



Inventory Control



Springbrook Software

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Table of Contents

Overview	4
Recosting	6
Account Assignment Process	9
Enter Inventory Transactions	15
Reverse Inventory Transactions	27
Return Items to Stock	31
Import Inventory Transactions	35
Commit Inventory Transactions	39
Account Type Maintenance	47
Create a Category in IC	50
Commodity Code Maintenance in IC	53
Create an Item in IC	56
Create a Location in IC	68
IC Miscellaneous Attributes	70
Create a Unit in IC	72
Maintain Vendors	75
Generate Inventory Worksheets	89
Import Automated Inventory Counts	96
Process Physical Inventory	99
Reorder Items and Create Purchase Orders	108
GL Account Summary Report	115
Item List Report	119
Overstock Report	122
PM Summary Report	125
Quantity Report	128

Reorder Report	131
Stack Summary Report	134
Transactions by Category Report	137
Transactions Outside Period Report	140
Usage Report	143
Set Reorder and Build To Levels	147
Set up the Inventory Control Module	153
Archive or Unarchive Inventory Transactions	158
Import Item Default Costs	160
Update Item Default Costs	162

Inventory Control Module

Overview

Item Maintenance

The Item Maintenance window is the foundation of the Inventory Control module. From this window you can view detailed physical and pending item counts, all the way down to the aisle and bin, for multiple warehousing locations. This window also provides detailed historical data, costing data, and vendor information, such as pricing history and ordering requirements.

Physical Inventory

The Physical Inventory batch process is used to update inventory figures through physical counts. This process includes options to generate and print customized inventory worksheets, import automated counts from hand-held devices, and print reports that compare current inventory levels to the new physical inventory counts.

Inventory Transactions

The Inventory Transactions batch process is used to generate manual inventory transactions. This process can be used to receive items, issue items, transfer items to other locations, return items to stock, and return items to the supplying vendor.

Set Reorder and Build To

The Set Reorder and Build To batch process is used to update reorder and build to levels based on historical usage. The system looks at the total number of inventory items issued during a specified date range and calculates when and how many inventory items should be ordered.

Reorders

The Reorder process is used to generate inventory item reorders. When used with the Set Reorder and Build To process, the Reorders process can effectively maintain inventory levels established by historical data. This process can also ensure that cost effectiveness by comparing vendor pricing history and providing numerous ordering options.

Inventory Control Module

Recosting

You may create inventory transactions for any **Transaction Date** and **Transaction Time** when you are processing a batch in the Inventory Transactions process (IC>Inventory Transactions). This means you can create a transaction on an inventory item dated prior to existing transactions.

The system uses the transaction date and transaction time to determine the unit cost of inventory items. If you create an inventory transaction prior to existing transactions, then the costing of the existing transactions may need to be recalculated to take into account the new transaction information.

An example of a transaction that creates recosting would be creating a receipt transaction with a date prior to existing issue transactions that change the unit cost of the inventory item.

Average Cost example:

Transaction Type	Date	Unit Quantity	Unit Cost	Transaction Total
Receipt	12/01/14	10	\$10.00	\$100.00
Issue	12/20/14	1	\$10.00	\$10.00
Issue	12/30/14	1	\$10.00	\$10.00
<i>Receipt (pre-dated)</i>	<i>12/15/14</i>	<i>5</i>	<i>\$5.00</i>	<i>\$25.00</i>

If the new receipt transaction changes the average, LIFO, or FIFO unit cost of the inventory item, the cost of the existing issue transactions should be recalculated using the new costing information.

To recost the transaction, the system will create reversing journal entries on the existing issue transactions and then create new transactions based on the new costing information. The new journal entries will create the transaction history of the inventory item as it would have been had the predated transaction been posted before the existing transactions.

Average Cost example:

Transaction Type	Date	Unit Quantity	Unit Cost Old	Unit Cost New	Transaction Total Old	Transaction Total New
Receipt	12/01/14	10	\$10.00	\$10.00	\$100.00	\$100.00
<i>Receipt (pre-dated)</i>	<i>12/15/14</i>	<i>5</i>	<i>\$5.00</i>	<i>\$5.00</i>	<i>\$25.00</i>	<i>\$25.00</i>
Issue	12/20/14	1	\$10.00	\$8.33	\$10.00	\$8.33
Issue	12/30/14	1	\$10.00	\$8.33	\$10.00	\$8.33

The recosting creates reversal and replacement transactions for all the costed transactions for the inventory item that occurs after the predated transaction. These journal entries will be created when you print a proof list in the inventory transactions process (IC>Inventory Transactions>Print Proof List).

The reversal and replacement transactions are inserted into the transaction batch that contains the new receipt transaction. The reversal and replacement transactions will be deleted when the transaction batch is deleted or reset.

When the historical Inventory Control transactions have been changed by the recosting process, it is necessary to update the GL to reflect these changes. The reversal and replacement transactions are distributed to the GL just like regular transactions. They are posted with the same journal entry date as the base transactions in the batch.

In most cases, the changes caused by recosting adjustments are small. There will be entries for the reversal that post to the same accounts as the original transaction except with the debits and credits reversed. There will also be entries for the replacement transaction. The replacement transaction will be distributed according to the current account distribution for the inventory item, not the original distribution containing the predated transaction. The journal entries for the original transactions are not affected.

IC> Account Assignment

Account Assignment Process



Summary

The Account Assign process allows you to modify the general ledger accounts attached to a filtered group of inventory items. This process will delete all general ledger accounts attached to the inventory items and replace them with the selected general ledger accounts.

Step by Step

- 1 Open or create an Account Assignment batch.
 - Select the Account Assignment palette in IC> Account Assignment. This will expand the Account Assignment palette and display the steps of the Account Assignment batch process.
 - Modify an existing batch or create a new Account Assignment batch.
 - The Account Assignment process is a single batch process, meaning you can process only one batch at a time. If there is an open batch in the process, you will not be able to create a new batch. If you would like to create a new batch, you can either delete the existing batch (highlight the batch in the batch

number drop-down at the top of the Account Assignment palette and press DELETE), or you can reset the steps on the palette by returning to the first step of the process. If you return to an earlier step of the process, all of the information in the previous batch will be overwritten.


- Select **New** from the Account Assignment batch number drop-down menu to create a new batch. This will open the **New Batch** window.
 - Enter a **Batch Month** and **Batch Year**. These fields default to the current calendar period and are for reference only. The fiscal period of the transactions in the batch is determined by the Journal Entry Date entered during the Generate step.
 - Click the Generate icon  to populate the **Batch Number** field with the next available batch number. Batch numbers are limited to five digits and must be unique within the batch month of the batch year.
 - You can also manually create a new batch by entering a Batch Number and clicking the Save icon .
-




2 Filter the inventory items included the batch.

- Open the **Generate** window (IC> Account Assignment> Generate).
 - Check the toggle next to each **Location** of the inventory items you would like to include in the batch. You must check at least one location to process the batch.
-


- Press CTRL+A and then press SPACE to select all of the displayed locations.
 - Locations are created and maintained on the Location Maintenance window (IC> Maintenance> Location).
 - Inventory items are associated with locations on the Item Maintenance window (IC> Maintenance> Item> Quantity and Value tab> Location section).
 - The **From Item Number** and **To Item Number** fields are used to specify an inventory item range that will be included in the batch.
 - Click the field labels to select the item numbers from a list.
 - The **Description Begins** field is used to filter the items included in the batch by the item description.
 - Descriptions are added to inventory items on the Item Maintenance window (IC> Maintenance> Item> General tab> Description field).
 - The **Character** fields are used to filter the items included in the batch by the user defined miscellaneous fields.
 - Miscellaneous field labels are maintained on the Miscellaneous Field Label Maintenance window (SS> Utilities> Miscellaneous Field Labels).
-

3 Add GL accounts to the batch.

- Click the Add icon  to add a GL account to the **Accounts** section. This will open the Chart of Accounts Selection window.
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- Highlight the account you would like to add to the batch and click the Confirm icon  to add it to the batch.
 - Enter an **Account Type** for the account line item or click the Ellipsis icon  to select an account type from a list.
 - Each GL account attached to an inventory item must have a specified account type. The account type determines which type of inventory transactions will use the selected GL account. This is a required field.
 - Account types are created and maintained on the Account Type Maintenance window (IC> Maintenance> Account Type).
 - Enter a distribution **Percentage** for the account. This value must be between 1 and 100.
 - You can attach multiple accounts for each account type, but the total distribution for the account type cannot exceed 100%.
 - Repeat this process to add additional accounts.
 - Click the Confirm icon  when complete.
-



4 Print the Account Assignment Proof List.

- Open the **Account Assignment Proof List** window (IC> Account Assignment> Proof List).
 - Click the Print icon  to process the report immediately or enter a date and time in the field next to the Print icon to schedule the report to generate at a later time. You
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can view the progress of the report on the Job Viewer window (SS> Utilities> Show Scheduled Jobs).

- Click the Print icon drop-down menu and select Print Preview to preview the report before printing.
 - Click the Print icon drop-down menu and select Excel to export the report data to an Excel spreadsheet as unformatted data.
 - Click the Print icon drop-down menu and select Excel (Formatted) to export the report data to an Excel spreadsheet that includes much of the Springbrook formatting found on the printed version of the report.
 - Once the report is generated, you can also display the report using the View Reports window (SS> Utilities> View Report).
 - The report will display the Inventory Item, Description, Account Type, Account and Percentage for each line item included. A Percentage Total for each Account Type will also be included.
-

5 Commit the Account Assignment batch.

- Open the **Commit Account Assignment** window (IC> Account Assignment> Commit).
 - Click the Confirm icon  to commit the batch.
 - If any of the inventory items included in the batch are associated with uncommitted transactions, you will not be able to commit the batch. The Jobs Viewer Exceptions window (SS> Utilities> Show Scheduled Jobs> Detailed Error Message icon )
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will display the process and batch number for each item that includes uncommitted transactions.

IC> Inventory Transactions



Enter Inventory Transactions

Summary


Follow this process to enter manual inventory transactions to issue, receipt, transfer, return to vendor, return to stock or return inventory to stock used. If you are going to import transactions into the batch, follow the Import Inventory Transactions process before manually entering additional inventory transactions.

Step by Step

- 1 Create a new Inventory Transactions batch.
 - Select the Inventory Transactions palette in IC> Inventory Transactions. This will expand the Inventory Transactions palette and display the steps of the batch process.
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- Modify an existing batch or create a new Inventory Transaction batch.
 - Select a batch number from the drop-down menu at the top of the palette to select an existing batch.
 - Select New from the Inventory Transactions batch number drop-down menu to create a new batch. This will open the New Batch window.
 - Enter a **Batch Month** and **Batch Year**. These fields will default to the current calendar period and calendar year. These values are used for reference only, and are not necessary the fiscal month and year the transactions in the batch will be posted to. The fiscal period the transactions are posted to is determined by the journal Entry date entered when creating the GL Distribution List report.
 - Type in a batch number and click the Save icon  or hit ENTER to create a batch in the current batch month and year. You can also click the Generate icon  to create a batch with the next available batch number (the highest batch number used in the present month plus one).
 - The batch number is used to identify a specific batch. Batch numbers are limited to five digits and must be unique with the batch month of the batch year.
 - You can have more than one open batch in a process at a time.
 - You can delete batches by selecting a batch and pressing the DELETE key. However, if the batch was created by another process, such as a committed PO Receiving batch, your ability to delete the batch will be limited.
-

2 Select an inventory item.

- The **Enter Inventory Transactions** (IC> Inventory Transactions> Enter Transactions) window will display all inventory transactions in the batch. If this is a new batch or there are no transactions in the batch the window will be empty.
- Click the Create icon  to enter a manual inventory control transaction. This will open the **Edit Transaction** window.
- Enter an item number in the **Item Number** field or click the field label to select one from a list.
 - After you enter an Inventory Item the fields in the Quantity section on the right will populate with the Inventory Item information. The fields in this section will contain future transactions in order to give the user a way to see what the final effect of a transaction will be, even if it is not the latest transaction.
 - Click on the **PO Quantity** or **Requisition Quantity** field labels to view the transaction detail that created the quantity values. This allows you to open the purchase order or requisition that contributed to the Adjusted Quantity.
 - Click the **Pending PO Quantity** field label to view the pending transactions that are also contributing to the Adjustment Quantity.
 - The **WO Quantity** field has not yet been implemented.
 - The **On Hand Quantity** field in this section does not include uncommitted transactions, but the On Hand Quantity field in the **Item Maintenance** window (IC> Maintenance> Item> Quantity and Value tab)

includes uncommitted transactions. If there are uncommitted inventory transactions on the item, the Quantity On Hand fields of these windows will not be the same.

- The **Outstanding Quantity** field will display the expected quantity changes associated with any outstanding, uncommitted inventory transactions on the selected inventory item.
- The formula for the **Adjustment Quantity** field is:

$$\begin{array}{ccccccccc} \text{PO} & & \text{Pend-} & & \text{Requis-} & & \text{On} & & \text{Out-} & & \text{Adjust-} \\ \text{Quant-} & + & \text{ing PO} & + & \text{ition} & + & \text{Hand} & + & \text{standing} & = & \text{ment} \\ \text{ity} & & \text{Quant-} & & \text{Quantity} & & \text{Quant-} & & \text{Quantity} & & \text{Quantity} \\ & & \text{ity} & & & & \text{ity} & & & & \end{array}$$

- The value in the **Available for Issue** field is limited to the number of items currently on hand.

3 Edit the Inventory Transaction details.

- The **Transaction Date** and **Transaction Time** fields will update with the current date and time but the values in these fields can be edited.
 - This field is very important because it determines the order of costing when using LIFO or FIFO costing.
 - If you are posting inventory transactions to a previous fiscal period, make sure the date and time fields are correct. Otherwise current fiscal period transactions could be used in the costing of previous period transactions.
 - If you are posting the transaction to a date and time prior to other transactions on the inventory item, the existing transactions could be recosted.
 - Verify the values in these fields are correct.
 - The format of the **Transaction Time** field is *HH:MM:SS AM/PM*.
 - You cannot enter a transaction time that is the same as a transaction that already exists on the inventory item.
 - If you are entering Project Management information, the **Transaction Date** field will be the transaction date of the Project Management information.
 - Use the **Action** drop-down menu to select an inventory transaction type. The options are Issue, Receipt, Return to Stock Used, Return to Vendor, or Transfer.
 - Issue will deduct the inventory items from inventory. If you have set up the Work Order module to interface with the Inventory Control module you will be able to associate a work order with this transaction.
 - Receipt will place inventory items into inventory.
-


- Return to Stock Used will place inventory items into inventory.
 - Return to Vendor will deduct inventory items from inventory and give you the option to create a credit memo in Accounts Payable for the vendor of the inventory item.
 - Click the **Receipt** field label to select the inventory item receipt. You will not be able to create a return to vendor inventory transaction without selecting a receipt.
 - Transfer will move inventory items from one location to another.
 - Both the **From Location** and **To Location** will need to be specified when creating a Transfer.
 - The selection in this field will determine which fields in the window will be enabled.
 - Enter a **Category** or click the field label to select one from a list.
 - The category type will determine which account types are credited and debited by the inventory transaction. The general ledger accounts attached to the account types will then display on the General Ledger Distribution Report. The inventory transaction type selected in the Action drop-down menu will not affect how or which general ledger accounts are affected by the transaction.
 - Categories can be associated with actions on the Category Maintenance window (IC> Maintenance> Category Maintenance). If the selected category is not associated with the action selected in the Action drop-down menu, you will receive an error message when you try to save the inventory transaction.
-

- If a work order is attached to the inventory transaction below, the IC Transaction Category associated with that work order will automatically populate the Category field.
 - If a project driven general ledger account is attached to the account type that is attached to the selected category, then you will be required to enter valid project information in the Project Management fields on the window.
 - If the Project Management fields are not enabled in the window you can enable them during the IC Module setup step (IC> Utilities> Setup Inventory Control> Options section> PM Interface toggle).
 - If you do not want to interface the IC module with the Project Management module, you must then uncheck the **Account is Project Driven** toggle (GL> Maintenance> Chart of Accounts> Account Information section) to process the transaction.
 - Enter a description of this transaction in the **Transaction Description** field.
 - This field will default to the description of the inventory item selected in the Item Number field above. This field can be edited and can accommodate up to 50 characters.
 - Select the inventory locations that will be affected by the transactions in the **From Location** and **To Location** fields.
 - Enter a From and To location if the inventory transaction is a transfer.
 - Enter a To location if the inventory transaction is a receipt, return to stock or return to stock used.
 - Enter a From location if this is an issue transaction.
-


