User Guide

Inventory and Warehousing
V21.1.0200

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EFI PrintStream | *V21.1.0200 Inventory and Warehousing User Guide*

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Contact Information

EFI Support

US Phone:	855.334.4457 (first select option 3, then press option 8, then press option 1)
US Fax:	415.233.4157
US E-mail:	printstream.support@efi.com

Regular Service Desk hours are 8:00 AM to 7:00 PM Central Time, Monday – Friday. Outside of these hours, you may leave a voice mail message and an on-call support representative will be paged. Response time is based on the severity of the issue.

Note For problems involving infrastructure (i.e., computers, networks, operating systems, backup software, printers, third-party software, etc.), contact the appropriate vendor. EFI cannot support these types of issues.

EFI Professional Services

US Phone:	651.365.5321
US Fax:	651.365.5334
E-Mail:	ProfessionalServicesOperations@efi.com

EFI Professional Services can help you perform EFI software installations, upgrades, and updates. This group can also help you implement, customize, and optimize your EFI software plus offer a range of training options.

Introduction

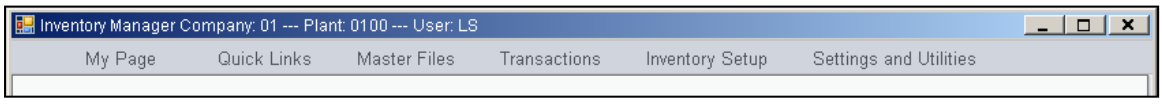
Introduction to .Net

PrintStream's inventory programs were the first to be rewritten into .net. The rewrite provides users with many functions that are not available in the VB programming. With .net, users are able to define reports, select the data that displays, and the order in which it displays. One tool that provides users this powerful flexibility is our Ticket Designer. The inventory transaction reports that have previously been available as a few canned options now allow users to create their own tickets, the information that displays and where it displays, to include the font size, font and background colors, and attributes.

Streamline.Inventory.Manager

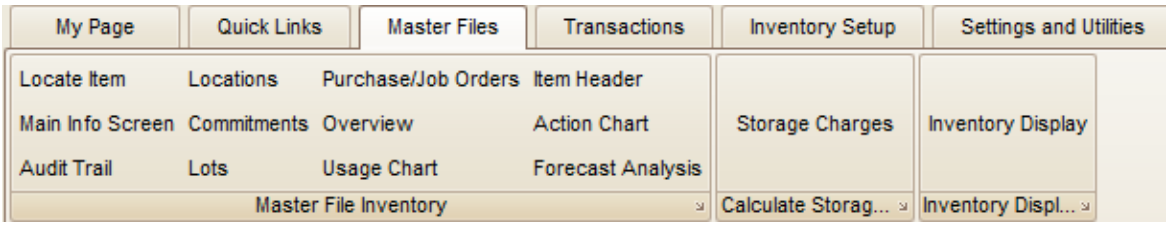
The Inventory Manager program holds all .net inventory programs in one set of program applications. There are four main tabs in this program: **Master Files**, **Transactions**, **Inventory Setup**, and **Settings/Utilities**. This document covers the functions for each of these areas of programming.

When the program is launched, you will see the 4 main menu areas of Inventory Manager: **Master Files**, **Transactions**, **Inventory Setup**, and **Settings and Utilities** along with **My Page** and **Quick Links**.



Master Files

Within the Master Files main menu are three areas with inventory-related menus: Master File Inventory, Calculate Storage Charges and Inventory Display. Each of these menus has multiple programs. The individual programs will be covered in this section of the document.



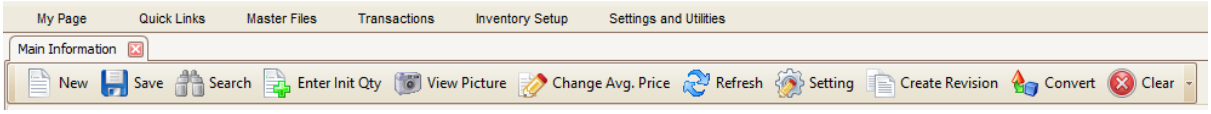
Master File Inventory

There are two functions of the Master File Inventory program: a) to display and edit existing inventory items which may include switches or field entries; and b) to create new inventory items.

The Master File Inventory tab includes the following functions: Locate Item, Main Info Screen, Audit Trail, Locations, Commitments, Lots, Purchase/Job Orders, Overview, Usage Chart, Item Header, Action Chart, and Forecast Analysis.

Master File Inventory > Menu Bar Icons

The icons that display below the toolbar are visuals of many of the same controls found in the menu bar just covered above with some additional icons provided. Hovering over each icon displays the label and the keyboard shortcut for the icon.



New – click this icon as an optional way to begin creating a new inventory item.

Save – click this icon to save the current item.

Search – click the binoculars icon as an optional way of reaching the Search Inventory screen.

Enter Init Qty – click this icon as an optional way to enter an initial quantity and value for an item if the initial quantity is not entered when the item is created.

View Picture – click this icon to view the picture of a selected item or to get a message indicating the image file name requirement and location where the file needs to be stored (saved).

Change Avg. Price – click this icon as an optional way to change the average price of a valued item. This is password protected. Contact your PrintStream support rep for the password.

Refresh – click this icon to refresh the screen.

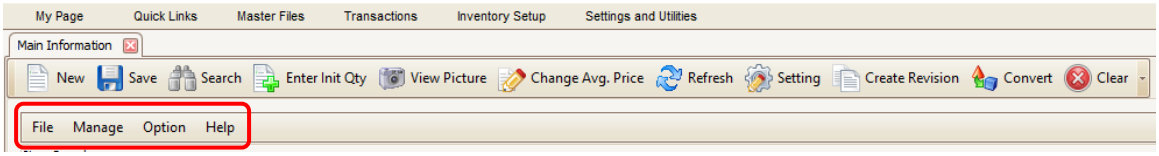
Setting – click this icon as an optional way to access the Settings menu.

Create Revision – click this icon as an optional way to revise an item that has the rules/settings set to allow revisions.

Convert – clicking this icon provides the option of changing the inventory type for this item.

Clear – click this icon to clear the current screen being viewed.

Master File Inventory > Drop-down Menus



When any of the program options (e.g., **Locate Item, Main Info Screen, Audit Trail, etc.)** are opened, the user will have access to the horizontal toolbar.

File menu includes:

New - to create a new item

Save - save changes to the current item

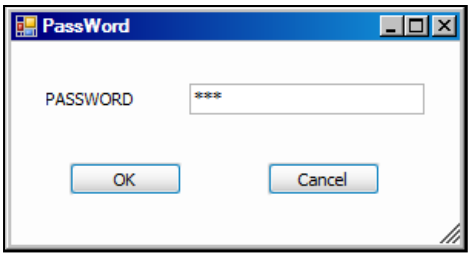
Exit - closes Master Files

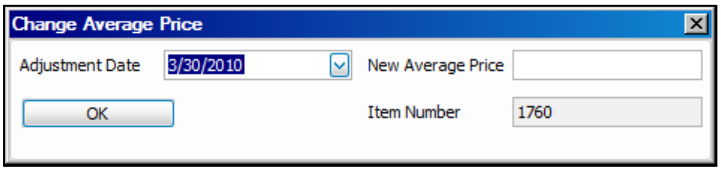
These same controls are also available as icons in the row below. Hovering over each icon displays the label and the keyboard shortcut for the icon.

Manage menu includes:

Unit of Measure - defines the unit of measure for each item (carton, box, each, pack, bunch, yard, etc.). These are user defined in the Unit of Measure screen. Details about adding new units of measure are covered in the section “Master File UOM” later in this document.

Change Avg. Price - used to edit the average price for a displayed item. Users will need the password to perform this function.





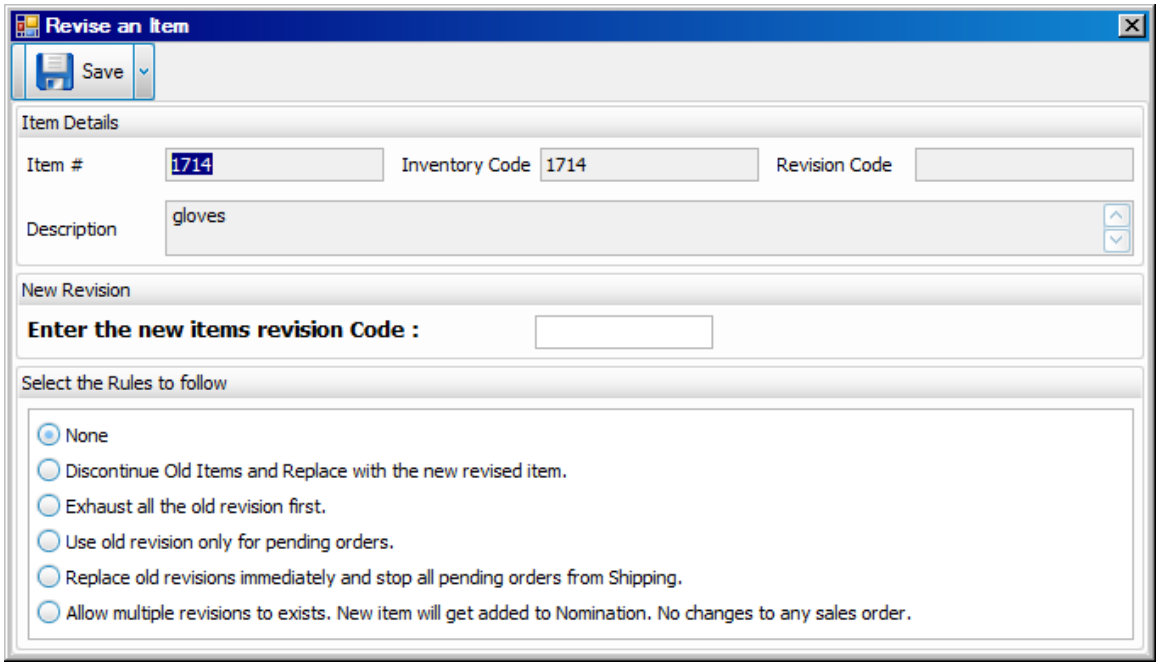
Enter/edit initial quantity - used to add a value to the item. This initial quantity and resulting value will not post to the general ledger. The assumption when using this feature is to get the value into the subsidiary system and onto the item. Because these items are assumed to be coming from an external system, they are already on the general ledger either through an AP invoice, journal entry from another system or part of the trial balance itself. The important step here is to make certain that as of the specified date, the general ledger matches the inventory report prior to moving forward.

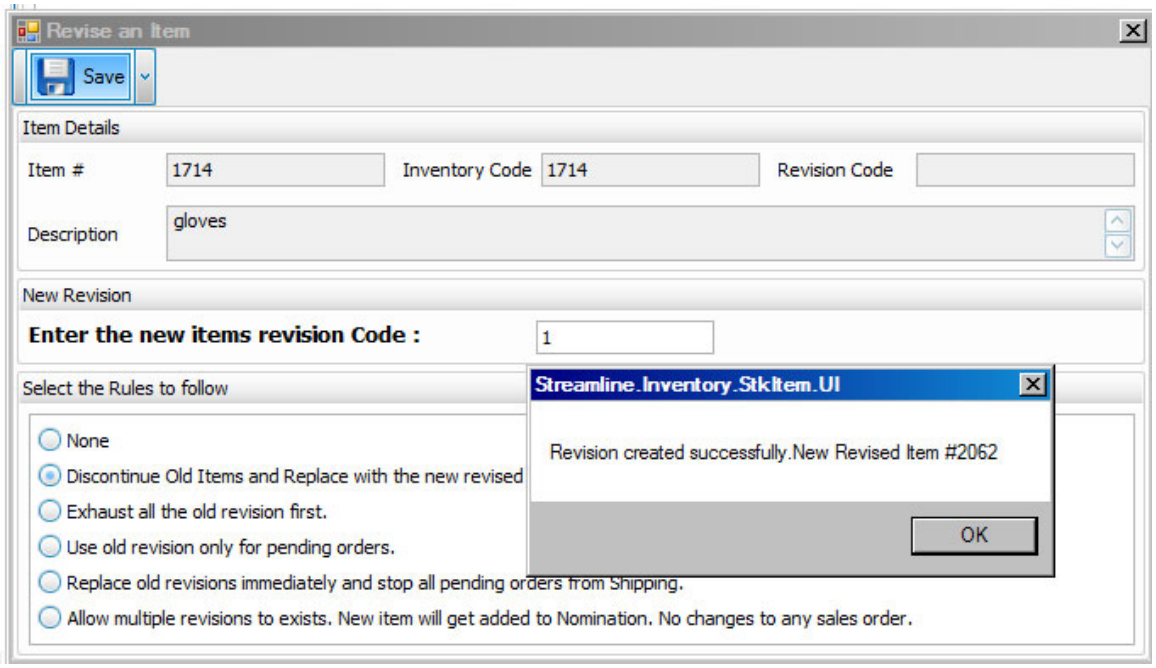
Master File StkLevel - functioning for Fulfillment type inventory items. They allow classification of inventory for items, similar to the Group/Family/Category settings. These web levels can be linked to customers similarly to the Group/Family/Category settings and are similarly created. More details will follow.

Group/Family/Category - defines sorting and reporting levels as a three-tiered option. These are item classifications that can be created for up to three levels for any inventory type and can be a generic category or be linked to a specified customer. Creating Group/Family/Category entries is covered later in this document in the section “Master File Group/Family/Category.”

Revise Item - the control that allows a revision for an item. The Allow Revision flag must be set in the Rules screen in order for the item to allow a revision. If the item does not support revisions, you will get a message indicating the item does not support revisions and how to set the control to allow revisions. If the item has a later revision than the item selected, you will get a message with the latest revision number.

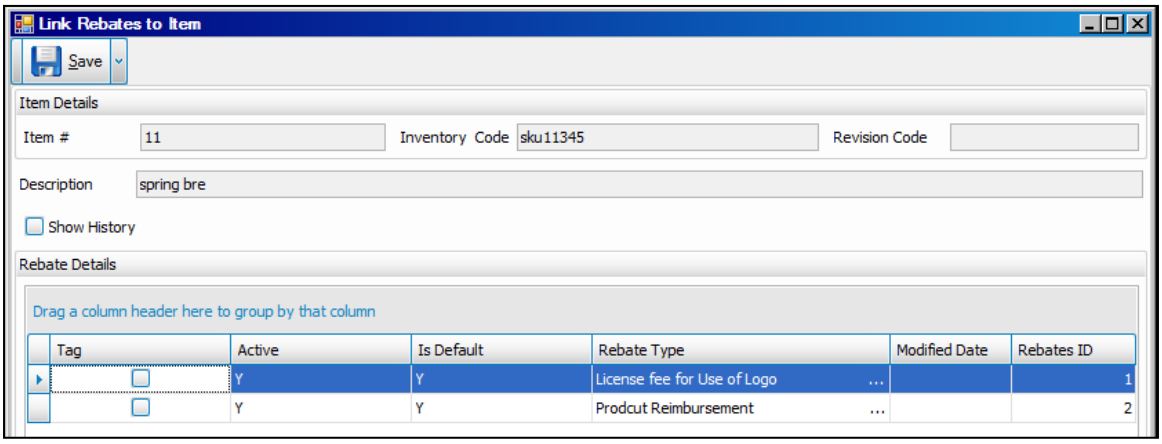
To revise an item, bring the item up in the Main Info Screen then go to Options > Revise Item. Enter the new item revision code (up to 15 characters) in the provided field and select the rules for the revised item and **Save**.





Rebates function links items to rebate type. Inventory related rebates are typically used for tracking valued items that will be 'rebated' to the customer. An example is storing and selling customer goods. You may sell your customers' goods, on their behalf, for a defined dollar amount. At the end of each month, quarter or other period, a check will be sent to the customer for an agreed upon value. Example: You sell one widget for $10 and need to reimburse your customer for the agreed upon rebate of $8 for each widget you have sold on their behalf.

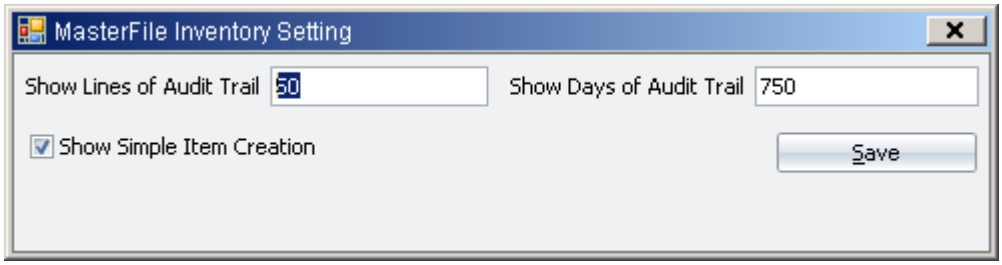
Links for rebated inventory items are set in this screen.



Option menu includes:

Settings - there are two options in the Settings menu. Any selected options will remain in effect until they are changed. These options are workstation-specific, not user specific. The first option is to access the **Settings** options. Within the Settings options, users are able to set the number of lines that show in the audit trail and the number of days that show in the audit trail. The **Show Lines of Audit Trail** field will show that number of lines in the audit trail screens. If more transactions exist that are within the number of days of the audit trail (other setting), the **Next** button displays the number of lines added to the first, etc.

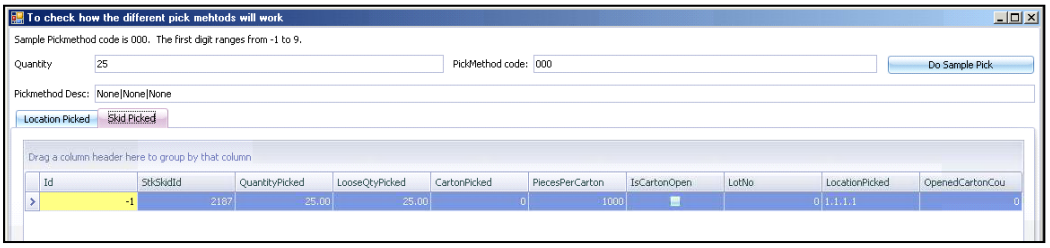
New to dot-net inventory is a setting **Show Simple Item Creation**.



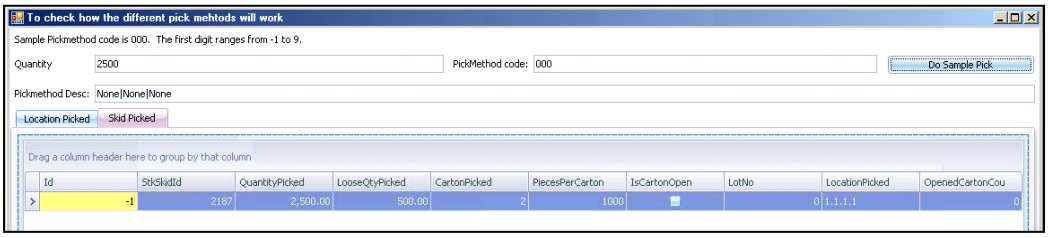
If the **Show Simple Item Creation** check box is selected, the screens display more closely to the VB screens in Master File Inventory upon *creating a new inventory item*. If this setting is unchecked, the screens will include extra fields, and the fields may be displayed on different screens than in the VB program screens. Display screens are not affected by this switch. Display screens will always show the non-simple item details with the six tabs displaying the various descriptive fields and links to an item.

Try Sample Pick Method - to check how the different pick methods will work with a selected item, with the inventory item for doing the sample pick in the Main Info screen, click the **Try Sample Pick Method**, put in a quantity and click **Do Sample Pick**. The result of the sample pick is detailed in the grid below and shows how that quantity will be picked.

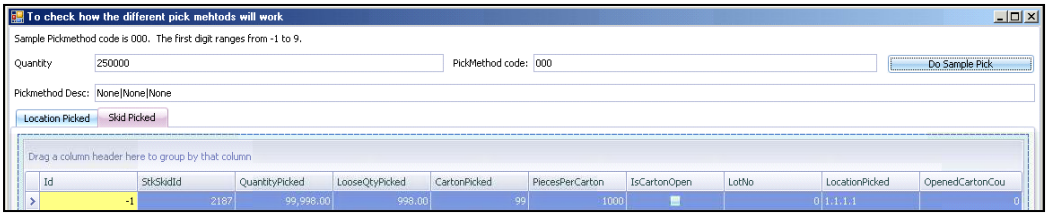
Quantity of 25 entered for item shows a pick method of selecting 25 loose pieces from Skid ID 2187.



Quantity of 2500 entered for item shows a pick method of selecting 2 cartons at 1000 per carton and 500 loose pieces from Skid ID 2187.



Quantity of 250,000 entered for item shows a pick method of selecting 99 cartons at 1000 per carton and 998 loose pieces for a total pick quantity of 99,998 which will deplete this inventory item.



Help menu includes:

System Info

General Info

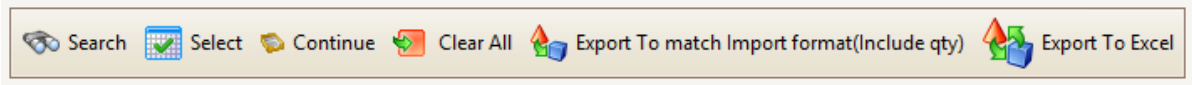
Process Info

Reference File Info

Locate Item

Clicking the **Locate Item** menu option displays a search screen to assist the user in locating inventory items. The search option includes filters by Category, Description, Links, Rules and item settings. The control menu at the top of the Locate Item screen displays the **Search** (binoculars icon) which is clicked after filters are entered or selected, **Select** (grid with green check icon) to select the highlighted entry in the grid of listed items that meet the filtered criteria, **Continue** (inbox icon) to show additional records that match the filtered or selected data, **Clear All** (boxed green arrow icon) to clear all filters and selections from the screen, **Export to Match Import Format (Include Qty)** to export the data into the format needed to import, and **Quit Search** to stop the search for the filtered items. Most of these controls have keyboard access using the Alt key simultaneously with the underlined letter in each control icon name.

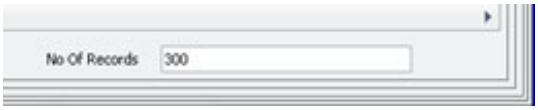
The horizontal menu bar includes:



Search – click this when the filters are in place to search for the inventory items resulting from the filters.

Select – click this to select a highlighted line from the grid display after the search results display.

Continue – by default 300 items will load. If the search result draws more than 300 inventory items, users can click this button to load 300 more. Additionally, changing the No. of Records field in the lower right of the screen to a higher number to catch all records will eliminate the need to click Continue.



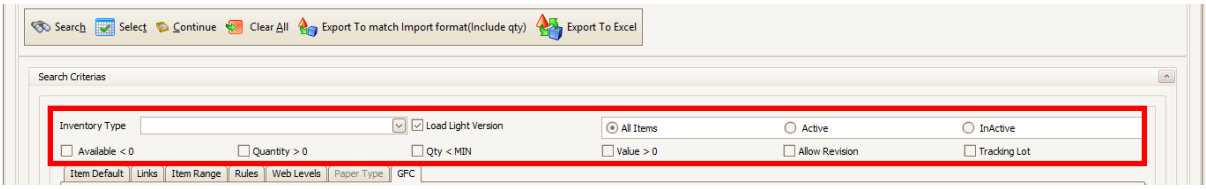
Clear All – clears all filters.

Export to Match Import format (include quantity) – this option will create an Excel spreadsheet of the displayed items in the grid that is already set up and formatted for an item quantity import. The file might be used for the initial quantity update when the integrated finished goods items are first pushed from the MIS system. The MIS does not send inventory quantity changes. Quantity changes all come from PrintStream.

Export to Excel which exports the data in the search results to an Excel file.

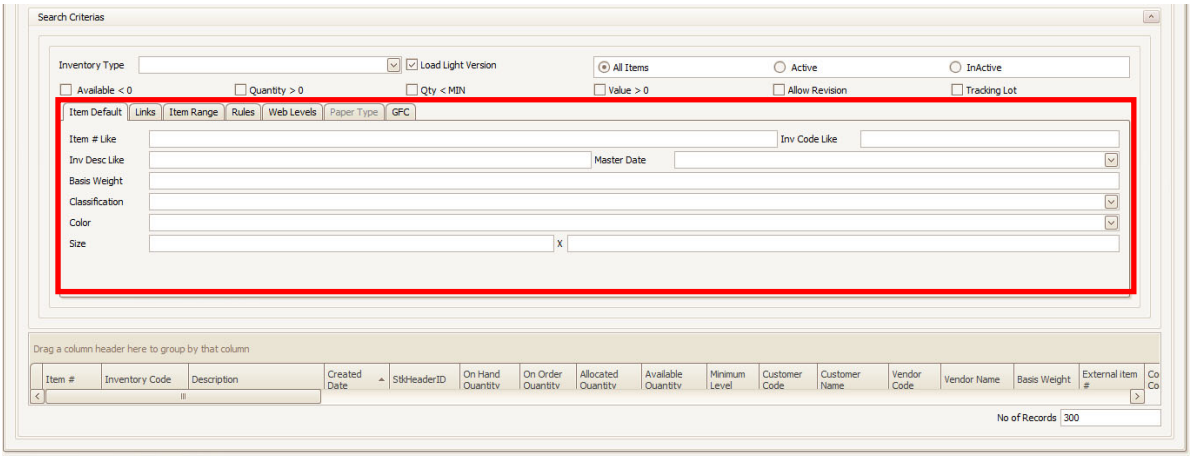
Most of these controls have keyboard access using the Alt key simultaneously with the underlined letter in each control icon name.

Initial Search Filters



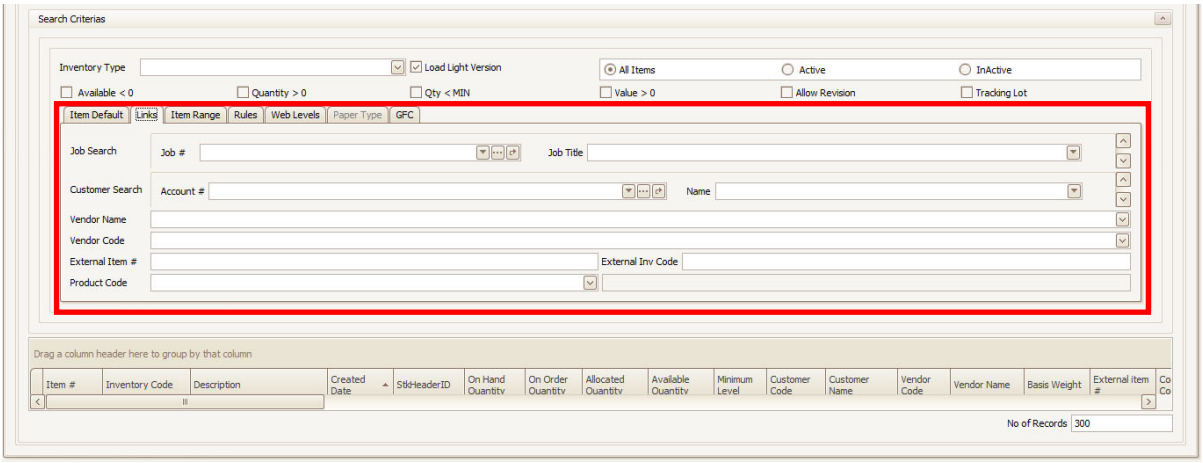
Initial filters include finding items by Inventory Type, Lot Tracking, Allow Revision, Negative Available, Below Minimum Qty, Quantity or Value greater than 0. Searches can include all items, only active items or only inactive items.

Item Default Filter



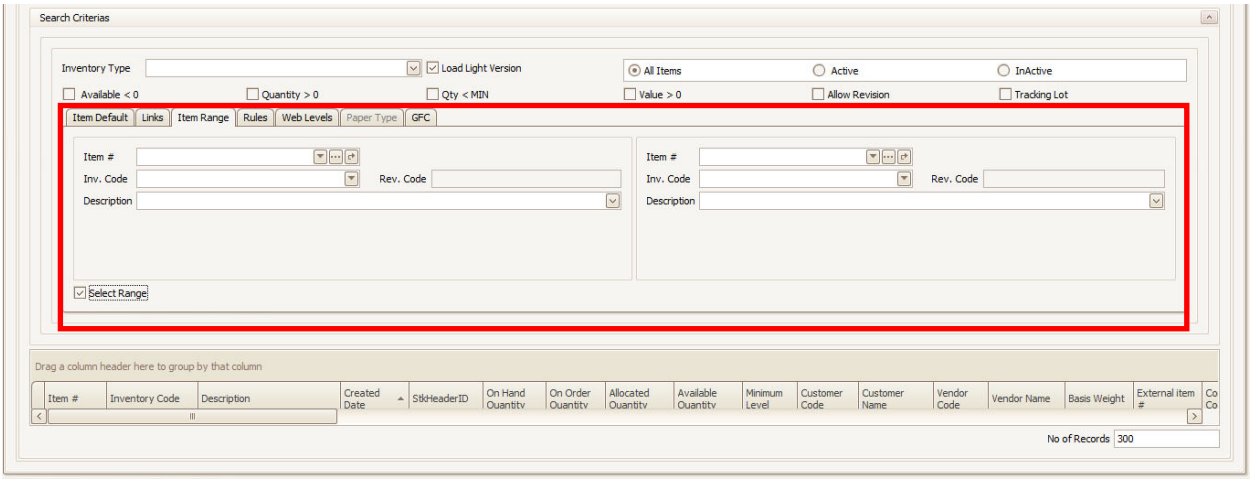
The Item Default tab area of the search screen is to include additional filters to find items similar in description. These fields (with the exception of the Color, Classification, and Master Date fields which are filtered with drop-down choices) can be completed with user descriptive information to help narrow the list of searched/located items.

Links Search Filters



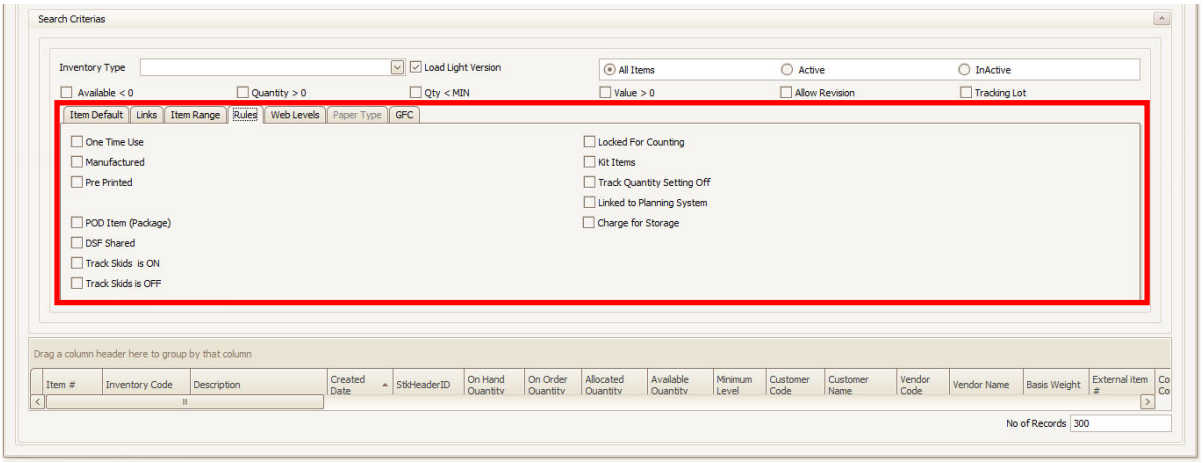
Links to items can be selected using the dropdown choices for each of the fields in the Links tab of the search screen. Enter the job number or use the ellipsis button […] next to the name field to search for the job using the optional Job Search screen, customer account number/name, vendor account number/name and/or the product code to narrow the list of items that will be located and displayed during the search. The 'redo' arrow at the end of the Name fields will clear the filter for this field.

Item Range Search Filters



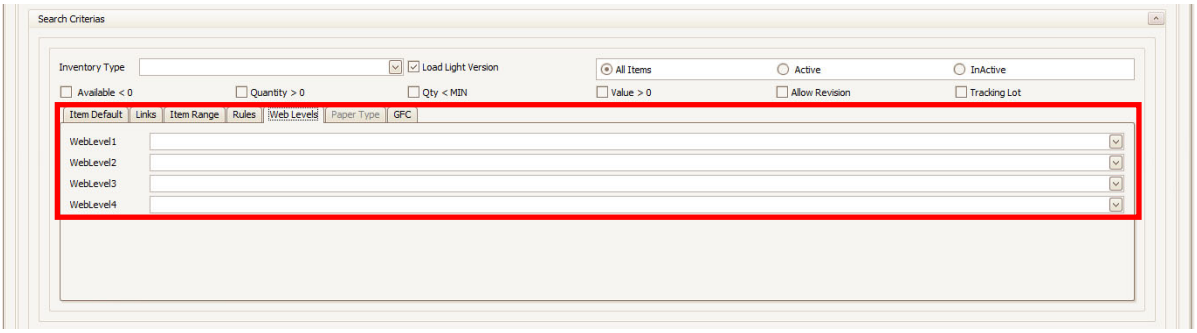
The Item Range tab area of the search screen allows to search by item range. Enter or search by item # or enter the first few characters of the Inv. Code and select the down arrow on the keyboard to see a list of items to select from.

Rules Search Filters



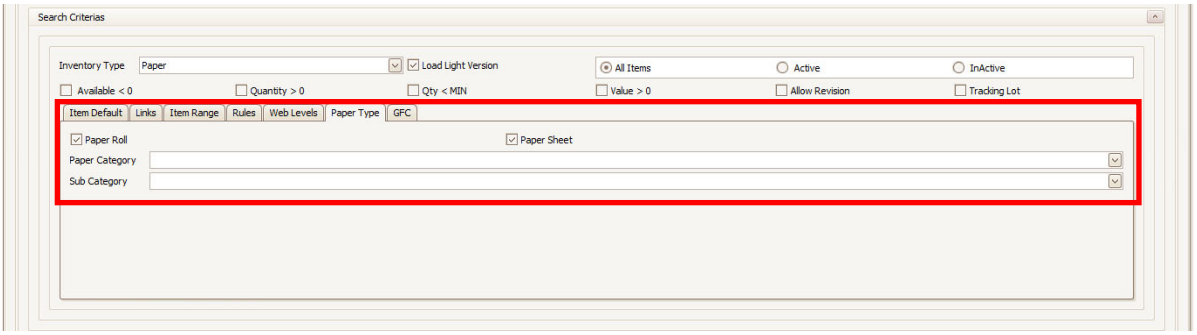
The Rules tab in the search screen provides filters that will find inventory items with rules based on the above check boxes.

Web Levels Search Filters



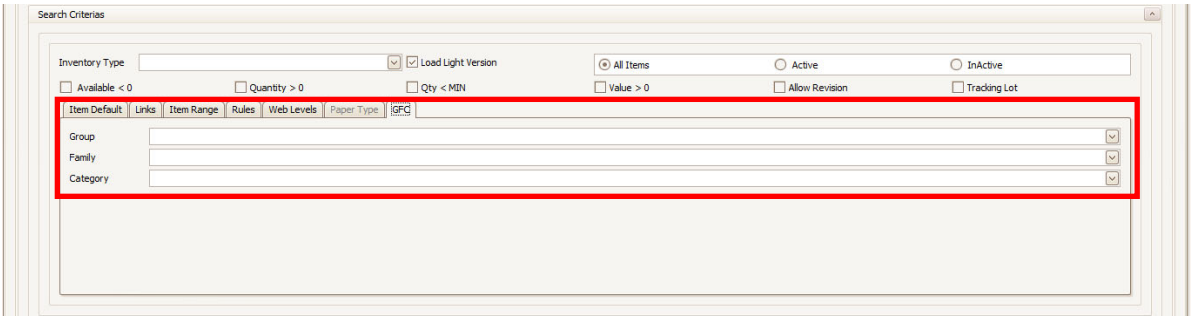
The Web Level s tab allows to search for item based on Web Level.

Paper Type Search Filters



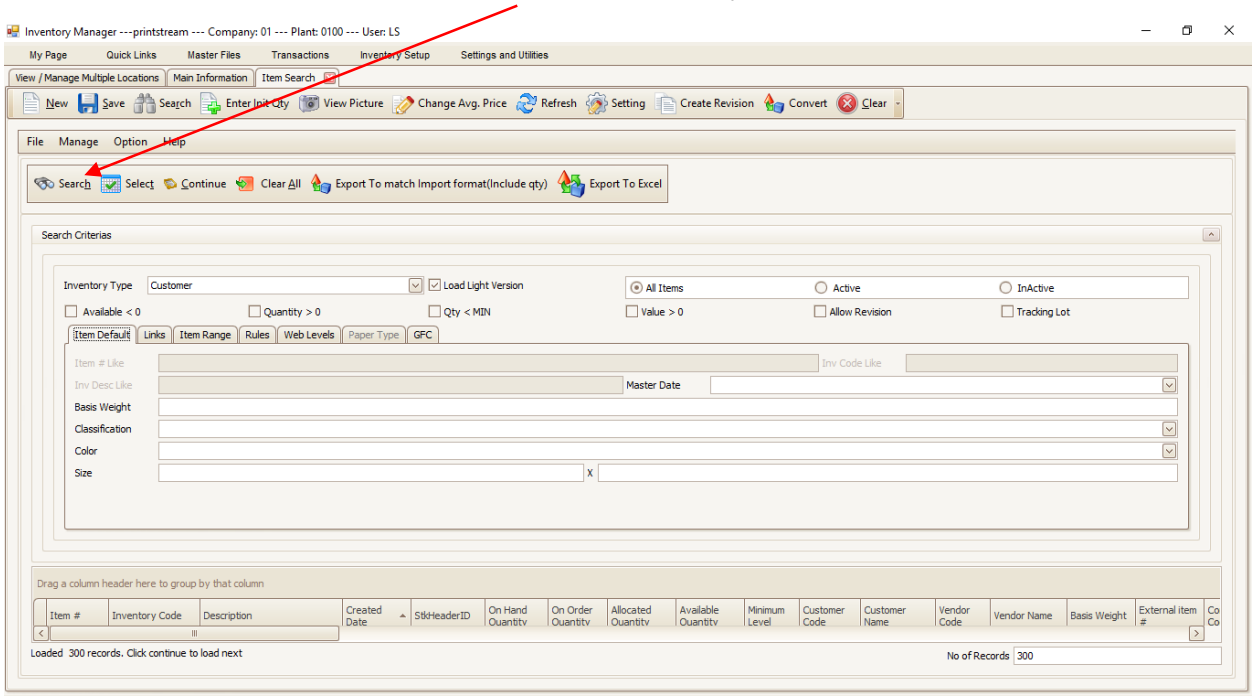
The Paper Type tab allows to search using filters for Paper items only.

GFC Search Filters

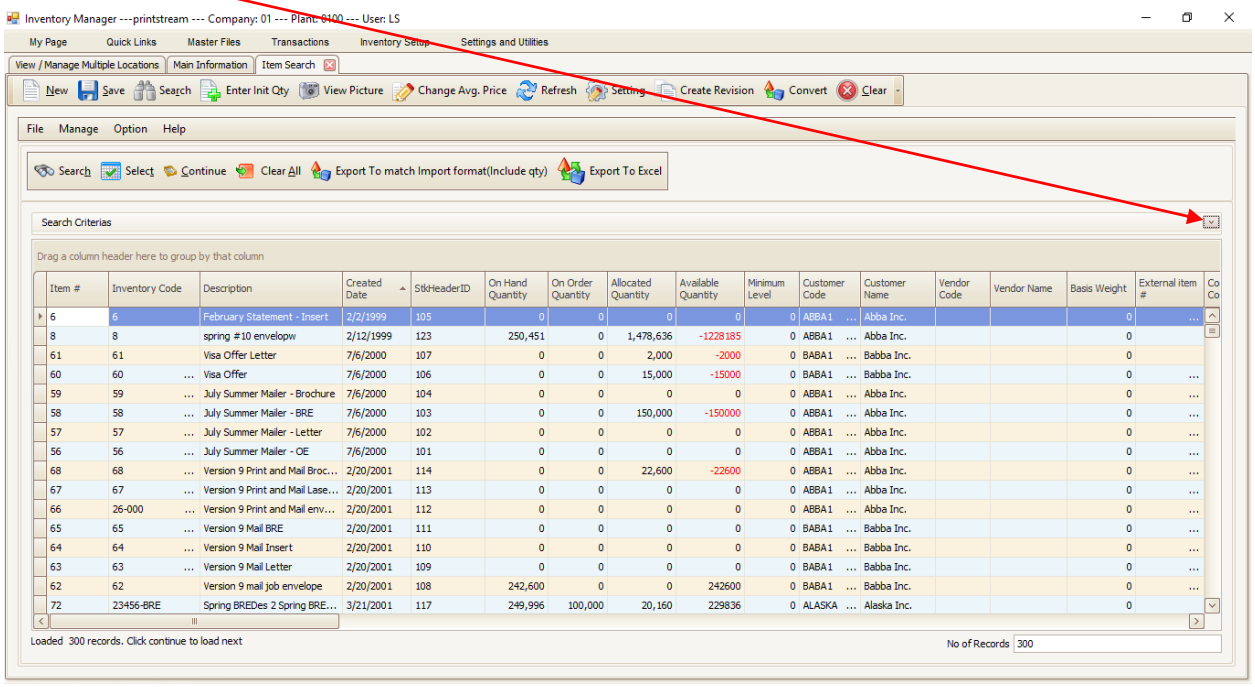


The GFC tab allows to search for items based on Group/Family/Category.

Once filters have been selected, click on the **Search** button to display filtered items.



Click on the "**^**" to view the filtered items.



The displayed items are inventory that fit the filters selected. Select the item for further viewing by double-clicking the line for that inventory item.

Main Info Screen

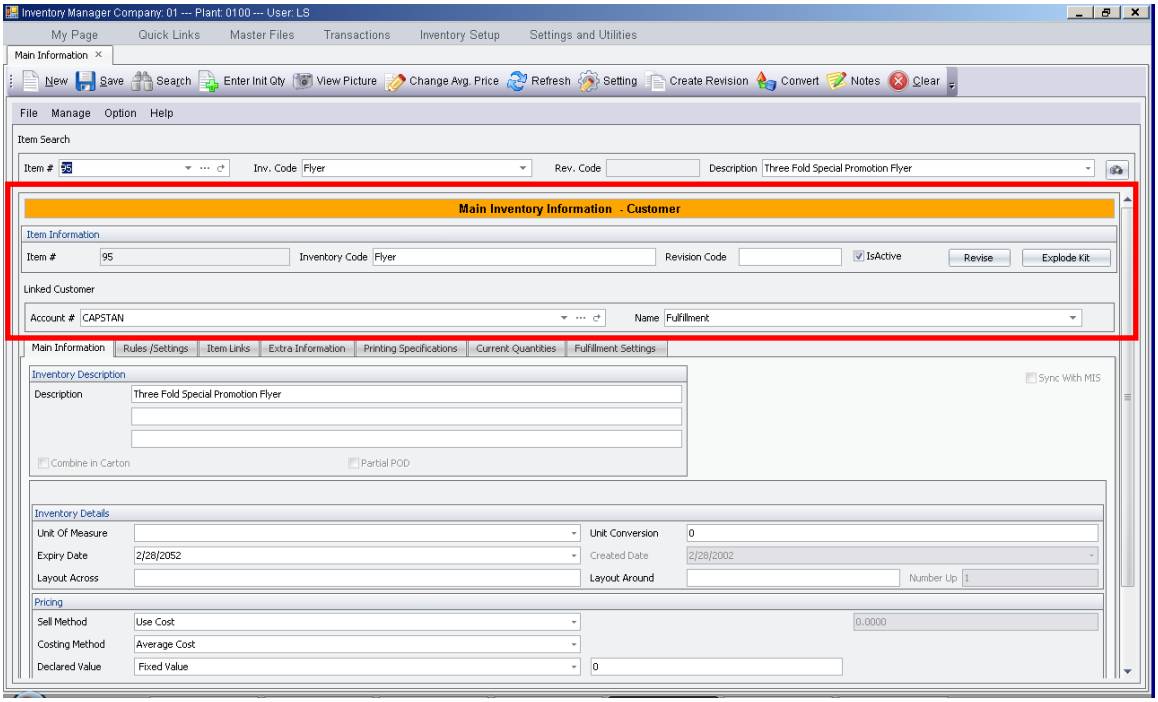
Main Information

The **Main Information** tab displays for viewing or editing three lines of description, inventory details for the item that include the Unit of Measure, Expiry Date, Unit Conversion, Created Date and Number Up. In addition to these fields of inventory details are two new ones: Layout Across and Layout Around which are detailed in the sub section **Inventory Details** field definitions on the following pages.

Pricing is the next area of the Main Info tab and includes the sell method, costing method, unit of cost and average cost, and a field to enter a Declared Value for an item. Declared value is often used for insurance purposes – so a value can be assigned to an item, but it is not stored on the books.

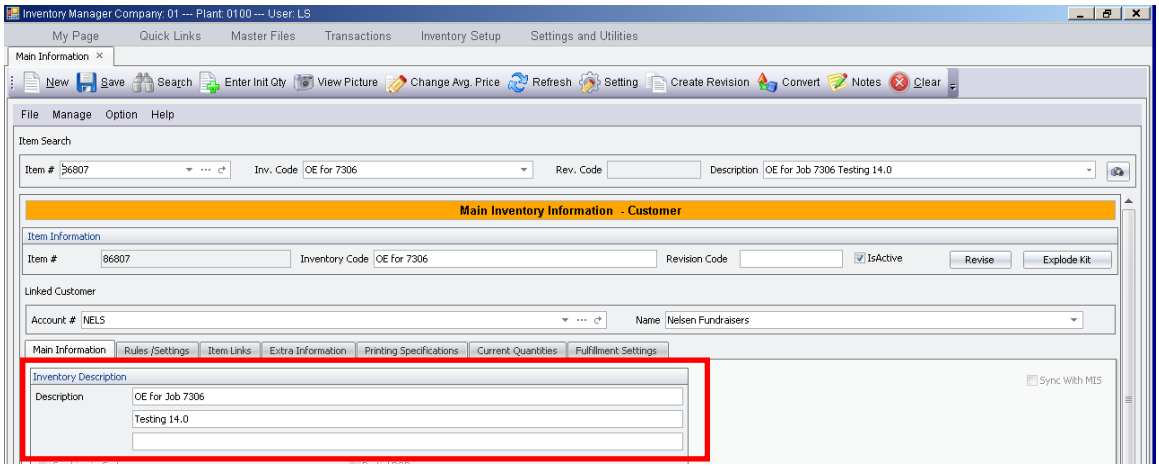
At the bottom of the screen is the area to enter the inventory classification and tracking type. **Classification** is an optional field used to aid in filtering/searching for Inventory Items by classification. Valid entries are: House for inventory that is owned by your company; Consignment for consumable items that the vendor owns and are billed as they are used; Customer Owned for items that are owned by your customer and have no value; Customer Billable for inventory that you purchase on behalf of a customer that is then automatically invoiced to the customer; Material Storage; and Others for all other classification types.

The field definitions for the **Main Information** tab are:

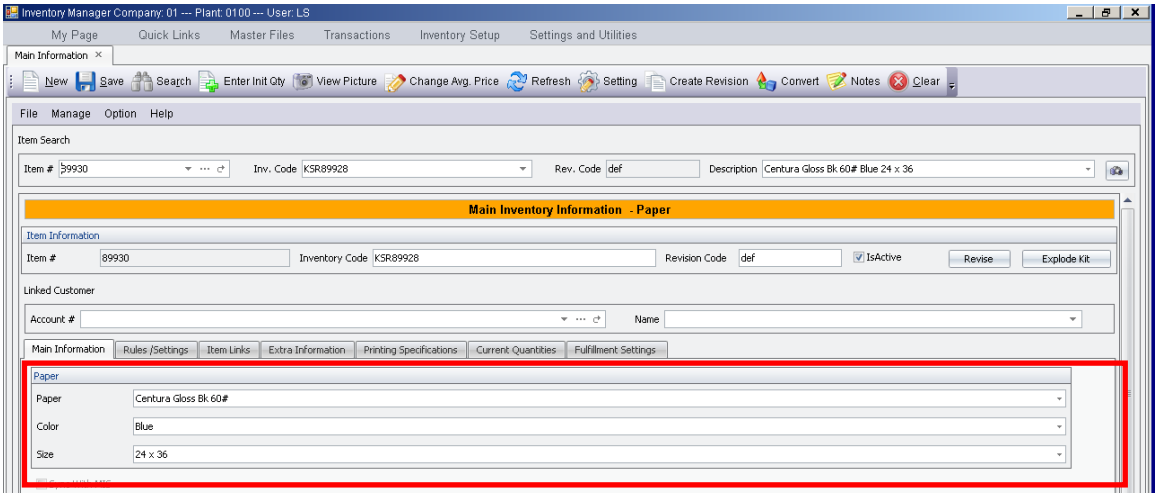


The first section of the screen shows the Inventory Type in the heading bar and identifies the inventory item selected (item number, inventory code, applicable revision code and item status active/inactive). Customer account number and name for a customer owned inventory item or consignment items.

Inventory Description

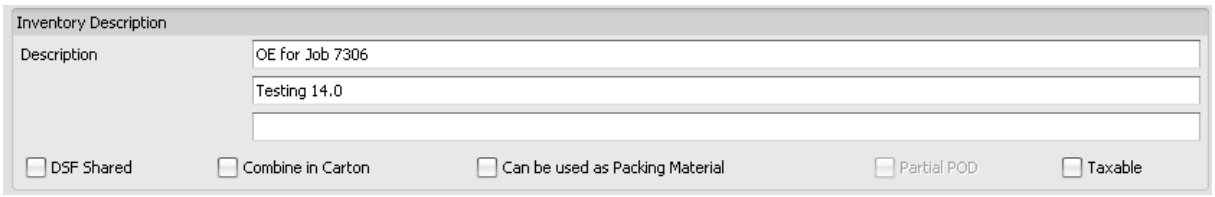


This section includes up to three descriptive lines for this item.



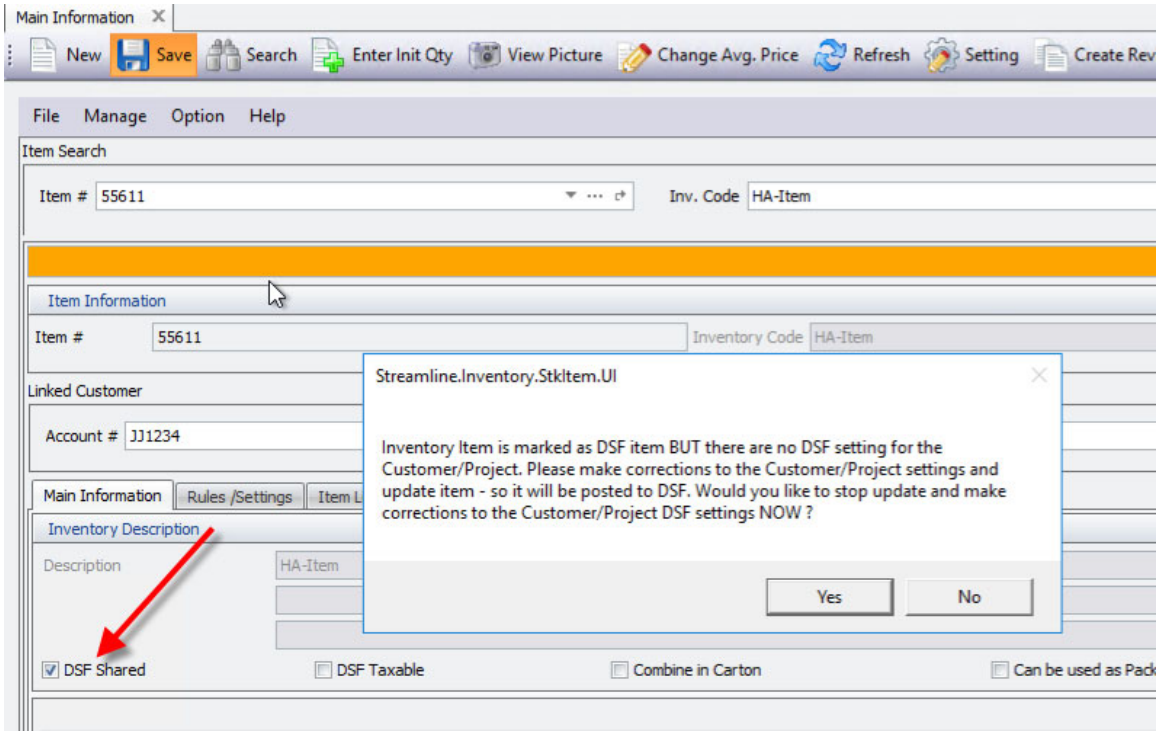
For a paper item, it includes the paper name, paper color, and size.

Inventory Description check boxes . . .



DSF Shared – Sets an item to be used with the Digital Store Front module (add-on).

A message will display for items that are marked as “DSF Shared” but the customer is not setup for DSF. This will inform the user that when the item is saved with the flag on within “Inventory Manager”, no DSF Catalog XML will be sent to DSF. Inventory Manager will only send updates to DSF when the customer is setup for DSF use.

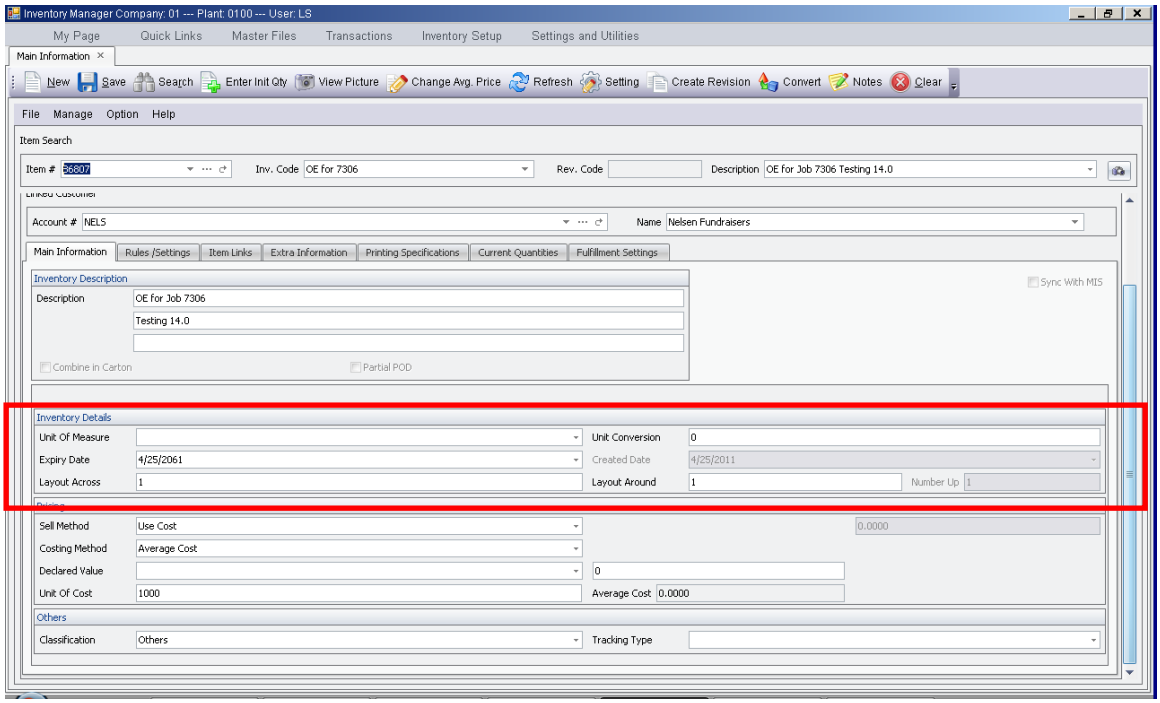


Combine in Carton - Is used to release in fulfillment. If an item is always shipped in cartons you can tag it as such, and we will do a search on those items only.

Can be used as Packing Material - Is to designate an item as packing material and will be sent to Process Shipper module (add-on) where the user can select these items from a drop down.

Taxable – Check to indicate if item is taxable.

Inventory Details



Unit of Measure - where you will find the UOM for the item displayed and a list of user-defined UOM's in a drop-down list for editing.

Unit Conversion - can be entered to the right. The Unit Conversion is the number of individual pieces per unit of measure (i.e., box of six to-go mugs would have a unit of measure of 'box' and unit of conversion of '6').

Expiry Date - field has a drop-down calendar where the last date an item will be available can be entered.

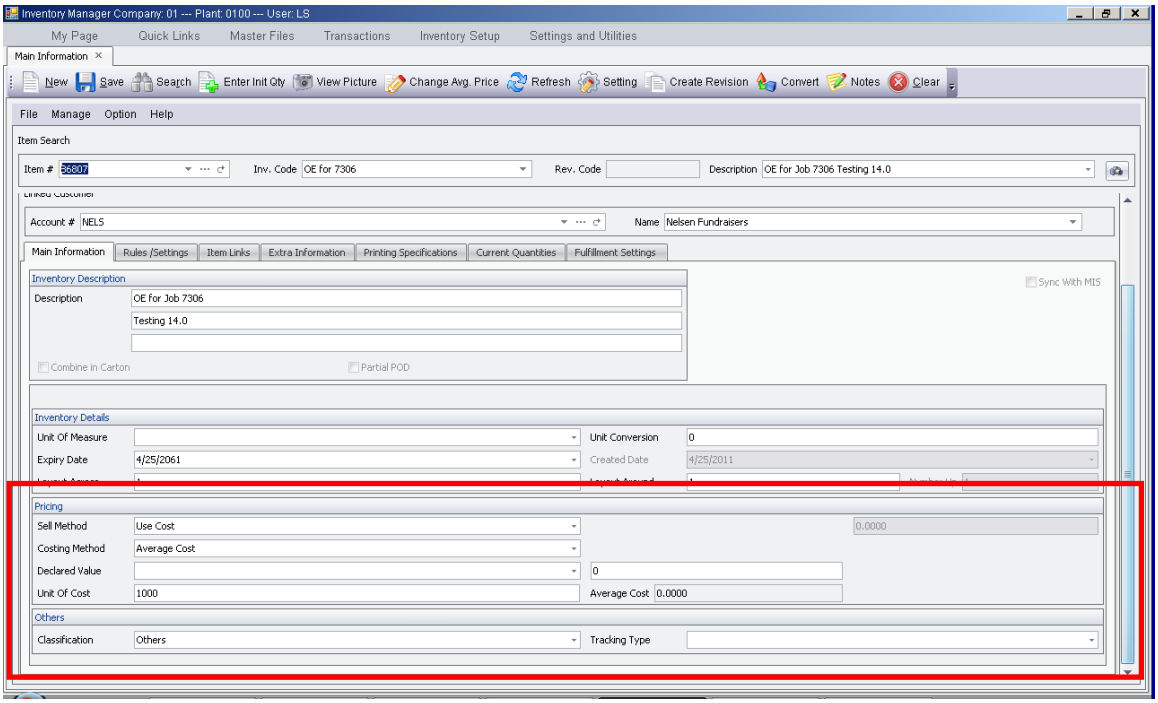
Created Date - the field that will display the item's creation date or default to today's date for a new item creation but has a drop-down calendar to select a different date.

Layout Across and **Layout Around -** were created for pre-printed paper stock product that will be imprinted with data at the press. The pre-printed paper stock may contain several images of a single component. This feature allows information for the item that links it to components and paper reservations on jobs that are created to include the runs for the imprinting.

As an example, the product may be 23" x 35" sheet stock that has been pre-printed with eight individual letterhead shells. To print this on the press, the paper stock needs to include the layout across number and the layout around number. These details are responsible for sending instructions to the press to run the pre-printed sheet in order to have the imprints in the right place and going the right direction.

Number Up - details the number up for this form/item.

Pricing and Others



The Pricing section is where users will find the Sell Method (the method used for selling valued inventory), Costing Method (the method used to calculate the cost of a valued item), Declared Value (the fixed value of the item), Unit of Cost (the unit of measure used to calculate the cost) and Average Cost (the calculated average cost of the purchases of the valued item over time – used when the costing method is set at Average Cost).

The 'Others' section is classification and tracking type detail for the item. Classification types which include House, Consignment, Customer Owned, Material Storage, Customer Billable and Other. Tracking types are Kit and Manufactured and are used for manufactured finished goods and kitted items used in Fulfillment.

Sell Method

Sell Method controls the price and cost of an inventory item when added to mail and to print quotes. The value used for price is the value in the field to the right of Sell Method (measured by the value in the "Unit of Cost" field.). The value used for cost varies depending on which Costing Method is chosen.

Sell method options are:

Use Cost – sell value duplicates the "Costing Method" value; this value is in the field to the right of Costing Method. Costing Method value is used for cost.

Standard Price – sell value is manually entered. This means no matter what the cost is of your item you want to sell it at this price. Costing method value is used for the cost.

Quoted Price – no standing sell price for the item; price is entered per quote. Costing Method value is used for cost.

Fixed Markup % of Cost – this opens a window which is used to enter a per item percentage markup. This markup is applied to the value in the Costing Method field, to create a sell price. Costing Method value is used for cost.

Use Lot Sell Price - if the item is valued and Lot Tracked and the item's Job Price is populated in the Lots screen, the Lot Sell Price will be used and will display in the Lot Manager screen.

Costing Method

Costing Method controls how an item's cost is calculated. This affects the value to the right of the Costing Method field. This value is used for cost when the item is issued to a job. It may be used for cost in mail and print quotes. It is available in Purchasing, behind the "Stock Details" button, as information on the item's current cost.

Cost method options are:

Average Cost – cost value will average with each new purchase.

(*existing inventory cost x quantity/unit of cost) + (new purchase cost x quantity/unit of cost) /quantity* This value can be edited via the password protected "Change" button.

Contact your Streamline Support Representative for the password.

LIFO – Lot Tracking must be on. Cost is held at the Lot level and will cost off based on which Lot is issued. This control causes the most recent inventory receipts to list first when issuing inventory.

FIFO - Lot Tracking must be on. Cost is held at the Lot level and will cost off based on which Lot is issued. This control causes the inventory receipts to list in the order received when issuing inventory.

Standard Cost – cost value is manually entered. The audit trail will value inventory based on average cost. When inventory issues take place, the cost defined in the Standard Cost field will be the cost used for the job but the audit trail will cost off based on the average cost. Journal entries will be required to tie the General Ledger Asset account to your Period Inventory Report.

Quoted Cost – cost value comes from the mail or print job sell price which manufactured the inventory item. When used with Manufactured Finished Goods: Lot Tracking must be on. Upon billing into Finished Goods the Lot(s) received into inventory will update to your actual cost used to produce this piece. It is always assumed that Labor and Material will be used in order to have this function correctly.

Inventory which is manufactured should be given the "Tracking Type" of Manufactured.

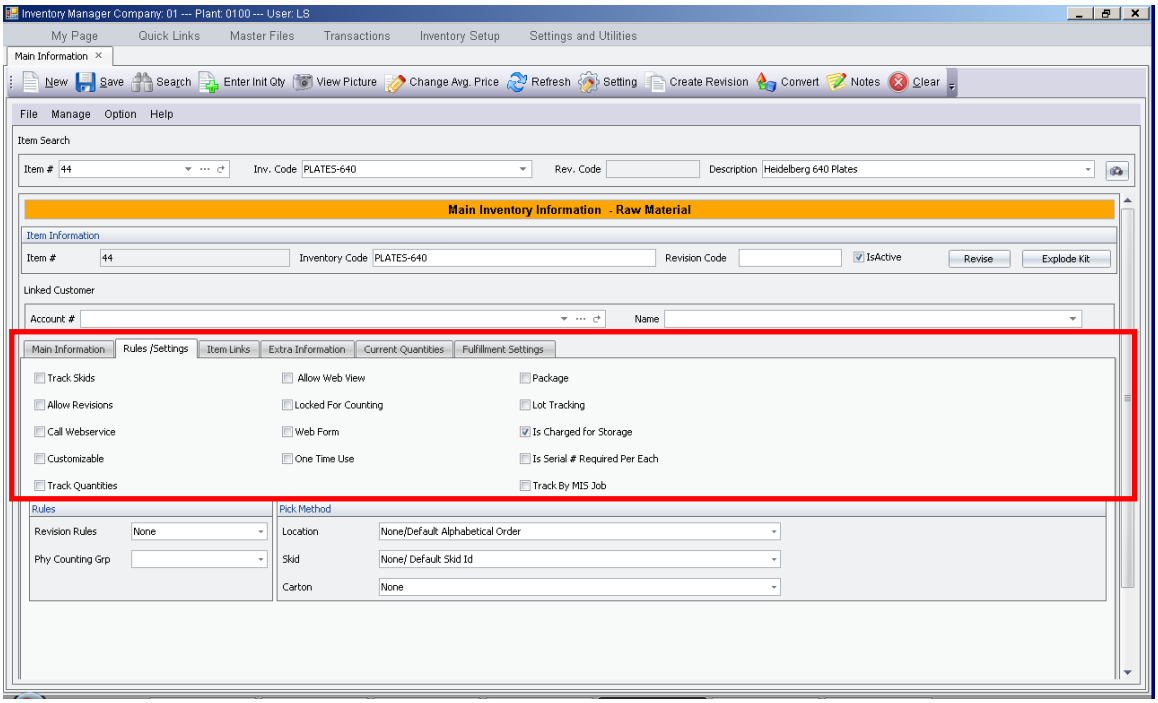
Additional Cost Controls

Declared Value – This is an optional value which can be set for Customer Inventory. Reporting on this value is a query option in the Inventory Summary Report. The Declared Value does not affect general ledger assets.

Rules/Settings

The **Rules/Settings** tab is the home of the controls for all settings and where rules are defined.

The field definitions for the Settings section are:



Track Skids – checked if skid tracking is used.
Allow Revisions – checked if revisions are allowed on item.
Call Webservice – allows a web-based item to be modified via the web.
Customizable – checked to designate an item is being used in the interface with XMPie and Pageflex for customizable docs ordered on the web.
Track Quantities – used on Raw Material Consignment items only.

Allow Web View – checked if ordered/viewed via PS Web or Customer View.

Locked for Counting – indicates this item is locked down for counting/changing quantities.

Web Form – checked for an item that can be downloaded from the website.

One Time Use – checked if this item will be used only once.

Package – checked to indicate the item is a designator for POD Fulfillment packages that are created on template jobs.

Lot Tracking – checked if the inventory item uses lot tracking.

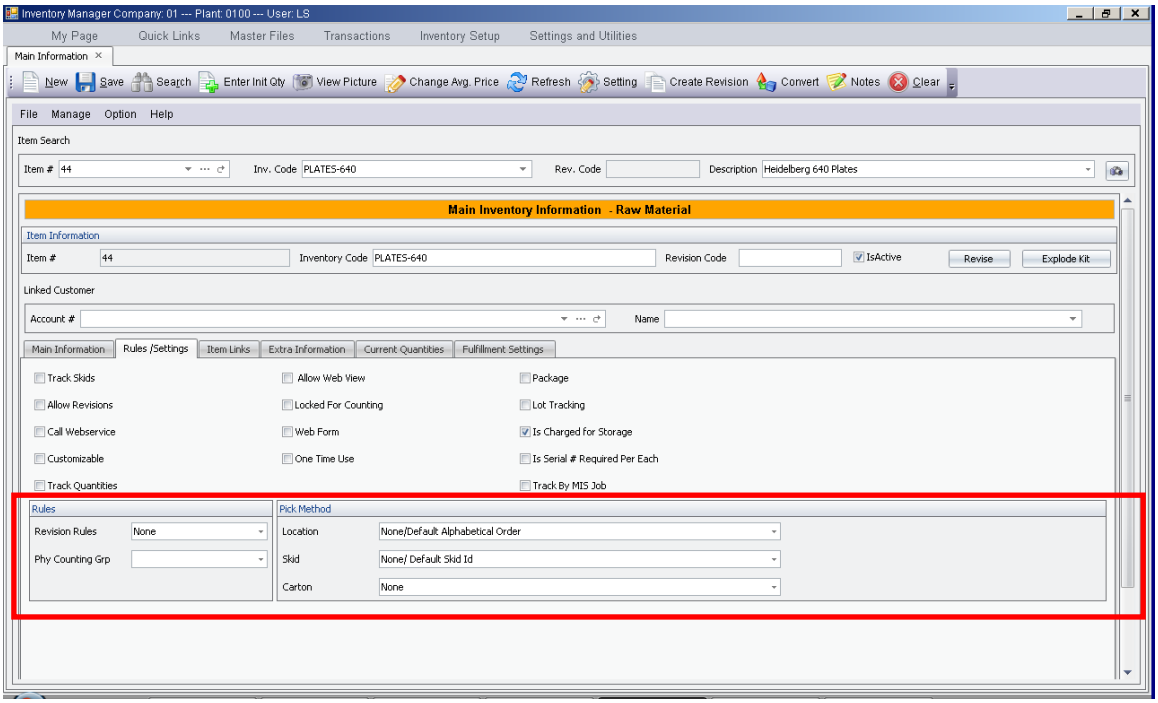
Is Charged for Storage – checked if the item will incur storage charges.

Is Serial # Required Per Each - please refer to the section *Serialized Items Processing* near the end of this User Guide for more detail.

Track By MIS Job - is set automatically when PrintStream is integrated with an MIS and tracks the quantity with an MIS job number that produced it.

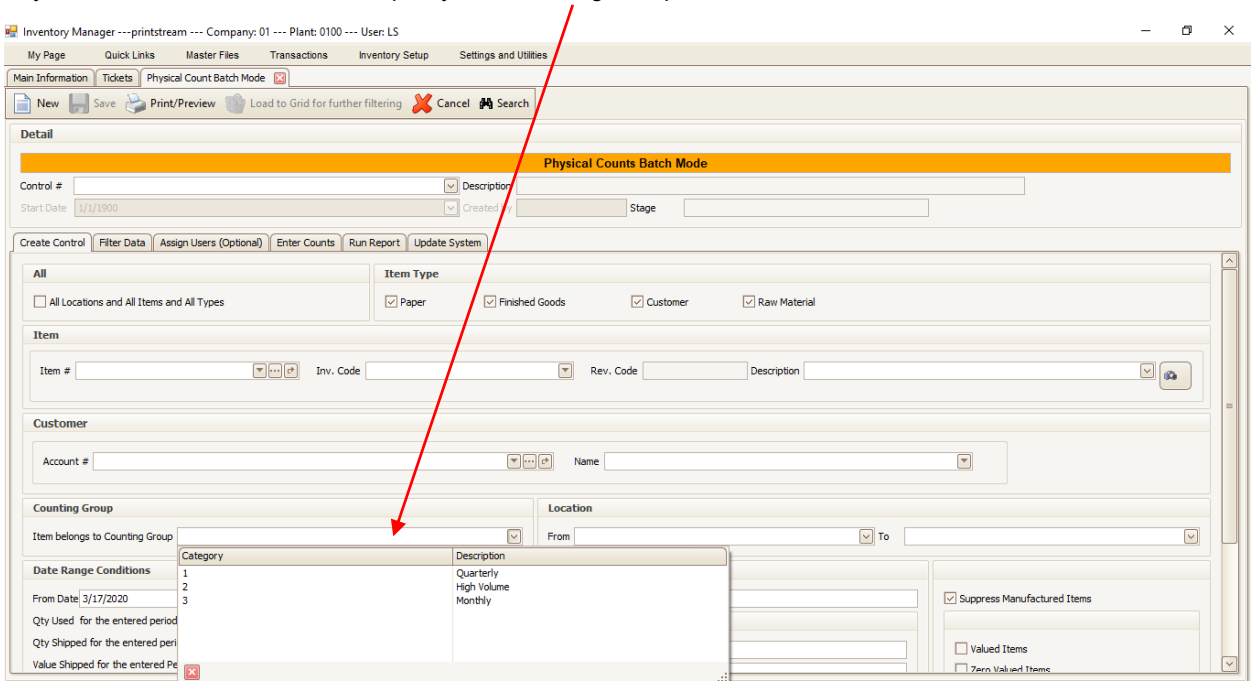
All transactions are then tracked with this item and job number combination

The field definitions for the **Rules** and **Pick Method** section are:

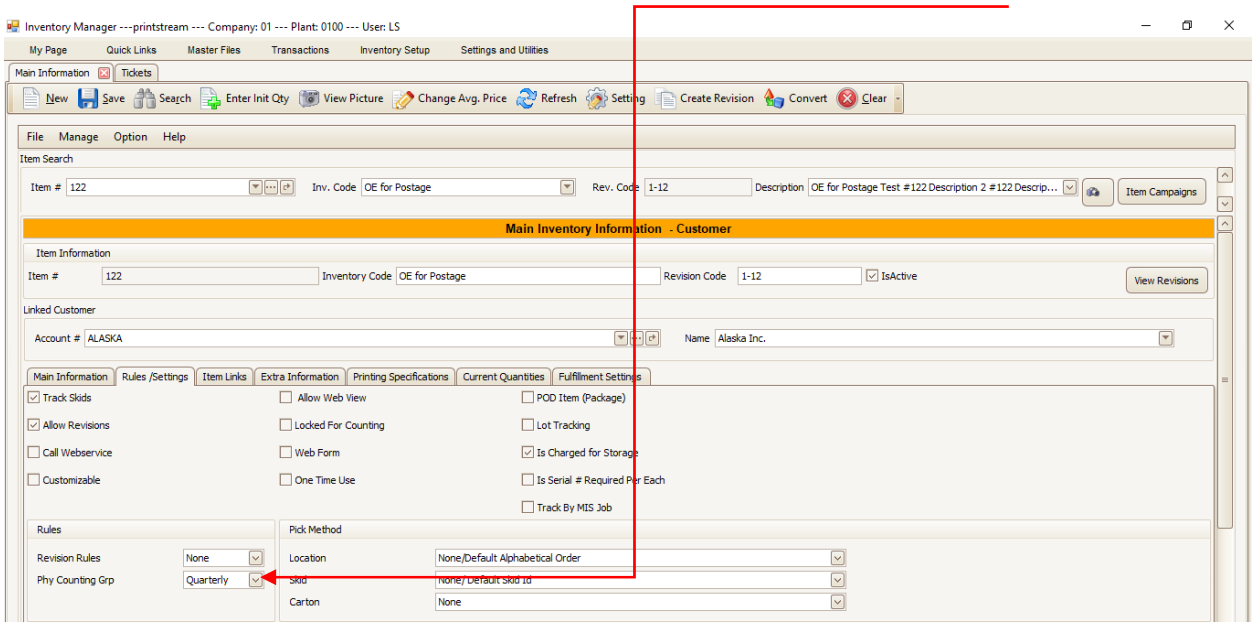


Revision Rules – apply to the item when revisions are necessary (Fulfillment)
Physical Counting Grp – the user-defined counting group set for the item. This is used in the Physical Counting Batch module. (See below for setup.)
Pick Method – Location, Skid and Carton – location pick order method, skid pick order method and carton pick order method.

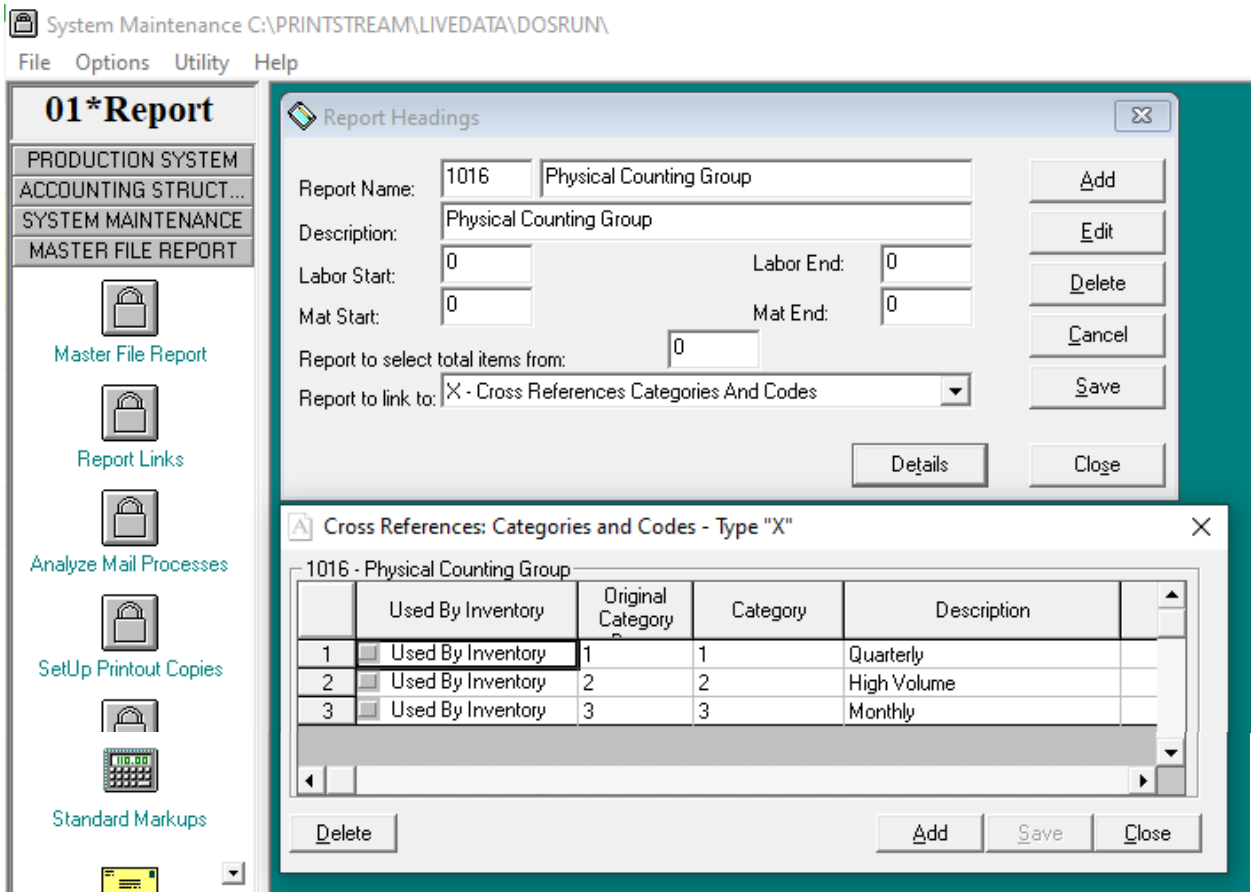
Physical Count Batch Mode - to setup Physical Counting Groups as shown below . . .



After the Physical Counting Groups have been setup you can link them to Items in the Rules/Settings screen . . .



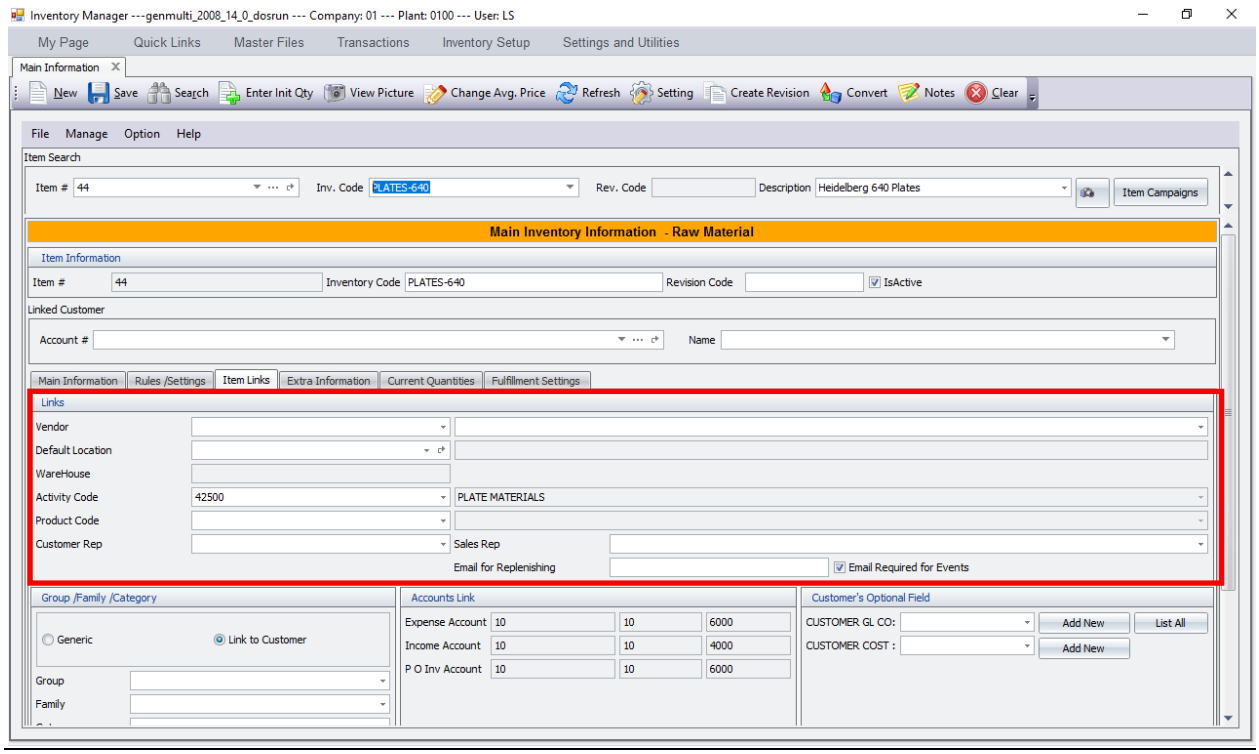
Setup in Master File Reports > Master File Report - create Report #1016 Physical Counting Group. Select Details to add new counting groups.



Item Links

The **Item Links** tab shows the production links (referenced as 'Links') for this item that may include the customer, vendor, default location, activity code, product code, CSR and Sales Rep; the optional Group/Family/Category detail if enabled in the Settings program; and the accounting links for this item that may include the expense account, income account and purchase order inventory account. A Customer's Optional Field area includes user-defined text which for this illustration is a Mailer category and Product Type category. Most of these fields have the arrow on the side to access all possible entries that can be selected, or users may start entering a name or number and then select it when it displays to complete the field.

Links



(Item) Links include;

Vendor account number with name for a purchased inventory item

Default Location with the location description

Activity Code with description

Product Code with description

Customer Rep with **Sales Rep**

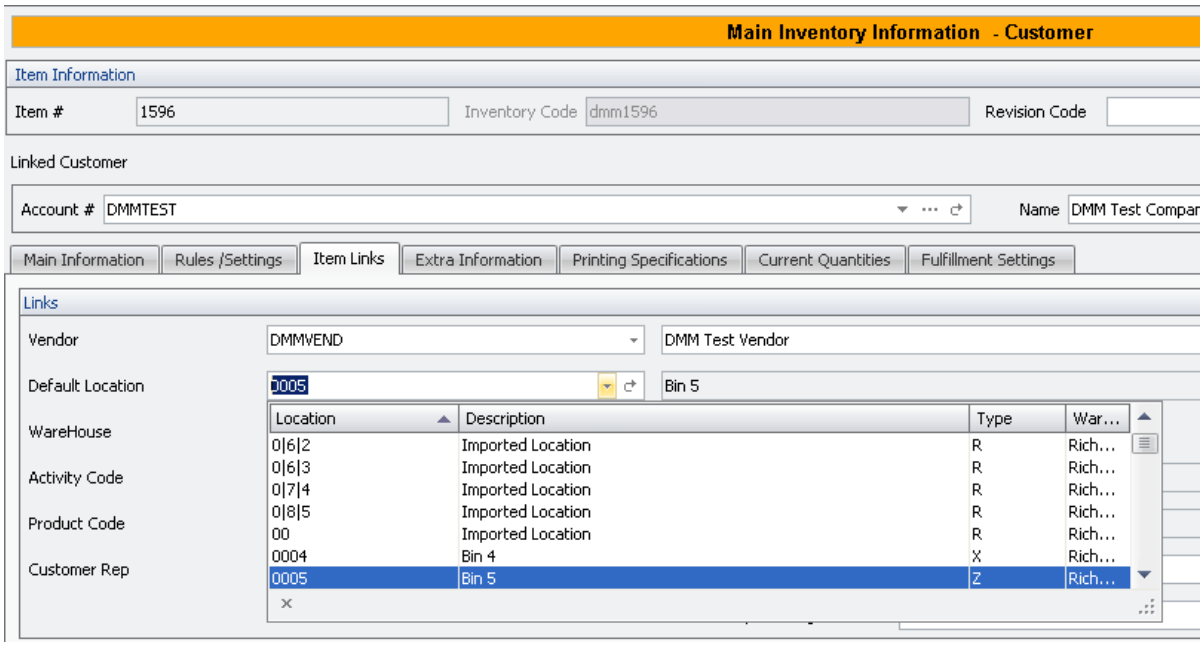
(These fields include a drop-down arrow for selecting one of the available options for editing an existing item or when creating a new one.)

Email for Replenishing (additional field for email notifications)

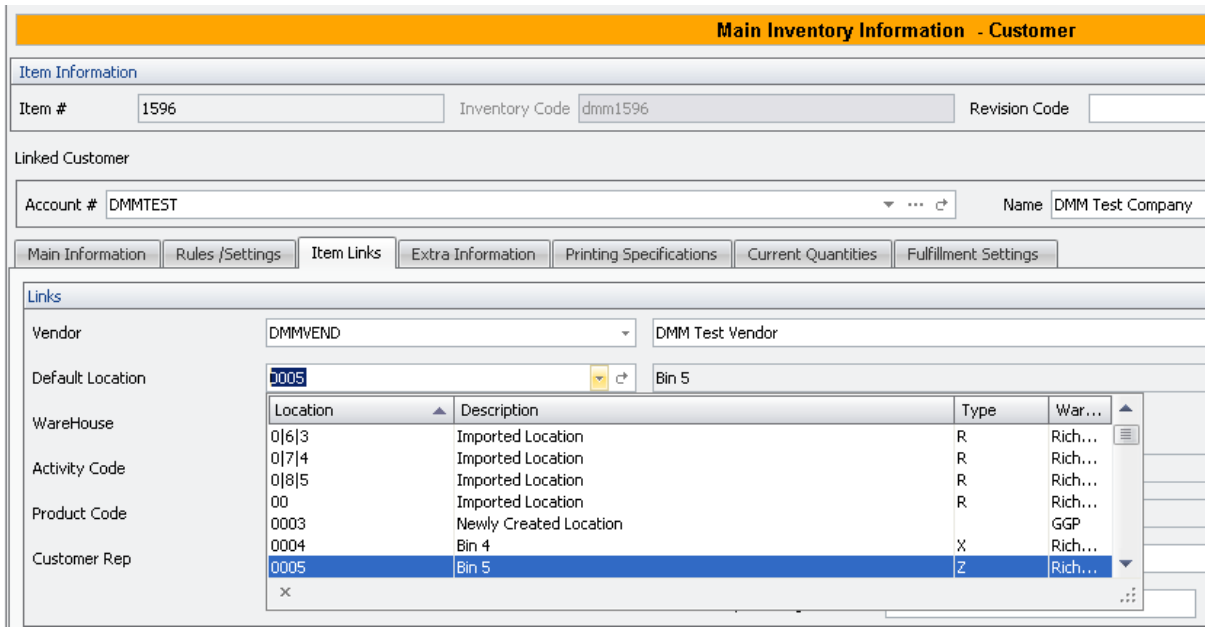
Email Required for Events (check this box to allow emails for this item).

A new curved arrow “Redo” button has been added next to the Drop-Down arrow of the ‘Default Location’ field of Master Fie Inventory (in the ‘Item Links’ tab). This allows a refresh of the locations in the Default Location drop down list. Previously when a new warehouse location was added (or deleted) then the Default Location drop down list would not update with the change unless the program was exited and re-entered. The refresh now occurs by clicking the curved arrow “Redo” button. This allows quick updating of the Default Location in situations where new locations are being created throughout the day.

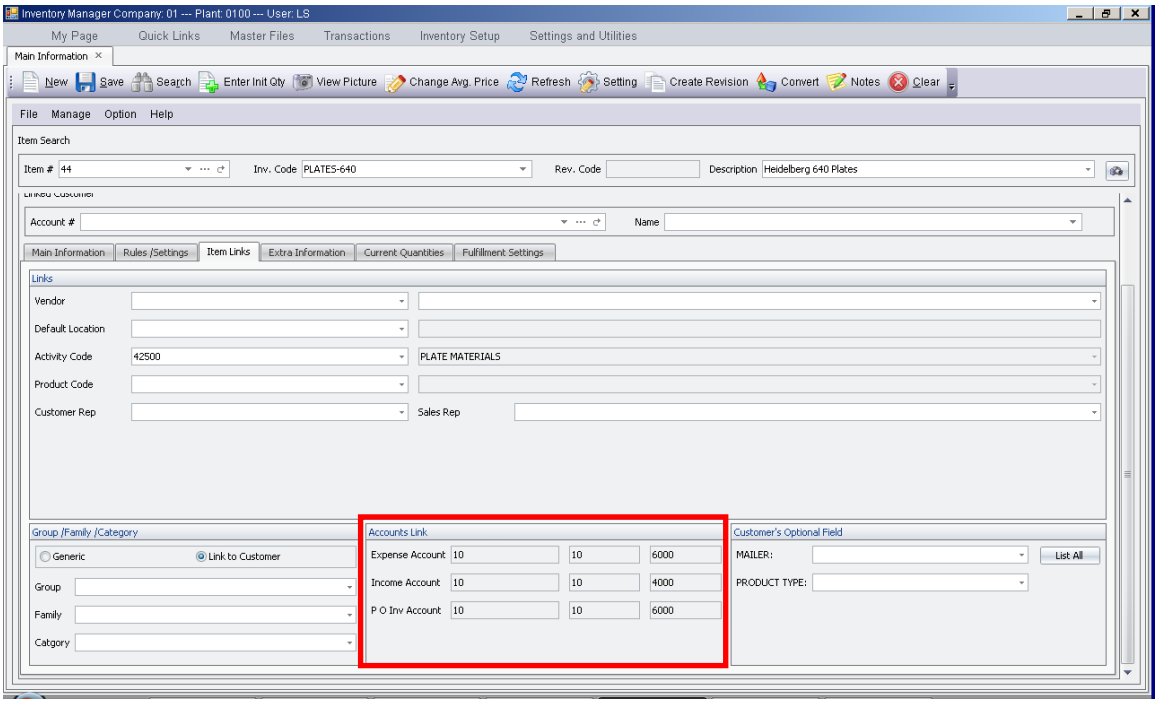
Before clicking “Redo” button, newly created location ‘0003’ not in drop down list



After clicking “Redo” button, newly created location ‘0003’ appears in drop down list

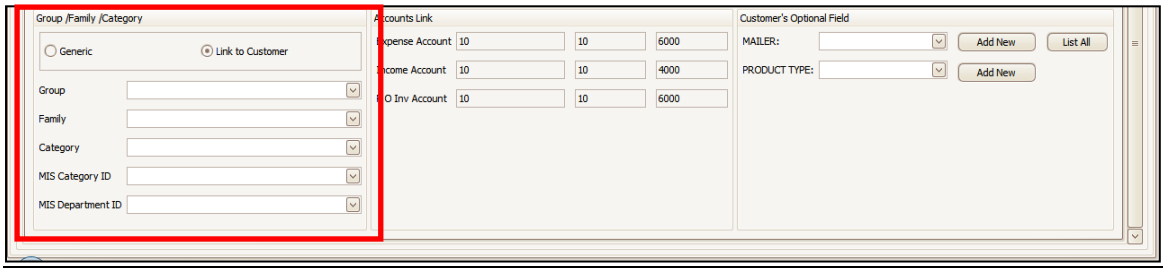


Links to Accounting



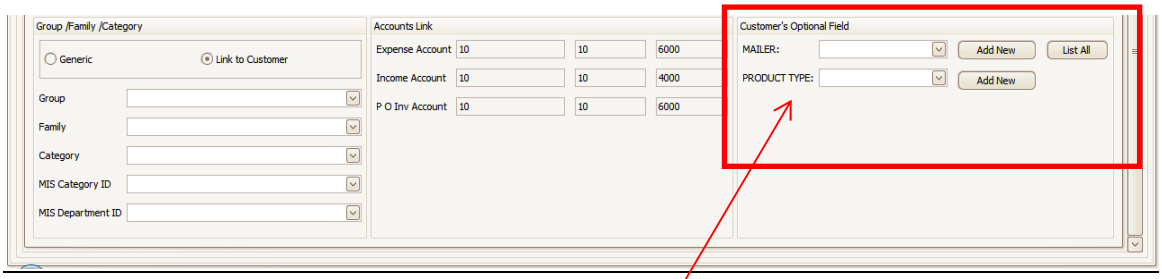
Account Links show the linking of the item to the GL expense account, income account and purchasing account. The example above is a customer owned inventory item; therefore, there are no account links for this item.

Group/Family/Category

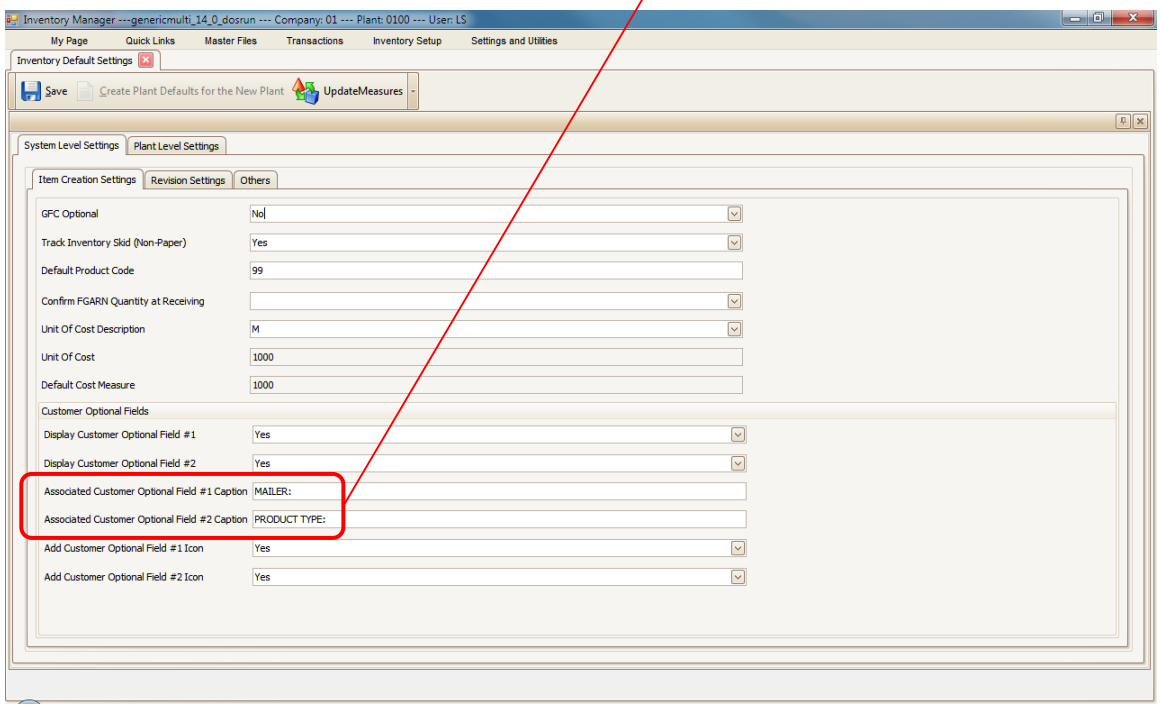


If you have the System Level Setting 'GFC Entries Enabled' set to 'Y' in the Inventory Settings program, your Account Links will compress and display in a box to the right of the Group/Family/Category details for this item that display to the left. The last row of the links screen is for customer optional fields to add user-defined text to filter items. In this example, Mailer and Product Type have been added as optional customer fields. These fields would be used in the example of a broker customer who has several sub-customers that needs additional tracking. Instructions for setup follow. New fields added MIS Category ID and MIS Department ID for integrated users.

Customer's Optional Fields

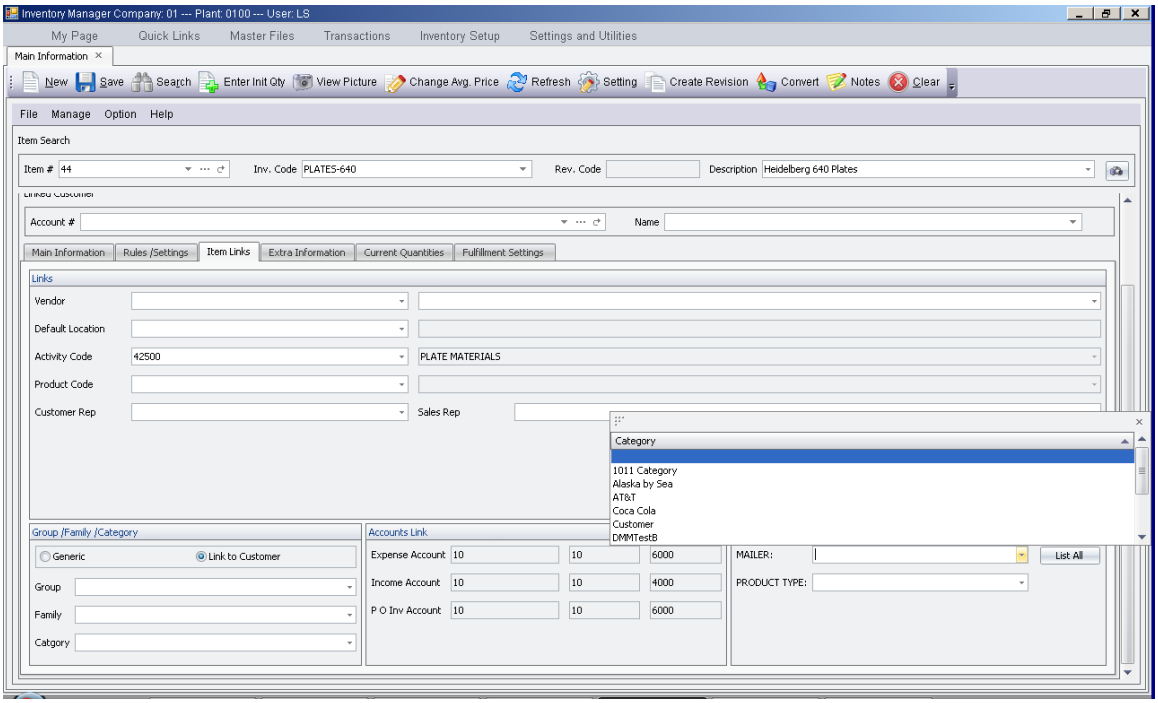


User Defined Sort Fields can be used similar to Group Family Category. To set the User Defined Sort Field label names, use Settings and Utilities > System Level Settings > Item Creation Settings > Customer Optional Fields.

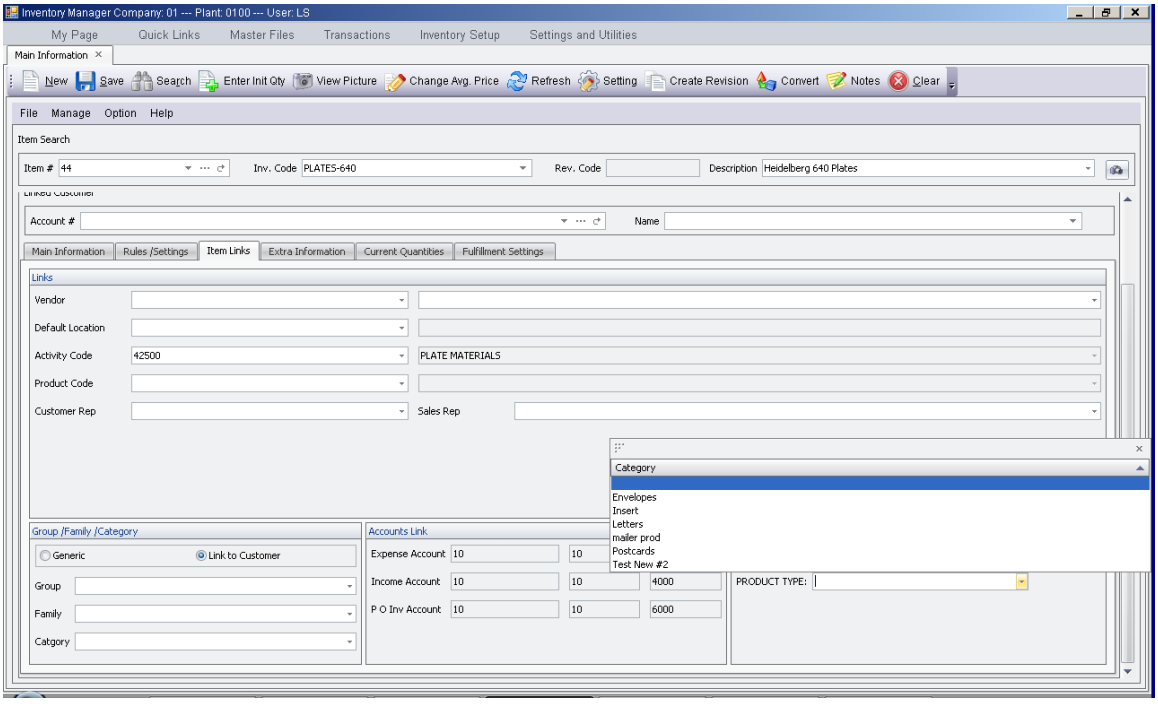


Select the **Add New** buttons to create category lists for both of the User Defined Sort Fields. The **List All** button will show all category listings for all customers.

Now showing in the Mailer drop-down (List All):

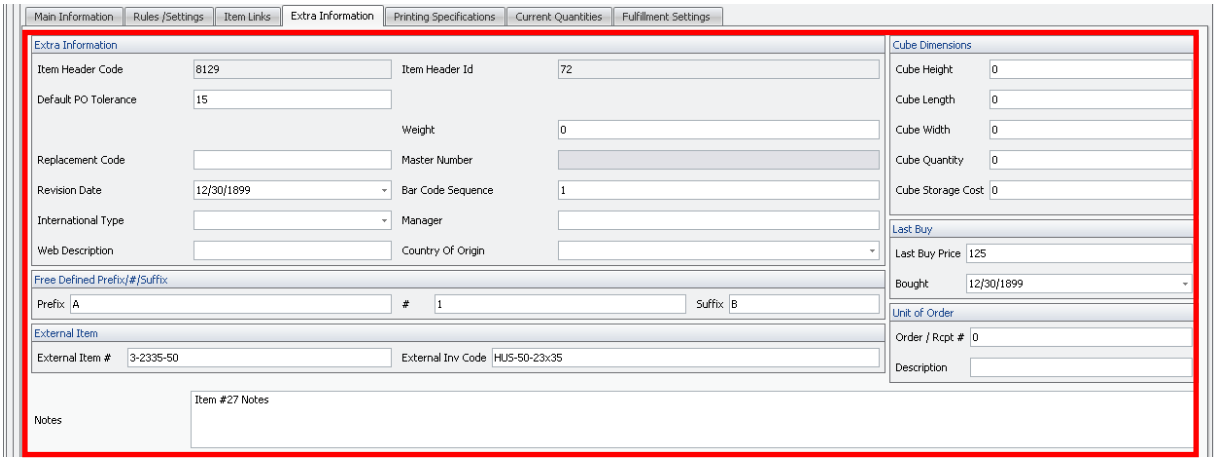


Now showing in the **Product Type** drop-down:



Extra Information

The **Extra Information** tab shows miscellaneous information that relates to the item.



Extra Information

Item Header code and ID – the stock header code and ID number for this item
Default PO Tolerance – the allowable change from the purchase order amount
Expiry Period – informational field used for defining an expiration period
Weight – piece weight
Replacement Code – used with revision rule 'discontinue old items and replace with new revised items'
Master Number – holds the quote number for a master template for FF by Mail, aka POD FF
Revision Date – date a revised item was created for this item
Manager – designate a manager for this item
International Type – defines product that ships internationally (document or commodity) and passed to the Agile shipping system
Web Description – an alternative inventory description that shows on the web
Country of Origin – international shipment identifying where the product originated

Free Defined Prefix/#/Suffix (Serial Numbers)

Serial Prefix, # and Suffix – used with FF serialization

External Item

External Item # and External Inv Code – used when bringing inventory from a legacy system included in the inventory import and references previous #s

Cube Dimensions

Cube Height/Length/Quantity and Storage Cost – used in calculating storage charges and identifying storage areas

Last Buy

Last Buy Price – the price at which the valued item was purchased last
Bought – the date this item last purchased which can be selected from a drop-down calendar

Unit of Order

Order/Rcpt # – informational field used with purchasing
Description - for Unit of Order

Notes - optional, enter item notes

Printing Specifications

The **Printing Specifications** tab contains all the fields that have to do with print specs.

Basis Type - list of hard-coded defining types of paper that uses the basis size to calculate the number of square inches of a sheet

Basis Weight - the weight measured in pounds of 500 sheets of paper cut to a basis (parent) sheet size

PPI/Thickness - the pages per inch for the paper stock

Number of Pages Front/Back - an informational field which might be used to detail a finished goods or customer item

Bound As - an informational field to indicate the item is bound as another

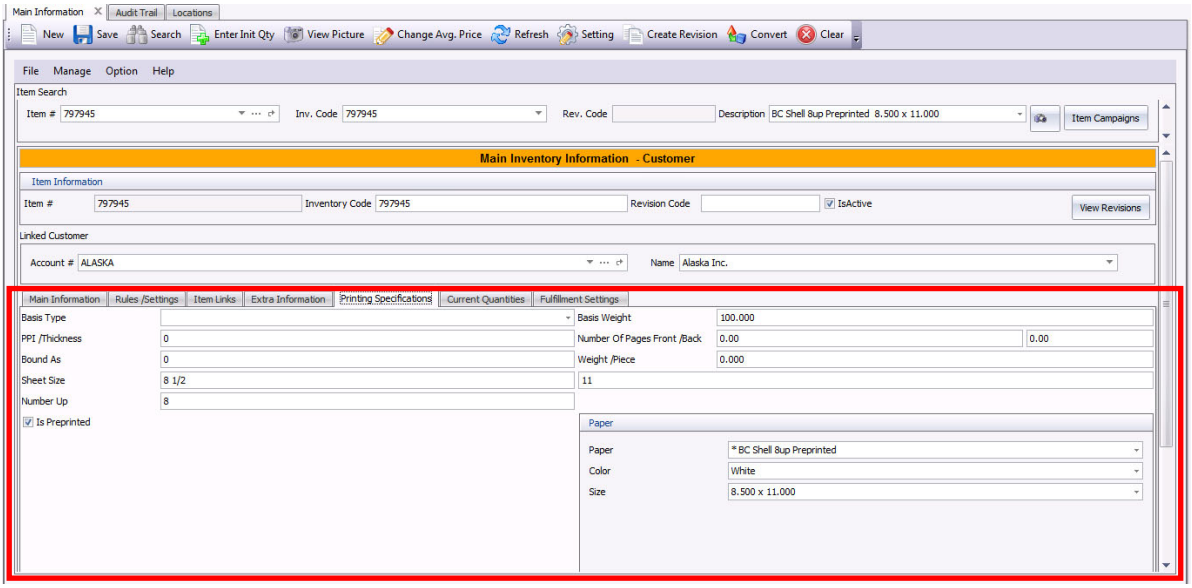
Weight/Piece - the weight of an individual piece of paper

Sheet Size (left field) shows the width dimension for sheet stock and roll stock and the right field shows the length dimension for sheet stock

Number Up - an informational for item number up on press.

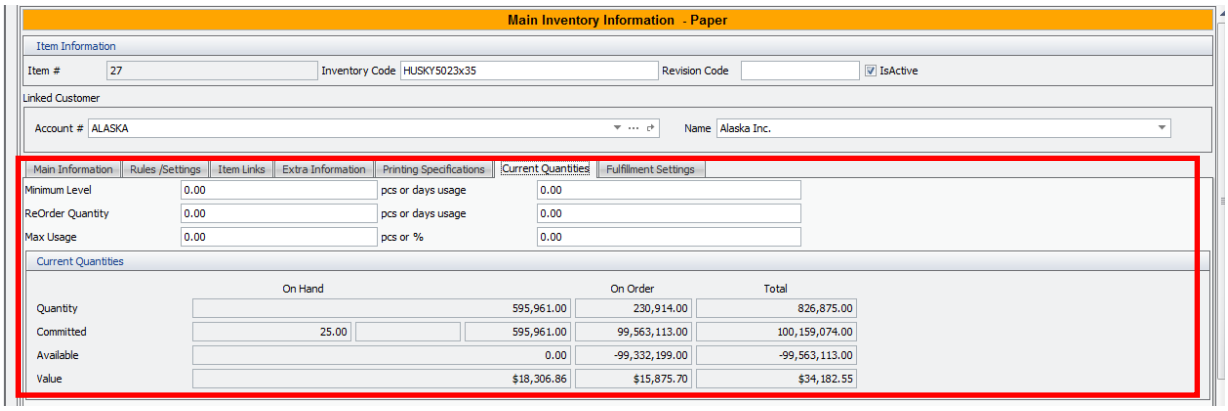
Is Preprinted – check if this item is preprinted with a logo or letterhead shell, etc.

Paper - Paper, Color, Size are used when Is Preprinted is checked and allows the item to be linked to a paper from Master Files Print > Papers.



Current Quantities

The sixth tab in the Main Info screen of Master File Inventory is the **Current Quantities** tab. The information displayed here includes the minimum quantity level, reorder quantity and the maximum allowed usage for an item.



Minimum Level - the field that provides the quantity level at which this item will appear on inventory reports that the quantity on hand has reached the minimum level and includes an informational field to the right for entry of the pieces or days usage history.

Reorder Quantity - the field that provides the quantity level at which this item will appear on inventory reports that the quantity on hand has reached a level that reordering stock is required.

Maximum Usage - yet another field that provides a control that limits the maximum usage for the item.

In the Current Quantities section below the levels area is data that provides a quantity summary.

On Hand Quantity - indicates the calculation for the current on-hand quantity

On Hand Committed - represents job commitments made through the Paper Reservations screen or by entering the item number on a component in Estimating

On Hand Available - represents the On-Hand Quantity minus the On-Hand Committed

On Hand Value - represents the inventory value for items such as finished goods, paper, or raw materials

On Order Quantity - indicates any quantity for which the order has been placed but not received

On Order Committed - represents an ordered quantity that has not been received, and due to insufficient on-hand quantities to cover job commitments, has committed quantities from the order not yet received

On Order Available - represents the On-Order Quantity minus the On-Order Committed

On Order Value - represents additional value as a result of outstanding orders at the purchased price

Total Quantity - sums the quantity on-hand and quantity on-order columns

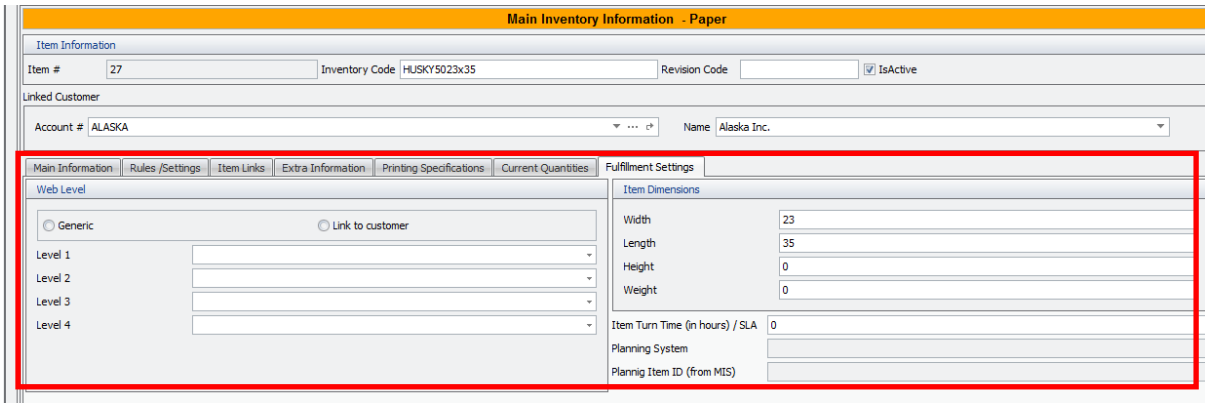
Total Committed - sums the committed on-hand and committed on-order columns

Total Available - sums the available on-hand and available on-order columns

Total Value - sums the value on-hand and value on-order columns

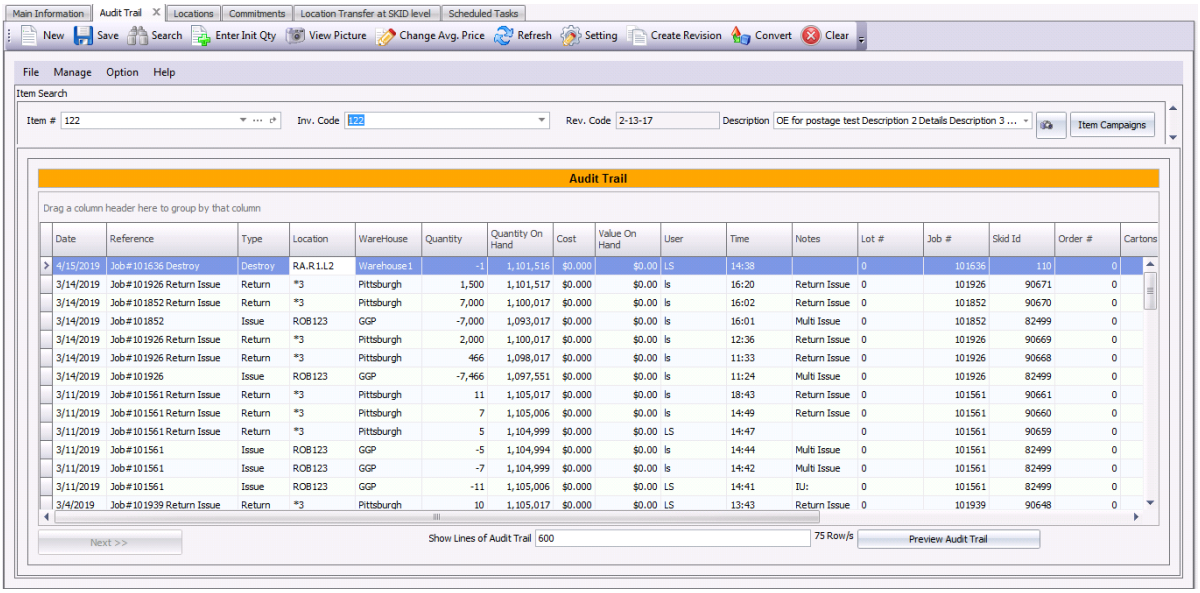
Fulfillment Settings

The last tab in the Main Info screen of Master File Inventory is the **Fulfillment Settings** tab. The information displayed here includes Web Levels, Item Dimensions, and Item Turn Time/SLA. Planning System and Planning Item ID are for integrated system users.



Audit Trail

Selecting the Audit Trail from the Master Files menu will display the inventory audit trail for this item. Each inventory transaction is displayed with date and type of transaction, location, quantity information, cost/value information, user recording the transaction, job number, skid ID, units of record, etc.



The user can choose the columns displayed, filter data, add/remove columns, reorder and group columns in the grid. These functions are available in all .net programming and are detailed below.

.Net Programming Grid Controls

To **remove** a column from the grid, click the column header and drag it off the page until you get an **X** then release the mouse button. Users start to customize the data on the screen in this manner.

To **filter** by columns, drag the column to the area above the column headers. To get the grid without the grouping, drag the column header back down to the column header row.

To **sort** the columns in the grid, drag and drop the column header to the area you want it displayed.

To add available columns and data to the grid, right-click the column header row and click Column Chooser. Any additional fields that can be added to the grid will display. Drag and drop the column header into the column header bar to the place you want it displayed.

Sort individual column data by clicking the column header.

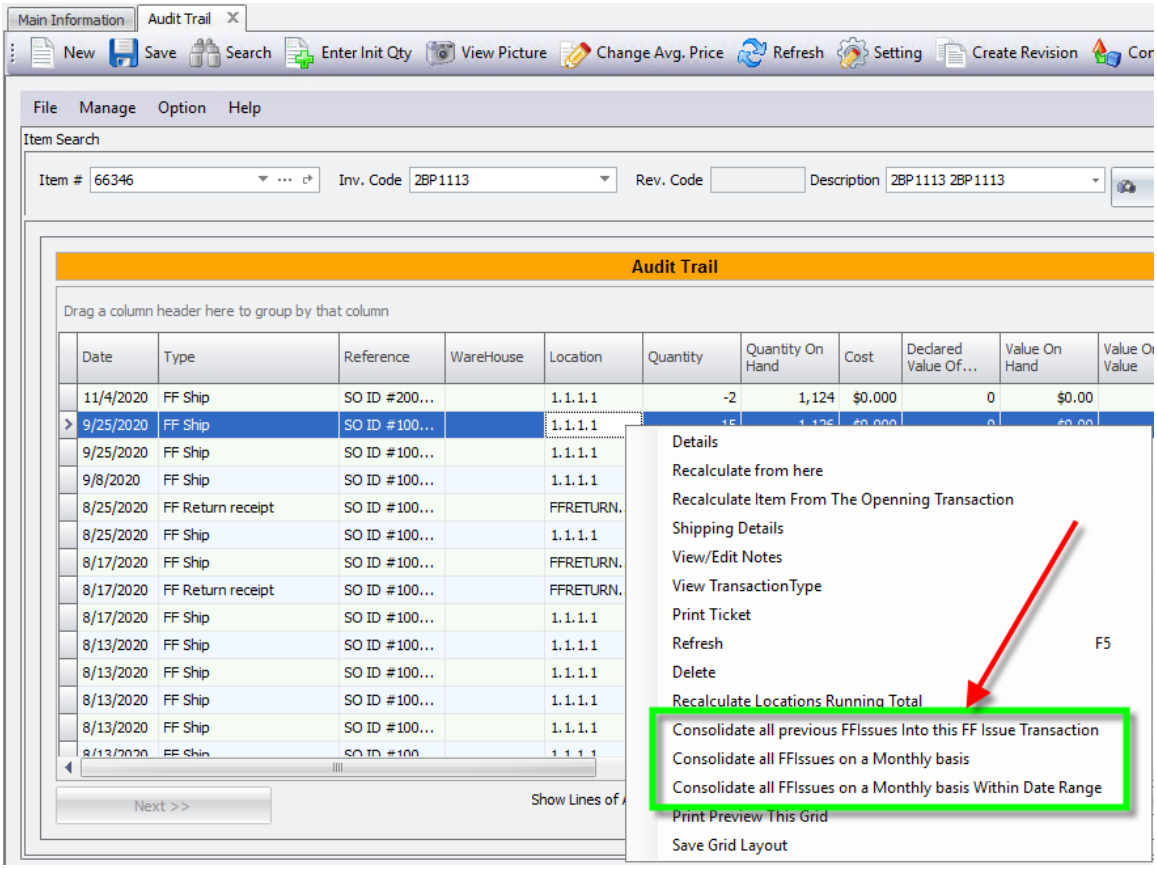
Right-clicking any line item in the audit trail displays the following:

Details - list the fields of the extracted data for this transaction from the data tables.
Recalculate from here - will recalculate the audit trail from this transaction forward.
Shipping Details - shows the company, address and contact information of a ship to customer or ship to vendor transaction.
View/Edit Notes - displays the notes and offers the user the option to edit the notes for the transaction which will update the Notes column of the Audit Trail.
View Transaction Type - shows a legend of the transaction types as defined in report and task screens.
Print Ticket - allows the user to print the ticket for the transaction.
Refresh - will update the grid with changes made in the inventory system to give you the latest details.
Delete - provides an option to delete this transaction from the audit trail. This is password protected because this function calls for caution.
Print Preview This Grid - displays a preview of the audit trail report that can be saved, printed, exported or emailed in several different formats.
Recalculate Locations Running Total - used to recalculate the locations running quantity.

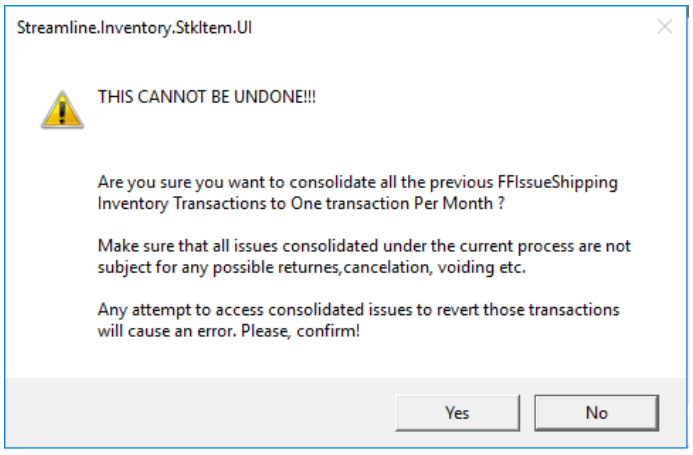
Consolidate all previous FF Issues Into this FFIssues Transaction – The selected line will be used to show the total consolidated amount for all previous FF Ship lines.

Consolidate all FFIssues on a Monthly basis – This option will consolidate all FF Ship lines into one monthly amount. It will use the last transaction line for each month.

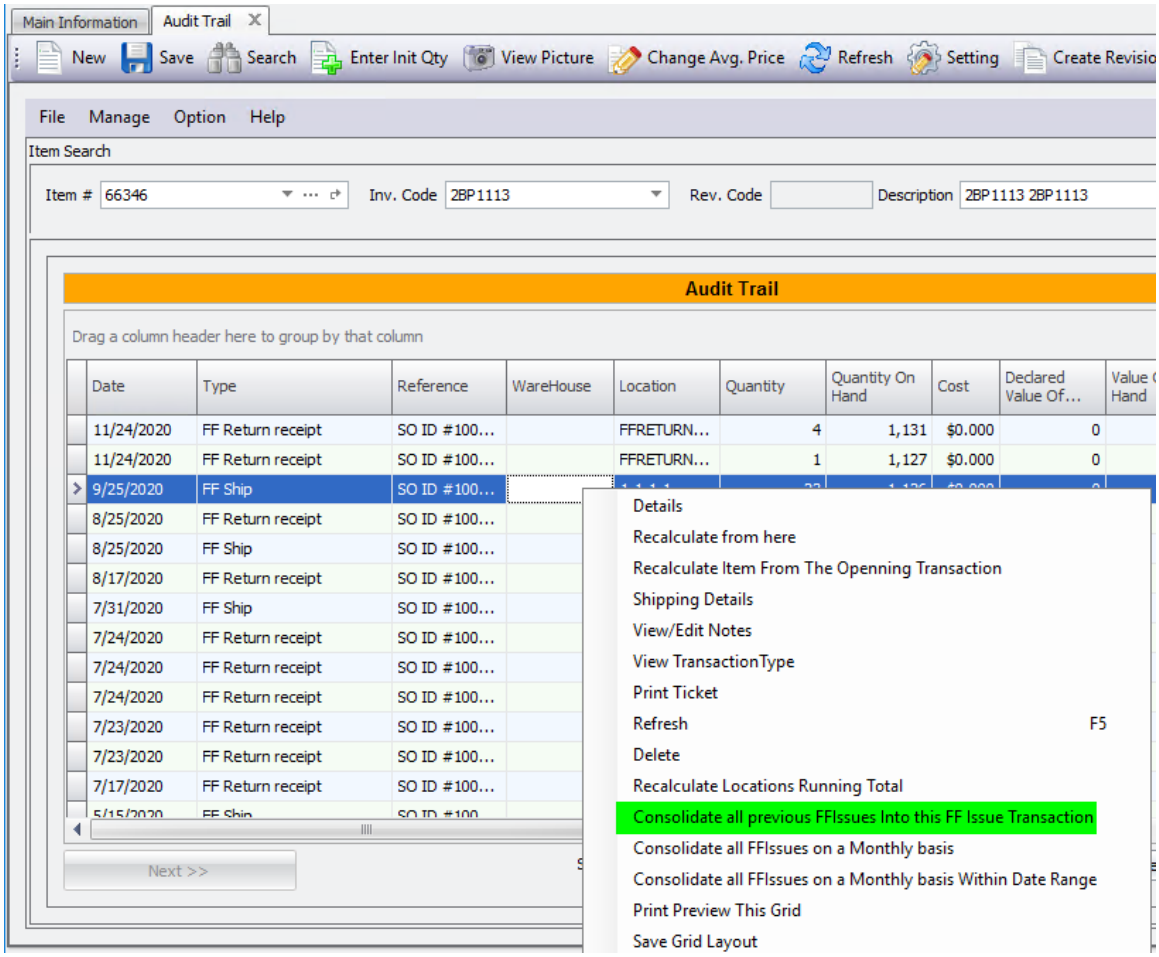
Consolidate all FFIssues on a Monthly basis Within Date Range – This option allows the user to select a date range for consolidation. Only those FF Ship transactions that fall within that range will get consolidated into one line



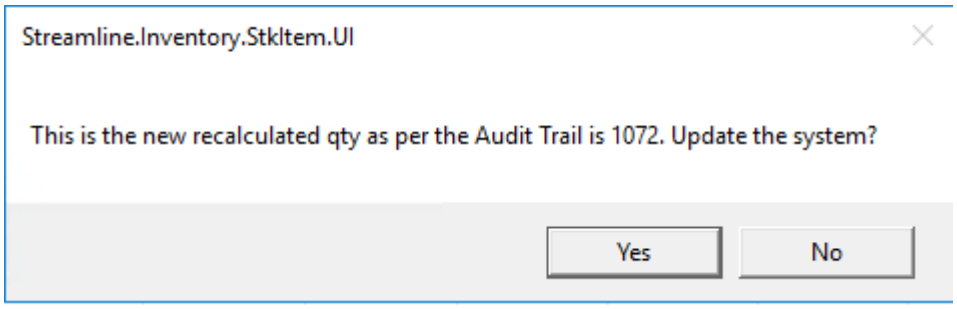
Each of the options will ask the user to verify if they are sure that they want to consolidate, below shows the message.

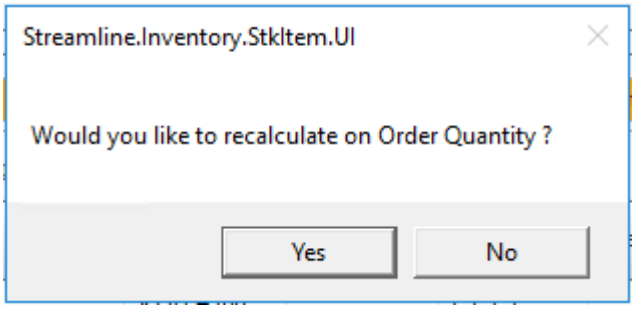


For **"Consolidate all previous FF Issues Into this FFIssues Transaction",** the system will use the selected line to total up all prior FF Ship lines within the item's audit trail.

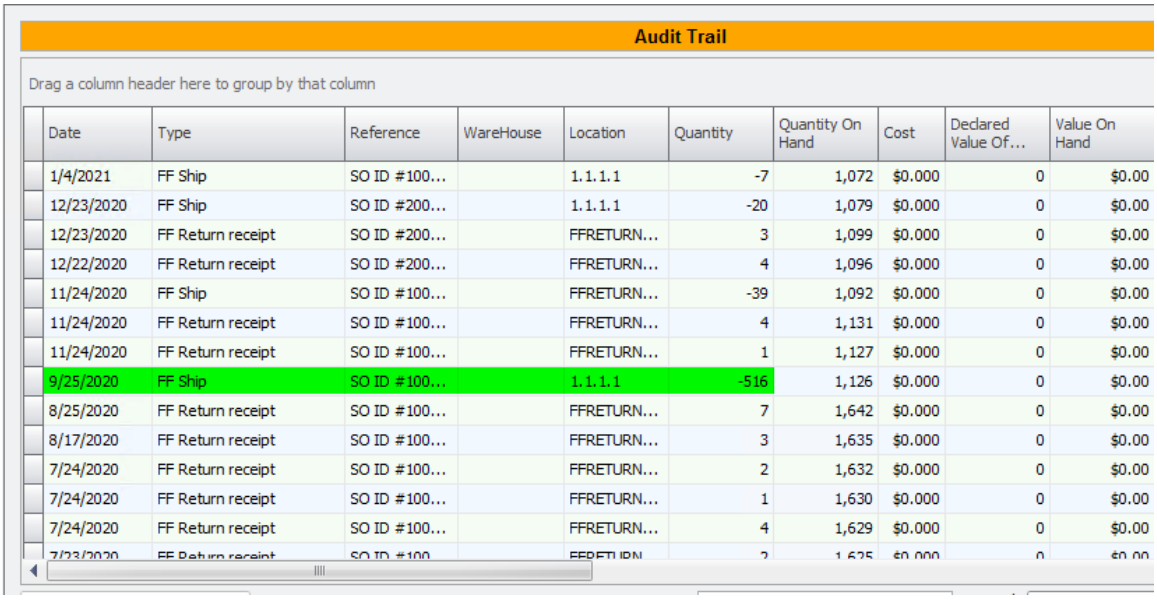


During the consolidation, the system will also take this time and do a recalculation of the item. The system will ask the user the below questions for each of the 3 options used.





The system will total all prior FF Ship lines to the selected line used in the audit trail.

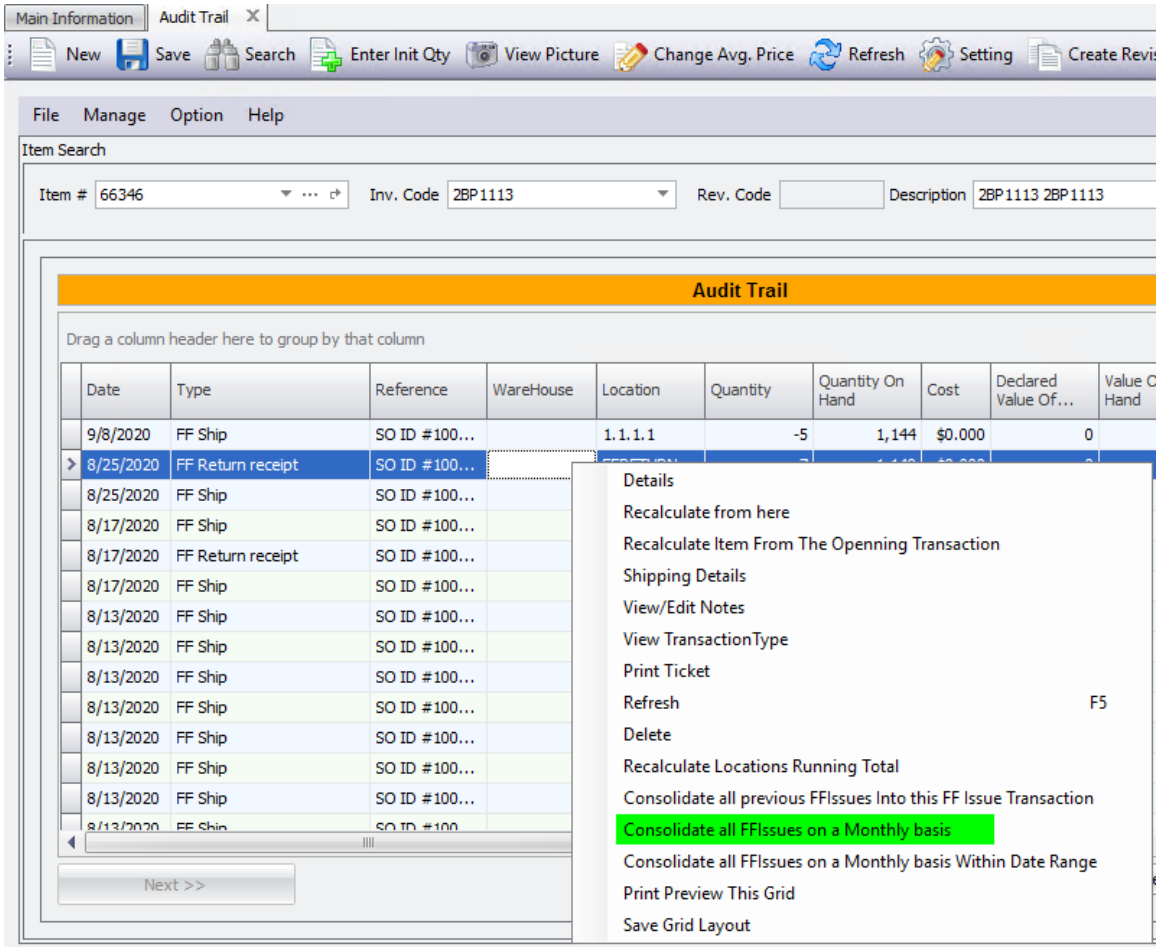


Audit Trail

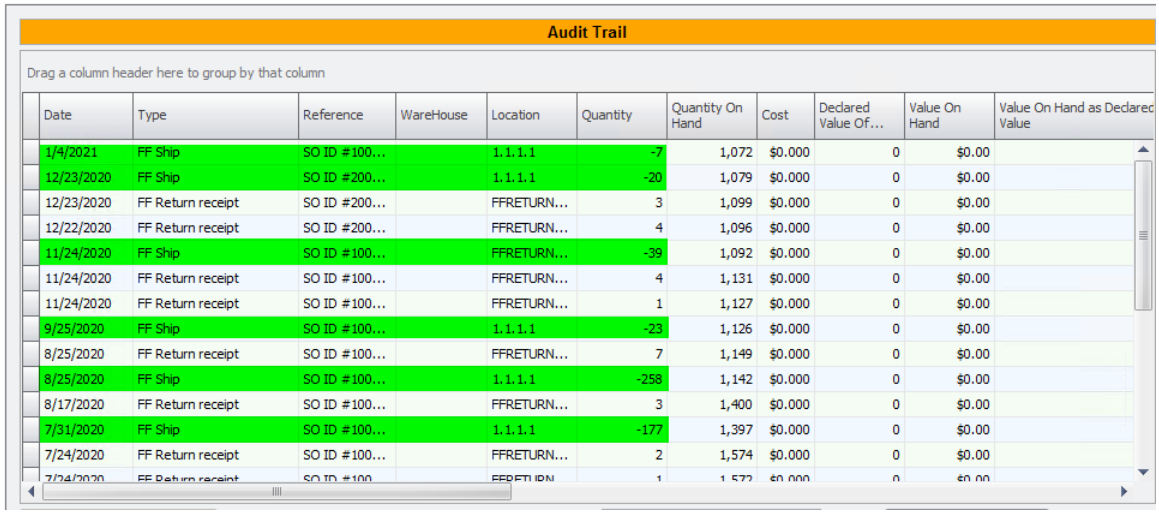
Drag a column header here to group by that column

Date	Type	Reference	WareHouse	Location	Quantity	Quantity On Hand	Cost	Declared Value Of...	Value On Hand
1/4/2021	FF Ship	SO ID #100...		1.1.1.1	-7	1,072	$0.000	0	$0.00
12/23/2020	FF Ship	SO ID #200...		1.1.1.1	-20	1,079	$0.000	0	$0.00
12/23/2020	FF Return receipt	SO ID #200...		FFRETURN...	3	1,099	$0.000	0	$0.00
12/22/2020	FF Return receipt	SO ID #200...		FFRETURN...	4	1,096	$0.000	0	$0.00
11/24/2020	FF Ship	SO ID #100...		FFRETURN...	-39	1,092	$0.000	0	$0.00
11/24/2020	FF Return receipt	SO ID #100...		FFRETURN...	4	1,131	$0.000	0	$0.00
11/24/2020	FF Return receipt	SO ID #100...		FFRETURN...	1	1,127	$0.000	0	$0.00
9/25/2020	FF Ship	SO ID #100...		1.1.1.1	-516	1,126	$0.000	0	$0.00
8/25/2020	FF Return receipt	SO ID #100...		FFRETURN...	7	1,642	$0.000	0	$0.00
8/17/2020	FF Return receipt	SO ID #100...		FFRETURN...	3	1,635	$0.000	0	$0.00
7/24/2020	FF Return receipt	SO ID #100...		FFRETURN...	2	1,632	$0.000	0	$0.00
7/24/2020	FF Return receipt	SO ID #100...		FFRETURN...	1	1,630	$0.000	0	$0.00
7/24/2020	FF Return receipt	SO ID #100...		FFRETURN...	4	1,629	$0.000	0	$0.00
7/23/2020	FF Return receipt	SO ID #100...		FFRETURN...	2	1,625	$0.000	0	$0.00

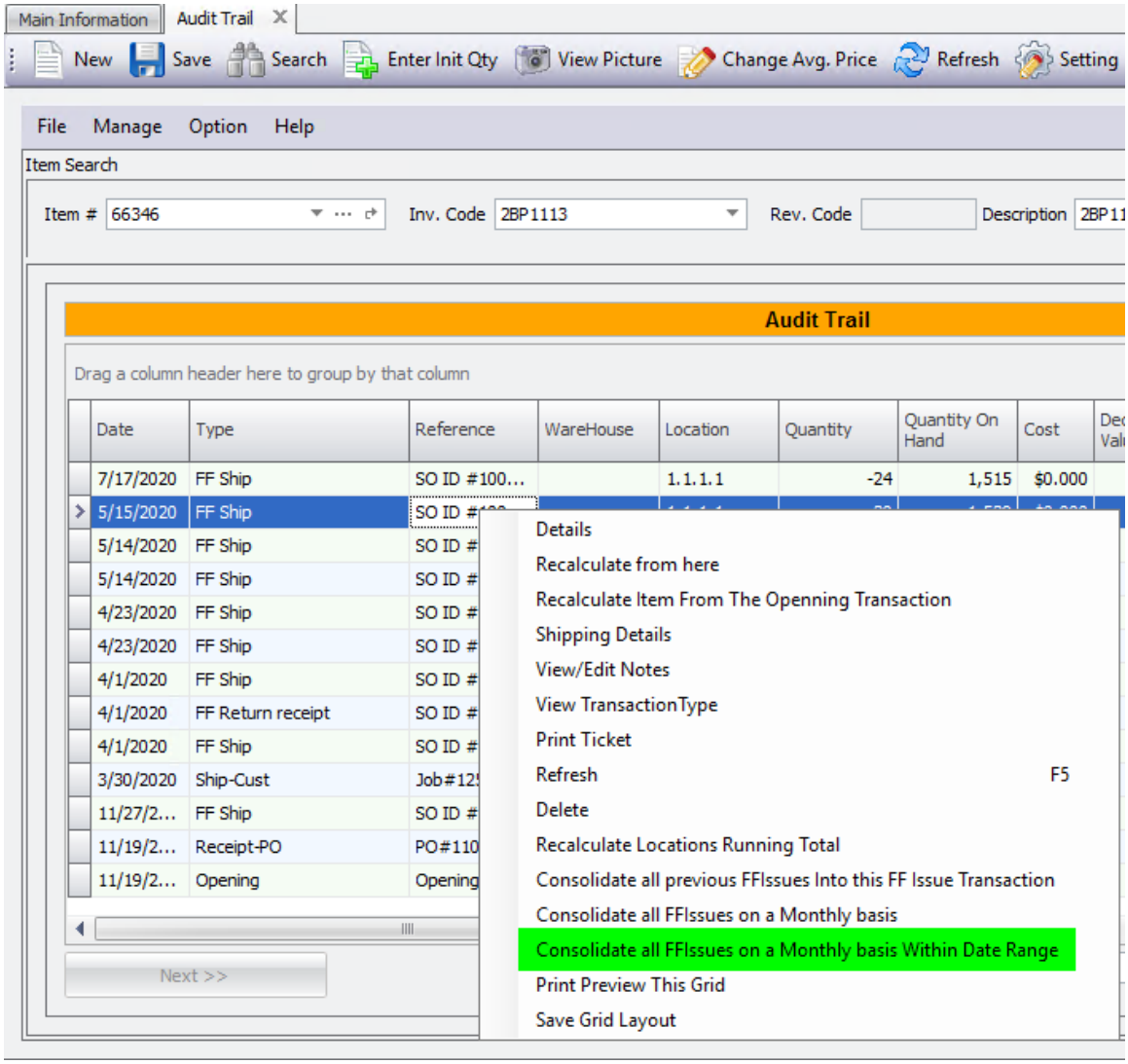
For "**Consolidate all FFIssues on a Monthly basis**", the system will consolidate for every month and use the last traction line of each month to show the total for that month.



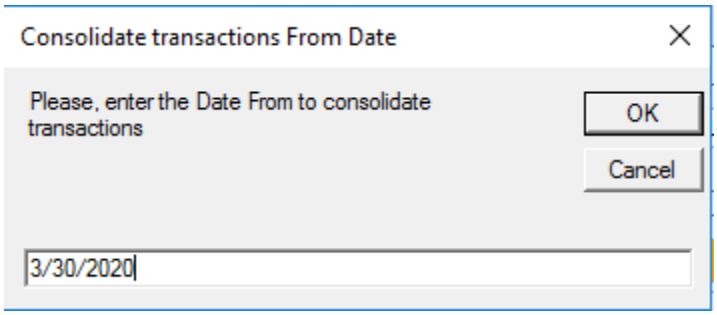
Once completed and the screen is refreshed, the auto trail will be more consolidated and there will only be 1 FF Ship line for every month up to the most current month.



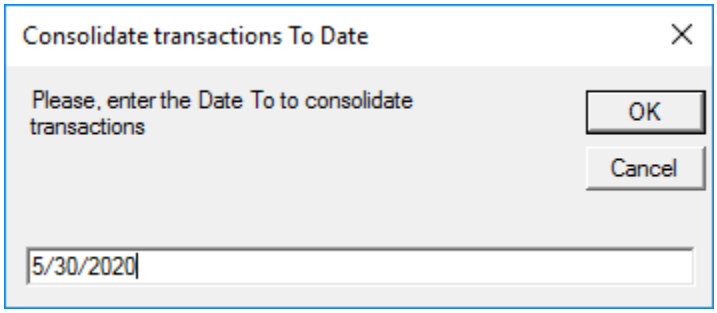
For "**Consolidate all FFIssues on a Monthly basis Within Date Range**", the system will ask the user to provide a date range.



Once selected, the system will ask the user for the earliest date to be considered for consolidation.



Then the system will ask for for the date the consolidation should be done up to. So for the prior date, the system will consolidate all earlier FF ship lines from 3/30/2020 up to the later date of 5/30/2020.



Once done, the audit trail will only show 1 FF Ship line for each month that fell into the provided date range. The system will use the last FF ship line that was proccesed for each month.

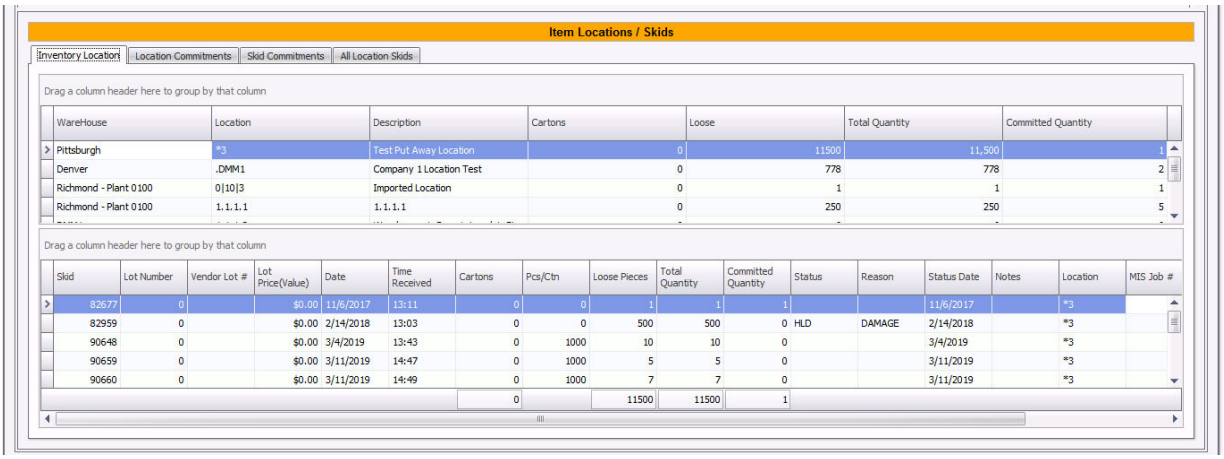
Date	Type	Reference	WareHouse	Location	Quantity	Quantity On Hand	Cost
7/21/2020	FF Ship	SO ID #100...		1.1.1.1	-2	1,508	$0.000
7/21/2020	FF Ship	SO ID #100...		1.1.1.1	-2	1,510	$0.000
7/21/2020	FF Ship	SO ID #100...		1.1.1.1	-3	1,512	$0.000
7/17/2020	FF Ship	SO ID #100...		FFRETURN...	-24	1,515	$0.000
7/17/2020	FF Return receipt	SO ID #100...		FFRETURN...	24	1,539	$0.000
7/17/2020	FF Ship	SO ID #100...		1.1.1.1	-24	1,515	$0.000
5/15/2020	FF Ship	SO ID #100...		1.1.1.1	-50	1,539	$0.000
4/23/2020	FF Ship	SO ID #100...		1.1.1.1	-6	1,589	$0.000
4/1/2020	FF Return receipt	SO ID #100...		FFRETURN...	2	1,595	$0.000
3/30/2020	Ship-Cust	Job#1256		1.1.1.1	-5	1,593	$0.000
11/27/2...	FF Ship	SO ID #100...		1.1.1.1	-2	1,598	$0.000
11/19/2...	Receipt-PO	PO#11043 ...		1.1.1.1	1,600	1,600	$0.000
11/19/2...	Opening	Opening Trans			0	0	$0.000

Save Grid Layout - allows the user to save the layout of the grid if they make changes using the .net data controls. Saved changes are workstation specific, not user specific.

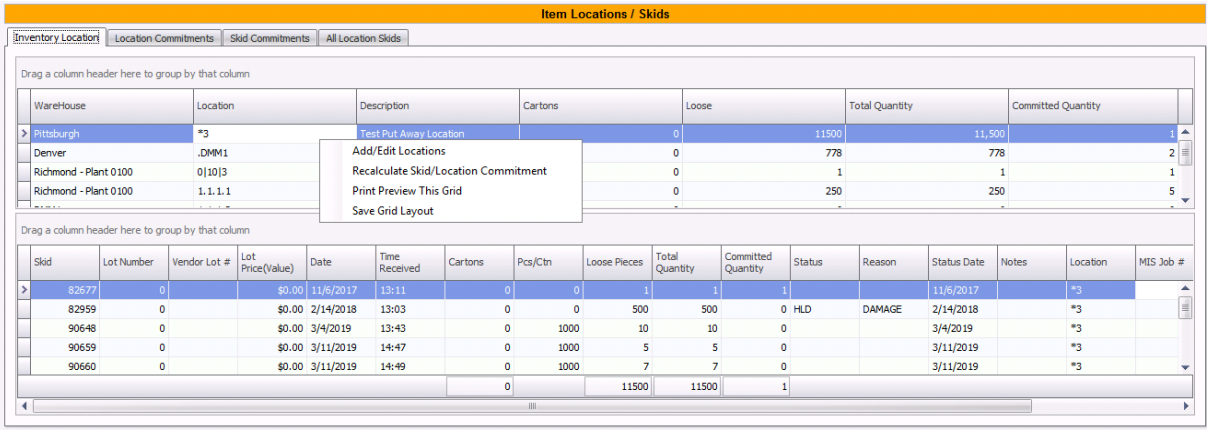
Locations

Selecting the Audit Trail from the Master Files menu will display Locations and shows all the locations in which this item resides. The details by location include the number of cartons, loose pieces, total quantity and committed quantity. The bottom section shows the individual skids for a location that is highlighted in the top section. The skid details include the skid ID, lot number and price, date/time, carton and quantity information, status such as skid on hold, status date, notes, etc.

Inventory Locations - tab

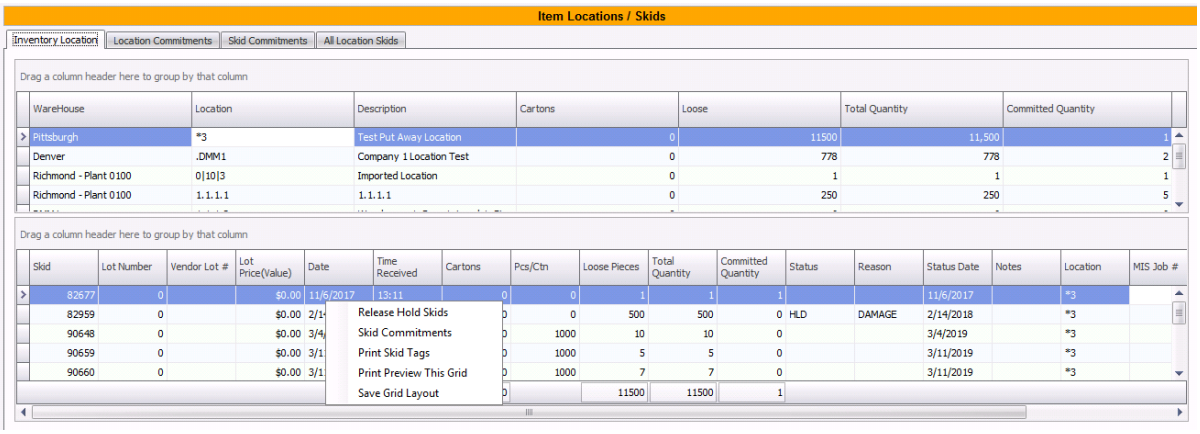


Right-clicking any location line in the top section grid displays the following:



Add/Edit Locations - provides a screen where the item can be linked to an existing location.
Recalculate Skid/Location Commitment - will recalculate if commitments are edited.
Print Preview This Grid - displays a preview of the screen that can be saved, printed, exported or emailed in several different formats.
Save Grid Layout - allows the user to save the layout of the grid if they make changes using the .net data controls. Saved changes are workstation specific, not user specific.

Right-clicking the lower section grid displays the following:

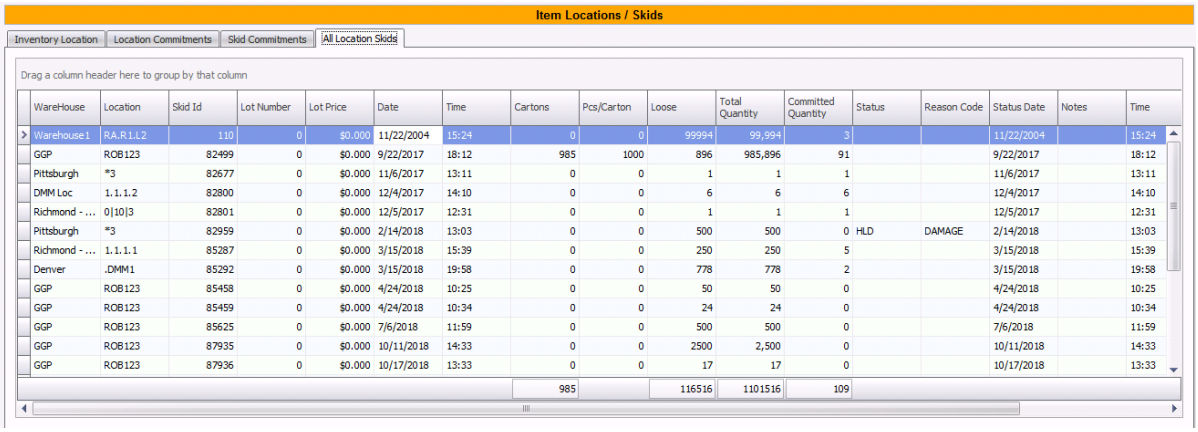


Release Hold Skids - can be used to release skids that are on hold.
Skid Commitments - will display a list of commitments at the skid level.
Print Skid Tags - allows user to print the skid tag for this skid.
Print Preview This Grid - displays a preview of the screen that can be saved, printed, exported or emailed in several different formats.
Save Grid Layout - allows the user to save the layout of the grid if they make changes using the .net data controls. Saved changes are workstation specific, not user specific.

Location Commitments is the second tab and details commitments made at a Location level.

Skid Commitments is the third tab and details commitments made at the Skid level.

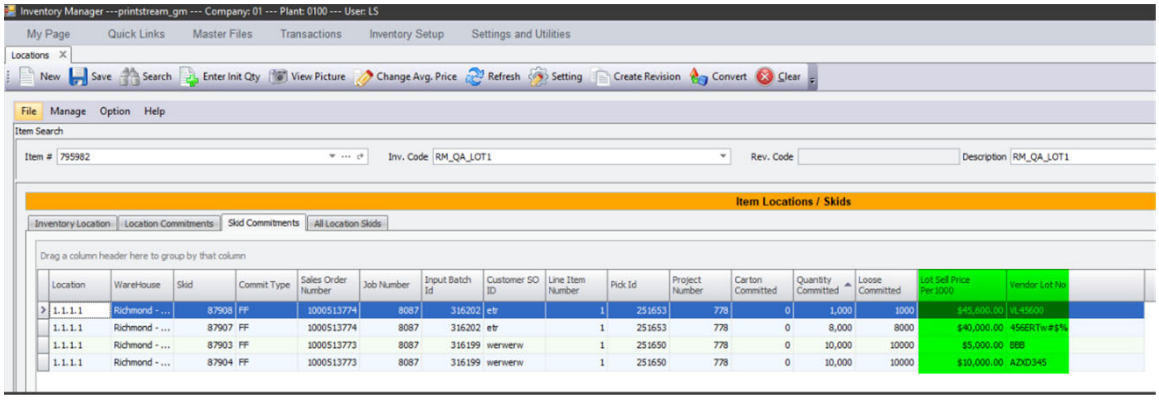
All Location Skids is the fourth tab and provides a grid listing of all skid ID's at all locations in the inventory system for this item.

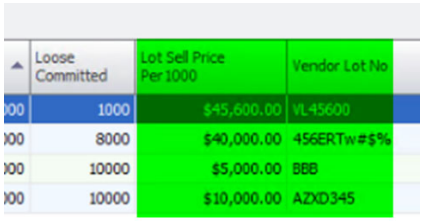


Right-clicking any location line in this grid displays the following:

Print Preview This Grid - displays a preview of the screen that can be saved, printed, exported or emailed in several different formats.
Save Grid Layout - allows the user to save the layout of the grid if they make changes using the .net data controls. Saved changes are workstation specific, not user specific.

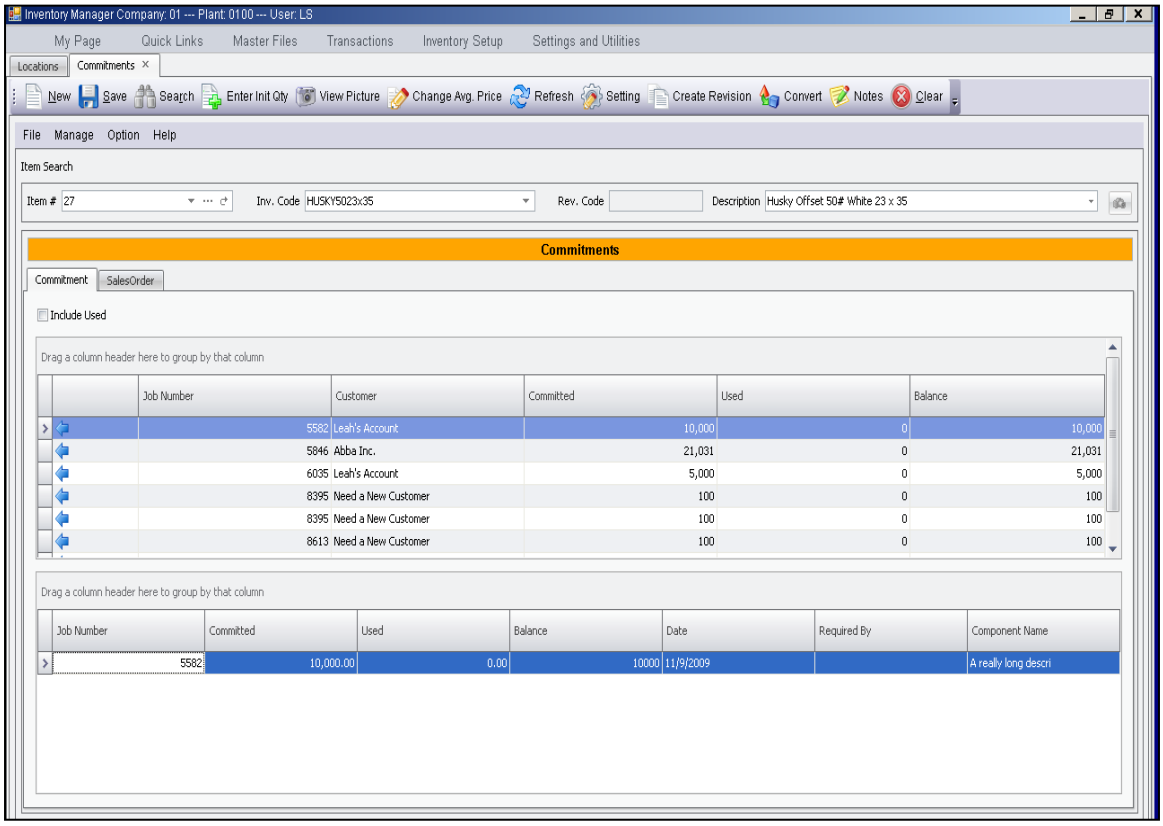
Lot Track items will now display the Lot Sell Price Per 1000 and the Vendor Lot Number on the Skid Commitments tab for the item's locations.



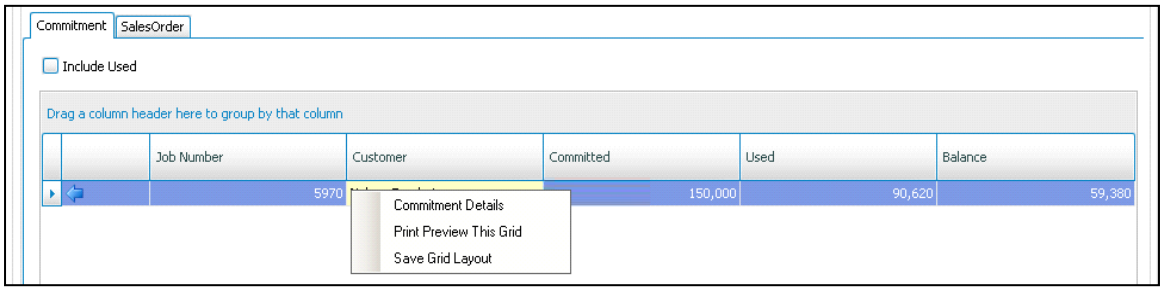


Commitments

The Commitment menu selection will display **Commitment** tab and details the commitments against this item to include the job number, customer, quantity committed, quantity issued (used) and balance of the inventory item.

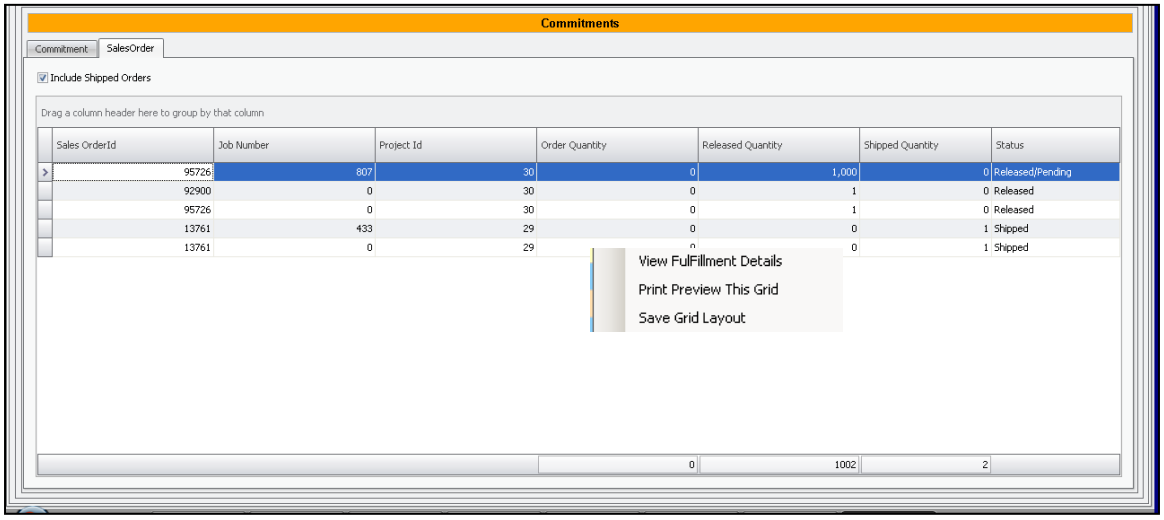


Right-click the commitment to get options: **Commitment Details**, **Print Preview This Grid**, and **Save Grid Layout**.

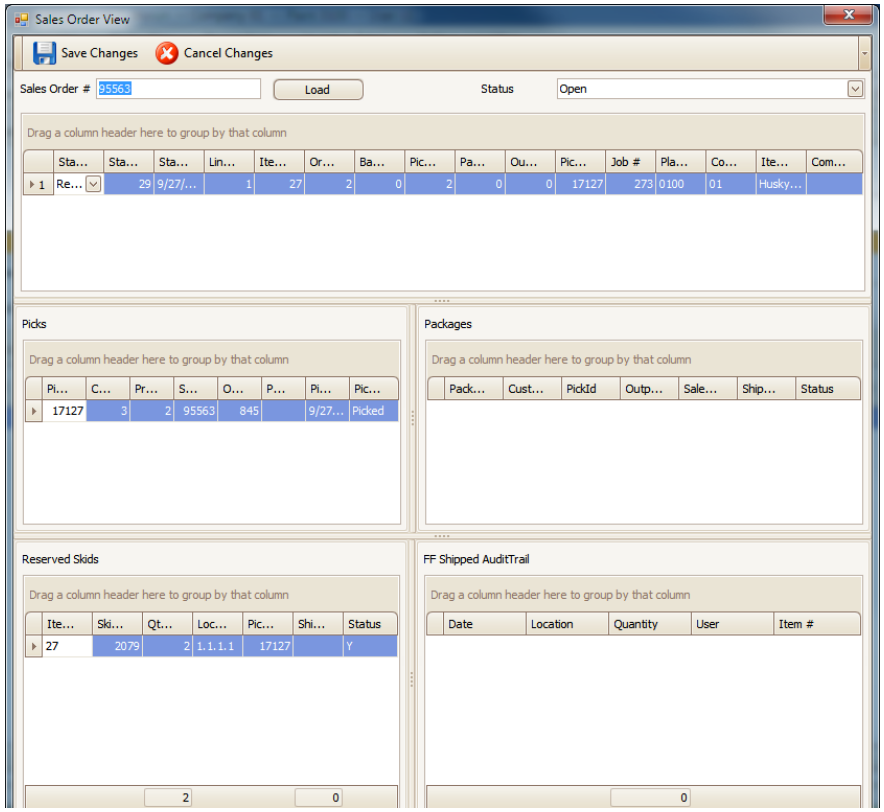


The **Sales Order** tab details any sales orders that are linked to this item.

Right-click the sales order line to get the following options:



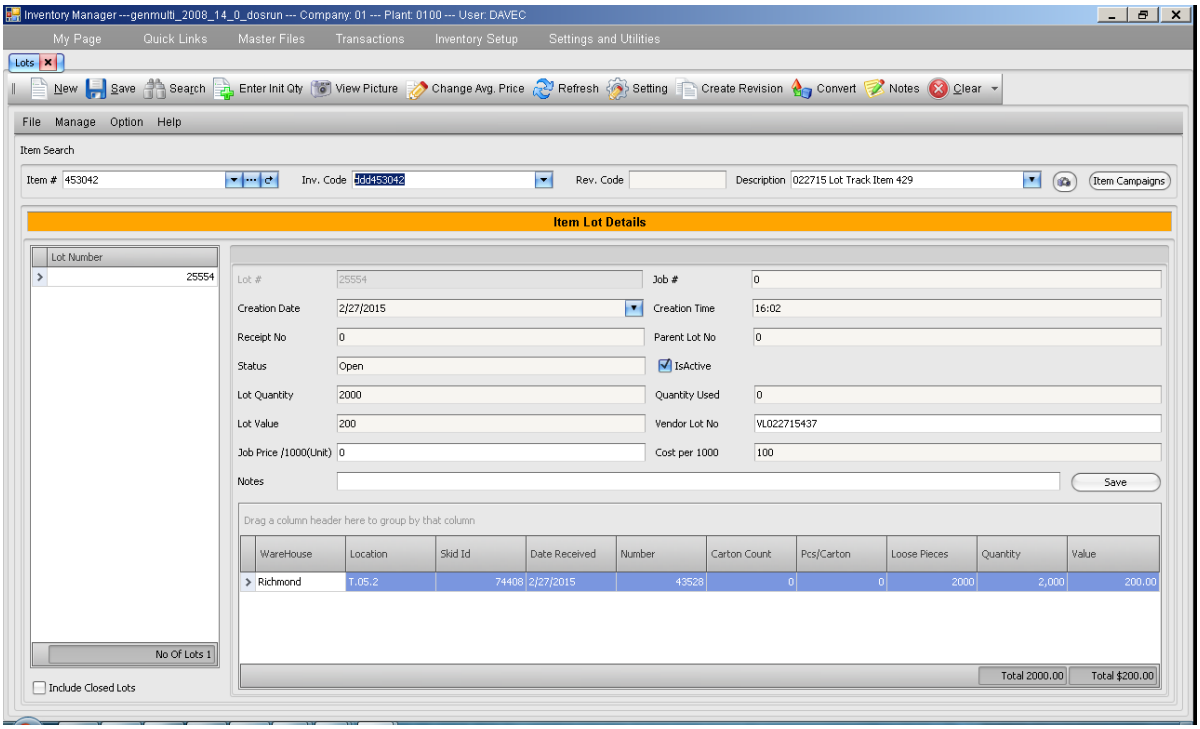
View Fulfillment Details displays the Sales Order view for the sales order number that is highlighted and includes the status, quantity details for all items on that sales order.



Print Preview This Grid and **Save Grid Layout** are other options.

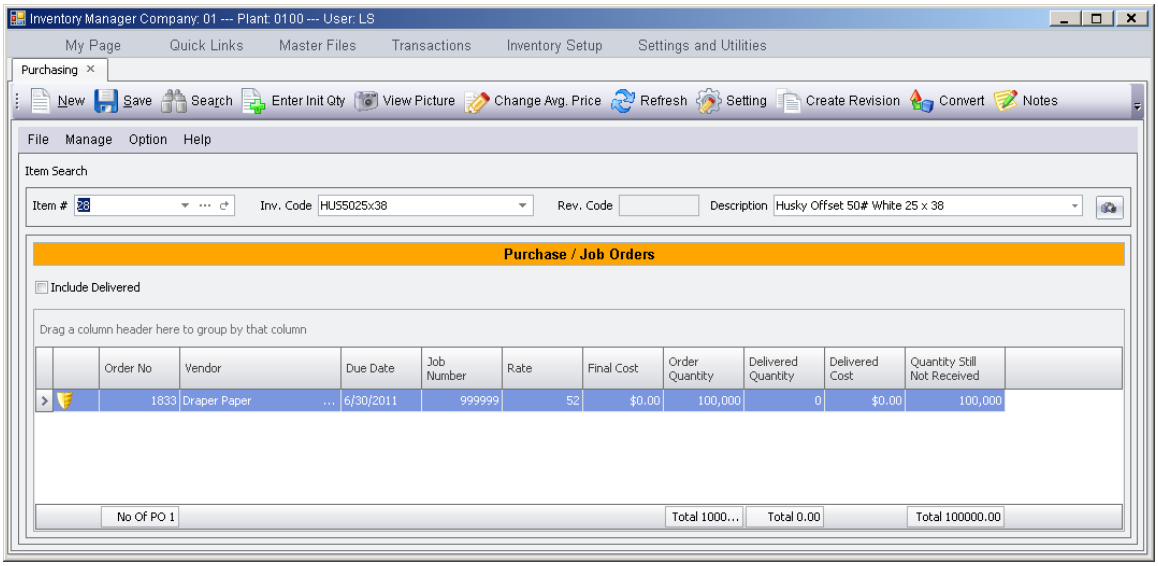
Lots

Clicking the Lots menu will display a list of lot numbers for items that have **Lot Tracking** activated. The Lot Details screen for each lot is displayed when the lot number is highlighted. The skid details are displayed in the grid at the bottom of the screen.



