Fitrix™ Production Order Processing ◆ User Guide

Version 5.30

Fourth Generation Software Solutions
700 Galleria Parkway, Suite 480
Atlanta, GA 30339
www.fitrix.com

Corporate: (770) 432-7623
Fax: (770) 432-3447
E-mail: sales@fitrix.com

Table of Contents

Introduction to Production Order Processing

T his chapter contains basic information about Fitrix Production Order Processing. It is meant to give you a general picture of what the module can do and how it is used. The sections that address this are as follows:

- General description of the Fitrix Production Order Processing system

- Features of Fitrix Production Order Processing

- Overview of Production Order Processing

General Description

Production Order Processing tracks and controls production activities within an organization. It also manages all material movement relative to production. Production is controlled through the use of production orders. Material movement, such as component material issues and returns, scrap, and production receipts are managed by production orders. Production orders are also used by the planning applications to ensure the appropriate production and purchase activities are performed to support external demand.

This chapter is designed for readers who want to know how Production Order Processing is used to manage the production process. It describes the major

functionality of Production Order Processing and provides brief descriptions of the features that are offered in the application.

Features

An effective production order processing application should allow you to quickly and effectively execute a production plan. It should support efficient but flexible material movement methods. It should also allow production to take place in a variety of business scenarios (make-to-stock, make-to-order, engineer-to-order, rework, prototyping). And it should make production information available to management in a timely manner, to assist in decision-making activities.

To address these requirements, the following features are included in Production Order Processing:

Flexible Order Types

Production orders can be processed using a variety of methods to support the changing needs of business.

- Orders can be processed for standard make-to-stock items, using a fixed bill of material. These orders can be entered with minimal effort.

- Orders can be set up for items which are a variant of a standard item. A fixed bill of material can be used, but changes are allowed to define a slightly customized product.

- Orders can be established for prototype items, with no bill of material initially. The components can be added as needed to configure the new item.

The variations are managed through the use of order types. Multiple order types can be established, defining which bill of material method and routing method should be used. During order entry these order types construct the appropriate bill of material and routing.

Order Hold Codes

Hold codes are used to control activities which can take place for a production order. If it is determined, for example, that a certain order or group of orders should be held until a defective prototype is reworked, the orders can be assigned to a hold code that prevents material issues. When the rework is complete, the hold codes may be removed to continue production. Hold codes can be used to control:

- Component issues and returns
- Component transfers and scrap reporting

- Production receipts and scrap reporting
- Production packet print

Order Splits

Order splits allow production for an existing order to be moved ahead of the base order. For example, if a production order is being held up due to a partial component shortage, the portion of the order that can be completed is split into a new order. It carries the correct proportion of component material and labor (for costing purposes). Production is completed on the split order. When the component shortage is replenished, the base order can also be completed. A base order can be split multiple times. For costing purposes, the base order and splits are combined to collect accurate total costs.

Component Issue Methods

Components may be issued to production orders in one of two ways:

- Component issue transaction (Issue Mehod = C) - Components are issued explicitly to orders.

- During production receipt (Issue Method = P) - When the production receipt is entered, the components are presented for issue.

Each component can be set up with its own issue type. The issue type is established in the Inventory Information table.

Order Notes

Unlimited freeform notes may be included on a production order. The notes may be entered at the order summary level, or for each component, or each routing step. If notes were established for the standard bill of material (in Bill of Material), or standard routing (in Standard Routing), they are automatically included in the production order.

Multiple Component Transactions

A variety of component material movement transactions are available, to provide maximum flexibility and control over work in process inventory:

- **Component allocation** - Allows you to allocate components to a specific location, batch lot, serial number, and FIFO date, if desired. In cases where it is known exactly which material should be used, you can 'reserve' it. When the material is ultimately issued the allocated material is used automatically.

- **Component issue** - This transaction issues material from inventory to work in process for production orders. The issue can be processed for the required quantities automatically, or require entry of the issued quantities explicitly. For components that must be controlled by location, batch lot, serial number, or FIFO date, additional details must be provided.

All of these transactions update inventory and order status immediately when they are entered. Transactions are also logged to the inventory transaction history table, for later review and analysis.

Order History

Completed production orders are flagged to indicate they are ready for close. The closed orders can be removed from the system, or moved to production order history. Inquiries can be used to review orders in history, to determine past production methods and effectiveness.

Material Requirements Planning Integration

Production Order Processing works with KMS Material Requirements Planning in the following areas:

- MRP can create production orders with the Order Review/Release function.

- MRP reviews the status of open production orders when determining if scheduled receipts are sufficient to meet external demand from forecast or sales orders. If open order quantities are not sufficient, planned orders are created.

- MRP Item Requirements Inquiry displays open quantities and due dates for production orders, when analyzing item requirements and projected inventory levels.

Sales Order Integration

Production Order Processing works with Sales Order Entry in the following areas:

- Scheduled receipts from production orders can be reviewed for items entered on a sales order. If insufficient inventory is available, the production order due dates can be used to commit delivery dates to customers.

- When sales orders are entered for items designated as assemble-to-order in the item master, production orders are automatically created

after order entry. The production order is linked to the sales order, to facilitate component material picking and shipping.

- Production orders for make-to-stock items can be directly linked to sales orders. This causes the produced item to be discretely allocated to sales orders when it is received to stock.

Purchase Order Integration

Production Order Processing works with Purchase Orders in the following areas:

- During purchase receipt transaction entry, production orders can be reviewed to determine if a requirement exists for the item being received.

Inventory Control Integration

Production Order Processing works with Inventory Control in the following areas:

- Production order entry can allocate components at the item/warehouse level. This is a high level of material reservation, to give management a warehouse level view of material availability.

- Production order entry updates the on-order quantities for items at the item/warehouse level. This gives management a warehouse level view of scheduled receipt quantities by item.

- Component issues and returns update inventory balances at the item/warehouse and item/warehouse/serial or lot levels. They also log the movement to the inventory transaction history table.

- Production receipts update the on-hand inventory balances for finished items at the item/warehouse and item/warehouse/serial or lot levels.

Bill of Material Integration

Production Order Processing works with Bill of Materials in the following areas:

- Standard bills of material can be used as the starting point for a new production order. The bill of material may be changed to support the specific item being produced.

Standard Routing Integration

Production Order Processing works with Standard Routing in the following areas:

- Standard routings can be used as the starting point for a new production order. The routing may be changed to support the specific item being produced.

Overview

Before You Begin

Before you can use Production Order Processing, you must first complete "setup" of the module. Setup is the process by which you enter all of the information required to begin entering production orders into the system. Setup includes entry of basic "control" information that the programs need to run, and entry of special Order Entry reference information.

Production Order-related activities can be divided into three broad categories: order entry setup, order processing, and report production. Each activity is associated with a specific menu option, and these options are listed for quick reference in this overview section. (The "keystroke path" to a menu option is indicated in parentheses following each option.)

Setup

There are two aspects of setup: Company Setup and Production Order Processing setup. During setup, you enter all of the information the system references as transactions are recorded.

Company setup includes entering basic control information that the programs need to run, such as company information, and administrative information. This basic setup information is covered in Chapter 2, Company Setup, in this manual.

Because the menu options used for company and administration pertain to the company as a whole, the menu options used to do this initial company setup are located under the General/Administrative menu (option 7) in the Company Setup menu. You only need to perform this setup procedure once for the system.

Module-specific setup, on the other hand is required for each module you have installed. The following option, accessed from the Production Orders/File Maintenance menu, is used for module setup:

- Setup Production Order Processing (5-1-1-d)

In addition, you must use the following options, accessed from the Production Orders/File Maintenance menu, to enter reference information which will be used during Production Order Entry and Transaction Processing:

- Order Types (5-1-1-a)

- Hold Codes (5-1-1-b)

- Reason Codes (5-1-1-c)

These options allow you to set up (and update) special codes and definitions, and the order entry defaults, all of which are referenced on a regular basis when entering and processing production orders. These steps are described in detail later in this manual.

Order Processing

After setup is complete, you can begin entering and processing production orders. For all types of production orders, the steps in this process correspond to options found on the Order Processing Menu. In general, regular order processing involves entering and maintaining production orders, printing Production Packets and Pick Lists, issuing components, receiving produced items, closing out completed orders.

- Order Enry/Maintenance (5-1-2-a)

- Order Splits (5-1-2-b)

- Print Production Packet (5-1-2-c)

- Production Pick List (5-1-2-d)

- Production Pick List – Reprint (5-1-2-e)

- Operation Closeout (5-1-2-f)

Transaction Processing

Production Orders are used to manage the component items to be used on an order, and to report production of item being produced on the order. The following transactions are available, on the Transaction Processing Menu:

- Component Issue (5-1-2-a)

- Production Receipt (5-1-2-b)

Each transaction can be selected to immediately post to inventory and accounting, or be posted later (for example, at the end of the day). When transactions are selected to post later, options on the Transaction Processing menu are used to edit, maintain an post them:

- Maintain Production Transactions (5-1-3-c)

- Edit Production Transactions (5-1-3-d)

- Post Production Transactions (5-1-3-e)

Inquiries

Inquiries are used to review the staus of orders in a display format. They are accessed on the Inquiries menu:

- Production Order Status (5-1-4-a)
- Production Order History (5-1-4-b)
- Component Requirements (5-1-4-c)

Reporting

Reports are used to review the status of orders in a printed format. They are accessed on the Reports menu:

- Order Shortage (5-1-5-a)

Setup Production Order Processing

T his chapter covers the options, screens, and fields you use to set up the Production Order Processing module. It is assumed that if you are reading this chapter for setup reference, you have already done the basic Company setup that is required before you can set up any Fitrix module. For a more complete discussion of the Company setup, see *Getting Started with Fitrix*.

File Maintenance Menu

This menu provides options for setting up the module, and entering reference and default information.
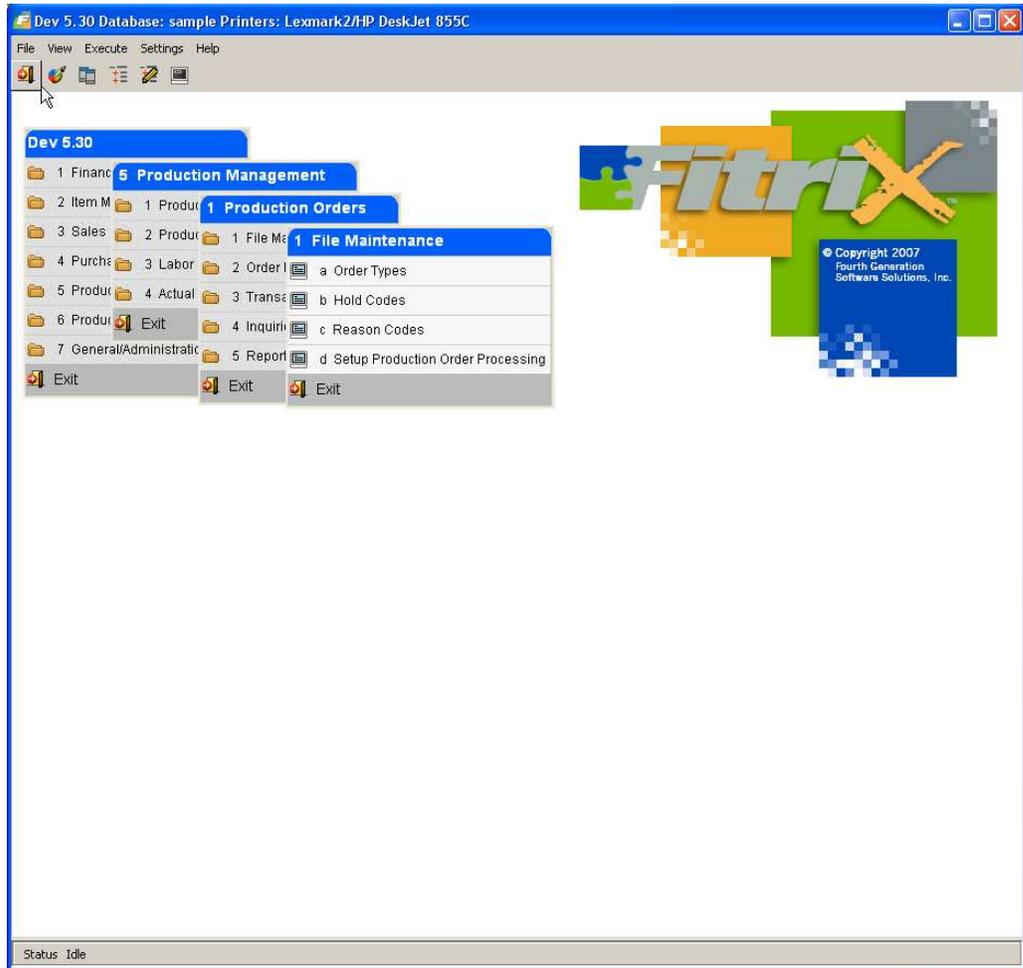
The Production Order Processing File Maintenance Menu provides options for updating module defaults, and creating entries in reference tables used during Order and Transaction Processing. The options should be accessed in the following order, except where noted.

Setup Production Order Processing

This menu option allows you to setup default values for the module, default values that are used throughout the Order Processing and Transaction Processing options. Some of the default entries on this screen are codes you set up in reference files using the other menu options on the File Maintenance menu, so you want to set up the necessary reference files and information before you set up the defaults file. For example, before you can enter a default order type, it must have been defined via the Order Types option.

The Setup Production Order Processing screen:

When you enter orders and other transactions, the system automatically assigns default values to some of the information fields. The default values may come from a number of different places, depending on the type of data. By automatically filling fields with default data the system saves the user from having to enter information for each transaction. You can overwrite most default values by simply entering the desired value.

The data in the Setup Production Order Processing screen is unique to each company's database. Notice that the screen contains only one entry (the screen displays (1 of 1) at the bottom of the screen). Therefore, the commands on the command prompt are disabled, with the exception of Update and Quit. For example, you cannot Use Find because there is only one entry to find and it shows up automatically.

If your system is setup to run more than one company, you must enter defaults for each company.

The screen contains the following fields:

- **Default Order Type** - Enter the order type to be filled in automatically whenever you enter a new Production Order. Click the Zoom button to select from the current list of defined order types

- **Default Department**- Enter the General Ledger Department to be filled in automatically whenever you enter a new Production Order. Click the Zoom button to select from the current list of defined departments

- **Order History Support** - Check if you want closed orders to be transferred to Order History files when they are purged from the active Production Order tables. Uncheck if you want closed orders to be removed completely when they are purged.

- **Automatic Order Numbers** – Check if you want the system to automatically assign Production Order numbers. When you enter a new order, the Next Order Number will be assigned to the order. You can override this number during Order Entry if desired. Uncheck if you want to manually assign the Order Number each time.

- **Next Order Number**- Enter the next order number to be assigned . Used only if the Automatice Order Numbers option is checked.

- **Automatic Pick Number Type** - This value determines how Production Pick List Numbers are to be assigned.

    - **Unique per order** – the first pick list printed for a new order is 1. Subsequent pick lists will be 2, 3, 4, etc

    - **Sequential** – each Pick List will have a number that is unique within the module.

- **Reason Code Required** – Check if you want production scrap transactions to have a reason code entered with them. Uncheck if you do not require a reason code when entering production scrap transactions.

- **Next G/L Post Document** – Transactions posted to G/L from this module are assigned a Journal of 'PD', and a sequential document number. Enter the beginning value for this document here.

- **Next G/L Post Sequence** – Transactions posted to G/L from this module are assigned a Journal of 'PD', a sequential document number, and a sequential posting sequence number. Enter the beginning value for this sequence here.

- **Setup Complete** - Enter Y when setup actitivities are complete, and you are ready to begin processing production orders.

