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March, 2005
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Inventory Sample Reports

This section includes information about the most common Inventory reports. Samples of each report are also included.

- *Inventory Valuation*
- *Inventory Trial Balance*
- *IN Transactions*
- *Sales by Inventory ID*
Inventory Valuation (10.620.00)

Crystal Report name
10620.rpt

Possible Sort/Select Options
Inventory ID
Site ID
Product Class

Data Entry Screen
Receipts (10.010.00)
Issues (10.020.00)
Adjustments (10.030.00)
Transfers (10.040.00)

The Inventory Valuation (10.620.00) report lists item ID, description, valuation method, and stocking UOM and then by site lists the quantity-on-hand, site cost, and the receipts for each site -- with receipt number, quantity, cost and extended cost.

This report is commonly used to analyze the book value of inventory items by site or to compare to the Trial Balance (01.610.00) report from General Ledger before period closings.

You have the option to include or exclude items with zero balances. Other sort/select options that might be meaningful are by Product Class or Inventory Site.

Report Formats
- Exclude Zero Balance
- Include Zero Balance
Inventory Valuation (10.620.00)

<table>
<thead>
<tr>
<th>Inventory ID</th>
<th>Description</th>
<th>Value Method</th>
<th>Unit</th>
<th>Product Class</th>
</tr>
</thead>
<tbody>
<tr>
<td>HON-6TGU-L</td>
<td>600 Series Wide Lateral Two Drawer File Cabinet</td>
<td>Standard Cost</td>
<td>EA</td>
<td>FILCAB</td>
</tr>
<tr>
<td></td>
<td>Qty On Hand</td>
<td>Site Cost</td>
<td>Layout Type</td>
<td>Specific Cost ID</td>
</tr>
<tr>
<td>Site Total</td>
<td>200</td>
<td>60,000.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Inventory ID Total</td>
<td>200</td>
<td>60,000.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>HON-6T2LP</td>
<td>600 Series Wide Lateral Two Drawer File Cabinet</td>
<td>Standard Cost</td>
<td>EA</td>
<td>FILCAB</td>
</tr>
<tr>
<td></td>
<td>Qty On Hand</td>
<td>Site Cost</td>
<td>Layout Type</td>
<td>Specific Cost ID</td>
</tr>
<tr>
<td>Site Total</td>
<td>100</td>
<td>30,000.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Inventory ID Total</td>
<td>100</td>
<td>30,000.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total: 300  $90,000.00
Use Inventory Trial Balance (10.630.00) to create an item-by-item listing of all transactions affecting the current accounting period's inventory item quantity or cost amounts. You may optionally include transactions involving non-stock items.

Note: Transactions for non-stock items are for informational purposes only; the beginning and ending balances of non-stock items are always zero on this report.

You may also select to print this report for more than just the current period's transactions by changing the beginning and/or ending period for the report.

Report Formats

- Standard
- All Items (include Non-Stock)
- All Items – Bi-Monetary
Inventory Trial Balance (10.630.00)

<table>
<thead>
<tr>
<th>Transaction Type</th>
<th>Batch Number</th>
<th>Reference Number</th>
<th>Transaction Date</th>
<th>Warehouse</th>
<th>Transaction Type</th>
<th>Unit</th>
<th>Quantity</th>
<th>Conversion Factor</th>
<th>In Std Units</th>
<th>Unit Cost</th>
<th>Ext Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Beg Balance</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Receipt</td>
<td>000001</td>
<td>223</td>
<td>3/16/1999</td>
<td>02504</td>
<td>EA</td>
<td>200</td>
<td>1.00</td>
<td></td>
<td>200</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Adjustment</td>
<td>000008</td>
<td>2157</td>
<td>3/19/1999</td>
<td>02504</td>
<td>EA</td>
<td>200</td>
<td>1.00</td>
<td>-200</td>
<td>0.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cost Adjustment</td>
<td>000010</td>
<td>105504</td>
<td>3/19/1999</td>
<td>02504</td>
<td>EA</td>
<td>0</td>
<td>1.00</td>
<td></td>
<td>0</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Site: SF San Francisco</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Beg Balance</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Site: LA Los Angeles</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Beg Balance</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Receipt</td>
<td>000001</td>
<td>223</td>
<td>3/18/1999</td>
<td>02804</td>
<td>EA</td>
<td>100</td>
<td>1.00</td>
<td></td>
<td>100</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Cost Adjustment</td>
<td>000010</td>
<td>105504</td>
<td>3/19/1999</td>
<td>02804</td>
<td>EA</td>
<td>0</td>
<td>1.00</td>
<td></td>
<td>0</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Site: NY New York</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Beg Balance</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Inventory ID Total: 200

Total Inventory: 200

Site ID Total: 200

Inventory ID Total: 30,990.00
Use the IN Transactions (10.680.00) report to list all inventory transactions that have taken place in a particular accounting period. The report prints the quantities of each transaction and the detail of the transaction (batch number, general ledger accounts, reference numbers, dates, item IDs, descriptions, etc). This report defaults to the current period, but you may enter a beginning and ending period to report. The report prints all transactions of a like type together -- all adjustments, then assemblies, issues, receipts, etc. Subtotals of quantities for each type are listed as well as a grand total of all transactions.

To provide a clear inventory audit trail, generate the IN Transactions (10.680.00) report at the end of every accounting period before period closing. Also generate it as necessary at the end of data entry sessions for verification of inventory transaction entries.

Report Formats

- n/a
## IN Transactions (10.680.00)

### IN Transactions - PTD Inventory Trans List

**Date:** Wednesday, February 09, 2005  
**Time:** 10:36AM  
**User:** SIM/ADMIN

**Periods:** 01-09 Through 12-09 As of: 1/1/2000

<table>
<thead>
<tr>
<th>Batch</th>
<th>Ref Number</th>
<th>Tax Type</th>
<th>Inventory ID</th>
<th>Specific Cost ID</th>
<th>Cost Date</th>
<th>Unit</th>
<th>Con-Factor</th>
<th>Unit Cost</th>
<th>Unit Price</th>
<th>Journal Type</th>
<th>Account</th>
<th>Subaccount</th>
<th>Debit Amt</th>
<th>Credit Amt</th>
</tr>
</thead>
<tbody>
<tr>
<td>000010</td>
<td>31191999</td>
<td>Cost Adjustment</td>
<td>HON-672L-6 600 Series Wide Lateral Two Drawer File Cab</td>
<td>LA</td>
<td>1210</td>
<td>6,800.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>000010</td>
<td>31191999</td>
<td>Cost Adjustment</td>
<td>HON-672L-P 600 Series Wide Lateral Two Drawer File Cab</td>
<td>LA</td>
<td>1210</td>
<td>30,000.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Total:** 36,800.00  

<table>
<thead>
<tr>
<th>Transaction Type: Adjustment</th>
<th>2157</th>
<th>3/19/1999</th>
<th>HON-672L-6 600 Series Wide Lateral Two Drawer File Cab</th>
<th>LA</th>
<th>02904</th>
<th>0.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>000030</td>
<td>2157</td>
<td>Adjustment</td>
<td>HON-672L-6 600 Series Wide Lateral Two Drawer File Cab</td>
<td>LA</td>
<td>02904</td>
<td>0.00</td>
</tr>
<tr>
<td>000030</td>
<td>2157</td>
<td>Adjustment</td>
<td>HON-672L-6 600 Series Wide Lateral Two Drawer File Cab</td>
<td>LA</td>
<td>02904</td>
<td>0.00</td>
</tr>
</tbody>
</table>

**Total:** 53,200.00  

<table>
<thead>
<tr>
<th>Transaction Type: Invoice</th>
<th>00004</th>
<th>009099</th>
<th>HON-672L-6 600 Series Wide Lateral Two Drawer File Cab</th>
<th>LA</th>
<th>02904</th>
<th>300.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>000014</td>
<td>009099</td>
<td>Invoice</td>
<td>HON-672L-P 600 Series Wide Lateral Two Drawer File Cab</td>
<td>LA</td>
<td>02904</td>
<td>300.00</td>
</tr>
</tbody>
</table>

