



RF Warehouse Automation For Sage 100 2015

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 ERP must already be installed on your system before installing any IIG enhancement. If not already done, perform your SAGE 100 ERP installation and setup now; then allow any updating to be accomplished automatically.

Once SAGE 100 ERP installation and file updating is complete, you may install your IIG enhancement product by following the procedure below.

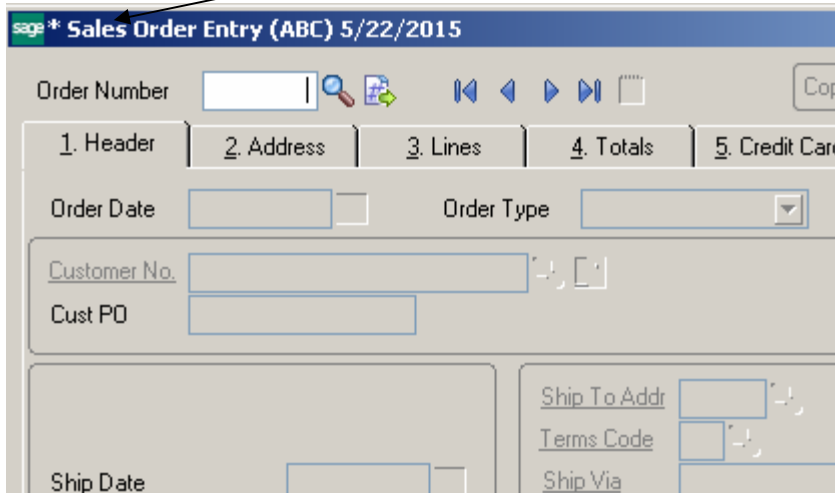
Wait! Before You Install – Do You Use CUSTOM OFFICE?

THIS IS AN IMPORTANT CAUTION: If you have Custom Office installed, **and** if you have modified any SAGE 100 ERP 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 ERP.

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**.

The screenshot shows the 'IIG Master Developer Enhancement Registration' dialog box. It includes the following fields and data:

- Registered Customer: IIG - Glendale
- Registration Information:
 - Reseller Name: [Empty]
 - Serial Number: 1111111
 - Customer Number: 222222222
 - User Key: 33333333333333333333
 - Product Key: 55555 55555 55555 55555 55555
- Enhancement Table:

Enhancement	Level	Release Date	Serial Number	Unlocking Key
IIG Enhancement	5.10		AAAAAAAAAAAAAAAA	BBBBB
IIG Enhancement	5.20		AAAAAAAAAAAAAAAA	BBBBB

Buttons: OK, Undo, Print Registration Form, Close. Status bar: IIG ABC 4/7/2014

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 MAS 90 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 MAS 90 software, your company will be in a strategic position to serve your customers more quickly and more efficiently.

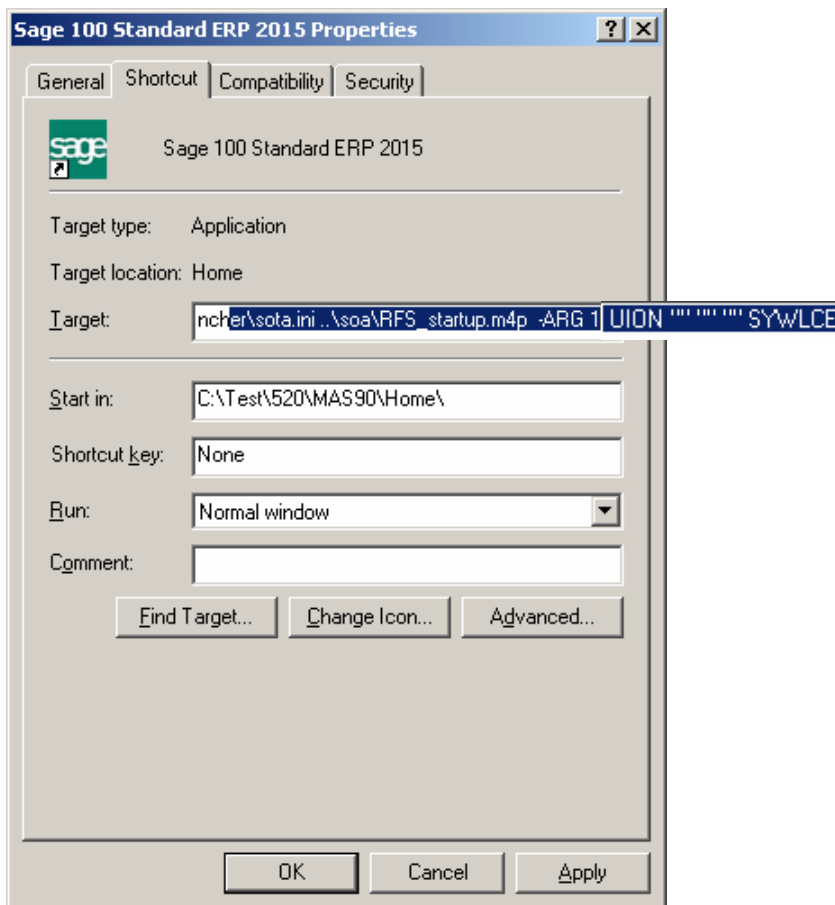
If you have salespeople who are traveling, RF solutions can be a valuable addition to your company.

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.

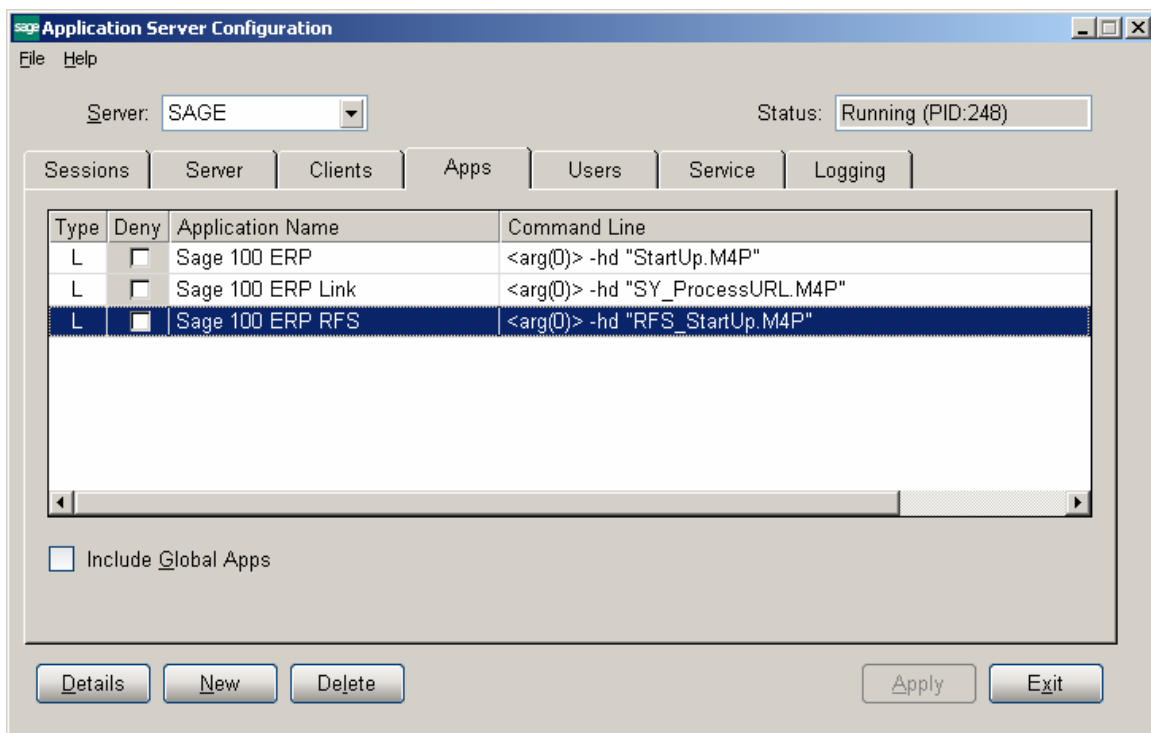
RF Client Configuration for Sage100 Advanced