Purchase/Job Orders

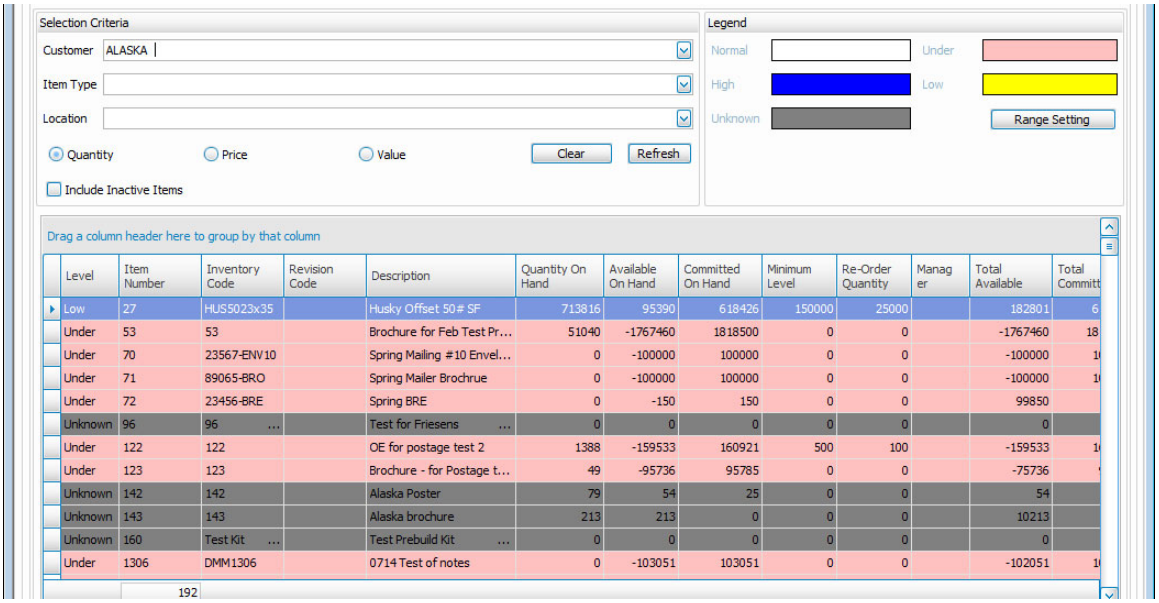
This menu item provides a view of all purchase orders that are linked to this item number. Details include the PO number, vendor, due date, job number for job-related purchases, cost and quantity details. There is an option to **Include Delivered** purchases for this item. When this box is checked, the grid display will include purchases that are marked as **Final** upon completing the purchase order receipt.



The right-click options to Print Preview This Grid and Save Grid Layout are available for any line item.

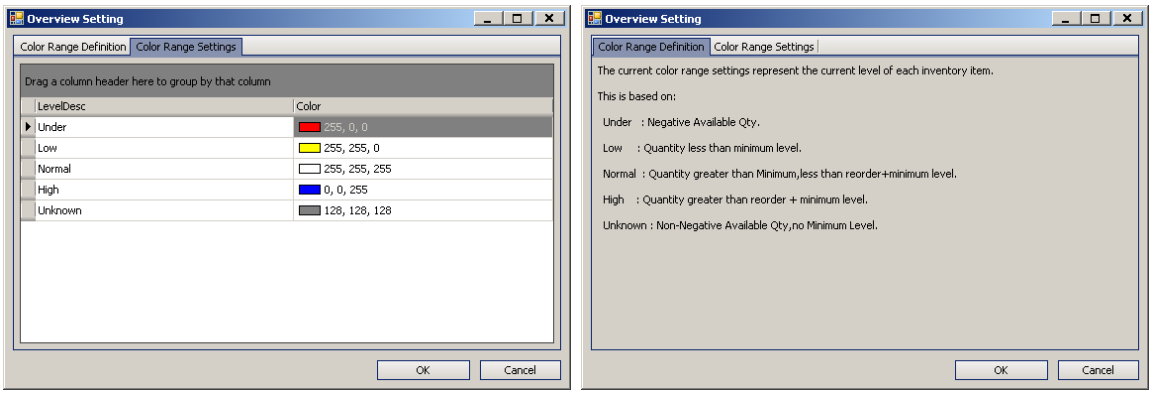
Overview

The overview grid displays the items for a selected customer. Enter the customer account number or name until it appears in the list and select. The displayed items include the quantity details for on hand, available, committed, minimum level and reorder quantity, as well as **Total Available** and **Total Committed**.



This window includes the legend for the color-coding of the displayed list as set in the Color Range Settings, where the colors can be set for the minimum and maximum values for the inventory items when they are set up in Master Files Inventory.

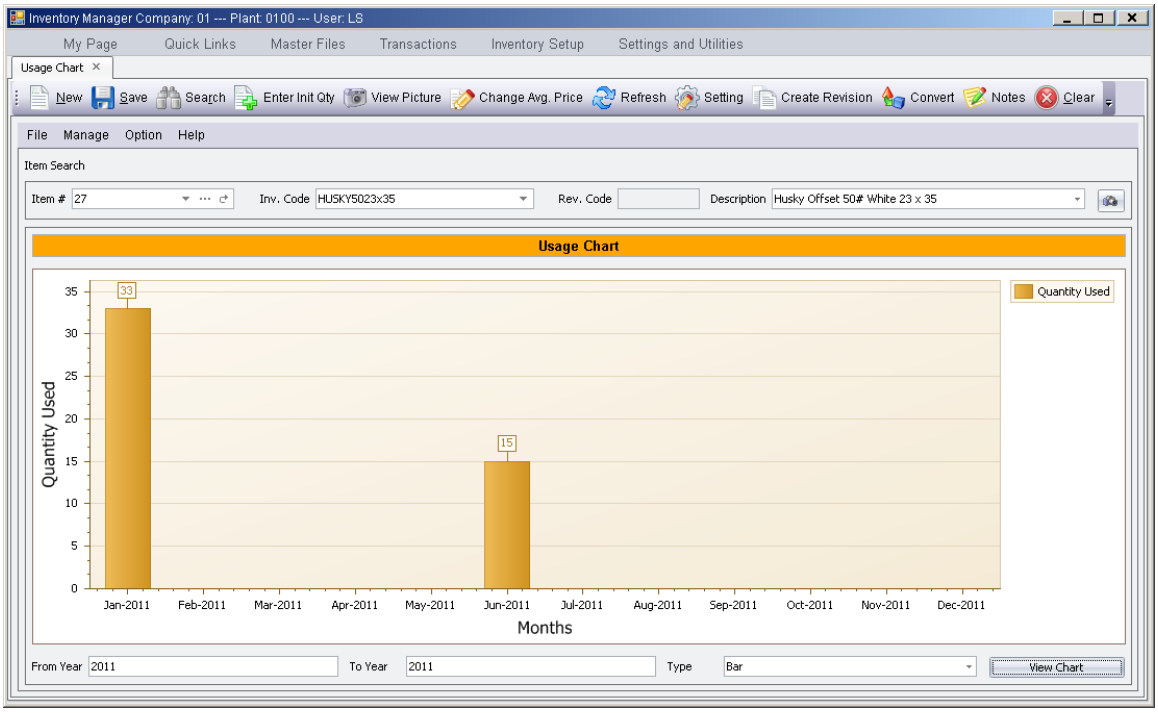
Clicking the **Range Settings** button will also show you the color range definitions. In our Legend we have Under, Low, Normal, High and Unknown and the definition of each. The Color Range Settings tab allows the user to change the color coding for each description. Changes are work-station specific.



The right-click options to Print, Preview This Grid and Save Grid Layout are available.

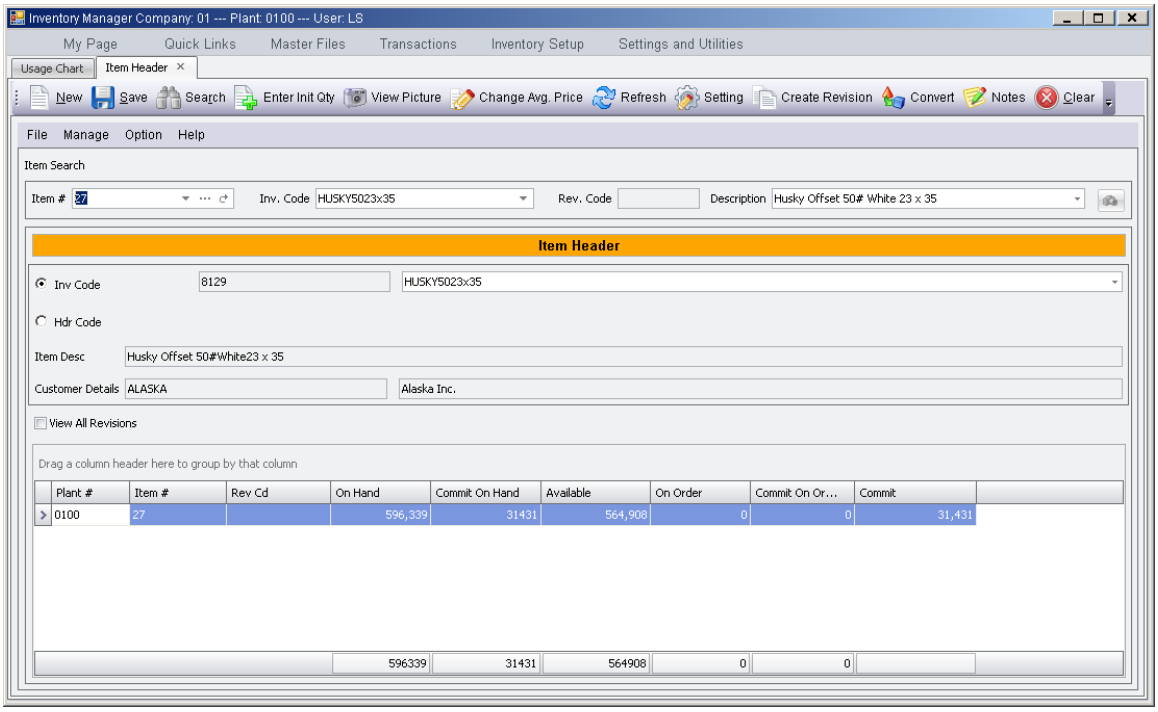
Usage Chart

The usage chart displays the quantity used by month for an item in a bar chart style. In the example below, the usage for item # 27 was 33 in January and 15 in June.



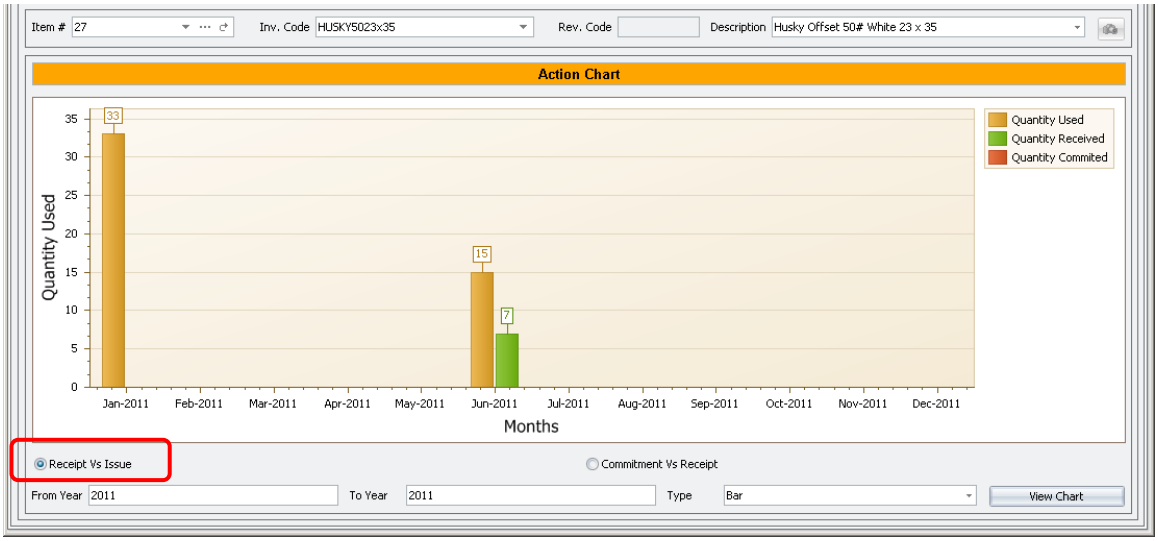
Item Header

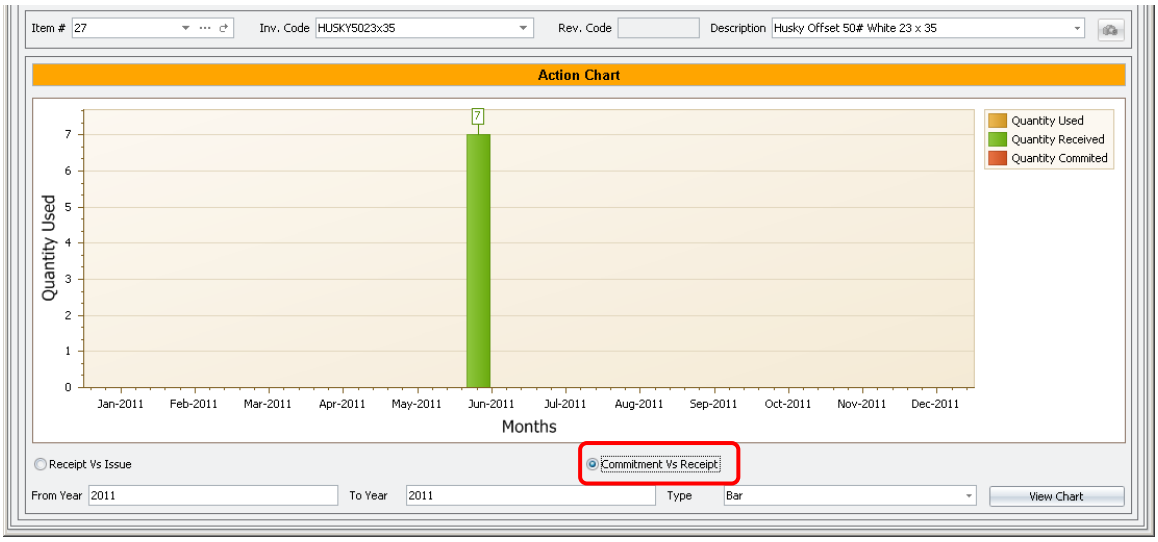
Clicking **Item Header** and entering an inventory code or header (Hdr) code will display the item description, customer details in the Item Header window. The plant and item number for this inventory code are detailed with the quantity information in the screen at the bottom of the window.



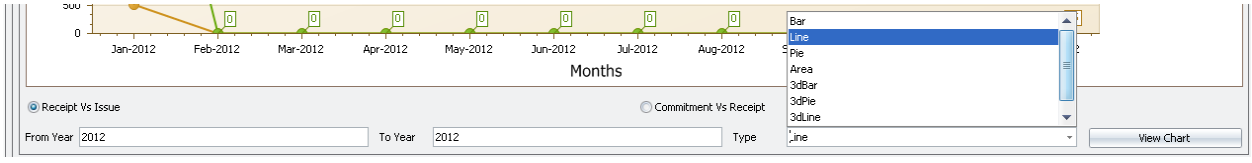
Action Chart

The Action Chart provides two views in multiple chart types. The first view is Receipt vs. Issue; the second view is Commitment vs. Receipt.



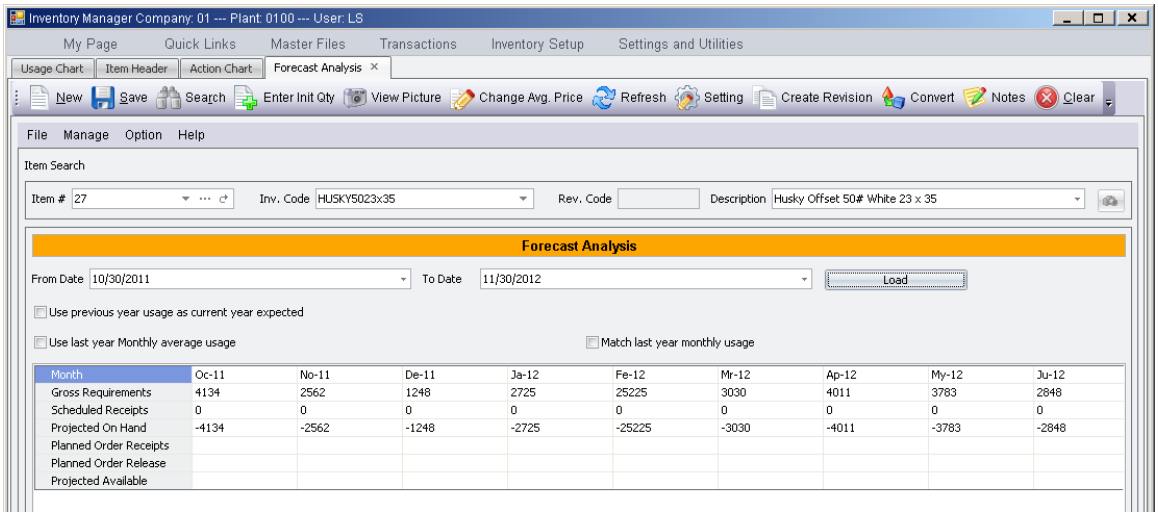


Set the **From** and **To Year(s)**, the **chart type** (bar, line, pie, etc.) then click **View Chart**.



Forecast Analysis

The **Forecast Analysis** is a tool in Master File Inventory to project future inventory levels of an item. As the word “forecast” implies, it is intended to be used with a future data range period. Using past dates will result in nonsense data.



The basic idea is that the user first picks a future date range in which to forecast the item requirements. There are two basic principles involved – future receipts and future usage.

Gross Requirements – if the **Use previous year usage as current year expected** check box is cleared, the Gross Requirements matches future Issue Request quantities (from Inventory Requests). If checked along with **Use last year Monthly average usage**, Gross Requirements is the monthly average of usage transactions over the past year. The term “past year” indicates the previous twelve months, not the past calendar year. If checked along with the **Match last year monthly usage** option, the Gross Requirements is the total monthly usage transactions for the month from last year.

Scheduled Receipts – this column populates with receipt scheduled tasks – i.e., those created by PO’s, Due Dates in Estimating or Inventory Receipt Requests. These scheduled tasks are typically assigned dates in the future, and the user can therefore get an indication of potential receipts in future months. Note that the user would need to have complete entries for future receipts for the Forecast Analysis to generate valid projections.

Projected On Hand – becomes the Gross Requirements subtracted from the Scheduled Receipts.

Planned Order Receipts – are future ordered receipts for the item.

Planned Order Release – are planned sales order releases.

Projected Available – becomes the Projected On Hand plus the planned order receipts minus the planned order releases.

Calculate Storage Charges

This module provides the ability to calculate storage charges for customer materials based on a user defined SQL query which passes values into a spreadsheet with user defined formulas.

The query and the spreadsheet are tied to a user defined “Profile” in the inventory storage charges program.

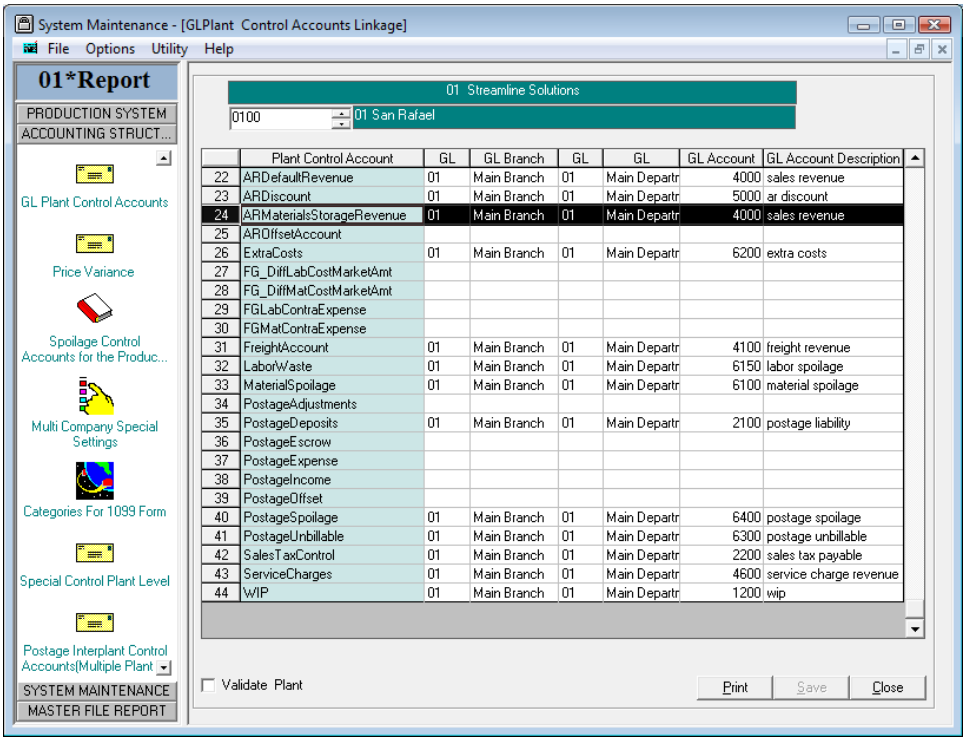
When the profile is selected the system will execute the query to return data from the database into the spreadsheet. The spreadsheet then computes the results using the formulas and returns the data into the storage charges screen.

Once the user has confirmed / selected all of the line items for billing – the system will automatically generate a special Inventory Storage charge invoice in an accounts receivable batch.

The user then just needs to open that batch and print the invoices.

Accounting Setup

Master File Reports > Accounting Structure > GL Plant Control Accounts (password protected - contact your support rep). Line 24 ‘ARMaterialsStorageRevenue’ must be linked to an appropriate GL account similar to the example shown below. *This is required only for PrintStream Accounting Users*



	Plant Control Account	GL	GL Branch	GL	GL	GL Account	GL Account Description
22	ARDefaultRevenue	01	Main Branch	01	Main Departr	4000	sales revenue
23	ARDiscount	01	Main Branch	01	Main Departr	5000	ar discount
24	ARMaterialsStorageRevenue	01	Main Branch	01	Main Departr	4000	sales revenue
25	AROffsetAccount						
26	ExtraCosts	01	Main Branch	01	Main Departr	6200	extra costs
27	FG_DiffLabCostMarketAmt						
28	FG_DiffMatCostMarketAmt						
29	FGLabContraExpense						
30	FGMatContraExpense						
31	FreightAccount	01	Main Branch	01	Main Departr	4100	freight revenue
32	LaborWaste	01	Main Branch	01	Main Departr	6150	labor spoilage
33	MaterialSpoilage	01	Main Branch	01	Main Departr	6100	material spoilage
34	PostageAdjustments						
35	PostageDeposits	01	Main Branch	01	Main Departr	2100	postage liability
36	PostageEscrow						
37	PostageExpense						
38	PostageIncome						
39	PostageOffset						
40	PostageSpoilage	01	Main Branch	01	Main Departr	6400	postage spoilage
41	PostageUnbillable	01	Main Branch	01	Main Departr	6300	postage unbillable
42	SalesTaxControl	01	Main Branch	01	Main Departr	2200	sales tax payable
43	ServiceCharges	01	Main Branch	01	Main Departr	4600	service charge revenue
44	WIP	01	Main Branch	01	Main Departr	1200	wip

Manage Storage Settings

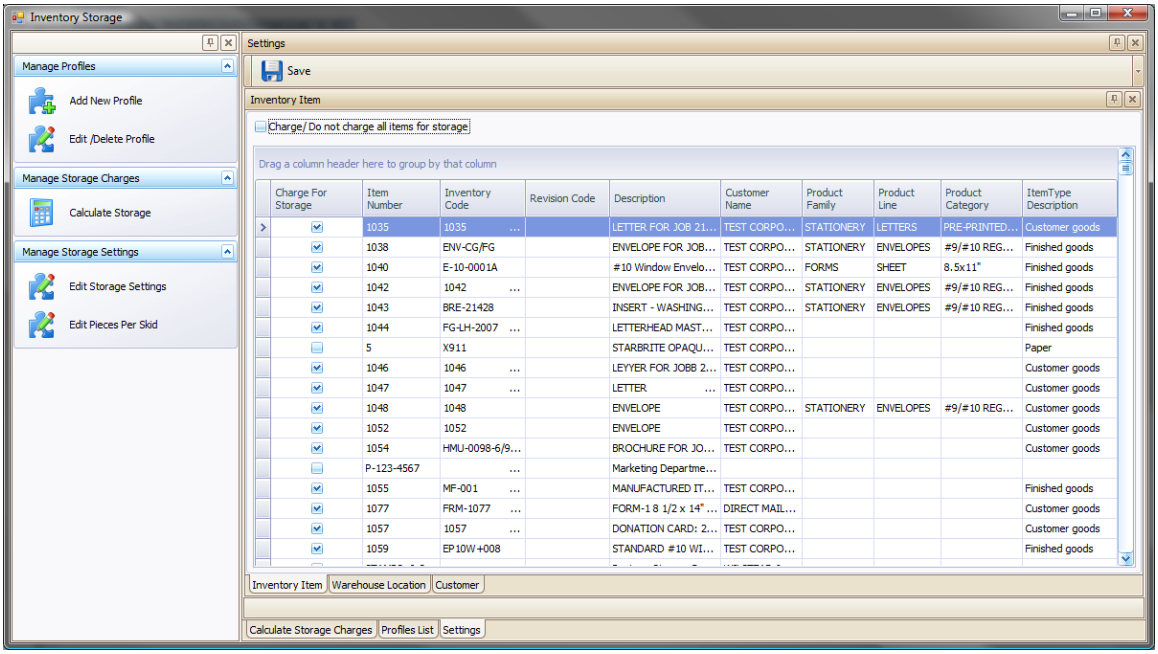
When configuring the Storage Charges program there are several tabs in the settings area that allow you to set specific rules for storage charge calculations. These rules may also be included in the SQL Query. Below is a list of these rules and where they are stored in the database if you wish to consider these within your SQL Query.

Edit Storage Settings - Inventory Items Tab

This screen allows you to indicate if any of your inventory items should or should NOT have storage charges calculated for that item.

By default, when creating a new inventory item, the item is checked as chargeable. This can be overridden in the rules/settings section of Master Files Inventory. If you generally wish to charge storage for all inventory items for a customer – you may prefer to exclude this check from your SQL Query.

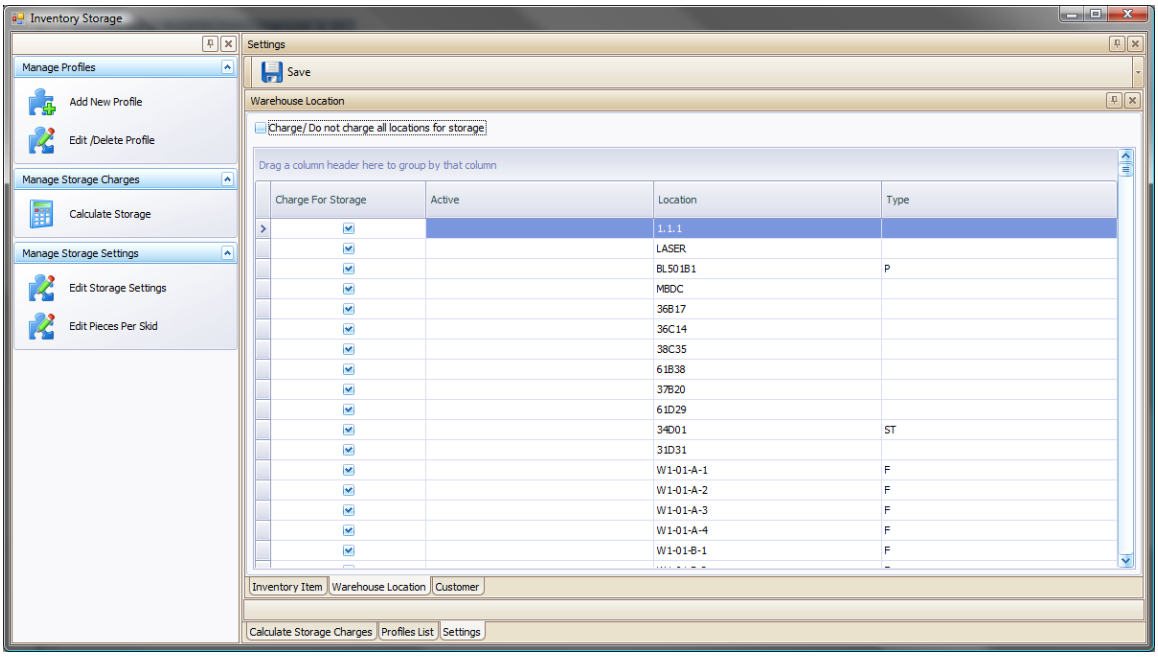
The database field for this is: PAPSIZE.ChargeForStorage – (A value of 1 = charge for storage)



Edit Storage Settings - Warehouse Location Tab

This screen allows you to indicate if any of your warehouse locations should or should NOT have storage charges calculated for that location or items in that location. **If you generally wish to charge storage for ANY location – you may prefer to EXCLUDE this check from your SQL Query. Otherwise you will have to access the settings tab every month and manually check any new locations to be included in the storage charges.**

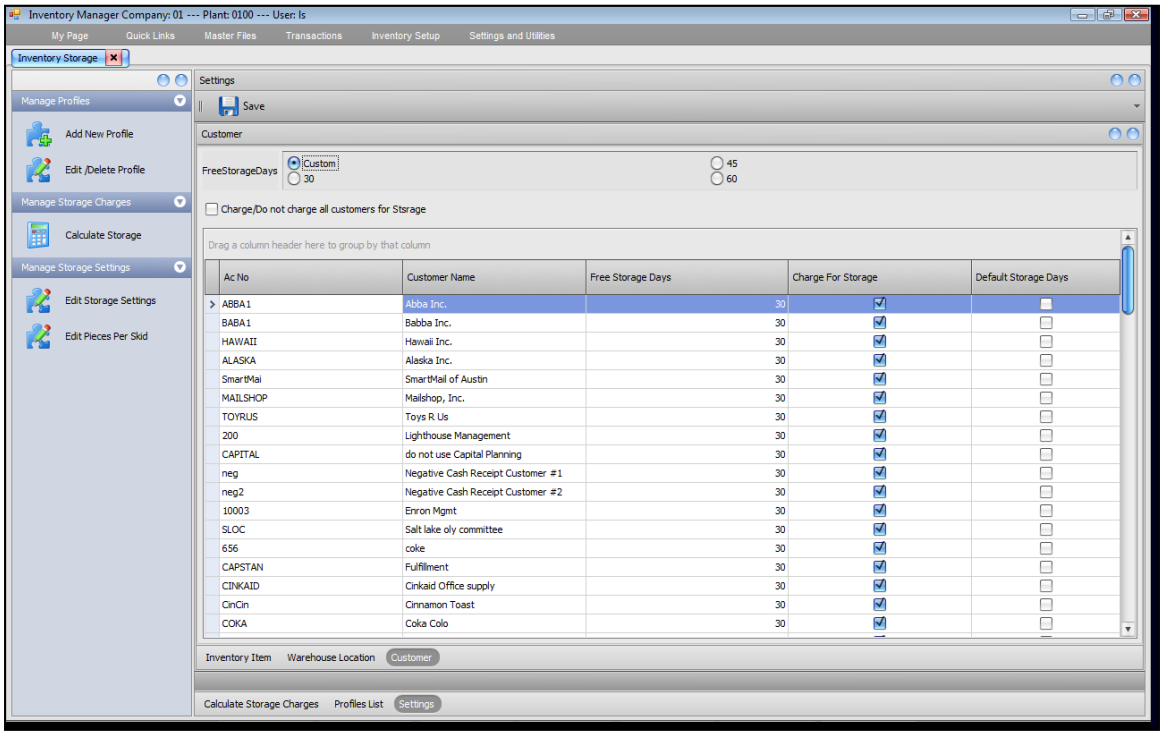
The database field for this is: STKLOCHD.ChargeForStorage (A value of 1 = charge for storage)



Edit Storage Settings - Customer Tab

This screen allows you to indicate if any of your Customers should or should NOT have storage charges calculated for them. When a new customer is created, the default is to charge for storage, with 30 free days. This can be edited directly from the Customer Master File screen, or from the area shown below.

The database field for this is: DEBTOR.ChargeForStorage – (A value of 1 = charge for storage)



Allowance for Free Storage Days per Customer

The Customer tab in the storage charges settings screen also allows you to indicate if any of your Customers should have a “grace period” for Free Storage Days. For example – if an item for that customer has been in use for less than 30 days, they may not be charged storage for that item. Once this 30-day period has elapsed then they would be charged storage fees after this time period.

The database fields for this are:

Mat_StorBill.AR_Customer_ID - The unique ID for that customer (DEBTOR.DATAFLEX_RECNUM_ONE)

Mat_StorBill.DAYSFREESTORE - A value of 30 = would indicate 30 days of free storage

Edit Pieces Per Skid (optional)

Setting Average Qty per Skid for Group/Family/Category Structure

Some customers may wish to charge their clients based on the qty of material in the warehouse and also on the type of material being stored. In an effort to charge for number of skids – it may be that different types of items will consume different amounts of space on a skid. There is a screen in the Inventory Storage Charges program that allows you to determine an “average” qty per skid for different Group/Family/Categories of items.

The database fields for this are:

PAPSIZE.Cube_Quantity = If the qty per skid has been entered directly for that item.

STKCATEG.PIECESPERSKID = Qty per skid for the appropriate Group / Family / Category designated for the item.

To find the correct STKCATEG record for the item you first need to determine at what level the item has been categorized. i.e., at Group or Family or Category level. The lowest level should be used for finding the appropriate STKCATEG level and the corresponding pieces per skid for that level.

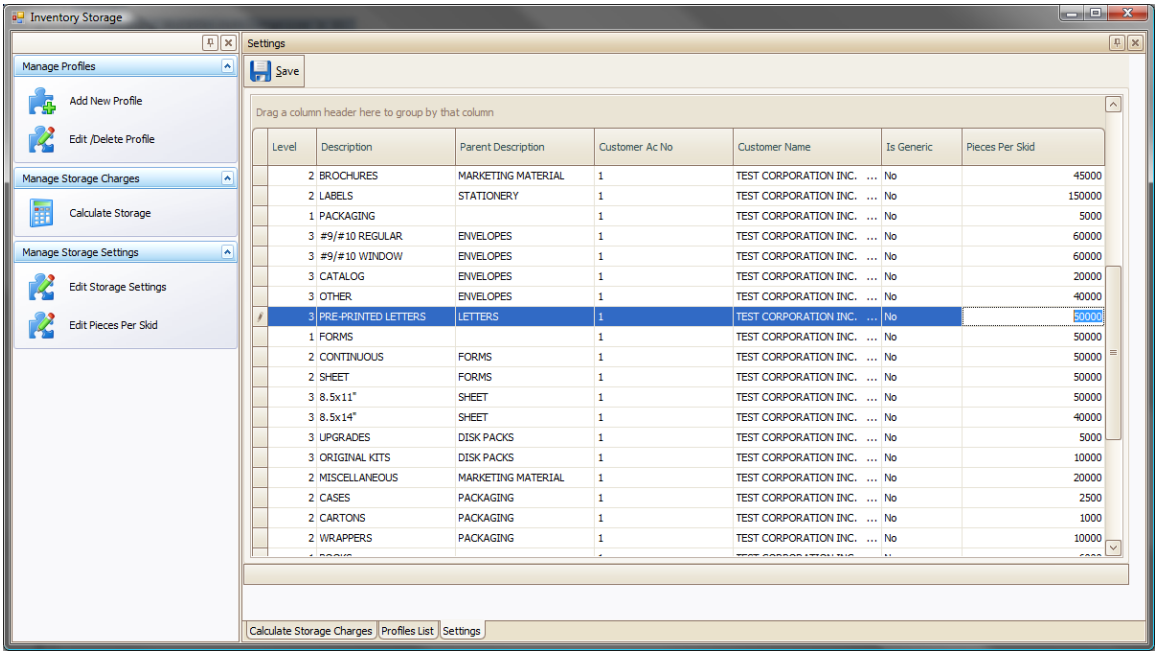
If PAPSIZE.CATEGORY3 is <> 0 then STKCATEG.DATAFLEX_RECNUM_ONE = PAPSIZE.CATEGORY3

If PAPSIZE.CATEGORY3 is NULL or 0 then

If PAPSIZE.CATEGORY2 is <> 0 then STKCATEG.DATAFLEX_RECNUM_ONE = PAPSIZE.CATEGORY2

ELSE

If PAPSIZE.CATEGORY1 is <> 0 then STKCATEG.DATAFLEX_RECNUM_ONE = PAPSIZE.CATEGORY1



SQL Queries

Given that the query is user defined – there is quite a lot of control over what data is used as the basis for the storage charges. Below are some sample scenarios that could be considered when constructing the SQL Query.

Based on Locations

Some customers may wish to charge their clients for the number of locations in the warehouse that are being occupied by their materials. They may also wish to charge a different price based on the type of location. The following query will locate all locations in the warehouse that are currently in use by that customer and return a list grouped by customer, by location “Type” and the qty of locations of that type. Please note – this query also contains filters that check the settings for Customer, Location, Item and Free Days Storage in the storage charges settings screens. Please also note the Company Code and Plant Code in the query – you may need to adjust this accordingly based on the company code and plant code(s) on your database.

```
SELECT
CONVERT(bit, 0) AS Tag,
    0.0 AS ChargeableAmount,
    DEBTOR.[AC NO] AS CustomerAcNo,
    DEBTOR.NAMES AS CustomerName,
    DEBTOR.[DATAFLEX RECNUM ONE] AS arcustomerid,
    STKLOCHD.[TYPE] AS LocationType,
    SUM(STKLOCLN.QUANTITY) AS QtyInlocationType,
    COUNT(STKLOCHD.[TYPE]) AS LocationCount
FROM
    STKLOCLN
    LEFT JOIN STKLOCHD
    ON
            STKLOCHD.LOCATION = STKLOCLN.LOCATION
            AND STKLOCHD.[ChargeForStorage] = 1
    LEFT JOIN PAPSIZE
    ON
            PAPSIZE.[DATAFLEX RECNUM ONE] = STKLOCLN.[PAPSIZE RECNUM]
    LEFT JOIN DEBTOR
    ON
DEBTOR.[DATAFLEX RECNUM ONE] = PAPSIZE.[CREDITOR RECNUM]
    LEFT JOIN Mat_StorBill
ON
Mat_StorBill.AR_CustomerID = DEBTOR.[DATAFLEX RECNUM ONE]
    LEFT JOIN
    (SELECT
            PAPSIZE_2.[CREDITOR RECNUM],
            PAPSIZE_2.[INVENTORY CODE],
            PAPSIZE_2.[MASTER DATE] AS ItemCreationDate,
            DATEDIFF(DAY, PAPSIZE_2.[MASTER DATE], GETDATE()) AS DaysInWarehouse,
            MAX(PAPSIZE_2.[DATAFLEX RECNUM ONE]) AS papsize_recnum
    FROM
            PAPSIZE AS PAPSIZE_2
    WHERE
            ISNULL(PAPSIZE_2.[CREDITOR RECNUM],0) > 0
            AND PAPSIZE_2.ChargeForStorage = 1
            -- AND (PAPSIZE_2.[STOCK TYPE] = 'F'
            --      AND (PAPSIZE_2.[SHIP CLASS] = ''
            --      OR PAPSIZE_2.[SHIP CLASS] IS NULL)
            --      )
```

```
            AND PAPSIZE_2.[COMPANY CODE] = '01'
            AND PAPSIZE_2.[PLANT CODE] = '0100'
            AND PAPSIZE_2.[STOCK TYPE] <> 'M'
    GROUP BY
            PAPSIZE_2.[CREDITOR RECNUM],
            PAPSIZE_2.[INVENTORY CODE],
            PAPSIZE_2.[MASTER DATE]
            ) AS subQry

ON
SUBQRY.PAPSIZE_RECNUM = PAPSIZE.[DATAFLEX RECNUM ONE]
WHERE
    STKLOCLN.QUANTITY > 0
    AND PAPSIZE.ChargeForStorage = 1
    AND isnull(PAPSIZE.[CREDITOR RECNUM],0) > 0
    AND ISNULL(DEBTOR.[DATAFLEX RECNUM ONE],0) > 0
    --and PAPSIZE.[STOCK TYPE] = 'F'
    --and isnull(PAPSIZE.[SHIP CLASS],'') = ''
    AND STKLOCHD.ChargeForStorage = 1
    AND Mat_StorBill.DAYSFREESTORE > 0
    AND STKLOCHD.ChargeForStorage = 1
    AND DEBTOR.CHARGEFORSTORAGE = 1
    AND SUBQRY.DaysInWarehouse > Mat_StorBill.DAYSFREESTORE
GROUP BY
    STKLOCHD.[TYPE],
    DEBTOR.[DATAFLEX RECNUM ONE],
    DEBTOR.[AC NO],
    DEBTOR.NAMES

ORDER BY
    CustomerName, --DEBTOR.[DATAFLEX RECNUM ONE],
    LocationType --STKLOCHD.[TYPE]
```

Based on Qty of an Item and Average Qty per Skid for That Item

Some customers may wish to charge their clients based on the qty of material in the warehouse and also on the type of material being stored. In an effort to charge for number of skids – it may be that different types of items will consume different amounts of space on a skid. There are 2 choices available to you when determining qty per skid. The first method is to manually enter the “Cube Quantity” in the inventory master file screen when setting up that item. The second method is to use a feature included within the inventory storage charges program in the settings area that allows you to determine an “average” qty per skid for different “types” of items. When you setup an item in inventory you have the ability to define what “Group/Family/Category” the item falls into. The query would then calculate the total qty of the item in the warehouse (regardless of location) and divide by the average qty per skid for that type of item to determine number of theoretical skids to use for the storage charges.

```
declare @asofdate as datetime
set @asofdate = case when month(getdate()) <> month(dateadd(day, 1, getdate())) then
getdate() else dateadd(day, day(getdate()) * -1, getdate()) end
-- uncomment the below line and give a specific date or leave it as it is to use the first
date of the month
 -- set @asodate = '11/1/2010'
 select
    convert(bit, 0) as Tag,
    0.0 as ChargeableAmount,
    debtor.[ac no] As CustomerAcNo,
    debtor.[names],
    sum(bigqry.NoOfSkidsAtLocation) as ChargebleSkids ,
    debtor.[dataflex recnum one] as ARCustomerId
 from
    debtor
    Left Join
    (select
            DEBTOR.[DATAFLEX RECNUM ONE] as arcustomerid,
            loc.location,
            CEILING(SUM( quantity /
                    CASE
                            -- Check to see if cube quantity on item overrides
group/family/category
                            WHEN stkitem.[cube quantity] <> 0 THEN stkitem.[cube quantity]
                            WHEN ISNULL(STKITEM.CATEGORY2,0) = 0
                                    AND ISNULL(STKITEM.CATEGORY3,0) = 0 THEN GRP.PIECESPERSKID
                            WHEN ISNULL(STKITEM.CATEGORY3,0) = 0 THEN FAM.PIECESPERSKID
                            ELSE CAT.PIECESPERSKID
                    End
            )) AS NoOfSkidsAtLocation
            from
                    stklocln loc
                    left join stklochd as lochdr
                            on lochdr.location = loc.[location]
                            and lochdr.ChargeforStorage = 1
                    left join papsize as StkItem
                            on StkItem.[dataflex recnum one] = loc.[Papsize Recnum]
                    left outer join
                    (Select
                            [DATAFLEX RECNUM ONE],
                            PIECESPERSKID
                            from
```

```
                        stkcateg
                where
                        (level = 1 And PIECESPERSKID > 0)
        ) as grp
        on
                grp.[dataflex recnum one] = STKITEM.[category1]
        left outer join
        (Select
                [DATAFLEX RECNUM ONE],
                PIECESPERSKID
                from
                        stkcateg
                        where
                                (level = 2 And PIECESPERSKID > 0)
        ) as fam
        on
                fam.[dataflex recnum one] = STKITEM.[category2]
        left outer join
        (Select
                [DATAFLEX RECNUM ONE],
                PIECESPERSKID
                from
                        stkcateg
                where
                        (level = 3 And PIECESPERSKID > 0)
        ) as cat
        on
                cat.[dataflex recnum one] = STKITEM.[category3]
LEFT JOIN DEBTOR
ON
        DEBTOR.[DATAFLEX RECNUM ONE] = STKITEM.[CREDITOR RECNUM]
LEFT JOIN mAT_STORBILL
ON
        mAT_STORBILL.AR_CUSTOMERID = DEBTOR.[DATAFLEX RECNUM ONE]
left join
(SELECT
        itm.[creditor recnum],
        itm.[inventory code],
        max(isnull(audit.[DATE], itm.[master date])) AS TransDate,
        datediff(day,max(isnull(audit.[DATE],itm.[master date])),@asofdate ) as
NoOfDaysInactive,
        max(itm.[dataflex recnum one]) AS papsize_recnum
        FROM
                papsize AS itm
                LEFT JOIN
                (SELECT
                        stk1.[papsize recnum],
                        max(stk1.[dataflex recnum one]) AS recnum
                        FROM
                                stkhist AS stk1
                        LEFT JOIN
                        (SELECT
```

```
                                        stkhist.[papsize recnum],
                                        max(date) AS lastdt
                                        FROM
                                                stkhist
                                        WHERE
                                                stkhist.[type] IN ('JC')
                                        GROUP BY
                                                stkhist.[papsize recnum],
                                                stkhist.[dataflex recnum one]
                                ) AS stk
                                ON
                                        stk1.[papsize recnum] = stk.[papsize recnum]
                                        AND stk1.[date] = stk.lastdt
                                WHERE stk1.[type] IN ('JC')
                                GROUP BY
                                        stk1.[papsize recnum]
                        ) AS stk3
                        ON stk3.[papsize recnum] = itm.[dataflex recnum one]
                        LEFT JOIN
                                stkhist AS audit
                                ON
                                        audit.[dataflex recnum one] = stk3.recnum
                                        AND audit.[papsize recnum] = itm.[dataflex recnum
one]
                                        AND audit.date <=
                                        case
                                                -- If the last day of the month just use
today
                                                when month(getdate()) <> month(dateadd(day,
1, getdate())) then getdate()
                                                -- Otherwise calculate last day of previous
month
                                                else dateadd(day, day(getdate()) * -1,
getdate())
                                        End
                                WHERE
                                        (itm.chargeforstorage = 1)
                                        and (itm.[STOCK TYPE] = 'F'
                                                AND (itm.[SHIP CLASS] = ''
                                                        OR ITM.[SHIP CLASS] IS NULL
                                                )
                                        )
                                        AND ITM.[COMPANY CODE] = '01'
                                        AND ITM.[PLANT CODE] = '0100'
                                        AND itm.[stock type] <> 'M'
                                GROUP BY
                                        itm.[CREDITOR RECNUM], ITM.[INVENTORY CODE]
                ) AS subQry
                ON
                        SUBQRY.PAPSIZE_RECNUM = STKITEM.[DATAFLEX RECNUM ONE]
                where
                        (Loc.QUANTITY > 0)
                        AND Stkitem.chargeforstorage = 1
```

```
                        and stkitem.[stock type] = 'F'
                        and isnull(stkitem.[ship class],'') = ''
                        and lochdr.chargeforstorage = 1
                        AND MAT_STORBILL.DAYSFREESTORE > 0
                        AND LOCHDR.CHARGEFORSTORAGE = 1
                        AND DEBTOR.CHARGEFORSTORAGE = 1
                        AND SUBQRY.NOOFDAYSINACTIVE > MAT_STORBILL.DAYSFREESTORE
                        -- Filter out customers with specific rates
                group by
                        loc.location,
                        debtor.[dataflex recnum one]
    ) as bigqry
    on
            bigqry.[arcustomerid] = debtor.[dataflex recnum one]
where
    (bigqry.NoOfSkidsAtLocation > 0)
group by
    debtor.[ac no],
    debtor.[dataflex recnum one],
    debtor.[names]
```

Spreadsheets

Once the SQL Query has been developed and tested – a spreadsheet is used to bring the data returned from the query into the spreadsheet so a user defined formula can be executed. The result of this formula is then passed from the spreadsheet directly back into the storage charges screen for generating the invoices. Note that the spreadsheet needs to Save As with option "Excel 97-2003 Workbook".

Note - please contact EFI PrintStream support if a formatted spreadsheet is needed.

The most common fields that are typically returned in a SQL Query are:

Customer Account Number, Customer Name, Customer ID, Location Type, Qty at Location, Count of Locations, Count of Skids

These fields are then passed to a spreadsheet which performs calculations on this data. Some examples are described below:

By Location Type

A Query may return the customer account number, The Location Type, and the Total number of locations of that type for that customer.

The spreadsheet may then take the location type – and find a price specific to that location type in a lookup table within the spreadsheet. It may then take the customer account number and find a discount or premium percentage specific to that customer in a lookup table in the spreadsheet.

It may then reference another lookup table with a customer friendly description for that type of location and then concatenate a description to pass back to the program for invoicing.

See sample file: InventoryStorageChargesByLocationType.xls

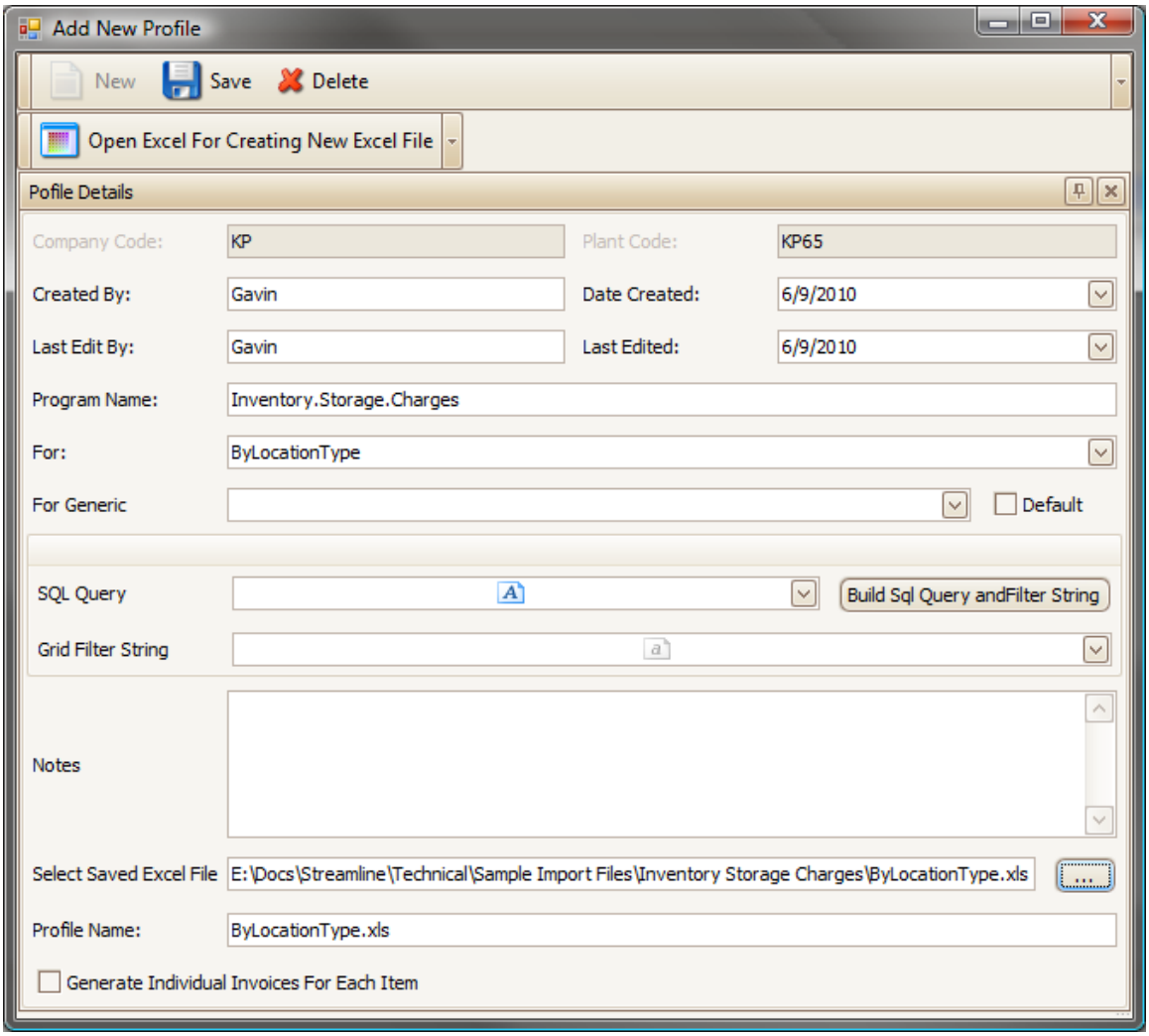
This sample file works in conjunction with the first SQL Query in this document.

Setting up Profiles

Once you have completed the following tasks:

- **Established Rules in the Setting Screen for Storage charges -** Indicating which, Inventory Items, Warehouse Locations, Customers and Free Storage Days and Qty per skid for different Groups / Families / Categories
- **Created your SQL Query**
- **Created your Spreadsheet and Formulas within the Spreadsheet**

You will then be ready to configure a Profile



Field Name	Instructions
New Button	Press the **New** icon to create a new profile
Created By	Confirm the name of the person creating the profile
Date Created	System will auto-date this field
Last Edited By	Confirm the name of the person if editing an existing profile
Last Edited	System will auto-date this field

Field Name	Instructions
Program Name	Please enter "Inventory.Storage.Charges" exactly as shown here, being careful to match capital letters and embedded periods.
For	You may select from Customer or Generic. This is just used for your information so you can see later if this profile was created as a generic profile or customer specific
For Generic	This field is not used in the current release but will be implemented later when setting up profiles for specific customers.
Default Check Box	Indicate if this is the default profile that should be used when you start the process of generating storage charge invoices.
SQL Query	Press the icon and paste your SQL Query into the window
Select Saved Excel File	Click **…** and browse to locate the excel spreadsheet that you created to work with this profile and SQL Query **IMPORTANT** When you created your spreadsheet, you may have included multiple tabs or worksheets within the spreadsheet. The main tab where your calculations are made should be called “Calcs”. You may then include additional tabs that hold lookup values or other data. After completing and saving your spreadsheet you MUST make sure that before saving the actual spreadsheet that the “Calcs” tab is the current active tab in the spreadsheet. If you accidentally save the spreadsheet with any of the other tabs as the current worksheet – you will get an error when the storage charge program tries to access the spreadsheet.
Profile Name	The system will display the name of the spreadsheet file
Generate Individual Invoice for each Item Check Box	Depending on the level of detail that you would like on your storage charge invoices – your SQL Query may have been configured to return multiple rows or line items per customer. E.g., One line item for each location type or inventory item etc. By default, this check box is not selected – and when generating the storage charge invoices – the system will put all line items for the same customer on one invoice. If for some reason you would like the system to generate one invoice for each individual line item for the same customer (rather than consolidating the lines onto one invoice) resulting in multiple invoices for the same customer, then you should check this box.
Save button	Click **Save** to save your profile. The system will now save a copy of your SQL Query and Excel Spreadsheet in the PrintStream Database. However – you should always keep a copy of the SQL Query and the original spreadsheet somewhere in a safe location in case you have to make changes to either of these at a later stage: **IMPORTANT** If you make ANY changes to your spreadsheet – after saving the spreadsheet – you MUST come back into this screen to edit the profile and browse to the spreadsheet so the system can re-import the spreadsheet with your changes into the PrintStream database. Before testing your changes – please close the program after saving your profile – then restart the program for the changes to take effect.
Delete buttons	Only click **Delete** if you wish to permanently delete a profile that you no longer need.

Calculating Storage Charges

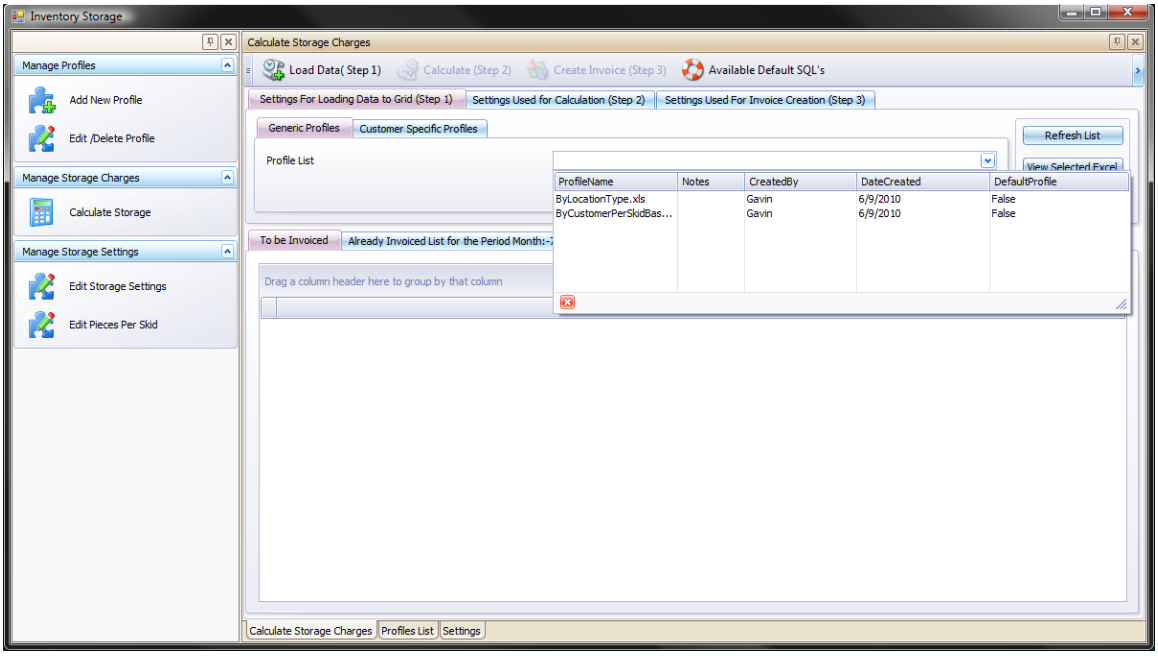
Now that you have completed your setup and built your profile you can now use the program to generate your storage charges.

Inventory Storage Charges Program

Start the program and click “Calculate Storage Charges” in the menu on the right

Select Your Profile

Drop down the list of saved profiles and select the profile you wish to use

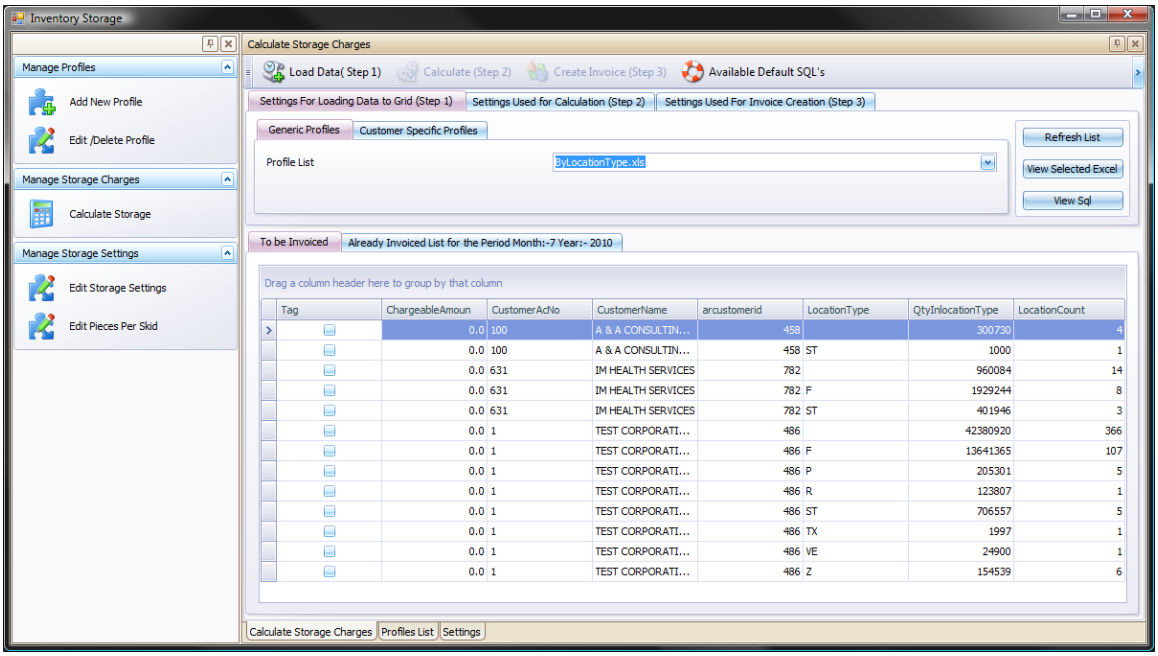


Load Data

The **Settings For Loading Data to Grid (Step 1)** tab should be highlighted.

Now click the **Load Data (Step 1)** icon.

You should see a grid of data at the bottom of the screen. This is the data that your SQL Query has returned. If this data does not look correct, then please check your storage charge settings and/or SQL Query to determine what changes are necessary.



Calculate Charges

Click the **Settings Used for Calculation (Step 2)** tab.

The **Debug Mode** check box should only be selected if you wish to see a sample of one row of data as it is being fed into the spreadsheet. When this check box is selected, after you press the **Calculate (Step 2)** icon the system will pause and open your spreadsheet on-screen. This can be helpful to check if the data is being pushed into the appropriate columns in your spreadsheet and the calculations being returned look correct. In normal circumstances you should NOT need to check this box.

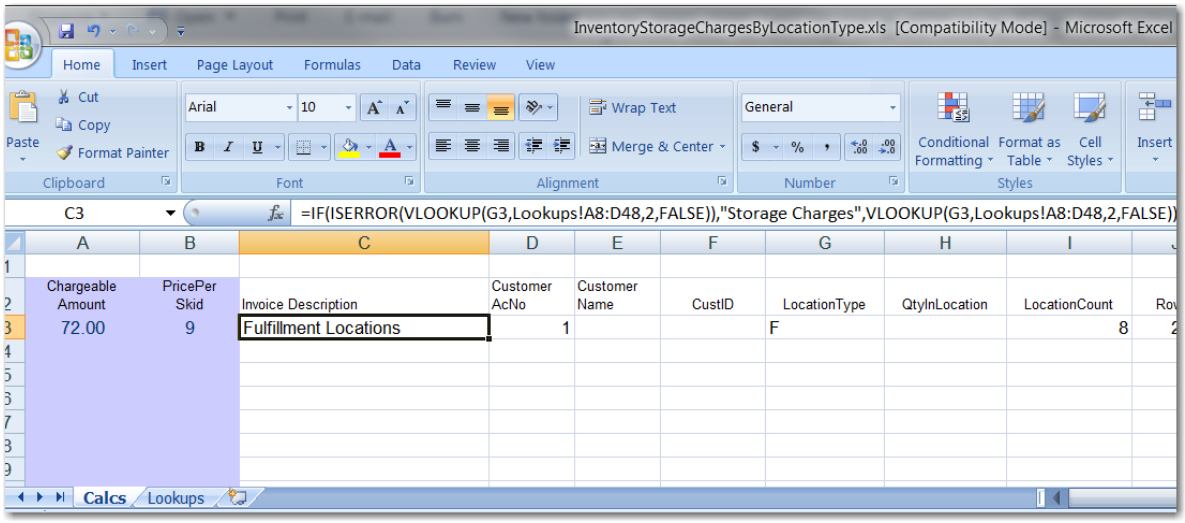
Calculated Column # in Excel from where data is retrieved. – The field typically defaults to column 0 (which is actually the first column in your spreadsheet (Column A). If for some reason you wish the storage charge program to retrieve the storage charge amount from a different column than column A then please adjust the column number accordingly. For example – if you have calculated the storage charge amount to be in Column H in your spreadsheet then you would change the column number in this field to 7. (remember that column A is 0)

Line Item Description – There are two possible methods for determining the actual invoice description for the storage charge line items. If you enter any text in this field – the system will completely ignore any description in the spreadsheet and use this description for ALL line items on the invoice. If you would prefer to generate your own unique description within the spreadsheet or for different descriptions for each line item – then you MUST leave this **field blank** and you MUST enter a column # in the spreadsheet where the description will come from.

IMPORTANT – please note that if you are generating descriptions within your spreadsheet there is a 50-character maximum for this description field. If your spreadsheet generates descriptions longer than this, you will receive an error message during the invoice creation process and the process will halt. Adjust your spreadsheet to stay under this limit – re-import into your profile and try again.

For example – if you are generating invoices with multiple line items – where maybe each line item on the invoice describes the kind of location or item type – then you would include a formula in your spreadsheet that automatically creates descriptions based on item type or location type etc. If for example the column in the spreadsheet where you generated the description is Column B – then you would enter "1" for the column number (remember that column A is 0) If locations are not defined as a specific type, the program will return the description of Storage Charges.

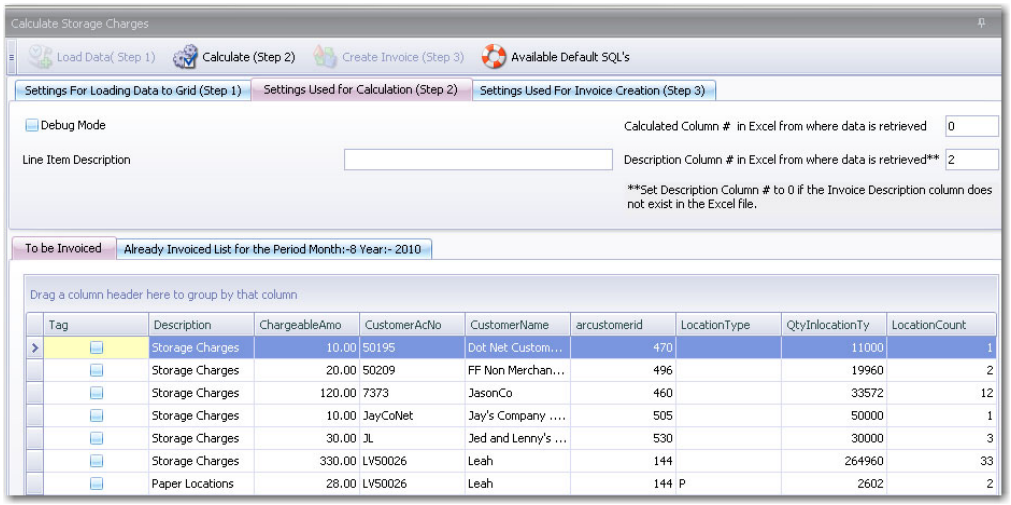
Example: From the **Calcs** tab in the spreadsheet provided, the **Invoice Description** field is in column C, which represents column #2.



This field contains a look up to the second tab in the spreadsheet where invoice line items may be defined with corresponding relationships to location types, which are also user defined in both the spreadsheet as well as the program itself.

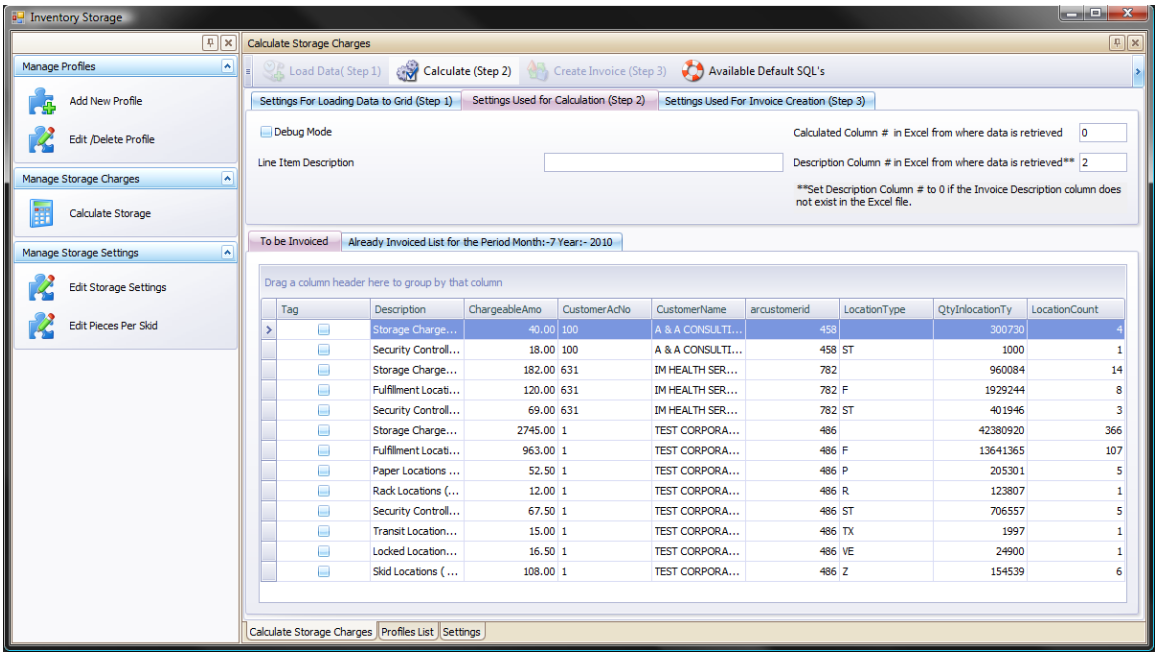
A	B
Pieces per Skid by Product Type	
Rounding Methods	
None	
Up	
Down	
Nearest	
Location Type Must be in alphebetical order	**Invoice Description**
	Storage Charges*
F	Fulfillment Locations
P	Paper Locations
R	Rack Locations
ST	Security Controlled Locations
TX	Transit Locations
VE	Locked Locations
Z	Skid Locations

Within the Storage Charges program, at the calculation step, first make sure the Line Item Description field is blank, then make sure the Description Column # in Excel from where the data is retrieved** is equal to 2. 2 Corresponds to column B from the spreadsheet. 1 = column A.



Tag	Description	ChargeableAmo	CustomerAcNo	CustomerName	arcustomerid	LocationType	QtyInlocationTy	LocationCount
	Storage Charges	10.00	50195	Dot Net Custom...	470		11000	1
	Storage Charges	20.00	50209	FF Non Merchan...	496		19960	2
	Storage Charges	120.00	7373	JasonCo	460		33572	12
	Storage Charges	10.00	JayCoNet	Jay's Company	505		50000	1
	Storage Charges	30.00	JL	Jed and Lenny's ...	530		30000	3
	Storage Charges	330.00	LV50026	Leah	144		264960	33
	Paper Locations	28.00	LV50026	Leah	144	P	2602	2

Click the **Calculate (Step 2)** icon to now calculate your storage charges in the grid.



Tag	Description	ChargeableAmo	CustomerAcNo	CustomerName	arcustomerid	LocationType	QtyInlocationTy	LocationCount
	Storage Charge...	40.00	100	A & A CONSULTI...	458		300730	4
	Security Controll...	18.00	100	A & A CONSULTI...	458	ST	1000	1
	Storage Charge...	182.00	631	IM HEALTH SER...	782		960084	14
	Fulfillment Locati...	120.00	631	IM HEALTH SER...	782	F	1929244	8
	Security Controll...	69.00	631	IM HEALTH SER...	782	ST	401946	3
	Storage Charge...	2745.00	1	TEST CORPORA...	486		42380920	366
	Fulfillment Locati...	963.00	1	TEST CORPORA...	486	F	13641365	107
	Paper Locations ...	52.50	1	TEST CORPORA...	486	P	205301	5
	Rack Locations (...	12.00	1	TEST CORPORA...	486	R	123807	1
	Security Controll...	67.50	1	TEST CORPORA...	486	ST	706557	5
	Transit Location...	15.00	1	TEST CORPORA...	486	TX	1997	1
	Locked Location...	16.50	1	TEST CORPORA...	486	VE	24900	1
	Skid Locations (...	108.00	1	TEST CORPORA...	486	Z	154539	6

You should now see all of the charges calculated in the ChargeableAmount column.

If these numbers do NOT look correct, please check your spreadsheet and the formulas to determine what changes are necessary. Remember – if you make changes to your spreadsheet you must edit the profile and re-import the spreadsheet and save the profile first. Then close the program – restart and then **Load Data** and **Calculate** again to see your changes.

Generate Your Storage Charge Invoices

This is used only for PrintStream Accounting Users

Select the “Settings Used for Invoice Creation (Step 3) tab

Invoice Header Description – if you would like the system to add a “Heading” line to the invoice – please enter the description that you would like to use. E.g., “Material Storage Charges”

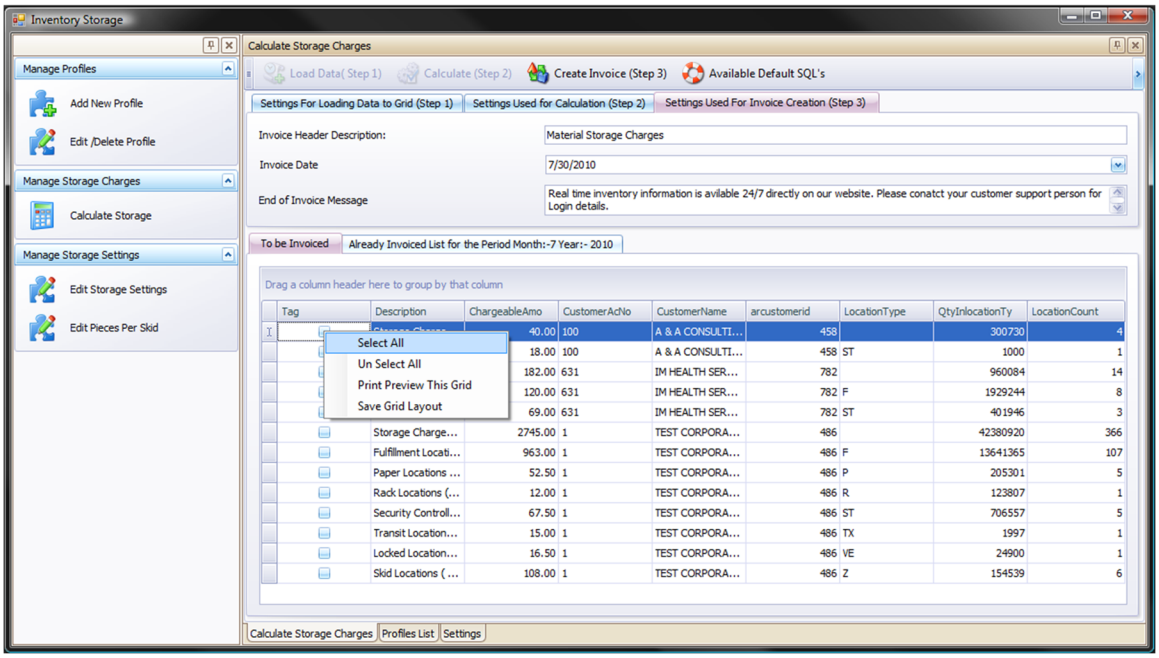
Invoice Date – Confirm the date that will be used for all of the invoices.

End of Invoice Message – If you would like to include an additional description line at the end of each invoice – please enter this. It will then appear on each invoice created. **IMPORTANT** - Please note that there is currently a 150-character maximum for this description.

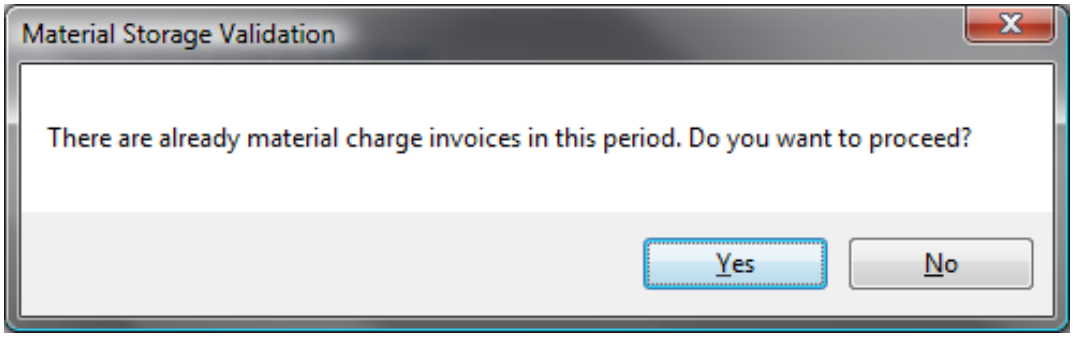
Select Data for Invoicing – You will see a series of check boxes next to each row of data that will be used to generate the invoice line items. You MUST check the box of each row that you wish to include in the invoice generation process. If you RIGHT Click any of the check boxes you will see some quick and easy options to Select All, UnSelect All, Print/Preview the Grid and also an option to **Save** the grid Layout. The **Save Grid Layout** tells the system to remember the layout of your columns in the grid at the bottom of the screen. If you would like to change the layout – just drag and drop the column headings left to right to re-position columns, or you can drag column headings up to the grey area on the top of the grid to group and sub-total. If you RIGHT Click any of the column headings – you will also see choices for “Column Chooser”. A window will then open and you can either drag columns off the grid so they are no longer seen – or if there are additional fields, they can be dragged from the column chooser into the grid.

Click the **Create Invoice (Step 3)** icon.

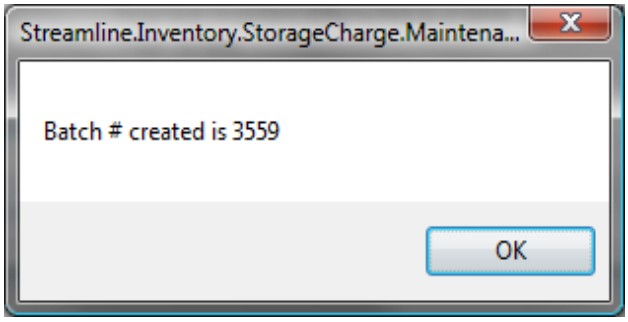
Now that you have selected all of the data to be used for creating the invoices – the system will generate storage charge invoices automatically into the accounts receivable billing system.



If you have inadvertently tried to generate storage charges for the second time for the same month you may see the following warning.



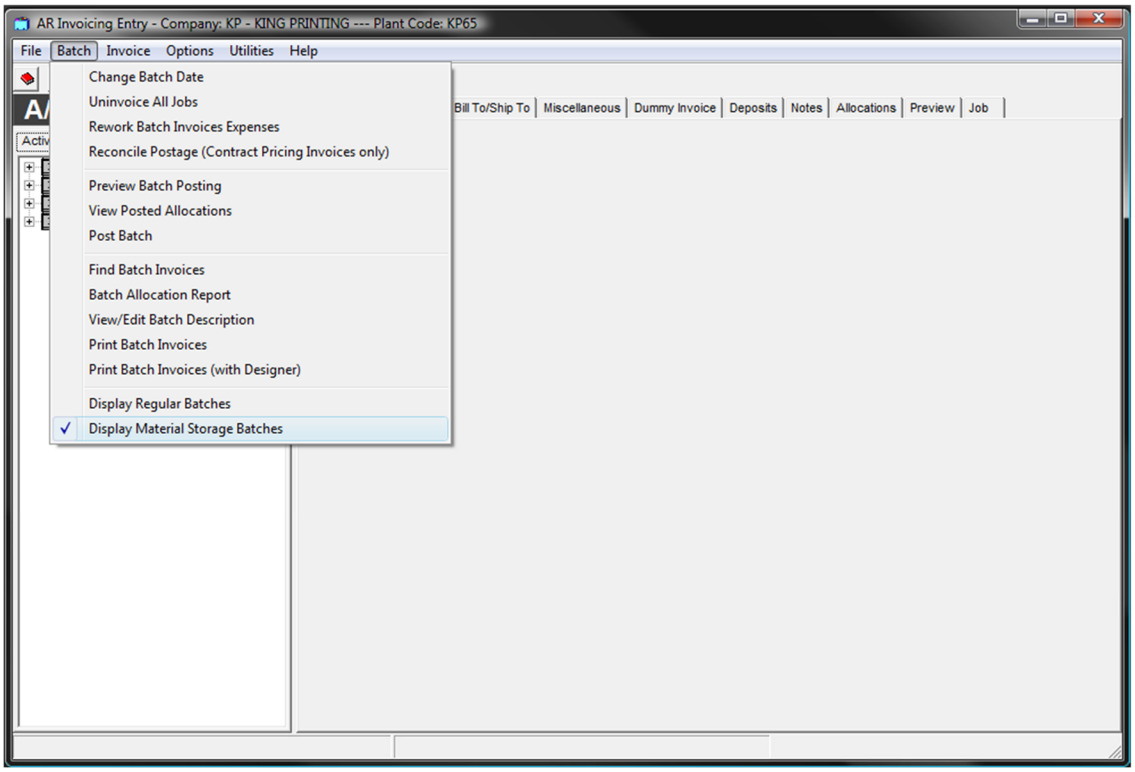
If you continue you will duplicate invoices for that month. If you really wish to continue after this message you should determine if the previously generated invoices should be deleted by going into the Accounts Receivable Billing program, locating that batch and deleting each previous invoice (assuming they have not already been posted to the general ledger). Once the invoice generation process is completed you will see a message box that tells you the Accounts Receivable Billing Batch Number that was created.



Print the Invoices

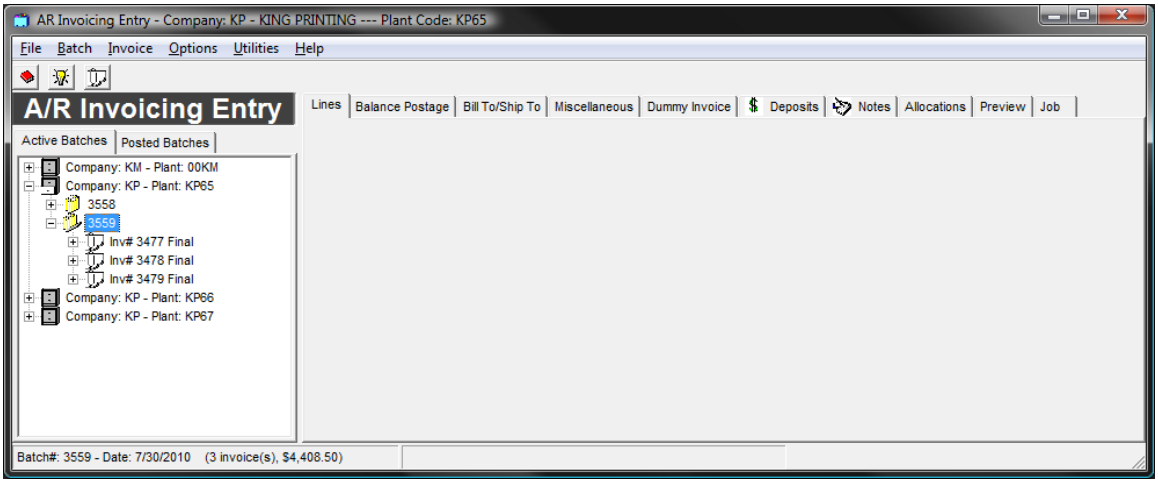
Open the Accounts Receivable Billing Program

From the **Batch** menu, select the **Display Material Storage Batches** option

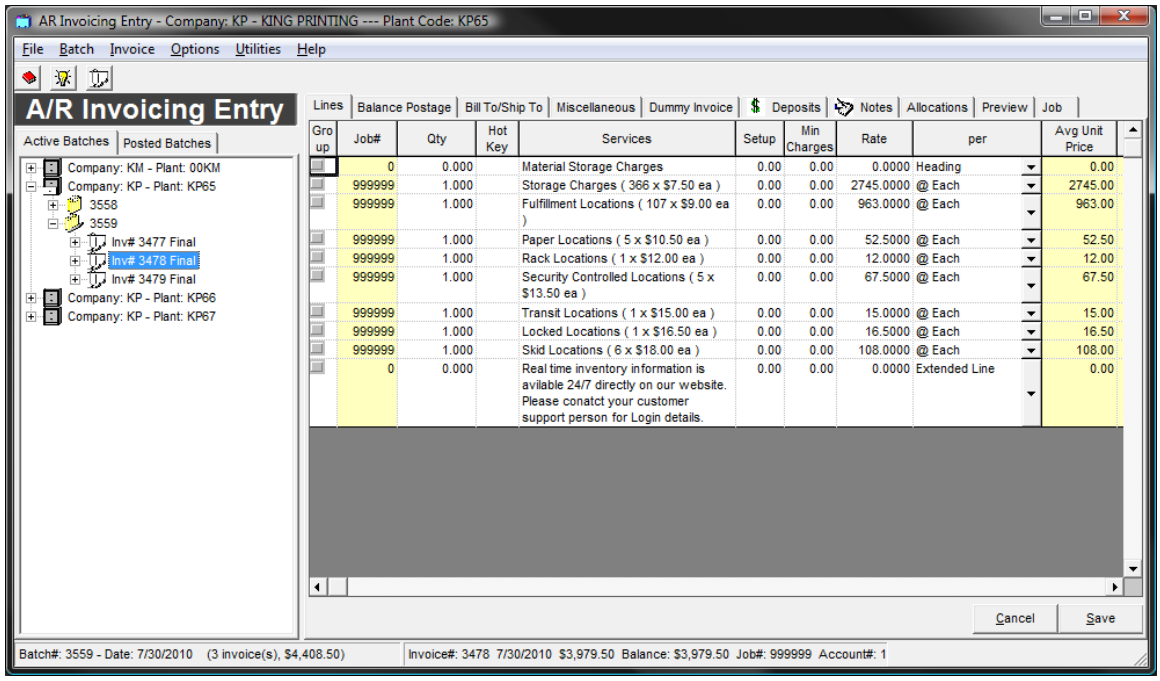


Now navigate to the batch that was created by the inventory storage charges program.

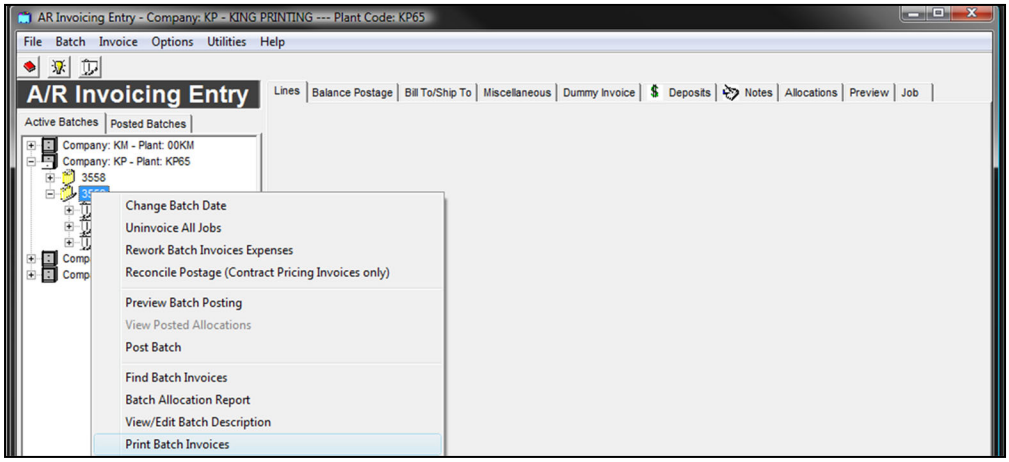
You will see all of the invoices that have been created in this batch



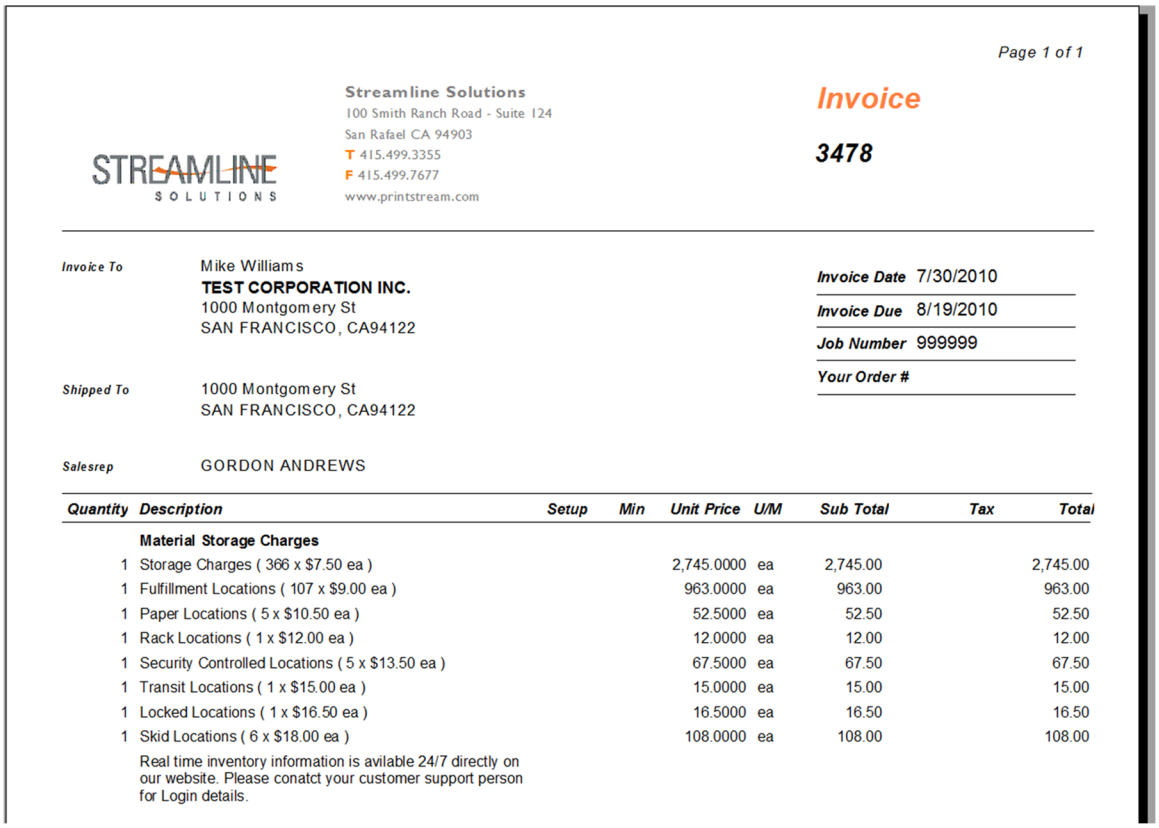
As you click each invoice you will see the details.



If you right-click the batch number, you will have an option to **Print Batch Invoices**.



Sample Invoice Using Detailed Method of Creating a Separate Line Item for Each Location Type



Page 1 of 1

STREAMLINE SOLUTIONS

Streamline Solutions
100 Smith Ranch Road - Suite 124
San Rafael CA 94903
T 415.499.3355
F 415.499.7677
www.printstream.com

Invoice

3478

Invoice To Mike Williams
TEST CORPORATION INC.
1000 Montgomery St
SAN FRANCISCO, CA94122

Shipped To 1000 Montgomery St
SAN FRANCISCO, CA94122

Salesrep GORDON ANDREWS

Invoice Date 7/30/2010
Invoice Due 8/19/2010
Job Number 999999
Your Order #

Quantity	Description	Setup	Min	Unit Price	U/M	Sub Total	Tax	Total
	Material Storage Charges							
1	Storage Charges (366 x $7.50 ea)			2,745.0000	ea	2,745.00		2,745.00
1	Fulfillment Locations (107 x $9.00 ea)			963.0000	ea	963.00		963.00
1	Paper Locations (5 x $10.50 ea)			52.5000	ea	52.50		52.50
1	Rack Locations (1 x $12.00 ea)			12.0000	ea	12.00		12.00
1	Security Controlled Locations (5 x $13.50 ea)			67.5000	ea	67.50		67.50
1	Transit Locations (1 x $15.00 ea)			15.0000	ea	15.00		15.00
1	Locked Locations (1 x $16.50 ea)			16.5000	ea	16.50		16.50
1	Skid Locations (6 x $18.00 ea)			108.0000	ea	108.00		108.00

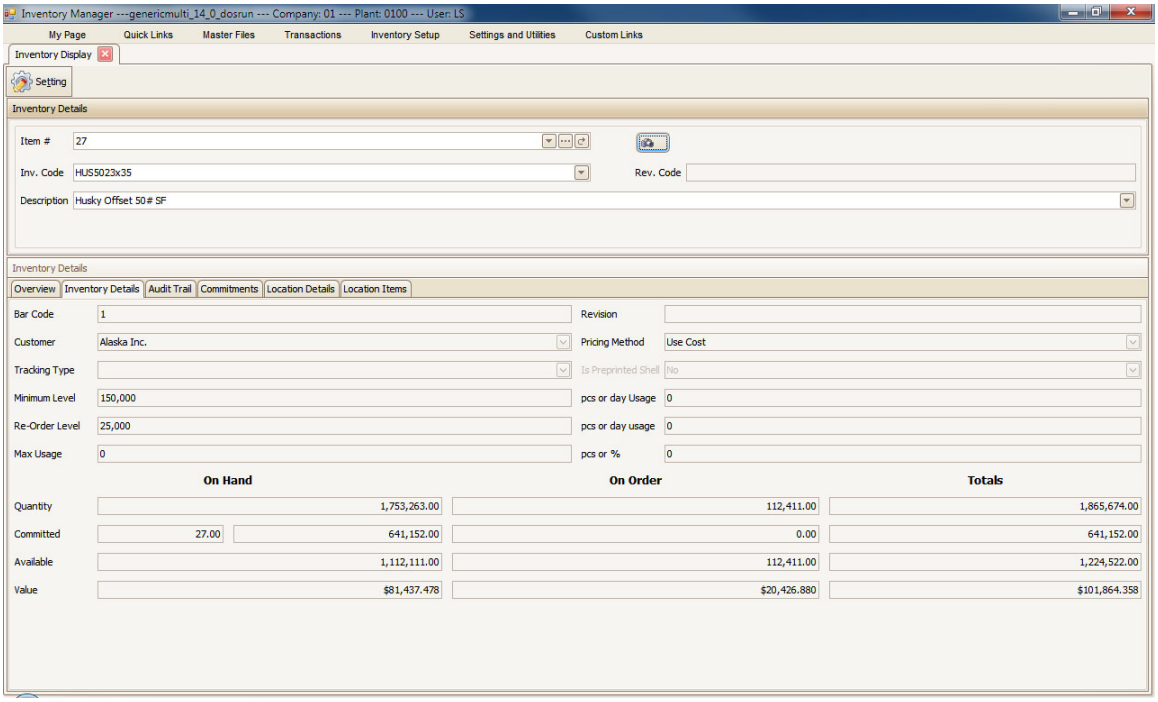
Real time inventory information is avilable 24/7 directly on our website. Please conatct your customer support person for Login details.

Inventory Display

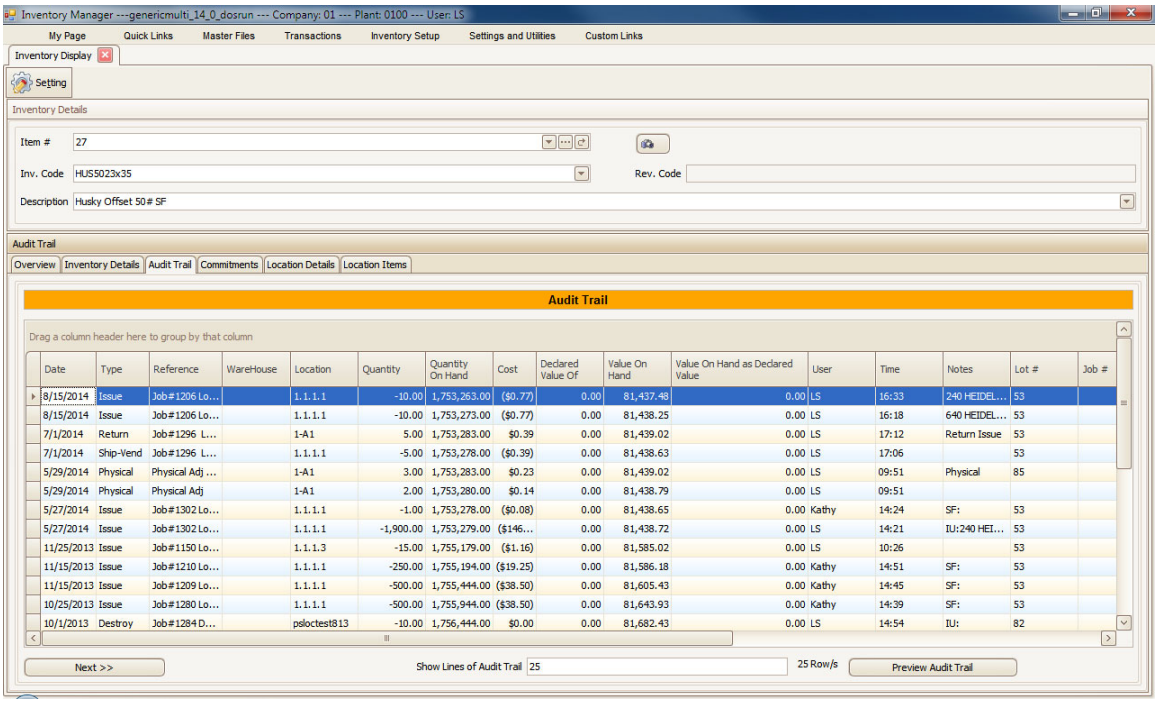
The Inventory Display module is similar to Master Files Inventory but as a Read-Only interface. This is meant for users who do not have access (security rights) to all the item's settings and attributes which are available in Master Files Inventory. These users can view Inventory Item's settings and attributes but not make any changes/edits to Inventory Items.

Refer to the Master Files Inventory documentation above regarding specifics about the item's settings and attributes fields.

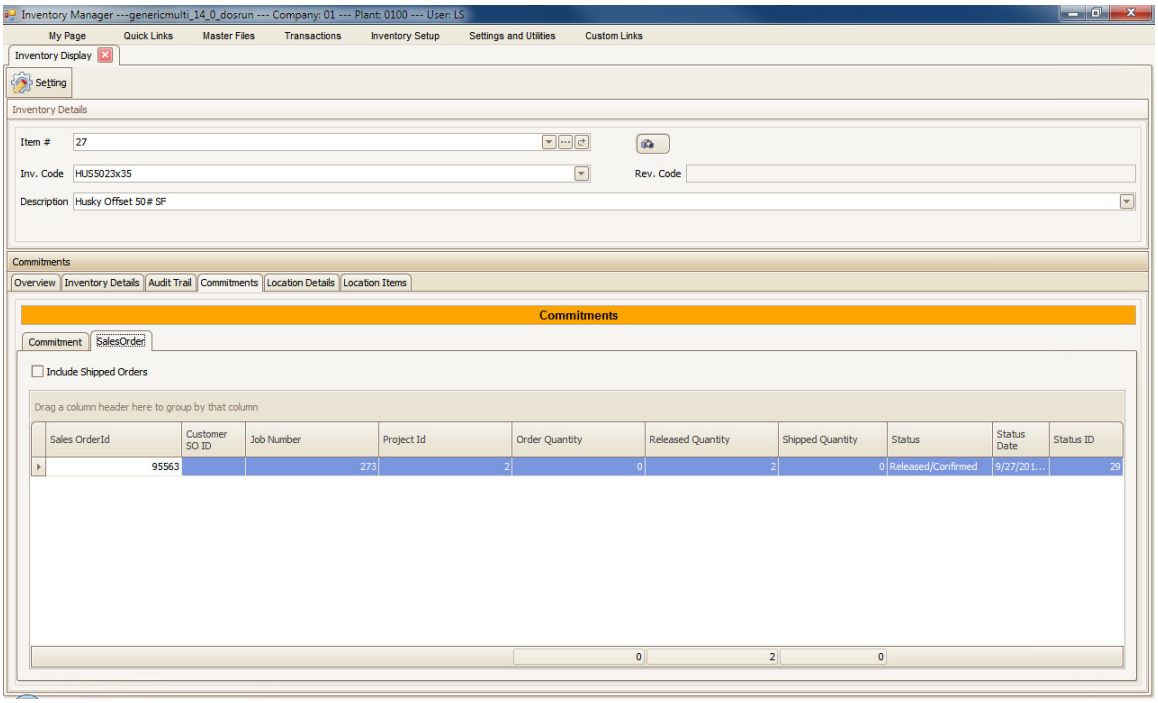
Inventory Details



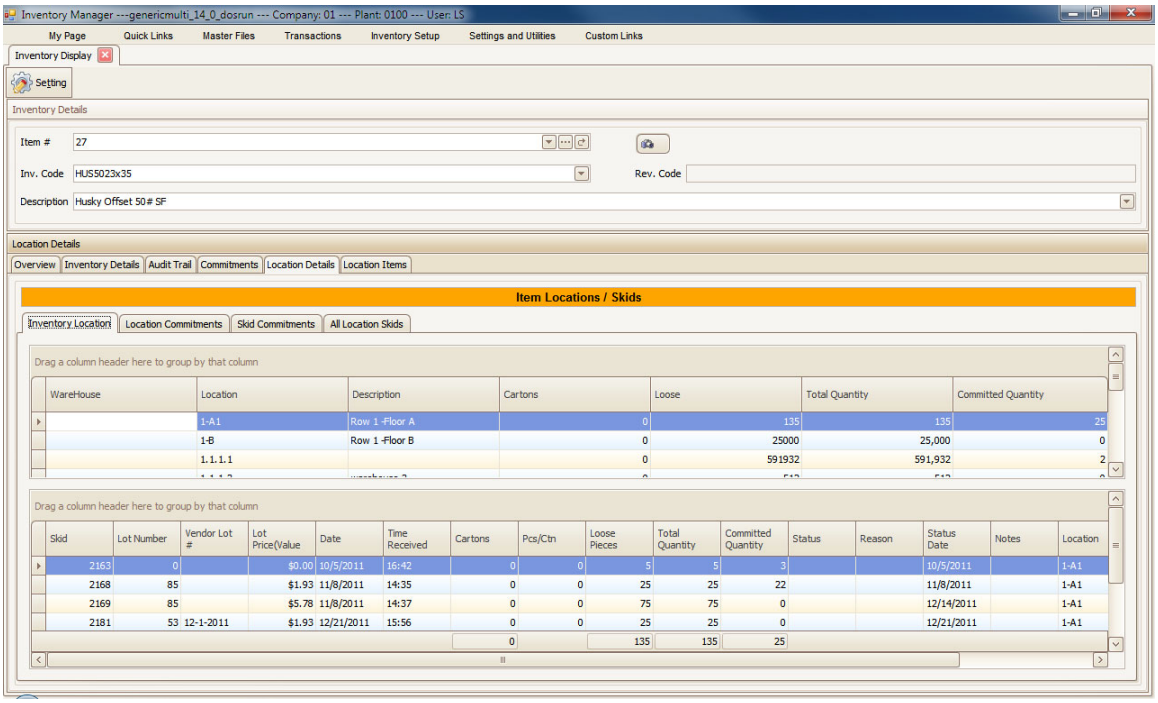
Audit Trail



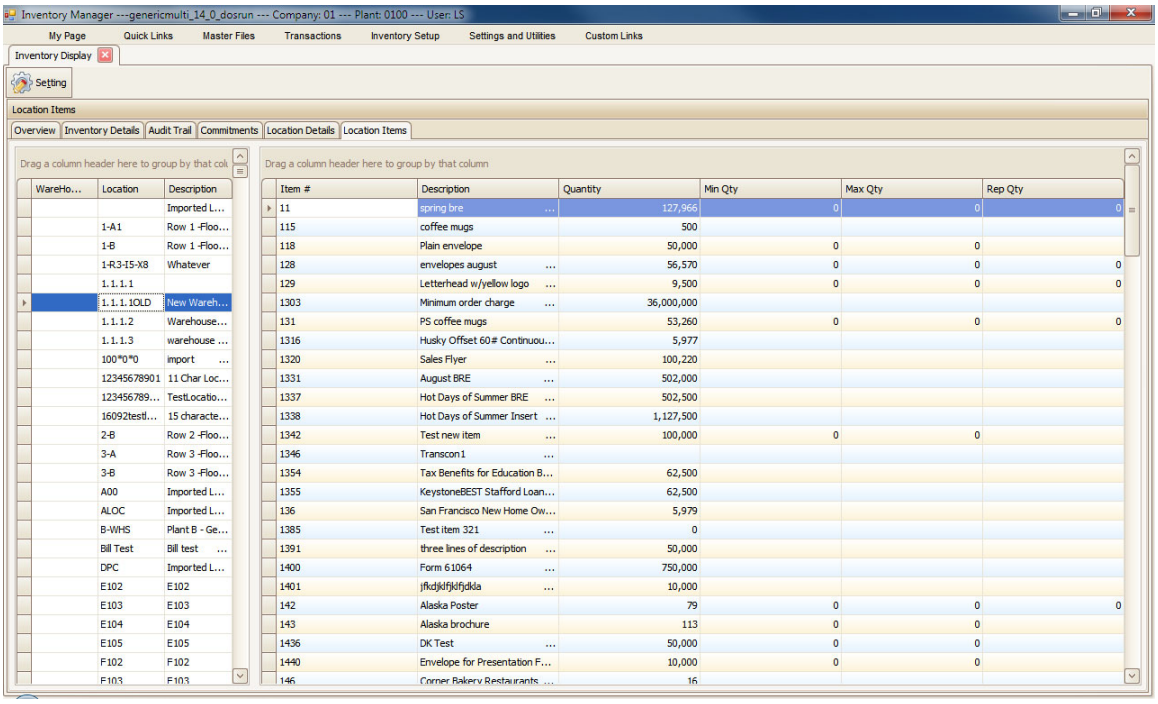
Commitments



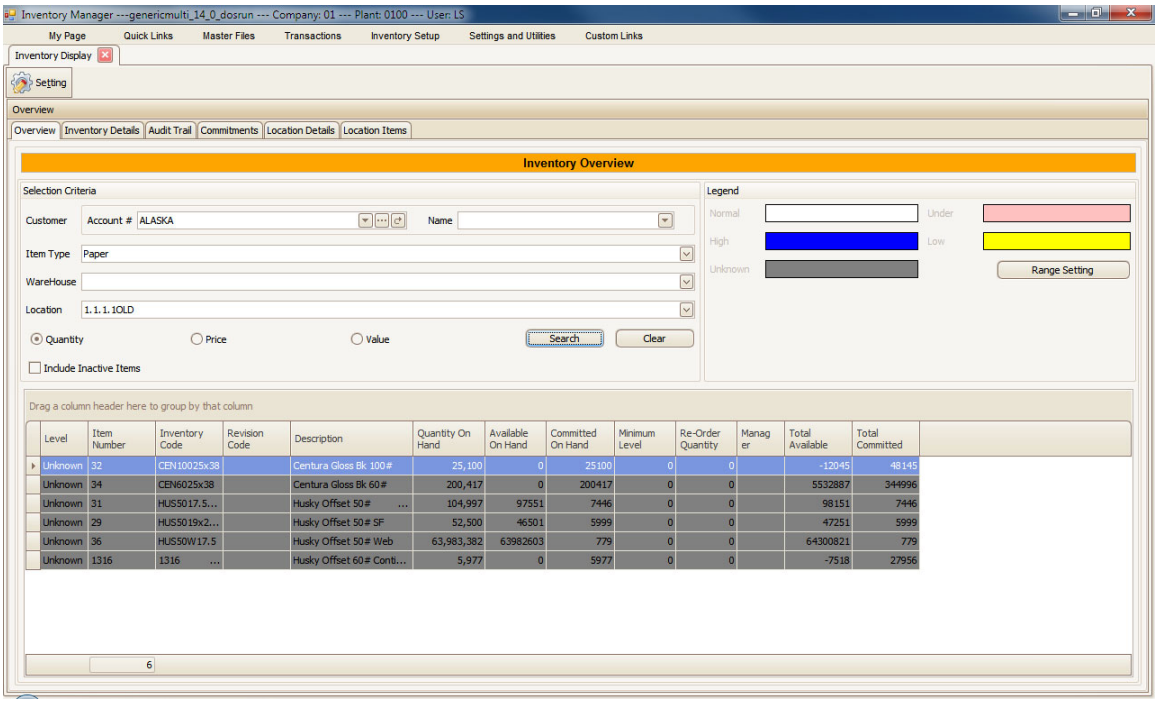
Location Details



Location Items



Overview


Inventory Manager ---genericmulti_14_0_dosrun --- Company: 01 --- Plant: 0100 --- User: LS
My Page
Quick Links
Master Files
Transactions
Inventory Setup
Settings and Utilities
Custom Links
Inventory Display
Setting
Overview
Overview
Inventory Details
Audit Trail
Commitments
Location Details
Location Items
Inventory Overview
Selection Criteria
Customer
Account #
ALASKA
Name
Item Type
Paper
WareHouse
Location
1.1.1.1OLD
Quantity
Price
Value
Search
Clear
Include Inactive Items
Legend
Normal
Under
High
Low
Unknown
Range Setting
Drag a column header here to group by that column
Level
Item Number
Inventory Code
Revision Code
Description
Quantity On Hand
Available On Hand
Committed On Hand
Minimum Level
Re-Order Quantity
Manager
Total Available
Total Committed
Unknown 32 CEN10025x38 Centura Gloss Bk 100# 25,100 0 25100 0 0 -12045 48145
Unknown 34 CEN6025x38 Centura Gloss Bk 60# 200,417 0 200417 0 0 5532887 344996
Unknown 31 HUS5017.5... Husky Offset 50# 104,997 97551 7446 0 0 98151 7446
Unknown 29 HUS5019x2... Husky Offset 50# SF 52,500 46501 5999 0 0 47251 5999
Unknown 36 HUS50W17.5 Husky Offset 50# Web 63,983,382 63982603 779 0 0 64300821 779
Unknown 1316 1316 Husky Offset 60# Conti... 5,977 0 5977 0 0 -7518 27956
6

Transactions

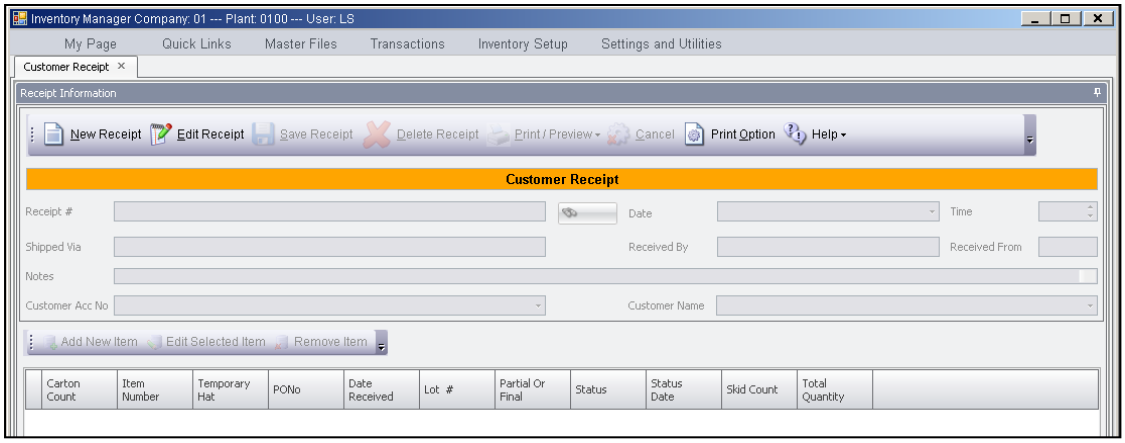
The features that are accessed in the Inventory Manager program within the Transactions menus are: Receipts, Issues, Transfer, Physical Count, Schedule Task, Inventory Request, Returns, Product Shipping, Lot Manager, Lot Handler, Create Job Item, and PO Return.

Receipts

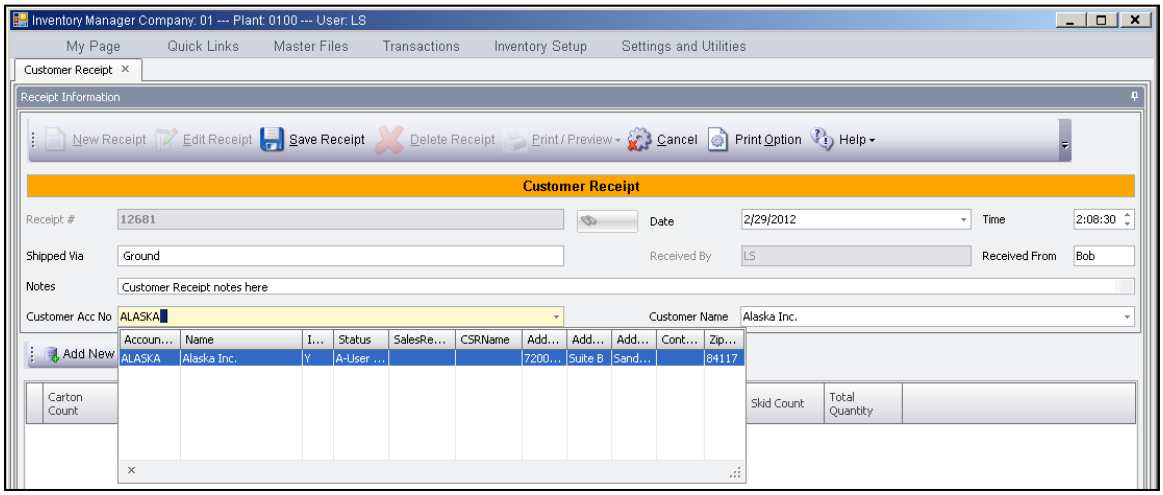
Within the Receipts menu in the **Transactions** Main Menu of the dot-net Inventory Manager are Customer Receipt, Purchase Receipt, Manufactured Receipt, Item Transformation and Kit Manifest Receipt.

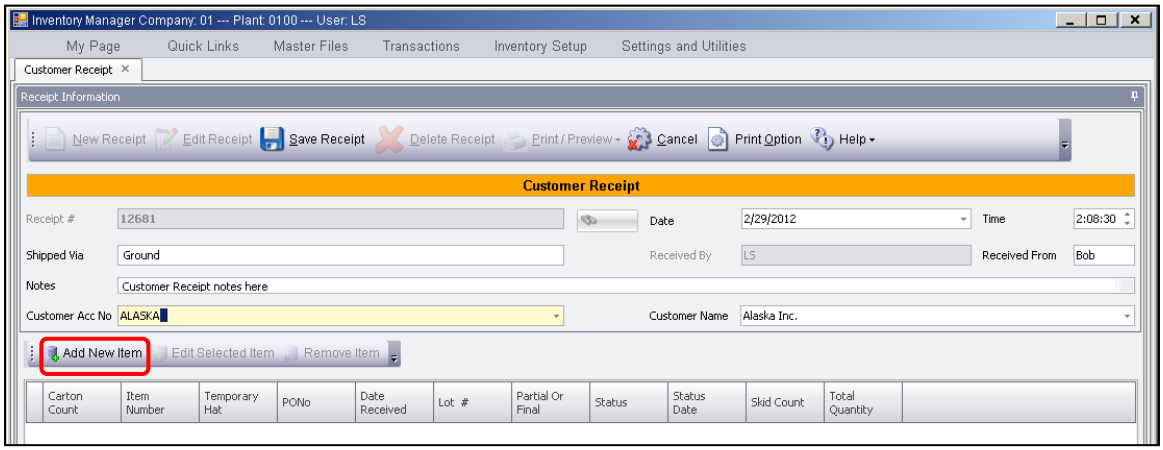
Customer Receipt

Clicking this feature under the Receipts menu bar displays the default screen where a new receipt is entered, or an existing receipt is edited.

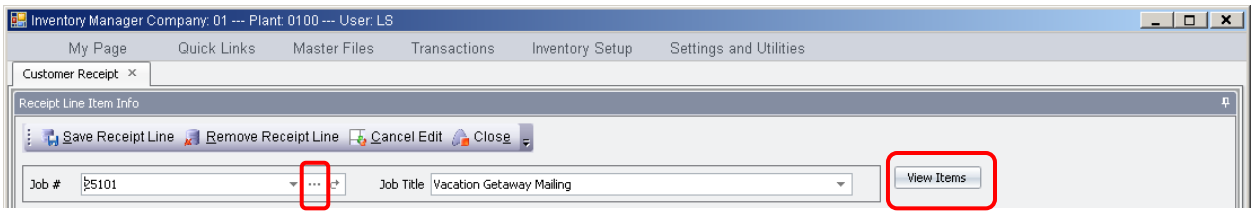


To enter a new receipt, click the **New Receipt** icon in the horizontal menu bar at the top of the screen. The next Receipt # is populated. Other fields include the Date (which can be changed using the calendar drop) and the time. Complete the **Ship Via** and **Received From** and any receiving notes. Select the customer by starting to key in the Customer Account Number or Name and then selecting when it appears.

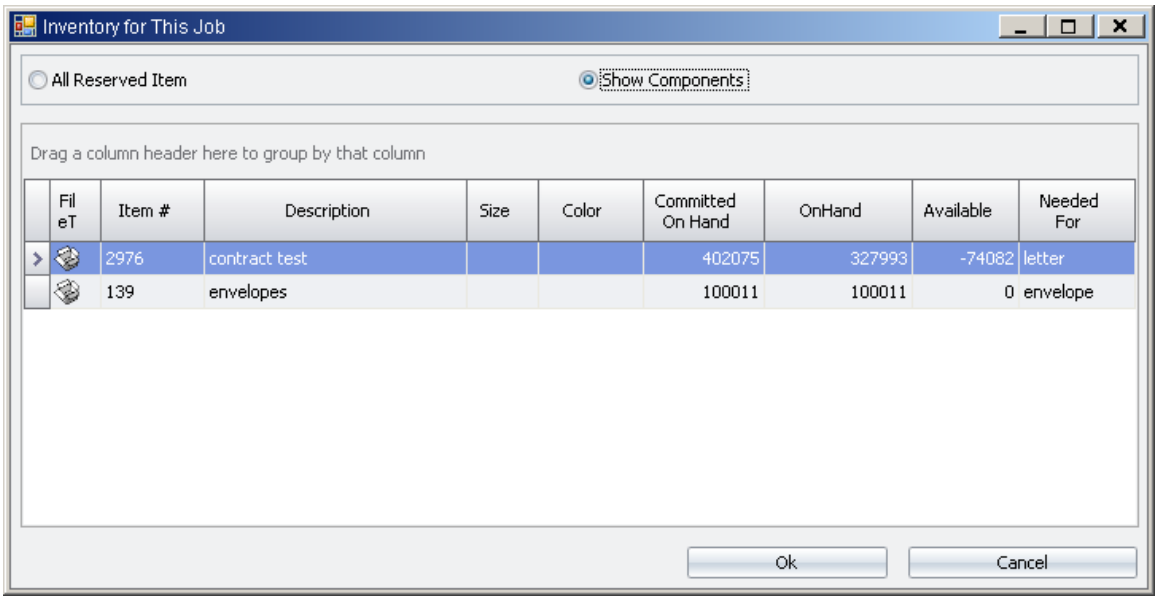




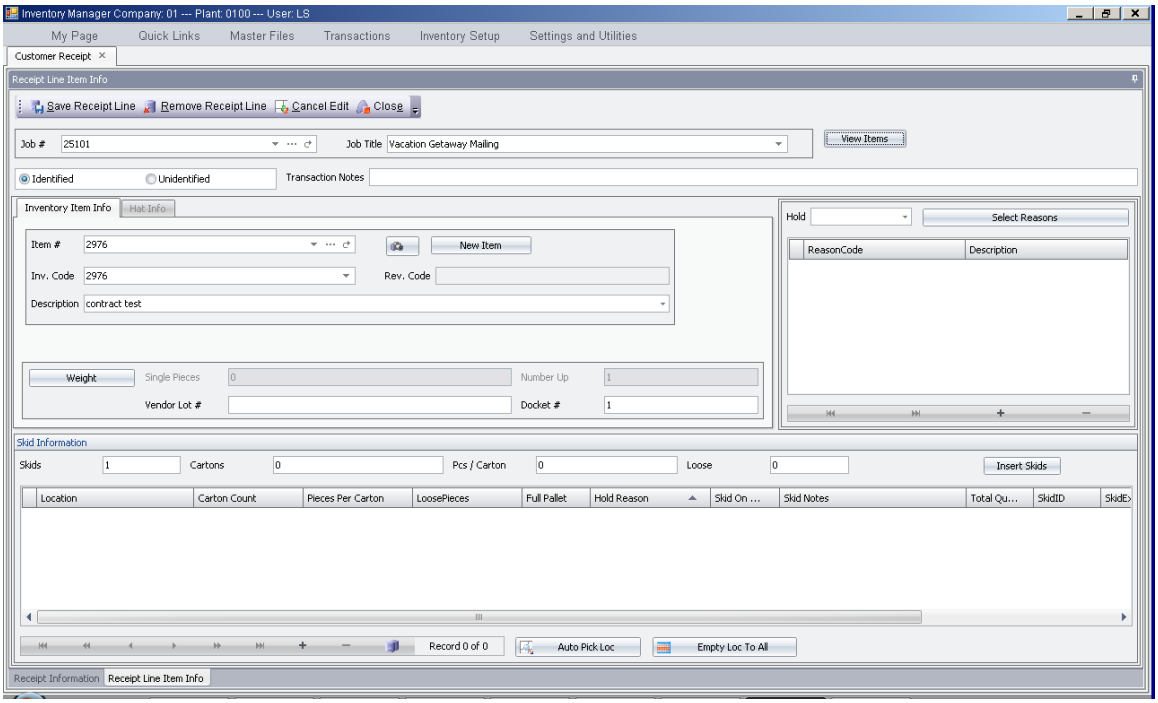
Click **Add New Item** and enter the job number and transaction notes. To look up the job number, click the **…** icon next to the job number field.



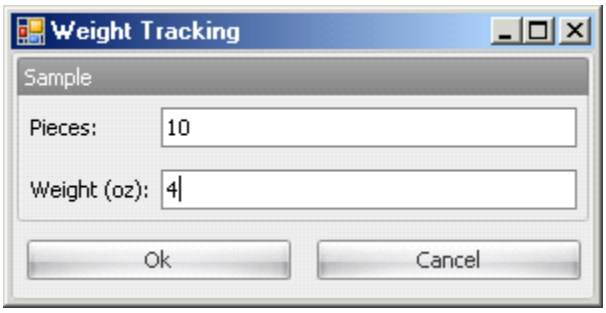
Click the **View Items** button to display a list of all components that are linked to the job number entered.

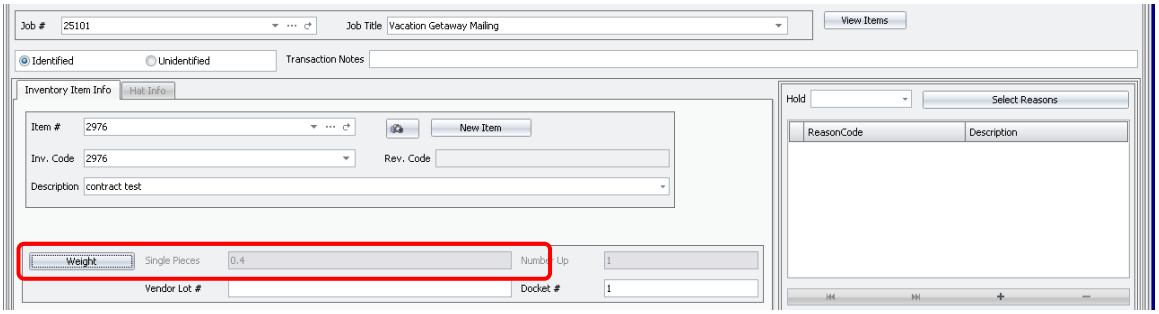


Double-click the item being received. This populates the **Inventory Item Info** tab.



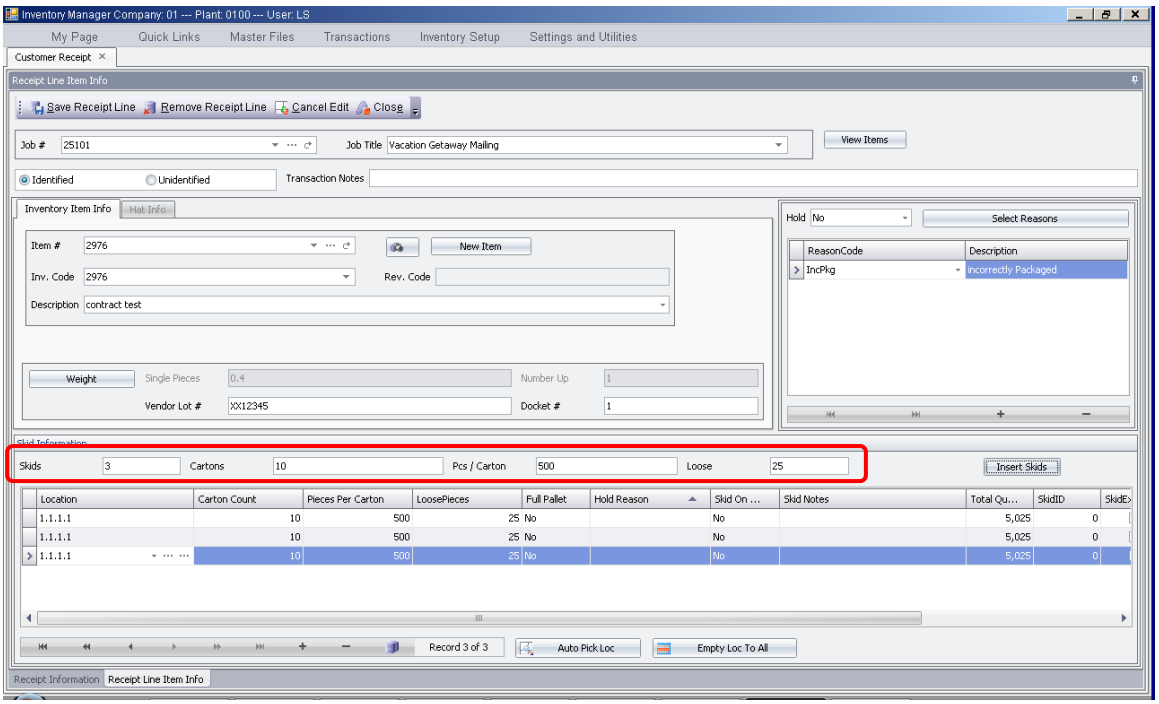
When the **Weight** button is clicked, a screen displays that provides the user with a weight-tracking measurement. Enter the number of sample pieces weighed and the total weight. PrintStream will then calculate the average piece weight for the component being received and populate the Single Piece weight.



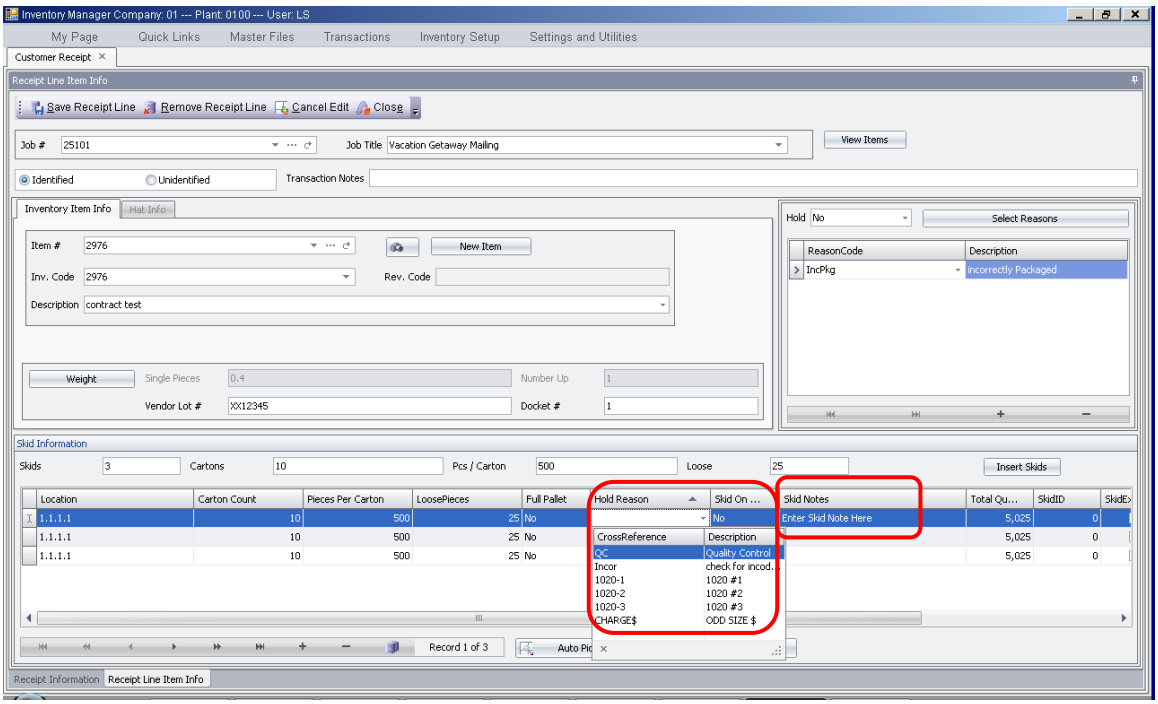


Enter the Vendor Lot # if desired. To the right are codes to place the shipment on hold (**Yes** or **No**) and select user-defined reasons for this action which can be selected by Code or Description.

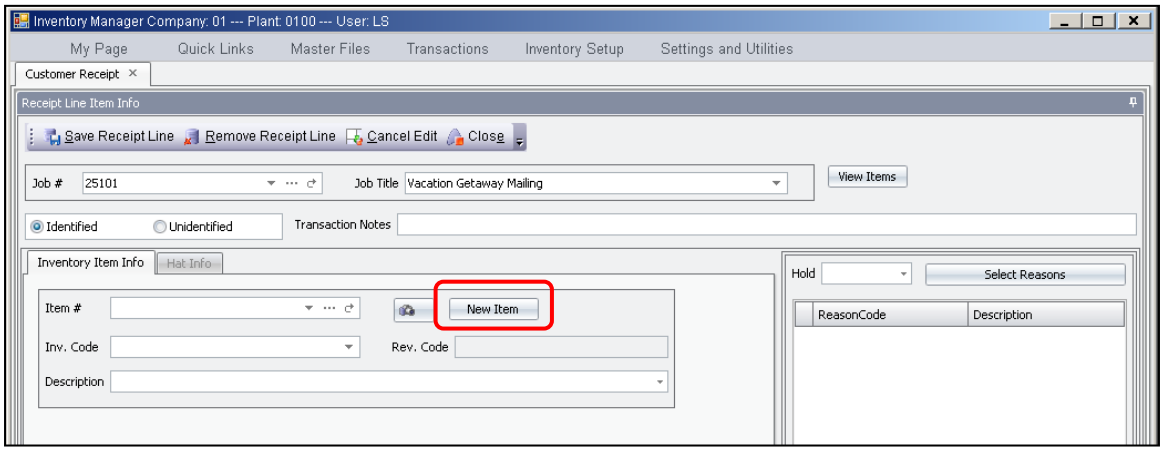
Enter the number of skids for the shipment, number of cartons, pieces per carton and loose pieces. Click the **Insert Skids** button.



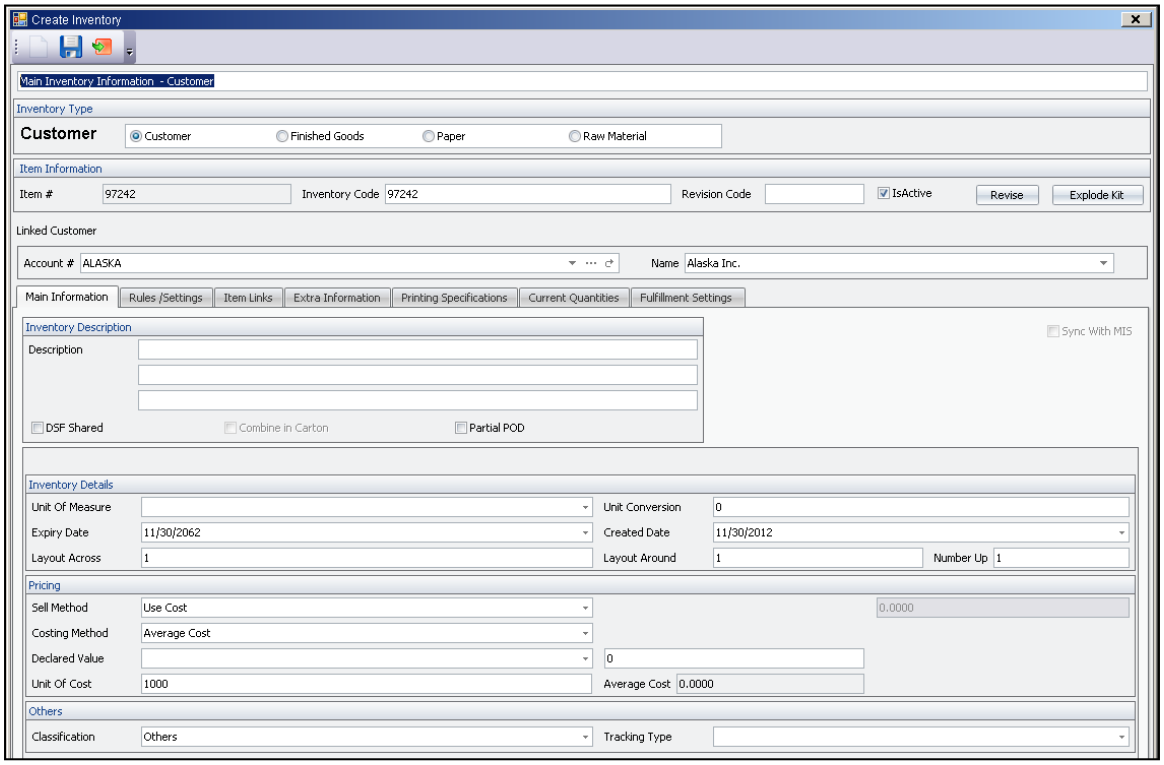
The grid will display with one-line item for each skid. Choose a location for each of the skids of material being received. There are three buttons to the left of the Location fields: the down arrow displays a list of existing locations (all locations); the second button loads the drop-down with all system locations; and the third button allows the user to search for a location. After the location is entered or selected from the list for each skid of incoming material, any one or all of the skids may be placed on hold by clicking in the **Skid On** field in the skid line and changing the default from **No** to **Yes**. Skid notes can be entered, and Hold Reasons selected.



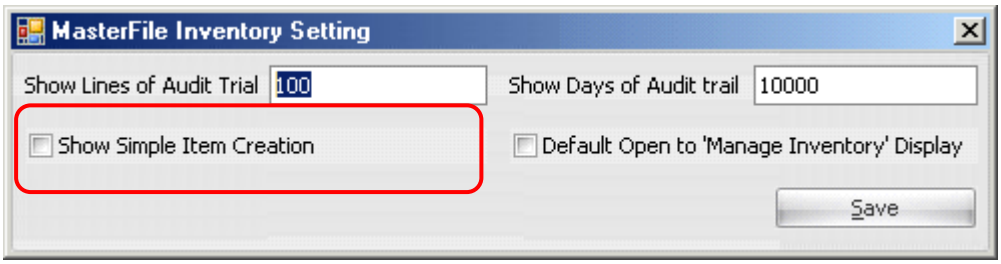
If the item being received does not already have an item number, the **New Item** icon under the **Inventory Item Info** section is used to create a new item for the incoming material.



Click the **New Item** button to open the Create Inventory screen.



This screen is identical to the screen that is accessed through **Master File Inventory > New Item**. This screenshot depicts the tabs that will appear if in the Inventory Settings program for the workstation that has been set with the **Show Simple Item Creation** check box cleared, which commands the system to use the non-simple item creation. The non-simple item creation setting uses the same six tabs that display for an existing item when the item is displayed for editing or viewing.

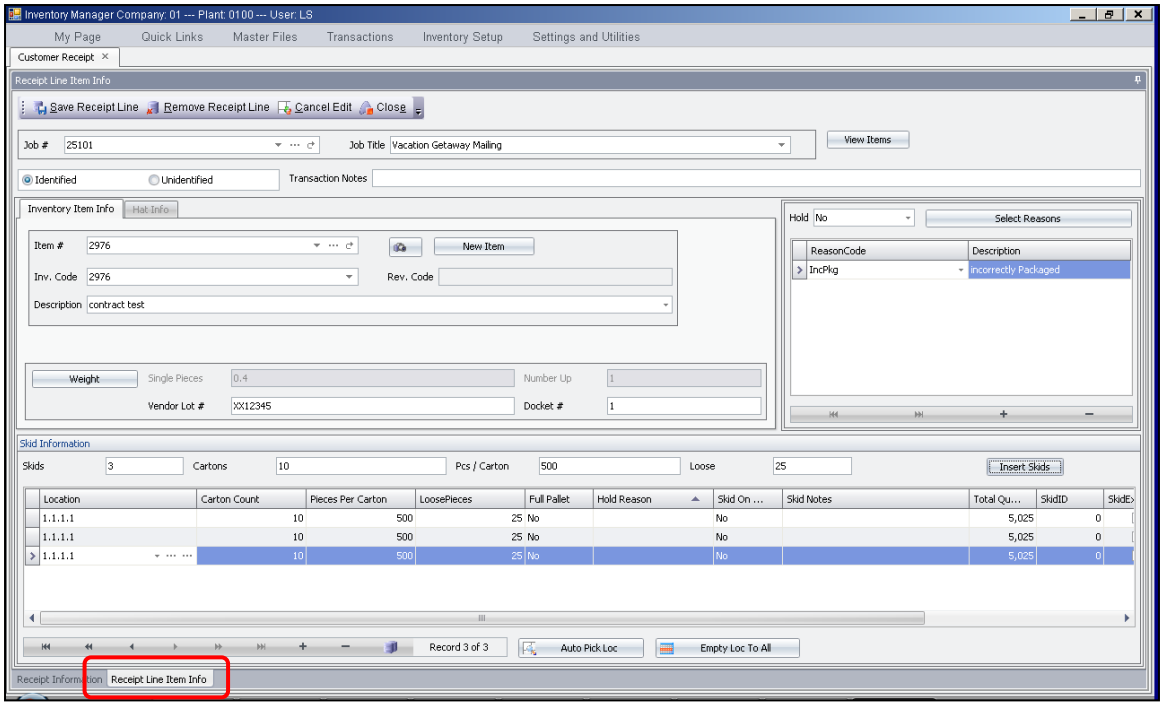


There are two options for receiving an item: Identified and Unidentified. The **Identified** radio button is selected when the material being received in is known. There is a customer or job number or other identifying information that is complete enough to receive the component and put it away. An Unidentified component or shipment would arrive at the dock door 'unannounced' and without any prior knowledge, would not have a receipt request waiting in Schedule Tasks or any other documentation to indicate this shipment/item is expected.

We will first go through an **Identified Receipt** for items that are expected or have enough detail with the shipment to receive it and put it away.

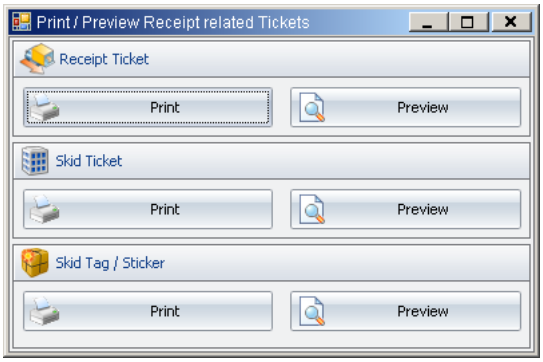
Enter the Inventory Code and begin entering the customer account number or the customer name until it appears in the drop-down box, if this is a customer inventory receipt. When present, select the customer and press **Enter**. Complete the rest of the details for the six tabs. Not all fields are mandatory fields.

Once the inventory item details are complete in the **Receipt Information** tab, click the **Save** icon in the horizontal bar at the top of the screen. The program flips the user to the **Receipt Line Item Info** tab where the receipt details of the *shipment* are entered (i.e., weight, vendor lot number, number of skids, cartons, pieces per carton and loose pieces; location, etc.)



The user can move back and forth between the two tabs **Receipt Information** and **Receipt Line Item Info** until the receipt line is ready to save. Click the **Save Receipt Line** button in the horizontal menu bar at the top of the screen to complete the transaction. Then click **Save Receipt** in the horizontal menu bar at the top of the Receipt Information screen.

Receipt related ticket selections to print or preview will display.



This is an example of the Receipt Ticket:

Streamline Solutions
100 American Way
DETROIT MI

Entered By: NORMA
Entered Date: 05/28/2010
Entry Time: 12:44 PM

Receipt Date
05/28/2010

Receive Inventory to Warehouse

Receipt #: 5817

Customer NELS
Nelsen Fundraisers
5331 W. Jackson Drive
SEWARD NE 68434

76408
Letter 4068
Letter 4068

Inventory Item#	*Inventory Code / Description*
Shipped Via...	Ground
Received From..	Crete Carrier
Job Number 4101	Shop Floor Demo 2 Personalized 8.5 x 11 letter and insert with PIH4C brochure into #10 OE
Salesrep / CSR...	Norma Nelsen / Norma Nelsen
Sample Weight..	Weight of piece = 2

Receipt Notes...
Reason Code ...

The following Inventory was Received

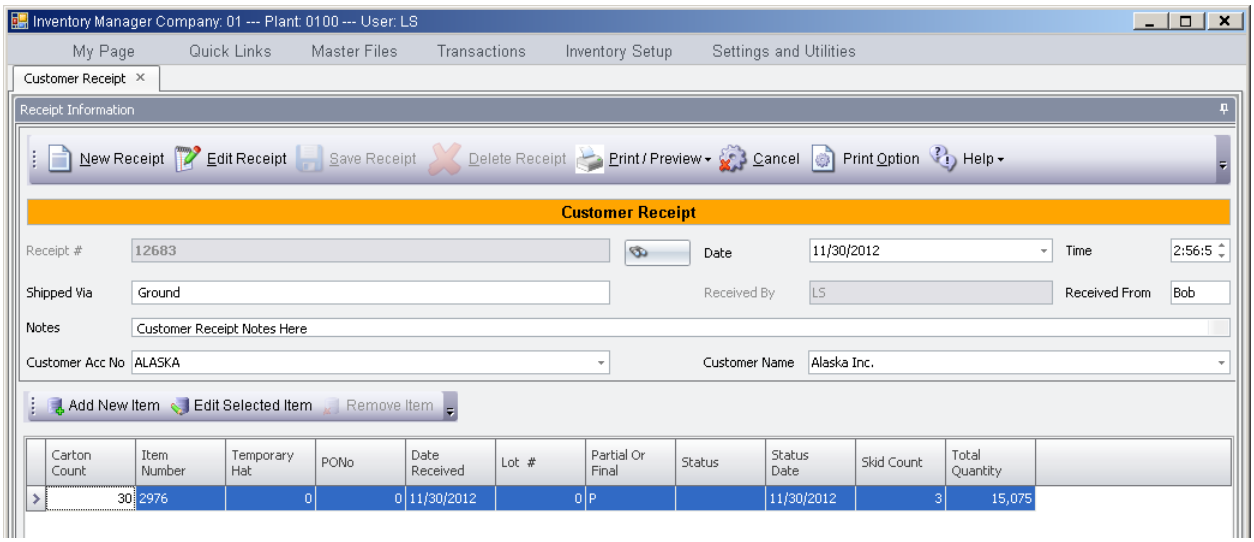
Lot	*Location*	*Skid ID#*	*Cartons*	*Pcs/Ctn*	*Loose*	*Total Quantity*
0	S.01.3	30590	10	5000.00	0.00	50000.00
0	S.01.3	30591	10	5000.00	0.00	50000.00
Total			20			100000.00

The skid tickets:

And the skid tags:

When the window for the receipt tickets is closed, the user is returned to the **Receipt Information** tab to either edit the receipt or create a new receipt.

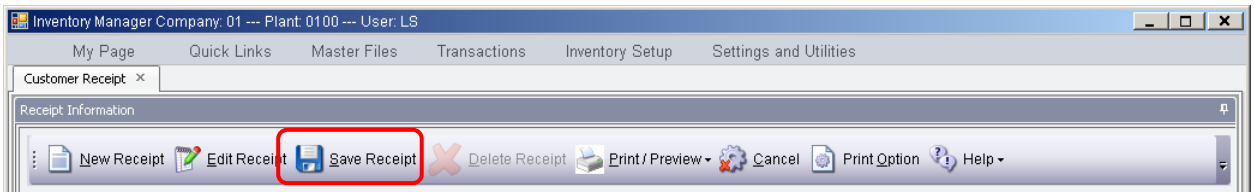
To edit the receipt, click the line item in the lower half of the grid and then click **Edit Selected Item**.



Make the necessary edits to the receipt details and **Save the Receipt Line**. The user will be again be back at the **Receipt Information** tab.

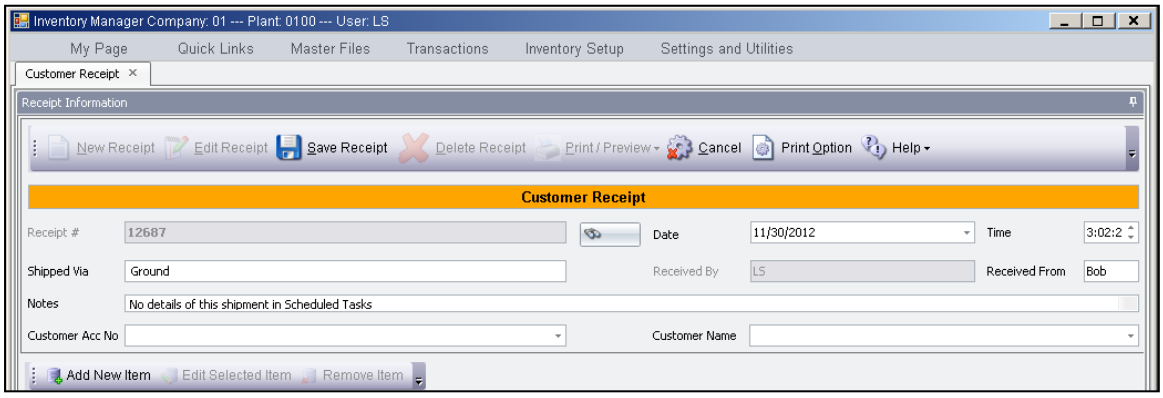
To remove the receipt line, click the line item in the lower half of the grid and then click **Remove Item**.

When the receipt is ready to save, click **Save Receipt** in the horizontal menu bar at the top of the screen.



We will now go through an **Unidentified Receipt** for items that are not expected and do not have identifying information to receive and put away. These are fondly referred to as 'Hat Receipts' because they are often identified with a small orange cone that has a 'hat receipt number' affixed which is prominently displayed on the top of the skid of unidentified material.

Enter the **Receipt Information** details in the first screen and click **Add New Item**.



Select the **Unidentified** radio button, enter any transaction notes, a hat number and hat description. The hat number is any number that will identify this material – the number that is affixed to the orange cone that is about to be placed on the skid of material. The hat description is a detailed description of the component that is being received. The rest of this screen is the same as receiving identified material. Place the skid on hold and enter a reason code if desired.

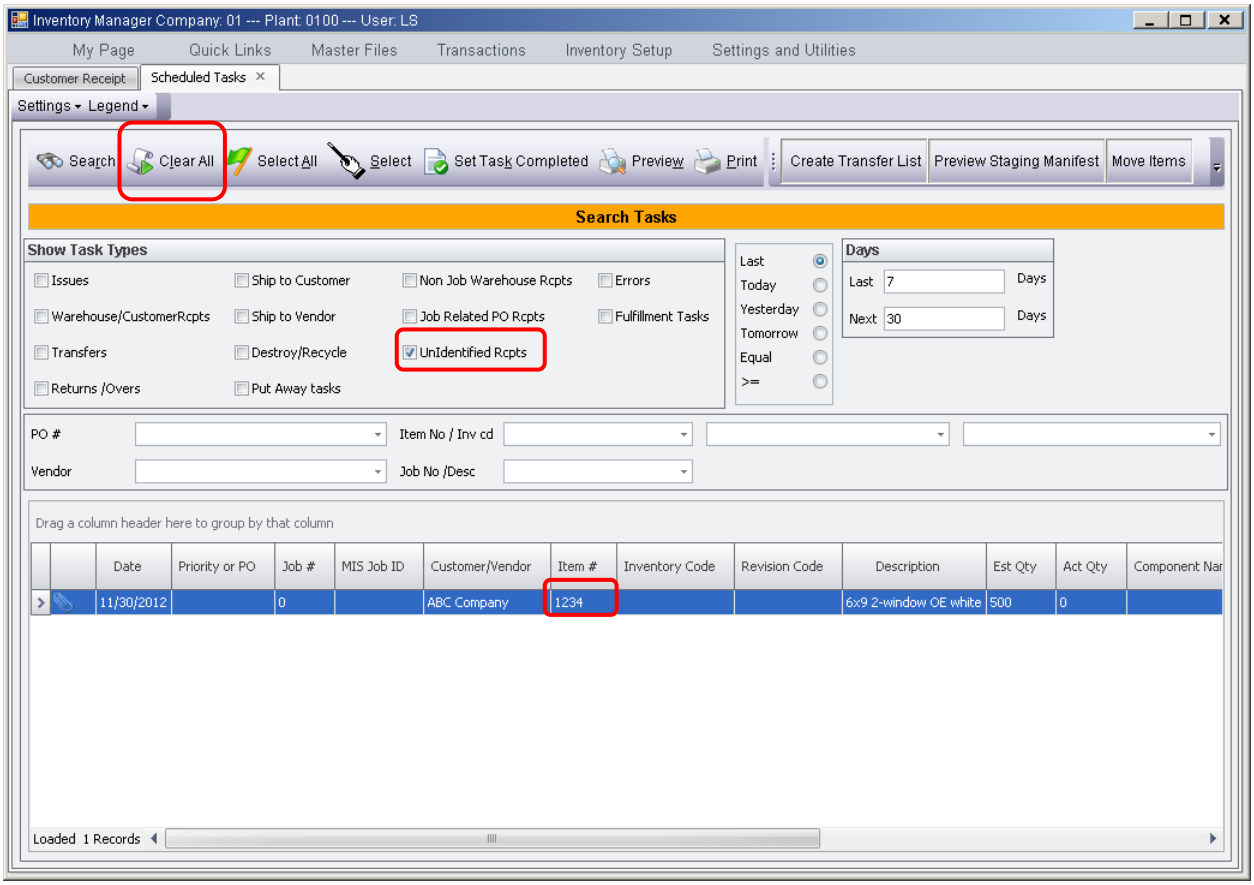
Click **Save Receipt Line**. The user will now be in the **Receipt Information** tab where he can click **Save Receipt** then print or preview the Receipt Ticket, Skid Ticket, or Skid Tag.

Note: To print a report of items on hold, go to Inventory Reports > Action Reports > Skids on Hold Status

Using Schedule Task to Complete an Unidentified Material Receipt

When the component is identified, open the Schedule Task program.

Click **Clear All** and select **Unidentified Receipts**.



Click the **Search** button. Find the material to be identified. The hat number will be in the item number field in the grid.

Double-click an item to bring up Edit Receipt screen and click the **Edit Selected Item** button in the menu bar right above the grid.

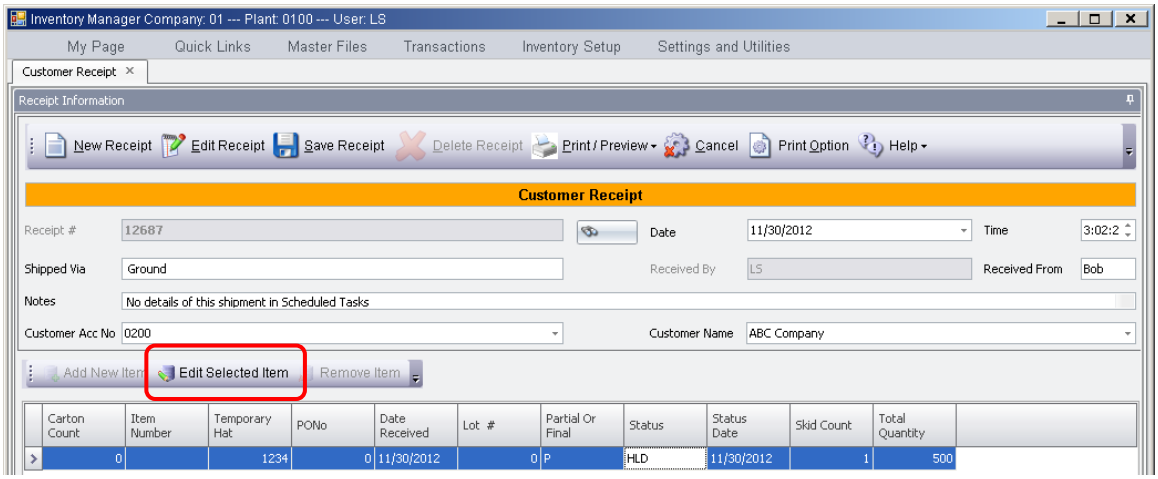
Change the radio toggle from **Unidentified** to **Identified**. Complete the information, save the receipt line and then save the receipt. Print or preview the Receipt Ticket, Skid Ticket and/or Skid Tag.

Using Customer Receipt to Complete an Unidentified Material Receipt

A second method of completing a receipt for **unidentified** material is to open the Customer Receipt program, click **Edit Receipt** in the horizontal menu bar at the top of the screen, enter the receipt number, select the line to be edited and click **Edit Selected Item**.

Change the radio toggle from **Unidentified** to **Identified**. Complete the information, save the receipt line and then save the receipt. Print or preview the Receipt Ticket, Skid Ticket and/or Skid Tag.

On Hold skids will not allow an issue, ship to customer or ship to vendor to occur until the skid is taken off hold status. A message will display that states this skid cannot be used because it is on hold. The skid can be transferred to a new location, but the new skid ticket will still show the item on hold. To remove the HOLD on the skid, open Customer Receipt, enter the receipt number and highlight the receipt line that has the Status set to HLD.

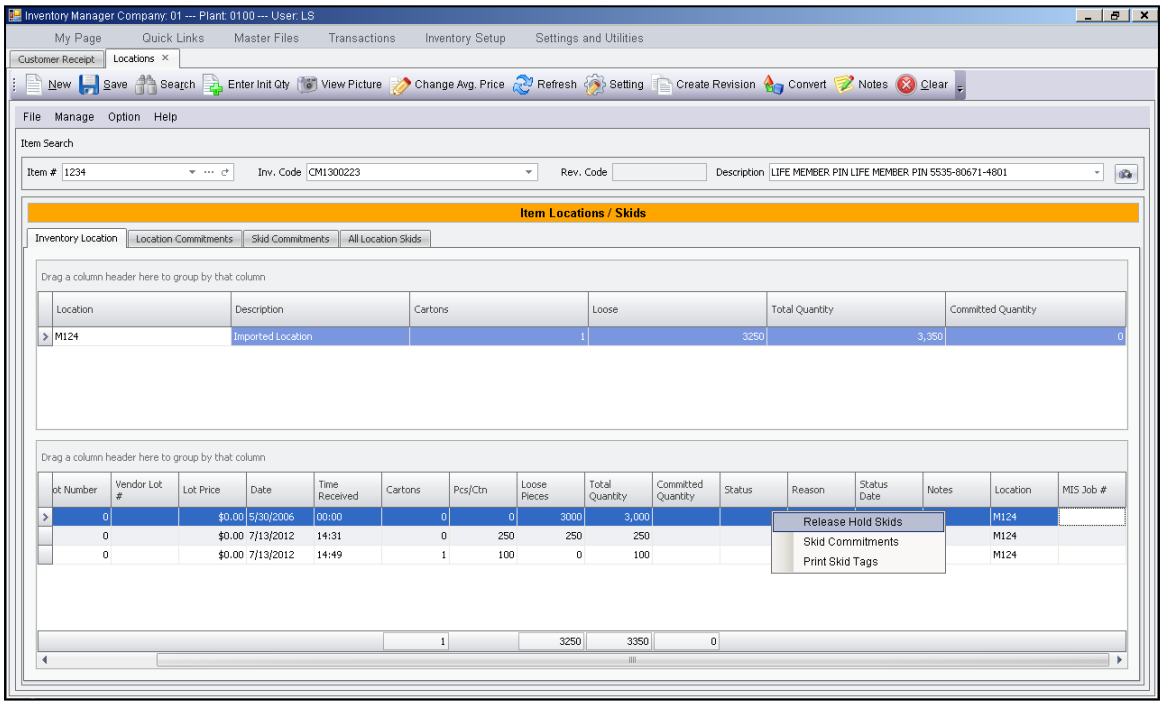


Click the **Edit Selected Item** button. The skids will display in lower half of the grid. Click the field in the **Skid On** column and choose **No**. This action will take the skid off hold.

OR

Open Master File Inventory > Locations and enter the item number of the material with the skid on hold. Press the **Enter** key on the keyboard. The top half of the grid is all the locations that store this material item. Highlight the location for which the skid resides and locate the skid that is on hold in the lower half of the screen.

Right-click the **Status** field of the line for the skid on hold and choose **Release Hold Skids**.

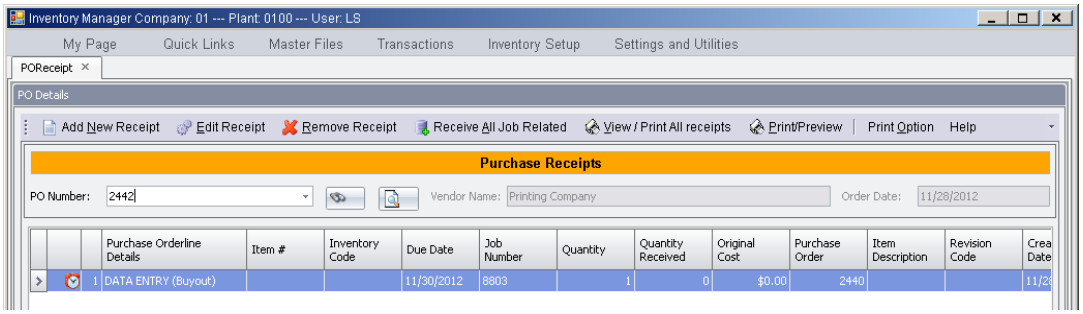


Purchase Receipts

To receive a purchase

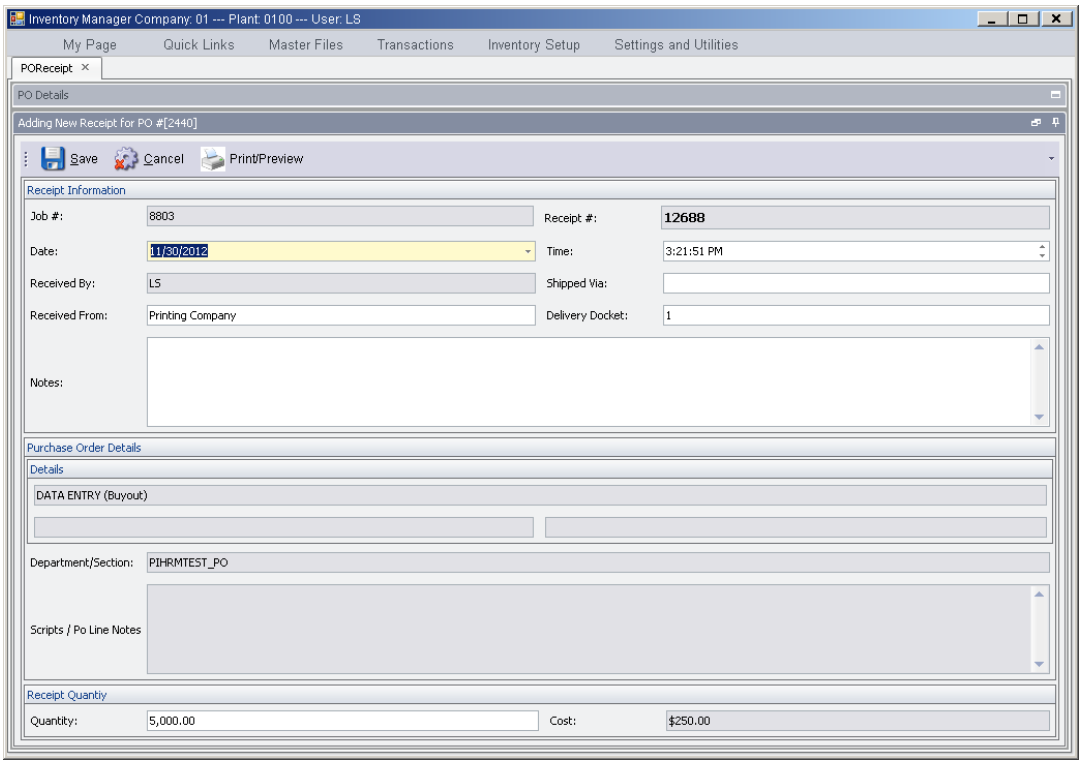
1. Open the Purchase Receipts program in the **Receipts** menu bar of the **Transactions** menu in the Inventory Manager program.
2. Enter the **PO Number** in the field at the top left of the screen and choose it from the drop-down box when displayed.
3. Click **Add New Receipt**.

   The PO Details screen opens.

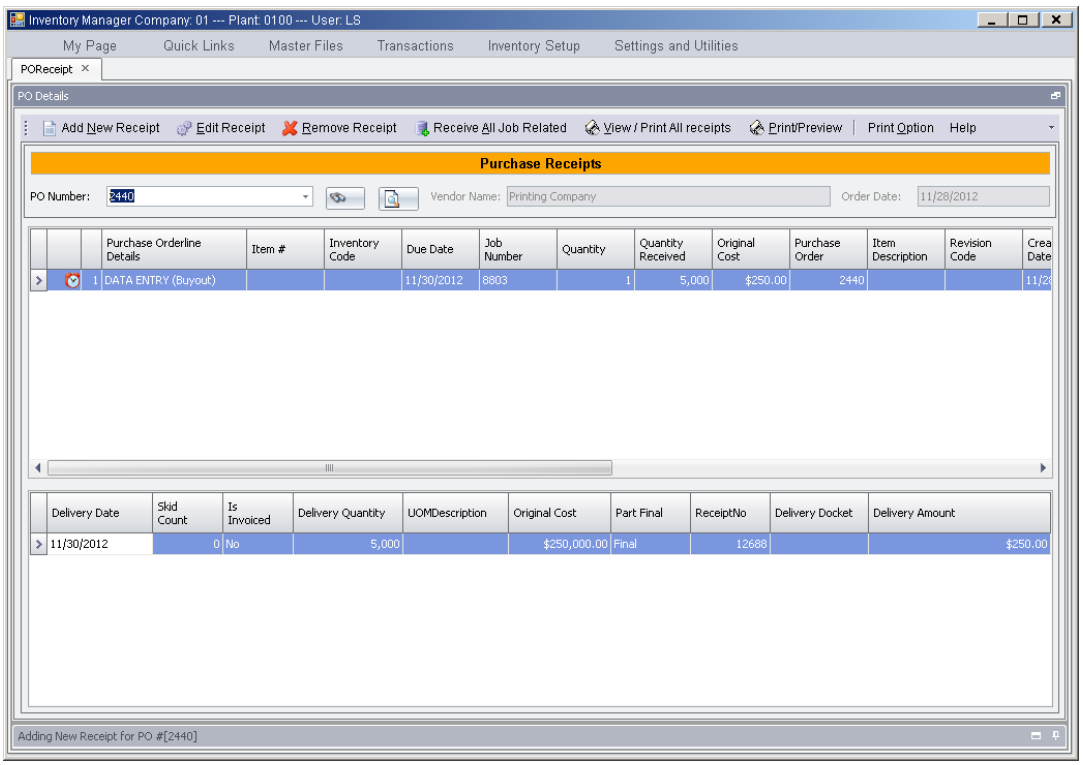


4. Double-click the purchase order line details to be taken to the Adding PO Receipt screen.
5. The **Receipt Information** section includes the receipt date which can be changed using the drop-down calendar to select a date other than the default entry which is today's date.
6. Enter the **Shipped Via** information and any notes.
7. In the Purchase Order Details section, complete the received quantity. The cost will populate based on the purchase order per-price that was entered when the PO was created.

8. Click **Save** then answer whether this receipt is final.



The PO Details screen now lists the receipt information in the lower half of the grid for this line item.



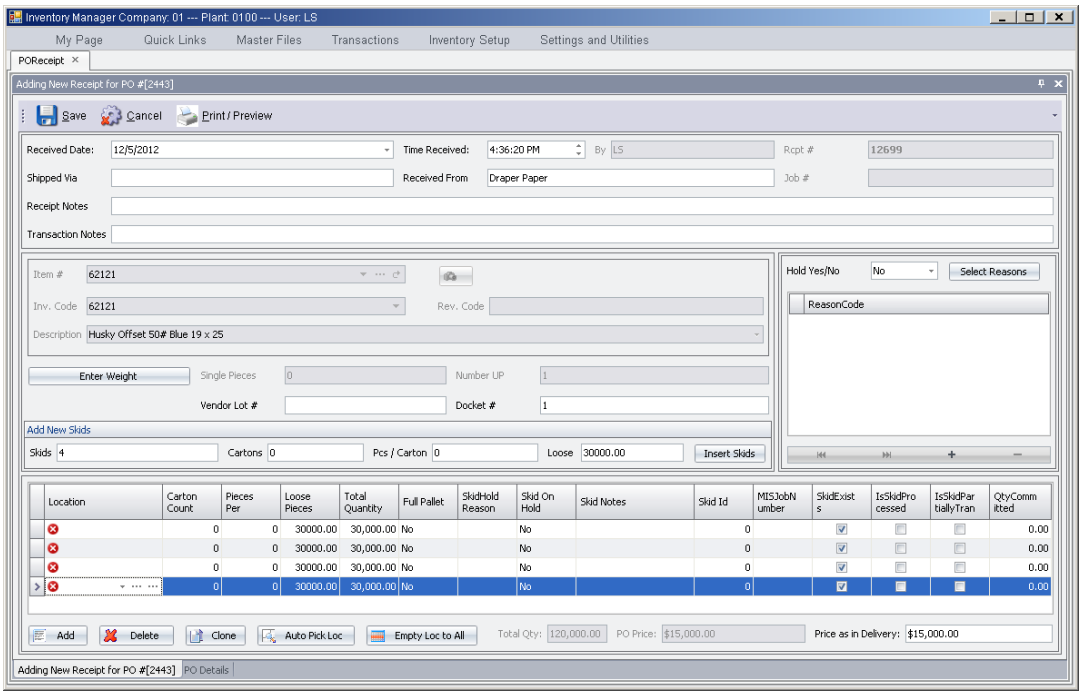
Users may now **Add New Receipt**, **Edit Receipt** or **Remove Receipt**. Other options include **Receive All Job Related** and **View/Print All Receipts**.

Paper inventory PO receipts are completed in the same manner, except of course the details of the receipt will differ. Enter the header details such as **Shipped Via**, **Receipt Notes**, and **Transaction Notes**. Complete the item information to include a **Vendor Lot #** for the paper if one is supplied by the vendor. Add the new skids. The quantity received will display the purchase order price for the paper as created in the purchase order.