**Total:** 300.00  

<table>
<thead>
<tr>
<th>Transaction Type: Receipt</th>
<th>223</th>
<th>3/18/1999</th>
<th>HON-672L-6 600 Series Wide Lateral Two Drawer File Cab</th>
<th>LA</th>
<th>02904</th>
<th>0.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>00001</td>
<td>223</td>
<td>Receipt</td>
<td>HON-672L-P 600 Series Wide Lateral Two Drawer File Cab</td>
<td>LA</td>
<td>02904</td>
<td>0.00</td>
</tr>
</tbody>
</table>

**Total:** 1,300.00  

**Total:** 102,300.00
Sales by Inventory ID (10.720.00)

Crystal Report name
10720.rpt

Possible Sort/Select Options
Inventory ID
Product Class
Site ID

Data Entry Screen
Issues (10.020.00)

Use Sales by Inventory ID (10.720.00) to compare sales of each inventory item to the total company sales. The total company sales number is calculated from the total sales of all product classes.

Selecting Print Prior Year on the Options tab causes the report to print with last fiscal year's period and year-to-date quantities and amounts beneath the current period and current year-to-date totals.

Report Formats

- n/a
Sales by Inventory ID (10.720.00)

<table>
<thead>
<tr>
<th>Inventory ID</th>
<th>Type</th>
<th>Description</th>
<th>Qty in W</th>
<th>Sales</th>
<th>% of Sales</th>
<th>Cost of Sales</th>
<th>Profit</th>
<th>% of Profit</th>
<th>Margin in Pct</th>
</tr>
</thead>
<tbody>
<tr>
<td>HON672L-L</td>
<td>Finished Good</td>
<td>600 Series Wide Lateral File Drawer/ File Cabinet</td>
<td>5</td>
<td>1,903.00</td>
<td>52.00%</td>
<td>1,500.00</td>
<td>402.00</td>
<td>52.00%</td>
<td>21.05%</td>
</tr>
<tr>
<td>HON672L-P</td>
<td>Finished Good</td>
<td>600 Series Wide Lateral File Drawer/ File Cabinet</td>
<td>5</td>
<td>1,903.00</td>
<td>52.00%</td>
<td>1,500.00</td>
<td>402.00</td>
<td>52.00%</td>
<td>21.05%</td>
</tr>
</tbody>
</table>

Inventory ID Total | Wtd: 10.00 | 3,605.00 | see ams: 2,700.00 | Profit: 806.00 | 19.00% | 21.05% |
Bill of Material Sample Reports

This section includes information about the most common Bill of Material reports. Samples of each report are also included.

- Component Where-Used Lists
- Work Center Where-Used
Component Where-Used List (11.610.00)

Crystal Report name
11610.rpt

Possible Sort/Select Options
Kit ID
Component ID

Data Entry Screen
Bill of Material Maintenance (11.250.00)

The Component Where-Used Lists (11.610.00) report lists components from bills of material created in Bill of Material Maintenance (11.250.00), showing the bills of material in which each component is used. (This report presents the same information as Component Where-Used (11.330.00), which also enables you to perform queries.)

This report is especially useful for finding all bills of material that need to be modified when the usage of a component has changed or been discontinued. A "component" is any item attached to a higher level. Subassembly-where-used lists are also provided.

Report Formats

- Single Level — This format displays each component and its immediate parent bills of material in a single-level format.

- Indented — This format displays each component and its parent bills of material in an indented, multi-level format. Each parent bill that is itself a component in a higher level bill is immediately imploded to show the higher level bills and printed within the context of the original component. Level numbers are shown and higher level parent bills are indented to the right to clarify the relationships among the components, subassemblies, and final assemblies.
# Component Where-Used List (11.610.00)

<table>
<thead>
<tr>
<th>Component</th>
<th>Component Description</th>
<th>Class</th>
<th>Type</th>
<th>Source</th>
<th>Stock</th>
<th>Unit</th>
<th>Inventory</th>
<th>Engineered Quantity</th>
<th>Comp Status</th>
<th>Percent</th>
<th>Standard Quantity</th>
<th>Start/Stop</th>
<th>Supervised By</th>
</tr>
</thead>
<tbody>
<tr>
<td>GR8K7</td>
<td>Inventory Kit for demonstrating kits</td>
<td>MM20X0</td>
<td>F</td>
<td>M</td>
<td>T</td>
<td>EA</td>
<td>100</td>
<td>.000</td>
<td>10</td>
<td>A</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1.--------</td>
<td>00CRAK-ASSEMBLY</td>
<td>200</td>
<td>MM20X0</td>
<td>G</td>
<td>M</td>
<td>T</td>
<td>EA</td>
<td>200</td>
<td>2</td>
<td>A</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.--------</td>
<td>00ETRO204</td>
<td>200</td>
<td>MM20X0</td>
<td>F</td>
<td>M</td>
<td>T</td>
<td>EA</td>
<td>200</td>
<td>1</td>
<td>A</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1.--------</td>
<td>Premier Edition Retro-Bike (24&quot; wheel)</td>
<td>200</td>
<td>MM20X0</td>
<td>F</td>
<td>M</td>
<td>T</td>
<td>EA</td>
<td>200</td>
<td>12</td>
<td>A</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.--------</td>
<td>Premier Edition Retro-Bike (24&quot; wheel)</td>
<td>200</td>
<td>MM20X0</td>
<td>F</td>
<td>M</td>
<td>T</td>
<td>EA</td>
<td>200</td>
<td>1</td>
<td>A</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1.--------</td>
<td>00ESEAT-ASSEMBLY</td>
<td>200</td>
<td>MM20X0</td>
<td>G</td>
<td>M</td>
<td>T</td>
<td>EA</td>
<td>200</td>
<td>1</td>
<td>A</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.--------</td>
<td>00ETRO204</td>
<td>200</td>
<td>MM20X0</td>
<td>F</td>
<td>M</td>
<td>T</td>
<td>EA</td>
<td>200</td>
<td>1</td>
<td>A</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
## Work Center Where-Used (11.720.00)

### Crystal Report name

11720.rpt

### Possible Sort/Select Options

- Work Center
- Kit ID
- Site ID

### Data Entry Screen

Routing Maintenance (11.260.00)

Work Center Where-Used (11.720.00) report lists work centers from routings created in Routing Maintenance (11.260.00), showing the routings in which each work center is used. It is especially useful for finding all routings that need to be modified when the usage of a work center has been changed or discontinued.

### Report Formats

- n/a
## Work Center Where-Used (11.720.00)

### Assembly

<table>
<thead>
<tr>
<th>Routing ID</th>
<th>Description</th>
<th>Site</th>
<th>Status</th>
<th>Routing Step</th>
<th>Operation ID</th>
<th>Description</th>
<th>Type</th>
<th>Eng/Hour/Unit</th>
</tr>
</thead>
<tbody>
<tr>
<td>0000</td>
<td>Retro Crank Assembly</td>
<td>200</td>
<td>Active</td>
<td>00030</td>
<td>ASSEMBLY</td>
<td>Final Assembly</td>
<td>Runtime</td>
<td>0.100</td>
</tr>
<tr>
<td>0004</td>
<td>Premier Edition Retro-Bike (24&quot; sides)</td>
<td>200</td>
<td>Active</td>
<td>00010</td>
<td>ASSEMBLY</td>
<td>Final Assembly</td>
<td>Runtime</td>
<td>0.100</td>
</tr>
<tr>
<td>005</td>
<td>24&quot; Front Wheel Assembly</td>
<td>200</td>
<td>Active</td>
<td>00020</td>
<td>ASSEMBLY</td>
<td>Final Assembly</td>
<td>Runtime</td>
<td>0.100</td>
</tr>
<tr>
<td>001</td>
<td>Seat Assembly</td>
<td>200</td>
<td>Active</td>
<td>00020</td>
<td>ASSEMBLY</td>
<td>Final Assembly</td>
<td>Runtime</td>
<td>0.100</td>
</tr>
</tbody>
</table>

