Warehouse Equipment and Detail Lot Maintenance

Release 8.6.3 (Eterm)

Legal Notices

Activant® Eclipse™ 8.6.3 (Eterm) Online Help System

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Manual Warehouse Management Overview

The Warehouse Management program tracks inventory from receiving to shipping, along with the equipment used to perform these processes. Use Warehouse Management to do the following:

- Receive and put away material from vendors and other branches.
- Cross dock material.
- Pick and ship material to customers and other branches.
- Work with shipping manifests to aid in shipment delivery.
- Count inventory both to collect a baseline of your inventory and to then ensure that your inventory stays accurate and up-to-date in the system.
- Make inventory adjustments to keep inventory accurate.
- Define and maintain product and warehouse locations.
- Track equipment usage, profits, and costs.
- Control inventory you monitor closely for quality.
- Create price tags for inventory.
- Print bar code labels, ship tickets, and user-defined forms and labels.

See Also:

Manual Warehouse Management Setup Overview

RF Warehouse Management Overview

Equipment Maintenance Overview

Use the Equipment Maintenance program to track equipment costs and usage, especially for delivery vehicles. Specifically, use the Equipment Maintenance program to do the following:

- Create and maintain equipment maintenance records.
- Track mileage, fuel, and maintenance hours.
- Track equipment account postings.
- Track payroll hours spent using equipment.
- Run an Equipment Profit Report.

See Also:

Manual Warehouse Management Overview

Creating and Deleting Equipment Maintenance Records

Use the Equipment Maintenance screen to create equipment maintenance records for vehicles and other equipment you use to operate your business, such as delivery trucks and forklifts. You can enter the following information for the vehicle:

- Make
- Model
- Year
- VIN or serial number
- License plate number
- Next maintenance date

Use subledger accounts to track equipment G/L postings.

To create an equipment maintenance record:

1. From the **Whse Mgt > Equipment Maintenance** menu, select **Equipment Maintenance** to display the Equipment Maintenance screen.
2. In the **Equip ID** field, enter the new ID and press **Enter**.
3. At the prompt, select **New** and press **Enter**.
4. In the **Branch** field, enter the branch or territory to which the vehicle or piece of equipment belongs.
5. Enter optional, additional information in the following fields:

Field	Entry
Description	Description of the vehicle.
Make	The name of the manufacturer who made the vehicle.
Year	The year the vehicle was made.
Model	The model name for the vehicle.
Vin /Ser#	The Vehicle Identification Number (VIN) of the displayed vehicle or the serial number of the displayed equipment.
License	The license plate number if the equipment is a vehicle.
Next Maint Date	The next date the vehicle requires maintenance.

6. Press **Esc** to save all changes.

To delete an equipment maintenance record:

1. From the **Whse Mgt > Equipment Maintenance** menu, select **Equipment Maintenance** to display the Equipment Maintenance screen.
2. In the **Equip ID** field, enter the new ID in the field and press **Enter**.
3. Use the **Delete** hot key to delete the record
4. At the prompt, confirm the deletion to remove the equipment maintenance record.
5. Press **Esc** to save all changes.

See Also:

Equipment Maintenance Overview

Tracking Equipment Costs and Usage

Tracking Users' Hours with Equipment

Verifying Equipment A/P and Journal Entry Postings

Tracking Equipment Costs and Usage

Use the Equipment Maintenance screen to maintain information for individual vehicles and other equipment. Compare a vehicle's gas mileage by date to track the vehicle's performance, as well as its actual running time.

You also have the option of entering the following information for the vehicle:

- Make
- Model
- Year
- VIN or serial number
- License plate number
- Next maintenance date

To track equipment cost and usage for an individual vehicle:

1. From the **Whse Mgt > Equipment Maintenance** menu, select **Equipment Maintenance** to display the Equipment Maintenance screen.
2. In the **Equip ID** field, enter the equipment ID or press **F10** to select a piece of equipment.

   The following information displays for the equipment, if defined. Edit the information as necessary.

Field	Entry
Branch	The branch to which the equipment belongs.
Description	Description for the equipment.
Make	The name of the manufacturer who made the equipment.
Year	The year the equipment was made.
Model	The model name for the equipment.
Vin /Ser#	The Vehicle Identification Number (VIN) if the equipment is a vehicle, or the serial number assigned to the equipment.
License	The license plate number if the equipment is a vehicle.
Next Maint Date	The next date the equipment requires a maintenance check.

3. In the **Date** field, enter the date of the equipment activity you are recording.

   For example, if you are recording mileage for a vehicle at the beginning of December 2002, enter **12/01/02** in this field.

For your initial entry, type the date of equipment activity or the date of your log entry in the **Date** field. For every entry thereafter, press **Alt Insert** to insert a blank row above the existing entry, then type the date of equipment activity or your log entry.

4. In the **Odometer/UM** field, enter the vehicle's mileage reading.

   The system defaults to the defined unit of measure, such as miles, entered in the Valid Distance Units of Measure control maintenance record. Press **F10** to assign another unit of measure to the odometer reading.

5. In the **Fuel/UM** field, enter the amount of fuel used as of the date entered in the **Date** field.

   The system defaults to the defined fuel unit of measure, such as gallons or liters, entered in the Valid Fuel Units of Measure control maintenance record. Press **F10** to assign another unit of measure to the fuel.

6. In the **UpHrs** field, enter the number of hours the vehicle was up and running correctly, without problems on the date in the **Date** field.
7. In the **DnHrs** field, enter the number of hours the vehicle was not running due to maintenance upkeep, such as an oil change, or mechanical problems, such as a flat tire.
8. Press **Esc** to save all your changes.

