TFG4000™

Inventory Management

Users Guide

Version 1.4

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Printed January 2003

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Welcome

The TFG4000 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. Even better – every application in the TFG4000 Software Series is sold separately as a stand-alone product, which means you buy only what you need to run your operation more efficiently. For example, companies that only need to track and manage inventory are not forced to navigate through a multitude of unnecessary screens, but rather access the specific application that they need to perform their business operation. The added bonus of having every application in the TFG4000 Software Series is that each product recognizes the others and runs in harmony to provide you the optimum benefit of business management software.

TFG4000 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 within the applications, as well as powerful search capabilities and built-in help features to help guide you through the system. With TFG4000, 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 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™ is the smart source for business management. A simple solution for a complex process.

System Requirements

Microsoft® Windows® 98, Windows NT® 4.0, Windows® 2000, Windows® ME, or Windows XP®, with the latest Service Pack applied.

Pentium® class processor, 350mhz or greater.

90MB free disk space.

128MB of RAM (256MB recommended).

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

Starting TFG4000

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

Single User

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

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

3. Select “TFG4000" to start.

4. The TFG4000 “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 User (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” option.
2. Select “TFG4000 V1.4” from the program list.
3. Select “TFG4000 Server V1.4" to start.
4. The TFG4000 “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.

Client Startup

1. Open the “Start” menu, and then select the “Program” option.
2. Select “TFG4000 V1.4" from the program list.
3. Select “TFG4000 Client v1.4" to start.
4. The TFG4000 “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.

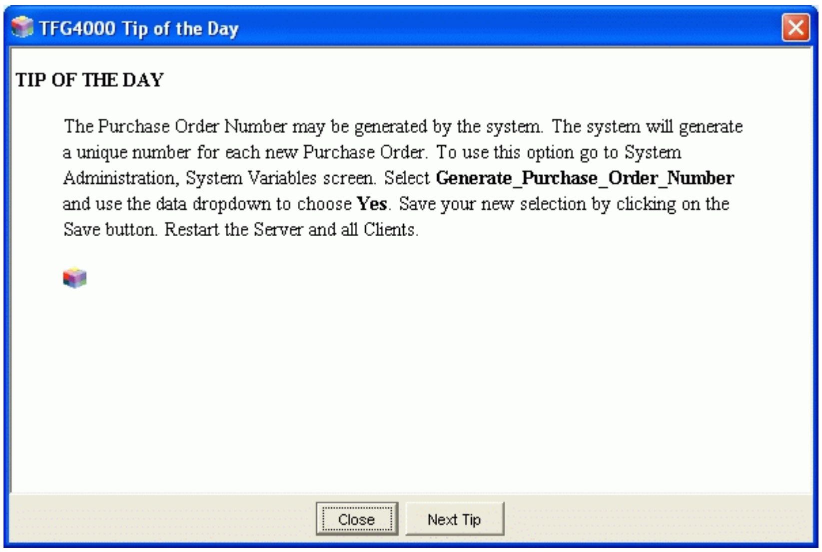
Column Level Help

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, 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.

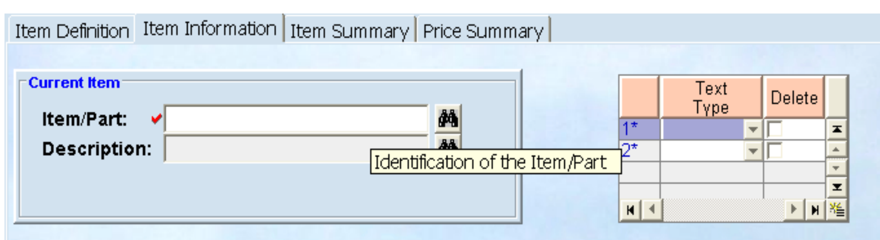
Example Only:



Tool Tips

Throughout TFG4000, 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.

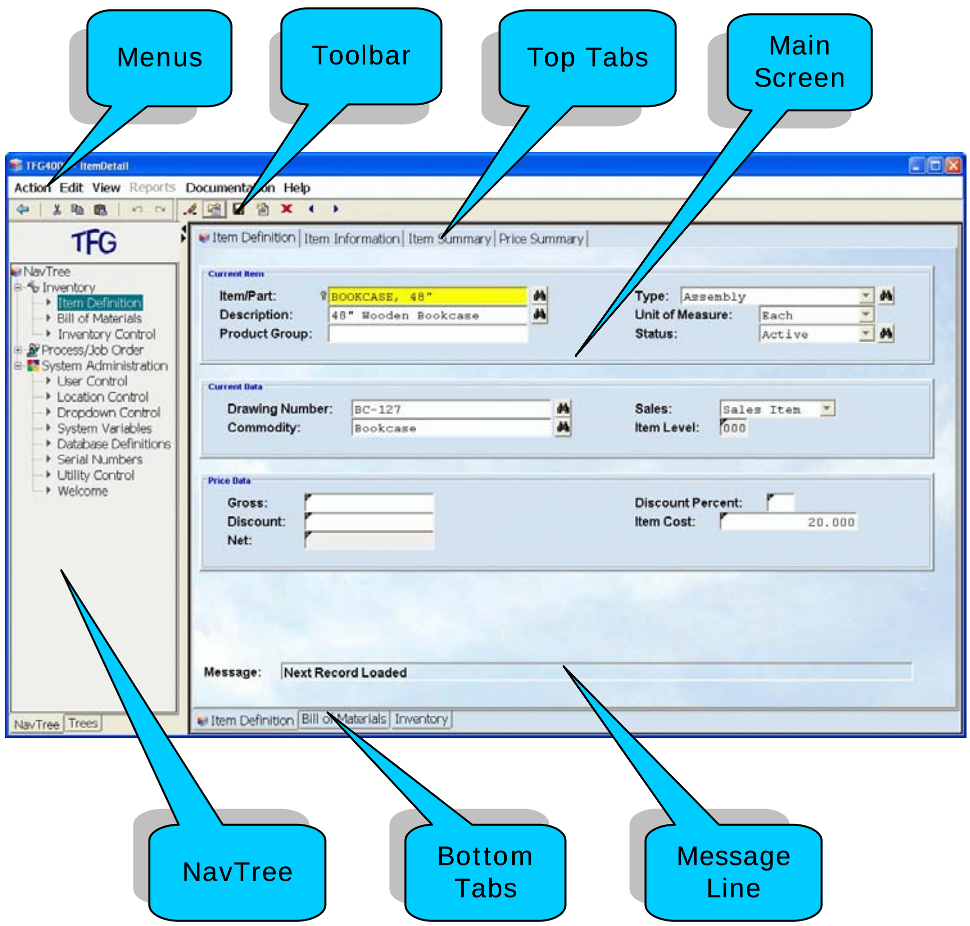
Example Only:



Using TFG4000

You can navigate through the TFG4000 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 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 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. 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 session.

