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RFMS Smart Search in the Inventory Screens

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

Type in words, numbers, dates, etc. into the Search field to refine the search so what is needed is easier to find. The more information that you can type in the Search field the closer you can get to what you are looking for.

Below is a list of field that the RFMS Smart Search looks at in the Inventory Module.

<table>
<thead>
<tr>
<th>Inventory from Order Entry</th>
<th>Purchase Orders</th>
</tr>
</thead>
<tbody>
<tr>
<td>Style</td>
<td>PO Number</td>
</tr>
<tr>
<td>Color</td>
<td>PO Line Number</td>
</tr>
<tr>
<td>Roll Number/Item Number</td>
<td>Supplier</td>
</tr>
<tr>
<td>Supplier</td>
<td>Style</td>
</tr>
<tr>
<td>A/P Invoice Number</td>
<td>Color</td>
</tr>
<tr>
<td>PO Number</td>
<td>Sidemark</td>
</tr>
<tr>
<td>Color Number</td>
<td>Order Date</td>
</tr>
<tr>
<td>Style Number</td>
<td></td>
</tr>
<tr>
<td>Product Code</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Item Inventory</th>
<th>Roll Inventory</th>
</tr>
</thead>
<tbody>
<tr>
<td>Style</td>
<td>Style</td>
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<tr>
<td>Color</td>
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<tr>
<td>Item Number</td>
<td>Roll Number</td>
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<td>Supplier</td>
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<td>A/P Invoice Number</td>
<td>A/P Invoice Number</td>
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<td>PO Number</td>
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<td>System Reference Number</td>
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<td>Sidemark</td>
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<tr>
<td>Comments</td>
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<tr>
<td>Serial Number</td>
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<td>Product Code</td>
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<td></td>
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<td></td>
<td>Product Code</td>
</tr>
</tbody>
</table>
Centralized Purchasing - Creating a Special Order PO

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

This will open up a listing of all products that are currently on sales orders that are in GEN PO status. Note: The Estimated Delivery Dates from Order Headers and Line Estimated Delivery Dates are visible:

If there is material in inventory to fulfill an order, a green roll indicator will appear to the left of the product. When this is the case, assign from inventory (unless notes to purchasing state otherwise).
The following box appears, showing the inventory is about to be Reserved:

Highlight the Inventory to be assigned.

Tag the line and click Done

Click OK to assign inventory

Click Yes to complete the process

If there are notes on a line in the sales order, it is noted with a yellow post it to the left of the line to be ordered. These notes are specific to purchasing.

Green Roll = Inventory is available. Click Green Roll at top of screen to view it.
When ready to create a PO, tag the individual lines to be ordered:

From there the following screen will come up, asking how the PO is to print once complete:

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

Special notes for Purchasing, such as Special Costs, Hot Rush, etc. The Purchasers can view the notes in the Purchase Order screens.

Tag the lines and click Done. Note: You can tag multiple lines and suppliers.

Type of PO will be either Special Order (tied to customer order) or Stock.

Select which field to use as the Sidemark on the PO.

Select how to handle the Lines and Line Notes.

If shipping material direct to the end user, check this box to alter the Ship-To address on the PO. Then make appropriate selection.

Click OK.

From here you will see that the PO(s) have been generated, and now are in To Be Ordered status. Now it is time to order:
Double click on the PO line to edit.

Verify cost. Update if necessary.

Fill in Ordered By – Your Name

Fill in Taken By – Order placed with who?

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

Fill in Reference #, Sidemark, Comments as appropriate for this order.
Ordering Material on Reserve at the Mill

When creating a PO and the material is on reserve at the supplier, you can enter the reserve number into the field:

**Note that if the record is (B2B) Ecommerce and the reserve doesn’t exactly match in quantity or number – it will not link. Crucial that what is on reserve exactly matches what is on the purchase order**

PO Notes / Adding Special Instructions on a PO

This entry acts like a Microsoft Word document, so you can copy and paste from other documents into this field area, change the Font style, Highlight, etc. These notes are then printable on the Purchase Order.
Changing the Ship-To address on a PO

Type a ship-to address or click the Import button to auto-populate it from the Supplier, Customer, Store, or PO Ship-To source.

