



Process Documentation

Department:

Customer Support

Last Updated:

7/7/2025 12:25 PM

NAME OF PROCESS

Maintaining Merchandise for Sale [RolePlay]

Use Case / Objectives

This guide will walk you through how to [add](#), [change](#), and [inquire](#) on sales items. Sales items are items that you stock for sale rather than rental.

Configuration, Training, and Reporting

This document assumes you know how to perform basic Search functionality to find information in the system (i.e., F4 search). The steps for this are not included within this document.

Field definitions for applicable tasks are available in the Reference Glossary. To view these definitions either click on the screen name in the task or scroll to the end of the documentation to view the Glossary.

Menu options to access:

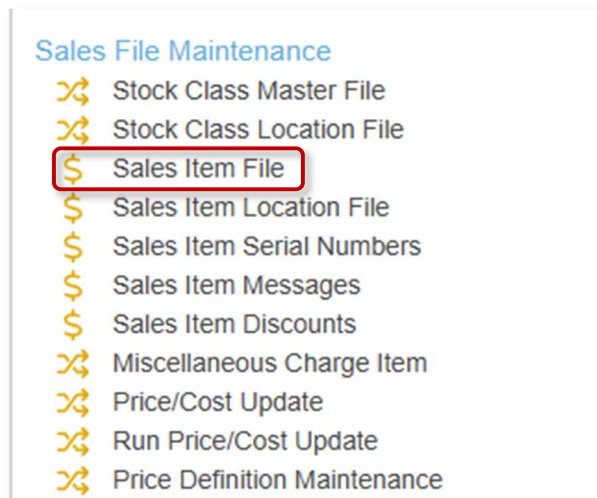
Main Operations => Sales File Maintenance => Sales Item File

Maintaining Merchandise for Sale

Add Sales Merchandise

Process Steps

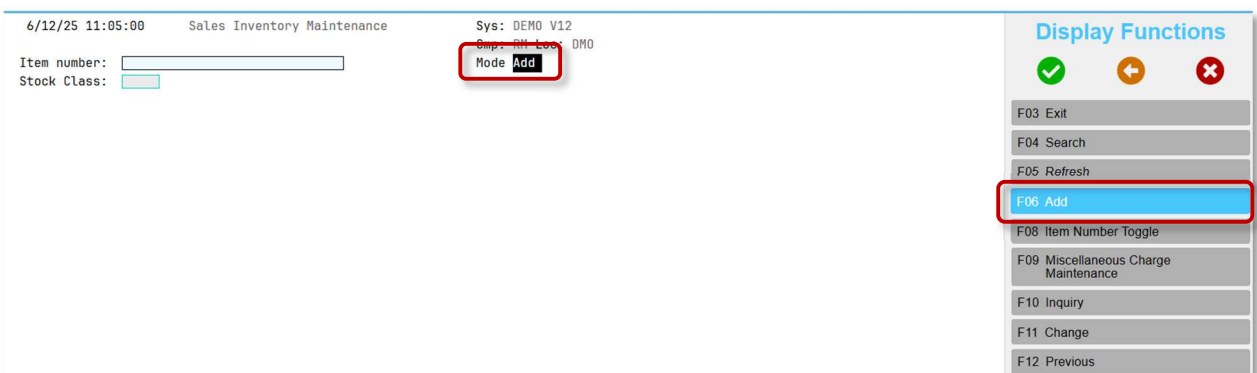
1. Log in to the [Roleplay Environment](#) using your credentials.
2. If the **Main Operations** screen is not displayed, click on the **Main Operations** menu option on the left side of the screen.
3. In the **Sales File Maintenance** section, click on the **Sales Item File** option.



- a. The **Sales Inventory Maintenance - Launch** screen opens; the *Mode* is set to CHANGE.



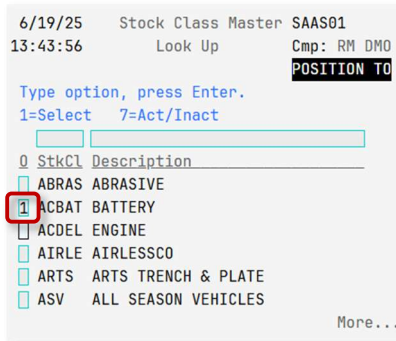
4. To **ADD** new inventory, either press F6 on your keyboard or click on F06 Add in the **Display Functions** menu to change the *Mode* to ADD.



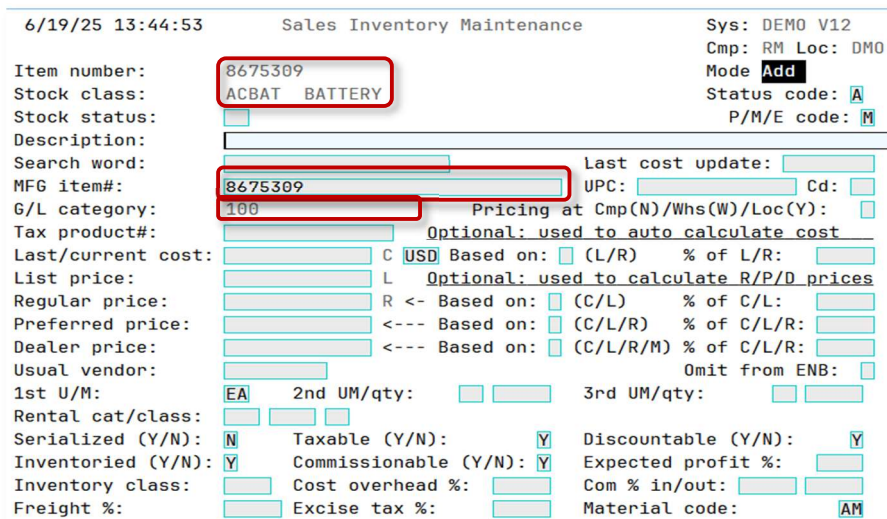
- Type in the *Item Number* you would like to ADD. **NOTE:** This does not have to be a unique number to your system; however, when you assign the *Stock Class* below, the *Item Number* and *Stock Class* combination must be unique. If it is not, you will see the message below at the bottom of the screen.

Item # already exists. Press F11 to change the record.

- Type in the *Stock Class* for the item you would like to ADD. **NOTE:** If you do not know the *Stock Class*, with your cursor in the field, press F4 to open the **Stock Class Master Look Up** window. Select the desired *Stock Class* by typing 1 in the O column next to the desired option and pressing Enter.



