired code on the Help screen, you may transfer the code to the original screen by pressing the **SAVE** or **ENTER** key. You will then be returned to the original field with the selected code assigned.

Pressing **ESCAPE** will exit without effecting the original screen.

2.5 Screens - Search

As an alternative to searching on the first *index* field of a screen, the search facility provides the capability to search on other indexed fields of the record. Searching is active when the function key label **SRCH** is displayed (usually in **CHANGE MODE** only).

Upon pressing **SRCH**, the screen fields that are searchable will be underlined and the **SEARCH MODE** message will appear at the top of the screen.

While in **SEARCH MODE**, you may search on any of the underlined fields by cursoring to the desired field then pressing the **FIND**, **PREV**, **NEXT**, **FRST**, or **LAST** keys. Partial values may be searched on by entering the partial value and then pressing **NEXT**. The system will locate the first record matching the partial value.

Once you have located the record you want, press the **EXIT** key to exit **SEARCH MODE** and return to **CHANGE MODE** with the selected record.

2.6 Screens - Query-by-Example

The Query feature, unlike the search feature, allows you to search on any field or combination of fields and use wildcard or relational operators.

Query is active when the function key label **QRY** is displayed. Upon pressing **QRY**, the screen fields that are queriable will be underlined and the **QUERY MODE** message will appear at the top of the screen. While in **QUERY MODE** you may query on any of the underlined fields by cursoring to the desired field then entering the value you wish to query on. Values

may be entered for as many fields as you want.

The query values you enter may include special operator characters that provide enhanced searching capabilities. Below is a table of operators that may be included with the query value.

Operator	Operator Name	Compatible Data Types
=	Equal	all
>	Greater than	all
<	Less than	all
>=	Greater than or equal	all
<=	Less than or equal	all
<>	Not equal	all
	OR	all
&	AND	all
*	Wildcard for any number of character	CHAR
?	Wildcard for 1 character	CHAR
:	Range	all

When using any of the first eight operators place the operator at the start of the query value.

Use the '=' operator only when you want to find NULL values in a character field. In this case you would just enter the '=' operator by itself.

WILDCARD OPERATORS

Wildcard operators (*, ?) can only be used in character fields. Querying with wildcard operators is best described with examples. For example, specifying the query value "*corp*" would find all records with the word "corp" anywhere in that field. The following list of values would match this query value.

- 1) corporation
- 2) IBM Corporation
- 3) Marine Corp

Note that the query is not case sensitive.

The query value "corp*" would only find records where the field starts with the value "corp". In this case only the first value in the above list "corporation" would match.

The wildcard operator (?) is a one character wildcard. For example, the query value "????corp*" would only match "IBM Corporation" on the above list.

RANGE OPERATOR

The range operator (:) is used to specify a range. It lets you search for all values that lie between one value and another. The range is inclusive.

For example, to search for all zip codes from 94010 and 95080, enter "94010:95080" as your query value. Query will find all records where the value of the field lies within the specified range.

OR and AND OPERATORS

Query assumes that all entered query values must match the record for it to be selected. The OR (|) operator allows you to select the record if either query values match. The OR (|) operator is placed at the beginning of each query value. The example query screen below illustrates this operator.

EXAMPLE QUERY SCREEN

Below is an example of a query screen with query values entered.

actory

ACCOUNTFLEX	QUERY MODE	Customer Entry Screen	DATE: 07/23/2007
Customer Code	<input type="text"/>	Entry Date	<input type="text"/>
	<input type="text"/>	By	<input type="text"/>
	<input type="text"/>	Inactive	<input type="checkbox"/>
Billing Address		Shipping Address	
Company	*CME*		
Name			
Addr1	851*mahler*		
Addr2			
Addr3			
City	B??lingame		
State	<input type="text"/>	Zip	<input type="text"/>
	<input type="text"/>	Cnty	<input type="text"/>
Source	<input type="text"/>	Tax Code	<input type="text"/>
	<input type="text"/>	SalesRep	<input type="text"/>
Contact	<input type="text"/>		
Phone	<input type="text"/>	Fax	<input type="text"/>
E-mail	<input type="text"/>		
Method	Finance Charge	Invoices	Statements
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Terms	<input type="text"/>	Credit Limit	<input type="text"/>
Price	<input type="text"/>	Balance Due	<input type="text"/>
	<input type="text"/>	Resale#	<input type="text"/>
Enter the Customer's code to identify this Customer throughout the system			
F1	F2	F3	F4
F5	F6	F7	F8
F9	F10	F11	F12
^F3	^F4	^F5	^F6
Run	Help	Orun	Clr
		Exit	

The above query values will find all records where

Company contains the string "CME" anywhere

AND

Addr1 begins with "851" with "mahler" anywhere afterwards

OR

Addr2 begins with "851" with "mahler" anywhere afterwards

OR

Addr3 begins with "851" with "mahler" anywhere afterwards

To start the query, press the **RUN** function key. After all of the records have been found, a message will appear at the bottom of the screen showing the number of matches found. You will then be returned to the original screen where you will be able to use the **NEXT, PREV, FRST, LAST** function keys to view the selected records.

When you return to the original screen, the mode message will be appear with asterisks ***CHANGE MODE*** letting you know you are looking at a query list.

To clear the query list, you must return to the **QUERY MODE**, clear all of the query values (press the **CLR** function key), and then rerun the query (press the **RUN** function key). When you return to the original screen you will be able to access all records.

2.7 Screens - Control Keys

There are a number of Control keys that work on all on screens. These Control keys perform very useful functions and are listed below.

- CTL-D Saves the current screen values as defaults. These defaults will appear when in **ADD MODE** or on report selection screens. Each user can have his own defaults by setting the environment variable **FXDEFAULT** to a user-specific directory.
- CTL-N Calls the Accountflex menu from wherever you are in the system. You will be returned to your current position upon returning from the menu.
- CTL-P Repeats the previously entered value.
- CTL-T Prints the screen image to the default printer.
- CTL-W Writes the screen image to disk. You will be prompted for a filename for storing the image. The filename you enter will be appended with the suffix '.scr'.

2.8 Reports

When you select a report program from the AccountFlex menu, the Report Selection Screen will normally appear first. The Report Selection Screen allows you to choose the destination, number of copies, and scope of the report. The following is an example of a Report Selection Screen.

actrnt

ACCOUNTFLEX	Print Trial Balance Report	DATE: 07/23/07
Report Destination	<u>S</u>	(S=Screen, Pn=Printer, Dn=Disk, A=Aux)
Report Copies	<u>1</u>	(1 - 10)
Report Title Page	<u>N</u>	(Y=Yes, N=No)
Report Detail	<u>N</u>	(Y=Yes, N=No)
Date Range <u>07/01/07</u> to <u>07/23/07</u>		
Account Range <u> </u> to <u> </u>		
Show ZERO Balances	<input type="checkbox"/>	
Report Destinations: (D)isk, (E)mail, (F)ax, (P)rint, (S)creen, (A)ux.		
F1	F2	F3
F4	F5	F6
F7	F8	F9
F10	F11	F12
^F3	^F4	^F5
^F6		
Run	Help	Kill

The first three fields---Destination, Copies, and Title Page---will always appear on the Report Selection Screen, but the fourth field, Detail, will appear only under certain conditions.

These fields are described below:

Report Destination

Enter the report destination. Four options are available:

- S - Screen
- P - Printer
- D - Disk
- A - Auxiliary Port

Entering an **S** will output the report to the screen.

Entering a **P** will output the report to to the default printer. To route output to alternative printers, enter the printer's device name after the **P**. To route output to alternative printers, enter the printer's device name after the **P**. If your site has been set up with a printer configuration file, pressing the **HELP** key will show a valid list printers from which to select. Entering a **D** will output the report to disk.

Report Copies

Enter the number of printed report copies you want. One to 10 copies can be specified.

Report Title Page

Enter "Y" for Yes or "N" for No to indicate whether or not a title page should be printed for the report. A report title page is simply a copy of the Report Selection Screen with the values you entered.

Report Detail

Enter "Y" for Yes or "N" for No to indicate whether or not the report detail should be printed on the report.

The **Report Selection Screen** may have other entry fields specific to the report you are running. The purpose of these report fields is to narrow the scope of the report by prompting you for specific values or ranges of values to report on.

For example, the screen may prompt you for a range of customers to report on. In this case the screen will have two customer fields. If you do not make an entry into either of the customer fields, the report will list all customers. If you make an entry into the first customer field but not the second, you will get all customers greater than or equal to the first customer. If you make an entry into the second customer field but not the first, you will get all customers less than or equal to the second customer.

Once the **Report Selection Screen** is properly filled out, you may press the **RUN** key to generate the report or the **ESCAPE** key to exit.

If the report is directed to the screen, the first page of the report will appear on your screen with the function key labels as shown below.

```

                                acctrpt
ACCOUNTFLEX                                Company Name
                                           TRIAL BALANCE
                                From: 05/26/99 to 05/26/99 Account Range:
=====
Account      Account Name                BEGINNING BALANCE
-----
101-000      Cash in Bank                        1,759,544.10
102-000      Payroll Cash Account                45,644.00
103-000      Cash in Hand                        1,000,000.00
107-000      Petty Cash
108-000      Prepaid Expenses                    200,000.00
110-000      Account Receivable
120-000      Jobs-in-Progress(M)
121-000      Jobs-in-Progress(L)
130-000      Inventory
130-0A0      Inventory Whs A
130-0B0      Inventory Whs B
150-000      Land
152-000      Buildings
154-000      Office Equipment
160-000      Adv EIC Payment
F1  F2  F3  F4  F5  F6  F7  F8  F9  F10 F11 F12 F13 F14 F15 F16
EXIT ---- JUMP ---- SRCH ---- PREV NEXT FRST LAST PRNT C132 ---- SHFL SHFR PRN2

```

These keys provide a variety of ways to move through the report. **NEXT** pages forward through the report. **PREV** pages backwards. **FRST** displays the first page of the report. **LAST** displays the last page of the report. **JUMP** prompts you for a page in the report to display. **SRCH** prompts for a character string pattern to search for in the report.

You may press **SHFR** to right shift the display to view columns beyond 80. **SHFL** will shift the display back left. Some terminals will support character compression to 132-columns. The **C132** key will put such terminals in that mode.

Finally, the **PRNT** key will direct the report to the default printer.

When you press the **SRCH** key, a prompt to **Enter Search String** will appear. Enter a character string you would like to locate and then press the **ENTER** key. You will then be positioned to the report page where the string first occurs. Pressing the **SRCH** key again will find the next instance.

EXIT will return you to the Report Selection Screen. **ESCAPE** from the **Report Selection Screen** leaves the report altogether.

3. HOW TO GET STARTED

3.1 Overview

This chapter describes the setup procedures for the Inventory System. These procedures are performed only once when you install your system.

This chapter contains the following sections:

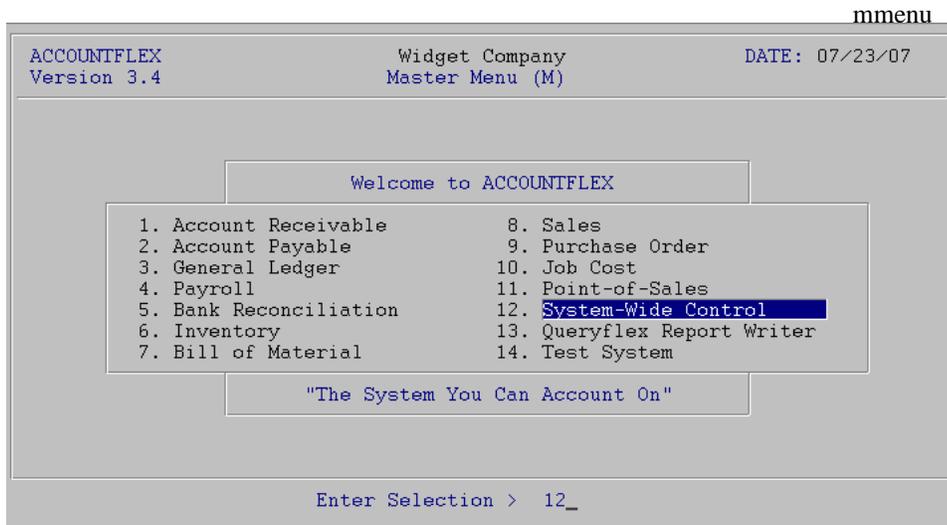
- How to Start the System
- Setup System-wide Control
- Setup Inventory Control File
- Setup Accounts
- Setup Divisions
- Setup Warehouses
- Setup Vendors
- Print Vendors
- Setup Groups
- Setup Categories
- Setup Prices
- Setup Inventory
- Backup Data

3.2 How to Start the System

To start the system type **act** at the command line and press the **RETURN** key.