Ordering Multiple Lines on the same Purchase Order

Highlight the PO and click the Double Pencil icon at the top of the screen to edit multiple lines of the same PO at the same time. Updates to the Promise Date are visible on the lines in Order Entry.
Creating a Purchase Order: Stock

Navigator > Inventory > File > Purchase Orders

To start a new PO, click the green Plus

Select Stock & click OK

A red telephone will appear for PO’s for E-Commerce products, indicating the PO can be sent to the supplier electronically.

Click on the red telephone and the PO will send to the supplier. Acknowledgements & confirmations will be received automatically, usually within a few minutes. Line color changes to blue on the main Purchase Order screen to indicate updated info has been received.
Use F8 buttons to select Product Code and Private Style, then click the Products button to lookup product to be ordered.

Use RFMS Smart Search to lookup the desired product. Double click on the COLOR of the product to be added to the PO.

For stock roll goods, enter the quantity for the first roll only. Additional rolls can be added quickly in the PO screen. Use the Roll Order option to enable roll cost & enter Min/Max lengths.
Complete the Ordered By, Taken By, Dates, Reference #, Sidemark (Stock), Comments as appropriate, then click OK.

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

Select Duplicate Current Line and specify number of times.
Printing Purchase Orders

In the main PO screen you will now see the multiple lines of roll goods on the same PO – all for the same dye lot, same cost, and same roll specifications.

If necessary could alter the line(s) in which rolls need to be smaller/larger by simply clicking on that given line and altering.

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

To print PO’s, tag the appropriate lines and click Print.

Select desired parameters & click Print. PO can also be emailed here.
Purchase Order Reports

Establishing Stock Re-Order Levels

Tiered Cost Levels
Receive Inventory via Barcoded Purchase Order / Warehouse Receiving

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

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

Use the Tiered Cost button when adding the PO to access the info.
Inventory > File > Special Receiving > Warehouse Receiving (or set workstation to Warehouse Workstation via Utilities menu).

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

Scan the barcode from printed PO.

The PO & Line number will populate to the PO prompt box.
Receive Inventory without Barcoded Purchase Order / Receive from BOL

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

For Items, enter Run Lot, BOL#, Bin Location, verify Quantity, check box to Generate Item Tag, click OK.
From the Inventory Module, select File, Receiving/Costing.

Select “Receive from Bill of Lading”.

This window will then appear. Type in the PO number or use F8 to do a lookup from the PO list.
To manually select the PO after you press F8, tag all the lines to be received in this transaction, then click the Done button.

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

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

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

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

Note that you can also select to generate the inventory tag by checking the box at lower left.
This screen may appear if the material is allocated to a customer order. Click Yes if material has gone to the jobsite or if Picking Ticket needs to be printed immediately. Otherwise click No. Clicking Yes will Cut the line from Inventory.

If the box is checked to Generate Item Tag, the Item Tag Options window will appear. Select number of tags to print & click OK. This will put the tags in queue for printing later.

Repeat the process for each line being received. All lines will be tagged when finished. To complete the process, click Done.
Express Receiving – Receiving one PO line at a time

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

This screen will appear for each record being received.

It is important to fill in the following fields:

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

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

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

Print Inventory Tags: Roll Tags

Inventory > File > Roll Inventory
Click Double Tag icon to call up the list of rolls tagged during Receiving.

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

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

Example Roll Tags
Print Inventory Tags: Item Tags

Inventory > File > Item Inventory.

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

The Tag icon can also be used to tag items for tag printing.
For items, a prompt will appear to enter quantity of tags to print. Make appropriate selection in regard to Selling Price. Click OK.

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

Example Item Tags
Item Inventory Consolidation Tool

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

Inventory > Utilities > Item Inventory Consolidation Tool

Use the binoculars to locate the records to be consolidated

Item number is required. Use **F8** to search for item numbers.
From the list found, highlight the record to be consolidated to. Then click the Set Destination button. One option is to use the newest record as the destination as it should have the most current cost.