### Drill Press Center

<table>
<thead>
<tr>
<th>Routing ID</th>
<th>Description</th>
<th>Site</th>
<th>Status</th>
<th>Routing Step</th>
<th>Operation ID</th>
<th>Description</th>
<th>Type</th>
<th>Eng/Hour/Unit</th>
</tr>
</thead>
<tbody>
<tr>
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<td>Retro Crank Assembly</td>
<td>200</td>
<td>Active</td>
<td>00030</td>
<td>DRILL</td>
<td>Drill Brackets and Frame</td>
<td>Runtime</td>
<td>0.050</td>
</tr>
<tr>
<td>004</td>
<td>Premier Edition Retro-Bike (24&quot; sides)</td>
<td>200</td>
<td>Active</td>
<td>00010</td>
<td>DRILL</td>
<td>Drill Brackets and Frame</td>
<td>Runtime</td>
<td>0.050</td>
</tr>
<tr>
<td>005</td>
<td>24&quot; Rear Wheel Assembly</td>
<td>200</td>
<td>Active</td>
<td>00010</td>
<td>DRILL</td>
<td>Drill Brackets and Frame</td>
<td>Runtime</td>
<td>0.050</td>
</tr>
<tr>
<td>001</td>
<td>Seat Assembly</td>
<td>200</td>
<td>Active</td>
<td>00010</td>
<td>DRILL</td>
<td>Drill Brackets and Frame</td>
<td>Runtime</td>
<td>0.050</td>
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</table>

### Quality Assurance/Inspection

<table>
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<th>Site</th>
<th>Status</th>
<th>Routing Step</th>
<th>Operation ID</th>
<th>Description</th>
<th>Type</th>
<th>Eng/Hour/Unit</th>
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<td>Inspect Connections</td>
<td>Runtime</td>
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<tr>
<td>004</td>
<td>Premier Edition Retro-Bike (24&quot; sides)</td>
<td>200</td>
<td>Active</td>
<td>00030</td>
<td>INSPECT</td>
<td>Inspect Connections</td>
<td>Runtime</td>
<td>0.050</td>
</tr>
<tr>
<td>005</td>
<td>24&quot; Front Wheel Assembly</td>
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<td>Active</td>
<td>00020</td>
<td>INSPECT</td>
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<tr>
<td>001</td>
<td>24&quot; Rear Wheel Assembly</td>
<td>200</td>
<td>Active</td>
<td>00030</td>
<td>INSPECT</td>
<td>Inspect Connections</td>
<td>Runtime</td>
<td>0.050</td>
</tr>
<tr>
<td>001</td>
<td>Seat Assembly</td>
<td>200</td>
<td>Active</td>
<td>00030</td>
<td>INSPECT</td>
<td>Inspect Connections</td>
<td>Runtime</td>
<td>0.050</td>
</tr>
</tbody>
</table>
Work Order Sample Reports

This section includes information about the most common Work Order reports. Samples of each report are also included.

- *Work Order Component Shortage*
- *Planned Inventory Position*
- *Shop Packet-Traveler*
The Work Order Component Shortage - Manufacturing WO Summary (12.620.00) report lists orders with component shortages. For these work orders, on-hand or available quantity for one or more components as specified by the materials list is insufficient for the work order's remaining quantity to build. The report includes work order ID, component site ID, a summary description of the part to build, customer name, related sales order ID, quantity remaining to build, and type of component shortage (shortage alert). The report can also include information about closed work orders.

Under Shortage Alert, On Hand indicates that there is a shortage in the on-hand quantity, and Avail indicates that there is sufficient quantity on hand, but it has already been allocated and therefore a shortage of available material exists. If Avail, On Hand appears, a shortage exists where there is no quantity available (material is already allocated and there is no inbound supply anticipated) as well as insufficient quantity currently on hand.

Report Formats

- Manufacturing WO Summary
- Manufacturing WO Detail
## Work Order Component Shortage (12.620.00)

### Work Order Component Shortage - Manufacturing WO Detail

**Date:** Wednesday, February 09, 2005  
**Time:** 1:41 PM  
**User:** SYUSAGMN

### Work Order ID | Status | Part to Build | Customer | Sales Order | WO Type | Stage | Current Qty | Qty Remaining | Qty Scrapped | Out to Rework | Component ID | Site ID | WO Required | Issued | Transferred | Scraped | Remaining | Date Req’d | Avail.-Site | On-Hand-Site | Shortage Alert | Component ID | Site ID | WO Required | Issued | Transferred | Scraped | Remaining | Date Req’d | Avail.-Site | On-Hand-Site | Shortage Alert
WO002 | Active | 0080 | ORCRANK-ASSEMBLY | C080 | Manufacturing | Released | 750 | 750 | 0 | 0 | 0 | 0080 | 200 | 1500 | 20 | 0 | 0 | 0 | 1400 | 1/1/2000 | 0 | 880 | Avail., On Hand | 0 | 200 | 1500 | 20 | 0 | 0 | 0 | 1400 | 1/1/2000 | 0 | 880 | Avail., On Hand | 0 | 200 | 1500 | 20 | 0 | 0 | 0 | 1400 | 1/1/2000 | 0 | 880 | Avail., On Hand | 0 | 200 | 1500 | 20 | 0 | 0 | 0 | 1400 | 1/1/2000 | 0 | 880 | Avail., On Hand | 0 | 200 | 1500 | 20 | 0 | 0 | 0 | 1400 | 1/1/2000 | 0 | 880 | Avail., On Hand | 0 | 200 | 1500 | 20 | 0 | 0 | 0 | 1400 | 1/1/2000 | 0 | 880 | Avail., On Hand

### Work Order Count: 2
Planned Inventory Position (12.630.00)

Crystal Report name 12630.rpt

Possible Sort/Select Options
Inventory ID
Site ID

Data Entry Screen
n/a

Report Formats

The Planned Inventory Position - Summary (12.630.00) report lists items on-hand and available to fulfill work order component requirements as of a certain date. Reported item availability is based on the date you enter relative to the inventory item information on outstanding sales orders, purchase orders, and work orders (both supply and consumption orders) as of that date. The report includes inventory ID and description, item site ID and name, on-hand quantity, any stock additions or withdrawals, and the planned inventory position (quantity available) as of the date you specify.

The Planned Inventory Position (12.630.00) report is most accurate and useful when you carefully manage work order date information: planned and actual start and end dates, date promised, date required, etc. For example, if you select the option to include planned work orders on the report and some of the work orders do not have a planned end date, their actions will be included in the inventory position calculation.