\$ act

After you press **RETURN** the following AccountFlex Master Menu will appear.



The following sections describe the various setup choices you will be using.

3.3 Setup System-wide Control File

The first file you need to configure is the System-wide Control File. Parameters you define in this file will apply throughout the entire accounting system.

Select the System-wide Control option on the Master Menu. The System-wide Control File entry screen will appear as follows.

svsfile

ACCOUNTFLEX System-Wide Control File Date: 07/23/07

Company Version

Addr1 Phone

Addr2 Fax

City TaxID

State Zip Country E-Mail

Modules: AR AP GL SALES PO INVENTORY PAYROLL BOM JOBCOST

Installed Y Y Y Y Y Y Y Y N

Multiple(Y/N) Format Default Reference Name Reference Abbrev

Divisions Y L 1 Division Div

Warehouses Y L A Warehouse Whs

Customer Subs N L L L L

Vendor Subs N L L L L

Code Formats: G/L Account 3 3 0 0 Delimiter -

Customer L Vendor L Employee L Inventory L Job R

Invoice R Purchase Order R A/P Invoice L

Inventory Costing Method W (R=Replacement,S=Standard,W=Weighted Average)

F1 F2 F3 F4 F5 F6 F7 F8 F9 F10 F11 F12 ^F3 ^F4 ^F5 ^F6

Save Help Prev Next Frst Last Form Sec

This screen has a number of entry fields which you fill in with values appropriate to your installation. These fields are described below.

When you are sure all your entries are correct press F1 to save your entries and return to the Master Menu.

Below is a description of each parameter field.

Company Name

Enter the company name exactly as you want it to appear on all printed reports and general ledger screens. Use up to 30 characters.

Company Addr1, Addr2, City, State, Zip, Country

Enter the company address. You may press the **HELP** function key to select or search from a popup list of valid entries for state code and country code.

Version

Leave blank.

Phone

Enter the company telephone number. You can use up to 15 characters. Note that this will print on sales quotes, orders, and invoices.

Fax

Enter the company fax number. You can use up to 15 characters. Note that this will print on sales quotes, orders, and

invoices.

TaxID

Enter the company's Federal Tax ID. Note that this will print on sales quotes, orders, and invoices.

E-mail

Enter the company's e-mail address. Note that this will print on sales quotes, orders, and invoices.

Modules Installed

Enter the modules installed using Y=Yes or N=No.

Divisions

Indicate whether you have multiple divisions, using Y=Yes or N=No. If you enter "Y" then you will be able to access the fields to the right to specify divisional parameters.

Warehouses (Y/N)

Indicate whether you have multiple warehouses, using Y=Yes or N=No. If you enter "Y" then you will be able to access the fields to the right to specify warehouse parameters.

Customer Subs (Y/N)

Indicate whether you have customers with subsidiaries, using Y=Yes or N=No. This feature will enable you to print separate statements and trial balances for each subsidiary. A subsidiary can represent a property, job, or location. If you enter "Y" then you will be able to access the fields to the right to specify additional customer subsidiary parameters.

Vendor Subs (Y/N)

Indicate whether your vendors have subsidiaries, using Y=Yes or N=No. This feature will enable you to print separate checks and trial balances for each subsidiary. A subsidiary can represent a property, job, or location. If you enter "Y" then you will be able to access the fields to the right to specify additional vendor subsidiary parameters.

Account Code Format

Enter the account code format. You can use up to 12 characters including the delimiter. For example, entering the following

Account: 3 3 0 0 Delimiter -

would result in G/L codes being formatted to NNN-NNN. The following entry

Account: 3 0 0 0 Delimiter

would result in G/L codes being formatted to NNN.

Delimiter

Enter the delimiter to be used for the account code described above. This is a one character field.

Code Formats

There are a number of codes for which you may specify the justification (Customer Code, Vendor, Code, Employee Code, etc.). Valid entries are "R" for Right justification or "L" for Left justification. If you are using numeric codes you should use right justification so that they will sort properly.

IMPORTANT: You may NOT change the justification once data has been entered.

Inventory Costing Method

If you are using inventory you will need to specify the costing method, using "R" for replacement, "S" for standard, or "W" for weighted average. Replacement cost is the last purchase price. Standard cost is a manually assigned cost. Weighted average cost is an average cost calculated from purchases.

3.4 Setup Inventory Control File

This section describes how to set up the Inventory control file. This control file is used for defining parameters that apply throughout the Inventory System.

From the master menu, select the menu option **Inventory**. The inventory menu will then appear as follows.

inmenu

ACCOUNTFLEX Version	Widget Company Inventory Menu (I)	DATE: 07/23/07
-----ADJUSTMENTS-----	-----REPORTS/INQUIRY-----	-----TABLE MAINTENANCE-----
1. Enter Adjustment	15. Inquire Inventory	30. Enter Vendor
2. Print Adjustment	16. Reorder Report	31. Print Vendor
3. Post Adjustment	17. Valuation Report	32. Enter Account
4. Print Journal	18. Usage Report	33. Print Account
-----TRANSFERS-----	19. Demand Report	34. Enter Division
5. Enter Transfer	20. Inactive Item Report	35. Print Division
6. Print Transfer		36. Enter Warehouse
7. Post Transfer		37. Enter Inventory
8. Print Journal		38. Print Inventory
-----PHYSICAL COUNTS-----		39. Enter Group
9. Print Worksheet		40. Enter Category
10. Enter Count		41. Enter Account Sets
11. Print Count		42. Enter Unit Convert
12. Print Variance		43. Enter/Print Prices
13. Post Count		44. Enter Control
14. Print Journal		45. Purge
Enter Selection > 1		

To set up the control file select the **Enter Control** option on the Inventory menu. The Inventory control file screen will appear as follows.

3.5 Setup G/L Accounts

This section describes how to set up your accounts. It is important that your accounts be set up properly prior to entering daily transactions.

The first step in setting up your accounts is to review the existing accounts provided for you. To print the existing accounts select the menu option **Print Accounts**. Upon making this selection the Report Selection screen will appear as follows:

```
glcoar
ACCOUNTFLEX          Print Chart of Accounts          DATE: 07/23/07

Report Destination S (S=Screen, Pn=Printer, Dn=Disk, A=Aux)
Report Copies      1 (1 - 10)
Report Title Page  N (Y=Yes, N=No)

Account Range      [ ] to [ ] (wild cards * or ?)
Show Accounts to Level 9
Show Accounts only [ ]
Show Inactive Accounts [ ]

Report Destinations: (D)isk, (E)mail, (F)ax, (P)rint, (S)creen, (A)ux.
F1  F2  F3  F4  F5  F6  F7  F8  F9  F10 F11 F12 ^F3 ^F4 ^F5 ^F6
Run Help Kill
```

Once this screen appears enter "P" for the report destination and then press the **RUN** function key to send the report to the printer.

After the report has been run, press the **ESCAPE** key to return to the menu.

Review the accounts on the report and determine if the accounts meet your business needs. If changes or additions are required, you will need to use the **Enter Accounts** menu option.

To use the Account Entry screen, select the **Enter Accounts** menu option. The Account Entry screen will appear as follows.

While on this screen you may change existing accounts or add new ones as follows.

Change

To change an existing account position the cursor on the account number using the arrow key. If the account is not on the existing page, press the **PREV** (previous page) or **NEXT** (next page) function key to find the account. Once your cursor is positioned on the account, you may type over the existing information.

Add

To add an account press the F4 key and the cursor will be positioned on a blank line. Enter the new account code and its associated information on this line. The data will be saved when the **SAVE** key is pressed or you move the cursor off the new account.

The following describes each field.

Account

Enter the account number so that it is consistent with the account code format specified in the System-Wide Control File. You can use up to 12 characters including the delimiters. If you are using the General Ledger Module be sure to carefully choose your account codes because once General Ledger transactions have been posted, you will NOT be able to delete or change account Codes.

Description

Enter the account description as you would like it to appear on your financial statements. You can use up to 30 characters.

Type & Subtype

Enter the account type and subtype. The possible account types are:

Type	Code
Assets	A
Expenses	E
Liabilities	L
Income	I
Capital	C

The account type and subtype assigned to the General Ledger account are discussed in the General Ledger User Guide in Chapter 6 (Financial Reporting by Type).

Debit/Credit

Enter the debit/credit field. Valid entries are "D" for debit or "C" for Credit.

Type	Debit /Credit
Assets	D
Expenses	D
Liabilities	C
Income	C
Capital	C

3.6 Setup Divisions

This section describes how to set up your divisions or profit centers and assign them their respective G/L Account Codes.

If you did NOT select the multiple divisions option on the System-wide Control file you will only be allowed to enter one division.

To enter divisional account information, you will select the **Enter Divisions** option on the menu. Upon selecting the **Enter Divisions** option the following screen will appear.

Alias	Description	Account	-Account Overlay-					
			Whse	Group	Cat			
IN	Inventory	130-000	▼					
INA	Inventory Adjustment	510-000	▼					
INP	Physical Inv Adjust	520-000	▼					
WIP	Jobs-in-progress	120-000	▼					
			▼					
			▼					
			▼					
			▼					
			▼					

F1 F2 F3 F4 F5 F6 F7 F8 F9 F10 F11 F12 ^F3 ^F4 ^F5 ^F6
 Save Help Add Qry Prev Next Frst Last Del

The Division entry screen consists of both a *SINGLE-RECORD* and *MULTI-RECORD* portion. The *SINGLE-RECORD* portion prompts for the division name and address. The *MULTI-RECORD* portion prompts for the G/L account codes for that division.

Below is a description of each field.

Division Screen (*SINGLE-RECORD*).

If you did NOT select the multiple division option on the System-wide control file you will bypass this portion and go directly to the *MULTI-RECORD* portion

Division Code

Enter the Division Code.

Name

Enter the name for the division. You can use up to 20 characters.

Address1, Address2, Address3

Enter the address for the division. You can use up to 30 characters per field.

Once the above data has been entered correctly, press the **SAVE** function key to save the information and proceed to the *MULTI-RECORD* portion.

Division Account Screen(*MULTI-RECORD*).

For each G/L account description you will enter the appropriate G/L Account Code. These fields are described below.

Alias

This is a code that represents the G/L Account.

Description

This is the G/L Account Description.

Account Code

Enter the G/L Account Code that corresponds to the description and alias. This account **MUST** exist in the G/L Account file.

Account Code Offset and Length

Enter the Offset and Length for each code field (Warehouse, Group, or Category) you would like inserted into the G/L Account at posting time. The Offset is where the code field will be inserted and the Length is the number of characters that will be inserted. For example, if the Inventory G/L Account is **130-000**, the Group code is **ABC**, the Offset is 4, and the Length is 3, then the G/L Account generated would be **130-ABC**. If we set the Offset to 5 and the Length to 2, the generated G/L Account would be **130-0AB**. Note that the dashes are not included when calculating the offset. Also, generated G/L Account codes must be defined in the Chart of Accounts (described earlier in this chapter) in order to post them to the General Ledger.

3.7 Setup Warehouses

This section describes how to set up your warehouses. It is important that your Warehouses be set up properly prior to entering transactions.

The first step in setting up your warehouses is to select the **Enter Warehouses** option from the Menu. Upon making this selection the Warehouse Entry Screen will appear as shown below.

tbwhs

Whs	Div	Name	Address/City	State	Zip
A	1	Default Warehouse	address1 city		
B	2	Warehouse B	address1 city		
C	1	Warehouse C	address1 city		

Enter Warehouse Code

F1 F2 F3 F4 F5 F6 F7 F8 F9 F10 F11 F12 ^F3 ^F4 ^F5 ^F6
Save Help Add Qry Prev Next Frst Last Del

Below is a description of each field.

Whs

Enter the warehouse code.

Div

Enter the default division code for this warehouse.

Name

Enter the warehouse name.

Address1,City

Enter the warehouse address.

State

Enter the warehouse state.

Zip Code

Enter the warehouse Zip Code.

Vendor Code

Enter the vendor code to identify the vendor in the system. You may press the **HELP** function key to select or search from a popup list of valid entries.

Name

Enter the vendor's company/name.

Address1, Address2, Address3

Enter the vendor's address.

City

Enter the City.

State

Enter the State code. You may press the **HELP** function key to select or search from a popup list of valid entries.

Zip Code

Enter the Zip Code.

Country

Enter the country code. You may press the **HELP** function key to select or search from a popup list of valid entries.

Buyer

Enter the Buyer.

Contact

Enter the contact person in this field.

Phone, X

Enter vendor's telephone number with extension.

