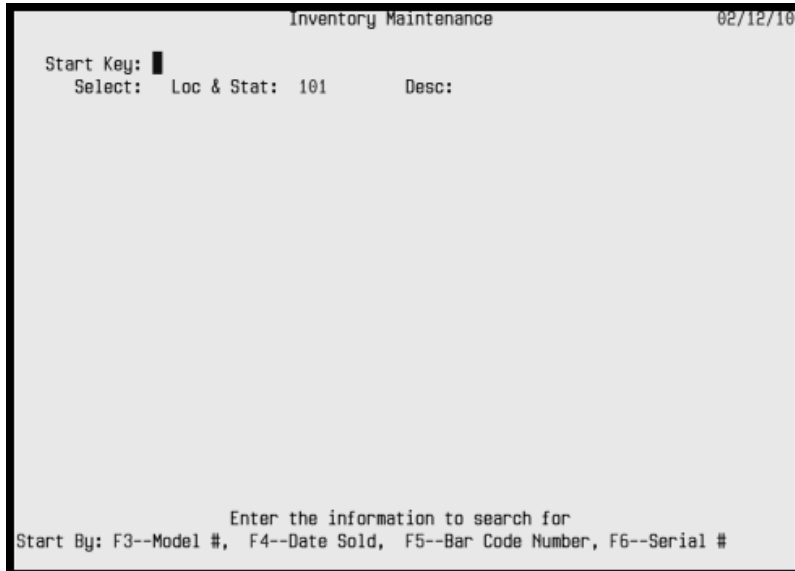


## Chapter 4 – Inquiring about Inventory - INVMNT, INVMNTF & INVAVAIL

To get into Inventory Inquiry, select “Inventory” off of the Home Menu, then select “Lookup Serial Numbers” off the Inventory Management Menu or press the F10 key and at the command line type in “INVMNT” and then press the enter key. You will see a screen similar to Figure 4-1.



**Figure 4- 1 Inventory Maintenance Screen**

**START KEY** The start key refers to the function keys listed below. If you are only searching by model number, bar code number or serial number, once you enter the full or partial key, press the appropriate function key (shown at the bottom of the screen, F3-Model Number, F4-Date Sold, F5-Bar Code Number, or F6-Serial number) otherwise please continue to enter your additional search criteria of location, status or description and then press the appropriate function key for the key search.

**LOC** If you want to list the inventory for a certain location, enter that location number. If you want all locations, leave blank. If you want to list for a group of stores defined as a region or group, enter your region or group location here.

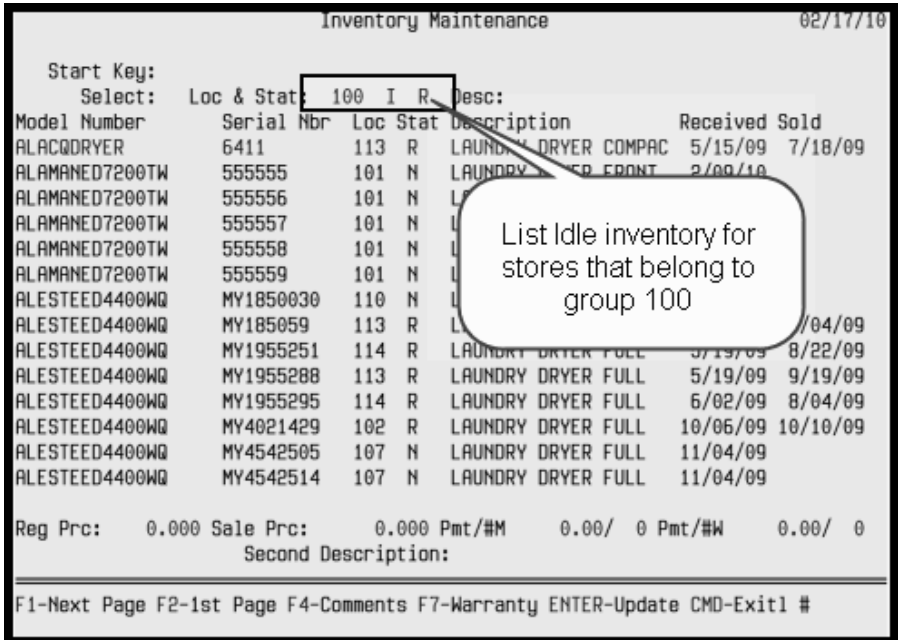
**STAT** If you want to list inventory by status, enter the status here.  
Valid statuses are:

- I** = Idle (for idle/available inventory)
- N** = New
- R** = Returned
- O** = On Rent
- D** = Demo/Loaner
- C** = Returned for Store Credit  
C may mean charge off on some systems
- S** = Sold
- P** = Paid Out

### Inquiring about Inventory – INVMNT, INVMNTF, INVAVAIL

- E** = Early Buyout
- B** = Store Burglary
- L** = Store Loss
- X** = Skipped
- Y** = Stolen
- Z** = Charge Off

**REGION SEARCH** If you identified your region or group in the location field enter an R here to list inventory for a group of stores. Otherwise, leave this field blank.



**Figure 4-2 Inventory Maintenance Screen Group Listing**

**DESC** If you want the computer to list the inventory based on a certain description, enter the exact description here.

The inventory file may be viewed in one of several sort orders including model number, bar code number or serial number depending on what function key you press (see Figure 4-1) to start the list by. Type in a few characters of the model number and press the F3 key to get a list of inventory pieces in model number order beginning with the characters you just entered. In this same fashion, you can list by bar code or serial number as well. See Figure 4-3.

