

COREflex™ Software Product Reference Manual (Pro Inventory / WMS / LITE INDUSTRIAL)

About SCS Automation

SCS Automation is a Systems Integrator established in 1992 in Valley Forge, PA to provide systems that Accelerate Order Fulfillment™ to our customers across the United States.

Our software and hardware offerings bridge the gap between financial systems and the real-time processes of physical distribution and manufacturing.

Using our foundation in software systems development, we integrate our products with purchased products to achieve Total Fulfillment solutions.

Our unique ability to integrate a customer's existing conveyor, equipment, and applications with our standard Warehouse Control System allows SCS to provide very cost effective custom solutions.

Total Solutions:

Complete turnkey solutions begin with a review of our customer's existing operations to define system requirements. Both custom and off-the-shelf products are combined to develop software, mechanical and electrical solutions. SCS develops and installs the hardware and software, trains the users, and coordinates acceptance tests for final commissioning.

RE-Engineered and New Systems:

Although SCS Automation supplies newly designed conveyor systems, a large part of our business involves our re-engineering process which protects and extends the life of your existing investment in automation equipment. The re-engineering process adds advanced intelligence to your existing warehouse automation systems.

Our Mission:

To improve productivity for our customers, by applying automation technology.

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COREflex™ Product Family

COREflex™ is a fully featured family of Inventory Control and Warehouse Management software used by distribution, commercial warehousing and manufacturing companies. Its strength lies in its ability to efficiently guide the physical processing of inventory and orders on the plant or distribution floor using methodologies previously only available to larger companies while automatically interfacing to many third party Order Entry and Accounting Systems.

The complete life cycle of a product in a **COREflex™** maintained warehouse could be audited in detail from the time it is received, through all movements and processing stages, until it is shipped.

Pro Inventory

- Perfect choice to be introduced into high-level inventory control and order processing into your business in a simple and straight forward manner
- Interface with UPS WorldShip for even greater efficiency
- Interface with QuickBooks® Pro, Premier US and Canada versions to do automatic billing, invoicing and updates
- Set up multiple storage locations and closely monitor the progress of inventory transactions throughout the order fulfillment process
- Use the new order entry and backorder processing for greater efficiency
- Includes detailed item searches and management reports for orders and transactions
- Can be used as a standalone system complete with multiple locations, inventory tracking, order processing and reporting
- Flexible import and update routines lets you control the flow of data to and from QuickBooks

WMS

- Consist of all the program features of Pro Inventory and more
- Catered for companies with higher volume and targeted processing requirements or larger databases and workgroups
- Integrates with QuickBooks® Pro, Premier and Enterprise edition (US and Canada versions) 2002 or later as well as other accounting packages
- Creates a robust warehouse management system complete with inventory control, order entry, management and the flexibility of using multiple UOM (Unit of Measures) Classes and Location Types
- Also used for implementing batch order processing with Master Pick Sheets, mobile bar code scanning and industry specific upgrade modules

Lite Industrial

- Designed for vertical warehouse operations with targeted inventory management requirements.
- Integrates with QuickBooks® Premier and Enterprise Edition (US and Canada versions) 2002 or later as well as other accounting packages
- Includes features Serial Number Tracking, Lot Control and Finished Goods Assembly
- This combination create a robust warehouse management system complete with inventory control, order entry, management and the flexibility of using multiple UOM Classes and Location Types
- Serial Number Tracking: Assign single or multiple ranges of serial numbers to Products, issue Serial Numbers to Sales Orders, Track returns by serial number order or RMA
- Lot Control: Receive and track items by Lot Number, Expiration Date or Cost; Select inventory by Lot for Sales Orders
- Assemblies / Kit Tracking: Import or create Product Assemblies for finished goods; Track on-hand and available quantities at all time and produce more as needed

Lite Public Warehouse (3PL)

- Designed specifically for third party warehouse (3PL) or commercial warehouses or fulfillment centers that require customer account management and billing
- Includes specialized receiving and shipping functions and a customer billing module to process customer specific (service) charges which can be invoiced through QuickBooks®
- Also incorporate mobile bar code scanning and remote reporting requirements
- SQL Server database is required for larger database functions
- Able to track inventory for separate customers in the same warehouse
- Set up and maintain customer accounts for products and services rendered each month
- Bill customers for storage, handling and miscellaneous service provided
- Produce detailed inventory and order status reports for internal uses and customer inquiries

Lite

- Fully featured Inventory Management and Order Control system that is designed for small distribution and inventory management operations
- Its strength lies in its ability to efficiently track the movement of inventory in detail using methodologies previously available only to larger companies
- Orders can be downloaded automatically by interfacing to a host Order Entry or Accounting System. E.g. QuickBooks®, MAS 90 or Great Plains
- Can be installed on a single PC Workstation running MS Access
- Barcode Label printing is included as an introduction to higher-level barcode utilization through the addition of modules

Entry

- Designed for moderate volumes and uses Oracle or SQL Server Database
- Designed as a complete inventory management system for industrial use
- It is capable of supporting hundreds of transactions and large inventory units
- Fully functional warehouse management system and is used as an introduction to the industrial WMS systems technology we offer
- It can interface with most order entry or accounting system

Base

- Complete inventory management system designed for industrial use

- It is capable of supporting thousands of transactions, larger inventory units and movement, and support automated fulfillment applications such as a conveyor control and carousel picking
- A fully functional warehouse management system that uses Oracle or SQL Server databases and relies heavily on barcode technology to streamline the warehouse operations and fulfillment
- Upgrade modules are available so as to increase the use of advanced warehouse management methodologies and specific acceleration functions for inventory management and order fulfillment

Specialty

- A grouping of highly specific sophisticated sub systems designed for high throughput industrial distribution and fulfillment operations with tens of thousands of transactions and inventory items and high-level database technical requirements
- Implements targeted process applications such as freight sortation, pallet build, weigh in motion and order routing
- Can interface with most Warehouse Management Systems seamlessly.

Concept of COREflex™

COREflex™ is a fully featured Warehouse Management and Inventory Control System used by warehousing, distribution and manufacturing companies. Its strength lies in its ability to efficiently guide the physical processing of inventory and orders on the plant or distribution floor using methodologies only available to larger companies while automatically interfacing to Host Order Entry and Accounting Systems.

The complete life cycle of a product in a COREflex™ maintained warehouse can be audited in detail from the time it is received, through all movements and processing stages, until it is shipped.

Customer Orders and Bill of Material processes are tracked through standard processing stages for detailed management reporting. User defined custom processing stages can be defined for unique processing and tracking needs.

Warehouse Layout

- Locations in a warehouse are grouped into Location Types based on the operational function being satisfied by the location.
- A typical warehouse layout may consist of location types such as, Receiving, Quarantine, Reserve, Picking, Work in Process and Finished Goods.
- Each location Type typically contains multiple locations.
- Products, customer orders and bill of material work orders flow in and out of Location Types during their life cycle.

Purchase Order & Sales Order Modules

- COREflex™ is organized into Purchase and Sales Order modules
- Purchase Order Module processes items coming into the warehouse (Pos, receiving, put away, replenishment, physical inventory control, finished goods and inventory movements).
- Sales Order Module processes items going out of the warehouse (Customer Orders, Bill of Material Work Orders, Work In Process, Picking, Packing and Shipping).

General Product Flow

- Products are received into a Staging location in the Receiving Area (R1-R1-FL)
- They are then moved from the Receiving Area (R1-R1-FL) into locations in the Reserve or Picking Stock Area
- Picking Area locations that have been depleted are replenished by moving inventory from the Reserve locations into Picking locations
- As orders and work orders are processed through Picking, Verification, Packing and Shipping, inventory is reduced

Products

- Within a warehouse, a unique product number identifies each Product. (PRODUCTID)
- This product number is typically referred to as an SKU and can also be referred to as an Item Number / Item ID

Perpetual Inventory

- Perpetual inventory is the term used to describe the continuous real-time tracking of quantities of a product
- Perpetual quantities must take into account any activity that increases or decreases inventory from a specific location / bin. This includes receiving, put-away, replenishment, order picking, bill of material, inventory movements and inventory adjustments
- Individual quantities must be maintained for every bin that contains the product. As product is moved from one bin to another, or from a bin to customer order or bill of material, quantities must be balanced and Units of Measure must be taken into account
- The sum of quantities of all the bins containing the product is known as the Warehouse, Facility or Logistic Center Total

Unit of Measure

- The way a product is physically packaged can vary
- A product may be purchased in a Pallet, stored in inventory as Cases and sold by each piece
- These physically different packages of the same product are known as Units of Measure (UOMs).

Locations

- Locations (also known as bins) allow products to be organized within location types within a warehouse and have static location names such as Area A – Rack 2 – Shelf A – Bin 3

- One location may contain one specific product or multiple products. If a location contains multiple products, it is known as SKU Mixing
- As product is assigned to a Picking location, an ROP (Re-Order Point) quantity needs to be set for the product. This number is used automatically to identify when a bin needs to be replenished in the Replenishment Report

Inventory Moves

- All inventory moves are 'two-sided' action performed by removing a quantity of a product from one location (source) and moving it to another location (destination)
- COREflex™ automatically verifies that the quantities balance to maintain inventory accuracy
- Inventory moves are used for putting away inventory after it has been received and for replenishing picking locations after order picking or bill of material work orders have depleted them

Inventory Adjustments

- All inventory adjustments are 'one-sided' action performed by removing or adding quantity of product from or to a specific location
- COREflex™ automatically tracks and records inventory adjustments to maintain inventory accuracy and provide tracking reports
- Inventory adjustments are used for receiving products, and adjusting quantities for reasons such as damaged goods, write offs, samples and physical inventory counts

Physical Inventory

- Physical inventory is the process of physically counting products to determine an accurate total for accounting and operation needs
- Typically performed once or twice a year during which time all order processing is stopped in order to get a 'snap-shot' of the totals
- As products in a location are counted, count sheets are written up
- These sheets are then used to compare the counted quantities to the system perpetual inventory quantities
- Variance reports are used to assist in the comparison of differences between the perpetual quantities and the counted quantities

****License Configuration** (Not required during initial use period)**

Each time the COREflex™ software is launched, a "**Configure License**" box will appear briefly before the program logon box appears. The license configuration box will display the number of program uses remaining before activation of software use is required. There is no need to enter the license configuration unless extended activation is required. The Configure License box will close automatically after a few seconds and the **User Logon** box appears for accessing the program with your valid user id. The default User ID is **Admin** (no password is required)

To activate the program for unlimited use you will need to obtain the software's **Site Key** from us. To obtain the Site Key, please email your software **Site Code** that is displayed at the license configuration box to your sales representative. The program Site Key will be forwarded to you and can be entered into the Site Key field provided the next time you access the configuration box. Click the "**Validate**" button to complete the process. The configuration box will display the status of your program license after entry. To obtain the software's **Site Key**, e-mail the **Site Code** to your COREflex™ product representative.

Data items that are included in the software

User Ids included with software: **Admin, Super and Staff (No password required for all UserIds)**

Location Type included with software: Picking, Reserve and Receiving

Default Location Type for GEN-A-01: Picking (You may wish to change this location to Reserve)

Storage Location for Imported Items from QuickBooks: GEN-A-01

Default UOM Class for Imported Items from QuickBooks: StdItem

Default UOM for Imported Items from QuickBooks: EA (Eaches)

Sample Tutorial Data to use for your trial use (To understand the usage of our software, please refer to the Overview Section in this help index)

COREflex™ software default settings

The COREflex™ software ships with default inventory locations (Bins). They include the **Receiving Area (R1-R1-FL)** and the **Picking location (Gen-A-01)**. The default locations contain the setup information for Location Type, Pick Sequence and Capacity which is required for proper use. Refer to these locations as

examples when setting up new locations to ensure the minimum amount of information is included for proper operation.

Location Type Setup (Only available in WMS and Lite Industrial)

The **Location Type** screen is used to set up the various types of locations (i.e. Receiving, Reserve, Primary Picking) used in the warehouse and the associated **Move Level**. Every storage location must include a Location Type to function properly in the program processes. The Move Levels are used to designate each location type's selection order (for inventory processing) when orders are processed (see *Set Up below*). The Location Types **must be set up** before inventory **Locations** can be determined (see *Locations*)

Program display windows:

Location Types: displays detail information regarding existing locations

Units of Measure For Selected Location Type: displays the UOM Class and ratio used for a location type

Steps to set up Location Types:

Select **Locations Types** from the list under the Setup menu option from the tool bar. Click the **Add** button next to the **Location Types** display window. Fill in the Log Center field (use the default LC1) and the Warehouse field (use the default WH1), the desired Location Type name and a Move Level (i.e. 10, 300 or 500). Type "Y" in the Random Storage text field if you want to activate random storage for the Location Type "N" to not allow random storage for the Location Type. The remaining two fields "Conveyable" and "Min Pick Qty" can be left with the default data

To complete the **Location Type** setup highlight the new Location Type added and then click the **Add** button next to the lower level window for Units of Measure For Selected Location Type. Fill in the UOM Class and UOM ratio to be used for the Location Type. The "Sugg Capacity" and "Sugg ROP" are optional fields that do not need to be populated for use.

Note: The Move Level and Random Storage designation can be changed later.

Inventory Locations Setup

One of the key features of COREflex™ software is the ability to set multiple storage locations to keep your inventory. Items can be stored in one or many locations at any time simultaneously. The program tracks the storage locations in three levels using an Area / Shelf / Bin string of alphanumeric characters set up by the user. Before setting up the COREflex™ software it is advised that you give thought to how your inventory items are (or will be) stored.

The storage scheme you use will affect your warehouse layout and the efficiency of your Purchase Orders and Sales Orders processes. Each storage location can also be assigned a numeric value to place it in a logical sequence for processing sales orders efficiently.

Each inventory item to be tracked must be associated with a bin location before any inventory can be loaded. Additional locations can be added (or imported) to the software. The recommended length for the Area / Shelf / Bin location codes is between 1 and 4 alphanumeric characters.

The Locations screen is used to set up the storage locations for your inventory items.

The following samples demonstrate these options:

General (Area-Shelf-Bin) storage using the minimum number identifiers: GEN-A-1

Detailed (Area-Shelf-Bin) location using all identifier fields: NORTH-A1234-12012003

Locations can also be set to allow SKU mixing (multiple items) to be stored within it or restricted to only one item as well as perpetual or infinite inventory tracking. At the BIN level locations are assigned a Location Type which designates its role in the warehouse. The COREflex™ software provides **Receiving**, **Reserve** and **Picking** Location Types to used. Also at the bin level the user can set a reorder point, pick sequence for order picking, as well as a unit capacity for the bin.

Program Display window level:

Area: (recommend 4) up to 20 characters contains the Area ID, Description, SKU Mixing, Infinite Inventory details

Shelf: (recommend 4) up to 20 characters contains the Shelf ID and optional Category code

Bin: (recommend 4) up to 20 characters contains the details for assigning Location Type, Capacity, ROP and order picking sequence information

Program buttons for each level:

Add: used to add a new area, shelf and bin location (*note order of input in Steps for use below*)

Update: used to update certain fields for existing bins.

Delete: used to delete bin, shelf and area information (*see notes under Steps for use below*)

Steps for creating Locations:

Note: Locations must be created in the order of Area, Shelf, Bin.

Once the level and sub-level of location is created, limited updates can be completed to the description and function of the location but you cannot change the code used for each level or delete the location until the entire inventory has been moved out of it.

Step 1: Click the **Add** button to the right of the **Area** display window to launch the Add Area program box. Fill in the alphanumeric identifier (up to 4 characters recommended) to be used in the Area text field. Next, fill in the description text field with a complete description for the Area identifier. By default, locations will set to allow for SKU Mixing (multiple items) to be associated to it. To limit the location to one item select "NO" from the drop down menu in the SKU Mixing checkbox.

Step 2: click the Add button to the right of the Shelf display window to launch the Add Shelf program box. Fill in the alphanumeric identifier (up to 4 characters recommended) to be used in the Shelf text field. The category text field is an optional use Shelf identifier.

Step 3: Adding the **Bin** level information for the location completes the setup. The detailed setup designation required for proper use is entered at this level. Bin ROP, Pick Sequence and category are set optionally by the user. A **Location Type** must be selected for each location. The Capacity Base Unit of Measure (**Cap BUM**) must be set at a high enough value to allow for the total inventory units intended for storage in the location. The Cap BUM can be any whole number and **will limit the total** number of any Base Units allowed into the location. Make sure each location is set at a sufficient capacity level and is in the number format **not using commas** (i.e. 1000000 not 1,000,000).

Once created, a location can be update at each level by highlighting the level and clicking the **Update** button. To delete locations, you must first empty inventory and disassociate all products from it then delete the location in **reverse order of setup**: Bin level, Shelf level and then Area.