- **Work in Process Account Defaults** –Accounting codes are typically used to assign account numbers to production transactions for the General Ledger module. These accounts are used as a default in the event that accounting are not used, or were not set up properly.

  - **Material** – The account to be debited when component issues are entered. (Note: the account to be credited comes from the components Inventory Information)

  - **Labor** – This account is reserved for future use.

  - **Overhead** – This account is reserved for future use.

  - **Outside Process** – This account is reserved for future use.

  - **Production Scrap** – The account to be credited when a production scrap transaction is entered

  - **Scrap Expense**– The account to be debited when a production scrap transaction is entered

  - Production Receipt – The account to be credited when a production receipt is entered. (Note: the account to be debited comes from the components Inventory Information)

Order Types

This menu option is used to setup and maintain the Order Types information. Order types provide default control information used during entry and maintenance of production orders. You can define multiple order types, then use them when you entering new orders.

NOTE: At least one order type must be entered before the 'Setup Production Order Processing' option is executed.

The Order Types screen contains the following fields:

- **Order Type** - This field stores a unique three-character order type code.

- **Description** - You enter a description of this order type (up to 30 characters) in this field.

- **Accounting Code** – Enter a code relating to the account numbers to be used for the work-in-process related transactions. Use the zoom button to preview a list of available accounting codes.

- **G/L Department** – Enter the General Ledger department to be used for production orders using this order type.

- **Type of Bill of Material** –This code controls how an item's bill of material is to be processed when a new production order is entered. The allowed values are:

  - **S** – The manufactured item's standard bill of material is to be copied into the order's list of components, when the order is saved

  - **C** - The manufactured item's standard bill of material is to be copied into the order's list of components, and the components will be displayed, to allow for changes, before the order is saved.

  - **M** – No standard bill of material will be copied into the order's list of components, but the component list screen will be displayed, to allow the user to enter a custom list of components, before the order is saved.

- **Type of Routing** –This code controls how an item's routing list is to be processed when a new production order is entered. The allowed values are:

  - **S** – The manufactured item's standard routing is to be copied into the order's routing list, when the order is saved

  - **C** - The manufactured item's standard routing is to be copied into the order's routing list, and the list will be displayed, to allow for changes, before the order is saved.

  - **M** – No standard routing will be copied into the order's routing list, but the routing list screen will be displayed, to allow the user to enter a custom routing list, before the order is saved.

- **Add Date** – The system will automatically record the date this row was added.

- **Change Date** –The system will automatically record the date this row was last changed.

Hold Codes

Hold codes allow you to suspend order-related activities from taking place after an order has been entered. You can create multiple hold codes to customize how you might wish to suspend specific activities. When an order is to be held, update the order and enter the appropriate hold code on the order summary screen.

- **Hold Code** – Enter a unique identifier, up to 3 characters

- **Description** – Enter descriptive text for the hold code.

- **Functions Allowed** – each function (menu option) can be controlled separately by entering one of the following values:

  - **Not allowed** – this function (menu option) cannot be performed, as long as this hold code is assigned to the order

  - **Allowed with warning** – this function (menu option) can be performed, but the user will be warned that the order is held

  - **Allowed** – this function (menu option) can be performed.

Reason Codes

Reason codes allow you to supply more details when entering Production Scrap transactions. Reason codes are included in inventory movement transaction history, and can be associated with accounting codes to charge production scrap costs to one or more expense accounts.
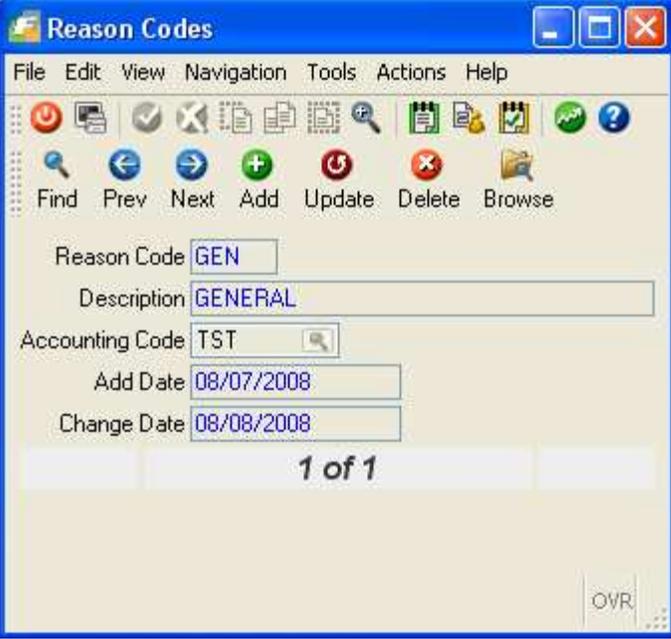

- **Hold Code** – Enter a unique identifier, up to 3 characters

- **Description** – Enter descriptive text for the reason code.

- **Accounting Code** – Enter a code relating to the account numbers to be used for production scrap transactions. Use the zoom button to preview a list of available accounting codes.

- **Add Date** – The system will automatically record the date this row was added.

- **Change Date** –The system will automatically record the date this row was last changed.

Order
Processing

T his chapter contains reference information about the different menu options on the Order Processing menu (option 2), and the screens and fields associated with these options. The information is organized by menu option Starting with Order Entry/Maintenance (option 2-a) and working down.

For each menu option we briefly describe what the menu option does, show an example of the screen or report associated with the option, and describe each field on the data-entry screens.

The Order Processing Menu

Use the options on this menu to create and modify production orders, and work with reports and screens to control the processing of the orders.
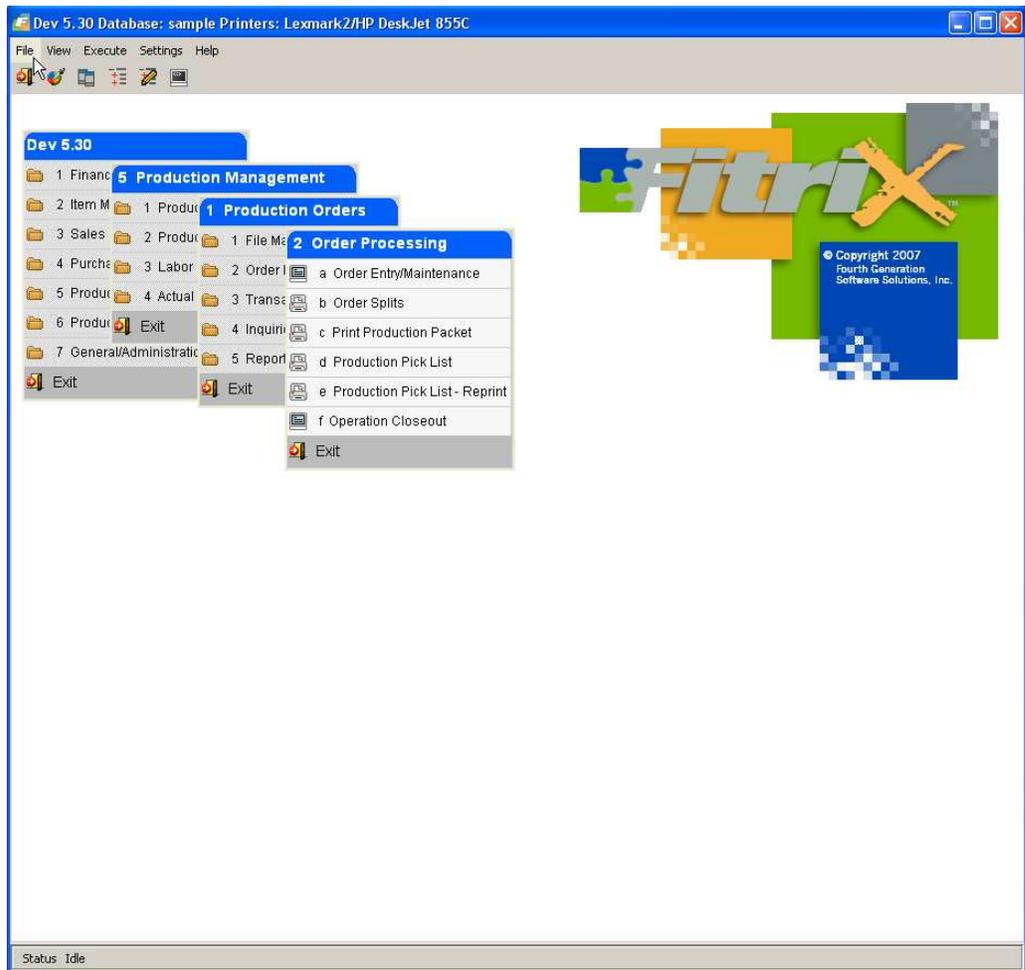
This menu contains the following options:

- **Order Entry/Maintenance** - Use this option to enter new production orders, and to maintain existing orders.

- **Order Splits** - Use this option to split an existing production order into multiple orders with different order quantities and due dates.

- **Print Production Packet** - Use this option to print a packet of information for the order, including required components and routing list. This document is typically placed with the item being produced, to track and record the physical progress of the order in the production facility.

- **Production Pick List** - Use this option to print a component list to be used by personnel responsible for picking the components and making them available to the production processes.

- **Production Pick List - Reprint** - Use this option to re-print a pick list which was already printed. It is used in the event the original was misplaced or lost.

- **Operation Closeout** – Use this option to close routing list steps for an open production order.

Order Entry/Maintenance

Use this option (2-a) to enter or modify production orders. The option consists of 3 primary screens:

- Order Summary
- Component List
- Routing List

Order Entry/Maintenance – Summary screen

When you select Order Entry/Maintenance options, the Order Summary screen displays:

The following fields are displayed:

- **Order** - The identifier for the order being entered. If the Setup Production Order Processing – Automatic Order Number was set to Y (yes), this number will be automatically assigned when you exit this field.

- **Release** – The number of the release for this production order. This column is used when splitting orders. If you do not enter a value, a value of 000 will be used automatically.

- **Item** – The identitifier for the item being produced. Zoom for a list of valid items.

- **Warehouse** – The identifier for the warehouse in which the item will be produced. Zoom for a list of valid warehouses.

NOTE: The item and warehouse entered must have already been set up in the Update Inventory Information option in Inventory Control.

- **Order Quantity** – The number of units of the item being produced.

- **Start Date** – The date this order is to be started. If the date is not a valid working day, a warning message will display. Zoom to display a calendar.

- **Due Date** – The date the order is scheduled to be complete. If the date is not a valid working day, a warning message will display. Zoom to display a calendar.

- **Order Tyype** – Enter a valid order type, or leave blank to allow the system default to be automatically used.

- **Order Status** – This column can have one of the following values:

  - **A – Active**. This is the default value for a new order

  - **H – Held**. This indicates that the order is to be held from further processing

- **Hold Code** – Enter a valid hold code. A hold code should only be entered if the status is changed to 'H'. Zoom for a list of valid hold codes.

- **Priority** – Enter a user-defined priority, up to 4 characters, A-Z or 1-9.

- **Sales Order/Line** – enter an optional sales order and line item for associated demand for this production order.

- **Assembly Line** – this field is reserved for future use

- **Accounting Code** – this field will be assigned automatically from the order type. You may change this to a different accounting code, if needed. Zoom to display a list of valid codes.

- **G/L Department** - this field will be assigned automatically from the order type. You may change this to a different department, if needed. Zoom to display a list of valid departments.

- **Job** – enter an optional job identifier

- **Project** – enter an optional project identifier

- **Revision Level** – enter an option enginerring revision level for the item

- **Bill of Material Effectivity Date** – enter an optional date to determine which components are to be used on this order. Components can have an effective start and end date in a bill of material. The date entered here is used to exclude components which have effective dates before or after the entered date. If no date is entered, component effective dates will be compared to the order start date, to determine if they should be used.

- **User Field 1** – enter optional additional information

- **User Field 2** – enter optional additional information

- **User Field 3** – Enter optional additional information

- **Bill of Material** – The item's default bill of material code (from Update Inventory Information) will be assigned automatically. You may change this code to another valid bill of material for the produced item. Zoom to display a list of valid bill of material codes for the item being produced.

- **Standard Routing** - The item's default routing code (from Update Inventory Information) will be assigned automatically. You may change this code to another valid routing for the produced item. Zoom to display a list of valid standard routing codes for the item being produced.

- **Type of Bill of Material** – this field will be assigned automatically from the order type. It controls how an item's component list is to be processed when a new production order is entered. The allowed values are:

  - **S** – The manufactured item's standard bill of material is to be copied into the order's list of components, when the order is saved

  - **C** - The manufactured item's standard bill of material is to be copied into the order's list of components, and the components will be displayed, to allow for changes, before the order is saved.

  - **M** – No standard bill of material will be copied into the order's list of components, but the component list screen will be displayed, to allow the user to enter a custom list of components, before the order is saved.

- **Type of Routing** – this field will be assigned automatically from the order type. It controls how an item's routing list is to be processed when a new production order is entered. The allowed values are:

    - **S** – The manufactured item's standard routing is to be copied into the order's routing list, when the order is saved

    - **C** - The manufactured item's standard routing is to be copied into the order's routing list, and the list will be displayed, to allow for changes, before the order is saved.

    - **M** – No standard routing will be copied into the order's routing list, but the routing list screen will be displayed, to allow the user to enter a custom routing list, before the order is saved.
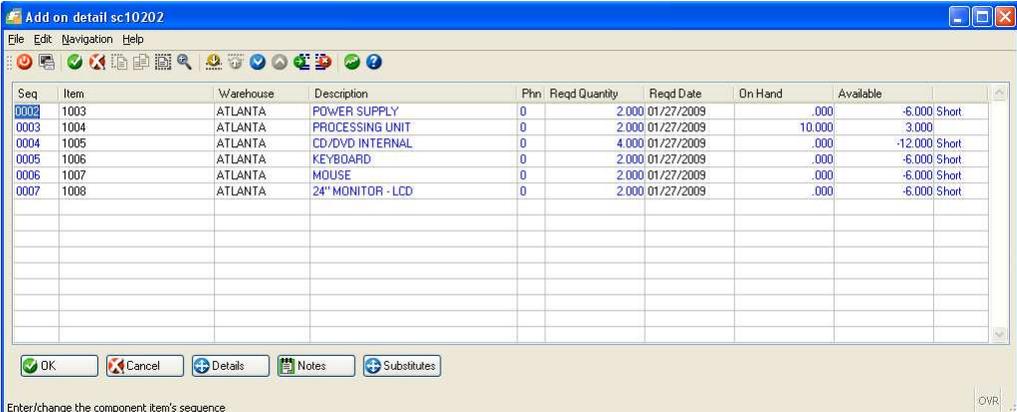
Component List screen

This screen displays when you take one of the following actions:

- If a value of C or M is entered in the Type of Bill of Material

- If the ⊕ Components icon is clicked on the summary screen

The component list displays the standard components from the produced item's bill of material (if Bill of Material Type C or S was selected), or an empty list (if Bill of Material Type M was selected).

The following screen displays:

One or more components may be entered for the production order. For each component:

- **Seq** – Enter a sequential identifier for the component. Components are sorted for display and print based on this sequence.

- **Item** – enter a valid item code for the component to be used. The combination of the 'Seq' and 'Item' must be unique for the line. Zoom to display a list of valid items.

- **Warehouse** – enter a valid warehouse from which this component will be used. Zoom to display a list of valid warehouses.

- **Description** – the description for the component item displays automatically. It cannot be changed.

- **Phn (Phantom)** – this field is assigned automatically from the item's master information. The possible values are:

  - **1 (Yes)** – this item is a phantom. It is NOT used from inventory, but its components ARE used from inventory. The phantom code is a convenient way to configure multiple items under a common item code. Then, wherever this common item code is referenced, the phantom value of 1 indicates that the components for the common item code should be used, NOT the common item itself.

