

**BUILDER
INFORMATION
SYSTEM**

BIS®
Inventory Module
Reference Manual

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Conventions used in this manual

Every effort has been used to try to make this manual as useful and informative as possible. To accomplish that goal, several conventions have been used to assist the reader.

Throughout the manual, the terms process and activity are generally used interchangeably.



Caution

These boxes contain warnings about things that **MUST** be checked, or of items to be aware of, before proceeding. In many cases, the advice is to check with the company C.P.A. or other tax advisor.



Tip

Tips offer you special information, considerations, or other insights when undertaking the task described.

Hyperlink

A hyperlink is shown with an underline as it is shown by default in the program. Hyperlinks may be found in screen forms or in screen previews of reports.

Access

Menu access to selected items is shown in the two or three ways available (depending on the item). Here is an example for access to a functional menu element:

Inventory Items - Menu Access

Modular Menu Access

List | Inventory Items

Standard Menu Access

List | Inventory Items

This represents access to Job Scheduling from the Standard menu.

Here are examples accesses to a report from different menus:

Access to Inventory Back Ordered

Module Menu with Reports Group


AP | Reports | Inventory Back Ordered

Module Menu with Reports List

AP | Inventory Back Ordered

Standard Menu

Reports | Accounts Payable | Inventory Back Ordered

In some instances, individual screen buttons are shown in the text, such as the Magnifying Glass  icon. The Inventory module is often referred to as IV.

Menu & Overview - Modular Menu Access

Simply click on the Inventory menu item.

The Inventory Items form is a master record that must be completed for each inventory item before it can be used in any transaction. Each time a transaction is entered that references an item, the inventory record, the general ledger and the financial statements are automatically updated. BIS[®] provides for perpetual inventory accounting. An automatic Cost of Goods Sold option exists to update the cost-of-goods-sold account automatically. BIS[®] uses the "Weighted Average Cost" method to determine the value of inventory items.

Tip

BIS[®] automatically calculates the unit cost using the weighted average cost method. For example, if 10 units were purchased for \$1.00 each, then purchase an additional 10 units for \$1.10 each, the average cost will be \$1.05. In effect, the purchase was 20 units for \$21.00 ($\$21.00/20 = \1.05).

The following features can be used to maintain inventory:

- Item classifications can be set up to categorize inventory items in any manner chosen.
- A default account number can be established for each item on the Default tab of the Inventory Items form. This prevents the possibility of posting a transaction including this item to the wrong account.
- The reorder point and preferred stock full level can be recorded on the Main tab of the items form and changed as necessary. BIS[®] uses these quantities to suggest reorder quantities.
- When used in conjunction with the Accounts Receivable module, the Inventory module provides a multi-level discount schedule to offer discounts to customers.

This option is used to maintain basic information for inventory items. BIS[®] tracks the items that are entered here through transactions that deal with these items, such as Sales Orders, Customer Invoices, Purchase Orders and Vendor Invoices. BIS[®] will automatically keep track of the quantity on hand, the quantity assigned to customers, the quantity ordered and the quantity on back order. This information is displayed for reference when customer invoices are entered and will provide an alert when an item is in an oversold situation. Adjustments can be made using the Inventory Adjustments option.

Inventory Module with the Accounts Receivable Module

This is an example of the accounting entries which pertains to Inventory and Accounts Receivable. When an inventory item is sold through the Accounts Receivable module, the following entries are recorded:

	<u>Debit</u>	<u>Credit</u>
1) Accounts Receivable	1200	
(or Cash 1100 in sale)		
Sales		4100
Freight Expense		5350
Sales Tax Payable		2280
Discounts Allowed		4700
2) Cost of Goods Sold Expense	5100	
Inventory		1400

The specific general ledger accounts are designated by the user, either from the screen which comes up prior to entering the order or invoice or from the general ledger account number field in each line of the entry.

In this example, the inventory items sold would have been stocked previously from accounts payable or an inventory adjustment referencing general ledger account number 1400.

Inventory - Menu Access

BIS® will automatically keep track of the quantity on hand, the quantity assigned to customers, the quantity ordered and the quantity on back order. The information is displayed for reference when customer invoices are entered and will provide an alert when an item is in an oversold situation. Adjustments can be made using the Inventory Adjustments option.



Tip

The Inventory functionality is only available if the Inventory module is installed.

Modular Menu Access

List | Inventory Items

Standard Menu Access

List | Inventory Items

New Record


Initial access to Inventory from the menu opens the Inventory - New form. This form is used to enter new Inventory item information. However, access to a new form when another job record is on the screen only requires pressing Ctrl+N or using the New  icon on the toolbar. The system will ask if changes to the open record should be saved.

Figure: IV-1

Inventory Item Main tab screen form sample.

Editing an Existing Record


The list of Inventory Items can be examined by clicking on the Magnifying Glass  icon (at the top of the screen) or pressing Ctrl+F and double clicking on the item of interest. Records can be edited either by using the Search button feature or by using the mouse or cursor keys to select the record to be edited.

Figure: IV-2
Union Find/Search screen.

Item Number	Description	Unit	Selling Price	Inventory Acct.	Vendor Id	Cost Code	Type	Status
E1000	Stranded Wire	FT	0.25	1300	1601	16000	Purchased	Active
E1001	Plastic Anchor 1"	EA	35.00	1300	1601	16000	Purchased	Active
EA1000	Breaker Box	EA	250.00	1300		16000	Assembled	Active
EA1000-1	Steel Box	EA	200.00	1300	1601	16000	Purchased	Active
EA1000-2	Circuit Breaker	EA	50.00	1300		16000	Purchased	Active

Scrolling Through Inventory Item Records

Users can scroll through the Inventory Item records by using the navigation buttons on the toolbar at the top of the screen. Clicking on the First icon (at the top of the screen) will open the first record of the list according to Item Number. Clicking on the Previous icon (at the top of the screen) will open the immediately previous record of the list according to Item Number. Clicking on the Next icon (at the top of the screen) will open the next record of the list according to Item Number. Clicking on the Last icon (at the top of the screen) will open the last record of the list according to Item Number.

Figure: IV-3
Sample Inventory Item
Main tab screen form for
editing.

Cloning an Existing Record

Once an Inventory item record is selected, it can be cloned to create a new record and modifications can be made on the cloned record. Once the source record is brought to the screen, use the Clone Record icon on the toolbar. The system will ask, "Do you want to clone this record?" Click on the Yes button to clone it or click on the No button to leave this process. Records can be edited as described. However, the cloned record will require a new Item Number to be saved as a new record.

Figure: IV-4


Cloned record. Note that all of the initial fields except for the Item Number, Price Discount Code, and Picture match the source record.

The screenshot shows the 'Inventory Items - New' window with the following data:


Field	Value
Item Number	
Item Description	Stranded Wire
Classification	ELECTRICAL Electrical Materials
Unit of Measure	FT Feet
Price Discount Code	None
Last Unit Cost	0.15000
Selling Price Per Unit	0.25
Reorder Point	500.00
Preferred Stock Full Point	3,000.00
Preferred Unit Cost	0.12000
Average Unit Cost	0.00000
Qty on Hand	0.00
Units Assigned	0.00 (Sales Orders)
Qty Available	0.00
Qty on Order	0.00 (Purchase Orders)

Additional fields: Type: Purchased Item, Status: Active. Buttons: Picture, Remove.

Deleting an Existing Record

Once a Inventory Item has been saved, it cannot be deleted if it has been used in any transactions. Once the source record is brought to the screen, use the Delete  icon (at the top of the screen). The system will ask, “Do you want to delete this record?” Click on the Yes button to delete it, or click on the No button to leave this process.

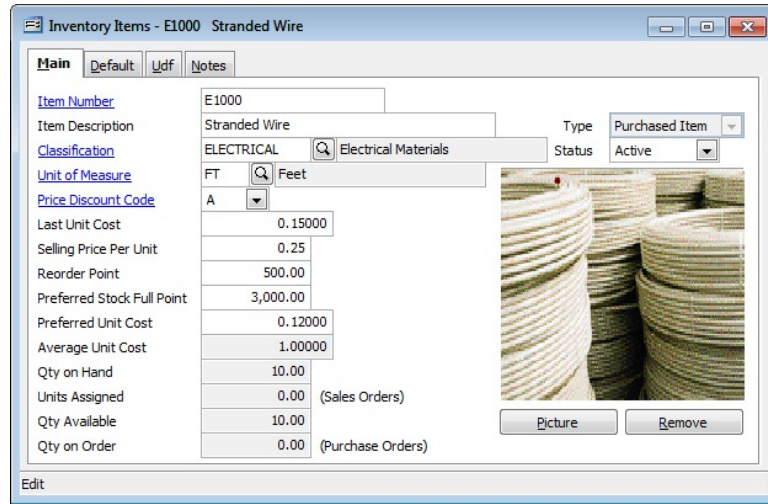
Save the Changed Record

When the record is complete or satisfactorily edited, either click on the Save  button on the toolbar or press Ctrl-S to save the changes.

Main Tab

The Main Tab of the Inventory Item Master Record is used to record general Inventory Item information.

Figure: IV-5
Inventory Item Main tab screen form sample.



Item Number

Enter the Item Number desired. Any 20-digit alpha or numeric character or combination of both can be used in the Inventory Code. BIS® checks for duplication. A warning will appear if an existing code is entered.

The item number can be used as a sort code to group inventory into various categories. For example: T500 could represent Tools number 500. T500A could represent Tools number 500 department A. T500AR4S6 could represent Tools number 500, department A, Row 4, Shelf 6.

With careful planning, inventory can be grouped to produce efficient and meaningful inventory listings. If not carefully planned, the inventory item numbers can be cumbersome and difficult. Keep item numbers as simple as possible and set up a numbering system before beginning to enter inventory into the BIS® system.

Please note that the underlined Item Number title is a hyperlink field as well as the description of the information to be entered. Right-clicking on the underlined Item Number title hyperlink opens a selection of reports and other functions that can be directly accessed.

Figure: IV-6
Reports and other functions directly accessible by right-clicking on the field name hyperlink



Item Description

This field records the full name or description of the Inventory represented by the Item Number selected. This is an alphanumeric field limited to 30 characters.

Classification

This field records a classification to be assigned to the inventory item selected. All classifications must be recorded in the Item Classifications file. This may be typed or selected using the Find tool.

Please note that the underlined Classification title is a hyperlink field as well as the description of the information to be entered. Left-clicking on the Classification title hyperlink directly opens the Item Classification master record. Right-clicking on the underlined Classification hyperlink directly accesses the Classification report.

Type

The Type field displays the selected item's type and provides a list of item types from which to select. Click on the drop down control to select one of the two item types: Purchased Item and Assembled Item.

Status

Enter the status for the item. Click on the drop down control to select either Active or Inactive. Making an item inactive prevents any transactions from being processed for that item.

Unit of Measure

This field records the unit of measure code for this inventory item. The codes are maintained in the Unit of Measure file. The code may be typed or entered using the Find tool.

Please note that the underlined Unit of Measure title is a hyperlink field as well as the description of the information to be entered. Left-clicking on the Unit of Measure title hyperlink directly opens the Unit of Measure master record. Right-clicking on the underlined Unit of Measure hyperlink directly accesses the Unit of Measure report.

Price Discount Code

This field records the price discount code associated with the item and provides a list of discount codes from which to select. The discount code is a letter from A to G and refers to the Item Discount Code section in the Discount Schedule form. Type the letter or click on the drop down control to select an option from the list.

Please note that the underlined Price Discount Code title is a hyperlink field as well as the description of the information to be entered. Left-clicking on the Price Discount Code title hyperlink directly opens the Discount Schedule master record. Right-clicking on the underlined Price Discount Code hyperlink directly accesses the Discount Schedule report.

Last Unit Cost

This field records the most recent cost per unit for this inventory item.

Selling Price Per Unit

This field records the suggested selling price per unit for the inventory item. The unit price can be any number from 0.00 to 9,999,999.99.

Reorder Point

The reorder point is the quantity needed on hand to avoid running out of stock during the period of time required to receive an order once it has been placed.

For example: If the average time to receive an order of this item is ten days, and the average number of units sold during a ten day period is eight, then the reorder point should be at least eight units. BIS[®] can print a report of all items that are below, at or within a selected percentage of the reorder point.

**Tip**

The reorder point is NOT a reorder quantity.

Preferred Stock Full Point

The preferred stock full point is the maximum desired quantity of stock on hand (under normal conditions) after receiving a new order of inventory. BIS[®] uses the stock full quantity to suggest a quantity for reordering by determining the number needed to reach the Preferred Stock Full level, taking into consideration the balance on hand and the units assigned, minus the stock on order.

Preferred Unit Cost

The preferred unit cost is the desired cost of stock on hand. BIS[®] will use the Preferred Unit Cost as the Default Unit Cost if it is set in Administrator | System Wide Parameters | Inventory.

Average Unit Cost

This field displays the calculated average cost per unit for this inventory item. BIS[®] will use the Average Unit Cost as the Default Unit Cost if it is set in Administrator | System Wide Parameters | Inventory.

Qty on Hand

The total number of units that are physically located in the warehouse location at the current time. This includes items that are already allocated to fulfilling production needs or sales orders. So, this number may differ from the quantity available total.

Units Assigned

This field displays the current units assigned to customers from sales orders.

Qty Available

The total number of units that are currently available for use in filling a new order for purposes such as production or distribution. This quantity does not include items already allocated to other orders or items that are in transit from a supplier.

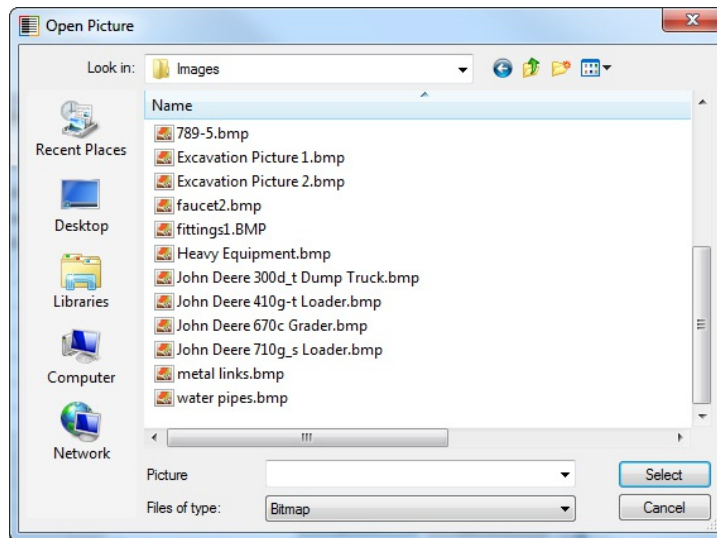
Qty on Order

This field displays the current units on order for this inventory item from Purchase Orders (if the module is installed).

Picture

The Inventory Items form also allows a graphic image (photo or drawing) of the item to be displayed. To select a file, click the Picture button to open an Open Picture dialog box to add or change the BMP (bitmap), JPEG (JPG), or GIF photo file selected. Once selected, the picture will appear in the large box to the lower right of the window. The file formats are common to photo and artwork images, and come from many sources. Most graphic software vendors who use other file formats supply some means of converting their own formats to these formats. These files usually contain a BMP, JPG, or GIF file extension. For more information about working with graphics, contact a local software vendor.


Figure: IV-7
Picture screen form used to select picture file for inventory items.



Remove

This button is used to remove the graphic image but will ask for confirmation first.

Save the Changed Record

When the record is complete or satisfactorily edited, either click on the Save  button on the toolbar or press Ctrl-S to save the changes.

Default Tab

The Defaults section of the Inventory Items form is used for setting up the default values for information related to this item. This is a convenient option for fields that are repeated frequently. However, the information may also be changed manually by entering a new value at the time of the transaction.

Figure: IV-8
Inventory Default tab
screen form sample.

Tax Type	Nontaxable	
Vendor Id	1601	Highvolt Electric
Days for Delivery from Vendor	3	
Inventory Account	1300	Inventory
Cost Code	16000	Electrical
Sales Account	4010	Contract Revenue

Tax Type

Use the drop-down tool to select the tax status of the item. The choices are Taxable and Nontaxable.


Vendor Id

This field allows a particular vendor to be associated with this item to minimize the possibility from ordering the inventory item from the wrong supplier. When entering purchase orders, BIS[®] will compare the vendor number used with the vendor number recorded here and alert the user if the codes do not agreed.

Please note that the Vendor Id title is a hyperlink field as well as the description of the information to be entered. Left-clicking on this hyperlink opens the Vendors – New form to add a new vendor’s master record information. Right-clicking on the Vendor Id hyperlink opens a selection of reports that can be directly accessed.

Figure: IV-9
Reports directly accessible
by right-clicking on the
field name hyperlink



The vendor ID may be entered manually, or the list of vendors may be examined by clicking on the Magnifying Glass  icon (at the top of the screen) or pressing Ctrl+F, and double clicking on the selected vendor, but it must exist in the Vendor master file. When an existing vendor is selected, its name appears to the right of the Vendor Id code.

Days for Delivery from Vendor

This field is used to record the average number of days required, under normal conditions, to receive an order once it has been placed with the supplier.


Inventory Account

This field is used to record the default inventory account from the Chart of Accounts associated with this item. It is important to select the account carefully since it can not be easily changed after transactions for this inventory item are entered.

Please note that the underlined Inventory Account title is a hyperlink field as well as the description of the information to be entered. Left-clicking on this hyperlink opens the Chart of Accounts form. Right-clicking on the Inventory Account hyperlink opens a selection of reports and other functions that can be directly accessed.

Cost Code

This field is used to record the default cost code that will be used for this inventory item. This code may be changed on-the-fly during data entry.

The cost code may be entered manually, or the list of cost codes may be examined by clicking on the Magnifying Glass  icon (at the top of the screen) or pressing Ctrl+F, and double clicking on the selected cost code, but it must exist in the Cost Code Library master file. When an existing cost code is selected, its name appears to the right of the Cost Code.

Please note that the underlined Cost Code title is a hyperlink field as well as the description of the information to be entered. Left-clicking on this hyperlink opens the Cost Code Library – New form. Right-clicking this hyperlink accesses the Cost Code Library report that can be directly opened.

Default Sales Account

This field allows a sales account to be associated with the inventory item. This account number is recalled when entering sales orders, debit or credit memos, sales invoicing, and contract invoicing. The Default Sales Account can be entered manually or by using the Find tool.

Please note that underlined Default Sales Account title is a hyperlink field as well as the description of the information to be entered. Left-clicking on this hyperlink opens the Chart of Accounts form. Right-clicking on the Default Sales Account hyperlink lists a selection of reports that can be directly accessed.

Udf Tab

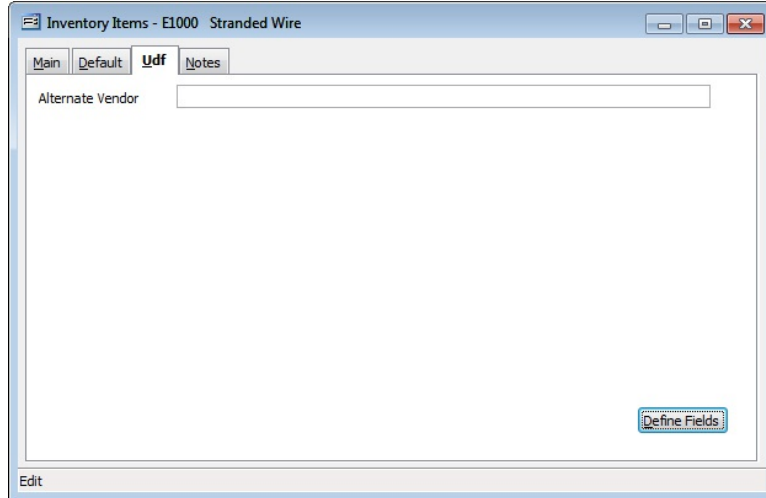
This tab will display up to thirteen User Definable Fields that can store additional information in the Master Record. Click the Define Fields Button to add new fields and manage existing fields.

Tip

The Udf function is generally employed after installation is complete.

Figure: IV-10

Inventory Udf tab screen form with one example of a user defined field.

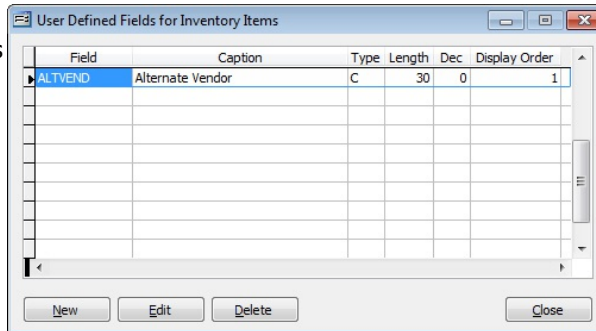


Define Fields Button

User Definable Fields may be added to the Inventory, Vendors, Employees, Inventory Items, Worker's Comp. Classifications, Inventory, Sales Tax Codes, Salespersons, Jobs, and Equipment master records for customizable data storage. Up to 13 different fields can be added to each master record. These fields are either character, numeric, date, or logical in nature to give the maximum flexibility in creating exactly the type of field needed to store data.

Figure: IV-11

Sample User Defined Fields for Inventory screen form.