Note: The Bin Capacity can be set and adjusted at any time to reflect your storage needs.

Customize Setup

The COREflex™ software provides a way to add your company information to Sales Order packing slips and carton labels. To update the templates use the **Setup** menu option to open the **Customize** screen that is used to edit the form template files used for **Packing Slips** and **Carton Labels**. This feature allows the user to add specific company name and address information and special messages at their option. The user can access these templates in order to customize the forms with their own company information. The user should change only address and message information line text that is listed after the brackets { }.

Steps for Use:

Click Setup - Customize

Click the Open Customization Files program button. The customization window opens with the first default template displayed and ready for editing. Minimizing or moving the first template will reveal the second subsequently.

Three file template available to Edit:

CustomizePurchaseOrder.cst: the Purchase Order form

CustomizePackingSlip.cst: the Packing Slip form

User Setup

The **User** screen is used to set up and maintain User Ids and passwords for the COREflex system. All users of the program must use a valid id to gain access. Ids are used to limit access to the program (see **authority Level** below) and track user transactions. These Ids can be maintained or deleted as new User Ids are created by the Administrator.

Only the Administrator level Id (level 200) can create user Ids and initial passwords. All users can use the change password function to update their password at any time.

Note: the program will automatically logs off a User and go into a suspend mode after 15 minutes of non-activity. Simply log back on with a valid user Id to continue working.

Steps for setting up Users:

The program **Administrator (Admin, level 200)** has the ability to create and maintain program User Ids using the User Maintenance screen. **User Ids** and **Passwords** control access to the COREflex™ software and are required to have access to any of the program modules. Four levels of access are provided at the Program Support, Administrator, Supervisor and Staff levels based on the following schedule:

Authority Level:

Admin: Level 200 - Access to all program and database updating.

Super: Level 100 - Limited program access and database updating

Staff: Level 10 - Order processing and limited transaction capabilities.

Steps to Add User:

Click on the Add User button.

Key in a User ID

Key in the user's full name

Key in the authorization level

Click the "OK" button to save

To Update User:

Select a User Id from the display list

Click on the **Update User** button.

Update the user's name

Update the authorization level

Click the "OK" button to save.

To Delete User:

Highlight the user to delete.

Click on the **Delete User** button to delete the user.

Click Yes to proceed deleting user information or No to cancel.

Steps to Change User Password:

Highlight the User ID from the display window

Click on the "**Change Password**" button

Enter the old Password

Enter the new Password in the Password 1 Text Box

Re-enter the new Password in the Password 2 text box to confirm the password.

Click on the "OK" button

Note: All users must have a Logon Id and Password to access the COREflex™ software.

COREflex™ Multi-User Workgroup Setup

IMPORTANT NOTE: Please contact your COREflex™ Support Representative if you are not sure what to do after reading this section.

*****Only continue this setup step after you've successfully installed COREflex™ software on all the necessary computers*****

COREflex™ software system supports data sharing through a workgroup configuration over a standard Local Area Network (LAN) in a peer-to-peer or client-server environment. To setup a workgroup, you must first designate one of the workgroup PC (or server) as the central database machine.

The designated PC will act as the centralized file storage and data processing engine for the workgroup.

The performance of your software system is dependent upon your network hardware and software setup.

It is critical to scale your network appropriately for the number of workstation and software programs used in the centralized manner. See Minimum specifications

Centralized Database Performance Points

Your workgroup connectivity is critical for performance of any software. It is advised that you use industry standard CAT 5 cables (or greater) for network connections.

The PC or server designated should be the most powerful (CPU speed and megahertz) available. A server class machine typically has these properties included.

Do not overload the central database machine with too many software programs. Be aware of the minimum specifications for the COREflex program and all other software programs installed on you machine together. The programs that are open and running simultaneously will impact the response time when processing information.

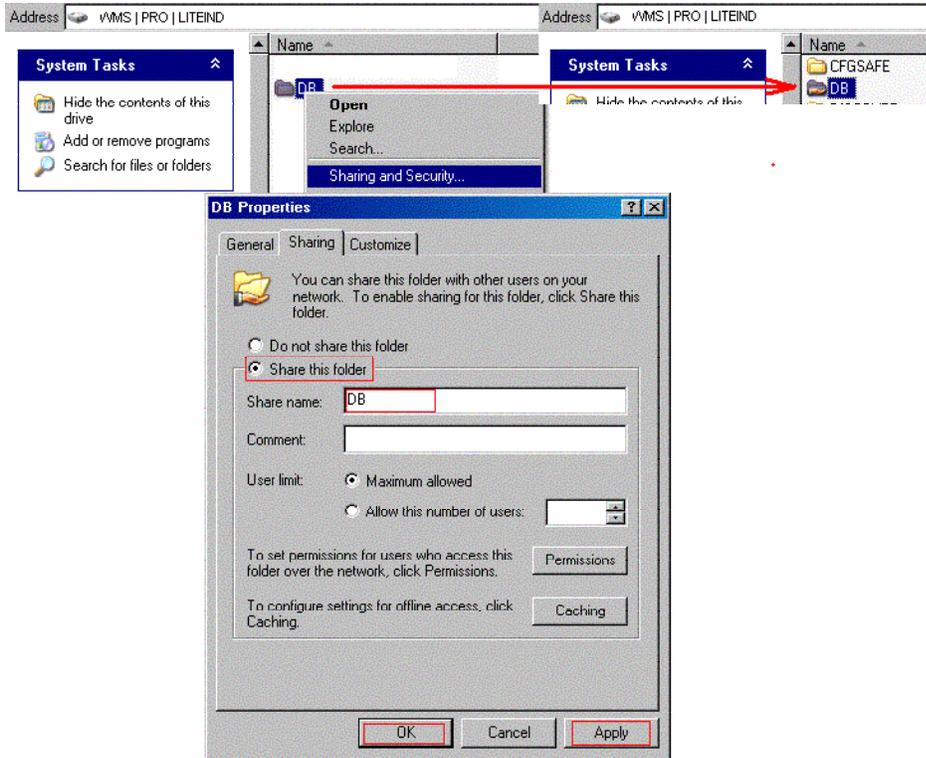
1. From the central PC or Server machine:

Set up the computer which holds the main database to **SHARE** the **C:\Program files\ COREflex\ Rel_2.4.5C\ PRO\ DB** or **C:\..\ COREFlex\ WMS\ DB** or **C:\..\ COREflex\ LITEIND\ DB** folder.

Using your "My Computer" icon, locate the COREflex DB folder, listed above. See illustration below for details.

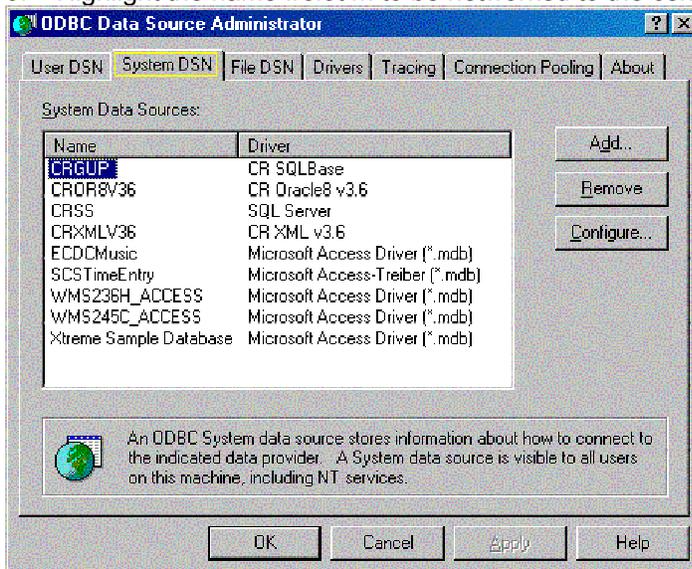
Right-click on the "DB" folder to display your dialog menu, showed as illustrated,

Click on "**SHARING**" to display the DB PROPERTIES as shown:

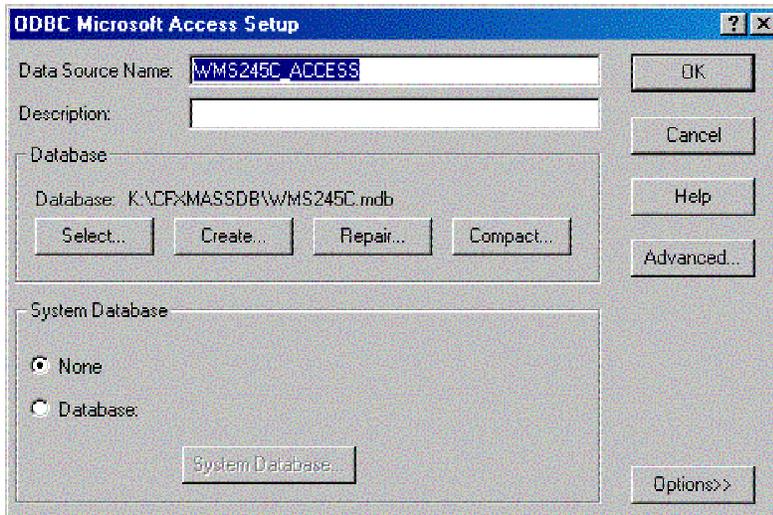


Notice that your “DB” folder has a hand underneath it; It means that this folder is being **SHARED**.
At each client workstation (Windows2000 / Windows XP):

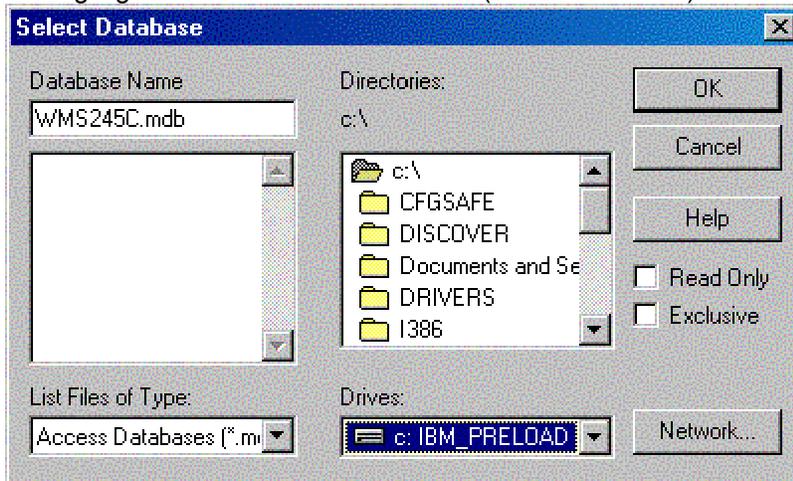
1. Click your Start Menu
2. Select “Run”
3. Type “odbcad32” and press Enter
4. Select the Tab “**System DSN**”
5. The System Data Sources list will contain the database name: (E.g. WMS45C_ACCESS)
6. Highlight the name frolot m to be networked to the central database



7. Click the “**Configure**” button (opens the ODBC Microsoft Access Setup Box)



8. Use the “**Select**” button under Database to **locate the central database** drive folder.
9. Highlight the central database name (WMS245C.MDB) and click “OK”.



*****Repeat Steps 1 – 9 for all workstations that needs to be connected to this database file*****

Overview of Features

Assemblies

- Construct Assembly work order
- Able to import Assemblies from QuickBooks Assembly (Only available with QuickBooks Premier and higher)
- Calculating the maximum number of finished product using current inventory total information

Barcoding

- Ability to Print Barcode for inventory location and Product Scan Codes

Lot Control

- Track lot and cost information for received items

Returns (RMA)

- Tracks items that has returned to the Warehouse with the RMA number reference
- Using the RTN-A-01 location, this will let you locate all your products that have been returned to your warehouse. With the RMA tagged with the Return, this will allow you to locate any returns in COREflex™
- Items that are returned will be in Quarantine status and thus it will not be picked or available for any Sales Order processing

Serial Number

- Assign serial numbers to inventory items and issues serial numbers to Sales Order as the products are being processed

Assemblies / Kitting (Only When Available)

Overview:

Assemblies otherwise know as Kits, are used by companies that sell finished products usually made up of other inventory items. The Assembly (Kit Build) feature is used to set up, maintain and monitor the finished assemblies and the multiple components parts inventory. The assembly/kits feature will import the assemblies existing in QuickBooks via the product import function. The program also provides a flat file import template to use for importing from other source files or the assemblies can be created manually using the assembly maintenance screen. The Make Assemblies program screen is used to enter and update, monitor the quantity on hand (assemblies) and quantity available (based on components on hand) and to build work orders for creating finished assemblies (kits). Assembly build work orders can be printed for item picking. Component inventory levels are automatically deducted from quantities on hand as the new amount for finished goods is added.

Assemblies Maintenance:

The Make Assemblies maintenance screen is accessed using the Search menu option on the program menu bar and selecting Assemblies from the drop down list. The assembly maintenance screen displays the various program fields, display windows and buttons used to set up, maintain and make assemblies. Adding and removing assembly information can be completed through the maintenance screen too. The assembly maintenance screen is also a management screen where users can quickly view the current inventory for assembly items (kits) and the quantity potentially available based on the inventory levels for the assembly component parts. The assembly maintenance screen is also used to make additional assemblies as needed.

Program note: the Add or Remove Assemblies program screen is also available under the Setup menu option drop down list by selecting the Assemblies option to open the program screen

Steps to complete:

From the Assemblies program screen:

1. Open the Assemblies screen from the drop down menu under the program menu Search option

Create new assemblies:

- a. Click the Setup program button located in the middle of the assembly maintenance screen
- b. The Add or Remove Assemblies screen will open displaying all current assemblies (if existing)
- c. Click the Add button to the right of the Assemblies section to launch the Add Kit (assembly) program box
- d. Enter the new assembly product id in the Assembly program field
- e. Enter the quantity made (usually 1) from the components that will be included
- f. Click the Ok button to save the information added or the Cancel button to erase it
- g. Highlight the new Assembly ID from the display list
- h. Click the Add button in the components section to open the Add Component program box
- i. Enter the first component product ID used for the assembly item
- j. Enter the Ratio unit for the assembly item (the number of sub components used in the finished goods)
- k. Click the Ok button to save the information entered or the Cancel button to erase it
- l. Repeat steps g through k to add additional components to the assembly item
- m. Close the Add or Remove Assemblies screen by clicking the Ok button

Update or Remove existing assemblies:

- a. Click the Setup program button located in the middle of the assembly maintenance screen
- b. The Add or Remove Assemblies screen will open displaying all current assemblies
- c. Highlight the assembly item to update from the Assemblies display window
- d. Use the Update buttons for the Components or Assembly ID to make changes to the assembly item
- e. Use the Delete buttons for the Components or Assembly ID to delete the saved information. (Note: component items must be deleted first before deleting the assembly ID)
- f. Repeat steps a through e to update or delete additional components or assembly items
- g. Close the Add or Remove Assemblies screen by clicking the Ok button

Program Note: new and updated assembly items will be immediately available for viewing via the assembly search function

Importing Assemblies and components:

Inventory assemblies can be imported from QuickBooks using the standard product import function or they can be imported from a pre-formatted kit master flat file (comma separated format) file that accompanies the program. The flat file import template is available in the program Host directory folder: C:\Program Files\ Coreflex\....\Host. An existing kit master excel spreadsheet can also be converted into the comma separated format provided the column fields are arranged in the import template order. Only the information listed in the import template can be imported into the program

Steps to complete:

Import from QuickBooks:

Use the standard QuickBooks product import function to import any inventory assembly existing in the QuickBooks item list

- a. Open the Import option from the program menu bar
- b. Select the QuickBooks option from the dropdown list
- c. Click one of the Import Products checkboxes and click Connect To QuickBooks
- d. The import function will bring in all new assemblies (and inventory items) from the QuickBooks

item list

- e. The imported items will appear in the display window listing the status of the import
- f. Click the Ok button to close the Import from QuickBooks program box

The assembly items are now available for viewing updating using the Assemblies program screen

Import from comma separated flat file:

Open the Import Assemblies program box by selecting Assemblies from the list under the Import menu item

- a. Click the IMPORT program button to open the standard Windows import file dialogue box
- b. Select the file for import from the saved location file folder (note: default program folder is;

Host)

- c. Click the Open program button to execute the file import
- d. Import status information (time and Message) will appear in the program display window
- e. Click Ok to close the Import Assemblies program box

The assembly items are now available for viewing updating using the Assemblies set up program

screen

Building Assemblies (adding to inventory):

The assembly maintenance screen is a management screen where each assembly's status can quickly be viewed. The current inventory for assembled (kits) and the amount potentially available are presented to help the user make decisions on which components may need to be ordered. The assembly maintenance screen is also used to make additional assemblies as needed. The Make Assemblies maintenance screen is accessed using the Search menu option on the program menu bar and selecting Assemblies from the drop down list.

