Warehouse Manager

Inventory Utilities for Pro Series

Lahey

Acknowledgments

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◆ *Chapter 1: Overview*

Introduction

Lahey Warehouse Manager provides planning and tracking of inventory movement between warehouse locations. Bills of Ladings can be printed for warehouse transfers or sales order transactions. Additional attributes can be assigned to each inventory item for rules-based handling of National Motor Freight Classification (NMFC) codes that universally identify the contents being shipped. Distributor Requirements Planning (DRP) reports are available to ensure the proper time phasing of on-hand inventory, sales order required dates, and purchase order dates.

Featuring completely seamless integration with Pro Series, Warehouse Manager adheres to the Pro Series programming and interface standards. This guarantees the highest level of productivity by delivering the same intuitive operation no matter which Pro Series module is in use. Users are also able to take advantage of convenient Pro Series features like, File Browsers, Key Changes, and the Business Status Report. All data files are updated in real time, providing up-to-the-minute access to your company's most valuable asset—information.

Your first step to using Warehouse Manager begins by installing Inventory Control. This module includes settings for multiple warehouse locations, the inventory costing method, cost decimals, and inventory item characteristics. After you create your inventory files, Inventory Control automatically maintains inventory costs and quantities by sharing its information with other applications.

Accounts Receivable, Sales Orders, Purchase Orders, Production Entry, Work Orders, and Warehouse Manager share the inventory file with Inventory Control, so as you enter a transaction that affects inventory, your inventory balances always reflect the most up-to-date information. You can also add items or make changes to the inventory files directly from these modules.

The second step that needs to be done before using Warehouse Manager—which is optional—involves defining additional inventory item attributes for use on the bill of lading. These attributes establish the bill of lading class, case packing, and an alternate item description that can be printed on the bill of lading.

Features

- **Inventory Planning:** Plans inventory transfers between physical warehouse locations.

- **Transfer Planning:** Allows entry of required shipment and receipt dates.

- **Transfer Tracking:** Tracks inventory transfers between physical warehouse locations.

- **Flexible Classifications:** Provides unique Bill of Lading class codes that can support National Motor Freight Classification (NMFC) codes.

- **User-defined Freight Companies:** Defines valid freight carriers

- **Bills of Ladings:** Prints Bill of Ladings for warehouse transfers and sales orders transactions.

- **Distributor Requirement Planning (DRP):** Automatically calculates time-phased transactions to show detailed inventory requirements for the next 13 days, weeks, or months.

- **Airbills:** Prints FedEx and UPS airbills.

Understanding Lahey Warehouse Manager

This section contains some of the basic concepts behind the program: DRP, inventory transfers, the in-transit location, and how Bills of Lading are generated.

Distributor Requirement Planning (DRP)

DRP is a technique to calculate when and where inventory items are required by time-phasing required dates from sales orders, purchase orders, work orders, and warehouse transfers. By including inventory and transfer data, DRP makes recommendations of not only what to purchase and what to transfer, but when to purchase it and when to transfer it. DRP can also identify when to reschedule open orders when required dates are not in sync with each other.

In order to calculate the time-phased required dates, Warehouse Manager provides a reporting calendar to define the time-phased periods. The calendar establishes the number of days for each of the 13 periods based on days, weeks, or months.

The following table is a snapshot of what DRP provides. The rows with the On Order values will add to the On-Hand balance, while the rows with the Allocated values will subtract from the On-Hand balance. Notice how the Surplus/Shortage at the bottom of one period is carried over to the following period, projecting what the On-Hand value will be for that period.

DRP calculated using a weekly reporting calendar	Period 1 Week 1	Period 2 Week 2	Period 3 Week 3	Period *n* Week *n*
On-Hand	400	22	-11	25
On Order, PO	0	200	0	200
On Order, WM	0	0	111	0
Allocated, SO	125	233	75	180
Allocated, WM	253	0	0	0
Surplus/(Shortage)	22	-11	25	45

☞ The DRP report will include manufacturing production requirements when Lahey Work Orders is installed.

Inventory Transfers

An inventory transfer is a document that provides the information necessary to plan the movement of inventory between warehouse locations. It includes the source warehouse, destination warehouse, freight carrier, required ship date, receipt date, and the inventory items as well as the quantities to be transferred.

The transfer document contains a status field, which indicates the where the inventory quantities are located in the system. The following table illustrates the relationship between the transfer status and the inventory quantity:

Transfer Status	Source Warehouse	In-Transit Warehouse	Destination Warehouse
Planned	Quantity Here		
Shipped		Quantity Here	
Received			Quantity Here

Unlike the Transfer Inventory option in Inventory Control, the transfer document in Warehouse Manager can be edited as many times as necessary up until the point it is "shipped" in the system. When the inventory transfer is shipped, the inventory quantities are reduced at the source warehouse and moved into the in-transit warehouse location defined in Inventory Control. Upon arriving at the destination warehouse, the inventory transfer is "received" in the system, which moves the inventory quantities out of the in-transit warehouse and into the destination warehouse location.

> *For more information about entering, changing, shipping, and receiving transfers, see Chapter 4 of this manual.*

The In-Transit Location

Warehouse Manger uses the In-Transit location defined in Inventory Control to store inventory quantities as a temporary . ple It is important to choose the proper settings when installing the Inventory Control module for use with Warehouse Manager. The set-up routine prompts and In order to be able to ship an item on an inventory transfer, the item must be defined at

The Bill of Lading

The Bill of Lading is a document that provides the information necessary for the freight carriers. It includes information from the inventory files.

Real-Life Scenarios

In the real world, there are many kinds of uses for Warehouse Manager. Here are some notes about how to use the program in different real-life scenarios.

If you need to move material to other warehouses in different locations or cities and you need to use a freight carrier to move your material you can create a Bill of Ladings document.

You can create FED-EX or UPS air bills

When using multiple warehouses for distribution purposes it is sometimes difficult to maintain adequate on-hand inventory at the various warehouse locations. With warehouse manager you are able to run Distribution Requirements planning (DRP) reports that give you the visibility of potential shortages. The DRP reports are a real time period phased reports based on the reporting calendar you have established during setup of the workorders module and request during printing. The report calendar is user defined for 13 periods. You may want to establish your periods as daily, weekly, and monthly.

> *For more information on reporting calendars, see "Reporting Calendars" under setup and maintenance in the Work Orders manual*

The visibility of potential shortages is vital because it gives you due dates for when an item needs to be replenished at the distribution warehouse.

A warehouse transfer needs to be created for the movement of material between warehouses. You can enter a required delivery date on the transfer to insure on time delivery to prevent the shortage of becoming a reality.

☞ Call Lahey at **818/735-7300** or visit **http://www.lahey.net/sc.htm** for more information on Lahey

Other Lahey Products

Lahey offers an expansive line of seamlessly integrated ERP modules:

Customer Service

Customer Service tracks customer, vendor, and prospect events for an unlimited number of contact names per company. It provides unlimited notes for each contact event and a follow-up field for effective contact management and customer service. Each contact record supports eight phone numbers, nine user-defined fields, and additional fields for personal information management. Single-click access to critical data puts information at your fingertips.

Production Entry

Production Entry is designed for companies that need bill of materials, sales kit, configuration, or backflush processing, but don't require the allocation of BOM components. It supports up to 99 bill of material levels and real-time costing from Inventory Control. Modular and variable BOM types are available to handle product configuration issues with speed and flexibility, as well as maintaining fewer BOMs.