- Press Enter.
 - The **Sales Inventory Maintenance - Details** screen opens. The *Item Number*, *Stock Class*, and *MFG item#* populate with the information entered above. **NOTE:** In this example, because of the *Stock Class* selected, the *G/L Category* field auto-populates. If the *G/L Category* field does not populate, you will need to select a *G/L Category* for the type of item you are setting up. **NOTE 2:** With your cursor in the *G/L Category* field, press F4 to search if you do not know the category you would like to assign to this item.



8. In the *P/M/E code* field, type in P (Part) or M (Merchandise) to specify the type of sales item. **NOTE:** For this example, we will use **M**. **NOTE 2:** Entering **E** (Equipment) is covered in the **Maintaining Equipment Inventory** article.
9. Type in a brief description of the item in the *Description* field.
10. Type in the *Search word* field.
11. Type in the *Last cost update* field. **NOTE:** This field will default to the current date if left blank.
12. Type in the most current cost in the *Last/current cost* field.
13. Type in the manufacturer's suggested list price in the *List price* field.
14. Type in the retail price of the item in the *Regular Price* field.
15. Type in the price used when the item is sold to a customer with price code of **P** in their master record in the *Preferred price* field.
16. Type in the price used when the item is sold to a customer with price code of **D** in their master record in the *Dealer price* field.

NOTE: For the price fields noted above, if you would prefer the system auto-calculate them, type in the *Based on* and *% of C/L/R* fields.

| | | | | | |
|--------------------|--------------------------|---|--|------------------------------------|----------------------------------|
| 6/19/25 13:44:53 | | Sales Inventory Maintenance | | Sys: DEMO V12 | |
| | | | | Cmp: RM Loc: DMO | |
| Item number: | 8675309 | | | Mode | Add |
| Stock class: | ACBAT BATTERY | | | Status code: | A |
| Stock status: | <input type="checkbox"/> | | | P/M/E code: | M |
| Description: | BATTERY CHARGER | | | | |
| Search word: | BATTERY | Last cost update: | <input type="text"/> | | |
| MFG item#: | 8675309 | UPC: | <input type="text"/> | Cd: | UP |
| G/L category: | 100 | Pricing at Cmp(N)/Whs(W)/Loc(Y): | | <input type="checkbox"/> | |
| Tax product#: | <input type="text"/> | Optional: used to auto calculate cost | | | |
| Last/current cost: | 172.500 | C USD | Based on: | <input type="checkbox"/> (L/R) | % of L/R: 115.0 |
| List price: | 150.000 | L | Optional: used to calculate R/P/D prices | | |
| Regular price: | 187.500 | R <- | Based on: | <input type="checkbox"/> (C/L) | % of C/L: 125.0 |
| Preferred price: | 135.000 | <--- | Based on: | <input type="checkbox"/> (C/L/R) | % of C/L/R: <input type="text"/> |
| Dealer price: | 130.000 | <--- | Based on: | <input type="checkbox"/> (C/L/R/M) | % of C/L/R: <input type="text"/> |
| Usual vendor: | <input type="text"/> | Omit from ENB: <input type="checkbox"/> | | | |
| 1st U/M: | EA | 2nd UM/qty: | <input type="text"/> | 3rd UM/qty: | <input type="text"/> |
| Rental cat/class: | <input type="text"/> | | | | |
| Serialized (Y/N): | N | Taxable (Y/N): | Y | Discountable (Y/N): | Y |
| Inventoried (Y/N): | Y | Commissionable (Y/N): | Y | Expected profit %: | <input type="text"/> |
| Inventory class: | <input type="text"/> | Cost overhead %: | <input type="text"/> | Com % in/out: | <input type="text"/> |
| Freight %: | <input type="text"/> | Excise tax %: | <input type="text"/> | Material code: | AM |

17. Type in the number of the vendor from whom you usually purchase this item in the *Usual vendor* field. **NOTE:** If you do not know the vendor's number, press F4 to search.
18. If there is additional information to include, type it in the corresponding fields.
19. After adding all the details, press Enter twice to add the record.
20. The **Item Location Set-up** screen displays.

```

6/18/25 13:19:30      Item Location Set-up      Sys: DEMO V12
                                      Cmp: RM Loc: DMO
Item number: 8675309      EQUIP      Mode Add
Description: DRILL BITS (FOR TESTING ONLY)
Options: 1-Create item location record
0 Loc Name
 BAT RENTALMAN CORP
 BRAZ BRAZIL LOCATION
 BRM BIRMINGHAM LOCATION
 DMO IRVINE
 EURO EURO LOCATION
 EXE8 LOCATION NAME
 FTN RENTALMAN FOUNTAIN VALLEY
 HHT DP NICOLI CORP
 HOU HOUSTON
 HTB HUNTINGTON BEACH
 LGB LONG BEACH
 LSV DP NICOLI
 MAS DETROIT
 RAMI SWEDEN
 RG3 IRVINE
 TEST DEMO LOCATION
 TES2 DEMO LOCATION
 0049 SAN MARCOS

Select locations for which you want Item Location records built.
    
```

21. Type 1 in the 0 field next to the location you would like to assign to your item; press Enter. **NOTE:** You can select multiple *Locations* by typing 1 in the 0 field.
 - a. The selected *Locations* are grayed out and can no longer be selected.

```

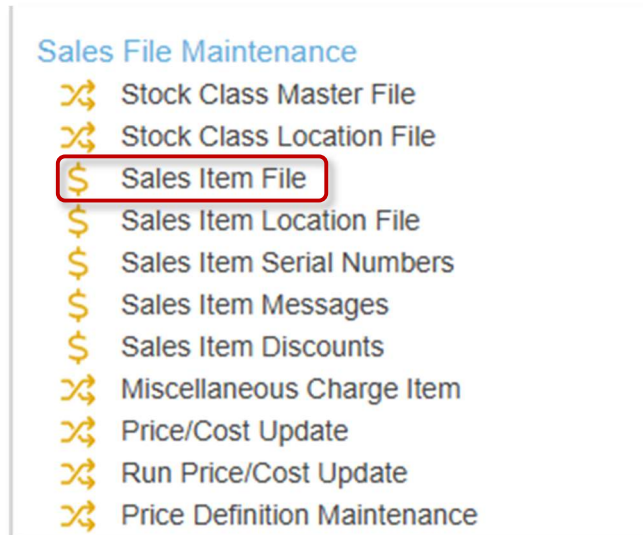
6/18/25 13:19:30      Item Location Set-up      Sys: DEMO V12
                                      Cmp: RM Loc: DMO
Item number: 8675309      EQUIP      Mode Add
Description: DRILL BITS (FOR TESTING ONLY)
Options: 1-Create item location record
0 Loc Name
1 BAT RENTALMAN CORP
 BRAZ BRAZIL LOCATION
 BRM BIRMINGHAM LOCATION
1 DMO IRVINE
 EURO EURO LOCATION
 EXE8 LOCATION NAME
 FTN RENTALMAN FOUNTAIN VALLEY
 HHT DP NICOLI CORP
 HOU HOUSTON
 HTB HUNTINGTON BEACH
 LGB LONG BEACH
1 LSV DP NICOLI
 MAS DETROIT
 RAMI SWEDEN
 RG3 IRVINE
 TEST DEMO LOCATION
1 TES2 DEMO LOCATION
 0049 SAN MARCOS
    
```

22. Press Enter again to save the record.
 - a. The record saves and the **Saves Inventory Maintenance - Launch** screen displays.