Fax

Enter the Fax number for the vendor.

E-mail

Enter the e-mail address for the vendor.

Method

Enter the method of payment. Valid entries are "O" for Open Item, and "B" for Balance Forward.

Terms Code

Enter the Terms Code for that vendor. You may press the **HELP** function key to select or search from a popup list of valid entries.

G/L Expense Account

Enter the normal G/L expense account to use for charges. You may press the **HELP** function key to select or search from a popup list of valid entries.

FOB

Enter how Freight On Board will be handled. Valid entries are "D" for Destination, and "S" for Ship Point.

Hold Payment

Enter 'Y' for warning when entering this vendor for payment.

Statement Cutoff Day

Enter cutoff day of the month for vendor's statements.

1099 (Y/N)

Enter if 1099 will be issued for vendor. Valid entries are "Y" for Yes, and "N" for No.

Fed#/Soc No

Enter the Federal ID number or Social Security Number for the vendor.

Current Balance

This field displays the current balance due.

Inactive

Enter 'Y' if vendor is inactive. This effect of this action is to exclude this vendor on HELP popup lists.

While on the vendor entry screen, you may also enter notes about each vendor. To enter notes you must first position to an existing vendor and then press the **NOTE** function key. Upon pressing this key a popup notepad screen will appear allowing you to enter as many note lines as you wish. The notepad screen operates exactly like the *MULTI-RECORD* entry screens. When you are finished entering notes press the **SAVE** key to return to the vendor entry screen.

3.9 Print Vendors Account

This section discusses how to print your Vendors Account.

The first step in reviewing your Vendors Account is to select the menu option **Print Vendor**. Upon making this selection the Report Selection screen will appear.

ACCOUNTFLEX	Print Vendors by Code	Date: 07/24/07
Report Destination	S	(S=Screen, Pn=Printer, Dn=Disk, A=Aux)
Report Copies	1	(1 - 10)
Vendor Range	<input type="text"/> to <input type="text"/>	
Include Inactive	<input type="checkbox"/>	(Y=Yes, N=No, O=Only)
Report Destinations: (D)isk, (E)mail, (F)ax, (P)rint, (S)creen, (A)ux.		
F1	F2	F3
F4	F5	F6
F7	F8	F9
F10	F11	F12
^F3	^F4	^F5
^F6	Kill	
Run	Help	

When this screen appears enter **P** for the report destination and then press the **F1** key to send the report to the printer. The Vendor Table Listing will appear as shown below.

Code	Name	Contact	Account Method
1	ACME 875 Mahler Road #261 Burlingame, CA 94010	Gerard Menicucci Tel: (415)340-0220	O
2	CLOROX 875 Mahler Road #261 Burlingame, CA 94010	Gerard Menicucci Tel: (415)340-0220	B
3	Customware Computing 875 Mahler Road #261 Burlingame, CA 94010	Gerard Menicucci Tel: (415)340-0220	B
ACME	ACME 100 Circle Drive Seattle, WA 46033	Tom Wilson Tel: (410)444-5555	O
NOF	NOT ON FILE CA 94010	Tel:	O

Review the Vendor Accounts for completeness and if any additions or changes need to be performed select option 24 Enter Vendor.

When the printing has been completed, press the **ESCAPE** key to return to the Menu.

3.10 Setup Groups

This section describes how to **Setup Your Groups**. Group codes will allow you to group inventory items for both reporting and accounting purposes. It is important that your Groups be setup properly prior to entering inventory items.

The first step in setting up your Groups is to select the **Enter Groups** option from the Menu. Upon making this selection the Group Entry Screen will appear as shown below.

ingrd

Group	Description
1	Computers
2	Peripherals
3	Software
4	Books

F1 F2 F3 F4 F5 F6 F7 F8 F9 F10 F11 F12 ^F3 ^F4 ^F5 ^F6
Save Help Add Qty Prev Next Frst Last Del

Below is a description of each field.

Group

This is the group code used to classify types of inventory.

Description

Enter a description for the Group.

3.11 Setup Categories

This section describes how to set up your categories. Category codes will allow you to categorize inventory items for both reporting and accounting purposes. It is important that your Categories be set up properly prior to entering inventory items.

The first step in setting up your Categories is to select the **Enter Categories** option from the Menu. Upon making this selection the Category Entry Screen will appear as shown below.

incat

ACCOUNTFLEX	ADD MODE	Inventory Category Screen	Date: 07/24/07
Category	Description		
01	Laptop Computer		
02	Desktop Computer		
03	Handheld Computer		
04	Palmtop		

F1 F2 F3 F4 F5 F6 F7 F8 F9 F10 F11 F12 ^F3 ^F4 ^F5 ^F6
Save Help Add Qry Prev Next Frst Last Del

Below is a description of each field.

Category

This is the category code used to further classify groups of inventory.

Description

Enter a description for the Category.

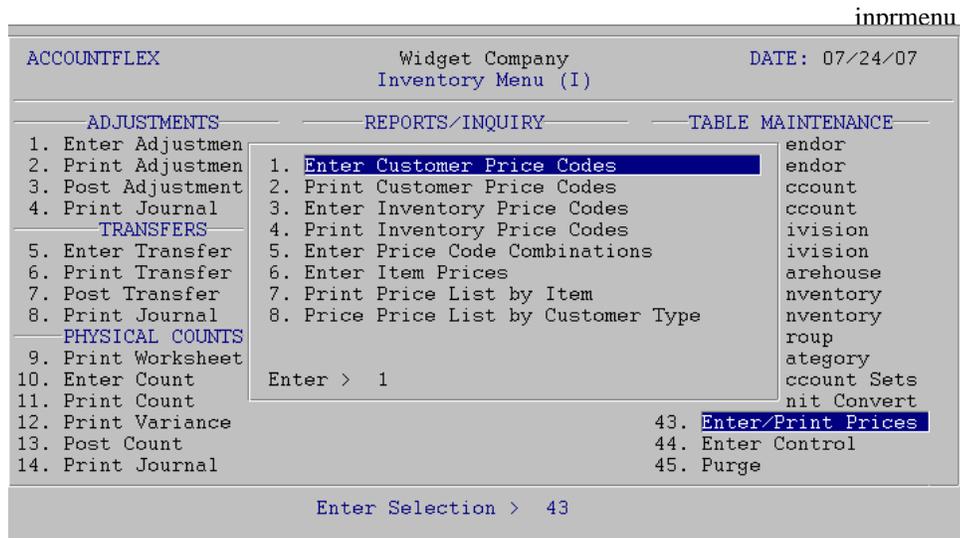
3.12 Setup Prices

This section describes how to setup pricing. You will need to setup pricing if your Inventory is used by the AccountFlex Sales Order Entry System.

Prices may be set based on customer/inventory price code combinations and/or on specific inventory items. When setting up prices you will follow these steps:

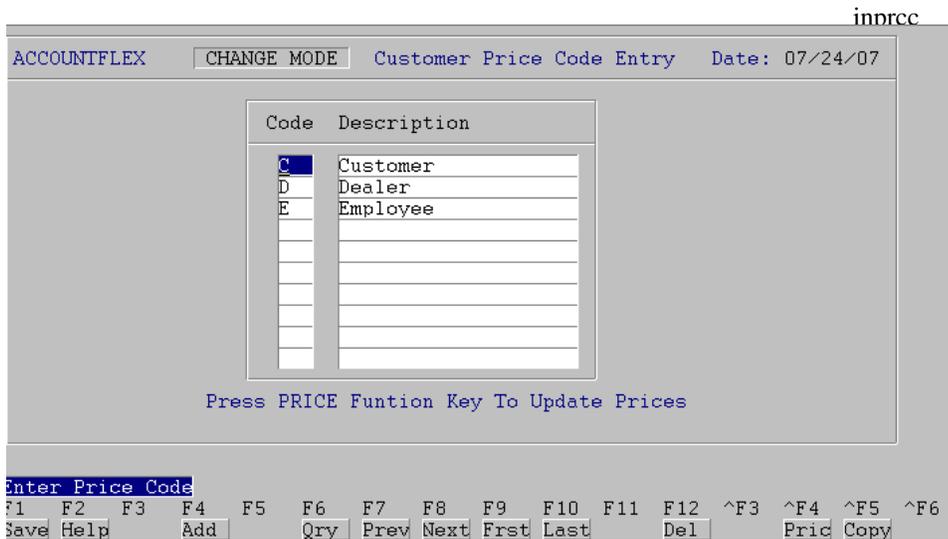
1. Define valid prices codes for customers and inventory.
2. Assign price codes to customers and inventory items.
3. Enter prices for all possible customer/inventory price code combinations.
4. If step 3 does NOT handle all of your cases then you may assign prices to specific Customer Price Code and Inventory Item Number combinations. These assignments will override those setup in step 3 above.

To setup Prices, select the **Enter/Print Prices** menu option. The following popup menu will appear with a number of choices.

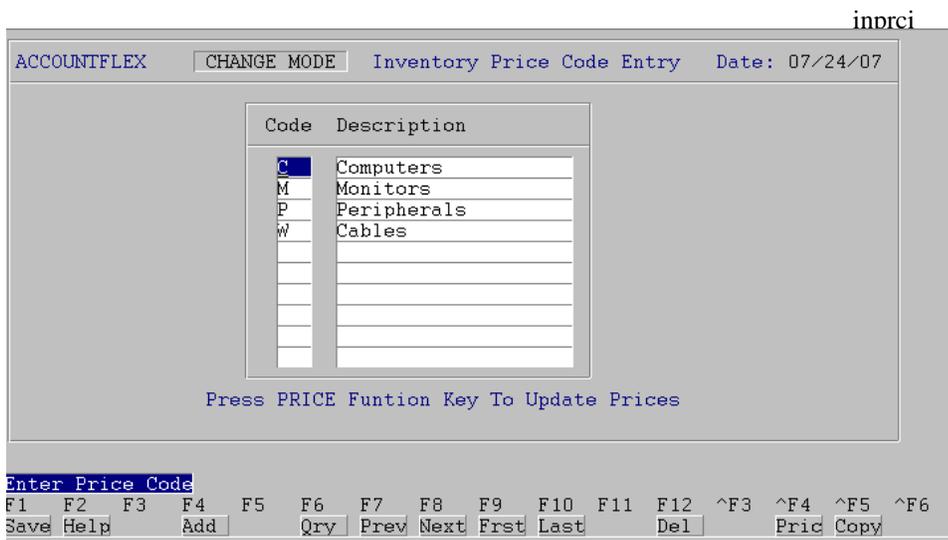


To define your installation's valid Customer and Inventory Price codes, select options 1 (**Enter Customer Price Codes**) and 3 (**Enter Inventory Price Codes**) on the popup menu.

Selecting Option 1 will enable you define customer price codes by providing the following *MULTI-RECORD* entry screen.



Selecting Option 3 will enable you define inventory price codes by providing the following *MULTI-RECORD* entry screen.



After defining the price codes, the next step is to assign prices to these codes. To assign Prices to Customer/Inventory Price Code combinations, you will select menu choices **Enter Customer Price Codes**, **Enter Inventory Price Codes**, or **Enter Price Code combinations**,

All of these entry screens will allow you to assign prices for every possible Customer and Inventory Price Code combination. From these screens, you will also be able to assign an unlimited number of quantity price breaks within any Customer and Inventory Price code combination.

Below is the screen that appears for option 5 **Enter Price Code Combinations**.

ACCOUNTFLEX CHANGE MODE Price Code Entry Screen Date: 07/24/07

PRICE CODES

Customer	Inventory	Cost/Price Type	Percent Markup	Quantity Break
C vCustomer		L		
D vDealer		D		
D vDealer	C vComputers	B	20.0	100
D vDealer	C vComputers	B	15.0	200
D vDealer	C vComputers	B	10.0	300
D vDealer	C vComputers	B	8.0	500
E vEmployee		B		

Enter Customer's Price Code (press HELP key to select from list)

F1 F2 F3 F4 F5 F6 F7 F8 F9 F10 F11 F12 ^F3 ^F4 ^F5 ^F6

Save Help Add Qry Prev Next Frst Last Del

To enter Prices by Inventory Items select option 6 **Enter Prices by Inventory Item**. The following screen will appear for entering Inventory specific pricing.