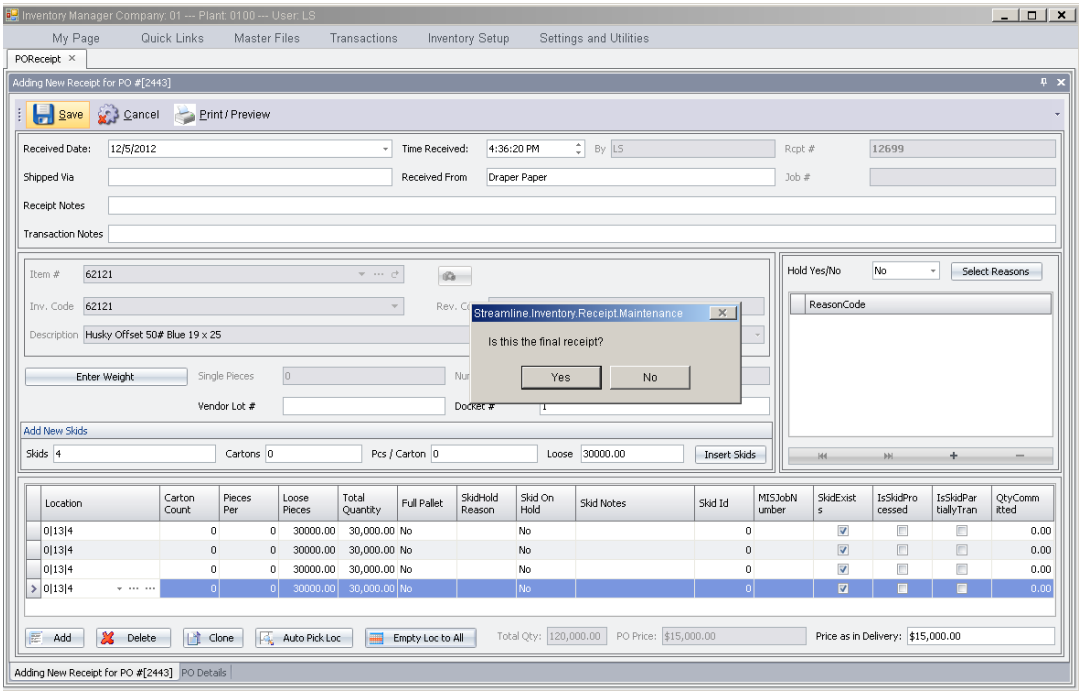
Additional controls at the bottom of the paper receipt are:

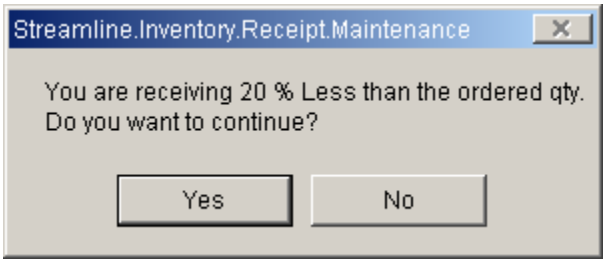
- **Add** – double-click this button to add another line to the receipt.
- **Delete** – click this button to delete the line highlighted.
- **Clone** – click this button to clone the highlighted line of the receipt. Cloning the line copies the data from the line highlighted when the **Clone** button is clicked.

There are a couple of other options: **Empty Loc to All** will assign the first empty location to all skids in the receipt line; **Auto Pick Loc** is used to find an empty location when you use locations that have heights defined. Additional controls are available for each skid line: click the field for the line in the **Full Pallet** column to indicate whether this is a full pallet – **yes** or **no**; click the field for the line in the **Skid On Hold** column to indicate to put this skid on hold (defaults to **no**); click the field for the line in the **SkidHoldReason** column to choose a reason the skid has been placed on hold (user defined); and click in the **Skid Notes** field to enter notes specific to this skid.



When the details of the purchase order paper receipt are complete, click the **Save** button in the horizontal menu bar at the top of the screen. Confirm final receipt or partial receipt. When a final receipt is confirmed with a quantity that is less than the purchase order quantity, an informational message will display. In the example below, a quantity of 120,000 was received against a purchase order quantity of 150,000. A message displays: “You are receiving 20% Less than the ordered qty. Do you want to continue?” Clicking yes will finish the receipt; clicking no will delete the lines and return the user to the PO Details screen to select the PO line again.



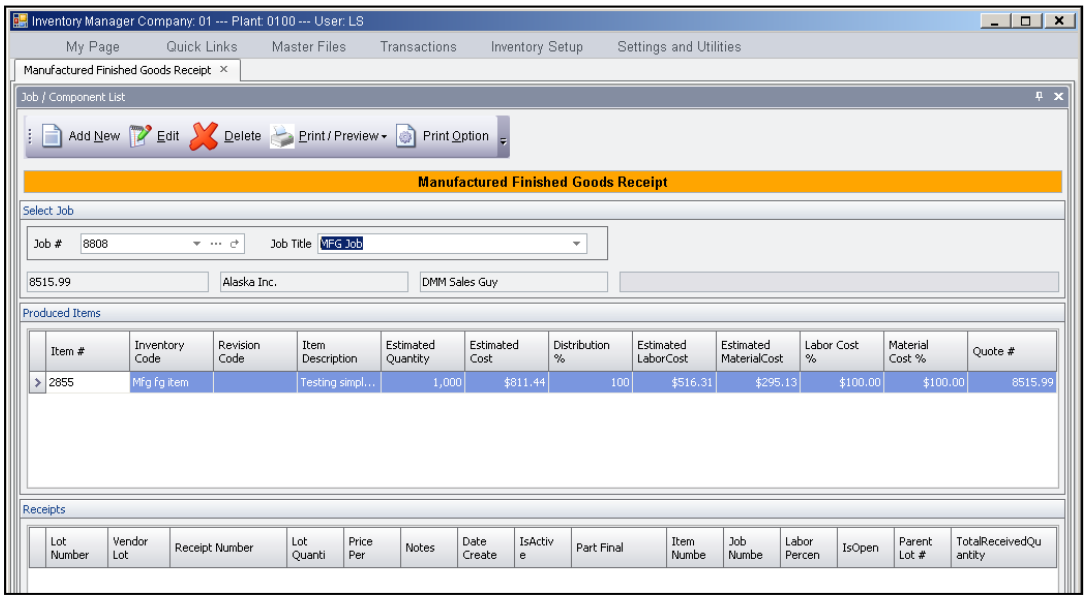


Clicking **Yes** will save the receipt and display the receipt information in the lower half of the grid of the PO Details screen.

Manufactured Receipt

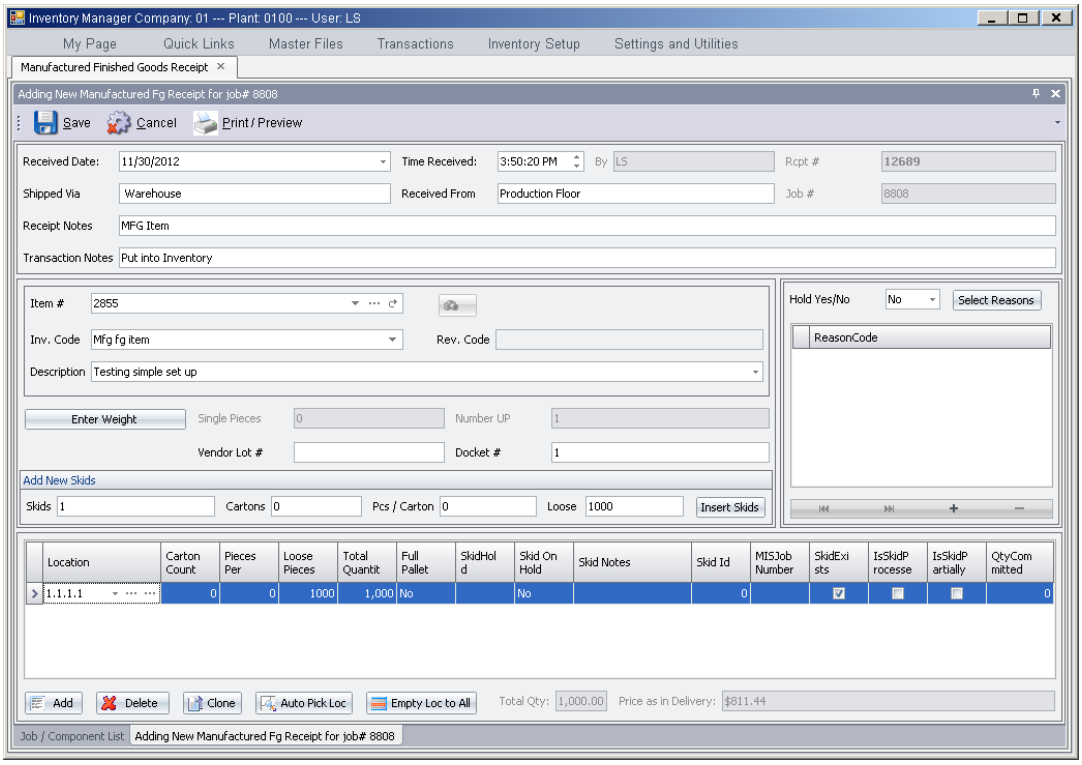
To receive manufactured finished goods

1. Open the program under the **Receipts** menu in the **Transaction** menu of the Inventory Manager program.
2. The screen will display. Enter the manufactured finished goods job number and tab key. The manufactured finished goods item(s) for this job will load into grid.

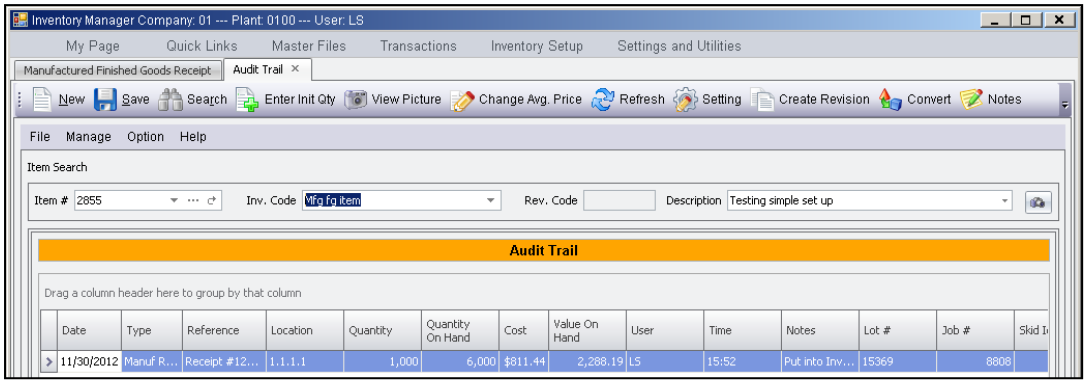


3. Click the **Add New** button next in the horizontal menu bar at the top of the screen.

4. The Adding New Manufactured FG Receipt screen opens. Enter the receipt details in the top section of the screen and the item details in the lower section of the screen.



The manufactured finished goods item number 2855 has been received into inventory for a quantity of 1,000 with a lot number assigned of 15369.

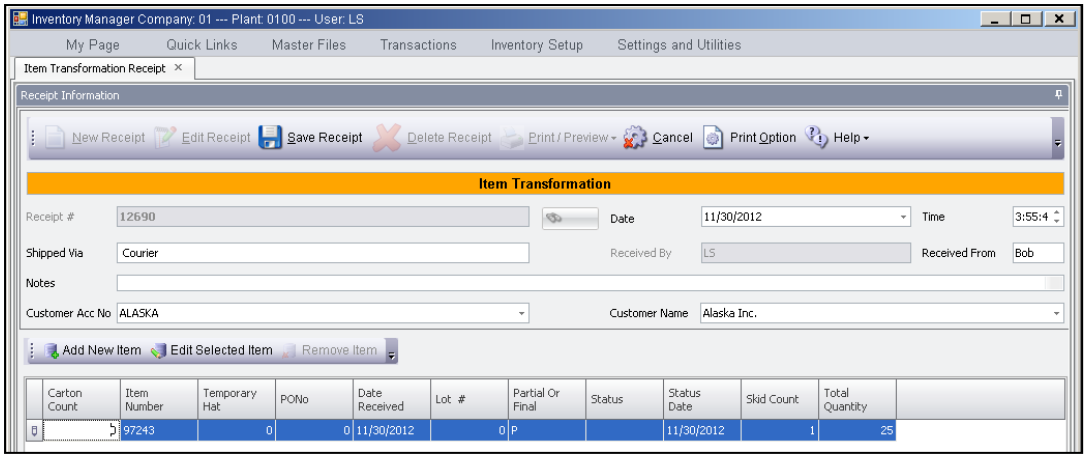


Item Transformation

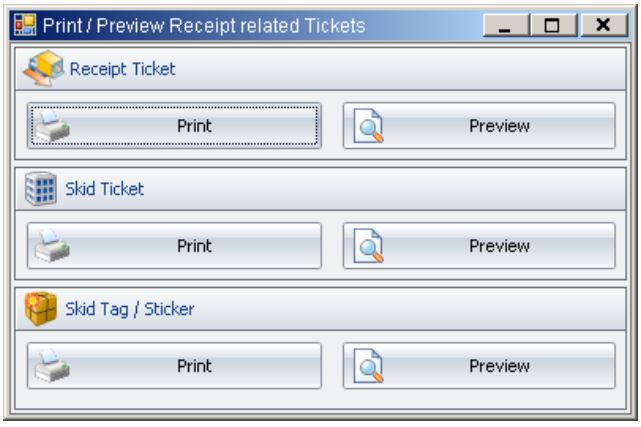
This option is designed for receiving material that is NOT coming from your customer or as a receipt for a purchased item. Typically, if you were to issue material to a vendor for outside printing or processing, eventually the material will be returned to you for receiving. This screen allows you to record receipt of inbound material back from a vendor or manufacturing process. Currently the screen forces you to create a **New Item** for this inbound material. The major difference in the data transaction is that the record is marked as a **Transformation** in the Audit trail as opposed to a **Receipt**. This allows you to differentiate in the audit trail materials that have been received from your customer and material received from a manufacturing process.

1. Open the Inventory Manager program, select the **Receipts** menu, and click the **Item Transformation** menu.
2. Click the **New Receipt** button in the horizontal menu bar and enter the Receipt Information.
3. Click **Add New Item** and enter the item details such as the number of skids, cartons, pieces per carton, and loose pieces.
4. Click **Insert** and enter the location for each skid.
5. Click **Save Receipt Line**.

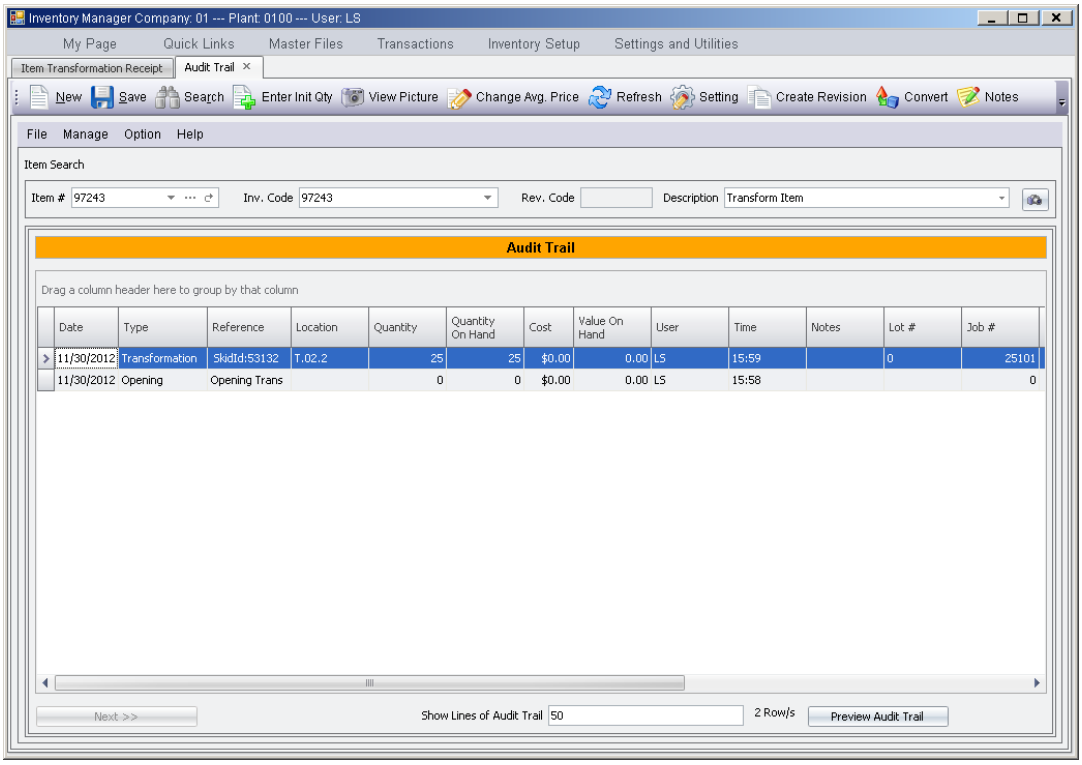
   The screen will flip to the Receipt Information screen.
6. Click **Save Receipt**.



7. Print/preview the tickets.



The audit trail for the new item 97243 shows this receipt as a **Transformation** instead of a **Receipt** in the **Type** column.

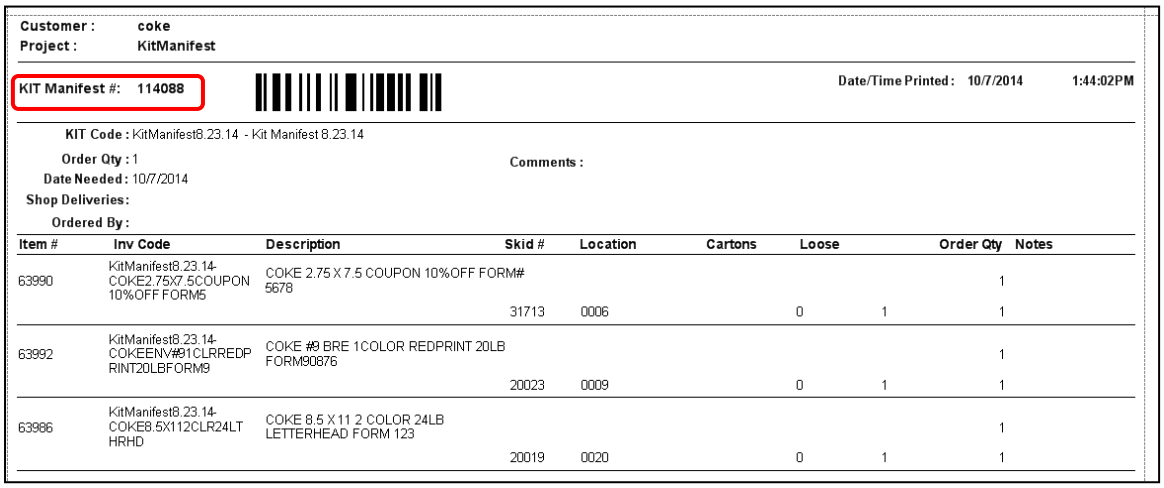


Kit Manifest Receipts

To receive assembled kits

1. Open the program under the **Receipts** menu in the **Transaction** menu of the Inventory Manager program.

   Kits are created in the Fulfillment module and are then received into the warehouse using the Kit Manifest Receipts program. Kit Manifest #114088 is shown below . . .



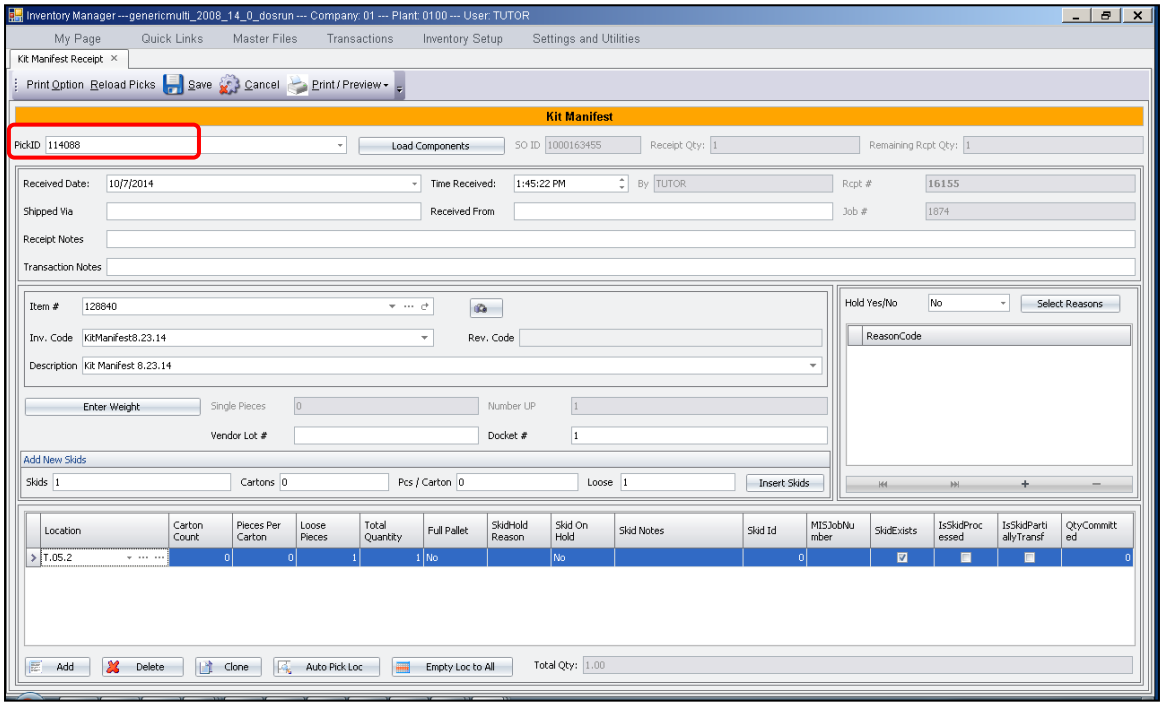
Customer : coke
Project : KitManifest

KIT Manifest #: 114088 **Date/Time Printed :** 10/7/2014 1:44:02PM

KIT Code : KitManifest8.23.14 - Kit Manifest 8.23.14
Order Qty : 1
Date Needed : 10/7/2014
Shop Deliveries:
Ordered By :
Comments :

Item #	Inv Code	Description	Skid #	Location	Cartons	Loose	Order Qty	Notes
63990	KitManifest8.23.14-COKE2.75X7.5COUPON 10%OFF FORM5	COKE 2.75 X 7.5 COUPON 10%OFF FORM# 5678					1	
			31713	0006		0	1	1
63992	KitManifest8.23.14-COKEENV#91CLRREDPRINT20LBFORM9	COKE #9 BRE 1COLOR REDPRINT 20LB FORM90876					1	
			20023	0009		0	1	1
63986	KitManifest8.23.14-COKE8.5X112CLR24LT HRHD	COKE 8.5 X 11 2 COLOR 24LB LETTERHEAD FORM 123					1	
			20019	0020		0	1	1

2. Enter the **Kit Manifest #** (Pick Slip ID) and select **Load Components**.
3. Enter the quantity and location.
4. Click **Save**.



5. Print/Preview the **Receipt Ticket**.

Streamline Solutions
100 American Way

DETROIT, MI

Entered By: TUTOR
Entered Date: 10/7/2014
Entry Time: 01:46 PM

Receipt Date
10/7/2014

Receive Inventory to Warehouse

Receipt #: 16155

Customer 98877

coke
Rural Route Lane

ACCOMAC VA 23301

128840

KitManifest8.23.14
Kit Manifest 8.23.14

Inventory Item # *Inventory Code / Description*

Shipped Via...
Received From..
Job Number: **0**
Sales rep / CSR... **House Account / Sales Person**
Sample Weight.. **Weight of piece = 0**

Receipt Notes...
Reason Code ...

The following Inventory was Received

Lot	Location	Skid ID#	Cartons	Pcs/Ctn	Loose	Total Quantity
0	T.05.2	69718	0	0.00	1.00	1.00

6. Print/Preview the **Skid Ticket**.

Streamline Solutions
100 American Way

DETROIT, MI

Entered By: **TUTOR**
Entered Date: **10/7/2014**
Entry Time: **01:47 PM**

Receipt #:16155

Skid Ticket - Inventory Receipt

Inventory Item # **128840**

Inventory Code / Description : **KitManifest8.23.14/Kit Manifest 8.23.14**

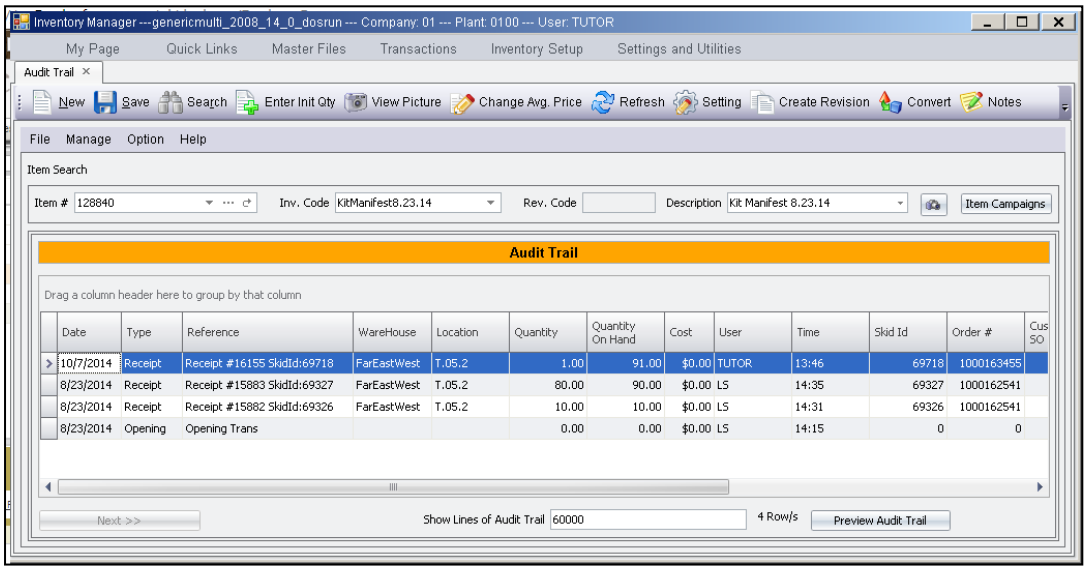
Customer **coke**
ACCOMAC VA 23301

Received From...
Shipped Via...
Job Number: **N/A**
PO Number: **0**

Skid Notes : Reason Description :

Lot	Location	Skid ID #	Cartons	Pcs/Ctn	Loose	Total Quantity
0	T.05.2	69718	0	0	1	1

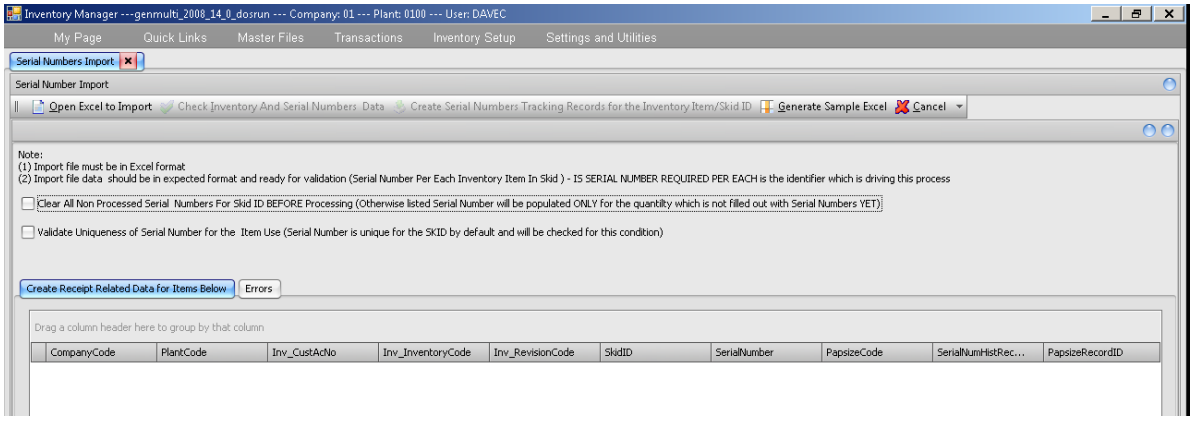
Audit Trail of this Kit Item #128840 shows receipt of 1 quantity.



Import Serial Numbers

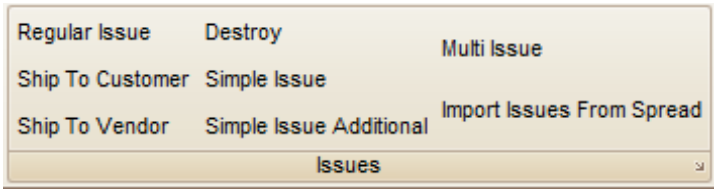
Inventory items can be defined with the “Is Serial # Required Per Each” option checked. Once the item is received in, the receipt line can be edited to allow assigning serial numbers to each item in the receipt line. A new program (Import Serial Numbers) has been created under the ‘Receipts’ area of Inventory Manager.

This allows the user to create an import file which will allow assigning serial numbers to each item in an existing receipt (given the item is defined with the “Is Serial # Required Per Each” option is checked). The program has an option which creates the import file template, which can then be populated with the desired customer/inventory code and serial numbers. This is very useful when the receipt quantity is large (which makes manually assigning serial numbers in the Edit Receipt program cumbersome).



- Please refer to the section *Serialized Items Processing* near the end of this User Guide for more detail.

Issues



Within the **Issues** menu bar are: **Regular Issue**, **Ship to Customer**, **Ship to Vendor**, **Destroy**, **Simple Issue**, **Simple Issue Additional**, **Multi Issue**, and **Import Issues From Spread**.

Regular Issue

To complete a regular issue of material using the **Regular Issue** program, do one of the following:

- Click the program located within the **Issues** menu of the **Transactions** Main Menu in the dot-net Inventory Manager program

  or

- In the Schedule Task screen, double-click the line for the scheduled task for the issue of material.

The Regular Issue screen opens.

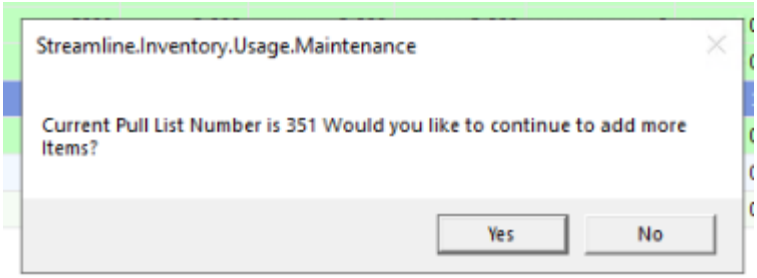
At the top of the screen is the horizontal menu bar that includes the buttons for **Pull Now**, **Add to Pull List**, **Auto Use**, and **Clear**. These can be accessed with a click or simultaneously depressing the ALT key with the underlined letter in the icon label.

Pull Now – use this to pull the material for this issue ticket now (for single transaction).

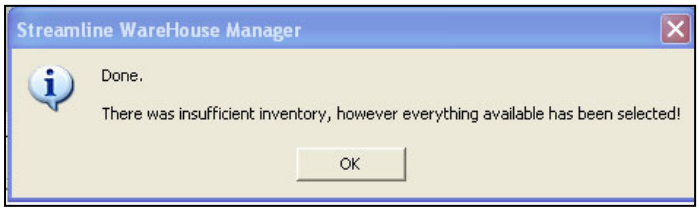
Add to Pull List – use this to add the current issue to the list of issues for this pull list (for more than one issue on one Pull Ticket). The issues will display in the grid on the **Pull List** tab at the bottom of the screen as they are added.

Note: in v20.2.0200 is no longer providing a message asking the user to verify if they want to continue to add to issues when clicking on the "**Add to Pull List**". Any place within inventory issue programs that provide the option to "**Add to Pull List**", will no longer ask the question.

Below is the message that was removed from appearing when using the "**Add to Pull List**" button.

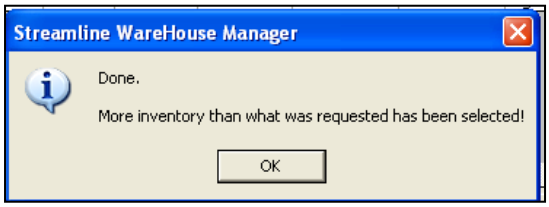


Auto Use – use this button to command PrintStream to automatically pull the item quantity entered from available skid(s). If there is not enough material to fill the requirement, the following message will display:



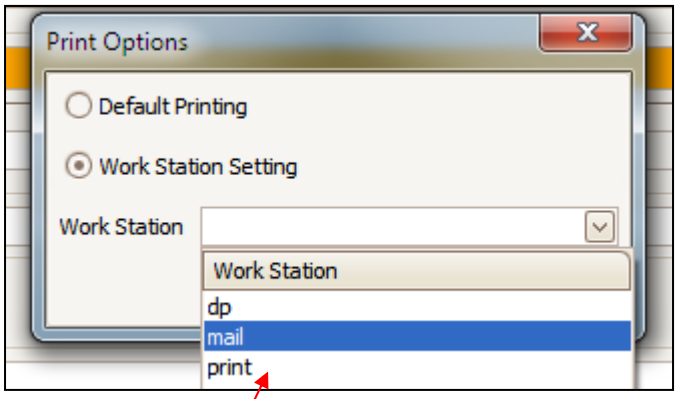
All available inventory will be pulled, and the message indicates that your item quantity is short.

If there is more than the item quantity entered in loose pieces or a single carton, the issue will take place with the following message displaying:

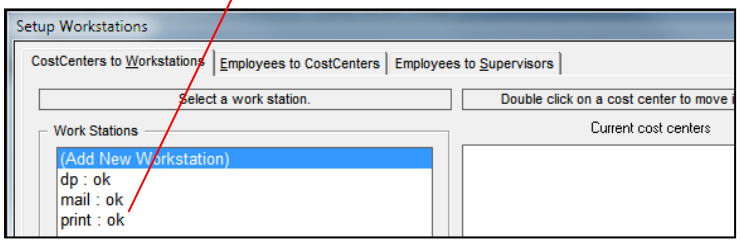


Clear – this clears all data entry from the screen.

Print Option - Ability to choose your default printer or select a printer associated with a Shop Floor workstation.



Shop Supervisor displaying the Shop Floor workstations.



Field Definitions for Regular Issue screen:

Request # – this will populate with the next receipt number when the receipt is created.

Issue Date – enter the date of the issue. Issues may be backdated by using the drop-down box, but the date may not precede the date of the item receipt.

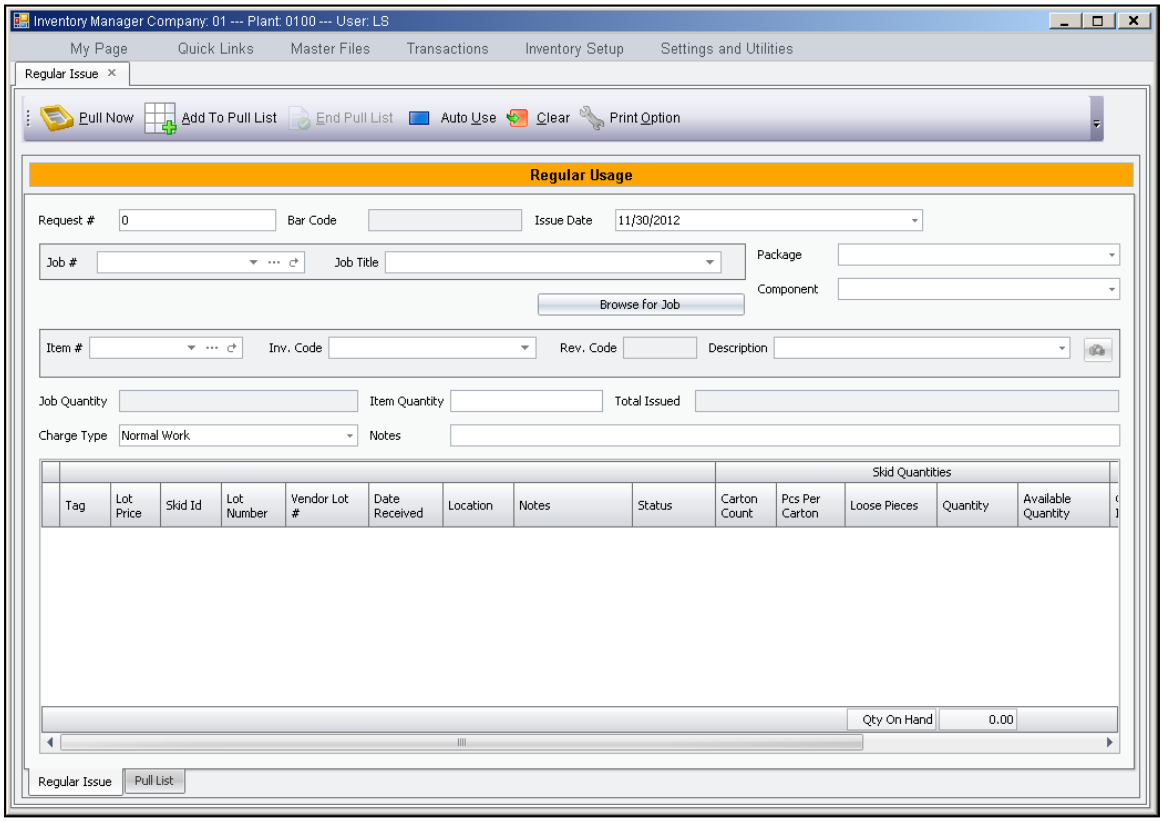
Job # – enter the job number for which the material is being issued. As the number is entered, select it from the drop-down box.

Package and **Component** – use the drop-down list to choose from a specific package and component for the issue.

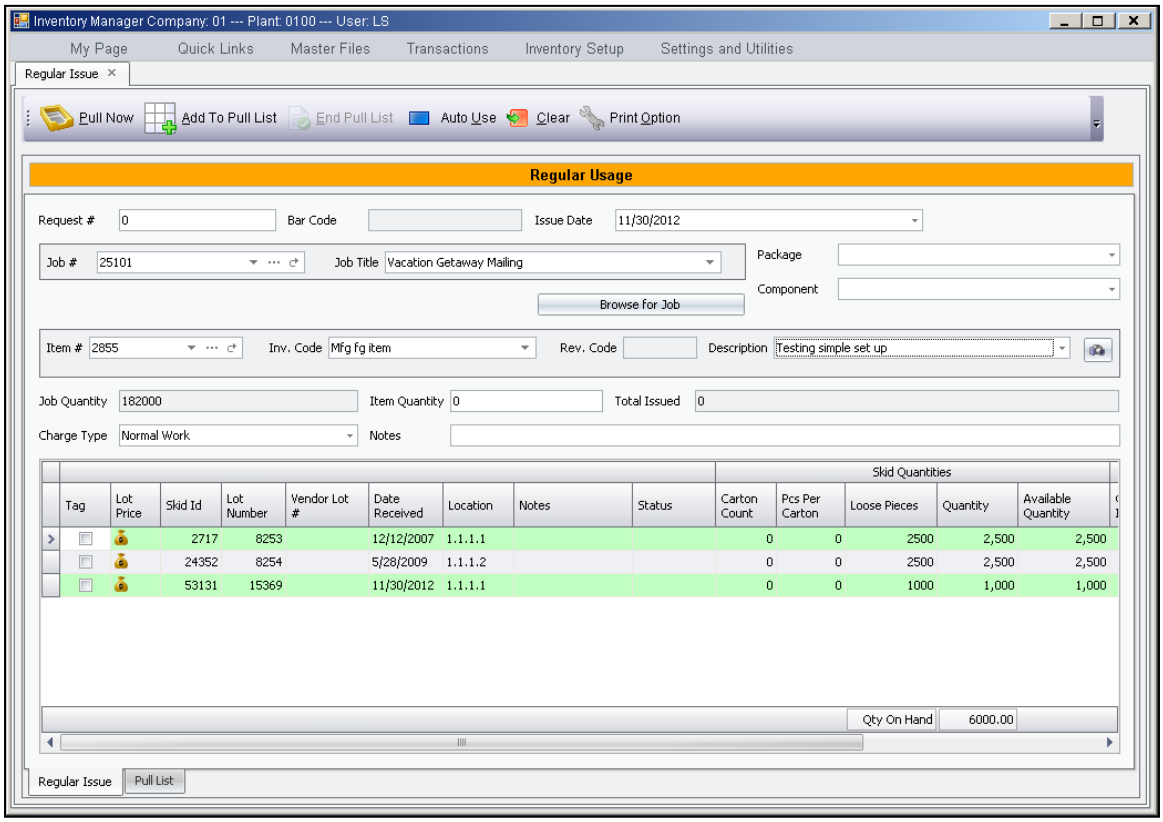
Item # – enter the item number for the issue or click the **Browse for Job** button which will display a grid of all items that are linked to the job.

Quantities – the Job Quantity, Item Quantity and Total Issued are displayed.

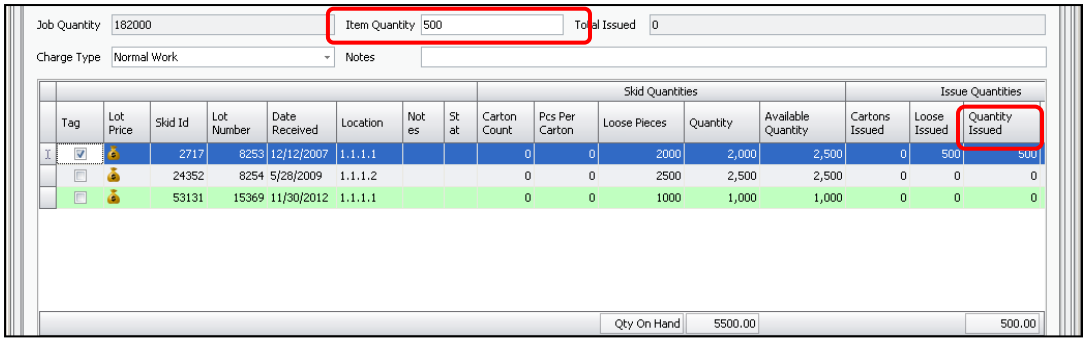
Charge Type – the charge type defaults to **Normal Work** but can be changed to **chargeable change** or **spoilage/rework**.



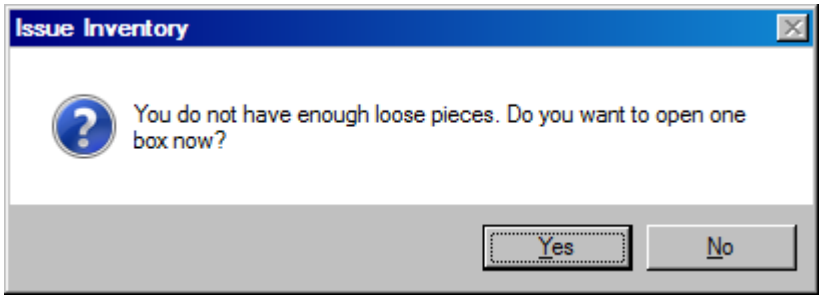
When the job number and item number are selected or keyed, the details by skid will display in the lower half of the grid.



1. Enter the **Item Quantity** to issue and check the tag box for the skid to issue from. **Quantity Issued** will display for the skid.

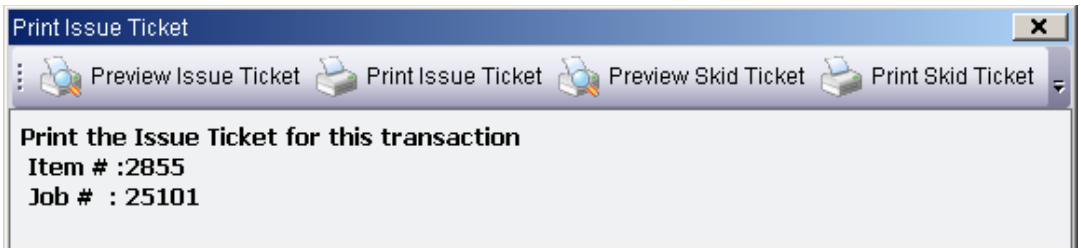


If the request requires loose pieces for which there is no open box to fulfill the request, a message will display asking if you want PrintStream to open one box now.

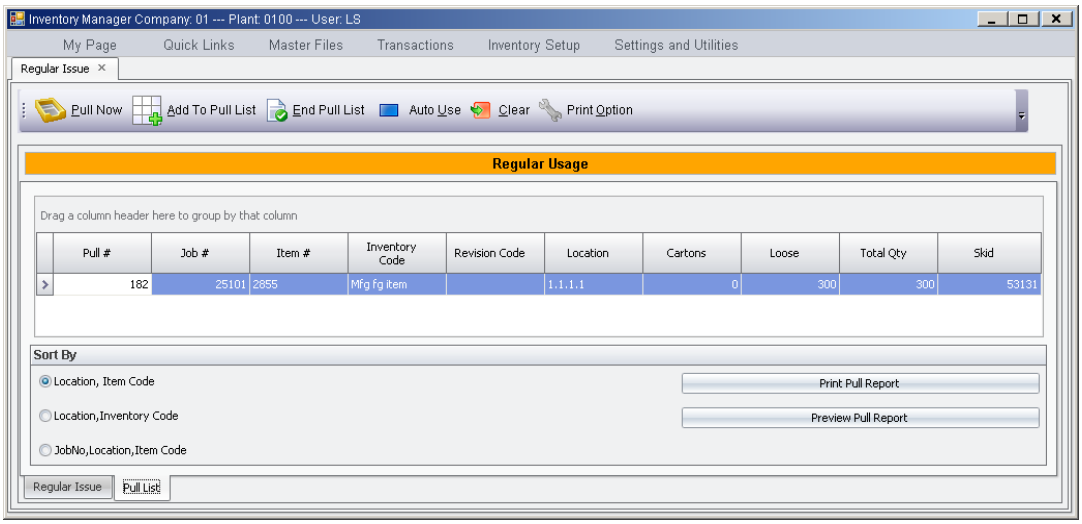


2. Click **Yes** to approve.
3. Users may now either click the **Pull Now** button at the top of the screen or click **Add to Pull List**. If this is the only issue, click the **Pull Now** button. If there are other issues to be added to this pull list, click the **Add to Pull List** button instead. This documentation will show adding to the pull list so that more detail can follow.

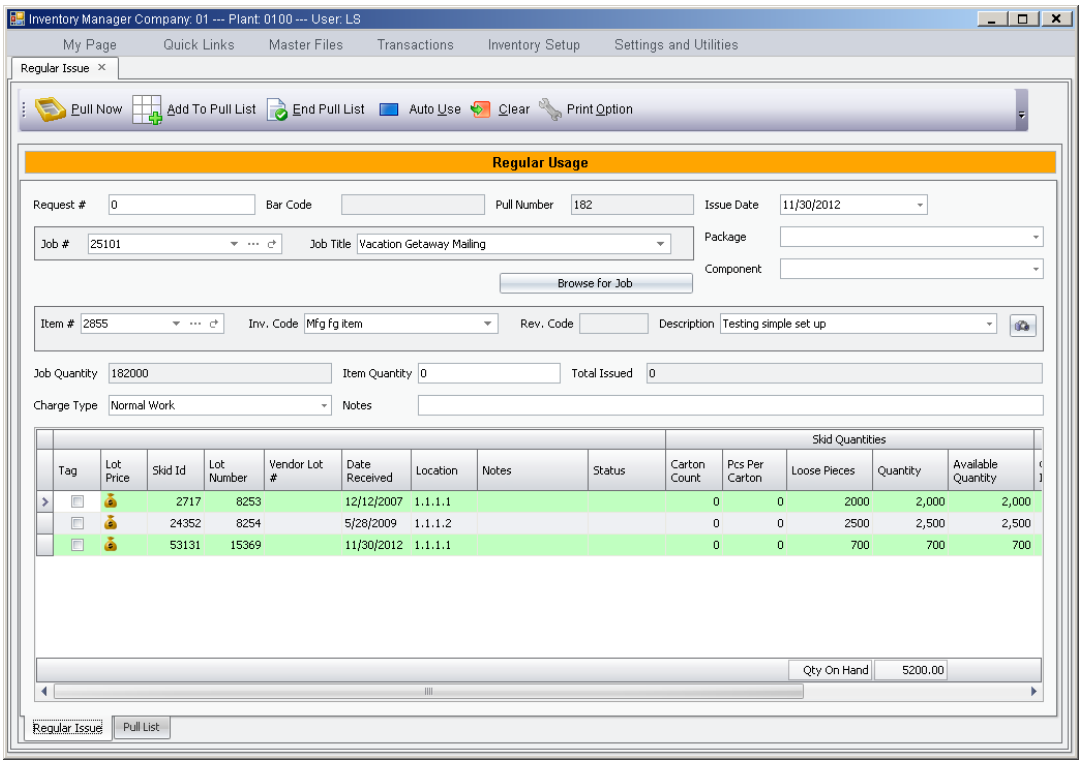
   Note: Print Issue Ticket screen below only displays when user selects Pull Now. This screen is not available when using Add to Pull List.



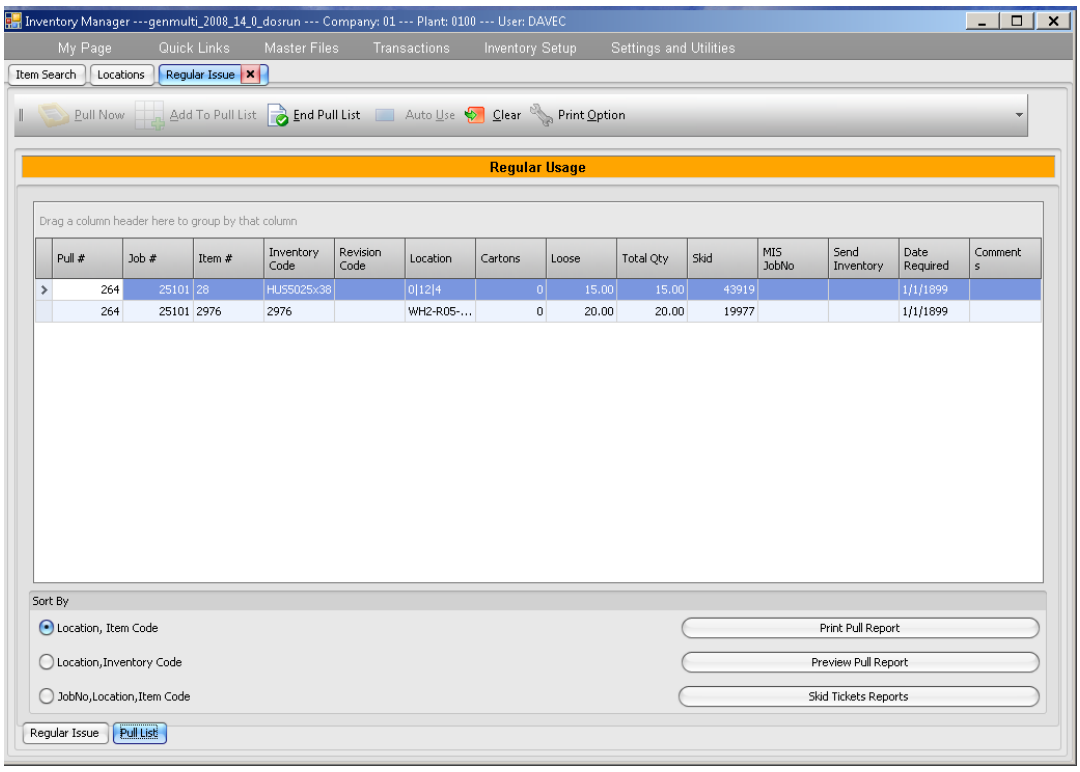
4. When the issue has been added to the pull list, clicking the **Pull List** tab at the bottom of the screen will display that issue transaction.



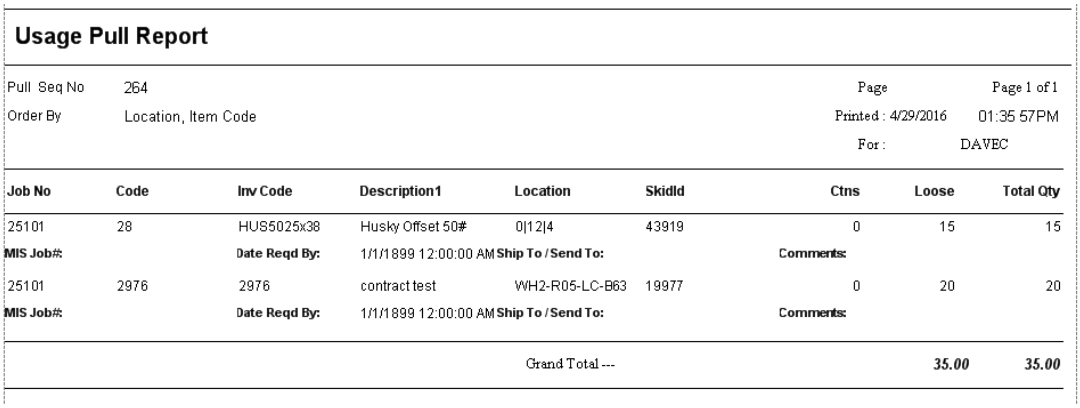
5. Returning to the **Regular Issue** tab will allow the user to enter another usage transaction.



6. Continue adding to the pull list until all issues have been done for this list.



7. Users may now Preview or Print the Pull Report.

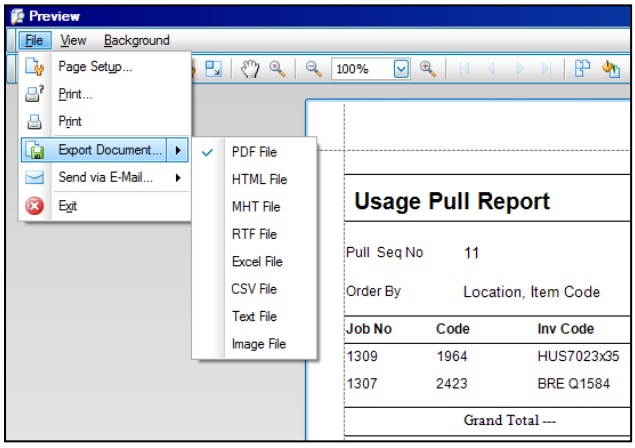


Usage Pull Report

Pull Seq No 264 — Page: Page 1 of 1
Order By: Location, Item Code — Printed : 4/29/2016 01:35:57PM
For : DAVEC

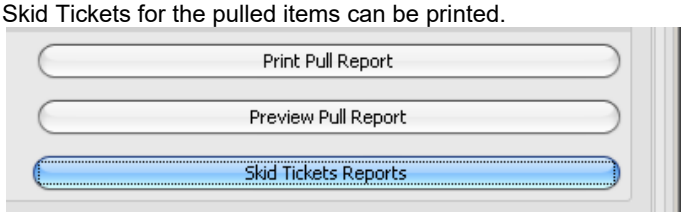
Job No	Code	Inv Code	Description1	Location	SkidId	Ctns	Loose	Total Qty
25101	28	HUS5025x38	Husky Offset 50#	01|12|4	43919	0	15	15
MIS Job#:		Date Reqd By:	1/1/1899 12:00:00 AM	Ship To / Send To:		Comments:		
25101	2976	2976	contract test	WH2-R05-LC-B63	19977	0	20	20
MIS Job#:		Date Reqd By:	1/1/1899 12:00:00 AM	Ship To / Send To:		Comments:		
			Grand Total ---				35.00	35.00

8. When Previewed, the Pull List can be exported or emailed in several different file formats. While in the Preview of the report, click **File** and choose either **Export Document** or **Send via Email**. Choose the file format.

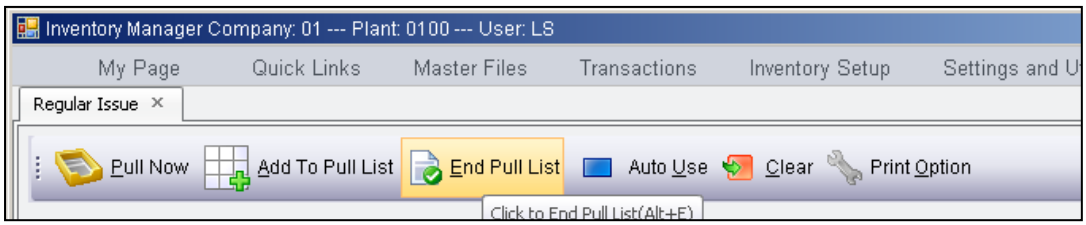


9. Complete the file format requirements.

10. Skid Tickets for the pulled items can be printed.



11. Exit the screen to return to the Pull List screen. Click **End Pull List** in the horizontal menu bar.



Ship to Customer

To complete an issue for a Ship to Customer transaction using the **Regular Issue** program, do one of the following:

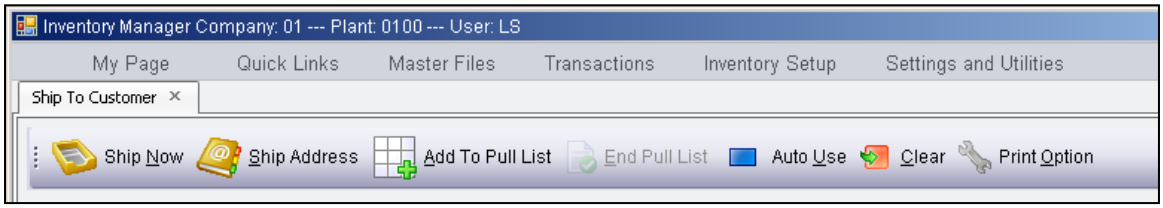
- Click the program located within the **Issues** menu of the **Transactions** Main Menu in the dot-net Inventory Manager program

  OR

- In the Schedule Task screen, double-click the line for the scheduled task for the customer shipment of material.

The Ship to Customer screen opens.

At the top of the screen is the horizontal menu bar that includes the buttons for **Ship Now**, **Add to Pull List**, **Ship Address**, **Auto Use**, and **Clear**. These can be accessed with a click or simultaneously pressing the ALT key with the underlined letter in the icon label.

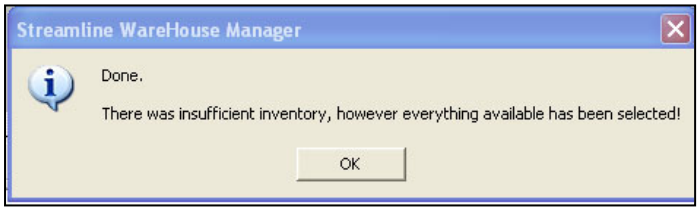


Ship Now – use this to complete the shipment for this issue ticket now (for single transaction).

Ship Address – use this button to view or select the Shipping Address for the customer's shipment.

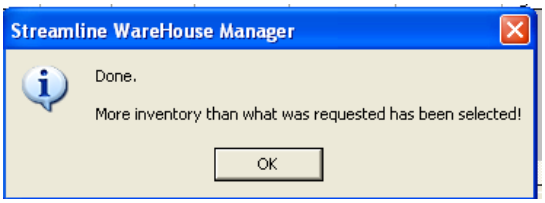
Add to Pull List – use this to add the current shipment for this issue to the list of issues for this pull list (for more than one issue on one Pull Ticket). The issues will display in the grid on the **Pull List** tab at the bottom of the screen as they are added.

Auto Use – use this button to command PrintStream to automatically pull the item quantity entered from available skid(s). If there is not enough material to fill the requirement, the following message will display:



All available inventory will be pulled and the message indicates that your item quantity is short.

If there is more than the item quantity entered in loose pieces or a single carton, the issue will take place with the following message displaying:



Clear – this clears all data entry from the screen.

Print Option - Ability to choose your default printer or select a printer associated with a Shop Floor workstation - see additional details under Regular Issue section.

Field Definitions for Ship to Customer screen:

Request # – this will populate with the next receipt number when the receipt is created.

Issue Date – enter the date of the issue. Issues may be backdated by using the drop-down box, but the date may not precede the date of the item receipt.

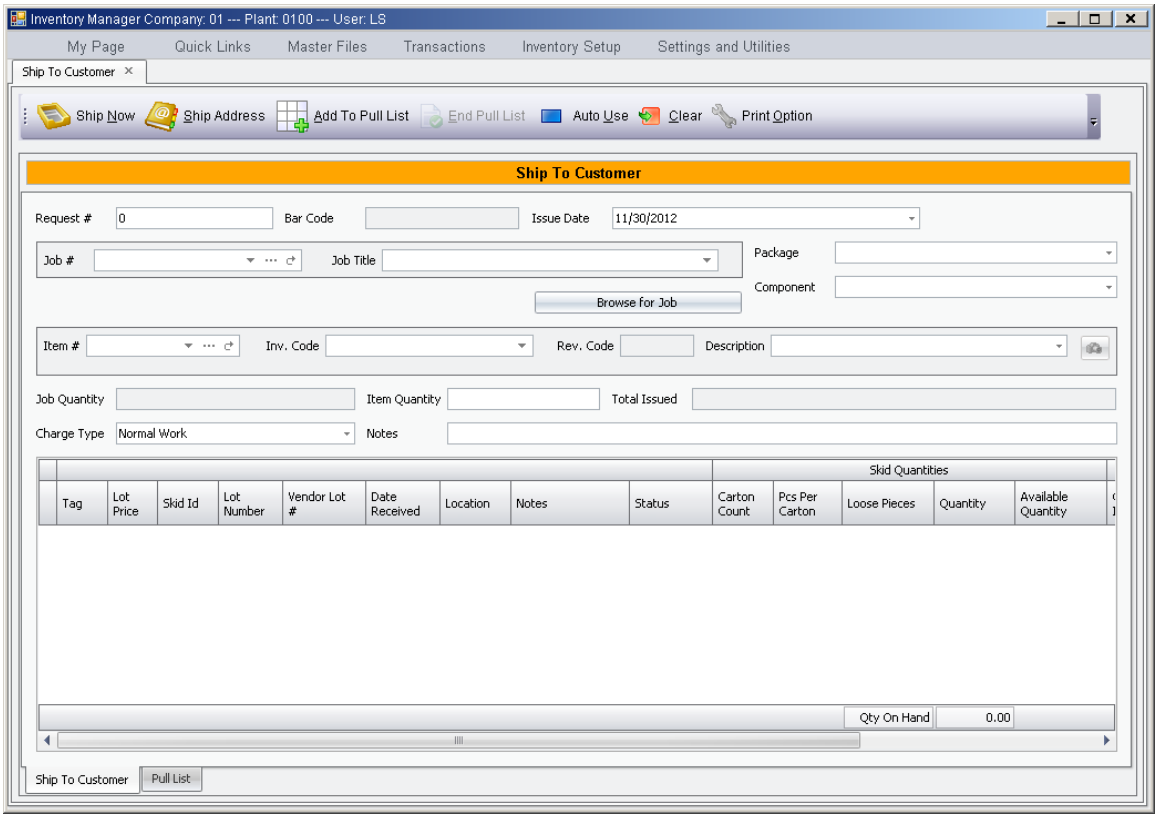
Job # – enter the job number for which the material is being issued. As the number is entered, select it from the drop-down box.

Package and **Component** – use the drop-down list to choose from a specific package and component for the issue.

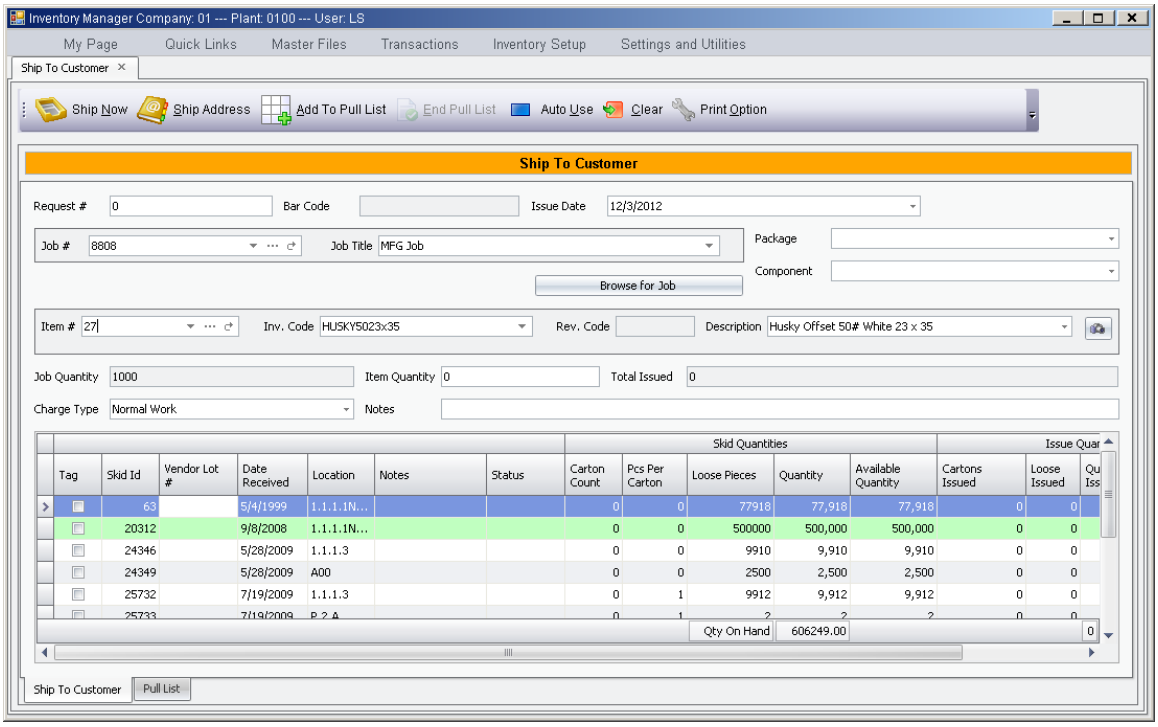
Item # – enter the item number for the issue or click the **Browse for Job** button which will display a grid of all items that are linked to the job.

Quantities – the Job Quantity, Item Quantity and Total Issued are displayed.

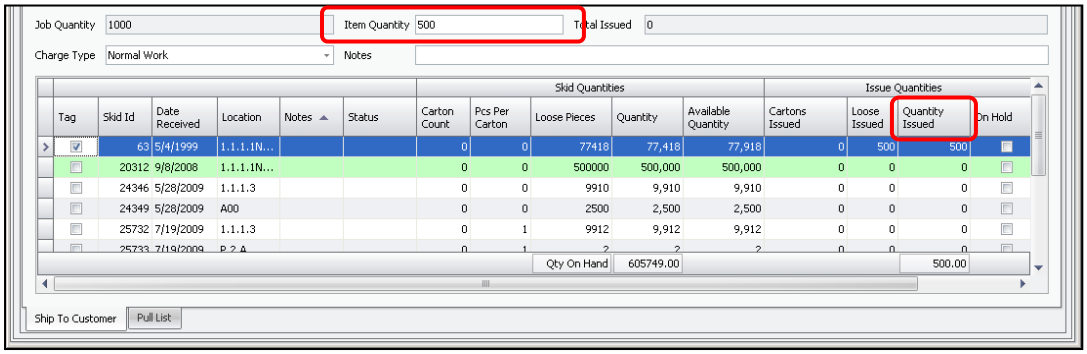
Charge Type – the charge type defaults to **Normal Work** but can be changed to **chargeable change** or **spoilage/rework**.



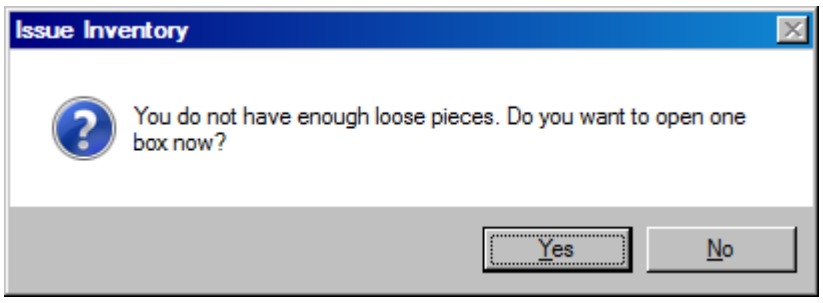
When the job number and item number are selected or keyed, the details by skid will display in the lower half of the grid.



1. Enter the **Item Quantity** to issue and check the tag box for the skid to issue from. **Quantity Issued** will display for the skid.

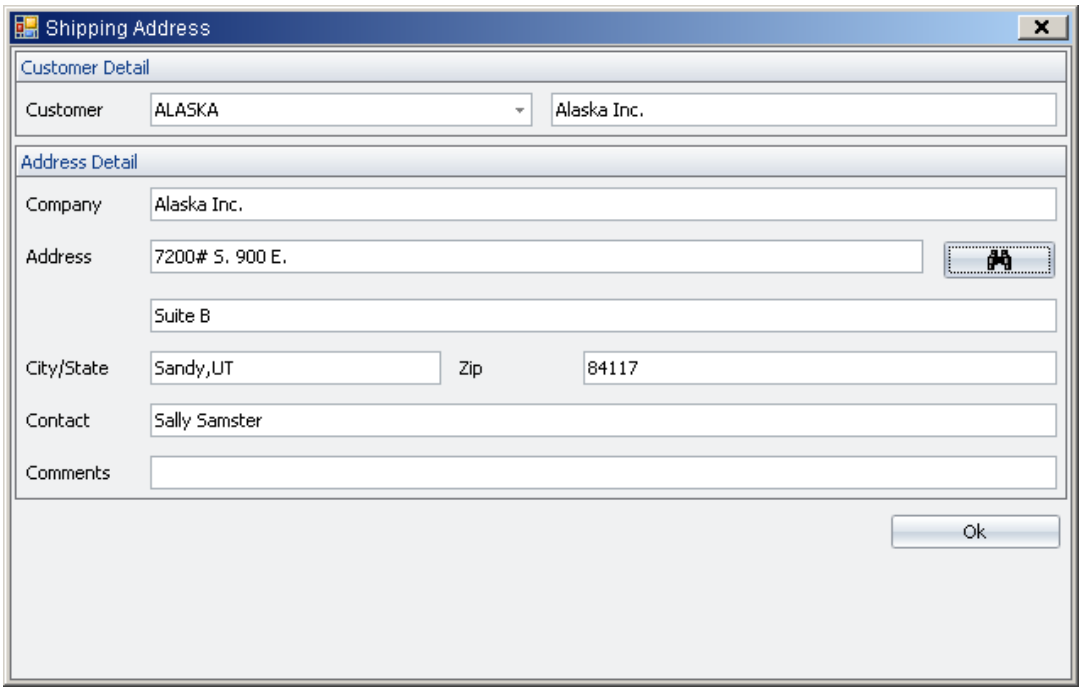


If the transaction requires loose pieces and there are not enough loose pieces to complete the issue for the shipment, a message will display asking **Do you want to open one box now?**

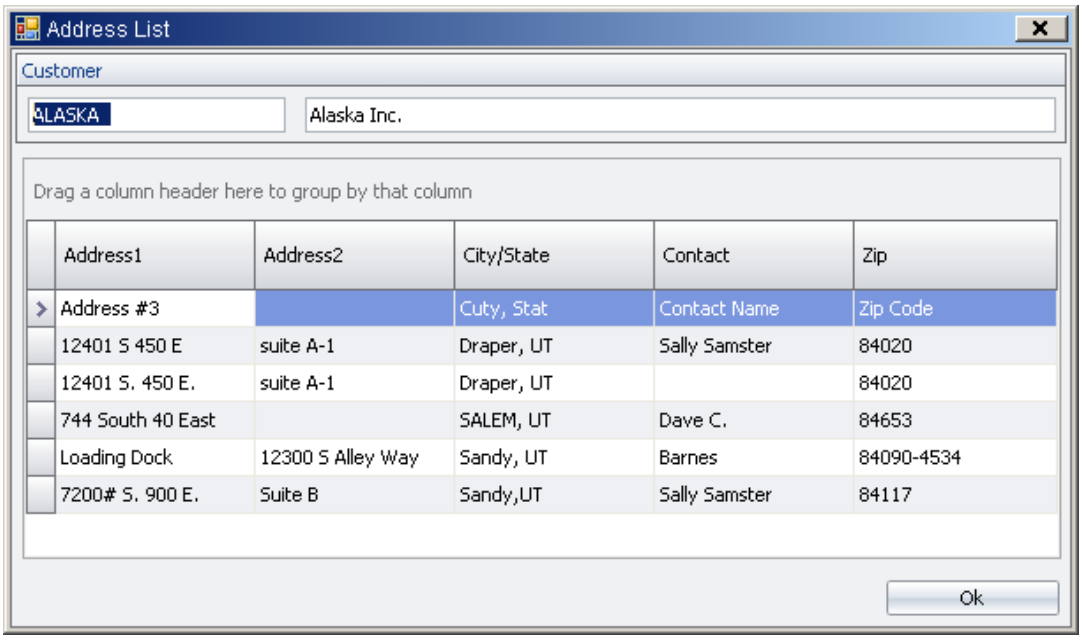


2. Clicking **Yes** opens one box, change the number of cartons to the new full carton count and loose pieces that will result after this transaction and update the Issue Quantities with the shipment requirement.

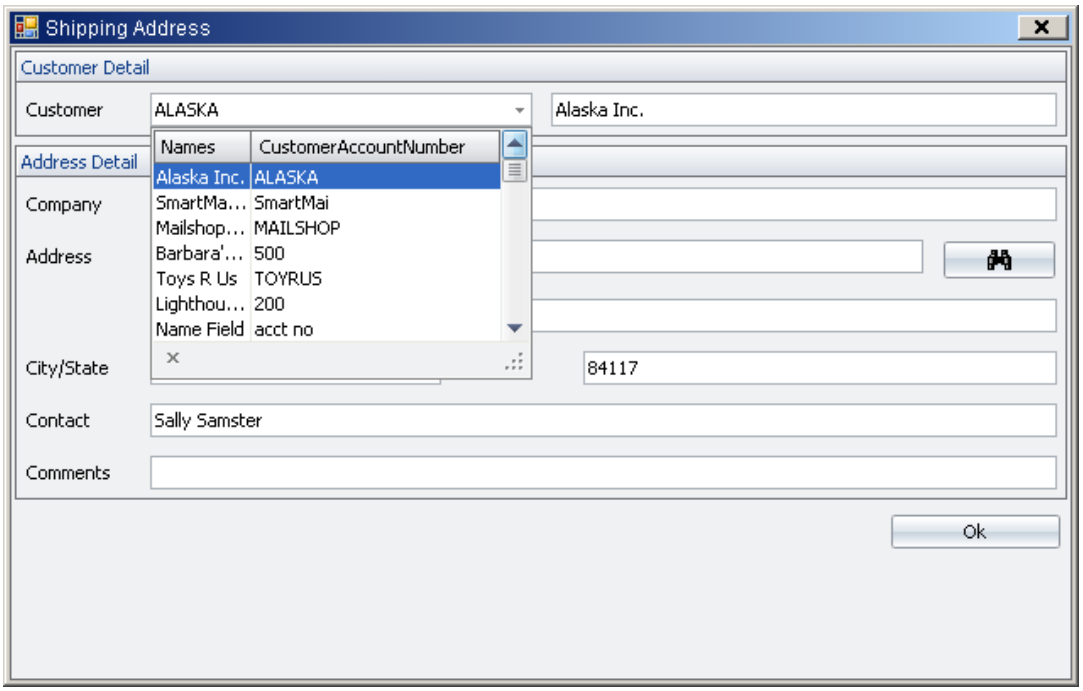
3. Clicking **Ship Now** opens the customer address screen.



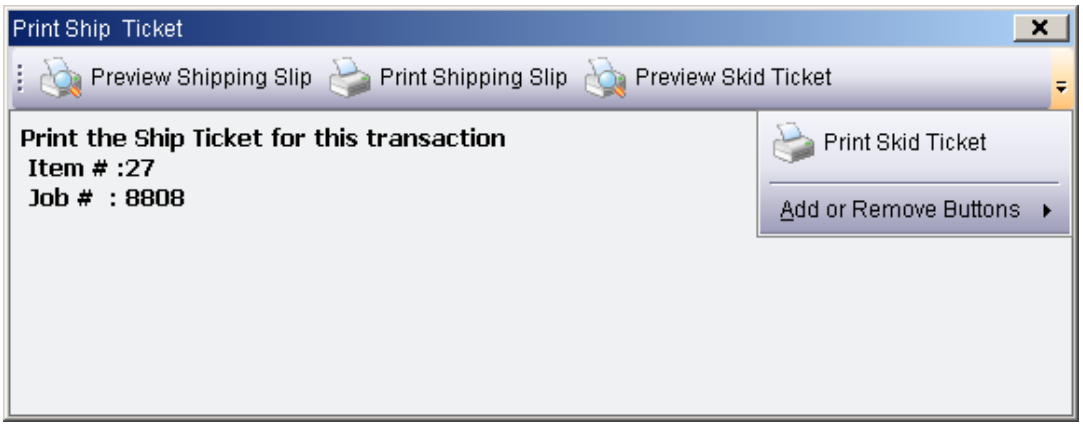
4. Select the **Binocular** icon to select other addresses for that customer.



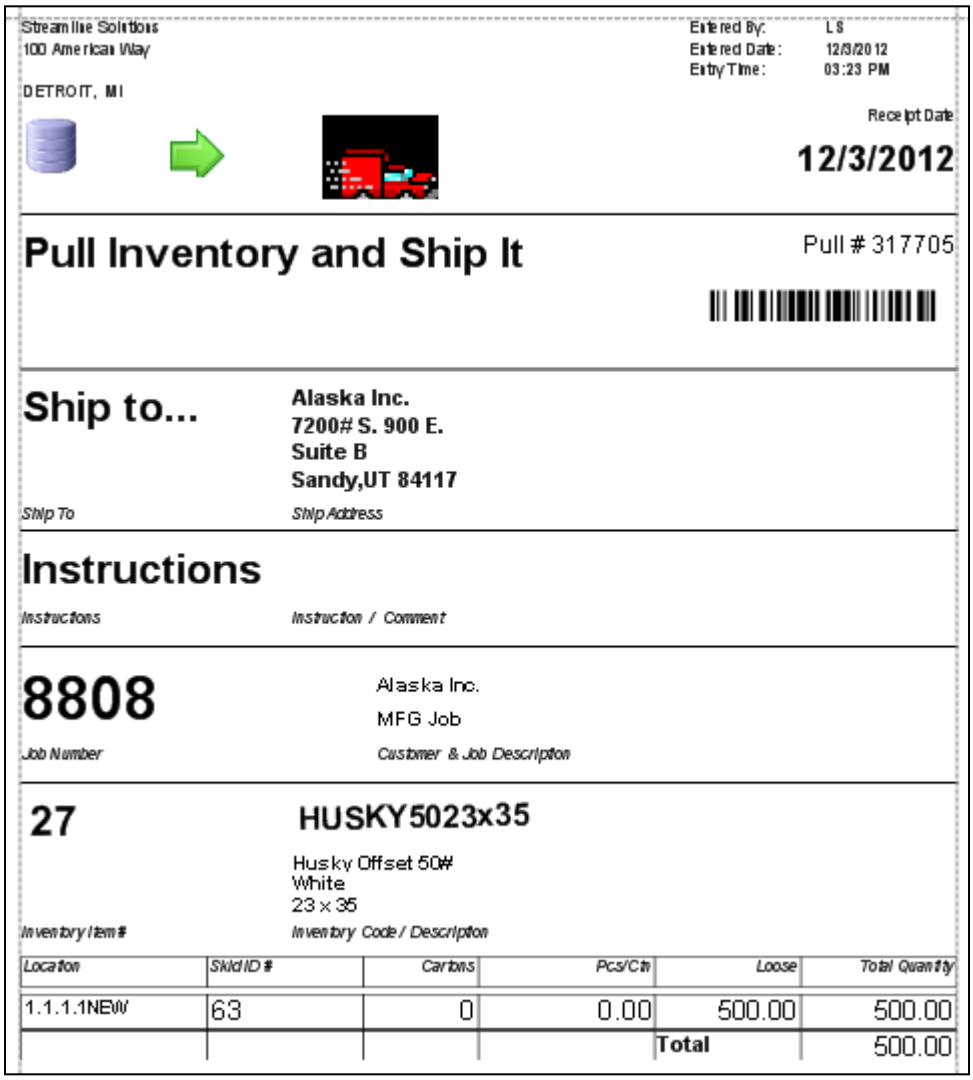
5. Use the customer code field drop-down to select a different ship to customer.



6. Print or Preview the Shipping Slip and Skid Ticket.



7. Preview the **Shipping Slip**.



Streamline Solutions
100 American Way

DETROIT, MI

Entered By: LS
Entered Date: 12/3/2012
Entry Time: 03:23 PM

Receipt Date
12/3/2012

Pull Inventory and Ship It

Pull # 317705

Ship to...

Alaska Inc.
7200# S. 900 E.
Suite B
Sandy,UT 84117

Ship To *Ship Address*

Instructions

Instructions *Instruction / Comment*

8808

Alaska Inc.
MFG Job

Job Number *Customer & Job Description*

27

HUSKY5023x35

Husky Offset 50#
White
23 x 35

Inventory Item # *Inventory Code / Description*

Location	Skid ID #	Cartons	Pcs/Ctn	Loose	Total Quantity
1.1.1.1NEW	63	0	0.00	500.00	500.00
				Total	500.00

8. Preview the **Skid Ticket**.

Streamline Solutions
100 American Way

DETROIT, MI

Entered By: LS
Entered Date: 12/3/2012
Entry Time: 09:57 AM

Receipt # 317705

Skid Ticket - Inventory Receipt

Inventory Item # **27**

Inventory Code / Description : **HUSKY5023x35/Husky Offset 50#**

Customer **Alaska Inc.**
Sandy UT 84117

Received From...

Shipped Via...

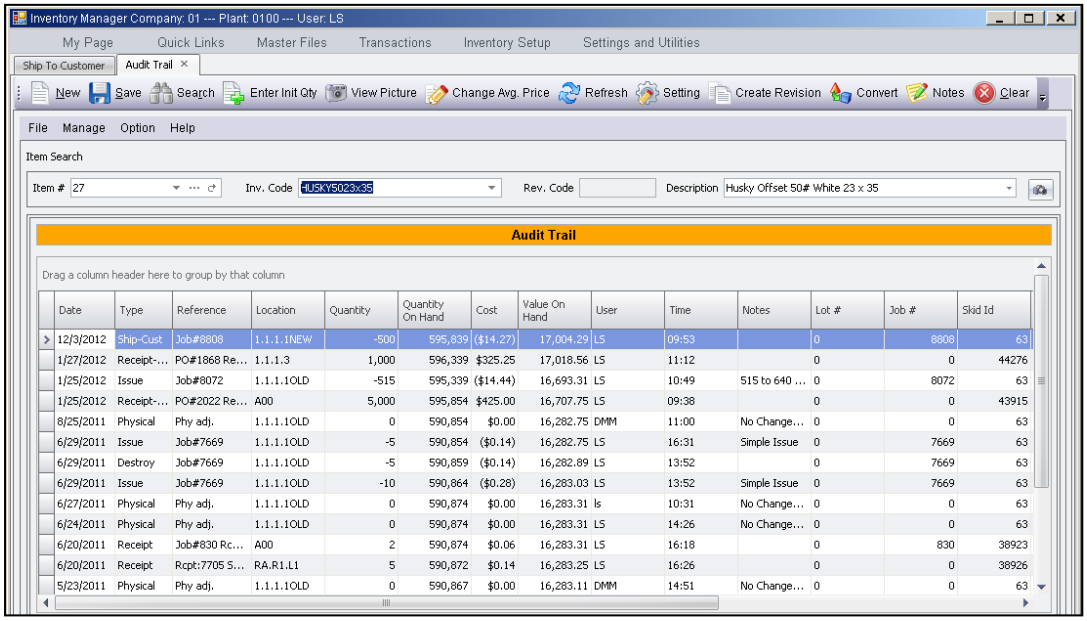
Job Number:

PO Number:

Skid Notes : Reason Description :

Lot	*Location*	*Skid ID #*	*Cartons*	*Pcs/Ctn*	*Loose*	*Total Quantity*
0	1.1.1.1NEW	63	0	0	77418	77418

Following is the audit trail for the shipped material item.



Date	Type	Reference	Location	Quantity	Quantity On Hand	Cost	Value On Hand	User	Time	Notes	Lot #	Job #	Skid Id
12/3/2012	Ship-Cust	Job#8808	1.1.1.1NEW	-500	595,839	($14.27)	17,004.29	LS	09:53		0	8808	63
1/27/2012	Receipt-...	PO#1868 Re...	1.1.1.3	1,000	596,339	$325.25	17,018.56	LS	11:12		0	0	44276
1/25/2012	Issue	Job#8072	1.1.1.1OLD	-515	595,339	($14.44)	16,693.31	LS	10:49	515 to 640 ...	0	8072	63
1/25/2012	Receipt-...	PO#2022 Re...	A00	5,000	595,854	$425.00	16,707.75	LS	09:38		0	0	43915
8/25/2011	Physical	Phy adj.	1.1.1.1OLD	0	590,854	$0.00	16,282.75	DMM	11:00	No Change...	0	0	63
6/29/2011	Issue	Job#7669	1.1.1.1OLD	-5	590,854	($0.14)	16,282.75	LS	16:31	Simple Issue	0	7669	63
6/29/2011	Destroy	Job#7669	1.1.1.1OLD	-5	590,859	($0.14)	16,282.89	LS	13:52		0	7669	63
6/29/2011	Issue	Job#7669	1.1.1.1OLD	-10	590,864	($0.28)	16,283.03	LS	13:52	Simple Issue	0	7669	63
6/27/2011	Physical	Phy adj.	1.1.1.1OLD	0	590,874	$0.00	16,283.31	ls	10:31	No Change...	0	0	63
6/24/2011	Physical	Phy adj.	1.1.1.1OLD	0	590,874	$0.00	16,283.31	LS	14:26	No Change...	0	0	63
6/20/2011	Receipt	Job#830 Rc...	A00	2	590,874	$0.06	16,283.31	LS	16:18		0	830	38923
6/20/2011	Receipt	Rcpt:7705 S...	RA.R1.L1	5	590,872	$0.14	16,283.25	LS	16:26		0	0	38926
5/23/2011	Physical	Phy adj.	1.1.1.1OLD	0	590,867	$0.00	16,283.11	DMM	14:51	No Change...	0	0	63

Ship to Vendor

To complete an issue for a Ship to Vendor transaction using the **Regular Issue** program, do one of the following:

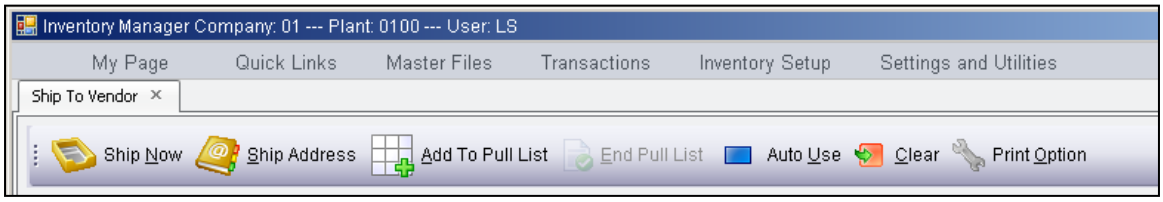
- Click the program located within the **Issues** menu of the **Transactions** Main Menu in the dot-net Inventory Manager program

  or

- In the Schedule Task screen, double-click the line for the scheduled task for the vendor shipment of material.

The Ship to Vendor screen opens.

At the top of the screen is the horizontal menu bar that includes the buttons for **Ship Now**, **Add to Pull List**, **Ship Address**, **Auto Use**, and **Clear**. These can be accessed with a left-mouse click or simultaneously depressing the ALT key with the underlined letter in the icon label.

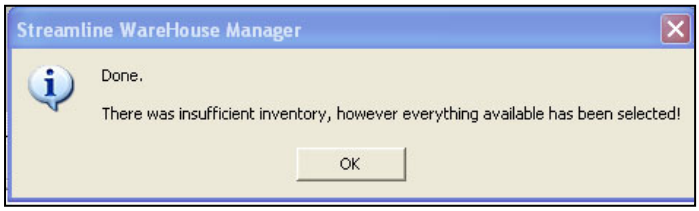


Ship Now – use this to complete the shipment for this issue ticket now (for single transaction).

Ship Address – use this button to view or select the Shipping Address for the vendor's shipment.

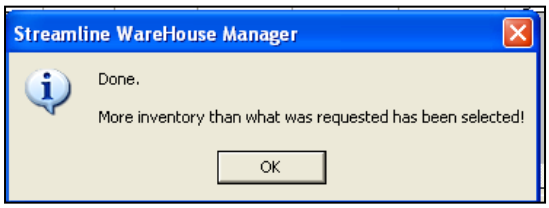
Add to Pull List – use this to add the current shipment for this issue to the list of issues for this pull list (for more than one issue on one Pull Ticket). The issues will display in the grid on the **Pull List** tab at the bottom of the screen as they are added.

Auto Use – use this button to command PrintStream to automatically pull the item quantity entered from available skid(s). If there is not enough material to fill the requirement, the following message will display:



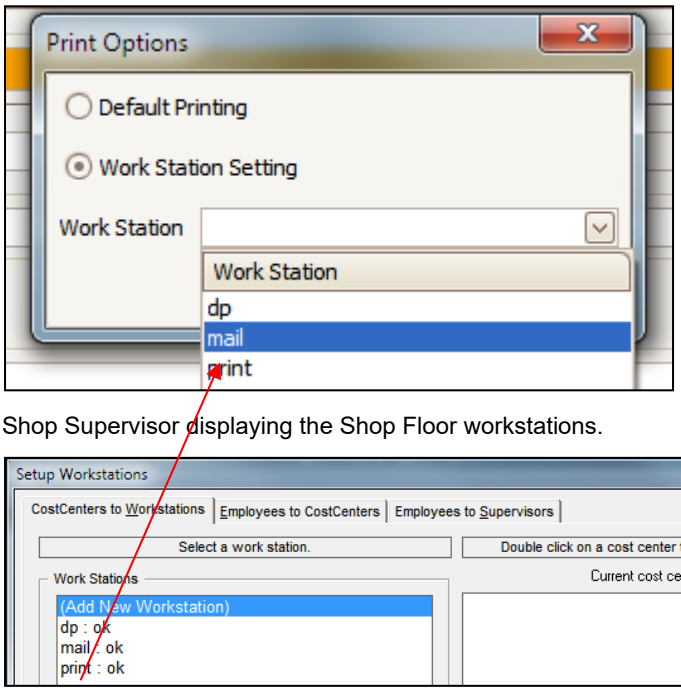
All available inventory will be pulled and the message indicates that your item quantity is short.

If there is more than the item quantity entered in loose pieces or a single carton, the issue will take place with the following message displaying:



Clear – this clears all data entry from the screen.

Print Option - Ability to choose your default printer or select a printer associated with a Shop Floor workstation.



Shop Supervisor displaying the Shop Floor workstations.

Field Definitions for Ship to Vendor screen:

Request # – this will populate with the next receipt number when the receipt is created.

Issue Date – enter the date of the issue. Issues may be backdated by using the drop-down box, but the date may not precede the date of the item receipt.

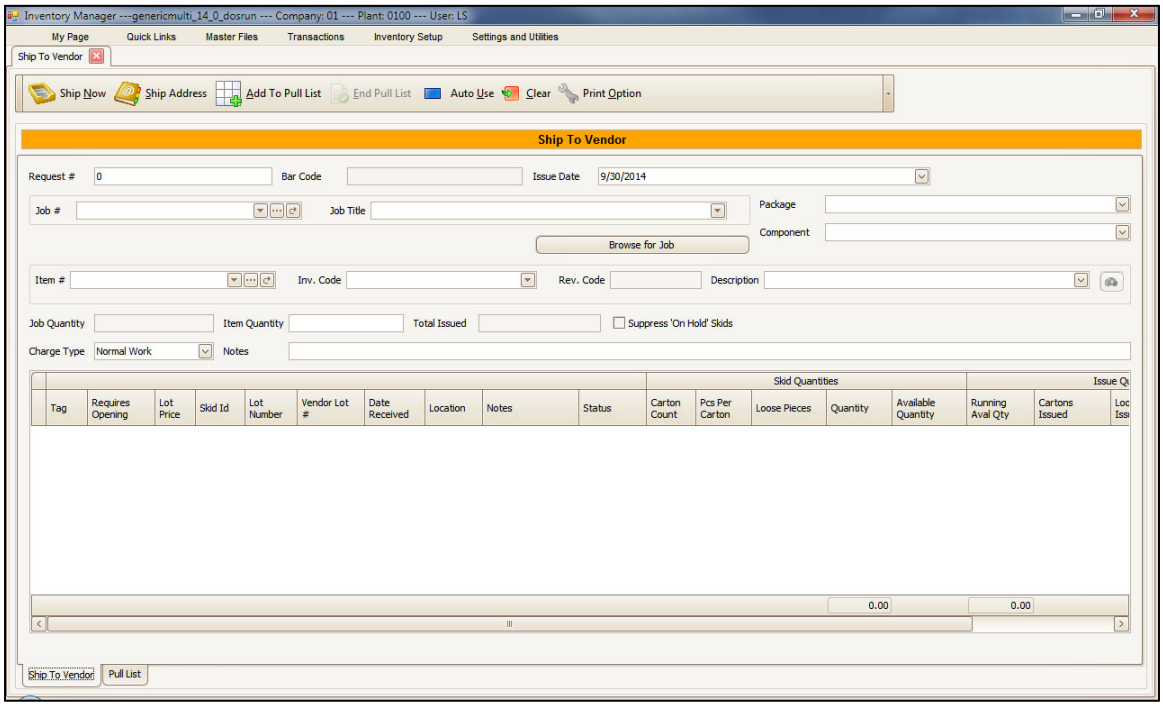
Job # – enter the job number for which the material is being issued. As the number is entered, select it from the drop-down box.

Package and **Component** – use the drop-down list to choose from a specific package and component for the issue.

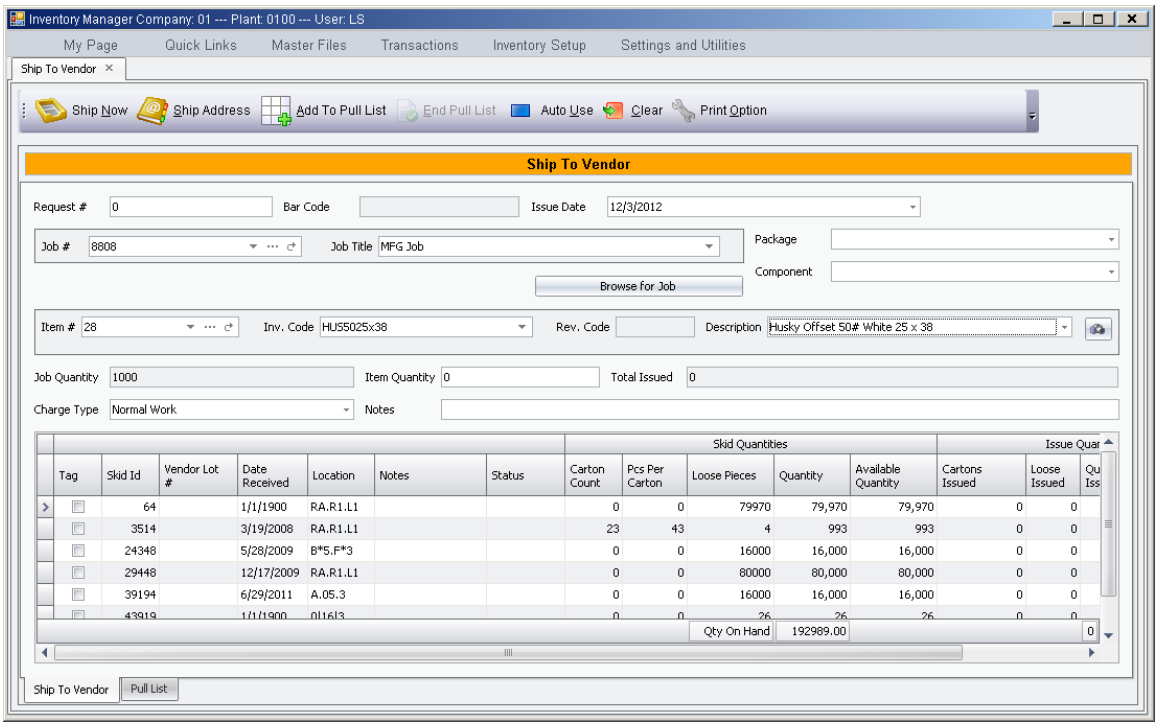
Item # – enter the item number for the issue or click the **Browse for Job** button which will display a grid of all items that are linked to the job.

Quantities – the Job Quantity, Item Quantity and Total Issued are displayed.

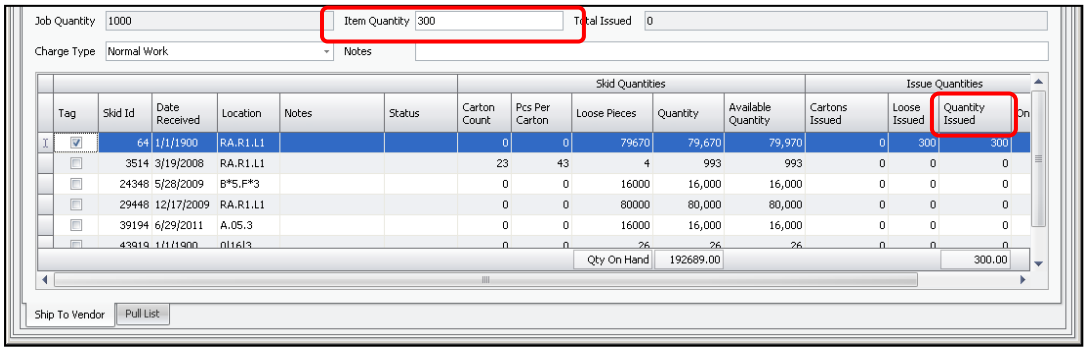
Charge Type – the charge type defaults to **Normal Work** but can be changed to **chargeable change** or **spoilage/rework**.



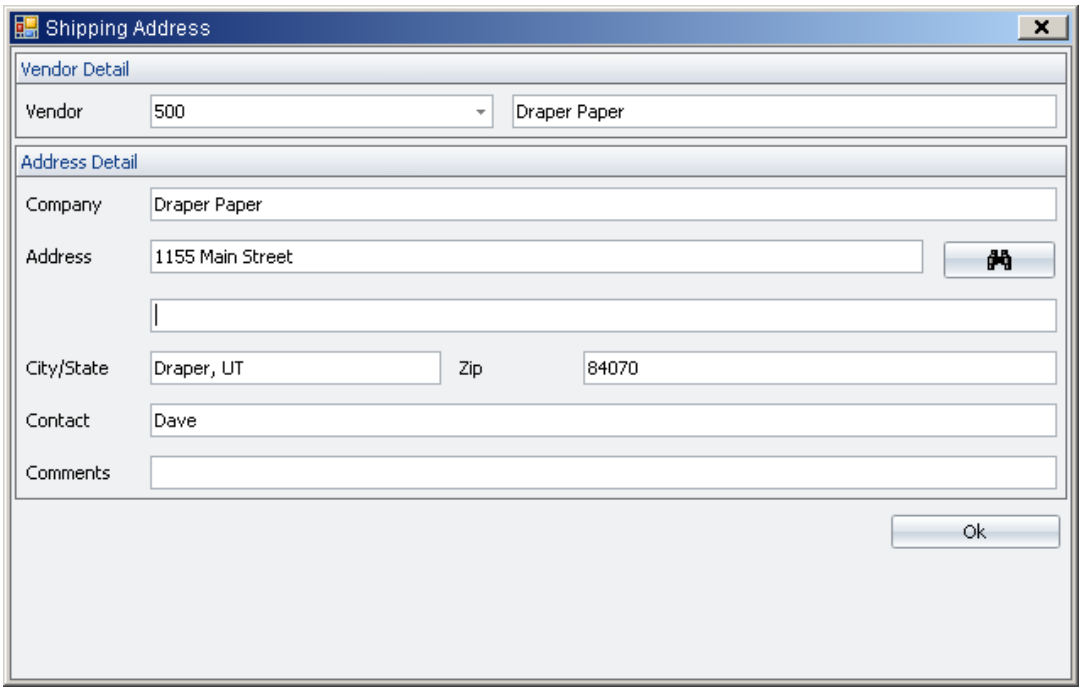
When the job number and item number are selected or keyed, the details by skid will display in the lower half of the grid.



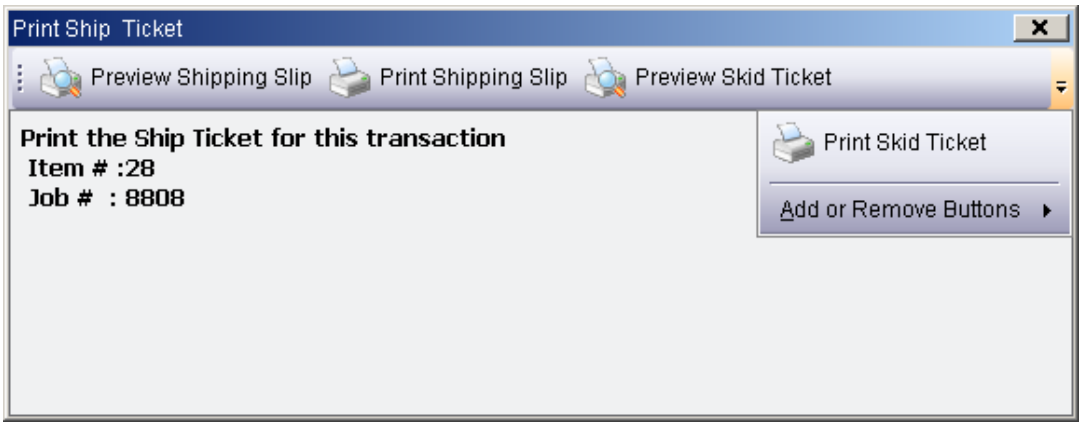
1. Enter the **Item Quantity** to issue and check the tag box for the skid to issue from. **Quantity Issued** will display for the skid.



2. Click **Ship Now**, select or key the address, and click **OK**.



3. Print or Preview the Shipping Slip and Skid Ticket.



The paperwork for the shipment to the vendor will be created.

4. Preview the **Shipping Slip**.

Streamline Solutions
100 American Way

DETROIT, MI

Entered By: LS
Entered Date: 12/3/2012
Entry Time: 03:27 PM

Receipt Date
12/3/2012

Pull Inventory and Ship It

Pull # 317722

Ship to...

Draper Paper
1155 Main Street
Draper, UT 84070

Ship To *Ship Address*

Instructions

Instructions *Instruction / Comment*

8808

Alaska Inc.
MFG Job

Job Number *Customer & Job Description*

28

HUS5025x38

Husky Offset 50#
White
25 x 38

Inventory Item # *Inventory Code / Description*

Location	Skid ID #	Cartons	Pcs/Ctn	Loose	Total Quantity
RA.R1.L1	64	0	0.00	300.00	300.00
				Total	300.00

5. Preview the **Skid Ticket**.

Streamline Solutions
100 American Way

DETROIT, MI

Entered By: **LS**
Entered Date: **12/3/2012**
Entry Time: **10:33 AM**

Receipt #317722

Skid Ticket - Inventory Receipt

Inventory Item # **28**

Inventory Code / Description : **HUS5025x38/Husky Offset 50#**

Customer

Received From...

Shipped Via...

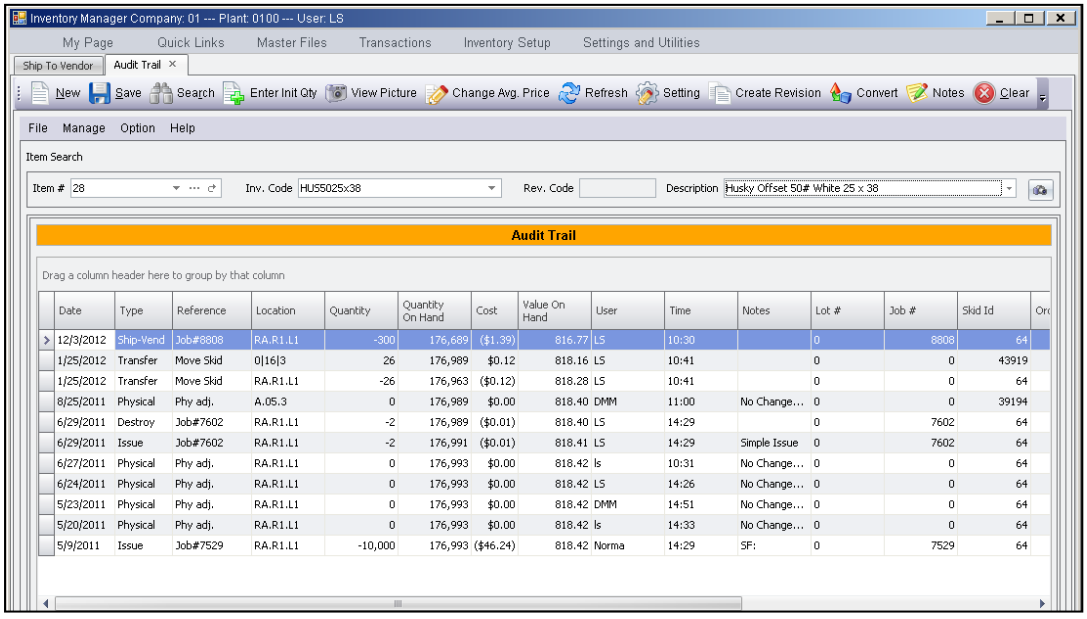
Job Number:

PO Number:

Skid Notes : Reason Description :

Lot	*Location*	*Skid ID #*	*Cartons*	*Pcs/Ctn*	*Loose*	*Total Quantity*
0	RA.R1.L1	64	0	0	79670	79670

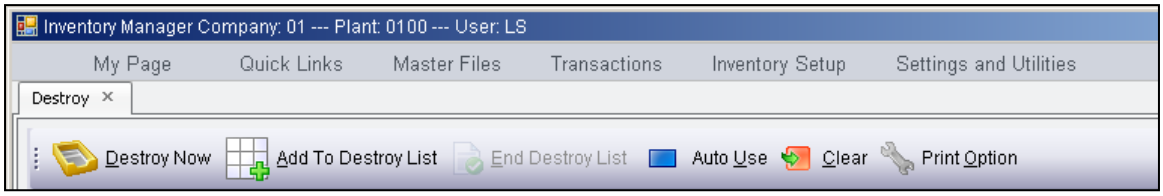
Following is the audit trail for the shipped material item.



Date	Type	Reference	Location	Quantity	Quantity On Hand	Cost	Value On Hand	User	Time	Notes	Lot #	Job #	Skid Id
12/3/2012	Ship-Vend	Job#8808	RA.R1.L1	-300	176,689	($1.39)	816.77	LS	10:30		0	8808	64
1/25/2012	Transfer	Move Skid	0|16|3	26	176,989	$0.12	818.16	LS	10:41		0	0	43919
1/25/2012	Transfer	Move Skid	RA.R1.L1	-26	176,963	($0.12)	818.28	LS	10:41		0	0	64
8/25/2011	Physical	Phy adj.	A.05.3	0	176,989	$0.00	818.40	DMM	11:00	No Change...	0	0	39194
6/29/2011	Destroy	Job#7602	RA.R1.L1	-2	176,989	($0.01)	818.40	LS	14:29		0	7602	64
6/29/2011	Issue	Job#7602	RA.R1.L1	-2	176,991	($0.01)	818.41	LS	14:29	Simple Issue	0	7602	64
6/27/2011	Physical	Phy adj.	RA.R1.L1	0	176,993	$0.00	818.42	ls	10:31	No Change...	0	0	64
6/24/2011	Physical	Phy adj.	RA.R1.L1	0	176,993	$0.00	818.42	LS	14:26	No Change...	0	0	64
5/23/2011	Physical	Phy adj.	RA.R1.L1	0	176,993	$0.00	818.42	DMM	14:51	No Change...	0	0	64
5/20/2011	Physical	Phy adj.	RA.R1.L1	0	176,993	$0.00	818.42	ls	14:33	No Change...	0	0	64
5/9/2011	Issue	Job#7529	RA.R1.L1	-10,000	176,993	($46.24)	818.42	Norma	14:29	SF:	0	7529	64

Destroy

The Destroy screen shows these icon menus in the horizontal menu bar across the top:



Destroy Now – use this to pull the material for this ship to customer ticket now (for single or last transaction).

Add to Destroy List – use this to add the current ship to the list of issues for this pull list (for more than one issue on one Pull Ticket.

Auto Use – use this button to command PrintStream to automatically pull the item quantity entered from available skid(s).

Clear – this all data entry from the screen.

Print Option - Ability to choose your default printer or select a printer associated with a Shop Floor workstation - see additional details under Regular Issue section.

Field Definitions for Destroy Screen:

Request # – this will populate with the next receipt number when the receipt is created.

Issue Date – enter the date of the issue. Issues may be backdated by using the drop-down box, but the date may not precede the date of the item receipt.

Job # – enter the job number for which the material is being issued. As the number is entered, select it from the drop-down box.

Package and **Component** – use the drop-down list to choose from a specific package and component for the issue.

Item # – enter the item number for the issue or click the **Browse for Job** button which will display a grid of all items that are linked to the job.

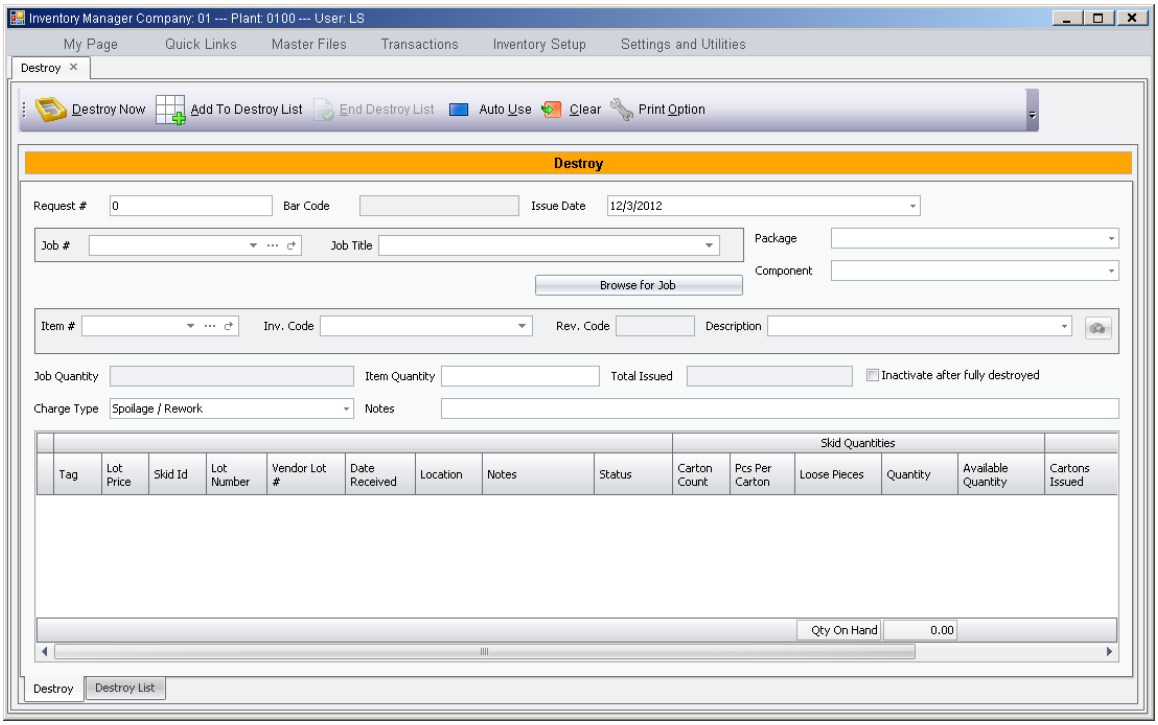
Quantities – the Job Quantity, Item Quantity and Total Issued are displayed.

Inactivate after fully destroyed - If destroying or recycling an item, you are getting rid of the last of the item have a pop-up to ask if you want to deactivate the item at that time.

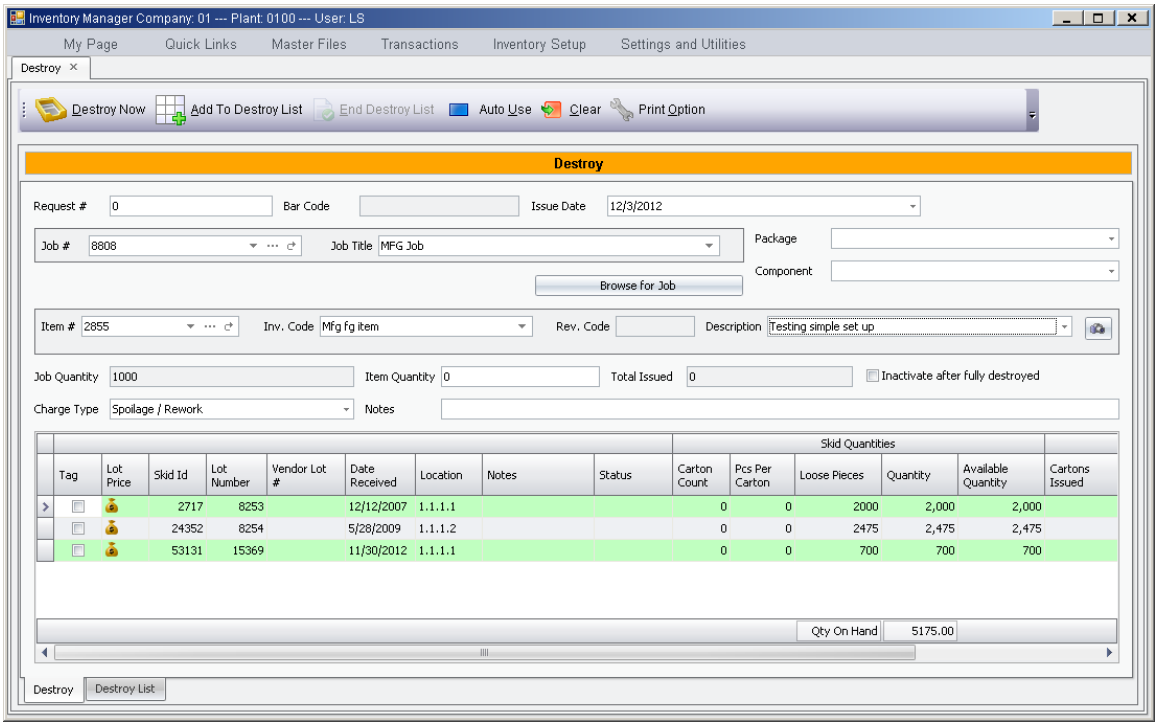
Exceptions are - Inventory Item should be prevented from being set as NOT active for the multiple reasons;

1. Item cannot be set as NOT active if has commitment recorded against it.
2. Item cannot be set as NOT active if has pending PO (as regular PO or as FGARNs in case of POD items in integrated environment).

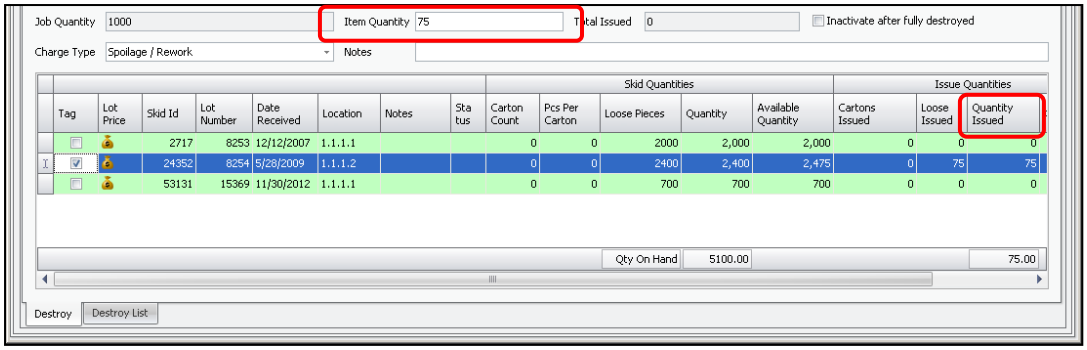
Charge Type – the charge type defaults to **Normal Work** but can be changed to **chargeable change** or **spoilage/rework**.



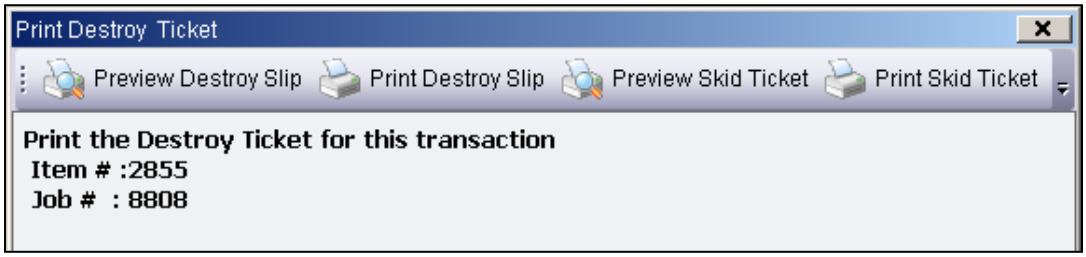
When the job number and item number are selected or keyed, the details by skid will display in the lower half of the grid.



1. Enter the **Item Quantity** to issue and check the tag box for the skid to issue from. **Quantity Issued** will display for the skid.



2. Click **Destroy Now** or **Add to Destroy List** if multiple destroy transactions for this destroy ticket will be added.



The paperwork will be created.

3. Preview the **Destroy Slip**.

Streamline Solutions
100 American Way
DETROIT, MI

Entered By: LS
Entered Date: 12/03/2012
Entry Time: 10:47 AM

Receipt Date
12/03/2012

Pull Inventory and Destroy It

Pull # 317727

Destroy

Destroy Method | *Comments*

8808 *Job Number*

Leah's Account
MFG Job
Customer & Job Description

2855 *Inventory Item #*

Mfg fg item
Testing simple set up
Inventory Code / Description

Lot Number	Location	Skid ID #	Cartons	Pcs/Ctn	Loose	Total Quantity
8254	1.1.1.2	24352	0	0.00	75.00	75.00
						75.00

4. Preview the **Skid Ticket**.

Streamline Solutions
100 American Way
DETROIT, MI

Entered By: **LS**
Entered Date: **12/3/2012**
Entry Time: **10:49 AM**

Receipt # 317727

Skid Ticket - Inventory Receipt

Inventory Item # **2855**

Inventory Code / Description : **Mfg fg item/Testing simple set up**

Customer **Leah's Account**
Taylor MI 48180

Received From...

Shipped Via...

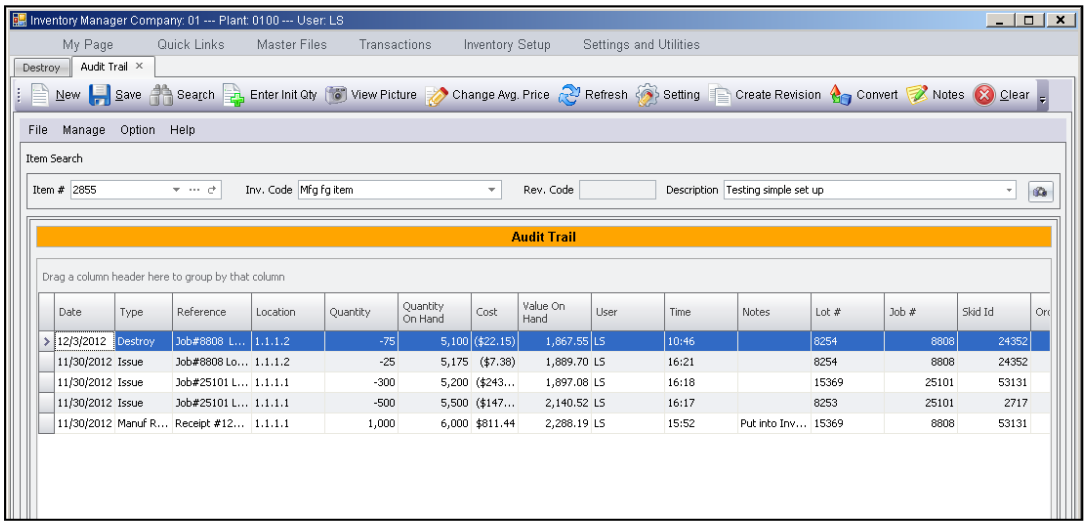
Job Number:

PO Number:

Skid Notes : Reason Description :

Lot	Location	Skid ID #	Cartons	Pcs/Ctn	Loose	Total Quantity
8254	1.1.1.2	24352	0	0	2400	2400

The audit trail for the destroyed material item



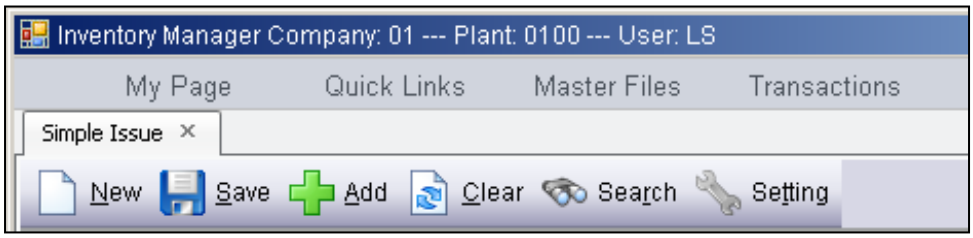
Date	Type	Reference	Location	Quantity	Quantity On Hand	Cost	Value On Hand	User	Time	Notes	Lot #	Job #	Skid Id
12/3/2012	Destroy	Job#8808 L...	1.1.1.2	-75	5,100	($22.15)	1,867.55	LS	10:46		8254	8808	24352
11/30/2012	Issue	Job#8808 Lo...	1.1.1.2	-25	5,175	($7.38)	1,889.70	LS	16:21		8254	8808	24352
11/30/2012	Issue	Job#25101 L...	1.1.1.1	-300	5,200	($243...	1,897.08	LS	16:18		15369	25101	53131
11/30/2012	Issue	Job#25101 L...	1.1.1.1	-500	5,500	($147...	2,140.52	LS	16:17		8253	25101	2717
11/30/2012	Manuf R...	Receipt #12...	1.1.1.1	1,000	6,000	$811.44	2,288.19	LS	15:52	Put into Inv...	15369	8808	53131

Simple Issue

To complete a Simple Issue, click the program located within the **Issues** menu of the **Transactions** Main Menu in the dot-net Inventory Manager program.

When the Simple Issue program is first launched, the user will see the **Settings** button in the horizontal menu bar which displays the program features.

The horizontal menu bar displays these icons:



New – select to begin the transaction for a simple issue.

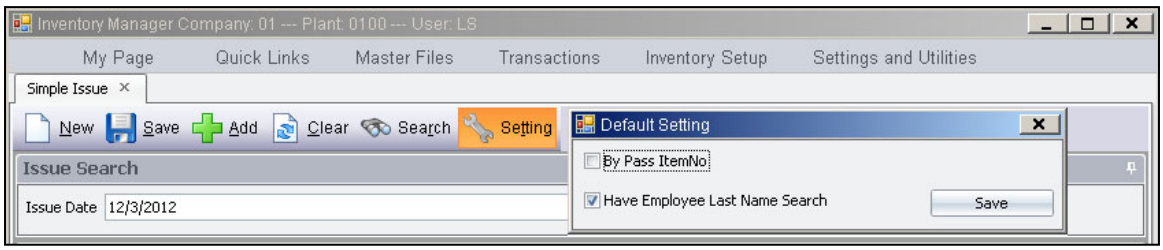
Save – will save the simple issue.

Add – will add another transaction to the current issue screen.

Clear – will clear the screen of all data entry.

Search – will display the search screen where filters are available to assist users in finding an item or items.

Settings – These are the default settings for the Simple Issue program;



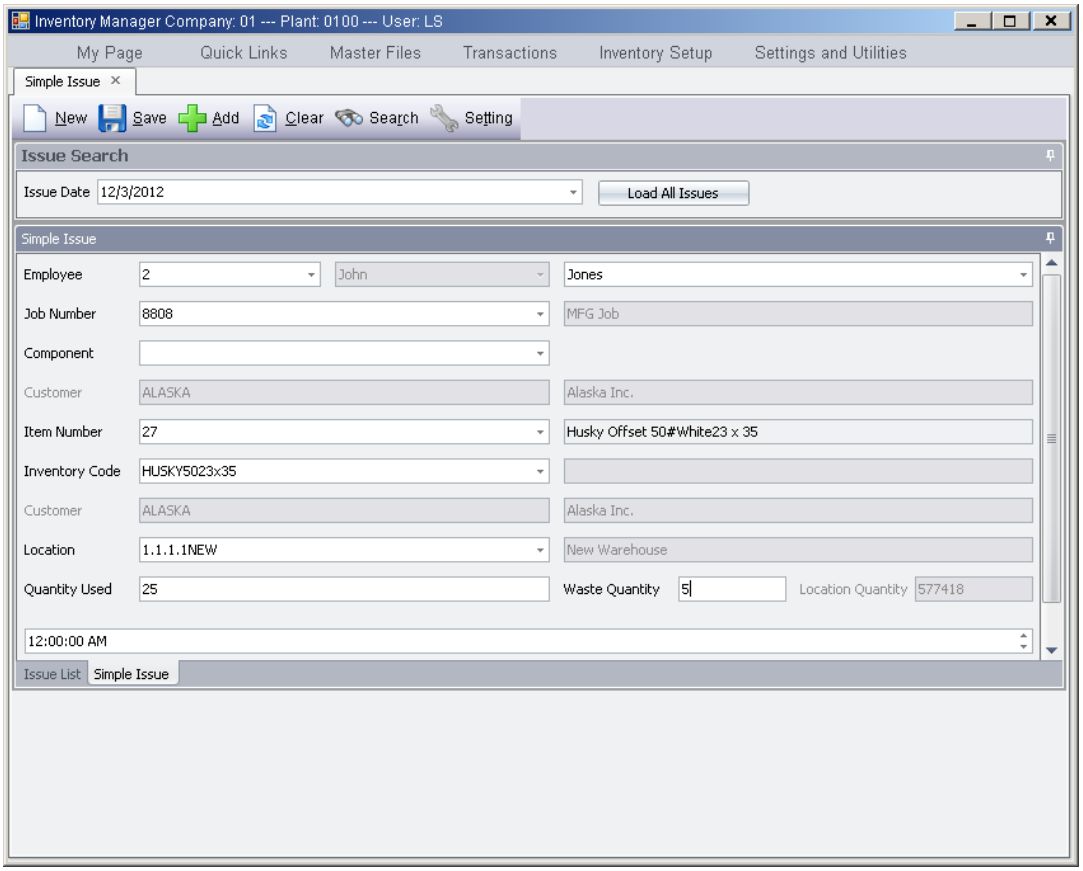
Bypass Item No. – when this is checked, the item number will be bypassed and the screen will go directly to the inventory code.

Have Employee Last Name Search – when this is checked, the system will bypass the employee code and use the employee Last Name for a search.

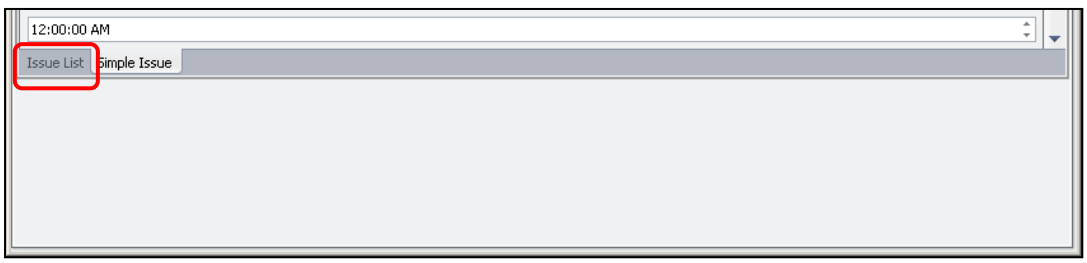
The **Issue Date** in the **Issue Search** section defaults to today's date.

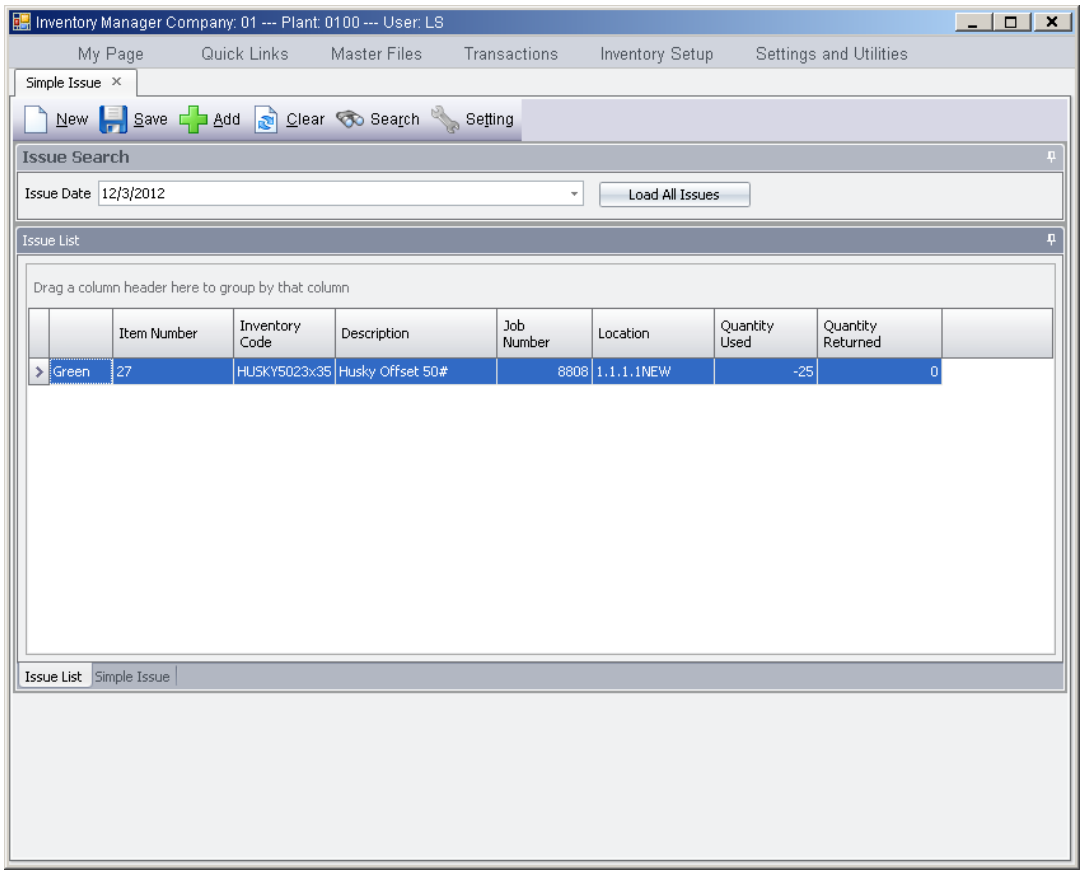
To begin the simple issue

1. Click the **New** icon in the horizontal menu bar at the top of the screen and enter the employee code or tab over one field to the right and enter the first few letters of the employee's first name.
2. When the employee's name appears, press the Tab key to the **Job Number** field. Entering the job number displays the job description and customer account information.
3. Tab to the item number field (unless the default is set to bypass the item number and go directly to the **Inventory Code** field) and enter the item number or inventory code.
4. Tab to the **Location** field and use the drop-down to see all the locations where this item number is stored. The Location Quantity will display on the right lower corner of the upper half of the screen. Enter the Quantity Used and Waste Quantity (spoiled pieces).
5. Click **Save** in the horizontal menu bar at the top of the screen.

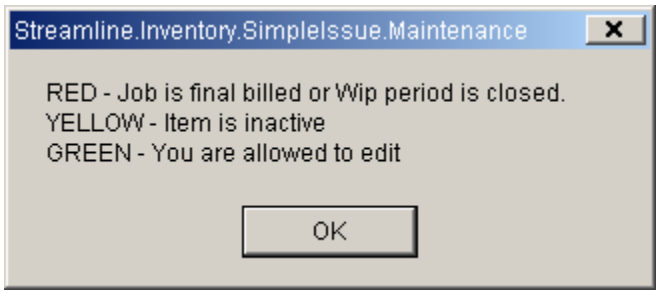


6. Enter the next issue or click to the **Issue List** tab to get a list of all issues that have been completed with this issue date.





7. The first column in this display is a color-coding indicator that displays the color legend when clicked in one of the cells.



Because the issues are displayed with the color-code indicator for **You are allowed to edit**, the issues in the preceding screen may be edited.

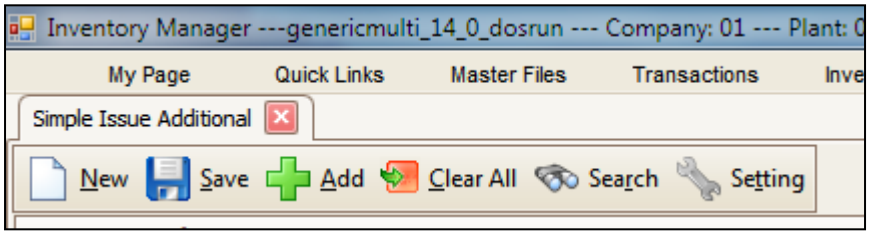
An edit is completed by highlighting the line item in the **Issue List** tab, going to the **Simple Issue** tab and editing the issue as needed. When the editing for the line is done, click the **Save** icon in the horizontal menu bar at the top of the screen.

8. To search for all issue transaction for a specific date or today's date, select the **Issue Date** for which the search is required and click **Load All Issues**. All issues with this date will display on the screen in the **Issue List** tab.

9. Click the **Simple Issue** tab at the bottom of the screen. Key or select the component from the drop-down list. Enter the quantity used and the quantity spoiled.

Simple Issue Additional

The functionality of Simple Issue Additional is similar to Simple Issue with the exception that additional fields have been added to the programming to display in the issue entry screen. The horizontal menu bar displays these icons:



New – select to begin the transaction for a simple issue.

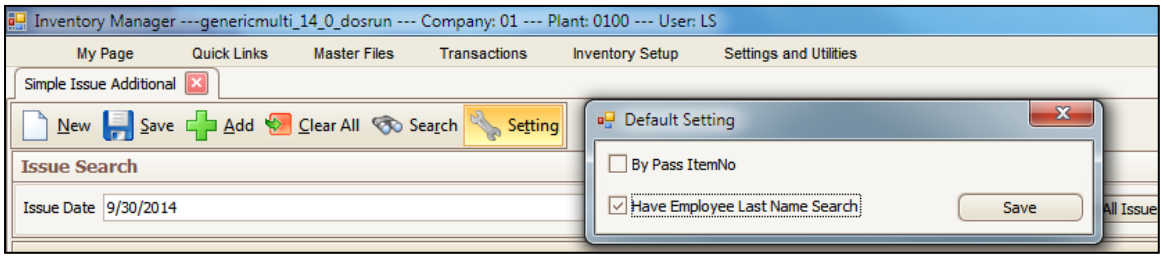
Save – will save the simple issue.

Add – will add another transaction to the current issue screen.

Clear – will clear the screen of all data entry.

Search – will display the search screen where filters are available to assist users in finding an item or items.

Settings – These are the default settings for the Simple Issue Additional program;



Bypass Item No. – when this is checked, the item number will be bypassed and the screen will go directly to the inventory code.

Have Employee Last Name Search – when this is checked, the system will bypass the employee code and use the employee Last Name for a search.

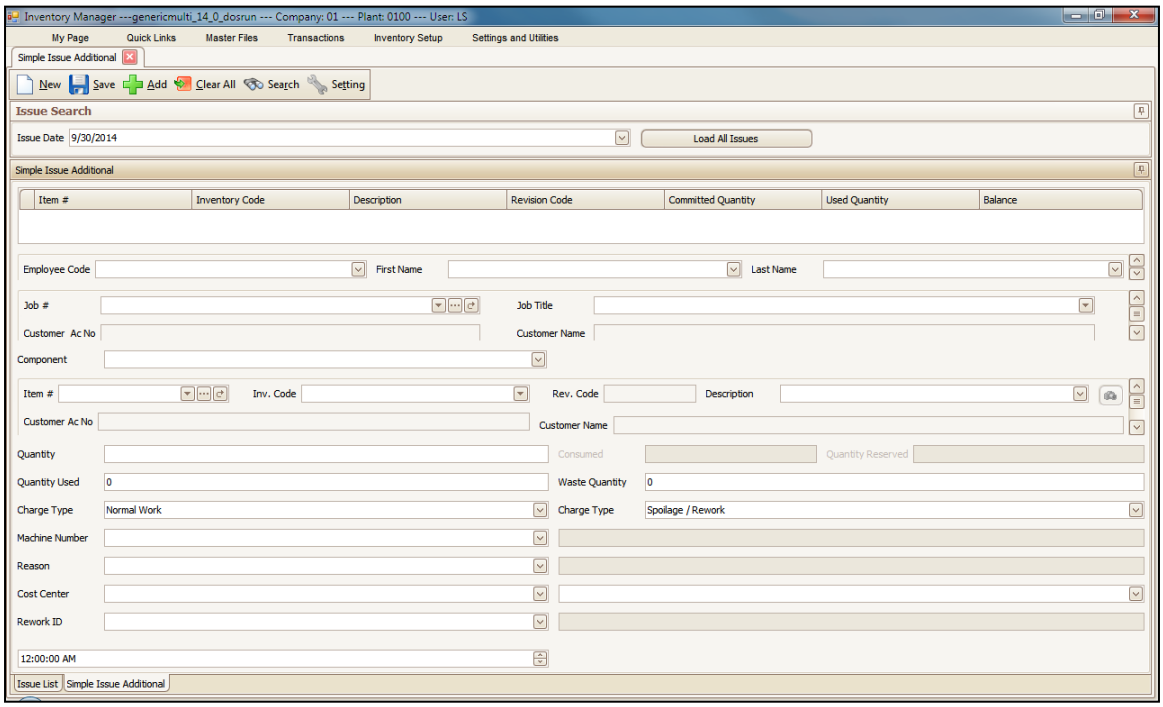
To search for an issue by **Issue Date**, set the date and click **Load All Issues**. The list of issues for that date will display in the grid below.

To begin a new Simple Issue with Additional Fields entry, click the **New** icon in the horizontal menu bar at the top of the screen.

As in **Simple Issue**, the tab key takes the user from field to field. Entering the job number displays the job description and customer account information. The tab key will place the cursor in the item number field (unless the default is set to bypass the item number and go directly to the **Inventory Code** field).

Enter the item number or inventory code. Tab to the Location field and use the drop-down to see all the locations where this item number is stored. The Quantity Reserved and Location Quantity will display when the location is selected.

Enter the Quantity Used and Waste Quantity (spoiled pieces). Click **Save** in the horizontal menu bar at the top of the screen. Up to this point, entry for the Simple Issue with Additional Fields is exactly the same as the Simple Issue screen.



The Additional Fields are:

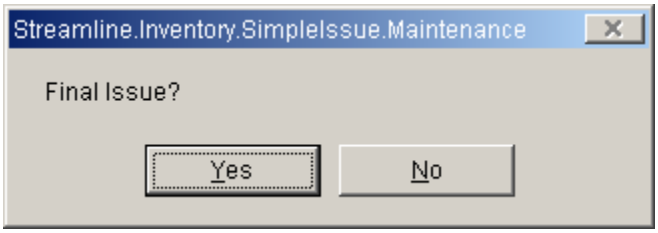
Machine Number – provides a field for the machine number to be keyed or selected. When an entry is completed, the machine number and description as created in the Shop Supervisor program will display.

Employee – although this entry is the first entry in the Simple Issue entry screen, it has moved down toward the bottom of the screen in this program. Key or select the employee either by code or employee first name. The employee code and first and last name will display.

Reason, **Cost Center**, and **Rework ID** are additional fields that can be used to further identify this issue. The Reason and Rework ID fields are created from user-defined information.

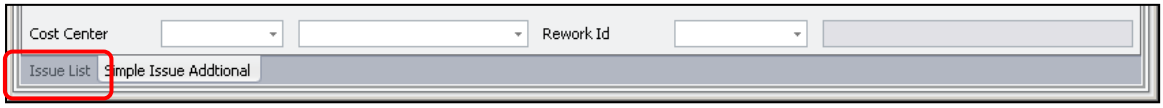
Once the entry is complete, click the **Save** button in the horizontal menu bar at the top of the screen.

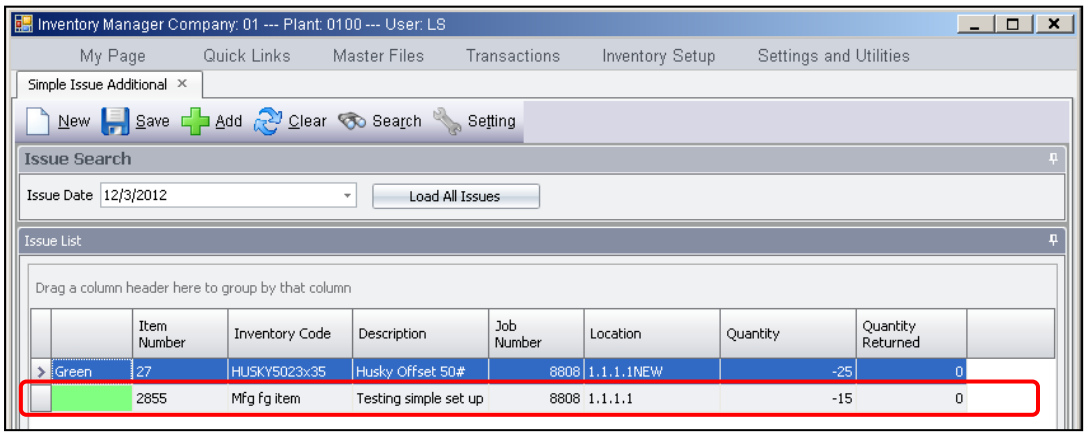
You will be prompted to confirm whether this is a Final Issue.



Clicking **Yes** will mark the issue as final; clicking **No** will mark it as partial.

Moving back to the **Issue List** tab, the screen now displays the Simple Issue with Additional Fields entry.

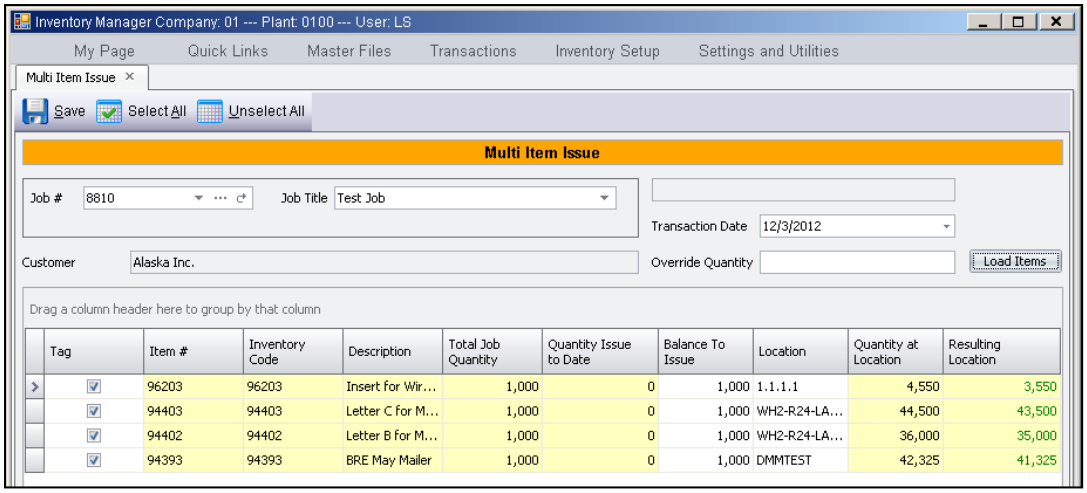




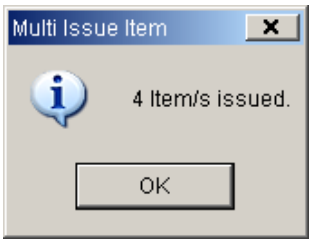
Multi Issue

The Multi Issue program allows users to issue more than one item at a time. The program is accessed by clicking the program located within the **Issues** menu of the **Transactions** Main Menu in the dot-net Inventory Manager program.

Begin the multi issue by keying the job number until it displays in the drop-down box, then select. The customer name and job description will display in the header section. Clicking **Load Items** will load to the grid all items that are linked to this job.



The fields with white backgrounds can be edited. Those fields with a yellow background cannot. Tag the line items to be issued in the multi-item issue. Click **Save**.

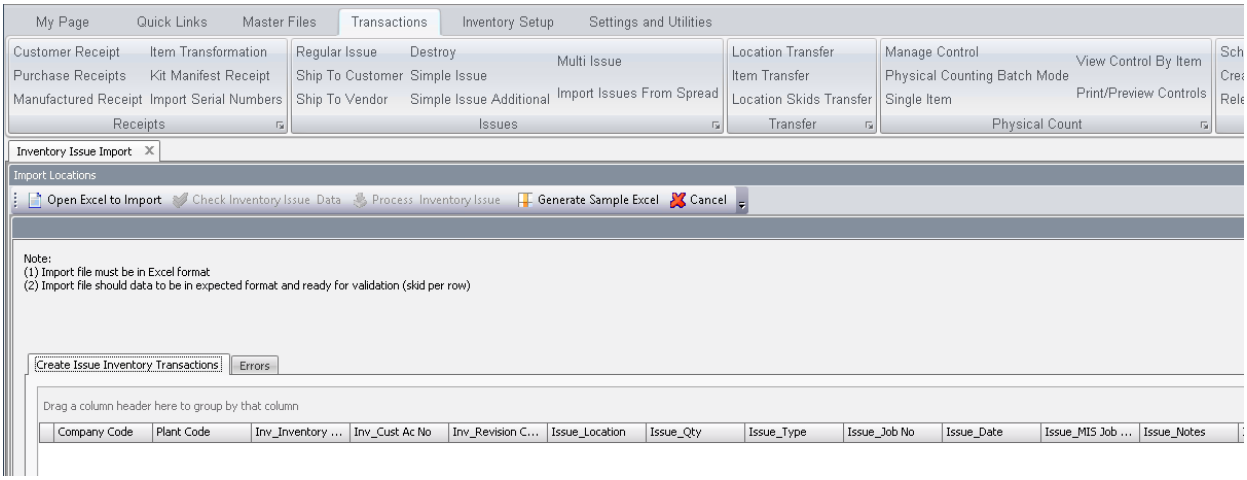


Items linked to the job number entered that have no available quantity in the location selected will display red text numbers; items that have available quantity in the location selected will display with green numbers.

The **Select All** and **Unselect All** buttons in the horizontal menu bar are to assist in the selection or de-selection of the items to include in the multi issue transaction.

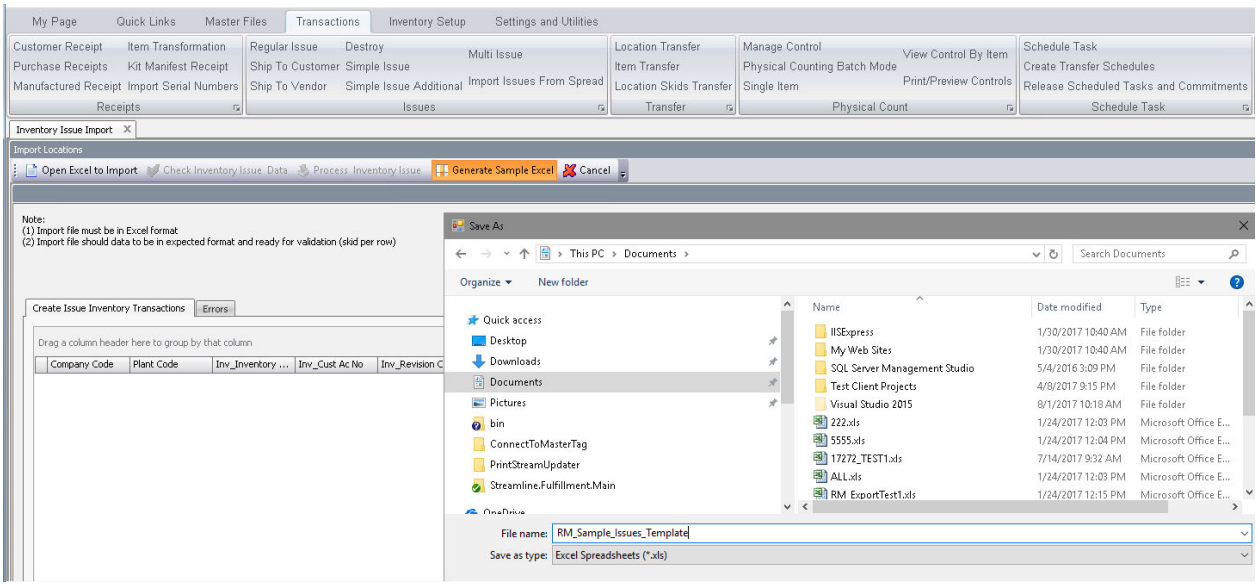
Import Issues From Spread

Transactions > **Import Issues From Spread** . . .

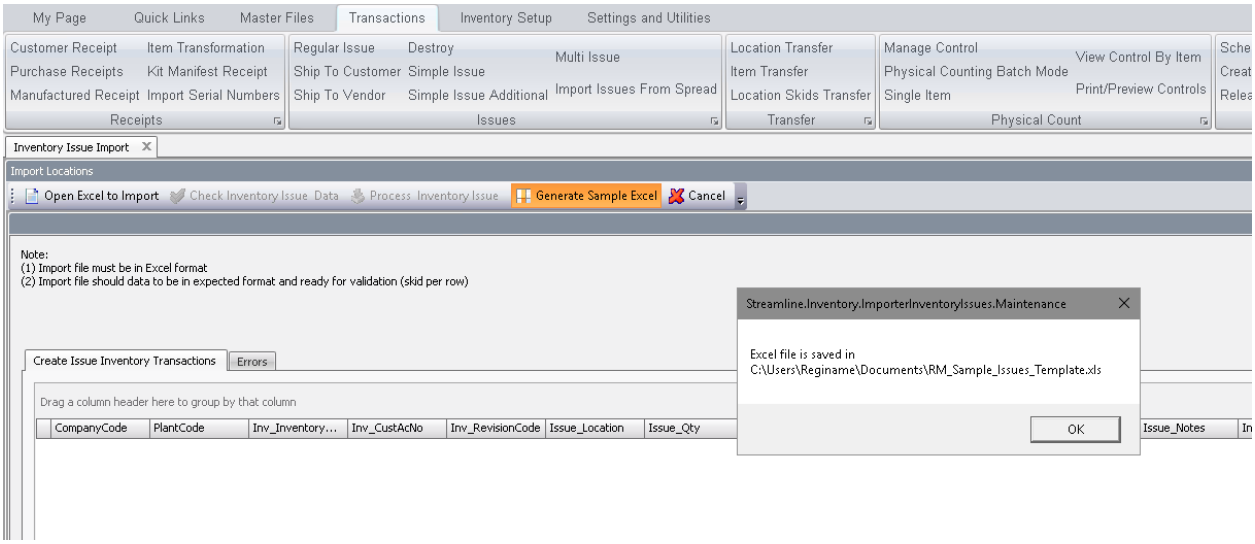


To begin this process, first create an Excel file in the expected format as shown below;

Click **Generate Sample Excel** . . .

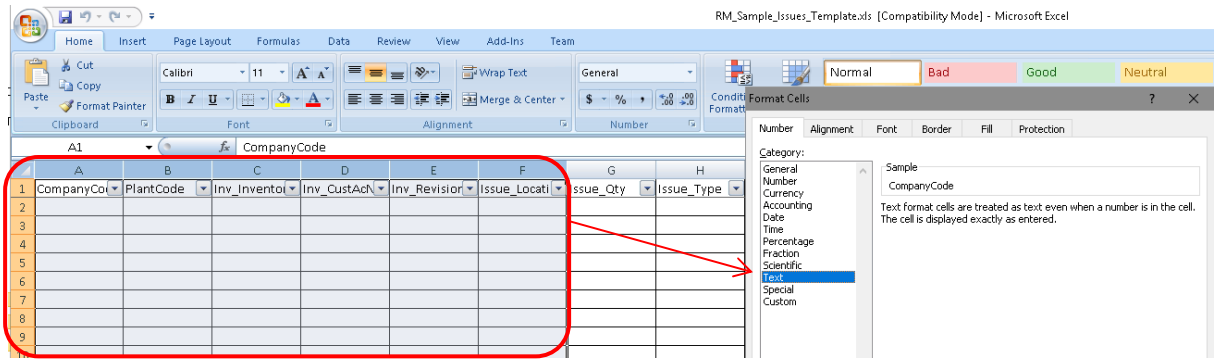


And save template . . .

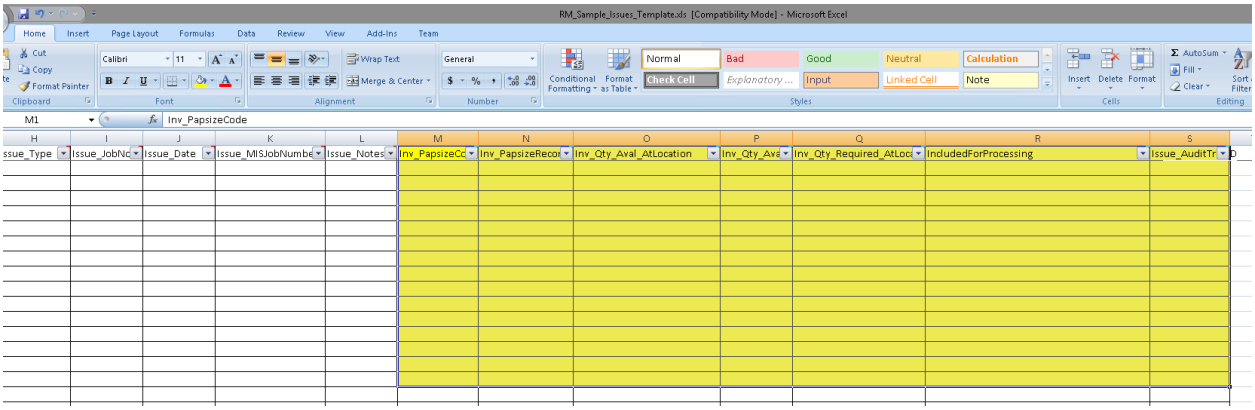


Open Excel File and work out data required for importing issues.

Make sure that these columns (A - F) are formatted as Text . . .



Columns M to S in yellow are for system use . . .



Explanation of Columns . . .

A. CompanyCode – enter Company Code (String, 2)

B. PlantCode – enter Plant Code (String, 4)

C. Inv_InventoryCode - enter the Item's INVENTORY CODE

D. Inv_CustAcNo – enter Customer Account Number (string, 8) that the Inventory Item belongs to – in case Inventory Item does not have a linked Customer – should be left BLANK

E. Inv_RevisionCode – If Inventory Item is setup with "Revision Is Allowed", revision code should be populated as part of the item validation to identify proper item for processing. If no Revision Code leave BLANK.

F. Issue_Location - enter the location from where the item will be issued from. Must have available qty exceeding any existing commitments.

G. Issue_qty – Integer

H. Issue_Type - enter "0" Regular (BLANK), "1" Alterations, "2" Rework.

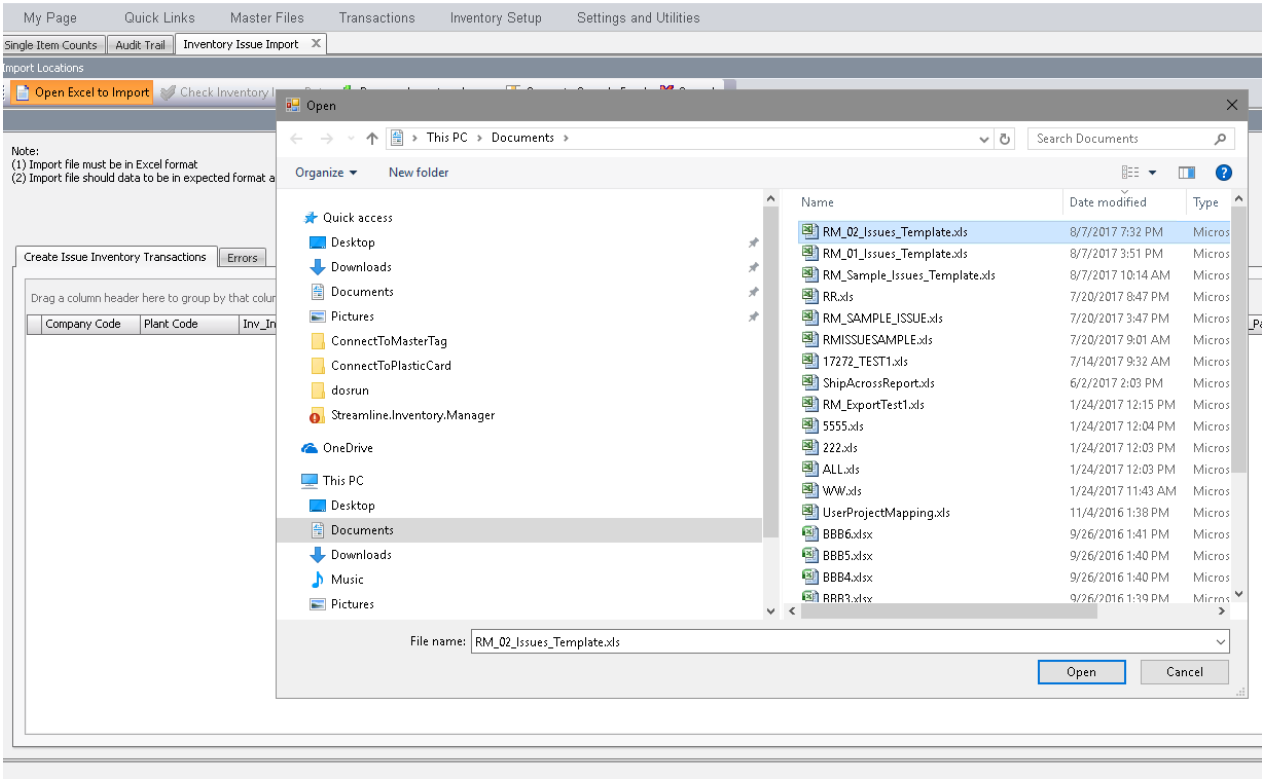
I. Issue_JobNo - for core PrintStream users enter job number related to this issue. If not related to a job, then leave that cell BLANK and system will reference Job #999999 and Job #0. If integrated with an MIS system, enter the PrintStream Customer Job #.

J. Issue_Date – enter issue date in a Date Format (MM/DD/YYYY). Date will be validated for WIP period open for processing. Use caution if backdating.

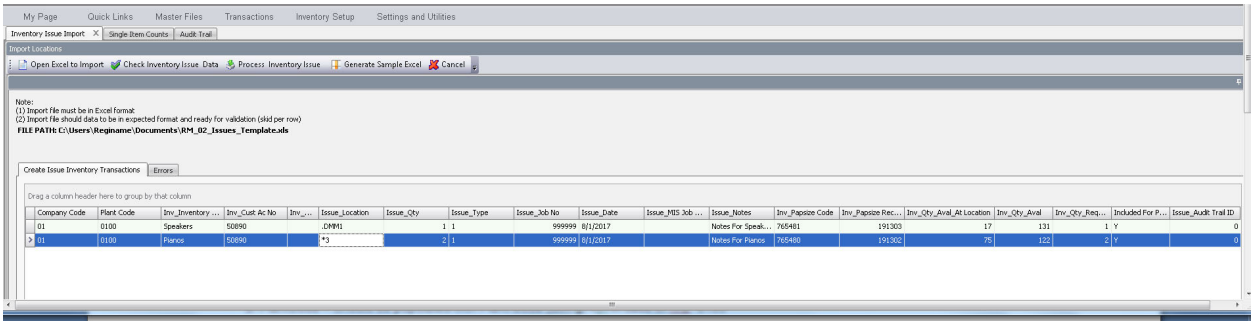
K. Issue_MISJobNumber - for core PrintStream users leave BLANK. If integrated with an MIS system, enter the MIS Production Print Job #.

L. Issue_Notes - enter notes for the issue transaction (optional)

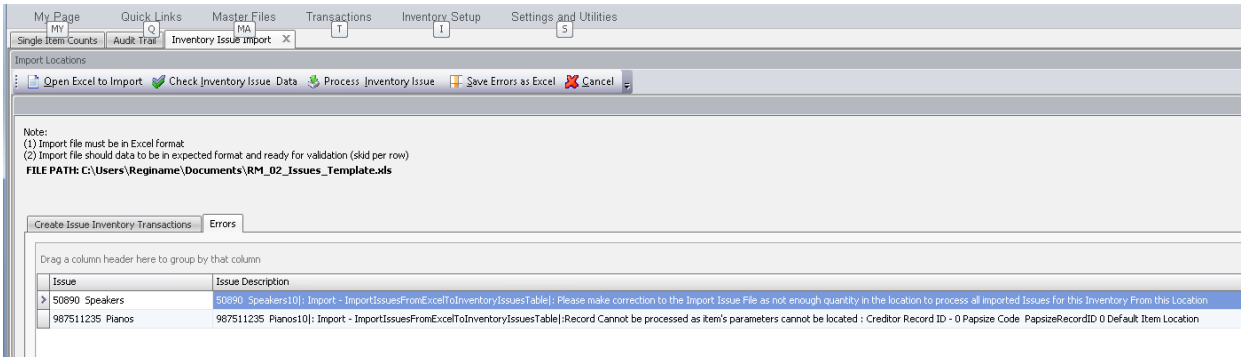
Click **Open Excel To Import** . . .



After file is loaded select **Check Inventory Issue Data** . . .

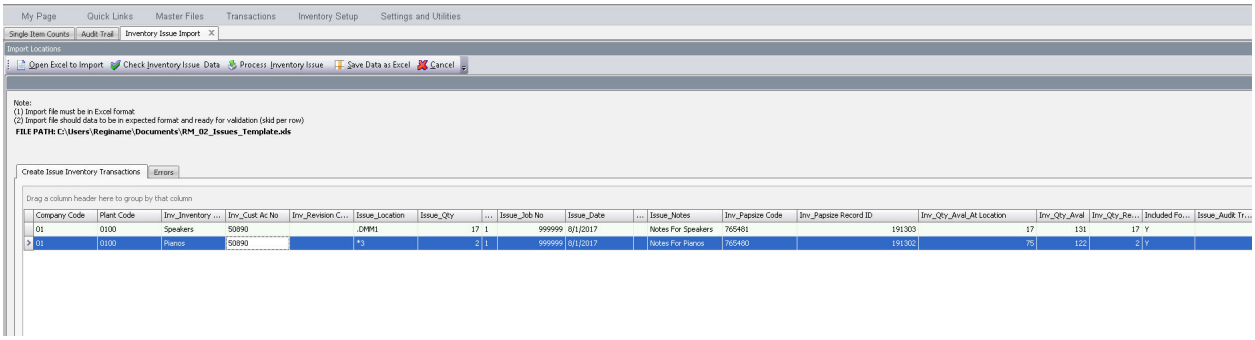


If data is NOT valid messages are displayed on the Error tab detailing the problem(s) . . .

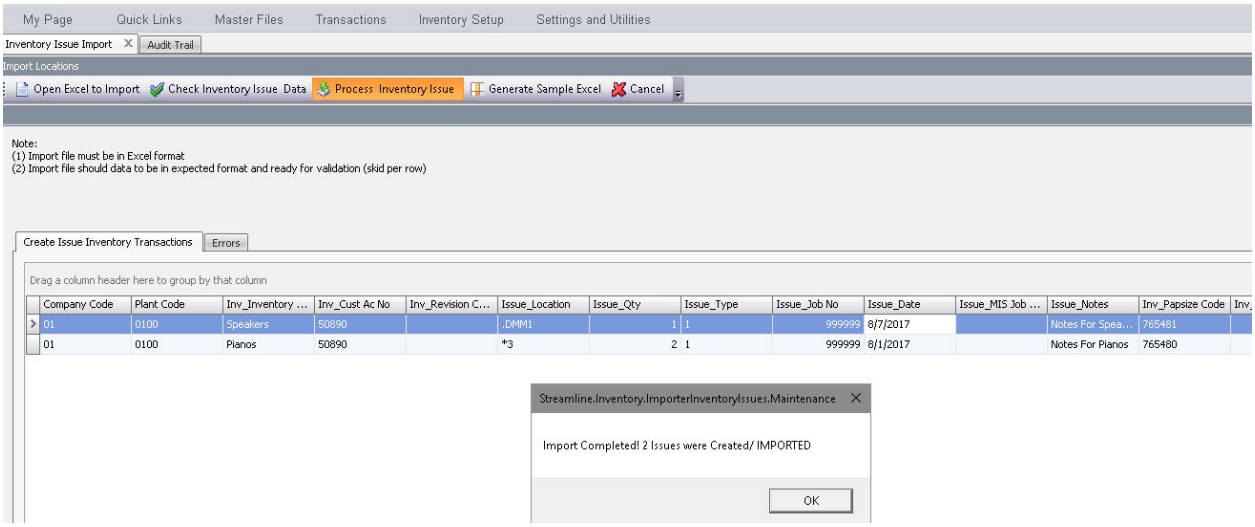


If data IS valid the data fields are correctly displayed.

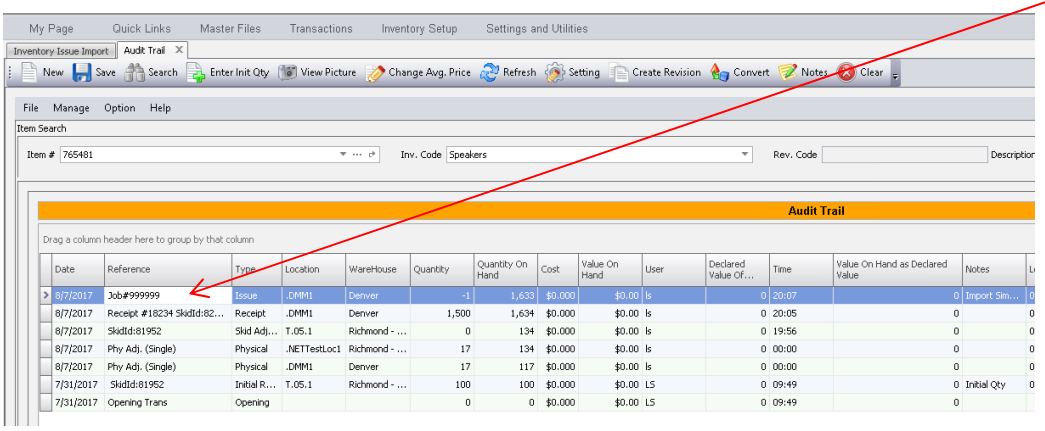
The fields Inv_Papsize Code, Inv_Papsize Record ID, Inv_Qty_Aval_At Location and Inv_Qty_Aval will be populated, and the field Included for Processing is set to Y . . .



