PICS™

PROFITABLE INVENTORY CONTROL SYSYTEMS, INC

VICS2000™

Inventory Control System Documentation

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1 Introduction

1.1 Introduction

Congratulations! You have just purchased one of the finest Inventory Control Packages available today.

Visual Inventory Control System 2000 (VICS 2000) is a powerful but easy to use inventory control and management system that puts you in control of your inventory and brings bar code technology to your company's warehouse without major hassles or major investments. No matter what inventory you need to track, VICS 2000 is a proven inventory software package that is easy to learn, even if you have never used bar codes before.

With VICS 2000, bar code labels can be printed and attached to inventory items that have no bar codes when they are received. As items are located, their labels and inventory locations are simply scanned with a bar code scanner, automatically adjusting inventory levels and pin pointing inventory locations. It doesn't get any easier or more accurate.

As customer orders are picked or items are required for production, bar codes on inventory items and inventory locations are scanned, recording shipments and adjusting inventory. It's simple. VICS 2000 even gives you the flexibility to scan each movement directly into a PC with a scanner attached to the PC, or record movements with a portable hand held terminal, no matter where you are.

Physical inventories are just as easy. Simply scan the bar code label on each inventory item location, then scan the label on any items in the location. VICS 2000 does the rest. Thanks to VICS 2000 it's now even easier than ever to transfer items between inventory locations, issue items to production, manage inventory on service trucks, track shipments to customers, and produce timely, accurate reports.

The Custom Query tool is used to create any report needed that is not included with the standard reports. Each field in each database is made available to the user to construct the desired report. Data can be queried, sorted, or filtered to meet the needs of the user. The report can be generated for a one time basis or the report format can be saved and then printed on a routine schedule.

If you want a system that simplifies inventory management, instead of complicating it, look no further. With unsurpassed ease of use, power, flexibility, and value, VICS 2000 stands out as the solution for inventory management applications.

1.2 Features

- Uses proven bar code technology to accurately track and maintain inventory levels.
- Reduces the time, costs, and frequency of physical inventories.
- Tracks inventory on trucks, vans, and other mobile storage locations.
- Prints bar code labels to identity products, work orders, and locations.
- Provides immediate access to current, accurate inventory levels.
- Supports an unlimited number of portable terminals.
- Allows scanned entries to be verified and approved before inventory records are updated.
- Supports serialized inventory items.
- Has a Point and Click interface which allows even beginner users to feel comfortable and in command.
- Includes on-line help with convenient access to answers and information.
- Tracks and records items purchased, received, shipped, transferred, and stocked.
- Maintains complete ordering, allocating, shipping and receiving histories for each inventory item.
- Manages raw and finished goods inventories.
- Suggests when items should be reordered and the normal economical quantity to order.
- Allows user-defined caption names for any of the fields in any of the tables.
- Lets the administrator assign security levels and passwords for each user.

1.3 System Requirements

For best results, be sure your system meets the following requirements:

- 300 Mhz Pentium II or compatible CPU
- 64 MB RAM (128 MB for a server)
- 40 MB of hard drive space (the exact amount required will vary depending on the amount of data entered into the system)
- Windows 95, 98, or NT.
- For multi-user (networked) operation, Windows NT or Novell is required for the server.

We use Symantec's pcAnywhere32 for online support.

We strongly encourage our customers to backup their data frequently on tape drives, Zip drives, etc.

1.4 Getting Started

You will have the best results with VICS2000 if you enter data in the correct sequence. This document lists the sequence we believe will serve you best.

1. System Setup - Enter your license information if this is not a demo version.
· Select the Systems pull down menu and then select System Setup.
· The license information will be the first tab displayed.
2. Security - If you will use VICS2000's security features, create the security levels you will assign to your users. Then add the users who have access to the system and assign each user a password and security level.
· Select the Systems pull down menu and then select Security.
· Both the users and security levels can then be created.
3. Site Locations - Enter the sites (warehouses) that belong to your company. Setting up only one site is a great way to ensure order entry and picking are done correctly. If you set up multiple sites, picking will only pick items from the sites entered at order entry.
· Select Master Files and then Site Locations.
· Enter a site location and a description (not required) and then press the Add button.
· The site location will appear in the right window.
· Press Save after all Site Locations have been added.
4. Warehouse Locations - Enter the warehouse locations (bins) within your site locations. If you pick by bin priority, assign each bin an appropriate priority. A priority of 0 indicates a bin that should not be picked from. The highest priority is 1. The next highest is 2 and so on. Ideally, each Item should be stored in only one warehouse and only one bin. This way defaults can be established for each item.
· Select Master Files and then Warehouse Locations.
· Select a site location and then press the Add key.
· Enter a Warehouse Location(Bin Number), a bin priority, and a description (not required) and then press the Save button.
· Bin Locations are a way to identify aisles, shelves, rows, sections, or bins in a warehouse.
5. Company Locations - If you will be using the purchase order module, create at least one company location to be used for receiving inventory and billing customers. This will be your company's name, address, and phone numbers.
· Select Master Files and then Company Locations.
· Press Add then enter your company's information.
6. Item Groups - Enter the Item Groups you will use. Item Groups are used to classify items into groups. A hardware company may have item groups such as Electrical, Plumbing, Lighting, or Paint. Item Groups are not a required entry.
· Select Master Files, Items, and then Item Groups.
7. Item Types - Enter the Item Types you will use. Item Types are also used to classify items into types. A hardware company may have item types such as Nuts, Bolts, Exterior Lighting, or Latex Paint. Item Types are not a required entry.
· Select Master Files, Items, and then Item Types.
8. Item Pricing - Enter the Item Price Structures you will use. Item price structures are used to assign prices for different unit of measurements, or for customers with different price breaks. Price structures can be created for level 1, level 2, or level 3 price breaks for customers that you sell to. Price structures can be established for one item price, case pricing, or pallet pricing.
· Select Master Files, Items, and then item Pricing.
9. Payment Terms - Enter the payment terms that will be used when creating purchase orders. Payment Terms can include NET 30, COD, 2/10 NET EOM, or any credit terms available from your company.
· Select Master Files, Other, and then Payment Terms.
· Enter the payment term, enter a description(optional), and then press Add.
· Press Save after all payment terms have been entered.
10. Ship VIA - Enter the Ship VIAs you will use for shipping your orders. Enter UPS, FedEx, Roadway, or any method used to ship products.
· Select Master Files, Other, and then Ship VIA.

· Enter the Ship VIA, enter a description(optional), and then press Add.
· Press Save after all Ship VIAs have been entered.
11. Vendors - If you will be using the purchase order module, enter the vendors you will order from.
· Select Master Files and then Vendors to create vendors.
· Press Add then enter the vendor information.
12. Items - Enter the Items that you sell. There are multiple tabs at the top of the Item Master Form. On the General Tab, enter the item number, description, select the item group, item type, UPC number (not required), and indicate if the item is a serialized, lotted, or kitted item.
· Under the Vendor Tab, select the Vendor and enter the vendor's item number (not required).
· Under the Reordering Tab, enter the correct default receiving location and default receiving bin. This is used as the default warehouse when entering order line items and when entering transactions. If purchase orders will be created based on reorder points, enter the reorder point and the reorder quantity for each warehouse. Make sure that each Item has a default sale price for order entry and default cost for purchase orders. This is based on the pricing structure that is selected.
· Under the Pricing Tab, select a pricing structure and enter the cost and sales price for each pricing structure. Select one cost and selling price for the default.
· The Inventory Tab is used to view the inventory at each site location. The Inventory detail button displays the inventory in detail at each bin location. Inventory is entered from the Transaction screen not from the Inventory tab.
· Select Master Files and then Items, and then Item Master.
· Press Add then enter the Item information.
13. Customer Groups - Enter any Customer Groups you wish to use (not required). Customer groups are used to classify customers. Examples of customer groups are Reseller, End User, and Manufacturer.
· Select Master Files, Customers, then Customer Groups.
14. Customer Types - Enter any Customer Types you wish to use (not required). Customer types are also used to classify customers. Examples of customer types are service and sales.
· Select Master Files, Customers, then Customer Types.
15. Customers - Enter the Customers you will sell to.
· Select Master Files, Customers, then Customer Master.
· Press Add and enter the Name, ID, address and phone numbers.
· Select the Customer Type, Customer Group, and Pricing Structure. The pricing structure is used during order entry to assign the price the customer will be charged for the item when purchased.
· Press Save after all Customer information has been entered.
16. Ship To Locations - For each Customer, enter the Ship To Locations used for order entry.
· Select Master Files, Customers, then Ship To Locations.
· Press Add and enter the Name, ID, address and phone numbers.
· Select the Customer Type, Customer Group, and Pricing Structure. Enter the pricing structure if this Ship To Customer has a different pricing structure than the pricing structure that was entered in the Customer Master.
· Press Save after all Customer Ship To information has been entered.
17. Transactions - Enter inventory quantities for each item in inventory.
· Select Tools, then Transactions.
· Press the Add button.
· Under the Transaction Type, select Adjustment.
· Enter the Item number, Site Location (the default location will appear), Bin Location (the default Bin location will appear), and the transaction Quantity (this is the number of units in inventory for that site and bin location).
· Press Save.
· The history tab is used to view each transaction.

1.5 Purchasing a License Key

The program defaults to a demo version. The demo allows you to use the entire package, however you can only enter 15 items in the Item Master. When you purchase a license key from PICS, only the modules you have purchased will be available but you will be able to enter an unlimited number of items. The cost of a license key varies depending on the number of concurrent users supported and which modules are purchased. Contact PICS for more information.

Once you have bought a license key, you can enter your license information in the License tab of the System Setup form to register the program.
If you have been given a license key file, place it in the folder where your Vics2000.exe is located. The default folder is C:\Program Files\VICS2000. When you next start VICS 2000, the program will read your license data from the license key file and save it to your database. You only need to put the file on one computer. If you are using multiple databases, you will need to open each database from the computer where you have saved the license file in order to license each database.

1.6 Disabling Modules in the Demo

If you are using the demo version and would like to disable certain modules that you are not interested in, follow these steps:

- Click on System Setup on the System menu.
- On the License tab, click on the Edit button.
- Check the modules you want to see and uncheck the ones you do not want to see. Do not change the other information.
- Click the Authorize button to authorize the modules you selected. You will get a message that the authorization was successful.
- Finally, click the Save button. When you exit System Setup, the program will enable the appropriate menu options for the modules you selected.

1.7 About PICS

PROFITABLE INVENTORY CONTROL SYSTEMS, INC.

We produce inventory control and customized systems for your individual business needs.

For more information about our products and services, our contact information is listed below.

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Bogart, GA 30622
(706) 369-7427
Fax (706) 369-7420
E-mail: pics@picsnet.com
Web site: http://www.picsnet.com

2 Using the Program

2.1 Menus

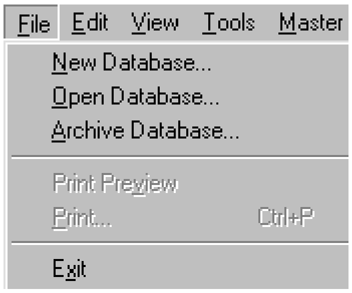
2.1.1 Menus Overview

The menu bar gives you access to all the various program functions.

The main menu has submenus for:

- File
- Edit
- View
- Tools
- Master Files
- Portable
- System
- Reports
- Window
- Help

2.1.2 File Menu

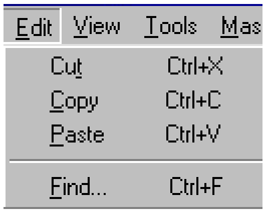


The File menu has the following options:

- New Database. This creates a new database without data in it.
- Open Database. This lets you open an existing VICS 2000 database.
- Archive Database. This lets you create an archive (backup) of your database. The default name and location of the archive database can be set in the System tab of the System Setup. It is a good idea to archive your database frequently. Should the current database become unusable, you can then restore the most recent backup and the amount of data lost will be limited.
- Print Preview. This lets you preview what will be printed on screen before sending data to the printer.
- Print. This prints data or a report on a printer.
- Exit. This closes the database and exits the VICS 2000 program.

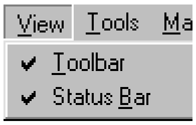
If security is enabled, an additional menu option to Logoff will appear. This lets you log the current user off and sign on as a different user.

2.1.3 Edit Menu



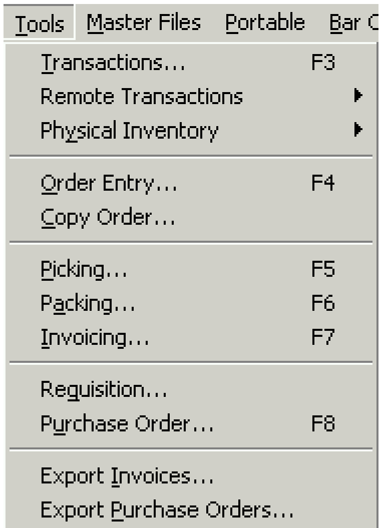
The edit menu allows traditional edit functions such as find, copy, paste, etc...

2.1.4 View Menu



The View menu allows you to customize the way you use VICS 2000. You can choose to view or not view the status bar and to view or not view the toolbar.

2.1.5 Tools Menu

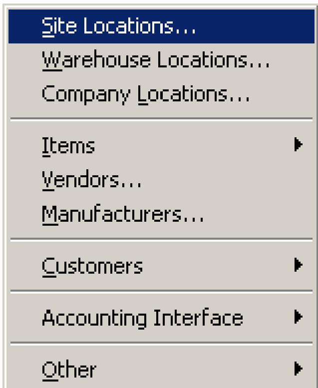


The tools menu has options for:

- Transactions
- Remote Transactions
- Physical Inventory
- Order Entry
- Copy Order
- Picking
- Packing
- Invoicing
- Requisition
- Purchase Order
- Export Invoices
- Export Purchase Orders

Note: if you have not purchased the order entry module, you will not see the options for order entry, copy order, picking, packing, and invoicing. Similarly, you will not see the purchase order and requisition commands if you have not purchased a license for the purchase order module. The physical inventory submenu can only be accessed if you have the batch barcoding or RF barcoding modules. The export invoices and export purchase orders options are only available if you have the accounting interface module.

2.1.6 Master Files Menu



The master file menu has commands to let you set up your various master files including:

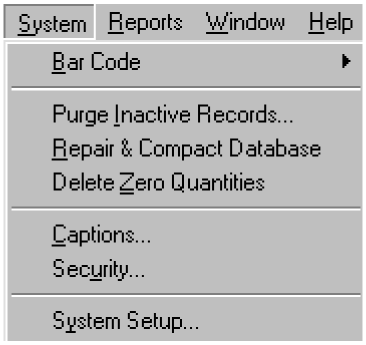
- Site Locations
- Warehouse Locations
- Company Locations
- Items. This submenu gives you access to the Item Master, Item Groups, Item Types, Item Pricing, Kitting, Bill of Materials, and Copy Bill of Materials options.
- Vendors
- Manufacturers
- Customers. This submenu lets you configure customers, ship to locations, customer groups, and customer types.
- Accounting Interface. This submenu lets you configure accounts and export accounts.
- Other. This submenu gives you access to Ship Via, Payment Terms, and Tax Jursidictions.

2.1.7 Portable Menu

The Portable menu is used with a batch barcode scanner such as the Apex II. It has menu options to:

- Retrieve Data From Portable. This lets you select a datafile to retrieve from a scanner.
- Send Program To Portable. This sends the program code to the scanner.
- Data File Exceptions. This lets you view and reprocess datafile exceptions (invalid records).
- Advanced. This submenu contains options to Set Date and Time and Load Portable OS File.

2.1.8 System Menu



The System menu has the following options:

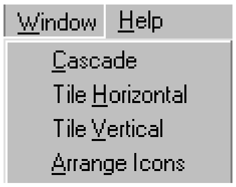
- Bar Code. This menu gives you access to various bar-code functions.
- Purge Inactive Records. This lets you purge (delete) records prior to a certain date. You can use this option to get rid of old, unneeded records and reduce the size of the database. If you might need to refer to those records at some future date, you should make an archive of the database before purging.
- Repair & Compact Database. This will repair and compact the database which decreases the size of the database file and improves its performance. In the System tab of the System Setup, you can set options to automatically repair and compact the database after a specified number of days have elapsed. To prevent errors and keep the database as small as possible, you should enable automatic compacting to occur every day.
- Captions. You can use the captions form to set up custom captions for main menu items and for labels on forms.
- Security. Use the security form to set up the users who can access the system and assign each user a security level. You can enable and disable security in the System tab of the System Setup form. When security is enabled, users must login before they can access the program.
- System Setup. The System Setup form is used to change the various system settings that control how the program operates.

2.1.9 Reports Menu

The Reports menu gives you access to reports including:

- Standard Reports. The standard reports form lets you print predefined reports that are packaged with VICS 2000 and custom queries that you have defined and saved.
- Custom Queries. The custom queries tool gives you access to all of the tables and fields in the database and lets you create custom reports using an easy-to-use visual form. Advanced users also have the option of executing more complex SQL queries.

2.1.10 Window Menu



The Window menu allows you to change the way screens are displayed. It lets you display windows:

- Cascaded
- Tiled horizontally
- Tiled vertically

You also have the option to Arrange Icons.

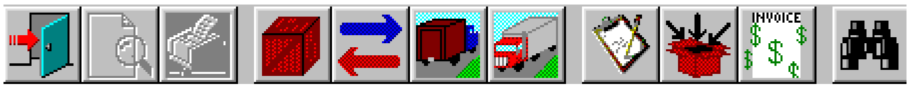
2.1.11 Help Menu

The help menu provides the following options:

- Contents. This shows you the main contents of the online help.
- Search for Help On. You can use this option to search for help on a particular topic.
- E-mail PICS for Support. This will create an e-mail message to PICS.
- About. This shows you system information such as the program's build number, the amount of free system RAM, and the speed of the PC's microprocessor.

2.1.12 Toolbar

The toolbar has icons for common program functions. Which icons are displayed depends on which modules you are licensed to use.



From left to right, the icons are:

- Exit.
- Print Preview.
- Print.
- Item Master.
- Transactions.
- Order Entry.
- Purchase Order Entry.
- Picking.
- Packing.
- Invoicing.
- Find. The Find toolbar icon lets you search for a particular record on the current form. For instance, if you are entering orders, the Find icon will show you all orders and let you select a particular order to view.

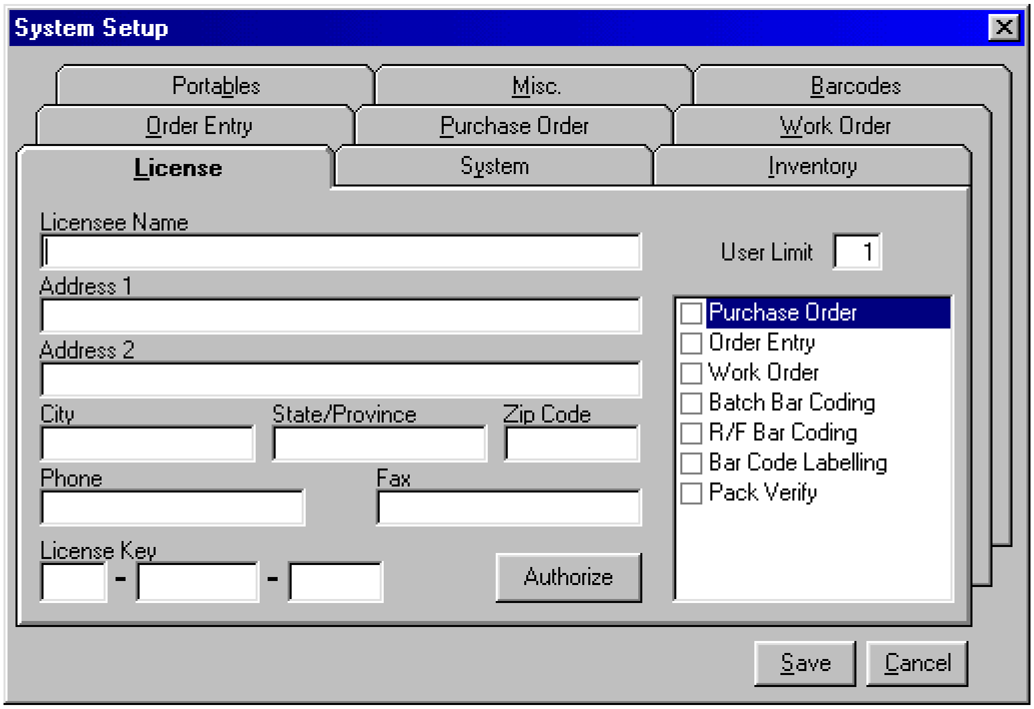
2.2 System Setup

2.2.1 System Setup Overview

The System Setup form lets you set many program settings that change the way the program operates. It also is where you enter your licensee information and authorize your license key. The System Setup form has tabs for:

- License
- System
- Inventory
- Order Entry
- Purchase Order
- Work Order
- Portables
- Misc.
- Barcodes

2.2.2 License



The license tab of the System Setup form is used to enter license information and enter license keys that you have purchased from PICS.

AUTHORIZING A LICENSE KEY

To authorize a license key, enter your licensee information in the boxes provided. You must enter the exact information used to generate your key (you will receive an e-mail or printout with this information when you buy a key). You must enter information in the Licensee Name, City, State/Province, and Zip Code boxes. The Address 1, Address 2, Phone, and Fax fields are optional.

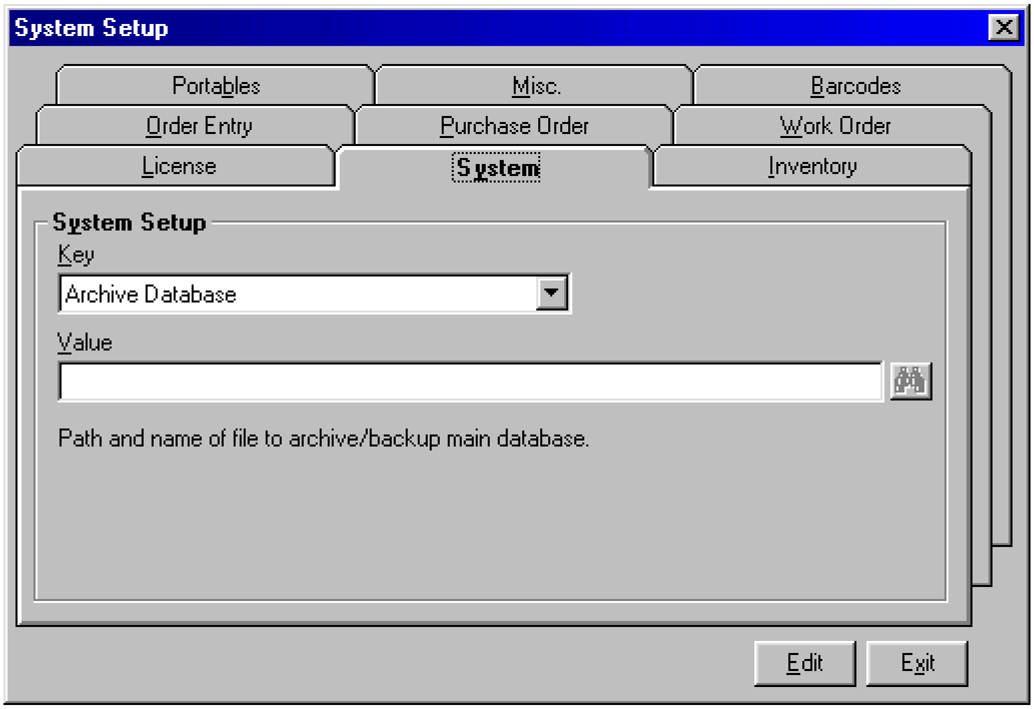
You must enter a number in the user limit field that matches the limit you ordered. This number determines how many concurrent users are supported on your VICS 2000 database.

In the modules box, click on each module you have ordered (a check mark will appear next to the module indicating it has been selected).

Enter your license key in the boxes provided then click on the Authorize button. The program will then determine whether the information you entered matches the license key. If it does, the authorization is successful.

After you have entered in your license information and authorized your license key, click on the Save button to save this information. When you exit the System Setup form, VICS 2000 will enable the menu options and toolbar buttons for the modules you have ordered. In the future when you start up the program, it will automatically check your saved license information and enable the appropriate options.

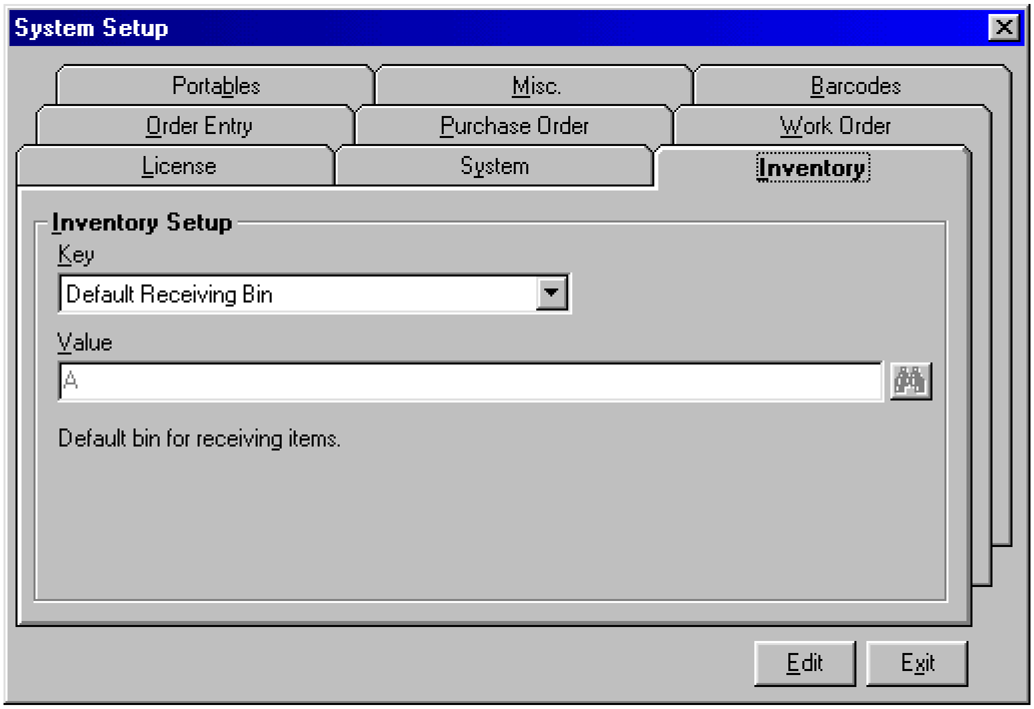
2.2.3 System



The System tab lets you set important system settings including:

- **Archive Database**: Path and name of file to archive/backup main database.
- **Compact Automatically**: Flag to tell the application to automatically compact the database every 'n' number of days set in 'Compact Frequency'. Set flag to 1 (one) to automatically compact database and 0 (zero) to turn off this option.
- **Compact Date**: Last date the database was compacted and repaired through the application utility.
- **Compact Frequency**: Number of days to elapse between 'Auto' compacting.
- **Labels Path**: Path to standard labels.
- **Reports Path**: Path to standard reports.
- **Security**: Flag to enable or disable security option. Set flag to 1 (one) to enable security or 0 (zero) to disable this option.

2.2.4 Inventory

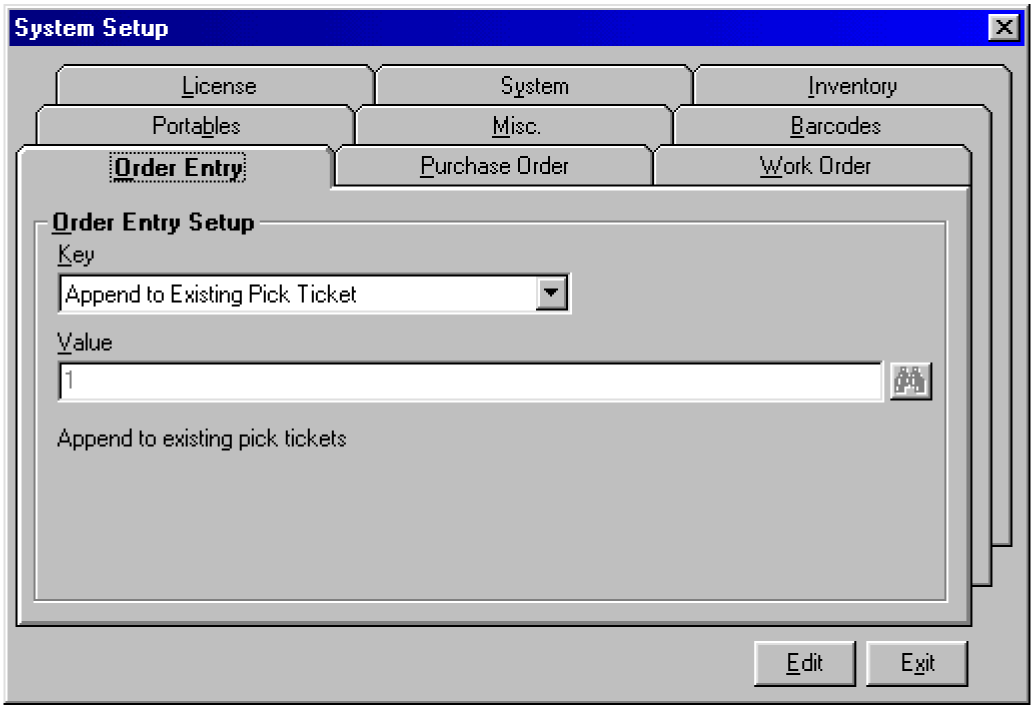


The inventory tab lets you set system settings related to tracking inventory including:

- **Auto-Adjust New Items**: When this flag is enabled, new items added in the Item Master will automatically be adjusted in inventory at the default site and default bin with a quantity of 1. Enter 1 (one) to enable this flag or 0 (zero) to disable.
- **Auto-receive Database**: Path and name of the database to auto-receive into.
- **Auto-receive Issued Items**: Flag to enable or disable auto-receiving issued items. Enter 0 (zero) to disable, 1 (one) to auto-receive all items, or 2 (two) to auto-receive only kitted items..
- **BOM Ticket Report**: Report file to use for printing bill of material tickets.
- **Carton Weight Variance**: Percentage to allow the weight to vary by when packing cartons. (Enter 2 for a 2% variance.)
- **Default Receiving Bin**: Default bin for receiving items.
- **Default Receiving Location**: Default location for receiving items.
- **Enable Pallet Number**: Flag to enable or disable the pallet number box when entering finished goods receipts. Enter 1 (one) to enable the pallet number box or 0 (zero) to disable it.
- **Finished Goods - Save Enabled**: Flag to enable or disable the save button for Finished Goods receipts. Enter 1 (one) to enable the Save button or 0 (zero) to disable the save button.
- **Pallet Delimiter**: Character to separate the lot number from the pallet number.
- **Pallet Label Report**: Report file for pallet labels.
- **Pallet Labels Copies**: Number of copies to print when printing pallet labels.
- **Receipt Labels Copies**: Number of copies of receipt labels to print after saving a receipt transaction.
- **Tracking Number**: This is the main tracking number that items will be identified by throughout the inventory control system and scanning. 1=Item Number; 2=UPC No.; 3=Cross Reference No.; 4=Primary Vendor's Item No.; 5=Secondary Vendor's Item No.; 6=Manufacturer's Item No.

- **Unique Pallet Numbers**: Flag to indicate how pallet numbers should be unique. Enter 0 (zero) to create unique pallet numbers for every item and lot number or 1 (one) to create unique pallet numbers for lot numbers only.
- **Use Pallet Numbers**: Flag to use pallet numbers. Enter 1 (one) to use pallet numbers or 0 (zero) to disable pallet numbers.
- **Use Tracking Number**: Flag to use the tracking number for transactions. Enter 0 (zero) to use item numbers for transactions or 1 (one) to use the tracking number for transactions.

2.2.5 Order Entry



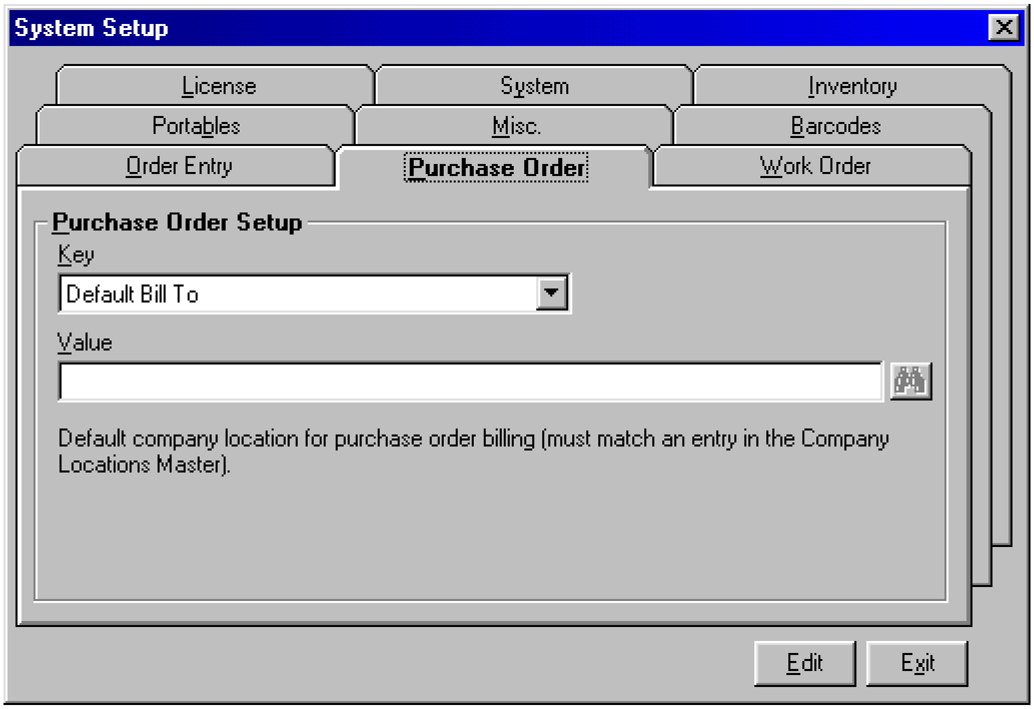
The Order Entry tab lets you set system settings related to order entry including:

- **Allow Zero Price**: Flag to allow a price of zero. Enter 1 (one) to allow a price of zero or 0 (zero) to prevent entering a price of zero.
- **Append to Existing Pick Ticket**: Append to existing pick tickets
- **Auto Backorder**: Flag to automatically create new orders at invoicing for incomplete orders. Set flag to 1 (one) to enable or 0 (zero) to disable this option.
- **Auto Pick**: Flag to enable or disable Auto Picking. Enter 1 (one) to enable auto picking or 0 (zero) to disable auto picking.
- **Auto-order BOM**: Flag to enable or disable auto-ordering the parts on a BOM when a kit is ordered. Enter 1 (one) to enable or 0 (zero) to disable.
- **Export 0 Price Items**: Flag to export items on an invoice with a 0 price or 100 discount. Enter 1 (one) to export these items or 0 (zero) not to export these items.
- **Invoice No Partial Picking**: Flag to prevent invoicing partially picked orders. Set to 1 (one) to prevent invoicing partially picked orders or 0 (zero) to allow invoicing partially picked orders.
- **Invoice Report**: Name of the Report file for printing an Invoice.
- **Order Discount Level**: Level at which a discount percentage may be applied to an order. 1=Customer Level applies the discount to all orders by customer. 2=Order Level discounts are applied to individual orders. 3=Line Item discounts may be applied to each line item.
- **Order Entry - Default Quantity**: What quantity to default to when adding order detail items in quick entry. Valid quantities are numbers greater than 0 (zero).
- **Order Entry - Quick Entry**: Flag to enable or disable Quick Order Entry when Order Entry window is opened. Set flag to 1 (one) to enable or 0 (zero) to disable this option.
- **Order Report**: Report file to use for printing orders.
- **Packing Enabled**: Flag to enable or disable Packing option. Set flag to 1 (one) to enable Packing or 0 (zero) to disable this option. If enabled, items must be Packed prior to invoicing. If disabled,

items must be Picked before invoicing.

- **Picking Always Allocate**: Flag to allocate regardless of the quantity available when picking. Set to 1 (one) to always allocate in the default site and bin regardless of the quantity available or 0 (zero) to only allocate when the quantity available is greater than zero.
- **Picking Include Pull Sheet**: When printing Pick Tickets, this option will also print a Pull Sheet for all items in the orders. 0=No; 1=Yes.
- **Picking Print Order**: When pick tickets are printed the items to be picked will be printed in this order. 0=By Item Number; 1=By Bin Location.
- **Picking Priority - First**: Items on the pick ticket are printed in this order. 0=Bin Location; 1=Bin Priority; 2=Lot\Serial Number; 3=FIFO by Receive Date; 4=LIFO by Receive Date.
- **Picking Priority - Second**: Items on the pick ticket are printed in this order. 0=Bin Location; 1=Bin Priority; 2=Lot\Serial Number; 3=FIFO by Receive Date; 4=LIFO by Receive Date.
- **Picking Priority - Third**: Items on the pick ticket are printed in this order. 0=Bin Location; 1=Bin Priority; 2=Lot\Serial Number; 3=FIFO by Receive Date; 4=LIFO by Receive Date.
- **Picking Report**: Name of the Report file for printing a Pick Ticket.
- **Picking Select Orders By**: Orders may be picked by one of these options. 0=By Order Number; 1=By Ship-To-Location; 2=By Customer.
- **Pull Sheet Report**: Report file to use for printing pull sheets.

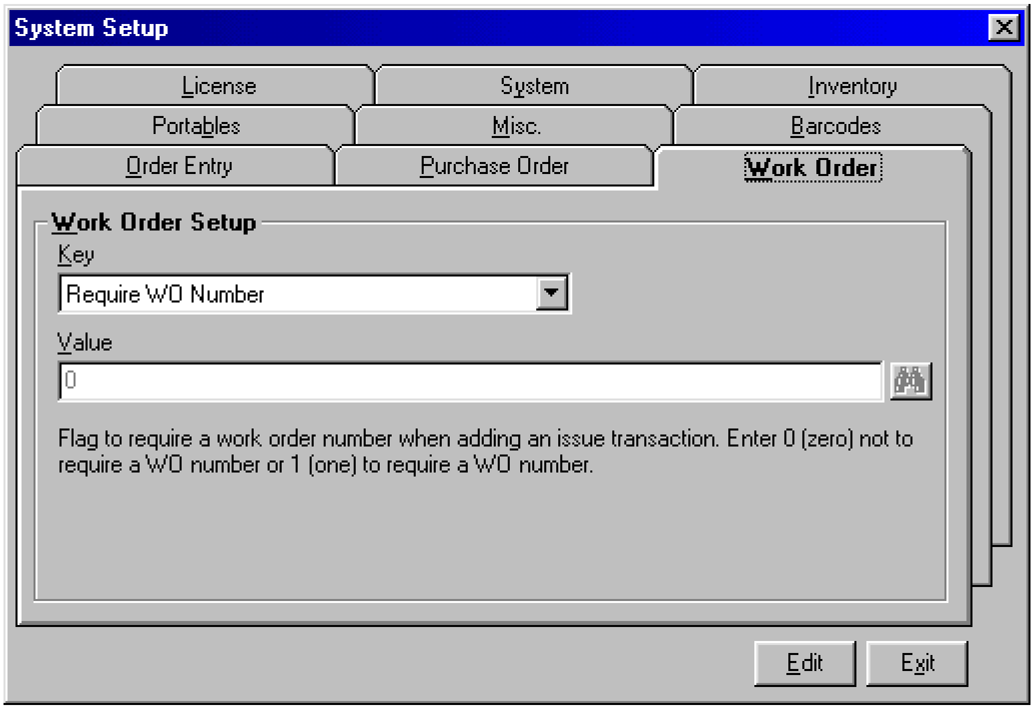
2.2.6 Purchase Order



The Purchase Order Setup tab lets you set system settings related to purchase order entry and receiving including:

- **Default Bill To**: Default company location for purchase order billing (must match an entry in the Company Locations Master).
- **Default Ship To**: Default company location for purchase order shipping (must match an entry in the Company Locations Master).
- **PO Allow Zero Price**: Flag to allow a price of zero. Enter 1 (one) to allow a price of zero or 0 (zero) to prevent entering a price of zero.
- **PO Receipt Quantities**: Enter 0 to allow any quantity, 1 to warn when the quantity received exceeds the quantity ordered, or 2 to only allow quantities equal to the purchase order.
- **PO Receive Ordered Only**: Flag to prevent the receipt of items that were not ordered. Enter 0 to receive any item or 1 to only accept ordered items.
- **PO Report Footer**: Footer to print on purchase orders.
- **PO Report Header 1**: First report header for printing on a purchase order.
- **PO Report Header 2**: Second report header for printing on a purchase order.
- **Purchase Order - Quick Entry**: Flag to use quick purchase order entry. Set flag to 1(one) to enable quick po entry or 0 (zero) to disable this option.
- **Purchase Order Report**: Report file to use for printing purchase orders.
- **Require PO Number**: Flag to require a purchase order number in receiving transactions. Enter 1 to require a purchase order number or 0 not to require one.
- **Require Valid PO Numbers**: Flag to require valid purchase order numbers. Enter 1 (one) to require valid PO numbers or 0 (zero) to allow any PO number when receiving.
- **Requisition Report**: Report file to use for printing requisitions.
- **Requisition Ticket Report**: Report file to use for printing requisition tickets.

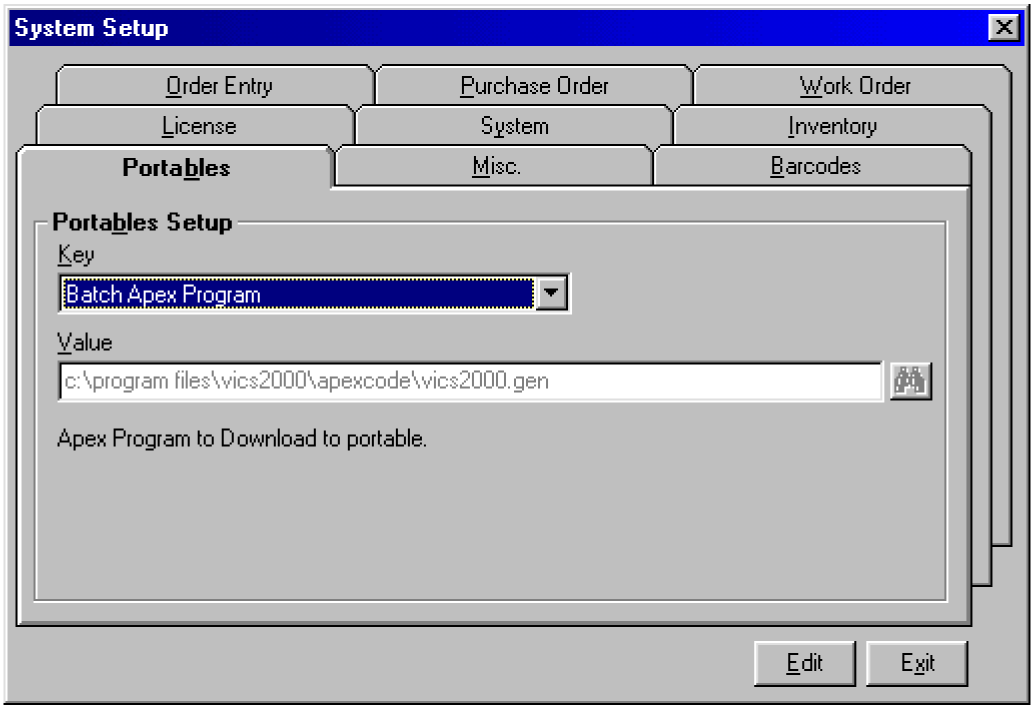
2.2.7 Work Order



The Work Order tab lets you set flags related to work orders. You can set flags to:

- **Require WO Number**. This flag when enabled requires you to enter a work order number when issuing items.

