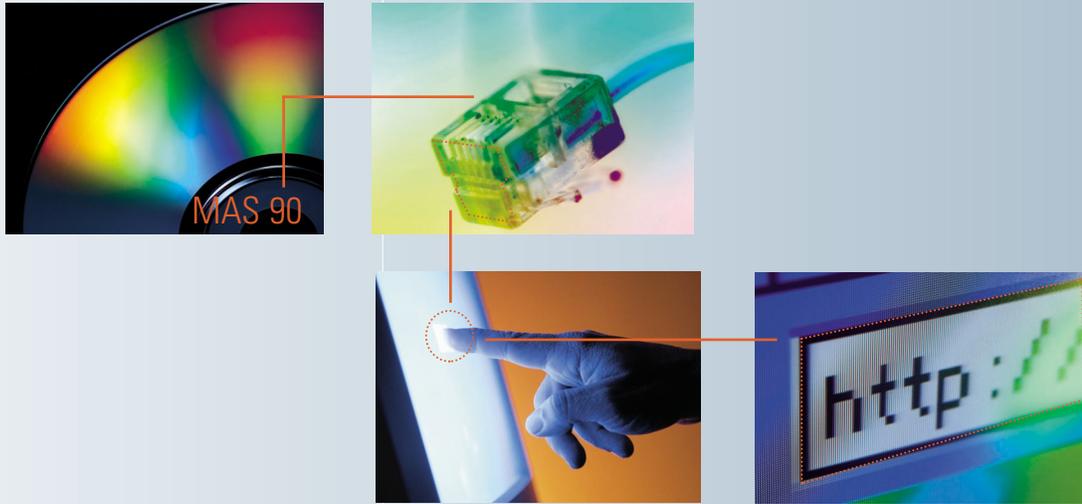


 HighTower



Welcome to the MultiBin Advanced Distribution Version 4.30 Manual

How To Use This Guide

Contents

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How to Use This Guide



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Indicates a jump to a topic.

 Bookmarks appear in the overview window to the left of the document window. These bookmarks are similar to a table of contents.

Note: This manual is best viewed using the latest version of Adobe Reader, which is available free of charge at <http://www.adobe.com/products/acrobat/readstep2.html>. For best printing results, print to a PostScript printer.

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This manual was written for MultiBin Advanced Distribution version 4.30. It was last updated on 2/9/09.

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Introduction

HighTower is a Sage Software® Master Developer for Sage MAS 90 ERP and Sage MAS 200 ERP software with titles such as Direct Deposit, Gift Card Expansion Pack, MAStransit, MultiBin® Advanced Distribution, Point of Sale® Professional, Professional Retainer Control, ScanBlaster, Time and Billing®, Time and Billing® Professional, and Timekeeper® to our credit.

The HighTower Ideal

At HighTower, we are committed to delivering superior accounting, time management, manufacturing and distribution solutions to small and mid-sized businesses.

HighTower uses a unique **Patch Installation** system, which installs the HighTower enhancements without overwriting your original Sage Software program. Our patch installation method makes our products attractive to users installing enhancements from multiple Sage Software Master Developers.

Our promise of exceptional technical products is only exceeded by our commitment to customer service. Our success is measured in customer satisfaction.

Welcome to the MultiBin Advanced Distribution Module

MultiBin Advanced Distribution (formerly called Multi-Bin) is an enhancement for the Sage MAS 90 and Sage MAS 200 applications developed by Sage Software. The MultiBin Advanced Distribution module expands the capabilities of your Inventory Management, Sales Order, Purchase Order, Return Merchandise Authorization, Bill of Materials, Work Order, and Bar Code modules to accept multiple bin locations per warehouse per item. Inventory items can be placed in multiple bins, multiple items can be placed in a single bin, lot items can be distributed across multiple bins, and multiple lot items can be stored in a single bin.

MultiBin Advanced Distribution also provides your company with detailed reports about the quantity available for inventory items per bin locations. Your company can use these reports to double-check accuracy and then update the Sage MAS 90 or 200 system with the MultiBin Advanced Distribution data.



SPECIAL NOTE: FIFO/LIFO costing is managed completely by Sage MAS 90 or 200 and NOT MultiBin Advanced Distribution. The bin quantities are no longer dependent upon the FIFO/LIFO cost tiers. See the [FIFO/LIFO Notice](#) (see page 18) for more information.



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Integration with Other Sage MAS 90 or 200 Modules

The MultiBin Advanced Distribution module is integrated with other Sage MAS 90 or 200 modules. When integrated, each module "shares" common information with any related modules. The following Sage MAS 90 or 200 modules integrate with the MultiBin Advanced Distribution module:

- [Accounts Receivable](#) (see page 11)
- [Inventory Management](#) (see page 11)
- [Sales Order](#) (see page 11)
- [Purchase Order](#) (see page 12)
- [Return Merchandise Authorization \(RMA\)](#) (see page 12)
- [Bill of Materials](#) (see page 12)
- [Work Order](#) (see page 12)
- [Bar Code](#) (see page 12)

To integrate the MultiBin Advanced Distribution module with the Inventory Management, Sales Order, Purchase Order, Return Merchandise Authorization (RMA), Bill of Materials, Work Order, and/or Bar Code modules, you must set up these modules before installing MultiBin Advanced Distribution.

Accounts Receivable

The Accounts Receivable module has been modified to display the Advanced Distribution Invoice History window for a Sales Order Invoice. For more detailed information, refer to the respective section in [Chapter 9: Integration with Other Sage MAS 90 or 200 Modules](#) (see page 80) of the current manual.

Inventory Management

You must have the Inventory Management module to use the MultiBin Advanced Distribution. MultiBin Advanced Distribution reshapes your inventory tracking system and allows you to track multiple bin locations per warehouse per item. For more detailed information, refer to the respective section [Chapter 9: Integration with Other Sage MAS 90 or 200 Modules](#) (see page 81) of the current manual.

Sales Order

The MultiBin Advanced Distribution module extends the capabilities of your Sales Order module by allowing you to flag inventory items involved in sales orders. In a standard Sage MAS 90 or 200 system, sales orders commit inventory. Items are still available for purchase by another customer. MultiBin Advanced Distribution commits inventory to another level - allocated. Allocated inventory items are not available for purchase by other customers until you release the items. For more detailed information, refer to the respective section [Chapter 9: Integration with Other Sage MAS 90 or 200 Modules](#) (see page 92) of the current manual.



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Purchase Order

MultiBin Advanced Distribution modifies the Purchase Order module to utilize bin locations for receipt of inventory items. Bin locations are also utilized for return of goods and material requisition entries. For more detailed information, refer to the respective section [Chapter 9: Integration with Other Sage MAS 90 or 200 Modules](#) (see page 102) of the current manual.

Return Merchandise Authorization (RMA)

MultiBin Advanced Distribution integrates with the Return Merchandise Authorization module so that quantity can be distributed to bins before transactions are generated. For more detailed information, refer to the respective section [Chapter 9: Integration with Other Sage MAS 90 or 200 Modules](#) (see page 112) of the current manual.

Bill of Materials

The MultiBin Advanced Distribution module integrates with Bill of Materials so bin quantities can be tracked throughout the production and disassembly processes. For more detailed information, refer to the respective section [Chapter 9: Integration with Other Sage MAS 90 or 200 Modules](#) (see page 117) of the current manual.

Work Order

The MultiBin Advanced Distribution module integrates with Work Order so bin distributions can be entered and updated along with each work order entry. For more detailed information, refer to the respective section [Chapter 9: Integration with Other Sage MAS 90 or 200 Modules](#) (see page 127) of the current manual.

Bar Code

MultiBin Advanced Distribution modifies the Bar Code module by expanding the import files to include bin locations. For more detailed information, refer to the respective section [Chapter 9: Integration with Other Sage MAS 90 or 200 Modules](#) (see page 132) of the current manual.

Using the MultiBin Advanced Distribution Manual

This manual provides the information necessary for setting up and operating your MultiBin Advanced Distribution module. Use the MultiBin Advanced Distribution manual as a guide when initially setting up the module, and then as a resource for understanding features of the module. The manual contains overviews and samples of windows and menus.



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Sections in this Manual

This manual is divided by the different menus available in MultiBin Advanced Distribution. The following table describes the chapters available in this manual.

Chapter	Description
Chapter 2: MultiBin Advanced Distribution Concepts	This chapter explains different concepts you need to know about using your MultiBin Advanced Distribution system.
Chapter 3: Installing MultiBin Advanced Distribution	This chapter details the installation procedures for MultiBin Advanced Distribution.
Chapter 4: Navigating in MultiBin Advanced Distribution	This chapter describes the basic features available in the MultiBin Advanced Distribution module.
Chapter 5: Using the Setup Menu	This chapter describes how to enter the basic information required to use the MultiBin Advanced Distribution module. This chapter includes setting general options for the module.
Chapter 6: Using the Main Menu	This chapter describes how to use the features in the Main menu, including transferring bin items from one bin location to another.
Chapter 7: Using the Cycle Counts Menu	This chapter details how to count the physical inventory and post adjustments to the perpetual inventory.
Chapter 8: Using the Reports Menu	This chapter details how to print reports based on information available in the MultiBin Advanced Distribution module.
Chapter 9: Integration with Sage MAS 90 or 200	This chapter details how the MultiBin Advanced Distribution module integrates with Sage MAS 90 or 200.

Graphic Conventions

The following icons are used throughout this manual to indicate different types of information.

Graphic	Description
	The Note symbol is followed by additional information about a topic.
	The Helpful Hint symbol is located in the left margin and contains additional information about an option.
	The Warning symbol is followed by information to help you avoid costly mistakes.



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Text Conventions

The following table describes the text conventions used in this manual.

Text Convention	Explanation
Bold font	Indicates GUI (Graphical User Interface) objects, such as a tab name, field name, list box name, options in a list, column name, check box, or radio button. Indicates topics/categories to emphasize.
<i>Italic font</i>	Indicates references to other manuals or chapters in this manual. Indicates words to emphasize.
<u>Sage Green</u> , Underlined font	Indicates a link to a specific topic in the manual.
<u>Blue</u> , Underlined font	Indicates a link to a specific URL (Uniform Resource Locator) - website address.
CAPITALIZED font	Indicates: Important.

Getting Additional Help

Atonal online manuals, online help, and technical support for the MultiBin Advanced Distribution enhancement.

Getting Additional Copies of the Manual

You can view the MultiBin Advanced Distribution manual online or print the PDF file.

This manual is best viewed using the latest version of Adobe Reader. For best printing results, print to a PostScript printer.

Accessing the Manual

The MultiBin Advanced Distribution manual is accessible through the Sage MAS 90 or 200 menu bar.



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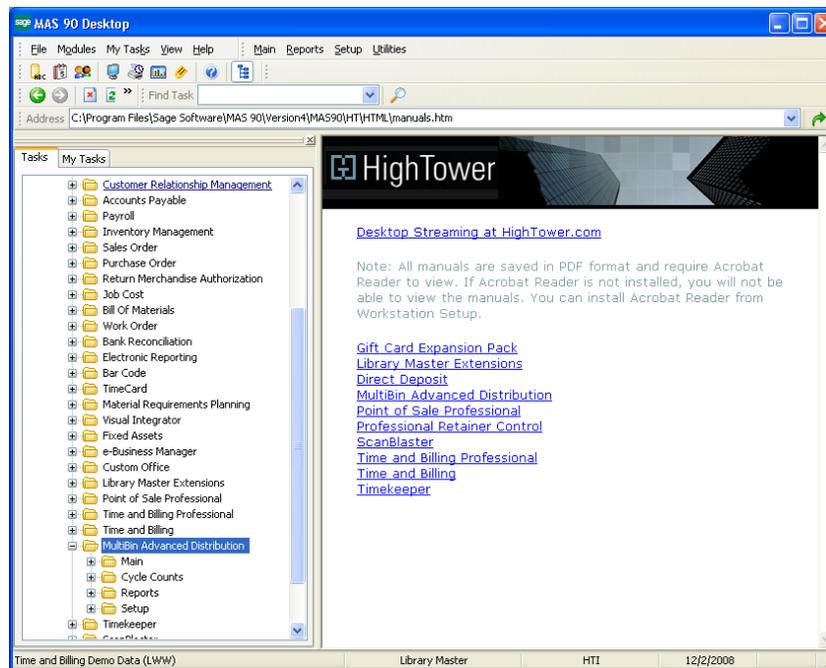


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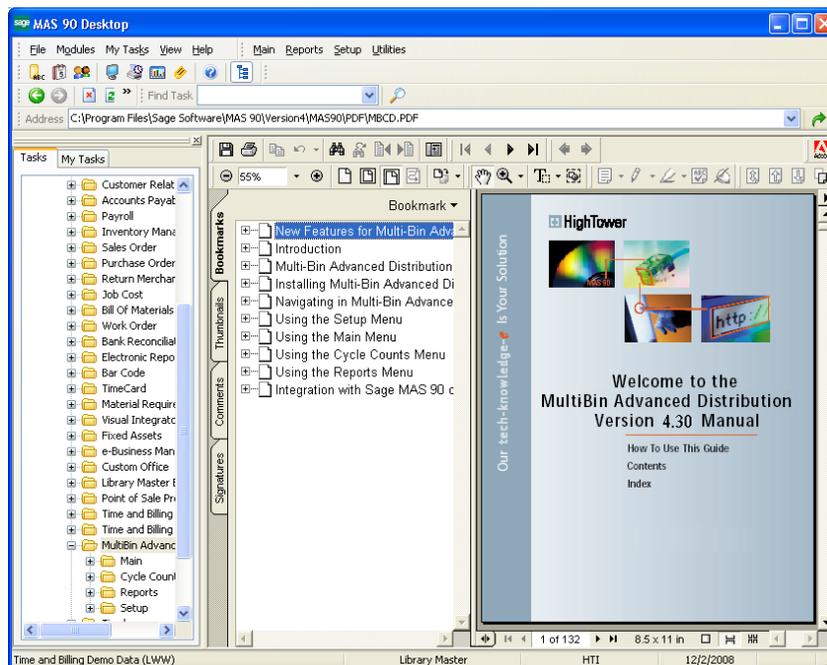
Open the Online Manual

- 1 From the **Help** menu on the Sage MAS 90 or 200 menu bar, select **Enhancement Manuals**. The Manuals list appears on the right side of the screen.



Manuals List

- 2 Click the **MultiBin Advanced Distribution** link. This manual will appear in PDF format.

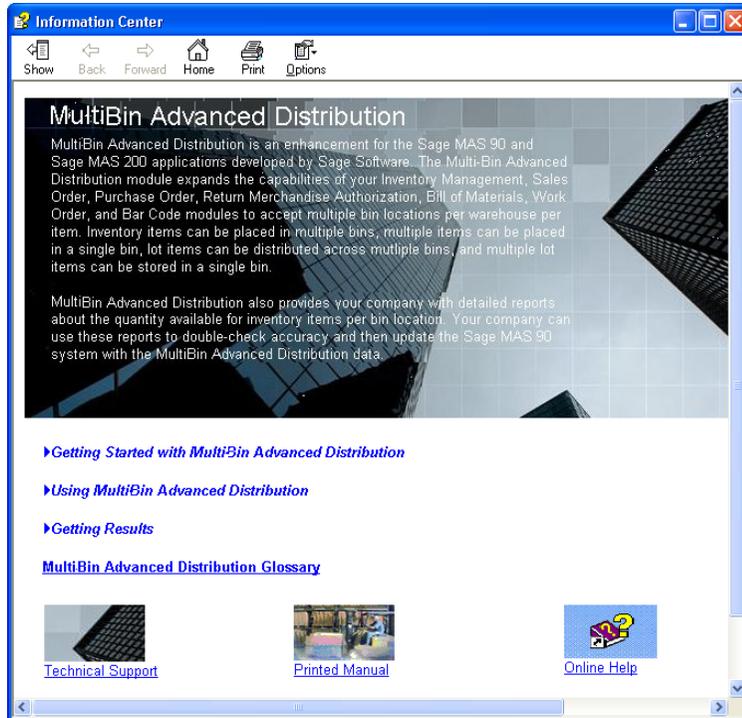


Online Manual



Using the MultiBin Advanced Distribution Online Help

The MultiBin Advanced Distribution module includes an extensive online help with the standard content online help and context-sensitive online help for fields and windows.



Online Help

Accessing the Online Help

- For field level context-sensitive help, move your cursor to the field, and press **F1**. A pop-up window appears with help for the field.
- For window level context-sensitive help, click the  button on the window. The help screen for the window appears.



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Support Services

There are several methods of support for your MultiBin Advanced Distribution module:

- Contact your Authorized Reseller or Consultant. If you do not have an Authorized Reseller or Consultant, access the MultiBin Advanced Distribution website at www.warehouse-control-software.com.
- Refer to the Enhancement Data Definitions available in the Library Master Extensions module in the Utilities menu. This feature lists all the data fields available on each window of the MultiBin Advanced Distribution module.
- Access technical bulletins and download program corrections through the MultiBin Advanced Distribution website (www.warehouse-control-software.com). Note that program corrections are available exclusively through the Internet.

For more information about fee-based customer support services, contact our Help Desk Department. Regular Help Desk hours are 9:00 A.M. to 5:00 P.M. Central Standard Time, Monday through Friday. You can reach our Help Desk Department in the following ways:

- Phone: 1.888.583.3000
- Fax: 1.847.674.0544
- E-mail: helpdesk@hightowerinc.com

This concludes *Chapter 1: Introduction* of the MultiBin Advanced Distribution manual.



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MultiBin Advanced Distribution Concepts

Chapter 2: MultiBin Advanced Distribution Concepts explains different concepts you need to know to use your MultiBin Advanced Distribution module to the fullest extent.

FIFO/LIFO Notice

Beginning with MultiBin Advanced Distribution 3.72+, the tracking of inventory items that use a FIFO or LIFO costing method has changed considerably. A thorough explanation of these costing methods and how MultiBin Advanced Distribution functions under them follows.

FIFO/LIFO Costing Methods

FIFO ("first in first out") is an inventory costing method by which the first costs into inventory are the first costs out to cost of goods sold. Under FIFO, ending inventory is based on the costs of the most recent purchases. For LIFO ("last in first out"), the reverse is true. The last (most recent) costs into inventory are the first costs out to cost of goods sold and ending inventory is based on the costs of the oldest purchases.