Field	Caption	Type	Length	Dec	Display Order
ALT VEND	Alternate Vendor	C	30	0	1

All pre-existing fields will be listed in the User Defined Fields form. New fields can be created and existing fields may be edited or deleted from this form. In addition, the order the fields are listed may be adjusted by changing the Display Order.

Field

This field displays the field name for a User Definable Field that was entered upon creation. Once a field name is assigned, it cannot be altered.

Caption

The Caption field displays the caption that will be shown next to the field on the Udf tab of the associated master record.

Type

This field displays the letter C (character), N (numeric), D (date) or L (logical) for the field type.

Length

The Length field displays the maximum number of alphanumeric characters that may be saved within this field.

Decimal

The decimal field displays the number of decimal places that will be displayed. Only numeric fields have a value greater than zero.

Display Order

The Display Order field shows the numeric order of the field for the Udf tab of the associated master record. A “1” designates the field as the first or top field on the tab, while higher numbers indicate a lower placed field on the tab. The Display Order value may be changed here for reordering purposes.

New

The New button is used to create a new character, numeric, date or logic field for this Master File.

Figure: IV-12
Inventory Udf tab Editing Field screen form.

Edit

The Edit button is used to alter character, numeric, date or logic fields previously created for this Master File. The fields, Field Name, Caption, Type, Length, and Decimal are the same as those in the parent form, shown above.

Figure: IV-13
Inventory Udf tab Editing Field screen form with sample data.

Tip

The following chart shows the relationship of the available types to the other controls.

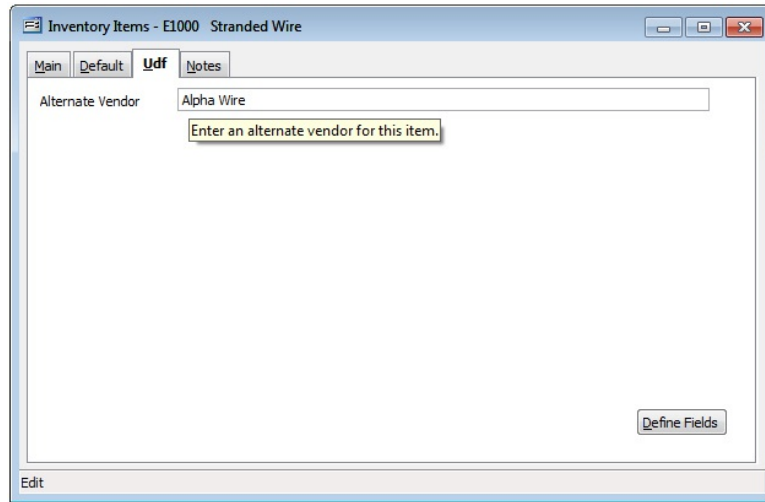
Type	Tool Tip Text	Format	Length	Decimals
Character	Available	User Defined	Available	N/A
Numeric	Available	User Defined	Available	Available
Date	N/A	N/A	N/A	N/A
Logical	N/A	N/A	1 (Preset)	N/A

Tool Tip Text

The Tool Tip Text field is used to enter a tip that will appear when the user floats the mouse cursor over the field in the Udf tab screen form.

Figure: IV-14

Inventory file Udf tab screen form showing the Tool Tip for the first field listed.



Format

The Format field is used to control the appearance of the user's entry to the Udf field. If the format entry is the letter, a, h, l, n, u, w, or x, the user's entry is unchanged. If the format entry is the letter y, the user's entry is changed to all capital letters. Using any other letter will cause the user entry in that position of the field entry to change to that particular letter, number, or character.

Format	Description	Format Example	Results for Value		
			Text	Date	Numeric
!	Converts lowercase letter to uppercase letters. The quantity of characters that the user can enter in a UDF is limited to the quantity of Exclamation (!) characters.	!!!!	HELLO	12/31/	!!!!
#	Permits only entry of digits, spaces, and signs, such as the minus (-) sign.	##### #####	Hello Hello Wo.rld	12/31/ 12/31/	***** (Overflow) 13579246.245
9	Permits only entry of digits and signs, such as the minus (-) sign.	99999 9999999999	Hello Hello Wo.rld	12/31/ 12/31/	***** (Overflow) 13579246
,	Display the current digits grouping, or separator symbol, as set by the Regional and Language Options setting in the Windows Control Panel.	999,999 999,999,999	Hel,lo Hel,lo ,Wor	12/31/ 12/31/	***,*** (Overflow) 13,579,246
.	Display the current digits grouping, or separator symbol, as set by the Regional and Language Options setting in the Windows Control Panel.	999.999 999.999.999	Hel,lo Hel,lo .Wor	12/31/ 12/31/	***,*** (Overflow) 13,579,246
A	Permits alphabetic characters only.	AAAAAA	Hello	12/31/	AAAAAA
H	Prevents entry of non-hexadecimal symbols in the specified position.	HHHHH	Hello	12/31/	AAAAA
L	Permits logical data only.	LLLLL	Hello	12/31/	LLLLL
N	Permits letters and digits only.	NNNNN	Hello	12/31/	NNNNN
U	Permits alphabetic characters only and converts them to uppercase (A-Z).	UUUUU	HELLO	12/31/	UUUUU
W	Permits alphabetic characters only and converts them to Lowercase (a-z).	WWWWW	hello	12/31/	wwwww
X	Permits any characters.	XXXXX	Hello	12/31/	XXXXXX
Y	Permits the letters Y, y, N, and n for the logical values True (T) and False (F), respectively. Note: If the type value is text, the value will be converted to uppercase letters.	YYYYY	HELLO	12/31/	YYYYY
	Virtually any character can be used in the format, but its behavior is subject to the table above.	TPQQW 123TQW	TPQQh 123TQh	12/31/ 12/31/	TPQQW 123TQW

Figure: IV-15 Data Format Chart. This chart shows the format, description, an example, and results.

Length

The Length field is used to enter the number of characters of the entry to the Udf field.

Decimals

The Decimals field is used to enter the number of decimals of a number field (only) of the user's entry to the Udf field.

Delete

The Delete button is used to remove any previously saved character, numeric, date or logic fields for this master file.

Close

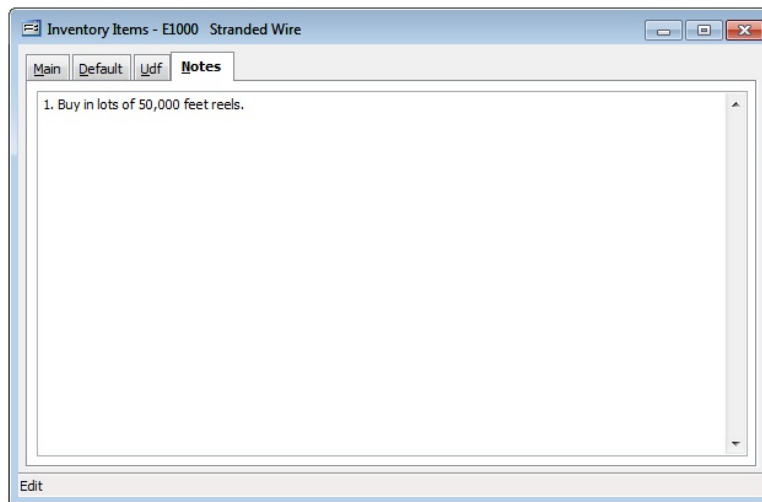
This button closes the currently opened form and eliminates any data that has been changed since the last save.


Notes Tab

The Notes section is a work area for miscellaneous notes and may be used as needed.

Figure: IV-16

Sample Inventory master record Notes tab screen form.

**Save the Changed Record**

When the record is complete or satisfactorily edited, either click on the Save  button on the toolbar or press Ctrl-S to save the changes.

Inventory Adjustments

The Inventory Adjustments option is used to make adjustments to the inventory information that is maintained with the Inventory module. BIS® tracks the items that are entered using the Inventory Items form through transactions that deal with these items, such as Sales Orders, Customer Invoices, Purchase Orders and Vendor Invoices.

BIS® will automatically keep track of the quantity on hand, the quantity assigned to customers, the quantity ordered and the quantity on back order. This information is displayed for reference when customer invoices are entered and will provide an alert when an item is in an oversold situation.

Adjustments to the Inventory file may be made to correct errors or record information for which other transactions do not apply. Adjustments can also update system records to reflect prior information at the time that a company begins to use the BIS® program. Adjustments made using this form will update the general ledger.

Tip

Tips for Inventory Adjustments

- Take a physical count, if possible, of all inventory items.
- Determine the average unit cost for each inventory item.
- If there is more than one inventory account, enter the items from one group at a time. Verify that the data for each account is correct before entering the beginning balances (or adjustments) for the other accounts.
- Print an Inventory Valuation report and compare the total listed with the total on the balance sheet, for each inventory account.
- Establish a system to number adjustments. One system is to assign a combination of the number of the month and the chronological sequence of the individual adjustment. For example, 07-03 designates the third adjustment made during the month of July.
- If the Accounts Receivable and/or Accounts Payable modules is/are not installed, use the Inventory Adjustments option to record all purchases (AP) and/or sales (AR) of inventory directly.

Modular Menu Access

IV | Inventory Adjustments

Standard Menu Access

Transactions | Inventory Adjustments

New Record


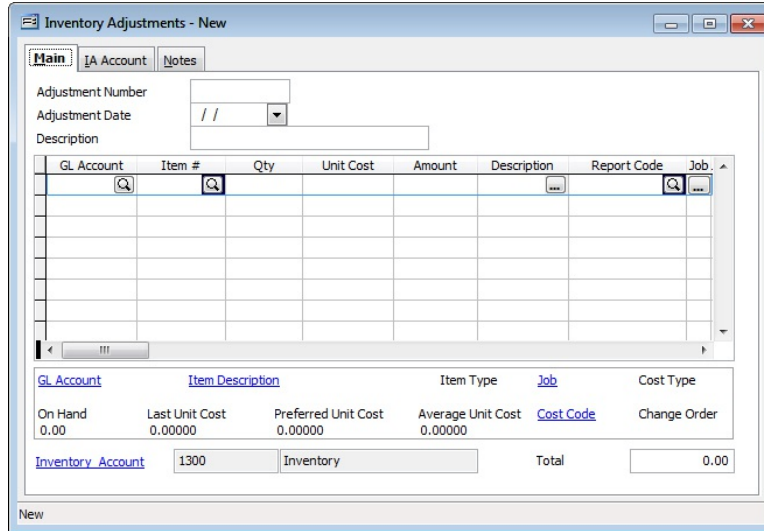
Initial access to inventory adjustments from the menu opens the Inventory Adjustments - New form. This form is used to enter new inventory adjustment information. However, access to a new form when another inventory adjustment record is on the screen only requires pressing Ctrl+N or using the New  icon on the toolbar. The system will ask if any changes to the record should be saved.

Figure: IV-17
Inventory Adjustments –
New screen form.



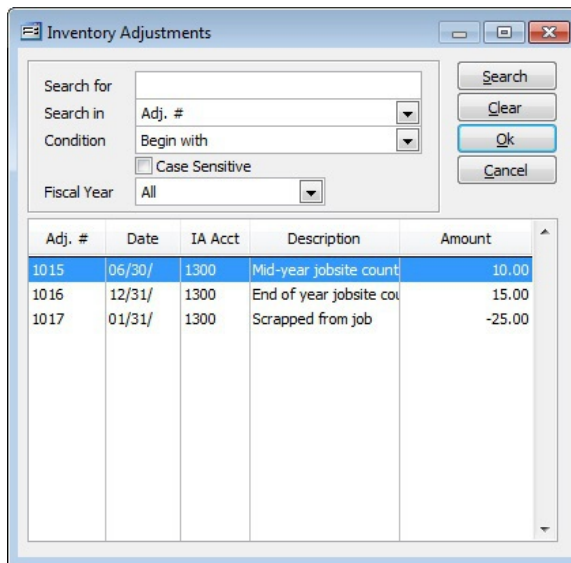
Scrolling Through Inventory Adjustment Records

Inventory Adjustment records can be scrolled by using the navigation buttons on the toolbar at the top of the screen. Clicking on the First icon (at the top of the screen) will open the first record of the list according to the Adjustment Number. Clicking on the Previous icon (at the top of the screen) will open the immediately prior record of the list according to the Adjustment Number. Clicking on the Next icon (at the top of the screen) will open the next record of the list according to the Adjustment Number. Clicking on the Last icon (at the top of the screen) will open the last record of the list according to the Adjustment Number.


Editing an Existing Record

The list of existing Inventory Adjustments may be examined by clicking on the Magnifying Glass icon (at the top of the screen) or pressing Ctrl+F, and double clicking on the item of interest. Records can be edited by either using the Search button feature or by using the mouse or cursor keys to select the record to be edited.

Figure: IV-18
Inventory Adjustments
Find/Search screen form.

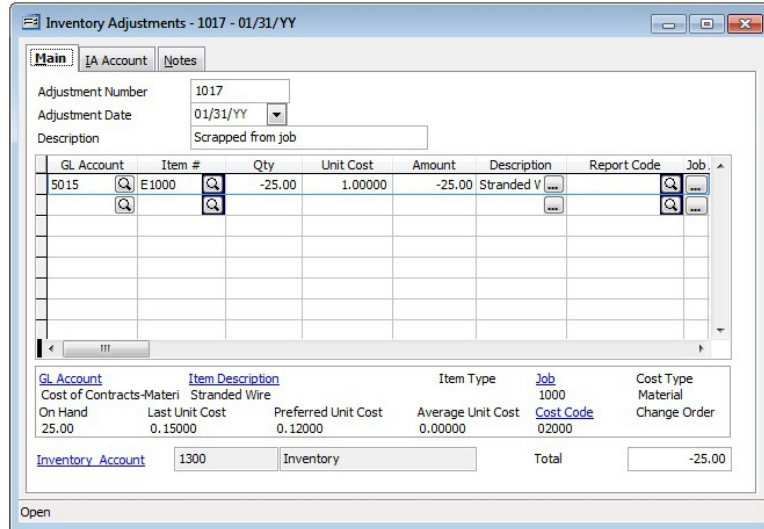


Note that when the inventory adjustment screen form appears, all of the fields at the top are shaded; information can not be entered into these fields or existing information changed.

To access the information when the record appears on the screen, it is necessary to press the Open  icon on the toolbar at the top of the screen on the toolbar or by pressing Ctrl+O.

If the inventory adjustment can be edited or changed, all of its fields will be accessible. Any changes made to a pre-existing inventory adjustment will result in reversing journal entries being created in both the Inventory and General Ledger Journals, and potentially in the Job Cost Journal. The revised record will be saved with new entries to the affected journals.


Figure: IV-19
Sample Inventory
Adjustment screen form.



GL Account	Item #	Qty	Unit Cost	Amount	Description	Report Code	Job
5015	E1000	-25.00	1.00000	-25.00	Stranded V		

GL Account	Item Description	Item Type	Job	Cost Type
Cost of Contracts-Materi	Stranded Wire		1000	Material
On Hand	Last Unit Cost	Preferred Unit Cost	Average Unit Cost	Cost Code
25.00	0.15000	0.12000	0.00000	02000
Inventory Account	1300	Inventory	Total	-25.00

Deleting an Existing Record

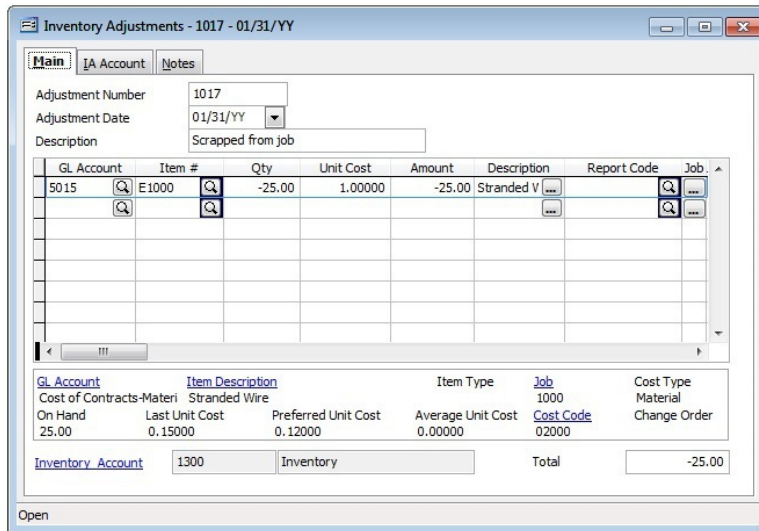
Existing records can be deleted, but only if there are no existing transactions or other master records dependent on the one selected. Once the source record is brought to the screen, use the Delete  icon (at the top of the screen). The system will ask, "Do you want to delete this record? Click on the Yes button to delete it, or click on the No button to leave this process."

Deleting a pre-existing inventory adjustment will result in reversing journal entries being created in both the Inventory and General Ledger Journals, and potentially in the Job Cost Journal.

Main Tab

The Inventory Adjustments file records all pertinent information related to Inventory Adjustments. The information recorded on these tabs is used throughout BIS® whenever a vendor invoice is referenced in other transactions or in reports. The Main tab records detailed information about this inventory adjustment.

Figure: IV-20
Sample Inventory Adjustment Main tab screen form.



Adjustment Number

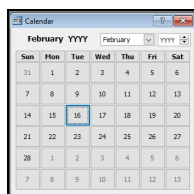
The Adjustment Number field records an adjustment number that is used to identify this record. It may be any combination of characters or digits up to ten positions in length.

Adjustment Date

The Adjustment Date field records the date for the adjustment. This is usually the current date, but it could be a previous date.

For example, if the results of a physical inventory taken on 6/30/22 are received for entry on 7/10/22, the adjustment date is 6/30/22 (if the books for June are still open). In this case 7/10/22 would be the session date. The date may be typed or entered using the Calendar tool.



Figure: IV-21
Calendar tool.



Description

The Description field is used to record a brief description or comment, up to 30 characters that identifies the general purpose for the adjustment; for example, "breakage," "returns," or "theft."

Column Fields

Two buttons on the toolbar are useful when modifying or editing the grid area on a screen form. The Insert Line  icon (or Ctrl+I) adds a blank line to the current grid of the form that is open. The Delete Line icon  (or Ctrl+J) removes the currently highlighted line from the grid of the open record.

GL Account

This field records the general ledger account number that will be affected by this adjustment line item. The Find tool may be used to select an account number from those recorded in the Chart of Accounts. However the GL account can only be for a Material Job Cost Type if it applies to a job.

Item

The item Column field records the code of the inventory item to be increased or decreased. BIS[®] verifies that the item number exists and displays item name, balance on hand, and the average unit cost in the Posting and Item Summary section below.

Quantity

The Quantity Column records the quantity of the item selected to be adjusted. The entry may be a positive or negative number, but a negative number must not exceed the quantity on hand.

Unit Cost

This field records the unit cost for this item if it is different from the amount displayed.

Amount

This column calculates the extended amount (cost per unit times the quantity) for this line item.

Description

This field is used to record a brief description for the transaction line item. Because the line item refers to an inventory item, the description is retrieved from the Inventory module. Entering a concise description can save time otherwise spent looking for the original document to determine why an entry was made. This is an alphanumeric field limited to 30 characters. To record an extended description for this item, click the button to open a Notes box, where unlimited information related to this line item may be stored.

Report Code

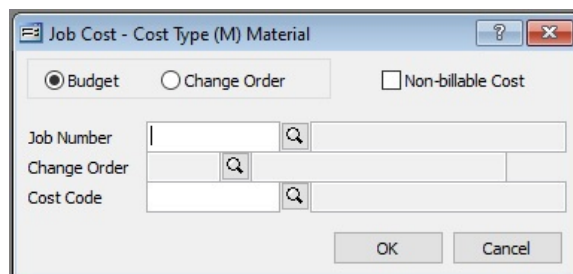
The Report Code column is used to record a report code related to the line item, which can be used for creating customized reports.

Job

If the account number selected for the line item has been assigned a Job Cost Type, the button in this column will open the Job Cost screen, where the item can be posted to a specific job, change order, and cost code.

The Job Cost screen allows transaction line items to be applied to the Job Cost files. The job cost fields are only available if the account number selected for the line item is assigned a Job Cost type Material in the Chart of Accounts. To reach this box, click the Job button that appears in the final column of the inventory adjustment entry table.


Figure: IV-22
Inventory Adjustments,
Job Cost – Cost Type (M)
Material sub-screen form.




Budget/Change Order Radio Buttons

If the Payable expense applies to a budget item, select the Budget radio button. If the payable expense applies to a Budget Change Order item, select the Change Order radio button.


Job Number

Enter or select a Job number to be associated with this invoice line. The job number may be entered manually or by using the Find tool, the Magnifying Glass  icon or pressing Ctrl+F.

Change Order

If the Change Order radio button was selected, the Change Order field becomes available for entry. Enter or select a change order number to be associated with this invoice line. The change order number may be entered manually or by using the Find tool, the Magnifying Glass  icon or pressing Ctrl+F.

Cost Code

Enter or select a Cost Code to be associated with this invoice line. The cost code number may be entered manually or by using the Find tool, the Magnifying Glass  icon.

The program will offer to allow choosing either a cost code already in the budget (Job Budget) or a cost code not in the budget (Cost Code). If the selected cost code is not in the budget already, it will be added to the budget for this job.