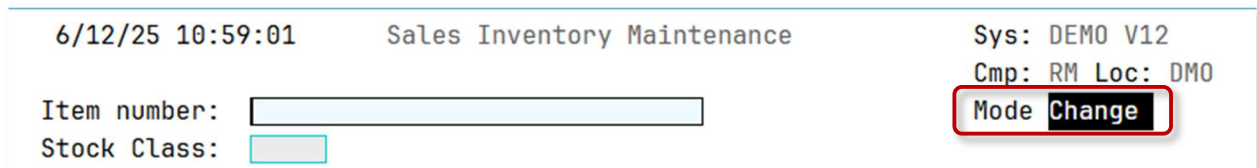
Update Sales Merchandise

Process Steps

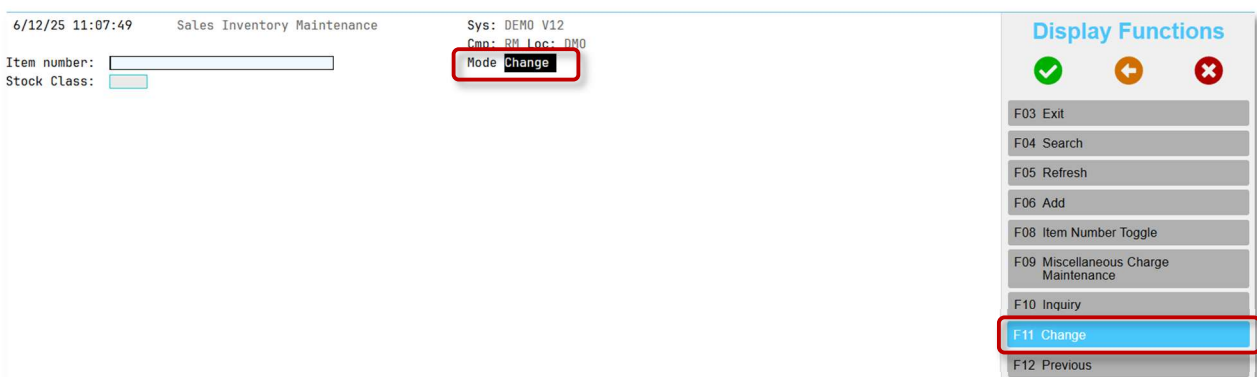
1. Log into the [Roleplay Environment](#) using your credentials.
2. If the **Main Operations** screen is not displayed, click on the **Main Operations** menu option on the left side of the screen.
3. In the **Sales File Maintenance** section, click on the **Sales Item File** option.



- b. The **Sales Inventory Maintenance - Launch** screen opens, and the *Mode* is set to CHANGE.



4. To CHANGE (update) inventory, if *Mode* is not set to CHANGE, press F11 on your keyboard or click on F11 Change in the **Display Functions** menu. **NOTE:** *Mode* defaults to CHANGE; however, if you are already on the **Sales Inventory Maintenance** screen adding or viewing inventory, you will need to update the *Mode*.



5. Type in the *Item Number* and *Stock Class* fields. NOTE: Use F4 to search if you do not know this information.
 - a. The **Sales Inventory Maintenance - Details** screen opens, displaying information stored in the system for the entered item.

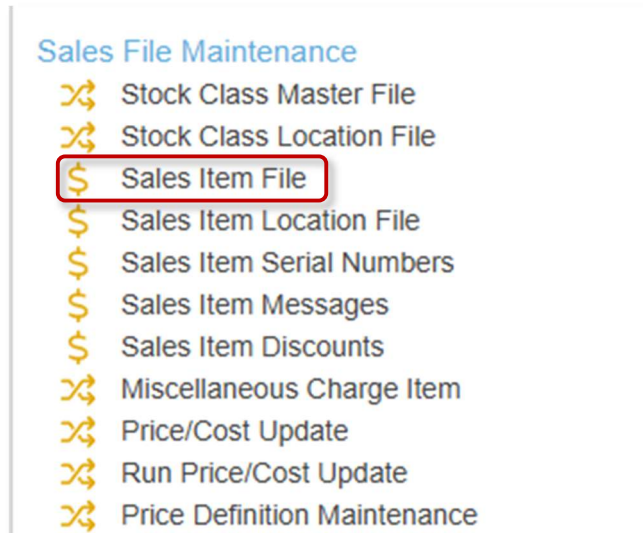
| | | | | | |
|--------------------|--------------------------|---------------------------------------|---|---|--------------------------|
| 6/19/25 13:50:34 | | Sales Inventory Maintenance | | Sys: DEMO V12 | |
| | | | | Cmp: RM Loc: DMO | |
| Item number: | 8675309 | | | Mode Change | |
| Stock class: | ACBAT BATTERY | | | Status code: A | |
| Stock status: | <input type="checkbox"/> | | | P/M/E code: M | |
| Description: | BATTERY CHARGER | | | | |
| Search word: | BATTERY | Last cost update: | | 6/19/25 | |
| MFG item#: | 8675309 | UPC: | | Cd: | UP |
| G/L category: | 100 | Pricing at Cmp(N)/Whs(W)/Loc(Y): | | <input type="checkbox"/> | |
| Tax product#: | | Optional: used to auto calculate cost | | | |
| Last/current cost: | 172.500 | C | USD | Based on: | L (L/R) % of L/R: 115.0 |
| List price: | 150.000 | L | Optional: used to calculate R/P/D prices | | |
| Regular price: | 187.500 | R | <- | Based on: | L (C/L) % of C/L: 125.0 |
| Preferred price: | 135.000 | <--- | Based on: <input type="checkbox"/> (C/L/R) % of C/L/R: <input type="checkbox"/> | | |
| Dealer price: | 130.000 | <--- | Based on: <input type="checkbox"/> (C/L/R/M) % of C/L/R: <input type="checkbox"/> | | |
| Usual vendor: | 168 | A-1 AUTO PARTS | | Omit from ENB: <input type="checkbox"/> | |
| 1st U/M: | EA | 2nd UM/qty: | <input type="checkbox"/> | 3rd UM/qty: | <input type="checkbox"/> |
| Rental cat/class: | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | |
| Serialized (Y/N): | N | Taxable (Y/N): | Y | Discountable (Y/N): | Y |
| Inventoried (Y/N): | Y | Commissionable (Y/N): | Y | Expected profit %: | <input type="checkbox"/> |
| Inventory class: | <input type="checkbox"/> | Cost overhead %: | <input type="checkbox"/> | Com % in/out: | <input type="checkbox"/> |
| Freight %: | <input type="checkbox"/> | Excise tax %: | <input type="checkbox"/> | Material code: | AM |