  - **0 (No)** – this item is NOT a phantom. It will be used from inventory directly.

- **Reqd Quantity (Required Quantity)** – the total units of the component item required to produce the number of units of the produced item.

This value is typically computed from the quantity per unit in the standard bill of material, times the number of units of the produced item.

- **Reqd Date (Required Date)** – the date when this component item is expected to be used from inventory.

- **On Hand** – the current on hand balance in inventory for the item. This is displayed as a reference to allow the user to determine if a sufficient quantity exists to be used on this order

- **Available** – the current on hand balance, minus allocations to sales orders or other production orders. This is displayed as a reference to allow the user to determine if a sufficient quantity exists to be used on this order.

While the quantity on hand may indicate a sufficient balance exists to be used, the available quantity gives more information about additional requirements from other orders for this same component.

- **Action Buttons** – With the cursor positioned at a specific component, the following buttons support additional functions which can be accessed

- **Details** Click to display window with additional details for the component item
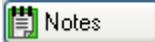
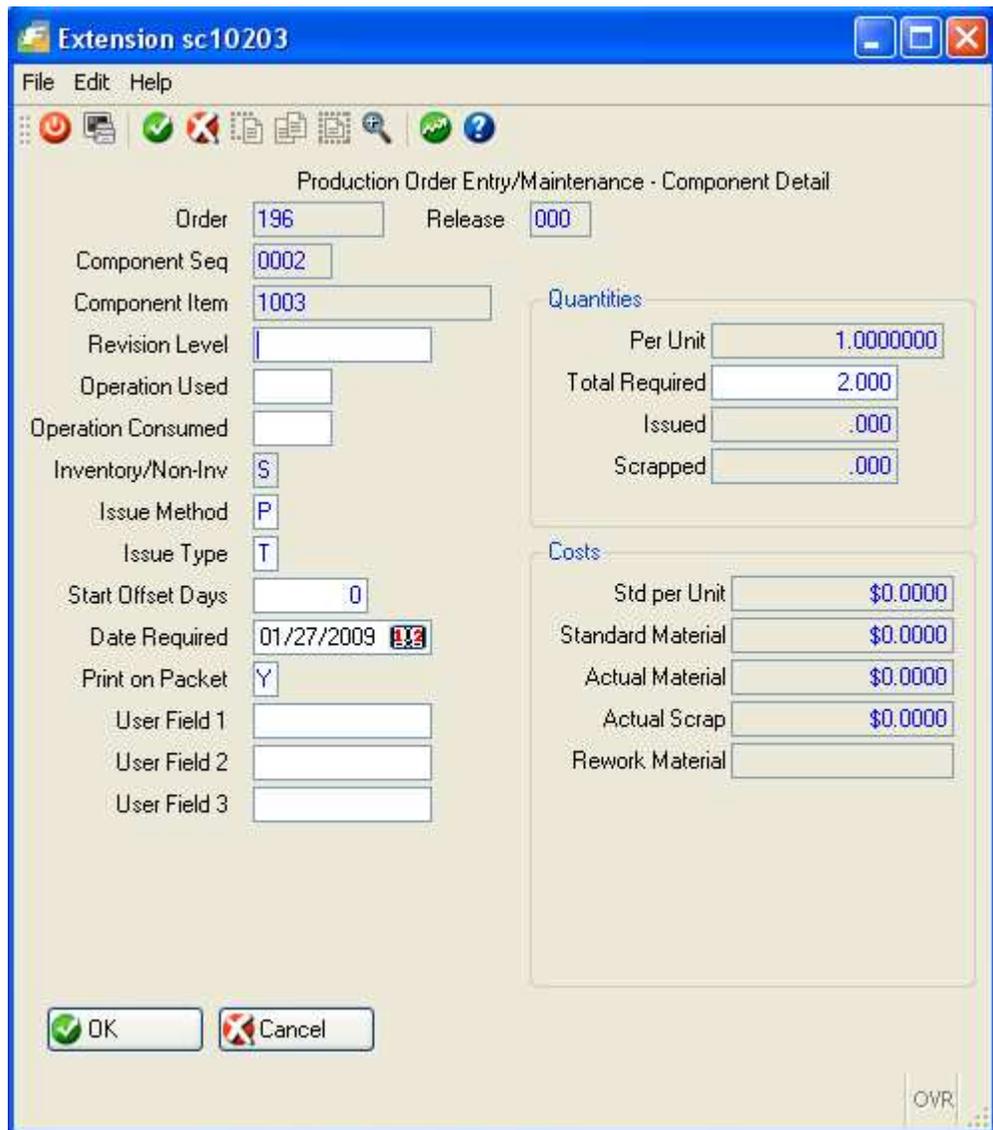- **Notes** Click to enter additional text for the component.

If a component has additional text as part of the standard bill of material, this text is copied into the production order components as well

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- **Substitutes** Click to see a list of predefined substitute items for the component item. If a component displays an insufficient quantity on hand or available, the screen may offer alternative components to allow the order to proceed.

Component Details screen

This screen displays when the cursor is positioned on a specific component on the Component List screen, and you click the [⊕ Details] button. It lets you review and/or enter additional detail for the selected component. Most of the values are loaded automatically from either the bill of material components table, or the Item Inventory Information table.

The following screen displays:
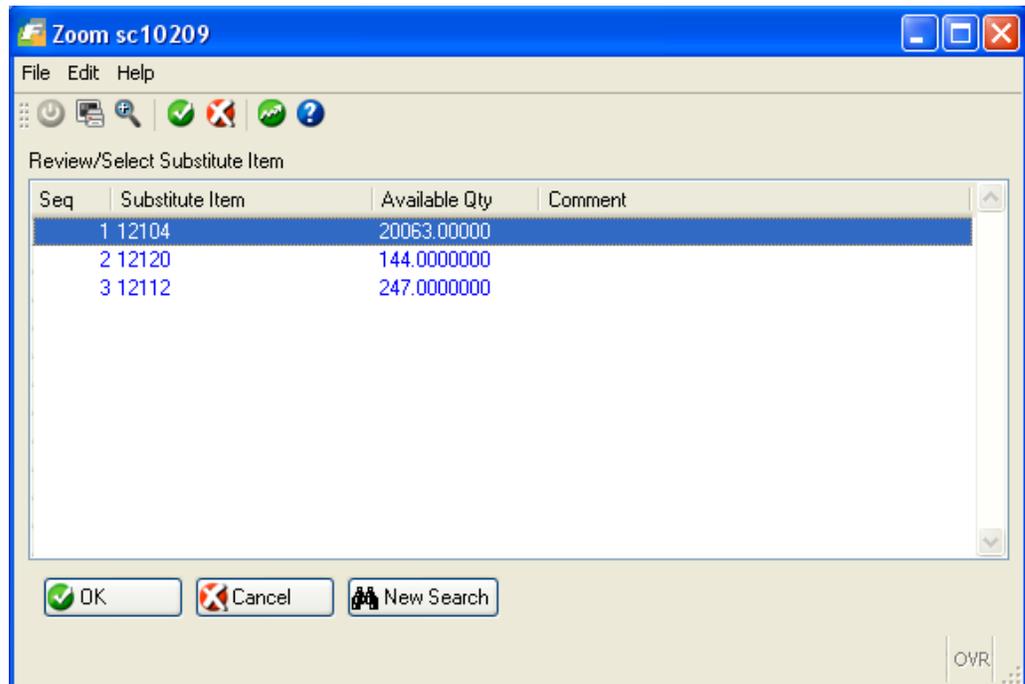

The following fields are dislayed:

- **Revision Level** – the current revision level of the item from the Item Inventory Information

- **Operation Used** – The first step in the routing where this component item is used from inventory.

- **Operation Consumed** – this field is reserved for future use.

- **Inventory/Non-Inventory** – the possible values are:

  - **S (stock)** – this component is to be issued from stock

  - **N (non-stock)** – this component will not be issued from stock.

- **Issue Method** – the possible values are:

  - **C** – the component will be issued from stock with the Component Issue transaction. This is typical when the production process involves a relatively long lead time (such as a week or more).

  - **R** – the component will be issued when the end item is received into inventory via the Production Receipt transaction. This is typical when the production process involves a short lead time (such as less than one week).

  - **O** – the component will be issued from stock with the Issue by Operation transaction. Each component which has an 'Operation Used' equal to the Operation being issued will be issued from inventory.

  - **N** – the component will not be issued. This is typical of items which are sent to work in processs in bulk, or for items which are needed in the production process, but are not stocked items (engineering drawings, tooling, etc).

- **Issue Type** – the possible values are:

  - **T** – component is issued from inventory, and it's associated cost per unit is used with the quantity to create a transaction for G/L.

  - **C** – component is not issued from inventory, but it's cost per unit is used with the quantity to create a transaction for G/L.

- **Start Offset Days** – the number of days after the order starts when this component needed. This offset if used to component the actual required date for the component.

- **Date Required** – the date when this component is to be issued from inventory. The default value is the order date. If the component has a 'Start Offset Days' defined, this will be added to the order start date to computer a required date.

- **Print on Packet** – Y will print the component on the Production Packet. N will not print the component on the Production Packet.

- **User Field 1** – enter optional additional information

- **User Field 2** – enter optional additional information

- **User Field 3** – Enter optional additional information

- **Quantities – Per Unit** – The number of units of the component to produce one unit of the end item.

- **Quantities – Total Required** – The total number of units of the component needed to produce the total quantity of the end item.

- **Quantities – Issued** – The total number of units already issued for the component

- **Quantities – Scrapped** – The total number of units of this component already consumed by Production Scrap transactions

- **Costs – Std Per Unit (Standard Per Unit)** – The cost per unit of the component

- **Costs – Standard Material** – The total cost of the component quantity to be issued from inventory

- **Costs – Actual Material –** The total cost of the component quantity already issued from inventory.

- **Costs – Actual Scra**p – The total cost of the component quantity consumed by Production Scrap transactions.

- **Costs – Rework Material** – This field is reserved for future use.

Substitutions screen

This screen displays when the cursor is positioned on a specific component on the Component List screen, and you click the [Substitutes] button. It allows you to review and/or select a substitute item for the current component. This function is typically used when an insufficient quantity of the component for the order.

The following screen displays:

The following fields are displayed:

- **Seq** – The sequential order for the component. Typically, the substitutes with lower sequence values are preferred over higher sequence values

- **Substitute Item** – the item code for the substituting item

- **Available Qty (Available Quantity)** – the on-hand balance, minus existing allocations, for the substitute.

- **Comment** – a user-defined comment for how the substitute should be used.

- **User Actions**

  - Click [OK] to use the selected component

- Click ![Cancel] ignore any selected substitute and return to the Component List screen

- Click ![New Search] to enter additional search criteria to shorten the list of substitutes
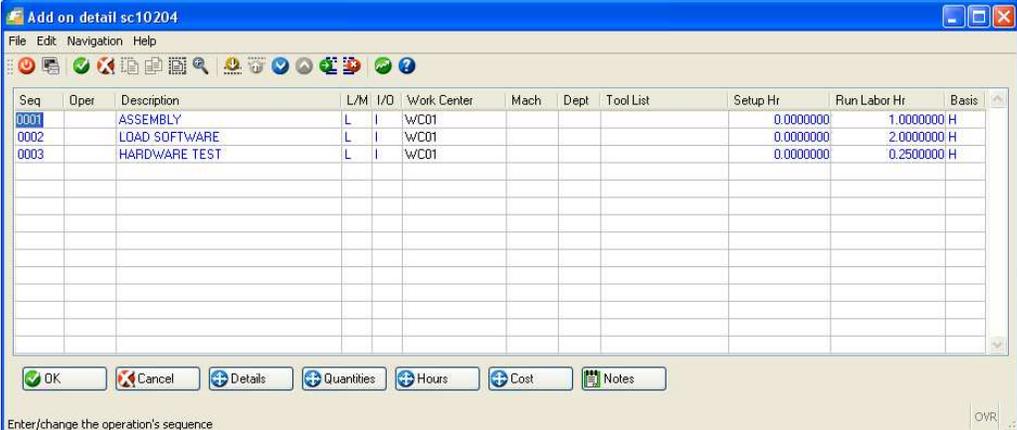
Routing List screen

This screen will display when the user takes one of the following actions:

- If a value of C or M is entered in the Type of Routing

- If the ![Routing] icon is clicked on the summary screen

The routing list displays the routing from the produced item's standard routing (if Routing Type C or S was selected), or an empty list (if Routing Type M was selected).

The following screen is displayed:

One or more routing steps may be entered for the production order. For each routing step::

- **Seq** – Enter a sequential identifier for the routing step. Steps are sorted for display and print based on this sequence.

- **Oper (Operation)** – Enter an optional standard operation. Standard Operations can be defined in the Standard Routing module. Selecting an operation here can automatically fill in many of the remaining columns for the step (ie Work Center, Machine, Department, Tool List, Setup Hrs, Labor Hrs)

- **Description** – enter a free-form description of the routing step

- **L/M – (Labor/Machine Constrained)** – Indicate whether this routing step should be scheduled based on labor hours or machine hours

- **I/O (Inside/Outside Process)** – Indicate if this step is performed within the company's production facilities, or if it is performed by an outside entity (ie a service provider).

- **Work Center** – enter an optional work center at which this step will be performed. If a Work Center is selected, it's labor and overhead hourly rates are used to compute labor and overhead costs for the order

- **Mach (Machine)** – enter an optional machine at which this step will be performed

- **Dept (Department)** – enter an optional department at which this step will be performed.

- **Tool List** – enter an optional tooling identifier or list of tools required to be used at this step

- **Setup Hrs (Setup Hours)** – enter the number of hours required to prepare this step for the production process. If there is no setup time needed, enter 0.

- **Run Labor Hrs (Run Labor Hours)** – enter the number of hours associated with completing this step for the produced item. This field is used together with the basis code below.

If the labor time is less than 1 hour, the time must be entered as the decimal equivalent of an hour. For example, a run time of 5 minutes per piece must be entered as 0.0833333, or 5/60 of an hour.

- **Basis** – enter one of the following values:

  - **H (Hours per piece)** – the run labor hours above are expressed as the 'hours required to produce one unit of the end item'

  - **P (Pieces per hour)** – the run labor hours above are expressed as the 'pieces completed within one hour'

- **Action Buttons** – With the cursor positioned at a specific routing step, the following buttons support additional functions which can be accessed

  - **Details** Click to display window with additional miscellaneous details for the routing step
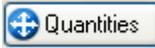
  - **Quantities** Click to display quantity-related details for the routing step

- **Hours** Click to display hours-related details for the routing step
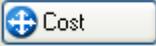
- **Cost** Click to display cost-related details for the routing step

- **Notes** Click to enter additional text for the routing step.

If a routing step has additional text as part of the standard routing, this text is copied into the production order routing steps as well

Routing Detail screen

This screen displays when the cursor is positioned on a specific routing step on the Routing List screen, and you click the **Details** button.

The following screen displays:

- **Status** – possible values are:
    - **0** – the packet has not yet been printed
    - **1** – no activity on this operation, and no activity on previous operation
    - **2** – no activity on this operation, and the previous operation has started
    - **3** – no activity on this operation, and the previous operation has been completed
    - **4** – some activity has been reported for this operation
    - **5** – this operation is completed
- **Work Center** – the optional work center at which this operation is being performed. Zoom for a list of valid work centers

- **Machine** – the optional machine at which this operation is being performed. Zoom for a list of valid machines.

- **Department** – the optional production department in which this operation is being performed.

- **Team** – the optional team performing the work at this operation

- **Type** – possible values are:

  - **L** – this operation is to be scheduled based on labor hours remaining

  - **M** – this operation is to be scheduled base on machine hours remaining

- **Tool List** – the optional tooling list identifier for one more special tools required for this operation

- **Move Time** – the optional move time in days after this operation is completed. The default value is zero.