Save the Record

When the record is complete or satisfactorily completed, either click on the OK button in the sub-form or the Cancel button to do further editing of the entries.

Line Detail Area

This area displays additional information pertaining to the line item selected, including the GL account name and item description. Also displayed are the job, cost code, change order and/or cost type from the Job Cost files.

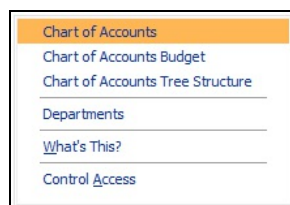
GL Account Name

This field displays the account name to which this invoice will be debited. The default account is recorded in the grid above.

Please note that the underlined Account Name title is a hyperlink field as well as the description of the information to be entered. Left-clicking on this hyperlink opens the Chart of Accounts form to add a new GL account. Right-clicking on the Account Name hyperlink opens a selection of reports that can be directly accessed.

Figure: IV-23

Reports directly accessible by right-clicking on the field name hyperlink.



Item Description

This field displays the Inventory Item Description. Please note that the underlined Item Description title is a hyperlink field as well as the description of the information to be entered. Left-clicking on this hyperlink opens the Inventory - New form to add a new Inventory items. Right-clicking on the Account Name hyperlink opens a selection of reports that can be directly accessed.

Figure: IV-24

Reports directly accessible by right-clicking on the Inventory Description hyperlink.



Item Type

This field displays the Inventory Type of the selected item.

Job

If the focus is on an invoice line that is job related, this field displays the Job number applicable to that line item.

Please note that the underlined Job title is a hyperlink field as well as the description of the information to be entered. Left-clicking on this hyperlink opens the Jobs – New form to add a new Jobs. Right-clicking on the Jobs hyperlink opens a selection of reports that can be directly accessed.

Figure: IV-25

Reports directly accessible by right-clicking on the field name hyperlink.



Cost Type

If the focus is on an invoice line that is related to a job, this field displays the Cost Type applicable to that line item.

On Hand

The On Hand field shows the number of selected inventory item from the item's master record.

Last Unit Cost

The Last Unit Cost field shows the last unit cost of the selected inventory item from the item's master record.

Preferred Unit Cost

The Preferred Unit Cost field shows the preferred unit cost of the selected inventory item from the item's master record.

Average Unit Cost

The Average Unit Cost field shows the average unit cost of the selected inventory item from the item's master record.

Cost Code

If the focus is on an invoice line that is job related, this field displays the Cost Code applicable to that line item.

Please note that the Cost Code title is a hyperlink field as well as the description of the information to be entered. Left-clicking on this hyperlink opens the Cost Code Library – New form. Right-clicking this hyperlink accesses the Cost Code Library report that can be directly opened.


Change Order

If the focus is on a line that is related to a subcontract change order, this field displays the Change Order applicable to that line item.

Summary Area

This area displays summary information pertaining to the inventory adjustment including the Inventory account number and name and total of the adjustment.

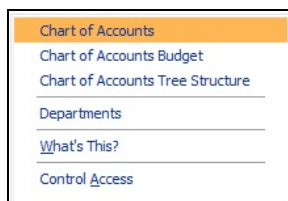
Inventory Account

This field displays the Inventory account to which this adjustment will be posted. The default Inventory Adjustment account is recorded in System Wide Parameters, but may be changed on the IA Account tab. The Inventory adjustment account may be entered manually, or the chart of accounts list may be examined by clicking on the Magnifying Glass  icon (at the top of the screen) or pressing Ctrl+F, and double clicking on the selected account. When an existing account is selected, its name appears to the right of the Inventory Account number.

Please note that the underlined Inventory Account title is a hyperlink field as well as the description of the information to be entered. Left-clicking on this hyperlink opens the Chart of Accounts form. Right-clicking on the Inventory Account hyperlink opens a selection of reports that can be directly accessed.

Figure: IV-26


Reports directly accessible by right-clicking on the field name hyperlink.



Total

This field displays the total of all the inventory adjustment line item amounts.

Save the Changed Record

When the record is complete or satisfactorily edited, either click on the Save  button on the toolbar or press Ctrl-S to save the changes.

IA Account Tab

This screen is used to change the inventory account and session date defaults.

Figure: IV-27
Inventory Adjustments IA Account tab screen form.

The screenshot shows a window titled "Inventory Adjustments - 1017 - 01/31/YY". It has three tabs: "Main", "IA Account", and "Notes". The "IA Account" tab is active. The form contains the following text and fields:

- Your fiscal year date limits are from 01/01/YY to 12/31/YY
- I will adjust the following inventory account:
- Inventory Account: 1300 (with a search icon and "Inventory" text to the right)
- Session Date: 01/31/YY (with a dropdown arrow)

At the bottom left of the window, there is an "Open" button.

Inventory Account

The Inventory Account field displays the Inventory account to be used for posting this transaction. The default Inventory Adjustment account is set up in the System Wide Parameters, but can be changed here.

Please note that the underlined Inventory Account title is a hyperlink field as well as the description of the information to be entered. Left-clicking on this hyperlink opens the Chart of Accounts form. Right-clicking on the Vendor Id hyperlink opens a selection of reports that can be directly accessed.

Figure: IV-28
Reports directly accessible by right-clicking on the field name hyperlink.


The screenshot shows a context menu with the following items:

- Chart of Accounts (highlighted in orange)
- Chart of Accounts Budget
- Chart of Accounts Tree Structure
- Departments
- What's This?
- Control Access

Session Date

The Session Date field records the session date for this transaction (i.e. the date the transaction is recorded). The default date is the session date entered at the Login screen. If the default is not correct for this transaction, another date may be entered here. The date may be entered manually, in the mm/dd/yy format, or by using the Calendar tool.

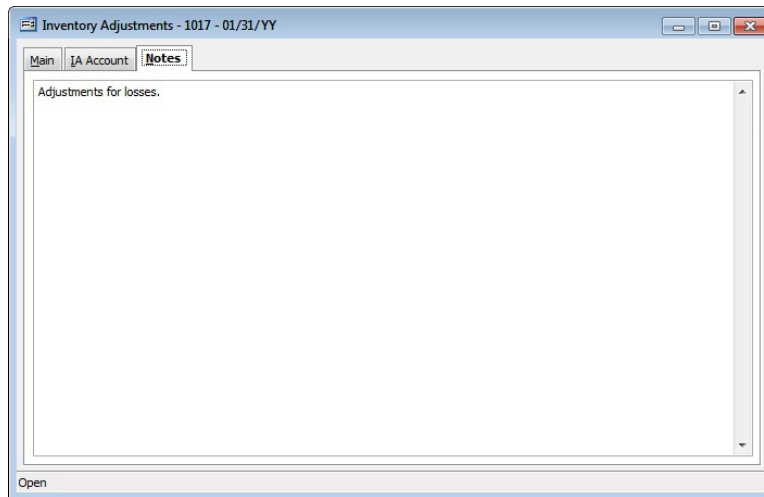
Save the Changed Record

When the record is complete or satisfactorily edited, you should either click on the Save  button on the toolbar, or press Ctrl-S to save the changes.


Notes Tab

The Notes section is a work area for miscellaneous notes and may be used as needed.

Figure: IV-29
Inventory Adjustments
Notes tab screen form
sample.



Save the Changed Record

When the record is complete or satisfactorily edited, you should either click on the Save  button on the toolbar, or press Ctrl-S to save the changes.

Bill of Materials

A Bill of Materials is a listing of inventory items that, when combined or assembled together, become another inventory item with its own number and description.

The Bill of Materials option offers two options: Inventory Assemblies and Build Assemblies.

BIS® allows recording the creation of an assembled item's physical structure and allows adding a markup to calculate the selling price per unit. The information can then be used to record an assembly build to update inventory files and the general ledger.

To create an assembly record:

1. The item must be recorded in the Inventory Item master file and must be designated there as an assembled item.
2. Select Inventory Assemblies from the Bill of Materials submenu of the Transactions menu.
3. Click the New Assembly button or right-click in the tree structure window and select New Assembly. Select an assembled inventory item from the search list.
4. Use the Add Purchased Item and Add Assembled Item buttons to add items to the assembly of the parent item. The relationship between these items is displayed in the graphical representation. Information about each added item, including the units and associated account, can be recorded in the fields to the right.
5. Markups are added by using the Assembly Markup button. Markups can be for labor, overhead or other expenses, aside from the cost of the components themselves. The markup can be added as either a percentage or a dollar amount.

To record an assembly build:

1. Select Build Assemblies from the Bill of Materials submenu of the Transactions menu.
2. Record a unique number to identify this record. This will appear as the description on both the automatic inventory adjustment and journal entry.
3. Enter the date the item assembly takes place and a description.
4. On the table, specify the number of each assembly item to be built.
5. Verify the inventory account listed on the IA Account tab.
6. When all information has been entered correctly, save the record. Using the Inventory Assemblies record for the assembly item selected, BIS® will automatically calculate the number of components needed to produce the items listed here.

Modular Menu Access

IV | Bill of Materials

Standard Menu Access

Transactions | Bill of Materials

Inventory Assemblies

Inventory Assemblies is used to create a record of an assembled item’s physical structure and to add the necessary markup to calculate the correct selling price per unit. By recording the components needed to assemble one unit of a given assembly item, BIS® can use the information to correctly update inventory files and the general ledger when an assembly is recorded in the Build Assemblies option. Items are designated as purchased or assembled in the Inventory Item master record.

Modular Menu Access

IV | Bill of Materials | Inventory Assemblies

Standard Menu Access

Transactions | Bill of Materials | Inventory Assemblies

New Record


Initial access to inventory assemblies from the menu opens the Inventory Assemblies form. This form is used to enter new inventory assembly information. However, access to a new form when another inventory assembly record is on the screen only requires pressing Ctrl+N or using the New  icon on the toolbar. The system will ask if any changes to the record should be saved.

Figure: IV-30
Inventory Assemblies screen form.

Editing an Existing Record

Figure: IV-31
Inventory Assemblies Find/Search screen form.

Assembly	Description
EA 1000	Breaker Box


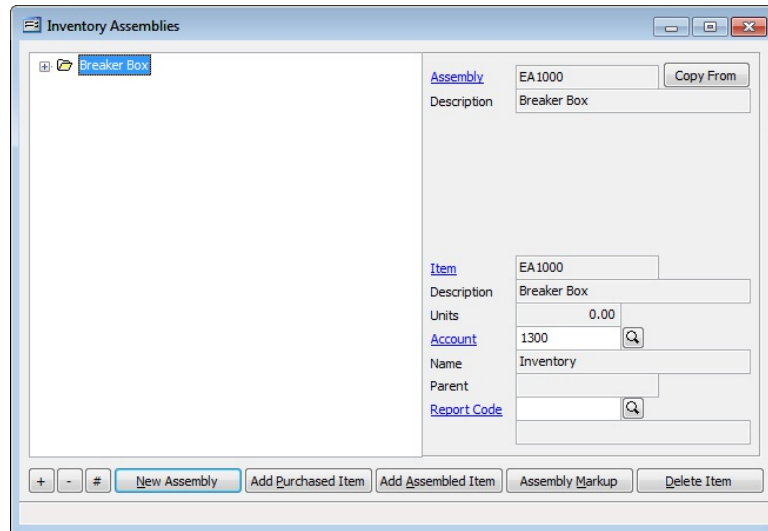
The list of existing Inventory Assemblies may be examined by clicking on the Magnifying Glass  icon (at the top of the screen) or pressing Ctrl+F, and double clicking on the item of interest. Records can be edited

Figure: IV-32
Inventory Assemblies
screen form sample.



by either using the Search button feature or by using the mouse or cursor keys to select the record to be edited.

Note that when the inventory Assemblies screen form appears, most of the fields at the right are shaded; information can not be entered into these fields or existing information changed.

Select the record desired of those that appear on the screen and click on the small plus sign next to the item.

If the inventory assembly can be edited or changed, all of its fields will be accessible. Any changes made to a pre-existing inventory assemblies will result in reversing journal entries being created in both the Inventory and General Ledger Journals, and potentially in the Job Cost Journal. The revised record will be saved with new entries to the affected journals.

Assembly

The Assembly field displays the selected Assembly number that is used to identify the record.

Copy From

This button is similar to the Clone feature , it opens the Inventory Items form showing existing Assembled items. Only those with sub items can be selected for copying.

Description

The Description field displays the brief description or comment that identifies the general purpose for the Assembly.

Item

The Assemblies Item column displays the code of the inventory item. If the focus is on a component element of the assembly, the Item field will display the Item Number of that component.

Please note that the underlined Item title is a hyperlink field as well as the description of the information to be entered. Left-clicking on this hyperlink opens the Inventory Items – New form. Right-clicking on the Vendor Id hyperlink opens a selection of reports that can be directly accessed.

Figure: IV-33

Reports directly accessible by right-clicking on the field name hyperlink.

**Description**

This field displays the full name or description of the Inventory represented by the Item Number selected.

Units

The Units field records the quantity of the inventory items needed to complete one assembly.

Account

The Account field displays the account associated with the assembly item highlighted on the tree structure. The default Inventory Adjustment account is set up in the System Wide Parameters, but can be changed here.

Please note that the underlined Account title is a hyperlink field as well as the description of the information to be entered. Left-clicking on this hyperlink opens the Chart of Accounts form. Right-clicking on the hyperlink opens a selection of reports that can be directly accessed.

Name

The Name field displays the Inventory account to be used for posting the assembly.

Parent

This field displays the parent item of the component item highlighted on the tree structure. If the focus is on the assembly, the field is inaccessible.

Report Code

This field records a report code to associate with this item. Please note that the underlined Report Code title is a hyperlink field as well as the description of the information to be entered. Left-clicking on this hyperlink opens the Report Codes – New form. Right-clicking on the hyperlink directly accesses the Report Codes report.

Inventory Assembly Buttons

The Inventory Assemblies form has some additional buttons that control the appearance editing of the inventory assemblies.

Expand All

This button expands all branches of the inventory assembly tree structure.

Collapse All

This button collapses all branches of the inventory assembly tree structure.

Display Assembly Number

This button toggles the display of assembly and inventory numbers on and off in the Inventory Assemblies tree structure display.

New Assembly

This button allows an assembled item to be selected from the Inventory Items file to record an assembly record.

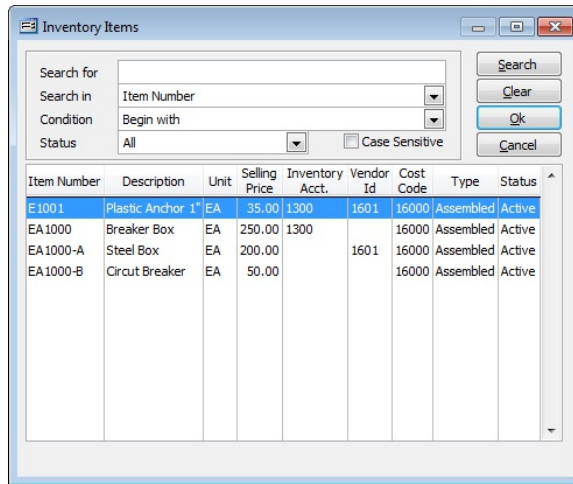
Add Purchased Item

This button allows a purchased item to be added from the Inventory Items file to the assembly of the parent item.

Add Assembled Item

This button allows an assembled item to be added from the Inventory Items file to the assembly of the parent item.

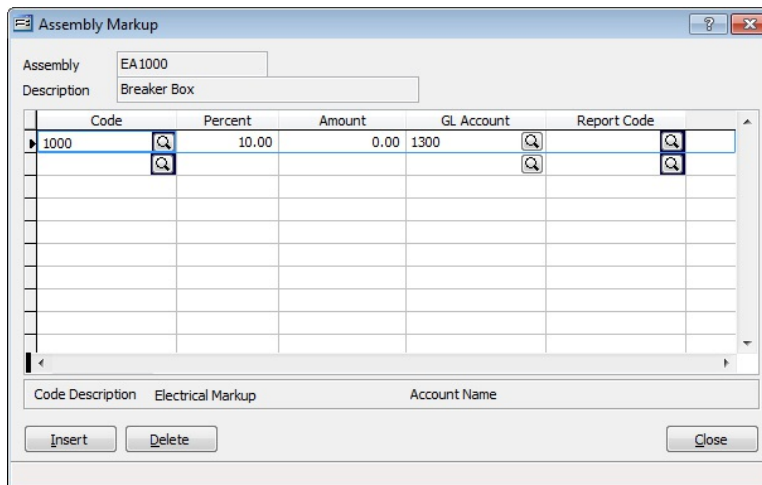
Figure: IV-34
Inventory Items sub-screen that offers list of items to add to assembly.



Assembly Markup

This button opens the Assembly Markup form that is used for recording the total markup that will be applied to this assembly. Markups can be for labor, overhead or other expenses, aside from the cost of the components themselves. BIS® will use the markup entered here to automatically calculate the selling price of the assembled item.

Figure: IV-35
Assemblies Markup sub-screen form that is used to add the markup for labor, overhead, or other expenses.



Assembly

The Assembly field displays the selected Assembly number that is used to identify the record.

Description

The Description field displays the brief description or comment that identifies the general purpose for the Assembly.

Code

This column is used to record the reference Id that is used to add a markup to assembled items. The list of existing Inventory Assemblies may be examined by clicking on the Magnifying Glass icon (at the right side of the column) or pressing Ctrl+F, and double clicking on the item of interest. Records can be viewed by either using the Search button feature or by using the mouse or cursor keys to select the record to be viewed.

Percent

This field is used to record the percent markup for the assembly. The markup can be a percent or a dollar amount, but not both.


Amount

This field is used to record a dollar amount for the markup. The markup can be a percent or a dollar amount, but not both.

Account

This field records the account that will be used to post this markup. The account may be typed or entered using the Find tool, but must exist in the Chart of Accounts.

Report Code

This field is used to record a code that is associated with this markup. Report codes are maintained in the Report Codes files and can be used to create special, user-defined reports. The list of existing Report Codes may be examined by clicking on the Magnifying Glass  icon (at the right side of the column) or pressing Ctrl+F, and double clicking on the item of interest. Records can be viewed by either using the Search button feature or by using the mouse or cursor keys to select the record to be viewed.

Summary Area

This area displays summary information pertaining to the assembly markup including the Code Description and the account number of the markup line.

Code Description

This field displays the Code Description for the code line selected.

Account Name

This field displays the account name for the GL Account of the code line selected.

Insert Button

The Insert button is used to insert a new line to add a new Assembly Markup.


Deleting Button

This button deletes the highlighted markup item highlighted on the assembly markup, but only if there are no existing transactions or other master records dependent on the one selected. The system will ask, "Do you want to delete this record? Click on the Yes button to delete it, or click on the No button to leave this process."

Close

This button closes the currently window.

Delete Item

This button deletes the inventory item highlighted on the assembly tree structure, but only if there are no existing transactions or other master records dependent on the one selected. Once the source record is brought to the screen, use the Delete  icon (at the top of the screen). The system will ask, "Do you want to delete this record? Click on the Yes button to delete it, or click on the No button to leave this process."

Deleting a pre-existing Inventory Assemblies will result in reversing journal entries being created in both the Inventory and General Ledger Journals, and potentially in the Job Cost Journal.

Build Assemblies

The Build Assemblies option is used record an inventory assembly by creating an inventory adjustment that updates inventory files and crates a journal entry that updates the general ledger.

Modular Menu Access

IV | Bill of Materials | Build Assemblies

Standard Menu Access

List | Transactions | Bill of Materials | Build Assemblies

New Record


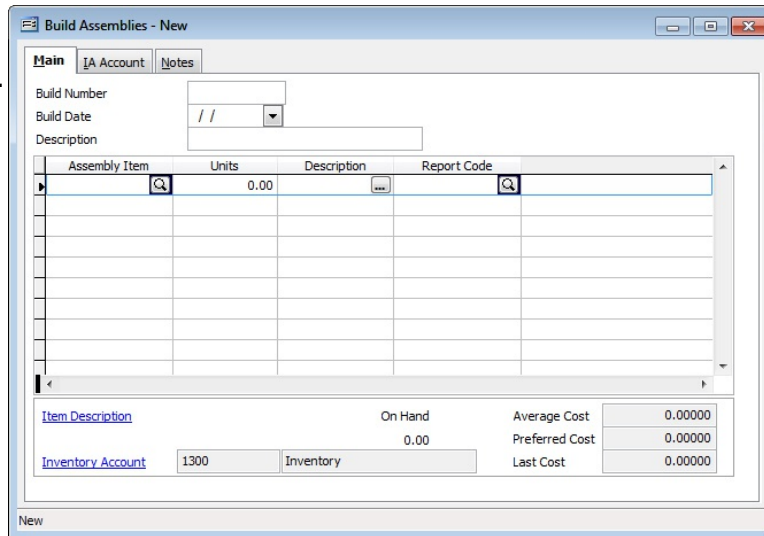
Initial access to Build Assemblies is from the menu opens the Build Assemblies – New form. This form is used to enter new Build Assemblies information. However, access to a new form when another Build Assemblies record is on the screen only requires pressing the Ctrl+N or using the New  icon on the toolbar. The system will ask, however, if changes to the record should be saved.






Figure: IV-36
Build Assemblies – New master record screen form.