More Options from the Equipment Maintenance Screen

The Equipment Maintenance screen also offers these options.

Hot Key	Function
Log	Displays the Maintenance Log Viewing screen. Use this screen to view all log entries for the equipment.
AP/JE	Displays the Equipment AP and JE Postings screen. Use this screen to view equipment account information.

See Also:

Equipment Maintenance Overview

Creating and Deleting Equipment Maintenance Records

Tracking Users' Hours with Equipment

Verifying Equipment A/P and Journal Entry Postings

Verifying Equipment A/P and Journal Entry Postings

Use the Equipment A/P and J/E Postings screen to view and edit accounts payable and journal entry postings for a piece of equipment that you identify on the Equipment Maintenance screen.

- In A/P Entry, you can enter equipment costs for each piece of equipment and assign these costs to the correct General Ledger account.
- In Journal Entry, you can enter any account information for the equipment in a subledger account.

Use the Equipment A/P and J/E Postings screen to ensure that all equipment costs and equipment account information is correct.

To verify an equipment A/P or journal entry posting:

1. From the **Whse Mgt > Equipment Maintenance** menu, select **Equipment Maintenance** to display the Equipment Maintenance screen.
2. In the **EquipID** field, enter the piece of equipment for which you want to view postings.
3. Use the **AP/JE** hot key to display the Equipment A/P and J/E Postings screen.

   The system displays the following information for the piece of equipment:

Field	Description
Equip ID	The equipment ID defined in Equipment Maintenance.
Br	The branch to which the equipment belongs.
Start	The beginning date in the date range of the postings to view. The system enters the date that is one month before the current date. Change the date to view information for a different date range. For example, if you want to view all the postings in November 2002 for the piece of equipment, enter **11/01/02** in the **Start** field and **11/30/02** in the **End** field.
End	The ending date in the date range of the postings to view. The system enters the current date. Change the date to view information for a different date range. For example, if you want to view all the postings in November 2002 for the piece of equipment, enter **11/01/02** in the **Start** field and **11/30/02** in the **End** field.
Totals	The total amount of all equipment costs on the posting.
Order ID	The order ID for the posted order.
Invoice#/Header	The invoice number or header of the posted order.
Post Date	The date the order was posted.
Equip Amt	The amount of the order.

4. Press **Esc** to exit the screen.

More Options from the Equipment A/P and J/E Postings Screen

The Equipment A/P and J/E Postings screen also offers these options.

Hot Key	Function
View	Displays the selected accounts payable and journal entry records in view-only mode.
Edit	Displays the selected accounts payable and journal entry records in edit mode.
Sort	Sorts the postings in one of the following ways, depending on your selection: • Date • Amount • Accounts payable or journal entry IDs • Invoice number • Header

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See Also:

Tracking Equipment Costs and Usage

Equipment Maintenance Overview

Tracking Users' Hours with Equipment

Use the Equipment Time Clock Entry screen to track how many hours employees use equipment. Enter all employee hours spent using equipment by date and by user ID.

You can then recall these entries to view, as well as indicate the exact equipment, dates, and user IDs to view. Use this information to compare employee hours and equipment up-time to employee hours on the equipment.

To enter an employee's time spent using equipment:

1. From the **Whse Mgt > Equipment Maintenance** menu, select **Equipment Time Clock Entry** to display the Equipment Time Clock Entry screen.

   The system populates the following fields:

Field	Description
Start Date	The beginning date of the pay period.
End Date	The ending date of the pay period.

2. In the **User ID** field, enter the employee's ID for whom you are tracking time.
3. In the **Date** field, enter the date for which you are entering time.
4. In the **Code** field, enter an adjustment code that you created in the Valid Time Clock Adjustment Codes control maintenance record, such as **OT**.
5. In the **Hours** field, enter the number of hours the employee used the equipment on the indicated date.
6. In the **Equipment ID** field, enter the ID for the piece of equipment the employee used.
7. In the **Notes** field, use the **Edit Notes** hot key to display the Edit Notes screen, and then enter any notes to clarify the respective entry.
8. Press **Esc** to save changes and exit the window.

More Options from the Equipment Time Clock Entry Screen

The Equipment Time Clock Entry screen also offers these options.

Hot Key	Function
Select	Displays the Select screen. Use this screen to select the users, work codes, and departments to view.
Detail	Displays the Time Clock Detail screen. Use this screen to view a user's total hours, adjust hours, and enter any necessary comments.

See Also:

Equipment Maintenance Overview

Setting Up for Equipment Time Clock Entry

Selecting Data to View on the Equipment Time Clock Entry Screen

Use the Select screen from the Equipment Time Clock Entry screen to select the users, work codes, departments, and equipment to view on the Equipment Time Clock Entry screen. On the Select screen, indicate a time period from which to pull this information.

To select information to view on the Equipment Time Clock Entry screen:

1. From the **Whse Mgt > Equipment Maintenance** menu, select **Equipment Time Clock Entry** to display the Equipment Time Clock Entry screen.
2. Use the **Select** hot key to display the Select screen.
3. In the **Start Date** field, if you do not want to view the current period, enter the beginning date of the period to use for viewing data on the Equipment Time Clock Entry screen.

   The system enters the beginning date for the current period.
4. In the **End Date** field, if you do not want to view the current period, enter the ending date of the period to use for viewing data on the Equipment Time Clock Entry screen.