Inquiring about Inventory – INVMNT, INVMNTF, INVAVAIL

Inventory Maintenance							02/12/10	
Start Key: FB								
Select: Loc & Stat: 101 Desc:								
Model Number	Serial Nbr	Loc	Stat	Description	Received	Sold		
FBASHB177-46	100809	101	R	BEDROOM CHEST/ARMOIR	10/10/07	4/04/09		
FBASHB190-59/M	100243	101	R	BUNKBED GOOD	6/25/07	1/02/09		
FBASHB190-59/M	100812	101	R	BUNKBED GOOD	10/10/07	6/08/09		
FBASHB191-6PC	10000	101	R	BEDROOM YOUTH GOOD	7/17/07	7/17/07		
FBASHB330-46	102589	101	R	BEDROOM CHEST/ARMOIR	6/18/08	2/14/09		
FBASHB330-5PC	100394	101	R	BEDROOM BETTER	7/11/07	2/14/09		
FBASHB411-57TB	101471	101	R	BUNKBED GOOD	2/29/08	2/29/08		
FBZTOLIKA-7PC	102110	101	R	BEDROOM BEST	4/21/08	8/22/09		
FBPRI2345W2MAT6	100333	101	R	BUNKBED GOOD	6/27/07	8/07/07		
FBSEPORTQUESPL	100773	101	R	MATTRESS QUEEN ELITE	9/12/07	9/01/09		
FBSERU09A-02QSU	105312	101	R	MATTRESS BETTER	4/14/09	8/13/09		
FBSERU09A-05QSU	105582	101	R	MATTRESS ELITE	5/13/09	8/18/09		
FBSERU09A-P3QSU	106461	101	R	MATTRESS BEST	8/11/09	10/03/09		
FBSERU09A06QSU	106768	101	N	MATTRESS QUEEN BETTE	10/27/09			

Reg Prc: 468.000 Sale Prc: 0.000 Pmt/#M 26.00/ 26 Pmt/#W 6.00/114  
 Second Description: HEARTWOOD MANOR TALL CHEST

F1-Next Page F2-1st Page F4-Comments F7-Warranty ENTER-Update CMD-Exit1 #

Figure 4- 3 Inventory Maintenance Screen with data

The other fields, loc, stat and desc can be used as filters to further reduce the scope of the list. For instance, at desc, you can enter 'BUNKBED GOOD' and press the F3 key to get a list of all of your inventory described as BUNKBED GOOD in model number order. See Figure 4-4.

Inventory Maintenance							02/12/10	
Start Key:								
Select: Loc & Stat: 101 Desc: BUNKBED GOOD								
Model Number	Serial Nbr	Loc	Stat	Description	Received	Sold		
FBASHB190-59/M	100243	101	R	BUNKBED GOOD	6/25/07	1/02/09		
FBASHB190-59/M	100812	101	R	BUNKBED GOOD	10/10/07	6/08/09		
FBASHB411-57TB	101471	101	R	BUNKBED GOOD	2/29/08	2/29/08		
FBPRI2345W2MAT6	100333	101	R	BUNKBED GOOD	6/27/07	8/07/07		
EOF								

Reg Prc: 936.000 Sale Prc: 0.000 Pmt/#M 52.00/ 22 Pmt/#W 12.00/ 95  
 Second Description: QUINTESSENTIALS BUNK BED

F1-Next Page F2-1st Page F4-Comments F7-Warranty ENTER-Update CMD-Exit1 #

Figure 4- 4 Inventory Maintenance Screen with data

The screen will display a list of units based on what you asked for. It will display the model number, serial number, location, status, description, date received and date sold (or last sold if it is in stock). At the bottom of the screen, you will see the regular price, sale price, monthly and weekly payments and payment terms and second description for the item on which you have highlighted.

## Inventory Inquiry Screens

Using the arrow keys, highlight the item you wish to see and press the enter key. This will display an inventory change screen as seen in Figure 4-5. If you don't have the security to change inventory this will be an Inquiry Screen. If you have the proper security authorization, you can use the enter key to move around the screen. Press the F9 key and then press enter to go to the next page of inventory detail. Note: It is not recommended that you make any changes here. All fields are automatically updated for you.

Inventory Change		03/25/10
Model #: BASHB190-59	Date Received: 10/10/07	
Serial #: 100810	Date FP Starts:	
Bar Code Number: 100810	Date FP Paid:	
Description: BUNKBED GOOD	Date Sold: 2/12/10	
Customer Name: SMITH	Date Delivered: 2/12/10	
Curr Cust #: 102405	Date Due Back:	
Prev Cust 1:	Date Returned: 2/12/10	
Prev Cust 2:	Date Trans In: 6/15/09	
Prev Cust 3:	Date Trans To Rent: 10/10/07	
Cust Agreement#:	Date Last Inv Move:	
Ticket Nbr: 130677	Time Delivered: 0:00	
Receiving #:	F. Plan Agent:	
Vend Invoice#:	Vendor:	
PD Nbr: 0000010038	Status: R	
Trust Receipt:	Warranty Printed:	
Freight Line:	Data Changed:	
Condition:	Last Changed Date: 2/12/10	
Agreement Periods: 52	Agreement Revenue:	
Write Off Amt: 0.00	Book Value: 91.68	
Locations: 101 9899 101		

Arrow Keys--Positioning, Return--Next Field, F8--Backout, Cmd--Exit Pgm

Figure 4- 5 Inventory Change Screen #1

**MODEL #** This is the model number associated with this serial number.

**DATE RECEIVED** Shows the date this inventory piece was received.

**SERIAL #** Shows the serial number for this piece of inventory.

**DATE FP STARTS** The date that the floor plan on this item begins. Use the INVCHG6 program to update this field. This date is used when you run the Trust reports (TRUST – sale and TRUSTR - rental). Floor plan inventory refers to consigned inventory (physical inventory that belongs to someone else until it is sold or rented at your location).

**BAR CODE NUMBER** Bar Code Number assigned either manually or by the computer to this piece of inventory.

**DATE FP PAID** This field is automatically updated by the system when the floor plan company is paid for this serial number using the Trust reports (TRUST - sale and TRUSTR - rental).

**DESCRIPTION** The description associated with the model number for this piece of inventory.



## *Inquiring about Inventory – INVMNT, INVMNTF, INVAAIL*

**DATE SOLD** Shows the date this inventory piece was put out on rent, sold or written off.

**CUSTOMER NAME** This is the name of the customer who currently has or last had the serial number from a rental or sale transaction.

**DATE DELIVERED** The date the inventory was actually delivered to the customer.

**CURR CUST #** This is the account number of the customer who currently has or last had this serial number from a rental or a sale transaction.

**DATE DUE BACK** Used for short term rentals put out in the movie club program.

**PREV CUST 1** This is the account number of the customer who had this serial number from a rental or a sale transaction before the one listed as the current customer.