Assembly Item	Units	Description	Report Code
	0.00		

Item Description	On Hand	Average Cost	0.00000
	0.00	Preferred Cost	0.00000
Inventory Account	1300	Last Cost	0.00000
	Inventory		

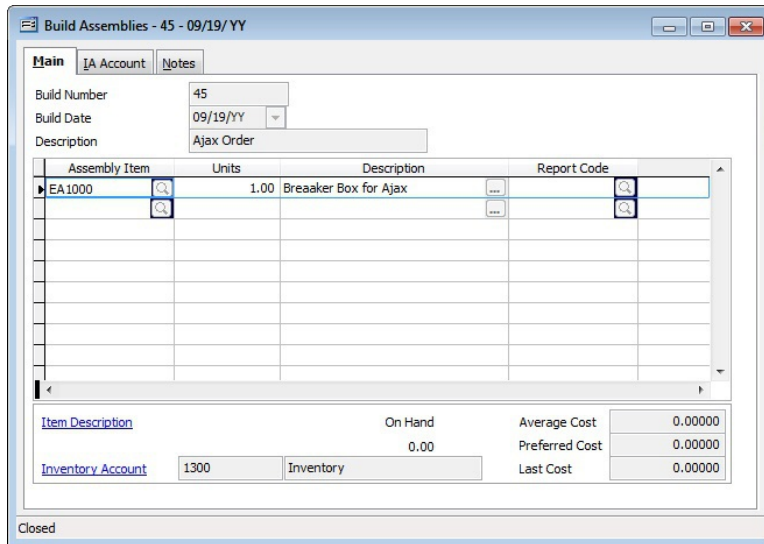
Scrolling Through Build Assemblies Records

Users can scroll through the Build Assemblies' records by using the navigation buttons on the toolbar  at the top of the screen. Clicking on the First  icon (at the top of the screen) will open the first record of the list according to the Build Number. Clicking on the Previous  icon (at the top of the screen) will open the immediately previous record of the list according to the Build Number. Clicking on the Next  icon (at the top of the screen) will open the next record of the list according to the Build Number. Clicking on the Last icon  (at the top of the screen) will open the last record of the list according to Build Number.

Main Tab

The Inventory Assemblies file records all pertinent information related to Inventory Assemblies. The information recorded on this tab is used throughout BIS® whenever a build assembly referenced in other transactions or in reports. The Main tab records detailed information about this Build Assembly.

Figure: IV-38
Sample Build Assemblies
Main tab screen form.



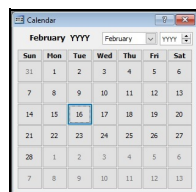
Build Number

The Build Number field records an build number that is used to identify this record that will appear as the description on both the inventory adjustment and the journal entry. It may be any combination of characters or digits up to ten positions in length.

Build Date

The Build Date field records the date for the Build Number. This is usually the current date, but it could be a previous date. This date may be typed or entered using the Calendar tool.

Figure: IV-39
Calendar tool.





Description

The Description field is used to record a brief description or comment, up to 30 characters that identifies the general purpose for the Build Assemblies.

Columns

The table specifies the number of each assembly item to be built, along with a description and report code. Using the Inventory Assemblies record for the assembly item selected, BIS® will automatically calculate the number of components needed to produce the items listed here.

Two buttons on the toolbar are useful when modifying or editing the grid area on a screen form. The Insert Line  icon (or Ctrl+I) adds a blank line to the current grid of the form that is open. The Delete Line  icon (or Ctrl+J) removes the currently highlighted line from the grid of the open record.

Assembly Item

The Assembly Item column records the code of the assembly item to be used. BIS® verifies that the item number exists and displays item name, balance on hand, and the average unit cost in the Posting and Item Summary section below.

Units

The Units Column records the quantity of the item selected to be adjusted. The entry may be a positive or negative number, but a negative number must not exceed the quantity on hand.


Description

This field is used to record a brief description for the line item. Because the line item refers to an inventory item, the description is retrieved from the Inventory module. Entering a concise description can save time otherwise spent looking for the original document to determine why an entry was made. This is an alphanumeric field limited to 30 characters. To record an extended description for this item, click the button to open a Notes box, where unlimited information related to this line item may be stored.

Report Code

The Report Code column is used to record a report code related to the line item, which can be used for creating customized reports.

Save the Changed Record

When the record is complete or satisfactorily edited, you should either click on the Save  button on the toolbar, or press Ctrl-S to save the changes.


Item Summary Area

This section displays the item description and quantity currently on hand.

Item Description

This field displays the Item Description for the assembly item. Please note that the underlined Item Description title is a hyperlink field as well as the description of the information to be entered. Left-clicking on this hyperlink opens the Inventory Items - New form to add a new Inventory items. Right-clicking on the Account Name hyperlink opens a selection of reports that can be directly accessed.

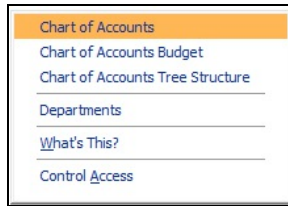
Inventory Account

This field displays the Inventory account to which the Build Assemblies will be posted. The default Inventory Assemblies account is recorded in System Wide Parameters, but may be changed on the IA Account tab. The Inventory Assemblies account may be entered manually, or the chart of accounts list may be examined by clicking on the Magnifying Glass  icon (at the top of the screen) or pressing Ctrl+F, and double clicking on the selected account. When an existing account is selected, its name appears to the right of the Inventory Account number.

Please note that the underlined Inventory Account title is a hyperlink field as well as the description of the information to be entered. Left-clicking on this hyperlink opens the Chart of Accounts form. Right-clicking on the Inventory Account hyperlink opens a selection of reports that can be directly accessed.

Figure: IV-40

Reports directly accessible by right-clicking on the field name hyperlink.

**On Hand**

The On Hand field shows the number of selected inventory item from the item's master record.

Average Unit Cost

The Average Unit Cost field shows the average unit cost of the selected inventory item from the item's master record.


Last Unit Cost

The Last Unit Cost field shows the last unit cost of the selected inventory item from the item's master record.

Preferred Unit Cost

The Preferred Unit Cost field shows the preferred unit cost of the selected inventory item from the item's master record.

Save the Changed Record

When the record is complete or satisfactorily edited, either click on the Save  button on the toolbar or press Ctrl-S to save the changes.

IA Account Tab

This screen is used to change the account and session date defaults.

Figure: IV-41

Build Assemblies IA
Account tab screen form.

The screenshot shows a window titled "Build Assemblies - New" with three tabs: "Main", "IA Account", and "Notes". The "IA Account" tab is active. The window contains the following text and fields:

- Your fiscal year date limits are from 01/01/YY to 12/31/YY
- I will adjust the following inventory account:
- Inventory Account: 1300 (with a search icon) Inventory
- Session Date: 09/19/YY (with a dropdown arrow)

The "Inventory Account" field is underlined, indicating it is a hyperlink. The search box is located to the right of the "Inventory Account" field.

Inventory Account

The Inventory Account field displays the Inventory account to be used for posting this transaction. The default Inventory Adjustment account is set up in the System Wide Parameters, but can be changed here.

Please note that the underlined Inventory Account title is a hyperlink field as well as the description of the information to be entered. Left-clicking on this hyperlink opens the Chart of Accounts form. Right-clicking on the Vendor Id hyperlink opens a selection of reports that can be directly accessed.

Figure: IV-42

Reports directly accessible
by right-clicking on the
field name hyperlink.


The screenshot shows a context menu with the following items:

- Chart of Accounts
- Chart of Accounts Budget
- Chart of Accounts Tree Structure
- Departments
- What's This?
- Control Access

Session Date

The Session Date field records the session date for this transaction (i.e. the date the transaction is recorded). The default date is the session date entered at the Login screen. If the default is not correct for this transaction, another date may be entered here. The date may be entered manually, in the mm/dd/yy format, or by using the Calendar tool.

Save the Changed Record

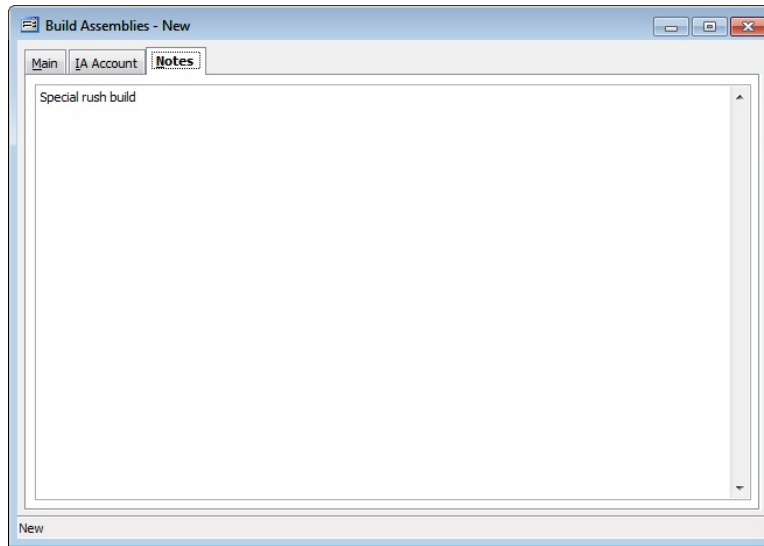
When the record is complete or satisfactorily edited, you should either click on the Save  button on the toolbar, or press Ctrl-S to save the changes.

Notes Tab


The Notes section is a work area for miscellaneous notes and may be used as needed.

Figure: IV-43

Build Assemblies Notes tab screen form sample.



Save the Changed Record

When the record is complete or satisfactorily edited, you should either click on the Save  button on the toolbar, or press Ctrl-S to save the changes.

Inventory Reports

This section covers the reports available for Inventory. Access to specific reports begins with the Query screen that enable users to select the particular variation needed. As with other reports in BIS[®], reports can generally be one of 3 types: Summary, Detail, and Extended. Most reports offer the ability to select an “Order By” setting, and often have several choices of fields for that choice. Additionally, most reports have a variety of Options allow certain elements to show or not on the report. Finally, most reports offer a listing of fields that can allow a refined selection of data. The Report Query will be remembered by User Id until changed.

All report options are listed under the Reports menu, and many reports can be selected by right-clicking on a data hyperlink to open a pop-up report menu related to that field. Either method opens a report setup form depending upon the type of report selected. Reports offer the opportunity to view all records and activity for a company. Reports are an easy way to view the effects of specific transactions. They are also a good way to get a summary view of either all transactions of a specific type, all entries for a single account or file.

BIS[®] reports allow the user to enter the exact specifications of what the report will contain. Make it as detailed or simple as needed. Narrow or broaden the search criteria to allow as few as one record, or as many as all records pertaining to the topic.

Once the criteria have been entered into the report form, the report can be viewed on the screen by clicking the Preview button. A window will open to display the report. This is useful for detecting any errors in setting up the report before actually printing it on paper. Use the scroll bars on the right side and bottom of the screen to move around the page.

When previewing a report, the usual toolbar will disappear and the preview toolbar appears. After closing the preview of the report and returning to the Report form, the report can be printed. Select Print, either from the File menu or by clicking the Print button on the main tool bar. The Print dialogue box will open. Specify whether to print the entire document or select certain pages to print. Also, select the number of copies desired and which printer to use.

Reports can be viewed on the screen, printed, and exported. In other editions of BIS[®], reports can be exported and emailed in up to six different formats. Most reports have hyperlinks that enable users to either drill down to the source record, or by right-clicking, open a list of other reports and functions related to the hyperlink field selected.

Report Toolbar Controls

There are a number of controls that affect reports and how they are rendered. Initial access comes from the Reports Toolbar

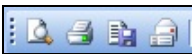




Figure: IV-44
Report Toolbar


Preview

 The Preview icon works with the Report and printing functions, allowing previews in WYSIWYG (What You See Is What You Get) mode. As with other screen elements, these report previews can be tiled or layered with the BIS[®] MSD (Multiple Screen Display).


Print (Ctrl+P)

 The BIS[®] Print icon causes the current report to be sent to the print spooler so that it can be printed by the default or selected printer accessible to the sending computer.

Export Report

 The Export Report icon exports the current report in up to six different formats, depending on the edition of BIS® used. Standard edition users can export in DOS TXT, Microsoft® Excel® WKS, and Adobe® PDF formats. Professional edition users add Microsoft® Word® and the graphical TIFF formats. Finally, Enterprise edition users can also export in HTML format.


Email Report

 The Email Report icon enables Professional and Enterprise edition users to email reports from directly within BIS. The available formats for these editions are the same as listed for Export above.


Preview Toolbar Controls

Once a report is opened, and appears on the screen, an additional Preview Toolbar opens.


Table of Contents

 The BIS® Table's of Contents icon adds a table of contents to the left side of the screen report. Using a familiar Explorer-style format, each primary record of the report can be directly accessed, eliminating the need for laborious searching.


Show/Hide Ruler

 The Show/Hide Rule icon reveals or hides a ruler guide to the top and side of the report. Users of word processing and some graphics programs should be familiar with this feature.


Copy Page

 The Copy Page icon copies the current page of the report to the Windows® Clipboard.


Find

 The BIS® Find icon enables users to find or search for a particular piece of data in the current report.


Display Pages

 The Display Pages icon controls how many pages of the report can appear on a single screen and how they are arranged. The choices are: 1x1, 1x2, 1x3, 2x1, 2x2, and 2x3.


Zoom in

 The Zoom in icon enlarges the screen image by preset percentages.

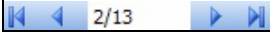
Zoom Out

 The Zoom in icon reduces the screen image by preset percentages.


Zoom Control

 The Zoom Control drop-down allows enlarging or reducing the screen image by preset percentages: 25, 50, 75, 100, 125, 150, 175, 200, 400, and 800, as well as Page Width and Full Page.


"Navigation" Buttons

 The navigation button icons provides a way of moving through pages of the report. In sequence, they are: the First Page, the Previous Page, the Next Page, and the Last Page. The numeric information in the center indicates which page is showing or selected out of the total number of pages in the report.

Backward

 The Backward icon reverses the order of the pages of the report that appear on the screen.

Forward

 The Forward icon resets the order of the pages of the report that appear on the screen.

Hyperlink Appearance



 The Hyperlink Appearance icon controls how the hyperlinks will appear on the displayed report (and any report printed from the preview).

Figure: IV-45
Hyperlink format options



Refresh

 The Refresh icon updates the report with the latest data from the program.

List Reports

The majority of BIS[®] reports are list reports. This section explains how to set up a list report and define the search criteria on which to base it. If the criteria specified do not yield any records, BIS[®] will not allow the report to be previewed or printed.

My Query

The My Query option enables the user to save multiple sets of query conditions (and is described in greater detail below).

Report Type

Select the type of report, which generally determines the level of detail contained in the report itself. The amount and type of detail available vary from report to report.

Order By

Use the drop down menu tool in the Order By option to select which field should be used to list entries. Some reports can only be ordered by a certain field. If applicable, choose whether the entries will be shown in ascending or descending order. For example, ascending alphabetical listings display A-Z entries, while a descending list orders Z-A entries.

Options

The choices given in the Options box allow the report to be further defined. To select any of these options, check the corresponding box.

Filter

The listing at the bottom of the form defines which records will be included in the report. Data can be selected for inclusion by the fields displayed in this area. A variety of criteria can be used to make the report as narrow or broad as necessary.

First select an operator from the drop down list in the Operator field. Depending on which operator is chosen, the Beginning and/or Ending fields may need to be filled with data based on the field type. Sometimes a drop-down menu is made available in these columns so that records on file can be selected.

Operators

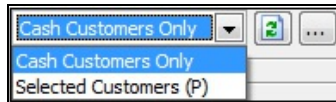
All	Shows all records
=	Displays only records with data matching the data in the Beginning column.
On Date Run	For Date fields only; this dynamic operator uses the system date for the program
Day # of Month	For Date fields only; this dynamic operator uses the pre-selected specific day of the month
First Day of the Month	For Date fields only; this dynamic operator uses the first day of the current month
Last Day of the Month	For Date fields only; this dynamic operator uses the first day of the current month
In	Includes all records contain the data entered in the Beginning column
Between	Shows records that fall between the records listed in the Beginning and Ending columns
Tag	Includes specific records tagged from a drop-down list of records
>	Includes records that have a value greater than that entered in the Beginning column
<	Only shows records with a value less than that defined
>=	Displays records with a value greater than or equal to the defined data
<=	Includes records whose value is less than or equal to the data entered

My Query

The My Query option enables the user to save multiple sets of query conditions including Order By, Field Operators and their settings, and Options. The initial use of My Query shows no saved Queries. If there are existing named queries available they can be seen using the drop-down tool. The saved Query, however, can be applied to any of the available Report Types.

Figure: IV-46

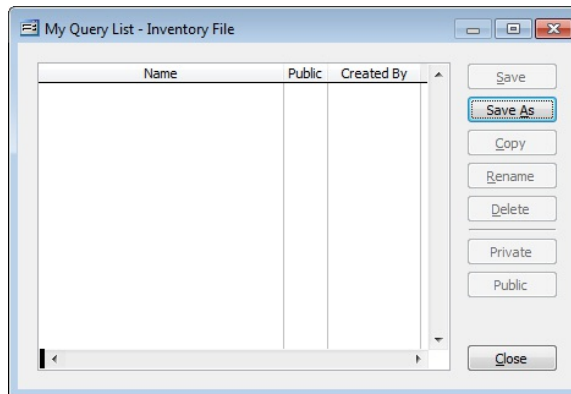
My Query drop-down list sample.




As with other system reports, each named query selection can be further refined with the other settings.

Figure: IV-47


My Query List initial use sample screen form.



Refresh Button

 If a query has been saved, and new changes are made to the query settings, clicking on the Refresh button will remove those unsaved changes.

Details Button

 A query can be saved by clicking on the Details button. If there are no pre-existing queries, two buttons are available, Save As and Close.

Save

The Save button will save the current settings, but will provide a dialog box asking, “Do you want to overwrite this query?” Click on Yes to save the current settings under the selected name, or No to not save them under the current name.

Save As

The Save As button opens the Save As Query sub-form.

Name

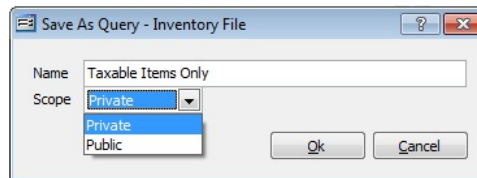
Use this field to assign a name to the saved query.

Scope

The Scope option allows the user to specify whether the saved query will be kept for private use or be made available to all users with access rights to this information.

Figure: IV-48

Save As Query List sample screen form showing the two optional Scope selections: Private and Public.



OK

Click on the OK button to accept the name and scope selections.

Cancel

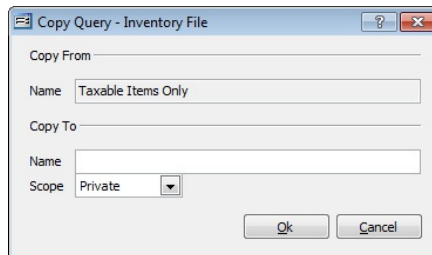
Click on the Cancel button to close the form without saving.

Copy

The copy button will copy the current saved query to a new name, and allow changing its scope setting. The newly named query can then be edited and saved again.

Figure: IV-49

Copy query screen form.

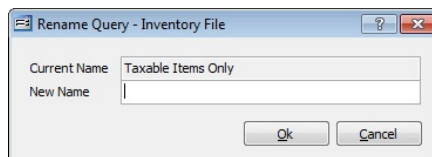


Rename

The Rename button opens the Rename Query form that allows the query to be saved with a new name.

Figure: IV-50

Rename Query screen form.



Delete

The Delete button will delete the selected named query. If the query is a public query, the following dialog box question will appear, “This is a public query. Are you sure that you want to delete this query?” If the selected query is not a public query, the system simply asks for a confirmation of the action.

Private

If the query is marked as Private, this button will be grayed out. The user has the option of changing the scope of the query to Public by using the next button.

Public

If the query is marked as Public, this button will be grayed out. The user has the option of changing the scope of the query to Private by using the preceding button.

Close

This button closes the My Query List.

Clear Button


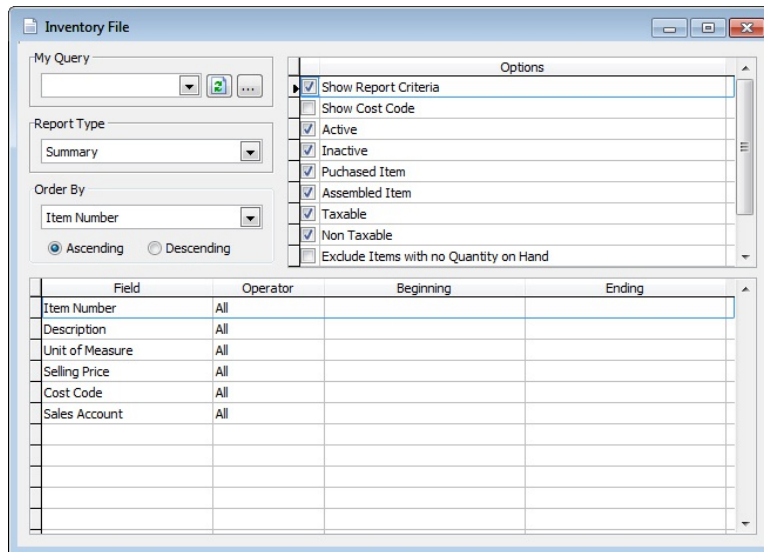
 The clear button is located on the tool bar normally at the top of the screen. This button applies only to the report queries. BIS® reports query settings are remembered by user from one session to the next. Thus, if a saved query was last used, the query screen for the same report would open with it preselected. The clear button resets the query screen to the system default.

