Inventory Wise VB Documentation

Version 5

All About Computers, Inc. 1010 East Adams Street Jacksonville, FL 32202 (800) 296-2609 <u>www.Inventory Wisevb.com</u> Copyright © All About Computers, Inc. 2008-2009 All Rights Reserved

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Login Window

The Inventory Wise VB Login Window is displayed below. You must enter the Server Name in the server name box. This is the SQL Server name. Normally, the SQL Server Name is the name of the computer where SQL Server is installed.

💫 Inventory Wise - Login Form	? 🛛
	Server Name:
	OPTIPLEX\FLEETWISE
	Company Name:
	[DEFAULT]
	User Name:
	Password:
	Use SQL Server Security
	OK Cancel
	Version: 5.0.0.0
	Copyright © All About Computers, Inc. 2008

You must enter the Company Name in the company name field. This is the name you created when you created the database.

Inventory Wise contains a complete security system. If you have created security in Inventory Wise, you are required to enter the User Name and Password. If you have not created security, you can click on the OK button to sign on.

Inventory Wise Desktop

The Inventory Wise VB Desktop is displayed below.



The menu appears at the top of the window. This menu is used to access all of the other windows in the system. If you click on the Master Tables Menu Option the menu will drop down as in the picture below.

nventory	Mas	ter Tables	Management Re	ports Utilities	Help	
Inventor		Bin Shelf C	ode Table	r Transaction	Job Transaction	Supplies Transac
Inventor Ca Ca Cla Cu De En Jo Lo Pa Ta Ta Ta Ve		Category of Class Code Customer Departmer Employee Job Code Location C Part Code Price Code	Code Table e Table Code Table nt Code Table Master Table Table ode Table Table		Job transaction	
		Terms Cod Vendor Co Reports	rms Code Table	_		
		Reports		,		

You can then click on a menu option to display the desired window. If you click on the Bin Shelf Code Table, you will see the window below.



Master Tables

The Inventory Wise VB System contains a number of Master Tables. These tables contain at least three fields. They contain an ID field which is a unique number automatically generated by SQL Server each time a new record is added to the table. They contain a code field which is the text you enter. They contain a field indicating that the code is active.

When you display information in other tables you will see the code you have entered. For example, in the Inventory Master Table, you can identify the location where a part is stored. The Location Code Table actually stores the location codes. When you display the part in the Inventory Master Table, you will see the location code but only the Location ID is actually stored in the Inventory Master Table.

There are several advantages to this way of creating the tables.

- The Location ID is only 4 bits long where as the Location Code is 30 characters long. That's 87% less information stored for each part in the Inventory Master Table. There are other codes used in the Inventory Master Table. This saves 120 bytes for each inventory item. If you have 1000 parts in inventory vehicles it saves 1/4 MB of disk space.
- 2. You can easily make changes to codes. During data entry, a user may misspell a code. To correct a mistake, you simply half to update the code in the master table and automatically the code will appear correct everywhere it was used, even if it was used thousands of times.
- 3. Reporting is improved by using standard codes. For example, you can report how many parts were issued to a single job. The standard code assures that all parts will be displayed for the job.

The following section describes each master table in detail.

Bin Shelf Code Table

The Bin Shelf Code Table contains the names of locations within your shop's store room. It provides a way to organize the inventory. This table is only available if you have the optional Inventory Module.

For example, Bin Shelf Codes might be like the following:

- Row 1, Shelf 1
- Row 1, Shelf 2
- Row 1, Shelf 3
- Row 1, Shelf 4
- Row 1, Shelf 5
- Row 1, Shelf 6
- Row 2, Shelf 1
- Row 2, Shelf 2
- Row 3, Shelf 3
- Row 4, Shelf 4
- Row 5, Shelf 5
- Tire Rack

The Bin Shelf Code Table is displayed below. The cursor is in the Criteria Box at the top of the left toolbar. Click on the ENTER key to display existing Bin Shelf Codes.

💦 Bin Shelf Code Table						
	ð		×	<u>à</u>		Q
Criteria	New	Edit	L BIERRE	Preview		Help
	E	IN SHELF CO	DDE		ACTIVE	
Sort Order						
BIN SHELF CODE						
Filter						
ACTIVE						
Type Search						
FIND FIRST						
Max. Records						
100						
Move Records						
· · · · · · · · · · · · · · · · · · ·						
	Type what	: you are look	king for in the	CRITERIA BO	X and press ENTE	R.

The existing Bin Shelf codes are displayed below. Click on the New Button to add a new Bin Shelf or click on an existing Bin Shelf and then click on the Edit Button to change an existing Bin Shelf code. You can also double click on an item in the list to edit it.

<mark>X</mark> Bin Shelf Code Table				
Criteria	Ne	w Edit Delete Preview		Help
1		BIN SHELF CODE	ACTIVE	^
Sort Order	Þ	BACK WALL		
BIN SHELF CODE		ROW 1, SHELF 1		
Filter		ROW 1, SHELF 2		
ACTIVE		ROW 1, SHELF 3		
Type Search		ROW 1, SHELF 4		
FIND FIRST		ROW 2, SHELF 1		
Max. Records		ROW 2, SHELF 2		
100		ROW 2, SHELF 3		
Maus Dasauda		ROW 2, SHELF 4		
		ROW 3, SHELF 1		
		ROW 3, SHELF 2		
		ROW 3, SHELF 3		
		ROW 3, SHELF 4		×
	Recor	d: 1 of 14		

The Bin Shelf Code Table is displayed in Edit Mode below. You can change any of the information for the Bin Shelf. Once the changes are complete click on the Save & New Button

Save & New to save the changes and add a new record, or click on the Save Button save to save

your changes and return to the prior window, or click on the Undo Button Undo to lose the changes.

2

💦 Bin Shelf	Code Table		
Save & New	J Save	ن Undo	() Help
Save & New	Save Bin Shelf Code: Active:	EACK WALL ✓ Yes	Help

Category Code Table

The Category Code Table contains the names of categories used to group parts. It provides a way to organize the parts list into categories of parts.

For example, Category Codes might be like the following:

- Belts & Hoses
- Bulbs
- Electrical
- Filters
- Fluids
- Tires

The Category Code Table is displayed below. The cursor is in the Criteria Box at the top of the left toolbar. Click on the ENTER key to display existing Category Codes.

💦 Category Code Table						
	10	1007	×	4		ø
Criteria	New	Edit	Delete	Preview		Help
	CA	TEGORY C	ODE		ACTIVE	
Sort Order						
CATEGORY CODE						
Filter						
ACTIVE						
Type Search						
FIND FIRST						
Max. Records						
100						
Move Records						
N A P N						
	Type what y	ou are look	ing for in the	CRITERIA BO	X and press ENTE	R.

The existing Category codes are displayed below. Click on the New Button to add a new

Category or click on an existing Category and then click on the Edit Button Edit to change an existing Category code. You can also double click on an item in the list to edit it.

Category Code Table		× 🗆 💄
Criteria	New Edit Delete	Preview Help
L Sort Order		
Cilitar	BELIS	
	BRAKE	
Tester		
Type Search	COMPRESSOR	
FIND FIRST	ELECTRICAL	
Max. Records	FILTER - AIR	
100	FILTER - FUEL	
	FILTER - HYDRAULIC	
Move Records	FILTER - OIL	
	FLUIDS	
	FUEL SYSTEM	
	GASKETS	
	Record: 1 of 22	

The Category Code Table is displayed in Edit Mode below. You can change any of the information for the Category. Once the changes are complete click on the Save & New Button

Save & New to save the changes and add a new record, or click on the Save Button to save

your changes and return to the prior window, or click on the Undo Button Undo to lose the changes.

2

💦 Category	Code Table		
Save & New	Jave	دی Undo	ا العام Help
	Category Code:	BATTERY	
	Active:	V Yes	

Class Code Table

The Class Code Table contains the names of classes of vehicles and equipment. It provides a way to organize the vehicles and equipment in to groups.

For example Class Codes might be like the following:

- Equipment
- Light Duty Vehicles
- Single Unit Truck with Trailer
- Truck Tractor Semi Trailer

The Class Code Table is displayed below. The cursor is in the Criteria Box at the top of the left toolbar. Click on the ENTER key to display existing Class Codes.

Class Code Tab	le						
		0	10	×	_ 🗳		۷
Criteria		New	Eak	LINE HEIDER	Preview		Help
		CL	ASS CODE			ACTIVE	
Sort Order							
CLASS CODE	•						
Filter							
ACTIVE	-						
Type Search							
FIND FIRST	-						
Max. Records							
	100						
Move Records							
	M						
		Type what	you are looki	ng for in the	e CRITERIA BO	X and press ENTER.	

The existing Class codes are displayed below. Click on the New Button to add a new

Class or click on an existing Class and then click on the Edit Button Edit to change an existing Class code. You can also double click on an item in the list to edit it.

💦 Class Code Table						
Criteria	- New	Edit	X	Dreview		() Help
	C	LASS CODE	Doloco	Trenen	ACTIVE	Tiop
Sort Order	• 0	LASS 8				
CLASS CODE	E	QUIPMENT				
Filter	U	NKNOWN				
ACTIVE						
Type Search						
FIND FIRST 🗾						
Max. Records						
100						
Move Records						
	Record: 1	of 3				

The Class Code Table is displayed in Edit Mode below. You can change any of the information for the Class. Once the changes are complete click on the Save & New Button Save & New to save the changes and add a new record, or click on the Save Button to save your changes and return to the prior window, or click on the Undo Button to lose the changes.

💦 Class Cod	e Table			
Save & New	Save	ນ Undo		🕑 Help
Jave de la deve	Class Code: Active:	CLASS 8 ✓ Yes		r ioip

Customer Code Table

The Customer Code Table contains the names of your Customers. Customer Codes are used in two areas. First, they are used in the Unit Master Table to identify the owner of a vehicle if the vehicle is not company owned. This allows you to enter the vehicles owned by contract drivers for whom you perform maintenance. The second place customer codes are used is in the Unit Tracker Module. Here you can indicate that a vehicle is at a customer's site. Customer codes are usually the company name.

The Customer Code Table is displayed below. The cursor is in the Criteria Box at the top of the left toolbar. Click on the ENTER key to display existing Customer Codes.

💦 Customer Code Table							
	0		×	<u>0</u>			0
	New			Preview		BUONE	Help
	U	JSTUMERIC	JUDE	ACTIVE	CUMPANY NAME	PHUNE	FAX
Sort Order							
CUSTOMER CODE							
Filter							
ACTIVE							
Type Search							
FIND FIRST 🔹							
Max. Records							
100							
Move Records							
	<					l l	>
	Type what	you are look	ing for in the	CRITERIA BOX	and press ENTER.		

The existing Customer codes are displayed below. Click on the New Button to add a new

Customer or click on an existing Customer and then click on the Edit Button Edit to change an existing Customer code. You can also double click on an item in the list to edit it.