**DATE RETURNED** The date the item was returned.

**PREV CUST 2** This is the account number of the customer who had this serial number from a rental or a sale transaction before the customer listed as the previous customer 1.

**DATE TRANS IN** This date is updated from store to store or warehouse to store. Inventory transfers are done using the Inventory Transfer (INVTRAN) program.

**PREV CUST 3** This is the account number of the customer who had this serial number from a rental or a sale transaction before the one listed as the previous customer 2. Note: The system keeps track of the last four customers who have had this inventory piece.

**DATE TRANS TO RENT** The date the item originally went out on rent and depreciation begins. (Can be the same as the received date if inventory is received in as rental inventory).

**CUST AGREEMNT#** The agreement number of the customer who currently has or last had this serial number from a rental or a sale transaction.

**DATE LAST INV MOVE** The date the inventory indicator was changed. Example: Sale inventory transferred to rental inventory or vice versa.

**TICKET NBR** The ticket number of the customer who currently has or last had this serial number from a rental or a sale transaction.

**TIME DELIVERED** A free form field not updated by the system.

**RECEIVING #** A free form field updated from the receiving inventory (RECEIVE) program.



## *Inquiring about Inventory – INVMNT, INVMNTF, INVAVAL*

**F. PLAN AGENT** The floor plan agent number is updated from the RECEIVE, POINLOAD or INVCHG6 programs and is used with the trust reports and floor plan management. It is the floor plan agent assigned to the item.

**VEND INVOICE#** The vendor invoice number can be populated from the RECEIVE or POINLOAD program when the inventory is received. If your company uses the RSSS PO and A/P programs, it can be populated with the invoice number entered into the system for items on that PO.

**VENDOR** Defaults to the vendor number associated with this model number. Can be updated when receiving inventory in the RECEIVE program.

**PO NBR** The PO Number is updated from the POINLOAD or RECEIVE program when the inventory is received.

**STATUS** The current status of the inventory will be in this field. Valid status codes are:

- N** = New
- R** = Returned
- O** = On Rent
- D** = Demo/Loaner
- C** = Returned for Store Credit
  - C may mean charge off on some systems
- S** = Sold
- P** = Paid Out
- E** = Early Buyout
- B** = Store Burglary
- L** = Store Loss
- X** = Skipped
- Y** = Stolen
- Z** = Charge Off
- H** = Hold (normally only seen when using the PO system and the Receiving process is not completed properly)

**TRUST RECEIPT** Shows the Trust Receipt number assigned to this piece of inventory. Use the Inventory Cost Change (INVCHG6) program to update this field. This is typically the line item number used by the floor plan company to identify the serial number.

**WARRANTY PRINTED** This is a yes or no field. If you run the WARRANTY program, used to print warranty cards, this field is automatically updated to yes.

**FREIGHT LINE** This is a free form field and is not updated by the system.

**DATA CHANGED** This field is updated by the strip and merge program for remote communications.

**CONDITION** This is a free form field and can be updated when the item is picked up.

## Inquiring about Inventory – INVMNT, INVMNTF, INVAVAIL

**LAST CHANGED DATE** This is the last date this inventory piece was changed using the NEW, SALE, INVTRAN, RTOCLOSE, RTOCSMNT, RP, RECEIVE, POINLOAD programs or made changes to the inventory piece in Inventory Maintenance (INVMNT).

**AGREEMNT PERIODS** This field is updated with the terms of the current or previous rental agreement at the time of rental.

**AGREEMNT REVENUE** The amount of revenue collected to date on the current or previous rental agreement.

**WRITE OFF AMT** This is the remaining book value (calculated amount) based on the date the inventory piece was disposed of (paid off, sold or charged off). The depreciation schedule is set in the Control Maintenance program and is automatically updated by the system.

**BOOK VALUE** This is the current book value of the inventory piece and is based on the depreciation schedule set up in the Control Maintenance program and is automatically updated by the system.

**LOCATIONS** Inventory history by location is tracked here. The current location is on the left and the previous locations are moved to the right when the current location changes. This field is updated automatically by the system functions that transfer inventory (INVTRAN, NEW, SALE, RTOCSMNT, RTOCLOSE, RECEIVE, POINLOAD).

The screen will prompt: "Any More Changes?" Pressing the enter key will display a screen similar to Figure 4-6.

Inventory Change		03/25/10
Model #: FBASHB190-59	Serial #:	100810
Actual Cost: 173.24	Selling Price:	797.94
Freight/Other Cost:	Packed/Landed Cost:	173.24
Average cost: 173.24	Bal Owed FP:	173.24
Total Revenue: 361.94	Total Times Rented:	7
YTD Revenue: 77.63	YTD Times Rented:	4
QTD Revenue: 24.00	QTD Times Rented:	1
PTD Revenue:	PTD Times Rented:	1
TTD Revenue:	TTD Times Rented:	
Total RTR Revenue:	Total RTO Revenue:	361.94
Receiving Loc: 101		
Normal Terms Monthly: 36	Monthly RTO Price:	1612.00
Normal Terms Weekly: 156	Weekly RTO Price:	1596.00
RTR Pricing Type: N	Actual RTO/RTR Price:	1595.88
MV Pricing Type: N	Reserved Indr:	
Spiff:	New Inv Rented:	R
Last Employee Nbr: 8	Delivered By:	
Alternate RTO Price:	Last Receipt Nbr:	70840
Current Inv Indr: 0	Orig Cost:	173.24
Assigned Value:	Retail Price:	
	Retail Price Cap:	
Any More Changes: <input type="checkbox"/>		
Arrow Keys--Positioning, Return--Next Field, F8--Backout, Cmd--Exit Pgm		

**Figure 4- 6 Inventory Change Screen #2**

**MODEL #** Displays the model number of the inventory piece.



## *Inquiring about Inventory – INVMNT, INVMNTF, INVAVAIL*

**SERIAL #** Displays the serial number of the inventory piece.

**ACTUAL COST** Displays the actual cost of this piece of inventory.

**SELLING PRICE** The price that the inventory was actually sold for or the cash selling price while out on rent, updated by the system.