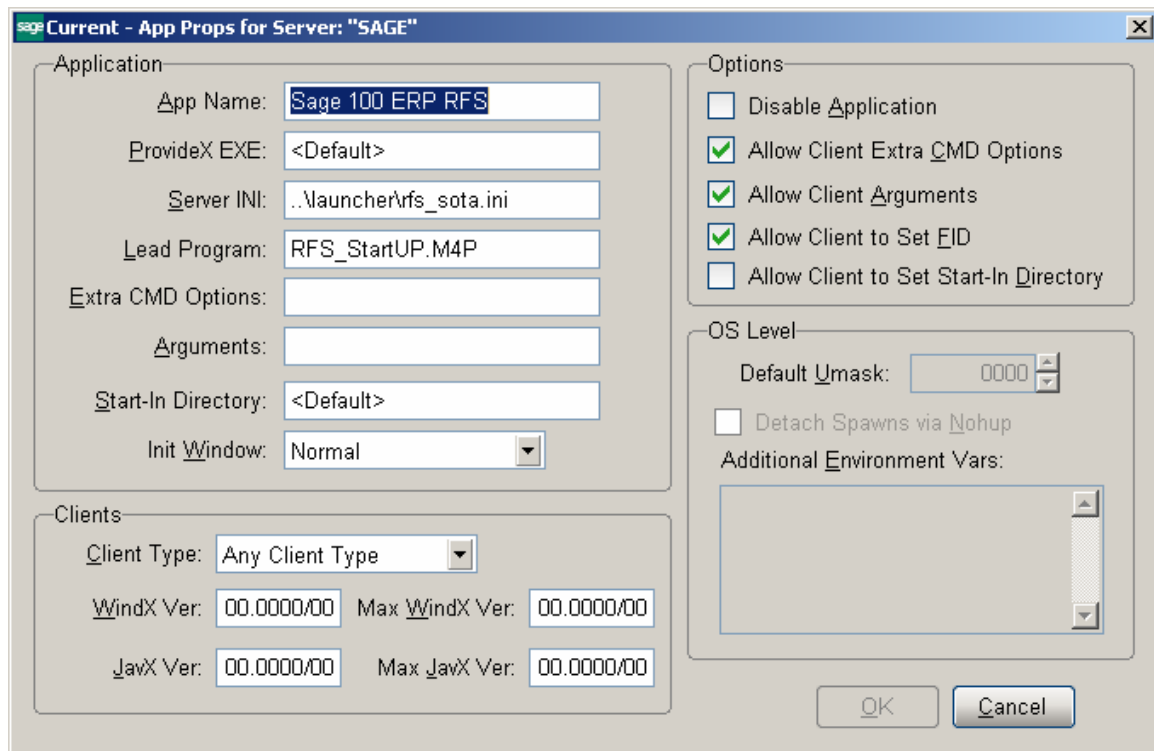
To be able to run RF in the client server mode it is necessary to copy the files from **RFS_Workstation** folder to your **Sage100 Workstation-> MAS90** folder. After copying the files it is necessary to create **rfs_sota.ini** file in the: **Sage100 Workstation\ MAS90 \Launcher**. It is a copy of original **sota.ini** except that **APPLICATION= Sage 100 ERP RFS** (this is a reference to an application in the application server).

New Application called **Sage 100 ERP RFS** should be added into the **Application Server Configuration**. It is a copy of **Sage 100 ERP** application with the following changes:

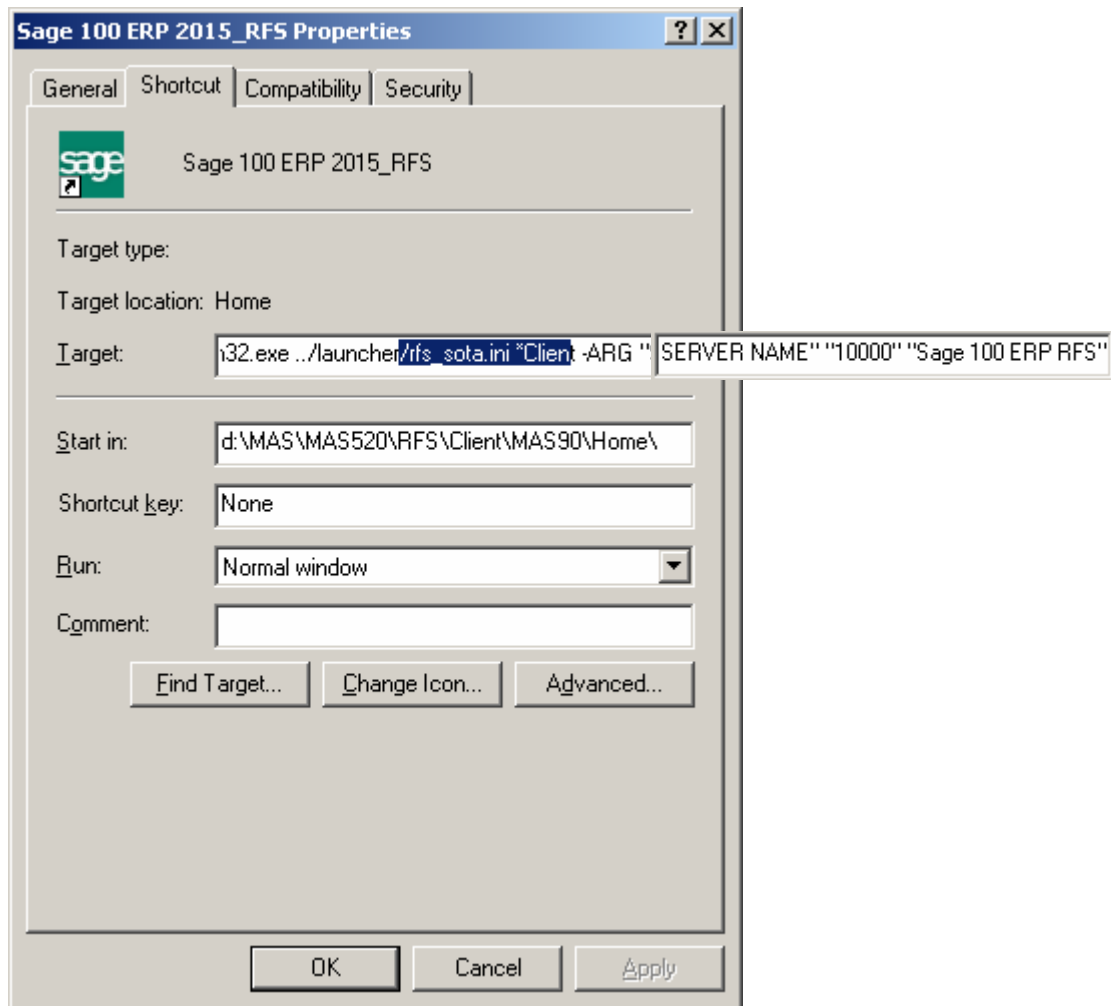
Application Name: Sage 100 ERP RFS

Lead Program: rfs_startup.m4p





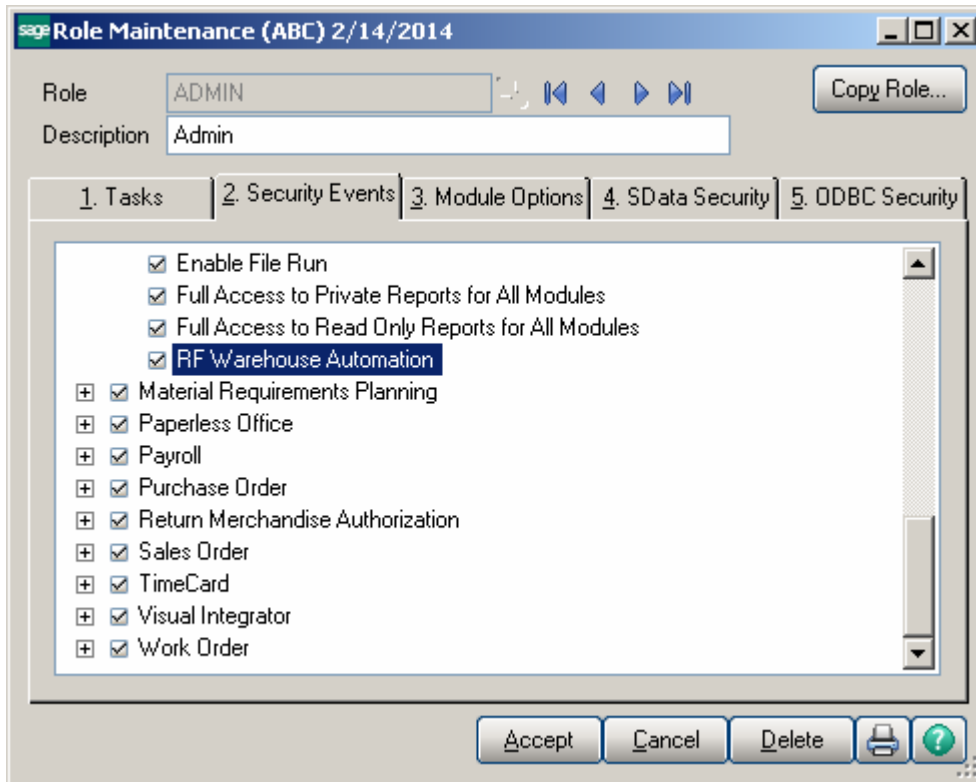
The following changes should be done in the **Sage 100 ERP 2015** shortcut to launch RF:



The path of your Workstation system is entered in the Start in field. The `rfs_sota.ini` and `*rfs_Client` are added in the Target field.

IIG WMS -RF Handheld

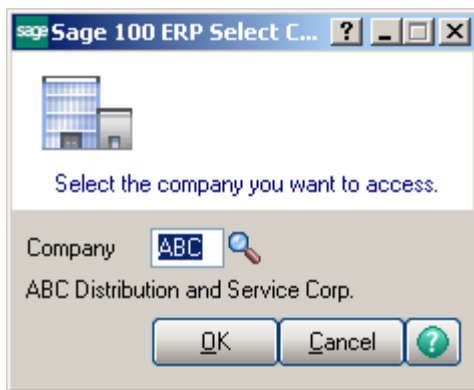
*Note: The **RF Warehouse Automation** security event must be enabled in the Role Maintenance for the role assigned to the user in order to allow running IIG WMS -RF Handheld.*



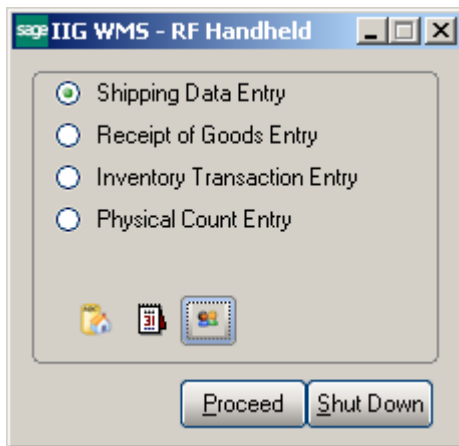
When running **Sage 100 ERP** for Windows CE, the first screen you see is the **User Logon** screen:



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



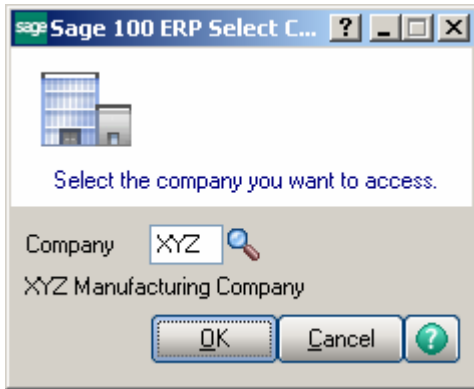
The launcher is opened:



The MAS 90 for Win CE launcher enables you to 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.

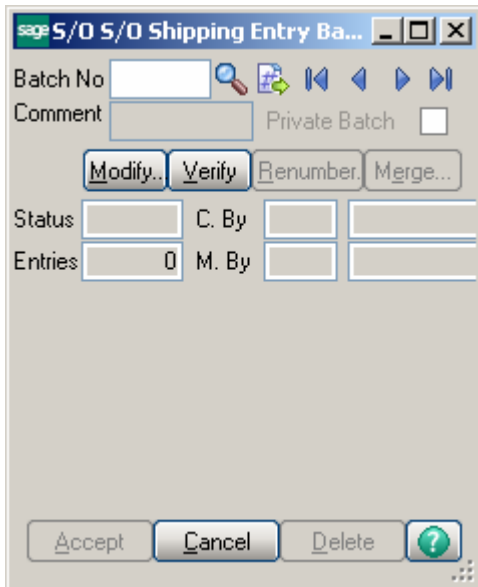
You can also change the active Company, Date, and User clicking the icons below.



The **Shut Down** button closes MAS 90 for Windows CE.

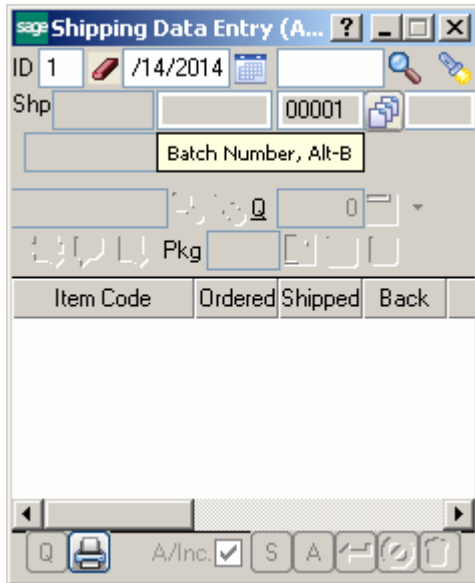
Shipping Data Entry

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.

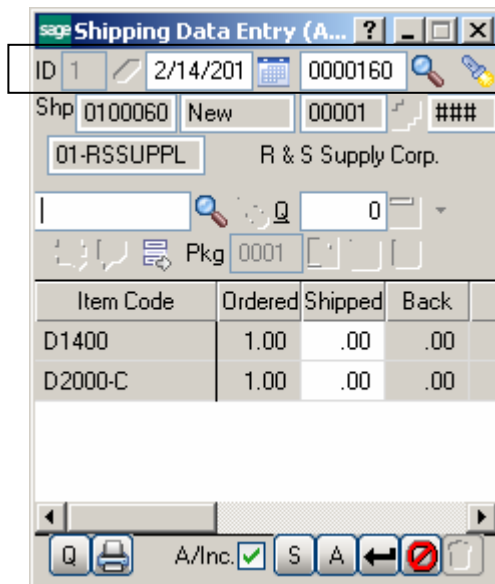


Click the **Next Batch Number** button to start a new batch, or enter an existing batch number.