Edit

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

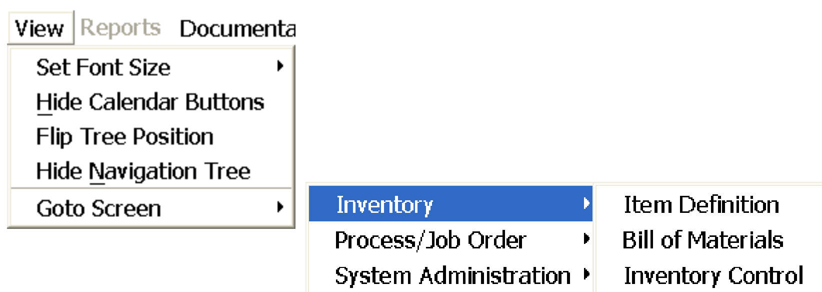
Cut	When you highlight data and use this function, the data is removed from the screen and is available in a clipboard for pasting. Holding the “Ctrl” key and pressing the “X” key will perform the same operation.
Copy	When you highlight data and use this function, the data is copied into a clipboard 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 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.
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 is only available if there are reports available for the screen you are on. There will be various menu items depending on the screen.

Documentation

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

Help

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

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

Buttons & Icons

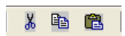
Each screen in TFG4000 has various buttons available for working with your data. The following describes the purpose of each button and special features. It also explains other icons you may see on the screens.

Toolbar Buttons 

Use the following buttons to perform TFG4000 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 erase, open, save, add, delete, get previous or next, copy, print, and refresh data 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. On screens indicated as “definition” screens, it copies related data in addition to the data currently displayed. On all other screens, only the data displayed is copied.
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.

Screen Buttons

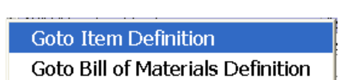
Throughout the screens are buttons that perform functions.

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 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 is restarted.

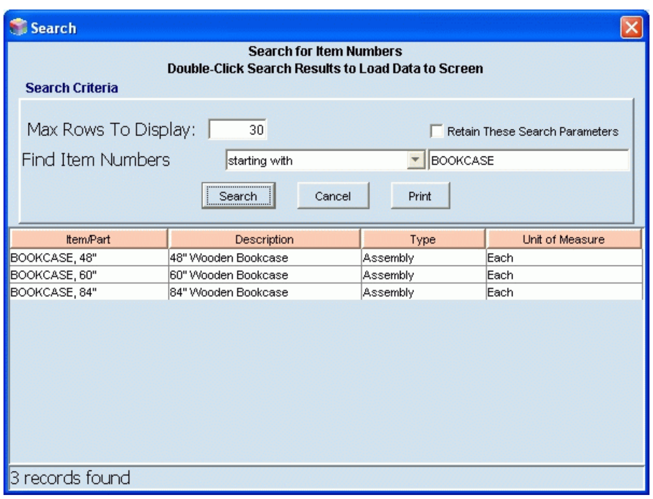
Performing Searches

There are two types of searches in TFG4000 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 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.

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:

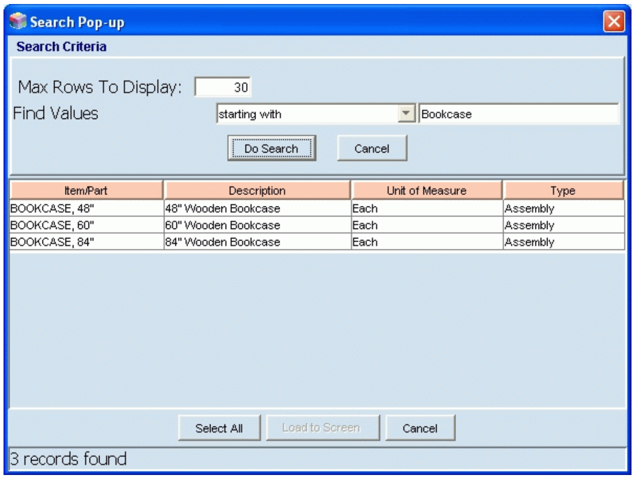
1. Click the Print button on the “Search” screen.

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. **Right** 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 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.

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. If “Reports” is faded gray, then there are no reports available for that screen.

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. 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. Once finished adjusting the settings, click “OK”.

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.

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. The columns can be re-sized, 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 hide or unhide a column right click in the report area, then select 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 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 is restarted.

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.

Item Definition

What is an Item?

An item can be something having material existence like a piece of wood or a bookcase or a hammer. It can be a service like mowing a lawn or catering a party. It can even be something more abstract like labor. With TFG4000 you have the capability of defining each item uniquely. Unique identification of an item is possible by the use of both alphabetic and numeric characters which can be combined into discrete units.

TFG4000 allows you to create these item definitions by the use of fields that describe each item.

Item Definition Screens

"Item Definition" consists of four tabbed screens that are used to enter and maintain item data. Each screen is used for specific purposes to aid in the entry and maintenance of items.

Item Definition

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

Item Information

This screen allows you to enter text that you wish to maintain concerning an item. For example, you could enter text information for an item that is too long or detailed for the "Description" field. You can also attach references to external documents, including electronic documents such as spreadsheets, drawings and word processor documents, references to physical documents such as books and maps, and references to URL's for web sites.

Item Summary

This screen is used to display "Item/Part" entries for all items. The two tabs at the top of the table allow you to display the fields located on the "Item Definition" screen. Each row in the table represents one item with its associated data.

Price Summary

This screen can be used to display and maintain pricing data for items that have pricing data. Items without pricing data are not displayed. The two tabs at the top of the table allow you to display the fields located on the "Item Definition" screen. Each row in the table represents one item with its associated pricing data.

Labels

The label screen allows you to print item labels based on the selection criteria used.

Item Definition Screens Explained

Item Definition Screen

This screen allows you to enter and maintain data for an individual item. An item can be defined as a service, raw material, assembly, etc.

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. A dropdown list of values is provided for your convenience. You can use those values or define your own using the "Dropdown Control" screen under "System Administration". 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. A dropdown list of values is provided for your convenience. You can use those values or define your own using the "Dropdown Control" screen under "System Administration". Some examples of units of measure are "Ounce", "Pound", and “Hour".
Revision Level	Most current revision level for this item. Informational only.
Status	Specifies whether the item or part is active or inactive.