It is important to understand that the costs that are tracked using these two methodologies do not tie directly to the physical items in inventory. That is, the physical item that gets sold may not be constrained by the rules of FIFO or LIFO even though the costing method may be. For example, if you are using FIFO for your costing, you are not required to sell the oldest item in your inventory. The customer may receive the most recent item even though the costing method will cost it as the oldest.

Multi-Bin 3.71 and Earlier

Multi-Bin prior to 3.72+ did not implement these costing methods correctly. In the process of implementing Multi-Bin, it was decided to attach the bin quantities to the Sage MAS 90 or 200 Inventory Item Costing File (IM3). This was not a problem with Lot/Serial costing methods. But, it also attached bin quantities to the FIFO/LIFO costing tiers. Because of this, users were able (and often forced) to choose the tier from which inventory would be pulled. This would eventually cause the value of the inventory as maintained in IM3 to be incorrect because someone pulled inventory out of sequence. This problem would then be compounded when a physical inventory was performed.

MultiBin Advanced Distribution 3.72 and Later

This design flaw has been corrected in MultiBin Advanced Distribution 3.72+. The bin quantities are no longer dependent upon the FIFO/LIFO cost tiers. FIFO/LIFO costing is managed completely by standard Sage MAS 90 or 200.

This change may cause some confusion for companies that are used to picking the FIFO/LIFO tier (in Multi-Bin) from which to pull inventory. Companies that truly wish to track the actual items as they flow through the system should use either Lot or Serial costing. Serial costing is used for tracking individual items and Lot



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costing is used for tracking groups of items. For companies that use FIFO costing and wish to track the actual item quantities by costing tier, Lot costing is recommended. Inventory may be assigned a Lot Number based on the receipt date. If inventory is allocated and sold in a FIFO manner, the costing will be identical to FIFO.

Beginning Inventory Balances

If your company has been using Inventory Management to store bin locations, the bin location appears on the Quantity on Hand & Reorder window. When MultiBin Advanced Distribution is initially set up, this bin location will be used for the item's quantity. If a bin location is not listed on this window, MultiBin Advanced Distribution will put the quantity for the item in the **DEFAULTBIN** location.

If an item is stored in multiple bin locations or you need to change the location of the quantity, perform a Physical Count in the Inventory Management module or use the [Bin Transfer Entry](#) feature (see page 53) available in MultiBin Advanced Distribution.

Using MultiBin Advanced Distribution with Sage MAS 90 or 200

HighTower's MultiBin Advanced Distribution module overcomes the limitation of having only one bin location per inventory item/warehouse combination in Sage MAS 90 and Sage MAS 200. It supports the tracking, receiving and selling of an item with an unlimited number of bin locations. MultiBin Advanced Distribution integrates with Accounts Receivable, Inventory Management, Sales Order, Purchase Order, Bill of Materials, Return Merchandise Authorization, Work Order, and Bar Code.

Prerequisites

Before installing and using MultiBin Advanced Distribution, you must have the Inventory Management module installed and configured. The following information must exist in order for MultiBin Advanced Distribution to work:

- Warehouses
- Product Lines

This concludes *Chapter 2: MultiBin Advanced Distribution Concepts* of the MultiBin Advanced Distribution manual.



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Installing MultiBin Advanced Distribution

Chapter 3: Installing MultiBin Advanced Distribution provides detailed installation instructions and contains the steps to register the MultiBin Advanced Distribution module.

 **WARNING:** Installing MultiBin Advanced Distribution version 4.30 will convert any existing Multi-Bin data from version 3.71 and earlier to the 4.30 level. **These changes are permanent.** Once the conversion to 4.30 is completed, you will not be able to convert data back to previous versions.

DO NOT install MultiBin Advanced Distribution 4.30 for TESTING PURPOSES on a live system with a previous version of the Multi-Bin module. Before installing 4.30, or any other software, create a current and complete copy of your entire Sage MAS 90 or 200 system.

If Multi-Bin 3.71 or earlier is installed on your system, before installing version 4.30, ensure that all bin quantities are correct and in sync with your inventory quantities. Run the Multi-Bin Balancing Utility, MBWBL1, from the **File** menu to correct any discrepancies between Inventory and Multi-Bin quantities.

Version 4.30 will NOT recalculate quantities during the installation or conversion process.

System Requirements

Sage Software sets standard system requirements for workstations using Sage MAS 90 or 200. See the system requirements determined by Sage Software (www.sagesoftware.com).



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Pre-installation Instructions

Before installing the MultiBin Advanced Distribution module, you must have Sage MAS 90 or 200 installed on your system.

- Install the correct version of Sage MAS 90 or 200 that works with the version of MultiBin Advanced Distribution.
- You may be required to upgrade your Sage MAS 90 or 200 system before installing MultiBin Advanced Distribution. See the installation documentation provided by Sage Software for installation instructions.
- If the Sage MAS 90 or 200 program or any upgrades have just been installed, enter the Sage MAS 90 or 200 system to finish the installation procedures.
- Be sure the Sage MAS 90 or 200 General Ledger, Inventory Management (required), Sales Order, Purchase Order, Return Merchandise Authorization (RMA), Bill of Materials, Work Order, and Bar Code modules are completely installed and configured. See the online documentation provided by Sage Software for full instructions.
- Be sure that all of the following entry files have been updated or cleared BEFORE installing MultiBin Advanced Distribution to avoid any data corruption.
 - Inventory Transaction Entry
 - Inventory Management Physical Count Entry
 - Sales Order Entry
 - Sales Order Shipping Data Entry
 - S/O Invoice Data Entry
 - Purchase Order Receipt of Goods Entry
 - Purchase Order Return of Goods Entry
 - Purchase Order Material Requisition Issue Entry
 - RMA Data Entry
 - RMA Receipts Entry
 - Bill of Materials Production Entry
 - Bill of Materials Disassembly Entry
 - Work Order Transaction Entry
- If you are upgrading from a previous version of MultiBin Advanced Distribution, make sure all MultiBin Advanced Distribution entry files have been updated or cleared BEFORE installing the latest version.
- All users should exit from Sage MAS 90 or 200 before beginning the MultiBin Advanced Distribution installation.



Installing MultiBin Advanced Distribution

The installation process is made easy through the Setup Wizard, which guides you through the installation steps. Follow the wizard's on-screen prompts to install your module.

MultiBin Advanced Distribution Installation Wizard

The MultiBin Advanced Distribution Installation Wizard is designed to ease the initial configuration of the system. It can be started after all necessary pre-installation steps are completed. Follow the wizard's on-screen prompts to install your module.

Navigating in the Installation Wizard

The installation wizard does not store or modify any data before the final step; thus, it can be safely restarted. The **Next** button takes you to the subsequent step, the **Back** button can be used to jump back to previous steps in order to modify settings. You can click **Cancel** at any time to stop the wizard.

Complete the MultiBin Advanced Distribution Install

Perform the following steps to install the MultiBin Advanced Distribution module.

- 1 Close all programs.
- 2 Launch your MultiBin Advanced Distribution installation program. The Welcome window appears.



Installation Wizard - Welcome Window



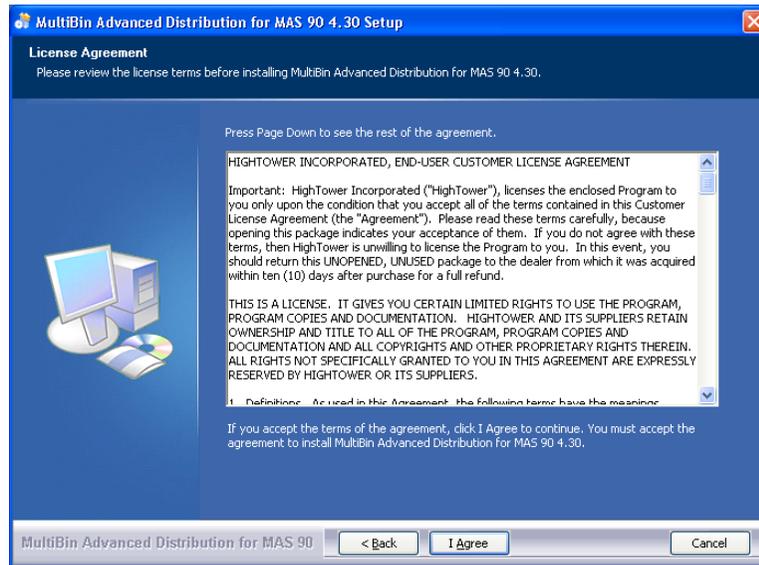
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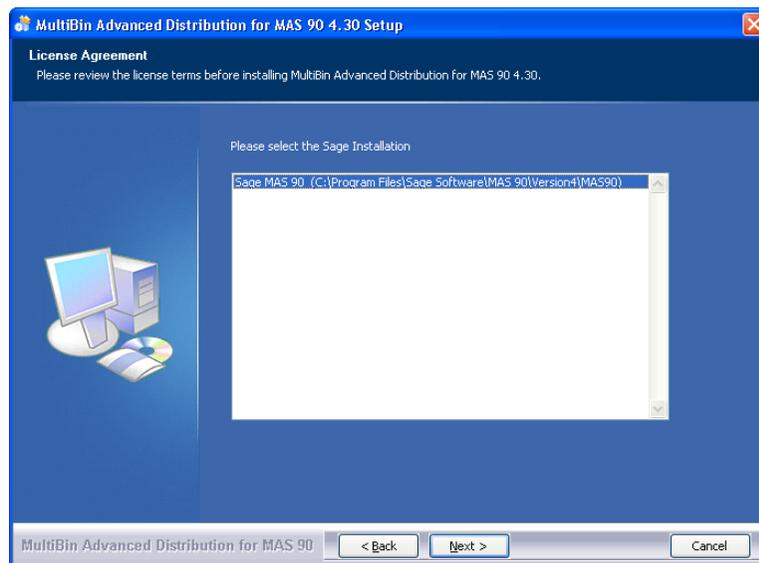
- Click **Next** to begin installation. The License Agreement window appears.



Installation Wizard - License Agreement Window

- Click **I Agree** to accept the agreement.

The destination location window appears.



Installation Wizard - Destination Location Window



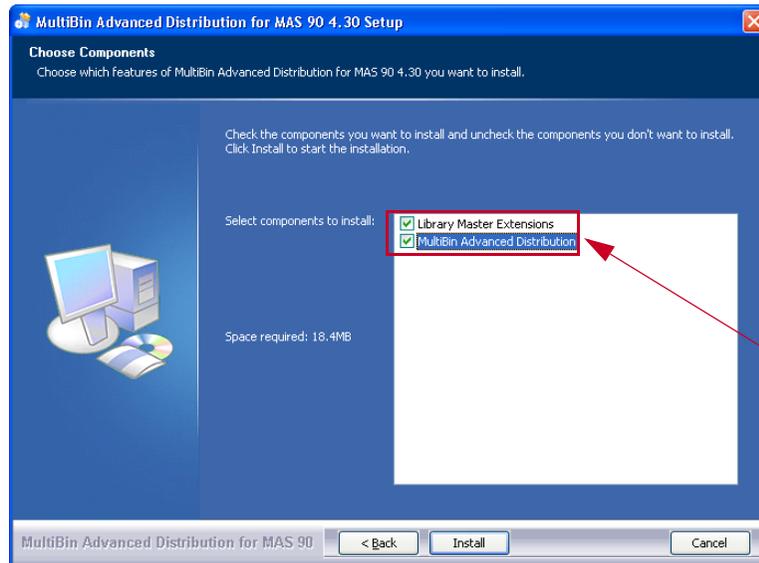
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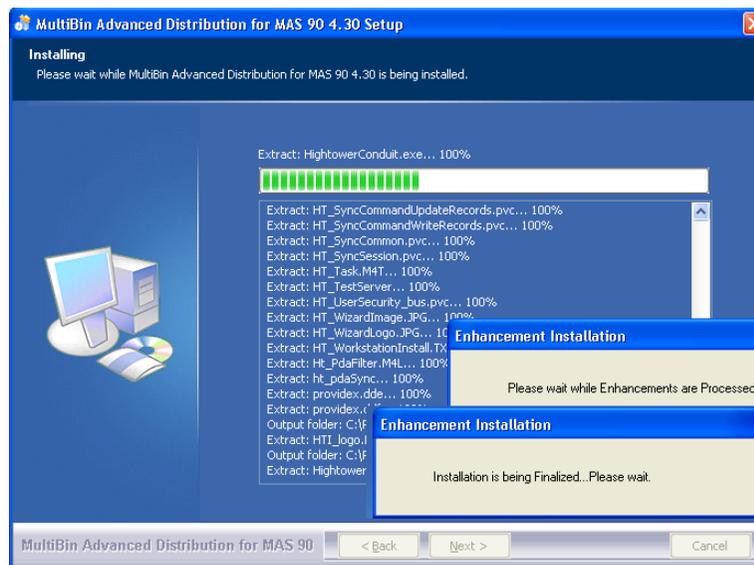
- 5 Select the Sage Installation, and click **Next**. The Choose Components window appears.



Installation Wizard - Enhancement Selection Window

- 6 Select the **Library Master Extensions** and **MultiBin Advanced Distribution** options from the list of applications, and click **Install**. This may take a few minutes.

While installing the enhancements, the system displays the following messages.



Installation Wizard - Enhancement Installation Messages



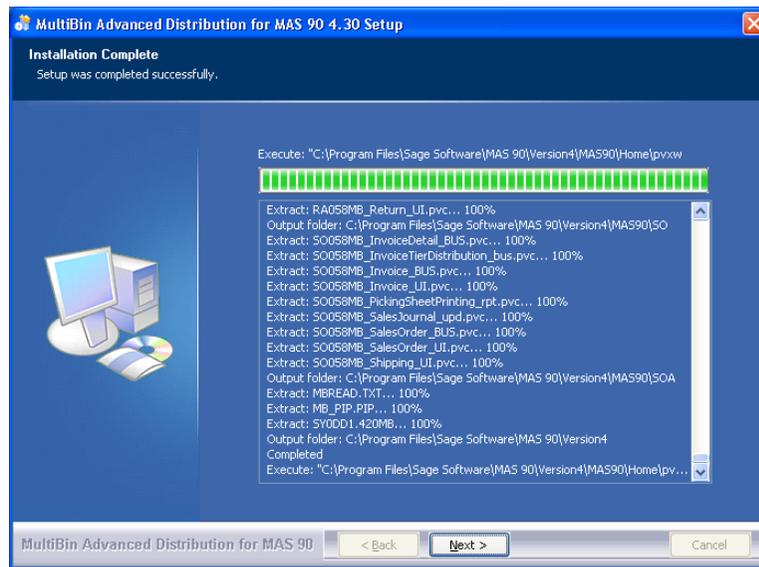
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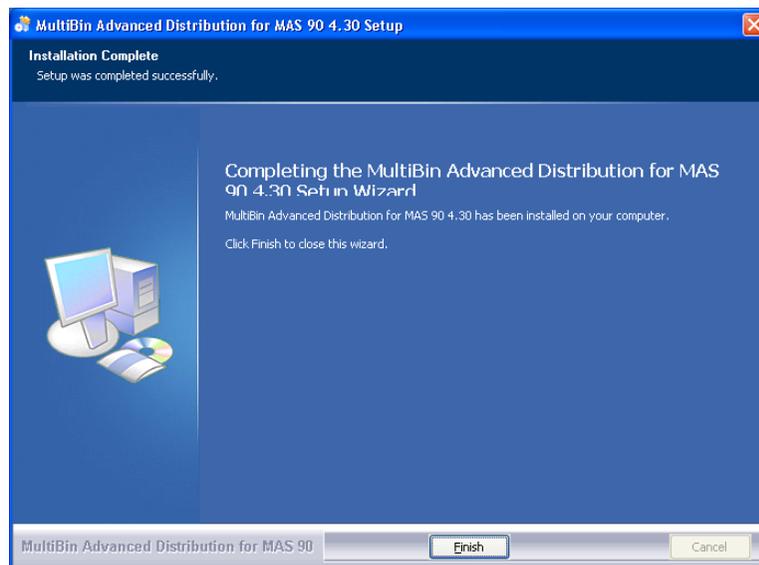
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When the installation is finalized, the Installation Complete window appears.



Installation Wizard - Installation Complete Window

7 Click **Next** to continue. The final installation window appears.



Installation Wizard - Finish Installation Window

8 Click **Finish** to complete the installation.

System Startup

System Startup is an automatic procedure that must be performed once per company. This procedure is initiated the first time you access MultiBin Advanced Distribution for a specific company.



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Setting Up MultiBin Advanced Distribution in Role Maintenance

Prior to accessing the MultiBin Advanced Distribution module, you must ensure you select the module in the Role Maintenance feature of the Sage MAS 90 or 200 Library Master module.

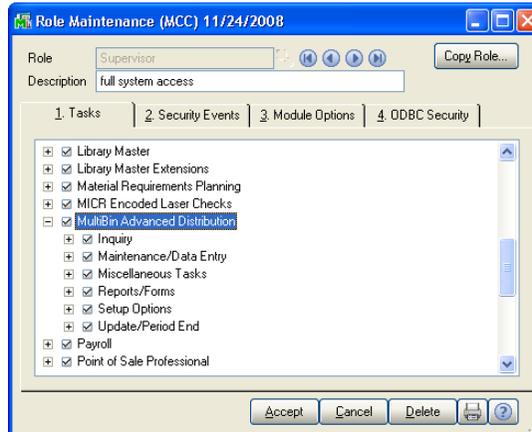
Using Role Maintenance

Use Role Maintenance to define and maintain functional roles and access to modules, tasks, data tables, and fields. Additionally, some module options, such as allowing batches to be merged can be allowed or restricted.

Select the MultiBin Advanced Distribution Module in Role Maintenance

You must make sure that you select the module in the Role Maintenance feature of the Sage MAS 90 or 200's Library Master module.

- 1 From the Sage MAS 90 or 200 Library Master menu, select **Main ► Role Maintenance**. The Role Maintenance window appears.



Role Maintenance Window

- 2 Select your user role defined for your Sage MAS 90 or 200 system.
- 3 Select the check box for the **MultiBin Advanced Distribution** option.
- 4 Click **Accept**

MultiBin Advanced Distribution Enhancement Registration

You can install enhancements for a 45-day trial period. When you purchase an enhancement, you will receive a registration ID and key from your MultiBin Advanced Distribution representative, or you can access the key through the Internet. You register enhancements through the Library Master Extensions module.