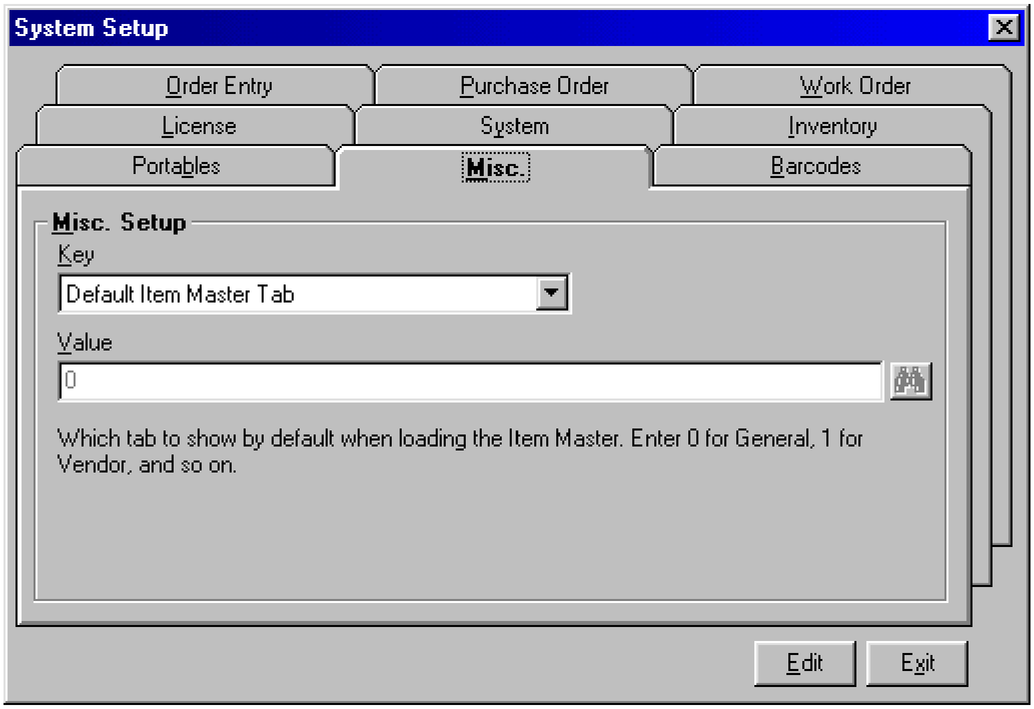
2.2.8 Portables



The Portables Setup tab lets you set system settings related to the Apex portable scanner including:

- **Batch Apex Program**: Apex Program to Download to portable.
- **Batch Baud Rate**: Baud Rate used to communicate with portable.
- **Batch Data Bits**: Data Bits used to communicate with portable.
- **Batch Data File 1**: Data file number 1 uploaded from portable.
- **Batch Data File 2**: Data file number 2 uploaded from portable.
- **Batch Data File 3**: Data file number 3 uploaded from portable.
- **Batch File Conversion Type**: Type of file to convert to when uploading data files from the portable. 1=Fixed Length; 2=Fixed Length w/ C/R Term Records; 3=Comma Quote Delimited; 4=Comma Delimited; 5=Custom Quote Delimited; 6=Dbase; 7=MS Access.
- **Batch Hand Shaking**: Hand Shaking used to communicate with portable. 0=None; 1=XonXoff; 2=RTS; 3=RTSXonXoff.
- **Batch Parity**: Parity used to communicate with portable.
- **Batch Port**: Communications port used to connect with portable.
- **Batch Portable Type**: Batch portable type (0=All, 1=Apex II, 2=Palm Pilot).
- **Batch Stop Bit**: Stop Bit used to communicate with portable.
- **Data File 1 Record Length**: Length of each record in data file number 1.
- **Palm DBF Path**: Path to Palm DBF files.
- **Palm Export Path**: Palm export path
- **Process Automatically**: Flag to automatically process uploaded data. Enter 1 (one) to automatically process uploaded data or 0 (zero) to require manual processing.

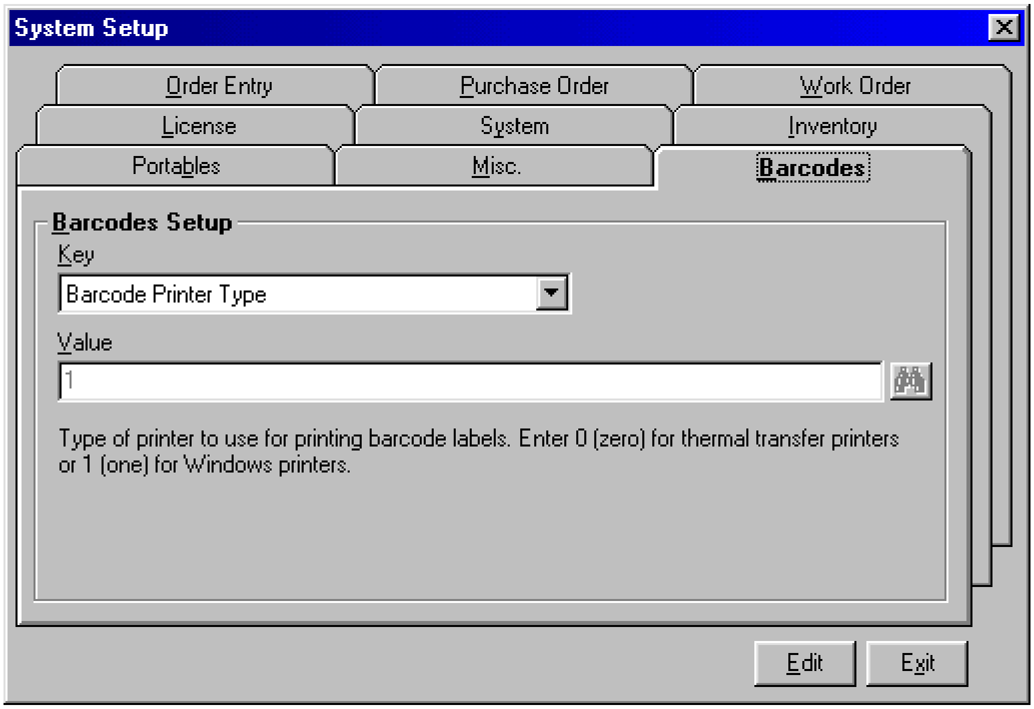
2.2.9 Misc.



The Misc. Setup tab lets you set miscellaneous program settings such as:

- **Accounting Software**: Type of accounting software to interface with. Valid values are: 0=Quickbooks.
- **Custom Query Font Size**: Font size for printing custom query reports
- **Default Item Master Tab**: Which tab to show by default when loading the Item Master. Enter 0 for General, 1 for Vendor, and so on.
- **Default Item Serialization**: What type of serialization to use by default for new items. Enter 0 (zero) for none, 1 (one) for lotted, 2 (two) for serialized, or 3 (three) for serialized with quantities.
- **I.P.G. Excise Tax**: Excise tax on I.P.G.
- **I.W.G. Excise Tax**: Excise tax on I.W.G.

2.2.10 Barcodes



The Barcodes tab lets you set system settings related to printing barcode labels including:

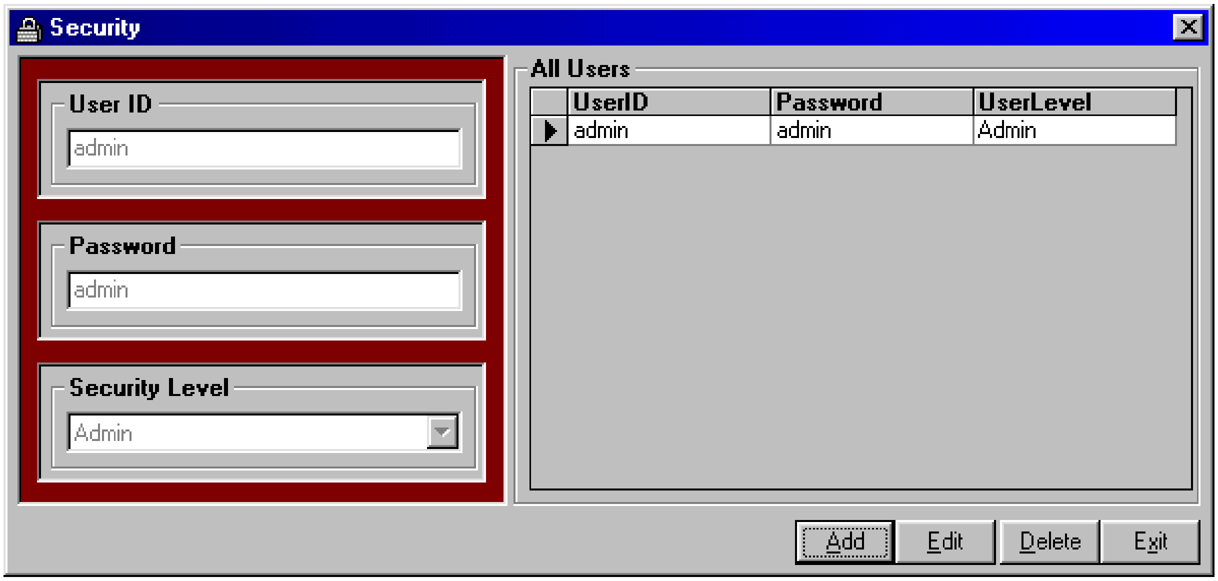
- **Barcode Printer Type**: Type of printer to use for printing barcode labels. Enter 0 (zero) for thermal transfer printers or 1 (one) for Windows printers.
- **Bin Label Report**: Report file for bin barcode labels.
- **Item Label Report**: Report file for item barcode labels.
- **Order Label Report**: Report file for order barcode labels.
- **Site Label Report**: Report file for site barcode labels.

2.3 Security

2.3.1 Security Overview

You can define the users who can access the system. Each user is given a unique password that he/she must provide upon login to gain access. You also can grant each user one of three predefined security levels that restrict what program functions they can perform. Security must be enabled in the System tab of the System Setup form in order to force users accessing the system to supply a valid user name and password.

2.3.2 Users



The Security form lets you add and delete the users who have access to the system and assign them security levels.

ADDING A USER

To add a user, click the Add button. Type in the user ID and password in the respective boxes. Select the security level the user will have then click Save. If security is enabled in the System tab of System Setup, the user will have to enter the user ID and password you entered at the login prompt in order to access the program.

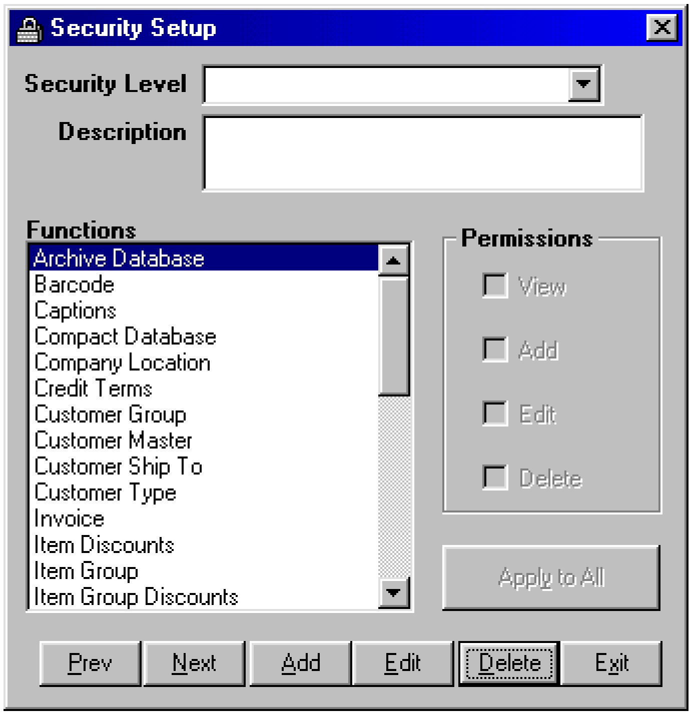
EDITING A USER

Click on the user to edit then click the Edit button. When you are done editing, click Save to save your changes or Cancel to cancel.

DELETING A USER

Click on the user in the list then click the Delete button to delete the user. You must have at least one level 4 user who can access all system functions.

2.3.3 Security Levels



The Security Setup screen lets you define security levels you can then assign to the users you create.

ADDING A SECURITY LEVEL

Click the Add button to add a new security level. Enter a name and description for the security level.

To set the permissions for a program function, click on the program function then check each type of permission to grant to this security level for the program function. If you want every program function to have the same permissions as the current function, click the Apply to All button.

When you are done setting the permissions for the security level, click the Save button to save or click Cancel to cancel.

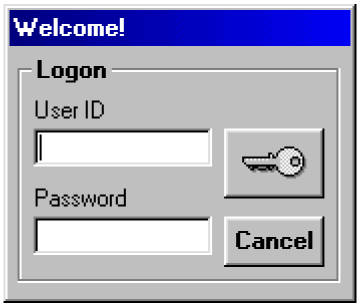
EDITING A SECURITY LEVEL

Select a security level from the list. Click the Edit button to edit the security level. When you are done editing, click the Save button to save your changes or click Cancel to cancel.

DELETING A SECURITY LEVEL

Select a security level from the list. Click the Delete button to delete the security level. You can only delete security levels that have not been assigned to any users.

2.3.4 Login

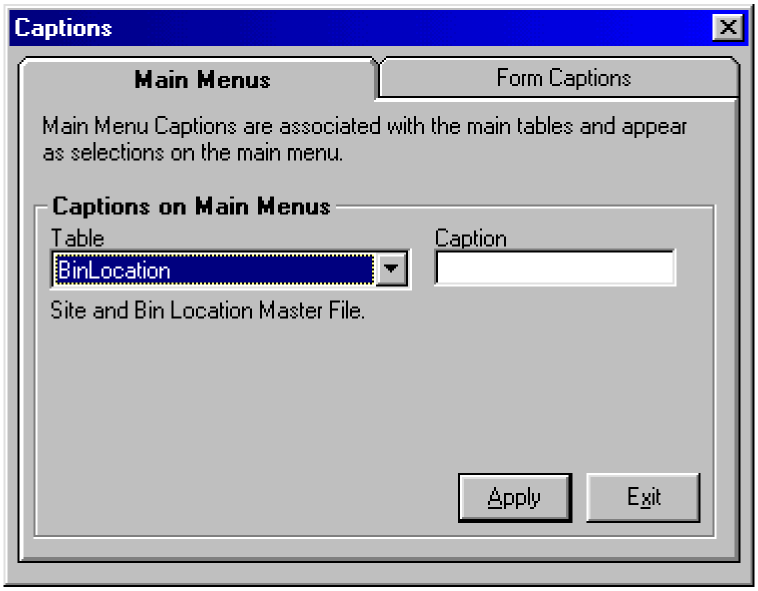


If security is enabled, users will be presented with a login screen after starting the system. In order to gain access, they will have to enter a valid user name and password (which you define in the Security option on the System menu).

Clicking on Cancel or pressing the Esc key will cancel the login and exit the program.

2.4 Captions

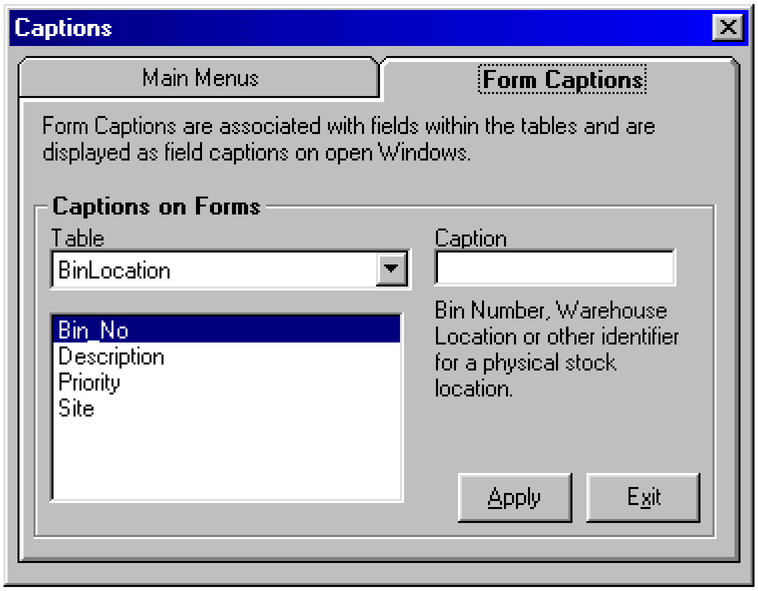
2.4.1 Main Menus Captions



The Main Menus tab of the Captions screen lets you configure captions associated with the main tables and main menu options.

To add or change a caption, select the table from the Table list. Enter or change the caption in the Caption box then click Apply.

2.4.2 Form Captions



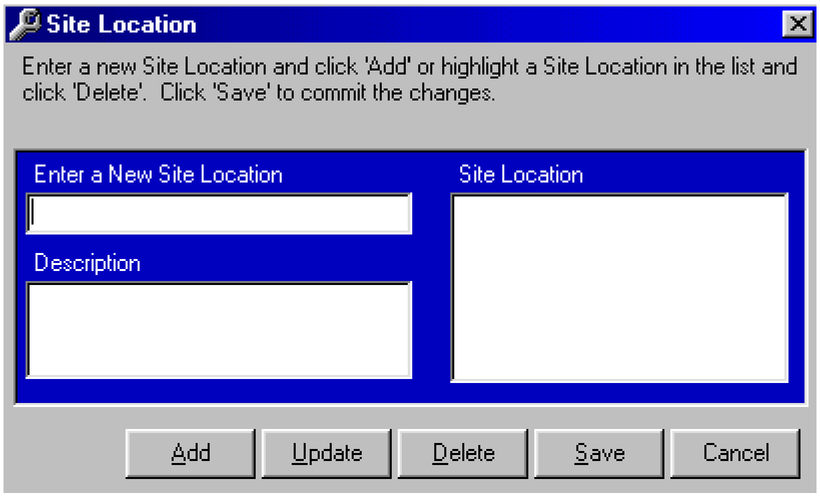
The Form Captions tab of the Captions screen lets you configure captions associated with fields within tables which are displayed on open windows.

To add or change a form caption, select a table from the Table list. Select a field in the table in the field list. Enter or change the caption in the Caption box then click Apply.

2.5 Data Entry

2.5.1 Locations

2.5.1.1 Site Locations



The Site Locations form lets you add, update, and delete site locations.

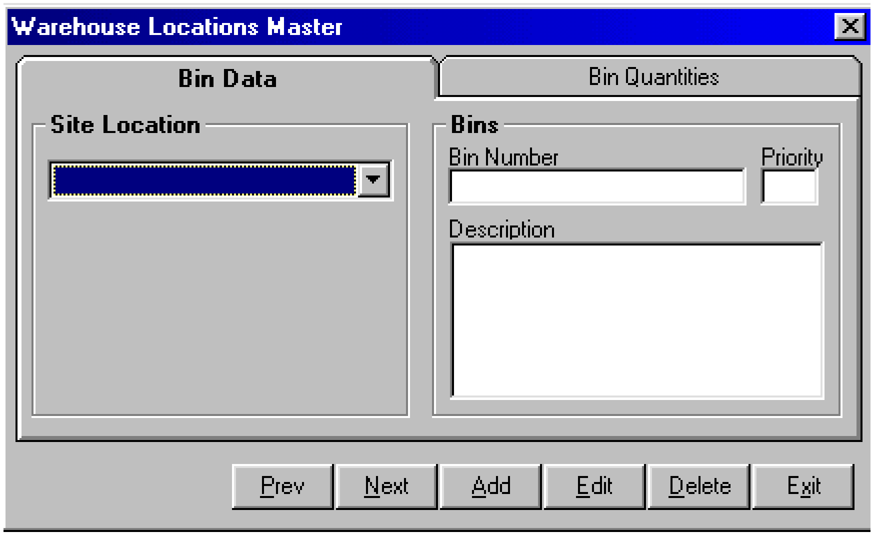
To add an site location, enter the site location in the box under Enter a New Site Location. Type in a description for the site location in the Description box. Finally, click the Add button.

To update an site location, click on the site location in the Site Location list. Make your changes in the other boxes then click the Update button.

To delete a site location, click on the site location in the Site Location list then click the Delete button.

When you are done adding, deleting, and updating, click Save to save your changes or Cancel to cancel.

2.5.1.2 Warehouse Locations

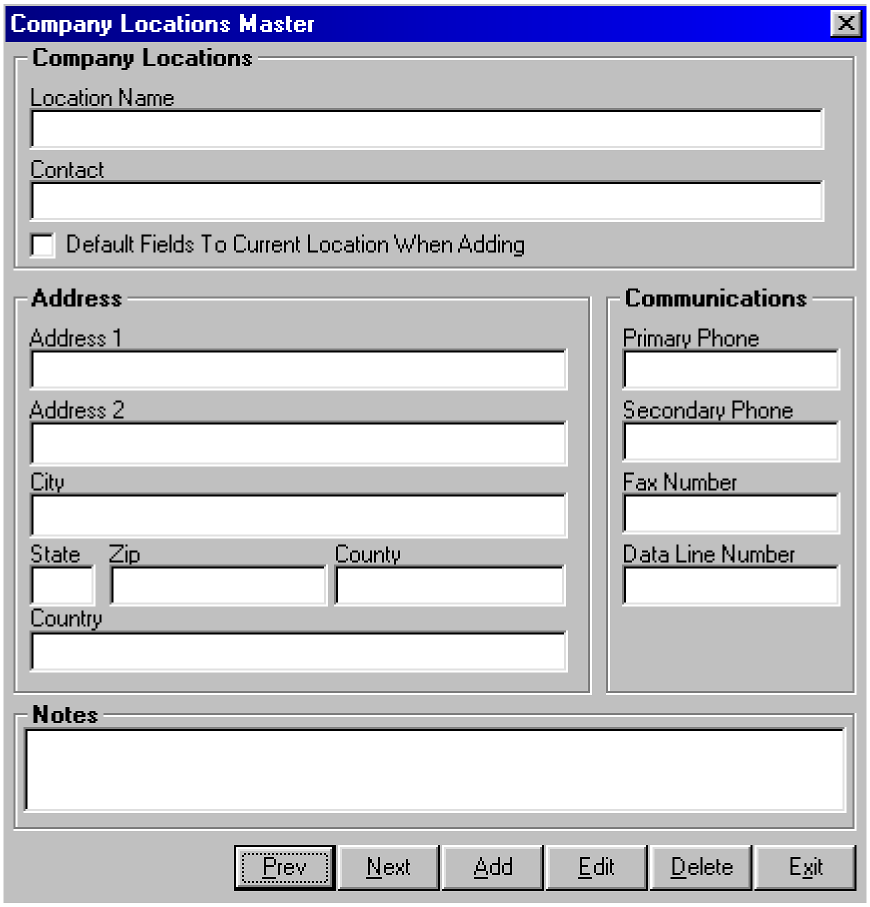


The Warehouse Locations form lets you add, edit, and delete warehouse locations.

To add a warehouse location, select a site location from the list then click the Add button. Enter the Bin Number, Priority, and Description in the respective boxes then click Save.

The Bin Quantities tab shows you the quantities of inventory on hand for the currently selected warehouse location. You cannot enter quantities on the bin quantities tab. To enter the initial quantities of items in your bins, you need to add adjustment transactions.

2.5.1.3 Company Locations



The company locations form lets you set up locations within your company for shipping and billing with purchase orders. If you set system flags for Default Bill To and Default Ship To in the Purchase Order tab of System Setup, the corresponding locations from the Company Locations master will automatically be added when new purchase orders are created.

2.5.2 Items

2.5.2.1 Item Master

2.5.2.1.1 Item Master Overview

The Item Master screen is where you add, edit, print bar code labels for, and delete the items that are in your inventory. For each item, you can configure general information, vendors and manufacturers, reordering, and pricing. You can also easily view the quantities of that item in inventory.

BROWSING ITEMS

Click the Prev and Next buttons to move to the previous and next item respectively. Click the Find toolbar button or the Find option on the Edit menu to bring up a list of items. Click on the row for the item you want to view then click the Select button to display that item.

ADDING AN ITEM

To add a new item, click the Add button then enter the item information on each of the tabs. Click the Save button when you are done to save the item or click the Cancel button to cancel adding.

EDITING AN ITEM

To edit an existing item, click the Edit button then make the necessary changes. Click the Save button when you are done to save your changes or click the Cancel button to cancel your changes.

DELETING AN ITEM

To delete an item, click the Delete button then click the Yes button when you are asked if you are sure you want to delete. (Note: in order to successfully delete an item, the item cannot be on any sales orders, purchase orders, requisitions, and there cannot be any inventory records for the item.)

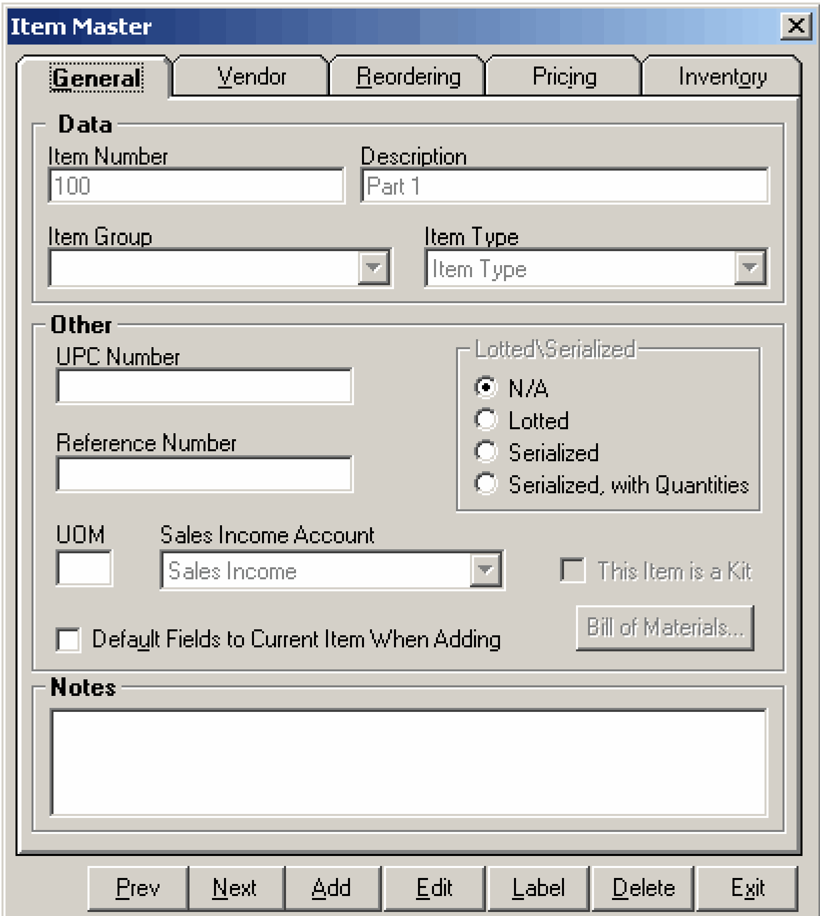
PRINTING A BAR CODE LABEL FOR AN ITEM

To print a bar code label for the item, click the Label button. If you are printing to a thermal transfer printer, you must have the printer connected to your PC and it must be turned on, online, and have the correct paper and ribbon loaded. You can also print bar code labels for multiple items from the Print Bar Code Labels screen.

EDITING THE BILL OF MATERIALS

To modify the bill of materials for a kitted item, click the Bill of Materials button.

2.5.2.1.2 Item Master General Tab



The General tab of the Item Master is where you set up general information for the item.

To add a new item, click the add button. Enter the item number in the Item Number box. Enter a description for the item in the Description box.

Select an item group and an item type in the respective lists (only previously entered groups and types will appear).

Enter the item's UPC number in the UPC Number box.

Enter a reference number for the item in the Reference Number box.

If the item is lotted or serialized, select the appropriate option.

If the item is a kit, check the This Item is a Kit box. (NOTE: kit items must be serialized.)

Enter a UOM (Unit of Measure) for the item in the UOM box.

If you are using the accounting interface module, select a Sales Income Account from the list. If you do not select one, a default account "Sales Income" will be used when creating the invoice export file.

If you want all future items to use this item's fields by default, click the Default Fields to Current Item When Adding box.

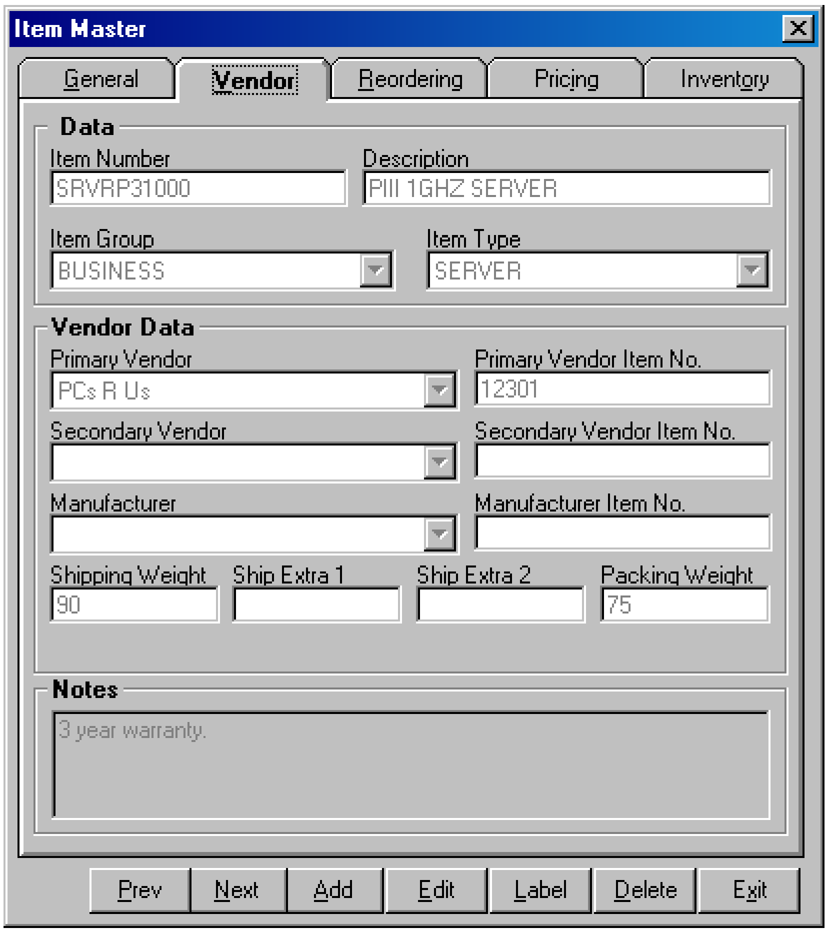
Click on the Vendor tab and enter the vendor information for this item.

Click on the Reordering tab and enter the reordering information for this item.

Click on the Pricing tab and enter the pricing information for this item.

Now that you have entered all the information for this item, click the Save button.

2.5.2.1.3 Item Master Vendor Tab



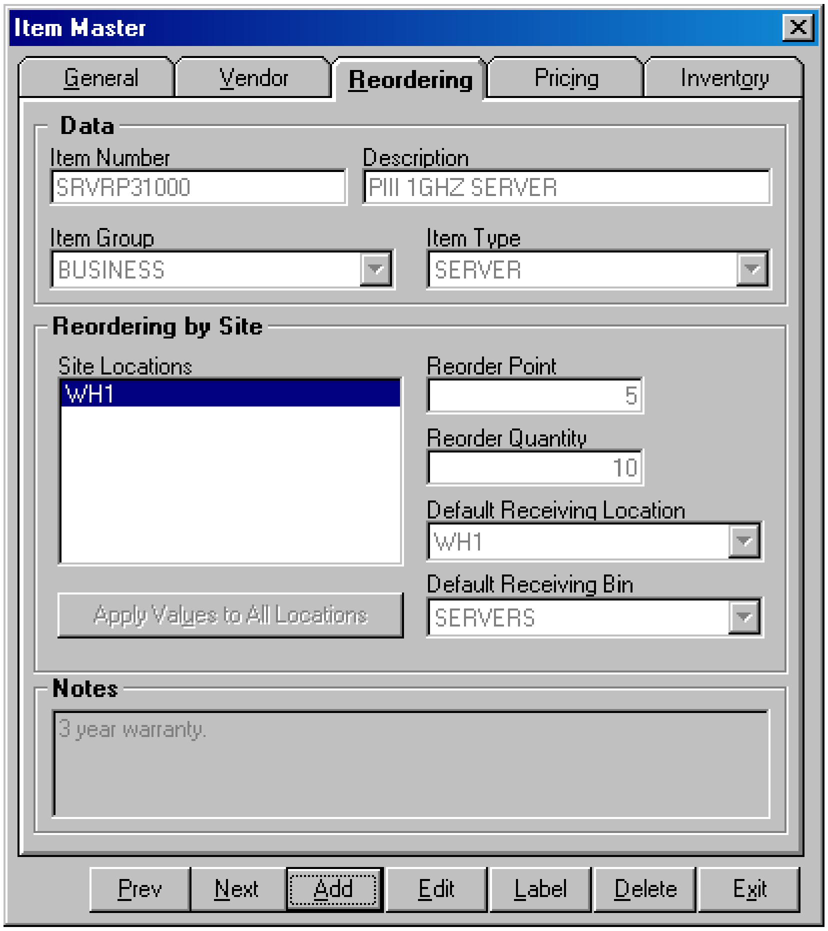
The Vendor tab of the Item Master lets you configure vendor and manufacturer information for an item.

Select the primary vendor, secondary vendor, and manufacturer from the respective lists. Only previously entered vendors and manufacturers will appear on the lists.

Enter the primary vendor item number in the Primary Vendor Item No. box, the secondary vendor item number in the Secondary Vendor Item No. box, and the manufacturer item number in the Manufacturer Item No. box.

Enter the shipping weight of the item in the Shipping Weight box. Enter any extra shipping information in the Ship Extra 1 and Ship Extra 2 boxes. Enter the packing weight of the item in the Packing Weight box.

2.5.2.1.4 Item Master Reordering Tab



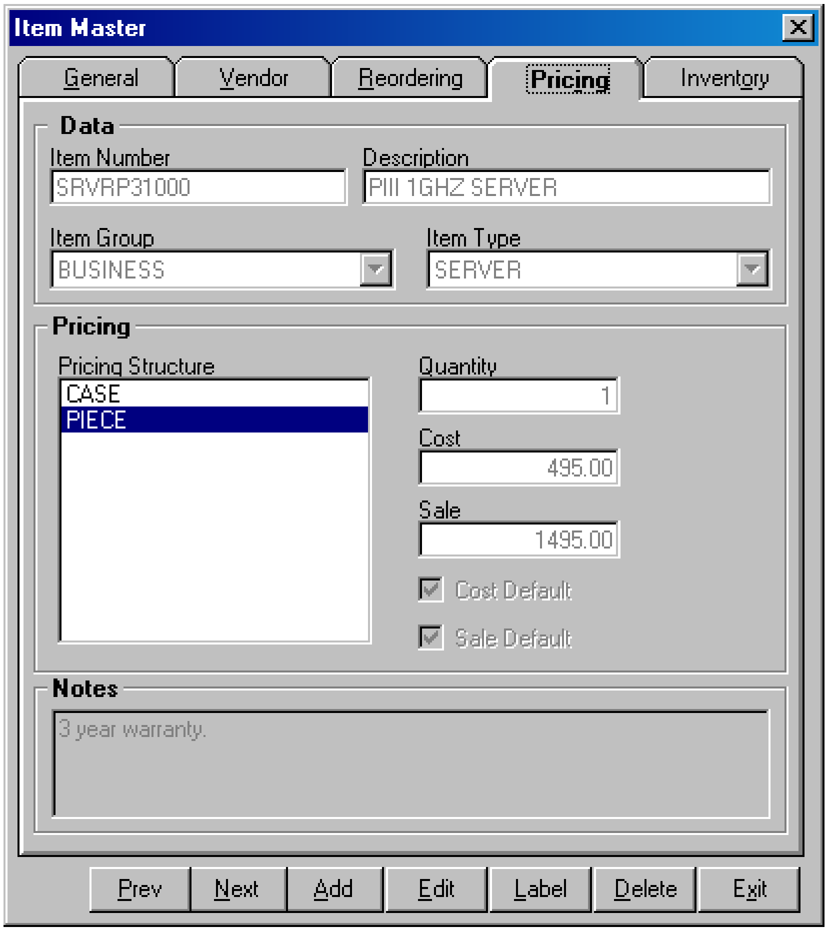
The Reordering tab of the Item Master lets you configure reorder points and reorder quantities for an item.

Select a site location from the Site Locations list. Enter the reorder point in the Reorder Point box and the reorder quantity in the Reorder Quantity box.

Select a location to be the Default Receiving Location and a Default Receiving Bin for the item from the lists. The location and bin you select will automatically be displayed when you enter a receipt transaction for this item.

If you want the reorder point and reorder quantity for the other locations for this item to match the currently displayed values, click the Apply Values to All Locations button. Otherwise, select and enter data for the other site locations.

2.5.2.1.5 Item Master Pricing Tab



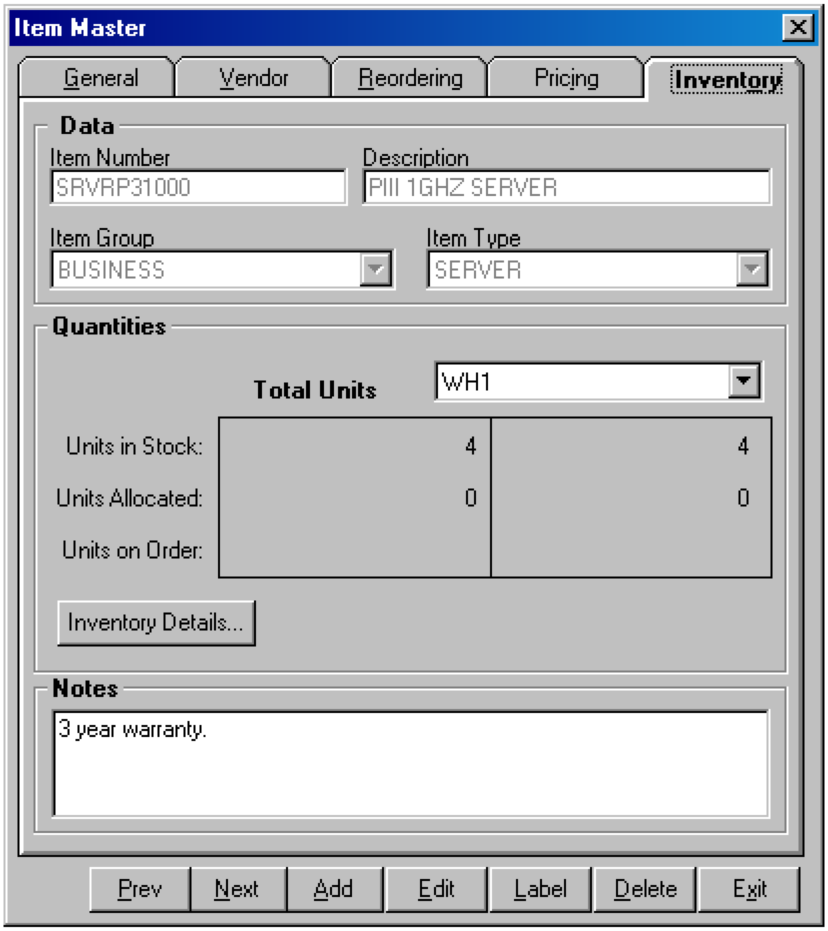
The Pricing tab of the Item Master lets you configure pricing information for an item.

Select a pricing structure from the Pricing Structure list and enter the quantity, cost, and sale data in the respective boxes. (Only previously entered pricing structures will appear in the list.)

If you want the cost for the selected pricing structure to be the default when adding this item to purchase orders, click on the Cost Default box.

If you want the sale for the selected pricing structure to be the default when adding this item to customer orders, click on the Sale Default box.

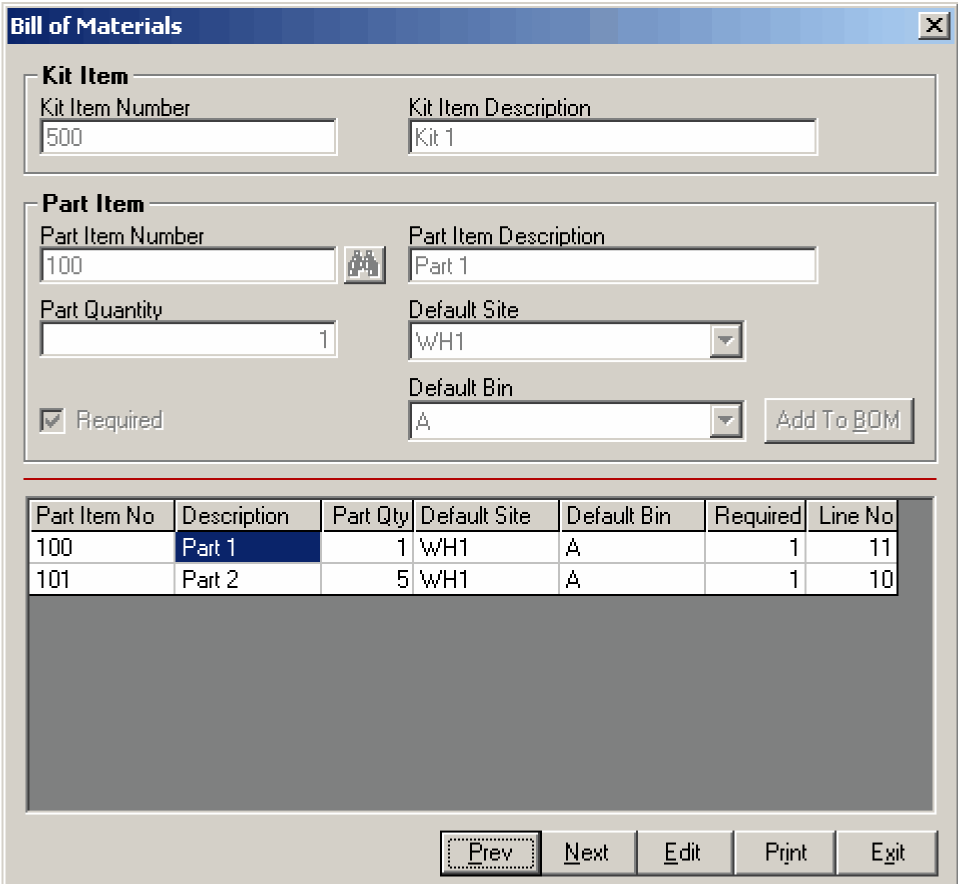
2.5.2.1.6 Item Master Inventory Tab



The Inventory tab of the Item Master lets you view the inventory for this item. Select a site location from the list. The units in stock, units allocated, and units on order for the item in that site location will be displayed as well as the total units.

Click on the Inventory Details... button to see a more detailed breakdown of the inventory quantities for this item.

2.5.2.2 Bill of Materials



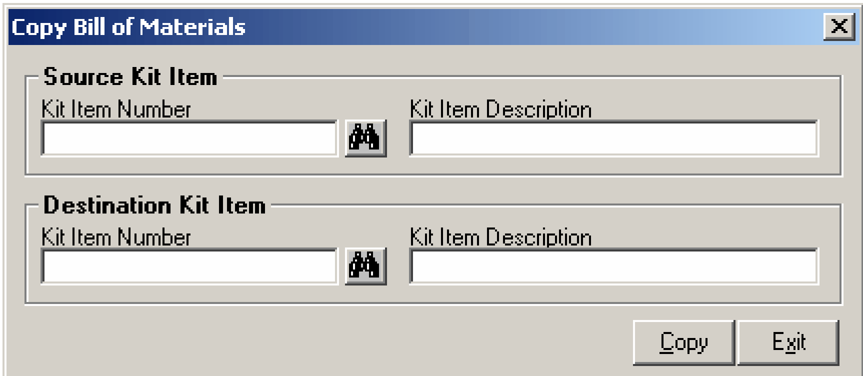
The Bill of Materials screen lets you define the part items that are part of a kitted item.