- Enter a **Quantity** and select the **Unit** field. If the Unit field has a multiplier attached to it, the unit quantity in the **Actual Quantity** field will be the Unit Quantity multiplied by the Unit multiplier.
 - Enter a **Unit Price**. This field will not be enabled on issue, transfer or return to vendor inventory transaction types.
 - Click the PO number displayed in the **Purchase Order** field to view the purchase order attached to the Inventory transaction.
 - The Purchase Order field will never be enabled and will only contain a purchase order number if the inventory transaction has been created in the Purchase Order module.
 - Purchase Orders can be received in PO> Receiving. This option will only be available on the Purchase Order drop-down menu if the **Receive order through PO** toggle is checked (PO> Utilities> Setup PO).
 - The window will also display if the purchase order has been invoiced in the Accounts Payable module.
 - The **Reference Number** field is used to enter a work order reference number.
 - This field will only be enabled if the **Require unique reference number** toggle is checked on the WO Setup window (WO> Utilities> Setup).
 - Unique reference numbers can help Springbrook users easily attach work orders to IC Inventory Transactions without having to remember specific work order numbers or use the work order selection window.
-

- If this toggle is not checked the Reference Number field will not be enabled. If a reference number is attached to the work order selected below, that reference number will automatically populate.
 - Enter a **Work Order** number or click the field label to select one from a list. This step only applies if you are issuing an inventory item or returning an item to stock used and the Inventory Control module is set up to interface with the Work Order module.
 - When the Inventory Transaction batch is committed, a new activity line item will appear on the Work Order Maintenance window to reflect the transaction.
 - To add a work order to an inventory transaction, the work order and the inventory transaction must have the same location.
 - The Work Order module is set up to interface with the Inventory Control module if you check the **WO Interface** toggle (IC> Utilities> Setup).
 - You will be required to select an **Activity Type** as well if the Work Orders module is set up to require activity types (WO> Utilities> Setup> Require Activity Types toggle).
 - The **WO Markup** field is used to specify an additional overhead markup amount on the transaction. This field will only be active if a work order is specified and will not affect the inventory transaction totals. The WO Markup will only affect the specified work order's total.
 - This field is often used when an inventory item is issued at a per unit price that is higher than the standard per unit price.
 - The WO Markup amount will appear as an independent overhead line item on the WO Distribution report.
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- The **Receipt** field is used to specify the receipt that will be associated with a Return to Vendor transaction.
 - When creating a Return to Vendor transaction, you must specify a receipt. Click the field label to select a previously received inventory transaction.
 - Enter a **Task** and **Type Code** if the Project Management module interfaces with the Inventory Control module.
 - The Project Management module is set up to interface with the Inventory Control module on the IC Setup window (IC> Utilities> Setup Inventory Control> PM Interface toggle).
 - These fields will only be available on Issue and Return to Stock Used transactions types.
 - The **Vendor Number** field is used to specify a vendor that will be associated with a Return to Vendor transaction.
 - This field will automatically populate with the vendor number attached to the Receipt selected above.
 - The **AP Batch** field is used to specify an uncommitted Accounts Payable Invoices batch.
 - The credit memo generated when processing a Return to Vendor transaction will be included in this AP Invoices batch.
 - If you would like to add the credit memo to a new AP Invoices batch, create a new batch and select it before saving the new transaction.
 - The **Created By** field will display the Springbrook user name of the user that created the transaction.
-

- Check the **Create Credit Memo** toggle to create a credit memo from the return to vendor transaction. This will create an invoice with a negative amount in AP> Invoices.
 - Enter a **Vendor**. This field will already be populated with the vendor attached to the receipt.
 - Click the Browse icon to select an open batch to add the credit memo to, or click the Generate icon to create a batch in the current fiscal period and year.
 - You can also enter a batch number, period, and year to create a new batch.
 - The **Totals** section to the right will display the quantity and value details associated with the transaction.
 - The **Actual Quantity**, **Actual Units**, and **Actual Unit Price** fields will automatically populate with the details specified to the left.
 - Enter any applicable **Discount**, **Tax** or **Shipping/Handling** amounts. These fields will affect the fields in the Total section below and should be verified before saving.
 - Click the Save icon  or press ENTER when complete. The transaction has now been created but not committed. This will return you to the Enter Inventory Transactions window.
 - You will receive an error message if there are inventory issue transactions in uncommitted inventory transaction batches that will result in a negative on-hand quantity for an inventory item. Click *No* if you do not want to continue with the transactions.
-

4 Calculate the inventory transaction values.

- Open the **Calculate Values** window (IC> Inventory Transactions> Calculate Values).
 - The Calculate Values step will generate the new inventory values that will result from committing the batch.
 - Click the Confirm icon  to calculate the transaction values.
 - You will be notified of errors resulting from the calculation process and prompted to open detailed error messages in the jobs viewer.
-

5 Commit the Inventory Transactions batch.

IC> Inventory Transactions

Reverse Inventory Transactions

Summary



Follow this process to reverse committed inventory transactions.

Step by Step


1 Create an Inventory Transactions batch.





- Select the Inventory Transactions palette in IC> Inventory Transactions. This will expand the Inventory Transactions palette and display the steps of the batch process.
 - Modify an existing batch or create a new Inventory Transaction batch.
 - Select a batch number from the drop-down menu at the top of the palette to select an existing batch.
 - Select New from the Inventory Transactions batch number drop-down menu to create a new batch. This will open the New Batch window.
 - Enter a **Batch Month** and **Batch Year**. These fields will default to the current calendar period and calendar year. These values are used for reference only,
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and are not necessary the fiscal month and year the transactions in the batch will be posted to. The fiscal period the transactions are posted to is determined by the journal Entry date entered when creating the GL Distribution List report.


- Type in a batch number and click the Save icon  or hit ENTER to create a batch in the current batch month and year. You can also click the Generate icon  to create a batch with the next available batch number (the highest batch number used in the present month plus one).
 - The batch number is used to identify a specific batch. Batch numbers are limited to five digits and must be unique with the batch month of the batch year.
 - You can have more than one open batch in a process at a time.
 - You can delete batches by selecting a batch and pressing the DELETE key. However, if the batch was created by another process, such as a committed PO Receiving batch, your ability to delete the batch will be limited.
-

2 Create the reversing transaction.

- The **Enter Transactions** (IC> Inventory Transactions> Enter Transactions) window will display all inventory transactions in the batch. If this is a new batch or there are no transactions in the batch the window will be empty.
 - Click the Generate icon  drop-down menu and select Generate reversing transactions. This will open the **Generate Reversing Transactions** window.
-

- Enter an **Item Number** or click the field label to select one from a list.
 - This will open the Item Selection window. Use the fields on the General, Location and Vendor tabs to filter the inventory items displayed in the data grid below. Highlight an inventory item and click the Confirm icon  to return to the Generate Reversing Transactions window. The selected item will populate the Item Number field.
 - Inventory Items are created and maintained on the Item Maintenance window (IC> Maintenance> Item).
 - Click the Refresh icon  to populate the data grid with every transaction associated with the selected item that can be included in a reversal transaction.
 - You can also select a **Transaction Type** from the drop-down menu if you would like to filter the displayed transactions by transaction type.
 - Highlight a transaction and click the Confirm icon  to reverse the selected transaction. This will return you to the Enter Transactions window.
 - If the selected item is associated with an uncommitted Inventory Transaction batch, you will not be able to create a reversing transaction.
 - Click the Exit icon  to close the Enter Transactions window and proceed to the next step.
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3 Calculate the inventory transaction values.

- Open the **Calculate Values** window (IC> Inventory Transactions> Calculate Values).
 - The Calculate Values step will generate the new inventory values that will result from committing the batch.
 - Click the Confirm icon  to calculate the transaction values.
 - You will be notified of errors resulting from the calculation process and prompted to open detailed error messages in the jobs viewer.
-

4 Process the inventory transactions.

- Reversals will only display on the Item Maintenance window if the **Show committed reversals** toggle is checked.
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IC> Inventory Transactions

Return Items to Stock

Summary



Follow this process to return issued unused inventory items to stock.

Step by Step


1 Create an Inventory Transactions batch.





- Select the Inventory Transactions palette in IC> Inventory Transactions. This will expand the Inventory Transactions palette and display the steps of the batch process.
 - Modify an existing batch or create a new Inventory Transaction batch.
 - Select a batch number from the drop-down menu at the top of the palette to select an existing batch.
 - Select New from the Inventory Transactions batch number drop-down menu to create a new batch. This will open the New Batch window.
 - Enter a **Batch Month** and **Batch Year**. These fields will default to the current calendar period and calendar year. These values are used for reference only,
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and are not necessary the fiscal month and year the transactions in the batch will be posted to. The fiscal period the transactions are posted to is determined by the journal Entry date entered when creating the GL Distribution List report.


- Type in a batch number and click the Save icon  or hit ENTER to create a batch in the current batch month and year. You can also click the Generate icon  to create a batch with the next available batch number (the highest batch number used in the present month plus one).
 - The batch number is used to identify a specific batch. Batch numbers are limited to five digits and must be unique with the batch month of the batch year.
 - You can have more than one open batch in a process at a time.
 - You can delete batches by selecting a batch and pressing the DELETE key. However, if the batch was created by another process, such as a committed PO Receiving batch, your ability to delete the batch will be limited.
-

2 Create the Return to Stock transaction.

- The **Enter Transactions** (IC> Inventory Transactions> Enter Transactions) window will display all inventory transactions in the batch. If this is a new batch or there are no transactions in the batch the window will be empty.
 - Click the Generate icon  drop-down menu and select Generate return to stock transactions. This will open the **Return Transaction** window.
-

- Enter an **Item Number** or click the field label to select one from a list.
 - This will open the Item Selection window. Use the fields on the General, Location and Vendor tabs to filter the inventory items displayed in the data grid below. Highlight an inventory item and click the Confirm icon  to return to the Return Transaction window. The selected item will populate the Item Number field.
 - Inventory Items are created and maintained on the Item Maintenance window (IC> Maintenance> Item).
 - Click the Refresh icon  to populate the data grid with every transaction associated with the selected item that can be included in a return to stock transaction.
 - You can also use **From Location, Transaction Date From** and **Transaction Date To** fields to filter the displayed item transactions by their location or transaction date range.
 - Inventory Locations are created and maintained on the Location Maintenance window (IC> Maintenance> Location).
 - Highlight a transaction and click the Confirm icon  to return the selected transaction to stock. This will return you to the Enter Transactions window.
 - Click the Exit icon  to close the Enter Transactions window and proceed to the next step.
-

3 Calculate the inventory transaction values.

- Open the **Calculate Values** window (IC> Inventory Transactions> Calculate Values).
 - The Calculate Values step will generate the new inventory values that will result from committing the batch.
 - Click the Confirm icon  to calculate the transaction values.
 - You will be notified of errors resulting from the calculation process and prompted to open detailed error messages in the jobs viewer.
-

4 Process the inventory transactions.

IC> Inventory Transactions> Import Transactions



Import Inventory Transactions

Summary

From the Import Transactions window, you can import transaction information from a .csv file into an Inventory Transactions batch.



Step by Step

- 1 Create an Inventory Transactions batch.
 - Select the Inventory Transactions palette in IC> Inventory Transactions. This will expand the Inventory Transactions palette and display the steps of the batch process.
 - Modify an existing batch or create a new Inventory Transaction batch.
 - Select a batch number from the drop-down menu at the top of the palette to select an existing batch.
 - Select New from the Inventory Transactions batch number drop-down menu to create a new batch. This will open the New Batch window.
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- Enter a **Batch Month** and **Batch Year**. These fields will default to the current calendar period and calendar year. These values are used for reference only, and are not necessary the fiscal month and year the transactions in the batch will be posted to. The fiscal period the transactions are posted to is determined by the journal Entry date entered when creating the GL Distribution List report.
 - Type in a batch number and click the Save icon  or hit ENTER to create a batch in the current batch month and year. You can also click the Generate icon  to create a batch with the next available batch number (the highest batch number used in the present month plus one).
 - The batch number is used to identify a specific batch. Batch numbers are limited to five digits and must be unique with the batch month of the batch year.
 - You can have more than one open batch in a process at a time.
 - You can delete batches by selecting a batch and pressing the DELETE key. However, if the batch was created by another process, such as a committed PO Receiving batch, your ability to delete the batch will be limited.
-

2 Import inventory transactions.

- The **Import Inventory Transactions** (IC> Inventory Transactions> Import) window is used to import inventory transactions into the batch.
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- Enter the path to the import file in the **File Name** field or click the field label to browse to the file.
 - Click the Display Format icon  on the Import Transaction window to open the File Layout window and display the expected format of the imported .csv file.
 - Click the Confirm icon  to import the transactions immediately or enter a date and time in the field next to the Confirm icon to schedule the import to process at a later time. You can view the progress of the import on the Job Viewer window (SS> Utilities> Show Scheduled Jobs).
 - This will import the transactions into the batch and create a new line item on the Enter Transaction window.
 - You will not be able to import an issue type IC transaction that is attached to an IC location that is not set up on the inventory item.
-

3 Calculate the inventory transaction values.

- Open the **Calculate Values** window (IC> Inventory Transactions> Calculate Values).
 - The Calculate Values step will generate the new inventory values that will result from committing the batch.
 - Click the Confirm icon  to calculate the transaction values.
 - You will be notified of errors resulting from the calculation process and prompted to open detailed error messages in the jobs viewer.
-

4 Process the inventory transactions.

IC> Inventory Transaction> Commit Transactions

Commit Inventory Transactions


Summary

Follow this process to commit inventory transactions. The steps of this process will vary depending on which modules are set up to interact with the Inventory Control module.

This will also process a batch of Inventory Control items received in the Purchase Orders module.

Step by Step


- 1 Print the Proof List.
-
-

- Open the **Print Proof List** window (IC> Inventory Transactions> Proof List).
 - Select the order you would like to report to print in.
 - Select Item Number to sort the report by item number.
 - Select Entry Order to sort the report entries by the order they were entered in the Enter Transactions step or the order they were imported in the Import Transactions step.
 - Select Location to group the items by location.
 - The Proof List will display the Item, Description, Location, Action, Category, Transaction Description, Transaction Date/Time, Change in Quantity, Change in Value, Transaction Total and the Report Total.
 - If any of the transactions included in the batch will result in item recosting, the resulting reversals and new transactions will be included in the proof list.
 - Click the Print icon  to process the report immediately or enter a date and time in the field next to the Print icon to schedule the report to generate at a later time. You can view the progress of the report on the Job Viewer window (SS> Utilities> Show Scheduled Jobs).
 - Click the Print icon drop-down menu and select Print Preview to preview the report before printing.
 - Click the Print icon drop-down menu and select Excel to export the report data to an Excel spreadsheet as unformatted data.
 - Click the Print icon drop-down menu and select Excel (Formatted) to export the report data to an Excel spreadsheet that includes much of the Springbrook formatting found on the printed version of the report.
-

- Once the report is generated, you can also display the report using the View Reports window (SS> Utilities> View Report).
 - Review the Proof List.
-


2 Print the GL Distribution report.

- Open the **Print GL Distribution** window (IC> Inventory Transactions> GL Distribution).
 - Enter a **Journal Entry Date**. The JE date will determine the fiscal year and period the inventory transactions will be posted in. The fiscal year and period the journal entries are posted to does not affect the inventory costing.
 - This is the date of the journal entry when it is posted to the general ledger.
 - The **Fiscal Period** and **Fiscal Year** fields will automatically populate after you have selected a Journal Entry Date.
 - Select a **Report Type**.
 - The Summary report will display the GL Account Number, GL Account Description, Debit amount and Credit amount. The report will provide a Fund Total and a Report Total as well.
 - The Detail report displays everything included in the Summary report as well as the Inventory Item and Item Description.
 - Check the **Subtotal by Dept** toggle to add department subtotals to the report.
-

- Click the Print icon  to process the report immediately or enter a date and time in the field next to the Print icon to schedule the report to generate at a later time. You can view the progress of the report on the Job Viewer window (SS> Utilities> Show Scheduled Jobs).
 - Click the Print icon drop-down menu and select Print Preview to preview the report before printing.
 - Click the Print icon drop-down menu and select Excel to export the report data to an Excel spreadsheet as unformatted data.
 - Click the Print icon drop-down menu and select Excel (Formatted) to export the report data to an Excel spreadsheet that includes much of the Springbrook formatting found on the printed version of the report.
 - Once the report is generated, you can also display the report using the View Reports window (SS> Utilities> View Report).
-


3 Print the PM Proof List.

- Open the **PM Proof List** window (IC> Inventory Transactions> PM Proof List).
 - The PM Proof List displays the PM module transactions generated by the inventory transactions in the batch. This report will only display information if there are PM module task and type codes attached to inventory items in the batch.
 - The PM Proof List will display the Inventory Item, Date, PM Task, PM Type, LEMS code, Description, and Amount. The report will also provide a Task Total and a Report Total.
-

