
Inventory Management

Overview

The Inventory module maintains information on the Inventory, Services, and Messages that appear on Purchase Orders, Sales Orders, and Invoices. In addition to allowing you to maintain your inventory, this module assists you in making adjustments to the units in stock and manufacturing kits.

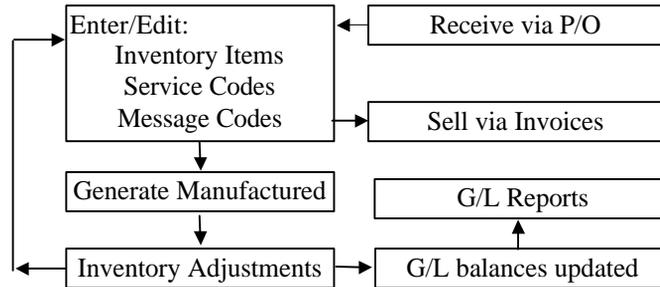
The Inventory Flowchart

The following section shows the flowchart for the Inventory system. The first step involves entering the Inventory items, Service IDs, and Message IDs. When you add a new inventory item, you will notice that the program does not let you enter the units on hand.

If you have set up manufactured items, you can use the **Generate Manufactured Items** option to create inventory items from individual kits.

In order to enter the units on hand, you can either receive new inventory item from the Purchase Order module, or use the

Inventory Adjustment option. The Inventory Adjustment option is used to update or correct the units on hand. The system requires you to use these options so that the cost of the item can be maintained correctly. The General Ledger files are automatically updated.



The program will automatically take care of updating your inventory file for the units and the cost of the goods.

Quick Start for Inventory

Please refer to the **Quick Start Guide** chapter for the quick steps to create Inventory, Service and Message Items. You will also be shown on how to quickly enter the starting inventory units in stock.

Inventory Maintenance

This option is used to enter, edit, or delete Inventory items. Inventory items are products that you stock and resell to your customers. You would typically use the Purchase Order option to receive your inventory.

Creating a New Inventory Item

- Step 1:** Select the **Inventory Maintenance** option from the **Inventory** menu. Place the cursor on the **Inventory ID** field.
- Step 2:** Type in the new ID to be added in the **Inventory ID** field and press **Enter**.
- Step 3:** Complete all the fields for the **Inventory ID**. A detailed description of all the fields is on [page 250](#).
- Step 4:** Click on the **Save-F4** button to save the **Inventory ID**.

Editing Information for an Inventory Item

- Step 1:** Make sure that the cursor is on the **Inventory ID** field. Type in the Inventory ID you wish to Edit. If you do not know the Inventory ID, click on the **Browse-F3** button to list the Inventory IDs on the screen. Select an Inventory ID from the browse list. Press **Enter** on the Inventory ID field.
- Step 2:** All the fields for the **Inventory ID** will be displayed on the screen. You can change all the editable fields. **You cannot change the information in the Inventory ID field.**
- Step 3:** Click on the **Save-F4** button to save the **Inventory ID**.

Deleting an Inventory Item

- Step 1:** Make sure that the cursor is on the **Inventory ID** field. Type in the Inventory ID you wish to delete. If you do not know the Inventory ID, click on the **Browse-F3** button to list the Inventory IDs on the screen. Select an Inventory ID from the browse list. Press **Enter** on the Inventory ID field.

Step 2: All the fields for the **Inventory ID** will be displayed on the screen.

Step 3: Click on the **Delete-F8** button to delete the **Inventory ID**.

Inventory Information

Listed below is the explanation of the various fields on the Inventory Maintenance screen.

The screenshot shows the 'Inventory Maintenance' window with the 'Inventory Info.' tab selected. The 'Inventory ID' field contains '0027' and the 'Description' field contains 'LED, 1/8" RED'. The 'Always In Stock' checkbox is unchecked, and the 'Taxable' checkbox is checked. The 'Units In Stock (+)' field shows '1783.00'. The 'Units Available For Sale (=)' field shows '4783.00'. The 'Purchase Information' section shows 'Default Vendor ID' as '0' and 'Vendor's Item ID' as '0'. The 'Last PO No.' is '5718' and the 'Last PO Date' is '08/29/1995'. The 'Reorder Level' is '0.0000' and the 'Reorder Qty.' is '0.0000'. The 'Units On P/O' is '0.00' and the 'On Hand Dollars' is '89.15'. The 'Sales Information' section shows 'Selling Price' as '0.1000', 'Standard Cost' as '0.0500', 'Average Cost' as '0.0500', and 'Unposted Returns' as '0.00'. The 'Units On Order/Invoice (-)' is '0.00' and the 'Units Back Ordered (-)' is '0.00'. The 'Delete-F8' button is highlighted with a red arrow pointing to it from the text 'This is the actual quantity you can sell.' The 'Save-F4' button is highlighted with a red arrow pointing to it from the text 'Create and Track "Perpetual" Inventory items.'

Inventory ID: Enter the Inventory ID you want to add or edit. It may consist of numbers or letters in any combination. The **size** of the Inventory ID field is 15 characters. If you know the Inventory ID, enter it, and press **Enter** to go to the next field.

Description: Type in the inventory item's description here. This field can contain letters or numbers. The size of this field is 30 characters

Always in Stock: When this box is checked, the program will treat the item similar to a Service item. When you enter invoices or sales orders in Order Entry, the program will assume the product is always in stock. When you post invoices in Order Entry or Received Purchase Orders in Purchase Order, the program will **not** track cost

of goods, quantity in stock, quantity sold and it will not post a value for cost of goods sold or inventory value to the General Ledger for this line item. By default, this box is unchecked.

When an item is marked as “Always in Stock,” you cannot make an inventory adjustment against the item. Also, the item will appear on only some of the inventory reports. It will appear on the Inventory Listing Report, Inventory Sales Analysis Report and Inventory Price Sheet reports only.

If you use Manufacturing, please note that you can use an “Always in Stock” item as a component in a manufactured item. However, the cost of the manufactured item will be determined only by the regular inventory item components (because an “Always in Stock” item is considered to have zero cost).

You can edit the inventory item at any time to convert it back to a regular inventory item by unchecking this box. When you change this checkbox, it will affect only invoices that have not been posted. When you convert the item back to a regular inventory item, then from that point on, the program will track its Cost of Goods Sold, Inventory Quantities, etc.



Important Note: If you switch an item back and forth between being a regular inventory item and being “Always in Stock,” you may have to make an inventory adjustment whenever you convert it to a regular item. The stock levels that existed for the product at the time it was converted to “Always in Stock” will reappear when you convert it back to an inventory item.

This option is useful if you have items or services that are normally always available but for which you occasionally take advance orders for new versions. In this case, you would normally have this box checked, so that the program will always have this item available for invoices. When you begin taking advance orders for new versions, uncheck this box and, if necessary, enter an inventory adjustment to reduce the quantity on hand to zero. Then, new invoices will place this item on backorder (if backorder tracking is enabled in Order Entry Setup).

Taxable: Check this field if sales tax should be calculated on this item when you create a Purchase Order, Sales Order, Invoice, or a POS Receipt.

GST Tax: If you have enabled the calculation of **GST** taxes in the **Company Setup** section, you can also check the **GST Tax** box for Canada **GST** tax if required.

Inactive: This checkbox is available on the Inventory Item Maintenance, Service Maintenance and Message Maintenance screens. If this box is checked, then the item cannot be used on an Invoice, Return Invoice, Sales Order, Purchase Order, or Received Purchase Order. If the item exists on any existing transaction, then those transactions will not be affected but you will not be able to use the item on any new transaction.

When you use the Browse window to locate an inventory item, service, or message, a column is available that shows whether the item is active or inactive.

Location: Enter the location of the item. This field is used on the Additional Inventory reports for sorting only. The program does not track inventory by location.

Units of Measure: Enter the measurement unit (lbs, kg, oz, etc.) item. This field is used on the Additional Inventory reports for sorting.

Weight: Enter the weight (10 oz, 23kgs, etc.) of the item. This field is used on the Additional Inventory reports for sorting.

Selling Price: Enter the selling price of the Inventory Item. This is the price per unit sold. During invoicing, this number will automatically be placed in the price/units field when this item is selected. You can only enter numbers in this field.

Standard Cost: If you had opted to use the Standard Costing Method to calculate the cost of the items, then you should enter the Standard cost here. Otherwise, you should skip this field.