Work Orders

> Work Orders is designed for manufacturing firms that require work order processing, component allocation, routing and Material Requirement Planning (MRP) features. Work Orders can be automatically generated from sales order requirements, inventory shortages, or inventory forecast requirements. By defining work centers and operation steps, users can create flexible labor routes.

Shop Control

Shop Control provides shop floor capacity scheduling, what-if planning capabilities, and WIP tracking for production managers that require Manufacturing Resource Planning (MRPII). It imports open work orders with defined routes, identifies bottlenecks, and calculates work order completion dates. What-if plan orders can be created to view resource requirements without affecting real-time purchasing decisions.

Project Accounting

Project Accounting provides a budget and costing tool for project accounting and job cost management. Its design allows for up to four levels of cost tracking with project, phase, category, and cost-type definition. The job account mask supports the optional use of phases and/or categories and cost-types are user-definable.

For More Information

Call Lahey at **818/735-7300** or visit **http://www.lahey.net** for more information on seamlessly integrated ERP modules for Pro Series.

◆ *Chapter 1: Overview*

2. *Installing the Program*

- ◆ Quick Start

- ◆ Running the Setup Program

- ◆ Updating Your Installation

- ◆ Installing Updates

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◆ *Chapter 2: Installing the Program*

Quick Start

This section contains a checklist of the steps necessary to install Lahey applications for Pro Series. Be sure to complete each step in order and do not proceed to the next step until you have completed the previous step.

☐ Install and link all of your Pro Series modules. See the Pro Series Installation Guide for instructions.

☐ Read the Overview (Chapter 1) for each Lahey application you are installing.

☐ Install the Lahey application. See "Running the Setup Program" in this chapter.

☐ Update your installation with data dictionary changes, custom program files, and custom screen files for SBT applications, if necessary. See "Updating Your Installation" in this chapter.

☐ If you are installing a trial version of a Lahey application, see "Trial Version Limitations" in this chapter.

Once you have done all of these steps, you are ready to handle the tasks that make up the day-to-day routine of working with the program: maintaining key application tables, processing transactions, and printing reports.

Running the Setup Program

> ⚠️ *Make sure you have done a complete backup of your Pro Series installation before installing a Lahey application. The Lahey installation procedure may install modified versions of SBT program files.*

The instructions in this section tell you how to install a Lahey application using Windows NT, Windows 98, or Windows 95.

☞ For linking purposes, be sure that you have already installed and linked all of your SBT applications *before* installing a Lahey application.

Starting SBTINSTW

1. Start Microsoft Windows in the normal mode.

2. From the **Start** menu, select **Run.**

3. In the Open field, type the drive letter and path where SBT Pro Series has been installed followed by SBTINSTW.EXE and click on OK. For example, to call SBTINSTW.EXE in a directory called PRO on drive S:, your command line should look like this:

   ```
   S:\PRO\SBTINSTW.EXE
   ```

☞ If you have any problems starting or running the Pro Series installation program, please contact your Pro Series reseller or Pro Series Technical Support at 800/944-1000. Lahey has not modified these routines. The most common problem is documented in our knowledge base at **http://www.lahey.net/kb/qzzins07.htm**.

Once you've started SBTINSTW, the system will prompt you to ensure you have made a complete backed-up of your system and then you'll see the following screen:
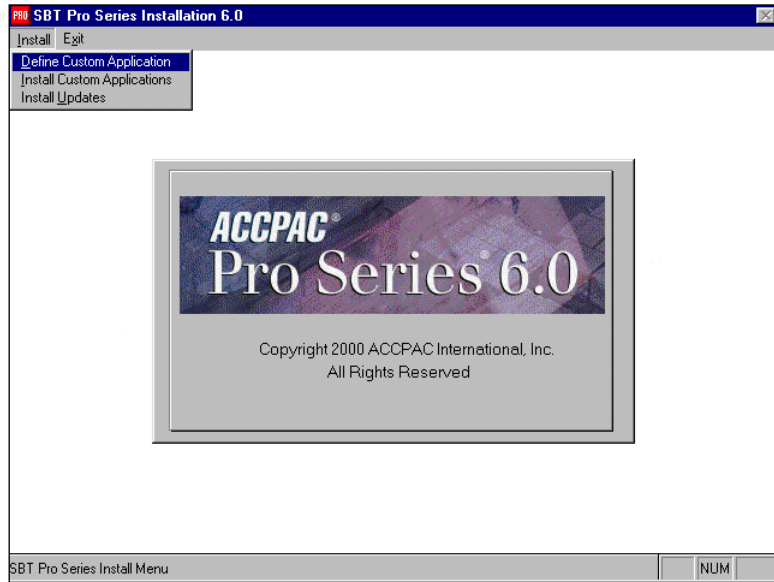
Define the Application

Select **Install | Define Custom Application**. You will see the following prompt:
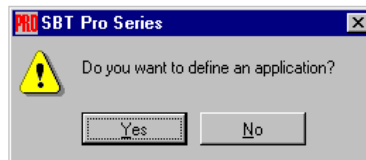
Select   **Yes**   to add the Lahey application.
             No   to return to the **Install** menu.

Next, specify the floppy disk drive from which you want to copy the application files. Enter the drive letter, insert the program disk for the application into that drive, select **OK** and then select **Ready.**

Once the installation program has updated the Pro Series application database, you will see a prompt that says the application is defined. Select **OK** to proceed.

Install Applications

☞ For linking purposes, be sure that you have already installed and linked all of your Pro Series applications *before* installing a Lahey application.

Select **Install | Install Custom Applications**. To install an application, highlight it, and press the space bar. "Yes" appears in the Selected column. Press **<Enter>** to continue. You will see a screen for entering paths for the data and program files.

The default paths are separate subdirectories under the main system directory you specified upon starting the Pro Series installation program. The default directory for data files is named ..*xx*DATA and the default directory for program files is named ..*xx* (where *xx* is the two-digit application ID).

When you enter a directory that does not exist, you will see a message telling you that the directory does not exist and asking you if you want to create one.

Select	**Yes**	to have the install program create the directory you have specified.
	No	to reenter the directory.

After you enter both paths, you will have these options:

Select	**Install**	to have the install program create the directory you have specified.
	Edit	to reenter the directory.

Next, specify the floppy disk drive from which you want to install the application files. Enter the drive letter, insert the program disk for the application into that drive, select **OK** and then select **Ready.**

When the installation program has copied the application files and updated the data dictionary, you will see the following dialog box:
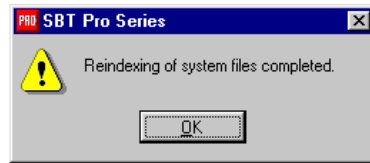
Click **OK** to close the dialog box and complete the installation process.

☞ In certain cases, you may be prompted with a Select Installed Applications to Update from Data Dictionary dialog box.

> ⓘ *For more information about the Update from Data Dictionary dialog box, see "Running the Pro Series Setup Program" in the Pro Series Conversion Guide.*

Updating Your Installation

In order to be able to take advantage of a Lahey application from within Pro Series applications, it is sometimes necessary to manually copy customized versions of Pro Series files into your installation and update the data dictionary for linked applications.

Installing Lahey-Enhanced Pro Series Files

The enhanced files are located on your Lahey distribution disk and they must be manually copied into the affected program directory. These Lahey-enhanced files must match the version and build number of your Pro Series application.