Select the kitted item by clicking the Prev and Next button. You can also select from a list of kitted items by clicking Find on the Edit menu or by clicking the Find toolbar button. Click on the row in the grid for the kitted item you want to edit then click the Select button.

Click the Edit button to edit the displayed bill of materials. To add a component item to the bill of materials, enter the item number in Part Item Number field. Enter the quantity in the Part Quantity field. Check the Required box if the part item is required to be in the kit. Select the Default Site to order or relieve the part from. Select the Default Bin to order or relieve the part from. Click the Add to BOM button to add the part item to the bill of materials.

Click the Print button to print a bill of materials ticket listing the inventory locations that contain the part items needed to build a kit based on the bill of materials.

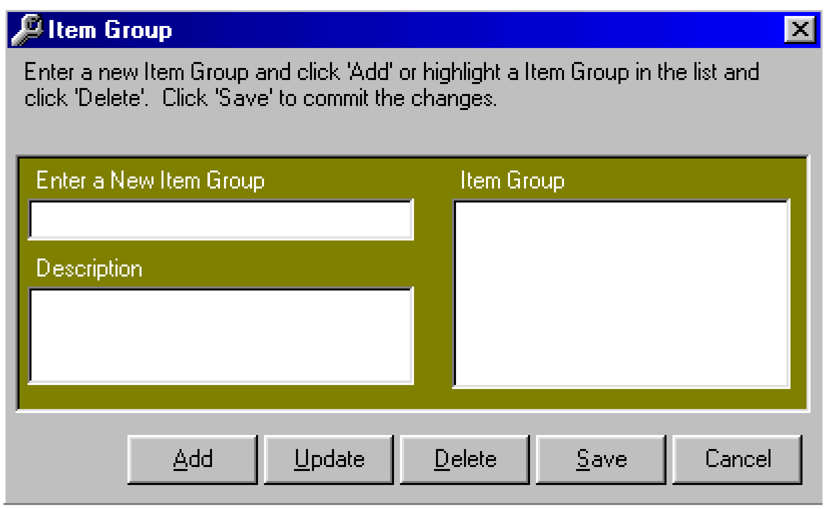
2.5.2.3 Copy Bill of Materials



The Copy Bill of Materials screen lets you copy the bill of materials from the source kit to another kit. All the component parts on the source kit's bill of materials will be added to the destination kit's bill of materials. The existing bill of materials for the destination kit (if any) will be deleted before the source bill of materials is copied.

To copy a bill of materials, enter the source Kit Item Number. You can also select the source Kit Item Number from a list by clicking on the find (binoculars) button next to the field, clicking on the row containing the desired item number, then clicking the Select button. Enter the destination Kit Item Number. You can also select the destination Kit Item Number from a list by clicking on the find (binoculars) button next to the field. Click the Copy button to copy the bill of materials from the source Kit Item Number to the destination Kit Item Number. You will be prompted if you are sure you want to copy. Click Yes if you are sure or No if you do not want to copy.

2.5.2.4 Item Group



The Item Group form lets you add, update, and delete item groups.

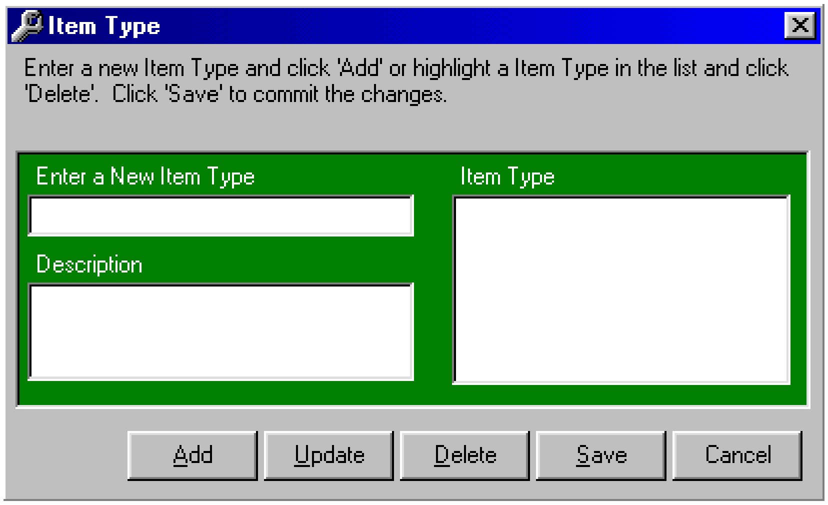
To add an item group, enter the item group in the box under Enter a New Item Group. Type in a description for the item group in the Description box. Finally, click the Add button.

To update an item group, click on the item group in the Item Group list. Make your changes in the other boxes then click the Update button.

To delete an item group, click on the item group in the Item Group list then click the Delete button.

When you are done adding, deleting, and updating, click Save to save your changes or Cancel to cancel.

2.5.2.5 Item Type



The Item Type form lets you add, update, and delete item types.

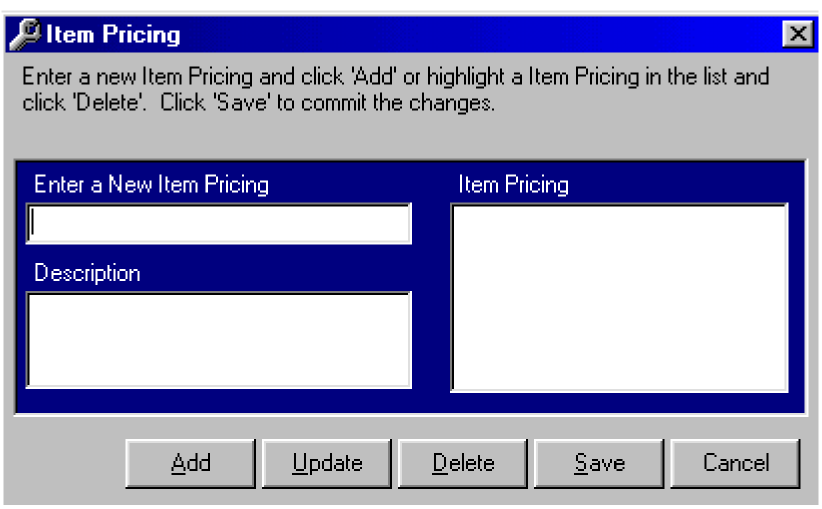
To add an item type, enter the item type in the box under Enter a New Item Type. Type in a description for the item type in the Description box. Finally, click the Add button.

To update an item type, click on the item type in the Item Type list. Make your changes in the other boxes then click the Update button.

To delete an item type, click on the item type in the Item Type list then click the Delete button.

When you are done adding, deleting, and updating, click Save to save your changes or Cancel to cancel.

2.5.2.6 Item Pricing



The Item Pricing form lets you add, update, and delete item pricing.

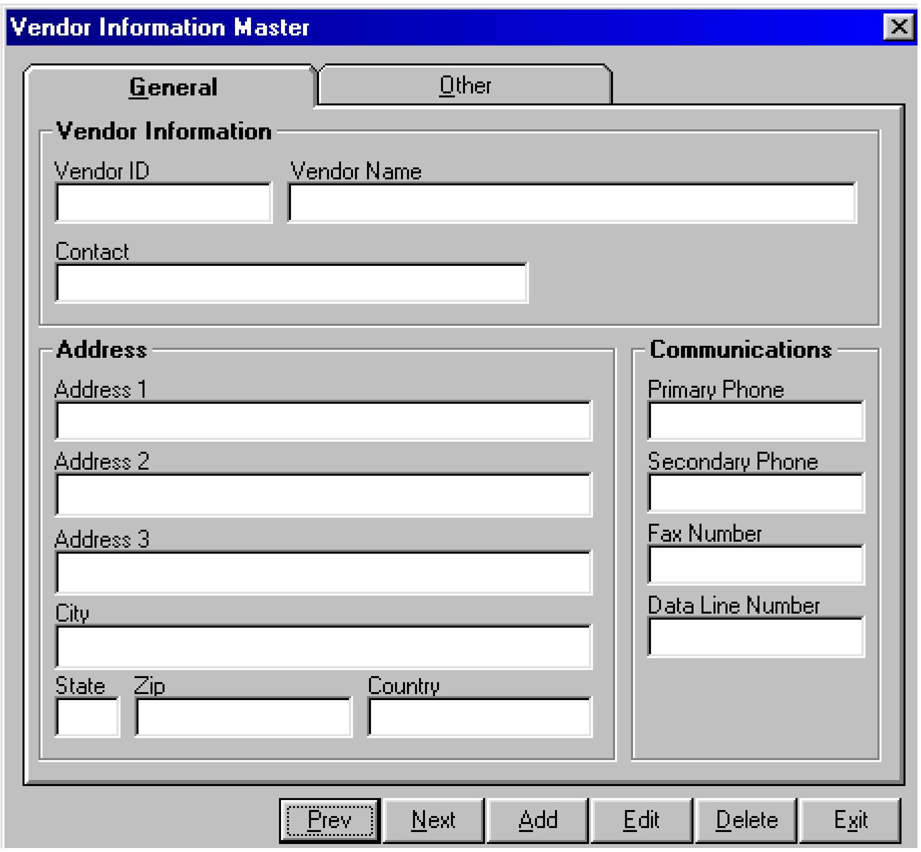
To add an item pricing, enter the item pricing in the box under Enter a New Item Pricing. Type in a description for the item pricing in the Description box. Finally, click the Add button.

To update an item pricing, click on the item pricing in the Item Pricing list. Make your changes in the other boxes then click the Update button.

To delete an item pricing, click on the item pricing in the Item Pricing list then click the Delete button.

When you are done adding, deleting, and updating, click Save to save your changes or Cancel to cancel.

2.5.2.7 Vendors

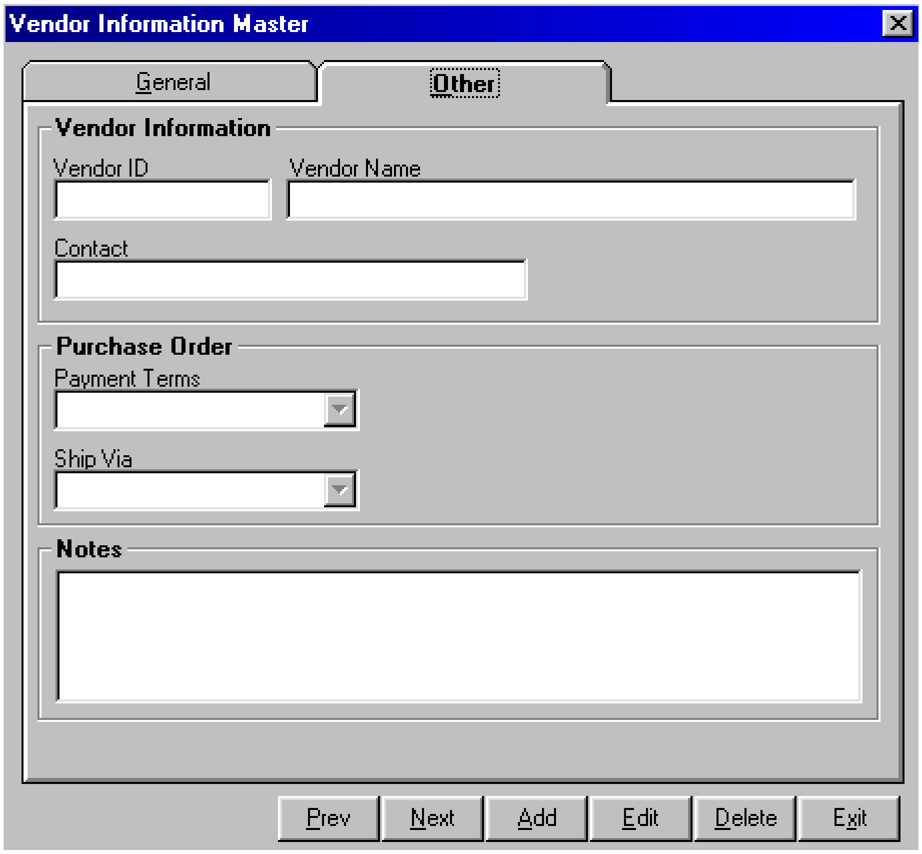


The vendor master lets you add, edit, and delete the vendors that sell the items in your inventory. You must enter vendors prior to adding purchase orders and purchase order requisitions.

To add a vendor, click Add then enter the vendor id and vendor name.

Fill in the vendor's address and phone numbers.

Click on the Other tab to enter other information.

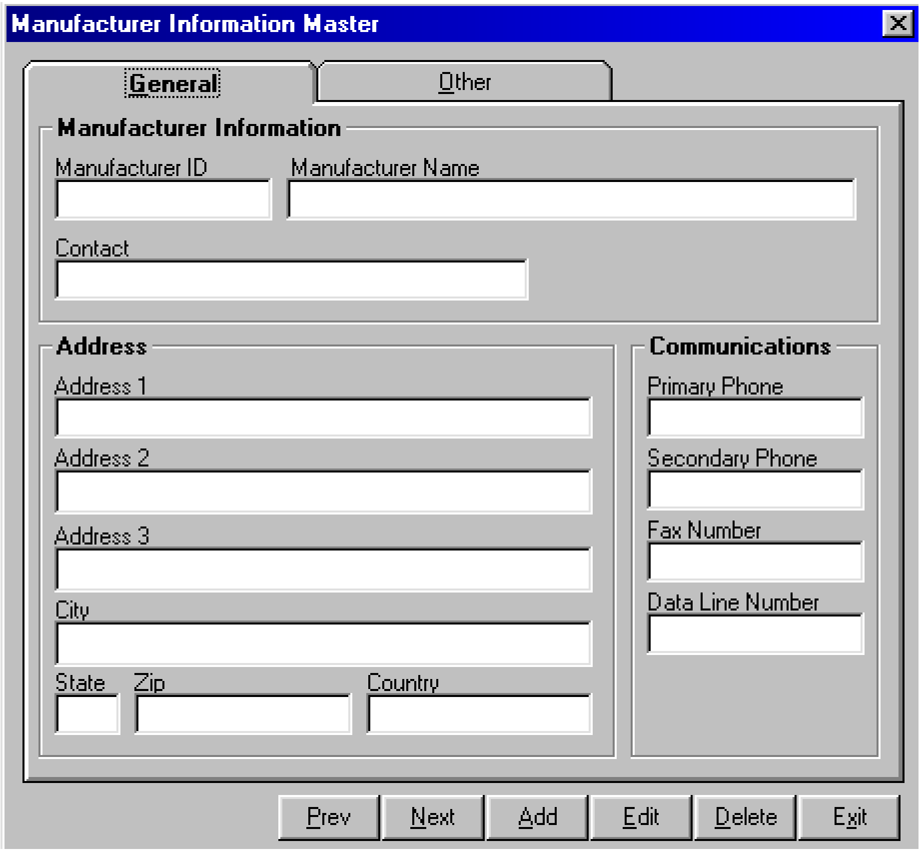


Select the payment terms and ship via to use when adding purchase orders for the vendor.

Enter notes if any for the vendor.

Click Save to save the vendor.

2.5.2.8 Manufacturers

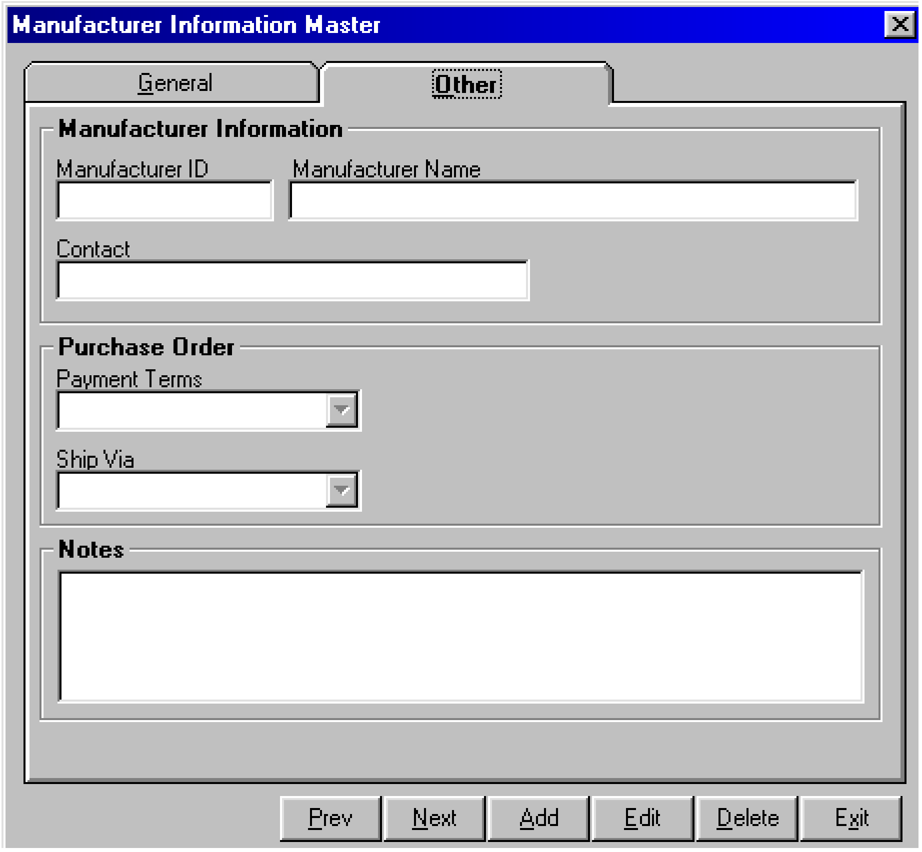


The manufacturers master lets you add, edit, and delete the manufacturers who produce the items in your inventory.

To add a manufacturer, click Add. Enter the manufacturer id and manufacturer name.

Enter the contact, address, and phone information for the manufacturer.

Click the Other tab to enter other data for the manufacturer.

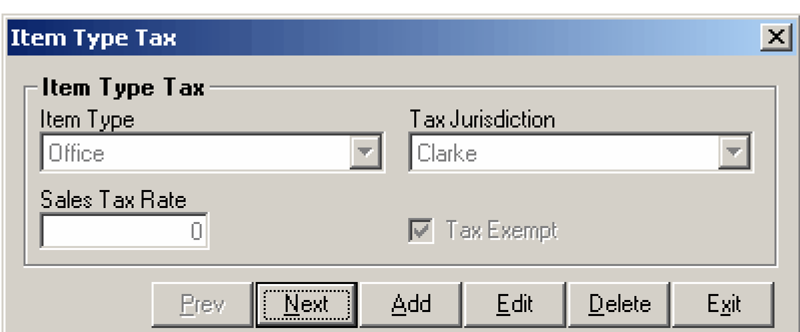


You can enter a payment terms and ship via for a manufacturer, although currently you cannot generate a purchase order directly to a manufacturer.

Enter any notes for the manufacturer.

Click Save to save the manufacturer.

2.5.2.9 Item Type Tax



The Item Type Tax screen lets you specify sales tax rates and tax exempt status for specific item types. All items with that item type will receive the sales tax rate and tax exempt status on your invoices. If an item has an item type with an item type tax, the item type sales tax rate and tax exempt status will be used instead of the sales tax rate from the customer's or customer ship to's tax jurisdiction. However, if the customer or customer ship to is tax exempt an item will be tax exempt even if the item is not specificed as tax exempt in the item type tax screen.

BROWSING ITEM TYPE TAXES

Use the Prev and Next buttons to move to the previous and next item type tax records respectively. You can also go to a specific item type tax by clicking the find (binoculars) button on the toolbar or the Find option on the Edit menu, clicking the item type tax on the list, then clicking the Select button.

ADDING AN ITEM TYPE TAX

To add an item type tax, click the Add button. Select the Item Type from the list. Select the Tax Jurisdiction from the list. Enter the sales tax rate (for a 7% sales tax rate, enter "7"). Check the Tax Exempt box if all items with the specified item type should be tax exempt. Click Save to save the item type tax or click Cancel to return to browse mode without saving.

EDITING AN ITEM TYPE TAX

To edit an item type tax, click the Edit button. Make the desired changes then click Save to save your changes or click Cancel to return to browse mode without saving.

DELETING AN ITEM TYPE TAX

To delete an item type tax, click the Delete button. If you are sure you want to delete the item type tax, click Yes otherwise click No.

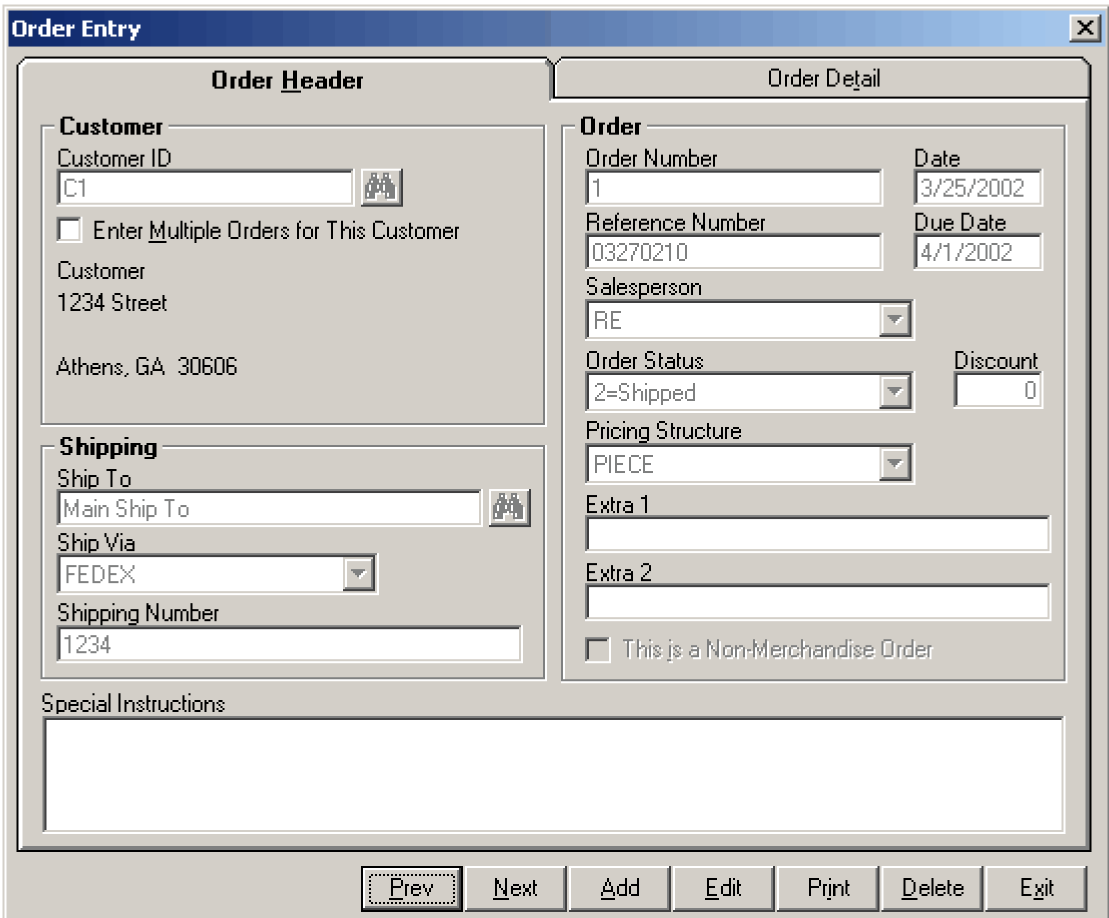
2.5.3 Orders

2.5.3.1 Order Entry

2.5.3.1.1 Order Entry Overview

The order entry form allows you to add, edit, delete, and print orders.

2.5.3.1.2 Order Header



When adding an order, the first thing you need to do is fill in the order header form.

Enter the order number in the Order Number box.

By default, the current date will be placed in the order date field. If you want a different date, edit the value now.

You may optionally specify a due date for the order. The due date cannot be earlier than the order date.

If the order has a reference number, enter it in the Reference Number box.

By default, the salesperson that was entered in the customer ship to master is selected as the salesperson for the order. If no salesperson was selected in the customer ship to master, the salesperson entered in the customer master is selected. If you want to assign a different salesperson for the order, you can select the salesperson from the list.

New orders default to Open status. If you want a different status such as Hold, select that value from the list.

Enter any extra information you want displayed on pick tickets and invoices for the order in the Extra 1 and Extra 2 boxes.

Select a customer for the order and enter the customer's ID in the Customer ID box. (Only previously entered customers can be selected.) If you entered default ship via, payment terms, pricing structure, or discount when setting up the customer, the respective fields will display those values.

If you want to add multiple orders for this customer, click on the Enter Multiple Orders for This Customer box.

Pick a Ship To location for the customer and enter it in the Ship To Box. (Only previously entered ship to locations can be selected.)

Select a method to Ship Via from the list. (Only previously entered ship via will be listed.)

The shipping number for the selected customer is automatically entered in the Shipping Number field. You can enter a different shipping number if needed.

Select a pricing structure to use for the order.

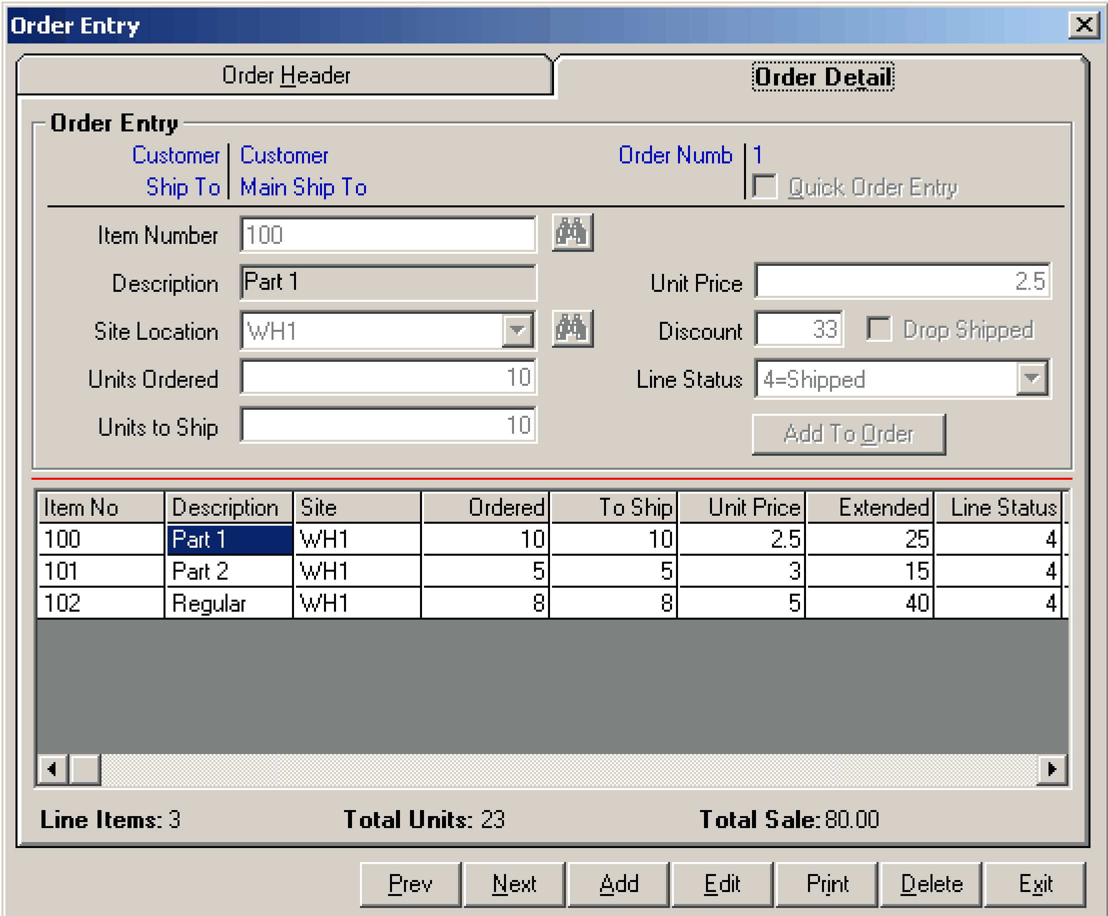
Depending on how you configured discounts when setting up your customers, a discount will be displayed in the Discount box. If you want a different discount, edit the value.

Enter any special instructions for this order in the Special Instructions box.

Click on This is A Non-Merchandise Order box if you want this to be a non-merchandise order. If this is checked, you can invoice the order immediately after saving it without using the picking and packing modules. You can only select whether an order is merchandise or non-merchandise when you first add it.

Now click on the Order Detail tab and enter all the line items for this order.

2.5.3.1.3 Order Detail



The Order Detail tab is where you enter line items for an order.

ENTERING AN ITEM

If you want to quickly enter multiple quantities for each item, click on the Quick Order Entry box. If you have set the "Order Entry - Default Quantity" flag to a number greater than zero, that quantity will appear automatically in the Units Ordered and Units to Ship boxes.

Enter an item number in the Item Number box.

Enter the units ordered and the units to ship in the respective boxes.

If you have specified a Default Sale price in the Item Master, the program will fill in the Unit Price box with that price.

The appropriate discount will automatically be entered in the Discount box. Discounts will be selected based on the following order of priority from highest to lowest: customer id and item number, customer id and item group, customer id, order header. If you want a different discount than the one selected, you can edit the value put in the Discount box.

Check the Drop Ship checkbox if you want the item to be drop shipped. When you pick a drop shipped item, it is not allocated in your regular inventory. Instead, it is assigned to a DropShip bin the site location you entered on the order detail. If there is no DropShip bin in that site location, a DropShip bin is automatically added. Note that no inventory is created in the DropShip bin. It is simply used for recording where the drop shipped item was picked from and is displayed on the pick ticket and pull sheet. Drop shipped items are automatically packed when they are picked. Since a drop shipped item is not in your inventory, you cannot un-pick it once it has been picked. If you have the "Dropship Kitted Items" flag in System Setup on the Order Entry tab set to "1", then any kitted item you enter will automatically be set to be drop shipped.

By default, new line items have an Open status. If you want a different status such as Hold, select it from the list.

Click on Add to Order to add the line item to the order. The total line items, total units, and total sale will be updated automatically.

ENTERING MULTIPLE AMOUNTS FOR AN ITEM

If you add a quantity of an item that already exists in the list, the new quantity will be added to the existing quantity and the unit price and order status fields will be changed to match the new item's fields.

AUTO-ORDERING BILL OF MATERIALS FOR KITTED ITEMS

If you have the "Auto-order BOM" flag enabled in System Setup on the Order Entry tab, then when you add an item that is a kit to an order the parts on the kit's bill of materials will automatically be added to the order. The parts will automatically be given a price of 0.00 and a discount of 100. If you change the quantity for a kit that is already on the order or delete a kitted item from the order, the part quantities on the order will be adjusted appropriately.

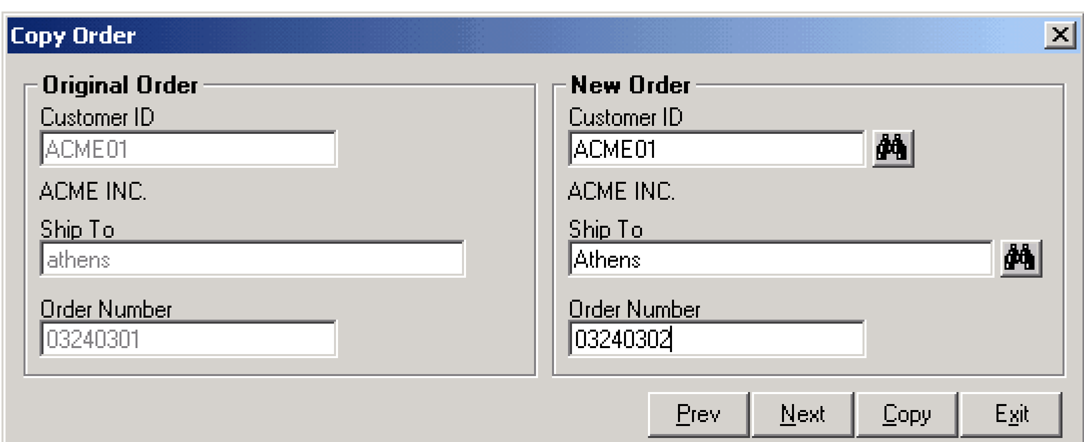
EDITING AN EXISTING ITEM

To edit a line item, click on the item's row in the list. Change the information in the boxes then click Add to Order to update the list. If you change the value in the quantity box, the line item's quantity will be set to the new quantity.

DELETING AN EXISTING LINE ITEM

To delete a line item, click on the item's row then press the Delete key. Only open items can be deleted.

2.5.3.2 Copy Order



The Copy Order screen lets you make a new order that is a copy of an existing order. Click Previous or Next to browse through the existing orders or click on the Find button on the Edit menu or the Find button on the toolbar to bring up a list of orders. Enter the Customer ID, Ship To, and Order Number for the new order that you want to create then click the Copy button to create a new order that is a copy of the existing order. The new order will have the same header information (other than the customer id, ship to, and order number) and the same line items. If the "Copy Order - Keep Discounts" flag in System Setup on the Order Entry tab is set to 0, the line item discounts will be changed to the discount set up for the new customer id in the Customer Master. If the "Copy Order - Keep Drop Ship" flag in System Setup on the Order Entry tab is set to 0, the drop ship flag for all line items will be unchecked. If the "Copy Order - Keep Prices" flag in System Setup on the Order Entry tab is set to 0, then the price for each line item will be set using the price structure specified for the new customer id in the Customer Master or the default sale price if no price structure was selected.

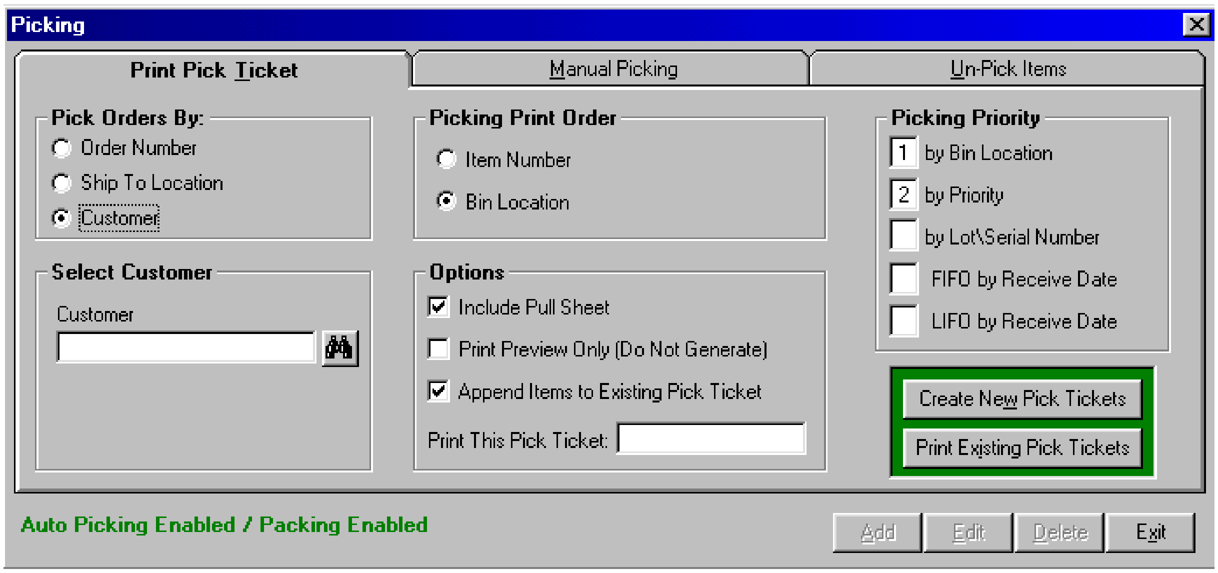
2.5.3.3 Order Picking

2.5.3.3.1 Order Picking Overview

The order picking screen lets you pick items on sales orders in preparation for packing and shipping. When items are picked, they are also allocated in inventory.

You can set several flags in the Order Entry tab of System Setup that control which options are selected when you bring up the order picking screen. There must be enough inventory on hand for an item in order to pick it.

2.5.3.3.2 Order Picking Print Pick Ticket Tab



The Print Pick Ticket tab of the Order Picking screen lets you print pick tickets and allocate inventory for packing and shipping. You can select what report file will be used for print pick tickets in the Order Entry tab of System Setup. The system will indicate at the bottom left whether Auto Picking and Packing are enabled or disabled. You can select to enable or disable auto picking and packing in System Setup. If you haven't purchased the Pack Verify module, packing will always be disabled.

PRINTING NEW PICK TICKETS

Select the method for selecting orders under Pick Orders By. The methods you can select are: Order Number, Ship To Location, and Customer.

Depending on the method you selected, fill in the box(es) under Select Customer/Order Number/Ship To Location.

Choose whether to print by Item Number of Bin Location order under Picking Print Order.

Under options, select whether you want to include a pull sheet. If you do not want to allocate inventory, click on Print Preview Only (Do Not Generate).

Click on Append to Existing Pick Tickets if you want to append to existing pick tickets when re-picking orders that were not completely picked.

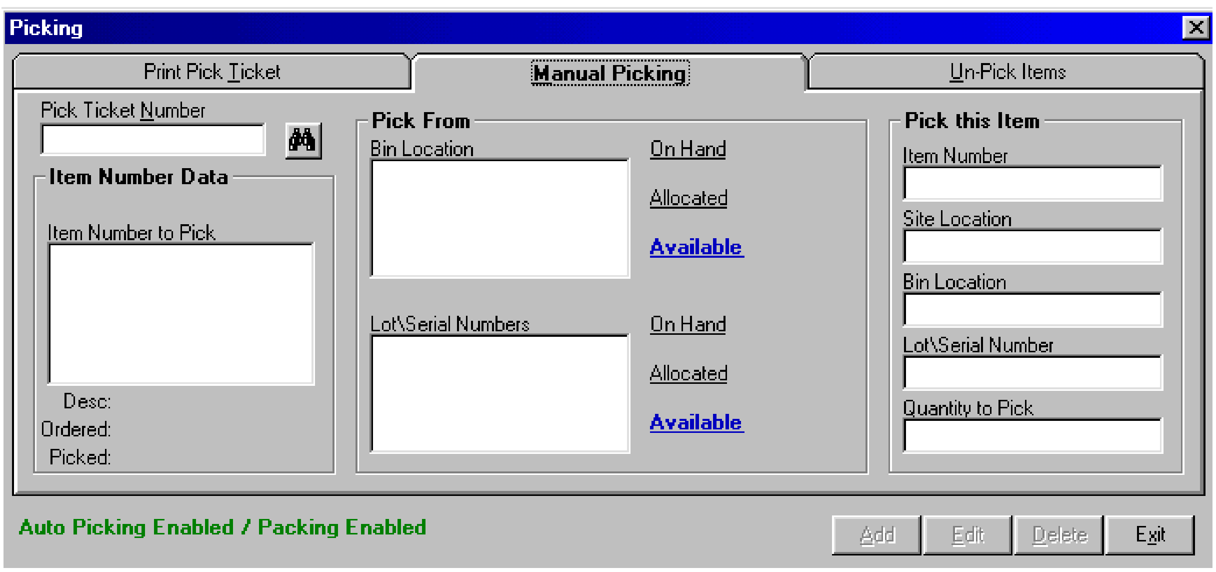
Under Picking Priority, put in numbers that represent the priorities for picking. Put 1 (one) for the highest priority, 2 (two) for the second highest priority, and so on.

Click on Print New Pick Tickets to generate new pick tickets and allocate inventory (if selected).

PRINTING EXISTING PICK TICKETS

To re-print an existing pick ticket, enter the pick ticket number in the Print This Pick Ticket: box then click on the Print Existing Pick Tickets button.

2.5.3.3.3 Order Picking Manual Picking Tab



To manually pick items, first click Create New Pick Tickets on the Print Pick Tickets tab with the Auto-Picking option disabled. This will create manual pick tickets that suggest where to pick the products on your order. No products will be allocated until you click Save on the Manual Picking Tab.

Next, enter a pick ticket number in the Pick Ticket Number box. The products on the order will appear in the Product Number to Pick box.

Click on Add then click on a product to manually pick or enter the product number in the Product Number box. The product's data will appear under Product Number Data.

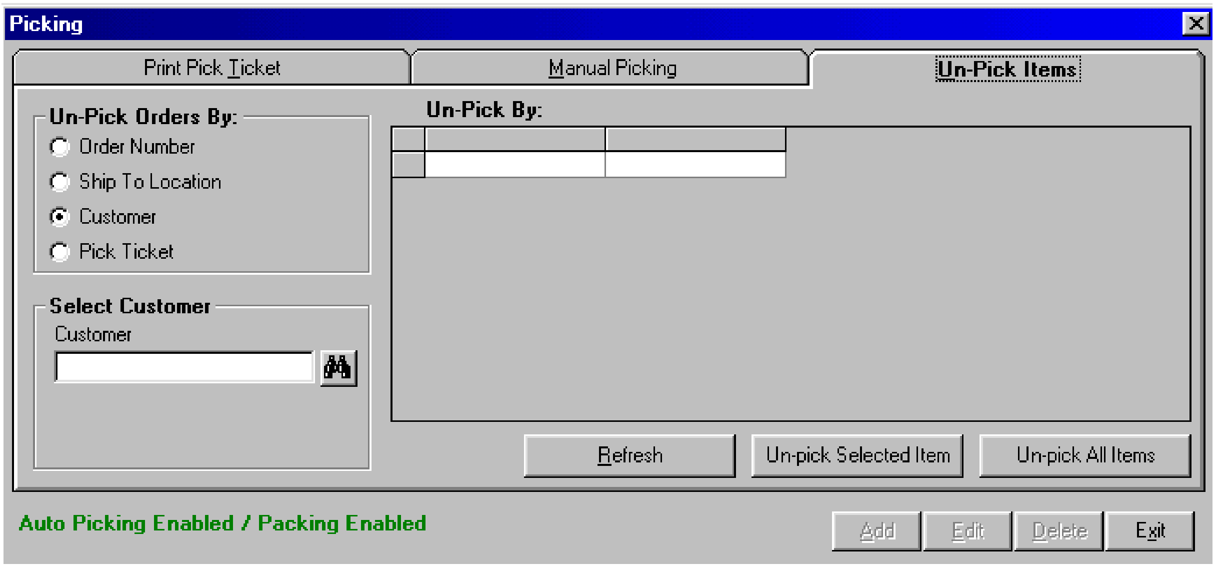
Click on a bin location to pick from under Bin Location or enter site and bin locations in the provided boxes.

If the item is lotted or serialized, select a lot or serial number under Lot\Serial Numbers or enter a lot or serial number in the Lot\Serial Number box.

Enter the quantity to pick in the Quantity to Pick box and click Save.

Repeat this procedure for each product on the pick ticket.