💦 Customer Code Table						
Criteria	Nev	v Edit Delete Pr	oview			🥑 Help
		CUSTOMER CODE	ACTIVE	COMPANY NAME	PHONE	FAX
Sort Order	•	ANDERSON ROAD CONST		ANDERSON ROAD CONST	(912) 358-8813	(000) 000-000
CUSTOMER CODE		BROWN BRIDGE CONSTRU		BROWN BRIDGE CONSTRU	(904) 244-8887	() -
Filter		BRUNSWICK		BRUNSWICK	(912) 283-4331	() -
ACTIVE 💽		CASSAT CONSTRUCTION C		CASSAT CONSTRUCTION C	(904) 355-3938	() -
Type Search		DAYTONA BEACH	V	DAYTONA BEACH	(800) 534-0162	[] -
FIND FIRST		FIELDER SITE DEVELOPME		FIELDER SITE DEVELOPME	(904) 458-6710	() -
Max. Records		FLORIDA MINING		FLORIDA MINING	(912) 344-5561	() -
100		GAINSVILLE		GAINSVILLE	(904) 334-2000	(904) 354-07(
		GEORGIA DEVELOPMENT		GEORGIA DEVELOPMENT	(912) 388-2442	() -
move Records		JACKSONVILLE		JACKSONVILLE	(904) 638-5484	() -
		JACKSONVILLE AIRPORT		JACKSONVILLE AIRPORT	(90) 468-8688	() -
		JENKINS DEVELOPMENT		JENKINS DEVELOPMENT	(904) 355-5588	() -
		JOHNSTON DEVELOPMEN	V	JOHNSTON DEVELOPMEN	(912) 488-4061	() -
		LAKE CITY		LAKE CITY	(912) 588-3650	() -
		PALATKA		PALATKA	(904) 278-2541	() •
		PORT AUTHORITY		PORT AUTHORITY	(912) 488-1212	() - 💌
	<					>
	Record	: 1 of 33				

The Customer Code Table is displayed in Edit Mode below. You can change any of the information for the Customer. You can enter all of the information on the form. The only required information is the Customer Code. The Terms Code is used to assign payment terms for the customer. This relates to the Terms Code Table. The Price Code is used to identify the price schedule used for this customer. You can create different labor rates and parts markup rates for different customers. Typically, you might have an A schedule, B schedule and C schedule. Price Codes are created in the Price Code Table. Finally, the Tax Code determines the sales tax rates charged this customer. It relates to the Tax Code Table.

💦 Customer Code Table						
🗋 🛃 Save & New Save	り Undo					🕑 Help
Customer	Code: ANDERSON ROAD CONSTRUC	TION		Active:	✔ Yes	
Company Name:	ANDERSON ROAD CONSTRUCTION			Status		
Address:	1415 MCNEAL DRIVE			Direct Newbor	(012) 250 0012	
Country: Contact: Email:	DOUGLAS GA 31533			Fax Number: Night Number: PO Number: Customer #:		
Terms Code:	UNKNOWN			Federal ID:		
Price Code:	UNKNOWN		5			
Tax Code:	UNKNOWN					

Once the changes are complete click on the Save & New Button Save & New to save the changes and add a new record, or click on the Save Button to save your changes and return to the prior window, or click on the Undo Button to lose the changes.

1

Department Code Table

The Department Code Table contains the names of department in your business or organization. Department Codes provide away of identifying the department a vehicle or piece of equipment belongs to. Also, repair costs can be reported by Department.

For example Department Codes might be like the following:

- Administration
- Operations
- Maintenance
- Public Works
- Police

The Department Code Table is displayed below. The cursor is in the Criteria Box at the top of the left toolbar. Click on the ENTER key to display existing Department Codes.

🔀 Department Code Table						
Criteria	0 New	Carles and the second s	X	Preview		© Help
Sort Order	D	EPARTMEN	T CODE		ACTIVE	
Filter						
ACTIVE						
FIND FIRST						
Max. Records						
100						
Move Records						
	Tupe what	vou are look	ing for in the		Y and press ENTED	
	rype what	, you are look	ing for in the	CRITERIA DU	A and press ENTER.	

The existing Department codes are displayed below. Click on the New Button to add a new Department or click on an existing Department and then click on the Edit Button to change an existing Department code. You can also double click on an item in the list to edit it.

🔊 Department Code Tab	le				
Criteria	new	Edit Delete	Q Preview		🧿 Help
	DEP	ARTMENT CODE		ACTIVE	
Sort Order	ADM	INISTRATION			
DEPARTMENT CODE	EQUI	IPMENT OPERATOR			
Filter	MAIN	ITENANCE SHOP			
ACTIVE 🔹	OPER	RATIONS			
Type Search	TRAM	NSPORTATION			
FIND FIRST	UNK	NOWN			
Max. Records					
100					
Move Records					
	Record: 1 of (6			

The Department Code Table is displayed in Edit Mode below. You can change any of the information for the Department. Once the changes are complete click on the Save & New

0 Button Save & New to save the changes and add a new record, or click on the Save Button Save

to save your changes and return to the prior window, or click on the Undo Button Undo to lose the changes.

<mark>></mark> Departme	nt Code Table		
Save & New	ave	ب Undo	© Help
	December of Code		
	Active:		

2

Employee Master Table

The Employee Master Table contains the information on Employees. These codes are used though out the Inventory Wise VB System. They are used in the Customer Transaction process to issue parts to an employee.

The Employee Master Table is displayed below. The cursor is in the Criteria Box at the top of the left toolbar. You can type in the first couple of letters of the code you are looking for in the CRITERIA box and press ENTER to display a list of codes. Or you can just press ENTER in the criteria box to display the first Employee Code.

💦 Employee Master Tabl	e					
(Annual Control of Con	0	0	×	<u>2</u>		0
	New		pelete	Preview		
	-	EMPLUYEE (LUDE	ACTIVE	NAME	DEPARTMENT CODE
Sort Order						
EMPLOYEE CODE						
Filter						
ACTIVE 🔹						
Type Search						
FIND FIRST 🗾						
Max. Records						
100						
Move Records						
(<u></u>)						
	<		0.000			>
	Type wha	at you are loo	king for in the	e CRITERIA BOX	and press ENTER.	

The existing Employee Codes are displayed below. Click on the New Button New to add a new Employee Code or click on an existing Employee Code and then click on the Edit Button

Edit to change the code.

P

<mark>S Employee Master T</mark> a	able	•				
Criteria	1	New) Edit Delete F	review		🥑 Help
			EMPLOYEE CODE	ACTIVE	NAME	DEPARTMENT CODE
Sort Order		Þ	BEEMER, TOMMY	Image: Second	BEEMER, TOMMY	MAINTENANCE SHOP
EMPLOYEE CODE	•		BOATWRIGHT, DUANE		BOATWRIGHT, DUANE	MAINTENANCE SHOP
Filter			BOATWRIGHT, EARNIE	 Image: A start of the start of	BOATWRIGHT, EARNIE	OPERATIONS
ACTIVE	•		BOATWRIGHT, HENRY E.	V	BOATWRIGHT, HENRY	OPERATIONS
Type Search			BUCHANAN, WENDEL		BUCHANAN, WENDEL	OPERATIONS
FIND FIRST	•		CALDWELL, ALBERT N.		CALDWELL, ALBERT	OPERATIONS
Max. Records			CONWELL, JAMES	Image: A start of the start	CONWELL, JAMES	OPERATIONS
100	D		CRAWFORD, LARRY M.		CRAWFORD, LARRY	ADMINISTRATION
			DAVIS, ALBERT C.		DAVIS, ALBERT	TRANSPORTATION
			FEHRMAN, THOMAS J.		FEHRMAN, THOMAS	OPERATIONS
			GRAY, MARK N.	 Image: A start of the start of	GRAY, MARK	OPERATIONS
			HARRELSON, KIETH W.	V	HARRELSON, KIETH	OPERATIONS
			KIRKLAND, LANNY P.		KIRKLAND, LANNY	OPERATIONS
			LAILER, PETER		LAILER, PETER	OPERATIONS
			LARRISON, WILLIAM	 Image: A start of the start of	LARRISON, WILLIAM	MAINTENANCE SHOP
			LEWIS, JR. TOMMY		LEWIS, TOMMY	MAINTENANCE SHOP
			MCKINLEY, THOMAS		MCKINLEY, THOMAS	EQUIPMENT OPERATOR
		<				>
		Record	: 1 of 32			

The Employee Code Table is displayed in Edit Mode below. You can change any of the information for the Employee Code. Once the changes are complete click on the Save & New

Button Save & New to save the changes and add a new record, or click on the Save Button

to save your changes and return to the prior window, or click on the Undo Button Undo to lose the changes.

12

iave & New 🤤	ыр Undo			(G Hel
Employ	vee Code: BEEME	ER, TOMMY		Active Employee: 🔽 Yes
Name:	TOMMY	RBEEME	R	Status
Title:	MECHANICS HEL	_PER		Work Number: () ·
Address:	100 POINT PETE	R ROAD		Extension: Home Number: (912) 454-7775
	ST. MARYS	GA	31558	Cell Number: () -
Country:				Pager Number: () ·
Department:	MAINTENANCE S	бНОР		
Location:	UNKNOWN		- I I	
Email:				

Under the Employee Code you can click on the "TABS" to display additional information. Click on the Status Tab to display additional employee information. You can assign an employee number enter emergency contact information and other data.

<mark>گ Employee</mark>	Master Table	ъĵ				
Save & New	Save	Undo				Help
Information	Employee Code:	BEEMER, TOMMY		Active Employee:	Ves Yes	
		Employee Number:	03			
		Soc. Security Number:	111359966			
		Birth Date:	11/6/1960			
		Date Hired:	5/7/1995			
		Date Terminated:				
		Emergency Contact:			1	
		Emergency Number:				

Click on the Notes Tab to display notes on this employee as in the window below. You can enter unlimited notes on each employee.

Employee	Master Table	<u>لم</u>	
5ave & New	Save	Undo	Help
Information	Employee Code:	BEEMER, TOMMY Active Employee: Ves	

Job Code Table

The Job Code Table contains the names of Jobs used in your business or organization. In Inventory Wise you can issue parts to Customers and to Jobs.

For example Job Codes might be like the following:

- Main Street Project
- Fuller Warren Bridge
- Belks Parking Lot

The Job Code Table is displayed below. The cursor is in the Criteria Box at the top of the left toolbar. Click on the ENTER key to display existing Job Codes.

Job Code Table						
Criteria	New	Edit	X	<u>À</u> Preview		🥑 Help
	J	OB CODE		ACTIVE	CUSTOMER CODE	PHONE
Sort Order						
JOB CODE 🗾						
Filter						
ACTIVE						
Type Search						
FIND FIRST						
Max. Records						
100						
Move Records						
	<					>
	Tupo ubst	upu pro look	ing for in the		and success FAITED	

The existing Job codes are displayed below. Click on the New Button to add a new Job or

click on an existing Job and then click on the Edit Button Edit to change an existing job code. You can also double click on an item in the list to edit it.

