ORDER POWER!

Item Maintenance

User Guide

Release 4.0.3

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ORDER POWER! Item Maintenance

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ORDER POWER!
Item Maintenance

In ***ORDER POWER!***, **Items** are parts, materials, products, or services sold to customers and supplied by vendors.

Using the **Items** option, the list of items purchased, sold, or stocked by a company are identified to the system. Characteristics about each **Item** are maintained, such as name, description, GL class, tax class, etc. **Items** can be identified as kits, continuity, or assortment parent or component items.

From the ***ORDER POWER! Main Menu***, select **Work with Files ➔ Items** to display the *Item Selection panel (figure 1)*.

```
                  ** Computer Solutions, Inc. **
                          Item Selection

 Select one of the following :

   Item Code          ______________
   Description        ______________________________________________
  ?Item GL Class      ___
  ?Item Tax Class     ___
   Search             ___________________________________
  ?Product Group      _____________
  ?Primary Vendor     ___________________
   Vendor Reference   _________________________________
   Inv Inf 1          _________________






   F1=Help  F3=Exit  F4=?List  F6=Create  F21=Print List
```

Item Selection panel (figure 1)

- Press **Enter** to display the *Item Inquiry panel (figure 2)* beginning with the first **Item** in your **Item** file.

  - or -

- Complete any field on the panel to display the *Item Inquiry panel (figure 2)* positioned at the first **Item** that matches what you have entered (or the next **Item** in your **Item** file if there is no match).

```
                              Computer Solutions, Inc.
                                   Item Inquiry                Show Delete : N
 2=Change  5=Display  6=Ext Desc  7=Prc  8=Qtys  9=Vend Ref  10=Kit  11=Cls Prc
12=Spc Prc  13=QOH  14=Hist  15=Qty Avail  16=Open POs 17=Cont Prc 18=Media Prc
19=Media Item  20=Book Price  21=Book Item  22=Where used 23=Summary  24=Audit
 __  Item              Description
 __  A     C           A Item Described Herein iTEST
 __  A MAIK            Test Color Video from Mai
 __  A MAIKC           Test Color Video from Mai
 __  A VERY NEW ITEM   New Item for Trains & Tra
 __  A VERYC           New Item for Trains & Tra
 __  A-KK              The music man
 __  A-KK-FAS          The music man by Faiz
 __  A-KK-FAS2         The music man by Faiz
 __  A-33              Little Mermaid
 __  A-44              Ghost
 __  A-87              A19 Item
 __  AAA               Test Item in Size
 __  AAAAAAA           Duracell Batteries Model AAAAAAA
 __  AAB               ABC Stacking Blocks
 __  AAC               New Drop Ship Item
                                                                       More...
 F1=Hlp F3=Exit F6=Crt F7=Bkwd F8=Fwd F10=Top F11=Fold F12=Canc F18=Bot F24=More
```

Item Inquiry panel (figure 2)

These actions are available from *Item Inquiry panel (figure 2)*, in addition to the standard ***ORDER POWER!*** functions:

Action	Description
2=Change	Display *Item Update panel 1 (figure 4)* through *Item Update panel 4 (figure 7)* to update the **Item** record
5=Display	Display the *Item Display* windows, similar to *Item Update panel 1 (figure 4)* through *Item Update panel 4 (figure 7)* to view the **Item** record
6=Ext Desc	Display the *Extended Description Inquiry window (figure 65)* to work with **Item Extended Descriptions**
7=Prc	Display the *Item Pricing Inquiry window (figure 9)* to work with **Item Prices** (also known as the **Item Base Price**)
8=Qtys	Display the *Item Quantities Inquiry window (figure 17)* to work with **Item Quantities**
9=Vend Ref	Display the *Item/Vendor Reference Inquiry panel (figure 21)* to work with **Item Vendor** information
10=Kit	Display the *Kit Components Inquiry window (figure 26)* to work with **Kit** information *- or -* Display *Assortment Item Header Update panel (figure 30)* to work with **Assortment** information
11=Cls Prc	Display a panel similar to the *Item Pricing Inquiry window (figure 9)* to work with **Customer Class Prices**
12=Spc Prc	Display a panel similar to the *Item Pricing Inquiry window (figure 9)* to work with **Special Prices** (a “limited time offer”)
13=QOH	Display *Item Quantities On Hand window (figure 34)* to work with **Quantity on Hand** levels
14=Hist	Display the *Item Transaction History window (figure 37)* to display an **Item**’s transaction history
15=Qty Avail	Display the *Item Quantities Availability panel (figure 39)* to work with Item Quantities

Action	Description
16=Open POs	Display the *Purchase Order Item Inquiry window (figure 40)* to work with Purchase Orders
17=Cont Prc	Display a panel similar to the *Item Pricing Inquiry window (figure 9)* to work with **Contract Prices**
18=Media Prc	Display a panel similar to the *Item Pricing Inquiry window (figure 9)* to work with **Media Prices**
19=Media Item	Display the *Item Media Inquiry window (figure 41)* to see all ***ORDER POWER!*** **Medias** that include the selected **Item**
20=Book Prc	Display a panel similar to the *Item Pricing Inquiry window (figure 9)* to work with **Media Book Prices**
21=Book Itm	Display the *Item Media Book Inquiry window (figure 42)* to see all ***ORDER POWER!*** **Media Books** that include the selected **Item**
22=Where used	Display the *Component/Parent Inquiry window (figure 43)* to display all ***ORDER POWER!*** **Kit** or **Assortment Items** that include the selected **Item** as a component
23=Summary	Displays the *Item Summary Inquiry panel (figure 44)* to see the total number of **Item** units ordered and returned. This information is accumulated and listed by month for each of the three years in review (the current year and two years prior).
24=Audit	Display the *Item Master Audit window (figure 45)* to see all changes made to an **Item** using the **2** (Change) function.
25=Web Info	Display the *Item Master Web File window (figure 46)* to work with pictures and hyperlinks related to the selected **Item** (for the Web Store and OP! PC applications).
26=Cross-sell	Display the *Item/Cross-Sell Groups window (figure 48)* to work with **Cross-Sell Groups for the selected Item.**
27=Sequence #"s	Display the *Item Display Sequence Number Update panel (figure 51)* to work with **Display Sequences** (for the Web Store).
28=Web Product Groups/Subgroups	Display the *Web Prd.Grps/Subgroups Inquiry window (figure 52)* to work with **Web Product Groups** and **Subgroups** .
29=Storage	Display the *Item Storage Code Inquiry window (figure 54)* to work with **Item Storage Codes**
31=Additional Search Words	Display the *Additional Search Word Inquiry window* fig#??? to work with additional search words for the Web Store.
32=Assisted Search Values	Display the *Assisted Search Value Inquiry window* fig#??? to work with search values for the selected item. An Assisted Search gives your web shoppers and CSRs the ability to search for Items based on search criteria that are predefined by you. This type of search combines logic with suggestion to help your shoppers find what they like. They start by selecting a Product Group. Then, based on the Product Group, ***ORDER POWER!*** (or the Web Store) displays various secondary criteria related to that group to zero in on Items that meet search criteria such as size, price, color, etc.

Action	Description
33=Web Index Entries	Display the *Web Index Entry Inquiry window* fig #??? to work with Web Index Entries. These are used by your Web Store to create an alphabetical index for shoppers. You can define entries that hyperlink to the selected item. For example if you are selling a Miami Dolphins shirt, you might add entries for Dolphin shirt, Football shirt, or Quarterback shirt.
F6=Create	Display the *Item Prompt panel (figure 3)* to create a new **Item.**

To create a new Item

1. On the *Item Inquiry panel (figure 2)*, press **F6** (Create) to display the *Item Prompt panel (figure 3)*.

```
                     ** Computer Solutions, Inc **
                             Item Prompt

                        Item  ____________________













 F1=Help  F3=Exit  F12=Cancel
```

Item Prompt panel (figure 3)

1a. Complete this field:

Item

Type a user-defined code to represent a manufactured part, purchased part, material, or product or service. (An **Item** is also sometimes referred to as a SKU or Stock Keeping Unit.)

1b. Press **Enter** to display the *Item Update panel 1 (figure 4)*.

To change an Item

1. On the *Item Inquiry panel (figure 2)*, type **2** (Change) beside the **Item** you want to change, then press **Enter** to display the *Item Update panel 1 (figure 4)*.

```
                    ** Computer Solutions, Inc. **
                             Item Update

  Item          A31
  Description   First Wives Club_______________________
  Search Words  MOVIE STK __ _____
  Start Date    ________  End Date ________          Creation Date  9/24/99
 ?Primary Vendor ____6000  ?Style __________
  Stock     Y ?Stock UOM    EA___  *S          1.000 EA
  Salable   Y ?Sales UOM    EA___  *S          1.000 EA
             ?Purchase UOM EA___  *S          1.000 EA
  Manufactured    N  Drop Ship      N
  Phase Out       N  Phase Out Date ________
  Royalty Item    Y ?Royalty Vendor _______1  Royalty __3.00   A  A/P
  Kit Parent Item N  List Components on Documents N On Invoice  N
  Assortment Item N  Allow Partial Ship          N Cost to Kit _____________
  Continuity Item N  Serial/Lot/Gift Certificate _ S/L/G
  Gift Certificate:  Face Value _____________  Fixed  N Y/N
 ?Superseding Item  _______________
  Check Superseding Available N
 ?Supersede Comment Code      ___                            Delete _
 F1=Help    F3=Exit        F4=?List     F6=Ext Desc            F12=Cancel
 F14=Hist   F15=Qty Avail  F16=Open POs F22=Audit    F23=User  F24=More
```
Item Update panel 1 (figure 4)

2. Complete these fields:

Description

Type a meaningful description of the **Item** you are defining. This description you type here appears on documents and reports throughout ***ORDER POWER!***, and is searchable in **Order Entry**.

Search Words

Type a maximum of five characters that may be used to find an **Item** in the database when the exact **Item Number** is unknown. You can define up to three **Search Words** per **Item**

Start Date/End Date

Type the first and last dates that the **Item** is available for sale.

?Primary Vendor (required for Drop Ship Items only)

Type a user-defined code to indicate the vendor you are most likely to use when re-ordering this **Item**. This is the **Vendor** for which Drop Ship Purchase Orders are created.

Style Items are ***ORDER POWER!*** **Items** that are generated automatically based on the information you enter in the **Style** and **Scale** files.

For more information about **Styles** and **Scales**, see the **ORDER POWER!** Release 3.3 User Guide Supplement.

?Style

For **Core Style Items** only, type a **Style** code *identical* to the **Item** number.

Stock

Type a **Y**(es) or **N**(o) to indicate whether the **Item** is kept in inventory in anticipation of customer orders. Both “stock items" and “non-stock items” can be sold unless the **Item** has been specifically defined as “not for sale.” ***ORDER POWER!*** does not maintain quantity on hand or quantity available when an **Item** is non-stocked, but instead assumes sufficient quantity to fill an order.

For **Kit Items** this field also determines if the kit is preassembled (**Stock=Y**) or if the components are shipped separately (**Stock=N**).

?Stock U/M

Type the **Unit of Measure** used when counting physical inventory. All **Quantities on Hand** are displayed in the stocking **Unit of Measure**.

Salable

Type a **Y**(es) or **N**(o) to indicate whether the **Item** can be ordered by a customer (for example, a single component of a **Kit** or **Items** purchased for internal consumption may be nonsalable).

?Sales U/M

Type the unit of measure used when selling this **Item**. This is the unit of measure used on all Sales reports, in **Order Entry**, and **Customer Service**.

?Purchase UOM

Type the unit of measure used when buying this **Item**. This is the unit of measure used throughout the **Purchase Orders** module.

Manufactured

Type a **Y**(es) or **N**(o) to indicate if the **Item** is manufactured by your own company.

Drop Ship

Type a **Y**(es) or **N**(o) to indicate if this **Item** is Drop Shipped (a distribution arrangement in which the seller serves as a selling agent by collecting orders; however, the seller does not maintain inventory). The orders are sent to the **Primary Vendor** of the products who ships directly to the customer. During Order Processing, ***ORDER POWER!*** considers drop ship orders to be "fully committed."

Phase Out

Type a **Y**(es) or **N**(o) to indicate whether or not this is an **Item** that will not be reordered.

If an Item is being phased out

And you *do not* enter a **Phase Out Date**, you can no longer create **Purchase Orders** for this **Item**.

If you *do* enter a **Phase Out Date**, a customer cannot order it after the **Phase Out Date**, or if the quantity available is zero.

Phase Out Date

Type the effective date of the **Phase Out** (see above) of the **Item**.

Royalty Item

Type a **Y**(es) or **N**(o) to indicate that compensation is to be paid to the source of a particular **Item**.

?Royalty Vendor

Type the name of the **Vendor** to whom a **Royalty** (see above) is paid for an **Item**. This **Vendor** is not necessarily the **Vendor** from whom the **Item** is purchased.

Royalty

Type the compensation paid to the developer or author of an **Item**. This may be an amount per unit sold or a percentage of sales, depending on the next field. In the **A/P** field, type a **A** or **P** to indicate if the value you typed represents an **A**(mount) or a **P**(ercentage).

Kit Parent Item

Type a **Y**(es) or **N**(o) to indicate whether the **Item** is a **Kit Parent** (a unique **Item** number assigned to several **Items** that are sold together as one).

List Components on Documents

Type a **Y**(es) or **N**(o) to indicate whether the components of a kit are to be printed on a **Type 1 Pick Ticket/Invoices** and **Type 2** and **3** pick tickets and credit memos.

On Invoice

Type a **Y**(es) or **N**(o) to indicate whether the components of a kit are to be printed on a **Type 2** and **3** invoices.

Assortment Item

Type a **Y**(es) or **N**(o) to indicate whether the **Item** is an **Assortment**. An **Assortment** is unique **Item** number assigned to several **Items** that are sold together when the customer chooses multiple components. For example, a gift basket, where the buyer may select two wines from a list of wines, three cheeses from a list of cheeses, and four boxes of crackers from a list of crackers.

Allow Partial Ship

Type a **Y**(es) or **N**(o) to indicate whether components of a kit may be shipped without the accompanying components that complete the **Kit**.

Cost to Kit

Type the cost of assembling a **Stocked Kit**. This cost is added to the cost of the component items in calculating the average cost of the stocked parent.

Continuity Item

Type a **Y**(es) or **N**(o) to indicate whether the **Item** is a **Continuity Item** (an order for a finite *series* of items; the series has a defined first shipment, final shipment, and interim shipments. Frequently, *different items* are released with each shipment, for example, "fruit of the month" or a monthly magazine.

Serial/Lot/Gift Certificate

Type a code to indicate if the **Item** is a **S**(erial), **L**(ot), or **G**(ift Certificate). A **Gift Certificate** is a saleable **Item** that the buyer purchases as a gift for the recipient. The same **Gift Certificate** can then be used (as a tender) by the recipient to pay the issuer for selections from its catalog. **Serial** and **Lot** are reserved for future development.

Gift Certificate:

Face Value

Type the dollar value of the **Gift Certificate**. This is the amount for which it can be redeemed.

Fixed

Type a **Y**(es) or **N**(o) to indicate if the value of the **Gift Certificate** is predefined or changeable by the order-taker. If it is not **Fixed**, the purchaser can name any amount they wish.

If you type **Y** in the **Fixed** field, then you must also type a **Face Value**.

If you type **N** in the **Fixed** field, leave the **Face Value** field blank.

?Superseding Item

Type the number of an **Item** that will be ordered/shipped in place of the originally specified **Item** when the originally ordered **Item** is no longer available.

Check Superseding Available

Type a **Y**(es) or **N**(o) to indicate whether you want ***ORDER POWER!*** to check stock availability of the superseding **Item** before adding it to a customer order.

?Supersede Comment Code

Type a user-defined code to add a user-defined comment to the order notes when a **Superseding Item** is shipped. The **Comment Code** definition determines if this note will also print on customer documents.

3. Press **Enter** to display the *Item Update panel 2 (figure 5)*.

```
                       ** Computer Solutions, Inc. **
                                Item Update
  Item        A31
  Description  First Wives Club

 ?GL Class         ___    ?Tax Class        001    ?Price Group    ________
 ?Product Group    ______ ?Product Sub-Group ______
 ?Pick Ticket Code ___    ?Hold Code        ___     Auto F10 in OE N  in PO N
 ?Buyer       CLA______   ?Cycle Count      B__     Auto Prc Break N
                           Lead Time        198
  Preferred:                         Replenishment Orders: Min   Max
   Pick Location  ________             Shipments Remaining ___   ___
   Put Away Locn  ________             Period Between      __    __   _  M/D
   Receiving Locn ________
  ?Ship Via       ___                      Min Ord Qty ________________
   Stock Qty      ________________         Max Ord Qty ________________
  ?Warehouse      ___
  Average Cost         ______8.5000
  Replacement Cost     ____25.0000    Last Cost               ______8.5000
  Misc Charge          ____________   Suggested Retail Price ____________
  Commission Percent       ________   Commission Bonus       ____________
 F1=Help      F3=Exit        F4=?List      F6=Ext Desc   F12=Cancel
 F14=History  F15=Qty Avail  F16=Open POs  F22=Audit     F23=User    F24=More
```

Item Update panel 2 (figure 5)

4. Complete these fields:

?GL Class

Type a user-defined code assigned to related items for General Ledger posting purposes. **Item Classes** can be defined to indicate which GL accounts are affected by Sales, Cost of Goods Sold, and Inventory.

