

## NETWORK BUSINESS SYSTEMS SOFTWARE SYSTEM DOCUMENTATION

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### INVENTORY SYSTEM

#### FEATURES

- \* Part number length variable up to 20 characters
- \* Unlimited Vendors per part with vendor part number support
- \* Search by part number, description, vendor, vendor part #
- \* Search by user defined fields
- \* Minimum, maximum and lot size quantities
- \* Year to Date totals on line
- \* Description field length 35 characters 35 characters extended also
- \* Options menu for movement into other modules
- \* Product grouping code for report/analysis selection
- \* Price level support of Suggested retail, Your Retail, Dealer, and Wholesale, with 4 levels of quantity discounting
- \* Discounting per part, per customer, unlimited
- \* Serial tracking flag for automatic integration throughout Inventory/mfg/shipping system
- \* Serial number tracking user defined
- \* Receiving direct input for immediate update
- \* Receiving batch input w/integrated serial tracking, with integrated Return Merchandise Authorization system, and Work order receiving
- \* Automatically triggered inspection process in Receiving to hold inventory from release until certified
- \* Sales forecasting/Sales analysis
- \* Year end processing with Tag Inventory Audit System and Lifo/Fifo/Accuracy analysis reports
- \* Part label system, with serial tracking integration
- \* Various input/viewing programs for highly divisionalized companies separating responsibilities
- \* Allows for reserved finished goods inventory included in value
- \* Extended flagging for NBS System's interface control
- \* Detailed cost breakdown for manufactured parts
- \* Unit of Measure intelligence user defined
- \* Value added tax interface for industry specific inv. taxes
- \* Recalculation of running totals capable
- \* Standard label printing with serial numbers
- \* BarCode interface with barcode label print capabilities
- \* Automatic price update programs for costs and selling prices
- \* Automatic freight calculation or direct allocation
- \* Freight management system
- \* Price Sheet Interface
- \* Defective management
- \* Estimating system
- \* Custom Part Processing allows you to "custom build" an item with options including valid and non-valid parts

- \* Powerful F7 options menu with major inventory related functions in part master file program

## **REPORTS**

- \* Back order reports
- \* Raw, work-in-process, finished value reports
- \* Reserved inventory value report
- \* Minimum/Maximum value reports
- \* General status reports
- \* Suggested re-order reports
- \* Margin analysis reports
- \* Detailed cost of goods reports
- \* Selling Price comparison
- \* Slow moving inventory report
- \* Serial number reports by sold date or by selectable parameters

## **INTEGRATED WITH:**

- \* Purchasing/Receiving
- \* Retail sales system
- \* Distribution sales system
- \* Telemarketing system
- \* General Ledger system
- \* Accounts Payable system
- \* Return Merchandise Authorization system
- \* Coop Advertising system
- \* MRP/Job Cost/Estimating system
- \* Value Added Tax system
- \* Defective materials management system
- \* Estimating system
- \* Sales System/Sales Reports

## **SYSTEM OVERVIEW**

The NBS Inventory System is the very core of the entire NBS manufacturing/sales management system. All modules integrate with the inventory system in some way or another. The system consists of an extensive group of sub-systems, all highly integrated in a truly seamless fashion. This provides powerful central inventory management in a user-defined structure, with capabilities needed in today's aggressive market driven mentality.

The very center of the system of course is the actual part number. From it and because of the highly detailed and integrated programming, you will be able to generate profit margin analysis per part or per customer automatically, in an extremely wide spectrum of user defined parameters. Further, the system will automatically track the standard part cost as you do business and if you desire, can track detailed costs by using the NBS accounts payable, NBS payroll, and NBS manufacturing system with the time input module. This detailed costing intelligence has full reporting designed to fulfill stringent cost auditing requirements, as efficiently as possible.

Financial reporting tools generate beyond the standard inventory value reports. Included are gross margin analysis, minimum/maximum inventory value, standard value, actual value, average cost, unused inventory value, defective value, reserve value, and a host of general management reports as well.

The inventory part master file is supported by additional files such as main vendor, alternate vendors, group codes, unit of measure, serial number, general ledger cost and sales account number. Additionally there is a system of flags and fields built into the part master file that combined with the supporting additional files, control how that part is handled by other NBS software systems.