Current Data Group

Field	**Explanation**
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.
Sales	Identifies whether or not the associated item is for sale. Some items can be a part of a larger item and are not for sale individually.

Drawing Number	This can be an engineering or design drawing associated with the item.
Item Level	The level within a Bill of Materials where an item is used. On the "Item Definition" screen, this will be the lowest level at which the item appears on any Bill of Materials.
Commodity	A term that can be applied to groups of items that are similar in some way. This field is normally used for purchasing data; for example, different types of bird seed stocked by a store.

Price Data Group

Field	**Explanation**
Gross	Basic price for an item before any discounts or surcharges are applied.
Discount	Discount amount to be subtracted from the Gross price to determine the Net price. If a value is entered in this field, it overrides the percent amount entered in the "Discount Percent" field if both are entered. If an absolute discount amount is entered the "Discount Percent" field will be set to zero.
Net	Net price for an item after any discount is applied. This value is calculated from the Gross amount and the Discount amount, as Gross minus Discount, and is not an input field.
Discount Percent	Discount percentage applied to the Gross price to determine the Net Price; for example, a gross price of 10.00 with a discount percent of 10 would result in a net price of 9.00 (10.00 x 10% = 1.00; 10.00 - 1.00 = 9.00). If Discount Percent is zero and Discount has a value other then zero, then the "Discount" field was updated directly with an absolute amount.
Material Cost	The amount required to manufacture or purchase an item.
All Other Cost	The amount associated with this item that is not a manufacturing or purchasing cost. This can be any combination of costs such as processing cost, overhead, etc.
Inventory Cost	The amount used to calculate the total on hand cost of the item.
Stock Item	Indicates if the inventory for this item is controlled by the system or not. Yes = inventory controlled item, No = not inventory controlled item.

Message Line

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

Accessing the Item Definition 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 Definition”. The Item Definition screen is then displayed.

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

Using the Item Definition Screen

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

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 Existing Item

To display an item, 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 item or part number is displayed on the main screen.

   -or-

1. Use one of the following Search buttons to locate the item number you want:
   a) Button next to the "Item/Part" field
   b) Second button next to the "Description" field
   c) Second button next to the "Product Group" field
   d) Button next to the "Type" field
   e) Button next to the "Status" field
   f) Second button next to the "Drawing Number" field
   g) Second button next to the "Commodity" field

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

3. The item or part number is displayed on the main screen.

Updating an Existing Item

To update an existing item or part, perform the following steps:

1. Display the item or part number you wish to change. See "Displaying an Existing Item" above.

2. Change the desired information on the screen. You can enter data or use any of the following Search buttons to locate data to use:
   a) First button next to the "Description" field to find a description among descriptions you have already used
   b) First button next to the "Product Group" field to find a product group from among product groups you have already used
   c) First button next to the "Drawing Number" field to find a drawing number among the drawing numbers you have already used

d) First button next to the “Commodity” field to find a commodity from among commodities you have already used

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

Adding a New Item

To add an item, perform the following steps:

1. Click the Erase button located on the toolbar to clear the screen.

2. Enter a new item or part number in the “Item/Part” field. This number must be a unique item or part number. The “Item/Part” field is required.

3. Enter data in any of the other fields you desire, these fields are optional.

4. You can enter data or use any of the following Search buttons to locate data to use:
   a) First button next to the “Description” field to find a description among descriptions you have already used
   b) First button next to the “Product Group” field to find a product group from among product groups you have already used
   c) First button next to the “Drawing Number” field to find a drawing number among the drawing numbers you have already used
   d) First button next to the “Commodity” field to find a commodity from among commodities you have already used

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

   -or-

1. Display an existing item or part number. See “Displaying an Existing Item” above.

2. Change the item or part number in the “Item/Part” field to a new value.

3. Change any of the other fields you desire, these fields are optional.

4. You can enter data or use any of the following Search buttons to locate data to use:
   a) First button next to the “Description” field to find a description among descriptions you have already used
   b) First button next to the “Product Group” field to find a product group from among product groups you have already used
   c) First button next to the “Drawing Number” field to find a drawing number among the drawing numbers you have already used
   d) First button next to the “Commodity” field to find a commodity from among commodities you have already used

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

Tip: The second procedure above can be used to copy an item or part to a new item or part number.

Deleting an Existing Item

To delete an existing item or part, perform the following steps:

1. Display the item or part number you wish to delete. See “Displaying an Existing Item” 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 item or part click “No” on the “Confirm Action” pop up message.

Note: Once an item or part number is deleted, it can no longer be displayed or updated.

Displaying the Previous Item

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

1. Click the Previous button located on the toolbar.

2. The previous item or part number is displayed on the main screen.

Displaying the Next Item

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

1. Click the Next button located on the toolbar.

2. The next item or part number 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.

Item Information Screen

This screen allows you to enter text that you wish to maintain concerning an item. For example, you could enter text information for an item that is too long or detailed for the “Description” field. You can also attach references to external documents, including electronic documents such as spreadsheets, drawings and word processor documents, references to physical documents such as books and maps, and references to URL’s for web sites. You can right click and use the GoTo/Selection button  in the table to display an electronic external document.

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.
Description	Contains information describing the item. This description can be as short as an abbreviation or a long detailed description of the item.

Information Table

Column	**Explanation**
Row	The line number of the row in the table.
Info Type	A designation for the type of information stored. A dropdown list of values is provided for your convenience. You can use those values or define your own using the "Dropdown Control" screen under "System Administration".
Text Information	This is where you enter text information or view text that has already been entered.
Delete	This is a checkbox to indicate you want to delete a text record.

Reference Table

Column	**Explanation**
Row	The line number of the row in the table.
Reference Type	A designation for the type of reference stored. A dropdown list of values is provided for your convenience. You can use those values or define your own using the "Dropdown Control" screen under "System Administration".

Reference	Directory and file name for an electronic reference, URL for a website, or description of where to find a physical reference. An electronic reference can be a spreadsheet, a word processor document, or a text file. A physical reference can be the name of a book with the page number.
Delete	This is a checkbox to indicate you want to delete a reference record.

Message Line

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

Accessing the Item Information 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 Definition". The Item Definition screen is then displayed.

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

4. Click the "Item Information" tab at the top of the main screen.

5. If there is an item or part number in the "Item/Part" field, the information text types and references for that item are displayed on the main screen.

Using the Item Information Screen

Use these procedures to display, update, add, delete, display the previous, and display the next item information or references.

