



RF Warehouse Automation For Sage 100 2017

457 Palm Drive
Glendale, CA 91202
818-956-3744
818-956-3746
sales@iigservices.com

www.iigservices.com



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Installation Instructions and Cautions

PLEASE NOTE: *SAGE 100 must already be installed on your system before installing any IIG enhancement. If not already done, perform your SAGE 100 installation and setup now; then allow any updating to be accomplished automatically. Once SAGE 100 installation and file updating is complete, you may install your IIG enhancement product by following the procedure below.*

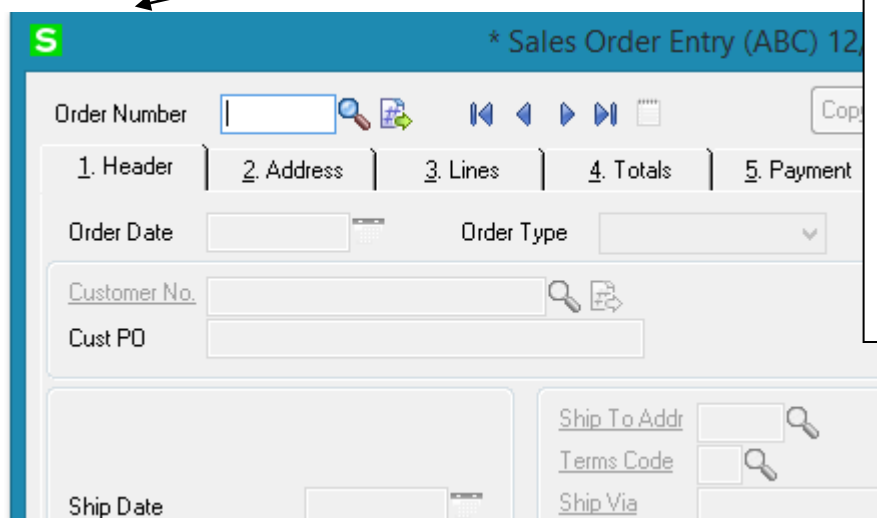
Wait! Before You Install – Do You Use CUSTOM OFFICE?

THIS IS AN IMPORTANT CAUTION: *If you have Custom Office installed, **and** if you have modified any SAGE 100 screens, you must run **Customizer Update** after you do an enhancement installation.*

But wait! BEFORE you run **Customizer Update**, it is very important that you **print all of your tab lists**. Running **Customizer Update** will clear all Tab settings; your printed tab list will help you to reset your Tabs in Customizer Update. **Custom Office** is installed on your system if there is an asterisk in the title bar of some of the screens. The asterisk indicates that the screen has been changed.

An **asterisk** in a window's title bar indicates that the screen has been modified. This means that **Custom Office** is installed.

Follow all the instructions on this page before you run **Customizer Update!**



Registering IIG products

IIG Enhancement should be registered to be able to use it. If registration is not performed, the enhancement will work in a demo mode for a limited time period. The registration can be still done during the demo period.

Select the **IIG Product Registration** program under the **Library Master Setup** menu of the SAGE 100.

If this option is not listed under the Library Master Setup menu, go to the main menu, and select **Run** from the **File** menu. Type in SVIIGR and click **OK**.

IIG Master Developer Enhancement Registration

Registered Customer: IIG - Glendale

Registration Information:

Reseller Name:

Serial Number:

Customer Number:

User Key:

Product Key:

Enhancement	Level	Release Date	Serial Number	Unlocking Key
IIG Enhancement	5.40		AAAAAAAAAAAAAAAAAAAA	BBBBBB

Buttons: OK, Undo

Print Registration Form

Close

Status Bar: IIG ABC 12/16/2016

Enter **Serial Number** and **Unlocking Key** provided by IIG, and click **OK**.

If multiple IIG Enhancements are installed, Serial Numbers and Unlocking Keys should be entered for each enhancement.

Use the **Print Registration Form** button to print IIG Registration Form.

Introduction

The **RF Warehouse Automation enhancement** for Sage 100 is the tool you need to serve your customers more effectively. Your team will be able to enter shipping data and receipts of goods while on the road with their handheld device — saving time and ensuring accuracy.

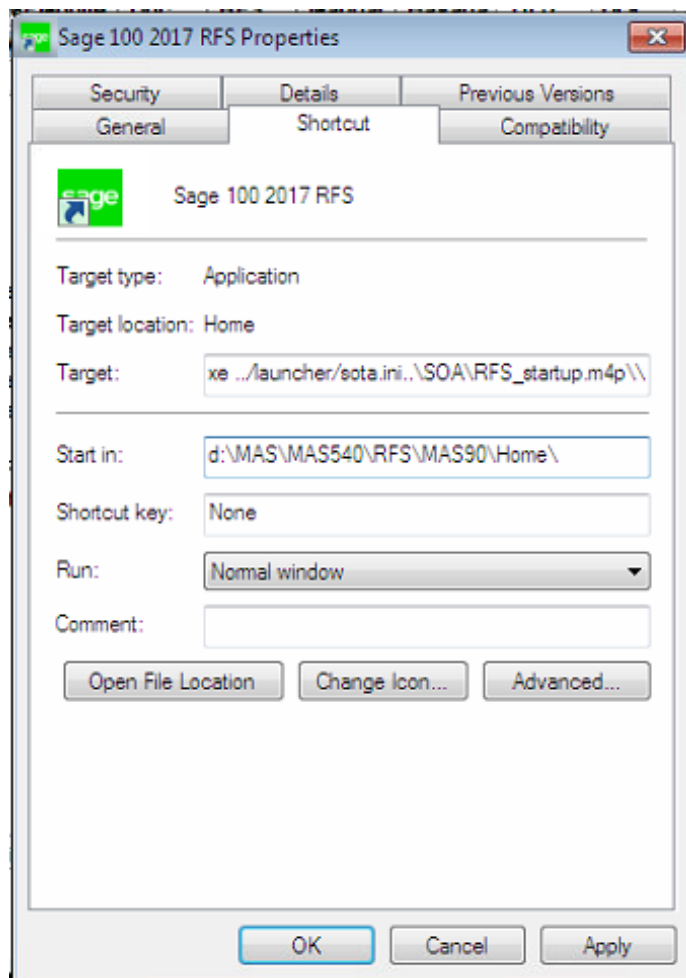
By connecting salespeople who are in remote locations to Sage 100 software, your company will be in a strategic position to serve your customers more quickly and more efficiently.

If you have salespeople who are traveling, RF solutions can be a valuable addition to your company.

Before you run RFS

Before you start using **RF Warehouse Automation**, you must modify its desktop shortcut to be able to run it. Map the Network drive where your Sage 100 Standard (MAS90) system is located.

Right-click your MAS90 icon on the desktop, and select the **Properties** in the pop-up menu. Go to the **Shortcut** tab. In the **Target** field, type your path\MAS90\Home\pvxwin32.exe -hd ..\launcher\sota.ini ..\soa\RFS_Startup.m4p.
(where *your path* stays for the path to your Sage 100 system).



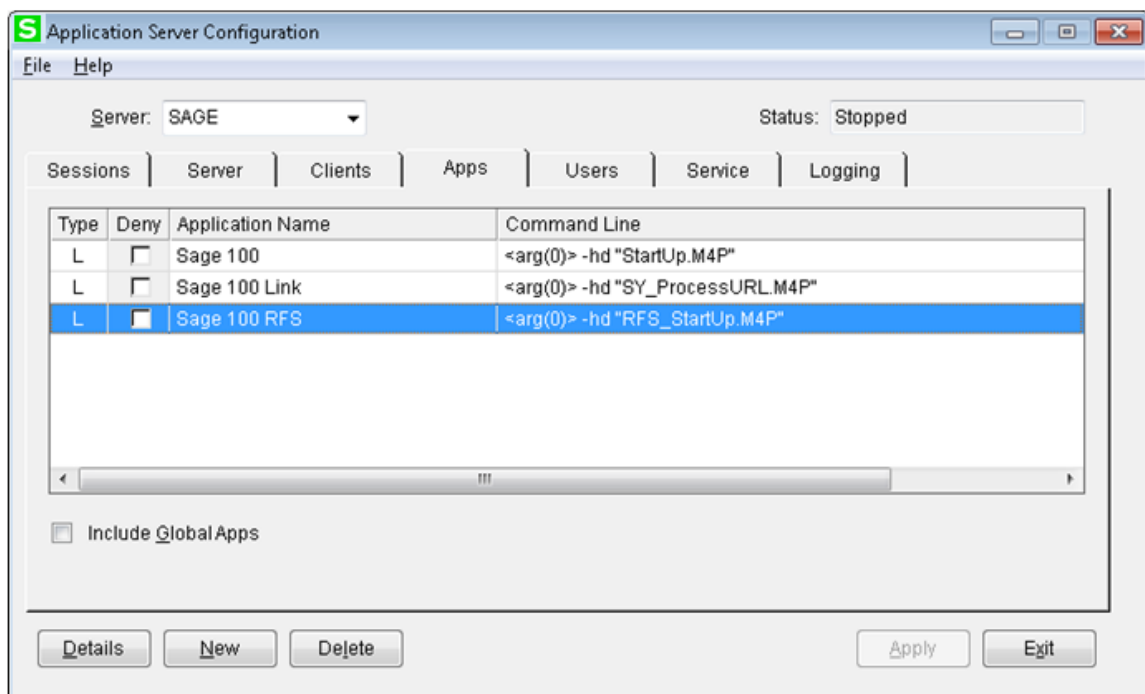
Type the path to the Sage 100 system using mapped drive. Click Ok or Apply to save this change.