NOTE: The NBS Inventory system does not automatically update to the NBS General Ledger for financial reporting purposes. You will need to utilize the financial reporting section of the inventory system to develop the data necessary to post to the General Ledger. This is explained in the NBS General Ledger manual.

## **PART NUMBER**

The NBS inventory system is based on a comprehensive inventory data file that contains all the vital information necessary to operating inventory and other programs.

The actual part number is a 20 character indexed ASCII field, that will list in order from the beginning of the data file from smallest number to greatest number, then from lowest alphabet to highest alphabet. The entire sales system and manufacturing system refer to a part by this field. The part description is also an indexed field with 35 characters. You can use all (IFF) functions in these two fields to find part numbers in the main program "Create/Edit Part:INPRTGUT". F1 shows what power keys are available, and pressing F1 a second time brings up text help..sensitive to where you are in this program. The F7 options menu allows you to access primary information relating to the inventory master file.

There is a program that allows you to view all part master information but no edit is allowed. There are also various view programs available throughout the system that show portions of the inventory part master data that are important to a specific area.

### **CHANGING PART NUMBER**

If you decide that you do not like a part number or there is a change, then you can either create a new part number and discontinue use of the old part or use the part number change program that replaces the old part number with a new number. By doing this you will retain all reference throughout the system of the old number to the new number.

### **SERIAL NUMBER CONTROL**

The NBS inventory system allows you to attach any part to a serial number control system, with up to 36 different serial number tracking books you can define. You simply define the books first and then set up any parts in the part master file to attach to the proper book.

What happens is that when you purchase items that are set up for serial number control, then when you receive these items you will be required to enter in serial numbers that are not already entered into the system. The system will automatically transfer over the part description and the caliber to the serial number system when receiving.

When you manufacture serialized items, then you will need to create entries in the serial number books that correspond with the quantity of items you just manufactured. This is not automatic due to the fact that there may be many changes during the manufacturing process and the easiest way is to finalize the quantity of items that are inspected and approved to be inventory stock, and then enter in the serial numbers as the last step.

The system will not let you sell a serial numbered item if the serial number is not updated as in house. If the serial number database shows that either the item does not exist or has been shipped to someone else, you are not allowed to ship it again until it is updated as in house. This means you can ship and receive the same number as many times as you like, but only in logical order.

### **CHANGING PRICING ON PARTS**

There is a set of programs that allow you to change the standard wholesale, dealer, and retail pricing of parts. There is also a set of programs that allow you to enter in scheduled price changes and update them at a later time. This may be helpful when you purchase vast quantities of items where your vendor notifies you of a cost increase at some future time. The automatic system allows you to set your new cost and the new dealer, wholesale, and retail price, and update when they become effective at a future date. There is also the ability to have the receiving system automatically update the purchase order price to the part master file when it is received into the system. You turn on a flag in the system setup file "SYSGUT". If you have a freight percentage entered into "SYSGUT" then this automated cost update feature will also store the proper freight cost in the part master file as well.

### **PART INTEGRATION FLAGS**

## INVENTORY

Within this data file there are many flags that control the use and performance of other NBS software systems within the part master file, along with several informational requirements that are supported by secondary datafiles. You will read about this information in detail in the part master program document "INPRTGUT.PD".

There are several files that will need to be set up prior to entry of any parts in the master file. They will contain data that will be used in each part master file.

### **PART GROUP**

This four character field allows you to set up inventory in sub groups, for data selection in many of the reports. You can change your codes later on after you have entered in the parts.

### **PRIMARY VENDOR**

This is the primary vendor whom you purchase this product from. In the case that you manufacture a particular part you might want to have a vendor code for your own company to use. You are allowed unlimited secondary vendors per part.

When you utilize the NBS automatic purchasing program, you can search for parts by primary vendor only, or by primary and secondary for purchasing possibilities. You may have certain vendors that offer total order discounts that make it more economic to buy from on parts that you normally buy from another vendor.

### **SALES G/L ACCT #**

### **COST G/L ACCT #**

These accounts are a part of the NBS General Ledger system and must already be setup. As the say, one account is for the sales account and one is for the general ledger account.

