



# **Purchasing & Inventory Control**

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The Inventory and Purchase Order modules are interfaced with Order Entry, Accounts Payable and the General Ledger to ensure consistency and accuracy in inventory and order information. Inventory control encompasses purchasing, receiving, releasing inventory, inventory adjustments and reconciliation of perpetual inventory to physical inventory counts.

# Purchasing

## Centralized Purchasing

Each time Purchasing is done several factors should be verified to ensure timely, accurate materials.

- **Time Savings Calculation-** Individually order items take on average 10-15 minutes per call per person vs. 2-3 minutes per order
- **Email-Fax Complicated-Large Orders to Vendors-**
- **Costs verified** at time of purchase (online, fax or verbally)
- **Shipping Arrangements-**Estimated Delivery Date is the target. Either Request Ship Date or Promise Date should be filled in to indicate what arrangements were made with the vendor.
- **Bundled Freight Costs-** Combined shipments save money. This is not possible when individuals are placing their own orders.

### Logistics- Get material in Just in Time

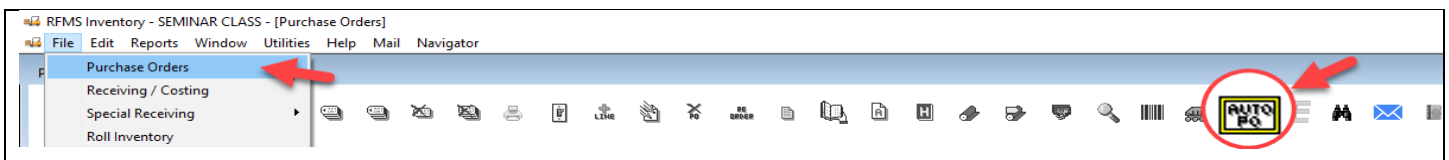
Using the estimated delivery date to bring materials in with enough time to allow for unforeseeable shipping delays but not too soon since the material will just end up sitting in the warehouse. Also, timing to make ensure the material does not have to be paid for before collecting money from customer for installation

### Buy from STOCK before buy from Vendor

If you have PO lines toggled for ordering and you have inventory already in stock, you may pick and choose an item to fulfill that order.

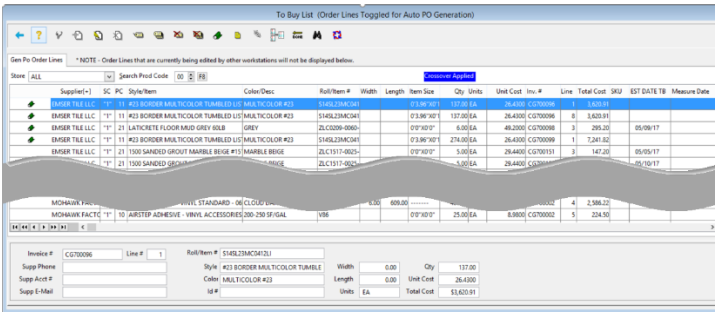
## Creating a Special-Order PO

Products are entered onto the sales order and put to a status of GenPO. Purchasing will not see lines that are not in GenPO status.



## Review To Buy List

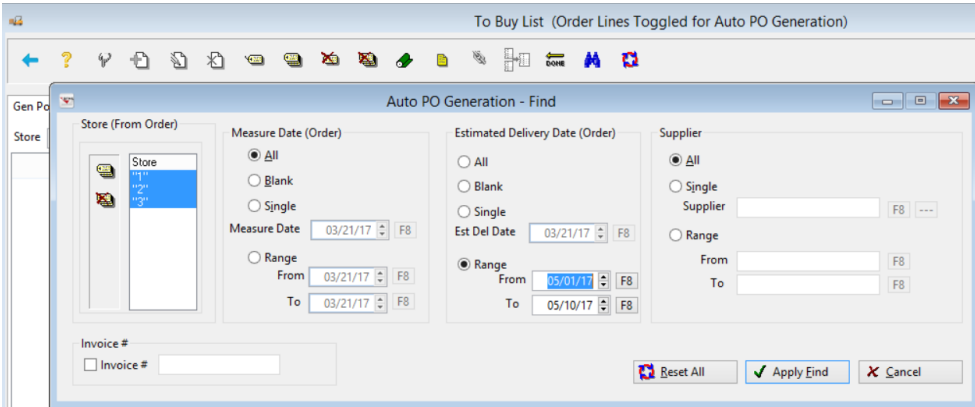
This will open a listing of all products that are currently on sales orders that are in GEN PO status.



Note: The Estimated Delivery Dates from Order Headers and Line Estimated Delivery Dates are visible:

## Filters

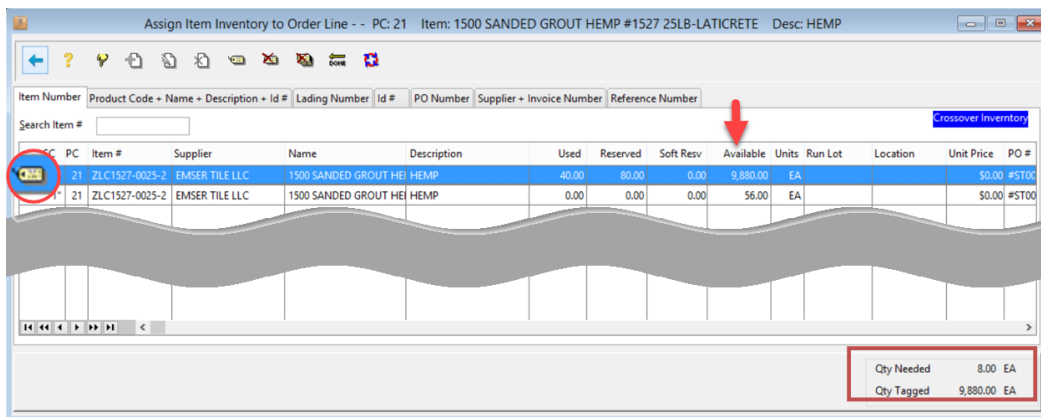
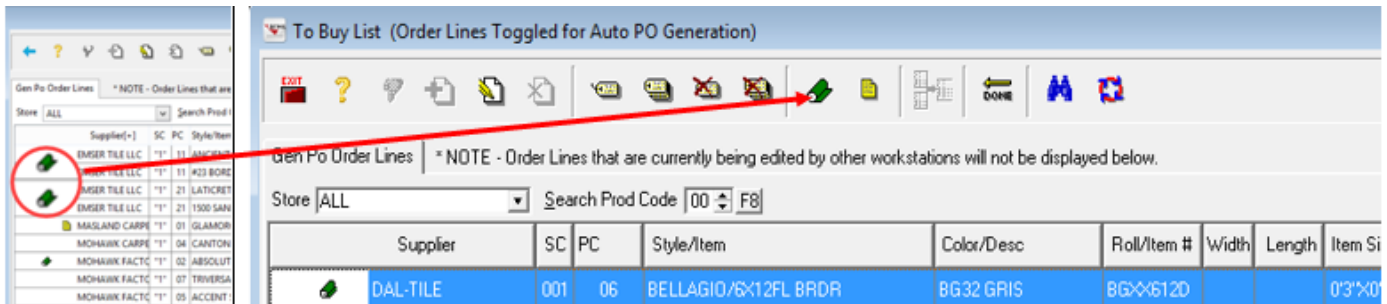
Use the binoculars to filter the "To Buy" list.



## Buy from STOCK before buying from the Vendor

If there is material in inventory to fulfill an order, a green roll indicator will appear to the left of the product.

When this is the case, assign from inventory (unless notes to purchasing state otherwise).



The following box appears, showing the inventory is about to be Reserved:

Assign --- Invoice # CG700213

Inventory to be Assigned						
Item #	SC	Item Status	Cut/Resv	Available	Assign Amt	Line #
ZLC1527-0025-2	*1*	Received	Reserve	9,880.00	8.00	4

Quantity:  Reserve:  Price:  Line Total:  Comm %:  F8

\* New Line Total Quantity to Assign: 8.00 EA

CONFIRM QUANTITY AND STATUS, THEN CLICK "OK" BUTTON

After assigning from inventory, the Auto PO record for this purchase order will be removed from the screen.

## Review Notes

With notes on a line in the sales order, a yellow post it displays to the left of the line to be ordered. These notes are specific to purchasing. Purchaser can view notes by clicking not icon. Example: "Special Cost" or "Hot Rush"

Purchase Orders

Search:

PO # - Line #	Ordered	SC	PC	Supplier	Status	Private Style / Name	Private Color / Description	Promise Date	Length	Qty-Ord	Qty-Rcvd
#ST01532-0001	01/12/17	"9"	08	CARPET WHOLESAL	Open	TAPE - MASKING	MASKING - SINGLE ROLL	01/12/17	0.00	3.00	0.00
#ST01550-0001	06/05/17	"9"	30	DOLLAR STORE	Open	COMPOSITION BOOK	TINY BOOK	06/06/17	0.00	12.00	0.00
CG680001-0004	11/01/16	"9"	06	DALTILE	Open	FIESTA TEXAS	CONFETTI	03/30/17	0.00	200.00	150.00
CG690005-0001	03/01/16	"9"	07	CAMPBELL	Open	AATEST	AATEST		0.00	20.00	0.00

## Generate PO

When ready to create a PO, tag the individual lines to be ordered and click the Done icon:

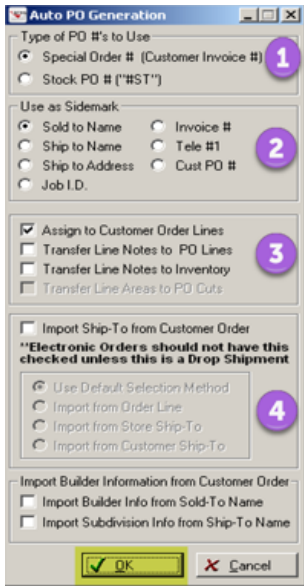
To Buy List (Order Lines Toggled for Auto PO G

Gen Po Order Lines \* NOTE - Order Lines that are currently being edited by other workstations will not be displayed below.

Store: ALL Search Prod Code: 00 F8

Supplier	SC	PC	Style/Item	Color/Desc	Roll/Item #	Width	Length	Item Size
DAL-TILE CORPO	"1"	05	ACACIA VALLEY FIELD TILE 6X36 UNPOLIS	ARK UNPOLISHED	1003			0'6"X0'36"
DAL-TILE CORPO	"1"	05	AFFINITY FIELD TILE FLOOR 12X12 GLAZE	GRAY GLAZED	1047			0'12"X0'12"
DAL-TILE CORPO	"1"	21	THINSET NON MODIFIED CBP UNCOUPL	9107 WHITE	A009			0'0"X0'0"
EMSER TILE LLC	"1"	21	1500 SANDED GROUT MARBLE BEIGE #15	MARBLE BEIGE	ZLC1517-0025-			0'0"X0'0"
MOHAWK FACTC	"1"	10	OPTISEAL - ADHESIVE - 4 GALLON	SEALANT 850	M003B			0'12"X0'12"
SHAW INDUSTRIE	"1"	01	ESSENTIAL BL	CLASSIC KHAKI		12.00	102.00	-----

From there, the following screen will come up, asking how information will be populated once complete:



- (1) Type of PO will be either Special Order (tied to customer order) or Stock
- (2) Select which field to use as the Sidemark on the PO
- (3) Select how to handle the Lines and Line Notes
- (4) If shipping material direct to the end user, check this box to alter the Ship-To address on the PO. Then make appropriate selection.