Average Cost: This field contains the average cost of the inventory item, and is automatically updated by the program if you are using the average costing method. You cannot modify this field.

Unposted Returns: This field contains the number of units on a Return Order or an invoice that have not been posted.

Units in Stock: This is the actual number of units in stock. This field is automatically calculated by the program and cannot be edited. This is a non-editable field.



Important Note: The value of **On Hand Dollars** and the **Units in Stock** are recalculated when you select the following options:

- Purchase Order Posting
 - Inventory Adjustment Posting
 - Generate Manufactured Items
 - Order Entry Posting
 - Point-Of-Sale Posting
-

Units on Order/Invoice: These are the units entered on an unposted Sales Order or an Invoice. When the Sales Order, Invoice, or a POS Receipt is posted, this field is decreased by the amount of the units on it. Also the **Units in Stock** field is decreased at that point.

Units Backordered: This field lists units that are on Sales Orders/Invoices that have been backordered.

Units Available for Sale: This is the actual number of units available for sale on a Sales Order, Invoice, or a POS Receipt. It is calculated by subtracting the **Units On Order/Invoice** and **Units Back Ordered** from the **Units In Stock** field.

Default Vendor ID: This is the default Vendor ID from whom you purchase this item on a regular basis. This field is for informational purposes only. When you create Purchase Orders, this item can be purchased from any Vendor in the system. When you type in a valid Vendor ID, the Vendor's company name will be displayed on the right.

Vendor's Item ID: You can enter the Vendors Part number for this item. It may be different from your internal Inventory Item ID. This field is used on the Additional Inventory reports for sorting.

Last PO Number: This is the last PO number on which the inventory item was purchased. When you post a Received PO, which has this inventory item, the program will automatically update this field.

Last PO Date: This is the date of the Last PO number above.

Reorder Level: An item is listed on the Inventory Reorder Report when it reaches the following level:

Units Available for Sale – Unposted Returns is less than the **Reorder Level** field.



Important Note: Units Available for Sale = (Units In Stock – Units on Order/Invoice – Units Backordered)

Reorder Quantity: This is the quantity to be ordered when an item has reached the reorder level. This quantity will be listed on the Inventory Reorder Report.

Units on P/O: These are the units entered on an unposted Purchase Order. When the Purchase Order is posted, this field is decreased by the amount of the units on the Purchase Order. Also the **Units in Stock** field is increased at that point. This field is automatically calculated.

On Hand Dollars: This is the value of you your inventory based on what you paid to purchase it. It is determined by multiplying the Units in Stock times the amount you paid to purchase it. This field is automatically calculated.

Additional Information

To display these values, click the "Refresh" button.

	MTD Units	MTD Dollars	YTD Units	YTD Dollars	LastYear Units	LastYear Dollars
Sold	0.0000	0.00	0.0000	0.00	0.0000	0.00
Purchased	0.0000	0.00	0.0000	0.00	0.0000	0.00

G/L Income Account: Enter the General Ledger Sales (or Income) Account for this item. All products can have the same sales account number if you want. If you want to break down your sales by groups of items then you can give each item or a group of items the same sales account number. You must enter a valid Income Account for this field. The default account number is 41010.

For example, let us say you have two kinds of items to sell: Grocery Items and Pharmacy Items. You would then give 41010 to all items that were in the Grocery department and 41020 to all items in the Pharmacy Department. When you sell these items on an invoice, the appropriate general ledger account would be updated. You could then run an income statement that would show the sales under each account (41010 or 41020).

 **Important Note:** Alternative to the above option would be the use of the **Department** field on the invoice. If you have the G/L module and you enable Departmental tracking in **G/L Setup**, then you can allot a department number to each invoice at the time of creating the invoice. At a later point, you can run a separate (or a consolidated) income statement for each department in General Ledger.

COGS Account: When you sell an inventory item, the program needs to decrease the general ledger **Inventory** account number and transfer the cost of the item sold to an expense account called **Cost of Goods Sold**. This is required so that your income statement can calculate your gross profit accurately by deducting the cost of the goods sold (COGS). You must enter a valid **Cost of Sales** account for this field. The default account number is 51010.

Department ID: If you have Department tracking enabled in the **G/L Setup**, you will be asked to enter the Department ID for this item. Departmental tracking can be used only if you have the General Ledger module installed.

Class and Sub-Class: These fields are used to select items when you print the **Inventory Listing** report. You can print items that fall in a certain range of Classes or Sub-Classes.

Commission Tracking: Check this box if the item will be used to calculate the commission given to a salesperson that sells it. For a detailed description on this option, please refer to the **Order Entry** Chapter – **Salesperson Maintenance / Commission Tracking** section.

MTD/YTD/Last Year: These figures are automatically updated when you create transactions in the Purchasing, Order Entry and Point-Of-Sale modules. These expanded forms of these abbreviations are:

- MTD: Month to Date
- YTD: Year to date

These figures are automatically calculated by the program and cannot be edited. The values are calculated based on the current date of your computer. For example, if the date in your computer is the 10th of August, then the MTD field will show figures for the month of August only.

You must click on the **Refresh** button to calculate these figures. When you click on the **Refresh** button, the program will search all the transactions in the system and display the **latest** results. The

advantage of this feature is that you can get the latest results at any time – even if the transactions have not been posted.

The **Sold** figures are calculated when you create a Sales Order, Invoice or a POS Receipt. The **Purchased** figures are updated when you **Receive Purchase Orders**.

Manufacturing/Raw Materials

The screenshot shows the 'Inventory Maintenance' window with the 'Manuf./Raw Materials' tab selected. The 'Inventory ID' is 00059 and the 'Description' is BREADBOARD, WBU601. The table below lists the raw materials:

Item ID Of the Raw Materials	Description	Units
01-41135C	ASSEMBLY, MOTOR CONTROL	

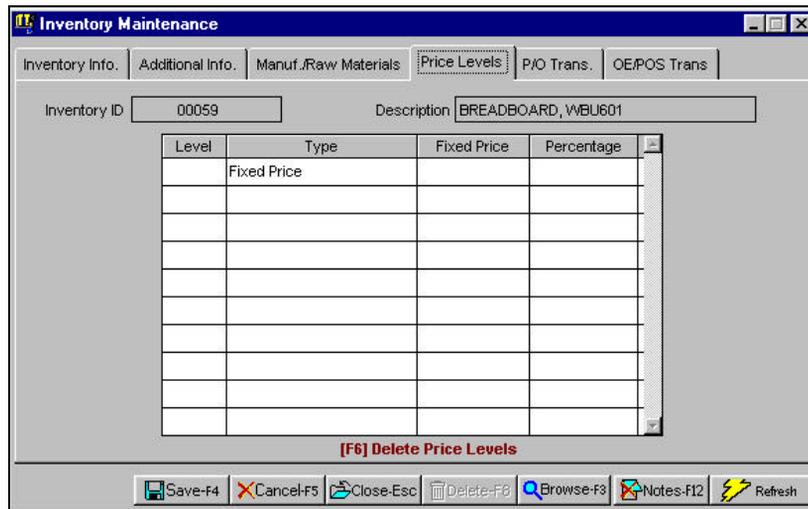
[F6] Delete Raw Material Component

Save-F4 Cancel-F5 Close-Esc Delete-F8 Browse-F3 Notes-F12 Refresh

You can click on the **Manufactured/Raw Materials** tab to list all items that are required to create a complete inventory item. For example, if you are creating an Inventory Item called **PC-Computer**, you can click on **Manufactured** to link in the products used to manufacture a PC-Computer, e.g. a Monitor, Computer Box, Keyboard, etc. For detailed information, refer to [page 280](#).

Price Levels

You can use the Price Levels tab to create multiple selling price levels for an item. The selling price level can be a discount or a markup on the selling price of the item. Once you create and set up price levels, you can then associate them with a specific customer. This is done via the **Customer Maintenance** option. The program will automatically charge the appropriate price when you create Sales Orders or Invoices based on the price level in **Customer Maintenance**.



There are two types of price levels discussed in the following section:

Fixed Price Level

Let us say you have a customer – ABC Company. You may want to sell to them certain items for a fixed price only (say \$49.00). You can achieve this by doing the following:

Step 1: Under customer ABC Company, put 1 in the price level field.