### **UOM CODE**

The unit of measure code represents a conversion quantity for purchasing. For example, if you are required to purchase a certain item in a pack of 144ea units and you actually sell or consume them in manufacturing one at a time, then you can set up a Unit of Measure of 144. Your part master file will represent 1ea at the single unit price. When you purchase the item, the purchase order system will detect the unit of measure of 144 and multiply times the unit price in the part master file, and schedule the purchase of one unit representing 144 individual units. When you receive this unit, it will break it down into 144 pieces in the part master file..per the unit of measure! You can convert weight and inches to pieces also.

In this same thought, it is important to state that the quantity in the part master file represents whole number integer quantities, not a percentage. The price in the file represents for one unit. If you have the quantity in the part master file representing more than one, then the price must also represent the true quantity.

### **FREIGHT**

Freight can be handled two separate ways, per each individual part. A flag in each part file controls the freight allocation method.

The first way is a percentage allocation method that is based on the raw cost of the component. You will read about this in the part master file document "INPRTGUT.PD". The system simply calculates a freight cost based on a percentage you set up in the system setup file. You can recalculate this at any time, on inventory items still in stock as raw or finished goods. NOTE; the freight re-calculation program will not alter any costs stored in workorders in process or finished goods that have already been cost closed.

The second method is by direct allocation where you are required to enter in the exact freight amount for a particular part. There is no direct tie-in to the accounts payable system for freight so this is a process that must be reviewed on a scheduled basis in order to maintain current freight costs for parts where you will directly allocate freight.

Freight is not figured in the finished cost of a purchased part but is included in the inventory value report and also included if the part is used in the NBS manufacturing system in a work order.

**DISCOUNTING**

The NBS part master file contains wholesale, dealer, retail, and suggested list price. You are allowed 4 levels of quantity discounts on the wholesale, dealer, and retail price. The list price is for reference only and is optionally printed on the sales invoice.

Discounting is explained in detail in the NBS Sales Distribution/Order Processing Manual and in the part master document "INPRTGUT.\*". INVENTORY UPDATING/PROCESSING THEORY

Inventory data is updated as follows according to the following primary business activities using

Software: Purchase order:	ON LINE
Receiving:	ON LINE OR BATCH
Point of Sale:	ON LINE
Distribution Sales:	ON LINE
Shipping/UPS Manifest:	BATCH
Accounts Payable:	ON LINE
Work Orders:	ON LINE
Defective:	ON LINE

"ON LINE" means that during these primary business functions, the inventory data file is updated as the function occurs. "BATCH" means the data is entered as a batch and updated all together, such as all the shipping entries during the shipping routine in a distribution center.

The above functions are important to understand because of the fact that in the event that your system crashes in the middle of a particular function where an ON LINE update is occurring, then it is possible that the update did not occur. No problem, there are a host of programs that allow you to recalculate assigned, Year-to-Date totals, on order, work in process, and costs for manufactured parts.

**INVENTORY DETAIL FILE**

When either a purchase order is generated or a work order is generated, an entry is created in a data file named "SYSINVEN". This inventory detail file represents a cross reference between the Network Business Systems, Inc.

## INVENTORY

inventory part master file and either the purchase order or work order file systems. This is where both the standard and actual cost data is stored, the on order quantity per the purchase order or the quantity scheduled to be manufactured per the work order, the freight cost, the entry date, the projected delivery date, the part number, the purchase or work order number, and a flag that indicates whether the cost is actual or standard. An entry of "Y" will indicate that the record is actual cost, vs. standard.

The date of the inventory detail record is also critical. Inventory used by either the NBS Sales system or the NBS manufacturing system is allocated on a First in First Out basis (FIFO). This cannot be changed. Here is how it works.

In this example you have a part that you purchase order 4 separate times and receive before any of them are used. The first receipt is on 07/01/94 for 25 units at a cost of \$10ea, the second receipt is on 08/01/94 for 10 units at a cost of \$11ea, the third receipt is on 09/01/94 for 25 units at a cost of \$10ea, and the fourth receipt is on 10/01/94 for 30 units at a cost of \$9ea.