Click OK

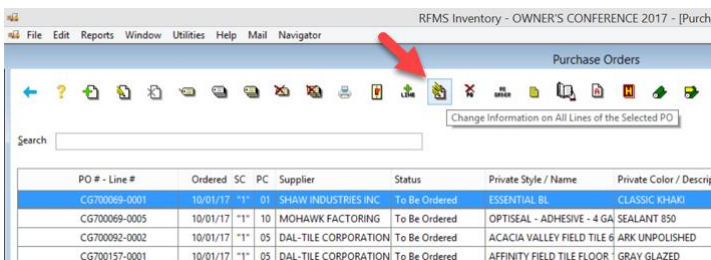
## Create To Be Ordered Status

From here you will see that the PO(s) have been generated, and now are in To Be Ordered status. Now it is time to update the PO to send to vendor

PO # - Line #	Ordered	SC	PC	Supplier	Status	Private Style / Name	Private Color /
CG700069-0001	10/01/17	"1"	01	SHAW INDUSTRIES INC	To Be Ordered	ESSENTIAL BL	CLASSIC KHAK
CG700069-0005	10/01/17	"1"	10	MOHAWK FACTORING	To Be Ordered	OPTISEAL - ADHESIVE - 4 GA	SEALANT 850
CG700092-0002	10/01/17	"1"	05	DAL-TILE CORPORATION	To Be Ordered	ACACIA VALLEY FIELD TILE 6	ARK UNPOLISH
CG700157-0001	10/01/17	"1"	05	DAL-TILE CORPORATION	To Be Ordered	AFFINITY FIELD TILE FLOOR	GRAY GLAZED

## Prepare PO to Send

Update information to be sent to vendor based on Estimated Delivery Date, Logistics and any other purchasing factors. Change information on all lines of the selected PO with the Double Pencil icon.



## Add Information

- (1) ORDERED BY should be the name of the Purchaser
- (2) REQUESTED SHIP DATE or REQUESTED DELIVERY DATE indicate what date or dates the material will be shipped or delivered. **\*Promise date is left blank as this will be populated when the order is confirmed.** Check the “will advise” box as needed.
- (3) COMMENTS should be directions on how the material will be shipped or picked up.
- (4) Change all PO lines will change the fields on all the lines of the PO with the same information in each field.

NOTE: If one line has different information, it's being shipped at a later date, then tag that line individually and change the information so that this line will contain the unique information.

Click the “OK” button.

## View the Order / PO Notes / Changing the Ship-To address on a PO.

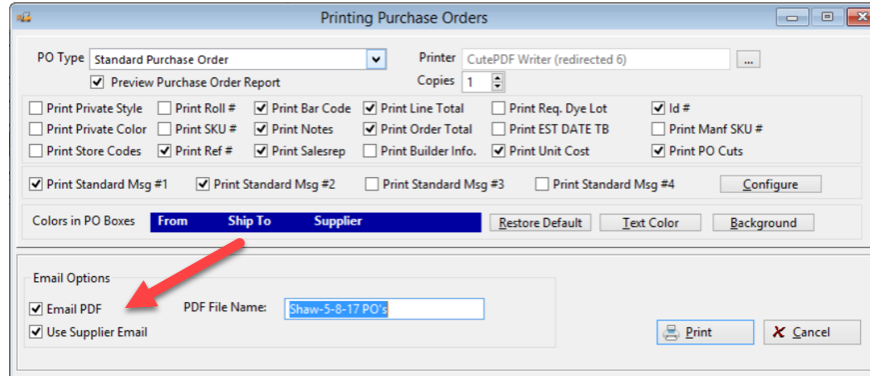
Use the Magnify icon to view the current order, the Yellow Note icon to add notes to the PO, and use the Green Truck icon to change the Ship To address on the PO.

## Email PO to Supplier

Tag PO's that are ready to Email and use the Printer icon.

PO # - Line #	Ordered	SC	PC	Supplier	Status	Pl
CG700069-0001	10/01/17	"1"	01	SHAW INDUSTRIES INC	To Be Ordered	E
CG700069-0005	10/01/17	"1"	10	MOHAWK FACTORING	To Be Ordered	O
CG700092-0002	10/01/17	"1"	05	DAL-TILE CORPORATION	To Be Ordered	A
CG700157-0001	10/01/17	"1"	05	DAL-TILE CORPORATION	To Be Ordered	A

In addition to the normal printing options, check the email boxes. “Use Supplier Email” will populate the supplier’s Email address automatically (if it exists in the supplier’s file) or, unchecking this box will allow the purchaser to fill in the email address manually.

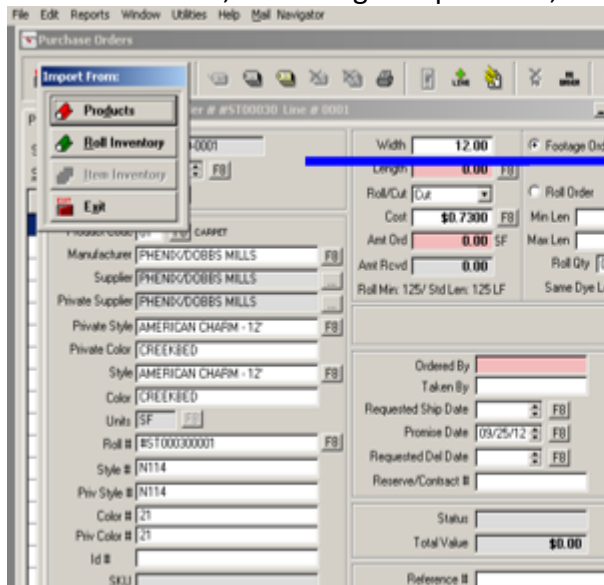


Email program will display, email address populated, or not if box not checked, and a PDF of the PO is attached. The purchaser may edit the subject line as desired and may also enter a message in the body of the email. \*\*\*\*Email will need to be configured in system options\*\*\*\*

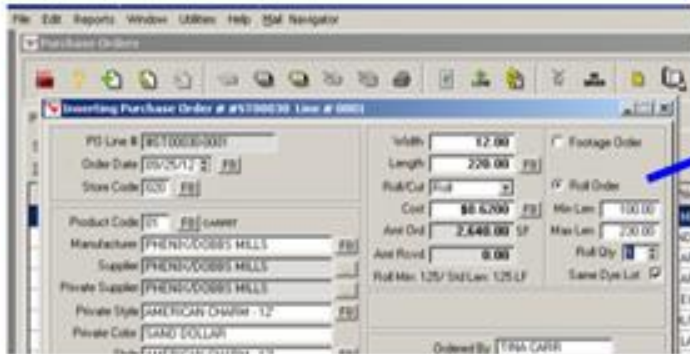
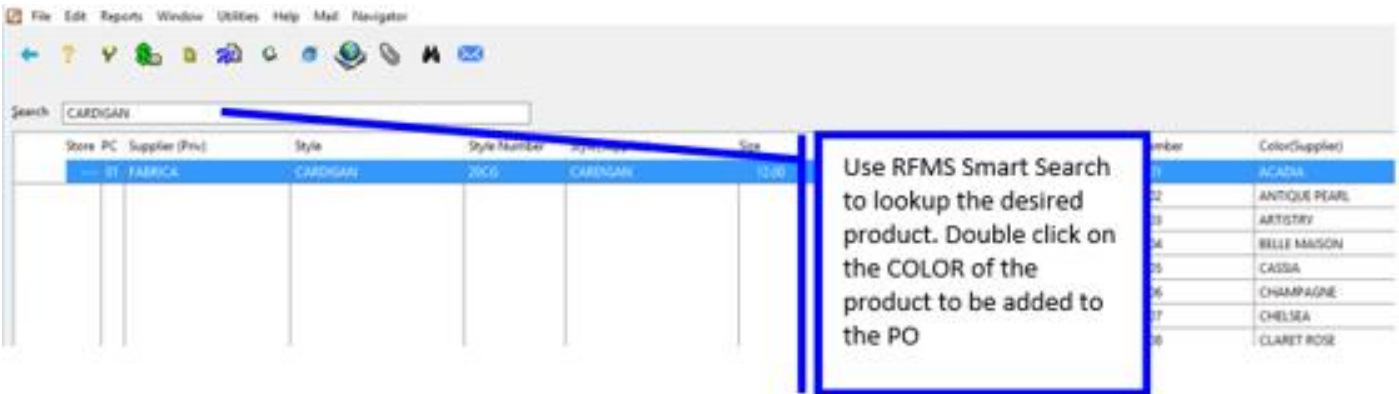
## Creating a Purchase Order: Stock

*NAVIGATOR / INVENTORY / FILE / PURCHASE ORDERS*

To start a new PO, click the green plus icon, select “stock” and click the “OK” button.



Use F8 buttons to select Product Code and Private Style, then click the Products button to lookup product to be ordered



For stock roll goods, enter the quantity for the first roll only. Additional rolls can be added quickly in the PO screen. Use the Roll Order option to enable roll cost & enter Min/Max lengths.



Complete the Ordered By, Taken By, Dates, Reference #, Sidemark (Stock), Comments as appropriate, then click OK.

To add rolls to the same stock PO, highlight the PO and click on the + Line button



Select Duplicate Current Line and specify

File Edit Reports Window Utilities Help Mail Navigator

Purchase Orders

PO # | Supplier + PO # | "HST" PO # | "CG" PO # |

Store ALL Search Prod Code 00 FB

Search PO # | PO Line | 0000

PO # - Line #	Ordered	SC	PC	Supplier	Status	Private Style / Item	Private Color / Description
#ST00030-0001	09/25/12	020	01	PHEND/D/DOBBS MILLS	To Be Ordered	AMERICAN CHARM - 12'	SAND DOLLAR
#ST00030-0002	09/25/12	020	01	PHEND/D/DOBBS MILLS	To Be Ordered	AMERICAN CHARM - 12'	SAND DOLLAR
#ST00030-0003	09/25/12	020	01	PHEND/D/DOBBS MILLS	To Be Ordered	AMERICAN CHARM - 12'	SAND DOLLAR
#ST00030-0004	09/25/12	020	01	PHEND/D/DOBBS MILLS	To Be Ordered	AMERICAN CHARM - 12'	SAND DOLLAR
#ST00030-0005	09/25/12	020	01	PHEND/D/DOBBS MILLS	To Be Ordered	AMERICAN CHARM - 12'	SAND DOLLAR
#ST00030-0006	09/25/12	020	01	PHEND/D/DOBBS MILLS	To Be Ordered	AMERICAN CHARM - 12'	SAND DOLLAR
#ST00030-0007	09/25/12	020	01	PHEND/D/DOBBS MILLS	To Be Ordered	AMERICAN CHARM - 12'	SAND DOLLAR
#ST00030-0008	09/25/12	020	01	PHEND/D/DOBBS MILLS	To Be Ordered	AMERICAN CHARM - 12'	SAND DOLLAR
#ST00030-0009	09/25/12	020	01	PHEND/D/DOBBS MILLS	To Be Ordered	AMERICAN CHARM - 12'	SAND DOLLAR
#ST00030-0010	09/25/12	020	01	PHEND/D/DOBBS MILLS	To Be Ordered	AMERICAN CHARM - 12'	SAND DOLLAR
SAMPLE-0001	09/25/12	020	24	SHAW INDUSTRIES	Open	DERBY TONES	BLACK BEAUTY
SAMPLE-0001	09/24/12	020	24	SHAW INDUSTRIES	Open	DERBY TONES	DECADENT BEIGE
CG200001-0001	06/19/12	021	01	NOURISON	Satisfied	CHRISTA - 13'	CHINO
CG200001-0002	06/19/12	021	01	NOURISON	Satisfied	CHRISTA - 13'	CHINO

06/23/1

In the main PO screen you will now see the multiple lines of roll goods on the same PO – all for the same dye lot, same cost, and same roll specifications. If necessary could alter the line(s) in which rolls need to be smaller/larger by simply clicking on that given line and altering To print the PO with all the lines noted, tag all lines and hit printer

## Monitoring Open Purchase Orders

### FILTER DISPLAY

Purchase Orders Custom Display Filter will display the purchase orders with the parameters requested on the screen for further review. Select the Store, Status (Open, Back Ordered etc), Promise Date or Date Range, Product Codes

Purchase Order Find

Stores: 001, 002, 004, 005, 007, 008, 009, 010, 011, 012, 045, 050, 055, 067, 069

PC: 01 CARPET, 02 VINYL, 03 HUB, 04 PAD, 05 WOOD, 06 CERAMIC, 07 VCT COMPOSITION, 08 CARPET TILE, 09 COVE BASE, 10 CARPET TILE, 11, 12 WINDOW COVERING, 13 LAMINATES, 14 SUNDRIES, 15 SCOTCHGUARD

Status:  To Be Ordered,  Open,  Back Ordered,  Satisfied,  Canceled,  Rejected (EC),  Satisfied (EC)

Supplier: \_\_\_\_\_ FB

Sidemark: \_\_\_\_\_

Collection: \_\_\_\_\_

Private Collection: \_\_\_\_\_

Ref Number: \_\_\_\_\_

PO Number: \_\_\_\_\_

Order Date From: 01/01/80 FB, Order Date To: 12/31/79 FB

Requested Ship Date From: 01/01/80 FB, Requested Ship Date To: 12/31/79 FB

Promise Date From: 01/01/80 FB, Promise Date To: 12/31/79 FB

Req Del Date From: 01/01/80 FB, Req Del Date To: 12/31/79 FB

Measure Date From: 01/01/80 FB, Measure Date To: 12/31/79 FB

Clear Save Load OK Cancel

This can be very helpful to look for this due in TODAY that did not arrive.