Steps to complete:

1. Open the Make Assemblies program screen using the program menu Search and selecting the Assemblies option

2. Complete the following steps to locate and make additional assembly inventory quantity:

- a. Select the destination for the new batch of the selected assembly using the Destination for Assemblies search option

1. Destinations by location type: select from the list of all Location Types available (i.e. Picking or Reserve)

2. Destinations by Area: select from the list of display storage area available (i.e. GEN,

WIP or RTN)

- b. Double-click on the storage location from the display list to populate the destination Area-Shelf-

Bin fields

- c. Click on the assemblies Search button to open the assembly items display list

- e. Double-click on an assembly item to populate the maintenance screen with the assembly's

detail information:

1. Component storage locations and inventory quantity available per location

2. Selected assembly item total on hand

3. Selected assembly item total available to make (depending on the inventory levels of components)
 - f. Enter a quantity to make in the Assemblies To Make program field and press the Enter key
Note: component inventory quantity used will adjust base in the above entry
 - g. As an option, select the numbers of process steps used for the assembly amount
 - h. As an option, select a customer name/number from the Customer drop down to associate the work order to
 - i. Use the Adjust Qty button to pick component inventory from a one of multiple locations displayed
 - j. Click the Print button next to the Make Assemblies button to print a work order pick sheet for the components to retrieve
 - k. Click the Make Assemblies button to execute the planned quantity of assemblies to make
 - l. Pull the component inventory quantities from their respective storage locations to complete the assembly build function

Program Note: clicking the Make Assemblies button will complete the process of building assemblies. The program will automatically increment the assembly on hand quantity and decrement the inventory for all components used in the build process.

3. On hand quantities for assembly items are also tracked on the Inventory Totals tab screen in the Inventory Module.

Barcoding (Only When Available)

Overview:

Barcode Feature provides you with the ability to Print out Barcodes for Inventory Locations and Product Ids so that you can use a scanner to replace the tedious data entry of repetitive Product Ids during processing of orders.

Print Bin Location / Product Scan Code Barcode Labels

Steps To Complete:

1. Click on Barcode at the File-Menu Bar
2. Choose Bin Barcodes / Product Scan Labels
 - a. Bin Barcode
 - i) Enter the Area
 - ii) Enter the Shelf
 - iii) Enter the Start Bin
 - iv) Enter the Stop Bin

Note: Users are only allowed to print batch of bin labels from a particular Area and shelf at 1 time.

- b. Product Scan Labels
3. Click on Print Bin Barcodes / Print Product Scan Labels in order to start printing

Lot Control (Only When Available)

Overview:

Lot Control provides a method to record and continually track 3 unique aspects for inventory items received or maintained in the warehouse. The program can track lot specific information, an expiration date and a received cost. This information is entered into 3 separate program fields during the Receiving process (either PO or Items) or through the maintenance function provided through the Bin Maintenance screen. Lot information is used primarily to distinguish the same product in the various lot quantities from each other for the purpose of selecting in the future. The product lot(s) can be viewed for updating and/or selection purposes when processing Sales Orders.

Program Note: The program tracks each lot number and calculates the average cost for multiple lots. Individual lot numbers selected for orders will print on the picking tickets

Entering Lot Information through Purchase Order Receiving:

Lot information can be added to existing inventory items during the process of receiving. PO receiving is completed under the Purchase Order Module on the PO Receiving tab screen (see PO Receiving). During the normal course of receiving inventory quantities for items, users can enter lot information, expiration date and cost for each line item in the PO item detail in the three fields provided. The fields are exclusive of each other and may be used individually throughout the program.

Program Note: If the Serial Number Tracking feature is used in conjunction with Lot Control, the lot information must be entered before receiving inventory quantities for each line item. Serial numbers are entered after receiving item quantities. Otherwise the lot information must be added manually through the Bin Maintenance table (see *Lot Control maintenance*)

Steps to complete:

1. Using the PO Receiving tab screen, search for and select the purchase order number to receive (see Program Note above)
2. Open the purchase order by double-clicking to populate the order screen and display the order detail line items.
2. Before receipt of a line item quantity, highlight the line item with your cursor, of the item you wish to enter lot information for
3. Enter lot information in either of the program fields provided:
 - a. Lot: any alphanumeric lot code for the item quantity
 - b. Exp Date: enter the expiration date for the item quantity in the format MM/DD/YYYY
 - c. Cost enter the cost to track for the item quantity
4. Use the Enter Qty Received field to received the displayed quantity or to adjust the quantity to receive for the line item
5. click Item Received button or press the Enter key to receive the quantity displayed
6. the lot information is recorded and can be viewed via the Update Inventory maintenance program screen

Entering Lot Information through Item Receiving:

Lot information can also be entered when receiving inventory through the Item Receiving function. The item-receiving screen provides for individual item receipts without a purchase order. The inventory received using this method can also be received directly to a designated bin location.

Steps to complete:

1. Using the Item Receiving tab screen under the Purchase Order module, find and select the item to receive using the Search button
2. Double-click on the item you wish to receive and enter lot information for (note: enter lot information *before* receiving the item)
3. Use the Area-Shelf-Bin field options to select the bin location you wish to receive the item into (note: product lots cannot be mixed)
4. Enter lot information in either of the program fields provided:
 - a. Lot: any alphanumeric lot code for the item quantity
 - b. Exp Date: enter the expiration date for the item quantity in the format MM/DD/YYYY
 - c. Cost enter the cost to track for the item quantity
5. Enter the quantity for the receipt in the Qty field and press the Enter key to record it
6. The new quantity information will appear in the receipt window displaying the location received into
7. Repeat steps 1 through 5 for addition inventory items

Lot Control Maintenance:

Lot information can be added and/or updated directly into a storage location through the Add Inventory and Update Inventory functions within the Bins maintenance screen. The Bins screen is found under the Search menu option. New lot information can be added as inventory is added to any existing bin location (see program note below) for products. Existing lot information can be changed or deleted too.

Program Note: the program distinguishes different lot information for the same product by using the location (Bin) they are kept in. Product lots cannot be stored in the same bin location. Adding more inventory quantity to the same lot is possible.

Steps to complete:

1. from the program Menu bar use the Search option and select the Bins option from the drop down list
2. the Bins maintenance screen will launch displaying the fields and program buttons used for adding new information and updates

Adding lot information to new product locations

1. Enter the Area-Shelf-Bin location or search for the bin location using the Search options provided
2. Click the Add Inventory button on the right hand side of the program box to open the add inventory program box
3. Enter the product id to add to the bin location selected
4. Enter lot information in either of the program fields provided:

- a. Lot No: any alphanumeric lot code for the item quantity
 - b. Exp Date: enter the expiration date for the item quantity in the date format MM/DD/YYYY
 - c. Cost: enter the cost to track for the item quantity
 - e. Quantity: enter the quantity for the product lot
5. Click the Ok button to save the lot information and close the Add Inventory program box
 6. Click the Cancel button to cancel the information input and close the Add Inventory program box
 7. Repeat steps 1 through 6 for additional inventory items

Adding lot information to inventory items existing in a bin location

1. Locate the product Id to enter lot information using the search options available (*see 245 Bins Maintenance*)
2. Select the product to add lot information for from the display list by highlighting it with your cursor
3. Click the Update Inventory button on the right hand side of the program box to open the program box
4. Enter lot information in either of the program fields provided:
 - a. Lot: any alphanumeric lot code for the item quantity
 - b. Exp Date: enter the expiration date for the item quantity in the date format MM/DD/YYYY
 - c. Cost enter the cost to track for the item quantity
5. Click the Ok button to save the lot information and close the Update Inventory program box
6. Click the Cancel button to cancel the information input and close the Update Inventory program box
7. Repeat steps 1 through 6 for additional inventory items

Processing Sales Orders with Lot Control items

The program allows for selection of lot control items for newly created Sales Orders. The lot items can be manually allocated from the detail ... or set to be selected automatically in a user-defined sequence (FIFO/LIFO)

Program Note: see *Creating Sales Orders* in the program help manuals for directions on creating or importing sale orders.

Steps to complete:

Manual Allocation:

1. Using the Order Entry/Edit screen to find or create the order to select lot inventory for (order status 50 (In Entry))
2. Enter the product id, price and quantity to select for the order item
3. Highlight the line item in the order detail section (the item description will display)
4. Click the View Lots program button to determine the average cost for the item (if lot cost has been entered for the item)
5. Click the Allocate Inventory program button to open the inventory locations box for the product lots
6. Choose the specific lot to select inventory from by highlighting it with your cursor
7. Enter a quantity to pick from the selected location in the Quantity To Pick program field (*can pick from multiple lots*)
8. Click the Ok button to complete the pick and register the quantity selected or the Cancel button to cancel the pick
9. Complete step 5 through 8 to select inventory from another lot location for the same product (if selecting from multiple lots)
10. Select the next order line item to allocated inventory for and proceed with the steps above until all lot items are selected

Program Note: lot information will display in the order detail screen as inventory is selected. To edit a lot item highlight the order line item showing the lot location and quantity. Use the order detail program buttons to make line item adjustments. Items that are allocated manually are ready for picking immediately. Use the Allocate Orders program screen to select the order number for printing a pick ticket. If the order contains a mix of manual and automatic allocated items it must be run through the automatic allocation process before printing the pick sheet.

Automatic Allocation using Move Levels and Sequencing (FIFO/LIFO):

1. Automatic allocation (selection process) uses the Move Level settings for Products and Location Types (*see Move Levels*)
2. In the Bins detail screen enter the Picking Sequence value to set up specific order of selection for products such as LIFO or FIFO
3. Use the Allocate Orders tab under the Sales Orders module screen to access orders for automatic allocation and pick sheet printing

4. Allocate inventory for single orders or multiple orders (order wave) using the Single Order or Wave of Orders tab screens
 5. Limit the inventory selection to a specific AREA by placing a checkmark in the Allocate from Areas checkbox (click in the box)
 6. Click the Allocate Inventory program button to start the selection process:
 - a. Single orders – use the search function to locate the order to be processes (must be status Awaiting Allocation)
 - b. Wave orders – highlight the order numbers from the list to select inventory for the entire wave at once
 7. Note the results of the selection process in the Tab Shell processing box (number of picks, splits, backorders, etc.)
 8. Print the pick sheets if required and move onto the confirmation process (*see confirming Sales Orders*)
- Program Note:** The automatic allocation provides a faster way to process sales orders and/or combine multiple orders onto a Master Pick Sheet. The program uses the Product and Location Type Move Levels and the bin location sequencing to select inventory for orders. (*see Move Levels and Sequencing*)

Lot Control Reports

The program includes 2 lot control reports that are accessed through the Reports menu option on the menu bar. The reports include product status with lot information. The lot reports can be run for one or more product ids or for a specific storage area. The information on the reports are also available for export in flat file format

Steps to complete:

Under the Reports menu item selection, highlight the Reports option from the drop down list to open the Reports list box

Choose the lot report to view or print from the display list presented in the Reports program box

Key in the desired report parameters in the fields provided when the report is highlighted

Use the Print Report button to print the report in standard windows format or the Preview button for on screen display.

To *export the report information*, select the Preview option and use the export data function from the preview pane menu bar

Returns (RMA) (Only When Available)

Using the Return Materials Authorization (RMA) Feature

In the case when an inventory item is returned by a customer, issuing a RMA order will assist with tracking the return back into the warehouse. RMA orders can be created for any inventory product ID. RMA orders are received on the PO Receiving tab screen with the items received into the default returns area (RTN-A-01)

Steps to complete:

RMA orders are created in the same manner as Purchase Orders (*see PO Entry/Edit*). RMA orders use a separate order number sequence that begins with the letters RMA to differentiate them from Purchase Orders. The items included on the RMA order can also be linked to one or more serial numbers for tracking purposes. After they are created, RMA orders can be searched and accessed via the Returns screen or at the PO Receiving screen. RMA items are received into the default returns area (RTN-A-01)

1. Manual process to create RMA orders:

- a. Use the program menu Search option to select Returns from the drop down list; open the Returns screen
- b. Click the Create New Return button on the top right side of the program box to create a new RMA
- c. Input customer reference number or sales order number for return reference tracking
- d. Continue filling in the order header fields with information to be included for the RMA (ETA, Comments)
- e. Click the Save Return button on the top right side of the order header to save the information in the header
- f. Use the order detail section Product ID field to select a return item to be included on the RMA order
- g. Enter the quantity of returns in the Qty field
- h. Repeat steps f and g above for additional items

i. Once complete in the detail section, click the Return Entry Complete button in the order header section.

Note: the RMA order is now available for viewing and tracking until the return items are physically received. RMA orders can be viewed at any time using the Search function available on the Returns order entry screen. RMA orders are managed by status the same way purchase orders and sales orders are. The orders can be printed for hard copy reference, placed into a Hold status and Cancelled as needed. The RMA statuses are list below:

RMA order statuses:

2100 = New RMA

2150 = Awaiting Receipt

2200 = Receiving Complete

10000 = Order Held

2900 = Cancelled

2. Receive an RMA order:

a. Use the PO Receiving tab screen in the Purchase Order module, use the Search option feature to find RMA orders

RMA search options:

1. All RMAs
2. RMAs by serial number
3. RMAs by product ID
4. RMAs by Customer

b. Select the search option from the list above and click the Search button to display all RMAs that match the criteria

c. Double-click on the RMA order number to be received to display it on the receiving order screen

d. Receive RMA items in the same manner as purchase order receiving (*see PO Receiving*)

Note: The RMA items are received into the default receiving location RTN-A-01. Use the Inventory Move screen to move items

Using the Return Materials Authorization (RMA) Feature with Serial Number Tracking

Product returns with their associated serial number(s) can be managed using the RMA order feature. RMA order numbers are system generated after tagging the serial number(s) for items that have been issued to Sales Orders. RMA orders for serial items shipped are created individually or in batches using the Create RMAs button on the Add or Remove Serial Numbers screen accessed under the Search menu option. RMA orders are received via the PO Receiving tab screen. RMA order items are received into the default Returns location (RTN-A-01)

RMA orders use a separate order number sequence that begins with the RMA prefix to differentiate them from Purchase Orders. RMA orders for serialized items can be created automatically for items that have already shipped via a sales order. The RMA order number is linked to one or more serial numbers for tracking purposes. After they are created, RMA orders can be searched and viewed via the Returns screen or at the PO Receiving screen. RMA items are received into the default returns area (RTN-A-01) The received items can be moved to other inventory locations using the Move Inventory screen under the Inventory Module.

Steps to complete:

1. Create an RMA order:

a. open the Add or Remove Serial Numbers program screen by selecting Serial Numbers under the Search menu

b. enter search criteria for the return items using the Filter By field option and clicking the Search button

c. double click on the intended product and serial number from the list to open the Update Serial No program box

d. enter the letters RMA in the RMA/Notes 1 field to tag the record for RMA creation (optional Info in Notes 2)

e. click the Ok button to close the current record and save the information entered

f. complete steps c through e above to all items to receive the RMA code (to create multiple RMA orders at once)

- g. click the Create RMAs button on the bottom left side of the program screen to launch the Create RMAs window
- h. click the Generate Report button to generate the RMA order(s) for all items tagged with the RMA code
- i. click the Ok button to close the program box to exit

Note: the RMA order(s) will be available for viewing and tracking until the return items are physically received. RMA orders can be viewed at any time using the Search function available on the PO Receiving or the Returns order entry screen. RMA orders are managed by their status (*see below*) the same way purchase orders and sales orders are. The RMA orders can be printed for hard copy reference, placed into a Hold status and Cancelled as needed. The RMA statuses are list below:

RMA order statuses:

2100 = New RMA
 2150 = Awaiting Receipt
 2200 = Receiving Complete
 1000 = Order Held
 2900 = Cancelled

2. Receive an RMA order:

- a. Use the PO Receiving tab screen in the Purchase Order module, use the Search option feature to find RMA orders

RMA search options:

- 1. All RMAs
 - 2. RMAs by serial number
 - 3. RMAs by product ID
 - 4. RMAs by Customer
- b. Select the search option from the list above and click the Search button to display all RMAs that match the criteria
 - c. Double-click on the RMA order number to be received to display it on the receiving order screen
 - d. Receive RMA items in the same manner as purchase order receiving (*see PO Receiving*)

Note: The RMA items are received into the default receiving location RTN-A-01. Use the Inventory Move screen to move items

Serial Number Tracking Reports

The program includes serial number tracking reports that are accessed through the Reports menu option on the menu bar. The reports include one each for serial numbers assigned to products and serial numbers issued to sales orders. The information on the reports are also available for export in flat file format

Steps to complete

Under the Reports menu item selection, highlight the Reports option from the drop down list to open the Reports list box

Choose the serial number report to view or print from the display list presented in the Reports program box

Key in the desired report parameters in the fields provided when the report is highlighted

Use the Print Report button to print the report in standard windows format or the Preview button for on screen display.