?Tax Class

Type a user-defined code assigned to related items for taxing purposes.

?Price Group

Type a user-defined code assigned to related items to give quantity price breaks across a line of products. **Pricing Groups** allow **Items** to be grouped so that their total quantity qualifies each item for a price break.

?Product Group

Type a user-defined code assigned to related items to report units sold or shipped by group on the ***Order Analysis Report***. On your ***ORDER POWER!*** *Web Store*, shoppers can select **Product Groups** to browse for merchandise.

?Product Sub-Group

Type a user-defined code assigned to further define items within a **Product Group**. Some ***ORDER POWER!*** reports print by **Product Subgroup**. On your ***ORDER POWER!*** *Web Store*, shoppers can select **Product Subgroups** to browse for merchandise.

?Pick Ticket Code

Type a user-defined code that may be used to select a group of **Items** for order release.

?Hold Code

Type a user-defined code that indicates the reason an order that contains this **Item** is temporarily suspended from further processing. Depending on the hold code selected, some or no processing may be allowed while the order is on hold. An order can continue to be processed when the hold is removed. The **Hold Code** definition determines what order processing, if any can continue while the hold is in effect.

Auto F10 in OE

Type **Y**(es) or **N**(o) to indicate whether or not you want to automatically display a panel of additional information about the **Item** being ordered in **Order Entry**.

in PO

Type **Y**(es) or **N**(o) to indicate whether or not you want to automatically display a panel of additional information about the **Item** being ordered in **Purchase Order Entry**.

?Buyer

Type a user-defined code to indicate the person or group responsible for ordering the **Item** from a vendor.

?Cycle Count

Type a user-defined code to indicate the **Cycle Count** (an inventory control technique whereby items are counted throughout the year, on a cyclical schedule). This designates frequency of count, such as weekly, monthly or quarterly. High value and fast moving items may be counted more frequently.

Auto Prc Break

Type a **Y**(es) or **N**(o) to indicate whether you want ***ORDER POWER!*** to automatically display quantity price breaks in **Order Entry**.

Lead Time

Type the amount of time (in calendar days) it takes to receive merchandise from a vendor beginning from the time the order was placed.

Preferred: Pick Location

Type a user-defined code to identify the location associated with this **Item** for picking purposes. If a bin location is not specified for an inventory transaction, ***ORDER POWER!*** substitutes the preferred location.

For all of the "Preferred" fields, keep in mind that you are defining the **Item** for **ALL** your warehouses. If your warehouses are not alike, you can define warehouse-specific information on the *Item Quantities Update panel (figure 19)*.

Preferred: Put Away Locn

Type a user-defined code to identify the location associated with this **Item** for **Purchase Order** receiving (not the **Pick Location**).

Preferred Receiving Locn

Type a user-defined code used to identify a temporary location associated with this Item for Purchase Order receiving in a Directed Putaway environment. If you don't use Directed Putaway, P.O. receipts default to this location. ***ORDER POWER!*** assumes that a **Receiving Location** has unlimited capacity.

Preferred: ?Ship Via

Type a user-defined code to identify the **Preferred Shipper**. The operator can override this **Ship Via** code during **Order Entry** using the **F10** (Add'l) *Item Select Additional Information window*.

Preferred: Stock Qty

Type the quantity that should be kept in the **Warehouse** for this **Item**.

Preferred: ?Warehouse

Type a user-defined code that identifies which warehouse ***ORDER POWER!*** orders from when there's no stock in the **Default Warehouse** defined on *Company Profile panel 1.2* and no stock in the warehouse you specified in the Zip/Warehouse (8=Zip/Warehouse) option in your Country file.

Replenishment Orders: Shipments Remaining Min Max

Type the minimum and maximum number of replenishment shipments that can be initiated with a single order.

Replenishment Orders: Period Between Min   Max M/D

Type the minimum and maximum period between replenishment shipments. Type **M** or **D** to indicate if the period you specified is months or days.

Min/Max Ord Qty

Type the least and most quantity of an **Item** acceptable in a single line.

Average Cost

Type a value for the **Item** based on both the current cost of all **Items** on hand and the cost of any newly received **Items**. This is calculated by multiplying the existing quantity by current average cost, then multiplying the quantity received by the actual receipt cost; then dividing the total inventory cost by the total new quantity on hand.

This field is updated automatically by ***ORDER POWER!*** based on **P.O. Receivings** and **Costing**. Manual entries are usually needed only for creating a new **Item**. Changes after that time will affect the **GL**, and require manual entries to maintain balance.

When changing or setting up an item, the average cost is in stocking "Unit of Measure," If an **Item** is sold as "each,"' stocked as "dozen(s)" and purchased as "case(s)", the **Average Cost** is the average cost of a "dozen."

Replacement Cost

Type the current cost to replace an **Item**, whether purchased or manufactured; the anticipated current cost to obtain an **Item** from a vendor.

Last Cost

When you are initially creating an **Item**, type the most recent purchase price paid to a vendor the **Item.** (If the **Item** is sold as "each" stocked as "dozens" and purchased as "cases," the **Last Cost** in the **Item** is the last cost of a dozen.) After the **Item** is in use, ***ORDER POWER!*** updates this field based on **Purchase Order** information.

Misc Charge

Type the amount of **Miscellaneous** charge you want to add to an order for a specific item. Charges are calculated based on **Item** quantity ordered.

Suggested Retail Price

Type a suggestions, but keep in mind that this is a *memo* field, and no action is taken based on its content.

Commission Bonus Percent

Type a percentage of each item's price that is paid to the salesperson as a bonus above the usual commission..

Commission Bonus

Type the *amount* of additional compensation or amount paid over and above any other commission (per unit sold).

5. Press **Enter** to display *Item Update panel 3 (figure 6)*.

```
                        ** Computer Solutions, Inc. **
                                 Item Update

  Item          A31
  Description   First Wives Club

 ?Personalization Cd  _________   Required  _
 ?Seasonality Code    ___
 ?Substitution Group  _________
      ?Up-sell Group  _________
     Up-sell Message  ___________________________________________
  Safety Stock in Days ___                Shelf Life ___
  Default Shipping Instructions  ________________________________
  Zero Price  A  A/E/W
 ?Shipping/Handling Calculation Method  5     Chart Id F
 ?Shipping Restriction Class ___              Replenishment Overfill % ___
                                 Order Detail Info              Mandatory
  Info 1        AFSD_____          1............. __________       N
  Info 2        N________          2............. __________       N
  Info 3        5________          3............. __________       N


 F1=Help  F3=Exit  F4=?List  F9=Retrieve  F12=Cancel  F23=User  F24=More keys
```

Item Update panel 3 (figure 6)

6. Complete these fields:

?Personalization Cd

Type the name of the **Personalization Code** for this **Item**. (This code defines personalization options such as custom embroidery or printing, and causes ***ORDER POWER!*** to prompt the order-taker to ask for the necessary information.)

Required

Type a **Y**(es) or **N**(o) to indicate whether personalization information is required for this **Item**.

?Seasonality Code

Type a user-defined code to indicate seasonality. (This defines a set of factors or percentages, one for each month of the year that will be applied to the historical average product demand to forecast future product demand.)

?Substitution Group

Type a user-defined **Substitution Group** code for this **Item**. In **Order Entry**, if this **Item** is out of stock, the group of **Items** defined under that code will be displayed as a suggestion for substitution.

?Up-sell Group

Type a user-defined **Up-sell Group** code for this **Item**. This code defines process of suggesting a higher priced **Item** to the customer in order to increase the sales potential at the point of sale (**Order Entry**).

Up-sell Message

Type a free-form message for ***ORDER POWER!*** to prompt the order-taker. This message may indicate a higher priced **Item** that the order-taker can suggest to the customer to increase the order/sale.

Safety Stock in Days

Type the minimum number of days stock (based on **OP! Forecasting** projections) you want to keep on hand before reordering.

Shelf Life

Type the number of days until a stocked Item will reach its expiration date.

Default Shipping Instructions

Type text you want to appear on shipping documents.

Zero Price

Type a code to indicates whether the order-taker may sell an **Item**(s) with a selling price of zero ($0), or override the price to cause the **Item** to sell for $0.

- **A** (allow)the operator can sell the **Item** with a selling price of zero ($0)
- **W** (warn) the operator will be issued a warning message which indicates that a selling price of zero ($0) was encountered
- **E** (error) the **Item** cannot sold for zero ($0)

?Shipping/Handling Calculation Method

Type a user-defined code to indicate which method should be used to determine shipping and handling charges.

- **1** Item Shipping/Handling (use Item Pricing Maintenance)
- **2** Ship Via Weights/Rates (use Weight/Rate Maintenance)
- **3** Merchandise $
- **4** % of Merchandise Dollar
- **5** Quantity of Items
- **6** Flat Charge (use Add-On Charge)
- **7** Country/State Weights/Rates

Chart Id (for Methods 3, 4, and 5 above)

Type a user-defined code to indicate which user-defined Shipping and Handling price chart applies to this **Item**.

Shipping Restriction Class

Type a user-defined code that describes shipping restrictions such as “No Export” or “Requires Refrigeration.”

Replenishment Overfill %

Type the percentage over the maximum quantity that you want accept as permissible in the **Preferred Pick Location**.

Info fields fields 1, 2, and 3

These user-definable fields are used to collect miscellaneous information about each **Item**. The fields are defined in the **Company Profile** and can be inquired upon using search functions.

Info fields: Order Detail Info fields 1, 2, and 3 **Mandatory**

Type a prompt you want to appear on the additional information window when this **Item** is ordered. Type **Y**(es) or **N**(o) in the **Mandatory** field for each one to indicate whether or not a response to the prompt is required.

7. Press **Enter** to display the *Item Update panel 4 (figure 7)*.

```
                        ** Computer Solutions, Inc. **
                                 Item Update

 Item          A31
 Description   First Wives Club

?Outer Pack/Case UOM ____
?Inner Pack UOM      ____
 Pallet Count        __________8.000
?Country of Origin   __
?Harmonized Code     _______________
 Freight Class       ____
 Hazardous Material  _
?NMFC Code           5_______
 Mix Lots            _

 Selling Weight      ___2.500

                                         Last Maintenance Date  6/26/02
                                                                Delete
F1=Help      F3=Exit       F4=?List     F6=Ext Desc   F12=Cancel
F14=History  F15=Qty Avail F16=Open POs F22=Audit     F23=User    F24=More
```

Item Update panel 4 (figure 7)

2. Complete these fields:

Outer Pack/Case UOM

Type the Unit of Measure that applies to the Outer Pack.

Inner Pack UOM

Type the Unit of Measure that applies to the Inner Pack.

Pallet Count

Type the number of **Items** on a pallet. This is an

Packing & Counting Terms

Here’s an example of how these terms work using a case of soda to illustrate:

Stocking Unit of Measure: EACH
Outer Pack: CASE (24 cans)
Inner Pack: 6-PACK (6 cans)

unedited field used for fulfillment billing.

?Country of Origin

Type the country code that indicates the **Country of Origin** of this **Item**. This information is necessary for export documentation (used by LogPro™).

?Harmonized Code

Type the Harmonized code necessary for export documentation.

Freight Class

Type the **Freight Class** (for **Items** shipped by truck).

Hazardous Material

Type **Y**(es) or **N**(o) to indicate whether an item is a hazardous material.

NMFC Code

Type the National Motor Freight Classification code given to a group of like items. This field is used when rate shopping or determining shipping charges with LOGISTICS PRO™ .

Selling Weight

Type the weight in selling unit of measure that is used to calculate shipping/handling when 'Method 2' is requested.

To display an Item

1. On the *Item Inquiry panel (figure 2)*, type **5** (Display) beside the **Item** you want to see, then press **Enter** to display the *Item Display windows*.

Item Extended Descriptions

On the *Item Inquiry panel (figure 2)*, type **6** (Ext Desc) beside the **Item** whose **Extended Description** you want to see, then press **Enter**. See the "Working with Extended Descriptions" section on page 60 for detailed instructions.

Item pricing

ORDER POWER! uses one of five **Pricing** schemes to price an **Item:**

- **Base pricing**
- **Customer Class pricing**
- **Special pricing**
- **Contract pricing**
- **Media pricing**

The procedures to create and modify these various pricing schemes share the same steps and use very similar panels. To avoid repetition, this User Guide combines these procedures in this section.

You can define an unlimited number of quantity-level price breaks within each pricing scheme. Each pricing scheme has a different *key* to access the file. This *key* specifies the pieces of information viewed by the system to determine if a match exists.

You must specify in the **Company Profile** the priority in which the system reviews the files in order to determine the price. ***ORDER POWER!*** uses the first price it finds, searching the possible pricing schemes in the order you have specified. The **Pricing Hierarchy** determines in which sequence ***ORDER POWER!*** searches the available pricing schemes to price an **Item** in a specific order.

To set up the Pricing Hierarchy in your Company Profile

1. From the ***ORDER POWER!*** *Main Menu*, select: **Work with Files➔Company Profile➔F15 (Maintenance)➔Order Entry**, then press **Enter** four times to display *Profile Update Panel 4.3 (figure 8)*.

```
Company # 001         ** Computer Solutions, Inc. **              Panel 4.3
                               Profile Update

Item Price Calculation:   1 = Highest Priority
 Contract Price .  1
 Special Price ..  2
 Media Item .....  3
 Customer Class .  4
 Base Price .....  5
                          Combine Discounts
Discount 1 Calculation:   with next priority
                                Y/N
 Tender            2            Y
 Customer          3            N
 Customer Class    1            Y

                           Include Prior
Sequence of Discounts        Discounts
 Discount 1        1            Y
 Discount 2        2            Y
 Coupons           3            Y

F1=Help  F3=Exit  F12=Cancel
```

Profile Update Panel 4.3 (figure 8)

2. Type a number between one and seven to indicate the relative priority of:

   Contract Price / Special Price / Media Item / Customer Class / Base Price

3. Press **Enter** to update the **Company Profile**.

To establish pricing for an Item

From the ***ORDER POWER! Main Menu***, select **Work with Files ➔ Items** to display the *Item Inquiry panel (figure 2)*.

Type…	…beside the **Item** you want to work with, then press **Enter** to work with…
7 (Prc)	**Base pricing** is defined in the **Item**. It is used to identify the most basic price given to the Item. This price is normally higher than any of the others.
11 (Cls Prc)	**Customer Class pricing** is the selling price for an **Item,** established specifically for an entire group (or class) of customers.
12 (Spc Prc)	**Special pricing** is the selling price for an **Item,** established for a specific period of time.
17 (Cont Prc)	**Contract pricing** is the selling price for an **Item,** established for a specific customer.
18 (Media Prc)	**Media pricing** is the selling price for an **Item,** established for a specific Media.
20 (Book Prc)	**Media Book pricing** is the selling price for an **Item,** established for a specific Media Book.

ORDER POWER! displays a **Pricing Inquiry** window similar to *Item Pricing Inquiry window (figure 9)*.

```
                    ** Computer Solutions, Inc. **
 2=Change  5=D   A31                 Item Pricing Inquiry
12=Spc Prc  13   First Wives Club                           U/M    EA
19=Media Item    Pstn:
    Item         2=Change  5=Display  6=Ship Via Shipping/Handling
 7  A31
 _  A4               Quantity    Unit Price    Allow Disc 1   Allow Disc 2
 _  A42          _      1.000       31.9000         Y              N
 _  A43
 _  A44
 _  A456
 _  A5
 _  A56
 _  A5634
 _  A564
 _  A567
 _  A6
 _  A6356                                                           Bottom
 _  A66
 _  A6735        F1=Help F3=Exit F6=Create F7=Bkwd F8=Fwd F10=Top F18=Bot
                 F21=Print
 F1=Hlp F3=Exi
```

Item Pricing Inquiry window (figure 9)

These actions are available, in addition to the standard ***ORDER POWER!*** functions:

Action	Description
2=Change	Display a panel similar to *Item Pricing Update panel (figure 11)* to update the price
5=Display	Display a panel similar to *Item Pricing Update panel (figure 11)* to view the price
6=Ship Via Shipping/Handling	Display a panel similar to *Item Pricing Update panel (figure 11)* to update Shipping and Handling charges for a specific **Ship Via**
F6=Create	Display a panel similar to *Item Pricing Prompt panel (figure 10)* to create a new price

To create a new pricing scheme

1. On the *Item Pricing Inquiry window (figure 9)*, press **F6** (Create) to display the *Item Pricing Prompt panel (figure 10)*.

```
                         ** Computer Solutions, Inc. **
A31                          Item Pricing Prompt
First Wives Club

                                                    Quantity __________















F1=Help  F3=Exit  F12=Cancel
```

Item Pricing Prompt panel (figure 10)

1a. Complete this field:

Quantity

Type the minimum **Item** quantity required for purchase to be eligible for the pricing scheme that you will define on the next panel.