### Edit PO - One Record at a Time

Double click on the PO line to edit

RFMS Inventory - H J MARTIN AND SON, INC.

File Edit Reports Window Utilities Help Mail Navigator

Purchase Orders

PO # | Supplier + PO # | "HST" PO # | "CG" PO # |

Store ALL Search Prod Code 00 FB

Search PO # | PO Line | 0000

PO # - Line #	Ordered	SC	PC	Supplier(+)	Status	Private Style / Item	Private Color / Description	Promise Date	Length	Qty-Ord	Qty-Rcvd	Unit Cost	Total Cost	C/A	Est Del Date	Roll/Item #	Item
CG200009-0001	09/25/12	020	07	ABBEEY SPRING	To Be Ordered	VERTEX/PVC B1010 (VIT)	1010		0.00	1.00	0.00	\$410.8800	\$410.88			1010	
HJ000011-0002	09/25/12	020	41	ARMSTRONG WORLD	To Be Ordered	PREMIER PERFORMANCE BUTTERNUT HICKORY			0.00	280.00	0.00	\$4.7900	\$1,341.20			ESP***	
CG200009-0003	09/25/12	020	04	BUILDING SPECIALTIE	To Be Ordered	USG 7059G ACOUSTICAL	USG7059G		0.00	128.00	0.00	\$0.8500	\$108.80			USG7059G	
CG200004-0020	09/25/12	040	41	HERREGAN DISTRIBU	To Be Ordered	AMERICAN COUNTRY HIG	SUNSET		0.00	225.00	0.00	\$6.0800	\$1,370.25	07/12/12	07/27/12	27082	

Verify cost. Update if necessary.

Fill in Ordered By – Your Name

Fill in Taken By – Order placed with who?

Fill in Dates as appropriate. Promise Date is the Estimated Arrival Date as given by the supplier.

Fill in Reference #, Sidemark, Comments as appropriate for this order.

The left column will auto-populate

## Print Purchase Orders

To print the PO with all the lines noted, tag all lines and hit print

Search

PO # - Line #	Ordered	SC	PC	Supplier	Status	Pi
CG700069-0001	10/01/17	"1"	01	SHAW INDUSTRIES INC	To Be Ordered	ES
CG700069-0005	10/01/17	"1"	10	MOHAWK FACTORING	To Be Ordered	O
CG700092-0002	10/01/17	"1"	05	DAL-TILE CORPORATION	To Be Ordered	A
CG700157-0001	10/01/17	"1"	05	DAL-TILE CORPORATION	To Be Ordered	A

## Select Printing Options

Printing Purchase Orders

PO Type: Standard Purchase Order

Printer: CutePDF Writer

Preview Purchase Order Report

Copies: 1

Print Private Style  Print Roll #  Print Bar Code  Print Line Total  Print Req. Dye Lot  Id #

Print Private Color  Print SKU #  Print Notes  Print Order Total  Print Est Del Date  Print Manf SKU #

Print Store Codes  Print Ref #  Print Salesrep  Print Builder Info  Print Unit Cost  Print PO Cuts

Print Standard Msg #1  Print Standard Msg #2  Print Standard Msg #3  Print Standard Msg #4

Configure

Colors in PO Boxes: From Ship To Supplier

Restore Default Text Color Background

Email Options

Email PDF PDF File Name: CG6000750005

Use Supplier Email

Print Cancel

- **Select Print Type, Printer and Options**

Pick what information will print on the purchase order based on who or where the document is going to be sent or stored. See Appendix for suggestions.

- **Select Standard Message based on how each one was set up.**

For example, Message 1 could be configured for fax or email orders giving supplier confirmation instructions. Message 2 could be for when material is picked up by the installer reminding the supplier that without a copy of the PO the pick-up is not authorized and request they fax a copy of the packing slip.

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## Purchase Order Reports

### OPEN PO REPORT

Send to CSV option allows an excel file to be created that can be customized.

Purchase Order Listing Report

Stores: 001, 002, 003, 004, 005, 006, 007, 008, 009, 010, 011, 012

PC: 01 CARPET, 02 VINYL, 03 RUG, 04 PAD, 05 WOOD, 06 CERAMIC, 07 VCT COMPOSITION TILE, 08 Z, 09 COVE BASE, 10 CARPET TILE, 11 Z

Status:  To Be Ordered  Open  Backordered  Satisfied  Canceled  Sent (EC)  Rejected (EC)  Satisfied (EC)

Supplier: F8

PO Number:

Order Date From: 01/01/80 F8

Order Date To: 12/31/79 F8

Requested Ship Date From: 01/01/80 F8

Requested Ship Date To: 12/31/79 F8

Promise Date From: 01/01/80 F8

Promise Date To: 12/31/79 F8

Req Del Date From: 01/01/80 F8

Req Del Date To: 12/31/79 F8

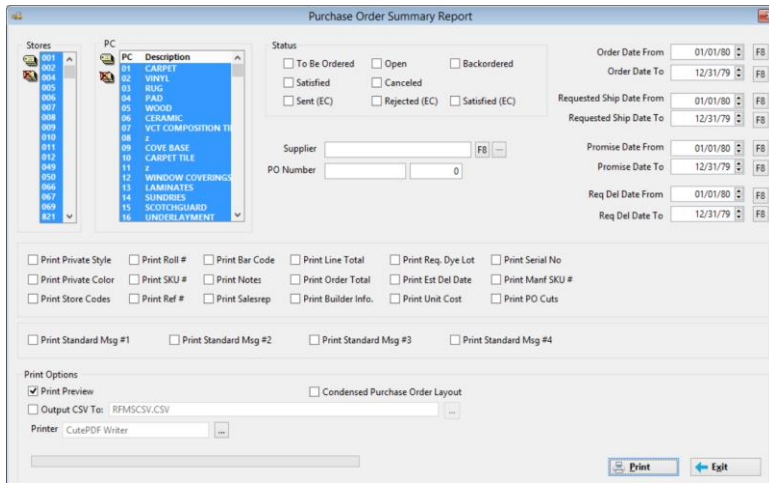
Print Options:  Print Preview  Output CSV To: RFMSCSV.CSV

Printer: CutePDF Writer

Print Exit

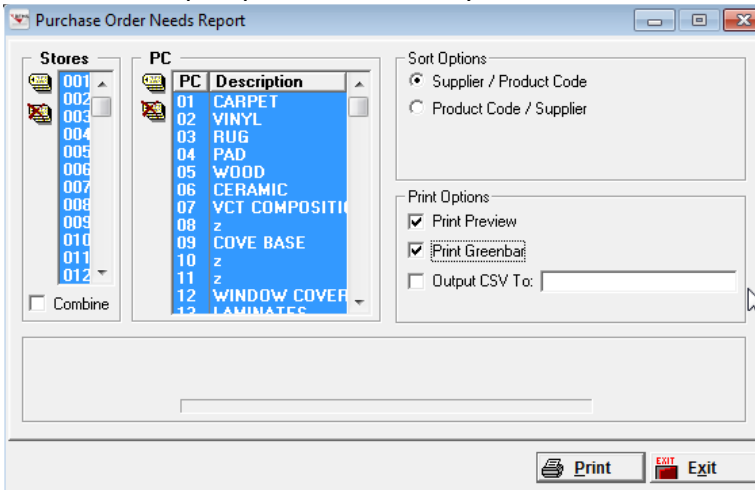
### Purchase Order Summary Report

This report allows you to print a more detail listing of purchase orders. A number of options are available to allow you to customize the report according to your needs.



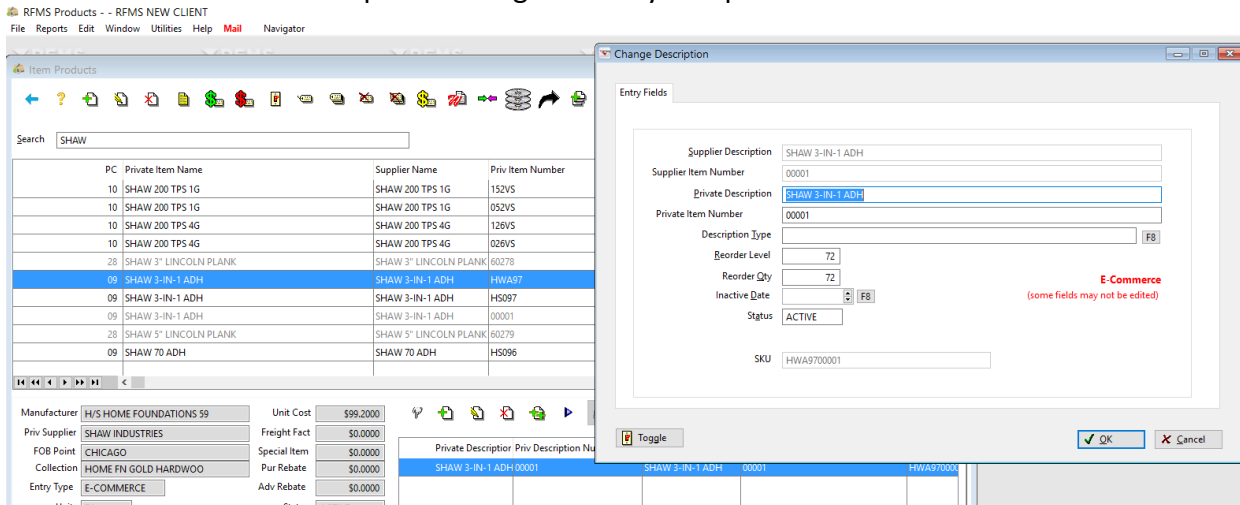
## Purchase Order Needs Report

Purchase Order Needs Report shows Purchase Orders with partial quantities received and is a quick way to look for materials owed on open purchase order by a vendor.