- The PM Proof List is a required step if you have enabled the PM Interface on the IC Setup window (IC> Utilities> Setup> PM Interface toggle).
 - Click the Print icon  to process the report immediately or enter a date and time in the field next to the Print icon to schedule the report to generate at a later time. You can view the progress of the report on the Job Viewer window (SS> Utilities> Show Scheduled Jobs).
 - Click the Print icon drop-down menu and select Print Preview to preview the report before printing.
 - Click the Print icon drop-down menu and select Excel to export the report data to an Excel spreadsheet as unformatted data.
 - Click the Print icon drop-down menu and select Excel (Formatted) to export the report data to an Excel spreadsheet that includes much of the Springbrook formatting found on the printed version of the report.
 - Once the report is generated, you can also display the report using the View Reports window (SS> Utilities> View Report).
-


4 Print the WO Proof List.

- Open the **WO Proof List** window (IC> Inventory Transactions> WO Proof List).
 - The WO Proof List will display the WO Number, Reference Number, WO Description, Item ID, Date, Transaction Description, Activity, Units, Value Per Unit, Overhead, and Total Value. The report will also provide WO Totals and a Report Total.
-

- Click the Print icon  to process the report immediately or enter a date and time in the field next to the Print icon to schedule the report to generate at a later time. You can view the progress of the report on the Job Viewer window (SS> Utilities> Show Scheduled Jobs).
 - Click the Print icon drop-down menu and select Print Preview to preview the report before printing.
 - Click the Print icon drop-down menu and select Excel to export the report data to an Excel spreadsheet as unformatted data.
 - Click the Print icon drop-down menu and select Excel (Formatted) to export the report data to an Excel spreadsheet that includes much of the Springbrook formatting found on the printed version of the report.
 - Once the report is generated, you can also display the report using the View Reports window (SS> Utilities> View Report).
-

5 Print the WO module Distribution Report.

- Open the **WO Distribution** window (IC> Inventory Transactions> WO Distribution).
 - This step will create any work order distribution records for each inventory item that is associated with a work order.
 - This step will only be available if the **Distribute values for IC toggle** is checked on the WO Setup window (WO> Utilities> Setup).
-
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- The WO Distribution Report will display the Fund, Account Number, Account Description, Debit Amount, Credit Amount, and transaction Description. The report will provide totals by fund as well as a report total.
 - Click the Print icon  to process the report immediately or enter a date and time in the field next to the Print icon to schedule the report to generate at a later time. You can view the progress of the report on the Job Viewer window (SS> Utilities> Show Scheduled Jobs).
 - Click the Print icon drop-down menu and select Print Preview to preview the report before printing.
 - Click the Print icon drop-down menu and select Excel to export the report data to an Excel spreadsheet as unformatted data.
 - Click the Print icon drop-down menu and select Excel (Formatted) to export the report data to an Excel spreadsheet that includes much of the Springbrook formatting found on the printed version of the report.
 - Once the report is generated, you can also display the report using the View Reports window (SS> Utilities> View Report).
-

6 Commit the Inventory Transactions batch.

- Open the **Commit Transactions** window (IC> Inventory Transactions> Commit).
 - Click OK or press ENTER to commit the transaction.
 - Once a batch is committed it cannot be rolled back.
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- The batch has now been committed. If there were return to vendor transactions in the batch that were set up to create credit memos, they have now been created.
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IC> Maintenance> Account Type

Account Type Maintenance



Summary

Account Types are used to define the GL accounts affected by inventory transactions. The required account type codes include a GL asset account for inventory, a GL account for purchase orders, and a GL account for requisitions. Other account types commonly created include a GL expense account for overage and shrinkage, a GL account that will be affected when an inventory item is issued, and a GL clearing account.

If you use more than one GL account for the same type of transaction, you may only need to set up one account type and attach the most used GL account to the account type. The account type can be overridden when a different GL account is needed on a particular inventory item. This allows you to set up a minimal number of accounts types to start.

Step by Step


- 1 Open the **Account Type Maintenance** window (IC> Maintenance> Account Type).

- The Account Type Maintenance window will display all of the account types created in the application.
 - The *Inventory*, *Purchase Orders*, and *Requisitions* account types will automatically populate the window.
 - Highlight an account type on the left and the details associated with that account type will populate the fields in the Maintenance section on the right.
 - Highlight an account type and click the Delete icon  or press DELETE to delete the selected account type.
 - You cannot delete a default account type or an account type that is associated with an existing category.
 - Click the Create icon  or press INSERT to create a new account type. This will enable the Maintenance fields to the right.
-

2 Create a new Account Type.

- Enter a unique **Account Type** code for the new account type.
 - This field can be up to 40 characters long. Once the account type has been saved, you will not be able to edit the Account Type field.
 - Click the **Account** field label to select an account from a list. This will open the Chart of Accounts Selection window.
 - The selected GL account will be used as either a debit or credit account when the account type is attached to a Category (IC> Maintenance> Category>
-

Debit Account Type and Credit Account Type fields).

- Enter an optional **Description** for the account type.
 - This field can be up to 128 characters long.
 - Click the Save icon  to save the new account type.
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IC> Maintenance> Category Maintenance

Create a Category in IC

Summary



After you have created account types, you need to set up category codes to define what journal entries will be created when inventory actions or processes take place. Category codes define the different types of transactions you will be working with in Inventory Control and which account types should be debited and credited in the transaction.

For example, if you receive inventory items into the warehouse the journal entry would be a debit to the inventory account and a credit to the inventory clearing account. A category titled *Receipt* must be set up with the user defined account types so the system will know which GL accounts to debit and credit.

If you change the GL distribution of a Category and then reverse that transaction that is attached to the category, the transaction will be reversed using the original GL accounts attached to the category.


Step by Step

- 1 Open the Category Maintenance window.
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- The **Category Maintenance** window (IC> Maintenance> Category) will display all the code categories created in the application.
 - The *Receipt*, *Transfer In*, *Transfer Out*, *Overage* and *Shrinkage* categories will automatically populate the window.
 - Highlight a category and click the Delete icon  to delete the selected category.
 - You will not be able to delete the default categories listed above.
 - Click the Create icon  to create a new category. This will activate the Maintenance section of the Category Maintenance window.
-

2 Create a new category.

- Enter a unique **Category** name. Categories can be up to 20 alphanumeric characters.
 - Some processes or actions require specific Category names in order for the system to operate properly. These categories will be automatically populated when the IC module is installed.
 - The *Receipt* category is used when receiving inventory items.
 - The *Transfer In* and *Transfer Out* categories are used when transferring inventory items.
 - The *Overage* and *Shrinkage* categories are used when running a physical inventory batch.
-

- Enter a **Description** for the category. This is an optional field and can be up to 40 alphanumeric characters.
 - Select an **Action** from the drop-down menu.
 - The Action drop-down menu allows you to associate an inventory action with a category code. When creating an Inventory Transaction in the Enter Transactions window (IC> Inventory Transactions> Enter Transactions), you will only be able to create inventory transactions on categories that are associated with the selected action.
 - Select **All** in the drop-down menu if you do not want to limit the use of the category based on the action of the inventory transaction.
 - Enter an account type in the **Debit Account Type** field or click the field label to select one from a list.
 - Enter an account type in the **Credit Account Type** field or click the field label to select one from a list.
 - The account types assigned to a category type will be overwritten by the account types attached to the inventory items when there is a transaction on the inventory item.
 - Check the **Active** toggle to make the category active.
 - Click the Save icon  or press ENTER when complete.
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IC> Maintenance> Commodity Code

Commodity Code Maintenance in IC


Summary




The Commodity Code Maintenance window is used to classify procured items and attach them to an IC vendor. This allows quick access the purchasing history and pricing information of the procured item.

Commodity Codes are shared across the application, so the Commodity Codes created in one module will be available in another module.

Step by Step



1 Open the **Commodity Code Selection** window.

- The Commodity Code Selection window (IC> Maintenance> Commodity Code) will display all of the existing commodity codes in the system. Filter the displayed codes by entering the desired data and clicking the Refresh icon .

- Highlight a commodity code and click the Modify icon  to edit the commodity code.
 - Highlight a commodity code and click the Delete icon  to delete the commodity code from the vendor record.
 - Click the Create icon  to create a new commodity code. This will open the Commodity Code Maintenance window.
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2 Create a new Commodity Code.

- Enter an **NIGP Code** for the new commodity code if you are using NIGP procurement.
 - NIGP codes are used to standardize and classify state and local government procurements.
 - The format for this field is determined on the AP Setup window (AP> Utilities> Setup> General tab> **NIGP Code Length** field).
 - This is the only field required when creating a new NIGP Code.
 - Enter an **Item ID** or click the field label to select one from a list.
 - Item IDs are used to identify inventory items. By attaching inventory item IDs to commodity codes, you can increase the depth of your inventory item purchasing, pricing, and vendor information tracking and reporting.
 - Inventory items are created and maintained on the Inventory Item Maintenance window (IC> Maintenance> Item).
-

- Enter a **Description** for the new commodity code.
 - The Commodity Code Selection window includes a Description search field. This field allows you to filter commodity codes by any of the words included in the description. In order to use this search option efficiently, be as specific as possible when creating a commodity code description.
 - This field can be up to 120 characters long.
 - Check the **Active** toggle if you would like to begin using the new commodity code immediately.
 - Click the Create icon  to add a vendor to the Vendor Information section of the window. Once you have selected a vendor you will be able to edit the vendor line item information.
 - Check the **Primary** toggle to specify the selected vendor as the primary vendor for that commodity code. The primary vendor will always display at the top of the list of vendors attached to a commodity code.
 - The **Last Purchase Date** and **Last Price** fields will update as the commodity code is attached to committed purchase orders.
 - Enter optional pricing contract information in the **Guaranteed Price**, **Guarantee Start Date** and **Guarantee End Date** fields. The Guaranteed Price will populate the Unit Price field of a new purchase order if the PO date falls within the guaranteed date range.
 - Vendors are created and maintained on the Vendor Maintenance window (IC> Maintenance> Vendor).
 - Click the Save icon  when complete.
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IC> Maintenance> Item Maintenance


Create an Item in IC




Summary

Inventory items are created and maintained on the Item Maintenance window. Follow this process to create an inventory item.

Step by Step

1 Open the Item Selection window.

- The lower section of the **Item Selection** window (IC> Maintenance> Item) will display all of the inventory items created in the application.
 - This list can be filtered by entering item information on the General, Location, Vendor or Attributes tabs and then clicking the Refresh icon .
 - By selecting the General, Location, Vendor or Attributes tab, you can change how the inventory items are organized and displayed in the lower section of the window.
 - Highlight an item and the item quantity and value details will update in the Detail section above if the **Calculate quantities** toggle is checked.
-

- On the General and Attributes tabs, highlight an item and the PO Quantity, Requisition Quantity, On Hand Quantity and On Hand Value fields will display the item details. The Location tab will display these details as well as the Over-stock Quantity and Value for the selected location. The WO Quantity field has not yet been implemented.
 - The Detail section is disabled when the Vendor tab is selected.
 - Highlight an item and click the Delete icon  or press DELETE to delete the selected item.
 - You will not be able to delete an inventory item that has on-hand inventory.
 - Highlight an item and click the Modify icon  or press ENTER to open an item or the Create icon  to create a new inventory item. This will open the **Item Maintenance** window.
-



2 Create a new inventory item.

- The **Information** section of the Item Maintenance window displays the inventory information associated with the item. As transactions accumulate on the inventory item, the Last Cost, Average Cost, On Hand Quantity and On Hand Value fields will populate.
 - The **Last Cost** is the inventory item cost of the last receipt or transfer.
 - The **Average Cost** is the average cost of the inventory on hand. Uncommitted transactions, quantities returned to stock and the cost of quantities
-

returned to stock used will be included in this calculation.

- The formula for the Average Cost field is:

On Hand Value field / On Hand Quantity field = Average Cost field

- The **On Hand Quantity** is the total quantity of items in all locations. Uncommitted transactions and quantities returned to stock will be included in this calculation.
 - The **On Hand Value** is the total value of the items in all locations. Uncommitted transactions and quantities returned to stock will be included in this calculation.
 - All of these fields will also include uncommitted manual reversals. Manual reversals are set up in the Inventory Transactions process (IC> Inventory Transactions> Enter Transactions> Generate icon .
 - Edit the **Date To**, **Time To** and **Commit Status** fields and click the Recalculate icon  to display inventory details at the specified point in the past.
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- The **Item Info** section contains the General, Quantity and Value, Miscellaneous and Stack tabs. Each tab provides unique information about the item.
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3 Complete the General tab.





- Enter an item code in the **Item** field. The item code must be unique and can be up to 20 alphanumeric characters.
 - Once the new inventory item is saved, the Item field cannot be edited.
 - Select a **Status** from the drop-down menu. Inventory transactions can only be performed on inventory items with an Active status.
 - You can use the New status for an item that is active but that you want to track separately for reporting.
 - The Delete status will not delete the inventory item but it will be take the item off the list of inventory items that can be used in transactions.
 - Select an inventory costing method from the **Costing** drop-down menu.
 - Select Average to use average inventory costing.
 - Select FIFO for first-in, first-out inventory costing.
 - Select LIFO for last-in, first-out inventory costing.
 - Generally the costing method will not be changed from the default. Please contact Springbrook Support before editing the costing method on an existing inventory item.
 - Enter an item description in the **Description** field. The description field can be up to 50 alphanumeric characters.
 - Many of the reports and processes in the IC module can filter the included inventory items by description. By including a common term in the description field across a range of related inventory items, you can track and report on all of those items. For example, a motor pool may stock many different types of spark plugs. If "spark plug" is included in all of their description fields, you will
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be able to filter your reports to only those that contain "spark plug" in the description field.


- Select a **Unit** measure from the drop-down menu.
 - Units are used to describe the type of units that are being purchased. Units are maintained in the Units Maintenance window.
 - Enter a **Default Cost** for the inventory item.
 - The Default Cost field will only be used as the default cost until there are transactions on the inventory item.
 - This is a required field to create an inventory item.
 - Enter values in the **Character** fields if desired. These field labels are user defined and can be edited on the Miscellaneous Field Labels window (SS> Utilities> Miscellaneous Field Labels).
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4 Add a vendor to an inventory item.

- If you order an item from multiple vendors or enter into contracts with vendors, the vendor information can be tracked with the inventory item. This allows you to compare pricing when creating an invoice for an inventory item or when you use the Reorder process in Inventory Control to create a purchase order.
 - Click the Create icon  drop-down menu and select **New Vendor** to add a vendor to the item.
 - This will create a new line in the **Vendors** section and open the Modify Item Vendor window.
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- Click the **Vendor Number** field label to select a vendor from a list.
 - Vendors are shared across the AP and IC modules. In IC, vendors are created and maintained on the Vendor Maintenance window (IC> Maintenance> Vendor).
 - While none of the remaining fields are required to attach the vendor to the inventory item, the **Product Code** field is generally used to track the vendor's reference number for the IC item. The product code will populate on the line item when a requisition, purchase order or AP invoice is created using this vendor and IC item.
 - Check the **Primary** toggle if the vendor is the primary vendor.
 - Complete the desired fields and click the Save icon  or press ENTER. This will return you to the Item Maintenance window.
 - You can also click the Modify icon  or the Delete icon  drop-down menu to open or remove a highlighted vendor.
 - Click the Save icon  when complete.
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5 Add an account to an inventory item.

- Click the Create icon  drop-down menu and select **New Account** to attach an account to the inventory item.
 - This will open a new line in the **Accounts** section and open the Account Type Selection window.
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- Select an Account Type and click the Confirm icon . An Account Type entered in this field will overwrite the Account Types entered into the category code when there are transactions on the inventory item. Account Types are created and maintained in the Account Type Maintenance window (IC> Maintenance> Account Type). Click here for information on Account Type Maintenance.
 - This will open the Chart of Accounts Selection window. Select an account that you would like to associate with the inventory item and click the Confirm icon .
 - Enter a percentage in the **Percentage** column to distribute transactions on the inventory item to multiple account types.
 - The total percentage for each account type must be between 1 and 100.
 - Click the Delete icon  drop-down menu to remove a highlighted account.
 - Click the Save icon  when complete.
-

6 Complete the Quantity and Value tab.

- As inventory transactions on this item accumulate, the **Locations** section will populate with transaction information. These transactions can be displayed by clicking the Expand button next to each of the locations.
 - The **Filters** section on the lower right allows you to filter the transaction types displayed in the Location section. The transaction types are listed under the
-

Action column. All the filter toggles will be checked by default.