☞   The enhanced program files are specific to the current build of your Pro Series installation. Be sure to get updated files from Lahey when installing subsequent builds from SBT. These files are located in the download section of our web site at **http://www.lahey.net**.

The following table outlines which files are modified for each Lahey application:

Lahey Application	Lahey-Enhanced Files
Customer Service	None
Production Entry	SOPOST.PRG, SOSHIP.PRG and SOSHPP.PRG *(Only necessary if processing BOM configurator or sales kit transactions.)*
Project Accounting	APPOSD.PRG, APPOSD.VCX, APPOSD.SPR, APPOST.PRG, APPREC.PRG, APRECR.PRG, ARMINV.VCX, ARPOSD.VCX, ARPOST.PRG, ICPOST.PRG, ICPROC.PRG, ICTRAN.PRG, ICISSU.VCX, POPOSD.VCX, ICRCPT.VCX, POPOSD.VCX, POPOST.PRG, PORECP.PRG, PRPCHK.PRG, PRPOSP.PRG, PRPOSP.VCX, PRPOST.PRG, SOPOSD.VCX, SOPOST.PRG, SOSHIP.PRG, SOSHPP.PRG
Shop Control	None
Warehouse Manager	None
Work Orders	None

Changing Data Structures in the Pro Series Data Dictionary

The data dictionary is maintained in System Manager. Select **Maintain | Dictionary | Tables**. Enter the table name in the **Table ID** field, then select **Field**.

☞ The Pro Series Trial Version does not allow you to update from the data dictionary.

The following table outlines which tables are modified for each Lahey application:

Lahey Application	Table Name	Necessary Action
Customer Service	None	None
Production Entry	SOTRAN, SOYTRN	Change WONO, C,10

Project Accounting	ARDIST, ARTRAN, ARYDST, ARYTRN, ICDIST, ICTRAN, ICYDST, ICYTRN, POTRAN, POYTRN, PRDIST, PRRODT, PRYDST, SOTRAN, SOYTRN	Add JOBCODE, C,10
		Add PHASE, C,6
		Add SUBCODE, C,4
		
		(Add JCCODE, C,1 to all xxDIST/xxYDST tables)

	APDIST, APYDST	Change JOBCODE, C,10
	PRDTPT, PREMPT, PRPAYT, PRXPST, PRYDPT	Change PROJECT, C,10
Shop Control	None	None

Warehouse Manager	ICITEM	Add BLCLASS, C,4
		Add CUBEAMT, N, 5, 0
		Add CASEPACK, N, 6, 0
		Add BLDESC, M, 4

Work Orders	SOTRAN, SOYTRN	Change WONO, C,10

Once you have recorded all your changes to the data dictionary, exit to the **System Manager** main menu. From the **Transaction** menu, select **System Recovery**, then **Update from Data Dictionary**.

Select the applications you have updated for the company you are using, press the **<Space>** bar to select the application, then press **<Enter>**. Select **Yes** to the **Rebuild all indexes?** prompt, then select **Update**.

> *For more information on updating the Data Dictionary, see "Using the System Recovery Utilities, Update from Data Dictionary" in the System Manager manual.*

Installing Updates

Updates are disks from Lahey that contain new program files for your version of Pro Series. They are not an *upgrade*, but rather, they are in-line enhancements and refinements to the features of the version you already have.

1. Start the Pro Series Windows setup program, SBTINSTW.EXE. For more information on how to do this, refer to Starting SBTINSTW in the section "Running the Setup Program" of this manual.

2. Select the **Install Updates** option on the **Install** menu.

When you select **Install Updates**, you must first specify which drive to copy the updated file from, then insert the first disk for the update into that drive. The program checks to see if the disk is an update disk or the first of a full set of disks for an application.

☞ Lahey update disks contain the most up-to-date versions of all program, screen, and report files, as well as files that have not changed since the application began shipping.

> *If you have made modifications to your program, screen, or report form files, you should back up those files before installing any update disk. The update program overwrites all existing files.*

Trial Version Limitations

> ⚠️ *Extreme caution should be taken when installing a trial module in a "live" installation. When you open a trial module, the entire installation is set into a trial mode and can destroy live data if file sizes of "live" data are larger than the Pro Series trial mode allows. To avoid this problem, you must exit Pro Series from the trial module before opening a "live" module.*

Here are the limitations for trial version modules:

Application	Table Name	Number of Records
Accounts Payable	APVEND	50 Vendors
Accounts Receivable	ARCADR	50 Ship-To Addresses
	ARCUST	50 Customers
Customer Service	CCPROS	25 Companies
Inventory Control	ICITEM	50 Items
Payroll	PREMPL	15 Employees
Production Entry	PEBMHD	5 BOM Headers
Project Accounting	PAMAST	5 Projects
Purchase Orders	APVEND	50 Vendors
Sales Orders	ARCADR	50 Ship-To Addresses
	ARCUST	50 Customers
Shop Control	SCMAST	25 Plan Orders
Warehouse Manager	WMMAST	5 Transfers
Work Orders	WOMAST	25 Work Orders
	WORTHD	5 Routes

Manual Installation

☞ This is an optional method for installing an application or update. If you have already successfully installed an application or update using SBTINSTW, you do *not* need to follow the instructions in the remainder of this section.

1. Insert the Lahey Warehouse Manager Program Disk into your floppy disk drive.

2. From a DOS prompt, create the Warehouse Manager program and data directories if they do not already exist.

   Change to the drive and directory where Pro Series has been installed. For example, you might type (substitute the correct drive and path for your installation throughout these steps):

   ```
   S:  and press <Enter>
   CD \PRO  and press <Enter>
   ```

   Once you are in the SBT Pro Series command directory, you can create the Warehouse Manager program and data file directories. For example, type:

   ```
   MD  WM  and press <Enter>
   MD  WMDATA  and press <Enter>
   ```

3. Extract all the files from the distribution disk into the program directory. From the Pro Series command directory, type:

   ```
   CD  WM  and press <Enter>
   A:ZIPWMC01  WM????.*  and press <Enter>
   ```

   ☞ If the extraction process encounters any existing files with the same name, type Y to overwrite the existing file.

4. Copy the extracted files over the existing files. From the Warehouse Manager program directory, type:

   ```
   COPY  *._XP  *.FXP  and press <Enter>
   COPY  *._C?  *.SC?  and press <Enter>
   COPY  *._PX  *.SPX  and press <Enter>
   COPY  *._R?  *.FR?  and press <Enter>
   ERASE  *._??  and press <Enter>
   CD  ..  and press <Enter>
   ```

5. Extract the sample and system data files into the data directory. From the SBT Pro Series command directory, type:

   ```
   CD  WMDATA  and press <Enter>
   A:ZIPWMC01  WO????99._??  and press <Enter>
   A:ZIPWMC01  SY*._??  and press <Enter>
   ```

6. Copy the extracted sample and system data files over the existing files. From the Warehouse Manager data directory, type:

   ```
   COPY  *._BF  *.DBF  and press <Enter>
   COPY  *._PT  *.FPT  and press <Enter>
   ERASE  *._??  and press <Enter>
   CD  ..  and press <Enter>
   ```

7. Start FoxPro and get to a command line. There are many ways to get to a FoxPro command line. You can use the **FoxPro Access** option from the Pro Series **File** menu, run SBTDOTW for Windows, or SBTDOT for DOS.