RF Client Configuration for Sage100 Advanced/Premium

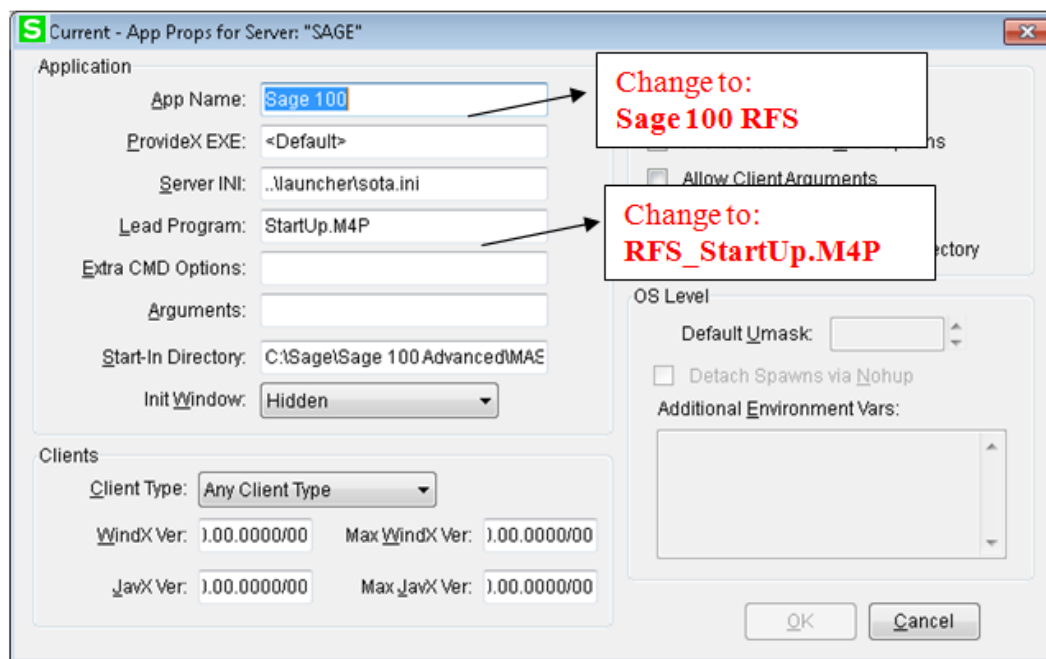
To be able to run RF in the client server mode it is necessary to copy the files from **RFS2016_Workstation** folder to your **Sage100 Workstation-> MAS90** folder. New Application called **Sage 100 RFS** should be added into the **Application Server Configuration**.

Application Name: Sage 100 RFS

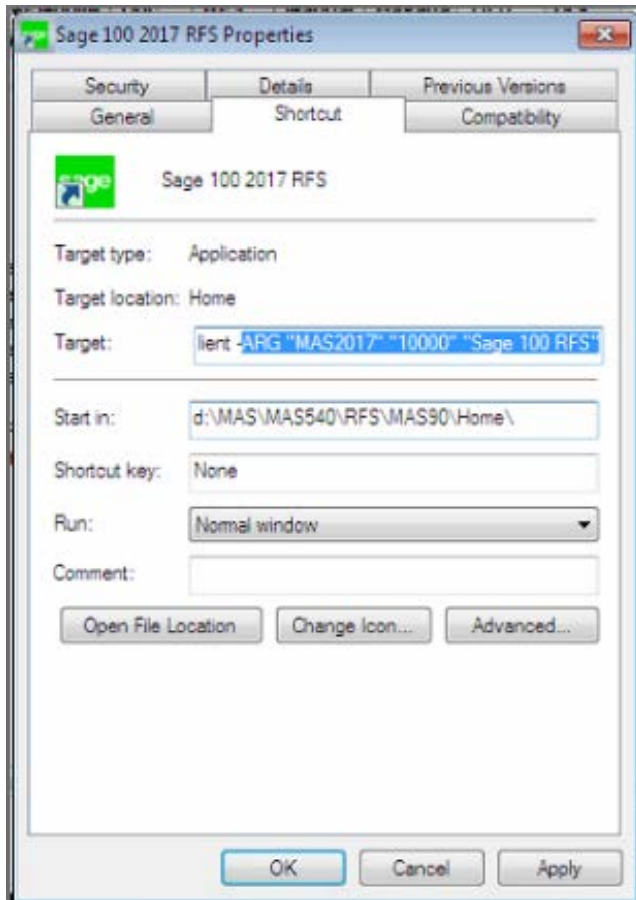
Lead Program: RFS_StartUp.M4P



It is a copy of **Sage 100** application with the following changes:



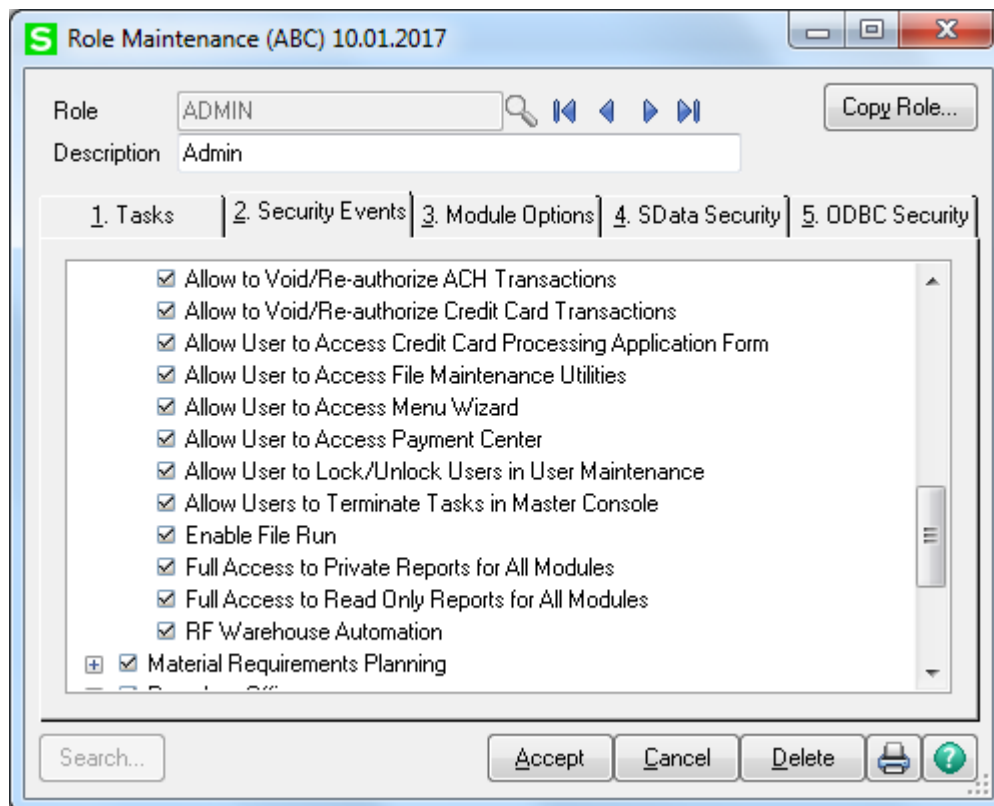
The **Sage 100 2017_RFS** shortcut is the copy of Sage 100 2017 shortcut with the application name **Sage 100** changed to **Sage 100 RFS**:



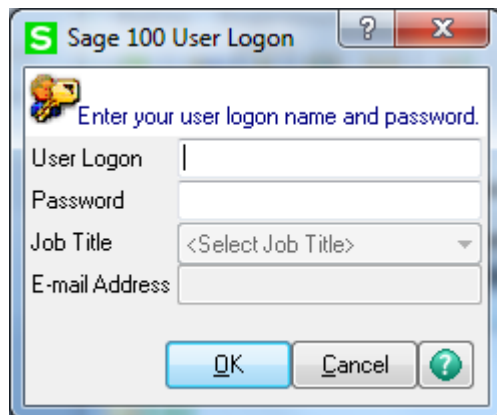
The path of your Workstation system is entered in the **Start in** field.

IIG WMS -RF Handheld

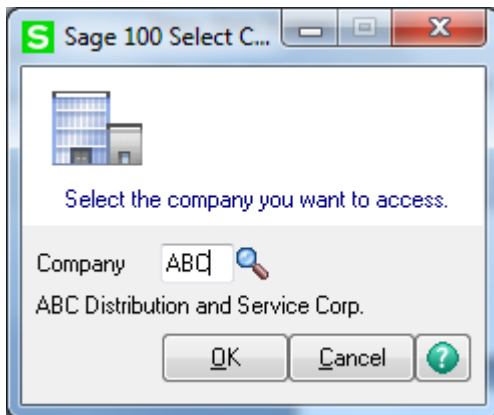
*Note: The **RF Warehouse Automation** security event must be enabled in the Role Maintenance->Security Events->Library Master for the user's Role to allow running IIG WMS -RF Handheld.*



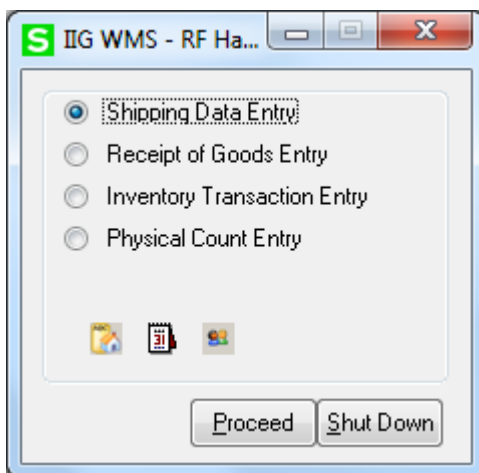
When running **Sage 100**, the first screen you see is the **User Logon** screen:



Enter your user logon and password.
Then select the Company:



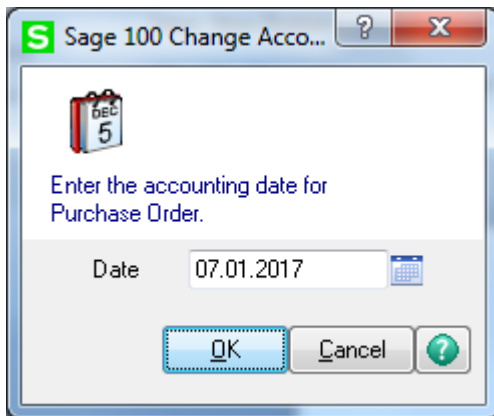
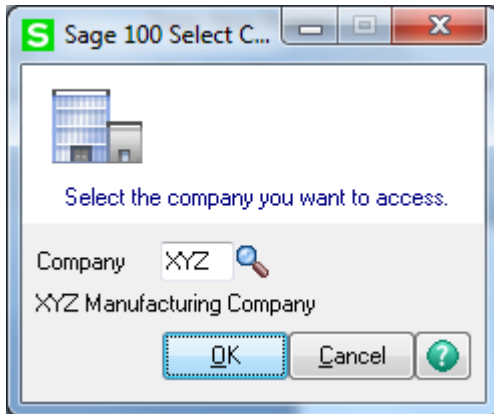
The launcher is opened:



You can work with Shipping Data, Receipts of Goods, Inventory Transaction (Transfer and Adjustment) and Physical Count.

To launch any of these options, select it and click the Proceed button, or simply double-click the option you want.