Job Code Table	0	🗁 X	<u>à</u> .		
Criteria	New	Edit Delete Pr	eview		Help
	-	JOB CODE	ACTIVE	COSTUMER CODE	PHUNI
Sort Order		1ST STREET		CASSAT CONSTRUCTION C	(904) 2
JOB CODE		3RD STREET PROJECT		ANDERSON ROAD CONST	(904) 4
Filter		ALLTEL PARKING	V	SMITH CONSTRUCTION CO	(800) 7
ACTIVE	1	BRIDGE OF LIONS		ST. AUGUSTINE	(912) 3
Гуре Search		BUCKMAN BRIDGE	~	BROWN BRIDGE CONSTRU	(912) 3
FIND FIRST 🗾 🗾		CAPITAL STREET		FLORIDA MINING	(904) 7
Max. Records		CITY DOCKS	 Image: A second s	LAKE CITY	(904) 2
100		FLEMING ISLAND DEVELOP		FIELDER SITE DEVELOPME	(904) 2
		FULLER WARREN BRIDGE	 Image: A start of the start of	BROWN BRIDGE CONSTRU	(904) 6
Nove Records		I-10 HIGHWAY PROJECT		ANDERSON ROAD CONST	(904) 3
		I-75 PROJECT	 Image: A start of the start of	STATE OF NORTH CAROLINA	(904) 3
		I-95 HIGHWAY PROJECT		CASSAT CONSTRUCTION C	(904) 3
		JOHNSON CREEK FARMS	~	SANDS DEVELOPMENT	(800) 5
		LAKE CITY LIME PIT		FLORIDA MINING	(912) 3
		MAIN STREET PAVING		BRUNSWICK	(912) 8
		MOUNTAIN VIEW HIGHWAY		STATE OF TENNESSEE	(912) 8
	<	POLICE DEPARTMENT PAR		LAKE CITY	(904) 3
	Record	1 of 30			

The Job Code Table is displayed in Edit Mode below. You can change any of the information for the job. Once the changes are complete click on the Save & New Button Save & New to save the changes and add a new record, or click on the Save Button to save your changes and return to the prior window, or click on the Undo Button Undo Button to lose the changes.

5		100
Undo		Help
ST STREET	Active: 🗹 Yes	
istomer Code: Idress:	CASSAT CONSTRUCTION COMPANY II C 1540 LANE AVENUE NORTH TEXT1 JACKSONVILLE FL 32205	
ntact: ione Number: x Number: nail:	(904) 278-2541 Night Number:	
	iT STREET otes stomer Code: dress: ntact: one Number: x Number: nail: scount:	T STREET Active: ♥ Yes otes stomer Code: CASSAT CONSTRUCTION COMPANY Image: Comparison of the state of the stat

The notes tab is displayed below.

🔊 Job Code Table			
Save & New Save	ц Undo		🕑 Help
Job Code: 1ST General Information Not	STREET	Active: 🔽 Yes	

Location Code Table

The Location Code Table contains the names of Locations used in your business or organization. Locations are used to identify places where you keep inventory in the Inventory Master Table. You can report inventory transactions and inventory values by location in the Inventory System.

For example, Location Codes might be like the following:

- Florida Shop
- Texas Shop
- California Shop
- Administrative Office
- Main Shop

The Location Code Table is displayed below. The cursor is in the Criteria Box at the top of the left toolbar. Click on the ENTER key to display existing Location Codes.

Score Location Code Table						
(Contractor)		100	×	<u>d</u>		()
	New		UPPIGEC.	Preview		
		LUCATION CU	JDE	ACTIVE	CUMPANY NAME	INVENTO
Sort Order						
LOCATION CODE						
Filter						
ACTIVE 🔹						
Type Search						
FIND FIRST						
Max. Records						
100						
Move Records						
	<	100)			>
	Type wh	at you are look	ing for in the	e CRITERIA BOX	and press ENTER.	

The existing Location codes are displayed below. Click on the New Button to add a new Location or click on an existing Location and then click on the Edit Button to change an existing Location code. You can also double click on an item in the list to edit it.

Location Code Table	.			à		
Criteria	New	Edit Delete	e Pre	<u>a</u> view		Help
		LOCATION CODE		ACTIVE	COMPANY NAME	INVENT
Sort Order	•	ALABAMA SHOP			YOUR COMPANY NAME HE	
LOCATION CODE		FLORIDA SHOP			YOUR COMPANY NAME HE	
Filter		GEORGIA SHOP		~	YOUR COMPANY NAME HE	
ACTIVE 🔹		SAVANAHA MEADOWS	5	V	YOUR COMPANY NAME HE	
Type Search		UNKNOWN		~		
FIND FIRST				e news		
Max. Records						
100						
Move Records						
	<	- IIII				>
	Record:	1 of 5				

The Location Code Table is displayed in Edit Mode below. You can change any of the information for the Location.

e & New Save	e Undo		Hel
Location:	ALABAMA SHOP	Status	
Company Name:	YOUR COMPANY NAME HERE	Active:	Yes
Address:	4554 PHILLIPS HIGHWAY	Inventory:	Ves Yes
	DIRMINGRAM, AL 34322	Phone Number:	(207) 245-4888
F 1		Fax Number:	(207) 545-5998
Email:		Parts Tax Rate:	0.00%
Contact:	TOMMY WATSON		<u></u>

Once the changes are complete click on the Save & New Button Save & New to save the changes and add a new record, or click on the Save Button to save your changes and return to the prior window, or click on the Undo Button undo to lose the changes.

Part Code Table

The Part Code Table contains the names of parts used to repair vehicles. They are used in the Inventory System to identify parts in inventory.

Part Codes can be up to 60 characters long. You can use the actual code printed on the box of the part, or you can create your own generic codes. If you do not have the inventory module your codes can be very generic, i.e. OIL FILTER, FUEL FILTER, TIRE, and BRAKE PAD.

You can use the code to identify the generic type part, but you must also identify the specific part because you may have more than one part in inventory. For example, you might have oil filters for Ford F-150's and oil filters for a Caterpillar Dozer. You must track these separately. You could create the code for the F-150 as OIL FILTER – FIL1372. An Oil Filter for a Dozer might be OIL FILTER – CAT34235.

If you put the type part before the part code it can make looking up the part easier. If you enter only the part code, you can assign a category and look up by category.

You can also enter a long description of the part. The description can also be used to identify alternate vendor's codes for a part. For example, you could use a Fram Oil Filter number as the part code and enter the Wickes equivalent in the description.

You can type in the first couple of letters of the code you are looking for in the CRITERIA box and press ENTER to display a list of codes. Or you can just press ENTER in the criteria box to display the first Part Code.

You can change the SORT ORDER to CATEGORY CODE. Then you would type a Category Code in the CRITERIA box and press enter to display a list of parts sorted by Category Code.

💦 Part Code Table								
(entropy)	2	0	×	2				۲
Criteria	New	C2011	Delete	Preview				Help
	P/	ART CODE			AC	TIVE	CATEGORY CODE	I CL
Sort Order								
PART CODE 🗾 💌								
Filter								
ACTIVE 🔹								
Type Search								
FIND FIRST								
Max. Records								
100								
Move Records								
	<	1111						>
	Type what	you are lookin	ng for in the	CRITERIA BC	X and press E	NTER.		

The existing Part Codes are displayed below. Click on the New Button to add a new Part

Code or click on an existing Part Code and then click on the Edit Button Edit to change the code.

💦 Part Code Table					
Criteria	nev Nev) 🗁 🗙 🗳 w Edit Delete Preview			@ Help
li i		PART CODE	ACTIVE	CATEGORY CODE	^
Sort Order	•	1 SCH 40 PIPE + 1 SCH40PIPE		PIPE	
PART CODE		1/2 HOSE CLAMP - 1/2 CLAMP	Image: A start of the start	HOSE	
Filter		10 GROOVE JOINT PLIER - 51160	~	SUPPLIES	
ACTIVE		11R22.5 CAP PLUS CASING + 11R22.5RC+C	 Image: A start of the start of	TIRES	
Type Search		11R22.5 RECAP - 11R22.5RC		TIRES	
FIND FIRST		11R24.5 RECAP + 11R24.5RC		TIRES	
Max. Records		12-12FPX - GIN 80394	~	HYDRAULIC PARTS	
100		12C2-12FFORX - 83621	Image: A start of the start	HYDRAULIC PARTS	
Maus Dasauda		12PC1FA - 80437	 Image: A start of the start of	HYDRAULIC PARTS	
		12PCS-12MJ - GIN 81420		HYDRAULIC PARTS	
		12R22.5 RECAP - 12R22.5RC	~	TIRES	
		15 OZ. CAN WD-40 - WD4 42160		SUPPLIES	~
	<				>
	Record	d: 1 of 100			

The Part Code Table is displayed in Edit Mode below. You can change any of the information for the Part Code. Once the changes are complete click on the Save & New Button

 Save & New
 to save the changes and add a new record, or click on the Save Button

your changes and return to the prior window, or click on the Undo Button Undo to lose the changes.

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💦 Part Code	e Table		
Save & New	Save	لاغ Undo	e Help
	Part Code:	1 SCH 40 PIPE • 1 SCH40PIPE	
	Active:	V Yes	
	Category Code:	PIPE 🗾 🔳	
	Class Code:		
	Description:	1 SCH 40 PIPE - 1 SCH40PIPE	

Price Code Table

The Price Code Table contains the names of Price Codes. Price Codes are used in the Customer Code Table to identify the prices charged for performing outside maintenance. You can indicate a Mark Up percentage for Parts.

You can type in the first couple of letters of the code you are looking for in the CRITERIA box and press ENTER to display a list of codes. Or you can just press ENTER in the criteria box to display the first Price Code.

The Price Code Table is displayed below. The cursor is in the Criteria Box at the top of the left toolbar. Click on the ENTER key to display existing Price Codes.

Price Code Table							
Criteria	O New		× Delete	C Preview			🥑 Help
	P				ACTIVE	PARTS MARKUP	
ort Order					1,01112		
RICE CODE							
lter							
ICTIVE T							
ype Search							
IND FIRST							
lax. Records							
100							
love Records							
	Type what	you are look	ing for in the	e CRITERIA B	OX and press ENTER.		

The existing Price Codes are displayed below. Click on the New Button New to add a new

Price Code or click on an existing Price Code and then click on the Edit Button Edit to change the code.

💦 Price Code Table							
Criteria	New	Correction Edit	X Delete	Dreview		ł	🥑 Help
Sort Order	PA	RT CODE			ACTIVE	PARTS MARKUP	
PRICE CODE	► A					10.00 %	ę.
Filter	В					20.00 %	
ACTIVE	4U	IKNOWN			¥	0.00 %	
Type Search FIND FIRST 🔹							
Max. Records 100							
Move Records							
	Record: 1 d	of 3					

The Price Code Table is displayed in Edit Mode below. You can change any of the information for the Price Code. Once the changes are complete click on the Save & New Button

 Save & New
 to save the changes and add a new record, or click on the Save Button

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your changes and return to the prior window, or click on the Undo Button Undo to lose the changes.