8. Update the Pro Series installed applications file. There must be one record for each company and application in this database. Be sure to use the correct paths for your installation. From the FoxPro command line, type:

```
USE  sycdata  EXCLUSIVE and press <Enter>
DELETE  ALL  FOR  applid = "WM"  and press <Enter>
PACK  and press <Enter>
APPEND  BLANK  and press <Enter>
BROWSE and press <Enter>
99 in the COMPID field press <Enter>
WM in the APPLID field press <Enter>
S:\PRO\WMDATA\ in the ADOSDBF field and press <Enter>
S:\PRO\WMDATA\ in the ADOSNDX field and press <Enter>
S:\PRO\WM\ in the ADOSPRG field and press <Enter> until
   you reach the CHKRULE field
T in the CHKRULE field
F in the CONFRME field
F in the CONFRMS field and press <Enter>
<Esc> to exit the record
USE  sysdata  EXCLUSIVE and press <Enter>
DELETE  ALL  FOR  sysid = "WM" and press <Enter>
PACK and press <Enter>
APPEND  FROM  wmdata\sysdata and press <Enter>
```

9. Update the Pro Series data dictionary files. From the FoxPro command line, type:

```
USE sydappl EXCLUSIVE and press <Enter>
DELETE ALL FOR applid = "WM" and press <Enter>
PACK and press <Enter>
APPEND FROM A:\WM.ADD and press <Enter>
USE  sydflds  EXCLUSIVE and press <Enter>
DELETE  ALL  FOR  LEFT(tablid, 2)  =  "WM" and
   press <Enter>
PACK and press <Enter>
APPEND  FROM  wmdata\sydflds and press <Enter>
USE  sydindx  EXCLUSIVE and press <Enter>
DELETE  ALL  FOR  LEFT(tablid, 2)  =  "WM" and
   press <Enter>
PACK and press <Enter>
APPEND  FROM  wmdata\sydindx and press <Enter>
USE  sydtabl  EXCLUSIVE and press <Enter>
DELETE  ALL  FOR  LEFT(tablid, 2)  =  "WM" and
   press <Enter>
PACK and press <Enter>
APPEND  FROM  wmdata\sydtabl and press <Enter>
USE  sydtapp  EXCLUSIVE and press <Enter>
DELETE  ALL  FOR  LEFT(tablid, 2)  =  "WM" and
   press <Enter>
```

```
PACK and press <Enter>
APPEND  FROM  wmdata\sydtapp and press <Enter>
USE  sydproc  EXCLUSIVE and press <Enter>
DELETE  ALL  FOR  applid  =  "WM" and press <Enter>
PACK and press <Enter>
APPEND  FROM  wmdata\sydproc and press <Enter>
```

10. Update the Warehouse Manager data structures and index files. Start Pro Series and select **System Manager** from the **Programs** menu. Select **System Recovery** from the **Transaction** menu. Select **Update From Data Dictionary** and select all Warehouse Manager companies in the browse window. Be sure to rebuild all index files.

☞ The demonstration version of Pro Series does not allow you to update file structures. If you are working with a demonstration version, you need to select **Reindex Application Files** instead of **Update from Data Dictionary**.

3. Setup and Maintenance

- ◆ Starting Warehouse Manager

- ◆ Setting up Warehouse Manager

- ◆ Rule Tables for Warehouse Manager

- ◆ Carriers

- ◆ Item Freight Settings

- ◆ Customizing Forms

◆ *Chapter 3: Setup and Maintenance*

Starting Warehouse Manager

☞ Before starting the program, you need to install Lahey Warehouse Manager on your computer or network. For more information about installing the program, see Chapter 2 of this manual.

Double-click on the Pro Series icon.

Concurrent Sessions in Separate Windows

Do not launch multiple instances of Pro Series on the same computer. Although the system may appear to function normally within the two concurrently running windows, memory conflicts prohibit data files from being updated correctly.

Logging In

If your Pro Series installation requires a login, you will see a box where you enter your user ID and, if necessary, a password.

Select **File | Open | Warehouse Manager**. If you only have one company using Warehouse Manager, that company is loaded automatically, and you will see the Warehouse Manager Main Menu.

If you have more than one company, you will see a list for selecting the company you want to work with. To select the company from the list, use the arrow keys to highlight the company you want to work with and then press **<Enter>**. You can also select a company from the list with your mouse by using your primary mouse button to highlight the company you want to work with and then using your secondary mouse button to select it. After selecting a company, you will see the Warehouse Manager Main Menu.

Selecting a Company

Once you are in Lahey Warehouse Manager, you can select to work with a different company by selecting **File | Company** option.

Setting up Warehouse Manager

☞ Before you can enter new company information for Warehouse Manager, you must first add the company and its applications (including Lahey Production Entry and Inventory Control) in System Manager. See "Companies, Adding Applications" in the System Manager manual for more information.

Once you have created a company using System Manager and added Warehouse Manager as an application, you can enter specific information for the Warehouse Manager company.

System Settings Screen

You see the following screen below when you finish entering the Warehouse Manager data and program file paths in System Manager. You can return to this screen later by selecting **File | Change Setup Information** in Warehouse Manager.

Autonumber Transactions: Select this option if you want the program to assign a unique number to each work order, beginning with the number you entered for Next Transfer Number. You can use transfer numbers to track your inventory transfer activity. You cannot change transfer numbers if this setting is selected. If you want to enter the numbers manually, leave the option unselected.

Next Transaction Number: If you choose to have Warehouse Manager automatically assign transaction numbers, enter the next transaction number to use.

Screen Labels Screen

Select this option to change the default screen labels Warehouse Manager uses. You will see the following screen:

Screen Labels allow a company to customize key terminology used throughout Warehouse Manager without changing a single line of the program's source code.

Link Settings Screen

Select this option to change the default link settings Warehouse Manager uses. You will see the following screen:

Link to Purchase Orders: Select to create the link to Purchase Orders.

Link to Sales Orders: Select to create the link to Sales Orders.

Link to Work Orders: Select to create the link to Work Orders.

Link to General Ledger: This option will be automatically selected if Inventory Control is linked to the General Ledger, and will specify the General Ledger company Inventory Control is linked to.

> (i) *See Chapter 6 in this manual for more information about linking with other Pro Series applications.*

System Options Screen

Select this option to change the default options Warehouse Manager uses. You will see the following screen:

Completing the Installation

> Whatever configuration options you choose, you save your installation preferences by choosing **Save**.
>
> You then see several prompts about adding application notes and copying data from an existing installation. Refer to the installation instructions.
>
> When you finish responding to the final step questions, the program tells you that the installation is complete. You are now ready to switch from SBT System Manager to the new Warehouse Manager installation you have added. Select **File | Open | Warehouse Manager**. If you have more than one company using Warehouse Manager, select the company you want to use.

Changing Setup Information

> You can return to the setup screen at any time to change the information by selecting **File | Change Setup Information**.

Deleting a Company

> To delete a company from your Pro Series system, you must first remove any applications installed for that company. See "Companies, Deleting Companies" in the System Manager manual for more information.

Deleting an Application

> To remove only Warehouse Manager information for an established company, switch to System Manager and select **Maintain | Companies | Companies**. Enter the company number, and select **Appls** from the top of the screen. Enter **WM** as the application ID. When Warehouse Manager is displayed, choose **Delete** and confirm that you want to delete the Warehouse Manager data.