Like the Planned Inventory Position - Summary (12.630.00) report, the Planned Inventory Position - Detail (12.630.00) report lists items on-hand and available to fulfill work order component requirements as of a certain date. Reported item availability is based on the date you enter relative to the inventory item information on outstanding sales orders, purchase orders, and work orders (both supply and consumption orders) as of that date. The report includes inventory ID and description, item site ID and name, on-hand quantity, any stock additions or withdrawals, and the planned inventory position (quantity available) as of the date you specify.
# Planned Inventory Position (12.630.00)

**Date:** Wednesday, February 09, 2005  
**Time:** 14:45PM  
**User:** SYSADMN  
**Up to Inventory Position Date:** 2/9/2005  
**Planned Inventory Position - Detail**  
**Period:** As of 2/9/2005

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<th>Item Site</th>
<th>Site Name</th>
<th>Description</th>
<th>Source</th>
<th>ID</th>
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<th>Plan</th>
<th>Additions</th>
<th>Withdrawals</th>
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<td>Building 200</td>
<td>Carriage Bolts</td>
<td>VIC002</td>
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<td>0</td>
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<td>Late</td>
<td>1/1/2000</td>
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<tr>
<td>1/1/2000</td>
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<td>VIC0003</td>
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<td>1/5/2000</td>
<td>1/5/2000</td>
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<tr>
<td>1/20/2000</td>
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<td>1/20/2000</td>
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<td>5,200</td>
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<td>200</td>
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<td>VIC0003</td>
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<td>1/5/2000</td>
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<tr>
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<td>Bicycle Chain</td>
<td>VIC0003</td>
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<td>Late</td>
<td>1/5/2000</td>
<td>1/5/2000</td>
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<tr>
<td>200</td>
<td>Building 200</td>
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<td>VIC0002</td>
<td>0080</td>
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<td>1/1/2000</td>
<td>1/1/2000</td>
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<td>2,040</td>
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</tbody>
</table>
The purpose of the Shop Packet - Traveler (12.650.00) report is to produce the documentation necessary for shop-floor personnel to know what to do, and what to use, to fulfill the requirements of any given work order. It consists of:

- **Cover Sheet** -- General work order information (part to build, quantity to build, customer, sales order, required date, etc.).

- **Materials Pick List** -- A list of all the components, quantities, required dates, pick site(s), pick locations, and so forth needed to fulfill the work order as specified in the work order's material requirements list. This pick list is the same as you would get in the Work Order Pick List Report (12.640.00).

- **Routing List** -- A list of all the operational steps that must be completed in order to transform the work order's components into the part to build, as specified in the work order's routing list.

**Report Formats**

- n/a
Shop Packet – Traveler (12.650.00)

Cover Sheet

Work Order ID  Status  Company  Processing Stage  Original Qty  Current Qty  Qty Remaining  Planned Start/End  WO Type
WO001  Active  0950  Released  100  100  100.00  1/1/2000 - 1/5/2000  Manufacturing

Build To  Target  Site ID  Customer  Original Qty  Current Qty  Complete  Ope-Comp  Remaining
DrCRANK-ASSEMBLY  200  100  100  0  0  100

Notes

Distribution Sample Reports

Materials Pick List

Work Order ID  Status  Company  Part to Build  Original Qty  Current Qty  Qty Remaining  Planned Start/End  WO Type
WO001  Active  0950  DrCRANK-ASSEMBLY  100  100  100  1/1/2000 - 1/5/2000  Manufacturing

Component ID  Site ID  Bin Location  Bin Unit  Remaining  DateReqd  QtyPicked  Picked By  Notes
DrCRANK  200  00  EA  100  2/6/2005  
DrPEDAL  200  00  EA  200  2/6/2005  
DrNUT  200  00  EA  200  2/6/2005  
DrBOLT  200  00  EA  200  2/6/2005  

Routing

Work Order ID  Status  Company  Part to Build  Original Qty  Current Qty  Qty Remaining  Planned Start/End  WO Type
WO001  Active  0950  DrCRANK-ASSEMBLY  100  100  100  1/1/2000 - 1/5/2000  Manufacturing

Routing Step  Operation ID  Work Center  Type  Planned Start  Labor Class  Budgeted Hours  Time In  Time Out  Total Hours  Recorded By  Notes
10  SETUP  ASSEMBLY1  Setup  2/6/2005  ASSEMBLERS  250.000  
20  DRILL  DRILL1  Run  2/6/2005  MACHINIST  10.000  
30  ASSEMBLY  ASSEMBLY1  Run  2/6/2005  ASSEMBLERS  10.000  
40  INSPECT  QC1  Run  2/6/2005  INSPECTORS  5.000  

Distribution Sample Reports  Page 22
Order Management Sample Reports

This section includes information about the most common Order Management reports. Samples of each report are also included.

- **Order Types**
- **Packing Slip**
- **Invoice**
- **Sales Journal**
- **Sales Order by Customer**
- **Back Orders**
Order Types (40.201.00)

Crystal Report name

40201.rpt

Possible Sort/Select Options

Order Type
Behavior

Data Entry Screen

Order Types (40.200.00)

Order types are the master list for order types detailing the steps of the order cycle. Details include accounts and sub accounts used for the order type, document numbering, order steps and settings, as well as related printer information.

Report Formats

- n/a
### Order Types (40.201.00)

**Order Type**: SO Sales Order  
**Standard Order Type**: True

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<tr>
<th>Req</th>
<th>Description</th>
<th>Status</th>
<th>Auto Credit Check</th>
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<th>Function ID</th>
<th>Function Class</th>
<th>Credit Check Prin CFA Prin</th>
<th>Report</th>
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<th>Prompt</th>
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<td>0100</td>
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<td>False</td>
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<td>False</td>
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<td>ADC_Release_Order</td>
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**Account Information**
- **Sales**: 3630 Sales/SalesIncome
- **List Discount**: 3650 Discounts Allowed Trade
- **Item Order Discount**: 3650 Discounts Allowed Trade
- **COGS**: 4150 Cost of Goods Sold
- **Freight**: 3670 Freight Income
- **Miscellaneous Income**: 3680 Miscellaneous Income
Packing Slip (40.660.00)

Crystal Report name
40660.rpt

Possible Sort/Select Options
Inventory ID
Shipper Number
Warehouse Bin Location

Data Entry Screen
Shippers (40.11.000)

Report Formats
- Standard
- Warehouse Bin Location Order

This report prints packing slip forms after orders are released for packing. Assuming proper supporting systems, it may be printed, faxed or emailed.
# Packing Slip (40.660.00)

**Wholesale Office Supply**  
12481 Enterprise Parkway  
Chicago, IL 60666  
Phone: (312) 555-1212  
Fax: (312) 555-1818

![Logo](image)

## Packing Slip

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<td>S0006072</td>
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<table>
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<tr>
<th>Order Type</th>
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<tbody>
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## Bill To:

Denise  
Denise Smith  
400 West Main St.  
Suite 435  
Chicago, IL, 65474

## Ship To:

Denise  
Denise Smith  
400 West Main St.  
Suite 435  
Chicago, IL, 65474

## F.O.B. Point

<table>
<thead>
<tr>
<th>Destination</th>
<th>Ground</th>
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## Order Date

1/1/2000

## Terms

2/10 Net 30

## Ordered By

Bryan Wilkon

## Site

LA

## Ship Complete

No

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<tr>
<th>Line</th>
<th>Part Number</th>
<th>Quantity</th>
<th>Units</th>
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<th>QTY Billing</th>
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<th>Bin Qty</th>
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<td>322</td>
<td>EA</td>
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<td>122</td>
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<tr>
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<td>EA</td>
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<tr>
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<td>600 series WIDE LATERAL FIVE DRAWER FILE CABINET</td>
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<td></td>
</tr>
</tbody>
</table>

## Checks

- Boxes
- Total Weight
- Charges

- Packed
- Inspected
- Pulled
Run Invoice (40.680.00) to create and print invoices when 1) consolidated invoicing is not enabled, or 2) consolidated invoicing is enabled and Consolidate Invoice is not selected on the Other Information tab of Shippers (40.110.00) for one or more shippers. Invoice (40.680.00) creates a separate Accounts Receivable document for each shipper.

Note: Whether you use Consolidated Invoice (40.682.00) or Invoice (40.680.00), you must run the Sales Journal (40.690.00) report to create the appropriate Accounts Receivable documents and Inventory issue transactions.

Note: If you are using Solomon Project Management and Accounting, then when updating Inventory and Accounts Receivable, the accounts receivable batch carries projects from shipper headers, and each accounts receivable transaction carries the account, project, and task from the shipper line that has been billed. The inventory batch carries inventory sales transactions. These batches may be automatically or manually released. When released, any project-related transactions become available to Project Controller's Financial Transaction Transfer (PA.TRN.00) for transfer. When Automatic Financial Transaction Transfer is selected on the PC Options and Setup tab of Project Controller Setup (PA.SET.00), the Financial Transaction Transfer for the inventory transactions occurs automatically as the last step of the inventory batch release.