Figure: IV-51
Sample report query form after apply clear button.



Inventory Report List

The following is a list of Inventory reports available in BIS®.

- Inventory List
- Inventory Labels
- Inventory Bar Codes
- Adjustments Journal
- Adjustments List
- Price List
- Inventory Activity History
- Inventory Planning
- Inventory Reorder
- Inventory Back Ordered
- Bill of Materials
- Assemblies List
- Assembly Requirements
- Where Used Report
- Assemblies Journal
- Production History

Menu Access

Unlike other areas in Inventory, access to reports can be achieved via three different menus: Modules with Reports Group, Modules with Reports Listed, and Standard.

Reports Access via Modules with Reports Group

IV | Reports

Reports Access via Modules with Reports Listed

IV

Standard Menu

Reports | Inventory

Inventory List Report

This report provides a listing of records in the Inventory Items file and information based on inventory transactions.

Access to Inventory List Report Module Menu with Reports Group

IV | Reports | Inventory List

Module Menu with Reports List

IV | Inventory List

Standard Menu

Reports | Inventory | Inventory List

Report Types

Summary

The Inventory List Summary Report shows the inventory item number, item descriptions, unit of measure, item type (purchased or assembled), price, assigned inventory account, quantity on hand, quantity assigned, and quantity on order.

Detail

The Inventory List Detail Report also displays the default sales account and tax type.

Extended

The Inventory List Extended Report displays all information recorded and displayed in the Inventory Items form as well as the quantity on hand and the last sale date.

Udf

The Inventory List Report displays the Inventory codes and names, Udf field name and data recorded in the Inventory file.

Order By

- Item Number
- Item Number Numeric
- Description
- Unit of Measure
- Selling Price
- Cost Code
- Sales Account

Options

- Show Report Criteria
- Show Cost Code
- Active
- Inactive
- Purchased Items
- Assembled Items
- Taxable
- Non Taxable
- Exclude items with no Quantity on Hand
- Show Notes
- Case Sensitive

Fields

- Item Number
- Description
- Unit of Measure
- Selling Price
- Cost Code
- Sales Account

Drill-Down+® Destinations

Figure: IV-52

Right-click the Inventory Item hyperlink to show other available functions.

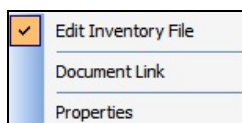
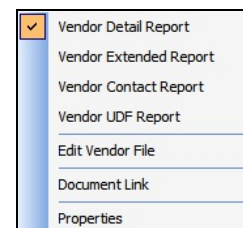


Figure: IV-53

Right-click the Vendor Id hyperlink to display a selection of reports and other available functions.



Inventory File – Summary Report

Best Construction Company							
Inventory File							
Summary Report							
Page 1							
Item Number	Description	Unit	Type	Price IV Account	On Hand	Assigned	On Order
E1000	Stranded Wire	FT	P	0.25 1300	25,000.00	0.00	0.00
E1001	Plastic Anchor 1"	EA	P	35.00 1300	2,000.00	0.00	0.00
EA1000	Breaker Box	EA	A	250.00 1300	300.00	50.00	0.00
EA1000-1	Steel Box	EA	P	200.00 1300	500.00	0.00	0.00
EA1000-2	Circuit Breaker	EA	P	50.00 1300	1,250.00	0.00	0.00

Figure: IV-54 Inventory File – Summary Report.

Inventory User Definable Fields – Udf Report

Best Construction Company		
Inventory User Definable Fields		
Udf Report		
Page 1		
Item Number	Description UDF Field	Description
E1000	Stranded Wire Alternate Vendor	Alpha Wire
E1001	Plastic Anchor 1" Alternate Vendor	
EA1000	Breaker Box Alternate Vendor	
EA1000-1	Steel Box Alternate Vendor	
EA1000-2	Circuit Breaker Alternate Vendor	

Figure: IV-55 Inventory User Definable Fields – Udf Report.

Inventory File – Detail Report

Best Construction Company											
Inventory File Detail Report											Page 1
Item Number	Description	Unit	Type	Price IV Account	Sales Account	Tax Type	On Hand	Assigned	On Order		
E1000 Cost Code 16000	Stranded Wire Electrical	FT	P	0.25 1300	4010	Non Taxable	25,000.00	0.00	0.00		
E1001 Cost Code 16000	Plastic Anchor 1" Electrical	EA	P	35.00 1300	4010	Non Taxable	2,000.00	0.00	0.00		
EA1000 Cost Code 16000	Breaker Box Electrical	EA	A	250.00 1300	4010	Non Taxable	300.00	50.00	0.00		
EA1000-1 Cost Code 16000	Steel Box Electrical	EA	P	200.00 1300	4010	Non Taxable	500.00	0.00	250.00		
EA1000-2 Cost Code 16000	Circuit Breaker Electrical	EA	P	50.00 1300	4010	Non Taxable	1,250.00	0.00	250.00		

09/26/ 09:06 AM

Figure: IV-56

Inventory File – Extended Report

Best Construction Company


Inventory File
Extended Report

Page 1

Item E 1000, Stranded Wire

Main	
Item Number	E1000
Item Description	Stranded Wire
Item Type	Purchased
Selling Price	0.25
Unit of Measurement	FT
Price Discount Level	A
Reorder Point	500.00
Quantity on hand	25,000.00
Quantity Assigned	0.00
Quantity Available	25,000.00
Quantity on Order	0.00
Preferred Stock full Point	3,000.00
Year-to-date Usage	1,500.00
Average Unit Cost	0.2053
Last Unit Cost	0.25
Preferred Cost	0.12
Last Sale Date	04/30/
Classification	Electrical Materials

Default	
Tax Type	Non Taxable
Vendor Id	1601
Vendor Name	Highvolt Electric
Days Delivery	3
Inventory Account	1300
Cost Code	16000
Sales Account	4010

Photo


Notes
Purchase in lots of 150 feet rolls.

09/26/ 09:16 AM

Figure: IV-57 Inventory User Definable Fields – Extended Report.

Inventory Labels

Inventory item labels can be useful in categorizing inventory shelves and quickly identifying products or unmarked containers. Labels include the inventory item code and item descriptions.

**Access to Inventory Labels
Module Menu with Reports Group**

IV | Reports | Inventory Labels

Module Menu with Reports List

IV | Inventory Labels

Standard Menu

Reports | Inventory | Inventory Labels

Report Types

Select the option that corresponds to the labels used.

Order By

- Item Number
- Description
- Unit of Measure
- Selling Price
- Cost Code

Options

- Active
- Inactive
- Purchased Item
- Assembled Item
- Exclude Items with no Quantity on Hand
- Case Sensitive

Fields

- Item Number
- Description
- Unit of Measure\
- Selling Price
- Cost Code

Avery® 5160, 5161, 5162, 5163, 5164, 5660 Report Label

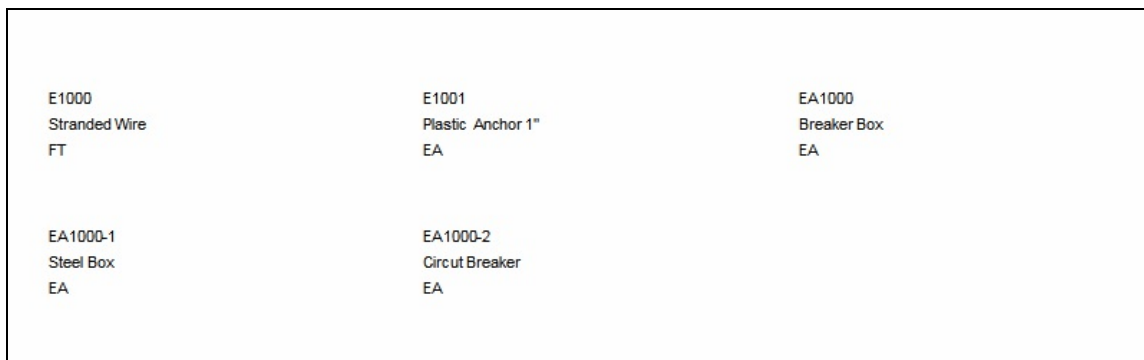


Figure: IV-58 Vendor Labels – Avery Laser/Inkjet sheet labels.

Inventory Bar Code

Inventory item bar code labels can be useful in scanning inventory shelves and quickly identifying products or otherwise unmarked containers. Labels include the inventory item code and item descriptions.

Access to Inventory Bar Code Labels Module Menu with Reports Group

IV | Reports | Inventory Bar Code

Module Menu with Reports List

IV | Inventory Bar Code

Standard Menu

Reports | Inventory | Inventory Bar Code

Report Types

Select the option that corresponds to the labels used.

Order By

- Item Number

Options

- Active
- Inactive
- Purchased Item
- Assembled Item
- Exclude Items with no Quantity on Hand
- Show Item Number
- Page Break
- Case Sensitive

Fields

- Item Number
- Item Description
- Unit of Measure\
- Selling Price Per Unit
- Cost Code
- Number of Labels

Avery® 5160, 5260, 5810, 5960 Report Label



Figure: IV-59 Inventory Labels – Avery Laser/Inkjet sheet labels.

Inventory Adjustments Journal

The Inventory Adjustments Journal is a listing of all adjustments made to inventory through the Inventory Adjustments option. The journal serves as the supporting documentation for entries into the general ledger and can be used to reconcile the inventory valuation report with general ledger inventory accounts. It enables a review of all increases and decreases to inventory for any selected range of dates and for any selected inventory account.

Access to Inventory Journal Module Menu with Reports Group

IV | Reports | Inventory Adjustments Journal

Module Menu with Reports List

IV | Inventory Adjustments Journal

Standard Menu

Reports | Inventory | Inventory Adjustments Journal

Report Types

Summary

The Inventory Adjustments Journal Summary Report displays the account number and name, adjustment date, number, description, amount, monthly and list totals.

Detail

The Inventory Adjustments Journal Detail Report also shows line item detail including, inventory item number, units, unit cost, account number, item description and line item amount.

Extended

The Inventory Adjustments Journal Extended Report also shows report code, job number, cost code, change order and cost type.

Order By

- Adjustment Date
- Session Date

Options

- Show Report Criteria
- Reversing Entries
- Show Adjustment Notes
- Show GL Extended Description
- Show User Id
- Show Case Sensitive

Fields

- Adjustment Date
- Adjustment Number
- Session Date
- User Id

General Ledger Account

Enter the General Ledger account (most likely Inventory) to be displayed in this report.

Drill-Down+® Destinations

Figure: IV-60

Right-click the Inventory Item hyperlink to show other available functions.



Inventory Adjustments Journal — Summary Report

Best Construction Company				
Inventory Adjustments Journal				Page 1
Summary Report - Account 1300, Inventory				
Date	Adjustment#	Description	Session	Amount
09/26/	101	Add Stock	09/26/	75,000.00
			Inventory Adjustments Listed for September	75,000.00
			Total Inventory Adjustments Listed	75,000.00

09/26/ 09:52 AM

Figure: IV-61 Inventory Adjustments Journal –Summary Report.

Inventory Adjustments Journal — Detail Report

Inventory Adjustments Journal							Best Construction Company
Detail Report - Account 1300, Inventory							Page 1
Date Item	Adjustment#	Description	Units	Unit Cost	GL Account	Description	Amount
09/26/	101	Add Stock			09/26/		
EA1000			300.00	250.00	6065	Breaker Box	75,000.00
Adjustment Total							75,000.00
Inventory Adjustments Listed for September							75,000.00
Total Inventory Adjustments Listed							75,000.00
09/26/ 09:52 AM							

Figure: IV-62 Inventory Adjustments Journal – Detail Report.

Inventory Adjustments List

This report creates a listing of all inventory adjustments.

Access to Inventory Adjustments List

Module Menu with Reports Group

IV | Reports | Inventory Adjustments List

Module Menu with Reports List

IV | Inventory Adjustments List

Standard Menu

Reports | Inventory | Inventory Adjustments List

Report Types

Detail

The Inventory Adjustments List Detail Report displays the adjustment date and number, posting account and name, description, amount, and list totals.

Order By

- Adjustment Number
- Adjustment Date
- Inventory Account
- Adjustment Amount
- Description
- Session Date

Options

- Show Report Criteria
- Reversing Entries
- Subtotals
- Case Sensitive

Fields

- Adjustment Number
- Adjustment Date
- Inventory Account
- Adjustment Amount
- Description
- Session Date

Inventory List – Detail Report

Price List

This report provides a price list of all inventory items.

Best Construction Company						
Inventory Adjustments List						Page 1
Detail Report						
Date	Adjustment#	GL Account	Account Name	Description	Session	Amount
09/26/	101	1300	Inventory	Add Stock	09/26/	75,000.00
Total of Adjustments Listed						75,000.00

Figure: IV-64 Inventory Adjustment List – Detail Report

Access to Price List

Module Menu with Reports Group

IV | Reports | Price List

Module Menu with Reports List

IV | Price List

Standard Menu

Reports | Inventory | Price List

Report Types**Summary**

The Price List Summary Report displays the item number and description, unit of measure, item type (purchased or assembled), price per unit, and optionally, the Cost Code and Type.

Detail

The Price List Detail Report also displays Tax Type.

Order By

- Item Number
- Item Description
- Unit of Measure
- Selling Price Per Unit
- Cost Code
- Sales Account

Options

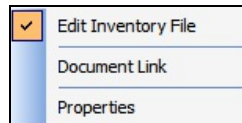
- Show Report Criteria
- Show Cost Code
- Active
- Inactive
- Purchased Item
- Assembled Item
- Taxable
- Non Taxable
- Exclude Items with no Quantity on Hand
- Show Notes
- Case Sensitive

Fields

- Item Number
- Item Description
- Unit of Measure
- Selling Price Per Unit
- Cost Code
- Sales Account

Drill-Down+® Destinations**Figure: IV-65**

Right-click the Inventory Item hyperlink to show other available functions.



Price List – Summary Report

Best Construction Company				
Price List				
Summary Report Page 1				
Item Number	Description	Unit	Type	Price
E1000	Stranded Wire	FT	P	0.25
Cost Code 16000	Electrical			
	Notes: 1. Buy in lots of 50,000 feet reels.			
E1001	Plastic Anchor 1"	EA	P	35.00
Cost Code 16000	Electrical			
EA1000	Breaker Box	EA	A	250.00
Cost Code 16000	Electrical			
EA1000-1	Steel Box	EA	P	200.00
Cost Code 16000	Electrical			
EA1000-2	Circuit Breaker	EA	P	50.00
Cost Code 16000	Electrical			

Figure: IV-66 Price List – Summary Report showing Notes.

Price List – Detail Report

Best Construction Company						
Price List						
Detail Report Page 1						
Item Number	Description	Unit	Type	Price	Sales Account	Tax Type
E1000	Stranded Wire	FT	P	0.25	4010	Non Taxable
Cost Code 16000	Electrical					
	Notes: 1. Buy in lots of 50,000 feet reels.					
E1001	Plastic Anchor 1"	EA	P	35.00		Taxable
Cost Code 16000	Electrical					
EA1000	Breaker Box	EA	A	250.00		Non Taxable
Cost Code 16000	Electrical					
EA1000-1	Steel Box	EA	P	200.00		Non Taxable
Cost Code 16000	Electrical					
EA1000-2	Circuit Breaker	EA	P	50.00		Non Taxable
Cost Code 16000	Electrical					

Figure: IV-67 Inventory Adjustment List – Detail Report

Inventory Activity

The Inventory Activity History provides the current status of each item in the inventory.

Access to Inventory Activity

Module Menu with Reports Group

IV | Reports | Inventory Activity

Module Menu with Reports List

IV | Inventory Activity

Standard Menu

Reports | Inventory | Inventory Activity

Report Types

Summary

The Inventory Activity Summary Report displays the item number and description, unit of measure, item type (purchased or assembled), selling price per unit, assigned inventory account, quantity on hand, quantity assigned, quantity on order, last sale date, year-to-date quantity sold, and quantity back ordered.

Detail

The Inventory Activity History Detail Report also displays Tax Type.

Order By

- Item Number
- Item Description
- Unit of Measure
- Selling Price Per Unit
- Cost Code
- Sales Account

Options

- Show Report Criteria
- Show Cost Code
- Show Cost Valuation
- Active
- Inactive
- Purchased Item
- Assembled Item
- Taxable
- Non Taxable
- Exclude Items with no Quantity on Hand
- Show Notes
- Case Sensitive

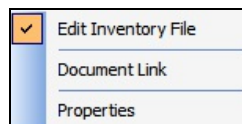
Fields

- Item Number
- Item Description
- Unit of Measure
- Selling Price Per Unit
- Cost Code
- Sales Account

Drill-Down+® Destinations

Figure: IV-68

Right-click the Inventory Item hyperlink to show other available functions.



Inventory Activity – Summary Report

Best Construction Company									
Inventory Activity History									Page 1
Summary Report									
Item Number	Description	Unit	Type	Price	IV Account	On Hand	Assigned	On Order	
E1.000	Stranded Wire	FT	P	0.25	1300	25,000.00	0.00	0.00	
Cost Code	16000								
	Electrical								
	Last Sale Date:	04/30/14		Year-to-Date:	1,500.00	Back Ordered:	0.00		
				Unit Cost:	0.20530	Value on Hand:	5,132.50		
				Unit Margin:	0.04	Potential Margin:	1,117.50		
E1.001	Plastic Anchor 1"	EA	P	35.00	1300	2,000.00	0.00	0.00	
Cost Code	16000								
	Electrical								
	Last Sale Date:	//		Year-to-Date:	0.00	Back Ordered:	0.00		
				Unit Cost:	35.00000	Value on Hand:	70,000.00		
				Unit Margin:	0.00	Potential Margin:	0.00		
EA10.00	Breaker Box	EA	A	250.00	1300	300.00	50.00	0.00	
Cost Code	16000								
	Electrical								
	Last Sale Date:	//		Year-to-Date:	0.00	Back Ordered:	0.00		
				Unit Cost:	250.00000	Value on Hand:	75,000.00		
				Unit Margin:	0.00	Potential Margin:	0.00		
EA10.00-1	Steel Box	EA	P	200.00	1300	500.00	0.00	250.00	
Cost Code	16000								
	Electrical								
	Last Sale Date:	//		Year-to-Date:	0.00	Back Ordered:	0.00		
				Unit Cost:	200.00000	Value on Hand:	100,000.00		
				Unit Margin:	0.00	Potential Margin:	0.00		
EA10.00-2	Circuit Breaker	EA	P	50.00	1300	1,250.00	0.00	250.00	
Cost Code	16000								
	Electrical								
	Last Sale Date:	//		Year-to-Date:	0.00	Back Ordered:	0.00		
				Unit Cost:	50.00000	Value on Hand:	62,500.00		
				Unit Margin:	0.00	Potential Margin:	0.00		
						Total Value of Inventory List:			312,632.50
						Potential Margin of Inventory Listed:			1,117.50
						Average Unit Margin:			0.01

09/26/ 10:17 AM

Figure: IV-69 Inventory Activity History – Summary Report.

Inventory Activity – Detail Report

Inventory A activity History										Best Construction Company			
Detail Report										Page 1			
Item Number	Description	Unit	Type	Price	IV Account	Sales Account	Tax Type	On Hand	Assigned	On Order			
<u>E1000</u>	Stranded Wire Electrical Last Sale Date: 04/30/	FT	P	0.25	1300	4010	Non Taxable	25,000.00	0.00	0.00			
Cost Code 16000				1,500.00	Back Ordered:	0.00							
				0.20530	Value on Hand:	5,132.50							
				0.04	Potential Margin:	1,117.50							
<u>E1001</u>	Plastic Anchor 1" Electrical Last Sale Date: //	EA	P	35.00	1300	4010	Non Taxable	2,000.00	0.00	0.00			
Cost Code 16000				0.00	Back Ordered:	0.00							
				35.00000	Value on Hand:	70,000.00							
				0.00	Potential Margin:	0.00							
<u>EA1000-1</u>	Breaker Box Electrical Last Sale Date: //	EA	A	250.00	1300	4010	Non Taxable	300.00	50.00	0.00			
Cost Code 16000				0.00	Back Ordered:	0.00							
				250.00000	Value on Hand:	75,000.00							
				0.00	Potential Margin:	0.00							
<u>EA1000-1</u>	Steel Box Electrical Last Sale Date: //	EA	P	200.00	1300	4010	Non Taxable	500.00	0.00	250.00			
Cost Code 16000				0.00	Back Ordered:	0.00							
				200.00000	Value on Hand:	100,000.00							
				0.00	Potential Margin:	0.00							
<u>EA1000-2</u>	Circuit Breaker Electrical Last Sale Date: //	EA	P	50.00	1300	4010	Non Taxable	1,250.00	0.00	250.00			
Cost Code 16000				0.00	Back Ordered:	0.00							
				50.00000	Value on Hand:	62,500.00							
				0.00	Potential Margin:	0.00							
										Total Value of Inventory List:	\$12,632.50		
										Potential Margin of Inventory List:	1,117.50		
										Average Unit Margin:	0.01		

06/26/ 10:19 AM

Figure: IV-70

Inventory Planning

This report provides a price list of all inventory items.