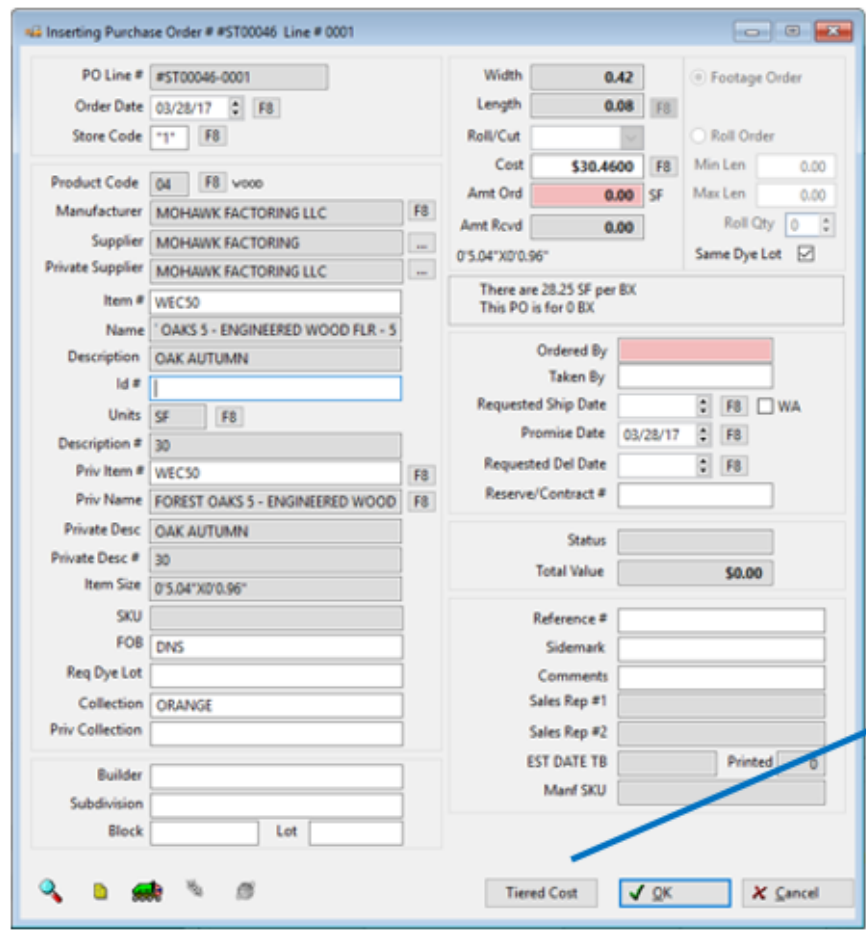
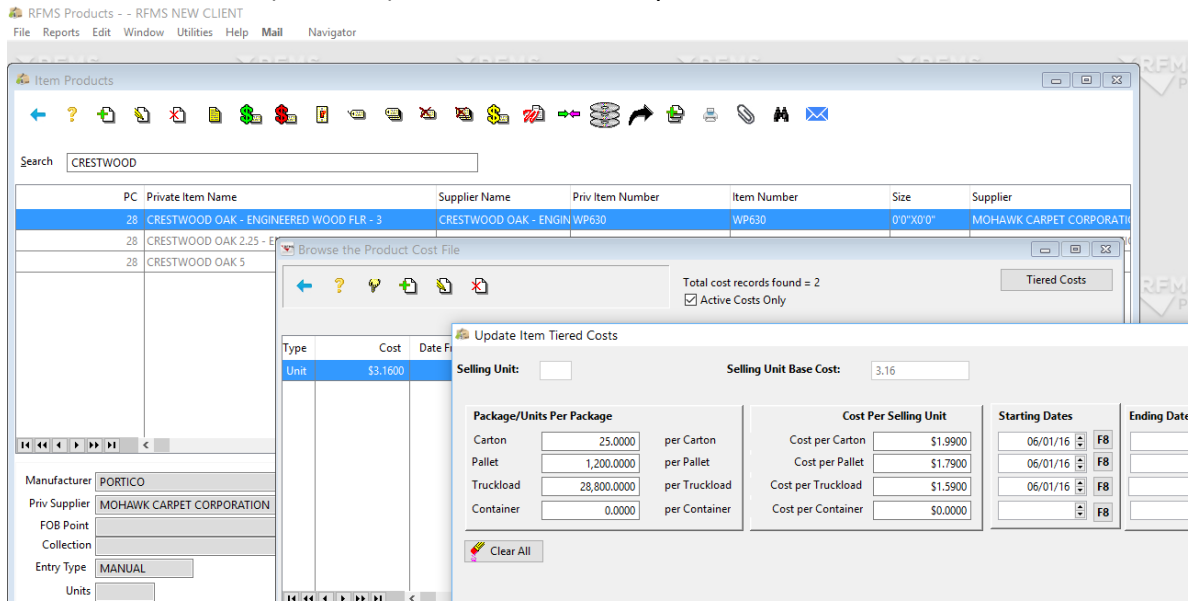
## Establishing Stock Re-Order Levels

Re-order levels can be set at the color level in the Products screen. Double click the color record to access this feature. This can then be reported using Inventory > Reports



# Tiered Cost Levels

Tiered cost levels for purchasing in bulk can be established using the Tiered Costs button in the Product File. Click the Red \$ icon (Cost File) in Products to set up the info.



Use the Tiered Cost button when adding the PO to access the info.

# Inventory Control-Receiving

## Receiving Materials

Accurately checking material into the computer is a vital step in ensuring the order can be fulfilled or other arrangements made. Confirming the correct material is received is important. Verifying the size or quantity is critical

- Confirm purchase order information matches the shipping document and material
- Enter NEW information like dye lot, roll number and/or bill of lading, date received and location.
- Validating the quantity received is critical.

### Receiving Methods

- **Generate PO & Receive Inventory**
- **Express Receiving**
- **Receive from Bill of Lading or Invoice**
- **Warehouse Receiving**

✚ 75% of receiving errors occur are an incorrect quantity or size, usually receiving all the material ordered instead of the amount on the receiving document

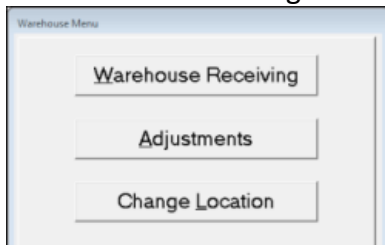
## Warehouse Workstation Module

RFMS Warehouse is a module of RFMS Inventory that simplifies the receiving process by allowing employees to receive inventory in one step. It also allows location moves to be simplified.

### Warehouse Options

\*\*\*To activate, [Inventory>utilities>warehouse workstation](#)

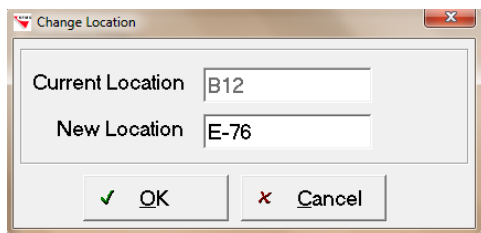
Click to select one of the options. Warehouse receiving brings up a box to scan or enter the purchase order information. Inventory adjustments or Inventory Change Locations opens a box for entering the inventory sequence number or scanning the inventory information.



Once the PO information is entered, a receiving screen will appear. Carefully check the PO information before receiving.

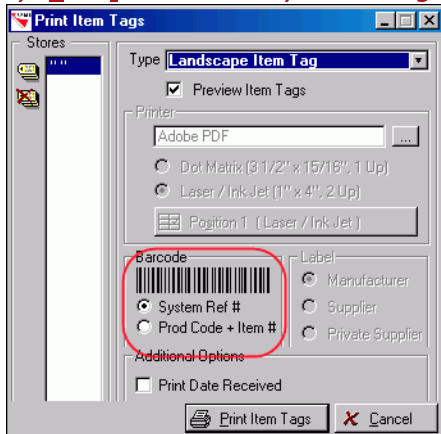
### Inventory Change Locations

Scan the inventory barcode. The change location screen will display. Simply type or scan in the new location.



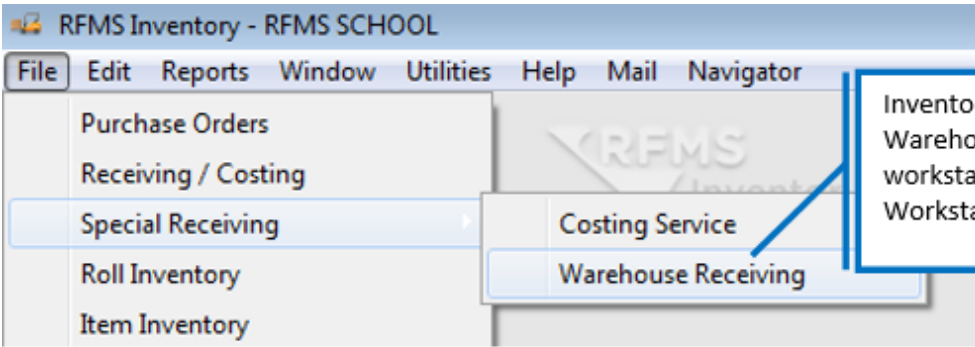
\*\*\*Item Inventory Tags must use the system reference number barcode for adjustments and location changes to work.

*Inventory>File>Item Inventory>Print Tag Options*

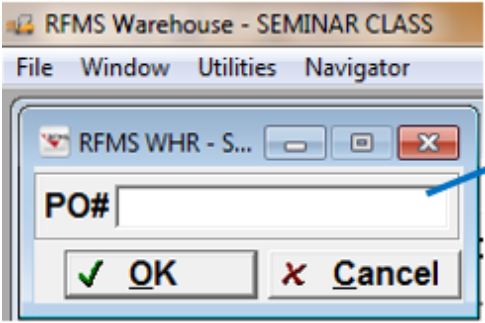


## Receive Inventory via Barcoded PO / Warehouse Receiving-Option 1

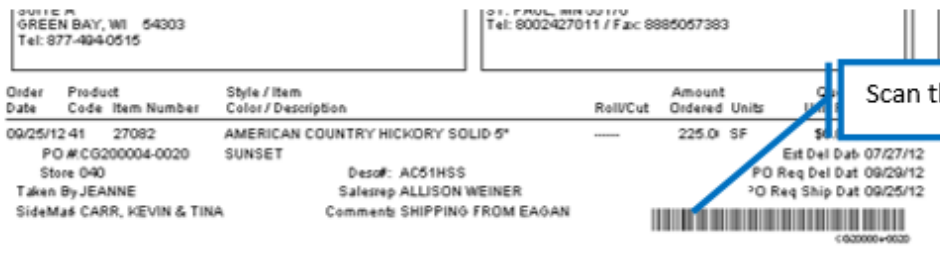
A printed PO is required. The PO will contain the barcode that will be scanned in order to receive the material. If no printed copy available, look up PO in the inventory screen and print.



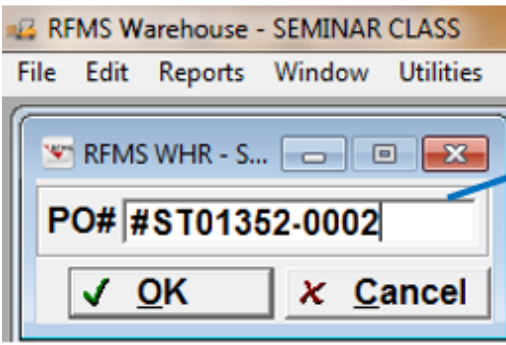
Inventory > File > Special Receiving > Warehouse Receiving (or set workstation to Warehouse Workstation via Utilities menu).



The PO prompt will appear. Next step is to scan the barcode on the PO for the line to be received



Scan the barcode from printed PO



The PO & Line number will populate to the PO prompt box

RFMS Warehouse - SEMINAR CLASS - [WHR - Rec from BO

File Edit Reports Window Utilities Help Mail Navig

Style

Color

Style #  Color #

Roll #

Dye Lot

Bin Loc

Rcvd   194.44 SY

Width  Length

For Rolls, enter Roll #, Dye lot, Bin Location, verify length is correct, check box to Generate Roll Tag, click OK.

WHR - Rec from BOL

Name

Desc

Item #

Run Lot

BOL #

Rcvd   Box/Carton

Bin Loc

Qty  Units

For Items, enter Run Lot, BOL#, Bin Location, verify Quantity, check box to Generate Item Tag, click OK.

To generate an item tag click to check the item tag box. Doing so will pop up the box to enter the number of tags to print. The system will default to the number received. To change the number enter a new number.

When all information is completed tap OK. The system will return to the scan po screen ready to receive more inventory. To return to the Main Menu tap Cancel

## Express Receiving – Receiving one PO line at a time-Option 2

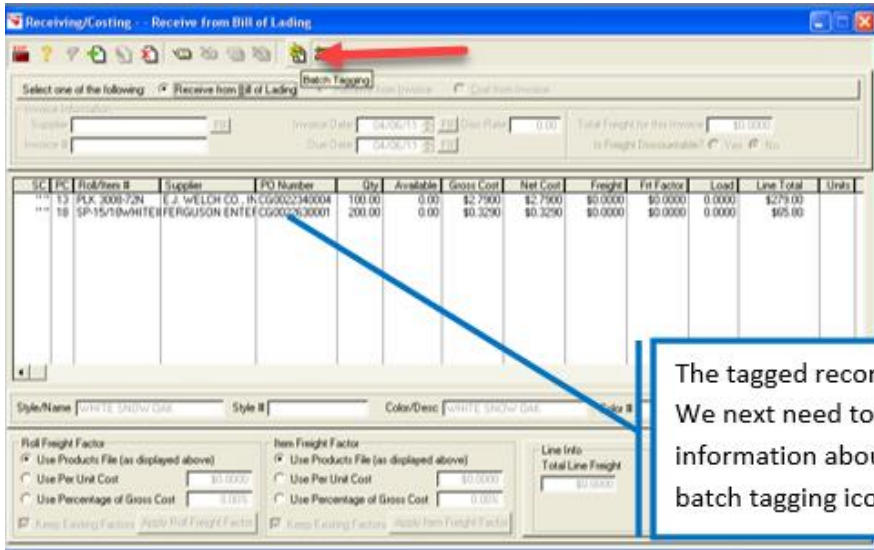
Highlight the PO line to be received, then click the orange E icon at the top of the screen. A PO# box will auto-populate with the selected PO and line number.