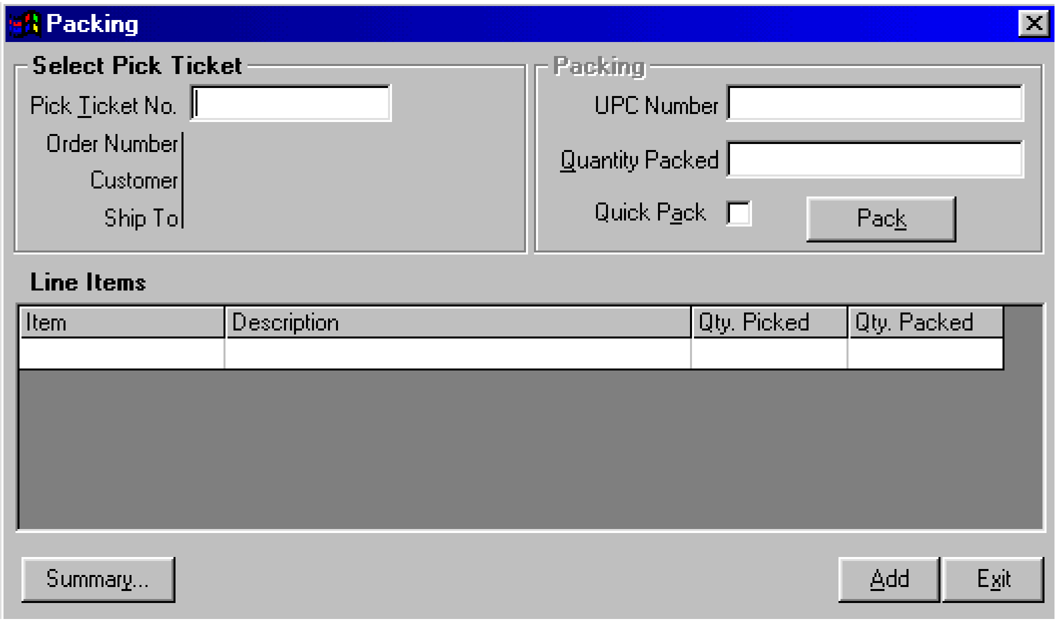
2.5.3.3.4 Order Picking Un-Pick Items Tab



To unpick items, select a method to un-pick by under Un-pick Orders By. You can un-pick by Order Number, Ship To Location, Customer ID, or Pick Ticket. Once you have selected a method, enter the appropriate data (the particular order number, ship to location, customer id, or pick ticket number) then click the Refresh button to display a list of items that can be un-picked.

Click on the items you want to un-pick then click Un-pick Selected Item or click on Un-pick All Items to un-pick all listed items.

2.5.3.4 Order Packing



The Packing screen lets you pack items for orders.

Enter a pick ticket number to pack in the Pick Ticket No. box then click the Add button. Only pick ticket numbers that were created during picking will be accepted.

To quickly pack items, click the Quick Pack box.

Enter or scan the tracking number of the item to be packed in the box. By default, the tracking number is the item number. You can set the tracking number to be another number such as the UPC number in the Inventory tab of System Setup. Only items on the pick ticket can be packed.

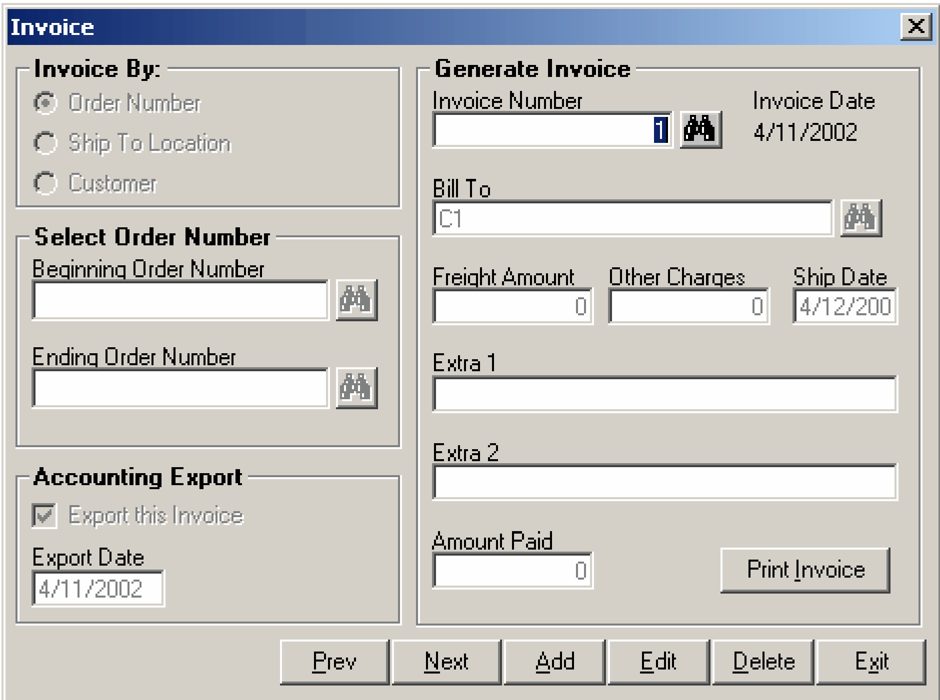
Enter the quantity of the item to be packed in the Quantity Packed box then click the Pack button. You can only pack up to the quantity of that item that was picked. To unpack an item, enter a negative quantity such as -1 (negative one). If the item was successfully packed, a tone will sound and the item list will change to show that item at top.

Click on the Summary button to see summary information. This will show you what remains to be packed on the pick ticket.

Click Save to save your changes or Cancel or cancel.

If an item was picked from multiple bins or picked from a single bin at multiple times, it may be listed more than once. Pack each line separately. If the screen shows a product with 2 lines with a quantity of 2 on each line, pack the 2 for the first line then the 2 for the second line. Multiple lines are summed together on the summary screen.

2.5.3.5 Order Invoicing



The Invoice screen lets you create invoices for orders. Invoicing relieves inventory that was allocated during picking.

If you have set the Packing Enabled flag to 1 (one) in the Order Entry tab of System Setup, then you must pack items before invoicing them. Otherwise, you only need to pick items before invoicing.

GENERATING A NEW INVOICE

Click the Add button to create a new invoice.

The next invoice number is automatically generated by VICS 2000, starting with 1.

Select the method to invoice by: order number, ship to location, or customer.

Depending on the method selected, fill in the boxes under Select Order Number.

Enter the customer to bill to in the Bill To box.

Enter a freight amount if any in the Freight Amount box, other charges if any in the Other Charges box, and the ship date in the Ship Date box.

Enter any extra information to display on the invoice in the Extra 1 and Extra 2 boxes.

Enter the amount paid by the customer for this invoice in the Amount Paid box.

When you create a new invoice, the Export this Invoice box is automatically checked. If you do not want to export the invoice to an accounting program, un-check the box. After an invoice has been exported, the Export Date box displays the date the invoice was exported. (Note: you must have the Accounting Interface module in order to export invoices.)

Click Save to save the invoice or Cancel to cancel.

Click Print Invoice to print the invoice.

EDITING AN INVOICE

Click the Edit button to edit an invoice. You can edit the Bill To, Freight Amount, Other Charges, Ship Date, Extra 1, and Extra 2. Click Save to save your changes or click Cancel to cancel.

DELETING AN EXISTING INVOICE

To delete an existing invoice, bring up the invoice you want to delete then click the Delete button. Deleting an invoice will restore the on hand and allocated quantities in inventory that were relieved when the invoice was generated.

BACK ORDERS

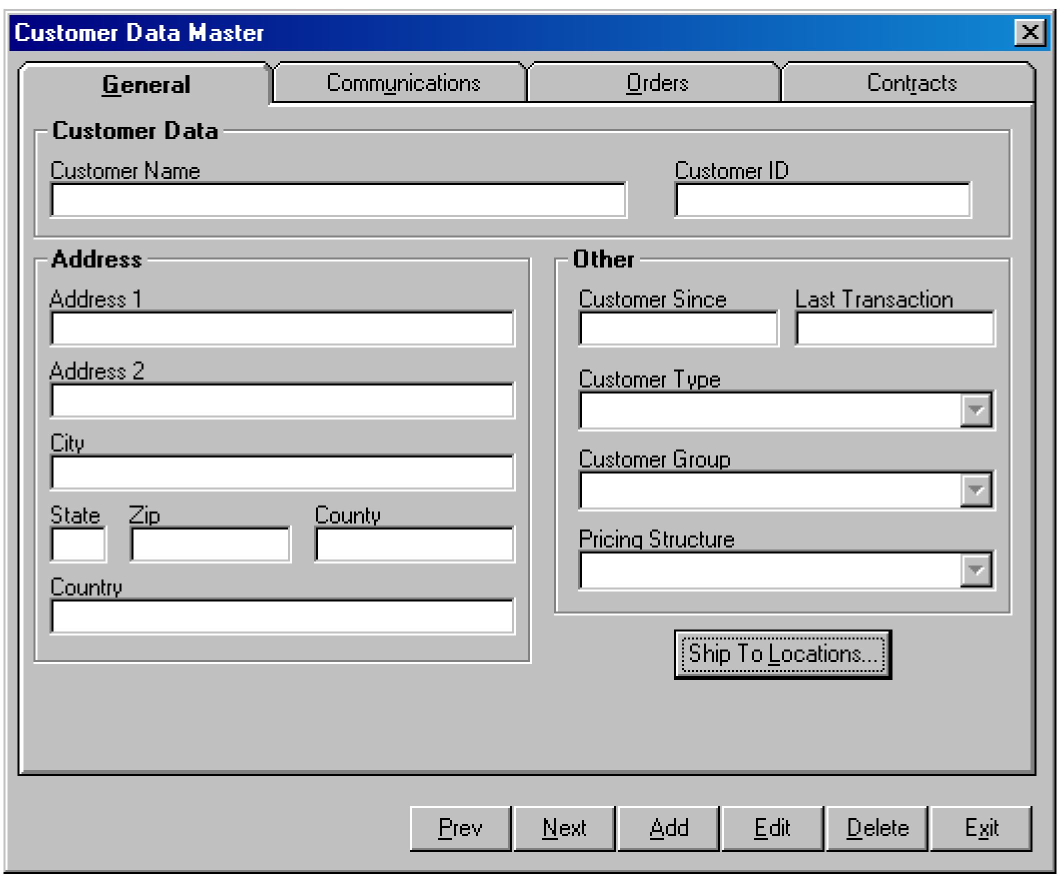
If there are items on an order that were not fully shipped, you can select to create a new order with the back ordered items when you save an invoice.

2.5.3.6 Customer Data Master

2.5.3.6.1 Customer Data Master Overview

The Customer Data Master lets you add, edit, and delete your customer data.

2.5.3.6.2 Customer Data Master General Tab



The General tab of the Customer Data Master is where you begin entering customer data.

To add a customer, click the Add button. Enter the customer ID in the Customer ID box and the customer's name in the Customer Name box.

Enter the customer's address information in the provided boxes.

Enter the appropriate dates in the Customer Since and Last Transaction boxes.

Select a Customer Type and a Customer Group from the respective lists. (Only previously entered types and groups will be listed.)

Select a pricing structure to be used when entering orders for this customer.

Click on the Ship To Locations button to enter ship to locations for this customer.

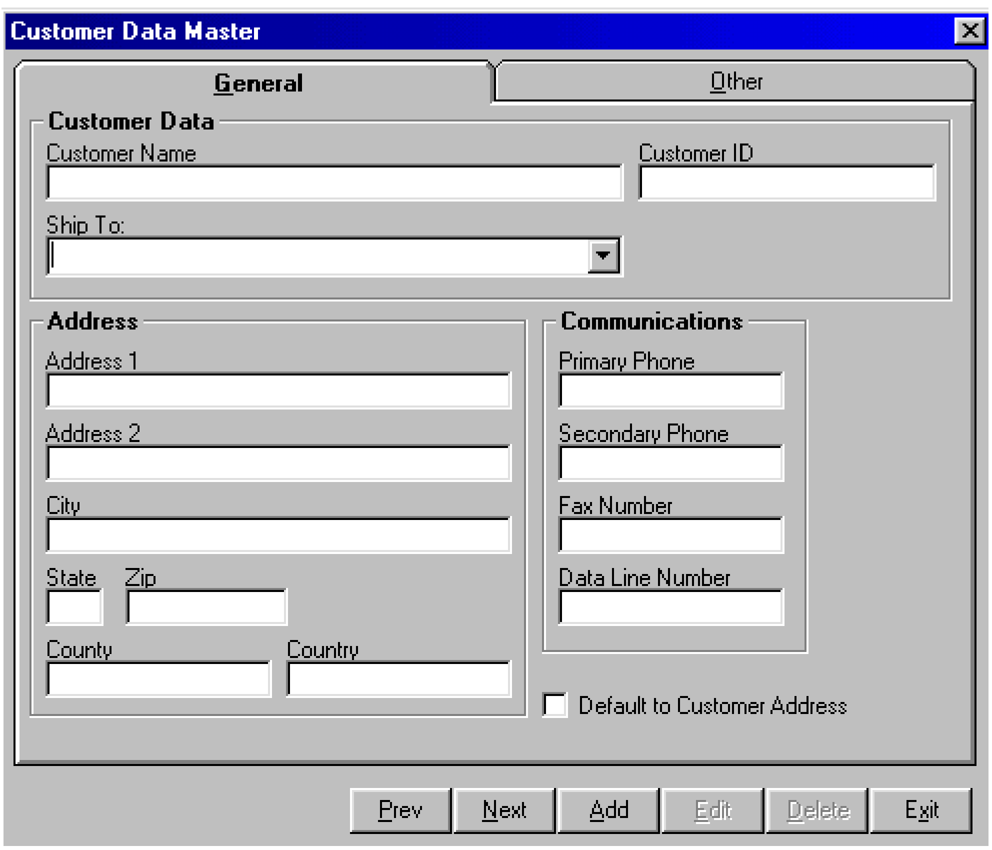
Click on the Communications tab to enter communications data for this customer.

Click on the Orders tab to enter order data for this customer.

Click on the Contracts tab to enter contracts for this customer.

When you have entered all customer information, click the Save button.

2.5.3.6.3 Customer Data Master Ship To Locations



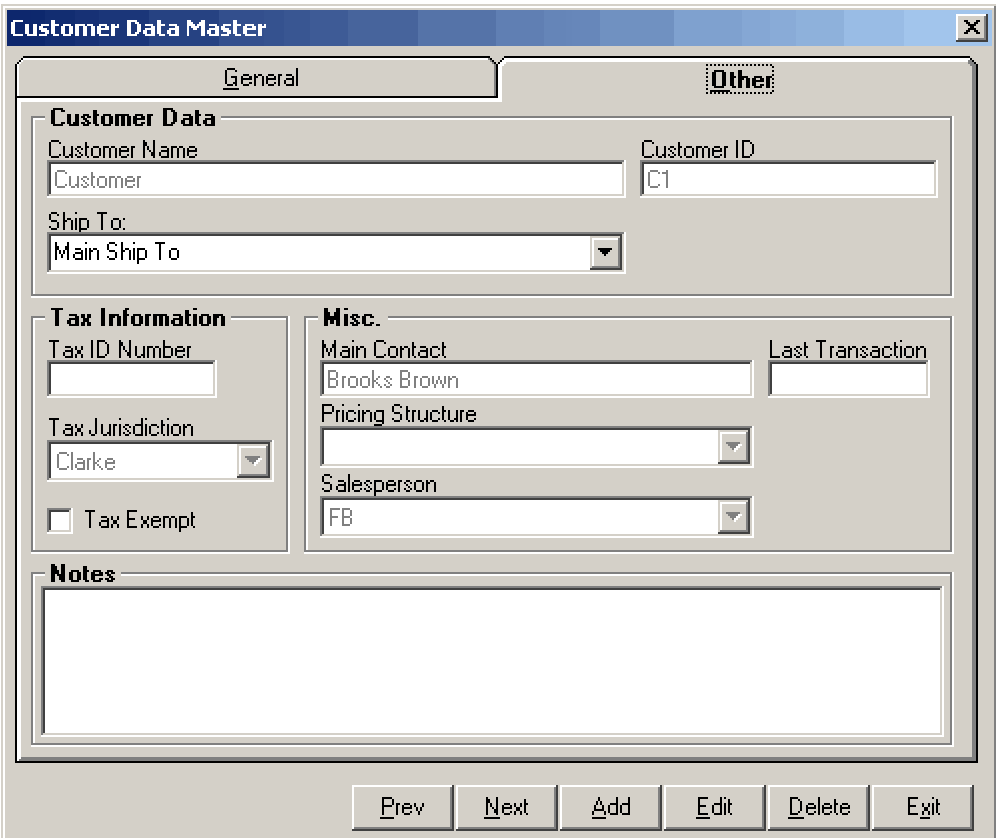
The Ship To Locations screen lets you enter ship to locations for customers.

Select a customer then click Add to create a new ship to location for the customer.

Enter the address and communications information in the provided boxes.

If you click on Default to Customer Address, the address information will be filled in from the Customer Data Master.

Click on the Other tab.



Enter the location's tax id. Select the Tax Jurisdiction for the location from the list. Click on the Tax Exempt box if appropriate.

Enter a main contact and last transaction date in the boxes provided.

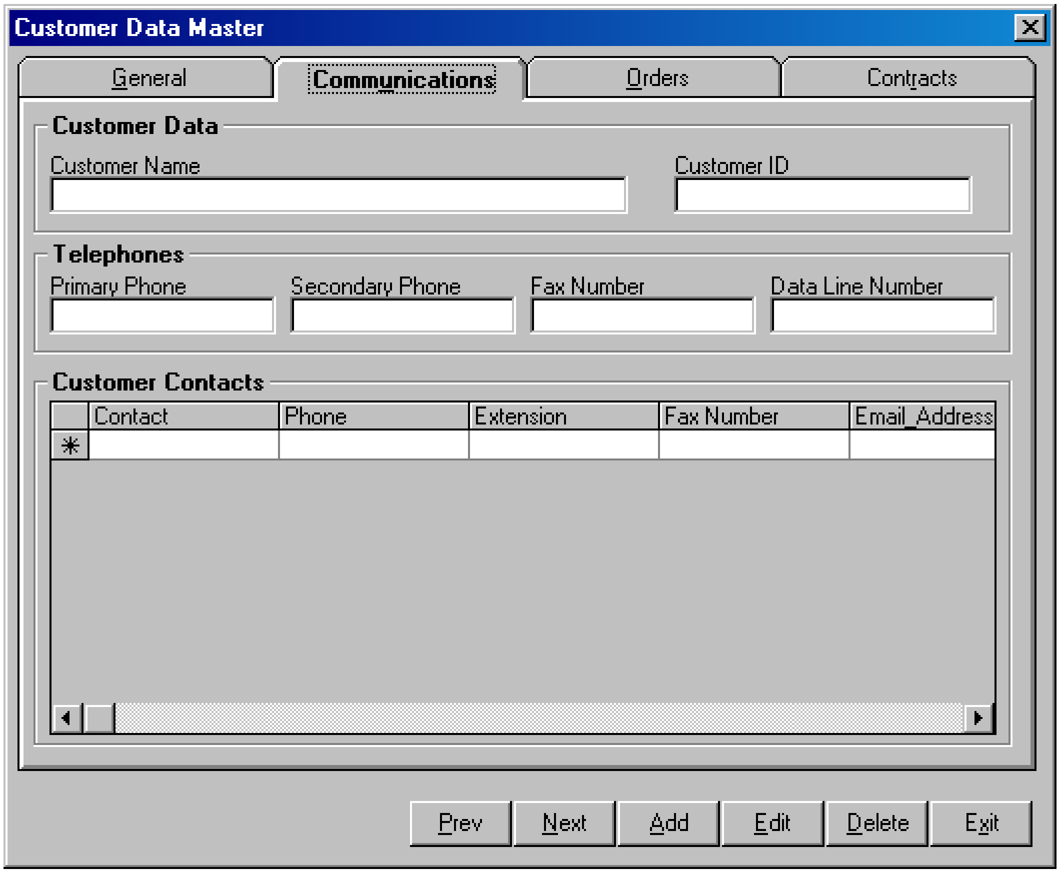
Select a pricing structure to use when entering orders for this ship to location.

Select the Salesperson responsible for the location from the list.

Enter any other information in the Notes box.

Click Save to save the ship to location.

2.5.3.6.4 Customer Data Master Communications Tab

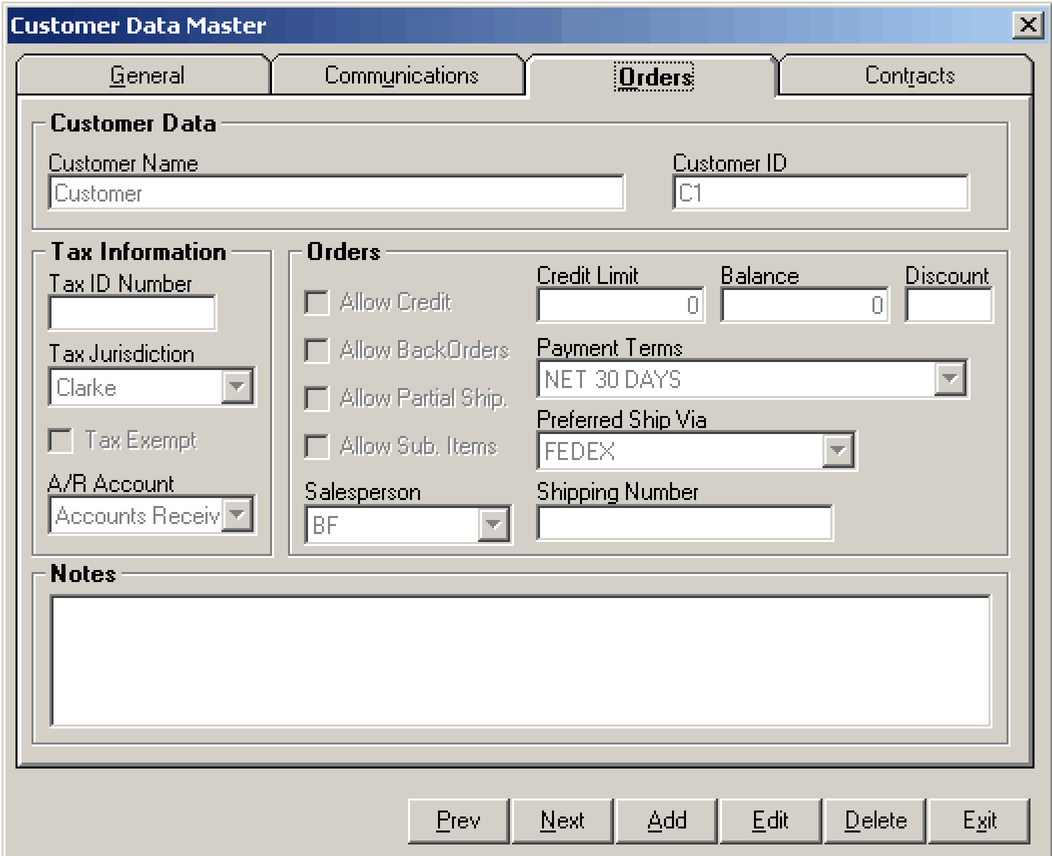


The Communications tab of the Customer Data Master lets you add communications data for the customer.

Enter the primary phone, secondary phone, fax, and data line numbers in the boxes provided.

For each contact for the customer, enter the required information in the grid.

2.5.3.6.5 Customer Data Master Orders Tab



The Orders tab of the Customer Data Master lets you enter the order data for the customer.

Enter the customer's tax ID number in the Tax ID Number box. Select the tax jurisdiction the customer is in from the list. If the customer is tax exempt, click on the Tax Exempt box. Enter the account to use as the A/R (Accounts Receivable) Account when exporting invoices for this customer to an accounting program from the list.

Click on the Allow Credit, Allow BackOrders, Allow Partial Ship., and Allow Sub. Items as appropriate.

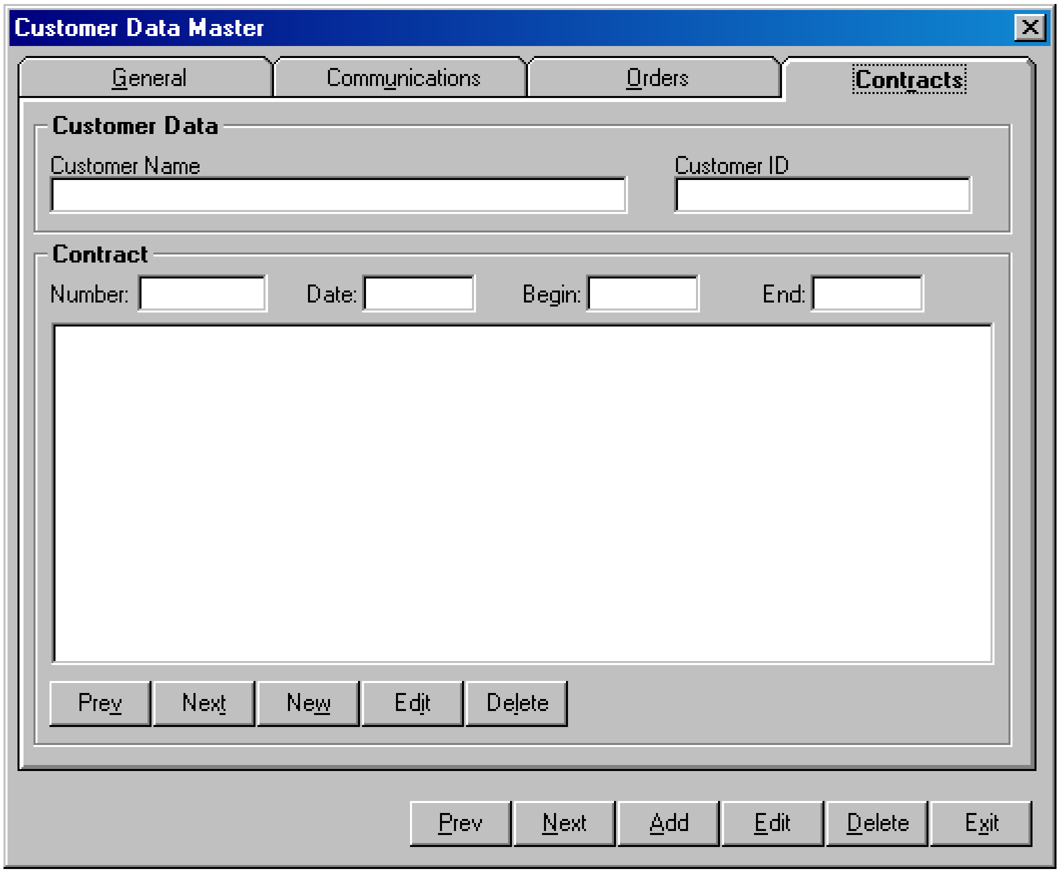
Select the Salesperson responsible for this customer from the list.

Enter the customer's credit limit, balance, and discount in the provided boxes.

Select a payment term and preferred ship via from the lists. (Only previously entered terms and ship via will be listed.)

Enter the shipping number for the customer in the Shipping Number field. This value will automatically be displayed in the Shipping Number on each sales order entered for this customer.

2.5.3.6.6 Customer Data Master Contracts Tab



The Contracts tab of the Customer Data Master is where you enter contract data for the customer.

Click on New to add a new contract.

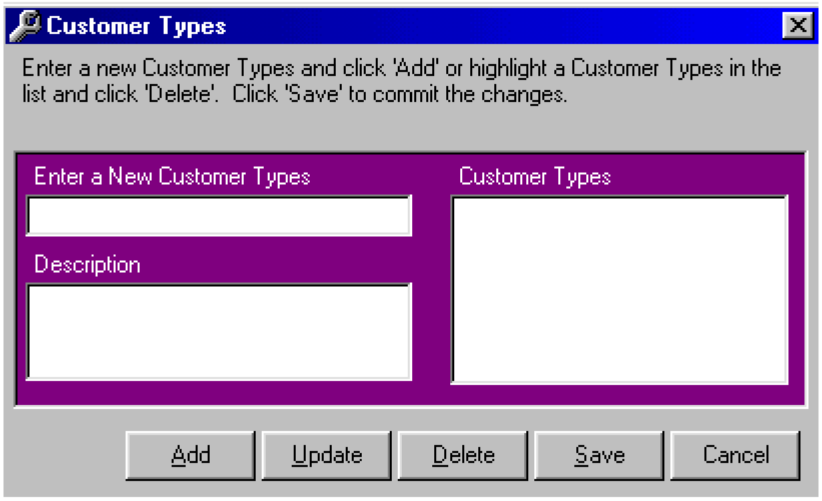
Enter a contract number in the Number box.

Enter a date in the Date box, the beginning date in the Begin box, and the ending date in the End box.

Enter any other contract information in the provided box.

Click Save to save the contract.

2.5.3.7 Customer Types



The Customer Type Form lets you add, update, and delete customer types.

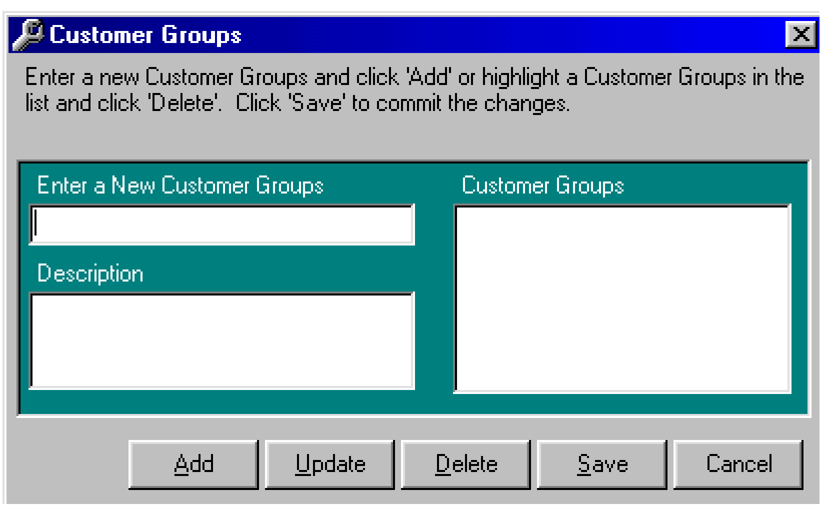
To add a customer type, enter the customer type in the box under Enter a New Customer Type. Type in a description for the Customer type in the Description box. Finally, click the Add button.

To update a customer type, click on the customer type in the Customer Type list. Make your changes in the other boxes then click the Update button.

To delete a customer type, click on the customer type in the Customer Type list then click the Delete button.

When you are done adding, deleting, and updating, click Save to save your changes or Cancel to cancel.

2.5.3.8 Customer Groups



The Customer Groups Form lets you add, update, and delete customer groups.

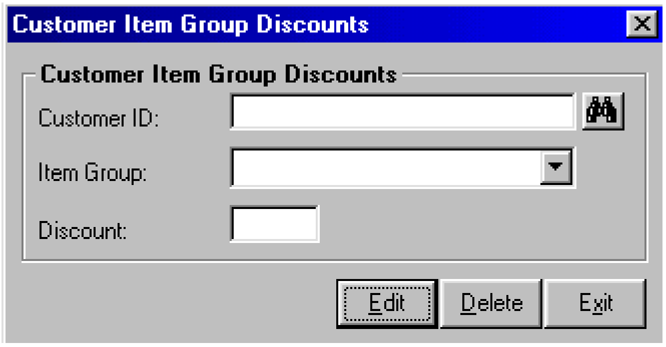
To add a customer group, enter the customer group in the box under Enter a New Customer Group. Type in a description for the Customer Group in the Description box. Finally, click the Add button.

To update a customer group, click on the customer group in the Customer Group list. Make your changes in the other boxes then click the Update button.

To delete a customer group, click on the customer group in the Customer Group list then click the Delete button.

When you are done adding, deleting, and updating, click Save to save your changes or Cancel to cancel.

2.5.3.9 Customer Item Group Discounts



You can set discounts for a customer at the item group level.

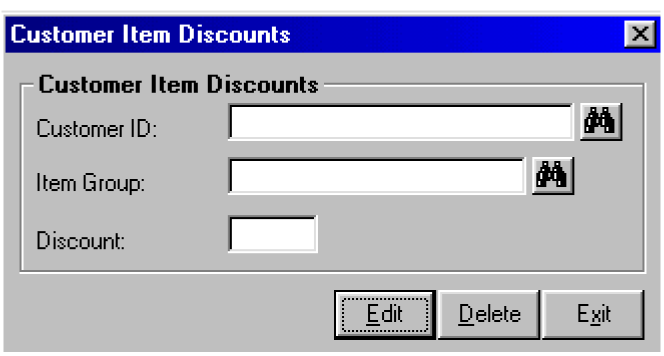
EDITING A CUSTOMER ITEM GROUP DISCOUNT

Enter the customer id in the Customer ID box. Select the item group from the Customer list. Click the Edit button to change the discount for the specified customer id and item group. Enter the new discount in the Discount box then click Save.

DELETING A CUSTOMER ITEM GROUP DISCOUNT

If you no longer want a discount for a customer and item group, click the Delete button to remove it.

2.5.3.10 Customer Item Discounts



You can set discounts for a customer at the item level.

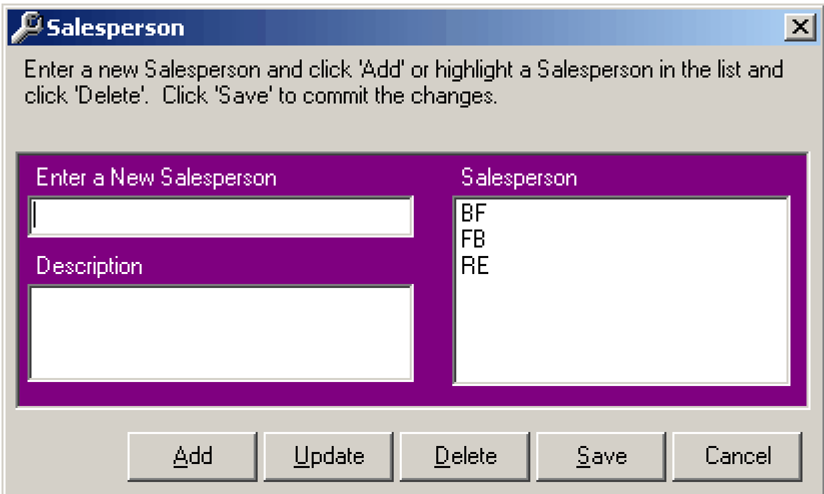
EDITING A CUSTOMER ITEM DISCOUNT

Enter the customer id in the Customer ID box. Enter the item number in the Item Number box. Click the Edit button to change the discount for the specified customer id and item. Enter the new discount in the Discount box then click Save.

DELETING A CUSTOMER ITEM DISCOUNT

If you no longer want a discount for a customer and item, click the Delete button to remove it.

2.5.3.11 Salesperson



The Salesperson Form lets you add, update, and delete salespeople.

To add a salesperson, enter the salesperson in the box under Enter a New Salesperson. Type in a description for the salesperson in the Description box. Finally, click the Add button.

To update a salesperson, click on the salesperson in the Salesperson list. Make your changes in the other boxes then click the Update button.

To delete a salesperson, click on the salesperson in the Salesperson list then click the Delete button.

When you are done adding, deleting, and updating, click Save to save your changes or Cancel to cancel.

2.5.4 Requisitions

2.5.4.1 Requisitions Overview

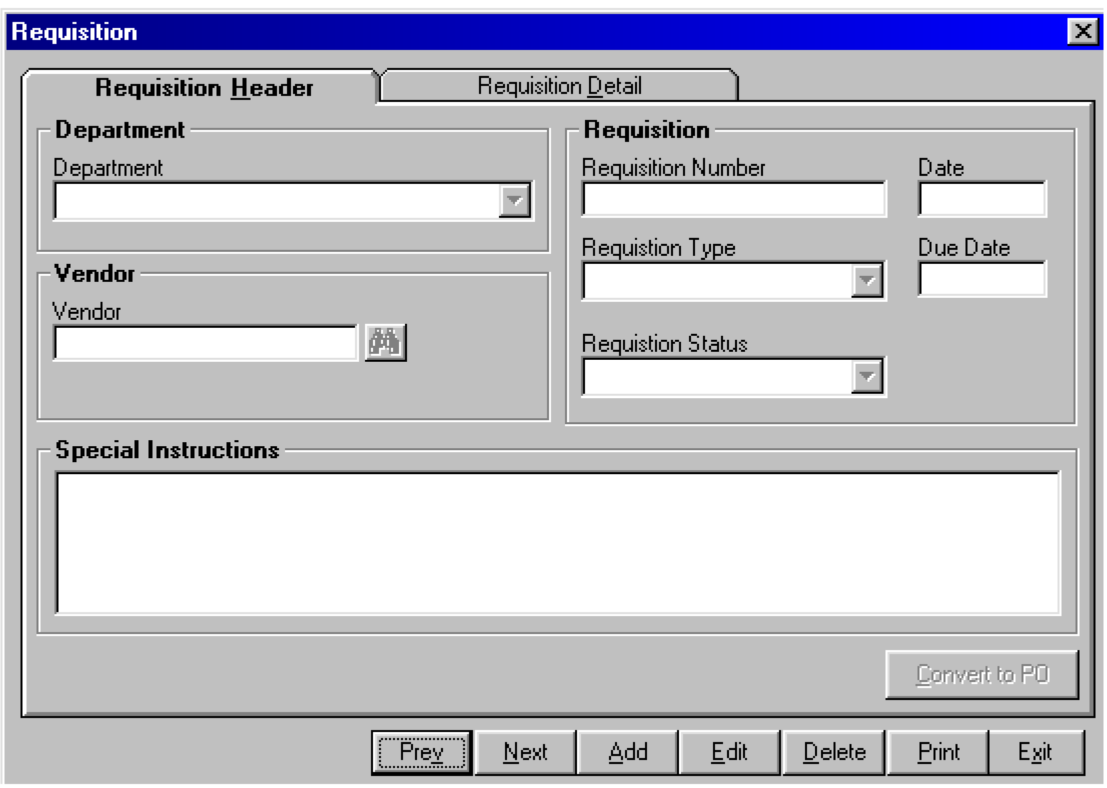
There are two types of requisitions: stock requisitions and purchase order requisitions.

Stock requisitions are used when requisitioning items within your company. After you have entered and saved a stock requisition, you can click the Print button to generate a requisition ticket listing the items on the requisition and the inventory locations from which those items can be issued. You can use the requisition ticket to issue the necessary items with a batch or radio frequency scanner or with the Transactions screen. Please note that printing a requisition ticket does not allocate inventory.

Purchase order requisitions are used prior to generating a purchase order. After you have saved the requisition, you can print out a copy of it. You can click the Convert To PO button to automatically convert the requisition to a purchase order. The information on the requisition will be entered in the corresponding fields on the new purchase order. The next purchase order number will automatically be generated. The requisition number will be placed in the new purchase order's reference number field. Any detail lines that are 'Open' will be placed on the new purchase order. You can only convert requisitions that are 'Open.'

2.5.4.2 Requisition Entry

2.5.4.2.1 Requisition Header



To add a new requisition, click the Add button then fill in the fields on the requisition header form.

The next requisition number will automatically be placed in the requisition number box. If you want a different number, edit the value now. Requisition numbres must be numeric. You cannot have duplicate requisition numbers.

By default, the current date will be placed in the date field. If you want a different date, edit the value now.

You may optionally specify a due date for the requisition. The due date cannot be earlier than the requisition date.

New requisitions default to Open status. If you want a different status such as Hold, select that value from the list.

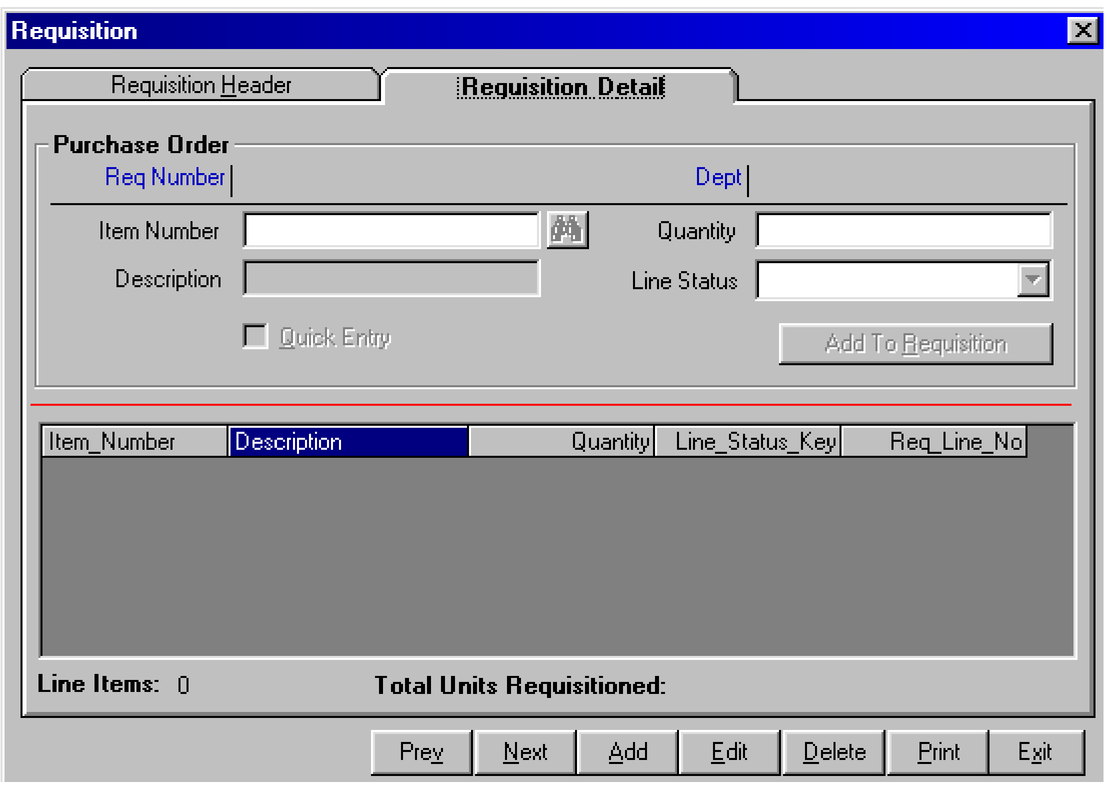
Select the requisition type: stock or purchase order.

Select a department (company location) associated with this requisition. For purchase order requisitions, the department will be entered in the ship to field when you convert the requisition to a PO.

For purchase order requisitions, enter the vendor id associated with the requisition. The vendor must have already been entered in the vendor master.

Now click on the Requisition Detail tab and enter all the line items for the requisition.

2.5.4.2.2 Requisition Detail



The requisition detail tab is where you enter the line items that will appear on a requisition.

If you want to quickly enter items, select the Quick Entry box. When this box is checked, you will only need to enter an item number, press Enter, enter the quantity, and hit Enter to add a line item.

ENTERING A LINE ITEM

Enter the item number in the Item Number box.

Enter the quantity of the item to be requisitioned in the Quantity box.

By default, line items have an Open status. If you want a different status for this item such as Hold, select it from the list.

Click on Add to Requisition to add this item to the requisition.

The Line Items and Total Units Requisitioned sums will be updated automatically when you add a new line item.

ENTERING MULTIPLE AMOUNTS FOR AN ITEM

If you add a quantity of an item that already exists in the list, the new quantity will be added to the existing quantity.

EDITING AN EXISTING ITEM

To edit a line item, click on the item's row in the list. Change the information in the boxes then click Add to Requisition to update the list. If you change the value in the quantity box, the line item's quantity will be set to the new quantity.

DELETING AN EXISTING LINE ITEM

To delete a line item, click on the item's row then press the Delete key. Only open items can be deleted.