- **Scheduled Start Date** – the date this operation is scheduled to be started

- **Scheduled Compl (Schedule Completion Date)** – the date this operation is scheduled to be completed.

- **Last Activity** – the last date any labor activity was reported for this operation

- **Print on Packet** – Y for yes, N for no.

- **Labor Transaction Type** – this field is reserved for future use. The possible values are:

  - **L** – labor is reported by the Labor Transaction Entry function

  - **O** – labor is reported by the Operation Transaction function

  - **P** – labor is reported by the Production Receipt function

- **Job Class** – the optional default Job Class for this operation. Job classes can be used to set standard labor rates per hour which may override the Work Center standard labor rate.

- **Outside Process – Order** – The purchase order number associated with this operation, if the Inside/Outside Process type is O.

- **Outside Process – Line** – The purchase order line item

- **Ouside Process – Blkt Rel (Blanket Release)** – this field is reserved for future use.

- **User-Defined Fields 1, 2 and 3** – Enter additional user-defined information

Routing Quantities screen

This screen displays when the cursor is positioned on a specific routing step on the Routing List screen, and you click the [Quantities] button.

The following screen displays:
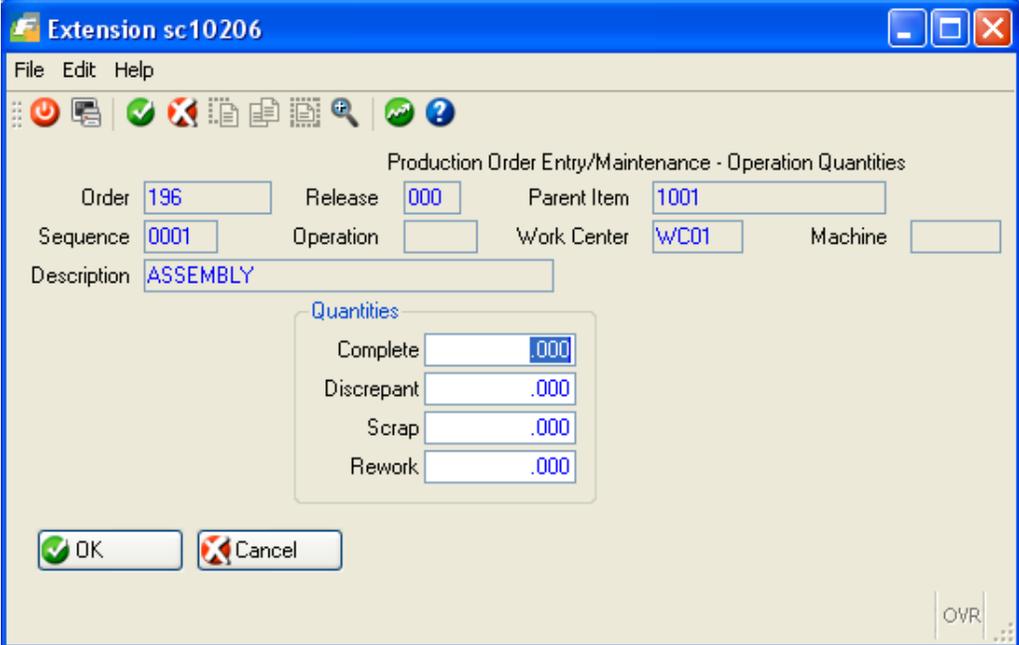
- Quantities – Complete – The number of units completed through this operation
- Quantity – Disrecpant – This field is reserved for future use
- Quantity – Scrap – The number of pieces reported scrapped at this operation
- Quantity – Rework – This field is reserved for future use.
-

Routing Hours screen

This screen displays when the cursor is positioned on a specific routing step on the Routing List screen, and you click the [Hours] button.
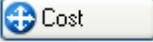
The following screen displays:

- Std Hrs per Unit – Run (Standard Hours per Unit – Run) – the number of labor hours required to complete the end item.

- Std Hrs per Unit – Basis – possible values are:

  - H – Run hours are entered as 'Hours required to produce one unit'

  - P – Run hours are entered as 'Number of units completed in one clock hour.

- Std Hrs per Unit – Machine (Standard Hours per Unit – Machine) – the number of machine hours required to complete the end item.

- Std Hrs per Unit – Basis – possible values are:

  - H – Machine hours are entered as 'Hours required to produce one unit'

  - P – Machine hours are entered as 'Number of units completed in one clock hour.

- Actual Hours Reported – Run – the number of labor hours reported to-date for this operation

- Actual Hours Reported – Machine – the number of machine hours reported to-date for this operation.

- Hours Reported at Standard – Run – the number of units completed at this operated, times the Run Labor hours per unit

- Hours Reported at Standard – Machine - the number of units completed at this operated, times the Machine Labor hours per unit

- Hours Reported at Standard – Setup – if the operation has started the standard setup hours for this operation displays. If the operation has not started, zero will display here.

- Hours Report at Standard – Rework Run – this field is reserved for future use.

- Hours Reported at Standard – Rework Machine – this field is reserved for future use.

- Hours Reported at Standard – Rework Setup - this field is reserved for future use.

Routing Cost screen

This screen displays when the cursor is positioned on a specific routing step on the Routing List screen, and you click the ⊕ Cost button.

The following screen displays:
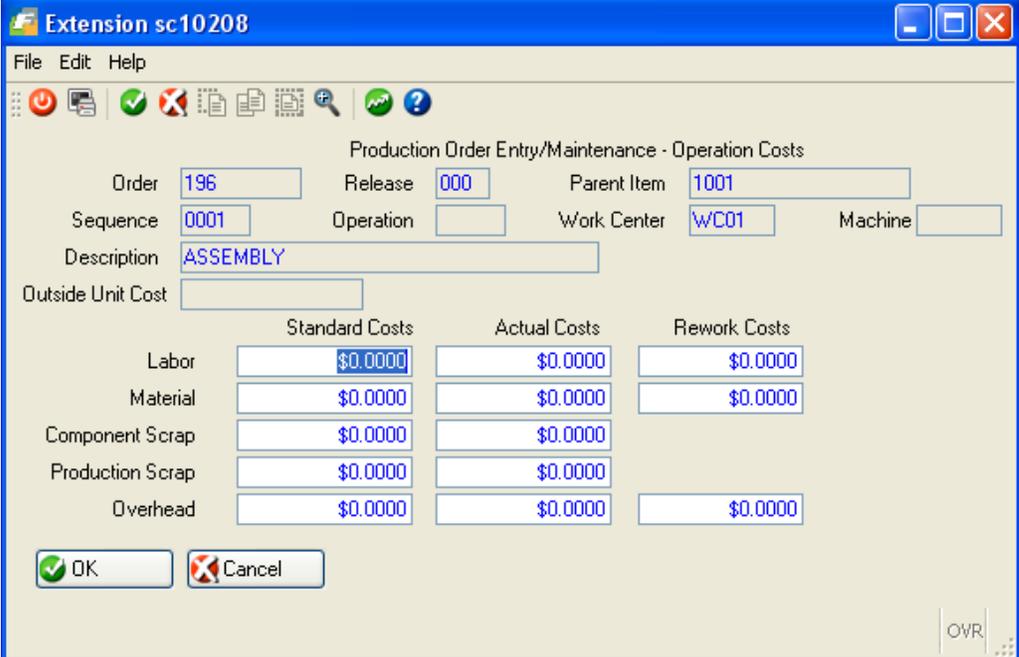
- Standard Costs – the expected total cost elements for this operation:
  - Labor – run labor hours times standard cost per hour
  - Material – total extended cost for component items to be used at this operation
  - Component Scrap – if a scrap factor is used for any components used at this operation, the scrap cost is computed here
  - Production Scrap – this value should always be zero
  - Overhead – run labor hours times overhead cost per hour
- Actual Costs – the total cost elements for this order, based on completed and scrapped units
  - Labor – run labor hours reported times standard cost per hour
  - Material – total extended cost for component items used at this operation

- Component Scrap – if a scrap factor is used for any components used at this operation, the scrap cost is computed here

- Production Scrap – this value should always be zero

- Overhead – run labor hours times overhead cost per hour

- Rework Costs – these fields are reserved for future use

Order Split

Use this menu option (option 2-b) to split a production order into multiple orders. This option is useful when the total number of units cannot be completed, due to material shortages or insufficient capacity of resources. Splitting an order into smaller quantities may allow you to complete a lesser quantity, then complete remaining quantities when the shortages/capacity issues have been resolved.

The following screen displays:

You must first click the Find button, then enter the Order Number and Release for the base order you wish to split, and click OK. After verifying the base order information, click the Update button to create a split order.

- **Split Order Release** – enter a new release number for the split order. The split order will retain the Order Number, but must have a unique release number

- **Quantity** – enter the quantity to be split into the new release

- **Due Date** – enter the due date for the new release

- **Description** – enter text describing the reason for the split.

After entering the split order information, click OK to create the split order. The base order will remain as an active order, with the same due date, and a quantity which is the difference between the base order quantity and the split order quantity.

Print Production Packet

You use this menu option (2-c) to print or reprint production packets for orders entered through the Order Entry/Maintenance option. The Production Packet prints summary information about the order, such a item produced and warehouse, quantity and due date, and reference information and notes. In addition:

- Component List – the component items and descriptions, along with their required quantities and dates

- Routing List – the routing steps required to product the end item. Each step prints with description, setup and labor hour, and department, work center, machine and teams used to produce.

When you select this menu option, you must first indicate the destination of the report on the 'Select Printer' window (see the Getting *Started with Fitrix* manual). The following screen will then display:

Production Packet Print		
Print	From	To
All Unprinted Orders?	N	
Range of Orders?	N	
Range of Items?	N	
Range of Due Dates?	N	12	12
Specific Orders?	N	

Sections to Print
Component List? Y
Operation List? Y

OK   Cancel

OVR

- All Unprinted Orders? (Y or N) – If you select Y, all production orders which have not yet printed a Packet, will print.

- Range of Orders? (Y or N) – If you select Y, you must also enter a range of order numbers

- Range of Items? (Y or N) – If you select Y, you must also enter a range of item numbers

- Range of Due Dates? (Y or N) – If you select Y, you must also enter a range of order due dates

- Specific Orders? (Y or N) – If you select Y, you must also enter individual order numbers (up to eight orders).

- Sections to Print

  - Component List (Y or N) – If you want the component list to print on the packet, select Y.

  - Routing List (Y or N) – If you want the routing list to print on the packet, select Y.

NOTE: You can only select Y for one of the 5 five choices in the 'Print' section above.

After entering the selection information, click OK to process the report.

Production Pick List / Production Pick List - Reprint

You use these menu options (2-d and 2-e) to print or reprint component material pick lists for orders entered through the Order Entry/Maintenance option. The Production Pick List prints the inventoried components which are to be picked to begin the production process. For each component, the item and description are printed, along with the quantity required and required date. In addition, if the component(s) are either serialized or lot controlled (see the *Inventory Control User Guide)*, the serial or lot information is printed below the description.

When you select this menu option, you must first indicate the destination of the report on the 'Select Printer' window (see the Getting *Started with Fitrix* manual). The following screen will then display:

- Warehouse – Enter the warehouse for the order(s) to be printed. If a production order requires components from multiple warehouses, a separate pick list must be printed from each warehouse.

- All Unprinted Orders? (Y or N) – Enter Y to print all orders which do not yet have a pick list. Otherwise, select N.

NOTE: if you select Y here, you cannot also select a Range, or Specific items

- Range – you can enter ranges of Orders, Releases, and Request Dates

- Specific Orders – You can enter specific order and release numbers.

NOTE: you may enter a range, AND specific order numbers.

- Line Item Sort Sequence – possible values are:
    - I – Sort by item number
    - L – sort by component sequence number
    - D – sort by default stock location
    -

After entering the selection information, click OK to process the report.

Operation Closeout

Use this menu option (2-f) to set the status of open operations on a production order to completed. Closing open operations removes them from the order scheduling functions in the *Production Scheduling* module.

The following screen appears:

You first click the Find button, then enter the Order and Release you wish to work with. After verifying the selected order is correct, click the Update button.

- Close All Operations? – check this box to close all operations. Or, uncheck to close operations individually. When you press tab, you may see the following popup window:

Click Yes to continue (all operations will display as checked), or No to return to the screen. If you select Yes, the cursor will move to the checkbox for the first operation.

- Close – check each operation to be closed

Click OK to close the operations, or click Cancel to cancel the close process.

Transaction Processing

This chapter contains reference information about the different menu options on the Transaction Processing menu (option 3), and the screens and fields associated with these options. The information is organized by menu option. .

For each menu option we briefly describe what the menu option does, show an example of the screen or report associated with the option, and describe each field on the data-entry screens.

The Transaction Processing Menu

Use the options on this menu to enter inventory transactions related to production orders, and work with reports and screens to control the processing of the transactions.
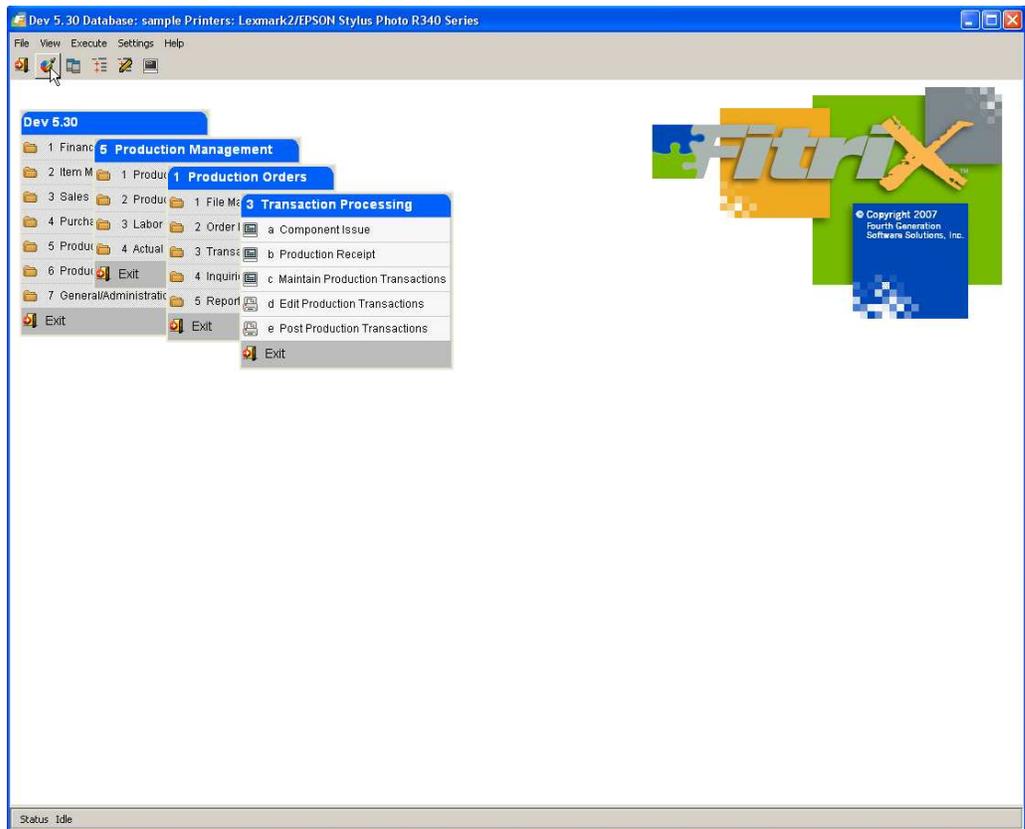
This menu contains the following options:

- **Component Issue** - Use this option to move component items from inventory to work in process via production orders

- **Production Receipts** - Use this option to move component items from inventory to work in process, and to move completed items from work in process to finished inventory.