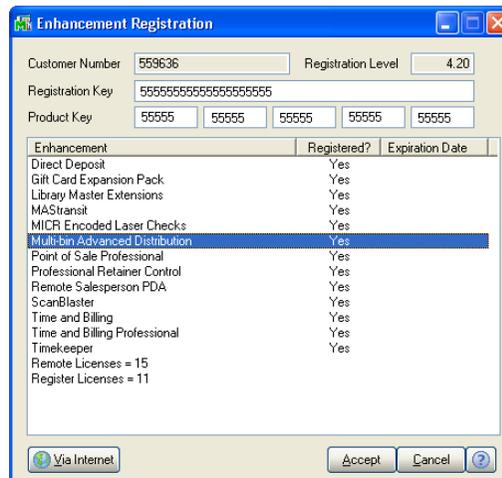


Using Library Master Extensions

The Library Master Extensions module (formerly called HighTower Library Master) is required by every HighTower module for the Sage MAS 90 and Sage MAS 200 system. The Enhancement Registration feature registers enhancements that you install. All enhancements require registration for complete access to all software features.

Register the MultiBin Advanced Distribution Module

- 1 From the Sage MAS 90 or 200 Library Master menu, select **Main ► Enhancement Registration**. The Enhancement Registration window appears.



Enhancement Registration Window

- 2 Enter the registration key in the **Registration Key** field. You can also click the **Via Internet** button to automatically populate the registration and product keys.
- 3 Enter the unlocking key in the **Product Key** field.
- 4 Click **Accept**. The system will register your purchased enhancements.

See the *Library Master Extensions Manual* for more information.

Defining the MultiBin Advanced Distribution Module

The System Startup occurs when you try to access the MultiBin Advanced Distribution module for the first time.

Starting the Application

First, you have to run company maintenance. Then, you need to activate your module. Finally, when all data files are defined, you automatically advance to [MultiBin Advanced Distribution Options](#) (see page 40).



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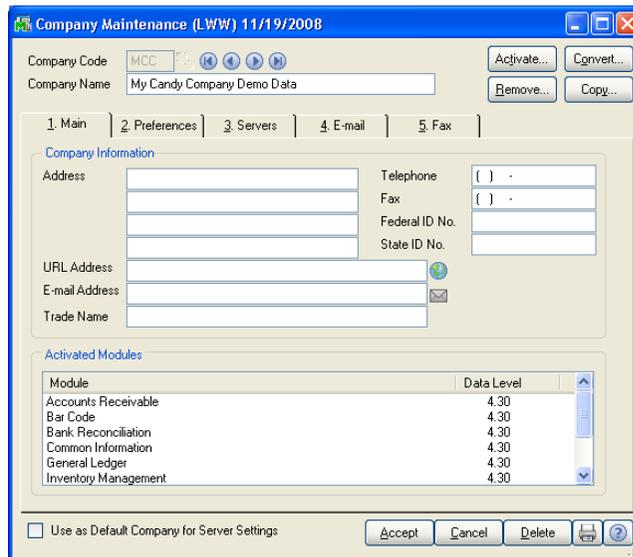
Activate the MultiBin Advanced Distribution Module

- 1 Select an option from the MultiBin Advanced Distribution module. If the application has not been activated, the following dialog box displays.

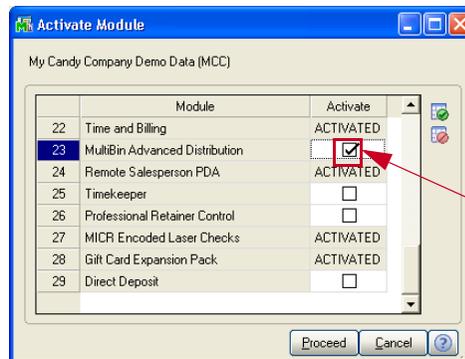


Sage MAS 90 Dialog

- 2 Click **Yes** to run Company Maintenance. The Company Maintenance window appears.



- 3 Click **Activate**. The Activate Modules window appears.

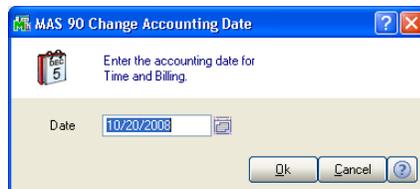


Activate Application Window

 **NOTE:** For more information about activating modules, see the *Library Master online help* by Sage Software.



- 4 Select the check box for the **MultiBin Advanced Distribution** module, and click **Proceed**.
- 5 From the **Modules** menu of the Sage MAS 90 or 200 Desktop, click **MultiBin Advanced Distribution**. The application displays the Change Date window.



Change Date Window

- 6 Click **OK**. You can change the date, but the application defaults to the current accounting date. The following dialog box displays.



Sage MAS 90 Dialog Box

- 7 Click **Yes** to begin defining files to start MultiBin Advanced Distribution.

When all data files are defined, you automatically advance to options in the MultiBin Advanced Distribution **Setup** menu. See [Chapter 5: Using the Setup Menu](#) (see page 38) for more information about the options in the Setup menu.

Sage MAS 200 or Sage MAS 200 for SQL Installations

After the installation or upgrade is completed on the Sage MAS 200 server, you must run a Client Server Workstation Install on each workstation for each enhancement that has been installed or upgraded.

Client/Server Workstation Install

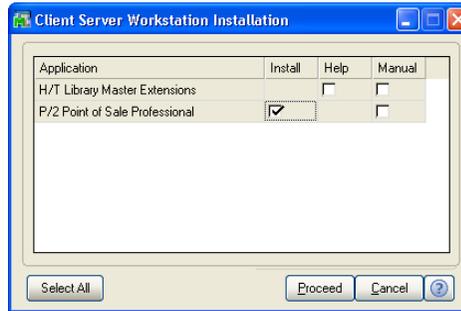
The Client/Server Workstation Install feature allows your company to install client/server versions of enhancements on your company's server, as well as your local workstation. Local workstation installations provide only the necessary program files required by the computer to interact with the shared server. Program-specific bitmap images, help files, and user manuals are only installed on your company's server, but can be copied to your local workstation through the Client Server Workstation Install utility.

Install an Enhancement on a Workstation

- 1 To run the Client Server Workstation Install, click the **Main** menu of the **Library Master Extensions** module.



- 2 Click the **Client Server Workstation Install** menu option to display the Client Server Workstation Installation window.



Client Server Installation Window

- 3 For each enhancement, there are three options that may be selected. Select **Install** (the optional **Help** and **Manual** options are not required).
- 4 After the options have been selected, click **Proceed** to install the selected options to the workstation.

See the *Library Master Extensions Manual* by HighTower for more information.

This concludes the *Chapter 3: Installing MultiBin Advanced Distribution* of the MultiBin Advanced Distribution manual.



Navigating in MultiBin Advanced Distribution

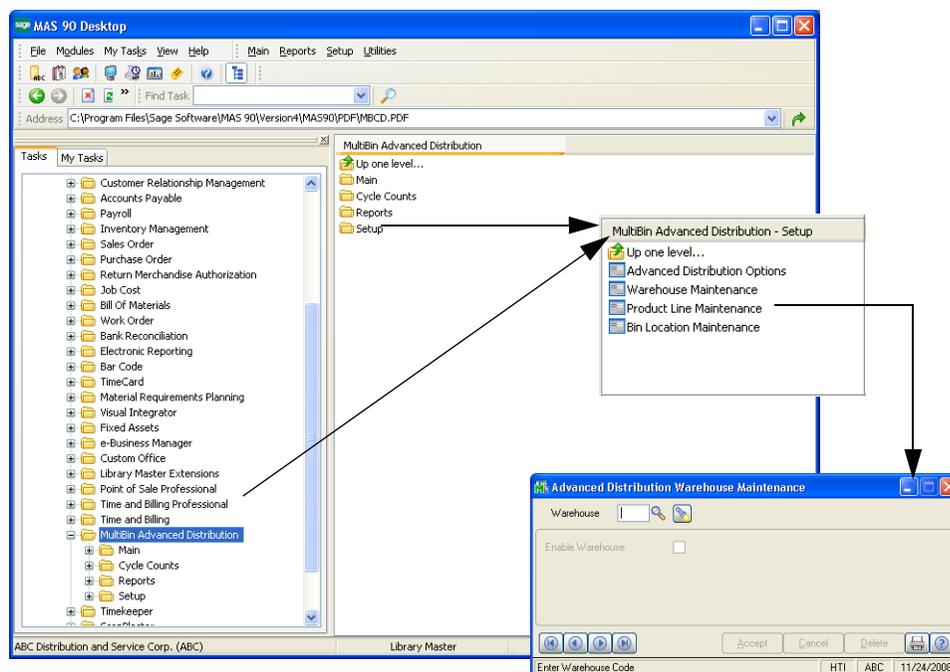
Chapter 4: Navigating in MultiBin Advanced Distribution contains instructions on how to access specific features of the MultiBin Advanced Distribution module. This chapter describes how to access windows in MultiBin Advanced Distribution, use the menu bar, and use different button fields available in the module.

Using the Modules Tree

The MultiBin Advanced Distribution module displays the menu options in the Sage MAS 90 or 200 Modules tab, which contains a "tree-like" view.

MultiBin Advanced Distribution Tree View

You can access a window in the MultiBin Advanced Distribution module through the tree-like view.



Sage MAS 90 Window

Opening a MultiBin Advanced Distribution Window through the Modules Tree

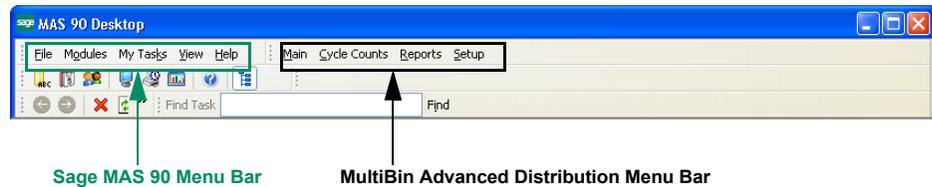
- a** Expand the Modules folder on the Tasks tab of the Sage MAS 90 or 200 desktop, and then click the **MultiBin Advanced Distribution** module. The module folder displays all the menu options available in the MultiBin Advanced Distribution module.
- b** Click the menu option you want to access. The names of the windows available in the menu appear on the right side of the Sage MAS 90 or 200 window.
- c** Click the name of the window to open. The system displays the selected window.

Using the Menu Bar

The MultiBin Advanced Distribution menu bar is available through the Sage MAS 90 or 200 menu bar.

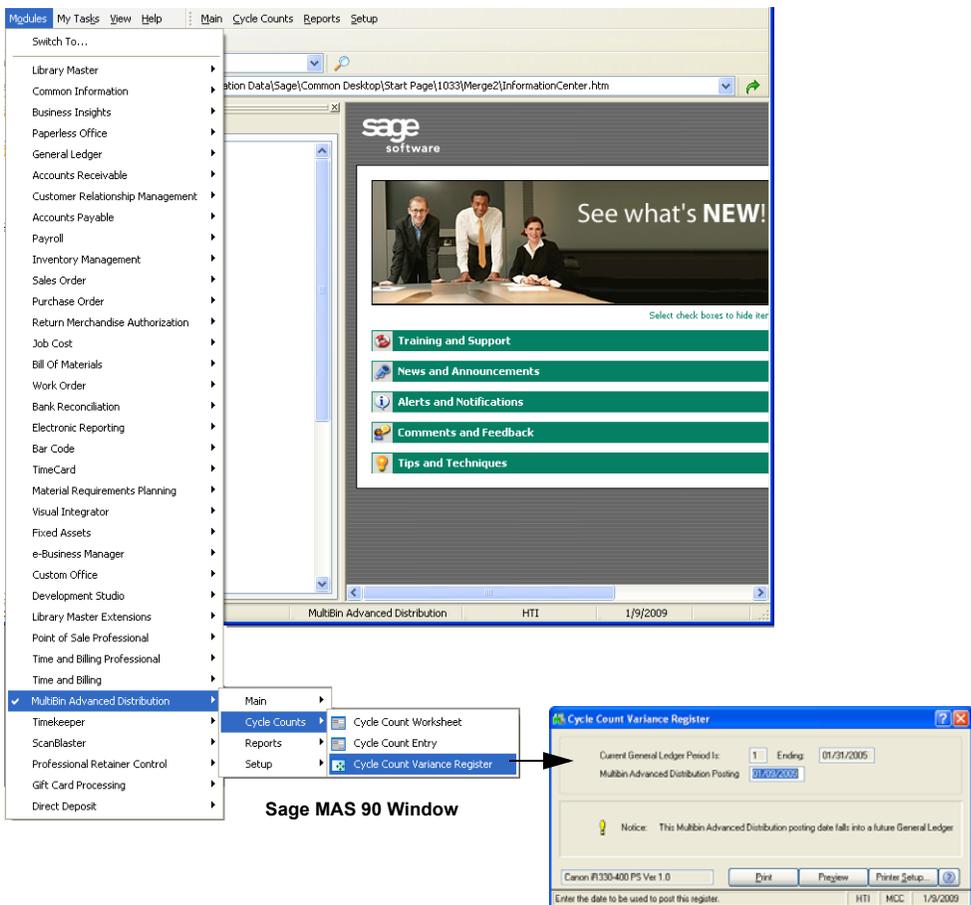
MultiBin Advanced Distribution Menu Bar

You can access the windows in the MultiBin Advanced Distribution module through the menu bar.



Opening a MultiBin Advanced Distribution Window through the Menu Bar

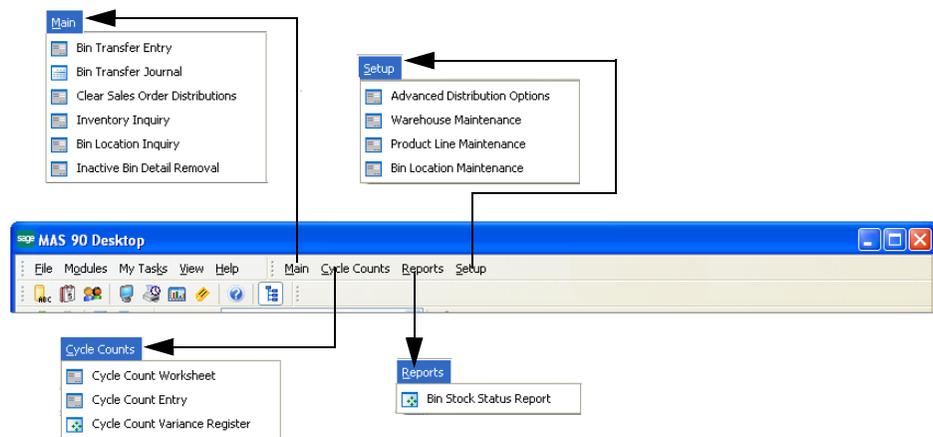
a From the **Modules** menu, select **MultiBin Advanced Distribution**.



b Select the menu option, and then select the name of the window. The system displays the selected window.



After opening the MultiBin Advanced Distribution module, the MultiBin Advanced Distribution menu appears on the right side of the menu bar. You can access additional MultiBin Advanced Distribution windows using this menu bar.



Open Window from the MultiBin Advanced Distribution Menu Bar

Using Command Buttons and Keyboard Commands in MultiBin Advanced Distribution

The MultiBin Advanced Distribution module uses the standard Sage MAS 90 or 200 buttons and icons to perform a specific activity. You can also use the keyboard to perform many of the same functions.

MultiBin Advanced Distribution Buttons/Keyboard Commands Table

The following table describes each button and provides the keyboard variation of the button, when applicable.

Button	Keyboard	Description
	TAB	Advances you to the next field on a window. In a grid, pressing the TAB key moves focus from cell to cell. At the end of the row, pressing TAB moves the key to the next row.
	ENTER	Advances you to the next required field on a window and allows you to save changes.
	SPACEBAR	Clears or selects a check box or radio button field.
	BACKSPACE	Deletes the information in a field.
	ESC	Closes the current window. In a grid, pressing the ESC key cancels a cell entry.
	DELETE	Deletes information from a field.
	HOME	Highlights the first item in a list box or Lookup window. In a grid, pressing the HOME key moves focus to the first cell of a row.



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Button	Keyboard	Description
	END	Highlights the last item in a list box or Lookup window. In a grid, pressing the END key moves focus to the last cell of a row.
	PAGE UP	Highlights an item in the previous page of a list box or Lookup window.
	PAGE DOWN	Highlights an item in the next page of a list box or Lookup window.
	CTRL+HOME	In a grid, moves focus to the first row in the same cell position.
	CTRL+END	In a grid, moves focus to the last row in the same cell position.
	CTRL+ENTER	In a grid, adds line feeds to comments.
	CTRL+INSERT	Inserts a line.
	CTRL+DELETE	Deletes the current line.
	ARROW	In a grid, pressing the ARROW keys moves focus from cell to cell.
	F1 in a Field	Displays the pop-up help for the current field.
	F1 on a Window	Displays the help for the entire window.
	F2	Displays the Lookup window for the current field. Select an item from the Lookup window and click Select. The item appears in the field.
	F3 or ALT+L	Displays an alternate Lookup window for the current field. This window is usually more tailored for the current field than the general Lookup window. Select an item from the Lookup window and click Select. The item appears in the field.
	F4	Allows you to print the information available on a window. This option may display an options window, where you can select the type of data to include in a printout.
	F5	In a grid, allows you to toggle between the primary and secondary grids.
		Opens a window for you to perform a special task associated to the field or window. Usually allows you to display/enter lot/serial items.
	CTRL+F5	Many windows display Browse buttons in the lower left corner, to help you browse through existing records. This button displays the first record available.
	CTRL+F6	Many windows display Browse buttons in the lower left corner, to help you browse through existing records. This button displays the previous record available.