This screen will appear for each record being received. It is important to fill in the following fields:  
 Rolls: Store, Dye Lot, Roll Number, Location, Quantity Received  
 Items: Store, Run Lot (tile goods), Lading #, Location, Quantity Received  
 Note that you can also select to generate a tag by checking the Generate Tag box at the lower left.

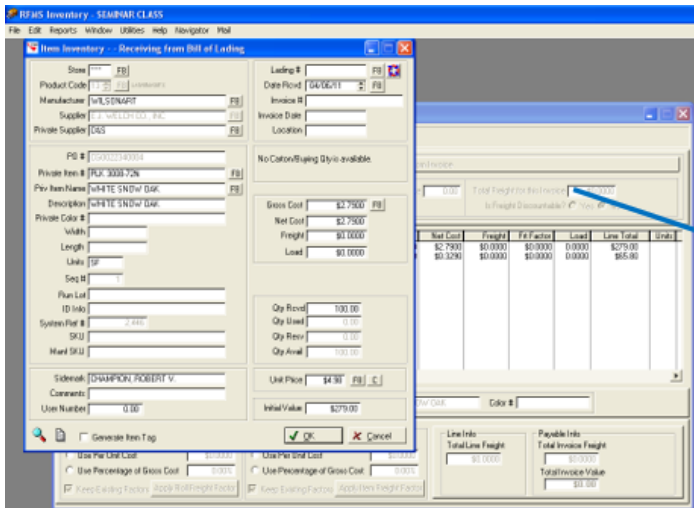
## Receive Inventory without Barcoded PO / Receive from BOL-Option 3

This window will then appear. Type in the PO number or use F8 to do a lookup from the PO list.

To manually select the PO after you press F8, tag all the lines to be received in this transaction, then click the Done button.



The tagged records will be displayed here. We next need to verify a few pieces of information about the record. Click the batch tagging icon to start this process.

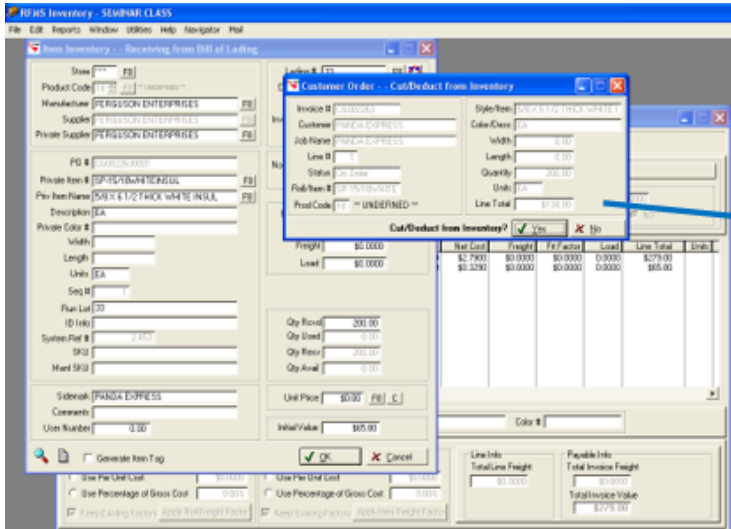


This screen will appear for each record being received. It is important to fill in the following fields:

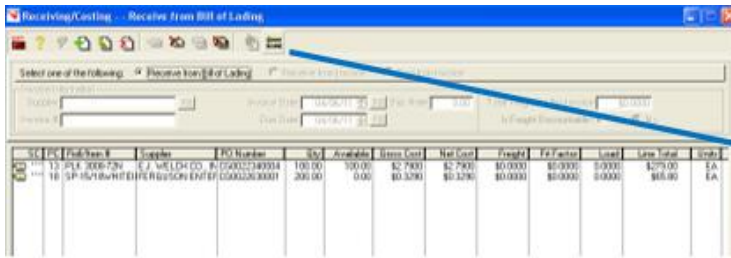
Rolls: Store, Dye Lot, Roll Number, Location, Quantity Received.

Items: Store, Run Lot (tile goods), Lading #, Location, Quantity Received

Note that you can also select to generate the inventory tag by checking the box at lower left.



This screen may appear if the material is allocated to a customer order. Click Yes if material has gone to the jobsite or if Picking Ticket needs to be printed immediately. Otherwise click No. Clicking Yes will Cut the line from Inventory.

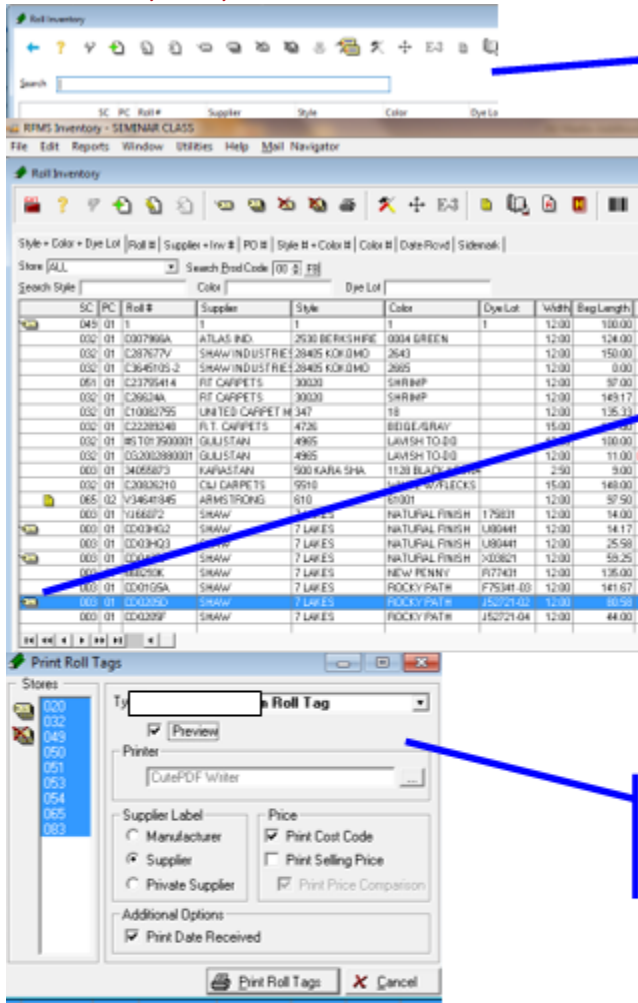


Repeat the process for each line being received. All lines will be tagged when finished. To complete the process, click Done.

## Printing Inventory Tags

### Print Roll Tags

INVENTORY / FILE / ROLL INVENTORY



Click Double Tag icon to call up the list of rolls tagged during Receiving.

The Tag icon can also be used to tag rolls for tag printing. Click Print when finished tagging.

Select desired tag format from the drop down, make parameter selections, Print Roll Tags.



Example Roll Tags

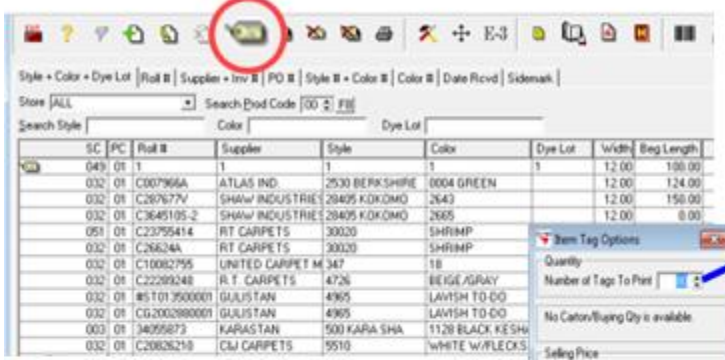
# Printing Item Tags

## INVENTORY / FILE / ITEM INVENTORY

Click Double Tag icon to call up the list of rolls tagged during Receiving.



The Tag icon can also be used to tag items for tag printing. Click the printer icon after tagging is complete.



For items, a prompt will appear to enter quantity of tags to print. Make appropriate selection in regard to Selling Price. Click OK.



Select desired tag format from the drop down, make parameter selections, Print Item Tags.



Example Item Tags

The Tag icon can also be used to tag items for tag printing. Click the printer icon after tagging is complete.

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# Correcting receiving errors without an access code

Receiving errors are typically related to an incorrect quantity, either by entering too much or too little material compared to the receiving document. If the error can be corrected the Quantity or Length field will allow the user to edit or correct the amount.

If the material has been assigned to an order the material must be un-assigned or disconnected from that order to fix the inventory amount, then re-assigned to the order. Keep in mind if the amount is less than the order line, a new line should be created by splitting the existing line for the quantity that was not actually received so that it can be received in the future. Also, because the purchase order has been “satisfied” or the entire quantity shows it was received, another purchase order must be generated for the balance that will arrive.

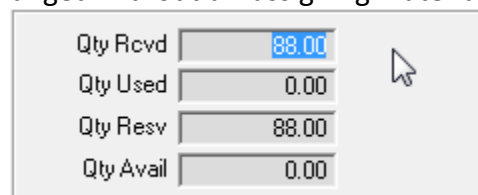
- 1- Has the Invoice# and Invoice Date have been populated?
  - a. STOP, this is an inventory adjustment. The inventory costing process has already taken place and further review with accounting is needed to ensure the correction does not further complicate the general ledger balance
- 2- Can the Quantity or Length Received field be edited?
  - a. If yes, correct the amount and place a note in the inventory record field indicating the change made
  - b. If NO, it's likely the material has been costed or is assigned /used on an order proceed to next step
- 3- Review Inventory History to see what order(s) have been assigned to inventory, make note so they can be un-assigned
- 4- Go to Order(s) and change line status to NONE, or un-assign them from the inventory record
  - a. IF the material received it LESS than what was checked into the computer the line should be SPLIT to show the amount that was not received and will be received in the future
- 5- Generate PO for material that will be received, include all details from original PO and include notes explaining that the original PO was checked for the entire amount when only part of the material was received.
- 6- Return to Inventory record. Correct the quantity to accurately reflect what was received.
- 7- Re-Assign material to open order line using the ASSIGN function from inventory record.

STEP 1-Check the Invoice#/Date to see if material has been costed



A screenshot of a software interface showing a form with the following fields: Lading # (value: LADING#), Date Rcvd (value: 05/01/13), Invoice # (empty), Invoice Date (empty), and Location (value: LOC). There are F8 function keys and a plus sign icon next to the Lading # and Date Rcvd fields.

STEP 2- Check the Quantity received. Can it be edited? If any amount is in the Used or Reserved fields it cannot be changed without un-assigning materials



A screenshot of a software interface showing a form with the following fields: Qty Rcvd (value: 88.00), Qty Used (value: 0.00), Qty Resv (value: 88.00), and Qty Avail (value: 0.00). A mouse cursor is pointing at the Qty Rcvd field.

STEP3- Review inventory record HISTORY to see order(s) to be un-assigned

Item #	Seq #	Trans Date	Trans Type	Qty	Unit Cost	Invoice #	Supplier	PO #	Qty Avail
52X661	4	05/01/13	New	88.00	2.3500		DAL-TILE	082311	88.00
52X661	4	10/01/13	Reserved	88.00	2.3500	082311	BARTON CONSTRUCTION	082311	0.00

**STEP 4- Change customer order status from Reserved to None**

IF entire amount was checked in by mistake, split the line for the quantity that will be coming later which should leave the amount that was actually received on the original line.