☞ You must delete the application data from all installed companies before you can remove the application from your Pro Series installation.

Rule Tables for Warehouse Manager

When printing a bill of lading, Warehouse Manager can determine the National Motor Freight Classification (NMFC) code that universally identifies the items being shipped by cross-referencing the Bill of Lading Class defined for each item and the first letter of the ship-to country against the NMFC rule table.

> (i) *For more information about Bill of Lading Class codes, see "Item Freight Settings" in Chapter 3 of this manual.*

To create a new rule table, open **System Manager** and select **Maintain | Companies | Rules**. The following rules may be defined:

Rule ID	Rule Description	Rule Type	Base Type
BLCLASS	Bill of Lading Class	List	Character
NMFC	NMFC Codes	List	Character

Once you have added the BLCLASS and NMFC rules, click on **Values** in order to define the values for the rules. The values for BLCLASS are user-defined and can be up to 4 characters long.

An NMFC rule with a value of "100U" could have a description called "156600 sub 6". When any item that has a Bill of Lading Class of 100 ships to someone in the United States, 156600 sub 6 would print on the bill of lading.

☞ You can view an online version of the Master Freight Table, which contains all of the National Motor Freight Classification (NMFC) codes, by visiting **http://www.dlis.dla.mil/hcfreight.htm**

> (i) *For more information on rule tables, see "Rules" under Setup and Maintenance in the System Manager manual.*

Carriers

Select **Maintain | Carriers**. Enter the carrier ID for the freight carrier you want to define and press **<Enter>.** You can also press **<F2>** to see a selection list of carriers on file. You can choose the one you want by using the mouse or the up and down arrow keys to move through the list, and pressing **<Enter>** when the highlight bar is on the record you want.
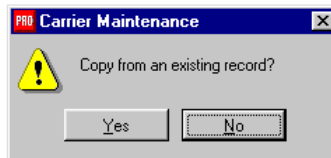
☞ A carrier ID is specified on a warehouse transfer and then the description appears on the bill of lading.

When a new carrier ID is not found in the carrier file, you will see this message:
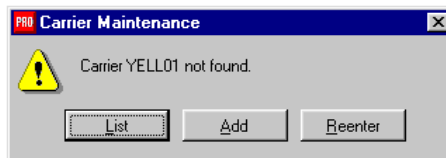
When you select to add a carrier, you will see this prompt if there are other carriers to select from:

Copying from an Existing Record

> To copy the values from an existing carrier, select **Yes** at the prompt above. You're asked for the carrier ID you want to copy from. When you enter a valid selection, the program will copy the records. You can edit the new record until it is accurate.

Adding a New Carrier

> If you are not copying from an existing carrier, select **No** at the prompt on the previous page to add a new carrier. You will see a screen like this:

Select | **Save** | to save your changes.
| **Edit** | to edit the screen again.
| **Cancel** | to quit without saving any changes.

Editing a Carrier

To view or change a carrier's information, select **Maintain | Carriers**. Enter or select the carrier ID you want to change.

Press **<F2>** to see a list of all existing carriers. You can then choose the one you want by using the mouse or the up and down arrow keys to move through the list, and press **<Enter>** when the highlight bar is on the record you want.

Once the carrier record is displayed, the following options are available:

Use **Select** to find another carrier.
Fwd to move forward to the next carrier in the file.
Back to move to the previous carrier in the file.
Edit to change the currently displayed carrier.
Delete to delete the current carrier.
Exit to return to the main menu.

Item Freight Settings

To view or change a carrier's information, select **Maintain | Item Freight Settings**. Enter or select the inventory item number you want to change.

Press **<F2>** to see a list of all existing item numberss. You can then choose the one you want by using the mouse or the up and down arrow keys to move through the list, and press **<Enter>** when the highlight bar is on the record you want.

You will see the following screen:

Once the Item record is displayed, the following options are available:

Use **Select** to find another item.
   Fwd to move forward to the next item in the file.
   Back to move to the previous item in the file.
   Edit to change the currently displayed item.
   Exit to return to the main menu.

Item   Tangible items that are used for resale

Description   The description will automatically appear when item is
                         selected

Bill of Lading Class   Class code from DLIS

Case Pack   Unit of Measure qty

Cube Amount   How much cubic footage space required during
                         shipment.

Unit Weight   How much an items weighs..

If you do not have weights being used in Inventory Control, what you put
in here as unit weight will be added into your inventory file. The weight
onlyneeds to be added once.

Customizing Forms

You can customize your bill of lading forms using the **Maintain | Customize Forms** option. This option allows you access the Visual FoxPro Report Writer, which contains a variety of tools that make it easy to modify your bills of ladings. For example, you could include a corporate logo, or rearrange fields on the form.

When you select this option, you will see a dialog box listing the forms available to customize. Select the form you want to change, then select Customize. You see a window similar to the one shown below.

The Customized Report Name and Description fields, which allow you to save your customized form changes using a different file name, are not available until after you have made and saved your changes.

> ⚠ *Do not use the mouse "right-click" to access menu options. Some menu options selected in this manner may not work or could cause damage to the form you are editing.*

Note the toolbar that appears within the Modify Report window. You can use these icons to select objects, insert graphic or text elements, or import graphic files to display on your customized forms.

There are two additional menus available when you edit forms: **Object** and **Report**. You can use the options on these menus to change the content and appearance of the fields on each form, print a preview, or change the page layout.

For more information about the toolbar and the options that are available from these menus, see your Visual FoxPro documentation.

When you finish making changes, press **<Ctrl>+<W>** to save. You return to the dialog box where you selected a form. You can now specific a file name and add a description for your customized form. Click on **Save** to register this form as a customized version to be used when printing bills of lading.

☞ You can only save one customized version of each form. Any subsequent changes you make to a form you have modified apply to the file name you specify.

4. Working with the Program

- ♦ Entering Sales Order Shipments

- ♦ Entering Warehouse Transfers

- ♦ Changing Warehouse Transfers

- ♦ Shipping Warehouse Transfers

- ♦ Receiving Warehouse Transfers

- ♦ Printing Bill of Ladings

- ♦ Closing the Period or Year

◆ *Chapter 4: Working with the Program*

Entering Sales Order Shipments

See "Entering Shipments," Chapter 3 in the pro series Sales Orders manual for more information on entering sales order shipments.

Entering Warehouse Transfers

Select **Transaction | Enter Transfers.** You will see a screen like this:
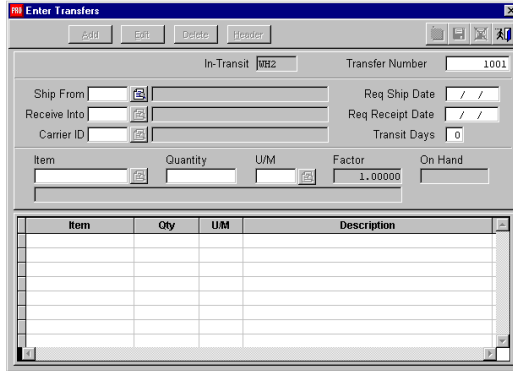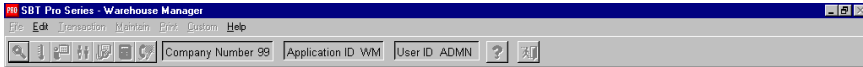
In Transit	The default location used in Inventory control.
Transfer Number	Transaction number (see setup in this manual.)
Ship From	Enter or select the warehouse location you are transferring the manufactured item from.
Receive Into	Enter or select the warehouse location you are

transferring the manufactured item into.