?Customer Class (Not shown. Valid for Customer Class, Media Book and Media pricing only.)

Type the **Customer Class** code of the class you are creating a pricing scheme for (for example, wholesale, consumer, or government agency).

This field is an optional secondary criterion when used with **Media Book** and **Media** pricing. You can leave this field blank to apply to all **Customer Classes** on the *Media* and *Media Book Pricing Prompt* panels.

?Customer (Not shown. Valid for Contract pricing only.)

Type the **Customer Number** of the **Customer** you are creating a pricing scheme for.

?Media (Not shown. Valid for Media pricing only.)

Type the **Media** code of the **Media** you are creating a pricing scheme for.

?Media Book (Not shown. Valid for Media Book pricing only.)

Type the **Media Book** code of the **Media Book** you are creating a pricing scheme for.

1b. Press **Enter** to display a panel similar to the *Item Pricing Update panel (figure 11)*.

To change an Item price

1. On the *Item Pricing Inquiry window (figure 9)*, press **5** (Change) to display a panel similar to the *Item Pricing Update panel (figure 11)*.

```
                          ** Computer Solutions, Inc. **
A31                            Item Pricing Update
First Wives Club

                                                            Quantity      1.000

 Unit Price     Shipping & Handling   Allow Disc 1   Allow Disc 2   U/M
     31.9000               5.00  A A/P      Y              N         EA

    Override Up-sell Msg  ______________________________________________

    Commission Percent  Commission Bonus
         _________        _____________
Deal:
 ?Item             ?Whse     Quantity     Per Order Qty   Order Qty Needed
 _______________   ___    ___________   ___________     ___________

 Unit Price     Shipping & Handling   Allow Disc 1   Allow Disc 2
 ______________ ____________ _ A/P        N              N


                                                                   Delete _
F1=Help  F3=Exit  F4=?List  F12=Cancel
```

Item Pricing Update panel (figure 11)

2. Complete these fields:

Unit Price

Type the price you want to establish for the **Item** to be used when the required **Quantity** is ordered.

Shipping & Handling A/P

Type an amount charged to the customer to pay for merchandise delivery when the required **Quantity** is ordered. In the **A/P** field, indicate if the value you typed represents an **A**(mount) or a **P**(ercentage). **Shipping & Handling** charges are calculated based on item quantity ordered.

Item Shipping and Handling is one of seven methods that can be used to calculate **Shipping and Handling**.

Allow Discount 1, 2

Type a **Y**(es) or **N**(o) to indicate if an additional discount can be applied when the **Quantity** required on the previous panel is ordered.

Override Description (Not shown. Not valid for Base Pricing.)

Type an **Description** to be used instead of **Item Description** when the **Quantity** required on the previous panel is ordered.

Override Up-sell Msg

Type an **Up-sell Message** to be used instead of the **Up-sell Message** in the **Item** master file when the **Quantity** required on the previous panel is ordered.

Suggested Retail (Informational only. Not shown. Valid for Media and Media Book pricing only.)

Type the **Suggested Retail** price.

Miscellaneous Charge (Not shown. Valid for Media and Media Book pricing only.)

Type a **Miscellaneous Charge** that you want added to an order for a specific **Item**. **Miscellaneous Charges** are calculated based on item quantity ordered.

Start Date / End Date (Not shown. Valid for Special and Contract pricing only.)
Type the beginning and ending effective dates for the **Special** price.

Commission Percent
Type the **Commission Percentage** that overrides the amount in the **Item** master file when the **Quantity** required on the previous panel is ordered.

Commission Bonus
Type the **Commission Bonus** that overrides the amount in the **Item** master file when the **Quantity** required on the previous panel is ordered.

3. If there is no **Deal Item** associated with this **Item**, press **Enter** to update the **Item Pricing** record. If there is a **Deal Item**, complete these fields:

Deal: ?Item
Type an **Item** number to select a **Deal Item** that is automatically added to an order when the **Quantity** required on the previous panel is ordered. If a **Deal Item** is offered, the minimum **Deal Quantity** is one (**1**).

Deal: ?Whse
Type a **Warehouse** number to select a **Warehouse** where the **Deal Items** are to be shipped from.

The following three fields define the minimum number of sale items a customer is required to purchase in order to receive a specified quantity of the **Deal Item**.

Deal: Quantity
The number of **Deal Items** the customer receives for every (**Per Order Qty**) sale **Items.**

Deal: Per Order Qty
The quantity of **Sale Items** required to fulfill the deal. (This is not necessarily the same as the **Order Qty Needed**.)

Deal: Order Quantity Needed

Type the minimum number of sale **Items** required to fulfill the deal.

> **Example:** *If*
> Deal:Quantity = 2
> Deal:Per Order Qty = 10
> Deal:Order Qty Needed = 25
> (sale) Item = S-ITEM
> Deal Item = D-ITEM
>
> then you must buy at least 25 S-ITEMs to be eligible to receive 2 D-ITEMs for every 10 S-ITEMs
> ...buy 25, get 4
> ...buy 30, get 6
> ...buy 15, get none (because although it is more than 10, it is less than the Order Qty Needed).

Deal: Unit Price

Type the price of **Deal Item**(**s**) being offered when the **Quantity** required on the previous panel is ordered. Leave this field blank when the **Deal Item** is free.

Deal: Shipping & Handling

Type the **Shipping & Handling** charge that applies to the **Deal Item**. Indicate if this number represents an **A**(mount) or a **P**(ercentage). This amount overrides normal **Shipping & Handling** charges.

Deal: Allow Disc

Type **Y** (yes) to allow a **Discount** to be applied in addition to the **Deal** defined here.

4. Press **Enter** to update the **Item Pricing** record.

To display Item Pricing

On the *Item Pricing Inquiry window (figure 9)*, type **5** (Display) beside the **Item Pricing Scheme** you want to see, then press **Enter** to display the *Item Price display window* similar to *Item Pricing Update panel (figure 11)*.

Item Shipping & Handling charges

ORDER POWER! allows tremendous flexibility in determining **Shipping and Handling** charges. This section deals with the **Shipping and Handling** prices you can define within the **Item** file. (It is also possible to define **Shipping and Handling** charges in the **Ship Via** record itself in a way that overrides all others. That method is not discussed in this section.)

You can define **Shipping and Handling** charges in each of the possible pricing schemes associated with each **Item**: **Contract Price**, **Special Price**, **Media Item**, **Customer Class**, and **Base Price**. For each of these categories you can define generic **Shipping and Handling** charges for all **Ship Vias**, or specific charges for each one.

To work with Shipping and Handling charges in the Item record

From the *Item Inquiry panel (figure 2)* type one of the following action codes:

7 (Base Pricing)
11 (Class Pricing)
12 (Special Pricing)
17 (Contract Pricing)
18 (Media Pricing)
20 (Book Pricing)

then press **Enter** to display a **Pricing Inquiry** window similar to *Item Pricing Inquiry window (figure 12)*.

```
                          ** Computer Solutions, Inc. **

 2=Change  5=D   A31                  Item Pricing Inquiry
12=Spc Prc  13   First Wives Club                              U/M    EA
19=Media Item    Pstn:
     Item        2=Change  5=Display  6=Ship Via Shipping/Handling
 7   A31
 _   A4              Quantity    Unit Price    Allow Disc 1   Allow Disc 2
 _   A42         _      1.000       31.0000         Y              N
 _   A43         _      5.000       25.0000         Y              N
 _   A44
 _   A456
 _   A5
 _   A56
 _   A5634
 _   A564
 _   A567
 _   A6
 _   A6356                                                          Bottom
 _   A66
 _   A6735       F1=Help F3=Exit F6=Create F7=Bkwd F8=Fwd F10=Top F18=Bot
                 F21=Print
 F1=Hlp F3=Exi
```

Item Pricing Inquiry window (figure 12)

To define an Item's generic Shipping and Handling charges for all Ship Vias

1. On the *Item Pricing Inquiry window (figure 12)* type **2** (Change) beside the **Quantity** level you want to work with, then press **Enter** to display to display a panel similar to the *Item Pricing Update panel (figure 13)*.

```
                              ** Computer Solutions, Inc. **
A31                                Item Pricing Update
First Wives Club

                                                        Quantity      1.000

  Unit Price     Shipping & Handling   Allow Disc 1   Allow Disc 2   U/M
 ____31.9000_   _________5.00_  A A/P        Y              N        EA

     Override Up-sell Msg

     Commission Percent  Commission Bonus

Deal:
 ?Item              ?Whse     Quantity     Per Order Qty   Order Qty Needed
 _______________    ___  ___________     ___________     ___________

  Unit Price     Shipping & Handling   Allow Disc 1   Allow Disc 2
 ______________  ____________    A/P         N              N

                                                                   Delete _
F1=Help  F3=Exit  F4=?List
```

Item Pricing Update panel (figure 13)

2. Complete these fields:

   Shipping & Handling A/P
   Type an amount charged to the customer to pay for merchandise delivery when the required **Quantity** is ordered. In the **A/P** field, indicate if the value you typed represents an **A**(mount) or a **P**(ercentage).

3. Press **Enter** to update the **Item Pricing** record.

To define an Item's Shipping and Handling charges for a specific Ship Via

1. On the *Item Pricing Inquiry window (figure 12)* type **6** (Change) beside the **Quantity** level you want to work with, then press **Enter** to display to display a panel similar to the *Contract/Ship Via Pricing Inquiry window (figure 14)*.

```
                               ** Computer Solutions, Inc. **
                                      Item Inquiry                  Show Delete : N
2=Change  5=Display  6=Ext Desc  7=Prc  8=Qtys  9=Vend Ref  10=Kit  11=Cls Prc
1
1   I      9473   Contract/Ship Via Pricing Inquiry        Show Delete : N
    I   CSI'S FAVORITE CUSTOMER
    P   Pstn:
    2   2=Change

           Item              Quantity     Ship Via     Shipping/Handling  Del
    _   _  INK                  1.000      AWB                    1.00  P
    6   _  INK                  1.000      BWY                     .20  P
    _   _
    _   _
    _   _
    _   _
    _   _
    _   _
    _   _
    _   _
                                                                  Bottom
    F   F1=Help  F3=Exit  F6=Create  F7=Bkwd  F8=Fwd  F10=Top  F21=Print
```

Contract/Ship Via Pricing Inquiry window (figure 14)

2. Press **F6** (Create) to display the *Contract/Ship Via Shipping/Handling Prompt panel (figure 15)*.

```
                         ** Computer Solutions, Inc. **
    9473        Contract/Ship Via Shipping/Handling Prompt
CSI'S FAVORITE CUSTOMER

Item INK                     Quantity      1.000      ?Ship Via  ___














F1=Help  F3=Exit  F4=?List
```

Contract/Ship Via Shipping/Handling Prompt panel (figure 15)

1a. Complete this field:

?Ship Via

Type the code for the **Ship Via** you are defining charges for.

1b. Press **Enter** to display the *Contract/Ship Via Shipping/Handling Update panel (figure 16)*.

```
                         ** Computer Solutions, Inc. **
    9473        Contract/Ship Via Shipping/Handling Update
CSI'S FAVORITE CUSTOMER

Item INK                     Quantity      1.000       Ship Via  AWB

                         Shipping & Handling
                         ________1.00  P A/P













                                                                Delete _
F1=Help  F3=Exit
```

Contract/Ship Via Shipping/Handling Update panel (figure 16)

2. Complete these fields:

Shipping & Handling A/P

Type an amount charged to the customer to pay for merchandise delivery when the required **Quantity** is ordered. In the **A/P** field, indicate if the value you typed represents an **A**(mount) or a **P**(ercentage).

3. Press **Enter** to update the **Item Pricing** record.

Item Quantities

The **Item Quantities** option is used to set up and maintain information regarding the location and quantities of an **Item** stored in various locations in a specific warehouse. This overrides the "generic" information you defined for all warehouses on *Item Update panel 2 (figure 5)*.

To work with Item Quantities

From the *Item Inquiry panel (figure 2)* type **8** (Qty) beside the **Item** you want to work with to display *Item Quantities Inquiry window (figure 17)*.

```
                        ** Computer Solutions, Inc. **
                                 Item Inquiry               Show Delete : N
 2=Ch
12=Sp  A31             Item Quantities Inquiry            Show Delete : N
19=Me  First Wives Club
       Pstn: ___                       STOCK U/M: EA    /           1.000
       2=Change  5=Display  6=History  7=Defined Locns
                 Qty on          Qty on                 Qty on
 8       Whse  Cust Order       Pick Ticket              PO           Del
 __    _ FTL
 __    _ GRI
 __    _ HYD
 __    _ IND
 __    _ ITR
 __    _ MA2
 __    _ MIA          54.000
 __    _ SAL
 __    _ TOA
 __    _ VA
 __                                                               More...
       F1=Help  F3=Exit  F6=Create  F7=Bkwd  F8=Fwd  F10=Top  F12=Cancel
       F16=Next U/M  F18=Bottom  F21=Print List
 F1=H
```

Item Quantities Inquiry window (figure 17)

These actions are available, in addition to the standard ***ORDER POWER!*** functions:

Action	Description
2=Change	Display *Item Quantities Update panel (figure 19)* to update **Item Quantity records** for a warehouse
5=Display	Display the Item *Quantities Display window* similar to *Item Quantities Update panel (figure 19)*
6=History	Display the *Item Transaction History window (figure 37)* to view an **Item**'s transaction history
7=Defined Locns	Display the *Defined Locations for an Item Display window (figure 20)*.
F6=Create	Display the *Item Quantities Prompt panel (figure 18)* to create a new Item Quantity record
F16=Next U/M	Toggle the display between Purchase, Stocking and Selling **Unit of Measure**

To create an Item Quantity record for a warehouse

1. On the *Item Quantities Inquiry window (figure 17)*, press **F6** (Create) to display the *Item Quantities Prompt panel (figure 18)*.

```
                         ** Computer Solutions, Inc. **
A31                          Item Quantities Prompt
First Wives Club

                                ?Warehouse
                                   ___

F1=Help  F3=Exit  F4=?List  F12=Cancel
```

Item Quantities Prompt panel (figure 18)

1a. Complete these fields:

?Warehouse

Type a user-defined code that describes an inventory storage area where an **Item** is stocked. A **Warehouse** may be either a physical or logical.

1b. Press **Enter** to display the *Item Quantities Update panel (figure 19)*.

To change an Item Quantity record for a warehouse

1. On the *Item Quantities Inquiry window (figure 17)*, type **2** (Change) beside the warehouse you want to work with to display the *Item Quantities Update panel (figure 19)*.

```
                         ** Computer Solutions, Inc. **
A31                          Item Quantities Update
First Wives Club

                                ?Warehouse
                                   MIA
   Preferred:
    ?Pick Location      AWB_____           Quantity on Hand         4903.000
    ?Put Away Location  ________           Quantity on Pick
    ?Receiving Location ________           Quantity on PO
    ?Ship Via           ___
     Stock Qty          ______________
   Minimum Stock Level  _______5.000_
   Maximum Stock Level  ____1000.000_
   E.O.Q. Level         ______________
   Safety Stock in Days ___
  ?Cycle Code           ___
   Replenishment Overfill %  ___

                                                                Delete _
F1=Help  F3=Exit  F4=?List  F12=Cancel
```

Item Quantities Update panel (figure 19)

2. Complete these fields:

?Put Away Location

Type a user-defined code to identify the location associated with this **Item** for Purchase Order receiving purposes (not the **Pick Location**).

Preferred: Put Away Locn

Type a user-defined code to identify the location associated with this **Item** for **Purchase Order** receiving (not the **Pick Location**).

Preferred Receiving Locn

Type a user-defined code used to identify a temporary location associated with this Item for Purchase Order receiving in a Directed Putaway environment. If you don't use Directed Putaway, P.O. receipts default to this location. ***ORDER POWER!*** assumes that a **Receiving Location** has unlimited capacity.

Preferred: ?Ship Via

Type a user-defined code to identify the **Preferred Shipper**. The operator can override this **Ship Via** code during **Order Entry** using the **F10** (Add'l) *Item Select Additional Information window*.

Preferred Stock Qty (informational only)

Type the quantity that you want be kept in the warehouse for this **Item**.

Minimum Stock Level

Type the minimum quantity (in stocking units of measure) of an **Item** that you want kept on hand. ***ORDER POWER!*** uses this information in generating the **Items Below or At Minimum Report** which is run from the *ORDER POWER! Purchase Orders menu*.

Maximum Stock Level

Type the maximum quantity (in stocking units of measure) of an **Item** that you want kept on hand.

E.O.Q. Level

Type the **Economic Order Quantity** that is the minimum quantity to buy when a purchase is forecasted. The **EOQ** is described in stocking units of measure.