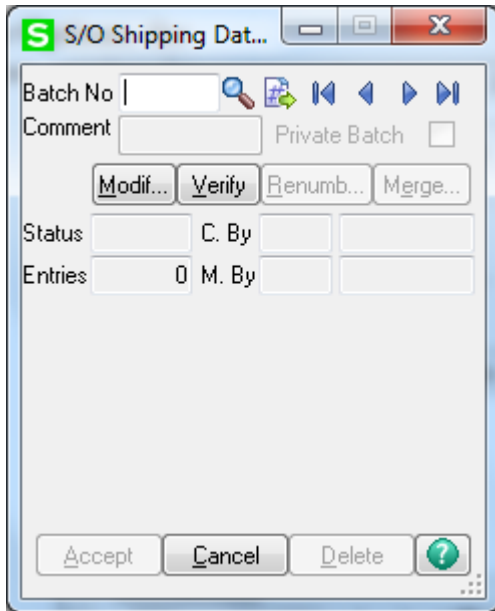
You can also change the active Company, Date, and User clicking the icons below.



The **Shut Down** button closes MAS 90.

Shipping Data Entry

If **Batch Entry** is allowed in the **Sales Order Options**, the **S/O Shipping Batch** screen is displayed before opening the **Shipping Data Entry** screen.



The screenshot shows a software window titled "S/O Shipping Dat...". Inside the window, there is a "Batch No" field with a magnifying glass icon to its right. Below it is a "Comment" field and a "Private Batch" checkbox. A row of four buttons is present: "Modif...", "Verify", "Renumb...", and "Merge...". Below these buttons are two rows of fields: "Status" and "C. By" in the first row, and "Entries" and "M. By" in the second row. At the bottom of the window are four buttons: "Accept", "Cancel", "Delete", and a green circle with a question mark icon.

Click the **Next Batch Number** button to start a new batch, or enter an existing batch number.

In this case, the batch number is displayed on the **Shipping Data Entry**, and can be changed using the **Batch Number** button.

The screenshot shows the 'Shipping Data Ent...' window. It contains several input fields: 'ID' with a search icon, 'Shp' with a value of '00005' and a 'Batch Number, Alt-B' label, and a 'Pkg' field with a value of '0'. Below these is a table with columns 'Item Code', 'Ordered', 'Shipped', and 'Back'. The bottom of the screen features a navigation bar with icons for search, print, and other functions.

The **Shipping Data Entry** screen allows for entering shipping data.

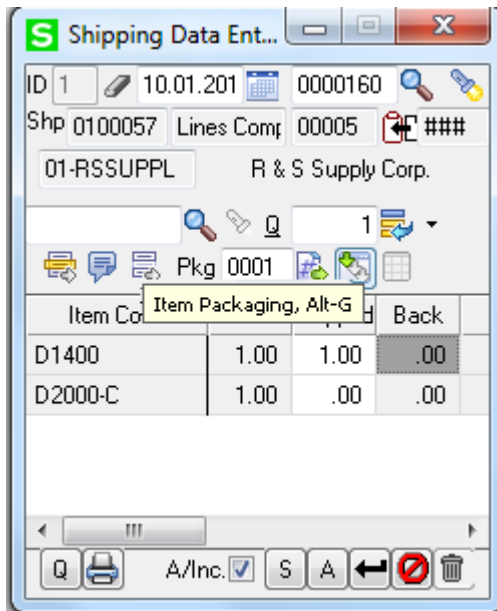
This screenshot shows the same 'Shipping Data Ent...' window but with more data entered. The 'ID' field now contains '1', the date is '10.01.201', and the 'Shp' field contains '0100057'. A callout box with an arrow points to the top section of the form, which includes fields for 'Shipper ID, Date, Order No, Lookups'. The table below shows two items: 'D1400' and 'D2000-C', both with 'Ordered' values of 1.00 and 'Shipped' values of .00.

Shipper ID, Date, Order No, Lookups

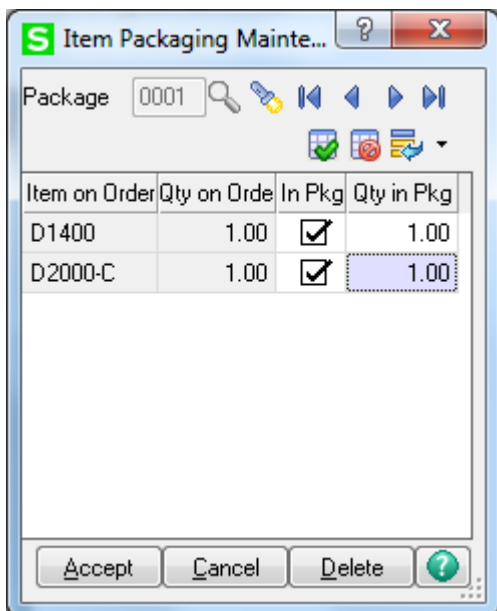
S/ID is Shipper ID.

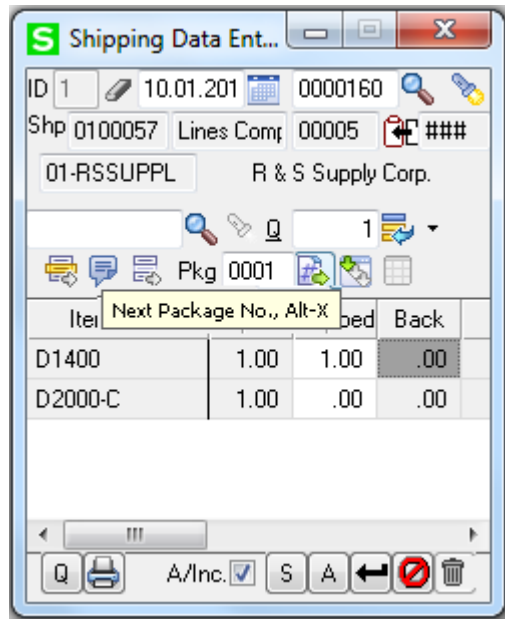
First **Lookup** displays the Sales Order List, to ship the selected Order. Second lists already entered Shipments.

Shp. is the Shipping Number and Status.

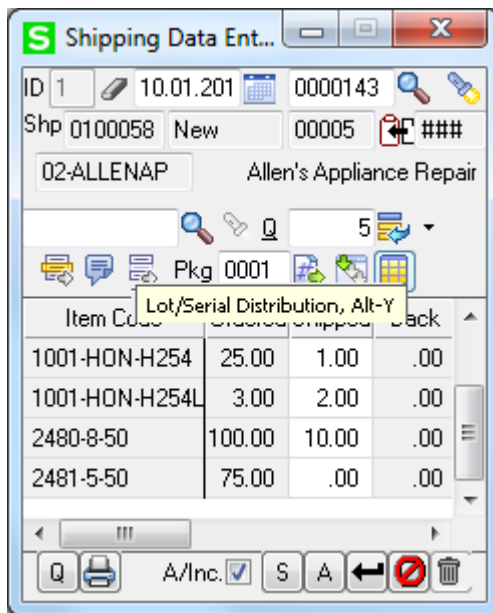


Click the **Item Packaging (Alt-G)** button to open the Item Packaging Maintenance.





You can create the Next Package by the help of Next Package No. button.



The **Lot/Serial Distribution** button is enabled for Lot/Serial lines.

The **Lot/Serial Distribution** screen is opened automatically upon entering the Shipped Qty.

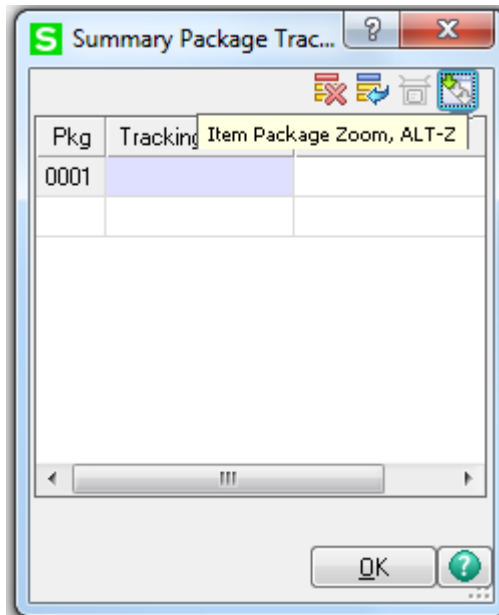
Lot Num	Show All Lots, Alt-L	Distribute
1		.00

A/Inc. is auto increment.

S displays the **Shipping** screen.

Tracking

The **Tracking...** button opens the **Summary Package Tracking Maintenance** screen.



The **A** button on the Shipping Data Entry screen opens the **Ship To Address** screen.

The screenshot shows a "Ship to Address" form. It includes a "Ship To" field with a dropdown menu showing "2" and a "Residential Add" checkbox. Below this are fields for "Name" (American Business Futures), "Address" (Racine Warehouse, 5411 Kendrick Place), "ZIP Code" (53120), "State" (WI), "City" (Racine), and "Country" (USA, United States).

Ship To: 2 Residential Add ☐

Name: American Business Futures

Address: Racine Warehouse
5411 Kendrick Place

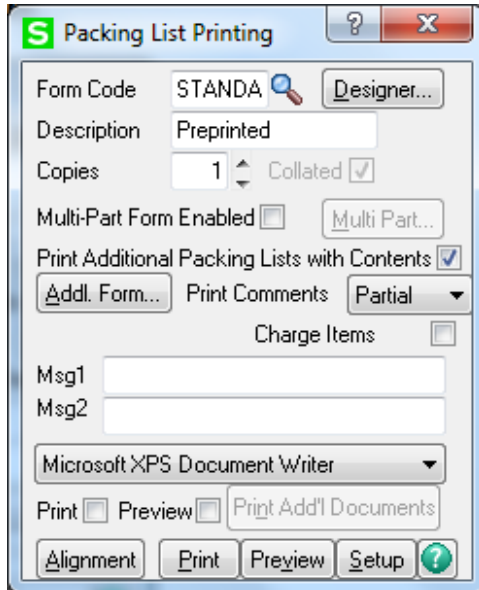
ZIP Code: 53120 State: WI

City: Racine

Country: USA United States

Packing List Printing

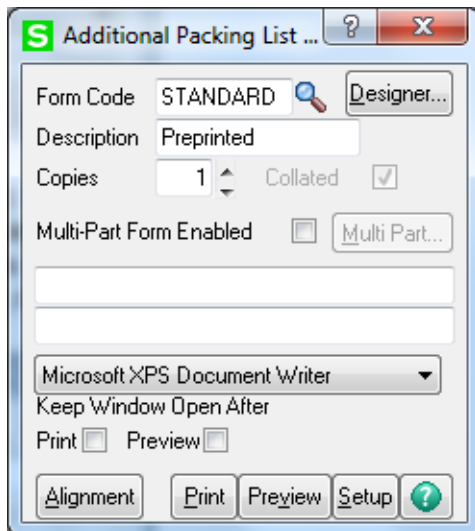
If the **Automatically Print Shipping Documents** box is checked on the **Main** tab of the **Shipping Setup Options** program under the **Sales Order Setup** menu, and the **Shipping Document to Print** is set to **Packing List** or **Both**, the **Packing List Printing** screen is opened when **Accepting Shipping Entry**.