**FREIGHT/OTHER COST** This is additional costs as noted when inventory was received.

**PACKED/LANDED COST** The Packed/Landed Cost is the actual cost plus the freight/other cost and is updated by the system.

**AVERAGE COST** The average cost is the average cost of all items of inventory with the same model number and is updated by the system.

**BAL OWED FP** Balance still owed on the floor plan.

**The following eight fields are RTO revenue only, unless the switch in SALECTRL is set to add sales revenue to RTO for used sales.**

**If you do not use the INVZERO program to reset these fields, they will all have the same information.**

**TOTAL REVENUE** Total revenue collected to date on this item.

**TOTAL TIMES RENTED** Total number of times this piece of inventory has been out on rental.

**YTD REVENUE** Revenue received from this piece of inventory Year-To-Date. **Use the INVZERO program to reset to zero each year.**

**YTD TIMES RENTED** Number of times this piece of inventory has been out on rental Year-To-Date. **Use INVZERO to reset to zero each year.**

**QTD REVENUE** Revenue received from this piece of inventory Quarter-To-Date. **Use INVZERO to reset to zero each year.**

**QTD TIMES RENTED** Number of times this piece of inventory has been out on rental Quarter-To-Date. **Use INVZERO to reset to zero each year.**

**PTD REVENUE** Revenue received from this piece of inventory Period-To-Date. **Use INVZERO to reset to zero to track revenue by period or time frame you designate.**

**PTD TIME RENTED** Number of times this piece of inventory has been out on rental Period-To-Date. **Use INVZERO to reset to zero to track revenue by period or time frame you designate.**



## *Inquiring about Inventory – INVMNT, INVMNTF, INVAVAL*

**TTD REVENUE** Rental revenue received on the current rental agreement for this serial number. This field is reset to zero when transferred to any other location.

**TTD TIMES RENTED** If this serial number is currently rented, a 1 will be here. This field is reset to zero when it is transferred to any other location.

**TOTAL RTR REVENUE** Total revenue gained through rent to rent on this inventory piece and is updated by the system.

**TOTAL RTO REVENUE** Total revenue gained through rent to own on this inventory piece and is updated by the system.

**RECEIVING LOC** This is the location that first received this piece of inventory.

**NORMAL TERMS MONTHLY** This field is updated from the model number associated with this piece of inventory labeled: Total Monthly Terms: and is automatically updated by the system.

**MONTHLY RTO PRICE** This field is updated from the model number associated with this piece of inventory labeled: "Total Monthly Prc:" and is automatically updated by the system. (It is calculated by taking the normal terms monthly times the monthly payment amount).

**NORMAL TERMS WEEKLY** This field is updated from the model number associated with this piece of inventory labeled: Totally Weekly Terms: and is automatically updated by the system.

**WEEKLY RTO PRICE** This field is updated from the model number associated with this piece of inventory labeled: "Total Weekly Prc:" and is automatically updated by the system. (It is calculated by taking the normal terms weekly times the weekly payment amount).

**RTR PRICING TYPE** This field is used in the Rent-to-Rent program.

**ACTUAL RTO/RTR PRICE** This is the expected total revenue based on the details of the most recent rental agreement. (Calculated by taking the actual weekly or monthly payment amount times the actual terms of the agreement).

**MV PRICING TYPE** This field is used in Movie Club pricing.

**RESERVED INDR** This field indicates whether this item is reserved for a rent to rent customer.

**SPIFF** If a spiff is paid for the rental of this item, it will be displayed in this field.

**NEW INV RENTED** This is the status of the item when it was transferred to the most recent rental agreement. N = New, R = Re-rental.

**LAST EMPLOYEE NBR** This is the last employee who moved this inventory piece using the NEW, SALE, INVTRAN, RTOCLOSE, RTOCSMNT, RP, RECEIVE, POINLOAD



## *Inquiring about Inventory – INVMNT, INVMNTF, INVAVAIL*

programs or made changes to the inventory piece in Inventory Maintenance (INVMNT).

**DELIVERED BY** This is a free form field and not updated by the system.

**ALTERNATE RTO PRICE** If the indicator in NEW asks, you will be prompted for an Alternate RTO Price; typically this is the monthly payment amount (the total monthly = rate X term) when the regular payment is weekly.

**LAST RECEIPT NBR** Shows the RTO payment receipt number most recently generated by the system for this item.

**CURRENT INV INDR** The current inventory indicator determines how this inventory is treated in regards to depreciation on the system. Valid indicators and descriptions are:

**O** = Rent to Own – inventory that is depreciating

**R** = Rent to Rent – inventory that is depreciating

**S** = Sales – does not depreciate until transferred to a rental agreement or sold.

**M** = Movie Sales

**T** = Trial Purchase this is used when rental inventory does not depreciate; the item uses a manually assigned adjusted value.

**ORIG COST** This is the original cost at the time the inventory was received.

**ASSIGNED VALUE** This is updated from the Trial Purchase Inventory Change (INVCGH8) program and can be used to revalue returned trial purchase inventory.

**RETAIL PRICE** A selling price here allows for individual serial number pricing in the SALE program. This is the lowest price this piece can be sold for in SALE. Leave blank to follow the model number pricing and MAP and MOP rules.

**RETAIL PRICE CAP** This is a free form field that is updated if the Sale Price Cap Indr: in Sales Control program is set to a Y. A figure here indicates the highest price you can charge for this item.

Press the F9 key to go to the next page of inventory detail. When the prompt "Any More Changes" is answered with an N for no, you will see a screen similar to Figure 4-7.

```

Inventory Change                                03/25/10
Model #: FBASHB117 6PC                          Serial #: 11377
Furniture Indr: Y                               Furn Category:
Furn Color Code: 0                             Condition Code:
Furn Fabric Code: 0                            ESP Amt:
ESP This Agreemnt:                            Times In Service:
Days Idle: 0                                   Service Cost:
Updated PO Indr: Y                             Last Serv Date:
Manual Price Chg: N                            Wholesale Tax:
Warranty Begin Date:                          ESP Begin Date:
Service Policy Code 1:                        Service Policy End 1:
Service Policy Code 2:                        Service Policy End 2:
Row/Aisle:                                     Color:
Section/Row:                                  Inc Fore Book Value: 425.00
Tier:                                          Book Value at Rental: 0.00
Refurbished/Emp Nbr: 0                       Return Hold To Date:
Disposition Type:                             RTO Price Excpt Indr:
Recycle Fee Owed:                             Recycle Fee Paid:
Recycle Fee Waived:                           Invoice Expensed Date: 12/31/99
RMA Number:

Any More Changes: N
Arrow Keys--Positioning, Return--Next Field, F8--Backout, Cmd--Exit Pgm

```

Figure 4- 7 Inventory Inquiry Screen #3

**FURNITURE INDR** If this model number starts with an F, this is marked with a Y. In all other cases it will be an N.

**FURN CATEGORY** If Color/Fabric in the Control Maintenance program is a yes and styles have been set to Furniture Style (FURNSTYL) and assigned to this model number, the style code will be displayed here.

