TFG4000™

Professional Edition

Inventory Management

Users Guide

Version 1.4.5

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Welcome

The TFG4000 Professional Edition Software Series is a set of business management software applications that offer the robust functionality of an advanced management tool, yet tailored to meet the needs and budget of your growing business. Each TFG4000 Professional Edition application is integrated with other TFG4000 Professional Edition applications to provide you the optimum benefits of business management software.

TFG4000 Professional Edition is an easy-to-learn, user-friendly system that requires only minimal keystrokes for entering information. There are customizable dropdowns, font sizes, and screen colors available, as well as powerful search capabilities and built-in help features to help guide you through the system. With TFG4000 Professional Edition, you have the ability to pull up various summary screens, enter as little or as much data as you need, process a variety of reports - all of which help you save both time and money, which will add directly to your bottom line. For added convenience, TFG4000 Professional Edition also allows you to run the system in either single or multi-user mode, whichever works best for your business. Other features include optional security, as well as data import and export features, which save you the work of re-keying information. In all, TFG4000 Professional Edition is the smart source for business management. A simple solution for a complex process.

System Requirements

Microsoft Windows XP®, Microsoft Windows 2003 Server®, or Microsoft Windows 2000 Server®, with the latest Service Pack applied.

Pentium® class processor, 1 ghz or greater.

100MB free disk space.

256MB of RAM (512MB or more recommended).

Network Interface Card configured to use TCP/IP if installing in multiple user mode (client / server)

Starting TFG4000 Professional Edition

Perform the following steps to start TFG4000 Professional Edition in either Single or Multiple User Mode:

Single User

1. Open the “Start” menu, and then select the “Program” or “All Programs” option.

2. Select “TFG4000 Professional V1.4" from the program list.

3. Select “TFG4000 Professional Single V.1.4" to start.

4. The TFG4000 Professional Edition “Welcome” screen is displayed with the “Tip of the Day”. You can select “Close” to continue the start up process or select “Next Tip” to view more tips. You can also choose not to have the “Tip of the Day” appear by selecting the check box next to “Don’t show Tip of the Day at Startup” located on the Welcome screen. Select the check box again at any time to reinstate the “Tip of the Day” feature.

5. If you see a “User” and “Password” field on your screen, enter the User ID and Password that your System Administrator provided you, and either press “Enter” or click “Sign On”.

6. If your screen only displays “Welcome” without any other fields, then click the plus sign (“+”) next to the application you want to perform in the “NavTree”.

7. Click on the screen you would like to use.

Multiple Users (Not available in the Demo Version)

Server Startup

At installation, the server component is put in the Startup folder of the Program List. It will automatically start at system start up. Perform this procedure only if necessary.

1. Open the “Start” menu, and then select the “Program” or “All Programs” option.

2. Select “TFG4000 Professional V1.4” from the program list.

3. Select “TFG4000 Professional Server V1.4" to start.

4. The “TFG Web Server” screen is displayed. It will display the INI file and the TCP/IP port number being used for the server. This window will display other server messages as needed.

Client Startup

1. Open the “Start” menu, and then select the “Program” or “All Programs” option.

2. Select “TFG4000 Professional V1.4" from the program list.

3. Select “TFG4000 Professional Client V1.4" to start.

4. The TFG4000 Professional Edition “Welcome” screen is displayed with the “Tip of the Day”. You can select “Close” to continue the start up process or select “Next Tip” to view more tips. You can also choose not to have the “Tip of the Day” appear by selecting the check box next to “Don’t show Tip of the Day at Startup” located on the Welcome screen. Select the check box again at any time to reinstate the “Tip of the Day” feature.

5. If you see a “User” and “Password” field on your screen, enter the User ID and Password that your System Administrator provided you, and either press “Enter” or click “Sign On”.

6. If your screen only displays “Welcome” without any other fields, click the plus ign (“+”) next to the application you want to perform in the “NavTree”.

7. Click on the screen you would like to use.

Built-in Help

Help is available at the screen, field, and column level, as well as built-in tool tips.

Screen Level Help

To select screen level help, click “Help” on the “Menu” bar, and then select “Screen Help”. Help for the screen is then displayed.

Field Level Help

To select field level help, right click on the field, and then click “Help” from the pop-up. Help for the selected field is then displayed. You may also press the F1 key to get field help.

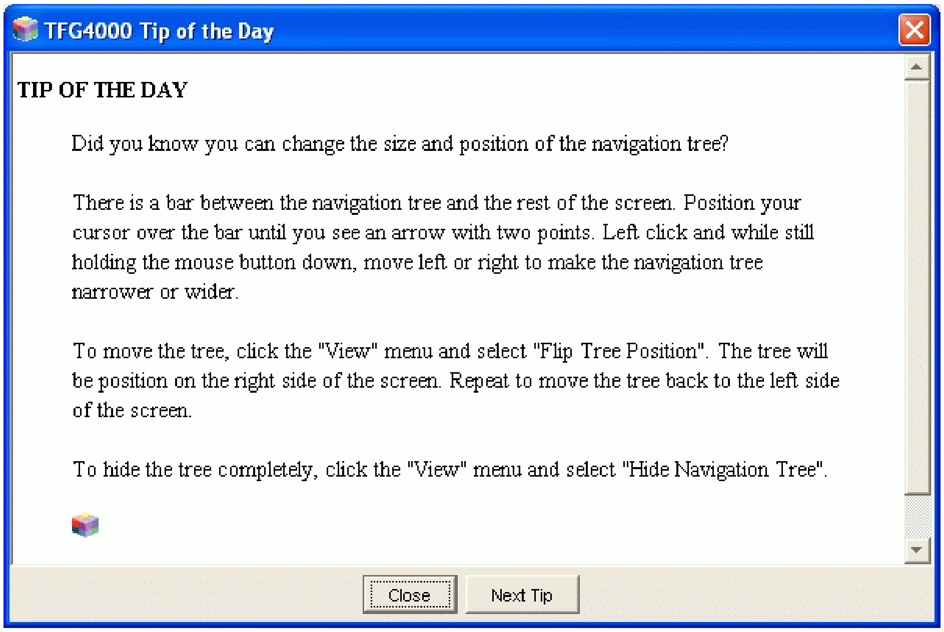
Column Level Help

To select column level help, right click on the column heading, and then click “Help” from the pop-up. Help for the selected column is then displayed.

Tip of the Day

Each time you start TFG4000 Professional Edition, there is a “Tip of the Day” pop-up displayed that describes some of the functionality that is available within the application. To close the “Tip of the Day” pop-up, click the “Close” button. To view another tip, click the “Next Tip” button. This feature can be turned off by clicking the box next to “Don’t Show Tip of the Day at Startup” on the Welcome screen. A check mark will appear in the box indicating the “Tip of the Day” should not be displayed during start up. To reinstate the “Tip of the Day” feature, click the box and the check mark will disappear indicating the “Tip of the Day” should be displayed during start up.

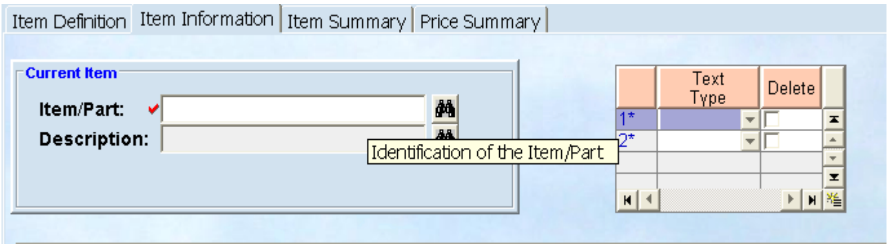
Example Only:



Tool Tips

Throughout TFG4000 Professional Edition, there are embedded tool tips that help describe certain areas on the screen. You simply roll your mouse (cursor) over the area in question, and a pop-up will describe that specific area. The tool tip pop-up will remain visible for a few seconds, then it will disappear automatically.

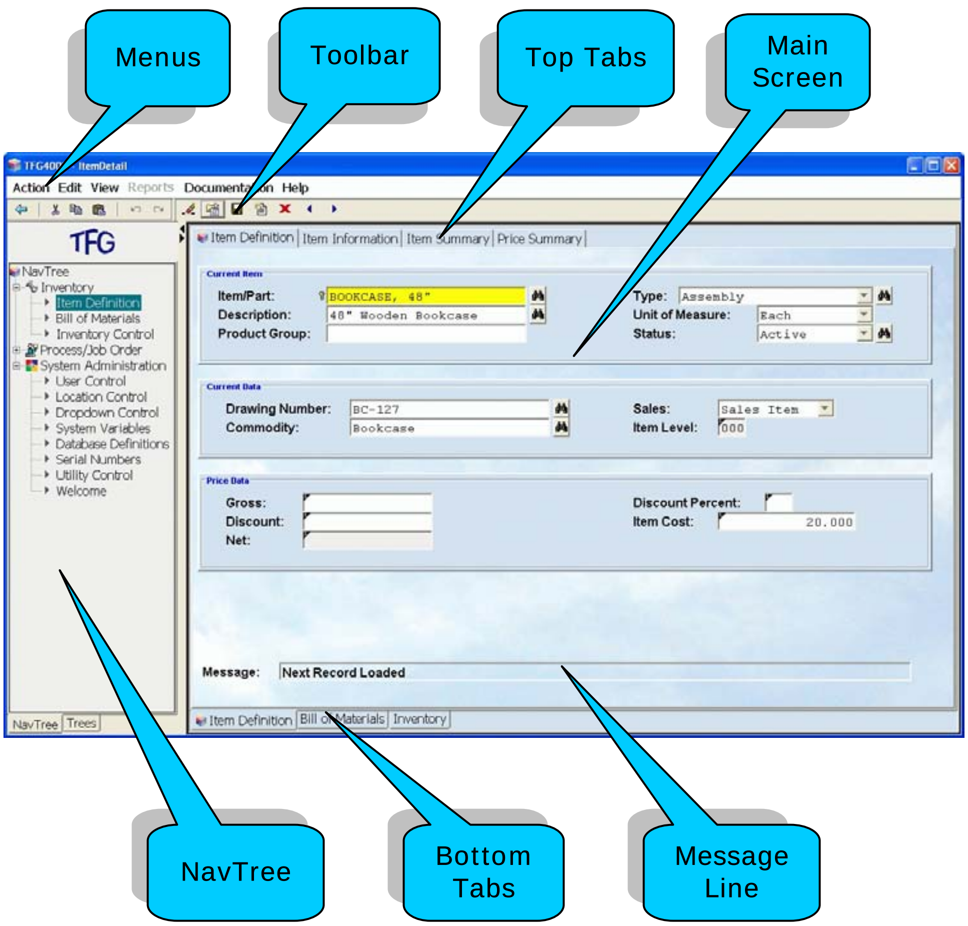
Example Only:



Using TFG4000 Professional Edition

You can navigate through the TFG4000 Professional Edition screens by using the “NavTree”, the “Goto Screen” section of the “View Menu”, and the tabs on the top and bottom of the screen. For easy use, the toolbar provides a variety of functions for you to choose from as you use the TFG4000 Professional Edition applications. There are buttons located on the toolbar that allow you to perform various functions from each screen, such as opening/displaying data, saving data, etc. The “Menu” provides useful functions as well, such as printing reports, documentation, help, etc.

Sample Screen



Menus

Each screen in TFG4000 Professional Edition has various menus available for working with your data. The following describes the purpose of each menu and special features.

Action

This menu is for printing screens and for exiting TFG4000 Professional Edition. It contains the following menu items:

Print	Prints the entire screen in either portrait or landscape mode.
Print Text	Prints only the text currently displayed on the screen in either portrait or landscape mode.
Exit	Terminates the TFG4000 Professional Edition session.

Edit

This menu is for performing cut, copy, and paste operations on data. It contains the following menu items:

Cut	When you highlight data and use this function, the data is removed from the screen and is available in a clipboard for pasting. Holding the “Ctrl” key and pressing the “X” key will perform the same operation.
Copy	When you highlight data and use this function, the data is copied into a clipboard and is available for pasting. Holding the “Ctrl” key and pressing the “C” key will perform the same operation.
Paste	When you position your cursor in a field and use this function, data you have previously put into the clipboard using the “Cut” or “Copy” operation will be pasted after your cursor. Holding the “Ctrl” key and pressing the “V” key will perform the same operation.

Note: If your keyboard is in “insert mode” the data will not overlay data that follows, but if it is not in “insert mode” it will. Press the Insert key on your keyboard to change your insert mode to whichever way you prefer.

View

This menu allows you to change the way the TFG4000 Professional Edition screens are presented and how you navigate the screens. It contains the following menu items:

Set Font Size — You can choose a font size from 10 to 18. With larger font sizes you may have to scroll to see the entire screen.

Hide Calendar Buttons — Toggles whether or not a Calendar button is displayed next to the date fields.

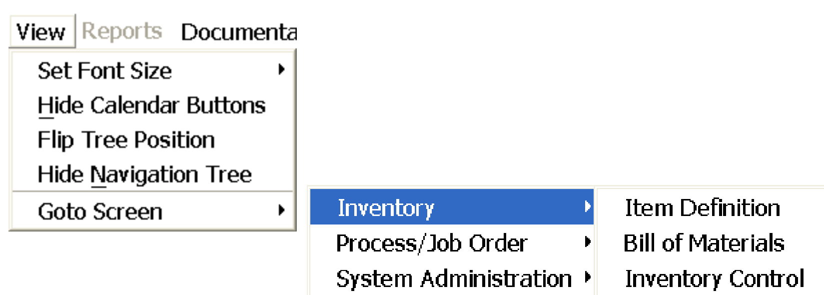
Flip Tree Position — Changes the position of the “NavTree” to either the left or the right side of the screen.

Hide Navigation Tree — Hides the “NavTree” from the screen. Click it a second time to display the “NavTree” on the screen.

Note: The dark arrows in the bar between the NavTree” and the main screen perform the same function.

Allow Word Wrap — Determines how text may be viewed. When it is checked, text may be displayed on multiple lines and can be viewed by scrolling up and down. When it is not checked, text may be viewed by scrolling right and left. Word wrap is allowed only if the system variable **Allow_Wrap** is set to **Yes**.

GoTo Screen — Displays the “NavTree” in menu format. You can use this method to navigate the screens at any time but it is particularly useful if you hide the “NavTree”.



Reports

This menu shows you the reports or forms available for the screen you are on. There will be various menu items depending on the screen. There is also an "All Reports" menu available from any screen.

Note: Forms are structured documents such as Invoices, Packing Slips, Purchase Orders, etc. Though you will see forms in the Reports menu on some screens, you will not see forms in the All Reports menus.

Specific Reports	Displays reports associated with the screen you are on.
All Reports	Displays a menu of reports available for all the applications you have installed. This menu does not include Forms.

Documentation

This menu lets you select the TFG4000 Professional Edition manuals for viewing and printing.

Help

This menu provides help about the screen you are on and information about TFG4000 Professional Edition. It contains the following menu items:

Screen Help	Displays information about the screen you are on.
About	Displays information about TFG4000 Professional Edition.

Buttons & Icons

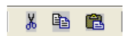
Each screen in TFG4000 Professional Edition has various buttons available for working with your data. The following describes the purpose of each button and special features. It also explains other icons you may see on the screens.

Toolbar Buttons 

Use the following buttons to perform TFG4000 Professional Edition application tasks. The buttons displayed change with the screen you are working with.

Previous screens 

Use this button to return to your previous screen. You can go back up to ten screens.

Cutting, copying and pasting text 

You can use “Cut” and “Paste” to move selected text. You can use “Copy” and “Paste” to copy selected text and paste the copy in another place. “Cut”, “Copy”, and “Paste” can also be selected from the “Edit” menu.