ACCOUNTFLEX CHANGE MODE Price Code Entry Screen Date: 07/24/07

Item 1 vComputer 386 25mhz Price Code

(A)verage (S)tandard (R)eplacement (B)ase (D)ealer (L)ist

1.000 1.000 10.000

Customer Price Code	Quantity Break	Price	Price Type	Percent Markup	Status
C vCustomer			L		D Default
D vDealer			D		D Default
E vEmployee			B		D Default

Enter Customer's Price Code (press HELP key to select from list)

F1 F2 F3 F4 F5 F6 F7 F8 F9 F10 F11 F12 ^F3 ^F4 ^F5 ^F6

Save Help Add Qry Prev Next Frst Last Del Zoom

This choice will allow you to refine your pricing assignments down to the level of a specific inventory item. When entering prices for inventory items, default prices will appear based on your pricing entries for customer/inventory price codes. These default prices will apply to the inventory item just as if you had entered them directly. But unlike entries made directly, default entries will change according to the current pricing information as defined by the customer/inventory price codes combinations.

Once any default price line is edited, however, its status (along with all other default lines having the save customer price code) will change to non-default or exactly the same as if they were entered directly. Non-default entries will always override what is defined in the price code tables.

3.13 Setup Inventory

This section describes how to set up your inventory. It is important that your Inventory be set up properly prior to entering transactions.

The first step in setting up your Inventory is to select the **Enter Inventory** option from the menu. Upon making this selection the Inventory Entry Screen will appear as shown below.

inven

ACCOUNTFLEX ADD MODE Inventory Entry Screen DATE: 07/23/07

Item 1 Desc Computer 386 25mhz Inactive

Group Cat Account Units EA Weight

Vendor Vendor Item Reorder Qty

UPC Catalog Page

FLAGS		FLAGS		PRICES		COSTS	
Inventory	<input checked="" type="checkbox"/>	Reorder	M	Base		Avg	1.00
Serialized	<input type="checkbox"/>	Other #1		Deal		Std	
Taxable	<input checked="" type="checkbox"/>	Other #2		List	10.00	Rpl	1.00
Discountable	<input type="checkbox"/>			Price Code		Royalty%	

Whs Loc	Min	Max	OnHand	Committed	OnOrder	BackOrder	Available
A BIN1	20	0	0	0	32	24	0
B BIN1	200	0	100	0	0		100
C BIN1	2000	0	1000	0	0		1000
Totals	2220		1100	0	32	24	1100

Enter Warehouse Code

F1 F2 F3 F4 F5 F6 F7 F8 F9 F10 F11 F12 ^F3 ^F4 ^F5 ^F6

Save Help Add Qty Prev Next Frst Last Del Sno

The Inventory screen has both *SINGLE-RECORD* and *MULTI-RECORD* portions. The *SINGLE-RECORD* portion is where you will define an Inventory Item and the *MULTI-RECORD* portion is where you will define each warehouse carrying the item. In addition, there is a popup viewing screen for serial numbers which is initiated by pressing the **SNO** function key.

Below is a description of field.

Inventory Screen (*SINGLE-RECORD*)

Item Number

This field is for your item Number. Item Numbers can consist of up to 16 characters. Any part of the AccountFlex System that makes use of the Inventory File searches for data by referring to this field. You may press the **HELP** function key to select or search from a popup list of valid entries.

Description

The description field allows for 30 characters. The description entered here will be printed on Invoices, Purchase Orders, etc. Additional descriptive information can added by pressing the **NOTE** function key.

Group

The group field is a way of identifying related items for reporting and G/L code generation purposes (see Setup Division section). You may press the **HELP** function key to select or search from a popup list of valid entries.

Category

The category field is another way of identifying related items for reporting and G/L code generation purposes (see Setup Division section). You may press the **HELP** function key to select or search from a popup list of valid entries.

Units

The unit of measure is contained in this field. The selling unit should be assigned here. You may press the **HELP** function key to select or search from a popup list of valid entries. Press the **UNIT** function key to define other units of measure that may be used for this item.

Weight

This is the weight per unit of the item.

Vendor

This field is the vendor code representing the vendor from whom this item is normally ordered. You may press the **HELP** function key to select or search from a popup list of valid entries.

Vendor Item

This field contains the item number which the vendor uses for this item. This field holds up to 12 characters.

Inventory

This field should be assigned a "Y" if the item is an inventory item and "N" if the item is non-inventory. An example of a non-inventory item would be a service such as Consulting, Freight, etc.

Serialized

This field should be assigned a "Y" if serial numbers are to be entered upon receipt and sale of the item, "S" if serial numbers will be generated upon sale, and "N" if no serial numbers are to be tracked.

Auto Serialized (unlabeled field directly across from above field)

Enter 'I' to automatically generate serial numbers from invoice numbers. The format of the automatically generated serial number will be the invoice number followed by a sequential number (for example 12543, 12543-2, 12543-3). Note that the sequential number is not appended to the first serial number. You may also choose 'O' for this field to automatically generate serial numbers based on the order number. You must not choose 'O' if you anticipate having backorders or partial shipments (this will result in duplicate serial numbers).

Taxable

This field should be assigned a "Y" if the item is taxable upon sale and "N" if not.

Discountable

This field should be assigned a "Y" if the item is discountable upon sale and "N" if not.

Reorder

This field should be assigned an "M" if reorder quantities are calculated based on minimum and maximum quantities. You should leave this field blank if you do not want this item to appear on your reorder reports.

Base Price

The base price is normally the lowest selling price you are willing to accept on a regular basis for your products.

Dealer Price

This is the dealer price usually given to dealers or employees.

List Price

The list price field contains the end-user selling price.

Price Code

This is the price code used for determining the sales price of each item. You may press the **HELP** function key to select or search from a popup list of valid entries. For further information about this field refer to the section on setting up prices.

Avg Cost

This is the weighted average cost calculated by dividing the purchase cost by the quantity purchased.

Std Cost

Std or Standard cost is a cost value assigned by the user.

Rpl Cost

Rpl or Replacement Cost is the last purchase cost for this item.

Inactive

Enter 'Y' if inventory item is inactive. This effect of this action is to exclude this inventory item on HELP popup lists.

Once the above data has been entered correctly, press the SAVE function key to save the information and proceed to the *MULTI-RECORD* portion.

Inventory Warehouse Screen (*MULTI-RECORD*)

Warehouse

This is the warehouse where the item is stored. You may press the **HELP** function key to select or search from a popup list of valid entries.

Loc

This field is used to specify a storage location for this line item.

Qty Minimum

This is an entry field for the minimum quantity you wish to stock. Whenever the stock level reaches this quantity or below, the item will appear on the reorder report as below minimum so that the item can be reordered.

Qty Maximum

This is an entry field for the maximum quantity you wish to stock. The reorder report will recommend orders up to this amount.

Qty On-order

This display-only field contains the quantity of this item currently on order from vendors.

Qty On-hand

This display-only field contains the quantity of this item currently in stock.

Qty Committed

This display-only field contains the quantity of this item currently committed to open sales orders.

Qty BackOrder

This display-only field contains the quantity of this item on back order. Back orders are generated from sales orders as follows:

$$\text{qty_backorder} = \text{qty_ordered} - \text{qty_committed}$$

Qty Available

This display-only field containing the quantity of this item currently available. The quantity available is calculated as:

$$\text{qty_available} = \text{qty_onhand} - \text{qty_committed}$$

While on the inventory entry screen, you may search for items by name using the **SRCH** or **QRY** function keys. These function keys are described in Chapter 2.

You may also enter notes about each inventory item while on the inventory screen. To enter notes you must first position to an existing inventory item and then press the **NOTE** function key. Upon pressing this key a popup notepad screen will appear allowing you to enter as many note lines as you wish. The notepad screen operates exactly like the *MULTI-RECORD* entry screens. When you are finished entering notes press the **SAVE** key to return to the inventory entry screen.

In addition to the note entry screen there are 3 other support screens for entering unit conversions, viewing serial number history, and bill of materials. These supporting screens are accessed using the function keys **UNIT**, **SNO**, and **BOM** respectively.

The unit conversion screen will enable you to specify other valid unit codes for this item and its factorial relationship with the item's primary unit (as specified on the main inventory entry screen).

The serial number support screen will allow you to view the item's serial numbers and their status's. This feature is only active for serialized items.

The last support screen, the bill of materials screen, will enable you to enter a list of items which are used to build the current item.

3.14 Backup Data Base

Once you have set up all of your modules, you should backup you database.

To backup your database, select the **Backup** option on the Master Menu.

4. WORK CYCLE

4.1 Overview

The steps described in this chapter are performed on an on-going basis.

4.2 Daily Cycle

On a regular basis you will be performing the following steps:

- 1) Enter adjustments and/or transfers using the **Enter Adjustments** or **Enter Transfers** menu selection. Note that transfers will only apply where there are multiple warehouses.
- 2) Print adjustments or transfers to verify correctness.
- 3) Correct mistakes if necessary, by using the menu choices as step 1 above.
- 4) Post adjustments and/or transfers.
- 5) Review posting journal to ensure that all adjustments and/or transfers were posted correctly.
- 6) Backup data to floppy from the master menu option.

5. OPERATIONS/REFERENCE SECTION

5.0 Overview

This chapter provides detailed instructions on how to operate each Inventory function. Each section within this chapter covers a specific menu option. The sections are in the same order as the menu options on the Inventory menu.

The Inventory menu appears as follows.

inmenu

ACCOUNTFLEX Version	Widget Company Inventory Menu (I)	DATE: 07/23/07
<u>ADJUSTMENTS</u>	<u>REPORTS/INQUIRY</u>	<u>TABLE MAINTENANCE</u>
1. Enter Adjustment	15. Inquire Inventory	30. Enter Vendor
2. Print Adjustment	16. Reorder Report	31. Print Vendor
3. Post Adjustment	17. Valuation Report	32. Enter Account
4. Print Journal	18. Usage Report	33. Print Account
<u>TRANSFERS</u>	19. Demand Report	34. Enter Division
5. Enter Transfer	20. Inactive Item Report	35. Print Division
6. Print Transfer		36. Enter Warehouse
7. Post Transfer		37. Enter Inventory
8. Print Journal		38. Print Inventory
<u>PHYSICAL COUNTS</u>		39. Enter Group
9. Print Worksheet		40. Enter Category
10. Enter Count		41. Enter Account Sets
11. Print Count		42. Enter Unit Convert
12. Print Variance		43. Enter/Print Prices
13. Post Count		44. Enter Control
14. Print Journal		45. Purge
Enter Selection > 1		

5.1 Enter Adjustments

This menu option (1) is for entering inventory adjustments.

Adjustments are entered in groups or batches; each batch consisting of one or more adjustments. To enter an adjustment batch select option 1 on the Inventory menu.

Upon selecting this option the following screen will appear.

inadi

ACCOUNTFLEX		CHANGE MODE	Inventory Adjustments		DATE: 07/24/07		
Batch	2	Entry Date	07/24/07	Period	07/24/07		
Whs	Div	Item	Date	Quantity	Unit	Cost	Ext.Cost
A	1	2	07/24/07	1200	EA	2.00	2,400.00
		Monitor (14 inch)					
A	1	BAR	07/24/07	100	EA	24.60	2,460.00
		Bar Code Reader					
A	1	COM486	07/24/07	-3	EA	58.54	-175.62
		Computer 486 25mhz					
						OnHand	4,684.38
						Committed	0
						Available	1022
						OnOrder	10
						Backorder	0
						Totals	1297

Enter Warehouse Code

F1 F2 F3 F4 F5 F6 F7 F8 F9 F10 F11 F12 ^F3 ^F4 ^F5 ^F6

Save Help More Add Qry Prev Next Frst Last Del Sno

Below is a description of each field.

Batch Screen (SINGLE-RECORD)

Batch

The batch number is automatically assigned. This number serves to uniquely identify a group of adjustment entries for both editing and auditing purposes. To return to an existing batch, press the **CHG** function key then press the **NEXT** function key until the correct batch is displayed.

Entry Date

The entry date defaults to the system date. The entry date represents the date the batch was entered into the computer.

Period Date

The period date will also default to the system date. The period date represents the period that the receipt should be posted.

When you are satisfied with your entries, press the **SAVE** function key to begin entering adjustments. Upon pressing the **SAVE** key you will be positioned to the lower portion of the screen for entering adjustments.

Below is a description of each field.

Adjustment Detail Screen (MULTI-RECORD)

Warehouse

This data entry field allows you to enter the warehouse code. This field will only appear if you selected the multiple warehouse option on the System-wide control file.

Division

This data entry field allows you to enter the Division code. This field will automatically default to the division code specified in the warehouse file. This field will only appear if you selected the multiple division option on the System-wide control file.

Item

The item field is a data entry field where your item number for the item being adjusted is entered. The **HELP** function displays the contents of the Inventory Master file.

Qty

Enter the adjustment quantity.

Cost/Unit

Enter the cost per unit. The weighted average cost will be displayed by default. The Unit field displays the unit value from the Inventory Master.

Ext.Cost

The extended cost is displayed in this field.