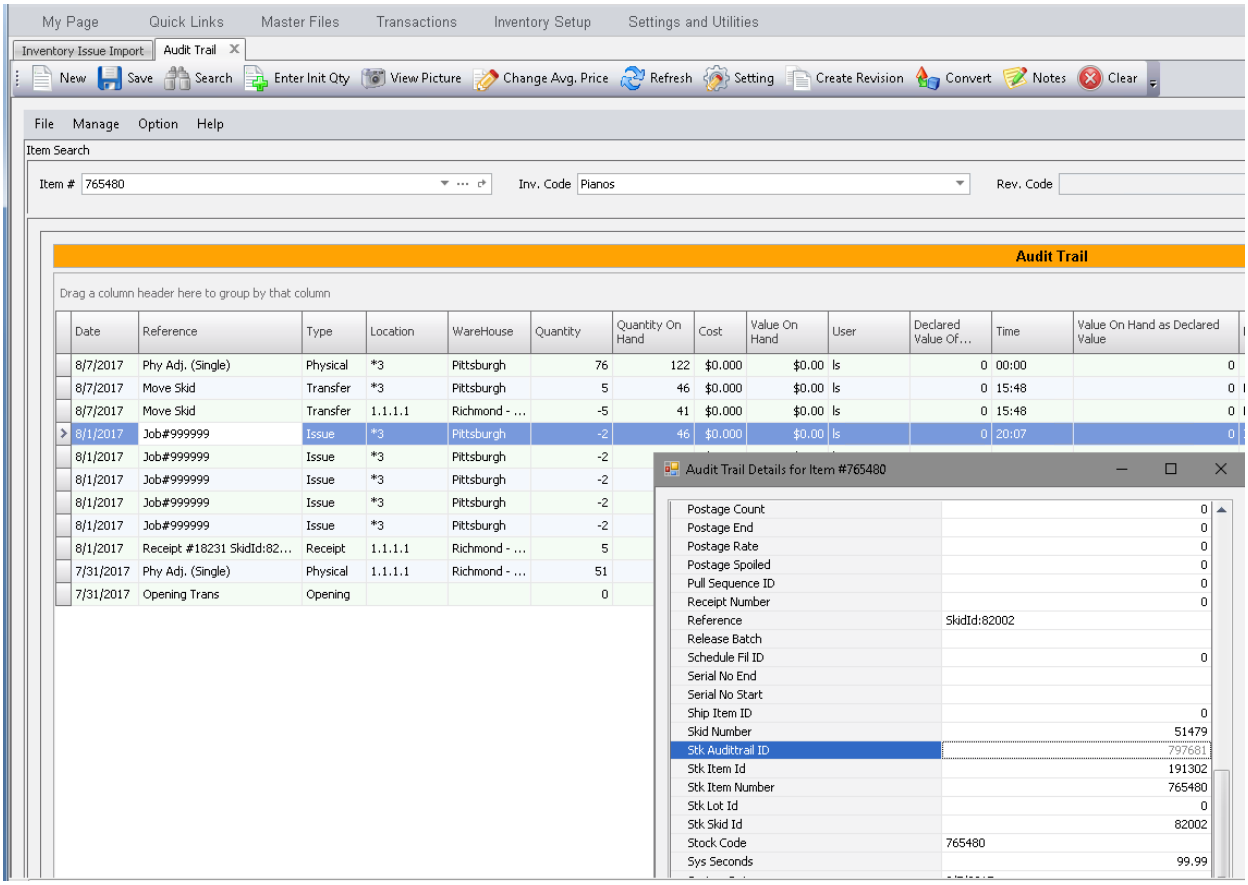
Select **Process Inventory Issue** . . .



If the Inventory Issue(s) are processed successfully then the item's Audit Trial will display the Issue transaction



Audit Trail details displayed below.



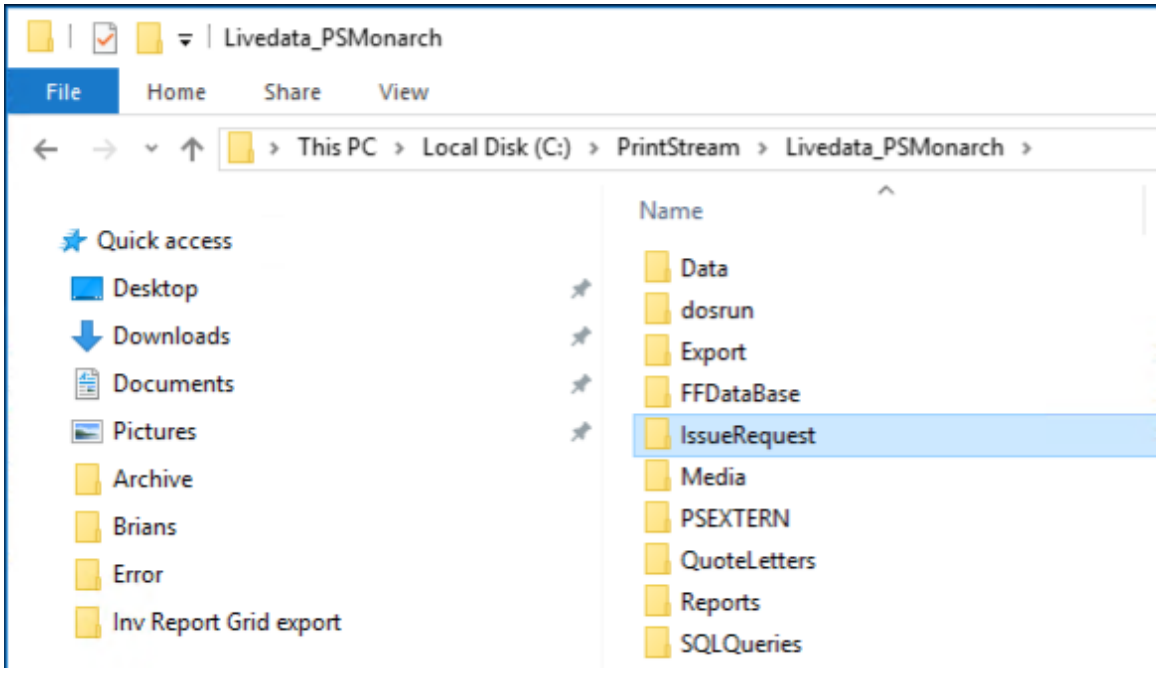
EFI PrintStream Service to Import Multiple Issue Requests from File

New capability to allow "**Issue requests**" to be imported into the system automatically via the "**EFI PrintStream Service**". The system will look at a hot folder that will contain the files that have been dropped into it. The service will pick up the files and process them, if the files process successfully, the system will move them to an "**Archive**" folder. If a file contains invalid information, the system will move the file to an "**Error**" folder and within the file will add the error that caused the issue for those lines that are invalid. If one request within the file fails, then the whole file fails.

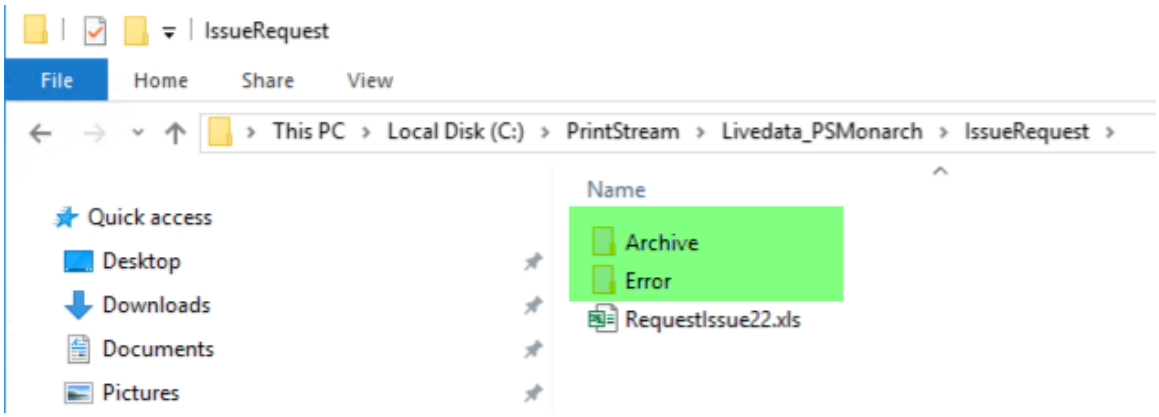
The file provided for the import of the issue requests must have the following fields.

- **CompanyCode**
- **PlantCode**
- **CustomerAcNo**
- **InventoryCode**
- **InventoryRevisionCode**
- **PSJobNo**
- **MISJob**
- **Qty – Needs to be formatted as text**
- **Date**
- **SendTo**
- **Comments**
- **Priority – Needs to be formatted as text**
- **Warehouse**
- **Error**
- **RequestID**

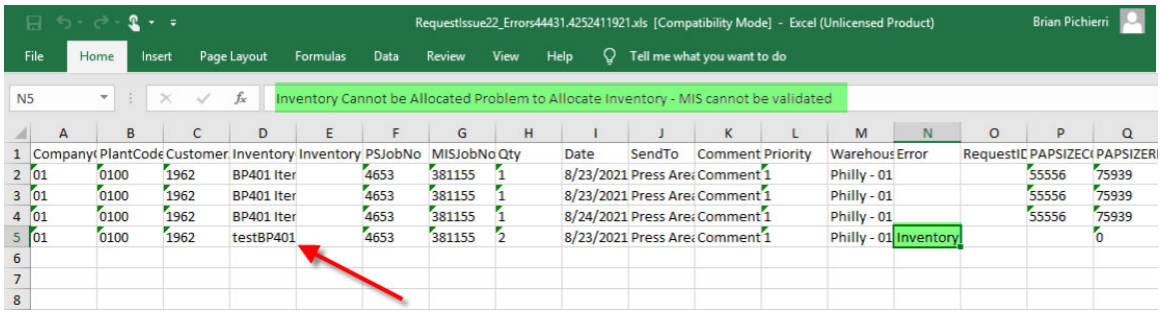
Below shows the new folder within the PrintStream database folder, this folder will need to be added.



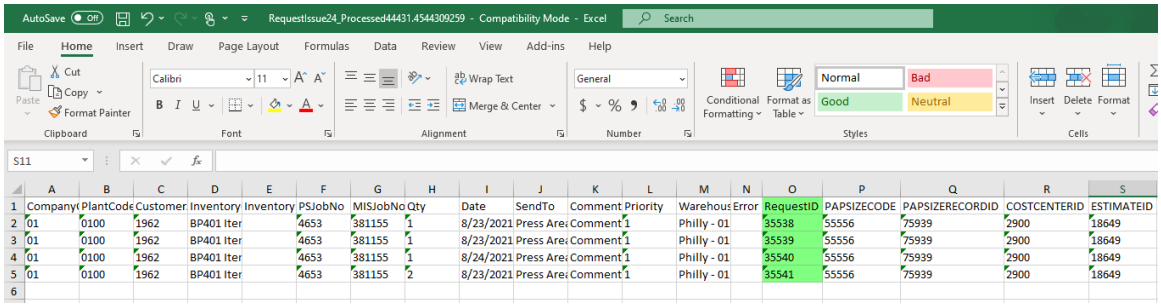
Within that folder, the system will create an “Archive and Error folder.



Below shows a file that has failed, the system will indicate which line caused the file and why. In this case, the item is invalid.



When a file is successful, the system will add in the "**Request ID**" that is assigned to each line within the file. The other fields added/populated are for the use of the system.



Company	PlantCode	Customer	Inventory	Inventory	PSJobNo	MISJobNo	Qty	Date	SendTo	Comment	Priority	Warehous	Error	RequestID	PAPSIZECODE	PAPSIZERECORDID	COSTCENTERID	ESTIMATEID
01	0100	1962	BP401 Iter		4653	381155	1	8/23/2021	Press Are	Comment	1	Philly - 01		35538	55556	75939	2900	18649
01	0100	1962	BP401 Iter		4653	381155	1	8/23/2021	Press Are	Comment	1	Philly - 01		35539	55556	75939	2900	18649
01	0100	1962	BP401 Iter		4653	381155	1	8/24/2021	Press Are	Comment	1	Philly - 01		35540	55556	75939	2900	18649
01	0100	1962	BP401 Iter		4653	381155	2	8/23/2021	Press Are	Comment	1	Philly - 01		35541	55556	75939	2900	18649

N	O	P	Q	R	S
us Error	RequestID	PAPSIZECODE	PAPSIZERECORDID	COSTCENTERID	ESTIMATEID
)1	35538	55556	75939	2900	18649
)1	35539	55556	75939	2900	18649
)1	35540	55556	75939	2900	18649
)1	35541	55556	75939	2900	18649

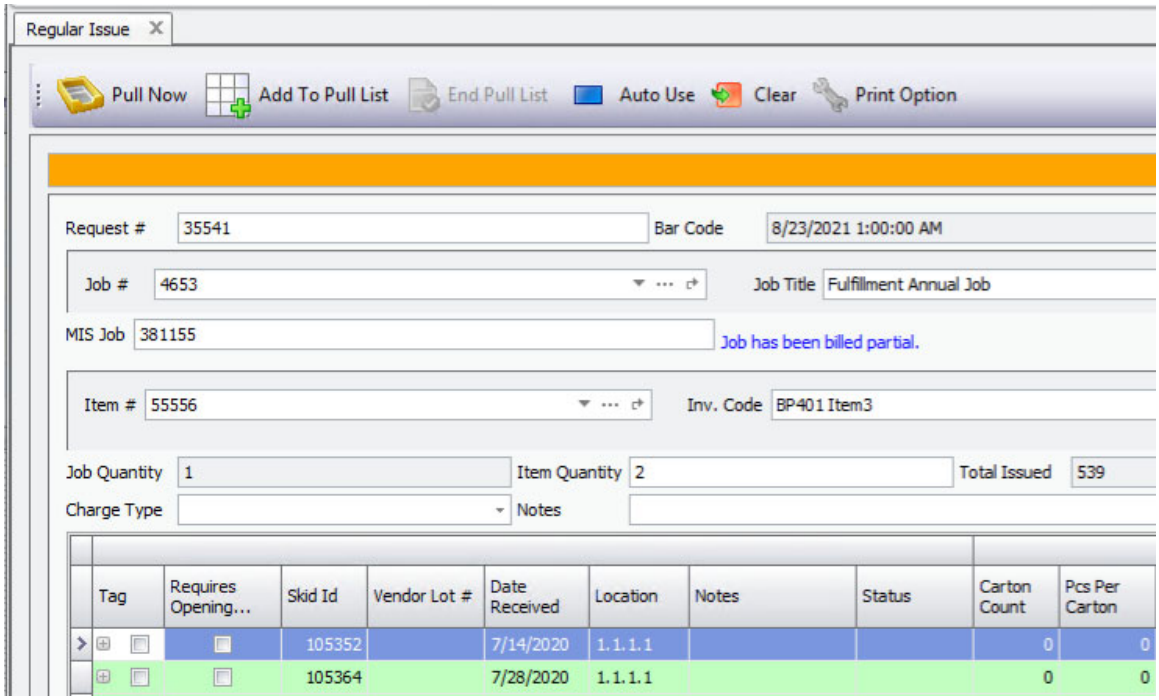
The "**RequestID**" is the number that will appear in schedule tasks for the issue to be done under.

Drag a column header here to group by that column

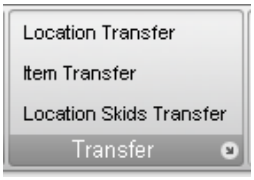
Date	Time	Request #	Priority or PO	Job #	MIS Job ID	Customer/Vendor	Item #	Inventory Code
8/20/2021	00.00	35534	001	4653	381155	BP401 DSF	55556	BP401 Item3
8/20/2021	00.00	35535	001	4653	381155	BP401 DSF	55556	BP401 Item3
8/21/2021	00.00	35536	001	4653	381155	BP401 DSF	55556	BP401 Item3
8/21/2021	00.00	35537	001	4653	381155	BP401 DSF	55556	BP401 Item3
8/23/2021	00.00	35538	001	4653	381155	BP401 DSF	55556	BP401 Item3
8/23/2021	00.00	35539	001	4653	381155	BP401 DSF	55556	BP401 Item3
8/24/2021	00.00	35540	001	4653	381155	BP401 DSF	55556	BP401 Item3
8/23/2021	00.00	35541	001	4653	381155	BP401 DSF	55556	BP401 Item3

Loaded 24 Records

The same goes for “**Regular Issue**”, the request # provided in the file will load the issue request.



Transfer



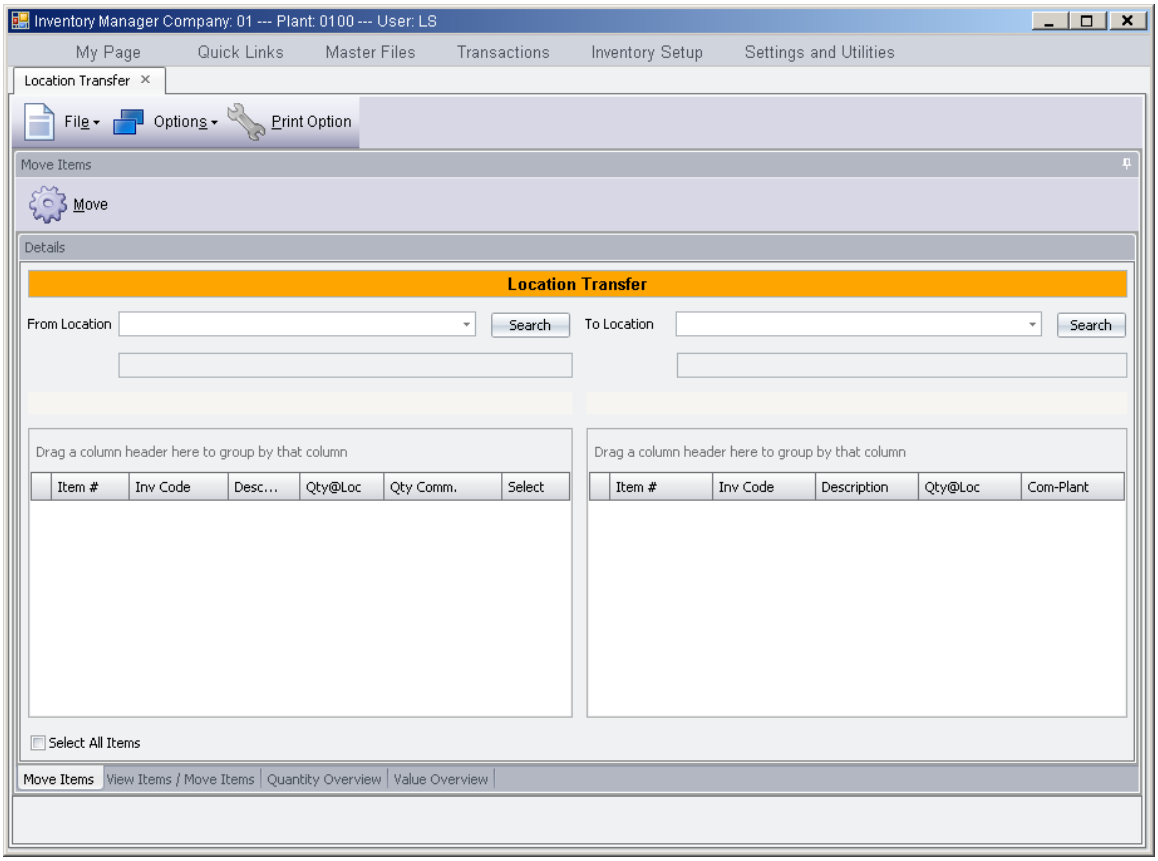
The .net transfer program has multiple features to allow moving material and tracking those movements in the warehouse. The program also has several maintenance features such as the ability to consolidate material in a location or destroy material or move entire locations to newly built locations. Within the **Transfer** menu bar are: **Location Transfer** and **Item Transfer**.

Location Transfer

To complete a transfer of material from one location to another

1. Click the program located within the **Transfer** menu of the **Transactions** Main Menu in the dot-net Inventory Manager program.

   The Location Transfer screen opens.

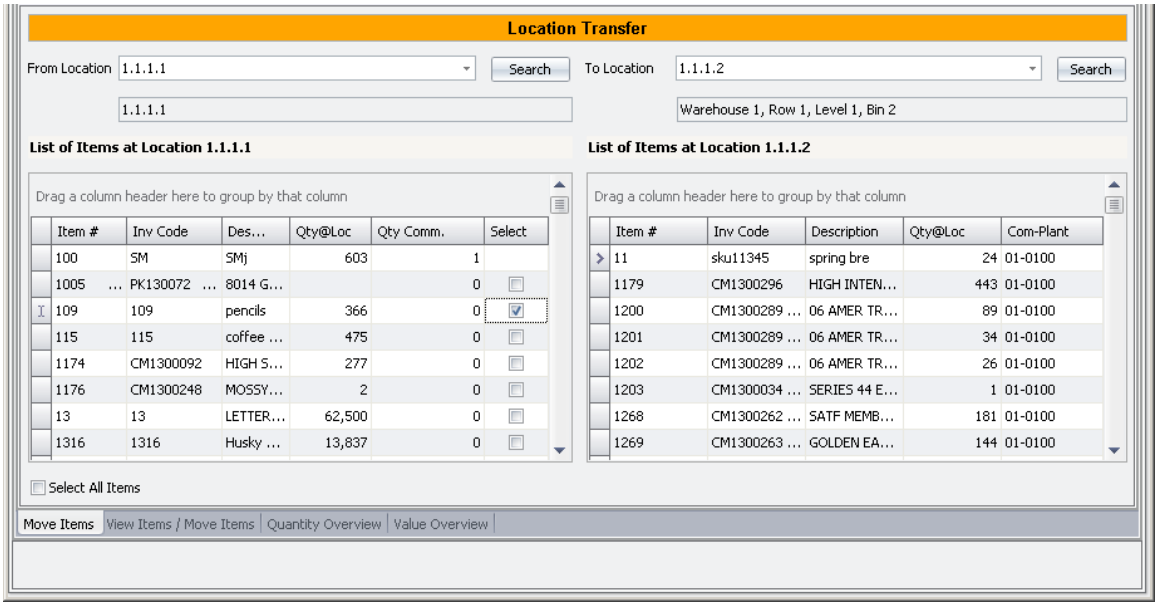


2. The top section under the orange heading bar provides location search fields. Enter the **From Location** or choose the arrow down button to locate; enter the **To Location** or choose the arrow down button to locate. Then click the **Search** button. Users will see displayed a list of all items that reside in the **From Location** and a list of items that reside in the **To Location**.

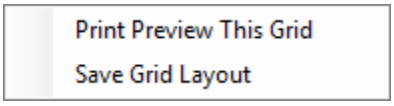
Move Items

To move items that reside in the same location

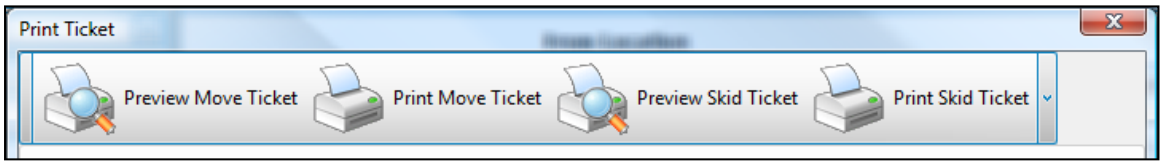
1. Tag the item(s) to transfer by clicking in the box(es) in the **Select** column. A checkmark appears in the box to show the item(s) selected.



2. Right-click the line items in the Move screen to get additional options: **Print Preview This Grid** or **Save Grid Layout**.



3. Click the **Move** icon to proceed with the transfer.
4. Preview or Print the Move Ticket:



A Move Ticket will print for each skid for the item(s) transferred.

Streamline Solutions
100 American Way

DETROIT, MI

Entered By: LB
Entered Date: 12/3/2012
Entry Time: 11:32 AM

Receipt Date
12/3/2012

Move Inventory to New Location

Transfer #

Take From << **1.1.1.1**

Take from — *Pull inventory from this location*

Move To >> **1.1.1.2**

Move to — *Move to this Location*

109 **109**

pencils

Inventory Item# — *Inventory Code/Description*

Take from this location in the following format..

Lot Number	Location	SkidID#	Cartons	Pcs/Ctn	Loose	Total Quantity
0	1.1.1.1	3610	1	21.00	345.00	366.00

Move to this location in the following format..

Lot Number	Location	SkidID#	Cartons	Pcs/Ctn	Loose	Total Quantity
0	1.1.1.2	3610	1	21.00	345.00	366.00

5. Review the **Skid Ticket**:

Streamline Solutions
100 American Way

DETROIT, MI

Entered By: **LS**
Entered Date: **12/3/2012**
Entry Time: **11:34 AM**

Receipt #

Skid Ticket - Inventory Receipt

Inventory Item # **109**

Inventory Code / Description : **109/pencils**

Customer

Received From...

Shipped Via...

Job Number: **N/A**

PO Number:

Skid Notes : Reason Description :

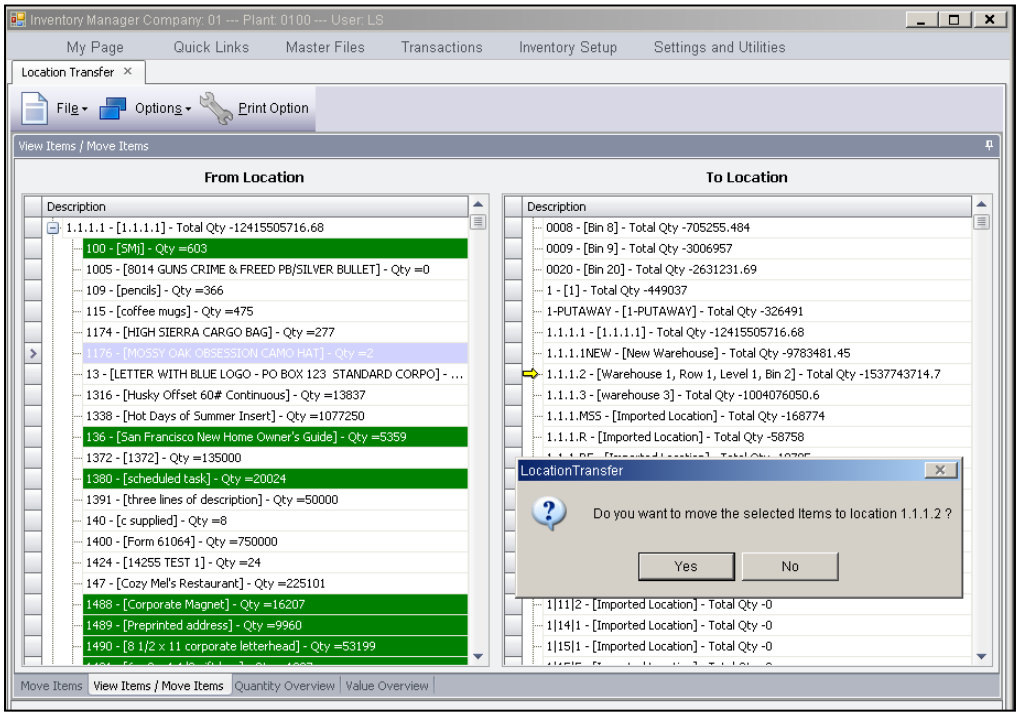
Lot	*Location*	*Skid ID #*	*Cartons*	*Pcs/Ctn*	*Loose*	*Total Quantity*
0	1.1.1.2	3610	1	21	345	366

View Items/Move Items

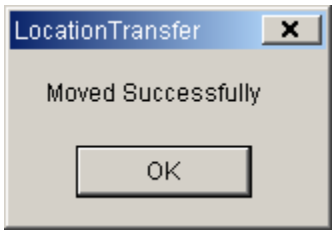
To move items from one location to another location using the drag-and-drop feature

1. Select the tab to **View Items/Move Items**. Click the item number to highlight the item to be moved and holding down the left mouse button, drag the item across and drop it onto the location to which you want it moved.

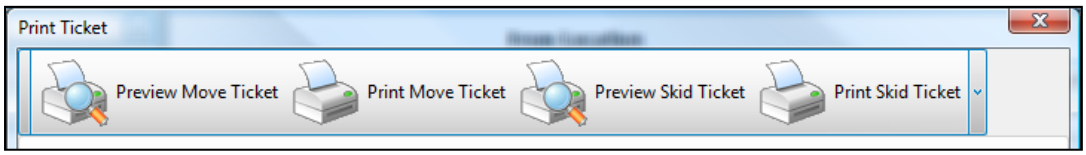
Note Item back color green indicates the DPL (default plant location) for the item.



2. Users will get a message asking to confirm the move: Click **No** to cancel. Click **Yes** to proceed.

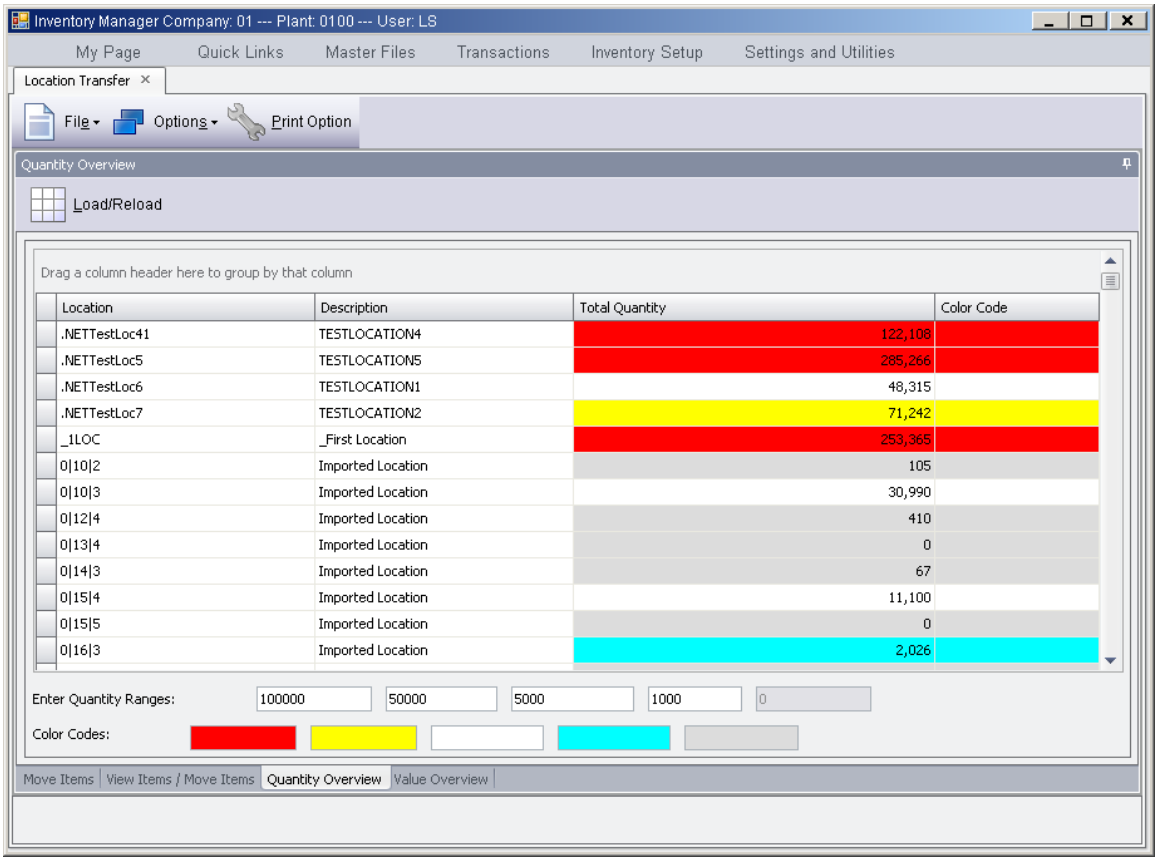


3. Print or preview the Move Ticket and Skid Ticket.



Quantity Overview

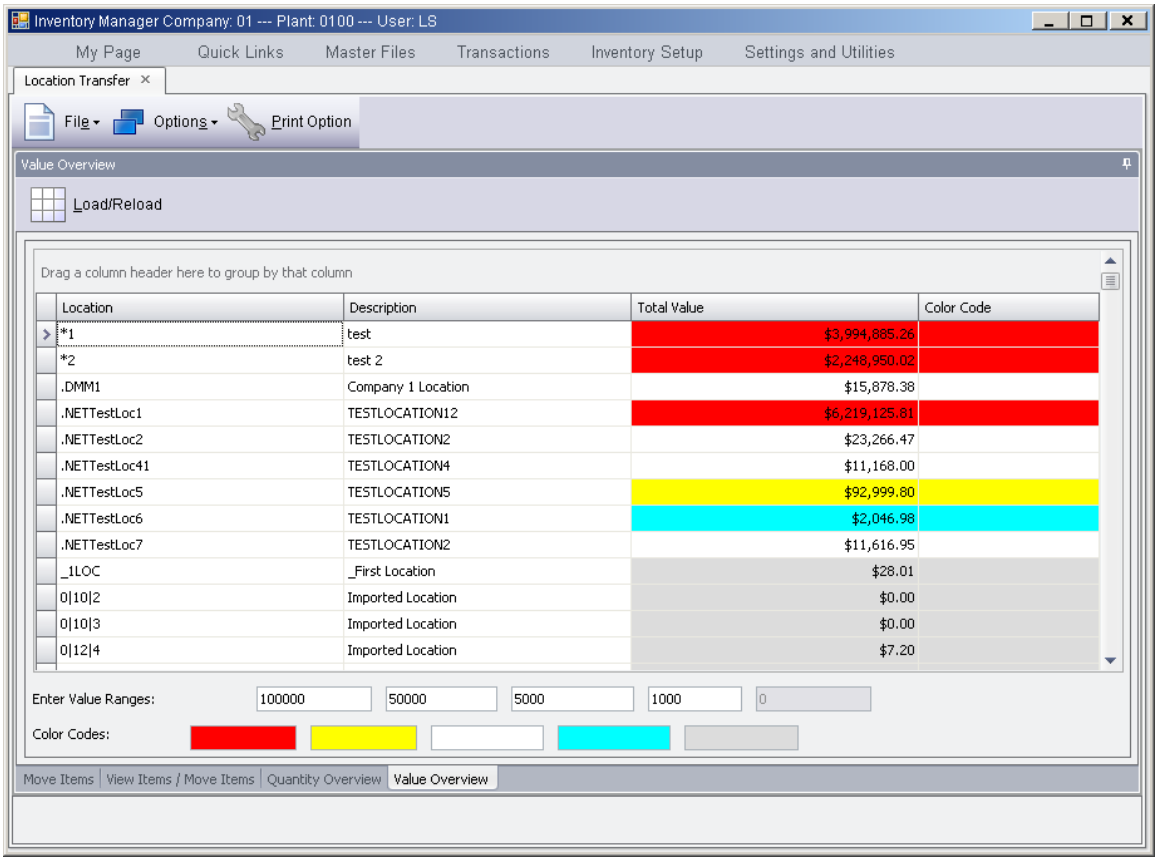
For a quantity overview *by location*, move to the Quantity Overview screen. Displayed in color-coded backgrounds are the Total Quantities for each location based on the quantity ranges that are entered.



In the example, quantity range of zero to 999 is gray; quantity range 1000 to 4999 is aqua blue; quantity range from 5000 to 49999 is white; quantity range from 50000 to 99999 is yellow; and quantities that are 100000 and above are red. These are the default settings that can be changed in the fields for each color. After each change, click the **Load/Reload** button to get the new view.

Value Overview

Similarly, click the **Value Overview** tab to get the same type of view related to the **Total Value** of On Hand inventory. The same colors and range controls are available.

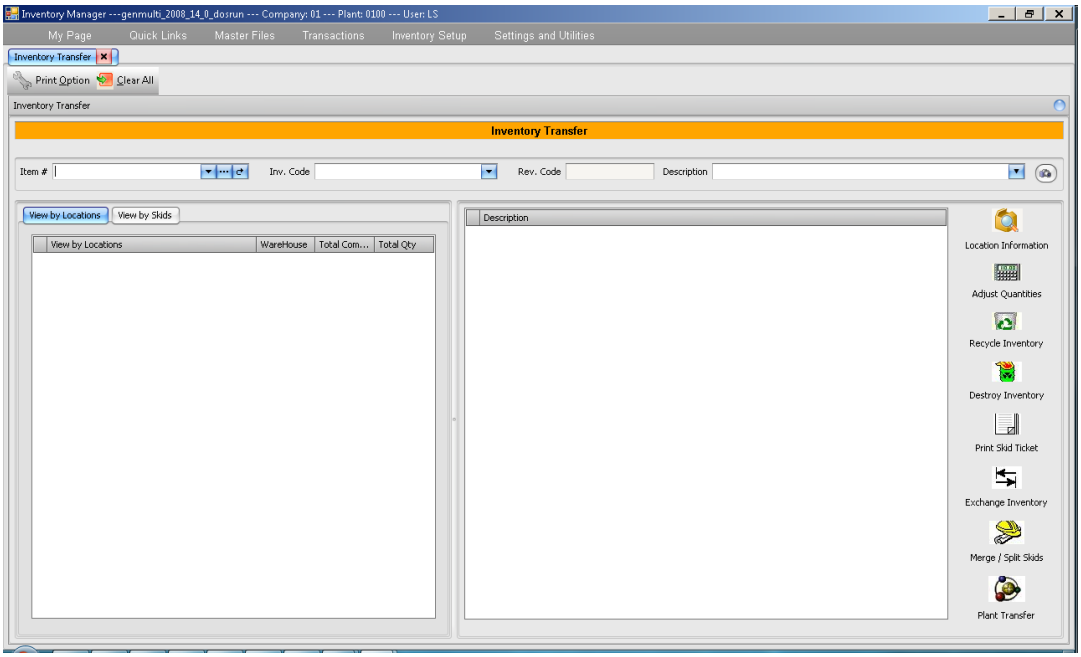


Item Transfer

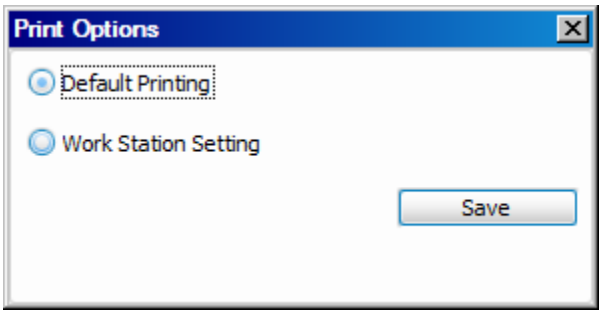
To complete an item transfer

1. Click the program located within the **Transfer** menu of the **Transactions** Main Menu in the dot-net Inventory Manager program.

   When the Inventory Transfer program is launched, the Inventory Transfer screen opens.



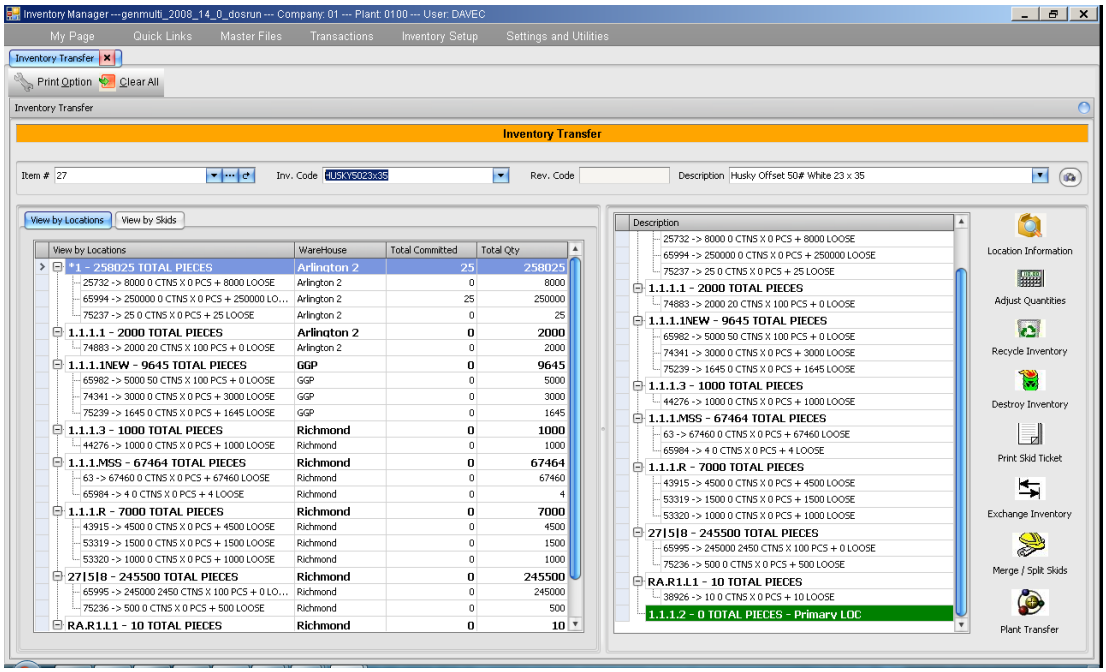
   The horizontal menu bar is home to only one icon in this program – the **Print Option** icon which allows users to print multiple copies of Move Tickets and Skid Tickets. The **Default Printing** option generates one copy of each of the transfer documents. The **Work Station Setting** is for shop floor workstations.



2. Enter the item number, inventory code, or search for the inventory item by either using the drop-down list or by clicking the binoculars button to use the search filters to locate the item.

   When the item inventory details are displayed in the transfer screen, they will display on both sides of the screen. This is to facilitate the drag-and-drop from the left side of the screen to the right side of the screen when transferring material.

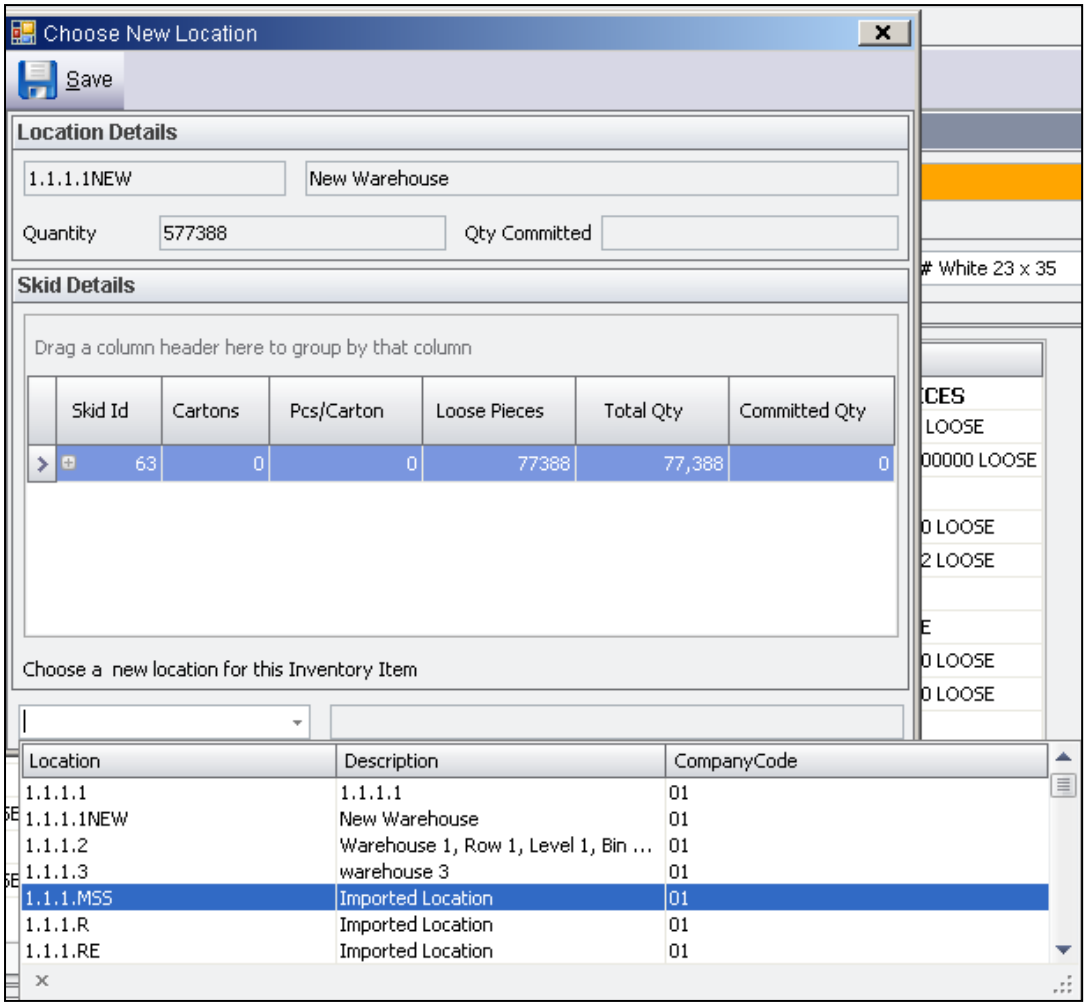
   Note Default location will be highlighted in green.



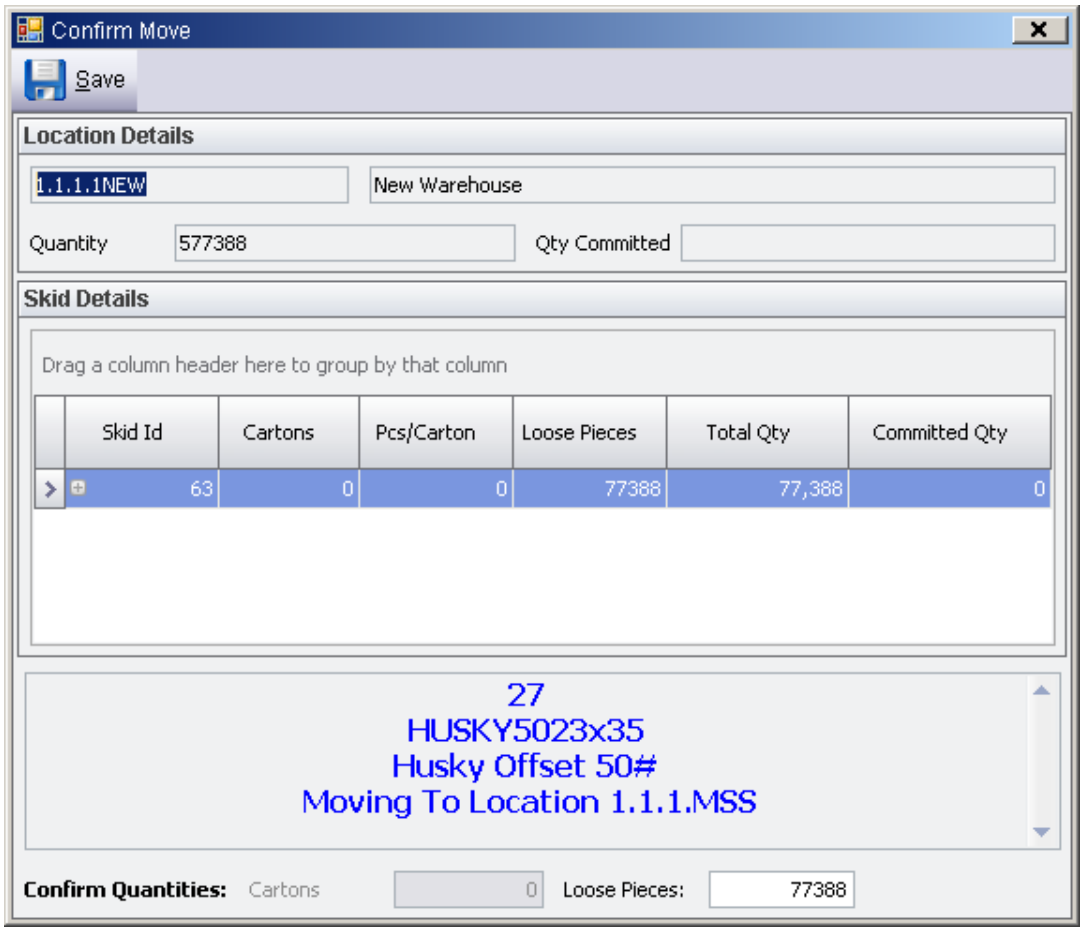
Skids that are on hold will display in red, but the hold does not stop the skid from being transferred or moved; it cannot, however, be issued.

To transfer a skid from one location to a new location

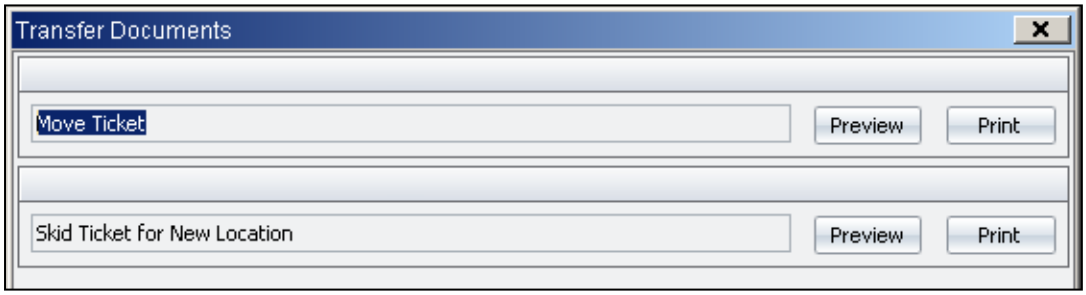
1. Click the skid entry on the left and drag it to the white space on the right.
2. When the icon of the open box with floating objects displays, release the left mouse button. This screen opens:



3. Choose a new location for the inventory item and click **Save**.



4. Confirm the counts for the move. Once satisfied, click **Save**.



5. Preview the **Move Ticket**.

Streamline Solutions
100 American Way

DETROIT, MI

Entered By: LS
Entered Date: 12/3/2012
Entry Time: 11:58 AM

Receipt Date
12/3/2012

Move Inventory to New Location

Transfer # 317844

Take From << **1.1.1.1NEW**

Take from — *Pull inventory from this location*

Move To >> **1.1.1.MSS**

Move to — *Move to this Location*

27 — **HUSKY5023x35**

Husky Offset 50#
White
23 x 35

Inventory Item# — *Inventory Code/Description*

Take from this location in the following format..

Lot Number	Location	SkidID #	Cartons	Pcs/Ctn	Loose	Total Quantity
0	1.1.1.1NEW	63	0	0.00	77388.00	77388.00

Move to this location in the following format..

Lot Number	Location	SkidID #	Cartons	Pcs/Ctn	Loose	Total Quantity
0	1.1.1.MSS	63	0	0.00	77388.00	77388.00

6. Preview the **Skid Ticket**.

Streamline Solutions
100 American Way

DETROIT, MI

Entered By: LS
Entered Date: 12/3/2012
Entry Time: 12:22 PM

Receipt #317844

Skid Ticket - Inventory Receipt

Inventory Item # **27**

Inventory Code / Description : **HUSKY5023x35/Husky Offset 50#**

Customer **Alaska Inc.**
Sandy UT 84117

Received From...

Shipped Via...

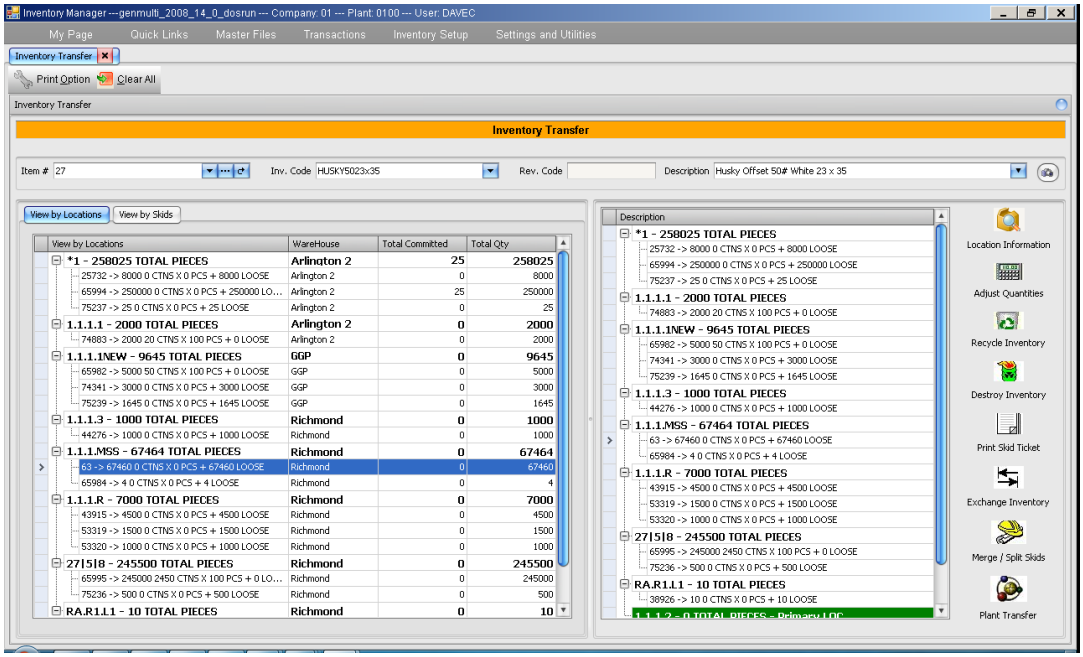
Job Number:

PO Number:

Skid Notes : Reason Description :

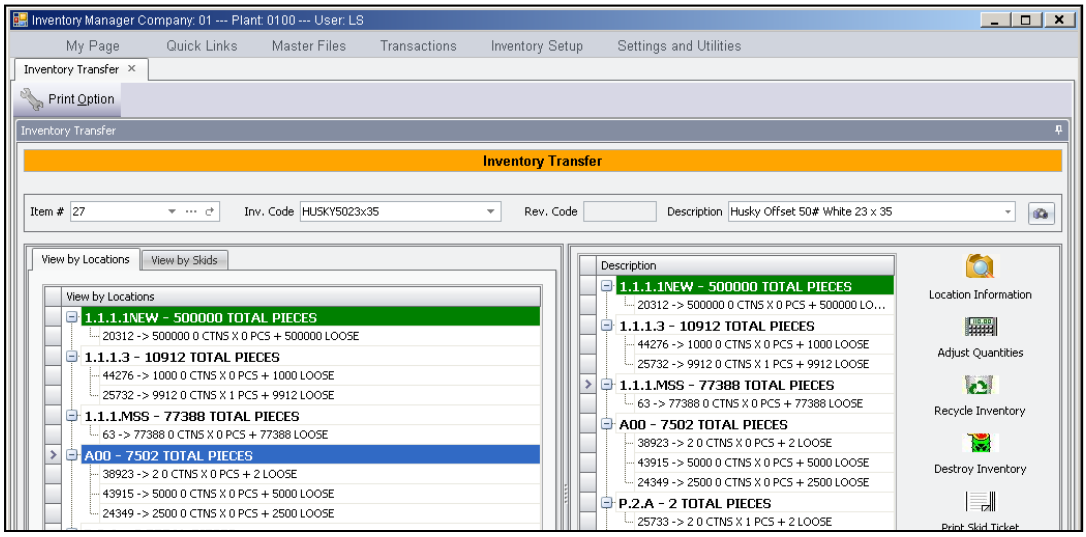
Lot	*Location*	*Skid ID #*	*Cartons*	*Pcs/Ctn*	*Loose*	*Total Quantity*
0	1.1.1.MSS	63	0	0	77388.00	77388

The inventory transfer screen now shows the movement of the material for skid ID 63 now stored in 1.1.1.MMS and no longer stored in 1.1.1.1.

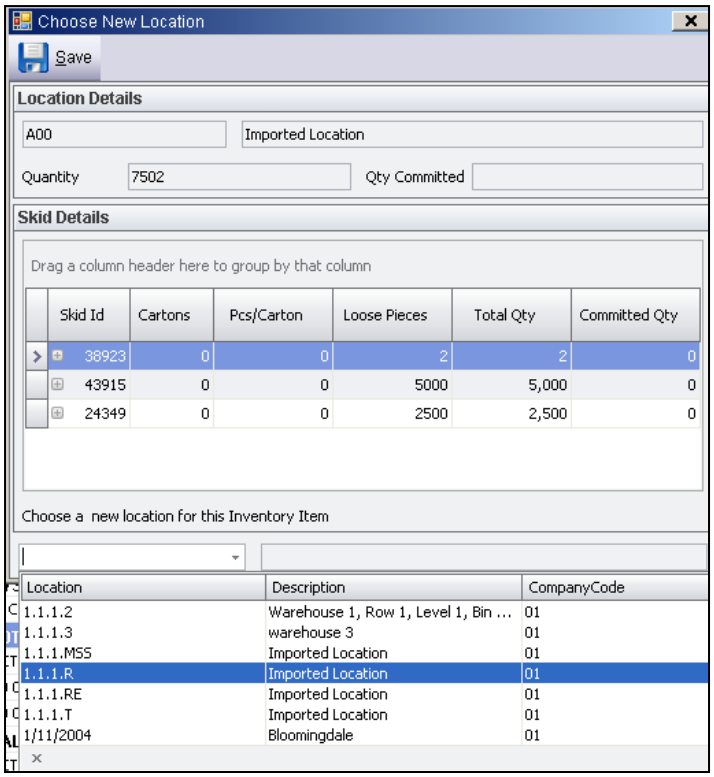


To transfer an entire location for the item to another location

1. Select the line with the location detail from the left and drag it to the white space on the right. When a flowchart icon appears, release the left mouse button.

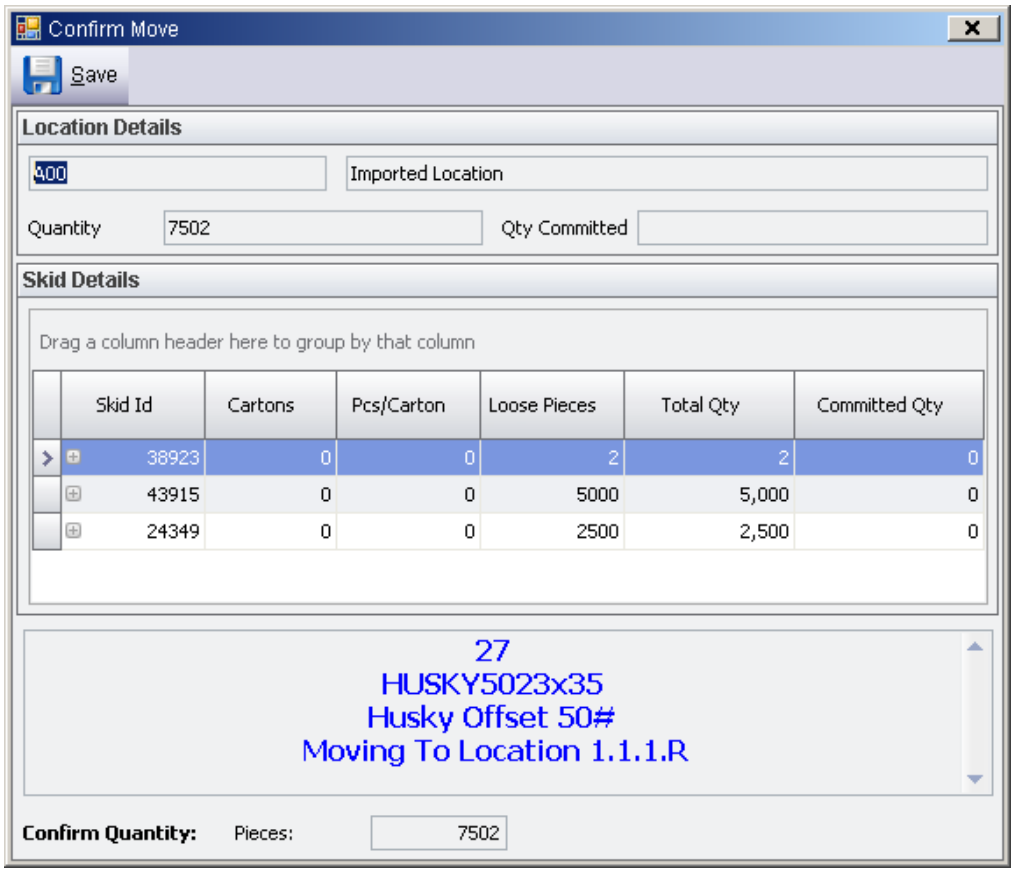


This screen appears:

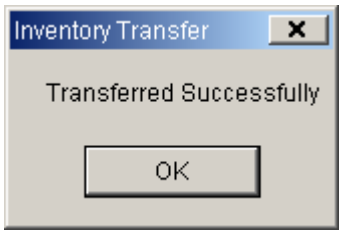


2. Choose the new location to send this location of material and Click **Save**.

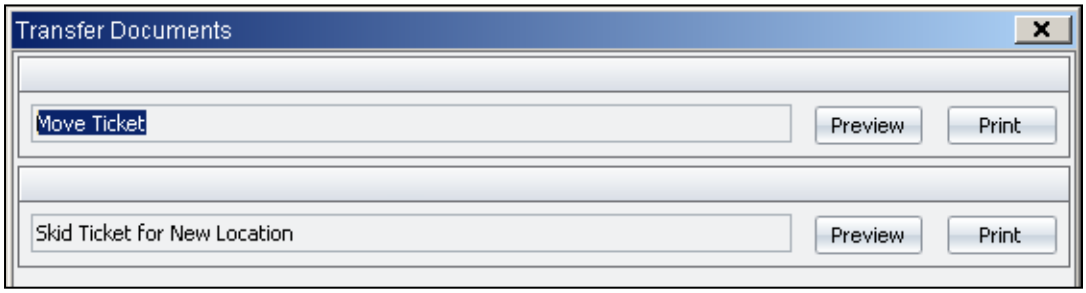
3. Confirm the quantity for the material move. Click **Save**.



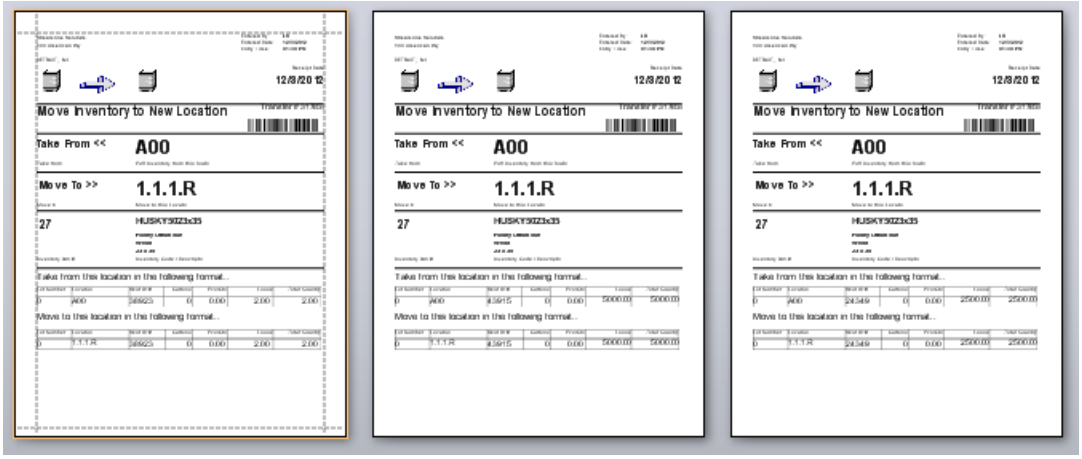
This message will display when the transfer has been successfully completed.



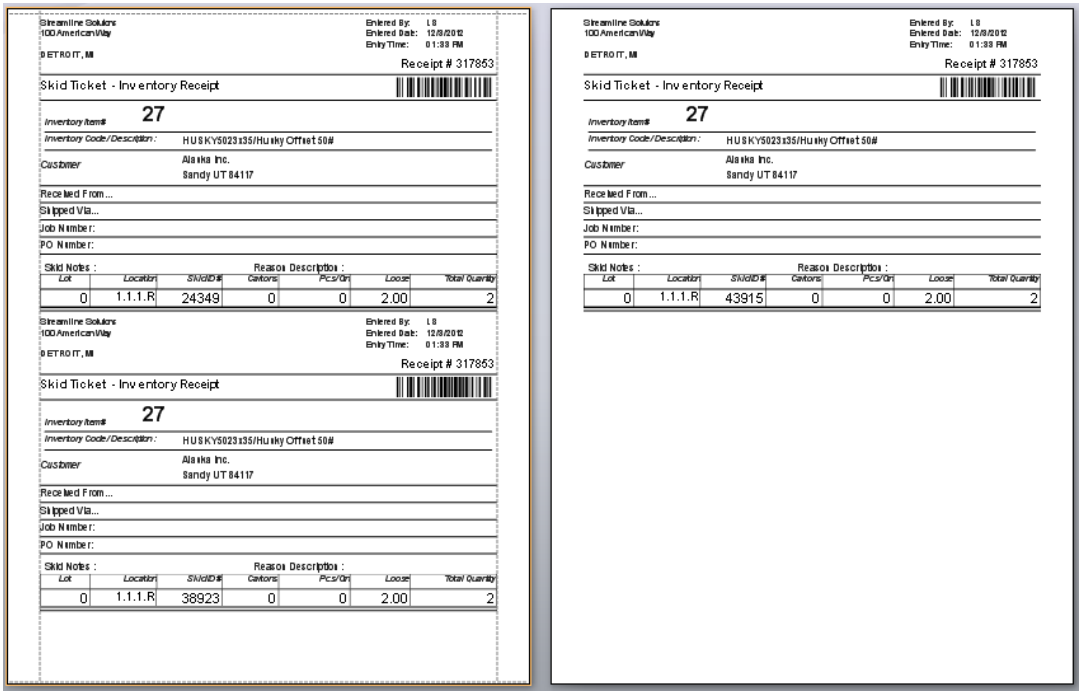
4. Choose the transfer documents to print or preview.



5. Preview the **Move Ticket(s)**.



6. Preview the **Skid Ticket**.

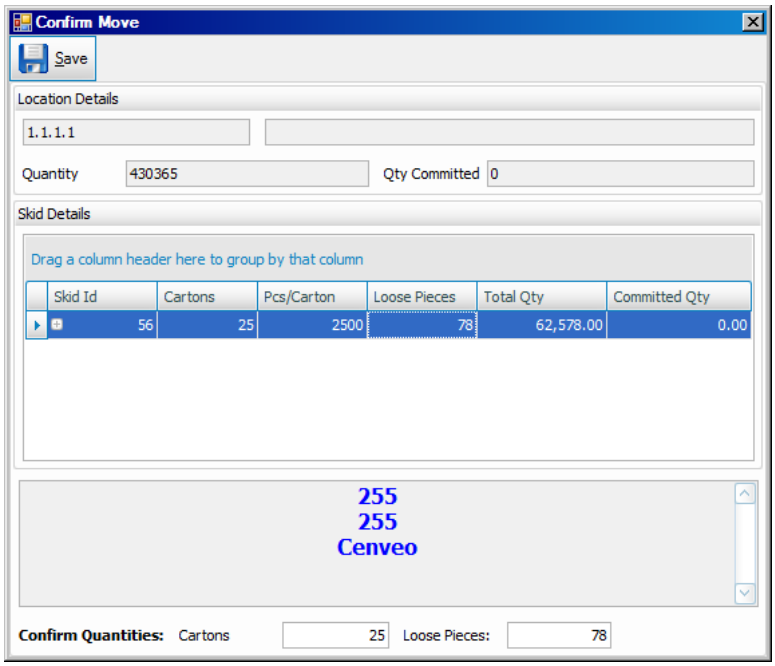


To transfer an item to an existing location

1. Instead of dragging the skid from the left and dropping it onto the white space on the right, drop it on an existing location on the right side of the screen. Watch for the flowchart symbol with an arrow pointing to the location into which the skid is being transferred.

   The screen to choose a location will not display in this type of transaction because the user has already indicated with the drop the receiving location of the transfer.

2. Confirm the quantities.



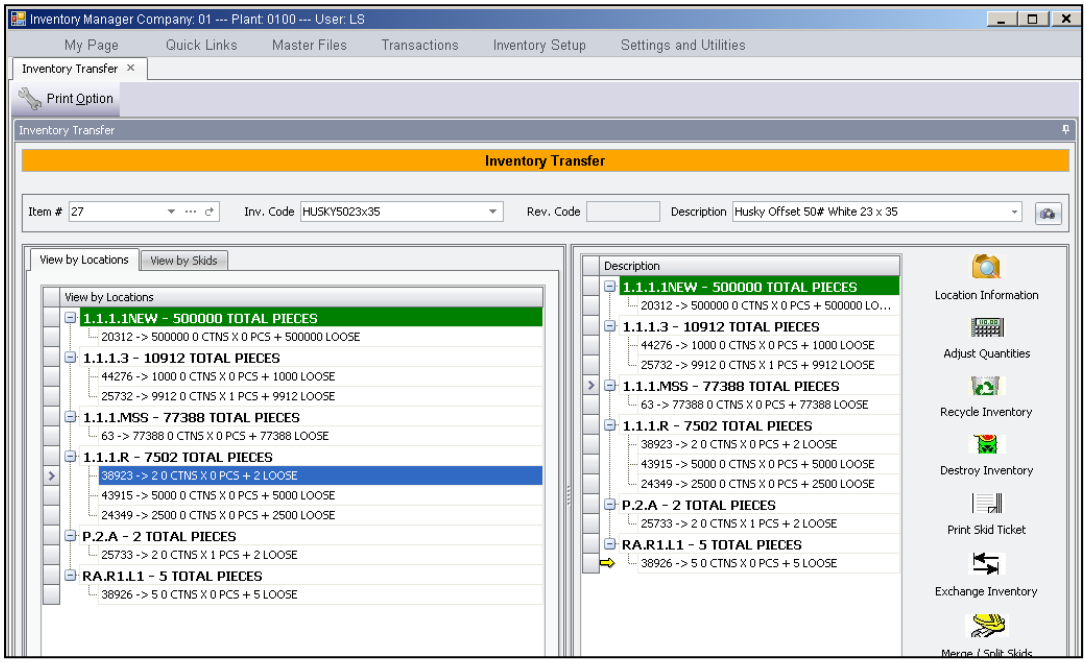
3. Click **Save**.
4. Print or Preview the transfer tickets.

   The transfer screen shows the change for skid ID 56 from 1.1.1.1 to 1.1.1.3.

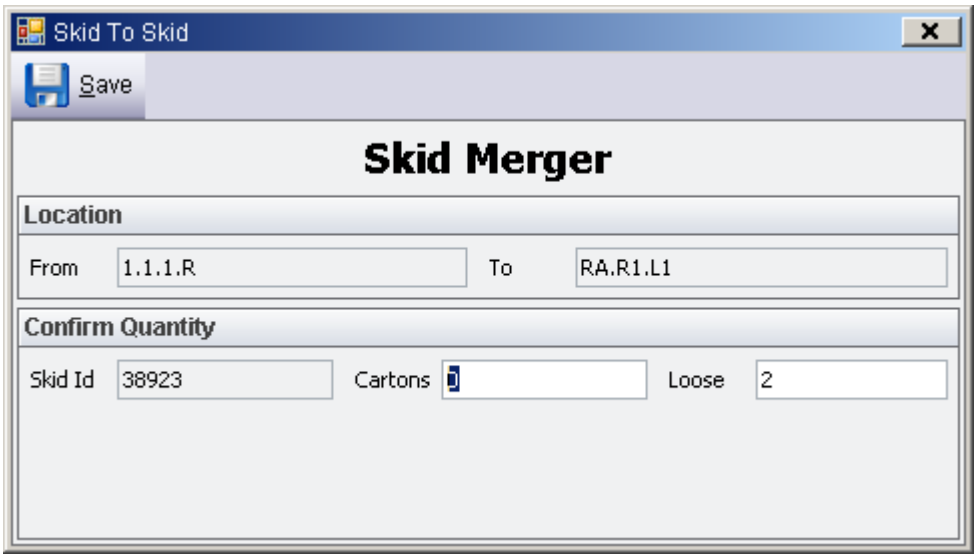
To merge a skid with another

1. Highlight the skid to be merged on the left and drag it to the right and place it onto the skid to which you wish to merge the material.

   In the screen below, the skid ID 38923 will be merged with skid ID 38926. This is done by dragging the skid ID 38923 onto the skid ID 38926 and dropping it. For this transfer to occur, the pieces per carton for both skids must be the same.



2. The Skid Merger (Skid to Skid) screen displays. Confirm the quantity for the merge and **Save**.



3. Preview the **Move Ticket**.

Streamline Solutions
100 American Way

DETROIT, MI

Entered By: LS
Entered Date: 12/3/2012
Entry Time: 01:45 PM

Receipt Date
12/3/2012

Move Inventory to New Location

Transfer # 317855

Take From << **1.1.1.R**

Take from — *Pull inventory from this location*

Move To >> **RA.R1.L1**

Move to — *Move to this Location*

27 — **HUSKY5023x35**

Husky Offset 50#
White
23 x 35

Inventory Item # — *Inventory Code / Description*

Take from this location in the following format..

LotNumber	Location	SkidID #	Cartons	Pcs/Ctn	Loose	Total Quantity
0	1.1.1.R	38923	0	0.00	2.00	2.00

Move to this location in the following format..

LotNumber	Location	SkidID #	Cartons	Pcs/Ctn	Loose	Total Quantity
0	RA.R1.L1	38926	0	0.00	7.00	7.00

4. Preview the **Skid Ticket**.

Streamline Solutions
100 American Way
DETROIT, MI

Entered By: LS
Entered Date: 12/3/2012
Entry Time: 01:52 PM

Receipt # 317855

Skid Ticket - Inventory Receipt

Inventory Item # **27**

Inventory Code / Description : **HUSKY5023x35/Husky Offset 50#**

Customer **Alaska Inc.**
Sandy UT 84117

Received From...

Shipped Via...

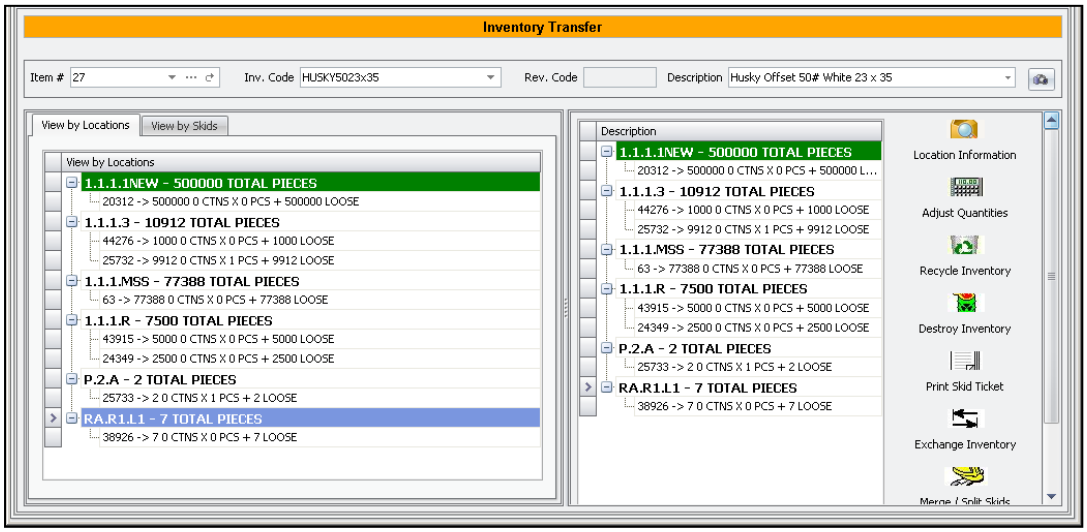
Job Number:

PO Number:

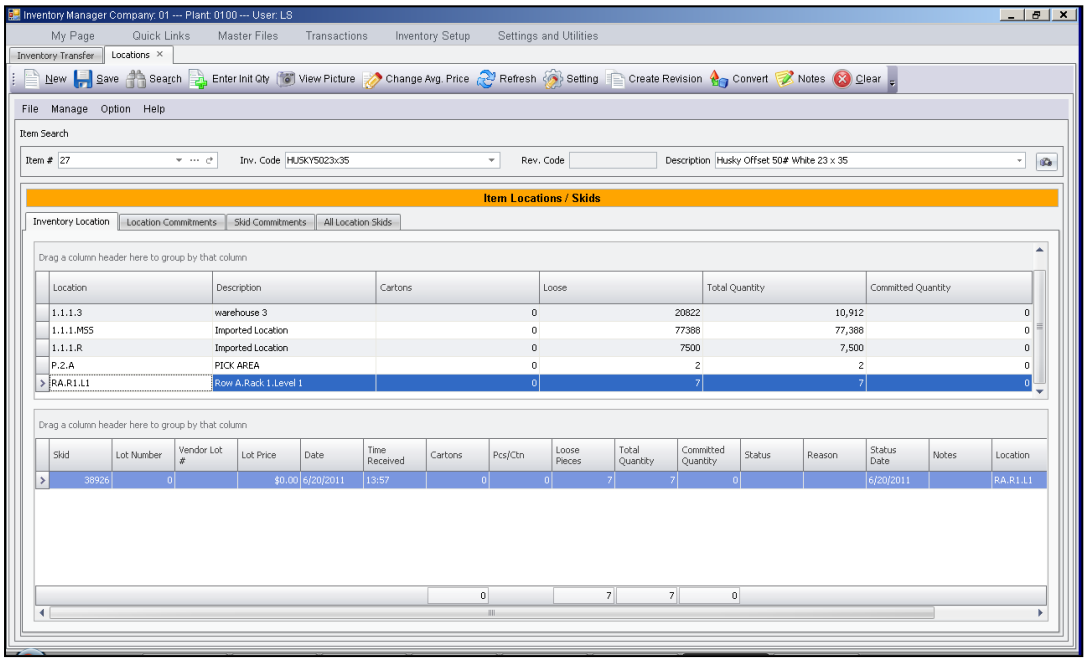
Skid Notes : Reason Description :

Lot	*Location*	*Skid ID #*	*Cartons*	*Pcs/Ctn*	*Loose*	*Total Quantity*
0	RA.R1.L1	38926	0	0	7	7

This item now shows the new location details:

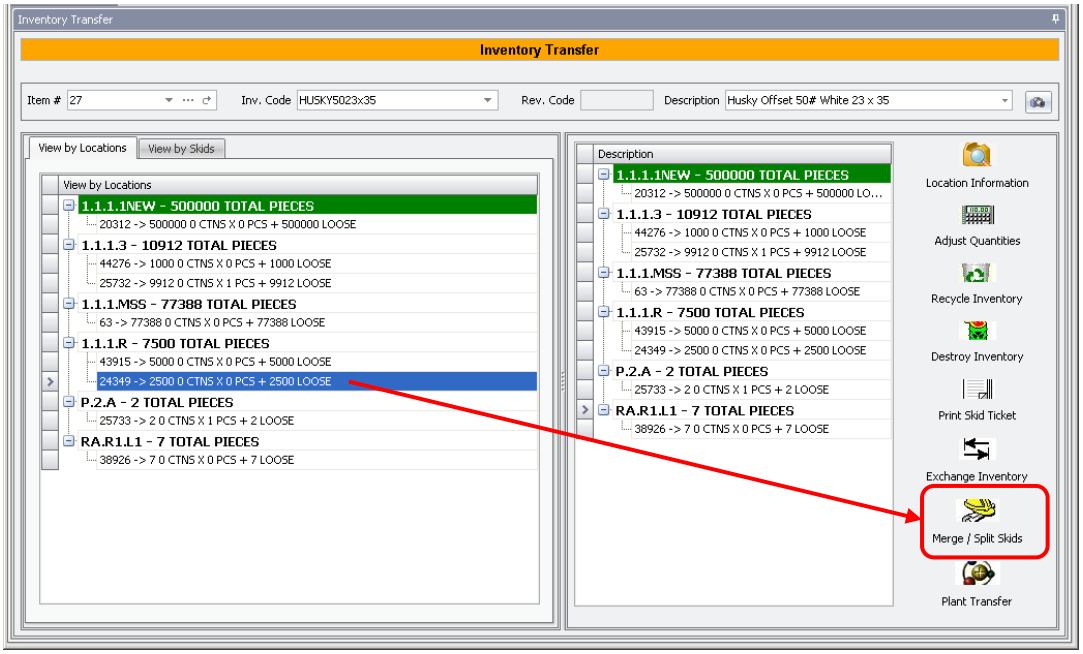


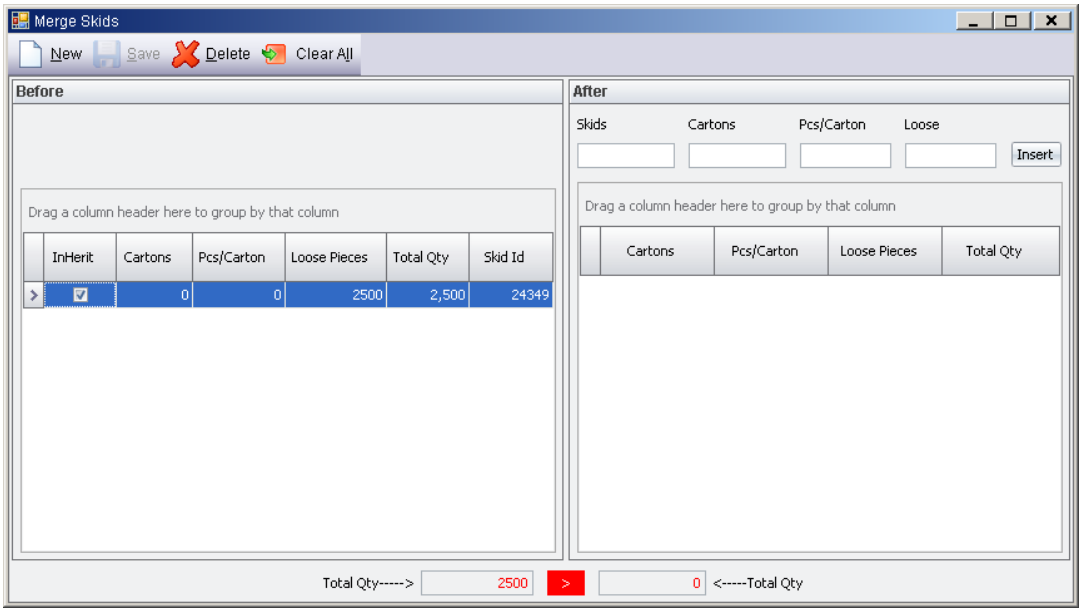
5. View the Location screen in the Master File Inventory.



To split one skid into multiple skids

1. Click the skid on the left side of the screen and drag it to the **Merge/Split Skids** icon.

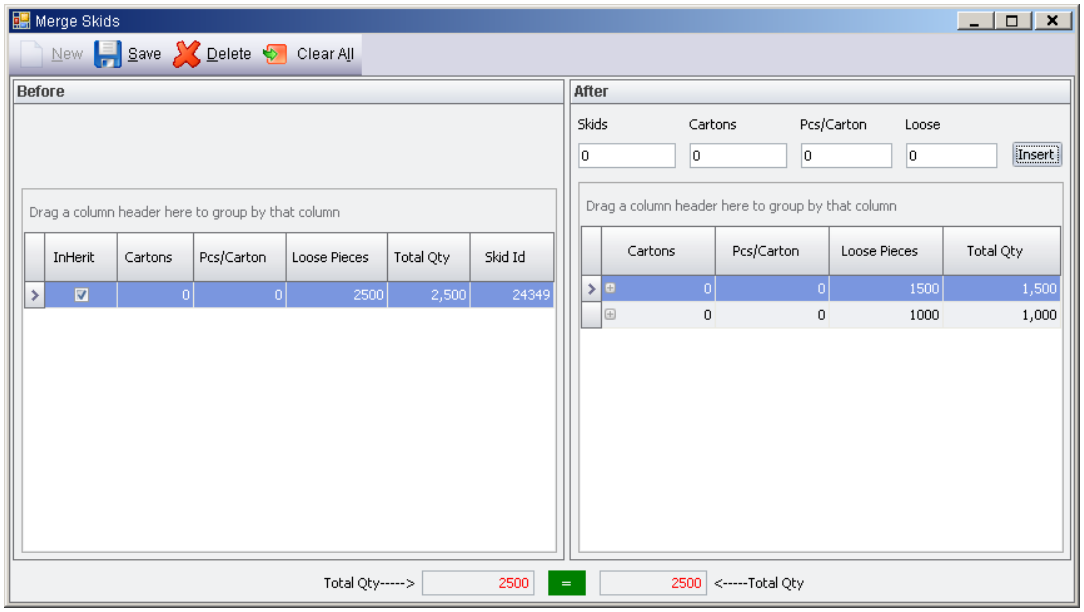




2. On the right in the **After** section, enter the number of skids with quantity definition for the split.
3. Click the **Insert** button.

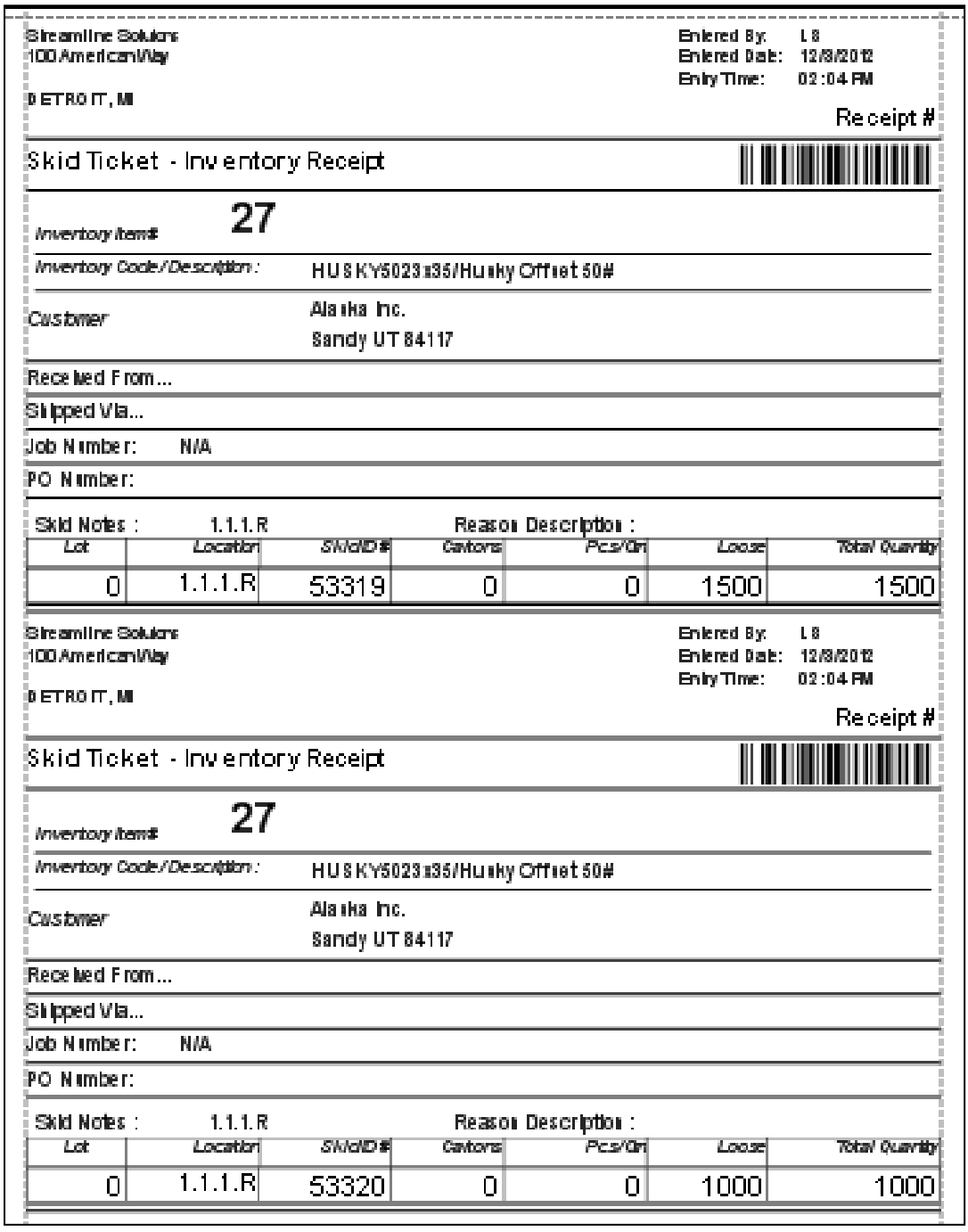
4. As needed, balance the total quantity from the left to the right.

   Changing the loose pieces will balance this screen and provide a green bar at the bottom.



5. Click **Save**, then **Yes**.

6. Preview the **Skid Tickets**.



Streamline Solutions
100 American Way
DETROIT, MI

Entered By: LS
Entered Date: 12/3/2012
Entry Time: 02:04 PM

Receipt #

Skid Ticket - Inventory Receipt

Inventory Item#: 27

Inventory Code/Description: HUSKY5023x35/Husky Offset 50#

Customer: Alaska Inc.
Sandy UT 84117

Received From...

Shipped Via...

Job Number: N/A

PO Number:

Skid Notes: 1.1.1.R

Reason Description:

Lot	Location	SkidID #	Cartons	Pcs/Ctn	Loose	Total Quantity
0	1.1.1.R	53319	0	0	1500	1500

Streamline Solutions
100 American Way
DETROIT, MI

Entered By: LS
Entered Date: 12/3/2012
Entry Time: 02:04 PM

Receipt #

Skid Ticket - Inventory Receipt

Inventory Item#: 27

Inventory Code/Description: HUSKY5023x35/Husky Offset 50#

Customer: Alaska Inc.
Sandy UT 84117

Received From...

Shipped Via...

Job Number: N/A

PO Number:

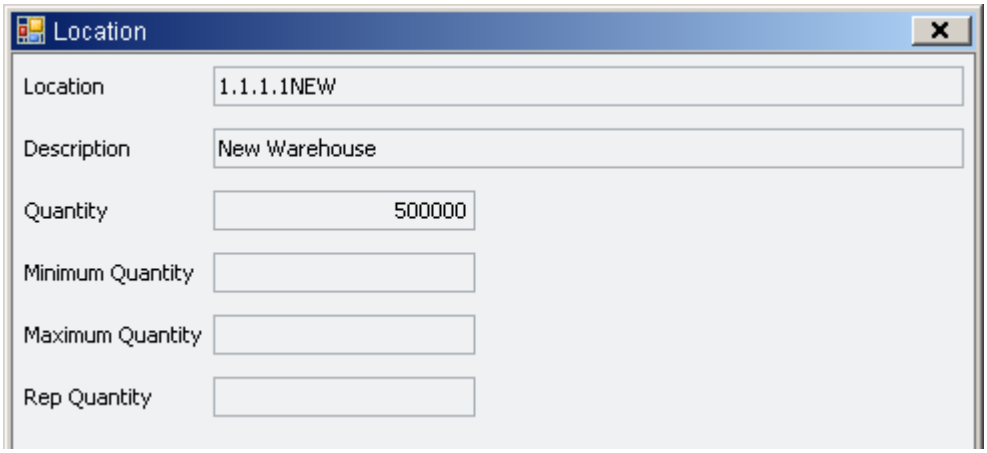
Skid Notes: 1.1.1.R

Reason Description:

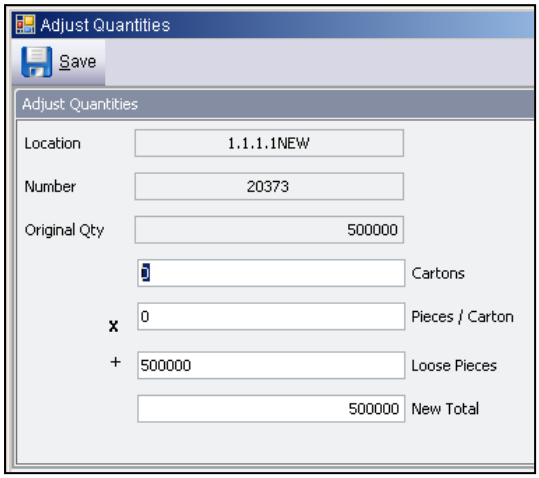
Lot	Location	SkidID #	Cartons	Pcs/Ctn	Loose	Total Quantity
0	1.1.1.R	53320	0	0	1000	1000

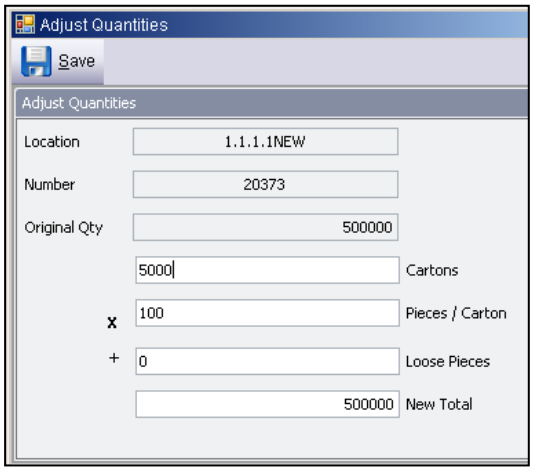
The side bar to the right of the transfer screen displays the icons used in transfers:

Location Information – when a label on the left is dragged and dropped onto this icon, a screen displays that provides the location detail to include the minimum and maximum quantity for the location. This information is helpful when moving material.

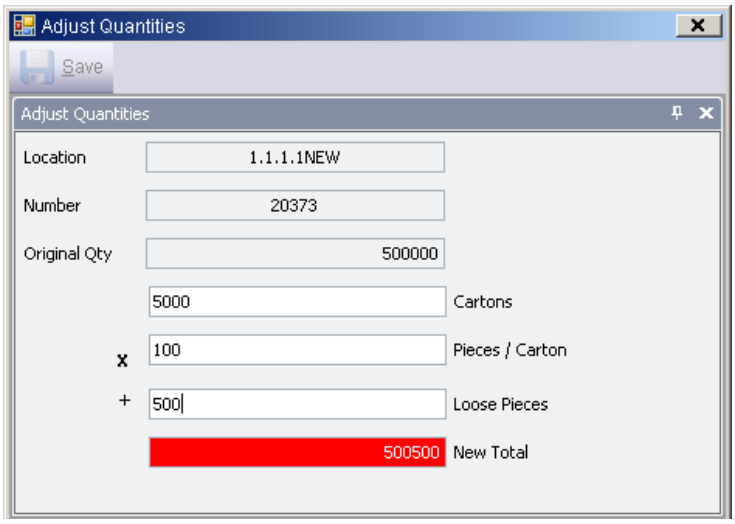


Adjust Quantities – when a skid within a location is dragged and dropped onto this icon, a screen displays where the number of cartons, pieces per carton and loose pieces can be changed to repack the material. This adjustment in quantities cannot affect the Total (or Original) Quantity; it can only adjust the entries that make up the total quantity.

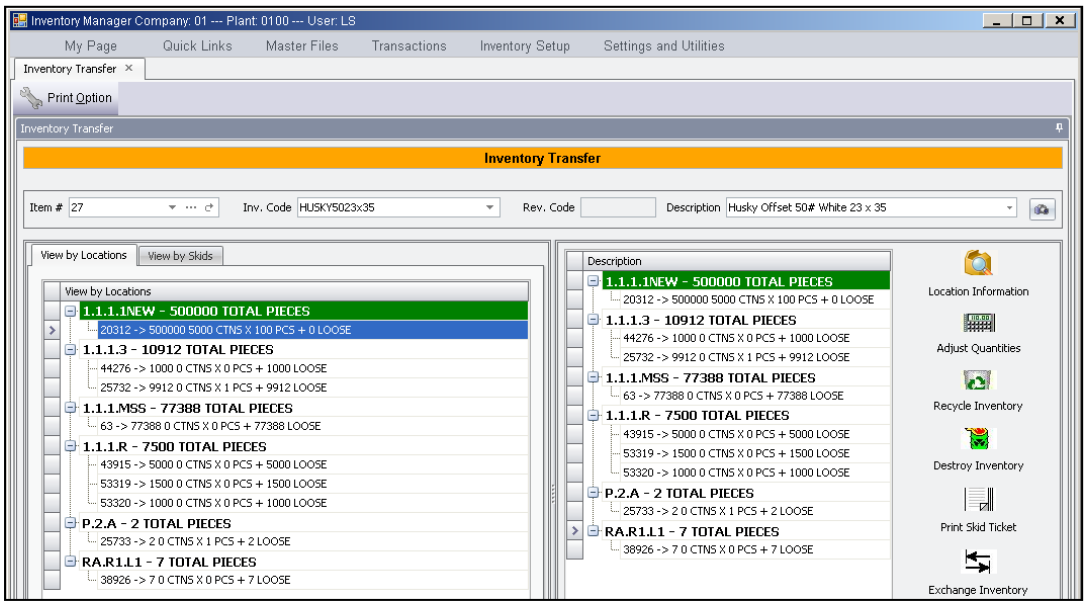




In the screenshots above, the 500,000 loose pieces have been adjusted to show 5,000 cartons with a carton count of 100. The New Total and the Original Total remain the same. If the changes to the cartons, pieces per carton or loose pieces fields calculate a different Total Quantity than the Original Quantity, the New Total will display with a red background indicating the quantity before and after does not balance and needs to be adjusted prior to clicking the **Save** button.

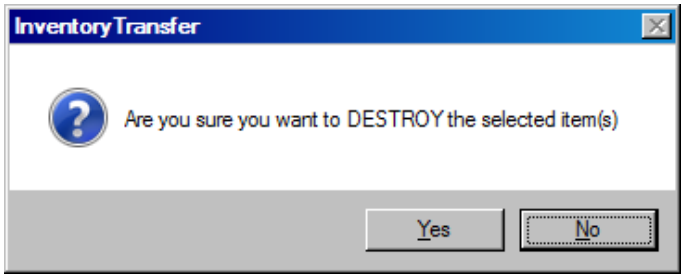


The adjusted quantities now display the new counts, same total quantity.

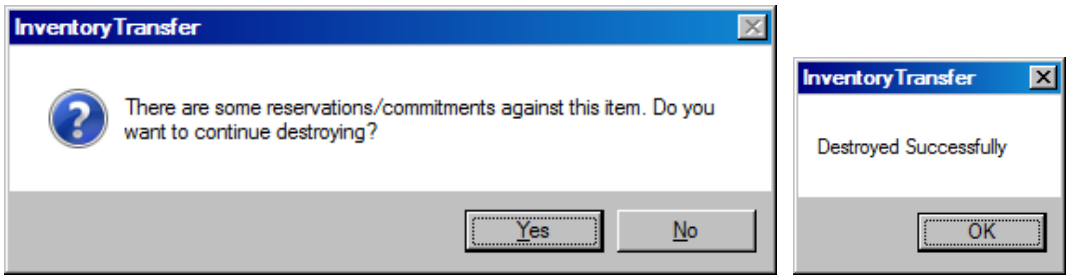


Recycle Inventory and **Destroy Inventory** – drag a skid or location from the left and drop it on one of these icons to indicate the material is being recycled or destroyed.

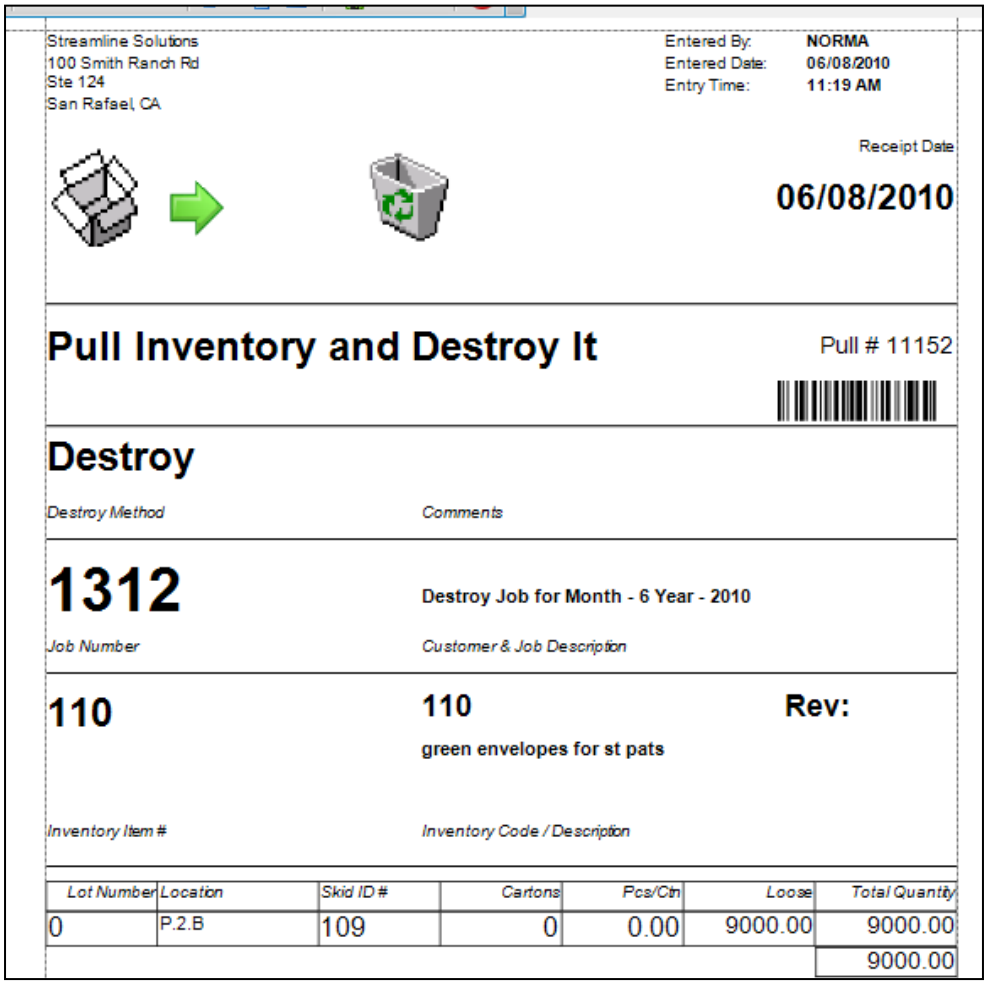
A confirmation message will display:



If reservations or commitments are recorded against this item, the following question will display.



View the Pull and Destroy Ticket:



Streamline Solutions
100 Smith Ranch Rd
Ste 124
San Rafael, CA

Entered By: NORMA
Entered Date: 06/08/2010
Entry Time: 11:19 AM

Receipt Date
06/08/2010

Pull Inventory and Destroy It

Pull # 11152

Destroy

Destroy Method | *Comments*

1312 — Destroy Job for Month - 6 Year - 2010

Job Number | *Customer & Job Description*

110 — **110** — **Rev:**

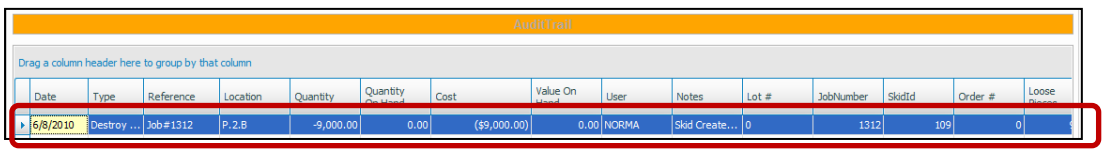
green envelopes for st pats

Inventory Item # | *Inventory Code / Description*

Lot Number	Location	Skid ID #	Cartons	Pcs/Ctn	Loose	Total Quantity
0	P.2.B	109	0	0.00	9000.00	9000.00
						9000.00

Please note the Destroy Job is created for the period and year automatically for the first destroy that is done for the current period. You may choose to use the **Create Destroy Job** to assign a number, rather than have PrintStream auto generate one.

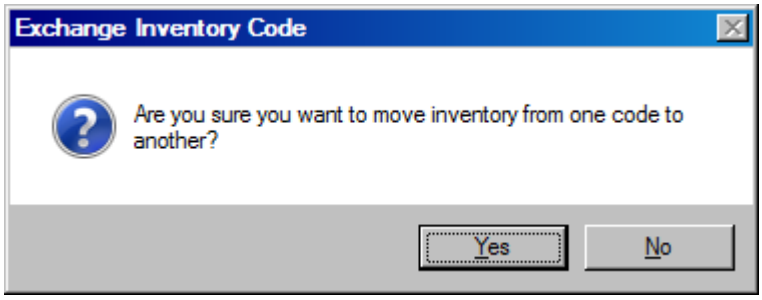
The Audit Trail for this item:



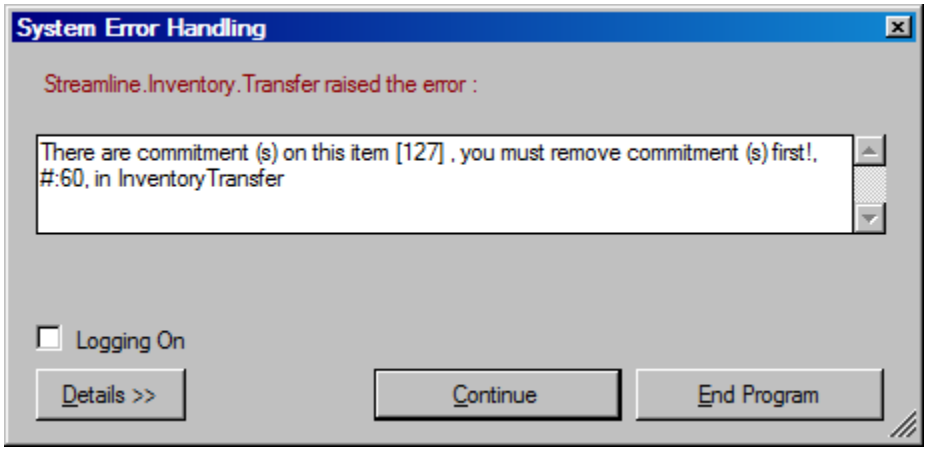
This Destroy Job number will be used until the current period ends.

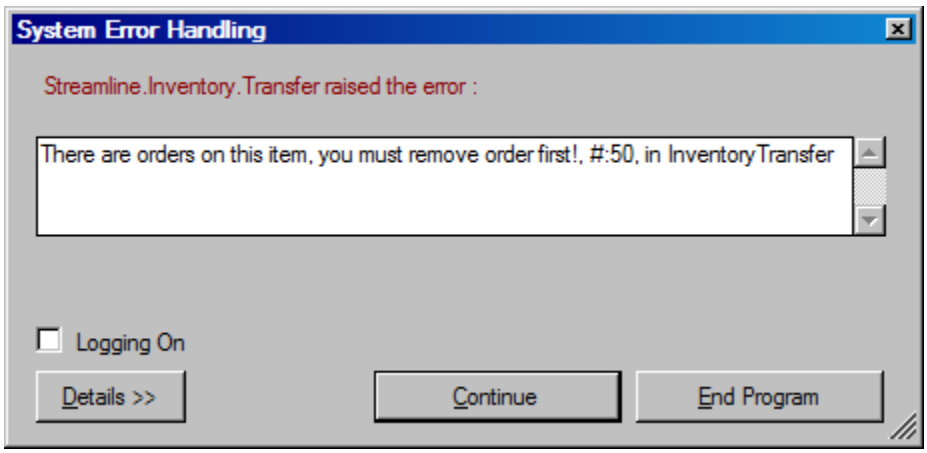
View the Pull and Recycle Ticket:

Exchange Inventory is used when users wish to move inventory from one code to another. One possible use for this is in a situation when an item is received as a new item instead of being received to an existing item. To move inventory from one code to another, click the skid or location line on the left in the transfer screen and drag to the right-side bar double-arrow icon and drop. A message will display to ask for confirmation that user wants to move inventory from one code to another.

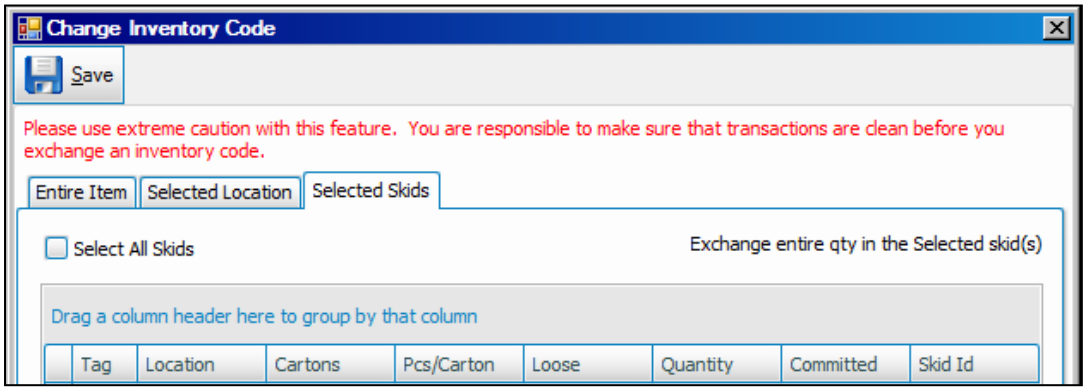


Clicking **No** returns you to the transfer screen. Clicking **Yes** will generate one of the following messages if this item has commitments or orders against it.



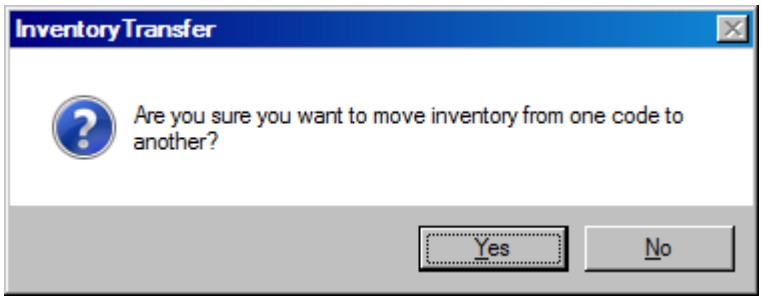


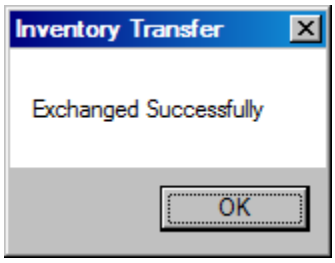
Item numbers with no commitments will generate this screen when **yes** is selected in the preceding screen.



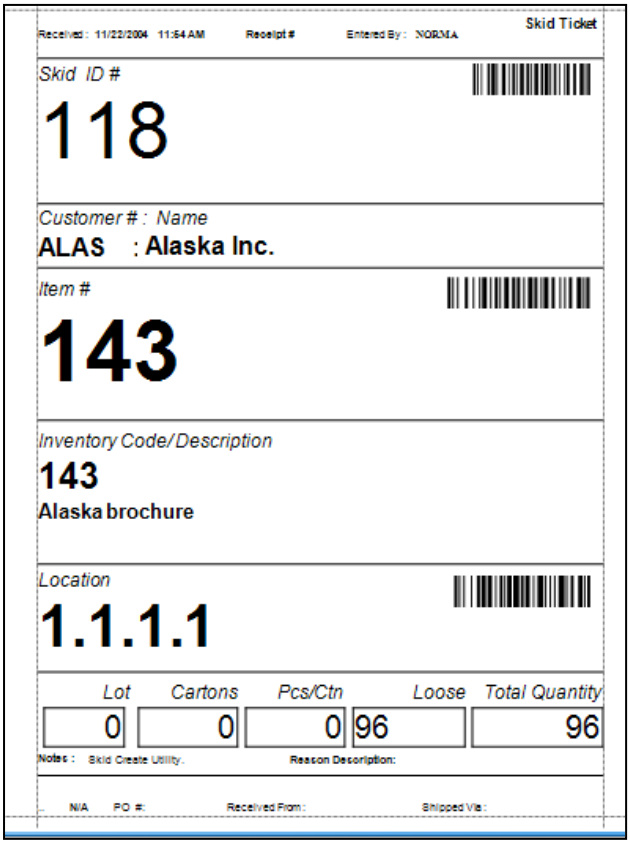
Complete the screen details and click **Save**.

Again, users will get a message asking for confirmation of the move from one inventory code to another.





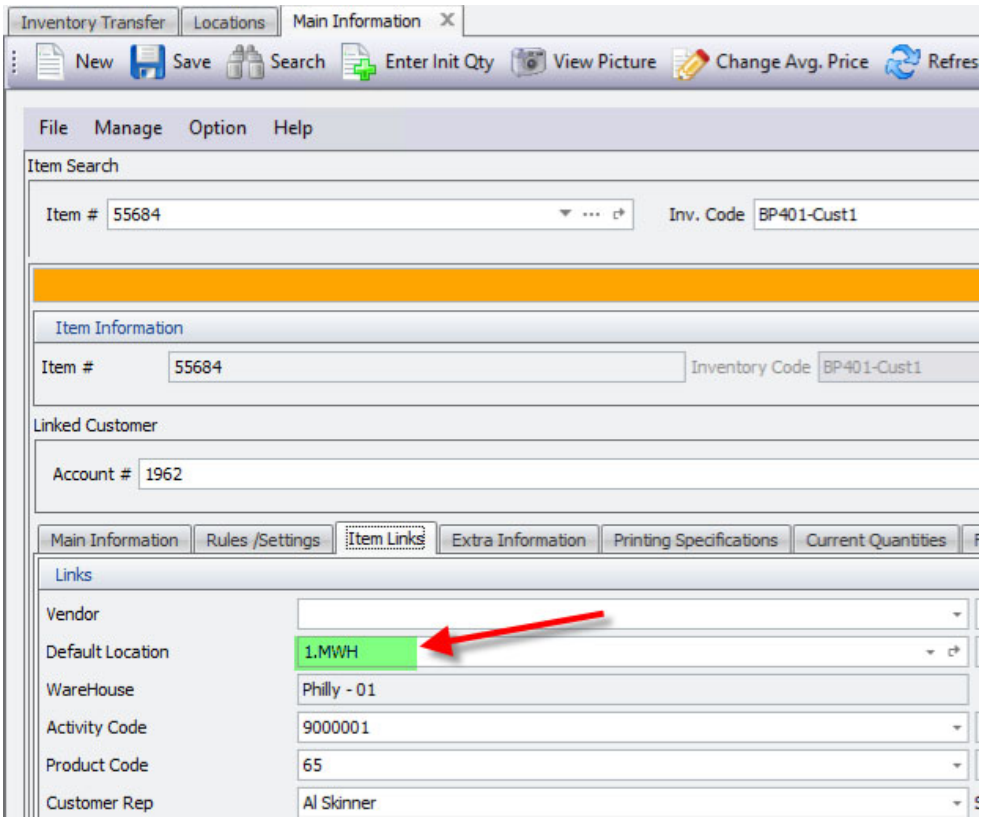
Preview or Print the Skid Ticket for the new location.



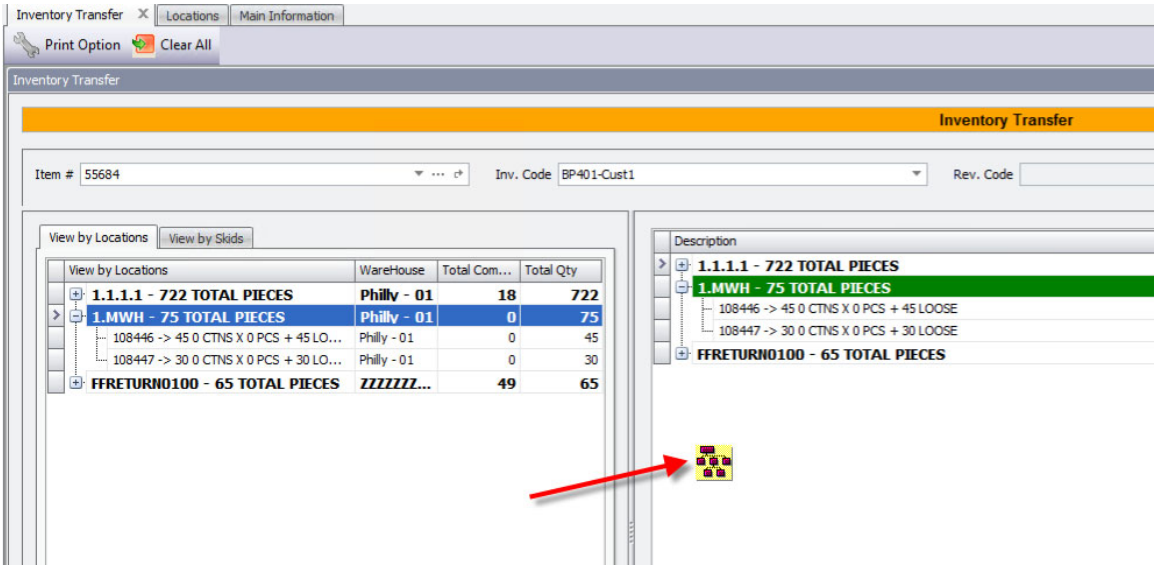
Plant Transfer is for a multi-plant environment and allows transferring the material from one plant to another.

When doing an item transfer, we have added the capability to modify the items default location during the transfer process. When the "**Choose New Location**" window appears, we have added the "**Set Location As Default For the Inventory item**" option. When the option is selected and the transfer is completed, the item's default location gets updated.

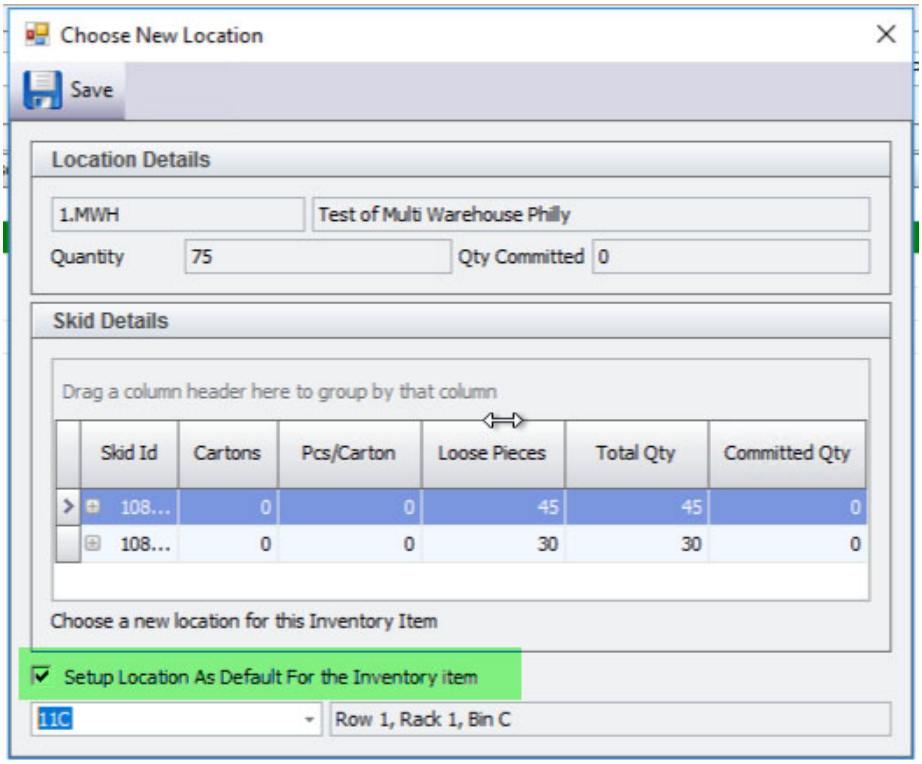
Below shows an example item with a specific default location.



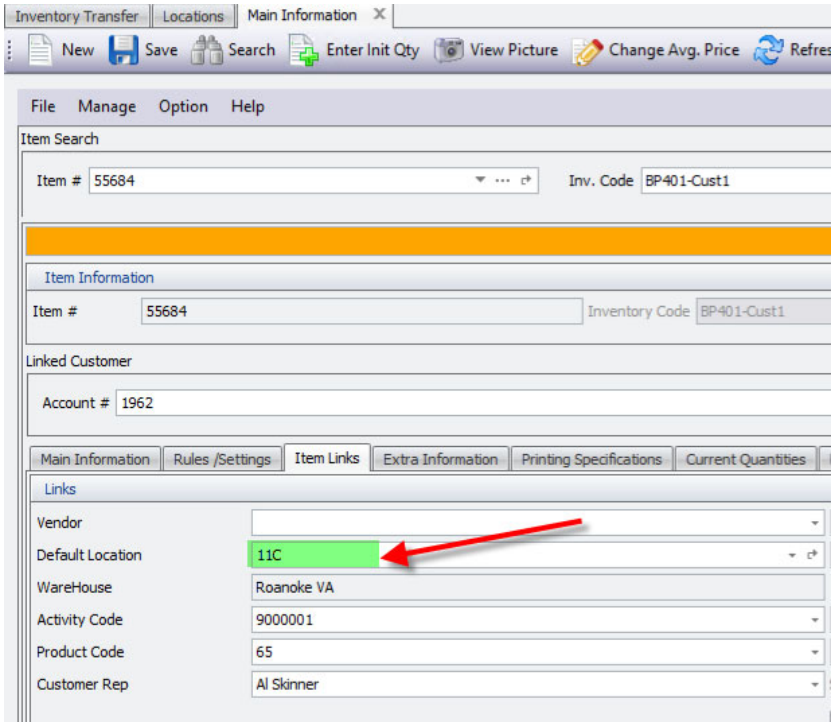
Within Inventory Transfer, select and drag either a specific skid or location over to the right side.



The "**Choose New Location**" window will open. Right above the location field the user wants to move the item to, the option of "**Set Location As Default For the Inventory item**" has been added. When selected, the specified location will be the new default location.



Below shows the default location for the item has changed to what was selected during the transfer.

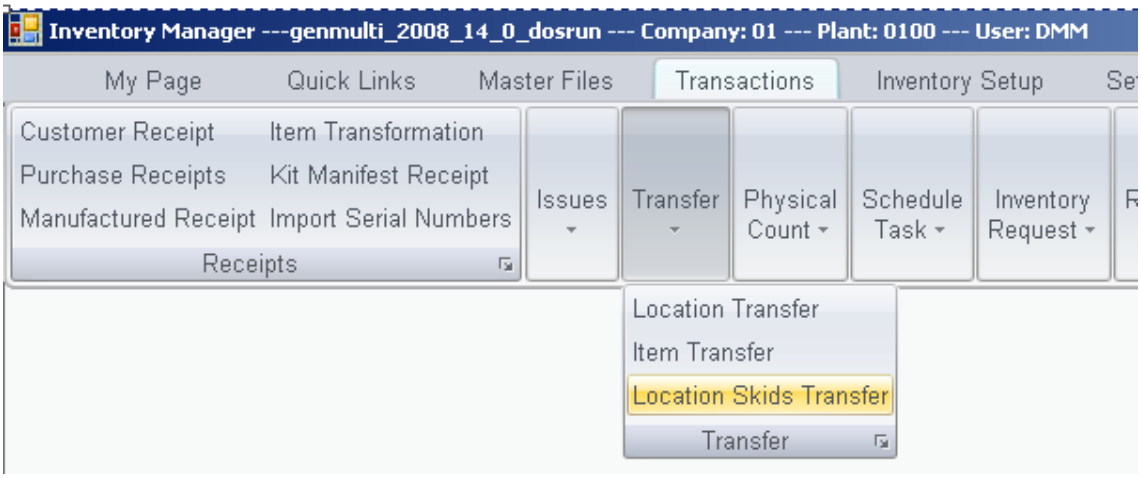


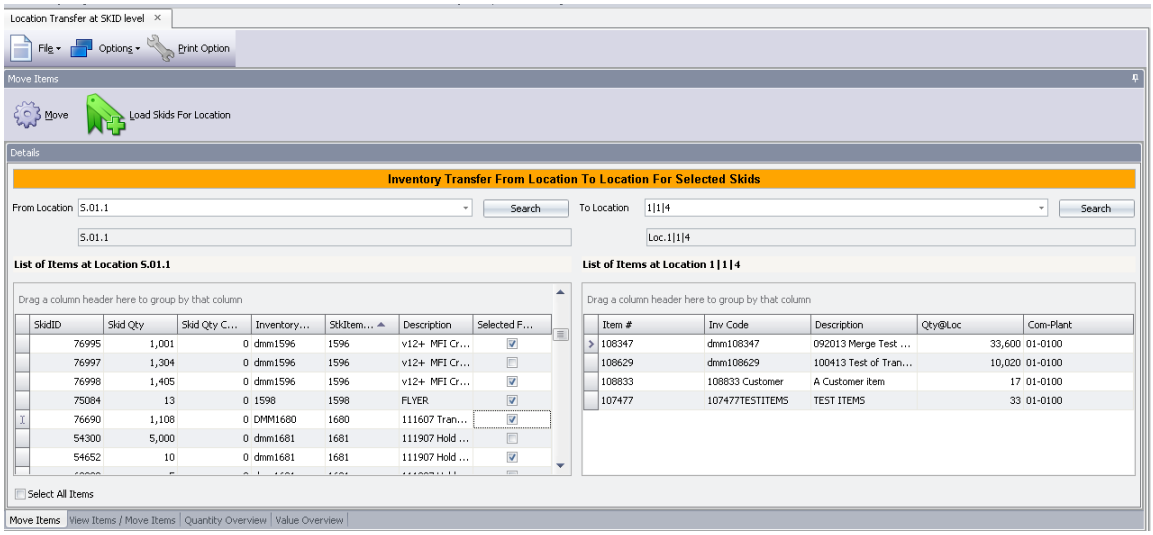
Location Skids Transfer

A new program 'Location Skids Transfer' has been created in Inventory Manager to allow the transfer of multiple skids at one time to a different location. The previously existing 'Item Transfer' program allowed the transfer of all skids in a location to another location, but this could only happen for a single item. The new program allows transfers of skids of different items (in one location) to a different location. In addition, it allows the transfer of just some skids for an item in a location. The Item Transfer program could only transfer a single skid or all skids (as a Location Transfer)

The program allows selecting a "From" location and loading of associated skids. Individual skids can be selected (tagged) and moved to the entered "To" location. Move Tickets and Skid Tickets can be previewed/printed. Validations disallowing transfer of skid with hard commitments are in place.

Note: Lot Tracked Items will not display in this module. If you are looking to transfer Lot Tracked items by location use the Location Transfer module.



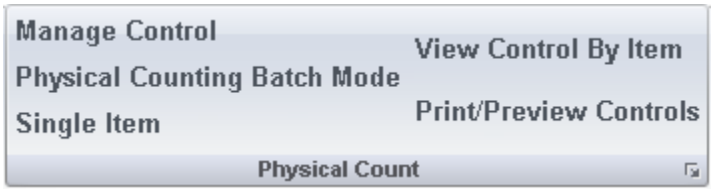


Physical Count

The Physical Counts program has two main purposes:

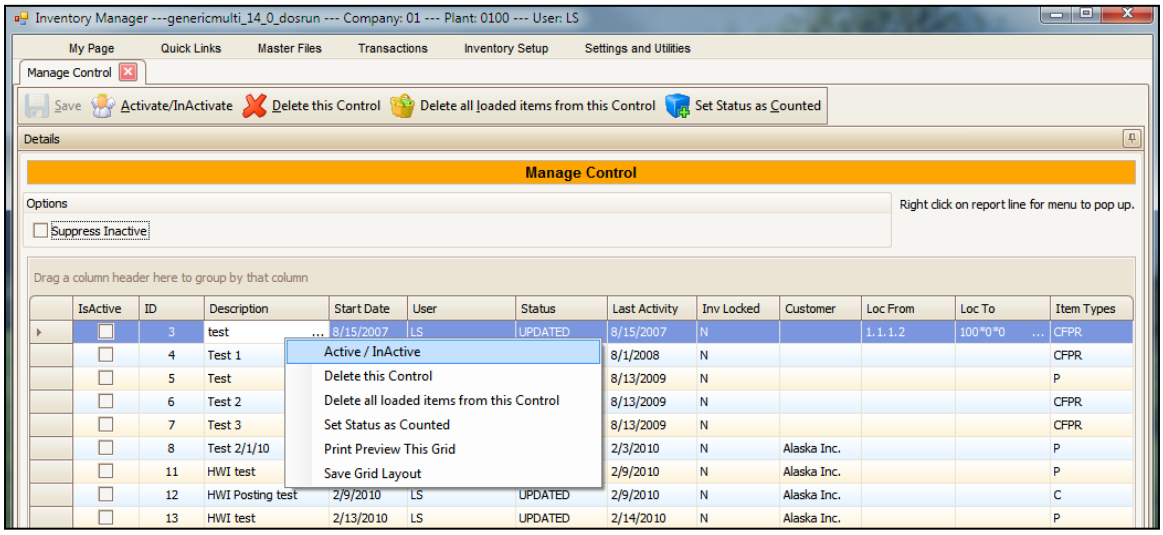
- single item physical count and update
- physical counting using the batch mode

To access the program, either click the program located within the **Physical Count** menu of the **Transactions** Main Menu in the Inventory Manager program.



Manage Control

The Manage Control program allows you to Inactivate, Delete, and Set Status of Physical Count Reports/Controls.



The horizontal menu bar displays these icons (right-click also displays these options):

Save – will save the control changes.

Activate/Inactivate – will add activate/inactivate selected controls.

Delete this Control – will delete selected controls.

Delete all loaded items from this Control – will delete all item in a selected control.

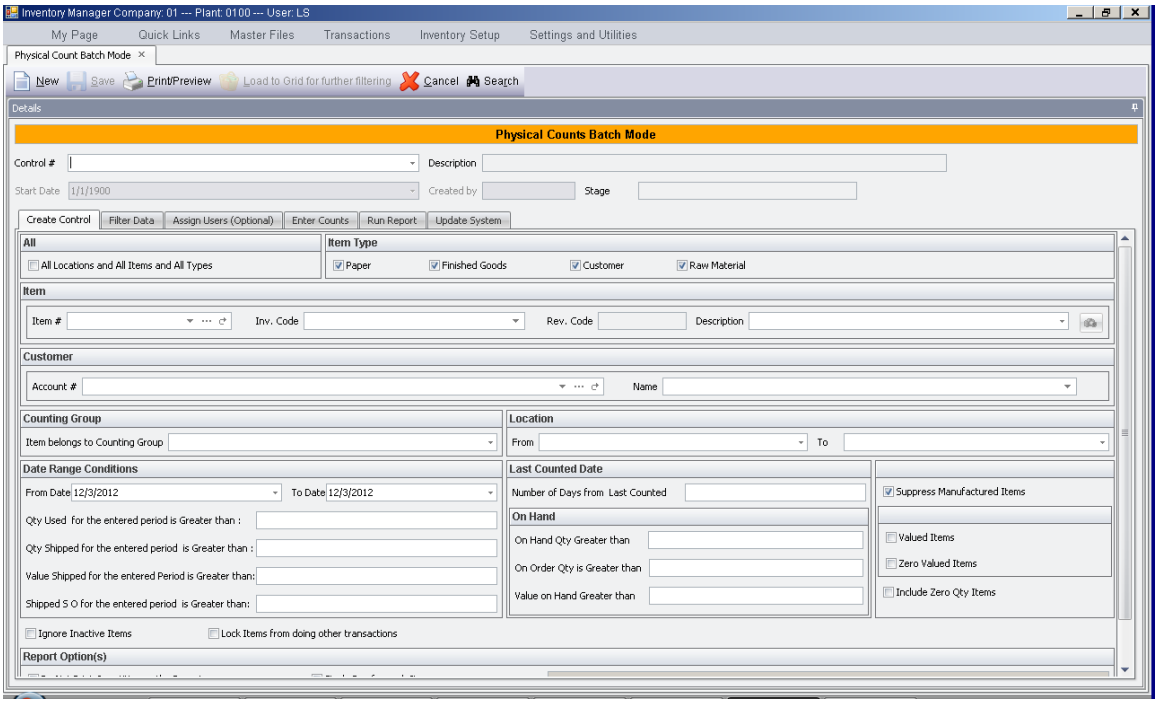
Set Status as Counted – will set the selected control as counted.

Physical Counting Batch Mode

The Physical Counting programs main feature is the Physical Counting Batch Mode. Click the icon in the vertical icon bar.

The Physical Count Report process involves several steps that may take place over a span of several days. For example, the report may be created on Monday, counts may be completed on Tuesday and Wednesday, and the report updated on Thursday.

The first step in the process is to create the report. This is done in the **Create Control** tab.



Physical Count Reports are created by users to count multiple items. Items are usually created for like items, i.e., a specific customer, item type or a set of locations. The **Create Control** report provides the filters to create the report that include only the items on which the user wants the physical counts done.

Two tabs to the right is the **Assign Users** tab which is optional. This allows parts of the report to be assigned to specific individuals for counting. A report could be created for certain locations and then be divided up among specific users to count the items in specific rows, i.e., Row S is assigned to Joe and Row T is assigned to Jack.

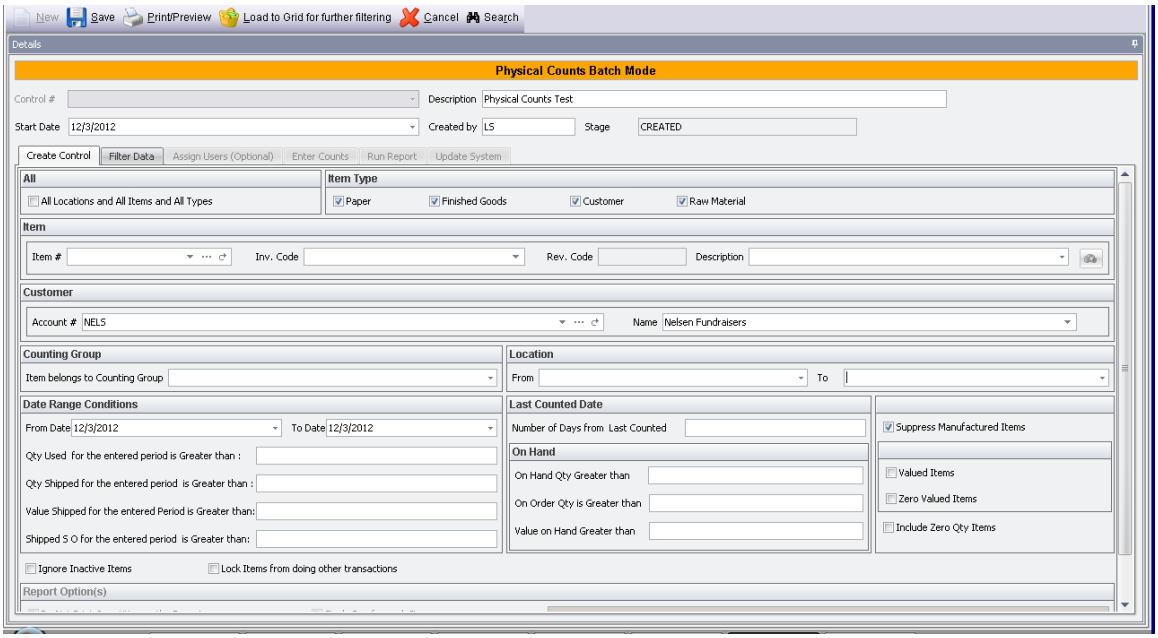
The next step in the process is to enter the counts into PrintStream when the physical count is completed. This is done in the **Enter Counts** tab of the screen.

The **Run Report** tab will create a variance report for items that have a variance from the quantity that is in PrintStream prior to the physical count of the item (the system count) and the entered quantity following the physical count of the item (the physical count).

The final step takes place in the **Update System** tab. This is where the counts that are entered are saved into PrintStream. The counts are updated for the skids and locations and adds a physical adjustment transaction in the audit trail for each item that was counted.

Create Control

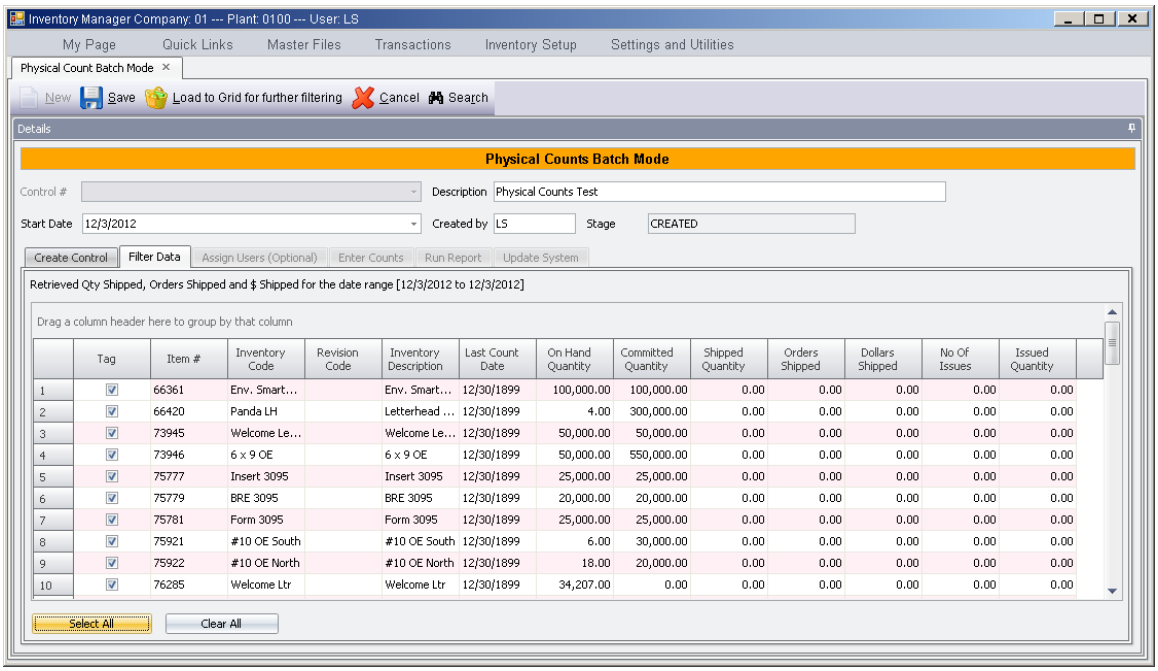
When the screen for the Physical Counts Batch Report is opened, the user will be at the tab for creating the control report. Clicking **New** brings in all fields and enables the filters. Name the report in the upper right corner in the Description field.



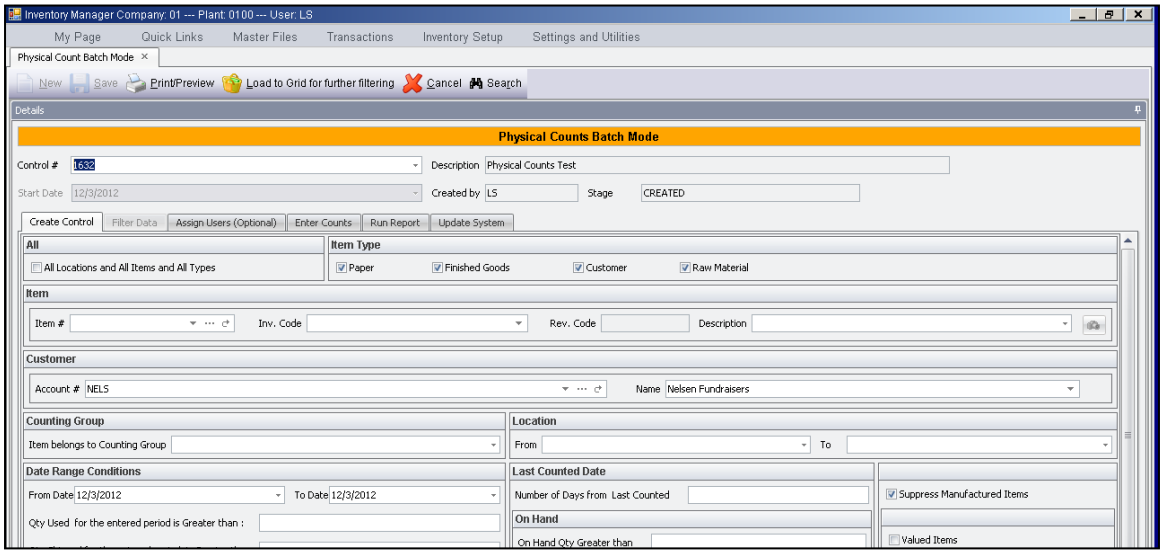
The filters that set the stage for the counting process are many. Users creating the report can choose an item type filter for one or more inventory types; a specific item or customer can be selected; a counting group (assigned in Master File Inventory because they are like items); location ranges (if you are doing only a specific section of the warehouse at a time); and other filters based on the inventory usage, on hand quantity, last counted date, etc. One filter to take note of is the **Lock Items from doing other transactions**. If this option is selected, no inventory transactions will be allowed for the items until the report is updated which will unlock the items.

Once the filters are in place, click **Load to Grid for further filtering** at the top of the screen.

Filter Data

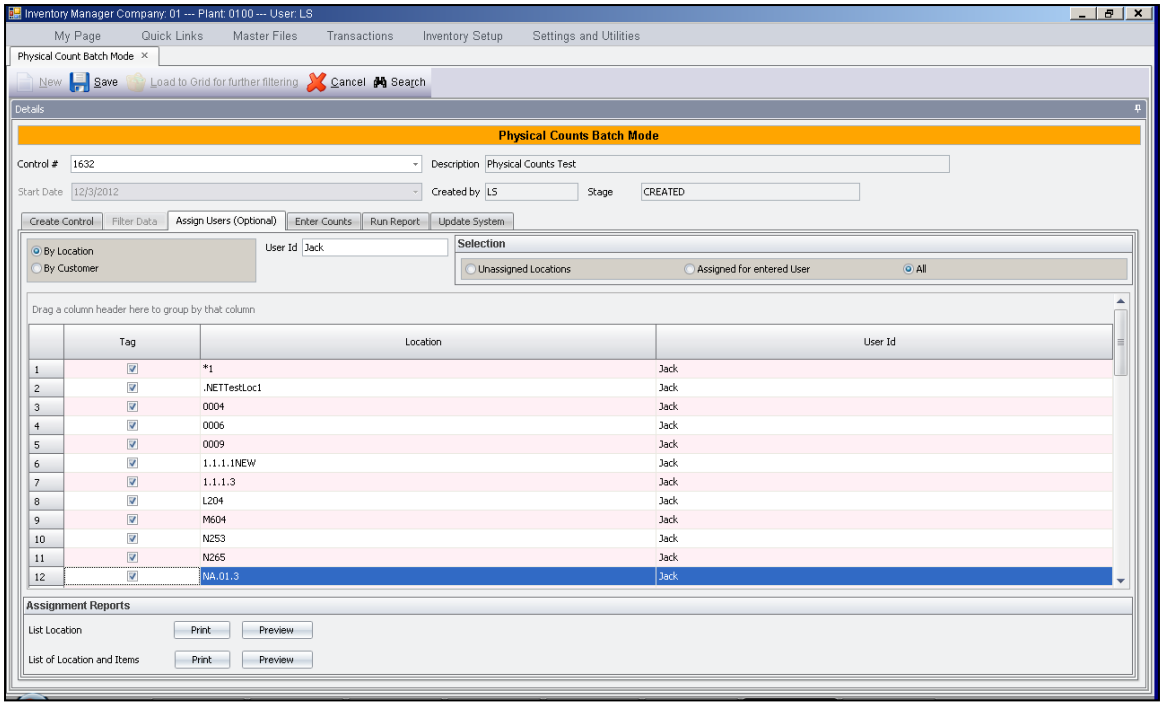


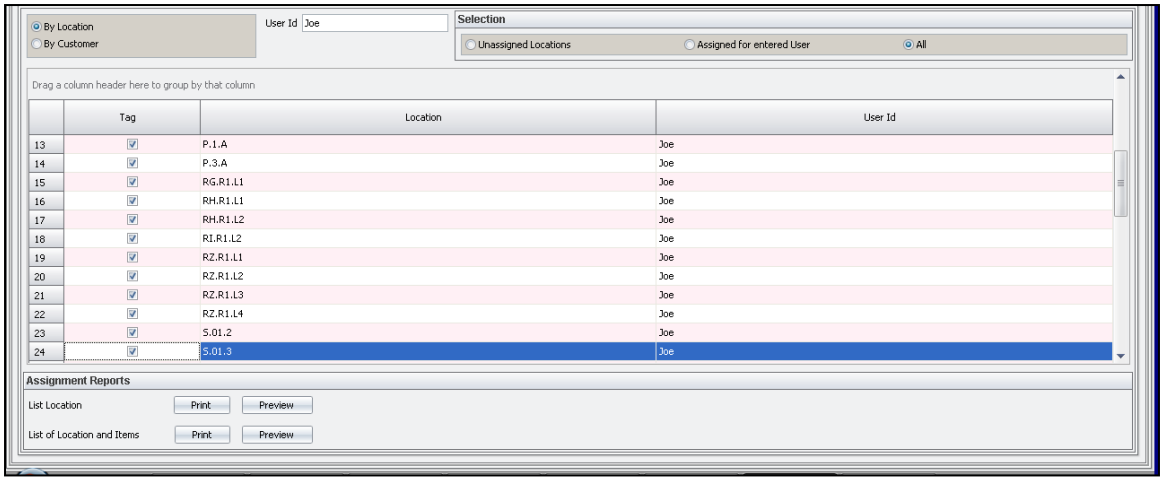
Items can now be tagged on the left if not all items need to be counted in the Filter Data screen. Use the **Select All**/ **Clear All** buttons to tag all items or remove all tags from the grid. Once you have the items you want, click **Save** in the menu bar across the top of the screen. The user will now be flipped back to the **Create Control** tab and the new control report will be created and given a number (Control # 1632) with a Stage of **CREATED**.



Assign Users (Optional)

The report creator can then go into the **Assign Users (Optional)** tab if desired and set up the users for specific locations. In the example below, the first 12 locations are assigned to Jack, and the next 12 locations are assigned to Joe. Continue the assignments until all locations are completed.

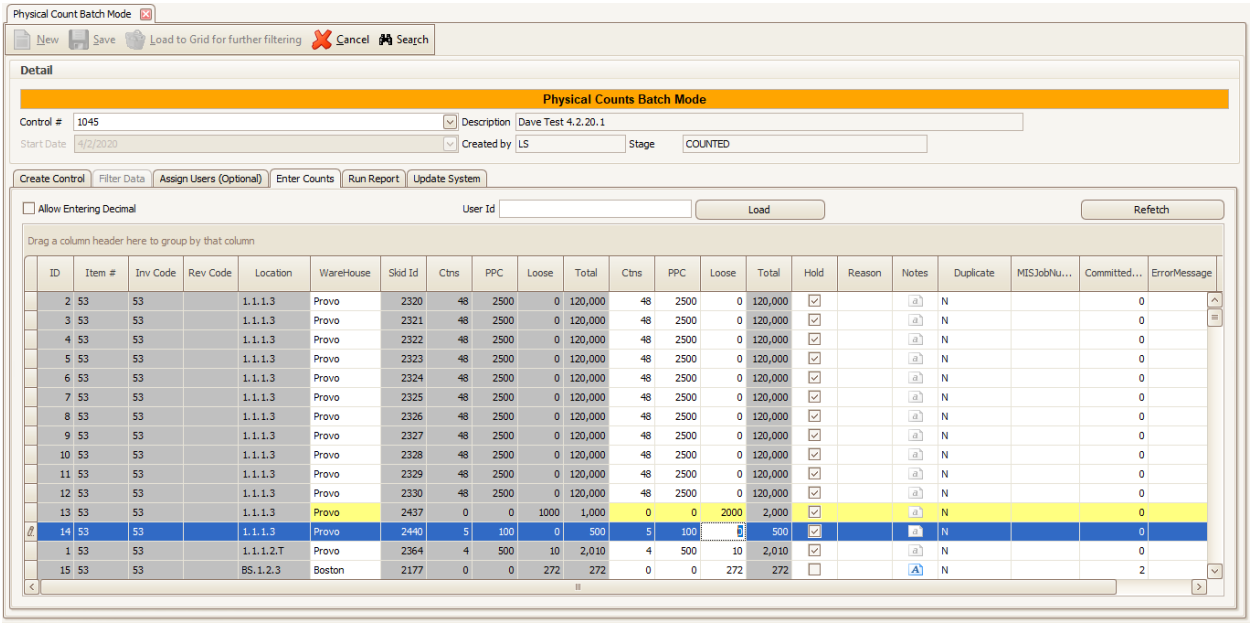




A separate option is to assign the users by customer, rather than location. Reports for each assigned user may be printed. Joe takes his report and begins the count process for his assignments (locations in this example).

Enter Counts

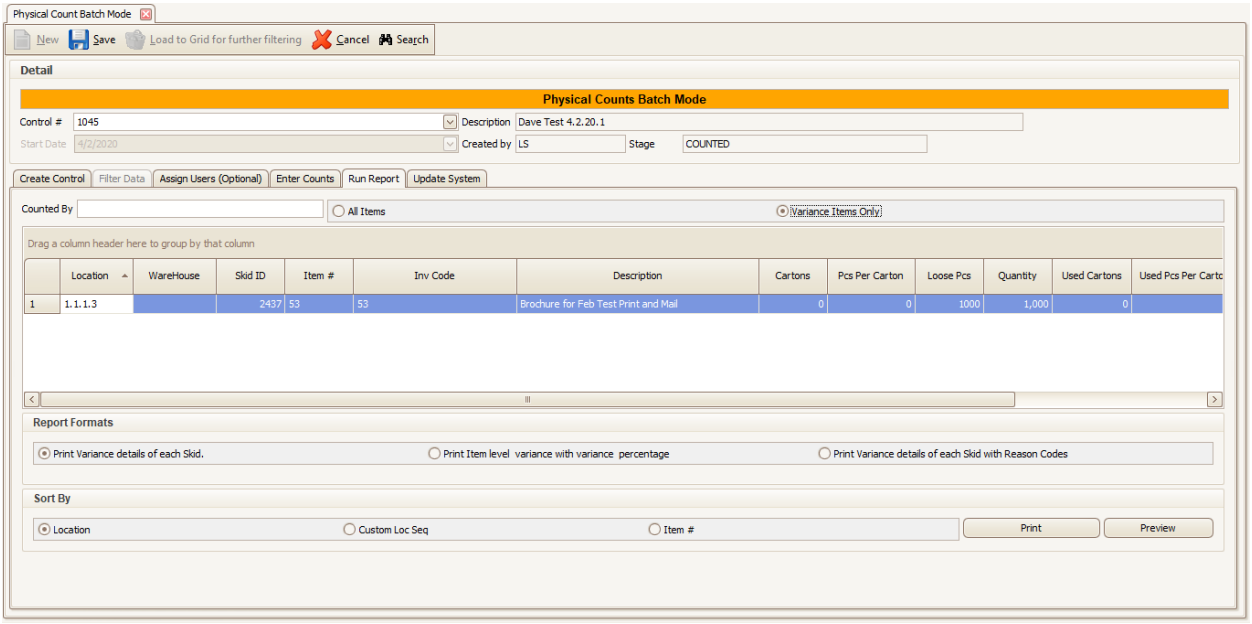
Move to the right to the **Enter Counts** tab to enter the counts into the grid. Quantity adjustments can be made where needed with the carton count, pieces per carton or loose pieces. The entry can be placed **On Hold** by clicking the **HOLD** box. If the item count shows that further research needs to take place for a skid/item, put the skid on hold temporarily until the research is done. Of course, confirmed counts do not need to be edited at all. When finished, click **Save** in the horizontal menu bar at the top of the screen.



The Stage of the report has been changed after clicking the **Save** button. The new Stage is **COUNTED**.

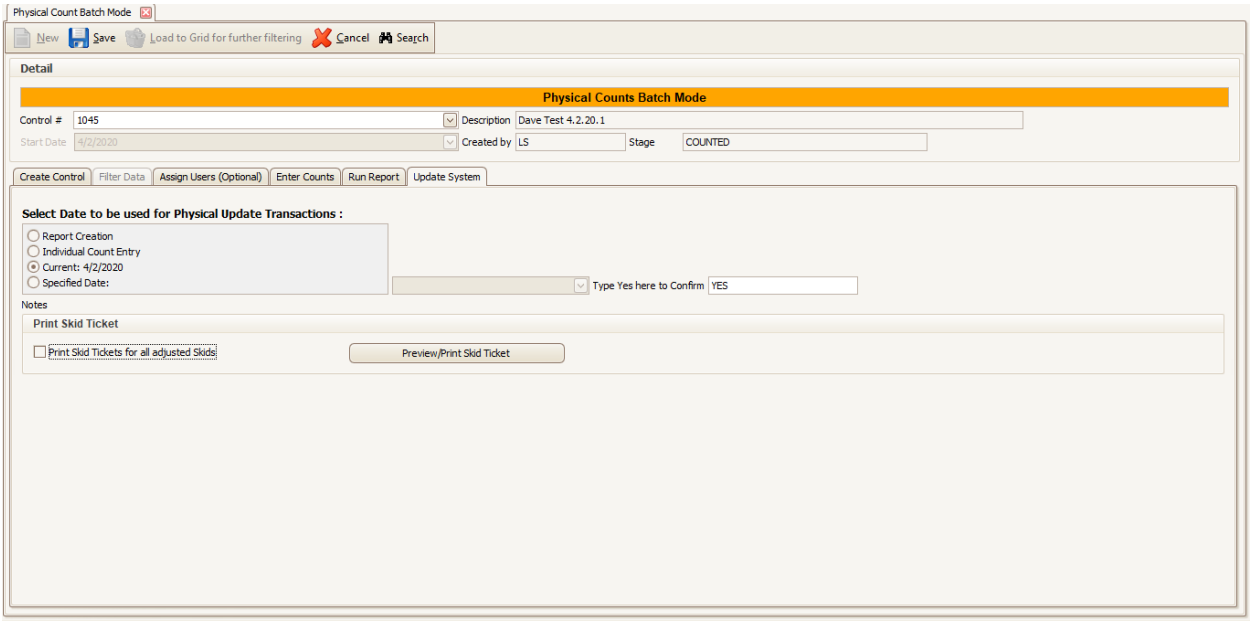
Run Reports

In the **Run Report** tab, variance reports can be run. Report formats are to Print Variance details of each skid, print item level variance with variance percentage and print variance details of each skid to include reason code.

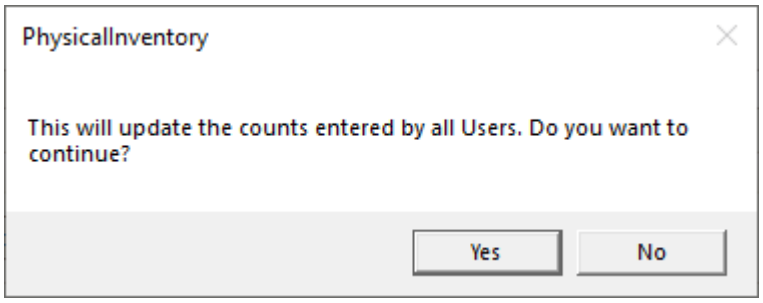


Update System

To complete the counting process, click the **Update System** tab. At this point, I have created the report and counts have been updated in the grid, but no system adjustments have been made. Select the date for the physical update transactions. This can be set to the date the report was created, the date of individual count entry, the current date or a specified date (such as end of month, etc.) Type in **YES** to confirm the transactions are ready to be updated in the system. The Skid Tickets can also be printed for the adjusted skids.



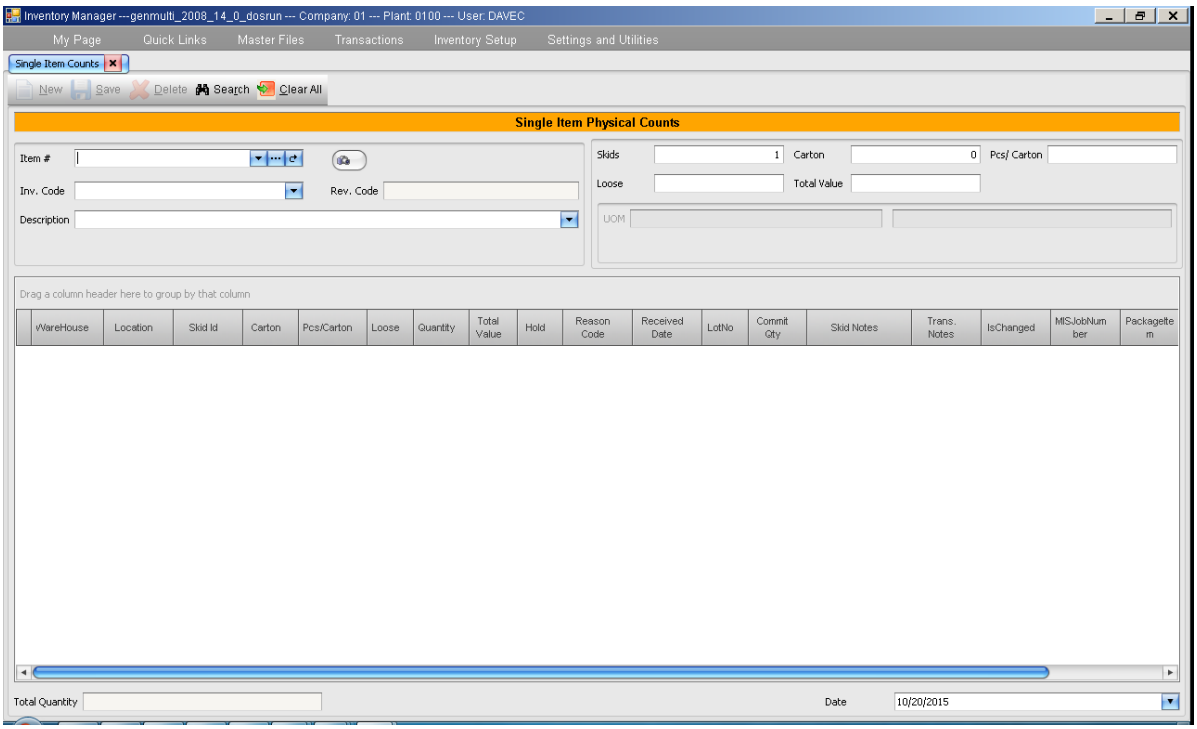
A message will display alerting users that this will update the counts entered by all users. Click Yes to confirm.



Once the counts have been applied, the Stage will show UPDATED.

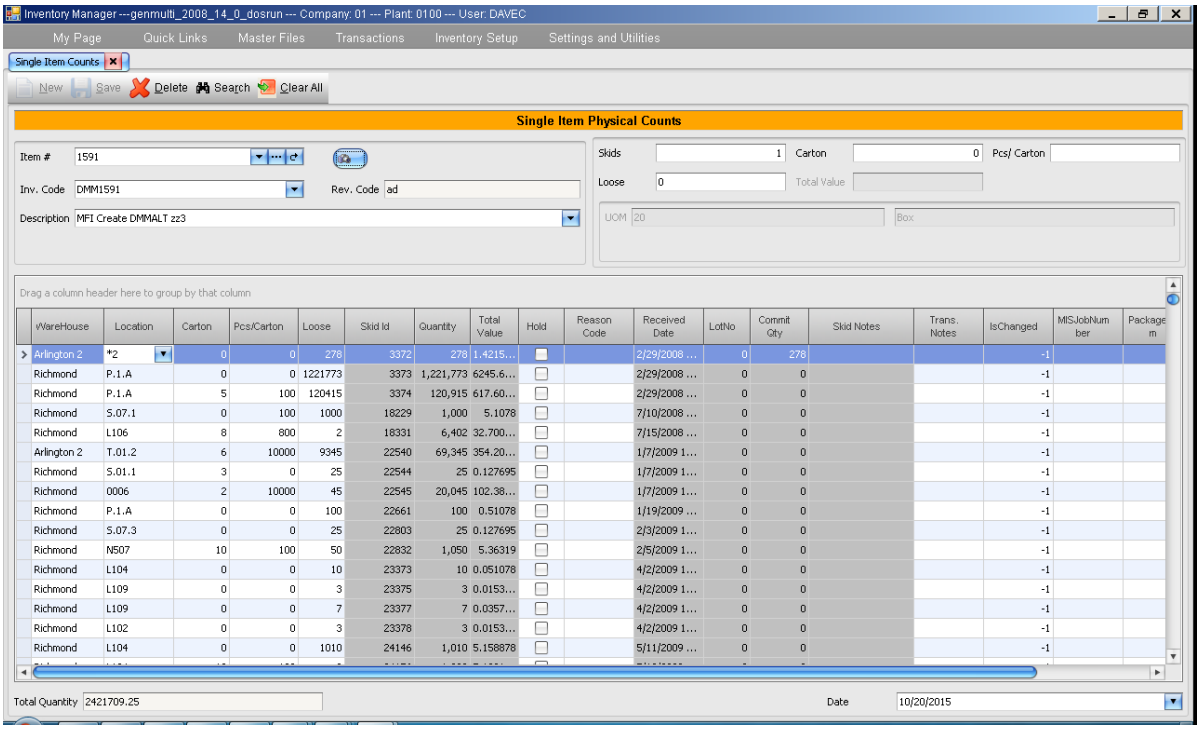
Single Item

Click the **Single Item** icon displayed in the vertical menu bar when the program is opened. The Enter the Quantities screen opens.

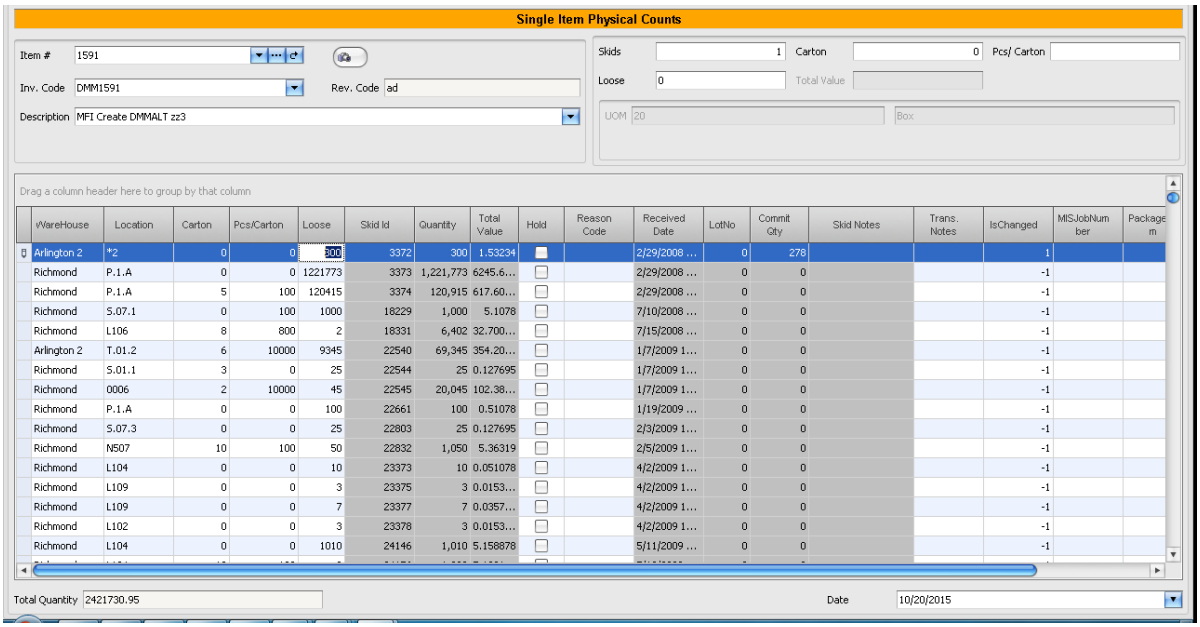


The first step is to enter an item number or inventory code or click the search feature to find the item using the filters to locate an item. In addition, the picture button will display an image of the item that is being counted and updated if an image of the item has been scanned and saved in PrintStream.

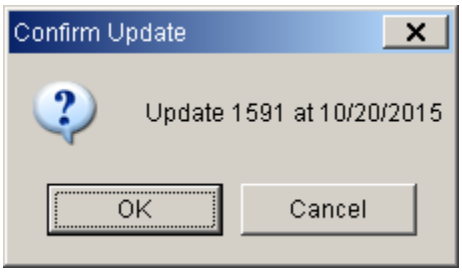
Once the item number has been entered, all skids of this item will display in the grid at the bottom of the screen. The information includes the location, ID and count for each skid. The counts can now be updated with the results of the physical count for this item by editing the number of cartons, pieces per carton, loose pieces. The skid can be placed on hold and a reason code may be selected. Transaction Notes can also be entered.



The first skid in the grid has had the number of loose pieces increased to 300. The entry is saved by clicking the **Save** button in the horizontal menu bar at the top of the screen.

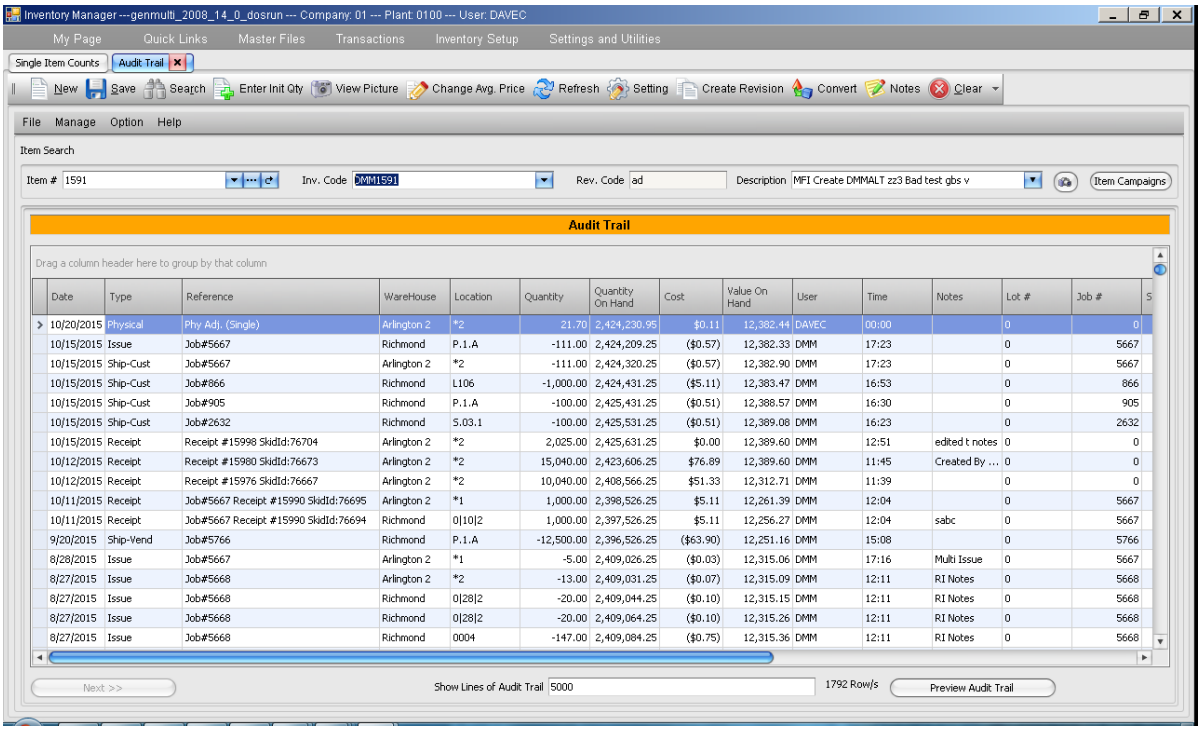


Click **OK**.



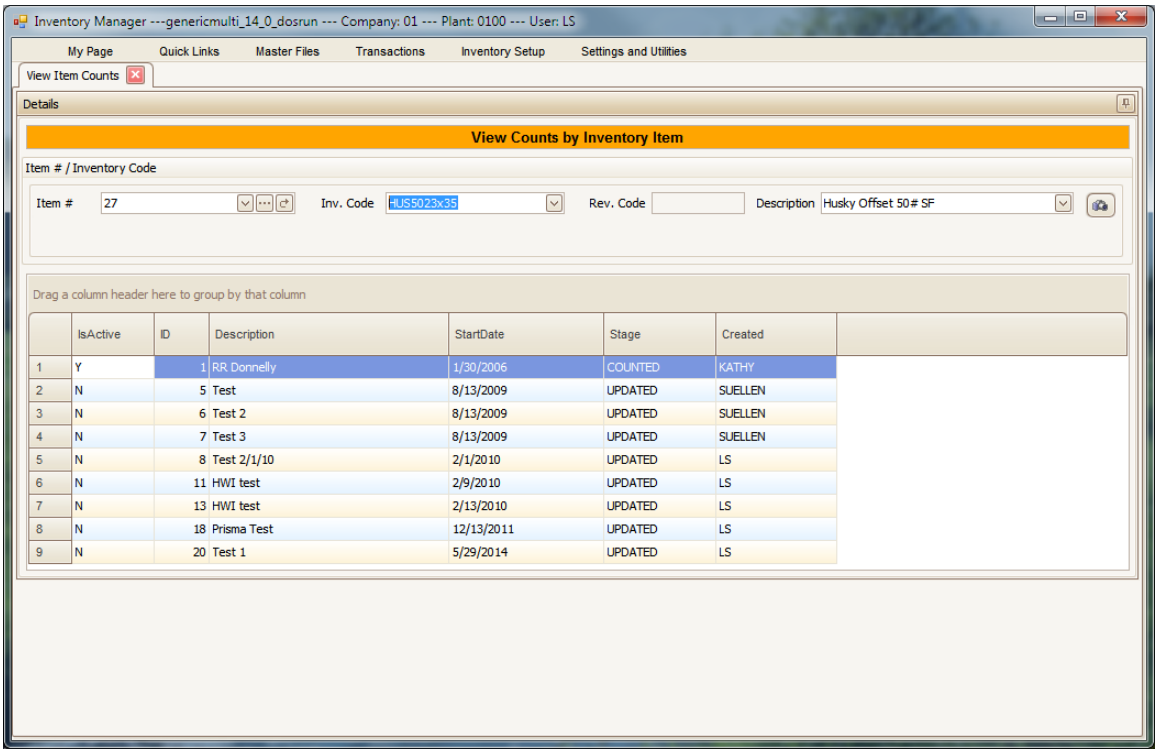
Click **Yes** to print the skid tags.