3. Press **Enter** to update the Item Quantity record.

To display an Item's Transaction History

On the *Item Quantities Inquiry window (figure 17)*, type **6** (History), beside the warehouse you want to work with, then press **Enter** to display the *Item Transaction History window (figure 37)*.

To display an Item's Defined Locations (within a Warehouse)

On the *Item Quantities Inquiry window (figure 17)*, type **7** (Defined Locns) beside the **Warehouse** you want to see, then press **Enter** to display the *Defined Locations for an Item Display window (figure 20)*.

```
                    ** Computer Solutions, Inc. **
                            Item Inquiry              Show Delete : N
 2=Ch
12=Sp  A31             Item Quantities Inquiry          Show Delete : N
19=Me  First Wives Club
       Pstn:                            STOCK U/M: EACH  /          10.000
 8_    2=Change  5=Display  6=History  7=Defined Locns
__              Qty on          Qty on              Qty on
__        W
__      _ A                  Defined Locations for an Item Display
__      _ F    A31
__      _ I    4' First Wives Club
__      7 M
__      _ T    Whse MIA Miami Warehouse
__
__             Preferred:
__               Pick      AWB
__               Putaway
__               Receiving DEFAULT
__             Intransit   IN-TRANS
       F1=
       F16     F1=Help  F3=Exit  F12=Cancel
 F1=H
```

Defined Locations for an Item Display window (figure 20)

Item/Vendor References

The **Vendor Reference** option is used to set up and maintain information regarding the various **Vendors** you use to supply a specific **Item**. This information is used by ***ORDER POWER!*** to create **Purchase Orders** reference the **Vendor's** own **Item** number and description. This option can also be used to associate a UPC code to an ***ORDER POWER!*** **Item**.

To work with Item/Vendor (and UPC Code reference) references

From the *Item Inquiry panel (figure 2)* type **9** (Vend Ref) beside the **Item** you want to work with, From the *Item Inquiry panel (figure 2)* type **9** (Vend Ref) beside the **Item** you want to work with to display *Item/Vendor Reference Inquiry panel (figure 21)*.

```
                   ** Computer Solutions, Inc. **
                           Item Inquiry               Show Delete : N
2=Change  5=Display  6=Ext Desc  7=Prc  8=Qtys  9=Vend Ref  10=Kit  11=Cls Prc

  A31                Item/Vendor Reference Inquiry          Show Delete : N
  First Wives Club
  Pstn:
  2=Change  5=Display  6=Ext Desc  7=Cost
                    Vendor's                      Last        Cost Good
         Vendor     Item Number               Vendor's Cost     Thru      Del
  _           1     1-A3                            5.0000    11/24/24
  _           2     2
  _         100                                    24.0000
  _         115                                    99.5000
  _         704                                    10.0000
  _        2241
  _        3815                                    25.0000
  _        6000                                     3.0000
  _       26000                                    24.0000
                                                                  Bottom
  F1=Help  F3=Exit  F6=Create  F7=Bkwd  F8=Fwd  F10=Top  F21=Print
```

Item/Vendor Reference Inquiry panel (figure 21)

These actions are available, in addition to the standard ***ORDER POWER!*** functions:

Action	Description
2=Change	Display *Item/Vendor Reference Update panel (figure 23)* to update the Item/Vendor record
5=Display	Display the *Item Display* windows, similar to *Item/Vendor Reference Update panel (figure 23)* to view the Item/Vendor record
6=Ext Desc	Work with Item/Vendor Extended Descriptions
7=Cost	Display *Vendor Item Cost Inquiry window (figure 24)* to work with **Item Vendor** information
F6=Create	Display the *Item/Vendor Reference Prompt panel (figure 22)* to create a new Item/Vendor record or UPC Code reference

To create a new Item/Vendor record

1. On the *Item/Vendor Reference Inquiry panel (figure 21)*, press **F6** (Create) to display the *Item/Vendor Reference Prompt panel (figure 22)*.

```
                             ** Computer Solutions, Inc. **
A31                           Item/Vendor Reference Prompt
First Wives Club

                                    ?Vendor Number
                                     __________

                                        -- OR --
                             Press Enter to add UPC Code











F1=Help  F3=Exit  F4=?List  F12=Cancel
```

Item/Vendor Reference Prompt panel (figure 22)

1a. Complete this field:

?Vendor Number
Type the user-defined **Vendor** code for the **Vendor** to which you are creating the reference.

1b. Press **Enter** to display the *Item/Vendor Reference Update panel (figure 23)*.

To create a UPC Code reference

1. On the *Item/Vendor Reference Inquiry panel (figure 21)*, press **F6** (Create) to display the *Item/Vendor Reference Prompt panel (figure 22)*.

2. Press **Enter** to display the **UPC Code** field. Notice the **Vendor** number displayed is the generic "UPC."

3. Type the **UPC Code** that you want to associate with this **Item**, then press **Enter** to display the **Manufacturer's Item Description** field and **Info** fields (not shown).

4. Type the **Vendor**'s description for the **Item**. This number may differ from the description you have defined in ***ORDER POWER!***.

5. Press **Enter** to update the UPC Code reference.

To change an Item/Vendor record

1. On the *Item/Vendor Reference Inquiry panel (figure 21)*, type **2** (Change) beside the **Vendor** you want to work with to display the *Item/Vendor Reference Update panel (figure 23)*.

```
                              ** Computer Solutions, Inc. **
A31                            Item/Vendor Reference Update
First Wives Club

                                      Vendor Number
                                      ________1 Kreidman


     Vendor's Item Number          Vendor's Item Description
     1-A3____________         ______________________________________

     Lead time          ___
    ?Buyer
     Cost Good Thru     11/24/24
     Last Vendor Cost   ______5.0000
     Last Receipt       10/02/98
     Info1              __________
     Info2              __________
     Info3              __________

                                                                     Delete _
F1=Help  F3=Exit  F12=Cancel  F23=User
```

Item/Vendor Reference Update panel (figure 23)

2. Complete these fields:

Vendor's Item Number

Type the **Vendor**'s identification number for a particular **Item**. This number may differ from the **Item Number** you have defined in ***ORDER POWER!***.

Vendor's Item Description

Type the **Vendor**'s description for the **Item**. This number may differ from the description you have defined in ***ORDER POWER!***.

Required Order Qty

The minimum quantity of an **Item** that you can order from a selected **Vendor**.

Lead time

Type the amount of time (in calendar days) it takes to receive this **Item** from this vendor, beginning from the time the order was placed.

?Buyer

Type the user-defined code that indicates the person or group responsible for ordering the **Item** from a vendor.

Cost Good Thru (informational only)

Type the last date this **Cost** is valid.

Last Vendor Cost

Type the cost most recently paid for the **Item**. This field is updated by ***ORDER POWER!*** based on **P.O. Receivings**.

Last Receipt

Type the most recent date this **Item** was received. This field is updated by ***ORDER POWER!*** based on **P.O. Receivings**.

Info1 / Info2 / Info3

Type the text you want to fill these 10-character user-defined fields.

To display an Item/Vendor reference

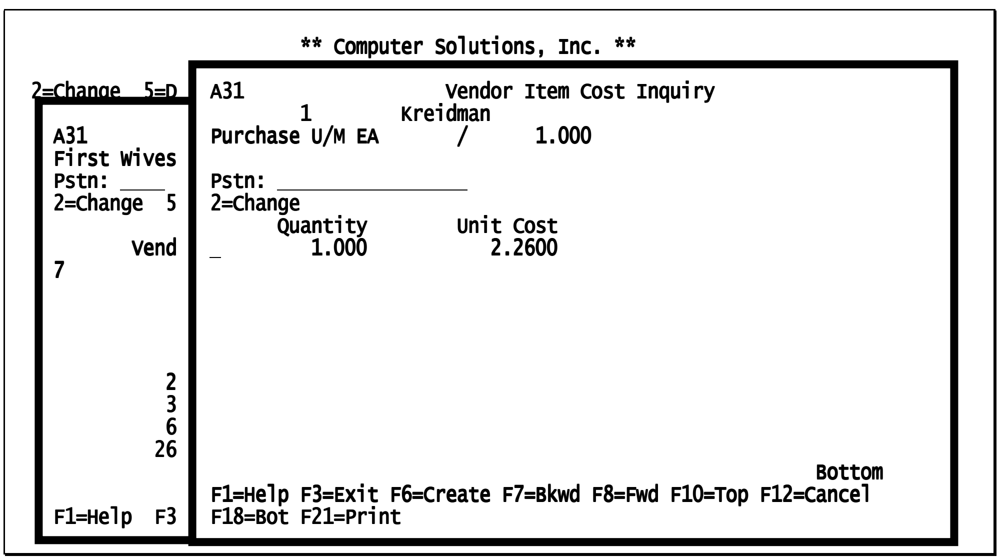
On the *Item/Vendor Reference Inquiry panel (figure 21)*, type **5** (Display) beside the **Item/Vendor reference** you want to see, then press **Enter** to display the *Item/Vendor Extended Description Inquiry window* similar to *Item/Vendor Reference Update panel (figure 23)*.

To work with Item/Vendor Extended Descriptions

On the *Item/Vendor Reference Inquiry panel (figure 21)*, type **6** (Ext Desc) beside the **Item/Vendor reference** whose **Extended Description** you want to see, then press **Enter**. See the "Working with Extended Descriptions" section on page 60 for detailed instructions.

To work with Item/Vendor Costs

From the *Item Inquiry panel (figure 2)* type **7** (Cost) beside the **Item/Vendor reference** whose **Cost** you want to work with, then press **Enter** to display *Vendor Item Cost Inquiry window (figure 24)*.



```
                    ** Computer Solutions, Inc. **

2=Change  5=D  A31                 Vendor Item Cost Inquiry
                      1       Kreidman
 A31           Purchase U/M EA       /      1.000
 First Wives
 Pstn: ____    Pstn: ________________
 2=Change  5   2=Change
                     Quantity       Unit Cost
        Vend   _        1.000          2.2600
 7




           2
           3
           6
          26
                                                           Bottom
               F1=Help F3=Exit F6=Create F7=Bkwd F8=Fwd F10=Top F12=Cancel
 F1=Help  F3   F18=Bot F21=Print
```

Vendor Item Cost Inquiry window (figure 24)

To create an Item/Vendor Cost record

1. On the *Vendor Item Cost Inquiry window (figure 24)*, press **F6** (Create) to display the *Vendor Item Cost Prompt panel (figure 25)*.

```
                             Mail Order Medical Supply
Item  : DS_07                  Vendor Item Cost Prompt
Vendor:         1 Kreidman

                             Quantity  ___________

                            Unit Cost  ______________






F1=Help  F3=Exit
```

Vendor Item Cost Prompt panel (figure 25)

2. Complete this field:

   Quantity

   Type the required number of **Items** this price applies to.

3. Press **Enter** to display the **Unit Cost** field. Type the cost per unit (for the quantity you are defining).

4. Press **Enter** to update the **Item/Vendor Cost** record.

Kits

A **Kit** is a group of **Items** sold together as a single **Item**. The **Kit** option is used to set up and maintain information regarding the various **Items** that comprise a single **Kit**.

To work with a Kit

From the *Item Inquiry panel (figure 2)*, type **10** (Kit) beside the **Kit Item** you want to work with to display *Kit Components Inquiry window (figure 26)*.

```
                        ** Computer Solutions, Inc. **
                                 Item Inquiry                  Show Delete : N
 2=Change  5=Display  6=Ext Desc  7=Prc  8=Qtys  9=Vend Ref  10=Kit  11=Cls Prc
1
1   AWB WRITER KIT          Kit Components Inquiry          Show Delete : N
    Tech Writer's Desk in a box
    Pstn:
    2=Change  5=Display  6=Ext Desc  8=Qty Avail
                                                                 Sales
      Component       Description                    Quantity    Adjust%  Del
    _ INK             Ink for writing with quill        2.000      40.00
    _ PEN             Sharp quill for sharp minds       1.000      60.00




                                                                    Bottom
    F1=Help  F3=Exit  F6=Create  F7=Bkwd  F8=Fwd  F10=Top  F21=Print List
```
Kit Components Inquiry window (figure 26)

These actions are available, in addition to the standard ***ORDER POWER!*** functions:

Action	Description
2=Change	Display *Kit Components Update panel (figure 28)* to work with the **Kit Components**
5=Display	Display the *Item Display* windows, similar to *Kit Components Update panel (figure 28)* to view the **Kit Component** record
6=Ext Desc	Work with **Kit Component Extended Descriptions**
8=Qty Avail	Display a panel similar to *Item Quantities Inquiry window (figure 17)* to work with **Kit Component** Quantities Available
F6=Create	Display the *Kit Components Prompt panel (figure 27)* to create a new **Kit Component** record

To create a Kit Item

1. On the *Item Update panel 1 (figure 4)*, type **Y**(es) in the **Kit Parent Item** field. Complete the all other **Item** fields as necessary (see the "To create a new Item" section on page 4), then press **Enter** to update the **Item** record.

1a. On the *Kit Components Inquiry window (figure 26)*, press **F6** (Create) to display the *Kit Components Prompt panel (figure 27)*.

```
                           Mail Order Medical Supply
AWB WRITER KIT                          Kit Components Prompt
Tech Writer's Desk in a box

                              ?Component
                               PEN______________















                                                                     Delete _
F1=Help  F3=Exit  F4=?List  F12=Cancel
```

Kit Components Prompt panel (figure 27)

1b. Complete this field:

?Component

Type the number of an **Item** that is part of the **Kit**.

1c. Press **Enter** to display *Kit Components Update panel (figure 28)*.

To change Kit Components

1. On the *Kit Components Inquiry window (figure 26)*, type **2** (Change) beside the **Kit Component** you want to change, then press **Enter** to display the *Kit Components Update panel (figure 28)*.

```
                         ** Computer Solutions, Inc. **
WRITER KIT                    Kit Components Update
Tech Writer's Desk in a box

                              Component
                               INK

                             Override Description
                       Sharp quill for sharp minds_____________

                         Quantity   Sales Adjustment %
                       _____1.000__    __60.00____










                                                                     Delete _
F1=Help  F3=Exit
```

Kit Components Update panel (figure 28)

2. Complete these fields:

Override Description

Type a description to be used instead of the standard **Item Description** on panels and documents that list **Kit Components**.

Quantity

Type how many of this **Kit Component** are included per **Kit**.

Sales Adjustment %

Type the percentage of the sale that corresponds to this **Kit Component**. ***ORDER POWER!*** uses this to calculate invoicing when the **Kit** is partially shipped.

3. Press **Enter** to update the **Kit Component**.

To display Kit Components

On the *Kit Components Inquiry window (figure 26)*, type **5** (Display) beside the **Kit Component** you want to see, then press **Enter** to display the *Kit Components Display window (figure 29)*.

```
                    ** Computer Solutions, Inc. **
                           Item Inquiry                 Show Delete : N
 2=Change  5=Display  6=Ext Desc  7=Prc  8=Qtys  9=Vend Ref  10=Kit  11=Cls Prc
1
1   AWB WRITER KIT         Kit Components Inquiry         Show Delete : N
    Tech Writer's Desk in a box
    Pstn:
    2=Change  5=Display  6=Ext Desc  8=Qty Avail
                                                                Sales
      Component       Description                   Quantity    Adjust%  Del
    _5INK             Ink for writing with quill         2.000
    _ PEN
    _                  Kit Components Display
    _                                                     Deleted
    _           Component           INK
    _           Quantity                 2.000
    _           Sales Adjustment Pct
    _           Override Description
    _           Created by          ANDREA     / DSP108S1
    _                                 10/25/99 / 10:56:06

    F1=Help     F1=Help  F3=Exit
```

Kit Components Display window (figure 29)

To work with Kit Component Extended Descriptions

On the *Kit Components Inquiry window (figure 26)*, type **6** (Ext Desc) beside the **Kit Component** you want to work with, then press **Enter**. See the "Working with Extended Descriptions" section on page 60 for detailed instructions.

To work with Kit Component Quantities Available

On the *Kit Components Inquiry window (figure 26)*, type **8** (Qty Avail) beside the **Kit Component** you want to work with, then press **Enter** to display the *Item Quantities Availability panel (figure 39)*.

Assortment Items

Assortments are **Items** comprised of multiple components which are not predetermined; they are mixed and matched, by the customer, during **Order Entry**. The customer tailors the assortment by choosing from a predefined list of allowable **Items**.

For example, you can create a junk food **Assortment Item**, **P&W-ASSORTMENT**. This **Assortment Item** is comprised of two groups, pizza and wings. This **Assortment Item** requires at least 2 pizzas of any available kind and a box of wings, with the "El Scorcho" wings required, but "Mild" wings can be ordered in addition. (For information about ordering an **Assortment Item**, see the "Order Entry Users Guide.")

In order to create a usable **Assortment**, complete all of the following procedures:

Create an **Assortment Item**	*see page 35*
Create **Assortment Groups**	*see page 36*
Add **Items** to the **Assortment Group**	*see page 38*

To create an Assortment Item

1. On the *Item Inquiry panel (figure 2)*, press **F6** (Create) to display the *Item Prompt panel (figure 3)*.

2. Complete this field:

   Item

   Type a user-defined code to represent the **Assortment**. This is separate from any individual **Item** that may be offered as a choice when the **Assortment** is ordered.