2.5.5 Purchase Orders

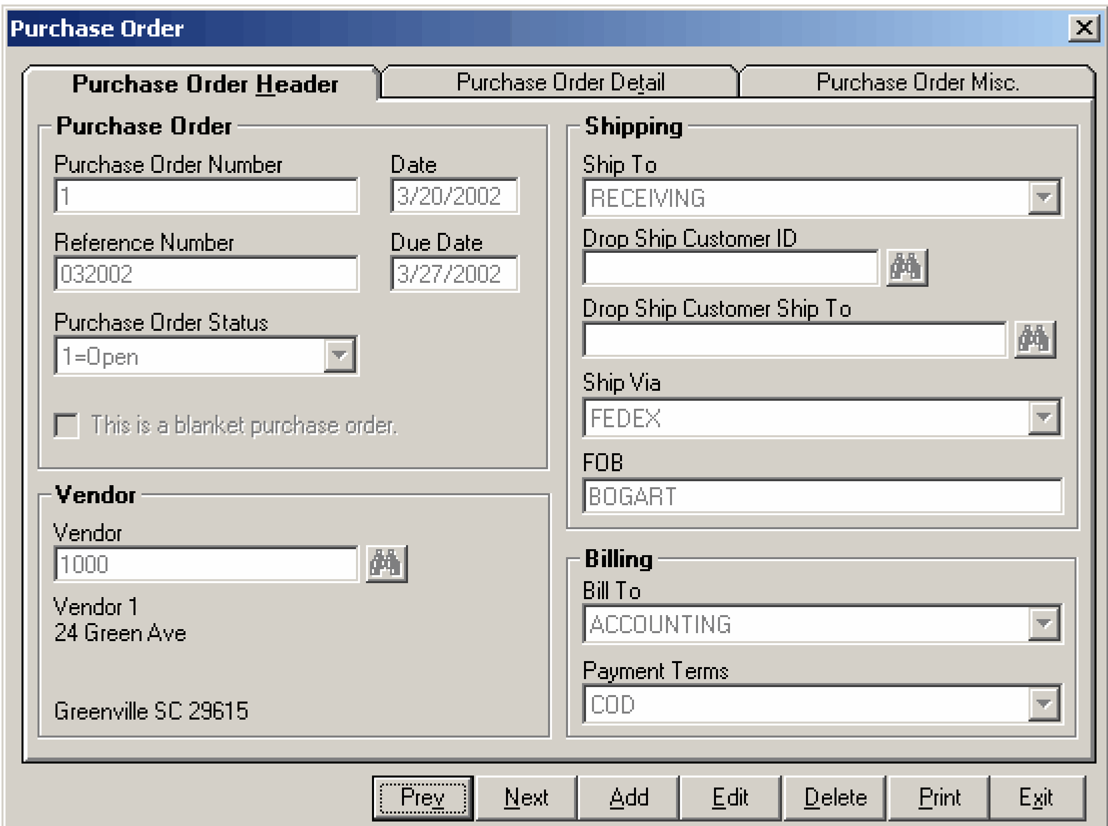
2.5.5.1 Purchase Order Overview

The purchase order entry form allows you to add, edit, delete, and print purchase orders.

To receive items on a purchase order, you need to add receipt transactions.

2.5.5.2 Purchase Order Entry

2.5.5.2.1 Purchase Order Header



When adding a purchase order, the first thing you need to do is fill in the purchase order header form.

The next purchase order number will automatically be placed in the purchase order number box. If you want a different number, edit the value now.

By default, the current date will be placed in the purchase order date field. If you want a different date, edit the value now.

You may optionally specify a due date for the purchase order. The due date cannot be earlier than the purchase order date.

Enter a reference number if needed.

New purchase orders default to Open status. If you want a different status such as Hold, select that value from the list.

Click on the Blanket PO box if you want this to be a blanket purchase order. When you receive items against a blanket purchase order, you will need to enter a unique release number.

Enter the vendor id associated with this purchase order. The vendor must have already been entered in the vendor master. If you entered a default ship via or payment term for the vendor, that value will be selected from the respective list.

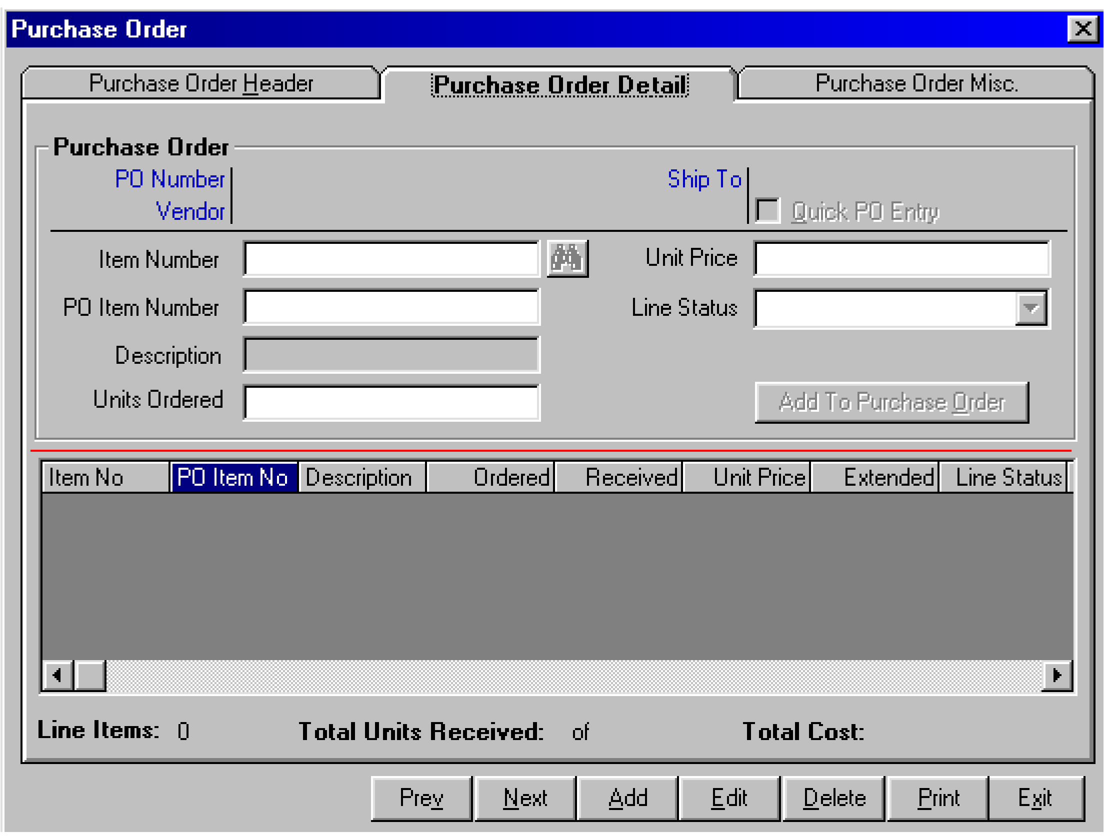
If you have setup Default Ship To and Default Bill To locations in the Purchase Order tab of System Setup, those values will automatically be selected in the respective boxes. Otherwise, select the company locations you want to ship and bill to. The locations must already have been entered in the Company Locations master. If you want the purchase order to be drop shipped to a customer, enter the Drop Customer ID and Drop Customer Ship To . If you enter a Drop Ship Customer ID and Drop Ship Customer Ship To, then you cannot enter a Ship To.

Select a method to Ship Via and a Payment Term.

If this purchase order will be shipped Free on Board, enter the appropriate city in the FOB box.

Now click on the Purchase Order Detail tab and enter all the line items for this purchase order.

2.5.5.2.2 Purchase Order Detail



The purchase order detail tab is where you enter the line items that will appear on a purchase order.

If you want to quickly enter items, select the Quick PO Entry box.

If you want the Vendor's item numbers to be printed on the purchase order rather than your own item numbers, click on the Use Vendor Item Numbers box. You may set the Use Vendor Item Numbers flag in the Purchase Order tab of System Setup to 1 (one) if you want to always use vendor item numbers.

ENTERING A LINE ITEM

Enter the item number in the Item Number box.

Enter the quantity of the item to be ordered in the Units Ordered box.

If a default cost has been specified for this item in the Item Master, it will be displayed in the Unit Price box. Otherwise, you need to enter a price in that box.

By default, line items have an Open status. If you want a different status for this item such as Hold, select it from the list.

Click on Add to Purchase Order to add this item to the purchase order line item list.

The Line Items, Total Units Received, and Total Cost sums will be updated to reflect the new data.

ENTERING MULTIPLE AMOUNTS FOR AN ITEM

If you add a quantity of an item that already exists in the list, the new quantity will be added to the existing quantity and the unit price and order status fields will be changed to match the new item's fields.

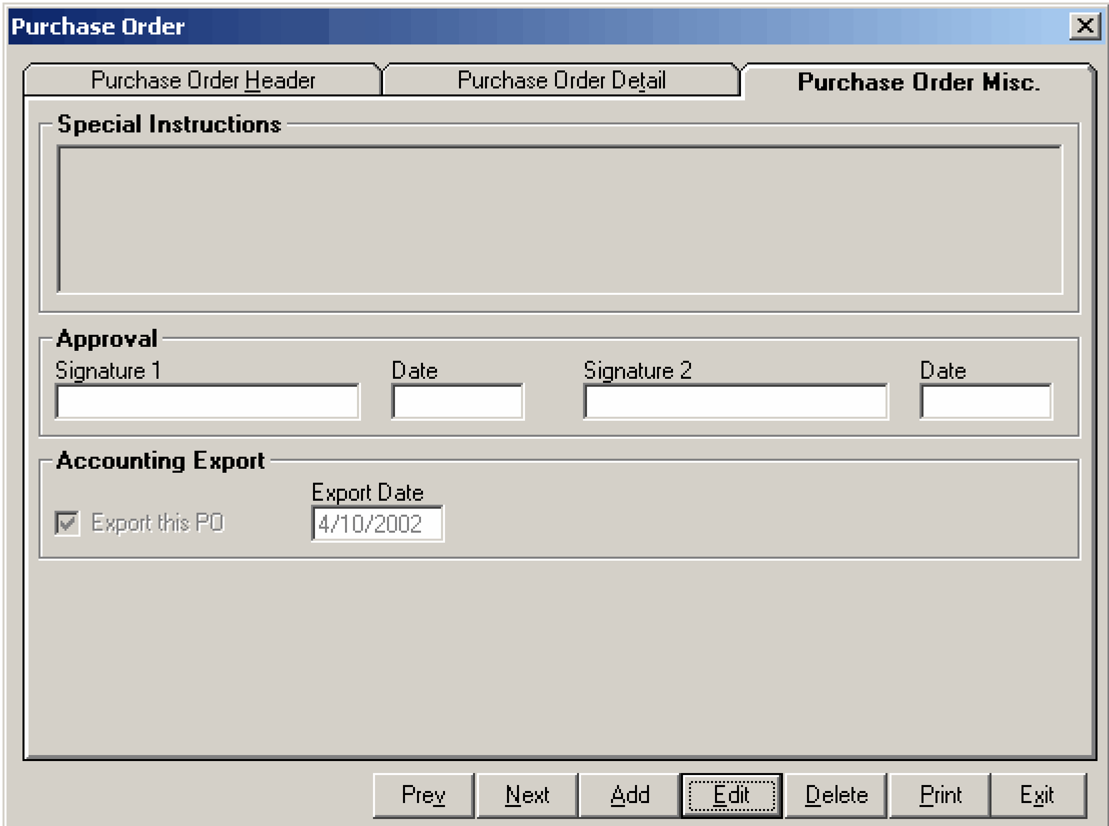
EDITING AN EXISTING ITEM

To edit a line item, click on the item's row in the list. Change the information in the boxes then click Add to Purchase Order to update the list. If you change the value in the quantity box, the line item's quantity will be set to the new quantity.

DELETING AN EXISTING LINE ITEM

To delete a line item, click on the item's row then press the Delete key. Only open items can be deleted.

2.5.5.2.3 Purchase Order Misc



You can enter any special instructions for the purchase order in the Special Instructions box.

If the purchase order requires approval, enter the approval signatures and dates in the appropriate boxes. Only authorized users can edit the signatures.

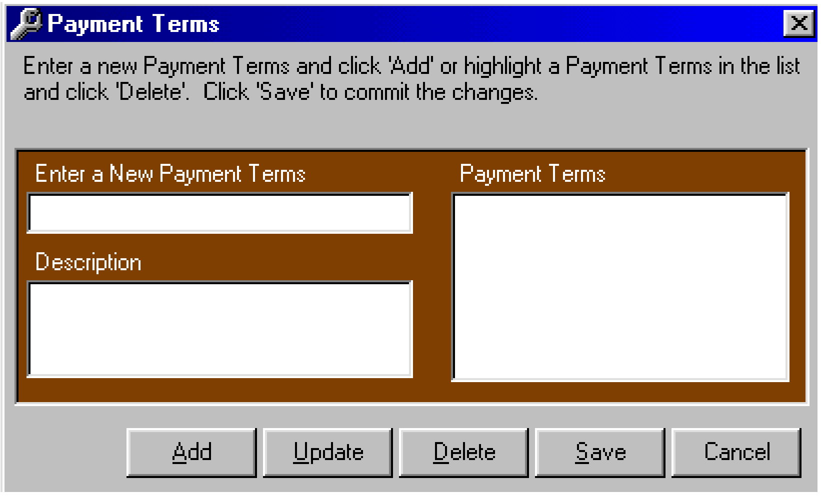
When you add a new purchase order, the Export this PO box is checked by default. If you do not want to export the purchase order, un-check the box. After a purchase order has been exported, the export date will be displayed in the Export Date box. (Note: you must have the Accounting Interface module in order to export purchase orders.)

2.5.5.3 Purchase Order Receipts

To receive items on a purchase order, you need to add receipt transactions and enter the purchase order number in the purchase order box. You must enter a separate transaction for each item on the purchase order to receive it.

2.5.6 Other

2.5.6.1 Payment Terms



The Payment Terms form lets you add, update, and delete payment terms.

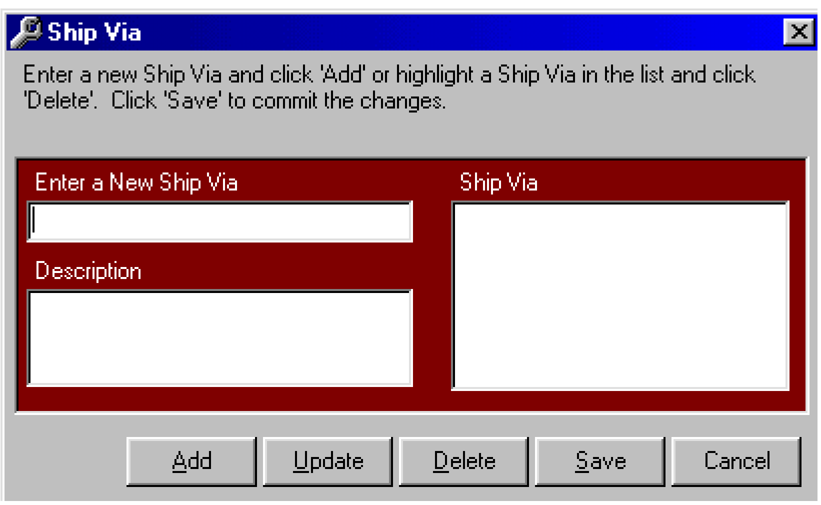
To add a payment term, enter the payment term in the box under Enter a New Payment Term. Type in a description for the payment terms in the Description box. Finally, click the Add button.

To update a payment term, click on the payment term in the Payment Term list. Make your changes in the other boxes then click the Update button.

To delete a payment term, click on the payment term in the Payment Term list then click the Delete button.

When you are done adding, deleting, and updating, click Save to save your changes or Cancel to cancel.

2.5.6.2 Ship Via



The Ship Via form lets you add, update, and delete ship via.

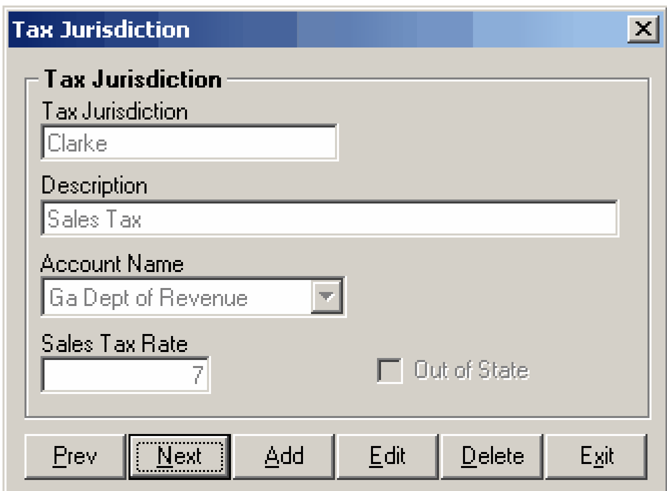
To add a ship via, enter the ship via in the box under Enter a New Ship Via. Type in a description for the ship via in the Description box. Finally, click the Add button.

To update a ship via, click on the ship via in the Ship Via list. Make your changes in the other boxes then click the Update button.

To delete a ship via, click on the ship via in the Ship Via list then click the Delete button.

When you are done adding, deleting, and updating, click Save to save your changes or Cancel to cancel.

2.5.6.3 Tax Jursidiction



The Tax Jurisdiction screen lets you add, edit, and delete tax jurisdictions.

BROWSING TAX JURISDICTIONS

Click the Next button to move to the next tax jurisdiction. Click the Previous button to return to the previous tax jurisdiction. You can go to a specific tax jurisdiction by clicking on the find (binoculars) button on the toolbar or the Find option on the Edit menu, clicking on the tax jurisdiction on the list, then clicking the Select button.

ADDING A NEW TAX JURISDICTION

To add a new tax jurisdiction, click the Add button. Enter the name of the Tax Jurisdiction in the Tax Jurisdiction field. The name could be a city, county, state, province, and so on. Enter a description of the tax jurisdiction in the Description field (for instance, Sales Tax). Select an Account Name for the tax jurisdiction from the list. The description and account name are used when exporting an invoice to an accounting program. Enter the sales tax rate for the tax jurisdiction in the Sales Tax Rate field. (To enter a 7% sales tax rate, enter a 7 in the field.) If the tax jurisdiction is out of state, check the Out of State box. Click Save to save the tax jurisdiction or click Cancel to return to browse mode without saving.

EDITING A TAX JURISDICTION

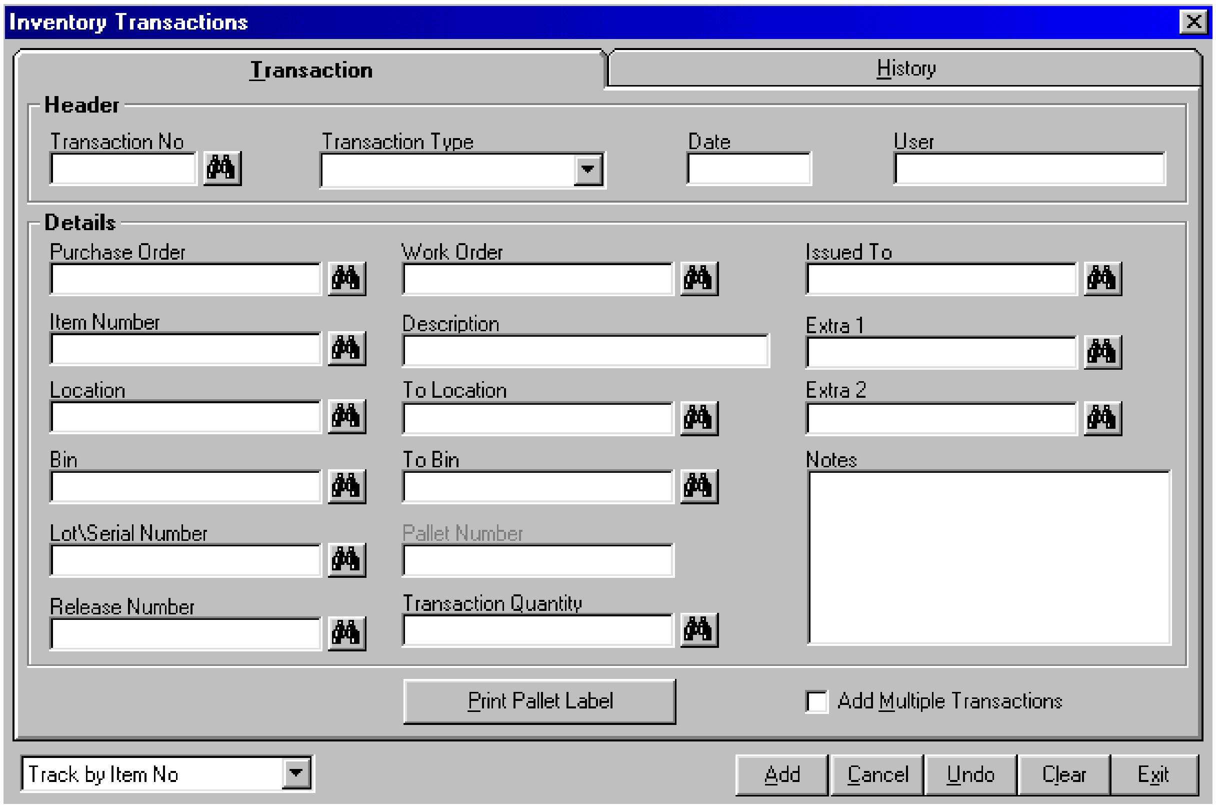
To edit the current tax jurisdiction, click the Edit button. Make the desired changes then click Save to save your changes or click Cancel to return to browse mode without saving your changes.

DELETING A TAX JURISDICTION

To delete the current tax jurisdiction, click the Delete button. You will be prompted whether you are sure you want to delete the tax jurisdiction. Click Yes if you are sure you want to delete or No if you do not want to delete. You cannot delete a tax jurisdiction that has been selected for a customer or customer ship to.

2.6 Transactions

2.6.1 Transactions Overview



The transactions form lets you adjust the quantity of items in inventory, transfer items from one location to another, and receive and issue items in and out of inventory.

To see a list of all transactions that match a criteria, enter the criteria into the appropriate box and click the find button next to that box. For instance, to see all transactions for item number 100, you would enter 100 in the Item Number box then click the Find button next to the box. Note: this only works if you are not currently adding a transaction.

The history tab shows you all transactions since a user-specified date. To refresh the history list, enter a date in the Transactions Since box and click on the Find button next to that box. The history list is not updated automatically when a new transaction is entered. To see newly added transactions, you will need to enter the current date in the Transactions Since box and click the Find button next to that box.

You can select what type of tracking (scanning) to use for entering item numbers when adding a transaction from the drop down list.

To create a new transaction, click the Add button then select the transaction type from the Transaction Type list. You can add the following transactions:

- Adjustments
- Finished Goods Receipts
- Issues
- Receipts

- Transfers

To undo a transaction, bring up the transaction number you want to undo then click the Undo button. The original transaction will still show up in the history list, but a new transaction that undoes it will be added.

If security is enabled in the System tab of System Setup, the user ID of the user who is currently logged in will automatically be added to the User box when adding a transaction.

You can re-print a pallet label by calling up a Finished Goods Receipt and clicking the Print Pallet Label button.

2.6.2 Adjustment Transactions

To adjust the quantity of an item in inventory, go to the Transactions form and click the Add button to add a new transaction. Then select Adjustment from the Transaction Type list.

Enter the item number or the tracking number of the item to be adjusted. The tracking number type is determined by the Tracking Number setting in the Inventory tab of System Setup. If you do not want to use tracking numbers for transactions, you should set the Use Tracking Number flag in the Inventory tab to 0 (zero).

In the Location and Bin boxes, enter the Site Location and the Warehouse Location respectively where you want to adjust inventory levels. If you enter a site or warehouse location that does not exist, the program will ask whether you want to add that location when you save the transaction.

If the item is serialized or lotted, enter the serial or lot number in the Lot\Serial Number box. Enter the pallet number if the item is palleted.

Enter the quantity of the item in the quantity box. The quantity is the new inventory level of that item at the site and warehouse location entered. For instance, if you wanted to change the amount of item 100 in Bin 1A of Warehouse 1 from 500 to 550, you would enter a quantity of 550 in the quantity box.

Enter any necessary data in the Extra 1, Extra 2, and Notes fields.

Click the Save button to save the transaction.

2.6.3 Finished Goods Receipts

To received finished goods items into inventory, go to the Transactions form and click on the Add button then select Finished Goods from the Transaction Type list.

Enter a work order number or leave the box blank not to receive against a work order.

Enter the item number or the tracking number of the item to be received. The tracking number type is determined by the Tracking Number setting in the Inventory tab of System Setup. If you do not want to use tracking numbers for transactions, you should set the Use Tracking Number flag in the Inventory tab to 0 (zero). If you enter an item number that is not on file, the program will ask whether you want to automatically add that item when you save the transaction.

In the Location and Bin boxes, enter the Site Location and the Warehouse Location respectively where you want to receive the items. If you enter a site or warehouse location that does not exist, the program will ask whether you want to add that location when you save the transaction.

If the item is serialized or lotted, enter the serial or lot number in the Lot\Serial Number box. Enter the pallet number if the item is palleted.

If you want the system to automatically enerate the next pallet number, enter the lot number in the Lot\Serial Number box then click the Print Pallet Label button. The system will automatically append the next pallet number to the lot number you entered (separated by a user-selected delimiter), save the transaction, and print a barcoded pallet label.

Enter the quantity of the item to be received in the quantity box.

Enter any necessary data in the Extra 1, Extra 2, and Notes fields.

Click the Save button to save the transaction.

2.6.4 Issue Transactions

To issue an item out of inventory, go to the Transactions form and click on the Add button then select Issue from the Transaction Type list.

If you are issuing against a work order, enter the work order number in the work order box. Enter the person or department to issue the item to in the Issue To box.

Enter the item number or the tracking number of the item to be received. The tracking number type is determined by the Tracking Number setting in the Inventory tab of System Setup. If you do not want to use tracking numbers for transactions, you should set the Use Tracking Number flag in the Inventory tab to 0 (zero). If you enter an item number that is not on file, the program will ask whether you want to automatically add that item when you save the transaction.

In the Location and Bin boxes, enter the Site Location and the Warehouse Location respectively from which you want to issue the items.

If the item is serialized or lotted, enter the serial or lot number in the Lot\Serial Number box. Enter the pallet number if the item is palleted.

Enter the quantity of the item to be issued in the quantity box. You cannot issue more of an item than is on hand.

Enter any necessary data in the Extra 1, Extra 2, and Notes fields.

Click the Save button to save the transaction.

AUTO-RECEIVING ISSUED ITEMS

If you have enabled the "Auto-receive Issued Items" flag in System Setup on the Inventory tab, then items you issue will automatically be received into the database specified by the "Auto-receive Database" flag in System Setup on the Inventory tab. If you have set the "Auto-recieve Issued Items" flag to "1", then all issued items will be auto-received. If you set the flag to "2", only kitted items you issue will be auto-received. In order for an item to be auto-received, the item must be in the Item Master in the auto-receive database and a Default Receiving Location and Default Receiving Bin must have been selected for the item.

2.6.5 Receipt Transactions

To receive an item into inventory, go to the Transactions form and click on the Add button then select Receipt from the Transaction Type list.

If you are receiving against a purchase order, enter the purchase order number in the purchase order box. You can set the Require PO Number flag to 1 (one) in the Purchase Order tab of the System Setup form to require a purchase order number for all receipts or allow receipts without a purchase order number.

Enter the item number or the tracking number of the item to be received. The tracking number type is determined by the Tracking Number setting in the Inventory tab of System Setup. If you do not want to use tracking numbers for transactions, you should set the Use Tracking Number flag in the Inventory tab to 0 (zero). You can also set the PO Receive Ordered Only flag in the Purchase Order tab to 1 (one) to prevent the receipt of non-ordered items if you wish. If you enter an item number that is not on file, the program will ask whether you want to automatically add that item when you save the transaction.

In the Location and Bin boxes, enter the Site Location and the Warehouse Location respectively where you want to receive the items. If you enter a site or warehouse location that does not exist, the program will ask whether you want to add that location when you save the transaction.

If the item is serialized or lotted, enter the serial or lot number in the Lot\Serial Number box. Enter the pallet number if the item is palleted.

If you are receiving against a blanket purchase order, enter a unique release number for the item number.

Enter the quantity of the item to be received in the quantity box. The PO Receipt Quantities flag in the Purchase Order tab of System Setup determines what quantities are valid when you are receiving against a purchase order. You can set it to 0 (zero) to allow any quantity, to 1 (one) to warn of overages, or to 2 (two) not to allow overages.

Enter any necessary data in the Extra 1, Extra 2, and Notes fields.

Click the Save button to save the transaction.

If you have the "Auto-backflush Enabled" flag in System Setup on the Inventory tab set to "1" and you have entered a receipt for a kitted item, then the appropriate quantities of the parts of the kit specified in the Bill of Materials will automatically be relieved from inventory (backflushed).

2.6.6 Transfer Transactions

To transfer a quantity of an item in inventory from one location to another, go to the Transactions form and click the Add button to add a new transaction. Then select Transfer from the Transaction Type list.

Enter the item number or the tracking number of the item to be adjusted. The tracking number type is determined by the Tracking Number setting in the Inventory tab of System Setup. If you do not want to use tracking numbers for transactions, you should set the Use Tracking Number flag in the Inventory tab to 0 (zero).

In the Location and Bin boxes, enter the Site Location and the Warehouse Location respectively where you want to transfer inventory levels FROM. If you enter a site or warehouse location that does not exist, the program will ask whether you want to add that location when you save the transaction.

In the To Location and To Bin boxes, enter the Site Location and the Warehouse Location respectively where you want to transfer inventory levels TO. If you enter a site or warehouse location that does not exist, the program will ask whether you want to add that location when you save the transaction.

If the item is serialized or lotted, enter the serial or lot number in the Lot\Serial Number box. Enter the pallet number if the item is palleted.

Enter the quantity of the item to be transferred in the quantity box.

Enter any necessary data in the Extra 1, Extra 2, and Notes fields.

Click the Save button to save the transaction.

2.7 Remote Transactions

2.7.1 Remote Transactions Overview

The Remote Transactions feature of VICS 2000 allows you to use export transactions from VICS 2000 to an Access database. You can then take the Access database to a central site and import it into a main database and correct any exceptions.

2.7.2 Export Transactions

Use the Export Transactions menu option to create an Access database containing all the transactions that have not already been exported. You will be prompted for the path and filename for the database that is created. Once the transactions are exported they are flagged so they cannot be exported again.

2.7.3 Import Transactions

Use the Import Transactions menu option to import transactions from an Access database that was created using the Export Transactions menu option at a remote location. You will be prompted for the path and filename of the file you want to import. VICS 2000 will process the transactions in the file. All valid transactions will be applied as if you had entered them using the Transactions screen. You can view, edit, and reprocess any exceptions.

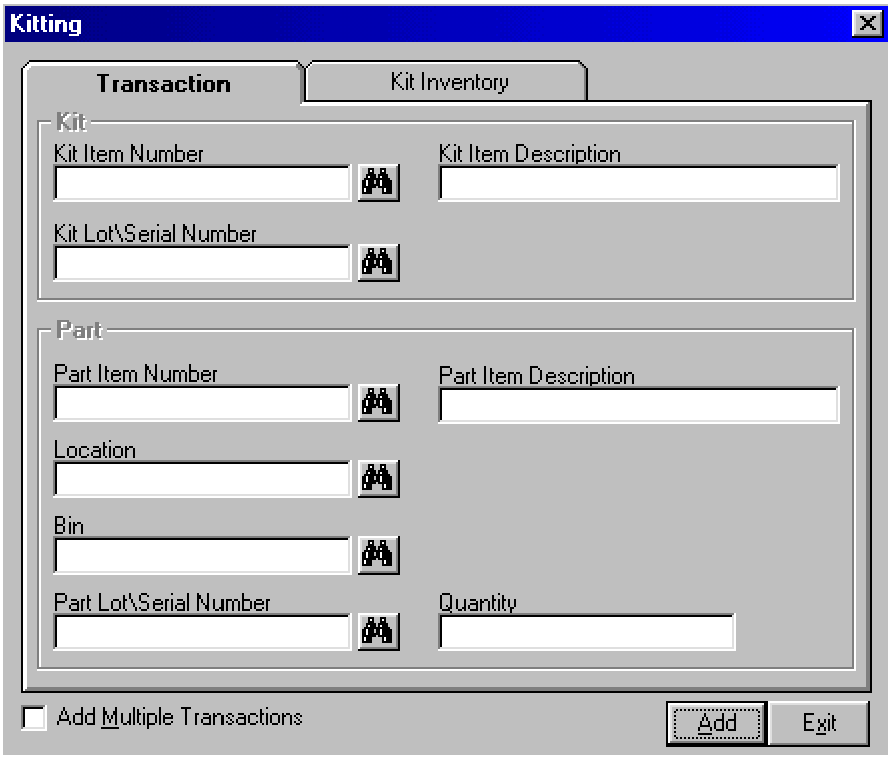
2.7.4 View Exceptions

Use the View Exceptions screen to view and edit any exceptions that occurred when you imported a remote transactions file. The reason for the exception is displayed. After editing the exceptions, you can click on the Reprocess Exceptions option in the Remote Transactions menu to reprocess them.

2.7.5 Reprocess Exceptions

Use the Reprocess Exceptions option to reprocess any exceptions that occurred when importing a remote transactions file. Valid transactions will be processed as if you had entered them using the Transactions screen. If there are any exceptions from reprocessing, you can view and edit them using the View Exceptions option on the Remote Transactions menu.

2.8 Kitting



The Kitting screen lets you add and remove items to a kit and view the items in a kit.

ADDING AN ITEM TO A KIT

Click Add to add a new kit transaction to add an item to a kit.

Enter the item number of the kit in the Kit Item Number box. Enter the lot or serial number of the kit in the Kit Lot\Serial Number box.

Enter the item number of the part to add to the kit in the Part Item Number box.

Enter the location in inventory where the part item is located in the Location box. Enter the bin in inventory where the part is located in the Bin box.

If the part item is lotted or serialized, enter its lot or serial number in the Part Lot\Serial Number box.

Enter the quantity of the part item to add to the kit in the Quantity box.

Click the Save button to save or click Cancel to cancel.

REMOVING AN ITEM FROM A KIT

Click Add to add a new kit transaction to remove an item from a kit.

Enter the item number of the kit in the Kit Item Number box. Enter the lot or serial number of the kit in the Kit Lot\Serial Number box.

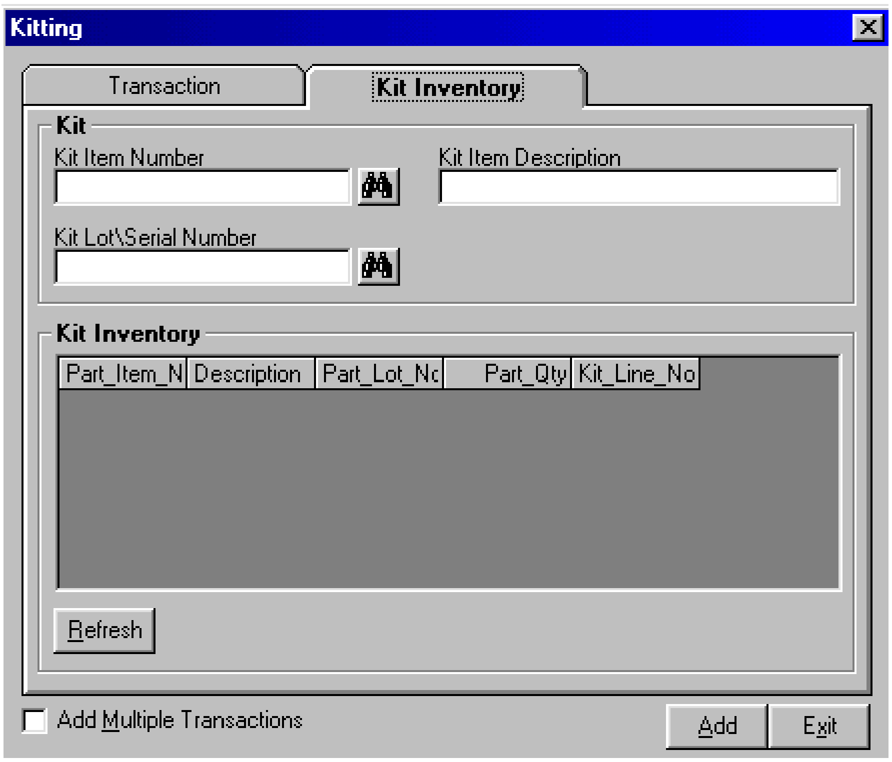
Enter the item number of the part to add to the kit in the Part Item Number box.

Enter the location in inventory where the part item will be received in the Location box. Enter the bin in inventory where the part item will be received in the Bin box.

If the part item is lotted or serialized, enter its lot or serial number in the Part Lot\Serial Number box.

Enter the quantity of the part item to add to the kit in the Quantity box as a negative number. For instance, to remove one unit of the part item, enter a quantity of -1.

Click the Save button to save or click Cancel to cancel.



VIEWING KIT INVENTORY

To view the components of a kit, enter the kit item number in the Kit Item Number box. Enter the kit's lot or serial number in the Kit Lot\Serial Number box. Click the Refresh button to display the list of component parts in the kit.

2.9 Physical Inventory

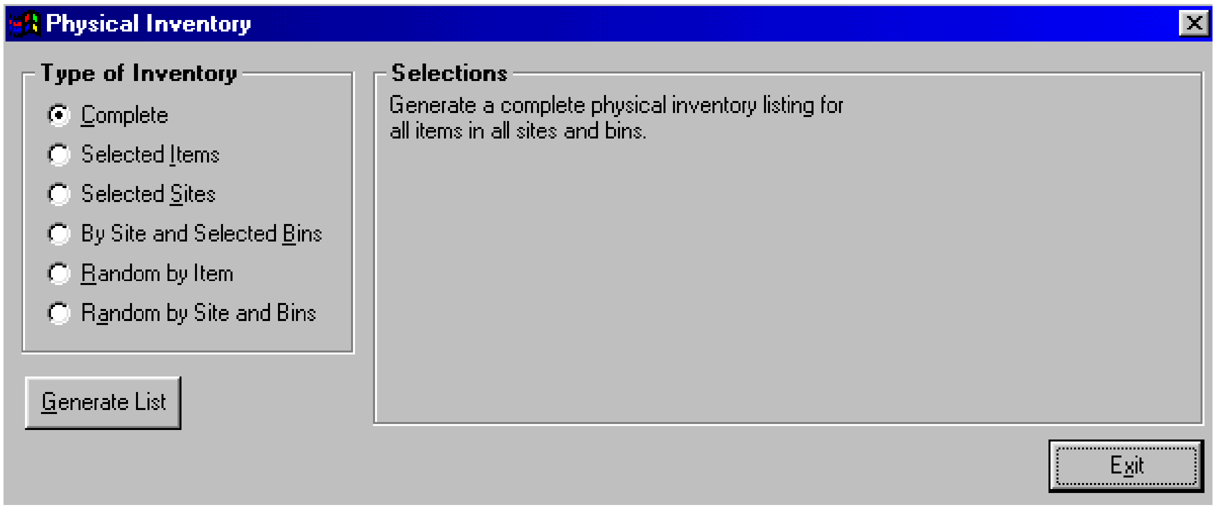
2.9.1 Physical Inventory Overview

The physical inventory functions let you compare the inventory in the computer against the physical inventory in your warehouses and modify the quantities for any items where there is a difference. To perform a physical inventory, follow these steps:

- Create the physical inventory sheets using the Generate function.
- Take the printed listings to your warehouses and scan the items in the warehouses using a portable scanner.
- If you are using a batch scanner, upload the data into the system.
- Any errors during scanning will appear in the View Exceptions screen under the Physical Inventory menu. Make any needed corrections then click on Reprocess Exceptions.
- Go to the Reconcile screen and select to reconcile individual items or all items.
- You can also print two reports from the Standard Reports screen: Physical Inventory Detail Report which lists all items in inventory and their scanned quantities and Physical Inventory Exceptions Report which lists only those items where the quantities differ.

NOTE: Physical inventory is only available with the Batch Barcoding and RF Barcoding modules.

2.9.2 Generate

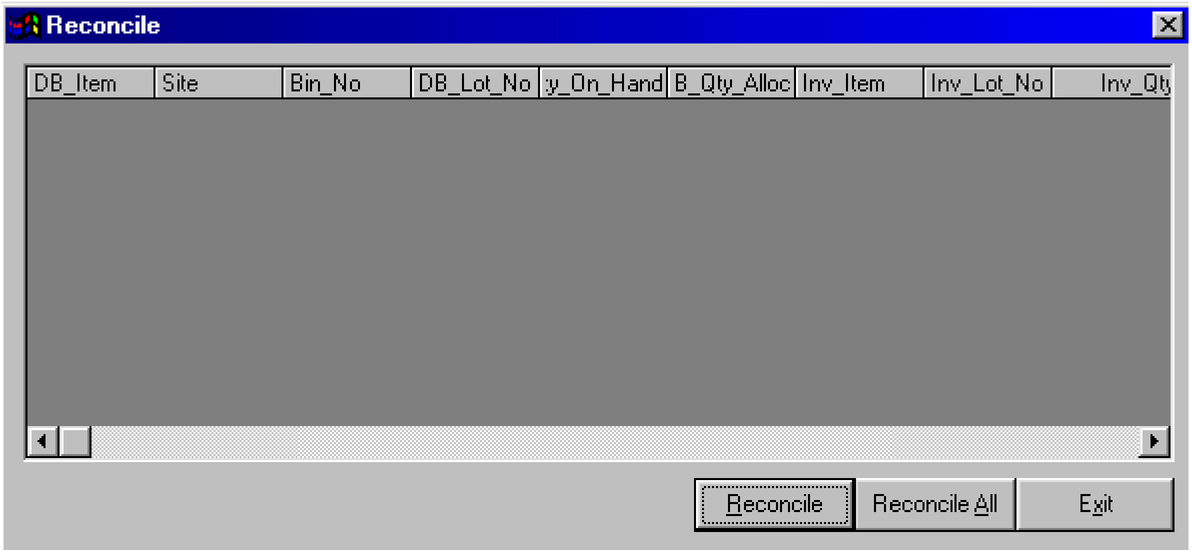


The Generate screen is where you create the physical inventory listing you will take to your warehouses. You can select the following types of physical inventory:

- Complete. This will create a listing for all items in inventory.
- Selected Items. This will create a listing for only those items you select from a list.
- Selected Sites. This will create a listing for all items in inventory at sites you select from a list.
- By Site and Selected Bins. This will create a listing for all items in inventory at a site you select from a list that are in specific bins you select from a list.
- Random by Item. This will create a listing for a specified number of items that are selected at random.
- Random by Site and Bins. This will create a listing for a site you select from a list and a user-specified number of randomly-selected bins.

When you have finished selecting all information needed to generate the listing, click on the Generate button to create the listing.

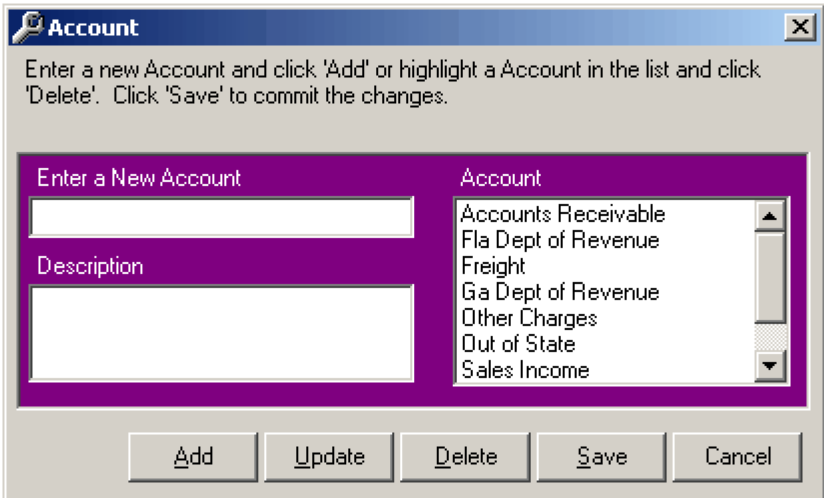
2.9.3 Reconcile



The Reconcile screen is where you can see the items in inventory that have different quantities in the system from what you scanned during physical inventory. You can select an individual row and click the Reconcile button to reconcile just that row or click the Reconcile All button to update all inventory with different quantities.

2.10 Accounting Interface

2.10.1 Account



The Account form lets you add, update, and delete accounts. Accounts can be assigned to customers, items, export accounts, and tax jurisdictions.

To add an account, enter the account in the box under Enter a New Account. Type in a description for the account in the Description box. Finally, click the Add button.

To update an account, click on the account in the Account list. Make your changes in the other boxes then click the Update button.

To delete an account, click on the account in the Account list then click the Delete button.

When you are done adding, deleting, and updating, click Save to save your changes or Cancel to cancel.

2.10.2 Export Account

The Export Account Setup screen lets you assign accounts to export accounts. The export accounts are used when exporting purchase orders and invoices to an accounting program.