💦 Price Code	Table		
Save & New	Save	ා Undo	© Help
	Price Code: Active: Parts Markup:	CHANGE the current record - Ctrl & E	

Tax Code Table

The Tax Code Table contains the names of Tax Codes and their rates. Tax Codes are used in the Inventory Table and the Purchase Order to calculate tax on parts.

You can type in the first couple of letters of the code you are looking for in the CRITERIA box and press ENTER to display a list of codes. Or you can just press ENTER in the criteria box to display the first Tax Code.

The Tax Code Table is displayed below. The cursor is in the Criteria Box at the top of the left toolbar. Click on the ENTER key to display existing Tax Codes.

Criteria	New	1	×	Draviau		() Halo
	14644	TAX CODE	Proverce.		PARTS BATE	Tielp
Sort Order		IANCODE		ACTIVE	TAITSTALE	
ACTIVE						
Type Search						
FIND FIRST						
Max. Records						
100						
Move Records						
-						
	Turse wh	at you ava laak	ing for in the		and proce ENITED	
	Type wh	at you are look	ang ror in the	CRITERIA DUX	and press ENTER.	

The existing Tax Codes are displayed below. Click on the New Button to add a new Tax

Code or click on an existing Tax Code and then click on the Edit Button Edit to change the code.

💦 Tax Code Table				
Criteria	New Edit	X 🛕 Delete Preview		0 Help
	TAX CODE	ACTIVE	PARTS RATE	<u>^</u>
Sort Order	ALABAMA		7.00 %	
TAX CODE	ALASKA		0.00 %	
Filter	ALBERTA		0.00 %	
ACTIVE 🔹	ARIZONA		0.00 %	
Type Search	ARKANSAS		0.00 %	
FIND FIRST	BRITISH COLUN	MBIA	0.00 %	
Max. Records	CALIFORNIA		0.00 %	
100	COLORADO		0.00 %	
Maria Daranda	CONNECTICUT		0.00 %	
Move Records	DELAWARE		0.00 %	
	DISTRICT OF C	olumbia 🛛 🗹	0.00 %	
	FLORIDA		6.50 %	
	GEORGIA		5.00 %	
	Record: 1 of 63	<i></i>		

The Tax Code Table is displayed in Edit Mode below. You can change any of the information for

the Tax Code. Once the changes are complete click on the Save & New Button Save & New to

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save the changes and add a new record, or click on the Save Button to save your changes

and return to the prior window, or click on the Undo Button Undo to lose the changes.

💦 Tax Code	Table			
Save & New	Save	ピ) Undo		0 Help
-				
	Tax Code:	ALABAMA		
	Active:	Ves Yes		
	Parts Tax Rate:	7.00%		

Terms Code Table

The Terms Code Table contains the names of Terms Codes and their due days. Terms Codes are used in Inventory Receipts to create an invoice.

You can type in the first couple of letters of the code you are looking for in the CRITERIA box and press ENTER to display a list of codes. Or you can just press ENTER in the criteria box to display the first Terms Code.

The Terms Code Table is displayed below. The cursor is in the Criteria Box at the top of the left toolbar. Click on the ENTER key to display existing Terms Codes.
Terms code Ta	019			10.0			
Critoria		Nou	Contraction of the second	X	Drouiou		() Hole
Criteria		New		(Secretation	Preview	DUEDAVO	neip
			TERMS CODE	_	ACTIVE	DUE DAYS	
Sort Order							
TERMS CODE	-						
Filter							
ACTIVE	-						
Type Search							
FIND FIRST	-						
Max. Records							
	100						
Move Records							
[4 ▶]	M						
		Type what	it vou are lookir	na for in the	CRITERIA BOX	and press ENTER	

The existing Terms Codes are displayed below. Click on the New Button New to add a new

Terms Code or click on an existing Terms Code and then click on the Edit Button Edit to change the code.

🔊 Terms Code Table						
Culture	D		X	Dreuieuu		O
	New	TEBMS CODE	Delete		DUE DAYS	пер
Sort Order	•	NET 30			30	
TERMS CODE		UNKNOWN			30	
Filter						
ACTIVE 🔹						
Type Search						
FIND FIRST						
Max. Records						
100						
Move Records						
	Record:	1 of 2				

The Terms Code Table is displayed in Edit Mode below. You can change any of the information for the Terms Code. Once the changes are complete click on the Save & New Button

 Save & New
 to save the changes and add a new record, or click on the Save Button

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your changes and return to the prior window, or click on the Undo Button Undo to lose the changes.

💦 Terms Cod	e Table		
Save & New	Save	년 Undo	e Help
	Terms Code:	NET 30	
	Active:	V Yes	
	Due Days:	30	

Vendor Code Table

The Vendor Code Table contains the information on Vendors. These codes are used in though out the Inventory Wise VB System. They are used to identify the vendor parts are purchased from.

You can type in the first couple of letters of the code you are looking for in the CRITERIA box and press ENTER to display a list of codes. Or you can just press ENTER in the criteria box to display the first Vendor Code.

The Vendor Code Table is displayed below. The cursor is in the Criteria Box at the top of the left toolbar. Click on the ENTER key to display existing Vendor Codes.

🗙 Vendor Code Table							
Critoria	New		×	Droviou			() Help
	14044		COLONG CO.		VENDOB NAME	STATUS	PHONE
Cardo Cardon		VENDONCODE		ACHIVE	VENDOITINAME	51A105	THONE
ACTIVE							
Type Search							
FIND FIRST							
Max. Records							
100							
Maura Dasanda							
	<		100				>
	Type wha	at you are lookin	g for in the	CRITERIA BOX	and press ENTER.		

The existing Vendor Codes are displayed below. Click on the New Button New to add a new

Vendor Code or click on an existing Vendor Code and then click on the Edit Button Edit to change the code.

Iriteria	P_ Net) 🗁 🗙 w Edit Delete Pr	oview			🥑 Help
		VENDOR CODE	ACTIVE	VENDOR NAME	STATUS	PHONE
iort Order	Þ	A. M. TUCK INC.	V	A. M. TUCK INC.	A	(000) 000-0
VENDOR CODE		ALTAMAHA TIMBER CO, INC.			A	() -
Filter		AMERICAN TRUCKING EQU		AMERICAN TRUCKING EQU	A	(904) 347-0
ACTIVE 🔹		ARBY CONSTRUCTION		ARBY CONSTRUCTION	A	
ype Search		ARROW USED EQUIPMENT	Image: A start of the start		A	() -
FIND FIRST		AXLE SERVICE		AXEL SERVICE	A	(904) 638-5
Max. Records		BENTON BROTHERS FORD			A	() •
100		BP		BP	A	(912) 877-8
Low Barriel		BRADFORD TRUCK & EQUI	V		A	() -
nove Records		BRADFORD TRUCK & EQUI			A	() •
		CMS EQUIPMENT	V		A	() •
		COMMERCIAL PLASTICS &		COMMERCIAL PLASTICS &	A	(904) 334-2
		CRAWFORD S MOWER & S	V	CRAWFORD S MOWER & S	A	(912) 488-4
		DIESEL AIR SYSTEMS, INC		DIESEL AIR SYSTEMS, INC.	A	(904) 238-4
		DIESEL PARTS SALES & SE	V	DIESEL PARTS SALES & SE	A	(912) 335-3
		DUVAL			A	() •

The Vendor Code Table is displayed in Edit Mode below. You can change any of the information for the Vendor Code. Once the changes are complete click on the Save & New Button

 Save & New
 to save the changes and add a new record, or click on the Save Button

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your changes and return to the prior window, or click on the Undo Button Undo to lose the changes.

ve & New Save	ら Undo		0) Help
Ver	dor Code: A. M. TUCK INC.	Active: 🗸 Yes	
Company Name:	A. M. TUCK INC.	Vendor #:	
Address:		PO Number:	
		Phone Number: (000) 000-0000	
	FL.	Fax Number: (000) 000-0000	
Country:		Night Number: (000) 000-0000	
Status:	A	Federal ID:	
Terms Code:		Parts Tax Rate: 6.50%	
Contact:]	
Email:]	

Inventory Module

The Inventory Module tracks repair parts in inventory. An unlimited number of parts can be tracked in inventory at an unlimited number of locations. Within each location parts can be organized by Bin/Shelf Code. The Inventory Module consists of the following tables.

- 1. Inventory Master Table maintains the Qty On Hand and the Average Cost of each part in inventory.
- 2. Purchase Order Table and Receive PO Tables allow parts to be purchased into inventory.
- 3. Quick Receipt Table provides a quick and simplified way to purchase parts into inventory.
- 4. Adjustment Table provides a process to change the Qty On Hand for parts already in inventory.
- 5. Return Table provides a process to return parts to a vendor from inventory.
- Supplies Table provides a process to issue parts to employees instead of repair orders.
- 7. Transfer Table provides a process to transfer parts between locations.
- 8. Inventory Transaction Table tracks all of the transactions created by the other tables.

Inventory Master Table

The Inventory Master Table maintains information on parts in inventory. This table maintains the Qty On Hand and the Part Cost, as well as the Bin Shelf Code and Low Level and High Level.

An important aspect of the inventory system in Inventory Wise is that it can track inventory at an unlimited number of locations. These are normally physically different locations, like a Florida Shop or an Ohio Shop.

The Inventory Master Table can be used to review the parts in inventory, but it is not used to change information about parts in inventory.

Parts are purchased through a Purchase Order or a Quick Receipt. If you need to change the qty. on hand or the part cost, you must enter an Adjustment Transaction. If you need to return parts to a vendor, you must enter a Return Transaction. If you want to issue parts to an employee, you will use the Supplies Transaction. If you want to issue parts to a customer, you will use the Customer Transaction. If you want to issue parts to a job, you will use the Job Transaction. Finally, if you want to transfer parts from one location to another, you will enter a

Transfer Transaction. All of these transactions will create a history in the Inventory Transaction Table.

The Inventory Master Table is displayed below. The cursor is in the Criteria Box at the top of the left toolbar. You can type in the first couple of letters of the part you are looking for in the CRITERIA box and press ENTER to display a list of parts. Or you can just press ENTER in the criteria box to display the first part.

💦 Inventory Master Table	6							
Criteria	- New		×	Dreview				🥑 Halp
		CATION CO	DE		Ē		ACTIVE	
Carlt Orden	100	CATION CC		TAIT COD	L	_	ACTIVE	GTT. ON HAND
Filter								
ACTIVE								
Type Search								
FIND FIRST								
Max. Records								
100								
Move Records								
		-						mr.son
	<	un J	_			_	_	>
	Type what y	/ou are look	ing for in the	e CRITERIA BOX ar	nd press ENTER.			

The existing parts in inventory are displayed below. Click on the New Button to add a new part or click on an existing part and then click on the Edit Button to change it. You can also double click on a part to edit it.