Displaying Existing Item Information and References

To display item information or references, perform the following steps:

1. Enter an item or part number in the "Item/Part" field and click the Open (Display) button located on the toolbar or hit the Enter key.

   -or-

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

2. The information text types and references for the item or part number are displayed on the main screen.

3. To display information text, click the Goto/Selection button in the "Text Information" column of the Information table for the row you want to display and select "Edit Information Text" on the menu that appears. Use the scroll bar on the right to display more rows if necessary.

4. The text will be displayed in a pop-up window.

5. The reference information is displayed in the Reference table. Use the scroll bar on the right to display more rows if necessary.

6. To view electronic references, right click on the reference you would like to display. Choose "Goto External Application" from the menu.

Updating Existing Item Information

To update existing item information, perform the following steps:

1. Display the item or part number you want to change. See "Displaying Existing Item Information" above.

2. Click the Goto/Selection button in the "Text Information" column of the Information table for the row you want to update and select "Edit Information Text" on the menu that appears. Use the scroll bar on the right to display more rows if necessary.

3. The text will be displayed in a pop-up window.

4. Change the desired information in the pop-up window and click "Ok" when done.

5. When you have finished editing all of the entries you wish to edit, click the Save button located on the toolbar.

Note: You can update Item Information and References at the same time.

Updating Existing Item References

To update existing item references, perform the following steps:

1. Display the item or part number you want to change. See "Displaying Existing Item Information" above.

2. Enter the new reference in the "Reference" column of the Reference table for the row or rows you wish to update.

   -or-

   For an electronic reference, right click the reference you want to update. Choose "Select External File". A standard Windows file selection dialog is displayed. Locate the directory that contains the file you want. Select the file you want and click the "Open" button.

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

Note: You can update Item Information and References at the same time.

Adding Item Information

To enter item information, perform the following steps:

1. Display the item or part number you want to change. See "Displaying Existing Item Information" above.

2. Click an empty row in the Text Type table. If there are no empty rows click the Add Rows button in the lower right corner of the table.

3. Type the first letter of the text type you want (type the letter multiple times if there is more than one type that begins with the same letter).

   -or-

   Using the dropdown list, select the Text Type in the "Text Type" column of the Text Type table.

4. Click the Goto/Selection button in the "Text Information" column of the Information table for the row you want and select "Edit Information Text" on the menu that appears. Use the scroll bar on the right to display more rows if necessary.

5. The text will be displayed in a pop-up window.

6. Enter the desired information in the pop-up window and click "Ok" when done.

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

Note: You can add Item Information and References at the same time.

Adding Item References

To enter item references, perform the following steps:

1. Display the item or part number you want to change. See "Displaying Existing Item Information" above.
2. Click an empty row in the Reference table. If there are no empty rows click the Add Rows button in the lower right corner of the table.
3. Type the first letter of the reference type you want (type the letter multiple times if there is more than one type that begins with the same letter).

   -or-

   Using the dropdown list, select the Reference Type in the "Reference Type" column of the Reference table.
4. Enter the reference in the "Reference" column.

   -or-

   For an electronic reference, right click the reference you want to update. Choose "Select External File". A standard Windows file selection dialog is displayed. Locate the directory that contains the file you want. Select the file you want and click the "Open" button.
5. Once finished, click the Save button located on the toolbar.

Note: You can add Item Information and References at the same time.

Deleting Existing Item Information and References

To delete existing item information and references, perform the following steps:

1. Display the item or part number that has the information text and/or reference you want to delete. See "Displaying Existing Item Information" above.
2. To delete text information, click the checkbox in the "Delete" column of the Information table for the row you want to delete. You may select more then one row to be deleted at one time. Click the checkbox again to remove the deletion flag.
3. To delete reference information, click the checkbox in the "Delete" column of the Reference table for the row you want to delete. You may select more then one row to be deleted at one time. Click the checkbox again to remove the deletion flag.
4. Once finished, click the Save button located on the toolbar.

Note: Once item information is deleted, it can no longer be displayed or updated.

Displaying the Previous Existing Item Information and References

To display the item information and references that precede the item information currently displayed, perform the following steps:

1. Click the Previous button ◀ located on the toolbar.

2. The previous item’s information and references are displayed on the main screen.

Displaying the Next Existing Item Information and References

To display the item information and references that follow the item information currently displayed, perform the following steps:

1. Click the Next button ▶ located on the toolbar.

2. The next item’s information and references 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 blanking out the “Item/Part” field, then click the Next button ▶.

Item Summary Screen

This screen is used to display "Item/Part" entries for all items. The two tabs at the top of the table allow you to display the fields located on the "Item Definition" screen. Each row in the table represents one item with its associated data.

Selection Criteria Group

Field	Explanation
Item/Part	This field is for entering all or part of an Item Number to select the items to be displayed. Leave this field blank to select all items.
Type	This field is for choosing the type of items to be displayed. Leave this field blank to select all item types. A dropdown list of values is provided for your convenience.
Description	This field is for entering all or part of an Item Description to select the items to be displayed. Leave this field blank to select all descriptions.
Sales	This field is for choosing if you want sales items or non-sales items to be displayed. Leave this field blank to select all sales types. A dropdown list of values is provided for your convenience.
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.
Commodity	This field is for entering all or part of a commodity to select the items to be displayed. Leave this field blank to select all commodities.
Product Group	This field is for entering all or part of a product group to select the items to be displayed. Leave this field blank to select all product groups.

Summary Table (Primary tab)

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.
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".
Sales Item	Identifies whether or not the associated item is for sale. Some items can be a part of a larger item and are not for sale individually.

Summary Table (Secondary tab)

<u>**Column**</u>	<u>**Explanation**</u>
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.
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.
Commodity	A term that can be applied to groups of items that are similar in some way. This field is normally used for purchasing data; for example, different types of bird seed stocked by a store.
Drawing	This can be an engineering or design drawing associated with the item.

Summary Table (Cost tab)

<u>**Column**</u>	<u>**Explanation**</u>
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.
Material Cost	The amount required to manufacture or purchase an item.
Other Cost	The amount associated with this item that is not a

	manufacturing or purchasing cost. This can be any combination of costs such as processing cost, overhead, etc.
Inventory Cost	The amount used to calculate the total on hand cost of the item.
On Hand Quantity	The number of units in inventory.
On Hand Cost	The on hand quantity times the inventory cost.

Message Line

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

Accessing the Item 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 Definition". The Item Definition screen is then displayed.

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

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

5. If there is a complete or partial Item/Part number in the "Item/Part" field, then those items matching the selection are displayed in the Summary table on the main screen.