The destination record information will be pulled into the fields at the bottom of the screen. If this is not the desired destination record, click the Clear Destination button.

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

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

1. Inventory > File > Roll Inventory or Item Inventory as appropriate

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

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

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

Splitting Inventory Lines

1. Inventory > File > Roll or Item Inventory
2. Search for the roll/item you need to split. Click the Adjustments button.
3. Enter Amount to Adjust or New Amount Available. Change adjustment type to TRANSFER
Both Rolls will now show in Inventory on separate lines. It is recommended to print new roll tags also.

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

Click Yes to process the split.

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

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

Moving inventory moves the ENTIRE record. If a partial transfer is needed, first split the line per the instructions in previous section. Inventory Move must be installed on the system to use this feature.

[Image: Inventory > File > Roll or Item Inventory]

[Image: Lookup the roll or item to be moved.]

With the desired record highlighted, click BLUE tag. Tag as many records as needed that will be moving to the SAME warehouse. The origin store can be different but DESTINATION store MUST BE THE SAME. Notice, after you click the blue tag the Move icon appears next to the record.

[Image: Click this icon when finished selecting materials]
Update New Store. This is the DESTINATION warehouse

Choose printer for Transfer Sheet

Add any notes needed here

Click OK

Click Continue

Sample Inventory Move Tracking Sheet.

Each ORIGIN store will receive their own sheet. Note that if the material is sold to a customer an INVOICE NUMBER and CUSTOMER NAME will print out. This sheet is the internal Bill of Lading for the material transfer.
In Roll or Item Inventory, click the Process Requested Inventory icon in the tool bar. Rolls and Items are processed separately.

The screen will show the requested inventory that needs to be transferred to or from the store selected depending on which tab. Order For Store tab is the requesting store. Inventory From Store is where the material is.

If the amount reserved (requested) is less than the entire line quantity, the transfer process will automatically split the line.

To process the transfers, tag the lines to be moved, then click the Process button.

Fill in the appropriate information and printer selections, then click OK.
Cancelling a Transfer, Viewing In Transit

The Inventory Move Tracking Sheet will print. This sheet is the internal Bill of Lading for the material transfer.

The Move Tickets will print. These can be used to label the inventory being moved.

This icon allows you to see materials in transit, cancel requests, print reports, etc.

This print icon allows you to print a move report

This print icon reprints a move tracking sheet.
Receiving Moved Inventory

Go to Inventory > File > Receive Moved Inventory, OR click the Edit icon in the Received Moved inventory screen.

Scan or enter Transfer Barcode to receive multiple inventory records at the same time.

Enter the appropriate information (Received by Name, Bin Location being received into).

Click the applicable process button.
Releasing Materials- Picking Tickets

Picking Tickets Best Practices

- Most jobs are picked/pulled based on scheduling documents or Schedule Pro to prepare the job at least 24 if not 48 hours in advance of installation. Generate a Picking ticket and save to PDF History.
- Material is not taken from the warehouse without a picking ticket issued for the job showing it can be staged and released.
- Installers initial materials that are taken and initial materials brought back in on the picking ticket.
- Pick Ticket is kept on hand until that portion of the job is completed in case needed to update materials returned.

Who should do this?

- The person releasing the materials is “cutting a check” from your inventory account so to speak and is giving the warehouse permission to prepare and release that material.
- Therefore the person who cuts the lines and prints picking tickets should be a person in your organization that is committed to details and has vested interest in the accuracy of the job and/or inventory record keeping.
- Many people find it easiest to use the scheduling person to perform this task since they are most aware of the changes made to jobs. If that person is committed to updating the system they would be a good candidate, if they are not then another person should perform this.

Why should we do this?