   The system enters the ending date for the current period.
5. In the **User ID** field, do one of the following:
   - Enter the user ID for the employee whose time clock you want to view.
   - Enter **All** to view all users' time clocks.
   - Use the **Users** hot key to create a list of multiple users to view.
6. In the **Code** field, do one of the following:
   - Enter an adjustment code to view for users with only that adjustment code.
   - Enter **All** to view all adjustment codes.
   - Use the **Codes** hot key to create a list of multiple codes assigned to the users you want to view.
7. In the **Dept** field, do one of the following:
   - Enter a department to view only users in that department.
   - Enter **All** to view all departments.
   - Use the **Depts** hot key to create a list of multiple departments to view.
8. In the **Equip ID** field, do one of the following:
   - Enter the equipment ID for the piece of equipment that you want to view.
   - Enter **All** to view all equipment.
   - Use the **EqID** hot key to create a list of multiple equipment IDs to view.

9. Press **Esc** to apply the selections to the Equipment Time Clock Entry screen.
10. Press **Esc** to save changes and exit the screen.

See Also:

Equipment Maintenance Overview

Tracking Users' Hours with Equipment

Setting Up for Equipment Time Clock Entry

Running the Equipment Profit Report

Use the Equipment Profit Report to view equipment revenue and cost information. In addition, use the report to view monetary contributions made to your business by equipment and equipment operators.

> **Note:** Monetary contribution = gross profit - (equipment expense + wage + overtime).

For a description of the report, see What the Report Shows at the end of the topic.

To run the Equipment Profit Report:

1. From the **Whse Mgt > Equipment Maintenance** menu, select **Equipment Profit Report** to display the Equipment Profit screen.
2. In the **As Of Date** field, enter the end date of the period to include in this report. The date defaults to the current date.
3. In the **Branch** field, enter the branch to include in this report.
4. In the **Equipment** field, enter the equipment ID for which to run this report.

   Press **F10** to select a piece of equipment or use the **Equip** hot key to create a list of multiple equipment IDs for which to run this report.
5. In the **Summary/Detail** field, press **F10** and select either **Summary** or **Detail** to indicate how much information you want to view on this report.
6. Set options, if needed, and generate the report.

What the Report Shows

The Equipment Profit Report shows the following information:

Section	Column	Description
MTD (Month to Date) Summary	**Branches**	Branches in which the equipment was used.
	Equip	Piece of equipment used to make deliveries.
	Revenue	Revenue generated by the deliveries made by the piece of equipment.
	Cost	Cost associated with the deliveries made by the piece of equipment.
	Gross	Gross profit associated with the deliveries made by the piece of equipment.
	Expenses	Expenses associated with the deliveries made by the piece of equipment.
	Contribution	Total monetary contribution associated with the deliveries made by the piece of equipment.
	Total Hours	Total hours that the piece of equipment was used for deliveries.

Section	Column	Description
	Contribution Per Hour	Monetary contribution per hour associated with the deliveries made by the piece of equipment.
	Revenue Per Hour	Revenue generated per hour by the deliveries made by the piece of equipment.
	Contribution Margin Pct	Monetary contribution margin associated with the deliveries made by the piece of equipment.
	Total	MTD totals for all pieces of equipment being reported on.
YTD (Year to Date) Summary	**Branches**	Branches in which the equipment was used.
	Equip	Piece of equipment used to make deliveries.
	Revenue	Revenue generated by the deliveries made by the piece of equipment.
	Cost	Cost associated with the deliveries made by the piece of equipment.
	Gross	Gross profit associated with the deliveries made by the piece of equipment.
	Expenses	Expenses associated with the deliveries made by the piece of equipment.
	Contribution	Total monetary contribution associated with the deliveries made by the piece of equipment.
	Total Hours	Total hours that the piece of equipment was used for deliveries.
	Contribution Per Hour	Monetary contribution per hour associated with the deliveries made by the piece of equipment.
	Revenue Per Hour	Revenue generated per hour by the deliveries made by the piece of equipment.
	Contribution Margin Pct	Monetary contribution margin associated with the deliveries made by the piece of equipment.
	Total	YTD totals for all pieces of equipment being reported on.
Combined Totals For Truck Codes *	**Fuel**	MTD and YTD fuel totals for all pieces of equipment being reported on.
	Dist	MTD and YTD distances for all pieces of equipment being reported on.
	mi/g	MTD and YTD mileage for all pieces of equipment being reported on.
	Up	MTD and YTD increases in equipment usage.
	Down	MTD and YTD decreases in equipment usage.
Sales Revenue *	**CAT**	Category to which equipment belongs.
	Description	Equipment description.
	Revenue	Revenue generated by the piece of equipment for the fiscal MTD, fiscal YTD, and last fiscal YTD.
	Cost	Cost associated with the piece of equipment for the fiscal MTD, fiscal YTD, and last fiscal YTD.