- Step 2:** Next edit each Inventory item you want to sell to this customer and click on the **Price Levels** tab.
- Step 3:** In the window that comes up, put 1 in the **Level** column, select **Fixed Price** for the **Type** column, and put 49.00 in the **Fixed** column.
- Step 4:** You can do this for all products to be sold to this customer.
- Step 5:** When you create Sales Orders or Invoices for this customer, the price will automatically default to \$49.00.

Percent Price Level

Let us say you have a customer – ABC Company. You may want to sell to them certain items at 50% percent below the selling price of the inventory item. You can achieve this by doing the following.

- Step 1:** Under customer ABC Company, put 2 in the price level field. Next edit each Inventory item you want to sell to this customer and click on the Price Levels tab.
- Step 2:** In the window that comes up, put 2 in the Level column, select Percentage for the Type column, and under the Percentage column put 50%.
- Step 3:** You can do this for all products to be sold to the customer.
- Step 4:** When you create Sales Orders or Invoices for this customer, the price will automatically default to 50% of the selling price.



TIP! You can also use both the above methods to markup (increase) the price. For example, to markup the price by 10% put 110% in the **Percentage** column.

Inventory Notes

Click on this button  to maintain notes on this inventory item. Use the Notes feature to keep special ordering or selling information for your products. Your sales staff can look at these notes from the Sales Order, Invoice, PO, or the Received PO screens by clicking on the **Notes** button.

Service Maintenance

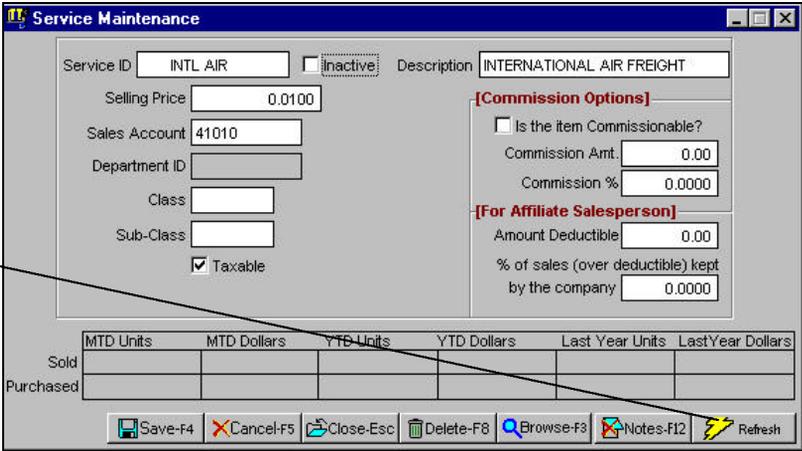
This option is used to enter or edit the Service items for invoicing.

What are Service IDs? These IDs represent services you perform for your customers. The Order Entry and Point-Of-Sale modules are used to sell your services. You can also purchase services on a Purchase Order. Some examples are:

AF	Attorney Fees
CPAF	CPA Fees
LS	Landscaping
GC	Garbage Collection

Non-Inventory items are maintained and sold as services on invoices.

Click on the **Refresh** button to calculate and display these figures.



The screenshot shows the 'Service Maintenance' window with the following details:

- Service ID: INTL AIR
- inactive checkbox:
- Description: INTERNATIONAL AIR FREIGHT
- Selling Price: 0.0100
- Sales Account: 41010
- Department ID: [empty]
- Class: [empty]
- Sub-Class: [empty]
- Taxable checkbox:
- [Commission Options] section:
 - Is the item Commissionable? checkbox:
 - Commission Amt.: 0.00
 - Commission %: 0.0000
- [For Affiliate Salesperson] section:
 - Amount Deductible: 0.00
 - % of sales (over deductible) kept by the company: 0.0000
- Summary table:

	MTD Units	MTD Dollars	YTD Units	YTD Dollars	Last Year Units	Last Year Dollars
Sold						
Purchased						
- Buttons at the bottom: Save-F4, Cancel-F5, Close-Esc, Delete-F8, Browse-F3, Notes-F12, Refresh.

Creating a New Service

- Step 1:** Select the **Service ID Maintenance** option from the **Inventory** menu. Place the cursor on the **Service ID** field.
- Step 2:** Type in the new ID to be added in the **Service ID** field and press **Enter**.
- Step 3:** Complete all the fields for the **Service ID**.
- Step 4:** Click on the **Save-F4** button to save the **Service ID**.

Editing Information for a Service

- Step 1:** Make sure that the cursor is on the **Service ID** field. Type in the Service ID you wish to Edit. If you do not know the Service ID, click on the **Browse-F3** button to list the Service IDs on the screen. Select a Service ID from the browse list. Press **Enter** on the Service ID field.
- Step 2:** All the fields for the **Service ID** will be displayed on the screen. You can change all the editable fields. **You cannot change the information in the Service ID field.**
- Step 3:** Click on the **Save-F4** button to save the **Service ID**.

Deleting a Service

- Step 1:** Make sure that the cursor is on the **Service ID** field. Type in the Service ID you wish to delete. If you do not know the Service, click on the **Browse-F3** button to list the Service IDs on the screen. Select a Service ID from the browse list. Press **Enter** on the Service ID field.
- Step 2:** All the fields for the **Service ID** display on the screen.
- Step 3:** Click on the **Delete-F8** button to delete the **Service ID**.

Service Maintenance Fields

Listed in the following section is the explanation of the various fields in the data entry screen.

Service ID: Enter the Service ID you want to add or edit. It may consist of numbers or letters in any combination. The **size** of the Service ID field is 15 characters.

Description: Type in the service description here. This field can contain letters or numbers. The size of this field is 30 characters.

Inactive: This checkbox is available on the Inventory Item Maintenance, Service Maintenance and Message Maintenance screens. If this box is checked, then the item cannot be used on an Invoice, Return Invoice, Sales Order, Purchase Order or Received Purchase Order. If the item exists on any existing transaction, then those transactions will not be affected, but you will not be able to use the item on any new transaction.

When you use the Browse window to locate an inventory item, service or message, a column is available that shows whether the item is active or inactive.

Selling Price: Enter the selling price of the item. This is the price per unit sold. During invoicing, this amount will be automatically placed in the **Price** field when this item is selected. You can enter only numbers in this field.

Sales Account: Enter the General Ledger Sales (Income) Account for this item. You may want to give each Service ID a unique sales (or income) General Ledger account number to track sales by different services. If you prefer, you can also give all the services the same General Ledger account number.

If you want to break down your sales by groups of services then you can give each group of Services IDs a different General Ledger account number.

For example, let us say you have two kinds of services to sell: Plumbing and Gardening. You would then give 41010 to all services that were in the Plumbing department and 41020 to all services in the Gardening department. Whenever you sell these services from the Invoicing menu, the appropriate General Ledger account will be updated. You could then run an income statement that showed the sales under each account (41010 or 41020).

 **Important Note:** Alternative to the above option would be the use of the **Department** field on the invoice. If you have the G/L module and you enable **Departmental Tracking** in **G/L Setup**, then you can allocate a department number to each invoice at the time of creating the invoice. At a later point, you can run a separate (or a consolidated) income statement for each department in General Ledger.

Department ID: If you have Department tracking enabled in the **Company Setup**, you need to enter the **Department ID** for this item. Departmental tracking can be used only if you have the General Ledger module installed.

Class and Sub Class: These fields are used to select items when you print the **Service Listing** report. You can print items that fall in a certain range of Classes or Subclasses.

Taxable: Check this field if sales tax should be calculated on this item when you create a Sales Order, Invoice or a POS Receipt.

GST Tax: If you have enabled the calculation of **GST** taxes in the **Company Setup** section, you can also check the **GST Tax** box for Canada **GST** tax if required.

Commission Tracking: Check this box if the item will be used to calculate the commission given to a salesperson that sells it. For a detailed description on this option, please refer to the **Order Entry** chapter for **Salesperson Maintenance / Commission Tracking**.

MTD/YTD/Last Year: These figures are automatically updated when you create transactions in the Purchasing, Order Entry, and Point-of-Sale modules. The expanded forms of these abbreviations are:

- MTD: Month to Date
- YTD: Year to date

These figures are automatically calculated by the program and cannot be edited. The values are calculated based on the current date of your computer. For example, if the date in your computer is the 10th of August, then the MTD field will show figures for the month of August only.