- Accurate and timely Picking Ticket is VITAL to ensure JOB COSTING is a ONE BUTTON procedure.
- 80% of On Order lines that prevent job costing-are related to Will Calls
- 65% of Reserved lines ready for job costing are re-viewed (for material arriving late after picking ticket is printed)
- Separation of Duties- “the person touching or handling the asset does not control the computer”
Staging Materials- How to Avoid These Common Issues

Material is Not Ready or Not Here Yet
One of the most important reasons to issue a Picking Ticket is to stage a job for installation.

If the material has not arrived then it is not possible to get the materials ready for a job

- The person who issue the picking ticket or releases the material can see that the material is ON ORDER which indicates it has not arrived. This should trigger a follow up call on the materials to ensure they will arrive in time.
- Once they have arrived a NEW picking ticket should be issued to release the materials from inventory

Will Call or Vendor Pick Up
Clients report this is the number one issue that prevents easy and timely job costing.

- **Authorized Pick Up Policy** - The vendor must verify the person picking materials up has been authorized to do so. Only materials with proof i.e. purchase order, should be released to an installer by the vendor. This will help prevent the inevitable “add on’s” to an order by the person picking it up for “other jobs”.

- **Virtual Warehouse Person** (Installer) handling materials from your Virtual Warehouse (Vendor’s warehouse) - When the order is staged for materials, a Purchase Order should be printed without material cost and included with the Work Order for the installer to have proof of authorized pick up for the vendor. Print 2 copies, one for the installer, the other as an I.O.U. that requires someone to follow up either with the vendor to fax over a copy of the packing slip or getting paperwork from the installer.

- **Documentation of Will Call or Pick up** - Will Call or Vendor Pick up of materials cannot be processed with the assumption that purchase order details are exactly what was picked up. A copy of the document is required to ensure accurate information of what really happened is processed.

- **Receive and Stage Materials** - Once documentation has been received that materials were in fact picked up the receiving and staging process can be completed the way through until the lines reflect they have been “delivered” to the jobsite.
Printing a Picking Ticket / Cut Ticket

Lines must be in Cut status in order to print a Picking Ticket

Start by finding your order and double click on it to open it up.

Click the Adj Status button

Select Reserve -> Cut
Tag the lines you wish to cut. Only cut the lines that are being staged or prepared to leave the building.

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

With the order still highlighted, click Print.
Updating Inventory with Changes

Where do we record the changes to inventory?
   Picking Ticket document is the place any changes to the material will be recorded. This will be turned in for updating by qualified personnel.

What is best way to update/change things?
   Every order should be processed with a picking ticket and work order compared to each other to confirm all work was completed, what materials (if any) were returned so the order and the system will accurately reflect what happened in the field.

Material Returned from Jobsite:
   Materials returned are documented on Picking Ticket and signed for by installer and warehouse.
   - Follow up for any work not completed
   - Add notes to explain changes
   - Reissue new picking ticket documents to show changes.
   - If returning material to inventory, issue a negative quantity picking ticket with a new inventory tag to be given to the warehouse

Entire Job Not Ready:
   - The Line can easily be put back into stock by changing it from Delivered to Reserved by an authorized person. (Line Order Changes should require password to change Delivered Status...see system options)
   - If tracking of the material going out and coming back in to be released another time is desired, a line can be added with a negative quantity on the order to put the material back into inventory, then add a new line to reserve the material again
Job Not Completed - Partially completed. Need to return to finish
- Lines in Order Entry to be SPLIT for the amount left or brought back into the warehouse.
- Newly Split Lines should have statuses changed to RESERVE status for future shipment.
- Line Notes and Internal Notes should reflect reason for partial completion and explanation of what was accomplished for entire company for future reference.

Job Completed - Extra Material
- Authorized personnel will adjust the original record to reflect the amount coming back into stock.
- A transfer adjustment is created to send material to another record so the value can be adjusted to $.01 and load added for handling costs.
- Sidemark changed to “Excess” or “Stock” with Bin Location updated.