Using the Item Summary Screen

Displaying Item Summaries

To display an item summary, perform the following steps:

1. Enter all or part of an item or part number in the “Item/Part” field. You can leave the “Item/Part” field blank to select all items.

2. Enter or select values in the other selection criteria fields as desired.

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

4. The item summary results are displayed in the Summary table on the main 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.

   -or-

1. Use the Search button next to the “Item/Part” field or 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 item summary results are displayed in the Summary table on the main screen.

4. Enter or select values in the other selection criteria fields as desired.

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

6. The new item summary results are displayed in the Summary table on the main screen.

7. 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.

Item Summary Reports

The Item Summary screen has the following report available:

Item Summary List
Basically the same information displayed on the Item Summary screen.

For more information about viewing, modifying, and printing reports, see “Working with Reports” in the “Using TFG4000” section of this manual.

Labels Screen

This screen is for printing item labels.

Selection Criteria

Field	Explanation
Item/Part	This field is for entering all or part of an Item Number to select the items to be printed on the labels. Leave this field blank to select all items.
Type	This field is for choosing the type of items to be printed on the labels. Leave this field blank to select all item types. A dropdown list of values is provided for your convenience.
Description	This field is for entering all or part of an Item Description to select the items to be printed on the labels. Leave this field blank to select all descriptions.
Sales	This field is for choosing if you want sales items or non-sales items to be printed on the labels. Leave this field blank to select all sales types. A dropdown list of values is provided for your convenience.
Commodity	This field is for entering all or part of a commodity to select the items to be printed on the labels. Leave this field blank to select all commodities.
Product Group	This field is for entering all or part of a product group to select the items to be printed on the labels. Leave this field blank to select all product groups.
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.

Label Parameters

Field	Explanation
Label Format	Field that indicates what type of label you want to print. The label format defines what data will appear on the labels. A search button is provided so you can select from the available types.
Label Form	Field that indicates the label form (e.g. Avery 5168) you want to use when you print the labels. A search button is provided so you can select from the available types.
Label Font	Size of the font to be used when the label is printed. The default is based on the label format.

	A dropdown is provided to indicate if you want the font to be **Bold** or Not Bold.
Print Landscape	Checkbox to indicate if you want the labels printed in landscape or portrait orientation.
Center Text Vertically Within Each Label	Should the label's text be centered vertically on the label, or should the first line of text begin at the top edge of the label? When this option is selected the label's text will be centered vertically on the label.
Allow me to Indicate Specific Labels on which Nothing should be Printed	Check this box so you can get a map of the label sheet when you click the Create Labels button. Then you can indicate which labels on a sheet of labels should be bypassed during printing. You can mark as many pages as necessary. This is for using sheets of labels that may have labels that are missing or unusable.

Message Line

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

Accessing the Labels 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 Definition". The Item Definition screen is then displayed.

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

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

Using the Labels Screen

Use these procedures to print item labels.

Printing Item Labels

To print item labels, perform the following steps:

1. Enter selection criteria to determine which items will be printed.

2. Use the GoTo/Selection button next to “Label Format” to select the type of label you want to print (label format defines the data that will appear on the label). You can use the Label Format screen (under System Administration then Label Definition) to define a label format.

3. Use the GoTo/Selection button next to “Label Form” to select the type of form you want to print the labels on e.g. Avery 5168. You can use the Label Definition screen under System Administration to define a label form.

4. Change formatting options as desired. Click the “Advanced Options” button located on the toolbar to adjust margins, etc.

5. Click the Print button located on the toolbar when you are ready to print the labels.

6. If you clicked the checkbox next to “Allow me to Indicate Specific Labels on which Nothing should be Printed”, you will see a graphic representation of a sheet of labels. Click the label(s) you want to skip. They will have “Don’t Use” on them. Click again to allow them to be used. Click “Next Page” to mark additional sheets as necessary. Click “Ok” when you are ready to start printing.

Price Summary Screen

This screen can be used to display and maintain pricing data for items. Only items with non-zero gross price are displayed. The two tabs at the top of the table allow you to display the fields located on the "Item Definition" screen. Each row in the table represents one item with its associated pricing data.

Selection Criteria Group

Field	**Explanation**
Item/Part	This field is for entering all or part of an Item Number to select the items to be displayed. Leave this field blank to select all items.
Type	This field is for choosing the type of items to be displayed. Leave this field blank to select all item types. A dropdown list of values is provided for your convenience.
Description	This field is for entering all or part of an Item Description to select the items to be displayed. Leave this field blank to select all descriptions.
Sales	This field is for choosing if you want sales items or non sales items to be displayed. Leave this field blank to select all sales types. A dropdown list of values is provided for your convenience.
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.
Commodity	This field is for entering all or part of a commodity to select the items to be displayed. Leave this field blank to select all commodities.
Discount Percent	This field is for mass update of discount percentages. It is used to update all rows that are displayed in the Summary table below. When the Save button is clicked the percentage in this field overrides any Discount Percent and Discount Amounts that were updated in the Table rows below.
Product Group	This field is for entering all or part of a product group to select the items to be displayed. Leave this field blank to select all product groups.

Summary Table (Primary tab)

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.
Gross Price	Basic price for an item before any discounts or surcharges are applied.
Discount Percent	Discount percentage applied to the Gross price to determine the Net Price; for example, a gross price of 10.00 with a discount percent of 10 would result in a net price of 9.00 (10.00 x 10% = 1.00; 10.00 - 1.00 = 9.00). If Discount Percent is zero and Discount has a value other then zero, then the "Discount" field was updated directly with an absolute amount.
Discount Amount	Discount amount to be subtracted from the Gross price to determine the Net price. If a value is entered in this field, it overrides the percent amount entered in the "Discount Percent" field if both are entered. If an absolute discount amount is entered the "Discount Percent" field will be set to zero.
Net Price	Net price for an item after any discount is applied. This value is calculated from the Gross amount and the Discount amount, as Gross minus Discount, and is not an input field.
Commodity	A term that can be applied to groups of items that are similar in some way. This field is normally used for purchasing data; for example, different types of bird seed stocked by a store.
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.

Summary Table (Secondary tab)

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.
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.
Status	Specifies whether the item or part is active or inactive.
Unit of Measure	Defines how the item is counted or measured. Some examples of units of measure are "Ounce", "Pound" and “Hour".
Sales Item	Identifies whether or not the associated item is for sale. Some items can be a part of a larger item and are not for sale individually.

Message Line

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

Accessing the Price 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 Definition”. The Item Definition screen is then displayed.

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

4. Click the “Price Summary” tab at the top of the main screen.

5. If there is a complete or partial Item/Part number in the “Item/Part” field, then those items matching the selection are displayed in the Summary table on the main screen.