Working with data 

You can perform many different operations by using these buttons:

 Erase	This button clears data from the screen. It does not update any data; it merely clears the data away to make it easier for you to enter something else. It is particularly useful for resetting summary screens for a new search and it may be required when adding new entries on some screens.
 Open (Display)	This button retrieves data that has been previously saved for viewing and/or modifying. The **Enter** key executes this button by default.
 Save	This button stores new data and modified data. If you enter new data or change existing data and do not click this button, the system prompts you to do so.
 Cancel	This button reduces any remaining quantities to zero and changes statuses to “Cancelled”.
 Delete	This button deletes previously saved data. On screens indicated as “definition” screens, the delete button deletes related data in addition to the data currently displayed. On all other screens only the data displayed is deleted.
 Previous	This button retrieves data that alphabetically precedes the currently displayed data.

Next	This button retrieves data that alphabetically follows the currently displayed data.
Copy	This button copies data from one place to another. It can copy related data in addition to the data currently displayed.
Print	This button sends your document to the printer to be printed.
Build	This button extracts eligible data from one place to create a new definition in another place. For example, it can extract customer order data to build a new invoice.
Refresh	This button rebuilds the data on the screen.
Split	This button will take lines from one document to create a new document using the lines selected.

Screen Buttons

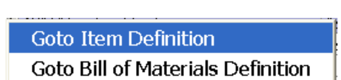
Throughout the screens are buttons that perform functions.

Search	This button is for finding data you have already entered. When you click this button a search box pops up.
Calendar	This button provides a pop-up calendar for selecting dates. You can choose the month and the year, and then double-click on the date you desire. Click “Today” to re-position the calendar on the current date. Click “Cancel” if you decide not to select a date. Dates can be entered without using the “Calendar” button if desired. Manually entered dates are verified so a pop-up appears prompting you to correct a date if it is invalid.
Dropdown	This button provides a “dropdown” list of pre-defined values from various fields that have this button next to it. If you click on one of the values from the dropdown list, that value will appear in the adjacent field.

Table Buttons

Throughout the tables are buttons that perform functions.

GoTo/Selection	This button is for either transferring to another screen or selecting data. When you right-click on this button, it displays a menu of related screens and/or a menu of selection activities. To transfer to another screen, click on the screen you desire and that screen is displayed with the appropriate keys already filled in. To select data, such as a component or inventory location, click the action you want.



Properties	This button is located at the lower left corner of each table. It allows you to edit the layout of the table. You can use this button to hide or display columns in the table and to restore the original table layout.
Add Rows	This button appears in the lower right corner of modifiable tables so that you can put more empty rows on the screen for adding data to the table. If you are trying to enter another row in a table and there are not any blank rows to use, click the “Add Rows” button.
Scroll to the Left	This button allows you to scroll to the left of the table.
Scroll to the Right	This button allows you to scroll to the right of the table.
Scroll Up	This button allows you to scroll up the table.
Scroll Down	This button allows you to scroll down the table.
Scroll Bottom	This button allows you to scroll to the very bottom of the table.
Scroll Top	This button allows you to scroll to the very top of the table.
Scroll Left	This button allows you to scroll to the very left of the table.
Scroll Right	This button allows you to scroll to the very right of the table.

Information Icons

Icons on the screen show properties about the field.

Numeric	This icon in the upper left corner of a field indicates that the field is for a numeric value. You are able to enter only numbers, commas, and decimals in fields containing this icon.
Key	This icon to the left of a field indicates that the field is a key field and is required for this screen.
Required	If you try to display or save data without entering a required field, this checkmark icon is displayed next to the missing field.

Field Colors

The fields on the screens and in screen tables have three different colors that have functional significance.

Gray	A gray field is display only, no entry allowed or necessary
White	A white field is open for entering data
Yellow	A yellow field indicates where the cursor is currently positioned

Changing Screen Table Properties

Tables that appear on screens can be modified. The columns can be re-sized, re-positioned, hidden, and un-hidden.

To re-size a column move your cursor over the column heading you want to re-size and move to the right until you see an arrow with two heads. Click, then still holding the mouse button down, move the cursor to the right until the column is as wide as you want or to the left until the column is as small as you want.

To re-position a column click on the column heading, then still holding the mouse down, move the column to the where you want it and release the mouse. Some columns are key columns and will not remain where you re-position them.

Note: Re-sizing and re-positioning remain in effect for the duration of the current session. The default sizing and positioning is restored when TFG4000 Professional Edition is restarted.

To hide or unhide a column click the Properties button located in the lower left corner of the table. A red check mark next to the column name indicates the column will be displayed. If there is not red check mark next to the column name it will not be displayed in the table. There may be multiple tabs for the table, so you must click on the tab that contains the column(s) you want. To save the changes you have made, click the “OK” button. To discard the changes you have made, click the “Cancel” button. To reset the properties back to the default properties, click the “Restore Default Visibility” button. Another pop-up will appear asking the range you wish to restore. Use the dropdown provided to select either “All Tabs”, which will restore the defaults for the entire table, or “Currently Displayed Tab Only”, which will restore the default properties only for the portion of the table indicated by the tab you are viewing. Once you have made your selection click “OK” or “Cancel”. That pop-up will disappear and the column visibility properties are reset as requested or the reset action is cancelled. Then you may click either “OK” or “Cancel” to save or discard the property changes.

Note: Property changes remain in effect even after TFG4000 Professional Edition is restarted.

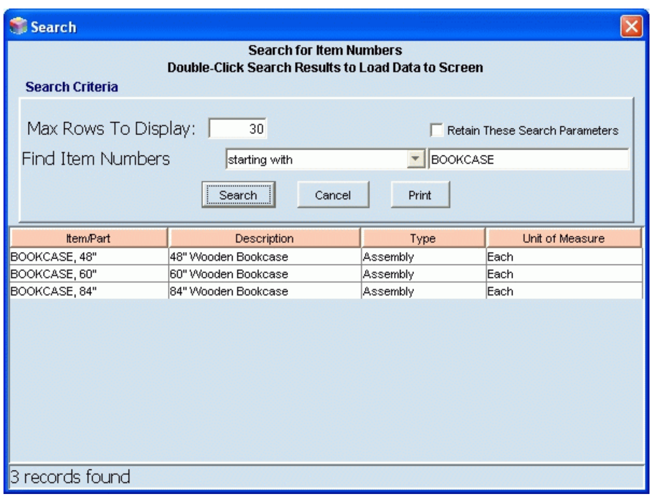
Performing Searches

There are two types of searches in TFG4000 Professional Edition that are similar in appearance, however they have different functionality. The first is a "Search" associated with a field on the screen. The second is a "Search Pop-up" which is found on tables. One of the differences between the two is that a "Search Pop-up" can load multiple table rows to the screen at one time but a "Search" will not. Another difference is that "Search" screen results can be printed but "Search Pop-up" results cannot.

Search Screen (Fields)

Below is an example of a search screen that may be used to locate information already entered into the system, and/or to automatically populate the fields on the screen that you are currently viewing or editing. When search results are displayed you can move the columns into different places on the search screen so that the values can be viewed in positions different from the default layout. Click the heading of the column you wish to move then drag and drop it into the desired position. Resize columns by moving the cursor over the heading until you see an arrow with two heads. Click, and with the mouse button still down, move the cursor right or left until the column is the desired width. The default layout is restored when the "Search" button is pressed and when you exit the search. In addition, you also have the option to retain search parameters by checking the box located next to "Retain Search Parameters". This option allows you to save the search parameters you used for future searches.

Example Only:



Using the Search Screen

1. Click the Search button located directly next to the field you want to search.

2. Enter the maximum number of rows of data you want to display in your results. The default is “30”.

3. Select one of the search choices using the dropdown. The default is “starting with”.

4. Enter all or part of the value you want to search with. You may leave the search field blank to return all applicable records in the database. If there is a value in the screen field you are searching on, it will be copied to the search field. You can change the search field value on the “Search” screen.

5. Click the Search button .

6. Double click on the row you desire to load the information to the main screen.

Modifying the View of the Search Results

To modify the view of the search results, do the following:

1. To re-size a column move your cursor over the column heading you want to re-size and move to the right until you see an arrow with two heads. Click, then still holding the mouse button down, move the cursor to the right until the column is as wide as you want or to the left until the column is as small as you want.

2. To re-position a column click on the column heading, then still holding the mouse button down, move the column to where you want it and release the mouse. Some columns are key columns and will not remain where you re-position them.

3. To re-size the window move your cursor over the edges of the window until you see an arrow with two heads. Click, and then still holding the mouse button down, move the cursor to increase or decrease the size of the window.

Printing the Search Results

To print the search results, use these steps:

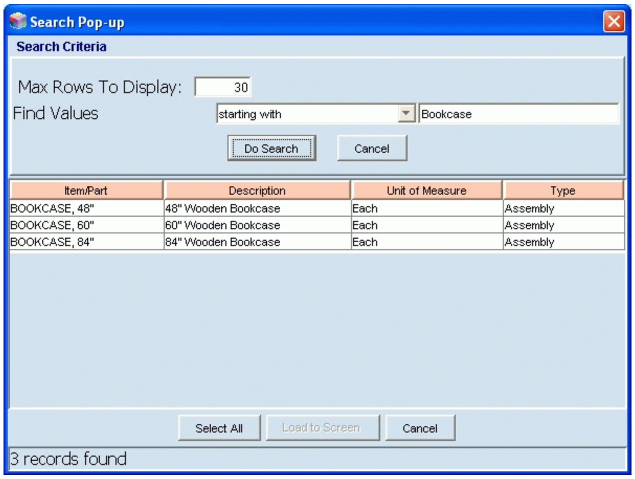
1. Click the Print button on the “Search” screen.

2. Type or select the appropriate formatting options in the dialog box and then click “OK” to print the report.

Search Pop-Up Screen (Tables)

Below is an example of a search pop-up screen that may be used to populate columns in the table on the screen that you are currently viewing or editing. When search results are displayed you can move the columns into different places on the search pop-up screen so that the values can be viewed in positions different from the default layout. Click the heading of the column you wish to move then drag and drop it into the desired position. Resize columns by moving the cursor over the heading until you see an arrow with two heads. Click, and with the mouse button still down, move the cursor right or left until the column is the desired width. The default layout is restored when the “Do Search” button is pressed and when you exit the search pop-up.

Example Only:



Using the Search Pop-Up Screen

1. Click the GoTo/Selection button in the row you want to search.

2. Enter the maximum number of rows of data you want to display in your results. The default is “30”.

3. Select one of the search choices using the dropdown. The default is “starting with”.

4. Enter all or part of the value you want to search with. You may leave the search field blank to return all applicable records in the database.

5. Click the “Do Search” button.

6. To select just one entry, double-click on it to populate the fields on your screen.

7. To select more than one entry, hold down the “Control” key while you click on the other selections with your mouse, then click “Load to Screen” to populate the information.

8. To load all of the entries to the screen table, click the “Select All” button and then click the “Load to Screen” button.

Modifying the View of the Search Results

To modify the view of the search results, do the following:

1. To re-size a column move your cursor over the column heading you want to re-size and move to the right until you see an arrow with two heads. Click, then still holding the mouse button down, move the cursor to the right until the column is as wide as you want or to the left until the column is as small as you want.

2. To re-position a column click on the column heading, then still holding the mouse button down, move the column to where you want it and release the mouse. Some columns are key columns and will not remain where you re-position them.

3. To re-size the window move your cursor over the edges of the window until you see an arrow with two heads. Click, and then still holding the mouse button down, move the cursor to increase or decrease the size of the window.

Printing the Search Results

To print the search results, use these steps:

1. Click the Print button on the “Search” screen.

2. Type or select the appropriate formatting options in the dialog box and then click “OK” to print the report.

Working with Reports

You can view, modify, and print reports by using the “Reports” menu located just above the toolbar.

To view a report, follow these steps:

1. Click on “Reports” above the toolbar. A menu will drop down indicating which reports can be generated from that screen and a selection for All Reports. Click on the report name that you want.

2. A status window will appear showing that the system is generating the report.

3. You will then see your report displayed on the screen.

To modify and/or print a report, follow these steps:

1. Click on “Reports” above the toolbar. A menu will drop down indicating which reports can be generated from that screen. Click on the report name that you want.

2. A status window will appear showing that the system is generating the report.

3. You will then see your report displayed on the screen with this toolbar at the top:

Printing Options	Allows you to set the Page Number Prefix, number of pages wide, and the Repeat Section Header/Footer settings. Adjust the settings to your specifications and then click “OK”.
Page Setup	Allows you to adjust page settings such as page orientation and margins. Once finished adjusting the settings, click “OK”.
Memorize	Allows you to save report settings under a report that you name yourself so you can run the report again with the same settings. You can save settings for a report under different names so you can have multiple versions of the same report formatted different ways. The new report names appear in the Report menu at the top of the main screen (after you go to another screen and come back) and they are available only to you, other users will not be able to see reports you memorized.
Print	Allows you to select printer settings and print your report. Once finished with settings, click “OK” to print the report.
Preview	Allows you to preview your report layout before you actually print. Once finished previewing, click “Close”.

Excel	Allows you to save your report as an Excel document. Once finished naming and specifying where to save your report, click “Save”.
Revert	Allows you to discard all layout changes and revert to default settings. Simply click either “Yes”, or “No”.
Help	Shows the Report Layout Instruction screen.
Close	Click this button to close the report and return to the main screen.

In some reports the selection criteria can be changed in the report window. Adjust the selection criteria as desired, and then click the “Refresh” button to reload the data. When you exit the report you will be asked if you want to update the screen with the refreshed data from the report. Click “Yes” to update the screen or “No” to leave the screen as it was when you started the report.

Report layouts can be modified. Columns can be re-sized, hidden, and un-hidden and sections can be hidden and un-hidden.

To re-size a column do the following:

1. Move your cursor over the column heading you want to re-size.

2. Move to the right until you see an arrow with two heads.

3. Click, then still holding the mouse button down, move the cursor to the right until the column is as wide as you want or to the left until the column is as small as you want.

To hide or unhide a column, do the following:

1. Right click in the report area or the long, thin “Edit” button on the left side of the report window to get the “Report Layout Options” window.

2. Click the “Column Visibility” tab. A red check mark next to the column name indicates the column will be displayed. If there is not red check mark next to the column name it will not be displayed in the report.

To hide or unhide a report section, do the following:

1. Click the tab for the section you want to hide or unhide.

2. Right click in the report area or the long, thin “Edit” button on the left side of the report window to get the “Report Layout Options” window.

3. Click “Do Not Print This Section”.

To save the changes you have made, click the “OK” button. To discard the changes you have made, click the “Cancel” button.

To reset the properties back to the default properties, click the “Revert” button located on the report toolbar. A dialog box will appear asking if you want to discard changes and revert back to default settings. Click either “Yes” to restore the defaults or “No” to keep the changes.

Note: Report layout changes remain in effect even after TFG4000 Professional Edition is re-started.

Logos on Forms and Reports

Special forms such as job order forms, customer order forms, packing slips, invoices, and purchase order forms have an area for a company logo. The logo is controlled by system variable **Form_Logo**.

Reports have an area for a company logo too. The logo is controlled by system variable **Report_Logo**.

See the System Administration Users Guide for more information about these system variables and how to set them.