Access to Inventory Planning

Module Menu with Reports Group

IV | Reports | Inventory Planning

Module Menu with Reports List

IV | Inventory Planning

Standard Menu

Reports | Inventory | Inventory Planning

Report Types

Summary

The Inventory Planning Summary Report displays the item number and description, unit of measure, item type (purchased or assembled), selling price per unit, assigned inventory account, quantity on hand, quantity assigned, quantity on order, last sale date, year-to-date quantity sold, and quantity back ordered.

Detail

The Inventory Planning Detail Report also displays Tax Type.

Order By

- Item Number
- Item Description
- Unit of Measure
- Selling Price Per Unit
- Cost Code
- Sales Account

Options

- Show Report Criteria
- Show Cost Code
- Active
- Inactive
- Purchased Item
- Assembled Item
- Taxable
- Non Taxable
- Exclude Items with no Quantity on Hand
- Show Notes
- Case Sensitive

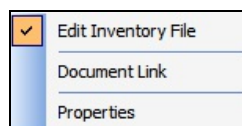
Fields

- Item Number
- Item Description
- Unit of Measure
- Selling Price Per Unit
- Cost Code
- Sales Account

Drill-Down+® Destinations

Figure: IV-71

Right-click the Inventory Item hyperlink to show other available functions.



Inventory Planning – Summary Report

Best Construction Company									
Inventory Planning Report									Page 1
Summary Report									
Item Number	Vendor Id	Description	Unit	Type	Price	IVAccount	On Hand	Assigned	On Order
		Vendor Name					Delivery Days	Order Point	
E1000		Stranded Wire	FT	P	0.25	1300	25,000.00	0.00	0.00
Cost Code	16000	Electrical							
		Notes: Purchase in lots of 150 feet rolls.							
	1601	Highvolt Electric					Disc. Code: A 3	500.00	
E1001		Plastic Anchor 1"	EA	P	35.00	1300	2,000.00	0.00	0.00
Cost Code	16000	Electrical							
	1601	Highvolt Electric					Disc. Code: A 3	100.00	
EA1000		Breaker Box	EA	A	250.00	1300	300.00	50.00	0.00
Cost Code	16000	Electrical							
							Disc. Code: B 0	20.00	
EA1000-1		Steel Box	EA	P	200.00	1300	500.00	0.00	250.00
Cost Code	16000	Electrical							
	1601	Highvolt Electric					Disc. Code: A 3	50.00	
EA1000-2		Circuit Breaker	EA	P	50.00	1300	1,250.00	0.00	250.00
Cost Code	16000	Electrical							
	1601	Highvolt Electric					Disc. Code: A 3	50.00	

09/26/ 10:23 AM

Figure: IV-72 Inventory Planning – Summary Report.

Inventory Planning – Detail Report

Inventory Planning Report		Best Construction Company									
Detail Report		Page 1									
Item Number	Vendor Id	Description	Unit	Type	Price	Sales Account	Tax Type	IV Account	On Hand	Assigned	On Order
		Vendor Name							Delivery Days	Order Point	
<u>E1000</u>	16000	Stranded Wire Electrical	FT	P	0.25	4010	Non Taxable	1300	25,000.00	0.00	0.00
		Notes: Purchase in lots of 150 feet rolls.									
	1601	Hignolt Electric									
<u>E1001</u>	16000	Plastic Anchor 1" Electrical	EA	P	35.00	4010	Non Taxable	1300	2,000.00	0.00	0.00
		Notes: Disc. Code: A									
	1601	Hignolt Electric									
<u>EA1000</u>	16000	Hignolt Electric Breaker Box Electrical	EA	A	250.00	4010	Non Taxable	1300	300.00	50.00	0.00
		Notes: Disc. Code: A									
	1601	Hignolt Electric									
<u>EA1000-1</u>	16000	Steel Box Electrical	EA	P	200.00	4010	Non Taxable	1300	500.00	0.00	250.00
		Notes: Disc. Code: B									
	1601	Hignolt Electric									
<u>EA1000-2</u>	16000	Circuit Breaker Electrical	EA	P	50.00	4010	Non Taxable	1300	1,250.00	0.00	250.00
		Notes: Disc. Code: A									
	1601	Hignolt Electric									

08/26/ 10:25 AM

Figure: IV-73

Inventory Reorder

The Inventory Reorder report is designed to assist with reordering inventory items. This report will list all items at, below or within a certain percentage of the reorder quantity (the minimum quantity desired on hand) assigned to each item. By reviewing items that are approaching the reorder point, an estimate can be made of future cash-flow demands.

BIS[®] uses data from customer and vendor transactions to measure the quantity of items available against the reorder point. The system uses the information to prepare the Inventory Reorder report. This report not only lists items that need to be ordered to maintain stock, but also computes a suggested reorder quantity to bring the inventory to the preferred level. The total cost of all suggested orders is also provided.

Access to Inventory Reorder Module Menu with Reports Group

IV | Reports | Inventory Reorder

Module Menu with Reports List

IV | Inventory Reorder

Standard Menu

Reports | Inventory | Inventory Reorder

Report Types Summary

The Inventory Reorder Summary Report displays the item number and description, unit of measure, item type (purchased or assembled), price per unit, assigned inventory account, quantity on hand, quantity assigned, quantity on order, last sales date, year-to-date quantity sold, quantity back ordered, vendor ID and name, discount code, days to deliver, reorder point, stock full point, suggested order quantity, average cost per unit, and amount of suggested order.

Detail

The Inventory Reorder Detail Report also displays Tax Type.

Order By

- Item Number
- Item Description
- Unit of Measure
- Selling Price Per Unit
- Cost Code
- Sales Account

Options

- Show Report Criteria
- Show Cost Code
- Use Last Cost instead of Avg. Cost
- Active
- Inactive
- Purchased Item
- Assembled Item
- Taxable
- Non Taxable
- Exclude Items with no Quantity on Hand
- Show Notes
- Case Sensitive

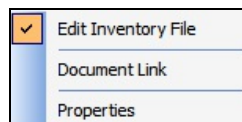
Fields

- Item Number
- Item Description
- Unit of Measure
- Selling Price Per Unit
- Cost Code
- Sales Account
- % Increase Order Point

Drill-Down+[®] Destinations

Figure: IV-74

Right-click the Inventory Item hyperlink to show other available functions.



Inventory Reorder – Summary Report

Best Construction Company									
Inventory Reorder									
Summary Report									
Page 1									
Item Number	Description	Unit	Type	Price	IV Account	On Hand	Assigned	On Order	
Vendor Id	Vendor Name					Delivery Days	Order Point		
E1000	Stranded Wire	FT	P	0.25	1300	25,000.00	0.00	0.00	
Cost Code	16000	Electrical							
	Notes:	Purchase in lots of 150 feet rolls.							
	Last Sale Date:	04/30/	Year-to-Date:	1,500.00	Back Ordered:	0.00			
1601	Highvolt Electric				Disc. Code: A	3	34,500.00		
	Stock Full:	3,000.00	Sugg Order:	0.00	Avg. Cost:	0.21	Order:	34,500.00	
E1001	Plastic Anchor 1"	EA	P	35.00	1300	2,000.00	0.00	0.00	
Cost Code	16000	Electrical							
	Last Sale Date:	//	Year-to-Date:	0.00	Back Ordered:	0.00			
1601	Highvolt Electric				Disc. Code: A	3	2,875.00		
	Stock Full:	300.00	Sugg Order:	0.00	Avg. Cost:	35.00	Order:	2,875.00	
EA1000	Breaker Box	EA	A	250.00	1300	300.00	50.00	0.00	
Cost Code	16000	Electrical							
	Last Sale Date:	//	Year-to-Date:	0.00	Back Ordered:	0.00			
	Stock Full:	50.00	Sugg Order:	0.00	Disc. Code: B	0	575.00		
					Avg. Cost:	250.00	Order:	575.00	
EA1000-1	Steel Box	EA	P	200.00	1300	500.00	0.00	250.00	
Cost Code	16000	Electrical							
	Last Sale Date:	//	Year-to-Date:	0.00	Back Ordered:	0.00			
1601	Highvolt Electric				Disc. Code: A	3	862.50		
	Stock Full:	100.00	Sugg Order:	0.00	Avg. Cost:	200.00	Order:	862.50	
EA1000-2	Circuit Breaker	EA	P	50.00	1300	1,250.00	0.00	250.00	
Cost Code	16000	Electrical							
	Last Sale Date:	//	Year-to-Date:	0.00	Back Ordered:	0.00			
1601	Highvolt Electric				Disc. Code: A	3	1,725.00		
	Stock Full:	100.00	Sugg Order:	0.00	Avg. Cost:	50.00	Order:	1,725.00	

09/26/ 10:33 AM

Figure: IV-75 Inventory Reorder – Summary Report showing Report Criteria.

Inventory Reorder – Detail Report

Best Construction Company										
Page 1										
Item Number	Description	Unit	Type	Price	IV Account	Sales Account	Tax Type	On Hand	Assigned	On Order
Vendor Id	Vendor Name							Delivery Days	Order Point	
<u>E1000</u>	Stranded Wire Electrical	FT	P	0.25	1300	4010	Non Taxable	25,000.00	0.00	0.00
Cost Code 16000										
	Notes: Purchase in lots of 150 feet rolls.									
	Last Sale Date: 04/30/		Year-to-Date:	1,500.00	Back Ordered:	0.00				
1601	Highvolt Electric		Sugg Order:	0.00	Disc. Code: A	3	34,500.00			
	Stock Full: 3,000.00				Avg. Cost:	0.21	Order:	34,500.00		
<u>E1001</u>	Plastic Anchor 1" Electrical	EA	P	35.00	1300	4010	Non Taxable	2,000.00	0.00	0.00
Cost Code 16000										
	Last Sale Date: //		Year-to-Date:	0.00	Back Ordered:	0.00				
1601	Highvolt Electric		Sugg Order:	0.00	Disc. Code: A	3	2,875.00			
	Stock Full: 300.00				Avg. Cost:	35.00	Order:	2,875.00		
<u>EA10.00</u>	Breaker Box Electrical	EA	A	250.00	1300	4010	Non Taxable	300.00	50.00	0.00
Cost Code 16000										
	Last Sale Date: //		Year-to-Date:	0.00	Back Ordered:	0.00				
	Stock Full: 50.00		Sugg Order:	0.00	Disc. Code: B	0	575.00			
					Avg. Cost:	250.00	Order:	575.00		
<u>EA10.00.1</u>	Steel Box Electrical	EA	P	200.00	1300	4010	Non Taxable	500.00	0.00	250.00
Cost Code 16000										
	Last Sale Date: //		Year-to-Date:	0.00	Back Ordered:	0.00				
1601	Highvolt Electric		Sugg Order:	0.00	Disc. Code: A	3	862.50			
	Stock Full: 100.00				Avg. Cost:	200.00	Order:	862.50		
<u>EA10.00.2</u>	Circuit Breaker Electrical	EA	P	50.00	1300	4010	Non Taxable	1,250.00	0.00	250.00
Cost Code 16000										
	Last Sale Date: //		Year-to-Date:	0.00	Back Ordered:	0.00				
1601	Highvolt Electric		Sugg Order:	0.00	Disc. Code: A	3	1,725.00			
	Stock Full: 100.00				Avg. Cost:	50.00	Order:	1,725.00		

06/26/ 10:35 AM

Figure: IV-76

Inventory Back Ordered

This report assists in keeping track of back ordered items (i.e. more are assigned than are on hand) for reorder purposes. Similar to the Inventory Reorder report, the Inventory Back Ordered list suggests a reorder quantity and cost for item on back order.

Access to Inventory Back Ordered Module Menu with Reports Group

IV | Reports | Inventory Back Ordered

Module Menu with Reports List

IV | Inventory Back Ordered

Standard Menu

Reports | Inventory | Inventory Back Ordered

Report Types

Summary

The Inventory Back Ordered Summary Report displays the item number and description, unit of measure, item type (purchased or assembled), price per unit, assigned inventory account, quantity on hand, quantity assigned, quantity on order, last sales date, year-to-date quantity sold, quantity back ordered, vendor ID and name, discount code, days to deliver, reorder point, stock full point, suggested order quantity, average cost per unit, and amount of suggested order.

Detail

The Inventory Back Ordered Detail Report also displays Tax Type.

Order By

- Item Number
- Item Description
- Unit of Measure
- Selling Price Per Unit
- Cost Code
- Sales Account

Options

- Show Report Criteria
- Show Cost Code
- Use Last Cost instead of Avg. Cost
- Active
- Inactive
- Purchased Item
- Assembled Item
- Taxable
- Non Taxable
- Show Notes
- Case Sensitive

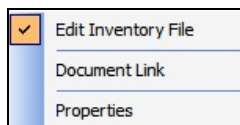
Fields

- Item Number
- Item Description
- Unit of Measure
- Selling Price Per Unit
- Cost Code
- Sales Account

Drill-Down+® Destinations

Figure: IV-77

Right-click the Inventory Item hyperlink to show other available functions.



Inventory Back Ordered – Summary Report

Best Construction Company									
Inventory Back Ordered									
Summary Report									
Page 1									
Item Number	Description	Unit	Type	Price	IV Account	On Hand	Assigned	On Order	
Vendor Id	Vendor Name					Delivery Days	Order Point		
IV2	Moisture Test Strip	EA	P	1.50	1300	200.00	300.00	0.00	
Cost Code	02250	Soil Treatment							
	0101	Central Coast Building Supply							
		Last Sale Date: 09/26/	Year-to-Date:	0.00	Back Ordered:	100.00			
		Stock Full: 1,000.00	Sugg Order:	1,100.00	Avg. Cost:	1.00	Order:	500.00	
					Disc. Code: N	0	500.00		

09/26/ 12:01 PM

Figure: IV-78 Inventory Back Ordered – Summary Report

Inventory Back Ordered – Detail Report

Inventory Back Ordered Detail Report		Best Construction Company									
Item Number	Vendor Id	Description	Unit	Type	Price IV Account	Sales Account	Tax Type	On Hand	Assigned	On Order	Page 1
Vendor Name								Delivery Days	Order Point		
M2	02250	Moisture Test Strip	EA	P	1.50 1300	4010	Non Taxable	200.00	300.00	0.00	
		Soil Treatment									
	0101	Last Sale Date: 09/26/			0.00	Back Ordered	100.00				
		Central Coast Building Supply				Disc. Code: N	0				
		Stock Full: 1,000.00			1,100.00	Avg. Cost:	1.00	500.00			
						Sugg Order:					

09/28/ 12:05 PM

Figure: IV-79

Inventory Back Ordered – Detail Report.

Assemblies List

The Assemblies List provides information about the cost of assembled items for which bill of materials is recorded in the Inventory Assemblies file.

Access to Assemblies List

Module Menu with Reports Group

IV | Reports | Bill of Materials | Assemblies List

Module Menu with Reports List

IV | Bill of Materials | Assemblies List

Standard Menu

Reports | Inventory | Bill of Materials | Assemblies List

Report Types

Summary

The Assemblies List Summary Report displays the assembly item number and description, quantity available, average cost, and subassembly cost.

Detail

The Assemblies List Detail Report displays the assembly item number, description and assigned inventory account number; parts required to assemble including item number, description, quantity of units required, cost per unit, extended cost, account number and total parts cost; markups added including markup code and description, cost percentage or amount, extended cost, account number, and total markup cost; and total unit cost.

Order By

- Assembly

Options

- Show Report Criteria

Fields

- Assembly

Drill-Down+® Destinations

Figure: IV-80

Right-click the Inventory Item hyperlink to show directly accessible reports other available functions.

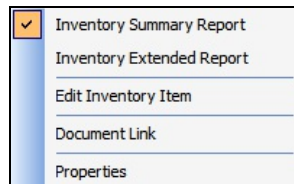
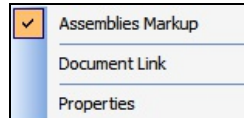


Figure: IV-81

Right-click the Markup hyperlink to show other available functions.



Assemblies List – Summary Report

Assemblies List		Best Construction Company		
Summary Report		Page 1		
Item	Description	Qty Available	Average Cost	Subassembly Cost
EA1000	Breaker Box	297.00	0.00	0.00

Figure: IV-82 Assemblies List – Summary Report.

Assemblies List – Detail Report

Assemblies Detail		Best Construction Company		
Detail Report		Page 1		
Assembly Item: EA1000, Breaker Box		Acct: 1300		
Part	Description	Units	Unit Cost	Extension GL Account
EA1000-1	Steel Box	1.00	0.00000	0.00 1300
EA1000-2	Circuit Breaker	1.00	0.00000	0.00 1300
Total Parts Cost	0.00000			
Markup	Description	Cost	Extension	GL Account
1000	Electrical Markup	10.00	0.00000	1300
Total Markup Cost	0.00000			
Total Unit Cost for	EA1000		0.00000	

Figure: IV-83 Assemblies List– Detail Report.

Assembly Requirements

The Assembly Requirements provides information about the cost of assembled items for which bill of materials is recorded in the Inventory Assemblies file. The Assembly Requirements reports are used in assembly planning and preparation.

Access to Assembly Requirements

Module Menu with Reports Group

IV | Reports | Bill of Materials | Assembly Requirements

Module Menu with Reports List

IV | Bill of Materials | Assembly Requirements

Standard Menu

Reports | Inventory | Bill of Materials | Assembly Requirements

Report Types Requirements

The Requirements Report shows the status of inventory items required to build a particular quantity of an assembled item to determine whether enough items are currently on hand for planning purposes.

Picking List

The Assembly Picking List can be used for picking items in preparation for a build.

Order By

- Assembly
- Units to Build

Options

- Show Report Criteria

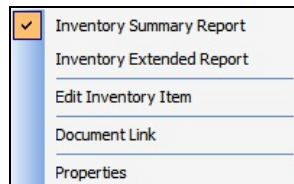
Fields

- Assembly
- Units to Build

Drill-Down+® Destinations

Figure: IV-84

Right-click the Inventory Item hyperlink to show directly accessible reports other available functions.



Assemblies List – Material Requirement Listing – Requirements Report

Material Requirements Listing		Best Construction Company			
Requirements Report		Page 1			
Assembly Item: EA1000, Breaker Box		Build	4.00		
Part	Description	Units Required	Units On Hand	Units Shortage	Days Delivery
EA1000-1	Steel Box	4.00	-801.00	805.00	3
EA1000-2	Circuit Breaker	4.00	-801.00	805.00	3

Figure: IV-85 Assemblies List – Materials Requirements Listing – Requirements Report.

Assemblies List – Detail Report

Assembly Picking List		Best Construction Company		
Picking List Report		Page 1		
Assembly Item: EA1000, Breaker Box		Build	4.00	
Part	Description	Units Required	Filled	
EA1000-1	Steel Box	4.00		
EA1000-2	Circuit Breaker	4.00		

Figure: IV-86 Assemblies Picking List – Picking List Report.

Where Used Report

The Where Used Report is a list of inventory items that are used in assembly and the corresponding assembly item.

Access to Where Used Report

Module Menu with Reports Group

IV | Reports | Bill of Materials | Where Used

Module Menu with Reports List

IV | Bill of Materials | Where Used

Standard Menu

Reports | Inventory | Bill of Materials | Where Used

Report Types

Summary

The Where Used Summary Report displays the item number and description, quantity required in an assembly, assembly item number and description.

Order By

- Item

Options

- Show Report Criteria

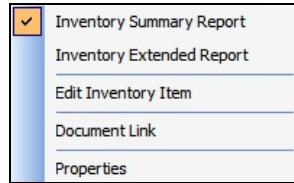
Fields

- Item

Drill-Down+® Destinations

Figure: IV-87

Right-click the Inventory Item hyperlink to show directly accessible reports other available functions.



Where Used Report – Summary Report

Where Used Report				Best Construction Company	
Summary Report				Page 1	
Item	Description	Units	Assembly	Description	
EA1000-1	Steel Box	1.00	EA1000	Breaker Box	
EA1000-2	Circuit Breaker	1.00	EA1000	Breaker Box	

Figure: IV-88 Where Used Report – Summary Report.

Assemblies Journal

The Assemblies Journal is a listing of all inventory adjustments generated automatically through a Build Assemblies transaction for a particular account. This report can be printed to verify that the journal is correct. This also assures that the general ledger and financial statement records are correct for those accounts that relate to inventory assembly activity.

Access to Assemblies Journal

Module Menu with Reports Group

IV | Reports | Bill of Materials | Assemblies Journal

Module Menu with Reports List

IV | Bill of Materials | Assemblies Journal

Standard Menu

Reports | Inventory | Bill of Materials | Assemblies Journal

Report Types

Summary

The Assemblies Journal Summary Report displays the account number and name, build date, adjustment number, description, amount, and monthly totals.

Detail

The Assemblies Journal Detail Report also shows line item detail including inventory item number, quantity of units adjusted, unit cost, account number, line item description, and amount.