To assign an account to an export account, select the Export Account from the list. Click the Edit button. Select the Account Name from the list. Click the Save button to assign the account name to the export account or click the Cancel button to return to browse mode without saving.

2.10.3 Export Invoices

The Export Invoices option creates an export file that can be imported into an accounting program. Only invoices that are marked "Export this Invoice" and that have not already been exported will be exported. You can set which accounting software to export to using the "Accounting Software" flag in System Setup on the Misc tab.

To export invoices, click the Export Invoices menu option on the Tools menu. A Save As window will appear. Select a folder and filename for the export file then click the Save button. VICS 2000 will then create the export file and record the export date for the invoices that are exported. You will then need to use the import function in your accounting software to import the export file created by VICS 2000.

Once an invoice has been exported, it cannot be exported again. Make sure that all the invoice information is correct and that all the appropriate accounts and export accounts have been set up correctly before you export.

2.10.4 Export Purchase Orders

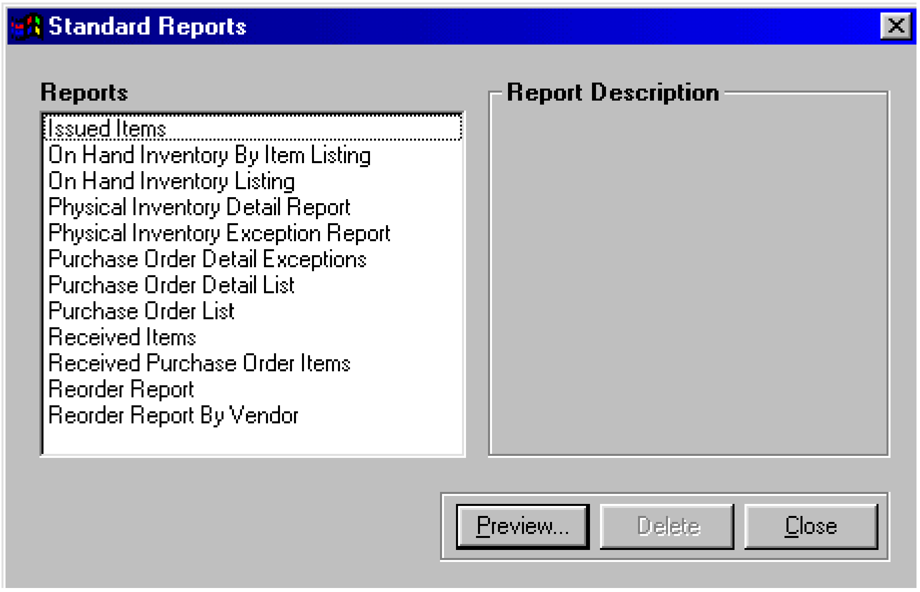
The Export Purchase Orders option creates an export file that can be imported into an accounting program. Only purchase orders that are marked "Export this PO" and that have not already been exported will be exported. You can set which accounting software to export to using the "Accounting Software" flag in System Setup on the Misc tab.

To export purchase orders, click the Export Purchase Orders menu option on the Tools menu. A Save As window will appear. Select a folder and filename for the export file then click the Save button. VICS 2000 will then create the export file and record the export date for the purchase orders that are exported. You will then need to use the import function in your accounting software to import the export file created by VICS 2000.

Once a purchase order has been exported, it cannot be exported again. Make sure that all the purchase order and vendor information is correct and that all the appropriate accounts and export accounts have been set up correctly before you export.

2.11 Reports

2.11.1 Standard Reports



The standard reports screen lets you preview and print the standard reports that come with VICS 2000. Any custom queries that you have saved will also be available here.

The Reports list shows you the available report. Click on a report to select it. The report's description will appear in the Report Description box.

To preview the report, click the Preview button. If report is a Crystal Report, you will be able to print from the report window. If the report is a custom query, the print preview and print buttons on the toolbar will be enabled and you can click on them or the menu options under File to preview and print the report.

You can delete reports that are queries but not those that are Crystal Reports.

2.11.2 Custom Queries

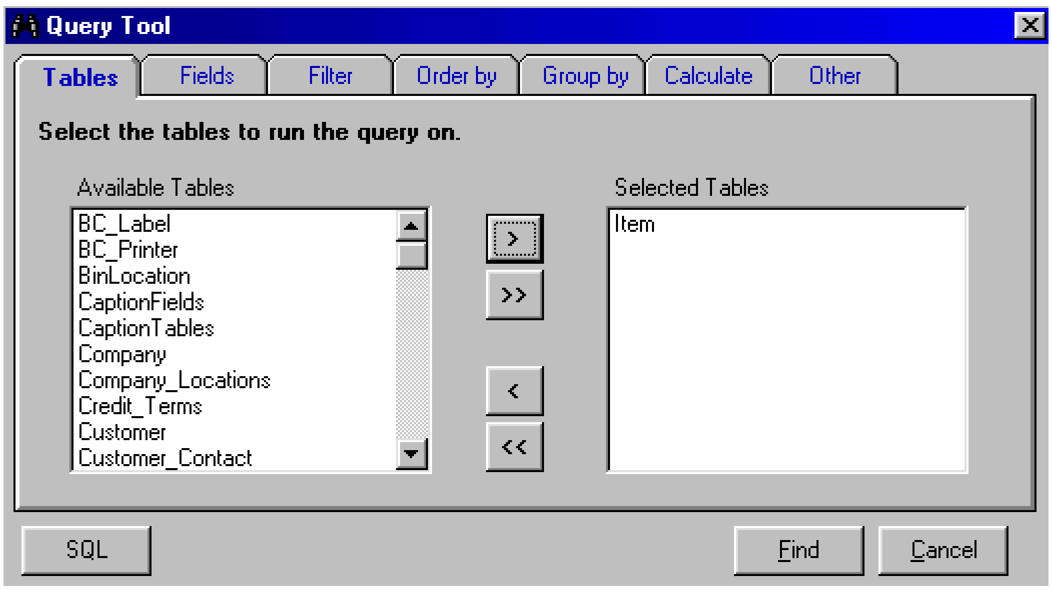
2.11.2.1 Custom Queries Overview

The Custom Queries tool lets you create reports that do not already exist in the Standard Reports screen. You can select most of the tables and fields from the database for your custom query. Filtering lets you select only records that meet certain criteria. You can order (sort) your query by any field or choose to group it by one or more fields. You can also do calculations such as sums.

When you are finished selecting the tables, fields, filters, sort order, grouping, and calculations for you query, click on the Find button view the results.

If you know the SQL language, you can enter a query directly in the SQL window. Click the SQL button to view the SQL window then enter your query in the window. Click on Submit SQL to see the results of your query.

2.11.2.2 Custom Queries Tables Tab



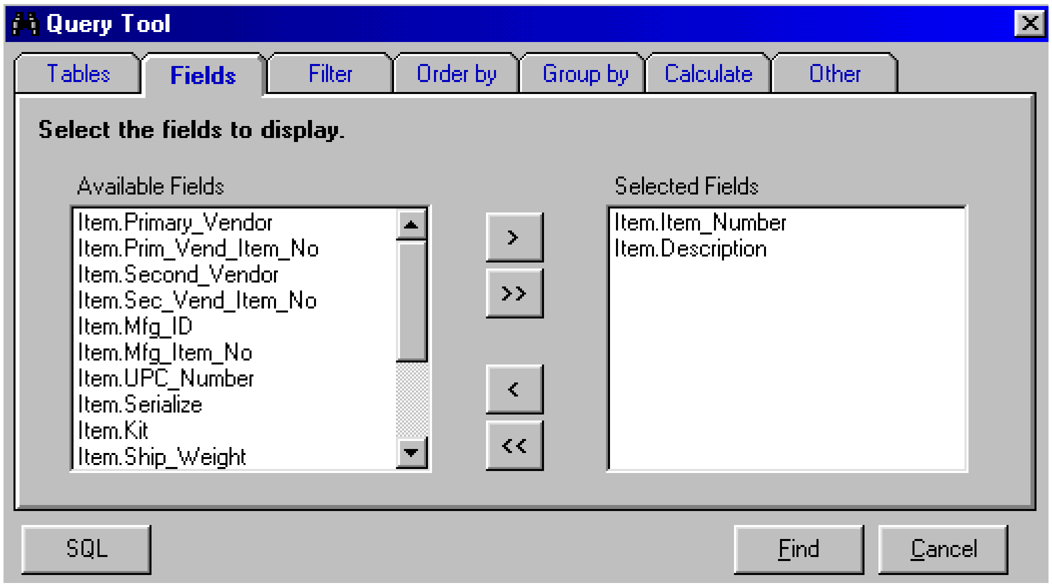
The Tables tab of the Custom Queries tool lets you select the tables you want to use in your custom query.

Click on one or more tables in the Available Tables list then click the > to move them to the Selected Tables list. Only tables in the Selected Tables list will be available for your query.

Click the >> button to move all tables to the Selected Tables list or << to remove all tables in the Selected Tables list.

To remove one or more tables from the Selected Tables list, click on the tables and then click the < button.

2.11.2.3 Custom Queries Fields Tab



The Fields tab of the Custom Query tool lets you select the fields to be used in your query. Only fields in the tables you selected in the Tables tab show up in the Available Fields list.

Click on one or more fields in the Available Fields list then click the > to move them to the Selected Fields list. Only fields in the Selected Fields list will be available for your query.

Click the >> button to move all fields to the Selected Fields list or << to remove all fields in the Selected Fields list.

To remove one or more fields from the Selected Fields list, click on the fields and then click the < button.

2.11.2.4 Table and Field Definitions

Below are the names and descriptions of the database tables and their respective fields that can be used for custom queries. Tables are shown in **bold** type.

Table/Field Name	Description
BinLocation	**Child of SiteLocation. Contains bin numbers and priorities.**
Site	Site Location
Bin_No	Bin Number, Warehouse Location or other identifier for a physical stock location.
Description	Optional description/notes for this bin or stock location
Priority	Picking priority. Only used with Directed Picking
Company_Locations	**Multiple Locations where purchase orders are received or billed at.**
Name	Name of the company's ship to location
Address1	First Address
Address2	Second Address
City	Ship to City
County	Ship to County
State	Ship to State
ZipCode	Ship to Zip code
Country	Ship to Country

Phone1	First phone number
Phone2	Second phone number
Fax_Number	Fax line phone number
Data_Number	Data line phone number
Contact_Name	Main contact person at this Ship to location
Notes	Notes and comments
Credit_Terms	**Credit Terms for Purchase Orders**
Credit_Terms	Credit terms that apply to purchase orders
Description	Description of the credit term
Customer	**Main Customer Master Table**
Cust_ID	Unique customer identification number
Cust_Name	Customer Name
Address1	First Address
Address2	Second Address
City	Customer City
County	Customer County
State	Customer State
ZipCode	Customer Zip code
Country	Customer Country
Phone1	First phone number
Phone2	Second phone number
Fax_Number	Fax line phone number
Data_Number	Data line phone number
Cust_Since	Date this customer was first serviced
Last_Trans	Last customer transaction
Notes	Notes and comments
Credit	Flag to indicate if this customer is extended credit
Credit_Limit	Allowable dollar limit for this customer's credit
Tax_ID_Number	Customer Tax Identification number
Tax_Exempt	Flag to indicate the tax exempt status of this customer
Sales_Tax_Rate	Sales tax rate applied to invoices for this customer
Terms	Credit Terms
Cust_Type	FK to Customer_Type table. A grouping or classification this customer is assigned to.
Cust_Group	FK to Customer_Group table. A grouping or classification this customer is assigned to.
Discount	Default Percent discount given to this customer on orders
Ship_Via	Preferred method of shipping for this customer
BackOrders	Flag to indicate if this customer allows back orders
Partial_Shippment	Flag to indicate if this customer will accept partial shipments
Accept_Substitutes	Flag to indicate if this customer will accept substitute items.
Price_Struct	Unique pricing structure as entered by the user.
Customer_Contact	**Customer Contacts maint. table. Child of 'Customer' table.**
Cust_ID	Unique customer identification number
Contact_Name	Name of customer contact
Primary_Phone	First phone number
Extension	Phone Extension
Fax_Number	Fax line phone number
Email_Address	Customer E-mail address
Customer_Contract	**Customer Contracts maint. table. Child of 'Customer' table.**
Cust_ID	Customer identification number
Contract_Number	Contract Identification Number

Contract_Date	Date the contract is written
Effect_Date	Contract Effective Date
Expire_Date	Date the contract expires
Contract_Text	Main contract
Special_Inst	Special Instructions related to this contract
Author	Company representative responsible for authoring contract
Cust_Approve_By	Customer representative approving and accepting contract
Customer_Group	**Customer Groups maint. table**
Customer_Group	Customer Group. May be any type of grouping or catagorization of a customer.
Description	Description of the Customer Group
Customer_Item	**Contains Discounts associated with specific Customers and Item Numbers**
Cust_ID	Customer ID associated with this Discount
Item_Number	Item Number associated with this Discount
Discount	Discount level to use for this Customer ID and Item Number
Customer_Item_Group	**Contains Discounts associated with specific Customers and Item Groups**
Cust_ID	Customer ID associated with this Discount
Item_Group	Item Group associated with this Discount
Discount	Discount level to use for this Customer ID and Item Group
Customer_ShipTo	**Multiple Locations that orders are shipped to for customers. Child of 'Customer' table.**
Cust_ID	Unique customer identification number
ShipTo_Name	Name of the customer's ship to location
Address1	First Address
Address2	Second Address
City	Ship to City
County	Ship to County
State	Ship to State
ZipCode	Ship to Zip code
Country	Ship to Country
Phone1	First phone number
Phone2	Second phone number
Fax_Number	Fax line phone number
Data_Number	Data line phone number
Contact_Name	Main contact person at this Ship to location
Last_Trans	Last transaction for this Ship to location
Notes	Notes and comments
Tax_ID_Number	Customer's Ship to location Tax Identification number
Tax_Exempt	Flag to indicate the tax exempt status of this Ship to location
Sales_Tax_Rate	Sales tax rate applied to invoices for this Ship to location
Price_Struct	Unique pricing structure as entered by the user.
Customer_Type	**Customer Type Maint. Table**
Customer_Type	Customer Type. May be any type of grouping or catagorization of a customer.
Description	
Inv_Trans_From_Loc	**Child of Inventory_Trans. Contains From Site and From Bin for each transaction**
Trans_No	Unique Transaction Number
Site	Site Location
Bin_No	Bin Number, Warehouse Location or other identifier for a physical stock

	location.
Inv_Trans_Lot_No	**Child of Inventory_Trans. Contains Lot/Serial Number for transactions**
Trans_No	Unique Transaction Number
Lot_No	Lot or Serial Number for this Transaction
Inv_Trans_Notes	**Child of Inventory_Trans. Contains any miscellaneous notes entered for each transaction.**
Trans_No	Unique Transaction Number
Notes	Notes
TransExtra1	Transaction Extra Field 1
TransExtra2	Transaction Extra Field 2
Inv_Trans_PO_No	**Child of Inventory_Trans. Contains PO Numbers for receipt transactions**
Trans_No	Unique Transaction Number
Purch_Ord	Purchase Order Number for this Transaction
Release_No	Release Number for this Transaction
Inv_Trans_To_Loc	**Child of Inventory_Trans. Contains To Location and To Bin for transfer transactions**
Trans_No	Unique Transaction Number
Site	Site Location
Bin_No	Bin Number, Warehouse Location or other identifier for a physical stock location.
Inv_Trans_WO_No	**Child of Inventory_Trans. Contains WO Numbers for issue transactions**
Trans_No	Unique Transaction Number
Work_Ord	Work Order Number for this Transaction
Issued_To	Issued To Name
Inventory	**Main Item Inventory Maint. table.**
Item_Number	Unique number to identify this item
Site	Site Location
Bin_No	Bin Number, Warehouse Location or other identifier for a physical stock location.
Lot_No	Lot or Serial Number
Qty_On_Hand	Quantity Physically on hand.
Qty_Alloc	Quantity Allocated.
Recv_Date	Last receive date for this item.
Inventory_Trans	**Inventory Transaction table. This table maintains a history of ALL inventory transactions including Receive, Transfer and Issue.**
Trans_No	Unique Transaction Number
Trans_Type	Transaction Type. A=Adjustment; I=Issue; T=Transfer; R=Receipt
Trans_Date	Date of Inventory transaction as ENTERED BY USER
Item_Number	Unique number to identify this item
Trans_Qty	Transaction Quantity
UserID	User Logged in at time of transaction
Record_Date	Actual Date the record is written to the table
Undo_Flag	Has this transaction been undone?
Invoice_Delete	**Transaction file of deleted invoices.**

InvDelKey	Primary Key
Invoice_No	Invoice Number that was deleted
Invoice_Date	Date the deleted invoice was created
UserID	The user who deleted the invoice
Deletion_Date	Date and time the invoice was deleted
Invoice_Detail	**Relates Invoices to particular orders in Order_Header table.**
Invoice_No	Invoice Number - FK to Invoice_Header table.
Order_Key	FK to Order_Header table.
Line_No	FK Order_Packing table. Relates Picked/Packed Items to this invoice.
Invoice_Header	**Header table for Invoices.**
Invoice_No	Unique Invoice Number.
Invoice_Date	Date the Invoice is generated.
Ship_Date	Expected shipping date.
Bill_To	Customer identification number - Cust the Order is Billed to... May be different from the customer that placed the order
Freight	Amount of Freight as entered by user.
Other_Charge	Additional charge/credit as entered by user.
Invoice_By	Invoice by Customer, Ship To Location or Order Number.
Extra1	Extra Data field 1
Extra2	Extra Data field 2
Paid	Amount paid for this invoice
Item	**Item master file**
Item_Number	Unique number to identify this item
Description	Description of item
Primary_Vendor	Primary vendor's Identification number
Prim_Vend_Item_No	The primary vendor's item number
Second_Vendor	Secondary vendor's Identification number
Sec_Vend_Item_No	The secondary vendor's item number
Mfg_ID	Item manufacturer's Identification number
Mfg_Item_No	The manufacturer's item number
UPC_Number	Universal Product Code Identification number
Reference_No	Reference number
Serialize	Byte to indicate if this is a Lotted\Serialized item. 0=No; 1=Lotted; 2=Serialized; 3=Serialized, with quantities
Kit	Flag to indicate if this is a item is a kit made up of other items
Ship_Weight	Shipping weight per unit for this item
Ship_Extra1	Extra field for shipping 1
Ship_Extra2	Extra field for shipping 2
UOM	Unit of measure for this item
Item_Type	Type or classification for this item
Item_Group	Group or classification for this item
Default_Loc	Default storage location for this item
Last_Trans	Date of last transaction for this item
Notes	Notes for this item
Default_Bin	Default bin number for this item
Item_Group	**Item Group master file. Allows items to be grouped, classified or specified to a particular grouping such as "Raw Materials", "Finished Goods" , etc...**
Item_Group	Identifier to group, classify or categorize items
Description	Description of the Item Group
Item_Location	**Table for ITEMS and each associated SITELOCATION.**

	Child of ITEM and SITELOCATION tables.
Item_Number	Unique number to identify this item
Site_Location	Site Location
ReOrd_Point	Point at which to reorder for this item
ReOrd_Qty	Quantity to reorder for this item
Item_Lot_Pallet	**This table is used to implement pallet numbers for finished goods transactions.**
Item_Number	PK, Item number
Lot_No	PK, Lot no
Pallet_No	The last/highest pallet number received for this item number and lot number.
Item_Mfg	**Item Manufacturer Master table. This table is identical to the Vendor master Table.**
Vendor_ID	Unique vendor identification number
Vendor_Name	Vendor's name
Contact_Name	Main vendor contact
Address1	First Address
Address2	Second Address
City	Vendor City
State	Vendor State
ZipCode	Vendor Zip code
Country	Vendor Country
Phone1	First phone number
Phone2	Second phone number
Fax_Number	Fax line phone number
Data_Number	Data line phone number
Payment_Terms	Payment Terms for this vendor
Notes	Notes and comments
Item_Price	**Table for Items and each associated pricing structure. Child of ITEM and ITEM_PRICE_STRUCT tables.**
Item_Number	Unique number to identify this item
Price_Category	Pricing Category
Quantity	Quantity associated with this item and price structure
Cost	Cost associated with this item and price structure - used with Purchase Order Entry
Sale	Sale Price associated with this item and price structure - Used with Sales Order Entry
Def_Cost	Flag to indicate if this is the Default cost for purchasing
Def_Sale	Flag to indicate if this is the Default Sale for order entry
Item_Price_Struct	**Master Lookup table for the pricing structures for items.**
Price_Struct	Unique pricing structure as entered by the user.
Description	Description of this pricing structure
Item_Subs	**Substitute Items Master table.**
Item_Number	FK to Item master Table.
Sub_Item_No	Substitute Item
Item_Type	**Item Type master file**
Item_Type	Identifier to group, classify or categorize items
Description	Description of this item type
Kitting	**Kitting Master Table**
Kit_Line_No	PK, Kit Line Number
Kit_Item_No	The item number of the kit
Kit_Lot_No	The lot number of the kit
Part_Item_No	The item number of the part item

Part_Lot_No	The lot number of the part item
Part_Qty	The quantity of the part item
Order_Detail	**Child of Order_Header. Contains item numbers, quantities ordered, etc., for an order.**
Order_Line_No	Hidden Primary Key for Child Tables
Order_Key	FK to Order Header Table
Item_Number	Unique number to identify this item
Site	Site Location to Pick Order From
Quantity_Ordered	Quantity that was ordered
Quantity_To_Ship	Quantity to ship
Unit_Price	Unit price for this line item
Discount	Line Item Discount
Line_Status	1=Open; 2=Picked; 3=Packed; 4=Shipped; 5=Closed; 6=Hold; Others are user defined.
Order_Header	**Main Order entry table.**
Order_Key	Hidden Key for Child Tables
Order_Number	Primary Key for Order Number
Cust_ID	FK to Customer Table
ShipTo_Name	FK to Cust Ship to
Reference_No	Reference number for this order
Order_Date	Date this order was entered
Due_Date	Date this order is due
Discount	Order Discount
Ship_Via	Name of shipping company
Order_Status	FK to Order_Status order_key field
Special_Instructions	Any special instructions for this order
Price_Struct	Unique pricing structure as entered by the user.
OEextra1	Extra Data field 1
OEextra2	Extra Data field 2
NonMerchOrder	Flag indicates if this order is a Non Merchandise Order. If true, inventory is not required.
Order_Line_Status	**Contains order line statuses.**
Status_Key	Unique number for this line status.
Line_Status	Status of an order line item.
Description	Description of this line status
User_Def	User Defined Status
Order_Packing	**Child of Order_Picking table. Contains PACKING details for orders.**
Pack_Number	Unique Packing Line Item number
Pick_No	FK to Order_Picking Table
Quantity_Packed	Quantity of item packed for this line item
Date_Packed	Date this quantity is packed
Pack_By	User who packed this line item. FK to User.UserID or may be User initials from portable upload
Order_Pick_Lot_Ser	**Child of Order_Picking table. Maintains the Lot\Serial numbers that Items are picked from. This is for Lotted or Serialized Items only.**
Picking_Number	FK to Order_Picking Table
L_S_Number	Lot/Serial number this item is picked from
Order_Picking	**Child of Order_Detail table. Contains picking details for orders.**

Picking_Number	Unique Picking Line Item number
PickTixNo	Pick Ticket Number
Order_Line_No	FK to Order Detail Table
Quantity_Picked	Quantity of item picked for this line item
Date_Picked	Date this quantity is picked
Pick_From_Loc	Main Site Location this item is picked from
Pick_From_Bin	Bin or warehouse aisle number this item is picked from
Pick_By	User who picked this line item. FK to User.UserID or may be User initials from portable upload
Order_PickTix_Det	**Child of Order_PickTix_Hdr**
PickTixNo	Pick Ticket Number
Order_Key	FK to Order Header and Order_Detail Tables
Order_Line_No	Foreign Key to Order_Detail table
Picking_Number	Unique Picking Line Item number
Order_PickTix_Hdr	**Contains distinct Pick Ticket and Order Key data. Used primarily for speed in searching pick ticket header info.**
PickTixNo	Unique Pick ticket number
Order_Key	FK to order_header table.
AutoPick	Flag to indicate that this pick ticket was auto picked.
Order_PickTix_Man	**Similiar to Order_Picking table, this table holds Manual Pick Tickets and suggested Pick from Locs & Bins. This table simply allows us to Reprint existing pick tickets that were manually picked.**
Picking_Number	Unique Picking Line Item number
PickTixNo	Pick Ticket Number
Order_Line_No	FK to Order Detail Table
Quantity_Picked	Quantity of item picked for this line item
Date_Picked	Date this quantity is picked
Pick_From_Loc	Main Site Location this item is picked from
Pick_From_Bin	Bin or warehouse aisle number this item is picked from
Pick_By	User who picked this line item. FK to User.UserID or may be User initials from portable upload
Order_Status	**Lookup table for an order status.**
Status_Key	Unique number for this order status
Order_Status	Status of an order
Description	Description of this order status
User_Def	User Defined Status
PhysInvEx	**Physical Inventory Exceptions table. Contains scanned records that are invalid.**
Line_No	FK to PhysInvt table
Item_Number	Item Number that was scanned
Lot_No	Lot/Serial Number that was scanned
Qty	Quantity that was scanned
UserID	User who scanned this line
Reason	Reason this record is invalid
PhysInvRec	**Physical Inventory Reconcile table. Holds records of actual physical from portable scanners.**
PhysNo	FK to PhysInvt
Item_Number	Item Number that was scanned
Lot_No	Lot/Serial Number that was scanned

Qty	Quantity that was scanned
UserID	User who scanned this line
PhysInvt	**Physical Inventory master file. Holds a snapshot of inventory items, locations and qty's.**
PhysNo	Unique Physical Inventory Number
Item_Number	Unique number to identify this item
Site	Site Location
Bin_No	Bin Number, Warehouse Location or other identifier for a physical stock location.
Lot_No	Lot or Serial Number
Qty_On_Hand	Quantity Physically on hand.
Qty_Alloc	Quantity Allocated.
PhysInvtSerial	**Child of PhysInvt table. Holds Physical inventory number and Lot/Serial number of items.**
PhysNo	Line Number for this record
LS_No	Lot or Serial Number
Qty_On_Hand	Quantity Physically on hand.
Qty_Alloc	Quantity allocated
Serialize	Byte to indicate if this is a Lotted\Serialized item. 0=No; 1=Lotted; 2=Serialized; 3=Serialized, with quantities
PO_Detail	**Purchase order detail lines**
PO_Line_No	PK, Purchase order line number
PO_Number	FK to PO_Header, Purchase order number
Item_Number	FK to Item, Item number
PO_Item_Number	PO Item number. Can be own Item number, primary vendor Item number, secondary vendor Item number
Status_Key	FK to PO_Line_Status
Quantity_Ordered	Quantity ordered
Quantity_Received	Quantity received
Unit_Price	Unit price
PO_Header	**Purchase order headers**
PO_Number	PK, Purchase order number
ShipTo_Name	FK to Company_Locations, name of the location within the company to ship to
BillTo	FK to Company_Locations, name of the location within the company to bill to
ShipVia	FK to ShipVia, Name of service to ship via
PO_Status	FK to PO_Status, Status of purchase order
Credit_Terms	FK to Credit_Terms, Credit terms
Vendor_ID	FK to Vendor, Vendor ID
PO_Date	Date purchase order was made
Due_Date	Date purchase order is due
FOB	Free on board
PO_Key	Candidate key used for sorting
Approval_Name1	Name of first person to approve the PO
Approval_Date1	Date the first person approved the PO
Approval_Name2	Name of second person to approve the PO
Approval_Date2	Date the second person approved the PO
Notes	Additional notes to print on the PO
BlanketPO	Is this a blanket PO?
Ref_Number	Reference Number
PO_Line_Status	**Status for PO Detail lines**
Status_Key	PK, Status key

PO_Status	Purchase order status
Description	Purchase order status description
User_Def	User defined or not
PO_Status	**Status for POs**
Status_Key	PK, Status key
PO_Status	Purchase order status
Description	Purchase order status description
User_Def	User defined or not
Req_Detail	**Requisition detail table. Contains line items for each information including item number, quantity, status.**
Req_Line_No	Unique line number
Req_Number	FK to Req_Header
Item_Number	FK to Item
Quantity	Quantity of the item requisitioned
Line_Status_Key	FK to Req_Line_Status
Req_Header type,	**Requisition header file. Contains req number, date, due date, department, req notes, and so on for each requisition.**
Req_Number	Unique requisition number, PK
Req_Type	Type of requisition (1=Stock, 2=PO)
Status_Key	Status of the requisition, FK to Req_Status
Req_Date	Date the requisition was entered
Due_Date	Date the requisition is due
Department	Department making the requisition, FK to Company_Locations
Vendor_ID	Vendor ID to use when converting to a PO, FK to Vendor
Notes	Notes
Req_Line_Status	**Requisition line item status**
Line_Status_Key	PK, Status key
Req_Line_Status	Requisition line status
Description	Description
User_Def	User defined or not
Req_Status	**Requisition status**
Status_Key	PK, Status key
Req_Status	Requsition status
Description	Description
User_Def	User defined or not
Shipping_Status	**Status of orders that have shipped**
Shipping_Status	Status of shipping order
Description	Description of this status
Site_ReOrder	**Maintanence table for reorder points and quantities by site location for each item.**
Item_Number	Unique number to identify this item
Site	Site Location
Default_Rec_Loc	Default receiving Site location?
Reorder_Qty	Reorder Quantity for this item at this location
Reorder_Point	Reorder Point for this item at this location
SiteLocation	**Site Location Master File.**
Site	Site Location
Description	Optional description/notes for this location

Vendor	**Vendor Master File.**
Vendor_ID	Unique vendor identification number
Vendor_Name	Vendor's name
Contact_Name	Main vendor contact
Address1	First Address
Address2	Second Address
City	Vendor City
State	Vendor State
ZipCode	Vendor Zip code
Country	Vendor Country
Phone1	First phone number
Phone2	Second phone number
Fax_Number	Fax line phone number
Data_Number	Data line phone number
Payment_Terms	Payment Terms for this vendor
Notes	Notes and comments

X_Ref_Master	**Item Cross Reference Number Master Table**
Item_Number	FK to Item master Table.
X_Ref_No	Unique number to identify this item

2.11.2.5 Table Relationships

Listed below are the most important table relationships in the database. When you do a custom query with related tables, you must define the relationship in the SQL window. Explaining SQL is beyond the scope of this help text. We encourage you to consult one of the many books on SQL if you want to do advanced queries with related tables.

Parent Table	Related Fields
BinLocation	
SiteLocation	BinLocation.Site = SiteLocation.Site
Customer	
Customer_Group	Customer.Cust_Group = Customer_Group.Customer_Group
Customer_Type	Customer.Cust_Type = Customer_Type.Customer_Type
Item_Price_Struct	Customer.Price_Struct = Item_Price_Struct.Price_Struct
Customer_Contact	
Customer	Customer_Contact.Cust_ID = Customer.Cust_ID
Customer_Contract	
Customer	Customer_Contract.Cust_ID = Customer.Cust_ID
Customer_Item	
Customer	Customer_Item.Cust_ID = Customer.Cust_ID
Item	Customer_Item.Item_Number = Item.Item_Number
Customer_Item_Group	
Customer	Customer_Item_Group.Cust_ID = Customer.Cust_ID
Item_Group	Customer_Item_Group.Item_Group = Item_Group.Item_Group
Customer_ShipTo	
Customer	Customer_ShipTo.Cust_ID = Customer.Cust_ID
Item_Price_Struct	Customer_ShipTo.Price_Struct = Item_Price_Struct.Price_Struct

Inventory

BinLocation	Inventory.Site = BinLocation.Site, Inventory.Bin_No = BinLocation.Bin_No
Item	Inventory.Item_Number = Item.Item_Number
SiteLocation	Inventory.Site = SiteLocation.Site

Inv_Trans_From_Loc

Inventory_Trans	Inv_Trans_From_Loc.Trans_No = Inventory_Trans.Trans_No

Inv_Trans_Lot_No

Inventory_Trans	Inv_Trans_Lot_No.Trans_No = Inventory_Trans.Trans_No

Inv_Trans_Notes

Inventory_Trans	Inv_Trans_Notes.Trans_No = Inventory_Trans.Trans_No

Inv_Trans_PO_No

Inventory_Trans	Inv_Trans_PO_No.Trans_No = Inventory_Trans.Trans_No

Inv_Trans_To_Loc

Inventory_Trans	Inv_Trans_To_Loc.Trans_No = Inventory_Trans.Trans_No

Inv_Trans_WO_No

Inventory_Trans	Inv_Trans_WO_No.Trans_No = Inventory_Trans.Trans_No

Invoice_Detail

Invoice_Header	Invoice_Detail.Invoice_No = Invoice_Header.Invoice_No
Order_Header	Invoice_Detail.Order_Key = Order_Header.Order_Key
Order_Packing	Invoice_Detail.Line_No = Order_Packing.Pack_Number

Item

BinLocation	Item.Default_Loc = BinLocation.Site, Item.Default_Bin = BinLocation.Bin_No
Item_Group	Item.Item_Group = Item_Group.Item_Group
Item_Mfg	Item.Mfg_ID = Item_Mfg.Vendor_ID
Item_Type	Item.Item_Type = Item_Type.Item_Type
Vendor	Item.Primary_Vendor = Vendor.Vendor_ID
Vendor	Item.Second_Vendor = Vendor.Vendor_ID

Item_Lot_Pallet

Item	Item_Lot_Pallet.Item_Number = Item.Item_Number

Item_Mfg

Credit_Terms	Item_Mfg.Payment_Terms = Credit_Terms.Credit_Terms
Item_Price_Struct	Item_Mfg.Price_Struct = Item_Price_Struct.Price_Struct
Ship_Via	Item_Mfg.Ship_Via = Ship_Via.Ship_Via

Item_Price

Item	Item_Price.Item_Number = Item.Item_Number
Item_Price_Struct	Item_Price.Price_Category = Item_Price_Struct.Price_Struct

Item_Subs

Item	Item_Subs.Item_Number = Item.Item_Number

Kitting

Kit_Item_No	Kitting.Kit_Item_No = Item.Item_Number
Part_Item_No	Kitting.Part_Item_No = Item.Item_Number

Order_Detail

Item	Order_Detail.Item_Number = Item.Item_Number
Order_Header	Order_Detail.Order_Key= Order_Header.Order_Key
Order_Line_Status	Order_Detail.Line_Status = Order_Line_Status.Status_Key
SiteLocation	Order_Detail.Site = SiteLocation.Site

Order_Header

Customer	Order_Header.Cust_ID = Customer.Cust_ID
Customer_ShipTo	Order_Header.Cust_ID = Customer_ShipTo.Cust_ID, Order_Header.ShipTo_Name = Customer_ShipTo.ShipTo_Name
Item_Price_Struct	Order_Header.Price_Struct = Item_Price_Struct.Price_Struct
Order_Status	Order_Header.Order_Status = Order_Status.Status_Key
Ship_Via	Order_Header.Ship_Via = Ship_Via.Ship_Via

Order_Packing

Order_Picking	Order_Packing.Pick_No = Order_Picking.Picking_Number

Order_Picking

BinLocation	Order_Picking.Site = BinLocation.Site, Order_Picking.Bin_No = BinLocation.Bin_No
Order_Detail	Order_Picking.Order_Line_No = Order_Detail.Order_Line_No
Order_PickTix_Det	Order_Picking.Picking_Number = Order_PickTix_Det.Picking_Number
SiteLocation	Order_Picking.Site = SiteLocation.Site

Order_Pick_Lot_Ser

Order_Picking	Order_Pick_Lot_Ser.Picking_Number = Order_Picking.Picking_Number
Order_Pick_Tix_Det	Order_Pick_Lot_Ser.Picking_Number = Order_PickTix_Det.Picking_Number

Order_PickTix_Det

Order_Detail	Order_PickTix_Det.Order_Line_No = Order_Detail.Order_Line_No
Order_Header	Order_PickTix_Det.Order_Key = Order_Header.Order_Key
Order_Pick_Lot_Ser	Order_PickTix_Det.Picking_Number = Order_Pick_Lot_Ser.Picking_Number
Order_Picking	Order_PickTix_Det.Picking_Number = Order_Picking.Picking_Number
Order_PickTix_Hdr	Order_PickTix_Det.PickTixNo = Order_PickTix_Hdr.PickTix_No, Order_PickTix_Det.Order_Key = Order_PickTix_Hdr.Order_Key

Order_PickTix_Hdr

Order_Header	Order_PickTix_Hdr.Order_Key = Order_Header.Order_Key

Order_PickTix_Man

Order_Detail	Order_PickTix_Man.Order_Line_No = Order_Detail.Order_Line_No
Order_PickTix_Det	Order_PickTix_Man.Picking_Number = Order_PickTix_Det.Picking_Number

PO_Detail

Item	PO_Detail.Item_Number = Item.Item_Number
PO_Header	PO_Detail.PO_Number = PO_Header.PO_Number
PO_Line_Status	PO_Detail.Status_Key = PO_Line_Status.Status_Key

PO_Header

Company_Locations	PO_Header.BillTo = Company_Locations.Name
Company_Locations	PO_Header.ShipTo_Name = Company_Locations.Name
Credit_Terms	PO_Header.Credit_Terms = Credit_Terms.Credit_Terms
PO_Status	PO_Header.PO_Status = PO_Status.Status_Key
Ship_Via	PO_Header.ShipVia = Ship_Via.Ship_Via
Vendor	PO_Header.Vendor_ID = Vendor.Vendor_ID

Req_Detail

Item	Req_Detail.Item_Number = Item.Item_Number

Req_Header	Req_Detail.Req_Number = Req_Header.Req_Number
Req_Line_Status	Req_Detail.Line_Status_Key = Req_Line_Status.Line_Status_Key

Req_Header

Company_Locations	Req_Header.Department = Company_Locations.Name
Req_Status	Req_Header.Status_Key = Req_Status.Status_Key
Vendor	Req_Header.Vendor_ID = Vendor.Vendor_ID

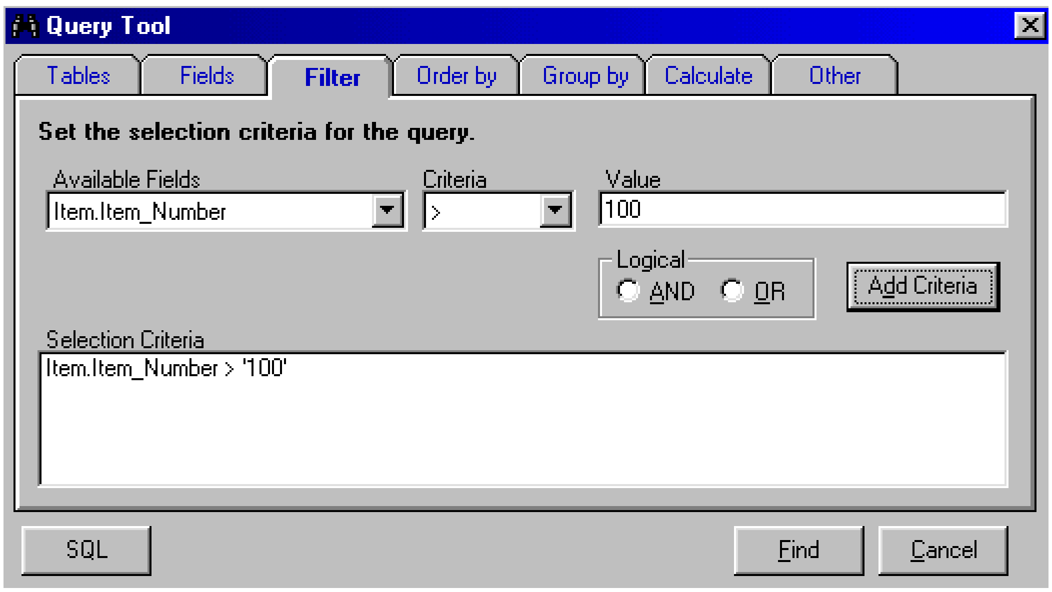
Vendor

Credit_Terms	Vendor.Payment_Terms = Credit_Terms.Credit_Terms
Ship_Via	Vendor.Ship_Via = Ship_Via.Ship_Via

X_Ref_Master

Item	X_Ref_Master.Item_Number = Item.Item_Number

2.11.2.6 Custom Queries Filter Tab



The Filter tab of the Custom Query tool lets you set up filters that records must match to be included in your report.

To add a filter, select a field from the Available Fields list. Only the fields you selected in the Fields tab will be available.

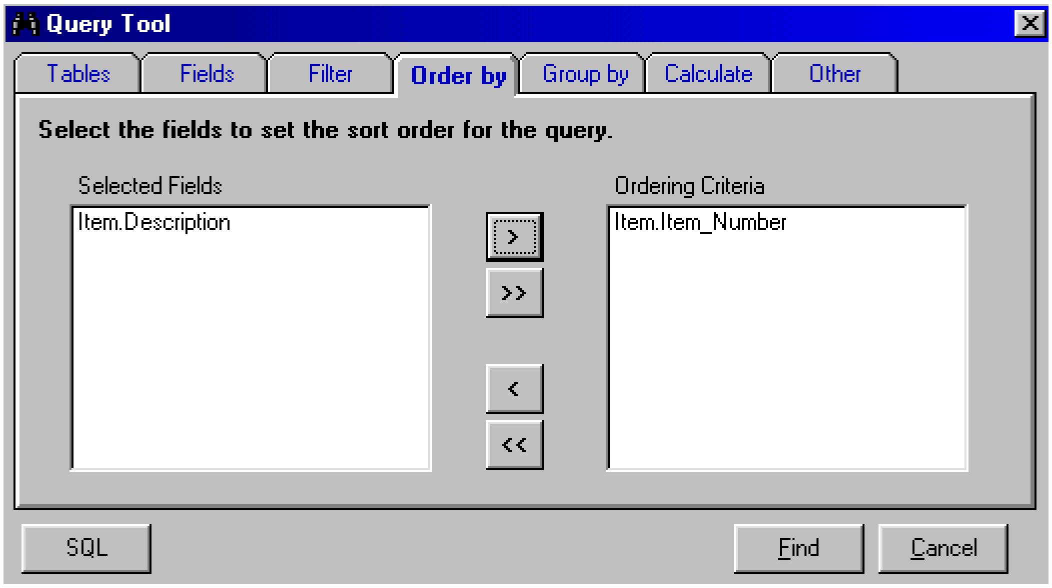
Select a criteria. Available criteria are:

- =
- >
- >=
- <
- <=
- BETWEEN
- IN
- LIKE

Enter the value for the filter in the Value box.

If this is the first filter, click on Add Criteria. If there are other filters, you must select either AND or OR. If you select AND, the new filter and the previous filter must both be true for a record to be displayed in the report. If you select OR, the record will be displayed if either the new filter or the previous filter is true. After selecting AND or OR, click the Add Criteria button.