Working with Summary Screens and Summary Reports

TFG4000 has many summary screens and reports available for locating data, listing data, and summarizing data. Each summary screen and report has various fields for search criteria that are used in combination with one another. The search criteria fields can use wildcards and other sophisticated SQL search techniques. For more information about wildcard characters that can be used for advanced searching, refer to the following Microsoft website:

http://msdn.microsoft.com/library/default.asp?url=/library/en-us/off2000/html/acconWildcardCharactersS.asp

Due to differences between Access and ANSI wildcard characters, when reading this website and using wildcards in TFG4000, substitute as follows:

% for *****
_ for **?**
is not used

Also note that these wildcards cannot be used in searches.

Initial Setup

Email and Instant Messages

The TFG4000 Order Point feature has the ability to send an email, an instant message, or both to notify someone when an order point has been reached. Before email or instant messages can be sent, there are some system administration setup requirements. See the System Administration Users Guide for more information about configuring TFG4000 for email and instant messages.

System Variables

TFG4000 Inventory Management is installed with certain features that can be changed. The features are controlled with system variables. There are several system variables you need to understand before you start using Inventory Management. See the System Variables screen in the System Administration User Guide for more information about changing the settings for system variables. The System Administration User Guide is available from the Windows “Start” menu or from the “Documentation” menu within TFG4000.

Allow_Negative_Inventory (installation default is “**No**”) -– With this variable set to “**No**”, on hand inventory balance cannot be negative. An inventory transaction that would cause the on hand balance to go negative will be rejected as error. With this variable set to “**Yes**”, on hand inventory balance can be negative. No inventory transactions will be rejected.

Order_Point_Email (installation default is blank) – Order Point processing will send email notification when the order point for an item has been reached. Normally the notification would be sent to the order point email address on the Order Point Item screen for the item, but if no email address was defined for the item, the system will send the notification to the default email address defined with the Order_Point_Email system variable. If you do not want a notification sent to a default email address, leave this variable blank.

Order_Point_IM (installation default is blank) – Order Point processing will send instant messenger notification when the order point for an item has been reached. Normally the notification would be sent to the order point IM address on the Order Point Item screen for the item, but if no IM address was defined for the item, the system will send the notification to the default IM address defined with the Order_Point_IM system variable. If you do not want a notification sent to a default IM address, leave this variable blank.

User_Image_Directory (installation default is “**UserImages**”) – This variable indicates where pictures of items are stored. The default directory is located under the “Server” directory where you installed TFG4000. If you want to store images elsewhere you must change this variable and include the full directory path. Please make sure the path is accessible to anyone who needs to view item images.

Inventory_Cost (installation default is “**Current Cost**”) –- With this variable set to “**Current Cost**”, inventory cost is calculated using the total inventory cost entered for an item on the Item Definition screen under Shared Applications. When the inventory cost on the Item Definition screen is changed the total inventory cost is recalculated using the new value. With this variable set to “**Average Cost**”, inventory cost is calculated using the average cost of the item. The average cost is calculated each time inventory is received, cycle counted, or adjusted. The average cost is calculated as follows (using a receipt for the example):

1. **Average Cost = Current Inventory Cost**
   The initial average cost is the same as the Inventory Cost entered on the Item Definition screen under Shared Applications.

2. **Old Value = On Hand × Average Cost**
   When a receipt is processed, the value before the receipt is calculated

3. **Receipt Value = Receipt Quantity × Current Inventory Cost**
   The receipt value is calculated using the current Inventory Cost on the Item Definition screen under Shared Applications

4. **New Value = Old Value + Receipt Value**
   The new value of on-hand inventory is calculated by adding the old value and the receipt value together

5. **New On-Hand = Old On-Hand + Receipt Quantity**
   The new on-hand inventory is calculated by adding the old on-hand and the receipt quantity together

6. **New Average Cost = New Value ÷ New On-Hand**
   The new average cost is calculated by dividing the new value by the new on-hand

The system requires all inventory locations be predefined. If you want to use warehouse and zone as part of the inventory location you must define them first.

To set up your Warehouses, perform the following:

1. Click the plus ("+") next to "Shared Applications" or double-click "Shared Applications" in the "NavTree".

2. Click "Warehouse".

3. Enter the warehouse information.

4. Once finished, click the Save button located on the toolbar.

To set up your Zones, perform the following:

1. Click the plus ("+") next to "Shared Applications" or double-click "Shared Applications" in the "NavTree".

2. Click "Zone".

3. Enter the zone information (zones are defined within warehouses so you must define at least one warehouse before you can define a zone).

4. Once finished, click the Save button located on the toolbar.

To set up your Inventory Locations, perform the following:

1. Click the plus ("+") next to "Shared Applications" or double-click "Shared Applications" in the "NavTree".

2. Click "Location".

3. Enter the location information (locations are defined within warehouses and zones so if you want to define your locations with warehouses you must define at least one warehouse before you can define a location. Zones are optional but if you want a location within a zone you must define the zone within a warehouse first, then you can define the location within the zone).

4. Once finished, click the Save button located on the toolbar.

There is also a screen called Generation you can use to generate multiple locations at a time. See the Shared Applications Users Guide for more information about the location Generation screen.

Bill of Materials

What is a Bill of Materials?

A Bill of Materials (BOM) is a series of individual items that are grouped together to create a larger item defined by a specific identifier. It is a list of what is required to produce a physical product or perform a service. For a physical product it can be as simple as a list of the ingredients for a cake or as complex as the list of parts needed to build a computer. For a service it can be as simple as the supplies and services necessary to cater a birthday party or as complex as the tools, supplies, and services needed to maintain an office building.

Bills of material are connected by 'links.' Each component is stand-alone and can be used in multiple places. Pointers or links are used to connect items to create a bill of materials. Essentially, it means you only have to maintain a component once in the database.

Note: For an item with components, i.e. an item that has a bill of materials defined for it, inventory transactions **do not** affect the components. For example, if an item called ITEM1 has a bill of materials with five other items as components and a Ship transaction is performed for ITEM1, inventory for ITEM1 will be affected but none of the inventory for any of its components will be affected.

To process inventory for components you must enter inventory transactions for each component or use the TFG4000 Job Order Management application. See the Item Inventory section in this manual for more information about using job orders to update bill of materials component inventory.

Defining a Multi-Level Bill of Materials (BOM)

The following describes the steps to define a BOM that has several levels of components.

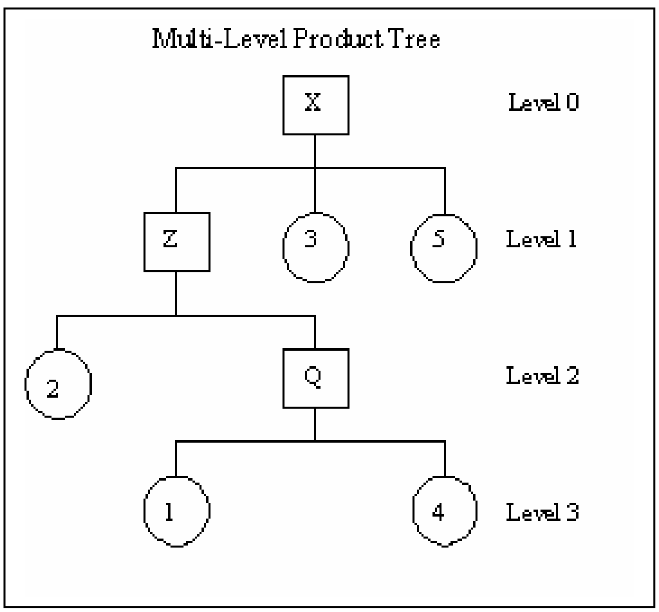
Physical Product

For a physical product, an assembly is a collection of parts and/or subassemblies that are put together. A subassembly is an assembly that is used at a higher level to make up another assembly. Each assembly and subassembly is given a unique identifier.

Subassemblies and parts are generally categorized together as components, and may be produced in the same place as the finished product or purchased from vendors.

A BOM is a listing of all components that go into an assembled product showing the quantity of each required to make one assembly.

The following figure shows a multi-level product tree with subassemblies Z and Q. Q is assembled from Items 1 and 4, and Z is assembled from subassembly Q and Item 2. Product X is the final assembly of subassembly Z and Items 3 and 5.



In this example we could be building a bird house where Q is the roof assembly composed of Item 1 (wood) and Item 2 (glue). Z is the house assembly that contains the roof assembly Q and Item 2 (wood for bottom and sides). Finally, Z is used on the finished bird house with item 3 (decorative trim) and Item 5 (birdhouse stand). Perhaps Item 5 is an assembly that is purchased already assembled so it would not have a bill of materials like Q and Z that we assemble ourselves.

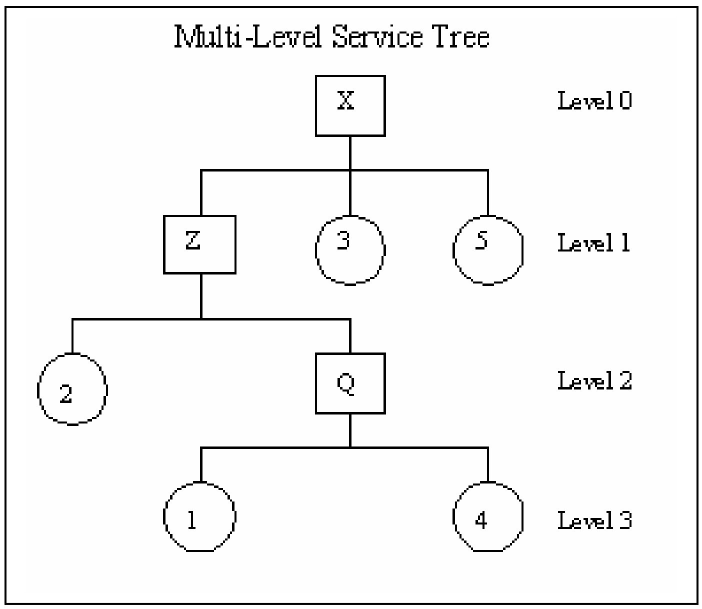
Service

For a service, an assembly is a collection of services, materials, and/or subassemblies that are needed to complete the service. A subassembly is an assembly that is used at a higher level to make up another assembly. Each assembly and subassembly is given a unique identifier.

Subassemblies and parts are generally categorized together as components.

A BOM is a listing of all components that go into a service showing the quantity of each required to complete the service.

The following figure shows a multi-level service tree with subassemblies Z and Q. Q is a subassembly that uses Items 1 and 4, and Z consists of Q and Item 2. Service X is the final assembly consisting of Z and Items 3 and 5.



An example of this could be in a catering business where Q is a set of utensils containing Item 1, which is a plastic fork and Item 4 that is a plastic knife. Z could be a basic catering package that includes the utensil set Q and Item 2, which is a cake. X could be a birthday party package that includes the basic catering package Z, as well as Item 3, which is a balloon, and Item 5, which is a clown.

Bill of Materials Screens

Bill of Materials consists of five tabbed screens that are used to enter, maintain, and view BOM data. Each screen is used for specific purposes to aid in the maintenance of BOM's.

Bill of Materials (BOM)

Use this screen to create the structure of the BOM. A structure can be created from the top down, starting with the highest level item identified in the "Item/Part" field. Items that make up the structure are then entered into the table with all relevant data. You can also create the structure by starting with the lowest level in the BOM, and enter the items for that level in the table building from the bottom up.

Once you have created a BOM structure, you can use this screen to maintain the BOM structure.

The BOM structure is displayed in a "tree" format on the left side of the screen (select the "Tree" tab at the bottom of the display). You can select items in the tree to display the item components that make up that item, if any.

Explosion

Use this screen to display the item components from which an item is composed. You can display the data in two different views:

Single Explosion	Shows the first level components from which an item is composed.
Indented Explosion	Shows the components at all levels from which an item is composed.

Where Used

Use this screen to display where items are used in bills of material (BOM's). You can display the data in two different views:

Single Where Used	Shows the items that use this component directly.
Indented Where Used	Shows all the items (by level) that use this component either directly or indirectly through other items.

Summary

Use this screen to display the item components only once, with the quantity required for the number of units you specify. You can display the data in two different views:

Summarized Explosion	Shows all of the item components from which this item is composed.
Summarized Where Used	Shows all of the items where this component is used.

Cost

Use this screen to display an indented explosion with individual component costs.

Bill of Materials Screens Explained

Bill of Materials (BOM) Screen

Use this screen to create the structure of the BOM. A structure can represent a product that is manufactured or a service.

Once you have created a BOM structure, you can use this screen to maintain the BOM structure.

The BOM structure is displayed in a “tree” format on the left side of the screen (select the “Trees” tab at the bottom of the display). Click any of the items in the tree to display the item components that make up that item, if any.

Note: For an item with components, i.e. an item that has a bill of materials defined for it, inventory transactions **do not** affect the components. For example, if an item called ITEM1 has a bill of materials with five other items as components and a Ship transaction is performed for ITEM1, inventory for ITEM1 will be affected but none of the inventory for any of its components will be affected.

To process inventory for components you must enter inventory transactions for each component or use the TFG4000 Job Order Management application.

Current Item Group

Field	Explanation
Item/Part	A unique identifier assigned to each item. It is the main key for all other item data. The identifier can be a number, a name, or some combination of numbers and characters.
Type	The type helps further define an item by giving it a classification. Some examples of types are: "Assembly" something you build, "Service" for a service you provide, "Tool" for something you use in your operation.
Description	Contains information describing the item. This description can be as short as an abbreviation or a long detailed description of the item.
Unit of Measure	Defines how the item is counted or measured. Some examples of units of measure are "Ounce", "Pound", and “Hour".
Revision Level	Most current revision level for this item.

Component Table (Components, Description, Change Control, and Reference Designator tabs)

Column	Explanation
Row	The line number of the row in the table.
Prefix	Unique identification of a component in this Bill of Materials. The Prefix may be used to sequence the component within the Bill of Materials or to allow multiple entries for the same component.
Component	Unique identification of an item that is a component of another item on a Bill of Materials. This component identification can be pre-defined using Item Definition screens, but it is not a requirement that the component be pre-defined.
Suffix	Unique identification of a component in this Bill of Materials. The Suffix may be used to sequence the component within the Bill of Materials or to allow multiple entries for the same component.
Quantity	This field is the quantity required for one unit of the parent Item/Part.
Unit of Measure	Defines how the item is counted or measured. Some examples of units of measure are "Bag", "Carton", and “Feet".
Component Type	Information indicating what type of component this is. Some examples of component types are “Assembly”, “Industrial Supplies”, and “Tool”.
Delete	This is a checkbox to indicate you want to delete a component from the bill of material.
Description	Contains information describing the item. This description can be as short as an abbreviation or a long detailed description of the item.
Manufacture Status	Status of the Manufacturing Bill of Material for the component, either Active or Inactive.
Engineering Status	Status of the Engineering Bill of Material for the component, either Active or Inactive.
Change Order	Most current engineering change number for this item. User entered for informational only.
Engineering Revision	Most current engineering revision level for this item. User entered for informational only.
Start Date	Date this component will become effective on this bill of material.

End Date	The last date this component will be effective on this bill of material.
Reference Designator	Indicates where this component is used on the parent item. For example, it can refer to a number or letter on a diagram or it can be the name of a component on a printed circuit board. You can enter multiple reference designators separated by commas in this field.

Message Line

Field	Explanation
Message	Displays information about the current status of the screen including error messages.

Accessing the Bill of Material Screen

1. Click the plus ("+") next to "Inventory" or double-click "Inventory" in the "NavTree".

   -or-

   Click on the "View" menu. Select "Goto Screen", then select "Inventory".

2. Click "Bill of Material". The "Bill of Material" screen is displayed.

3. If there is an item or part number in the "Item/Part" field, the bill of material for that item or part number is displayed on the main screen.

Using the Bill of Materials (BOM) Screen

Use these procedures to erase the screen, display, update, add, delete, display previous, display next, and copy bill of material structures.