Group	PC	Roll/Item #	Style / Item Name	Color / Description	Width	Length	Quantity
	06	52X12121P	GOLD RUSH   FLOOR/WALL   12X12	WHEATLAND 5207	0'12"	0'12"	15.00
	5 06	52X661	GOLD RUSH   FLOOR/WALL   6X6 (CLAY)	WHEATLAND 5207	0'6"	0'6"	88.00
	5 06	52X4108	GOLD RUSH   QTR RND   1X8	WHEATLAND 5207	0'1"	0'8"	60.50
	5 06	52XP4669	GOLD RUSH   BULLNOSE   6X6	WHEATLAND 5207	0'6"	0'6"	180.00
	06	52XPC4669	GOLD RUSH   BULLNOSE CRNR   6X6	WHEATLAND 5207	0'6"	0'6"	6.00

Line Group: CERAMIC TILE

Group	PC	Roll/Item #	Style / Item Name	Color / Description	Width	Length	Quantity	Price	Total	Status	Line #
	06	52X12121P	GOLD RUSH   FLOOR/WALL   12X12	WHEATLAND 5207	0'12"	0'12"	15.00	-0.23	-3.39	On Order 08/29/11	0006
	5 06	52X661	GOLD RUSH   FLOOR/WALL   6X6 (CLAY)	WHEATLAND 5207	0'6"	0'6"	80.00	0.73	58.40	None	0007
	5 06	52X661	GOLD RUSH   FLOOR/WALL   6X6 (CLAY)	WHEATLAND 5207	0'6"	0'6"	8.00	0.73	5.73	None	0017

**STEP 5- While in order entry either change the NEW line for amount to be received in future to Gen PO to put on the buy list, or generate PO directly from order screen**

**STEP 6- Return to inventory record to correct it. Now that the line has been un-assigned, the quantity can be edited to reflect what was actually received**

Qty Rcvd	88.00
Qty Used	0.00
Qty Resv	0.00
Qty Avail	88.00

Change from 88 to 80

Qty Rcvd	80.00
Qty Used	0.00
Qty Resv	0.00
Qty Avail	80.00

STEP 7- Material can be re-assigned to the original order line


## Inventory Adjustments

- Should be password protected to be performed by qualified/authorized person
- Adjustments needed are to be communicated by Warehouse staff using Picking Ticket Document or during Physical Count Process.

## Adjustments From an Order

Adjustments needed are to be communicated by Warehouse staff using Picking Ticket Document

- Create an order for inventory adjustments from picking tickets to be made. When the picking ticket is turned back in a line is entered for zero sell price with notes on the lines for explanation. A new picking ticket is issued showing the amount adjusted and attached to the original document requesting the change.
- At the end of the month the order should be job costed.
- There are several advantages to this method:
  - Only authorized staff has access to editing inventory costs and quantities from the inventory module
  - Costs are visible from the job cost analysis reports.
  - Adjustments for un-costed inventory are not an issue\*
  - Use Tax states can set up the material to have the system calculate the tax
- Inventory adjustments in the inventory module should be password protected and only be performed by qualified/authorized person who understands how it impacts the Journal.

 As with other Asset Management rules, the person who physically handles the asset es not update the records.

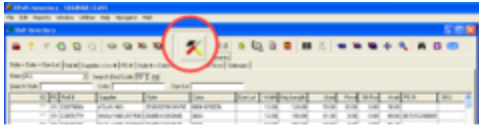
## Day to Day Adjustments

- Generate an order for each month to capture inventory adjustments.

- This process mirrors managing materials for inventory on jobs and allows for more detailed accounting of what the adjustment involved. It also is more visible to management as it will appear on job cost analysis reports.
- A line is generated to reduce or increase the balance for that inventory record
- Line notes indicating the computer balance and the counted balance with any explanation for what or why there is a difference
- A picking ticket is generated for that adjustment (save to PDF History)
- Separation of Duties- “the person touching or handling the asset does not control the computer”

*INVENTORY / FILE / ROLL INVENTORY or ITEM INVENTORY as appropriate*

Lookup the record to be adjusted, highlight the record, click the Inventory Adjustment icon.



Enter the Adjustment Date, then either the Amount to Adjust or the New Amount Available (NOT including any reserves). Also choose adjustment type from the drop down. Customer Invoice # is optional. Click OK to update the inventory to the new quantity.

## Splitting Inventory Lines

*INVENTORY / FILE / ROLL or ITEM INVENTORY*

Search for the roll/item you need to split. Click the Adjustments button.

SC	PC	Roll #	Supplier	Style	Color	Dy	Width	Beg Length
"1"	01	1233459	SHAW INDUST	18TH HOLE	AUTUMN		12.00	0.00

Roll Inventory

Search 123

SC	PC	Roll #	Supplier	Style	Color	Dy	Width	Beg Length
"1"	01	1233459	SHAW INDUST	18TH HOLE	AUTUMN		12.00	0.00

Adjustment

Adjusted Date: 11/21/15

Customer Invoice #:

Amount to Adjust: 75.00

New Amount Avail: 0.00

Adjustment Type: **Transfer**

Other options: Scrap, Shrinkage, Sample, Replacement

Enter Amount to Adjust or New Amount Available. Change adjustment type to TRANSFER

Roll Inventory

Adjusted Date: 11/26/17

Customer Invoice #:

Amount to Adjust: 75.00

New Amount Avail: 75.00

Adjustment Type: Transfer

Transfer Destination:

- Another Roll
- Item Inventory
- Reserve/Iss Inventory
- Another Store

Transfer to Roll:

New Roll #:

For Rolls, click Another Roll, type New Roll # at the bottom, click OK

Adjustments

Move 75 from Roll # '#ST000960001' to New Roll # '89235679A' ?

Click Yes to process the split

Both Rolls will now show in Inventory on separate lines. It is recommended to print new roll tags also.

Item Inventory

Adjusted Date: 11/28/17

Customer Invoice #:

Amount to Adjust: 47.20

New Amount Avail: 47.20

Adjustment Type: Transfer

Transfer Destination:

- Another Roll
- Another Item
- Reserve/Iss Inventory
- Another Store

Transfer to Another Item:

Item #

Item Code

Item #

Item Name

Location

Unit Price

Comments

Enter Amount to Adjust or New Amount Available. Change adjustment type to TRANSFER

For Items, click Another Item, make other edits as needed, click OK

# Item Inventory Consolidation Tool

## INVENTORY / UTILITIES / ITEM INVENTORY CONSOLIDATION TOOL

This feature allows consolidating Item inventory onto a single record. The item record must be in a **Costed** status. Only the Amount Available will be allowed to move. (Reserved amounts will stay on the original record.) All items must be in the same store and same product code. (To move from other stores or product codes, use the existing adjustment routine.) Use the binoculars to locate the records to be consolidated

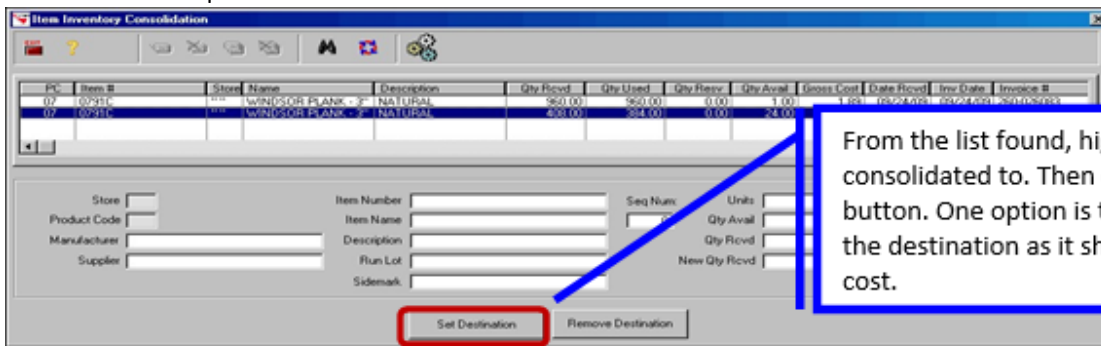
Item Inventory Consolidation

Search

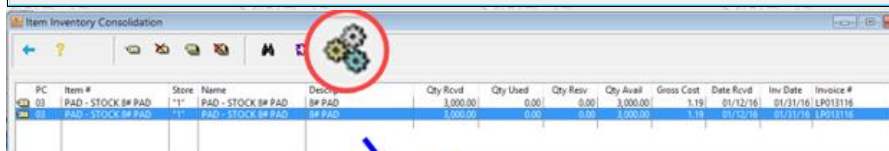
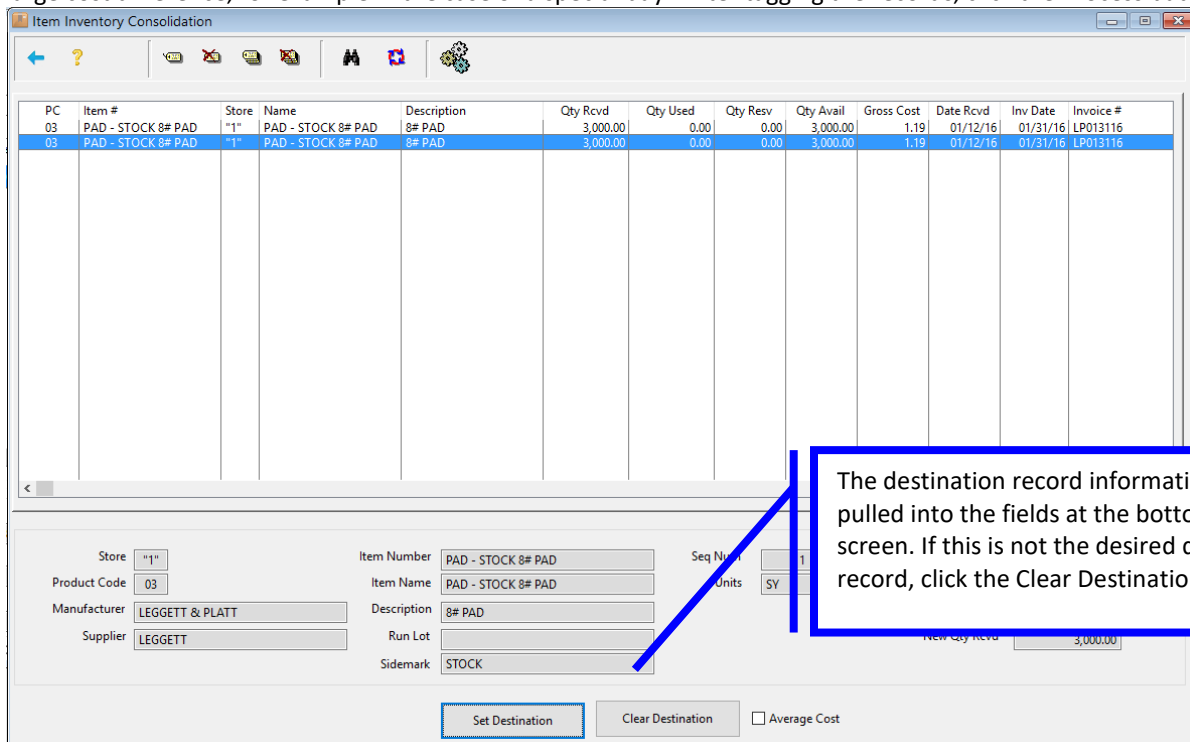
Binoculars

PC	Item #	Store	Name	Description	Qty Rcvd	Qty Used	Qty Resv	Qty Avail	Gross Cost	Date Rcvd	Inv Date	Invoice #

Item number is required. Use F8 to search for item numbers.



Tag all the records still in the top list to be added to the destination record. In tagging records make sure the records are actually similar enough to combine. For example, if dye lots don't match consolidation may not be desired. Another example would be a large cost difference, for example in the case of a special buy. After tagging the records, click the Process button to complete.



Tag all the records still in the top list to be added to the destination record. In tagging records make sure the records are actually similar enough to combine. For example, if dye lots don't match consolidation may not be desired. Another example would be a large cost difference, for example in the case of a special buy.

After tagging the records, click the Process button to complete.

# Releasing Materials

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## Picking Tickets

- **Who should do this?**
  - The person releasing the materials is “**cutting a check**” from your inventory account so to speak and is giving the warehouse permission to prepare and release that material.
  - Therefore, the person who cuts the lines and prints picking tickets should be a person in your organization that is committed to details and has vested interest in the accuracy of the job and/or inventory record keeping.
  - Many people find it easiest to use the scheduling person to perform this task since they are most aware of the changes made to jobs. If that person is committed to updating the system they would be a good candidate, if they are not then another person should perform this.
- ✚ *Separation of Duties- “the person touching or handling the asset does not control the computer”*
- **When/How should Pick Tickets work**
  - Most jobs are picked/pulled based on scheduling documents or Schedule Pro to prepare the job at least 24 if not 48 hours in advance of installation.
  - Material is not taken from the warehouse without a picking ticket issued for the job showing it can be staged and released.
  - Installers initial materials that are taken and initial materials brought back in on the picking ticket
  - Pick Ticket is kept on hand until that portion of the job is completed in case needed to update materials returned.