Your part master file shows 90 units in stock. The inventory value report would show:

Purchase Order #1 07/01/94 25ea \$10ea \$250  
Purchase Order #2 08/01/94 10ea \$11ea \$110  
Purchase Order #3 09/01/94 25ea \$10ea \$250  
Purchase Order #4 10/01/94 30ea \$ 9ea. \$270

TOTAL UNITS 90EA  
TOTAL VALUE \$880  
AVERAGE PRICE EA \$9.77EA

Now, when the inventory is used in either the NBS sales system or the NBS Manufacturing system, and 25 units are called for, the system will create a cross reference for all costing purposes and inventory used purposes to PO #1. The inventory master file will be deducted 10ea units and will now show only 80 units in stock. This is because this is the oldest item still in stock. Here is what inventory will look like after the transaction.

Purchase Order #2 08/01/94 10ea \$11ea \$110  
Purchase Order #3 09/01/94 25ea \$10ea \$250  
Purchase Order #4 10/01/94 30ea \$ 9ea. \$270

TOTAL UNITS 80EA  
TOTAL VALUE \$630  
AVERAGE PRICE EA \$9.69EA

If the next use of this part is for 20 items, the system will cross reference Purchase Order #2 for 10 items and Purchase order #3 for the remaining 10 items. Inventory will now look like this:

Purchase Order #3 09/01/94 15ea \$10ea \$150  
Purchase Order #4 10/01/94 30ea \$ 9ea. \$270

TOTAL UNITS 45EA  
TOTAL VALUE \$420

AVERAGE PRICE EA \$9.33EA

## **STANDARD VS. ACTUAL COST**

When you create a purchase order or a work order scheduling future receipt or manufacture of a particular part, the initial cost stored in the inventory detail record will be the standard cost. This will be based on the cost entered in the purchase order, or in the case of the work order the calculated cost in the part master file. Until the cost record is updated to actual cost, all reports utilizing the cost of this record will reflect the standard cost. This hold true while inventory is received or completed manufactured. The process of updating the cost from standard to actual is as follows.

### **PURCHASE PART ACTUAL COST UPDATE**

This process occurs when you enter in the accounts payable invoice into the NBS Accounts Payable system and confirm the unit price (even if it is different than the Purchase order). You have an opportunity to cost close the purchase order which sends the actual invoice price to the inventory detail file. When this occurs, the flag in the inventory detail file will be set to "Y" and all reports that access this record will now pick up the actual price, not the standard. NOTE: Inventory value will not reflect the value of any subcontractor or indirect materials purchased directly against any work order, unless that purchase order is cost closed, either through the purchase order cost closing program "POCLOS" or through the Accounts Payable update/closing routine that is integrated into the purchase order.

### **MANUFACTURE PART COST UPDATE**

This process occurs by running a program in the NBS manufacturing system that cost closes work orders. This is not an automatic process and must be ran on a scheduled basis in order to achieve actual cost data on manufactured items. The programs actually searches out through all the materials and subcontractors cost and tests to see if all records are cost closed, as discussed above. If they are, the program will cost close the work order and move the calculated actual cost per the work order detail to the inventory detail file and flag the record "Y".

## **RAW, WIP, FINISHED INVENTORY**

The NBS inventory system stores materials as raw materials (RAW), work in process (WIP), and finished goods (FIN).

The main rule is that the NBS sales system only allows processing of inventory from the finished (FIN) quantity field. When net stock is calculated in either the NBS Point of Sale or NBS Distribution sales software, the system uses the finished (FIN) quantity less the assigned to determine the availability of inventory to sale. **YOU CANNOT SELL RAW OR WIP INVENTORY.**

### **RAW**

Raw materials represent unfinished goods that are not available for sale and are used in the manufacturing process. A retail or distribution operation would not typically use this field.

**WIP**

Work in process inventory is generated by the NBS Manufacturing system and represents a quantity of parts that are being manufactured. Work order projections (status 1 and 2) do not update this field, only work orders that are released for production. Retailers or distributors will not typically use this field.