Section	Column	Description
	GP%	Gross profit percentage associated with the piece of equipment for the fiscal MTD, fiscal YTD, and last fiscal YTD.
	Totals	Fiscal MTD, fiscal YTD, and last fiscal YTD totals for all pieces of equipment being reported on.
	Gross	Fiscal MTD, fiscal YTD, and last fiscal YTD gross profit for all pieces of equipment being reported on.
Equip Expenses *	**CAT**	Category to which equipment belongs.
	Description	Equipment description.
	Expense	Regular labor and overtime labor expenses associated with the piece of equipment for the fiscal MTD, fiscal YTD, and last fiscal YTD.
	Totals	Fiscal MTD, fiscal YTD, and last fiscal YTD totals for all pieces of equipment being reported on.
	Contribution	Fiscal MTD, fiscal YTD, and last fiscal YTD monetary contributions for all pieces of equipment being reported on.
Operator Summary *	**EmpID**	Employee ID of equipment operator.
	Employee Name	Name of equipment operator.
	Reg Hrs	Regular hours operator used equipment for the fiscal MTD, fiscal YTD, and last fiscal YTD.
	O/T Hrs	Overtime hours operator used equipment for the fiscal MTD, fiscal YTD, and last fiscal YTD.
	Total	Total hours operator used equipment for the fiscal MTD, fiscal YTD, and last fiscal YTD.
	Totals	Fiscal MTD, fiscal YTD, and last fiscal YTD totals for all equipment operators being reported on.
	Contribution Per Hour	Fiscal MTD, fiscal YTD, and last fiscal YTD monetary contribution per hour for all equipment operators being reported on.
	Revenue Per Hour	Fiscal MTD, fiscal YTD, and last fiscal YTD revenue generated per hour for all equipment operators being reported on.
	Contribution Margin Pct	Fiscal MTD, fiscal YTD, and last fiscal YTD monetary contribution margin for all equipment operators being reported on.

*** This data displays in detail mode only.**

See Also:

Equipment Maintenance Overview

Detail Lot Maintenance Overview

An item under lot control is any product in your warehouse that you need to track individually or by group, such as wire or tile. To put a product under lot control, assign a lot number to the product in Product Location Maintenance.

A detail lot control product is a lot control product that requires additional detail, such as quality controls and hold codes. Use Detail Lot Maintenance to control inventory that you must monitor closely to ensure quality and to store detailed product information, such as inspection levels and quality ranks, product enhancements and their values, manufacturer information, and expiration dates.

For example, you may sell fasteners to airplane manufacturers. To ensure safety, you must verify that these fasteners meet control inspection levels and product quality rank before you sell them.

Before creating detail lots, perform the following setup tasks:

- Assign a product a **Detail Lot** control type.
- If your customers require quality levels, designate a minimum quality control inspection level and product quality rank for individual customer's purchases.
- Flag all vendors who manufacture your detail lot items.

After you have set up your system for detail lots, you can create, maintain, enhance, and sell detail lot items.

> **Note:** Detail lots are not currently supported in an RF warehouse environment.

See Also:

Creating, Viewing, and Editing Detail Lot Products

Entering Detail Lot Certificate Claims

Recording Detail Lot Product Enhancements

Receiving Detail Lot Items Not Available for Immediate Sale

Selling Detail Lot Items

How the System Sorts Detail Lots

Running the Product Lot Errors Report

Running the Unacceptable Lot Levels Report

Detail Lot Maintenance Fields and Hot Keys

Manual Warehouse Management Overview

Creating, Viewing, and Editing Detail Lot Products

Use the Detail Lot Maintenance screen to create, view, and edit detail lot items. Create detail lots from both Purchase Order Entry and Product Location Maintenance.

This topic describes how to do the following:

- Create a detail lot from Product Location Maintenance.
- Create a detail lot from a purchase order.
- View and edit detail lots.
- Enter inspector information and inspection comments.

  Note: Detail lots are not currently supported in RF warehouse environments.

To create a detail lot from Product Location Maintenance:

1. From the **Whse Mgt** menu, select **Product Location Maintenance** to display the Product Location Maintenance screen.
2. In the **Branch** field, enter the branch or territory of the product you want to set as a detail lot item.
3. In the **Product** field, enter the product that you want to set as a detail lot item.
4. In the **Control Type** field, press **F10** and select **Detail Lot** to designate this product as a detail lot item.
5. Use the **Detail Lots** hot key to display the Detail Lots screen.
6. Select **New** to display the Detail Lot Maintenance screen.
7. Enter the quality control information in the necessary fields.
8. Press **Esc** to save the detail lot and close the screen.

To create a detail lot from a purchase order:

1. From the **Purch** menu, select **Purchase Order Entry** to display the Purchase Order Entry screen.
2. Open the purchase order containing the detail lot.
3. Press **Esc** to display the Purchase Order Entry Status screen.
4. In the **Order Status** field for the detail lot generation, type **R** to change the status to Received.
5. At the prompt, enter **Y**.
   - If you have the Display Detail Lot Selection Screen control maintenance record set to **Yes**, the system displays the Split Locations screen prompting you to decide if you want to receive the lot in an already existing lot or create a new lot. Go to step 6.

- If the Display Detail Lot Selection Screen control maintenance record set to **No**, the system allocates the detail lot. Go to step 9.

6. Do one of the following:
   - To create a new lot, place the cursor in the **Lot** field, press **F10,** and select **New** to display the Detail Lot Maintenance screen. Enter the quality control information in the necessary fields.
   - To accept the lot into an existing lot, place the cursor in the **Lot** field, press **F10**, and select the detail lot ID in which you want to place the received items.
7. Press **Esc** to save the detail lot.
8. Press **Esc** at the Split Locations screen to finish receiving the items.
9. Press **Esc** to save all changes and close the screen.

To view and edit a detail lot:

1. From the **Whse Mgt** menu, select **Detail Lot Maintenance** to display the Detail Lot Maintenance screen.
2. In the **Prd** field, enter the detail lot product that you want to view or edit.
3. In the **ID** field, press **F10** and select the detail lot that you want to view or edit.
4. In the **Br** field, enter the branch for the detail lot.
5. View or edit the quality control information in the necessary fields.
6. Press **Esc** to save all changes and close the screen.