Claim/Defective Material
- Material that is returned from jobsite that is defective should be treated exactly as above and entered into CLAIMS MODULE as a job with:
  1. Explanation of the situation on Pick Ticket/Work Order
  2. Update original job (Re Order Material-Un Assign Material, etc.)
  3. Create Claim Invoice
  4. Re-assign inventory to the newly created job in the claims module.
  5. Material should be clearly marked with the original roll/item tag and stored in a separate area of the warehouse for easy reference.
  6. Inventory record should be clearly marked for A/P to put this invoice on HOLD if it has not already been costed.
     a. If already costed a screen shot of that inventory record should be given to A/P to pull the invoice and mark it HOLD.
Return / Found Inventory Utility

This routine allows inventory to be entered without posting a payable. Returns can ONLY be made into an open GL period. This routine will automatically post the correct amount into Cost of Goods Sold (credit) and Inventory (debit). This routine is recommended for inventory returned on orders that were not run through RFMS Customer orders or inventory found with an unknown origin.

The Invoice Number will be set to "RETURN/FOUND" automatically.

While this routine is a simple way to re-enter merchandise returned from customer orders, entering a negative line on the original customer order will return the material to inventory, adjust the balance of the customer order, and affect commissions and sales reporting. If the original order is job costed in a closed period, another order could be entered with the negative line. To keep the two orders together, they could be grouped into a billing group.
Select Enter Without PO and click Roll or Item as appropriate.

A line for New Item or New Roll will appear in the window.

Double click or use the Batch tag icon to open the line to edit.

Click the F8 by Item # or Name to go to the Product List to lookup the item or roll.

Click Products button.

Search for the Product and select the appropriate color / description.
For Items, enter Lading field, For Rolls, enter Roll number.

Enter Gross Cost as .01 & move the actual cost to the Load box.

Enter the amount being added to inventory in the Qty Rcvd.

Enter warehouse bin location if applicable.

Check the box to Generate Tag & click OK.

When finished, lines will be auto tagged. Click Done.
Color Crossover

The Color Crossover feature gives the ability to link colors from different style name products to others (style name products) that are identical. Linking these colors will give the ability to use Product Driven Order Entry. When choosing a product from the Products file, it will then display all rolls that are in inventory that qualify as this product. Product Driven OE must be activated with no exclusions.

Example: A product is purchased as style "ABC" with 15 colors. Than another style is purchased that is labeled by the manufacturer as style "ABB" yet has the identical 15 colors. The colors in one product may be identified by linking or crossing over to the colors in the other style. They will be viewed as the same product regardless of how they are labeled in inventory.

Once the products for this color link have been added, the following options are available:

Select whether to apply color crossover to Roll or Items.

Search for the Style to apply a color crossover to. This portion of the color crossover setup screen will display all products currently set up in the product file. Highlight the appropriate style.

The colors for the highlighted style will appear in the lower right area of the color crossover setup screen. Highlight the appropriate color.

Once both style and color have been selected; the next step is to add them to the "Creating / Editing New Links" column. Click the "Link Color" button. Continue this process until as many products as necessary have been added for this particular link.
**Remove Color Link**
Click this button in order the remove any of the colors added to the "Creating and Editing New Links" column. Use this button to remove colors from linking. For example, let’s say a color called “Cobblestone” is mistakenly added to the Creating / Editing New Links column instead of a color called "Cottonwood". Simply highlight "Cobblestone" and click the Remove Color Link button. As long as the **Apply Cross Over** button has not been clicked, this feature may be used.

**Apply Cross Over**
If satisfied with the color links added, click the Apply button to apply this Color Crossover.

After apply is selected, this information will be exported from the "Creating / Editing New Links" column to the "Current Color’s Links" column. This information can also be accessed from the Color Crossover Browse screen.

**Delete Cross Over**
Use this option delete color links that have been previously applied. Do three things to delete a color link. First, select the "Load Link Group" button. The **Color Crossover Browse** will appear. Next, highlight the appropriate crossover and click the select button at the top of the screen. This action will bring the color link back to the Color Crossover Setup Screen. Finally select this crossover and click the **Delete Crossover** button. Once done, a confirmation prompt will appear. Click **yes** to confirm the deletion of this color link.