The screenshot shows the 'Packing List Printing' dialog box. It has a title bar with a green 'S' icon, a question mark, and a close button. The dialog contains several fields and controls: 'Form Code' is 'STANDA' with a magnifying glass icon and a 'Designer...' button; 'Description' is 'Preprinted'; 'Copies' is '1' with a spinner and a 'Collated' checkbox checked; 'Multi-Part Form Enabled' is unchecked with a 'Multi Part...' button; 'Print Additional Packing Lists with Contents' is checked; 'Addl. Form...' is a button; 'Print Comments' is a button; 'Partial' is a dropdown menu; 'Charge Items' is unchecked; 'Msg1' and 'Msg2' are text boxes; a printer selection dropdown shows 'Microsoft XPS Document Writer'; 'Print' and 'Preview' are checkboxes; 'Print Add'l Documents' is a button; and at the bottom are 'Alignment', 'Print', 'Preview', 'Setup', and a help button.

Graphical Crystal printing is available.

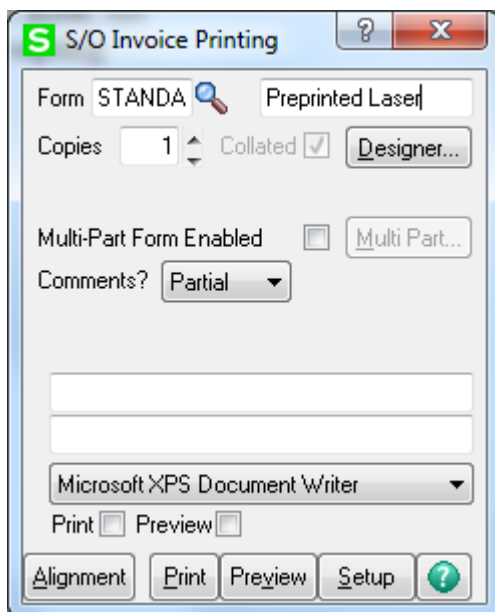
If the **Addit. Packing Lists** box is checked; the **Additional Packing Lists** screen is displayed after printing (or previewing), allowing the user to print the additional lists.



The 'Additional Packing List' dialog box contains the following fields and controls:

- Form Code:** STANDARD (with a magnifying glass icon and a 'Designer...' button)
- Description:** Preprinted
- Copies:** 1 (with up/down arrows) and **Collated:** ☒
- Multi-Part Form Enabled:** ☐ (with a 'Multi Part...' button)
- Two empty text input fields.
- Printer:** Microsoft XPS Document Writer (dropdown menu)
- Keep Window Open After:** ☐
- Print:** ☐ **Preview:** ☐
- Buttons:** Alignment, Print, Preview, Setup, and a green help icon (?)

If the **Automatically Print Shipping Documents** box is checked on the **Main** tab of the **Shipping Setup Options** program under the **Sales Order Setup** menu, and the **Shipping Document to Print** is set to **Invoice** or **Both**, the **S/O Invoice Printing** screen is opened when **Accepting Shipping Entry**, or after printing **Packing List**, correspondingly.

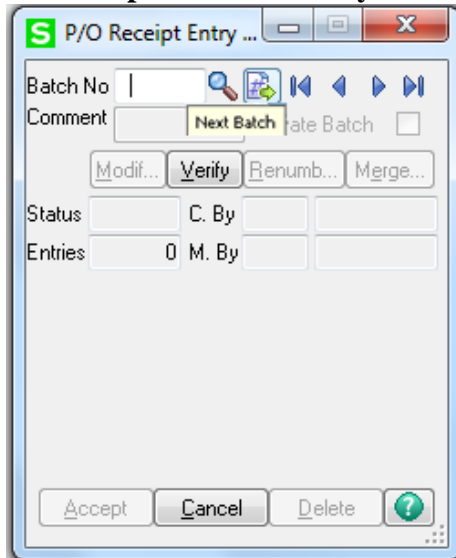


The 'S/O Invoice Printing' dialog box contains the following fields and controls:

- Form:** STANDA (with a magnifying glass icon) and **Description:** Preprinted Laser
- Copies:** 1 (with up/down arrows) and **Collated:** ☒ (with a 'Designer...' button)
- Multi-Part Form Enabled:** ☐ (with a 'Multi Part...' button)
- Comments?:** Partial (dropdown menu)
- Two empty text input fields.
- Printer:** Microsoft XPS Document Writer (dropdown menu)
- Print:** ☐ **Preview:** ☐
- Buttons:** Alignment, Print, Preview, Setup, and a green help icon (?)

Receipt of Goods Entry

If **Batch Entry** is allowed in the **Purchase Order Options**, the **P/O Batch Number** screen is displayed before opening the **Receipt of Goods Entry** screen.



Click the **Next Batch Number** button to start a new batch, or enter an existing batch number.

In this case, the batch number is displayed on the **Receipt of Goods Entry**, and can be changed using the **Batch Number** button.

The **Receipt of Goods Entry** screen enables you to enter and review receipts of goods.

Enter Receipt Number in the **Rcpt No.** field or click the # (Next Number) button to create new receipt.

The top screenshot shows the 'Receipt of Goods' screen with the following fields and values:

- Rcpt: |
- Batch: 00001
- Next Receipt No. (highlighted)
- Date: |
- PO: |
- Inv. No: |
- Vend.No: |
- PO St: 1 Step
- Purch. Addr: |
- Required: |
- Ship To: |
- T/Sch: |
- Terms: |
- Buttons: H, A, L, T, Use Tax (checkbox)
- Navigation: Back, Forward, Accept, Cancel, Delete

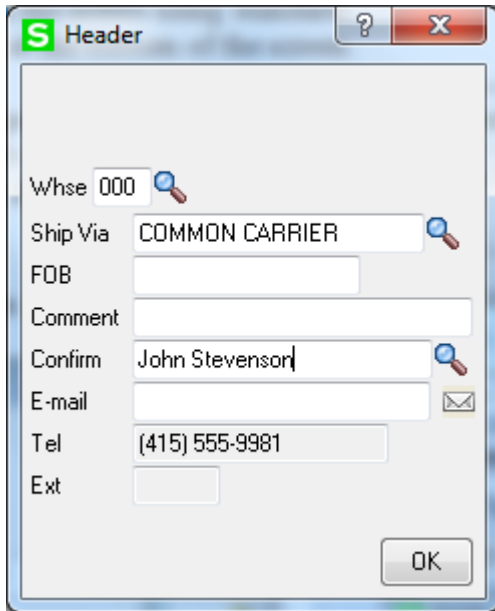
The bottom screenshot shows the 'Receipt of Goods' screen with the following fields and values:

- Rcpt: 001014
- Batch: 00001
- Date: 10.01.2017
- PO: 0010013
- Inv. No: INV14
- Vend.No: 01-IBM
- PO St: Open
- Purch. Addr: |
- Required: 30.06.2
- Ship To: 0000
- T/Sch: DEFAULT
- Terms: 03
- Buttons: H, A, L, T, Use Tax (checkbox)
- Navigation: Back, Forward, Accept, Cancel, Delete

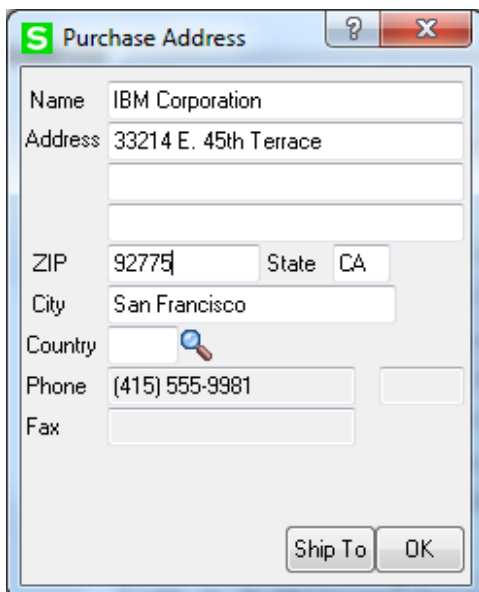
You can navigate through the orders using standard navigation arrow buttons at the bottom of the screen.

The **H**, **A**, **L**, **T** buttons open Header, Address, Lines, Totals screens respectively. These screens correspond to corresponding tabs of the Receipt of Goods Entry screen in the standard MAS 90.

Here is the **Header** screen opened with the **H** button:



Click the **A** button to display the **Purchase Address** screen:



The **Ship To** button in this screen opens the **Ship To Address** screen:

S Ship To Address

Name: ABC DISTRIBUTING COMPANY

Address: 3191 AIRPORT LOOP

ZIP: 92626 State: CA

City: COSTA MESA

Country: [Search Icon]

OK

The **L** button on the **Receipt of Goods Entry** screen displays the **Lines** screen:

S Sage 100

Do you want to receive the complete purchase order?

Yes No

S Lines

QR 6

Lot/Serial Distribution, Alt-Y

Item Code	Ordered	Received	L
GB-EQ380-10-MF	50.00	50.00	
GB-EQ380-10-MF	25.00	25.00	
PFS-004-CABLE	2,500.00	2,500.00	
GB-MD791	1.00	1.00	1.00
2480-8-50	3.00	3.00	1.00
	.00	.00	

Total Amt: 9,006.75

OK

If an item is **Lot/Serial**, the **Lot/Serial Distribution** button allows opening the **Lot/Serial No. Distribution** screen:

Enter the lot or serial number for the distribution, or click the Lookup button to list all available lot numbers to be distributed.

At the Distribute field, enter the total lot or serial number amount to be distributed.

Item Code	Ordered	Received	L
GB-EQ380-10-MF	50.00	50.00	
GB-EQ380-10-MF	25.00	25.00	
PFS-004-CABLE	2,500.00	2,500.00	
GB-MD791	1.00	1.00	1
2480-8-50	3.00	3.00	1
	.00	.00	

Total Amt: 9,006.75

OK

For Serial Items the Select Serial Items button is available:

Item: GB-MD791 MODEM 9600 FAST POI

U/M: EACH

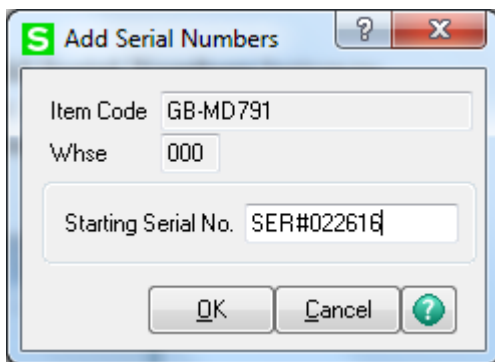
Serial Num: Select Serial Numbers, Alt-S

Distribution Balance: 1.00

OK Cancel ?