**FURN COLOR CODE** If using the Color/Fabric codes and color codes have been set up in the Furniture Color (FURNCOL) program and are assigned a model number, the code will be displayed here.

**CONDITION CODE** This is a free form field used to grade the used product. Example: "A" represents "used but in mint condition", "B" represents "used but in good shape" and so on. Use the Trial Purchase Inventory Change program (INVCHG8) to update this field.

**FURN FABRIC CODES** If using the Color/Fabric codes and Fabric or Material codes have been set up in the Furniture Color (FURNCOL) program and are assigned to this model number, the code will be displayed here.

**ESP AMT** This is the regular Extended Service Policy amount associated with a rental payment.

**ESP THIS AGREEMENT** This is the total Extended Service Policy revenue on this inventory piece.

**TIMES IN SERVICE** Total number of times this unit has been in service. This is updated by the system when transferred to the service location in Inventory Transfer (INVTRAN) program.



## *Inquiring about Inventory – INVMNT, INVMNTF, INVAAIL*

**DAYS IDLE** Total days this unit has not been rented, or "idle". This figure is updated by the system each time it goes out on rent.

**SERVICE COST** Total service cost expended on this unit. This is updated from the Inventory Transfer (INVTRAN) program when a unit is transferred out of service.

**UPDATED PO INDR** This field indicates whether this item was received using the RSSS Purchase Order System (optional) and have remote locations that update the home office. If it has been received using the RSSS Purchase Order System and stripped to the home office successfully, it will have an indicator of yes and the purchase order number will be shown on the first screen of the Inventory Maintenance (INVMNT) program.

**LAST SERV DATE** This is the most recent date this item was transferred to or from service.

**MANUAL PRICE CHANGE** If the normal rental price or term has been changed using the RTO Price Change (RTOPRCHG) program, the system will place a Y here and automatic pricing programs will not change the price on this serial number.

**WHOLESALE TAX** Free form field not updated by the system.

**WARRANTY BEGIN DATE** This field is automatically updated when item is sold or rented for the first time.

**ESP BEGIN DATE** Updated with the date closed if ESP is on the rental agreement.

**The following four fields are updated by using the Warranty Maintenance - WRNTYMNT program to assign codes to the model numbers. The warranty codes are set up in Warranty Code - WARCODE.**

**SERVICE POLICY CODE 1** This is the first code used in Warranty Maintenance (WRNTYMNT); for example, labor could be L1 (which could mean 90 days labor).

**SERVICE POLICY END 1** Using the example above, the date in this field would be 90 days from the date this item was sold.

**SERVICE POLICY CODE 2** This is the second code used in Warranty Maintenance (WRNTYMNT); for example, labor could be P1 (which could mean 1 year parts).

**SERVICE POLICY END 2** Using the example above, the date in this field would be one year from the date this item was sold.

**ROW/AISLE** You can designate the aisle this item is located on in the warehouse. This is a three-character field and can be updated using the "Inventory Warehouse Location Maintenance" (INVWLMNT) screen.

**COLOR** Free form field not updated by the system.



## *Inquiring about Inventory – INVMNT, INVMNTF, INVAVAL*

**SECTION/ROW** You can designate the row this item is located on in the warehouse. Two characters and can be updated using the "Inventory Warehouse Location Maintenance" (INVWLMNT) screen.

**INC FORE BOOK VALUE** If the setting for the field Depreciation File in Control Maintenance (CTRLMNT) is set to Y for Income Forecasting, the current income forecasting book value will be displayed here. If it is an N, the actual cost is displayed. If it is an S, the seasonal book value will display.

**TIER** You can designate the tier this item is located on in the warehouse. One character field and can be updated using the "Inventory Warehouse Location Maintenance" (INVWLMNT) screen.

**BOOK VALUE AT RENTAL** If the setting Depreciation File in Control Maintenance (CTRLMNT) is set to Y for yes the income forecasting book value of the item at the time of the most recent rental will be displayed here. If it is an N, the actual cost will display here. If it is an S, the seasonal book value will display here.

**REFURBISHED/EMP NBR** This indicator will be a Y if the item has been refurbished. The employee number associated with the refurbished item will also be listed.

**RETURN HOLD TO DATE** If the item was returned and a hold date was placed to give the customer some time to come back and get the same item back, then a date will listed here.

**DISPOSITION TYPE** The disposition type refers to the new charge off code(s) used for inventory transfers.

**RTO PRICE EXCPT INDR** This price exception indicator is tied to the package program for future development.

**RECYCLE FEE OWED** If you are using recycle fees this is the recycle fee owed on this item. This is related to the rate code file.

**RECYCLE FEE PAID** If you are using recycle fees this is the recycle fee paid for this item. This is related to the rate code file.

**RECYCLE FEE WAIVED** If you are using recycle fees this is the recycle fee waived for this item. This is related to the rate code file.

**INVOICE EXPENSED DATE** This information comes in from Accounts Payable and refers to the day the inventory invoice was expensed.