Carrier ID	Enter or select the freight carrier to be used or transporting manufactured items.
Req. Ship Date	Enter date manufactured items are required to depart from at warehouse
Req. Receipt date	Enter date manufactured items are required to arrive at warehouse
Transit Days	Enter the number of days it takes for delivery.
Item	Enter Part number to be transferred
Qty	Enter number of pieces to be transferred
U/M	Inventory stocking Unit of Measure
Factor	The number of items by which the unit of measure can be divided
On Hand	Qty in stock at warehouse shipping location

Changing Warehouse Transfers

Select **Transaction / Change Transfer**. You will see the same screen as you did to Enter Transfer, except you will also see a status field

Enter Transfer Number or Press <F2> to see list.

Once you have selected the transfer you want to change select the field you want to change and click on the **edit** icon, then press <Enter>, make you changes then press the **Save** icon.

Shipping Warehouse Transfers

Select **Transaction / Ship Transfer**. You will see the following screen.
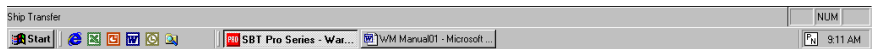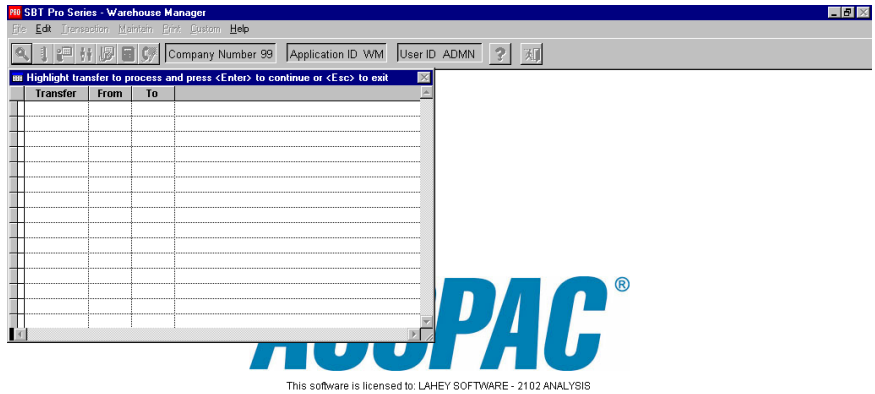
Highlight transfer to process and press <Enter> to continue or <Esc> to Exit. When you select enter this will put the item being transferred into the Intran location (see locations, chapter 3 of this manual) until the transfer is received.

Receiving Warehouse Transfers

Select **Transaction | Receive Transfer. You will see the following screen**

Highlight Transfer to process, then press<Enter> to continue, or <Esc> to exit

Closing the Period or Year

There are several reasons to close the period or year for Lahey Warehouse Transfers. During the period or year closing, the program moves the current period's closed work orders into the history files. This process optimizes the size of your open work order files for faster processing.

You close the period or year for all Pro Series applications using the options on the **Period Close** submenu in System Manager. Refer to your SBT System Manager manual for information on using the period close options.

> ⚠️ *You should not close the period unless you have made a backup copy of all your data files (those files ending in .DBF or .FPT)*

☞ It's a good idea to close Work Orders, Production Entry, Sales Orders, Purchase Orders, Inventory Control, Accounts Receivable and Warehouse Manager on the same schedule to keep the data files they share from getting out of sync.

When you choose to close the period or year for Warehouse Manager, you will see the following option grid:

SBT Pro Series - System Manager

File Edit Transaction Maintain Print Custom Help

Company Number 99 Application ID WM User ID ADMN

Warehouse Manager Period and Year Closing

Proceed   Edit   Cancel

Option Grid - Warehouse Manager Period and Year Closing:

Delete Trans Hist	(based on cutoff below)	Yes
Deletion Cutoff	(date for trans hist deletion)	02/02/01

Closing Warehouse Manager   NUM

Start   SBT Pro Series - Syst...   WM Manual01 - Microsoft ...   9:26 AM
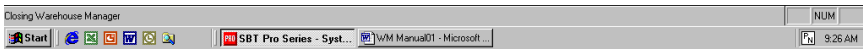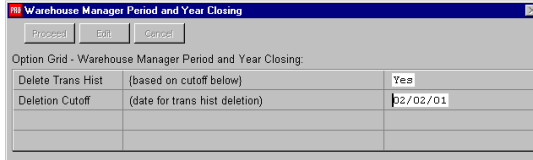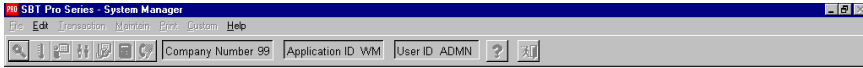
Delete Transaction History: Select **Yes** to have the program delete all information in the work order transaction history files through the cutoff date which you enter in the next field.

Deletion Cutoff: If you answered Yes to Delete Transaction History, enter the date through which you which to delete the information in the work order transaction history files.

You should only delete the data in your history files if you have previously backed up your data files and are in need of storage space on your hard disk. Otherwise, you should keep this data, which you can use to print a variety of reports.

☞   If you do delete the work order transaction history files, you are asked to enter the deletion password, which is DESTRUCT.

◆ *Chapter 4: Working with the Program*

5. Reports and Inquiries

- ♦ Selecting the Output Destination

- ♦ Bill of Lading

- ♦ Carrier Listing

- ♦ Distribution Requirement Planning

- ♦ Transfer Status

- ♦ Fed-Ex and UPS Air Bills

◆ *Chapter 5: Reports and Inquiries*
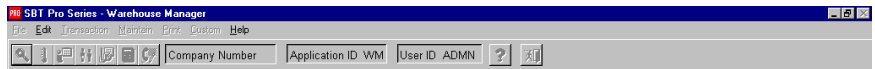
Selecting the Output Destination

The option to print or display is available for all reports in Warehouse Manager. You might indicate your choice by selecting a command button, selecting an option button, or clicking an icon, but at least one choice is always available.

☞ You can exit most printing routines by pressing **<Esc>**. If you choose this option, the program will close all data files to protect them from damage before returning you to the previous screen.
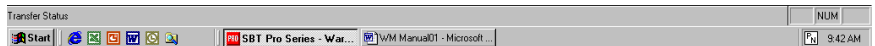
When you select a report from one of the options on the **Print** menu, you will see an option grid to define the scope of the report. Detailed explanations of each report's options are found later in the chapter.

This is an example of a report option grid:

◆   *Chapter 5: Reports and Inquiries*

Producing a report is a three-step process.

1.　　　　Complete the option grid to select the data you want.

2.　　　　After completing the option grid, click **Generate** to compile the information for the report according to the option grid criteria.

3.　　　　After the program has assembled the data for the report, choose the report output destination.

Click　**Preview**　to display the report on your screen.
　　　　Print　　to send the report to a printer or save it to a disk file.

After the program prints or displays the report, you automatically return to the option grid. You can print and display the report as many times as you like before exiting.

To make changes to the report:

Click　**Reenter**　to change your option grid responses.
　　　　Modify　　to create a customized report for this company.

Any time you change your responses on an option grid, you must select **Generate** again to update the version of the report that is stored for viewing.

Displaying Reports

Use the **Preview** button to display a report before you print. You can look at entire pages to check the layout or zoom in on a particular portion to check details.