**FIN**

Finished goods are what you can sell. If you are a retailer or wholesaler you will use this field. If you are a manufacturer you will purchase and make goods to this field. Sometimes it may be confusing whether a part should be RAW or FIN. One rule of thumb is that if you cannot sell the part as itself to your normal consumer or buying market because that part is not in a condition to be of use unless it is machined or some manufacturing must be done to make it usable, then it is probably a raw material. If the part is able to be sold as a replacement part then it is probable a finished good. If you process a part utilizing the NBS manufacturing software, then you must process the part to a finished good. You can use both raw materials and finished goods to process, but you must process them to a finished goods condition. So, you cannot process a raw material or a finished good to a raw material status. Also, you cannot process the same part to itself regardless of the status. In other words, you cannot process a part from the raw material condition to itself as a finished good. This is not acceptable.

**RESERVED INVENTORY**

In addition to being able to store inventory as RAW, WIP, or FIN, you can also optionally store inventory in a reserved status. This allows you to maintain inventory in the system but prevent it for sale. The inventory value report will include this quantity in the value report. You can also print a report of inventory in the reserved status. The value is based on current standard cost as stored in the part master file. You cannot reserve RAW, WIP inventory, only finished (FIN).

**DEFECTIVE/SCRAP INVENTORY**

The NBS Defective system tracks parts that need to be reviewed/inspected for possible defects. By utilizing codes that you set up for tracking purposes, reports can be generated to manage all materials under review for defect. The system can track customer, vendor, and your own defective. When complete loss is incurred, the system can be set up to track the value of the scrap automatically.

The NBS inventory part master allows tracking of defective materials from two levels RAW and FIN (status 1..raw status 3..fin). The standard cost for either level is transferred to the defective system when you transfer materials into the defective system. Parts can be managed until reworked and returned to inventory or completely scrapped or replaced or exchanged by vendor.

The defective reports include the value of the materials still live or unresolved in the defective system.

**GETTING INVENTORY INTO THE SYSTEM**

There are only three ways to get inventory into the system. They are:

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## **PURCHASE ORDER AND RECEIVING SOFTWARE**

The PURCHASE ORDER AND RECEIVING SOFTWARE provides the ability to enter purchase orders for both inventory and non-inventory items. This method provides for many powerful benefits as it is integrated into the inventory master file, the manufacturing work order file, and many other software programs. Inventory costs go into the system as a standard cost, based on the purchase order price, and are updated to the true actual cost when the accounts payable invoice is entered using the NBS ACCOUNTS PAYABLE SYSTEM. Until the invoice is entered, the value of the inventory item will be based on the purchase order unit cost! The main purchase order program "Enter/Edit Purchase Orders: POENTRY" creates new inventory cost and quantity detailed records.

**NOTE:** If you choose to run a paperless purchasing and receiving environment, you do not have to print either purchase orders or receiving forms. You may want to write down on the packing slip or invoice of the merchandise received the purchase order number, the receiving ticket number, the date, and your initials. This will provide easy lookup when tracing backwards from the paid invoices!

It is important to be aware that the advanced NBS Receiving software system is directly interfaced into the NBS Return Merchandise Authorization system and the NBS Distribution Orders and Retail Point of Sale systems. You will in fact be adjusting inventory when using the receiving software to return your shipments to customers. This provides the ultimate in tracking.

The process of managing and manipulating inventory after you have purchased and received, consists of a potential that provides for simple retail inventory management up to the full manufacturing capabilities. It is very common for a business that sells a line of products to manufacture, distribute, and even sell retail. This requires a sales/manufacturing system that is capable of supporting all inventory activities. If you are simply a retailer, then you will not need to enact the manufacturing programs. Therefore, this section will be divided into two sections, manufacturing and non-manufacturing.

## **NON-MANUFACTURING INVENTORY**

A non-manufacturing environment is one that does not assemble or fabricate finished goods from raw materials or other finished goods. In this case, inventory is purchased as a finished good, received as a finished good, and sold either through the distribution and/or point of sale method.

## **MANUFACTURING**

The manufacturing process consists of assembling or fabricating materials from either raw materials, finished good, sub- assemblies, or any combination thereof. There may be added value from subcontractors also. This process actually creates inventory under a defined finished good part number from a "Bill of Materials" which consists of a list of other parts used to create the finished good part. You are creating new inventory from your inventory on hand.

You will need the NBS Manufacturing/MRP Module in order to operate a manufacturing environment.