Using the Price Summary Screen

Displaying Price Summaries

To display a price summary, perform the following steps:

1. Enter all or part of an item or part number in the "Item/Part" field. You can leave the "Item/Part" field blank to select all items.
2. Enter or select values in the other selection criteria fields as desired.
3. Click the Open (Display) button located on the toolbar or hit the Enter key.
4. The price summary results are displayed in the Summary table on the main 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 your selection criteria.

   -or-

1. Use the Search button next to the "Item/Part" field or the "Description" to select an item number.
2. Double-click on the "Item/Part" you would like to display in the "Search" screen table.
3. The price summary results are displayed in the Summary table on the main screen.
4. Enter or select values in the other selection criteria fields as desired.
5. Click the Open (Display) button located on the toolbar or hit the Enter key.
6. The new price summary results are displayed in the Summary table on the main screen.
7. If the record you are looking for is not displayed in the table, either increase the "Number of Rows to Display" or change your selection criteria. Also verify that the item has a price defined on the Item Definition screen.

Selectively Updating Price Date

To update price data selectively, perform the following steps:

1. Display the items or part numbers you want to change. See "Displaying Price Summaries" above.
2. Change Gross Price and Discount Percent or Discount Amount as desired.
3. Once finished, click the Save button located on the toolbar.

Mass Updating Discount Percent

To execute a mass update of discount percent data, perform the following steps:

1. Display the items or part numbers you want to change. See "Displaying Price Summaries" above.

2. Enter the discount percentage you want in the "Discount Percent" field in the Selection Criteria area of the screen.

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

4. All of the items displayed in step 1 will be updated with the new Discount Percent including recalculation of the Discount Amount and Net Price.

Note: Any changes made directly in the table will be overridden by the discount percent mass update.

Price Summary Reports

The Price Summary screen has the following report available:

Item Price Summary
Basically the same information displayed on the Price Summary screen.

For more information about viewing, modifying, and printing reports, see "Working with Reports" in the "Using TFG4000" section of this manual.

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.

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

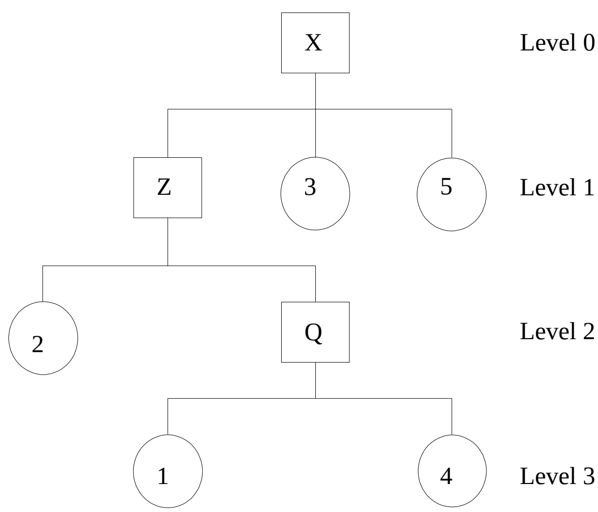
For a physical product, an assembly is a collection of parts and/or subassemblies that are put together. A subassembly is an assembly that is used at a higher level to make up another assembly. Each assembly and subassembly is given a unique identifier.

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.

Multi-Level Product Tree



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

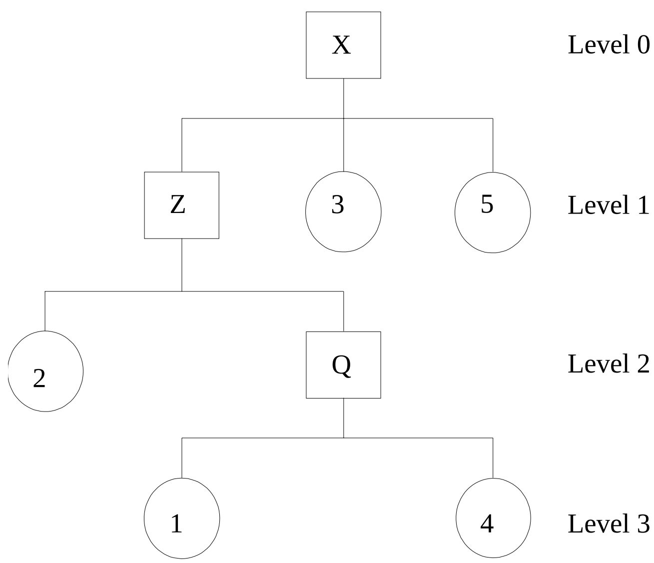
For a service, an assembly is a collection of services, materials, and/or subassemblies that are needed to complete the service. A subassembly is an assembly that is used at a higher level to make up another assembly. Each assembly and subassembly is given a unique identifier.

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.

Multi-Level Serive Tree



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.

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".
Copy To	Unique identification of the Item/Part number that is used to receive the Bill of Material during the Copy Bill of Material function.

Component Table (Components and Reference Designator tabs)

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

Quantity	This field is the quantity required for one unit of the parent 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.
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.
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 then 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”.

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 an Existing Bill of Materials

To update an existing 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. Because of this feature you can enter "ad hoc" components on the bill of materials.

   -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. Because of this feature you can enter "ad hoc" components on the bill of materials.

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" before a copy can be performed.

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

2. Type the target item in the "Copy To" field

3. Click the Copy To button located on the toolbar. The bill of materials displayed is copied to the target item.

4. 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.

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

<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.
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".

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

<u>**Column**</u>	<u>**Explanation**</u>
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).
Component	Unique identification of an item that is a component of another item on a Bill of Materials. This component identification is usually found on the Item/Part master, but it is not a requirement that the component be on the Item/Part master.
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.
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 then 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.

Explosion Reports

The Bill of Materials Explosion screen has the following reports available:

Bill of Materials Single Level Explosion
Basically the same information displayed when a single explosion is executed.

Bill of Materials Multiple Level Explosion
Basically the same information displayed when an indented explosion is executed.

For more information about viewing, modifying, and printing reports, see “Working with Reports” in the “Using TFG4000” section of this manual.

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".

Component Table (Components, Description, 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 a Bill of Materials. The number zero (0) is the end product (highest Level). There is no limit to the number of levels.
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.
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.
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 then 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.

Where Used Reports

The Bill of Materials Where Used screen has the following reports available:

Bill of Materials Single Level Where Used
Basically the same information displayed when a single where used is executed.

Bill of Materials Multiple Level Where Used
Basically the same information displayed when an indented where used is executed.