6. Type in the desired fields to update and press Enter to continue.
7. Review updates and press Enter to save the changes.
 - a. The record saves and the **Saves Inventory Maintenance - Launch** screen displays. NOTE: If you used the Search functionality, you will be returned to the **Parts/Merchandise Search** screen.

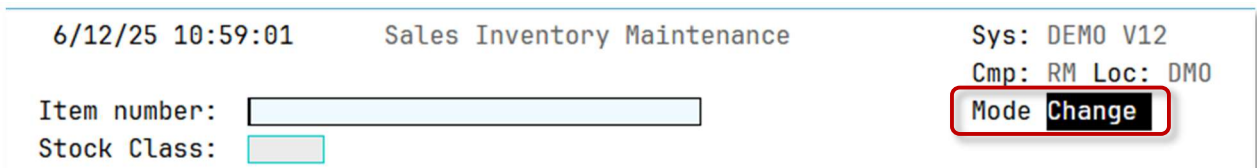
Inquire on Sales Merchandise

Process Steps

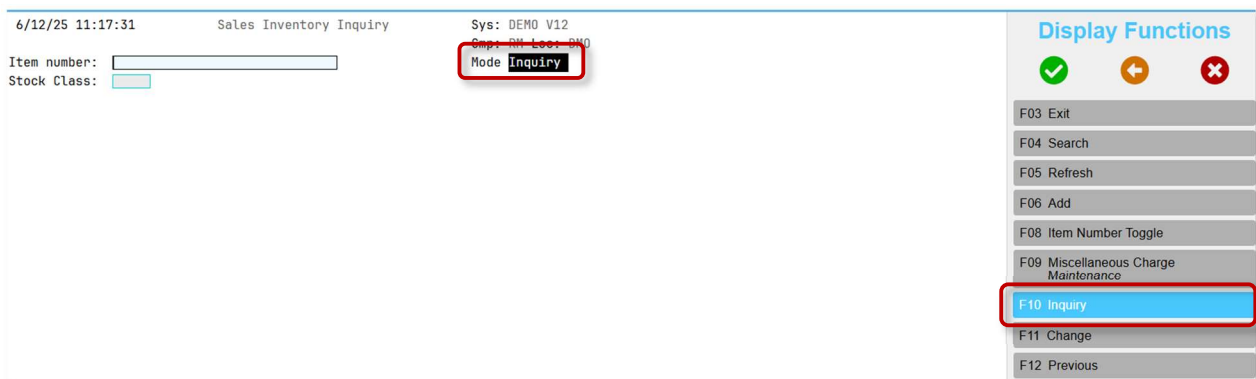
1. Log into the [Roleplay Environment](#) using your credentials.
2. If the **Main Operations** screen is not displayed, click on the **Main Operations** menu option on the left side of the screen.
3. In the **Sales File Maintenance** section, click on the **Sales Item File** option.



- a. The **Sales Inventory Maintenance - Launch** screen opens, and the *Mode* is set to CHANGE.



4. To INQUIRY (view) inventory, press F10 on your keyboard or click on **F10 Inquiry** in the **Display Functions** menu.



5. Type in the *Item Number* and *Stock Class* fields. NOTE: Use F4 to search if you do not know this information.

- a. The **Sales Inventory Maintenance - Details** screen opens, displaying information stored in the system for the entered item in view only mode.

```

6/19/25 13:54:39          Sales Inventory Inquiry          Sys: DEMO V12
                                                                    Cmp: RM Loc: DMO
Item number:             GLOVES                               Mode: Inquiry
Stock class:             SAFET SAFETY ITEMS                 Status code: A
Stock status:                                          P/M/E code: M
Description:             GLOVES, SAFETY
Search word:             GLOVES                            Last cost update: 3/22/12
MFG item#:              GL400                             UPC: 111111111112   Cd: UP
G/L category:           400                               Pricing at Cmp(N)/Whs(W)/Loc(Y):
Tax product#:
Last/current cost:      20.000 C USD Based on: L (L/R)      % of L/R: 80.0
List price:             25.000 L
Regular price:          70.000 R <- Based on: C (C/L)      % of C/L: 350.0
Preferred price:        105.000 <--- Based on: R (C/L/R)   % of C/L/R: 150.0
Dealer price:           22.500 <--- Based on: M (C/L/R/M) % of C/L/R:
Usual vendor:           46 SAFETY SUPPLY CO.              Omit from ENB:
1st U/M:                EA   2nd UM/qty: CS 10            3rd UM/qty: PL 100
Rental cat/class:
Serialized (Y/N): N     Taxable (Y/N): Y           Discountable (Y/N): Y
Inventoried (Y/N): Y   Commissionable (Y/N): Y        Expected profit %:
Inventory class:        Cost overhead %: 1.0      Com % in/out:
Freight %:             2.00 Excise tax %: 4.00      Material code: 63
    
```

6. In the **Display Functions** menu, click on *F15 Location Maintenance*.

- a. The **item Location Record Set-up** screen opens, displaying the quantities by location for this item.

```

7/07/25 11:04:17          Item Location Record Set-up          Sys: DEMO V12
                                                                    Cmp: RM Loc: DMO
Item number: AC1438          ACBAT                               Mode: Inquiry
Description: BATTERY AC-1438
Options: 5=Display
  Q Loc  Name                               Qty on hnd  Qty on ord  Qty in trn  Whs
 BAT RENTALMAN CORP
 BRM BIRMINGHAM LOCATION
 DMO IRVINE                               166.00      16.00-      DMO
 EURO EURO LOCATION                       104.00
 EXE8 LOCATION NAME
 HTB HUNTINGTON BEACH                       1.00              HTB
 LGB LONG BEACH                             1.00              DMO
 RAMI SWEDEN                               3.00              DMO
    
```

7. Press F12 on your keyboard or click on *F12 Previous* to return to the **Sales Inventory Maintenance - Details** screen.