- **Maintain Production Transactions** - Use this option to process inventory movement transactions in the General Ledger module

- **Edit Production Transactions** - Use this option to print a validation report for transactions to be posted to General Ledger.

- **Post Production Transactions** - Use this option to print a posting report for transactions being posted to General Ledger.

Component Issue

Use this menu option (option 3-a) to issue component inventory from stock, and add it to a production order's component material usage. This option is useful when a production order has a lead time that is long enough to require tracking of the value of work in process on a periodic basis. For example, of a production order requires a 2-week lead-time to complete, and if the material is needed at the start of the order, it is possible that the order might still be in progress at the end of an accounting period. If accounting practices specify that the value of any work-in-process be quantifiable at month-end, Component Issue supports this requirement.

Component Issue screen

When you select the menu option, the Component Issue screen displays. To enter an issue transaction, click the Add button. The first time you select Add, the Session Default screen displays (see below). After you review/change the session defaults, enter the transaction information into the following screen:

The following fields are available:

- **Order** – Enter the production order number for this transaction. Zoom for a list of valid production orders

- **Release** – Enter the production order release number for this transaction.

NOTE: when you press tab after entering the Release, other fields related to the order are automatically displayed

- **Pick Number** – If you want to issue from a specific pick list number, enter it here. If you leave this field blank, all components which are eligible to be isssued will be included.

- **Issue Date** – enter the date to be recorded with the issue. The default is the Session Default Transaction Date.

- **Update Inventory Now?** – check if you wish to update the inventory immediately, or uncheck if to update later, via the Post Production Transactions menu option.

- **Default Quantities?** – check to automatically fill in the issue quantities with the expected issue quantities (you can still make changes if needed). Uncheck to fill in the quantities manually.

NOTE 1: When you press tab after selecting the Default Quantities choice, the list of components which can be issued display automatically.

NOTE 2: Only components with an Issue Method of 'C' will be displayed.

NOTE 3: If one or more components has insufficient inventory for the issue, a warning window will display:

- **This Issue** – Enter or verify the quantity issued for each component.

NOTE 1: If you press tab while the cursor is in the 'This Issue' column, AND the 'Detail' column is highlighted as 'Needed', the Serial and Lot Selection screen will display automatically (See 'Detail' description below)

NOTE 2: If you press tab while the cursor is in the 'This Issue' column, and the on-hand balance is less than the issue quantity, the following error displays:

- **Sts (Status)** – the possible choices are:
    - **Close** – Change the issue status of this component to Closed. No further issues can be entered.

    - **Leave Open** – The issue status will remain Open. Further issues can be entered later.

    - **Re-Open** – For a component which was previously closed, change the issue status back to open.

NOTE: The Status will be automatically set to Close, if the total quantity issued is equal to or greater than the quantity required, OR to Leave Open, if the total quantity issued is less than the quantity required

- **Detail**– The possible values are:

  - **Needed** - If the component is serialized OR lot-controlled, this button will be turned on. This indicates that an additional window will display for you to selec t the serial numbers or lots to be selected.

  - **Supplied** – If the component is serialized OR lot-controlled, and the serial or lots have been successfully selected, this button will be turned on.

  - **NONE** – If the component is NOT serialized and NOT lot controlled, neither button will be turned on, and the serial or lot selection window will not display.

- **'Short'** – This label will display automatically for any component with an on-hand balance less than the required quantity.

- **Comment** – Enter an optional comment for the component being issued.

Session Defaults screen

This screen displays:

- The first time you click the Add button

- When you click the ⊕ Session button

You typically review or change these session defaults one time, then begin entering transactions.

The following screen displays:

- **Reference** – Enter a user-defined general reference to be saved with the transactions

- **User** – Enter the user associated with this transaction

- **Transaction Date** – Enter the date of the transactions
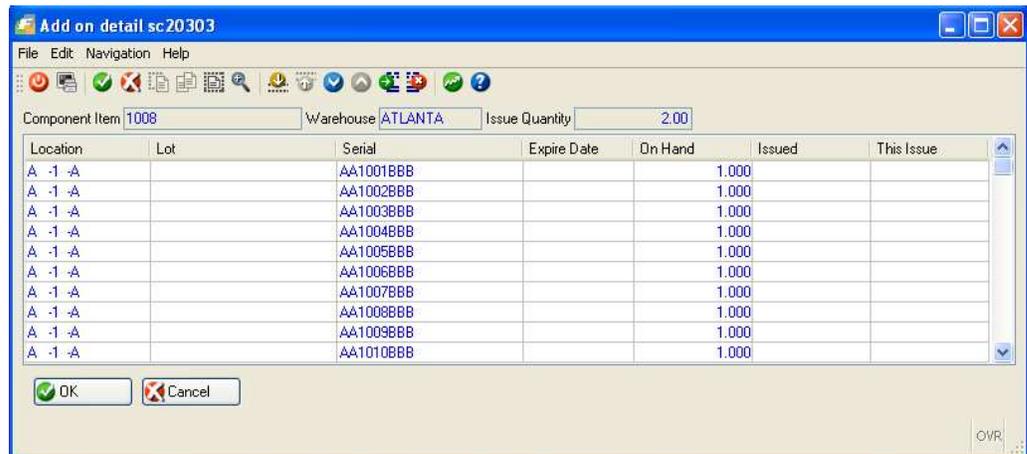
Click OK when finished

Serial and Lot Selection screen

This screen displays when:

- You tab past 'This Issue', for a component where the Detail column was highlighted as 'Needed'.

- You click the Lot/Serial button when the cursor is positioned on a component where the 'Detail' column is highlighted as 'Needed' or 'Supplied'
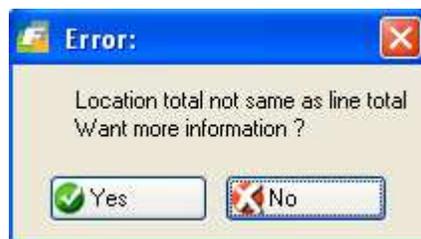
You must select serial numbers or lots with a total quantity that matches the issue quantity.

The following screen displays:

- This Issue – Enter a quantity of the serial number or lot issued

NOTE: The issue quantity for each selected serial or lot is summed and compared to the issue quantity for the component. If the sum does not match, an error is displayed:
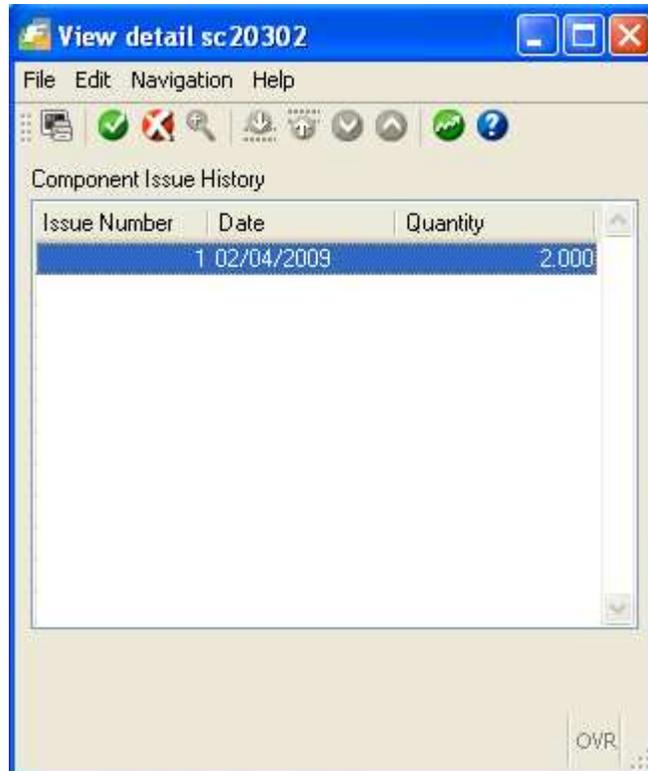
Issue History screen

This screen displays when you click the History button. It displays any previous issue transactions for the current component item.

The following screen displays:

Production Receipt

Use this menu option (option 3-b) to:

- Receive a completed item from a production order into inventory

- Optionally, issue component inventory from stock, and add it to a production order's component material usage

This option is used to complete the production order cycle. The end item defined on a production order is received into finished inventory. Optionally, for components defined with a Component Issue Method of 'P', quantities are issued from inventory and added to the usage quantities. It is useful to define components with this issue method when there is a relatively short lead time. In these cases, this function can save keystrokes, and offer a higher level of accuracy, as both component issue and production receipt happen simultaneously.

Production Receipt screen

When you select the menu option, the Production Receipt screen displays. To enter a receipt transaction, click the Add button. The first time you select Add, the Session Default screen displays (see below). After you review/change the session defaults, enter the transaction information into the following screen:


The following fields are available:

- **Order** – Enter the production order number for this transaction. Zoom for a list of valid production orders

- **Release** – Enter the production order release number for this transaction.

NOTE: when you press tab after entering the Release, other fields related to the order are automatically displayed

- **Receipt Number** – This number is automatically generated, to indicate the number of receipt transactions entered for the current production order.

- **Receipt Date** – enter the date to be recorded with the receipt. The default is the Session Default Transaction Date.

- **Receipt Quantity** – enter the quantity to receive.

NOTE 1: If the end item is either serial or lot controlled, the Enter Serial/Lot Numbers screen will display when you click tab from the Receipt Quantity (see below)

NOTE 2: When you click tab, if any associated components have an on-hand balance which is less than the required quantity, the following window displays:
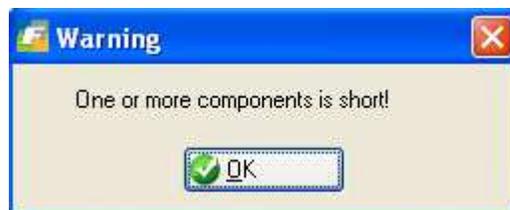
NOTE3: When you click tab after entering the receipt quantity, the list of components which can be issued displays automatically. Only components with a Component Issue Method of 'P' will display.

- **Unit Cost** – The unit cost for the end item will be automatically calculated, from the costs associated with the components issued. You can change this value.

WARNING: If you change the calculated unit cost, you may cause the work in process balance for this order to be incorrect.

- **Complete** –The possible values are:
  - **Leave Open** – Do not set the order status to Closed
  - **Close** – Set the order status to close. Further receipts wil not be allowed.

  This value will be automatically computed based on the Receipt Quantity entered. If the total received quantity equals or exceeds the order quantity, it will be set to Close. If less, it will be set to 'Leave Open'.

- **Update Inventory Now?** – check if you wish to update the inventory immediately, or uncheck if to update later, via the Post Production Transactions menu option.

NOTE: When you click tab after selecting the Update Inventory Now choice, the cursor will move to the first component. If no components display, click OK to complete the receipt.

The following component fields are available:

- **This Issue** – Enter or verify the quantity issued for each component.

NOTE 1: If you press tab while the cursor is in the 'This Issue' column, AND the 'Detail' column is highlighted as 'Needed', the Serial and Lot Selection screen will display automatically (See 'Detail' description below)

NOTE 2: If you press tab while the cursor is in the 'This Issue' column, and the on-hand balance is less than the issue quantity, the following error displays:

- **Sts (Status)** – the possible choices are:
  - **Close** – Change the issue status of this component to Closed. No further issues can be entered.
  - **Leave Open** – The issue status will remain Open. Further issues can be entered later.
  - **Re-Open** – For a component which was previously closed, change the issue status back to open.

NOTE: The Status will be automatically set to Close, if the total quantity issued is equal to or greater than the quantity required, OR to Leave Open, if the total quantity issued is less than the quantity required

- **Detail** – The possible values are:
  - **Needed** - If the component is serialized OR lot-controlled, this button will be turned on. This indicates that an additional window will display for you to selec t the serial numbers or lots to be selected.
  - **Supplied** – If the component is serialized OR lot-controlled, and the serial or lots have been successfully selected, this button will be turned on.
  - **NONE** – If the component is NOT serialized and NOT lot controlled, neither button will be turned on, and the serial or lot selection window will not display.
- **'Short'** – This label will display automatically for any component with an on-hand balance less than the required quantity.
- **Comment** – Enter an optional comment for the component being issued.

Enter Serial/Lot Numbers screen

This screen displays when the end item is either serialized or lot controlled (See the *Inventory Control User Guide)*. You must enter the required information to place the item into inventory.

The following screen is displayed:
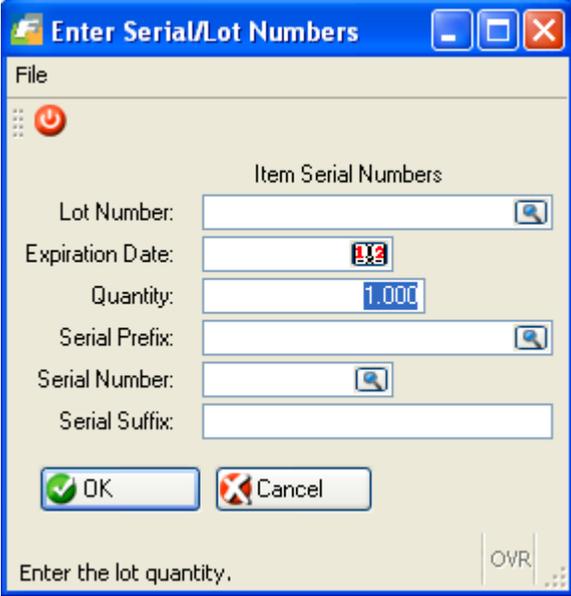
The following fields are displayed:

- Lot Number – you can only enter into this field if the item is Lot Controlled

- Expiration Date – this is an optional field.

NOTE: If you do not enter a date here, a warning will display when you click OK:

If you click No, you will return to the Serial/Lot Numbers screen

- Quantity – enter the total quantity to be received

- Serial Prefix – you can only enter into this field if the item is Serialized. It indicates a value that will be prepended to each serial number

- Serial Number – you can only enter into this field if the item is Serialized. It is a sequential value to be assigned to each unit of the item being received

- Serial Suffix - – you can only enter into this field if the item is Serialized. It indicates a value that will be appended to each serial number

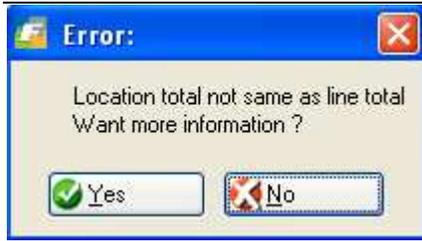## Serial/Lot Number Verification screen

This screen displays:

- After you finish entering the required information on the 'Enter Serial/Lot Numbers' screen.

- You click the ⊕ Lot/Serial button, when the cursor is located on the Header portion of the screen.