To enter inspection comments for a detail lot:

1. From the **Whse Mgt** menu, select **Detail Lot Maintenance** to display the Detail Lot Maintenance screen.
2. In the **Prd** field, enter the detail lot product that you want to view or edit.
3. In the **ID** field, press **F10** and select the detail lot that you want to view or edit.
4. In the **Br** field, enter the branch for the detail lot.
5. Use the **Inspected by** hot key to display the inspection information.
6. In the **Inspector** field, enter the ID of the user who inspected the detail lot.
7. In the **Comment** field, enter any comments about the detail lot inspection.

   Any information you enter posts to the Maintenance Log.
8. Press **Esc** to save all changes and close the screen.

See Also:

Detail Lot Maintenance Overview

Setting Up for Detail Lots

Recording Detail Lot Product Enhancements

Selling Detail Lot Items

How the System Sorts Detail Lots

Entering Detail Lot Certificate Claims

Use the Detail Lot Certification screen to track certification claims of a special quality or enhancement of the product for a detail lot.

To enter a detail lot certificate claim:

1. From the **Whse Mgt** menu, select **Detail Lot Maintenance** to display the Detail Lot Maintenance screen.
2. In the **Prd** field, enter the detail lot product you want to edit.
3. In the **ID** field, select the ID of the detail lot for which you want to enter certification claims.
4. In the **Br** field, enter the branch to which the detail lot item belongs.
5. Use the **Certification** hot key to display the Detail Lot Certification screen.
6. In the **Date** field, enter the date of the certification claim.
7. In the **Code** field, enter the code found on the certification claim.

   Press **F10** to select a code defined in the Valid Detail Lot Certification Codes control maintenance record.
8. In the **Number** field, enter the certificate number found on the certification claim.
9. Press **Esc** to save the certification information.
10. Press **Esc** to save the detail lot.

See Also:

Detail Lot Maintenance Overview

Creating, Viewing, and Editing Detail Lot Products

Recording Detail Lot Product Enhancements

Use the Lot Cost Adders screen to record quality and value enhancements that have been added to a product. For example, if you have processed bolts to make them rust-resistant, record this enhancement in the Lot Cost Adders screen.

The system displays any value enhancements in the **Cost Adders** field on the Detail Lot Maintenance screen so you can keep the appraised value current for the detail lot.

To record an enhancement for a detail lot:

1. From the **Whse Mgt** menu, select **Detail Lot Maintenance** to display the Detail Lot Maintenance screen.
2. In the **Prd** field, enter the detail lot product you want to edit.
3. In the **ID** field, enter the detail lot for which you want to record enhancements.
4. In the **Br** field, enter the branch to which the detail lot belongs.

   The system displays the current data for the selected detail lot.
5. Use the **Cost Adders** hot key to display the Lot Cost Adders screen.
6. In the **Date** field, enter the date the product quality enhancement was made. Enter today's date, or a past date.
7. In the **Codes** field, press **F10** and select an enhancement code.

   Note: Enhancement Codes are defined in the Valid Detail Lot Cost Adder Codes control maintenance record.

   The system populates the description of the code in the **Description** field.
8. In the **Quantity** field, enter the quantity of the detail lot that received the enhancement.

   For example, you have a detail lot of 100 bolts. You are adding rust proofing to 10 of these bolts. When you open the Lot Cost Adders screen, the **Quantity** field displays 100. You would then change the quantity to 10, to represent the bolts that received the rust proofing.
9. In the **Amount** field, enter the cost of the enhancement per unit.

   The system populates the **UM** field with the unit of measure data set in Product Maintenance.
10. Press **Esc** to save the enhancement record and to return to the Detail Lot Maintenance screen.
11. In the **Cost Adder** field, view the enhancement cost per unit.
12. In the **App Value** field, adjust the appraisal value, if necessary.
13. Press **Esc** to save the changes and close the screen.

See Also:

Detail Lot Maintenance Overview

Creating, Viewing, and Editing Detail Lot Products

Receiving Detail Lot Items Not Available for Immediate Sale

If you receive detail lot items at your warehouse that you cannot immediately put away, you can receive the material into the system without making it available in your inventory for sales orders. Receiving the material in the system ensures that Purchasing is not prompted to order more of the item.

To receive detail lot items but not include the items in the available on-hand inventory calculation, set the **Exclude Items if On Hold** parameter in the **Exclude Detail Lot Items From Available On-Hand Calculation** control maintenance record to **Y**.

To exclude only certain products from the on-hand inventory calculation, set the **Exclude Items if On Hold** parameter in the Exclude Detail Lot Items From Available On-Hand Calculationcontrol maintenance record to **N**. Set the **Exclude Detail Lot From Available if On Hold** field for the individual product to **Y**. For more information about overriding these inventory calculation settings at the product level, see the Product Maintenance documentation.

To receive a detail lot item not available for immediate sale, complete the following tasks:

- Receive the detail lot item in the system.
- Update the detail lot maintenance hold code.

To receive detail lot items in the system:

1. From the **Purch > Reports** menu, select **P/O Receiver** to display the P/O Receiver screen.
2. Run the report.
3. Use the **Print** hot key to print the P/O Receiver Report.

   If the freight status on the P/O is **Prepaid** or **Collect**, enter an amount in the Totals screen that displays.
4. Check off each detail lot item on the report that you receive, noting the quantity you received.