8. In the **Display Functions** menu, click on *F06 Sales History*.

- a. The **Sales Item History** screen opens, displaying a table of transactions for the sales item.

6/19/25 13:55:14 Sales Item History

Item #: GLOVES Stk cls: SAFET Frm/To: 99/99/99
 Desc: GLOVES, SAFETY
 Sup #: GL400 Transfers: (Include, Exclude, Only)
 1=Display 6=Reprint Delimit:

| <input type="checkbox"/> | Date | Invoice # | Qty | Price | Cur | UM | Type | Loc | Customer Name/Number | MC |
|--------------------------|----------|------------|------|---------|-----|----|------|-----|------------------------|----|
| <input type="checkbox"/> | 5/29/25 | 69395-0001 | 1.00 | 50.000 | USD | EA | INV | DMO | Turnkey Customer 2 | |
| <input type="checkbox"/> | 5/28/25 | 69391-0001 | 2.00 | 50.000 | USD | EA | SALE | DMO | Turnkey Customer 2 | |
| <input type="checkbox"/> | 5/28/25 | 69390-0001 | 5.00 | 50.000 | USD | EA | SALE | DMO | Turnkey Customer 2 | |
| <input type="checkbox"/> | 5/20/25 | 69364-0001 | 1.00 | 50.000 | USD | EA | INV | DMO | Turnkey Customer 2 | |
| <input type="checkbox"/> | 1/27/25 | 69204-0001 | 5.00 | 50.000 | USD | EA | INV | DMO | Turnkey Customer 2 | |
| <input type="checkbox"/> | 1/29/25 | 69217-0001 | 1.00 | 50.000 | USD | EA | INV | DMO | Turnkey Customer 2 | |
| <input type="checkbox"/> | 1/28/25 | 69212-0001 | 2.00 | 50.000 | USD | EA | SALE | DMO | Turnkey Test Customer1 | |
| <input type="checkbox"/> | 1/09/25 | 69170-0001 | 1.00 | 50.000 | USD | EA | INV | DMO | Turnkey Customer 2 | |
| <input type="checkbox"/> | 10/15/24 | 69028-0001 | 3.00 | 50.000 | USD | EA | SALE | DMO | DANAS CUSTOMER | |
| <input type="checkbox"/> | 8/16/23 | 68295-0001 | 7.00 | 27.000 | USD | EA | SALE | DMO | RENTAL CUSTOMER | |
| <input type="checkbox"/> | 7/07/21 | 66369-0001 | 2.00 | 70.000 | USD | EA | INV | DMO | RENTAL CUSTOMER | |
| <input type="checkbox"/> | 2/07/21 | 60547-0001 | 1.00 | 20.217 | USD | EA | W.O. | DMO | DMO | |
| <input type="checkbox"/> | 1/23/14 | 60740-0001 | 2.00 | 125.000 | USD | EA | INV | DMO | VICTOR G | |
| <input type="checkbox"/> | 8/09/17 | 63925-0001 | 2.00 | 70.000 | USD | EA | INV | DMO | RENTAL CUSTOMER | |
| <input type="checkbox"/> | 5/04/16 | 63112-0001 | 1.00 | 125.000 | USD | EA | INV | DMO | ABC COMPANY | |

9. Press **F12** on your keyboard or click on [F12 Previous](#) to return to the **Sales Inventory Maintenance - Details** screen.
10. To view purchase order history, click on [F10 Purchase Order History](#) in the **Display Functions** menu.
 - a. The **P.O. Item History** screen opens displaying purchase history for the selected item.

7/07/25 10:59:45 P.O. Item History Sys: DEMO V12 Cmp: RM Loc: DMO

Item #: AC1438 Stk cls: ACBAT Fm/to: 99/99/99
 Desc: BATTERY AC-1438
 Sup #: AC1438
 Options: 5=Display

| <input type="checkbox"/> | Date | P.O. # | Order Qty | Rcvd qty | Due date | Base cur cost | Dsc % | Extended amt | Vendor # | Cur | UM | Loc | Vendor name | MC |
|--------------------------|----------|--------|-----------|----------|----------|---------------|-------|--------------|----------|-----|----|-----|--------------------|----|
| <input type="checkbox"/> | 3/29/23 | 7553 | 5.00 | 5.00 | 3/29/23 | 40.500 | | 202.50 | 34 | USD | EA | DMO | LINCOLN ELECTRIC C | |
| <input type="checkbox"/> | 1/09/23 | 7523 | 75.00 | 60.00 | 1/09/23 | 40.500 | | 2430.00 | 34 | USD | EA | DMO | LINCOLN ELECTRIC C | |
| <input type="checkbox"/> | 1/09/23 | 7521 | 50.00 | | 1/09/23 | 40.500 | | | 34 | USD | EA | DMO | LINCOLN ELECTRIC C | |
| <input type="checkbox"/> | 1/09/23 | 7519 | 50.00 | 50.00 | 1/09/23 | 40.500 | | 2025.00 | 34 | USD | EA | DMO | LINCOLN ELECTRIC C | |
| <input type="checkbox"/> | 1/09/23 | 7517 | 50.00 | 50.00 | 1/09/23 | 40.500 | | 2025.00 | 34 | USD | EA | DMO | LINCOLN ELECTRIC C | |
| <input type="checkbox"/> | 6/08/22 | 7395 | 2.00 | | 6/08/22 | 40.500 | | | 163 | USD | EA | DMO | Vendor for testing | |
| <input type="checkbox"/> | 1/25/22 | 7307 | 2.00 | 2.00 | 1/25/22 | 40.500 | | 81.00 | 163 | USD | EA | DMO | Vendor for testing | |
| <input type="checkbox"/> | 7/22/21 | 7251 | 5.00 | 5.00 | 7/22/21 | 40.500 | | 202.50 | 34 | USD | EA | DMO | LINCOLN ELECTRIC C | |
| <input type="checkbox"/> | 7/22/21 | 7250 | 3.00 | 3.00 | 4/27/21 | 3.250 | | 9.75 | 22 | USD | EA | DMO | ADP PAYROLL SERVIC | |
| <input type="checkbox"/> | 2/18/21 | 7128 | 5.00 | | 2/18/21 | 40.500 | | | 34 | USD | EA | DMO | LINCOLN ELECTRIC C | |
| <input type="checkbox"/> | 12/20/19 | 7006 | 10.00 | 10.00 | 12/20/19 | 25.000 | | 250.00 | 22 | USD | EA | DMO | ADP PAYROLL SERVIC | |
| <input type="checkbox"/> | 6/21/19 | 6954 | 2.00 | 2.00 | 6/21/19 | 32.000 | | 64.00 | 33 | USD | EA | DMO | BLACK AND DECKER P | |
| <input type="checkbox"/> | 2/23/18 | 6812 | 5.00 | 5.00 | 2/24/18 | 30.070 | | 150.35 | 22 | USD | CS | DMO | ADP PAYROLL SERVIC | |
| <input type="checkbox"/> | 12/16/14 | 6566 | 1.00 | 1.00 | 12/16/14 | 50.000 | | 50.00 | 34 | USD | EA | DMO | LINCOLN ELECTRIC C | |
| <input type="checkbox"/> | 12/16/14 | 6566 | 1.00 | 1.00 | 12/16/14 | 50.000 | | 50.00 | 34 | USD | EA | DMO | LINCOLN ELECTRIC C | |