When entering items on the above Adjustment Detail screen you will be required to enter serial numbers for those items designated as serialized in the Inventory file. To access the serial number entry screen, you will press the **SNO** function key. Upon pressing this key the following popup serial number entry screen will appear.

inadis

Whs	Div	Item	Date	Quantity	Unit	Cost	Ext.Cost
A	1	2				2.00	2,400.00
A	1	BAR				24.60	2,460.00
A	1	COM4				58.54	-175.62
		Comp					
		OnHand					4,684.38
		1022 -					
						0	Totals 1297

Serial Number(s) I A 2
Count -3
Vendor Name Cisco Systems

Enter A=Add, D=Delete, R=Return
F1 F2 F3 F4 F5 F6 F7 F8 F9 F10 F11 F12 ^F3 ^F4 ^F5 ^F6
Save Help Add Qty Prev Next Frst Last Del

To return to the Adjustment Detail screen from the serial screen, press **SAVE** function key or **ESCAPE** key.

When you are finished entering adjustments, you may press the **SAVE** function key to return to the top portion of the Adjustment Screen, or the **ESCAPE** key to return to the Inventory menu.

5.2 Print Adjustments

This menu option (2) is for printing your adjustments. Upon selecting this option the following screen will appear.

inadir1

```
ACCOUNTFLEX      Inventory Adjustment Batch Listing      DATE: 07/24/07

Report Destination S (S=Screen, Pn=Printer, Dn=Disk, A=Aux)
Report Copies      1 (1 - 10)
Report Title Page  N (Y=Yes, N=No)
Report Detail      Y (Y=Yes, N=No)

Batch Range      [ ] to [ ]
Item Range       [ ]
                [ ]

Report Destinations: (D)isk, (E)mail, (F)ax, (P)rint, (S)creen, (A)ux.
F1  F2  F3  F4  F5  F6  F7  F8  F9  F10 F11 F12 ^F3 ^F4 ^F5 ^F6
Run Help                                             Kill
```

This screen has a number of entry fields which you will need to fill in with appropriate values. When you are sure all your entries are correct press the **RUN** function key to run the Adjustment report.

Below is a description of each field.

The first 3 fields are standard on the Report Selection screen, and are described in Chapter 2, General Operational Procedures.

Batch Range

Enter the range of batch numbers you would like to print. If you do not enter a batch range the computer will print all batches.

Item Range

Enter the range of inventory item numbers you would like to print. If you do not enter an item number range the computer will print all Inventory items. You may press the **HELP** function key to view the list of valid item numbers.

When you are satisfied with your entries, press the **RUN** function key to generate the report. The report will appear as follows.

07/24/07
9:24am

Widget Company
Inventory Adjustment Batch Listing

inadjr1
Page 1

Source: < I - A > Batch: 2 Batch Date: 07/24/07 Period: 07/24/07

Line	Whs	Div	Item	Date	Quantity	Unit	Cost	Ext.Cost
1	A	1	2	07/24/07	1200	EA	2.00	2,400.00
2	A	1	BAR	07/24/07	100	EA	24.60	2,460.00
3	A	1	COM486	07/24/07	3	EA	58.54	175.62
			A S11223			CISCO	Cisco Systems	
			A S12345			CISCO	Cisco Systems	
			A S12355			CISCO	Cisco Systems	
Batch Total:					1303			5,035.62

Grand Total: 1303 5,035.62

5.3 Posting Adjustments

This menu option (3) posts the Adjustment entries to the Inventory Master file and to the inventory transaction history file.

inadin

```
ACCOUNTFLEX          Post Inventory Adjustments          Date: 07/24/07

Before Posting you should do the following
1) Backup data.
2) Print Batch Listing.

Press SAVEKEY to begin POSTING
- OR -
Press ESCAPEKEY to Exit

After Posting do the following
1) Print Posting Journal.
2) Compare Batch Listing with Posting Journal.

Processing Statistics
Source - Batch Warehouse Inventory

F1  F2  F3  F4  F5  F6  F7  F8  F9  F10 F11 F12 ^F3 ^F4 ^F5 ^F6
Save Help
```

You may press the **SAVE** function key to begin posting or the **ESCAPE** key to exit. Please note the before and after posting instructions displayed on the screen.

As the posting takes place, the screen will display the following information.

Processing Statistics

To the right of this screen label, the pass description will be displayed. There are three passes that will take place. Pass 1 verifies the data, pass 2 posts the data, and pass 3 clears the data.

Batch

The batch number that is currently being posted will be displayed here.

Inventory Number

The inventory number being processed is displayed here.

When the Posting has been completed you will see the following message:

```
Posting has been Successfully Completed.
```

Once this message appears, you may then press the **ESCAPE** key to return to the Inventory menu.

5.4 Print Adjustment Journal

This menu option (4) pops up another menu for printing G/L distributions or adjustments from the inventory transaction history file. For this option to work, the system-wide control file parameter for General Ledger must be set to 'Y'.

Selecting the menu option to print G/L distributions will cause the following Report Selection screen to be displayed.

inglra

```
ACCOUNTFLEX          Inventory Adjustments G/L Journal          DATE: 07/24/07

Report Destination S          (S=Screen, Pn=Printer, Dn=Disk, A=Aux)
Report Copies      1          (1 - 10)
Report Title Page  N          (Y=Yes, N=No)
Report Detail      Y          (Y=Yes, N=No)

Post No I - A      2v

Report Destinations: (D)isk, (E)mail, (F)ax, (P)rint, (S)creen, (A)ux.
F1  F2  F3  F4  F5  F6  F7  F8  F9  F10 F11 F12 ^F3 ^F4 ^F5 ^F6
Run Help                                         Kill
```

This screen has a number of entry fields which you will need to fill in with appropriate values. When you are sure all your entries are correct press the **RUN** function key to run the report.

Below is a description of each field.

The first 3 fields are standard on the Report Selection screen, and described in Chapter 2, General Operational Procedures.

Post No

This field is the unique number assigned to the last posting and should already be filled in.

When you are satisfied with your entries, press the **RUN** function key to generate the report. The report will appear as follows.

```

=====
Source:< I - A > Batch#:      2 Entry Date: 07/24/07
                               D/C:      4,684.38      4,684.38
-----
Trans-#   Refno   Date     Period           Debit      Credit
-----
summary  N/A      07/24/07 07/24/07           4,684.38   4,684.38
summary
Account   Description           Debit      Credit
130-000   Inventory             4,684.38
510-000   Inventory Adjust      4,684.38
-----
Transaction Total      4,684.38   4,684.38
=====
Batch Total:           4,684.38   4,684.38
=====
*****
*****
Grand Total:           4,684.38   4,684.38
=====
  
```

Posting Log #2: 07/24/07 09:26:39
 Post Inventory Adjustments has been completed successfully

Selecting the menu option to print Adjustments from the inventory transactions history file will cause the following Report Selection screen to be displayed.

inhisra

ACCOUNTFLEX Inventory Adjustments Journal DATE: 07/24/07

Report Destination **S** (S=Screen, Pn=Printer, Dn=Disk, A=Aux)

Report Copies 1 (1 - 10)

Report Title Page N (Y=Yes, N=No)

Report Detail Y (Y=Yes, N=No)

Post No I - A 2

Item Range

Report Destinations: (D)isk, (E)mail, (F)ax, (P)rint, (S)creen, (A)ux.

F1 F2 F3 F4 F5 F6 F7 F8 F9 F10 F11 F12 ^F3 ^F4 ^F5 ^F6
 Run Help Kill

This screen has a number of entry fields which you will need to fill in with appropriate values. When you are sure all your entries are correct press the **RUN** function key to run the report.

Below is a description of each field.

The first 3 fields are standard on the Report Selection screen, and described in Chapter 2, General Operational Procedures.

Post No

This field is the unique number assigned to the last posting and should already be filled in.

Inventory Range

Enter the range of inventory item numbers you would like to print. If you do not enter an item range the computer will print all items.

When you are satisfied with your entries, press the **RUN** function key to generate the report. The report will appear as follows.

Whs	Item	Description	Quantity	Unit	Cost	Ext.Cost
<div style="display: flex; justify-content: space-between;"> 07/24/07 9:28am Widget Company Inventory Adjustments Journal PostNo: 2 inhisra Page 1 </div>						
A	2	Monitor (14 inch)	1200	EA	2.00	2,400.00
A	BAR	07/24/07 07/24/07 I - A Bar Code Reader	2	A	24.60	2,460.00
A	COM486	07/24/07 07/24/07 I - A Computer 486 25mhz	2	A	58.54	-175.62
		07/24/07 07/24/07 I - A S11223 S12345 S12355	2	A CISCO CISCO CISCO		
Totals:			1291			4,684.38

Posting Log #2: 07/24/07 09:26:39

Post Inventory Adjustments has been completed successfully

5.5 Enter Transfers

This menu option (5) is for entering inventory transfers. You will use this option to transfer inventory from one warehouse to another. If you do not have multiple warehouses, you may ignore all menu options referring to transfers.

Transfers are entered in groups or batches; each batch consisting of one or more transfers. To enter a transfer batch select option 5 on the Inventory menu.

Upon selecting this option the following screen will appear.

infr

ACCOUNTFLEX		CHANGE MODE	Inventory Transfers		DATE:	
Batch	1	Entry Date	07/24/07		Period	07/24/07
Whs Div	to	Whs Div	Item	Date	Quantity	Unit
A 1	to	B 2	BAR	07/24/07	10	EA
			Bar Code Reader			
A 1		B 2	CABLE	07/24/07	1000	EA
			CABLE			
A 1		B 2	COM486	07/24/07	2	EA
			Computer 486 25mhz			
<hr/>						
OnHand	Committed	Available	OnOrder	Backorder		
1022	-	0	=	10	0	Totals 1012

Enter Warehouse Code

F1	F2	F3	F4	F5	F6	F7	F8	F9	F10	F11	F12	^F3	^F4	^F5	^F6
Save	Help		Add		Qty	Prev	Next	Frst	Last		Del			Sno	

Below is a description of each field.

Batch Screen (SINGLE-RECORD)

Batch

The batch number is automatically assigned. This number serves to uniquely identify a group of transfer entries for both editing and auditing purposes. To return to an existing batch, press the **CHG** function key then press the **NEXT** function key until the correct batch is displayed.

Entry Date

The entry date defaults to the system date. The entry date represents the date the batch was entered into the computer.

Period Date

The period date will also default to the system date. The period date represents the period that the receipt should be posted.

When you are satisfied with your entries, press the **SAVE** function key to begin entering transfers. Upon pressing the **SAVE** key you will be positioned to the lower portion of the screen for entering transfers.

Below is a description of each field.

Transfer Detail Screen (*MULTI-RECORD*)

Warehouse

This data entry field allows you to enter the warehouse code from which the item will be transferred. This field will only appear if you selected the multiple warehouse option on the System-wide control file.

Division

This data entry field allows you to enter the Division code from which the item will be transferred. This field will automatically default to the division code specified in the warehouse file. This field will only appear if you selected the multiple division option on the System-wide control file.

Warehouse

This data entry field allows you to enter the warehouse code to which the item will be transferred. This field will only appear if you selected the multiple warehouse option on the System-wide control file.

Division

This data entry field allows you to enter the Division code to which the item will be transferred. This field will automatically default to the division code specified in the warehouse file. This field will only appear if you selected the multiple division option on the System-wide control file.

Item

The item field is a data entry field where your item number for the item being transferred is entered. The **HELP** function displays the contents of the inventory master file.

Qty

Enter the transfer quantity.

Unit

The unit field displays the unit value from the inventory master.

When entering items on the above Transfer Detail screen you will be required to enter serial numbers for those items designated as serialized in the inventory file. To access the serial number entry screen, you will press the **SNO** Function key. Upon pressing this key the following popup serial number entry screen will appear.

ACCOUNTFLEX		CHANGE MODE		Inventory Transfers		DATE:	
Batch	1v	Entry Date	07/24/07	Period	07/24/07		
Whs	Div	to	Whs	Div	Item	Date	Quantity Unit
A	1	to			Serial Number(s)	I I 1	10 EA
					Count	2	
A	1				s1906		1000 EA
A	1				s1907		2 EA
OnHand C						order	
1022 -						0 Totals 1012	
F1	F2	F3	F4	F5	F6	F7	F8
Save	Help		Add		Qty	Prev	Next
						F9	F10
						Frst	Last
						F11	F12
						Del	
						^F3	^F4
						^F5	^F6

To return to the Transfer Detail screen from the serial screen, press **SAVE** function key or **ESCAPE** key.