🔀 Inventory Master Tabl	le				
Criteria	C Nev	v Edit Delete	Dreview		🥑 Help
		LOCATION CODE	PART CODE	ACTIVE	QTY. ON HAND
Sort Order	Þ	FLORIDA SHOP	1 SCH 40 PIPE - 1 SCH40PIPE		0.00
PART CODE		ALABAMA SHOP	11R22.5 CAP PLUS CASING + 11R22.5RC+C		10.0(
Filter		FLORIDA SHOP	11R22.5 CAP PLUS CASING + 11R22.5RC+C		0.00
ACTIVE 🗾		FLORIDA SHOP	11R22.5 RECAP + 11R22.5RC		5.00
Type Search		GEORGIA SHOP	11R22.5 RECAP + 11R22.5RC		1.0(
FIND FIRST		FLORIDA SHOP	11R24.5 RECAP + 11R24.5RC		5.0(
Max. Records		ALABAMA SHOP	12-12FPX - GIN 80394	V	10.0(
100		FLORIDA SHOP	12-12FPX - GIN 80394		4.00
		GEORGIA SHOP	12-12FPX - GIN 80394	 Image: A start of the start of	1.0(
Move Records		FLORIDA SHOP	12PCS-12MJ - GIN 81420		5.0(
		GEORGIA SHOP	12PCS-12MJ - GIN 81420	V	2.0(
		FLORIDA SHOP	12R22.5 RECAP - 12R22.5RC		4.0(
		FLORIDA SHOP	15 0Z. CAN WD-40 - WD4 42160	V	0.0(
		FLORIDA SHOP	15 0Z. CAN WD-40 - WD4 42160		36.0(
		FLORIDA SHOP	16 DIAGHRAM - DIA16	v	4.0(
	<	GEORGIA SHOP	16 DIAGHRAM - DIA16		1.0(💙
	Record	: 1 of 100			

The Inventory Master Table is displayed in Edit Mode below.

iave & New	Jave Save	ピ) Undo					🕑 Help
Inventory	Vendors & Hist	ory					
	Part Code:	1 SCH 40 PIPE ·	1 SCH40PIPE			Active: Ves	
	Description:	1 SCH 40 PIPE -	1 SCH40PIPE				
	Location:	FLORIDA SHOP					
	Bin Shelf Code:	UNKNOWN					
	Qty. On Hand:	0.00	Low Level:	0	Qty. On Order	0.00	
	Part Cost:	\$19.719	High Level:	10			
	Total Cost:	\$0.000			Last Update:	12/4/2006 12:00:00 AM	

You can only change a few pieces of information on this form. You can assign a part to a Bin Shelf Code. This is the location of the part within your inventory location. You can establish a low level or high level of parts to maintain in inventory. When the qty. on hand drops below the low level, the part will appear on the Low Stock Report. The high level will be used to calculate how many parts should be ordered.

ventory	Master Table						
2 8 & New	Save	L) Undo					(He
nventory	Vendors & History						
		Primary Vendor:	TALLAHASSEE H	YDRAULICS	5		
		Alternate Vendor:	WRIGHT AND EV	ANS HARDWARE			
	TRAN. DATE	SOURCE	TRAN. QTY	TRAN. COST	TRAN. FREIGHT	TRAN. TAX	TOTAL COST
•	12/22/2008	ADJUSTMENT	0.00	\$19.72	\$0.00	\$0.00	\$0.00
<				J			

You can click on the Vendor & History tab to bring that tab forward.

You can indicate a primary vendor and an alternate vendor for the part. Finally, the transaction history for the part is displayed below the vendors. This history is displayed from the most recent transaction to the oldest transaction.

Once the changes are complete click on the Save & New Button Save & New to save the changes and add a new record, or click on the Save Button to save your changes and return to the browse window, or click on the Undo Button to lose the changes.

Adjustment Table

The Adjustment Table provides the ability to change the quantity of a part on hand or change the price of the part. Adjustments are used to create a record of changes to the inventory master table. The adjustment process consists of three processes. First you select the location for which you want to adjust inventory. Then you select the parts you wish to adjust. Finally, you post the adjustment to update the inventory.

The Adjustment Table is displayed below. The cursor is in the Criteria Box at the top of the left toolbar. You can type in the transaction number you are looking for in the CRITERIA box and press ENTER to display a list of adjustments. Or you can just press ENTER in the criteria box to display the first adjustment. Also, you can change the filter to OPEN to display only open adjustments or you can set the filter to CLOSED to display only closed adjustments.

💦 Adjustment Table							
Location Info F7			Port Info	FB			
Criteria Sort Order TRANSACTION ID Filter NO FILTER Type Search FIND FIRST Max. Records 100 Move Records	New	TRAN. #	STATUS	TRAN. (DATE	LOCATION CODE	USER N
		aat you are lo	acking for in the (and pr	Dec ENTED	<u>></u>

The existing adjustments are displayed below. Click on the New Button to create a new

adjustment or click on an existing adjustment and then click on the Edit Button Edit to change it. You can also double click on an adjustment to edit it.

💦 Adjustment Table							
Location Info F	7	P	art Info	F8			
Criteria	C) New	Edit	× Delete	Preview	e Print	U Post Adjustment	() Help
		TRAN. #	STATUS	TRAN.	DATE	LOCATION CODE	USER
Sort Order	•	1	OPEN	1/6/200	09	FLORIDA SHOP	
TRANSACTION ID							
Filter							
NO FILTER							
Type Search							
FIND FIRST							
Max. Records							
100							
Move Decords							
	<		UU				>
	Record:	1 of 1					

The Location Information is displayed in Edit Mode below.

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🔊 Adjustment Table			
Location Info		Part Info F8	
🖒 🛃 Save & New Save	цпdo		0 Help
Adjustment ID:	1	Status: OPEN	
Adj. Date:	1/6/2009	Time: 9:59 AM	
Location:	FLORIDA SHOP		
User Name:			

This window allows you to select the location for which you are entering adjustments. Once you have saved the location, you cannot change it. You can also enter the date and time of the adjustment. The user name is automatically added by the system if security has been enabled.

You can then click on the F8 key or the Part Info. – F8 button to display the parts. The window below shows two parts that have been added to the adjustment.

🗙 Adjustment Table			
Location Info F7 Port Info F0			
New Edit Delete			🕑 Help
Adjustment ID: 1 Location: FLORIDA SHO)P		
QUANTITY ADJUSTMENT PART CODE	NEW QTY.	OLD QTY.	NEW COST
▶ ▼ FILTER - TH111011	12.00	10.00	\$25.45
MOTOR OIL - UC 15/40 OIL	100.00	90.00	\$0.95
		4Hz	
<u><</u>			>
Record: 1 of 1			

Click on the New Button to create a new part to the adjustment or click on an existing

part and then click on the Edit Button Edit to change it. You can also double click on a part to edit it. The part information is displayed below in edit mode. You select the part to adjust. Then you can change the quantity. In the adjustment below the Quantity is being changed from 10 to 12. You could remove the check mark from the Qty. Adjustment box to change the price of the part.

💦 Adjustment Table		
Location Info	- F7 Part Info F8	
Save & New Save	цино и поредина и поред И поредина и	🥑 Help
Adjustment ID:	I Location: FLORIDA SHOP	
Part Code: Description: Comment:	FILTER • TH111011	
Qty. Adjustment: New Quantity: New Part Cost: Low Level: Bin Shelf Code:	 ✓ Yes 12.00 Øld Quantity: 10.00 \$25.449 Øld Part Cost: \$25.449 High Level: 10 UNKNOWN I 	

Once the changes are complete click on the Save & New Button Save & New to save the changes and add a new record, or click on the Save Button to save your changes and return to the browse window, or click on the Undo Button Undo to lose the changes.

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Once all of the parts have been added to the adjustment you can post the adjustment. Click on the F7 key or the Location Info – F7 button to return to the location window. Then click on the

F5 key or the Post Adjustment Post Adjustment button to post the adjustment. The window below will be displayed. Click on the Yes button to post the adjustment.



Once an adjustment is posted it cannot be changed. Its status will be changed to close. Posting the adjustment updates the inventory.

Customer Inventory Transaction

The Customer Inventory process provides the ability to reduce inventory by issuing parts to a customer. The Customer Inventory process consists of three processes. First you select the location and customer for which you are issuing parts. Then you select the parts you wish to issue. Finally, you post the Customer Transaction to update the inventory.

The Customer Inventory Table is displayed below. The cursor is in the Criteria Box at the top of the left toolbar. You can type in the transaction number you are looking for in the CRITERIA box and press ENTER to display a list of Customer Transactions. Or you can just press ENTER in the criteria box to display the first Customer Transaction. Also, you can change the filter to OPEN to display only open transactions or you can set the filter to CLOSED to display only closed transactions.

Customer Transaction						
Criteria	New	ing Calib	× Delate	Direviow Pri	Post Customer - P	() Help
0		TRAN. #	STATUS	TRAN. DAT	E LOCATION CODE	CUSTOMER COD
Sort Order						
TRANSACTION ID						
Filter						
NO FILTER						
Type Search						
FIND FIRST						
Max. Records						
100						
Move Records						
	1					
	Type wi	hat you are loo	king for in the (RITERIA BOX and	press ENTER	-
	.7po w	nac you are loc	ang for in choic		Pross Children	

The existing Customer Transactions are displayed below. Click on the New Button New to create a new transaction or click on an existing transaction and then click on the Edit Button

Edit to change it. You can also double click on a transaction to edit it.

D

Customer Transaction						
		P	art Info F8)		
Criteria	C New	Correction Edit	X Delete Pr	🛕 🎒 eview Print	9 Post Customer - F5) Help
0		TRAN. #	STATUS	TRAN. DATE	LOCATION CODE	CUSTOMER CO
Sort Order		1	OPEN.	1/6/2009	FLORIDA SHOP	BROWN BRIDG
TRANSACTION ID		2	OPEN	1/6/2009	ALABAMA SHOP	GAINSVILLE
Filter		3	OPEN	1/6/2009	FLORIDA SHOP	DAYTONA BEAD
NO FILTER		4	OPEN	1/6/2009	FLORIDA SHOP	GAINSVILLE
Type Search FIND FIRST						
100						
	<			100		
	Record:	1 of 4				

The Customer/Location Information is displayed in Edit Mode below.

Customer Transac	tion				
Customer Info	n F7				
🗋 🛃 Save & New Save	ыр Undo				🥥 Help
Transaction No.:	1	Location:	FLORIDA SHOP		I
Part Code:	FILTER - TH1110	11			
Description:					
Comment:					
Taxable:	Ves Yes				
Quantity:	1.00		Qty. On Hand:	10.00	
Part Cost:	\$25,449		Average Cost:	\$25.449	
Total Cost:	\$25.449				
Low Level:	0		High Level:	10	
Bin Shelf Code:	UNKNOWN				

This window allows you to select the customer and location for which you are issuing parts. Once you have saved the location, you cannot change it. You can also enter the date and time of the transaction. The user name is automatically added by the system if security has been enabled.

You can then click on the F8 key or the Part Info. – F8 button to display the parts. The window below shows one part that has been added to the transaction.