Creating a Bill of Materials (BOM)

Use this screen to create the structure of a bill of materials. A bill of materials may be comprised of a series of items that are grouped together to create a larger item or service.

A structure can be created from the top down starting with the highest level item identified in the "Item/Part" field. Items that make up the product structure are then entered into the table with all relevant data. You can also build the structure by starting with the lowest level in the bill of materials and enter the items for that level in the table building bottom up.

For your convenience, there is a "tree" that appears on the left hand side of the BOM screen so you can see the product structure as you build it. To view the application tree instead, click on the tab at the bottom that reads "NavTree".

Note: For an item with components, i.e. an item that has a bill of materials defined for it, inventory transactions **do not** affect the components. For example, if an item called ITEM1 has a bill of materials with five other items as components and a Ship transaction is performed for ITEM1, inventory for ITEM1 will be affected but none of the inventory for any of its components will be affected.

To process inventory for components you must enter inventory transactions for each component or use the TFG4000 Job Order Management application. See the Item Inventory section in this manual for more information about using job orders to update bill of materials component inventory.

Erasing the Screen

To erase the data from the screen click the Erase button located on the toolbar.

Note: Erasing the screen does not cause any data to be lost; it is merely a way to clean the screen in preparation for another operation.

Displaying a Bill of Materials

To display a bill of materials, perform the following steps:

1. Enter an item or part number in the "Item/Part" field.
2. Click the Open (Display) button located on the toolbar or hit the Enter key.
3. The bill of materials is displayed on the main screen.

   -or-

1. Use the Search button next to the "Item/Part" field, the "Description" field to select an item number.
2. Double-click on the "Item/Part" you would like to display in the "Search" screen table.

3. The bill of materials is displayed on the main screen.

Updating a Bill of Materials

To update a bill of materials, perform the following steps:

1. Display the bill of materials you wish to change. See "Displaying a Bill of Materials" above.

2. In the Component table, change, enter, or select the desired information. To add a component you can right click and use the Goto/Selection button to select an item. The "Description", "Unit of Measure", and "Component Type" columns are filled in when you select an item. Component "Quantity" defaults to 1 if you leave it blank. An item does not have to be pre-defined to be used as a component. If the item is not defined you will be given the opportunity to add it with an automatic "quick add" feature.

   -or-

   To delete a component from the bill of materials, click the checkbox in the "Delete" column of the component table.

3. When done, click the Save button located on the toolbar.

Adding a New Bill of Materials

To add a new bill of materials, perform the following steps:

1. Display the item for which you wish to build a new bill of materials. See "Displaying a Bill of Materials" above.

2. In the Component table, enter or select the desired information. You can right click the Goto/Selection button to select an item. The "Description", "Unit of Measure", and "Component Type" columns are filled in when you select an item. Component "Quantity" defaults to 1 if you leave it blank. An item does not have to be pre-defined to be used as a component. If an item does not exist you will be given the opportunity to add it with an automatic "quick add" feature.

3. When done, click the Save button located on the toolbar.

Deleting a Bill of Materials

To delete a bill of materials, perform the following steps:

1. Display the bill of materials you wish to delete. See "Displaying a Bill of Materials" above.

2. Click the Delete button located on the toolbar.

3. Click the "Yes" button on the "Confirm Action" pop up message. If you do not want to delete the bill of materials, click "No" on the "Confirm Action" pop up message.

Note: Once a bill of materials is deleted, it can no longer be displayed or updated.

Displaying the Previous Bill of Materials

To display the bill of materials that precedes the bill of materials currently displayed, perform the following steps:

1. Click the Previous button located on the toolbar.

2. The previous bill of materials is displayed on the main screen.

Displaying the Next Bill of Materials

To display the bill of materials that follows the bill of materials currently displayed, perform the following steps:

1. Click the Next button located on the toolbar.

2. The next bill of materials is displayed on the main screen.

Tip: You can use the Next button as a convenient way to locate the first record in the database. Start by erasing the screen using the Erase button , then click the Next button .

Copying a Bill of Materials

Use this procedure to copy a bill of materials from one item to another. The item to which you are copying the bill of materials (the target item) must be defined in "Item Definition" under Shared Applications before a copy can be performed.

1. Display the bill of materials you wish to copy. See "Displaying a Bill of Materials" above.

2. Click the copy button located on the toolbar. A pop-up will appear.

3. Enter the new item number in the "Copy to Item/Part" field.

4. Click the "Copy" button to complete the copy or click "Cancel" to cancel the copy operation.

5. If the target item already has a bill of materials you will see a pop-up that says, "The Copy To Item already has a Bill of Materials, do you want to replace it?" If you click "Yes", the bill of materials for the "Copy To" item will be deleted and replaced with the bill of materials from the item/part displayed and the screen will display the new "Copy To" item bill of materials. If you click "No", the operation is cancelled.

Using the Bill of Materials Tree

To use the BOM tree, perform the following steps:

1. Display the bill you wish to view. See "Displaying a Bill of Materials" above.

2. Where you have the list of applications or the "Nav Tree" (default is on the left side of the screen), there are two tabs at the bottom. One says "Nav Tree", the other says "Trees" and will flash briefly when a bill of materials is displayed.

3. Click the “Trees” tab. You will see folders similar to a file directory. Each folder represents a component on the bill.

4. Click any of the folders to view the components for that item. You can collapse a folder by clicking the minus sign (-) next to it. A dot indicates there are no components for the item.

5. Click the “Nav Tree” tab to return to the application list.

Explosion Screen

Use this screen to display the item components from which an item is composed. You can display the data in two different views:

Single Explosion	Shows the first level/immediate components from which an item is composed.
Indented Explosion	Shows the components at all levels from which an item is composed.

Current Item Group

Field	Explanation
Item/Part	A unique identifier assigned to each item. It is the main key for all other item data. The identifier can be a number, a name, or some combination of numbers and characters.
Type	The type helps further define an item by giving it a classification. Some examples of types are: "Assembly" something you build, "Service" for a service you provide, "Tool" for something you use in your operation.
Description	Contains information describing the item. This description can be as short as an abbreviation or a long detailed description of the item.
Unit of Measure	Defines how the item is counted or measured. Some examples of units of measure are “Bag", "Carton", and “Feet".
Revision Level	An item may be revised several times. This field displays the current revision level of this item. The revision level is entered on the Item Definition screen under Shared Applications and is informational only.
Display Date	Can be used to display the bill of materials as of a particular date either past or future. Can be used to verify effectivity dates on components in the bill.

Component Table (Components, Description, Change Control, and Reference Designator tabs)

Column	Explanation
Row	The line number of the row in the table.
Level	A number indicating the level at which the component is found in this Bill of Material. The number zero (0) is the end product (highest Level). There is no limit to the number of levels. Parentheses () around the level indicate a recursive item (an item that is used as a component on itself either as an immediate component

	or as a component of another component).
Prefix	Unique identification of a component in this Bill of Materials. The Prefix may be used to sequence the component within the Bill of Materials or to allow multiple entries for the same component.
Component	Unique identification of an item that is a component of another item on a Bill of Materials. This component identification can be pre-defined using Item Definition screens, but it is not a requirement that the component be pre-defined.
Suffix	Unique identification of a component in this Bill of Materials. The Suffix may be used to sequence the component within the Bill of Materials or to allow multiple entries for the same component.
Quantity	This field is the quantity required for one unit of the parent Item/Part.
Unit of Measure	Defines how the item is counted or measured. Some examples of units of measure are "Bag", "Carton", and “Feet".
Component Type	Information indicating what type of component this is. Some examples of component types are “Assembly”, “Industrial Supplies”, and “Tool”.
Description	Contains information describing the item. This description can be as short as an abbreviation or a long detailed description of the item.
Manufacture Status	Status of the Manufacturing Bill of Material for the component, either Active or Inactive.
Engineering Status	Status of the Engineering Bill of Material for the component, either Active or Inactive.
Change Order	Most current engineering change number for this item. User entered for informational only.
Engineering Revision	Most current engineering revision level for this item. User entered for informational only.
Start Date	Date this component will become effective on this bill of material.
End Date	The last date this component will be effective on this bill of material.
Reference Designator	Indicates where this component is used on the parent item. For example, it can refer to a number or letter on a diagram or it can be the name of a component on a printed circuit board. You can enter multiple reference designators separated by commas in this field.

Message Line

Field	Explanation
Message	Displays information about the current status of the screen including error messages.

Accessing the Explosion Screen

1. Click the plus ("+") next to "Inventory" or double-click  "Inventory" in the "NavTree".

   -or-

   Click on the "View" menu. Select "Goto Screen", then select "Inventory".

2. Click "Bill of Materials". The "Bill of Materials" screen is displayed.

3. If there is an item or part number in the "Item/Part" field, the bill of materials for that item part number is displayed on the main screen.

4. Click the "Explosion" tab at the top of the main screen.

5. If there is an item or part number in the "Item/Part" field, the single level explosion for that item is displayed on the main screen.

Using the Explosion Screen

Use these procedures to erase the screen, display a bill of materials explosion for an item, display the previous bill of materials explosion, and display the next bill of materials explosion.

Erasing the Screen

To erase the data from the screen click the Erase button located on the toolbar.

Note: Erasing the screen does not cause any data to be lost; it is merely a way to clean the screen in preparation for another operation.

Displaying a Bill of Materials Explosion

To display a bill of materials explosion, perform the following steps:

1. Enter an item or part number in the “Item/Part” field.
2. Click the Open (Display) button located on the toolbar or hit the Enter key.
3. The bill of materials is displayed on the main screen.
4. Click on either “Single Explosion” or “Indented Explosion” to view the different bill of materials displays.

   -or-

1. Use the Search button next to the “Item/Part” field, the “Description” field to select an item number.
2. Double-click on the “Item/Part” you would like to display in the “Search” screen table.
3. The bill of material is displayed on the main screen.
4. Click on either “Single Explosion” or “Indented Explosion” to view the different bill of materials displays.

Displaying the Previous Bill of Materials Explosion

To display the bill of materials explosion that precedes the bill of materials explosion currently displayed, perform the following steps:

1. Click the Previous button located on the toolbar.
2. The previous bill of materials explosion is displayed on the main screen. The type of explosion displayed (single or indented) will be the same as the last type you displayed.

Displaying the Next Bill of Materials Explosion

To display the bill of materials that follows the bill of materials currently displayed, perform the following steps:

1. Click the Next button located on the toolbar.

2. The next bill of materials explosion is displayed on the main screen. The type of explosion displayed (single or indented) will be the same as the last type you displayed.

Tip: You can use the Next button as a convenient way to locate the first record in the database. Start by erasing the screen using the Erase button, then click the Next button.

Where Used Screen

Use this screen to display where items are used in bills of materials. You can display the data in two different views:

Single Where Used	Shows the items that use this component directly. Sometimes this is referred to as an "implosion".
Indented Where Used	Shows all the items (by level) that use this component either directly or indirectly through other items. Sometimes this is referred to as an "indented implosion".

Current Item Group

Field	Explanation
Item/Part	A unique identifier assigned to each item. It is the main key for all other item data. The identifier can be a number, a name, or some combination of numbers and characters.
Type	The type helps further define an item by giving it a classification. Some examples of types are: "Assembly" something you build, "Service" for a service you provide, "Tool" for something you use in your operation.
Description	Contains information describing the item. This description can be as short as an abbreviation or a long detailed description of the item.
Unit of Measure	Defines how the item is counted or measured. Some examples of units of measure are "Ounce", "Pound" and "Hour".
Revision Level	An item may be revised several times. This field displays the current revision level of this item. The revision level is entered on the Item Definition screen under Shared Applications and is informational only.
Display Date	Can be used to display the where used as of a particular date either past or future. Can be used to verify effectivity dates on components in the bill.

Component Table (Item/Part, Description, Change Control, and Reference Designator tabs)

Column	Explanation
Row	The line number of the row in the table.

Level	A number indicating the level at which the component is found in this Bill of Material. The number zero (0) is the end product (highest Level). There is no limit to the number of levels. Parentheses () around the level indicate a recursive item (an item that is used as a component on itself either as an immediate component or as a component of another component).
Prefix	Unique identification of a component in this Bill of Materials. The Prefix may be used to sequence the component within the Bill of Materials or to allow multiple entries for the same component.
Component	Unique identification of an item that is a component of another item on a Bill of Materials. This component identification can be pre-defined using Item Definition screens, but it is not a requirement that the component be pre-defined.
Suffix	Unique identification of a component in this Bill of Materials. The Suffix may be used to sequence the component within the Bill of Materials or to allow multiple entries for the same component.
Quantity	This field is the quantity required for one unit of the parent Item/Part.
Unit of Measure	Defines how the item is counted or measured. Some examples of units of measure are "Bag", "Carton", and “Feet".
Type	Information indicating what type of component this is. Some examples of component types are “Assembly”, “Industrial Supplies”, and “Tool”.
Description	Contains information describing the item. This description can be as short as an abbreviation or a long detailed description of the item.
Manufacture Status	Status of the Manufacturing Bill of Material for the component, either Active or Inactive.
Engineering Status	Status of the Engineering Bill of Material for the component, either Active or Inactive.
Change Order	Most current engineering change number for this item. User entered for informational only.
Engineering Revision	Most current engineering revision level for this item. User entered for informational only.
Start Date	Date this component will become effective on this bill of material.

End Date	The last date this component will be effective on this bill of material.
Reference Designator	Indicates where this component is used on the parent item. For example, it can refer to a number or letter on a diagram or it can be the name of a component on a printed circuit board. You can enter multiple reference designators separated by commas in this field.

Message Line

Field	**Explanation**
Message	Displays information about the current status of the screen.

Accessing the Where Used Screen

1. Click the plus ("+") next to "Inventory" or double-click "Inventory" in the "NavTree".

   -or-

   Click on the "View" menu. Select "Goto Screen", then select "Inventory".

2. Click "Bill of Materials". The "Bill of Materials" screen is displayed.

3. If there is an item or part number in the "Item/Part" field, the bill of materials for that item or part number is displayed on the main screen.

4. Click the "Where Used" tab at the top of the main screen.

5. If there is an item or part number in the "Item/Part" field, the single where used for that item is displayed on the main screen.

Using the Where Used Screen

Use these procedures to erase the screen, display the where used bill of materials for an item, display the previous where used bill of materials, and display the next where used bill of materials.

Erasing the Screen

To erase the data from the screen click the Erase button located on the toolbar.

Note: Erasing the screen does not cause any data to be lost; it is merely a way to clean the screen in preparation for another operation.

Displaying a Where Used Bill of Materials

To display a where used bill of materials, perform the following steps:

1. Enter an item or part number in the "Item/Part" field.
2. Click the Open (Display) button located on the toolbar or hit the Enter key.
3. The where used bill of materials is displayed on the main screen.
4. Click on either "Single Where Used" or "Indented Where Used" to view the different bill of materials displays.

   -or-

1. Use the Search button next to the "Item/Part" field, the "Description" field to select an item number.
2. Double-click on the "Item/Part" you would like to display in the "Search" screen table.
3. The where used bill of materials is displayed on the main screen.
4. Click on either "Single Where Used" or "Indented Where Used" to view the different bill of materials displays.

Displaying the Previous Where Used Bill of Materials

To display the where used bill of materials that precedes the where used bill of materials currently displayed, perform the following steps:

1. Click the Previous button located on the toolbar.
2. The previous where used bill of materials is displayed on the main screen. The type of where used bill of materials displayed (single or indented) will be the same as the last type you displayed.