3. Press **Enter** to display the *Item Update panel 1 (figure 4)*.

4. Complete the *Item Update panels* as indicated beginning on page 5, using the following guidelines:

   Stock

   Type **N**(o) to indicate that the **Item** is not kept in inventory (because, it is really a group of **Items** that are).

   Assortment Item

   Type **Y**(es) to indicate that this is an **Assortment Item**.

   List Components on Documents

   Type **Y**(es). This is the required response for an **Assortment Item**.

   On Invoice

   Type **Y**(es). This is the required response for an **Assortment Item**.

5. When you have completed all the *Item Update panels*, ***ORDER POWER!*** displays the *Assortment Item Header Update panel (figure 30)* for you to create **Assortment Groups** for the **Item**.

To work with Assortment Groups

From the *Item Inquiry panel (figure 2)*, type **10** (Kit) beside the **Assortment Item** you want to work with to display *Assortment Item Header Update panel (figure 30)*.

```
                         ** Computer Solutions, Inc. **
                         Assortment Item Header Update

          Assortment Item   P&W-ASSORTMENT
                            Assortment of stuff to eat
 Allow More Than One
   to be Ordered at a Time  Y

 6=Group Items
                                                Order Qty   Required    Sales Adj
Opt  Group  Description                         Required    to Order    Percentage
 _     1    PIZZA                                  2.000       Y          60.00
 _     2    WINGS                                  1.000       Y          40.00
 _     3                                                       _
 _     4                                                       _
 _     5                                                       _
 _     6                                                       _
 _     7                                                       _
 _     8                                                       _
 _     9                                                       _
 _    10                                                       _
                                                                         Delete _
 F1=Help  F3=Exit  F12=Cancel  F21=Print
```
Assortment Item Header Update panel (figure 30)

To add an Assortment Group

1. On *Assortment Item Header Update panel (figure 30)*, complete these fields:

   Allow More Than One to be Ordered at a Time
   Type **Y**(es) or **N**(o) to indicate whether or not you want to allow buyers to purchase more than one of this **Assortment** per order.

   Description
   Type a descriptive name for the **Assortment Group**. This name appears in **Order Entry** to help the order-taker describe possible choices to buyers.

   Order Qty Required
   Type the quantity of **Items** from the specified group that buyers must choose, if anything from that group is chosen. If you specify an **Order Qty Required** for any group, the buyer must order at least that quantity of **Items** from the specified group, if ordering any. (However, if you specify **N**(o) in the **Required to Order** field below, it is also possible to select none of that **Item**.)

   Required to Order
   Type **Y**(es) or **N**(o) to indicate whether or not you want to require the buyer to select at least the minimum amount specified in the **Order Qty Required** field. The buyer can combine any quantities of **Items** within the **Assortment Group** to satisfy this minimum.

   Sales Adj Percentage
   Type the percentage of the sale that corresponds to the **Assortment Group**.

2. Press **Enter** to update the **Assortment Groups** and redisplay the *Item Inquiry panel (figure 2)*. Repeat steps 1 and 2 to create up to ten **Assortment Groups**.

To work with Items in an Assortment Group

1. From the *Item Inquiry panel (figure 2)*, type **10** (Kit) beside the **Assortment Item** you want to work with to display *Assortment Item Header Update panel (figure 30)*.

2. Type **6** (Group Items) beside the **Assortment Group** you want to add an **Item** to, then press **Enter** to display the *Assortment Group Item Inquiry window (figure 31)*.

```
                        ** Computer Solutions, Inc. **

  AWB-ASSORTMENT  01     Assortment Group Item Inquiry
  Pstn :                                                   Show Del: N

    2=Change  5=Display

        Seq   Item           Description                          Del
    _   002   MUSHROOMS      Mushroom Pizza
    _   005   PEPPERONI      Pepperoni Pizza










                                                                Bottom
  F1=Help   F3=Exit  F6=Create   F7=Backward  F8=Forward  F10=Top
  F11=Fold  F12=Cancel  F18=Bottom  F20=Renumber  F21=List
```

Assortment Group Item Inquiry window (figure 31)

These actions are available, in addition to the standard ***ORDER POWER!*** functions:

Action	Description
2=Change	Display *Assortment Group Item Update panel (figure 33)* to update the **Assortment Group**
5=Display	Display a window similar to *Assortment Group Item Update panel (figure 33)* to view the **Assortment Group**
F6=Create	Display the *Assortment Group Item Prompt panel (figure 32)* to create a new **Assortment Group**
F20=Renumber	Reassign **Sequence Numbers** to each **Item**, incrementing by 10. The currently assigned sequence (if any) is not changed.

To add Items to an Assortment Group

1. On the *Assortment Group Item Inquiry window (figure 31)*, press **F6** (Create) to display *Assortment Group Item Prompt panel (figure 32)*.

```
                         ** Computer Solutions, Inc. **
                         Assortment Group Item Prompt
Assortment # P&W-ASSORTMENT                              Req'd Qty      2.000
Group #      01                                          Mandatory  N

                                  Sequence #
                                     ____










 F1=Help  F3=Exit  F12=Cancel
```

Assortment Group Item Prompt panel (figure 32)

1a. In the **Sequence #** field, type a sequence number to specify the display position of the Item you are adding (relative to other the **Items** in the **Assortment Group**), then press **Enter** to display the *Assortment Group Item Update panel (figure 33)*.

To change Items in an Assortment Group

1. On *Assortment Group Item Inquiry window (figure 31),* type **6** (Group Items) beside the **Assortment Group** you want to add and **Item** to, then press **Enter** to display the *Assortment Group Item Update panel (figure 33)*.

```
                         ** Computer Solutions, Inc. **
                         Assortment Group Item Update
Assortment # P&W-ASSORTMENT                              Req'd Qty      2.000
Group #      01                                          Mandatory  N

                                  Sequence #
                                     _4_

?Item #                           ________________

 Override Description             __________________________________________

 Minimum Qty (If Selected)        ____________
 Maximum Qty (If Selected)        ____________
 Mandatory Order Item             _                (Y/N)

 Addt'l Charge Fixed/Calc         _                F-Fixed Charge, C-Calc from
                                                   Pricing Files
 Addt'l Charge if Fixed           _____________

                                                                Delete _
 F1=Help  F3=Exit  F4=?List  F12=Cancel
```

Assortment Group Item Update panel (figure 33)

3. Complete these fields:

   ?Item #
   Type the **Item Number** you want to add to the **Assortment Group**.

   Override Description
   Type a description of the **Item** that you want to appear on the *Assortment Item Detail Inquiry window* in **Order Entry** when the **Assortment Items** are being selected. This description will not change the **Item**'s description in the Item Master file, other than for this **Assortment**.

   Minimum Qty (If Selected)
   Type the minimum quantity a buyer must purchase if choosing to select this **Item** in the **Assortment Group**.

   Maximum Qty (If Selected)
   Type the maximum quantity a buyer must purchase if choosing to select this **Item** in the **Assortment Group**.

   Mandatory Order Item
   Type **Y**(es) or **N**(o) to indicate whether or not you want to require the purchase of this **Item** whenever the Assortment is ordered.

   Addt'l Charge Fixed/Calc
   Type a code to indicate:
   F (ixed Charge)
   C (alc from Pricing Files)

   Addt'l Charge if Fixed
   Type the Additional Charge to be added to the **Item** if you have selected **F**(ixed Charge) in the field above.

4. Press **Enter** to update the **Assortment Item**, and redisplay the *Assortment Group Item Inquiry window (figure 31)*.

Quantities On Hand

The **Quantities On Hand** option is used to display **Item** quantities in each **Location** defined for that **Item**.

To work with Item Quantities On Hand

From the *Item Inquiry panel (figure 2)* type **13** (QOH) beside the **Item** you want to work with to display *Item Quantities On Hand window (figure 34)*.

```
                    ** Computer Solutions, Inc. **
                          Item Inquiry             Show Delete : N

BOBZILLA               Item Quantities On Hand          Show Delete : _
4' Galapagos Iguana
Pstn: ___          STOCK U/M: EACH  /          10.000             Total
2=Chg 5=Disp 6=History 7=Defined Locns 8=Locn Master Dsp        5008.000
                             Qty on Hand        Qty on Pick     Last
  Whse Location     Type         Stk U/M           Sell U/M    Trans   Del
_ AWB INVENTRY PREF                 .000                       2/28/01
_ AWB REB                           .000                      10/11/01
_ AWB RECEIVE                       .000                       2/23/01
_ FTL LOC2          B               .000
_ ITR 00000042                   100.000                       5/08/02
_ MIA                               .000                       7/07/00
_ MIA AWB       PREF            4903.000             7.000     5/08/02
_ MIA NONEMPTY                      .000                      10/04/01
_ TST HILLARY                      5.000                       4/09/02

                                                                Bottom
F1=Help  F3=Exit  F6=Create  F7=Bkwd  F8=Fwd  F10=Top  F12=Cancel
F16=Empty        F18=Bot    F21=Print List
```

Item Quantities On Hand window (figure 34)

These actions are available, in addition to the standard ***ORDER POWER!*** functions:

Action	Description
2=Change	Display *Item Quantities On Hand Update panel (figure 35)* to update your preferred stock levels for the selected Warehouse/ Location
5=Display	Display the *Item Quantities On Hand Display* similar to *Item Quantities On Hand Update panel (figure 35)*
6=History	Display the *Item Transaction History window (figure 37)* to view an **Item**'s transactions
7=Defined Locns	Display the *Defined Locations for an Item Display window (figure 20)* to view **Locations** you defined for the selected Item on the *Item Quantities Update panel (figure 19)*
8=Locn Master Dsp	Display the *Item Location display window (figure 36)* to view the dimensions and capacity information you have defined for this location

To work with Item Quantities On Hand (location)

1. On the *Item Quantities On Hand window (figure* 34), type **2** (Change) to display the *Item Quantities On Hand Update panel (figure 35)*.

```
                         ** Computer Solutions, Inc. **
DS_05                    Item Quantities On Hand Update
Test Item - D Scorca


                   Warehouse  MIA     Location  BIN1


                   Minimum Stock Level  _____.000_
                   Maximum Stock Level  __________

                   Quantity On Hand       5000.000
                   Quantity On Pick         10.000
                   Replenishment Overfill %  ____






                                                                     Delete _
F1=Help  F3=Exit
```
Item Quantities On Hand Update panel (figure 35)

2. Complete these fields for selected **Location**:

Minimum Stock Level

Type the minimum quantity (in stocking units of measure) of an **Item** that you want kept on hand. ***ORDER POWER!*** uses this information in generating the **Items Below or At Minimum Report** which is run from the *ORDER POWER! Purchase Orders menu*.

Maximum Stock Level

Type the maximum quantity (in stocking units of measure) of an **Item** that you want kept on hand.

Replenishment Overfill %

Type the percentage over the maximum quantity that you want accept as permissible in the **Preferred Pick Location**.

3. Press **Enter** to update the **Location**.

To view Defined Locations for an Item

1. On the *Item Quantities On Hand window (figure* 34), type **8** (Locn Master Dsp) to display the *Item Location display window (figure 36)*.

```
                     OP! 4.0 DEVELOPMENT ** CO# 001
                              Item Inquiry              Show Delete : N

 BOBZILLA                 Item Quantities On Hand          Show Delete : N
 4' Galapagos Iguana
 Pstn:             STOCK U/M: EACH  /          10.000             Total
 2=Chg 5=Disp 6=History 7=Defined Locns 8=Locn Master Dsp        5008.000
                             Qty on Hand       Qty on Pick     Last
   Whse Location     Type        Stk U/M           Sell U/M    Trans   Del
 8 AWB INVENTRY
 _ AWB REB                         Location Display
 _ AWB RECEIVE
 _ FTL LOC2        ocation    INVENTRY                           Delete
 _ ITR 00000042    escription Default Inventory
 _ MIA                  Type                    Bulk Location  N
 _ MIA AWB              Zone                 Sequence in Zone
 _ MIA NONEMPTY         Hold N                      Hold Code
 _ TST HILLARY     llow Pick Y                  Allow Putaway  Y
                   eight  10.00
                   idth   10.00    Usable            Weight
 F1=Help  F3=Exi   epth   10.00    Volume   1000.00  Capacity   1000.000
 F16=Empty         1=Help  F3=Exit  F12=Cancel
```

Item Location display window (figure 36)

Item Transaction History

From the *Item Inquiry panel (figure 2)* type **14** (Hist) beside the **Item** you want to work with, then press **Enter** to display the *Item Transaction History window (figure 37)*.

```
                      ** Computer Solutions, Inc. **

 A31                      Item Transaction History            From: OLDEST
 First Wives Club                                               To: NEWEST
 Pstn to Date: ________   ?Filter by Whse: ___   STOCK U/M: EA
 5=Display                ?Filter by Code: ___                    1.000
                                                        Transaction
   Whs Location Code                       Prior QOH       Quantity    Date
 _ MIA ABC      003 Adjustments                              10.000  4/09/02
 _ MIA ABC      003 Adjustments               10.000        100.000  4/09/02
 _ MIA ABC      002 Issue - Shipme           110.000         50.000  4/09/02
 _ MIA ABC      003 Adjustments               60.000        100.000  4/09/02
 _ MIA ABC      002 Issue - Shipme           160.000         50.000  4/09/02
 _ MIA ABC      002 Issue - Shipme           110.000         50.000  4/09/02
 _ MIA ABC      003 Adjustments               60.000       5000.000  4/10/02
 _ MIA ABC      002 Issue - Shipme          5060.000         50.000  4/10/02
 _ MIA ABC      002 Issue - Shipme          5010.000         50.000  4/11/02
 _ MIA ABC      002 Issue - Shipme          4960.000         50.000  4/11/02
                                                                     More...

 F1=Help  F3=Exit  F4=?List  F7=Bkwd  F8=Fwd  F10=Top  F12=Cancel
 F16=Sequence  F18=Bottom  F21=Print
```

Item Transaction History window (figure 37)

To display Item Transaction History(details)

On *Item Transaction History window (figure 37)*, type **5** (Display) beside the transaction you want to see, then press **Enter** to display the *Item Transaction History detail window (figure 38)*.

```
                     Item Transaction History Display
A31
First Wives Cl  Item A31            Warehouse MIA   Location ABC
Pstn to Date:                                           Date  4/09/02
5=Display       Transaction Code  002 Issue - Shipment
                Quantity                   50.000
  Whs Location  Costed Quantity              .000
_ MIA ABC       Transaction Cost       425.0000
_ MIA ABC       Order/PO Number     118428  Line   2    Reason
_ MIA ABC       GL Company Number   1                    JV #  6572
_ MIA ABC
_ MIA ABC                              Before                After
5 MIA ABC       Avg Cost               8.5000               8.5000
_ MIA ABC       QOH: This Locn         110.000               60.000
_ MIA ABC            Whse              110.000               60.000
_ MIA ABC            Total             110.000               60.000
_ MIA ABC
                Created by     MARIELA    / DSP105S1
                                  4/09/02 / 15:18:27     Seq #      60488
F1=Help  F3=Ex                 030 SHIP CONFIRM
F16=Sequence    F1=Help  F3=Exit  F12=Cancel
```

Item Transaction History detail window (figure 38)

Item Quantities Available

From the *Item Inquiry panel (figure 2)* type **15** (Qty Avail) beside the **Item** you want to work with, then press **Enter** to display the *Item Quantities Availability panel (figure 39)*.

```
Position To : ___      Item Quantities Availability          Show Delete : N
A31             First Wives Club
6=QOH  7=Defined Locns                  STOCK    U/M: EACH  /          10.000
  Whse                                                 A+B-C+E=F    A+B-D=G
_ AWB
   A) Not Held QOH....                      F) Available......           55.000-
   B) Held Avail QOH..                      G) Avail to Commit           55.000-
      Held Unavail QOH                         On Pick Tickets
   C) On Cust Order...            55.000       Stock POs......            3.000
   D) Committed.......            55.000       Drop Ship POs..
   E) On Cust Drop....                         Total On PO....            3.000
                                                                       Delete
_ FTL
   A) Not Held QOH....                      F) Available......
   B) Held Avail QOH..                      G) Avail to Commit
      Held Unavail QOH                         On Pick Tickets
   C) On Cust Order...                         Stock POs......
   D) Committed.......                         Drop Ship POs..
   E) On Cust Drop....                         Total On PO....
                                                                       Delete
                                                                        More...
F1=Help    F3=Exit    F7=Bkwd    F8=Fwd    F10=Top    F12=Cancel
F16=Next U/M  F18=Bottom  F19=Open PO   F21=Print List   F23=User
```

Item Quantities Availability panel (figure 39)

The following fields are displayed:

Not Held QOH

The total quantity of an Item not in a Held location.

Held Available QOH

The total quantity of an Item in a Held location, however available to sell per hold code in Location hold.