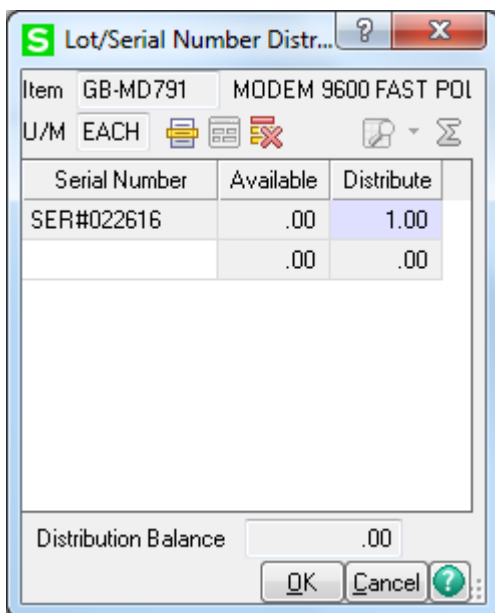
You can click the Select Serial Numbers button to select the available serial numbers for the item or warehouse to be distributed.

You can also click the **Add Serial Numbers** button to create new serial numbers for items that are being added back to stock. The **Add Serial Numbers** task is available only for serial items.



A dialog box titled "Add Serial Numbers" with a green 'S' icon. It contains three input fields: "Item Code" with the value "GB-MD791", "Whse" with the value "000", and "Starting Serial No." with the value "SER#022616". At the bottom are "OK", "Cancel", and a help button (question mark icon).

It is necessary to enter only the **Starting Serial No.** and sequential Serial numbers are automatically created based on the Serial Item total quantity received.



A dialog box titled "Lot/Serial Number Distr..." with a green 'S' icon. It shows item details: "Item GB-MD791 MODEM 9600 FAST POL" and "U/M EACH". Below is a table with columns "Serial Number", "Available", and "Distribute".

Serial Number	Available	Distribute
SER#022616	.00	1.00
	.00	.00

At the bottom, "Distribution Balance" is shown as ".00". There are "OK", "Cancel", and a help button at the bottom right.

You can also add items on the fly.

Enter an item number that doesn't exist in the **Inventory Management**.

Item Code	Ordered	Received	L
GB-EQ380-10-MF	50.00	50.00	
GB-EQ380-10-MF	25.00	25.00	
PFS-004-CABLE	2,500.00	2,500.00	
GB-MD791	1.00	1.00	1
2480-8-50	3.00	3.00	1
NEW-ITEM	.00	.00	

Total Amt: 9,006.75

OK

When pressing *Enter*, the following message box will appear asking whether or not to accept the new or Alias Item.

Is this a new Inventory Item Code?

Yes No Alias

Upon clicking **Yes**, the **Item Maintenance** screen will appear for new item entry (**Item** number is the one entered on the **Lines** tab of the **Receipt of Goods Entry**).

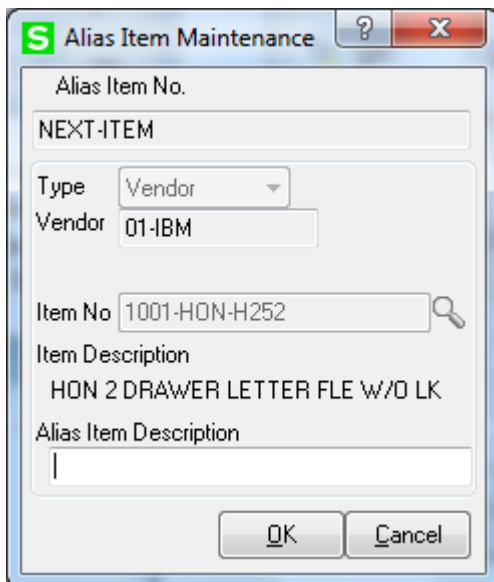
You can use **Copy from** lookup button to copy the fields of already existing items for the new one.

After filling in item related information in this screen and clicking **Ok**, you will be returned to the **Lines** tab of the **Receipt of Goods Entry**.

Item Code	Ordered	Received	L
GB-EQ380-10-MF	50.00	50.00	
GB-EQ380-10-MF	25.00	25.00	
PFS-004-CABLE	2,500.00	2,500.00	
GB-MD791	1.00	1.00	1
2480-8-50	3.00	3.00	1
NEW-ITEM	2.00	2.00	

For Alias Items (when you click **Alias** button on the message box asking whether or not the entered item is a

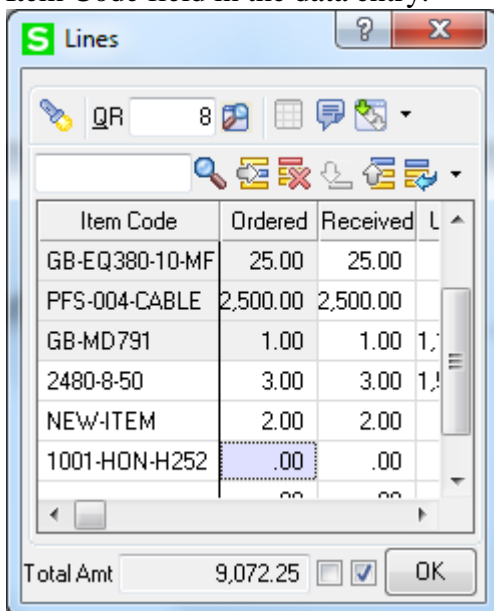
new item), the newly added **Alias Item Number Maintenance** screen will be displayed.



The **Alias Item Maintenance** dialog box contains the following fields:

- Alias Item No.:** NEXT-ITEM
- Type:** Vendor (dropdown)
- Vendor:** 01-IBM
- Item No.:** 1001-HON-H252 (with a search icon)
- Item Description:** HON 2 DRAWER LETTER FLE W/O LK
- Alias Item Description:** (empty text field)
- Buttons:** OK, Cancel

Upon clicking **OK** you will be returned to the **Lines** tab with the selected Item No automatically loaded into the Item Code field in the data entry.



The **Lines** dialog box displays a table of items with the following data:

Item Code	Ordered	Received	L
GB-EQ380-10-MF	25.00	25.00	
PFS-004-CABLE	2,500.00	2,500.00	
GB-MD791	1.00	1.00	1
2480-8-50	3.00	3.00	1
NEW-ITEM	2.00	2.00	
1001-HON-H252	.00	.00	

At the bottom, the **Total Amt** is 9,072.25, and there are checkboxes for ☐ and ☒ next to the **OK** button.

If the Job Cost (or Work Order) module is integrated with Purchase Order, the fields related to Work Order become available in the lines grid:

The screenshot shows a software window titled "S Lines". It features a toolbar with various icons including a magnifying glass, a printer, and a list icon. Below the toolbar is a table with three columns: "Item Code", "Work Order", and "Step". The table contains two rows of data. The first row has "1001-HON-H25" in the Item Code column, "0000001" in the Work Order column, and "0000" in the Step column. The second row has "*TESTING" in the Item Code column, "0000001" in the Work Order column, and "0010" in the Step column. Below the table is a "Total Amt" field showing "1,138.00" and an "OK" button.

Item Code	Work Order	Step
1001-HON-H25	0000001	0000
*TESTING	0000001	0010

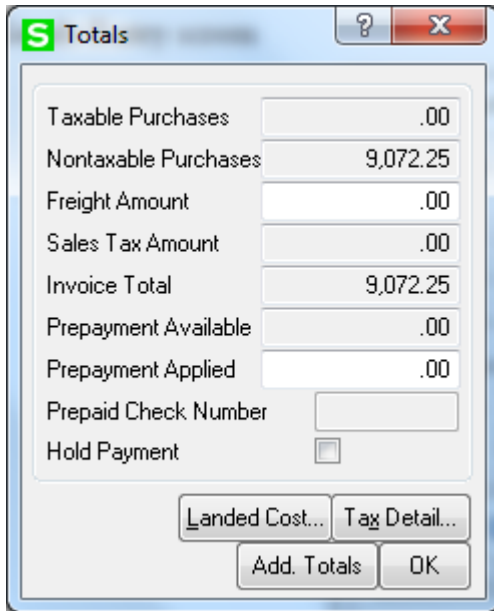
Total Amt 1,138.00 OK

Enter the **Work Order** number representing the work order to which you want to distribute the cost associated with the line item. Click the Lookup button to list all work order numbers.

Enter the **Step** number for the selected work order against which you want to distribute the cost associated with the line item. Click the Lookup button to list all step numbers for the current work order.

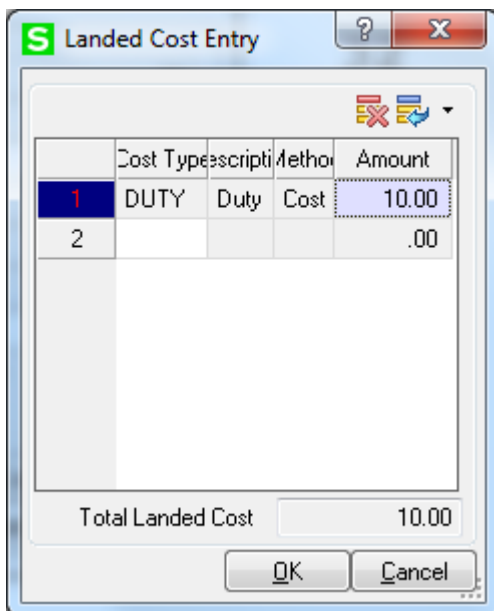
Select a **Transaction Type** to be used to record the cost of the line item. This field is available only if a work order number or step number was entered

Click the **T** button on the **Receipt of Goods Entry** screen to display the **Totals** screen:



Taxable Purchases	.00
Nontaxable Purchases	9,072.25
Freight Amount	.00
Sales Tax Amount	.00
Invoice Total	9,072.25
Prepayment Available	.00
Prepayment Applied	.00
Prepaid Check Number	
Hold Payment	<input type="checkbox"/>

The **Landed Cost** button opens the **Landed Cost Entry** screen:



	Cost Type	Description	Method	Amount
1	DUTY	Duty	Cost	10.00
2				.00

Total Landed Cost 10.00

The **Add. Totals...** button in the Totals screen opens the **Totals Additional** screen:

Item Code	Ordered	Received	Ur
PFS-004-CABLE	2,500.00	2,500.00	
GB-MD791	1.00	1.00	1,10
2480-8-50	3.00	3.00	1,50
NEW-ITEM	2.00	2.00	
1001-HON	.00	.00	
	.00	.00	

++NEW++ and ++AUTO++

RFS Receipt of Goods works with bar code scanners.