You must click on the **Refresh** button to calculate these figures. When you click on the **Refresh** button, the program will search all the transactions in the system and display the **latest** results. The advantage of this feature is that you can get the latest results at any time – even if the transactions have not been posted.

The **Sold** figures are calculated when you create a Sales Order or an Invoice. The **Purchased** figures are updated when you create **Purchase Orders**.

Notes: Click on this button to maintain notes on this service. Use the Notes feature to keep special information on the services that you provide. Your sales staff can look at these notes by editing the Service ID at the time of the sale.

Message Maintenance

This option is used to enter or edit the Message IDs for Purchase Orders, Sales Orders, Invoices and POS Receipts.

When you create these transactions, you may wish to print some messages for your Vendors or Customers. You can achieve this by creating standardized Message IDs such as:

- Thank you for your business.
- Season's greetings!
- Check out our new toys department.

When you create a Purchase Orders, Sales Orders, Invoices, or POS Receipts, you can enter the Message ID in the body of the transaction. The program will automatically print the detailed Message ID.

Use **Message ID's** to print messages in the body on Invoices and P/O's.

Message ID: COMMENT

Description: PLEASE SHIP 100 NEW SAMPLES!

Inactive

Save-F4 | Cancel-F5 | Close-Esc | Delete-F8 | Browse-F3

Creating a New Message

- Step 1:** Select the **Message ID Maintenance** option from the **Inventory** menu. Place the cursor on the **Message ID** field.
- Step 2:** Type in the new ID to be added in the **Message ID** field and press **Enter**.
- Step 3:** Complete all the fields for the **Message ID**. A detailed description of all the fields is on [page 268](#).
- Step 4:** Click on the **Save-F4** button to save the **Message ID**.

Editing Information for a Message

- Step 1:** Make sure that the cursor is on the **Message ID** field. Type in the Message ID you wish to Edit. If you do not know the Message ID, click on the **Browse-F3** button to list the Message IDs on the screen. Select a Message ID from the browse list. Press **Enter** on the Message ID field.
- Step 2:** All the fields for the Message ID will be displayed on the screen. You can change the description field. **You cannot change the ID of an existing Message ID.**
- Step 3:** Click on the **Save-F4** button to save the Message ID.

Deleting a Message

- Step 1:** Make sure that the cursor is on the **Message ID** field. Type in the Message ID you wish to delete. If you do not know the Message, click on the **Browse-F3** button to list the Message IDs on the screen. Select a Message ID from the browse list. Press **Enter** on the Message ID field.
- Step 2:** All the fields for the **Message ID** will be displayed on the screen.
- Step 3:** Click on the **Delete-F8** button to delete the **Message ID**.

Message Maintenance Fields

Listed below is the explanation of the various fields in the data entry screen.

Message: Enter the **Message ID** you want to add or edit. It can consist of numbers or letters in any combination. The **size** of the Message ID field is 15 characters.

After typing in the new Message ID, press the **Enter** key. The cursor will move to the **Description** field in which you can enter the

description of message. This field can contain letters or numbers. The size of this field is 30 characters.

The description for the message will be automatically displayed when you enter the Message ID on a Sales Order, Invoice or a Purchase Order.

Inactive: This checkbox is available on the Inventory Item Maintenance, Service Maintenance and Message Maintenance screens. If this box is checked, then the item cannot be used on an Invoice, Return Invoice, Sales Order, Purchase Order or Received Purchase Order. If the item exists on any existing transaction, then those transactions will not be affected, but you will not be able to use the item on any new transaction.

When you use the Browse window to locate an inventory item, service or message, a column is available that shows whether the item is active or inactive.

Globally Change Selling Price

This option allows you to increase the selling price of inventory/service items.

Globally Change Selling Price

To increase the selling price, use a positive percentage. For example, if you enter 60% and the item has a sell price of \$5.00, then the new sell price will be \$8.00. The following shows how the program would perform this calculation: $\$5.00 + (60\% * \$5.00) = \$8.00$

To decrease the selling price, use a negative percentage. For example, if you enter -25% and the item has a sell price of \$6.00, then the new sell price will be \$4.50. The following shows how the program would perform this calculation: $\$6.00 + (-25\% * \$6.00) = \$4.50$

[Apply Changes To]

Inventory Only Services Only Both Inventory and Services

Increase / Decrease Selling Price by:

Inventory Item ID: Class:

Department ID: Sub-Class:

Location:

Also change the Fixed Price Levels for the Inventory items selected above

The option **Apply Changes To** allows you to specify whether the changes will apply to inventory items only, service items only, or both inventory and service items.

The data entry field **Increase/Decrease Selling Price by** allows you to enter the percentage by which to increase or decrease the selling price. To increase, use a positive percentage. To decrease, use a negative percentage.

After selecting **Apply Changes To** and entering the percentage to increase or decrease the selling price, you can then select which items will be affected by supplying any combination of the following ranges:

If **Inventory Items Only** has been selected:

- Range of **Inventory Item IDs**.
- Range of **Department IDs**
 - Range of **Class**
 - Range of **Sub-Class**
 - Range of **Location**
- There is an option to **change the Fixed Price Levels**, if any have been defined.

If **Service Items Only** has been selected

- Range of **Service Item IDs**.
- Range of **Department IDs**
- Range of **Class**
- Range of **Subclass**

If Both **Inventory** and **Service Items** have been selected, a combination of the above two ranges will be available. The program will use two passes to process this method:

- On the first pass, the **Inventory Items** with the applicable ranges will be processed.
- On the second pass, the **Service Items** with the applicable ranges will be processed.

Change Inventory/Service/Message ID

This option allows you to change an **Inventory**, **Service**, or **Message ID** and have the change cascade to all the associated files, wherever the ID is used. You can access this option from the **Setup** submenu.

Change Inventory/Service/Message ID

Any changes you make are final. The changes will also be reflected in the associated files. We recommend that you Reindex and Backup the data before you proceed.

This Process Is Irreversible. Please Backup Data !

Enter the ID to be changed:

Enter the replacement for the above ID:

[The change will be effected in the following files]

SERVICE.DBF BUILD.DBF INVADJ.DBF LIFO FIFO.DBF PURLINE.DBF INVLIN.DBF
BILINREQ.DBF

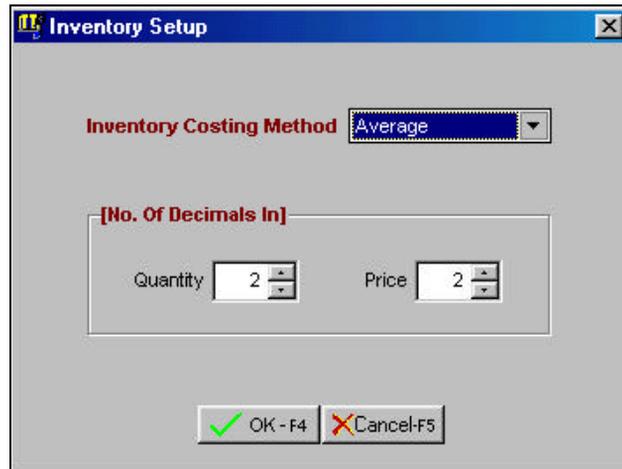
OK - F4 Cancel - F5



Important Note: This change is final and cannot be undone. We recommend that you reindex and backup the data before you proceed. These features are available under **File > Data Utilities > Backup Data Files** and/or **Reindex Data Files**. Before you begin any of these procedures – Backup, Reindex, or Change ID – you must ensure that no other workstation is running the application over the network and that no other copy of the application is running on the local machine.

Inventory Setup

This option is used to set up defaults that will apply to the Inventory module.



Inventory Costing Method: You can select from the following Inventory Costing methods:

- **Average Cost**
- **Last In, First Out (LIFO)**
- **First In, First Out (FIFO)**
- **Standard**

The first three methods are described in detail in the **Accounting Basics** chapter. The last method (i.e. Standard Costing) is described below:

Under standard costing, the program does not calculate the cost of your inventory items. Instead, the program uses a fixed cost for each item. You supply this fixed cost. You can enter this in the **Standard Cost** field in the **Inventory Maintenance** option.

No. of Decimals in: You can specify the number of decimal places in the Quantity and Price fields.