- Check the **Show committed reversals** toggle to include both committed and uncommitted reversing entries. Uncommitted reversals will not have a check in the Committed toggle.
- Uncommitted transactions will be displayed but will not contain a green check in the Committed toggle.
- The **Selected Location** section allows you to view the inventory information of a location selected in the Location section.
 - Highlight a location in the Locations section. The inventory counts in the Selected Location section will update based on the selected location.
 - Click on the **PO Quantity** or **Requisition Quantity** field labels to view the transaction detail that created the quantity values. This allows you to open the purchase order or requisition that contributed to the Adjusted Quantity in that location.
 - The **WO Quantity** field has not yet been implemented.
 - The **Adjusted Quantity** field is the on hand total of the selected location plus the PO and Requisition Quantities.
 - If the number of inventory items is higher or lower than the Build To level specified for the selected location, an overstock or understock quantity will be displayed.
 - If an overstock exists, the **Overstock Quantity** and **Overstock Value** fields will reflect the number and value of the overstocked items in the Adjusted Quantity field that exceed the Build To Level specified in the selected location. The value is based on the inventory item cost per unit as determined by the costing method selected.

- If an understock exists, the **Understock Quantity** field will reflect the number of understocked items in the Adjusted Quantity field that are below the Build To Level specified on the selected location. An understock value will not be provided.
 - Uncommitted manual reversals created in the Inventory Transactions process (IC> Inventory Transactions> Enter Transactions> Generate icon ) will not be included in the calculations of these fields. They can, however, be displayed in the Locations section if the **Show committed reversals** toggle is checked.
 - The **All Locations** section will display the inventory information of all the locations in the Locations section. To view a breakdown by location, highlight a location in the Location section and the Selected Location section above will update.
 - Click on a location in the Locations section to change the location reordering information.
 - The Reorder Point, Qualifier and Build to Level values can be edited in the Locations section.
 - Enter a **Reorder Point** for the location to determine when an item should be reordered. When the inventory in this location falls below the Reorder Point the inventory item will be included in the Reorder Report (IC> Reports> Reorder Report).
 - Select a **Qualifier** from the drop-down menu.
 - The Qualifier value applies to the Build to Level. This allows for some flexibility when reordering. If the Build To Qualifier is set to "At Least" then the quantity generated in the Reorder process will be greater than or equal to the target quantity. If the Build To Qualifier is set to "At Most"
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-

then the quantity generated in the Reorder process will be less than or equal to the target quantity.



- The **Build To Level** is the amount of inventory the reorder process will build to on reorder.
 - Check the **Reorder** toggle if you want inventory reordered to the selected location. If you do not reorder inventory to the selected location you can transfer inventory to the location.
 - If this toggle is not checked the Reorder Point and Build To quantities will not be used and the inventory item will not be included in the Reorder Report (IC> Reports> Reorder Report).
 - Check the **Default** toggle if you want this location to be the default for all new inventory items created in the Item Maintenance window. You can have only one default location.
-

7 Complete the Miscellaneous tab.


- Miscellaneous fields are user-defined fields that are used to display and store information and filter reports.
 - Miscellaneous field labels are created and maintained on the **Miscellaneous Field Label Maintenance** window (SS> Utilities> Miscellaneous Field Labels).
 - The **Misc Attribute 1-6** fields are user-defined, table-driven attribute codes that can be associated with inventory items.
 - Click a Misc Attribute field label to select an attribute code to attach to the inventory item.
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- Misc Attributes are created and maintained on the Misc Attribute 1-6 Maintenance windows (IC> Maintenance> Misc Attribute 1-6).
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8 Complete the Stack tab.

- If you are using FIFO or LIFO costing on the inventory item, the Stack tab on the Item Maintenance window will be active.
 - The Stack tab displays the sequence in which the inventory will be costed as it is issued.
 - Use the **Stack Date** and **Stack Time** fields to filter the Stack tab. This is useful if you want to process a transaction at a certain time in order to issue inventory from a certain inventory receipt.
 - Check the **Locations** toggles for each of the stack locations you would like to display.
 - Use the Recalculate Stacks icon  to refresh the stack information.
 - Click the Save icon  to save the new inventory item.
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9 Track any changes made to the IC Item.

- Click the Audit Trail icon  to open the Audit Trail window.
 - Use the **Search Criteria** section to sort the displayed audit trail.
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- The **Audit Trail History** section will provide details about any changes made to the item including the date of the change, type of change made, user that made the change, and data table that was edited.
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IC> Maintenance> Location Maintenance

Create a Location in IC

Summary



The system requires an IC location on all inventory transactions. Locations usually represent where the inventory items are stored. Examples of locations could be different warehouses and service trucks allowing you can track what items are in the warehouse versus on a specific truck. Location codes are generally not used for bin locations.

Inventory items are generally sorted and reported by location when a physical inventory is performed or during the reordering process. The user can select one location as the default location. This is the location that will be automatically added to an inventory item unless another location is selected.


Locations are not shared across the application. If you create a location in one module, that location will not appear on the Location Selection window of another module.

Step by Step

- 1 Open the Location Maintenance window.

- The **Location Maintenance** window (IC> Maintenance> Location) will display all locations created in the application.
 - Click the Delete icon  to delete the highlighted location.
 - Click the Create icon  to create a new location. This will activate the Maintenance section of the window.
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2 Create a new location.

- Enter a location code in the **Name** field. Create a code that you will recognize from a drop-down menu. The name can be up to 15 alphanumeric characters.
 - This is the only required field in this window. Once the location is saved, the name cannot be edited.
 - Enter a Contact, Address, City, State, Zip and Comments if needed.
 - If you enter an address it will auto fill into the Purchase Order when ordering inventory items.
 - Check the **Default** toggle if you want this location to be the default for all new inventory items created in the Item Maintenance window (IC> Maintenance> Item Maintenance). You can have only one default location.
 - Check the **Reorder** toggle if the location will be used in the Reorder process.
 - Click the Save icon  or press ENTER when complete.
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IC> Maintenance> Misc Attributes 1-6



IC Miscellaneous Attributes

Summary


The Miscellaneous Attribute Maintenance windows are used to create user-defined, table-driven attribute codes that can be associated with inventory items. Unlike the standard Miscellaneous Fields, the available content for the Misc Attribute fields must be set up on the Misc Attribute Maintenance window before the fields can be used.

Step by Step

- 1 Open a **Miscellaneous Attribute Maintenance** window (IC> Maintenance> Misc Attribute 1-6).
 - Each Miscellaneous Attribute Maintenance window will display all of the attribute codes created within that attribute number. Attribute codes created in one window, such as the Miscellaneous Attribute One window, will not display in another window, such as the Miscellaneous Attribute Two window.
 - Select an attribute code in the left section of the window and the fields in the Maintenance section will update with the information attached to the selected attribute code.

- Highlight an attribute code and click the Delete icon  or press DELETE to delete the selected attribute code.
 - You cannot delete an attribute code that is attached to an existing inventory item.
 - Press INSERT or click the Create icon  if you would like to create a new attribute code. This will create a new line item in the left section of the window.
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2 Create a new Attribute Code.

- Enter a unique **Misc Code** for the new attribute.
 - The Misc Code must be unique within the specific miscellaneous attribute window, but you can use the same Misc Code in another miscellaneous attribute window.
 - This field can be up to 32 characters long.
 - Enter an optional **Description** for the attribute code.
 - This field can be up to 64 characters long.
 - Click the Save icon  to save the new miscellaneous attribute code.
 - Once an Attribute Code is created, it can be associated with an inventory item on the Inventory Item Maintenance window (IC> Maintenance> Item> open an item> Misc tab> Misc Attribute 1-6 fields).
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IC> Maintenance> Units

Create a Unit in IC



Summary

Unit types are attached to IC inventory items and are used to describe the type of units that are being purchased. For example, if a product is purchased or counted by the case, create a unit type labeled CASE.

The unit types can then be used to ensure that inventory items that are counted in groups, such as cases or palettes, are counted correctly. Also, when purchase orders are received (PO> Receiving), the receiving department will know how to receive the items. This applies even if you do not receive purchase orders in the PO module because the unit type displays on the printed version of the PO under the U/M column.


Step by Step

- 1 Open the Units Maintenance window.
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- Open the **Units Maintenance** window (IC> Maintenance> Units).
 - The Units Maintenance window is used to maintain units in the IC module only. In order to maintain units in other modules, you will need to access the Units Maintenance window from those modules.
 - Select a unit type in the left section of the window and the fields in the Maintenance section will update with the information attached to the selected unit type.
 - Right click on the unit types in the left section of the window and select Export grid contents to Excel if you would like to create an MS Excel spreadsheet of the unit types in the window.
 - Highlight a unit type and click the Delete icon  or press DELETE to delete the selected unit type. This will open a confirmation information box.
 - There is no validation on this procedure, so you can delete a unit type that is attached to an inventory item.
 - Press INSERT or click the Create icon  if you would like to create a new record. This will create a new line item in the left section of the window.
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2 Create a new Unit Type.

- The **Unit Type** field is used to enter the unit type code. This is the value that will display in the Unit Type drop-down menu when you are attaching the unit type to a record. For example, enter EA if you would like to create a unit type for individual units.
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- The value in the Unit Type field can be up to 10 alphanumeric characters long.
 - The Unit Type and System combination must be unique. For example, you can have a unit type of EA in the IC and FA modules, but you cannot have two EA unit types in the IC module. You will get a validation error if the Unit Type is not unique within the system.
 - The **Multiplier** field allows you to specify a multiplier value for an individual unit. For example, an inventory item that is counted individually but is stored 12 units to a box could have a unit type of BOX12 and a multiplier of 12.
 - The **Description** field is used to enter a description of the unit type. This field can be up to 128 characters long.
 - Press ENTER or click the Save icon  to save the unit type.
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IC> Maintenance> Vendor Maintenance

Maintain Vendors


Summary


The Vendor Maintenance window is used to create and maintain vendors to add to requisitions, purchase orders and Accounts Payable invoices. Because vendor records are shared across the application, you may not need to set up IC vendors if you have already set up AP vendors.

Step by Step

1 View the IC vendors.

- Open the **Vendor Selection** window (IC> Maintenance> Vendor).
- The Vendor Selection window will display all of the vendors that have been created in the Accounts Payable and Inventory Control modules.
- Enter information into the fields in the Search Criteria section to filter the vendors that display in the window.
 - The **Vendor Number** field is used to filter the vendors that display in the window by vendor number.

- The vendor number is set up when each vendor is created.
 - The **Last Name** field is used to filter the vendors that display by vendor name.
 - Enter all or most of the vendor name to filter the vendors that display in the window.
 - The **DBA** field is used to search vendors by the doing business as name. The DBA name of a vendor is entered on the Vendor Maintenance window (IC> Maintenance> Vendor> Select a vendor> General tab> DBA field).
 - Select a **Status** from the drop-down menu to filter the displayed vendor by status.
 - Check the **Include vendor selected for purge** toggle to include vendors that have been selected in the Purge Vendors process (AP> Purge Vendors).
 - When a vendor is selected in the Purge Vendors step, the vendor will only display in the Vendor Selection window (AP> Purge Vendors> Vendor Selection) if you check this toggle.
 - Check the **Include Temporary Vendors** toggle to include temporary vendors in the window. By default, temporary vendors will not display in the Vendor Selection window.
 - Vendors are set up as temporary vendors on the Vendor Maintenance window (IC> Maintenance> Vendor> Open a vendor> General tab> **Type** field> Temporary).
 - Click the Refresh icon  to filter the vendors that display in the window using the information in the Search Criteria section.
 - Highlight a vendor and press DELETE to delete a vendor.
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- If there is AP or IC activity on this vendor you will not be allowed to delete the vendor.
 - Press INSERT or click the Create icon  to create a new vendor.
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2 The General tab is used to enter general information on the vendor.

- The **Primary Contact Name** and **Primary Contact Phone** fields populate with the contract information of the primary contact attached to the vendor using the Contacts tab. These fields will not be enabled.
 - Only the primary contract information will display in these fields. Check the Primary Contact toggle of a contact to set up a contact as a primary contact.
 - The phone number of the primary contact will populate on purchase orders generated on the vendor.
 - The **Vendor Number** field is used to enter the vendor code. The vendor code can be up to eight alphanumeric characters long.
 - The Vendor Number field is a required field. Once a vendor has been created you will not be able to edit the vendor number.
 - Enter the vendor name in the **Last Name** field. The Last Name field functions are the company name of the vendor.
 - The **Last Name** field can be up to 50 alphanumeric characters long.
 - This is the vendor name that will display on checks and 1099s.
 - The **First Name** field is generally only used when the vendor is an individual.
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- The **Doing Business As** field is used to enter the doing business as name of the vendor.
 - You can set up the Accounts Payable module to print the doing business as name on the long check stub computer checks (AP> Utilities> Setup> Checks tab> **Long check stub prints DBA information** toggle). This will add the doing business as vendor name to the check. The vendor name entered in the **Last Name** field will still display on the check.
 - The doing business as name will not display on the 1099 forms generated in the 1099s process (AP> 1099s).
 - The Doing Business As field can be used to locate AP and IC vendors using the Vendor Selection window (IC> Maintenance> Vendor).
 - Select a **Status** in the drop-down menu.
 - The Vendor Selection window opened from the Invoices process (AP> Invoices> Invoices> Create an invoice> **Vendor Number** field) will not display inactive vendors.
 - You cannot commit an invoice in a Computer Checks batch that is attached to a vendor with an inactive status.
 - The **Account** field is generally used to store the customer number that the vendor assigns to your organization.
 - The Account field will display on the regular and long check stub formats when checks are printed (AP> Computer Checks).
 - This is not the field used to enter the vendor's bank account if they are using direct deposit. The vendor's bank account is entered on the Detail tab.
 - The **Type** drop-down menu is used to set up a vendor as a temporary vendor.
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- The **Mailing Address 1**, **Mailing Address 2**, **Mailing City**, **State** and **Zip Code** fields are used to enter the mailing address of the vendor.
- Complete the **Terms** and **Discounts** fields if the vendor offers a discount. The discount will be applied when invoices are generated from purchase orders in the AP module Invoices process. For example, if a vendor offers a two percent discount on invoices paid within ten days, you can enter that information in the Terms field (enter “10” for ten days) and Discounts field (enter “2” for 2%). When an invoice is entered (AP> Invoices> Enter Invoices) that meets the terms of the discount, an information window will open asking if you would like to apply the vendor discount to the invoice.
 - The **Terms** field is used to enter the number of days a discount is good for after the invoice date and can be up to 999 days.
 - The term is applied to the difference between the **Invoice Date** and the **Payment Date** when entering invoices (AP> Invoices> Enter Invoices). For example, if the payment date is 06/15/20, the invoice date is 06/01/20, and the terms are 10, the terms will not be applied:
 - Payment date (06/15/20) - invoice date (06/01/20) > terms (10)
 - The terms would apply if the payment date was 06/05/20: payment date (06/05/20) - invoice date (06/01/20) < terms (10).
 - When a purchase order is created for this vendor, the terms will populate on the purchase order, but it will not be applied until the PO is invoiced.
 - Enter the **Discount Percentage** as a whole number (10 = 10%).

3 The Contacts tab is used to add personal contacts and/or vendor phone numbers to the vendor record.

- Select a contact and the Maintenance section will populate with the information attached to the contact.
 - Press INSERT to add a contact to the vendor record. This will add a line item to the Contacts tab and the fields in the Maintenance section will be enabled to enter the information on the contact.
 - Check the **Primary Contact** toggle if you would like the contact to be the primary contact on the vendor. The phone number attached to the primary contact will populate on purchase orders generated on the vendor and the name and phone number of the primary contact will display on the General tab.
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4 The Shipping tab is used to enter and store the shipping address of the vendor.

- The **Physical Address** fields are used to enter the physical address of the vendor.
 - The **PO Address** fields are used to enter the vendor address that will be pulled onto purchase orders created in the Purchase Order module.
 - This is not the Ship To address that displays on the purchase order. The Ship To address on the purchase order populates from the **Shipping Address** fields.
 - The **Shipping Address** fields are used to set up a default shipping address on the vendor. This is the address the goods on the purchase order will be shipped to.
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- When a purchase order is created (PO> Purchase Orders> Purchase Orders), the ship to address on the vendor will populate on the purchase order. If the **Use city name as the default shipping location** toggle is checked, the ship to address on purchase orders will default to the address of the organization defined on the System Setup window (SS> Utilities> System Setup> Organization tab> **Address Line 1, Address Line 2, City, State** and **Zip** fields). This address will be overwritten by the ship to address set up on the vendor when the vendor is attached to the purchase order.
 - Click the **Shipping Address** field label to select a shipping location from a list. Shipping addresses are created and maintained using the Locations Maintenance window (SS> Maintenance> Locations).
 - Enter any shipping **Insurance Requirements** if desired.
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5 The Message Alerts tab is used to create alert messages.