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Button	Keyboard	Description
	CTRL+F7	Many windows display Browse buttons in the lower left corner, to help you browse through existing records. This button displays the next record available.
	CTRL+F8	Many windows display Browse buttons in the lower left corner, to help you browse through existing records. This button displays the last record available.
	ALT+A	Saves the information you added or changed on a window.
	ALT+C	Discards any changes you entered on a window.
	ALT+D	Removes the currently selected record from the Sage MAS 90 or 200 system.
	ALT+P	Prints a report, journal, or listing.
	ALT+V	Allows to preview a report, journal, or listing before printing it.
	ALT+S	Changes the printing configurations for the report, journal, or listing.
	SHIFT+F1	Displays Help text for the window.
	ALT+O	Confirms the action for dialog boxes and line entries.
	ALT+U	Undoes line changes.
	ALT+N	Inserts a line.
	ALT+E	Deletes a line.
	ALT+1, 2, 3 . . .	In a data entry window, selects the first tab, second tab, third tab . . .
	ALT+B	Opens a Batch window where you can start a multiple data entry session.
		Sends an e-mail to the address entered in the E-mail Address field.
		Displays a text window to enter or view additional information about an item.
	ALT+M	Opens the Memo Maintenance window where you can write a memo.
	ALT+Q	Launches the MapQuest website for directions to a location.



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Button	Keyboard	Description
	ALT+S	Shows the image specified at the adjacent field.
	ALT+S	Searches through a list or Lookup window for items that match a specified search criteria. Use the Search option to limit the number of items in a list or Lookup window.
	ALT+U	Launches a website based on the URL entered at the URL Address field.
	ALT+N	Displays the next number for a record. Click this button to add a new item.
		Changes the size of the window to the expanded view.
		Changes the size of the window to the standard view.
	ALT+Z	Displays the details of an item.
		Calculates the net balance.
	F2	Opens the calculator.
	F2	Opens the calendar.
		Displays options for changing budget amounts.
	ALT+U	Clears all rows in a grid.
	ALT+S	Selects all rows in a grid.
		Selects a column in a grid.
		Selects a row in a grid.
	ALT+N	Inserts a row in a grid.
	ALT+W	Moves a row down in a grid.
	ALT+U	Moves a row up in a grid.
		Prints a report from a grid.
	ALT+E	Deletes a row in a grid.



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Button	Keyboard	Description
	ALT+R	Resets a row in a grid.
		Saves changes.
		Switches between displaying the New Balance view and the Debits and Credits view.
		Lists files in a directory.
		Opens a Text Maintenance window where you can write an extended description.
		On a Lookup window, enables you to enter additional filters for the lookup. The text on this button will appear in red, if filters already exist.
		On a Lookup window, enables you to create a unique lookup view by adding, removing, and/or modifying columns and filters.
		On a Lookup window, activates the search.
		Selects a record. You can also double-click the current line for record selection.
		The Advanced Distribution button opens the Advanced Distribution Inquiry window. This window displays the available quantity of an item.
		The second Advanced Distribution button opens the Advanced Distribution window. This window allows you to select the bin that will be used to fill the quantity.

This concludes *Chapter 4: Navigating in MultiBin Advanced Distribution* of the MultiBin Advanced Distribution manual.

Using the Setup Menu

Chapter 5: Using the Setup Menu teaches you how to set up options for your company and how to create and maintain standard data used within the MultiBin Advanced Distribution module.

How to Use the Setup Menu

The options available in the Setup menu allow your company to set up company-wide standards. You might not need to use every feature available in the Setup menu. Select only the options your company requires.

This chapter does not describe every procedure that can be completed on a Setup window. This chapter describes each option so you can setup your MultiBin Advanced Distribution system quickly and start using the module. Detailed instructions about changing information, deleting information, and printing from the Setup windows are available in the *online help*. The following instructions provide a quick overview of how to complete these procedures.

MultiBin Advanced Distribution Setup Menu

The MultiBin Advanced Distribution Setup menu contains the features used to build and maintain the files required for the operation of the MultiBin Advanced Distribution module.

Implementing the Setup Menu Options

You might not need to use every feature available in the Setup menu. Select only the options your company requires.

Open a Window from the Setup Menu

- 1 Click the **MultiBin Advanced Distribution** module from the Sage MAS 90 or 200 **Modules** menu or **Tasks** tab. The module expands to display all the menu options available in the MultiBin Advanced Distribution module.
- 2 Click the **Setup** menu. The names of the windows available in the menu appear on the right side of the Sage MAS 90 or 200 window.

You can also select **Setup** from the MultiBin Advanced Distribution menu bar to display the list of available windows.

- 3 Click the name of the window to open. The system displays the selected window.

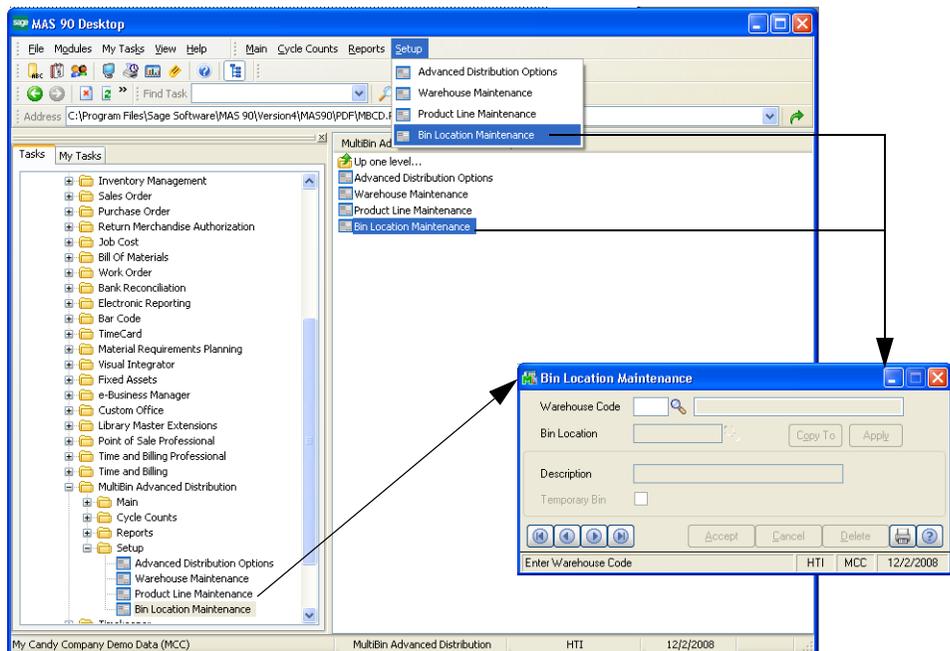


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Open Window from the Setup Menu

Select an Item from a Lookup List

Many fields in the Setup menu feature a Lookup list. These lists allow you to select data for the field.

- Click the  button (or the alternate  button) in the appropriate field to select an item from a Lookup window. Selecting from a sortable list places the item you selected in the field.

Change a Record

- 1 Click the  button in the first field to select a record account from a Lookup window (or use the  buttons to access the desired information). The system displays the record's information on the window.
- 2 Review and edit the options your company requires in the fields available on the window. (See the respective section in this chapter for detailed information about each option you can set.)
- 3 Click **Accept** to save the changes.

Delete a Record

- 1 Click the  button in the first field to select a record from the Lookup window. The system displays the record's information in the window.



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- 2 Click **Delete**. The system displays a warning dialog box similar to the following.



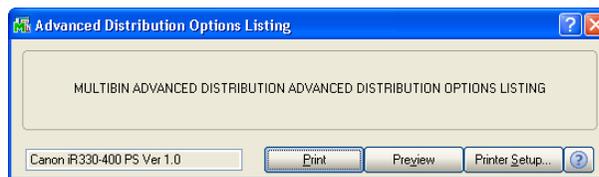
Sage MAS 90 Warning Dialog

- 3 Click **Yes**. The record is deleted.

Print a Setup Listing

You can print information from any of the windows available in the Setup menu. These windows provide a listing of the options set or the records available. For many of the windows, you can select the type of information to include in the listing. For detailed information about each type of listing, see the *Online Help*.

- 1 Click the  button on the window. A Listing window similar to the following appears.



Advanced Distribution Options Listing Window

- 2 Select the appropriate printing options. The default printer name appears in the lower-left corner of the window.
 - Click **Printer Setup** to launch a standard print setup dialog.
 - Click **Preview** to print preview the listing.
 - Click **Print**. The Listing prints.

Advanced Distribution Options

The module "Options" window, a standard feature available in all Sage MAS 90 and Sage MAS 200 distribution software modules, allows you to customize each module to fit your company's specific distribution requirements.

Using Advanced Distribution Options

After installing MultiBin Advanced Distribution module, the system startup process begins and the Advanced Distribution Options window appears. You can set up the module right after installation and update the configuration whenever required by your business.

MultiBin Advanced Distribution Options Window

The Advanced Distribution Options window contains two tabs for different configuration settings: the Main and the Integrate tab.

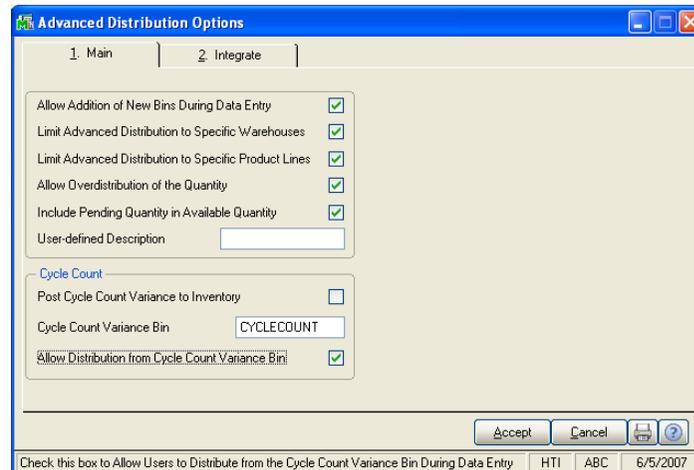


General Settings

The **Main** tab contains the general settings and the cycle count options for the MultiBin Advanced Distribution module.

Configure the Standard MultiBin Advanced Distribution Options on the Main Tab

- 1 From the **Setup** menu of the MultiBin Advanced Distribution module, select **Advanced Distribution Options**. The Advanced Distribution Options window appears.



Advanced Distribution Options - Main Tab

- 2 Select the **Allow Addition of New Bins During Data Entry** check box to allow users to create new bin information during entry.

If this option is NOT selected, users will be restricted to the current bin locations available in Sage MAS 90 and Sage MAS 200.

- 3 Select the **Limit Advanced Distribution to Specific Warehouses** check box to enable each warehouse individually to use multiple bin locations.

If this option is NOT selected, all warehouses in Inventory Management will be enabled for multiple bin locations.

You enable warehouses with the [Warehouse Maintenance](#) (see page 46) in the **Setup** menu of the MultiBin Advanced Distribution module.

- 4 Select the **Limit Advanced Distribution to Specific Product Lines** check box to enable each product line individually to use multiple bin locations.

If this option is NOT selected, all product lines in Inventory Management will be enabled for multiple bin locations.

You enable product lines with the [Product Line Maintenance](#) (see page 46) in the **Setup** menu of MultiBin Advanced Distribution.



- 5 Select the **Allow Overdistribution of the Quantity** check box to allow the quantities on transactions to exceed the quantity on hand for a bin, which is referred to as an "over-distribution".

If this option is NOT selected, quantities on transactions will not be allowed to exceed the quantity on hand.

The option to allow over-distribution, or exceed the quantity on hand, is only allowed for items with the following valuations: FIFO, LIFO, Standard, or Average.

NOTE: Items that have a Lot or Serial valuation are not allowed to be over-distributed.

- 6 Select the **Include Pending Quantity in Available Quantity** check box to allow quantities that are pending to be included as available quantity.

Pending quantities can be used for distribution if you select this option.
- 7 Enter a 30-character description that can be used to help the user differentiate between bin information in the **User-defined Description** field.
- 8 Select the appropriate options in the Cycle Count section.
 - Select the **Post Cycle Count Variance to Inventory** check box to post variances in [Cycle Count Entry](#) (see page 69) as Physical Count adjustments to the Inventory Management module.
 - If this option is NOT selected, variances are posted to a cycle count variance bin within MultiBin Advanced Distribution, and do not post back to the Inventory Management or General Ledger modules.
 - When this option is selected, variances will also post to the Inventory Management module's Daily Transaction Register. To post the Cycle Count Entries to the General Ledger module, you must run the Daily Transaction Register from the Inventory Management module.
 - Enter the bin where cycle count variances will be applied in the **Cycle Count Variance Bin** field. This bin CANNOT be an existing bin.
 - Select the **Allow Distribution from Cycle Count Variance Bin** check box to allow users to distribute from the Cycle Count Variance Bin during data entry.

NOTE: The cycle count bin cannot be accessed during Physical Count Entry in Inventory Management or [Cycle Count Entry](#) (see page 69) since it is meant to keep the Inventory module and the MultiBin Advanced Distribution module in balance.

- 9 Click the next tab to continue.

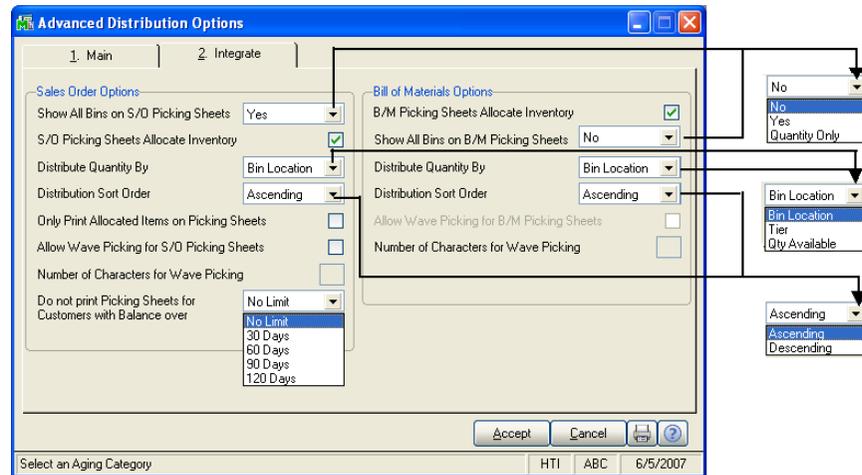


Integration Settings

The Integrate tab allows you to define how MultiBin Advanced Distribution will function in the Sales Order and Bill of Materials modules.

Configure the Sage MAS 90 or 200 Integration Options on the Integrate Tab

- 1 Click the **Integrate** tab from the Advanced Distribution Options window to access the integration options.



Advanced Distribution Options - Integrate Tab

- 2 Set the MultiBin Advanced Distribution options for the Sales Order module. Select the features your company requires in the **Sales Order Options** section.

a Select the bins to include from the **Show All Bins on S/O Picking Sheets** field.

- Select **No** to only show the bins that have been selected for the item in the Sales Order.
- Select **Yes** to show all the bins that have the item.
- Select **Quantity Only** to display only bins that have quantity available for the item.

b Select the **S/O Picking Sheets Allocate Inventory** check box to automatically allocate the inventory items during [Picking Sheet Printing](#) (see page 94) for the Sales Order module.

c Select how to distribute the quantity when [printing a Sales Order Picking Sheet](#) (see page 94) from the **Distribute Quantity By** field.

- Select **Bin Location** to distribute quantity from bins in alphabetical order until all of the quantity has been distributed.
- Select **Descending** as **Distribution Sort Order** to distribute from bins in reverse alphabetical order.



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- Select **Tier** to distribute quantity from tiers in alphabetical order until all of the quantity has been distributed.
 - Select **Descending** as **Distribution Sort Order** to distribute from tiers in reverse alphabetical order. (For non-tier items, such as Standard, Average, FIFO, and LIFO, the quantity will be chosen based on the bin locations.)
- Select **Qty Available** to distribute quantity from bins based on the amount of quantity available in each bin.
 - Select **Descending** as **Distribution Sort Order** to distribute from bins that have the most quantity available first.

d Select how to sort the quantity on a [Sales Order Picking Sheet](#) (see page 94) from the **Distribution Sort Order** field.

You can sort the information in **Ascending** or **Descending** order.

- e** Select the **Only Print Allocated Items on Picking Sheet** check box to print only allocated items on picking sheets. Any unallocated items will NOT be printed.
- f** Select the **Allow Wave Picking for S/O Picking Sheets** check box to divide picking sheets into sections of a warehouse. This option is only available if the **Print Picking Sheets By** option is set to **Bin Location** in Sales Order Options.

Wave picking is a function larger warehouses use to split picking sheets into sections of the warehouse. For example, a warehouse with two stock pickers, one on each end of the warehouse, may want to print two picking sheets for the same sales order, one for each side of the warehouse. See the *Sales Order online help* by Sage Software for more information.

- g** Enter the number of characters from the bin number that will be used to determine how the picking sheets will be split in the **Number of Characters for Wave Picking** field.
- h** Select a time period of days or months from the **Do not print Picking Sheets for Customers with Balance over** field to prevent picking sheets from being printed for sales orders for customers that have a balance due.

- Select **No Limit** to allow picking sheets to be printed for any customer.

OR

- Select the applicable time period.

The time periods available in this field come from the Aging Categories set up in Accounts Receivable Options.

- 3** Set the MultiBin Advanced Distribution options for the Bill of Materials module. Select the features your company requires in the **Bill of Materials Options** section.



- a Select the **B/M Picking Sheets Allocate Inventory** check box to automatically allocate the inventory items during [Picking Sheet Printing](#) (see page 117) for the Bill of Materials module.
- b Select the bins to include from the **Show All Bins on B/M Picking Sheet** field.
 - Select **No** to only show the bins that have been selected for the item in the Bill of Materials transaction.
 - Select **Yes** to show all the bins that have the item.
 - Select **Quantity Only** to display only bins that have quantity available for the item.
- c Select how to distribute the quantity when [printing a Bill of Materials Picking Sheet](#) (see page 117) from the **Distribute Quantity by** field.
 - Select **Bin Location** to distribute quantity from bins in alphabetical order until all of the quantity has been distributed.
 - Select **Descending** as **Distribution Sort Order** to distribute from bins in reverse alphabetical order.
 - Select **Tier** to distribute quantity from tiers in alphabetical order until all of the quantity has been distributed.
 - Select **Descending** as **Distribution Sort Order** to distribute from tiers in reverse alphabetical order. (For non-tier items, such as Standard, Average, FIFO, and LIFO, the quantity will be chosen based on the bin locations.)
 - Select **Qty Available** to distribute quantity from bins based on the amount of quantity available in each bin.
 - Select **Descending** as **Distribution Sort Order** to distribute from bins that have the most quantity available first.
- d Select how to sort the quantity on a [Bill of Materials Picking Sheet](#) (see page 117) from **Distribution Sort Order** field.