**RMA NUMBER** Return Merchandise Authorization number used to identify a return to credit to vendor (INVCRED program).

Press the F9 key. You will be prompted, "Any More Changes". An N for no answer will return you to a screen similar to Figure 4-1. NOTE: If you have the security to change Inventory Maintenance (INVMNT) and you press the F9 key and answer N

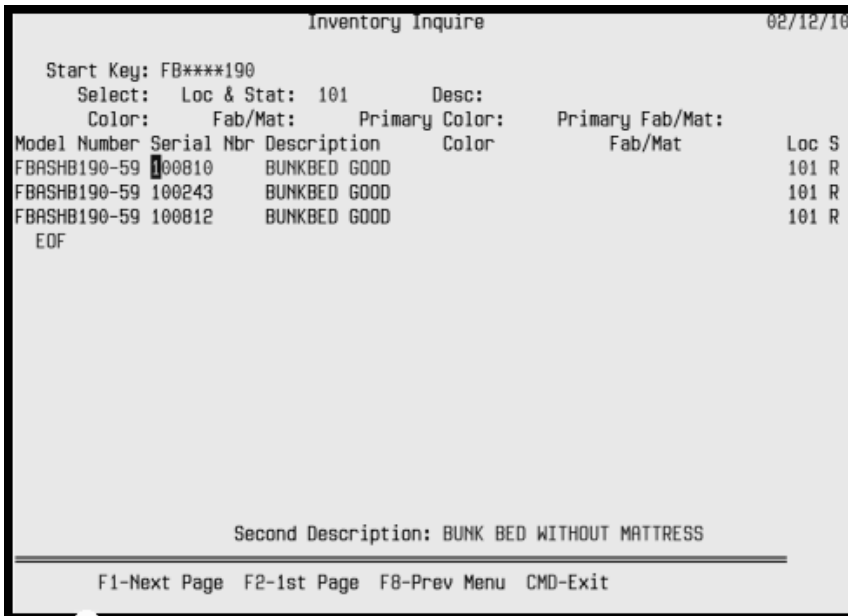
## *Inquiring about Inventory – INVMNT, INVMNTF, INVAVAIL*

here, your employee number will be updated in the LAST EMPLOYEE NBR field on the second screen.

### ***Using Wildcards(\*) to find inventory - INVMNTF***

To be able to use wildcards when looking up inventory, you may select the option "Lookup Inv with Wildcards" off of the Inventory Menu or press the F10 key and at the command line type in "INVMNTF" and press the enter key. This takes you into an inventory inquire screen where you have more options to look items up with and use wildcards to search for items.

You can use the asterisk (\*) as a wildcard for either the product code and/or the manufacturer's code. See Figure 4-8 for an example.



02/12/10

Start Key: FB\*\*\*\*190  
 Select: Loc & Stat: 101 Desc:  
 Color: Fab/Mat: Primary Color: Primary Fab/Mat:

Model Number	Serial Nbr	Description	Color	Primary Fab/Mat	Loc S
FBASHB190-59	100810	BUNKBED GOOD			101 R
FBASHB190-59	100243	BUNKBED GOOD			101 R
FBASHB190-59	100812	BUNKBED GOOD			101 R

EOF

Second Description: BUNK BED WITHOUT MATTRESS

---

F1-Next Page F2-1st Page F8-Prev Menu CMD-Exit

**Figure 4- 8 Inventory Inquire using Wildcards**

### ***Checking on Inventory Availability - INVAVAIL***

You have a ability to post transactions for special orders and stock sales (in stock but to be delivered at a later date). You can also post layaways. Using these programs in conjunction with the Purchase Order System allows you instant lookup capabilities or printed reports providing you with your present inventory position.

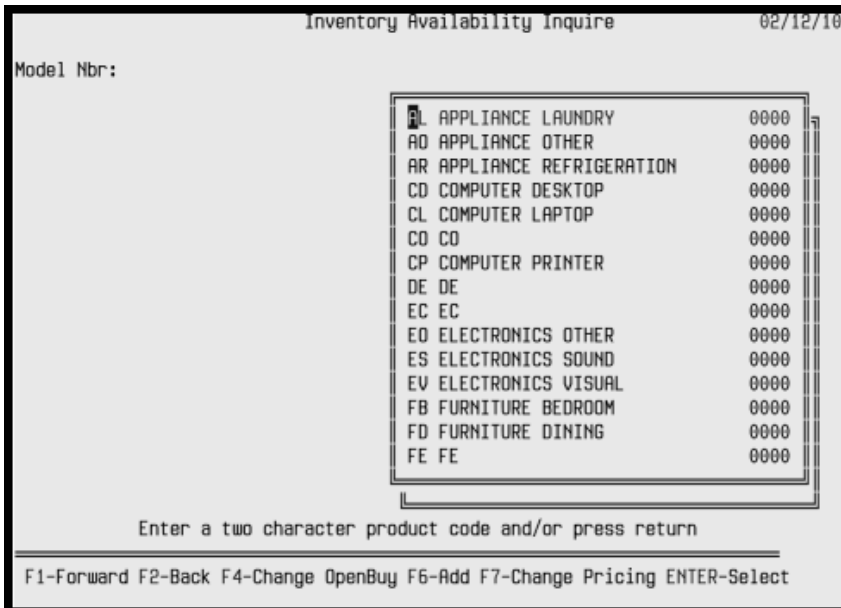
The purpose of the inventory availability screen is to give you a quick way to check the availability status of any model number. The screen will give you a total in stock, on order, sold out of stock but not yet delivered, layaway, special order and a net availability of any product you select.

To check on inventory availability, select the option "Check Inv Availability" off of the Inventory Menu or off of the Sale Menu select "Inventory Availability Check" or press the F10 key and at the command line type in "INVAVAIL". This takes you into the inventory availability inquire screen. See Figure 4-9.



**Figure 4-9 Inventory Availability Inquire Screen**

**MODEL NBR** Enter the model number, two-character product code and/or press return (the enter key). If you press enter without entering anything, you will get a listing of product codes. See Figure 4-10.