The audit trail shows the physical adjustment (single) for item #1591.



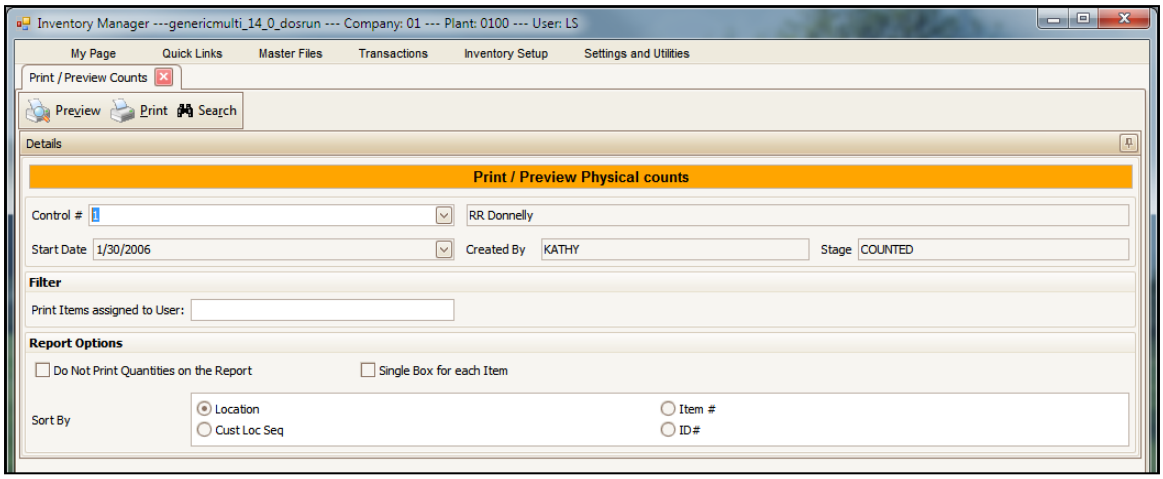
View Control By Item

The View Control By item program allows you to select an item and displays which Physical Count Report/Control it is assigned to.



Print/Preview Controls

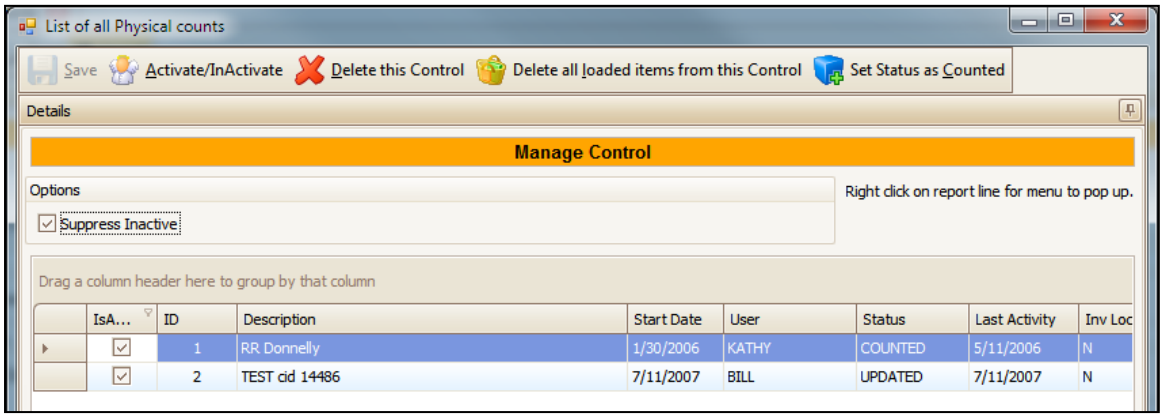
The Print/Preview Controls program allows you to print and preview Physical Count Reports/Controls.



Preview - will display the selected Physical Count Report/Control.

Print - will print the selected Physical Count Report/Control.

Search - will display the Manage Control screen where you can search/select the control.



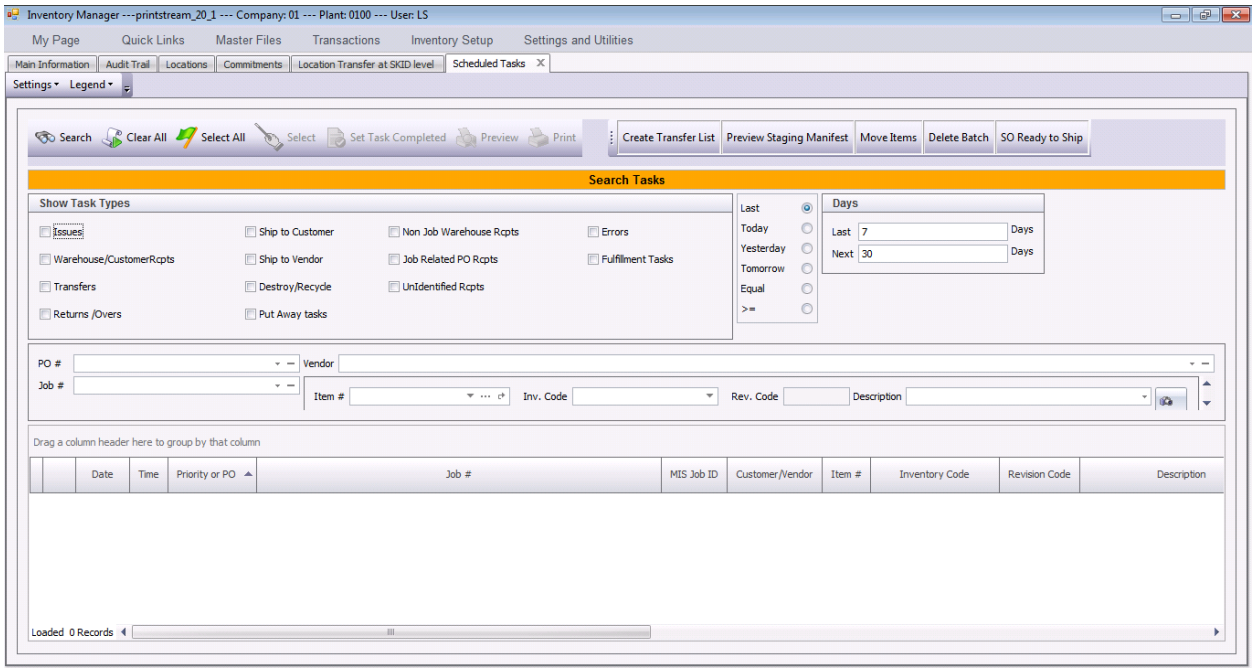
Use Filters and Options to change the report characteristics as used in the Physical Counting Batch Mode.

Schedule Task

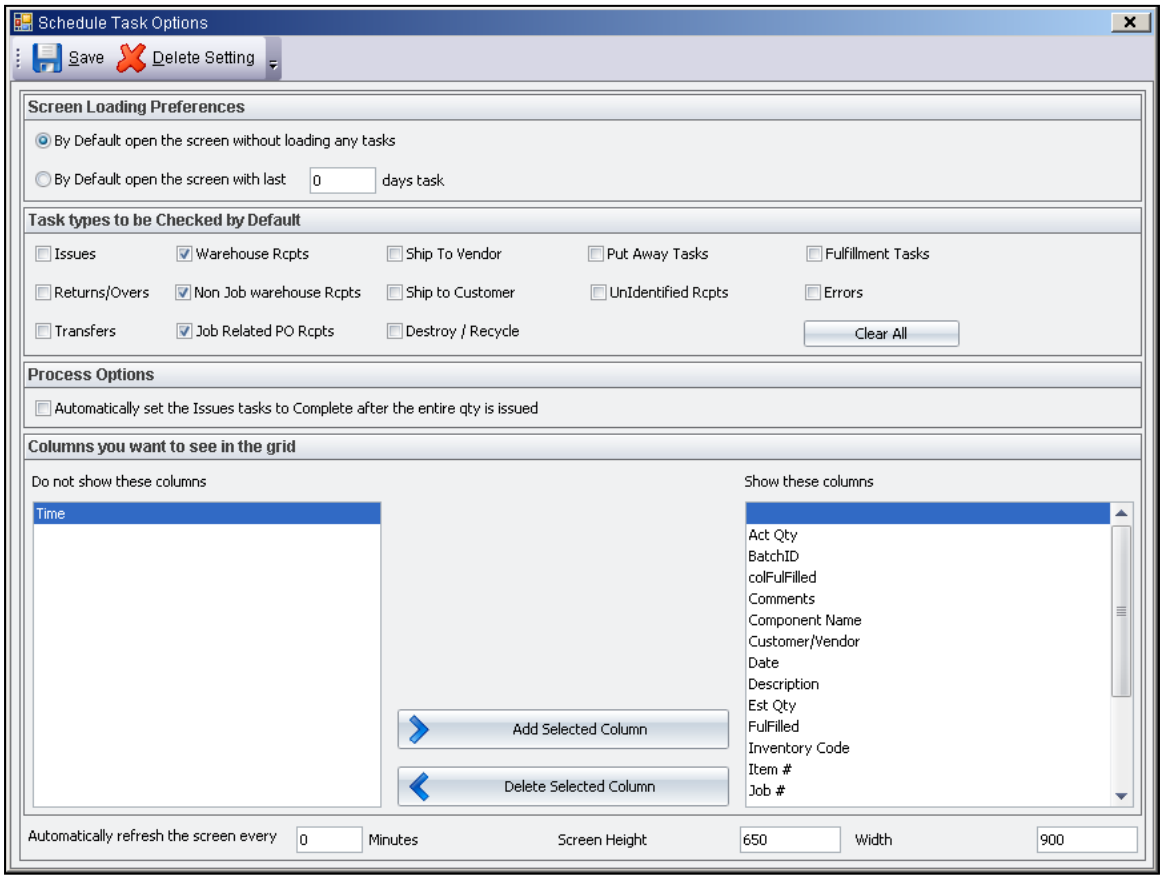
The Schedule Task Menu is the home of the Scheduled Task, Create Transfer Schedules, and Release Scheduled Tasks and Commitments programs.

Scheduled Task

The .net Schedule Task program is accessed by clicking the program located within the **Schedule Task** menu of the **Transactions** Main Menu of the program.



In the **Settings** menu, screen loading preferences, default task types, process options, and grid columns are selected.



Screen Loading Preferences – two options: a) By Default open the screen without loading any tasks which is the system default setting; and b) By Default open the screen with the last [blank number] days task.

Task types to be Checked by Default – click the box for each and all task types to load in the Schedule Task screen by default when the program is opened.

Process Options – set to **automatically set the Issues tasks to Complete after the entire quantity is issued** by clicking the box under **Process Options**. For material issues, once the entire quantity of the scheduled task has been completed, clicking this option will automatically set the task complete, avoiding the need for the user to manually set the task complete. This process option is only available for Issues and only when the entire quantity has been issued for that task item.

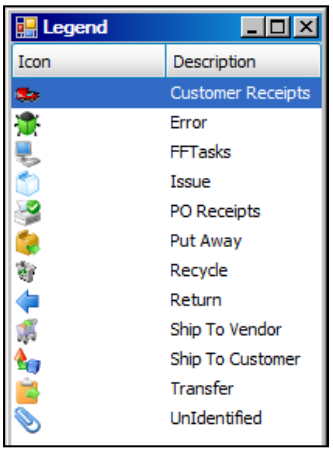
Columns you want to see in the grid – using the arrows in the center to add or delete selected columns, move the desired columns that will display in the Schedule Task grid from either the left to the right to show the column or from the right to the left to hide the column.

Automatically refresh the screen every [blank] minutes – set this with the number of minutes (the interval between each screen refresh) to update the display.

Screen Height and Width – users may set their screen height and width.

After the settings are made, click the **Save** button in the horizontal menu bar at the top of the screen. Click the **Delete** button to delete the settings currently in use.

The **Legend** button shows the icon for each of the tasks by description.



These icons display to the left of the task in the scheduled task list, and the Legend can be left open for reference until you are familiar with each requested task type icon.

Across the top we have the main menu bar where pressing the Alt and underlined letter together will access that menu or you can get them with a click of the mouse.

Search brings up the task list based on the task types and other criteria you have set for display.

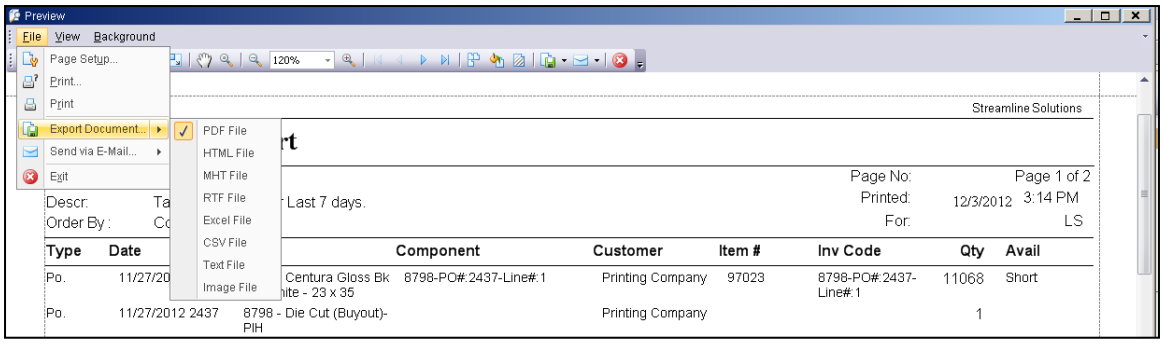
Clear All clears all selected search and load options.

Select All selects all search and load options at once.

Select simply selects the highlighted task in the list. Double-clicking the line of the task will also select it.

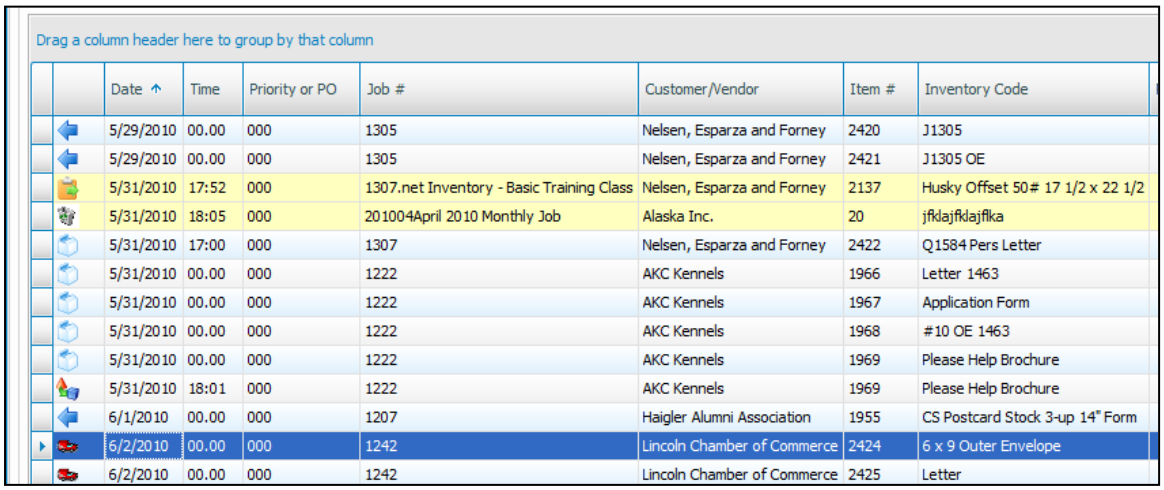
Set Task Completed will set the highlighted task complete. This changes its background to red and then removes it from the task list in the next refresh of the screen.

Print and **Preview** show a printable, exportable report of the tasks listed in the grid on the screen. An example of the task report is detailed below, and the report can be exported and/or emailed with a choice of various file formats:



You can also search for a PO, Vendor, Item # or Inventory Code, Job # and Description.

In the example below, the grid shows various tasks to be completed. Note the icons to the left that symbolize the type of task listed for that line item. Double-clicking the line item or highlighting with a single mouse click and then clicking **Select** will pull up the program necessary for completing this task.



Right-clicking any of the grid lines will provide these options:

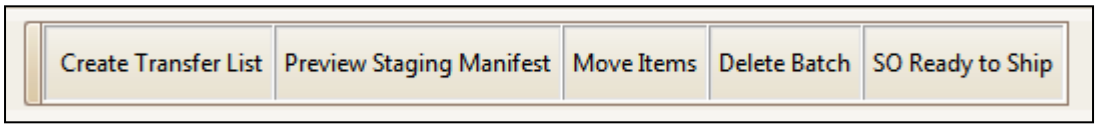
Remove From List – removes this line item from the Schedule Task screen.

Set Task Complete – sets the highlighted task complete, turning the line background to red and removing it from the list at the next screen refresh.

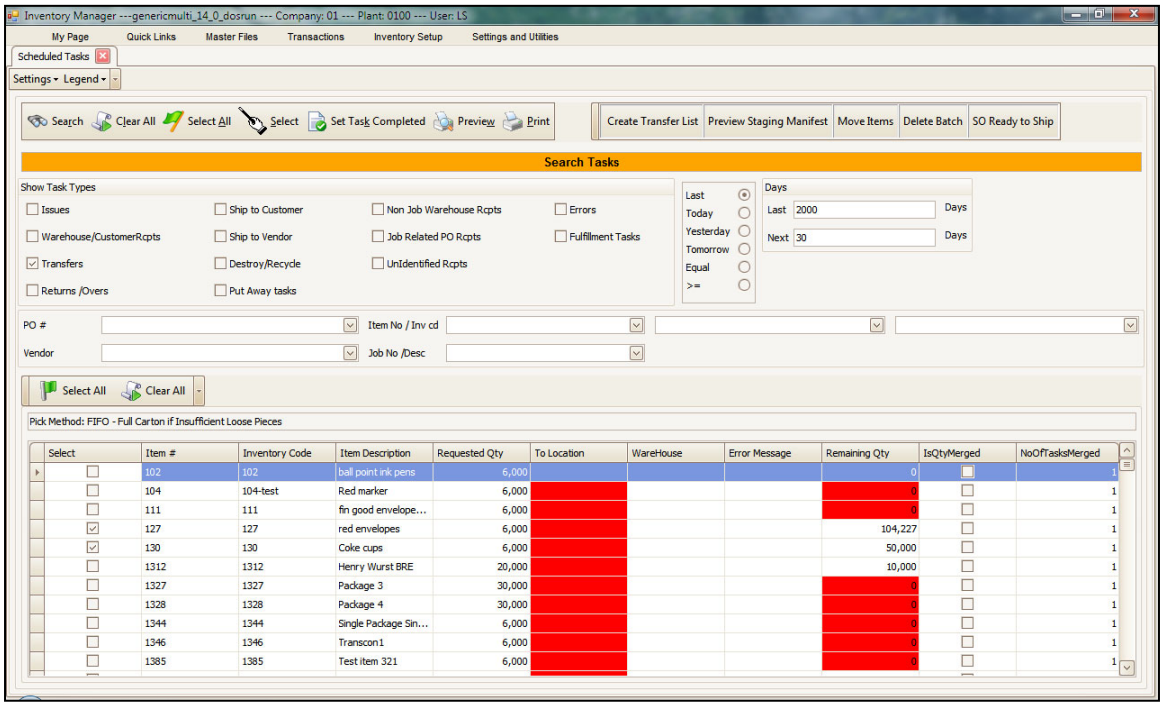
Print Preview This Grid – provides a preview and print option of the items on the grid.

Save Grid Layout – saves the current layout of the grid to be the default view whenever the Schedule Task grid is displayed. This is a helpful feature if the user first manipulates the order and displayed columns or filters the data and wants to keep the layout in future grid displays. Use of this feature will maintain the current layout until the **Save Grid Layout** is selected again.

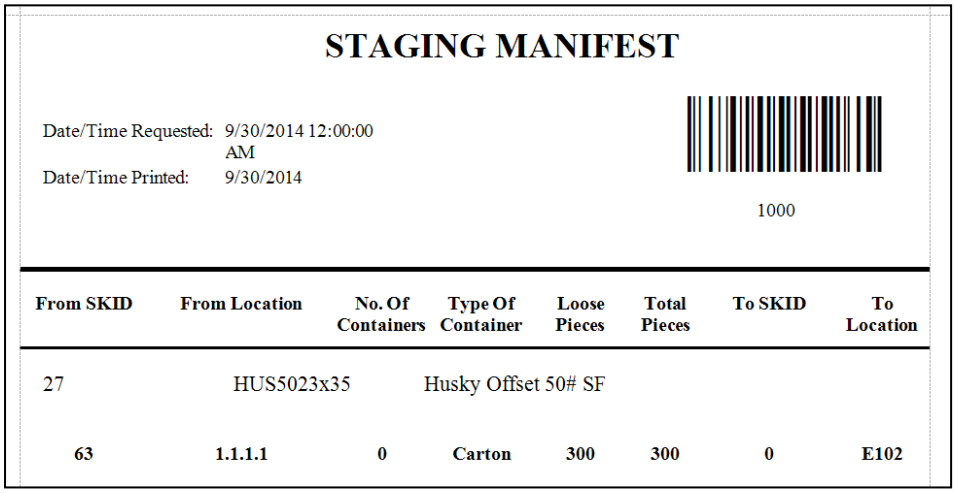
Additional Control Icons



Create Transfer List - when Transfer tasks are displayed select Create Transfer List to create listing.



Review Staging Manifest - when a task is highlighted select Review Staging Manifest to view/print.



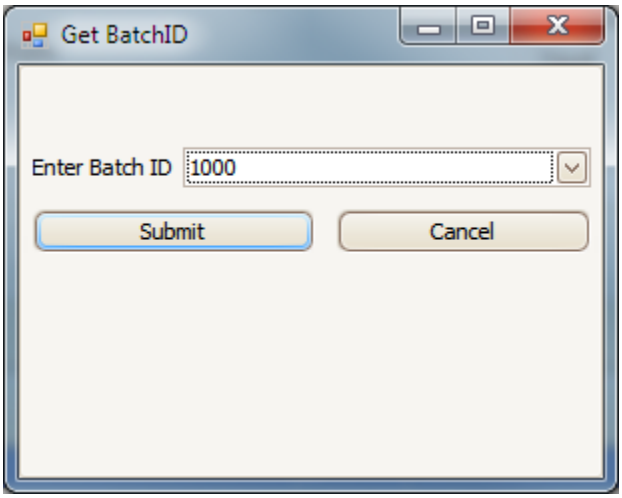
STAGING MANIFEST

Date/Time Requested: 9/30/2014 12:00:00 AM
Date/Time Printed: 9/30/2014

1000

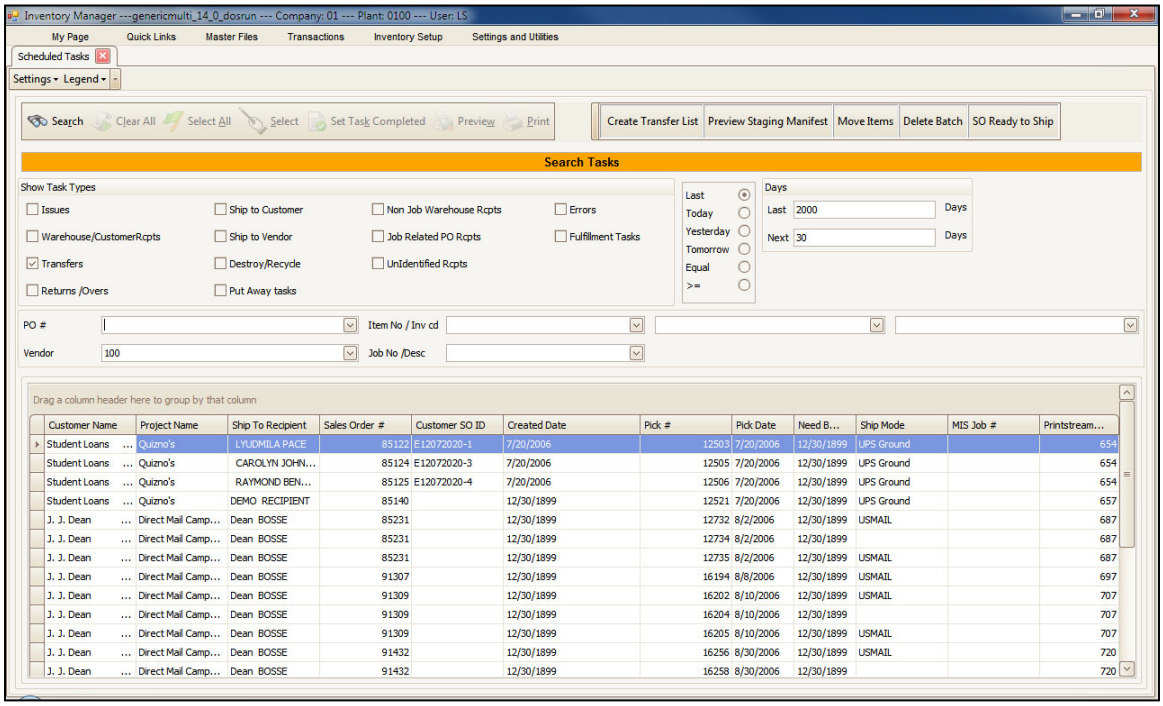
From SKID	From Location	No. Of Containers	Type Of Container	Loose Pieces	Total Pieces	To SKID	To Location
27	HUS5023x35		Husky Offset 50# SF				
63	**1.1.1.1**	**0**	**Carton**	**300**	**300**	**0**	**E102**

Move Items - select, enter Batch Id and **Submit** to move items.



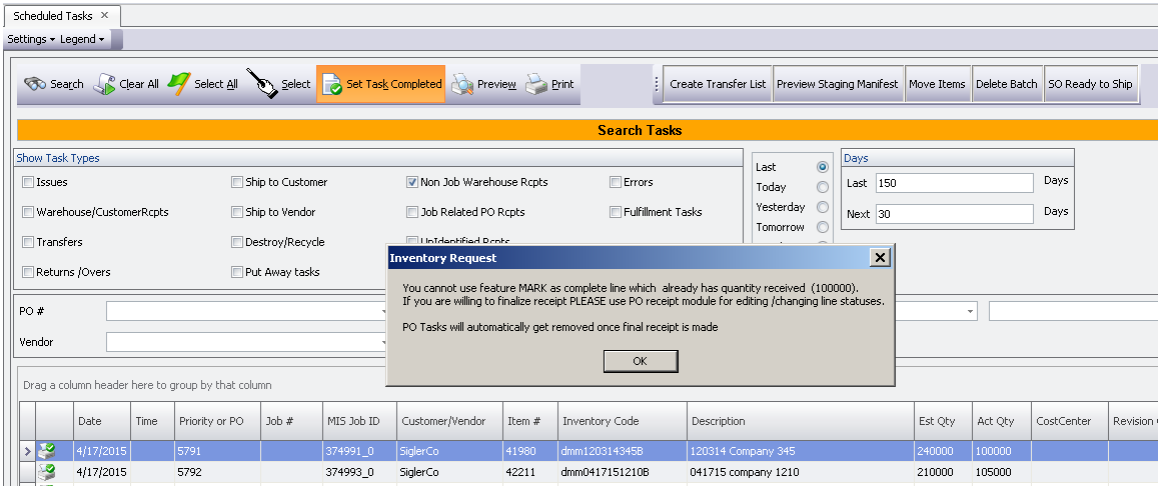
Delete Batch - select, enter Batch Id and Submit to delete batch.

SO Ready to Ship - select to display Sales Order ready to ship.

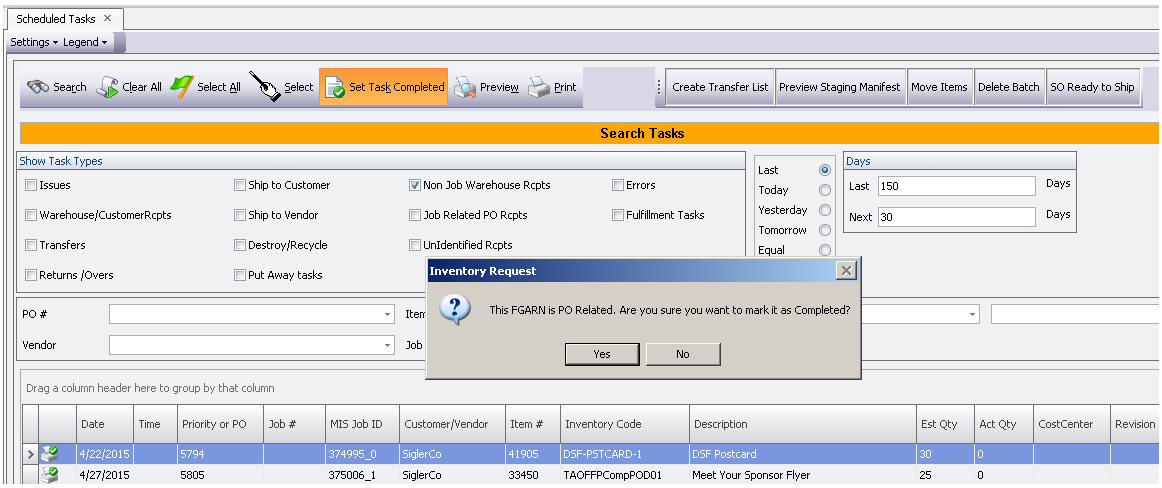


The “Set Task Complete” feature of the Scheduled Task program has not been allowed for PO lines (Non-Job Warehouse Rcpts lines). Attempting to do so generated a disallow message. This has now been adjusted in integration databases to allow setting the line complete if no quantity has yet been received, although the action generates a warning message. If quantity has already been received for the PO line, then a new disallow message with further details is generated. See screen shots below.

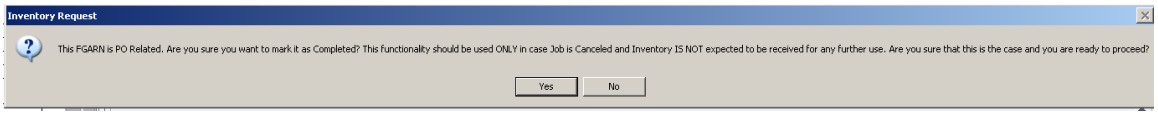
Disallow Message if PO line has quantity already received



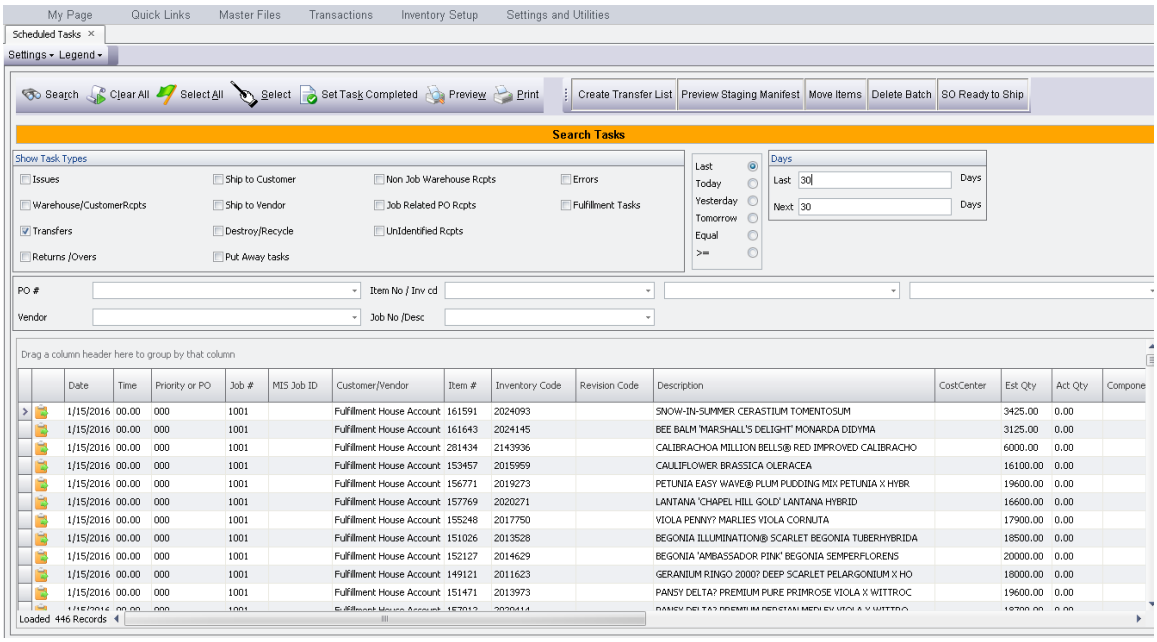
Warning Message if PO Line has no quantity already

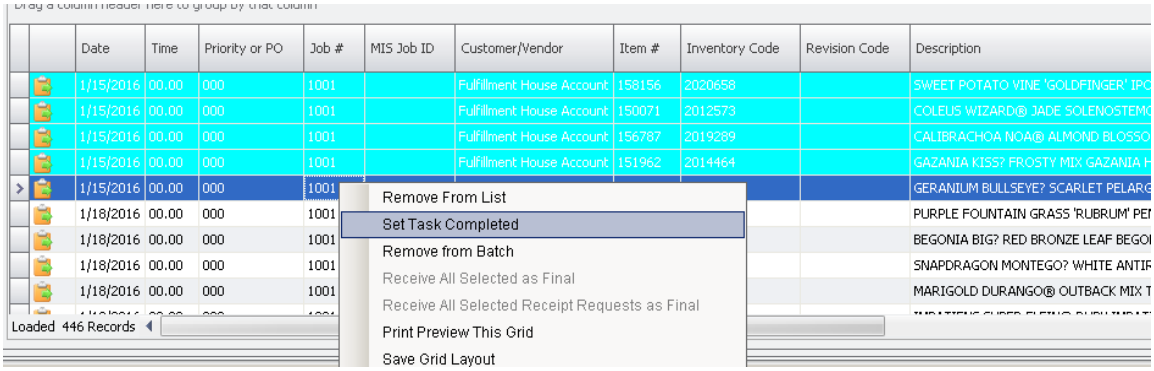


Second confirmation message if user wants to proceed with setting complete.

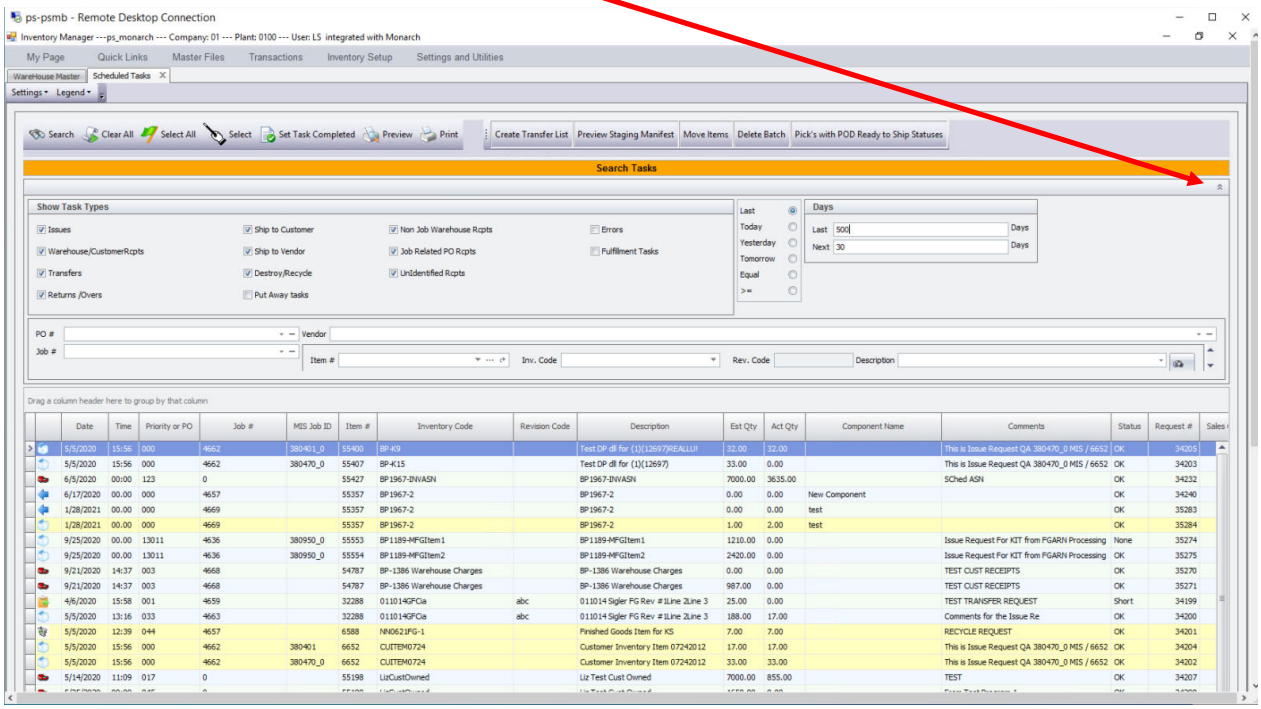


We have added the ability to select multiple lines in Scheduled Tasks Transfers to Set Task Complete. The ability to do so is only allowed when you have Transfers only loaded in the grid. This option will just mark records completed and does NOT actually perform a transfer.

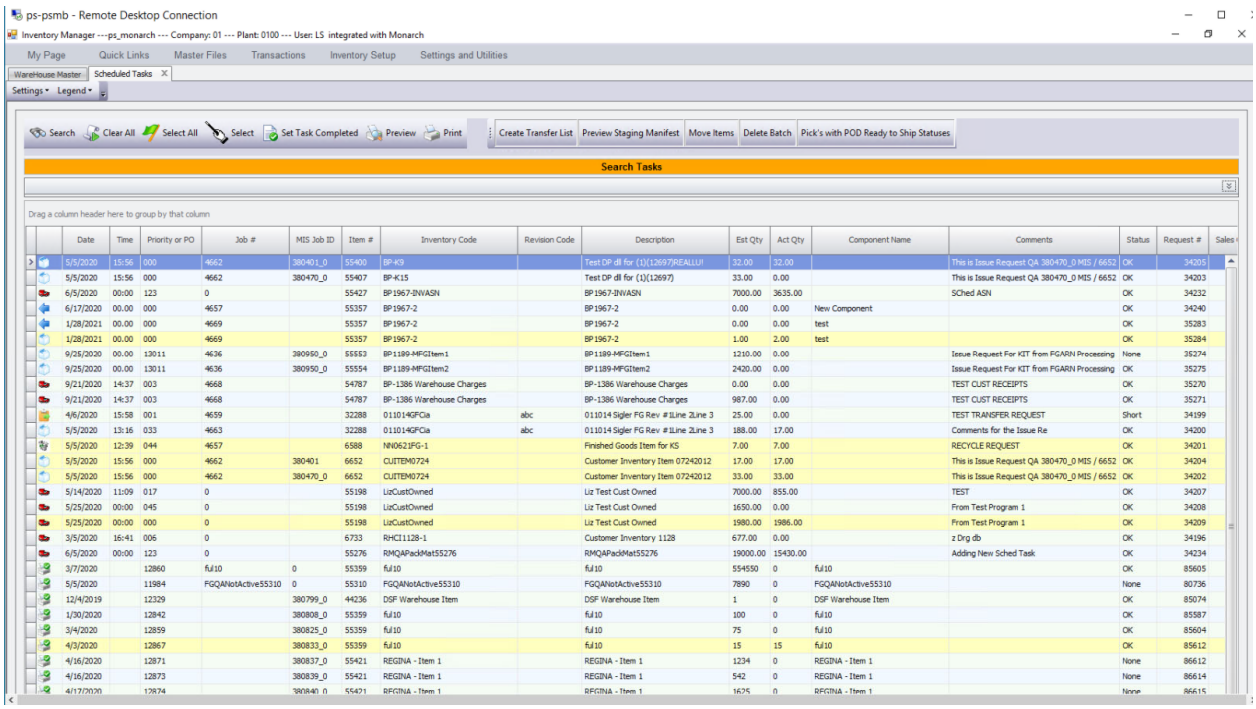




Ability to maximize the task display grid. Select the "**^**" to collapse the task filters . . .



The Tasks grid will display as maximized.



Create Transfer Schedules

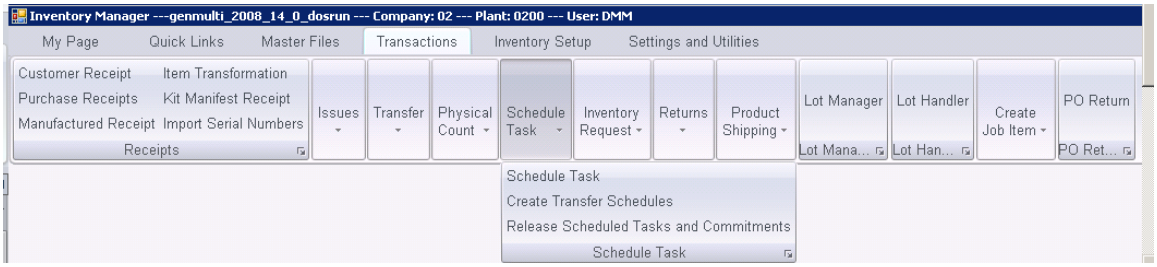
The Create Transfer Schedules program will generate a scheduled task for items where the quantity at the default location is less than the minimum required quantity set for that item. In order for the programming to generate a transfer, the following programming logic is followed:

1. The item must have a default location entered in Master File Inventory > Item Links tab.
2. The default location must have a minimum and maximum defined in Inventory Setup > Location Builder.
3. The item quantity in the default location must be less than the defined Minimum for the location.
4. The transfer task will be created (with no job number) to supply the default location with enough quantity to reach the Maximum quantity set for the location. The transfer request quantity will be the difference between the item's location quantity and the defined location Maximum.
5. You will not be able to complete the transfer in the Scheduled Tasks screen if there is insufficient quantity of this item in other locations.

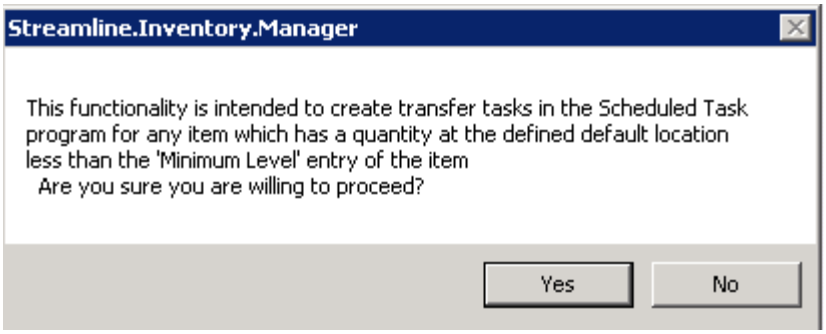
This programming will create a transfer schedule for every item location that fits the above criteria. The program runs simply by launching and a click of the mouse to generate the transfer tasks.

Note: This is programming from the early days of PrintStream. It is intended to create transfer tasks in the Scheduled Task program for any item which has a quantity at its default location less than a defined Location 'Minimum Level'. An alternate mechanism to create more specific transfer tasks has since been introduced with a different logic in Master File Inventory Locations screen. This is based on a different Item/Location 'Minimum Level' entry defined for the item in the Master File Location screen. This has created some confusion for new users who mistakenly use the "Create Transfer Schedules" program believing it is based on the more specific Master File Locations logic. An enhancement has added password protection to the "Create Transfer Schedules" program. This will prevent users from mistakenly creating transfer tasks with the older, less used logic. But users who wish to generate transfer tasks under the old logic will continue to be allowed to do so,

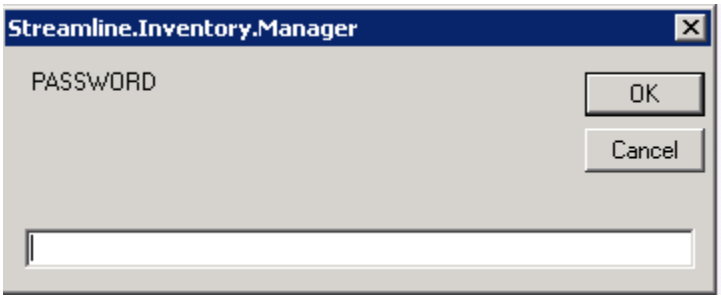
'Create Transfer Schedules' program accessed under 'Transactions' tab



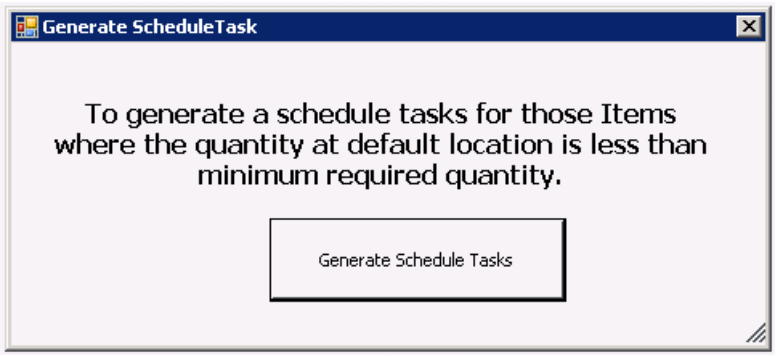
Clicking access generates confirmation question



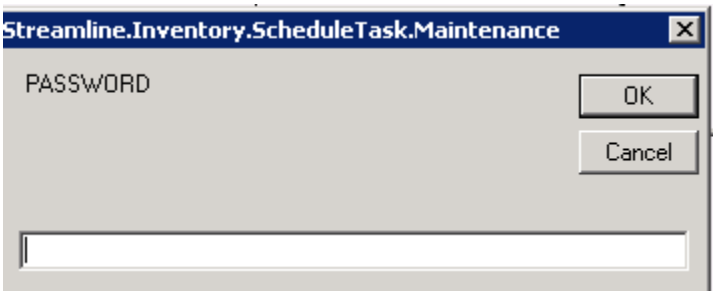
Clicking ‘Yes’ generates first password entry screen



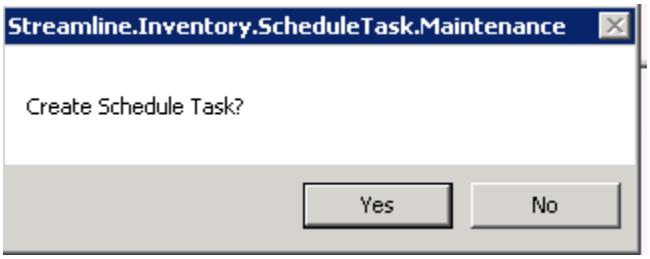
Entry of password (contact your EFI Printstream Support Representative for Password) opens program



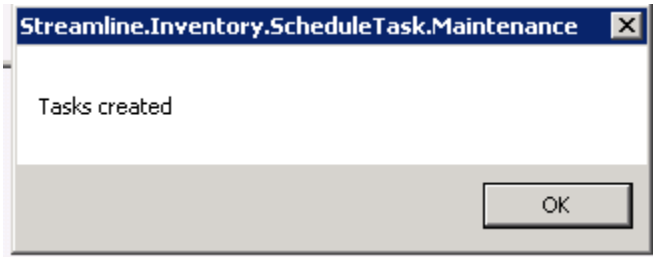
Click ‘Generate Schedule Tasks’ generates second password entry screen



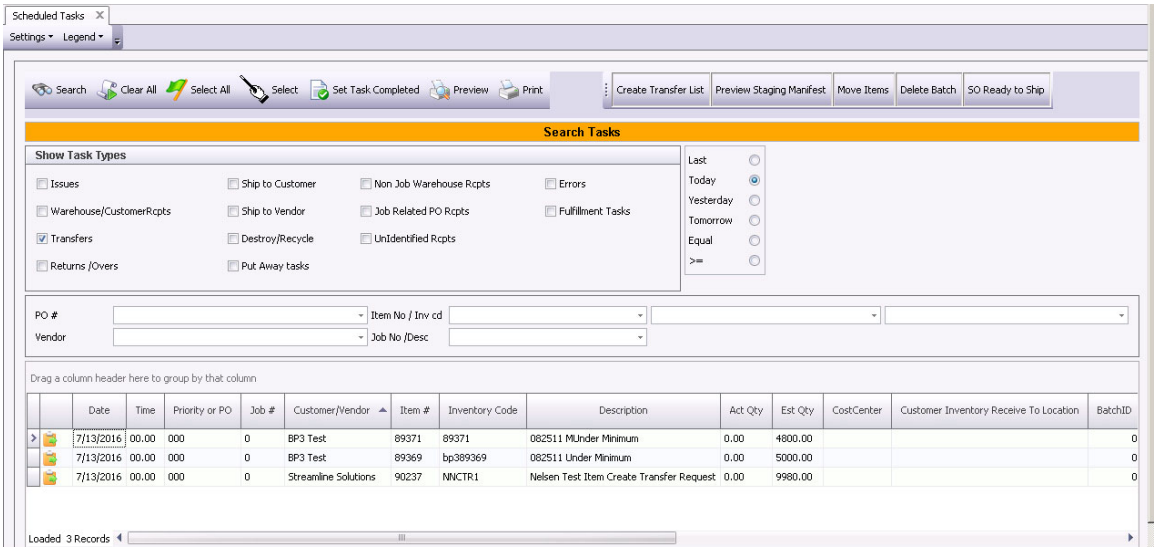
Entry of second password (contact your EFI Printstream Support Representative for Password) generates confirmation question



Clicking ‘Yes’ generates confirmation message



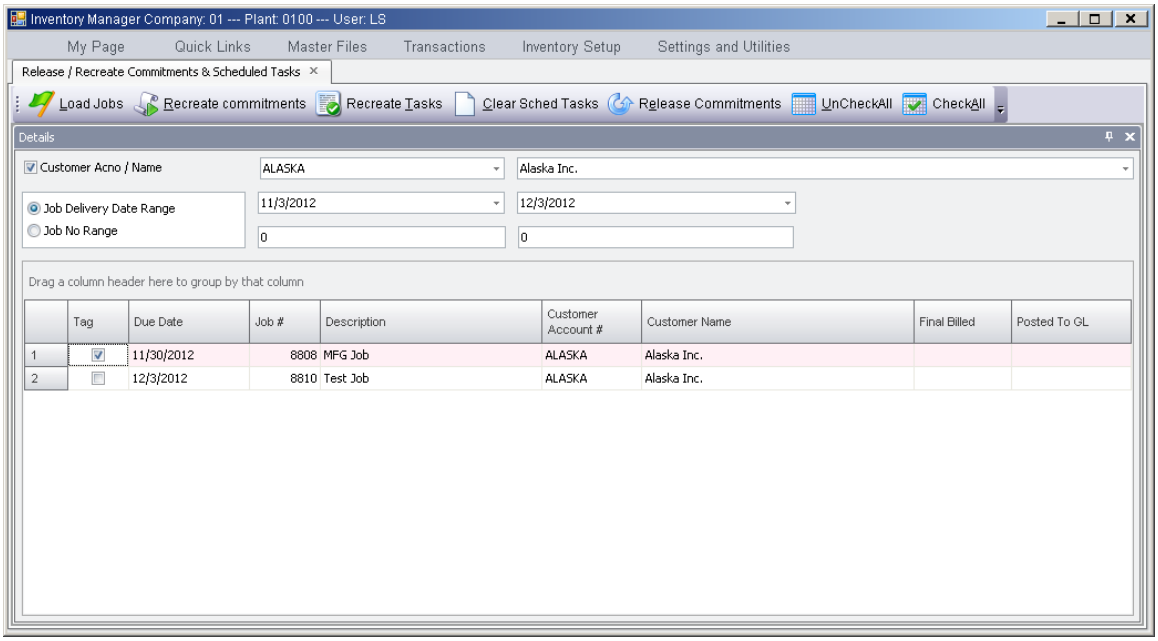
Clicking ‘OK’ – Scheduled Tasks program shows expected Transfer Tasks

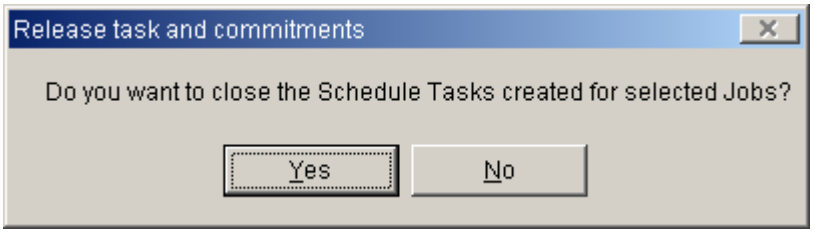


Release Scheduled Tasks and Commitments

This module was designed to quickly release inventory commitments and / or scheduled tasks on a job. Before this module was created, the system cleared all the commitments when the batch of a final billed / invoiced job was posted to the GL or when the inventory item was fully issued to the job and the issue task was flagged complete. Instead of waiting till the batch is posted, once the production is completed for a job, users have the option to open this program and clear all the schedule tasks and / or clear the inventory commitments for a job.

Select a **Job Delivery Date Range**, enter the Customer AC # / Name or enter the Job # range. Click the **Load Jobs** button. Check the **Tag** column to select for each job. Options are to select either **Clear Scheduled Tasks** or **Release Commitments** button.





Note Option to **Re-Create Commitments** or **Re-create Tasks** if you removed them in error.

Customer Inventory, Finished Goods or Raw Materials receive commitments / allocations when they are “attached” or “assigned” to a component in the Inventory component screen, in Mail and Print & Mail Estimating / Order Entry. Paper Inventory is reserved in Print Order Entry when a reservation has been made in the paper reservation screen.

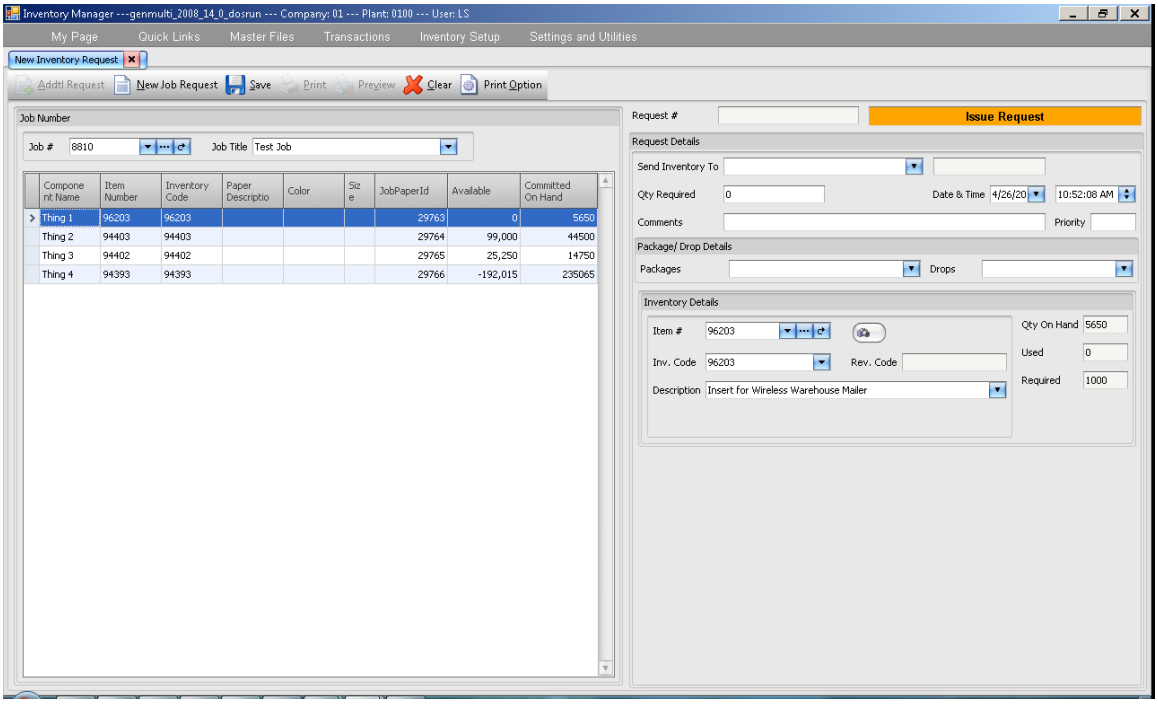
Inventory Request

The .net Inventory Request programs are accessed by clicking the program located within the **Inventory Request** menu of the **Transactions** Main Menu in the dot-net Inventory Manager program.

Select request module from the above menu. There are options to complete an issue request, multi issue request, transfer request, ship to customer or ship to vendor request, recycle request, customer receipt request and search requests.

Issue Request

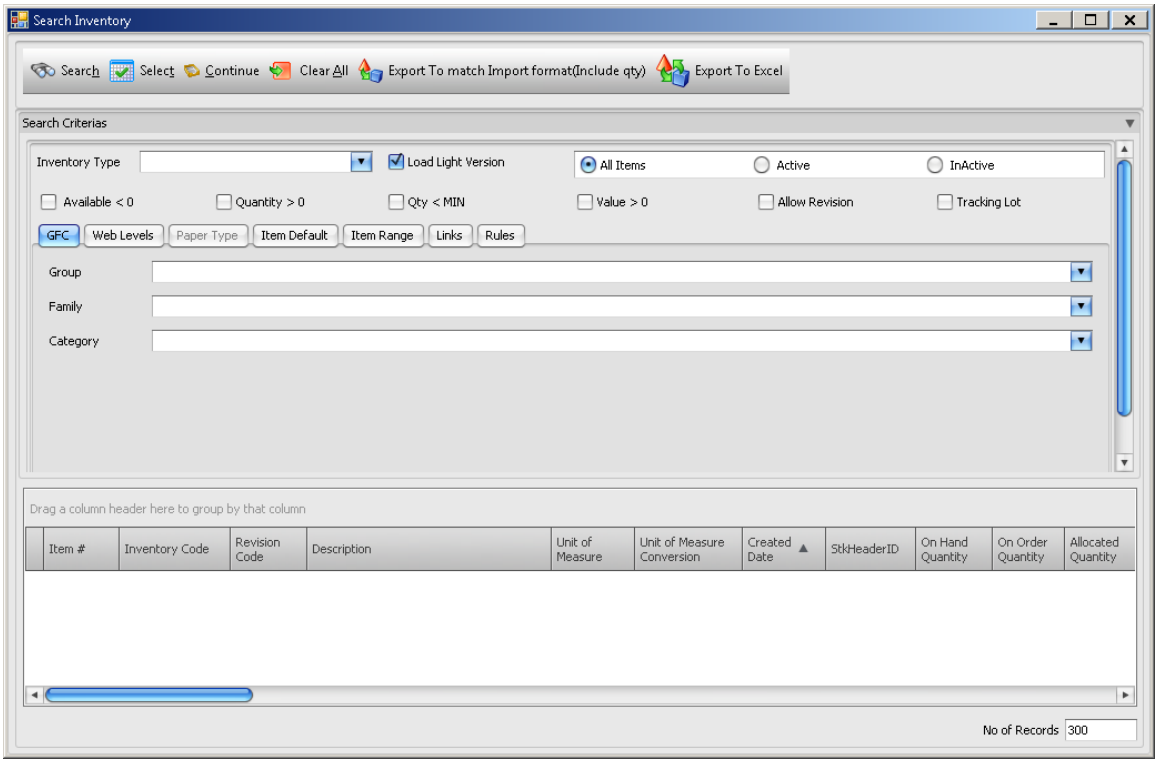
Click the **Issue Item** icon to create a request for a material issue. The New Inventory Request screen will display. Begin to enter the job number and select the job number when displayed. This will populate the job description and the components/items linked to the job. Click the Inventory Item in the display grid to select item to be requested.



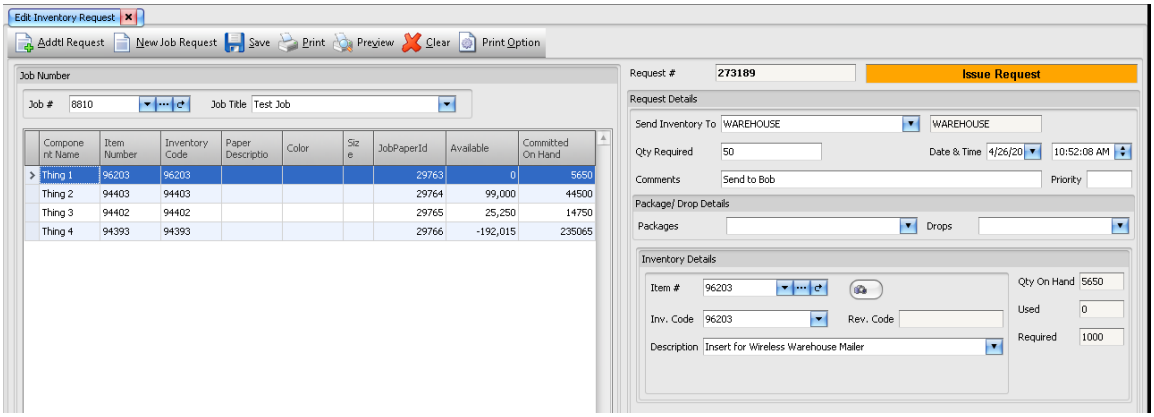
The fields in the Issue Item screen are set in four sections: a) Header (Job Number); b) Inventory Details; c) Package / Drop Details; and d) Request Details.

Inventory Details section includes fields that detail the inventory item to be issued to the job specified.

The Item # is a required field and can be keyed or search for using the **…** button located in the **Item #** field. Searching for an item number brings up the search screen where the filters can be set to begin the search.

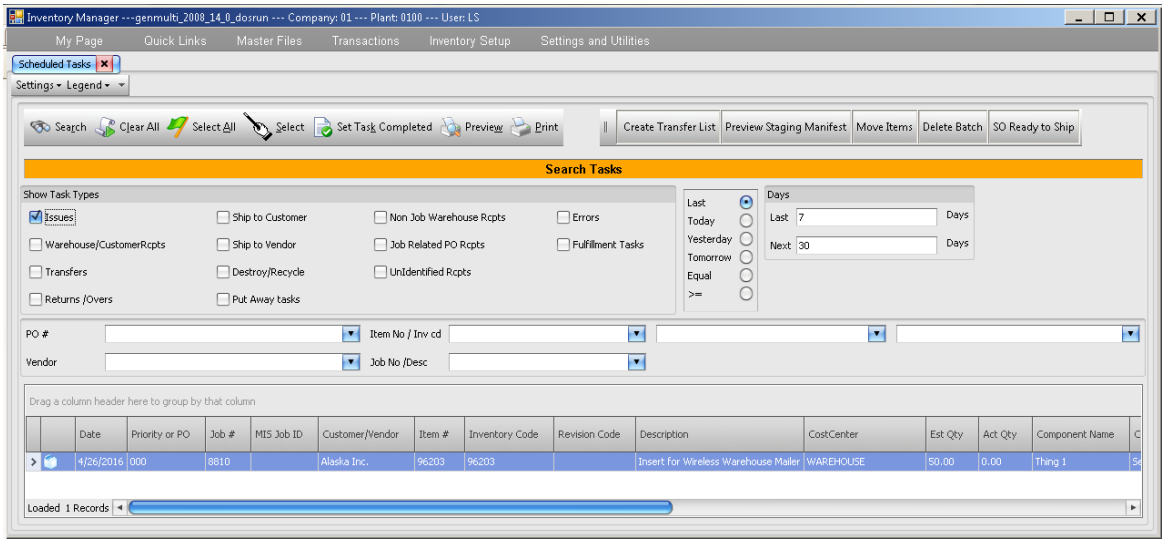


The inventory details will display to include the quantity on hand, quantity used and quantity required for the job. Clicking **View Pic** will display a picture of the item. If no picture has been scanned for this item, a detailed message box will provide information about how and where to save the file. Other details include package and drop. Complete the **Send To** and **Qty Required** fields which are both required entries as the red circle-x indicates. The date and time may be changed and a comment and priority may be set. When all data is entered, click **Save**.



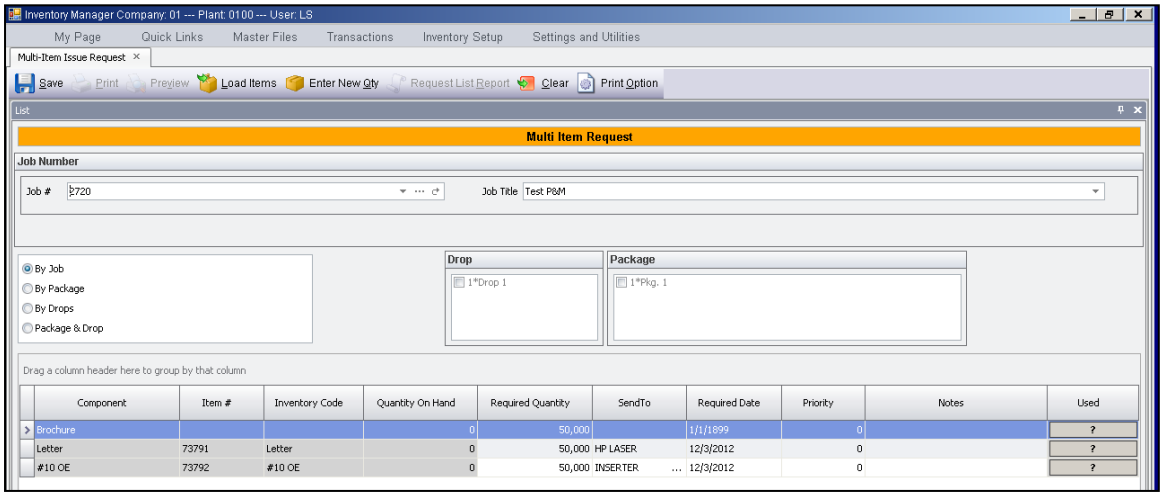
Now you can either select **New** for a new inventory issue request or **Print** or **Preview** the Inventory Request. The **Clear** button will clear the screen.

The screen showing these scheduled tasks will fill in the grid below with each inventory request. The request can be edited by double-clicking the line item for the receipt in the grid lines displayed.

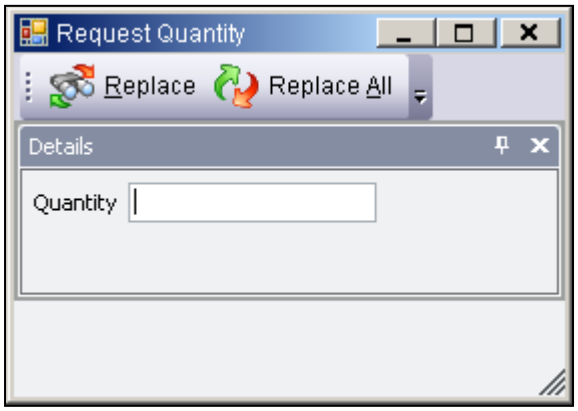


Multi Item Issue Request

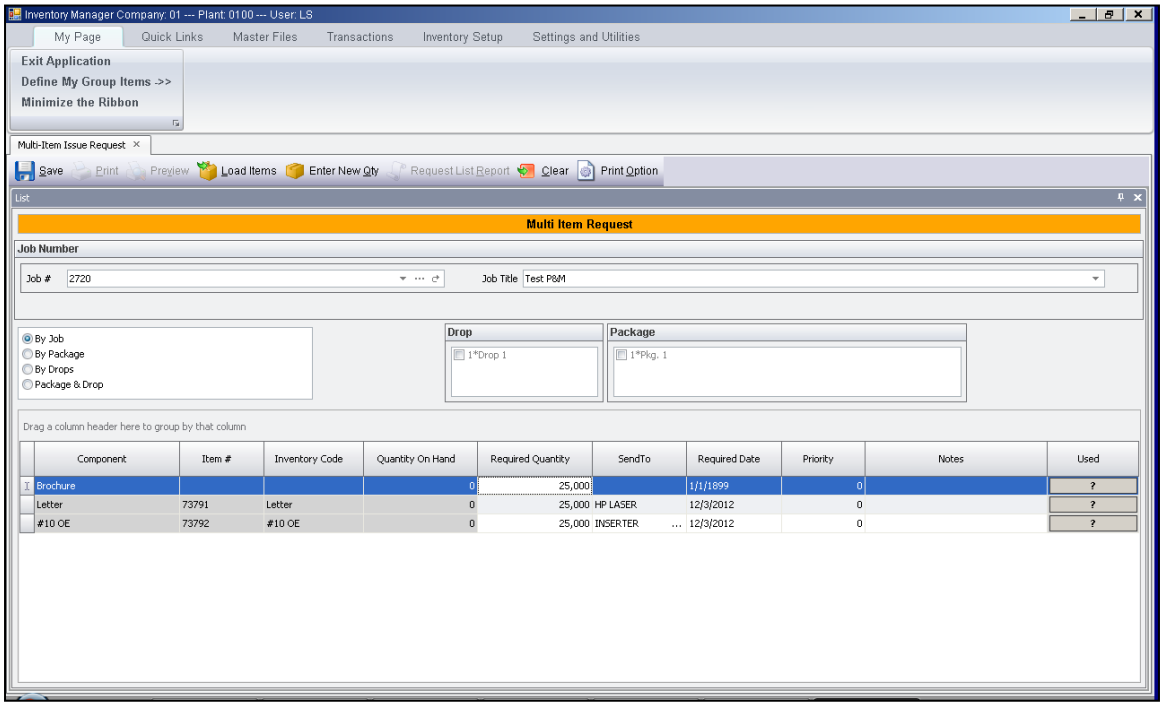
A Multi-Item Issue Request is done by clicking the icon in the horizontal menu bar at the top of the screen and entering/selecting the job number. The components for this job can then be requested in the same screen. The **Used (?)** button will indicate how many of this component has been issued against this job at the time of the inventory request. The loaded Required Quantity defaults to the quantity needed for the job, but changes can be made to the required quantities for the request.



For individual quantity changes, make those changes in the grid. For global quantity changes, click the **Enter New Qty** button at the top, enter the new quantity for all items in the grid.



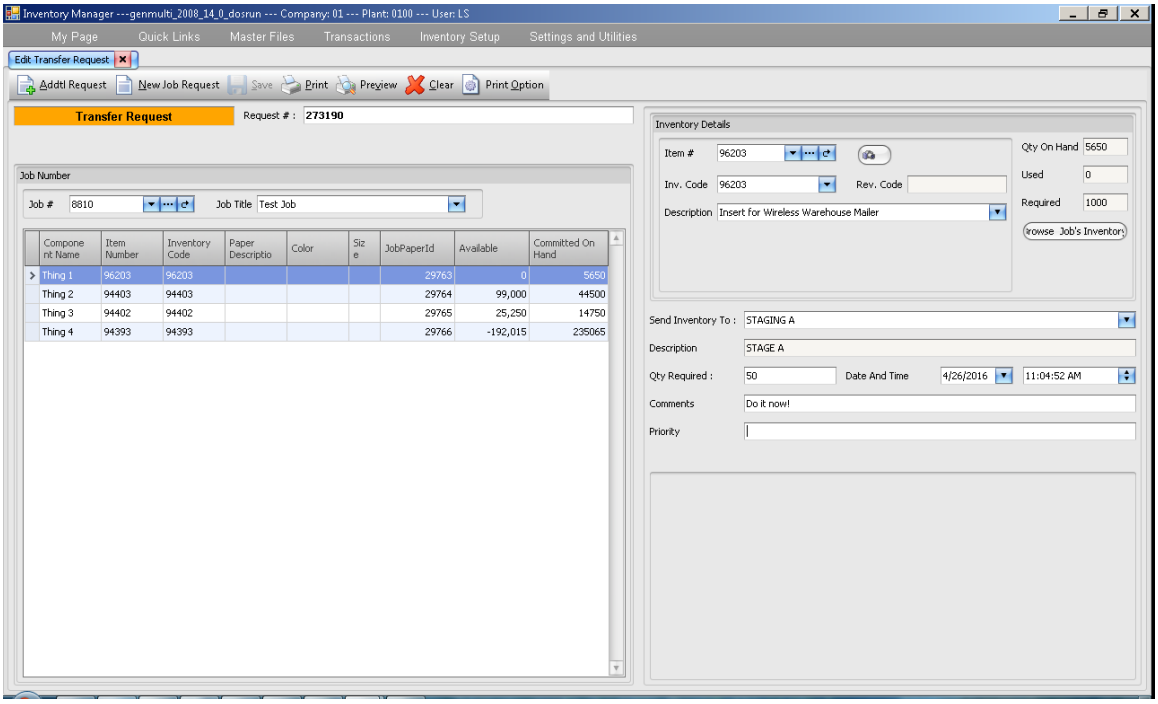
A global change to the quantity from 50,000 to 25,000 was made using the **Enter New Qty** button.



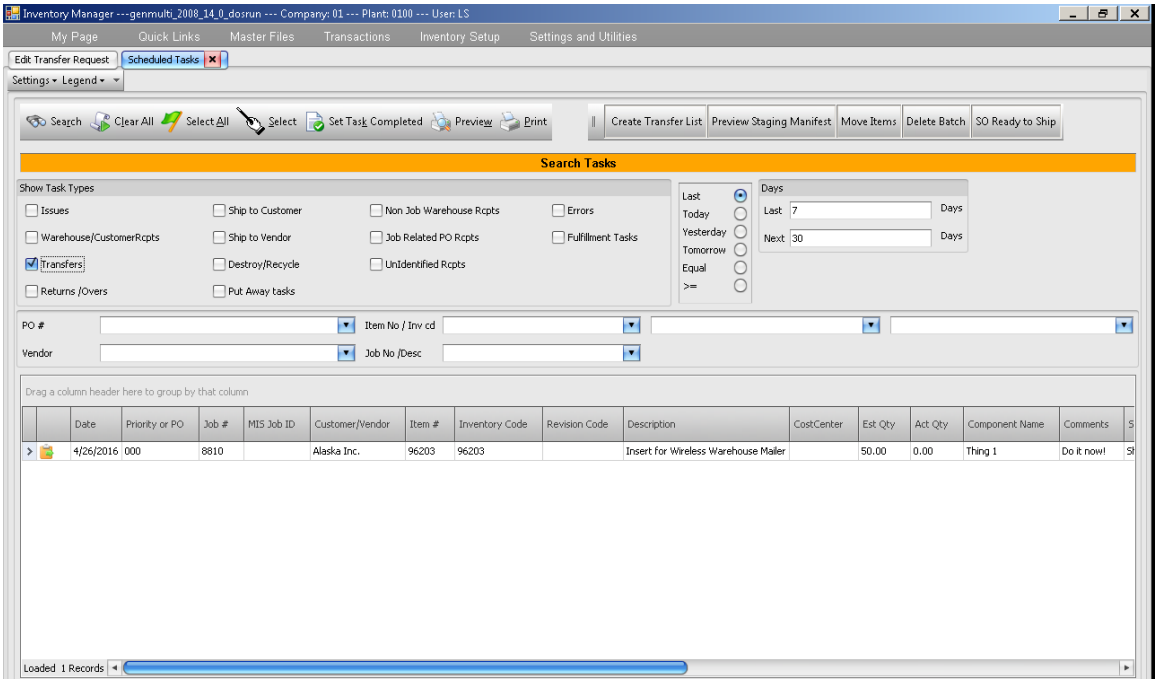
When the required quantities are set, **Save** the request. The Request List Report will provide a report of all inventory items for this job/request. The **Clear** button will clear all data from the screen.

Transfer Request

Enter the job number, select or enter the item number, choose the **Send to Location** where the transfer of material will be sent and enter the Qty Required to complete the request. Users may **Browse Job**, search using the binoculars and **View Pic** to see a displayed image of the inventory. The date and time default to when the program was opened but can be changed as needed. **Save** the request.



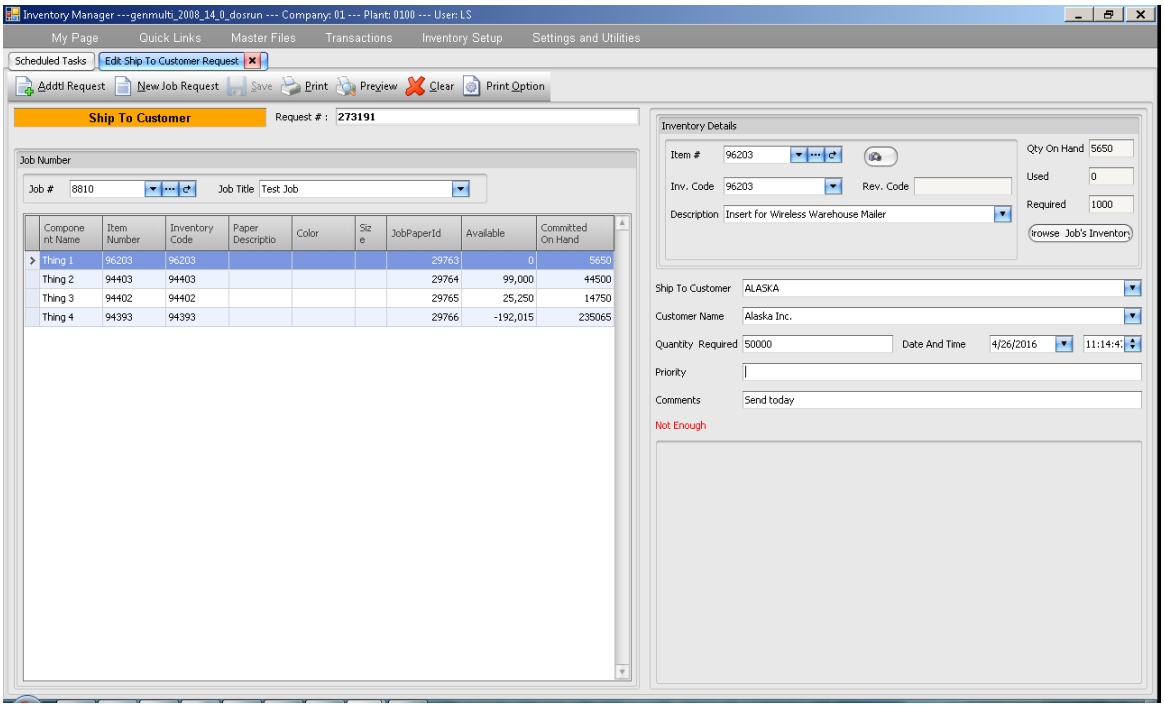
The screen showing these scheduled tasks will fill in the grid below with each inventory request. The request can be edited by double-clicking the line item for the receipt in the grid lines displayed.



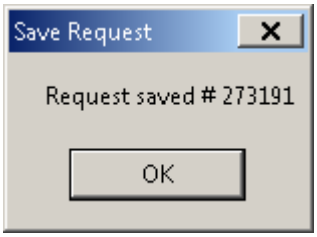
Ship to Customer Request

Enter the job number and the item number or use the **Browse Job** button to locate the item for shipment. Complete the **Customer** and **Qty Required** fields.

If there is insufficient quantity to cover the shipment, a message will display in red text **Not Enough**.

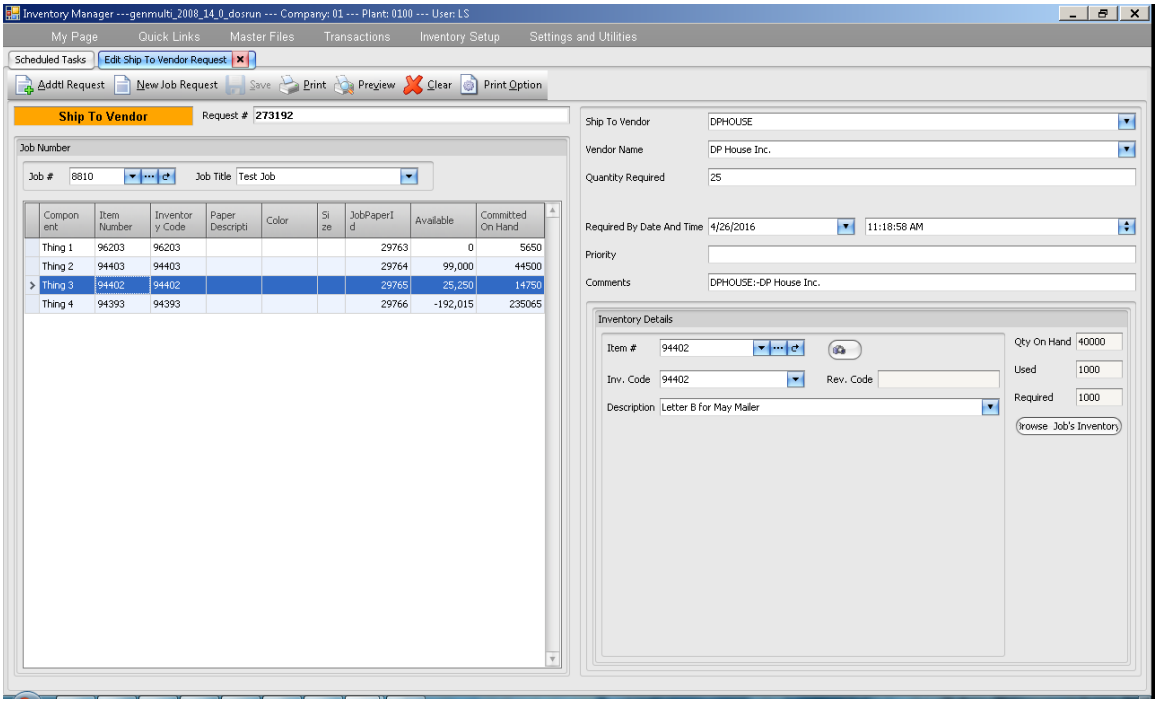


Once the customer, item number and quantity are loaded, click the **Save** icon in the menu bar at the top of the screen.

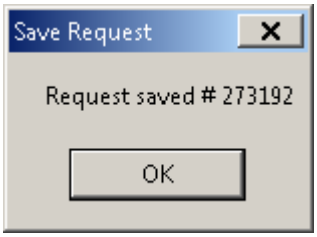


Ship to Vendor Request

A Ship to Vendor request is similar to a Ship to Customer request except the user would choose a Vendor for the shipment request.

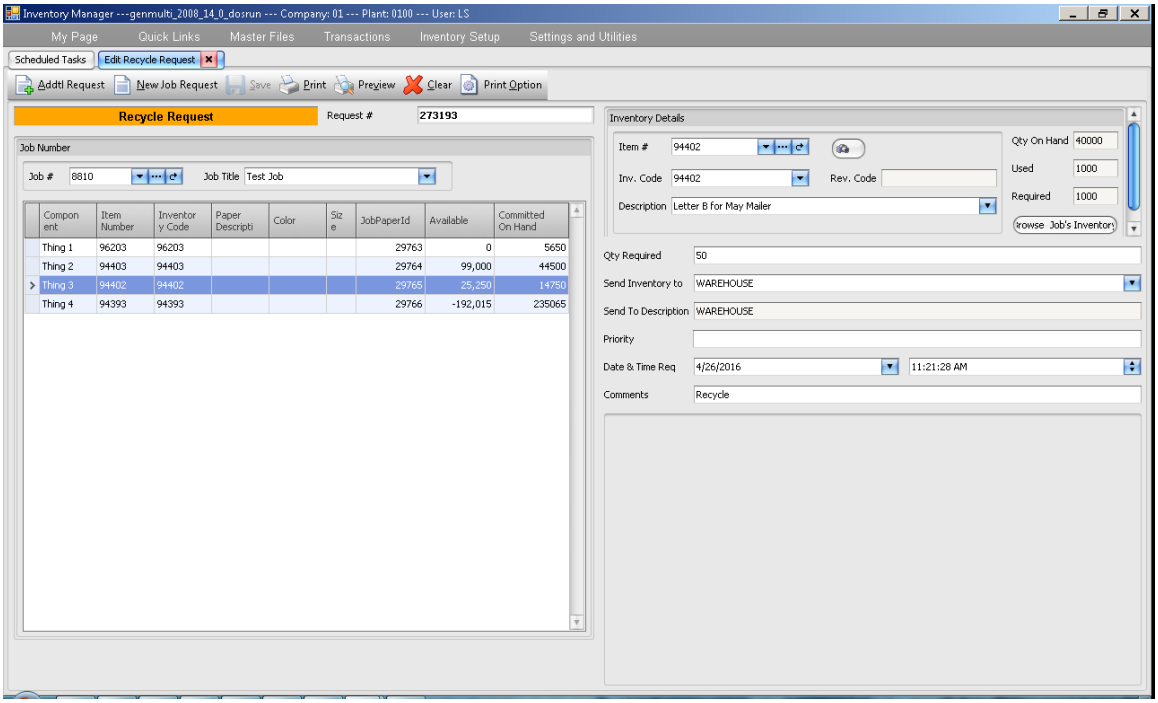


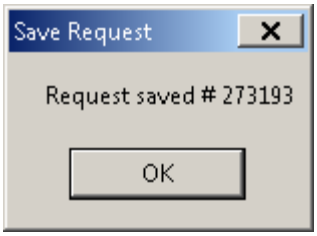
Click **Save** when all details are completed.



Recycle Request

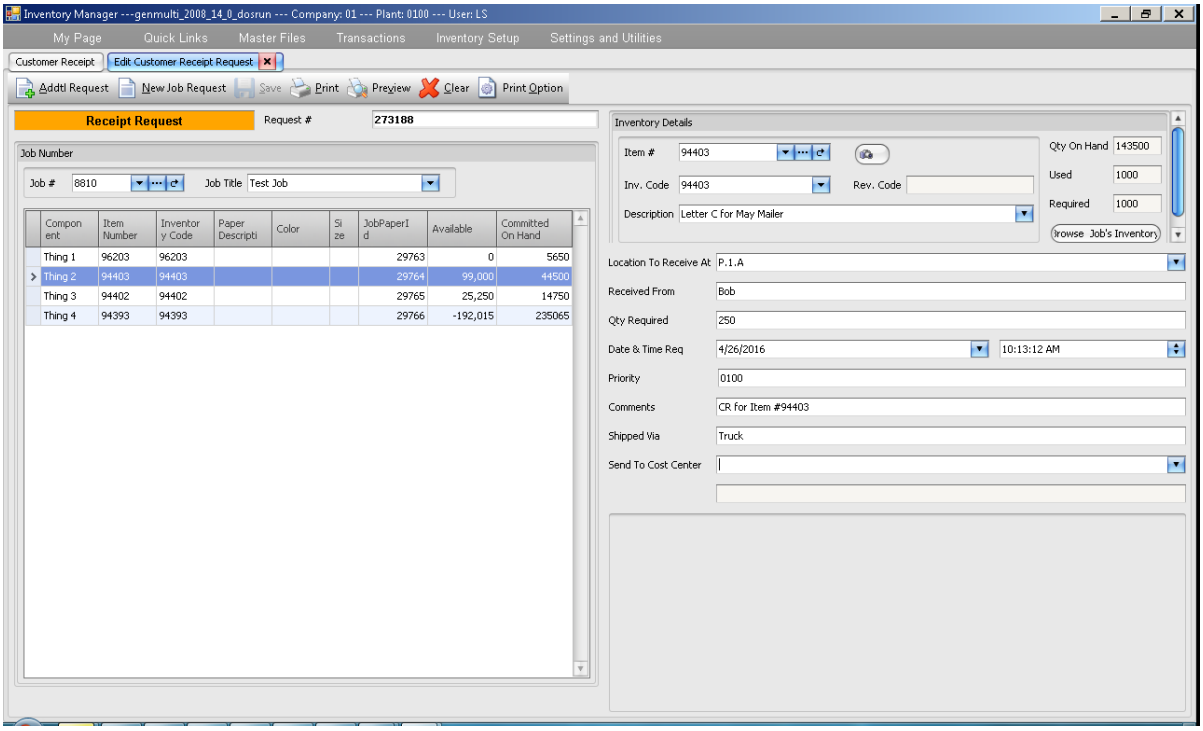
Enter the job number or the monthly destroy job number. Complete the remaining details for the recycle inventory request similar to Issue Requests and click the **Save** button.



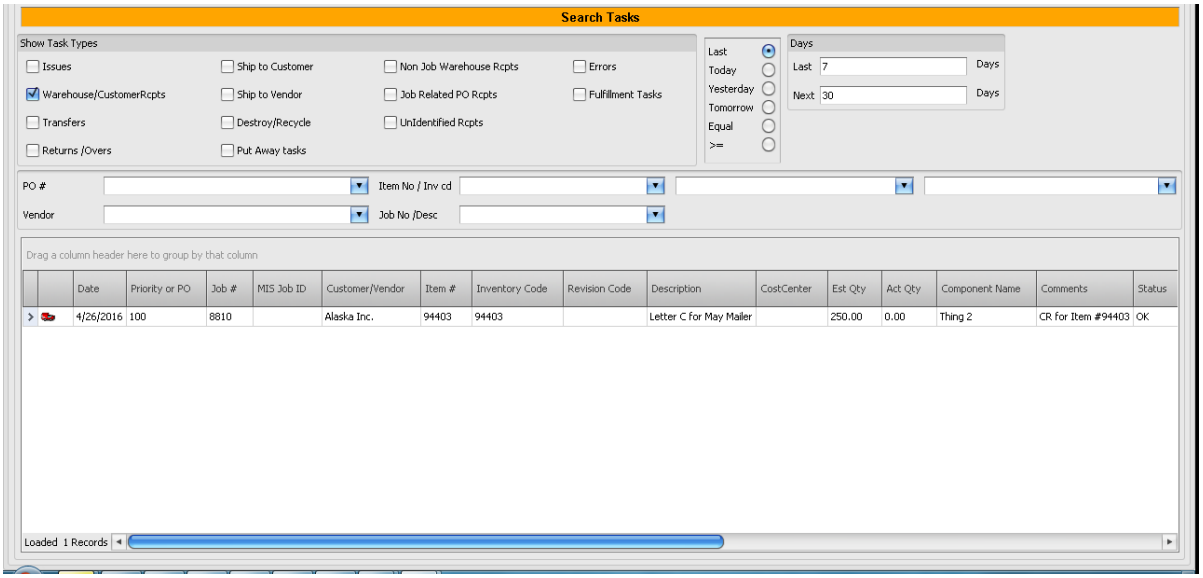


Customer Receipt Request

Enter the job number to get a screen of all items linked to this job. Select the item number from the job for the customer receipt request or key the item number into the Item # field. Complete the mandatory (and optional) fields and **Save** the request.

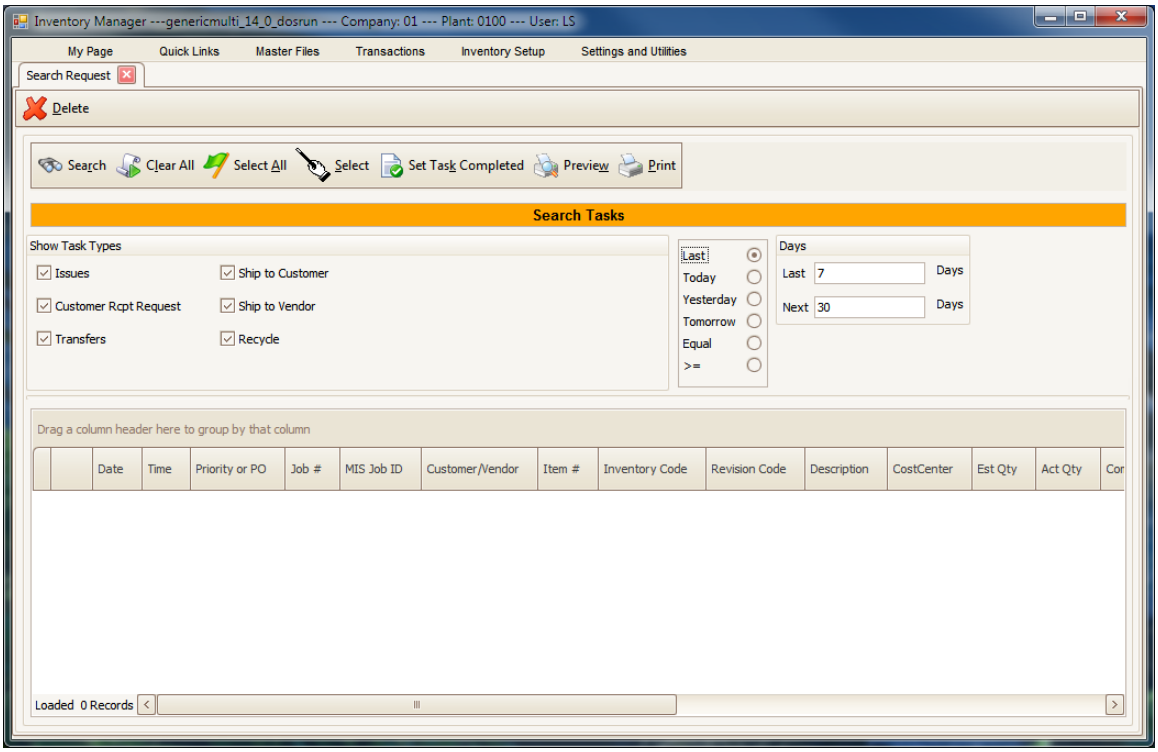


The Schedule Task screen shows this transaction.



Search Requests

Search for created requests using the filters and date ranges as shown below to locate a request.

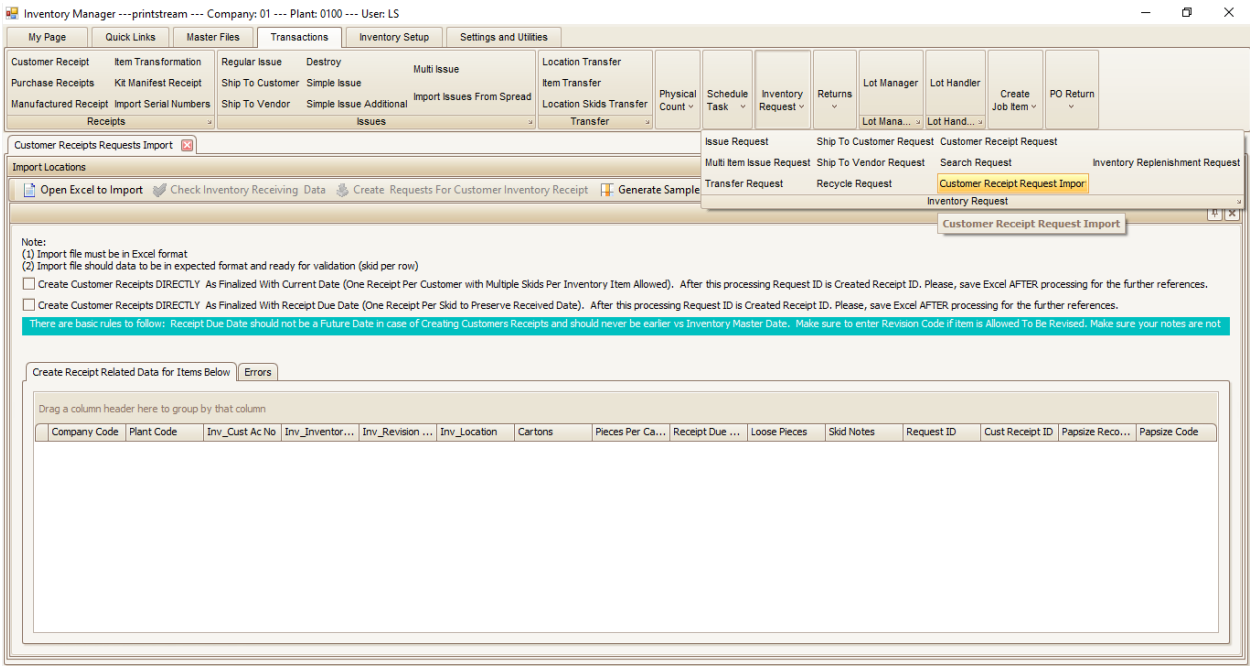


Customer Receipts Request Import

This enhancement addresses a work situation where the user has thousands of customer receipts every week. They get advanced shipping notices from their vendors (with packing slips) 2-5 days before the material is delivered. So, they are able to create the items in advance and have an idea of how much (and when) they will be received. The basic point of this enhancement is to provide a mechanism to allow importing of Customer Receipt tasks into Scheduled Tasks, as well as providing a mechanism to bulk receive them in.

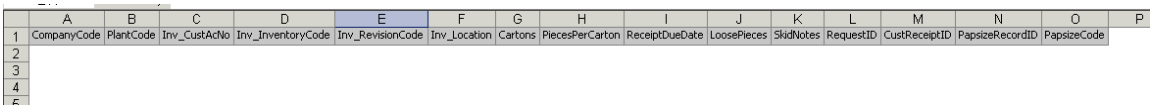
The import part of the request has been programmed in a new program 'Customer Receipt Request Import' which is located in Inventory Manager under the Inventory Request section. This allows the generation of a sample Import file template which can then be populated with data from the advance packing slips. This file can then be imported into the Scheduled Tasks program as 'Warehouse/Customer Rcpts' tasks. There is now also a right click option in the Scheduled Task grid ('Receive All Selected Receipt Requests as Final') which allows final receiving multiple customer receipt tasks (in a manner parallel to the previously existing option 'Receive All Selected as Final' for PO Receipt tasks).

In addition, a second aspect has been programmed to cover the situation where material is delivered without advance notice. The Customer Receipt Request Import program has an option "Create Customer Receipts DIRECTLY as Finished with Current Date (One Receipt Per Customer with Multiple Skids Per Inventory Item Allowed)". When this option is checked, then the import file can again be created for this material, but instead of importing into Scheduled Tasks, the items are directly received with the current date.



'Generate Sample Excel File' output

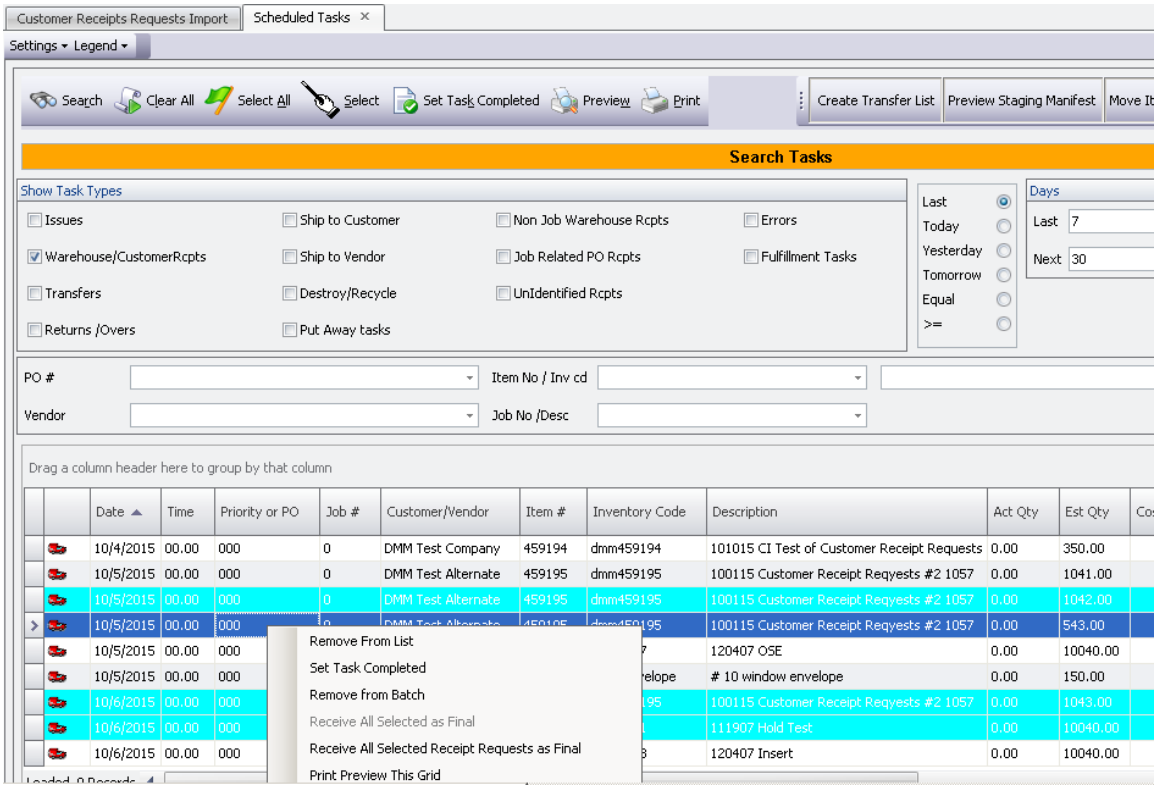
Used as template for the import file. Note that the Plant Code and Company Code fields must be formatted as text fields



	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1	CompanyCode	PlantCode	Inv_CustAcNo	Inv_InventoryCode	Inv_RevisionCode	Inv_Location	Cartons	PiecesPerCarton	ReceiptDueDate	LoosePieces	SkidNotes	RequestID	CustReceiptID	PapsizeRecordID	PapsizeCode	
2																
3																
4																

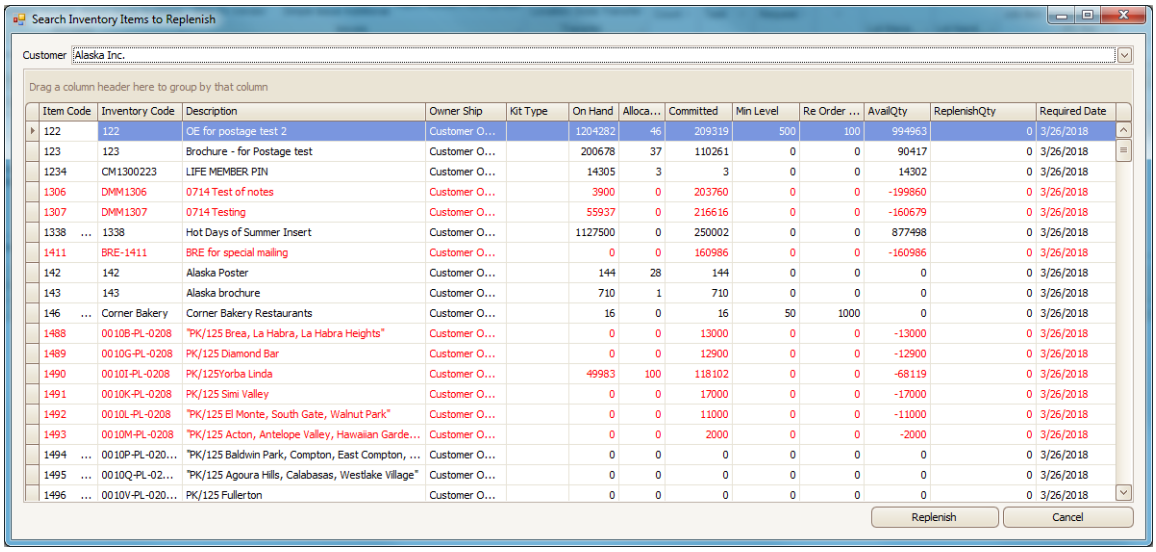
- **CompanyCode** - As logged into the menu bar and/or selected from the Inventory Manager. Validated value in combination with Plant Code (mandatory)
- **PlantCode** - As logged into the menu bar and/or selected from the Inventory Manager. Validated value in combination with Company Code (mandatory)
- **Inv_CustAcNo** – String, 8 characters. Account Number /Customer should be defined for the Company. Validated value to identify the Inventory Item of the receipts by a proper combination of Inventory Code + Customer + Revision Code for processing (mandatory)
- **Inv_InventoryCode** – String, 40 characters. Validated value to identify the Inventory Item of the receipts by a proper combination of Inventory Code + Customer + Revision Code for processing (mandatory)
- **Inv_RevisionCode** - Mandatory if the item is using revisions. Validated value to identify the Inventory Item of the receipts by a proper combination of Inventory Code + Customer + Revision Code for processing
- **Inv_Location** – If this entry is not populated, then the item's default location will be used for the processing. If populated, then the entry must be valid for this Company/Plant location. Can be edited during the manual processing.
- **Cartons** – Number Of Cartons to be received for the skid. Entry of zero accepted as this will not be impact calculation of overall quantity (Cartons * Pieces Per Carton + Loose Pieces)
- **PiecesPerCarton** – Quantity of Pieces Per Carton for this skid (not mandatory). Impacts calculation of overall quantity.
- **ReceiptDueDate** – Expected receiving date. Blank entry will be populated with today's date
- **LoosePieces** - Quantity Of Loose Pieces for this skids (not mandatory). Impacts calculation of overall quantity
- **SkidNotes** – Receiving notes (not mandatory)
- **Request ID** – FOR INTERNAL EFI PS INTERNAL USE ONLY. After import value is populated with Request ID. Rows with Request ID <> 0 are not eligible for processing to avoid duplication.
- **CustReceiptID** – FOR INTERNAL EFI PS INTERNAL USE ONLY.
- **PAPSIZERecordID** – FOR INTERNAL EFI_PS USE ONLY. Populated during Import routine after validation for the processing.
- **PAPSIZECode** – FOR INTERNAL EFI_PS USE ONLY. Populated during Import routine after validation for the processing.

Right click option in the Scheduled Task grid (‘Receive All Selected Receipt Requests as Final’) which allows final receiving multiple customer receipt tasks (in a manner parallel to the previously existing option ‘Receive All Selected as Final’ for PO Receipt tasks).



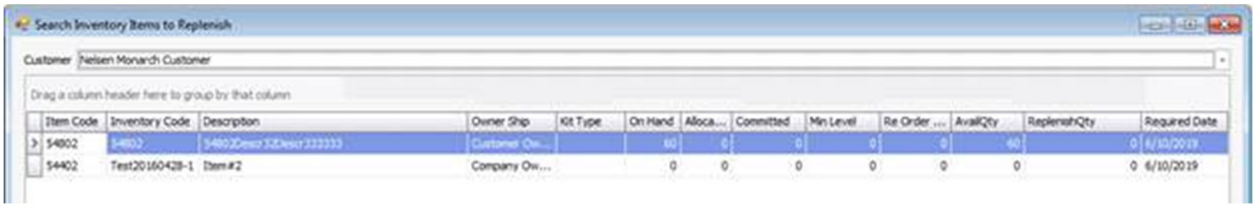
Inventory Replenishment Request

This program is used only for users who are integrated with an outside MIS system such as Monarch or Pace. The Replenish Request feature sends a job to the MIS system to replenish the item and produce an ARN.



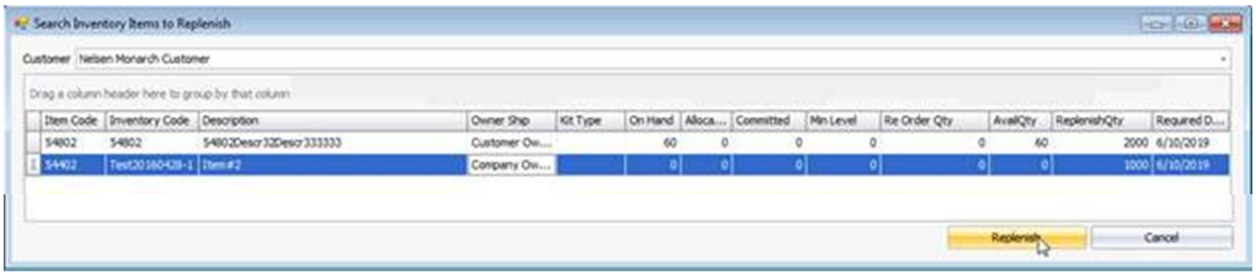
This programming allows users to send to the MIS a selected batch of finished goods for which an inventory replenishment job needs to be written.
Launch the program by navigating to | Transactions | Inventory Request | Inventory Replenishment Request.

When the program opens, find the customer in the dropdown field at the top left.
The items that need to be replenished display.

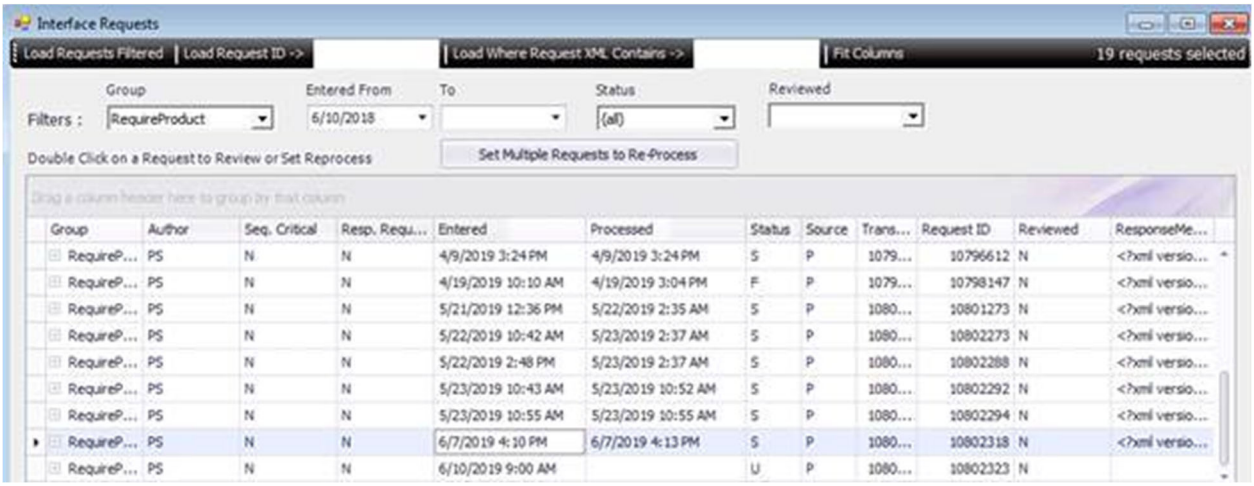


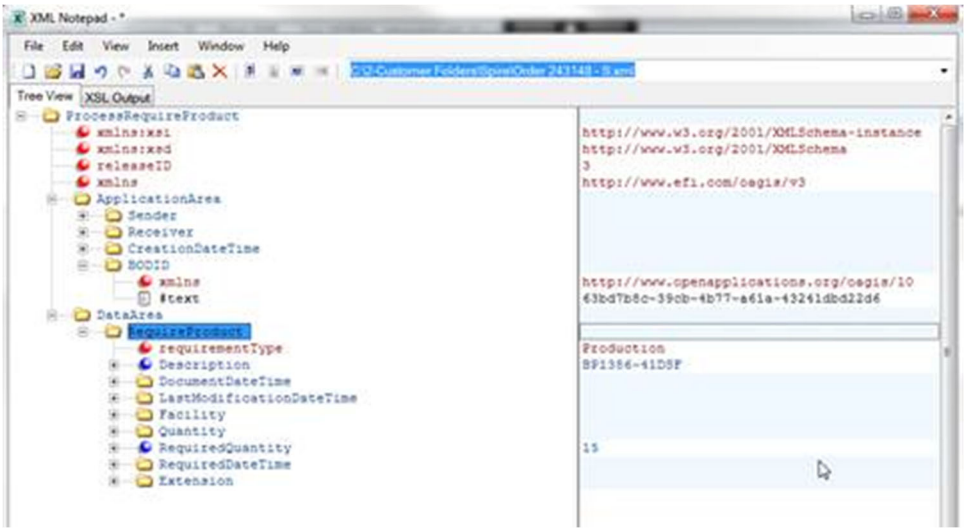
If Min Level and Reorder Qty are set in the master file in PrintStream inventory for the finished goods items, these will display.

Complete the desired ReplenishQty field. Click the Replenish button in the lower right of the screen.
Click Cancel to back out.



This action generates a RequireProduct XML and sends the items to be replenished to the MIS.

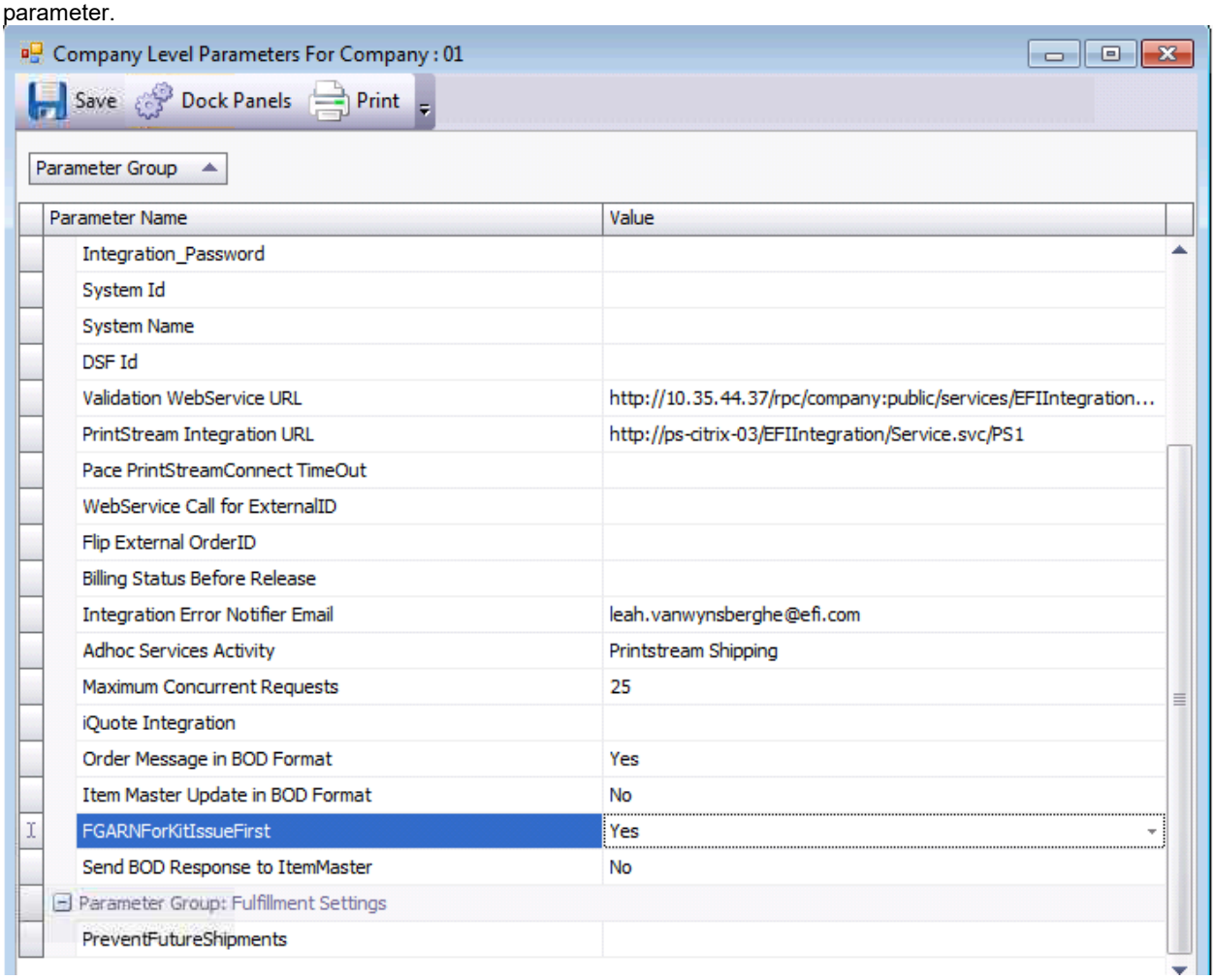




The MIS writes the job to replenish the stock using the item template and estimate information that is linked to the finished goods item(s). Ganging can be done for stock with the same media, press requirements, etc.

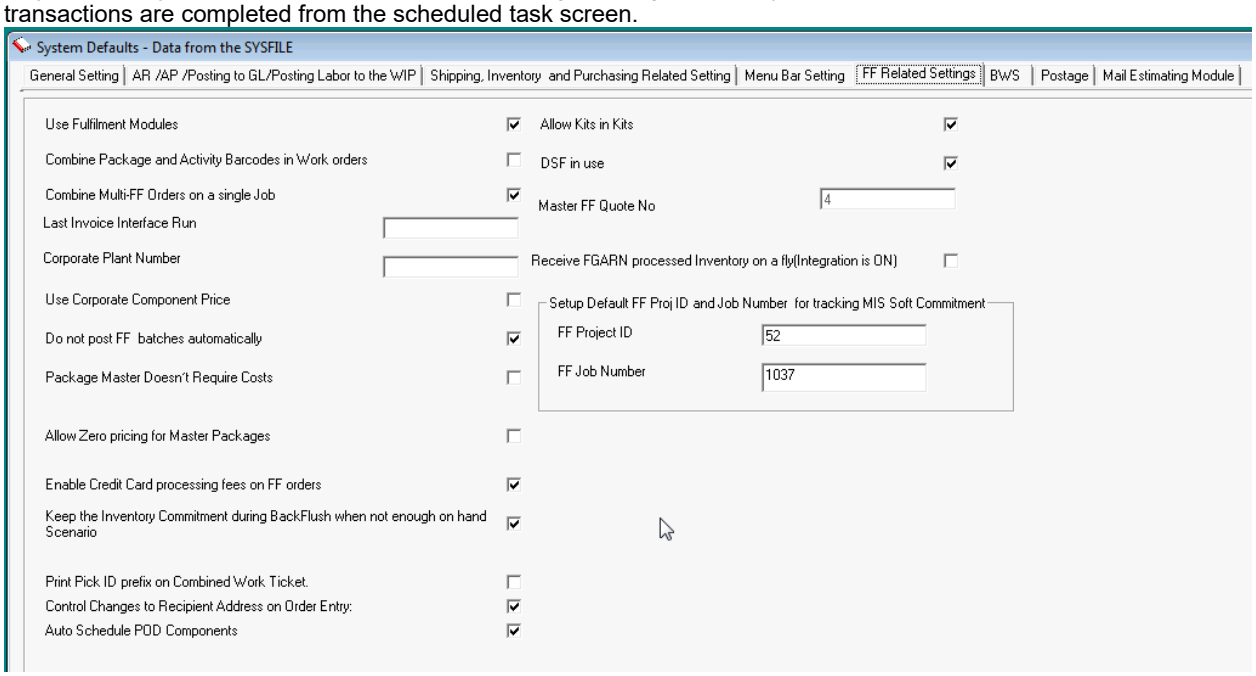
Kit Component Issue Requests

Creating an issue request for all kit components required to produce a prebuilt/manufactured kit is programmatically possible with the following. To use this programming, set the value in Streamline.Fulfillment.Main | Definitions | Company Level Parameters to 'Yes' for the FGARNForKitIssueFirst parameter.



In Master File Reports, set the FF Project ID and FF Job Number to track the soft commitments and provide the default job number for the Issue Requests. A Pace customer can be created to track and display on Issue Tickets as “Replenishment Job” or similar. This customer record must be set to PrintStream Shared and synchronized to PrintStream. A Project can then be created with bare-bones project defaults. Use that Replenishment Job customer’s Project Job and ID in the fields below. A PrintStream Support team member is available to assist with this setup step.

As an alternative, a Test Customer’s Project Job and ID can be used. However, please note that the customer’s project ID and job number that is chosen for this programming will display on the Issue Ticket when the issue transactions are completed from the scheduled task screen.



When the FGARN is accepted from Pace for the kits, PrintStream will look at the FGARN XML and create an Issue Request for each of the kit components for the quantity-per-kit needed to build the quantity of kits ordered. The user will be required to complete the Issues for each kit component before receiving the FGARN for the finished kits.

Once the issue transaction is complete, from the scheduled task screen, right-click on the Issue Request (now displaying in a yellow background) and choose **Set Task Complete**. Failure to do these steps will display a message reminding the users they cannot receiving the FGARN before the kit components are issued in the system. Both the Regular Issue and the Task Complete are required before the FGARN can be received. The quantities issued will decrement from inventory for each of the kit components and create the audit trail record for the issued stock. The FGIssue XMLs for each issue transaction will be sent to Pace to decrement the quantity for the issued kit components.

This same trigger also commits the quantities needed to build the kits for each of the kit components. Once the FGARN is received, the soft commitments are relieved, the On Hand Quantity is increased by the number of finished kits received, and the receipt will display in the audit trail for the finished kits. An FGReceipt XML will be sent to Pace to increase the kit Quantity on Hand.

Returns

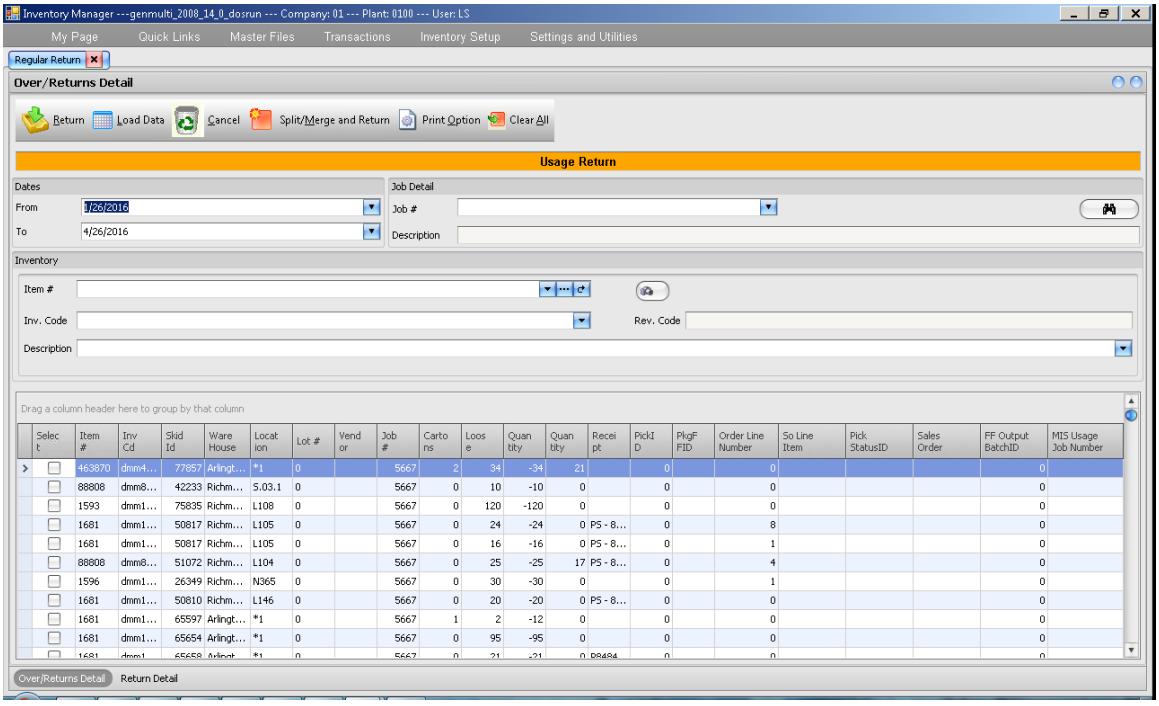
The .net inventory Returns Programs include Usage Return, Ship to Customer Return, Ship to Vendor Return, Fulfillment Ship Return and a new function named **Add Component and Return**.

The programs are accessed by clicking the program located within the Inventory Returns menu of the **Transactions** Main Menu in the dot-net Inventory Manager program.

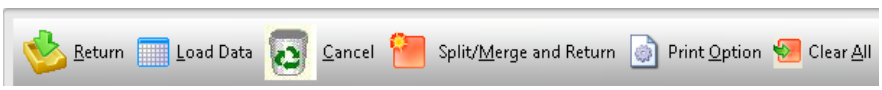
Usage Return

The Usage Returns or Over/Returns program processes inventory in excess of the quantity needed that was entered through an Issue transaction as a regular issue, multi-item issue, or shop floor material usage.

When the program is opened, the Over/Return Detail screen displays material issues for the defaulting period of three months in a grid view. There are filters to help the user more easily locate the issues to be returned. The date range can be shortened, a job number entered, an item number or inventory code entered, etc. The binocular icons may be used to bring up search filters to locate the job or the inventory item. When the filtering criteria are set, click the **Load Data** button in the horizontal menu bar at the top of the screen.



The horizontal menu bar across the top displays the icons that control the functioning for this program.



The standard return is done using the **Return** button where users select a single issue from the grid and return it to a single location.

The **Split/Merge and Return** is used to either select one item from the grid and return it to more than one location which would be a SPLIT return transaction OR select more than one line of the same item from the grid and return them to a single location which would be a MERGE. Hint: Use the tabs at the bottom to move back and forth between screens.

The **Load Data** icon is used to load the data to the grid for the requested filters that are set.

The **Cancel** icon cancels the current transaction in progress.

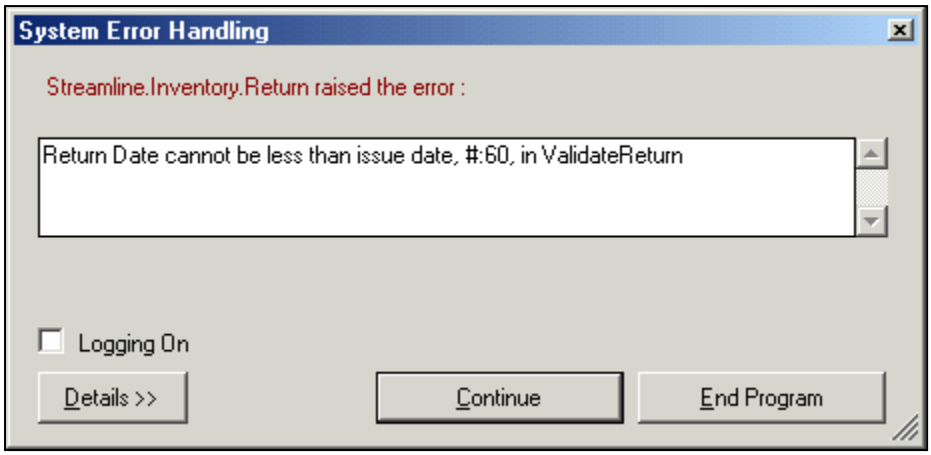
To do a standard return

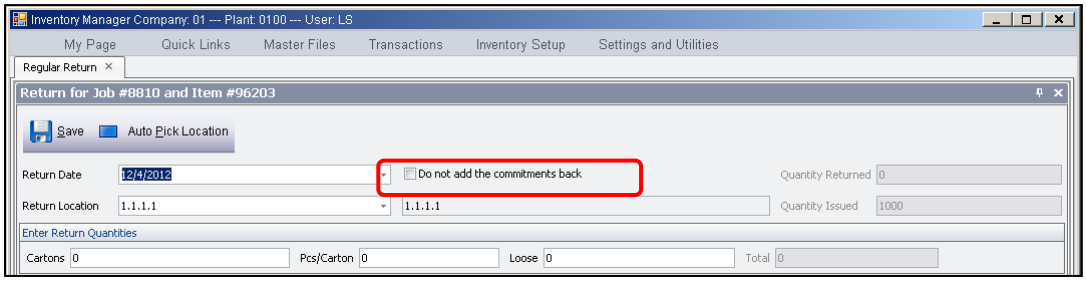
1. Select the item from the grid by double-clicking the line or clicking the line to highlight it and clicking the **Return** button in the horizontal menu bar at the top of the screen.

   This tosses the user to the **Return for our job and item #** tab at the bottom of the screen.

2. Select or confirm the **Return Date** at the top, return location, and enter the return quantity.

   The receipt may be back-dated as long as the date does not precede the date of the issue being returned. If a date that precedes the date of the issue is selected, a message will display that informs the user that the return date cannot be prior to the issue date.





3. There is an option that, if selected, will not add the commitments back when an item is returned. In most situations, users would want to restore the commitments when returning material, but for those situations where users do not want to restore the committed quantities, select this check box. The default is to add the commitments back when an item quantity is returned.

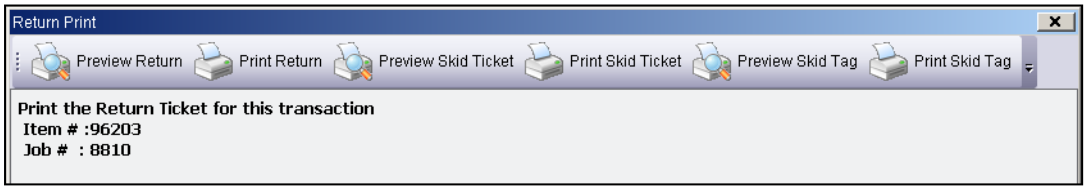
4. Confirm the return location, which is the same location from which the material was issued. To enter a different return location, key in the location or select a location from the displayed locations where this item number is stored. Clicking one of the existing locations will show a list of all skids in that location. This detail is used when users return/merge items onto an existing skid.

5. The **Auto Pick Location** located next to the **Save** button will provide the first available empty location in the warehouse.

6. Complete the cartons, pieces per carton, and loose pieces for the inventory return and enter any transaction notes which print on the audit trail.

7. Once the return details are completed for the job and item number, click the **Save** icon at the top of the screen.

   The transaction documents window will display for printing or previewing the Return documents.



8. Preview the **Return Ticket**.

   The ticket may be exported or emailed using a number of available file formats.

9. Preview the **Skid Ticket**.

Streamline Solutions
100 American Way

DETROIT, MI

Entered By: **LS**
Entered Date: **12/4/2012**
Entry Time: **10:00 AM**

Receipt #

Skid Ticket - Inventory Receipt

Inventory Item # **96203**

Inventory Code / Description : **96203/Insert for Wireless Warehouse Mailer**

Customer **Alaska Inc.**
Sandy UT 84117

Received From...

Shipped Via...

Job Number: **8810**

PO Number:

Skid Notes : Reason Description :

Lot	*Location*	*Skid ID #*	*Cartons*	*Pcs/Ctn*	*Loose*	*Total Quantity*
0	1.1.1.1	53417	0	0	1000	1000

10. Preview the **Skid Tag**.

Date **12/4/2012** **Receipt #:**

Item #: **96203** **Skid Id** **53417**

Invcode/SKU: **96203** **Lot#:** **0**

Inv Descr: **Insert for Wireless Warehouse Mailer**

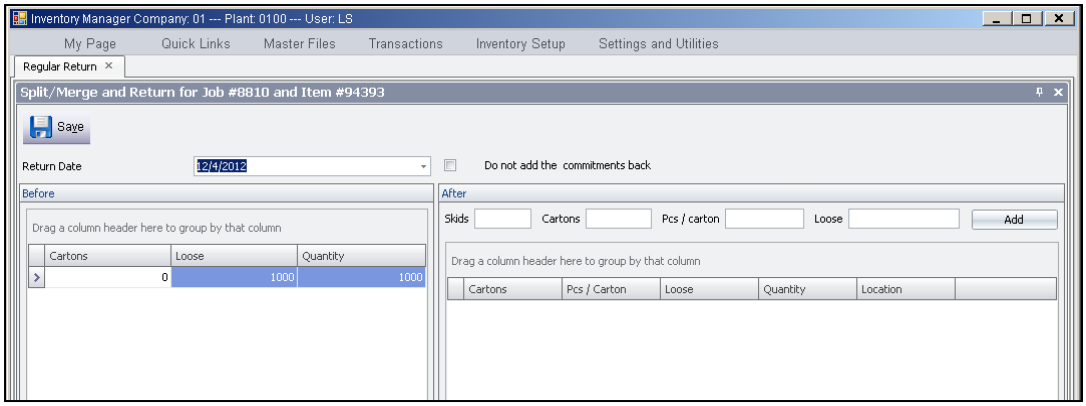
Customer: **ALASKA** **Alaska Inc.**

Carton Qty: **0.00**

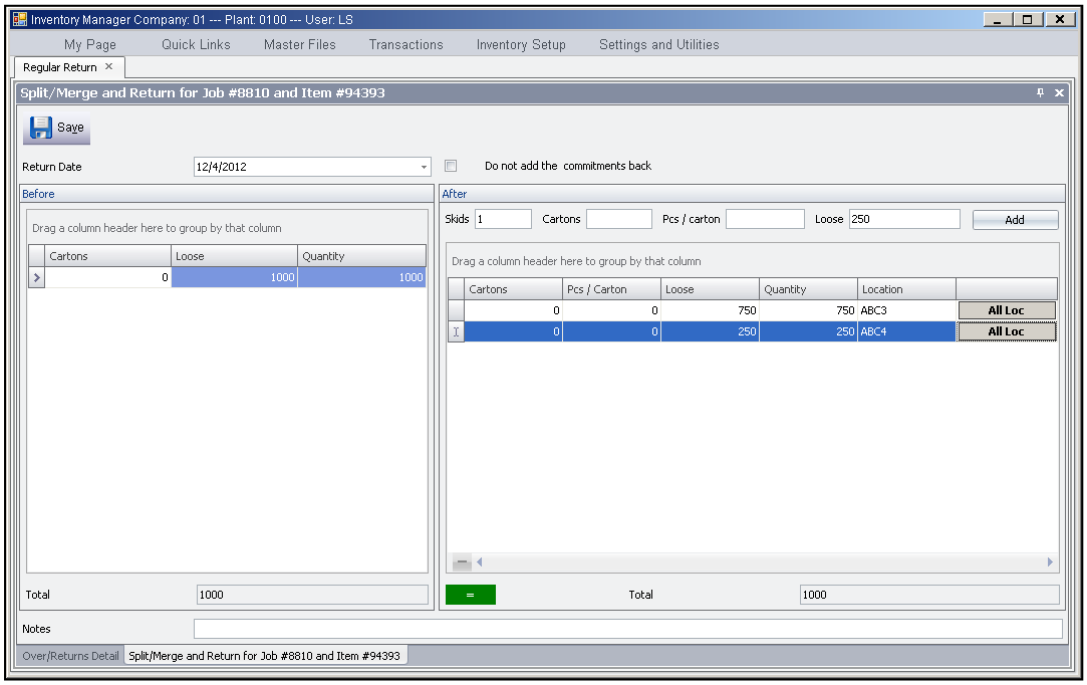
Loose Qty: **1000.00**

Split Return

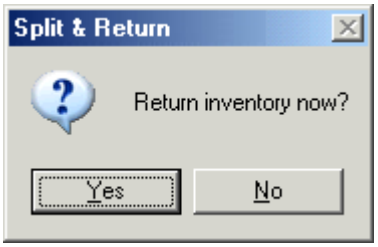
The Split Return completes a return of one item/location to more than one location. To complete a split return, tag the line to be returned as a split return in the **Select** column on left side of the grid and click the **Split/Merge and Return** button in the horizontal menu bar at the top of the screen.



Using the **After** area of the screen, enter the number of skids into which this single skid will be split. In this example, the quantity of 50,000 will be split into two skids of 25,000 each. Select or enter the location. The green equals sign (=) indicates that the total pieces are accounted for. When the entry is completed, click **Save**.



Split and Return message will display.

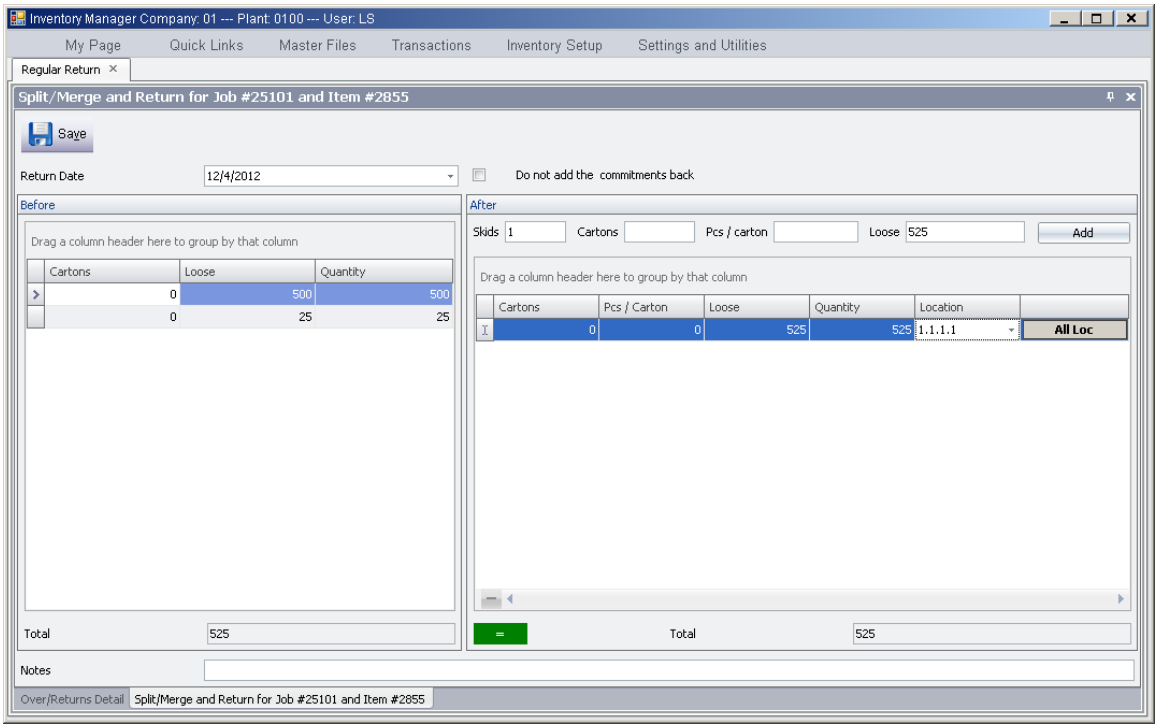


Confirm the return and preview or print the tickets.

Merge and Return

A Merge and Return transaction is completed when two issues of the same item number are merged together and returned as one skid.

Tag the identical item numbers of the two issue lines by checking the box in the Select column at the left side of the grid. Click the **Split/merge and Return** icon in the horizontal menu bar at the top of the screen. Create the merged skid in the **After** section of the Slit/Merge and Return screen.

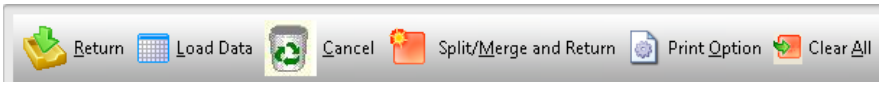


Click **Save**, confirm return and print or preview the tickets.

Ship to Customer Return

The Ship to Customer Return is used to ship receipts of inventory back to the customer. To access the program, click the **Ship to Customer Return** icon displayed in the vertical menu bar to the left of the screen when the Returns program is opened.

The horizontal menu bar contains the same icons as the standard Return screen.



The Ship to Customer standard return is done using the **Return** button where users select a single issue from the grid and return it to a single location.

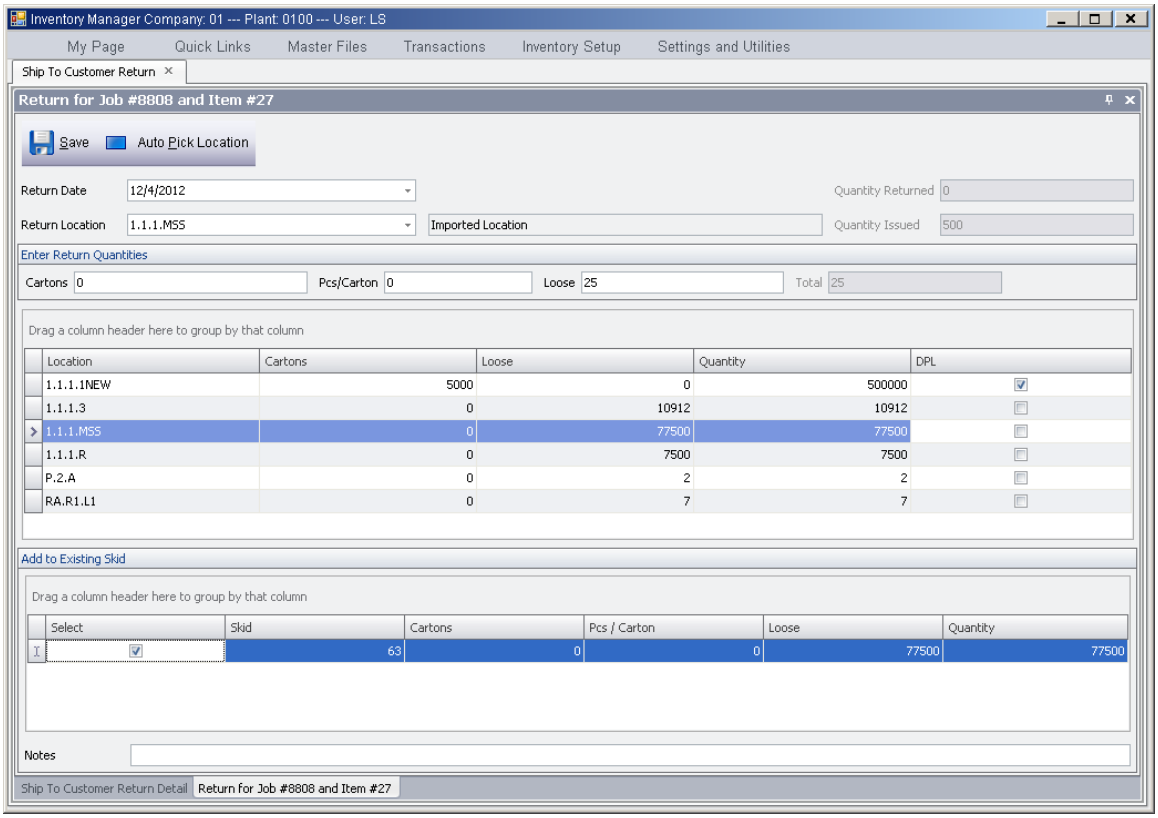
The **Split/Merge and Return** is used to either select one item from the grid and return it to more than one location which would be a SPLIT return transaction OR select more than one line of the same item from the grid and return them to a single location which would be a MERGE. Hint: Use the tabs at the bottom to move back and forth between screens.

The **Load Data** icon is used to load the data to the grid for the requested filters that are set.

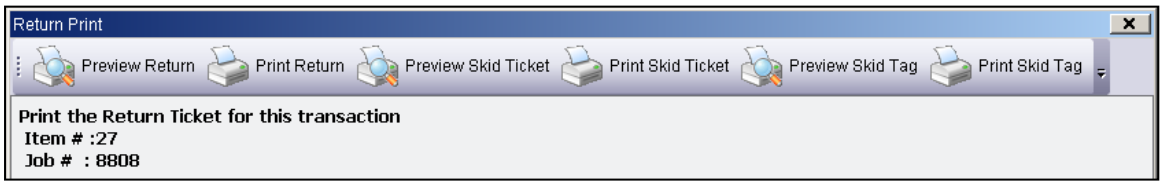
The **Cancel** icon cancels the current transaction in progress.

The Ship to Customer Return includes the same filters for locating a job or item as the regular return program; however, there is one additional filter in the Ship to Customer Return program to filter by Customer. The date range defaults to a three-month period but can be changed to shorten the search timeframe.

To complete a return of received customer inventory, double-click the line item. This action opens the Return screen. Select the return date which must be later than the receipt date. Accept the Return Location or change it by keying a different location or using the drop-down box. Enter the quantity to be returned to the customer.



Click the **Save** icon at the top of the screen. Print or preview the tickets.



Split Return for Ship to Customer

The split return is done similar to the split return for a regular issue return. Please see Usage Return section of this document for more information on returning a Ship to Customer Return using the 'split' feature.

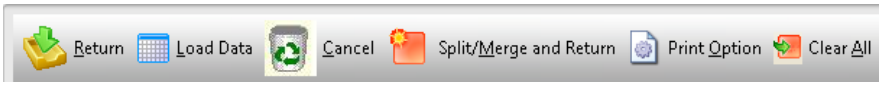
Merge Return for Ship to Customer

The merge and return feature is done similar to the merge and return for a regular issue return. Please see Usage Return section of this document for more information on returning a Ship to Customer Return using the 'merge' feature.

Ship to Vendor Return

The Ship to Vendor Return is to ship receipts of inventory back to the vendor as the name implies. To access the program, click the **Ship to Vendor Return** icon displayed in the vertical menu bar to the left of the screen when the Returns program is opened.

The horizontal menu bar contains the same icons as the standard Return screen.



The Ship to Vendor standard return is done using the **Return** button where users select a single issue from the grid and return it to a single location.

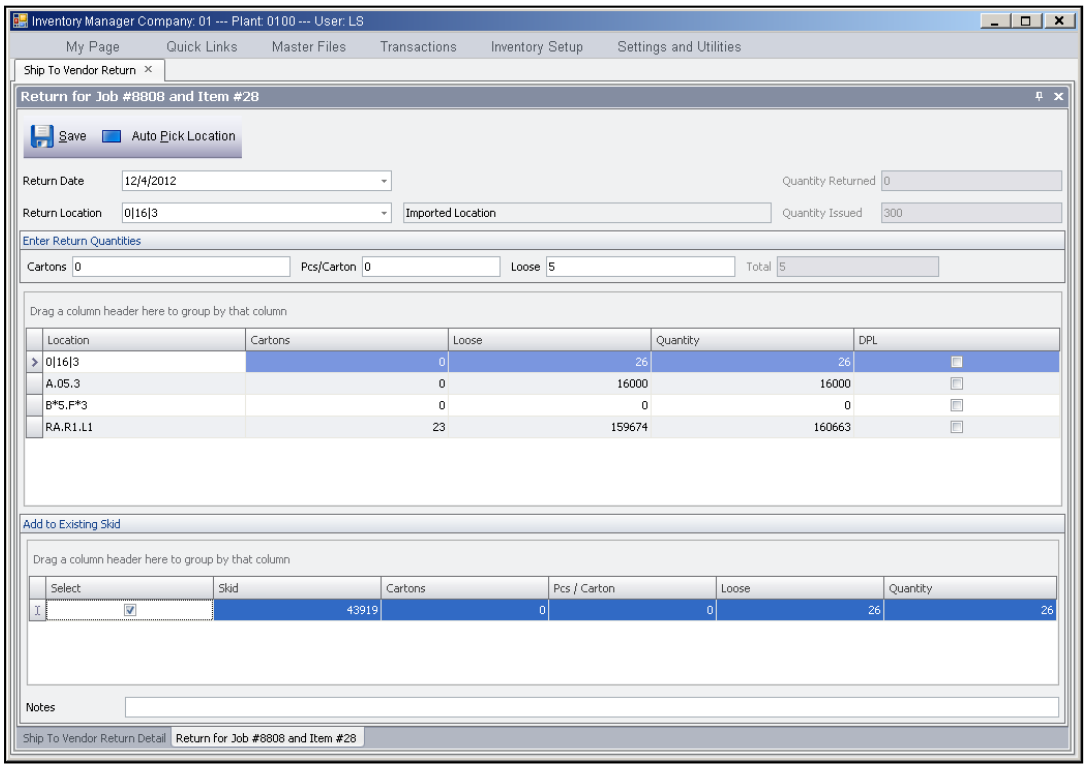
The **Split/Merge and Return** is used to either select one item from the grid and return it to more than one location which would be a SPLIT return transaction OR select more than one line of the same item from the grid and return them to a single location which would be a MERGE. Hint: Use the tabs at the bottom to move back and forth between screens.

The **Load Data** icon is used to load the data to the grid for the requested filters that are set.

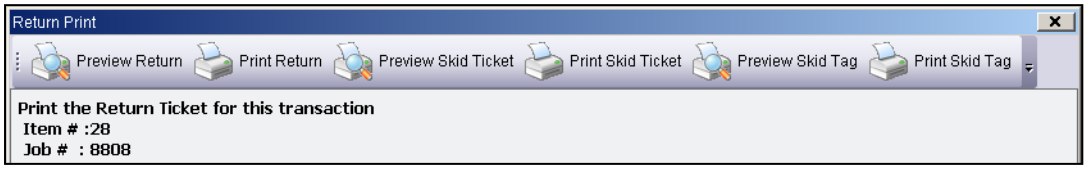
The **Cancel** icon cancels the current transaction in progress.

The Ship to Vendor Return includes the same filters for locating a job or item as the regular return program; however, there is one additional filter in the Ship to Vendor Return program to filter by Vendor. The date range defaults to a three-month period but can be changed to shorten the search timeframe.

To complete a Ship to Vendor Return, double-click the line item for the shipment. Accept or change the Return Date which must be after the date of the receipt of the item being returned. Select the Return Location and enter the return quantity.



Click **Save** in the menu bar at the top of the screen. Print or preview the return tickets.



Split Return for Ship to Vendor

The split return is done similar to the split return for a regular issue return. Please see Usage Return section for more information on returning a Ship to Vendor Return using the 'split' feature.

Merge Return for Ship to Vendor

The merge and return feature is done similar to the merge and return for a regular issue return. Please see Usage Return section of this document for more information on returning a Ship to Vendor Return using the 'merge' feature.

Fulfillment Ship Return

The Fulfillment Ship Return is used for returns that are made to Fulfillment shipments. To access the program, click the 'Fulfillment Ship Return' icon displayed in the vertical menu bar to the left of the screen when the Returns program is opened.

The horizontal menu bar contains the same icons as the standard Return screen.

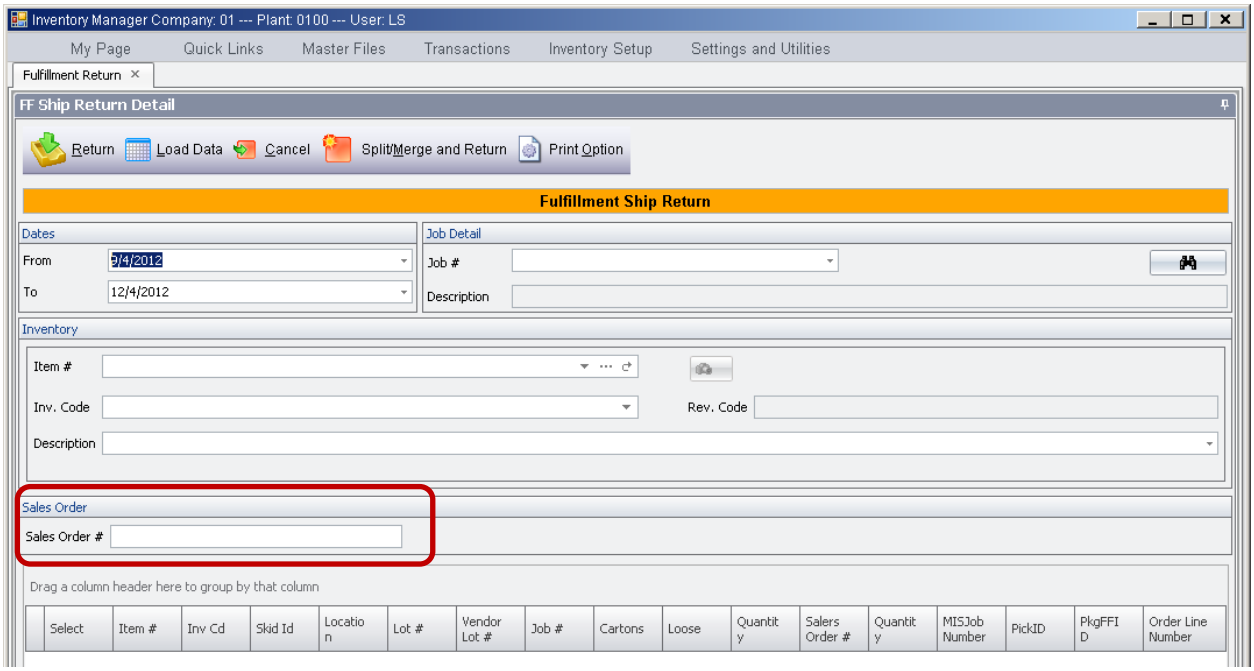
The Fulfillment shipment standard return is done using the Return button where users select a single issue from the grid and return it to a single location.

The Split/Merge and Return is used to select one item from the grid and return it to more than one location which would be a SPLIT return transaction OR select more than one line of the same item from the grid and return them to a single location which would be a MERGE. Hint: Use the tabs at the bottom to move back and forth between screens.

The Load Data icon is used to load the data to the grid for the requested filters that are set.

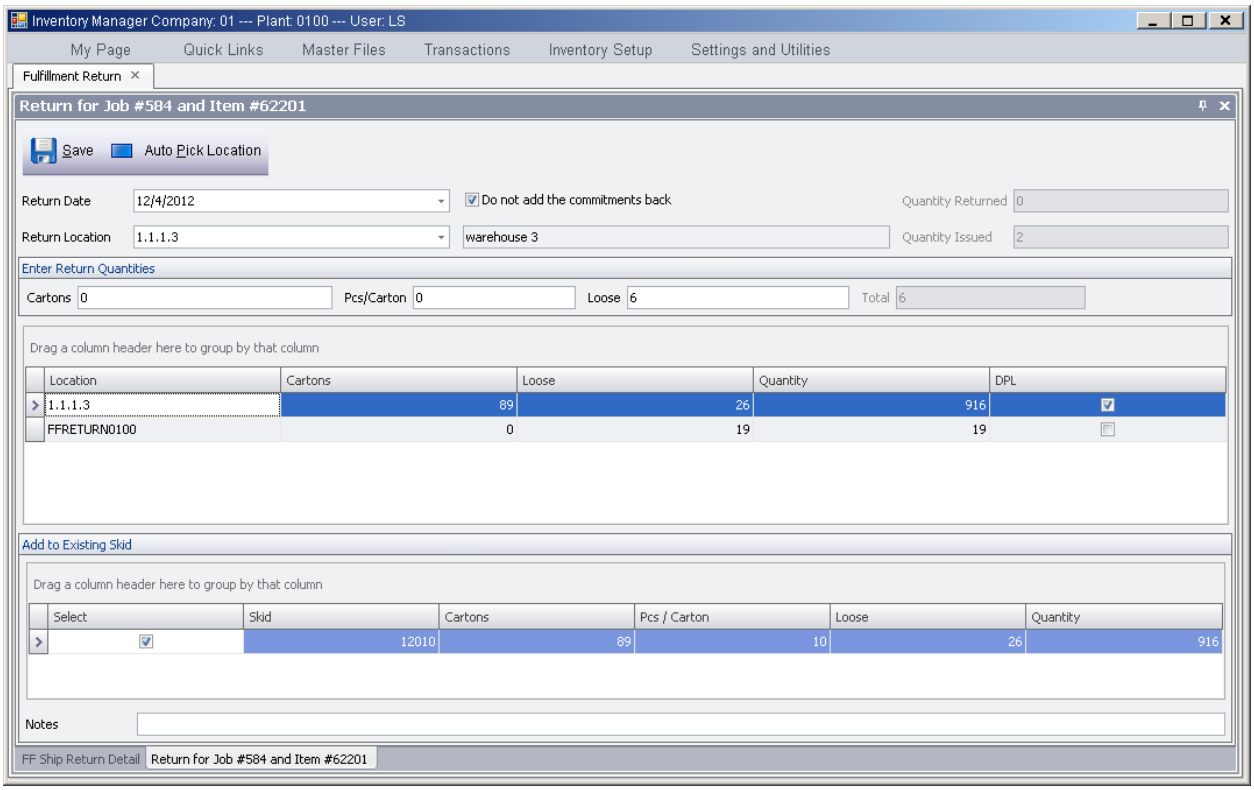
The Cancel icon cancels the current transaction in progress.

The Fulfillment Ship Return includes the same filters for locating a job or item as the regular return program; however, there is one additional filter in the Fulfillment Ship Return program to filter by Sales Order. The date range defaults to a three-month period but can be changed to shorten the search timeframe.



To return an order or all orders from a single skid, tag the line or lines for the Fulfillment Ship Return transaction. Click on the 'Return' icon in the horizontal menu bar. Clicking on any of the locations in the top portion of the screen will display the skids that are stored in that location for this item. The 'DPL' indicates the default location for this item.

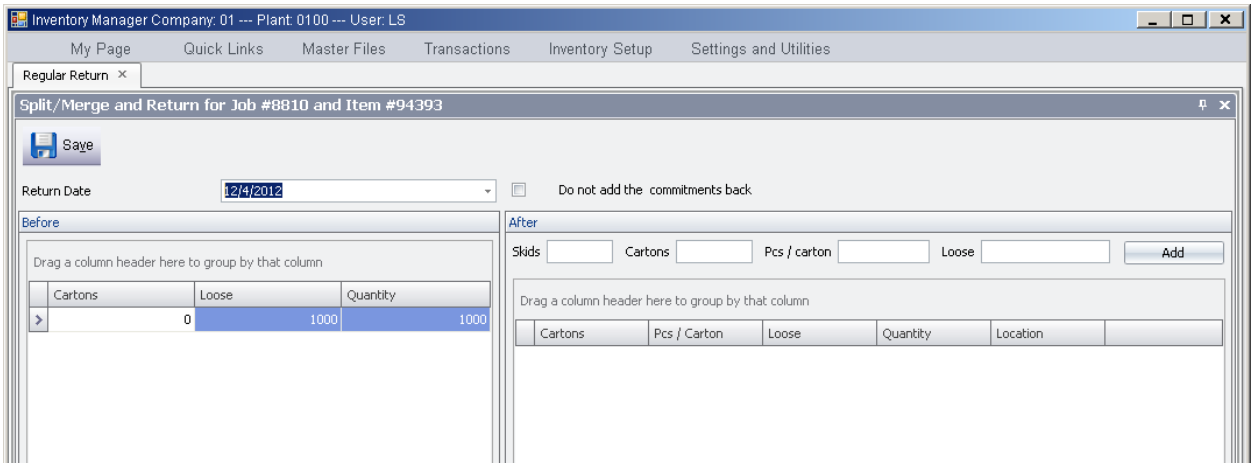
The return can be added to an existing skid by tagging the skid ID line in the lower half of the screen.



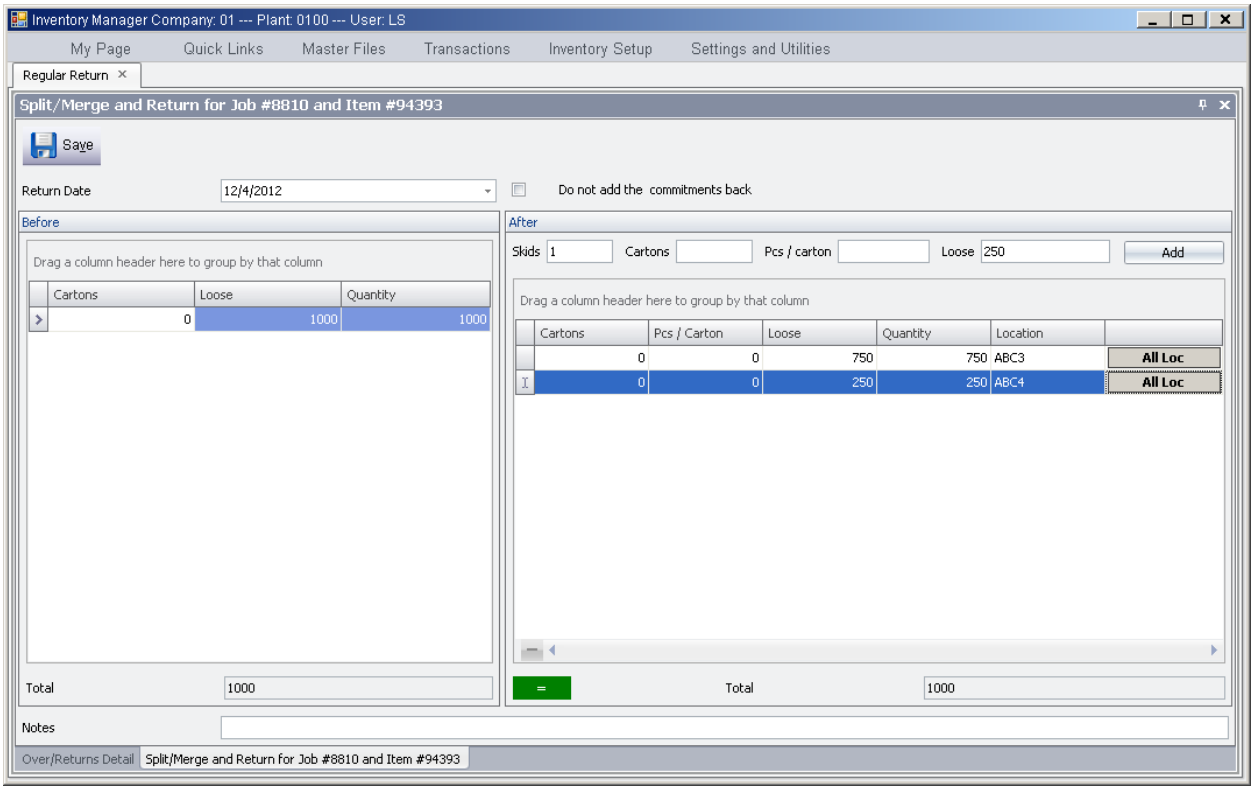
Save the transaction, confirm the return and print or preview the tickets.

FF Ship Split Return

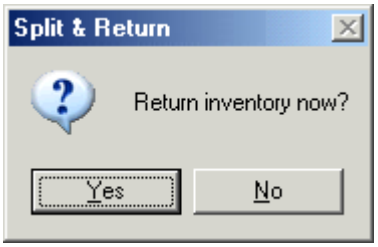
The Split Return completes a return of one item/location to more than one location. To complete a split return, tag the line to be returned as a split return in the 'Select' column on left side of the grid and click the 'Split/Merge and Return' button in the horizontal menu bar at the top of the screen.



Using the ‘After’ area of the screen, enter the number of skids into which this single skid will be split. In this example, the quantity of 50,000 will be split into two skids of 25,000 each. Select or enter the location. The green equals sign (=) indicates that the total pieces are accounted for. When the entry is completed, click ‘Save.’



Split and Return message will display.

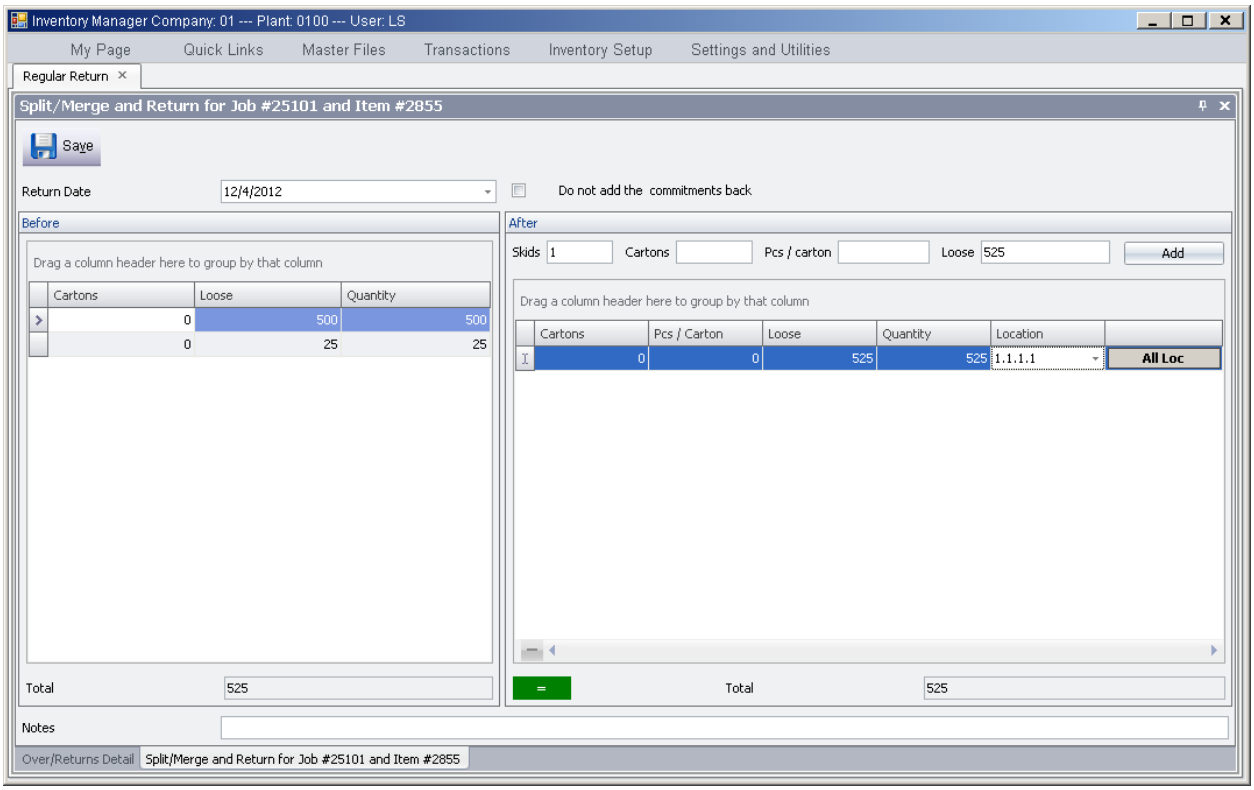


Confirm the return and preview or print the tickets.

FF Ship Merge and Return

A Merge and Return transaction is completed when two issues of the same item number are merged together and returned as one skid.

Tag the identical item numbers of the two issue lines by checking the box in the Select column at the left side of the grid. Click on the ‘Split/merge and Return’ icon in the horizontal menu bar at the top of the screen. Create the merged skid in the ‘After’ section of the Split/Merge and Return screen.



Click ‘Save,’ confirm return and print or preview the tickets.

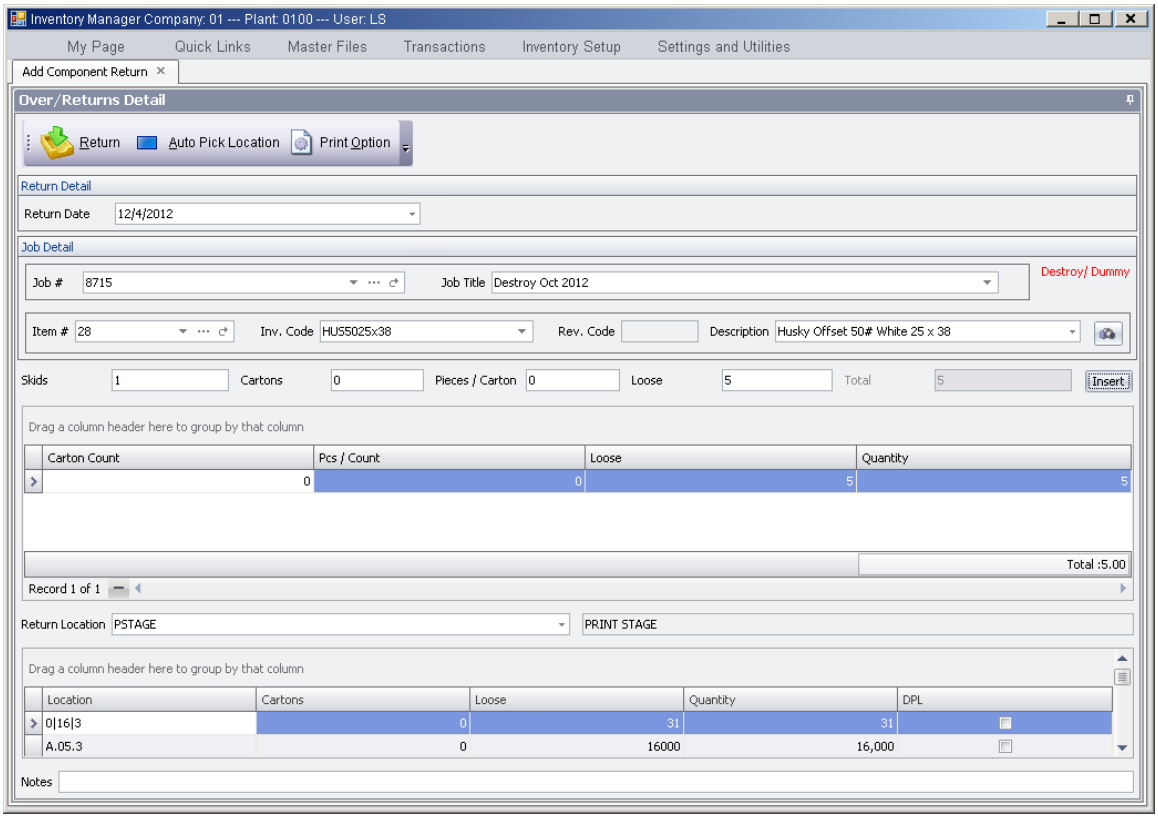
Add Component and Return

The Add Component and Return feature allows users to return items on which the job has completed and billed. This could happen occasionally in this manner: You are setting up an inserter with a new job when you notice a box of material under the machine that belongs to a job that has completed production and has been billed. A job number is required for a return, and since you can no longer return the item using the job number to which it was issued, this feature uses the monthly destroy job number to complete the return to get the inventory back into the warehouse.

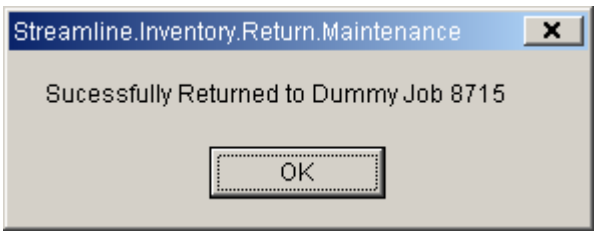
The program is accessed by clicking the **Inventory Returns** menu of the **Transactions** Main Menu in the dot-net Inventory Manager program and click the **Add Component And Return** feature.