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




The **Shipping Data Entry** screen enables you to enter shipping data.



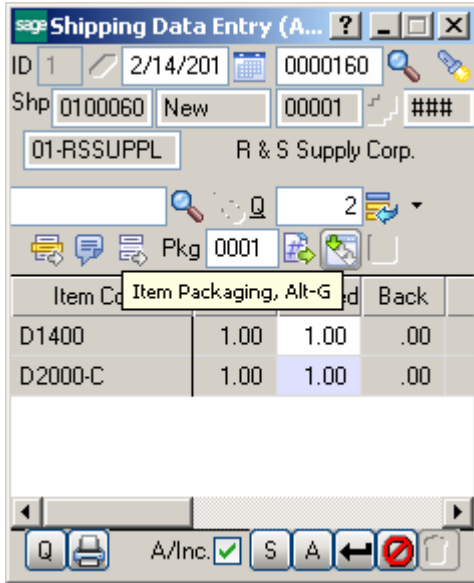
Shipper ID, Date, Order No, Lookups

S/ID is Shipper ID.

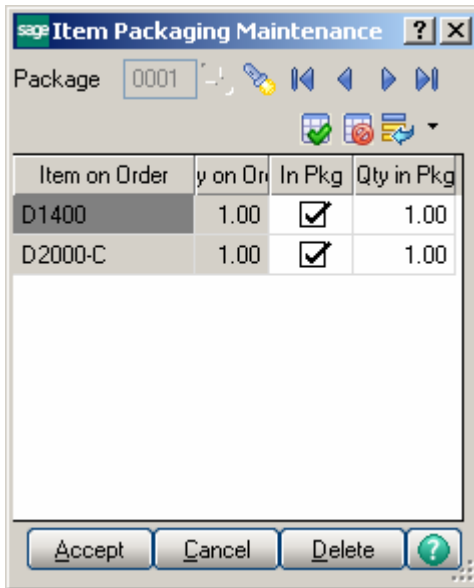
 is Clear. Next to it is the Order No.

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.



Next Package No., Alt-X	Shipped	Back
D1400	1.00	1.00
D2000-C	1.00	1.00

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

Item	Lot/Serial Distribution, Alt-Y	Back
1001-HON-H254	25.00	25.00
1001-HON-H254L	3.00	3.00
2480-8-50	100.00	5.00
2481-5-50	75.00	4.00

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

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

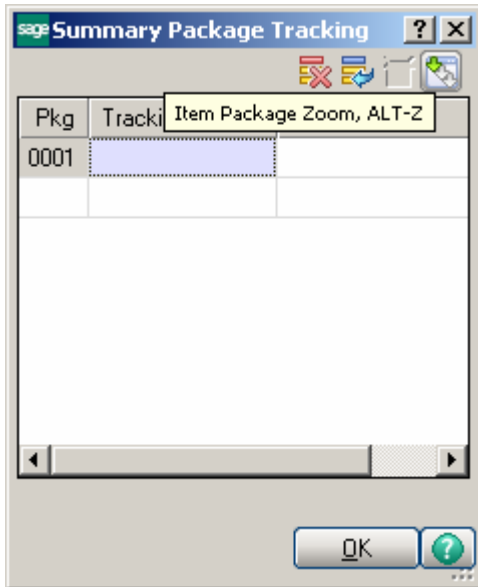
The screenshot shows the 'sage Lot/Serial Number Distribution' dialog box. At the top, the 'Item' field contains '2480-8-50' and 'DESK FILE 8" CAP 50'. Below this, the 'U/M' field is set to 'EACH'. A table with columns 'Lot N', 'Show All Lots, Alt-L', and 'Distribute' is visible, with a single row containing the number '1'. At the bottom, the 'Distribution Balance' is set to '5.00', and the 'Auto Increment' checkbox is checked. 'OK', 'Cancel', and help buttons are at the bottom right.

A/Inc. is Auto Increment.
S displays the **Shipping** screen.

The screenshot shows the 'sage Shipping' dialog box. Fields include 'Terms Code' (02), 'Confirm To' (Jeff Allen), 'E-mail Addr' (JAllen@avnet.com), 'Warehouse' (002 WEST WAREHOUSE), 'Ship Via' (MAIL), 'Ship Weight' (00448 Pkgs), and 'Frght Amnt' (.00). A 'Tracking...' button is located next to the 'FOB' field.

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.

Ship To [2] Residential Add

Name Allen's Appliance Repair

Address 18026 E. 10th
Rear Building

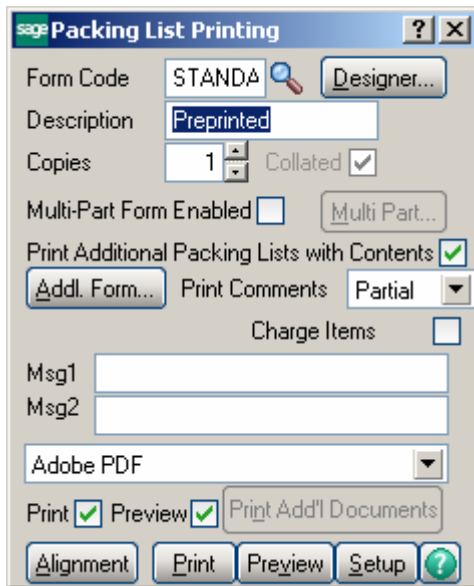
ZIP Code 92875 State CA

City Fountain Valley

Country

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 with the following fields and controls:

- Form Code: STANDÄ (with a magnifying glass icon and a 'Designer...' button)
- Description: Preprinted
- Copies: 1 (with a spinner) and Collated
- Multi-Part Form Enabled (with a 'Multi Part...' button)
- Print Additional Packing Lists with Contents
- Print Comments: Partial (with a dropdown arrow)
- Charge Items
- Msg1: (empty text box)
- Msg2: (empty text box)
- Printer: Adobe PDF (with a dropdown arrow)
- Print Preview Print Add'l Documents (disabled)
- Buttons: Alignment, Print, Preview, Setup (with a green question mark icon)

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.

sage Additional Packing List Printing ? X

Form Code STANDARD Designer...

Description Preprinted

Copies 1 Collated

Multi-Part Form Enabled Multi Part...

Adobe PDF

Keep Window Open After

Print Preview Print Add'l Documents

Alignment Print Preview Setup ?

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.

sage S/O Invoice Printing ? X

Form STANDA Preprinted Laser

Copies 1 Collated Designer...

Multi-Part Form Enabled Multi Part...

Comments? Partial

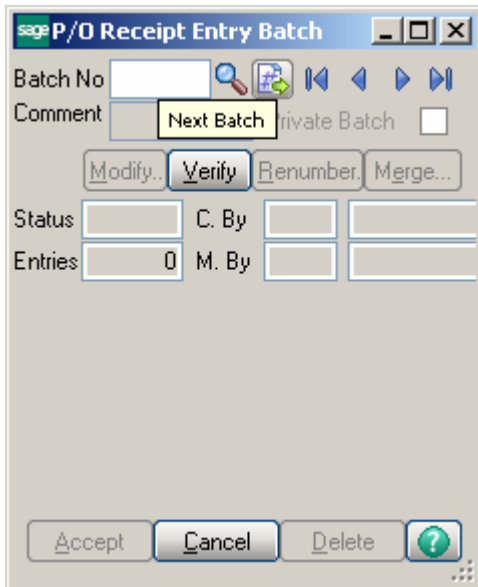
Adobe PDF

Print Preview

Alignment Print Preview Setup ?