Order By

- Adjustment Date

Options

- Show Criteria
- Show Notes
- Show GL Extended Description

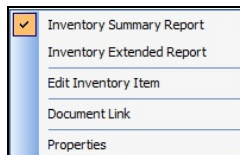
Fields

- Adjustment Date

Drill-Down+® Destinations

Figure: IV-89

Right-click the Inventory Item hyperlink to show other available functions.



Assemblies Journal – Summary Report

			Best Construction Company
Assemblies Journal Summary			
Summary Report - Account 1300,			Page 1
Date	Adjustment#	Description	Amount
09/26/	ADJ2	Build Assemblies#BLD1	0.00
		Inventory Adjustment from Build Assemblies #BLD1	
		Inventory Adjustment from Build Assemblies #BLD1	
		Inventory Adjustment from Build Assemblies #BLD1	
		Inventory Adjustment from Build Assemblies #BLD1	
		Inventory Adjustments Listed for September	0.00
10/03/	ADJ3	Build Assemblies#BLD2	0.00
		Inventory Adjustment from Build Assemblies #BLD2	
		Inventory Adjustment from Build Assemblies #BLD2	
		Inventory Adjustment from Build Assemblies #BLD2	
		Inventory Adjustments Listed for October	0.00
		Total Inventory Adjustments Listed	0.00

10/03/ 10:14 AM

Figure: IV-90 Assemblies Journal – Summary Report.

Assemblies Journal – Detail Report

Best Construction Company						
Assemblies Journal Detail						Page 1
Detail Report - Account 1300,						
Date	Adjustment#	Description	Units	Unit Cost	GL Account Description	Amount
Item						
09/26/	ADJ2	Build Assemblies#BLD1				
		Inventory Adjustment from Build Assemblies #BLD1				
EA1000			15.00	250.00000	1300 Build Assemblies#BLD1	3,750.00
					Inventory Adjustment from Build Assemblies #BLD1	
EA1000-2			-15.00	50.00000	1300 Build Assemblies#BLD1	-750.00
					Inventory Adjustment from Build Assemblies #BLD1	
EA1000-1			-15.00	200.00000	1300 Build Assemblies#BLD1	-3,000.00
					Inventory Adjustment from Build Assemblies #BLD1	
					Adjustment Total	0.00
					Inventory Adjustments Listed for September	0.00
10/03/	ADJ3	Build Assemblies#BLD2				
		Inventory Adjustment from Build Assemblies #BLD2				
EA1000			10.00	250.00000	1300 Build Assemblies#BLD2	2,500.00
					Inventory Adjustment from Build Assemblies #BLD2	
EA1000-2			-10.00	50.00000	1300 Build Assemblies#BLD2	-500.00
					Inventory Adjustment from Build Assemblies #BLD2	
EA1000-1			-10.00	200.00000	1300 Build Assemblies#BLD2	-2,000.00
					Inventory Adjustment from Build Assemblies #BLD2	
					Adjustment Total	0.00
					Inventory Adjustments Listed for October	0.00
					Total Inventory Adjustments Listed	0.00
10/03/	10:23 AM					

Figure: IV-91 Assemblies Journal – Detail Report.

Production History

The Production History provides an overview of assemblies built, including quantity, cost, selling price, and profit margin.

Access to Production History

Module Menu with Reports Group

IV | Reports | Bill of Materials | Production History

Module Menu with Reports List

IV | Bill of Materials | Production History

Standard Menu

Reports | Inventory | Bill of Materials | Production History

Report Types

Summary

The Production History Summary Report displays the assembly item number, assembly date, build number, description, account number, report code, quantity built, total cost per unit, extended total cost, selling price per unit, extended selling price, profit margin per unit and extended total margin.

Detail

The Production History Detail Report also shows a breakdown of parts and markup for each assembly build including item number or markup code, description, account number, report code, units required, unit cost, assembly unit cost, total cost for each item type, total parts cost, markup, total for each markup, and total markup cost.

Order By

- Build Number

Options

- Show Criteria
- Show Assembled Item Description

Fields

- Assembly Item
- Build Date

Drill-Down+® Destinations

Figure: IV-92

Right-click the Inventory Item hyperlink to show directly accessible reports other available functions.

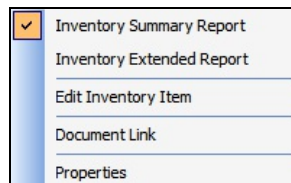
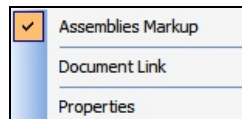


Figure: IV-93

Right-click the Markup hyperlink to show other available functions.



Production History – Summary Report

Production History		Best Construction Company				Page 1
Summary Report						
Assembled Item	Date	Build Assembly #	Description	GL Account	Report Code	Units
<u>EA10.00</u>	09/26/	BLD1	For Job 1000	1300		15.00 (Build)
					Total Cost	4,050.00
					Selling Price	3,750.00
					Total Margin	-300.00
Assembled Item	Date	Build Assembly #	Description	GL Account	Report Code	Units
<u>EA10.00</u>	10/03/	BLD2	Test Run of Samples	1300		10.00 (Build)
					Total Cost	2,700.00
					Selling Price	2,500.00
					Total Margin	-200.00

10/3/ 10:30:38 AM

Figure: IV-94

Production History – Summary Report.

Production History – Detail Report

Best Construction Company									
Production History									
Detail Report									
Page 1									
Assembled Item	Date	Build Assembly #	Description	GL Account	Report Code	Units	GL Account	Report Code	Units
<u>EA1000</u>	09/26/	BLD1	For Job 1000	1300		15.00	(Build)		
<u>Item</u>	<u>Item Description</u>	<u>GL Account</u>	<u>Report Code</u>	<u>Units</u>	<u>Unit Cost</u>	<u>Assembly U.C.</u>	<u>Total Cost</u>		
<u>EA1000-2</u>	Circuit Breaker	1300		15.00	50.00000	50.00000	750.00		
<u>EA1000-1</u>	Steel Box	1300		15.00	200.00000	200.00000	3,000.00		
	<u>Total Parts Cost</u>					250.00000	3,750.00		
<u>Markup Code</u>	<u>Markup Description</u>	<u>GL Account</u>	<u>Report Code</u>	<u>Units</u>	<u>Markup</u>	<u>Total Markup</u>			
<u>1000</u>	Electrical Markup	5045		15.00	20.00	300.00			
	<u>Total Markup Cost</u>					20.00000	300.00		
	<u>Total Cost</u>					270.00	4,050.00		
	<u>Selling Price</u>					250.00	3,750.00		
	<u>Total Margin</u>					-20.00	-300.00		
<u>Assembled Item</u>	<u>Date</u>	<u>Build Assembly #</u>	<u>Description</u>	<u>GL Account</u>	<u>Report Code</u>	<u>Units</u>	<u>GL Account</u>	<u>Report Code</u>	<u>Units</u>
<u>EA1000</u>	10/03/	BL02	Test Run of Samples	1300		10.00	(Build)		
<u>Item</u>	<u>Item Description</u>	<u>GL Account</u>	<u>Report Code</u>	<u>Units</u>	<u>Unit Cost</u>	<u>Assembly U.C.</u>	<u>Total Cost</u>		
<u>EA1000-2</u>	Circuit Breaker	1300		10.00	50.00000	50.00000	500.00		
<u>EA1000-1</u>	Steel Box	1300		10.00	200.00000	200.00000	2,000.00		
	<u>Total Parts Cost</u>					250.00000	2,500.00		
<u>Markup Code</u>	<u>Markup Description</u>	<u>GL Account</u>	<u>Report Code</u>	<u>Units</u>	<u>Markup</u>	<u>Total Markup</u>			
<u>1000</u>	Electrical Markup	5045		10.00	20.00	200.00			
	<u>Total Markup Cost</u>					20.00000	200.00		
	<u>Total Cost</u>					270.00	2,700.00		
	<u>Selling Price</u>					250.00	2,500.00		
	<u>Total Margin</u>					-20.00	-200.00		

10/03/ 10:33:42 AM

Figure: IV-95

Appendix

System Wide Parameters

AP Tab

The AP tab of the System Wide Parameters allows entry of the default inventory unit cost.

Menu Access

Administrator | System Parameters | AP Tab

Figure: IV-96

System Wide Parameters, AP tab screen form.

Default Unit Cost

This feature allows the Administrator to choose the default type of Unit Cost (average, preferred or last) for line items on the associated transactions listed in the following two options.


Load Default Unit Cost on Vendor Invoices

When checked, this feature automatically loads the default Unit Cost (average, preferred or last) (set above) on Vendor Invoices.

Load Default Unit Cost on Purchase Orders

When checked, this feature automatically loads the default Unit Cost (average, preferred or last) (set above) on Purchase Orders. If the Purchase Order is converted to an Invoice, the default Unit Cost information will carry forward to the resulting invoice.

Save the Changed Record

When the record is complete or satisfactorily edited, either click on the Save  button on the toolbar, or press Ctrl-S to save the changes.

System Wide Parameters

IA Tab

The Inventory Account tab of the System Wide Parameters contains settings that affect Inventory, including the default GL account and the unit cost to load.

Menu Access

Administrator | System Wide Parameters | IV Tab

Figure: Install-97

Administrator, System Wide Parameters, IV tab screen form showing account options.

The screenshot shows the 'System Wide Parameters' window with the 'IV' tab selected. The 'Inventory Account' field contains '1300' and is linked to 'Inventory'. The 'Default Unit Cost to load' is set to 'Average Cost'. The following options are checked:

- Load Default Unit Cost on Inventory Adjustments
- Allocate inventory to non inventory account
- Alert Inventory Balance when it is 20.00 % or less

A footer note indicates: 'Click on the <Save> button to save changes'.

Inventory Account

This field is used to record the default inventory account. This may be selected from the Chart of Accounts by using the Find tool. Please note that the Inventory Account is a hyperlink field as well as the description of the information to be entered. Left-clicking on this hyperlink opens the Chart of Accounts form. Right-clicking on the Inventory Account hyperlink accesses a selection of reports that can be directly accessed.

Default Unit Cost to load

This feature allows the Administrator to choose the type of Unit Cost (average, preferred or last) that defaults for line items on the Inventory Adjustment transactions, if permitted below.

Load Default Unit Cost on Inventory Adjustments

When checked, this feature automatically loads the default Unit Cost (average, preferred or last) (set above) on Inventory Adjustments.


Allocate inventory to non inventory account

This setting will allow using a GL account that is not the items default Inventory Account in the master record. This is useful on Purchase Orders or Vendor Invoices when you want a quantity to go directly to a job without increasing the Quantity on Hand.

For instance, you order 20 pieces of an item and you want 15 to go directly to a job site and the other 5 to go to the warehouse for stock. Use a Direct Cost GL Account for the 15 and the inventory account for the other 5 pieces going into stock all on the same PO or Vendor Invoice. The 15 will be posted to the job and not show as QOH in the inventory, eliminating the need for any job cost adjustments; when you receive the invoice for 20 pieces only the 5 will increase your inventory.

Alert Inventory Balance when it is _____% or less

Save the Changed Record

When the record is complete or satisfactorily edited, either click on the Save  button on the toolbar, or press Ctrl-S to save the changes.

Discount Schedule

The discount level is used in the accounts receivable invoicing and is referenced in the Customer master file. BIS® allows a multi-level discount schedule to be created with seven discount codes for each level.

The Level field records a one-digit level number. The Description field (up to 30 characters) records a description to be associated with this level. Discount codes (A-G) may be set up to define a discount rate as a percentage. Discount codes can be assigned to sales item through the Inventory Items file.

Modular Menu Access

Miscellaneous | Discount Schedule

Standard Menu Access

List | Miscellaneous | Discount Schedule

New Record


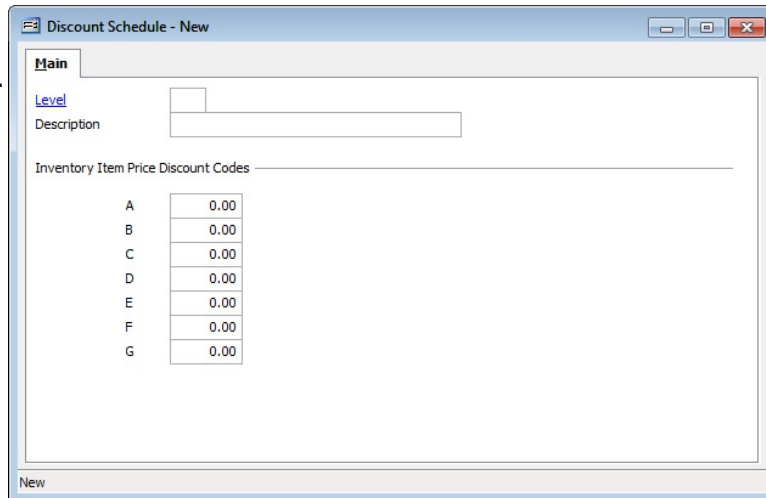
Initial access to Discount Schedule is from the menu opens the Discount Schedule – New form. This form is used to enter new Discount Schedule information. However, access to a new form when another Discount Schedule record is on the screen only requires pressing the Ctrl+N or using the New  icon on the toolbar. The system will ask, however, if changes to the record should be saved.

Figure: IV-98

Discount Schedule – New master record screen form.



Inventory Item	Price	Discount Codes
A	0.00	
B	0.00	
C	0.00	
D	0.00	
E	0.00	
F	0.00	
G	0.00	

Editing an Existing Record


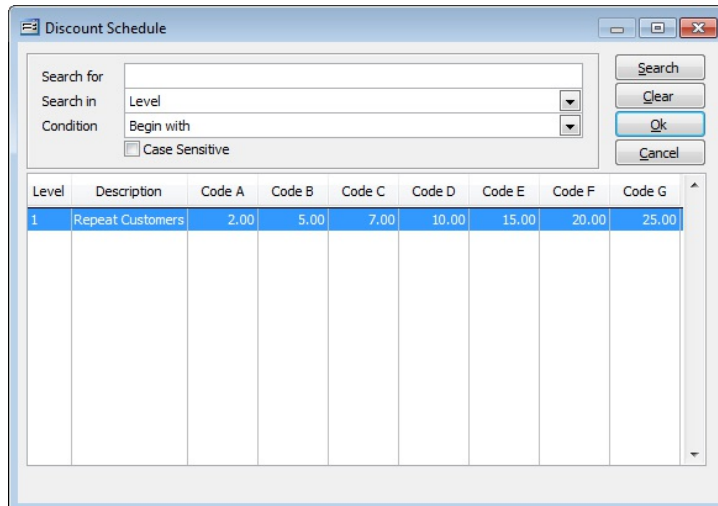
The list of Discount Schedule records may be examined by clicking on the Magnifying Glass  icon (at the top of the screen) or pressing Ctrl+F, and double clicking on the item of interest. Records can be

Figure: IV-99

Discount Schedule Find/Search screen.



Level	Description	Code A	Code B	Code C	Code D	Code E	Code F	Code G
1	Repeat Customers	2.00	5.00	7.00	10.00	15.00	20.00	25.00

edited by either using the Search button feature or by using the mouse or cursor keys to select the record to be edited.

Scrolling Through Discount Schedule Records






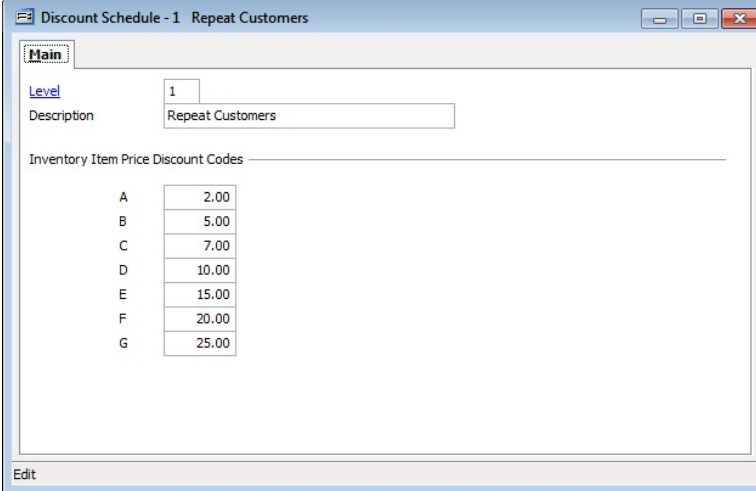
Users can scroll through the Discount Schedule records by using the navigation buttons on the toolbar  at the top of the screen. Clicking on the First  icon (at the top of the screen) will open the first record of the list, according to Level code. Clicking on the Previous  icon (at the top of the screen) will open the immediately previous record of the list, according to Level code. Clicking on the Next  icon (at the top of the screen) will open the next record of the list, according to Level code. Clicking on the Last  icon (at the top of the screen) will open the last record of the list, according to Level code.

Figure: IV-100
Discount Schedule screen form sample.



Inventory Item	Price	Discount Codes
A	2.00	
B	5.00	
C	7.00	
D	10.00	
E	15.00	
F	20.00	
G	25.00	

Cloning an Existing Record


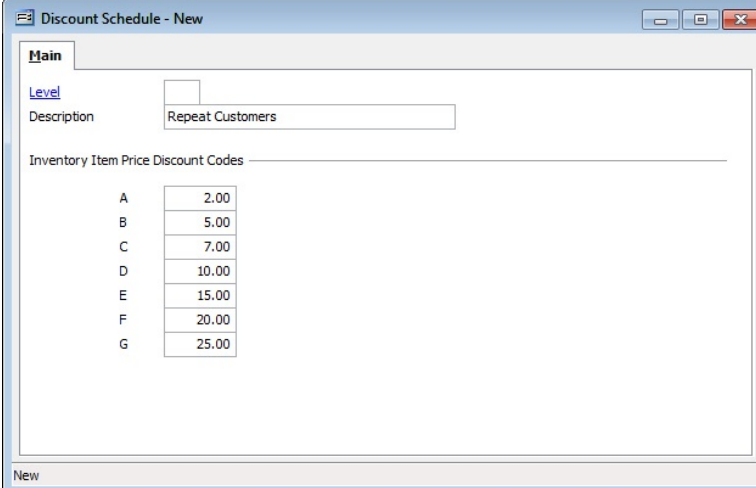
Once a record is selected, users can clone it to create a new record, and make modifications to the cloned record. Once the source record is brought to the screen, use the Clone Record  icon on the toolbar. The system will ask, “Do you want to clone this record?” Click on the Yes button to clone it, or click on the No button to leave this process. Records can be edited as described above. However one difference is that the cloned record will require a new Discount Schedule code to be saved as a new record.


Figure: IV-101
Cloned record, showing the same description, but needing a new code.



Inventory Item	Price	Discount Codes
A	2.00	
B	5.00	
C	7.00	
D	10.00	
E	15.00	
F	20.00	
G	25.00	

Deleting an Existing Record

Once a Discount Schedule code has been saved, it cannot be deleted (or the Discount Schedule code changed) if it has been used in any transactions.

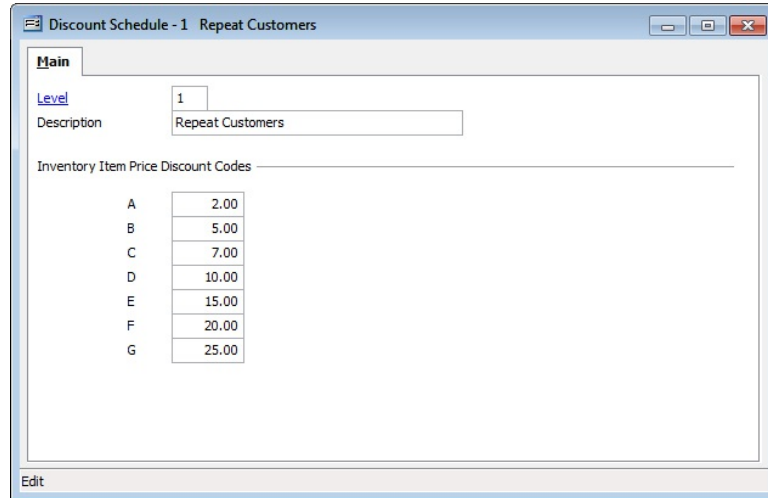
Once the source record is brought to the screen, use the Delete  icon (at the top of the screen). The system will ask, “Do you want to delete this record?” Click on the Yes button to delete it, or click on the No button to leave this process.

Main Tab

The Main tab is used to enter the Discount Schedule code.

Figure: IV-102

Discount Schedule screen form sample.



Inventory Item	Price	Discount Codes
A	2.00	
B	5.00	
C	7.00	
D	10.00	
E	15.00	
F	20.00	
G	25.00	

Level

This field is used to record a one-digit number for the Discount Schedule which will be used to reference the associated description. A warning will appear if the code that has already been assigned.

Please note that the Discount Schedule title is a hyperlink field as well as the description of the information to be entered. Right-clicking on the Discount Schedule hyperlink opens access to the Discount Schedule File report that can be directly accessed.


Description

This field is used to record the description of the selected level, limited to 30 characters, associated with the abbreviation selected.

Item Discount Codes

These fields record the discount rate percentages to be associated with the Item Discount Codes (A-G). Discount codes can be assigned to sales item through the Inventory Items file.

Save the Changed Record

When the record is complete or satisfactorily edited, either click on the Save  button on the toolbar or press Ctrl-S to save the changes.