More...

11. Press **F12** on your keyboard or click on [F12 Previous](#) to return to the **Sales Inventory Maintenance - Details** screen.
12. To view reorder information, click on [F07 Reorder](#) in the **Display Functions** menu.
 - a. The **Reorder Information** screen opens, displaying reorder details for the sales item.

```

6/19/25 13:55:53      Reorder Information      Sys: DEMO V12
                               Cmp: RM Loc: DMO
Item #:      GLOVES      SAFET      Mode Inquiry
Description:  GLOVES, SAFETY
MFG item #:  GL400      U/M: EA Qty
Vendor item:  GL400      #2: CS 10
List price:  25.000 USD Landed cst: 20.217 USD #3: PL 100
Last/curr cost: 20.000 USD Average cst: 20.217
Usual vendor: 46 SAFETY SUPPLY CO.      94-955-1212
Vendor #2:    1
Vendor #3:
Analysis codes: 1:      2:      3:      4:      5:      6:
Order method:  0 (0-order point, U-usage, E-EOQ, N-Don't order item)
Order pt/qty:  12 / 224      EOQ: 1
Reorder per/dys: 7      Safety stock/days: 14      Suggested qty/ord: 0
# mo to calc usg: 3      Seasonal item (Y/N): N      Avg mo usage: 3.342

Ordering U/M:  EA      U/M qty: 1
MFG pack qty:  10      Item weight/lbs: 1.0
Warehouse loc: DMO      Price schedule:      Normal disc %:
Item weight/unit:
EU Product Code:
    
```

13. Press F12 on your keyboard or click on [F12 Previous](#) to return to the **Sales Inventory Maintenance - Details** screen.

Reference Glossary

Field Definitions for Tasks

Sales Inventory Maintenance - Launch

- *Item Number* - Enter the item number you want to add, change, or inquire on. If you do not know the number you want to change or inquire on, press F4 to search for it.
- *Stock Class* - Enter the stock class associated with the item number.

Sales Inventory Maintenance - Details

- *Item number* - Displays the item number you want to add, change, or inquire on.
- *Stock class* - Displays the stock class associated with the item number.
- *Status code* - Enter or accept the current status for the sales item. Valid codes are:
 - **A** - Active
 - **D** - Deleted
 - **S** - Suspended
- *Stock status* - Enter **NS** if this sales item is considered a non-stock item that is not included on reorder reports and physical inventory count sheets. Use the Default Codes program in Cross Application Maintenance to set up additional user-defined stock status codes using code SS.
- *P/M/E code* - Enter the code that represents the type of sales item. Valid codes are:
 - **P** - Part
 - **M** - Merchandise
 - **E** - Equipment
- *Description* - Enter a brief description of the item.
- *Search word* - Enter text that you can use to search for this item on inquiry screens.
- *Last cost update* - Enter or accept the date of the last time the Last Cost field was updated by the system. This date is automatically populated by the system, so change it only on an exception basis.
- *Manufacturer's item number* - Enter the manufacturer's item number assigned to this sales item.
- *UPC* - If applicable, enter the UPC number assigned to the item.
- *UPC Code* - If applicable, enter the code associated with the UPC number. Two codes are supported, and the default code is UP.
- *G/L category* - Enter the code that represents the link between this item and the G/L sales revenue distribution file. The G/L distribution determines the general ledger account numbers used for revenue, inventory and cost of goods sold when this item is sold or purchased. This information might be defaulted from the item's stock class, and it might be protected against changes on this screen. If field **ZXYON3** of control record SAITMM is set to Y, this G/L category is defaulted from the master record of the stock class assigned to this item, and you cannot change it. If control record **SAITM2** -

Use G/L Cat in Stock Master is set to Y, the G/L category is always defaulted from the stock class assigned to the item, regardless of any entry made here.

- *Pricing at Company/Warehouse/Location* - Indicate if the pricing for this item is at the company (N), warehouse (W), or location (Y) level. If you enter **N**, the pricing for this item comes from its master record. If you enter **Y**, the pricing for this item comes from the price set at the location where the item is being transacted. If you enter **W**, the pricing for this item comes from the location that is set as its warehouse/supplying location. Your setting in this field overrides the setting at the location level; however, if you leave this field blank, the setting at the location level is the default for this item.
- *Tax product number* - If you are integrated with a tax software package, and if applicable, enter the tax product category/number that groups this item for special taxation.
- *Last/current cost* - Enter or accept the last or most current cost of this sales item. This field is automatically updated when the item is received against a purchase order in the system.
- *Currency* - Enter or accept the code for the currency in which all monetary amounts on this screen are displayed/entered.
- *Auto calculate cost based on List or Regular* - If you want to use the sales item's list or regular price to automatically calculate its last/current cost, indicate which price to use: List Price (L) or Regular Price (R).
- *Percentage of List or Regular* - If you entered a code in the Based on field, enter the percentage by which the list or regular price should be multiplied to arrive at the last/current cost.
- *List price* - Enter the manufacturer's suggested list price for the item. This amount is not used for invoicing; it may be used for calculation of cost or selling price based on the codes assigned for auto calculations.
- *Regular price* - Enter the retail price normally charged for this item. In the event there are no discounts or other pricing codes assigned for the transaction, this is the price the system uses when this item is being sold.
- *Auto calculate regular price based on Cost or List* - If you want to use the sales item's cost or list price to automatically calculate its regular (retail) price, indicate which one to use: List Price (L) or Cost (C).
- *Percentage of Cost or List* - If you entered a code in the Based on field, enter the percentage by which the list price or cost should be multiplied to arrive at the regular (retail) price.
- *Preferred price* - Enter the price that is used when this item is sold to a customer with a price code of **P** in their master record.
- *Auto calculate preferred price based on Cost, List, or Regular* - If you want to use the sales item's cost or list price or regular price to automatically calculate its preferred price, indicate which one to use: List Price (L), Cost (C), or Regular Price (R).