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 screenshot shows the 'Receipt of Goods Entry' window. At the top, the title bar reads 'sage Receipt of Goods Entry...'. Below the title bar, there are fields for 'Rcpt' (empty) and 'Batch' (containing '00001'). A tooltip 'Batches, Alt-B' is positioned over the 'Batch' field. The main area contains several input fields: 'Date', 'PO', 'Inv. No.', 'Vend. No.', 'PO St.' (set to '1 Step'), 'Purch. Addr.', 'Required', 'Ship To', 'T/Sch.', and 'Terms'. There are also 'H A L T' buttons and a 'Use Tax' checkbox. At the bottom, there are navigation buttons (back, forward, accept, cancel, delete).

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.

This screenshot is similar to the first one, but the tooltip 'Next Receipt No.' is now positioned over the 'Rcpt' field. The 'Batch' field still contains '00001'. All other fields and buttons remain the same.

sage Receipt of Goods Entry... ? _ □ ×

Rcpt 001020 Batch 00001

Date 2/14/2014

PO 0010013 Inv. No

Vend.No. 01-IBM

Ibm Corporation PO St. New

Purch. Addr. Required 6/30/2

Ship To 0000 ABC DISTRIBUTIN

T/Sch. DEFAULT Default Tax Sched.

Terms 03 NET END OF MONTH

H **A** **L** **T** Use Tax

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:

sage Header ? ×

1099 Form None

1099 Box

Whse 000

Ship Via COMMON CARRIER

FOB

Comment

Confirm JOHN STEVENSON

E-mail

Tel [415] 555-9981

Ext

OK

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

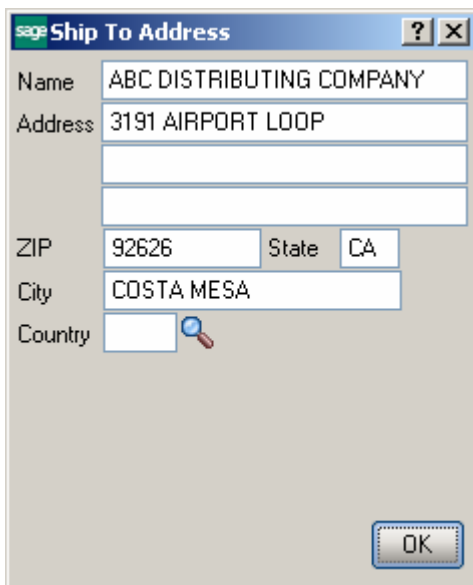


The screenshot shows a window titled "sage Purchase Address" with a search icon and a close button. The form contains the following fields:

Name	IBM CORPORATION		
Address	33214 E. 45TH TERRACE		
ZIP	92775	State	CA
City	SAN FRANCISCO		
Country	<input type="text"/> 		
Phone	(415) 555-9981		
Fax	<input type="text"/>		

Buttons: Ship To, OK

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

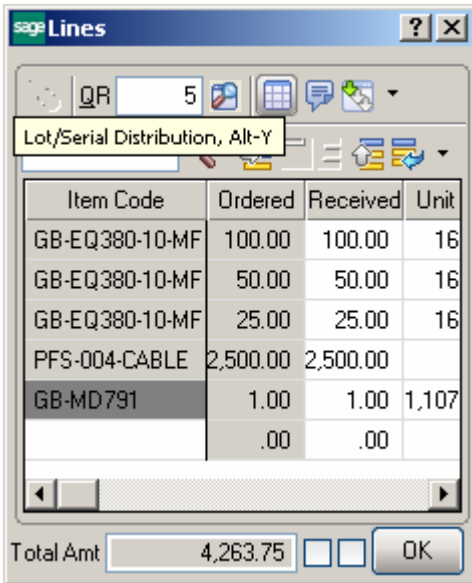
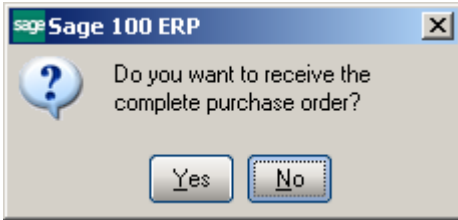


The screenshot shows a window titled "sage Ship To Address" with a search icon and a close button. The form contains the following fields:

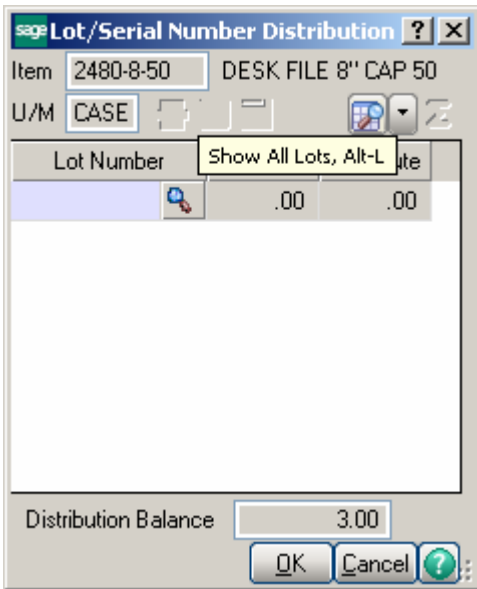
Name	ABC DISTRIBUTING COMPANY		
Address	3191 AIRPORT LOOP		
ZIP	92626	State	CA
City	COSTA MESA		
Country	<input type="text"/> 		

Buttons: OK

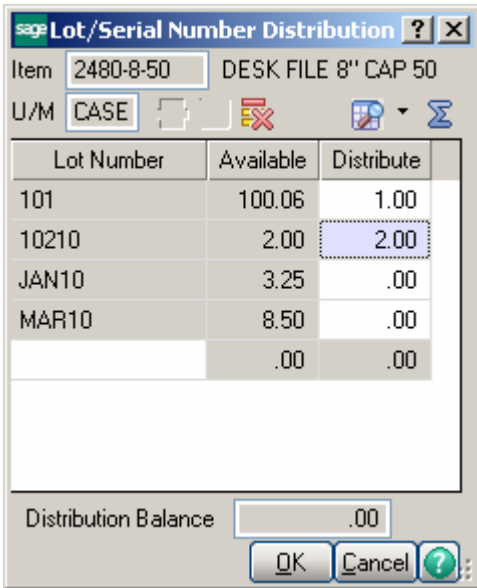
The **L** button on the **Receipt of Goods Entry** screen displays the **Lines** screen:



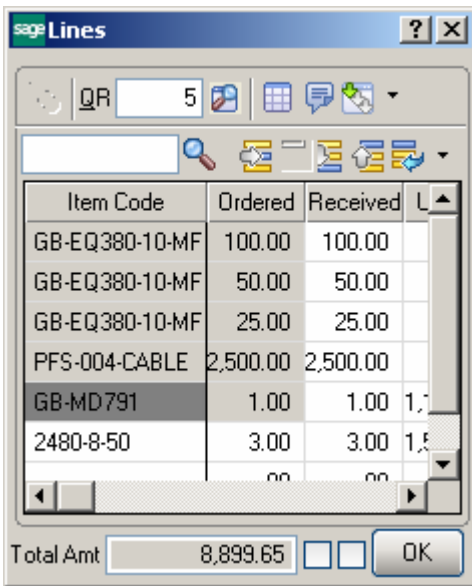
If an item is **Lot/Serial**, the **Lot/Serial Distribution** button allows opening the **Lot/Serial No. Distribution** screen:



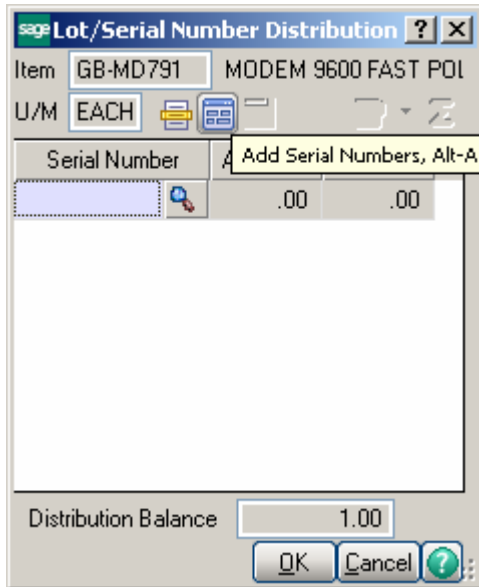
Enter the lot or serial number for the distribution, or click the Lookup button to list all available lot numbers to be distributed.



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

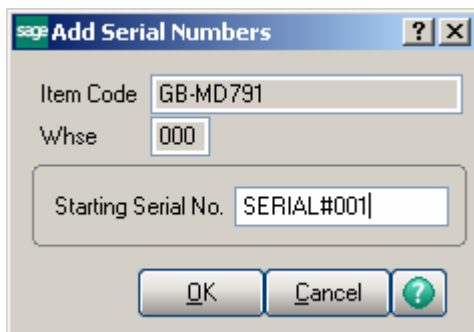


For Serial Items the Select Serial Items button is available:



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.



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.

Item: GB-MD791 MODEM 9600 FAST POI
U/M: EACH

Serial Number	Available	Distribute
SERIAL#001	.00	1.00
	.00	.00

Distribution Balance: .00

Buttons: OK, Cancel, ?

You can also add items on the fly.

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

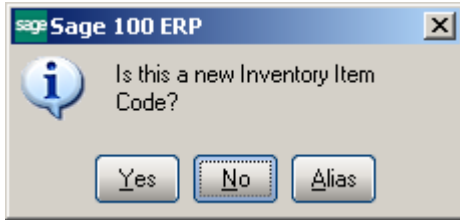
QR 5

Item Code	Ordered	Received	Unit Cost
1001-HON-H25	5.00	5.00	34.250
2480-8-50	3.00	3.00	545.300
2568-3-25	2.00	2.00	575.800
GB-MD750	2.00	2.00	275.850
NEW_ITEM	.00	.00	.000

Total Amt: 8,510.45

Buttons: OK, ?

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



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**).

The "Item Maintenance" window in Sage 100 ERP. The title bar says "sage Item Maintenance". The "Item" field contains "NEW_ITEM". The "Copy From" field contains "1001-HON" with a magnifying glass icon and a "FLE W/O LK" button. Below are several rows of fields: "Prod Ln" with "WF&A" and "WORKSTATION FURI"; "Prd Tp" with "Finished Good" and "Val." with "FIFO"; "P. Code" with "STD" and "Proc." with "Buy"; "Wmnt." with "30 DAY" and "30 days from shipmer"; "St Cst" with "32.750"; "St Pr" with "84.000"; "Pr U/M" with "EAC" and "No.of EACH" and "1"; "Sls U/M" with "EAC" and "No.of EACH" and "1"; "Std U/M" with "EACH" and "Image" with "abc_10" and a camera icon. At the bottom are checkboxes for "C.I.Vendors" and "C.A.Items", and "OK" and "Cancel" buttons.

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 **Accept**, you will be returned to the **Lines** tab of the **Receipt of Goods Entry**.

The screenshot shows the Sage Lines application window. At the top, there is a search bar with 'QR' and a value of '7'. Below this is a table with the following data:

Item Code	Ordered	Received	
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	1.50
NEW_ITEM	2.00	2.00	
	00	00	

At the bottom of the window, the 'Total Amt' is displayed as 8,971.15, and there are 'OK' and 'Cancel' buttons.

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 screenshot shows the Sage Alias Item Maintenance dialog box. The fields are as follows:

- Alias Item No.: NEW1
- Type: Vendor (dropdown menu)
- Vendor: 01-IBM
- Item No.: 1001-HON-H252LK
- Item Description: HON 2 DRAWER LETTER FLE W/ LCK
- Alias Item Description: Alias of 1001-HON

At the bottom, there are 'OK' and 'Cancel' buttons.

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 screenshot shows the Sage Lines window with a table of items. The table has columns for Item Code, Ordered, and Received. The total amount is 8,899.65.

Item Code	Ordered	Received
GB-EQ380-10-MF	25.00	25.00
PFS-004-CABLE	2,500.00	2,500.00
GB-MD791	1.00	1.00
2480-8-50	3.00	3.00
1001-HON-H252L	.00	.00
	.00	.00

Total Amt: 8,899.65

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 the Sage Lines window with a table of items. The table has columns for Item Code, Work Order, Step, and Trans Ty. The total amount is 2,859.30.

Item Code	Work Order	Step	Trans Ty
*TESTIN	0095015	0072	Outside Proc
BOARD-0	0095016	0010	Miscellaneous

Total Amt: 2,859.30

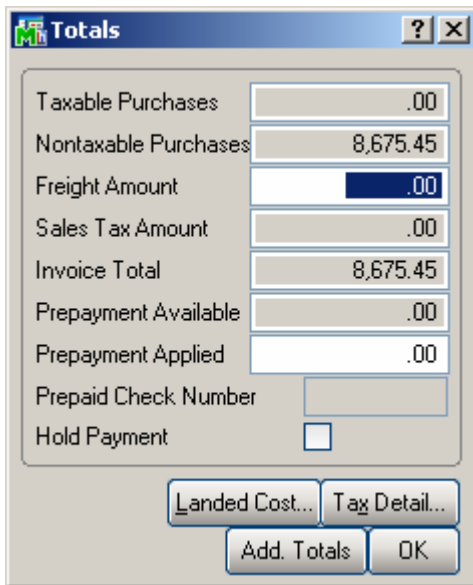
Enter the **Work Order** number representing the work order to which you want to distribute the cost associated with the line item. Click the Lookup button to list all work order numbers.

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	8,675.45
Freight Amount	.00
Sales Tax Amount	.00
Invoice Total	8,675.45
Prepayment Available	.00
Prepayment Applied	.00
Prepaid Check Number	
Hold Payment	<input type="checkbox"/>

Landed Cost... Tax Detail...
Add. Totals OK

N/Tax. stands for Non-Taxable,
S/Tax for Sales Tax,
P/Pmnt Prepayment,
and **P/Paid** for Prepaid.
Hld Pmnt stands for Hold Payment.

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

	Cost Type	Description	Method	Amount
1	FRGHT	Frei	Cos	25.00
2				.00

Total Landed Cost: 25.00

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

Taxable Purchases: .00

Nontaxable Purchases: 8,899.65

Freight Amount: .00

Sales Tax Amount: .00

Invoice Total: 8,899.65

Prepayment Available: .00

Prepayment Applied: .00

Prepaid Check Number:

Hold Payment:

Buttons: Landed Cost..., Tax Detail..., Add. Totals, OK

Item Code	Ordered	Received	L
GB-EQ380-10-MF	25.00	25.00	<input type="checkbox"/>
PFS-004-CABLE	2,500.00	2,500.00	<input type="checkbox"/>
GB-MD791	1.00	1.00	<input type="checkbox"/>
2480-8-50	3.00	3.00	<input type="checkbox"/>
1001-HON-H	.00	.00	<input type="checkbox"/>
	.00	.00	<input type="checkbox"/>

Total Amt: 8,899.65

++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.