For more information about viewing, modifying, and printing reports, see “Working with Reports” in the “Using TFG4000” section of this manual.

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.
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".
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.
Component	Unique identification of an item that is a component of another item on a Bill of Materials. This component identification is usually found on the Item/Part master, but it is not a requirement that the component be on the Item/Part master. For a summarized where used, this is the item where the component is used.

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.
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”.

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 then 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 .

Bill of Material Summary Reports

The Bill of Materials Summary screen has the following reports available:

Bill of Materials Explosion Summary Report
Basically the same information displayed when a summarized explosion is executed.

Bill of Materials Where Used Summary Report
Basically the same information displayed when a summarized where used is executed.

For more information about viewing, modifying, and printing reports, see “Working with Reports” in the “Using TFG4000” section of this manual.

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.

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 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. 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.
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".
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. This value is used to calculate the total cost of on hand inventory.

Summary Table (Components and Cost tabs)

<u>**Column**</u>	<u>**Explanation**</u>
Row	The line number of the row in the table.
Component	Unique identification of an item that is a component of another item on a Bill of Materials. This component identification is usually found on the Item/Part master, but it is not a requirement that the component be on the Item/Part master.
Description	Contains information describing the item. This description can be as short as an abbreviation or a long detailed description of the item.
Quantity	This field is the quantity 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”.
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. 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 for the component.

Message Line

<u>**Field**</u>	<u>**Explanation**</u>
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 then 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 .

Bill of Material Cost Reports

The Bill of Materials Cost screen has the following report available:

Bill of Materials Cost Explosion Report
Basically the same information displayed on the Bill of Materials Cost screen.

For more information about viewing, modifying, and printing reports, see "Working with Reports" in the "Using TFG4000" section of this manual.

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

2. Choose what kind of activity (transaction) you wish to perform – for example: ship versus 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.

Initial Setup

TFG4000 Inventory Management is installed with certain features that can be changed. The features are controlled with system variables. There are three 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.

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. 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

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

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

Inventory_Location_Verify (installation default is "No") -- With this variable set to "Yes", the system requires all inventory locations be predefined. With this variable set to "No", inventory locations can be pre-defined, but they do not have to be pre-defined. TFG4000 provides an inventory location called "Stock" at installation time.

To set up your Inventory Locations, perform the following:

1. Click the plus sign (+) next to "System Administration".

2. Click "Location Control".

3. Enter the location information in the first available row.
4. Repeat as necessary.
5. Once finished, click the Save button located on the toolbar.

Using Shelf-Life for Inventory Control

TFG4000 allows you to create stocking locations based on your business needs. By planning your location identification method, you can use the TFG4000 Location Function to both identify the physical location and inventory lot in the same data field. The physical location allows you to identify the actual shelf, bin, drawer, or other storage areas where the inventory is kept. 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.

When pre-defining physical stocking locations, use a naming convention that allows you to reuse the locations with minimal confusion. Once a physical stocking location has been defined, it cannot be removed or its name changed; however, once inventory for an item is depleted from a location, the location will no longer be associated with that item. You will not see "empty" locations for an item, only locations that have inventory.

There are several ways you can structure your physical stocking locations:

1. You can create a physical stocking location for each item and store all items of that type in the same physical location. Use this method when there are no requirements to use one particular part in that location prior to another.

2. 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.

3. You can create a single physical stocking location and use suffixes such as a slash (/) or dash (-) followed by additional information to separate the items logically within the physical stocking location. You can use this method when you want to identify stock by some attribute such as color.

4. You can also add a suffix such as the slash (/) or dash (-) followed by additional information to each physical stocking location to identify different inventory lots that have a shelf-life. When you receive an item you can then use the expiration date (shelf-life) to track the item. A location-lot identifier can be associated, at any given time, with only one expiration date until all of the associated items are used.

Each physical stocking location/inventory-lot identifier can be up to 30 characters long and if you have the "Inventory Location Verify" parameter set to "Yes", they must be created prior to the receipt of inventory by using the TFG4000 Location Control screen. If the parameter is set to "No" you can key in any location identifier.

Note: Please use caution if you are not using location verification as misspelled locations are considered separate locations.

Once you have created your physical stocking locations, you can use the TFG4000 Inventory Control screens to:

1. Receive an item into a specific physical location and inventory lot based on the item identifier and, if applicable, the expiration date.

2. Disburse or use inventory from stock by using the physical location/inventory lot to determine which physical location to use.

3. Adjust inventory up or down as necessary for initial balances and corrections.

4. Cycle count inventory (do a physical count and update the system with the results)

5. View the activity history for each item and track the usage of the item.

6. View inventory with expiration dates to determine which physical location for that item to use first. The inventory 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.

Inventory

Use this screen to control and track the movement of your inventory in multiple 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

Inventory Screen

Use this screen to control and track the movement of your inventory 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.
Receive	**(+)** Increments the on-hand balance. Accept an item into a stocking location.
Return	**(+/ -)** Increments the on-hand balance if you enter a positive Transaction Quantity, decrements if you enter a negative quantity. Put inventory into a stocking location indicating it was returned to inventory by using a positive quantity **or** remove inventory from a stocking location indicating it has been returned to the vendor by using a negative quantity.

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.
Unit of Measure	Defines how the item is counted or measured. Some examples of units of measure are "Ounce", "Pound", and “Hour".
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 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.
No Cost	The number of items which do not have cost data.
Cost Method	Indicates how total cost is determined. Current Cost means the Inventory Cost defined on the Item Definition screen 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 76.
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, or the average cost calculated over time.

Inventory Table (Inventory, Job Order and Shelf Life 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.
Location	Identification of the Location where inventory is stored for this Item/Part.
Onhand Quantity	The number of units that are on hand in this location for this Item/Part.
Move To Location	Identification of the Location where inventory is to be moved if you are performing a Move transaction. This column is displayed only if you are performing a move transaction.
Description	Place to enter a description of the inventory transaction being performed. Used only if you are performing an inventory transaction.
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, or Purchase Order). Used only if you are performing an inventory transaction.
Expiration Date	Date when the inventory will not be usable.
Life Type	Type that indicates how the shelf life date is determined.

Message Line

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

Accessing the Inventory Control 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 Inventory Control screen is then 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 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; either **Adjust** or **Receive**.

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.

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:** The "Move To Location" column is not normally displayed. It appears when you select **Move** as 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:** The “Move To Location” column is not normally displayed. It appears when you select **Move** as 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.

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 .

Inventory Control Reports

The Inventory Control screen has the following reports available:

Inventory Cost Report
All items with inventory showing on-hand balance and cost. Sorted by item number.