Held Unavail QOH

The total quantity of an Item in a Held location, unavailable to sell per hold code in Location hold.

On Cust Order

The total quantity of an Item (including the quantity on pick tickets) that has been ordered by customers but have not yet been "ship confirmed."

Committed

Inventory/merchandise is set aside for a specific order. Also called Allocating Inventory. Depending on the option you chose in the Company Profile, ***ORDER POWER!*** can commit inventory during Order Entry or Order Release. Inventory can also be committed to existing orders when Purchase Orders are received.

On Cust Drop

The total quantity of an Item on all order detail lines for drop ship.

Available

The quantity of an Item available to sell, calculated as follows:
(Not Held QOH**+**Held Available QOH)**-**(On Cust Order**+**On Cust Drop)

Avail to Commit

An amount determined as "inventory on hand" less "quantity committed" to orders.

On Pick Tickets

The total quantity of an Item on picking tickets that have not been "ship confirmed."

Stock POs

The quantity you expect to receive into inventory, calculated as follows:
Qty On PO-Qty On PO Drop

Drop Ship POs

The total quantity of an Item on all detail lines designated as a Drop Ship Purchase Orders.

Total on PO

The total quantity of an Item on all purchase order detail lines.

These actions are available, in addition to the standard ***ORDER POWER!*** functions:

Action	Description
6=Qty on Hand	Display the *Item Quantities On Hand window (figure* 34) to view quantities by location
F16=Next U/M	Toggle the display between Units of Measure defined for this **Item** (for example, between "EA" and "DOZ").
F19=Open PO	Display the *Purchase Order Item Inquiry window (figure 40)* to view Purchase Orders

Open Purchase Orders

From the *Item Inquiry panel (figure 2)* type **16** (Open POs) beside the **Item** you want to see, then press **Enter** to display the *Purchase Order Item Inquiry window (figure 40)*.

```
                 ** Computer Solutions, Inc. **
                         Item Inquiry                 Show Delete : N
 2=Change  5=Display  6=Ext Desc  7=Prc  8=Qtys  9=Vend Ref  10=Kit  11=Cls Prc
12=Spc Prc  13=QOH  14=Hist  15=Qty Avail  16=Open POs 17=Cont Prc 18=Media Prc

TRAINS                 Purchase Order Item Inquiry    Recvd Not Costed: N
Great,Train Robbery                                     Active POs Only
 On Order        26216.000
                                                 Sched    Sched    PO
    PO # Whs  Ordered Qty  Received Qty  Ordered  Ship     Receipt  Status
   43612 GRY        1.000                12/19/00 12/19/00  1/04/01 Active
   43845 PUT       10.000                 1/30/01  1/30/01          Active
   43922 MIA      100.000                 2/23/01  2/23/01  4/14/01 Active
   43985 MIA        1.000                 3/01/01  3/01/01  4/20/01 Active
   44095 MIA        1.000                 3/09/01  3/09/01  3/25/01 Active
   44099 MIA        1.000                 3/09/01  3/09/01  3/25/01 Active
   44133 MIA        1.000                 3/12/01  3/12/01  5/01/01 Active
   44138 MIA        1.000                 3/12/01  3/12/01  5/01/01 Active
   44157 MIA      100.000        10.000   3/13/01  3/13/01  5/02/01 Active
   44158 MIA       10.000                 3/13/01  3/13/01  5/02/01 Active
                                                                  More...
F1=Help F3=Exit F7=Bkwd F8=Fwd F10=Top F11=Fold F12=Cancel F18=Bottom
```

Purchase Order Item Inquiry window (figure 40)

In addition to the standard ***ORDER POWER!*** functions, you can also press **F11** (Fold) to view the **Request Shp Date** and **Vendor** fields.

To add an **Item** to a **Media** : from the Main Menu, choose **Work with Files ➔ Media.** Type **8** (Media Item) beside the **Media** you want to work with, then press **F6** (Create).

Media Item

To display all ***ORDER POWER!*** **Medias** that include the selected **Item**, from the *Item Inquiry panel (figure 2)* type **19** (Media Itm) beside the **Item** you want to see, then press **Enter** to display the *Item Media Inquiry window (figure 41)*.

```
                 ** Computer Solutions, Inc. **
                         Item Inquiry                 Show Delete : N
 2=Change  5=Display  6=Ext Desc  7=Prc  8=Qtys  9=Vend Ref  10=Kit  11=Cls Prc
12=Spc Prc  13=QOH  14=Hist  15=Qty Avail  16=Open POs 17=Cont Prc 18=Media Prc
19=Media Itm  2
     Item        JBITEM1           Item Media Inquiry       Show Delete : N
19   JBITEM1     Testing other item description
__   JBKIT       Pstn:
__   JEANNE                       Catalog      Square
__   JEANNE1        Media         Page         Inch        Sales Rate     Del
__   JEANNE2        ASE01
__   JEAN2          OCT31         6             40.0              25.0000
__   JEFF           SPRING2000                                    50.0000
__   JENITEM        SPRING2001                                    50.0000
__   JENITEM2       SUMMER2000                                    50.0000
__   JENNY          WEBM
__   JERRY
__   JJ 8919
__   JJJJ
__   JL100
__   JL200                                                    Bottom
                 F1=Help  F3=Exit  F7=Bkwd  F8=Fwd  F10=Top
 F1=Hlp F3=Ext
```

Item Media Inquiry window (figure 41)

Media Book Item

To display all ***ORDER POWER!*** **Media Books** that include the selected **Item**, from the *Item Inquiry panel (figure 2)*, type **21** (Book Itm) beside the **Item** you want to see, then press **Enter** to display the *Item Media Book Inquiry window (figure 42)*.

```
                    ** Computer Solutions, Inc. **
                            Item Inquiry              Show Delete : N
 2=Change  5=Display  6=Ext Desc  7=Prc  8=Qtys  9=Vend Ref  10=Kit  11=Cls Prc
12=Spc Prc  13=QOH  14=Hist  15=Qty Avail  16=Open POs 17=Cont Prc 18=Media Prc
19=Media Itm  2
     Item       A-KK              Item Media Book Inquiry   Show Delete : N
 21  A-KK       The music man
 __  A-KK-FAS   Pstn:
 __  A-KK-FAS2                   Catalog      Square
 __  A-KK-FC       Media Book    Page         Inch         Sales Rate    Del
 __  A-KK-2        BIZBOOK       12.1           12.1              12.1000
 __  A-LL          CAT32         12.1           12.1              12.1000
 __  A-LL  C       CAT33         12.1           12.1              12.1000
 __  A-ONE         NBSTEST       12.1           12.1              12.5000
 __  A-SS          PADBOOK       12.1           12.1
 __  A-22          URI           12.1           12.1              12.1000
 __  A-33
 __  A-44
 __  A-87
 __  AAA
 __  AAAAAAA                                                          Bottom
                F1=Help  F3=Exit  F7=Bkwd  F8=Fwd  F10=Top
 F1=Hlp F3=Ext
```

Item Media Book Inquiry window (figure 42)

Seeing where an Item is used (in Kits)

To display all ***ORDER POWER!*** **Kit Items** that include the selected **Item** as a component, from the *Item Inquiry panel (figure 2)*, type **22** (Where used) beside the **Item** you want to see, then press **Enter** to display the *Component/Parent Inquiry window (figure 43)*.

```
                    ** Computer Solutions, Inc. **
                            Item Inquiry              Show Delete : N
 2=Cha
12=Spc   INK                   Component/Parent Inquiry       Show Delete: N
19=Med   Ink for writing with quill
     I
 22   D    5=Display                                                K  D
 __   D                                                             A  e
 __   D       Parent          Description                           C  l
 __   D    _  AWB WRITER KIT  Tech Writer's Desk in a Box           K
 __   D    _  KTDOC           Kit Item for Documentation            K
 __   D
 __   D
 __   D
 __   D
 __   D
 __   D
 __   D
 __   D
 __   D                                                          Bottom
 __   D
         F1=Help  F3=Exit  F7=Bkwd  F8=Fwd  F10=Top  F12=Cancel  F18=Bot
 F1=Hl
```

Component/Parent Inquiry window (figure 43)

Item Sales Summary

The **Item Sales Summary** displays the total number of **Item** units ordered and returned is accumulated and listed by month for each of the three years in review (the current year and two years prior). From the *Item Inquiry panel (figure 2)*, type **23** (Summary) beside the **Item** you want to see, then press **Enter** to display the *Item Summary Inquiry panel (figure 44)*.

Note: This information is updated *only* when you run the **Refresh Item Summary Files** option on the ***ORDER POWER!*** **Synchronize/Refresh Files** menu.

```
                       ** Computer Solutions, Inc. **
                           Item Summary Inquiry

?Item: INK             Ink for writing with quill
 Primary Vendor:         1 Kreidman                        ?Whse.....
 Buyer:                                                   Sell U/M......:   EA
      ---- 2000 ----   ---- 1999 ----   ---- 1998 ----
     Ordered Returned Ordered Returned Ordered Returned Creation Date:  7/28/96
 JAN                       10
 FEB
 MAR                        2                           Repl. Cost....:
 APR
 MAY                       10
 JUN                                                    Qty on Order..:     12
 JUL                        3                           Qty on Hand...:   5000
 AUG                                                    Qty on PO.....:
 SEP
 OCT
 NOV
 DEC  ______  ______   ____10  ______   ______  ______
TOTAL                      35                           Refresh Date:   3/01/00
 AVG                        7
 F1=Help  F3=Exit  F4=?List F5=Item F6=Ext Desc F7=Prev F8=Next   F24=More keys
```

Item Summary Inquiry panel (figure 44)

Item Audit Trail

The **Item Audit** function tracks all changes made to an **Item** using the **2** (Change) function. From the *Item Inquiry panel (figure 2)*, type **24** (Audit) beside the **Item** you want to see, then press **Enter** to display the *Item Master Audit window (figure 45)*.

```
                       ** Computer Solutions, Inc. **
                               Item Inquiry                  Show Delete : N
 2=Change  5=Display  6=Ext Desc  7=Prc  8=Qtys  9=Vend Ref  10=Kit  11=Cls Prc
12=Spc Prc  13=QOH  14=Hist
19=Media Itm  20=Book Prc 2   INK             Item Master Audit
    Item             Descr    Ink for writing with quill
 24  INK             Ink f    5=Display
 __  INSCR           Membe
 __  IR              Item        Description
 __  IR1             Item     _  All Changes
 __  IR3             Item     _  Deleted
 __  IR4             Item     _  Description
 __  ITEM            Items    _  Item GL Class
 __  ITEMA           Item     _  Item Tax Class
 __  ITEMNAME        One H    _  Product Group
 __  ITEMTEST        test     _  Product Sub-Group
 __  ITEMTEST2       test     _  Cycle Count Code
 __  ITEMTEST3       test     _  Search Word 1
 __  ITEM01          item     _  Search Word 2
 __  ITEM02          item                                          More...
 __  ITEM1           item1    F1=Help   F3=Exit     F7=Bkwd    F8=Fwd
                              F10=Top   F12=Cancel  F18=Bottom
 F1=Hlp F3=Ext F6=Crt F7=Bk
```

Item Master Audit window (figure 45)

Web Item Maintenance

The **Web Item Maintenance** function allows you to define what picture of your salable **Items** appears on your ***ORDER POWER!*** *Web Store* and hyperlinks to additional web pages related to that **Item**. The *Web Store* allows you to store multiple pictures for an **Item** to give shoppers an opportunity to "zoom in" or see a different view of an **Item**.

To define pictures and Info links for an Item

1. From the *Item Inquiry panel (figure 2)*, type **25** (Web) beside the **Item** you want to work with, then press **Enter** to display the *Item Master Web File window (figure 46)*.

```
                       OP! 4.0 DEVELOPMENT ** CO# 001
                                Item Inquiry              Show Delete : N
25=Web Info  26=Cross-sell  27=Sequence #"s  28=Web Prod Grp/Subgrp  29=Storage
31=Additional Search Words  32=Assisted Search Values 33=Web Index Entries
34=Manufacturing/Kit-to-Stock Cost
     Item            Description
                     Item Master Web Information Display
     Item       COFFEE-ASSORT     Coffee Assortment
     Picture 1  coffee.jpg
     Picture 2
     Picture 3
     Picture Position Override  B
     Link to Informational Page

     Text to Display on Web Store for this Link

     For Assortment Items - Text to display on link to selections
             Select your favorites here:

                                                          Delete
    F1=Help  F3=Exit  F6=Create/Update  F12=Cancel  F21=Print
```

Item Master Web File window (figure 46)

4. Press **F6** (Create) to display *Item Master Web File Update panel (figure 47)*.

```
                          ** Computer Solutions, Inc. **
                            Item Master Web File Update

  Item              0022

 ?Picture 1        runshoes.gif
 ?Picture 2        seesole.gif
 ?Picture 3
                   (Path=/op/001c/img/)
  Link to Informational Web Page
                   runshoes.html
                   (Path=/op/001c/hti/)
  Text to Display on Web Store for this Link
                   More info about this shoe






                                                                 Delete _
 F1=Help  F3=Exit  F4=?List  F12=Cancel
```

Item Master Web File Update panel (figure 47)

5. Complete these fields:

Picture 1 / 2 / 3

Type the name of the picture file that you want to appear on the *Item Detail page*. You must have already saved this file in your op*xxx*c\img folder (where *xxx*=company) on the AS/400.

Picture 1 is the graphic that is initially displayed beside an **Item**. If you enter a file name in the **Picture 2** field, **Picture 1** becomes a hyperlink (clickable) to **Picture 2**. If you enter a file name in the **Picture 3** field, **Picture 2** becomes a hyperlink to **Picture 3**. When the shopper clicks on the last picture defined, the *Web Store* redisplays **Picture 1**.

Since graphics are slow to load, you may want to use a small “thumbnail” picture of an **Item** for the initial presentation, and use larger pictures only when the shopper clicks on the “thumbnail.”

Link to Informational Web Page

Type the full name of the HTML file (including the extension) you want to display when a shopper clicks on this hyperlink. You must have already saved this file in your op*xxx*c\html folder (where *xxx*=company) on the AS/400.

Text to Display on Web Store for this Link

Type the text you want to display on *Web Store* for this information link.

6. Press **Enter** to update the **Item** file.

Cross-Sell Groups

Cross-Sell refers to the process of suggesting “related merchandise” to a customer during order entry for the purpose of increasing sales potential at the point of sale. For example, in a traditional mail order environment, when a customer purchases an exercise machine, the order taker might suggest a pulse meter or a set of free-weights to go along with the machine

Cross-Sell Groups function in a similar way both in Order Entry (***ORDER POWER!***) and on your *Web Store*.

The Cross-Sell fields controlling pictures and hyperlinks apply to the *Web Store* only.

A **Cross-Sell Group** is a list of **Items** that displays when you order an **Item** that has that group’s code in the **Item** master record.

To work with an Item’s Cross-Sell Groups

From the *Item Inquiry panel (figure 2)*, type **26** (Cross-sell) beside the **Item** you want to see, then press **Enter** to display the *Item/Cross-Sell Groups window (figure* 48).

```
                        ** Computer Solutions, Inc. **

26=Cross-sell   Pstn :             Item/Cross-Sell Groups       Show Del: N
                Item : INK

     Item       2=Change   5=Display
26   INK                     Cross-sell
__   INSCR      Opt  Seq#    Group         Description                      Del
__   IR          _     1     WRITING       Authoring Tools
__   IR1         _     2     JEWELRY       Jewelry Cross-Sell Group
__   IR3
__   IR4
__   ITEM
__   ITEMA
__   ITEMNAME
__   ITEMTEST
__   ITEMTEST2
__   ITEMTEST3
__   ITEM01                                                            Bottom
__   ITEM02
__   ITEM1      F1=Help  F3=Exit  F6=Create  F7=Bkwd  F8=Fwd  F10=Top
                F12=Cancel  F18=Bot  F21=Print
 F1=Hlp F3=Ext
```

Item/Cross-Sell Groups window (figure 48)

To add a Cross-Sell Group to an Item

1. On the *Item/Cross-Sell Groups window (figure 48)*, press **F6** (Create) to display the *Item/Cross-Sell Groups Prompt panel (figure 49)*.

```
                              ** Computer Solutions, Inc. **
                              Item/Cross-Sell Groups Prompt
Item : INK

                                          Seq. #
                                           ___















F1=Help  F3=Exit  F12=Cancel
```

Item/Cross-Sell Groups Prompt panel (figure 49)

2. Complete this field:

   Seq. #
   Type a sequence number you want to assign to the group you are adding to define its position relative to other **Cross-Sell Groups** for this **Item**.

3. Press **Enter** to display the *Item/Cross-Sell Groups Update panel (figure 50)*.

```
                              ** Computer Solutions, Inc. **
                              Item/Cross-Sell Groups Update
Item : INK

                                          Seq. #
                                            3

?Cross-Sell Group    __________

 Information 1       __________
 Information 2       __________
 Information 3       __________









                                                               Delete _
F1=Help  F2=Unprotect  F3=Exit  F4=?List  F12=Cancel
```

Item/Cross-Sell Groups Update panel (figure 50)

4. Complete this field:

   ?Cross-Sell Group
   Type the name of the **Cross-Sell Group** that you want to add to this **Item**.