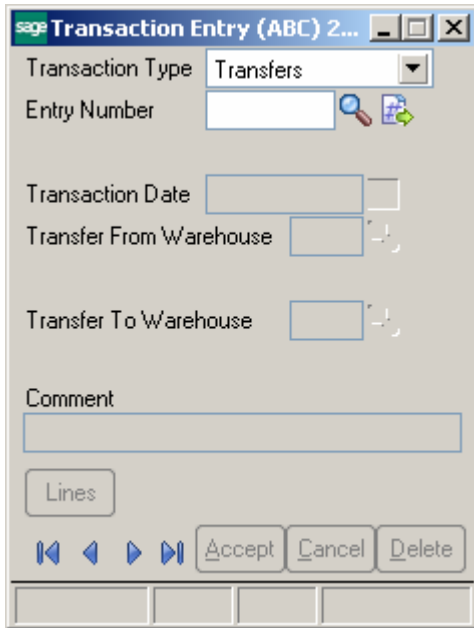
If the **Auto Increment** box is cleared, the program will find line with this item and select that line. You can increase the quantity in the line manually.

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.



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**.

Transaction Type: Transfers

Entry Number: 00000005

Transaction Date: 2/14/2014

Transfer From Warehouse: 000
CENTRAL WAREHOUSE

Transfer To Warehouse: 002
WEST WAREHOUSE

Comment:

Lines

Accept Cancel Delete

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.

Transaction Lines

QR 1

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

OK

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.

The screenshot shows a dialog box titled "sage Lot/Serial Number Distribution". It contains the following fields and controls:

- Item: 2480-8-50 DESK FILE 8" CAP 50
- U/M: EACH
- Buttons: List (list icon), Cancel (X icon), Distribution (hourglass icon), and Help (question mark icon).
- Table with columns "Available" and "Distribute":

	Available	Distribute
1	10,003.00	3.00
2	200.00	.00
3	325.00	.00
4	850.00	.00
5	.00	.00

At the bottom, there is a "Distribution Balance" field with the value ".00" and buttons for "OK", "Cancel", and "Help".

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**.

Transaction Type: Adjustments
Entry Number: 00000010
Transaction Date: 2/14/2014
Default Warehouse: 000
CENTRAL WAREHOUSE

Comment

Lines

Accept Cancel Delete

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

	Item Code	Quantity
1	1001-HON-H252	2.00
2	2480-8-50	3.00
3		.00

OK

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

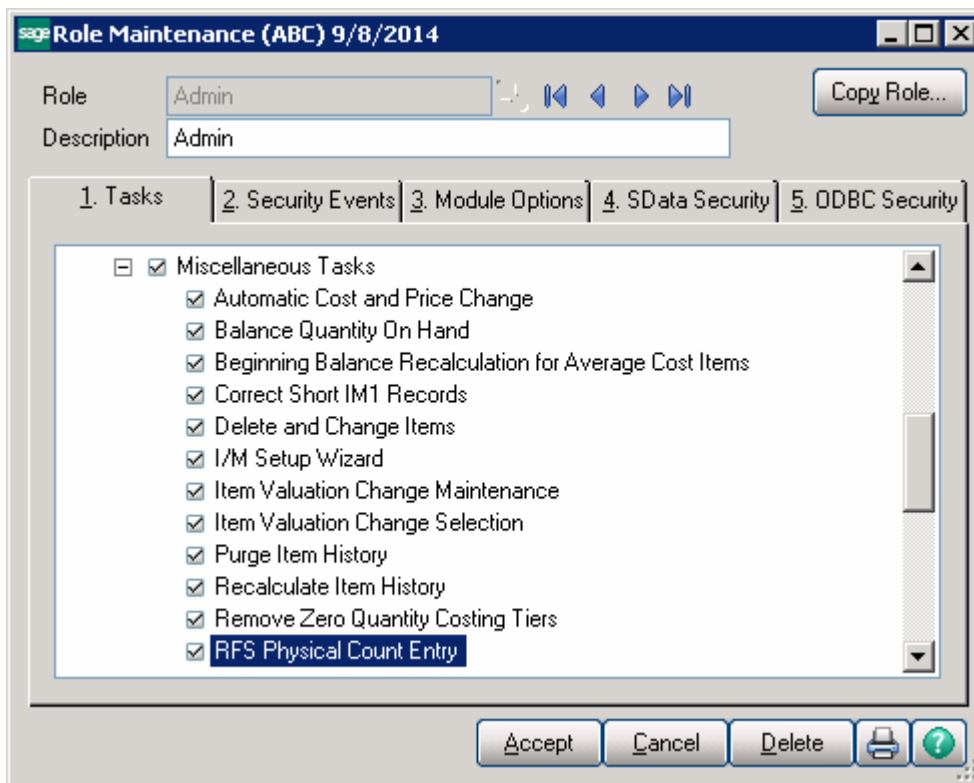
The screenshot shows a 'Distribution Entry' window for item 1001-HON-H252. The window title is 'sage Distribution Entry'. The 'Item' field contains '1001-HON-H252' and the 'Unit of Measure' is 'EACH'. The 'FIFO Date' is '5/31/2010'. The 'Receipt No.' is 'G001007'. The 'Available' quantity is '10.00' and the 'Distribute' quantity is '2.00'. The 'Distribution Balance' is '.00'. There is an 'Accept' button at the bottom right.

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

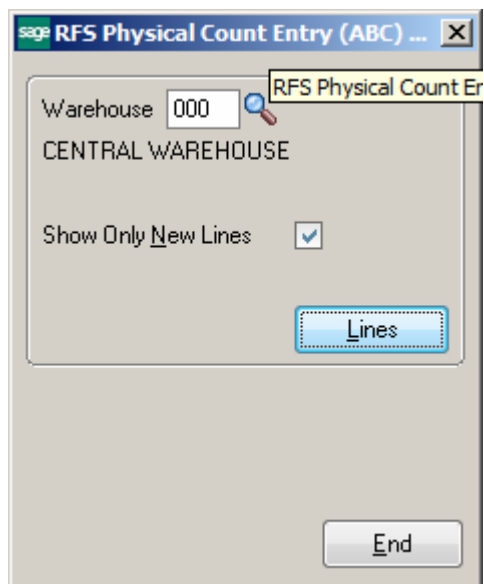
The screenshot shows a 'Distribution Entry' window for item 2480-8-50. The window title is 'sage Distribution Entry'. The 'Item' field contains '2480-8-50' and the 'Unit of Measure' is 'EACH'. The 'Lot Number' is 'JAN10'. The 'Available' quantity is '325.00' and the 'Distribute' quantity is '3.00'. The 'Distribution Balance' is '.00'. There is an 'Accept' button at the bottom right.

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.



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

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 **L**ines button to open the **Physical Count Lines** screen.

There are two versions 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 second version of the screen is when IIG's **MBN** module is installed and is active for the selected warehouse. This is the **Bin/Item** screen. Counts are by Bin Location and Item.

Physical Count Lines

Item Code

Bin Loc.

Count

Item Code	Lot/Ser ...	Counted
-----------	-------------	---------

Incl.

Item Code Only screen.

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

Item List

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 STAN
6657-24-20-12	SOUND CVR 24"
8953	UNIVERSAL 3 1/2"

Filt... Search Views

Found 80 rec

Item Bin Location will be displayed for the selected item.