   Note: Record any extra products received and the quantity to record in the system.
5. Continue with Receiving Purchase Orders in a Manual Warehouse.

To update the detail lot maintenance hold code:

1. From the **Whse Mgt** menu, select **Detail Lot Maintenance** to display the Detail Lot Maintenance screen.
2. In the **Prd** field, enter the detail lot product that you want to edit.
3. In the **ID** field, enter the detail lot for which you want to update settings.

4. In the **Br** field, enter the branch that stocks the detail lot product.

   The system displays the current data for the selected detail lot.

5. Press **Enter** to display the detail lot's settings.
6. In the **Hold Code,** press **F10** and select **Inspection**.
7. Press **Esc** to save your settings.
8. Verify and complete receiving using the Stock Receipt Entry program and the notes on your P/O Receiver Report.

See Also:

Detail Lot Maintenance Overview

Selling Detail Lot Items

When you enter a detail lot product on a sales order and the Display Detail Lot Selection Screen control maintenance record is set to **Y**, the Detail Lot Selection screen displays. Use this screen to select from which detail lot to pick the product for the sale.

The Detail Lot Selection screen displays all detail lots that meet minimum quality control inspection levels and quality product rank. The detail lots are sorted on the screen in accordance with the customer's quality control criteria. You can maximize or minimize the information displayed on this screen for each detail lot, as well as display the Detail Lot Maintenance screen for individual detail lots.

Note: When checking detail lot item availability, the system ignores the Exclude All Sales Orders Outside The Plenty Date From Avail Calc control maintenance record when the order and generation match the current generation being checked. This resolves erroneous over commit messages when a product is included on an order several times, but on the same order and generation.

To select a detail lot from which to pick product for a sales order:

1. From the **Orders** menu, select **Sales Order Entry** to display the Sales Order Entry screen.
2. Enter the detail lot item on the sales order.

   The system displays the Detail Lot Selection screen with the following data:

Field	Description
On-Hand	The total on-hand quantity for the product. If the product you are selling has the **Exclude Detail Lot From Available If On Hold** parameter set to **No** in the Product file, the on-hand quantity includes detail lot items with an on-hold status. If the parameter is set to **Yes**, the on-hand quantity does *not* include the detail lot quantities placed on hold. If the Product file does not define this parameter, the system uses the setting in the **Exclude Items If On Hold** field of the Exclude Detail Lot Items From Available On-Hand Calculation control maintenance record. If the **Exclude Items If Inspection Level/Quantity Not Met** parameter is set to **No** for the product, the on-hand quantity includes all detail lot items, even if the item does not meet the customer's acceptable quality control inspection level or product quality rank. If set to **Yes**, on-hand only includes the quantity in stock that *meets* the inspection level. If the product parameter is blank, the system uses the setting in the **Exclude Items of Inspection Level/Quantity Not Met** field of the Exclude Detail Lot Items From Available On-Hand Calculation control maintenance record. **Note**: You can use the Line Item Scheduling screen to assign the order quantity to be picked from a different location other than the location the system assigns for the order. Use the **Splt Locs** hot key from the Line Item Scheduling screen to see all the locations and select the locations from which the items should be picked. If the Delete Stock Location With Blank Status And Zero Quantity control maintenance record is set to No for a branch, locations with zero on-hand quantity also display.

Field	Description
Order Qty	The number of detail lot items entered on the order.
Cust Lvl/Rnk	The customer's minimum quality control inspection level and quality product rank.
Avail	The total number of available detail lot items for the product.
On PO	The quantity on all future purchase orders.
Unused Qty	The quantity not committed to a detail lot for the displayed sales order.
DetLot	The detail lot number assigned in Detail Lot Maintenance.
Description	A description of the displayed lot. Use the **Minimize/Maximize** hot key to toggle between one line and full descriptions.
Avail Qty	The current available quantity of the product in that detail lot.

Note: The system highlights lots in red that do not meet customer requirements. If you select one of these lots, the system prompts you that the lot Does Not Meet Customer's Requirements, Continue. Enter **Y**, **N**, or **Q** to have the lot re-inspected.

3. In the **Commit Qty** field next to the detail lot from which you want to pick product, enter the number of items you want to pick.

   The system adjusts the amount shown in the **Avail Qty** field for that detail lot.

   Note: You can split the order quantity between different detail lots by entering the amount to pick from each lot in the **Commit Qty** field.

4. Press **Esc** after you have selected from which lots to pick product for the sales order.
5. Continue processing the sales order.

   Note: If you need to edit a detail lot item on a sales order, display the sales order using the Sales Order Entry screen. Use the **Sched** hot key and then the **Det Lot** hot key to display the Detail Lot Selection screen, where you can edit the detail lot item on the sales order. You cannot delete detail lot items from order generations. To delete a detail lot item from an order, you must delete the entire generation and re-enter the generation with the changes.

More Options from the Detail Lot Selection Screen

The Detail Lot Selection screen also offers these options.

Hot Key	Function
Detail Lot	Displays the Detail Lot Maintenance screen for the selected detail lot. Use this screen to update the detail lot information.
Inv Inq	Displays the Inventory Inquiry screen. Use this screen to view up-to-the-minute product inventory data.

Hot Key	Function
History Ledger	Displays the History Ledger screen. Use this screen to view a product's past activity, such as whether it was part of a sales order last month.
Comments	Displays the Detail Lot Comment screen. Use this screen to add comments for the selected lot.