Displaying the Next Where Used Bill of Materials

To display the where used bill of materials that follows the where used bill of materials currently displayed, perform the following steps:

1. Click the Next button located on the toolbar.

2. The next where used bill of materials is displayed on the main screen. The type of where used bill of materials displayed (single or indented) will be the same as the last type you displayed.

Tip: You can use the Next button as a convenient way to locate the first record in the database. Start by erasing the screen using the Erase button, then click the Next button.

Summary Screen

Use this screen to display a summarized view of a bill of materials, with the quantity required for the number of units you specify. Since a component can be used at multiple levels within a bill of materials, the components are summarized by adding the quantity from each level to a total for that component. You can display the data in two different views:

Summarized Explosion	Shows all of the item components from which this item is composed in a summarized list.
Summarized Where Used	Shows all of the items where this component is used in a summarized list.

Current Item Group

<u>**Field**</u>	<u>**Explanation**</u>
Item/Part	A unique identifier assigned to each item. It is the main key for all other item data. The identifier can be a number, a name, or some combination of numbers and characters.
Display Date	Can be used to display the summarized bill as of a particular date either past or future. Can be used to verify effectivity dates on components in the bill.
Description	Contains information describing the item. This description can be as short as an abbreviation or a long detailed description of the item.
Type	The type helps further define an item by giving it a classification. Some examples of types are: "Assembly" something you build, "Service" for a service you provide, "Tool" for something you use in your operation.
Unit of Measure	Defines how the item is counted or measured. Some examples of units of measure are "Ounce", "Pound", and “Hour".
Revision Level	An item may be revised several times. This field displays the current revision level of this item. The revision level is entered on the Item Definition screen under Shared Applications and is informational only.
Quantity	This field is the quantity used to compute the total number of a component required for the number of units specified.

Summary Table (Components and Description tabs)

<u>**Column**</u>	<u>**Explanation**</u>
Row	The line number of the row in the table.

Prefix	Unique identification of a component in this Bill of Materials. The Prefix may be used to sequence the component within the Bill of Materials or to allow multiple entries for the same component.
Component	Unique identification of an item that is a component of another item on a Bill of Materials. This component identification can be pre-defined using Item Definition screens, but it is not a requirement that the component be pre-defined.
Suffix	Unique identification of a component in this Bill of Materials. The Suffix may be used to sequence the component within the Bill of Materials or to allow multiple entries for the same component.
Quantity	This field is the total quantity of the component required for the number of units specified.
Unit of Measure	Defines how the item is counted or measured. Some examples of units of measure are Bag", "Carton" and "Feet".
Component Type	Information indicating what type of component this is. Some examples of component types are “Assembly”, “Industrial Supplies”, and “Tool”.
Description	Contains information describing the item/component. This description can be as short as an abbreviation or a long detailed description of the item/component.

Message Line

Field	**Explanation**
Message	Displays information about the current status of the screen including error messages.

Accessing the Summary Screen

1. Click the plus ("+") next to "Inventory" or double-click  "Inventory" in the "NavTree".

   -or-

   Click on the "View" menu. Select "Goto Screen", then select "Inventory".

2. Click "Bill of Materials". The "Bill of Materials" screen is displayed.

3. If there is an item or part number in the "Item/Part" field, the bill of materials for that item part number is displayed on the main screen.

4. Click the "Summary" tab at the top of the main screen.

5. If there is an item or part number in the "Item/Part" field, then the summarized explosion for that item or part number displayed in the Summary table on the main screen.

Using the Summary Screen

Use these procedures to display the summarized bill of materials for an item, display the previous summarized bill of materials, and display the next summarized bill of materials.

Displaying a Summarized Bill of Materials

To display a summarized bill of materials, perform the following steps:

1. Enter an item or part number in the "Item/Part" field.

2. If desired, specify a quantity in the "Quantity" field.

3. For a Summarized Explosion, click the Open (Display) button located on the toolbar or hit the Enter key, or click "Show Summarized" located at the bottom of the table.

4. For a Summarized Where Used, click "Show Summarized Where Used" located at the bottom of the table.

   -or-

1. Use the Search button next to the "Item/Part" field, the "Description" field to select an item number.

2. Double-click on the "Item/Part" you would like to display in the "Search" screen table.

3. The Summarized Explosion for that bill of materials is displayed on the main screen.

4. If desired, specify a quantity in the "Quantity" field.

5. For a Summarized Explosion, click the Open (Display) button located on the toolbar or hit the Enter key, or click "Show Summarized" located at the bottom of the table.

6. For a Summarized Where Used, click "Show Summarized Where Used" located at the bottom of the table.

Displaying the Previous Summarized Bill of Materials

To display the summarized bill of materials that precedes the summarized bill of materials currently displayed, perform the following steps:

1. Click the Previous button located on the toolbar. The type of summarized bill of materials displayed (explosion or where used) will be the same as the last type you displayed.

2. The previous summarized bill of materials is displayed on the main screen.

Displaying the Next Summarized Bill of Materials

To display the summarized bill of materials that follows the summarized bill of materials currently displayed, perform the following steps:

1. Click the Next button located on the toolbar.
2. The next summarized bill of materials is displayed on the main screen. The type of summarized bill of materials displayed (explosion or where used) will be the same as the last type you displayed.

Tip: You can use the Next button as a convenient way to locate the first record in the database. Start by erasing the screen using the Erase button, then click the Next button.

Cost Screen

This screen allows you to perform an indented BOM explosion with cost. It displays the cost for each component in the bill of materials and totals for the entire bill of materials.

The material cost is rolled up from lower level components so the material cost displayed in the table for a component may not match the material cost entered for that component on the Item Definition screen under Shared Applications.

The other cost is not rolled up into the next higher level component; it is displayed as it was entered on the Item Definition screen under Shared Applications for each component.

“Total Material Cost” is calculated from the rolled up material cost for Level 1 components only since lower level component material cost has already been added into the level 1 material cost.

“Total Other Cost” is calculated from all of the other costs displayed since other cost can occur at any level of the bill and is independent of the structure.

“Total Cost” is the sum of “Total Material Cost” and “Total Other Cost”.

“Inventory Cost” is the value entered for the item on the Item Definition screen under Shared Applications. It is the cost that will be used to calculate the on hand value of inventory. “Total Cost” and “Inventory Cost” should probably be the same.

If the “Total Cost” and “Inventory Cost” are vastly different, you should examine the bill of material carefully and decide if there is an error in your bill, component costs, or the inventory cost you entered for the item.

Current Item Group

Field	Explanation
Item/Part	A unique identifier assigned to each item. It is the main key for all other item data. The identifier can be a number, a name, or some combination of numbers and characters.
Display Date	Can be used to display the costed bill as of a particular date either past or future. Can be used to verify effectivity dates on components in the bill.
Description	Contains information describing the item. This description can be as short as an abbreviation or a long detailed description of the item.
Type	The type helps further define an item by giving it a classification. Some examples of types are: "Assembly" something you build, "Service" for a service you provide, "Tool" for something you use in your operation.
Revision Level	An item may be revised several times. This field displays the current revision level of this item. The revision level is entered on the Item Definition screen under Shared Applications and is informational only.

Unit of Measure	Defines how the item is counted or measured. Some examples of units of measure are "Ounce", "Pound", and “Hour".
Total Material Cost	The sum of the cost for all the level 1 components in the Bill of Materials.
Total Cost	The sum of the Total Material Cost and the Total Other Cost.
Total Other Cost	The sum of the Other Cost for all of the components in the Bill of Material.
Inventory Cost	The inventory cost from the Item Definition screen under Shared Applications. This value is used to calculate the total cost of on hand inventory.

Summary Table (Cost, Description, Status, Change Control, and Reference Designator tabs)

Column	**Explanation**
Row	The line number of the row in the table.
Level	A number indicating the level at which the component is found in this Bill of Material. The number zero (0) is the end product (highest Level). There is no limit to the number of levels. Parentheses () around the level indicate a recursive item (an item that is used as a component on itself either as an immediate component or as a component of another component).
Prefix	Unique identification of a component in this Bill of Materials. The Prefix may be used to sequence the component within the Bill of Materials or to allow multiple entries for the same component.
Component	Unique identification of an item that is a component of another item on a Bill of Materials. This component identification can be pre-defined using Item Definition screens, but it is not a requirement that the component be pre-defined.
Suffix	Unique identification of a component in this Bill of Materials. The Suffix may be used to sequence the component within the Bill of Materials or to allow multiple entries for the same component.
Quantity	This field is the quantity required for the number of units specified.

Material Cost	The purchasing or manufacturing cost of the component. It is calculated from subordinate component material cost and may not match what was entered in the component's Item Definition under Shared Applications. If it does not match you should verify the Item Definition material cost and the subordinate components' material costs.
Other Cost	Cost incurred at the component level that is not attributed to purchasing or manufacturing. This can be overhead, fees, etc. It is retrieved from the Item Definition under Shared Applications for the component.
Description	Contains information describing the item. This description can be as short as an abbreviation or a long detailed description of the item.
Unit of Measure	Defines how the item is counted or measured. Some examples of units of measure are Bag", "Carton" and "Feet".
Component Type	Information indicating what type of component this is. Some examples of component types are "Assembly", "Industrial Supplies", and "Tool".
Manufacture Status	Status of the Manufacturing Bill of Material for the component, either Active or Inactive.
Engineering Status	Status of the Engineering Bill of Material for the component, either Active or Inactive.
Change Order	Most current engineering change number for this item. User entered for informational only.
Engineering Revision	Most current engineering revision level for this item. User entered for informational only.
Start Date	Date this component will become effective on this bill of material.
End Date	The last date this component will be effective on this bill of material.
Reference Designator	Indicates where this component is used on the parent item. For example, it can refer to a number or letter on a diagram or it can be the name of a component on a printed circuit board. You can enter multiple reference designators separated by commas in this field.

Message Line

Field	Explanation
Message	Displays information about the current status of the screen including error messages.

Accessing the Cost Screen

1. Click the plus ("+") next to "Inventory" or double-click "Inventory" in the "NavTree".

   -or-

   Click on the "View" menu. Select "Goto Screen", then select "Inventory".

2. Click "Bill of Materials". The "Bill of Materials" screen is displayed.

3. If there is an item or part number in the "Item/Part" field, the bill of materials for that item part number is displayed on the main screen.

4. Click the "Cost" tab at the top of the main screen.

5. If there is an item or part number in the "Item/Part" field, then the costed indented bill for that item or part is displayed in the Summary table on the main screen.

Using the Cost Screen

Use these procedures to erase the screen, display the costed indented explosion for an item, display the previous costed indented explosion, and display the next costed indented explosion.

Erasing the Screen

To erase the data from the screen click the Erase button located on the toolbar.

Note: Erasing the screen does not cause any data to be lost; it is merely a way to clean the screen in preparation for another operation.

Displaying a Costed Indented Explosion

To display a costed indented explosion, perform the following steps:

1. Enter an item or part number in the "Item/Part" field.

2. Click the Open (Display) button located on the toolbar or hit the Enter key.

3. The costed indented explosion is displayed on the main screen.

   -or-

1. Use the Search button next to the "Item/Part" field or the "Description" field to select an item number.

2. In the search screen, double-click on the "Item/Part" you would like.

3. The costed indented explosion is displayed on the main screen.

Displaying the Previous Costed Indented Explosion

To display the costed indented explosion that precedes the explosion currently displayed, perform the following steps:

1. Click the Previous button located on the toolbar.

2. The previous costed indented explosion is displayed on the main screen.

Displaying the Next Costed Indented Explosion

To display the costed indented explosion that follows the explosion currently displayed, perform the following steps:

1. Click the Next button located on the toolbar.

2. The next costed indented explosion is displayed on the main screen.

Tip: You can use the Next button as a convenient way to locate the first record in the database. Start by erasing the screen using the Erase button, then click the Next button .

Inventory Control

What is Inventory Control?

Inventory control allows you to track items from receipt through shipment for multiple inventory stocking locations. When other TFG4000 applications are installed they work with inventory control to maintain on hand balances automatically.

Inventory updates are accomplished by processing transactions which tell the system everything it must know to maintain the inventory. Rather than updating the on hand balance directly, you do the following:

1. Select the item and location you wish to change – **Note:** The item must be pre-defined on the "Item Definition" screen under Shared Applications and the location must be defined under Shared Applications on the "Location" screen before any inventory activity can be performed)

2. Choose what kind of activity (transaction) you wish to perform – for example: Ship or Receive

3. Enter the quantity – for example if you are shipping 20 enter 20

4. Save the data

5. The system takes the information and updates the on hand balance, then logs the transaction history

Each time an inventory transaction is executed, whether manually or automatically, a history record is written as an audit trail.

It is very similar to the way you update your bank account balance. You do not tell the bank what your current balance is, you tell them how much you are adding or subtracting from the current balance. They apply your transaction and tell you what your current balance is.

Using Shelf-Life for Inventory Control

An expiration date (shelf-life) is one way to separate the inventory logically within a specific physical location. Many products have expiration dates that indicate when that product has reached the end of its useful life. The inventory physically looks the same, but can be separated into many smaller units based upon the date. By entering the expiration date when a product is received into inventory, you can identify the product to be used before the end of its shelf-life.

There are a couple of ways you can determine expiration date for inventory:

1. You can create a physical stocking location with an associated expiration date (shelf-life) for an item and store all items of that type and expiration date in the same physical location. Use this method when you want to create specific and discrete physical stocking locations for each expiration date. Make sure you name your locations so they will sort in the order you want them. For example, locations XY-2000-03-31 and XY-2000-04-30 or locations AA-01, AA-02, AA-03, BB-01, BB-02, etc.

2. You can create a physical stocking location then establish an expiration date as you receive inventory into the location. Unlike method 1, the expiration data is not associated with the location itself; it is associated with the inventory in that location. This allows you to use the location over and over with different expiration dates as needed. It also allows you to store items with different expiration dates in the same location.

Once you have decided how you want to determine expiration date – either by the name of the location itself or by an expiration date associated with the inventory – you can process your older inventory first.

If you use method 1 you should use the Item Inventory screen so the locations are sorted in the order you need them.

If you use method 2 you can use the Shelf Life Summary screen. The inventory on that screen is displayed with the oldest expiration date at the top of the list.

Inventory Control Screens

Inventory Control consists of four tabbed screens that are used to enter, maintain, and view inventory data. Each screen is used for specific purposes to aid in the entry and maintenance of inventory.

Item Inventory

Use this screen to control and track the movement of your inventory for one item in multiple inventory stocking locations.

Location Inventory

Use this screen to control and track the movement of your inventory for multiple items in one inventory stocking location.

Inventory History

Use this screen to view the movement of your inventory. You can view the adjustment, cycle count, issuance, scrapping, return, receipt, and shipment of each item with the most recent activity first.

Shelf-Life Summary

Use this screen to view the shelf-life information for inventory items that have expiration dates.

Inventory Summary

Use this screen to view the total on-hand inventory for an item or for multiple items based on selection criteria.

Inventory Control Screens Explained

Item Inventory Screen

Use this screen to control and track the movement of your inventory for one item in multiple stocking locations. You can perform the following actions on the inventory:

Adjust	**(+/-)** Increments the on-hand balance if you enter a positive Transaction Quantity, decrements if you enter a negative quantity. Change or correct the on-hand quantity of an item in a specific stocking location. You can use a quantity of zero to put a shelf-life/expiration date on an inventory location that did not already have one without affecting the on-hand balance.
Cycle Count	**(+ / -)** Uses the on-hand balance and the transaction quantity entered to calculate the difference then either increments on-hand or decrements on-hand. Enter the quantity that was physically counted in a location. The system will generate the appropriate adjustment.
Issue	**(-)** Decrements the on-hand balance. Disburse/use inventory. Use this transaction type to indicate you have removed inventory.
Move	**(-/+)** Decrements the on-hand balance in the location where the inventory is moving from and increments the on-hand balance in the location where the inventory is being moved to. Move inventory from one location to another. **Note:** You cannot select a Move To Location unless you have selected “Move” as the transaction type.
Receive	**(+)** Increments the on-hand balance. Accept an item into a stocking location.
Return	**(+)** Increments the on-hand balance. Put inventory into a stocking location indicating it was taken at some point and now it is being put back.
Return to PO	**(-)** Decrements the on-hand balance. Remove inventory from a stocking location indicating it has been returned to the supplier (vendor).