5. Press **Enter** to update the **Item** file.

Web Sequence Numbers

Unless you specify otherwise, everything on your ***ORDER POWER!*** *Web Store* will display in the order of its code in ***ORDER POWER!*** Clearly, this may not be the most advantageous marketing strategy. **Sequence Numbers** give you control over the order that **Items** display on each of your *Web Stores*.

This method of working with an **Item**'s **Web Sequence Numbers** allows you to set the **Sequence Numbers** for all *Web Stores* using a single panel.

You can also work with an **Item**'s **Web Sequence Number** using the **Display Sequences** option on the *Web Store Profile Maintenance panel*. This method allows you to view other **Items** at the same time, which is helpful for determining the relative priority of each one.

To work with an Item's Web Sequence Numbers

1. From the *Item Inquiry panel (figure 2)*, type **27** (Sequence #"s) beside the **Item** you want to see, then press **Enter** to display the *Item Display Sequence Number Update panel (figure 51)*.

```
                    ** Computer Solutions, Inc. **
                 Item Display Sequence Number Update

                        Item number   BOBZILLA


  Web Store                                      Item Sequence Number
  1   Cummins, Inc.                                   __________
  2   Gary's Test Site                                __________
  3   Navy Uniform                                    __________
  4   Adiel Test Web Site                             __________
  5   Andrea's Cyberscribe Store                      _____44.50
  6   Clara's Web site                                __________
  7   Joyce's development site                        __________
  8   The Bonnie Web Store                            __________






 F1=Help  F3=Exit  F12=Cancel  F15=Exit/Update Websites
```

Item Display Sequence Number Update panel (figure 51)

2. For each *Web Store*, in the **Item Sequence Number** field, type a number to specify this **Item**'s **Display Sequence** (relative to other **Items** displayed on the *Web Store*). You can use fractional numbers to position an **Item** between other adjacent **Items**.

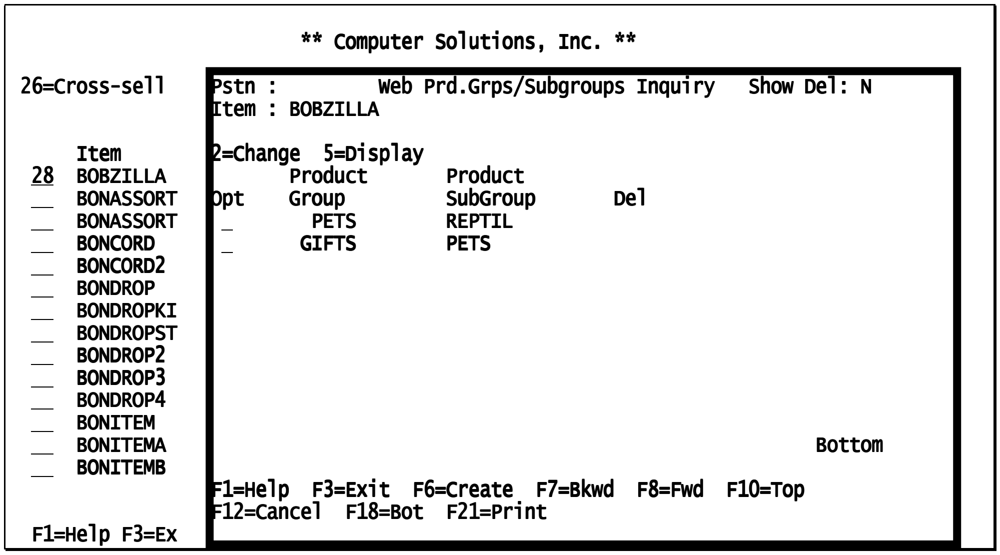
3. Press **F15** (Exit/Update Websites) to update the **Item Sequence** records.

Web Product Groups and Subgroup references

Unlike in base ***ORDER POWER!***, the *Web Store* give you the capability to include a single **Item** in multiple **Product Groups** and **Subgroups**. The advantage of this is that a web shopper who is browsing by **Product Groups** is more likely to encounter a given **Item**, if it is displayed in several places. For example, if you are selling basketball shoes, you might want the **Item** included in both your "SPORTS" and "SHOES" groups.

To work with Web Product Groups and Subgroup references

1. From the *Item Inquiry panel (figure 2)*, type **28** (Web Product Groups/Subgroups) beside the **Item** you want to work with, then press **Enter** to display the *Web Prd.Grps/Subgroups Inquiry window (figure 52)*.



Web Prd.Grps/Subgroups Inquiry window (figure 52)

These actions are available, in addition to the standard ***ORDER POWER!*** functions:

Action	Description
2=Change	Display *Web Product Groups/Subgroups Update panel (figure 53)* to delete a **Web Product Groups** and **Subgroups** reference
5=Display	Display a window similar to the *Web Product Groups/Subgroups Update panel (figure 53)* to view the **Web Product Groups** and **Subgroups** reference
F6=Create	Display the *Web Product Groups/Subgroups Update panel (figure 53)* to create a new **Web Product Groups** and **Subgroups** reference

To create a new Web Product Groups and Subgroup references

1. On the *Web Prd.Grps/Subgroups Inquiry window (figure 52)*, press **F6** (Create) to display the *Web Product Groups/Subgroups Update panel (figure 53)*.

```
                    ** Computer Solutions, Inc. **
                 Web Product Groups/Subgroups Update
 Item:  BOBZILLA



?Product Group     PETS
?Product SubGroup  REPTIL













F1=Help  F3=Exit  F4=?List  F12=Cancel
```
Web Product Groups/Subgroups Update panel (figure 53)

2. Complete these fields:

   ?Product Group
   Type the name of an *existing* ***ORDER POWER!*** **Product Group**. (If you choose to, you can create separate **Product Groups** specifically for use with your *Web Stores*, however ***ORDER POWER!*** does not recognize this distinction.)

   ?Product SubGroup
   Type the name of an *existing* ***ORDER POWER!*** **Product Subgroup**. (If you choose to, you can create separate **Product Subgroups** specifically for use with your *Web Stores*, however ***ORDER POWER!*** does not recognize this distinction.)

3. Press **Enter** to update the **Web Product Groups and Subgroup** reference.

To delete a Web Product Groups and Subgroup reference

1. On the *Web Prd.Grps/Subgroups Inquiry window (figure 52)*, type **2** (Change) beside the reference you want to delete to display a panel similar to the *Web Product Groups/Subgroups Update panel (figure 53)*.

2. Type **D**(elete) in the **Delete** field.

3. Press **Enter** to delete the **Web** Product Groups and Subgroup reference. The **Product Groups** and **Subgroup** still exists within ***ORDER POWER!***, but the **Item** no longer appears on the web pages belonging to those groups.

To display a Web Product Groups and Subgroup reference

On the *Web Prd.Grps/Subgroups Inquiry window (figure 52)*, type **5** (Display) beside the reference you want to see, then press **Enter** to display a *Web Prd.Grps/Subgroups Inquiry window* similar to *Web Product Groups/Subgroups Update panel (figure 53)*.

Item Storage Codes

ORDER POWER! uses **Storage Codes** to match the characteristics of an **Item** to its **Warehouse**, **Location** or **Zone**. **Storage Codes** help you to put away **Items** in a location with the same code.

To work with Item Storage Codes

From the *Item Inquiry panel (figure 2)* type **29** (Storage) beside the **Item** you want to work with to display *Item Storage Code Inquiry window (figure 54)*.

```
                          OP! 4.0 DEVELOPMENT ** CO# 001

25=Web Info 26=Cross-sell           Item Storage Code Inquiry
31=Additional Search Word  PAPPI
34=Manufacturing/Kit-to-S  Big Dog
     Item             Des  Pstn:
 29  PAPPI            Big  2=Change
 __  PARIS1           Fou           Storage
 __  PART1            par     U/M    Code    Description
 __  PA2              tes  _ EA    DOG      Kennel
 __  PB               Pea
 __  PC07403          Por
 __  PC07403G         Por
 __  PC07403I         Por
 __  PC07403P         Por
 __  PD-18            Rec
 __  PD-67            Spo
 __  PDC-50           Cle
 __  PEANUT BUTTER    Pea
 __  PEARS            Pea                                           Bottom
                           F1=Help  F3=Exit  F6=Create  F7=Bkwd  F8=Fwd
                           F10=Top  F12=Cancel  F18=Bot  F21=Print
  F1=Help F3=Exit F6=Creat
```

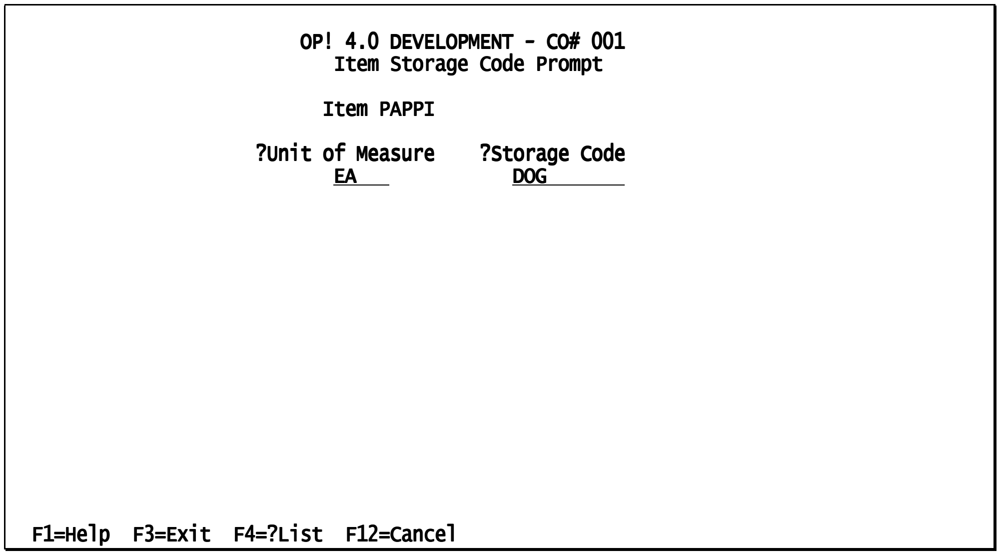
Item Storage Code Inquiry window (figure 54)

These actions are available, in addition to the standard ***ORDER POWER!*** functions:

Action	Description
2=Change	Display *????* to update an **Item Storage Code**
F6=Create	Display the *Item Storage Code Prompt panel (figure 55)* to create a new **Item Storage Code**

To create a new Item Storage Code

1. On the *Item Storage Code Inquiry window (figure 54)*, press **F6** (Create) to display the display *Item Storage Code Prompt panel (figure 55)*.



Item Storage Code Prompt panel (figure 55)

2. Complete these fields:

Unit of Measure
Type the **Item-specific Unit of Measure** that this **Storage Code** applies to.

Storage Code
Type the user-defined **Storage Code** that represents the storage characteristics required for the **Item**/**Unit of Measure**.

3. Press **Enter** to update the record.

To change Item Storage Code

On the *Item Storage Code Inquiry window (figure 54)*, type **2** (Change), beside the **Item Storage Code** you want to work with, then press **Enter** to display the *Item Storage Code Prompt panel (figure 55)*.

Additional Search Words (for the Web Store only)

You can enter up to nine **Additional Search Words** for each item to assist shoppers using your *Web Store*. Unlike **Order Entry**, these search words will only achieve a "hit" for an exact match, not triplets that are used in **Order Entry**.

To work with Additional Search Words

On the *Item Inquiry panel (figure 2)* type **31** (Additional Search Words) beside the **Item** you want to work with to display *Additional Search Word Inquiry window (figure 56)*.

```
                    OP! 4.0 DEVELOPMENT ** CO# 001
                             Item Inquiry              Show Delete : N
25=Web Info 26=Cross-sell  27=Seque
31=Additional Search Words  32=Ass      Additional Search Word Inquiry
34=Manufacturing/Kit-to-Stock Cost  OBZILLA
     Item              Description  ' Galapagos Iguana
 31  BOBZILLA          4' Galapagos =Delete
 __  BOLT              Bolt 3" long
 __  BONASSORT         Bonnie's Tes Opt    Search Word
 __  BONASSORT1        Bonnie's Tes  _     Pets
 __  BONCORD           CD 10 Pack    _     Reptiles
 __  BONCORD2          CD Case
 __  BONDROP           Drop Ship It
 __  BONDROPKIT        Bonnie 60 Ki
 __  BONDROPSTOCK      A Drop Ship
 __  BONDROP2          Drop Ship It
 __  BONDROP3          Drop Ship It
 __  BONDROP4          Drop Ship It
 __  BONGIFTCERT       Gift Certifi                          Bottom
 __  BONITEM           Bonnie's Ite

                                    1=Help F3=Exit F6=Crt F12=Cncl F21=Prt
 F1=Help F3=Exit F6=Create F7=Bkwd
```
Additional Search Word Inquiry window (figure 56)

To create a new Additional Search Word

1. On the *Additional Search Word Inquiry window (figure 56)*, press **F6** (Create) to display the display *Additional Search Word Update panel (figure 57)*.

```
                    OP! 4.0 DEVELOPMENT ** CO# 001

 Item:  BOBZILLA
 4' Galapagos Iguana
                               Search Word
                            ________________










 F1=Help  F3=Exit  F12=Cancel
```
Additional Search Word Update panel (figure 57)

2. Type the text you want to use as an Additional Search Word, then press **Enter** to create the record.

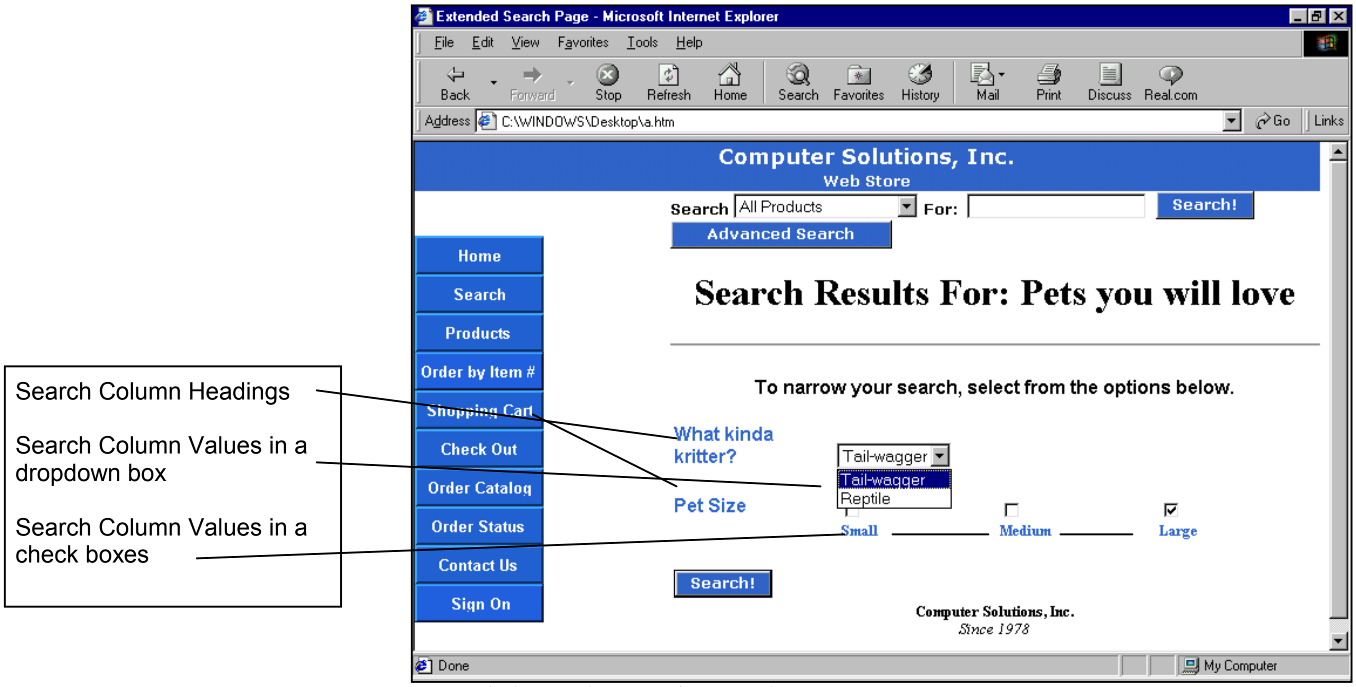
To change an Additional Search Word

On the *Additional Search Word Inquiry window (figure 56)*, type **2** (Change) to display the display *Additional Search Word Update panel (figure 57)*.

Assisted Search Values for an Item

An **Assisted Search** gives web shoppers and order takers the ability to search for **Items** based on search criteria that are predefined by you. This type of search combines logic with suggestion to help your shoppers find what they like.