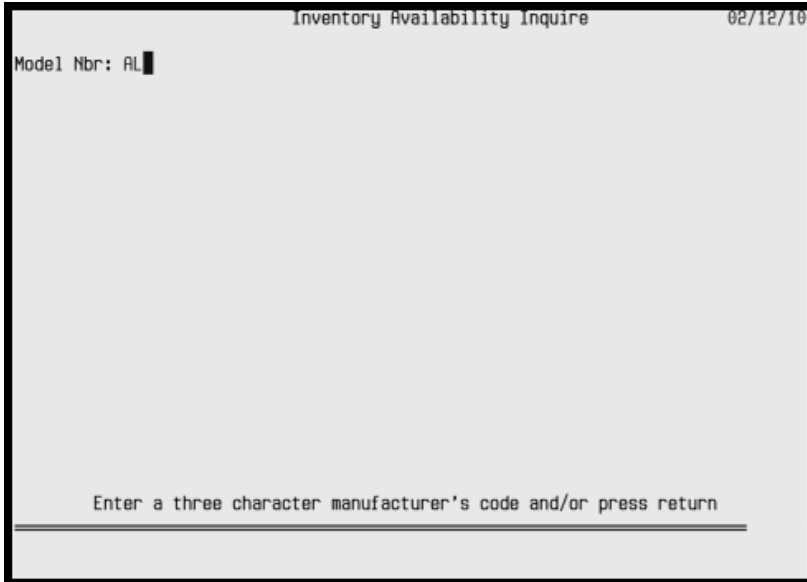
**Figure 4-10 Inventory Availability Inquire Screen Product Code Listing**

If you do not know the model number, you can do the following.

## Inquiring about Inventory – INVMNT, INVMNTF, INVAVAIL

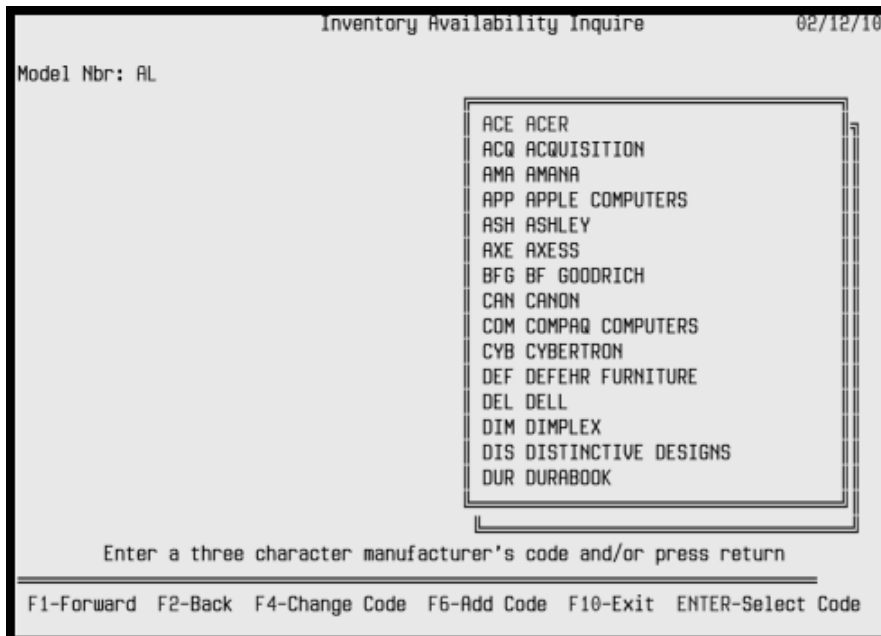
Highlight the correct product code by using your up and down arrow keys or use the F1-Forward and/or F2-Back function keys to find the product code you are looking for. Once you find and highlight the product code and press the enter key, the system will place it in the first two positions of the Model Nbr field on this screen.

Next you need to select manufacturer's code by entering it or pressing the return (the enter key). See Figure 4-11.



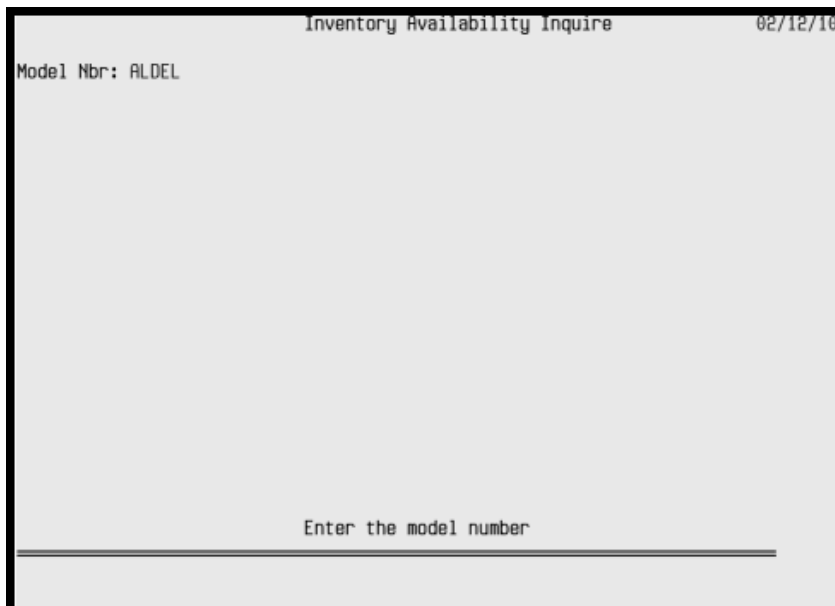
**Figure 4-11 Inventory Availability Inquire Screen Manufacturer Code Listing**

If you do not know the manufacturer's code, press the enter key and a listing will appear. See Figure 4-12.