If the **New** box is checked, the program will add items in new lines irrespective of their presence in the existing lines.

If the **Auto Increment** box is cleared, the program will find line with this item and select that line. You can increase the quantity in the line manually.

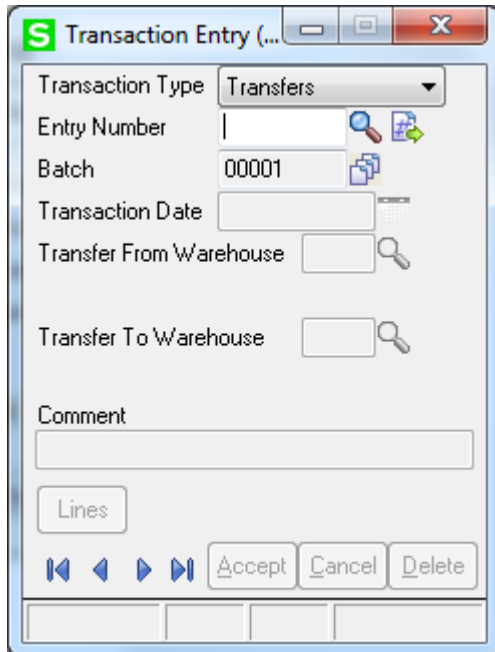
If the **Auto Increment** box is checked, the program will automatically increase the quantity of the item in the line

where the received quantity does not exceed the ordered. A new line will be added only if there is no such line.

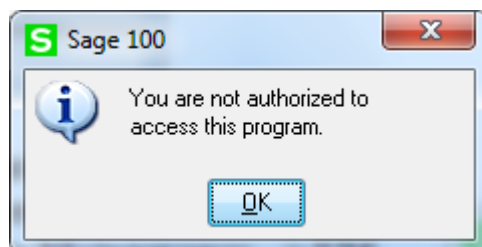
You can either check these boxes with the mouse or type in ++**NEW**++ or ++**AUTO**++ respectively in the Item Number field.

Inventory Transaction Entry

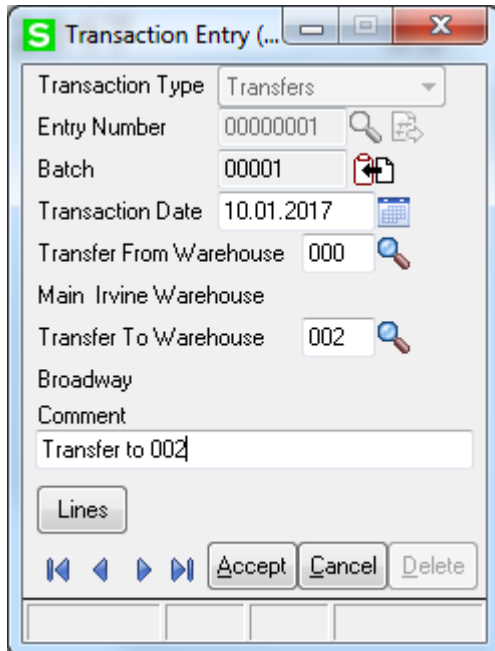
The **Inventory Transaction Entry** screen allows entering Transactions of the **Transfer** and **Adjustment** types.

The screenshot shows a window titled "Transaction Entry (...)" with a green "S" icon. It contains several input fields: "Transaction Type" (a dropdown menu set to "Transfers"), "Entry Number" (a text box with a magnifying glass icon), "Batch" (a text box containing "00001" with a magnifying glass icon), "Transaction Date" (a date picker), "Transfer From Warehouse" (a text box with a magnifying glass icon), and "Transfer To Warehouse" (a text box with a magnifying glass icon). Below these is a "Comment" text area. At the bottom, there is a "Lines" button, a set of navigation arrows, and "Accept", "Cancel", and "Delete" buttons.

If the **Allow Transaction Entry Adjustments** and **Allow Transaction Entry Transfers** options are not enabled for current user's role in the **Role Maintenance - > I/M Module Options**, the following message appears upon proceeding to **Inventory Transaction Entry**:

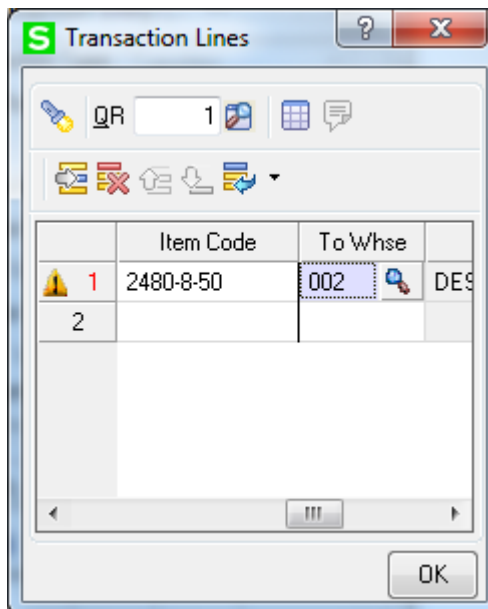


Select **Transfers** in the **Transaction Type** drop-down list and click the **Next Entry Number** button. Enter the **Transfer Date**, **Transfer From** and **To Warehouses**, and **Comment**.



The Transaction Entry window is a standard Windows-style dialog box with a title bar containing a green 'S' icon and the text 'Transaction Entry (...)'. It contains several input fields and buttons. The fields are: Transaction Type (dropdown menu set to 'Transfers'), Entry Number (text box with '00000001'), Batch (text box with '00001'), Transaction Date (calendar icon and text box with '10.01.2017'), Transfer From Warehouse (text box with '000'), Main Irvine Warehouse (text box), Transfer To Warehouse (text box with '002'), Broadway (text box), and Comment (text box with 'Transfer to 002'). Below the fields is a 'Lines' button. At the bottom are navigation arrows (back, forward, etc.) and 'Accept', 'Cancel', and 'Delete' buttons.

You can navigate through the Transactions using standard navigation arrow buttons at the bottom of the screen. Click the **Lines** button to open the **Transaction Lines** screen.



The Transaction Lines window is a standard Windows-style dialog box with a title bar containing a green 'S' icon and the text 'Transaction Lines'. It contains a toolbar with icons for search, print, and other functions. Below the toolbar is a table with columns 'Item Code' and 'To Whse'. The table has two rows: row 1 has '2480-8-50' and '002', and row 2 is empty. Below the table is an 'OK' button.

	Item Code	To Whse
1	2480-8-50	002
2		


Select an Item or its General Alias. The **To Warehouse** is defaulted from the header and may be changed for particular line. Enter the **Quantity** to be transferred, and click **OK**.

If the item is Lot/Serial, the **Lot/Serial Distribution** screen is popup.

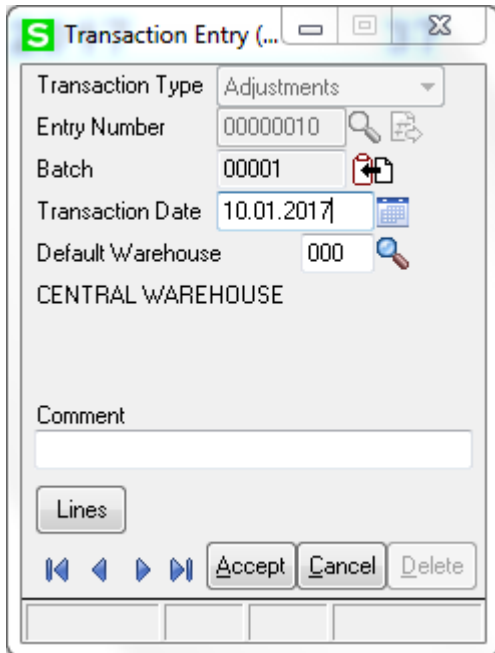
	Lot Number	Available	Distribute
1	101	693.00	1.00
2	JAN10	324.00	1.00
3	MAR10	849.00	1.00
4	MAY20	298.00	2.00
5		.00	.00

Distribution Balance .00

OK Cancel ?

Enter **Lot (Serial) Number** and quantity to **Distribute**.
The **List** button opens the list of all the Lot (Serial) numbers. Use the  button to distribute all the quantity to a selected Lot Number.

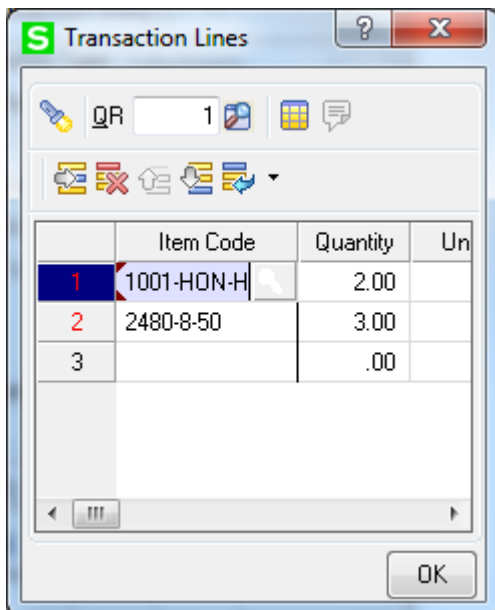
Select **Adjustments** in the **Transaction Type** drop-down list and click the **Next Entry Number** button.
Enter the **Transaction Date**, **Default Warehouse**, and **Comment**.



The Transaction Entry window contains the following fields and controls:

- Transaction Type: Adjustments
- Entry Number: 00000010
- Batch: 00001
- Transaction Date: 10.01.2017
- Default Warehouse: 000
- CENTRAL WAREHOUSE
- Comment: (empty text box)
- Lines: (button)
- Navigation buttons: Previous, Next, First, Last
- Action buttons: Accept, Cancel, Delete

Click the **Lines** button to open the **Transaction Lines** screen.



The Transaction Lines window displays a table with the following data:

	Item Code	Quantity	Un
1	1001-HON-H	2.00	
2	2480-8-50	3.00	
3		.00	

At the bottom right of the window is an OK button.

For items with LIFO/FIFO Valuation, the distribution screen is displayed on entering the quantity.