Item Code	Lot/Ser ...	Counted
1001-HON-H252		5.00

If the **Incr.** box is cleared, the program will find the item and select that line. You can increase the count manually. If the **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.

Physical Count Lines

Item Code: 2480-8-50

Bin Loc.: C-100-10

Lot/Ser: JAN10

Count: 1.00

Item Code	Lot/Ser ...	Counted
1001-HON-H252		5.00
2480-8-50	JAN10	1.00

Incr.

Accept Cancel

Enter lot number in the **Lot Number** field and click **Enter**. 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.

Physical Count Lines

Item Code: 2480-8-50

Bin Loc.: C-100-10

Lot/Ser: JAN10

Count: 1.00

Item Code	Lot/Ser ...	Counted
1001-HON-H252		5.00
2480-8-50	JAN10	1.00

Incr.

Accept Cancel

If the **Incr.** box is cleared, the Lot number with a 0 count will not 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 Auto Incr. box automatically.

Physical Count with MBN

Bin Loc	Item Code	Counted	L
---------	-----------	---------	---

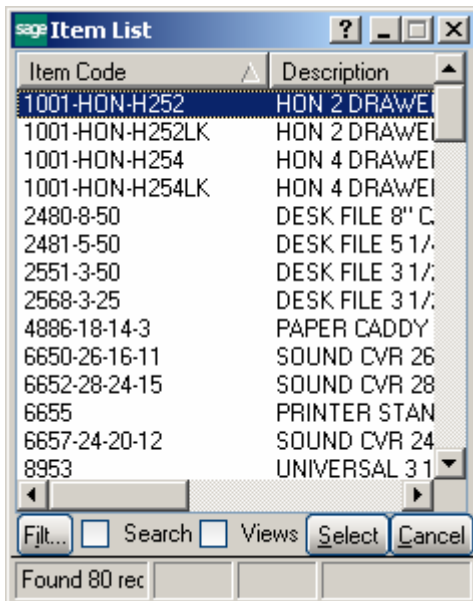
When **MBN** is installed and the warehouse is enabled for bin locations, the **Physical Count Lines** screen changes to the **Bin Location/Lines** format.

You must select the bin you are counting. An additional check box (**Keep Bin**) will retain the **Bin Location** selected and flow the scanning back to the **Item Code** to speed scanning and counting of the products in the bin. When you finish counting the bin, click on the **Clear** button to reset the bin. You can select by lookup or by scanning the bin if the bin is bar coded.

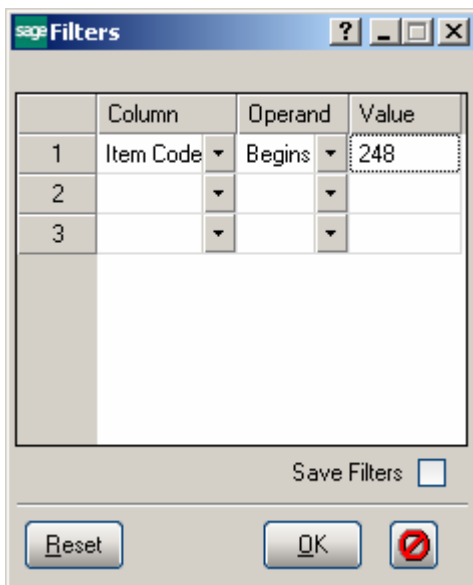
***Note:** We suggest that you click Accept at the end of each aisle to update the counts entered. Remember that nothing is posted to the MAS count files until Accept is clicked.*

Lookups in RFS

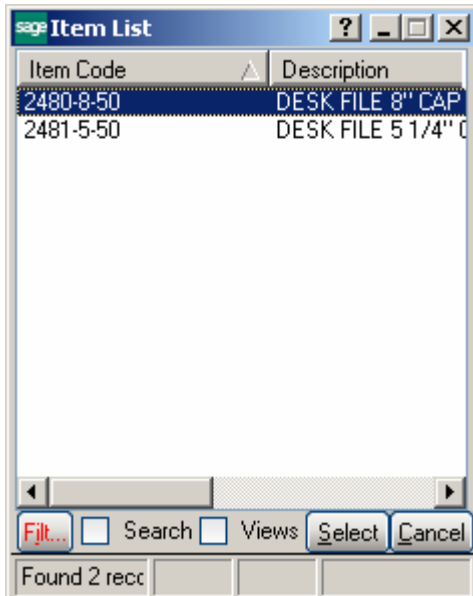
Lookups in the RFS enhancement enable all the functionality the standard MAS 90 lookups have (except for the Zoom button). The starting symbols can be entered before clicking the Lookup button to narrow the displayed items list.



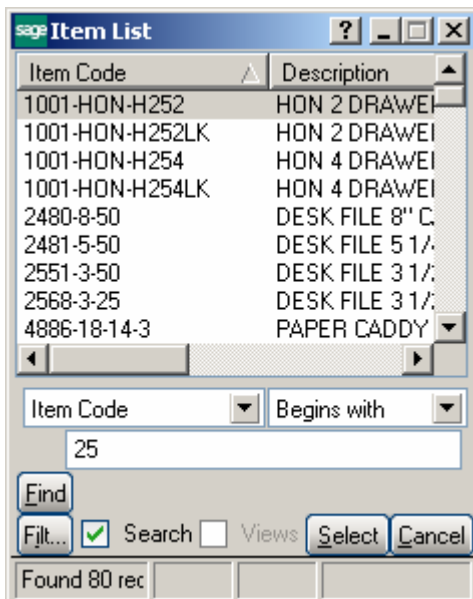
The **Filt...** button enables setting **Filters**.



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

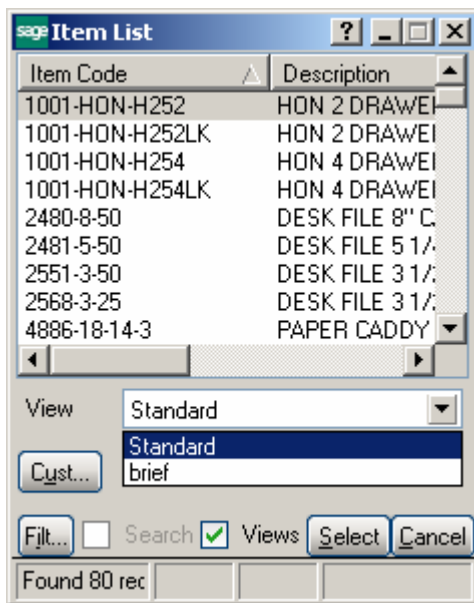


Check the **Search** box to specify search criteria in the displayed fields. Click **Find** to search with the entered criteria.

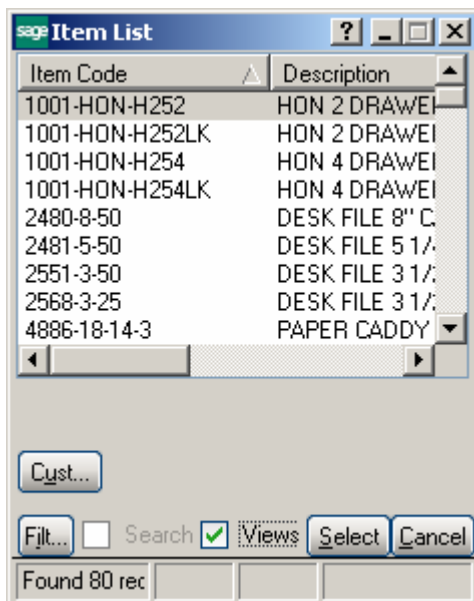


Check the **Views** box to work with lookup views.

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.