## **SELLING INVENTORY VIA POINT-OF-SALE OR DISTRIBUTION**

NBS Professional Software Systems allow any combination of Retailing, Distribution, and Manufacturing for up to 99 Divisions within 99 Companies.

You can record sales against inventory by either selling over the counter directly to the consumer "Retail Point of Sale: PENTRY" or you can sell through the NBS Distribution System to utilize the automated backorder system and the integrated Shipping/UPS Manifest system.

As inventory is sold utilizing the NBS sales systems, a cross reference data file is created. This file is called "WOMSTREF:MasterIn/Costing Xref" and contains a cross reference between the sales order inventory items and the purchase order or work order where the inventory items came from. This tie allows you to generate margin reports per customer orders that reference actual costs. This is a very powerful feature for sales management with a broad depth of research capability.

## **INVENTORY ADJUSTMENTS**

You can manipulate inventory also by performing periodic audits and entering in the changes with the program "Adjust RAW/FIN Quantities: WOINVCN4". You will be restricted to enter in quantities no larger than the maximum of all goods ever purchased for any particular part. In other words, if you have only purchased ten units of an item according the NBS Purchase Orders Module, then you will not be allowed to enter in a quantity larger than ten! If you could, then there would be no cost record for items that were never purchased using the NBS Purchasing system.

Inventory adjustments do not create cost detail for additions to inventory on hand. This process is used exclusively for adjusting inventory on hand due to processing errors, loss, theft, deterioration, spoilage or just plain incorrect counts.

## **PRICE SHEET SYSTEM**

Integrated into the NBS inventory system is a basic price sheet system that allows you to generate a printed price sheet or go to disk in an ASCII file that you can import into another word processor or publishing system for further edit. The main advantage to utilizing this software as at least a starting point is the you are assured that all reference to any part number, description, and price is direct to the NBS inventory file. You are assured that they are the same in the price sheet you generate as the inventory datafile that everyone else is using to buy and sell from.

Built within the price sheet system are basic word processing capabilities that you can find out about by using the F1 key.

There is a separate field in each inventory record that allows you to have an expanded or different price sheet description for the part number.

## **NBS MANUFACTURING/MRP SYSTEM**

The NBS Manufacturing/MRP sytem provides for full manufacturing capabilities, including shop floor control with automated time input direct to the work order. This is one of the primary ways

of getting inventory into the system by processing any combination of raw and finished materials, any subcontractor services, in any method (shop floor routing) you define.

This is a completely integrated system with the NBS inventory system and is an option sub-module of the NBS system. You will need to read both the NBS manufacturing and NBS MRP manual if you are using this system.

### **NBS TOOL CRIB SYSTEM**

The NBS Tool Crib system is an independent tool management system that is at this time not integrated into any other NBS systems. You have a separate parts file, with full purchasing and receiving capabilities, including a reporting system.

This is an optional sub-module.

### **NBS ESTIMATING SYSTEM**

The NBS Estimating system is a partially operational system that is fully integrated into the NBS inventory system. Although it can be used, no documentation is available as of this writing as it is still under development. You may consult with your NBS rep on this subject.

### **BASIC SYSTEM OPERATIONAL FLOW**

1. **Create/Edit Part/INPRTGUT**...Create/Edit parts as needed. Make sure you set up all fields correctly from the beginning. Many other reports and programs depend on the use of these flags and could be incorrect if the flags are not properly used.
2. **Enter/Edit Purchase Orders/POENTRY**.... Purchase goods as you need them.
3. **Enter Receiving Tickets/RCENTRY**....Enter in the goods as they are received at your place of business. Be aware of any items that have been flagged to be inspected prior to updating to inventory on hand. Update all goods immediately unless flagged for inspection approval.
4. **Adjust RAW/FIN Quantities/WOINVCN4**....Adjust quantities as physical counts are generated. This program allows you to simply change the quantity on hand. However, you cannot add inventory that is in excess of the total lifetime purchases. This insures that all inventory is backed up by a cost record from a valid .PA purchase order. The system works on a first in first out (FIFO) basis and all cost systems in the inventory and manufacturing system use FIFO.
5. **Recalculate Assigned Noprint/INASSIGN**....Recalculate assigned inventory, based on unshipped orders and backorders.
6. **Recalculate On Order/WOORDCR**....Recalculate inventory on order based on open purchase orders.