Scrap	**(-)** Decrements the on-hand balance. Discard an inventory item. Use this transaction type to indicate inventory that was not useable.
Ship	**(-)** Decrements the on-hand balance. Use this transaction type to indicate inventory has been sold or shipped.

Current Item Group

Field	**Explanation**
Item/Part	A unique identifier assigned to each item. It is the main key for all other item data. The identifier can be a number, a name, or some combination of numbers and characters.
Type	The type helps further define an item by giving it a classification. Some examples of types are: "Assembly" something you build, "Service" for a service you provide, "Tool" for something you use in your operation.
Description	Contains information describing the item. This description can be as short as an abbreviation or a long detailed description of the item.
Status	Current status of the item (Active or Inactive)
Item Cost Total	The total cost of all on hand inventory for an item based on the inventory cost defined on the "Item Definition" screen under Shared Applications or average cost that has been calculated using inventory cost. (The item cost total is updated each time an inventory transaction is performed for the item.
Reserve	The reserve quantity from all Reserved Job Orders for this Item/Part. (Used only if Job Order Management is installed)
Total Cost	The total cost of all on hand inventory for all items.
Item Percent	The percentage of the Total Cost (see above) that this item represents.
Unit Cost	The cost amount used to determine the Item Cost Total. Based on the value in the Cost Method field, it will be either the Inventory Cost defined on the Item Definition screen under Shared Applications, or the average cost calculated over time.
No Cost	The number of items which do not have cost data.

Average Cost	The average cost of this item calculated when inventory is received, counted, and adjusted.
Cost Method	Indicates how total cost is displayed. Current Cost means the Inventory Cost defined on the Item Definition screen under Shared Applications is used. Average Cost means the average inventory cost calculated over time is used. For more information about Current Cost and Average Cost, see **Initial Setup** on page **Error! Bookmark not defined.**.

Inventory Table (Location, Move Location, Order/Shelf Life, and Tran Description tabs)

<u>**Column**</u>	<u>**Explanation**</u>
Row	The line number of the row in the table.
Transaction Type	Kind of transaction that is to be performed. Used only if you are performing an inventory transaction.
Transaction Quantity	The number of units that are to be processed for this inventory transaction for this Item/Part. This quantity can be negative or positive. Used only if you are performing an inventory transaction.
Onhand Quantity	The number of units that are on hand in this location for this Item/Part.
Onhand Quan Orig	The number of units that were on hand in this location for this Item/Part before the transaction was begun.
Warehouse	Identification of the Warehouse where inventory is stored for this Item/Part.
Zone	Identification of the Zone where inventory is stored for this Item/Part.
Location	Identification of the Location where inventory is stored for this Item/Part.
Move To Warehouse	Identification of the Warehouse where inventory is to be moved if you are performing a Move transaction. This column is used only if you are performing a move transaction.
Move To Zone	Identification of the Zone where inventory is to be moved if you are performing a Move transaction. This column is used only if you are performing a move transaction.

Move To Location	Identification of the Location where inventory is to be moved if you are performing a Move transaction. This column is used only if you are performing a move transaction. **Note:** You cannot select a Move To Location unless you have selected “Move” as the transaction type.
Order Number	Place to enter an order number with which the inventory transaction will be associated (Must be a valid order number if Job Order Management, Sales Order Management, or Purchasing Management is installed). Used only if you are performing an inventory transaction.
Order Type	Type of order the order number represents (Job Order, Sales Order, Purchase Order or Preventive Maintenance Order). Used only if you are performing an inventory transaction.
Expiration Date	Date when the inventory will not be usable.
Transaction Description	Place to enter a description of the inventory transaction being performed. Used only if you are performing an inventory transaction.

Message Line

Field	**Explanation**
Message	Displays information about the current status of the screen including error messages.

Accessing the Item Inventory Screen

1. Click the plus (“+”) next to “Inventory” or double-click “Inventory” in the “NavTree”.

   -or-

   Click on the “View” menu. Select “Goto Screen”, then select “Inventory”.

2. Click “Item Inventory”. The Item Inventory screen is displayed.

3. If there is an item or part number in the “Item/Part” field, the inventory for that item is displayed on the main screen.

Using the Item Inventory Screen

Use these procedures to display inventory for an item, update inventory for an item, display inventory for the previous item, and display inventory for the next item.

Displaying Inventory

To view inventory for an item, perform the following steps:

1. Enter an item number in the “Item/Part” field, or use the Search button next to the “Item/Part” field to select an item number.
2. Click the Open (Display) button located on the toolbar.
3. View the inventory information displayed on the screen.

Adding New Inventory

To add new inventory information, perform the following steps:

1. Enter an item number in the “Item/Part” field, or use the Search button next to the “Item/Part” field to select an item number.
2. Click the Open (Display) button located on the toolbar.
3. Select a “Transaction Type” using the dropdown provided; **Adjust, Receive,** and **Cycle Count** are recommended for entering new inventory.
4. Enter the quantity you want to add in the “Transaction Quantity” column. Notice the “OnHand Quantity” column now has the quantity you entered.
5. Enter or select a storage location in the “Location” column.
6. Type in text describing the transaction you are performing in the “Transaction Description” column if desired.
7. If you have an order that must be associated with this transaction click the “Order” tab, then enter the order number in the “Order Number” column and select an order type using the dropdown in the “Order Type” column.
8. If the inventory must have an expiration date click the “Shelf Life” tab, then enter or select a date in the “Expiration Date” column.
9. Click the Save button located on the toolbar. The on-hand quantity will be calculated and the transaction you executed can be viewed with the Inventory History screen.

Note: If you did not pre-define the item, you will receive a message saying the item was not found and it will ask if you want to “Quick Add” the item. If you click “Yes”, you will get a little pop-up screen where you can enter some information that will be used to define the item. Click “Add Item” in the pop-up screen to complete the process. If you use the “quick add” feature you should go to the Item Definition screen under Shared Applications to make adjustments to the item definition.

Updating Inventory – Single Transaction for a Location

To update inventory information using an existing row, perform the following steps:

1. Enter an item number in the "Item/Part" field, or use the Search button next to the "Item/Part" field to select an item number.

2. Click the Open (Display) button located on the toolbar.

3. In the row for the location you want to update, select a "Transaction Type" using the dropdown provided.

4. Enter the quantity you want to add or subtract in the "Transaction Quantity" column. Notice the "OnHand Quantity" column has been adjusted based on the quantity you entered.

5. If you are performing a **Move** transaction, enter or select the location where you want the inventory moved in the "Move To Location" column. **Note:** You cannot select a "Move To Location" unless you have selected "Move" in the "Transaction Type".

6. Type in text describing the transaction you are performing in the "Transaction Description" column if desired.

7. If you have an order that must be associated with this transaction click the "Order" tab, then enter the order number in the "Order Number" column and select an order type using the dropdown in the "Order Type" column.

8. If the inventory must have an expiration date click the "Shelf Life" tab, then enter or select a date in the "Expiration Date" column.

9. Repeat steps 3 through 8 for each location you want to update.

10. Click the Save button located on the toolbar. The on hand quantity for each location you chose is updated. Each location update is a single transaction and the transaction details can be viewed with the Inventory History screen.

Updating Inventory – Multiple Transactions for a Location

To update inventory information using a new row, perform the following steps:

1. Enter an item number in the "Item/Part" field, or use the Search button next to the "Item/Part" field to select an item number.

2. Click the Open (Display) button located on the toolbar.

3. In a new row, select a "Transaction Type" using the dropdown provided.

4. Enter the quantity you want to add or subtract in the "Transaction Quantity" column. Notice the "OnHand Quantity" column now has the quantity you entered and it indicates if the quantity will be added or subtracted. Negative quantities are subtracted, positive quantities are added.

5. Enter or select a storage location in the “Location” column. **Note:** Please verify the location you use matches one that already has inventory for the item. If it does not match it will be considered a new location and it will be added.

6. If you are performing a **Move** transaction, enter or select the location where you want the inventory moved in the “Move To Location” column. **Note:** You cannot select a “Move To Location” unless you have selected “Move” in the “Transaction Type”.

7. Type in text describing the transaction you are performing in the “Transaction Description” column if desired.

8. If you have an order that must be associated with this transaction click the “Order” tab, then enter the order number in the “Order Number” column and select an order type using the dropdown in the “Order Type” column.

9. If the inventory must have an expiration date click the “Shelf Life” tab, then enter or select a date in the “Expiration Date” column.

10. Repeat steps 3 through 9 for each transaction you want to perform.

11. Click the Save button located on the toolbar. The on-hand quantity affected by each transaction is updated and details of each transaction can be viewed with the Inventory History screen.

Reversing a Transaction

All inventory transactions except Cycle Count and Move can be reversed by performing the transaction again but with the sign on the quantity reversed. To reverse a transaction use either method for updating inventory above, but enter the quantity you wish to reverse in the Transaction Quantity column as a negative quantity (or a positive quantity if the original transaction quantity was negative).

Note that even though a transaction may subtract inventory, the original transaction quantity is positive; so, for example, if you used a Ship transaction to deduct inventory, the quantity entered for the transaction was originally a positive quantity, so the reversal must be negative.

Examples:

Reversing an Issue Transaction

1. Select Issue in the Transaction Type column
2. Enter the original Issue quantity as a <u>negative</u> quantity
3. Enter Transaction Description, Order, and Expiration as needed
4. Click the Save button located on the toolbar.

Reversing a Positive Adjustment

1. Select Adjust in the Transaction Type column
2. Enter the original adjustment as a <u>negative</u> quantity
3. Enter Transaction Description, Order, and Expiration as needed
4. Click the Save button located on the toolbar.

Reversing a Negative Adjustment

1. Select Adjust in the Transaction Type column
2. Enter the original adjustment as a positive quantity
3. Enter Transaction Description, Order, and Expiration as needed
4. Click the Save button located on the toolbar.

Reversing a Cycle Count Transaction

1. Locate the original Cycle Count on the Inventory History screen.
2. Note the quantity adjusted and whether it was positive or negative.
3. On the Item Inventory screen, select Adjust in the Transaction Type column
4. Enter the original adjustment quantity as a negative quantity if the original adjustment was positive or as a positive quantity if the original adjustment was negative.
5. Enter Transaction Description, Order, and Expiration as needed
6. Click the Save button located on the toolbar.

Reversing a Move Transaction

1. In the location row where inventory was moved "To", select Move in the Transaction Type column.
2. Enter the original move quantity in the Transaction Quantity column.
3. Enter or select the location where you want the inventory moved to now using the columns on the Move Location tab
4. Enter Transaction Description, Order, and Expiration as needed
5. Click the Save button located on the toolbar.

Updating Inventory for Components on a Bill of Materials

If an item has a bill of materials and an inventory transaction is performed for the item, **none** of the component inventory is affected. To update component inventory for an item you need to use a job order in the TFG4000 Job Order Management application. The following are recommended steps:

1. Enter a job order for the item or, if you have a sales order for the item, build a job order for the item (See "Building a Job Order" in the Order screen section of the Sales Order Management Users Guide or "Building Job Orders from a Sales Order" in the Job Order section of the Job Order Management Users Guide for more information about building a job order from a sales order)

2. Verify the job order bill of materials using the "Parts" screen in Job Oder Management.

3. Relieve component inventory using the "Picking" screen in Job Order Management.

4. Using the Job Order screen in Job Order Management, report the quantity of the item completed so it will be stored in the inventory location you want.

5. Now you can perform inventory transactions for the item. The component inventory was already adjusted accordingly using Job Order Management.

Note: For more information about using job orders see the Job Order Management Users Guide. All manuals are available from any screen with the Documentation menu located at the top of each screen.

Displaying Inventory for the Previous Item

To display inventory for the item that precedes the item currently displayed, perform the following steps:

1. Click the Previous button located on the toolbar.
2. Inventory for the previous item is displayed on the main screen.

Displaying Inventory for the Next Item

To display inventory for the item that follows the item currently displayed, perform the following steps:

1. Click the Next button located on the toolbar.
2. Inventory for the next item is displayed on the main screen.

Tip: You can use the Next button as a convenient way to locate the first record in the database. Start by erasing the screen using the Erase button, then click the Next button .

Location Inventory Screen

Use this screen to control and track the movement of your inventory for multiple items in one stocking locations. You can perform the following actions on the inventory:

Adjust	**(+/-)** Increments the on-hand balance if you enter a positive Transaction Quantity, decrements if you enter a negative quantity. Change or correct the on-hand quantity of an item in a specific stocking location. You can use a quantity of zero to put a shelf-life/expiration date on an inventory location that did not already have one without affecting the on-hand balance.
Cycle Count	**(+ / -)** Uses the on-hand balance and the transaction quantity entered to calculate the difference then either increments on-hand or decrements on-hand. Enter the quantity that was physically counted in a location. The system will generate the appropriate adjustment.
Issue	**(-)** Decrements the on-hand balance. Disburse/use inventory. Use this transaction type to indicate you have removed inventory.
Move	**(-/+)** Decrements the on-hand balance in the location where the inventory is moving from and increments the on-hand balance in the location where the inventory is being moved to. Move inventory from one location to another. **Note:** You cannot select a "Move To Location" unless you have selected "Move" in the "Transaction Type".
Receive	**(+)** Increments the on-hand balance. Accept an item into a stocking location.
Return	**(+)** Increments the on-hand balance. Put inventory into a stocking location indicating it was taken at some point and now it is being put back.
Return to PO	**(-)** Decrements the on-hand balance. Remove inventory from a stocking location indicating it has been returned to the supplier (vendor).
Scrap	**(-)** Decrements the on-hand balance. Discard an inventory item. Use this transaction type to indicate inventory that was not useable.

Ship	**(-)** Decrements the on-hand balance. Use this transaction type to indicate inventory has been sold or shipped.

Current Item Group

Field	Explanation
Warehouse	Inventory Warehouse name.
Zone	Zone with the warehouse.
Location	Inventory location name.
Usage	Contains information describing how the location is used. Some examples of usage are “Receiving”, “Staging”, “Pallet”.
Type	The type helps further define a location by giving it a classification. Some examples of types are: "Warehouse", "Finished", "WIP" (Work In Process)
Status	The current status of the location, for example “Active”, “Inactive”, “Quarantine”.

Inventory Table (Transaction, Move Location, Order, Shelf Life, and Trans Description tabs)

Column	Explanation
Row	The line number of the row in the table.
Transaction Type	Kind of transaction that is to be performed. Used only if you are performing an inventory transaction.
Transaction Quantity	The number of units that are to be processed for this inventory transaction for this Item/Part. This quantity can be negative or positive. Used only if you are performing an inventory transaction.
Item/Part	Identification of an Item/Part stored in this location.
Onhand Quantity	The number of units that are on hand in this location for this Item/Part.
Onhand Quan Orig	The number of units that were on hand in this location for this Item/Part before the transaction was begun.
Item Description	Contains information describing the item. This description can be as short as an abbreviation or a long detailed description of the item.