Inventory Adjustments

This option is used to correct the **Units in Stock** quantity of the Inventory items. This is especially useful if you are adjusting the stock level in the program to match the stock level in your Inventory stocking (warehouse) location. Normally you will use the Purchase Order option to receive new inventory, and the Sales Order, Invoice, or POS Receipt option to sell your inventory.



Important Note: Once a transaction is saved, both inventory and G/L are immediately updated and posted.

The screenshot shows the 'Enter/Edit Inventory Adjustments' window. The 'Transaction Type' list includes: Increase Inventory, Decrease Inventory, Replace Inventory, Non-Invoice Sale, Customer Return, Shipment Received (selected), Vendor Return, and Damaged Goods. The 'Current Inventory Status' box shows: Units In Stock: 2153.0000, Average Cost: 0.0500, Sell Price: 0.0800, and Location: (blank). The 'A/P Invoice' table is as follows:

A/P Invoice	Dept. ID	Job ID
TRD23455	1	

Disc. %	Disc. Amount	Disc. Date
2.000	0.00	02/01/1999

Data Entry Fields

Trans. No: To enter a new transaction, you can either type in a **Transaction Number** that does not exist or leave the field blank. If the field is blank and you click on **Save**, the program will automatically assign the next Transaction Number. To edit an existing transaction, you can either type in the Transaction Number that you want to display or click on **Browse** (or press **F3**) and select a transaction from the browse screen.

Trans. Type: Select the type of transaction. The following is a list of transactions and the default General Ledger (G/L) debit and credit accounts.

Transaction Type	Default G/L Debit Account	Default G/L Credit Account	Effect on Inventory
Inventory Increase	Inventory	Inventory Adjustment Liability	Increase
Inventory Decrease	Inventory Adjustment Liability	Inventory	Decrease
Replacement**	Inventory	Inventory Adjustment Liability	Increase or Decrease
Non-Invoice Sale	COGS	Inventory	Decrease
Customer Return	Inventory	COGS	Increase
Shipment Received	Inventory	Inventory Adjustment Liability	Increase
Vendor Return	Inventory Adjustment Liability	Inventory	Decrease
Damaged Goods	Inventory Adjustment Liability	Inventory	Decrease



Important Note about the **Replacement** Transaction Type above: If replacement causes a decrease in stock, the program will automatically reverse the debit and credit accounts when saving.



TIP! If you select **Shipment Received**, **Vendor Return**, or **Damaged Goods** as a transaction the type, there are additional data entry fields and an option to create an unposted A/P transaction. If you elect to create the A/P transaction, the program will create an unposted entry in A/P with the debit and credit accounts instead of creating an entry in the G/L module.

Here are the choices:

1. If you make a Shipments Received type of a transaction and you check the A/P box, then the program will create an unposted entry in A/P which will Debit Inventory and Credit the Accounts Payable G/L Accounts.
2. If you make a Vendor Return or Damaged Goods type of a transaction and you check the A/P box, then the program will create an unposted entry in A/P which will Debit Accounts Payable and Credit the Inventory G/L Accounts.



Important Note: If you are using **cash basis accounting** - entering a transaction type of Non-Invoice Sale or Customer Return will result in a G/L entry that will affect your COGS expense account, unless you override the account.

Date: Enter the date of the transaction.

Desc: Enter the description for the transaction. When entering a new transaction, the default description is based on the transaction type that you selected.

Item ID: Enter the ID of the product that you want to adjust or click on **Browse** (or press **F3**) and select a **Product ID** from the browse screen.

Unit Cost: Enter the cost of the item. This will initially default to the current average cost of the item from inventory maintenance.

Sell Price: Enter the selling price of the item. This will initially default to the current selling price of the item from inventory maintenance. Note that this field is only available for the following transaction types: Increase Inventory, Decrease Inventory, Replace Inventory, Shipment Received, and Non-Invoice Sales. Non-Invoice Sales is the only transaction type that will not affect inventory maintenance. The other transaction will update the selling price with the value entered.

Received By: Enter the initials or name of the receiving clerk.

Debit G/L Acct & Credit G/L Acct: When entering a new transaction, these accounts will pre-fill to a default account based on the transaction type selected (see “**Trans. Type**” description above). You may override the default accounts.

Dept ID: Enter the **Department ID** (only applicable if department tracking is enabled).

Job ID: Enter the **Job ID** (only applicable if the **Job** module is installed and enabled).

Notes: Enter any **Notes** relating to the transaction.

Additional Entry Fields - applies only to Shipments Received, Vendor Returns, and Damaged Goods with A/P module installed.

Vendor #: Enter a **Vendor ID**, if applicable.

P/O #: Enter a **Purchase Order Number**.

P/O Date: Enter the **Date** of the purchase order.



Important Note: The following fields are available only in you have the A/P module installed and you are creating a transaction of the type **Shipments Received, Vendor Return, or Damaged Goods**.

- **Create unposted A/P transaction:** If checked, the program will create an unposted A/P transaction in place of creating an entry in the G/L module.
- **A/P Invoice:** Enter the invoice number for the A/P transaction.
- **Disc %:** Enter the discount percent for the A/P transaction.
- **Disc. Amt:** Enter the discount amount for the A/P transaction.
- **Disc. Date:** Enter the discount date for the A/P transaction.



Important Note regarding saving and voiding transactions: Once a transaction is saved, both inventory and G/L are immediately updated and posted.

Here is an example to show the result of an Inventory

Adjustment transaction: You are going to update inventory item ID ITEM1. Let us assume that before saving the transaction, inventory shows 0 units in stock for this item. Now let us say you enter the following information on the Inventory Adjustment screen:

Trans No	BLANK
Trans Type	Inventory Increase
Item ID	ITEM1
Adjust Quantity By	8
Unit Cost	10
Sell Price	50
Received By	N/A
Debit G/L Acct	13010
Credit G/L Acct	51010
Notes	BLANK

You now click on **Save**. When you go back to the Inventory Maintenance screen, it will now show 8 units in stock. In G/L there will have been an entry made to debit 13010 for 10.00 and credit 51010 for 10.00.

If you made a mistake, you can browse for the transaction that you saved, pull it up, and click on the **Void** button to ‘undo’ the entry. In the previous example, this would cause the units in stock for “ITEM 1” to be reduced by 8, and the program would make reversing entries in G/L (debit 51010 for 10.00 and credit 13010 for 10.00)



Important Note: Once a transaction is saved, only the following fields are editable for that transaction: **Date**, **Description**, **Received by**, and **Notes**. If you made a mistake in a field other than the ones listed, **Void** the existing transaction and enter a new transaction with the correct information.

If you select **Shipment Received**, **Vendor Returns**, or **Damaged Goods** as a transaction type, there are additional data entry fields and an option to create an **unposted A/P transaction**. If you elect to create the A/P transaction, the program will create an unposted entry in A/P with the debit and credit accounts in place of creating an entry in the G/L module.

Print Inventory Adjustments

This option is used to print all the entries for Inventory adjustment. It lists the inventory items, current units and the new units.

There are two types of Inventory Adjustments Reports.

1. **Adjustment Transactions Report** – Lists all transactions except voided transactions.
2. **Voided Transactions Report** – List only voided transactions.

Select Modules to include: Use this option to select the modules you want to be included in the report. Transaction entries are made from three possible modules:

- **Inventory Module:** Entries are made from the **Enter/Edit Inventory Adjustment** screen.
- **Order Entry Module:** Entries are made when Invoices are posted.
- **Purchase Order Module:** Entries are made when Purchase Orders are posted.

Primary and Secondary Sort: Allows you to sort by the following fields:

- **Transaction ID**
- **Transaction Date**
- **Transaction Type**
- **Product ID***
- **Class***
- **Sub-Class***
- **Department***
- **Location***
- **Module**
- **Received By**
- **Units of Measure***
- **Weight***

* These fields are obtained from inventory maintenance.

Print Group Totals: If checked, group totals will be printed for the primary sort that is selected.

Click on the **Cancel** button to abort the printing process, or click on **OK** to continue. You will be given an option to print the purchase orders to the **Printer, Screen, File** or **E-Mail**. If you are printing to a file, you may type in a filename.

A sample of this report:

Trans#	Date	Item ID- Description	Description	Received by	Units Changed	UnitCost	Total Dollars
CDROM	06/16/1999	CDD - CDROM Drives	Starting Bal	NS	495.00	2.3100	1143.45
Cables	06/16/1999	CDR - CDROM Cables	Starting Bal	NS	2.00	16.46	32.92
		Total Products: 2					

Manufacturing Inventory

What does this option do?