See Also:

Detail Lot Maintenance Overview

How the System Sorts Detail Lots

Creating, Viewing, and Editing Detail Lot Products

How the System Sorts Detail Lots

The system sorts detail lots on the Detail Lot Selection screen according to the following internal criteria. For the following scenario, the detail lots would display with number one first and number seven last on the Detail Lot Selection screen.

1. The last lot from which the customer bought if there is an available quantity.
2. Lots with higher allocation levels if allocation levels are defined for the lots in Detail Lot Maintenance.
3. Lots with the same inspection level and quality rank as the customer's level and rank.
4. Lots with the same inspection level and higher quality ranks than the customer's level and rank.
5. Lots with the same inspection level and lower quality ranks than the customer's level and rank.
6. Lots with lower inspection levels than the customer's level.
7. Lots with higher inspection levels than the customer's level.

It is most desirable to select from lots that meet or have higher inspection levels and quality ranks. Ideally, you would only want to select lots from the first four sorting types. You can have lots with lower inspection levels or quality ranks than the customer's set levels re-inspected, or if you have authorization, you can select an item that does not meet the customer's level criteria.

See Also:

Selling Detail Lot Items

Detail Lot Maintenance Overview

Running the Product Lot Errors Report

Use the Product Lot Errors Report to find products that are flagged as lot products in Product Location Maintenance but are not flagged as lot controlled in Product Maintenance. Use this report to ensure your lot products are correctly labeled throughout the system.

For a description of the report, see What the Report Shows at the end of the topic.

To run the Product Lot Errors Report:

1. From the **Whse Mgt > Reports** menu, select **Product Lot Errors** to display the Product Lot Errors Report screen.
2. Set options, if needed, and generate the report.

What the Report Shows

The Product Lot Errors Report shows the following information:

Column	Description
Prod#	Product number of the inconsistently labeled product.
Product Description	Product description of the inconsistently labeled product.
Br	Branch in which the product exists.
Lot#	Lot number assigned to the product.
Location	Location in which the product resides.
Onhand	On-hand quantity of the product and its lot.

See Also:

Detail Lot Maintenance Overview

Running the Unacceptable Lot Levels Report

Running the Unacceptable Lot Levels Report

When you cannot fill a sales order because it requires products that do not meet the customer's quality level and rank requirements for a product, use the Unacceptable Lot Levels Report to check that product's availability from other sales orders. You can take the product that matches the customer's criteria from a future sales order and ship it with the current sales order. You can then refill the later sales order from which you took the product when that product becomes available.

For a description of the report, see What the Report Shows at the end of the topic.

To run the Unacceptable Lot Levels Report:

1. From the **Whse Mgt > Reports** menu, select **Unacceptable Lot Levels Report** to display the Unacceptable Lot Levels Report screen.
2. In the **Br/Tr/All** field, enter the branch or territory for which to check for product availability. Enter **All** to include all branches and territories in the report.
3. In the **Start Date** field, enter the first product receive date of the period to review.
4. In the **End Date** field, enter the last product receive date of the period to review.

   For example, if you want to review product availability for December 2005, enter **12/01/05** in the **Start Date** field and **12/31/05** in the **End Date** field.
5. In the **Order/Ship Date** field, press **F10** and select how you want to view the product availability:

Option	View product availability by...
Ship	The order's ship date.
Required	The order's required date.

6. In the **Sort by** field, press **F10** and select one of the following report sorting orders:

Sort Option	Sorts by...
Cust	The customers who placed the orders.
Order#	The transaction numbers.
Date	Order ship or required dates, depending on your entry in the **Order/Ship Date** field.
Writer	The user IDs of the order writers.

7. In the **Customer** field, enter a customer's name if you want to run the report for only that customer.

   Press **F10** to select from a list of recently used customers. Use the **Slct** hot key to select multiple customers.

8. In the **Writer** field, enter the writer's user ID if you want to run the report for only that order writer.

   Press **F10** to select from a list of IDs, or use the **Slct** hot key to select multiple writers.
9. In the **Price Line** field, enter a price line on which to run the report.
10. In the **Lines/Page** field, if your printer supports more than 80 lines, enter the number of lines (10-99) to print on each page.
11. Set options, if needed, and generate the report.

What the Report Shows

The Unacceptable Lot Levels Report shows the following information:

Field/Column	Description
Branches	Branches for which the report was run.
Transaction Date	Transaction date, whether ship date or required date, for which the report was run.
Brch	Branch for which the order was entered.
Order #	Order number.
Order Dt	Date order was taken.
Lvl/Rnk	Customer quality level and rank requirement.
Customer Name	Customer receiving the order.
PO #	Customer purchase order number, if one exists.
Writer	Order writer.
Part No.	Product's part number.
Description	Product's description.
Stat	Product's status.
Qty	Quantity of product on the order.
Unit Price UM	Unit price of product per unit of measure.
Ext. Price	Extended price of product.
Req Dt.	Required date for order, and required date age. For example, if the required date is 08/07/05 and today's date is 08/01/05, then the date age is 6 as six days remain until the order is required.
Expected	Expected date for order, and expected date age. For example, if the expected date is 08/07/05 and today's date is 08/01/05, then the date age is 6 as six days remain until the order is expected.
Ship Dt.	Ship date for order, and ship date age. For example, if the ship date is 08/07/05 and today's date is 08/01/05, then the date age is 6 as six days remain until the order is to be shipped.
On Hand	On-hand quantity of the required product both in stock and tagged to other orders.