Inventory Cost Report by Location
All items with inventory showing on-hand balance and cost. Sorted by inventory location.

Inventory Cost Report by Product Group
All items with inventory showing on-hand balance and cost. Sorted by item product group.

Inventory Cycle Count
Enter or select an item to start and an item to end, or leave the start and end items blank for all items. Enter a number in the “Number of Rows to Display” field to limit the size of the report or make this number very large to make sure you see all items that could be listed based on the start and end items used. Click the “Refresh” button to run a report that can be used for doing a physical inventory. There is a place for entering the number of items actually counted in a particular location. Those numbers can be used to perform cycle count transactions.

For more information about viewing, modifying, and printing reports, see “Working with Reports” in the “Using TFG4000” section of this manual.

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.

Receive

(+) Increments the on-hand balance.

Accept an item into a stocking location.

Return

(+/ -) Increments the on-hand balance if you enter a positive Transaction Quantity, decrements if you enter a negative quantity.

Put inventory into a stocking location indicating it was returned to inventory by using a positive quantity **or** remove inventory from a stocking location indicating it has been returned to the vendor by using a negative quantity.

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
Location	Inventory location name.
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 (Inventory tab)

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.

Inventory Table (Move Location tab)

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.
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.

Inventory Table (Order tab)

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.
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.

Inventory Table (Shelf Life tab)

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.
Expiration Date	Date when the inventory will not be usable.
Life Type	Type that indicates how the shelf life date is determined.

Inventory Table (Description tab)

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.
Transaction Description	Place to enter a description of the inventory transaction being performed. Used only if you are performing an inventory transaction.
MSP Process	Indicates if the inventory location is used for material scheduling.

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

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

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 .

Location Inventory Reports

The Location Inventory screen has the following reports available:

Inventory by Location Report
All items with inventory showing on-hand balance. Sorted by inventory location.

Inventory Cost by Location Report
All items with inventory showing on-hand balance and cost. Sorted by inventory location.

For more information about viewing, modifying, and printing reports, see “Working with Reports” in the “Using TFG4000” section of this manual.

Inventory History Screen

Use this screen to view the movement of your inventory. You can view the adjustment, issuance, scrapping, return, receipt, and shipment of each item, with the most recent activity at the top of the list in the table.

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.
Transaction	Information indicating the type of inventory transaction that was performed (Adjust, Cycle Count, Issue, Scrap, Return, Receive, Ship).
Transaction Description	Enter a full or partial description to search data by description. Use the percent sign (%) for wildcards.
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.
Select Location	Enter a full or partial location name to search data by inventory location. 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.

Transaction Table (Transaction, Description, Shelf Life, and User 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.
Time Stamp	Identification of the Date and Time that this transaction was recorded for this row. This column is in descending order.
Location	Identification of the Location where inventory is stored for this Item/Part.

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.
Order Type	Type of order for which the transaction was executed, e.g. Job Order, Ship Order, Customer Order, etc. if applicable.
Order Number	Indicates the order that created this inventory transaction if applicable.
Description	The transaction description can be used for comments or any other additional information about an inventory transaction.
Expiration Date	Expiration date of when the inventory will not be usable.
Life Type	Type that indicates how the shelf life date is determined.
User ID	Identification of the person who performed the inventory transaction.

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 Inventory Control screen is then 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 history for all items.

2. Enter all or part of a transaction description in the "Transaction Description" field in the Current Item area of the screen or leave this field blank.

3. Select a transaction type in the "Transaction" field in the Current Item area or leave this field blank to see all transaction types.

4. Enter or a select a stocking location in the "Location" field in the Current Item area of the screen or leave this field blank to see all locations.

5. 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.

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.

Inventory History Reports

The Inventory History screen has the following reports available:

Inventory Transaction History by Date
Inventory history for all items sorted by transaction date in descending order (most current date first).

Inventory Transaction History by Item
Inventory history for selected items sorted by item number in ascending order, then transaction date in descending order. In addition there is field for selecting a transaction type to further refine your search.

Inventory Transaction History by Description
Inventory history for all items sorted by item number in ascending order. In addition there is a field for entering all or part of a transaction description and a field for selecting a transaction type to further refine your search.

Inventory Transaction History by Location
Inventory history for all items sorted by transaction date in descending order, then location name in ascending order. In addition there is a field where you can enter or select a location name and a field for selecting a transaction type to further refine your search.

For more information about viewing, modifying, and printing reports, see “Working with Reports” in the “Using TFG4000” section of this manual.

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	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.
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

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.
Location	Identification of the Location where inventory is stored for this Item/Part.
Onhand Quantity	The number of units that are on hand in this location for this Item/Part.
Life Type	Type that indicates how the shelf life date is determined. There is only one Life Type used at this time – Date: Expiration date was entered manually.

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 "Inventory Control". The Inventory Control screen is then 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 (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. Click the Open (Display) button located on the toolbar.

3. View the Shelf-life Summary information displayed on the screen.

4. 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.

Shelf Life Summary Reports

The Shelf Life Summary screen has the following report available:

Shelf Life Summary List
Basically the same information displayed on the Shelf Life Summary screen.

For more information about viewing, modifying, and printing reports, see "Working with Reports" in the "Using TFG4000" section of this manual.

Inventory Summary Screen

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

Selection Criteria 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.
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

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.
Current Cost	If the column heading is "Current Cost", this is the Inventory Cost entered on the "Item Definition" screen. It is the value 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 "Item Definition" screen. It is the average cost of the item over time. See Initial Setup on page 76 for more information about Average Cost.
Last Changed	Last date/time this data was changed.

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 "Inventory Control". The Inventory Control screen is then 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. Click the Open (Display) button located on the toolbar.

3. View the Inventory Summary displayed on the screen.

4. 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 Reports

The Inventory Summary screen has the following report available:

Inventory Summary List
Basically the same information displayed on the Inventory Summary screen.

For more information about viewing, modifying, and printing reports, see “Working with Reports” in the “Using TFG4000” section of this manual.

Advanced Installation

TFG4000 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, or from the Windows "Start" menu. Simply click "Start", then "Programs", then "TFG4000 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, 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 8:30 AM - 5:00 PM ET.

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 from 8:30 am to 5:00 pm Eastern time. The TFG4000 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 from 8:30 am to 5:00 pm Eastern time. The TFG4000 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.

TFG4000 Software Series

You can obtain the following TFG4000 applications by visiting your nearest retailer:

Inventory Management
Job Order Management
Sales Order Management
Purchasing Management

For more information go to www.tfg4000.com.