The following screen displays:
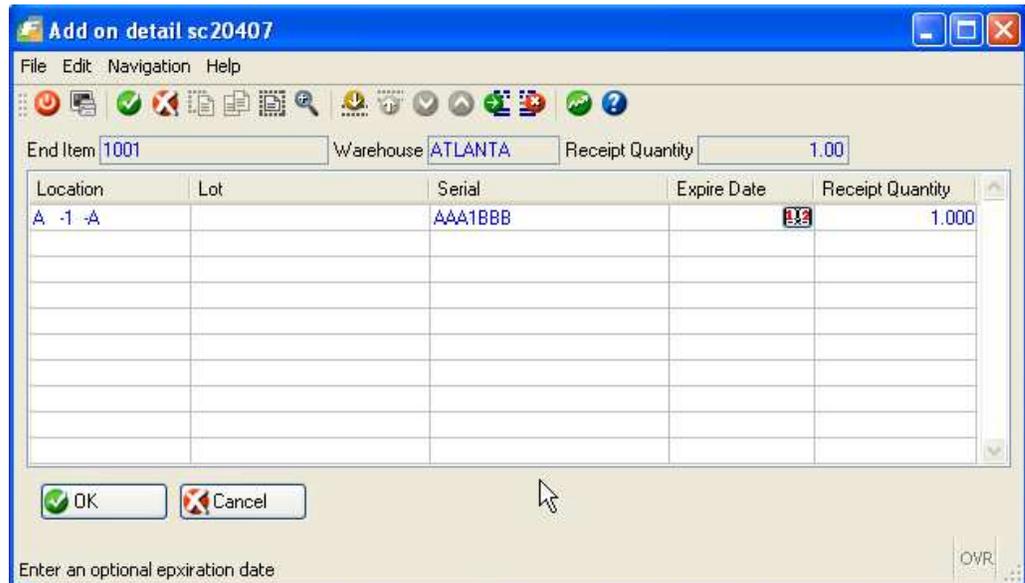
Verify or change the received quantities.

NOTE: The sum of the receipt quantities must equal the quantity received on the Production Receipt screen. If they do not equal, the following window will display:

Error:

Location total not same as line total
Want more information ?

[Yes]   [No]

Session Defaults screen

This screen displays:

- The first time you click the Add button

- When you click the Session button

You typically review or change these session defaults one time, then begin entering transactions.

The following screen displays:

- **Reference** – Enter a user-defined general reference to be saved with the transactions

- **User** – Enter the user associated with this transaction

- **Transaction Date** – Enter the date of the transactions
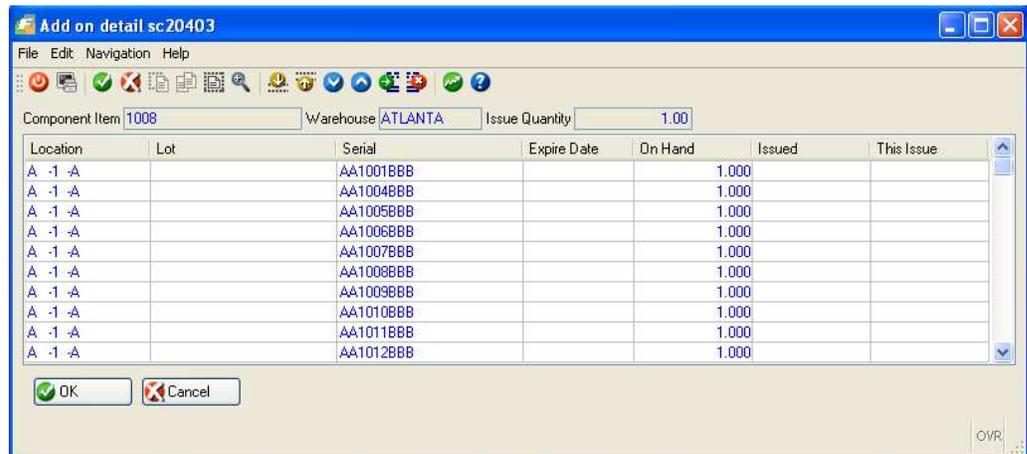
Click OK when finished

Serial and Lot Selection screen

This screen displays when:

- You tab past 'This Issue', for a component where the Detail column was highlighted as 'Needed'.

- You click the Lot/Serial button when the cursor is positioned on a component where the 'Detail' column is highlighted as 'Needed' or 'Supplied'
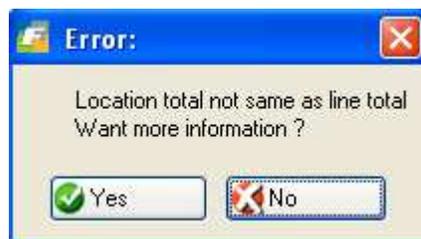
You must select serial numbers or lots with a total quantity that matches the issue quantity.

The following screen displays:

- This Issue – Enter a quantity of the serial number or lot issued

NOTE: The issue quantity for each selected serial or lot is summed and compared to the issue quantity for the component. If the sum does not match, an error is displayed:

Maintain Production Transactions

Use this menu option (option 3-c) to work with production inventory transactions which were NOT processed with the 'Update Inventory Now' choice. You can make changes to the Transaction Date, and Account Numbers/Departments, before posting them to Inventory Control and General Ledger.

The following screen displays:

The following fields are available:

- Transaction Date – the date to be recorded in the General Ledger

- Debit Account/Dept – Zoom to display valid accounts and departments

- Credir Account/Dept – Zoom to display valid accounts and departments

- OK to Post (Y/N) – Enter Y to allow posting to Inventory Control and General Ledger or N to prevent posting.

Edit Production Transactions

Use this menu option (option 3-d) to print an edit listing of production inventory transactions which were NOT processed with the 'Update Inventory Now' choice.

When you select this menu option, you must first indicate the destination of the report on the 'Select Printer' window (see the Getting *Started with Fitrix* manual). The following screen will then display:

Enter From- and To- ranges for any of the available fields, then Click OK to process the edit listing.

Post Production Transactions

Use this menu option (option 3-e) to print a posting list of production inventory transactions which were NOT processed with the 'Update Inventory Now' choice. The posting updates inventory on hand balances, and posts accounting entries to the General Ledger transaction tables.

When you select this menu option, you must first indicate the destination of the report on the 'Select Printer' window (see the Getting *Started with Fitrix* manual). The following screen will then display:

Enter From- and To- ranges for any of the available fields, then Click OK to process the posting list.

Inquiries

T his chapter contains reference information about the different menu options on the Inquiries menu (option 4), and the screens and fields associated with these options. The information is organized by menu option. .

For each menu option we briefly describe what the menu option does, show an example of the screen or report associated with the option, and describe each field on the data-entry screens.

Inquiries Menu

Use the options on this menu to review on screens the status of open and closed production orders
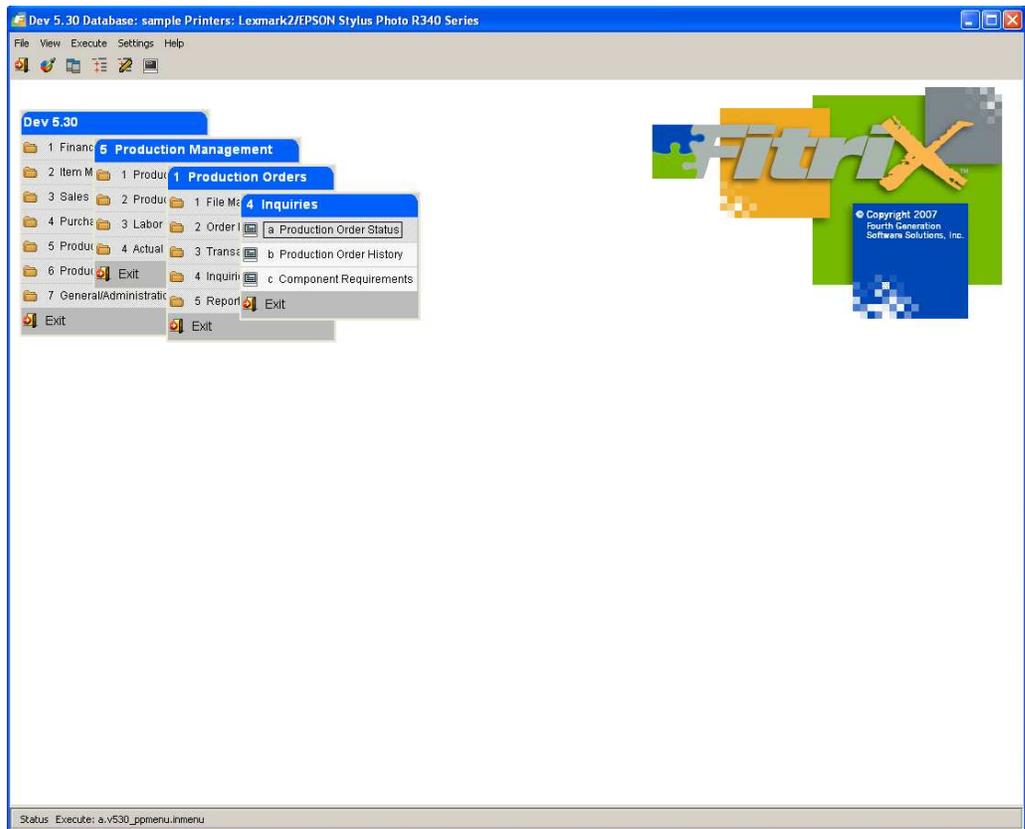
This menu contains the following options:

- **Production Order Status** - Use this option to review the current summary status of an order, as well as details related to components and routing steps.

- **Production Order History** - Use this option to review the summary status of an order which has been closed and purged to history, as well as details related to component usage and routing step completion.

- **Component Requirements** - Use this option to review all open orders using a common component item.

Production Order Status

Use this menu option (option 4-a) to display the current status of an open production order. Information is presented as an at-a-glance summary, showing status relative to quantities produced, due dates, and current operation statistics. You can also review component and routing step details.

Production Order Status screen

When you select the menu option, the following screen displays:

Click the Find button to search for the order. You can then click the Details button to access more options

Component List screen

This screen displays when you click the button from the Status screen:

The following additional information is available, by clicking the appropriate button:

    View additional details for the current component

    View user-defined notes for the current component

    Reserved for future use

Routing List screen

This screen displays when you click the button from the Status screen:

The following additional information is available, by clicking the appropriate button:

Miscellaneous   View additional descriptive information for the current routing step

Quantities   View quantity-related information for the current routing step

Hours   View hours-related information for the current routing step

Cost   View cost-related information for the current routing step

Notes   View user-defined notes entered for the current routing step

Order History screen

This screen displays when you click the [Order History] button from the Status screen. It displays the Production Receipts which have been processed for the current order.

Order Notes screen

This screen displays when you click the button from the Status screen. It displays any user-defined notes entered for the current order.
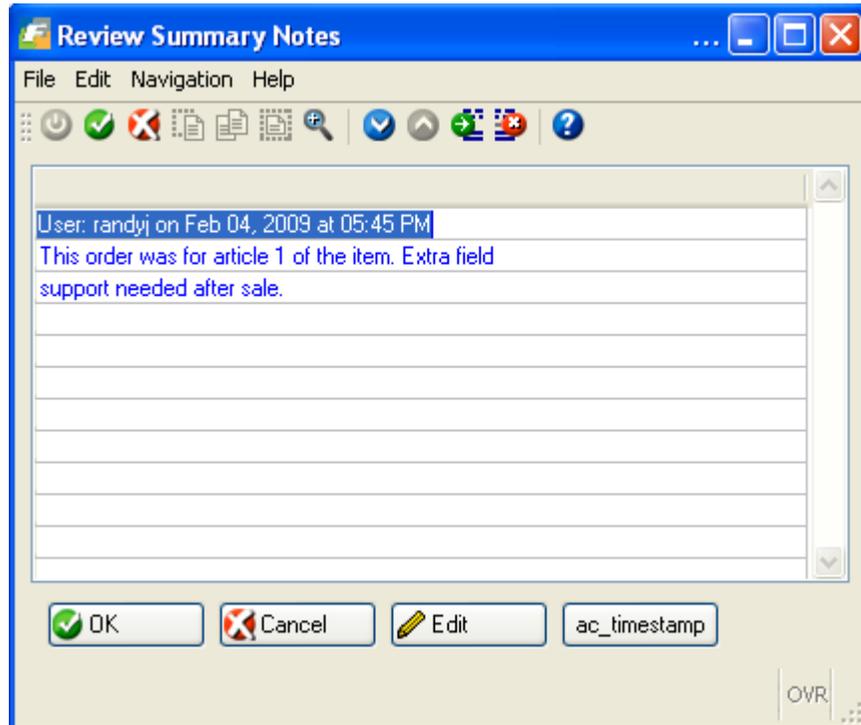
Production Order History

Use this menu option (option 4-b) to display the summary and details for orders which have been purged to history. Information is presented as an at-a-glance summary, showing status relative to quantities produced, due dates, and last operation statistics. You can also review component and routing step details.

Production Order History screen

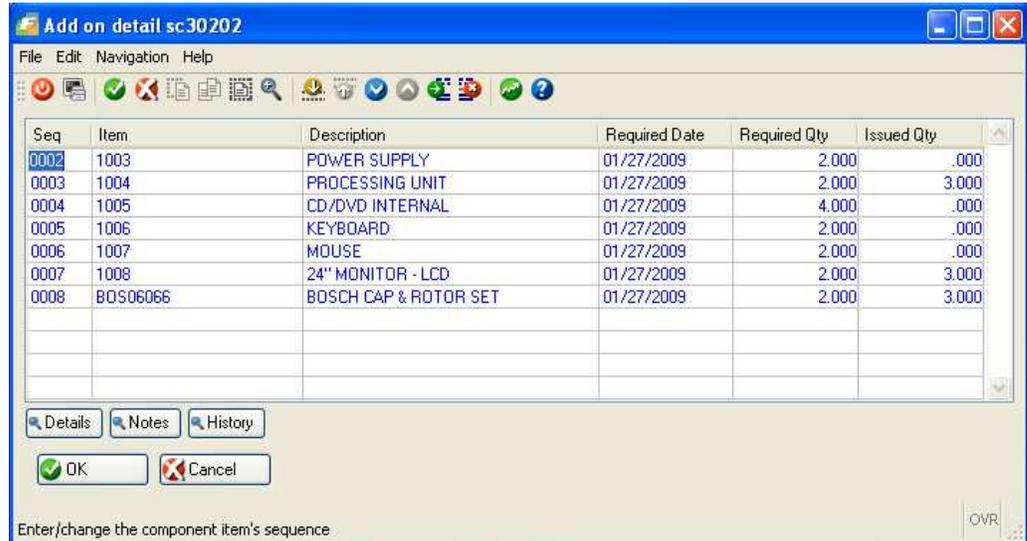When you select the menu option, the following screen displays:

Click the Find button to search for the order. You can then click the Details button to access more options
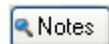
Component List screen

This screen displays when you click the **Components** button from the Status screen:

The following additional information is available, by clicking the appropriate button:

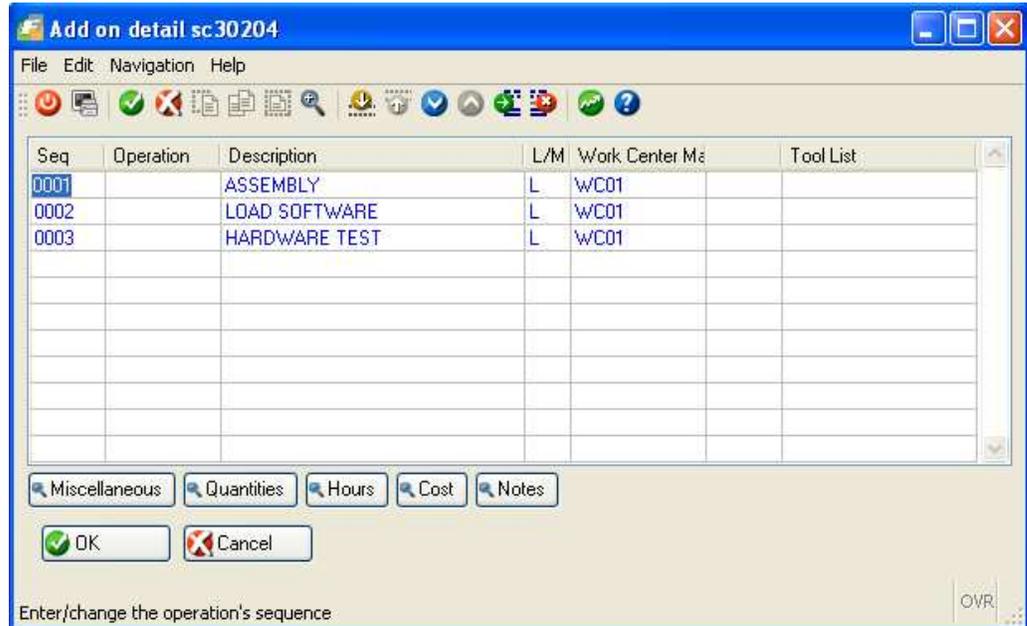|	
Details	View additional details for the current component
Notes	View user-defined notes for the current component
History	Reserved for future use