The window displays a mock-up of your report. A special toolbar offers quick access to a number of special commands.

You can also use the scroll bars to move forward and backward through the report, or scroll right and left to see its entire width.

Clicking anywhere on the document window changes the magnification. From the full-page view, the first click zooms you in on the portion of the page you clicked on. The second click returns you to the full-page view.

Printing or Exporting Reports

After generating a report, select **Print** to choose an output destination (i.e., print or export data to a disk file).

Click	**Print**	to send output to the default printer.
	Setup	to go to the Windows Print Setup dialog box. You can use it to set print job properties or select another printer.
	Export	to save the data as a spreadsheet or text.
	Cancel	to return to the option grid.

If you choose to print a report, Pro Series sends the output to the default printer whose ID is displayed in the dialog box.

If you choose to export a report, you see a dialog box that enables you to specify the name and format of the file to which you are exporting.

Bill of Lading

To print Bill of Ladings, select **Print | Work Order Travelers**. You will see the following prompt:
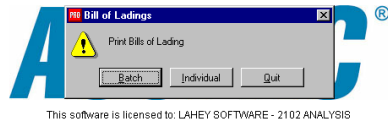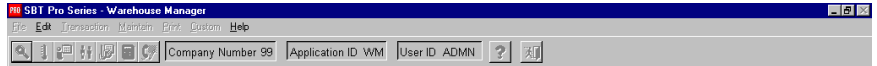
Select **Batch** to print a batch of work order travelers.
       Individual to print travelers on-by-one as you enter their numbers.
       Quit to quit without printing.

When you select the **Batch** or **Individual** option, you will see a screen similar to this:

Number of Copies: Enter the number of copies to each work order traveler you wish to print.

Form Type:

Select **Sales**   if you want to show .
        Order
        Transfer   if you want to.

☞   See "Sample Reports" for a sample of each Bill of Lading print format.

Print Only: (This option does not appear if you chose to print individual Bill of Lading.)

Select	**New and changed**	to print only those work orders that have been created or changed since the last time you printed.
	All	to print all open work orders in the current period.

Beginning Bill of Lading Number, Ending Bill of Lading Number: (This option does not appear if you chose to print individual work order travelers.) By entering work order numbers into either or both of these fields, you can choose to print just the forms within that range of numbers.

Beginning Bill of Lading Required Date, Ending Bill of Lading Required Date: (This option does not appear if you chose to print individual work order travelers.) By entering required dates into either or both of these fields, you can choose to print just the forms within that range of required dates.

Customer Number: (This option does not appear if you chose to print individual work order travelers.) Enter one or more characters to print forms only for customers whose customer codes begin with the characters you enter.

When you complete the option grid and confirm that you want to proceed, you will see a dialog box with these choices:

Select	**Print**	to print work order travelers to the default printer. This is the printer connected to the port named on the dialog box.
	Select	to select another printer from a displayed list. You can choose from the printers you set up for this installation, or choose to print to a file name.
	Cancel	to quit without printing.

Carrier Listing
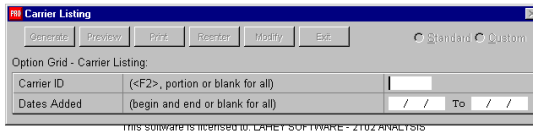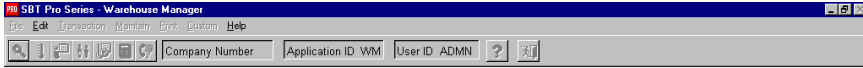
Distribution Requirements Planning

DRP is a technique to calculate when components are required by time-phasing required dates from distributor forecasting. By including inventory and bill of material data, DRP makes recommendations of not only what to purchase and what to make, but when to purchase it and when to make it. DRP can also identify when to reschedule open orders when required dates are not in sync with each other.

In order to calculate the time-phased required dates, Warehouse Manager utilizes reporting calendars to define the time-phased periods. The calendars establish the number of days for each of the 13 periods and there is no limit to the number of reporting calendars you can define. Reporting calendars are the key to all DRP functionality in Warehouse Manager.

> **ⓘ** *For more information on time-phased periods, see "Reporting Calendars" in Chapter 3 of the Lahey Work Orders manual.*

The following table is a snapshot of what DRP provides. The rows with the On Order values will add to the On-Hand balance, while the rows with the Allocated values will subtract from the On-Hand balance. Notice how the Surplus/Shortage at the bottom of one period is carried over to the following period, projecting what the On-Hand value will be for that period.

DRP calculated using a weekly reporting calendar	Period 1 Week 1	Period 2 Week 2	Period 3 Week 3	Period *n* Week *n*
On-Hand	400	22	-11	25
On Order, PO	0	200	0	200
On Order, WO	0	0	600	300
Allocated, SO	125	75	250	180
Allocated, WO	253	158	314	279
Surplus/Shortage	22	-11	25	66

☞ DRP calculations are used in the Warehouse Manager / print transaction screen for service, inventory shortages, and expense item reports.

Transfer Status
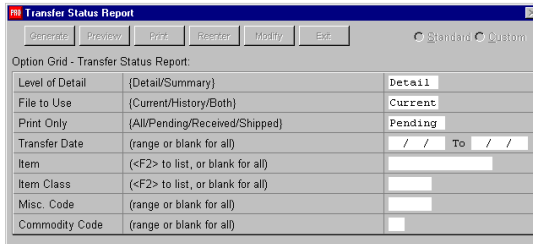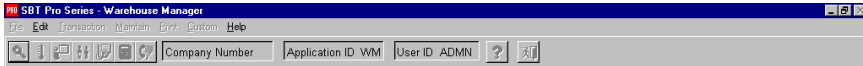
Fed-Ex and UPS Air Bills

◆ *Chapter 5: Reports and Inquiries*

6. *Linking with Other Applications*

- ♦ Linking Overview

- ♦ About General Ledger Linking

- ♦ Linking with SBT Work Orders

- ♦ Linking with SBT Purchase Orders

- ♦ Linking with SBT Sales Orders

- ♦ Tracking IC and GL Activity

◆ *Chapter 6: Linking with Other Applications*

Linking Overview

Lahey Warehouse Manager links with other SBT applications to create a flexible, integrated accounting system. It enables you to generate transactions in one application, which in turn updates related information in another application's data files.

There are actually two types of linking. One method works by creating postings that do not immediately affect another application's data, but are held until you decide to release them to the linked application. This is how SBT Inventory Control links to SBT General Ledger.

The other linking method integrates the Lahey Warehouse Manager data with SBT Inventory Control, Sales Orders, and Purchase Orders. Transactions in these applications directly affect the inventory files, such as when you Ship / Receive a transfer, receive a purchase order, or complete a work order.

The following sections describe how Lahey Warehouse Manager works with other SBT applications.

About General Ledger Linking

By linking SBT Inventory Control with SBT General Ledger, you can accurately account for variations in your inventory values and produce detailed financial reports that include your company's inventory operations. SBT Inventory Control lets you determine how detailed you want the linking information to be. You can specify unique general ledger accounts for each item, for all items at a location, or simply use the same general ledger accounts for all items and locations.

How Does Linking Work?

Linking works by using the general ledger account numbers you assign in SBT Inventory Control to create balanced debit and credit postings from inventory transactions. These postings are not automatically transferred to SBT General Ledger. Instead, the Inventory Control postings are accumulated in a holding file, until you release them to General Ledger as necessary.