**Figure 4-12 Inventory Availability Inquire Screen Manufacturer Code Listing**

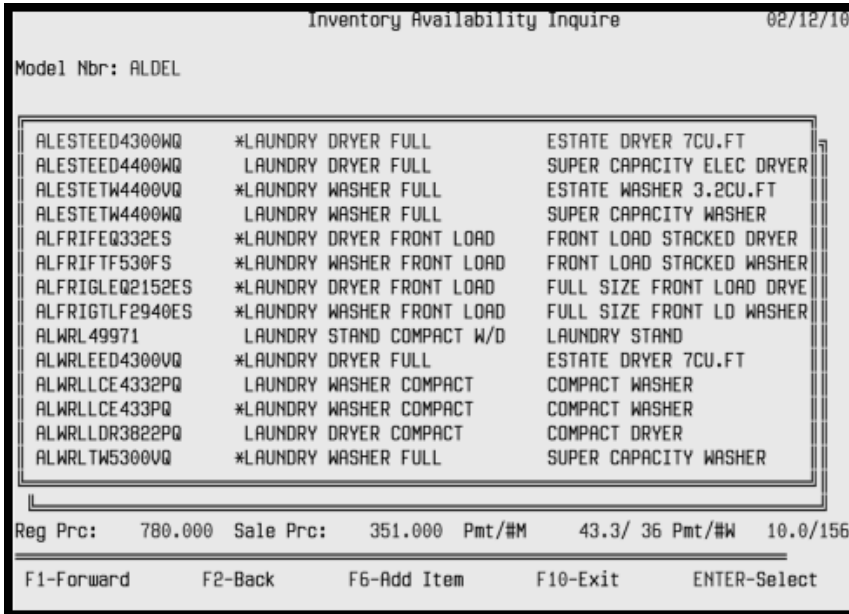
Highlight the correct manufacturer's code by using your up and down arrow keys or use the F1-Forward and/or F2-Back function keys to find the product code you are looking for. Highlight the product code and press the enter key and the system will place it in the first two positions of the Model Nbr field on this screen. See Figure 4-13.



**Figure 4-13 Inventory Availability Inquire Screen Model Number prompt**

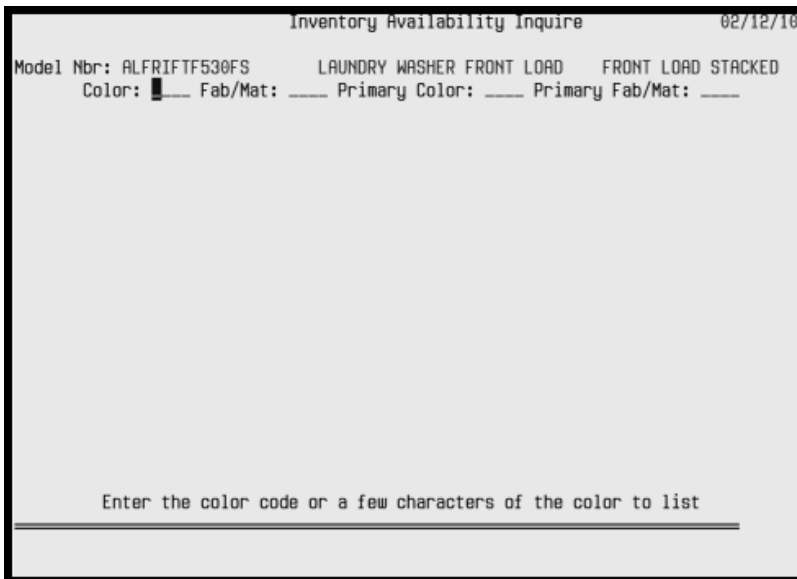
*Inquiring about Inventory – INVMNT, INVMNTF, INVAVAIL*

Next you need to select the model number by entering it or pressing the return (the enter key) to get a list of model numbers to select from. See Figure 4-14.



**Figure 4- 14 Inventory Availability Inquire Screen Model Number Listing**

Highlight the correct model by using your up and down arrow keys or use the F1-Forward and/or F2-Back function keys to find the product code you are looking for. Highlight the correct model and press the enter key and the system will place it in the Model Nbr field on this screen. See Figure 4-15.



**Figure 4- 15 Inventory Availability Inquire Screen Color Code prompt**

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If the item has a color, fabric/material, primary color or primary fabric/material associated with it, you can enter the information and narrow down the inventory availability search if necessary or enter a few character to list the color, fabric/material, primary color or primary fabric/material if they apply to the inventory item you are trying to check availability on.

You may enter the color code, enter a few characters to list and select, and/or press the return (the enter key). Enter the Fabric/Material, enter a few characters to list and select, and/or press return (the enter key). Enter the Primary Color, enter a few characters to list and select, and/or press return (the enter key). Enter the Primary Fabric/Material, enter a few characters to list and select, and/or press return (the enter key). See Figure 4-16.

Inventory Availability Inquire										02/16/10
Model Nbr: ALFRIFTF530FS		LAUNDRY WASHER FRONT LOAD			FRONT LOAD STACKED					
Color:		Fab/Mat:		Primary Color:		Primary Fab/Mat:				
New On	Used On	--Spec Orders--			Stock	On	Received But	Over/		
Hand	Hand	RTO	Sales	Layaways	Sales	Order	Un-Delivered	Short		
	21									
F1-List On Orders    F2-List On Hand    F3-List Spec Ordr    F5-Help    F10-Exit										

**Figure 4- 16 Inventory Availability Inquire Availability Listing**

**NEW ON HAND** the quantity of “new on hand” items you have for this model number.

**USED ON HAND** the quantity of “used on hand” items you have of this model number.

**SPEC ORDERS: RTO/SALES** these are the rent to own and sales special orders which have been created but not yet delivered.

**LAYAWAYS** the number of layaways you have pending for this model number.

**STOCK SALES** the number of stock sales you have pending for this model number.

**ON ORDER** the quantity you have on order for this model number, if you are using the RSSS PO System.



## *Inquiring about Inventory – INVMNT, INVMNTF, INVAVAIL*

**RECEIVED BUT UN-DELIVERED** the number of these items you have received but not yet assigned to outstanding special orders.

**OVER/SHORT** This is the net availability. This figure tells you how many you would have left in stock if you had to deliver all your special orders, layaways, and stock sales and if everything on the Purchase Order came in. The over/short field will indicate whether you have inventory available to sell and deliver (this would be a positive number), you are oversold (this would be a negative number), or you are at zero stock and need to reorder (this would be zero).

Notice the function keys at the bottom of the Inventory Availability screen in Figure 4-16. Press the F1-List On Orders for a list of the items on order showing purchase order numbers for this model number. Press the F2-List On Hand key for a listing of new and used items on hand, showing serial numbers. Press the F3-List Special Order key for a listing of special orders which have been created but not yet delivered for this model number. The F3-List Special Order function key may show layaways you have pending for this model number and stock sales you have pending for this model number.

Once you have completed viewing the inventory availability for this model number, press the F8 key and enter the next model number or press the F8 key again till you have backed out to a menu.

To get a detailed list of your open stock orders and special orders depicted on the inventory availability screen, use the Sales by Model number (PSALEMOD program) report to print outstanding orders.