- Message Alerts will open when requisitions, purchase orders or invoices are created for the vendor.
 - Enter a message in the **Requisition Message, PO Message** or **Invoice Message** fields to create a message that will open when a requisition, purchase order or invoice is created for the vendor.
 - For example, if a vendor is always late in delivering the goods, you may want to add the message "Goods always received late" to the **PO Message** and **Invoice Message** fields. This message will display in an alert window when
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the vendor is attached to a PO (PO> Purchase Orders), or an invoice (AP> Invoices).

- The **Comments** field displays on the Vendor Master Report (AP> Reports> Vendor Master).
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6 The Details tab is used to enter tax and ACH information on the vendor record.

- ACH information is entered on an AP vendor record in order to create ACH checks for AP invoices.
 - The **Default 1099 Type** drop-down field is used to enter the default 1099 type.
 - The 1099-MISC type is used for standard miscellaneous income. Most users will select this option.
 - The 1099-NEC type is used for nonemployee compensation.
 - The 1099-INT type is used for income earned through interest.
 - The 1099-G type is used for income resulting from government payments.
 - The 1099-S type is used for income resulting from sales or exchanges of real estate.
 - Enter a **Federal Tax ID**, **State Tax ID** and **Other Tax ID** on the vendor.
 - If the vendor is a 1099 vendor, the vendor's Federal Tax ID and State Tax ID number will display on the 1099.
 - The **Sales Tax Rate** field is used to enter the sales tax on a vendor. The sales tax rate entered in this field will be applied to taxable purchase order line items and
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invoices. For example, if the vendor applies a sales tax of 9.5%, enter that value in the field. When taxable PO line items or invoice line items are created, the tax rate will be applied. The tax rate is only applied as a default. If a different tax rate should be applied, you will be able to manually modify the tax rate on the purchase order or invoice.

- The **GL Account Number** field is used to attach a default GL account to the vendor record. Click the **GL Account Number** field label to select a GL account from a list.
 - When you are creating invoice line items (AP> Invoices> Invoices) on the vendor, the invoice line items will default to the GL account on the vendor record.
 - GL accounts are created and maintained by fiscal year using the Chart of Accounts Maintenance window (GL> Maintenance> Chart of Accounts> Open a GL account).
 - The **Type Code** field is used to attach a default Project Management type code to the vendor record.
 - Project Management type codes are created and maintained using the Type Code Maintenance window (PM> Maintenance> Type Code).
 - This field is currently disabled.
 - The **PO Line Description** field is used to associate a standard line item description with the open vendor.
 - When a new purchase order is created, this description will automatically populate on the PO Line Item window (PO> Purchase Orders> Create a new PO> Create a Line Item> Description field).
 - Enter a **State Business License** and **Local business license**.
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- The business license number can be up to 40 alphanumeric characters long.
 - These fields do not display on the Vendor Master Report (AP> Reports> Vendor Master).
 - The **ACH Status** field is used to set up the vendor to receive payments using the Electronic AP process in the Clearing House module (CH> Electronic AP).
 - Security can be set up on these fields in SS> Security> DB Security. The ACH fields are stored in the AP Vendor table in the Accounts Payable module.
 - The Account No field is the bank account number.
 - The Account Type drop-down field is the bank account type.
 - The Transfer field is the bank account transfer number.
 - The Route field is the bank account route numbers.
 - The Check Digit field is the bank account check digit number.
 - Check the **Excise Tax** toggle if the invoices associated with this vendor are subject to excise taxes. If this toggle is checked, invoices associated with this vendor can be included in the Excise Tax report.
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7 The PO History tab is used to display the purchase order history of the vendor.

- Right click on the purchase orders on the tab and select Export grid contents to Excel if you would like to create an MS Excel spreadsheet of the purchase orders that display in the window.
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- Check the **Show open POs only** toggle if only open purchase orders should display on the tab.
 - Purchase orders are open until all of the line items have been invoiced. You can also check the **Leave Open** toggle on the purchase order so the purchase order will not close even after all of the purchase order line items have been invoiced.
 - The **Amount** column displays the total purchase order line items that have been used to create an invoice, not the amount that has been invoiced. The invoiced amount may differ from the amount that displays in this column if only a portion of the purchase order has been invoiced, or the total amount on the invoice was modified from the amount on the purchase order.
 - If the amount on the invoice line item created by the purchase order was changed, this modification will not update back to the purchase order and will not display in the Amount column.
 - This does not apply to contract purchase orders because if the amount is changed when the purchase order is being invoiced, the purchase order will not close until the total amount on the purchase order has been invoiced. If you change the invoice amount to greater than the amount of the purchase order, the purchase order will still close but the invoice amount will be greater than the amount that displays in the Amount column.
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8 The AP History tab is used to view the AP Invoices of the vendor.




- The fields in the top section of the window are used to filter the invoices that display in the lower section of the window.
 - You can export the information in this grid to a Microsoft Excel spreadsheet by right-clicking on the grid and selecting Export grid contents to Excel.
 - Checks that are created and attached to AP module vendors in the Bank Reconciliation module Enter Checks process will not display on this tab (BR> Utilities> Enter Checks).
 - The **Invoices** drop-down menu is used to filter paid and unpaid invoices.
 - Select paid if you would like to display all of the invoices that have been paid using the Computer Checks process. Invoices that are in an uncommitted AP Computer Checks batch are considered unpaid until the batch is committed.
 - The **Status** drop-down menu is used to filter the invoices that display on the tab by commit status of the Invoices batch used to create the invoice.
 - The **YTD Invoices** field displays the total amount invoices during the current calendar year. The year to date invoice total is calculated using the invoice date.
 - Check the **Show 1099 history** toggle to include invoices that are attached to other vendors, but have been set up to be included on the current vendor's 1099.
 - When an invoice line item is generated (AP> Invoices> Invoices> Open an invoice> Create), you can attach a different vendor to the line item by selecting a vendor in the **1099 Vendor** field. For example, if the invoice is paid to vendor number 001 but the invoice line item is attached to vendor 005, the invoice line item will display on the AP Invoices tab of vendor 005 when the Show 1099 History toggle is checked.
 - Highlight an invoice and click the Display icon  to open a detailed, read-only invoice information window.
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- The total amount of the invoices included on the tab will display in the total field at the bottom of the tab.
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9 The Miscellaneous tab is used to enter information on a vendor that is outside the scope of the current Springbrook version.

- Miscellaneous fields labels are created and maintained using the Miscellaneous Field Labels window (SS> Utilities> Miscellaneous Field Labels).
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10 The Commodity Codes tab is used to attach commodity codes to vendors.

- The Commodity Codes tab should display all of the commodity codes currently attached to the selected vendor.
 - Highlight a commodity code and click the Modify icon  to edit the commodity code.
 - Highlight a commodity code and click the Delete icon  to delete the commodity code from the vendor record.
 - Click the Create icon  for press INSERT to add a new commodity code to the vendor record. This will open the Commodity Code Selection window.
 - The Commodity Code Selection window will display all of the existing commodity codes in the system. Filter the displayed codes by entering the desired
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data and clicking the Refresh icon .

- Highlight a commodity code and click the Confirm icon  to attach the selected code to the vendor.
 - Click the Create icon  to create a new commodity code. This will open the Commodity Code Maintenance window.
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11 The Audit Trail tab is used to track any changes made to the vendor record.

- Use the Search Criteria section to sort the displayed audit history.
 - The Audit Trail section will provide details about any changes made to a vendor record including the date of the change, type of change made, user that made the change, and data table that was edited.
 - Click the Save icon  when complete.
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IC> Physical Inventory> Worksheets

Generate Inventory Worksheets

Summary

When you are ready to take a physical inventory count, you can print inventory count worksheets from the Print Physical Inventory Worksheets window and use them to gather your physical inventory counts.




An inventory item must have a default cost and history before it can be counted in the Physical Inventory process. In order to process physical inventory you will need to have Physical Inventory, Shrinkage and Overage Category types set up. Categories are created and maintained on the Category Maintenance window (IC> Maintenance> Category).

The inventory worksheets will print by item number. This is the same order you will enter inventory items in the Record Inventory step.

To print inventory worksheets, you must first generate them. If you do not want to print inventory worksheets, generate the worksheets to define which inventory items you would like to include in the batch and skip the print inventory worksheets step.



Step by Step


1 Create a new Physical Inventory batch.

- Open the **New Physical Inventory Batch** window (IC> Physical Inventory> Select New from the drop-down menu).
 - If there are open batches in the Physical Inventory process, you can create a new batch without affecting the open batches.
 - Enter a **Batch Month** and **Batch Year**. These fields default to the current calendar period and are for reference only. The fiscal period of the transactions in the batch is determined by the Journal Entry Date entered during the Generate step.
 - Click the Generate icon  to populate the **Batch Number** field with the next available batch number. Batch numbers are limited to five digits and must be unique within the batch month of the batch year.
 - You can also manually create a new batch by entering a Batch Number and clicking the Save icon .
 - You can delete a Physical Inventory batch by highlighting a batch number and clicking the Delete icon  or pressing DELETE.
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2 Export the inventory worksheets. This is an optional step.


- The Export step can be used to generate a comma-separated-value file. This file could then be used in conjunction with a handheld inventory device.
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- This export file is in a simple format so that it can work with a wide range of handheld devices. Please refer to your device manual for information on how to use a comma-separated-value file with your particular device.
 - Open the **Export** window (IC> Physical Inventory> Export).
 - Select an inventory **Location** or generate the export file for all locations. If you want a separate export file for each location you can run the export multiple times and include only one location each time.
 - The **Date** and **Time** fields must correspond to the actual time the physical inventory took place. The date and time entered in these fields will determine the on hand quantity that will display on the exported file. These fields will default to the current date and time.
 - Use the Item **Description** field to filter the export file by inventory item descriptions. This field can be up to 60 alphanumeric characters.
 - The remaining filters on the Export window are used to filter the IC items in the file by the IC module miscellaneous fields.
 - The labels of the miscellaneous fields are set up in the **Miscellaneous Field Labels** window (SS> Utilities> Miscellaneous Field Labels).
 - Values can be attached to the miscellaneous fields on specific IC items on the **Item Maintenance** window (IC> Maintenance> Item Maintenance> General tab> Item Information section).
 - Click the File Layout icon  to preview the formatting for the exported file.
 - Click the Confirm icon  to export the file.
 - You can view the progress of the export on the Jobs Viewer window (SS> Utilities> Show Scheduled Jobs).
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- Once the export has finished processing, the **Export Settings** window will open. This window is used to specify the export path for the file.
 - Check the **Open** toggle if you would like to open the exported file after it is saved locally.
 - Enter the export path location and click the Save icon  to export the file to the local path.
 - You will not be able to generate the export file if you have not already set up an IC Category titled *Physical Inventory*.
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3 Generate the inventory worksheets.

- Open the **Generate Worksheets** window (IC> Physical Inventory> Generate Worksheets).
 - Select an inventory **Location** or print a worksheet for all locations. If you want a separate worksheet for each location you can run the report multiple times and include only one location each time.
 - The **Date** and **Time** fields must correspond to the actual time the physical inventory took place. The date and time entered in these fields will determine the on hand quantity that will display on the inventory worksheets. These fields will default to the current date and time.
 - Use the Item **Description** field to filter the inventory worksheet by inventory item descriptions. This field can be up to 60 alphanumeric characters.
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- The remaining filters on the Generate Worksheets window are used to filter the IC items in the process by the IC module miscellaneous fields.
 - The labels of the miscellaneous fields are set up in the **Miscellaneous Field Labels** window (SS> Utilities> Miscellaneous Field Labels).
 - Values can be attached to the miscellaneous fields on specific IC items on the **Item Maintenance** window (IC> Maintenance> Item Maintenance> Open an IC item> General tab> Item Information section).
 - Click the Confirm icon  or press ENTER when complete. This will generate the inventory worksheets.
 - You will not be able to generate the worksheets if you have not already set up an IC Category titled *Physical Inventory*.
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4 Print the inventory worksheets.

- Open the **Print Worksheets** window (IC> Physical Inventory> Worksheets).
 - You can run this step as many times as you need to print the generated worksheets, and this window includes filters that allow you to run worksheets for particular data sets without having to create a separate Physical Inventory batch for each of those data sets. Only worksheets that have been generated can be printed from this window.
 - The Print Options are the same as the options on the Generate Worksheets step.
 - Select a location in the **Locations** section if you generated worksheets for more than one location.
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- Locations are created and maintained on the Location Maintenance window (IC> Maintenance> Location).
- Complete the Print Options fields to filter the report by the field values.
- Check the **Page break by location** toggle to start a new page for each inventory location.
- Check the **Double space** toggle to include an extra line on the report for large handwriting or brief notes for each item.
- Check the **Print existing counts** toggle if you want to include the current on hand quantity on the inventory worksheet. The on hand quantity is based on the date and time entered in the Generate step of the Physical Inventory process.
- The fields on the inventory worksheet are Item Number, Description, On Hand, Counted, Date and Initials.
- Click the Print icon  to process the report immediately or enter a date and time in the field next to the Print icon to schedule the report to generate at a later time. You can view the progress of the report on the Job Viewer window (SS> Utilities> Show Scheduled Jobs).
 - Click the Print icon drop-down menu and select Print Preview to preview the report before printing.
 - Click the Print icon drop-down menu and select Excel to export the report data to an Excel spreadsheet as unformatted data.
 - Click the Print icon drop-down menu and select Excel (Formatted) to export the report data to an Excel spreadsheet that includes much of the Springbrook formatting found on the printed version of the report.
 - Once the report is generated, you can also display the report using the View Reports window (SS> Utilities> View Report).

5 Record the Physical Inventory.

IC> Physical Inventory> Import Auto Counts

Import Automated Inventory Counts




Summary

If you count your inventory using hand-held devices or input the counts into an electronic spreadsheet, you can import your count information from a comma-separated value file. In order to process physical inventory you will need to have a Shrinkage and Overage Category type set up.

Step by Step



- 1 Create a new Physical Inventory batch.
 - Open the **New Physical Inventory Batch** window (IC> Physical Inventory> Select New from the drop-down menu).
 - If there are open batches in the Physical Inventory process, you can create a new batch without affecting the open batches.
 - Enter a **Batch Month** and **Batch Year**. These fields default to the current calendar period and are for reference only. The fiscal period of the transactions
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in the batch is determined by the Journal Entry Date entered during the Generate step.

- Click the Generate icon  to populate the **Batch Number** field with the next available batch number. Batch numbers are limited to five digits and must be unique within the batch month of the batch year.
 - You can also manually create a new batch by entering a Batch Number and clicking the Save icon .
 - You can delete a Physical Inventory batch by highlighting a batch number and clicking the Delete icon  or pressing DELETE.
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2 Import the Auto Counts.

- Open the **Import Physical Inventory** window (IC> Physical Inventory> Import Physical Inventory).
 - Enter a **Transaction Date** and **Transaction Time**.
 - The specified date and time are used to determine the on hand counts when counts are entered and will determine inventory item adjustment amounts. The date and time fields are also used as the transaction date and time for any physical inventory adjustments that are generated from the inventory counts.
 - Enter the import file path in the **File Name** field or click the field label to browse to the import file.
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- Click the Display Format icon  to open the File Layout window and display the expected format of the imported .csv file.
 - Click the Confirm icon  to import the inventory auto counts into the batch. This will overwrite any inventory counts already in the batch.
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3 Record the transactions and commit the physical inventory.

IC> Physical Inventory> Record Inventory

Process Physical Inventory

Summary

After inventory counts have been imported or the worksheets completed you can process and commit the batch.

In order to process physical inventory you will need to have a Shrinkage and Overage Category type set up. Category codes are set up in the Category Maintenance window (IC> Maintenance> Category).

Step by Step


1 Record the Physical Inventory.

- After you have done the physical inventory count you can enter your count information.
- Open the **Record Inventory** window (IC> Physical Inventory> Record Inventory).


- The Record Counts window will display all the inventory counts that have been imported or all of the inventory items in the inventory location selected in the Generate Worksheets step.
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2 Input the quantity counted.