S Distribution Entry

Item 1001-HON-H252

Unit of Measure EACH

FIFO Date 15.03.2020

Receipt No. RC-0055

Available .00

Distribute | 2.00

Distribution Balance .00

Accept

For items with Lot/Serial Valuation, the distribution screen is displayed on entering the quantity.

S Distribution Entry

Item 2480-8-50

Unit of Measure EACH

Lot Number

JAN10

Available 324.00

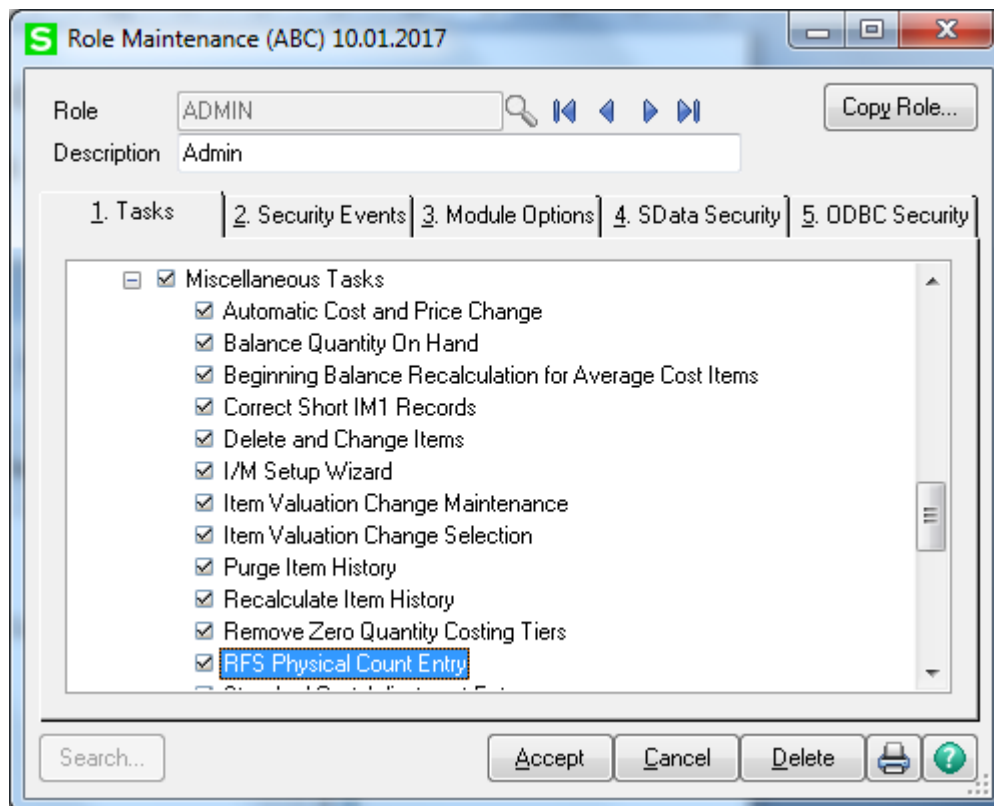
Distribute | 3.00

Distribution Balance .00

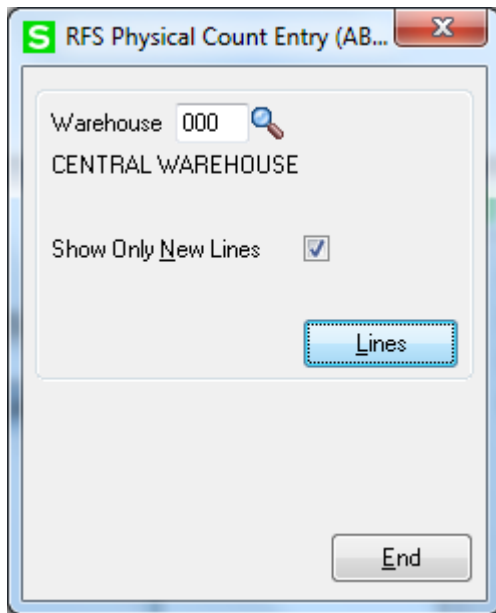
Accept

Physical Count Entry

In the **Role Maintenance** select the **RFS Physical Count Entry** task added to the Inventory Management Miscellaneous Tasks menu to enable access to **RFS Physical Count Entry** for the current role.



On the **Physical Count Entry** screen, enter the **Warehouse Code**, and select if you wish to see all lines frozen or just the lines you will enter.



Physical Count Entry requires that products be frozen using the Physical Count Worksheet program similar to how the standard Physical Count Entry program works. However you normally only see what you counted to speed counting and reduce errors in counting.

Click the **Lines** button to open the **Physical Count Lines** screen.

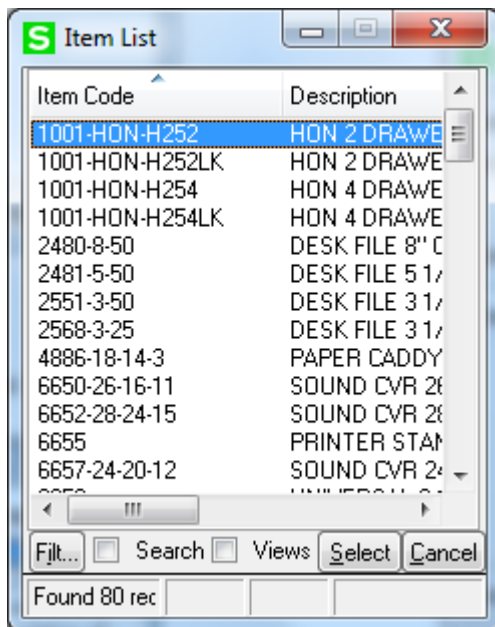
There are two modes of the line screens. The first screen is the standard screen if the MBN module is not installed or activated for the selected warehouse. This is **Item Code Only** screen. Counts are by Item only.



The **Physical Count Lines** screen is a window with a title bar containing a green 'S' icon and a close button. It features input fields for 'Item Code' (with a magnifying glass icon), 'Bin Loc.', and 'Count' (pre-filled with '.00'). There are 'OK' and 'Undo' buttons to the right of the 'Count' field. Below these is a table with three columns: 'Item Code', 'Lot/Ser ...', and 'Counted'. At the bottom, there is an 'Incl.' checkbox and 'Accept' and 'Cancel' buttons.

Item Code Only screen.

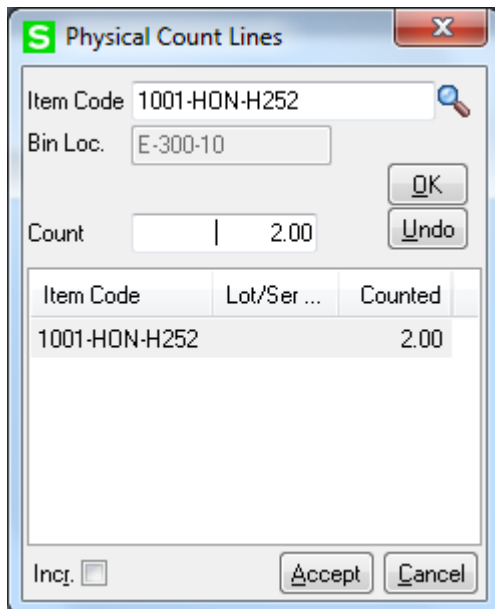
The **Lookup** button opens the **Item List** screen.



The **Item List** screen is a window with a title bar containing a green 'S' icon and standard window controls. It displays a list of items with two columns: 'Item Code' and 'Description'. The first item, '1001-HON-H252', is highlighted in blue. Below the list are buttons for 'Filt...', 'Search', 'Views', 'Select', and 'Cancel'. At the bottom, it shows 'Found 80 rec'.

Item Code	Description
1001-HON-H252	HON 2 DRAWER
1001-HON-H252LK	HON 2 DRAWER
1001-HON-H254	HON 4 DRAWER
1001-HON-H254LK	HON 4 DRAWER
2480-8-50	DESK FILE 8" C
2481-5-50	DESK FILE 5 1/2"
2551-3-50	DESK FILE 3 1/2"
2568-3-25	DESK FILE 3 1/2"
4886-18-14-3	PAPER CADDY
6650-26-16-11	SOUND CVR 26"
6652-28-24-15	SOUND CVR 28"
6655	PRINTER STAND
6657-24-20-12	SOUND CVR 24"

Item Bin Location will be displayed for the selected item.



The dialog box titled "Physical Count Lines" contains the following fields and controls:

- Item Code:** 1001-HON-H252
- Bin Loc.:** E-300-10
- Count:** 2.00
- Buttons:** OK, Undo, Accept, Cancel
- Table:**

Item Code	Lot/Ser ...	Counted
1001-HON-H252		2.00

At the bottom left, there is an **Incr.** checkbox which is currently unchecked.

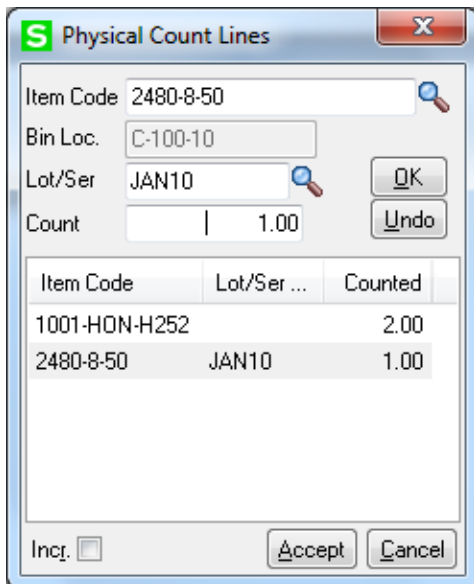
If the **Incr.** box is cleared, the program will find the item and select that line. You can increase the count manually.
If the **Incr. (Auto Increment)** box is checked, the program will automatically count up the item just after entering/scanning the Item Number.

You can enter/select the Item number or it's General Alias.

If the **IIG UPC** module is installed scanning the item's UPC code or the ITF-14 case code will select the item. If the ITF-14 case code is scanned the program will increment by the standard UOM conversion factor. So if the ITF-14 is for example a case of 12 and the standard UOM is EACH, the program will count 12 instead of 1. This is best used with the **Incr.** field checked.

If the selected Item is Lot/Serial, all the Lots (Serials) of the item are listed.

Select a lot item from the Item List.