Routing List screen

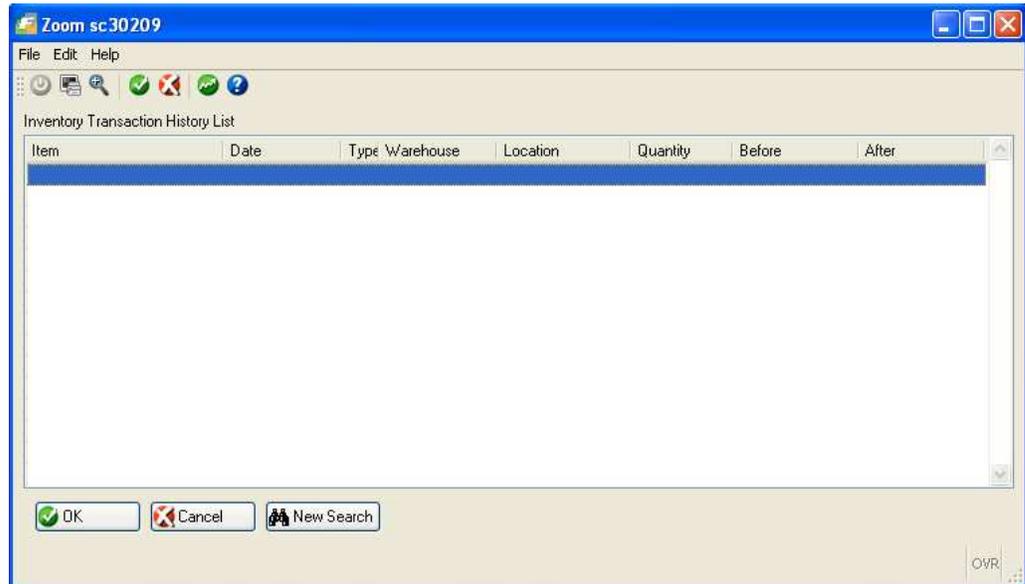This screen displays when you click the button from the Status screen:

The following additional information is available, by clicking the appropriate button:

Miscellaneous   View additional descriptive information for the current routing step

Quantities   View quantity-related information for the current routing step

Hours   View hours-related information for the current routing step

Cost   View cost-related information for the current routing step

**Notes**   View user-defined notes entered for the current routing step

Order History screen

This screen displays when you click the button from the Status screen. It displays the Production Receipts which have been processed for the current order.

Order Notes screen

This screen displays when you click the button from the Status screen. It displays any user-defined notes entered for the current order.

Component Requirements

Use this menu option (option 4-c) to display the production orders which require a common component. This is useful in determining where a component item might be needed when it is in stock, or when arriving on a purchase order.

Component Requirements screen

When you select the menu option, the following screen displays:
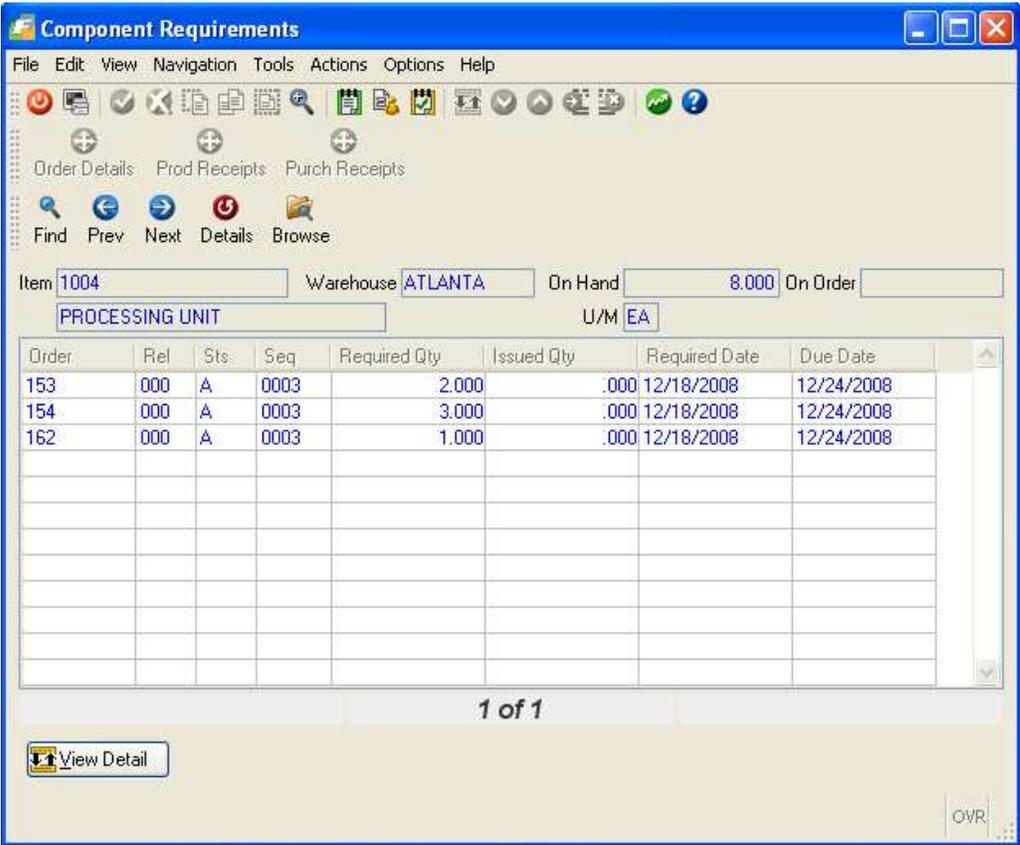
First click the Find button, and enter the component item and warehouse to be reviewed. After the item and its requirements are displayed, click the Detail button to access more options.

Order Details screen

This screen displays when you click the **Order Details** button from the Status screen:

From this screen, you can access the same additional data as in the Production Order Status Inquiry (menu option 4-a).

Production Receipts screen

This screen displays when you click the ⊕ Prod Receipts button from the Status screen. It shows scheduled receipts from open production orders. If the component item is a manufactured item, this screen would show any pending production for the item.

Purchase Receipts screen

This screen displays when you click the ⊕ Purch Receipts button from the Status screen. It shows scheduled receipts from open purchase orders. If the component item is a purchased item, this screen would show any pending purchase receipts for the item.

Reports

T his chapter contains reference information about the different menu options on the Reports menu (option 5), and the screens and fields associated with these options. The information is organized by menu option. .

For each menu option we briefly describe what the menu option does, show an example of the screen or report associated with the option, and describe each field on the data-entry screens.

Reports Menu

Use the options on this menu to review on screens the status of open and closed production orders
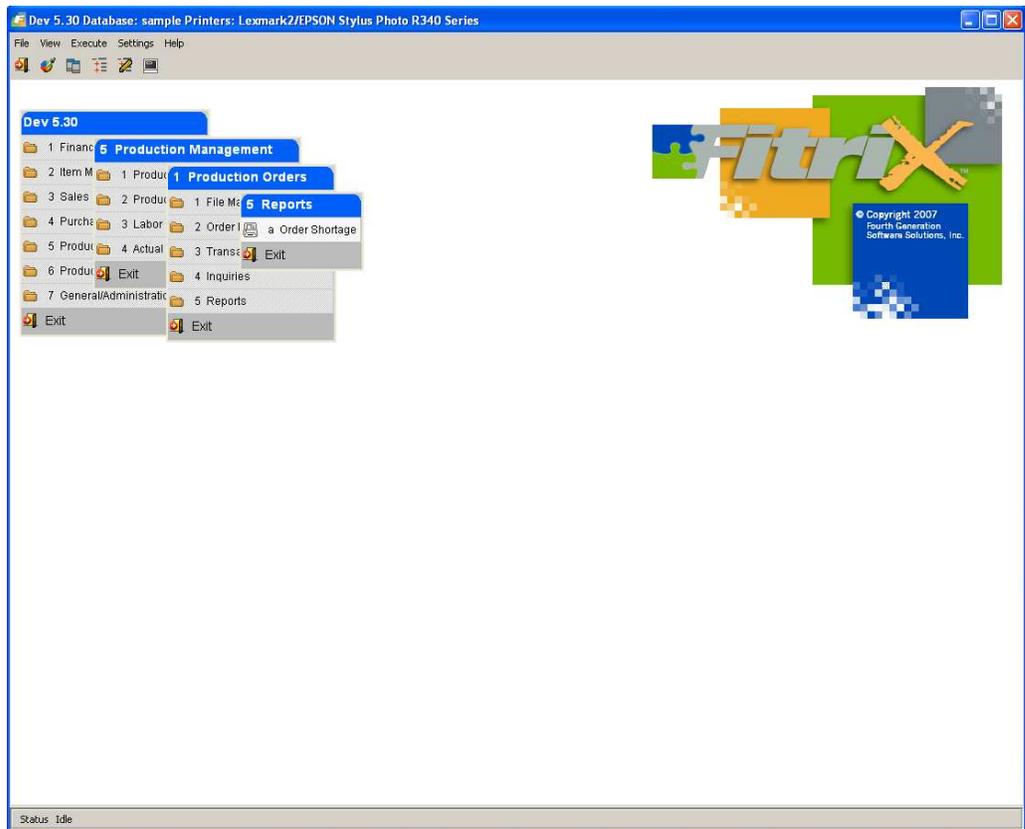
This menu contains the following options:

- **Order Shortage** - Use this option to orders which should be analyzed for component material shortages.

Order Shortage Report

You use this menu option (5-a) to print production orders which may have component material shortages. The report analyzes each component on an order, to determine if a sufficient on-hand will exist when the component's required date and required quantity are met. The analysis is a time-phased projection, based on:

- The current on-hand for the component

- Expected receipts from production and purchase orders, which have due dates on or before the component's required date

- Expected issues to sales and production orders, which have required dates on or before the component's required date.

When you select this menu option, you must first indicate the destination of the report on the 'Select Printer' window (see the Getting *Started with Fitrix* manual). The following screen will then display:

- **From- and To- ranges** – enter the desired ranges to analyze multiple orders, if needed

- **Sort By** – Enter a number next to each value you wich to sort on. If multiple numbers are entered, the report will sort by the lowest number first, then the second lowest number second, and so on.

- **Available to Include** – Check the allocations and/or receipts which should be included in analyzing the component's availability on its required date.

- **Shortage Basis** – Possible choices are:

  - **On Hand** – Use only the component's on hand balance. Do not perform any time-phased analysis

  - **Available** – Use time-phased analysis to determine the quantity expected to be available on the component's required date.

- **Components to Include** – Possible choices are:

  - **Short Only** – Only print components on an order that are short.

  - **All** – Print all components availability, whether short or not.

An example of the report follows:

Glossary

Account – An account is a classifying or summarizing device. It represents a category of transactions that a business entity has decided to track. All transactions recorded in a journal are subsequently posted to two or more accounts. A transaction is posted as a debit or credit entry to an account. The difference between the total of all debit entries and the total of all credit entries posted to a single account is referred to as the account's "balance." Depending on the type of account, an account's balance is either increased or decreased by a debit or credit entry (see Debits and Credits).

Account Number – Each account in the Chart of Accounts is identified by a unique number, up to nine digits long. Accounts of a given type usually are grouped by account number. For example, all asset accounts might begin with a "1" followed by up to eight numbers.

Example: a basic Chart of Accounts

A Basic Chart of Accounts

Number	Account Description	Type
100000000	CASH ACCOUNT	ASSET
200000000	ACCOUNTS PAYABLE	LIABILITY
300000000	EQUITY	CAPITAL
400000000	PRODUCT SALES	INCOME
500000000	COST OF GOODS	EXPENSE
600000000	GENERAL EXPENSE	EXPENSE

Account Types – There are three basic types of accounts: asset, liability, and capital. Capital is also referred to as owners' equity. Income and expense accounts are a subset of retained earnings, which is a capital account.

Accounting Periods (General Ledger Periods) – Each business transaction is time-sensitive. In this system, a new accounting period is created every time you close out the existing period. You are not limited to any given number of periods during the course of a year. A transaction that takes place in the current year falls into one of these possible periods.

Accrual Method – A method of accounting which records revenues and expenses in the period in which they are earned or incurred and not in the period in which they are received or paid. Compared to the cash method of accounting, the accrual method of accounting is more accurate, but tends to be more complex.

Adding a Row – Adding a row means creating a new row and adding it to the table. For example, when you add a new account to the account table, you are adding a row to that table.

Adjusting Entries – Entries that adjust the balances of ledger accounts. Adjusting entries are usually made for one of two reasons. One reason is to record unrecorded events such as revenue earned but not received. The other reason is to correct accounting errors.

Age – The number of days between the date on a particular document and the "aging date." When processing an aging report, the system prompts for the aging date; the user determines which date to use as an aging date. (See Customer Aging. See also Vendor Aging.)

Alphanumeric field – An alphanumeric field is a field whose entries can consist of any combination of letters and numbers.

Asset Account – Assets are things of value possessed by a business. Cash in a bank account is an asset, as is accounts receivable (the money owed a business by its customers). Assets need not be paid for to be considered assets. Asset accounts are increased by a debit and decreased by a credit.

Audit Trail – The ability to verify and track accounting transactions or ledger balances.

Automatic Reorder – The process of generating purchase orders for inventory items whose quantity falls below the reorder point.

Average Cost – Average cost is a method of calculating the cost of inventory items by averaging the per unit cost of all items currently in stock.

Backorder – If items are out of stock, these items can be put on back order. When the item comes in, it is usually shipped. The backorder document is a modified version of

the original sales order and represents an agreement to ship the item as soon as the item becomes available.

Backup – In computer terms, backup refers to the process of copying computer files. These copies are usually made to diskette or tape. File backups are insurance against system failure.

Balance – The balance of an account is equal to the sum of the debit and credit postings to the account. Accounts are in balance if the total debits are equal to the total credits.

Balance Forward Customers – Statements for "balance forward" customers show only the transactions that affect the current period. For balance forward customers, payments are applied to the oldest invoices first. In contrast, "open item" statements show each outstanding invoice, and payments may be applied to a particular invoice.

Balance Sheet – The balance sheet shows the current financial condition of a company. The balance sheet lists assets, liabilities, and capital. It is usually totaled in two main sections. The first section totals assets. The second totals liabilities and capital. Assets must always equal liabilities plus capital.

Blanket Order – This is a large order that is split into more than one shipment, possibly to different locations.

Blanket Release – A blanket release is a document that is a subset of a larger blanket order. It represents a single shipment for an order that comprises multiple shipments.

Capital Accounts – (Also called owners' equity accounts.) These accounts record the difference between what is owned (assets) and what is owed (liabilities). They are also called proprietorship or net worth. Capital accounts are increased by a credit and decreased by a debit.

Cash Method – A method of accounting which records revenues and expenses in the period in which they are received or paid and not in the period in which they are earned or incurred. Compared to the accrual method of accounting, the cash method is less complex and often used by smaller businesses.

Cash Receipt – Money received as payment for goods or services. An A/R cash receipt is a payment that applies to an outstanding invoice. A non-A/R cash receipt is a payment that does not apply to an outstanding invoice. A non-A/R receipt may not even apply to a customer's account.