- If you did not import the inventory counts you will have to input the quantity counts into the **Counted** column. To input a count, click in the column and enter the quantity counted. This will populate the **Quantity Change** and **Action** columns.
 - If you have not entered a count for an item the Counted column will remain blank. Uncounted inventory items will display in the Uncounted Items report.
 - Click and drag any of the column headings into the grouping area to sort the displayed items by the selected column heading. This can be a useful tool if you are recording inventory counts from multiple locations.
 - If there is an inventory item overage, the overage will create a receipt transaction for the amount of the overage. This will generate the journal entry set up in the Overage category type and increase the inventory item count. You will not be able to commit this batch until you have created a category type labeled Overage.
 - The inventory item unit cost on the overage receipt will be the unit price of the last receipt, not the average cost.
 - If there is inventory item shrinkage, the shrinkage will create an issue transaction for the amount of the shrinkage. This will generate the journal entry set up in the Shrinkage category type and decrease the inventory item count. You will not be able to commit this batch until you have created a category type labeled Shrinkage.
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- The inventory item unit cost on the shrinkage issue will be costed like any other issue transaction.
 - Click the Save icon  when complete. The save process can take an extended period of time because it is updating every inventory item in the batch. After the counts are saved you will be returned to the Physical Inventory palette.
-

3 Print the Counted Items Report.

- Open the **Print Counted Items** window (IC> Physical Inventory> Counted Items).
 - Enter a value in the **Quantity change exceeds** field.
 - When used with the **Exclude items within quantity range** toggle below, this field will allow you to limit the items included in the report to just those with significant changes to inventory totals.
 - Check the **Page break by location** toggle to start a new page for each inventory location.
 - The Counted Items Report displays the Item Number, Description, associated Warnings, number On Hand, number Counted and Quantity Change.
 - Click the Print icon  to process the report immediately or enter a date and time in the field next to the Print icon to schedule the report to generate at a later time. You can view the progress of the report on the Job Viewer window (SS> Utilities> Show Scheduled Jobs).
 - Click the Print icon drop-down menu and select Print Preview to preview the report before printing.
-

- Click the Print icon drop-down menu and select Excel to export the report data to an Excel spreadsheet as unformatted data.
 - Click the Print icon drop-down menu and select Excel (Formatted) to export the report data to an Excel spreadsheet that includes much of the Springbrook formatting found on the printed version of the report.
 - Once the report is generated, you can also display the report using the View Reports window (SS> Utilities> View Report).
-

4 Print the Uncounted Items Report.


- Open the **Print Uncounted Items** window (IC> Physical Inventory> Uncounted Report).
 - The Uncounted Items report will print a list of all items selected in the inventory worksheet that were not input into the Record Inventory step and added to the batch. You can use the Uncounted report to verify that all the items you expected to be counted in your physical inventory were counted.
 - If you imported the inventory counts there will be no inventory items in the report.
 - The fields displayed on the Uncounted Items report are Item Number, Item Description and number On Hand.
 - Click the Print icon  to process the report immediately or enter a date and time in the field next to the Print icon to schedule the report to generate at a later time. You can view the progress of the report on the Job Viewer window (SS> Utilities> Show Scheduled Jobs).
-

- Click the Print icon drop-down menu and select Print Preview to preview the report before printing.
 - Click the Print icon drop-down menu and select Excel to export the report data to an Excel spreadsheet as unformatted data.
 - Click the Print icon drop-down menu and select Excel (Formatted) to export the report data to an Excel spreadsheet that includes much of the Springbrook formatting found on the printed version of the report.
 - Once the report is generated, you can also display the report using the View Reports window (SS> Utilities> View Report).
-


5 Generate the Inventory Transactions.

- Open the **Generate Transactions Confirmation** window (IC> Physical Inventory> Generate Transactions).
 - The Generate Transactions step generates the adjusting transactions for any items where the physical count does not equal the calculated on hand quantity.
 - Click the OK button or press ENTER to generate the transactions.
-

6 Calculate the inventory transaction values.

- Open the **Calculate Values** window (IC> Physical Inventory> Calculate Values).
 - The Calculate Values step will generate the new inventory values that will result from committing the batch.
 - Click the Confirm icon  to calculate the transaction values.
 - You will be notified of errors resulting from the calculation process and prompted to open detailed error messages in the jobs viewer.
-


7 Print the Proof List.

- Open the **Print Proof List** window (IC> Physical Inventory> Proof List).
 - Specify how you would like the report to be sorted by selecting a **Sort Order** from the drop-down menu.
 - The fields displayed on this report are Inventory Item, Item Description, Location, Action, Category Code, Transaction Description, Transaction Date and Time, Change in Quantity and Change in Value. A Transaction Total and a Report Total will also be included.
 - If there are transactions in batches that will affect the inventory items in the current batch an information window will open.
 - Click the Print icon  to process the report immediately or enter a date and time in the field next to the Print icon to schedule the report to generate at a later time. You can view the progress of the report on the Job Viewer window (SS> Utilities> Show Scheduled Jobs).
-

- Click the Print icon drop-down menu and select Print Preview to preview the report before printing.
 - Click the Print icon drop-down menu and select Excel to export the report data to an Excel spreadsheet as unformatted data.
 - Click the Print icon drop-down menu and select Excel (Formatted) to export the report data to an Excel spreadsheet that includes much of the Springbrook formatting found on the printed version of the report.
 - Once the report is generated, you can also display the report using the View Reports window (SS> Utilities> View Report).
-

8 Print the GL Distribution Report.

- Open the **GL Distribution Report** window (IC> Physical Inventory> GL Distribution).
 - Enter the transaction date you want to appear in the General Ledger for this batch in the **Journal Entry** date field. This date will determine the fiscal period in which the invoices are recorded.
 - The **Fiscal Period** and **Fiscal Year** fields will populate based on the Journal Entry date selected.
 - Select the **Report Type** from the drop-down menu.
 - The Summary report displays the Account Number, Description, Net and Report Total.
-

- The Detail report provides all of the information in the Summary report and also displays the Debits and Credits associated with each of the accounts.
 - Check the **Subtotal by Dept** toggle to include department subtotals on the report.
 - Click the Print icon  to process the report immediately or enter a date and time in the field next to the Print icon to schedule the report to generate at a later time. You can view the progress of the report on the Job Viewer window (SS> Utilities> Show Scheduled Jobs).
 - Click the Print icon drop-down menu and select Print Preview to preview the report before printing.
 - Click the Print icon drop-down menu and select Excel to export the report data to an Excel spreadsheet as unformatted data.
 - Click the Print icon drop-down menu and select Excel (Formatted) to export the report data to an Excel spreadsheet that includes much of the Springbrook formatting found on the printed version of the report.
 - Once the report is generated, you can also display the report using the View Reports window (SS> Utilities> View Report).
-

9 Commit the Physical Inventory.

- Open the **Commit Transaction** window (IC> Physical Inventory> Commit).
 - Click the OK button to commit the inventory counts. This will create the journal entries for any Overage or Shrinkage and update the On Hand counts of the inventory items in the physical inventory batch.
-

- The Physical Inventory batch is now complete. The inventory transactions generated by overage and shrinkage counts will be displayed as Physical Inventory Adjustments on the Item Maintenance window (IC> Maintenance> Item> open an item> Quantity and Value tab> Action column).
-

IC> Reorder Items

Reorder Items and Create Purchase Orders



Summary

The Reorder Items window can be used to create purchase orders based on IC item reorder points. The reorder point of an IC item can be set up using the Set Reorder/ Build To process (IC> Set Reorder / Build To), or it can be manually modified using the Maintain Item window (IC> Maintenance> Item Maintenance> open an item> Qty and Value tab).


You must have an account type labeled “Purchase Orders” set up for this process to work. The GL liability account for the Purchase Orders account type should be the clearing account for the Inventory Control module. When the item is receipted in the PO module, it will credit the clearing account for the IC module and debit the inventory general ledger account.

Step by Step

- 1 Open or create a reorders batch.
-

- Select the Reorders palette in IC> Reorders. This will expand the Reorders palette and display the steps of the Reorders batch process.
 - Modify an existing batch or create a new Reorders batch.
 - Select a batch number from the drop-down menu at the top of the Reorders palette to select an existing batch.
 - Select New from the Reorders batch number drop-down menu to create a new batch. This will open the **New Batch** window.
 - If there are open batches in the Reorders process, you can create a new batch without affecting the open batches.
 - Enter a **Batch Month** and **Batch Year**. These fields default to the current calendar period and are for reference only. The fiscal period of the transactions in the batch is determined by the Journal Entry Date entered during the Generate step.
 - Click the Generate icon  to populate the **Batch Number** field with the next available batch number. Batch numbers are limited to five digits and must be unique within the batch month of the batch year.
 - You can also manually create a new batch by entering a Batch Number and clicking the Save icon .
 - Highlight the batch in the batch number drop-down menu on the Reorders palette and press DELETE to delete a batch. Any uncommitted reorders in the batch will be deleted.
-


2 Specify the reorders batch Settings.

- Open the **Settings** window (IC> Reorders> Settings).
 - Specify the **Fiscal Year** for the reorders batch.
 - Click the Save icon  to proceed to the next step.
-




3 Generate the reorders batch.

- Open the **Generate** window (IC> Reorders> Generate).
 - Check the toggle next to each **Location** you would like to include in the reorders batch. You must select at least one location in order to generate the batch.
 - Press CTRL+A to select all the displayed locations and then press SPACE to select or deselect all locations.
 - Locations are created and maintained on the Location Maintenance window (IC> Maintenance> Location).
 - Change the **Date** and **Time** fields to filter the inventory item issue history by a specific date and time.
 - The system examines all non-archived issue history for each inventory item in order to generate accurate reorder and build to levels. You can use the Date and Time fields to limit the included item issue history to the period between the last non-archived issue and the date and time specified.
 - Enter a **Description** to filter the items included in the reorders batch to those items that contain the specified terms in their description fields.
-

- The six fields below the Description field are miscellaneous character fields. The displayed labels for these fields are set up on the Miscellaneous Field Label Maintenance window (SS> Utilities> Miscellaneous Field Labels).
 - Check the **Include understocked only** toggle to include only items that are understocked in the reorders batch. Inventory items below the Build To amount but above the Reorder amount will be filtered out.
 - Check the **Exclude zero builds** toggle to include only items that have a build to quantity greater than zero.
 - Check the **Populate quantity to order** toggle if you want the Quantity To Order to auto fill with the amount needed to increase the inventory item on hand quantity to the build to quantity.
 - If you check this toggle, the primary vendor associated with the item will be selected regardless of quantity and pricing information. Vendors can be set up as Primary on the Item Maintenance window (IC> Maintenance> Item> open an Item> General tab> Vendor field).
 - If you check this toggle AND the **Order by cost** toggle below, the system will select the vendor with the lowest price per unit regardless of minimum order, unit increment, and total order cost.
 - If you leave the toggle unchecked the quantity to order will be set to zero and you will need to manually go through each of the displayed vendors for each inventory item and enter the desired quantity in the Quantity to Order field.
The build to levels are set in the Set Reorder and Build To process.
 - Check the **Items with single vendor populate vendor information** toggle to automatically pull data from single vendors into the reorder batch.
-

- When this toggle is checked, the vendor number will be pulled into the batch if:
 - There is only one single vendor associated with the item being reordered
 - The Last Price value associated with that item equals \$0.00 on the Modify Vendor Item window
 - This toggle will only be enabled when the Populate quantity to order toggle is checked.
 - Click the Confirm icon  to generate the batch.
-


4 Edit the generated reorders.

- Open the **Edit** window (IC> Reorders> Edit).
 - The Edit window will display all of the items pulled into the reorders batch through the generate step.
 - Highlight an item and click the Delete icon  or press DELETE to remove the selected item from the reorders batch.
 - Click the Create icon  or press INSERT to add an additional inventory item to the reorders batch. This will enable a new line item in the data grid below.
 - Click the Ellipsis icon  in the **Item ID** column to select an inventory item to include in the reorders batch. If the selected item does not populate the other
-

line item fields, you will need to select the Location, Vendor Number, Quantity, Unit Type, Price, and Account for the new line item.



- Click the Save icon  when complete.
-

5 Print the reorders Proof List.

- Open the reorders **Proof List** window (IC> Reorders> Proof List).
 - There are no print options for the proof list.
 - The report will display the Item ID, Item Description, Location, Vendor Number, Vendor Description, Product Code, Quantity, Price, and Amount. The report will also provide a batch total.
 - Click the Print icon  to process the report immediately or enter a date and time in the field next to the Print icon to schedule the report to generate at a later time. You can view the progress of the report on the Job Viewer window (SS> Utilities> Show Scheduled Jobs).
 - Click the Print icon drop-down menu and select Print Preview to preview the report before printing.
 - Click the Print icon drop-down menu and select Excel to export the report data to an Excel spreadsheet as unformatted data.
 - Click the Print icon drop-down menu and select Excel (Formatted) to export the report data to an Excel spreadsheet that includes much of the Springbrook formatting found on the printed version of the report.
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- Once the report is generated, you can also display the report using the View Reports window (SS> Utilities> View Report).
-

6 Commit the reorders batch.

- Open the reorders **Commit** window (IC> Reorders> Commit).
 - Click the **PO Batch** field label to open the Batch Selection window.
 - The Batch Selection window will display all of the uncommitted Purchase Orders batches in the PO module.
 - Select a PO batch and click the Confirm icon  to send the reorders to the selected batch.
 - Click the Confirm icon  to commit the reorders batch.
 - The item reorders have now been added to the specified Purchase Orders batch. This will create a purchase order for every vendor you are ordering inventory items from. The purchase order line item descriptions will be the descriptions of the IC items that are being ordered on the purchase order.
-

IC> Reports> GL Account Summary Report

GL Account Summary Report

Summary

The GL Account Summary Report displays the General Ledger accounts and any changes to those accounts over a filtered period of time or for a specific inventory item or location. The report will display the original transaction as well as any reversals or replacement transactions. This report allows you to view all general ledger activity from the Inventory Control module.

When printing Inventory Control module reports, be aware that inventory counts and the transactions that affect those counts are date and time specific. In order to generate an accurate inventory report, confirm that both the date and time specified are correct.


Step by Step

- 1 Open the **GL Account Summary Report** window (IC> Reports> GL Account Summary Report).
 - 2 Configure the report.
-

- Check the toggle next to each **Location** that should be used to determine which inventory items are included in the report.
 - Press CTRL+A to select all the displayed locations and then press SPACE to select or deselect all locations.
 - At least one location must be specified in order to run the report.
 - Locations are created and maintained on the Location Maintenance window (IC> Maintenance> Location).
- Enter an **Item ID** or click the field label to select an inventory item from a list and limit the report to a single inventory item.
 - Inventory Items are created and maintained on the Item Maintenance window (IC> Maintenance> Item).
- Enter a **Description** to filter the items included in the report to those items that contain the specified terms in their description fields.
- The six fields below the Description field are miscellaneous character fields. The displayed labels for these fields are set up on the Miscellaneous Field Label Maintenance window (SS> Utilities> Miscellaneous Field Labels).
- Specify a **Fiscal Year** to limit the included transactions by fiscal year.
- Enter a period range in the **Period From** and **Period To** fields.
- Click the **GL Account** field label to limit the report to a single account.
- Check the **Exclude committed reversals** toggle to exclude any committed reversal transactions from the report.

- Check the **Included selected fiscal year only** toggle to limit the transactions included in the report to those that fall in the year specified in the Fiscal Year field above.
 - Check the **Print archived only** toggle to limit the transactions included in the report to transactions that have been archived through the Archive Transactions process (IC> Utilities> Archive Transactions).
 - Check the **Print item detail** toggle to include the Item Number and Item Description in the report.
 - Checking this toggle will enable the two toggles below.
 - Check the **Print items with no current activity** toggle to include inventory items with no transaction activity during the specified date range.
 - Check the **Print transaction detail** toggle to include the Journal Entry, Date/Time, Action Type, and Transaction Description in the report. The Beginning Balance, Debit Amount, Credit Amount, and End Balance for each journal entry will also be provided. The report will be sorted by GL Account Number and Inventory Item Number.
 - The basic report will display the GL Account Number, GL Account Description, Beginning Balance, Debit Amount, Credit Amount, and Ending Balance. Balance Total for each GL Account will also be provided. The report will also provide journal entry and report totals for the Beginning Balance, Debit Amount, Credit Amount, and End Balance columns.
-

3 Print the report.

- Click the Print icon  to process the report immediately or enter a date and time in the field next to the Print icon to schedule the report to generate at a later time. You can view the progress of the report on the Job Viewer window (SS> Utilities> Show Scheduled Jobs).
 - Click the Print icon drop-down menu and select Print Preview to preview the report before printing.
 - Click the Print icon drop-down menu and select Excel to export the report data to an Excel spreadsheet as unformatted data.
 - Click the Print icon drop-down menu and select Excel (Formatted) to export the report data to an Excel spreadsheet that includes much of the Springbrook formatting found on the printed version of the report.
 - Once the report is generated, you can also display the report using the View Reports window (SS> Utilities> View Report).
-

IC> Reports> Item List

Item List Report

Summary

The Item List Report displays the on hand value of inventory items filtered by location and item number.


When printing Inventory Control module reports, be aware that inventory counts and the transactions that affect those counts are date and time specific. In order to generate an accurate inventory report, confirm that both the date and time specified are correct.