To *export the report information*, select the Preview option and use the export data function from the preview pane menu bar

Serial Number (Only When Available)

Overview:

Serial number tracking is beneficial to any business that sells big-ticket items, tracks product warranties, or deals in regulated commodities or components. Serial numbers can be entered and assigned to products during the process of receiving against purchase orders, item (quick) receiving and through the serial number maintenance table. The serial number maintenance table allows for new entries and updates and for tracking associated order numbers and user notes. Serial numbers can be issued to Sales Orders during the order confirmation process. The program will print serial numbers issued to

orders on the packing list. Detailed historical activity is retained for each serial number transaction (receiving, sale, etc.). Historical transaction detail is available on reports and table views.

Assigning Serial Numbers through Purchase Order Receiving:

New serial numbers can be added to existing products during the process of receiving. PO receiving is completed under the Purchase Order Module on the PO Receiving tab screen (see PO Receiving). During the normal course of receiving inventory quantities for items, users can enter single serial numbers or sequential ranges of serial numbers for each line item in the PO item detail.

Program Note: If the Lot control feature is used in conjunction with serial number tracking, any lot information must be entered before receiving inventory quantities, serial numbers are entered after receiving quantities. Otherwise the lot information must be added manually through the Bin Maintenance table (see *Lot Control maintenance*)

Steps to complete:

1. From the PO Receiving tab screen, receive the item quantity for each line item (see Program Note above).
2. After receipt of a line item quantity, highlight the line item with your cursor, of the item you wish to assign serial numbers to.
3. Click the Enter Serial Nos button on the bottom left of the PO detail screen to open the Enter Serial Numbers program box
 - a. Key or scan in the primary serial number to be assigned to the product in the Serial No field
 - b. Key or scan in additional serial numbers or notes information in the RMA/ Notes 1 and Notes 2 fields provided
 - c. Click the Save button at the bottom of the program box to save the current information in the database
 - d. Repeat steps a through c above in the same manner until all information is entered for the items
 - e. Click the Close button when finished to return to the PO detail screen and to select another line item
4. Click the Enter Serial Range button on the bottom left of the PO detail screen to open the Enter Serial Number Range box
 - a. Enter the lowest number (integer) serial number in the program field Start on the right side of the program box
 - b. Enter the total number to be included in the sequential range (including the starting point) in the Number field
 - c. Click the Add Multiple button to assign the group of serial numbers to the current Purchase Order
 - d. Click the Ok button to close the program box and return to the PO detail area
 - e. Click the Cancel button to close the program box before doing any updates

Serial Number Tracking Maintenance:

Serial numbers can also be assigned to or removed from products using the Add or Remove Serial Numbers program box located under the Search menu option on the program menu bar. Serial number can also be issued to orders and updated and RMA information and notes for a particular product/serial number can be included too.

Steps to complete

1. From the program Menu bar use the Search option and select the Serial Numbers option from the drop down list
2. The Add or Remove Serial Numbers program box will launch displaying the fields and program buttons used for updates
3. Follow the steps below to add or remove serial numbers, order numbers, return numbers and notes information for products

Adding serial numbers to products

1. Individual numbers:
 - a. Click the Add button on the right hand side of the program box to open the Add Serial No program box
 - b. Enter information for the following program fields displayed:
Product ID – enter a product ID that is already in the database
Serial No – enter a serial number for the product ID entered above

Order# - enter/update the Sales Order number you wish to track for the selected product serial number

PO # - enter/update the Purchase Order number you wish to track for the selected product serial number

RMA/Notes 1 - enter/update Returns (RMA) or note information for the selected product serial number

Note 2 - enter/update note information for the selected product serial number

c. Click the Ok button at the bottom of the program box to save the new information for the product serial number

d. Click the Cancel button located at the bottom of the program box to cancel the information or close the box

Note: the information added will appear in the Add or Remove Serial numbers program display widow for quick viewing

2. Sequential Range of numbers:

a. Enter a product id you wish to add serial numbers to in the Product field located on the right side of the program box

b. enter the lowest number (integer) serial number in the program field Start on the right side of the program box

c. enter the total number to be included in the sequential range (including the starting point) in the Number field

d. click the Add Multiple button to assign the group of serial numbers to the current Purchase Order

e. click the Ok button to close the program box and return to the PO detail area

f. click the Cancel button to close the program box before doing any updates

Adding order numbers, RMAs and note for individual product serial numbers

a. Open the Update Serial No program box by double-clicking on a serial number from the product list displayed in the program window or by highlighting the Update button on the right

b. Enter information for any of the following program fields displayed:

Order# - enter/update the Sales Order number you wish to track for the selected product serial number

PO # - enter/update the Purchase Order number you wish to track for the selected product serial number

RMA/Notes 1 - enter/update Returns (RMA) or note information for the selected product serial number

Note 2 - enter/update note information for the selected product serial number

c. Click the Ok button at the bottom of the program box to save the new information for the product serial number

d. Click the Cancel button located at the bottom of the program box to cancel the information or close the box

Note. The information added will appear in the Add or Remove Serial numbers program display widow for quick viewing

Updating order numbers, returns and notes for individual product serial numbers

a. Open the Update Serial No program box by double-clicking on a serial number from the product list displayed in the program window or by highlighting a serial number and clicking the Update button on the right side of the program box

b. Enter information for any of the following program fields displayed:

Order# - enter/update the Sales Order number you wish to track for the selected product serial number

PO # - enter/update the Purchase Order number you wish to track for the selected product serial number

RMA/Notes 1 - enter/update Returns (RMA) or note information for the selected product serial number

Notes 2 - enter/update note information for the selected product serial number

c. Click the Ok button at the bottom of the program box to save the new information for the product serial number

- d. Click the Cancel button located at the bottom of the program box to cancel the information or close the box

Removing serial numbers and information from products

- a. Open the Update Serial No program box by double-clicking on a serial number from the product list displayed in the program window or by highlighting a serial number and clicking the Update button on the right side of the program box
- b. Find the serial number you wish to delete by using the Search button at the top of the program box after selecting a search option (Filter By) and typing in the criteria for searching by product ID, serial number or order number.
- c. Clicking the Search button will display the product list and all information in the database for the searched information
- d. Select a serial number record by highlight with your cursor
- e. Click the Delete button on the right side (a warning asks if you want to delete the selected item information)
- f. Select multiple numbers using the Ctrl key or a range of numbers by using the Shift key and following step e above
- g. Click the Ok button at the bottom of the program box to exit the function.

Note: Deleted records cannot be recovered; make sure proper data backup and reporting is used to ensure no information loss.

Issuing Serial Numbers to Sales Orders:

Assigned serial numbers can be issued to Sales Orders during the order confirmation process. Sales Order confirmation is completed under the Sales Order Module on the Confirm Orders tab screen (see Sales Orders). During the normal course of processing orders, users can enter single serial numbers or sequential ranges of serial numbers for each line item in the Sale Order item detail section.

Steps to complete:

1. From the Confirm Orders tab screen, enter the item quantity for each line item (see Sales Orders processing).
2. After confirming quantity shipped, highlight the line item with your cursor, of the item you wish to assign serial numbers to.
3. Click the Enter Serial Nos button on the bottom left of the Sales Order detail screen to enter single serial numbers:
 - a. The Enter Serial Numbers box with open showing the product id selected and program fields for entering information
 - b. Key or scan in the serial number to be entered and/or note information for the product in the fields provided
 - c. Click the Save button at the bottom of the program box to save the current information in the database
 - d. Enter additional serial numbers and notes in the same manner until all information is entered for the items
 - e. Click the Close button when finished to return to the Sales Order detail screen and to select another line item
4. Click the Enter Serial Range button on the bottom left of the Sales Order detail to enter a sequential range:
 - a. Select the first serial number to be included with the order by highlighting with your cursor
 - b. Depress and hold down your keyboard's Shift key and highlight the last sequential serial number to be included
 - c. Release the Shift key to set the group of serial numbers to be included in the update
 - d. The highlighted range serial numbers will be issued to the existing order by clicking the Update Multiple button
 - e. After updating the serial numbers selected will disappear from the available list for the current product ID

To select a non-sequential range:

- a. Select the first serial number to be included with the order by highlighting with your cursor
- b. Depress and hold down your keyboard's Control key and click on the other serial numbers to be included

- c. Release the Shift key to set the group of serial numbers selected to be included
- d. The highlighted serial numbers selected will be issued to the existing order by clicking the Update Multiple button
- e. After updating the serial numbers selected will disappear from the available list for the current product ID
- f. When finished updating, click the Ok button on the program box to close and return to the Sales Order detail

5. Continue to the next Sales Order to complete the same steps outlined above for other orders

Using the Order Search Feature with Serial Number Tracking

Once serial numbers are assigned to products the program tracks them continually. Purchase, Sales and RMA order numbers and note information associated to product IDs are tracked too. This information can be quickly accessed using the Serial Number maintenance screen used to add or remove them. Use the filtered search routine to find a specific serial number by the product Id, the serial number or a specific order number it has been issued to.

Steps to complete:

1. From the program Menu bar use the Search option and select the Serial Numbers option from the drop down list
2. The Add or Remove Serial Numbers program box will launch displaying the fields and program buttons used for updates
 - a. Use the Search button at the top of the program box after selecting a search option (Filter By) and typing in the criteria for searching by product ID, serial number or order number.
 - b. Clicking the Search button will display the product list and all information in the database for the searched information
 - c. Select a serial number record by highlight with your cursor
 - d. Click the Update button on the right side of the program box or double click on it to complete updates to a record.
 - e. Click the Ok button at the bottom of the program box to exit the function.

Note: to export serial number information or for printed output use the Reports option on the program menu bar

SYSTEM CONFIGURATION

The **System Configuration** screen permits the Administrator to change system settings by selecting and entering a value in the **New Value** field and clicking the **Change** button. The following system settings can be changed at any time:

Setting	Value
Dymo Printer Port	com1
Allow Partial Orders (0 - No, 1 - Yes)	1
Allow Short Picks (0 - No, 1 - Yes)	1
Product Back-Order Logic (E - External, I - Internal)	I
Manual Picking Loc Types	All
QuickBooks Inventory Adjustment Account (Must be in quotes)	"Miscellaneous"
Create QB Invoice (830 - No, 800 - Yes)	800
Create QB Bill (2300 - No, 2200 - Yes)	2200
QB Import Date To Use (0 - Modified, 1 - Tnx)	1
QB Reimport Order Statusses	50 2100
Order Date Prefix	%y%m%d
Order Prefix	
Order Precision	3
RMA Date Prefix	
RMA Precision	5
Packing Slip Template	PackingSlip_Win.ini
Picksheet Template (Single)	Picksheet
Picksheet Template (Single - Reprint)	ReprintPicksheet
Picksheet Template (Wave)	PickSheet
Picksheet Template (Wave - Reprint)	ReprintPickSheet
Serial No Template	PrintSerialNo_Dvmo.ini

New Value:

Dymo Label Writer Printer port (COM1)

-Used to select the COM port for communications with the label printer.

Allow Partial Orders (0-No, 1-Yes)

- Option to not process / process customer orders with some order line items not available in the picking stock inventory

Allow Short Picks: (0-No, 1-Yes)

- Option to not process / process customer orders without total quantity for some of the order line items available in picking stock inventory.

Product Back-Order Logic (E – External, I – Internal)

- Option to allow Sales Orders backorders to be managed by the host (External) system such as QuickBooks® or by the WMS program (Internal).

QuickBooks Inventory Adjustment Account (Must be in quotes) “Miscellaneous”

- Setting to determine the QB expense account exported adjustments will charge

Create QB Invoice (830 – No, 800 - Yes)

- Setting to turn on/off the invoice creation in QuickBooks for shipped items.

Create QB Bill (2300 – No, 2200 – Yes)

- Setting to turn on/off the Bill creation in QuickBooks for receipt items.

QB Reimport Order Statusses

- Setting to determine the status of purchase / sales orders from QuickBooks when they are re-imported at another date.

Order Date Prefix

- Default setting that comes from Software %y%m%d
 - %y represents YY, &m represent MM, &d represent DD

Order Prefix (User defined alphanumeric 2 digit code)

- Setting to include the use of an alphanumeric prefix in Sales Order and Purchase Order numbers
- Order Prefix will be placed before the Order Date Prefix

Order Precision

- Setting for designating the length (in characters) of Sales Orders (in conjunction with the Order Date Prefix and Order Prefix settings above)

RMA Date Prefix (Only necessary when RMA feature is installed)

- Setting to determine a Date prefix to be included in the RMA number that will be created
- Uses the same format (%y%m%d) as the Order Date Prefix

RMA Precision (Only necessary when RMA feature is installed)

- Setting for designating the length (in characters) of RMA (in conjunction with RMA Date Prefix)

Packing Slip Template

- determine the Packing slip Template for COREflex™ to use when printing a Packing Slip during Process Order process

PickSheet Template (Single)

- Determine the PickSheet Template for COREflex™ to use when printing a Single Pick Sheet during Allocate Order process

PickSheet Template (Single-Reprint)

- Determine the PickSheet Template for COREflex™ to use when re-printing a Single Pick Sheet during Allocate Order process

PickSheet Template (Wave) (Only available for WMS and Lite Industrial)

- Determine the PickSheet Template for COREflex™ to use when printing a Pick Sheet for multiple orders during Allocate Order process

PickSheet Template (Wave-Reprint) (Only available for WMS and Lite Industrial)

- Determine the PickSheet Template for COREflex™ to use when re-printing a Pick Sheet for multiple orders during Allocate Order process

SerialNo Template (Only available when Serial Number feature is available)

- Determine the Serial Number Print out Template for COREflex™ to use when printing Barcode for Serial Number

Steps for System Configuration:

1. Highlight the program setting to be changed from the display list window.
2. Type new value for the setting in the **New Value** text field.
3. Click the **Change** button to assign a new value.

Note: Follow steps 1-3 above to update any of the other system settings.

The COREflex™ software needs to be restarted for any of these changes to take effect.

IMPORTING DATA INTO COREflex™**Bin Location Import**

Import Bin import template file provided (**Bins.csv**) is located in the **Import** program folder under the directory: C:\Program Files\WMS\Rel_2.4.5c\WMS\Import\

The **Import Bin Locations** program screen is used to import the bin locations setup file (**Bins.csv**). The template file is populated with user specific bin locations that fit the Area / Shelf / Bin arrangement you want to use in your warehouse.

Program Button:

Load Bins: used to initiate the bin locations import process

Display Window:

The display window will show the progress of the import routine. The message will alert you of the success or failure of the data import.

Steps for use:

First you will **create your import file** using the template provided **Bins.csv**. The import files are located in the **Import** program folder under the directory C:\Program Files\WMS\Rel_2.4.5c\WMS\Import\. Open the Bins.csv file to view the file headers and note the order they are in.

Enter your location information for Area (limit of 4 alphanumeric characters), Shelf (limit of 5 alphanumeric characters) and Bin (limit of 4 alphanumeric characters). Enter a valid location type (such as Picking) for the location you are creating and the capacity for the bin (see **Locations** tab under Inventory Control for setup details)

After adding your information in the appropriate file fields you will need to save the file with your new information included. Using the normal file save routine, save the file in the default .CSV (Comma delimited) format. Note that the updating and saving of your **Bins.csv** file is done using

MS Excel even though the .csv file is opened. There is a need to revert the file back to the original .csv format saving the features required to ensure proper import to the WMS program. To correctly save the .csv format, complete the follow steps exactly as stated.

IMPORTANT STEPS:

Note: You should save your file in the Import Folder so you can easily find it when ready to import.

When you attempt to complete the “**Save As**” a MS Excel dialogue box opens with a message appearing telling you the existing file already exists, Do you want to replace the existing file? Click “**Yes**”

The MS Excel dialogue box then states that the file will lose certain features if saved as a .CSV and do you want to keep the file in this format with three options presented. Click “**No**” (you are selecting the middle option).

You are then taken back to the “**Save As**” dialogue box with the file highlighted and the .csv file type displayed in the “Save as type” field. **IMPORTANT:** use the drop down menu to select the file type: **Microsoft Excel 97-2000 & 5.0/95 Workbook (*.xls)**. DO NOT change the file name but only save in the Excel format (above). Click the “**Save As**” button and complete the save as function replacing an existing (.xls) file if one exists.

Note: You will now have two versions of the Bins file (1 in .csv format and 1 in .xls format). Use the .csv file for importing your bin locations into the WMS program.

Note: You will see a “Import Successful” on the third message line once the import routine is complete. If the Third line in the message includes “Operation Failed” There is a problem with your import file setup. Make sure you check that all the above steps have been completed and that the file is properly saved.