- *Percentage of Cost, List, or Regular* - If you entered a code in the Based on field, enter the percentage by which the list price or cost or regular price should be multiplied to arrive at the preferred price.
- *Dealer price* - Enter the price that is used when this item is sold to a customer with a price code of D in their master record.
- *Auto calculate dealer price based on Cost, List, Regular, or M* - If you want to use the sales item's cost, list price, regular price, or a formula to automatically calculate its dealer price, indicate which one to use: List Price (L), Cost (C), Regular Price, (R), or formula (M). Enter M if you want the system to calculate the Dealer Price based on the formula: $(List + Last Cost) / 2$.
- *Percentage of Cost, List, or Regular* - If you entered a code other than M in the Based on field, enter the percentage by which the list price or cost or regular price should be multiplied to arrive at the dealer price.
- *Usual vendor* - Enter the number of the vendor from whom you usually purchase this item. This is the vendor used on reorder and analysis reports for this item.
- *Omit from ENB* - If set to Y, the system will not process this item in the Earned Not Billed report.
- *1st unit of measure* - Enter the code that represents the smallest unit of measure in which this item is sold, purchased, or stocked.
- *2nd unit of measure* - Enter the code that represents the second unit of measure in which this item is sold, purchased, or stocked.
- *2nd quantity* - Enter the quantity of items in the first unit of measure that is equivalent to one unit in this second unit of measure. **Example:** The first unit of measure is EA for each. The second unit of measure is BX for box. There are 10 of this item (in eaches) in one box, so enter 10 in the Quantity field. When this item is sold, purchased, or counted during inventory, you can enter a unit of measure of BX, and the actual boxes sold, purchased, or counted, and the system calculates the amount in each is based on this quantity.
- *3rd unit of measure* - Enter the code that represents the third unit of measure in which this item is sold, purchased, or stocked.
- *3rd quantity* - Enter the quantity of items in the first unit of measure that is equivalent to one unit in this third unit of measure. **Example:** The first unit of measure is EA for each. The third unit of measure is CS for case. There are 100 of this item (in eaches) in one case, so enter 100 in the Quantity field. When this item is sold, purchased, or counted during inventory, you can enter a unit of measure of CS, and the actual cases sold, purchased, or counted, and the system calculates the amount in each is based on this quantity.
- *Rental category* - If this item is used in your rental fleet as either serialized or bulk equipment, enter the category for this item. This information is necessary when completing a sales to rental transaction.

- *Rental class* - If this item is used in your rental fleet as either serialized or bulk equipment, enter the class. This information is necessary when completing a sales to rental transaction.
- *Rental sub-class* - If this item is used in your rental fleet as either serialized or bulk equipment, enter a maintenance sub-class for it.
- *Serialized* - Indicate whether you track this item individually with unique serial numbers. When you set this to Y, you must enter serial numbers when selling, receiving, or transferring this item. You can also use Serial Number Maintenance to add or change sales item serial numbers.
- *Taxable* - Indicate whether you apply tax to this item when you sell it. If the customer to whom you are selling the item is marked as non-taxable, this setting is ignored.
- *Discountable* - Indicate whether this item is discountable. If set to N, this setting overrides discounts set in the customer master file and sales item discounts set in Sales Item Discount Maintenance. This setting does not disallow manually entered discounts.
- *Inventoried* - Indicate whether you track this item in inventory. If set to Y, a sales item location record is required for each location that stocks this item. The quantity on hand is automatically updated in the system for items that are marked as Inventoried. If the sales item is considered a kit, set this field to N, unless the Use Inventoried kits opt field is set to Y in control record SAKITM.
- *Commissionable* - Indicate whether sales of this item are calculated for sales representative commissions.
- *Expected profit percentage* - Enter the profit percentage you expect to achieve when this item is sold. You can set the system to warn you during a sales transaction if this profit percentage is not met. Run the Inventory Profit Analysis report to review the profit percentage on sales transactions.
- *Inventory class* - Enter a user-defined code to classify the item for query and analysis purposes. If you do not know the code, press F4 to search for it.
- *Cost overhead percentage* - If applicable, enter the percentage to add to this item's cost when the cost is displayed. The inflated cost is displayed for users with security code Z01 in their user profile. Users with security code Z02 will see the item's actual cost.
- *Commission percentage inside* - If applicable, enter the percentage used to calculate split commissions for inside sales representatives.
- *Commission percentage outside* - If applicable, enter the percentage used to calculate split commissions for outside sales representatives.
- *Freight percentage* - Enter the percentage of the sale price of the item to charge for freight.
- *Excise tax percentage* - Enter the percentage of excise tax to charge for this item.
- *Material code* - Enter the code that classifies this item for VAT taxation purposes.

Item Location Record Set-up

- **Item number** - Displays the item number you want to add, change, or inquire on.
- **Stock class** - Displays the stock class associated with the item number.
- **Location** - Displays the code for the location for which you want to add, change, or inquire on a sales item record.
- **Description** - Displays a brief description of the item.
- **Quantity on Hand** - Displays the quantity that is currently on hand for this item as this location.
- **Quantity on Open Purchase Order** - Displays the quantity of this item that is on an open purchase order for this location.
- **Quantity in Transit** - Displays the quantity of this item that is currently in transit to or from this location.

Sales Item History

- **Item number** - Enter or accept the item number for which you want to review transaction history.
- **Stock class** - Enter or accept the stock class associated with the item number.
- **From/To** - Enter the date range for which you want to review transaction history for the sales item.
- **Description** - Displays a brief description of the item.
- **Supplier number** - Displays the item number assigned to this item by the vendor.
- **Transfers** - Indicate how you want to treat records of transfers for this list of historical transactions. Valid codes are:
 - **I** - Include transfers in the list
 - **E** - Exclude transfer from the list
 - **O** - Only include transfers in the list
- **Date** - Displays the date of the transaction
- **Invoice Number** - Displays the number assigned to the transaction. This can be a rental contract number, an invoice number, a work order number, a transfer number, and so on.
- **Quantity** - Displays the quantity of the sales item that was transacted.
- **Price** - Displays the price of the sales item for that transaction.
- **Currency** - Displays the code of the currency used in that transaction.
- **Unit of Measure** - Displays the unit of measure used for the sales item in that transaction.
- **Type** - Displays the transaction type. Types include, but are not limited to:
 - Transfer Out
 - Receive
 - Invoice
 - Work Order
 - Sale
- **Location** - Displays the code of the location where the item was transacted.