You can sort the information in **Ascending** or **Descending** order.

- e Select the **Allow Wave Picking for B/M Picking Sheets** check box to divide picking sheets into sections of a warehouse.

Wave picking is a function larger warehouses use to split picking sheets into sections of the warehouse. For example, a warehouse with two stock pickers, one on each end of the warehouse, may want to print two picking sheets for the same bill of materials transaction, one for each side of the warehouse.

- f Enter the number of characters from the bin number that will be used to determine how the picking sheets will be split in the **Number of Characters for Wave Picking** field.

- 4 Click **Accept** to save the changes.



Warehouse Maintenance

Use the Warehouse Maintenance feature to select the warehouses that will be enabled for multiple bin locations.

Using Warehouse Maintenance

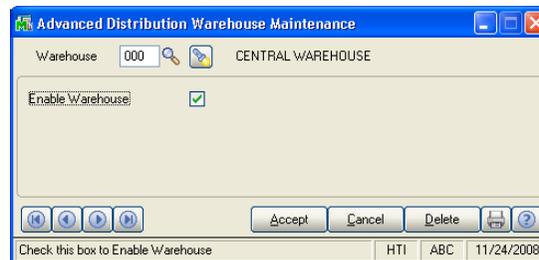
This menu option is available only if the **Limit Advanced Distribution to Specific Warehouses** option is selected on the [Advanced Distribution Options](#) window (see page 41). If this option is NOT selected, then all warehouses will be enabled for multiple bin locations.

Selecting Warehouses

You can only select warehouses you want to add or maintain if they are available in Sage MAS 90 or 200 or MultiBin Advanced Distribution.

Enable Warehouses for Multiple Bin Locations

- 1 From the **Setup** menu of the MultiBin Advanced Distribution module, select **Warehouse Maintenance**. The Advanced Distribution Warehouse Maintenance window appears.



Advanced Distribution Warehouse Maintenance Window

- 2 Select a warehouse code from the **Warehouse** field.
 - Click the button to enable a warehouse from a list of all Sage MAS 90 or 200 warehouses available.
 - Click the button to search for a warehouse that is already enabled in MultiBin Advanced Distribution, so you can change the settings.
 - Use the buttons to access the desired information.
- 3 Select the **Enable Warehouse** check box to set the warehouse to use multiple bin locations.
- 4 Click **Accept** to save the changes.

Product Line Maintenance

Use the Product Line Maintenance feature to select the warehouses that will be enabled for multiple bin locations.



Using Product Line Maintenance

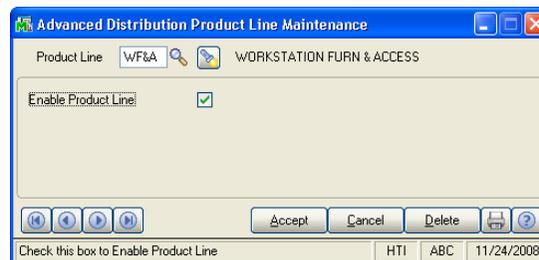
You can enable specific product lines to be used with MultiBin Advanced Distribution if you selected **Limit Advanced Distribution to Specific Product Lines** on the [Advanced Distribution Options](#) window (see page 41).

Product Line Codes

A product line code must be assigned to every item when establishing the Inventory file. When an item is assigned a product line code, it assumes the attributes defined for that specific product line.

Enable Product Lines for Multiple Bin Locations

- 1 From the **Setup** menu of the MultiBin Advanced Distribution module, select **Product Line Maintenance**. The Advanced Distribution Product Line Maintenance window appears.



Advanced Distribution Product Line Maintenance Window

- 2 Select a product line from the **Product Line** field.
 - Click the button to enable a product line from a list of all Sage MAS 90 or 200 product lines available.
 - Click the button to search for a product line that is already enabled in MultiBin Advanced Distribution, so you can change the settings.
 - Use the buttons to access the desired information.
- 3 Select the **Enable Product Line check box** to set the product line to use multiple bin locations.
- 4 Click **Accept** to save the changes.

Bin Location Maintenance

Bin Location Maintenance allows you to create or maintain bin locations for each warehouse.

Using Bin Location Maintenance

With Bin Location Maintenance, you can copy one bin to another, organize the bins by warehouse code, and create temporary bins.



Bin Location Codes

You use bin location codes to segment the warehouse. You can use existing bin location codes, or you can create a new, temporary bin location.

Create a Bin

- 1 From the **Setup** menu of the MultiBin Advanced Distribution module, select **Bin Location Maintenance**. The Bin Location Maintenance window appears.

Bin Location Maintenance Window

- 2 Select a warehouse for the bin location from the **Warehouse Code** field.

Click the  button to search for a warehouse that is already enabled in MultiBin Advanced Distribution.

- 3 Enter the name of the bin location in the **Bin Location** field.

Click the  button to search for a location that is already enabled in MultiBin Advanced Distribution.

- 4 Enter a description for the bin location in the **Description** field. The description can be up to 30 characters.

- 5 Select the **Temporary Bin** check box if this bin is not permanent.

- 6 Click **Accept** to save the changes.

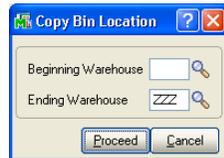
 **NOTE:** You can delete a bin only if no items exist in the bin location.



Copy a Bin

Use the  button in Bin Location Maintenance to copy a bin location in a warehouse to other warehouse codes in the system.

- 1 Select a warehouse to copy the bin locations from the **Warehouse Code** field.
- 2 Click **Copy To**. The Copy Bin Location window appears.



Copy Bin Location Window

- 3 Select the warehouse from which to copy the bin locations in the **Beginning Warehouse** field.

- Click the  button to search for a warehouse that is already enabled in MultiBin Advanced Distribution.
- If you leave the **Beginning Warehouse** field blank, this utility copies all bin locations for the current warehouse into the warehouse(s) you specify in the **Ending Warehouse** field.

- 4 Select the warehouse where to copy the bin locations in the **Ending Warehouse** field.

Click the  button to search for a warehouse that is already enabled in MultiBin Advanced Distribution.

- 5 Click **Proceed** to copy the bin information to the selected warehouses.

Create Zero Quantity Bins

The  button available on the Bin Location Maintenance window allows you to create bin detail records with zero quantity for all the item/warehouse/bin details that match your specific search criteria.

- 1 Select a warehouse from the **Warehouse Code** field.
- 2 Enter or select the name of the bin location in the **Bin Location** field.
- 3 Click **Apply**. The Apply Bin Location window appears.



Apply Bin Location Window

 **HINT:** You can select **All** to include all items, or you can click the  button and use the Lookup available in the **Starting** and **Ending** fields to select specific items that are already enabled in MultiBin Advanced Distribution. If you want to select information for a *particular* item, enter the same item in the **Starting** and **Ending** fields.

- 4 Select the warehouses to create bin details with zero quantity from the **Warehouse** field.
- 5 Select the product lines to create bin details with zero quantity from the **Product Line** field.
- 6 Select the items to create bin details with zero quantity from the **Item Number** field.
- 7 Click **Apply** to create bins with zero quantity for the warehouse/product/items that match the criteria.

This concludes *Chapter 5: Using the Setup Menu* of the MultiBin Advanced Distribution manual.



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Using the Main Menu

Chapter 6: Using the Main Menu teaches you how to maintain distribution for items in your inventory and specify bin location details.

How to Use the Main Menu

The options available in the Main menu allow your company to distribute items in your inventory to specific bin locations. This chapter does not describe every procedure that can be completed on a Main window. Detailed instructions about changing information and deleting information are available in the *online help*. The following instructions provide a quick overview of how to complete these procedures.

MultiBin Advanced Distribution Main Menu

The MultiBin Advanced Distribution Main menu contains the options to perform distribution maintenance for items in your inventory.

Implementing the Main Menu Options

You might not need to use every feature available in the Main menu. Select only the options your company requires.

Open a Window from the Main Menu

- 1 Click the **MultiBin Advanced Distribution** module from the Sage MAS 90 or 200 **Modules** menu or **Tasks** tab. The module expands to display all the menu options available in the MultiBin Advanced Distribution module.
- 2 Click the **Main** menu. The names of the windows available in the menu appear on the right side of the Sage MAS 90 or 200 window.

You can also select **Main** from the MultiBin Advanced Distribution menu bar to display the list of available windows.

- 3 Click the name of the window to open. The system displays the selected window.

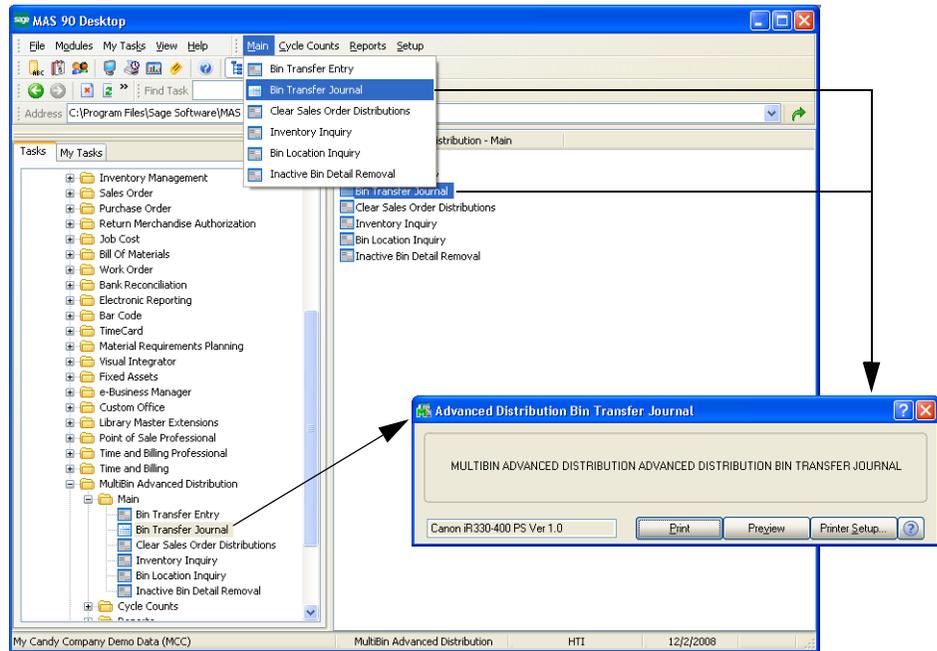


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Open Window from the Main Menu

Select an Item from a Lookup List

Many fields in the Main menu feature a Lookup list. These lists allow you to select data for the field.

- Click the  button (or the alternate  button) in the appropriate field to select an item from a Lookup window. Selecting from a sortable list places the item you selected in the field.

Change a Record

- Click the  button in the first field to select a record account from a Lookup window (or use the  buttons to access the desired information). The system displays the record's information on the window.
- Change the data on any of the fields available on the window. See the section in this chapter for detailed information about each field.
- Click **Accept** to save the changes.

Delete a Record

- Click the  button in the first field to select a record from the Lookup window. The system displays the record's information on the window.



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- Click **Delete**. The system displays a warning dialog box similar to the following.



Sage MAS 90 Warning Dialog

- Click **Yes**. The record is deleted.

Bin Transfer Entry

Use Bin Transfer Entry to record the transfer of inventory quantities from one bin location to another bin location within the same warehouse.

Using Bin Transfer Entry

The Advanced Distribution Bin Transfer feature allows you to record transfers *between bin locations*.

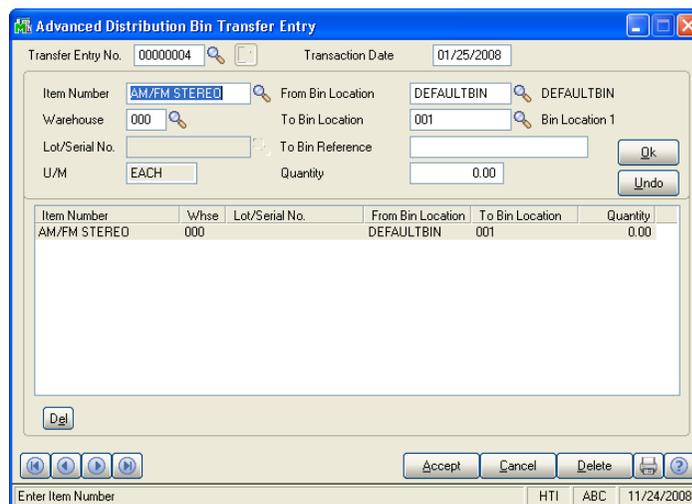
 **NOTE:** To record a transfer *between warehouses*, use the **Transfer** transaction type on the Transaction Entry window of the Inventory Management module.

Advanced Distribution Bin Transfer Entry Window

The Advanced Distribution Bin Transfer Entry window provides the detailed information about an item being transferred and bins location to transfer inventory quantities from and to. Advanced Distribution Bin Transfer Entry allows you to enter as many lines of information as needed.

Transfer an Item between Bins

- From the **Main** menu of the MultiBin Advanced Distribution module, select **Bin Transfer Entry**. The Advanced Distribution Bin Transfer Entry window appears.



Advanced Distribution Bin Transfer Entry Window



 **HINT:** Click the  button to search for a specific item that is already enabled in MultiBin Advanced Distribution. Selecting a specific item from the Lookup list places the item in the respective field.

- 2 Select an existing entry from the **Transfer Entry No.** field.

OR

Click the Next Entry No () button, to assign the number to the entry.

- 3 The **Transaction Date** field will default to the current accounting date. Change the date, if necessary.
- 4 Select the item to transfer from the **Item Number** field.
- 5 Select the warehouse to which the item belongs from the **Warehouse** field.
- 6 Select the lot or serial number of the item from the **Lot/Serial No.** field. .

NOTE: This step is necessary only if the item has a lot or serial costing method.

The **U/M** field defaults to the item's standard unit of measure located in Inventory Maintenance of the Inventory Management module.

- 7 Select the bin from where to remove the quantity in the **From Bin Location** field. The quantity in this bin will be reduced by the amount in the **Quantity** field.

NOTE: You CANNOT create a From Bin during bin transfer entry.

- 8 Select the bin to where the quantity will be added in the **To Bin Location** field. The quantity in this bin will be increased by the amount in the **Quantity** field.

NOTE: You can create a To Bin during bin transfer entry if the **Allow Addition of New Bins During Data Entry** option is selected on the [Advanced Distribution Options](#) window (see page 41). If this option is NOT selected, you will be restricted to the current bin locations.

- 9 Enter any additional bin reference numbers for the To Bin Location in the **To Bin Reference** field.
- 10 Enter the quantity to transfer in the **Quantity** field.
- 11 Once the line is completed, click **OK** to accept the line. The program will update the line entry to the list box.



Advanced Distribution Bin Transfer Entry allows you to enter as many lines as needed. Each line may have different information, such as Item Number, Warehouse, Lot/Serial Number, Bin Locations, and Quantities.

12 Use the following command buttons to remove the information entered:

- Click **Undo** to clear a line's information. Use this button before clicking **OK**.
- To completely delete an item from the list box, highlight the line, and click the  button.

13 Click **Accept** to save the changes.

You must [print the Advanced Distribution Transfer Journal](#) (see page 55) to update the Sage MAS 90 or 200 system with the transferred bin information.

Bin Transfer Journal

The Bin Transfer Journal feature prints a list of all the bin transfers in the MultiBin Advanced Distribution module. Use this Journal AFTER the Bin Transfer Entry process.

Using the Bin Transfer Journal

The Advanced Distribution Bin Transfer Journal allows you to review the bin transfer information before updating the entire Sage MAS 90 or 200 system with the information.



NOTE: The MultiBin Advanced Distribution module now supports Sage Software Extended Solutions Paperless Office: Journals and Registers (LM-1018). The Paperless Office solution allows printing of journals and registers in PDF format, and provides a Viewer utility for the viewing and deleting of PDF documents.

Bin Transfer Journal Detail

The Advanced Distribution Transfer Journal contains the item number, warehouse code, from bin, to bin, and inventory quantity being transferred.

Print the Advanced Distribution Transfer Journal

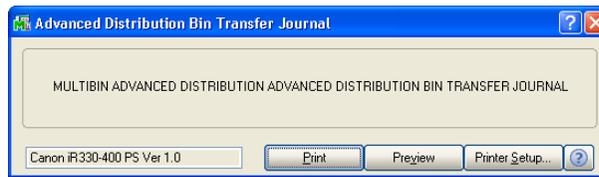
- 1 Access the **Bin Transfer Journal** option from the **Main** menu of the MultiBin Advanced Distribution module.

OR

Click the  button available on the [Advanced Distribution Bin Transfer Entry](#) window (see page 53).



The Advanced Distribution Bin Transfer Journal window appears.



Advanced Distribution Bin Transfer Journal Window

- 2 Click **Print** to print the journal, or click **Preview** to preview the journal.

The Advanced Distribution Transfer Journal is sorted by the Transfer Entry Number. This journal lists the Item Number, Warehouse code, From Bin, To Bin, and Quantity information.



Advanced Distribution Transfer Journal Window

After printing or previewing the journal, the following dialog box appears.



Sage MAS 90 Dialog

- 3 After ensuring the journal is accurate, click **Yes** to update Sage MAS 90 or 200 with the information.

OR

If the information on the journal is NOT correct, click **No** at the update prompt, and modify the transfer entries on the [Advanced Distribution Bin Transfer Entry](#) window (see page 53) before updating the information to Sage MAS 90 or 200.

Clear Sales Order Distributions

Use Clear Sales Order Distributions to remove bin distributions that have been entered for one or more sales orders in Sage MAS 90 or 200 [Sales Order](#) module (see page 92).



Using Clear Sales Order Distributions

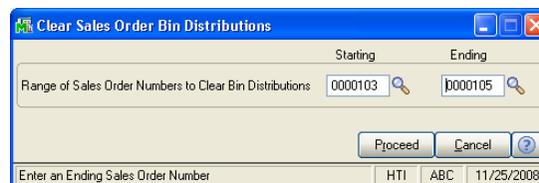
You can use this feature to remove bin distributions that were created when printing [Sales Order Picking Sheets](#) (see page 94) from the Sales Order module.