Field/Column	Description
In P/O	Quantity of the required product currently on purchase orders. Both quantity in stock and tagged to other orders displays.
In Proc	In process quantity of the required product both in stock and tagged to other orders.
Commtd	Committed quantity of the required product both in stock and tagged to other orders.
In Xfer	Quantity of the required product being transferred. Both quantity being transferred to stock or tagged to other orders displays.
In Wrk	Quantity of the required product being worked on. Both quantity in stock and tagged to other orders displays.

See Also:

Detail Lot Maintenance Overview

Selling Detail Lot Items

Detail Lot Maintenance Fields and Hot Keys

This topic explains each Detail Lot Maintenance field and hot key in detail. Use this topic as a reference for all Detail Lot Maintenance tasks.

Editable Fields

The table below describes each field on the Detail Lot Maintenance screen that you can edit.

Field	Description
ID	Detail lot ID. The system assigns this ID when you create a detail lot.
Prd	Product that belongs to the detail lot. The system populates this field with the product from the purchase order or the Product Location Maintenance screen when you create a detail lot.
Desc	A user-defined description of the detail lot.
Br	Branch to which the detail lot belongs.
UM	Standard unit of measure for the product as defined in Product Maintenance. Update the unit of measure if necessary.
Mfg	Manufacturing company of the product. You can only enter vendors flagged as manufacturers in this field.
Mfg Lot	Manufacturing lot of the product, which the manufacturing company assigns. When similar lots have the same manufacturing code, the system prompts you about the duplication. You can select and view these lots.
Orig Qty	Original quantity of the product for all branches. If you are creating this detail lot from a purchase order, the system populates this field with the quantity from the purchase order.
Avg Weight	Average weight of the lot item per the standard unit of measure assigned to the product.
Cure Data	Cure data contains the following: • The quarter number in which you can begin selling the product. • The year of that quarter. • The number of quarters in which the product will remain in good condition. For example, if you can begin selling a fastener during the first quarter of 2002 and it will remain in good condition for the next 24 quarters, enter **1 Q- 2002/24 Q** in the **Cure Data** field.
Exp Date	The date the product expires. If there is no expiration date for the product, leave this field blank. If you enter information in the **Cure Data** field, the system enters an expiration date based on that information.
S.F. Code	Special features for the product that are preset in the Valid Detail Lot Special Features Code control maintenance record. Press **F10** to select a special feature.
Alloc Lvl	When two different lots have the same level and rank, assign allocation levels to each lot to indicate which lot's inventory to deplete first.

Field	Description
Heat Number	The heat number provided by the component manufacturer or the authorized government agency.
Orig Cost	Original price paid for the product per the displayed unit of measure. If you create this detail lot from a purchase order, the system populates this field from that order.
App Value	User-defined appraisal value for this lot item.
Country	Country where the manufacturer created the lot item. Press **F10** to select from a list of countries.
Inspect Lvl	Quality control inspection level. For example, an A inspection level may represent the highest quality for a detail lot item. The quality control inspection levels work in conjunction with the quality rankings. Press **F10** to select a level from the list defined in the Valid Detail Lot Q/C Inspection Levels control maintenance record.
Qual Rank	Quality rating of this product for the lot based on the level of the quality control inspection. Press **F10** to select a level from the list defined in the Valid Detail Lot Product Quality Ranks control maintenance record.
Rev Level	Revenue level of the lot item.
Hold Code	If this detail lot is defective in some way or you do not want to sell it, but you still want to receive it into inventory for recording purposes, press **F10** and select a hold code, such as **Defective** or **Inspection**. This code displays on the Detail Lot Selection screen when you attempt to place an order for this lot item.
Upgradable	A flag to show that the lot can be upgraded once a quality control level is set for the lot. This setting does not prevent users from changing the values in the **Inspect Lvl** and **Qual Rank** fields.

View-Only Fields

The table below describes each field on the Detail Lot Maintenance screen that the system populates and that you cannot edit.

Field	Description
Qty	On-hand quantity of the detail lot items for the displayed branch.
Orig P/O	Original purchase order on which the lot was received. The system populates this field only if you create this detail lot from a purchase order.
Rec'v Date	The receiving date of the original purchase order on which the lot appears. The system populates this field only if you are creating this detail lot from a purchase order.
Status	Product location status defined on the Product Location Maintenance screen.
Cost Adder	Total value of enhancements to this product for the lot. The system populates this field from the data you enter on the Cost Adders screen.
Lead Time	The number of days it typically takes the manufacturer to replenish and ship the item. Define the product lead time in Ship Via Maintenance. For more information, see How the System Calculates Lead Time.

Hot Keys

The table below describes each hot key on the Detail Lot Maintenance screen.

Hot Key	Function
Certification	Displays the Detail Lot Certification screen, where you can assign any necessary certifications to the detail lot by filling in the Date field and selecting a certification from the **F10** list. Certifications are defined in the Valid Detail Lot Certification Codes control maintenance record.
Cost Adders	Displays the Lot Cost Adders screen, where you record any enhancement work done on the detail lot.
Inspected by	Displays a prompt showing who inspected the detail lot and any comments recorded.
Maint Log	Displays the Maintenance Log Viewing screen for the detail lot. Use this screen to view maintenance activity for the detail lot.
Delete	Deletes the displayed detail lot.
Comment	Displays the Detail Lot Comment screen where you can record comments for the detail lot.
Copy	Copies the current detail lot information to a new detail lot. You can edit the information on the detail lot to which you copy the screen.

See Also:

Detail Lot Maintenance Overview

Creating, Viewing, and Editing Detail Lot Products

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