Discount Schedule Report

The Discount Schedule report lists the codes and descriptions recorded in the Discount Schedule file.

Access to Discount Schedule Report

Module Menu with Reports Group

Miscellaneous | Reports | Discount Schedule

Module Menu with Reports List

Miscellaneous | Discount Schedule

Standard Menu

Reports | Miscellaneous | Discount Schedule

Report Types

Detail

The Discount Schedules Report displays the Discount Schedules recorded in the Discount Schedule file.

Order By

- Level
- Description

Options

- Show Report Criteria
- Case Sensitive

Fields

- Level
- Description

Discount Schedule – Detail Report

Discount Schedule		Best Construction Company						
Detail Report		Page 1						
Level	Description	Code A	Code B	Code C	Code D	Code E	Code F	Code G
1	Repeat Customers	2.00	5.00	7.00	10.00	15.00	20.00	25.00

Figure: IV-103 Discount Schedule – Detail Report.

Item Classifications

Item Classifications are used to organize inventory items into groups. This form consists of the Classification Id (up to 10 characters) and its Description (up to 30 characters).

Modular Menu Access

Miscellaneous | Item Classification

Standard Menu Access

List | Miscellaneous | Item Classification

New Record


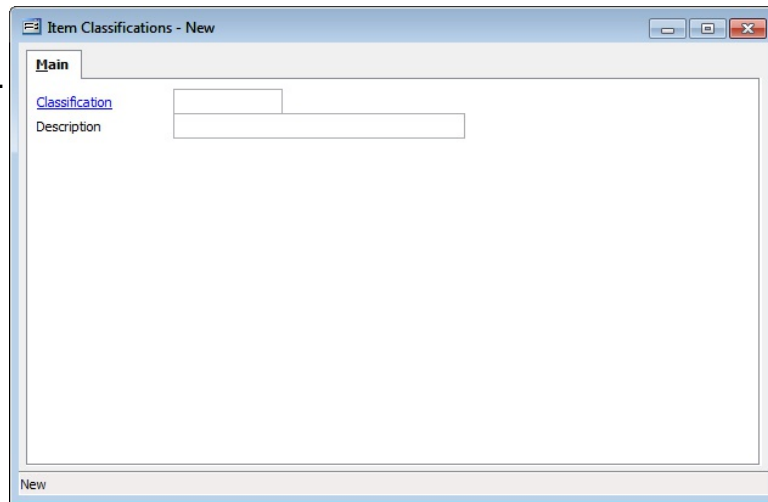
Initial access to item classification is from the menu opens the Item Classification – New form. This form is used to enter new item classification information. However, access to a new form when another Item Classification record is on the screen only requires pressing the Ctrl+N or using the New  icon on the toolbar. The system will ask, however, if changes to the record should be saved.

Figure: IV-104

Item Classifications – New master record screen form.



Editing an Existing Record


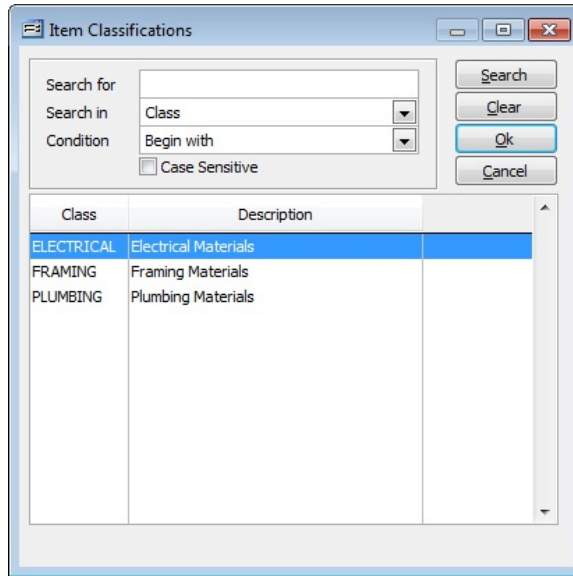
The list of item classification records may be examined by clicking on the Magnifying Glass  icon (at the top of the screen) or pressing Ctrl+F, and double clicking on the item of interest. Records can be edited by either using the Search button feature or by using the mouse or cursor keys to select the record to be edited.

Figure: IV-105
Item Classifications
Find/Search screen.



Scrolling Through Item Classification Records






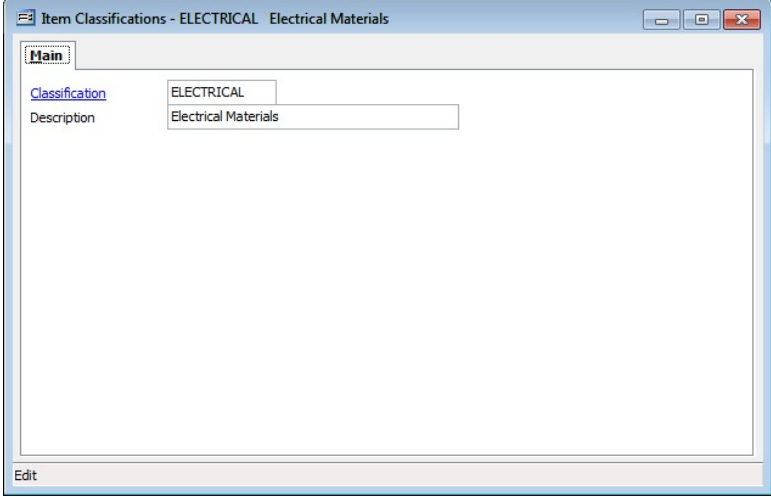
Users can scroll through the Item Classification records by using the Navigation buttons on the toolbar  at the top of the screen. Clicking on the First  icon (at the top of the screen) will open the first record of the list according to Classification code. Clicking on the Previous  icon (at the top of the screen) will open the immediately previous record of the list according to Classification code. Clicking on the Next  icon (at the top of the screen) will open the next record of the list according to Classification code. Clicking on the Last  icon (at the top of the screen) will open the last record of the list according to Classification code.

Figure: IV-106

Item Classification master record screen form sample.



Cloning an Existing Record


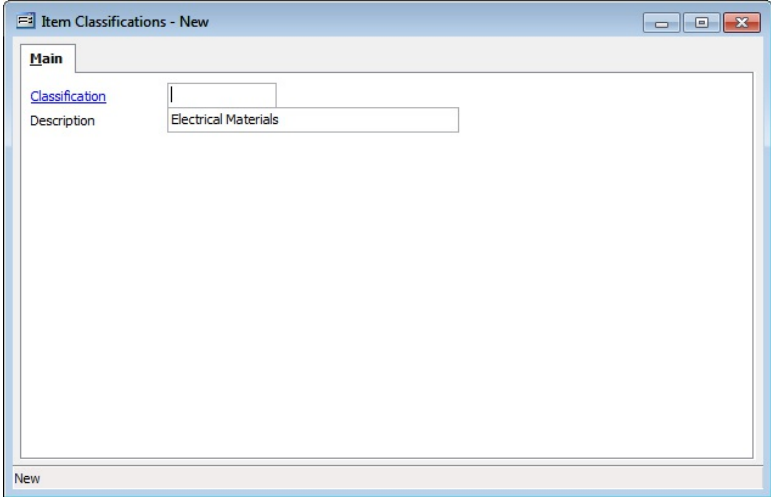
Once a record is selected, users can clone it to create a new record, and make modifications to the cloned record. Once the source record is brought to the screen, use the Clone Record  icon on the toolbar. The system will ask, “Do you want to clone this record?” Click on the Yes button to clone it, or click on the No button to leave this process. Records can be edited as described above. However one difference is that the cloned record will require a new Item Classification code to be saved as a new record.


Figure: IV-107

Cloned record, showing the same description, but needing a new code.



Deleting an Existing Record

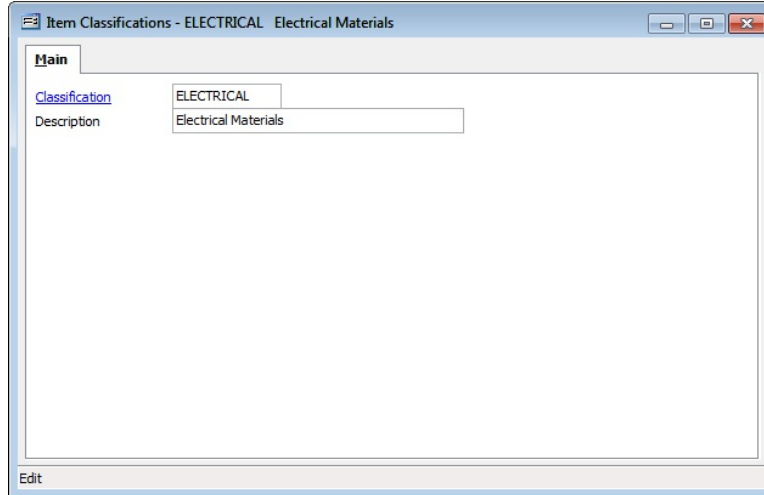
Once a Item Classification code has been saved, it cannot be deleted (or the Item Classification code changed) if it has been used in any transactions.

Once the source record is brought to the screen, use the Delete  icon (at the top of the screen). The system will ask, “Do you want to delete this record?” Click on the Yes button to delete it, or click on the No button to leave this process.

Main Tab

The Main tab is used to enter the Item Classification code.

Figure: IV-108
Item Classification master record screen form sample.



The screenshot shows a software window titled "Item Classifications - ELECTRICAL Electrical Materials". The window has a "Main" tab selected. Inside the window, there are two input fields: "Classification" with the value "ELECTRICAL" and "Description" with the value "Electrical Materials". The "Classification" field is a hyperlink. At the bottom left of the window, there is an "Edit" button.

Classification


This field is used to record an abbreviation for the item Classification which will be used to reference the associated description. For example, LB could be used for pounds, EA for each or CY for cubic yards. This is an alphanumeric field limited to four characters. BIS[®] checks for duplication. A warning will appear if the code that has already been assigned.

Please note that the item Classification title is a hyperlink field as well as the description of the information to be entered. Right-clicking on the Item Classification hyperlink opens access to the Item Classification File report that can be directly accessed.

Description

This field is used to record the description of the item classification, limited to 30 characters, associated with the abbreviation selected.

Save the Changed Record

When the record is complete or satisfactorily edited, either click on the Save  button on the toolbar or press Ctrl-S to save the changes.

Item Classifications Report

The Item Classifications' report lists the codes and descriptions recorded in the Item Classification file.

Access to Item Classifications Report**Module Menu with Reports Group**

Miscellaneous | Reports | Item Classifications

Module Menu with Reports List

Miscellaneous | Item Classifications

Standard Menu

Reports | Miscellaneous | Item Classifications

Report Types**Summary**

The Item Classifications Report displays the item classifications recorded in the Item Classification file.

Order By

- Classification

Options

- Report Criteria

Fields

- Classification

Item Classifications – Summary Report

Item Classifications		Best Construction Company
Summary Report		Page 1
Code	Description	
ELECTRICAL	Electrical Materials	
FRAMING	Framing Materials	
PLUMBING	Plumbing Materials	

Figure: IV-109 Item Classifications – Summary Report.

Assemblies Markup

This option is used only if the company will be producing assembled inventory items. This feature allows information to be stored that keeps track of markups on assembled items. Markups can be for labor, overhead or other expenses, aside from the cost of the components themselves.

The actual markup percentage is entered through the Assemblies Markup feature of the Inventory Assemblies form. However, the markup records created here will save time by keeping track of the description, posting account and any associated report code for each markup required. In addition to the Code Id, a Description is needed, but the GL Account and Report Code is optional.

Modular Menu Access

Miscellaneous | Assemblies Markup

Standard Menu Access

List | Miscellaneous | Assemblies Markup

New Record


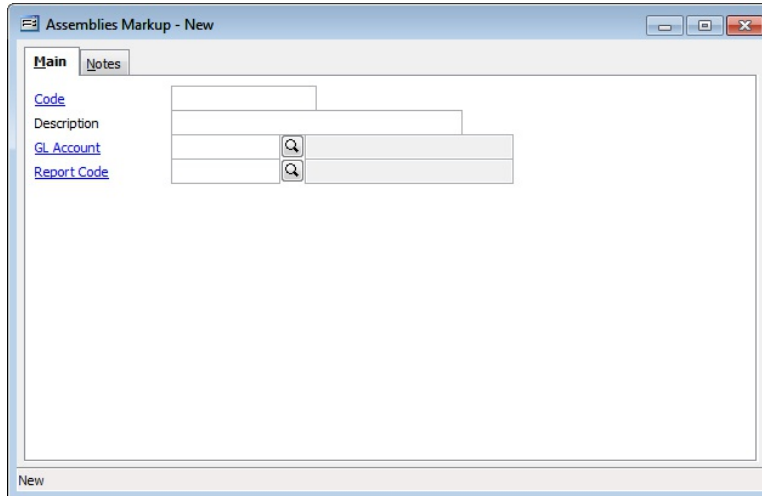
Initial access to credit cards from the menu opens the Credit Card - New form. This form is used to enter new assembly markup information. However, access to a new form when another assembly markup record is on the screen only requires pressing Ctrl+N or use the New  icon on the toolbar. The system will ask if any changes to the record should be saved.

Figure: IV-110
Assemblies Markup – New screen form.



Editing an Existing Record


The list of assembly markups may be examined by clicking on the Magnifying Glass  icon (at the top of the screen) or pressing Ctrl+F, and double clicking on the item of interest. Records can be edited by either using the Search button feature or by using the mouse or cursor keys to select the record to be edited.

Figure: IV-111
Assemblies Markup,
Find/Search form.

Code	Description	GL Accou
1000	Electrical Markup	

Save the Changed Record







When the record is complete or satisfactorily edited, either click on the Save  button on the toolbar or press Ctrl-S to save the changes.

Figure: IV-112
Assemblies Markup screen
form sample.

Scrolling Through Assemblies Markup Records

Users can scroll through the assembly markup records by using the navigation buttons on the toolbar  at the top of the screen. Clicking on the First  icon (at the top of the screen) will open the first record of the list according to Code. Clicking on the Previous  icon (at the top of the screen) will open the immediately prior record of the list according to Code. Clicking on the Next  icon (at the top of the screen) will open the next record of the list according to the Code. Clicking on the Last  icon (at the top of the screen) will open the last record of the list according to the Code.

Cloning an Existing Record


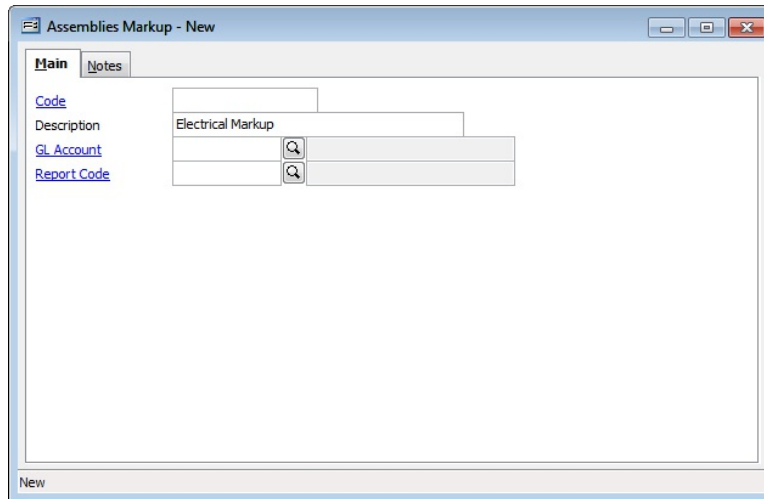

Once a record is selected, it can be cloned to create a new record, making modifications to the cloned record. Once the source record is brought to the screen, use the Clone Record  icon on the toolbar. The system will ask, “Do you want to clone this record?” Click on the Yes button to clone it, or click on the No button to leave this process. Records can be edited as described above. However one difference is that the cloned record will require a new Assemblies Markup Code to be saved as a new record.


Figure: IV-113
Cloned record. Note that all of the initial source fields match the source record.



Deleting an Existing Record

Existing records can be deleted, but only if there are no existing transactions or other master records dependent on the one selected. Once the source record is brought to the screen, use the Delete  icon (at the top of the screen). The system will ask, “Do you want to delete this record? Click on the Yes button to delete it, or click on the No button to leave this process.

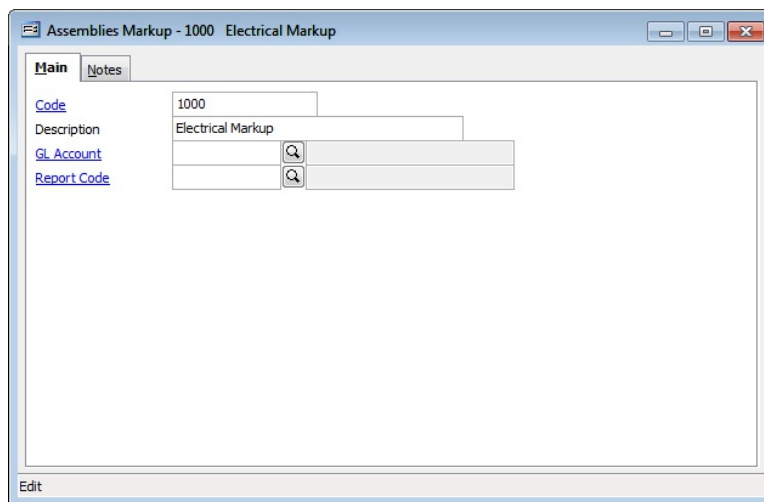
Save the Changed Record

When the record is complete or satisfactorily edited, you should either click on the Save  button on the toolbar, or press Ctrl-S to save the changes.

Main Tab

The Assemblies Markup master file records all pertinent information related to assemblies markup. The information recorded on these tabs is used throughout BIS® whenever an assembly is referenced in transactions or in other master records.

Figure: IV-114
Assemblies Markup screen form.



Code

This field is used to record the reference Id that is used to add a markup to assembled items. This code may be any combination of letters and/or numbers up to 15 characters. A warning will appear if an existing code is entered.

Please note that the underlined Payment Code title is a hyperlink field as well as the description of the information to be entered. Right-clicking on the assembly markup Code hyperlink directly accesses the Assemblies Markup report.

Description

This field is used to record the description that is associated with this code. Generally, it should tell the user what expense the markup is providing.

Account


This field is used to record the general ledger account number that will be used for posting this markup. The markup account can be entered manually or by using the Find tool.

Please note that underlined Account title is a hyperlink field as well as the description of the information to be entered. Left-clicking on this hyperlink opens the Chart of Accounts form. Right-clicking on the Account hyperlink lists a selection of reports that can be directly accessed.

Report Code

This field is used to record a code that is associated with this markup. Report codes are maintained in the Report Codes files and can be used to create special, user-defined reports.

Save the Changed Record

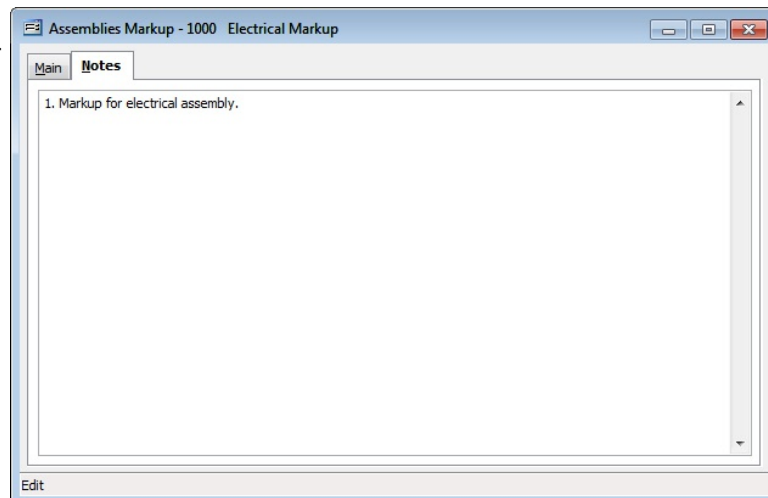
When the record is complete or satisfactorily edited, you should either click on the Save  button on the toolbar, or press Ctrl-S to save the changes.

Notes Tab


The Notes section is a work area for miscellaneous notes and may be used as needed.

Figure: IV-115

Sample Credit Card master record screen form Notes tab.



Save the Changed Record

When the record is complete or satisfactorily edited, you should either click on the Save  button on the toolbar, or press Ctrl-S to save the changes.

Assemblies Markup Report

The Assemblies Markup report lists the assemblies' markups recorded in the Assemblies Markup file.

**Access to Assemblies Markup Report
Module Menu with Reports Group**

Miscellaneous | Reports | Assemblies Markup

Module Menu with Reports List

Miscellaneous | Assemblies Markup

Standard Menu

Reports | Miscellaneous | Assemblies Markup

Summary

The Assemblies Markup Summary Report displays the code, description, GL account number and name, and report code recorded in the Assemblies Markup file.

Order By

- Code

Options

- None

Fields

- Code

Assemblies Markup — Summary

				Best Construction Company
Assemblies Markup				
Summary Report			Page 1	
Code	Description	GL Acct	Acct Name	Report Code
1000	Electrical Markup			

Figure: IV-116 Assemblies Markup – Summary Report.

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