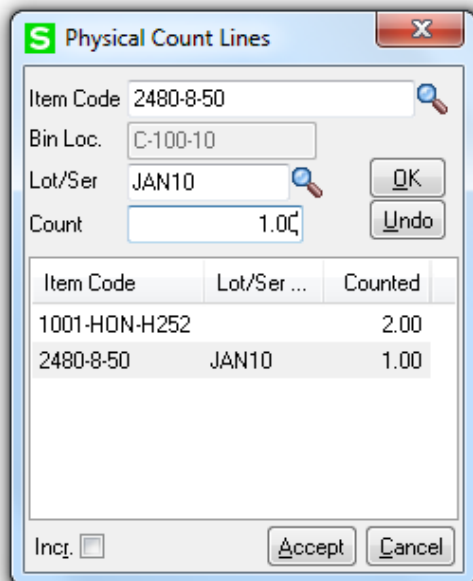


The dialog box titled "Physical Count Lines" contains the following fields and controls:

- Item Code: 2480-8-50
- Bin Loc.: C-100-10
- Lot/Ser: JAN10
- Count: 1.00
- Buttons: OK, Undo, Accept, Cancel
- Checkbox: Incr. (unchecked)
- Table:

Item Code	Lot/Ser ...	Counted
1001-HON-H252		2.00
2480-8-50	JAN10	1.00

Enter lot number in the **Lot Number** field and click **Ok**. If the entered Lot Number exists in the list it will be selected, otherwise new Lot Number will be added in the list. The lookup will show you the lots for the selected warehouse.



The dialog box titled "Physical Count Lines" contains the following fields and controls:

- Item Code: 2480-8-50
- Bin Loc.: C-100-10
- Lot/Ser: JAN10
- Count: 1.00
- Buttons: OK, Undo, Accept, Cancel
- Checkbox: Incr. (unchecked)
- Table:

Item Code	Lot/Ser ...	Counted
1001-HON-H252		2.00
2480-8-50	JAN10	1.00

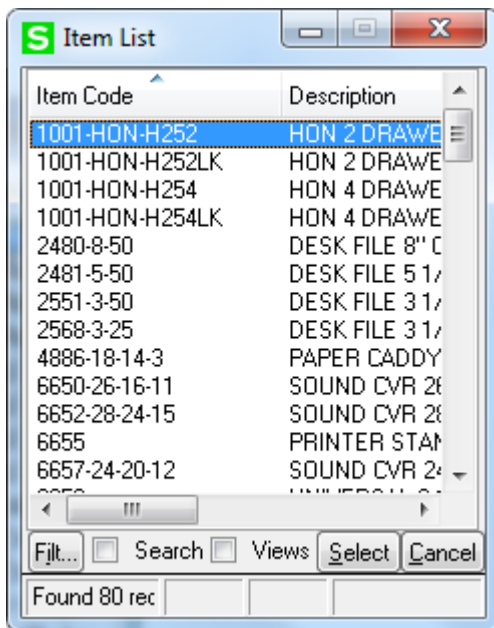
If the **Incr.** box is cleared, the Lot number with a 0 count will be added. You must enter the count manually.

If the **Auto Increment** box is checked, the program will automatically increase the count of the lot.

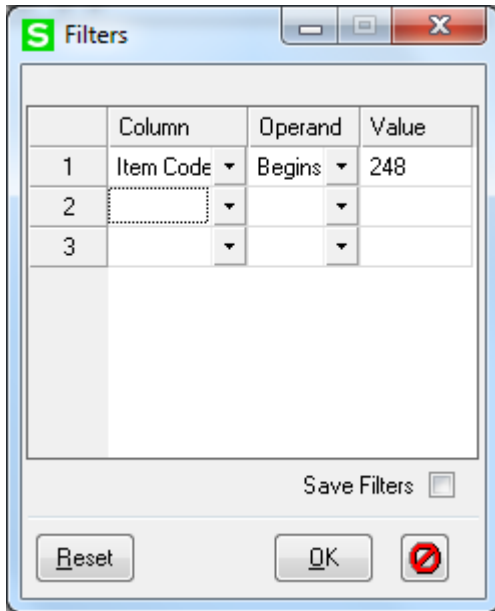
Enter ++**Auto**++ in the **Item Code** field and press Enter to check/uncheck the Incr. box automatically.

Lookups in RFS

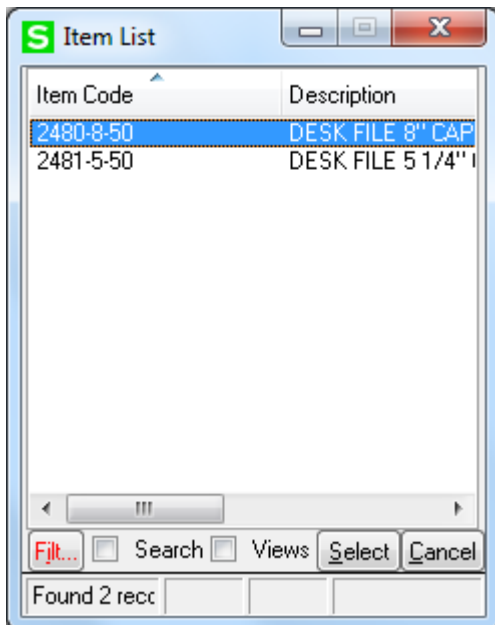
Lookups in the RFS enhancement enable all the functionality the standard MAS 90 lookups have (except for the Zoom button). The starting symbols can be entered before clicking the Lookup button to narrow the displayed items list.



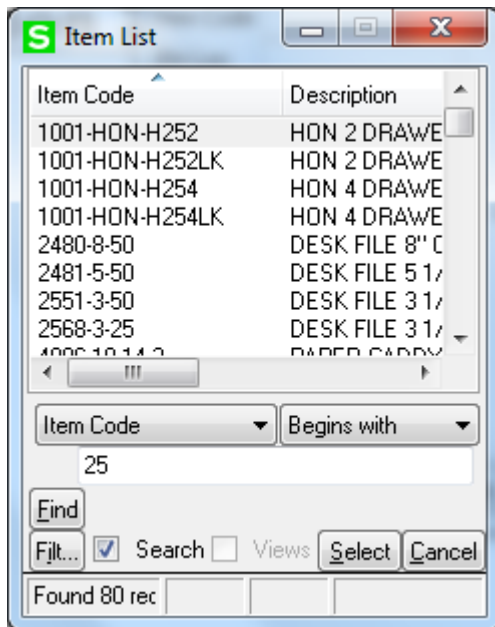
The **Filt...** button enables setting **Filters**.



After applying the filters, the **Filt...** button appears red.

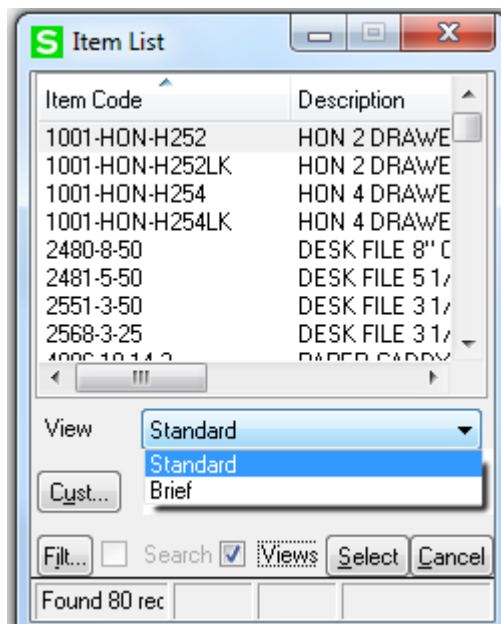


Check the **Search** box to specify search criteria in the displayed fields. Click **Find** to search with the entered criteria.

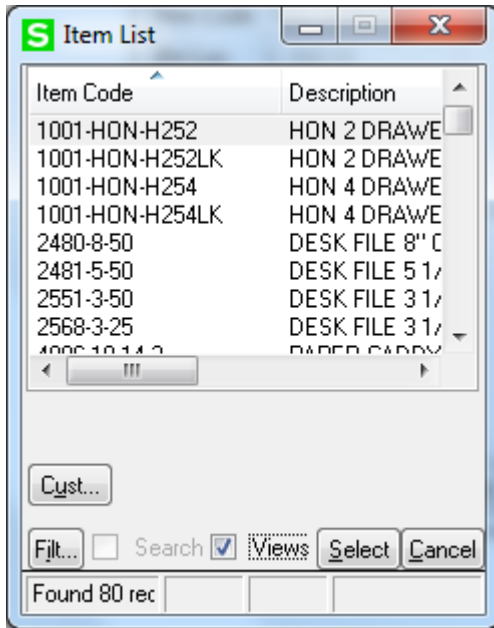


Check the **Views** box to work with lookup views.

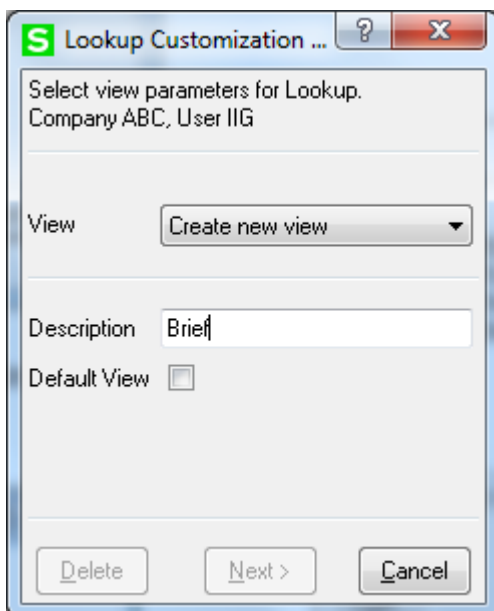
Select a view from the **View** drop-down box to switch to that view.



If there is no custom view, the **View** drop-down box is not visible.



Click **Cust...** button to create a new or change an existing view.



The 'Lookup Customiza...' dialog box contains the following fields and controls:

- Heading:** A text box containing the text '<new field>|'.
- Width:** An empty text box.
- Justification:** A dropdown menu with 'Right' selected.
- Mask:** A text box containing the mask '###,###,###,##0.00-'. To the right of this field is a small icon with two vertical bars and an upward arrow.
- Calcul. field:** An empty text box.
- Buttons:** 'OK' and 'Cancel' buttons at the bottom right.

The 'Calculated Field B...' dialog box contains the following elements:

- Expression Area:** A large text box at the top for entering a formula.
- Operators:** A row of buttons for parentheses '(', ')', addition '+', subtraction '-', multiplication '*', and division '/'.
- Available Fields:** A list box containing the following items: 'ItemImageWic', 'ItemImageHei', 'StandardUnitl', 'StandardUnitf', and 'LastTotalUnitl'. The list has scroll arrows on the left and right.
- Buttons:** 'Clear', 'OK', and 'Cancel' buttons at the bottom.