Once the file import is complete you can check to see the locations under the **Inventory / Maintenance** tab screen. Use the **Locations Of Loc Type** option and type in a location type to view. The query box will list all your bin locations that have imported. Please note, you will need to restart the program to view the locations under the **Locations** tab. You may want to complete the inventory load function before re-starting the program.

Inventory flat file import

Note: You must first complete the product load or manually enter products into the program before completing the inventory load import. This import file is NOT used for initial product load or bin load.

First, you will create your import file using the template provided **inventory.csv**. The import files are located in the **Import** program file folder under the directory C:\Program Files\WMS\Rel_2.3.6.GWMS\Host\l. Open the inventory.csv file to view the file headers and note the order they are in.

Enter a valid **Product ID**, the associated **Area / Shelf / Bin** and the inventory **Quantity** that will be loaded for the Product at each storage location. If a product has multiple storage locations enter the quantity to be loaded for each individual bin location.

After adding your information in the appropriate file fields you will need to save the file with your new information included. Using the normal file save routine, save the file in the default .CSV (Comma delimited) format. Note that the updating and saving of your **inventory.csv** file MS Excel is used. There is a need to revert the file back to the original .csv format saving the features required to ensure proper import to the WMS program. To correctly save the .csv format, complete the follow steps exactly as stated:

IMPORTANT STEPS:

Note: You should save your file in the **Import** file folder so you can easily find it when ready to import.

When you attempt to complete the “**Save As**” a MS Excel dialogue box opens with a message appearing telling you the existing file already exists, Do you want to replace the existing file? Click “**Yes**”

The MS Excel dialogue box then states that the file will lose certain features if saved as a .CSV and do you want to keep the file in this format with three options presented. Click “**No**” (you are selecting the middle option).

You are then taken back to the “**Save As**” dialogue box with the file highlighted and the .csv file type displayed in the “Save as type” field. **IMPORTANT:** use the drop down menu to select the file type: **Microsoft Excel 97-2000 & 5.0/95 Workbook (*.xls)**. DO NOT change the file name but only save in the Excel format (above). Click the “**Save As**” button and complete the save as function replacing an existing (.xls) file if one exists.

Note: You will now have two versions of the inventory file (1 in .csv format and 1 in .xls format). Use the .csv file for importing your inventory quantities into the WMS program.

Importing the Inventory:

Click the Load Inventory program button. The **Open** file dialogue box will appear. Using the **Look in** text box drop down menu find your bins import file (.csv format) that has been save (using the steps above) and select it by highlighting the file name. Click the Open button to complete the bin location data import. A message will appear in the display window list the status of the import routine.

Note: You will see a “Import Successful” on the third message line once the import routine is complete. If the Third line in the message includes “Operation Failed” There is a problem with your import file setup. Make sure you check that all the above steps have been completed and that the file is properly saved.

Once the file import is complete you can check the quantities for the products at the locations under the **Inventory / Maintenance** tab screen. Use the **Locations For Product** option and type in a Product ID to view. The query box will list all the bin locations that now have the product and the associated quantities.

You are now able to use the COREflex™ in a “Live” manner. Make sure you use the update features (QuickBooks 2003 versions only) to update on-hand quantities as you go forward.

Overview

The Inventory Control module contains the program screens used to monitor inventory totals, complete inventory moves, make adjustments to inventory levels and export adjustments to QuickBooks. Level 2 tabs contain the program screens to complete the steps.

Inventory Totals

The Inventory Totals program screen displays totals for inventory quantities On-hand, On-Order, Committed and Allocated for the inventory items. Selecting a Product ID will display details for the product at the storage location level.

Move Inventory tab (Product Management)

The Move Inventory screen allows the user to quickly identify products in their location(s) and the existing quantity on hand. The user can select inventory items using the Search button to launch the product list. Products can then be quickly identified for moves from a Source location to a Destination location by inserting move quantities can complete the transfer. Any amount of inventory can be moved from a single location to one or more others provided the source location has sufficient inventory.

Text Fields:

User ID: Enter a valid user id that will be tracked in the inventory transaction reports.

Comment: an optional comment can be associated to the transaction for reporting purposes

Product ID: enter a valid product ID or query All products using the Query button.

Area/Shelf/Bin: select or enter source location for product inventory (moving from)

Area/Shelf/Bin: select or enter destination location for product inventory (moving to)

Display Window:

Displays the storage destination location for selected inventory, quantity to move and UOM information.

Program Buttons:

Delete Selected: used to delete a selected move entry.

Delete All: used to delete all listed move entries.

New Entry: used to move additional inventory from the selected source location.

Apply: used to execute the moves listed in the Display Window

Steps for Use:

1. Enter the product Id to be moved from the source location(s) or use the query box to search the items list. Select from the items list by double-clicking on it. Press the Enter key to display all source locations and quantities for the product. Double-click on the desired location from where you want to move inventory to auto-populate the Area/Shelf/Bin fields. Tab through to or click the Qty field and enter the inventory quantity (note the UOM) to move from the source location you have selected. Note the UOM used for the location selected.

2. The destination location(s) program window will display all the associated locations for the selected product. Select from the location(s) listed by double-clicking on one to populate the Area/Shelf/Bin fields or manually select a new valid Area/Shelf/Bin location if you want to move inventory to a new location. Tab through to or click the Qty field and enter the inventory quantity (note the UOM) that will be moved from the source location and press the Enter key. Note the UOM for the destination locations. All move quantities are displayed in the lower program window. Use the display window program buttons to edit and apply the amounts selected for moves.

Note: Upon entering a quantity to move from a source location the Base Units for the amount will display under the lower program window. All destination location quantities must equal the source quantity in order to complete a single or split quantity move.

Physical Inventory

The Physical Inventory screen is used to adjust Inventory counts to actual amount found in a bin location after a physical inventory count is completed. A physical inventory count is typically performed in cycles using the Physical Inventory Count Form found under the Print Forms tab. The bin locations for items can be frozen to maintain accuracy.

Adjust PI Counts tab (Physical Inventory Counts Adjustments)

The Adjust PI Counts screen is used to enter the adjustments to inventory counts based on the recorded counts retrieved from the location(s) selected for counting.

Text Fields:

User ID: The current User Id that will be tracked for each Inventory adjustment transactions.

Reference: used to record physical inventory count notes, dates and other references

Product ID: enter a product id from the Physical Inventory Count Form

Adjust –Area/Shelf/Bin: select the bin location for the counted product.

Qty: enter the physical inventory count Total for a counted product to update the On-Hand.

Program Display Windows:

Adjust: Displays active bin locations for the Product ID selected

Last Item Adjusted: displays last item adjustment completed (location – Qty – UOM)

Notes for use:

*It is very important to develop a step-by-step process for counting items before you complete a physical count to ensure accuracy. The program provides Physical Inventory Count Forms to use for the counting process. The forms are available under the Reports menu option.

Counting Inventory can be completed at the product ID or bin location level. Any amount of items of bin locations can be selected for counting. Cycle counting is the process of designating enough items per count so to count each item at least once in a complete cycle (days, weeks, months or year). An example would be counting 100 items each month to complete the count on 1200 total inventory items in a one-year cycle (100 x 12 = 1,200 items).

The counting method and regularity is generally determined by the nature (value) of the items carried in inventory and degree of importance given to an accurate count.

Export Inventory Adjustment to QuickBooks

This screen is used to export all inventory adjustments to the QuickBooks® accounting program in order to synchronize the total on-hand quantity in that program with what exists in WMS.

Display Window:

The display window shows the transfer status of the adjustments exported to QuickBooks.

Program Check Box:

Click to verify the transfer type (Export Inventory Adjustments)

Program Button:

Connect To QuickBooks: used for initiating the data export to QuickBooks.

Steps to export inventory adjustments to QuickBooks:

Click the checkbox to place a check in the Export Inventory Adjustments check box.

Click the Connect to QuickBooks® button

Note: A transfer status message will appear in the display window.

The **Export to QuickBooks** function can only be completed while logged into QuickBooks under the **“Single User”** mode.

Advance Features

Steps to count inventory using the inventory Freeze feature:

Freeze the bin locations for the products to be counted (*see: Freezing Bin Locations below*)

Print Physical Inventory Count Forms from the program (optional use)

Complete the physical inventory steps and record the counts on the count form.

Verify counts for accuracy using the inventory transaction reports.

From the Physical Inventory Adjust PI Counts screen, input the inventory adjustment amount for each product's bin location(s) based on what is recorded on the Physical Inventory Count Form.

After the inventory is updated release the bin location for use by the program (*see: Freezing Bin Locations below*)

Freezing Bin Locations:

Steps for freezing all inventory items in a specific Bin location:

- (1) Using the program Search menu select the Bins option.
- (2) Find the bin location to be frozen by using the Search button of enter the Area, Shelf, Bin to be frozen, the contents of the bin location will be displayed.
- (3) Confirm that no inventory has been allocated in the bin by looking at the QTY Alloc field.
- (4) Enter a “D” (for disable) in the Status field then click the Update Bin button.
- (5) While the bin is frozen, selection will not allocate inventory in the bin, and no inventory moves or adjustments may be made.
- (6) To unfreeze the bin, Remove the “D” from the status field, and click Update Bin.

Freezing Inventory Items:

Steps for freezing a specific inventory item in a Bin location:

- (1) Using the program Search menu select the Bins option.
- (2) Enter the Area, Shelf, Bin of the item to be frozen (note that the contents of the bin location will be displayed)
- (3) Select the item and confirm that no inventory has been allocated in the bin by looking at the QTY Alloc field.
- (4) Click the Update Inventory button, enter a “D” (for disable) in the Status field in the program window which appears, and click OK.

(5) While the inventory item is frozen, selection will allocate inventory in the bin, however, no inventory moves or adjustments may be made, including Pick Completing an order with that inventory allocated.

(6) To unfreeze the Inventory, click the Update Inventory button, remove the "D" from the Status field in display window, and click OK.

Overview

The Purchase Orders module contains the program screen tabs used to process inventory orders into the warehouse and storage areas. Open Purchase orders with inventory items can be imported from QuickBooks or created in WMS and processed in sequence. Automatic bill creation in QuickBooks, Backorder processing and manual receiving can also be completed.

PO Entry/Edit

Purchase Order that are created in COREflex™ or previously imported from QuickBooks can be edited using this PO Entry / Edit screen. All orders created or imported are at a status identified by COREflex™ as "New PO" and once the "PO Entry Complete" button is clicked, it will increase the order to "Ready to Receive" status. At each individual screen, the Search Button will show you orders that are being set to the particular status level so that it can be processed at the particular screen.

<u>Status</u>	<u>Number Code</u>
New PO	2100 (PO Entry / Edit)
Ready To Receive	2150 (PO Receiving)
Receiving Complete	2200
Awaiting Back Order	2300
Complete	2400
Cancelled	2500
Hold	10000

Purchase Orders that have not reached the "Receiving complete" status (2200) can be placed on Hold and Released by the Administrator if special circumstances arise.

Orders can also be cancelled at this status level.

Program Buttons:

Search: used to initiate a query for a selected order status

Update Order: used to update a new order or update changes made to an existing order

Cancel Order: used to cancel an existing order that has not yet shipped

Hold Order: used to place a Hold on an existing order

Release Order: used to release orders from the Hold status

New Order: used to generate a new order (number)

PO Entry Complete: used to complete a new order and ready it for processing

Print PO: used to print out purchase orders for authorization and processing

Steps to Complete:

Click the New Order button located on the right hand side of the order entry header screen. Select or enter the vendor number the PO will be issued to. Fill in the order header detail fields. From the order detail section, select the order items from the product Ids listed in the drop down box. Enter a quantity for the item in the QTY field. Hit the "Enter" key or use the **Add Item** button

to add the item to the order. Continue with these steps until all items to order are selected with the desired quantities. If an item or quantity needs to be changed, scroll through the list and highlight it. Make changes using the Product Id or Qty text fields and clicking the **Update Item** button. Use the Cancel button to remove an item from an existing order.

Once the Purchase Order is ready for processing, click the **PO Entry Complete** button in the order header section. This will move the order into Ready To Receive status.

Complete the same steps for subsequent Purchase Orders.

PO Receiving

The PO Receiving program screen is used to receive inventory items against Purchase Orders previously imported from QuickBooks or entered in WMS directly. Inventory can be received complete or by each line item listed on an existing open order. Orders are selected by order number or searched for using the search options provided on the order screen search.

Search Options: drop down menu list shows available order status search options:

ALL: search will list every purchase order status in the program

Complete: search will list purchase orders that are status 2400

Ready To Receive: search will list purchase orders that are status 2150

PO Item: search for purchase orders that contain the product Id you enter

Steps for use:

Select an order status from the drop down box and click the Search button. Select an order from the query display window by double-clicking it. This will populate the order screen with the order header information and the inventory items to be received. The PO Receiving program buttons will become active to process the order.

Steps to receive against a Purchase Order:

Select a Purchase Order number from the query list and double-click on it or enter a Purchase Order number into the PO # field and press Enter. The order screen will populate with the order header and detail information displayed and the first line item highlighted. Reconcile the order quantities received to what had been ordered. If all items and quantities can be received with no changes, click the **Receive Complete** button. This will automatically receive the items into the default receiving area. If the amount received for an individual line item needs to be changed from what was ordered, scroll down the detail window and highlight the item. Type in the quantity to receive and click the Item Received button. Complete these steps for all items that need quantity received adjusted. Click the **Receive Complete** button to complete the receiving process for the order. Click the **Receiving Report** button to print out a report for actual items and quantities received.

Note: To manage back ordered items, use the **Create Back Orders** functioned to create back orders.

Create QB Bill

The Create QB Bill program screen is used to register receipt and create payables in QuickBooks for inventory items received into the WMS program. The interface allows for automatic updating of the on-hand quantity in QuickBooks in a batch mode. The Create QB Bills function can be run after receiving individual or multiple orders.

Display Window:

Program window displays the data transfer routine and status of the transfer information after it has been completed.

Steps for Use:

Select the **Create Bills** checkbox by clicking it. Click the **Connect To QuickBooks** button. The transfer information will be displayed in the program window.

Create Back Orders tab

The Create Back Orders program screen is used to create separate Purchase Orders for items that have not been received off of an original Purchase Order. The program tracks order item(s) quantities against received quantities. Back Orders can be created for single or multiple orders that have been received against. The back orders are generated using the original order number with an appendix of .1 to keep track of it. This process can be completed continuously until all items from an original order are received.

Steps to create back orders for Purchase Orders:

At any time during the process day when Purchase Order items have been received short (back ordered), click the Create Back Order button. The program will automatically select all orders that have back ordered items and create new Purchase Orders using the appendix .1 for tracking purposes.

Example:

The Original Purchase Order number: 030415005 will have a back order number of: 030415005.1. The subsequent back order numbers will follow in progression (.2 .3 .4) until all items are received.

Item Receiving

The Item Receiving program screen is used to receive inventory items into the warehouse manually. It can be used for quick non-purchase order items receipt, to facilitate return items and Return Merchandize Authorizations (RMAs). The default location for item receipts is the Receiving Area (R1-R1-FL) which will list the items in the Put-Away tab. Users can also receive directly to a storage location using the drop-down options for Area-Shelf-Bin.

Steps to receive Items manually:

Enter a product Id in the field provided or search from the entire product list.

Double-click on the item to receive. Select the location to receive the item to and then enter the quantity to receive. The bottom display window will show the last item and quantity received.