This option is used for the following:

1. To print a **Bill of Materials** report that will tell you how many individual products are required to produce a Manufactured Inventory item.
2. **Generate Manufactured Products** from Individual Products or Kits.

Bill of Materials Report

This option will print a report that will list all the individual products required to produce a Manufactured Inventory item. When you set up an Inventory item, you can click on the **Manufactured/Raw Materials** tab to create a list of individual products that are required to manufacture it. A sample report is shown in the following figure:

<u>Inventory ID</u>	<u>Description</u>	<u>Quantity/Units</u>	<u>Qty in Stock</u>
Manufactured Product: BIKEZ100 - Model Z100			
	Frame Z100	1.00	2.00
	Tire Z100	2.00	10.00
	Handle Z100	1.00	5.00
	Maximum Producable: 2.00		
Manufactured Product: BIKEZ200 - Model Z200			
	Frame Z200	1.00	2.00
	Tire Z200	2.00	10.00
	Handle Z200	1.00	3.00
	Maximum Producable: 2.00		

Generate Manufactured Items

This option will take individual components (products) and update the stock levels of the manufactured products.



Important Note: Back up all the data files from the **Backup** option in the **File** menu. In case of an unwanted or an incorrect posting, you will then be able to restore from this backup using the **Restore** option in the **File** menu.

Click here to create Inventory from Raw materials even if items are out of stock.

Enter quantity to generate and click on the **Generate** button to create manufactured items.

Inventory ID	Inventory Description	Units to generate
10020-0	TOOL KIT, ETK105	0.00
10058	ML300A VWACCESSORIES	0.00
10058-3	ML300A VWACCESSORIES	0.00
10165	PARS KIT, #3 DIGITAL SECT.LA	0.00
10196	TOOL KIT ETK-305	0.00
10300-3	ML300 KIT VWACCESSORIES	0.00
10509E-2	TOOLS KIT, NTL-TK	0.00

The following steps are listed to Generate Manufactured items:

- Step 1:** When you select this option, the program will bring up the list of items that can be manufactured.
- Step 2:** You can go down the list and enter the units for each item you want to manufacture. If you want to skip an item leave the units for that item at zero.
- Step 3:** You can check the box to **Create Manufactured Items even if there are not enough individual items in stock**. This will force the creation of items that do not have enough of the individual components in stock. As a result

after the generation process, these items will have negative quantities in the **Units In Stock** field. This is explained in further detail after **Step 5** below.

Step 4: Click on **OK** if you want to save these transactions and generate the manufacture items later, or **Cancel** to abort the process.

Step 5: Click on the **Generate** button to generate the Manufactured items.

Create Manufactured Items even if there are not enough individual components in stock:

If you check this box, then the program will create manufactured items even if there are not enough components to create it.

E.g., Let us say you need the following components to manufacture BIKEZ100:

Item ID	Qty. Req'd.	Qty Available
Frame Z100	1.00	2.00
Tire Z100	2.00	3.00
Handle Z100	1.00	2.00

Also say that you need to manufacture 2 BIKEZ100 products. If you do not check this box, the program will update the On Hand units of inventory item BIKEZ100 by 1 only, as there is 1 tire short to create the second BIKEZ100. If you were to mark a check on the box, the program will create 2 BIKEZ100's, and set the units on hand for the inventory item TIREZ100 to -1.

When you click on **Generate** to create these items, the program will do the following:

For the Manufactured Inventory Item:

- Recalculate the average cost of the manufactured inventory item based on the average cost of the individual products.
- Increase the On Hand Units.
- Increase the On Hand Dollars.

For Each Individual Inventory Item/Component:

- Decrease the On Hand Units.
- Decrease the On Hand Dollars.
- The Average cost of the individual component is recalculated based on the units now available.

Once this process is complete, you can sell the manufactured item from the Order Entry or POS modules.



Important Note: When you enter a manufactured inventory item on a Sales Order, Invoice, or a POS Receipt, the program will only list its Inventory ID, Description, and Price. The program will not list the individual products/components that make up the manufactured inventory item.

When generating manufactured items or printing the Bill of Materials Report, the program will consider the units available for sale instead of the units in stock to determine the maximum number of units that can be produced.

If the number entered of units to be generated exceeds the maximum producible, and you have not selected to generate items when there are not enough items in stock, the program will generate a message indicating the maximum and will enter that value in place of the value that was entered.

Reports

Inventory Listing Report

Inventory Listing Report							
ZLand 11988 Challenger Court Moorpark, CA 93021-2071							
Item ID/Description	Class	Sub-Class	Selling Price	In Stock	Committed	Backord.	Available Dollars
0010			0.08	2153.0	0	0	2153.00 107.65
FUSE 2 AMP 250V							
Department:		Average Cost:0.0500		Standard Cost:0.0500			
Weight:		Location:		Measure: EA			
Vendor ID:0		Vendor Name:		Vendor's Item#			
Units on PO:0.00		Last PO# 4510		Last PO Date 12/27/1993			
Income Acct: 41010		COGS Acct: 51010		Commission: Y			
Reorder Level:0.00		Reorder Qty: 0.00		Manufactured: N			
Taxable: Y		GST Tax: N		Always in Stock: N			
Grand Totals:			0.08	2153.0	0	0	2153.0 107.65

Service Listing Report

Service Listing Report								
ZLand 11988 Challenger Court Moorpark, CA 93021-2071								
Item ID/Description	Class	Sub-Class	Selling Price	Department	Income Acct	Tax	GST	Comm.
BF/Balance Forward			0.00	41010	N	N		N
INTL AIR/INTERNATIONAL AIR FREIGHT			0.00	41010	Y	N		N
<u>SETUP/SETUP CHARGES</u>			<u>0.00</u>	<u>41010</u>	<u>Y</u>	<u>N</u>		<u>N</u>

Message Listing Report

Message Listing Report	
ZLand 11988 Challenger Court Moorpark, CA 93021-2071	
<u>Message ID</u>	<u>Message Description</u>
COMMENT	PLEASE SHIP 100 NEW SAMPLES!
THANKS	THANK YOU FOR YOUR BUSINESS!

Inventory Notes Report

	Inventory Notes Report ZLand 11988 Challenger Court Moorpark, CA 93021-2071
ID: 00059	BREADBOARD, WBU601
Notes: Make sure we get the new inventory only while re-ordering.	
ID: 0010	FUSE 2 AMP 250V
Notes: 2 prong only.	
ID: 0027	LED, 1/8" RED
Notes: Bright red only.	
ID: 0034	SCREW, 6/32 X 1/2"
Notes: (Allen)	
ID: 0036	NUT, 6/32 X 1/4"

Inventory Sales Analysis Report

	Inventory Sales Analysis Report ZLand 11988 Challenger Court Moorpark, CA 93021-2071				
Item Type	Date	Item ID	Item Description	Total Units	Total Dollars
Inventory	06/17/1999	0114	V/REGULATOR LM317T/98-005	855	1026.00
Inventory	06/17/1999	10241	POWER SUPPLY, K-7100	10	1695.00
Inventory	06/17/1999	10507	PARTS KIT, DIGITAL RETS/BST	12	203.40
Total:				877.0000	2924.40
Grand Total:				877.0000	2924.40
This report: Excludes Sales Orders. Excludes items with zero units and zero dollars.					

Inventory Reorder Report



You can check the box labeled **Single Line Inventory Report** to print this report in a one-line format.

Inventory Re-Order Report						
ZLand 11988 Challenger Court Moorpark, CA 93021-2071						
Item ID-Description	Units for sale	Units on Backorder	Last PO#	Last PO Dt	Reorder Level	Reorder Qty
Vendor's Item#	0	Vendor ID:0	Dept:			
Class: KNIGHT	SubClass: BBOARD		Location:	Measure: EA	Weight:	
00059 - BREADBOARD, WBU601	495.00	0.00	7361	10/06/1999	1000.00	1500.00
Vendor's Item#	Vendor ID:		Dept:			
Class:	SubClass:		Location:	Measure:	Weight:	
01-41135C - ASSEMBLY, MOTOR CONTROL	-420.00	0.00			0.00	0.00
Vendor's Item#	Vendor ID:		Dept:			
Class:	SubClass:		Location:	Measure:	Weight:	
0114 - V/REGULATOR LM317T/98-005	-45.00	45.00	7729	08/19/1999	300.00	1000.00

Inventory Value Report



You can check the box labeled **Single Line Inventory Report** to print this report in a one-line format.