Step by Step

- 1 Open the **Item List Report** window (IC> Reports> Item List).
 - 2 Configure the report.
-

- Check the **Location** toggle for each location that you would like to add to the report.
 - Press CTRL+A to select all the displayed locations and then press SPACE to select or deselect all locations.
 - At least one location must be specified in order to run the report.
 - Locations are created and maintained on the Location Maintenance window (IC> Maintenance> Location).
 - Change the **Date** and **Time** fields to filter the inventory item counts by a specific date and time.
 - These fields will default to the current date and time. When creating a report for a specific date, be sure to change the specified Time to reflect inventory counts at close of business for the selected date.
 - Enter a **Description** to filter the items included in the report to those items that contain the specified terms in their description fields.
 - The six fields below the Description field are miscellaneous character fields. The displayed labels for these fields are set up on the Miscellaneous Field Label Maintenance window (SS> Utilities> Miscellaneous Field Labels).
 - The report will display the Item Number, Item Description and Value.
 - The Value column will display the on-hand value of inventory at all locations.
 - You can view the on-hand value of all locations of an item on the Item Maintenance window (IC> Maintenance> Item Maintenance> Open an item> Information section> On Hand Value field).
-

3 Print the report.

- Click the Print icon  to process the report immediately or enter a date and time in the field next to the Print icon to schedule the report to generate at a later time. You can view the progress of the report on the Job Viewer window (SS> Utilities> Show Scheduled Jobs).
 - Click the Print icon drop-down menu and select Print Preview to preview the report before printing.
 - Click the Print icon drop-down menu and select Excel to export the report data to an Excel spreadsheet as unformatted data.
 - Click the Print icon drop-down menu and select Excel (Formatted) to export the report data to an Excel spreadsheet that includes much of the Springbrook formatting found on the printed version of the report.
 - Once the report is generated, you can also display the report using the View Reports window (SS> Utilities> View Report).
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IC> Reports> Overstock Report

Overstock Report

Summary

The overstock report displays all inventory items that have an On Hand value greater than a Build To value.


When printing Inventory Control module reports, be aware that inventory counts and the transactions that affect those counts are date and time specific. In order to generate an accurate inventory report, confirm that both the date and time specified are correct.

Step by Step

- 1 Open the **Overstock Report** window (IC> Reports> Overstock Report).
 - 2 Configure the report.
-

- Check the **Location** toggle for each location that you would like to add to the report.
 - Press CTRL+A to select all the displayed locations and then press SPACE to select or deselect all locations.
 - At least one location must be specified in order to run the report.
 - Locations are created and maintained on the Location Maintenance window (IC> Maintenance> Location).
 - Change the **Date** and **Time** fields to filter the inventory item counts by a specific date and time.
 - These fields will default to the current date and time. When creating a report for a specific date, be sure to change the specified Time to reflect inventory counts at close of business for the selected date.
 - Enter a **Description** to filter the items included in the report to those items that contain the specified terms in their description fields.
 - The six fields below the Description field are miscellaneous character fields. The displayed labels for these fields are set up on the Miscellaneous Field Label Maintenance window (SS> Utilities> Miscellaneous Field Labels).
 - Check the **Exclude Zero Builds** toggle to exclude items with a Build To Level of zero.
 - The Build To Level is the amount of inventory the reorder process will build to on reorder. Build To Levels are set on the Item Maintenance window.
 - The report will display the Item Number, Item Description, number On Hand, Purchase Orders, Requisitions, Reserved, Total Available, Build To level, Overstock Quantity and Overstock Value. The report will also provide totals by location and a Report total.
-

3 Print the report.

- Click the Print icon  to process the report immediately or enter a date and time in the field next to the Print icon to schedule the report to generate at a later time. You can view the progress of the report on the Job Viewer window (SS> Utilities> Show Scheduled Jobs).
 - Click the Print icon drop-down menu and select Print Preview to preview the report before printing.
 - Click the Print icon drop-down menu and select Excel to export the report data to an Excel spreadsheet as unformatted data.
 - Click the Print icon drop-down menu and select Excel (Formatted) to export the report data to an Excel spreadsheet that includes much of the Springbrook formatting found on the printed version of the report.
 - Once the report is generated, you can also display the report using the View Reports window (SS> Utilities> View Report).
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IC> Reports> PM Summary

PM Summary Report

Summary

The PM Summary Report displays a filtered range of Project Management transactions sorted by inventory item.

When printing Inventory Control module reports, be aware that inventory counts and the transactions that affect those counts are date and time specific. In order to generate an accurate inventory report, confirm that both the date and time specified are correct.


Step by Step

- 1 Open the **PM Summary Report** window (IC> Reports> PM Summary).
- 2 Configure the report.

- Enter an **Item ID** or click the field label to select one from a list.
 - Inventory Items are created and maintained on the Item Maintenance window (IC> Maintenance> Item).
 - Enter a **Description** to filter the items included in the report to those items that contain the specified terms in their description fields.
 - The six fields below the Description field are miscellaneous character fields. The displayed labels for these fields are set up on the Miscellaneous Field Label Maintenance window (SS> Utilities> Miscellaneous Field Labels).
 - Specify a transaction range in the **Transaction Date From** and **To** fields.
 - Enter a **PM Project** or click the field label to select one from a list.
 - This field label is user-defined and may differ from the example.
 - PM Projects are created and maintained on the Project Maintenance window (PM> Maintenance> Project).
 - Enter a **PM Task** or click the field label to select one from a list.
 - This field label is user-defined and may differ from the example.
 - PM Tasks are created and maintained on the Task Maintenance window (PM> Maintenance> Task).
 - Check the **Print transaction detail** toggle to include the individual transaction Date, Description, Quantity, Price Per Unit, and Amount.
 - Check the **Print archived only** toggle to limit the transactions included in the report to transactions that have been archived through the Archive Transactions process (IC> Utilities> Archive Transactions).
-
-

- The report will display the Item, Item Description, Quantity, Unit Type, Price Per Unit, and Amount for each Item included. The report will also provide totals by Task, Task Group, Project, and Report.
-

3 Print the report.

- Click the Print icon  to process the report immediately or enter a date and time in the field next to the Print icon to schedule the report to generate at a later time. You can view the progress of the report on the Job Viewer window (SS> Utilities> Show Scheduled Jobs).
 - Click the Print icon drop-down menu and select Print Preview to preview the report before printing.
 - Click the Print icon drop-down menu and select Excel to export the report data to an Excel spreadsheet as unformatted data.
 - Click the Print icon drop-down menu and select Excel (Formatted) to export the report data to an Excel spreadsheet that includes much of the Springbrook formatting found on the printed version of the report.
 - Once the report is generated, you can also display the report using the View Reports window (SS> Utilities> View Report).
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IC> Reports> Quantity Report

Quantity Report

Summary

The Quantity Report lists the On Hand, Available, Item Value and the amount of Purchase Orders or Requisitions on an inventory item. Negative total quantities or negative total values will also be displayed so that you can find errors in quantities that were issued or received.

When printing Inventory Control module reports, be aware that inventory counts and the transactions that affect those counts are date and time specific. In order to generate an accurate inventory report, confirm that both the date and time specified are correct.


Step by Step

- 1 Open the **Quantity Report** window (IC> Reports> Quantity Report).
 - 2 Configure the report.
-
-

- Check the **Location** toggle for each location that you would like to add to the report.
 - Press CTRL+A to select all the displayed locations and then press SPACE to select or deselect all locations.
 - At least one location must be specified in order to run the report.
 - Locations are created and maintained on the Location Maintenance window (IC> Maintenance> Location).
 - Change the **Date** and **Time** fields to filter the inventory item counts by a specific date and time.
 - These fields will default to the current date and time. When creating a report for a specific date, be sure to change the specified Time to reflect inventory counts at close of business for the selected date.
 - Enter a **Description** to filter the items included in the report to those items that contain the specified terms in their description fields.
 - The six fields below the Description field are miscellaneous character fields. The displayed labels for these fields are set up on the Miscellaneous Field Label Maintenance window (SS> Utilities> Miscellaneous Field Labels).
 - Check the **Print reorder point** toggle to add a Reorder Point column to the report.
 - The reorder point is set up by inventory item location on the Item Maintenance window (IC> Maintenance> Item Maintenance> Open an item> Quantity Value tab> Locations section).
 - Check the **Print physical understocks only** toggle to display only items with an on-hand quantity less than the reorder point on the report. The on-hand quantity and reorder point are maintained by inventory item location.
 - The report will display the Item Number, Item Description, Average Cost, On Hand value, Purchase Orders, Requisitions, Reserved, Total Available and Value.
-

- The report will be organized and totaled by Location if more than one Location toggle is checked. A report total will also be displayed.
-

3 Print the report.

- Click the Print icon  to process the report immediately or enter a date and time in the field next to the Print icon to schedule the report to generate at a later time. You can view the progress of the report on the Job Viewer window (SS> Utilities> Show Scheduled Jobs).
 - Click the Print icon drop-down menu and select Print Preview to preview the report before printing.
 - Click the Print icon drop-down menu and select Excel to export the report data to an Excel spreadsheet as unformatted data.
 - Click the Print icon drop-down menu and select Excel (Formatted) to export the report data to an Excel spreadsheet that includes much of the Springbrook formatting found on the printed version of the report.
 - Once the report is generated, you can also display the report using the View Reports window (SS> Utilities> View Report).
-

IC> Reports> Reorder Report

Reorder Report

Summary

The Reorder Report displays all inventory items that have an On Hand quantity less than the reorder value.

When printing Inventory Control module reports, be aware that inventory counts and the transactions that affect those counts are date and time specific. In order to generate an accurate inventory report, confirm that both the date and time specified are correct.

Step by Step


- 1 Open the **Reorder Report** window (IC> Reports> Reorder Report).
 - 2 Configure the report.
-

- Check the **Location** toggle for each location that you would like to add to the report.
 - Press CTRL+A to select all the displayed locations and then press SPACE to select or deselect all locations.
 - At least one location must be specified in order to run the report.
 - Locations are created and maintained on the Location Maintenance window (IC> Maintenance> Location).
 - Change the **Date** and **Time** fields to filter the inventory item counts by a specific date and time.
 - These fields will default to the current date and time. When creating a report for a specific date, be sure to change the specified Time to reflect inventory counts at close of business for the selected date.
 - Enter a **Description** to filter the items included in the report to those items that contain the specified terms in their description fields.
 - The six fields below the Description field are miscellaneous character fields. The displayed labels for these fields are set up on the Miscellaneous Field Label Maintenance window (SS> Utilities> Miscellaneous Field Labels).
 - Check the **Exclude Zero Builds** toggle to exclude items with a Build To Level of zero.
 - The Build To Level is the amount of inventory the reorder process will build to on reorder. Build To Levels are set on the Item Maintenance window.
 - Check the **Print suggested orders** toggle to include the Vendor, Minimum Order, Suggested Order, Unit, price Per Unit, Total Cost, Product Code and a blank Quantity field.
 - The report will display the Item Number, Item Description, On Hand value, Purchase Orders, Requisitions, Reserved, Total Available, Reorder Point, Build To and Under
-

(Amount below Build To).

- The report will be organized by Item Number and Location.
-

3 Print the report.

- Click the Print icon  to process the report immediately or enter a date and time in the field next to the Print icon to schedule the report to generate at a later time. You can view the progress of the report on the Job Viewer window (SS> Utilities> Show Scheduled Jobs).
 - Click the Print icon drop-down menu and select Print Preview to preview the report before printing.
 - Click the Print icon drop-down menu and select Excel to export the report data to an Excel spreadsheet as unformatted data.
 - Click the Print icon drop-down menu and select Excel (Formatted) to export the report data to an Excel spreadsheet that includes much of the Springbrook formatting found on the printed version of the report.
 - Once the report is generated, you can also display the report using the View Reports window (SS> Utilities> View Report).
-

IC> Reports> Stack Summary Report

Stack Summary Report

Summary

The Stack Summary report is used to provide LIFO and FIFO-based reporting used for balancing purposes.


When printing Inventory Control module reports, be aware that inventory counts and the transactions that affect those counts are date and time specific. In order to generate an accurate inventory report, confirm that both the date and time specified are correct.

Step by Step

- 1 Open the **Stack Summary Report** window (IC> Reports> Stack Summary Report).
- 2 Configure the report.
 - Check the toggle next to each **Location** that should be used to determine which inventory items are included in the report.

- Press CTRL+A to select all the displayed locations and then press SPACE to select or deselect all locations.
 - At least one location must be specified in order to run the report.
 - Locations are created and maintained on the Location Maintenance window (IC> Maintenance> Location).
 - Enter an **Item ID** or click the field label to select an inventory item from a list and limit the report to a single inventory item.
 - Inventory Items are created and maintained on the Item Maintenance window (IC> Maintenance> Item).
 - Enter a **Date** and **Time** to filter the inventory item counts by a specific date and time.
 - These fields will default to the current date and time. When creating a report for a specific date, be sure to change the specified Time to reflect inventory counts at close of business for the selected date.
 - The six fields below the Date and Time fields are miscellaneous character fields. The displayed labels for these fields are set up on the Miscellaneous Field Label Maintenance window (SS> Utilities> Miscellaneous Field Labels).
 - The **Group By** drop-down field is used to configure how the items included in the report will be grouped.
 - The report will display the Item, Description, Location, Costing Method, Unit Cost, Quantity, and Total Cost for each item included in the report. When grouped by Item, the report will provide Quantity and Total Cost totals by item. When grouped by location, the report will provide Quantity and Total Cost totals by location. Report totals for Quantity and Total Cost will also be provided.
-

3 Print the report.

- Click the Print icon  to process the report immediately or enter a date and time in the field next to the Print icon to schedule the report to generate at a later time. You can view the progress of the report on the Job Viewer window (SS> Utilities> Show Scheduled Jobs).
 - Click the Print icon drop-down menu and select Print Preview to preview the report before printing.
 - Click the Print icon drop-down menu and select Excel to export the report data to an Excel spreadsheet as unformatted data.
 - Click the Print icon drop-down menu and select Excel (Formatted) to export the report data to an Excel spreadsheet that includes much of the Springbrook formatting found on the printed version of the report.
 - Once the report is generated, you can also display the report using the View Reports window (SS> Utilities> View Report).
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IC> Reports> Transactions by Category

Transactions by Category Report

Summary

The Transaction by Category report displays transactions filtered by batch, transaction date, category or inventory action.


When printing Inventory Control module reports, be aware that inventory counts and the transactions that affect those counts are date and time specific. In order to generate an accurate inventory report, confirm that both the date and time specified are correct.

Step by Step

- 1 Open the **Transaction by Category** report window (IC> Reports> Transaction by Category).
 - 2 Configure the report.
-

- Use the **Transaction Date From** and **To** fields to specify a transaction date range for the report.
 - Select an **Action** from the drop-down menu to filter the report by an inventory action.
 - Enter a **Category** for the report or click the field label to select one from a list. If you do not specify a category, the report will display all IC transactions sorted by category.
 - IC Categories are created and maintained on the Category Maintenance window (IC> Maintenance> Category).
 - Select a **Batch Type** from the drop-down menu to filter the report by either the Inventory Transaction or the Physical Inventory process.
 - The Batch Type field will default to All and the **Batch Number** field will be disabled.
 - If you select a batch type, click the Batch Number field label to select the specific batch.
 - Check the **Include uncommitted transactions** toggle to include both committed and uncommitted transactions in the report.
 - Check the **Page break by category** toggle to start a new page for each category included in the report.
 - The report will display the Category Code, Item Description, Item ID, Transaction Date and Time, Transaction Description, Action Type, Change in Quantity, and Change in Value. The report will also be grouped and sorted by category code and inventory item number.
-

3 Print the report.

- Click the Print icon  to process the report immediately or enter a date and time in the field next to the Print icon to schedule the report to generate at a later time. You can view the progress of the report on the Job Viewer window (SS> Utilities> Show Scheduled Jobs).
 - Click the Print icon drop-down menu and select Print Preview to preview the report before printing.
 - Click the Print icon drop-down menu and select Excel to export the report data to an Excel spreadsheet as unformatted data.
 - Click the Print icon drop-down menu and select Excel (Formatted) to export the report data to an Excel spreadsheet that includes much of the Springbrook formatting found on the printed version of the report.
 - Once the report is generated, you can also display the report using the View Reports window (SS> Utilities> View Report).
-

IC> Reports> Transactions Outside Period

Transactions Outside Period Report

Summary

The Transactions Outside Period Report displays a list of transactions that have transaction dates outside the fiscal period they have been posted to. This report allows you to find differences between the Inventory GL Account amounts and the Inventory Item values. Only committed transactions will display on the report.


When printing Inventory Control module reports, be aware that inventory counts and the transactions that affect those counts are date and time specific. In order to generate an accurate inventory report, confirm that both the date and time specified are correct.

Step by Step

- 1 Open the **Transactions Outside Period** report window (IC> Reports> Transactions Outside Period).
- 2 Configure the report.