**Load Link Group**
Click this button in order to load previously linked color groups. Loading a Link group will allow editing current color link. Click the **Load Link** button, the **Color Crossover Browse** screen will appear. Lists of all current color links are displayed in this list. Choose the appropriate link by highlighting the line and clicking the select button. When the appropriate link is selected, it will appear in the **Color Crossover Setup** screen. At this point edit or delete this link by highlighting it and clicking the appropriate button.

**Unload Link Group**
Click the **Unload Link Group** button to clear the "Creating / Editing New Links" column. This feature is basically designed to allow clearing a currently saved color link from this column yet allowing this link to still be accessible from the Color Crossover Browse screen. The link will not be deleted, only removed from sight to allow less "clutter" on the screen.

![Color Crossover Setup Screen](image)

Color links will display only when a corresponding product record and color is highlighted.
Color Crossover Browse

Products > File > Color Crossover
> Color Crossover Browse –
displays all current color links
that have been setup.

Color Crossover in Order Entry

- When Product Driven OE / Color Crossover is turned on in
  your system, the Inventory selection button will be
  inactive. Select using the Products buttons instead.

- When a linked crossover product is
  selected in Order Entry that has
  matching crossover inventory, the list
  of available inventory will
  automatically pop up for selection.

- When a linked crossover product is
  selected, the order line will still
  reflect the original product
  selection. The system considers
  them the same product for this
  purpose.

Color Crossover in the Auto PO screen

- When a linked crossover product is
  in the To-Buy screen, the Color
  Crossover indicator will be active
  on the selected line. Click the link
  icon to display a list of the linked
  products.
Physical Count

How do you do them?

- **Prepare:** Physical Count requires there be no activity that relates to or affects inventory records take place during the count. Everyone internally, as well as installers and vendors, should be informed of the date and time you plan to start the count to ensure a smoother count. These activities usually include:
  1. Do Not Cut Order Entry lines
  2. Do Not Receive material into RFMS
  3. Do Not physically receive material
  4. Do Not ship material out of the warehouse
  5. Do Not make Inventory Adjustments.

- **Count Sheets**-Inventory Reports can be run by bin location and exported into EXCEL for easier manipulation of relevant data and adding columns for counters to fill in.

- **Team Effort**- 2 People Counting: one to count off and mark counted / one to record the results. Once the numbered count sheets are completed they should be turned back into one person who controls them.

- **Review** of non-matching records to determine if the difference is an error (material was or was not shipped out) or is a legitimate shortage/overage.

- **Adjustments** should then be approved by qualified staff to be keyed into the system.

- **When all adjustments are approved/applied....material activity can be resumed.**

When/How often do you do them?

- **Weekly Cycle Counts**- If performed weekly by product type (pad, vinyl, wood) a quarterly count of entire inventory is usually recommended. Pick a day that inventory will be counted and reported each week. (Tri-Coder allows for Partial Counts / “Spot Checks”)

- **Quarterly**- A Physical Count of all products should be performed at the end of each quarter to ensure materials on hand are accounted for and reconciled with the computer records. Any research needed to resolve shortages or issues can be done and new procedures put into place to prevent an entire year of losses.

- **Reconciling Inventory to the General Ledger is a different procedure than verifying your physical inventory matches your inventory records.** This is an accounting function performed monthly based on the assumption that the inventory value is accurate. A physical count is necessary to make sure the value is correct and record any shortages/overages that happen in reality.

Is there an EASIER way?

- **BAR CODED INVENTORY COUNT**
  The Tri-Coder is the most efficient way to perform a count.
  
  - Bar Coded Tags are attached to every roll and item with the following exceptions:
    - Stock Items can have one Bar Code Sticker the area they are stored.
    - Shrink Wrapped Items should have a list of products included and the bar code sticker issued when inventory was received attached to the pallet.
  
  - All inventory is scanned with count on hand keyed into the Tri-Coder.
  
  - A synchronization process is performed with Inventory Module that gives a list of the exceptions or non-matching records for research and adjustment.
  
  - It eliminates the count sheets and comparison steps.
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