Inventory Value Report						
ZLand 11988 Challenger Court Moorpark, CA 93021-2071						
Dollars						
Item ID - Description	In Units	Average Cost	On Hand	Selling Price	Retail Value	
Vendor's Item# 0	Vendor ID:0		Dept:			
Class: KNIGHT	SubClass: BBOARD		Location:	Measure: EA	Weight:	
00059 - BREADBOARD, WBU601	495.00	2.3100	\$1143.45	4.95	\$2450.25	
Vendor's Item# 0	Vendor ID:0		Dept:			
Class:	SubClass:		Location:	Measure: EA	Weight:	
0010 - FUSE 2 AMP 250V	2153.00	0.0500	\$107.65	0.08	\$172.24	
Vendor's Item# 0	Vendor ID:0		Dept:			
Class:	SubClass:		Location:	Measure:	Weight:	
0027 - LED, 1/8" RED	1783.00	0.0500	\$89.15	0.10	\$178.30	
Costing Method: Average Cost		Total Dollars on Hand: 1340.25		Total Retail Value: 2800.79		

Profit Margin Report



TIP! You can check the box labeled **Single Line Inventory Report** to print this report in a one-line format.

Profit Margin Report ZLand 11988 Challenger Court Moorpark, CA 93021-2071						
Item ID - Description	Units Sold	Total Sales	Total COGS	Profit Margin	Margin %	
Vendor's Item# 0		Vendor ID:0		Dept:		
Class: KNIGHT	SubClass: BBOARD	Location:	Measure: EA	Weight:		
00059 - BREADBOARD, WBU601	450.00	231.00	*****	219.00	48.66	
Vendor's Item# 0		Vendor ID:0		Dept:		
Class:	SubClass:	Location:	Measure: EA	Weight:		
0010 - FUSE 2 AMP 250V	8.00	5.00	*****	3.00	37.50	
Vendor's Item# 0		Vendor ID:0		Dept:		
Class:	SubClass:	Location:	Measure:	Weight:		
0027 - LED, 1/8" RED	0.00	0.25	*****	-0.25	0.00	
Vendor's Item# 0		Vendor ID:0		Dept:		
Class:	SubClass:	Location:	Measure: C	Weight:		
0034 - SCREW, 6/32 X 1/2"	0.00	1.00	*****	-1.00	0.00	
Grand Totals:	305.00	458.00	237.25	220.75	48.19	

Inventory Price Sheet Report



TIP! You can check the box labeled **Single Line Inventory Report** to print this report in a one-line format.

Inventory Price Sheet Report ZLand 11988 Challenger Court Moorpark, CA 93021-2071					
		Units			
Item ID – Description		For Sale	Selling Price	Comments	
Vendor's Item# 0		Vendor ID:0		Dept:	
Class: KNIGHT	SubClass: BBOARD	Location:	Measure: EA	Weight:	
00059 - BREADBOARD, WBU601		494.0000	\$4.9500		
Vendor's Item# 0		Vendor ID:0		Dept:	
Class:	SubClass:	Location:	Measure: EA	Weight:	
0010 - FUSE 2 AMP 250V		2153.0000	\$0.0800		
Vendor's Item# 0		Vendor ID:0		Dept:	
Class:	SubClass:	Location:	Measure:	Weight:	
0027 - LED, 1/8" RED		1333.0000	\$0.1000		

⚠ Important Note: The **Comment** column is not prefilled. You can manually write your comments in this column.

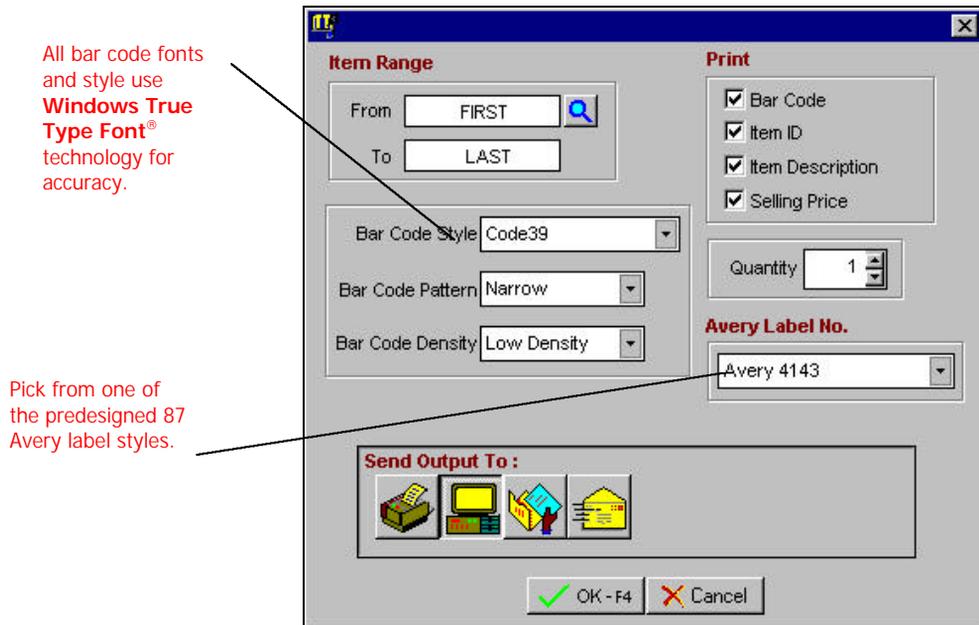
Physical Inventory Report

Physical Inventory Report ZLand 11988 Challenger Court Moorpark, CA 93021-2071						
		Units	Units On	Units	Unposted	
Item ID – Description	In Stock	Order/Invoice	Available	Returns	Units On P/O	Actual Count
Vendor's Item#0		Vendor ID:0		Dept:		
Class: KNIGHT	SubClass: BBOARD	Location:	Measure: EA	Weight:		
00059 - BREADBOARD, WBU601	495.0000	1.0000	494.0000	0.0000	0.0000	
Vendor's Item# 0		Vendor ID:0		Dept:		
Class:	SubClass:	Location:	Measure: EA	Weight:		
0010 - FUSE 2 AMP 250V	2153.0000	0.0000	2153.0000	0.0000	0.0000	
Vendor's Item# 0		Vendor ID:0		Dept:		
Class:	SubClass:	Location:	Measure:	Weight:		
0027 - LED, 1/8" RED	1783.0000	450.0000	1333.0000	0.0000	0.0000	

⚠ Important Note: The **Actual Count** column is not prefilled. You can manually write your comments in the column.

Bar Code Labels Module

If you have the Bar Code module installed, you can print barcode labels for your inventory items. Choose the **Bar Code Labels Module** option from the **Inventory** menu. Complete the screen as follows:



Item Range: You can select the range of items to print the labels for. Enter the starting **Inventory ID** in the **From** field and the ending Inventory ID in the **To** field. If you wish to print all items, enter **FIRST** in the **From** field and **LAST** in the **To** field. The actual Inventory ID will be used to print the bar code pattern.

Bar Code Style: Select the Bar code Style in which you wish to print the Bar code labels. Each of these Bar code styles is based on different standards. You should choose the style based on the Bar codes printed by your Vendors. Code 39 is one of the most popular Bar code formats.

The available styles are:

Style	Length	Characters Supported	Description
Code 39	Can be up to 15 characters	A-Z (Upper Case) Numeric characters (0-9) Seven special characters (- . <space> \$ / + %)	This barcode style is also called Code 3-of-9. When printing barcodes, if the Item ID has been selected to print, a check character will not be added to the Item ID. If it was, the check character would also be encoded in the barcode, and when scanned would be picked up as part of the Inventory ID. Also, the Start/Stop character is automatically encoded in the barcode when printing barcodes.