Report Formats

- Standard
- Solomon Pre-printed Form
### Invoice (40.680.00)

**Wholesaler Office Supply**  
12498 Enterprise Parkway  
Chicago, IL 60606  
Phone: (312) 555-1212  
Fax: (312) 555-1515

**INVOICE**  
Invoice No.: 80008904  
Date: 1/5/2000  
Order No.: S0006871  
Order Type: Sales Order  
Customer ID: CT0100

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<th>SHIP TO</th>
<th>BILL TO</th>
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</table>
| Denise  
Denise Smith  
400 Wood Mals St.  
Suite 435  
Chicago, IL 64547 | Denise  
Denise Smith  
400 Wood Mals St.  
Suite 435  
Chicago, IL 64547 |

<table>
<thead>
<tr>
<th>F.O.B. POINT</th>
<th>SHIP VIA</th>
<th>ORDERED BY</th>
<th>CUSTOMER P.O.</th>
<th>NO.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Destination</td>
<td>Ground</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ORDER DATE</td>
<td>TERMS</td>
<td>SALES PERSON</td>
<td>CITY</td>
<td>STATE</td>
</tr>
<tr>
<td>1/1/2000</td>
<td>2/10 Net 30</td>
<td>Bryan Wilson</td>
<td>LA</td>
<td>Los Angeles</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>PART NUMBER</th>
<th>QTY ORDERED</th>
<th>UNITS</th>
<th>QTY SHIPPED</th>
<th>QTY NO</th>
<th>PRICE</th>
<th>DISC %</th>
<th>EXT. PRICE</th>
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<tbody>
<tr>
<td>HON-6771-1</td>
<td>0</td>
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<td>77</td>
<td>0</td>
<td>360.00</td>
<td>1.50</td>
<td>10,158.15</td>
</tr>
<tr>
<td>600 Series Wide Lateral Two Drawer File Cabinet</td>
<td></td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>HON-672L-P</td>
<td>0</td>
<td>EA</td>
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<td>360.00</td>
<td>1.50</td>
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<tr>
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<td></td>
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<tr>
<td>HON-672L-Q</td>
<td>0</td>
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</tr>
</tbody>
</table>

**Total**  
Sales Total: 64,005.30  
Shipping & Handling: 0.00  
Misc. Charges: 0.00  
Tax Total: 4,950.41  
Less Paid Amount: 5,000.00  
**TOTAL**: 63,955.71

---

**Distribution Sample Reports**  
Page 29
# Sales Journal (40.690.00)

<table>
<thead>
<tr>
<th>Crystal Report name</th>
<th>40690.rpt</th>
</tr>
</thead>
<tbody>
<tr>
<td>Possible Sort/Select Options</td>
<td>n/a</td>
</tr>
</tbody>
</table>
| Data Entry Screen | Sales Orders (40.100.00)  
Shippers (40.110.00) |

The Sales Journal (40.690.00) is the key and final function in the order processing cycle. It posts invoices and memos from Order Management into Accounts Receivable and records the corresponding item usage in Inventory.

The Sales Journal (40.690.00) report lists all closed shippers that have not previously updated Inventory on-hand quantities or been posted to Accounts Receivable. Inventory batches and Accounts Receivable batches are created at the time Sales Journal (40.690.00) is executed. The inventory batches and accounts receivable batches may be manually or automatically released to update Inventory on-hand quantities and post to Accounts Receivable.

## Report Formats

- n/a
## Sales Journal (40.690.00)

**Contoso, Ltd**  
Sales Journal - Standard

**Page 31**

<table>
<thead>
<tr>
<th>Invoice No</th>
<th>Shipment ID</th>
<th>Order No</th>
<th>Type</th>
<th>Customer ID</th>
<th>All Batch</th>
<th>Item Batch</th>
<th>Merch</th>
<th>Cont</th>
<th>G/P</th>
<th>Total Order</th>
<th>Tax</th>
<th>Fst</th>
<th>Fst</th>
<th>Misc</th>
<th>Invoice</th>
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</tr>
<tr>
<td>1009387</td>
<td>S009387</td>
<td>O00005139</td>
<td>INV</td>
<td>C300</td>
<td>00123</td>
<td>1,900.00</td>
<td>1,500.00</td>
<td>21.05</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>1,900.00</td>
</tr>
<tr>
<td>Randy Reeves</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>10/2000</td>
<td>10/2000</td>
<td></td>
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</tr>
<tr>
<td>1009385</td>
<td>S009385</td>
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<td>INV</td>
<td>C300</td>
<td>00123</td>
<td>1,900.00</td>
<td>1,500.00</td>
<td>21.05</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
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<td>1,900.00</td>
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<tr>
<td>Randy Reeves</td>
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</tr>
</tbody>
</table>

| Total       |             |          |      |             |           |            |       |      |     |             |     |     |     |      | 3,800.00 |

* Costs on this report are estimates until the associated IN batch has been released.
Sales Orders By Customer (40.741.00)

**Crystal Report name**
40741.rpt

**Possible Sort/Select Options**
Customer ID
Order Number

**Data Entry Screen**
Sales Orders (40.010.00)

List of open/closed orders by customer. The sale order information includes sales order header and details. Specifically, quantities ordered, shipped and backordered. Also included are customer information as well as order totals.

**Report Formats**
- Details by Customer
- Details by Customer – Multi-Currency
- Summary by Customer
- Summary by Customer – Multi-Currency
## Sales Orders By Customer (40.741.00)

<table>
<thead>
<tr>
<th>Order No</th>
<th>Order Type</th>
<th>Status</th>
<th>Order Date</th>
<th>Customer</th>
<th>Cost Order No</th>
<th>Salesperson</th>
<th>Terms</th>
<th>Line Ext</th>
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</thead>
<tbody>
<tr>
<td>00005143</td>
<td>SCI</td>
<td>Open</td>
<td>1/1/2000</td>
<td>CT9100 DENISE SMITH</td>
<td>BW</td>
<td>01 2110 Net 30</td>
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<td>00001</td>
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<td>1.50</td>
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</tr>
</tbody>
</table>

**Total Merch:** 536,176.42  **Disc:** 5.00  **Freight:** 10,763.53  **Tax:** 42,542.85  **Payment:** 6.00  **Est Date:** 591,482.60
Back Orders (40.745.00)

Crystal Report name

40.745.rpt

Possible Sort/Select Options

Customer ID
Order Number
Inventory ID

Data Entry Screen

n/a

Back Orders (40.745.00) shows sales orders that have backordered quantities. Report shows back orders by order. Detail lines include inventory id, quantities ordered, shipped and backordered as well as invoice amount.