Bin Distribution Information in Sales Order

MultiBin Advanced Distribution lets you select the bins from where that quantity will be removed when entering a sales order or invoice. Sales Order Picking Sheet can contain bin distribution information including bin location and quantity.

Clear the Distributions for One or More Sales Orders

- 1 From the **Main** menu of the MultiBin Advanced Distribution module, select **Clear Sales Order Distributions**. The Clear Sales Order Bin Distributions window appears.



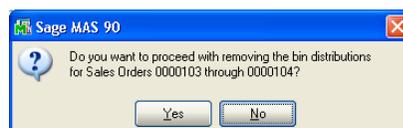
Clear Sales Order Bin Distributions Window

 **HINT:** Click the  button to select a specific item that is already enabled in MultiBin Advanced Distribution.

- 2 Select the first sales order number to have its bin distributions removed in the **Starting** field.
- 3 Select the last sales order number to have its bin distributions removed in the **Ending** field.

NOTE: Both a **Starting** and an **Ending** sales order number are required before you can continue.

- 4 Click **Proceed**. The following dialog box appears.



Sage MAS 90 Dialog

- 5 Click **Yes** to proceed with removing the bin distributions.



- When the process has ended, the following dialog box appears.



Sage MAS 90 Dialog

- Click **OK** to finish the process.

Inventory Inquiry

The Inventory Inquiry option in the MultiBin Advanced Distribution module is a copy of the [Inventory Inquiry](#) feature (see page 84) in the Inventory Management module by Sage Software.

Using Inventory Inquiry

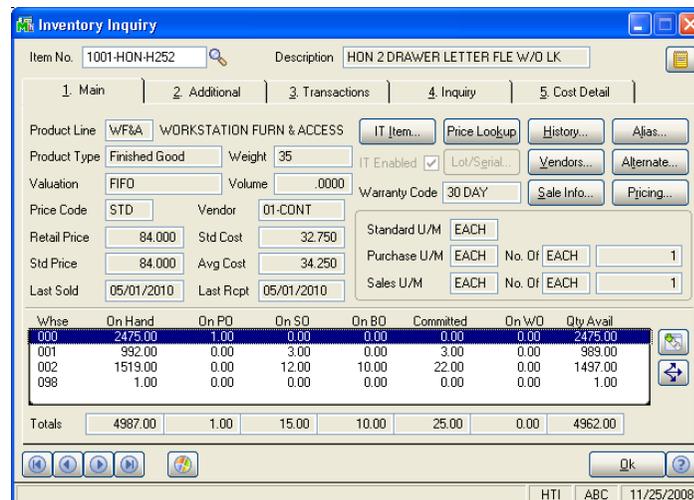
Use Inventory Inquiry to review detailed bin information for an inventory item. You can display quantity-on-hand and reorder information for a warehouse, as well as view on-hand and sales history information for an item at one or more warehouse locations.

Inventory Inquiry Window

The Inventory Inquiry window lists the bin location, on hand quantity, pending quantity, and allocated quantity. The Inventory Inquiry window is view-only.

View Inventory Information in MultiBin Advanced Distribution

- From the **Main** menu of the MultiBin Advanced Distribution module, select **Inventory Inquiry**. The Inventory Inquiry window appears.



Inventory Inquiry Window



2 Select an item from the **Item No.** field.

- Click the  button in the field to select a specific item that is already enabled in MultiBin Advanced Distribution. from a Lookup window.

OR

- Use the  buttons to access the desired information).

After selecting an item, the Inventory Inquiry window displays the item's details.

3 Select the desired line item, and click the  button to display quantity-on-hand and reorder information for a warehouse. Click **OK** when finished to return to the Inventory Inquiry window.

The Quantity On Hand and Reorder window in Inventory Inquiry is used to inquire into on-hand and sales history information for an item at one or more warehouse locations. This window can also be used to view the sales history for an item.



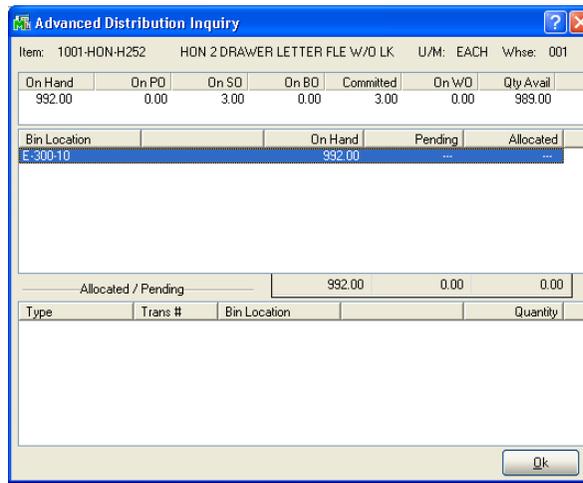
Quantity On Hand & Reorder	
Item No.	1001.HON-H254
Warehouse Code	000 CENTRAL WAREHOUSE
Bin Location	E-300-30
Reorder Method	Economic Quantity
Economic Order Qty	100.00
Reorder Point	50.00
Minimum Order Qty	60.00
Maximum On Hand	300.00
Item Inventory Status	
Unit Of Measure	EACH
Qty On Hand	86.00
Qty On Purch Order	0.00
Qty On Sales Order	0.00
Qty On Back Order	0.00
Qty Req For Work Order	0.00
Qty On Work Order	0.00
Total Qty Available	86.00
Qty in Shipping	0.00
On Hand less in Shipping	86.00

Quantity On Hand & Reorder Window

See the *Inventory Management manual* and *online help* by Sage Software for more information.



- Select the desired line item, and click the Advanced Distribution () button on the Inventory inquiry window to access the Advanced Distribution Inquiry window.



Advanced Distribution Inquiry Window

The Advanced Distribution Inquiry window in Inventory Inquiry provides the standard inventory inquiry information about quantity on hand, on purchase order, on sales order, on bill of materials, committed, on work order, the quantity available, the quantity pending, and the quantity allocated. For any items pending or allocated, the transaction details appear in the **Allocation/Pending** frame.

See the *Inventory Management manual* and *online help* by Sage Software for more information.

Bin Location Inquiry

Use Bin Location Inquiry to view the amount of each item available in a particular bin.

Using Bin Location Inquiry

You can use the Advanced Distribution Bin Location Inquiry window to enter or update a reference number for a bin location, view the amount of each item available in a particular bin, and view the allocation/pending details.

Bin Location Inquiry Window

The Bin Location Inquiry window lists all the items that are in the bin, along with the amount on hand, the amount pending, and the amount allocated for each item.



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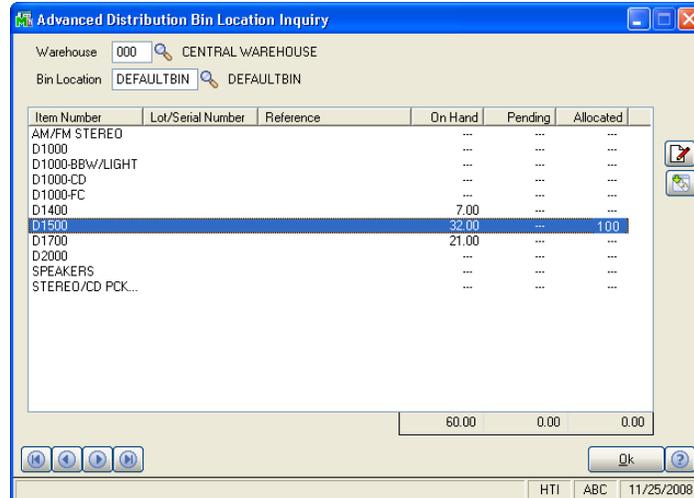


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View the Amount of Items Available in a Bin

- 1 From the **Main** menu of the MultiBin Advanced Distribution module, select **Bin Location Inquiry**. The Advanced Distribution Bin Location Inquiry window appears.



Advanced Distribution Bin Location Inquiry Window

HINT: Click the  button in the appropriate field to select a specific item that is already enabled in MultiBin Advanced Distribution from a Lookup window (or use the  buttons to access the desired information).

- 2 Select the warehouse to search through in the **Warehouse** field.
- 3 Select the bin location to review in the **Bin Location** field.

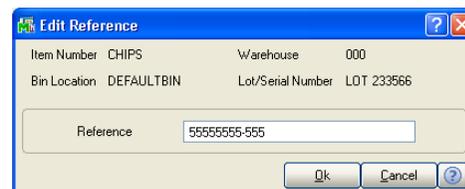
The window displays all the items that are in the bin, along with the amount on hand, the amount pending, and the amount allocated for each item.

- 4 Click **OK** when finished.

Add or Change a Bin Reference Number

You can use the Advanced Distribution Bin Location Inquiry window to enter or update a reference number for a bin location.

- 1 After entering data in the **Warehouse** and **Bin Location** fields, click the bin containing the reference number you want to change or to add.
- 2 Click the  button. The Edit Reference window appears.



Edit Reference # Window

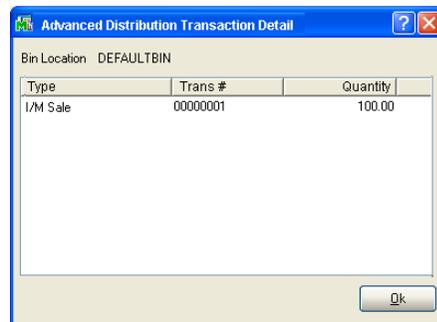


- 3 Enter the reference number in the **Reference** field.
- 4 Click **OK** on the Edit Reference window to save the reference.
- 5 Click **OK** on the Bin Location Inquiry window to save the changes.

View the Allocation/Pending Details

You can view the allocation/pending information for each item, which lists all transactions that are allocated, or pending quantities for that item number.

- 1 After entering data in the **Warehouse** and **Bin Location** fields on the Advanced Distribution Bin Location Inquiry window, click the item number you want to view.
- 2 Click the  button. The Advanced Distribution Transaction Detail window appears.



Advanced Distribution Transaction Detail Window

This window lists the type of transaction, the transaction number and the quantity allocated or pending.

- 3 Click **OK** when finished viewing the information.

Inactive Bin Detail Removal

Use Inactive Bin Detail to remove bin detail that was created in error or is no longer used for a particular item.

Using Inactive Bin Detail Removal

This option is only available to users that have Sage MAS 90 or 200 supervisor rights.

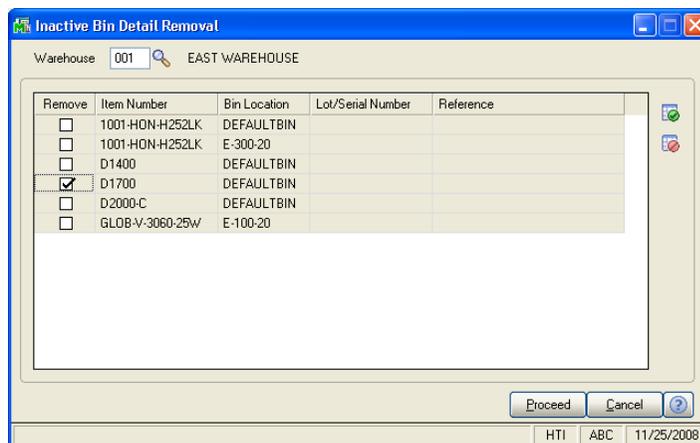
Inactive Bin Detail Removal Window

Any bin that contains items will NOT be listed on the Inactive Bin Detail Removal window.



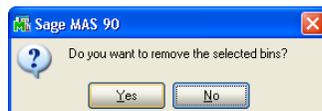
Delete an Inactive Bin

- 1 From the **Main** menu of the MultiBin Advanced Distribution module, select **Inactive Bin Detail Removal**. The Inactive Bin Detail removal window appears.



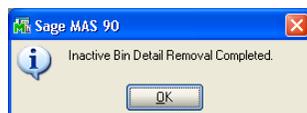
Inactive Bin Detail Removal Window

- 2 Select the items and warehouse that has bin detail to remove by selecting the **Remove** check box next to the desired item number/bin location.
- 3 You can select multiple rows to delete inactive bins:
 - Click the button to select all items in the grid.
 - Click the button to clear the selection.
- 4 Click **Proceed**. The following dialog appears.



Sage MAS 90 Dialog

- 5 Click **Yes** to delete the bin. The following dialog appears.



Sage MAS 90 Dialog

- 6 Click **OK** to return to the Inactive Bin Detail Removal window.

This concludes *Chapter 6: Using the Main Menu* of the MultiBin Advanced Distribution manual.



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Using the Cycle Counts Menu

Chapter 7: Using the Cycle Counts Menu teaches you how to use the Cycle Count feature and post adjustments efficiently and easily.

How to Use the Cycle Counts Menu

This chapter does not describe every procedure that can be completed on a Cycle Count window. Detailed instructions about changing information and deleting information are available in the *online help*. The following instructions provide a quick overview of how to complete these procedures.

MultiBin Advanced Distribution Cycle Count Menu

The options available in the Cycle Counts menu allow your company to count the physical inventory and post adjustments to the perpetual inventory.

Implementing the Cycle Count Menu Options

You might not need to use every feature available in the Cycle Count menu. Select only the options your company requires.

Open a Window from the Cycle Count Menu

- 1 Click the **MultiBin Advanced Distribution** module from the Sage MAS 90 or 200 **Modules** menu or **Tasks** tab. The module expands to display all the menu options available in the MultiBin Advanced Distribution module.
- 2 Click the **Cycle Count** menu. The names of the windows available in the menu appear on the right side of the Sage MAS 90 or 200 window.

You can also select **Cycle Count** from the MultiBin Advanced Distribution menu bar to display the list of available windows.

- 3 Click the name of the window to open. The system displays the selected window.

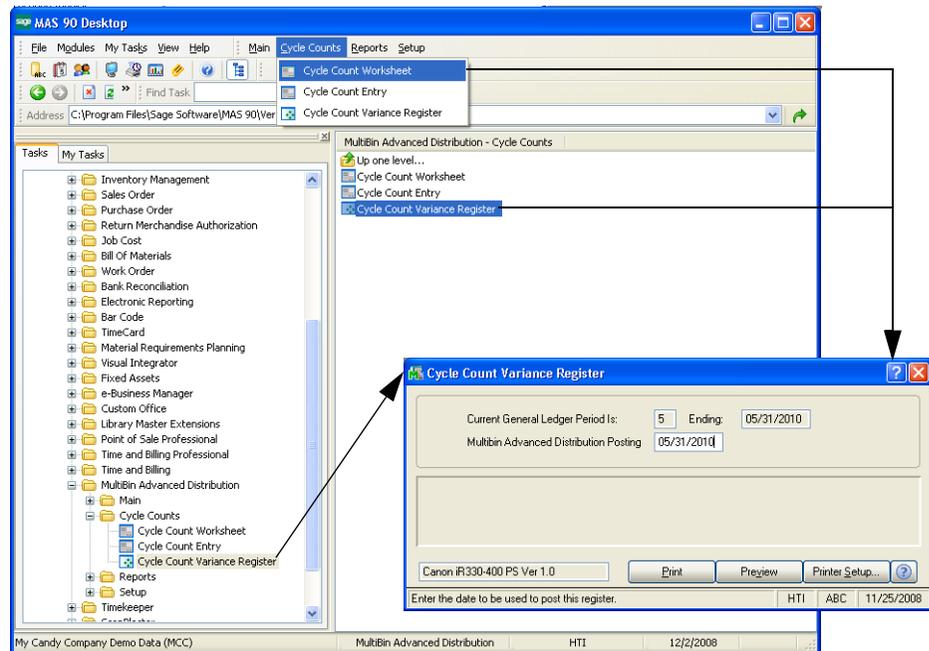


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Open Window from the Cycle Counts Menu

Select an Item from a Lookup List

Many fields in the Cycle Counts menu feature a Lookup list. These lists allow you to select data for the field.

- Click the  button in the appropriate field to select an item from a Lookup window. Selecting from a sortable list places the item you selected in the field.

Change a Record

- 1 Click the  button in the first field to select a record account from a Lookup window (or use the  buttons to access the desired information). The system displays the record's information on the window.
- 2 Review and edit the options your company requires in the fields available on the window. (See the respective section in this chapter for detailed information about each option you can set.)
- 3 Click **Accept** to save the changes.

Cycle Count Worksheet

Use Cycle Count Worksheet to freeze items to be counted and to print worksheets for the items selected.



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Using Cycle Count Worksheets

The Cycle Count Worksheet can be printed for all or for a range of items in the selected warehouse and bin location, as well as for one warehouse and all bin locations, or for one warehouse and one bin location.

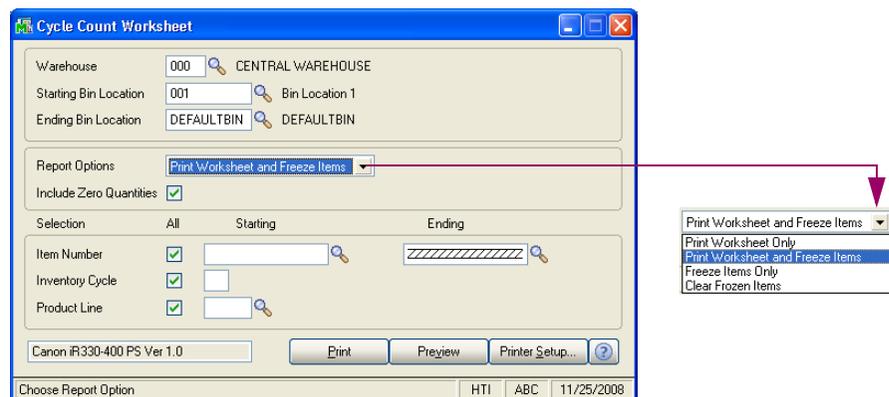
- The perpetual inventory must be frozen while the actual cycle count is in process.
- When the actual cycle count is completed, normal operations can still be performed while the cycle count is entered.
- After the cycle count is entered and updated, any shipping and receiving that occurred between the completion of the actual cycle count and the Cycle Count Variance Register update is considered as the perpetual inventory is adjusted.

Cycle Count Worksheet Detail

Information on the worksheet includes the item number and description, bin location, inventory cycle, and space in which to write the cycle count quantities.

Print the Cycle Count Worksheet

- 1 From the **Cycle Counts** menu of the MultiBin Advanced Distribution module, select **Cycle Count Worksheet**. The Cycle Count Worksheet window appears.