Move To Warehouse	Identification of the Warehouse where inventory is to be moved if you are performing a Move transaction. This column is used only if you are performing a move transaction.
Move To Zone	Identification of the Zone where inventory is to be moved if you are performing a Move transaction. This column is used only if you are performing a move transaction.
Move To Location	Identification of the Location where inventory is to be moved if you are performing a Move transaction. This column is used only if you are performing a move transaction. **Note:** You cannot select a Move To Location unless you have selected "Move" in the Transaction Type.
Order Number	Place to enter an order number to which the inventory transaction will be associated (Must be a valid order number if Job Order Management, Sales Order Management, or Purchasing Management is installed). Used only if you are performing an inventory transaction.
Order Type	Type of order the order number represents (Job Order, Sales Order, Purchase Order or Preventive Maintenance Order). Used only if you are performing an inventory transaction.
Expiration Date	Date when the inventory will not be usable.
Transaction Description	Place to enter a description of the inventory transaction being performed. Used only if you are performing an inventory transaction.

Message Line

Field	Explanation
Message	Displays information about the current status of the screen including error messages.

Accessing the Location Inventory Screen

1. Click the plus ("+") next to "Inventory" or double-click "Inventory" in the "NavTree".

   -or-

   Click on the "View" menu. Select "Goto Screen", then select "Inventory".

2. Click "Item Inventory". The Item Inventory screen is displayed.

3. If there is an item in the "Item/Part" field, the inventory for that item is displayed on the main screen.

4. Click the "Location Inventory" tab at the top of the main screen.

5. If there is a location in the "Location" field, the inventory for that location is displayed on the main screen.

Using the Location Inventory Screen

Use these procedures to display inventory for a location, update inventory in a location, display inventory for the previous location, and display inventory for the next location.

Displaying Inventory

To view inventory for a location, perform the following steps:

1. Enter a location in the "Location" field, or use the Search button next to the "Location" field to select a location.

2. Click the Open (Display) button located on the toolbar.

3. View the inventory information displayed on the screen.

Adding New Inventory

To add new inventory information, perform the following steps:

1. Enter a location in the "Location" field, or use the Search button next to the "Location" field to select a location.

2. Click the Open (Display) button located on the toolbar.

3. Select a "Transaction Type" using the dropdown provided; **Adjust, Receive,** or **Cycle Count** are recommended for entering new inventory.

4. Enter the quantity you want to add in the "Transaction Quantity" column. Notice the "OnHand Quantity" column now has the quantity you entered.

5. Enter or select an item in the "Item/Part" column.

6. If you have an order that must be associated with this transaction click the "Order" tab, then enter the order number in the "Order Number" column and select an order type using the dropdown in the "Order Type" column.

7. If the inventory must have an expiration date click the "Shelf Life" tab, then enter or select a date in the "Expiration Date" column.

8. Click the "Description" tab and type in text describing the transaction you are performing in the "Transaction Description" column if desired.

9. Click the Save button located on the toolbar. The on-hand quantity will be calculated and the transaction you executed can be viewed with the Inventory History screen.

Updating Inventory – Single Transaction for an Item

To update inventory information using an existing row, perform the following steps:

1. Enter a location in the "Location" field, or use the Search button next to the "Location" field to select a location.

2. Click the Open (Display) button located on the toolbar.

3. In the row for the item you want to update, select a "Transaction Type" using the dropdown provided.

4. Enter the quantity you want to add or subtract in the "Transaction Quantity" column. Notice the "OnHand Quantity" column has been adjusted based on the quantity you entered.

5. If you are performing a **Move** transaction, click the "Move Location" tab, then enter or select the location where you want the inventory moved in the "Move To Location" column. **Note:** You cannot select a Move To Location unless you have selected "Move" in the Transaction Type.

6. If you have an order that must be associated with this transaction click the "Order" tab, then enter the order number in the "Order Number" column and select an order type using the dropdown in the "Order Type" column.

7. If the inventory must have an expiration date click the "Shelf Life" tab, then enter or select a date in the "Expiration Date" column.

8. Click the "Description" tab and type in text describing the transaction you are performing in the "Transaction Description" column if desired.

9. Repeat steps 3 through 8 for each item you want to update.

10. Click the Save button located on the toolbar. The on hand quantity for each item you chose is updated. Each item update is a single transaction and the transaction details can be viewed with the Inventory History screen.

Updating Inventory – Multiple Transactions for an item

To update inventory information using a new row, perform the following steps:

1. Enter a location in the "Location" field, or use the Search button next to the "Location" field to select a location.

2. Click the Open (Display) button located on the toolbar.

3. In a new row, select a "Transaction Type" using the dropdown provided.

4. Enter the quantity you want to add or subtract in the "Transaction Quantity" column. Notice the "OnHand Quantity" column now has the quantity you entered and it indicates if the quantity will be added or subtracted. Negative quantities are subtracted, positive quantities are added.

5. Enter or select an item in the "Item/Part" column. **Note:** Please verify the item you use matches one that already has inventory in this location. If it does not match it will be considered a new item for the location and it will be added.

6. If you are performing a **Move** transaction, click the "Move Location" tab, then enter or select the location where you want the inventory moved in the "Move To Location" column. **Note:** You cannot select a Move To Location unless you have selected "Move" in the Transaction Type.

7. If you have an order that must be associated with this transaction click the "Order" tab, then enter the order number in the "Order Number" column and select an order type using the dropdown in the "Order Type" column.

8. If the inventory must have an expiration date click the "Shelf Life" tab, then enter or select a date in the "Expiration Date" column.

9. Click the "Description" tab and type in text describing the transaction you are performing in the "Transaction Description" column if desired.

10. Repeat steps 3 through 9 for each transaction you want to perform.

11. Click the Save button located on the toolbar. The on-hand quantity affected by each transaction is updated and details of each transaction can be viewed with the Inventory History screen.

Displaying Inventory for the Previous Location

To display inventory for the location that precedes the location currently displayed, perform the following steps:

1. Click the Previous button located on the toolbar.

2. Inventory for the previous location is displayed on the main screen.

Displaying Inventory for the Next Location

To display inventory for the location that follows the location currently displayed, perform the following steps:

1. Click the Next button located on the toolbar.
2. Inventory for the next location is displayed on the main screen.

Tip: You can use the Next button as a convenient way to locate the first record in the database. Start by erasing the screen using the Erase button, then click the Next button.

Inventory History Screen

Use this screen to view the movement of your inventory. You can view each transaction performed for an item, with the most recent activity at the top of the list in the table.

Selection Criteria Group

Field	Explanation
Item/Part	Enter a full or partial item to search history by item. Use the percent sign (%) for wildcards.
Transaction Description	Enter a full or partial description to search history by description. Use the percent sign (%) for wildcards.
Transaction	Field for selecting the type of inventory transaction that was performed (Adjust, Cycle Count, Issue, etc.)
Number of Rows to Display	Controls the number of database rows to retrieve during the query. The default value is 30. The more rows retrieved, the longer it takes the query to complete. Use the selection criteria to help control the number of rows retrieved.
Start Date	The start date on which to start the retrieval of the data.
End Date	The end date on which to stop the retrieval of the data.
Advanced	Click this button to display more selection options.

Advanced Group

Field	Explanation
Pool	Enter a full or partial pool to search history by pool. Use the percent sign (%) for wildcards.
Lot Number	Enter a full or partial lot number to search history by lot number. Use the percent sign (%) for wildcards.
Order Type	Field for selecting the type of order for which a transaction was performed (e.g. Job, Customer, Purchase, etc.)
Order Number	Enter a full or partial order number to search history by order. Use the percent sign (%) for wildcards and use Order Type to limit the search to a specific order type.
Warehouse	Enter a full or partial warehouse name to search history by inventory warehouse. Use the percent sign (%) for wildcards.
Zone	Enter a full or partial zone name to search history by inventory zone. Use the percent sign (%) for wildcards.

Location	Enter a full or partial location name to search history by inventory location. Use the percent sign (%) for wildcards.

Transaction Table (Transaction, Location, Trans Description, Item Description, and Cost tabs)

Column	**Explanation**
Row	The line number of the row in the table.
Time Stamp	Identification of the Date and Time that this transaction was recorded for this row. This column is in descending order.
Item/Part	Item number for which the transaction was performed.
Transaction	Information indicating the Type of inventory transaction that was performed. Some examples of types are: "Adjust", "Receive", and "Ship".
Quantity	The number of units that were processed for this inventory transaction for this Item/Part.
Warehouse	Inventory warehouse where the activity occurred.
Zone	Zone within warehouse where the activity occurred.
Location	Inventory location where the activity occurred.
Expiration Date	Expiration date of when the inventory will not be usable.
Transaction Description	The transaction description may contain comments or other additional information about an inventory transaction.
Order Number	Indicates the order that created this inventory transaction if applicable.
Order Type	Type of order for which the transaction was executed, e.g. Job Order, Ship Order, Customer Order, etc. if applicable.
Item Description	Contains information describing the item. This description can be as short as an abbreviation or a long detailed description of the item.
User ID	Identification of the person who performed the inventory transaction.
Item Unit Cost	The current cost for one unit of the item when the transaction was performed.
Item Average Cost	The average cost for one unit of the item when the transaction was performed.

Extended Unit Cost	Transaction quantity times item unit cost.
Extended Average Cost	Transaction quantity times item average cost.

Message Line

Field	**Explanation**
Message	Displays information about the current status of the screen.

Accessing the Inventory History Screen

1. Click the plus ("+") next to "Inventory" or double-click  "Inventory" in the "NavTree".

   -or-

   Click on the "View" menu. Select "Goto Screen", then select "Inventory".

2. Click "Inventory Control". The Item Inventory screen is displayed.

3. If there is an item or part number in the "Item/Part" field, the inventory for that item is displayed on the main screen.

4. Click the "Inventory History" tab at the top of the main screen.

5. If there is an item or part number in the "Item/Part" field, the inventory history for that item is displayed on the main screen.

Using the Inventory History Screen

Displaying Inventory Transaction History

To view inventory history, perform the following steps (Steps 1 through 5 are optional):

1. Enter all or part of an item number in the "Item/Part" field, or use the Search button next to the "Item/Part" field to select an item number. Leave this field blank to view history for all items.

2. Enter full or partial search information or select search information in the fields in the Selection Criteria area of the screen or leave fields blank if you do not want to limit the search.

3. Enter a Start Date and End Date to specify the range to display in Inventory History. The date range defaults to 30 days before today's date in the Start Date and today's date in the End Date.

4. Click the "Advanced" button in the Selection Criteria area of the screen. Additional selection fields are displayed at the bottom of the screen.

5. Enter full or partial search information or select search information in the fields in the Advanced area of the screen or leave fields blank if you do not want to limit the search.

6. Click the Open (Display) button located on the toolbar.

7. View the Inventory History information displayed on the screen.

8. If the record you are looking for is not displayed in the table, either increase the "Number of Rows to Display" or change the selection criteria, particularly the Start and End dates.

Shelf-Life Summary Screen

Use this screen to view the shelf-life information for inventory items that have expiration dates.

Selection Criteria Group

Field	**Explanation**
Item/Part	Enter a full or partial item to search shelf-life items by item. Use the percent sign (%) for wildcards.
Start Date	Indicates the oldest expiration date you wish to view.
End Date	Indicates the latest expiration date you wish to view.
Number of Rows to Display	Controls the number of database rows to retrieve during the query. The default value is 30. The more rows retrieved, the longer it takes the query to complete. Use the selection criteria to help control the number of rows retrieved.

Summary Table (Shelf Life and Location tabs)

Column	**Explanation**
Row	The line number of the row in the table.
Expiration Date	Date when the inventory will not be usable.
Item/Part	A unique identifier assigned to each item. It is the main key for all other item data. The identifier can be a number, a name, or some combination of numbers and characters.
Onhand Quantity	The number of units that are on hand in this location for this Item/Part.
Description	Contains information describing the item. This description can be as short as an abbreviation or a long detailed description of the item.
Type	The type helps further define an item by giving it a classification. Some examples of types are: "Assembly" something you build, "Service" for a service you provide, "Tool" for something you use in your operation.
Unit of Measure	Defines how the item is counted or measured. Some examples of units of measure are "Ounce", "Pound", and “Hour".
Warehouse	Identification of the Warehouse where inventory is stored for this Item/Part.

Zone	Identification of the Zone where inventory is stored for this Item/Part.
Location	Identification of the Inventory Location where inventory is stored for this Item/Part.

Message Line

Field	Explanation
Message	Displays information about the current status of the screen including error messages.

Accessing the Shelf-Life Summary Screen

1. Click the plus ("+") next to "Inventory" or double-click "Inventory" in the "NavTree".

   -or-

   Click on the "View" menu. Select "Goto Screen", then select "Inventory".
2. Click "Item Inventory". The Item Inventory screen is displayed.
3. If there is an item or part number in the "Item/Part" field, the inventory for that item is displayed on the main screen.
4. Click the "Shelf Life Summary" tab at the top of the main screen.
5. If there is an item or part number in the "Item/Part" field, the shelf life summary for that item is displayed on the main screen.

Using the Shelf-Life Summary Screen

Displaying Inventory Shelf-Life Summary

To view shelf-life summary, perform the following steps (Steps 1 and 2 are optional):

1. Enter all or part of an item number in the "Item/Part" field, or use the Search button next to the "Item/Part" field to select an item number.
2. Enter a Start Date and End Date to specify the date range to. The date range defaults to 30 days before today's date in the Start Date and today's date in the End Date.
3. Click the Open (Display) button located on the toolbar.
4. View the Shelf-life Summary information displayed on the screen.
5. If the record you are looking for is not displayed in the table, either increase the "Number of Rows to Display" or change the selection criteria.

Inventory Summary Screen

Use this screen to view the total on-hand inventory for more than one item.

Selection Criteria Group

Field	Explanation
Item/Part	Enter a full or partial item to search inventory by item number. Use the percent sign (%) for wildcards.
Item Type	Select an item type to limit the summary to only the item type selected or leave this field blank for all item types.
Display Stock Items Only	Checkbox to indicate you want to view the inventory summary only for items defined as "Stock Item" = Yes. Checked means you want "Stock Item" = Yes only.
Product Group	Enter a full or partial product group to search inventory by product group. Use the percent sign (%) for wildcards.
Number of Rows to Display	Controls the number of database rows to retrieve during the query. The default value is 30. The more rows retrieved, the longer it takes the query to complete. Use the selection criteria to help control the number of rows retrieved.

Summary Table (Item and Item Description tabs)

Column	Explanation
Row	The line number of the row in the table.
Item/Part	A unique identifier assigned to each item. It is the main key for all other item data. The identifier can be a number, a name, or some combination of numbers and characters.
Onhand Quantity	The number of units that are on hand in this location for this Item/Part.
Reserve Quantity	The reserved quantity from all Reserved Job Orders for this item/part. (Only used if Job Order Management is installed)
Total Cost	The total cost of all on-hand inventory for this item based on value in the "Average Cost" or "Current Cost" column.
Unit Cost	If the column heading is "Unit Cost", this is the Inventory Cost entered on the "Cost and Price" screen under Shared Applications. It is the value of one unit of the item in inventory.

-or-

Average Cost	If the column heading is “Average Cost”, this is the Average Cost calculated using the Inventory Cost entered on the “Cost and Price” screen under Shared Applications. It is the average cost of the item over time.
Unit of Measure	Defines how the item is counted or measured. Some examples of units of measure are "Ounce", "Pound", and “Hour".
Stock	Indicates if the inventory for this item is controlled by the system or not. **Yes** = inventory controlled item, **No** = not inventory controlled item. Items defined as **No** can have negative inventory but items defined as **Yes** may or may not be allowed to have negative inventory depending on the **Allow_Negative_Inventory** system variable setting.
Status	The current status of the item (Active/Inactive)
Description	Contains information describing the item. This description can be as short as an abbreviation or a long detailed description of the item.
Type	The type helps further define an item by giving it a classification. Some examples of types are: "Assembly" something you build, "Service" for a service you provide, "Tool" for something you use in your operation.
Product Group	A user defined field for grouping items together. It can be used to group items together so they can be located based on their grouping.