2.11.2.7 Custom Queries Order By Tab



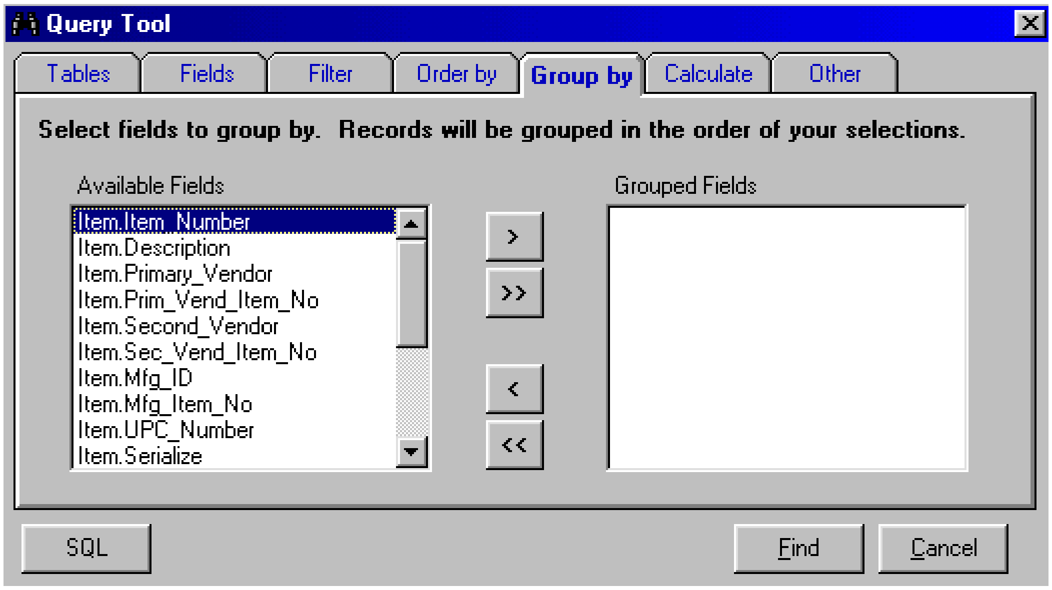
The Order By tab of the Custom Queries tool lets you select the order by which records are displayed in your report.

Click on one or more fields in the Selected Fields list then click the > to move them to the Ordering Criteria list. Records will be sorted based on the fields you add to the Ordering Criteria list starting with the field at the top of the list and going down to the field at the bottom of the list.

Click the >> button to move all fields to the Ordering Criteria list or << to remove all fields in the Ordering Criteria list.

To remove one or more fields from the Ordering Criteria list, click on the fields and then click the < button.

2.11.2.8 Custom Queries Group By Tab



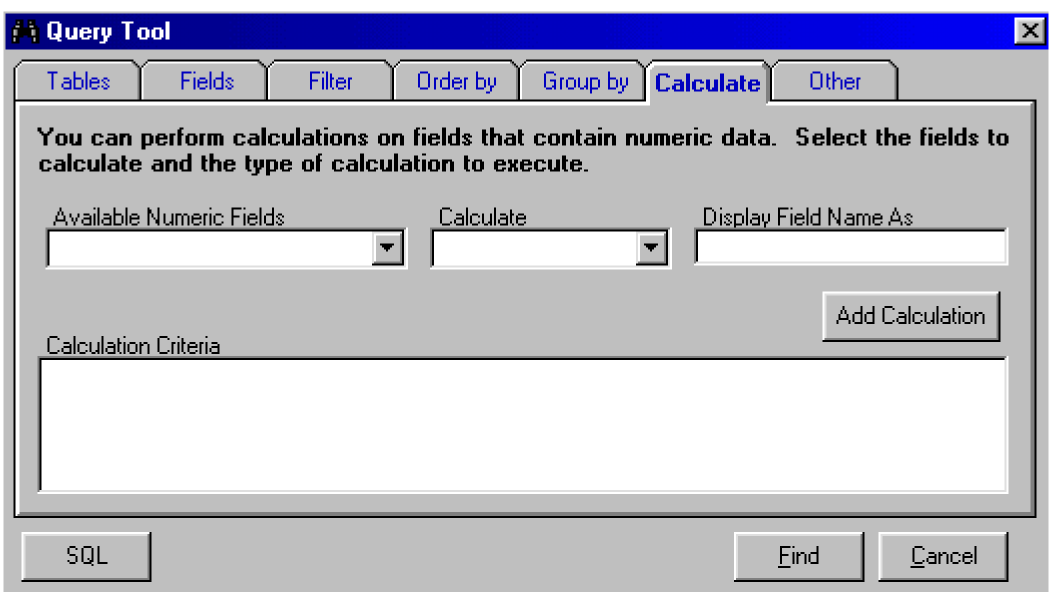
The Group By tab of the Custom Queries tool lets you select fields to group by. Records will be grouped in the order of your selections.

Click on one or more fields in the Selected Fields list then click the > to move them to the Grouped Fields list.

Click the >> button to move all fields to the Grouped Fields list or << to remove all fields in the Grouped Fields list.

To remove one or more fields from the Grouped Fields list, click on the fields and then click the < button.

2.11.2.9 Custom Queries Calculate Tab



The Calculate tab of the Custom Queries tool lets you perform calculations on fields that contain numeric data.

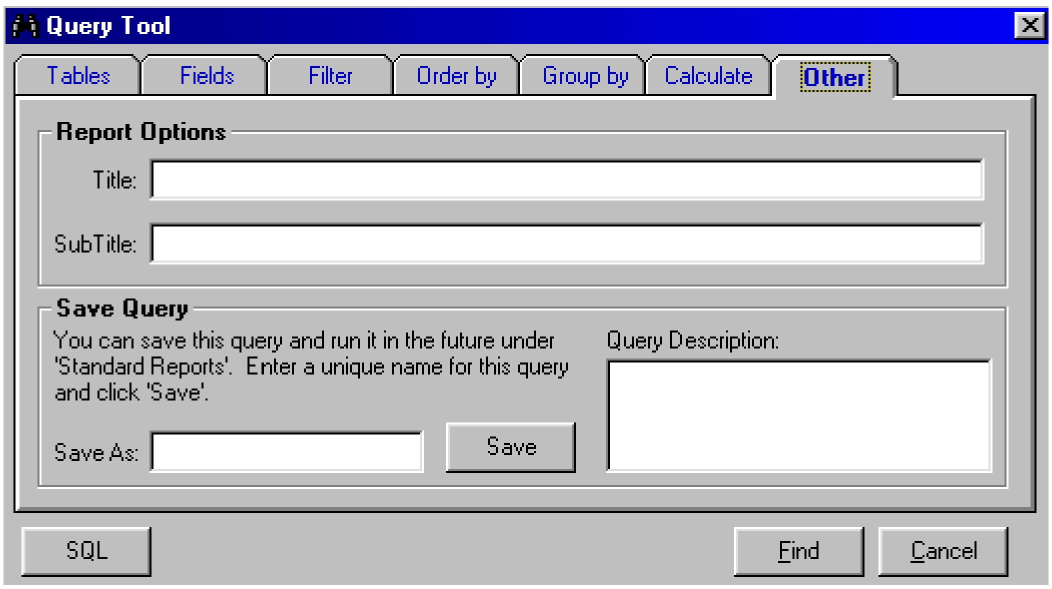
To add a calculation, select a field from the Available Numeric Fields list. Only the fields you selected in the Fields tab which have numeric values will be available.

Select the type of calculation to perform from the Calculate list. The available calculation types are:

- SUM
- MAX
- MIN
- AVG
- COUNT

Enter a name for the calculated field in the Display Field Name As box then click the Add Calculation button.

2.11.2.10 Custom Queries Other Tab

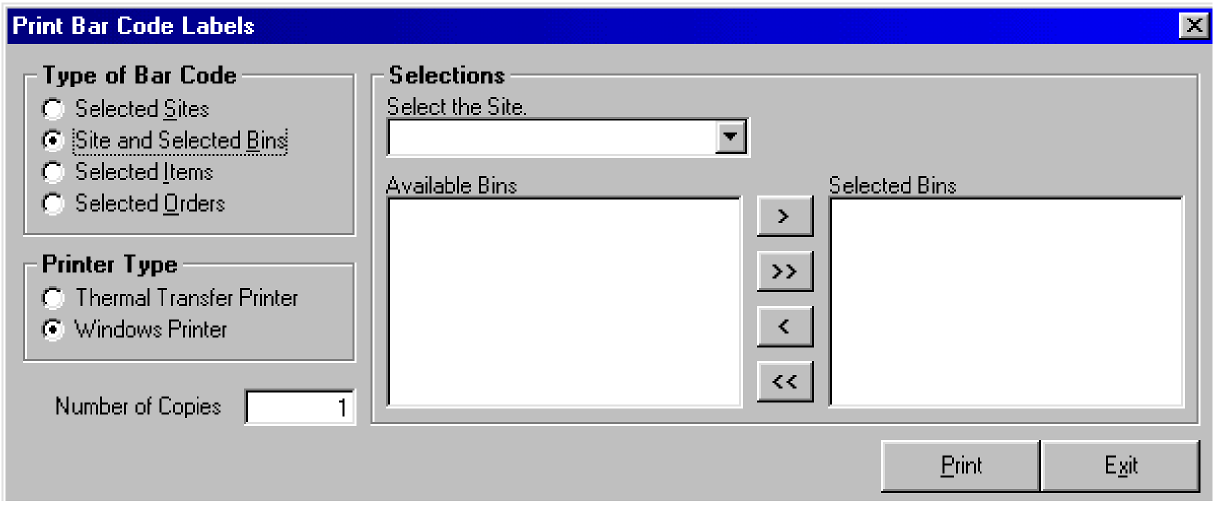


The Other tab of the Custom Queries Tool lets you save the custom query. After a custom query is saved, it will appear in the Standard Reports screen.

To save a custom query, enter the Title and SubTitle of the custom query in the respective boxes. Enter the name to save the query under in the Save As box. Enter a description for the query in the Query Description box then click the Save button.

2.12 Labels

2.12.1 Print Bar Code Labels



The Print Bar Code Labels screen lets you print out bar code labels.

To print bar code labels, select the type of bar code to print. Make the corresponding selections under Selections. Select whether to print to a thermal transfer printer or a Windows printer (inkjet or laster). Enter the number of copies of each label to print in the Number of Copies box. Click Print to print bar code labels.

2.12.2 Labels and Printers

The Labels and Printers options in the Bar Code menu let you edit the labels and printers that are set up in the system.

2.12.3 Creating Your Own Labels

You can create your own labels in LabelMatrix(c) to replace the ones that come with VICS2000. Be sure to select the correct printer (for instance, SATO CL-408) and size when you begin creating your label. You do not need to connect to the VICS2000 database to make labels. Instead, use the codes listed below to represent database fields. For instance, to show an item number on your label, you would add a text or bar code field with the value "FIELD01." When you are done creating your label, you need to print it to a file (for instance, newitem.txt for a new item label). You then need to open the text file and remove the first few lines up to and including the line that reads, "Delete this line and above to use for printing." Then you need to copy the last character in the text file (a vertical block) and paste it at the end followed by a capital Z.

Put the text file in the Labels Path you have set in the System settings.

Database Field	**Enter This On Label**
For Bin Labels:	
Site	FIELD01
Bin_No	FIELD02
Description	FIELD03
Priority	FIELD04
For Item Labels:	
Item_Number	FIELD01
Description	FIELD02
Primary_Vendor	FIELD03
Prim_Vend_Item_No	FIELD04
Second_Vendor	FIELD05
Sec_Vend_Item_No	FIELD06
Mfg_ID	FIELD07
Mfg_Item_No	FIELD08
UPC_Number	FIELD09
Ship_Weight	FIELD10
UOM	FIELD11
Item_Type	FIELD12
Item_Group	FIELD13
Default_Loc	FIELD14
Notes	FIELD15
For Order Labels:	
Cust_Name	FIELD01
ShipTo_Name	FIELD02
Order_Number	FIELD03
For Pallet Labels:	
Item_Number	FIELD01
Description	FIELD02
Lot_No	FIELD03
Quantity	FIELD04
Date	FIELD05
Time	FIELD06
Size	FIELD07
For Site Labels:	

Site	FIELD01
Description	FIELD02

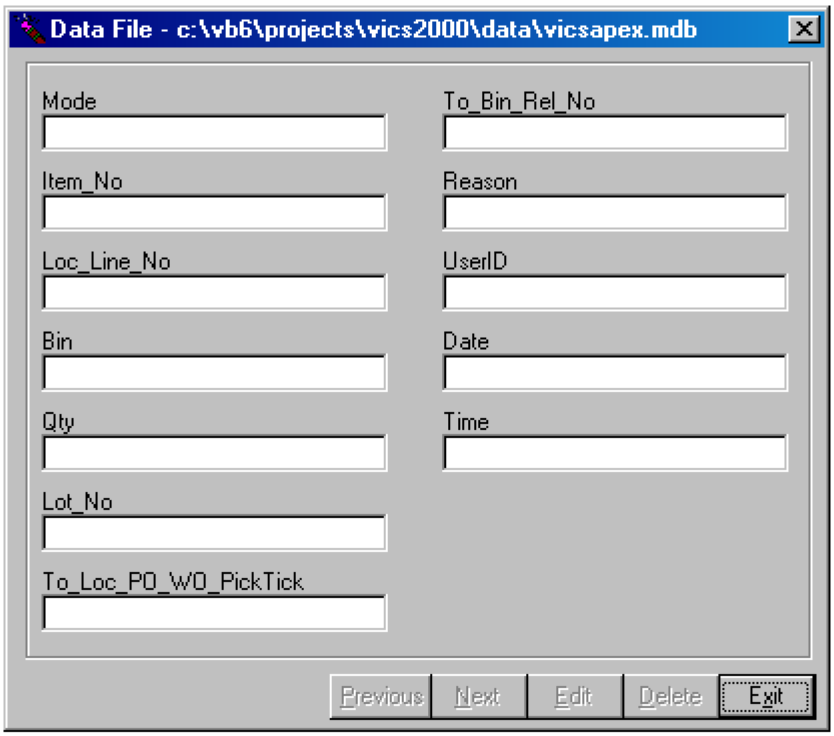
2.13 Portables

2.13.1 Batch Portables

2.13.1.1 Batch Portables Overview

Batch portables are used to collect data without a real-time connection to the VICS 2000 database. When all data is collected, the batch portable is connected to a PC using a serial cable or cradle and the data is uploaded from the scanner to the PC. The uploaded data is then processed as a batch. Invalid data can be corrected using the View Exceptions screen and then re-processed.

2.13.1.2 Batch Portables View Exceptions Screen



To view, edit, and delete exceptions that result from a batch portable upload, click on the Portable menu, Data File Exceptions, View Exceptions, then click on the file name to view.

BROWSING RECORDS

Use the Previous and Next button to browse through the exceptions. You can also select a particular record to view by clicking the Find button on the toolbar or by clicking Find... on the Edit menu, clicking the record you want to view, then clicking the Select button.

EDITING A RECORD

To edit an exception record, click the Edit button. Make your desired changes then click the Save button to make your changes permanent or click the Cancel button to discard your changes. Y

DELETING A RECORD

You can click the Delete button to delete an exception record.

REPROCESSING EXCEPTION RECORDS

When you have made all your corrections, you can then re-process the exceptions by clicking on Portable, Data File Exceptions, Reprocess, then clicking on the file name to reprocess.

FIELD DEFINITIONS

The fields displayed on the batch portable exception screen are:

- Mode: record mode. Valid modes are IN (physical inventory), PI (picking), TA (adjustment transaction), TI (issue transaction), TR (receipt transaction), and TT (transfer transaction).
- Item_No: item number
- Loc_Line_No: site location or line number. For transactions, this is the site location (from site for transfers). For physical inventory, this is the physical inventory line number.
- Bin: warehouse location (bin). This is the from bin for transfers.
- Qty: quantity
- Lot_No: lot or serial number
- To_Loc_PO_WO_PickTick: to location, purchase order number, work order number, or pick ticket number. For transfers, this is the to location. For receipt transactions, this is the purchase order number. For issue transactions, this is the work order number. For picking, this is the pick ticket number.
- To_Bin_Rel_No: to bin or release number. For transfers, this is to bin. For receipts, this is the release number for a blanket purchase order.
- Reason: reason the record is invalid
- UserID: user who entered the record
- Date: date the record was entered
- Time: time the record was entered

2.13.1.3 Apex II

2.13.1.3.1 Apex Introduction

The Apex II terminal is a fully functional data collection terminal designed for the gathering of scanned bar code and keyed data in a broad range of environments and applications. Features of the Apex II terminal include a 4 X 16 display, full alphanumeric keyboard, 128K to 1MB of memory, 16 bit Intel microprocessor, bar code input, and an RS232 communications port.

The following topics discuss in detail the use of the VICS 2000 Batch application for the Apex II. For information pertaining to the loading and retrieval of programs and data to and from the scanner please see the Portables topic in the VICS 2000 section of the help documentation.

2.13.1.3.2 Loading Program

This option is to be used only when the program does not already exist on the scanner.

To download the Vics 2000 Batch program onto the Apex II:

1) Be sure that the scanner is connected to the PC by either the data transfer cable that is supplied or
the cradle. Also make sure that the cable or cradle is plugged into the correct port on the PC.
2) Put the scanner in immediate mode by resetting it. The scanner can be reset by first turning it off,
then pressing and holding down the ALT and SPC keys while turning the scanner

back on.

3) Wait until the System Reboot message leaves the screen on the scanner.
4) Under the Portable menu in VICS select Send Program to Portable.

At this point the PC and the scanner will take over. When the download is complete the scanner will beep and begin execution of the program at the Main Menu.

2.13.1.3.3 Main Menu

After the program is successfully loaded onto the scanner, the following banner is displayed on the scanner:

```
Visual Inventory
 Control System
      2000
   ver 01.0.0
```

After a few seconds the screen is replaced with this one:

```
F1  VICS 2000
F4  Parameters
```

Select **F1** to run the VICS 2000 inventory control software or **F4** to setup the scanner's Parameters by pressing
the appropriate function key located immediately below the screen on the scanner.

Typing **ALT** followed by **Q** from this menu causes the scanner to display the banner shown above then power off.

2.13.1.3.4 VICS 2000

2.13.1.3.4.1 VICS 2000 Menu

In the VICS 2000 Menu there are three options from which to choose. They are Enter Data, Delete Data and
Return to Main.

```
  Sub Menu For
VICS 2000
Enter Data
  Press Enter
```

```
  Sub Menu For
VICS 2000
Delete Data
  Press Enter
```

```
  Sub Menu For
VICS 2000
Return To Main
  Press Enter
```

Typing **ALT** followed by **Q** from this menu causes the scanner to return to the Main Menu.

2.13.1.3.4.2 Enter Data

The first screen in the Enter Data option is the User Login screen.

```
User Login
________________
```

The User Login provides a way to track entered data back to an individual if the need arises. After the user has
entered his ID the data entry menu is displayed. When this menu is loaded there are three visible options:
Transactions, Inventory, and Picking.

```
   Main  Menu
F1 Transactions
F2 Inventory
F3 Picking
```

However, there is a fourth option, Setup, that is hidden below the bottom of the screen. This option is made
visible by pressing the **Down Arrow Key**, which at the same time hides the first option. The first option is made
visible again by pressing the **Up Arrow Key**. The options are selected using the function keys below the screen.
The options do *not* need to be visible to select them.

```
   Main  Menu
F2 Inventory
F3 Picking
F4 Setup
```

Setup should be the first option selected. If the program's settings are not set correctly the data that is entered
may not work with the database on the PC.

Typing **ALT** followed by **Q** from this menu causes the scanner to return to the VICS 2000 Menu.

There are four options from which to select in the Transactions Menu. They are Receipt, Transfer, Adjustment,
and Issue.

```
F1  Receipt
F2  Transfer
F3  Adjustment
F4  Issue
```

Pressing the **Up Arrow Key** or typing **ALT** followed by **Q** from any of these screens causes the scanner to return to the Enter Data Menu.

The Receipt option should be selected to receive items into inventory. This option displays different screens
depending upon the selected items on the Setup screen. The "TR" in the upper right corner of the screen is an
indicator to show that the scanner is running the **T**ransaction - **R**eceipt option.

Screens displayed when L/S Number *is not* selected and:

Purchase Order and
Purchase Order item *is not* selected: Purchase Order Item *is* selected: Blanket PO items are selected

Screen1 --

```
Location        TR
_________________
Item Number
_________________
```

```
PO Number       TR
_________________
Location
_________________
```

```
PO Number       TR
________________
Release #
________________
```

Screen2 ---

```
Bin             TR
________________
Quantity
________________
```

```
Item Number     TR
________________
Bin
________________
```

```
Location        TR
________________
Item Number
________________
```

Screen3 ---

```
Quantity        TR
________________
```

```
Bin             TR
________________
Quantity
________________
```

After a quantity is entered, the cursor will return to the Purchase Order field if the Purchase Order item *is*
selected and the Blanket PO item *is not* selected or the Release # *was* left blank. If the Purchase Order and
Blanket PO items *are* selected and the Release # *was not* left blank the cursor will return to the Release # field.
The cursor will return to the Item Number field if the Purchase Order item *is not* selected. If the Purchase Order
item *is* selected the value last entered in the Purchase Order field will still be there. To continue with the same
Purchase Order press **ENTER**, to start a new Purchase Order enter the new value.

Screens displayed when L/S Number *is* selected and:

Purchase Order item *is not* selected:	Purchase Order Item *is* selected:	Purchase Order and Blanket PO items are selected

Screen1 --

```
Location        TR
________________
Item Number
________________
```

```
PO Number       TR
________________
Location
________________
```

```
PO Number       TR
________________
Release #
________________
```

Screen2 --

```
Is this item
serialized(Y/N)?
```

```
Item Number     TR
________________
Bin
________________
```

```
Location        TR
________________
Item Number
________________
```

Screen3 (If the response to the serialized prompt is "N")--

```
Bin             TR
________________
Quantity
________________
```

```
Is this item
serialized(Y/N)?
```

```
Is this item
serialized(Y/N)?
```

Screen4 (If the response to the serialized prompt is "N")--

```
Quantity        TR
________________
```

```
Bin               TR
_________________
Quantity
_________________
```

After a quantity is entered, the cursor will return to the Purchase Order field if the Purchase Order item *is* selected and the Blanket PO item *is not* selected or the Release # *was* left blank. If the Purchase Order and Blanket PO items *are* selected and the Release # *was not* left blank the cursor will return to the Release # field.
The cursor will return to the Item Number field if the Purchase Order item *is not* selected. If the Purchase Order item *is* selected the value last entered in the Purchase Order field will still be there. To continue with the same Purchase Order press **ENTER**, to start a new Purchase Order enter the new value.

Screen3 (If the response to the serialized prompt is "Y")--

```
Bin               TR
_________________


Bin               TR
_________________
```

```
L/S Number        TR
_________________
Quantity
_________________
```

Screen4 (If the response to the serialized prompt is "Y")--

```
L/S Number        TR
_________________
Quantity
_________________
```

```
L/S Number        TR
_________________
Quantity
_________________
```

After a quantity is entered, the cursor will return to the L/S Number field and await the entry of another L/S Number. If there are no other L/S Numbers to be entered for this Item, Location, and Bin press **ENTER** while the L/S Number field is empty. The cursor will then go to the Purchase Order field if the Purchase Order item *is*

selected and the Blanket PO item *is not* selected or the Release # *was* left blank. If the Purchase Order and Blanket PO items *are* selected and the Release # *was not* left blank the cursor will return to the Release # field.
The cursor will return to the Item Number field if the Purchase Order item *is not* selected. If the Purchase Order item *is* selected the value last entered in the Purchase Order field will still be there. To continue with the same Purchase Order press **ENTER**, to start a new Purchase Order enter the new value.

Pressing the **Up Arrow Key** from any field causes the cursor to return to the previous field.
Typing **ALT** followed by **Q** from any of these screens causes the scanner to return to the Transactions Menu.

The Transfer option should be selected to transfer items from one location to another. The "TT" in the upper right corner of the screen is an indicator to show that the scanner is running the **T**ransaction - **T**ransfer option.

The first screen displayed in the Transfer option is for the Item Number.

```
Item Number   TT
________________
```

If the L/S Number item *is* selected in the Setup screen then a prompt is shown to determine whether this particular item *is* serialized.

```
Is this item
serialized(Y/N)?
```

Next, the From Location and From Bin fields are displayed for entry.

```
From Location TT
________________
From Bin
________________
```

Followed by the To Location and To Bin Fields.

```
To Location    TT
_________________
To Bin
_________________
```

If the L/S Number item in the Setup screen *is not* selected or the response to the serialized prompt is "N", then the Quantity field is shown.

```
Quantity       TT
_________________

```

After the Quantity field has been entered, the cursor returns to the Item Number field for the next Transfer.

If the L/S Number item in the Setup screen *is* selected and the response to the serialized prompt is "Y", then both the L/S Number and the Quantity fields are displayed.

```
L/S Number     TT
_________________
Quantity
_________________
```

The cursor will loop to the L/S Number prompt after the Quantity has been entered. Press **ENTER** at the L/S Number field while it is empty when finished. The cursor then returns to the Item Number field for the next Transfer.

Pressing the **Up Arrow Key** from any field causes the cursor to return to the previous field.
Typing **ALT** followed by **Q** from any of these screens causes the scanner to return to the Transactions Menu.

The "TA" in the upper right corner of the screen is an indicator to show that the scanner is running the **T**ransaction - **A**djustment option.

Item Number and Location are the first fields displayed.

```
Location       TA
_________________
Item Number
_________________
```

If the L/S Number item *is* selected in the Setup screen then a prompt is shown to determine whether this particular item *is* serialized.

```
Is this item
serialized(Y/N)?
```

If the L/S Number in the Setup screen *is not* selected or the response to the serialized prompt is "N", then the Bin and Adjustment fields are displayed.

```
Bin             IA
__________________
Adjustment
__________________
```

After the Adjustment field has been entered, the cursor returns to the Item Number field for the next Adjustment.

If the L/S Number in the Setup screen *is* selected and the response to the serialized prompt is "Y", then the Bin and L/S Number fields are displayed.

```
Bin             IA
__________________
```

If the L/S Number in the Setup screen *is* selected and the response to the serialized prompt is "Y", then after the L/S Number has been entered, the Adjustment field is shown.

```
L/S Number      IA
__________________
Adjustment
__________________
```

After the Adjustment field has been entered, the cursor returns to the Item Number field for the next Adjustment.

Pressing the **Up Arrow Key** from any field causes the cursor to return to the previous field.
Typing **ALT** followed by **Q** from any of these screens causes the scanner to return to the Transactions Menu.

The Issue option should be selected to issue items out of inventory. This option displays different screens
depending upon the selected items on the Setup screen. The "TI" in the upper right corner of the screen is an
indicator to show that the scanner is running the **T**ransaction - **I**ssue option.

Screens displayed when L/S Number *is not* selected and:

Work Order item *is not* selected: Work Order Item *is* selected:

Screen1 --

```
Location       TI
_________________
Item Number
_________________
```

```
Work Order #   TI
_________________
Location
_________________
```

Screen2 --

```
Bin            TI
_________________
Quantity
_________________
```

```
Item Number    TI
_________________
Bin
_________________
```

Screen3 --

```
Quantity          TI
_________________
```

After a quantity is entered, the cursor will return to the Work Order # field if the Work Order item *is* selected or to
the Item Number field if the Work Order item *is not* selected. If the Work Order item *is* selected the value last
entered in the Work Order # field will still be there. To continue with the same Work Order press **ENTER**, to start
a new Work Order enter the new value.

Screens displayed when L/S Number *is* selected and:

Work Order item *is not* selected: Work Order Item *is* selected:

Screen1 --

```
Location          TI
_________________
Item Number
_________________
```

```
Work Order #    TI
_________________
Location
_________________
```

Screen2 --

```
Is this item
serialized(Y/N)?
```

```
Item Number     TI
_________________
Bin
_________________
```

Screen3 (If the response to the serialized prompt is "N")--

```
Bin             TI
________________
Quantity
________________
```

```
Is this item
serialized(Y/N)?
```

Screen4 (If the response to the serialized prompt is "N")--

```
Quantity        TI
________________
```

After a quantity is entered, the cursor will return to the Work Order # field if the Work Order item *is* selected or to
the Item Number field if the Work Order item *is not* selected. If the Work Order item *is* selected the value last
entered in the Work Order # field will still be there. To continue with the same Work Order press **ENTER**, to start
a new Work Order enter the new value.

Screen3 (If the response to the serialized prompt is "Y")--

```
Bin             TI
________________
```

```
Is this item
serialized(Y/N)?
```

Screen4 (If the response to the serialized prompt is "Y")--

```
L/S Number      TI
________________
Quantity
________________
```


```
L/S Number      TI
________________
Quantity
________________
```


After a quantity is entered, the cursor will return to the L/S Number field and await the entry of another L/S Number. If there are no other L/S Numbers to be entered for this Item, Location, and Bin press **ENTER** while the L/S Number field is empty. The cursor will then go to the Work Order # field if the Work Order item *is* selected or to the Item Number field if the Work Order item *is not* selected. If the Work Order item *is* selected the value last entered in the Work Order # field will still be there. To continue with the same Work Order press **ENTER**, to start a new Work Order enter the new value.

Pressing the **Up Arrow Key** from any field causes the cursor to return to the previous field.
Typing **ALT** followed by **Q** from any of these screens causes the scanner to return to the Transactions Menu.

The Inventory option should be selected to take physical inventory. The "IN" in the upper right corner of the screen is an indicator to show that the scanner is running the **IN**ventory option.

The first screen displayed shows the Line Number and the Item Number fields.

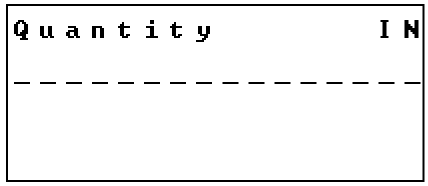
```
Line Number     IN
________________
Item Number
________________
```

If the L/S Number item *is* selected in the Setup screen then a prompt is shown to determine whether this particular item *is* serialized.

```
Is this item
serialized(Y/N)?
```

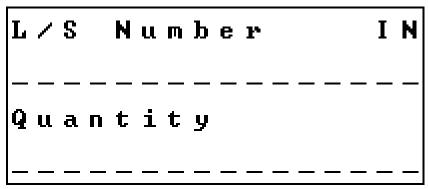
If the L/S Number item in the Setup screen *is not* selected or the response to the serialized prompt is

"N", then the Quantity field is shown.



After the Quantity has been entered, the cursor returns to the Line Number field.

If the L/S Number item in the Setup screen *is* selected and the response to the serialized prompt is "Y", then the L/S Number and Quantity fields are shown. The Quantity field allows items to be serialized with quantities if the need arises.

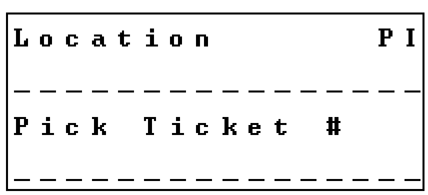


After the Quantity has been entered the cursor will return to the L/S Number field until **ENTER** is pressed while the field is empty. The cursor will then return to the Line Number field.

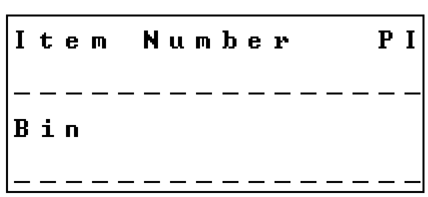
Pressing the **Up Arrow Key** from any field causes the cursor to return to the previous field. Typing **ALT** followed by **Q** from any of these screens causes the scanner to return to the Enter Data Menu.

The "PI" in the upper right corner of the screen is an indicator to show that the scanner is running the **PI**cking option.

The first screen displayed shows the Location and the Pick Ticket # fields.



The next screen shows the Item Number and Bin fields.



If the L/S Number item *is* selected in the Setup screen then a prompt is shown to determine whether this particular item *is* serialized.

```
Is this item
serialized(Y/N)?
```

If the L/S Number item in the Setup screen *is not* selected or the response to the serialized prompt is "N", then the Quantity field is shown.

```
Quantity        PI
________________
```

After the Quantity has been entered, the cursor returns to the Location field for the next Pick Ticket.

If the L/S Number item in the Setup screen *is* selected and the response to the serialized prompt is "Y", then both the L/S Number and the Quantity fields are displayed.

```
L/S Number      PI
________________
Quantity
________________
```

The cursor will loop to the L/S Number prompt after the Quantity has been entered. Press **ENTER** at the L/S Number field while it is empty when finished. The cursor then returns to the Location field for the next Pick Ticket.

Pressing the **Up Arrow Key** from any field causes the cursor to return to the previous field.
Typing **ALT** followed by **Q** from any of these screens causes the scanner to return to the Enter Data Menu.

The Setup screen is used to tell the scanner which options are used by the PC end of VICS 2000. It is very important that the scanner is setup properly or VICS may not be able to use the data uploaded from the portable to the PC.

When the Setup option is selected from the Enter Data Menu, the Work Order, WO Required and the Purchase Order items are visible.

```
     Setup
→ Work Order
  WO Required
  Purchase Order
```

However, there are also Default Loc, L/S Number, Blanket PO, and PO Required items. These items can be reached by pressing the **Up Arrow Key**. The **Up** and **Down Arrow Keys** scroll through the list allowing the selection of any or all of the items.

```
     Setup
→ Default Loc
  Work Order
  WO Required
```

```
     Setup
→ L/S Number
  Default Loc
  Work Order
```

To select an item, press **ENTER** when the arrow is pointing to the desired item. In the following screen, the L/S Number item has been selected.

```
     Setup
→*L/S Number
  Default Loc
  Work Order
```

Pressing the **Up Arrow Key** a third time causes Blanket PO to be shown.

```
     Setup
→ Blanket PO
 *L/S Number
  Default Loc
```

```
     Setup
→ PO Required
  Blanket PO
 *L/S Number
```

After pressing the **Up Arrow Key** a fifth time the Purchase Order is shown. Notice that the Purchase Order was

at the bottom of the first screen. Since the list is designed as a loop, any item can be reached by using either the
Up or **Down Arrow Keys**.

```
      Setup
→ Purchase Order
  PO Required
  Blanket PO
```

The Purchase Order item is then selected by pressing **ENTER**.

```
      Setup
→*Purchase Order
  PO Required
  Blanket PO
```

Deselecting an item is as easy as selecting one. First position the arrow so that it is pointing to the desired item.

```
      Setup
 *Purchase Order
→ PO Required
  Blanket PO
```

```
      Setup
 *Purchase Order
  PO Required
→ Blanket PO
```

```
      Setup
  PO Required
  Blanket PO
→*L/S Number
```

Then press the **ENTER** key. The L/S Number is no longer selected.

```
      Setup
  PO Required
  Blanket PO
→ L/S Number
```

If the Default Loc item is selected then the follownning screen will be displayed upon exit of the Setup menu.

```
Default Loc
________________
```

The value that is entered in the Default Loc field is saved along with the other settings. This value is displayed in any Location fields throughout the application. When a location field is reached and the default location is shown then to use the default, simply press the **ENTER** key. If a different location is desired, it can be keyed in or scanned as usual.

The items that need to be selected are determined by the way that VICS 2000 is setup on the PC. If none of the items are serialized on the PC, do not select the L/S Number item in the Setup on the scanner. If Purchase Orders are not available on the PC do not select the Purchase Order item in the Setup on the scanner. It is extremely important that the items selected on the scanner coincide with the way the system on the PC works. If the scanner and the PC are not setup the same, they may have difficulty working together.

Typing **ALT** followed by **Q** causes the scanner to return to the Enter Data Menu.

If a mistake is made during data entry and the cursor is no longer on the field where the mistake was made it can be corrected as long as the record has not already been written to the data file. To correct this error simply press the up arrow until the cursor is in the field that needs to be corrected. At this point the correct value can be scanned or keyed in. Since the record was never written, the information can be entered correctly and the correct record written. However, if the record was written before the mistake was realized, the only way to repair it is to catch it during the upload procedure.

2.13.1.3.4.3 Delete Data

The Delete Data is used to remove the data file from the scanner. When this option is chosen the following prompt is displayed:

```
Erase Data File?
<Y>es or <N>o  N
```

A response of **Y** erases the data file.

```
DATA FILE WAS
   ERASED!
```

A response of **N** aborts the erase.

```
ERASE FILE WAS
   ABORTED!
```

After the response the scanner returns to the VICS 2000 Menu.

2.13.1.3.4.4 Return To Main

The Return To Main option returns to the Main Menu.

2.13.1.3.5 Parameters

2.13.1.3.5.1 Parameters Menu

The first option shown is the Set Date/Time. This option is selected to maintain the current date and time. For
many applications the date and time are extremely important, so having these parameters set correctly is
essential. To select this option press **ENTER** or the **Arrow Keys** can be used to change the displayed option.
The date and time can also be set from within the VICS 2000 application on the PC.

```
  Sub Menu For
Parameters
Set Date/Time
  Press Enter
```

Also in the parameters menu are the Memory and Return To Main options.

```
  Sub Menu For
Parameters
Memory
  Press Enter
```

```
  Sub Menu For
Parameters
Return To Main
  Press Enter
```

Typing **ALT** followed by **Q** from this menu causes the scanner to return to the Main Menu.

2.13.1.3.5.2 Set Date/Time

The Date is the first of the scanner's parameters that need to be set.

```
Cur. Date Wed
Jan, 01, 1995
  01/01/1995
  MM DD YYYY
```

When the screen is displayed the cursor is located in the first position of the month field. After the month has
been entered the cursor will automatically move to the day field, and then to the year field after the day has been
entered.

Immediately following the entry of the last digit of the year the time screen is displayed.

```
  Enter Time
   12:00
   HH MM
```

The cursor is in the first digit of the hour field. Enter the hour and the cursor will jump to the minute field. When the time has been set the screen returns to the Parameters Menu.

Typing **ALT** followed by **Q** from this menu causes the scanner to return to the Parameters Menu.

2.13.1.3.5.3 Memory

The Memory option displays information concerning the memory status of the scanner.

```
485736 bytes of
Memory Remaining
```

```
   0 Records
in this terminal
```

```
Room For Another
 2465 Records
```

After the memory information has been displayed the scanner returns to the Parameters Menu.

2.13.1.3.5.4 Return To Main

The Return To Main option returns to the Main Menu.

2.13.1.3.6 Retrieving Data

To retrieve data from the Apex II:

1) Be sure that the scanner is connected to the PC by either the data transfer cable or the cradle and that the cable or cradle is plugged into the correct port on the PC. The correct com port can be found in the VICS 2000 application on the PC under the System menu.
2) Under the Portable menu in VICS select the first item under Retrieve Data from Portable.

At this point the PC will retrieve the data from the portable. When the upload is complete the records will be inserted into the VICS 2000 database. If any records are invalid they will be written to an exception file along with the reason they failed validation. These records can be viewed and modified by selecting from the Portable menu, Data File Exceptions, View Exceptions, VICS 2000. After the exceptions have been corrected select from the Portable menu, Data File Exceptions, Reprocess, VICS 2000 to insert them into the database. As part of the upload process the data file on the scanner is deleted.

2.13.1.3.7 Index of Commands

<ALT> <.> - Clear contents of data field.

<ALT> <.> <PWR> (While the Apex is off) - Reboot the Apex, deleting only the data file.

<ALT> <SPC> <PWR> (While the Apex is off) - Reboot the Apex, deleting both the program and the data file.

<ALT> <H> - Prints a hyphen.

<ALT> <I> - Darken the display.

<ALT> <J> - Lighten the display.

<ALT> <Q> - Return to a previous menu.

<ALT> <R> - Run the program on the Apex. Normally used after <ALT> <.> <PWR>.

<BKSP> - Backspace.

Down Arrow - Navigate a list.

ENTER - Move cursor to next field or select item in a list.

F1, F2, F3, F4 - Select from a menu.

<PWR> - Turns the Apex on and off (The red key).

<SPC> - Prints a space.

Up Arrow - Return to a previous field or navigate a list.

2.13.1.3.8 Important Notice

Occasionally the scanner may be required to reset itself to free system resources. This allows the scanner to function at full capacity even after long periods of use. If this occurs, the following screen will be displayed.

```
The Scanner Must
   Power Down
    To Clear
System Resources
```

After pressing any key the scanner will turn itself off. It can immediately be turned back on. However, the scanner starts from the beginning of the VICS 2000 Batch application. It may seem to be an inconvenience, but the only alternative is to let the scanner's resources max out, which would cause the scanner to shut down and the data file to be lost. This safety feature is included to prevent the loss of any data.

If this should occur during the upload procedure, simply restart the scanner and wait for the communications timeout message to appear on the PC. Clear the message and do the upload again.

Note: This is not the same as the Power Down feature. The Power Down feature automatically turns the Apex II off after 90 seconds if the scanner is not used to conserve power. If this occurs, turn the scanner back on and it will resume exactly where it left off.

2.13.1.4 Palm Pilot

2.13.1.4.1 Palmtop

2.13.1.4.1.1 Palmtop Overview

The Palmtop screen lets you perform functions related to the Palm Pilot including initializing the Palm Pilot, retrieving data files from the Palm Pilot, and sending data files to the Palm Pilot.

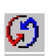
<u>IMPORTANT NOTES</u>
Before you can use a Palm Pilot with VICS 2000, you **<u>must</u>** do the following things:

1. Install the Palm Desktop software. This can be found on the VICS 2000 CD or can be downloaded from www.palm.com.
2. Install the Satellite Forms 3.5 redistributable. This can be found on the VICS 2000 CD.
3. Get a Palms.dbf file that contains a license for your Palm Pilot based on its flash id. Contact PICS for more information about this.

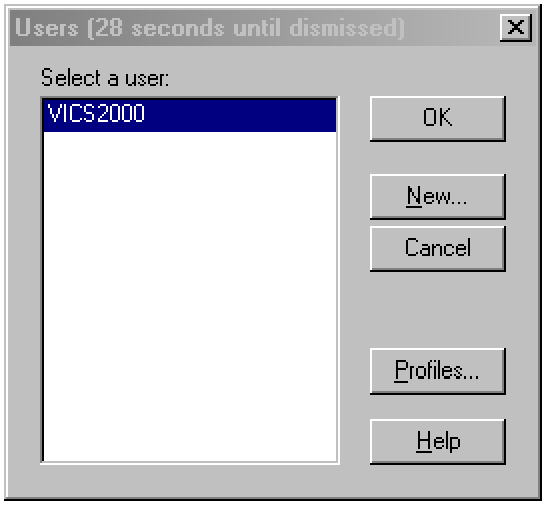
2.13.1.4.1.2 Creating Palm Pilot User Names

Before you can initialize, send, and retrieve files, you **<u>must</u>** create a user name for each Palm Pilot. Follow these steps to create a user name:

1. Attach the Palm Pilot to the HotSync cable or put it in the cradle. Make sure the cable or cradle is securely connected to the PC.
2. If you have the VICS 2000 Palmtop screen open, close it.
3. If you do not have the HotSync manager loaded, load it. If it is loaded, you will see the HotSync icon in your system tray:



4. Start the HotSync on the Palm Pilot. If you are using a serial cable, tap on the HotSync icon on the Palm Pilot with the stylus then tap on the HotSync symbol. If you are using a cradle, press the HotSync button on the cradle.
5. The following screen will appear:

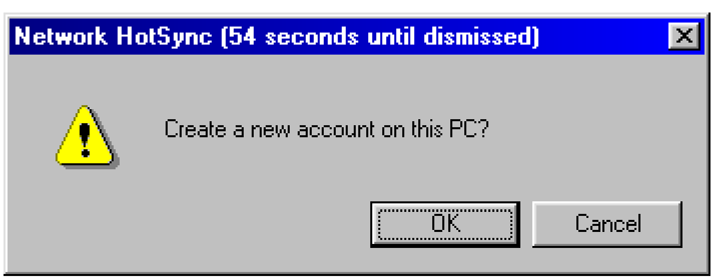


6. Click New... then enter a unique name for this Palm Pilot. You must assign a different name to each Palm Pilot.
7. Click the OK button to assign the name you just entered to the Palm Pilot.
8. Repeat steps 1-7 for each Palm Pilot.