Cycle Count Worksheet Window

HINT: Click the button to search for a specific item that is already enabled in MultiBin Advanced Distribution.

- 2 Select the warehouse to include on the worksheet from the **Warehouse** field.
 - If you print the worksheet without selecting a warehouse, the **Report Options** field defaults to **Print Worksheet Only**, so only items that have been previously frozen will print.
 - After you select a warehouse, you can select a specific bin, and then use the **Report Options** field.



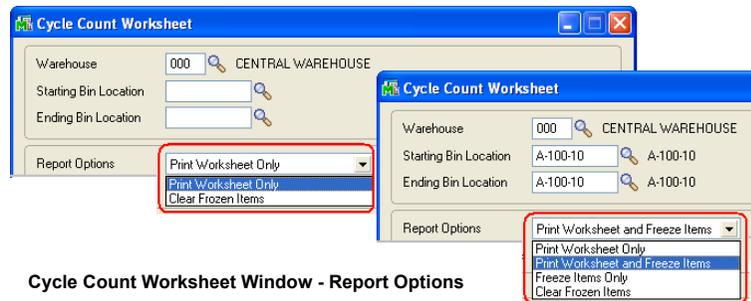
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- 3 Select the *first* bin location to include on the worksheet from the **Starting Bin Location** field.
 - If you DO NOT select a bin, the **Report Options** field allows you to select **Print Worksheet Only** or **Clear Frozen Items**.
 - If you DO select a specific bin, the options **Print Worksheet and Freeze Items** and **Freeze Items Only** are available the **Report Options** field.
- 4 Select the *last* bin location to include on the worksheet from the **Ending Bin Location** field.
 - If you DO NOT select a bin, the **Report Options** field allows you to select **Print Worksheet Only** or **Clear Frozen Items**.
 - If you DO select a specific bin, the options **Print Worksheet and Freeze Items** and **Freeze Items Only** are available in the **Report Options** field.



Cycle Count Worksheet Window - Report Options

- 5 Select the report option to print from the **Report Options** field. Options can include:

- Print Worksheet Only**
- Print Worksheet and Freeze Items**
- Freeze Items Only**
- Clear Frozen Items**

If you select **Print Worksheet and Freeze Items** or **Freeze Items Only** to freeze items that are not yet updated, the following conditions apply:

- All transactions generated from this module and from other integrated modules should be entered and updated before freezing, if they will be included in the actual cycle count.
- If there are any unprocessed items in the Inventory Transaction Entry files, a dialog box appears. You have to confirm or decline further actions.

To include the unprocessed items in the current inventory before freezing, you must print the Transaction Journal, complete the update, and print the Cycle Count Worksheet.



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- 6 Select the **Include Zero Quantities** check box to print bin locations with a quantity level of zero for the specified inventory items.
 - If an inventory item does not have a bin or quantity, then "Not on File" will display for this item.
 - The item will not be included in the report if the **Include Zero Quantities** check box is not selected.
- 7 Enter the item numbers to include in the **Item Number** field.
 - Select **All** to include all items.
 - OR**
 - Enter a range of Items in the **Starting** and **Ending** fields.
- 8 Enter the inventory cycle information to include in the **Inventory Cycle** field.
 - Select **All** to include all inventory cycles.
 - OR**
 - Enter a cycle in the **Starting** field.
- 9 Enter the product lines to include in the **Product Line** field.
 - Select **All** to include all product lines.
 - OR**
 - Enter a product line code in the **Starting** field.
- 10 Click **Print** to print the report, or click **Print Preview** to preview the report.



Information on the worksheet includes the item number and description, bin location, inventory cycle, and space to write the cycle count quantities.

WAREHOUSE:	000	CENTRAL WAREHOUSE		INV CYCLE:	ALL	PROD LN:	ALL
BIN LOC	ITEM NUMBER	DESCRIPTION	U/M	CYCLE COUNT			
001	AM/FM STEREO	AM/FM/STEREO	EACH				
DEFAULTBIN	AM/FM STEREO	AM/FM/STEREO	EACH				
DEFAULTBIN	D1000	DESK 72" X 30"	EACH				
DEFAULTBIN	D1000-BBW/LIGHT	BOOK BIN W/FLUORESCENT LIGHT	EACH				
DEFAULTBIN	D1000-CD	DESK CENTER DRAWER	EACH				
DEFAULTBIN	D1000-FC	FILING CABINET	EACH				
DEFAULTBIN	D1400	EXECUTIVE DESK ENSEMBLE	EACH				
DEFAULTBIN	D1500	DESK ENSEMBLE	EACH				
DEFAULTBIN	D1700	SECRETARY DESK ENSEMBLE	EACH				
DEFAULTBIN	D2000	DESK 84" X 48"	EACH				
DEFAULTBIN	SPEAKERS	SPEAKERS	EACH				
DEFAULTBIN	STEREO/CD PCKGE	AM/FM/STEREO/CASSETTE/CD PLAYR	EACH				

Cycle Count Worksheet

Cycle Count Entry

When the actual cycle count is complete, you can update the perpetual inventory by entering the cycle count data into the system.

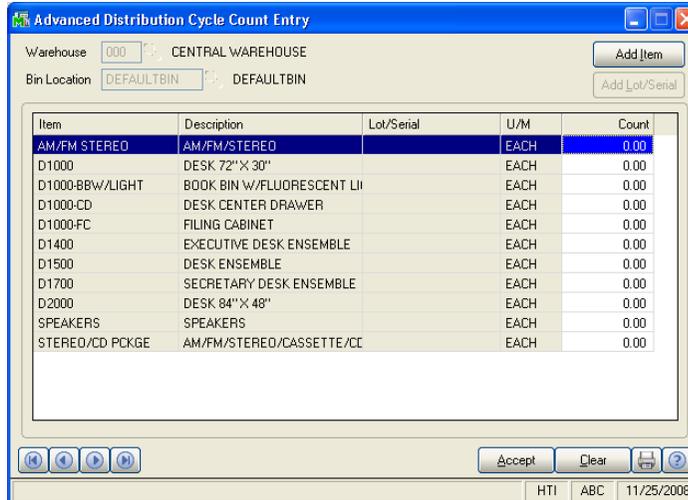
Using Cycle Count Entry

Cycle Count Entry can be performed using a one-step process that matches the count information written on the worksheet. You can facilitate the data entry process by setting up the Advanced Distribution Cycle Count Entry window to match the Cycle Count Worksheet.



Advanced Distribution Cycle Count Entry Window

When you select **Cycle Count Entry** from the **Cycle Counts** menu of the MultiBin Advanced Distribution module, the Advanced Distribution Cycle Count Entry window appears.



Advanced Distribution Cycle Count Entry Window

- Items found in the warehouse and bin location entered are displayed if they were frozen in Cycle Count Worksheet or previously entered in Cycle Count Entry.
- Any item that was NOT frozen in Cycle Count Worksheet or entered in Cycle Count Entry is not displayed, even if it is found in the warehouse and bin location entered.

Enter the Cycle Count Information

- 1 From the MultiBin Advanced Distribution **Cycle Count** menu, select **Cycle Count Entry**. The Advanced Distribution Cycle Count Entry window appears.
- 2 Click the button to select the warehouse from the **Warehouse** field.
- 3 Click the button to select the bin in the **Bin Location** field.
- 4 Enter your count in the **Count** field on the Entry grid for each item.
- 5 Click **Accept** to save the changes.

Add an Item to the Cycle Count Entry

To enter cycle count data for an item that is not frozen or not in a bin location, you must click the button located in the upper-right corner of the window.



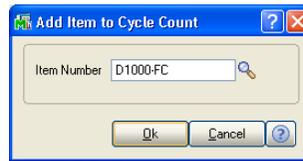
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- 1 On the Cycle Count Entry window, click **Add Item**. The Add Item to Cycle Count dialog appears.



Add Item to Cycle Count Window

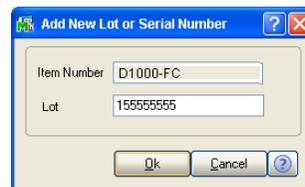
- 2 Select the item from the **Item Number** field.
- 3 Click **OK** to save the changes.

The item is added to the Advanced Distribution Cycle Count Entry window.

Add a Lot or Serial Number

You can add a new lot/serial number (**Add Lot/Serial**) for an item that was frozen in Cycle Count Worksheet or entered in Cycle Count Entry. This feature is only enabled for lot/serial items.

- 1 On the Cycle Count Entry window, click **Add Lot/Serial**. The Add New Lot or Serial Number dialog appears.



Add New Lot or Serial Number Window

- 2 Enter the lot/serial number information in the **Lot/Serial** field.
- 3 Click **OK** to save the changes.

The new information is added to the Advanced Distribution Cycle Count Entry window.

Cycle Count Variance Register

The Cycle Count Variance Register shows the difference between your perpetual inventory balance at the time it was frozen and your entered cycle count.

Using the Cycle Count Variance Register

Printing and updating this register is the final step in the Cycle Count process. The Cycle Count Variance Register can be printed to show all discrepancies between the cycle count and the perpetual inventory data.



Cycle Count Variance Register Detail

The Cycle Count Variance Register compares the perpetual inventory data that was frozen at the beginning of the Cycle Count process with the count data entered in Cycle Count Entry. The frozen on-hand quantities, the actual cycle count entered in Cycle Count Entry, and the difference between the two can be printed. A variance amount, based on the quantity over or short and the item's costing method, is extended for each item and is used to adjust the perpetual inventory during the update. The cycle count quantities can be changed in Cycle Count Entry before you update the Cycle Count Register.

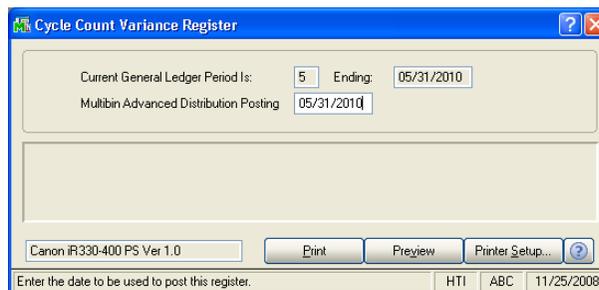


NOTE: The MultiBin Advanced Distribution module now supports Sage Software Extended Solutions Paperless Office: Journals and Registers (LM-1018).

The Paperless Office solution allows printing of journals and registers in PDF format, and provides a Viewer utility for the viewing and deleting of PDF documents.

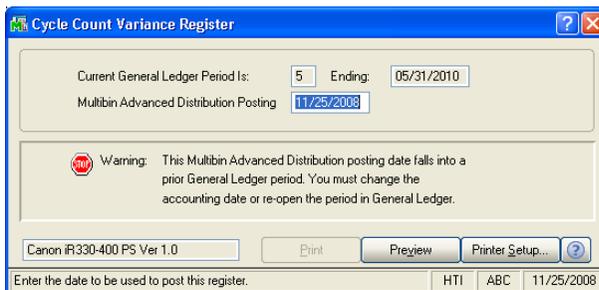
Print the Cycle Count Variance Register

- 1 From the **Cycle Counts** menu of the MultiBin Advanced Distribution module, select **Cycle Count Variance Register**. The Cycle Count Variance Register window appears.



Cycle Count Variance Register Window

- 2 Make sure the posting date is correct. Change the date, if necessary.
 - If the Time and Billing posting date is before the General Ledger posting date, you will not be allowed to continue until you change the Time and Billing posting date (moving it forward to within the current General Ledger period or beyond).



Cycle Count Variance Register Window



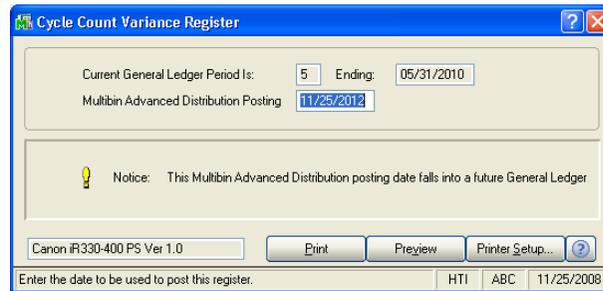
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- If the Time and Billing posting date is after the General Ledger posting date, you will be warned that you are posting into a future General Ledger period.



Sage MAS 90 Dialog

- If this option is what you desire to do, you are allowed to continue.
- 3 Click **Print** to print the report, or click **Preview** to print preview the report. The following window appears.



Cycle Count Variance Register Window

 **HINT:** You can select **All** to print all items, or you can click the  button and use the Lookup windows in the **Starting** and **Ending** fields to enter a range of specific items that are already available in MultiBin Advanced Distribution.

If you want to print information for a *particular* item, enter the same item in the **Starting** and **Ending** fields.

- 4 Select the item numbers to include in the **Item Number** field.
- 5 Select the warehouse to include in the report from the **Warehouse** field.
- 6 Select the bin locations to include from the **Bin Location** field.
- 7 Select the product lines to include in the **Product Line** field.
- 8 Click **Proceed** to view the report.



Information on the register includes the warehouse, bin location, item number, item description, lot/serial number, unit of measure, quantity on hand, quantity in cycle count, and the over/short amount.

BIN LOC.	ITEM NUMBER	DESCRIPTION	LOT-SERIAL NO.	U/M	ON HAND	CYCLE COUNT	OVER/SHORT
001	1001-HON-H252	HON 2 DRAWER LETTER FLE W/O LK		EACH	0.00	0.00	0.00
001	AM/FM STEREO	AM/FMSTEREO		EACH	0.00	0.00	0.00
DEFAULTBIN	AM/FM STEREO	AM/FMSTEREO		EACH	0.00	0.00	0.00
ITEM TOTAL:					0.00	0.00	0.00
DEFAULTBIN	D1000	DESK 72" X 30"		EACH	0.00	0.00	0.00
DEFAULTBIN	D1000-BBWLIGHT	BOOK BIN W/FLUORESCENT LIGHT		EACH	0.00	0.00	0.00
DEFAULTBIN	D1000-CD	DESK CENTER DRAWER		EACH	0.00	0.00	0.00
DEFAULTBIN	D1000-FC	FILING CABINET		EACH	0.00	0.00	0.00
DEFAULTBIN	D1400	EXECUTIVE DESK ENSEMBLE		EACH	7.00	0.00	7.00-
DEFAULTBIN	D1500	DESK ENSEMBLE		EACH	32.00	0.00	32.00-
DEFAULTBIN	D1700	SECRETARY DESK ENSEMBLE		EACH	21.00	0.00	21.00-
DEFAULTBIN	D2000	DESK 84" X 48"		EACH	0.00	0.00	0.00
DEFAULTBIN	SPEAKERS	SPEAKERS		EACH	0.00	0.00	0.00
DEFAULTBIN	STEREO/CD PCKGE	AM/FMSTEREO/CASSETTE/CD PLAYR		EACH	0.00	0.00	0.00
WAREHOUSE 000 TOTAL:					60.00	0.00	60.00-
REGISTER TOTAL:					60.00	0.00	60.00-

Cycle Count Variance Register

9 Review the Cycle Count Variance Register for accuracy.

If there are errors, return to Cycle Count Entry, make the necessary changes, print the Cycle Count Variance Register, and proceed with the update.

The following dialog box appears.



Sage MAS 90 Dialog

10 Click **Yes** to update Sage MAS 90 or 200.



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During the update process, the following occurs:

- If you selected **Post Cycle Count Variance to Inventory** on the [Advanced Distribution Options](#) window (see page 41), then the quantity-on-hand fields in the Inventory Item Warehouse Detail file and MultiBin Advanced Distribution Bin Detail file are updated to the cycle count quantities.
 - If the option **Post Cycle Count Variance to Inventory** is NOT selected, then only the quantity-on-hand fields in the Inventory Item Warehouse Detail file are updated to the cycle count quantities. The variance amount will be posted to the **Cycle Count Variance Bin** defined in [Advanced Distribution Options](#) (see page 41).
 - If you want to remove the items from the Cycle Count Variance Bin, you will need to do a Physical Count Entry and update the Physical Count Register. The Cycle Count Variance Bin will then be removed.
 - The average cost is recorded in inventory, and the item costing records for lot/serial and LIFO/FIFO items are updated.
 - The cycle count detail is recorded in the Inventory Transaction file.
 - Postings are made to the General Ledger Transaction file for future printing.
- 11** Print the Daily Transaction Register from the General Ledger module and update the general ledger entries posted from the Cycle Count Variance Register.

For more information, see the *General Ledger online help* by Sage Software.

This concludes *Chapter 7: Using the Cycle Counts Menu* of the MultiBin Advanced Distribution manual.



Using the Reports Menu

Chapter 8: Using the Reports Menu contains instructions on how to print reports based on the information available in the MultiBin Advanced Distribution module.

How to Use the Reports Menu

The report option available in the Reports menu allows your company to print or preview the report before printing.

MultiBin Advanced Distribution Reports Menu

The MultiBin Advanced Distribution Reports menu contains the Bin Stock Status Report.

Implementing the Reports Menu Options

The MultiBin Advanced Distribution Bin Stock Status Report provides detailed quantity information for inventory items per bin locations and tiers.

Open a Window from the Reports Menu

- 1 Click the **MultiBin Advanced Distribution** module from the Sage MAS 90 or 200 **Modules** menu or **Tasks** tab. The module expands to display all the menu options available in the MultiBin Advanced Distribution module.
- 2 Click the **Reports** menu. The names of the windows available in the menu appear on the right side of the Sage MAS 90 or 200 window.

You can also select **Reports** from the MultiBin Advanced Distribution menu bar to display the list of available windows.

- 3 Click the name of the window to open. The system displays the selected window.