7. **Recalculate WIP Quantities/WOWIPCR....**Recalculate inventory work in process when using the manufacturing system.
8. **Create Inventory Detail/SYSINVEN....**Create inventory detail for start up inventory entry or inventory maintenance.
8. Print inventory reports. **INORDREQ/NetStock w/P.O. Mod w/Cust, INSTATUS/Parts On Order W/Detail, WOINVAVLU/Inventory Value RAW/FIN, WOWIPRPT/Inventory WIP Value, INRESERV/Inventory Reserve Value, WOC\_OF\_G/Cost of Goods Sold, INSLWMOV/Slow Moving Inventory.**

### SYSTEM SETUP REQUIREMENTS

Create/Edit G.L. Master File:GLMASTER  
 System Setup File:SYSGUT  
 Sales System MultiCo. Setup:SACOMPAN  
 Enter/Edit P.O. Vendors:POVENDOR  
 Create/Edit Serial# Groups:GUNTYPES  
 Create/Edit Part:INPRTGUT  
 Enter/Edit Part Cross Ref file:INXREF  
 Printer Setup:PRINTER

**NOTE:** You are now ready to enter your actual inventory into the master inventory file. It is highly desirable to take the time to count and document your inventory on hand, prior to entry into the system. You can create a count sheet with the basic information required which is part number, description, quantity on hand, and the cost. If one part has quantities at substantially different costs, then you can either average the cost over all the parts or list the separate quantities with their corresponding prices. You should organize this inventory count by vendor also, to set up accurate tracking from this cutoff point. If you choose not to do this, then use a generic vendor.

Once you have created a master inventory on hand list and are ready to enter your inventory for the first time, you will use the "Enter/Edit Purchase Orders: PSENTRY" to create a setup purchase order for the first time entry of inventory into your system. You may want to use purchase order number 1, 2, 3, etc. for all first time entry purchase orders. You can then set the live purchase order number at 1000 to provide a clean separation between setup purchase orders and actual issued purchase orders.

You will then use "Enter Receiving Ticket: RCENTRY" to receive the goods in for the first time.

Finally, this system is operational! You are now ready to start utilizing the NBS PROFESSIONAL INVENTORY MANAGEMENT along with one of the NBS PROFESSIONAL SALES SYSTEMS to effectively operate your business. If you have not already done so, please read the manuals for the software modules you have purchased. You will gain valuable information that will assist and tutor you on basic operating procedures.

### MENU STRUCTURE/PROGRAM DOCUMENTS

3. INVENTORY/MFG.

MENU #1

INVENTORY

1. INVENTORY/SERIAL

MENU #1

1. PARTS MAINTENANCE

MENU #1

1. Create/Edit Part: INPRTGUT
2. View Inventory: PARTVIEW
3. View FIFO,LIFO,AVERAGE detail: WOINVAVW
4. Adjust RAW/FIN Quantities: WOINVCN4
5. Enter/Edit Unit of Measure: INUOM
6. B.O.M. w/Cost:INCSTBOM

7. PART MAINTENANCE

MENU #2

1. Recalculate YTD Purchases:INCLCYP
2. Recalculate Assigned: INASSIGN
3. Zero Assigned Field (No Calc):INVASS
4. Recalculate On Order: WOORDCR
5. Recalculate WIP Quantities: WOWIPCR
6. Recalculate Sales History:ANALCLC
7. Part Labels 1X3": INLBPR
8. Part Labels w/Serial No. 1X3:INSLBL
9. Part Labels w/Barcodes: INBARCDE

8. PARTS MAINTENANCE

MENU #3

1. Enter/Edit Inv. Group Codes:INPRTGRP
2. Global Part Number Change:INCHGPRT
3. Global Inv. Group Code Change:INCHGGRP
4. Transfer Fin to Reserved:WOINVCN5
5. Transfer Reserved to Fin:WOINVCN6
6. Log of Journal Entries:INLOGPNT
7. Edit Journal Entries:INPRTL1
8. Purge Journal Entries:INPRGLOG
9. Zero out FIN,RAW,WIP Quantity:INZEROQT