Clicking the down arrow next to the **Job #** field will display a list of destroy job numbers, one of which will need to be selected for this transaction because this feature is to return material to jobs that have been billed, a transaction that will close the job to material return transactions.

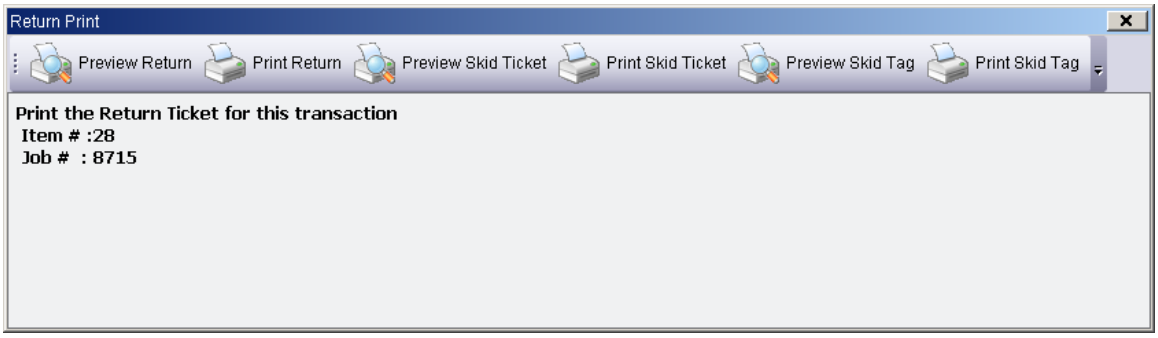
Select the destroy job number and enter the item number or inventory code of the component to be added and returned. When the item number of Inventory Code is entered in the Inventory section of the screen, the location details will display. Enter the quantity of the component (cartons, pieces per carton, loose pieces) to be returned and designate the Return Location.



This message will display when the return is complete:

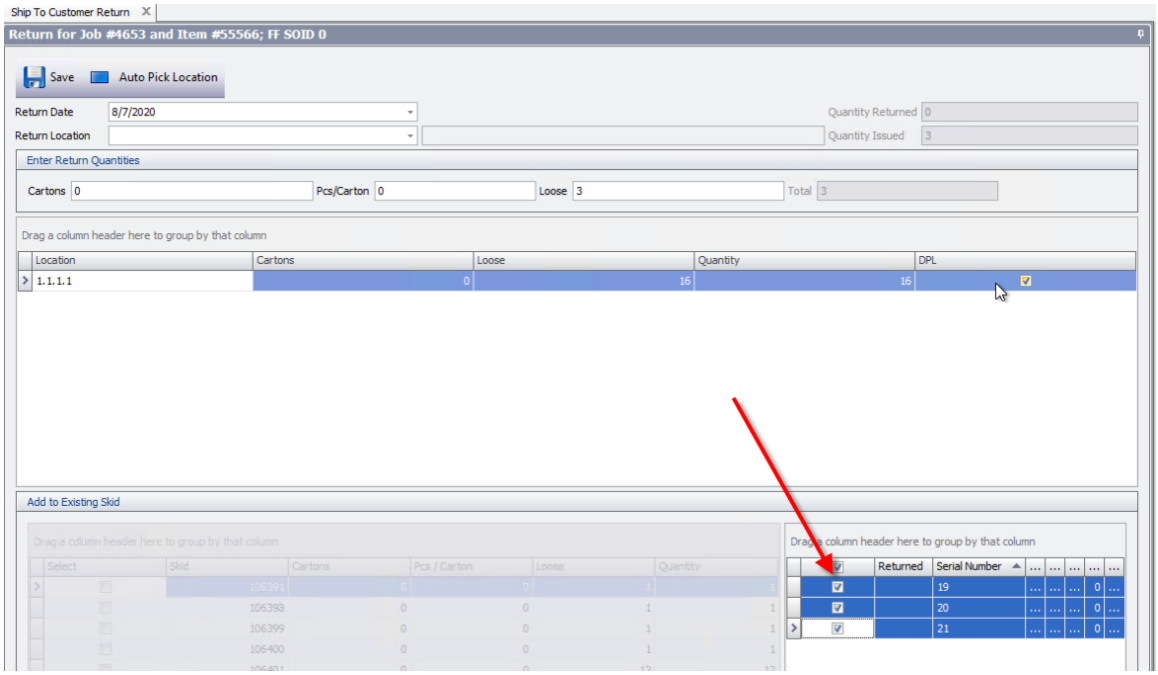


Clicking **OK** will generate the next screen where a Return Ticket, Skid Ticket or Skid Tag can be printed or previewed for this transaction.



*** Return Transactions for Serialized Items**

For transactions that require the returning of items that have serial numbers, a new panel has been added within the related screens to allow the user to specify the exact serial numbers that will be used. This new serial list panel can be found for Usage Return, Ship to Customer Return, Ship to Vendor Return, and Fulfillment Ship Return.



Note: for Physical Adjustments, considering the various ways of adjustments, depleting & increase on multiple or single skids, the option could not be implemented. For adjustments, once the adjustment is completed, the serial numbers can be adjusted by using the “Import Serial Numbers” program. This will allow to adjust the numbers and remove any number that no longer exists.

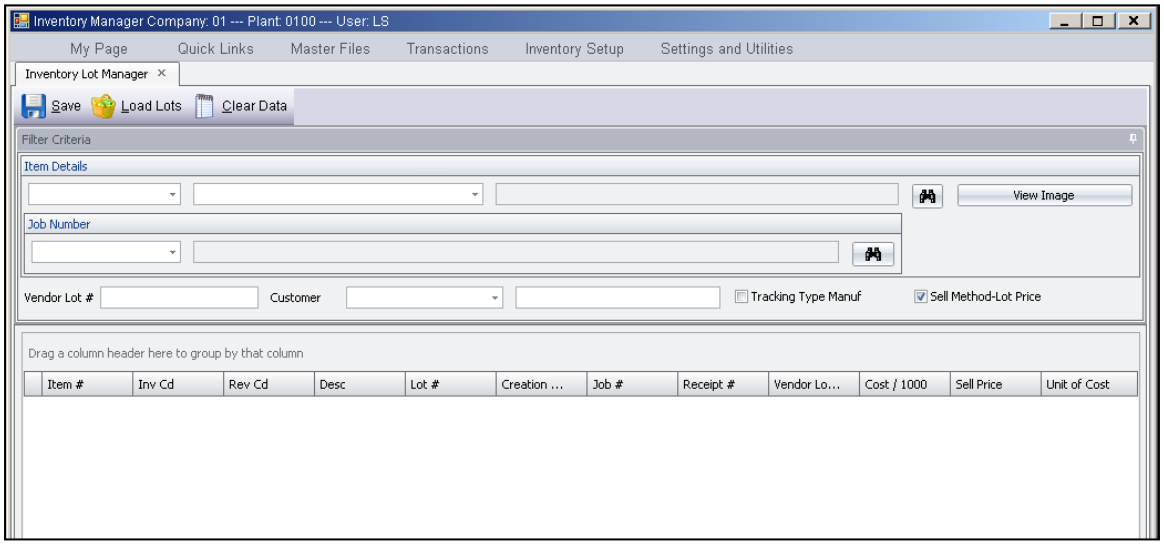
Product Shipping

The Product Shipping feature is currently being programmed. This document will be updated when the programming is complete. (This module is for very specific/limited use and is used in conjunction with Rapid Order Entry and XML Job Creator which is an add-on module.)

Lot Manager

The Lot Manager program is used to manage inventory items that are defined with a Sell Method of **Use Lot Sell Price**. Lot Tracking must be used. The Sell Price entered is based on the unit of cost for that item. Users are able to change the Sell Price per lot in Master File Inventory.

The program is accessed by clicking the program located within the **Lot Manager** menu of the **Transactions** Main Menu in the dot-net Inventory Manager program.

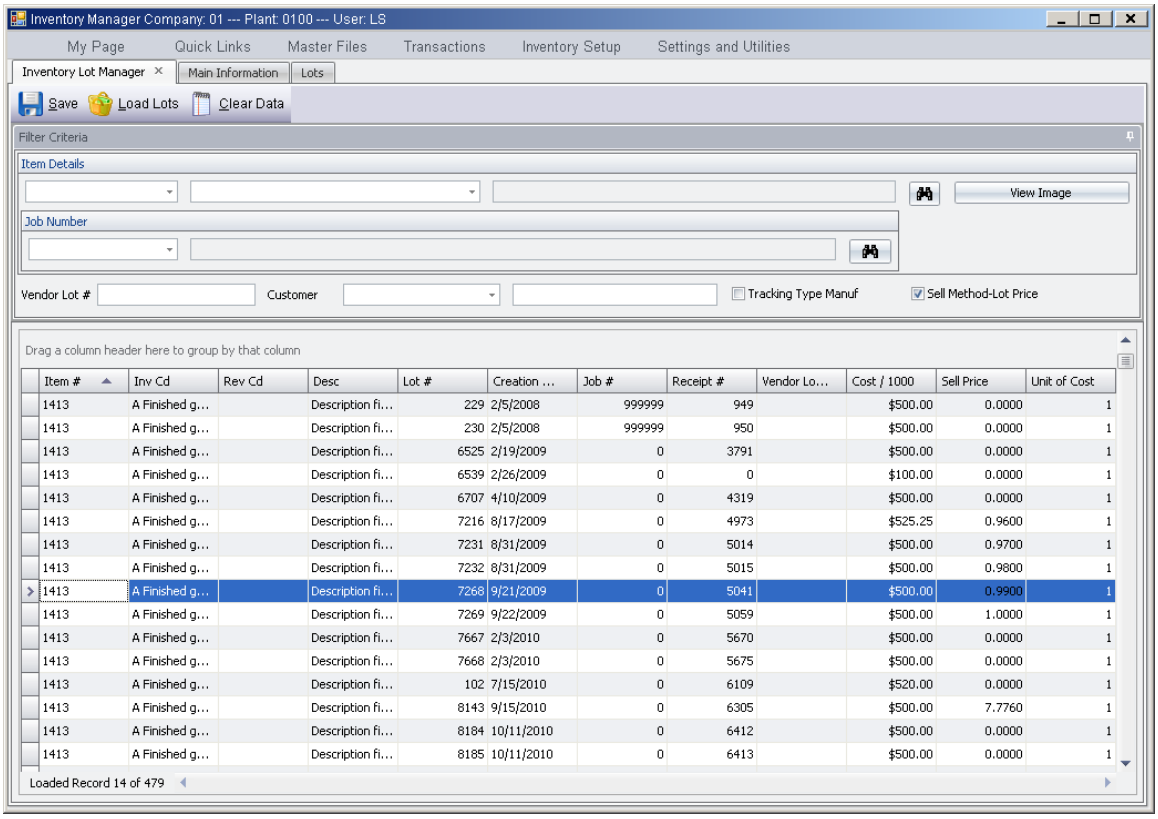


When the screen is opened, users will load various lots to display into the grid below based on the filters selected in the filters area of the screen. Filters include item details, job number, vendor lot number and customer.

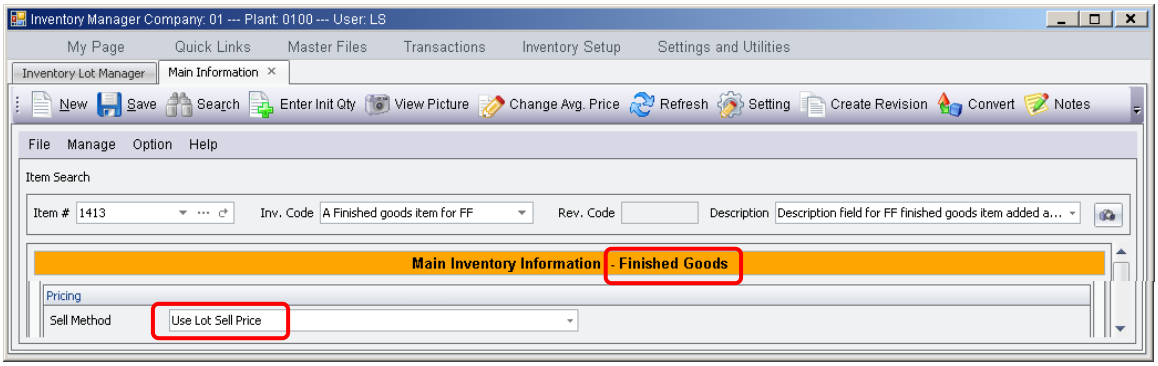
There are additional filters for **Tracking Type Manufactured Finished Goods** and **Sell Method—Lot Price** which is checked by default when the screen is opened. Users will click the binoculars icons to search either by item or by job. The same search filters that are available in other .net Inventory Manager programs are accessed by clicking the binoculars buttons.

Job Number in this program defines the job that is used to produce the manufactured finished goods lot-tracked item. From the displayed items, the user can then change the sell price of one or more lots.

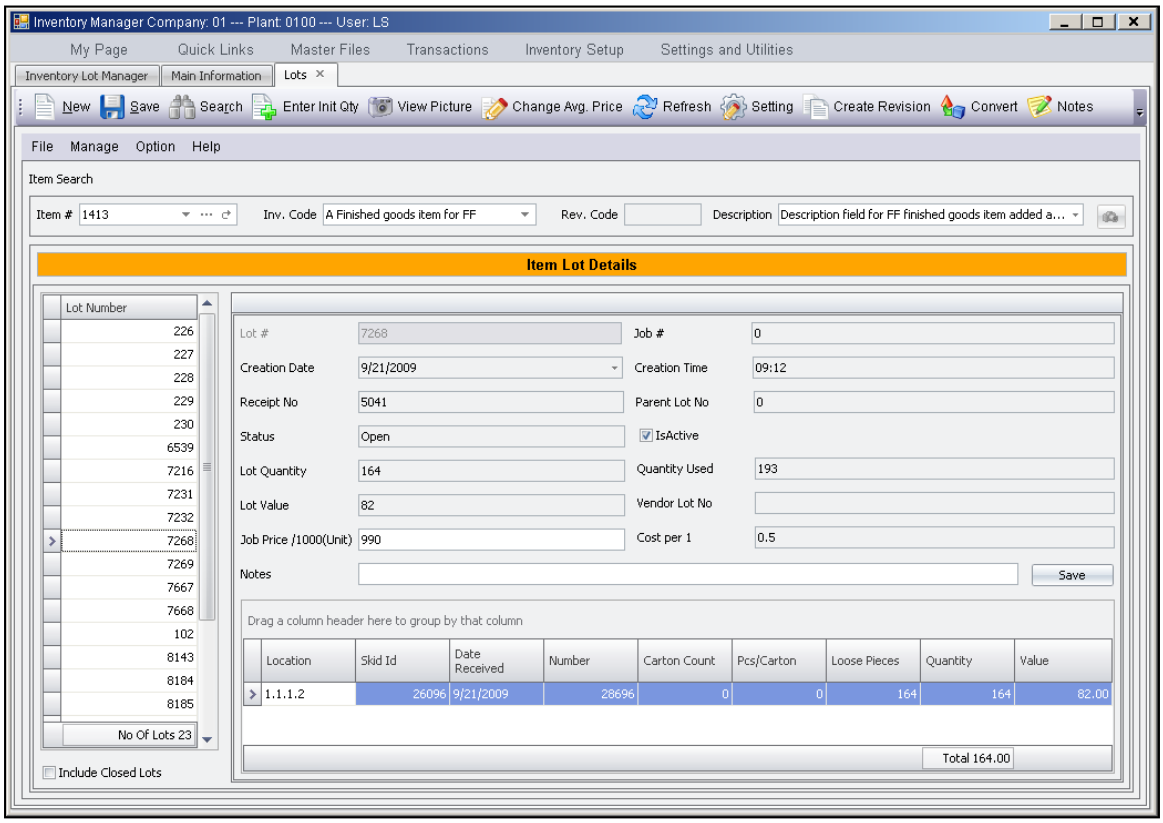
To load the grid, enter the filters and click **Load Lots**. The grid of the displayed items includes a column **Sell Price** which is used to change the sell price for this particular lot. None of the other columns are editable.



The example of item # 1413, lot # 7268 will be used to show the next set of examples. When the item is viewed in Master File Inventory, the **Main Information** tab shows the Sell Method is **Use Lot Sell Price** and the inventory type is Finished Goods.

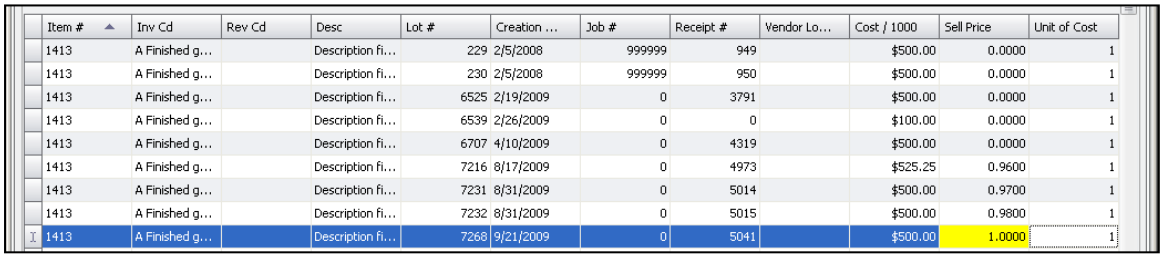


Clicking the **Lots** icon located in the vertical menu bar to the left displays the lots for the item. In this example we will use lot #7268 for this manufactured finished goods item. The screen shows the cost price per 1 is $0.50 and the job price per thousand is $990.00.



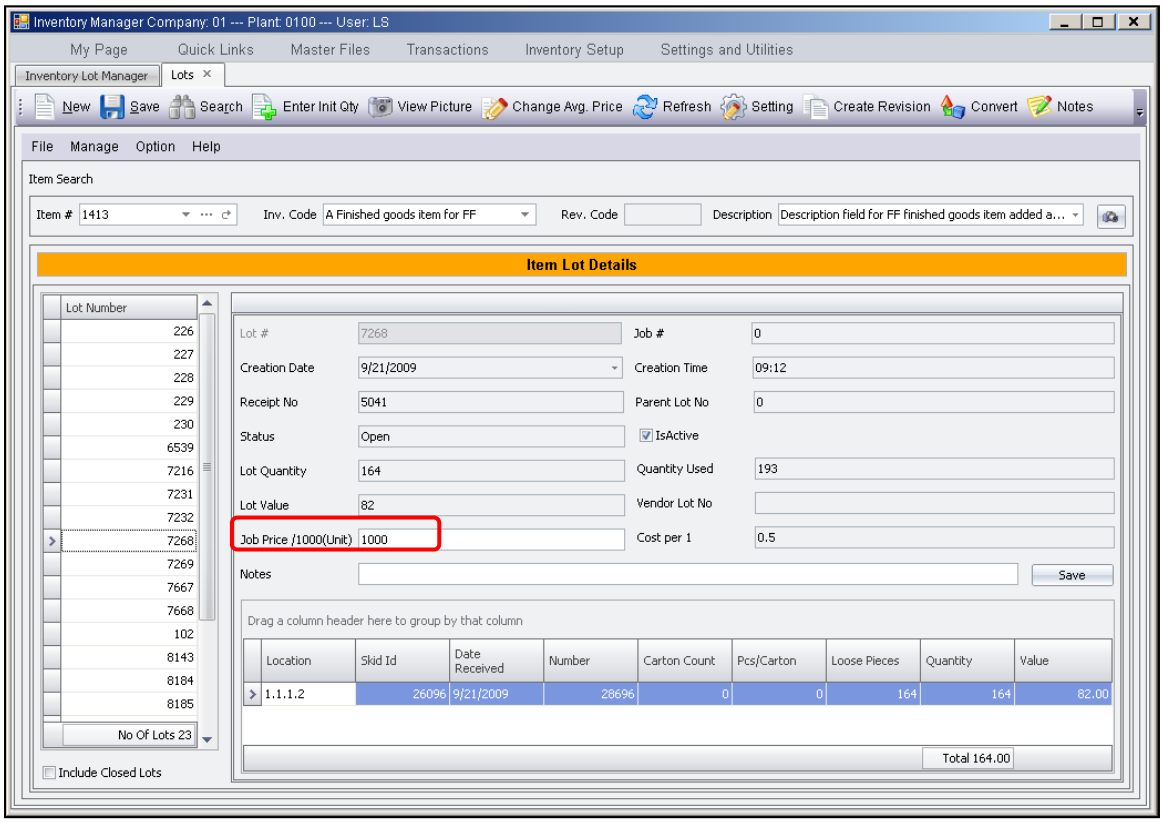
The user now wants to make a change to the sell price of the lot to $1000.00 per thousand ($1.00 per each). Return to the Lot Manager program, locate the item and change the figure to $1.00 in the Sell Price field. Click **Save** in the horizontal menu bar at the top of the screen.

The field will display with a yellow background to show a successful change in the Sell Price for the Lot 7268 for Item 1413.



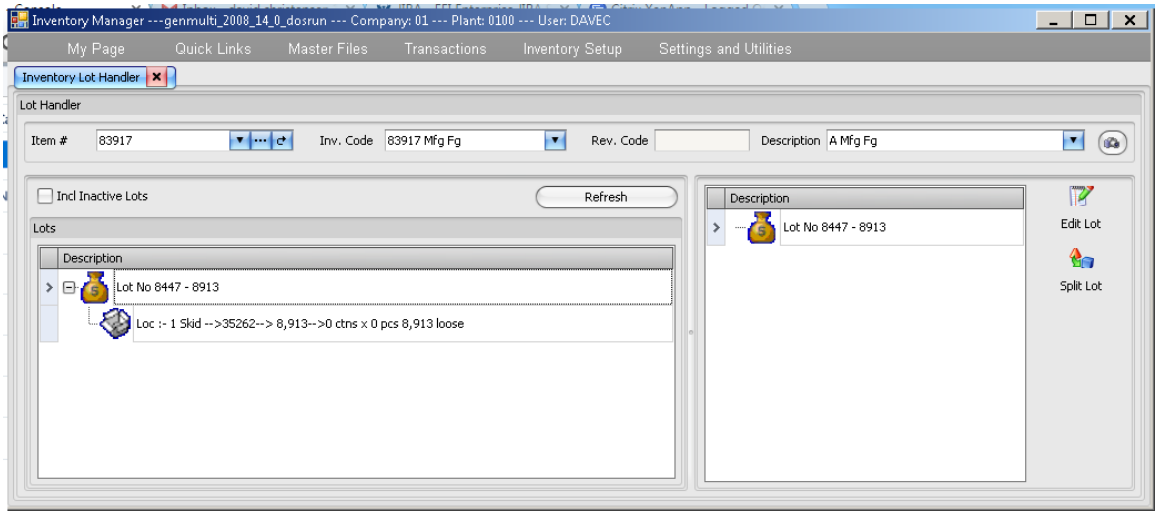
Item #	Inv Cd	Rev Cd	Desc	Lot #	Creation ...	Job #	Receipt #	Vendor Lo...	Cost / 1000	Sell Price	Unit of Cost
1413	A Finished g...		Description fi...	229	2/5/2008	999999	949		$500.00	0.0000	1
1413	A Finished g...		Description fi...	230	2/5/2008	999999	950		$500.00	0.0000	1
1413	A Finished g...		Description fi...	6525	2/19/2009	0	3791		$500.00	0.0000	1
1413	A Finished g...		Description fi...	6539	2/26/2009	0	0		$100.00	0.0000	1
1413	A Finished g...		Description fi...	6707	4/10/2009	0	4319		$500.00	0.0000	1
1413	A Finished g...		Description fi...	7216	8/17/2009	0	4973		$525.25	0.9600	1
1413	A Finished g...		Description fi...	7231	8/31/2009	0	5014		$500.00	0.9700	1
1413	A Finished g...		Description fi...	7232	8/31/2009	0	5015		$500.00	0.9800	1
1413	A Finished g...		Description fi...	7268	9/21/2009	0	5041		$500.00	1.0000	1

Back in Master File Inventory - Lots, the change is noted.

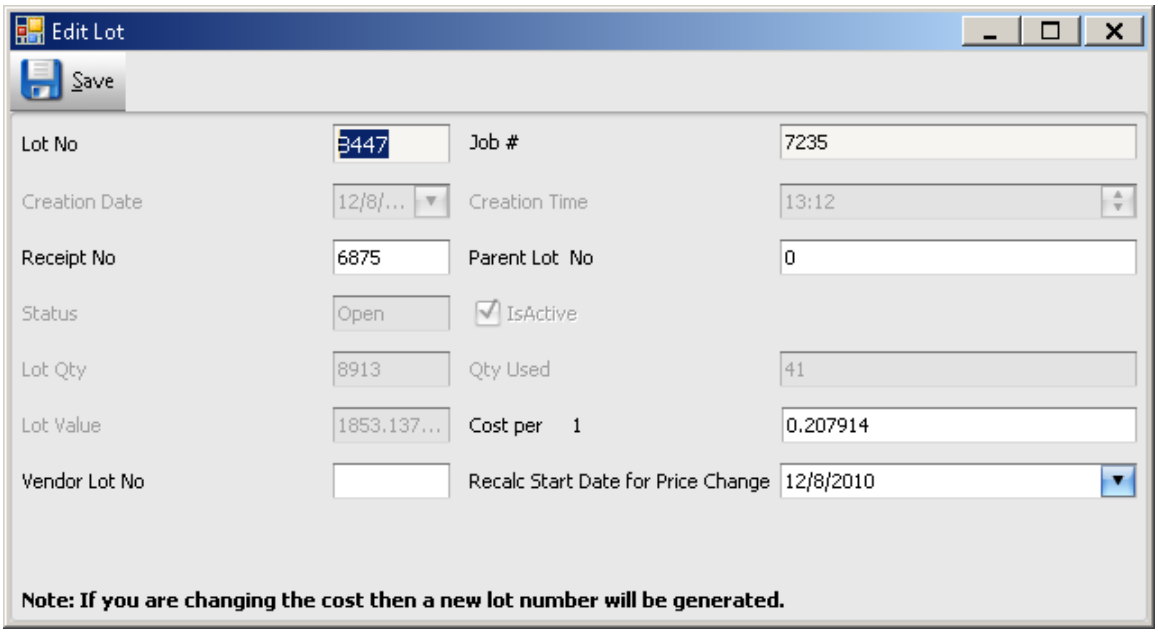


Lot Handler

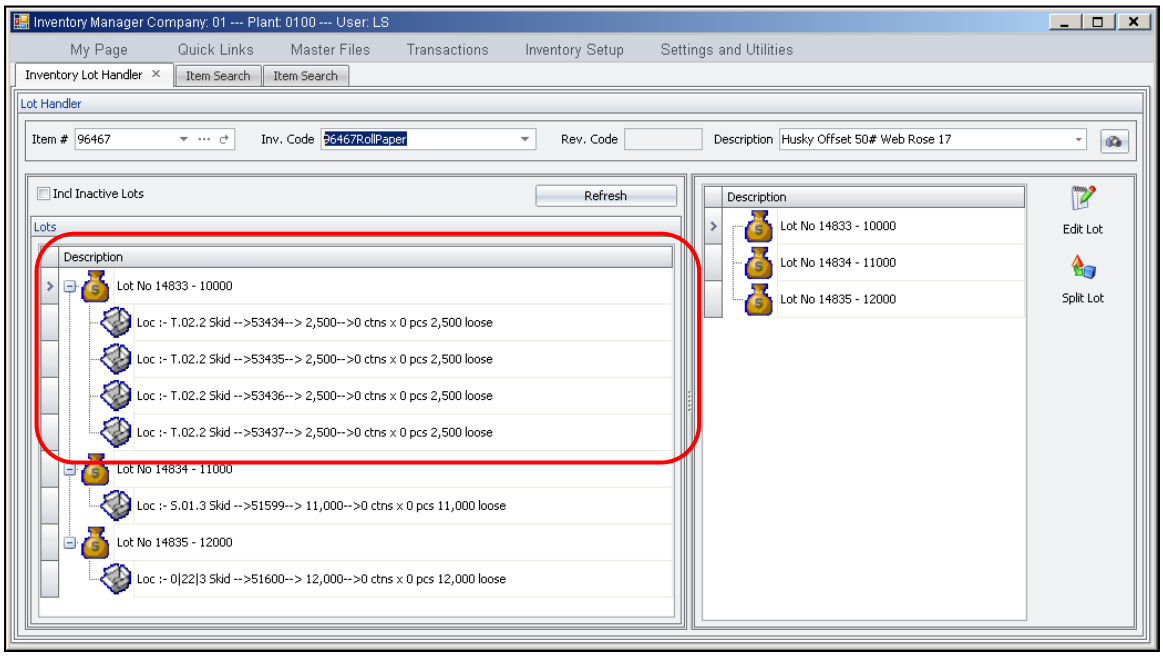
The Lot Handler program provides two options for handling lots: Edit Lot and Split Lot



The program can be used to **edit** existing lots such as changing the Creation Date, adding a Vendor Lot Number and recalculating a different start date after a lot price change has been initiated. If the cost is changed in the Edit Lot screen, a new lot number will be generated. This is done by selecting and dragging the Lot from the left column into the **Edit Lot** icon to the far right. Make edits as needed and **Save**.

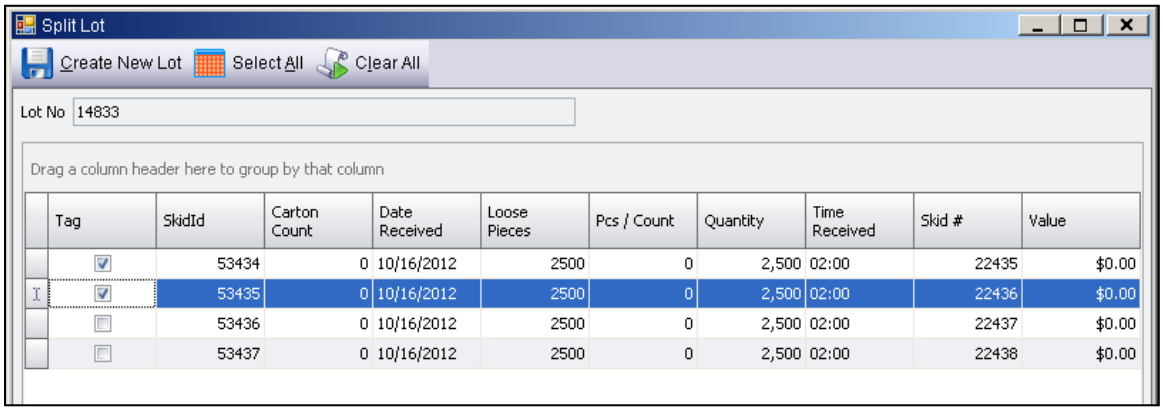


The program can be used to **split** existing lots into two or more lots. To split a lot, two or more skids must be present for the lot number. The following example shows one lot with four skids. This lot will be split into two separate lots of two skids each.



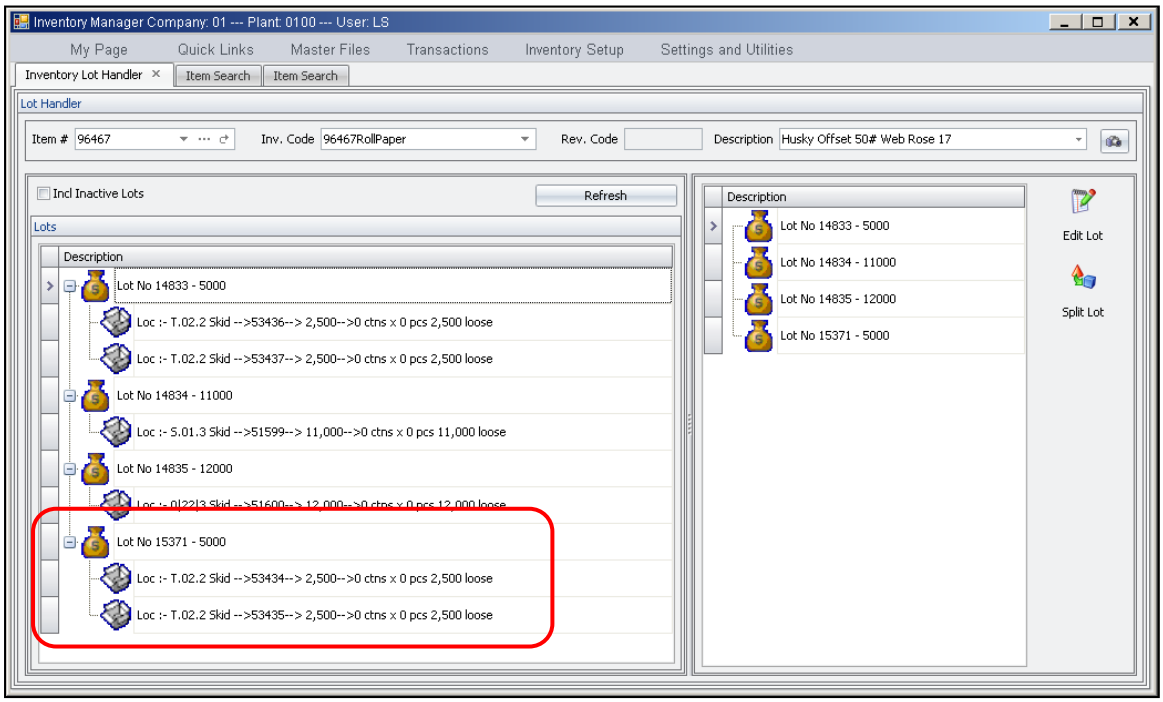
Drag the *Lot* by clicking it in the column on the left and dragging and dropping it onto the **Split Lot** column located in the vertical icon bar to the right when the back color turns yellow.

A screen with a list of all skids for this lot number will display. Tag the skid or skids to create the new lot and click **Create New Lot** in the horizontal menu bar at the top of the screen.



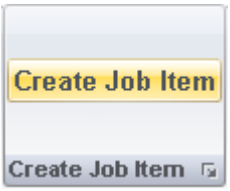
Tag	SkidId	Carton Count	Date Received	Loose Pieces	Pcs / Count	Quantity	Time Received	Skid #	Value
☑	53434	0	10/16/2012	2500	0	2,500	02:00	22435	$0.00
☑	53435	0	10/16/2012	2500	0	2,500	02:00	22436	$0.00
☐	53436	0	10/16/2012	2500	0	2,500	02:00	22437	$0.00
☐	53437	0	10/16/2012	2500	0	2,500	02:00	22438	$0.00

Lot 14833 consisting of four skids of 2,500 each have been split into two lots of 5,000 each. The newly created lot number is 15371 and is home to the two skids that were tagged in the previous screen: Skid ID 53434 and 53435.



Create Job Item

The Create Job Item program is accessed by clicking the program located within the Create Job Item menu of the **Transactions** Main Menu in the dot-net Inventory Manager program.



This program was created for use with PrintStream's Book Estimating program and the Print Order Entry program – both programs used by book printers.

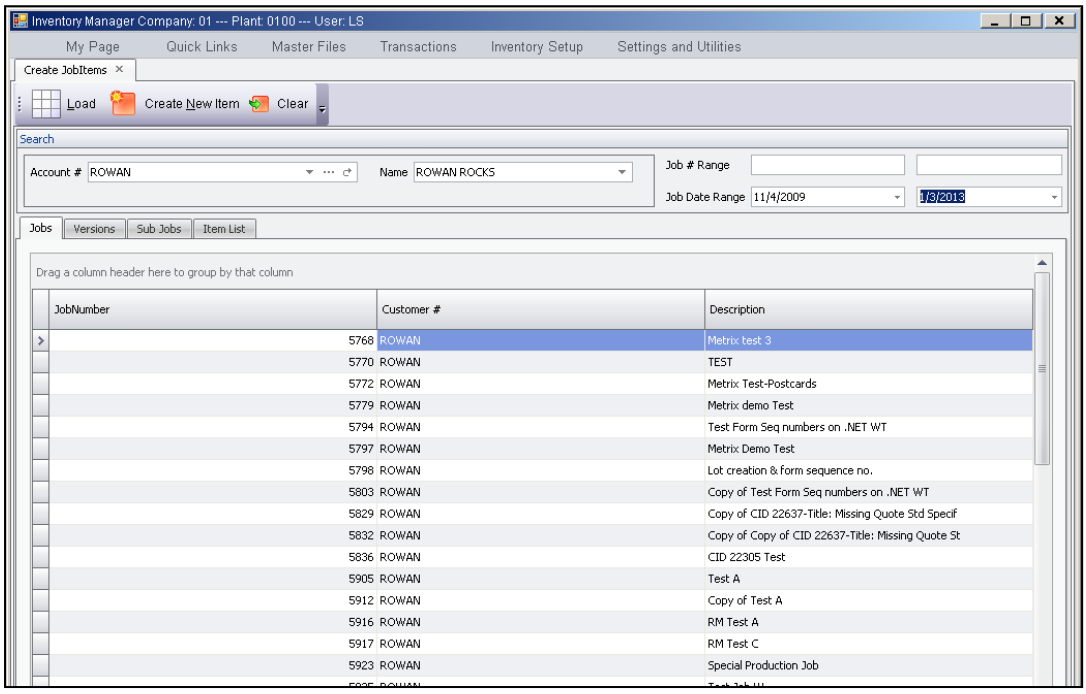
The purpose of the program is to create inventory items against which to store film negatives.

When the program is opened, the screen defaults to a blank search screen with a Job Date Range of one month prior to one month after today's date.

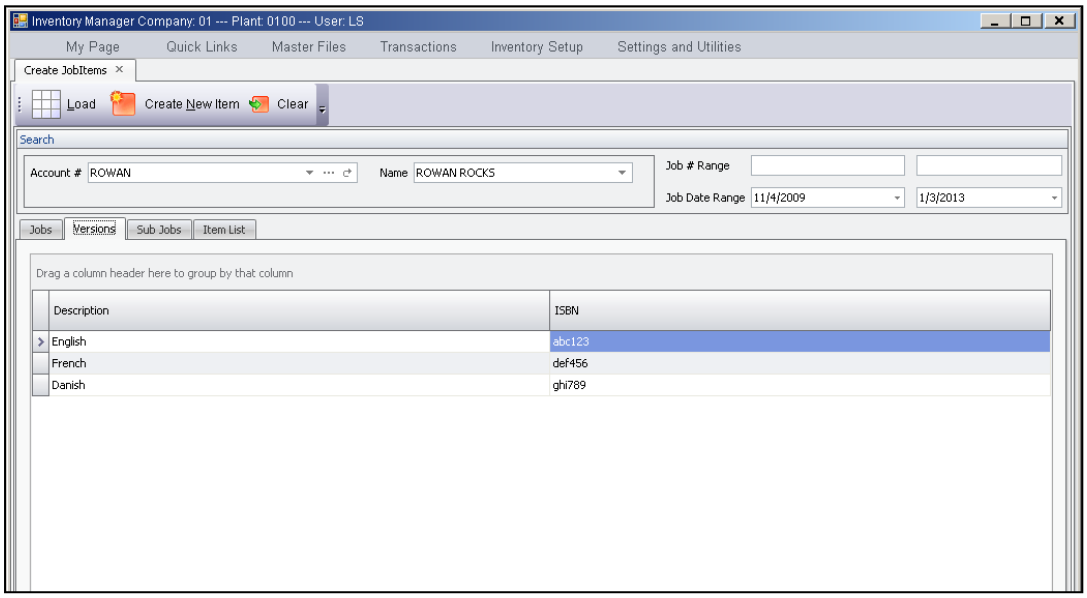
To use the program

1. Begin entering a customer account number and select from the drop-down when the name appears.
2. Click the **Load** button in the horizontal icon bar at the top of the screen.

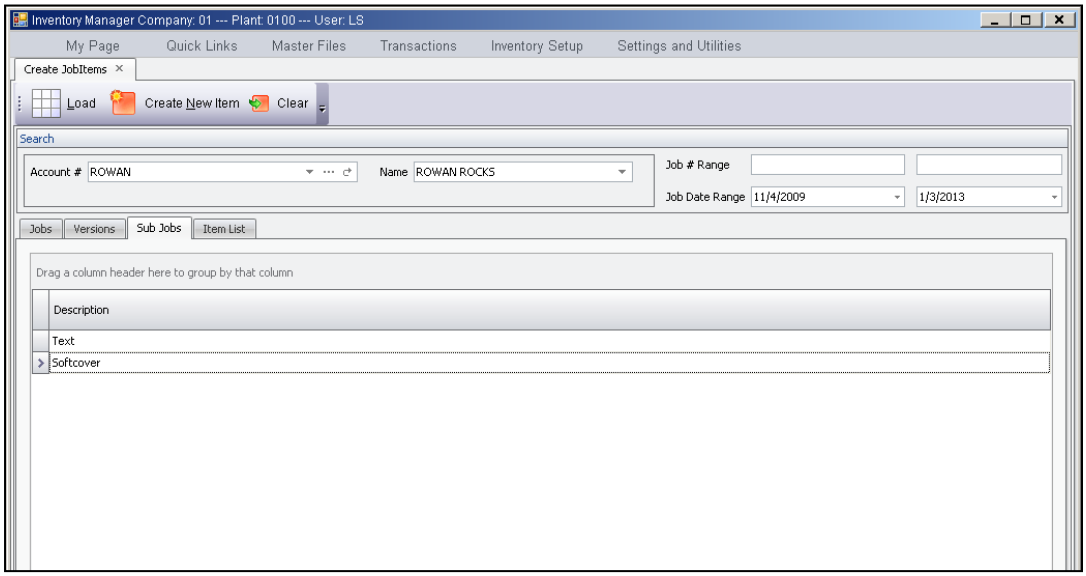
   The jobs within the Job Date Range will display in the **Jobs** tab.



3. Highlight the job and click the **Version** tab to see a list of all versions created from this job.

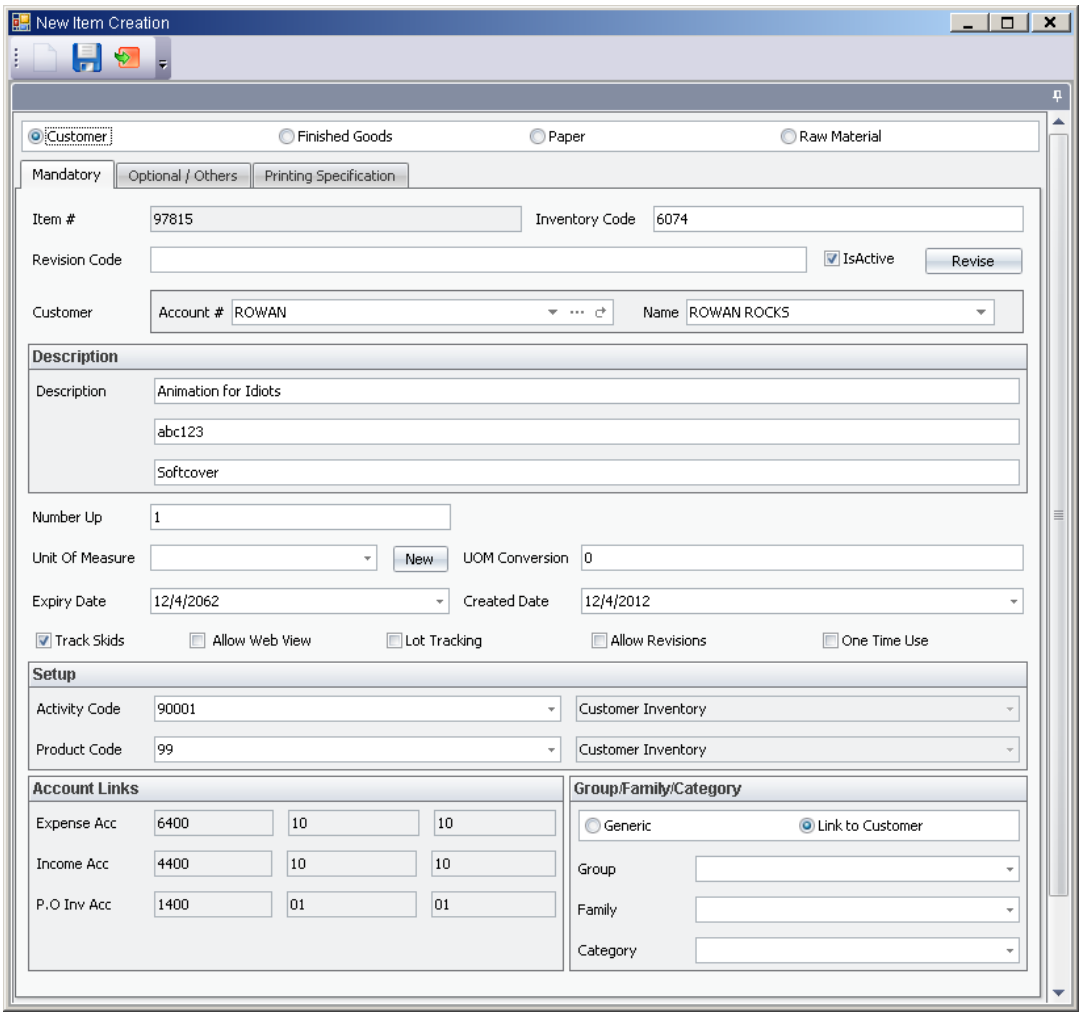


4. Select one of the versions and click the **Sub Jobs** tab. The English version selected in this example has a Text and Soft Cover component.

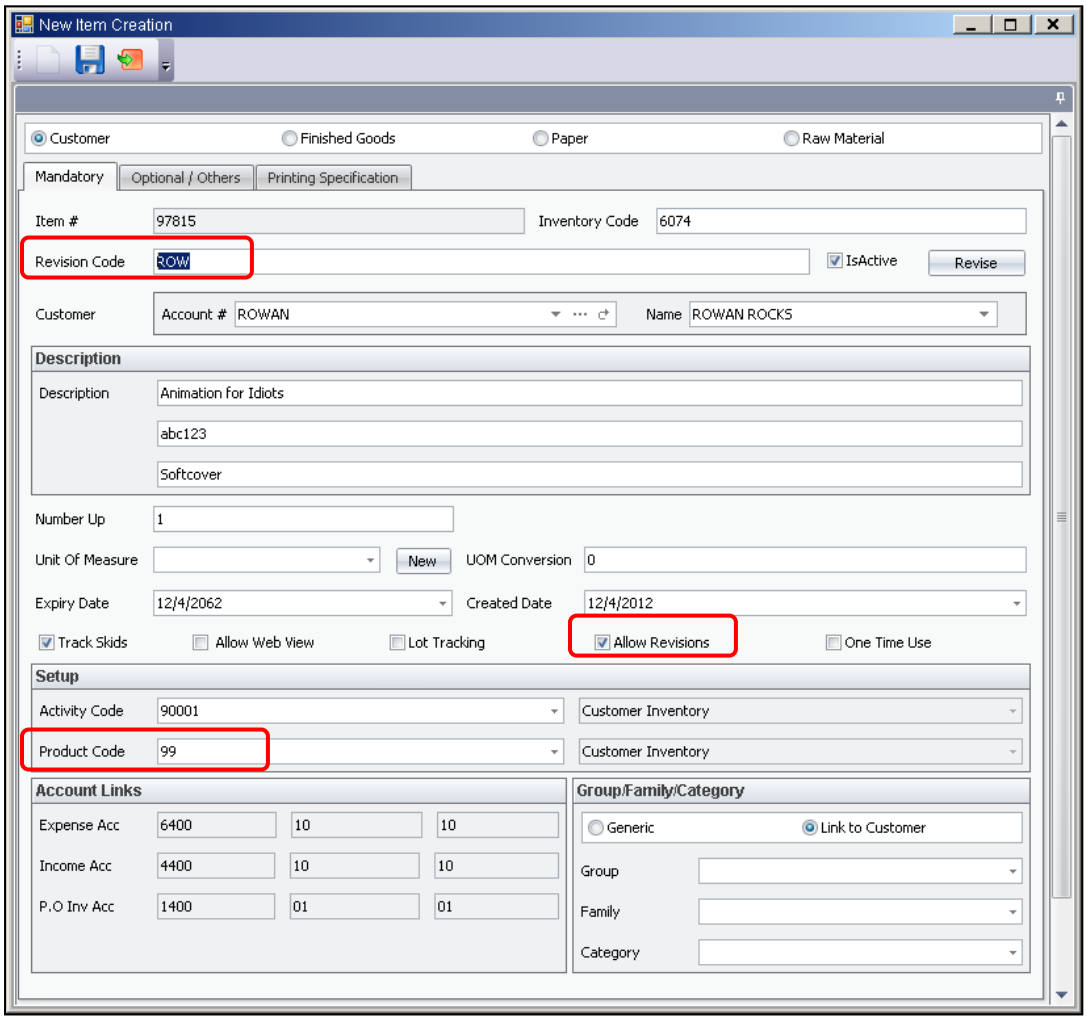


5. The user selects the component for which to create the new item. Our example Soft Cover will be used. Click the **Create New Item** icon in the horizontal menu bar at the top of the screen.

The New Item Creation screen will display with the specs for the component selected. PrintStream assigns the new item number and provides for the inventory code the job number for the item the user is creating. This Inventory Code tracks this item by job and should not be edited.

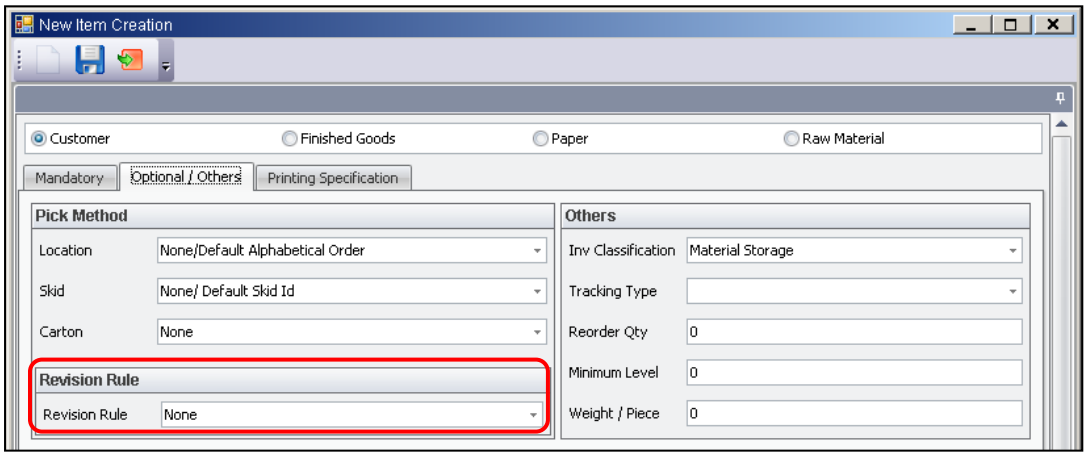


6. Enter a Revision Code which will then automatically select the **Allow Revisions** check box.



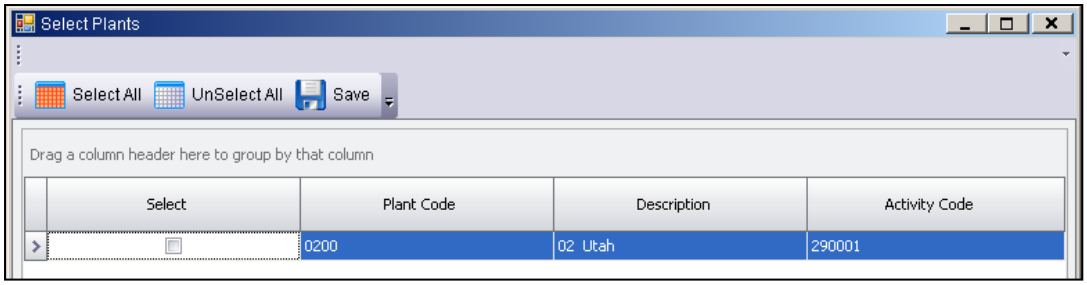
7. The **Material Activity Code** and **Product Code** are populated in the **Setup** section of the screen. If the Material Activity Code is not linked, users must link the new item to the Material activity code.

8. Move to the **Optional/Others** tab and confirm that the **Revision Rule** is linked to **None**.

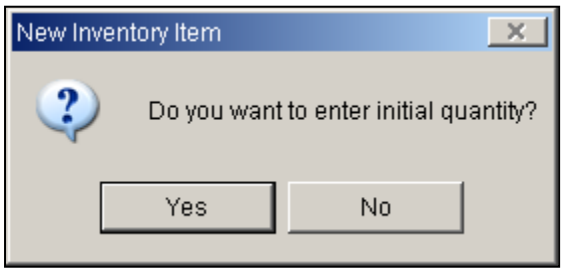


9. Click the **Save** icon at the top of the screen.

10. When the item is saved, the user will select the **Plant(s)** to which this item will belong in a multi-plant environment. For single-plant environments, this window will not appear. Click **Save**.

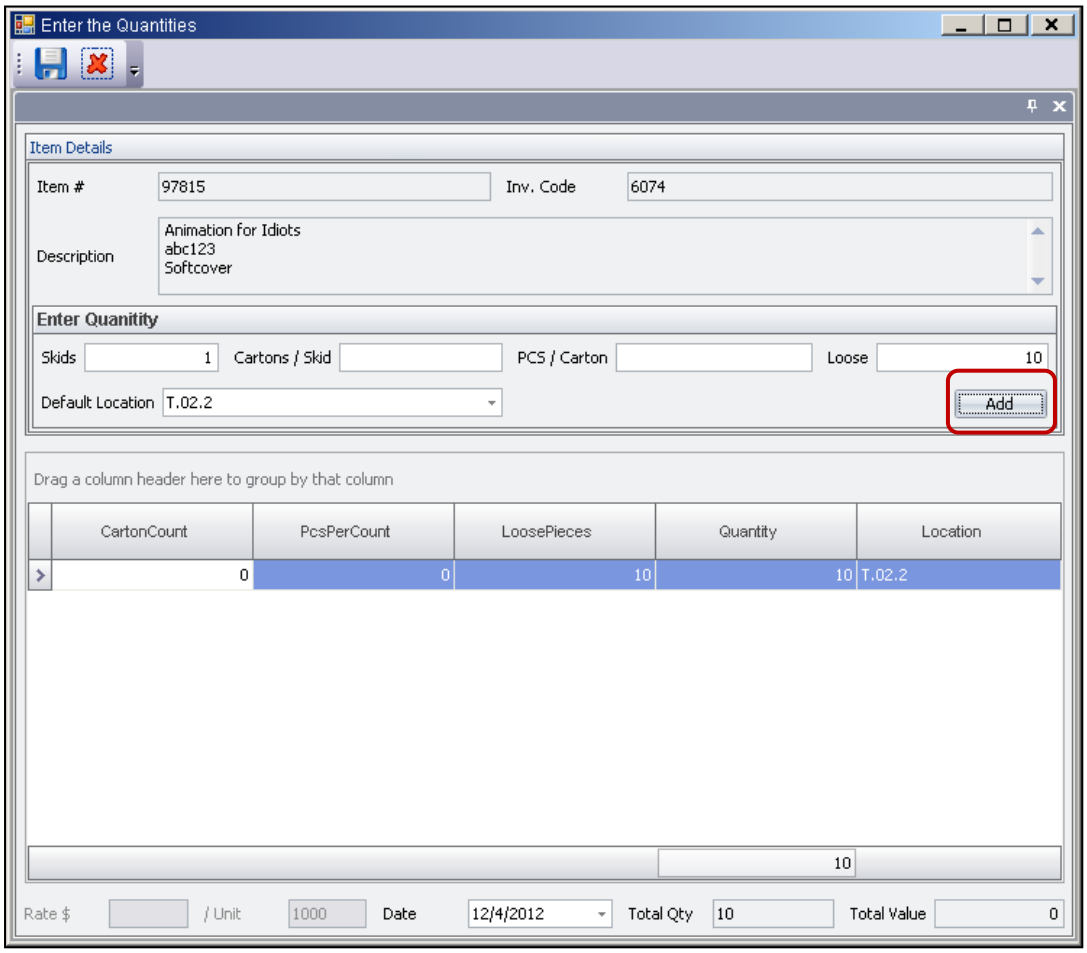


Users will be asked **Do you want to enter initial quantity?**



11. To enter an initial quantity, choose **Yes**.

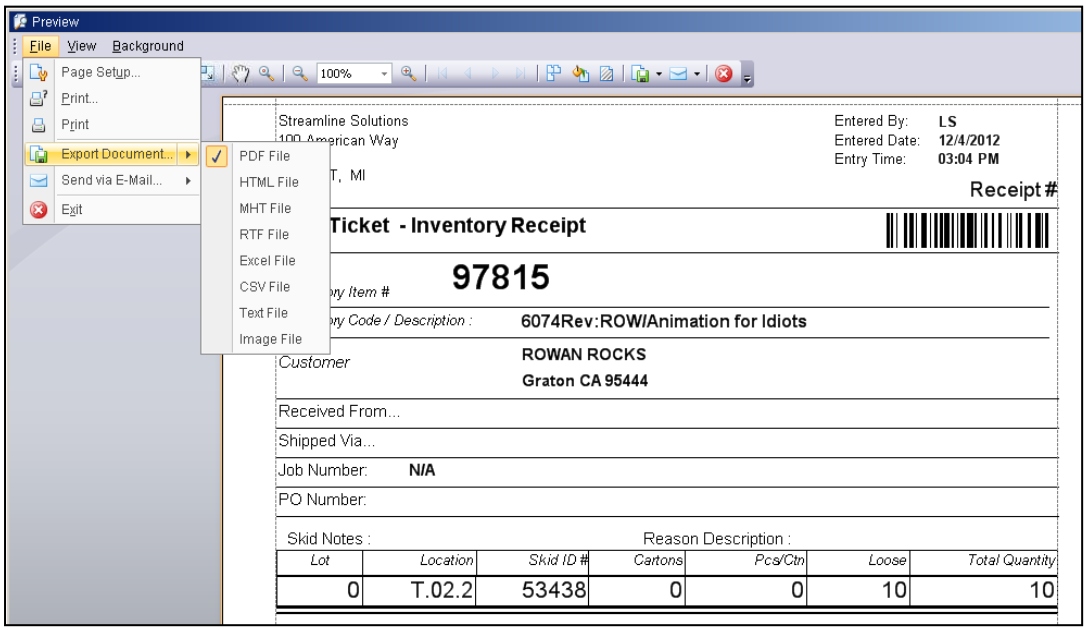
12. The Enter the Quantities screen will display. Start with a single skid. The film negatives are being stored against the Revision Code that was entered for the Soft Cover component of our 'English' version for the job. Enter the number of negatives to be stored in the **Loose** field. Click the **Add** button.



13. Select or enter the **Location** where the item will be stored and **Save**.

    The following message opens:

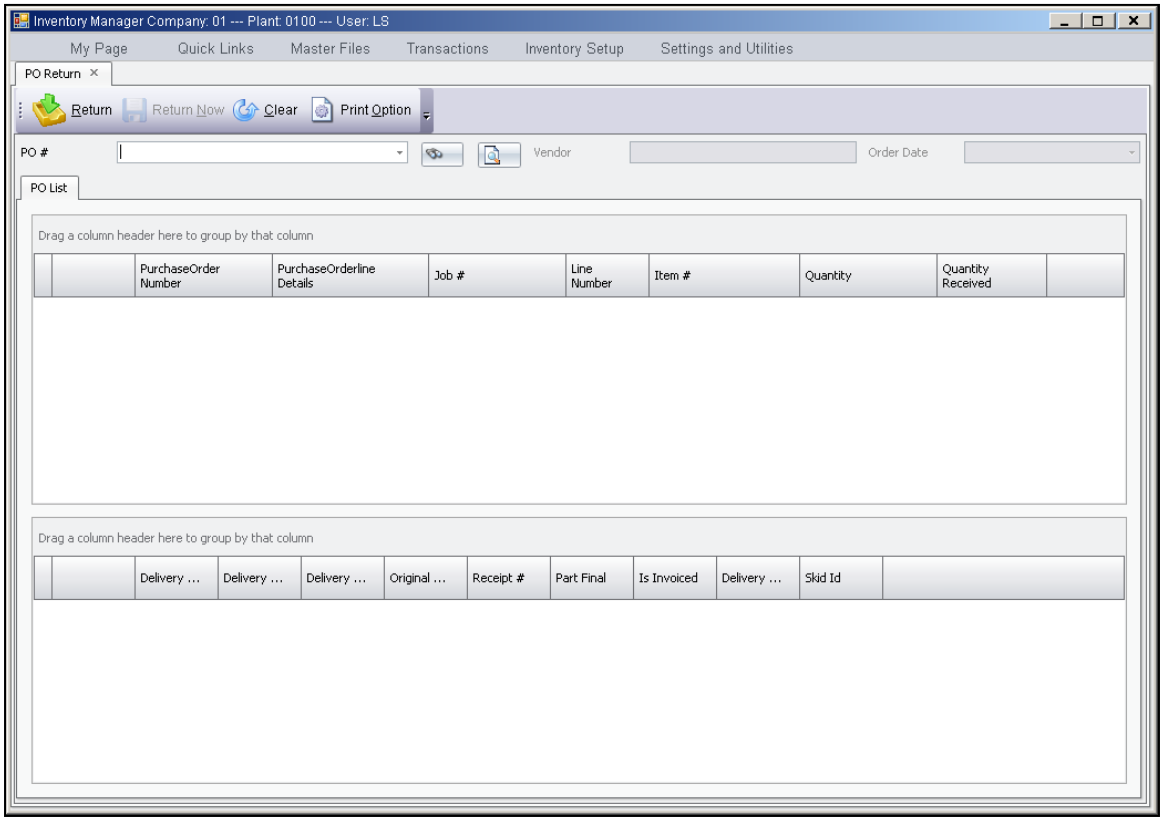
14. Click **Yes** to Preview the Skid Ticket, which can then be exported or emailed using several file formats.


Preview
File
View
Background
Page Setup...
Print...
Print
Export Document...
Send via E-Mail...
Exit
PDF File
HTML File
MHT File
RTF File
Excel File
CSV File
Text File
Image File
100%
Streamline Solutions
Entered By: LS
Entered Date: 12/4/2012
Entry Time: 03:04 PM
Receipt #
Ticket - Inventory Receipt
97815
6074Rev:ROW/Animation for Idiots
Customer
ROWAN ROCKS
Graton CA 95444
Received From...
Shipped Via...
Job Number: N/A
PO Number:
Skid Notes :
Reason Description :
Lot
Location
Skid ID #
Cartons
Pcs/Ctn
Loose
Total Quantity
0
T.02.2
53438
0
0
10
10

PO Return

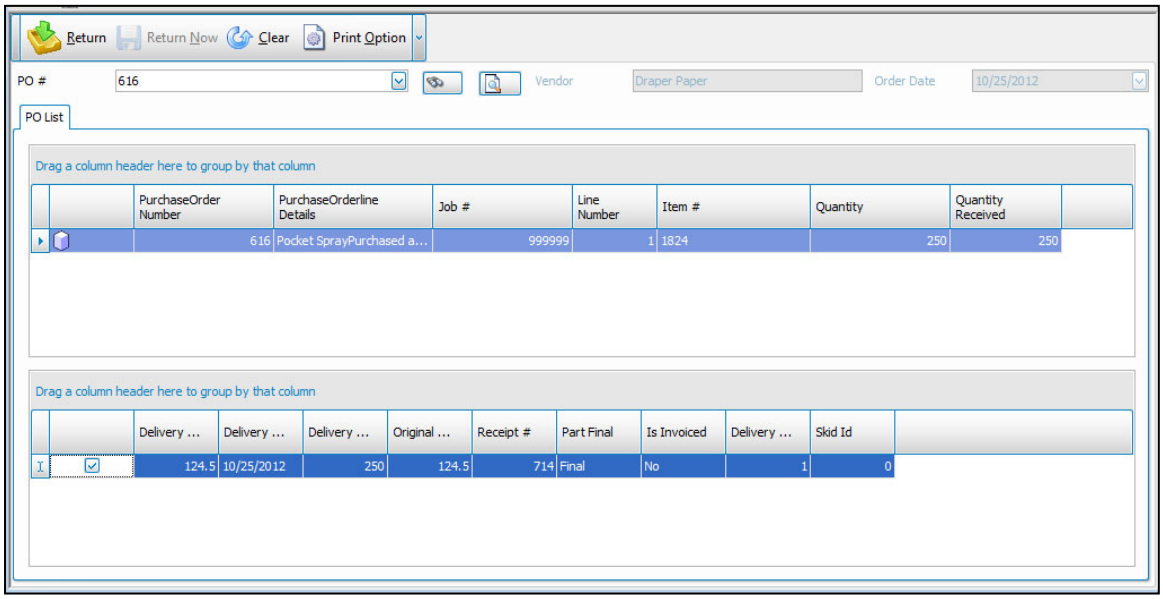
The PO Return program is accessed by clicking the program located within the **PO Return** menu of the **Transactions** Main Menu in the dot-net Inventory Manager program.

The program was created to return a Purchase Order Receipt to the vendor. When the program is opened, the screen that displays is ready for the user to enter the PO number of the received purchase order.

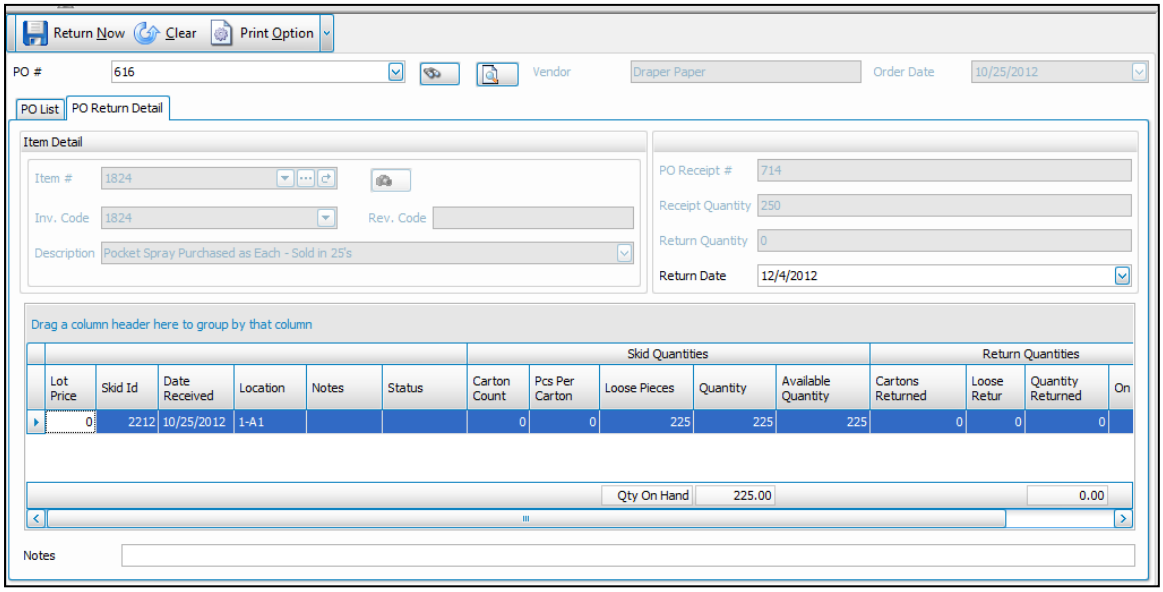


To complete a PO Return of a received purchase order, enter the **PO #** in the field at the top of the screen.

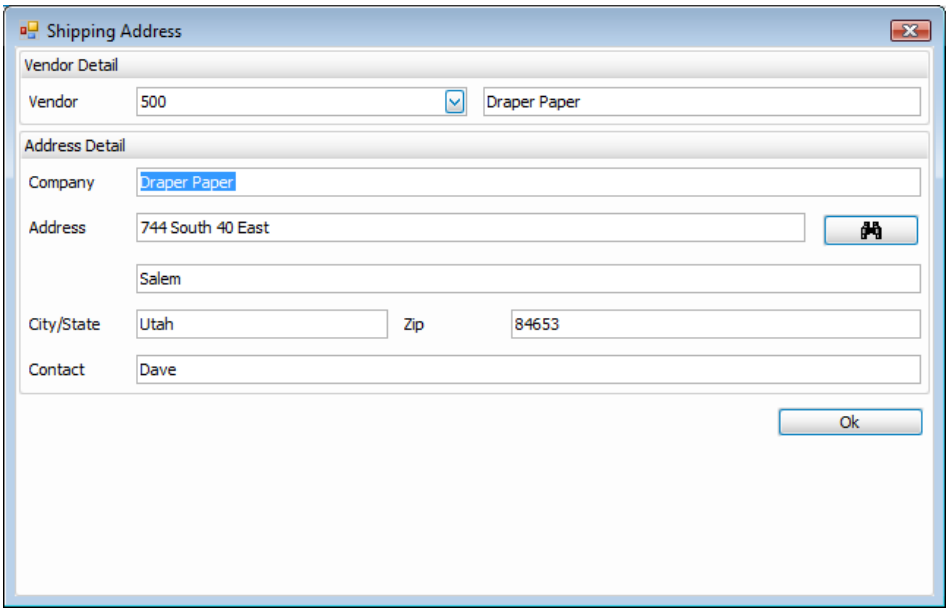
The first example is a purchase order for a purchased list. The screen displays the elements of the purchase order. Select the line in the lower screen to be returned and click the **Return** button.



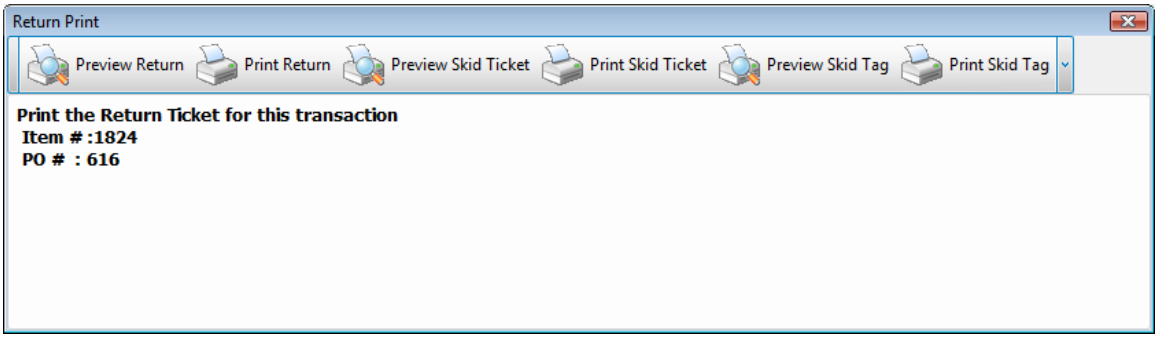
The PO Return Detail screen opens. Enter return quantity, date, and notes as needed then select the **Return Now** button.



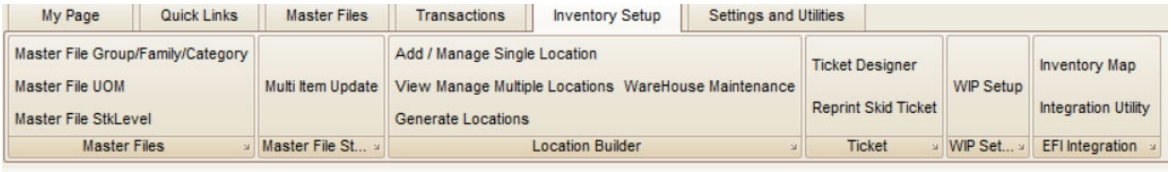
Confirm the Vendor Shipping Address.



Print/Preview Returns, Tickets, and Tags as needed.



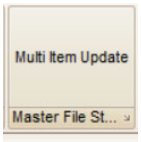
Inventory Setup



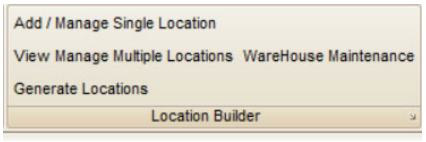
Inventory setups and management tools are located in the **Inventory Setup** programs tab of the .net Inventory Manager program. The Inventory Setup programs include navigation bars Master Files, Master File Stock Header, Location Builder, Ticket, WIP Setup, and EFI Integration.

The first area of the Inventory Setup programs, **Master Files**, is where optionally groups, families and categories are created, Units of Measure are defined, and Stock Levels for Fulfillment items are created.

Following the Master Files management and setup screens are the **Master File Stock Header** applications. Here multi item update can be done.



Location Builder provides a place for single and multiple locations to be managed and added either individually or using the Generate Location screen.



In the **Ticket** navigation bar, users will find the Ticket Designer and the management tool for reprinting skid tags and tickets.

WIP Setup provides the necessary WIP setup for WIP inventory defaults.

EFI Integration when integrating to an outside MIS environment. Map PrintStream Transactions to an MIS Document Type for the XML integration interface request. Contact PrintStream Support if this utility is needed.

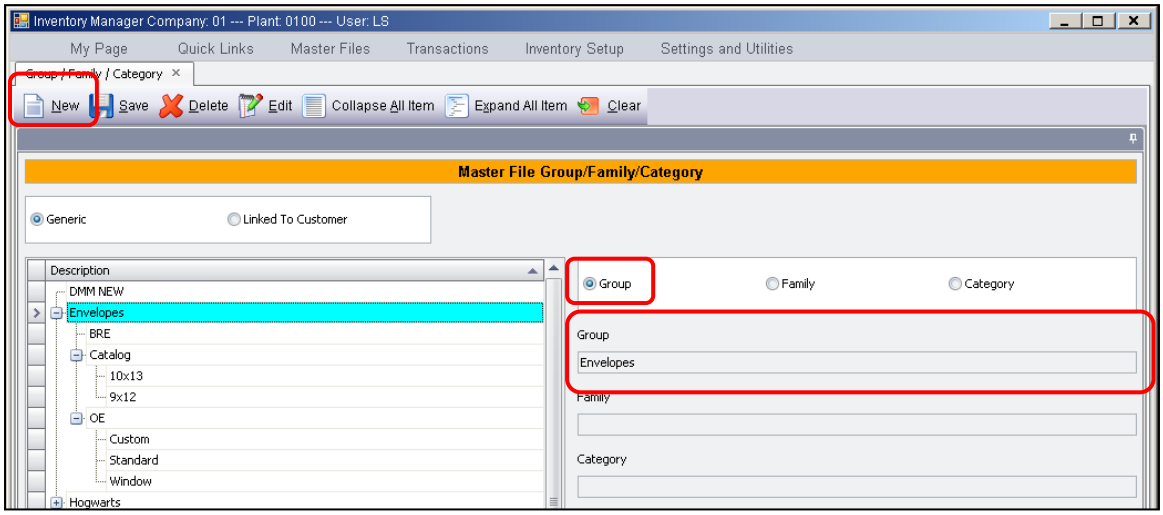
Master Files

Master File Group/Family/Category

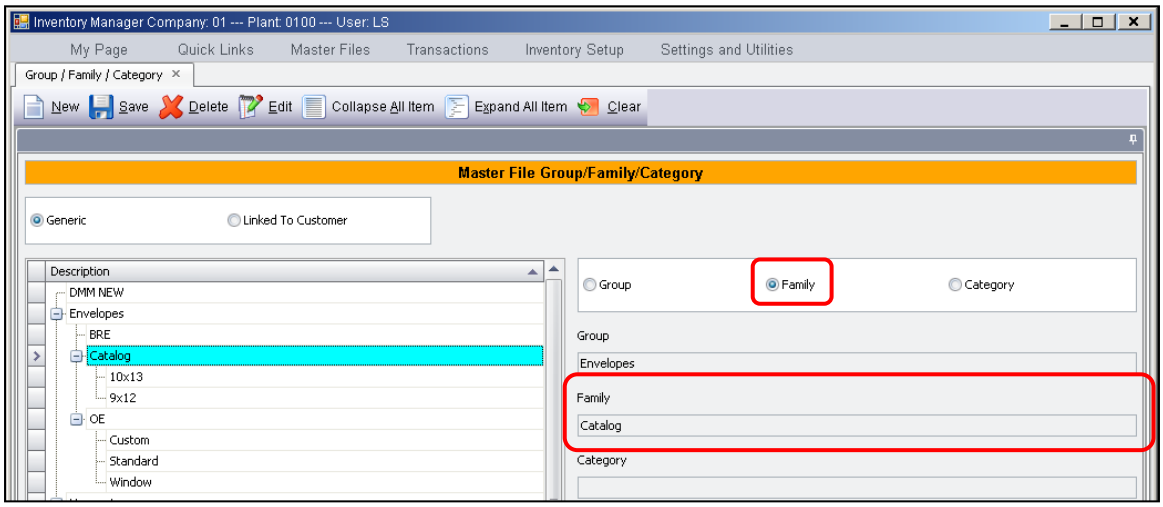
Group/Family/Category defines sorting and reporting levels as a three-tiered option. These are item classifications that can be created up to three levels for any inventory type and can be a generic category or be linked to a specific customer.

In this program, users are now able to create, edit, and delete an inventory Group/Family/Category. Previous to .net programming, these could not be deleted once they were created by the user.

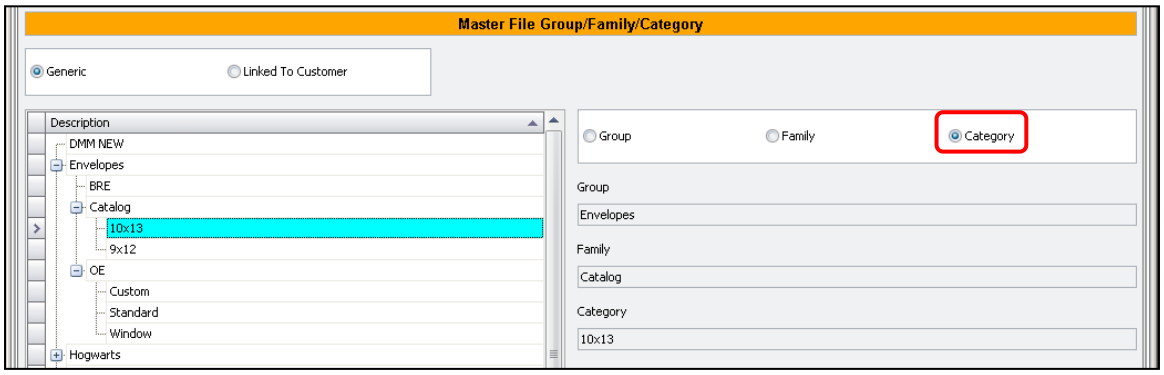
To create a new Group for a generic (not linked to a customer) category, select the **Generic** radio button in the header area, the **Group** radio button to the right in the details area, and then click the **New** icon in the tool bar. Enter the Group name. Click **Save**.



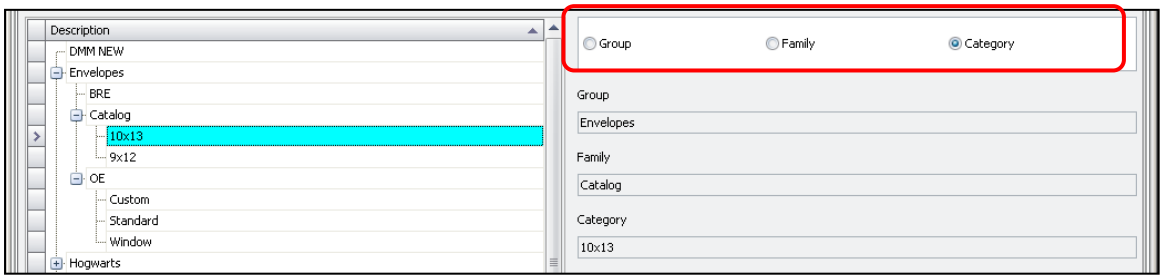
To create a new Family for this Group, highlight the Group that will have the Family added, select the **Family** radio button and then click the **New** icon in the toolbar. Enter the Family name. Click **Save**.



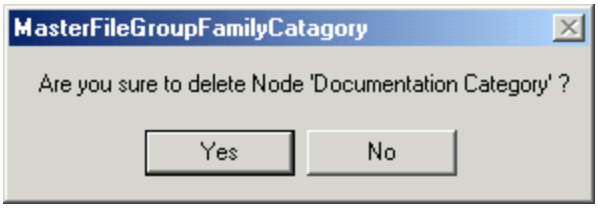
Likewise, with Category:



We now have our generic Group/Family/Category created.

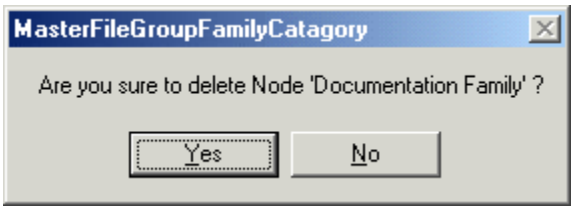


To *delete* a Category, highlight the Category in the tree to the left, right-click and select **Delete** OR click the **Delete** icon in the toolbar.



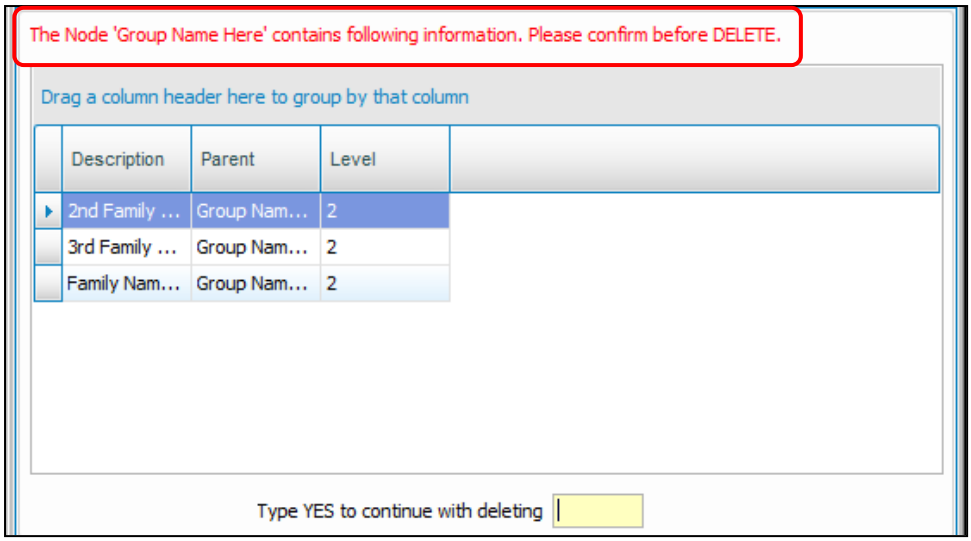
Confirm your intention to delete the Category.

To delete a Family, highlight the Family in the tree to the left, right-click and select **Delete** OR click the **Delete** icon in the toolbar.



Confirm your intention to delete the Family.

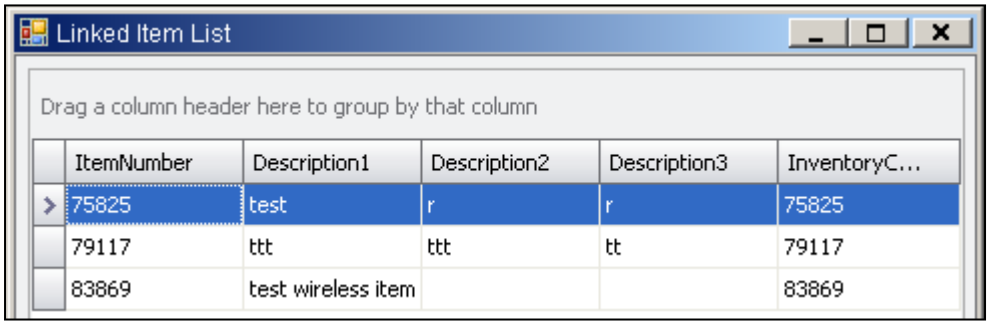
If more than one node is created for a level, in this example the **Group Name Here** group, you will get a window that lists each of the sub-nodes within that node. For the node to be deleted with the sub-nodes along with it, you will have to confirm your intention by typing the word **yes** in the supplied field. The word **yes** is not case sensitive. (A **Y** will pull the rest of the word into the field.) Click **Save**.



The Group node, along with the linked sub-nodes, are deleted.

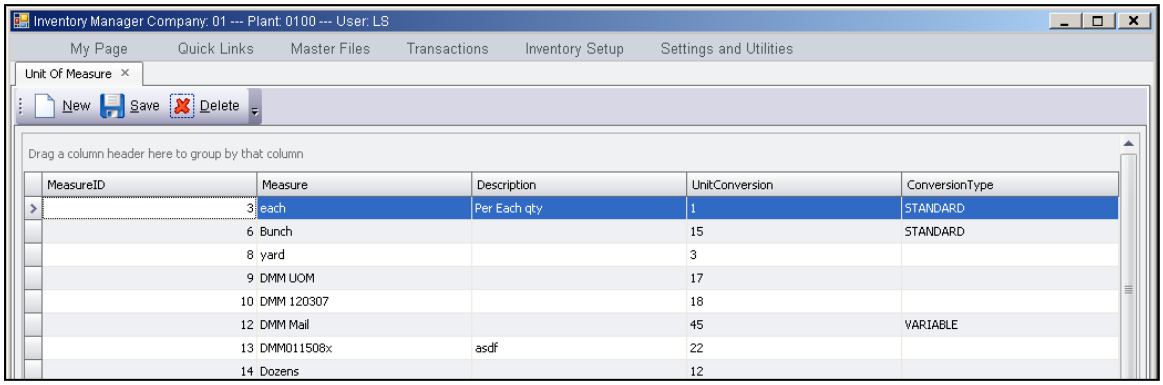
If the node you are attempting to delete is linked to an item or a customer, you will not be able to proceed with deleting the node.

A list of linked items will display.



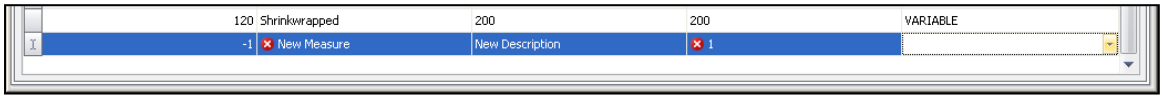
Master File UOM (Unit of Measure)

This menu provides the means to create and delete user-defined units of measure.



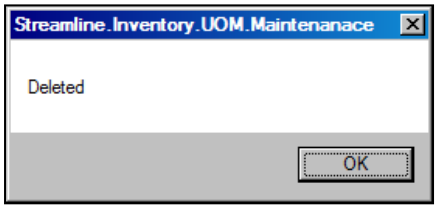
To create a new UOM, click the **New** icon in the menu bar at the top of the screen. An incomplete entry line will display at the bottom of the listing.

Enter the Measure and Unit Conversion (displayed fields with the red-circle-white-x indicating they are mandatory fields) and click **Save**.



Fields displayed without the red-circle-white-x are optional fields to be user defined.

To delete a unit of measure, highlight the row and click the **Delete** icon in the toolbar. This message will display:



Note regarding Conversion Type:

Standard – this means the unit of measure does not change. An example of a Standard UOM is “Each” the measure is always 1 for this type of UOM

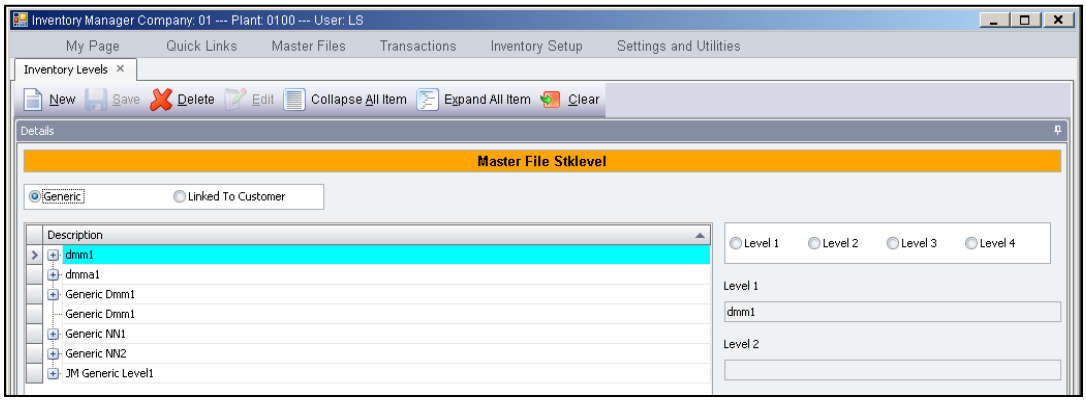
Variable – this means the unit of measure is variable. An example of this would be if you have a UOM of “Box”. The quantity that goes into the Box is different based on the product and the box size used. Rather than having to create a different unit of measure for every type of box and every type of product that could go in that box, with variable set you can then select that measure (box) on the inventory item and then key in the number per box in the UOM field and it will use that measure for that item.

Master File StkLevel

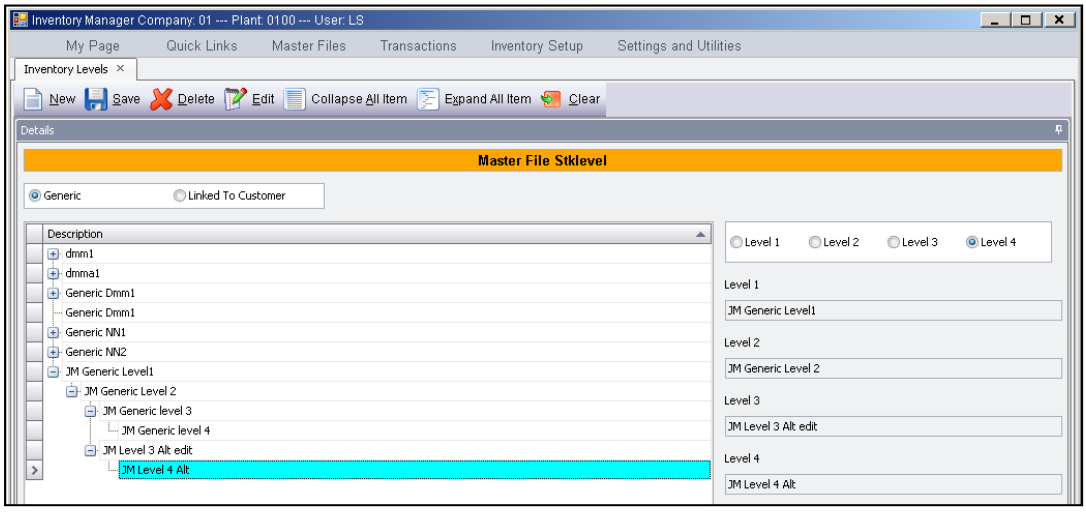
This menu provides the means to create and delete user-defined stock levels for Fulfillment web display.

To create a new generic four-level stock structure

1. Click **Generic** for a stock level not designated to a specific customer OR **Customer** for a customer-specific stock level creation.
2. Click the **New** icon in the menu bar at the top of the screen and enter the first level for the stock display on the web.
3. Click **Save**.



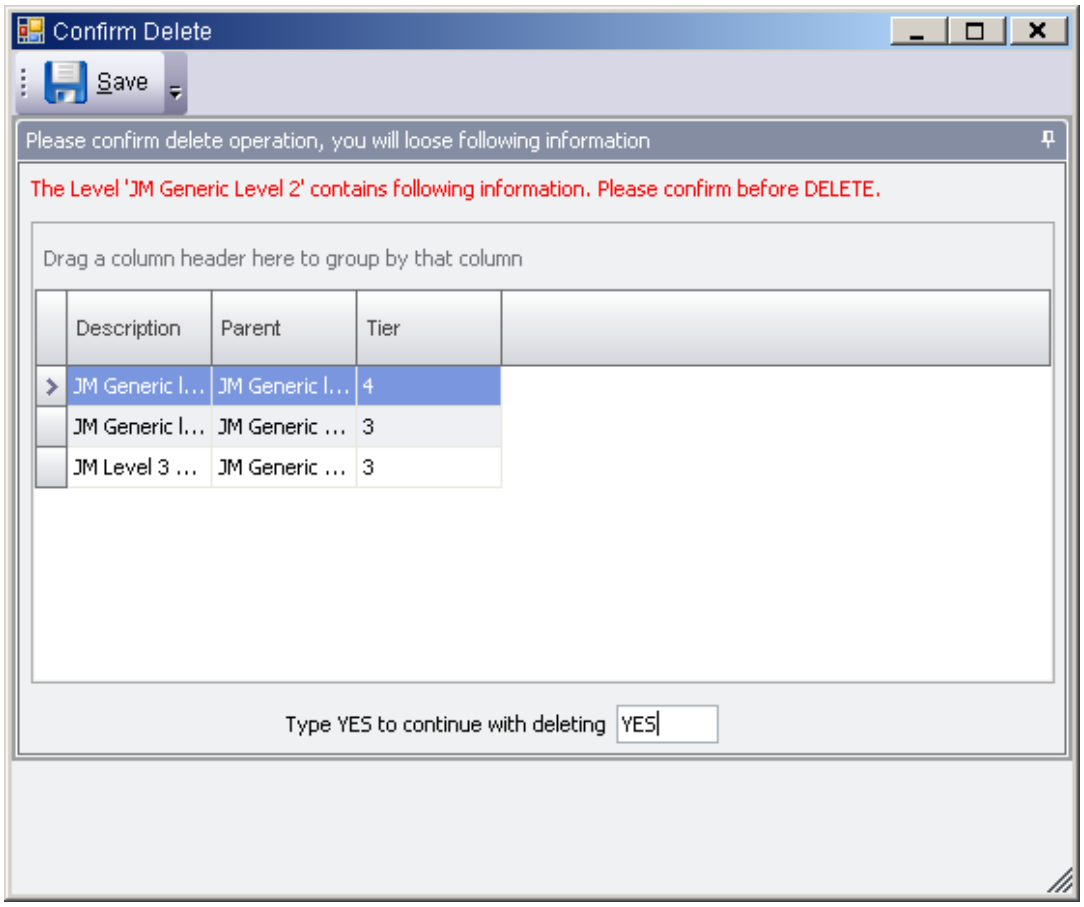
4. With the Level 1 highlighted, click the **Level 2** radio button and then the **New** icon in the top menu bar. Enter the second Level for the stock and **Save**.
5. With the Level 2 highlighted, click the **Level 3** radio button and then the **New** icon in the top menu bar. Enter the third Level for the stock and **Save**.
8. Continue in this same manner for Level 4 stock details.



To delete a stock level

1. Highlight the description of the level to be deleted, right-click, and delete OR highlight and click the **Delete** button in the menu bar.

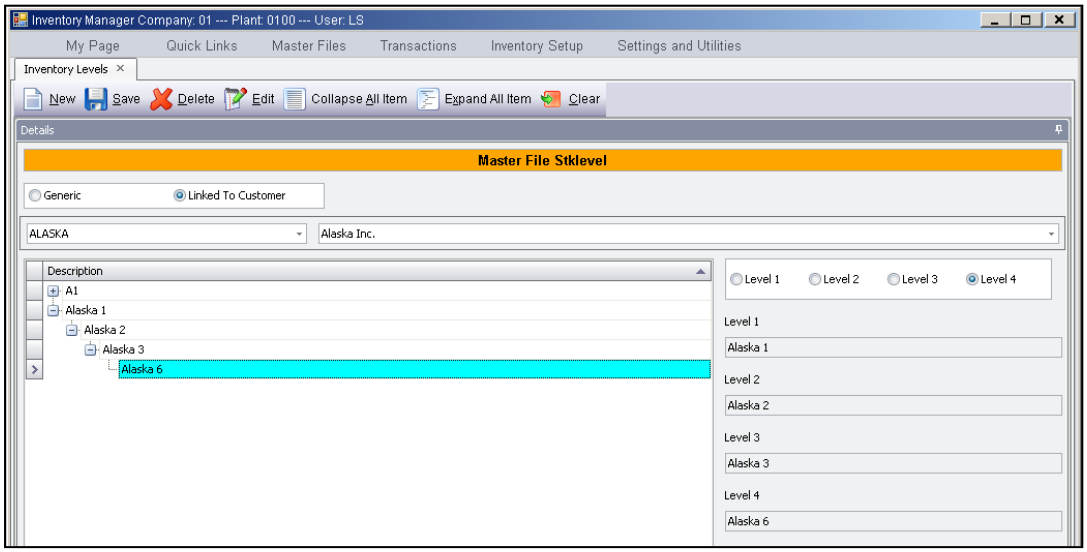
If the level to be deleted has one or more sub-levels, the user will be asked to confirm the delete process. A grid will display of all levels that will be affected by this delete process.



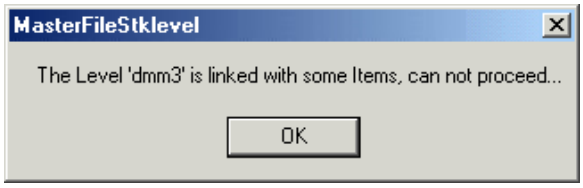
2. To confirm, the user must type **Y** (at which time the screen will complete the word **YES**) in the **Type YES to continue with deleting** field. Once the validation is saved, the levels will be deleted.

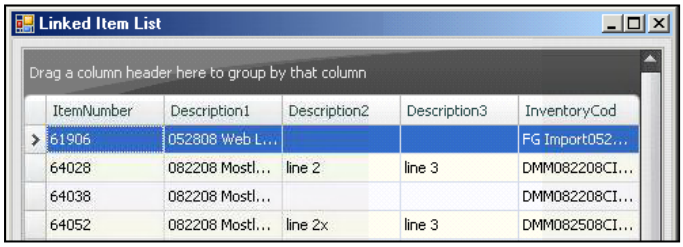
To create a new four-level stock structure that is linked to a customer

1. Click **Link to Customer** and enter the customer account number or select from the drop-down list.
2. Click the **New** icon in the menu bar at the top of the screen and enter the first level for the stock display on the web.
3. Click **Save**.
4. With the Level 1 highlighted, click the **Level 2** radio button and then the **New** icon in the top menu bar. Enter the second Level for the stock and **Save**.
5. With the Level 2 highlighted, click the **Level 3** radio button and then the **New** icon in the top menu bar. Enter the third Level for the stock and **Save**.
6. Continue in this same manner for Level 4 stock details.



Levels that are linked to a customer can be deleted if they are not linked to an item or items. If the level to be deleted is linked to an inventory item, this message will display followed by a grid that details the list of items that are linked to this stock level.





Master File Stock Header

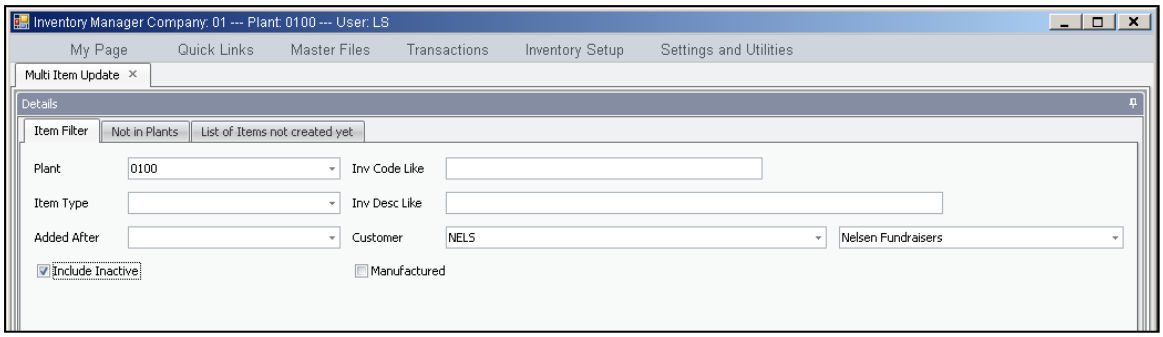
This program is designed to maintain a large number of identical inventory items across multiple plants. These items will have a common StkHeader Code but different item numbers.

The program the **Multiple Item Update** feature allows a user to clone inventory items associated with selected StkHeader Codes into additional plants. **This program is only for use in multi-plant databases.**

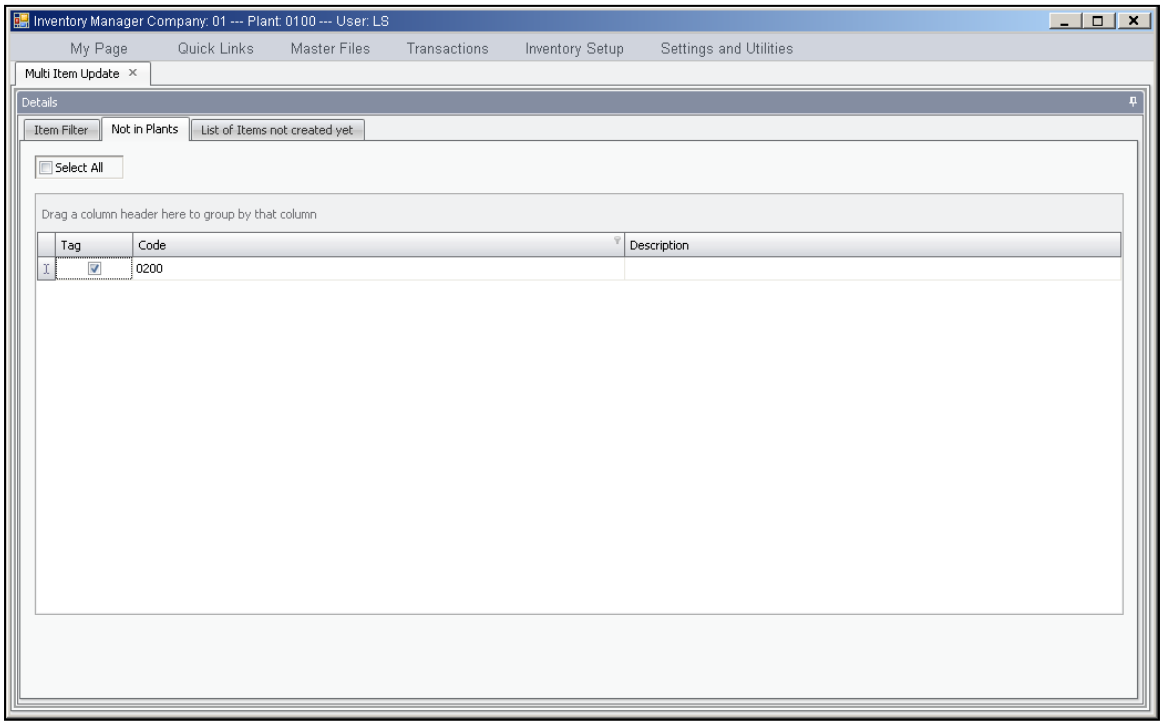
Multi Item Update

This feature allows a user to clone inventory items associated with selected StkHeader Codes into additional plants. When the program is opened, the default screen displays the Item Filter tab where selections are made.

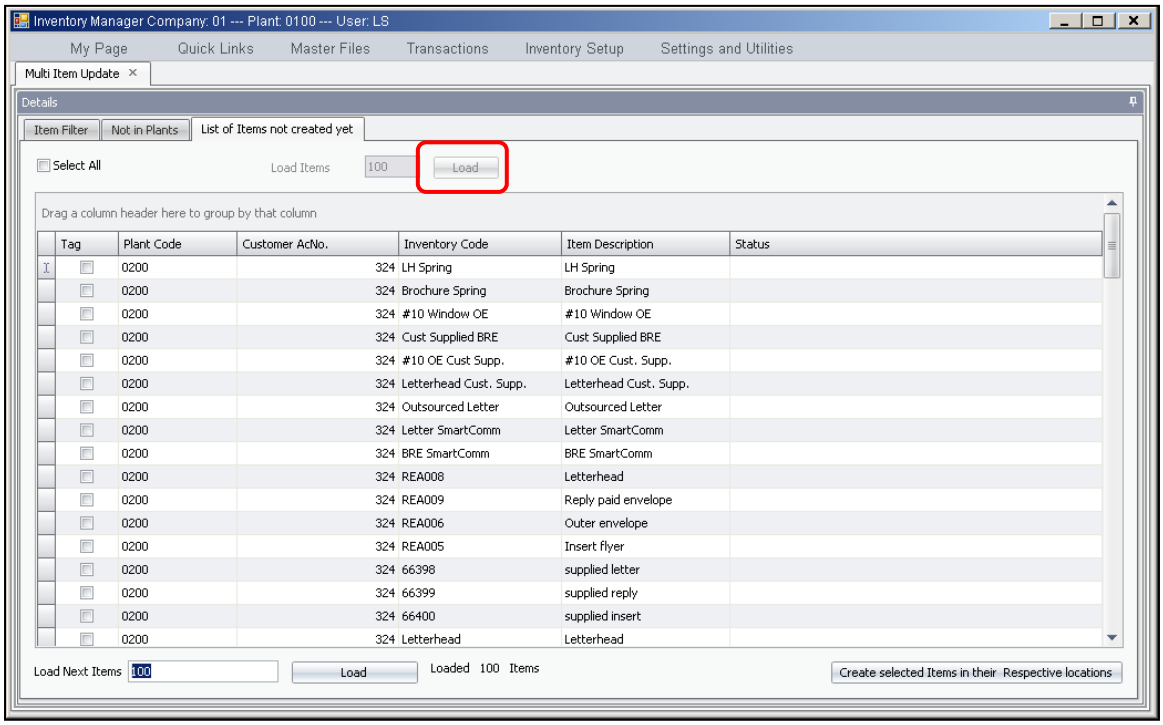
Item Filter – this is a way of selecting the item or items that the user wants to clone. In the following example, our filters are for Plant 0100 and Customer NELS.



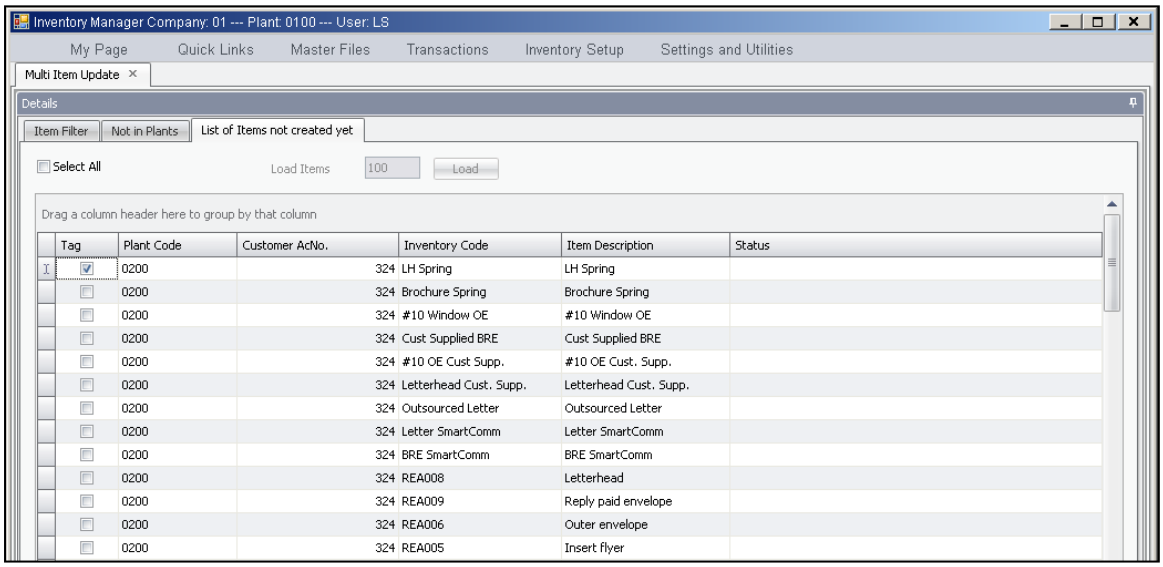
Not in Plants – this is a filter to find items in plant 0100 that do not exist in 0200. The database for this example has two plants, one of which already has this StkHeader Code (Plant 0100). Tagging Plant 0200 will clone the item from Plant 0100 into Plant 0200.



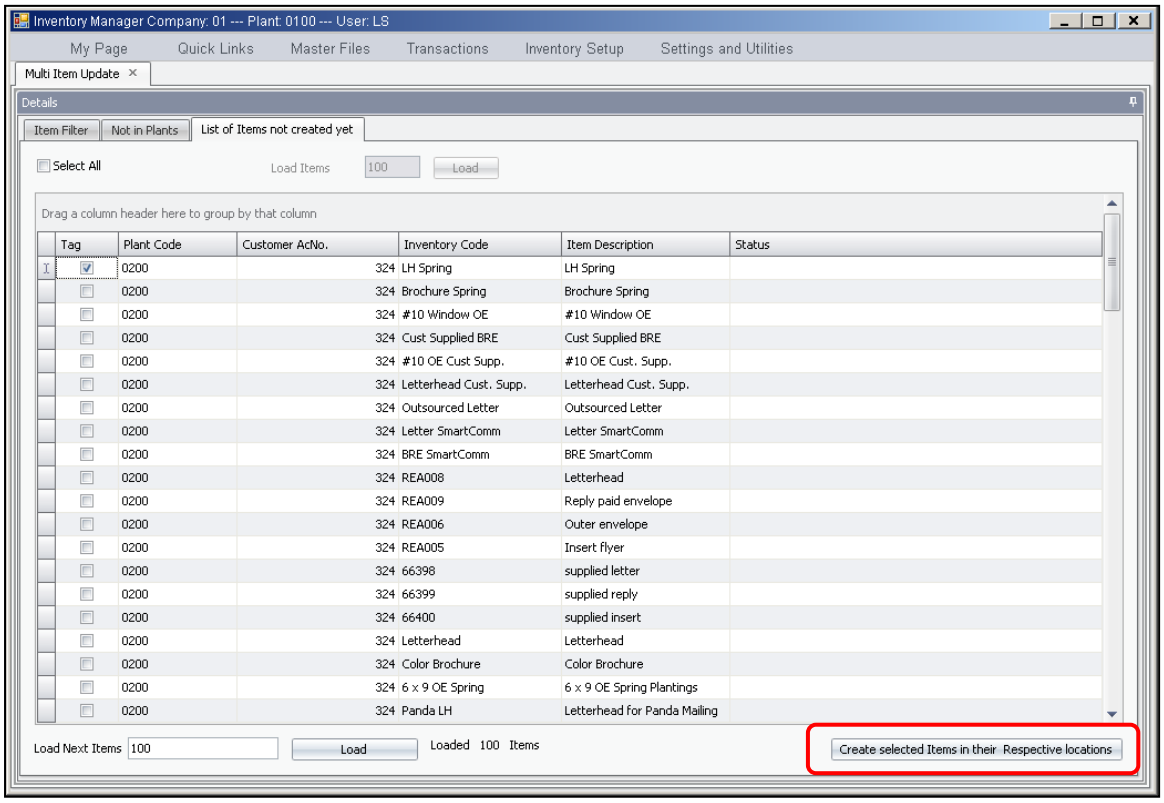
List of Items Not Created Yet – this will load the items that have the filtered criteria. Click the **Load** button to load all items that fit the filtered criteria set in the first two tabs.



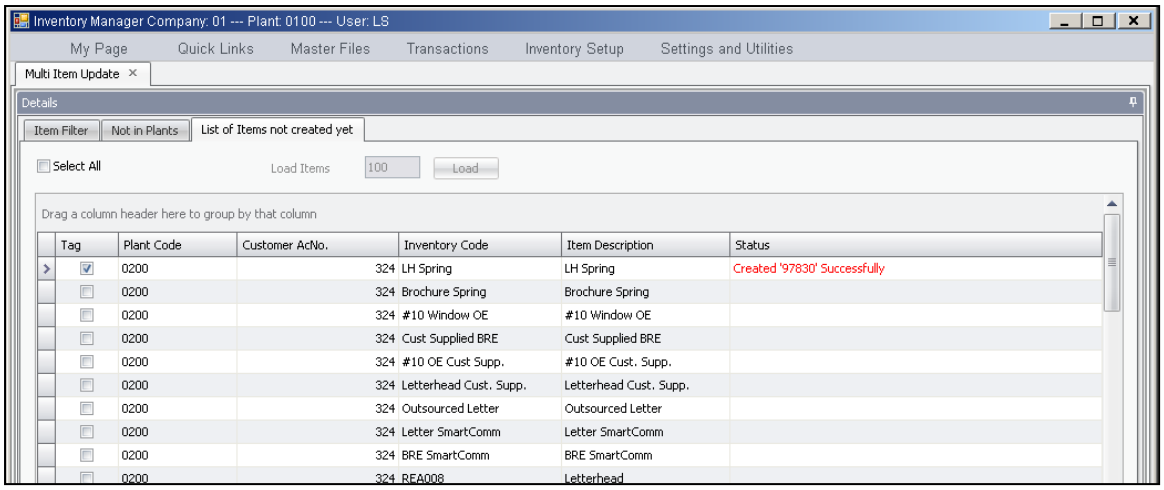
Tag the item(s) that need to be created with the same StkHeader Code in the other plant(s).



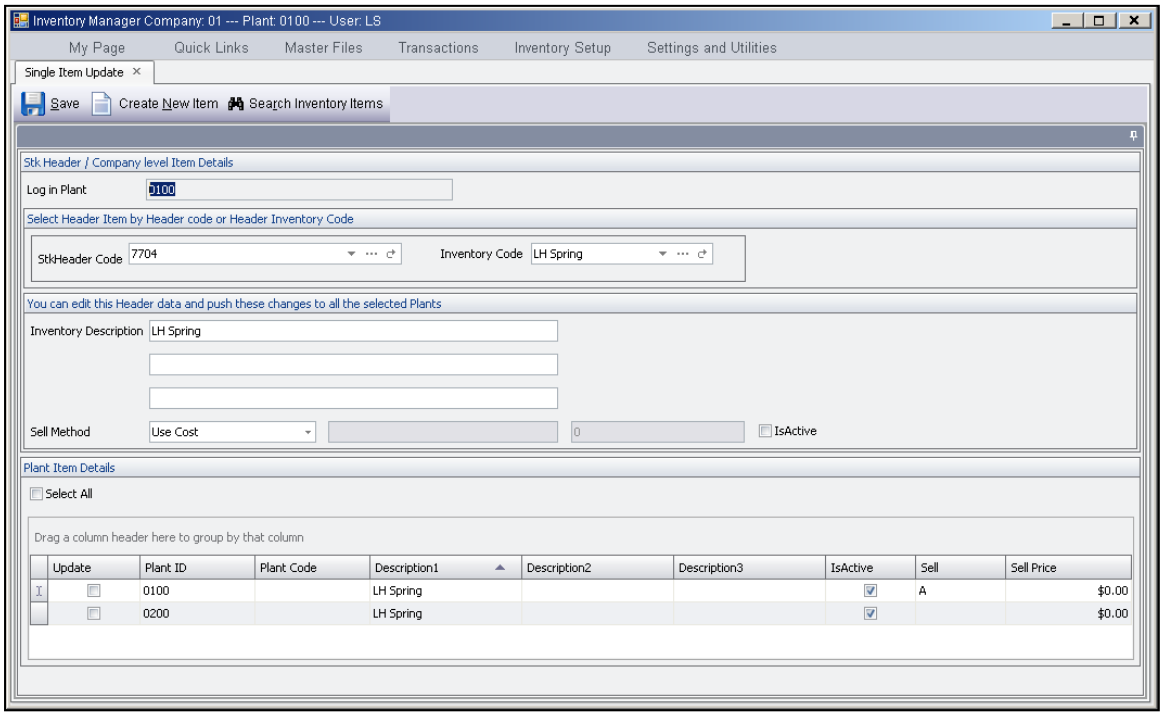
Once the items are tagged that the user wants to clone to the other plants in the database, click the **Create selected Items in their Respective locations** button in the lower right corner of the screen.



The tagged item(s) will display a status with the new item number of the identical material containing the same StkHeader Code that was created in the specified plant as a result of the cloning process.



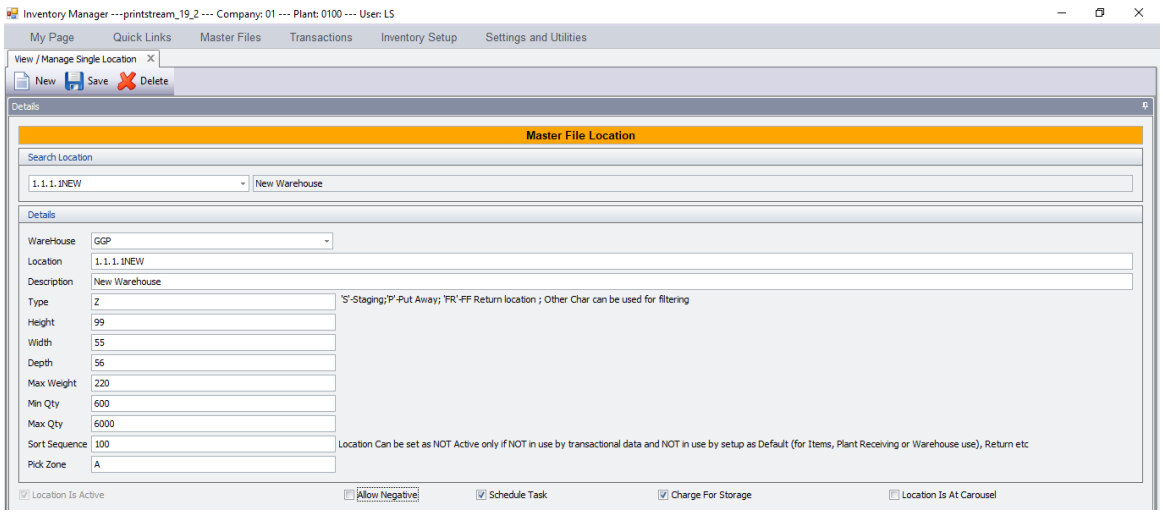
Looking at the results of StkHeader Code in the **Single Item Update** feature, we now see that the item exists in both plants, and the two entries have the same StkHeader Code.



Location Builder

Add/Manage Single Location

This screen is used to add or manage (edit or delete) a single existing location. When the menu is launched, the screen that displays has three icons in the horizontal menu bar at the top – **New** (to create a new location); **Save** (to save the new location or a change to the existing location); and **Delete** (to delete an existing location). The Search Location field will assist the user in finding an existing location that needs managed. The drop-down will display all the locations in that plant. Begin keying in the location description and when displayed in the drop-down box, select with the left mouse click.



The fields that display are:

Warehouse (optional) displays the selected warehouse.

Location (required) displays the location code and description for this location.

Description (required) displays the description of the location.

Type (optional) is used to define a location type (what the location is used for) and is used in many of the search screens. The three pre-defined system location types are: S-Staging; P-Put Away; and FR – Fulfillment Return location. Other user-defined characters may be used for filtering.

> Staging is intended to be a predefined area of the warehouse that is used for holding material for transfer to a more permanent location. This is typically used in a Production facility where the warehouse transfers the inventory to a staging location and then the production material handler picks up the material from that staging location and distributes it to a machine or production floor area (i.e. digital press or inserter).
>
> Put Away is a predefined area of the warehouse that is used to hold incoming material for transfer to its storage location. As the stock comes off the truck, it is received into a Put Away location until it can be transferred to the location in which it will be stored. Skids that are received into the Put Away (P) locations will generate a Put Away ticket in addition to a skid ticket. It also creates a Put Away task in Scheduled Tasks.
>
> Fulfillment Return Location is a predefined location for the automatic return of stock from shipped orders being voided in the shipping screens.
>
> These locations are all considered to be temporary locations and stock should be transferred out of these locations as soon as prudent to do so. There are certain transactions that cannot occur with a location type of Staging, Put Away or Fulfillment Return. Stock should not be stored in any of the locations that are of these types.

Height, Width and Depth (optional) are fields that define location dimensions. The height of the location is important to the system during a receipt of an item, as the system when queried will only look for a location height that is needed to store the incoming item.

Max Weight (optional) sets the maximum weight for a location. The weight of the location can be used to determine if a location can accept an Item based on its weight.

Minimum Quantity and Maximum Quantity (optional) are fields that define the minimum and maximum quantities for a location during a transfer transaction.

Sort Sequence (optional) used in the Fulfillment Pick Ticket to order location walk sequence when picking items.

Pick Zone (optional) used in Fulfillment Wave Picking to store value for the Location while Filling Slots with Inventory for released Picks in Wave Picking.

Across the bottom are three additional optional controls:

Location Is Active – allows locations that are no longer in use to be marked as inactive within the system. This will remove the location from view when inventory is being created or inventory being received in. The option to inactivate the location from being used can be found within both “Add/ Manage Single Location” and also “View Manage Multiple Locations”. The system will allow the inactivation only if the location is not linked to an item or does not have any quantity located on it, if it does the option will be grayed out.

Allow Negative – when this is checked, items created using this location as the default location can go below zero.

Sort Sequence – used in the Fulfillment Pick Ticket to order location walk sequence when picking items.

Schedule Task – when this is checked, the location when used in a new item as the default location with a minimum level quantity set, an issue that causes the location quantity to fall below the minimum level will generate a Transfer task which will display in the Schedule Task screen.

Charge For Storage – when this is checked, the space this location utilizes has a storage charge to the customer.

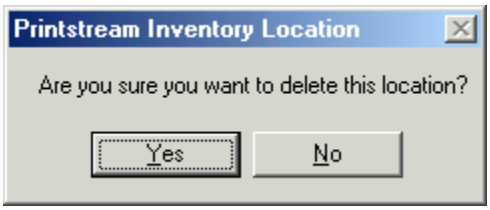
Location Is At Carousel – special location for carousel programming.

To edit existing location fields, click the field, make the necessary changes, and click **Save**.

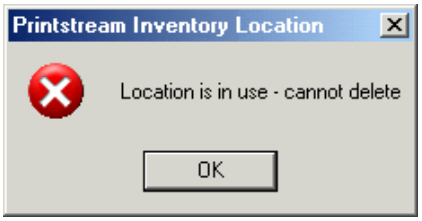
To **add** a new location, click the **New** icon in the horizontal menu bar at the top of the screen. Complete the location code, description and identifying fields and click **Save**.

To **delete** a location, find and select the location in the search bar, then click the **Delete** icon in the horizontal menu bar at the top of the screen.

A message asking for confirmation displays:



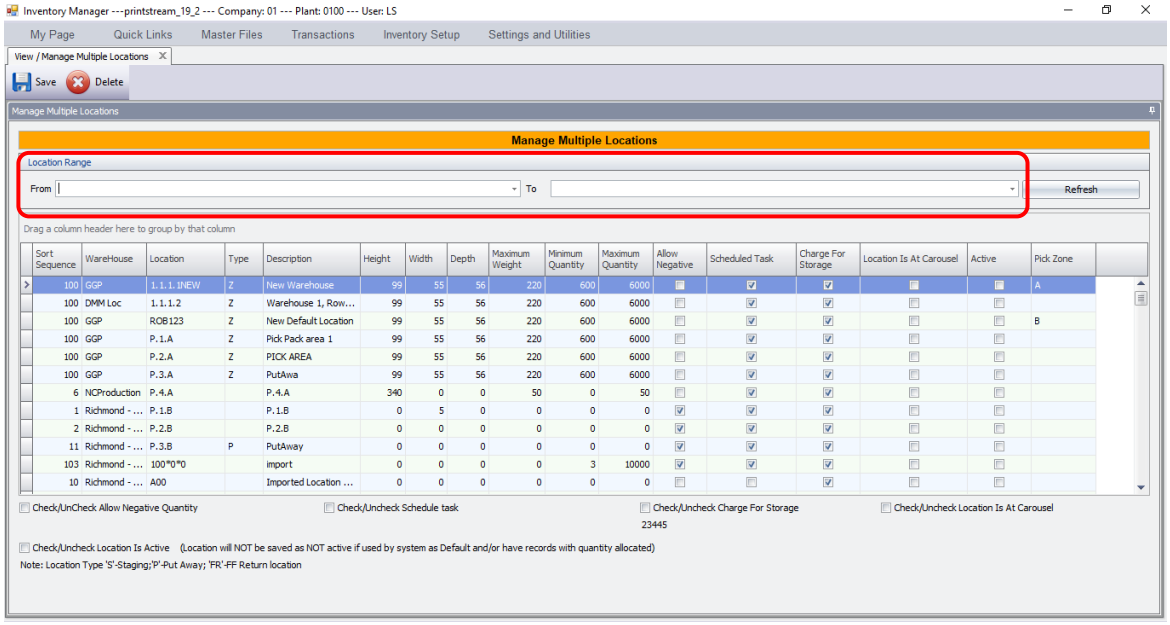
Clicking **Yes** deletes the location. If the location has existing material, the user will receive the following message and will not be able to delete the location. The material will need to be transferred out of the location to empty it of its contents before the location can be deleted.



View Manage Multiple Locations

Clicking the **View Manage Multiple Locations** menu item displays a list of locations in a grid format instead of a single column format as when managing a single location in the previous menu. Locations cannot be added in this screen. Use the Add/Manage Single Location screen to add a small number of new locations or the Generate Locations feature to add a large number of new locations.

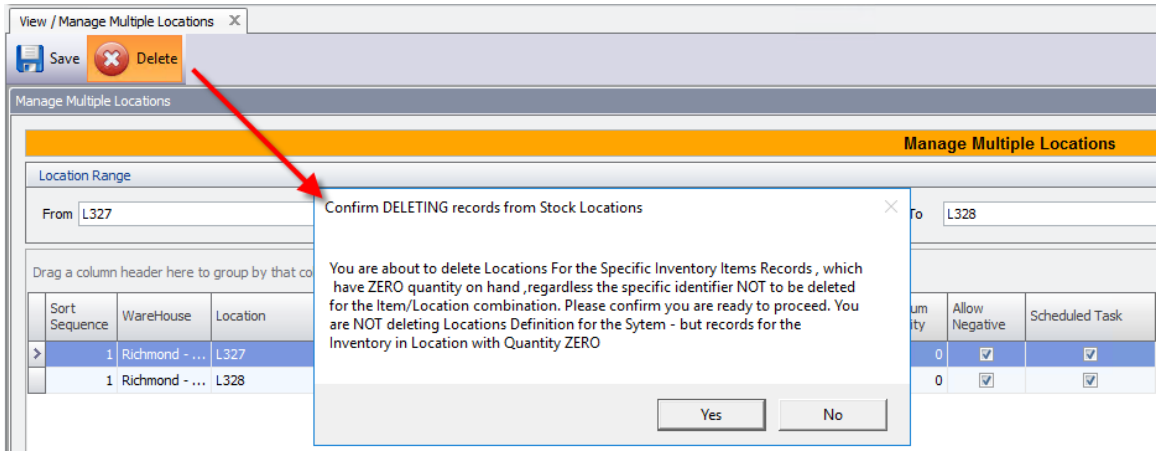
The purpose of the **View Manager Multiple Locations** feature is to allow users to *manage* multiple locations from the displayed details of all locations in the inventory system or for the locations in a set location range at the top of the screen.



Use the .Net programming grid controls to filter and sort the list of locations to assist in their management or enter a location range in the bar above the grid to get only a listing of those locations.

See **Add/Manage Single Location** (above) for details regarding the grid fields, descriptions and functions.

To remove older links to the locations, we added within the “View Manage Multiple Location” a delete button that can be used. The user simply needs to load the locations that are desired, select the location(s) and click on the delete button. The system will ask for confirmation as seen in the below screen shot.

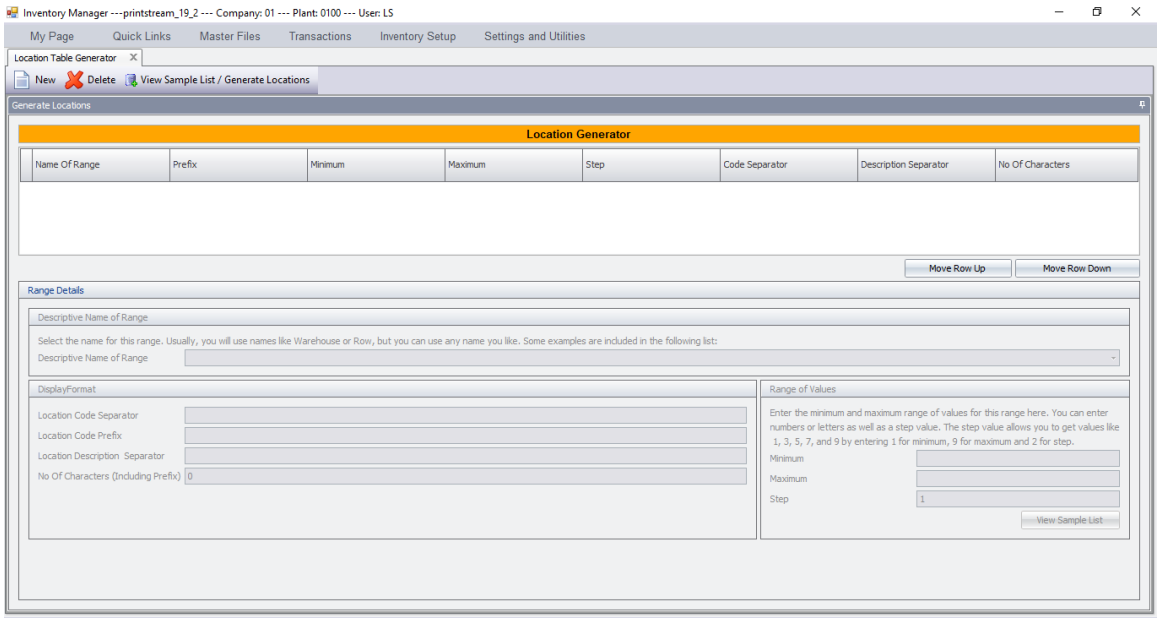


Generate Locations

This menu item provides the user a way to create a number of warehouse locations for which it is time-consuming to create the locations one by one using the Add/Manage Single Location menu.

Overview

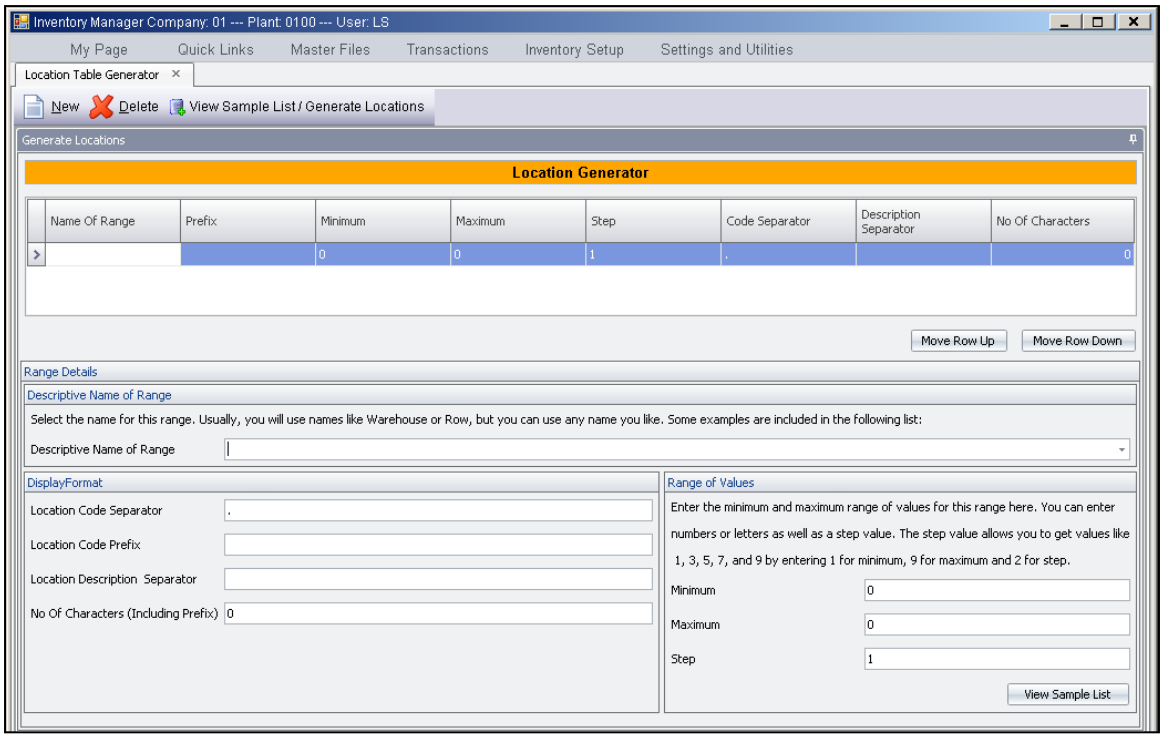
The **Generate Locations** method will be useful in a situation such warehouse building expansion or acquisition which requires the company to erect additional rack locations in the new space *and* in the inventory system. In this warehouse, five rows of racks with each row consisting of 10 racks with three levels will be constructed for storing material. Selecting the menu item displays this screen:



To use this feature, the user needs to enter parameters which allow this feature to generate warehouse location codes and names. A table will be created from the data entered which the user can then review to determine if the generated listing provides location names and codes that are practical for the company. This detailed listing can be edited and saved into the PrintStream inventory system.

Setting Parameters

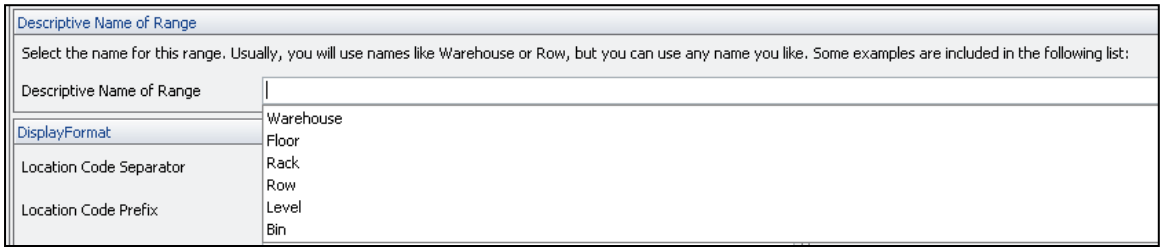
Step one is to set the parameters that will create the location code and description. Click the **New** button in the horizontal menu bar at the top of the screen. A 'range' row is added to the top grid below the column headers for the parameter settings.



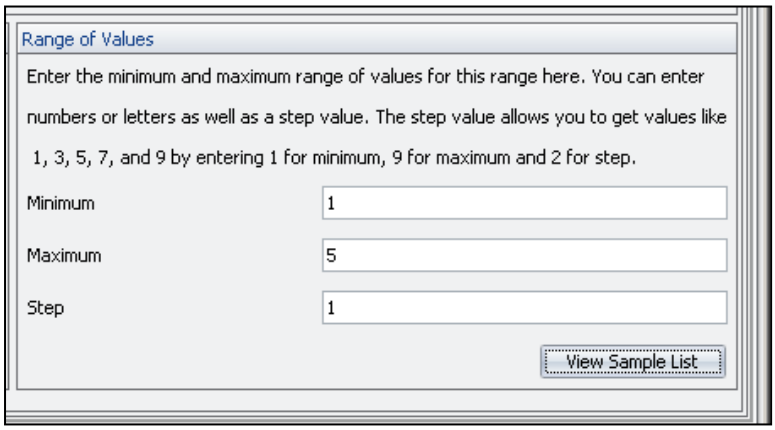
To set the parameters for the new space, the first parameter will be **row**, the second will be **rack** and the third will be **level**. These descriptive spacers can be anything that fits your company's needs and terminology.

The program has provided some descriptive names for ranges which can be used, or the range can be given a user-defined name in the **Name of Range** field (in white in screenshot above).

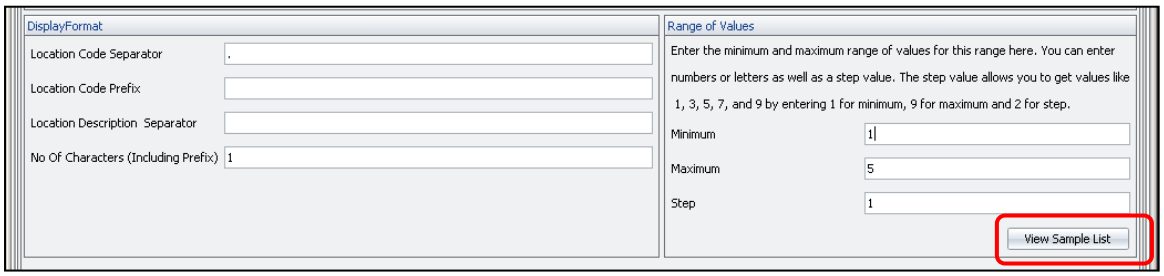
To select one of the program's descriptive range names, choose the name from the drop-down list. Some available pre-defined options are **Warehouse**, **Floor**, **Rack**, **Row**, **Level**, **Bin**. In our example, we will select **Row**.

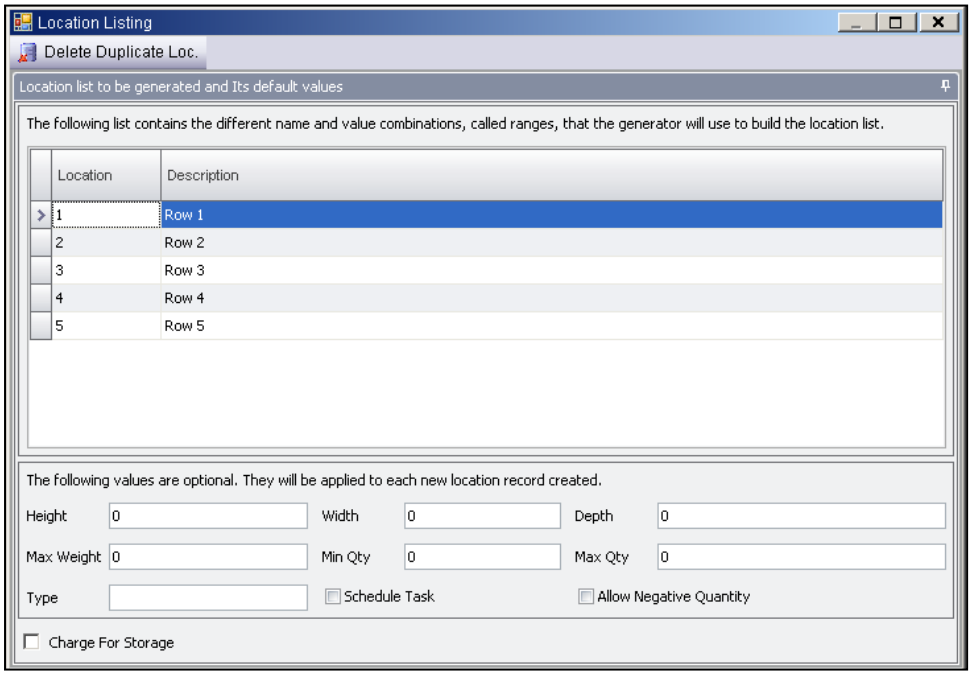


In the **Range of Values** area, we want to set the minimum and maximum range that is permitted during the generation of our locations. Since we are building our locations in five rows, we want to enter the minimum of one (1) and the maximum of five (5) in the value fields for the row definitions.



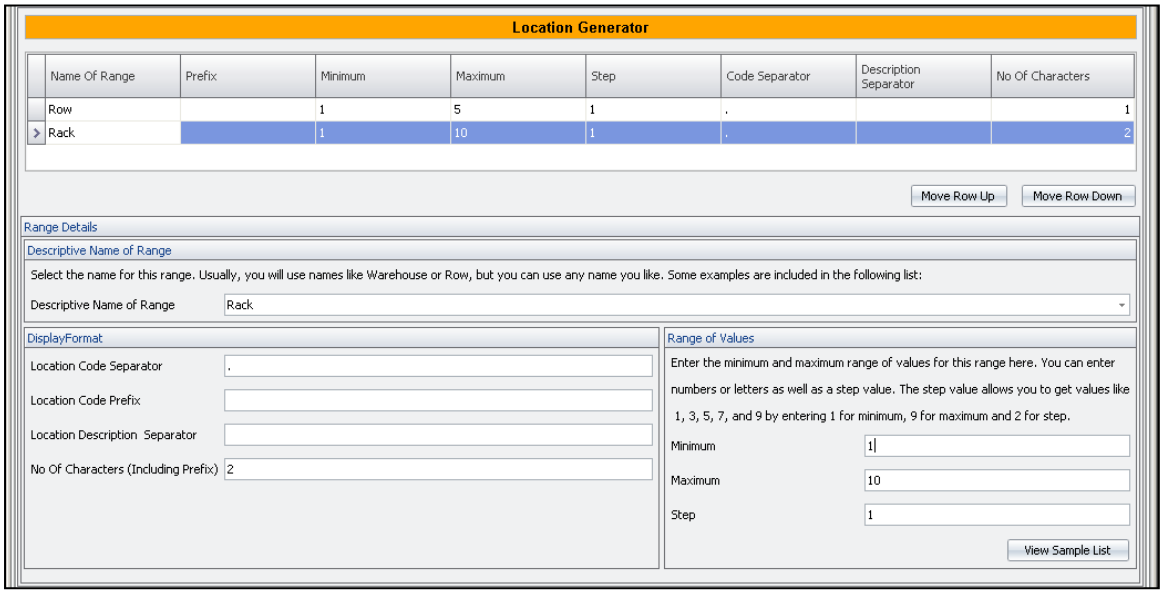
Enter the number of characters (including prefix) which we will set at one to get a sample list by clicking **View Sample List**.



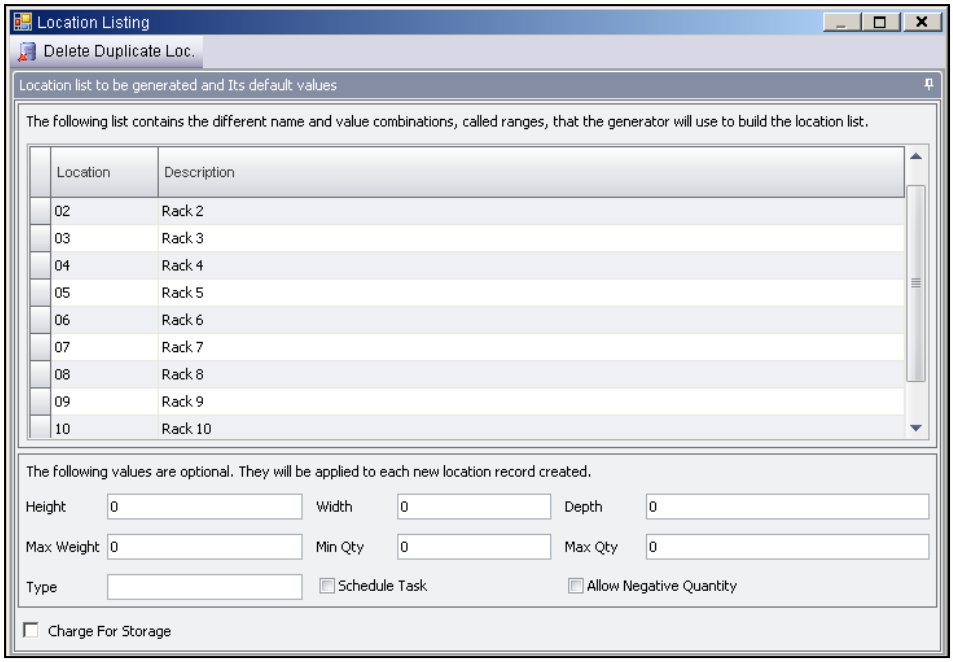


We will now add our next range which will be our **Rack**. Click the **New** icon, select the Descriptive Name of Range from the pre-defined list or create one in the green field in the newly added parameter row.

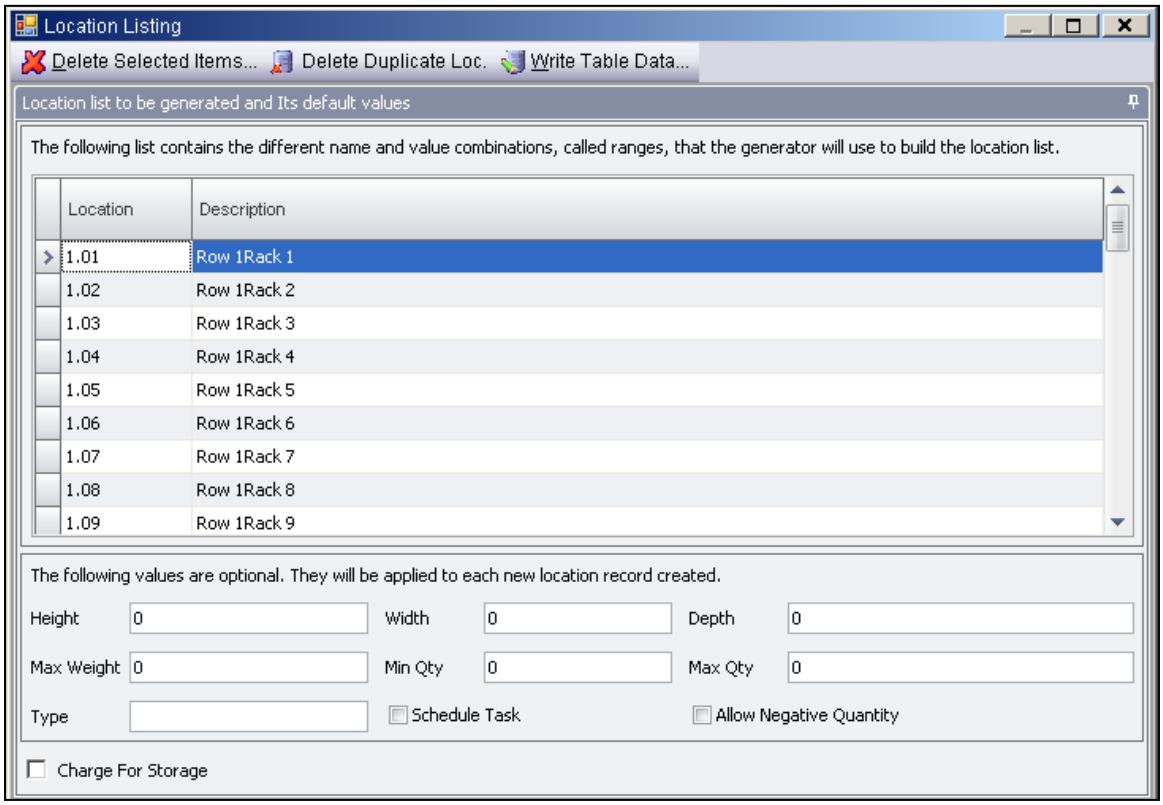
This is an example of our settings:



The space has 10 racks in each row, so our minimum range is one (1) and our maximum range is ten (10); we will set the number of characters at two, since 10 is a two-digit number. Clicking **View Sample List** shows us our newly created parameter list:

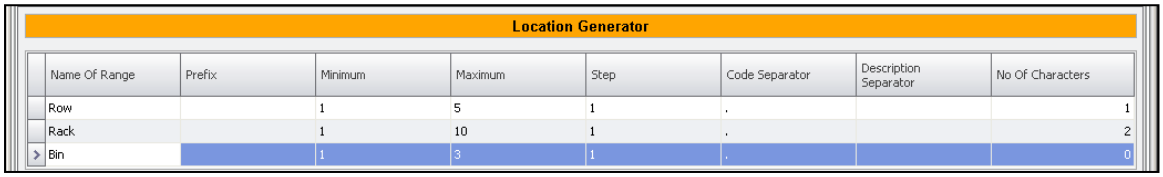


Clicking the **View Sample List/Generate Locations** button in the horizontal menu bar at the top of the screen shows us the inventory locations that will be generated based on the two range parameters we have set.

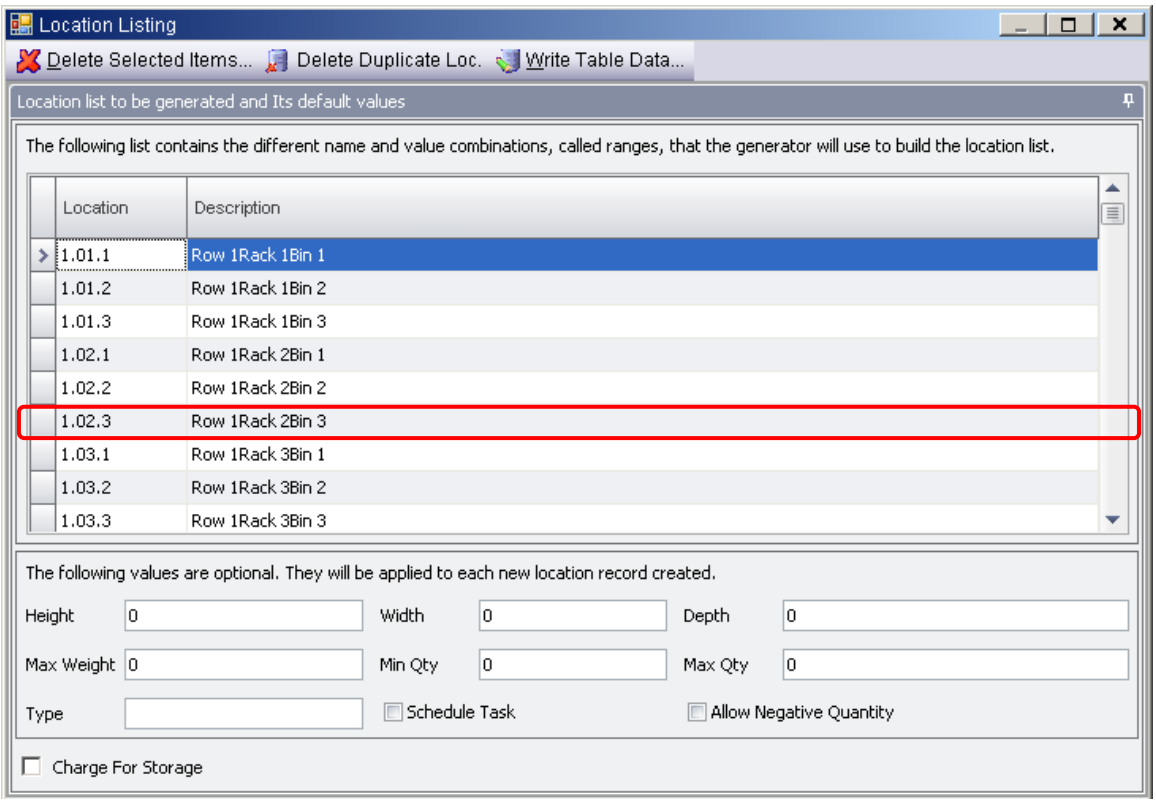


For each row, there are ten racks, and the location code includes a single-digit for the row with a two-digit rack to make up the locations as the program will create them when we are ready.

Set the last parameter to finish the location parameters. Click **New** and select a pre-defined value from the drop-down selections or create a new one.

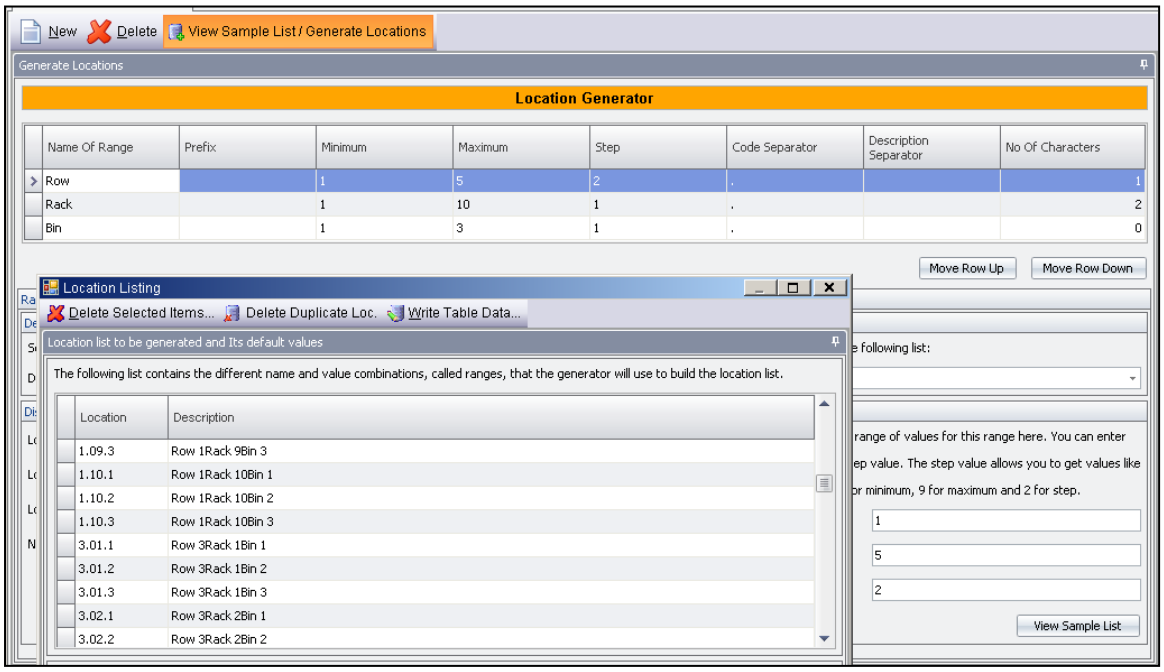


This screen shows a user-defined range name of **Bin** with a minimum range of one (1), maximum range of three (3) and a change to the code separator on the line above from a period to an asterisk. Clicking the **View Sample List/Generate Locations** button in the menu bar displays our list:



The parameters can be alphabetically coded instead of numerically coded. The number of characters that are selected for each name range determines the look of the location code. For example, if the user chooses to have a three-digit rack characterization, for the red-boxed location in the screen above, the code would then be: 1.002.3. Make sure there are enough digits in the number of characters to allow for the minimum and maximum values for each range (i.e., maximum of 10 racks would not list a 10 if the number of characters is set at one (1). The '10' would list as '1' due to the character limit. Other options are to **Delete Duplicate Locations** and **Delete Selected Items**.

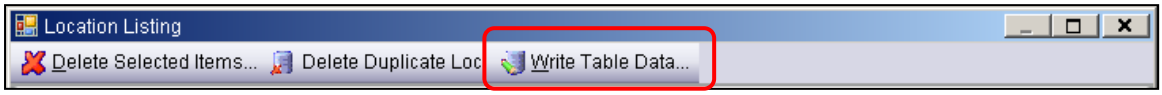
The **Step** field in the **Range of Values** provides the step sequence for the location creation. If the Step is set at one (1), the locations will be one digit apart. If the Step is set at two (2), the locations will be two digits apart. Our listing jumps from Row 1 to Row 3, bypassing Row 2 because we have entered a Step of two (2).



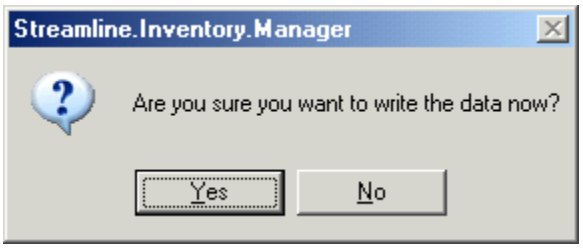
A location code prefix can be set to indicate Warehouse A with Row 1, Rack 1, Tier 1, so that Row 1, Rack 1, Tier 1 can also be used in Warehouse B.

The new locations are now built but have not been written to the PrintStream tables. At this time the user may still go in and edit the locations, change parameters, view the results, delete selected locations or delete duplicate locations that may have been built as a result of parameters that were set (i.e., using a number of characters of one (1) when building 10 of something, which will result in the 10 only displaying/saving as 1).

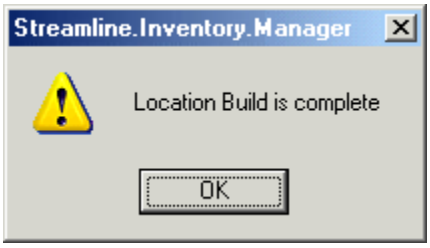
Once users are happy with the results of the parameters set and the locations built, the next step is to write the new locations to the table. Click **Write Table Data**.



A message will display asking for confirmation.



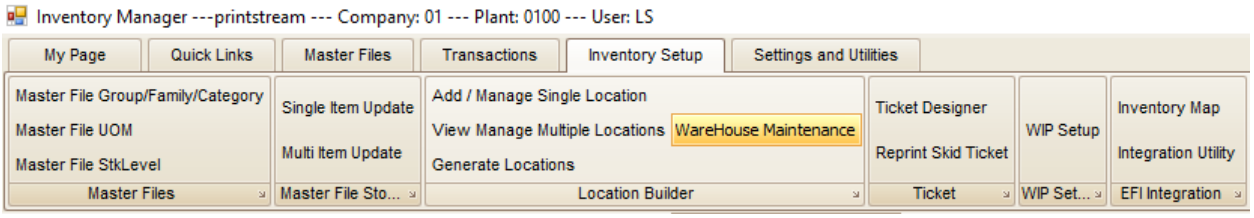
Clicking **Yes** builds the locations and the user will receive this message:



Warehouse Maintenance (Add-on Feature)

Use this area to setup new and manage existing warehouses. This is an Add-on Feature available for purchase.

* *This program will need to be enabled by a PrintStream Support Rep in Master Files Reports > Features to Purchase > Generic > Add ability to define Warehouses and Routing.*



Please refer to the PrintStream Warehouse Maintenance - Order Routing User Guide for details regarding this Add-on Feature.

Ticket

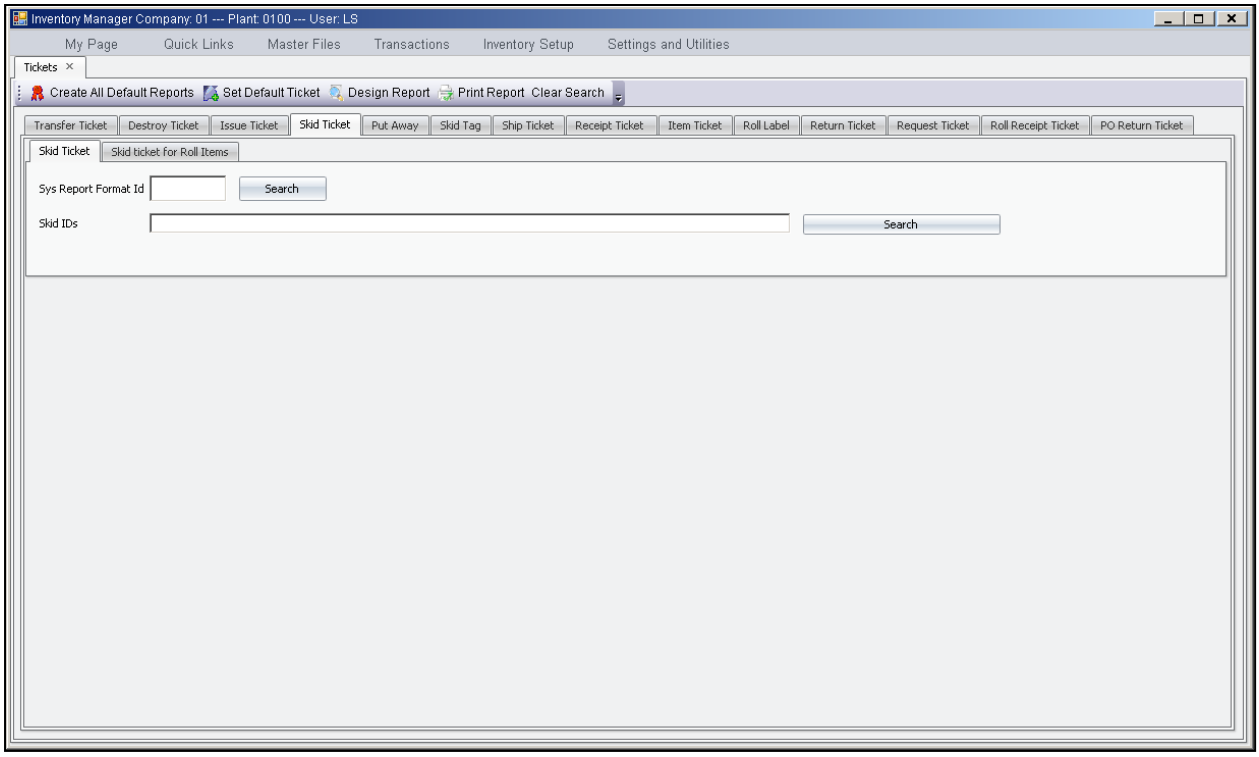
This area of the Inventory Setup programs provides users tools to design inventory tickets, set up default inventory tickets and reprint skid tags or tickets.

Ticket Designer

To access the Ticket Designer program, open the program located under the **Ticket** menu within the **Inventory Setup** main menu in the dot-net Inventory Manager program.

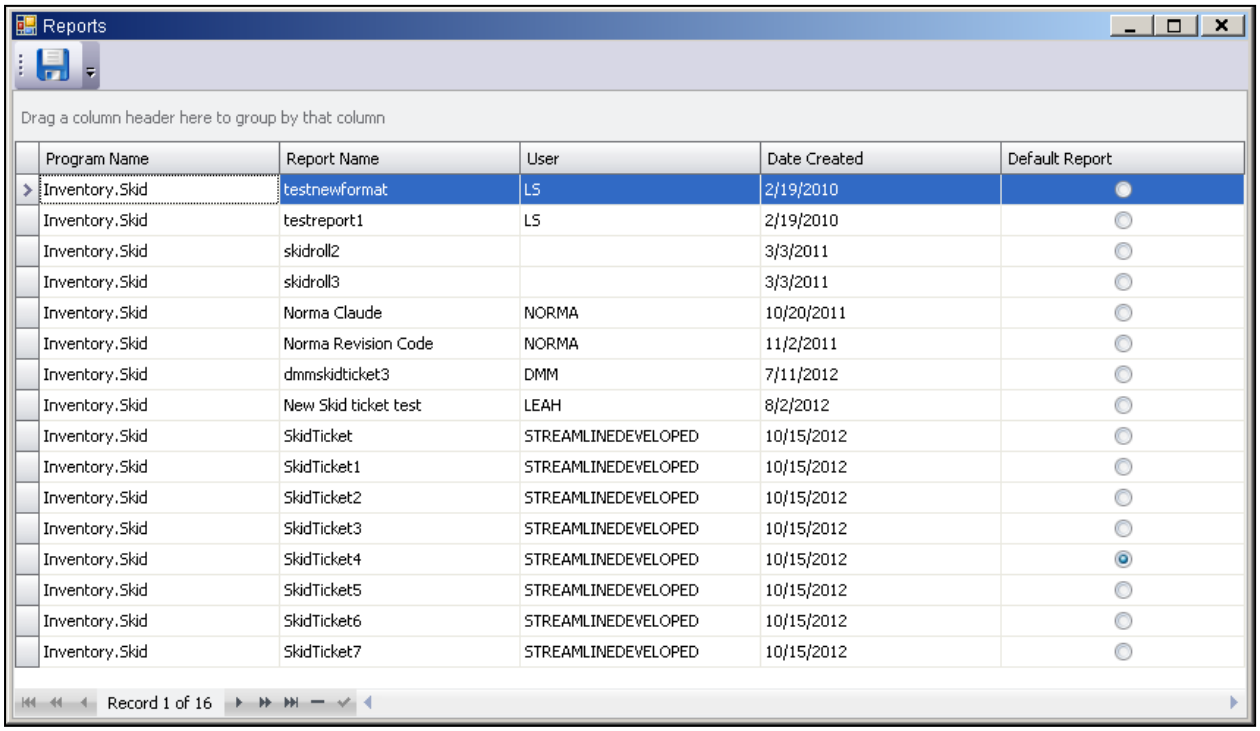
The purpose of the Ticket Designer program is to manage inventory tickets and make creating user defined tickets easy. The Ticket Designer deals with inventory documents that are used by the .net inventory programs. The specific documents are listed on the individual tabs. There are 13 separate documents that are used in the .net inventory system. The Ticket Designer allows users to design their own documents or edit existing documents.

When the Ticket Designer program is launched from the Inventory Manager Settings/Utilities menu, the default screen shows the 13 tabs across the top.

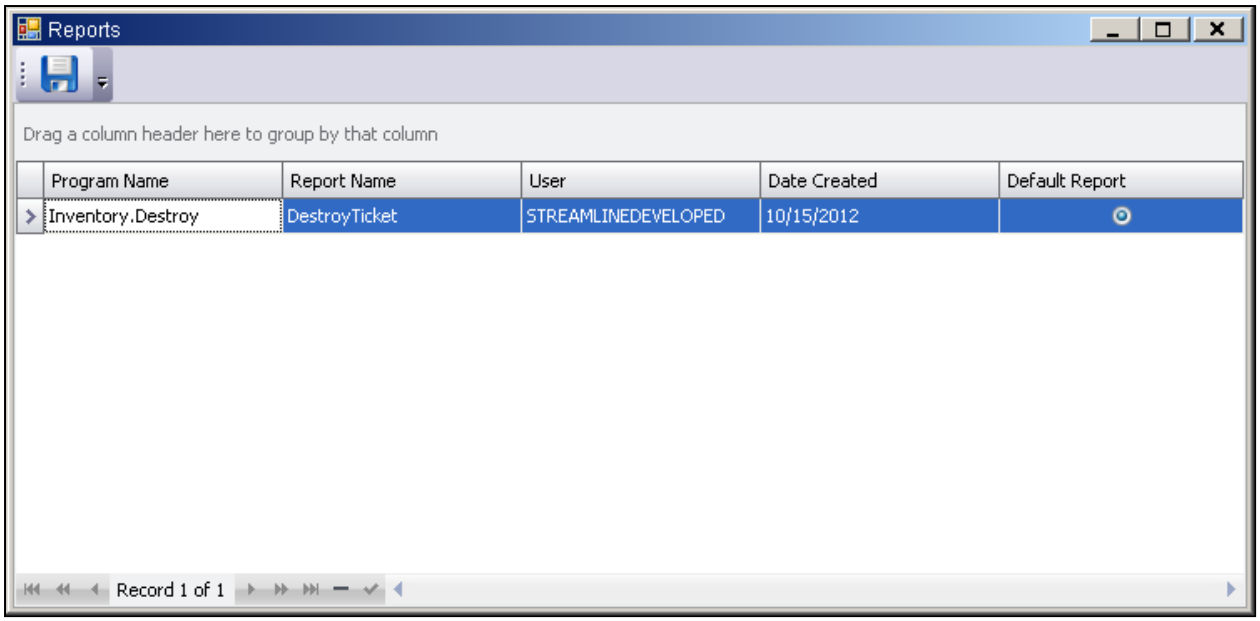


Clicking any of the ticket tabs (example shown above is Skid Ticket) will display a screen relevant to that ticket type.

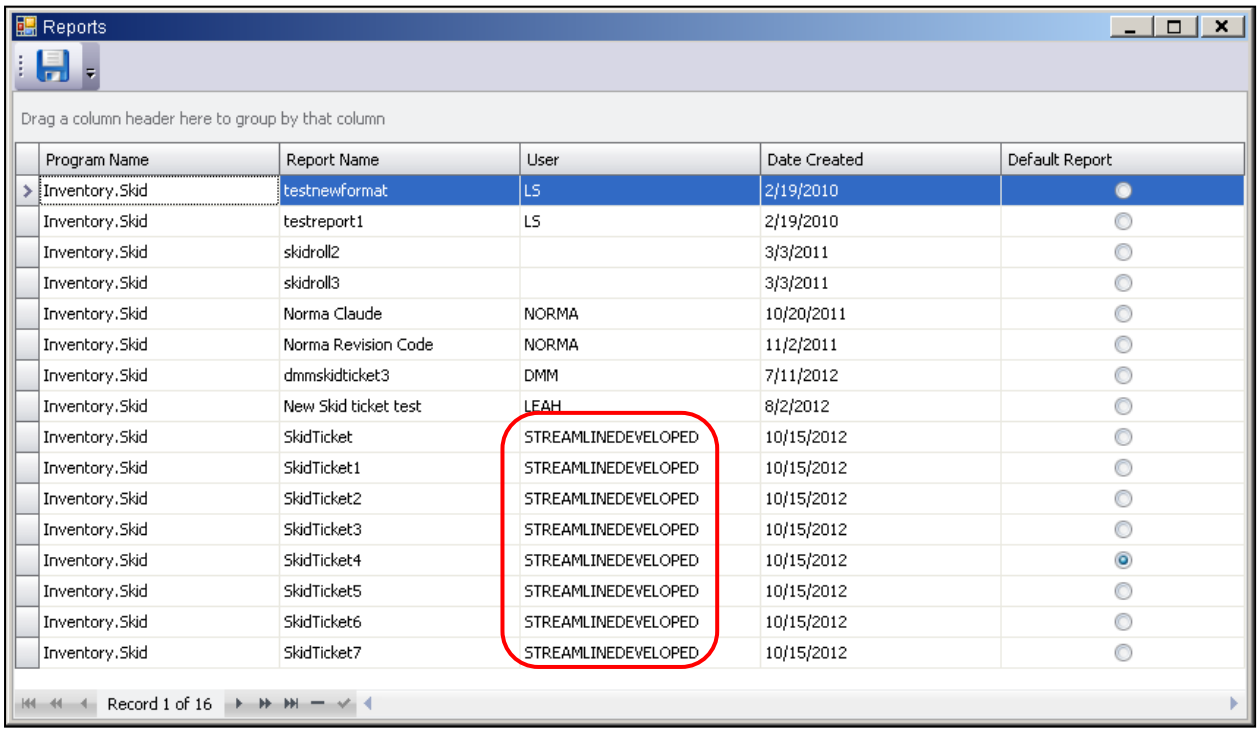
Clicking the **Search** button next to the **Sys Report Format Id** field displays a list of available documents for this ticket type.