When you are finished entering transfers, you may press the **SAVE** function key to return to the top portion of the Transfer Screen, or the **ESCAPE** key to return to the Inventory menu.

5.6 Print Transfers

This menu option (6) is for printing your transfers. Upon selecting this option the following screen will appear.

intfrr1

ACCOUNTFLEX	Inventory Transfers Batch Listing	DATE: 07/24/07
Report Destination	S	(S=Screen, Pn=Printer, Dn=Disk, A=Aux)
Report Copies	1	(1 - 10)
Report Title Page	N	(Y=Yes, N=No)
Report Detail	Y	(Y=Yes, N=No)
Batch Range		to
Item Range		

F1 F2 F3 F4 F5 F6 F7 F8 F9 F10 F11 F12 ^F3 ^F4 ^F5 ^F6
Run Help Kill

This screen has a number of entry fields which you will need to fill in with appropriate values. When you are sure all your entries are correct press the **RUN** function key to run the Transfer report.

Below is a description of each field.

The first 3 fields are standard on the Report Selection screen, and are described in Chapter 2, General Operational Procedures.

Batch Range

Enter the range of batch numbers you would like to print. If you do not enter a batch range the computer will print all batches.

Item Range

Enter the range of inventory item numbers you would like to print. If you do not enter an item number range the computer will print all inventory items. You may press the **HELP** function key to view the list of valid item numbers.

When you are satisfied with your entries, press the **RUN** function key to generate the report. The report will appear as follows.

07/24/07
9:32am

Widget Company
Inventory Transfers Batch Listing

intfrr1
Page 1

Source: < I - T > Batch: 1 Batch Date: 07/24/07 Period: 07/24/07

Line	Whs	Div	to	Whs	Div	Item	Date	Quantity	Unit
1	A	1	to	B	2	BAR	07/24/07	10	EA
2	A	1	to	B	2	CABLE	07/24/07	1000	EA
3	A	1	to	B	2	COM486	07/24/07	2	EA

s1906
s1907

=====
Batch Total:

Grand Total:

5.7 Posting Transfers

This menu option (7) posts the Transfers entries to the inventory master file and to the inventory transaction history file.

intfrp

```
ACCOUNTFLEX          Post Inventory Transfers          Date: 07/24/07

Before Posting you should do the following
1) Backup data.
2) Print Batch Listing.

Press SAVEKEY to begin POSTING
- OR -
Press ESCAPEKEY to Exit

After Posting do the following
1) Print Posting Journal.
2) Compare Batch Listing with Posting Journal.

Processing Statistics
Source - Batch Warehouse Item

F1  F2  F3  F4  F5  F6  F7  F8  F9  F10 F11 F12 ^F3 ^F4 ^F5 ^F6
Save Help
```

You may press the **SAVE** function key to begin posting or the **ESCAPE** key to exit. Please note the before and after posting instructions displayed on the screen.

As the posting takes place, the screen will display the following information.

Processing Statistics

To the right of this screen label, the pass description will be displayed. There are three passes that will take place. Pass 1 verifies the data, pass 2 posts the data, and pass 3 clears the data.

Batch

The batch number that is currently being posted will be displayed here.

Inventory Number

The inventory number being processed is displayed here.

When the Posting has been completed you will see the following message:

```
Posting has been Successfully Completed.
```

Once this message appears, you may then press the **ESCAPE** key to return to the Inventory menu.

5.8 Print Transfer Journal

This menu option (8) pops up another menu for printing G/L distributions or transfers from the inventory transaction history file.

Selecting the menu option to print G/L distributions will cause the following Report Selection screen to be displayed.

inrlrt

ACCOUNTFLEX	Inventory Transfers G/L Journal	DATE: 07/24/07
Report Destination	S	(S=Screen, Pn=Printer, Dn=Disk, A=Aux)
Report Copies	1	(1 - 10)
Report Title Page	N	(Y=Yes, N=No)
Report Detail	Y	(Y=Yes, N=No)
Post No I - T		

Report Destinations: (D)isk, (E)mail, (F)ax, (P)rint, (S)creen, (A)ux.

F1 F2 F3 F4 F5 F6 F7 F8 F9 F10 F11 F12 ^F3 ^F4 ^F5 ^F6
Run Help Kill

This screen has a number of entry fields which you will need to fill in with appropriate values. When you are sure all your entries are correct press the **RUN** function key to run the report.

Below is a description of each field.

The first 3 fields are standard on the Report Selection screen, and described in Chapter 2, General Operational Procedures.

Post No

This field is the unique number assigned to the last posting and should already be filled in.

When you are satisfied with your entries, press the **RUN** function key to generate the report. The report will appear as follows.

```

=====
Source:< I - T > Batch#:      1 Entry Date: 07/24/07
                                   D/C:      11,973.08      11,973.08
-----
Trans-#   Refno   Date     Period           Debit           Credit
-----
summary  N/A      07/24/07 07/24/07         11,973.08      11,973.08
summary
Account   Description           Debit           Credit
130-000   Inventory              11,973.08
130-000   Inventory
-----
Transaction Total      11,973.08      11,973.08
=====
Batch Total:           11,973.08      11,973.08

*****
*****
Grand Total:           11,973.08      11,973.08
  
```

Posting Log #3: 07/24/07 09:35:07
 Post Inventory Transfers has been completed successfully

Selecting the menu option to print Transfers from the inventory transactions history file will cause the following Report Selection screen to be displayed.

inhisrt

ACCOUNTFLEX Inventory Transfers Journal DATE: 07/24/07

Report Destination **S** (S=Screen, Pn=Printer, Dn=Disk, A=Aux)

Report Copies **1** (1 - 10)

Report Title Page **N** (Y=Yes, N=No)

Report Detail **Y** (Y=Yes, N=No)

Post No I - T **3**

Item Range

Report Destinations: (D)isk, (E)mail, (F)ax, (P)rint, (S)creen, (A)ux.

F1 F2 F3 F4 F5 F6 F7 F8 F9 F10 F11 F12 ^F3 ^F4 ^F5 ^F6
 Run Help Kill

This screen has a number of entry fields which you will need to fill in with appropriate values. When you are sure all your entries are correct press the **RUN** function key to run the report.

Below is a description of each field.

The first 3 fields are standard on the Report Selection screen, and described in Chapter 2, General Operational Procedures.

Post No

This field is the unique number assigned to the last posting and should already be filled in.

Inventory Range

Enter the range of inventory item numbers you would like to print. If you do not enter an item range the computer will print all items.

When you are satisfied with your entries, press the **RUN** function key to generate the report. The report will appear as follows.

Whs	Item	Description	Quantity	Unit	Cost	Ext.Cost

A	BAR	Bar Code Reader	-10	EA	24.60	-246.00
		07/24/07 07/24/07 I - T	1	A		
B	BAR	Bar Code Reader	10	EA	24.60	246.00
		07/24/07 07/24/07 I - T	1	B		
A	CABLE	CABLE	-1000	EA	11.61	-11,610.00
		07/24/07 07/24/07 I - T	1	A		
B	CABLE	CABLE	1000	EA	11.61	11,610.00
		07/24/07 07/24/07 I - T	1	B		
A	COM486	Computer 486 25mhz	-2	EA	58.54	-117.08
		07/24/07 07/24/07 I - T	1	A		
B	COM486	Computer 486 25mhz	2	EA	58.54	117.08
		07/24/07 07/24/07 I - T	1	B		
		s1906		ACME		
		s1907		ACME		

Totals:			2			0.00

Posting Log #3: 07/24/07 09:35:07

Post Inventory Transfers has been completed successfully

5.9 Print Worksheet

This menu option (9) is for printing your physical count worksheet. Upon selecting this option the following screen will appear.

inwrkrl

```
ACCOUNTFLEX          Physical Count Worksheet          Date: 07/24/07

Report Destination S (S=Screen, Pn=Printer, Dn=Disk, A=Aux)
Report Copies      1 (1 - 10)
Report Title Page  N (Y=Yes, N=No)
Report Detail      Y (Y=Yes, N=No)

Select Ranges to Print
Warehouse  to 
Inventory  to 
Location   to 
Group     to 
Category  to 
Flags for Inventory  Other1  Other2 
Print quantities on hand (Y/N) ? Y
Print serialized items (Y/N) ? N
Include Inactive items (Y) ? 

Report Destinations: (D)isk, (E)mail, (F)ax, (P)rint, (S)creen, (A)ux.
F1  F2  F3  F4  F5  F6  F7  F8  F9  F10 F11 F12 ^F3 ^F4 ^F5 ^F6
Run Help Kill
```

This screen has a number of entry fields which you will need to fill in with appropriate values. When you are sure all your entries are correct press the **RUN** function key to run the Physical Count report.

Below is a description of each field.

The first 3 fields are standard on the Report Selection screen, and are described in Chapter 2, General Operational Procedures.

Item Range

Enter the range of inventory item numbers you would like to print. If you do not enter an item number range the computer will print all inventory items. You may press the **HELP** function key to view the list of valid item numbers.

When you are satisfied with your entries, press the **RUN** function key to generate the report. The report will appear as follows.

Warehouse A Default Warehouse

Loc	Item-#	Description	Unit	Qty-Onhand	Count
BIN1	1	Computer 386 25mhz	EA	-6	_____
BIN1	10	Monitor	EA	10	_____
BIN1	100	Cable	EA	10	_____
BIN1	20	Keyboard	EA	10	_____
BIN1	30	CPU	EA	10	_____
BIN1	BAR	Bar Code Reader	EA	1102	_____
BIN1	CABLE	CABLE	EA	2100	_____
BIN1	CCMAG	Credit Card Reader	EA	1000	_____
BIN1	DISPOLE	Display Pole	EA	1000	_____
BIN2	2	Monitor (14 inch)	EA	5208	_____
BIN4	4	Consulting	EA	40	_____

Warehouse B Warehouse B

Loc	Item-#	Description	Unit	Qty-Onhand	Count
	BAR	Bar Code Reader	EA	10	_____
	CABLE	CABLE	EA	1000	_____
BIN1	1	Computer 386 25mhz	EA	100	_____
BIN2	2	Monitor (14 inch)	EA	10	_____

Warehouse C Warehouse C

Loc	Item-#	Description	Unit	Qty-Onhand	Count
BIN1	1	Computer 386 25mhz	EA	1000	_____

5.10 Enter Physical Counts

This menu option (10) is for entering inventory physical counts.

Physical counts are entered in groups or batches; each batch consisting of one or more physical counts. To enter a physical count batch select option 10 on the Inventory menu.

Upon selecting this option the following screen will appear.

inphv

ACCOUNTFLEX		CHANGE MODE		Inventory Physical Count		DATE: 07/24/07	
Batch	1v	Entry Date	07/24/07	Period	07/24/07		
Whs	Div	Loc	Item	Qty Onhand	Count	Unit	Variance
A	1	BIN1	100 Cable	10	10	EA	0
A	1	BIN1	20 Keyboard	10	9	EA	-1
A	1	BIN1	30 CPU	10	10	EA	0
A	1	BIN1	BAR Bar Code Reader	1102	1100	EA	-2
A	1	BIN1	CABLE CABLE	2100	2100	EA	0
OnHand				Committed	Available	OnOrder	Backorder
10 -				7000 =	-6990	0	0 Totals 10477

Enter description about physical count

F1 F2 F3 F4 F5 F6 F7 F8 F9 F10 F11 F12 ^F3 ^F4 ^F5 ^F6

Save Help Add Qty Prev Next Frst Last Del Sel

Below is a description of each field.

Batch Screen (SINGLE-RECORD)

Batch

The batch number is automatically assigned. This number serves to uniquely identify a group of physical count entries for both editing and auditing purposes. To return to an existing batch, press the **CHG** function key then press the **NEXT** function key until the correct batch is displayed.

Entry Date

The entry date defaults to the system date. The entry date represents the date the batch was entered into the computer.

Period Date

The period date will also default to the system date. The period date represents the period that the receipt should be posted.

When you are satisfied with your entries, press the **SAVE** function key to begin entering physical counts. Upon pressing the **SAVE** function key you will be positioned to the lower portion of the screen for entering physical counts.

Below is a description of each field.

Physical Count Detail Screen *(MULTI-RECORD)*

Warehouse

This data entry field allows you to enter the warehouse code. This field will only appear if you selected the multiple warehouse option on the System-wide control file.

Division

This data entry field allows you to enter the Division code. This field will automatically default to the division code specified in the warehouse file. This field will only appear if you selected the multiple division option on the System-wide control file.

Item

The item field is a data entry field where your part number for the item being counted is entered. The **HELP** function displays the contents of the inventory master file.

Qty Onhand

This field will display the quantity on-hand for the item.

Qty

Enter the physical count quantity here.