Customer Transaction					
Customer Info F7					
🗋 🗁 🗙 🛛 🗗 4 New Edit Delete	A A				🥑 Help
Transaction No.: 1 Location	n: FLORID	A SHOP			
PART CODE	TAXABLE	QUANTITY	PART COST	TOTAL COST	
FILTER - TH111011		1.00	\$25.45	\$25.45	
MOTOR OIL · UC 15/40 OIL		10.00	\$0.95	\$9.50	
ecord: 0 of 0					

Click on the New Button New to add a new part to the transaction or click on an existing part

D

and then click on the Edit Button Edit to change it. You can also double click on a part to edit it. The part information is displayed below in edit mode. You select the part to issue. Then you enter the quantity issued. This part cost will be displayed from inventory.

Customer Info.	F7						
ne & New Save	5						
	Undo						🥑 Help
Transaction No.:	1	Location:	FLORIDA	SHOP]	
Part Code:	ILTER - TH1110	11					
Description:							
Comment:							
Taxable:	Yes						
Quantity:	1.00			Qty. On Hand:	10.00		
Part Cost:	\$25.449			Average Cost:	\$25.449		
Total Cost:	\$25.449						
Low Level:	0			High Level:	10		
Bin Shelf Code:	JNKNOWN			2			

Once the changes are complete click on the Save & New Button Save & New to save the changes

1

and add a new record, or click on the Save Button Save to save your changes and returns to

the browse window, or click on the Undo Button Undo to lose the changes.

Once all of the parts have been added to the Customer Transaction you can post the transaction. Click on the F7 key or the Customer Info – F7 button to return to the

Customer/Location window. Then click on the F5 key or the Post Customer Post Customer - F5 button to post the Customer Transaction. The window below will be displayed. Click on the Yes button to post the Customer Transaction.



Once a Customer Transaction is posted it cannot be changed. Its status will be changed to close. Posting the Customer Transaction updates the inventory.

Job Inventory Transaction

The Job Inventory process provides the ability to reduce inventory by issuing parts to a Job. The Job Inventory process consists of three processes. First you select the location and Job for which you are issuing parts. Then you select the parts you wish to issue. Finally, you post the Job Transaction to update the inventory.

The Job Inventory Table is displayed below. The cursor is in the Criteria Box at the top of the left toolbar. You can type in the transaction number you are looking for in the CRITERIA box and press ENTER to display a list of Job Transactions. Or you can just press ENTER in the criteria box to display the first Job Transaction. Also, you can change the filter to OPEN to display only open transactions or you can set the filter to CLOSED to display only closed transactions.

🗙 Job Transaction					
Criteria			<u>4</u>	Bash Job - FR	() Help
	TRAN. #	STATUS TRAM	I. DATE LOCA	TION CODE	JOB CODE
Sort Order					
TRANSACTION ID					
Filter					
NO FILTER					
Type Search					
FIND FIRST					
Max. Records					
100					
Maria Baranda					
Move Records					
<		101			>
Typ	e what you are look	king for in the CRITERIA B	OX and press ENTE	R.	

The existing Job Transactions are displayed below. Click on the New Button New to create a

new transaction or click on an existing transaction and then click on the Edit Button Edit to change it. You can also double click on a transaction to edit it.

D

💦 Job Transaction							
Job Information - F7		Pā	art Info F	-8			
Criteria	O New	Correction Edit	X Delete I	Dreview	当 Print	- F5	0 Help
		TRAN. #	STATUS	TRAN.	DATE	LOCATION CODE	JOB CODE
Sort Order		1	OPEN			FLORIDA SHOP	BRIDGE OF LIO
TRANSACTION ID		2	OPEN			SAVANAHA MEADOWS	FLEMING ISLAN
Filter NO FILTER							
Type Search							
FIND FIRST							
Max. Records							
100							
Move Records							
IA A P N							
·							
<	1		101				
R	ecord:	1 of 2					

The Job/Location Information is displayed in Edit Mode below.

Job Transaction					
Job Informatio	in - F7				
ave & New Save	ビ Undo				@ Help
Transaction No.:	1	Location:	FLORIDA SHOP		
Part Code:	FILTER · TH1110	11			
Description:					
Comment					
Taxable:	Ves Yes				
Quantity:	1.00		Qty. On Hand:	10.00	
Part Cost:	\$25.449		Average Cost:	\$25.449	
Total Cost:	\$25,449				
Low Level:	0		High Level:	10	
Bin Shelf Code:	UNKNOWN				

This window allows you to select the Job and location for which you are issuing parts. Once you have saved the location, you cannot change it. You can also enter the date and time of the transaction. The user name is automatically added by the system if security has been enabled.

You can then click on the F8 key or the Part Info. – F8 button to display the parts. The window below shows one part that has been added to the transaction.

S Job Transaction					
Job Information - F7					
New Edit Delete	► M) Help
Transaction No.: 1 Location	FLORID	A SHOP			
PART CODE	TAXABLE	QUANTITY	PART COST	TOTAL COST	
FILTER - TH111011		1.00	\$27.99	\$27.99	
MOTOR OIL · UC 15/40 OIL		10.00	\$1.05	\$10.45	
Record: 0 of 0					

Click on the New Button New to add a new part to the transaction or click on an existing part

D

and then click on the Edit Button Edit to change it. You can also double click on a part to edit it. The part information is displayed below in edit mode. You select the part to issue. Then you enter the quantity issued. This part cost will be displayed from inventory.

Job Transaction					
Job Informatio	n - F7				
🖒 🚽 ave & New Save	ピ Undo				0 Help
Transaction No.:	1	Location:	FLORIDA SHOP		
Part Code:	FILTER - TH1110	11			
Description:					
Comment:					
Taxable:	Ves Yes				
Quantity:	1.00		Qty. On Hand:	10.00	
Part Cost:	\$25.449		Average Cost:	\$25.449	
Total Cost:	\$25,449				
Low Level:	0		High Level:	10	
Bin Shelf Code:	UNKNOWN				

Once the changes are complete click on the Save & New Button Save & New to save the changes

2

0

and add a new record, or click on the Save Button Save to save your changes and returns to

the browse window, or click on the Undo Button Undo to lose the changes.

Once all of the parts have been added to the Job Transaction you can post the transaction. Click on the F7 key or the Job Info – F7 button to return to the Job/Location window. Then click

on the F5 key or the Post Job Post Job - F5 button to post the Job Transaction. The window below will be displayed. Click on the Yes button to post the Job Transaction.

Invento	ry Wise 🛛 🛛 🕅
?	Do you want to post the currently selected transaction?

Once a Job Transaction is posted it cannot be changed. Its status will be changed to close. Posting the Job Transaction updates the inventory.

Quick Receive Inventory

The Quick Receive Inventory process provides the ability to quickly purchase new parts for inventory. The Quick Receive Inventory process consists of three processes. First you select the location and vendor for which you are purchasing parts. Then you select the parts you wish to purchase. Finally, you post the receipt to update the inventory. If the parts already exist in the inventory the new parts will be added. The part cost will be calculated on a weighted average cost basis.

The Quick Receipt Table is displayed below. The cursor is in the Criteria Box at the top of the left toolbar. You can type in the transaction number you are looking for in the CRITERIA box and press ENTER to display a list of return. Or you can just press ENTER in the criteria box to display the first receipt. Also, you can change the filter to OPEN to display only open receipts or you can set the filter to CLOSED to display only closed receipts.

💦 Quick Receive Inventory	,						
Location Into F7			Part Info	69			
Criteria	D New		× Delate	Co Preview	- 🗳	Bast Receipt - Pl	() Help
		TRAN. #	STATUS	TRAN. D	DATE	PO #/INVOICE	LOCATION CODE
Sort Order							
TRANSACTION ID							
Filter							
NO FILTER 🗾							
Type Search							
FIND FIRST							
Max. Records							
100							
Move Records							
	<	un)					>
	Type wh	iat you are loo	king for in the C	RITERIA BOX	and pres	ss ENTER.	

The existing Quick Receipts are displayed below. Click on the New Button to create a

new receipt or click on an existing receipt and then click on the Edit Button Edit to change it. You can also double click on a receipt to edit it.

💦 Quick Receive In	nventor	r y						
Location Int	0 ET			Part Info	F8			
Criteria	1	D New	Correction Edit	× Delete	Preview	erint Brint		© Help
	2		TRAN. #	STATUS	TRAN.	DATE PO) #/INVOICE	LOCATION CODE
Sort Order			1	OPEN	1/6/20)09 1		FLORIDA SHOP
TRANSACTION ID	•	١.	2	OPEN	1/6/20	09 2		ALABAMA SHOP
Filter								
NO FILTER	-							
Type Search								
FIND FIRST	-							
Max. Records								
	100							
Move Records								
	M							
		6-1 m						
			0.60					2
		Record:	2 of 2					

The Location Information is displayed in Edit Mode below.

🗙 Quick Receive Invent	ory			
	7 Pé	art Info F8		
Save & New Save	り Undo			🥑 Help
Transaction No.:	2	Status:	OPEN	
Receipt Date:	1/6/2009	Time:	10:08 AM	
PO Number:	2	Shipping #:		
Vendor Code:	BENTON BROTHERS F	ORD 📃 🔲	2	
Location:	ALABAMA SHOP		7	
User Name:				
Notes:				
Part Cost:	\$353.20			
Sales Tax:	\$22.96			
Freight:	\$12.00			
Total Cost:	\$388.16			

This window allows you to select the vendor and location for which you are purchasing parts. Once you have saved the location, you cannot change it. You can also enter the date and time of the receipt and any freight on the receipt. The user name is automatically added by the system if security has been enabled. The tax rate entered in the vendor code table will be used to calculate the sales tax for each part.

You can then click on the F8 key or the Part Info. – F8 button to display the parts. The window below shows one part that has been added to the receipt.

💦 Quick Receive Inventory			
Location Info F7 Part Info F			
New Edit Delete			() Help
Receipt Date: 2 Location: ALABA	MA SHOP		
TAXABLE PART CODE	QUANTITY	PART COST	TOTAL COST
▶ ✓ FILTER - TH111011	10.00	\$23.00	\$230.00
MOTOR OIL - UC 15/40 OIL	100.00	\$1.23	\$123.20
Record: 1 of 1			

Click on the New Button New to create add a new part to the receipt or click on an existing

D

part and then click on the Edit Button Edit to change it. You can also double click on a part to edit it. The part information is displayed below in edit mode. You select the part to purchase. Then you enter the quantity purchased and the part cost for the part. This part cost will be averaged with any existing parts to calculate the new part cost in inventory.

Quick Receive Inv	ventory				
Location Info	i F7				
ave & New Save	e Undo				🕑 Help
Receipt Date:	2	Location:	ALABAMA SHOP		
Part Code:	FILTER · TH11	1011			
Description:			30 		
Comment:					
Taxable:	Ves				
Quantity:	10.00		Qty. On Hand:	0.00	
Part Cost:	\$23.000		Average Cost:	\$0.000	
Table	\$230.000				
i otal Cost:	10 million (10 mil				
Low Level:	0		High Level:	0	

Once the changes are complete click on the Save & New Button Save & New to save the changes

1

and add a new record, or click on the Save Button Save to save your changes and return to the browse window, or click on the Undo Button Undo to lose the changes.