All of the documents have the **Search** button, but not all have more than a single ticket option. An example of a ticket with only a single ticket option is the Destroy Ticket.

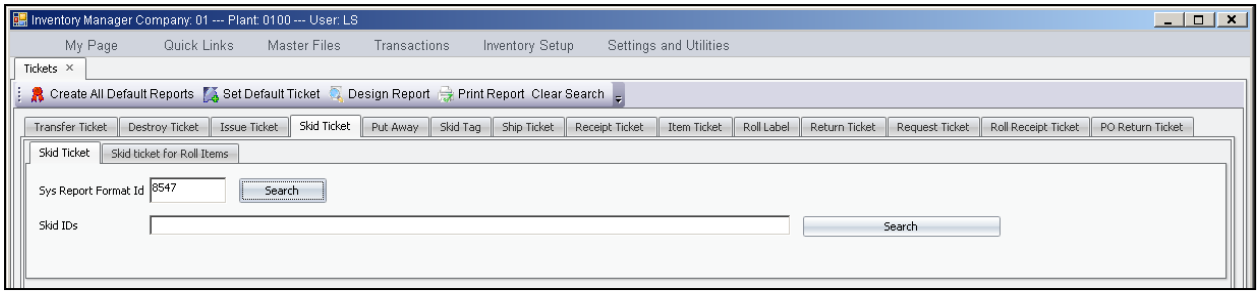


There are system reports that have been created by Streamline Development (shown under the **User** column heading), so users do not have to create their own reports; however, they *can* create a document that more specifically meets their needs by using the Ticket Designer.

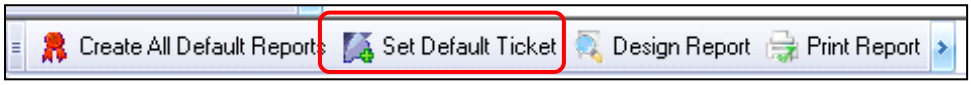


The **Default Report** radio button provides the user the option to select the default report for the system from the list of available report options.

Double-clicking one of the ticket versions displayed in the grid will populate the System Report Format ID for that particular version of the ticket type selected.

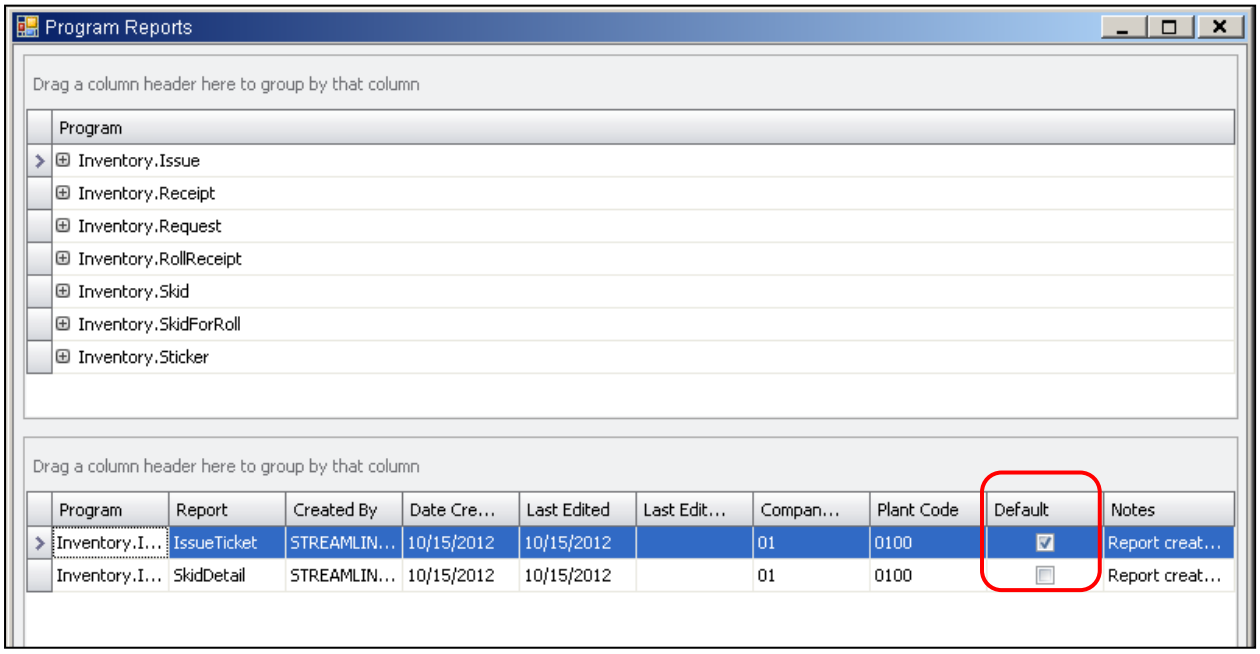


Setting the defaults on all reports at once can be done more simply by using the option in the menu bar **Set Default Tickets**.



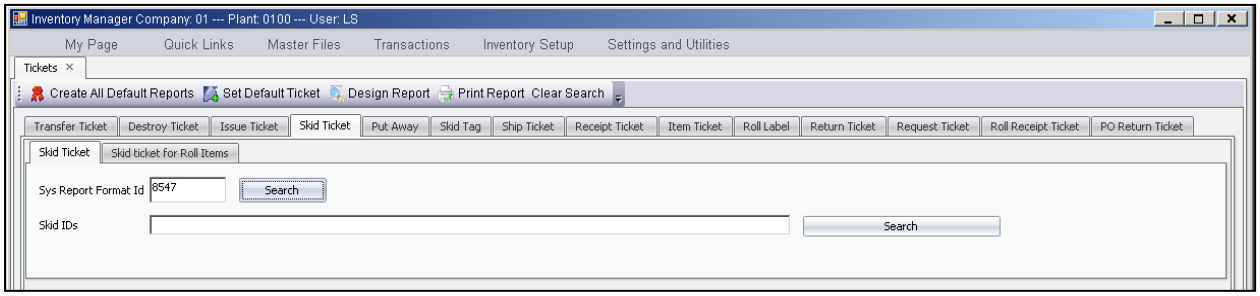
This screen shows all documents that have multiple versions. If they only have a single version of the ticket, they will not appear in this screen as the default will automatically be set for the single version available.

Note the Inventory Destroy ticket is not listed under the Program Name because it has a single version available.

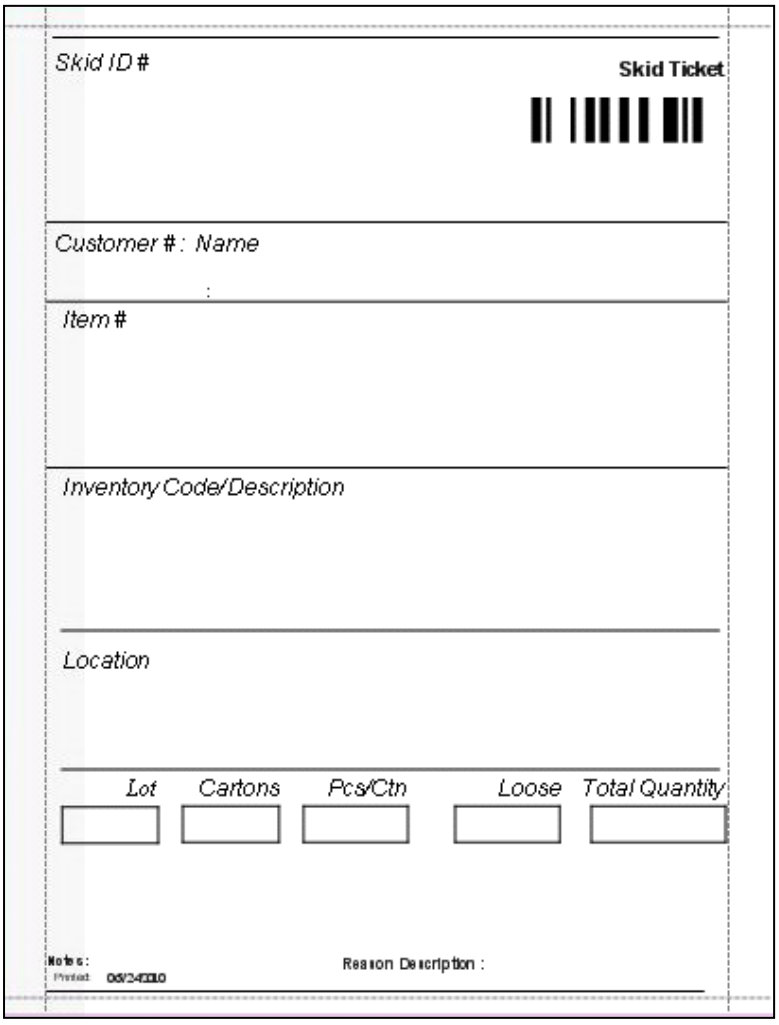


For documents that have multiple versions, selecting the ticket name in the top of the screen will display all the versions for that document in the lower half of the screen. In the above screenshot, the selected ticket is the Issue ticket, and the lower half of the screen shows each available Issue ticket. The default report is selected by checking the box of the report line in the Default Report column.

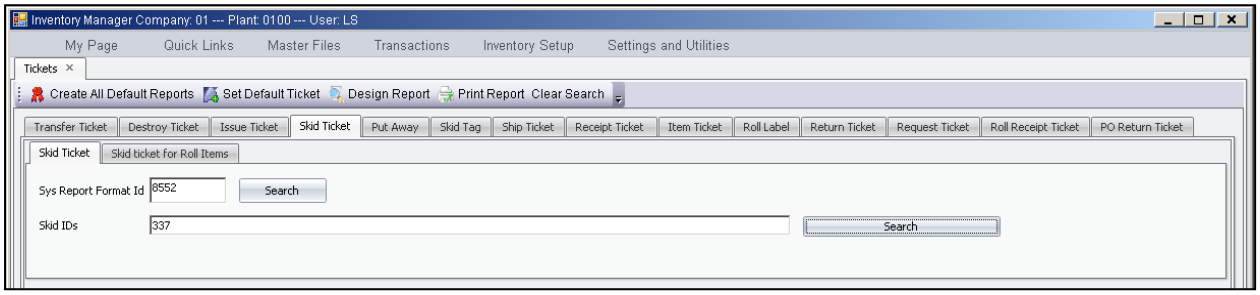
To view a document to see what it looks like when it is printed from the inventory system, go to the tab for that ticket, select the version of that ticket from the list provided by double-clicking the line for that version. This populates the System Report Format ID number in the screen.



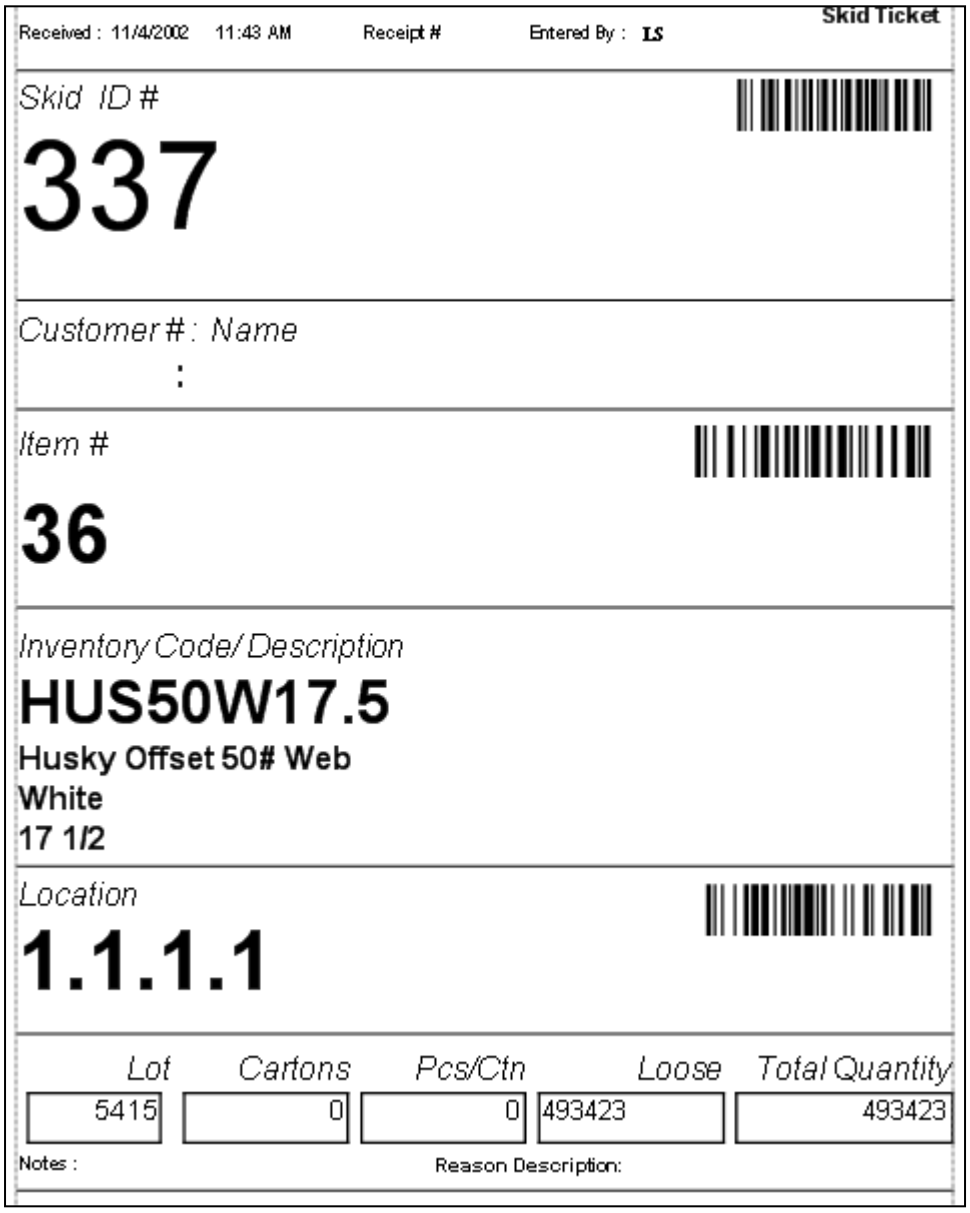
The document may be viewed by clicking **Print Report** in the horizontal menu bar at the top of the screen. The report will display without any data.



To view the report with inventory item data, enter data in one of the fields below the System Report Format ID. Use the **Search** button to help you locate a record for a specific inventory item, double-click the line and select **Print Report** in the horizontal menu bar at the top of the screen. The report will display with data relevant to the loaded data information.

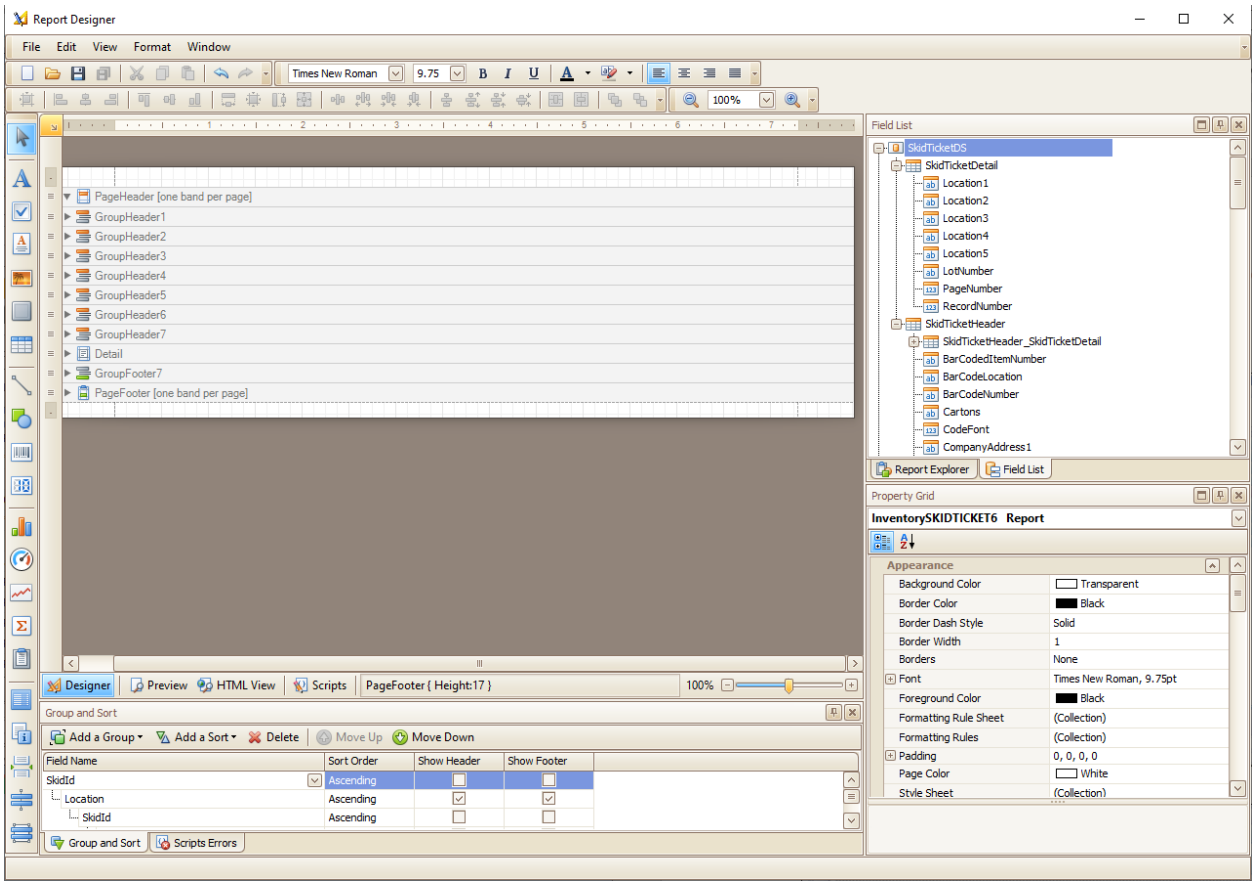


The skid ticket with the relevant data loaded:

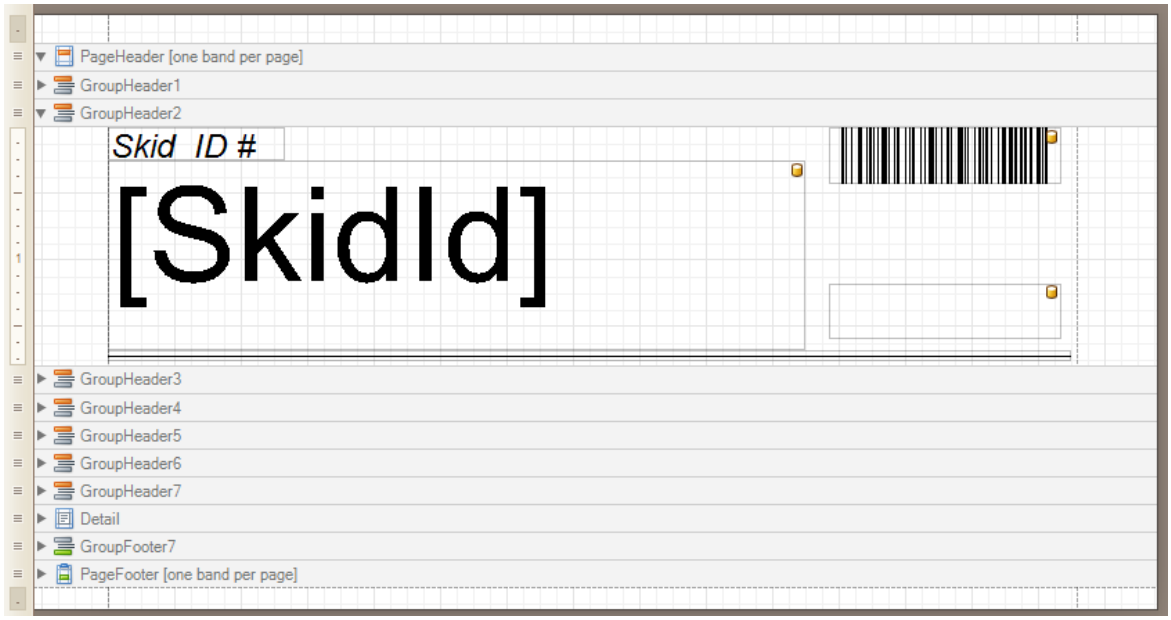


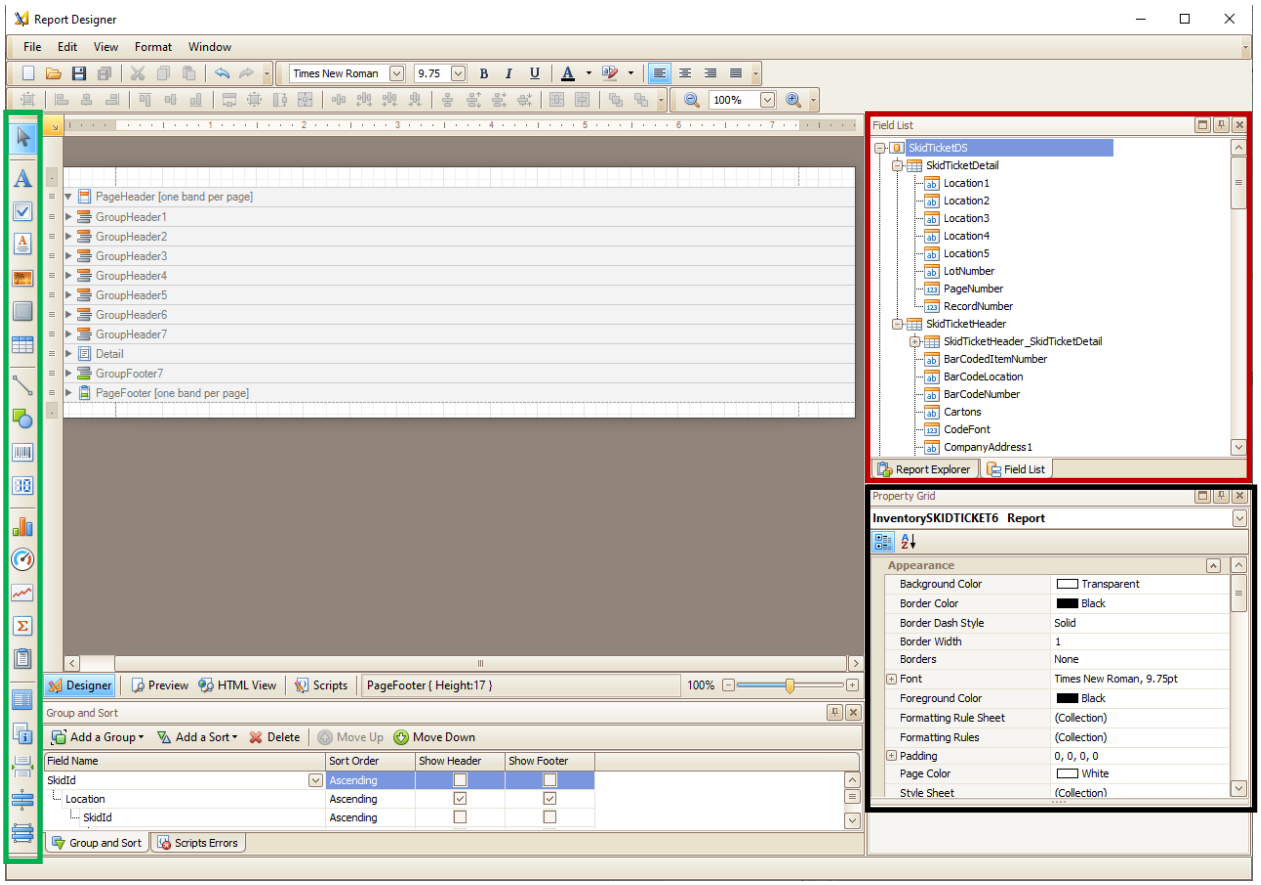
To edit or create a new report, first choose one of the versions of the report as the starting point. Click **Design Report** in the horizontal menu bar at the top of the screen. The Report Designer displays the currently selected document. You can add fields into the screen; the boxes indicate the size of the field and can be moved or resized.

There are numerous bands for report-designing that are available depending on the ticket being edited. For example, the skid ticket with the ID of 720 shows nine different bands containing data. Open the bands by clicking the + sign on the left of each one if the data is not displayed.



Expanded group heading:





A list of fields can be dragged and dropped into the document and positioned and sized. The fields are located under the **Field List** tab in the right upper panel of the Report Designer screen (see red box in screenshot above). There are standard controls which provide optional graphics, check boxes, picture boxes, etc. which are found in the panel on the left of the Report Designer screen (see the green box in screenshot above). And there are appearance controls as well which allow users to change the font type, font size, font color, background color and other attributes (see black box in the screenshot above).

At the end, the edited or newly created report can be saved as a new document or saved as the existing document.

The **Create All Default Report Option** brings up the question “Do you want to create all the default reports/tickets in database for the Inventory Module?” Over time, Streamline Solutions may create new reports. Or users may delete a report because they feel they do not need the report only to decide later that they want it back. Clicking the **Create All Default Report Option** button will bring it back. Clicking **Yes** will reload all the system reports back into the database. This feature does not affect the user-defined reports, but only reloads the system reports.

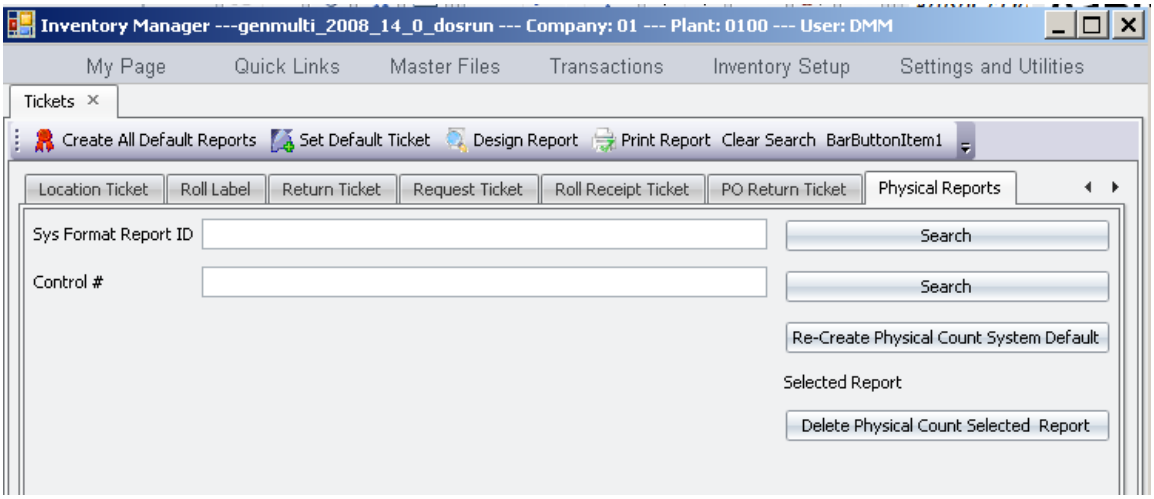
When the system reports are restored, the user must set up the default reports again using the **Set Default Tickets** button in the menu bar. All previous defaults will be removed. The consequence of not designating a default ticket for each of the tickets is that previewing or printing a ticket would produce no results because there are no report links.

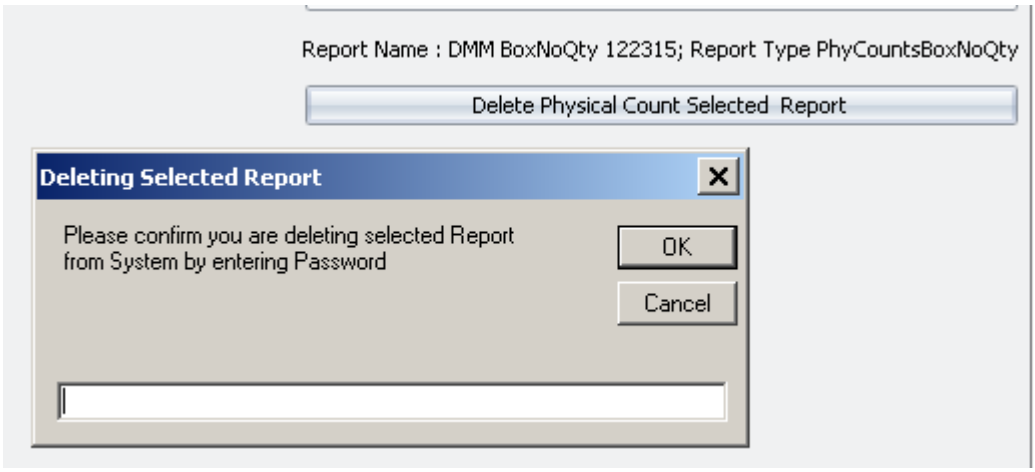
Physical Reports

New features (buttons) have been added to the 'Physical Report' tab of Ticket Designer. This tab is associated with the four different Physical Count Report formats.

First, a new button "Re-Create Physical Count System Defaults" has been added to the tab. This creates/restores the system default Physical Count Reports (and clears the existing default assignments) in the same manner as the previously existing 'Create All Default Reports' button. The difference is that the 'Create All Default Reports' restores all inventory documents and requires new default assignments to be made for all the inventory documents. This new button works only for the Physical Count Reports - the other inventory documents retain their existing settings. Note that after using this button the user must still assign the Physical Count Report defaults using the 'Set Default Ticket' button.

Secondly, another new button "Delete Physical Count Selected Report" has been added to this tab. After the user loads a physical count report format, clicking this new button brings up a password entry screen to confirm the intent to delete that report. When the password is entered then a confirmation message generates and the report is deleted.



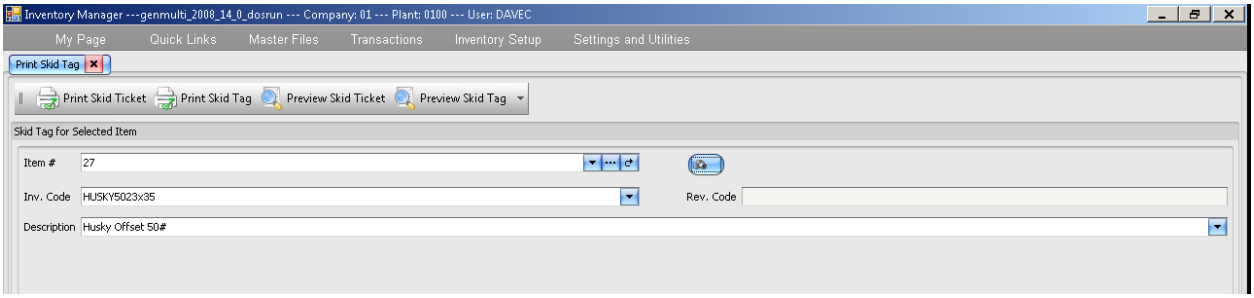


Reprint Skid Ticket

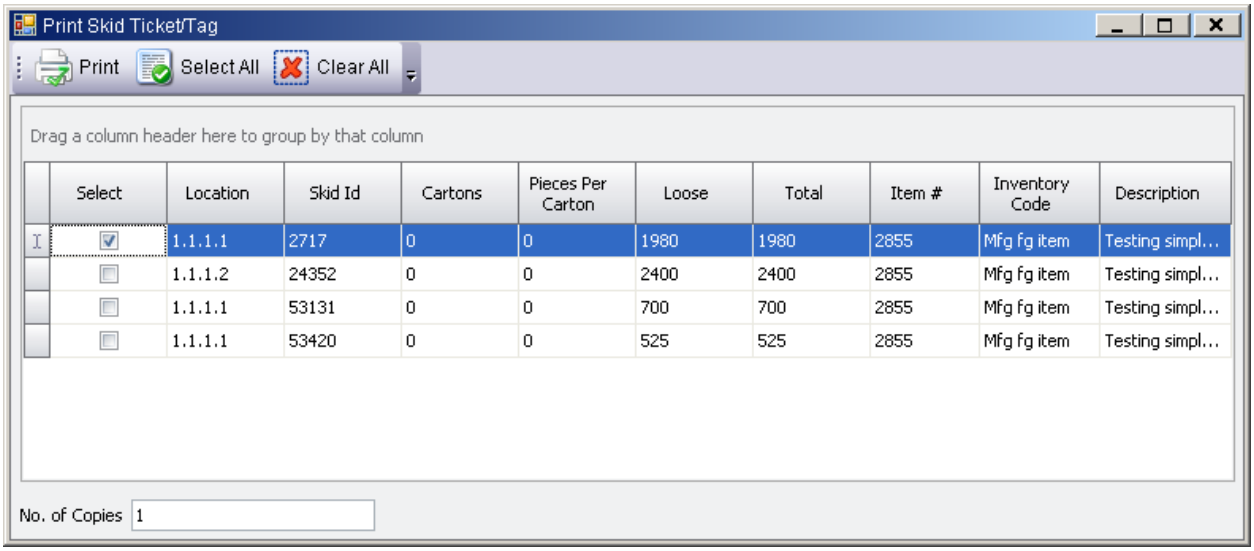
This program (previously located as a Housekeeping item in the VB Inventory Manager) allows users to reprint a skid tag or ticket either for a single item or for a group of items filtered by inventory type, location range, item range or customer.

To access the program, click the **Reprint Skid Ticket** located in the **Ticket** menu bar of the **Inventory Setup** program tab of the .net Inventory Manager application.

The top section of the screen is used to enter a single item to reproduce the skid ticket or skid tag. Enter the item number or Inv. Code and hit the Tab or Enter key on your keyboard which auto-fills the remaining item details. The item number and inventory code along with the three description lines will display.



With the item details displayed for the single item, click the **Print/Preview Skid Ticket** or **Print/Preview Skid Tag** button. A selection screen displays for users to tag the location(s) for the skid ticket or tag reprint of this item. The three icons across the top of the displayed locations that house this item are: **Print** for selecting a printer and printing the skid ticket, **Select All** which is used to select all locations and **Clear All** which deselects all locations for the item. Number of copies may be set in the field in the lower left of the screen.



Skid Ticket:

Streamline Solutions
100 American Way

DETROIT, MI

Entered By: **LS**
Entered Date: **12/5/2012**
Entry Time: **11:49 AM**

Receipt #

Skid Ticket - Inventory Receipt

Inventory Item # **2855**

Inventory Code / Description : **Mfg fg item/Testing simple set up**

Customer **Leah's Account**
Taylor MI 48180

Received From...

Shipped Via...

Job Number:

PO Number:

Skid Notes : Reason Description :

Lot	*Location*	*Skid ID #*	*Cartons*	*Pcs/Ctn*	*Loose*	*Total Quantity*
8253	1.1.1.1	2717	0	0	1980	1980

Skid Tag:

Date 12/12/2007 **Receipt #:**

Item #: 2855 **Skid Id** 2717

Invcode/SKU: Mfg fg item **Lot#:** 8253

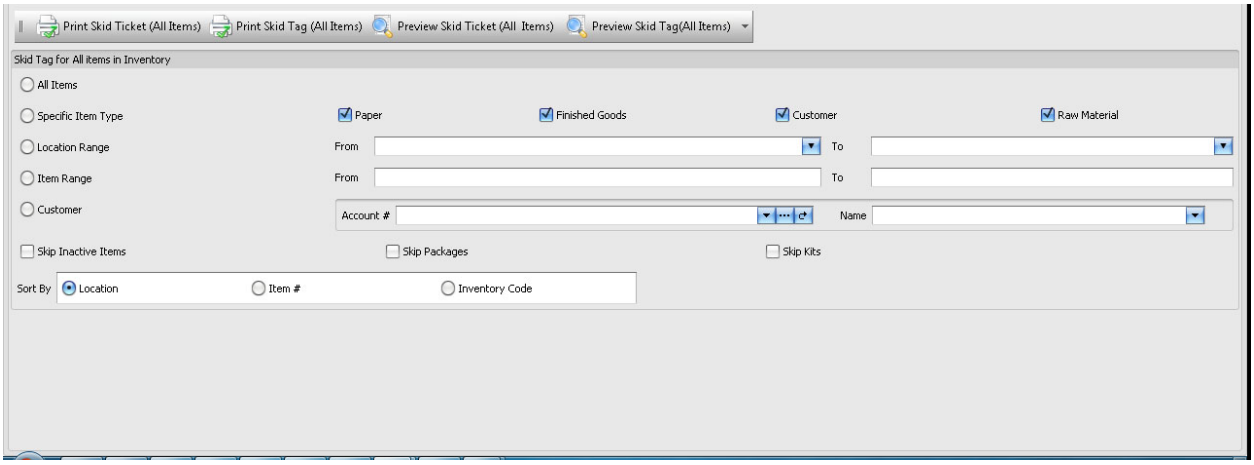
Inv Descr: Testing simple set up

Customer: LEAH Leah's Account

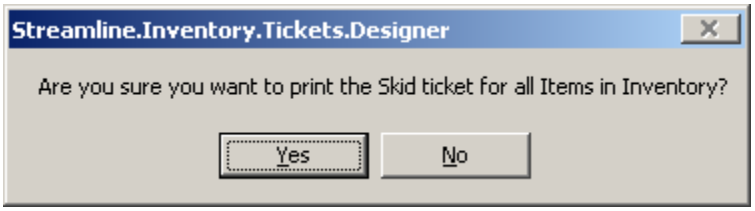
Carton Qty: 0.00

Loose Qty: 1980

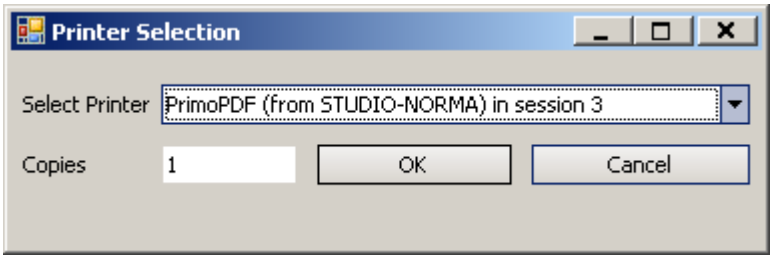
To reprint skid tickets or skid tags for all items that fit the filtered criteria, set the filters and then select the Print/Preview Skid Ticket (All Items) or Print/Preview Skid Tag (All Items).



A confirmation message will display asking if you want to print the skid ticket for all items in inventory. Click **yes** to proceed and **no** to cancel.

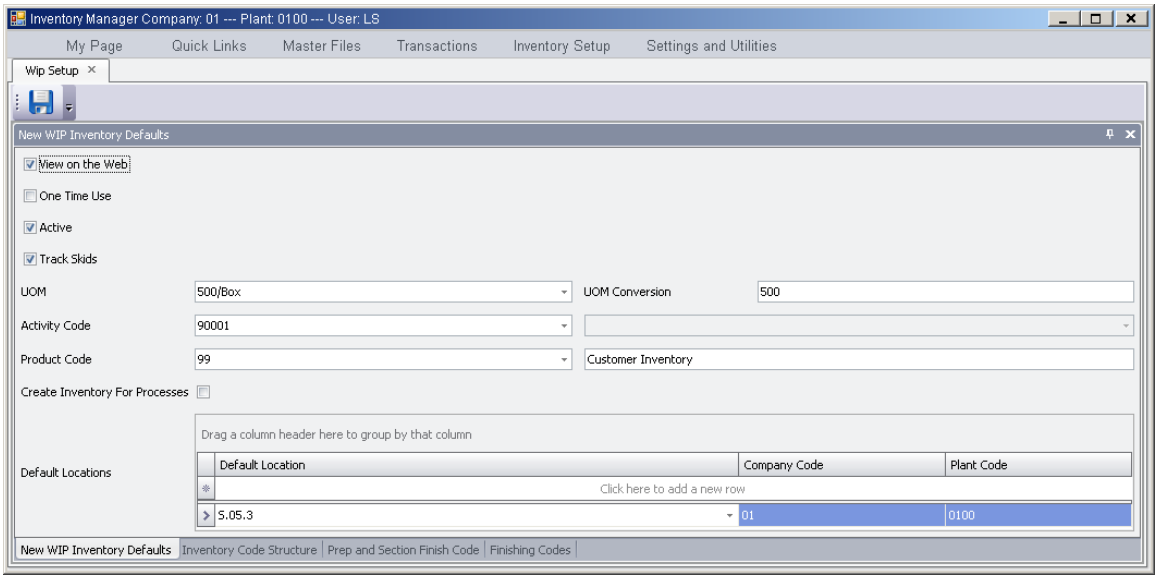


Choose the printer. This step allows users to select a different printer for the skid ticket than the skid tag. Set the number of copies. A skid ticket or tag will print for all items for the filters set in the selection screen.

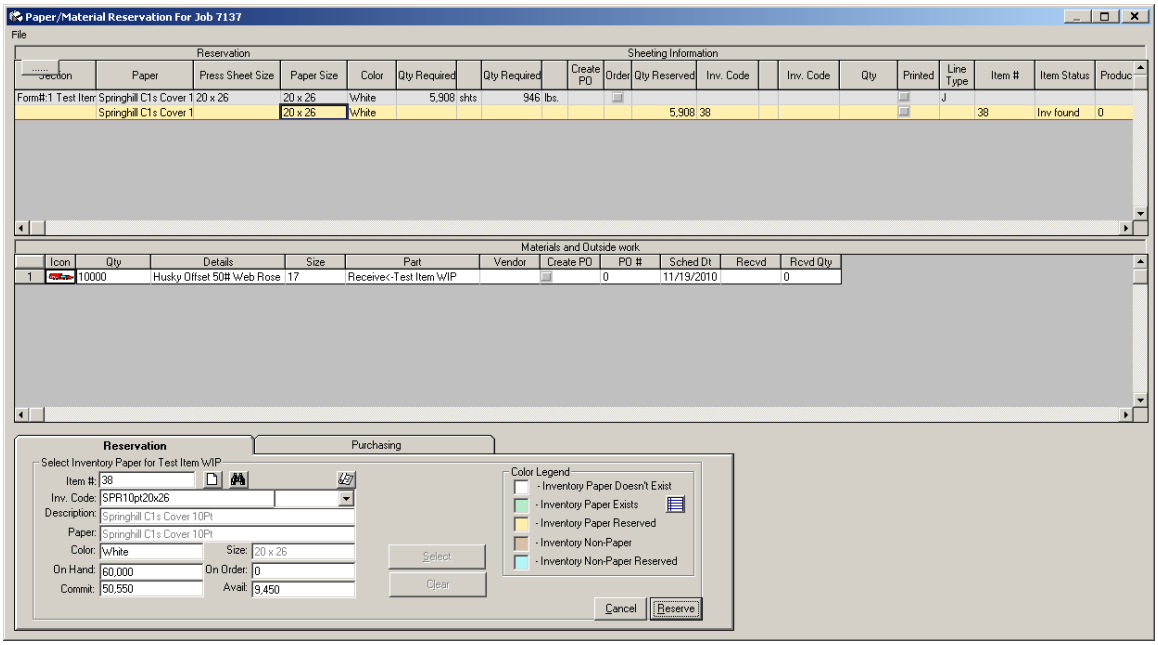


WIP Setup

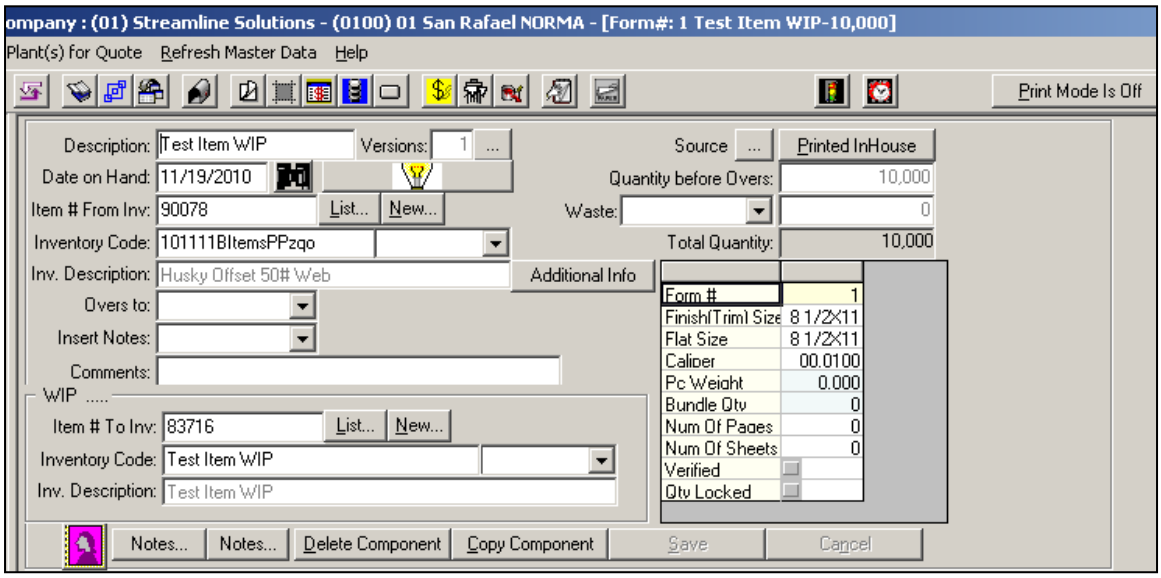
WIP items are used in Print and Mail jobs. The **WIP Setup** screen in the **Inventory Setup** programs tab is where users will set up rules, links and settings for WIP inventory defaults. WIP inventory in a Mail component that is created in Print and Mail Estimating will need to have these rules, links and settings for items that will become WIP inventory. The WIP Setup screen assigns many of the default settings for WIP items – e.g., the activity code, UOM, default location, etc.



Reservation from Component item (inbound item number from inventory):



Mail component screen showing WIP inventory (outbound or PRODUCED item into inventory):



How does WIP inventory work?

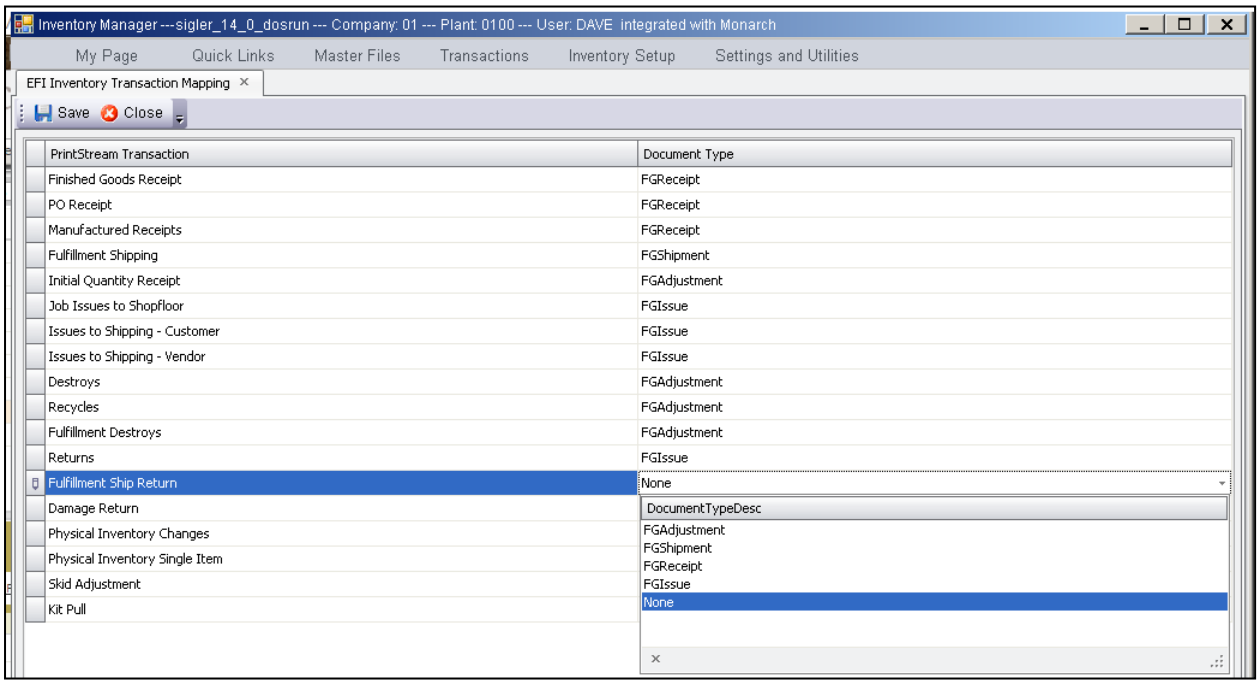
Component Item# -- when an item number is entered (either new or existing) in the Mail component screen it means that you need to USE this material on a job. An inventory reservation should ALWAYS be made for the qty of material required (based on the number up in the inventory item). Inventory Receipts, Issues, Transfers and Returns should be created to provide an audit trail for material tracking.

WIP Item# -- when an item number is entered in the WIP Create Inventory screen it means that you wish to PRODUCE this material on this job. This creates an On Order quantity which is relieved when the item is received into inventory. No inventory reservation should be made for this item number. The Component Item drives inventory reservations. No Issues, Transfers or Returns should be created for WIP Item #'s.

EFI Integration

Inventory Map

When integrating to an outside MIS environment. Map PrintStream Transactions to an MIS Document Type for the XML integration interface request.

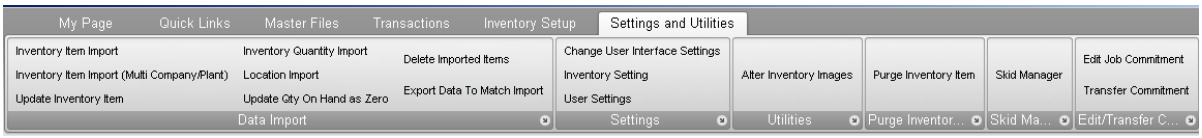


Integration Utility

Contact PrintStream Support if this utility is needed.

Settings and Utilities

The features that are accessed in the Inventory Manager program within the **Settings/Utilities** menus are: Data Import, Settings, Utilities, Purge Inventory Items, Skid Manager and Edit/Transfer Commitment.



Data Import

Within the Data Import menu in the **Settings/Utilities** Main Menu of the dot-net Inventory Manager are Inventory Item Import, Inventory Item Import for Multi-Company/Plant, Update Inventory Item, Inventory Quantity Import, Location Import, Update Qty on Hand as Zero Delete Imported Items and Export Data to Match Import.

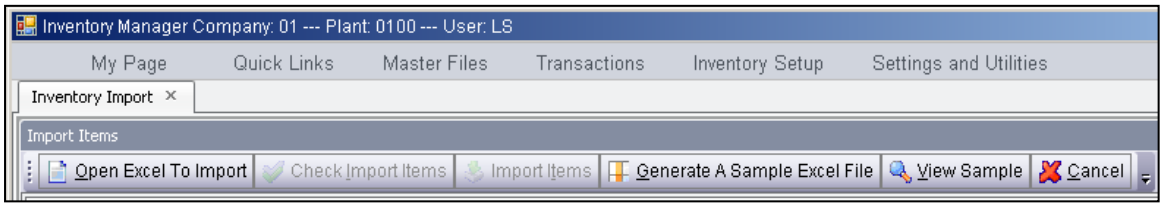
Imports are commonly done when setting up the inventory system or when adding plants to the system with preexisting items. The program is accessed by clicking the navigation bar located within the Data Import menu of the **Settings/Utilities** Main Menu in the dot-net Inventory Manager program.

All of the import programs use similar programming except the Import Locations program which has some unique properties. Furthermore, all inventory import options require the user to create a file with column headers corresponding to very specific names that will load into the resulting items. Except for the Location import, the other files all use the same column headers. The particular data requirements may differ from program to program, but the programs' import files all basically work the same.

The .net inventory import programs require Excel files, not Text files, as previously used when importing into PrintStream. The file will no longer have the EOR (End of Record) column at the end of each line item in the importing file. The file columns do not have to be in the same order in your spreadsheet, but the column headers need to be precisely named with the system requirements.

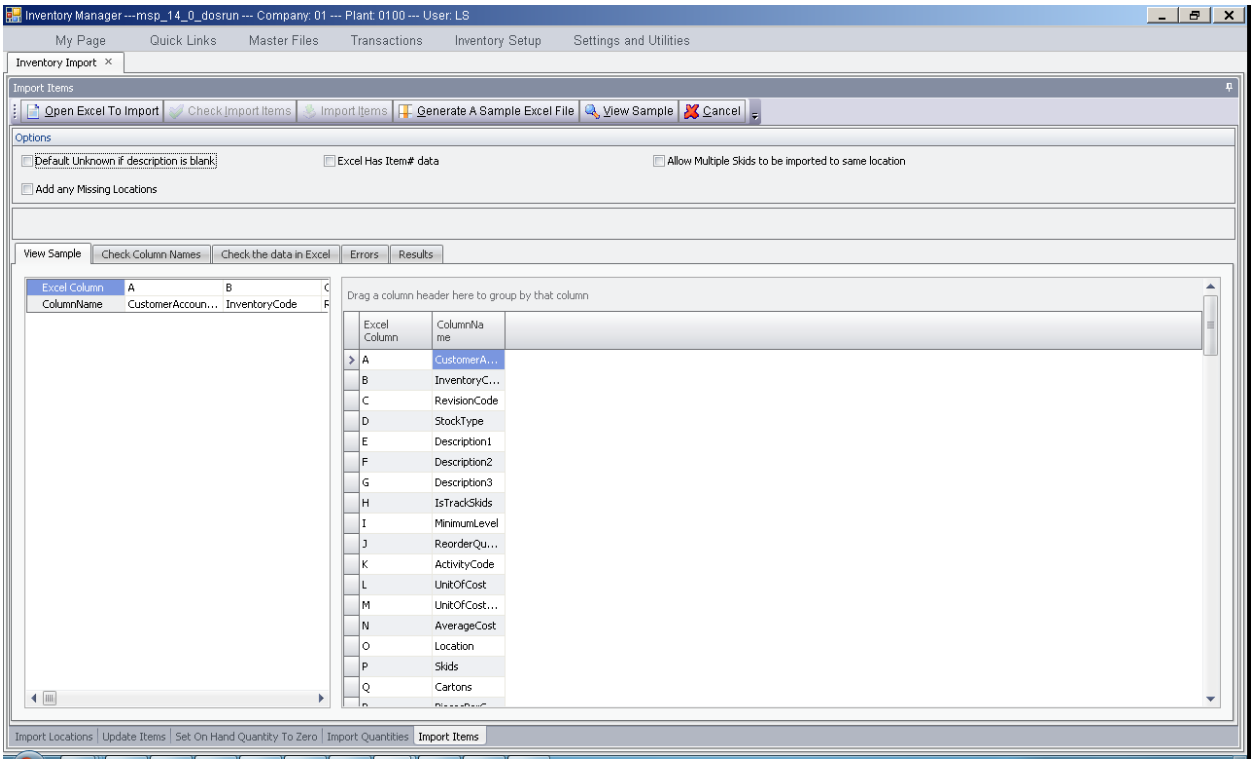
Inventory Item Import

When the program is opened, the display shows the screens that are used in the program. There are several buttons across the top that will be used during the import process. These same buttons exist in all the import programs with slightly different names. For example, the Import Items program has a button **Import Items** which is labeled **Import Locations** in that particular import program.



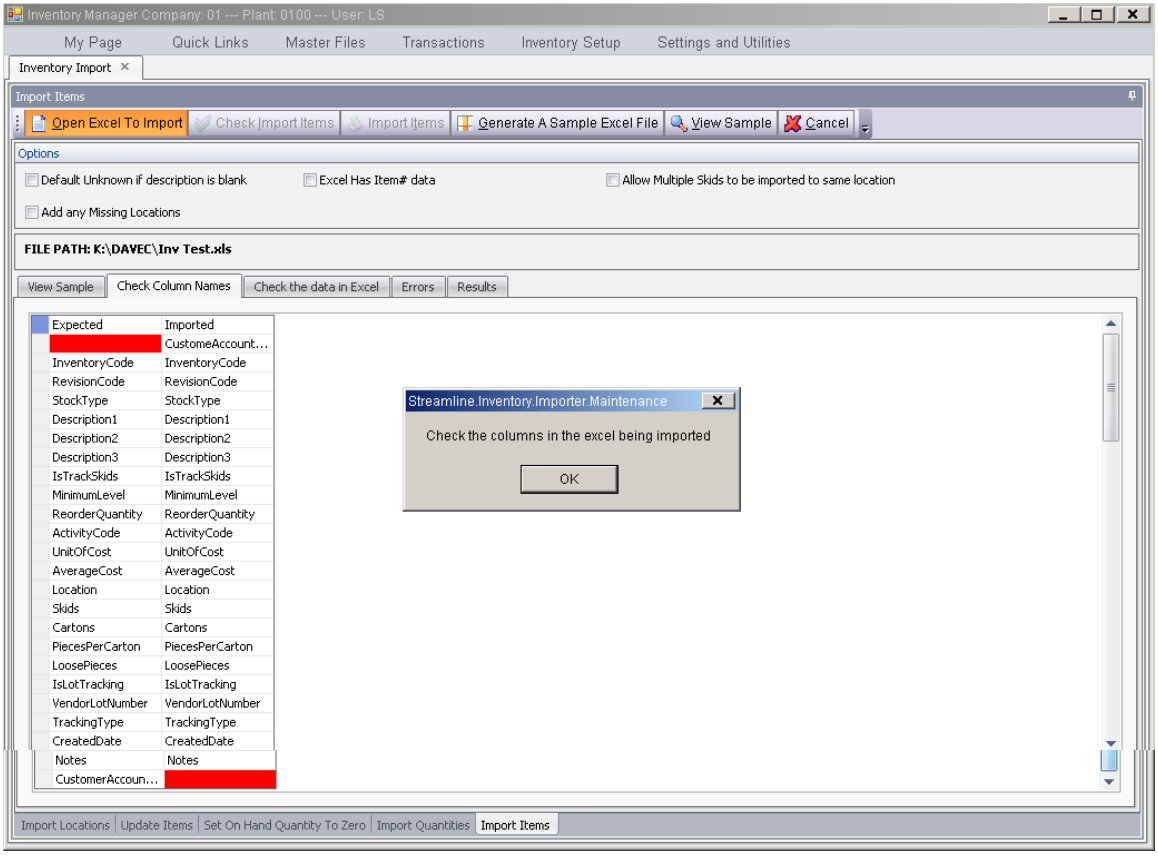
The first thing a user needs to do is to create the Excel file that will be used to import the items into the PrintStream application. There are two helpful buttons that will assist in creating this file:

The **View Sample** button provides a list of all the column headers that will be used in the import file and displays that detail either horizontally or vertically. The *exact* column headings are listed. Users gain access to the column headings that are not displayed by using the slide bars.

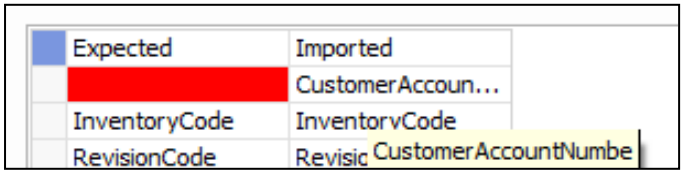


A second helper is the **Generate a Sample Excel File** button which creates an Excel file that can be accessed which populates the columns with the exact column headers as required by the import program. Users may then simply populate the spreadsheet with the data that corresponds to the column header.

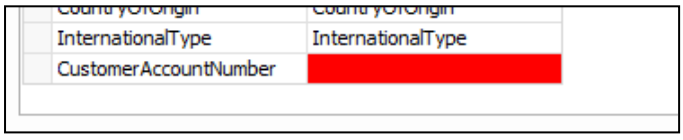
Once the user has created the import file, the process of importing can begin. The first step is to locate the import file using the **Open Excel to Import** button, top-left on the screen. When the file is loaded, you will receive a confirmation **No column name errors** if the sample-file headers were used in creating the file. If errors are found between the *required* column header and the *import file* column header, a message will display to **check the columns in the Excel being imported**. The screenshot on the following page provides an example of an incorrect column header in the Excel file that is created and is opened. This was intentional to show how the program helps users find the error.



On the left, two columns display – one for the expected column header for each column and one for the importing column header for each column. Columns that do not match will have blank entries on the opposite side with a red back-color where entries do not correspond to the entry that was found in the import file. By hovering over the import file's column header that has a corresponding red field in the Expected column, we can see that the column header is missing the 'r' at the end of CustomerAccountNumber.

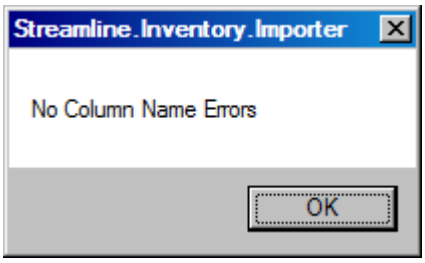


If we now scroll to the bottom of the grid, we will see that the Expected column has the 'r'.

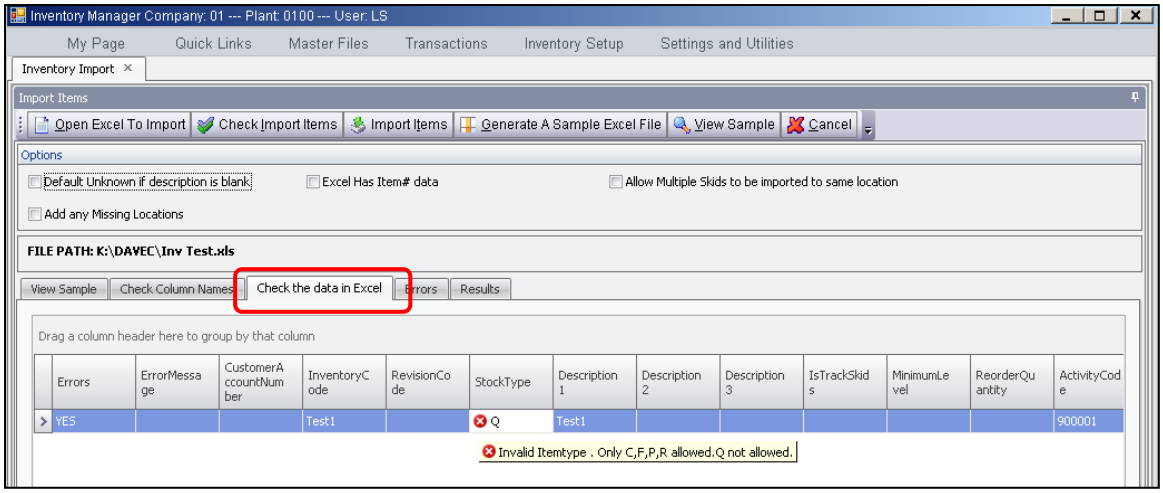


This provides us with the details of the column headers that need to be edited to enable the import to work.

If the column headers are okay, the following message will display.



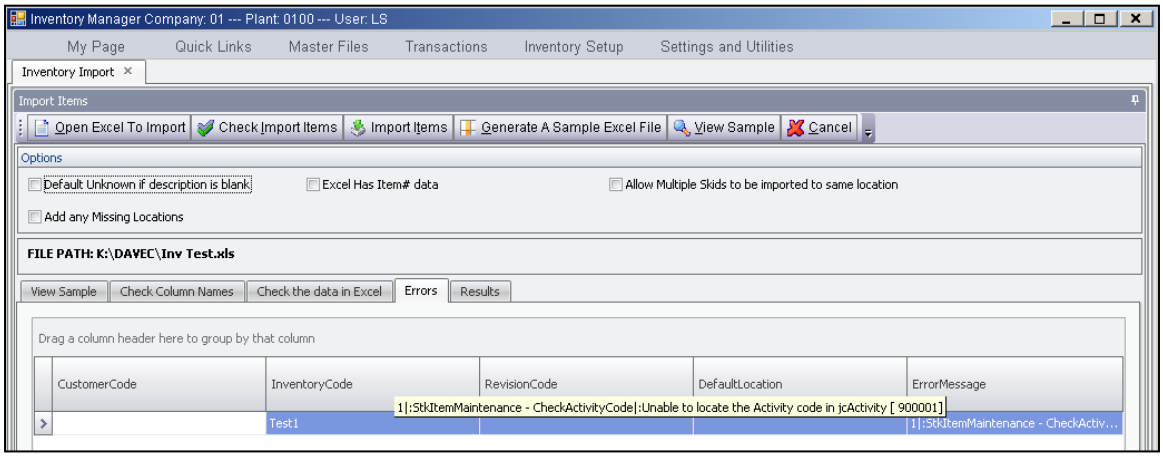
If the data within the file does not match the requirements, a red-circle-white-x indicator will appear next to the field that holds incorrect data. When the user hovers over this field, information about the data problem that the field contains will display.



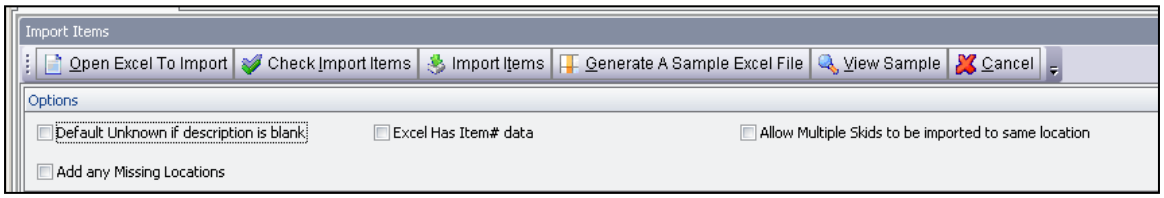
The error indicator in the preceding screenshot shows that this Item Type must be C, F, P or R and that Q is not allowed. Changing the Item Type to the appropriate letter will correct this importing entry.

Notice that we are now in the **Check the data in Excel** tab. Although the red-circle-white-x indicator is helpful, it can be daunting if you have hundreds of items in the file, or incorrect data in numerous columns for each of the lines.

To assist in finding these errors in the spreadsheet, click the **Check Import Items** at the top of the screen. The displayed grid which loads in the Errors tab contains all the errors that were found in the import file. In the Error Message column, there is detail that will assist the user in making corrections to the import file.



Before going any further, let us look at the option buttons at the top of the screen:



Default Unknown if description is blank – if this is checked, any item found to have no description will default with the word **Unknown** in the field.

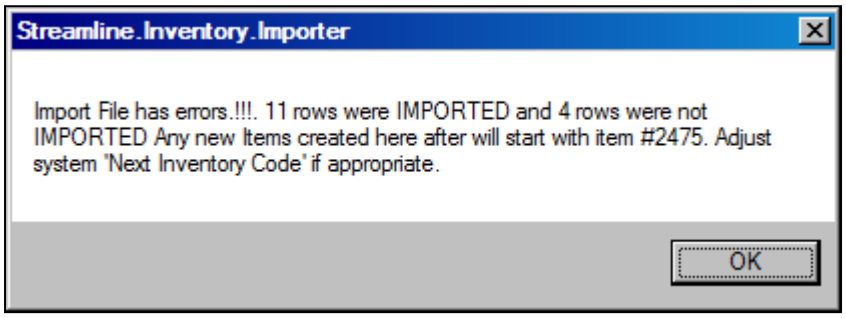
Add any Missing Locations – if the system is validating against the location and does not find the location, if this is checked, the system will create the location and import into that location.

Excel has item number data – it is possible to populate Excel to assign the item numbers that will be imported into the inventory system. This is useful in matching existing item numbers from another system when importing those items into PrintStream. All items in the importing spreadsheet will need to have item numbers filled in and this option will need to be checked when completing the import process.

Allow Multiple Skids to be imported to same location – when checked will allow more than one skid to be imported into the same location.

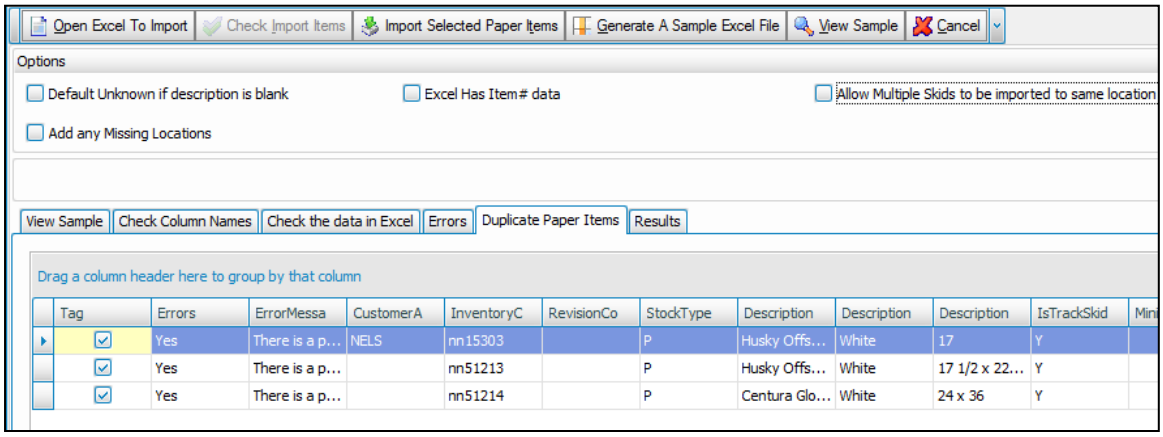
The dot-net import program allows paper and non-paper inventory items to be imported in the same file which was not a function of VB programming where these types of inventory imports had to be imported as separate files.

Once the import file has the errors corrected, click the **Import Items** button at the top of the screen. Users will get a message indicating the number of records that imported successfully and any records that did not import.



If all errors were properly corrected prior to the **Import Items** button being clicked, this message will have a 100% success rate. In this example, there are 11 rows that were imported and four rows that were not imported.

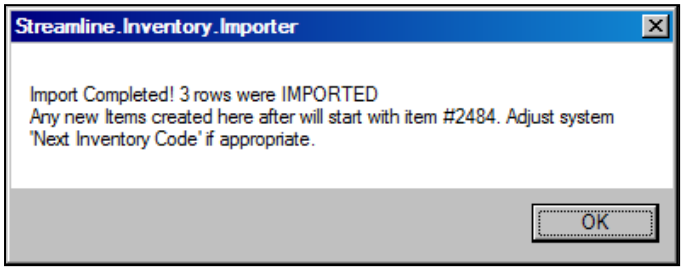
When you are creating a new paper inventory item in Master File Inventory, if an item already exists with the same color, size, weight, etc. a message displays that asks the user if he or she wants to create another paper item number with the same attributes of the existing inventory item. The Inventory Import program works using the same controls and will list in the **Errors** tab any paper items that fall into this category. Completing the import will kick these out momentarily but will move them into a new tab labeled **Duplicate Paper Items**.



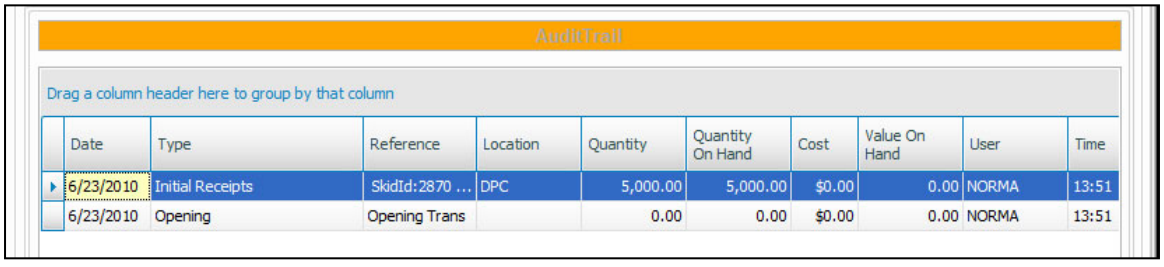
This screen allows the user to select the paper items that he or she wishes to import. The items are tagged on the left side of the displayed rows for the duplicate paper items. Deselect the tag to remove the duplicate paper item from being imported.

After tagging the appropriate stock entries, select the button which now appears at the top of the screen **Import Selected Paper Items**.

A confirmation message like the one illustrated below will display.



A check of the audit trail will show that the items were imported. Here is a screenshot of Inventory Code nn51214.



Update Inventory Item

The Update Inventory Items program is used on items that already exist within the PrintStream inventory system. It allows a user to do a bulk update to several fields in the import file such as minimum levels, reorder points, tracking types and item descriptions. It does not allow changes to quantities, but rather impacts only the *settings* of existing items. This program is password protected. Contact PrintStream Support for assistance in using this feature.

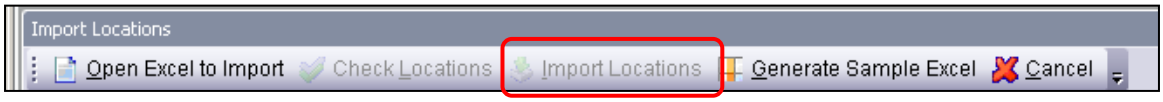
Inventory Quantity Import and Update Quantity on Hand as Zero

The Inventory Quantity Import and Update Quantity on Hand to Zero often work together in test databases. An example might be a Fulfillment customer who wants to set up their inventory in the test database before importing into the Live database. They would import the items into the test database, link them to projects, create test sales orders and test the shipping functions. The process of this testing changes the inventory item quantities so that when they are ready to proceed, they can take these items already in the system and adjust their quantities because the testing has depleted the inventory and the quantities are no longer correct. This is a two-step process: The first step is to set all the quantities back to zero and the second step is to import only the quantities into the items. The Inventory Quantity Import program updates the quantity of an existing zero quantity item. The Update Quantity on Hand to Zero program sets the quantities of existing items to zero.

Both of these programs are password protected. Contact PrintStream Support for the password and assistance in completing these actions.

Location Import

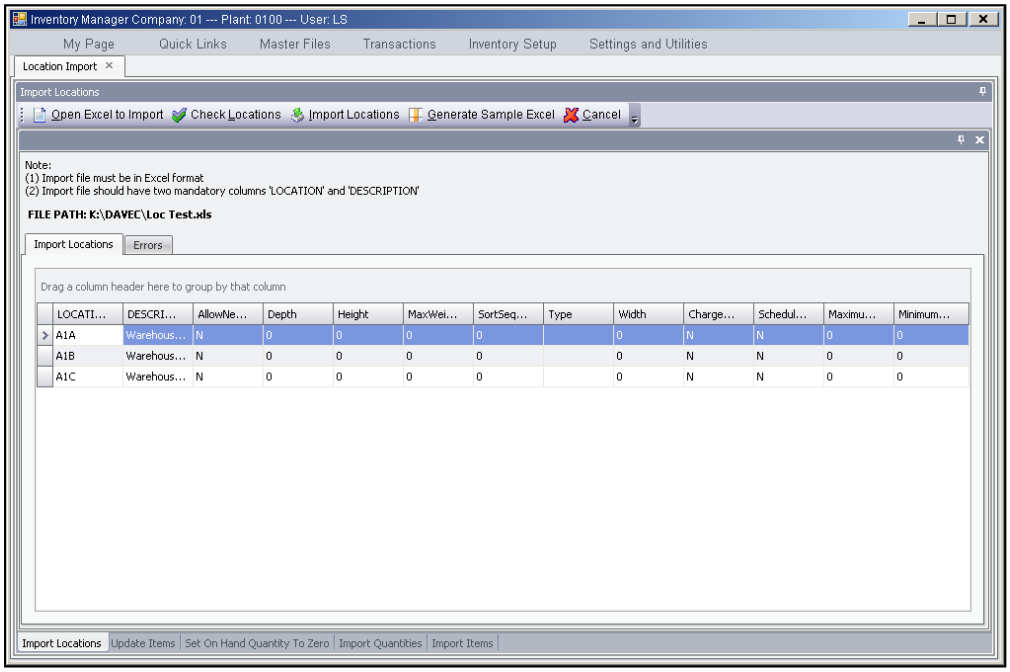
When the program is opened, the display shows the screens that are used in the program. There are several buttons across the top that will be used during the import process. These same buttons exist in all the import programs with slightly different names (i.e., Import Items, Import Locations, etc.)



To generate a sample Excel spreadsheet to assist the user in completing the import file, click the **Generate Sample Excel** in the horizontal menu bar at the top of the screen.

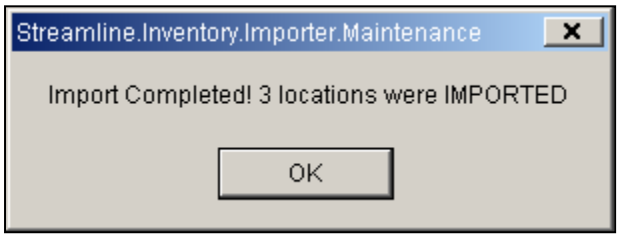
This spreadsheet holds several columns. Complete at least the Location and Description columns (the other are optional) for all locations to be imported and then in the **Import Locations** program, click the **Open Excel to Import** button and open the file.

The locations import and provide any errors on the **Errors** tab.

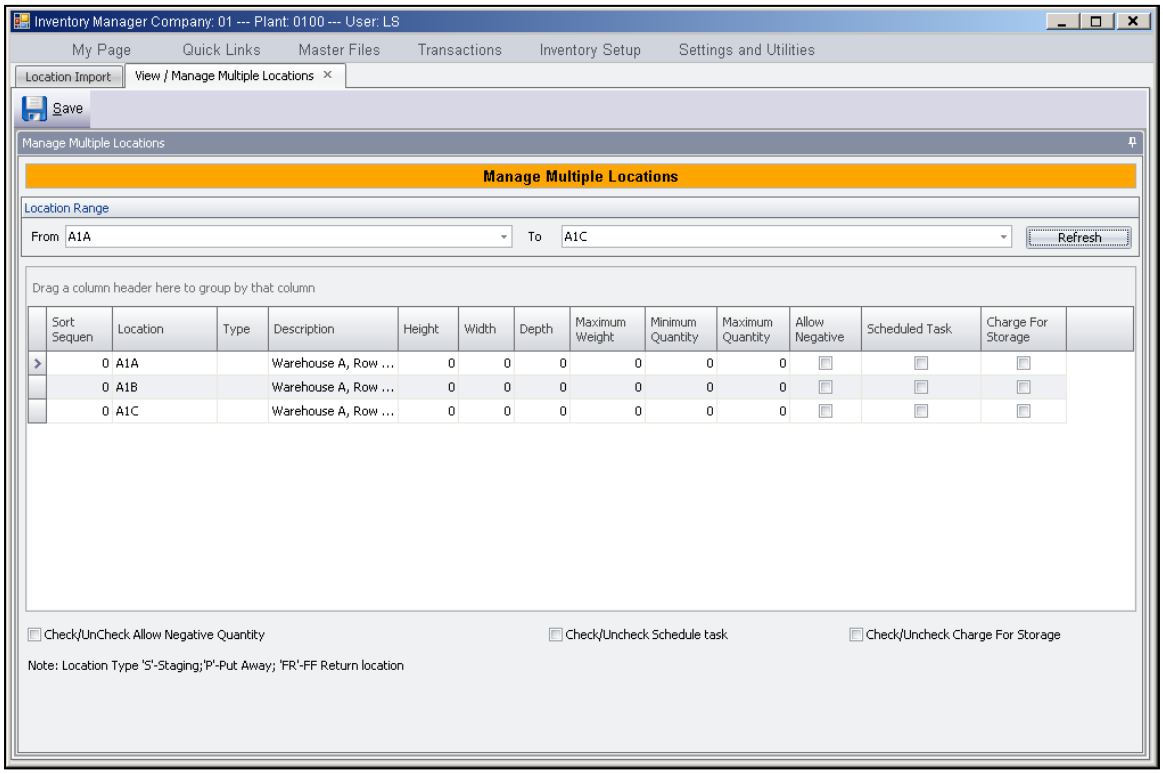


Click the **Import Locations** button in the horizontal menu bar at the top of the screen to import the new locations.

A message detailing the success will display.



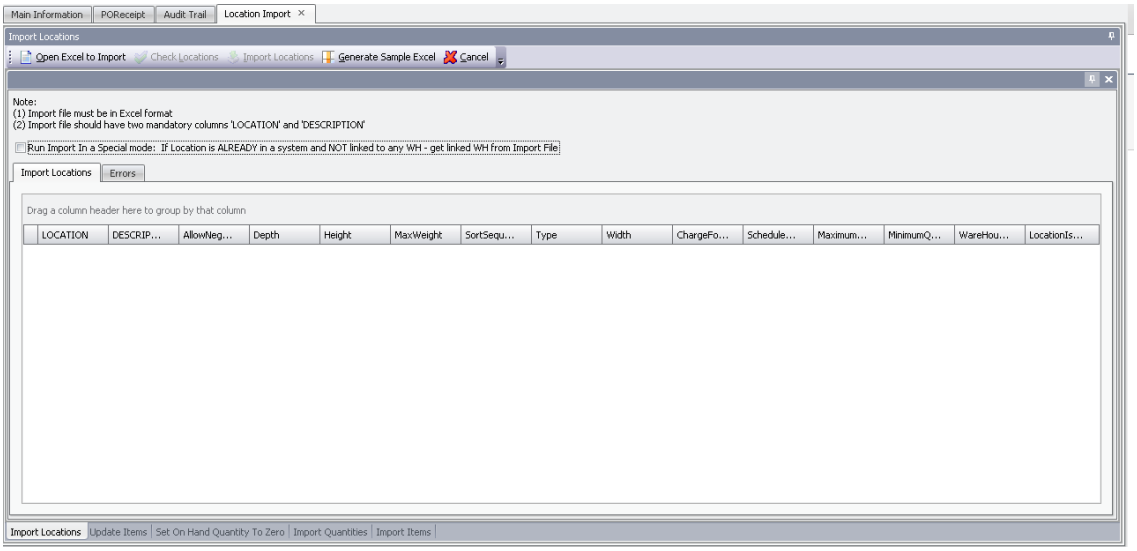
View Multiple Location shows the result of the imported locations.



The warehousing program when enabled requires all locations to have warehouses linked. This presents challenges if a user decides to start using the warehousing program but has a large number of locations.

A new option ("Run Import In a Special mode: If Location is ALREADY in a system and NOT linked to an WH - get linked WH from Import File") has been added to the Location Import program to allow bulk updating the warehouse setting of existing location which lacked one.

The new option defaults unchecked, and when unchecked the Location Import functions identically to how it always has to create new locations. But if it is checked, then an import file (in the same formats as allowed in the standard Location Import) can be created for existing locations. Warehouse entries can then be linked in the import file for these existing locations. When the import is processed by clicking the 'Import Locations' button then existing locations which lacked a warehouse entry will be populated with the file entries. Note that existing locations which already have a warehouse entry will retain that entry - i.e. the warehouse will not get overwritten by the import file data.

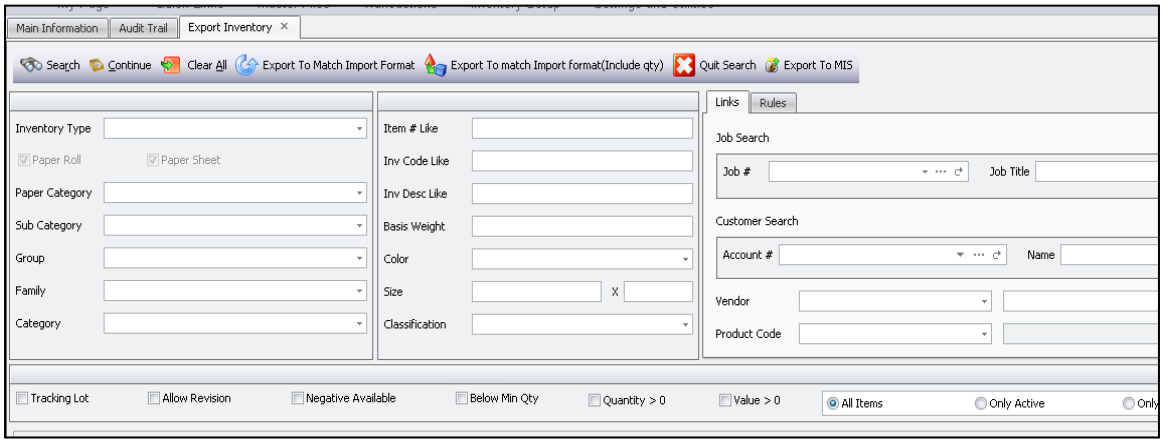


Delete Imported Items

The Delete Imported Items feature is used to delete items from the inventory system. It is found in the Import program to assist users in deleting items from the system that were incorrectly or incompletely imported. The user wants to undo the import, and the Delete Imported Items feature enables that procedure.

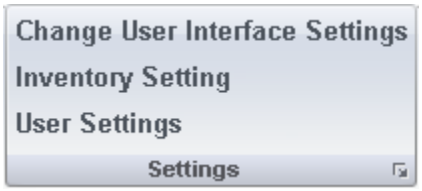
Export Data to Match Import

The Export Data to Match Import feature allows the user to export existing items out of PrintStream to match the requirements of the import program.



The screen mimics the Locate Item screen in its filtering options. Many options are available to search and retrieve only the items that are needed in the exported data. Recently added to this program is the ability to choose Only Active Items or Only Inactive Items. Please refer to the “Locate Items” section of this document for specific detail on the various filters for searching items to view and export.

Settings

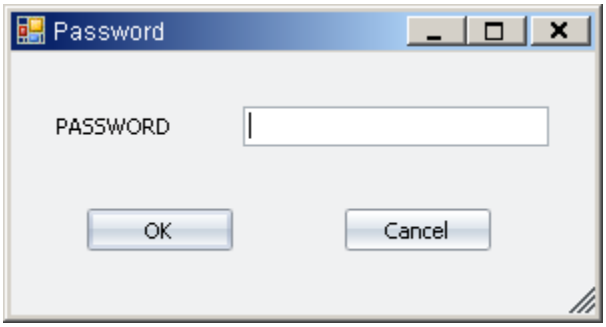


The Settings menu holds the programs that control various system, company and plant options that impact the .net inventory programs. These controls have been relocated from numerous places in the VB programming into one place in this program named Inventory Settings.

The programs are accessed within the **Settings** menu in the **Settings and Utilities** programs tab of the .net Inventory Manager. The programs include Change User Interface Settings, Inventory Settings, and User Settings.

Change User Interface Settings

This allows the user to select the field color, font color, etc of items in display grids. This area is password protected, contact PrintStream Support for assistance if needed.

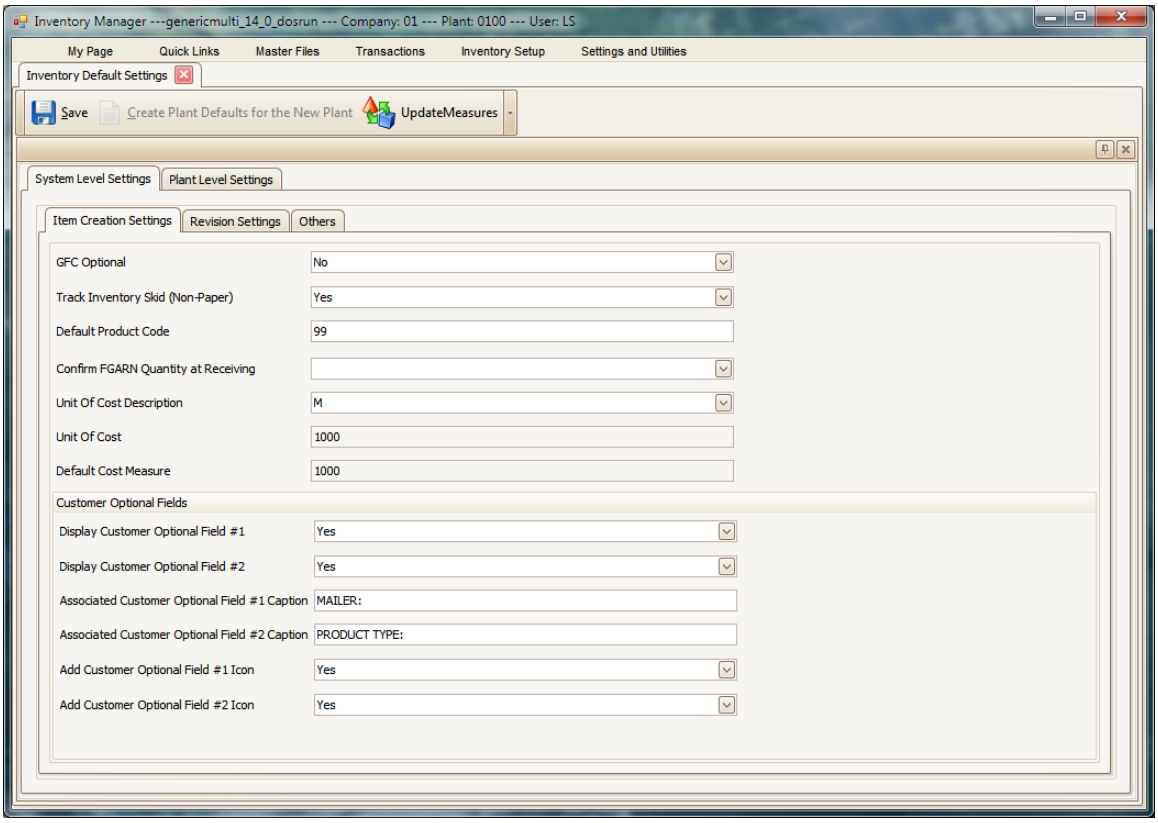


Inventory Settings

In the Inventory Settings program there are two tabs: System Level Settings and Plant Level Settings.

The **System Level Settings** show the default settings for the inventory programs and the triggers that are set.

The **Item Creation Settings** are in the first tab.



The fields in this screen:

GFC Optional – Y for yes this is optional, not a requirement and N for no to indicate that this is a requirement when creating a new item.

Track Inventory Skid – Y for yes to track by skid and N for no skid tracking.

Default Product Code – enter the default product code that will display when a new item is created.

Confirm FGARN Quantity at Receiving - if using integration to MIS set to yes or No, otherwise leave blank.

Unit of Cost Description - select the default unit of cost description in this field that will display when a new item is created.

Unit of Cost – displays unit of cost associated with the default unit of cost description.

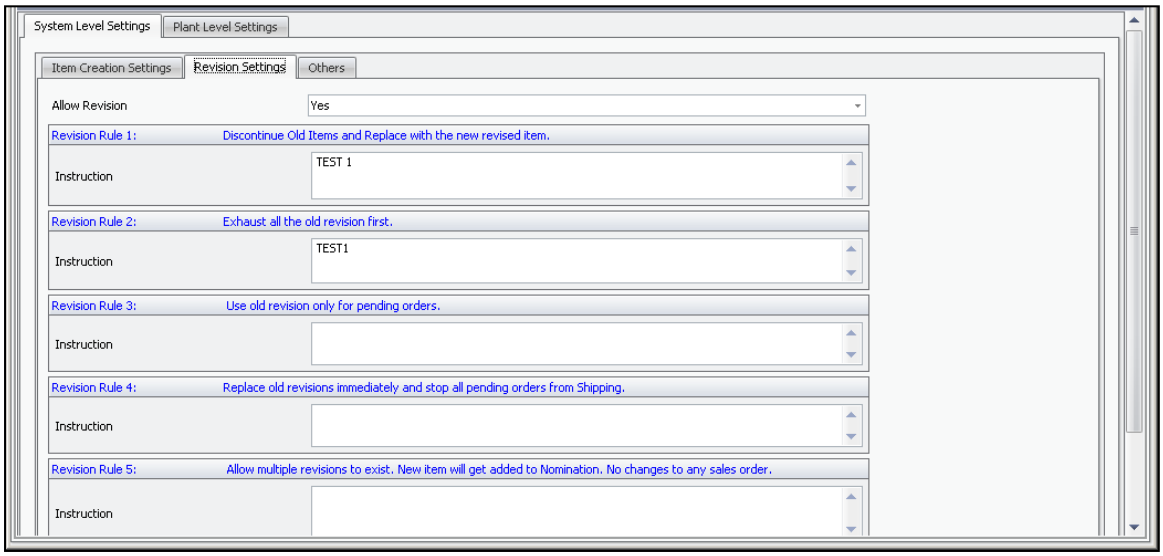
Default Unit of Measure - displays default unit of measure associated with the default unit of cost description.

Display Customer Optional Fields #1 and #2 – enter a Y to have these optional fields displayed when a new item is created and N to not have them display.

Associated Customer Optional Fields #1 and #2 – Add a caption if Yes is the user's choice above.

Add Customer Optional Field #1 Icon and #2 Icon – enter a **Y** to have the system allow for adding an icon for this field and a **N** for No.

Revision Settings are the second tab.

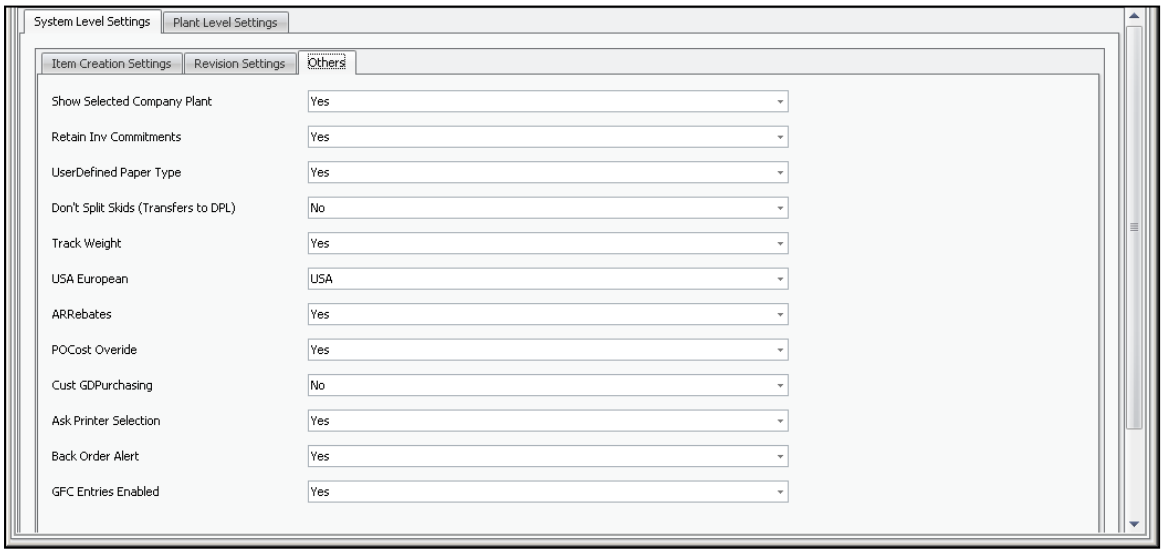


The fields in this screen:

Allow Revision – **Y** for yes and **N** for no.

Instruction – user defined instructions can be entered for each Revision Rule up to five rules.

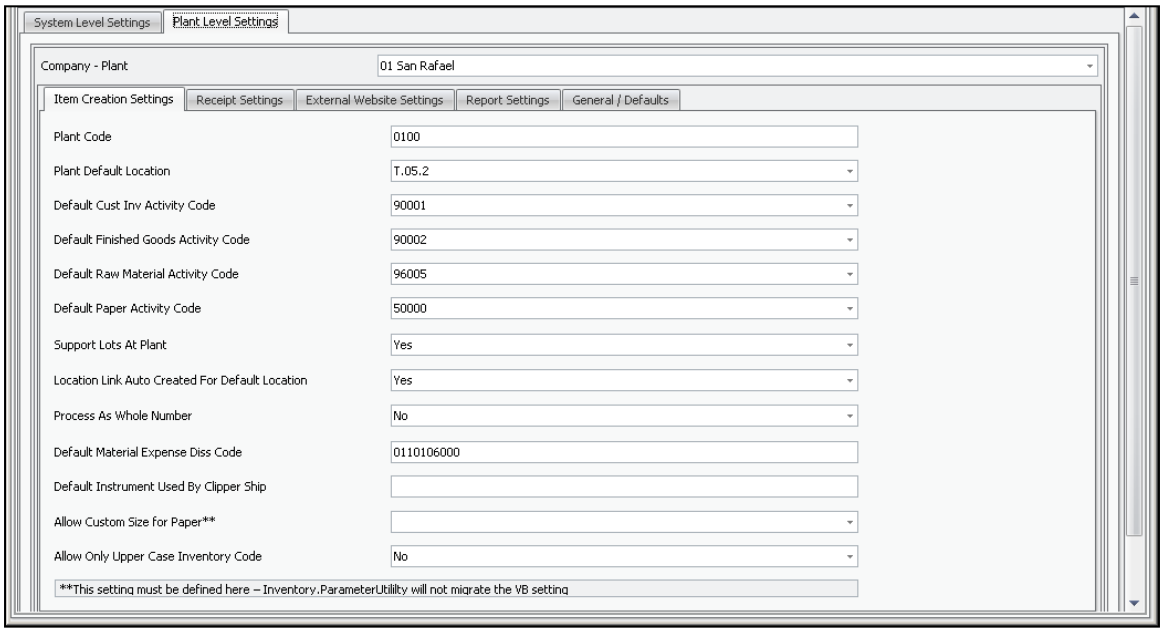
Others is the third tab.



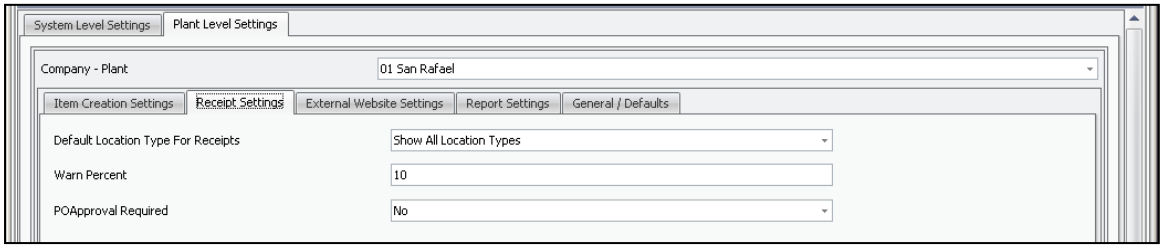
These are other user defined fields at the System Level.

The **Plant Level Settings** have five tabs to provide plant-level controls in a multi-plant environment, receipt settings, external website settings, report settings and general/default settings. Changes to these settings will not affect the VB inventory programs.

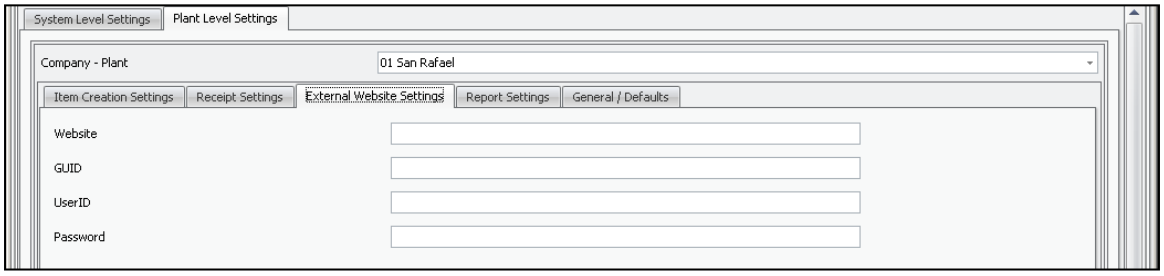
Item Creation Settings



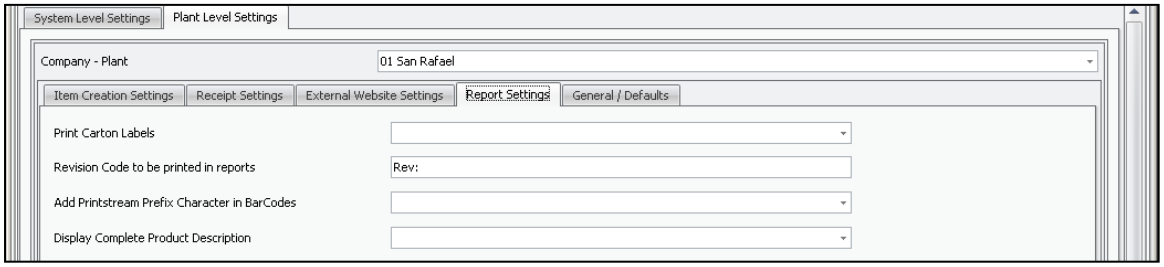
Receipt Settings



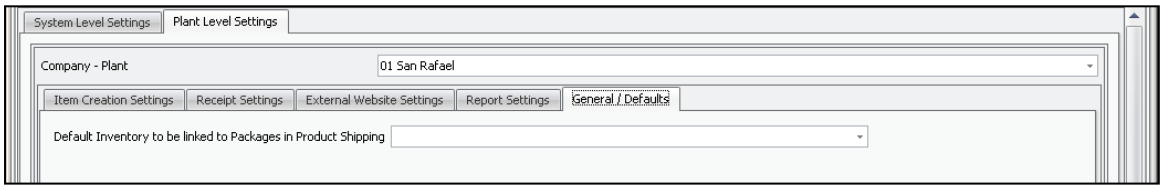
External Website Settings



Report Settings



General/Defaults



Create Plant Defaults for the New Plant

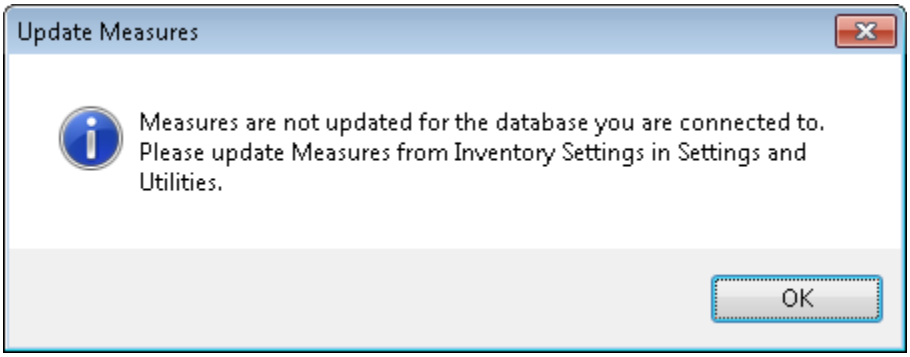
At the top of the program in the horizontal menu bar is a **Create Plant Defaults for the New Plant** button which will copy all plant level defaults of an existing plant to a new plant.

Update Measures

New approach to Inventory taken due to the integration with other MIS systems for Measure and Measure Description.

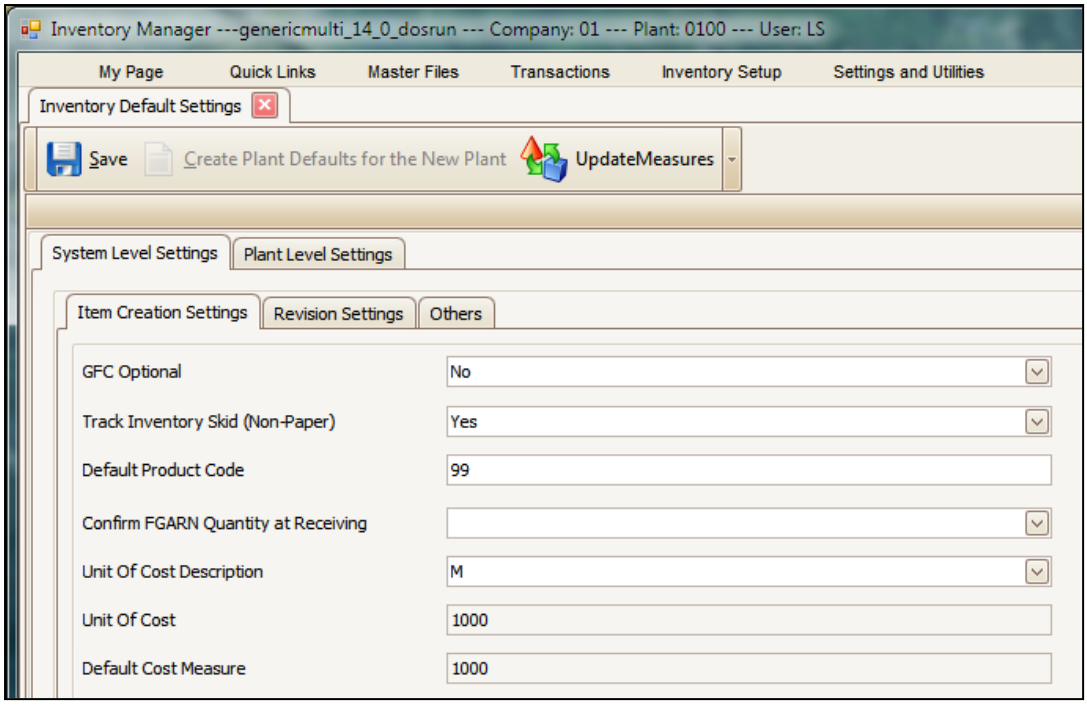
These are Fields will be synchronized; PAPSIZE.MEASURE = PAPSIZE.UOMCost and PAPSIZE.UOMCostDescription will be populated as Defined in Measure table.

Note: If you receive this message below upon opening Inventory Manager;

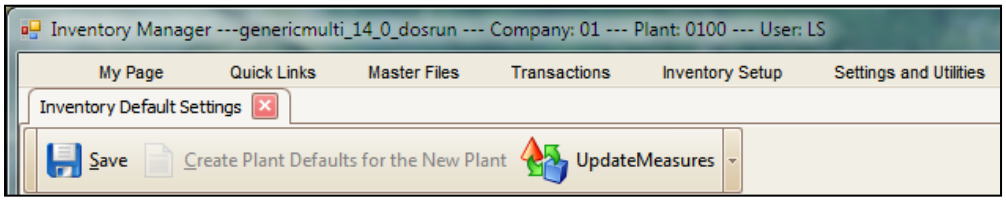


Make sure to follow the steps:

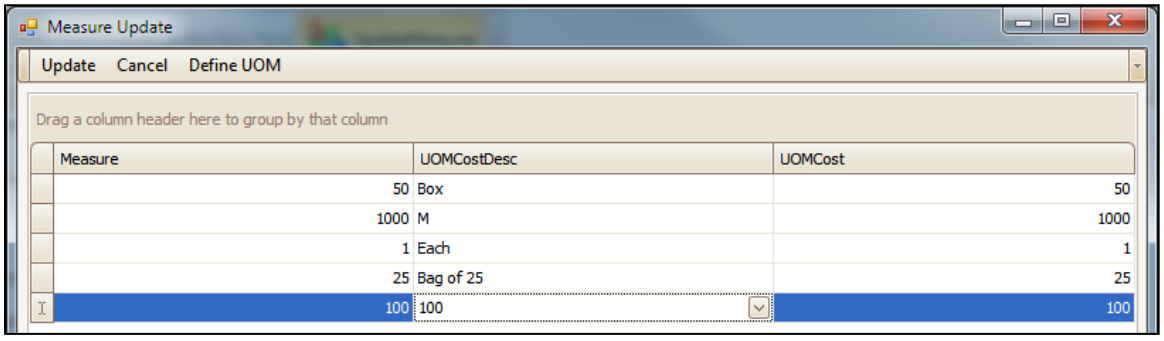
Settings and Utilities > Inventory Settings > System Level Settings > Item Creation Settings > Unit of Cost Description SHOULD BE POPULATED FIRST – sorry – there are NO WAY TO MAKE IT AUTO populated as it is NOT the only one measure with the Unit Conversions qty = previously used as Unit Of Cost.



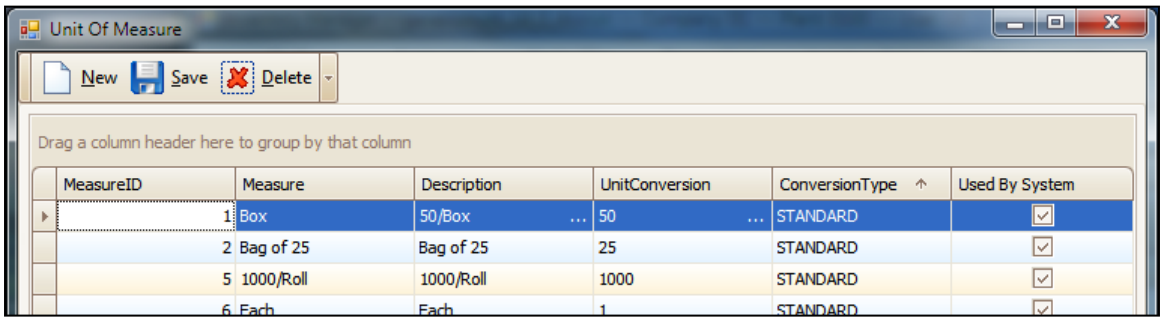
Select **Update Measures** . . .



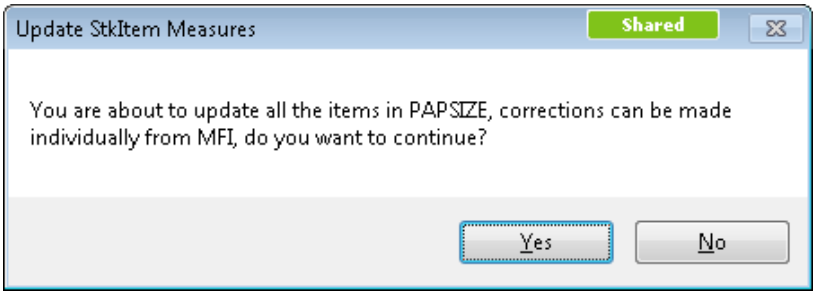
Choose for every Measure row – an appropriate definition from the existing in system UOMCostDesc/UOMCost.



Measure column rows are representing EVERY possible definition currently used for Cost measure in PAPSIZE Table. If NO matching values can be found – Measures SHOULD BE CREATED by selecting Define UOM. Select New to add on new measure, enter details and **Save**.



Make sure that EVERY row got the definition! Then select **Update** and **Yes**.



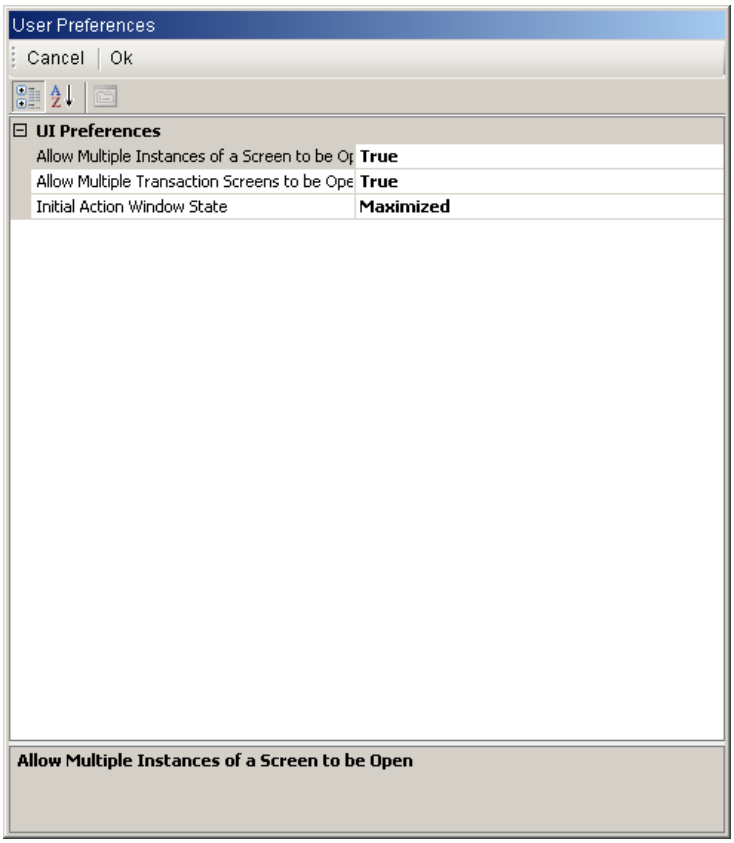
Note regarding Conversion Type:

Standard – this means the unit of measure does not change. An example of a Standard UOM is “Each” the measure is always 1 for this type of UOM

Variable – this means the unit of measure is variable. An example of this would be if you have a UOM of “Box”. The quantity that goes into the Box is different based on the product and the box size used. Rather than having to create a different unit of measure for every type of box and every type of product that could go in that box, with variable set you can then select that measure (box) on the inventory item and then key in the number per box in the UOM field and it will use that measure for that item.

User Setting

User Setting allows a user to change some display settings.



Utilities

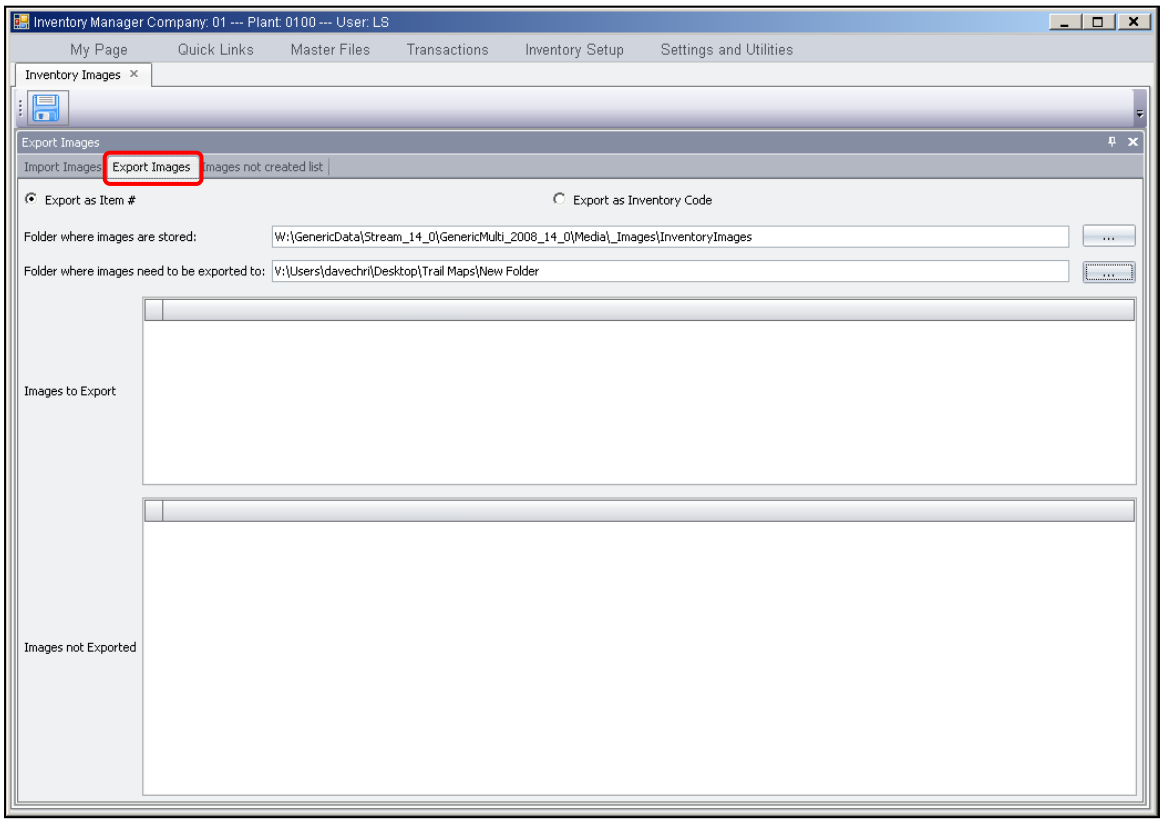
Alter Inventory Images

This program uses the StkHeader Code for an item to save an image of the inventory item. The StkHeader code has a special responsibility. In a multi-plant environment, there may be the same physical piece of material in more than one plant and is created in Master Files Inventory which will assign a different item number in each plant for the same physical piece or component. The item numbers that are created for the same physical material are different, but the StkHeader Code for that physical piece or component will be the same across both plants. The StkHeader code is the only record that identifies this piece as being the same inventory component. An image file using the StkHeader code will work in multiple plants.

The Alter Inventory Images program assists users in creating images for their inventory items and managing their inventory images. Inventory image file names use the StkHeader code, and most users are more familiar with the item number. There is a new feature that provides an export from the Stkheader code to the item number. The program is already mapped to the inventory images folder. Users can define the path for the file that translates the Stkheader code to the item number. Then when the created file is opened, the displayed list of files is named using the item number instead of the Stkheader code.

Export Images - This screen defaults to where inventory images are stored in the Stream directory. The **ellipsis** button to the right of the field allows the user to set the path if necessary.

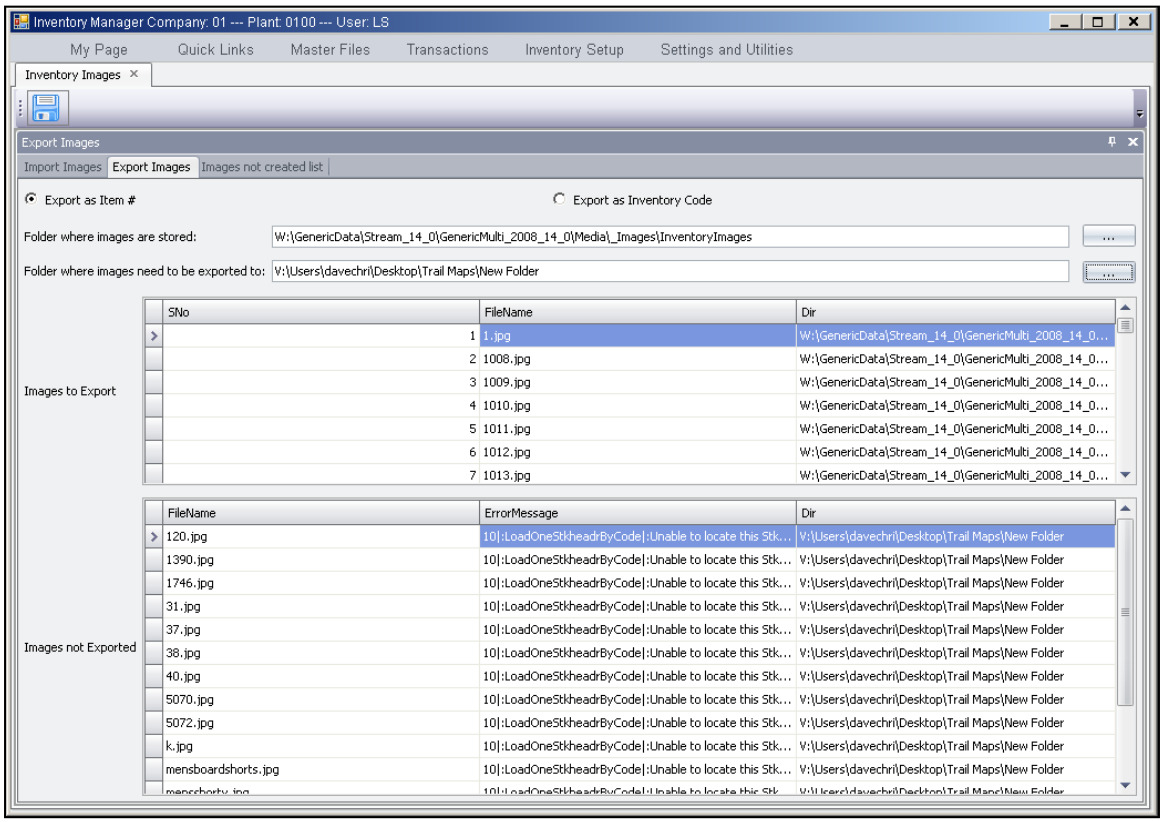
The second field needs to be set with the path of the new folder where the images will be copied as Item # instead of StkHeader Code. It is recommended that the user create a folder for the converted files to be stored as each image file will be converted and placed individually in this folder.



Once the paths are set, select **Save** in the horizontal menu bar at the top of the screen.

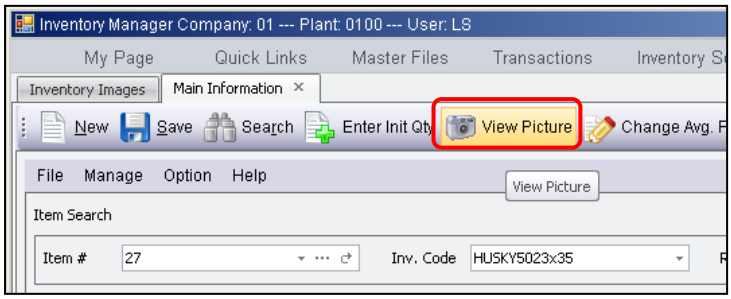
This message will display and provide the path to which the files were copied.

The files that were converted to item numbers will display in the top of the grid. Any items that were not converted will display with an error message to indicate the reason they were not converted.



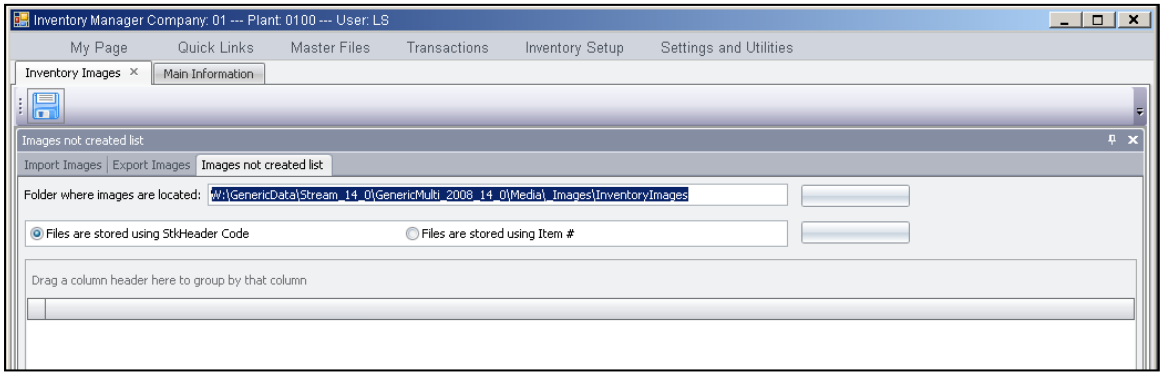
Opening the folder where the converted files were saved now shows each StkHeader Code saved as the Item #.

If we look at file '27.jpg' we see a Husky Offset. When the item # 27 is viewed in Master File Inventory and we click the **View Picture** icon in the horizontal menu bar at the top of the screen, we see this same image.

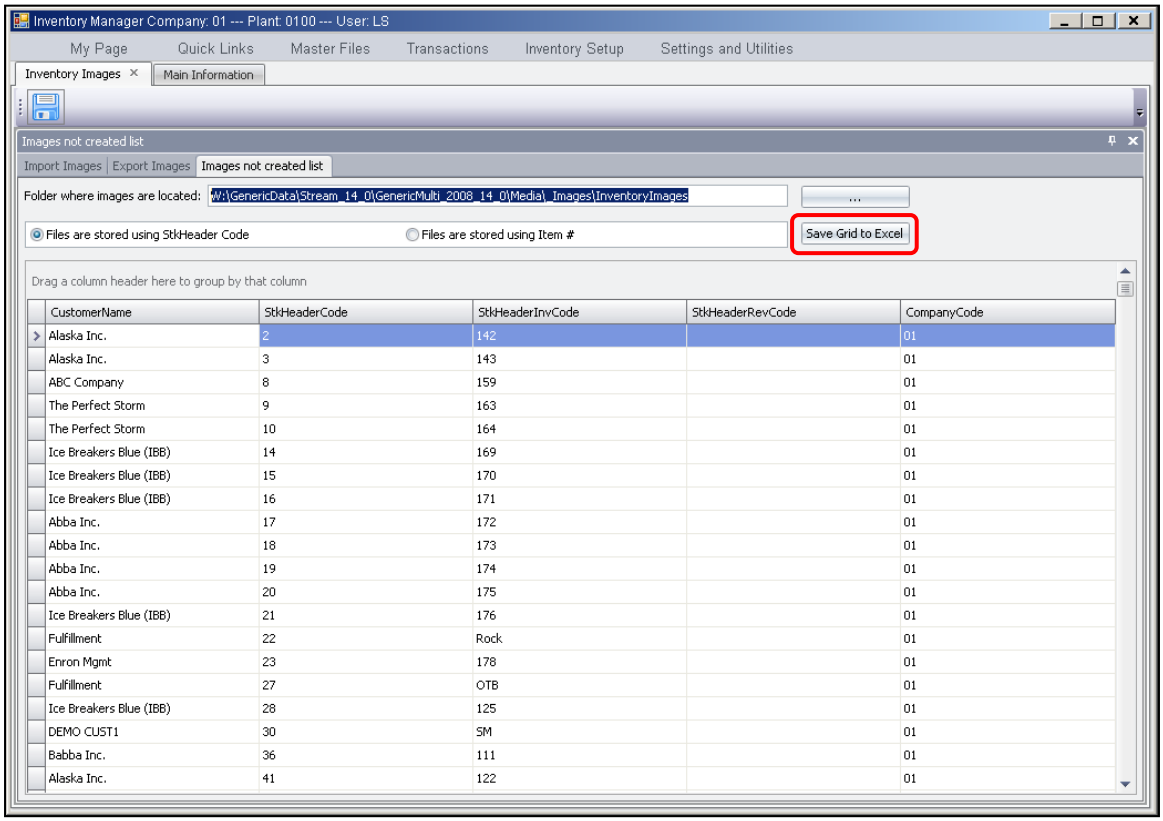


Import Images - The program will also perform this function in reverse. Create the .jpg file by scanning items and saving them using the inventory item number. Using the **Import from Item # to Stkheader Code** feature, enter the path of the folder where you have the item number as the .jpg file and the path to the InventoryImages folder where the item number needs to be stored to be available throughout the inventory programs. We have the item number as the file name, so this program takes the item number, finds the corresponding Stkheader code for that item and translates the file name to the stkheader code from the item number. Click the **Save** button at the top of the screen.

Images not created list - The last feature in the image management program is the **Images not created list**. Users enter the path where the inventory images are kept and indicate whether the files are stored with the Stkheader code or the item number.



Click the **Save** button at the top of the screen to load Items into the grid. The grid will display all inventory items that do not have .jpg files attached to them and can be saved as an Excel file which can be reviewed.


Inventory Manager Company: 01 --- Plant: 0100 --- User: LS
My Page
Quick Links
Master Files
Transactions
Inventory Setup
Settings and Utilities
Inventory Images
Main Information
Images not created list
Import Images
Export Images
Images not created list
Folder where images are located:
W:\GenericData\Stream_14_0\GenericMulti_2008_14_0\Media_Images\InventoryImages
...
Files are stored using StkHeader Code
Files are stored using Item #
Save Grid to Excel
Drag a column header here to group by that column
CustomerName
StkHeaderCode
StkHeaderInvCode
StkHeaderRevCode
CompanyCode
Alaska Inc. 2 142 01
Alaska Inc. 3 143 01
ABC Company 8 159 01
The Perfect Storm 9 163 01
The Perfect Storm 10 164 01
Ice Breakers Blue (IBB) 14 169 01
Ice Breakers Blue (IBB) 15 170 01
Ice Breakers Blue (IBB) 16 171 01
Abba Inc. 17 172 01
Abba Inc. 18 173 01
Abba Inc. 19 174 01
Abba Inc. 20 175 01
Ice Breakers Blue (IBB) 21 176 01
Fulfillment 22 Rock 01
Enron Mgmt 23 178 01
Fulfillment 27 OTB 01
Ice Breakers Blue (IBB) 28 125 01
DEMO CUST1 30 SM 01
Babba Inc. 36 111 01
Alaska Inc. 41 122 01

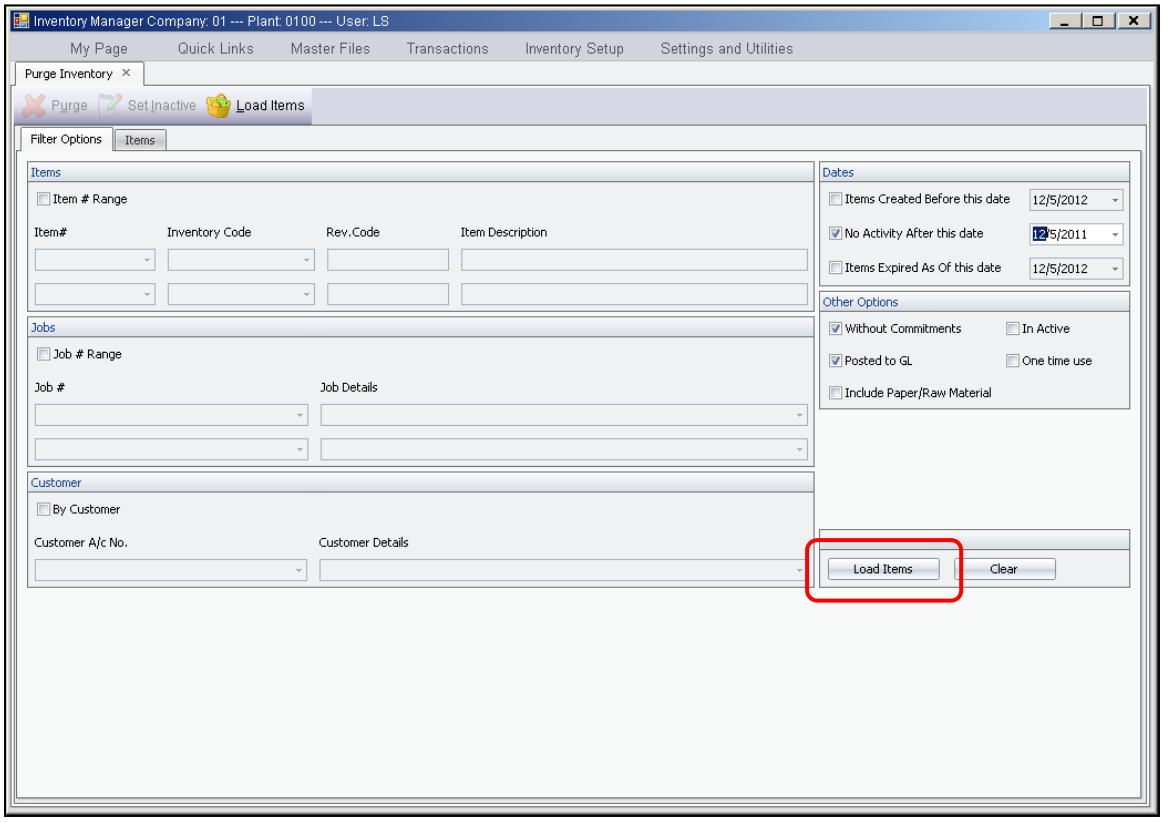
Purge Inventory Item

The Purge Inventory Item program has two related functions:

- Set items inactive.
- Allows item deletion. Stock item purge only works with items with zero on-hand quantities.

The filter selections are made. Filters can be set based on Item # range, job number range or by Customer. Date options selected using the drop-down calendars are available to include items created before a specified date, items with no activity after a specified date or items that have expired as of a specified date. **Other Options** filters are: Without Commitments, Posted to GL, Include Paper/Raw Material, Inactive and One Time Use. Obviously, users would only check the **Inactive** filter in the **Other Options** area if the intention was to delete the items, not make them inactive. There are a variety of filters available for selection criteria, but *the filter that is always applied is that the quantity must have a zero on-hand quantity in order to display*.

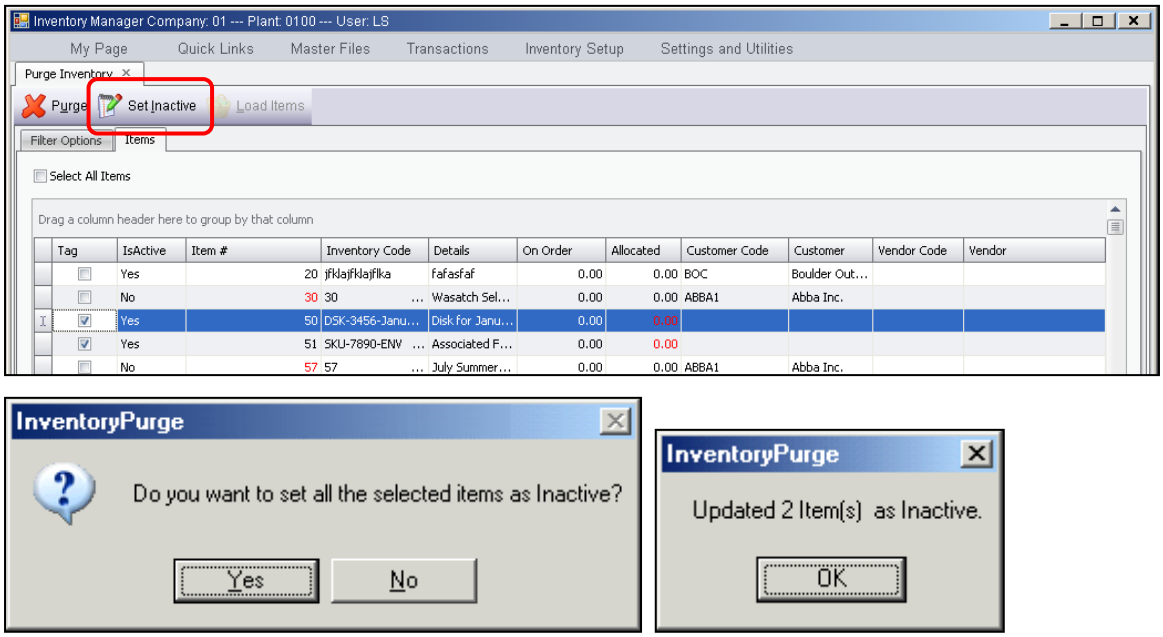
Once the filter selections are made, the user clicks on **Load Items**.



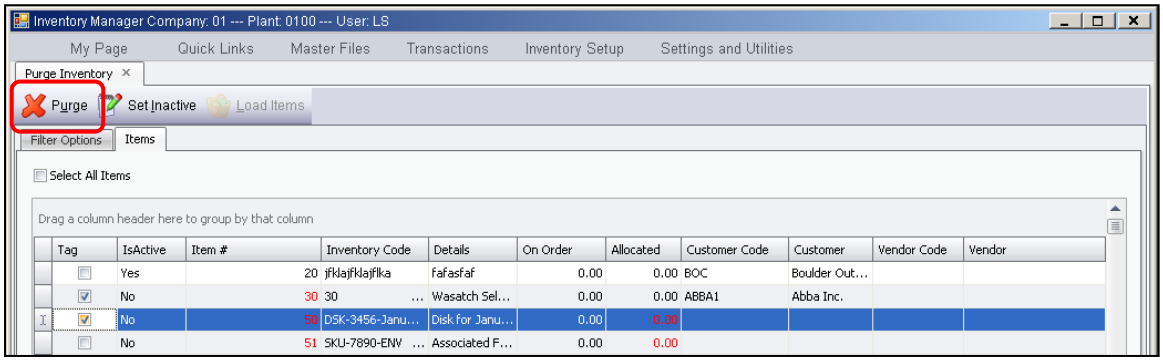
The user will be flipped to the **Items** tab where the items that fit the filtered criteria will display in the grid. The items are tagged to be made inactive or purged. Purging an item purges it from the inventory system completely, eliminating it from Master File inventory.

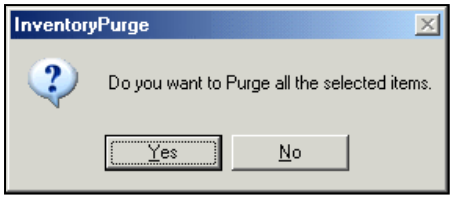
Tag the items and select the button at the top of the screen to either set the item inactive or purge the item. Confirmation messages are provided for each of these functions.

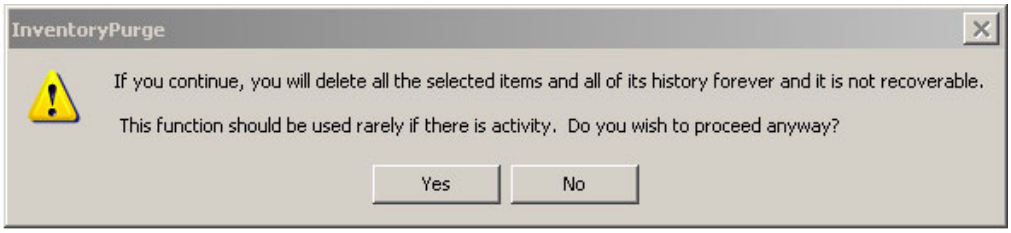
This example shows the confirmation message for setting two items inactive. Items are tagged on the left; then the **Set Inactive** button is clicked in the horizontal menu bar at the top of the screen.

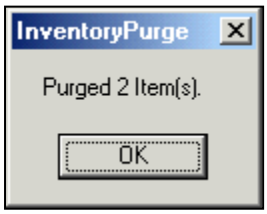


Similarly, this example shows the confirmation message for purging two items from the inventory system. Items are tagged on the left; then the **Purge** button is clicked in the horizontal menu bar at the top of the screen. Please use caution when purging items from the PrintStream system. The items will be eliminated from the system to include their record in Master File Inventory.









The following is an example of the billing worksheet for job number 8822 showing an issue for 1,000 pieces for item number 97839.

Billing Worksheet Printed: 12/5/2012 3:35:17PM **Job # 8822** Page 2 of 5

Job Transactions Report * Charge : N - Normal A - Authors S -Spoiled (Rework) X - Extra Cost

Date	Charge	Employee	Activity/Component	RunQty	M	Hrs/Qty	Cost	Markup	CostVSMarkup	Comment
Line		*17*	*Fulfillment Mat'l*							
CC		*900*	*WAREHOUSE ADMIN*							
12/5/2012	M		90001 Customer Inven		.0	1,000.00	0.00			0.0097839*SkidId:53511** 97839*
Total CC		*900*	*WAREHOUSE ADMI*	*0.00*		*1,000.00*	*0.00*		*0.00*	
Total Line		*17*	*Fulfillment Mat'l*	*0.00*		*1,000.00*	*0.00*		*0.00*	
				0.00		*1,000.00*	*0.00*		*0.00*	

The audit trail for this item shows the opening transaction, the receipt and the issue to the job 8822.

Audit Trail

Drag a column header here to group by that column

Date	Type	Reference	Location	Quantity	Quantity On Hand	Cost	Value On Hand	User	Time	Notes	Job #	Skid Id	Orde
12/5/2012	Issue	Job#8822	T.05.2	-1,000.00	0.00	$0.00	0.00	LS	15:34		8822	53511	
12/5/2012	Initial R...	SkidId:53511	T.05.2	1,000.00	1,000.00	$0.00	0.00	LS	15:34	Initial Qty	0	53511	
12/5/2012	Opening	Opening Trans		0.00	0.00	$0.00	0.00	LS	15:33		0	0	

The main information for this item in Master File Inventory shows the on-hand quantity of zero – a requirement for setting an item inactive or purging an item.

Main Inventory Information - Customer

Item Information

Item # 97839 Inventory Code 97839 Revision Code IsActive Revise Explode Kit

Linked Customer

Account # ALASKA Name Alaska Inc.

Main Information | Rules /Settings | Item Links | Extra Information | Printing Specifications | Current Quantities | Fulfillment Settings

Minimum Level 0 pcs or days usage 0

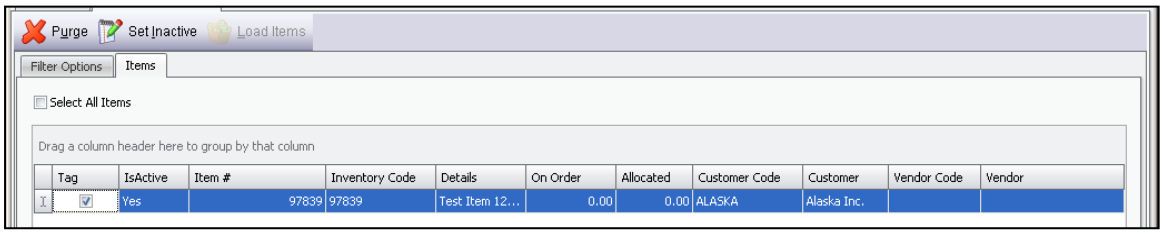
ReOrder Quantity 0 pcs or days usage 0

Max Usage 0 pcs or % 0

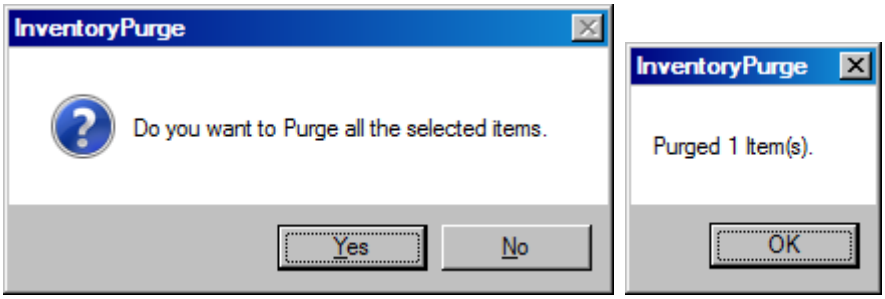
Current Quantities

	On Hand	On Order	Total
Quantity	0.00	0.00	0.00
Committed	0.00	0.00	0.00
Available	0.00	0.00	0.00
Value	$0.000	$0.000	$0.000

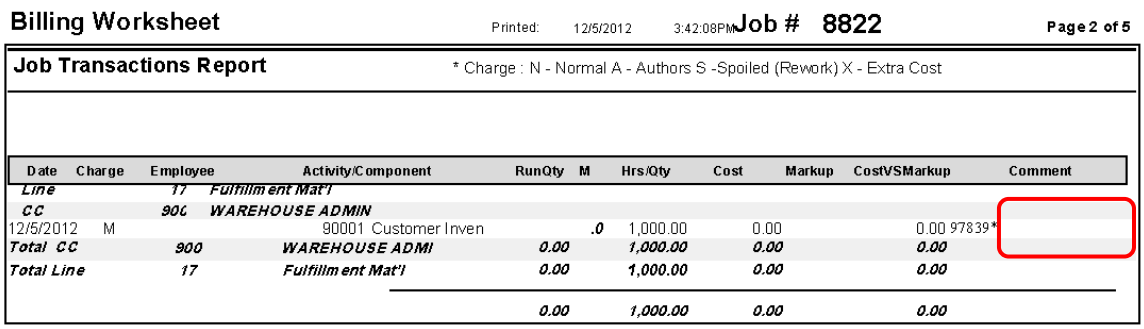
The item is tagged for purging in the Purge Inventory program.



The confirmation message displays.



The billing worksheet after the item is purged shows the item number but no longer references any other identifiers for the item because the record has been purged from Master File Inventory.

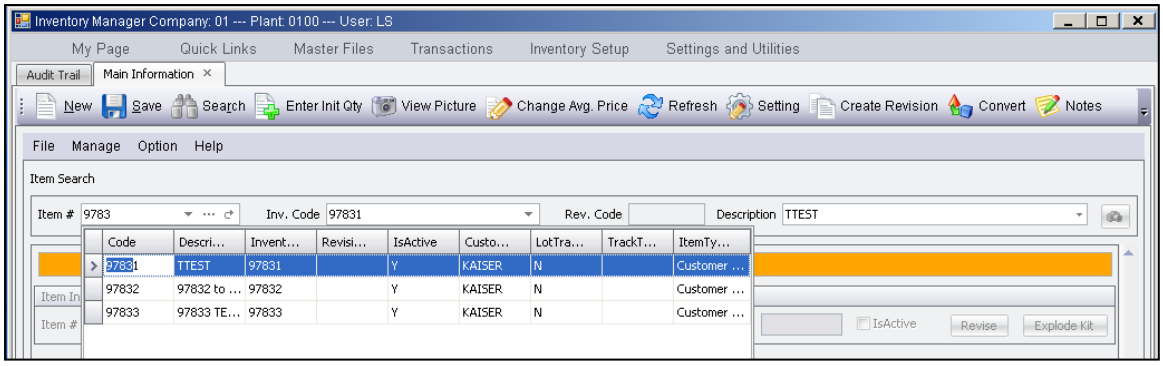


Billing Worksheet Printed: 12/5/2012 3:42:08PM **Job # 8822** Page 2 of 5

Job Transactions Report * Charge : N - Normal A - Authors S -Spoiled (Rework) X - Extra Cost

Date	Charge	Employee	Activity/Component	RunQty	M	Hrs/Qty	Cost	Markup	CostVSMarkup	Comment
Line		*17*	*Fulfillment Mat'l*							
CC		*900*	*WAREHOUSE ADMIN*							
12/5/2012	M		90001 Customer Inven		.0	1,000.00	0.00		0.00 97839*	
Total CC		*900*	*WAREHOUSE ADMI*	*0.00*		*1,000.00*	*0.00*		*0.00*	
Total Line		*17*	*Fulfillment Mat'l*	*0.00*		*1,000.00*	*0.00*		*0.00*	
				0.00		*1,000.00*	*0.00*		*0.00*	

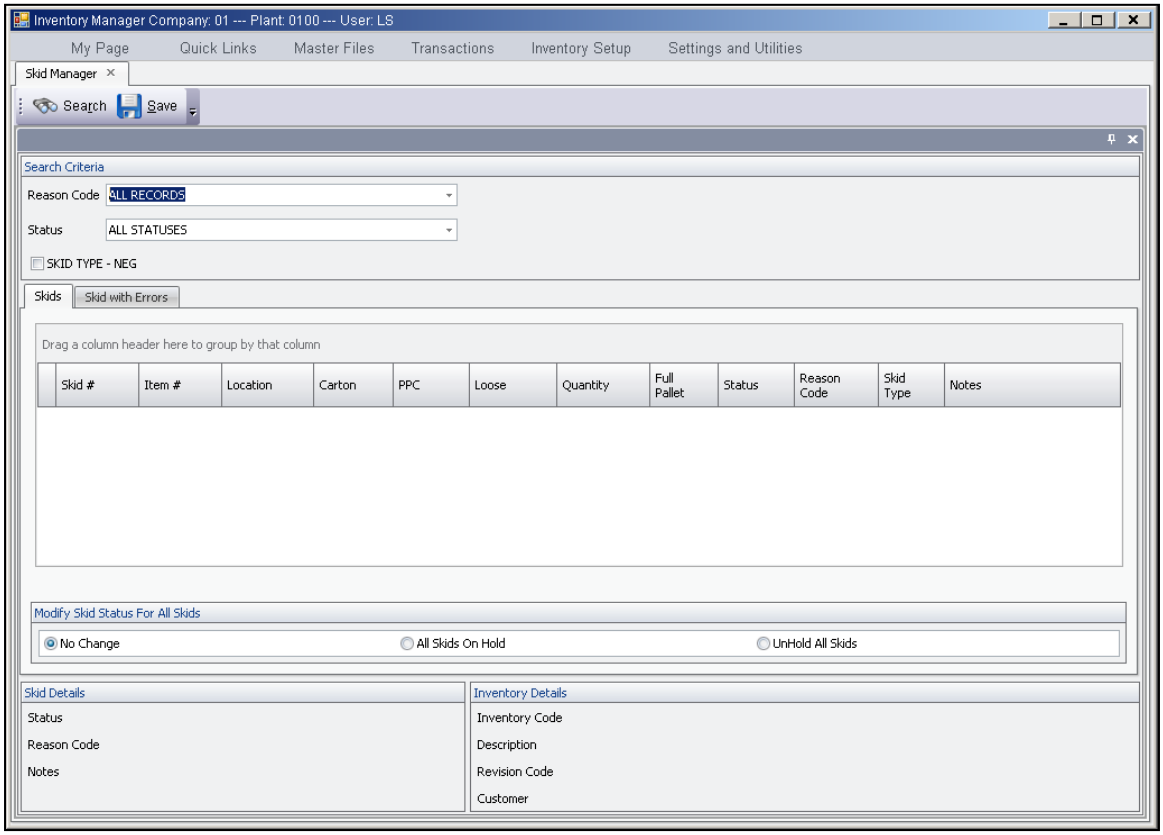
Master File Inventory for item 97839 does not show as listed.



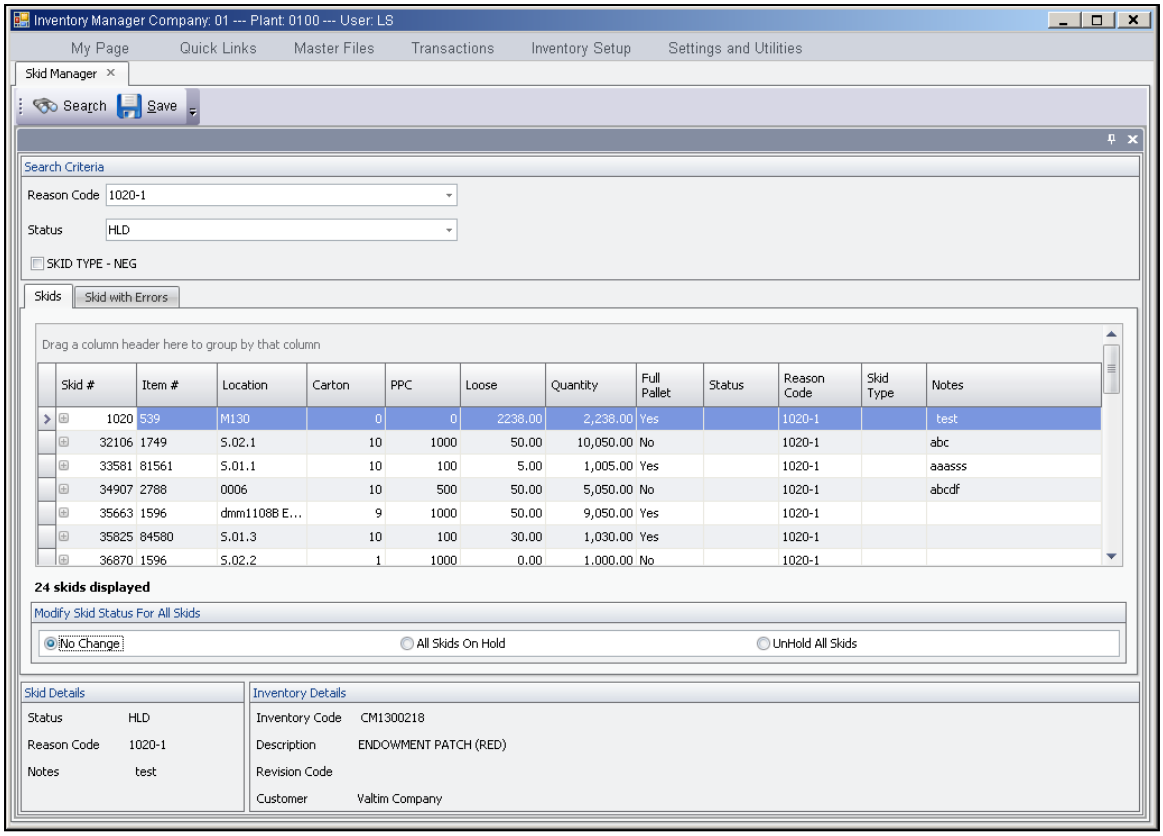
Skid Manager

The Skid Manager program is a new program that allows users to manage many of the skid settings in the inventory system. The settings that can be managed for skids using this program are for placing skids on hold or taking skids off hold, the receiving line reason codes assigned to the skid, skid notes and whether the skid is tagged as **full pallet**. The program also provides a method for users to find problematic skids which may need review.

When the program is launched, the search screen will display which filters the selection of skids to load into the grid. All skids will load if no filters are applied.



After the search filters are entered, click the **Search** button to load the grid with the skids that use the filtered criteria. In the following example, there is one skid that meets the search criteria. The skid information is detailed under the **Skids** tab and the inventory and skid details are listed on the bottom half of the screen. If more than one skid is listed, clicking the skid record will display the inventory and skid details for the highlighted skid.



Many of the fields are informational and cannot be edited. Fields that can be edited are: **Full Pallet**, **Status** field, **Reason Code**, and **Notes**. The program was initially created to help identify and manage which skids are set with a status of HLD and releasing the skids or setting skids on hold in a multiple list setting using the **Global Modify** buttons in the **Modify Skid Status for All Skids**. During the programming of the Skid Manager, the additional functions were added.

Search Field Definitions:

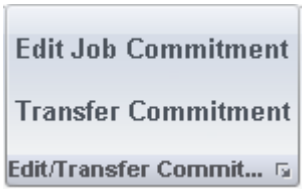
Reason Code – these correspond to the user-defined reason codes that are added to a skid line in the Receiving program.

Status – the status of HLD for skids on hold or 'blank' which would be skids that are not on hold. The ALL STATUSES status will pull a list of all skids regardless of HLD status.

Skid Type – Neg – used for informational purposes for troubleshooting and management. When this filter is used, skids with a negative quantity will display in the grid. These types of skids are associated with special programming that allows skids to *temporarily* have a negative quantity.

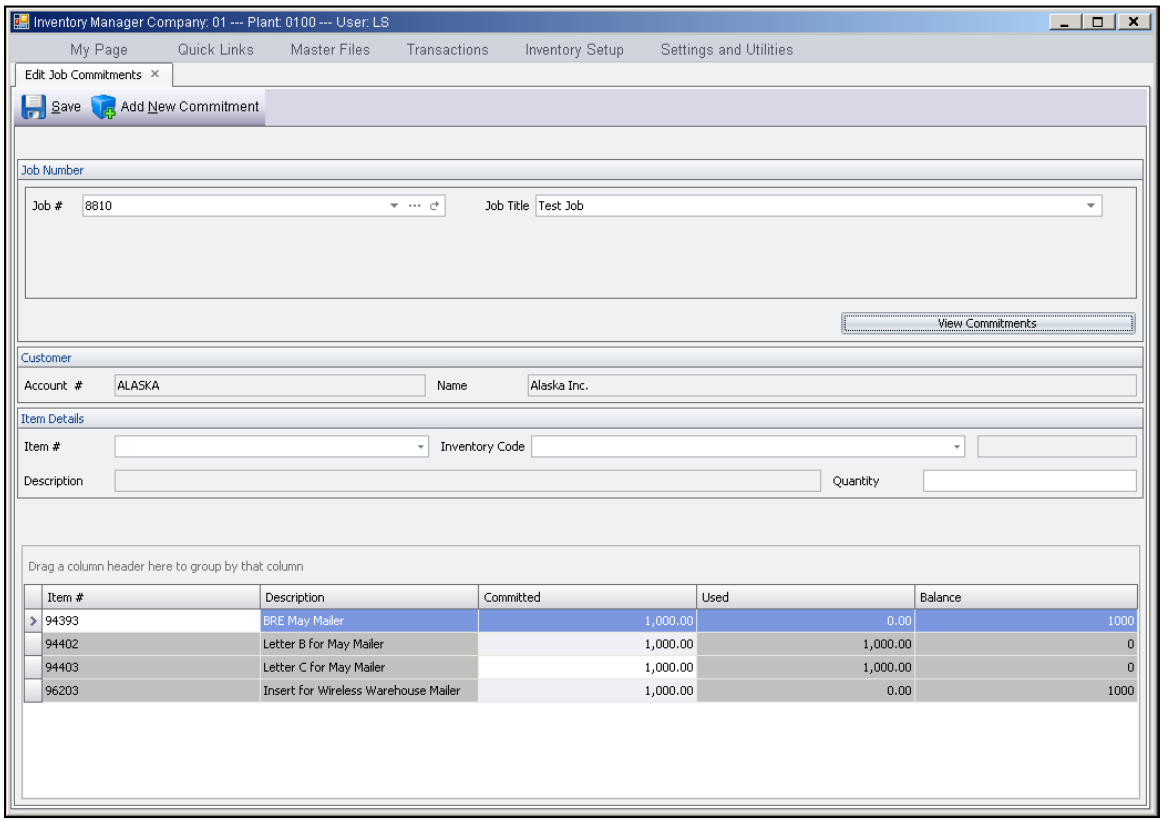
There is a second tab in the grid labeled **Skid with Errors**. This tab displays any skids that are problematic and need to be reviewed. The grid display provides an easy way for users to find skids with errors in the program.

Edit/Transfer Commitments



Edit Job Commitment

Enter a **Job #** and select the **View Commitments** button. If nothing displays there are currently no commitments against the entered Job #.



To add a new commitment, enter the item #, enter the quantity and select the **Add New Commitment** button.

To edit a commitment qty. double-click in the **Committed** column next to the item, enter the new qty, and **Save**. To edit the item # and qty., double-click the item.

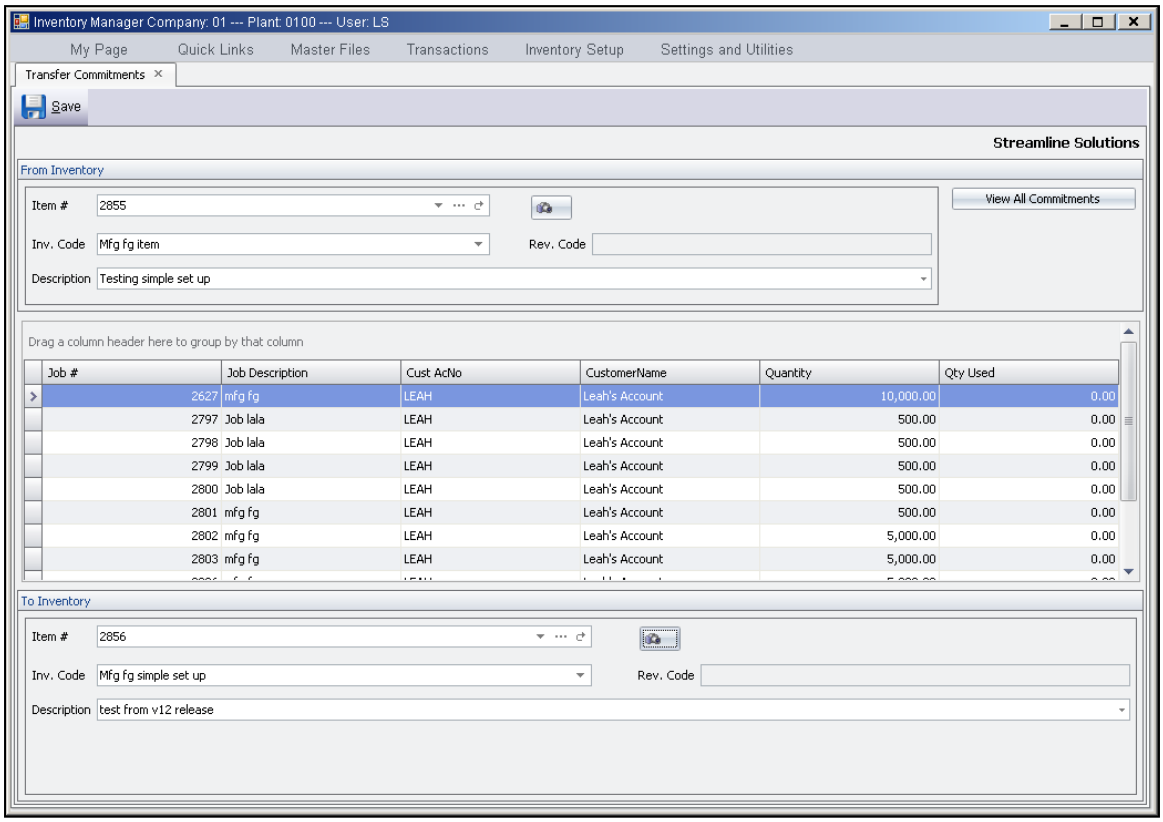
To delete a commitment 'right-click' on the item and select **Delete**.

Note Customer Inventory, Finished Goods or Raw Materials receive commitments / allocations when they are "attached" or "assigned" to a component in the Inventory component screen, in Mail and Print & Mail Estimating / Order Entry. Paper Inventory is reserved in Print Order Entry when a reservation has been made in the paper reservation screen.

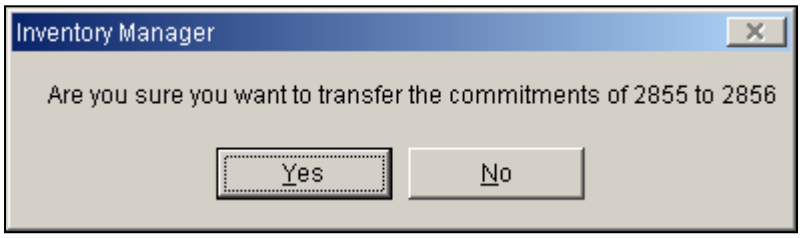
Transfer Commitment

Enter an item # and select the **View All Commitments** button. If nothing displays, there are currently no commitments against the entered item #. Select the row the job commitment you wish to transfer, enter the item # to be transfer to (below), and select **Save**.

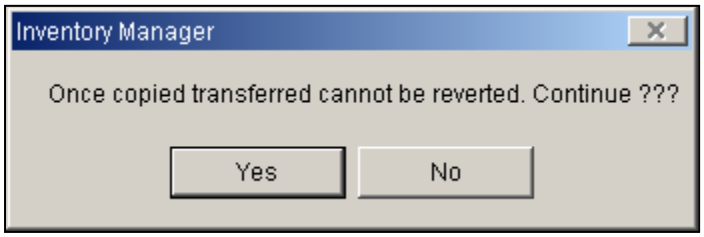
In the example below for item #2855, I am transferring the commitment (10,000 qty) for job #2627 to item #2656.



Click **Yes**.

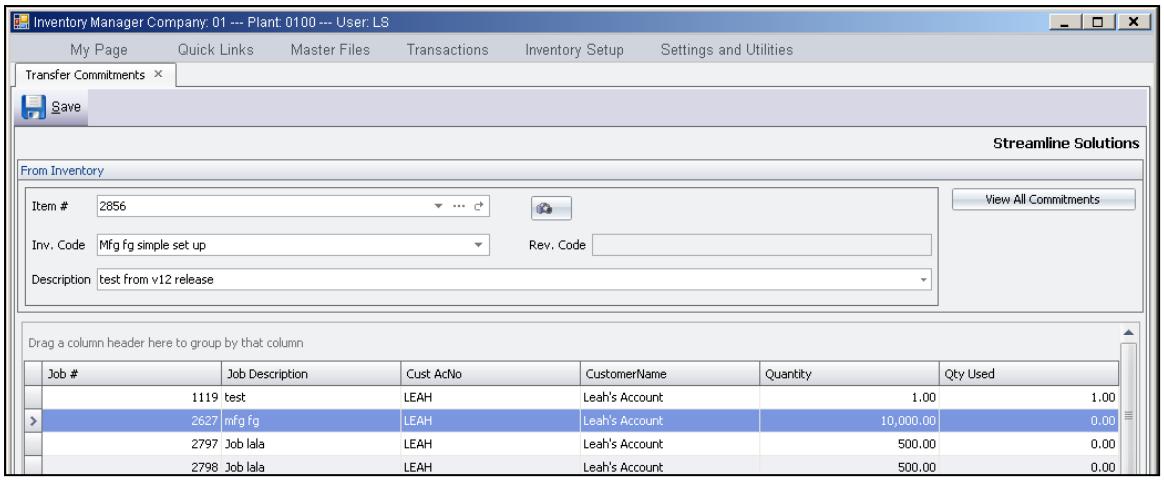


Click **Yes**.



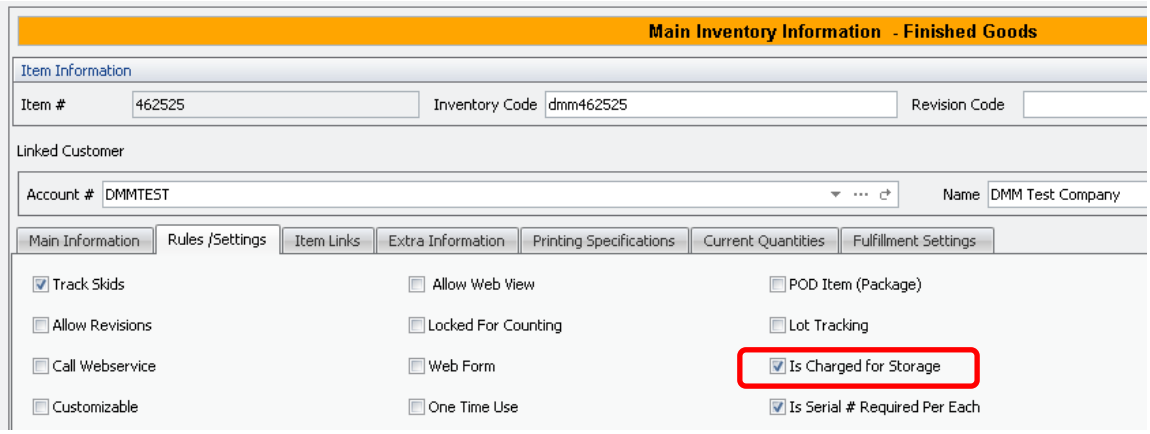
Click **OK**.

To confirm enter item #2856 and you now see a commitment of 10,000 qty for job #2627.



Serialized Items Processing

Inventory Items can be defined with the **Is Serial # Required Per Each** option checked. This allows serial numbers to be assigned to the individual pieces at the point of receiving. This had been enabled for customer inventory items within the Edit (Customer) Receipts program but had not been enabled for finished goods (PO Receipts). A new mechanism within the Master File Inventory 'Location' screen has been implemented using the "…" button in the 'Serial Number' column of the skid line detail (see screen shot below). This opens an entry screen that allows serial numbers to be assigned to the individual pieces of a skid (given that the item is defined with "Is Serial # Required Per Each" option checked). This works for both customer inventory and finished good items.