Report Formats

- Detail by Customer – this format shows the information sorted first by Customer and then by Order Number

- Detail by Inventory – this format displays the information by Inventory ID and Sales Order Number.
## Back Orders (40.745.00)

<table>
<thead>
<tr>
<th>Order No</th>
<th>Order Type</th>
<th>Part Number</th>
<th>Order Date</th>
<th>Customer</th>
<th>Cust Order No</th>
<th>Salesperson</th>
<th>Terms</th>
</tr>
</thead>
<tbody>
<tr>
<td>000000143</td>
<td>BO</td>
<td>00</td>
<td>1/1/2000</td>
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<td>01210</td>
<td>00000 LA</td>
<td>197,279.74</td>
</tr>
<tr>
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<td>00</td>
<td>1/1/2000</td>
<td>C70100 Davee Smith</td>
<td>01210</td>
<td>00000 LA</td>
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<tr>
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<td>1/1/2000</td>
<td>C70100 Davee Smith</td>
<td>01210</td>
<td>00000 LA</td>
<td>197,279.74</td>
</tr>
</tbody>
</table>

**Details**

- **Order No**: 000000143
- **Part Number**: 00
- **Order Date**: 1/1/2000
- **Customer**: C70100 Davee Smith
- **Cust Order No**: 01210
- **Salesperson**: 00000 LA
- **Terms**: 197,279.74

---

**Order Details**

<table>
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<tr>
<th>Order Type</th>
<th>Part Number</th>
<th>Quantity</th>
<th>Units</th>
<th>Qty Replaced</th>
<th>Qty NO</th>
<th>List Price</th>
<th>Unit Price</th>
<th>Disc</th>
<th>Taxable</th>
<th>Comm Cost</th>
<th>Total Cost</th>
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</thead>
<tbody>
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<td>00</td>
<td>200</td>
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<td>122</td>
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<td>022.000</td>
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<td>0.000</td>
<td>0.000</td>
<td>197,279.74</td>
</tr>
<tr>
<td>BO</td>
<td>00</td>
<td>200</td>
<td>EA</td>
<td>122</td>
<td>0.000</td>
<td>022.000</td>
<td>1.50</td>
<td>Yes</td>
<td>0.000</td>
<td>0.000</td>
<td>197,279.74</td>
</tr>
<tr>
<td>BO</td>
<td>00</td>
<td>200</td>
<td>EA</td>
<td>122</td>
<td>0.000</td>
<td>022.000</td>
<td>1.50</td>
<td>Yes</td>
<td>0.000</td>
<td>0.000</td>
<td>197,279.74</td>
</tr>
</tbody>
</table>
Purchasing Sample Reports

This section includes information about the most common Purchasing reports. Samples of each report are also included.

- Purchase Order
- Receipts Register
- Unvouchered Receipts
Use the Purchase Order (04.600.00) report to print orders with purchase order status. If you want to print orders with an Open Order status, change their status from Open Order to Purchase Order in Purchase Orders (04.250.00). You can print purchase orders on multi-part forms and use the various form parts as receivers, accounting control forms, put-away slips, etc.

Report Formats

- Standard - Plain Paper is designed with lines and graphics to print on plain white stock.
- Solomon Pre-printed Form is designed to print on a preprinted form.
## Purchase Order (04.600.00)

### PURCHASE ORDER
- **Purchase Order No.:** 000510
- **Revision No.:** 1
- **Date:** 1/1/2000
- **Order Type:** Regular Order
- **Vendor ID:** V00152

### TO:
- V00152 VENDOR
  - 456 Main St.
  - Suite 100
  - Chicago, IL 60606

### SHIP TO:
- Receiving Dock
  - 100 Main St.
  - Door 100-B
  - Chicago, IL 60666

### F.O.S. POINT

<table>
<thead>
<tr>
<th>LINE</th>
<th>PART NUMBER</th>
<th>QUANTITY</th>
<th>UNITS</th>
<th>DATE REQUIRED</th>
<th>PRICE</th>
<th>EXT. PRICE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>600-672-L</td>
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<td>450.00</td>
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</tr>
<tr>
<td>2</td>
<td>600-672-LP</td>
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<td>300.00</td>
<td>3,900.00</td>
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<tr>
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<td></td>
</tr>
</tbody>
</table>

### TOTAL
- 10,500.00
Receipts Register (04.650.00)

Crystal Report name
04650.rpt

Possible Sort/Select Options
Company ID
Purchase Order Number
Receipt Number
Vendor ID

Data Entry Screen
Receipt/Invoice Entry (04.010.00)

The Receipts Register (04.650.00) report lists the purchase order receipt records currently maintained by Solomon as they were originally entered in Receipt/Invoice Entry (04.010.00). Use Receipts Register (04.650.00) to review information for all or selected purchase order receipts.

Report Formats

- Summary: Generate the report in a summarized format that includes the following information for each purchase order: receipt number and date, purchase order number, vendor ID, purchase order batch number and status, period entered and released, accounts payable document information, and receipt amount.

- Detail: Generate the report in a header-detail format that includes all summary information plus transaction detail line information for each receipt such as item IDs, lot or serial numbers, units and quantities received, etc.

- Detail Only: Generate the report in a detail-only format with all transaction detail lines listed sequentially by inventory item ID and minimal summary information.

- Summary, Multi-Currency: Generate the report in a summarized format that includes multiple-currency information.

- Detail, Multi-Currency: Generate the report in a header-detail format that includes multiple-currency information.

- Detail only, Multi-Currency: Generate the report in a detail-only format that includes multiple-currency information.
## Receipts Register (04.650.00)

**Date:** Wednesday, February 09, 2005  
**Time:** 10:45 AM  
**User:** SYSACMDIN

### Distribution Sample Reports

<table>
<thead>
<tr>
<th>Receipt No</th>
<th>PO Nbr</th>
<th>Vendor ID</th>
<th>Vendor Item ID</th>
<th>Location</th>
<th>Unit</th>
<th>Quantity</th>
<th>Factor</th>
<th>Unit Cost</th>
<th>Extended Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>000063</td>
<td>000019</td>
<td>VO0152</td>
<td>01A001</td>
<td>LA</td>
<td>EA</td>
<td>17</td>
<td>1 EA</td>
<td>17</td>
<td>309,000 1,100.00</td>
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</tbody>
</table>

### Receipt Amount Total: 1,100.00

<table>
<thead>
<tr>
<th>Receipt No</th>
<th>PO Nbr</th>
<th>Vendor ID</th>
<th>Vendor Item ID</th>
<th>Location</th>
<th>Unit</th>
<th>Quantity</th>
<th>Factor</th>
<th>Unit Cost</th>
<th>Extended Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>000063</td>
<td>000019</td>
<td>VO0152</td>
<td>01A001</td>
<td>LA</td>
<td>EA</td>
<td>1</td>
<td>1 EA</td>
<td>1</td>
<td>309,000 309.00</td>
</tr>
</tbody>
</table>

### Receipt Amount Total: 309.00

### Revert Total: 7,890.00
Unvouchered Receipts (04.700.00)

Crystal Report name
04700.rpt

Possible Sort/Select Options
Receipt Number
Status
Vendor ID

Data Entry Screen
Receipt/Invoice Entry
(04.010.00)

The Unvouchered Receipts (04.700.00) report provides an unvouchered receipts-to-purchase orders comparison. It is a detailed listing, sorted in receipt number order, of all receipts with a voucher status of Not Vouchered, Partially Vouchered, Fully Vouchered, or Future Vouchered.

The following example illustrates when a receipt will appear on the Unvouchered Receipts (04.700.00) report with a status of Future Vouchered:

1. Purchase Order 123 is entered and saved in Purchase Orders (04.250.00) with a date in January 2003.

2. A receipt for Purchase Order 123 is entered and released in Receipt/Invoice Entry (04.010.00). January 2003 is entered in Period to Post. A February 2003 date is entered in Receipt Date.

3. The voucher for this receipt is released in Accounts Payable with a February 2003 date.

4. In Unvouchered Receipts (04.700.00), a beginning/ending period of January 2003 is entered.

When the report is printed, the receipt for Purchase Order 123 will be printed with a status of Future Vouchered. The system will look for receipts that took place within the period of January 2003 (the beginning/ending period). Since the receipt has a period-to-post date of January, it is selected. However, the voucher was not released in Accounts Payable until February 2003. Hence, it receives the Future Vouchered status.