Message Line

Field	**Explanation**
Message	Displays information about the current status of the screen.

Accessing the Inventory Summary Screen

1. Click the plus ("+") next to "Inventory" or double-click  "Inventory" in the "NavTree".

   -or-

   Click on the "View" menu. Select "Goto Screen", then select "Inventory".

2. Click "Item Inventory". The Item Inventory screen is displayed.

3. If there is an item or part number in the "Item/Part" field, the inventory for that item is displayed on the main screen.

4. Click the "Inventory Summary" tab at the top of the main screen.

5. If there is an item or part number in the "Item/Part" field, the inventory summary for that item is displayed on the main screen.

Using the Inventory Summary Screen

Displaying Inventory Summary

To view inventory summary, perform the following steps (Step 1 is optional):

1. Enter all or part of an item number in the “Item/Part” field, or use the Search button next to the “Item/Part” field to select an item number.

2. Enter or select any of the other optional selection fields or leave them blank so the summary is not limited by those selections.

3. Click the Open (Display) button located on the toolbar.

4. View the Inventory Summary displayed on the screen.

5. If the record you are looking for is not displayed in the table, either increase the “Number of Rows to Display” or change the selection criteria.

Order Point

What is an Order Point?

As inventory is consumed, TFG4000 can determine the inventory level has fallen below a pre-defined quantity or “order point”. When the order point quantity is reached a requirement is generated so you will know it is time to order or build more of that item. When inventory rises above the order point quantity the requirement is automatically removed.

The order point screens allow you to define the order point quantity as well as the quantity that should be ordered and track the requirements generated.

When an order point requirement is generated, there is an option to send an email, an instant message, or both to notify someone of the requirement. Before email or instant messages can be sent, there are some system administration setup requirements. See the System Administration Users Guide for more information about configuring TFG4000 for email and instant messages.

There are two system variables you need to understand before you start using the Order Point feature of Inventory Management. See the System Variables screen in the System Administration User Guide for more information about changing the settings for system variables. The System Administration User Guide is available from the Windows “Start” menu or from the “Documentation” menu within TFG4000.

Order_Point_Email (default is blank) – Order Point processing sends email when the order point for an item has been reached. Normally the message is sent to the order point email address on the Order Point Item screen for the item, but if no email address was defined, the system sends the message to the default email address defined with this variable. If you do not want a notification sent to a default email address, leave this variable blank.

Order_Point_IM (default is blank) – Order Point processing sends an instant message when the order point for an item has been reached. Normally the message is sent to the order point IM address on the Order Point Item screen for the item, but if no IM address was defined, the system sends the message to the default IM address defined with this variable. If you do not want a notification sent to a default IM address, leave this variable blank.

Order Point Screens

“Order Point” consists of three tabbed screens that are used to enter and maintain order point data.

Order Point Item
This screen allows you to enter and maintain order point data for an individual item.

Order Point Requirements
This screen allows you to view the requirements generated when inventory fell below the pre-defined order point quantity for a <u>particular</u> item.

Order Point Summary
This screen allows you to view the requirements generated when inventory fell below the pre-defined order point quantity for <u>all</u> items.

Order Point Screens Explained

Order Point Item Screen

This screen allows you to enter and maintain order point data for an individual item.

Item to Plan

Field	**Explanation**
Item/Part	A unique identifier assigned to each item/part. It is the main key for all other item/part data. The identifier can be a number, a name, or some combination of numbers and characters.
Type	The type helps further define a line by giving it a classification. Some examples of types are: "Assembly" something you build, "Service" for a service you provide, "Tool" for something you use in your operation.
Description	Contains information describing the item/part. This description can be as short as an abbreviation or a long detailed description of the item/part.
Status	Specifies whether the item/part is active or inactive.
Unit of Measure	Defines how the item/part is counted or measured for inventory. Some examples of units of measure are "Ounces", “Pounds” or "Tons”.

Item Planning Parameters

Field	**Explanation**
Order Point Quantity	Quantity used to determine if a requirement should be generated for this item. If the total quantity on hand in inventory for this item falls below this quantity a requirement will be generated.
Order Point IM Address	Instant Messenger address of the person to be notified when the order point has been reached. . More than one address can be entered with a semi-colon (;) between each address.
Fixed Order Quantity	The quantity that should be ordered when inventory for this item falls below the order point quantity.
Order Point Email	Email address of the person to be notified when the order point has been reached. More than one address can be entered with a semi-colon (;) between each address.

Message Line

Field	Explanation
Message	Displays information about the current status of the screen including error messages.

Accessing the Order Point Item Screen

1. Click the plus ("+") next to "Inventory" or double-click "Inventory" in the "NavTree".

   -or-

   Click on the "View" menu. Select "Goto Screen", then select "Inventory".

2. Click "Order Point". The Order Point Item screen is then displayed.

3. If there is an item/part number in the "Item/Part" field, the order point information for that item/part is displayed on the main screen.

Using the Order Point Item Screen

Use these procedures to erase the screen, display, update, add, delete, display the previous, and display the next item order point.

Erasing the Screen

To erase the data from the screen click the Erase button located on the toolbar.

Note: Erasing the screen does not cause any data to be lost; it is merely a way to clean the screen in preparation for another operation.

Displaying an Item's Order Point Data

To display an item's order point data, perform the following steps:

1. Enter an item/part number in the "Item/Part" field.

2. Click the Open (Display) button located on the toolbar or hit the Enter key.

3. The item/part order point data is displayed on the main screen.

   -or-

1. Use the first Search button next to the "Item/Part" field, the "Type" field, the "Description" field, or the "Status" field to select an item/part number from a list of items regardless of whether or not they have order point defined. Or use the second Search button next to the "Item/Part" field to select an item number form a list of items that have an order point defined.

2. Double-click on the “Item/Part” you would like to display in the “Search” screen table.

3. The item/part order point data is displayed on the main screen.

Updating an Item’s Order Point Data

To update an item’s order point data, perform the following steps:

1. Display the item you wish to change. See “Displaying an Item’s Order Point Data” above.

2. Change the desired information on the screen.

3. When done, click the Save button located on the toolbar.

Deleting Order Point Data for an Item

To delete an item’s order point data, perform the following steps:

1. Display the item whose order point data you wish to delete. See “Displaying an Item’s Order Point Data” above.

2. Click the Delete button located on the toolbar.

3. Click the “Yes” button on the “Confirm Action” pop up message. If you do not want to delete the order point data click “No” on the “Confirm Action” pop up message.

Displaying the Previous Item

To display the item that precedes the one currently displayed, perform the following steps:

1. Click the Previous button located on the toolbar.

2. The previous item definition is displayed on the main screen.

Displaying the Next Item

To display the item that follows the one currently displayed, perform the following steps:

1. Click the Next button located on the toolbar.

2. The next item definition is displayed on the main screen.

Tip: You can use the Next button as a convenient way to locate the first record in the database. Start by erasing the screen using the Erase button or blanking out the “Item/Part” field, then click the Next button .

Order Point Requirements Screen

This screen allows you to view and delete order point requirements for an individual item.

Item Data

Field	Explanation
Item/Part	A unique identifier assigned to each item/part. It is the main key for all other item/part data.
Type	The type helps further define a line by giving it a classification. Some examples of types are: "Assembly" something you build, "Service" for a service you provide.
Description	Contains information describing the item/part.
Status	Specifies whether the item/part is active or inactive.

Requirements Table

Field	Explanation
Due Date	The requirement date; the date the requirement was posted.
Type	Indicates the kind of requirement displayed e.g. Independent or Dependent.
Quantity	The quantity required based on the fixed order quantity defined in the item's order point data.
Current Onhand	Total quantity of the item currently in inventory.
Status	Current status of this requirement e.g. Active
Description	Information explaining why this requirement was posted.
Delete	Check this box then click Save button located on the toolbar to delete this requirement.

Message Line

Field	Explanation
Message	Displays information about the current status of the screen including error messages.

Accessing the Order Point Requirements Screen

1. Click the plus ("+") next to "Inventory" or double-click "Inventory" in the "NavTree".

   -or-

   Click on the "View" menu. Select "Goto Screen", then select "Inventory".

2. Click "Order Point". The Order Point Item screen is then displayed.

3. If there is an item/part number in the "Item/Part" field, the order point information for that item/part is displayed on the main screen.

4. Click the "Order Point Requirements" tab at the top of the main screen.

5. If there is an item number in the "Item/Part" field, the order point requirements for that item are displayed on the main screen.

Using the Order Point Requirements Screen

Use these procedures to erase the screen, display, delete, display the previous, and display the next item's order point requirements.

Erasing the Screen

To erase the data from the screen click the Erase button located on the toolbar.

Note: Erasing the screen does not cause any data to be lost; it is merely a way to clean the screen in preparation for another operation.

Displaying an Item's Order Point Requirements

To display an item's order point requirements, perform the following steps:

1. Enter an item/part number in the "Item/Part" field.

2. Click the Open (Display) button located on the toolbar or hit the Enter key.

3. The item/part order point requirements are displayed on the main screen.

   -or-

1. Use the <u>first</u> Search button next to the "Item/Part" field, the "Type" field, the "Description" field, or the "Status" field to select an item/part number from a list of items regardless of whether or not they have order point requirements.

2. Double-click on the "Item/Part" you would like to display in the "Search" screen table.

3. The item/part order point requirements are displayed on the main screen.

Deleting an Order Point Requirement

To delete an order point requirement, perform the following steps:

1. Display the item requirement you wish to delete. See "Displaying an Item's Order Point Requirements" above.

2. Click the Check box in the delete column of the requirement you want to delete. You may select more then one requirement to be deleted at one time. Click the checkbox again to remove the deletion flag.

3. Once finished, click the Save button located on the toolbar.

Note: Once a requirement is deleted, it can no longer be displayed.

Displaying the Previous Item

To display order point requirements for the item that precedes the one currently displayed, perform the following steps:

1. Click the Previous button located on the toolbar.

2. The order point requirements for the previous item are displayed on the main screen.

Displaying the Next Item

To display order point requirements for the item that follows the one currently displayed, perform the following steps:

1. Click the Next button located on the toolbar.

2. The order point requirements for the next item are displayed on the main screen.

Tip: You can use the Next button as a convenient way to locate the first record in the database. Start by erasing the screen using the Erase button or blanking out the "Item/Part" field, then click the Next button .

Order Point Summary Screen

This screen allows you to view order point requirements for all items.

Item Data

Field	**Explanation**
Item/Part	A unique identifier assigned to each item/part. It is the main key for all other item/part data.
Number of Rows to Display	Controls the number of database rows to retrieve during the query.

Summary Table

Field	**Explanation**
Item/Part	Item number for the requirement.
Date	The requirement date; the date the requirement was posted.
Type	Indicates the kind of requirement displayed e.g. Independent or Dependent.
Quantity	The quantity required based on the fixed order quantity defined in the item's order point data.
Source	Indicates the source of the requirement e.g. Order Point
Status	Current status of this requirement e.g. Active
Item Description	Additional information about the item.
Requirement Description	Information explaining why this requirement was posted.
Parent Item	The item that caused this dependent requirement to be generated. The parent item is the item directly above this item in a bill of materials.

Message Line

Field	**Explanation**
Message	Displays information about the current status of the screen including error messages.

Accessing the Order Point Requirements Screen

1. Click the plus ("+") next to "Inventory" or double-click "Inventory" in the "NavTree".

   -or-

   Click on the "View" menu. Select "Goto Screen", then select "Inventory".

2. Click "Order Point". The Order Point Item screen is then displayed.
3. If there is an item/part number in the "Item/Part" field, the order point information for that item/part is displayed on the main screen.
4. Click the "Order Point Summary" tab at the top of the main screen.
5. If there is an item number in the "Item/Part" field, the order point requirements for that item are displayed on the main screen.

Using the Order Point Requirements Screen

Use these procedures to erase the screen and display order point requirements.

Erasing the Screen

To erase the data from the screen click the Erase button located on the toolbar.

Note: Erasing the screen does not cause any data to be lost; it is merely a way to clean the screen in preparation for another operation.

Displaying an Item's Order Point Requirements

To display an item's order point requirements, perform the following steps:

1. Enter an item/part number in the "Item/Part" field.
2. Click the Open (Display) button located on the toolbar or hit the Enter key.
3. The item/part order point requirements are displayed on the main screen.

   -or-

1. Use the Search button next to the "Item/Part" field to select an item/part number.
2. Double-click on the "Item/Part" you would like to display in the "Search" screen table.
3. The item/part order point requirements are displayed on the main screen.

Displaying Order Point Requirements for All Items

To display order point requirements for all items, perform the following steps:

1. Click the Erase button located on the toolbar

2. Click the Open (Display) button located on the toolbar or hit the Enter key.

3. The order point requirements for all items are displayed on the main screen. If you do not see the item you are looking for you may have to adjust the value in the “Number of Rows to Display” field at the top of the screen.

Advanced Installation

TFG4000 Professional Edition provides some advanced installation functionality such as: font sizes, system variables, server start up options, BAT file options for single user and multi user modes.

Please refer to the System Administration User Guide for more information.

Documentation

TFG4000 documentation (in PDF format) is available online at www.tfg4000.com, through the "Documentation" menu on each screen, and from the Windows "Start" menu. Simply click "Start", then "Programs", then "TFG4000 Professional V1.4", and then "Documentation".

Note: PDF files require Adobe® Acrobat® Reader. The reader is available at www.adobe.com free of charge.

Registration

Quick & Easy Online: After installation, you can go to our web page at www.tfg4000.com to register the product. Click on "Register" and follow the instructions.

Suggestions

We are eager to improve TFG4000 Professional Edition, and we urge you to tell us what you think of the software and how it could be improved to better suit your needs. We have taken many suggestions from our customers and incorporated them into our products. If you have suggestions or comments, please send an e-mail to tfg4000@fredrickgroup.com. We want to hear from you!

Services

The Fredrick Group, Inc. offers assistance in data conversion. For more information, contact The Fredrick Group, Inc. directly by either:

E-mail Send an e-mail to tfg4000@fredrickgroup.com, with 'Services' in the subject line.

Phone Call **770-844-8516** between 9:00 AM - 5:00 pm Eastern Time Monday through Friday (except holidays)

Support

Note: You must be registered in order to receive support.

Initial Installation Support

The Fredrick Group, Inc. provides free initial installation support via e-mail. Installation support is available for 30 days, and is activated when you send your first message. You may also receive installation support by calling, but you must pay the cost of the call. Technicians are available on a limited basis Monday through Friday (except holidays) from 9:00 am to 5:00 pm Eastern time. The TFG4000 Professional Edition product technical support number is **770-844-8516**.

Pay-As-You-Go Support

Additional fee-based support is available. You pay the cost of the call plus an additional fee. Credit card information must be provided and confirmed before a call is accepted. Technicians are available on a limited basis Monday through Friday (except holidays) from 9:00 am to 5:00 pm Eastern time. The TFG4000 Professional Edition product technical support number is **770-844-8516**.

Contact The Fredrick Group, Inc. at tfg4000@fredrickgroup.com for more details.

Other Support Options

Other support options are available.

Contact The Fredrick Group, Inc. at tfg4000@fredrickgroup.com for more details.

Note: Support plans and fees are subject to change without notice.

For more information go to www.tfg4000.com.