9. PART PRICE MAINTENANCE

MENU #1

1. Change Selling Price of Part: INCHGPRC
2. Enter/Edit Scheduled Price Chg: INPRCHNG
3. Update Scheduled Price Change: INPRCDO
4. Change Retail Price by Percent: CHGRETAL
5. Recalculate Freight: YEFRTCLC
6. Inventory Detail Gut Program: SYSINGUT
7. Create Inventory Detail:SYSINVEN
8. Copy Part Retail to List Price:INFXLIST

2. PARTS RPTS/GENERAL

1. Parts Flagged As Master:WOMONHND
2. Back Orders by Part Number:INORDREQ
3. Back Orders by Part# w/Order #:INBORPT
4. Parts w/Old P.O. Deliv. Dates:INDELIV1
5. Inv. List w/Purchase Orders:INSTATUS
6. Parts List w//OnOrder No Detail:INLST1

## 7. Inventory by Vendor:INVENRPT

## 3.PARTS RPTS/FINANCIAL

1. Inventory Value RAW/FIN:WOINVALU
2. Inventory WIP Value:WOWIPRPT
3. Inventory RESERVE Value:INRESERV
4. Inv. Value at Standard:INVALUE2
5. Cost of Goods Sold:WOC-OF-G
6. Selling Price Comparison:INCOMPRE
7. Slow Moving Inventory:INSLWMOV
8. Inventory Value/Reset Standard: INCSTCLC
9. Inventory Value RAW/FIN w/DATE:WOINVAL1

## 4. SERIALIZED INVENTORY

## 1. SERIAL# RECEIVING MENU #1

1. Receive Serial #'s In:FEDRECEV
2. Print Batch Receiving:FEDRECPR
3. Update Received Serial #'s:FEDRECUD
4. Update Single Serial# Entry:FEDRECU1

## 2. SERIAL# SHIPPING MENU #2

1. Ship Serial #'s Out:FEDSHIP
2. Print Batch Shipping:FEDSHPPR
3. Update Shipped Serial #'s:FEDSHPUD
4. Update Single Serial# Shipped:FEDSHPU1

## 3. SERIAL# MAINTENANCE MENU #3

1. View Serial Number Info.:FEDLOOK
2. View/Edit Serial Number Info.:FEDVIEW
3. Serial # Gut Program:FEDGUT
4. Create/Edit Serial# Groups:GUNTYPES
5. Delete Open Entries (careful):FEDDELET

## 4. SERIAL# REPORTS MENU #4

1. Print Serial# Books:FEDPRINT
2. Print SE# Books by Sold Date:FEDPRNT3
3. Print SE# Books Selectable:FEDPRNT2
4. Print SE# Books Open Numbers:FEDPRNT4
5. Print SE# Books by Acq. Date:FEDPRNT5
6. Print SE# Supplier Listings:FEDBKLST.

## 5. YEAR END INVENTORY MENU #1

1. Zero Out Tag Database:TAGZERO
2. Zero Out Inventory YTD figures:INZEROPT
3. Inventory Tag Batch Entry:TAGENTRY
4. Inventory Tag Batch Edit RPT:TAGIND3
5. Mark an Inv. Tag Batch Checked:TAGCHECK
6. Print List of Unchecked Tags:TAGSKIP
7. Report Audit Trail:TAGADJUS
8. Update The Tag File To Parts:TAGUPDT
9. YEAREND INV. REPORTS MENU #1

INVENTORY

1. Compare Tag counts to Parts:TAGTEMP
2. Compare Tag counts to Partsold:TAGTEMP2
3. Inventory Tag Reports:TAGREP
4. Compare Parts E.O.Y. to Audit:TAGCMPRE
5. Compare PartsOld to PartsNew:TAGDIFF
6. Compare parts to Partsfif:FIFOVAL
7. Recalc PARTS/PARTSNEW STD:TAGVASSY
8. Report of Tags by Part Number:TAGIND2

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|---|---------|
| 6. CUSTOM SHOP INVENTORY<br>(NOT IN USE)  | MENU #1 |
| 7. REMOTE INVENTORY OUTLT<br>(NOT IN USE) | MENU #1 |
| 8. REMOTE SERIALIZED INV.<br>(NOT IN USE) | MENU #1 |