Once all of the parts have been added to the receipt you can post the Quick Receipt. Click on the F7 key or the Location Info – F7 button to return to the location window. Then click on the

F5 key or the Post Receipt Post Receipt - F5 button to post the receipt. The window below will be displayed. Click on the Yes button to post the return.

Wise	
o you want to post the currently selected to	ransaction?
	Wise o you want to post the currently selected to Yes No

Once a receipt is posted it cannot be changed. Its status will be changed to close. Posting the receipt updates the inventory.

Return Inventory

The Return Inventory process provides the ability to return parts purchased through a quick receipt or a purchase order. The Return Inventory process consists of three processes. First you select the location and vendor for which you are returning parts. Then you select the parts you wish to return. Finally, you post the return to update the inventory. The new part cost will be calculated on a weighted average cost basis.

The Return Inventory Table is displayed below. The cursor is in the Criteria Box at the top of the left toolbar. You can type in the transaction number you are looking for in the CRITERIA box and press ENTER to display a list of returns. Or you can just press ENTER in the criteria box to display the first return. Also, you can change the filter to OPEN to display only open returns or you can set the filter to CLOSED to display only closed returns.

💦 Return Inventory						
Location into F7						
Criteria	New		X Delate	Die de Preview Pri	Post Réburn - PS	🥑 Help
		TRAN. #	STATUS	TRAN. DAT	E LOCATION CODE	VENDOI
Sort Order						
TRANSACTION ID						
Filter						
NO FILTER						
Type Search						
FIND FIRST						
Max. Records						
100						
Move Records						
	<					>
	Type wi	nat you are loo	king for in the C	RITERIA BOX and	press ENTER.	

The existing returns are displayed below. Click on the New Button to create a new

return or click on an existing return and then click on the Edit Button Edit to change it. You can also double click on a return to edit it.

Return Inventory							
Location Info E7		F	Part Info	F8			
Criteria) New	Edit	X Delete	Preview	erint		() Help
]		TBAN. #	STATUS	TBAN.	DATE	LOCATION CODE	VENDO
Sort Order TRANSACTION ID 🔹	Þ	1	OPEN	1/6/200	09	FLORIDA SHOP	ST. MAF
Filter							
NO FILTER							
Type Search							
FIND FIRST							
Max. Records							
100							
Move Records							
	3						5
	Record:	1 of 1					

The Location Information is displayed in Edit Mode below.

🗙 Return Inventory				
		Part Info F8		
Save & New Save	цпdo			وَنَ Help
Transaction No.:	1	Status:	OPEN	
Transaction Date	: 17672009	Time:	10:18 AM	
PO Number:	1			
Vendor Code:	ST. MARYS PARTS A	AND SUPPLY, IN 🛛 🛄	2	
Location:	FLORIDA SHOP		3	
User Name:				
Contact:				
Part Cost:	\$362,20			
Sales Tax:	\$27.17			
Freight:	\$15.00			
Total Cost:	\$404.37			

This window allows you to select the vendor and location for which you are returning parts. Once you have saved the location, you cannot change it. You can also enter the date and time of the return and any freight on the return. The user name is automatically added by the system if security has been enabled. The sales tax will be calculated for each part based on the sales tax rate entered in the Vendor Code Table.

You can then click on the F8 key or the Part Info. – F8 button to display the parts. The window below shows two parts that have been added to the return.

Return Inventory			
Location Info F7 Rart Info F			
New Edit Delete) Help
Transaction No.: 1 Location: FLORIE	A SHOP		
TAXABLE PART CODE	QUANTITY	PART COST	TOTAL COST
FILTER - TH111011	10.00	\$23.00	\$230.00
MOTOR OIL - UC 15/40 OIL	100.00	\$1.32	\$132.20
Record: 1 of 1			

Click on the New Button to create add a new part to the return or click on an existing

D

part and then click on the Edit Button Edit to change it. You can also double click on a part to edit it. The part information is displayed below in edit mode. You select the part to return. Then you enter the quantity returned and the part cost for the part. This part cost will be averaged with any existing parts to calculate the new part cost in inventory.

💦 Return Inventory				
Location Info	F7			
Save & New Save	ビ Undo			🕑 Help
Transaction No.:	1	Location:	FLORIDA SHOP	
Part Code: Description:	FILTER - TH11	1011		
Comment:				
Taxable:	🗹 Yes			
Quantity:	10.00		Qty. On Hand: 10.00	
Part Cost:	\$23.000		Average Cost: \$25,449	
Total Cost:	\$230.000			
Low Level:	0		High Level: 10	
Bin Shelf Code:	UNKNOWN		5	

Once the changes are complete click on the Save & New Button Save & New to save the changes

1

and add a new record, or click on the Save Button Save to save your changes and return to the

browse window, or click on the Undo Button Undo to lose the changes.

Once all of the parts have been added to the return you can post the Return. Click on the F7 key or the Location Info – F7 button to return to the location window. Then click on the F5 key

or the Post Return Post Return - F5 button to post the return. The window below will be displayed. Click on the Yes button to post the return.

Invento	ry Wise 🛛 🛛 🕅
?	Do you want to post the currently selected transaction?
Once a return is posted it cannot be changed. Its status will be changed to close. Posting the return updates the inventory.

Supplies Inventory Transaction

The Supplies Inventory process provides the ability to reduce inventory by issuing parts to an employee. The Supplies Inventory process consists of three processes. First you select the location and employee for which you are issuing parts. Then you select the parts you wish to issue. Finally, you post the Supply Transaction to update the inventory.

The Supplies Inventory Table is displayed below. The cursor is in the Criteria Box at the top of the left toolbar. You can type in the transaction number you are looking for in the CRITERIA box and press ENTER to display a list of Supply Transactions. Or you can just press ENTER in the criteria box to display the first Supply Transaction. Also, you can change the filter to OPEN to display only open transactions or you can set the filter to CLOSED to display only closed transactions.

Supplies Transaction							
Employee Info F7							
Criteria	new	in the second se	X	<u>d</u> Tireview	9 Pont	Rost Supplies - F5	Ø Help
		TRAN. #	STATUS	TRAN. E	DATE LO	CATION CODE	EMPLO
Sort Order							
TRANSACTION ID							
Filter							
NO FILTER							
Type Search							
FIND FIRST							
Max. Records							
100							
Maua Bacarda							
	<						>
	Type wh	iat you are lool	king for in the C	RITERIA BOX	and press El	NTER.	

The existing Supply Transactions are displayed below. Click on the New Button to create

a new transaction or click on an existing transaction and then click on the Edit Button Edit to change it. You can also double click on a transaction to edit it.

Supplies Transaction						
Employee Info F	x	F	Part Info I	F8		
Criteria	C New	Correction Edit	× Delete	Preview Print	Post Supplies - F5	© Help
	T'	RAN. #	STATUS	TRAN. DATE	LOCATION CODE	EMPLO'
Sort Order	F 1		OPEN	1/6/2009	FLORIDA SHOP	BEEMER
TRANSACTION ID	2		OPEN	1/6/2009	ALABAMA SHOP	DAVIS,
Filter						
NO FILTER						
Type Search						
FIND FIRST						
Max. Records						
100						
Move Records						
14 4 5 51						
	<		- 1111.			>
	Record: 1	of 2				

The Employee/Location Information is displayed in Edit Mode below.

B

💦 Supplies	Transaction				
Emple			Part Info F8		
Save & New	- 🛃 Save	⊠ Undo			@ Help
	Transaction No.:	1	Status:	OPEN	
	Transaction Date:	1/6/2009	Time:	10:25 AM	
	Employee Code:	BEEMER, TOMMY			
	Location:	FLORIDA SHOP			
	User Name:				
		I			

This window allows you to select the employee and location for which you are issuing parts. Once you have saved the location, you cannot change it. You can also enter the date and time of the transaction. The user name is automatically added by the system if security has been enabled.

You can then click on the F8 key or the Part Info. – F8 button to display the parts. The window below shows one part that has been added to the transaction.

Supplies Transaction				
Employee Info F7 🛛 🔍 🖗 🕫				
New Edit Delete				(Q) Help
Transaction No.: 1 Location	n: FLORIDA SI	HOP		
PART CODE	QUANTITY	PART COST	TOTAL COST	
BEARING - 3720	1.00	\$5.22	\$5.22	
FILTER - TH111011	1.00	\$25.45	\$25.45	
Record: 1 of 1				

Click on the New Button to add a new part to the transaction or click on an existing part

and then click on the Edit Button Edit to change it. You can also double click on a part to edit it. The part information is displayed below in edit mode. You select the part to issue. Then you enter the quantity issued. This part cost will be displayed from inventory.

Supplies Transact	ion				
Employee Info	F7				
👌 🛃 ve & New Save	ыр Undo				🥑 Help
Transaction No.:	1	Location:	FLORIDA SHOP		
Part Code:	BEARING - 3720				
Description:	LONG DESCRIPTIO	DN - BEARING	- 3720		
Comment:					
Quantity:	1.00		Qty. On Hand:	15.00	
Part Cost:	\$5.218		Average Cost:	\$5,218	
Total Cost:	\$5.218				
Low Level:	5		High Level:	15	
	1				

Once the changes are complete click on the Save & New Button Save & New to save the changes

3

and add a new record, or click on the Save Button Save to save your changes and returns to

the browse window, or click on the Undo Button Undo to lose the changes.

Once all of the parts have been added to the Supplies Transaction you can post the transaction. Click on the F7 key or the Employee Info - F7 button to return to the Employee/Location

window. Then click on the F5 key or the Post Supplies Post Supplies - F5 button to post the Supplies Transaction. The window below will be displayed. Click on the Yes button to post the Supplies Transaction.



Once a Supplies Transaction is posted it cannot be changed. Its status will be changed to close. Posting the Supplies Transaction updates the inventory.

Transfer Inventory Transaction

The Transfer Inventory process provides the ability to transfer inventory from one location to another. The Transfer Inventory process consists of three processes. First you select the location where the parts are located and the location that will receive the parts. Then you select the parts you wish to transfer. Finally, you post the Transfer Transaction to update the inventory.

The Transfer Inventory Table is displayed below. The cursor is in the Criteria Box at the top of the left toolbar. You can type in the transaction number you are looking for in the CRITERIA box and press ENTER to display a list of Transfer Transactions. Or you can just press ENTER in the criteria box to display the first Transfer Transaction. Also, you can change the filter to OPEN to display only open transactions or you can set the filter to CLOSED to display only closed transactions.

💦 Transform Inventory Fo	/m					
Criteria	New		× Gelete	Draview Pre	n Post-Transfer - 75	۷ Help
2	TR.	AN. #	STATUS	TRAN. DATE	FROM LOCATION CODE	TO LOCATION CODE
Sort Order						
TRANSACTION ID						
Filter						
NO FILTER						
Type Search						
FIND FIRST						
Max. Records						
100						
Move Records						
	Tunn uch at u		- 6			2
	Type what y	ou are lookin	g ror in the C	RITERIA BOX and	press ENTER.	