One the *Web Store*, the shopper starts by selecting a **Product Group** from a dropdown list. Then, based on the **Product Group**, the *Web Store* displays *Extended Search page (figure 58)* to offer various secondary criteria related to that group. See the “Web Store User Guide” for complete instructions on setting up **Extended Searches** for the web.



Extended Search page (figure 58)

To set up Items for Extended Search

1. On the *Item Inquiry panel (figure 2)*, type **32** (Search Column Values) beside the **Item** you want to work with, then press **Enter** to display the *Column Search Value Inquiry window (figure 59)*.

```
                                   Web Store
26=Cross-sell  Pstn: ___________ Assisted Search Value Inquiry   Show Del: N
31=Additional  PAPPI
               Big Dog
    Item
__  PAPER CLI  2=Change
32  PAPPI                                                       Numeric
__  PARIS1     Opt Column Hdg  Search Value                      Value   Del
__  PART1       _  HOMESECUR   Dog
__  PA2         _  PET SIZE    Large
__  PB          _  PET TYPE    Tail-wagger
PC07403
__  PC07403G
__  PC07403I
__  PC07403P
__  PD-18
__  PD-67
__  PDC-50
__  PEANUT BU                                                        Bottom
               F1=Help    F3=Exit      F6=Create     F7=Bkwd     F8=Fwd
               F10=Top    F12=Cancel   F18=Bottom    F21=Print
 F1=Help F3=Ex
```

Column Search Value Inquiry window (figure 59)

These actions are available, in addition to the standard ***ORDER POWER!*** functions:

Action	Description
2=Change	Display *Search Column Values Update panel (figure 61)* to work with an **Item Search Value**
F6=Create	Display the *Search Column Values Update panel (figure 60)* to create a new **Item Search Value**

To create a new Item Search Value

1. On the *Column Search Value Inquiry window (figure 59)*, press **F6** (Create) to display the *Search Column Values Update panel (figure 60)*.

```
                                   Web Store
                          Search Column Values Update
 Item  PAPPI
       Big Dog

                                ?Column Heading
                                 __________

 F1=Help  F3=Exit  F4=?List  F12=Cancel
```

Search Column Values Update panel (figure 60)

1a. Complete this field:

?Column Heading

Type a **Column Heading** that this **Item** falls under. If an **Item** belongs to more than one **Product Group** (see the note at right), only **Column Headings** that are associated with a particular **Product Group** display for its **Extended Search**.

1b. Press **Enter** to update the record.

To change an Item Search Value

1. On the *Column Search Value Inquiry window (figure 59)*, type **2** (Change) to display the *Search Column Values Update panel (figure 61)*.

```
                                    Web Store
                           Search Column Values Update
 Item  PAPPI
       Big Dog

 Column Heading      PET SIZE    Pet Size

?Search Value        ______________________________






                                                                      Delete _
 F1=Help  F3=Exit  F4=?List  F12=Cancel
```

Search Column Values Update panel (figure 61)

2. Complete this field:

?Search Value

Type a **Search Value** that this **Item** falls under.

3. Press **Enter** to update the **Item Search Value**.

Web Index Entries

Web Index Entries are used by your *Web Store* to create an alphabetical index for shoppers. You can define entries that hyperlink to the selected item. For example if you are selling a Miami Dolphins shirt, you might add entries for Dolphin shirt, Football shirt, or Quarterback shirt.

To work with Web Index Entries

From the *Item Inquiry panel (figure 2)*, type **33** (Web Index Entries) beside the **Item** you want to work with, then press **Enter** to display the *Web Index Entry Inquiry window (figure 62)*.

```
                    OP! 4.0 DEVELOPMENT ** CO# 001

25=Web Info 26=   Pstn: __________      Web Index Entry Inquiry    Show Del: N
31=Additional    BOBZILLA
34=Manufacturi   4' Galapagos Iguana
     Item
 33  BOBZILLA    2=Change
 __  BOLT
 __  BONASSORT   Opt             Entry Value                            Del
 __  BONASSORT                   Iguanas
 __  BONCORD      _              Lizards
 __  BONCORD2     _              Pets
 __  BONDROP      _
 __  BONDROPKI
 __  BONDROPST
 __  BONDROP2
 __  BONDROP3
 __  BONDROP4
 __  BONGIFTCE
 __  BONITEM                                                         Bottom
                 F1=Help     F3=Exit      F6=Create     F7=Bkwd     F8=Fwd
                 F10=Top     F12=Cancel   F18=Bottom    F21=Print
  F1=Help F3=Ex
```

Web Index Entry Inquiry window (figure 62)

1. On *Web Index Entry Inquiry window (figure 62)*, press **F6** (Create) to display the *Search Column Values Update panel (figure 60)*.

Working with Extended Descriptions

An **Extended Description** in ***ORDER POWER!*** is free form text that you may choose to make available online for information purposes, or in some cases, to print on shipping documents, invoices, etc. The **Extended Description** for an **Item** may contain information referring to dimensions, alternate products or selling hints for sales representatives.

If you are using an ***ORDER POWER!*** *Web Store*, **Item Extended Descriptions** can also be used to define **Item Sales Copy** and **Alternative Item Descriptions** on the web. Refer to the "***ORDER POWER!*** *Web Store* User Guide" for complete instructions on these topics.

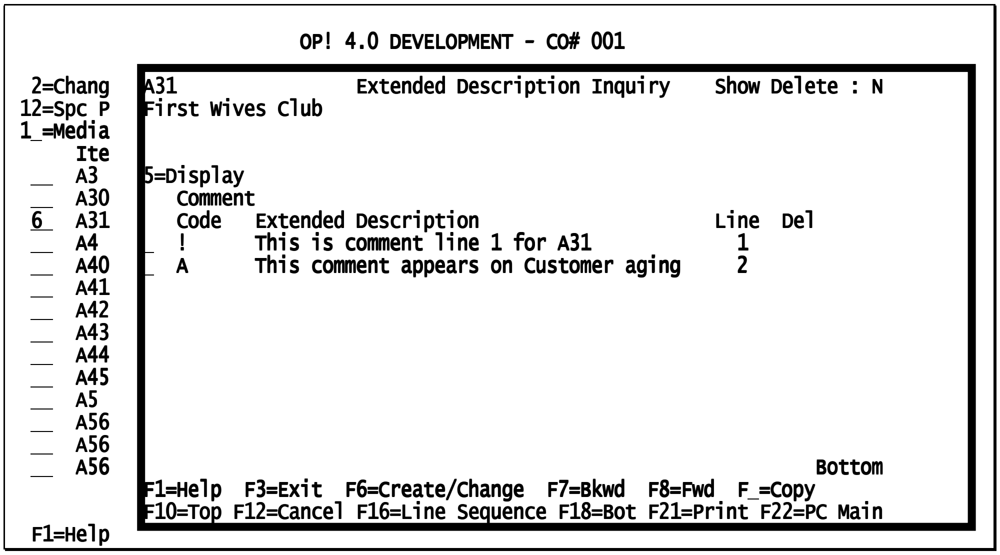
The following example describes a procedure for working with **Item Extended Descriptions**, but also applies to other **Extended Descriptions** throughout ***ORDER POWER!***.

There are two methods available:

- **OP! Extended Description Editor**............................*see below*
- **Item Extended Descriptions on the AS/400**.............*see page 64*

To work with Extended Descriptions in the OP! Extended Description Editor

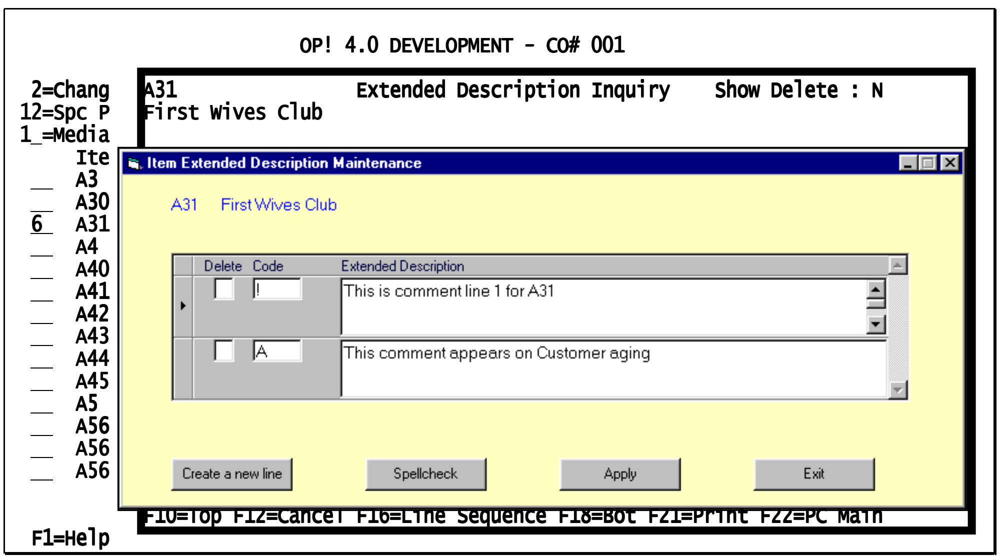
1. On the ***Selection*** panel, type **6** (Ext Desc) beside the **Item** (or **Product Group**, etc.) you want to work with, then press **Enter** to display the *Extended Description Inquiry window (figure* 65).



Extended Description Inquiry window (figure 63)

For *Web Store* purposes, we recommend using the **F22** (PC Main) function to maintain **Extended Descriptions**. The older, **F6** (Create/Change) function does not support word-wrap, cut and paste, or spell check, which all make the job much easier.

2. On the *Extended Description Inquiry window (figure* 65), press **F22** (PC Main) to display the *Item Extended Description Maintenance box (figure 64)*.



Item Extended Description Maintenance box (figure 64)

To create a new Item Extended Description line

1. Click on the **Create a new line** button, then complete the fields as described below.

To change an Item Extended Description line

2. Complete these fields for each comment, depending on its purpose:

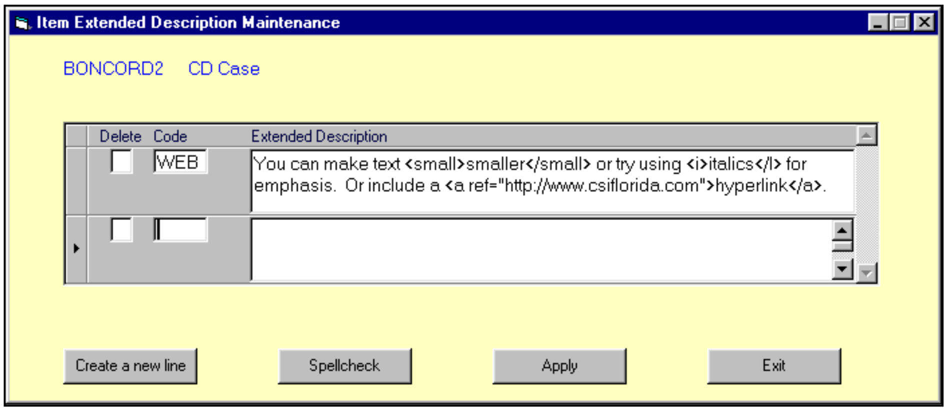
?Comment Code

Type a user-defined **Comment** code for each comment line you want to appear as **Item Sales Copy** on your *Web Store*.

Extended Description

Type or paste in the Extended Description. If you are creating copy for your *Web Store*, remember that the line breaks that display on the browser depend on the size of the font you have specified for that web page, not the line breaks displayed in the box.

If you are feeling creative, you can also include HTML codes for character formatting and hyperlinks on your *Web Store*. So, if you enter this:



You might see the following in your browser:

3. To be sure you look professional on the web, click on the **Spellcheck** button to check your spelling. The spellchecker will automatically ignore HTML tags.

4. Click on the **Apply** button. The *Item Extended Description Maintenance box* disappears.

   When you look again at the *Extended Description Inquiry window (figure* 65), it **DOES NOT** display your changes until you press **F10** (Top), or exit and redisplay the window.

To "soft delete" an Item Extended Description line

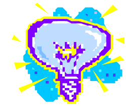
1. On *Item Extended Description Maintenance box (figure 64)*, type **D** in the Delete box beside the line you want to delete.

2. Click on the **Apply** button. The *Item Extended Description Maintenance box* disappears.

To "hard delete" an Item Extended Description line

1. On *Item Extended Description Maintenance box (figure 64)*, type **D** in the Delete box beside the line you want to delete.

2. Click on the **Apply** button. The *Item Extended Description Maintenance box* disappears.



Using the OP!/PC Extended Description editor, you have the option to "hard delete" or "soft delete" a line in the Extended Description.

When you "soft delete" a line, you can still see it, and undelete it by removing the **D** in the Delete box beside it. When you "hard delete" it, it's gone for good.

To work with Item Extended Descriptions on the AS/400

From *Item Inquiry panel (figure 2)*, type **6** (Ext Desc) beside the **Item** you want to work with, then press **Enter** to display the *Extended Description Inquiry window (figure 65)*.

```
                          ** Computer Solutions, Inc. **

 2=Change  5=D                   Extended Description Inquiry
12=Spc Prc  13                                               Show Delete N
19=Media Item   A31
    Item        First Wives Club
 6  A31
    A4          Comment
    A42         Code    Extended Description                     Line  Del
    A43          !      This is comment line 1 for A31             1
    A44          A      This comment appears on Customer aging     2
    A456
    A5
    A56
    A5634
    A564
    A567
    A6
    A6356
    A66                                                          Bottom
    A6735       F1=Help  F3=Exit  F6=Create/Change  F7=Bkwd  F8=Fwd  F9=Copy
                F10=Top  F12=Cancel  F16=Sort Sequence  F18=Bot  F21=Print
 F1=Hlp F3=Exi
```

Extended Description Inquiry window (figure 65)

These actions are available, in addition to the standard ***ORDER POWER!*** functions:

Action	Description
F6=Create/Change	Display *Item Extended Description Update panel (figure 66)* to work with the **Item Extended Description**
F16=Sort Sequence F16=Line Sequence	Toggles the display between sorting on the **Comment Code** and sorting on the line number

To create or change an Item Extended Description

1. On the *Extended Description Inquiry window (figure 65)*, press **F6** (Create/Change) to display the *Item Extended Description Update panel (figure 66)*.

```
                            ** Computer Solutions, Inc. **
A31                        Item Extended Description Update      Show Delete : N
First Wives Club

   ?Comment
     Code          Extended Description                Deleted        Line #
      !__    This is is a great movie for all ages.___    _              1
      !__    Runs 115 mins.___________________________    _              2
      ___    _________________________________________    _              3
      ___    _________________________________________    _              4
      ___    _________________________________________    _              5
      ___    _________________________________________    _              6
      ___    _________________________________________    _              7
      ___    _________________________________________    _              8
      ___    _________________________________________    _              9
      ___    _________________________________________    _             10
      ___    _________________________________________    _             11
      ___    _________________________________________    _             12
      ___    _________________________________________    _             13
      ___    _________________________________________    _             14
      ___    _________________________________________    _             15
                                                                          More...
F1=Help  F3=Exit  F4=?List  F7=Bkwd  F8=Fwd  F10=Top  F12=Cancel  F18=Bottom
```
Item Extended Description Update panel (figure 66)

Each line of the **Extended Description** can have its own **Comment Code**, even if it is actually a continuation of the line above it. Each line can also be deleted separately.

2. Complete these fields:

?Comment Code

Type a user-defined code that you want to assign to a line of notes. The code indicates if you want to print the line of notes on shipping documents and/or the Aging Report.

Extended Description

Type additional information about the **Item**. You can use as many lines as necessary. The only restriction is the amount of space in the area where the notes will eventually print.

Deleted

Type **D**(elete) beside the line(s) you want to delete.

3. Press **Enter** to update the **Item Extended Description**.

Setting up Item Defaults in your Company Profile

The information you enter in the **Company Profile** customizes ***ORDER POWER!*** to meet your company's unique business requirements.

To set Item defaults

1. From the ***ORDER POWER!*** *Main Menu*, select: **Work with Files➔Company Profile➔F15 (Maintenance)➔Inventory** to display *Profile Update Panel 3 (figure 67)*.

```
Company # 001          ** Computer Solutions, Inc. **            Panel 3
                               Profile Update

Inventory Defaults:
Replacement Cost % .........   65.00000
Zero Price .................          A  'A'llow, 'E'rror, 'W'arning
Allow Discount 1 ...........          Y  Y/N
               2 ...........          Y  Y/N
Display Price Breaks .......          N  Y/N
Default GL Class ...........        A10

Delete Empty QOH Locations .          N  Y/N

Item Quantity Availability Display:
 Display Qty in whole numbers         N  Y/N

Inventory Info Fields:                       Mandatory
 1 ......................... Shp-from          N Y/N
 2 ......................... SHp-to            N Y/N
 3 ......................... NMSC Code         N Y/N


F1=Help  F3=Exit  F12=Cancel
```

Profile Update Panel 3 (figure 67)