Unit

The Unit field displays the unit value from the inventory master.

Variance

The difference of quantity on hand and physical count is displayed in this field.

While on the Physical Count Detail screen you may select a group of inventory items for counting by pressing the **SEL** function key. You will want to select the same group of inventory items that appear on your worksheet so counts can be entered without having to enter item numbers.

Upon pressing the **SEL** function key the following selection screen will popup:

Whs	Div	Loc	Item	Qty	Onhand	Count	Unit	Variance
ACCOUNTFLEX CHANGE MODE Inventory Physical Count DATE: 07/24/07								
Batch <input type="text" value="1"/> Entry Date 07/24/07 Period 07/24/07								
Select Inventory Items for Physical Count								
A	1	B	Warehouse	<input type="text" value="v"/>	to	<input type="text" value="v"/>		
A	1	B	Inventory	<input type="text" value="v"/>	to	<input type="text" value="v"/>		
A	1	B	Location	<input type="text" value="v"/>	to	<input type="text" value="v"/>		
A	1	B	Group	<input type="text" value="v"/>	to	<input type="text" value="v"/>		
A	1	B	Category	<input type="text" value="v"/>	to	<input type="text" value="v"/>		
Flags for Inventory <input checked="" type="checkbox"/> Other1 <input type="checkbox"/> Other2 <input type="checkbox"/>								
Include Inactive items (Y) ? <input type="checkbox"/>								
Sort By Group, Category or Location (G/C/L)? <input type="checkbox"/>								
Auto Assign Onhand Quantity to Physical Count (Y/N)? <input checked="" type="checkbox"/>								
Press SAVE function key to Select or ESCAPE key to exit								
OnHand								
	10	-	7000	=	-6990	0	0	Totals 10477
Enter Warehouse (press HELP key to see list)								
F1 F2 F3 F4 F5 F6 F7 F8 F9 F10 F11 F12 ^F3 ^F4 ^F5 ^F6								
Save Help								

The Selection screen allows you to enter a parameter ranges that will be used to select inventory items. If you do not enter any range information all items will be selected. After entering the appropriate information on this screen, you will press the **SAVE** function key to start the selection process.

When you are finished entering physical counts, you may press the **SAVE** function key to return to the top portion of the Physical Count Screen, or the **ESCAPE** key to return to the Inventory menu.

5.11 Print Physical Counts

This menu option (11) is for printing your physical counts. Upon selecting this option the following screen will appear.

inphvr1

```
ACCOUNTFLEX      Physical Count Variance Batch Listing      DATE: 07/24/07

Report Destination S (S=Screen, Pn=Printer, Dn=Disk, A=Aux)
Report Copies      1 (1 - 10)
Report Title Page  N (Y=Yes, N=No)
Report Detail      Y (Y=Yes, N=No)

Batch Range      [ ] to [ ]
Item Range       [ ]
                 [ ]

Report Destinations: (D)isk, (E)mail, (F)ax, (P)rint, (S)creen, (A)ux.
F1  F2  F3  F4  F5  F6  F7  F8  F9  F10 F11 F12 ^F3 ^F4 ^F5 ^F6
Run Help                                             Kill
```

This screen has a number of entry fields which you will need to fill in with appropriate values. When you are sure all your entries are correct press the **RUN** function key to run the Physical Count report.

Below is a description of each field.

The first 3 fields are standard on the Report Selection screen, and are described in Chapter 2, General Operational Procedures.

Batch Range

Enter the range of batch numbers you would like to print. If you do not enter a batch range the computer will print all batches.

Item Range

Enter the range of inventory item numbers you would like to print. If you do not enter an item number range the computer will print all inventory items. You may press the **HELP** function key to view the list of valid item numbers.

When you are satisfied with your entries, press the **RUN** function key to generate the report. The report will appear as follows.

07/24/07
9:42am

Widget Company
Physical Count Variance Batch Listing

inphyr1
Page 1

Source: < I - P > Batch: 1 Batch Date: 07/24/07 Period: 07/24/07

Line	Whs	Div	Loc	Item	Qty Onhand	Count	Unit	Variance
1	A	1	BIN1	100 07/24/07	10	10	EA	0
2	A	1	BIN1	20 07/24/07	10	9	EA	-1
3	A	1	BIN1	30 07/24/07	10	10	EA	0
4	A	1	BIN1	BAR 07/24/07	1102	1100	EA	-2
5	A	1	BIN1	CABLE 07/24/07	2100	2100	EA	0
6	A	1	BIN1	CCMAG 07/24/07	1000	1000	EA	0
7	A	1	BIN1	DISPOLE 07/24/07	1000	1000	EA	0
8	A	1	BIN2	2 07/24/07	5208	5208	EA	0
9	A	1	BIN4	4 07/24/07	40	40	EA	0
=====					Batch Total:	10477		-3
=====					Grand Total:	10477		-3

5.12 Print Variance

This menu option (12) is for printing your Variance report. The Variance report shows the differences between your physical counts and book counts.

Upon selecting this option the following screen will appear.

inphvr2

```
ACCOUNTFLEX          Variance Report          DATE: 07/24/07

Report Destination S (S=Screen, Pn=Printer, Dn=Disk, A=Aux)
Report Copies      1 (1 - 10)
Report Title Page  N (Y=Yes, N=No)
Report Detail      Y (Y=Yes, N=No)

Select Ranges to Print
  Batch  [ ] to [ ]
Warehouse [ ] to [ ]
Inventory [ ] to [ ]
Location [ ] to [ ]
Group    [ ] to [ ]
Category [ ] to [ ]

Report Destinations: (D)isk, (E)mail, (F)ax, (P)rint, (S)creen, (A)ux.
F1  F2  F3  F4  F5  F6  F7  F8  F9  F10 F11 F12 ^F3 ^F4 ^F5 ^F6
Run Help                                     Kill
```

This screen has a number of entry fields which you will need to fill in with appropriate values. When you are sure all your entries are correct press the **RUN** function key to run the Physical Count report.

Below is a description of each field.

The first 3 fields are standard on the Report Selection screen, and are described in Chapter 2, General Operational Procedures.

Batch Range

Enter the range of batch numbers you would like to print. If you do not enter a batch range the computer will print all batches.

Warehouse Range

Inventory Range

Enter the range of inventory item numbers you would like to print. If you do not enter an item number range the computer will print all inventory items. You may press the **HELP** function key to view the list of valid item numbers.

Location Range

Enter a range of inventory locations.

Group Range

Enter a range of inventory groups.

Category Range

Enter a range of inventory categories.

When you are satisfied with your entries, press the **RUN** function key to generate the report. The report will appear as follows.

inphyr2

07/24/07
9:43am

Widget Company
Variance Report

Page 1

Warehouse Item	A	Loc	Onhand Count	Unit	Physical Count	Variance	Unit Cost	Variance Cost	Physical Cost
100 Cable		BIN1	10	EA	10	0	1.00	0.00	10.00
2 Monitor (14 inch)		BIN2	5208	EA	5208	0	2.00	0.00	10,416.00
20 Keyboard		BIN1	10	EA	9	-1	1.00	-1.00	9.00
30 CPU		BIN1	10	EA	10	0	1.00	0.00	10.00
4 Consulting		BIN4	40	EA	40	0	4.00	0.00	160.00
BAR		BIN1	1102	EA	1100	-2	24.60	-49.20	27,060.00
Bar Code Reader		BIN1	2100	EA	2100	0	11.61	0.00	24,381.00
CABLE		BIN1	1000	EA	1000	0	150.00	0.00	150,000.00
CREDIT CARD READER		BIN1	1000	EA	1000	0	125.00	0.00	125,000.00
DISPOLE		BIN1	1000	EA	1000	0	125.00	0.00	125,000.00
Display Pole									
Warehouse Totals:								-50.20	337,046.00
Grand Total Variance:								-50.20	337,046.00

5.13 Posting Physical Counts

This menu option (13) posts the Physical Count entries to the inventory file and updates the transaction history file.

inphvd

```
ACCOUNTFLEX          Post Physical Counts          Date: 07/24/07

Before Posting you should do the following
1) Backup data.
2) Print Batch Listing.

Press SAVEKEY to begin POSTING
- OR -
Press ESCAPEKEY to Exit

After Posting do the following
1) Print Posting Journal.
2) Compare Batch Listing with Posting Journal.

Processing Statistics
Source - Batch Item

F1  F2  F3  F4  F5  F6  F7  F8  F9  F10 F11 F12 ^F3 ^F4 ^F5 ^F6
Save Help
```

You may press the **SAVE** function key to begin posting or the **ESCAPE** key to exit. Please note the before and after posting instructions displayed on the screen.

As the posting takes place, the screen will display the following information.

Processing Statistics

To the right of this screen label, the pass description will be displayed. There are three passes that will take place. Pass 1 verifies the data, pass 2 posts the data, and pass 3 clears the data.

Batch

The batch number that is currently being posted will be displayed here. The message displayed in this field once posting has been completed will reflect the last batch posted.

Inventory Number

The inventory number being processed is displayed here.

When the Posting has been completed you will see the following message:

```
Posting has been Successfully Completed.
```

Once this message appears, you may then press the **ESCAPE** key to return to the Inventory menu.

5.14 Print Physical Count Journal

This menu option (14) pops up another menu for printing G/L distributions or physical counts from the inventory history file.

Selecting the menu option to print G/L distributions will cause the following Report Selection screen to be displayed.

inclr

ACCOUNTFLEX	Inventory Physical Count G/L Journal	DATE: 07/24/07
Report Destination	S	(S=Screen, Pn=Printer, Dn=Disk, A=Aux)
Report Copies	1	(1 - 10)
Report Title Page	N	(Y=Yes, N=No)
Report Detail	Y	(Y=Yes, N=No)
Post No I - P	4	

F1 F2 F3 F4 F5 F6 F7 F8 F9 F10 F11 F12 ^F3 ^F4 ^F5 ^F6
Run Help Kill

This screen has a number of entry fields which you will need to fill in with appropriate values. When you are sure all your entries are correct press the **RUN** function key to run the report.

Below is a description of each field.

The first 3 fields are standard on the Report Selection screen, and described in Chapter 2, General Operational Procedures.

Post No

This field is the unique number assigned to the last posting and should already be filled in.

When you are satisfied with your entries, press the **RUN** function key to generate the report. The report will appear as follows.

```

07/24/07          Widget Company          inglrp
9:44am           Inventory Physical Count G/L Journal Page 1
                PostNo: 4
=====
Source:< I - P > Batch#: 1 Entry Date: 07/24/07
                                   D/C: 50.20 50.20
-----
Trans-#  Refno  Date  Period  Debit  Credit
-----
summary  N/A    07/24/07  07/24/07  50.20  50.20
summary
Account  Description  Debit  Credit
130-000  Inventory    50.20  50.20
520-000  Inventory Physical
-----
Transaction Total  50.20  50.20
=====
Batch Total: 50.20  50.20
=====
*****
*****
Grand Total: 50.20  50.20
=====

```

Posting Log #4: 07/24/07 09:44:16
Post Physical Counts has been completed successfully

Selecting the menu option to print Physical Counts from the inventory transactions history file will cause the following Report Selection screen to be displayed.

```

                                inhisrn
ACCOUNTFLEX      Inventory Physical Count Journal      DATE: 07/24/07
Report Destination S (S=Screen, Pn=Printer, Dn=Disk, A=Aux)
Report Copies 1 (1 - 10)
Report Title Page N (Y=Yes, N=No)
Report Detail Y (Y=Yes, N=No)

Post No I - P 4
Item Range
-----
Report Destinations: (D)isk, (E)mail, (F)ax, (P)rint, (S)creen, (A)ux.
F1 F2 F3 F4 F5 F6 F7 F8 F9 F10 F11 F12 ^F3 ^F4 ^F5 ^F6
Run Help Kill

```

This screen has a number of entry fields which you will need to fill in with appropriate values. When you are sure all your entries are correct press the **RUN** function key to run the report.

Below is a description of each field.

The first 3 fields are standard on the Report Selection screen, and described in Chapter 2, General Operational Procedures.

Post No

This field is the unique number assigned to the last posting and should already be filled in.

Inventory Range

Enter the range of inventory item numbers you would like to print. If you do not enter an item range the computer will print all items.

When you are satisfied with your entries, press the **RUN** function key to generate the report. The report will appear as follows.