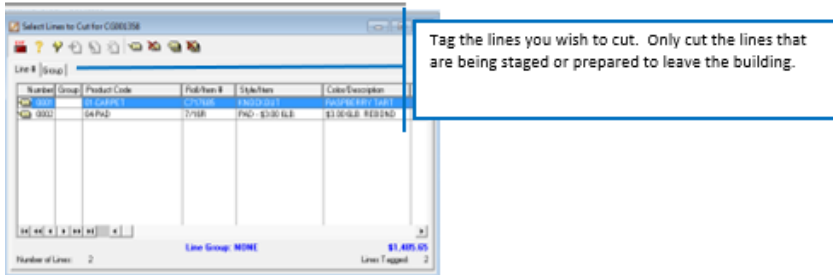
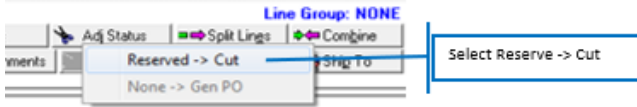
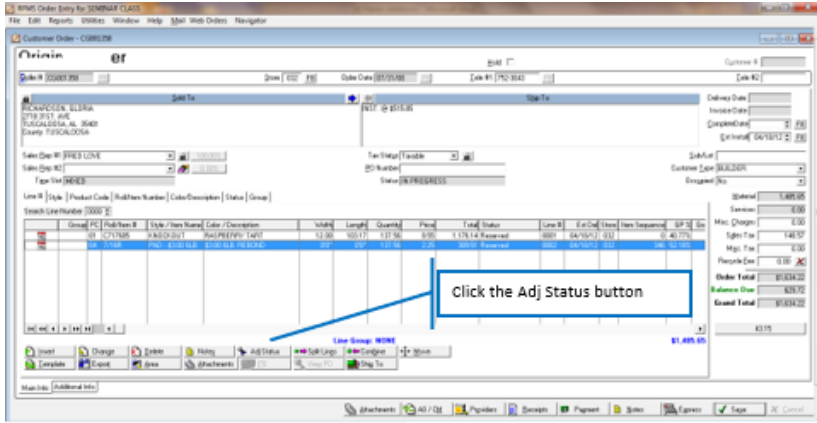
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## Advantages of Issuing Pick Tickets

- **Materials not ready** are a MAJOR part of issuing a Picking Ticket or staging a job for installation.
  - The person who releases the material also should be the one to follow up on materials that have not arrived to ensure they are received and released from the computer when they do arrive.
- **Will Call or Vendor Pick Up** has become a major issue for many companies in getting control over who/what/how materials can be picked up.
  - The number one issue with Will Call orders is the follow up to ensure paperwork and/or receiving material into the system then releasing those lines is done. The person who issues a picking ticket is also responsible for coordinating pick up at vendors, then following the process all the way through until the lines reflect they have been “delivered” to the jobsite.
  - TIP: **Print 2 copies of Purchase Order** from the order line without material costs.
    - 1- Give to the installer to provide to the vendor as proof they are authorized to pick the material up
    - 2- .Keep on hand as an IOU or reminder that the installer needs to bring documentation back and/or the vendor packing slip needs to be checked into the system

# Printing a Picking Ticket / Cut Ticket

Lines must be in Cut status to print a Picking Ticket. Start by finding the order and double click on it to open it



up.

RFMS Order Entry for SEMINAR CLASS

Customer Order - C000298

### Original Order

Order # [C000298]    Show [032]    Print    Order Date [07/20/00]    Title #1 [752-3143]

Ship To: RICHMOND, AL 35814  
2718 3RD AVE  
TUSCALOOSA, AL 35401  
County: TUSCALOOSA

Sales Dept #1 [FRED LOVE]    Tax Status [Exempt]

Sales Dept #2:    Tax Status [Exempt]

Line # [04]    Style [3758]    Product Code [R]    Search Line Number [0000]

The Line Status will change to Cut. Click Save at the lower right to exit.

Line #	Style	Product Code	Price	Total	Status	Line #	Est Del	Store	Item Sequence	GP %
04	3758	FRD - \$300 GLB	\$300.00	1,176.14	Cut	0001	04/18/12	032	346	52.18%
04	3758	FRD - \$300 GLB	\$300.00	305.51	Cut	0002	04/18/12	032	346	52.18%

RFMS Order Entry for SEMINAR CLASS

Customer Orders

Order Number | Customer Name | Sub/Lot | Title #1 | Order Date | Est Install | Delivery Date | "CS" Order Number | Purchase Order Number | Ship To Name | Ship To Address #1

Order #	Customer Name	Sub/Lot	Title #1	Title #2	SA
032	AA000003	09/14/12	776-9700	261165	651-779-8700
032	AA000004		1892-CONSTRUCTION	130239	651-779-6596
032	C0000011	01/07/00	HARRIS-HALL, WFS & MFS, GENE	756-0011	756-7571
032	C0000018	03/03/00	SMALLEY, JERRY	333-1739	364-3464
032	C0000298	02/28/00	HUNNFRIES, ELIZABETH J.		
032	C0000902	04/18/00	SOXFORD, WFS & MFS, JERRY	333-2983	
032	C0000963	04/04/00	WHEAT'S		

With the order still highlighted, click Print.

Print Functions

- Print Acknowledgments
- Print Billing History
- Print Billing Ticket
- Print Order
- Print Delivery Ticket
- Print Estimated Job Cost
- Print Cost Sheet
- Print Order
- Print Invoice
- Print

Click Picking Ticket

Confirm Picking Ticket

Pick Date: 08/14/12

Order: C000298

- Print Line Totals
- Edit Picking Ticket Instructions
- Print Ship To Names
- Print Ship To Address
- Print Balance Copy
- Print Sub/Lot
- Print Dates
- Print Barcode to Item SPIN
- Print Estimated Delivery Date
  - None
  - Header
  - Lines
  - Both
- Print Green Box
- Suppress Picking Ticket
- Print Invoice
- Print Picking Ticket

Printer: C:\Program Files\RFMS\RFMS\RFMS.PRT

Buttons: [Print] [Cancel]

Verify parameters are as desired and click Print. Note: the Options should be set to "Print Cut Lines Only"

## Picking Ticket Follow Up

A Picking Ticket is a **CRITICAL** step to ensure **JOB COSTING** is a **ONE BUTTON** procedure.

○ **How do we update/change things?:**

- Picking Ticket kept in warehouse until the job has been completed so that material signed for by installer can be documented it was returned and signed again by installer. This will ensure the material brought back into inventory accurately reflects the style, color and other critical details immediately upon return and reduces the chance of material being lost or mislabeled.

+ Picking Ticket document is the place any changes to the material will be recorded. This will be turned in for updating by qualified personnel.

+ **80% of On Order lines that prevent job costing are related to Will Calls**

+ **85% of Reserved lines that prevent job costing were result of material arriving after the initial picking ticket was printed, a new picking ticket was not issued**

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### Material Returned from Jobsite:

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- **Entire Job Not Ready:**

Documented on Picking Ticket and material returned signed for by installer and warehouse.

**Option 1**

- The Line can easily be put back into stock by changing it from **Delivered to Reserved** and should be done by an authorized person. (Line Order Changes should require password to change Delivered Status...see system options)

**Option 2**

- Enter a Negative line to return material to inventory and enter a new line to reserve material again. This will show material was shipped out and brought back on the order

- **Job Not Completed- Partially completed. Need to return to finish**

Documented on Picking Ticket and material returned signed for by installer and warehouse.

**Option 1**

- Lines in Order Entry to be SPLIT for the amount left or brought back into the warehouse.
- Newly Split Lines should have statuses changed to RESERVE status for future shipment
- Line Notes and Internal Notes should reflect reason for partial completion and explanation of what was accomplished for entire company for future reference.

**Option 2**

- Enter a NEGATIVE line to return material to inventory
- Re-enter a new line for the material that was installed.
- Change line to Cut and issue NEW picking ticket to reflect what was shipped out
- Re-Enter a new line for material that was brought back and RESERVE material for future shipment

- **Job Completed-Extra Material**

Documented on Picking Ticket and material returned signed for by installer and warehouse.

1. Authorized personnel only. Find the original record and adjust the amount coming back into stock which has already been cut, delivered and/or job costed to the original order.
  2. TRANSFER the excess amount entered in to another record so the value can be adjusted. A NEW option exists that automatically generates a NEW record when the cost is changed
  3. Update Sidemark and Location information
- **Claim/Defects**
    - Material that is returned from jobsite that is defective should be treated exactly as above and entered into **CLAIMS MODULE** as a job with:
      1. Explanation of the situation on Pick Ticket/Work Order
      2. Update original job (Re Order Material-Un Assign Material etc.)
      3. Create Claim Invoice
      4. Re-assign inventory to the newly created job in the claims module.
      5. This material should be clearly marked with the original roll/item tag and stored in a separate area of the warehouse for easy reference...
      6. Inventory record should be clearly marked for A/P to put this invoice on HOLD if it has not already been costed. If already costed a screen shot of that inventory record should be given to A/P to pull the invoice and mark it HOLD.

## APPENDIX

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### RFMS Smart Search in the Inventory Screens

RFMS has added the ability to search by typing in keywords and numbers in the Search field and hitting tab. This change makes it easier to find only the information you want and need. Type in words, numbers, dates, etc. into the Search field to refine the search

so what is needed is easier to find. The more information that you can type in the Search field the closer you can get to what you are looking for. Below is a list of fields that the RFMS Smart Search looks at in the Inventory Module.

<b>Inventory from Order Entry</b>	<b>Purchase Orders</b>	<b>Item Inventory</b>	<b>Roll Inventory</b>
Style	PO Number	Style	Style
Color	PO Line Number	Color	Color
Roll Number/Item Number	Supplier	Item Number	Roll Number
Supplier	Style	Supplier	Supplier
A/P Invoice Number	Color	A/P Invoice Number	A/P Invoice Number
PO Number	Sidemark	PO Number	PO Number
Color Number	Order Date	System Reference Number	System Reference Number
Style Number		Sidemark	Sidemark
Product Code		Comments	Comments
		Serial Number	Color Number
		Product Code	Style Number
			Product Code

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## RFMS Line Statuses

### Order Line

- None – No action taken
- Gen PO – Line selected for Purchase Order creation
- On Order – Materials ordered (Purchase Order created)
- Reserved – Materials received & assigned
- Cut – Materials staged for installation
- Delivered – Materials shipped to jobsite (Picking Ticket)
- Job Costed – Job is complete

### PO Line

- To Be Ordered – PO created, but NOT confirmed with Supplier (i.e. Ordered By, Taken By, Promise Date, Reference Number)
- Open – PO confirmed with Supplier and awaiting arrival
- Satisfied - Material received from Supplier
- Cancelled – PO and shipment of material cancelled
- Backordered – Material will be produced & shipped at a later date

### Inventory Line

- Available – Material available to sell
- Reserved – Material being held for a specific customer
- On Order – PO created and waiting for arrival from Supplier
- Used – Material previously used for a job

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## Suggested Print Options

SEND TO SUPPLIER TO PLACE ORDER

- 1-SKU#
- 2-Notes
- 3-Line Total
- 4-Order Total
- 5-Req Dye Lot
- 6-Unit Cost

7-Manuf SKU  
WAREHOUSE RECEIVING COPY

- 1-Store Code
- 2-Bar code
- 3-Reference#
- 4-Print Notes
- 5-Req Dye Lot
- 6-Est Del Date
- 7-Serial# or ID
- 8- Manufacturer SKU
- 9-PO Cuts

INSTALLER – PICK UP AT SUPPLER

- 1-Reference#
- 2-Print Notes
- 3-Req Dye Lot
- 4-Serial# or ID
- 5- Manufacturer SKU

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## Purchase Order Standard Message-Examples

Below are examples of messages that can be selected when printing or attaching a purchase order to an email to ensure the necessary information is received from the vendor.