Report Formats

- n/a
## Unvouchered Receipts (04.700.00)

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<tr>
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<th>Receivables</th>
<th>Unit</th>
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<th>Cost</th>
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<td>1/1/2000</td>
<td>01-00</td>
<td>01 / 10 Net30</td>
<td>6</td>
<td>LA</td>
<td>01401</td>
<td>Unvouched</td>
<td>300.600</td>
<td>1,800.00</td>
<td></td>
</tr>
<tr>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>00005</td>
<td>00010</td>
<td>V06152 VENDOR</td>
<td>2/9/2000</td>
<td>01-00</td>
<td>01 / 10 Net30</td>
<td>3</td>
<td>LA</td>
<td>01401</td>
<td>Unvouched</td>
<td>300.600</td>
<td>900.00</td>
<td></td>
</tr>
<tr>
<td></td>
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<td></td>
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</tr>
<tr>
<td>00007</td>
<td>00010</td>
<td>V06152 VENDOR</td>
<td>2/9/2000</td>
<td>01-00</td>
<td>01 / 10 Net30</td>
<td>2</td>
<td>LA</td>
<td>01401</td>
<td>Unvouched</td>
<td>300.600</td>
<td>600.00</td>
<td></td>
</tr>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total Receipt Amount: 6,000.00

Total Receivables: 12,600.00

Total Report Amount: 9,600.00
Inventory Replenishment Sample Reports

This section includes information about the most common Inventory Replenishment reports. Samples of each report are also included.

- Expediting Reports
- Current Replenishment Needs
- Inventory Turnover
Use the Expediting Report (41.020.00) to identify purchase orders and inventory items that require attention from the buyer or the vendor. The Expediting Report (41.020.00) lists by vendor or buyer:

- All open purchase order lines.
- Purchase orders with late delivery.
- Purchase orders with a quantity delivered that does not equal the quantity ordered.
- Inventory items using the Reorder Point, Line Point, or EOQ replenishment policies that have stock levels that have fallen below the safety stock quantity.
- Inventory items using the MAX/MIN replenishment policy that have stock levels that have fallen below one quarter of the minimum stock level.

Report Formats

- Quantity below safety stock organized by buyer or vendor
- Purchase orders beyond lead time organized by buyer or vendor
## Expediting Report (41.020.00)

**Vendor: VT0120 Circle**
- **Inventory ID:** HOV4722L-660 Series Wide Lateral Three Drawer File Cabinet
- **PO #:** 000003
- **PO Date:** 3/16/1999
- **Promised Date:** 3/18/1999
- **PO Type:** Regular Order
- **Status:** Purchase Order
- **Period Ended:** 10-99
- **Last Receipt Date:**
- **Site:** LA- Los Angeles
- **Qty Ord:** 25
- **Qty Recv:** 0
- **Unit Cost:** 348.00
- **Ext Cost:** 8,662.50
- **Inventory Totals:** 25
- **Ext Cost:** 8,662.50

**Vendor: VT0123 Consolidated Messenger**
- **Inventory ID:** UOM/14415 Hanging File Folder - Letter Size w/ 5 tabs
- **PO #:** 000004
- **PO Date:** 3/16/1999
- **Promised Date:** 3/18/1999
- **PO Type:** Regular Order
- **Status:** Purchase Order
- **Period Ended:** 10-99
- **Last Receipt Date:**
- **Site:** LA- Los Angeles
- **Qty Ord:** 100
- **Qty Recv:** 0
- **Unit Cost:** 9.00
- **Ext Cost:** 900.00
- **Inventory Totals:** 100
- **Ext Cost:** 900.00

---

Distribution Sample Reports  
Page 45
Use the Current Replenishment Needs (41.040.00) report to determine which sites, vendors, or companies require attention.

The Current Replenishment Needs (41.040.00) report:

- Summarizes all replenishment needs by site, vendor, or company.
- Classifies replenishment needs by purchase order, transfer order, and assembly order.
- Displays the number of inventory items that have replenishment positions that have fallen below their replenishment points.
- Identifies the number of inventory items that have met their target order requirements.

Report Formats

- By Item
- By Site
- By Transfer Site
- By Vendor
### Current Replenishment Needs (41.040.00)

**Contoso, Ltd**

Current Replenishment Needs - By Item

**Period:** 01/06 As of: 2/9/2006

<table>
<thead>
<tr>
<th>Site</th>
<th>Replenishment Source Code</th>
<th>Replenishment Policy</th>
<th>Vendor</th>
<th>Transfer Site</th>
<th>Target Order Method</th>
<th>Target Order Requirement</th>
<th>Reorder Point</th>
<th>Qty Available Today</th>
<th>Replenishment Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>LA Los Angeles</td>
<td>HON-0721-L, 600 Series Wide Lateral Two Drawer File Cabinet</td>
<td>Purchase Order</td>
<td>Max/Min</td>
<td>V03/132</td>
<td>Adventure Y</td>
<td>0</td>
<td>200</td>
<td>145</td>
<td>145</td>
</tr>
</tbody>
</table>

Inventory Totals:

<table>
<thead>
<tr>
<th>Qty Available Today</th>
<th>Replenishment Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>145</td>
<td>145</td>
</tr>
</tbody>
</table>
Inventory Turnover (41.130.00)

Crystal Report name
41130.rpt

Possible Sort/Select Options
Inventory ID
Site ID

Data Entry Screen
n/a

The Inventory Turnover (41.130.00) report shows how many times each inventory item has turned over during the previous fiscal year. An inventory item "turns over" every time an amount is sold that equals the average amount invested in that inventory item in the last fiscal year.

In other words, inventory turnover is calculated by dividing the cost of goods sold by the average investment during the past 12 months. The average investment is calculated by averaging the book values on record at the end of each of the last 12 months.

Report Formats

• n/a
Inventory Turnover (41.130.00)

<table>
<thead>
<tr>
<th>Site</th>
<th>Annual Cost of Goods Sold</th>
<th>Avg Inventory Investment</th>
<th>Annual Inventory Turnover</th>
</tr>
</thead>
<tbody>
<tr>
<td>Inventory ID: HON-071L.L 600 Series Wide Lateral Two Drawer File Cabinet</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>LA Los Angeles</td>
<td>1,000.00</td>
<td>550.00</td>
<td>3.27</td>
</tr>
<tr>
<td>SF San Francisco</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Inventory Totals:</td>
<td>1,000.00</td>
<td>550.00</td>
<td>3.27</td>
</tr>
<tr>
<td>Inventory ID: HON-071L.P 600 Series Wide Lateral Two Drawer File Cabinet</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>LA Los Angeles</td>
<td>1,500.00</td>
<td>325.00</td>
<td>4.82</td>
</tr>
<tr>
<td>NY New York</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Inventory Totals:</td>
<td>1,500.00</td>
<td>325.00</td>
<td>4.82</td>
</tr>
</tbody>
</table>
EDI Sample Reports

This section includes information about the most common EDI reports. Samples of each report are also included.

- **EDI PO Received**
- **EDI & Solomon Price Discrepancies**
Use the EDI PO Received (44.600.00) report to review the status of EDI purchase order records imported into the eCommerce Gateway EDI Edition module. EDI PO Received (44.600.00) comes with a summary and detail version (set by choosing the format on the Report tab of the ROI screen).

The detail version of the report displays each line item in the EDI purchase order records while the summary version shows only header information. Typically, this report is used in conjunction with templates that restrict the records reported to a single day's activity or records with a status other than Order Converted.

You can restrict the date range for the report on the Options tab. The date selected is the creation date (the date the EDI purchase order record was created by importing into eCommerce Gateway from the Common File Interface).

This is designed as an exception report to identify EDI purchase order records that need attention in order to convert them into Solomon Order Management sales orders.