Whs	Item	Description	Quantity	Unit	Cost	Ext.Cost
A	100	Cable	0	EA	1.00	0.00
A	2	Monitor (14 inch)	0	EA	2.00	0.00
A	20	Keyboard	-1	EA	1.00	-1.00
A	30	CPU	0	EA	1.00	0.00
A	4	Consulting	0	EA	4.00	0.00
A	BAR	Bar Code Reader	-2	EA	24.60	-49.20
A	CABLE	CABLE	0	EA	11.61	0.00
A	CCMAG	Credit Card Reader	0	EA	150.00	0.00
A	DISPOLE	Display Pole	0	EA	125.00	0.00
Totals:			-3			-50.20

Posting Log #4: 07/24/07 09:44:16

Post Physical Counts has been completed successfully

5.15 Inquire Inventory

This menu option (15) is for inquiring about inventory items. Upon selecting this option the following screen will appear.

inven

ACCOUNTFLEX		ADD MODE		Inventory Entry Screen		DATE: 07/23/07	
Item	1	Desc	Computer 386 25mhz			Inactive	<input type="checkbox"/>
Group	<input type="checkbox"/> Cat	Account	<input type="checkbox"/> Units	EA	Weight		
Vendor	<input type="checkbox"/> Vendor Item	Reorder Qty			Catalog		Page
UPC							
FLAGS		FLAGS		PRICES		COSTS	
Inventory	<input type="checkbox"/> Y	Reorder	<input type="checkbox"/> M	Base		Avg	1.00
Serialized	<input type="checkbox"/> N	Other #1	<input type="checkbox"/>	Deal		Std	
Taxable	<input type="checkbox"/> Y	Other #2	<input type="checkbox"/>	List	10.00	Rpl	1.00
Discountable	<input type="checkbox"/> N			Price Code	<input type="checkbox"/>	Royalty%	
Whs Loc	Min	Max	OnHand	Committed	OnOrder	BackOrder	Available
A <input type="checkbox"/> BIN1	20	0	0	0	32	24	0
B <input type="checkbox"/> BIN1	200	0	100	0	0		100
C <input type="checkbox"/> BIN1	2000	0	1000	0	0		1000
<input type="checkbox"/>							
<input type="checkbox"/>							
Totals	2220		1100	0	32	24	1100
Enter Warehouse Code							
F1	F2	F3	F4	F5	F6	F7	F8
F9	F10	F11	F12	^F3	^F4	^F5	^F6
Save	Help	Add	Qty	Prev	Next	Frst	Last
						Del	Sno

Pressing the **ESCAPE** key will return you to the Inventory menu.

Item-#	Description	Vendor	Vendor Item	Vendor Cost		
Whs	Min Max	Avail	Onorder	Backorder	Reorder	Reorder \$
1	Computer 386 25mhz	EA				1.00
A	20	7	37	24	13	13.00
B	200	100			100	100.00
C	2000	1000			1000	1000.00
TOTAL	2220	1107	37	24	1113	1113.00
10	Monitor	EA				1.00
A	20	10			10	10.00
100	Cable	EA				1.00
A	20	-6990			7010	7010.00
2	Monitor (14 inch)	EA				2.00
B	20	15	5		5	10.00
20	Keyboard	EA				1.00
A	20	-131			151	151.00
30	CPU	EA				1.00
A	20	-200			220	220.00

=====

GRAND TOTAL: 8514.00

5.17 Valuation Report

This menu option (17) is for reporting inventory value.

Upon selecting this option, the following popup menu will appear for choosing the sort order of the report.

1. by Item
 2. by Group, Item
 3. by Warehouse, Item
 4. by Vendor, Item

Once you have chosen the sort order, the report selection screen will appear as follows.

invalri

ACCOUNTFLEX Valuation Report by Item Date: 07/24/07

Report Destination **S** (S=Screen, Pn=Printer, Dn=Disk, A=Aux)

Report Copies **1** (1 - 10)

Report Title Page **N** (Y=Yes, N=No)

Report Warehouse **Y**

Warehouse

Inventory to

Location to

Group to

Category to

Flags for Inventory Other1 Other2

Vendor to

Include Inactive items

Include Zero Qty Onhand

Valuation less than or greater than

Cost variance greater than %

Report Destinations: (D)isk, (E)mail, (F)ax, (P)rint, (S)creen, (A)ux.

F1 F2 F3 F4 F5 F6 F7 F8 F9 F10 F11 F12 ^F3 ^F4 ^F5 ^F6

Run Help Kill

When you are satisfied with your entries, press the **RUN** function key to generate the report. The report will appear as follows.

07/24/07 9:48am		Widget Company Valuation Report by Item				invalri Page 1	
Item-#	Whs	Qty Onhand	Costs		Values		
			Average	Replace	Average	Replace	
100		Cable					
	A	10	1.00	1.00	10.00	10.00	
2		Monitor (14 inch)					
	A	5208	2.00	2.00	10,416.00	10,416.00	
	B	10	2.00	2.00	20.00	20.00	
	TOTAL	5218	2.00	2.00	10,436.00	10,436.00	
20		Keyboard					
	A	9	1.00	1.00	9.00	9.00	
3		Tape Drive					
	A	27	3.00	3.00	81.00	81.00	
30		CPU					
	A	10	1.00	1.00	10.00	10.00	
4		Consulting					
	A	40		4.00		160.00	
BAR		Bar Code Reader					
	A	1100	24.6043	200.00	27,064.75	220,000.00	
	B	10	24.6043	200.00	246.04	2,000.00	
	TOTAL	1110	24.6043	200.00	27,310.80	222,000.00	
CABLE		CABLE					
	A	2100	11.6129	10.00	24,387.09	21,000.00	
	B	1000	11.6129	10.00	11,612.90	10,000.00	
	TOTAL	3100	11.6129	10.00	35,999.99	31,000.00	
CCMAG		Credit Card Reader					
	A	1000	150.00	150.00	150,000.00	150,000.00	
COM486		Computer 486 25mhz					
	A	1020	58.5366	400.00	59,707.31	408,000.00	
	B	2	58.5366	400.00	117.07	800.00	
	TOTAL	1022	58.5366	400.00	59,824.38	408,800.00	
DISPOLE		Display Pole					
	A	1000	125.00	125.00	125,000.00	125,000.00	
GRAND TOTALS:					408,681.17	947,506.00	

5.18 Demand Report

This menu option (18) is for reporting inventory demand statistics. This report is only available if you are using the AccountFlex Sales Order Module. Demand statistics are based on required dates and order quantities for both orders and invoices.

Upon selecting this option, the following popup menu will appear for choosing the sort order of the report.

- | |
|--|
| <ol style="list-style-type: none"> 1. by Item, Require Date 2. by Group, Item, Require Date 3. by Warehouse, Item, Require Date |
|--|

Once you have chosen the sort order, the report selection screen will appear as follows.

ACCOUNTFLEX Demand Report by Item, Require Date Date: 07/24/07

Report Destination **S** (S=Screen, Pn=Printer, Dn=Disk, A=Aux)
 Report Copies **1** (1 - 10)
 Report Title Page **N** (Y=Yes, N=No)
 Report Warehouse **V**

Require Date Range _____ to **07/24/07**
 Date Scale **M** (D=Day, W=Week, M=Month, Q=Quarter, Y=Year)
 Warehouse **V** _____ **V**
 Inventory _____ **V** to _____ **V**
 Group **V** _____ to _____ **V**
 Category **V** _____ to _____ **V**
 Flags for Inventory **Other1** **Other2**
 Vendor _____ **V** to _____ **V**
 Customer _____ **V** to _____ **V**
 Salesman _____ **V** to _____ **V**

Report Destinations: (D)isk, (E)mail, (F)ax, (P)rint, (S)creen, (A)ux.

F1 F2 F3 F4 F5 F6 F7 F8 F9 F10 F11 F12 ^F3 ^F4 ^F5 ^F6
 Run Help Kill

When you are satisfied with your entries, press the **RUN** function key to generate the report. The report will appear as follows.

07/24/07		Widget Company							indmdri	
9:51am		Demand Report by Item, Require Date							Page 1	
		Months 01/01/07 to 07/24/07								
Item-#	Whs	1/07	2/07	3/07	4/07	5/07	6/07	7/07	Totals	
1		Computer 386 25mhz								
	A							36	36	
10	A	Monitor							20	20
100	A	Cable							2000	2000
2	A	Monitor (14 inch)							4	4
20	A	Keyboard							40	40
3	A	Tape Drive							2	2
30	A	CPU							60	60

5.19 Inactive Report

This menu option (19) is for reporting inactive inventory statistics.

Upon selecting this option, the following popup menu will appear for choosing the sort order of the report.

1. by Item
 2. by Group, Item
 3. by Last Sale Date, Item

Once you have chosen the sort order, the report selection screen will appear as follows.

```

ACCOUNTFLEX          Inactive Report by Item          DATE: 07/24/07

Report Destination S (S=Screen, Pn=Printer, Dn=Disk, A=Aux)
Report Copies      1 (1 - 10)
Report Title Page  N (Y=Yes, N=No)
Report Detail      Y (Y=Yes, N=No)

Last Sale Date    [ ] to [ ]
Inventory         [v] to [v]
Group            [v] to [v]
Category         [v] to [v]
Vendor           [v] to [v]

Report Destinations: (D)isk, (E)mail, (F)ax, (P)rint, (S)creen, (A)ux.
F1  F2  F3  F4  F5  F6  F7  F8  F9  F10 F11 F12 ^F3 ^F4 ^F5 ^F6
Run Help                                           Kill
    
```

When you are satisfied with your entries, press the **RUN** function key to generate the report. The report will appear as follows.

07/24/07		Widget Company		inactri		Page 1	
9:51am		Inactive Report by Item					
Item	Last Sale Date	Last Purchase Qty	Last Purchase Date	Quantity OnHand	Cost	Value	
100		Cable		1110	1	1,110	
2	07/23/07	2	07/24/07	4000	5218	2	10,436
20		Keyboard		1109	1	1,109	
3	07/23/07	2		27	3	81	
30		CPU		1110	1	1,110	
4		Consulting			4		
BAR		Bar Code Reader		12	1110	200	222,000
CABLE		CABLE		100	3100	10	31,000
CCMAG		Credit Card Reader		1000	150	150,000	
COM486		Computer 486 25mhz		5	1022	400	408,800
DISPOLE		Display Pole		1000	125	125,000	
Grand Total:						950,646	

5.30 Enter Vendor

This menu option (30) is for entering vendors. This option is described in the Setup Chapter.

5.31 Print Vendor

This menu option (31) is for printing vendors. This option is described in the Setup Chapter.

5.32 Enter Account

This menu option (32) is for entering Accounts. This option is described in the Setup Chapter.

5.33 Print Account

This menu option (33) is for printing Accounts. This option is described in the Setup Chapter.

5.34 Enter Divisions

This menu option (34) is for entering Divisions. This option is described in the Setup Chapter.

5.35 Print Divisions

This menu option (35) is for printing Divisions. This option is described in the Setup Chapter.

5.36 Enter Warehouse

This menu option (36) is for entering Warehouses. This option is described in the Setup Chapter.

5.37 Enter Inventory

This menu option (37) is for entering inventory. This option is described in the Setup Chapter.

5.38 Print Inventory

This menu option (38) is for printing inventory. This option is described in the Setup Chapter.

5.39 Enter Group

This menu option (39) is for defining inventory group codes. This option is described in the Setup Chapter.

5.40 Enter Category

This menu option (40) is for defining inventory category codes. This option is described in the Setup Chapter.

5.41 Enter Account Sets

This menu option (41) is for defining Account Sets. This option is described in the Setup Chapter.

5.42 Enter Unit Conversions

5.43 Enter/Print Prices

This menu option (43) is for defining inventory unit conversions. This option is described in the Setup Chapter.

5.44 Enter Control

This menu option (44) is for entering control information. This option is described in the Setup Chapter.

5.45 Purge

This menu option (45) is for purging inventory transactions. Upon selecting this option the following screen will appear.

inpurge

```
ACCOUNTFLEX          Inventory Purge          Date: 07/24/07
-----
This program is run to Purge data that is no longer needed.
Before running this program make sure BACKUPS have been done

Purge Transaction History before Date  Purge Date  Previous Purge Date
-----
                                     [ ]          [ ]

Press SAVEKEY to begin Processing
- OR -
Press ESCAPEKEY to Exit

Processing Statistics

F1  F2  F3  F4  F5  F6  F7  F8  F9  F10 F11 F12 ^F3 ^F4 ^F5 ^F6
Save Help
```

Below is a description of each field.

Last Purge Date

This is a non-enterable field that displays the last date used to purge.

New Purge Date

Enter the New Purge Date. All Inventories closed prior to this date will be purged.

As the Purging takes place, the screen fields will display the following Processing Statistics. When the Purging has been completed you will see the following message:

```
Purging has been Successfully Completed
```

Press the **ESCAPE** key to return to the Inventory menu.

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