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### **THE FOLLOWING INFORMATION MUST BE FILLED IN FOR CONFIRMATION TO BE VALID:**

Style/Color/QTY are correct (INITIALS) [REDACTED]

### **VENDOR IS RESPONSIBLE TO VERIFY COST AS STATED.**

Cost(s) listed above are CORRECT or pricing request has been forwarded or approval. Differences noted above(INITIALS) [REDACTED]

Vendor Ship Date [REDACTED]

REF NUMBER [REDACTED]

CONFIRMATION FAX BACK TO: 111-111-1111

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### **MATERIAL AUTHORIZATION FOR PICK UP AT VENDORS LOCATION**

PO MUST BE PRESENTED FOR MATERIAL TO BE RELEASED TO ANY PARTY

SIGNED PROOF OF DELIVERY WITH PO MUST BE FAXED BACK TO: 111-111-1111

*If documents not returned this purchase is considered unauthorized and will not be processed for payment according to previous agreement.*

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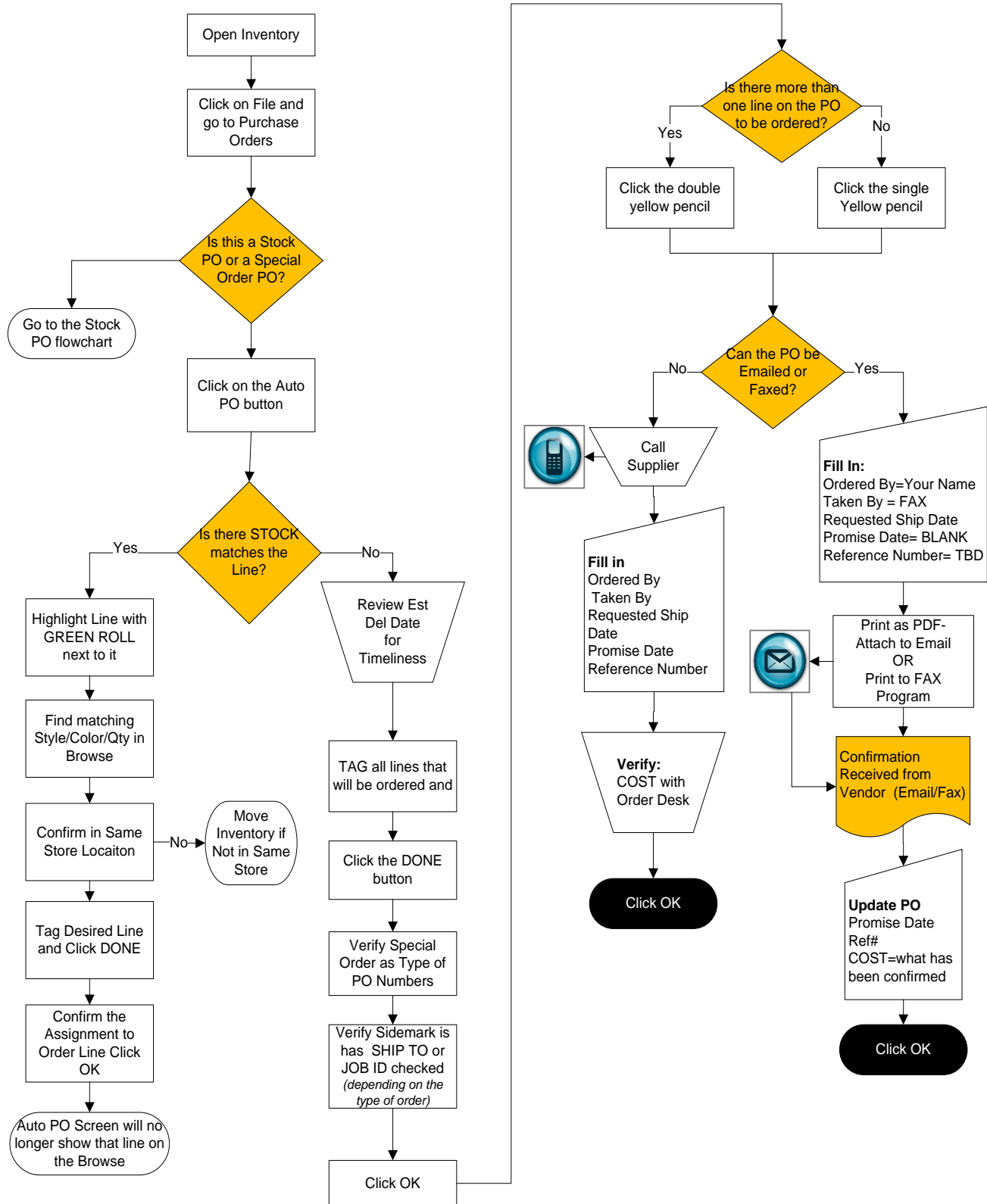
### **REORDER FOR CLAIM-REPLACEMENT MATERIAL**

This material is being reordered for an authorized claim.

The original information is attached including the claim number, original material purchase information and required reorder criteria.

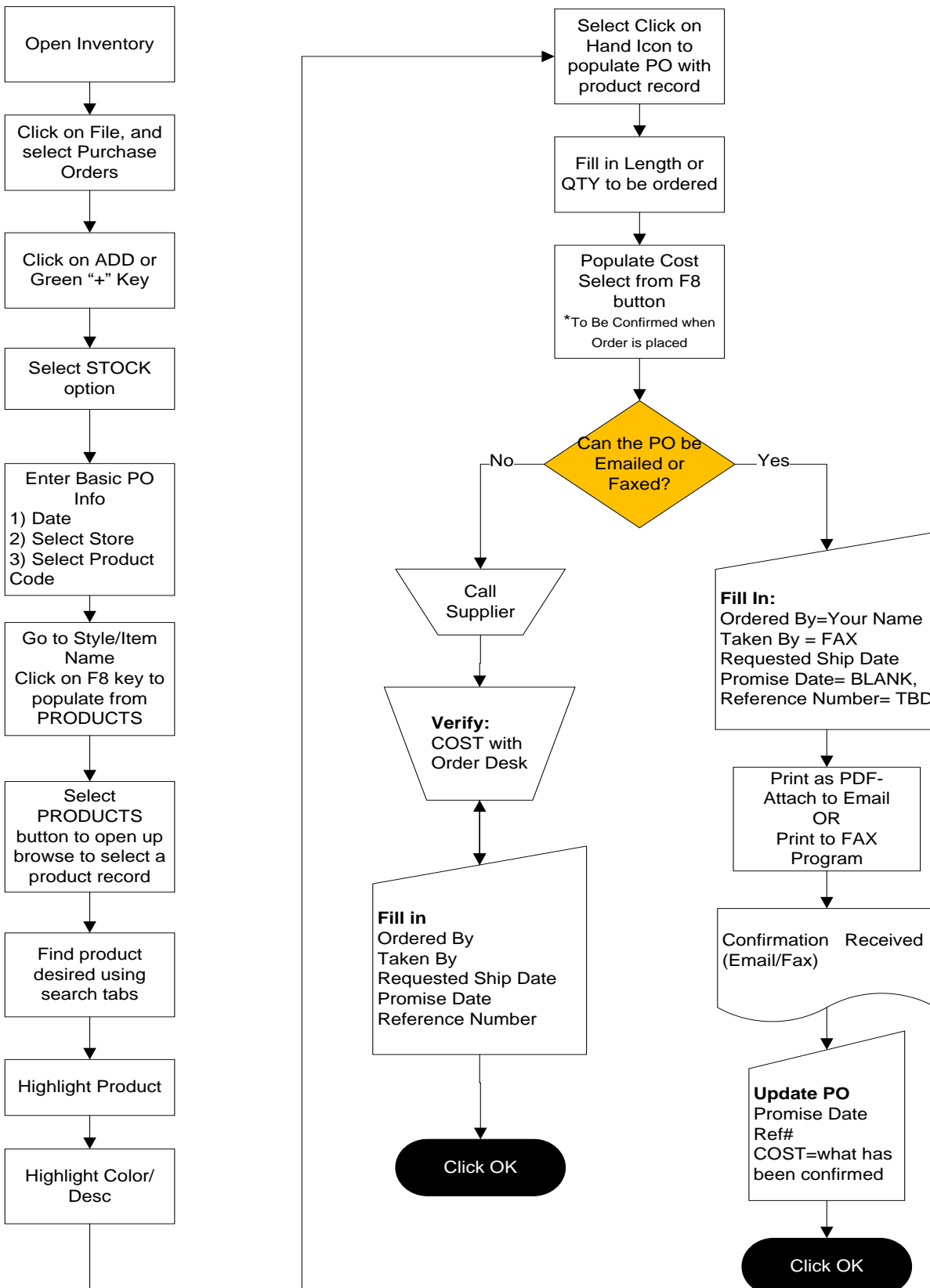
### **TO PREVENT FURTHER DELAYS A VISUAL INSPECTION OF MATERIAL BY VENDOR IS REQUIRED**

# Centralized Purchasing (Auto PO)

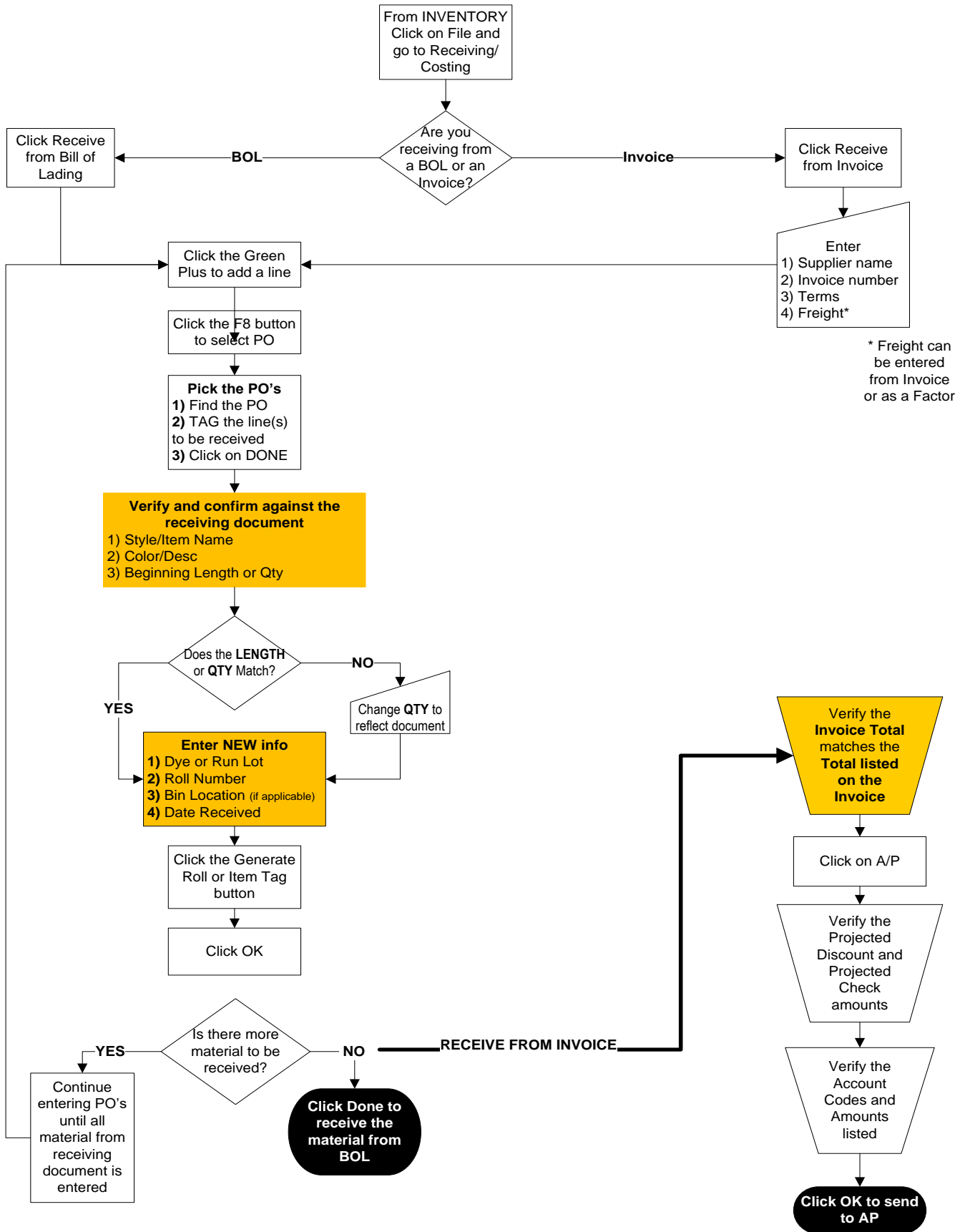


ts

# Generate Stock Purchase Order



# Receive Material from BOL or Invoice



# Express Receive/Bar Code Receiving