Style	Length	Characters Supported	Description
Extended Code 39	Can be up to 15 characters	FULL 128 ASCII character set	This barcode style extends the standard Code 39 by supporting the full 128 ASCII character set. When printing barcodes, if the Item ID has been selected to print, a check character will not be added to the Item ID for the same reasons indicated in Code 39. Also, the Start/Stop character is automatically encoded in the barcode when printing barcodes.
Interleaved 2/5	Must be even, up to 14 digits.	Numeric characters (0-9)	This barcode always contains an even number of digits, including a check digit. When printing barcodes, if the Item ID has been selected to print, a check digit will not be added to the Item ID for the same reasons indicated in Code 39.

Style	Length	Characters Supported	Description
Code 128	Can be up to 15 characters	FULL 256 ASCII character set	Code 128 provides access to the complete 256 ASCII character set.
Codabar	Can be up to 15 characters.	Numeric characters (0-9) Six special characters (- \$: / . +)	This style also includes an optional check character. When printing barcodes, if the Item ID has been selected to print, a check digit will not be added to the Item ID for the same reasons indicated in Code 39.
UPC-A	Must be 11 digits.	Numeric characters (0-9)	When printing barcodes, if the Item ID has been selected to print, a check digit will be appended to the end of the Item ID. However, when scanned, the check digit does not get picked up.

Style	Length	Characters Supported	Description
UPC-E	Must be 6 digits.	Numeric characters (0-9)	When printing barcodes, if the Item ID has been selected to print, a check digit will be appended to the end of the Item ID and a zero to the beginning of the Item ID. However, when scanned, the check digit and the preceding zero are not picked up.
EAN-8	Must be 7 digits.	Numeric characters (0-9)	When printing barcodes, if the Item ID has been selected to print, a check digit will be appended to the end of the Item ID. However, when scanned, the check digit does not get picked up.

Style	Length	Characters Supported	Description
EAN-13	Must be 12 digits.	Numeric characters (0-9)	When printing barcodes, if the Item ID has been selected to print, a check digit will be appended to the end of the Item ID. However, when scanned, the check digit does not get picked up.

Additional Notes For Bar Codes

- **Check Character:** A character that is calculated based on all the characters that make up a barcode.
- **Start/Stop Character:** Tells the barcode scanner where the barcode starts and ends.
- **Check Digit:** A digit that is calculated based on all the characters that make up a barcode.

Bar Code Pattern: The available patterns for Bar code printing are **Narrow, Medium, and Wide**. These determine the width of the Barcode. The width you choose depends upon the size of the Bar code label and the also the size of the product. The Bar code reader should be able to recognize the Bar code irrespective of the Bar code Pattern you choose.

Bar code Density: The available densities for Bar code printing are **High Density and Low Density**. These determine the darkness (thickness of the line) of the Barcode. Imagine this as **Bold and Regular** density for letters in a Word processing document. The Bar code reader should be able to recognize the Bar code irrespective of the Bar code Density you choose.

Print Field List: This option allows you to choose which fields will print on the Bar code label. The available fields are:

- Bar code
- Item ID
- Item Description
- Selling Price

Quantity: Select the Quantity of the labels to print. You can choose a number between 1 and 9999. When you print the labels, the program will print labels for each item based on the quantity you select.

Avery Label Number: The following pages list the various Avery label styles supported by the program. You can choose the style that closely fits the needs of your business. Label styles from 1–58 are in inches. Label styles 59-87 are in millimeters (mm). Please note that:

- Avery 4000 series are for Dot-Matrix Printers
- Avery 5000 series are for Laser Printers

#	Avery Label Style	Size of Each Label	Labels Across Each Row
1	Avery 4143	15/16" x 4"	2
2	Avery 4144	15/16" x 2-1/2"	3
3	Avery 4145	15/16" x 3-1/2"	1
4	Avery 4146	1-7/16" x 4"	1
5	Avery 4160	2-7/16" x 3-1/2"	1
6	Avery 4161	2-15/16" x 4"	1
7	Avery 4162	15/16" x 3-1/2"	1
8	Avery 4163	15/16" x 3-1/2"	1
9	Avery 4166	3" x 5"	1
10	Avery 4167	3-1/2" x 6"	1
11	Avery 4168	2-1/6" x 4"	1
12	Avery 4169	3" x 5"	1
13	Avery 4240	1-1/4" x 4-3/4"	1
14	Avery 4241	2-3/4" x 2-3/4"	1
15	Avery 4249	15/16" x 3-1/2"	1
16	Avery 4250	15/16" x 3-1/2"	1
17	Avery 4251	15/16" x 3-1/2"	1
18	Avery 4253	15/16" x 3-1/2"	1
19	Avery 4254	15/16" x 3-1/2"	1
20	Avery 4255	7/16" x 3-1/2"	1
21	Avery 4256	7/16" x 3-1/2"	1
22	Avery 4257	7/16" x 3-1/2"	1
23	Avery 4258	7/16" x 3-1/2"	1
24	Avery 4259	7/16" x 3-1/2"	1
25	Avery 4266	7/16" x 3-1/2"	1

#	Avery Label Style	Size of Each Label	Labels Across Each Row
26	Avery 5095	2-1/2" x 3-3/8"	2
27	Avery 5096	2-3/4" x 2-3/4"	3
28	Avery 5097	1-1/2" x 4"	2
29	Avery 5160	1" x 2-5/8"	3
30	Avery 5161	1" x 4"	2
31	Avery 5162	1-1/3" x 4"	2
32	Avery 5163	2" x 4"	2
33	Avery 5164	3-1/3" x 4"	2
34	Avery 5165	8-1/2" x 11"	1
35	Avery 5196	2-3/4" x 2-3/4"	3
36	Avery 5197	1-1/2" x 4"	2
37	Avery 5198	1-2/3" x 3-1/2"	2
38	Avery 5199	1-5/6" x 3-1/16"	2
39	Avery 5199	2/3" x 5-13/16"	1
40	Avery 5260	1" x 2-5/8"	3
41	Avery 5261	1" x 4"	2
42	Avery 5262	1-1/3" x 4"	2
43	Avery 5266	2/3" x 3-7/16"	2
44	Avery 5267	1/2" x 1-3/4"	4
45	Avery 5383	2-1/6" x 3-1/2"	2
46	Avery 5384	3" x 4"	2
47	Avery 5385	2-1/6" x 4"	2
48	Avery 5386	3" x 5"	1
49	Avery 5388	3" x 5"	1
50	Avery 5389	4" x 6"	1

#	Avery Label Style	Size of Each Label	Labels Across Each Row
51	Avery 5395	2-1/2" x 3-3/8"	2
52	Avery 5660	1" x 2-5/6"	3
53	Avery 5662	1-1/3" x 4-1/4"	2
54	Avery 5663	2" x 4-1/4"	2
55	Avery 5883	2-1/6" x 3-1/2"	2
56	Avery 5895	2-1/3" x 3-3/8"	2
57	Avery 5896	2-3/4" x 2-3/4"	3
58	Avery 5897	1-1/2" x 4"	2
59	Avery EAL	37mm x 89mm	1
60	Avery L716	38.10mm x 63.50mm	3
61	Avery L716	46.56mm x 63.50mm	3
62	Avery L716	33.87mm x 99.06mm	2
63	Avery L716	38.10mm x 99.06mm	2
64	Avery L716	71.97mm x 63.50mm	2
65	Avery L716	67.73mm x 99.06mm	2
66	Avery L716	93.13mm x 99.06mm	2
67	Avery L716	289.05mm x 199.60mm	1
68	Avery L756	33.87mm x 99.06mm	2
69	Avery L756	38.10mm x 99.06mm	2
70	Avery OML	24mm x 102mm	1
71	Avery OML	37mm x 102mm	1
72	Avery OML	49mm x 102mm	1
73	Avery OML	37mm x 127mm	1
74	Avery OML	49mm x 127mm	1
75	Avery OML	37mm x 102mm	2

#	Avery Label Style	Size of Each Label	Labels Across Each Row
76	Avery OML	49mm x 102mm	2
78	Avery Tab1	36.1mm x 120mm	1
79	Avery Tab1	23.4mm x 107mm	1
80	Avery Tab1	36.1mm x 107mm	1
81	Avery Tab1	48.8mm x 107mm	1
82	Avery Tab1	23.4mm x 89mm	1
83	Avery Tab1	36.1mm x 89mm	1
84	Avery Tab2	23.4mm x 107mm	2
85	Avery Tab2	36.1mm x 107mm	2
86	Avery Tab2	23.4mm x 89mm	2
87	Avery Tab2	36.1mm x 89mm	2