Item Put-Away

The Item Put-Away program screen lists inventory items and quantities that have been received into the Receiving Area (default: R1-R1-FL) from Purchase Orders or by the Item Receiving function. From this screen items are put away into their picking or reserve storage location(s)

Steps to complete Item Put-Away:

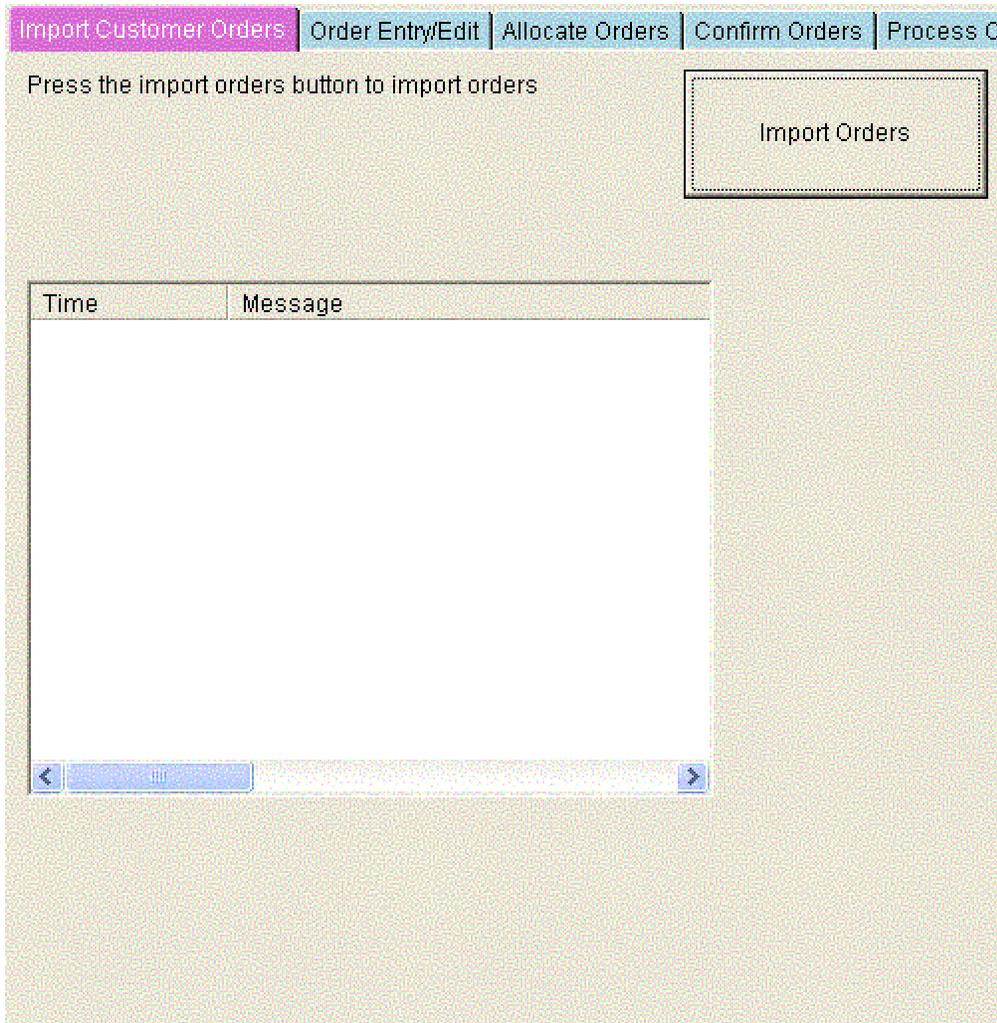
The Item Put-Away display screen lists all items and quantities remaining in the Receiving Area R1-R1-FL. Select an item by highlighting it with the mouse and clicking the Put-away Inventory button to the right hand side of the display window. The Move Inventory box will appear listing the Area-Shelf-Bin and Quantity fields for you to enter the intended location and quantity for each move from the Receiving Area. Note that inventory received can be put-away into more than one location. Entering a lesser amount when moving from the R1-R1-FL location will leave the balance quantity listed in the Item Put-Away display window for the next move.

Sales Orders

The Sales Orders module contains the functional tabs and program screens used to create inventory and orders, process and ship them out of the warehouse and create invoices and backorders. These functions are organized into a working sequence using the program tabs.

Import Customer Orders

The Import Customer Orders screen contains the sub-functions for importing standard flat files using the Email Order Template (.csv file) located in the Desktop folder.



Order Entry/Edit

The Order Entry/Edit program screen is used to create and manage Sales Orders. Orders can be created in the COREflex™ software using the customer data previously imported from QuickBooks or entered manually into the program. The Sales Orders are processed and tracked in the same manner as if they were imported from QuickBooks. For sale order created in COREflex™ software, order numbers are automatically assigned. Orders that are imported use the number assigned in the program in which they originate from. See the [System Maintenance](#) section for information on setting up the sales order number scheme.

Steps for creating Sales Orders:

Click the [Create New Order](#) button located on the top right hand side of the order entry header screen. Select from the drop down list or type in the [customer name or number](#) the order will be issued for. Fill in the order header detail fields provided with order information and/or change the customer information as needed. Click the [Save Order](#) button to save the information entered in the header and go to the detail portion of the order screen.

Clicking the [Save Order](#) button will send the cursor to the order detail section where you enter the order items for the sales order. You can type a product id directly into the space provided or select [order items](#) from the product Ids list using the drop down menu box. The Items are listed alphabetically by description in the order drop down list. To find an item quickly, first open the drop down box by clicking on it and then type the **first letter** of the **description** for the product you are looking for. Entering the letter will cause the program to drill down to any description(s) starting with the letter entered. From that point you can then scroll to and select your item quickly using your mouse.

After selecting the item press the Tab or Enter key to go to the price field. The program will automatically use the price listed in the [Products](#) table unless a new price is entered for it. Tab through to the QTY field to enter a quantity for the order item. Click the **Add Item** button to add the item to the order detail.

Important note: order items are allocated automatically using the **Allocate Orders** tab screen. If you have inventory items in multiple locations and want to override the automatic allocation by selecting which location the inventory is taken from, manually use the [Allocate Inventory](#) button to manually select the location(s) you wish to take inventory from for an item. A display window with the location(s) and inventory level for each location for the product is presented for you to choose from. You can choose inventory from multiple locations for the order if needed.

Continue with these steps until all items to order are selected with the desired quantities. If an item or quantity requires changing, scroll through the list and highlight it. Make changes using the Product Id or Qty text fields and clicking the **Update Item** button.

Use the Cancel button to remove an item from an existing order. An order will remain open and items can be added until the **Order Entry Complete** button is used

Once the Order is ready for processing, click the **Order Entry Complete** button in the order header section. This will move the order into the awaiting selection status. Complete the same steps for subsequent Sales Orders (Sales) Orders.

Sales Orders Order Status Codes (displayed in order Query windows):

Status	Number Code
In Entry (New)	50
Ready To Allocate	100
Allocated	200
In Picking	300
Picking Complete	400
QC Complete	500
Consolidation Complete	600
Packing Complete	700
Shipping Complete	800
Cancelled	900
On Hold	10000 (cannot be used once a order is selected)

Sales Orders can be monitored from the Order Entry/Edit screen. Orders that have not been selected (Status 200) can be placed on **Hold** and **Released** by the Administrator. Orders can also be **cancelled** from this program screen. An order that has shipped and is then cancelled will return the inventory amounts to the location(s) it was selected from.

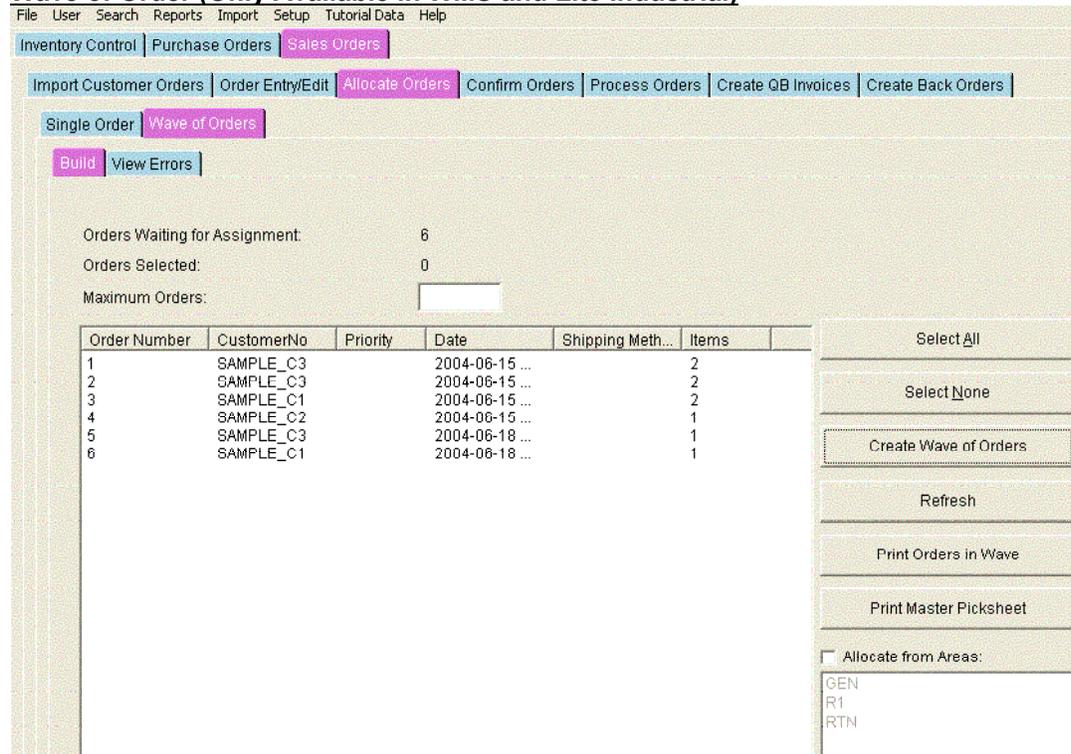
Allocate Orders

The Allocate Orders program screen is used to automatically allocate inventory to new orders that have been entered or imported into the system. This function is necessary to allocate quantities to order items before the actual picking is done. The orders can be sorted by order number, customer number or date and selected individually for processing. Once inventory is allocated an order Pick Sheet can be printed for the order.

Steps for allocating inventory to Sales Orders:

Select an order number using the options above. Double click on the order from the query list to populate the order view screen. Click the **Allocate Inventory** button. Next, use the **Print Pick Sheet** button to print a hard copy pick sheet for the order that will contain inventory quantities and locations to pick from. Use the **Re-Print Pick Sheet** button if there is a need to replace a pick sheet.

Wave of Order (Only Available in WMS and Lite Industrial)



With this Wave Of Order Screen, COREflex™ users have the ability to allocate existing Sales Orders that are 'awaiting allocation' so that the Warehouse workers can pick, pack and ship out the orders. Once allocated inventory, users will be able to print out Pick Sheet for the individual orders and also has the ability to print a document called "MASTER PICKSHEET" so that any supervisors in the warehouse will know which locations the workers will be going to. Any BackOrdered items will also be listed in the "VIEW ERRORS" screen.

Confirm Orders

The Confirm Orders program screen is used to confirm the actual item quantities picked for an order. The pick sheet is used as a reference for verifying the amount picked for each line item of an order in the WMS program. Each order can be confirmed in total or by line item as needed.

Steps for confirming order pick sheet:

Using the **Confirm Orders** program screen search options find the order number to confirm and populate the order screen. If all items for the order were picked with no changes click the **Pick Complete** button to confirm the order pick all at once. If any of the individual line items in the order need to be adjusted, scroll down to that line item highlight it and make the necessary change in quantity and use the **Item Picked Complete** button to confirm that line item. After any adjustments are made to line items use the **Pick Complete** button to confirm the rest of the order.

Confirm Multiple Order (Only Available in WMS and Lite Industrial)

The screenshot shows a web-based interface for confirming multiple orders. At the top, there is a search bar with a dropdown menu labeled 'OrderWave' and a 'Search' button. Below the search bar, it displays 'Total Records: 0' and 'Selected: 0'. The main area contains a table with the message 'No records found'. On the right side, there are two buttons: 'Pick Complete' and 'Select All'. At the bottom, there are 'OK' and 'Cancel' buttons.

With the ability, just like the Allocating wave of Orders, Supervisors can use this screen to confirm "Pick Complete" for all existing Sales Orders that are in "In Picking" status. Once Picked Complete for all these orders, the Packers / Shippers can now process the packing steps and ship it out to the Customers as soon as possible.

Process Orders

The Process Orders program screen is used to process Picked Complete orders through the final steps of processing and ultimately to the **Shipped** status. Orders can be flagged for verification, consolidation and packing before reaching the final shipping status by clicking the individual buttons. To bypass these status processing use only the Shipped button when the order is ready to ship. Order packing lists and shipping labels are also generated from this screen.

Steps for processing and shipping sales orders:

Use the search button options for finding order status types or items. Select an order using by double-clicking it from the list of orders displayed. The order will populate on the order entry screen and the processing buttons on the right hand side of the screen will become active. You have the option to print a Packing List and to generate shipping labels for your order. Use the program buttons to print the packing list and select a quantity of labels needed for the shipment by entering the amount in the text field under the Print Shipping Label button.

Users can use the available status buttons of **Verified**, **Consolidated**, and **Packed** to manage a fulfillment process as an option or simply ship the order. To update the order comment field as needed use the **Update Comment** Button before shipping the order. Once all checks are complete select the **Shipped** button to complete the order process.

Note: Once an order has been confirmed the allocated quantity is deducted from inventory in the system. Shipped orders cannot be edited any further but can be cancelled. The cancelled order item quantities will revert back to the storage location they were selected from originally.

Create QB Invoices

The Create QB Invoices program screen is used to create invoices in QuickBooks for orders that have shipped. The program will automatically generate invoices for those items and quantities that have shipped with an order. Please note that the program will use the price listed in the WMS Product table unless a new price has been entered at the time the Sales Order was created. Price changes to inventory items in QuickBooks should be imported into the program before creating invoices for the new pricing to be used on the invoice.

Steps to create invoices in QuickBooks:

Select the **Create Invoices** function by clicking either checkbox. Click the **Connect To QuickBooks** button. The transferred data will appear in the display field with the number of items transferred listed in the **Processed** field.

Create Back Orders

The Create Back Orders program screen is used to create new customer orders for line items or total quantities not on an original order. The remaining items and quantities are included on a new order that uses the original order number plus the extension .1 to differentiate it. Subsequent backorders are processed in the same manner until all items and quantities are shipped.

Step to create sales backorders:

Click the program button under the Create Back Orders tab. The program will automatically search all orders that have shipped and invoiced (if set to do so) for short picks and create new orders (status new) using create the back orders buttons for items and quantities not shipped.

Products

The **Products** screen is used to view product details and perform updates to existing product fields at the Product, Logistic Center and Warehouse levels. Users can query products entering a single valid Product ID or by entering the first three characters of a product id to display a partial list. Using the flag code %% will display the entire product list. A query can also be completed using the search options for product description text.

The screenshot shows the 'Products' screen with three main sections:

- Product Level:** Includes a search area for Product ID and Description (Starts with/Containing). Below is a table with columns: Product ID, Description, Product Type, UOM Class, Volu..., Price Category, Price, Pick Meth..., Separate Box. The table is currently empty. To the right are buttons: Add, Update, Delete.
- Logistic Center Level:** Includes a table with columns: Log Center, Sell UOM, Pur UOM, Cost, Vendor No, Alloc Met..., B O Logic. The table is empty. To the right are buttons: Add, Update, Delete, View.
- Warehouse Level:** Includes a table with columns: Log Center, Warehou..., Qty On H..., ROP, Max Alloc Level, Max On Hand, Last Count, Class. The table is empty. To the right are buttons: Add, Update, Delete, View.

At the bottom of the screen are 'OK' and 'Cancel' buttons.

Steps for manually adding products and updating:

New products can be entered and existing products are updated through the Products screen. If your items list cannot be imported from your Accounting program or a flat file separately then the information can be entered through the program boxes for each level of the Product Table: Product level, Logistics level and Warehouse level.

Note: Throughout the COREflex™ software, many of the detail data fields display are disabled or can be used optionally. Settings and fields that are required for proper use are marked with an asterisk.

Step 1: Product level (enter Product Id, Description and details)

Click the Add button to the right hand side of the Product display window to launch the **Add Product** data field set up box. Enter information for:

Product ID*: enter a new product ID (alphanumeric up to 40 characters)

Description*: enter the associated description for the product ID (alphanumeric 100+ characters)

Product Type: optional product classification

UOM Class*: StdItem is the default class designation for all products

Volume: disabled (future use field)

Price Category: optional price classification

Price \$: optional price for the product (default will be 0.00 if no value is entered or imported)

Pick Method: disabled (optional selection settings used for higher-level systems)

Separate Box: locked down to "N" (optional packaging setting used for higher-level systems)

Category: optional product classification field

Data Origin: default program field displaying the source of the data input (i.e. QuickBooks)

Pref. Bin Size: disabled (optional storage parameter used by higher-level systems)

Pref. Band: disabled (optional preferred storage position setting used by higher-level systems)

*required fields for use by the program

Product Scan List (Utility)

Used to enter one or more scan codes for the product ID. Scan codes are representations of the Product ID that are printed or scanned in bar code format. Enter codes and click the Add button. Contact your product representative for details on which Bar Code scan processing modules are available to you.