2.13.1.4.1.3 Duplicate User Names

If you use more than one computer to HotSync with a Palm Pilot, you may get an error message about duplicate user names when you HotSync. If this happens, follow these steps to correct the problem:

1. Start the Palm Desktop application. You should have a shortcut to this program in the Palm Desktop folder in your Start Menu.
2. Click on the Tools menu then click on Users.
3. Click on the user name for the Palm Pilot that gives you the duplicate user name error.
4. Click the Delete... button then click the Yes button to delete that user name.
5. Click the OK button to exit the Users screen then exit the Palm Desktop program.
6. If the VICS 2000 Palmtop screen is open, close it.
7. Put the Palm Pilot in the cradle or connect it to the serial HotSync cable. Make sure the cradle or cable is securely connected to the PC.
8. Start the HotSync by pressing the HotSync button on the cradle or by tapping the HotSync icon on the Palm Pilot then tapping the HotSync symbol.
9. You will see the following screen:

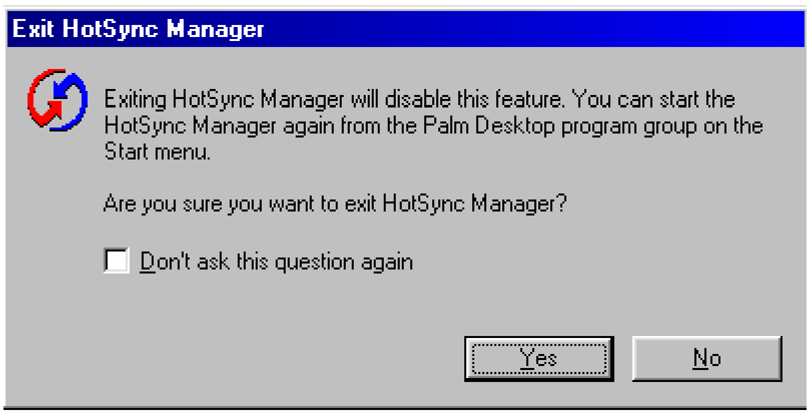


10. Click OK. A new account will automatically be created on your PC with the user name that is on the Palm Pilot.
11. You should now be able to initialize, send, and retrieve with the Palm Pilot.

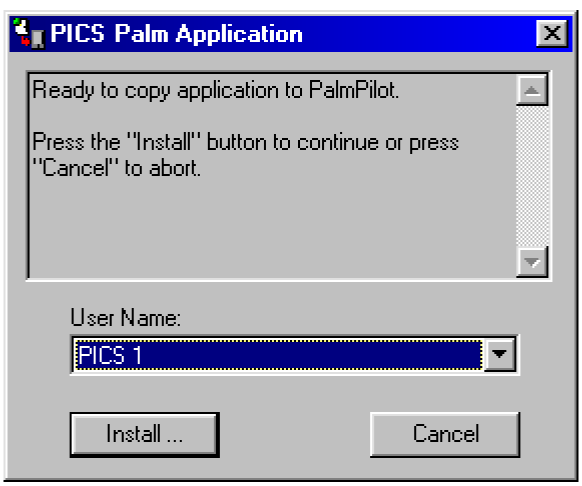
2.13.1.4.1.4 Initializing Palm Pilots

Before you can use a Palm Pilot with VICS 2000, you must first initialize it. Initializing puts the VICS 2000 program on the Palm Pilots. Follow these steps to initialize a Palm Pilot:

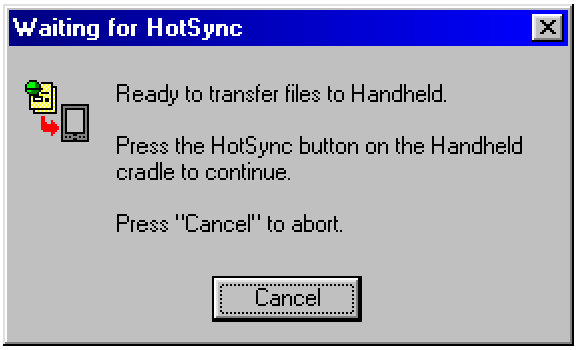
1. Put the Palm Pilot in the HotSync cradle or connect it to the HotSync cable. The cradle or cable should be connected to a serial (COM) port on the PC.
2. Turn the Palm Pilot on if it is off.
3. Click on the Palmtop menu option on the Portable menu in VICS 2000 to bring up the Palmtop screen.
4. Click on the Initialize Scanner option on the File menu.
5. If you have the HotSync manager running, you will be prompted whether you want to exit it. Check the box "Don't ask this question again." Click Yes to exit the HotSync manager.



6. You will be prompted to select a User Name to install on the Palm Pilot. Select one of the user names listed then click the Install button.

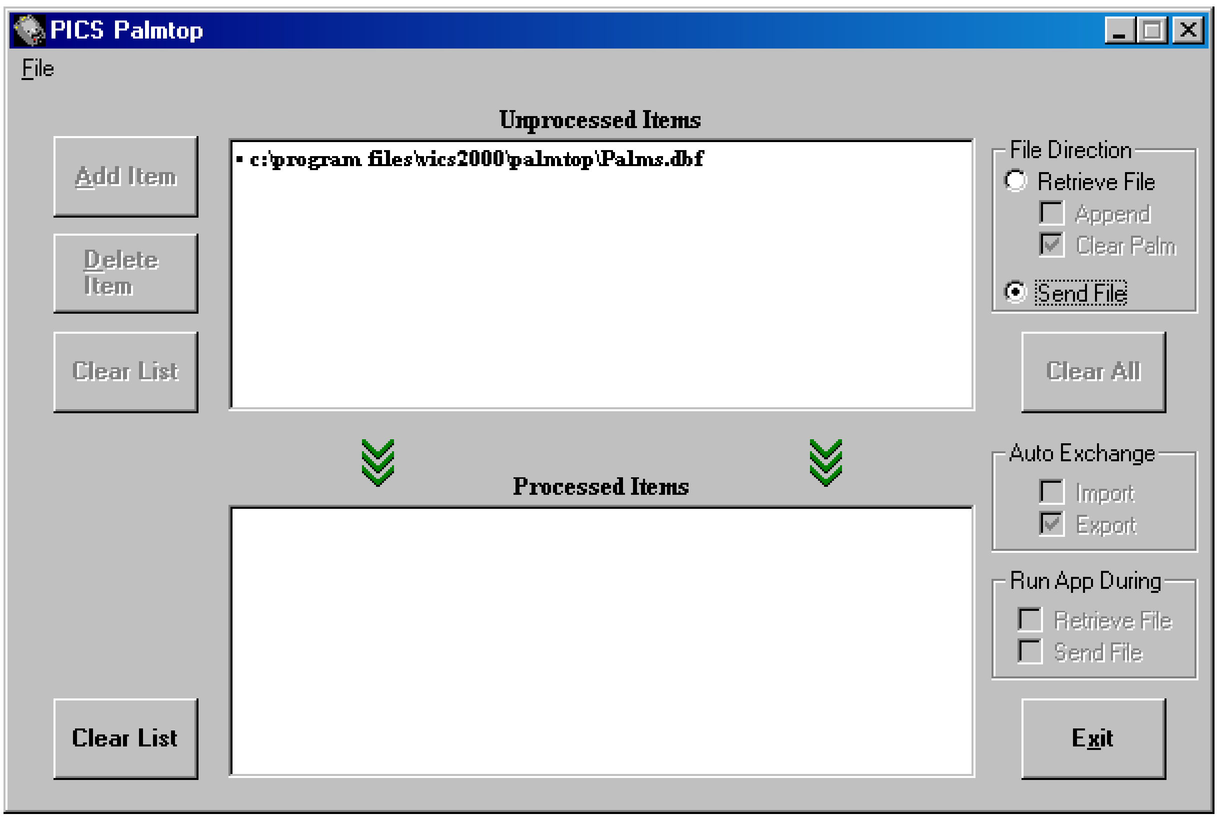


7. The Waiting for HotSync window will appear. Press the HotSync button on the cradle to begin the HotSync. If you are using a serial cable, select the HotSync icon on the Palm Pilot using the stylus then click on the HotSync symbol in the middle of the screen to begin the HotSync.



NOTE: After a Palm Pilot has been initialized, you will need to send data to it before you can use it.

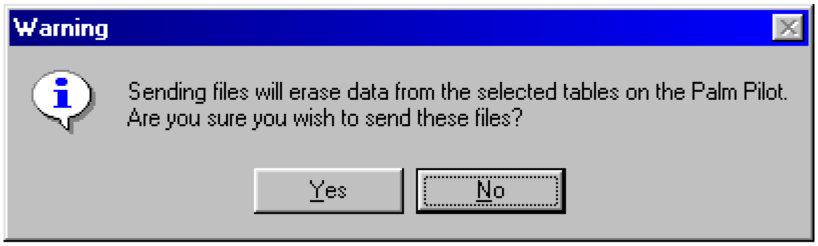
2.13.1.4.1.5 Sending Data to Palm Pilots



You must send the license data file to each Palm Pilot before you can use the VICS 2000 Palm Pilot program. Follow these steps to send data to the Palm Pilot:

1. Put the Palm Pilot in the HotSync cradle or connect it to the serial HotSync cable. Make sure the cradle or cable is connected to the serial (COM) port on the PC.
2. Turn the Palm Pilot on if it is off.
3. If the HotSync manager is not running on the PC, go to your Start Menu and click on the HotSync manager shortcut to start it. You can tell if the HotSync manager is running by looking for the HotSync icon in your system tray.

4. Click the Send File option button.
5. Press the HotSync button on the cradle to begin the HotSync. If you are using a serial HotSync cable, click on the HotSync icon on the Palm Pilot using the stylus. Click on the HotSync symbol on the Palm Pilot using the stylus to begin the HotSync.
6. You will be asked if you want to erase all data from the Palm Pilot. Click Yes.



7. The data files will be sent to the Palm Pilot.

2.13.1.4.1.6 Retrieving Data from Palm Pilots

When you are ready to upload your data from the Palm Pilot to the PC, you must retrieve the data files using the Palmtop screen. Follow these steps to retrieve data from the Palm Pilot:

1. Put the Palm Pilot in the HotSync cradle or connect it to the serial HotSync cable. Make sure the cradle or cable is connected to the serial (COM) port on the PC.
2. Turn the Palm Pilot on if it is off.
3. If the HotSync manager is not running on the PC, go to your Start Menu and click on the HotSync manager shortcut to start it. You can tell if the HotSync manager is running by looking for the HotSync icon in your system tray.

4. Click the Send File option button.
5. Press the HotSync button on the cradle to begin the HotSync. If you are using a serial HotSync cable, click on the HotSync icon on the Palm Pilot using the stylus. Click on the HotSync symbol on the Palm Pilot using the stylus to begin the HotSync.
6. The uploaded data is processed when you exit the Palmtop screen.

2.13.1.4.2 Palm III

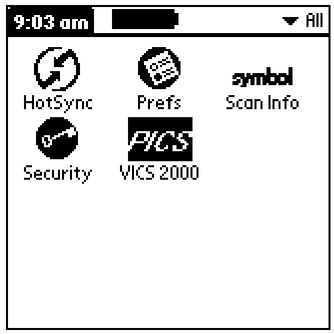
2.13.1.4.2.1 Palm Introduction

The Palm III is a small, but very powerful, handheld scanner designed for the gathering and maintenance of data. It's primary purpose with VICS 2000 is to allow users to perform on-the-spot operations that would otherwise have to be done at the computer. Users can scan bar codes and key data from anywhere and apply the collected data to the VICS database at a convenient time (The data is applied immediately if using RF). Features of the Palm III terminal include a fully graphical touch screen for easy data entry and access, full alpha and numeric keyboards which are immediately accessible at any time while the Palm is running, bar code input, an RS232 communications port, and RF capabilities on the 1740 model. Memory options are 2MB or 8MB for the 17xx models and 2MB or 4MB for the 1500. The 17xx models are ruggedized versions of the 1500 rated to withstand up to a four foot drop to concrete.

The following topics discuss in detail the use of the VICS 2000 application for the Palm III. For information pertaining to the loading and retrieval of programs and data to and from the scanner please see the Portables topic in the VICS 2000 section of the help documentation.

2.13.1.4.2.2 Batch

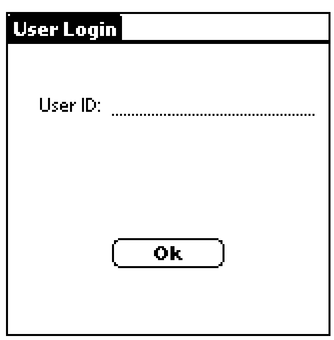
To start a VICS 2000 session on the Palm, click on the PICS icon with VICS 2000 listed beneath it by touching it with the stylus.



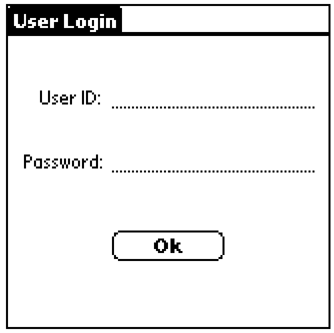
Immediately after clicking the icon a VICS 2000 title screen will appear.

The title screen will disappear after a few seconds and will be followed by the user login screen.

If the Password setting is *disabled*, the user is prompted only for his/her User ID.



However, if the Password setting is *not disabled*, the user is prompted for both his/her User ID and a Password.

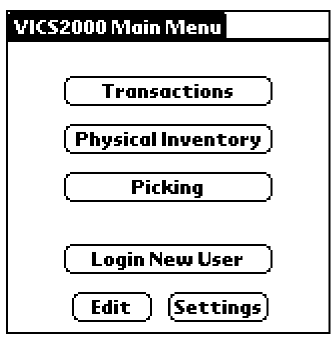


In either case, the User ID is not used to restrict access to the program, any value may be entered and will be accepted. The User ID is simply a means of tracking data records back to an individual. The same applies to the Password. If an incorrect password is entered the application will restrict the options available to the current user, but the user will still be permitted to use to program.

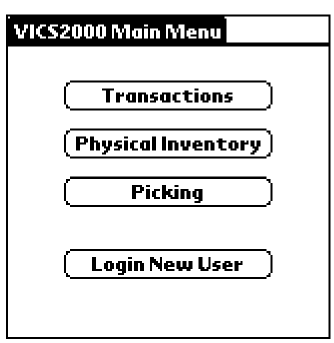
If the User ID is scanned, the cursor will automatically move to the Password field. If the User ID was keyed in, simply click on the Password field to move the cursor. To continue, press the OK button after the required fields have been entered. If the information is being scanned, the program will continue as soon as the last field is scanned. From here the application progresses to the Main Menu.

Note: **The VICS 2000 palm application can be exited at any time by clicking the home (top left) icon at the bottom of the touch screen.**

If the Password setting is *disabled* or a correct password was entered on the Login screen, the Edit and Settings buttons will appear at the bottom of the screen.



If the Password setting is *enabled* and an incorrect password was entered, the Edit and Settings buttons will not be visible.



Transactions - Displays the Transactions Menu

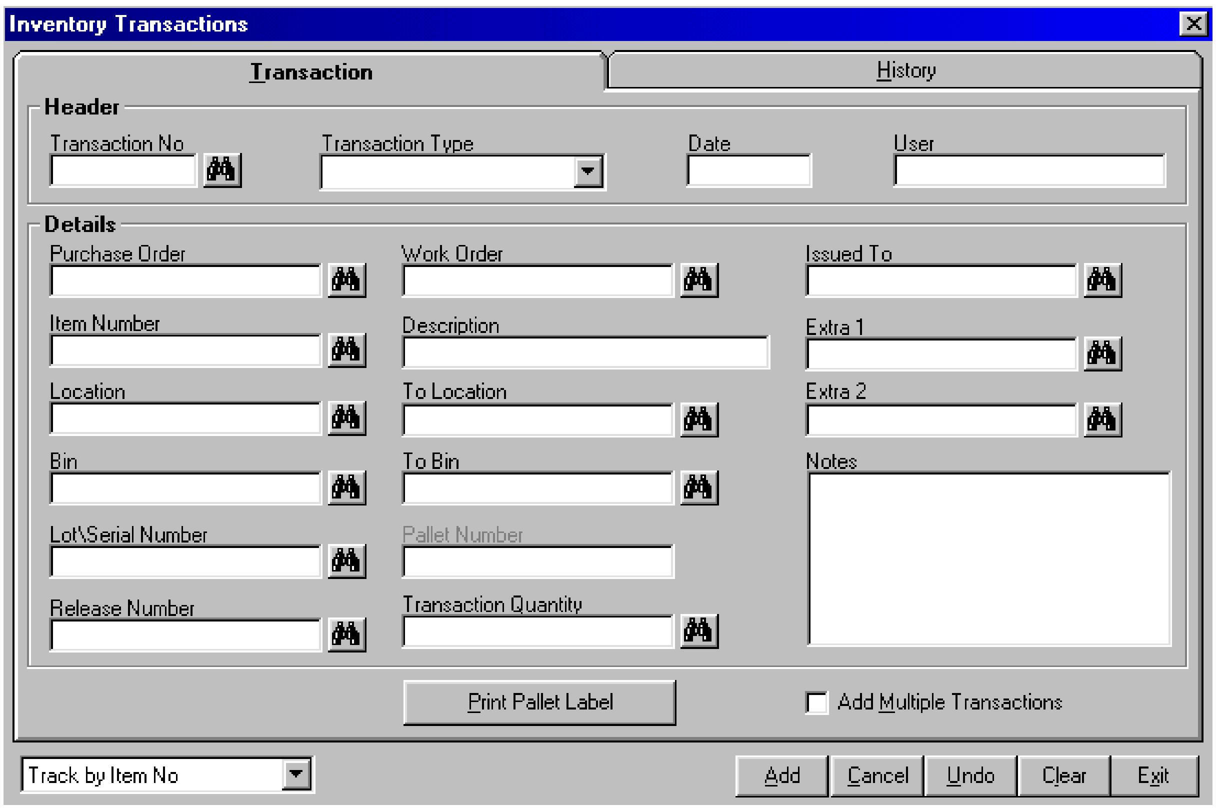
Physical Inventory - Displays the Physical Inventory data entry screen.

Picking - Displays the Picking data entry screen.

Login New User - Returns to the Login screen to allow another user to login.

Edit - Displays the Edit Tables screen which allows the user to edit data and change settings.

Settings - Displays the Settings screen.



Receipt - Displays the Receipt data entry screen.

Transfer - Displays the Transfer data entry screen.

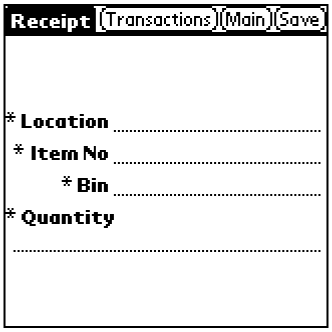
Adjustment - Displays the Adjustment data entry screen.

Issue - Displays the Issue data entry screen.

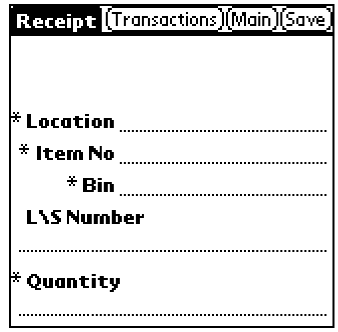
Main - Returns to Main Menu.

The Receipt data entry screen allows the user to receive items into inventory. The Receipt screen will appear differently depending on the enabled settings.

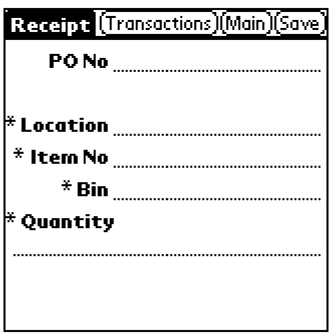
No settings enabled



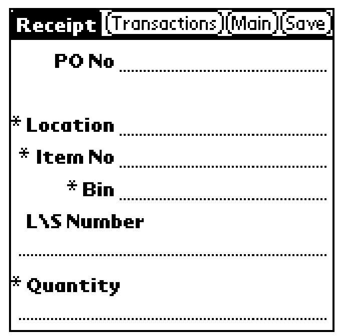
Lot / Serial Numbers enabled



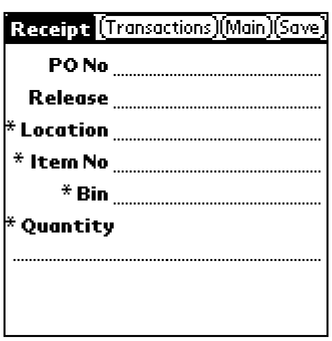
Purchase Orders enabled



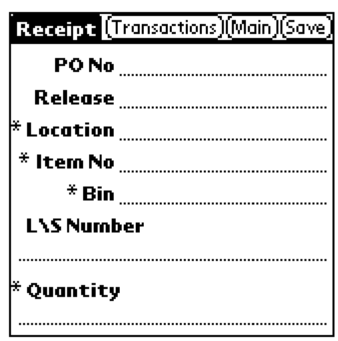
Lot / Serial Numbers and
Purchase Orders enabled



Purchase Orders and
Blanket Purchase Orders enabled



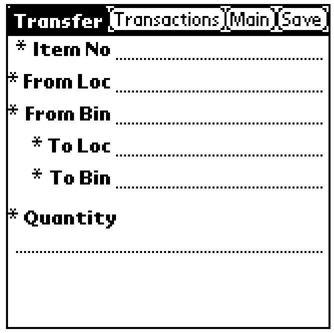
Lot / Serial Numbers,
Purchase Orders, and
Blanket Purchase Orders enabled



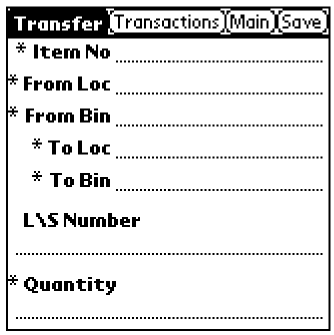
See Entering Data for more information on data entry.

The Transfer data entry screen allows the user to transfer items from one location and/or bin to another. The Transfer screen will appear differently depending on the enabled settings.

If no settings are enabled the screen will display only the Item No, From Loc, From Bin, To Loc, To Bin, and Quantity.



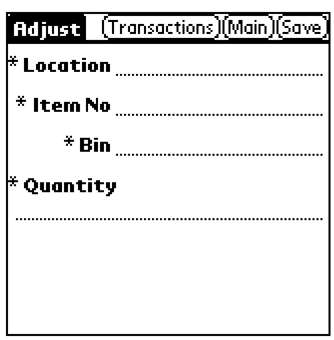
If the Lot / Serial Numbers setting is enabled then in addition to the fields above, the L/S Number field is also shown.



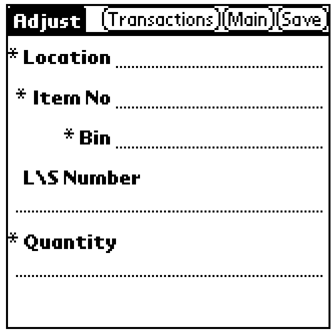
See Entering Data for more information on data entry.

The Adjustment data entry screen allows the user to change the quantity of items in inventory without issuing. The Adjustment screen will appear differently depending on the enabled settings.

If no settings are enabled the screen will display only the Location, Item No, Bin, and Quantity.



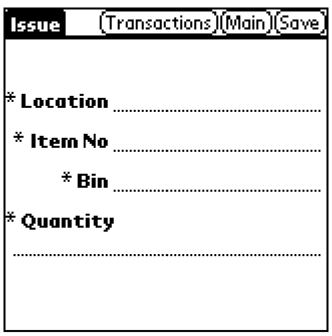
If the Lot / Serial Numbers setting is enabled then in addition to the fields above, the L/S Number field is also shown.



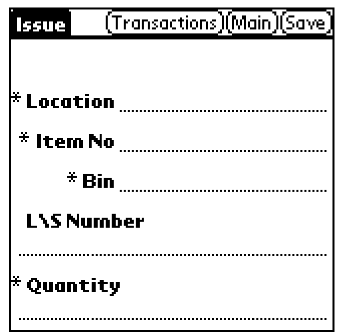
See Entering Data for more information on data entry.

The Issue data entry screen allows the user to issue items out of inventory. The Issue screen will appear differently depending on the enabled settings.

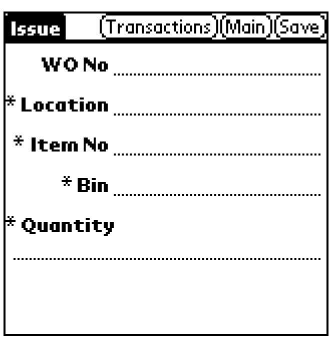
No settings enabled



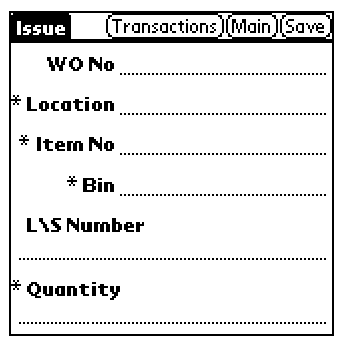
Lot / Serial Numbers enabled



Work Orders enabled



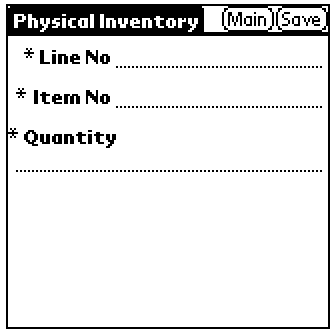
Lot / Serial Numbers and
Work Orders enabled



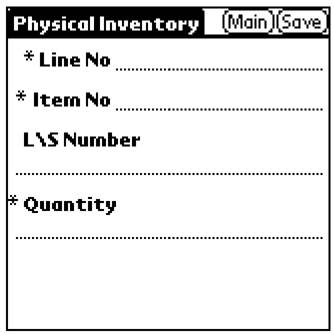
See Entering Data for more information on data entry.

The Physical Inventory data entry screen allows the user to take inventory on items. The Physical Inventory screen will appear differently depending on the enabled settings.

If no settings are enabled the screen will display only the Line No, the Item No, and the Quantity.



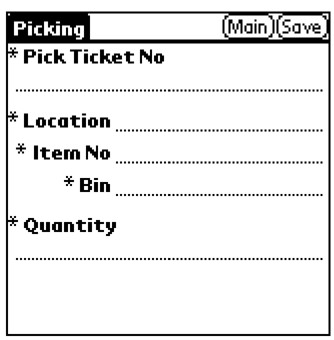
If the Lot / Serial Numbers setting is enabled then in addition to the fields above, the L/S Number field is also shown.



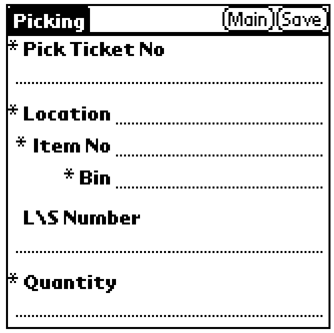
See Entering Data for more information on data entry.

The Picking data entry screen allows the user to pick items directly from their location. This screen will appear differently depending on the enabled settings.

If no settings are enabled the screen will display only the Pick Ticket No, Location, Item No, Bin, and the Quantity.

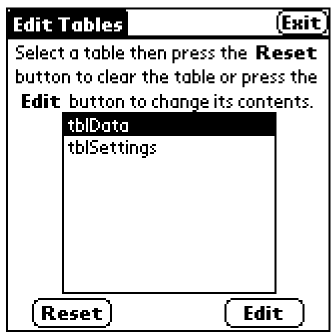


If the Lot / Serial Numbers setting is enabled then in addition to the fields above, the L/S Number field is also shown.



See Entering Data for more information on data entry.

The Edit Tables screen is where the user chooses which table to either reset or edit. This screen may take a moment to load depending on the number of records in the tables.

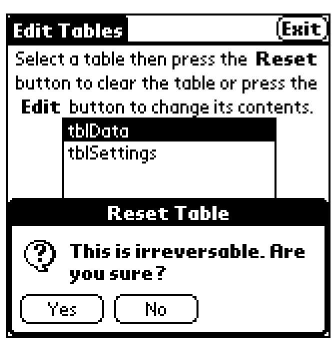


Reset - Deletes all data in the selected table.

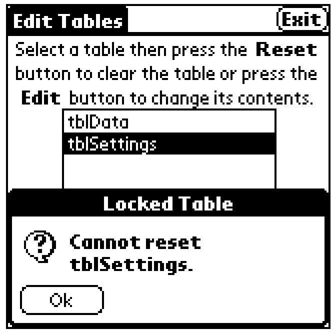
Edit - Displays the Edit screen for the selected table.

Exit - Returns to the Main Menu.

When the Reset button is pressed the user is prompted to confirm the decision to clear the table. This confirmation prevents the accidental deletion of data.

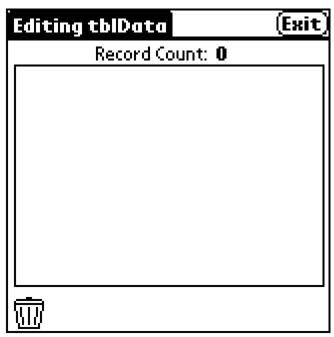


The tblSettings table cannot be reset. If the user tries to reset this table the following message will appear:

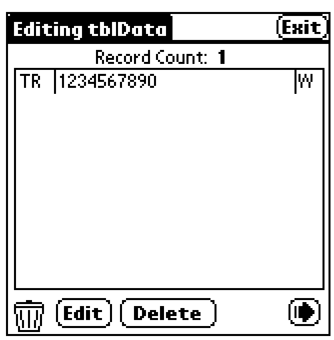


The Edit screen allows the user to change and delete records in a table. The number of records in the tables are shown as the Record Count at the top of the screen. The Record Count includes even the deleted records. The Exit button at the top returns to the Edit Tables screen. The Edit screen is the only screen from which the user cannot exit VICS. This is to prevent the trash can from accidentally being emptied.

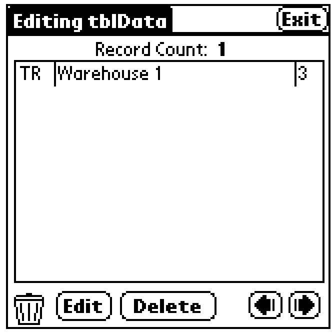
View of tblData with no records.



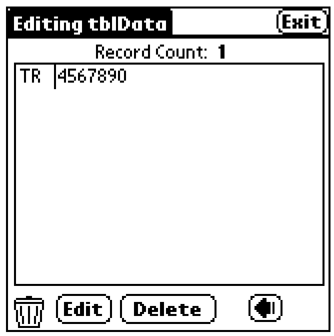
View of tblData with one record.



Because VICS 2000 can accommodate fields up to twenty characters in length, not all of a record can fit on the screen at once. The right arrow at the bottom of the screen will scroll the screen so that more of the record can be seen.

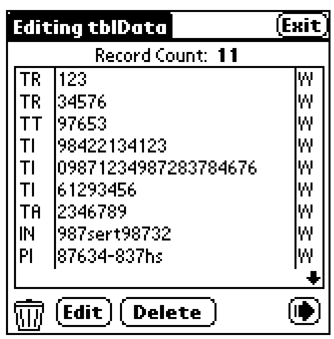


Notice that there is now also a left arrow. This allows the user to scroll back to the start of the record.



When the end of the record is reached, the right arrow is no longer visible.

View of tblData with many records.



If tblData contains more records than can be seen at once a down arrow will appear at the lower right corner. If the down arrow is clicked, more records will be displayed and an up arrow will appear at the top right corner.

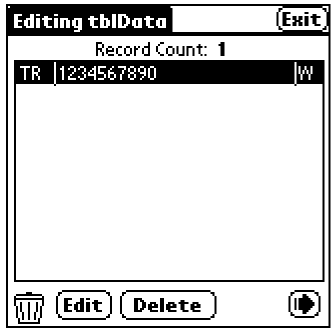
Notice the first column that is displayed in the data table. This column specifies the type of operation that the record performs. This information can come in handy when deleting records, so that similar records can be differentiated from one another. The descriptions of each of these is as follows:

TR - Receipt transaction
TT - Transfer transaction
TA - Adjustment transaction
TI - Issue transaction
IN - Physical Inventory
PI - Picking

While navigating the tblData table using the arrows, it may become necessary to refresh the screen.

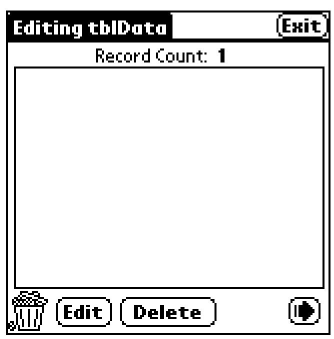
To do this, simply click on a record.

To edit or delete a record, the desired record must first be selected. Do this by clicking the desired record. A record can be selected while any part of it is visible.

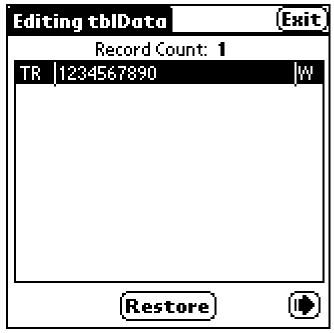


Click the Delete button to delete the record.

If the trash can is empty when a record is deleted a message will appear telling when the trash will be emptied.



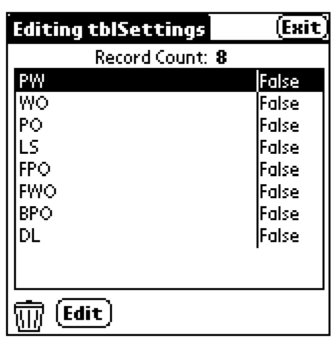
When there are deleted records in the trash can, the trash can icon appears full. Notice that the Record Count is still one. The Record count is not changed until the trash is emptied because the record can still be retrieved by clicking on the trash can.



Once inside the trash can, all deleted records are visible. The Restore button will un-delete a record and place it back in the tblData table. Exiting VICS from this screen will restore all deleted records. The Exit button returns to the Edit screen.

If there are any deleted records in the trash when exiting the Edit screen, a confirmation message will appear giving the user one last chance to restore the records. If the Ok button is clicked, the trash is emptied. If the Cancel button is clicked, the program returns to the edit screen to allow the deleted records to be restored.

If the tblSettings table is selected when the Edit button is clicked from the Edit Tables screen, the settings are listed as records on the Edit screen.



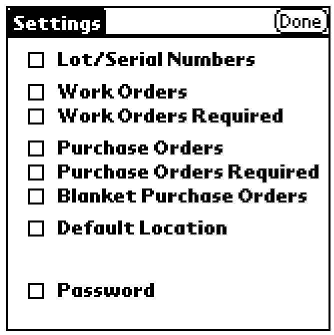
The Exit button returns to the Edit Tables screen. The first column shows an abbreviation of the setting, and the second column shows whether or not the setting is enabled. The following table is a list of settings and their abbreviations.

PW	-	Password
WO	-	Work Orders
PO	-	Purchase Orders

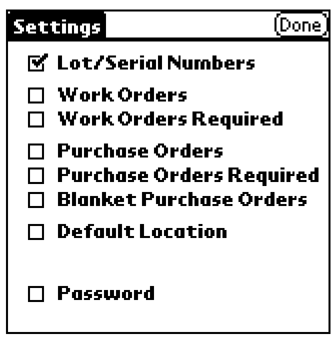
LS	-	Lot / Serial Numbers
FPO	-	Purchase Orders Required (Force Purchase Orders)
FWO	-	Work Orders Required (Force Work Orders)
BPO	-	Blanket Purchase Orders
DL	-	Default Location

Clicking on the Edit button will display the Settings screen regardless of which setting is selected.

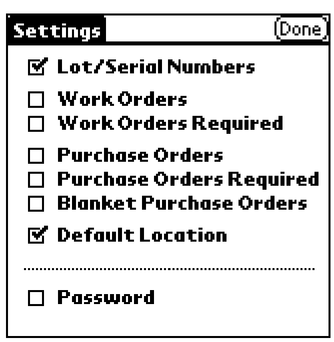
The Settings screen is where changes are made to the VICS 2000 program settings.



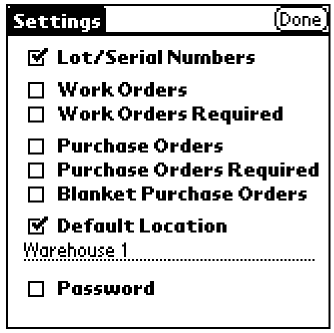
To enable or disable a setting, simply click on the desired setting.



Enabling some of the settings requires more information. If one of these settings is enabled a field will appear where the additional information is needed.

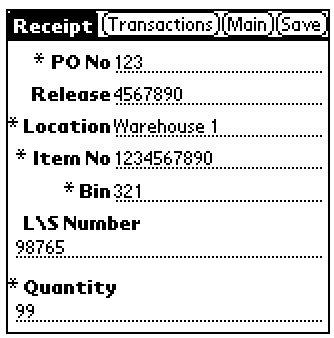


Type the information into the field.



Clicking on the Done button will save the settings and return to the previous screen.

The data entry process is very simple and intuitive. If data is scanned into a field, the cursor will automatically jump to the next field. If data is keyed into a field, either by using one of the keypads (the abc at the bottom left for alpha, and the 123 at the bottom right for numeric), or the graffiti pad (see the pamphlet accompanying the palm for more information), simply click on the next field to place the cursor in that field. If the Default Location setting is enabled, all location related fields will default to the setting value. After data has been entered for all of the fields marked by asterisks (*), the record can be saved by clicking the save button. If any of the required fields are left blank, a message will appear which states which fields must be supplied with data before the record can be saved successfully.



Pressing the Save button will save the data to the tblData table on the Palm and prepare the screen for the next record. On some screens not all of the fields will be cleared. This feature makes the data entry process much faster when doing multiple transactions which have common field values. To replace the value in a field if using the scanner, click on the desired field then scan. The scanned value will replace the current field value. If keying in the data, drag the stylus across the data in the field so that the characters are white in a black block. Then key in the new data. Some of the fields on a screen may be optional depending on which of the settings are enabled. These fields can be left blank, and the Save button will still appear.

All data entry screens have a Main button at the top. This button returns the program to the Main Menu. The screens that are reached through the Transactions Menu will have a Transactions button at the top. This button returns the program to the Transaction Menu.

Important: **The data on a screen is not saved until the Save button is clicked. Any data in the fields when the screen is exited will be lost.**

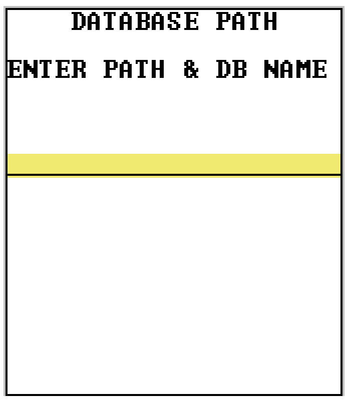
2.13.2 RF Scanners

2.13.2.1 RF Overview

The VICS2000 RF program lets you perform program functions such as transactions, picking, packing, and physical inventory using a radio frequency scanner.

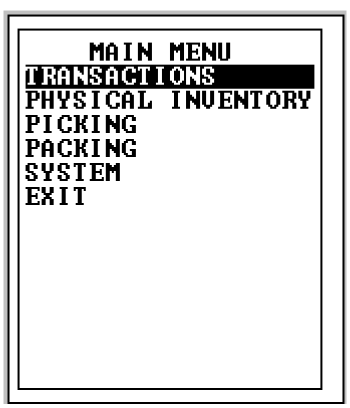
2.13.2.2 RF Initial Setup

The first time you use the VICS2000 RF application, you will need to enter the path to your VICS2000 database.



After you have entered the path, the program will exit. When you go back into the program, it will connect to the database and you can begin data entry. You may find it easier to enter the database path on the Wavelink Virtual Client than on an RF scanner.

2.13.2.3 RF Main Menu

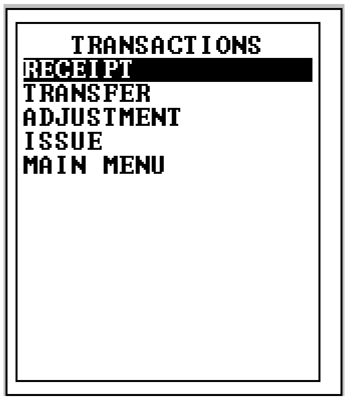


The RF main menu lets you select what RF program function you want to use. You can select:

- transactions - adjusting, issuing, receiving, and transferring items
- physical inventory - scanning your physical items to compare them to the system inventory
- picking - scanning items to pick your orders
- packing - scanning items to pack your orders
- system - modifying system settings
- exit - exit the VICS2000 RF program

2.13.2.4 RF Transactions

2.13.2.4.1 RF Transactions Menu



Select the type of transaction to enter from the Transaction menu. You can select:

- Receipt - receive items into inventory
- Transfer - transfer items from one bin to another
- Adjustment - adjust the quantity of an item in a bin
- Issue - issue an item from a bin

2.13.2.4.2 RF Receipt

Enter a purchase order number if desired.

Enter a unique release number if you are receiving against a blanket purchase order.

Enter or scan the item to receive.

Enter or scan the site and bin to receive into.

Enter or scan the lot or serial number if the item is lotted or serialized.

Enter the quantity of the item to receive.

The program will display the information you entered and ask if it is "OK." Press Y to save the transaction or N to edit the data.

The program will keep prompting you to enter receipts until you exit back to the Transaction menu.

2.13.2.4.3 RF Transfer

Enter or scan the item number to transfer.

Enter or scan the site and bin to transfer from.

Enter or scan the site and bin to transfer to.

Enter or scan the lot or serial number if the item is lotted or serialized.

Enter the quantity of the item to transfer.

The program will display the information you entered and ask if it is "OK." Press Y to save the transaction or N to edit the data.

The program will keep prompting you to enter transfers until you exit back to the Transaction menu.

2.13.2.4.4 RF Adjustment

Enter or scan the item number to adjust.

Enter or scan the site and bin the item is in.

Enter or scan the lot or serial number if the item is lotted or serialized.

Enter the quantity by which to adjust the item.

The program will display the information you entered and ask if it is "OK." Press Y to save the transaction or N to edit the data.

The program will keep prompting you to enter adjustments until you exit back to the Transaction menu.

2.13.2.4.5 RF Issue

Enter a work order number if desired.

Enter or scan the item number to issue.

Enter or scan the site and bin to transfer from.

Enter or scan the lot or serial number if the item is lotted or serialized.

Enter the quantity of the item to issue.

The program will display the information you entered and ask if it is "OK." Press Y to save the transaction or N to edit the data.

The program will keep prompting you to enter issues until you exit back to the Transaction menu.

2.13.2.5 RF Picking

2.13.2.5.1 RF Picking New Items

Enter or scan the location to pick from.

Enter or scan the pick ticket number.

Enter or scan the item number to pick. You can press F4 to browse the list of items that need to be picked on the pick ticket.

Enter or scan the bin to pick from.

Enter or scan the lot or serial number if the item is lotted or serialized.

Enter the quantity to pick.

2.13.2.5.2 RF Picking Edit Existing

Enter or scan the location to pick from.

Enter or scan the pick ticket number.

Enter or scan the item number to pick.

Enter or scan the bin to pick from.

Enter or scan the lot or serial number if the item is lotted or serialized.

Enter the quantity to pick.

2.13.2.6 RF Packing

Press Y to quick pack or N not to quick pack.

Enter or scan the pick ticket number to pack.

Enter or scan the item number to pack. You can press F4 to browse the list of items that need to be packed on the pick ticket.

If you are using quick pack, a quantity of 1 will be packed. Otherwise, enter the quantity to pack.

The program will keep prompting you to pack until you exit back to the Main Menu.

2.13.2.7 RF Physical Inventory

Enter or scan the line number. The site, bin, item number, and lot number will be displayed for that line. Press Y if this is the item number or N if it is not. If you press N, you will need to enter or scan the item number.

Enter or scan the lot or serial number if the item is lotted or serialized.

Enter the physical quantity in your inventory of that item in that site and bin.

The program will keep prompting you to enter physical inventory lines until you exit back to the Main Menu.

2.13.2.8 RF Setup

The setup menu lets you alter program settings.

Select Database Path to change the database the program connects to. After you have entered the path, the program will exit. When you go back into the program, it will connect to the database and you can begin data entry. You may find it easier to enter the database path on the Wavelink Virtual Client than on an RF scanner.

3 Getting Support

3.1 Internet Support

The latest program updates, answers to common support questions, and other information about our company can be found at the PICS website: http://www.picsnet.com. You may also e-mail us at support@picsnet.com.

3.2 Phone Support

You may contact us by phone at (706) 369-7427 or fax us questions at (706) 369-7420.

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