In General Ledger, you must choose to update your account balances with the postings you have released from Inventory Control. This gives you complete control over the flow of information between the two applications.

Lahey Warehouse Manager links to SBT General Ledger through SBT Inventory Control. When a transfer is Shipped / Received, Warehouse manager will create balanced debit and credit postings to / from finished goods.

☞ The **Item Control** field is the account that is used for all inventory transactions posted by Warehouse Manager.

> ⓘ *For more information on assigning general ledger account numbers, see "Linking with SBT General Ledger" in the SBT Inventory Control manual.*

Items in Intran Postings

Work in Progress Postings ?????

Lahey Work Orders does not make any entry to SBT General Ledger for work in progress at the end of a period. By using the work in progress report, which must be printed prior to closing the period in Work Orders, you can determine the appropriate general ledger adjustment for work in progress at the end of each period and enter it manually. This gives you total flexibility with your general ledger. You might decide to only enter a work in progress adjusting entry at the end of each quarter or at the end of a year.

Linking with SBT Purchase Orders

SBT Purchase Orders uses and updates the same inventory file as Lahey Warehouse Manager. When a purchase order is issued, Purchase Orders updates the items **On Order, PO** quantity; and when a purchase order is received, the **On Order, PO** quantity is reset and the **On Hand** quantity is increased.

Also, Warehouse Manager takes information from Purchase Orders about open or pending purchase orders into account when it calculates Distribution Requirement Planning (DRP) with the various requirement reports available.

For example, if you have an outstanding purchase order for 10 parts and there are open requirements for 15 parts, the DRP reports will show that you need to order 5 more pogo sticks to avoid a shortage.

☞ It is not necessary to choose a menu option in order to transfer data from Purchase Orders to Warehouse Manager. Instead, you tell Warehouse Manager to get the purchasing information during the generation of requirements reports.

To create the link with SBT Purchase Orders, follow these steps:

1. Install SBT Purchase Orders and Lahey Warehouse Manager, if you haven't already done so, and create the data files for both applications. The data files must use the same company number.

2. Start Warehouse Manager. Select **Change Setup Information** from the **File** menu.

3. Click on the **Link Settings** button.

4. Select the option **Link to Purchase Orders**.

Linking to SBT Sales Orders

Lahey Warehouse Manager and SBT Sales Orders use the same inventory file. When you enter a sales order, Sales Orders updates the item's **Allocated, SO** quantity; and when an order is shipped, the **Allocated, SO** quantity is reset and the **On Hand** quantity is reduced.

Once you are linked, you can selectively pull sales order transactions directly into Warehouse Manager while you generating Warehouse Manager reports.

Also, Warehouse Manager takes information from Sales Orders about open or pending sales orders into account when it calculates Distribution Requirement Planning (DRP) with the various requirement reports available.

For example, if you have an outstanding sales order for 10 finished goods and there are requirements for 5 finished goods, the DRP reports will show that you need to manufacture 5 more finished goods to avoid a shortage.

☞   It is not necessary to choose a menu option in order to transfer data from Sales Orders to Warehouse Manager. Instead, Warehouse Manager will get the sales information during transaction processing or the generation of requirements reports.

To create the link with SBT Sales Orders, follow these steps:

1.   Install SBT Sales Orders and Lahey Warehouse Manager, if you haven't already done so, and create the data files for both applications. The data files must use the same company number.

2.   Start Warehouse Manager. Select **Change Setup Information** from the **File** menu.

3.   Click on the **Link Settings** button.

4.   Select the option **Link to Sales Orders**.

Tracking IC and GL Activity

If you have several Pro Series applications installed for a company, the following table will help you understand what's going on "behind the scenes". It provides an overview of how various transactions in other applications affect Inventory Control, as well as the postings to General Ledger.

| Application-Event	Effect on IC	Effect on GL
SO- enter sales order	Alloc, WO increased for finished goods	None
WO-enter work order	None	None
WO-approve work order	On Order, WO increased for finished goods	None
WO-process work order	Alloc, WO increased for component parts	None
PO-enter purchase order	On Order, PO increased for component parts	None
PO-receive purchase order	On Order, PO decreased and On Hand Qty increased for component parts	DR:Item Control-RM CR:PO Clearing
WO-close work order	Alloc, WO decreased for component parts, On Hand Qty increased for finished goods	DR:Item Control-FG CR:Item Control-RM
WM- ship transfer	On hand qty decreased for finished goods at shipment from location	CR Item Control-FG
WM- receive intran location	On hand qty increases for finished goods	DR-Item Control-FG
WM-ship intran location	On hand qty decreases for finished goods	CR-Item Control-FG
WM-receive transfer	On hand qty increases for finished goods at receipt into location	DR-Item Control-FG
SO-ship sales order AR-invoice created	Alloc, SO decreased and On Hand Qty decreased for finished good	DR:Cost of Sales CR:Item Control-FG DR:Accts Receivable CR:Sales
AP-invoice PO receipt	Updates billed flag	DR:PO Clearing CR:Accts Payable
AR-enter cash receipt	None	DR:Cash CR:Accts Receivable
AP-print checks	None	DR:Accts Payable CR:Cash

7.   *Sample Reports*

♦   Bill of lading

♦   Carrier Listing

♦   Distributor requirements Listing

♦   Transfer Status

Bill of Lading (Transfer)

Carrier Listing
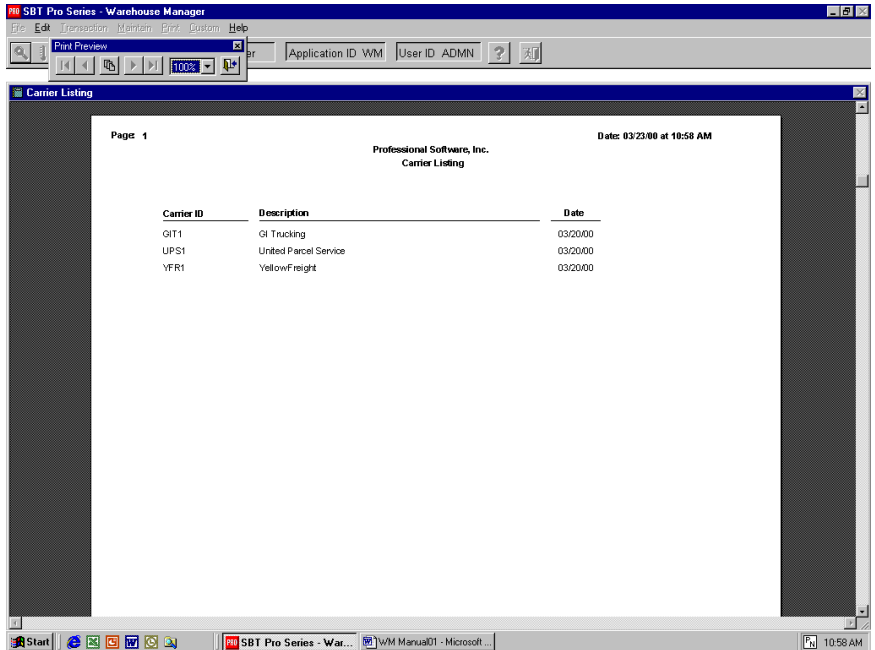
Distributor Requirements Planning

Transfer Status (Detail)

Transfer Status (Summary)

◆ *Notes*