Step 2: Logistic Center level (enter program Logistic Center detail information)

Click the Add button to the right hand side of the Logistics Center display window to launch the **Add LC Product** data field set up box. Enter information for:

Sell UOM*: enter the Selling Unit of Measure for the product: EA

Pur UOM*: enter the Purchasing Unit of Measure for the product: EA

Pur Unit Cost: enter the cost of the product reflecting the Pur UOM

Vendor No: enter a Vendor number for the product

Selection Method*: used by the industrial level program; defaults to "Pick by Pick Sequence"

Back Order Logic*: used by the industrial level program; defaults to the "Default" option

Step 3: Warehouse level (enter program Warehouse detail information)

Click the Add button to the right hand side of the Warehouse display window to launch the **Add WH Product** data field set up box. Enter information for:

ROP: optional setting for Re-order Point used to flag products for reordering (see ROP Report)

Max Select Level*: the highest Move Level (Location Type) inventory will be selected from

Max on Hand: optional setting used to limit the total number of base units in the warehouse

Last Count: date of last physical inventory information entered into the program

Class: optional designation for products used at the industrial level.

*required fields for use by the program

Sales Orders

From the **Sales Orders** screen option under the Search menu you can find sales orders by certain statuses or search parameters. There are multiple order search options to choose from within the drop down list menu. This screen is also similar to your screen in the Sales Order Entry / Edit screen.

Steps to search sales orders:

Select a search option from the list provided in the drop down box. Enter search criteria to limit the search using one or more parameters in the fields provided. Click the Search button. A program display window will appear with the query results listed.

Purchase Orders

From the **Purchase Orders** screen option under the Search menu you can find purchase orders by certain statuses or search parameters. There are multiple order search options to choose from within the drop down list menu. This screen is also similar to your screen in the Purchase Order Entry / Edit screen.

Steps to search Purchase orders:

Select a search option from the list provided in the drop down box. Enter search criteria to limit the search using one or more parameters in the fields provided. Click the Search button. A program display window will appear with the query results listed.

Bins

The inventory Bins screen is used to add inventory to storage locations and complete routine maintenance to inventory levels for products. The Bins screen is used to assign individual products to one or more bin locations along with an on-hand inventory quantity. It can also be used to move inventory from one location to another. Fields displaying Status, Capacity and ROP can be updated. The default search option is by product description. Inventory for an existing location (AREA /SHELF/BIN) can be viewed in the display window and updated by using the program buttons to the right of the display window.

The screenshot shows a software window titled "Locations by Prod Descrip". At the top, there is a search bar with a "Search" button. Below the search bar, there are four input fields: "Status", "Capacity", "LocType", and "ROP". To the left of the main data table, there are three more input fields: "Area", "Shelf", and "Bin". The main data table has the following columns: "S...", "Product ID", "Qty", "Qty Alloc", "Qty Avail", "UOM", and "Descr". To the right of the table, there is a vertical stack of buttons: "Update Bin", "Add Inventory", "Remove Inventory", "Move Inventory", "Disassociate", "Update Inventory", and "Refresh". At the bottom right of the window, there are "OK" and "Cancel" buttons.

Steps to view bins and maintain inventory:

1. Use the Search menu to select the Bins option and launch the program window. Use the default search option to launch the entire list or use the search options from the drop down box at the top left side of the screen. Enter search key words in the search field to the right of the search option box and click the Search button. A program display window will open listing the relevant locations and inventory information.
 2. Scroll down to the desired location (Area/Shelf/Bin) and “double-click” it to auto populate the program screen with detail information. This also activates the Add Inventory program button used to add products and their quantities to the selected storage location. For locations that already have inventory listed, highlighting a product associated to a storage location will activate the rest of the inventory maintenance buttons. Use these program buttons to complete the maintenance function desired according to the description above (see Program Buttons)
 3. Alternatively, a storage location Area/Shelf/Bin code can be entered directly into the fields provide to the left of the screen to display detail information for that location.
- Storage locations without associated products will list by its Area/Shelf/Bin code and Location Type. Those locations holding inventory will also display the product id(s), quantity on-hand, quantity allocated and description.

Sample Tutorial Database

The COREflex™ comes with a sample tutorial database containing products, company information and orders that can be processed for evaluation and training purposes. The tutorial database can be re-set at any time using the Tutorial Data menu option. The sample product list can be viewed using the Product screen option under the Search menu option from the program tool bar. To view the entire list of inventory products at any time, enter the mask code %% in the Product ID field and press the Enter key. The Move Level for Products and Picking Locations is set at 10 to allow for inventory allocation. The COREflex™ software is fully functional from the time you install it using the sample Tutorial database provided. The default settings allow you to start using the program features immediately with any QuickBooks database or with the sample database.

QuickBooks Sample File

The COREflex™ software also comes with a sample Quickbooks data file (Modern Office Products.QBW) complete with items, vendors, customers and orders for your trial out with QuickBooks interface. It is located in the Desktop folder that can be launched and to be used with the sample tutorial database.

Standard Forms

The Standard Forms program screen gives users the ability to print the standard forms available for use with the WMS program. The forms can be used as control documents to track the normal inventory transactions that take place during regular operation of the program. The forms are 8.5 x 11inch black and white copy can be printed as needed for use.

Receiving Form: used to record items that are received into inventory (in lieu of a packing list)

Inventory Move Ticket: used to track the movement of inventory from one location to another

Physical Inventory Count Form: used to complete the task of taking inventory by bin-location

Steps to print the Standard Forms for use:

Click the program button for the form to be printed. The print dialogue box will appear displaying your default printer. Select the printer name and print output options and click the “OK” button. The forms will print out to the selected printer.

Note: Print forms are standard 8.5 x 11 inch black and white copy.

Reports

There are 8 standard reports available in the COREflex™ software that provides detail information on inventory and order processing. The reports are designed as management tools and will help the Administrator monitor warehouse activity and stock levels. The reports are pre-formatted with some parameters available to limit information output. Also, we have included a preview button so that you can see the reports on your screen before deciding to print them onto hard copy. Previously, in the older versions, users are only allowed to print it to the printers without preview.

Standard Reports Included in COREflex™ software:

Empty Bin Location: lists storage locations that are not being used

Purchase Orders Order Status: lists Purchase Orders by date and vendor

Inventory Activity: lists Inventory item transaction amounts and User Ids

Open Orders Report by OrderNo: list all Sales Orders orders by Order number

Open Orders Report by Status: lists all Sales Orders orders by customer and order status

Sales Orders Order Status: lists all Sales Orders orders by customer and order status

Product Query: used to query a specific inventory item

Product ROP: lists inventory items that have met or passed the reorder point

Product Status by Area: lists products by Area with their locations and inventory information

Product Status by Vendor: sorts products by vendor code and inventory information

Product Status: lists products with their locations and inventory information

Note: The reports are designed to print in landscape format but most printers default to portrait. You can select the Landscape Orientation when the Print dialogue box appears during the print report process.

Overview

The **Import from QuickBooks** program screen displays the options for importing data from QuickBooks. Information is exchanged at the database level in batch form. The user can select one or more of the options to complete at one time.

Key QuickBooks Interface Features:

1. Import Inventory Items from QuickBooks with or without quantities on hand
2. Import Vendor information from QuickBooks to WMS Vendors file (Vendors)
3. Import open Purchase Orders with inventory items from QuickBooks for Receiving.
4. Create bills in QuickBooks for items Received in WMS (Create QB Bills)
5. Create Back Orders for items not received off open Purchase Orders (Create Back Orders)
6. Import Customer information from QuickBooks to WMS Customers file (Vendors)
7. Import open Sales Orders with inventory items from QuickBooks for Receiving.
8. Create invoices in QuickBooks for inventory items shipped (Create QB Invoices)
9. Create Back Orders for items not shipped in WMS (Create Sales Back Orders)
10. Export Inventory adjustments made in WMS to QuickBooks Items (Adjustments)

QuickBooks Interface Guide

QuickBooks versions for use:

2004 QuickBooks® Pro, Premier & Enterprise Edition
 2003 QuickBooks® Pro, Premier & Enterprise Edition
 QuickBooks® Pro or Premier 2002

Interface Notes:

The COREflex™ software interfaces with QuickBooks at the database level. When setting up a workgroup please note that a copy of QuickBooks must be running on any of the computer workstations that will be used to complete the database interface (import and export) routines. Every workstation with the COREflex™ software installed can complete any of the inventory and order processing tasks available once the import data from QuickBooks is transferred to the central database even if this is completed by one workstation.

Options for evaluating the program:

The COREflex software comes with a reusable sample data set containing vendor and customer information, inventory items with quantities on hand and both purchase orders and sales orders ready for processing. A QuickBooks company (Modern Office Products.QBW) backup file containing the sample data set is located in the program folder too. The sample .QBW file can be used as the test company for evaluation or training purposes. See your Quickbooks guide for launching company files.

The sample database file can be launched from your desktop for use or the information can be added to either the sample products company in QuickBooks or added to any current backup (or live) company file you wish to use. The programs are able to exchange data as long as each has the same item, vendor and customer information.

For evaluation purposes, it is recommended that you either use the sample company that ships with the program, a “test” company created using a backup copy of your live company file or the sample “Products Based” business is used for the evaluation if you intend to use the data update to QuickBooks functions. COREflex™ software has the ability to prompt creation of bills for items received against purchase orders, create invoices for items shipped and also make adjustments to on-hand quantities in QuickBooks. Using the sample database will avoid unintended updates to live data.

The WMS program must be installed on the same computer running your QuickBooks® program to use the data interface with the Items list, inventory on-hand, Customer and Vendor information, Purchase Orders and Product Invoices. The interface features are available immediately upon installation after enabling the interface (see Enabling the data Interface)

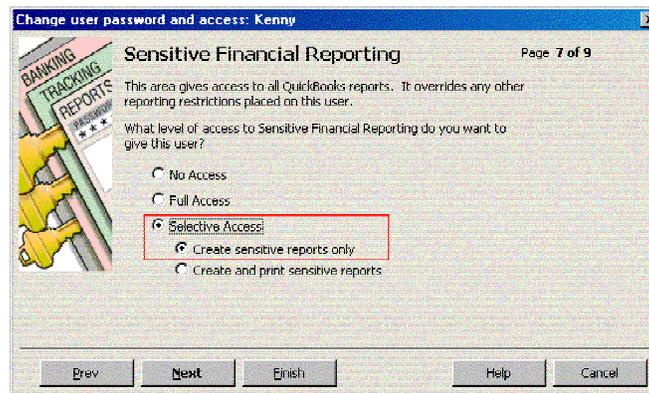
Connecting to QuickBooks

In order for COREflex™ to communicate with the inventory in your QuickBooks® company data file, you MUST have QuickBooks® and COREflex™ running concurrently on the same computer. Before COREflex™ can start retrieving data from QuickBooks®, the QuickBooks Administrator of your company needs to grant permission for COREflex™ to do so.

By this time, you must have successfully installed the COREflex™ software and logged in to the software using one of the default UserIDs given by the software.

IMPORTANT NOTE (PLEASE READ):

In order to be able to import Sales Orders, Pending Invoices and Purchase Orders, the QuickBooks UserID must have a **minimum of SELECTIVE ACCESS** to the “**Sensitive and Financial Reporting**” area. Please refer to your QuickBooks User Guide on “Setting Up User Level Access”

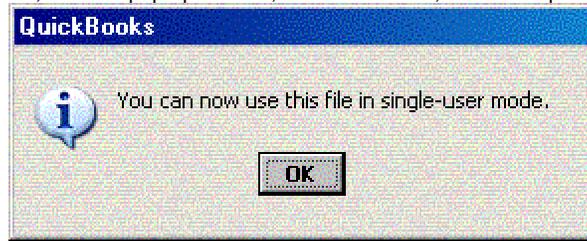


STEPS TO COMPLETE IMPORT FROM QUICKBOOKS:

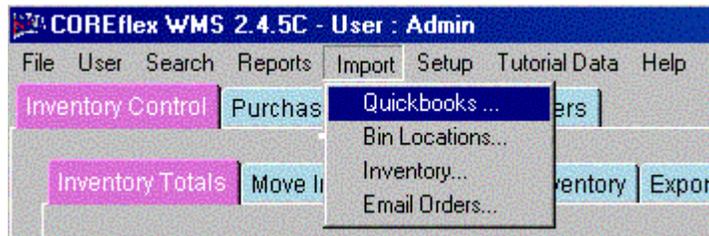
- a) Make sure you are using QuickBooks in SINGLE USER MODE. Please skip to step d if you are already in SINGLE USER MODE
- b) Login as the Admin of your QuickBooks® software in the Multi-User Mode



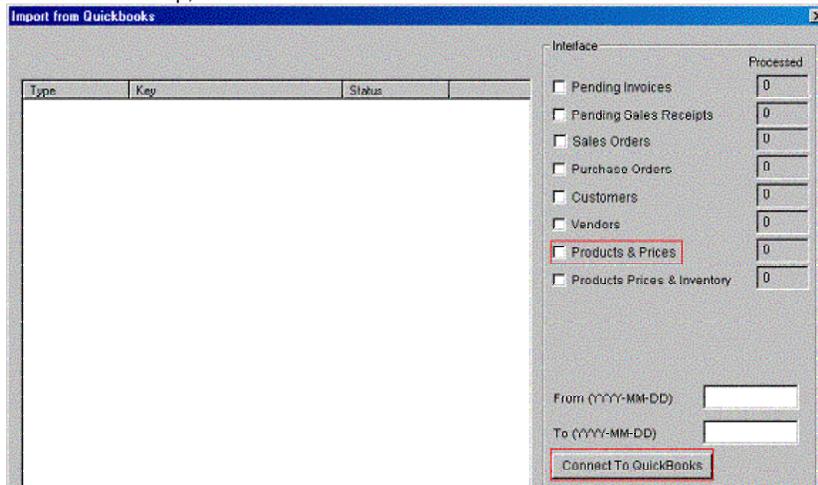
- c) Once you are logged in as the Admin, click on File and select “Switch to Single-User Mode”. After you’ve successfully switch to Single-User mode, the next pop-up window, illustrated below, will show up on your screen



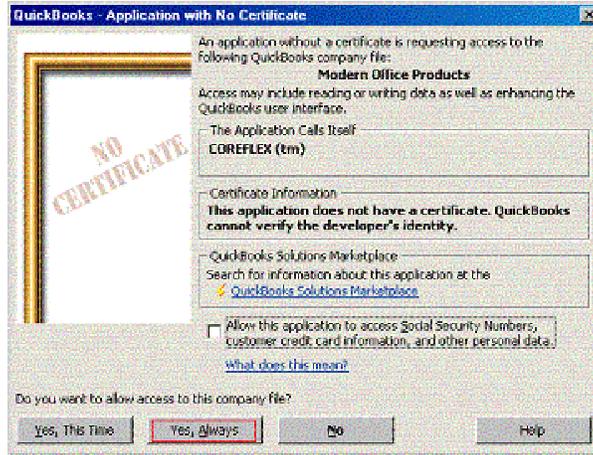
- d) Click OK and start up your COREflex™ software
- e) After successfully logging into COREflex™, Click on Import and select “QuickBooks” under its sub-menu, like shown below,



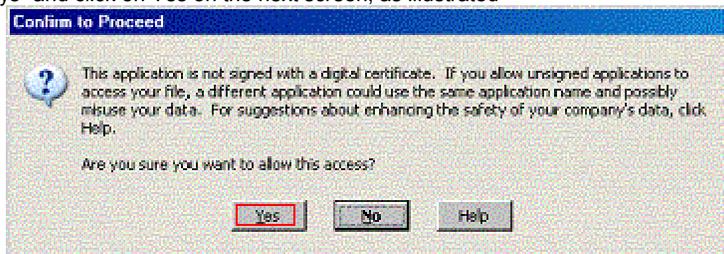
- f) The window below will show up, and click on “Products & Prices” then click on “CONNECT TO QuickBooks”



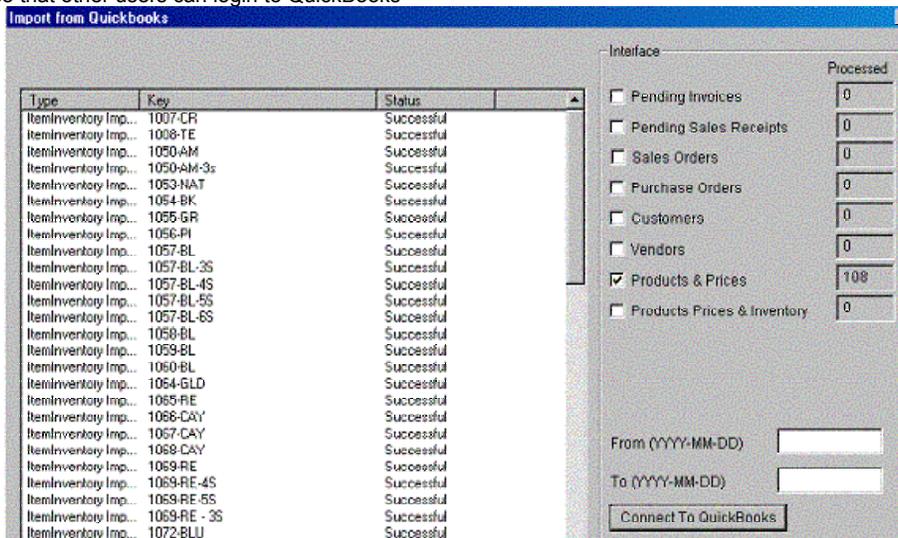
- g) You will notice that you will be brought back to your QuickBooks software and with the following window showing up on your screen,



h) Click “Yes, Always” and click on Yes on the next screen, as illustrated



i) At your COREflex™, the software will start importing the Products and its Price information over to COREflex™ since we have chosen “Products & Price” option in step f. After it has successfully import the products information, it will display a list of items with the status of import, like figure below. Also, you can now switch your QuickBooks back to Multi-User Mode so that other users can login to QuickBooks



j) You can proceed to carry on to import other options such as Products, Price & Inventory, Customers, Vendors, Sales Orders, Pending Invoices and Purchase Orders

Importing individual interfaces

*The date fields: From (YYYY-MM-DD) and To (YYYY-MM-DD) (i.e. 2003-01-15 format = Jan. 15th, 2003) will limit the database search parameter and can speed up the data exchange process.