**Report Formats**

- Summary
- Detail
### EDI PO Received (44.600.00)

**Contoso, Ltd**

**EDI PO Received Report - Detail**

For the Period to

<table>
<thead>
<tr>
<th>Customer</th>
<th>KMART</th>
<th>Kmart</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>EDI PO ID</th>
<th>Creation Date</th>
<th>Converted Date</th>
<th>PO Nbr</th>
<th>Sales Order</th>
<th>PO Date</th>
<th>Ship Date</th>
<th>Cancel Date</th>
<th>Order Status</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Inventory ID</th>
<th>Order Nbr</th>
<th>Qty</th>
<th>UOM</th>
<th>UPC</th>
<th>BSU</th>
<th>Price Ext</th>
<th>Total Discount</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>MON-672LQ45</td>
<td>00005145</td>
<td>48</td>
<td>EA</td>
<td>UPC12345678</td>
<td></td>
<td>$13,776.00</td>
<td>$0.00</td>
<td>$13,776.00</td>
</tr>
<tr>
<td>Order Number</td>
<td>Qnty</td>
<td>UOM</td>
<td>Ship to Id</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>---------------</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>00005145</td>
<td>48</td>
<td>EA</td>
<td>DEFAULT</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Inventory ID</th>
<th>Order Nbr</th>
<th>Qty</th>
<th>UOM</th>
<th>UPC</th>
<th>BSU</th>
<th>Price Ext</th>
<th>Total Discount</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>MON-672LQ</td>
<td>00005145</td>
<td>24</td>
<td>EA</td>
<td>UPC12345678</td>
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<td>$8,572.00</td>
<td>$0.00</td>
<td>$8,572.00</td>
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<tr>
<td>Order Number</td>
<td>Qnty</td>
<td>UOM</td>
<td>Ship to Id</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>---------------</td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>00005145</td>
<td>24</td>
<td>EA</td>
<td>DEFAULT</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Inventory ID</th>
<th>Order Nbr</th>
<th>Qty</th>
<th>UOM</th>
<th>UPC</th>
<th>BSU</th>
<th>Price Ext</th>
<th>Total Discount</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>MON-672LQ</td>
<td>00005145</td>
<td>48</td>
<td>EA</td>
<td>UPC12345678</td>
<td></td>
<td>$18,768.00</td>
<td>$0.00</td>
<td>$18,768.00</td>
</tr>
<tr>
<td>Order Number</td>
<td>Qnty</td>
<td>UOM</td>
<td>Ship to Id</td>
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<td></td>
<td></td>
</tr>
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<td>EA</td>
<td>DEFAULT</td>
<td></td>
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<td></td>
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</table>

**Total for EDI PO ID 0000000152**

<table>
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<th>Customer</th>
<th>KMART</th>
<th>Kmart</th>
<th>Qty</th>
<th>UOM</th>
<th>UPC</th>
<th>BSU</th>
<th>Price Ext</th>
<th>Total Discount</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>0000000152</td>
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<td></td>
<td>48</td>
<td>EA</td>
<td>UPC12345678</td>
<td></td>
<td>$39,456.00</td>
<td>$0.00</td>
<td>$39,456.00</td>
</tr>
</tbody>
</table>

**Grand Total**

<table>
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<tr>
<th>Customer</th>
<th>KMART</th>
<th>Kmart</th>
<th>Qty</th>
<th>UOM</th>
<th>UPC</th>
<th>BSU</th>
<th>Price Ext</th>
<th>Total Discount</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>48</td>
<td>EA</td>
<td>UPC12345678</td>
<td></td>
<td>$39,456.00</td>
<td>$0.00</td>
<td>$39,456.00</td>
</tr>
</tbody>
</table>
Use the EDI/Solomon Price Discrepancy (44.610.00) report to compare the prices of line items on EDI purchase order records imported into the eCommerce Gateway EDI Edition module against the Solomon Order Management pricing tables. In this manner, you are comparing the prices sent to you by the trading partner (contained in the EDI purchase order records) to the prices you would have received if someone had entered the order by hand.

You can restrict the date range for the report on the Options tab. The date selected is the creation date (the date the EDI purchase order record was created by importing into eCommerce Gateway from the Common File Interface).

EDI/Solomon Price Discrepancy (44.610.00) is designed as an exception report to point out EDI purchase order records where pricing differs from that in the Solomon pricing tables. The Solomon orders derived from the EDI purchase order records will have the pricing set to the EDI purchase order price if Use EDI Price is selected in the EDI Customer Maintenance (44.201.00), EDI Sales Order Defaults tab.

Report Formats

- n/a
## EDI/Solomon Price Discrepancies (44.610.00)

### Contoso, Ltd

#### EDI / Solomon Price Discrepancies

For the Period: 02/10/05 to 02/10/05

<table>
<thead>
<tr>
<th>Inventory ID</th>
<th>Quantity</th>
<th>UOM</th>
<th>EDI Price</th>
<th>PO Date</th>
<th>EDI Price</th>
<th>Difference</th>
<th>EDI Price Ext</th>
<th>Solomon Price Ext</th>
<th>Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td>HCN-6721-L</td>
<td>48.0</td>
<td>EA</td>
<td>287.00</td>
<td>11/19/00</td>
<td>346.00</td>
<td>-69.00</td>
<td>19,240.00</td>
<td>19,280.00</td>
<td>-480.00</td>
</tr>
<tr>
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<td>24.0</td>
<td>EA</td>
<td>368.00</td>
<td></td>
<td>346.00</td>
<td>-22.00</td>
<td>9,120.00</td>
<td>9,140.00</td>
<td>-200.00</td>
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<tr>
<td>HCN-6721-Q</td>
<td>48.0</td>
<td>EA</td>
<td>351.00</td>
<td></td>
<td>346.00</td>
<td>5.00</td>
<td>10,240.00</td>
<td>10,240.00</td>
<td>520.00</td>
</tr>
</tbody>
</table>

Records Printed: 3
Advanced Shipment Management
Sample Reports

This section includes information about the most common Advanced Shipment Management reports. Samples of each report are also included.

- Uniform Straight Bill of Lading
**Uniform Straight Bill of Lading (50.600.00)**

<table>
<thead>
<tr>
<th>Crystal Report name</th>
<th>The Uniform Straight Bill of Lading (50.600.00) report is only printed via BOL Maintenance (50.010.00).</th>
</tr>
</thead>
<tbody>
<tr>
<td>50600.rpt</td>
<td></td>
</tr>
</tbody>
</table>

**Possible Sort/Select Options**

- BOL Number
- Shipper ID

**Data Entry Screen**

- BOL Maintenance (50.010.00)

A bill of lading is a document which is signed by a freight carrier or his agent acknowledging that goods have been shipped on board a particular vessel, trailer, boxcar, or other carrier which is bound for a particular destination. It states the terms on which the goods are to be carried. A commonly used bill of lading format is provided and may be customized to create an alternate BOL report using Crystal Reports. Goods on the report are summarized by the bill of lading class assigned to individual inventory items on the Shipping tab of Inventory's Inventory Item (10.250.00).

**Report Formats**

- n/a
### Uniform Straight Bill Of Lading

**Company Name**
- **Carrier**: Post Office
- **BOL #**: 3
- **Carrier Reference**: 02/10/05

**Shipper**
- **Name**: Los Angeles
- **Address1**: 5478 Main Ave
- **City**: Los Angeles
- **State**: CA
- **Zip**: 66667
- **Country**: US

**Consignee**
- **Name**: Sandy Norton
- **Address1**: 1222 Ridge Trail
- **City**: Chicago
- **State**: IL
- **Zip**: 12345
- **Country**: US

<table>
<thead>
<tr>
<th>1.00</th>
<th>NO CLASS ASSIGNED</th>
<th>567.00</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.00</td>
<td>Total Packages</td>
<td>567.00</td>
<td>N/A</td>
</tr>
<tr>
<td>567.00</td>
<td>Total Weight</td>
<td>567.00</td>
<td>N/A</td>
</tr>
</tbody>
</table>

Subject to Section 3 of Conditions of Applicability of the Uniform Straight Bill of Lading. If the equipment is to be delivered to the consignee with the excess of the consignee, the consignee shall sign the following statement:

**[Signature of Consignee]**

If changes are to be made, write on face here and sign:

**[Signature of Shipper]**

This is to certify that the above-named materials are properly classified, described, weighed and sealed and are in proper condition for transportation according to the applicable regulations of the Department of Transportation.

<table>
<thead>
<tr>
<th>Per</th>
<th>Los Angeles</th>
<th>Per</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date</td>
<td></td>
<td>Date</td>
</tr>
</tbody>
</table>