- Specify a **Fiscal Year** and **Fiscal Period** for the report.
 - Only IC inventory items with a journal entry date that falls within the specified fiscal year and period are eligible to be included in the report. Any transactions on those inventory items that fall outside of the specified fiscal year and period will be displayed in the report.
 - Check the **Print future transactions only** toggle to limit the report to transactions that have a transaction date that falls in a fiscal year or period following the original journal entry year or period.
 - The report will display the Item code, Item Description, Date and Time, Action Type, Description, Batch Number, Journal Entry, Change in Quantity, and Change in Value for each included transaction. The report will also provide transaction, item, and report totals.
 - The transactions will be sorted by Date/Time and grouped by Item.
-

3 Print the report.

- Click the Print icon  to process the report immediately or enter a date and time in the field next to the Print icon to schedule the report to generate at a later time. You can view the progress of the report on the Job Viewer window (SS> Utilities> Show Scheduled Jobs).
 - Click the Print icon drop-down menu and select Print Preview to preview the report before printing.
-

- Click the Print icon drop-down menu and select Excel to export the report data to an Excel spreadsheet as unformatted data.
 - Click the Print icon drop-down menu and select Excel (Formatted) to export the report data to an Excel spreadsheet that includes much of the Springbrook formatting found on the printed version of the report.
 - Once the report is generated, you can also display the report using the View Reports window (SS> Utilities> View Report).
-

IC> Reports> Usage

Usage Report

Summary

The Usage report displays a filtered range of transactions that had an effect on an item's quantity.

When printing Inventory Control module reports, be aware that inventory counts and the transactions that affect those counts are date and time specific. In order to generate an accurate inventory report, confirm that both the date and time specified are correct.


Step by Step

- 1 Open the **Usage Report** window (IC> Report> Usage).
 - 2 Configure the report.
 - Check the **Action** toggle for each inventory process or action you would like to add to the report.
-
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- Press CTRL+A to select all the displayed actions and then press SPACE to select or deselect all actions.
 - At least one action must be specified in order to run the report.
 - Check the **Location** toggle for each location that you would like to add to the report.
 - Press CTRL+A to select all the displayed locations and then press SPACE to select or deselect all locations.
 - At least one location must be specified in order to run the report.
 - Locations are created and maintained on the Location Maintenance window (IC> Maintenance> Location).
 - Enter an **Item ID** or click the field label to select on from a list.
 - Inventory Items are created and maintained on the Item Maintenance window (IC> Maintenance> Item).
 - Enter a **Description** to filter the items included in the report to those items that contain the specified terms in their description fields.
 - Use the **Transaction Date From** and **To** fields to specify a transaction date range for the report.
 - The **Time** field is used to filter the transactions included in the report to those transactions that were committed before the specified time.
 - In order to filter the report by a specified time, you must select a date in the Transaction Date To field.
 - This field will default to the current time.
 - Use the **Commit Status** drop-down menu to determine if the report will include committed, uncommitted or all transactions.
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- Enter a **Max Issued** value to limit the inventory items included in the report to those that have a total issued amount for the specified transaction range that falls below the max issued value.
 - The six fields below the Max Issued field are miscellaneous character fields. The displayed labels for these fields are set up on the Miscellaneous Field Label Maintenance window (SS> Utilities> Miscellaneous Field Labels).
 - Check the **Print archived only** toggle to limit the transactions included in the report to transactions that have been archived through the Archive Transactions process (IC> Utilities> Archive Transactions).
 - Check the **Print reorder points** toggle to include a Reorder Point column in the report.
 - Check the **Print reversals** toggle to include reversal transactions in the Action Type column.
 - The report will display the Transaction Date and Time, Action Type, Transaction Description, and Quantity for each usage transaction sorted by inventory item and location. The report will also provide item and report totals for Initial Quantity, End Quantity, and Ending Value.
-

3 Print the report.

- Click the Print icon  to process the report immediately or enter a date and time in the field next to the Print icon to schedule the report to generate at a later time. You can view the progress of the report on the Job Viewer window (SS> Utilities> Show
-

Scheduled Jobs).

- Click the Print icon drop-down menu and select Print Preview to preview the report before printing.
 - Click the Print icon drop-down menu and select Excel to export the report data to an Excel spreadsheet as unformatted data.
 - Click the Print icon drop-down menu and select Excel (Formatted) to export the report data to an Excel spreadsheet that includes much of the Springbrook formatting found on the printed version of the report.
 - Once the report is generated, you can also display the report using the View Reports window (SS> Utilities> View Report).
-

IC> Set Reorder and Build To

Set Reorder and Build To Levels

Summary



Follow this process to calculate the build to quantities based on past usage. This process will only run on inventory items that have the Reorder toggle checked in the Location Maintenance window (IC> Maintenance> Location).

Step by Step

1 Create a new Set Reorder and Build To batch.

- The Set Reorder and Build To process is a single batch process, meaning you can process only one batch at a time.
- If there is an open batch in the Set Reorder and Build To process, you will not be able to create a new batch. If you would like to create a new batch, you can either delete the existing batch (highlight the batch in the batch number drop-down at the top of the Set Reorder and Build To palette and press DELETE), or you can reset the steps on the palette by returning to the first step of the process. All of the information in the batch will be overwritten. For example, if another user has specified

reorder points and build to levels and has stopped at the Proof List step, that user's work will be overwritten if you run the Batch Settings step.

- If there are no open batches in the process and you would like to create a new batch, select New in the batch number drop-down menu at the top of the palette. This will open the New Batch window.
 - Enter a **Batch Month** and **Batch Year**. These fields default to the current calendar period and are used for reference only.
 - Click the Generate icon  to populate the **Batch Number** field with the next available batch number. Batch numbers are limited to five digits and must be unique within the batch month of the batch year.
 - You can also manually create a new batch by entering a **Batch Number** and clicking the Save icon .
-

2 Generate Set Reorder and Build To levels.

- Open the **Generate Reorder and Build To Levels** window (IC> Set Reorder and Build To> Generate).
 - Check the **Location** toggle for each location that you would like to include in the generate process.
 - Press CTRL+A to select all the displayed locations and then press SPACE to select or deselect all locations.
 - At least one location must be specified in order to generate the levels.
-


- Locations are created and maintained on the Location Maintenance window (IC> Maintenance> Location).
 - The **Date** and **Time** fields are used to specify an end date and time for the inventory history used to determine the new reorder and build to levels. The inventory item history date range begins with the oldest unarchived inventory transaction and ends with the date and time specified in these fields.
 - These fields will default to the current date and time and must be populated in order to proceed to the next step.
 - Click the **Item Number** field label to run the reorder and build to process for a single inventory item.
 - Inventory items are created and maintained on the Item Maintenance window (IC> Maintenance> Item).
 - Enter a **Description** to filter the items included in the batch to those items that contain the specified terms in their description fields.
 - The six fields below the Description field are miscellaneous character fields. Use these fields to filter the inventory items included in the batch.
 - The displayed labels for these fields are set up on the Miscellaneous Field Label Maintenance window (SS> Utilities> Miscellaneous Field Labels).
 - The **Periods** field is used to specify the number of future periods the system will use to calculate the reorder and build to levels.
 - For example, if your organization uses a 12 period year, and you would like to generate the reorder and build to levels for the next year, enter 12 in the Periods field.
 - The **Reorder Periods** field is the number of Periods the reorder point needs to cover.
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- As with the example above, if you use a 12 period year, and you would like to reorder the item every quarter, you would enter 3 in the Reorder Periods field.
- The **Build To Periods** field is the number of Periods the build to level needs to cover. The Build To Periods field functions the same as the Reorder Periods field.
- The **Build To Qualifier** is used to change the build to qualifier of every inventory item in the batch.
 - If the Build To Qualifier is set to “At Least”, the quantity generated in the Reorder process will be greater than or equal to the target quantity. If the Build To Qualifier is “At Most”, the quantity generated in the Reorder process will be less than or equal to the target quantity.
- The formula used to recalculate the Reorder level for the inventory items is:


$$\frac{\text{Reorder Periods field}}{\text{Periods field}} \times \text{Quantity Issued between the oldest unarchived transaction and the specified Date and Time}$$

- The formula used to recalculate the Build To value for the inventory items is:


$$\frac{\text{Build To Periods field}}{\text{Periods field}} \times \text{Quantity Issued between the oldest unarchived transaction and the specified Date and Time}$$

- Click the Confirm icon  to generate the new Reorder and Build To levels.

3 Edit the Reorder/Build To levels.

- Open the **Edit Values** window (IC> Set Reorder and Build To> Edit).
 - The **New Reorder Point**, **New Build To Qualifier** and **New Build To Level** columns can be edited by clicking in the column.
 - Click the Save icon  when complete.
-

4 Print the Proof List.

- Open the **Proof List** window (IC> Set Reorder and Build To> Proof List).
 - There are no filters, sorts or detail options in the Proof List.
 - The report will display the Inventory Item, Item Description, Old Reorder Point, New Reorder Point, Old Qualifier, New Qualifier, Old Build To, and New Build To. The report will be sorted by Location.
 - Click the Print icon  to process the report immediately or enter a date and time in the field next to the Print icon to schedule the report to generate at a later time. You can view the progress of the report on the Job Viewer window (SS> Utilities> Show Scheduled Jobs).
 - Click the Print icon drop-down menu and select Print Preview to preview the report before printing.
 - Click the Print icon drop-down menu and select Excel to export the report data to an Excel spreadsheet as unformatted data.
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- Click the Print icon drop-down menu and select Excel (Formatted) to export the report data to an Excel spreadsheet that includes much of the Springbrook formatting found on the printed version of the report.
 - Once the report is generated, you can also display the report using the View Reports window (SS> Utilities> View Report).
-

5 Commit the Set Reorder and Build To batch.

- Open the **Commit** window (IC> Set Reorder and Build To> Commit).
 - An information window will open confirming that you want to commit. Click the OK button.
 - The Reorder and Build To amounts have been updated to the inventory items.
-

IC> Utilities> Setup

Set up the Inventory Control Module

Summary

Inventory control is designed to accommodate diverse needs. Before you use the system you need to specify how it will work. Follow this process to set up the Inventory Control module.

Step by Step


- 1 Open the Inventory Control Setup window (IC> Utilities> Setup).
 - 2 Complete the Settings section.
 - Select a default costing method in the **Costing Method** drop-down menu.
 - The default setting can edited when you set up individual items.
-

- Select a default **Unit of Measure** from the drop-down menu.
 - The default settings can be edited when you set up individual items.
 - If you want to select a unit of measure that is not offered in the drop-down menu, units of measure are created in the Unit Maintenance window (IC>Maintenance>Unit Maintenance).
 - Select a default status in the **Status** drop-down menu.
 - The status of all new inventory items created in the Item Maintenance window (IC> Maintenance> Item Maintenance) will default to the status selected in this drop-down menu. This is only a default and the inventory status can be changed from the default when the inventory item is created.
 - The Status selections are Active, Deleted and New. These are shared with the Fixed Asset module.
 - The New status can be used for tracking inventory items that you would like separate from Active items, but New status inventory items cannot be used in inventory transactions.
 - After an inventory item has been created, you can change the status of that inventory item in the Item Maintenance window (IC> Maintenance> Item Maintenance> Search for and open the item by status> General tab> Status drop-down menu).
 - The **Date Tolerance** field is used to set up which transactions will be flagged as possible errors when entering inventory transactions during the input process (IC> Inventory Transactions> Enter Transactions).
 - If the transaction date on the inventory transaction varies from the current date by more than the number of days entered in this field, an information window will open warning the user that the transaction date on the transaction
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may be incorrect. This feature has been added in order to avoid keypunch errors on transactions.

- The Date Tolerance can be between 0 and 500 days.
 - Check the **PM interface** toggle if you want the Inventory Control module to interface with the Project Management module.
 - This will allow you to add a task and type to an inventory transaction and record the information in the PM module.
 - If you check this toggle you will not be required to enter PM data on inventory transactions.
 - You will be required to print a PM proof list when processing inventory transactions.
 - Check the **WO interface** toggle if you want the Inventory Control module to interface with the Work Orders module.
 - This will allow you to add a Work Order number on an Inventory Control transaction and record the information in the WO module.
 - If you check this toggle you will not be required to enter PM data on inventory transactions.
 - You will be required to print a WO proof list when processing inventory transactions.
 - The Inventory Control - Work Orders interface has not yet been implemented.
 - The Inventory Control module also interfaces with the Accounts Payable module when you create a Return to Vendor transaction in IC> Inventory Transactions> Input.
-

- Check the **Negative Quantity Warning** toggle to receive warnings when inventory transactions reduce the quantity on hand below zero.
 - Check the **Reorder Using Requisitions** toggle if you want to use requisitions to order inventory items. The Reorder inventory items process in the Inventory Control module will create requisitions for items to be reordered.
 - If you do not check this toggle inventory items to be reordered will be sent to the Purchase Orders module. The Purchase Orders module must be set to auto number if you are going to reorder using the module.
 - This toggle has not yet been implemented.
 - Check the **Include Handling in Item value** toggle if you want to include handling and shipping charges in the cost of an inventory item. You will not be forced to enter shipping and handling charges for every transaction, but you will be given the option to enter the information.
 - Check the **Include Taxes in Item value** toggle if you want to include tax charges in the total value of the item. If you select Include Taxes in Item Value, the total value will include these charges on reports, etc. You will not be forced to enter tax charges for every transaction, but you will be given the option to enter the information.
 - The **Automatically attach items to WO Equipment** toggle is used to automatically attach inventory items to pieces of equipment.
 - When an issue type inventory transaction is committed, and the issue transaction includes a work order that has attached equipment, the IC item being issued will be automatically attached to that equipment as a new part on the Parts tab. If the item is already on the Parts tab, it will not be added a second time.
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- Before creating inventory items and generating inventory transactions, you will first need to create the required Account Types and then create the required Category codes.
 - Click the Save icon  when the setup is complete.
-

3 Track any changes made to the IC Setup window.

- Click the Audit Trail icon  to open the Audit Trail window.
 - Use the **Search Criteria** section to sort the displayed audit trail.
 - The **Audit Trail History** section will provide details about any changes made to the setup window including the date of the change, type of change made, user that made the change, and data table that was edited.
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IC> Utilities> Archive/Unarchive

Archive or Unarchive Inventory Transactions

Summary

The Archive transactions tool archives all inventory control transactions before a specified date and aggregates them into a smaller, more manageable set of transactions. This can increase system performance as your inventory item transaction history grows.

The Unarchive tool can be used to restore the archived inventory transactions to their pre-archive state.


Step by Step

1 Archive inventory transactions.

- Open the **Archive Transactions** window (IC> Utilities> Archive Transactions).
- Enter a **Transaction Date** to specify which transactions should be archived. This date must be at least six months prior to the current date.
 - All transactions with a transaction date before the specified date will be archived.

- Click the Confirm icon  to archive the transactions.
-

2 Unarchive inventory transactions.

- Open the **Unarchive Transactions** window (IC> Utilities> Unarchive Transactions).
 - Enter a **Transaction Date** to specify which transactions should be unarchived.
 - All archived transactions with a transaction date before the specified date will be unarchived.
 - Click the Confirm icon  to unarchive the transactions.
-



IC> Utilities> Import Default Cost

Import Item Default Costs

Summary

The Import Default Cost window is used to quickly import the default cost associated with any IC inventory item in the system.

Step by Step

- 1 Open the **Import Default Cost** window (IC> Utilities> Import Default Cost).
 - 2 Import the default costs.
 - Enter the path to the import file in the **File Name** field or click the field label to browse to the file.
 - Click the Display Format icon  on the Import Default Cost window to open the File Layout window and display the expected format of the imported .csv file.
 - Click the Confirm icon  to import the default costs immediately or enter a date and time in the field next to the Confirm icon to schedule the import to process at a
-

later time. You can view the progress of the import on the Job Viewer window (SS> Utilities> Show Scheduled Jobs).

- This will import the default costs included in the import file and update the specified IC items.
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IC> Utilities> Update Default Cost


Update Item Default Costs

Summary

The Update Default Cost window is used to quickly update the default cost associated with any IC inventory item in the system.

Step by Step

- 1 Open the **Update Default Cost** window (IC> Utilities> Update Default Cost).
- 2 Update the default costs.
 - The Update Default Cost window will display all of the IC inventory items created in the system.
 - Click the Item ID for any of the displayed inventory items to open the Item Maintenance window for that item.
 - The default cost can be edited directly on the Item Maintenance window as well (IC> Maintenance> Item> open an item> General tab> Default Cost field).

- Update the default cost associated with any of the displayed items by editing the value in the **Default Cost** column.
 - The updated default cost must be greater than zero.
 - Click the Save icon  when complete.
-