Import Pending Invoices

First set up (or use existing) product invoices in QuickBooks and select inventory items from the items list. Change the status of the Invoice to “Pending” and save it. Next, under the **Import** menu option select QuickBooks to open the import screen. Select the **Import Pending Invoices** checkbox, select a date range if desired and click on the Connect To QuickBooks button.

Import Sales Orders

First, create a sales order with your inventory products in QuickBooks and the Sales Order when completed. Next, under the **Import** menu option select QuickBooks to open the import screen. Select the Sales Order check box, select a date range if desired and click on the Connect to QuickBooks Button.

Import Purchase Orders

The WMS program is designed to import open purchase orders containing inventory items on them. If a purchase order contains a mix of inventory and non-inventory items, the order will transfer with only inventory items from the Purchase Order details. To complete the import, first set up (or use existing) product purchase orders in QuickBooks that contain inventory items from the items list. (leave the PO open). Select the QuickBooks option under the Import menu to open the import screen. Check the " Import Purchase Orders" box on the right under Interface, (select a date range using the format below) then click on the "Connect To QuickBooks" button. (the Purchase Orders transfer information and status will display on the view screen.)

Import Customers

Import customer information from the QuickBooks program information file using the Import from QuickBooks program screen. Once imported, customer information can be used for creating sales orders in the WMS program. The import can be completed regularly as new vendors are entered into QuickBooks.

Steps to Import Information:

Click on the **Import Customers** check box and Click the Connect To QuickBooks button. The transferred data will appear in the display field with the number of items transferred listed in the **Processed** field.

The customer information can be viewed and updated via the Customers program screen located under the Setup menu option.

Import Vendors

Import vendor information from the QuickBooks program vendor information file using the Import from QuickBooks program screen. Once imported, vendor information can be used for creating purchase orders in the WMS program. The import can be completed regularly as new vendors are entered into QuickBooks.

Steps to Import Information:

Click on the **Import Vendors** check box and Click the Connect To QuickBooks button. The transferred data will appear in the display field with the number of items transferred listed in the **Processed** field.

The vendor information can be viewed and updated via the Customers program screen located under the Setup menu option.

Import Products & Price

Open the QuickBooks import interface screen by selecting QuickBooks under the Import menu option. Check the "**Import Products**" box on the right side under Interface to import only the product description and details only. After your selection click on the "**Connect To QuickBooks**" button. (You will see the data transfer information display on the view screen)

To view the imported items in the COREflex™ software, open the Products screen by selecting under the Search menu option. Enter the first 3 characters of any product id or the mask code: %% to bring up the entire list (when you hit the enter key all your items will list).

Note: All products are assigned to the default picking location Gen-A-01. You can load additional bin locations and inventory quantities to them via the file import under the Setup menu when you are ready to go "live" with the system.

Import Products & Price & Inventory

Open the QuickBooks import interface screen by selecting QuickBooks under the Import menu option. Check the "**Import Products & Inventory**" to import both product details and the quantity on-hand listed in QuickBooks too. After your selection click on the "**Connect To QuickBooks**" button. (You will see the data transfer information display on the view screen)

To view the imported items in COREflex™ software, open the Products screen by selecting under the Search menu option. Enter the first 3 characters of any product id or the mask code: %% to bring up the entire list (when you hit the enter key all your items will list).

Note: All products are assigned to the default picking location Gen-A-01. You can load additional bin locations and inventory quantities to them via the file import under the Setup menu when you are ready to go "live" with the system.

Disable The QuickBooks interface

The QuickBooks invoice features can be disabled via the system configuration screen in WMS under the Setup menu option. Please refer to the System Configuration Section for details

Units of Measure Management (Only Available in WMS and Lite Industrial)

The WMS program comes set with the UOM Class "StdItem" (Standard Item) and unit of measure EA (Eaches) as the designated BASE UOM. All inventory items that are imported into the program receive by default SELL UOM and PUR UOM of EA. Multiple Units of Measure (UOMs) are available for use in the WMS program. All inventory items can be stored and selected in multiple units of measure. Orders must be created using Base Units from the selected UOM Class. (see Selling and Purchase UOMs). Creating UOM Classes and separate UOM ratios is completed from the "UOMs.." program screen located under the **Setup** menu option.

Note: The Selling (SELL UOM) and Purchasing (PUR UOM) for all inventory items must be set to the Base Unit for any unit of measure class created. All orders are created using BASE UNITS regardless of how items may be stored or selected.

Setting Up UOM Classes and Units of Measures for products:

The **UOM** program screen is used to set the **Unit of Measure** (UOM) classes and subsequent UOM ratios for each class. The WMS program enables inventory products to be processed and stored in multiple UOMs from multiple storage locations. The program automatically converts UOM ratios as a transaction is being completed. The program ships with a UOM Class of **StdItem** with the **Base UOM (Ratio=1)** of EA (Eaches)

Program display windows*:

Units of Measure Classes: displays detail information regarding UOM Classes and Base UOM ratios.

Units of Measure: displays the subsequent UOM ratios for the UOM Class selected in the Units of Measure Classes display window

***Note:** the display windows are also used to complete initial set up and updates to UOM information

Program buttons:

Add: used to add new UOM Classes and ratio UOMs for each Class

Change: used to update existing UOM Classes and ratio UOMs

Delete: used to delete a selected UOM ratio or UOM Class

Note: Do not delete UOM Classes or ratio UOMs that are in use by the program.

Steps to Set up UOM Classes and UOM ratios:

From the **Units of Measure** screen click the **Add** button to the right of the **Units of Measure Classes** window. Enter a name for the new UOM Class in the top field.

Enter a **Base UOM Code up to 4 characters** (to represent the least whole number quantity for the Class) in the "Base UOM" field. (note: the Base UOM ratio is locked at "1" unit)

Enter a Description for the new UOM Class (i.e. Feet, Square Yards, Liquid, Weight, ect.)

The remaining fields do not require input for normal use. They are program use fields populated by the program.

Next, you can create multiple UOM ratios under the newly created class by using the Units of Measure program window below the Unit of Measure Classes window.

Highlight the **UOM Class** to have UOM ratios (UOMs) added to and then Click the **Add** button to open the **Add window**

The **UOM Class** field will show the default class. Enter a name for the new **UOM ratio** (i.e. CRTN for cartons or CASE for cases)

Enter the number of base units for the new **UOM** in the UOM Ratio field (i.e. 48 for CRTN or 12 for CASE)

Enter a **Description** for the new UOM Ratio (i.e Carton of 48 or Case of 12) in the **Description field**

The remaining fields are for default use by the program. No information is required to be input by user.

Click the OK button to update the system with the new UOM.

Complete the same steps for new UOMs under any of the existing UOM Classes.

NOTE: The UOM Classes and UOM ratios are key fields when setting up new **Location Types** you create (see Location Types).

First set up your UOM Classes and UOMs before creating new Location Types to handle the new UOMs.

Export Interface to QuickBooks

Create Invoices in QuickBooks®:

Under the Sales Orders module select the **Create QB Invoices** tab. Click the **Create Invoices** checkbox and then click the "Connect To QuickBooks" button. New invoices will be created using the sales order number from WMS for all orders and items that were shipped. Backorder items can be processed in the same manner under the new sales order number provided.

Note: COREflex™ software gives users the option of entering sales orders directly into the system in the Sales Orders Module (Order Entry/Edit), Pick-Pack-Ship and then create Invoices using the QuickBooks program.

Create bills in QuickBooks®:

Under the **Purchase Orders** tab select the **Create QB Bill** tab. Check the Create Bills checkbox and click the "Connect To QuickBooks" button. (The purchase order transfer information and status will display on the view screen.)

Using QuickBooks Service Type Items with COREflex™ software

Some rules to follow in this plan:

- 1) You can **only** use COREflex Sales Order screen to enter your Sales Order, not through QuickBooks.
- 2) If you need to create a new "FINISHED PRODUCT" item, you will have to create in both QuickBooks and COREflex.

Let's assume these are your Finished products in your QuickBooks Data File.

Name	Description	Type	Account	On Hand	Price
*ExpeditedShipping	Expedited Shipping	Service	Sales		5.00
*Gift		Service	Sales		0.00
*CP2	Test Service CP2	Service	Sales		10.00
*GB0880P	Test GB 0880P	Service	Sales		10.00
*GB0880PU	Test GB 0880PU	Service	Sales		10.00
*GB0880W	Test Service GB0880W	Service	Sales		10.00

ProductID	On Hand	On Order	Committed	Allocated
GiftCP	0	0	0	0
GiftCP2	197	0	6	0
GiftGB0880P	107	0	1	0
GiftGB0880PU	1	0	0	0
GiftGB0880W	104	0	2	0

Your products both exists in your Quickbooks Data file and your COREflex database. All I need from you is the ITEM LIST that you have to export it from QUICKBOOKS, I will do the integration for you.

COREflex is still helping you keep track of your On Hand so that you will know inventory information right away. As you are allocating the order, COREflex will prompt you if there's any BACKORDER for the ordered items (just like QuickBooks) After we have made the finished products as Products in COREflex, we can start creating SALES ORDER in COREflex.

Inventory Control | Purchase Orders | **Sales Orders**

Import Customer Orders | **Order Entry/Edit** | Allocate Orders | Confirm Orders | Process Orders | Create QB Invoices | Create Back Orders

All Orders [] Search

Order #	040309002	Ship To	Young-Kyu Yoo	Create New Order
Status	Awaiting Allocation	Address 1	1967 Applesseed Lane	Save Order
Customer #	Yoo, Young-Kyu	Address 2		Order Entry Complete
Customer PO		City	Bayshore State CA	Edit Order
Terms		Country	Zip 94326	Hold Order
Priority		Concl Rsn		Release Order
Ship Method		Ship Date		Cancel Order
Order Date	2004-03-09-10:48:25	Comments		Update Comment

Total Items: 2

Item...	Subit.	Status	Product ID	Area	Shelf	Bin	To Pl...	UOM	Price	Description
1		Original	Gift:CP2				10		14.00	Blue Grishko Mouse Pad
2		Original	Gift:GB0880P				5		12.00	6 pk Brown Ballerina Bear

Products Ordered	Qty	Price	QB Price
Gift:CP2	10	14.00	10.00
Gift:GB0880P	5	12.00	10.00

Now, your warehouse colleagues can proceed to allocate, confirm and process the order in COREflex. Then, you can continue to **CREATE QB INVOICES**.

Import Customer Orders | Order Entry/Edit | Allocate Orders | Confirm Orders | Process Orders | **Create QB Invoices** | Create Back Orders

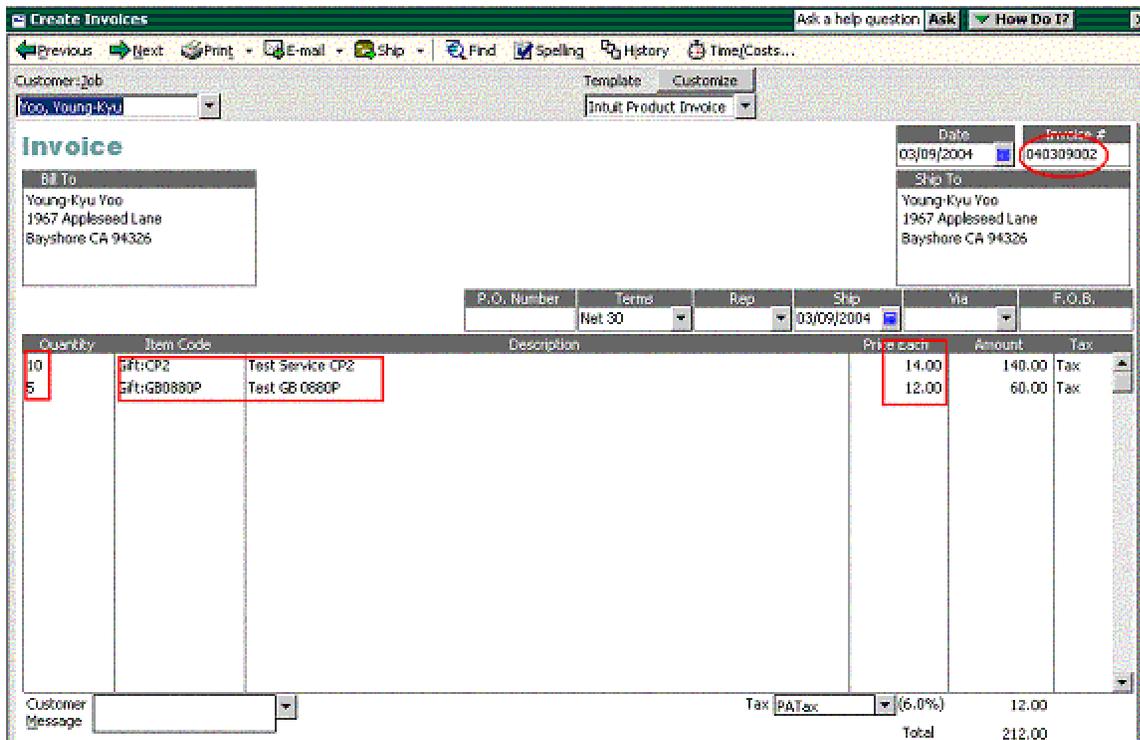
Type	Key	Status
Order Export	040309002	Successful

Interface

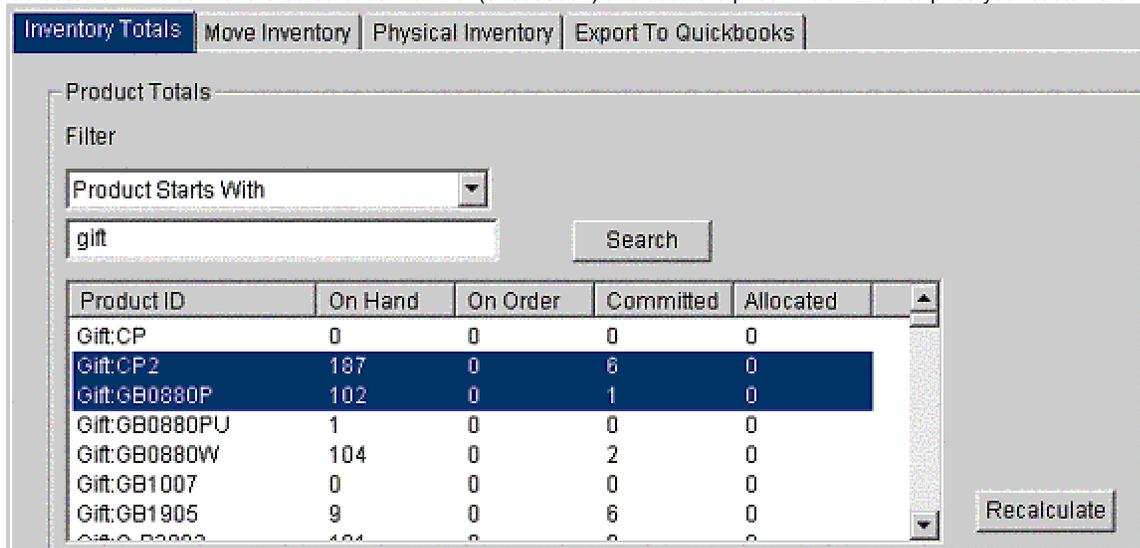
Processed

Create Invoices 1

[Connect To QuickBooks](#)



It created an Invoice with the Sales Order number (040309002) and used the price in COREflex to price your customers.



In your COREflex software, it will automatically decrement the on-hand quantity as you export your Sales Orders to QuickBooks. With this plan, there will not be on-hand quantity showing on your QuickBooks Item List nor any reports that are associated with your finished products.