- *Customer Name/Number* - Displays the name or number of the customer associated with the transaction. If the transaction was a transfer, this column displays the location that shipped it and the location that received it on two separate lines.

P.O. Item History

- *Item number* - Enter or accept the item number for which you want to review purchase order history.
- *Stock class* - Enter or accept the stock class associated with the item number.
- *From/To* - Enter the date range for which you want to review purchase orders for the sales item.
- *Description* - Displays a brief description of the item.
- *Supplier number* - Displays the item number assigned to this item by the vendor.
- *Date* - Displays the date of the purchase order.
- *Purchase Order Number* - Displays the number of the purchase order.
- *Original Quantity* - Displays the original order quantity.
- *Received Quantity* - Displays the quantity that has been received against the purchase order.
- *Cost* - Displays the cost of the item on the purchase order.
- *Currency* - Displays the code of the currency used on that purchase order.
- *Unit of Measure* - Displays the unit of measure used for the sales item on that purchase order.
- *Location* - Displays the code of the location where the item was purchased.
- *Vendor Name* - Displays the name of the vendor from which the item was purchased.

Reorder Information

- *Item number* - Displays the item number for which you are maintaining reorder information.
- *Description* - Displays a brief description of the item.
- *Manufacturer's item number* - Displays the manufacturer's item number assigned to this sales item.
- *Unit of measure* - Displays the code that represents the smallest unit of measure in which this item is sold, purchased, or stocked.
- *2nd unit of measure* - Displays the code that represents the second unit of measure in which this item is sold, purchased, or stocked.
- *2nd quantity* - Displays the quantity of items in the first unit of measure that is equivalent to one unit in this second unit of measure.
- *3rd unit of measure* - Displays the code that represents the third unit of measure in which this item is sold, purchased, or stocked.
- *3rd quantity* - Displays the quantity of items in the first unit of measure that is equivalent to one unit in this third unit of measure.

- **Vendor item** - Enter the number that the vendor has assigned to the sales item. This item number can print on purchase orders.
- **List price** - Displays the manufacturer's suggested list price for the item. This amount is not used for invoicing; it may be used for calculation of cost or selling price based on the codes assigned for auto calculations.
- **Landed cost** - Displays the full received cost of the item, which includes the item's purchase price plus any freight, handling, insurance, and customs charges applied by the vendor and shipper.
- **Last/current cost** - Enter or accept the last or most current cost of this sales item. This field is automatically updated when the item is received against a purchase order in the system.
- **Average cost** - Displays the average cost of the item, which is calculated by the multiplying the total cost of all receipts by the number of items received.
- **Usual vendor** - Enter or accept the number of the vendor from whom you usually purchase this item. This is the vendor used on reorder and analysis reports for this item.
- **Vendor 2** - If applicable, enter the number of the first alternate vendor for this item.
- **Vendor 3** - If applicable, enter the number of the second alternate vendor for this item.
- **Analysis codes** - Enter up to six codes by which you can classify this item for analysis purposes. You can run reports by analysis code. You have a sales item for fuel. You use fuel a variety of ways, and you would like to be able to analyze and report on those different ways. Use analysis codes to identify up to six of the ways you use fuel.
- **Order method** - Enter the code that represents the method you want the system to use when suggesting reorder dates and quantities for this item. The code is automatically populated from the setting in control record SAITM5, but you can change it. Valid codes are:
 - **O** - Order point. With this method, you enter the quantity (on hand) to which the item must fall before you reorder it, and you enter the quantity to reorder.
 - **U** - Usage. With this method, you enter the number of days of supply (based on the average daily usage) to which the item must fall before you reorder it, and you enter the quantity to reorder.
 - **E** - EOQ (Economic Order Quantity). The system calculates this using the following formula: $\sqrt{((2 * \text{cost of processing a PO}) * (\text{the usage in a month})) / (\text{item unit cost} * \text{system percent})}$
 - **N** - Don't order item

If you enter **O** or **U**, enter information in the Order Point/Quantity fields.

- **Order Point/Quantity** - If you entered an Order method of **O**, use the first field to enter the quantity (on hand) to which the item must fall before you reorder it, and enter the quantity to reorder in the second field. If you entered an Order method of **U**, use the first field to enter the number of days of supply (based on the average daily

usage) to which the item must fall before you reorder it, and enter the quantity to reorder in the second field.

- **EOQ** - Displays the system-calculated economic order quantity for this item.
- **Reorder period in days** - If you entered an Order Method of E for EOQ, enter the period of time in days that the system uses to determine the suggested order quantity.
- **Safety stock in days** - If you entered an Order method of U, enter the number of days of stock to always have on hand for this item. This is the number of days of stock that you never want to fall below. It provides a safety level of inventory in case your purchase order does not arrive on time.
- **Suggested quantity per order** - Displays the quantity to order based on the reorder period days and safety stock days.
- **Number of months to calculate usage** - Enter the number of months that the system should use to calculate the average monthly usage for this item.
- **Seasonal item** - Indicate if this item is considered seasonal.
- **Average month's usage** - Displays the average usage of this item in a month.
- **Ordering unit of measure** - Enter the code that represents the unit of measure in which you typically order this item.
- **Unit of measure quantity** - If you are not using an order method, enter the quantity that you typically order of this item using the ordering unit of measure.
- **Manufacturer's pack quantity** - Enter the manufacturer's standard pack quantity. When you enter a purchase order for this item, you must enter an order quantity that is a multiple of this quantity.
- **Item weight in pounds** - Enter the weight of the manufacturer's pack quantity in pounds.
- **Warehouse location** - Enter the warehouse location that is responsible for supplying this item. If control record SAITMM - Warehouse Pricing is set to Y, and a transaction occurs that affects the price or cost of this item, the system updates the price or cost of this item for all locations supplied by this warehouse.
- **Price schedule** - Enter the code for the vendor's price schedule that includes purchase pricing information for this item. This field is used for reference information only. For more information, see Price Definition Maintenance and Update Items from Vendor Price List.
- **Normal discount percentage** - If applicable, enter the discount that the vendor normally gives when you purchase this item.
- **Item weight per unit** - Enter the weight of one unit of the item. This information is used to track the weight of items ordered from the vendor.
- **European Union product code** - If applicable, enter the European Union product code for this item.