Cash Receipts Journal – The cash receipts journal is the journal into which all cash receipts activity is recorded, thus affecting the balances of accounts in the receivable ledger.

Chart of Accounts – A "chart" is a list of accounts. A chart of accounts includes all the different accounts used in summarizing the transactions and current condition of a business.

Check Journal/Cash Disbursement Journal – This is the journal into which all cash disbursements activity is recorded, thus affecting the balances of accounts in the payable ledger.

Column – A column is a category slot into which you enter information in a table. For example, if the computer puts "Enter Company:" on the form, the space following the colon is the "column" into which information is entered. This is the "Company" column.

Cost of Goods (COG) Accounts – These are expense accounts; they track the cost of the same products whose revenues are recorded in sales accounts. In other words, these accounts record the cost of those products which the company sells. This cost is recorded at the time of sale. The balance of these accounts is increased with a debit and decreased with a credit.

Count Adjustment Account – This is a balancing account that is posted to when the inventory quantity-on-hand is adjusted—in this case there is no corresponding sale or purchase of inventory.

Count Sheet – This is a list of items and their physical locations in a warehouse(s) to be used by personnel counting inventory.

Credit – The term credit can refer to two different things depending on its usage. If used in reference to ledger accounts, credit refers to an entry that increases or decreases a ledger account. Some accounts are increased by a credit while others are decreased by a credit. How a credit or debit affects the balance of an account depends on the type of account involved. If used in reference to customer accounts, a credit refers to an acknowledgment of payment. When a customer pays you, you credit that customer's account. When you pay a vendor, that vendor credits your account.

Credit Memo – If referring to customer accounts, a credit memo refers to a document notifying a customer that his account has been credited (reduced). When dealing with vendor accounts you enter a credit memo to increase the amount you owe the vendor.

Creditor – A person or company to whom you owe money. Your vendors are creditors when you owe them money.

Current Accounting Period or General Ledger Period – This is the accounting period for which you are currently posting transactions.

Current Assets – Current assets are assets that are normally used up during the operating cycle of a business (usually one year). Cash and inventory are typical examples of current assets.

Customer Accounts – Though not an account in the general ledger sense, a customer account is used to summarize what a given customer owes or is owed at a particular point in time. A customer's account is summarized by a statement.

Customer Activity – Activity refers to any transaction that affects the balance of a customer or ledger account. A summary of activity shows all transactions affecting those balances in the current period.

Customer Aging – The customer aging shows how long any open items have been on the books and how much of a customer's debt falls into various aging categories. Those aging categories reflect progressively more serious levels of overdue payment.

Customer Balance – The customer balance is the amount owed by or owed to a customer. If the customer owes you money, he is said to have a debit balance. If you owe him money, he is said to have a credit balance. A customer balance is the total of his current open items.

Customer Terms – Customer terms are the conditions under which you expect payment from the customer. Customer terms typically include the period of time within which you expect to be paid, any discounts allowed for early payment, and the time frame within which such discounts are allowed.

Database – A database is all the related information within a computer system to which you have access in one form or another.

Debit – The term debit can refer to two different things depending on its usage. If used in reference to ledger accounts, a debit refers to an entry that increases or decreases a ledger account. Some accounts are increased by debits while others are decreased by debits. How a credit or debit affects the balance of an account depends on the type of account involved. If used in reference to customer accounts, when a customer purchases goods from you, you debit that customer's account. When you purchase goods from a vendor, the vendor debits your account.

Debit Memo – If used in reference to a customer account, a debit memo refers to a document notifying the customer that his account has been debited (increased).

Debits and Credits – Each transaction entered into a journal, and eventually posted to the subsidiary and general ledgers, consists of debit and credit entries to two or more accounts. A ledger account balance is the difference between all debit postings to that account and all credit postings. Whether a debit or credit posting to an account increases or decreases the account balance depends on the type of account.

The basic accounting equation is: assets = liabilities + capital. Accounts (assets) on the left side of the accounting equation are increased with a debit. Those on the right side (liabilities and capital) are increased with a credit. Retained earnings is a type of capital account; revenue and expense ac-counts are a subset of retained earnings. Revenues increase retained earnings, and because capital accounts are increased with a credit,

revenue accounts are increased with a credit. Similarly, ex-pense accounts decrease retained earnings and capital accounts are decreased with a debit. There-fore, expense accounts are increased with a debit.

Deleting a Row – Deleting a row is the process of removing it from the computer database after it has been added or updated.

Department Code – A three-character department code identifies which "profit center" an account belongs to. If you are not using profit centers, the default department code is "000." Refer to the entry for Profit Centers for an example of the use of department codes to set up profit centers within a company.

Document – Transactions entered in the Fourth Generation Business system are referred to as "documents." Different journals (accounts receivable, accounts payable, for example) may be used to record different types of documents. Documents consist of debit and credit entries to two or more ledger accounts. In order to save a document, that document must be in balance; that is, the total of all debit entries must equal the total of all credit entries.

Drop Ship Order – This is an order that is shipped directly to your customer. The items ordered never enter your warehouse. The items go directly from your vendor to your customer.

Employee Code – Each employee in the Payroll system is identified by a unique six-character code. Although an employee's name and social security number can be used to sort and view data on an employee, the employee code is the key used throughout the Payroll system to uniquely identify an employee.

Employee Type – Each employee in the Payroll system can be associated with an employee type which is identified by a unique six-character code. The employee type provides access to default setup values for the employee, and provides a means for grouping employees.

Expense Accounts – Expense accounts are used to track the cost of doing business. They are a subset of retained earnings (a capital account). At the end of a period of time (usually a year) the difference between the total of all income account balances and the total of all expense account balances is calculated and that balance is transferred to retained earnings. After transferring this figure to retained earnings, the balance of each income and expense account is set to zero. Capital accounts are decreased with a debit. Because expenses decrease capital, expense accounts are increased with a debit.

Field – A field is a data-entry or display area on a form. A field may or may not correspond to what is actually stored in a table in the database.

FIFO – First-In First-Out"—One of several methods of determining the value of inventory and calculating the cost of goods sold. Using the FIFO method, it is

assumed that the "first inventory items in" (the oldest inventory items) are the "first inventory items out" (the first items to be shipped).

Finance Charges – Finance charges are charges made by a vendor against you, or made by you against a customer, for non-payment of an amount due. Finance charges are new charges made against the account because the payment was not made according to the established terms.

Flat Rate – A value applied on a per-payment basis. Unlike a percentage rate, which calculates a specified proportion of an amount, a flat rate ignores the exact value of the amount, treating it as a single payment to which a single unit of the "rate" value is applied. Thus the "calculated" value due to a flat rate is the same each time it is applied.

FOB – FOB stands for "free on board" or "freight on board." The FOB point determines when the title to a product changes hands; that is, it determines at what point the buyer assumes ownership of a product. FOB sometimes—but does not necessarily—affects who pays the freight charges for shipping a product. In some businesses the seller pays freight up to the FOB point and the buyer pays from the FOB point. Similarly, in some businesses the FOB point determines who pays insurance on the shipment.

Form – A form is the template into which information is entered. A form may combine information from several different tables, usually lines of information from a "header" table at the top of the form and several rows from a "detail" table at the bottom.

General Journal – The most basic type of journal in an accounting system is the general journal. It may be the only journal. Transactions which consist of a debit to at least one account and a credit to at least one (different) account are entered in such a journal. Ultimately each transaction is posted from the general journal to a general ledger account.

General Ledger – The general ledger includes each account listed in the chart of accounts, along with debit and credit transaction entries that add up to the account balance.

Income Accounts – These accounts are used to track revenues. Sales accounts, for example, are a type of income account. They are a subset of retained earnings (a capital account). At the end of a period of time (usually a year) the difference between the total of all income account balances and the total of all expense account balances is calculated and that balance is transferred to retained earnings. After transferring this figure to retained earnings, the balance of each income and expense account is set to zero. Capital accounts are increased with a credit and decreased with a debit. Because revenue increases capital, income accounts are increased with a credit.

Income/Deduction/Obligation Codes – Each type of income, deduction, and incurred employer obligation is identified by a unique six-character code. When the income,

deduction, or obligation is used in a payroll entry it is referred to by this code. The code provides access to default values and basic information required to calculate the income, deduction, or obligation amount.

Income Statement – The income statement (also referred to as a "profit and loss" statement) records the changes in equity associated with business operations for a specified period of time. This statement lists the revenues and expenses and the difference between them for a period of time. The difference between revenues and expenses is referred to as a net profit or a net loss.

Inventory Account – This is the current assets account that represents the value of the goods in stock.

Inventory Adjustment Account – This is the ledger account that balances changes made to the inventory account balance that do not result from sales, returns, or purchases.

Inventory Control (I/C) – This is the system for tracking goods stored for sale to customers, including calculation of costs and prices.

Inventory Item – This is a single unit of merchandise from inventory.

Item Code – An item code is a unique alphanumeric string identifying a type of inventory item.

Journal – Journals are used to sequentially record business transactions. Each transaction consists of a debit to at least one account and a credit to at least one (different) account. Journal entries are posted to ledger accounts; therefore, every entry made in a journal ultimately has an effect on the balance of two or more ledger accounts. An accounting system may include multiple journals, each used to record a specific type of transaction. The most basic type of journal is the general journal. In addition there may be an accounts receivable journal, an accounts payable journal, and so on.

Ledger – A ledger consists of a group of accounts and debit and credit entries representing transactions that affect the account balance. A group of accounts is called a ledger. The general ledger includes all accounts listed in the chart of accounts. Subsidiary ledgers comprise subsets of the chart of accounts. The accounts receivable ledger, for example, comprises all customer accounts. The total of all customer account balances equals the balance in the accounts receivable ledger account.

Liability Accounts – Liabilities are debts or anything that is owed. Liability accounts are increased by a credit and decreased by a debit.

LIFO – "Last-In First-Out" is one of several methods of calculating the cost of inventory items. With the LIFO method those inventory items "last in" (most recently purchased) are considered the "first out" (first to be sold).

Open Item Customers – Statements for open item customers show each outstanding invoice and payments are applied to a specific invoice. In contrast, balance forward statements show only the transactions that affect the current period. For balance forward customers, payments are applied to the oldest invoices first.

Open Items – Open items are posted invoices that contain outstanding balances representing amounts owed by customers or due to vendors. A document is considered an open item until that balance is zero.

Order Acknowledgment – An order acknowledgment is a hardcopy version of a sales order. Order acknowledgments may be sent to customers so that they have a record of the sales transaction.

Payable Document – There are four common types of payable documents: a vendor invoice, a cash disbursement, a vendor credit, and a vendor debit.

Payable Ledger – A payable ledger is the ledger that includes all the accounts affected by accounts payable transactions—invoices, cash disbursements, and vendor credits and debits.

Payroll Deduction – A payroll deduction is any amount withheld from an employee's check. For every deduction there is typically an employer liability incurred.

Payroll Document – A payroll document is the complete record of a payroll disbursement. This document includes an employee's gross income, deductions, net income, and employer obligations, as well as the related accounting data for the document.

Payroll Income – Payroll income comprises wages, reimbursements, and cash outlays recorded as part of a payroll entry. Payroll income normally is an operating expense.

Payroll Journal – The payroll journal is the journal into which all payroll activity—paychecks, income, deductions, and employer obligations—is recorded. When posted, this activity affects the balance of accounts in the payroll ledger.

Payroll Ledger – A payroll ledger is the ledger that includes all the accounts affected by posted payroll transactions—paychecks, income, withholding, and incurred obligations.

Payroll Obligation – An employer liability resulting from a payroll transaction, such as withholding federal taxes from an employee's paycheck.

Posting – Posting is the process of transferring transactions (documents) from the journal to the ledger.

Posting Sequence Numbers – All processes which "post" entered data into a storage area for completed documents have reports that feature a posting sequence number. These numbers are used to keep track of reports that should be permanently stored in your records. Each of these reports has its own sequence of posting numbers.

Prepaid Asset – This is an asset that you have paid for, but not yet received.

Profit Center – A "profit center" identifies a part of a company for which profits can be calculated separately. Sales and expenses for that division are designated with a "Department" number.

Simple Account Chart with Two Profit Centers

Number	Dept	Account Description	Type
100000000		CASH IN BANK	ASET
200000000		ACCOUNTS PAYABLE	LIABILITY
300000000		EQUITY	CAPITAL
400000000	100	PRODUCT SALES	INCOME
400000000	200	PRODUCT SALES	INCOME
450000000	100	SERVICE SALES	INCOME
450000000	200	SERVICE SALES	INCOME
500000000	100	COST OF GOODS	EXPENSE
500000000	200	COST OF GOODS	EXPENSE
600000000	100	GENERAL EXPENSE	EXPENSE
600000000	200	GENREXPENSE	EXPENSE

Purchase Order – A purchase order represents the purchase of merchandise from a vendor.

Purchasing – The purchasing system is one of several Fitrix modules. It provides an automated method for tracking purchases, tracking receiving, and projecting cash requirements.

Receivable Documents – There are four common types of receivable documents: a customer invoice, a customer cash receipt, a customer credit, and a customer debit.

Receivable Journal – The receivable journal is the journal into which all accounts receivable transactions—invoicing, credits, and debits—are recorded. When posted, these transactions affect the balance of accounts in the receivable ledger.

Receivable Ledger – A receivable ledger is the ledger that includes all the accounts affected by accounts receivable transactions—invoices, cash receipts, and customer credits and debits.

Retained Earnings – Retained earnings is the increase in equity that has resulted from profitable operations; net income to date minus dividends to date.

Row – A row is one set of specific information within a table. For example, an account table contains all the information about a single account in an account row. An account table contains as many rows as there are different accounts.

Statement – The customer statement shows the current activity for a given customer. The statement shows outstanding invoices, recent payments, credits, and debits to the customer's account.

Store or Record – Recording or storing a row is the process of saving it in the computer database after it has been added or updated.

Table – A table is where information is stored in a computer. A given table contains only a specific type of information. For example, an account table contains the different sales and expense accounts used by the system.

Transaction – A transaction is an event that is recorded in the accounting records. Typically, such an event involves the transfer of money, product, or services. Each transaction entered in the Business system is referred to as a "document."

Trial Balance – This is a work sheet used as a preliminary step to generating a Balance Sheet. The trial balance is a listing of every ledger account, along with its debit and credit balance. The total of all debit balances should equal the total of all credit balances.

Update – Updating a table is the process of changing rows within it. Whenever you change a description in the account table, for example, you are updating a row within that table.

Vendor Accounts – Though not an "account" in the general ledger sense, a vendor account is used to summarize what a vendor is owed at a particular point in time. A vendor's account is summarized by an aging statement.

Vendor Activity – Activity refers to any transaction involving a vendor that affects the balance of a vendor or ledger account. A summary of activity shows all transactions affecting those balances over a specified period of time.

Vendor Aging – A vendor aging report lists outstanding vendor invoices categorized by number of days from the vendor invoice date or due date.

Vendor aging reports can be setup to "age" in two different ways. In the first, an aging report can put outstanding vendor invoices into categories, ranging from those

currently due to those past due. With this method, the aging categories reflect ever more serious levels of overdue payment.

In the second, an aging report can arrange outstanding vendor invoices into categories, ranging from those currently due to those that will be due in the future. This report is a projection of cash requirements. In this case, the aging categories reflect amounts due farther in the future.

Vendor Balance – The vendor balance is the amount owed to or owed by a vendor. If you owe a vendor money, the vendor's account has a credit balance. If the vendor owes you money, the vendor's account has a debit balance. A vendor's balance is the sum of all open items pertaining to that vendor.

Vendor Terms – Vendor "terms" are the conditions under which the vendor expects payment from you. Vendor terms typically include the period of time within which you expect to pay that vendor's invoices, any discounts allowed for early payment, and the time frame within which such discounts are allowed.

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