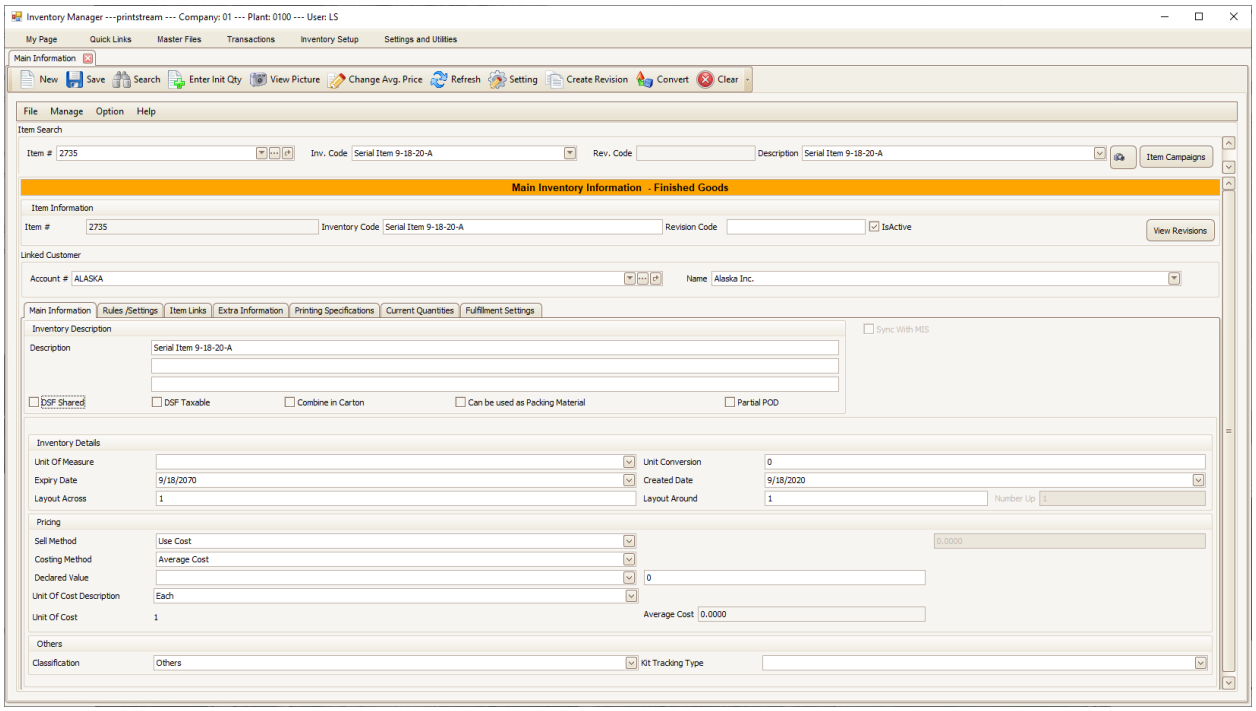


This section covers programming to process items using serial numbers and will cover the following;

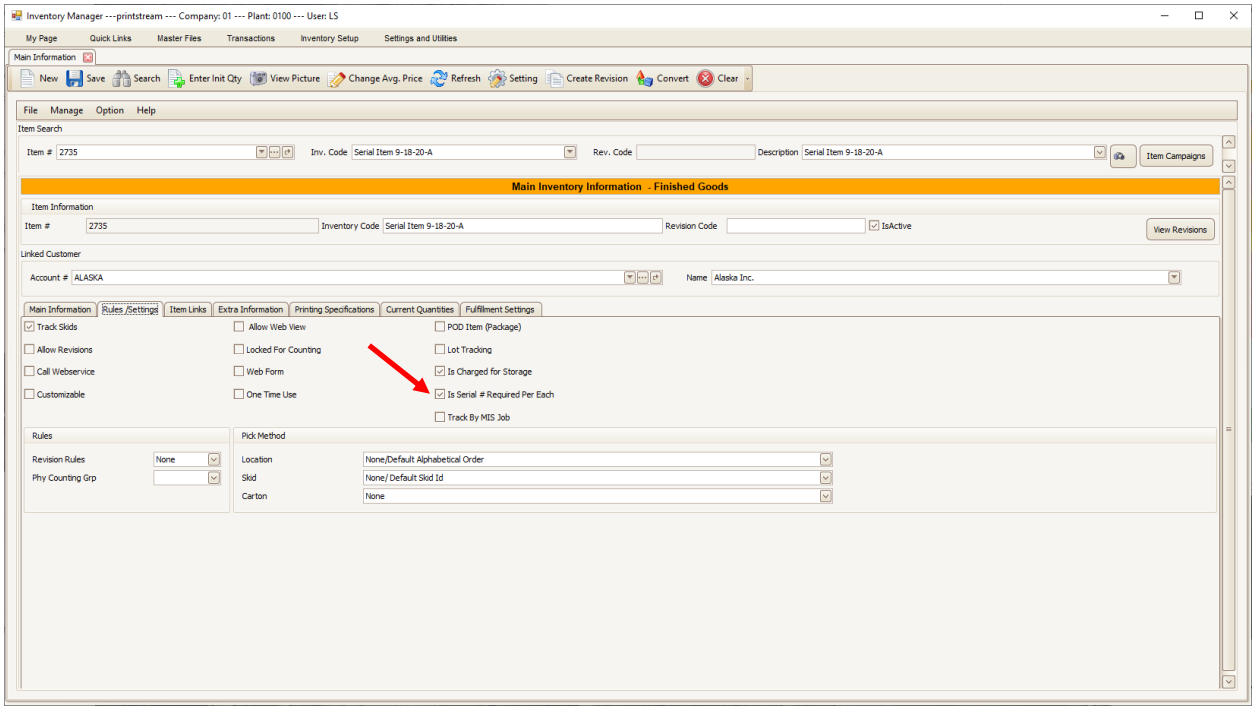
1. Creating Serialized Items
2. Receiving Serialized Items
3. Importing Serial Numbers for Serialized Items
4. Manually entering Serial Numbers for Serialized Items
5. Fulfilment processing of Serialized Items
6. Wireless Warehouse processing of Serialized Items
7. Issuing, Returning, and Single Item Adjusting of Serialized Items

Create Serialized Item

Create new item in usual manner. Example uses Item #2735 . . .

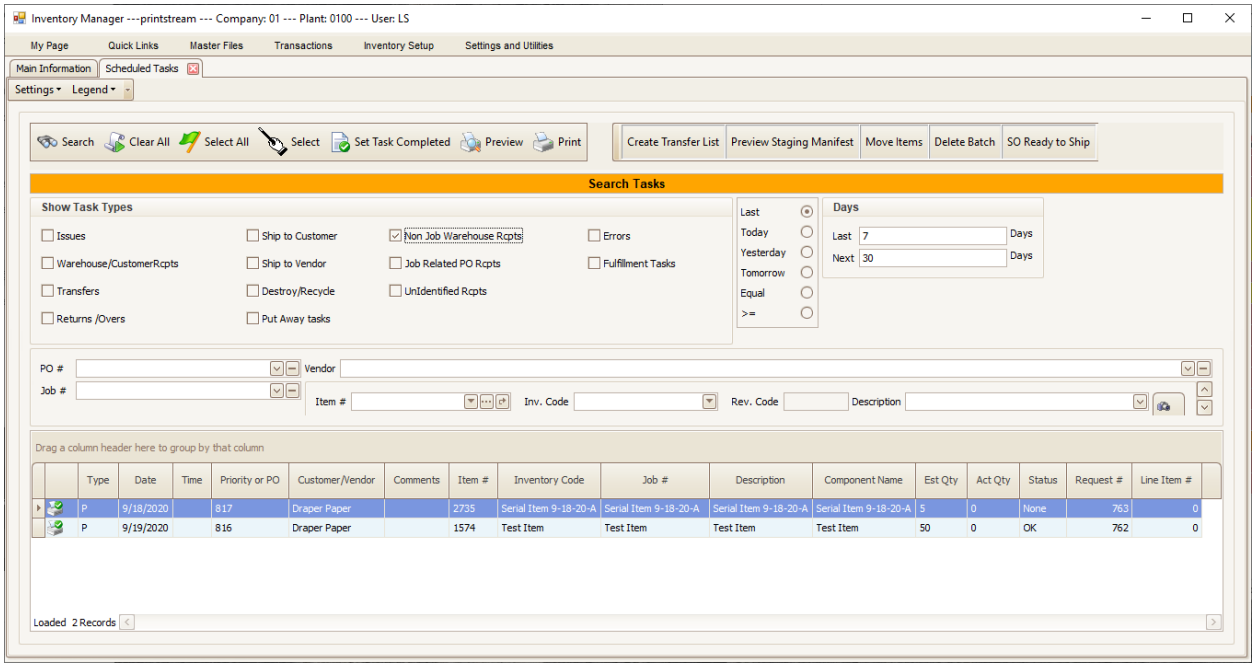


Check **Is Serial # Required Per Each** to allow for serialized use.

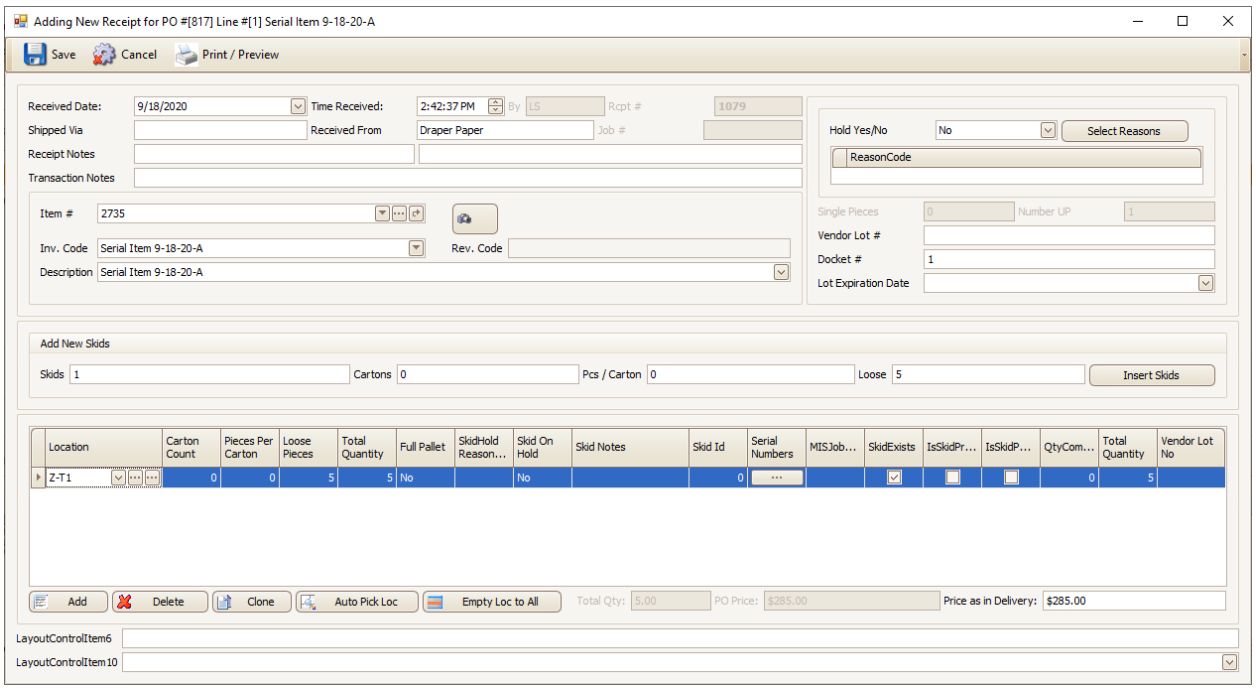


Receive Serialized Item

Scheduled Tasks - receive Serial Item #2735. Note that Customer Receipts behave similar and the user can also go directly to the receiving screens if no scheduled tasks exist for receipt . . .



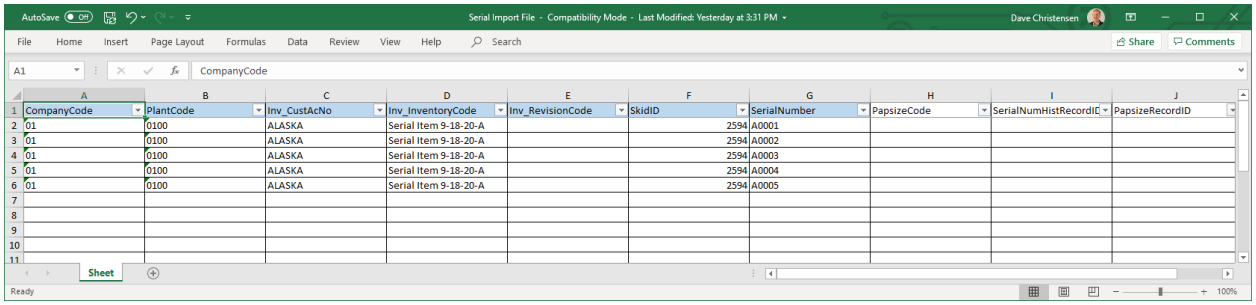
Receive Serial Item #2735 for 5 qty. The next sections below will show how to associate Serial Numbers to the received item . . .



Import Serial Numbers

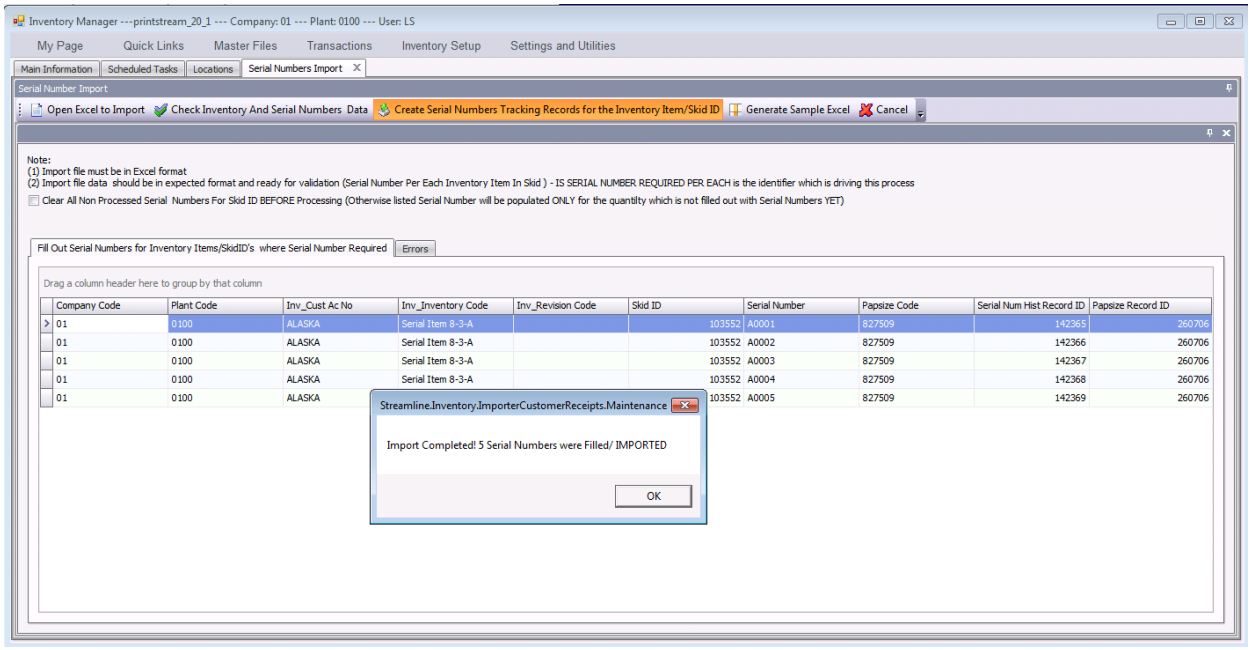
Option #1 - Use Serial Number Import

Create Serial Number Import file. A blank file can be generated from the Serial Number Import screen. Complete data entry similar as to shown below. Note that all row information is the same except for column G where each serial number is entered. The Skid ID can be found in the Audit Trail and Location screen for the item. Save and close the file, then Import . . .

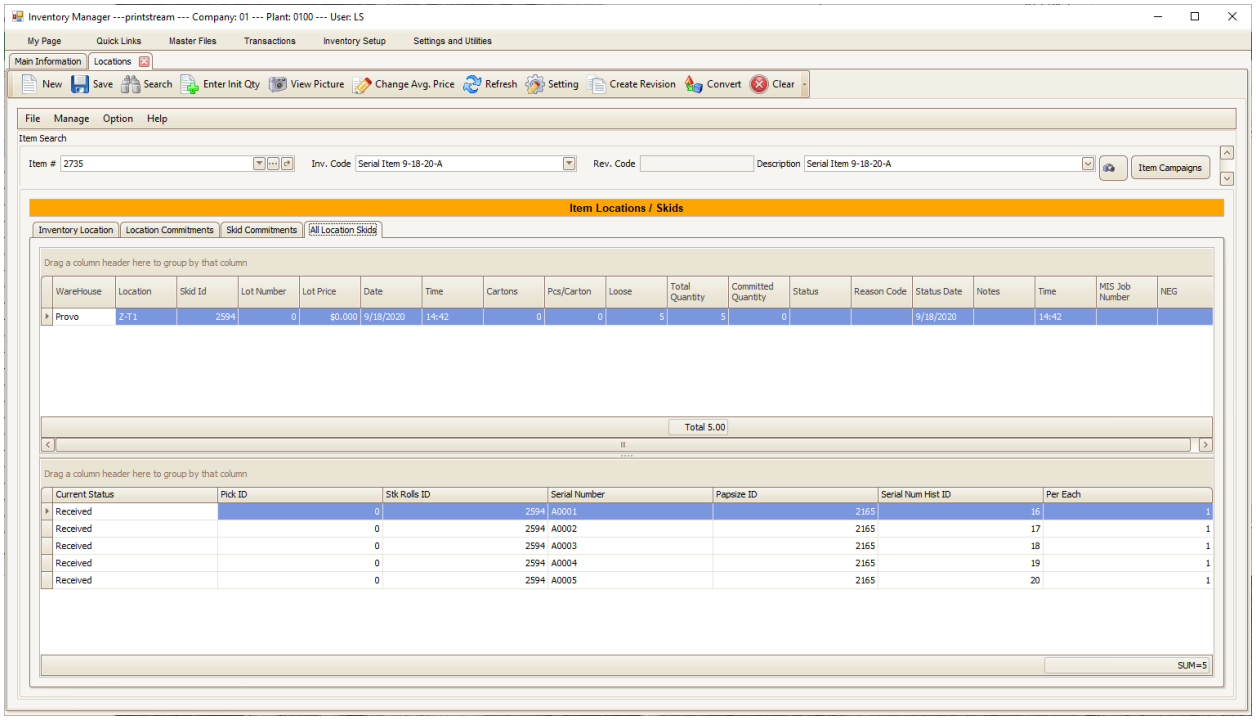


	A	B	C	D	E	F	G	H	I	J
1	CompanyCode	PlantCode	Inv_CustAcNo	Inv_InventoryCode	Inv_RevisionCode	SkidID	SerialNumber	PapsizeCode	SerialNumHistRecordID	PapsizeRecordID
2	01	0100	ALASKA	Serial Item 9-18-20-A		2594	A0001			
3	01	0100	ALASKA	Serial Item 9-18-20-A		2594	A0002			
4	01	0100	ALASKA	Serial Item 9-18-20-A		2594	A0003			
5	01	0100	ALASKA	Serial Item 9-18-20-A		2594	A0004			
6	01	0100	ALASKA	Serial Item 9-18-20-A		2594	A0005			
7										
8										
9										
10										
11										

Serial Number Import is successful . . .



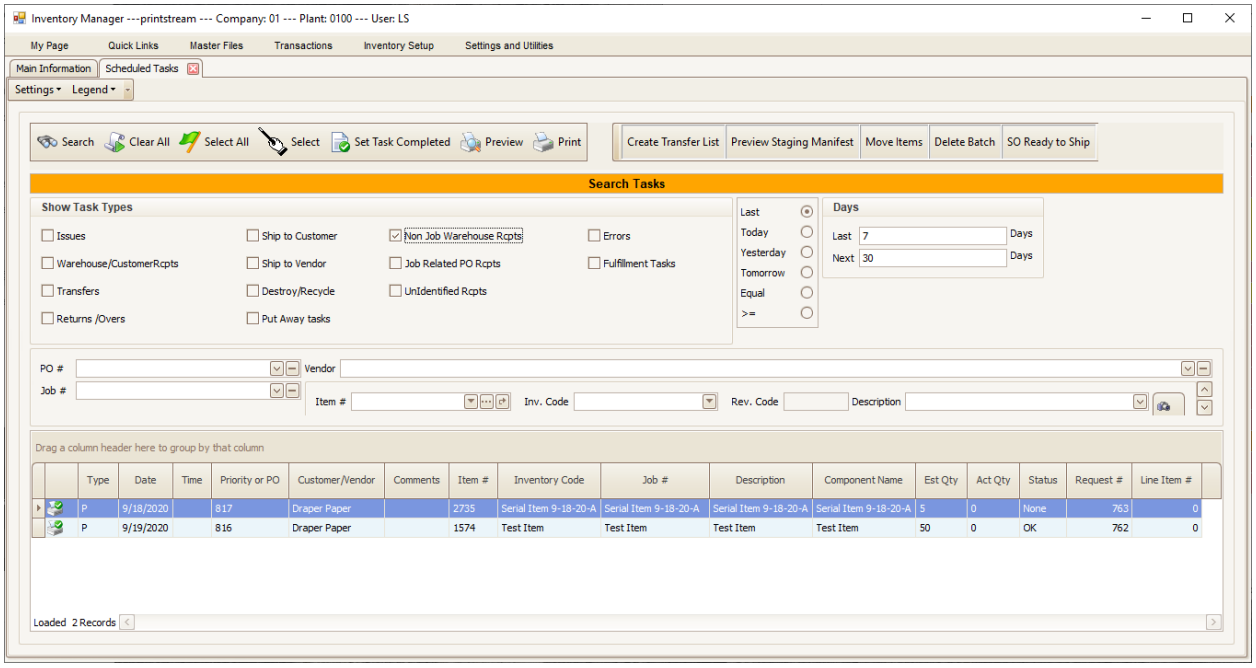
Serial Item #2735 shows 5 qty with 5 serial numbers . . .



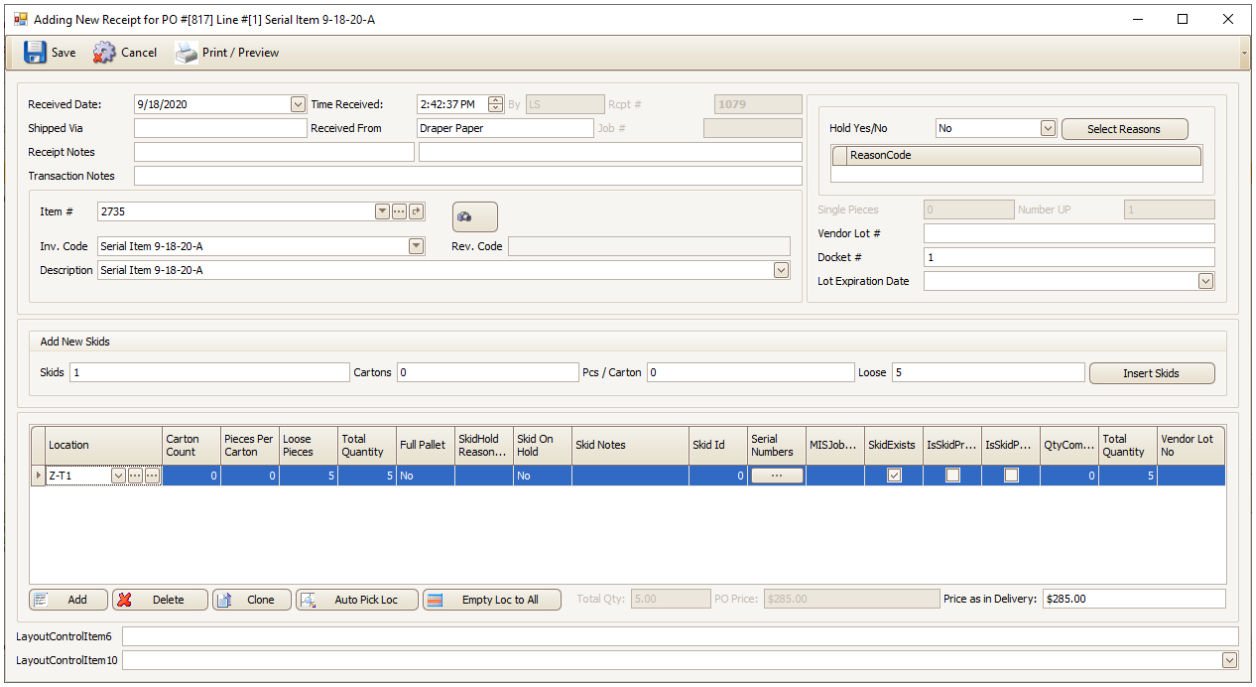
Manual Enter Serial Numbers

Option #2 - Manually enter Serial Numbers after receipt in Location screen

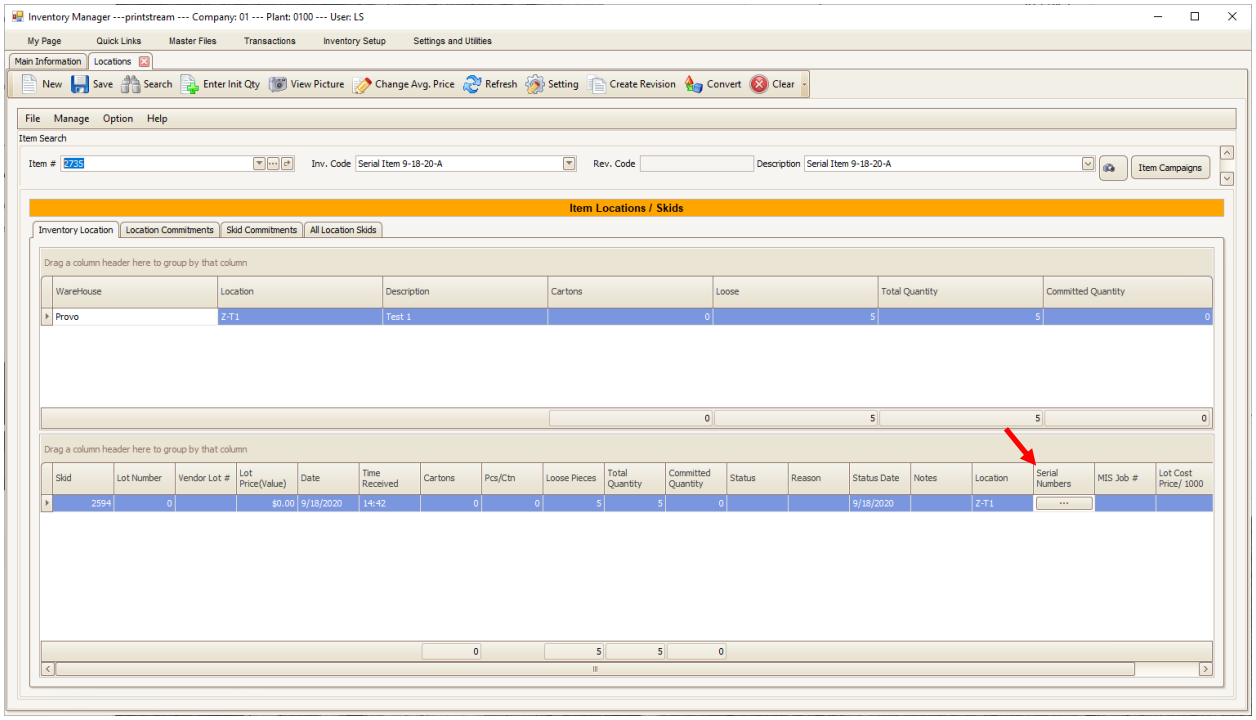
Scheduled Task - receive Serial Item #2735. Note that Customer Receipts behave similar and the user can also go directly to the receiving screens if no scheduled tasks exist for receipt . . .



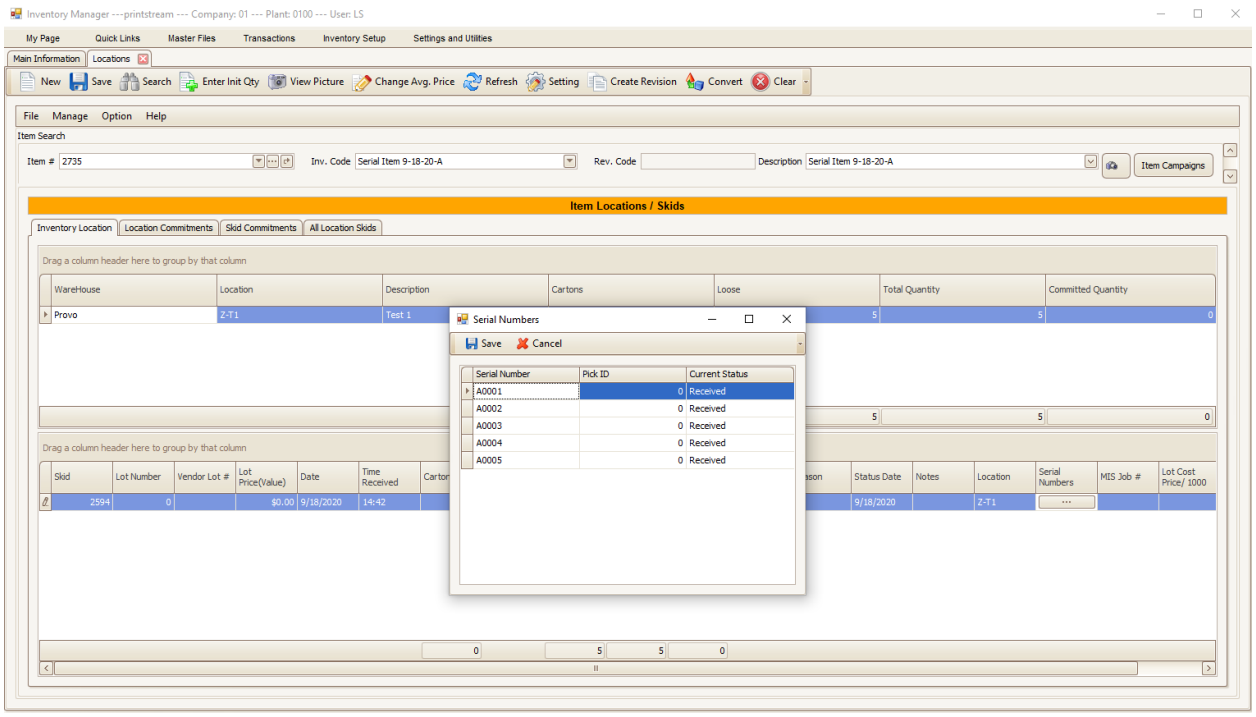
Receive Serial Item #2735 for 5 qty . . .



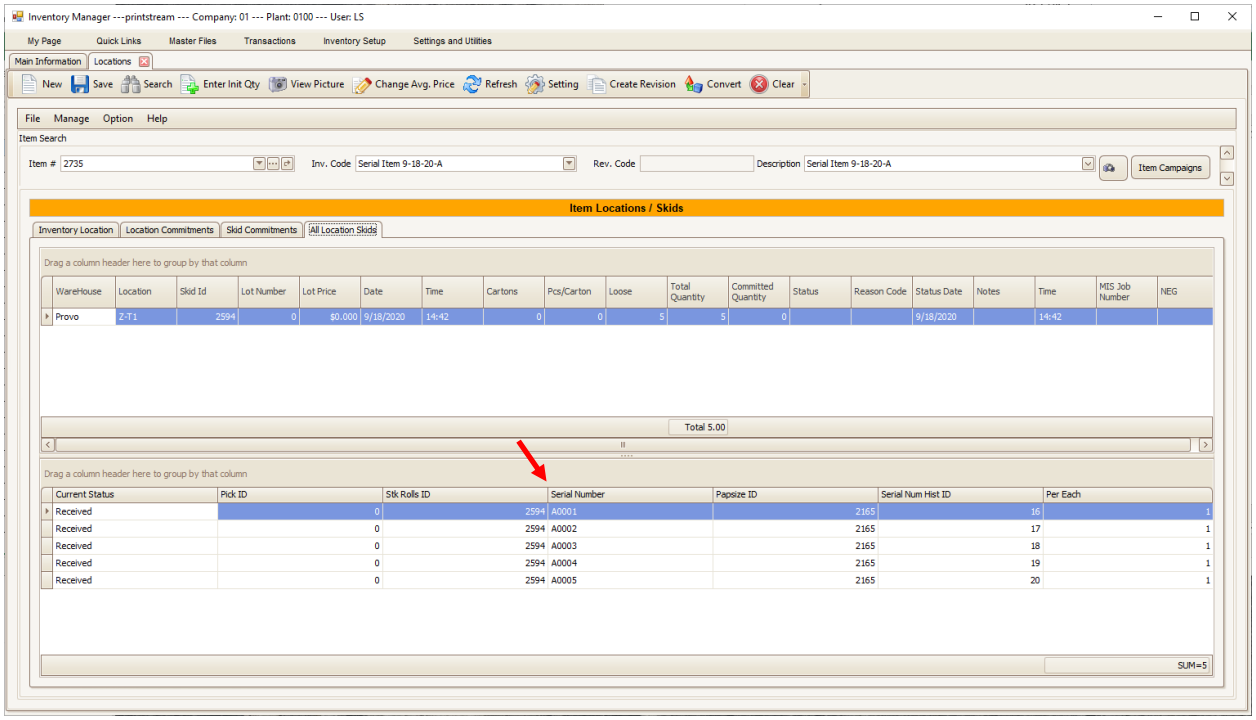
Location screen for Serial Item #2735. Select **Serial Numbers** for the newly received skid . . .



Enter the new Serial Numbers A0001 - A0005 and Save . . .



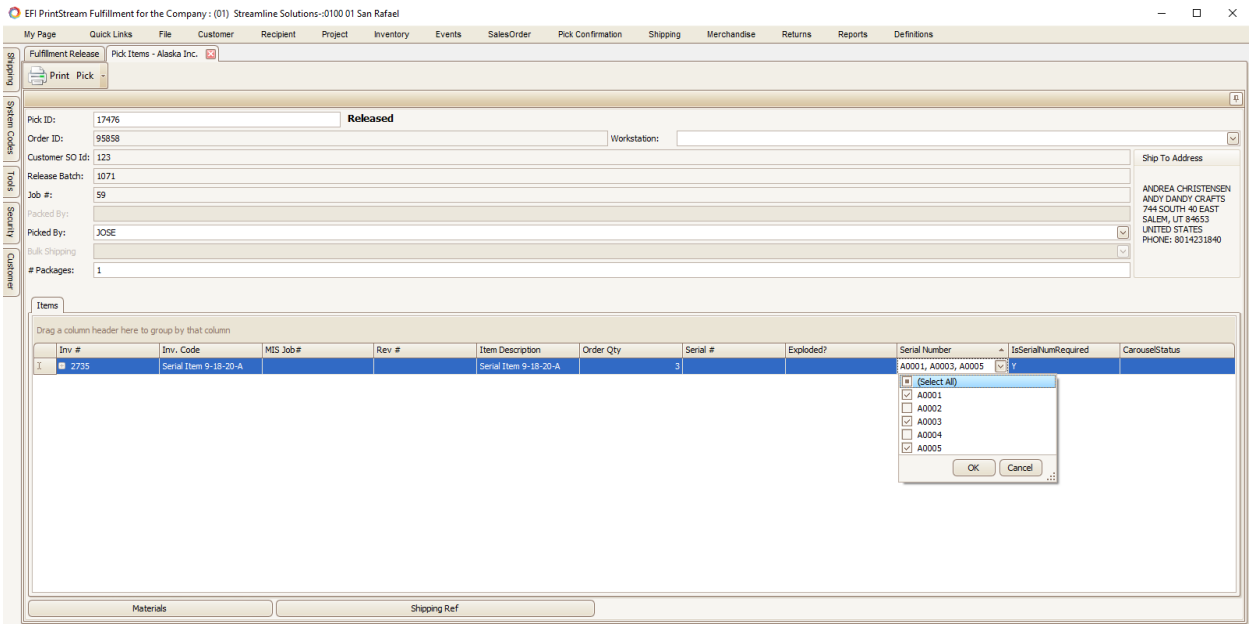
Serial Numbers A0001 - A0005 now appear below.



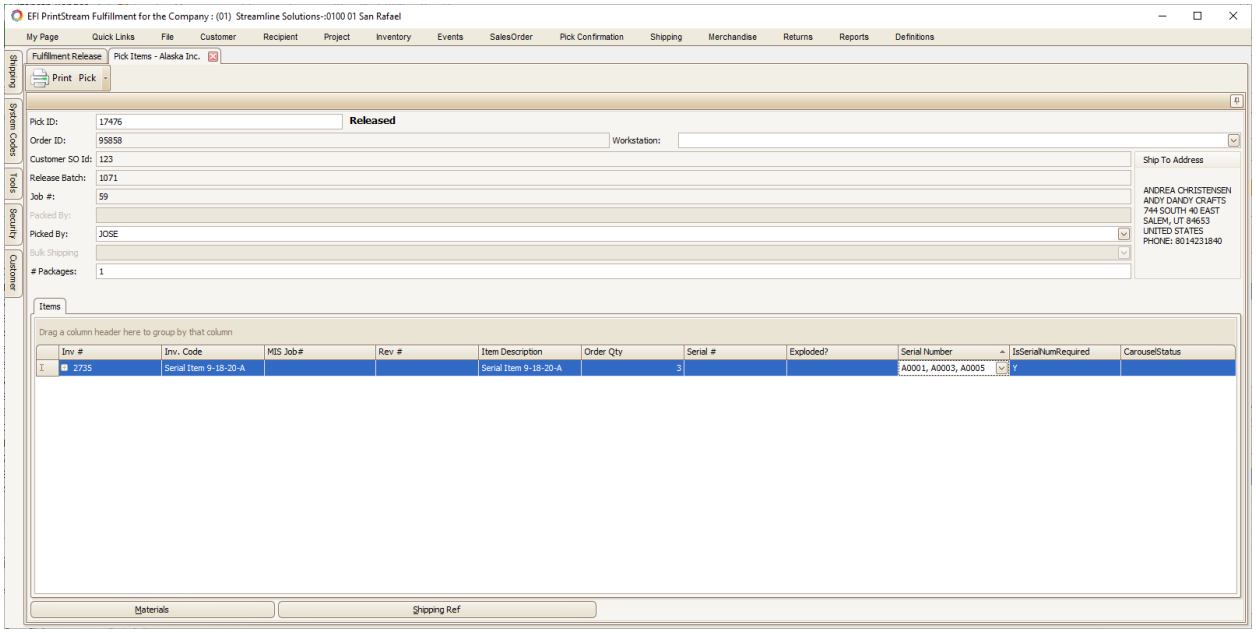
Fulfillment - Serialized Items Processing

Workflow - Create Sales Order, Release Sales Order, Pick Confirmation and select Serial Numbers . . .

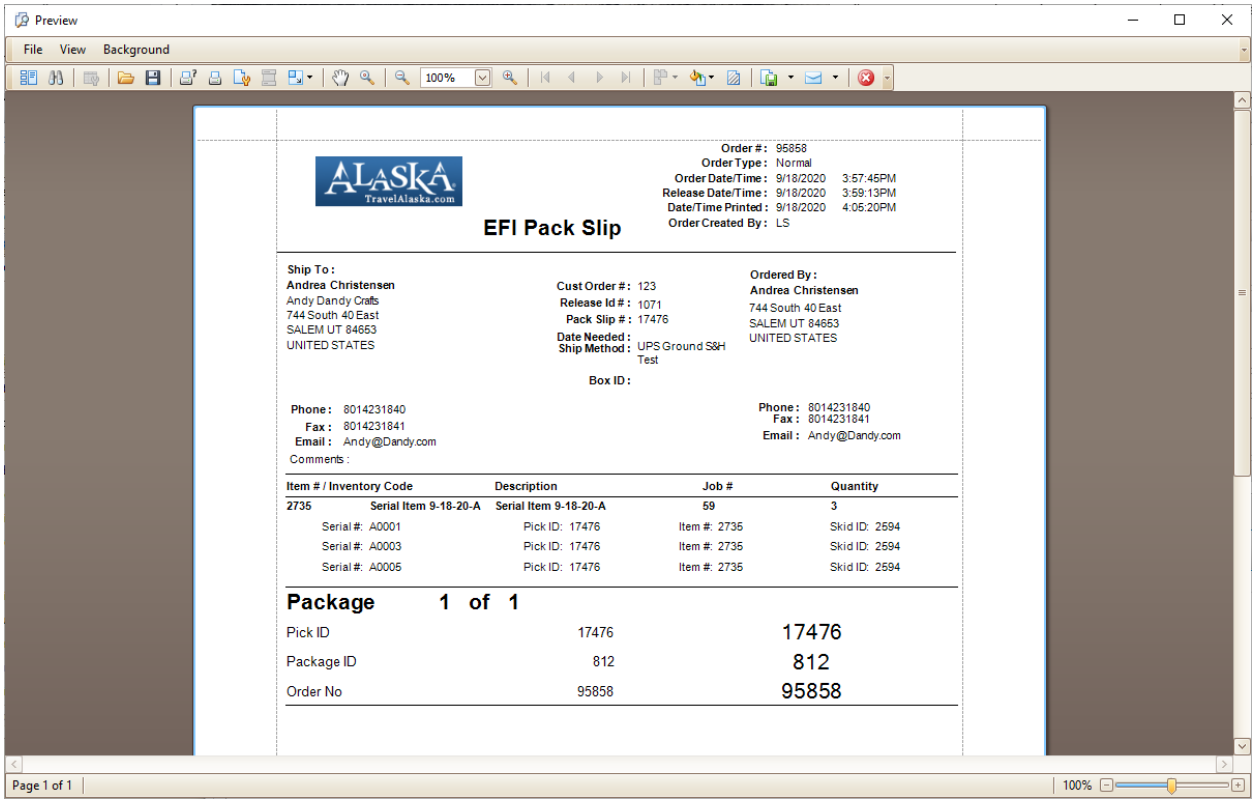
Pick Confirmation - select Serial Numbers needed . . .



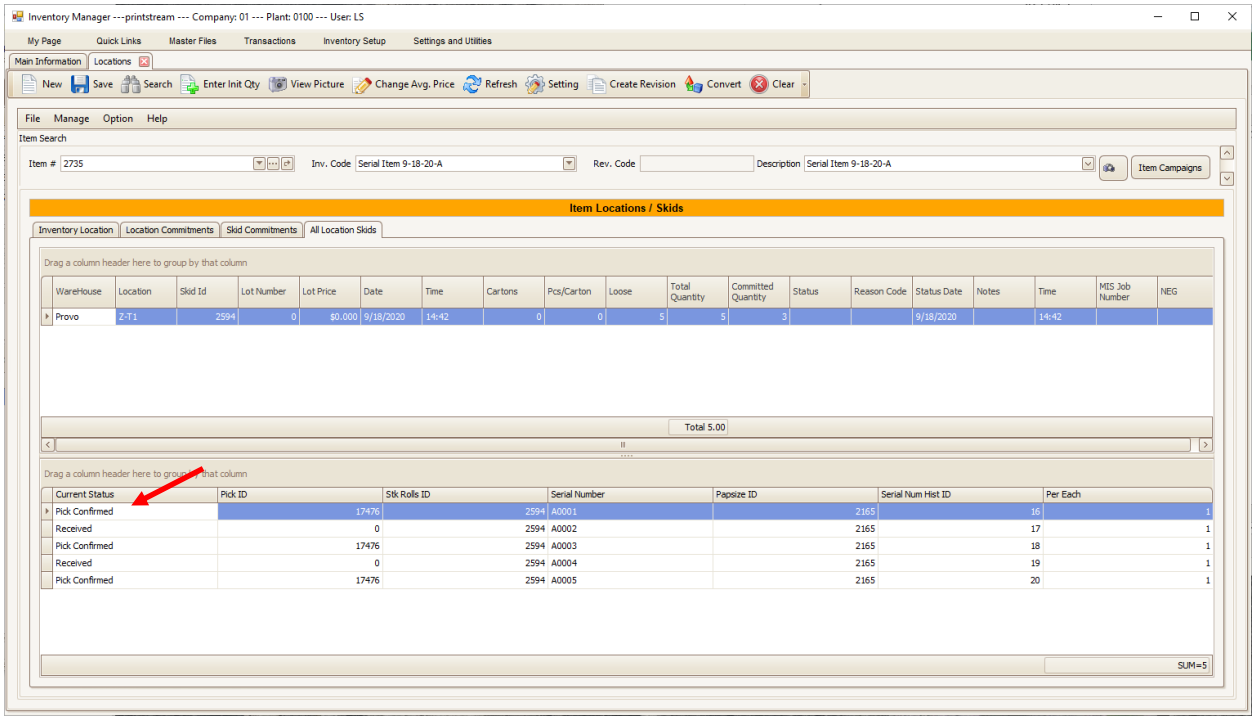
Serial Numbers A0001, A0003, and A0005 have been selected. Select Pick . . .



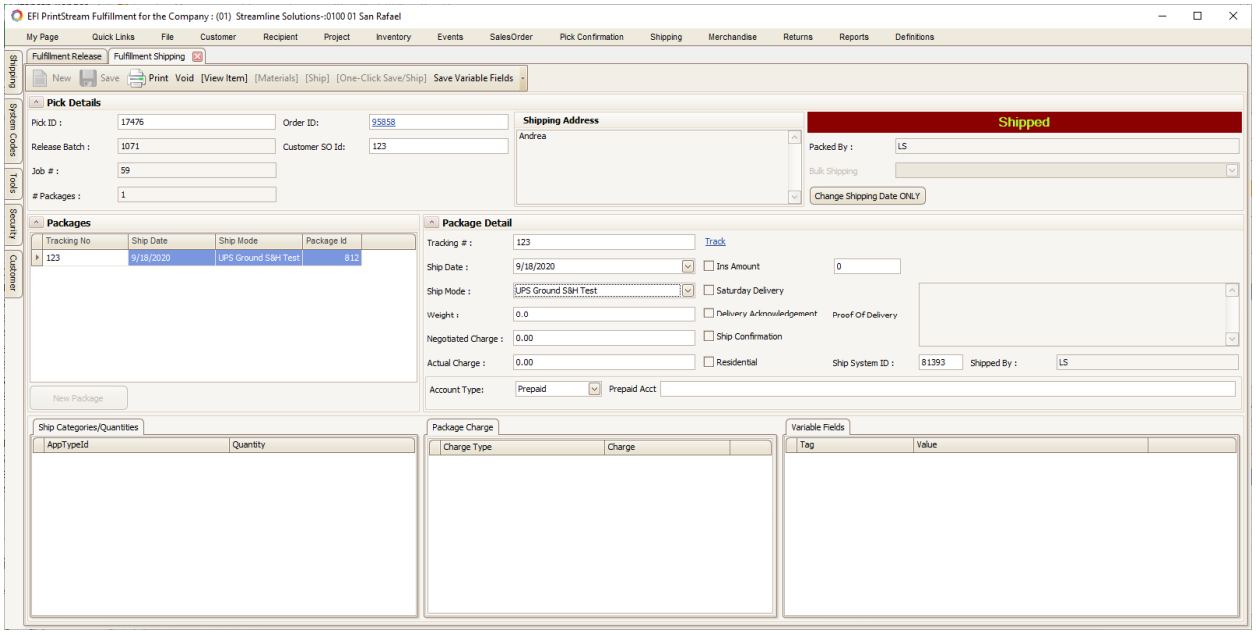
Pack Slip shows Serial Numbers A0001, A0003, and A0005.



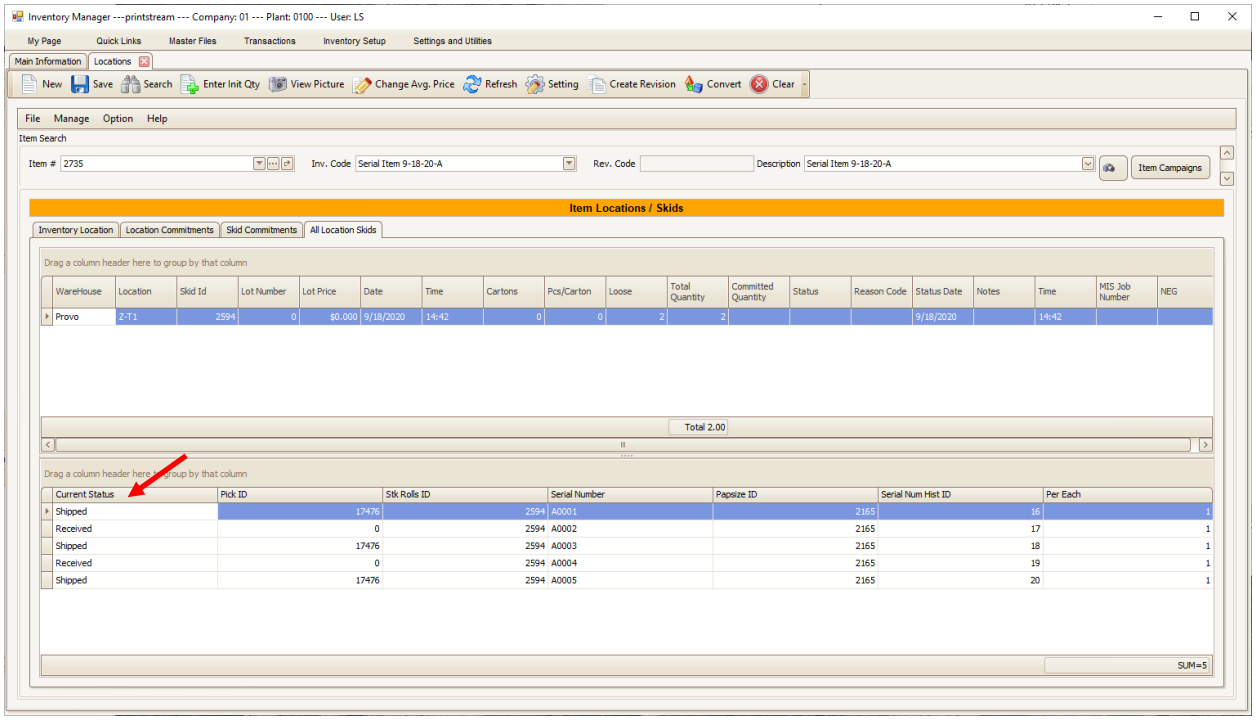
Serial Numbers A0001, A0003, and A0005 now show as Pick Confirmed in Current Status.



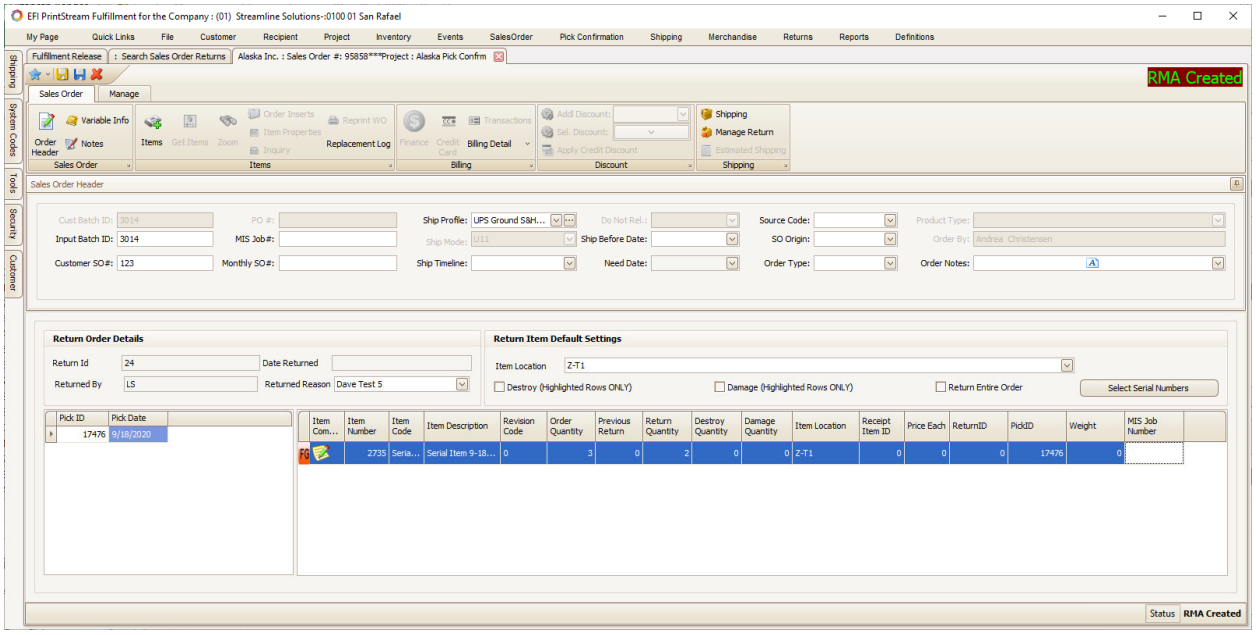
Fulfillment Shipping - Ship the Pick #17476 . . .



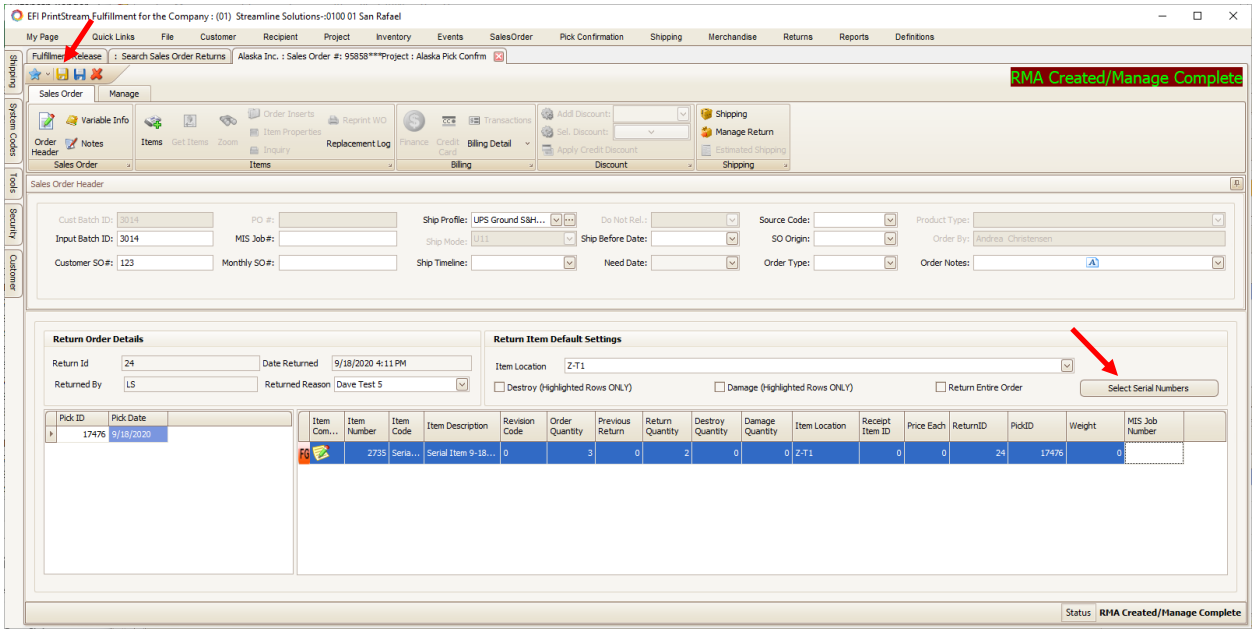
Inventory Item Location shows Serial Item #2735 with Serial Numbers A0001, A0003, and A0005 as Shipped . . .



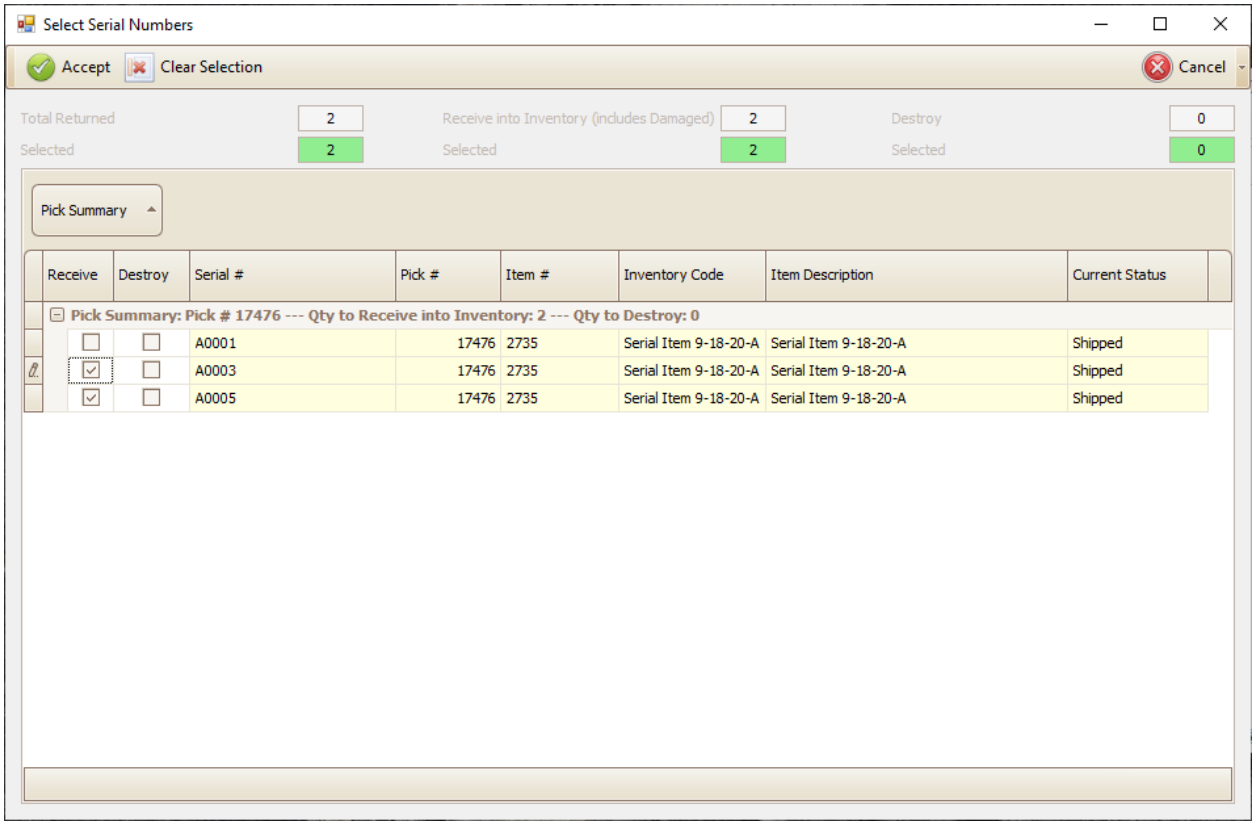
Fulfillment Return Sales Order for 2 qty . . .



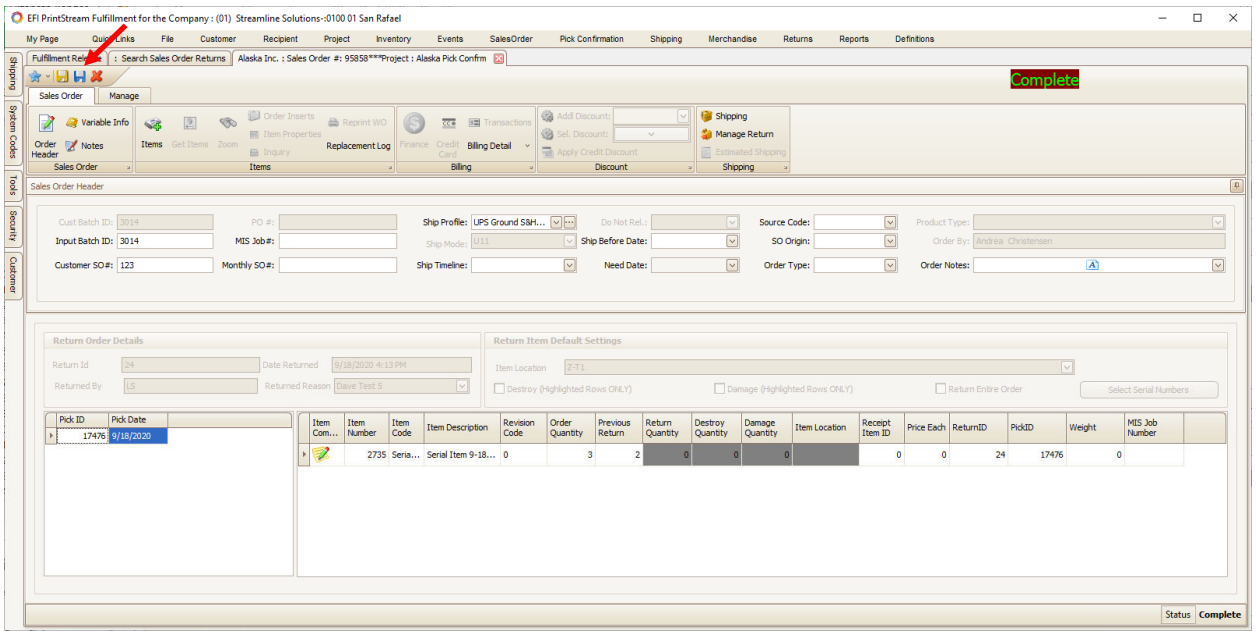
Select **Yellow Save** icon and **Select Serial Numbers** . . .



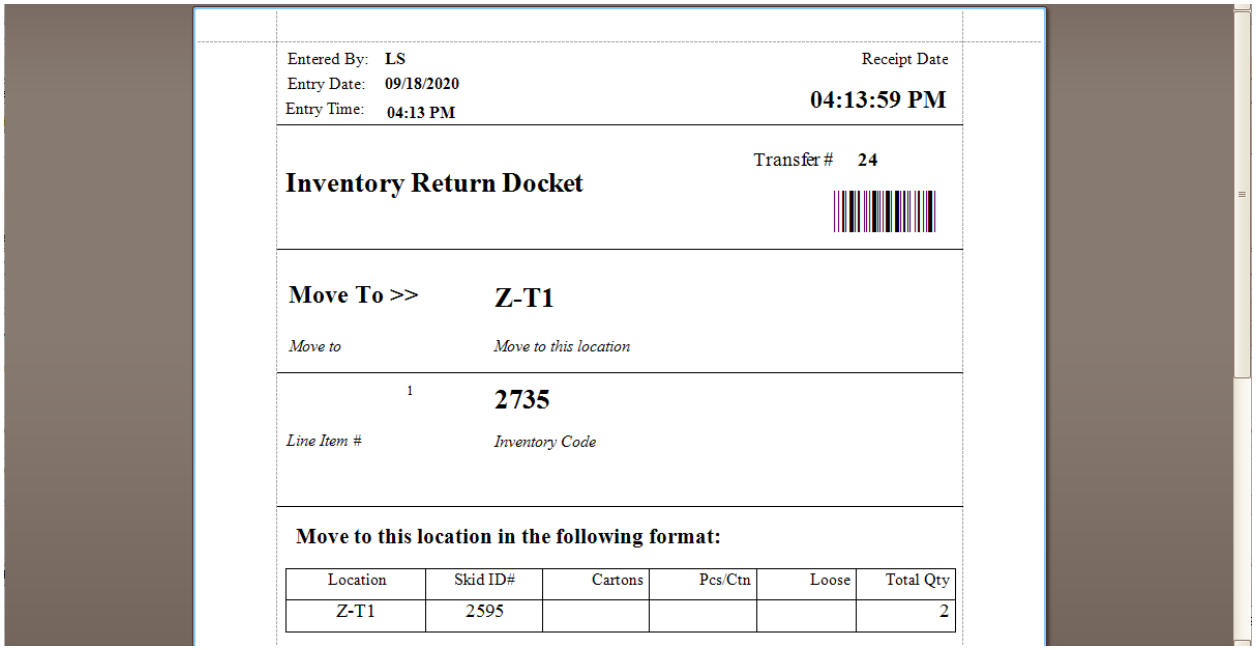
Select Serial Numbers and **Accept** . . .



Select **Blue Save** icon to Complete RMA . . .



Return Ticket . . .



Entered By: LS
Entry Date: 09/18/2020
Entry Time: 04:13 PM

Receipt Date
04:13:59 PM

Transfer # 24

Inventory Return Docket

Move To >> **Z-T1**

Move to *Move to this location*

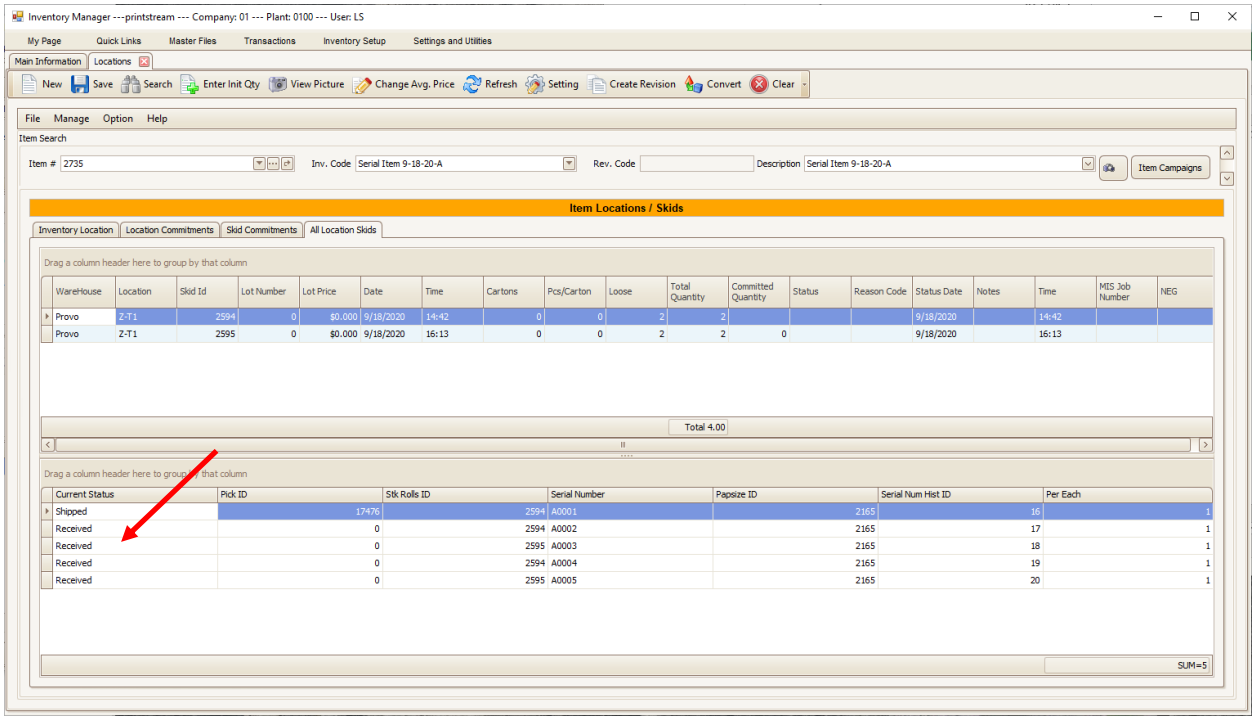
1 **2735**

Line Item # *Inventory Code*

Move to this location in the following format:

Location	Skid ID#	Cartons	Pcs/Ctn	Loose	Total Qty
Z-T1	2595				2

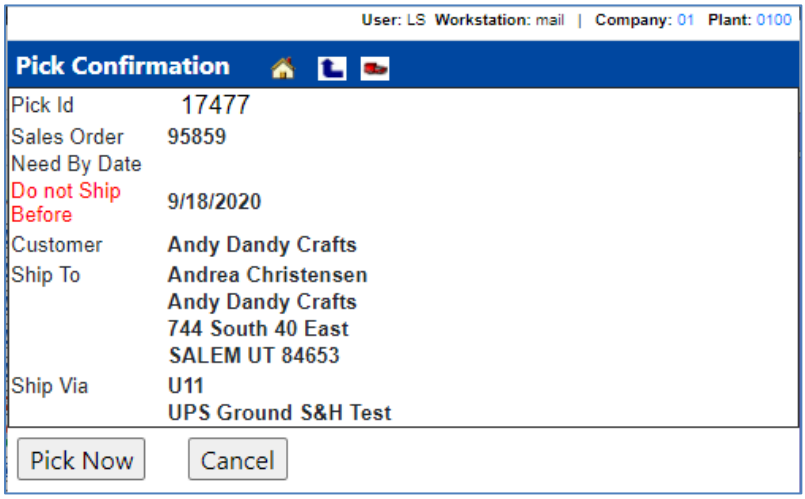
Inventory Item Location shows Serial Item #2735 with Serial Numbers A0003 and A0005 as Received . . .



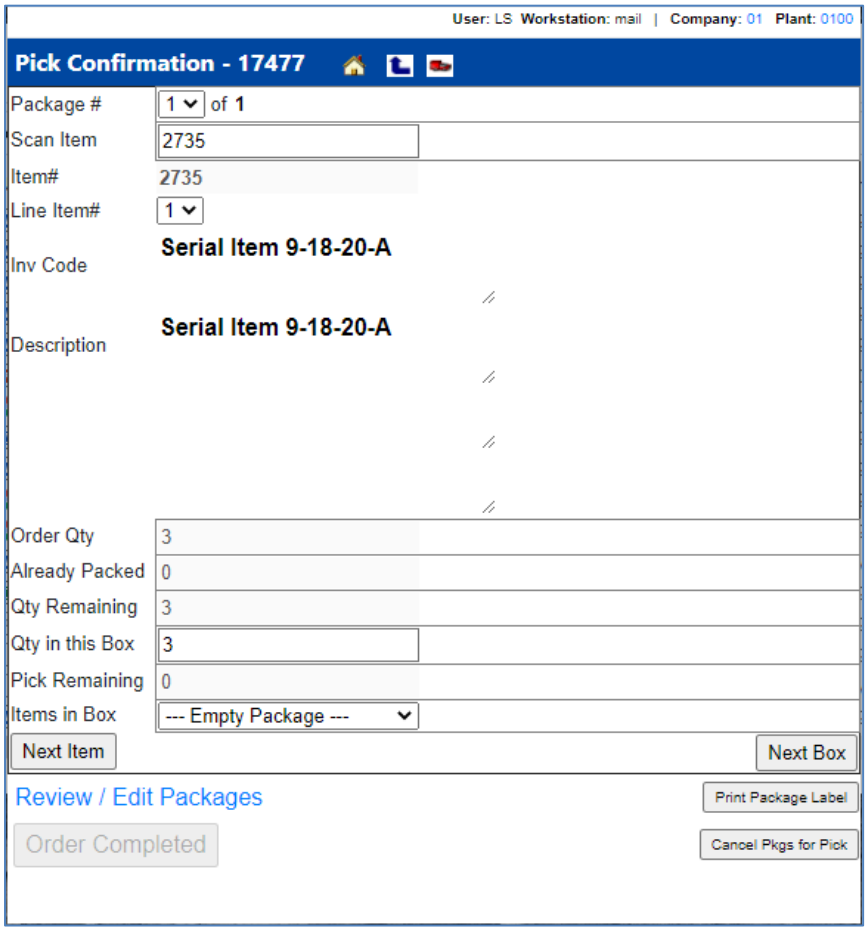
Wireless Warehouse - Serialized Items Processing

Workflow - Create Sales Order, Release Sales Order, WW Pick Confirmation and select Serial Numbers

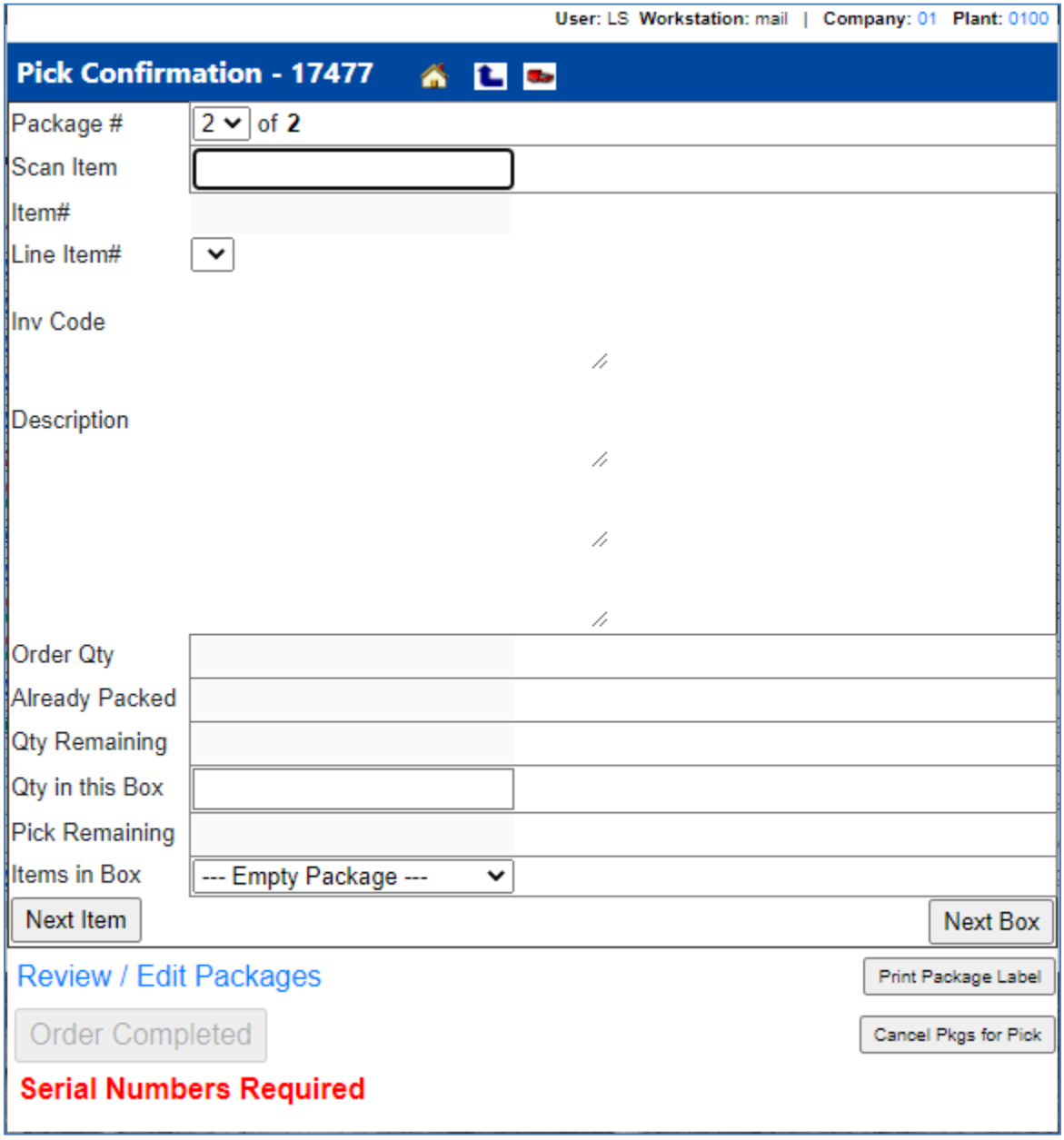
Select Pick Confirmation, then enter Pick ID, select **Pick Now** . . .



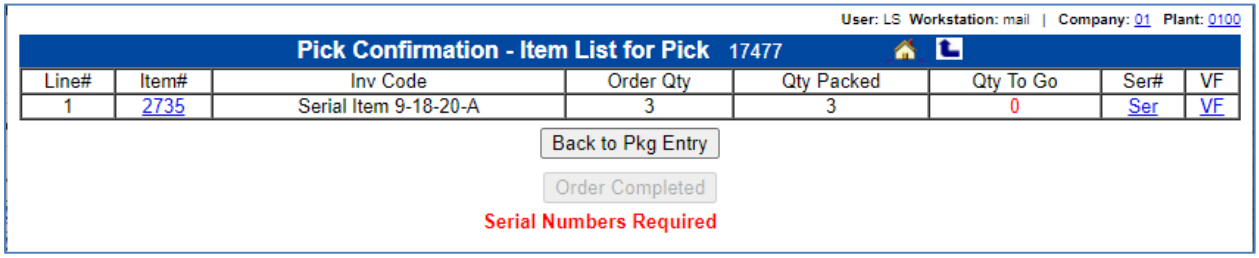
Enter all appropriate details for the package and select **Next Box** . . .



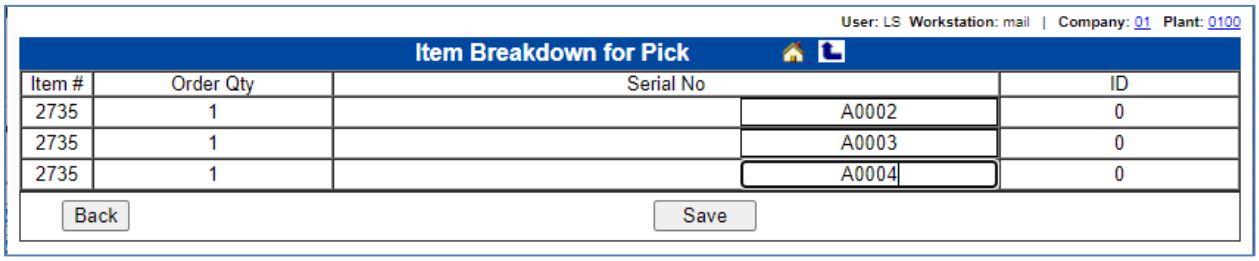
The Serial Numbers Required message appears, select **Review / Edit Packages** . . .



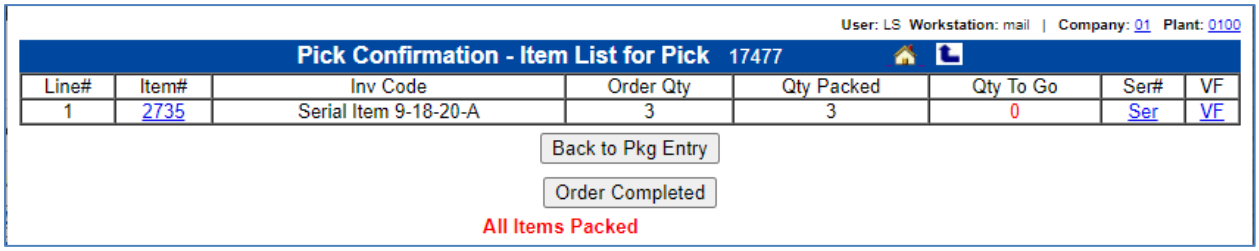
Select the **Ser** hyperlink to enter serial numbers . . .



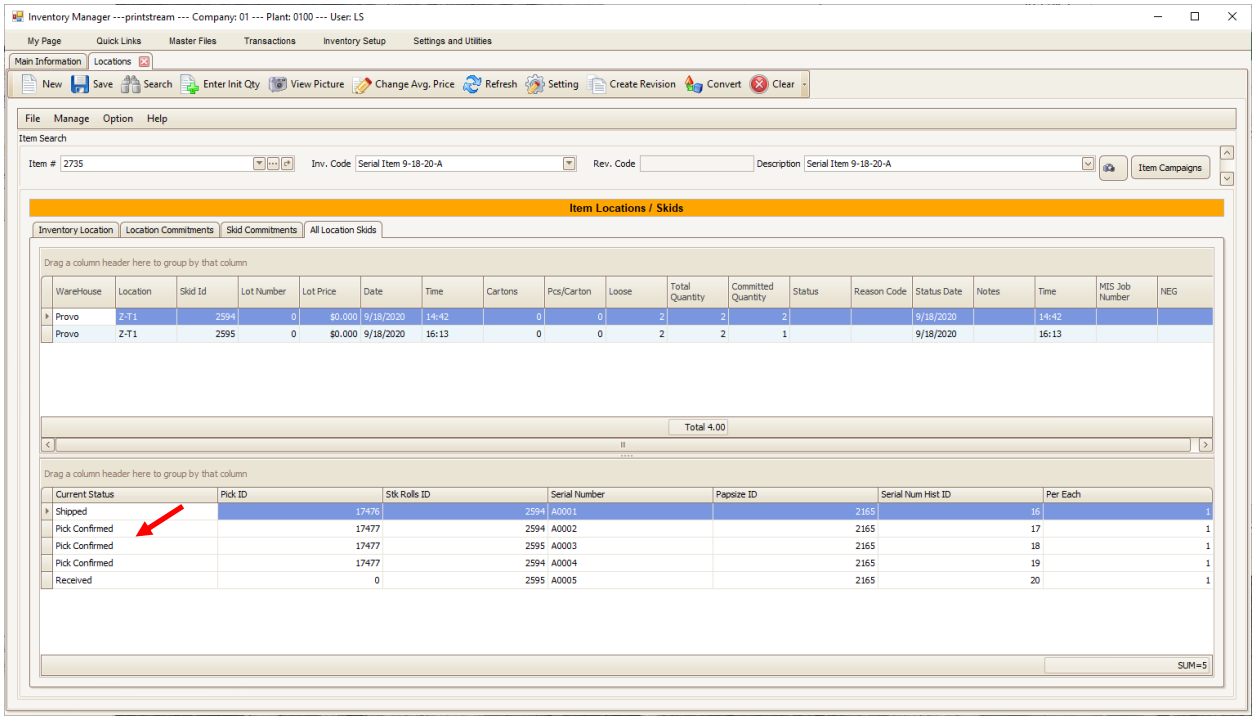
Enter/Scan the Serial Numbers A0002, A0003, and A0004 and **Save** . . .



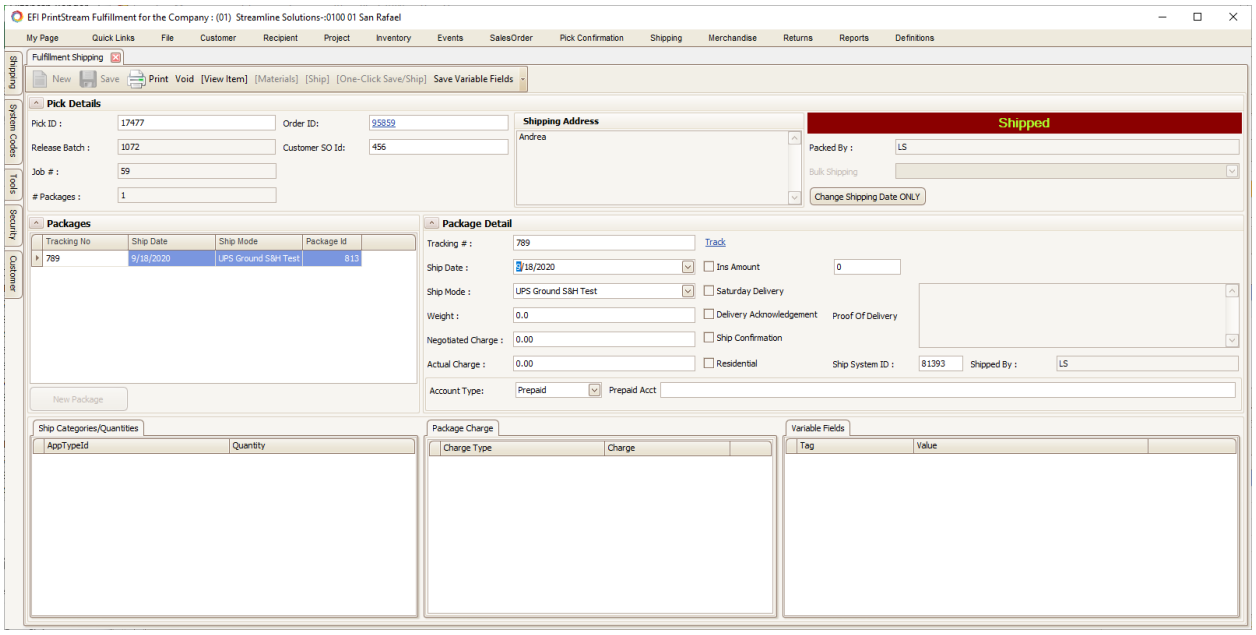
All items are packed, select **Order Completed** . . .



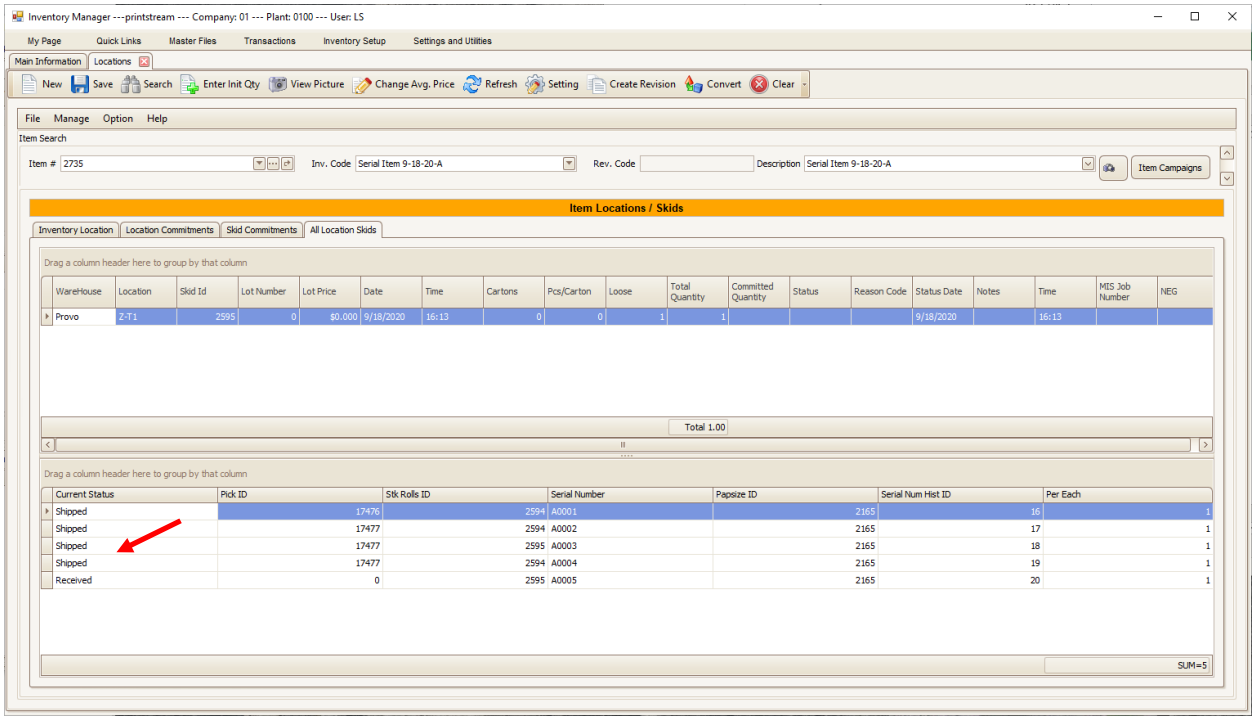
Inventory Item Location shows Serial Item #827509 with Serial Numbers A0002, A0003, and A0004 as Pick Confirmed . . .



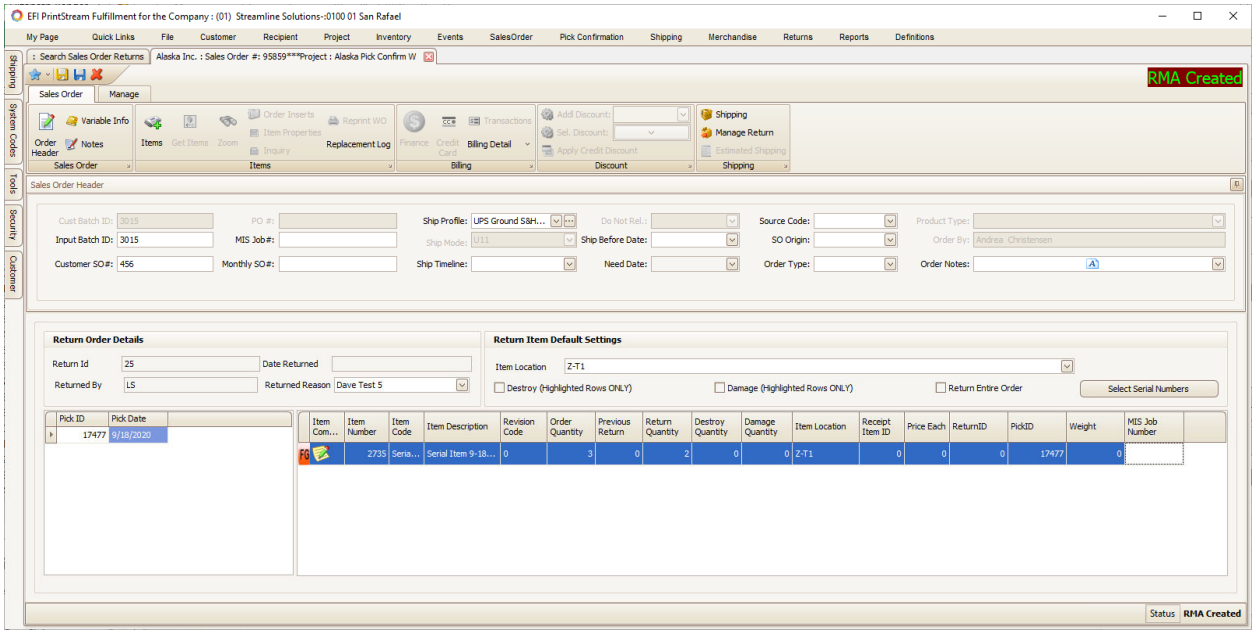
Fulfillment Shipping - Ship the Pick #17477 . . .



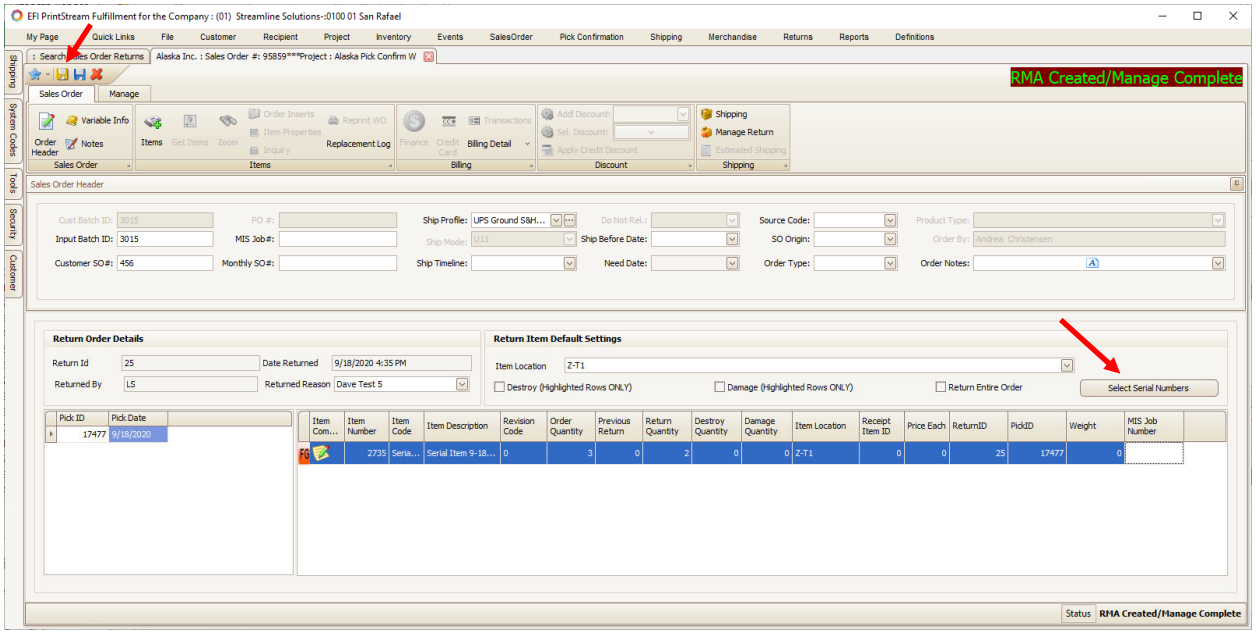
Serial Item #2735 with Serial Numbers A0002, A0003, and A0004 show as Shipped . . .



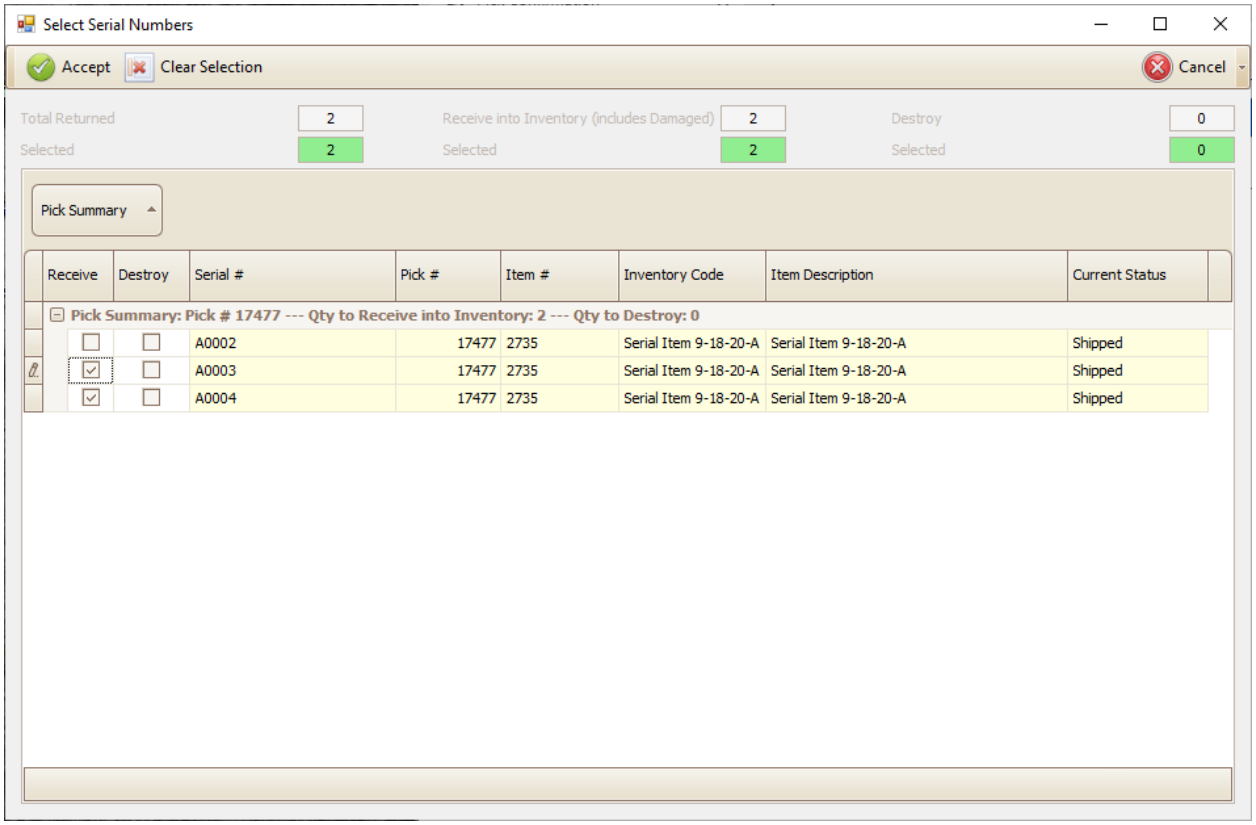
Fulfillment Return Sales Order for 2 qty . . .



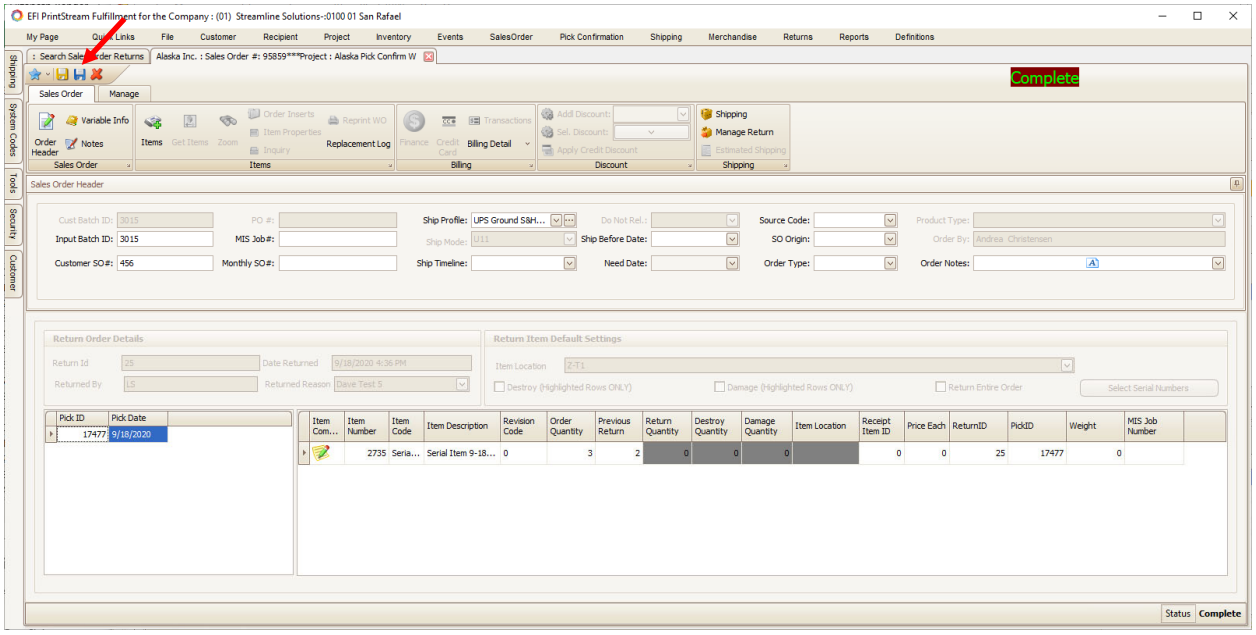
Select **Yellow Save** icon and **Select Serial Numbers** . . .



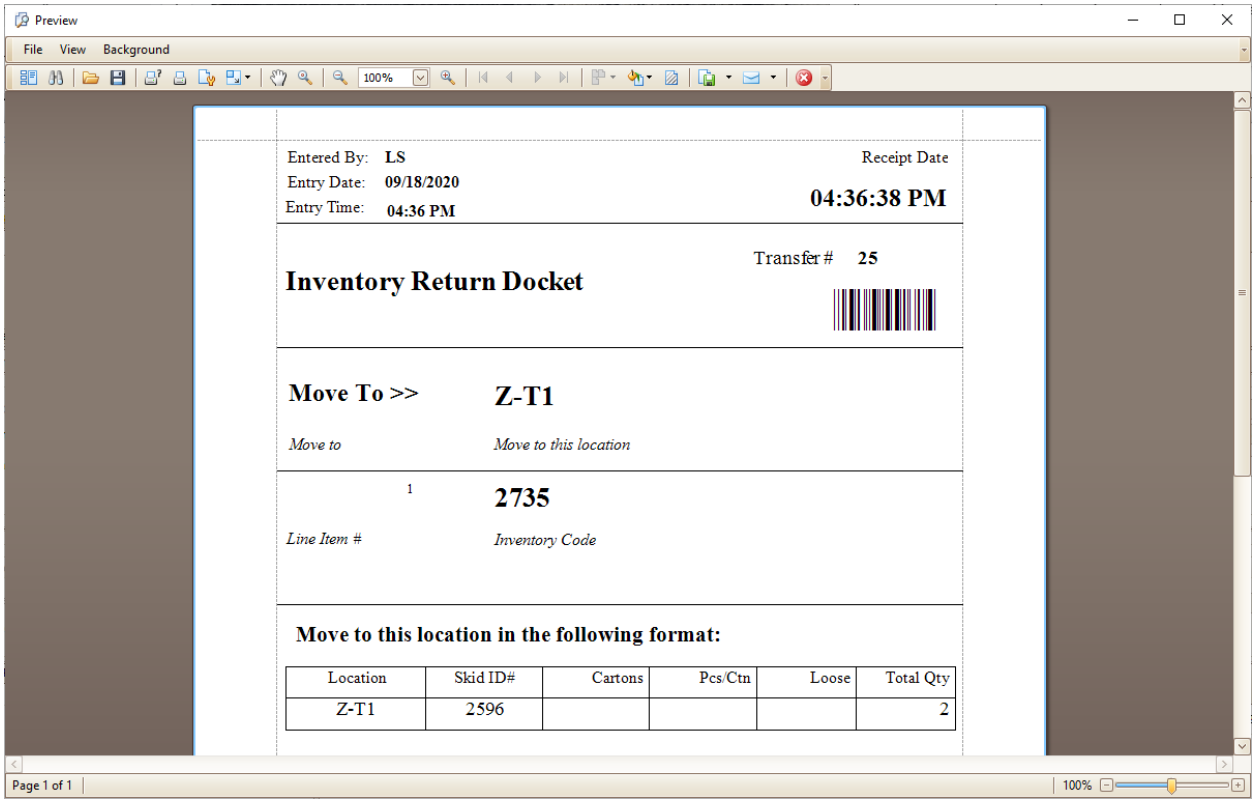
Select Serial Numbers and **Accept** . . .



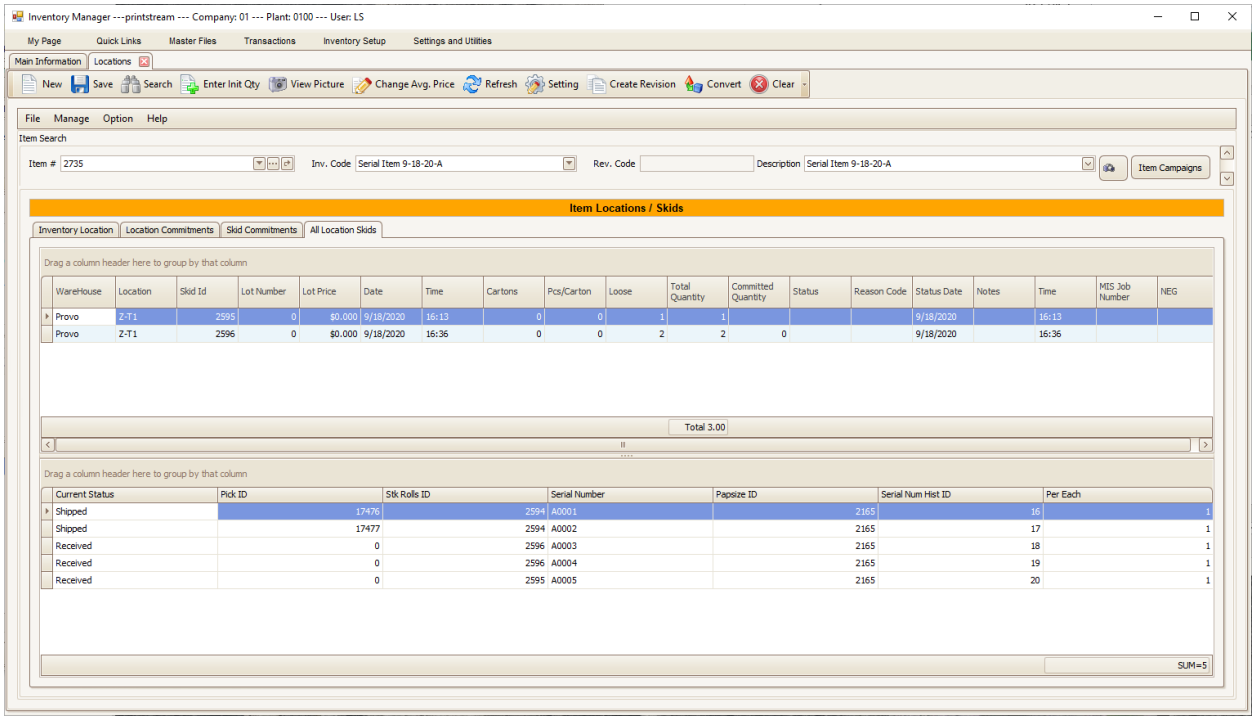
Select **Blue Save** icon to Complete RMA . . .



Return Ticket . . .



Serial Item #2735 with Serial Numbers A0002 as Shipped and A0003 and A0004 as Received . . .

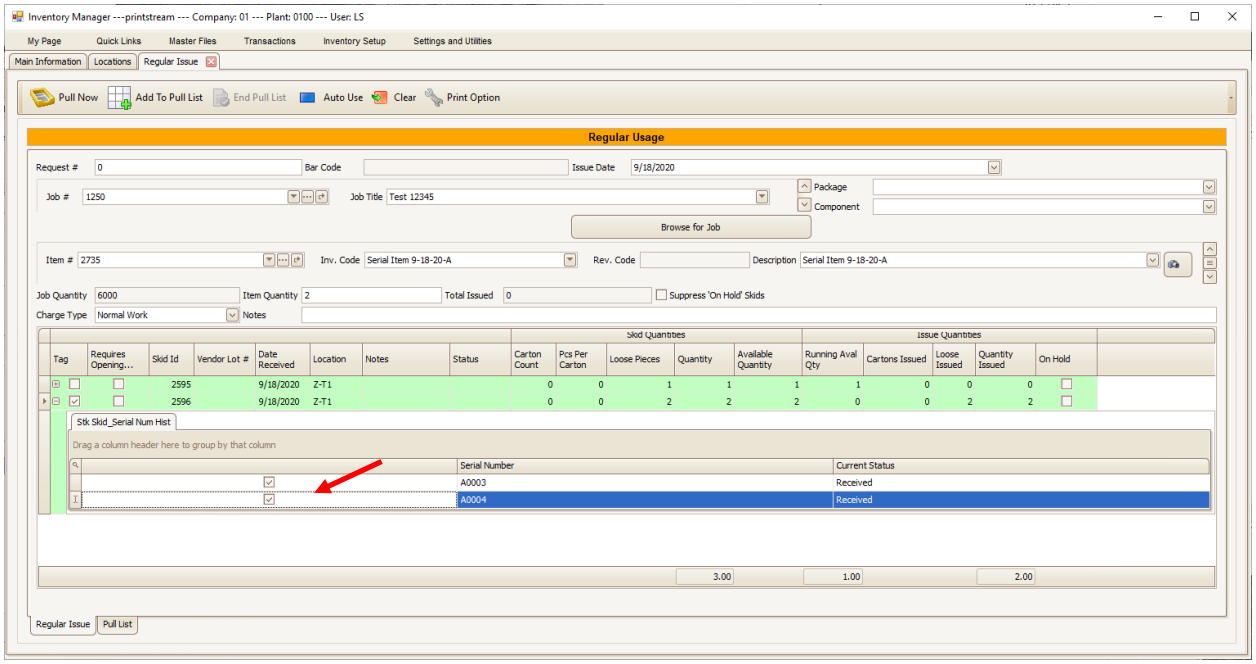


Inventory - Serialized Items Processing

Create Serial Item, Receive Item, and Assign Serial Numbers as previously shown above in this document.

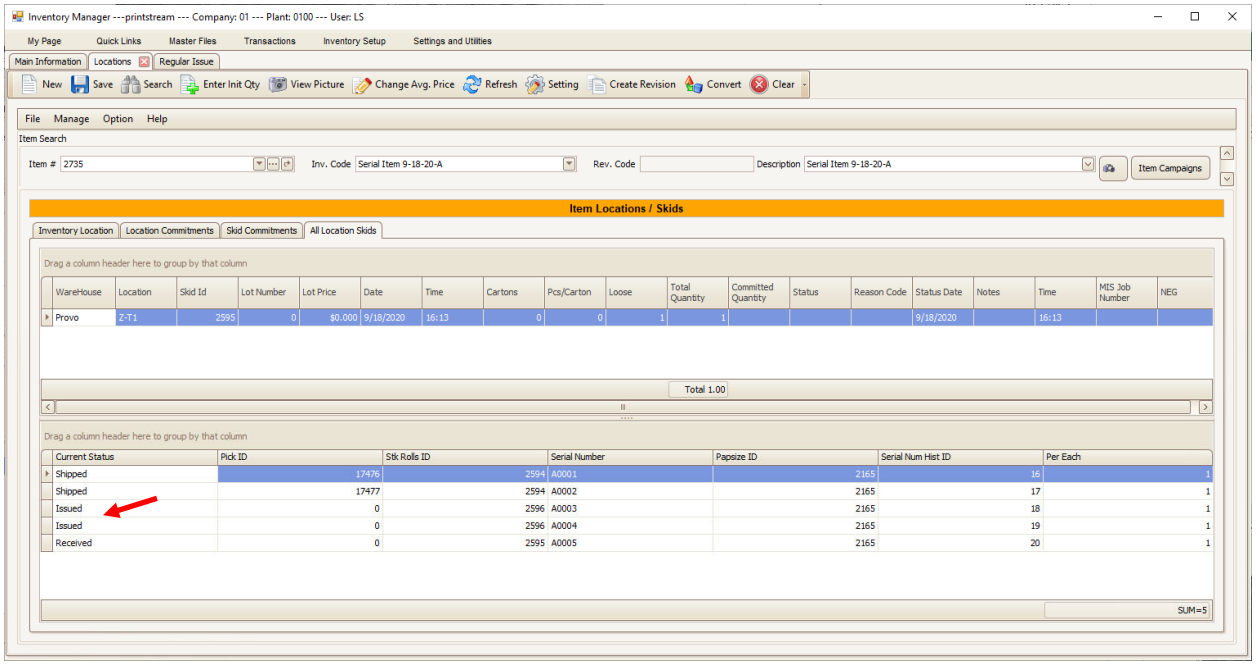
Regular Issue

Issue Serial Item #2735 to Job #1250 for Serial Numbers A0003 and A0004 . . .



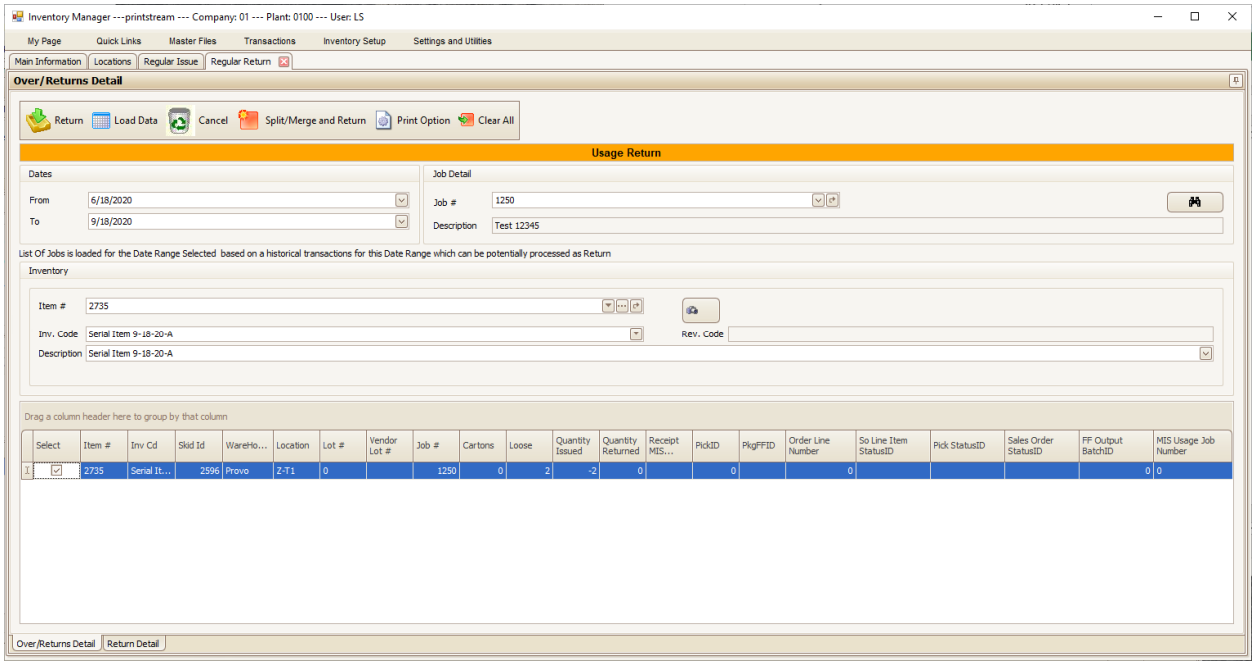
**Note: Ship to Customer, Ship to Vendor, Destroy all work similar to Issues.*

Serial Item #2735 with Serial Numbers A0003 and A0004 as Issued . . .

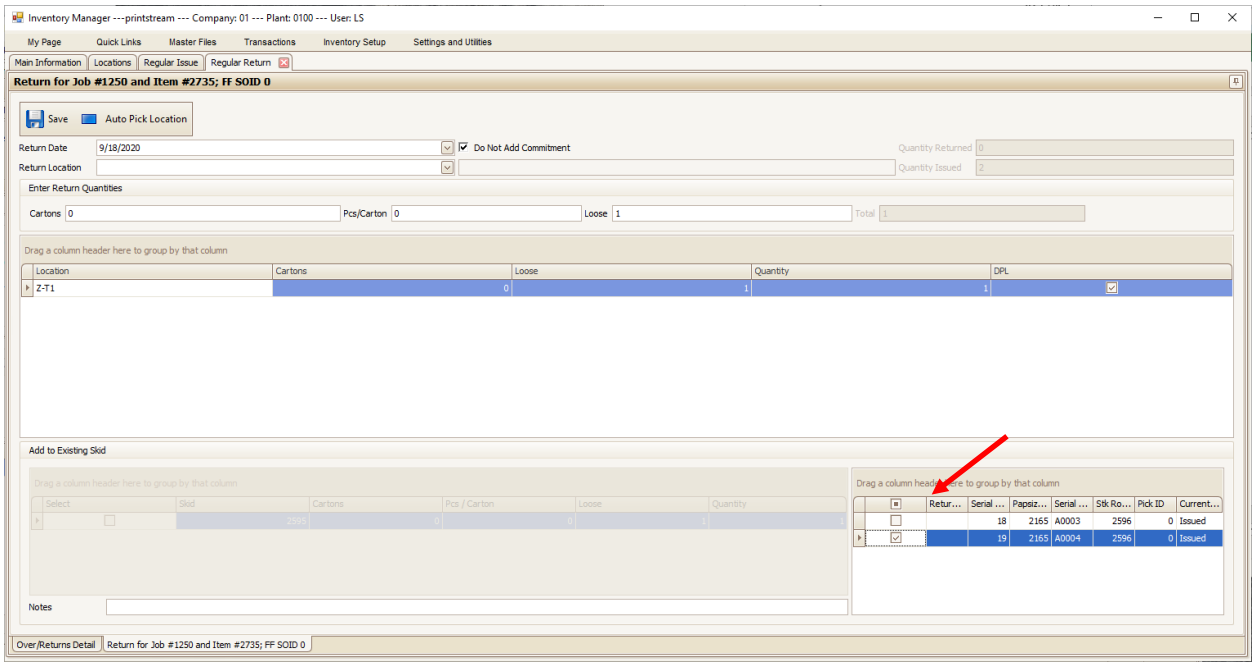


Usage Return

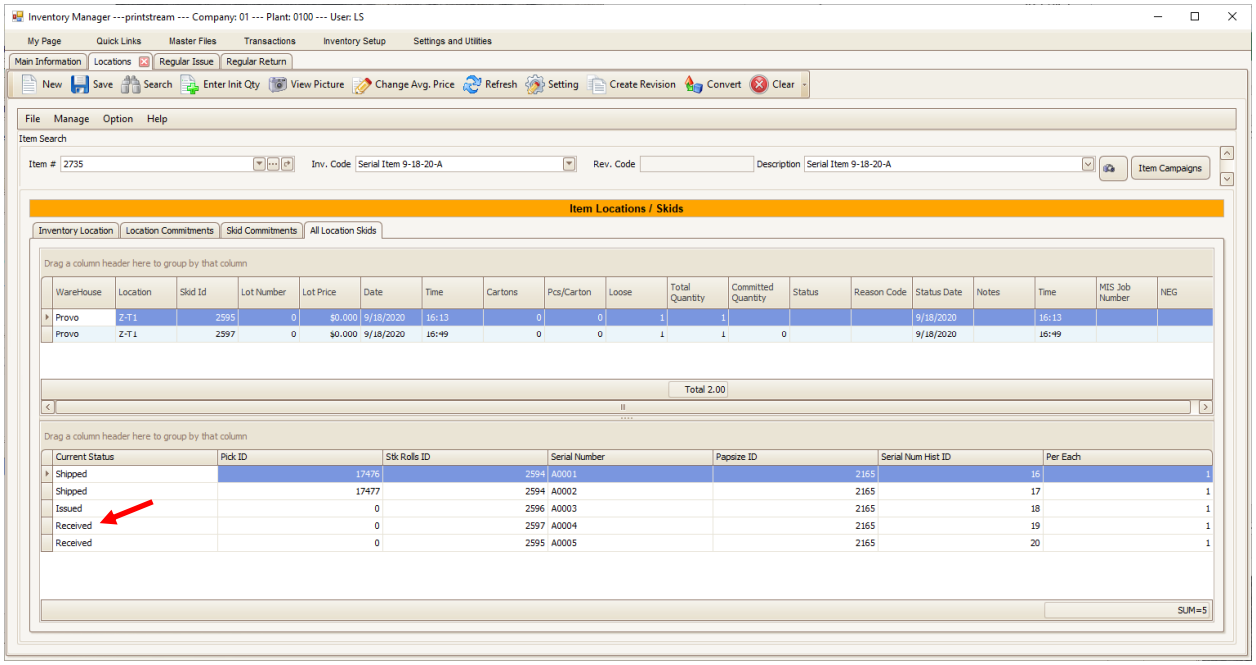
Return Serial Item #2735 from Job #1250 . . .



Enter Return Qty of 1 and select Serial Number A0004 and Save . . .

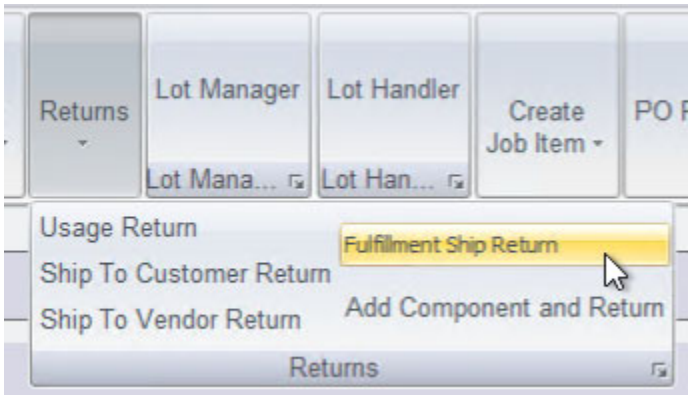


Serial Item #2735 with Serial Numbers A0004 as Received . . .

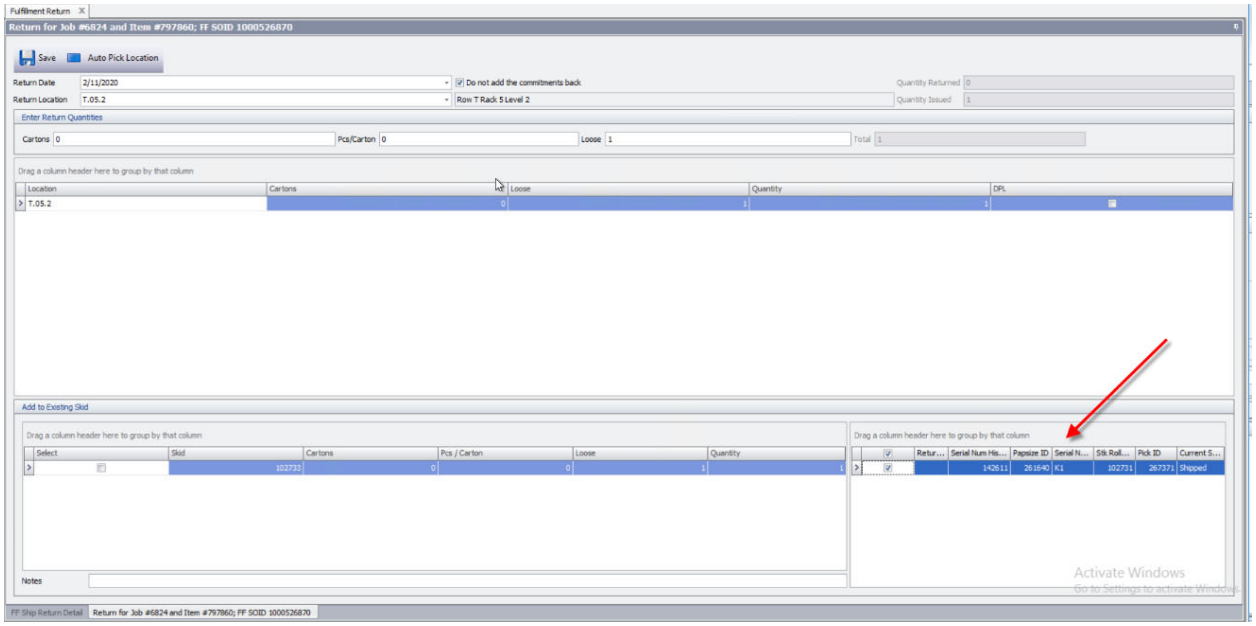


Fulfillment Ship Return

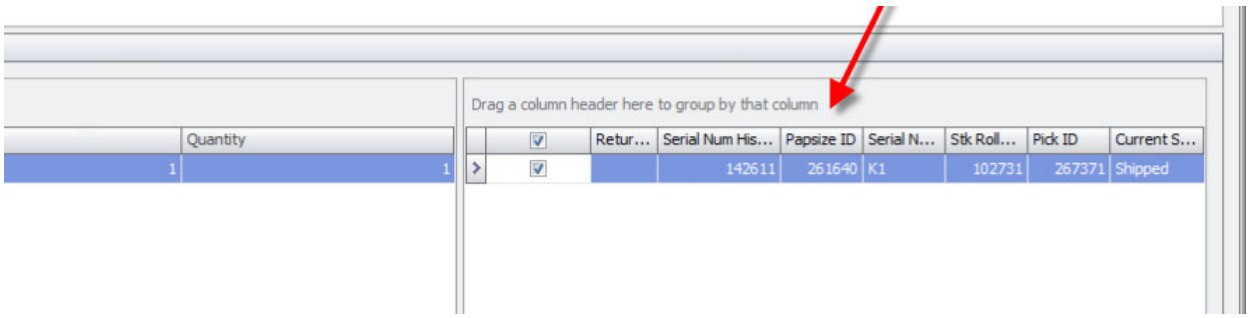
Enter the sales order number to access the list of serial numbers that are associated with the returned order.



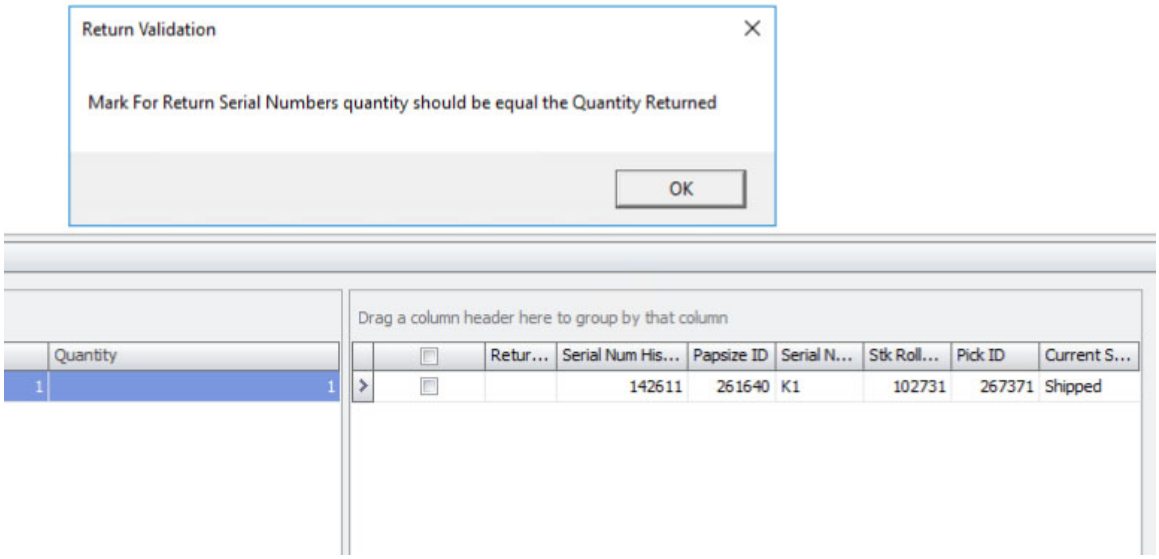
To the right of the “Add to Existing Skid” panel, a new panel has been added to show the list of serial numbers issued against the specific sales order being returned.



The user selects the serial numbers being returned. Click the Save button to save the return.



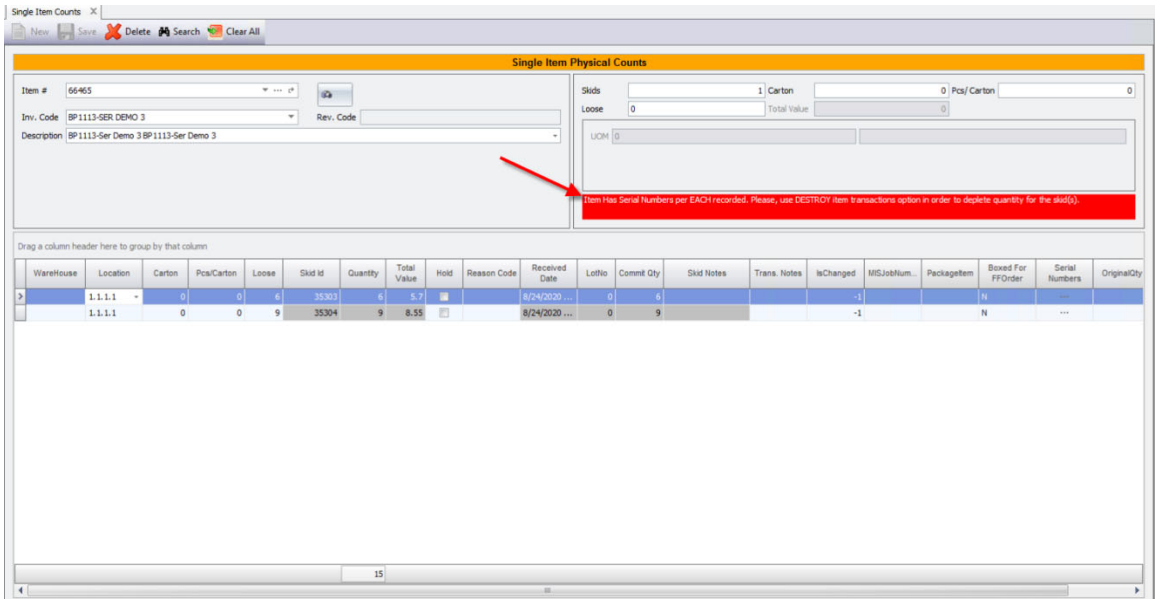
If the user attempts to save the return without first selecting the serial number(s), a validation message displays reminding the user to select the returned serial numbers of the serialized inventory.



Single Item Adjustment

Allows users to supply new serial numbers to specific location for when adjusting the item up. For adjusting down and removing of serial number, the system will direct the user to the Inventory Destroy option.

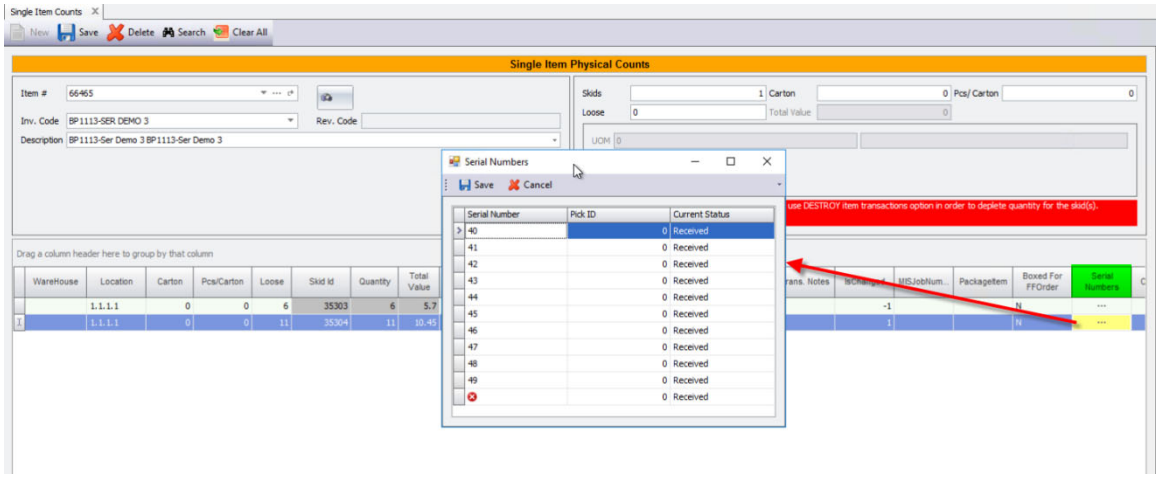
When the user enters an item for adjustment which is serialized, the system will supply a message about depletion of the item and how to handle it.



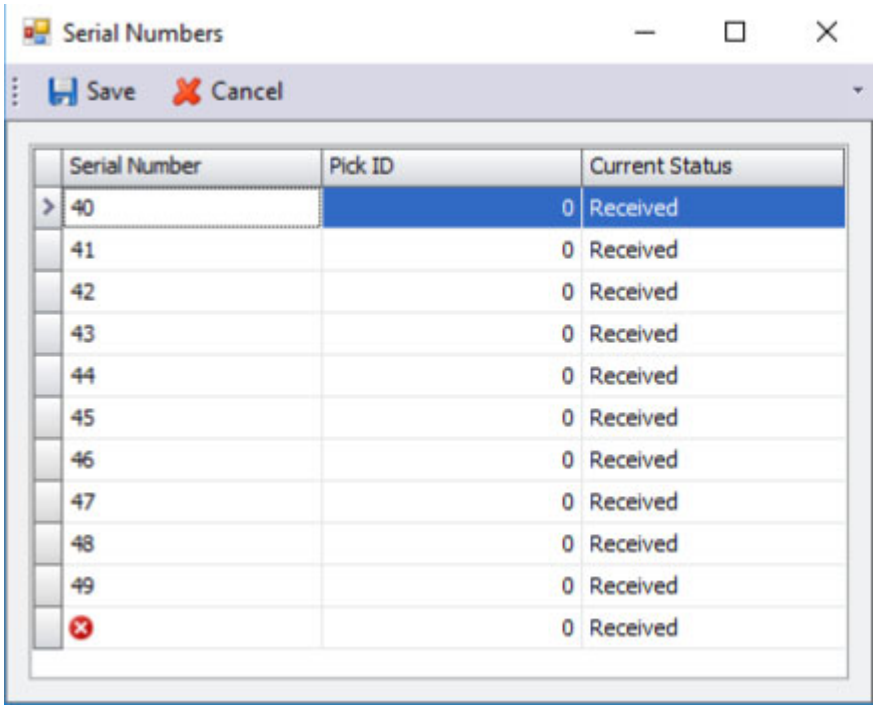
Below shows a clearer view of the message.

Item Has Serial Numbers per EACH recorded. Please, use DESTROY item transactions option in order to deplete quantity for the skid(s).

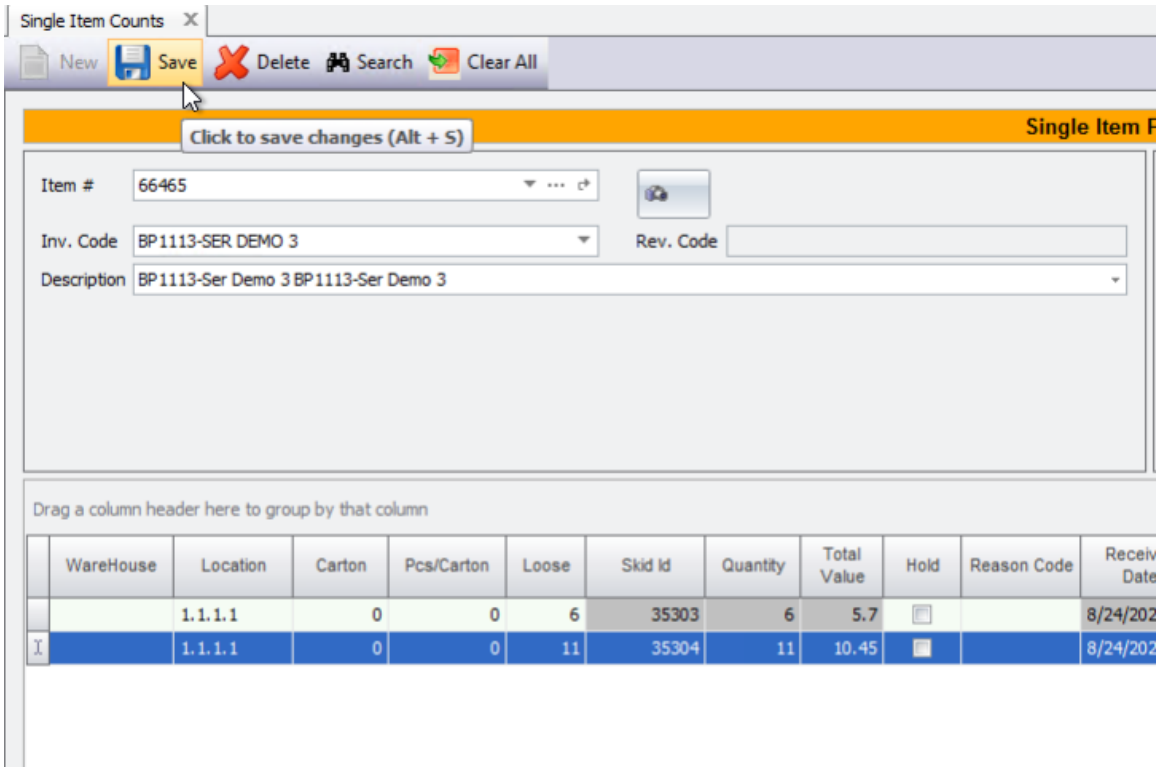
When adjusting the count up, the user will go to the ellipsis button "**…**" in the "**Serial Number**" column and click on it. This will open the "**Serial Numbers**" window.



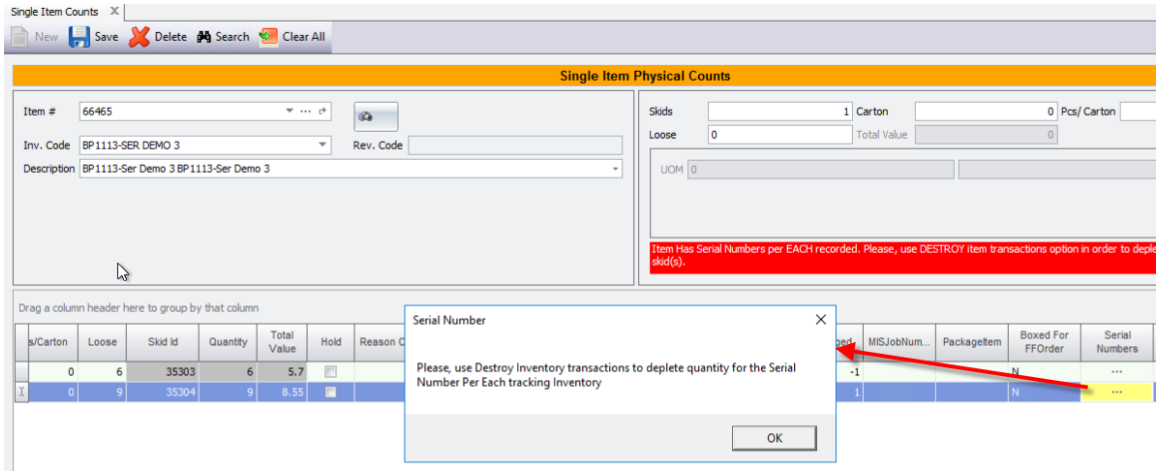
The window will indicate by a red X, the line that associated with the new added quantity. The user will simple add a serial number and save the change.

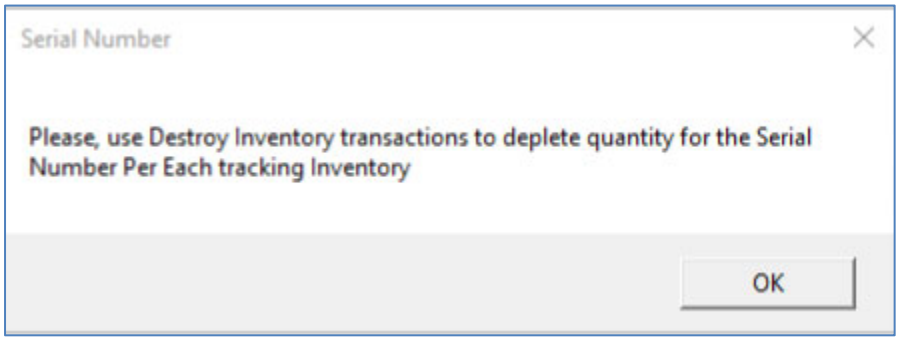


Once the new serial number is saved, the user will then save the physical adjustment change.

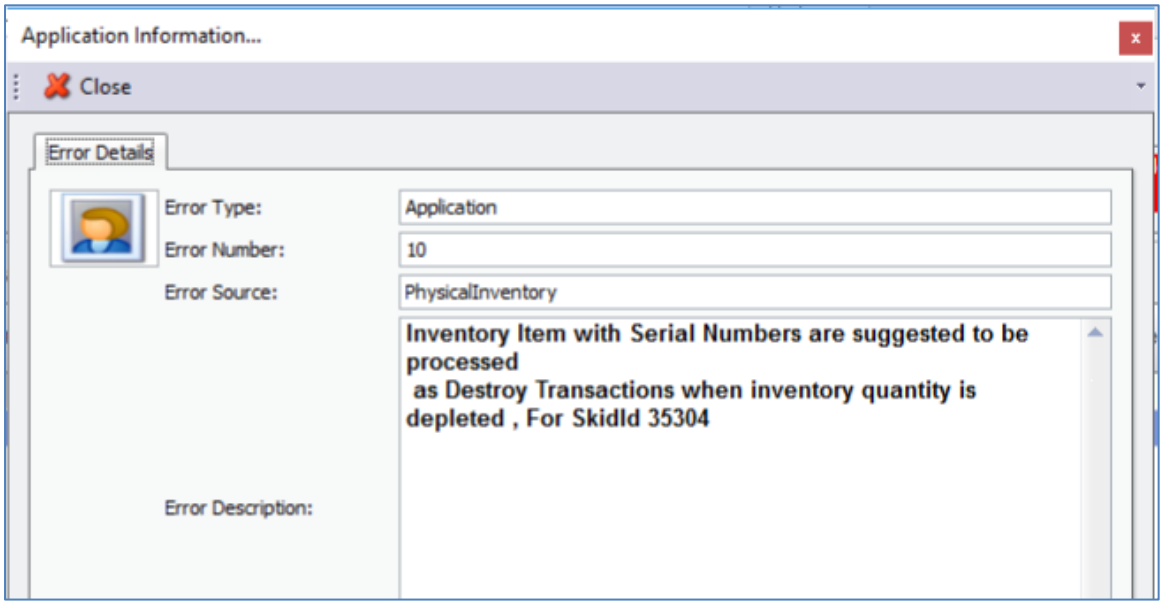


If an adjustment down is being performed and the user clicks on the ellipsis button "**…**", the below message directing the user to the "**Destoy Inventory transactions**" will appear.





If the transaction to deplete is continued and tried to be saved, the system will show the following message and the action is prevented.



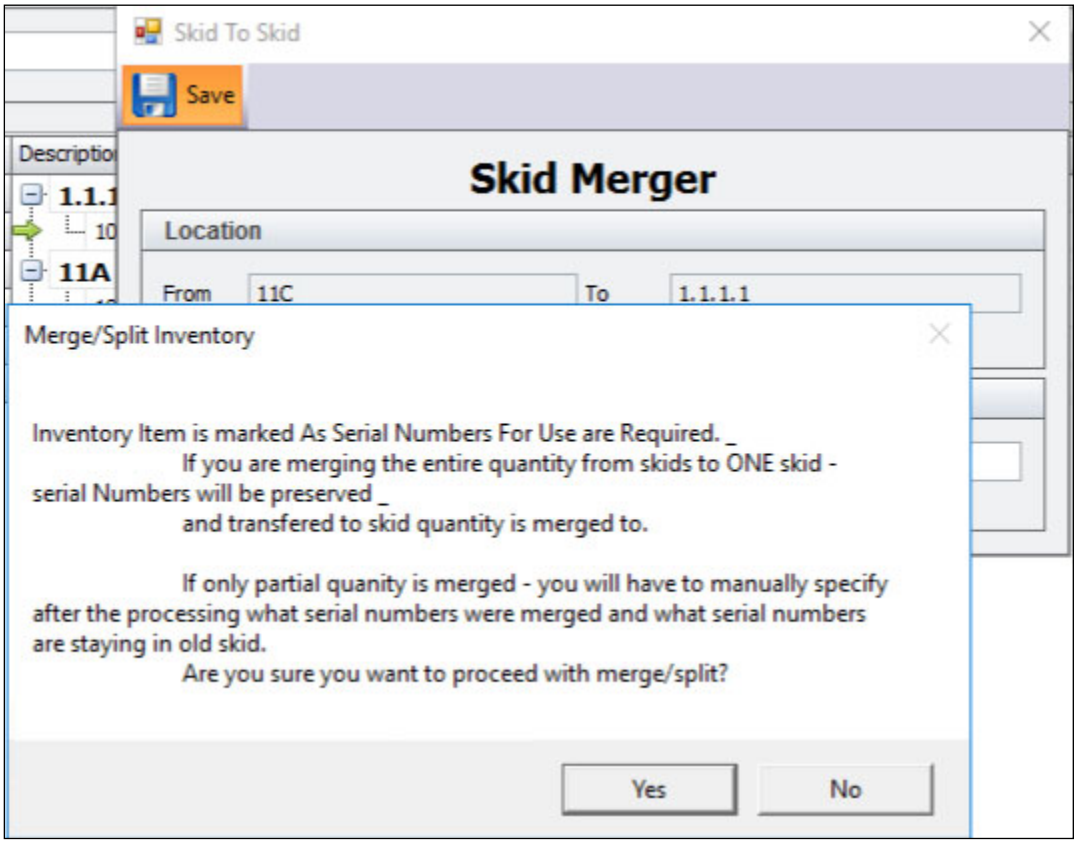
Inventory - Partial Transfer for Serial # Item

When transferring partial quantities for items that contain serial number at the skid level, we have added the functionality to allow the user to indicate which serial numbers are assigned to the new skid/ merged skid and which serial numbers are remaining with the original skid depending on the scenario being done.

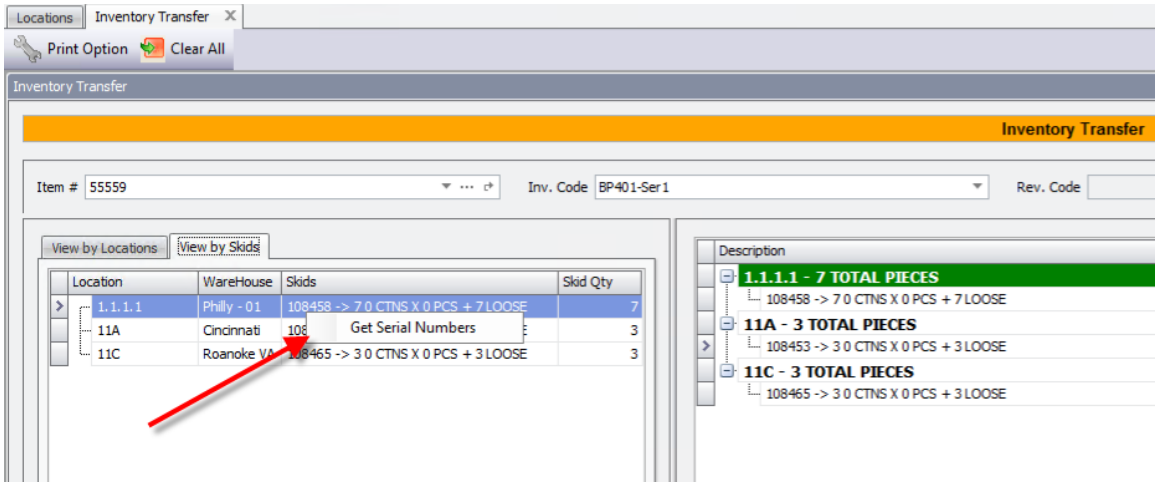
The following rules will be adhered to:

- If a skid is being split into multiple skids, the original skid and the new skid will need the serial numbers assigned properly to each of the skids
- If a skid is being transferred as a whole to a new location, the serial numbers remain and do not need to be reassigned.
- If a whole skid is being merged into another skid, the serial numbers assigned to both skids will transfer over to the newly combined skid.
- If skid is being merged into an existing skid as a partial merge, the original skid being used as the main skid will keep its assigned serial numbers. The new pieces transferred into the main skid will need to have their serial numbers reassigned and the other skid that has pieces remaining will also need the serial numbers reassigned.

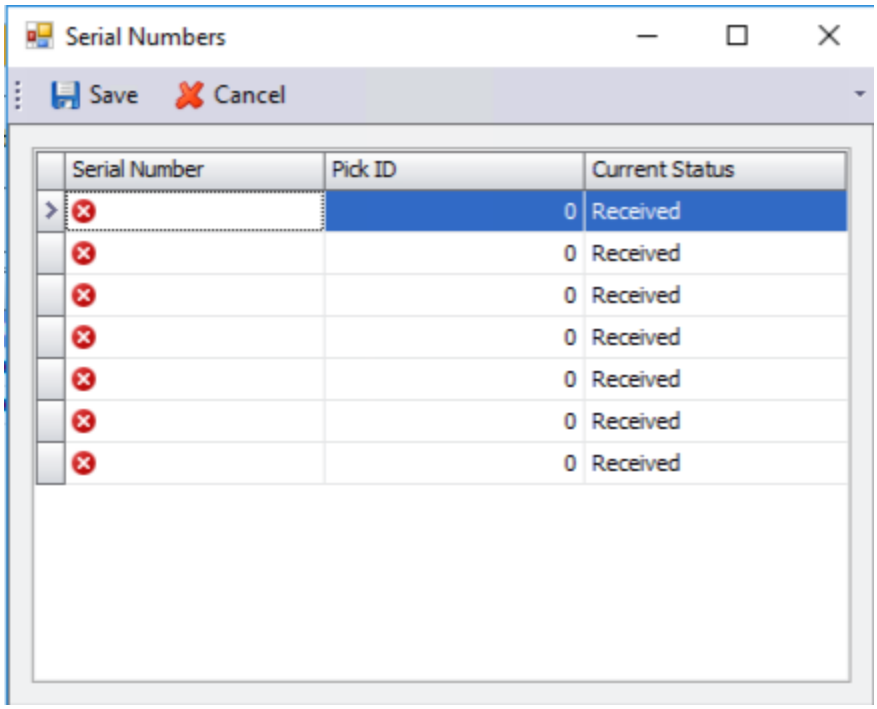
For all scenarios, the following message will appear during the transfer.



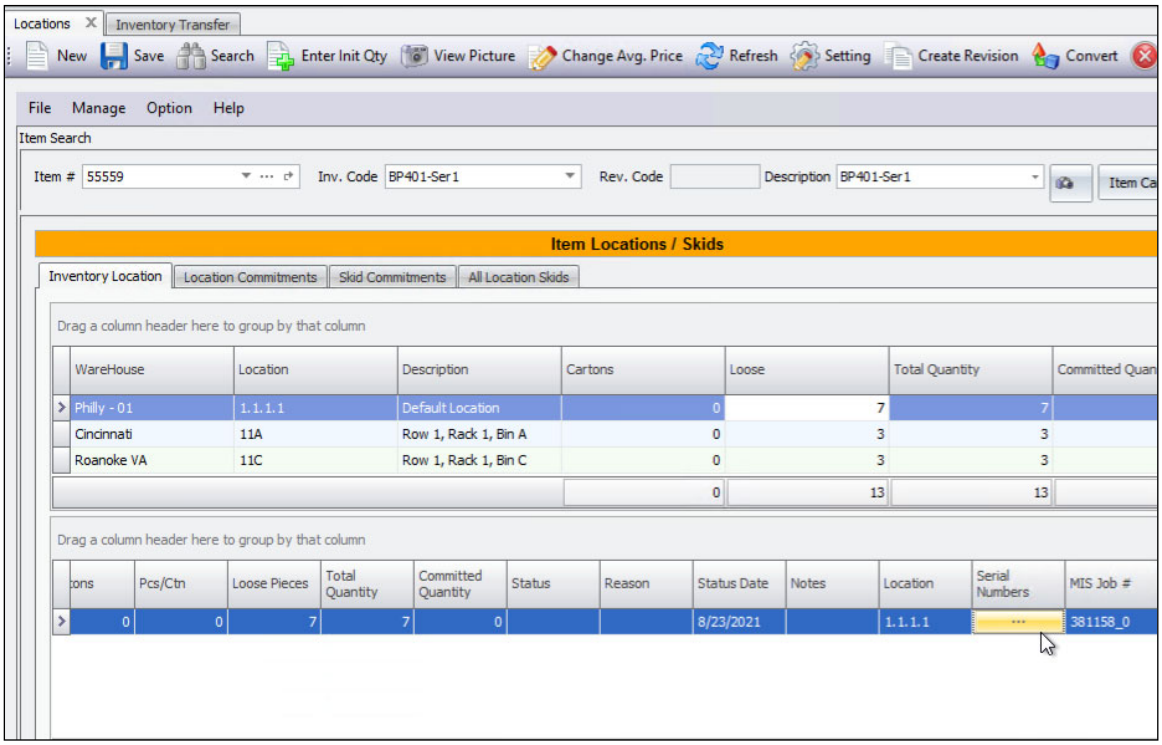
There are 2 ways provided to reassign manually the serial number, the 1st is within the "**Inventory Transfer**" screen. Go to the "**View by Skids**" tab. Select a skid line and do a right click function. The system will show the "Get Serial Numbers" option. Click on the option.



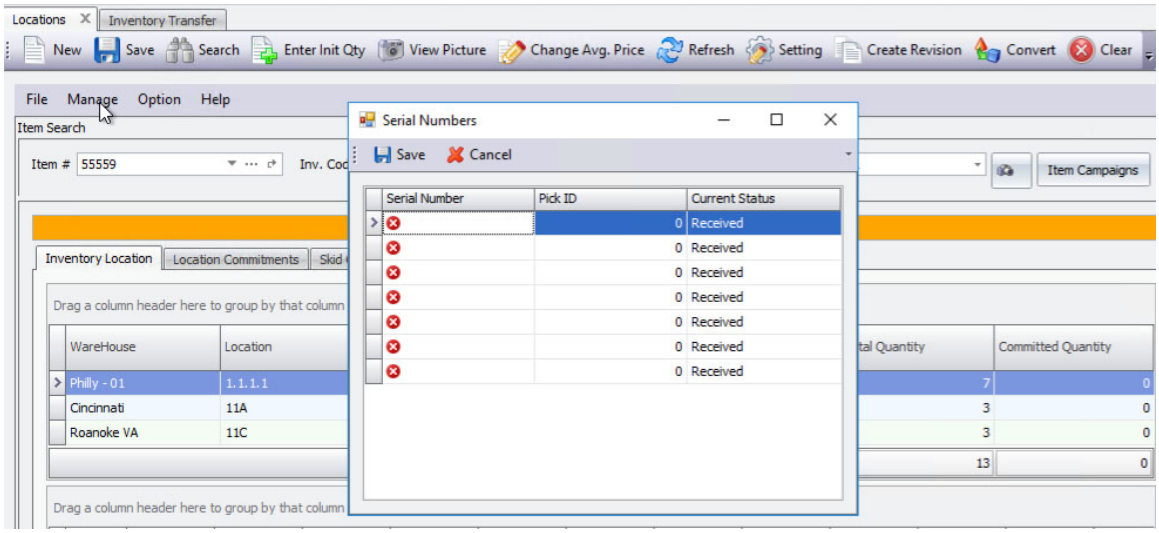
The "**Serial Numbers**" window will open.



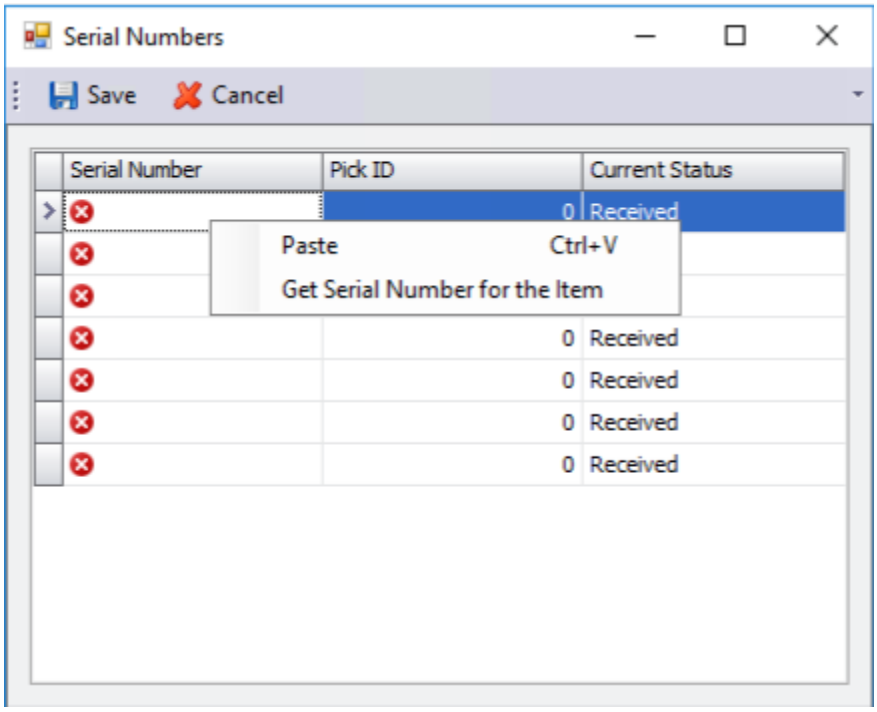
The 2nd way is within item locations. For the item, select the affected skid from the transfer and go to the skid section. Click on the line's ellipsis (…) button.



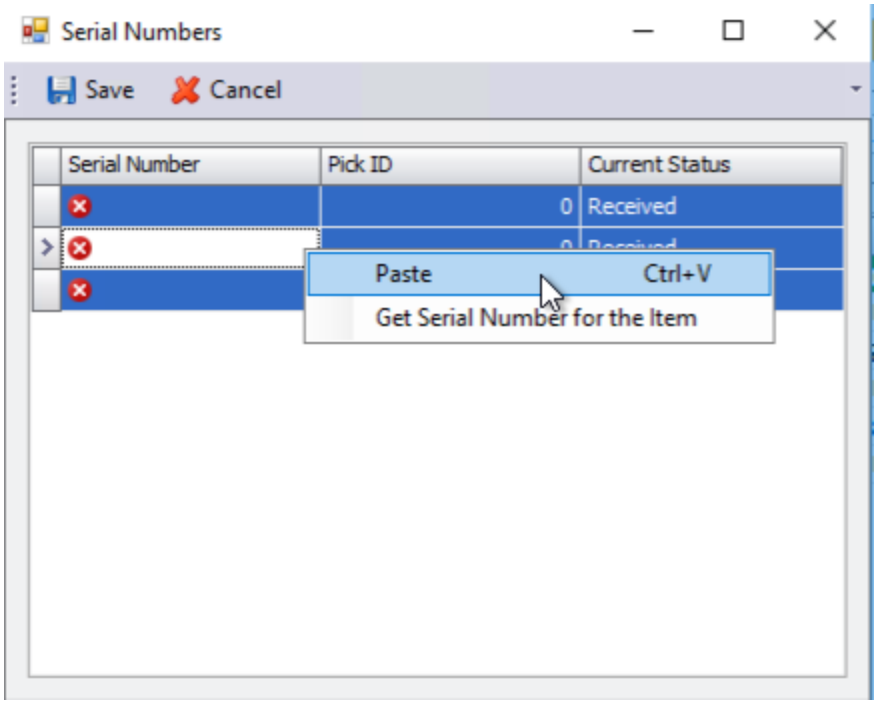
The "**Serial Numbers**" window will open as it did for the 1st option.

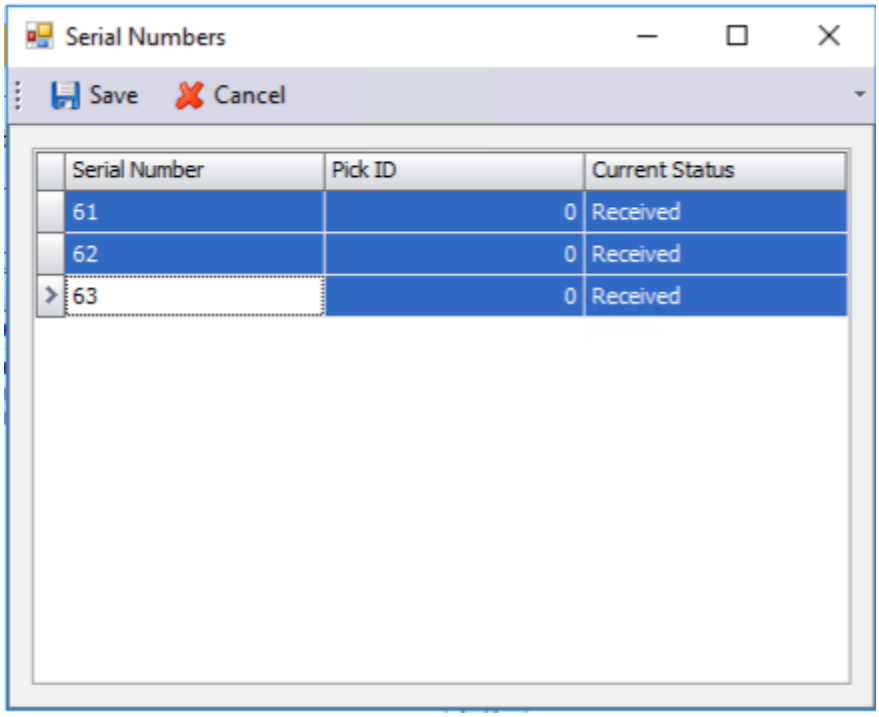


For either option, right click and the options of “**Paste**” and “**Get Serial Number for the Item**” will appear.

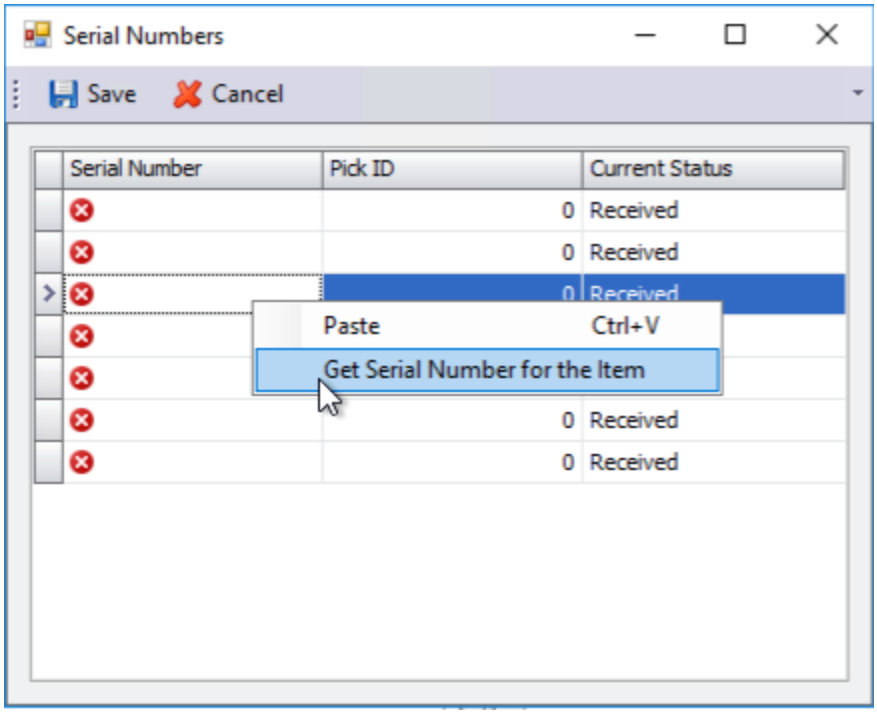


For the paste option, you copy a series of numbers from a spread sheet to the provided grid in the window. The user will highlight all lines that will have serial numbers using the options of the “**Shift**” key and highlighting a list of rows or using the “**Ctrl**” key to pick and choice the rows. Once the rows are selected, assign the serial numbers to rows via the past option and either click the option of “**Paste**” or do a “**Ctrl+V**”.

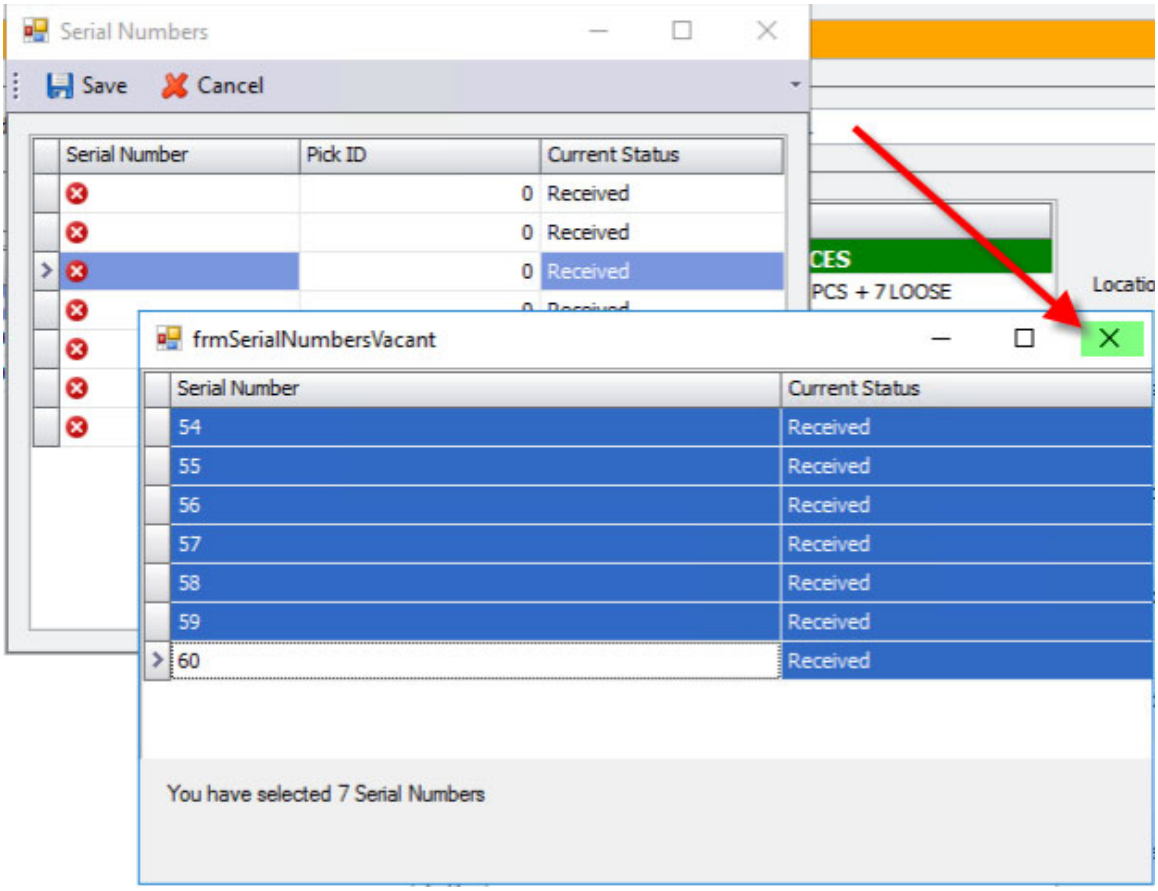




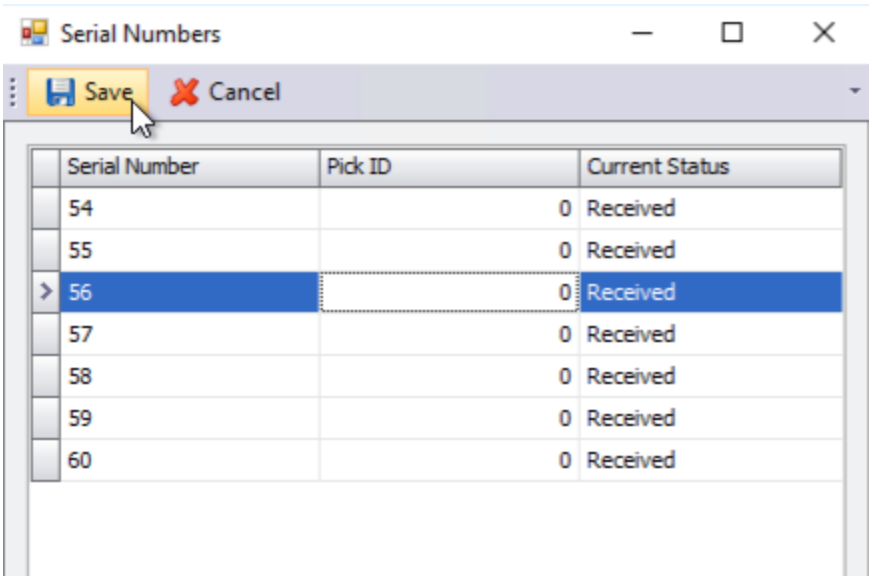
For the "**Get Serial Number for the Item**" option, click on it and it will open the "**SerialNumberVacant**" window. This will show the list of affected serial numbers pertaining to the skids involved with the transfer. The user can pick and choice the numbers being reassigned to the skid. For each line highlighted, those number will be added to the skid once the user click on the "**X**" in the upper right hand corner.



The user can pick and choices the numbers by highlighting all lines in a row that will have serial numbers using the options of the “**Shift**” key or using the “**Ctrl**” key to pick and choice the rows of the serial numbers if the #s are not in a numeric order that are being assigned to the skid.



Once all lines have been assigned using either option, click on the save. This will save all selected serial numbers to the skid.



.Net Programming Grid Display Controls

All .net programming have the following grid display controls:

To **remove** a column from the grid, click the column header and drag it off the page until you get an **X** then release the mouse button. Users start to customize the data on the screen in this manner.

To **filter** by columns, drag the column to the area above the column headers. To get the grid without the grouping, drag the column header back down to the column header row.

To **sort** the columns in the grid left to right, drag and drop the column header to the area you want it displayed.

To add available columns and data to the grid, right-click the column header row and click **Column Chooser**. Any additional fields that can be added to the grid will display. Drag-and-drop the column header into the column header bar to the place you want it displayed.

Sort individual column data by clicking the column header name for that column.

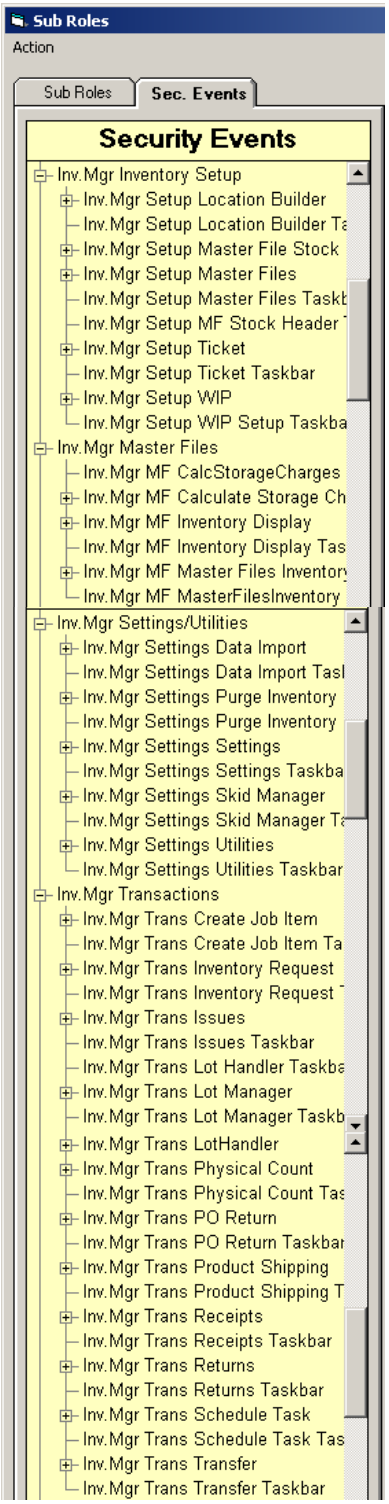
In addition, each grid displayed has at least two options: a) Print/Preview This Grid and 2) Save Grid Layout.

Print/Preview This Grid – option to preview or print the grid items displayed. The report generated from using this feature also allows exporting or emailing in a number of file formats.

Save Grid Layout – option to save the grid layout after manipulating the data columns, sort order and filters of any of the grid displays.

Inventory Manager Security Events

A listing of the security events for .net Inventory Manager:



Security Events are built into the Menus and Users Security programming to enable security limits of user access. For users who will be granted access for all inventory programs, the .net Inventory Manager program with no security restrictions is a one-stop program for everything .net inventory. Not all users will have access to all programs. For example, warehouse staff will probably have access to most Transaction screens but will not have access to Settings/Utilities such as the inventory import program. For these individuals, security events have been created to limit the access each user group has. Security Events are set to read/write in the Menus and Users program. Contact your PrintStream Account Manager for assistance in creating these special groups and setting the security events for each.