The existing Transfer Transactions are displayed below. Click on the New Button to create a new transaction or click on an existing transaction and then click on the Edit Button

Edit to change it. You can also double click on a transaction to edit it.

D

Transform Inventory	Form					
Location Info F	7	P	art Info F	8		
Criteria	C New	Car Edit	X Delete Pi	ia 🗃 review Print		e Help
1	T	RAN. #	STATUS	TRAN. DATE	FROM LOCATION CODE	TO LOCATION CODE
Sort Order) 1		OPEN	1/6/2009	FLORIDA SHOP	ALABAMA SHOP
TRANSACTION ID	-					
Filter						
NO FILTER						
Type Search						
FIND FIRST						
Max. Records						
100						
Move Records						
	<			IIII.		
	Record: 1	of 1				

The Location Information is displayed in Edit Mode below.

እ Transform	Inventory Form				
Locatio		Part Info F8			
Save & New	Save Undo				🎱 Help
	Transaction No :	1	Status:	OPEN	
	Transaction Date:	1/6/2009	Time:	10:31 AM	
	FROM Location:	FLORIDA SHOP	1000		
	TO Location:	ALABAMA SHOP			
	User Name:				

This window allows you to select the location from which you are taking parts and the location to which you are transferring the parts. Once you have saved the locations, you cannot change them. You can also enter the date and time of the transaction. The user name is automatically added by the system if security has been enabled.

You can then click on the F8 key or the Part Info. – F8 button to display the parts. The window below shows one part that has been added to the transaction.

Transform Inventory Form				
Location Info F7				
New Edit Delete				⊘ Help
Transaction No.: 1 FROM Loca	tion: FLORIDA	SHOP		
TO Location	: ALABAMA	SHOP		
PART CODE	QUANTITY	PART COST	TOTAL COST	-
FILTER - TH111011	5.00	\$25.45	\$127.25	
MOTOR OIL + UC 15/40 OIL	50.00	\$0.95	\$47.50	
Record: 0 of 0				

Click on the New Button New to add a new part to the transaction or click on an existing part

and then click on the Edit Button Edit to change it. You can also double click on a part to edit it. The part information is displayed below in edit mode. You select the part to transfer. Then you enter the quantity transferred. This part cost will be displayed from inventory. The part cost at the new location will be calculated on a weighted average cost basis.

Location Info F7 Part Info F8 Save & New Save Undo Transaction No: 1 FROM Location: FLORIDA SHOP To Location: ALABAMA SHOP Image: Control of the state of the stat					Form	n Inventor	Transfor
iave & New Save Transaction No.: 1 FROM Location: FLORIDA SHOP TO Location: ALABAMA SHOP Part Code: FLTER - TH111011 Description: Comment: Transaction Quantity: 5.00 Part Cost: \$25,449 To Qty. On Hand: 1000 From Qty. on Hand: 1000 From Average Cost: \$25,449					F7	ion Info	Loca
Transaction No.: 1 FROM Location: FLORIDA SHOP TO Location: ALABAMA SHOP Part Code: Internet in the second s	🥑 Help				<mark>ы)</mark> Undo	Save	o Save & New
TO Location: ALABAMA SHOP Part Code: FILTER : TH111011 Image: Comment in the image: Comm			FLORIDA SHOP	FROM Location:	1	tion No.:	Transa
Part Code: FILTER • TH111011 Image: Comment in the image: Comment in th			ALABAMA SHOP	TO Location:			
Part Code: FILTER - TH111011 T Description:		7			-		
Description: Comment: Transaction From Inventory Quantity: 5.00 Part Cost: \$25,449 To Average Cost: \$25,449 To Average Cost: \$25,449				11011	FILTER - TH1	art Code:	F
Comment: To Inventory Quantity: 5.00 Part Cost: \$25,449 Total Cost: \$127,245						escription:	[
Transaction From Inventory To Inventory Quantity: 5.00 From Qty. on Hand: 10.00 Part Cost: \$25.449 From Average Cost: \$25.449 Total Cost: \$127.245 \$0.00						omment:	C
Quantity: 5.00 From Qty. on Hand: 10.00 To Qty. On Hand: 0.0 Part Cost: \$25.449 From Average Cost: \$25.449 To Average Cost: \$0.00 Total Cost: \$127.245 \$127.245 \$127.245 \$100		- To Inventory	toru	- From Inver		on	Transacti
Quantity: 5.00 From Qty. on Hand: 10.00 To Qty. On Hand: 0.0 Part Cost: \$25.449 From Average Cost: \$25.449 To Average Cost: \$0.00 Total Cost: \$127.245 \$127.245 \$127.245 \$127.245 \$127.245							
Part Cost: \$25,449 From Average Cost: \$25,449 To Average Cost: \$0.00 Total Cost: \$127,245 \$127,245 \$127,245 \$127,245 \$127,245	0.00	To Qty. On Hand:	. on Hand: 10.00	From Qt	5.00	ntity:	Qua
Total Cost \$127.245	\$0.000	To Average Cost:	erage Cost: \$25.449	From Av	\$25,449	Cost:	Part
					\$127.245	I Cost:	Tota

Once the changes are complete click on the Save & New Button Save & New to save the changes and add a new record, or click on the Save Button to save your changes and returns to

the browse window, or click on the Undo Button Undo to lose the changes.

Once all of the parts have been added to the Transfer Transaction you can post the transaction. Click on the F7 key or the Location Info – F7 button to return to the Location window. Then

click on the F5 key or the Post Transfer Post Transfer - F5 button to post the Transfer Transaction. The window below will be displayed. Click on the Yes button to post the Transfer Transaction.

Invento	ry Wise 🛛 🛛 🕅
?	Do you want to post the currently selected transaction?

Once a Transfer Transaction is posted it cannot be changed. Its status will be changed to close. Posting the Transfer Transaction updates the inventory.

Inventory Wise VB Reports

The Inventory Wise VB System contains over 100 standard reports. Many of these reports can be sorted or grouped in different ways.

At the bottom of each menu is a Reports Sub Menu. For example, at the bottom of the Inventory Menu, is a Reports Sub Menu. This menu provides access to reports that pertain to the Inventory Tables. At the bottom of the Master Tables Menu is another Reports Sub Menu. This menu provides access to all of the Master Table Reports.

The best way to determine the reports you wish to print is view the report on your computer monitor. You can then send the report to the printer or export the report.

Sample Report Form

Below is the Inventory Master Reports form. All of the Report Forms work in much the same way as this form.

North Strengton Nast	er Reports		
Preview			100 Help
Report L	.evel: SUI	MMARY	
Sort Ord	er: PAF	RT CODE	
First Loc	ation:	BAMA SHOP	
Last Loc	ation: UNI	KNOWN	
First Coo	le: 1 S	CH 40 PIPE · 1 SCH40PIPE	
Last Co	te: YOK	KE - PTO - PRJ-21007	
Active C	Inly: 🗹 Y	Yes	
Include	Description: 🔲 🕻	Yes	
Include	Zero Items: 🔲 🕻	Yes	

In the first box, you can select from several Type Reports.

The second box provides the ability to sort, and group the items on the report. In this case, selecting the sort order "Part Codes" displays a list of all Part Codes. Selecting the sort order "Location Code" displays a list of parts Grouped by Location.

The First Code box can be used to select the first code to appear on the report. The Last Code box can be used to select the last code to appear on the report. For example, if you wanted a list of all of the reports in the "Alabama Shop", you could make the sort order "Location Code" order and select the "Alabama Shop" for the First Code and for the Last Code. This would display a report of inventory in the Alabama location only.

Finally, you can place a check mark in the Active box to list only active units.

Preview Window

0

Click on the Preview Button Preview to display the report on the computer monitor. It will appear similar to the window below.

N 15 1 45 6	ч э и ц /л+ й йй •			Business	Subjects
sport					
	INVENTOR	WISE			
	YOUR COMPANY NAM	E UEDE DEMO			
	TOOR COMPANY NAM	E HERE - DEMO			
	INVENTORY MASTER LIST BY PART CODE		DATE:	31/06/2009	
	FROM: ALADAMA SHOP - UNANAMA FROM: 1 SCH 40 PPE - 1 SCH 40 PPE - YOKE - PTO - PRJ-21007		PAGE #	11.22 am	
			PIOL F.		
	LOCATION CODE : 4LABAMA SHOP				
		QTY.			
	PART CODE	HAND	PART COST	TOTAL COST	
	11R22.5 CAP PLUS CASING + 11R22.5RC+C	10.00	160.409	1,604.09	
	12-12FPX - GIN 80394	10.00	179.359	1,793.59	
	BRACKET - 660Y345	10.00	27.176	271.76	
	FILTER CENTRIMAX O - P6697	20.00	13.817	276.34	
	FITTING - OSL 3-16932	5.00	1.800	9.00	
	GLOVES - NPN 8394	1.00	11.630	11.63	
	OREASE TUBE + EP2	39.00	1.150	44.85	
	MACK FILTER RIT - FK 7120	1.00	0.000	0.00	
	MOTOR OIL + UC 15/40 OIL	110.00	0.710	78.10	
	PIN - 1199R2176	10.00	0.108	1.08	
	PINON (RB) - 2233U151	40.00	0.750	30.00	
	PUNCTURE SEL + CUN N11-16	20.00	1.588	31.76	
	RELAY 10 - 04706690-0	1.00	22.400	22.40	
	SCREW - 04717660-7	20.00	7.545	150.90	
	SEAL KIRT - 11994196-1	1.00	205.550	205.55	
	SERPENTINE BELT - CAT K061115	1.00	154.430	154.43	
	T. BAL JONT - 115-003	4.00	70.657	282.63	
	U-JOINT - CP170X	2.00	8.180	16.36	
	WASHER (RB) + 1220R1032	1.00	31.050	31.05	
	WHEELLOCKS GEN HEM STOR	1.00	22,500	102.20	
	VYURDARUL, DATIERY - MIGH	1.00	14 270	103.28	
	TORE - 1/NT3M4000	1.00	14.570	14.37	
	COUNT: 22			5,296.63	
	LOCATION CODE : FLORIDA SHOP				
		QTY.			
	PART CODE	HAND	PART COST	TOTAL COST	
	11R22.5 RECAP - 11R22.5RC	5.00	79.745	390.73	

Report Viewer Toolbar

A toolbar is displayed at the top of the Preview Window.



Toolbar Buttons:

- 1. The first button allows the report to be exported in many popular formats including as an Excel worksheet.
- 2. The second button sends the report to the printer.
- 3. The third button refreshes the report view.
- 4. The fourth button displays a Group Tree to the left of the report. This can make navigating a long report very easy. You can click on a group and the report window will jump to that group.
- 5. The fifth button moves to the first page of the report.
- 6. The sixth button moves to the previous page of the report.
- 7. The seventh button moves to the next page of the report.
- 8. The eighth button moves to the last page of the report.
- 9. The box displays the current page number.
- 10. Clicking the binoculars displays a search form. You can type a string and the report will display the first occurrence.
- 11. Finally, the binoculars with the plus sign, provides the ability to zoom in or out the display.

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