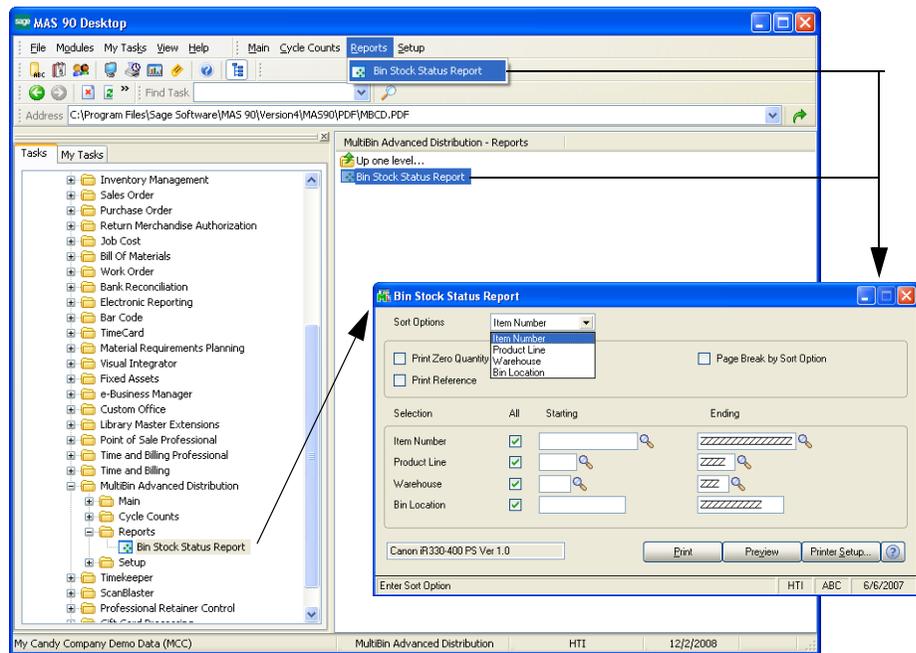


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Open Window from the Reports Menu

Select an Item from a Lookup List

Many fields in the Reports menu feature a Lookup list. These lists allow you to select data for the field.

- Click the  button in the appropriate field to select an item from a Lookup window. Selecting from a sortable list places the item you selected in the field.

Bin Stock Status Report

The Bin Stock Status Report lists the quantities on hand, pending, and allocated in each bin.

Bin Stock Status Report Settings

You can choose to print information for all or a group of items, product lines, warehouses, and bin locations. You can also sort the report according to the preferences of your choice.

Bin Stock Status Report Detail

The Bin Stock Status Report displays the detailed bin stock information including item number and description, product line and type, warehouse and bin location, as well as quantities on hand, allocated, pending, and available.



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Print the Bin Stock Status Report

- 1 From the **Reports** menu of the MultiBin Advanced Distribution module, select **Bin Stock Status Report**. The Bin Stock Status Report window appears.

Bin Stock Status Report Window

- 2 Select how to sort the report from the **Sort Options** field. You can sort the report by:

Item Number
Product Line
Warehouse
Bin Location

- 3 Select the **Print Zero Quantity** check box to print bin locations with a quantity level of zero for the specified inventory items.
 - If an inventory item does not have a bin or quantity, then "Not on File" will display for this item.
 - The item will NOT be included on the report if the **Print Zero Quantity** check box is not selected.
- 4 Select the **Print <User-defined Description>** check box to print the user-defined description created in the **User-defined Description** field in [Advanced Distribution Options](#) (see page 41).

This option also prints the corresponding **Reference** field information entered on the [Advanced Distribution window](#) (see page 88) available in the [modules integrated with MultiBin Advanced Distribution](#) (see page 80).

- 5 Select the **Page Break by Sort Options** check box to print each item selected from the **Sort Options** field on a separate page.

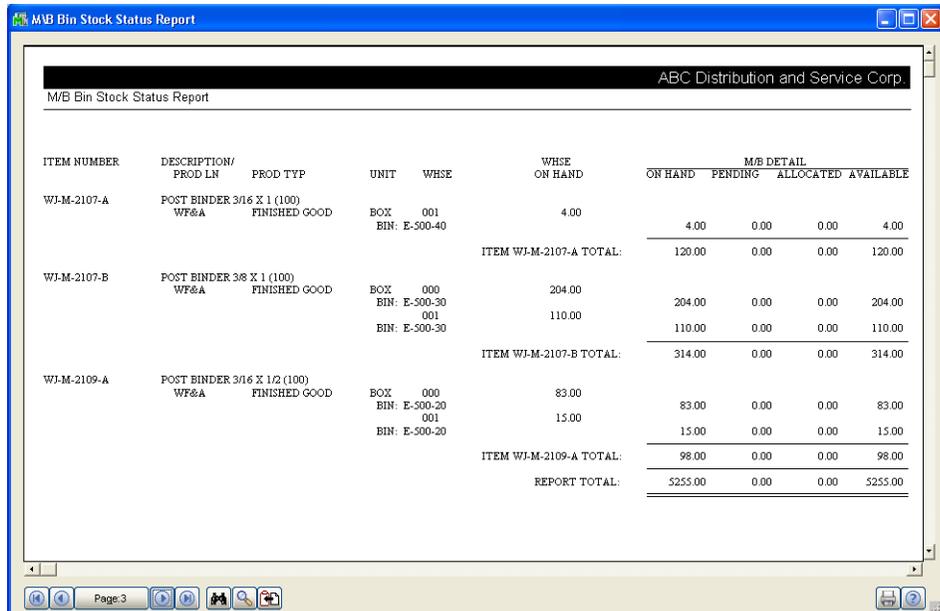


HINT: For the following fields, you can select **All** to print all items, or you can click the  button and use the Lookup windows in the **Starting** and **Ending** fields to select specific items already available in the MultiBin Advanced Distribution module.

If you want to print information for a *particular* item, enter the same item in the **Starting** and **Ending** fields.

- 6 Enter the item numbers to include in the **Item Number** field.
- 7 Enter the product lines to include in the **Product Line** field.
- 8 Enter the warehouses to include in the **Warehouse** field.
- 9 Enter the bin locations to include in the **Bin Location** field.
- 10 Click **Print** to print the report, or click **Preview** to preview the report before printing.

The Bin Stock Status Report displays the item number, description, product line, product type, unit, warehouse, bin location, the user-defined field and corresponding reference information, warehouse on hand, quantity on hand, quantity pending, and quantity allocated. This report will include any unbalanced quantities. Items that have unequal quantities are flagged in the M/B Bin Stock Status Report with ****OUT****.



M/B Bin Stock Status Report

ITEM NUMBER	DESCRIPTION/ PROD LN	PROD TYP	UNIT	WHSE	WHSE ON HAND	M/B DETAIL			
						ON HAND	PENDING	ALLOCATED	AVAILABLE
WJ-M-2107-A	POST BINDER 3/16 X 1 (100) WF&A	FINISHED GOOD	BOX	001	4.00	4.00	0.00	0.00	4.00
			BIN:	E-500-40					
ITEM WJ-M-2107-A TOTAL:						120.00	0.00	0.00	120.00
WJ-M-2107-B	POST BINDER 3/8 X 1 (100) WF&A	FINISHED GOOD	BOX	000	204.00	204.00	0.00	0.00	204.00
			BIN:	E-500-30					
			001	110.00	110.00	0.00	0.00	110.00	
ITEM WJ-M-2107-B TOTAL:						314.00	0.00	0.00	314.00
WJ-M-2109-A	POST BINDER 3/16 X 1/2 (100) WF&A	FINISHED GOOD	BOX	000	83.00	83.00	0.00	0.00	83.00
			BIN:	E-500-20					
			001	15.00	15.00	0.00	0.00	15.00	
ITEM WJ-M-2109-A TOTAL:						98.00	0.00	0.00	98.00
REPORT TOTAL:						5255.00	0.00	0.00	5255.00

M/B Bin Stock Status Report Window

This concludes *Chapter 8: Using the Reports Menu* of the MultiBin Advanced Distribution manual.



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Integration with Sage MAS 90 or 200

MultiBin Advanced Distribution module integrates with your existing Sage MAS 90 or 200 software. The MultiBin Advanced Distribution enhancement can be used with the following modules:

- [Accounts Receivable](#) (see page 80)
- [Inventory Management Module](#) (see page 81)
- [Sales Order Module](#) (see page 92)
- [Purchase Order Module](#) (see page 102)
- [Return Merchandise Authorization \(RMA\) Module](#) (see page 112)
- [Bill of Materials Module](#) (see page 117)
- [Work Order Module](#) (see page 127)
- [Bar Code Module](#) (see page 132)

This chapter describes the changes to the modules when integrated with MultiBin Advanced Distribution.

Accounts Receivable Module

The Accounts Receivable module has been modified to display the Advanced Distribution Invoice History window for a Sales Order Invoice. The change appears on the Invoice History Inquiry window.

Invoice History Inquiry

You use Invoice History Inquiry to view detailed or summary invoice information.

Advanced Distribution Invoice History in Invoice History Inquiry

This section contains the instructions on how to access the Advanced Distribution Invoice History window.

View the Bin Information

- 1 From the Accounts Receivable **Main** menu, select **Invoice History Inquiry** to open the Invoice History Inquiry window.



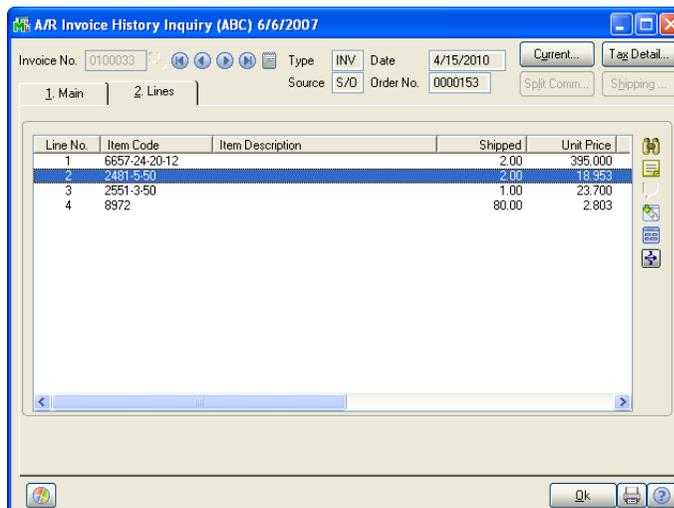
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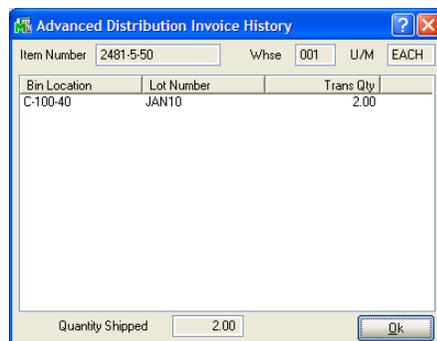
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- 2 Select the invoice number, and then access the **Lines** tab.



Invoice History Inquiry Window - Lines Tab

- 3 Select the item to view, and then click the  button to display bin information. The Advanced Distribution Invoice History window appears.



Advanced Distribution Invoice History Window

The Advanced Distribution Invoice History window displays the item number, warehouse for this item, unit of measure, bin location in the warehouse, lot/serial number (if applicable), quantity used on the invoice, and the quantity shipped.

Inventory Management Module

The Inventory Management module has been modified to accept multiple bin locations per item per warehouse. When MultiBin Advanced Distribution is installed and activated, it is automatically integrated with the Inventory Management module in the following areas: Inventory Maintenance, Inventory Inquiry, Inventory Transaction Entry, and Inventory Physical Count Entry.

Inventory Maintenance

Use the Inventory Maintenance to view the bin information for the warehouse and transaction history.



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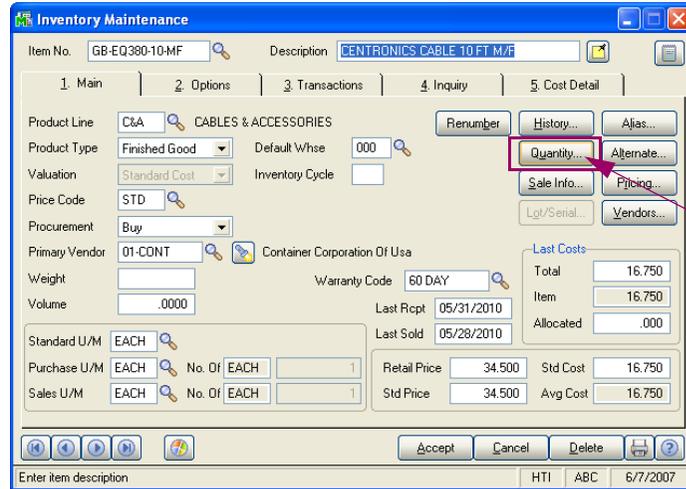
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Advanced Distribution Inquiry in Inventory Maintenance

This section contains the instructions on how to access the Advanced Distribution Inquiry window.

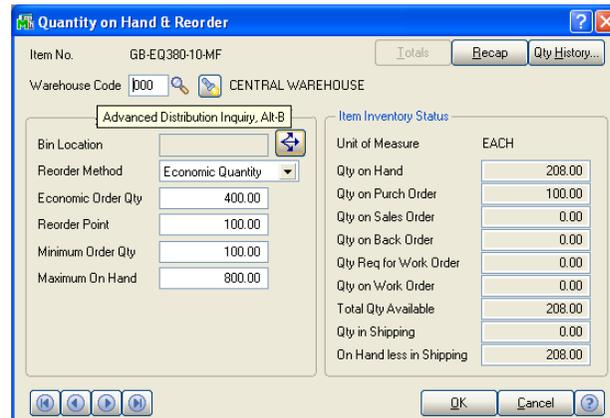
View Bin Information

- 1 From the Inventory Management **Main** menu, select **Inventory Maintenance**. The Inventory Maintenance window appears.



Inventory Maintenance Window - Main Tab

- 2 Select the item, and then click the **Quantity...** button on the **Main** tab of the Inventory Maintenance window. The Quantity on Hand & Reorder window appears.



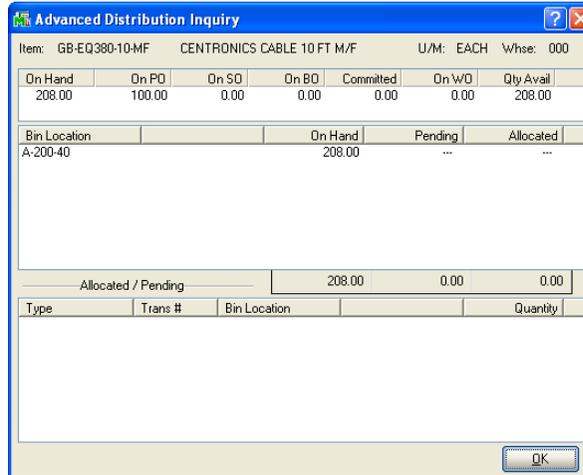
Quantity on Hand & Reorder Window

The Quantity on Hand & Reorder window allows you to view specific bin information when a warehouse is selected from the **Warehouse Code** field.

- 3 Enter the warehouse in the **Warehouse Code** field.



- The Advanced Distribution Inquiry () button will display in the **Bin Location** field if the item's product line and the warehouse are enabled in MultiBin Advanced Distribution [Product Line Maintenance](#) (see page 46) and MultiBin Advanced Distribution [Warehouse Maintenance](#) (see page 46). Click this button to display bin quantities for the warehouse. The Advanced Distribution Inquiry window appears.



Advanced Distribution Inquiry Window

The Advanced Distribution Inquiry window displays the standard inventory inquiry information: quantity on hand, on purchase order, on sales order, on bill of materials, committed, on work order, the quantity available, the quantity pending, and the quantity allocated. For any items pending or allocated, the transaction details appear in the Allocation/Pending frame. The quantities in Advanced Distribution Inquiry cannot be modified.

Advanced Distribution Transaction History in Inventory Maintenance

This section contains the instructions on how to access the Advanced Distribution Transaction History window.

View Transaction Information

- From the Inventory Management **Main** menu, select **Inventory Maintenance** to open the Inventory Maintenance window.



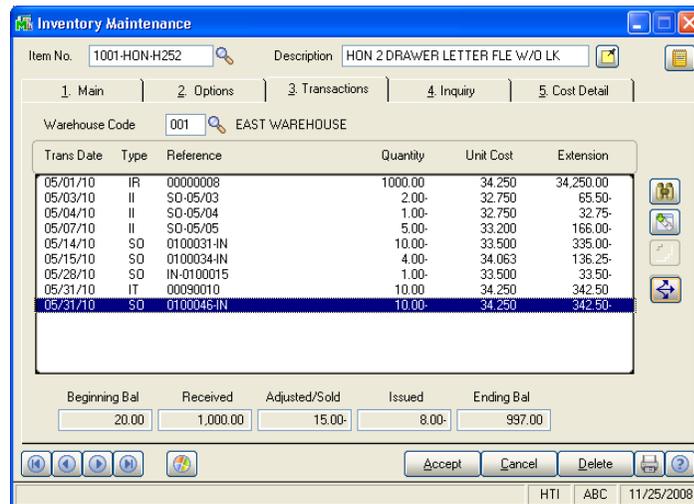
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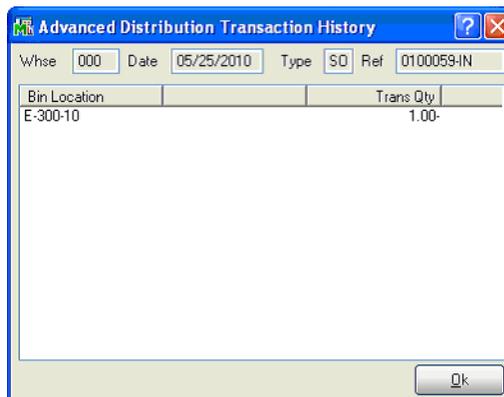
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- 2 After selecting the item, click the **Transactions** tab.



Inventory Maintenance Window -Transactions Tab

- 3 Select the warehouse from the **Warehouse Code** field. The list box populates with the information.
- 4 Select a transaction line in the list box, and click the  button to open the Advanced Distribution Transaction History window.



Advanced Distribution Transaction History Window

The Advanced Distribution Transaction History window displays the standard item transaction distribution information: warehouse number, date, type of transaction, reference number, bin locations, and the transaction quantity.

Inventory Inquiry

Use the Advanced Distribution Inquiry window in Inventory Inquiry to review detailed bin information of an inventory item.

Advanced Distribution Inquiry in Inventory Inquiry

This section contains the instructions on how to access the Advanced Distribution Inquiry window.



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View Bin Information

- 1 From the Inventory Management **Main** menu, select **Inventory Inquiry**. The Inventory Inquiry window appears.

Whse	On Hand	On PO	On SO	On BO	Committed	On W/O	Qty Avail
000	208.00	100.00	0.00	0.00	0.00	0.00	208.00
001	9.00	50.00	0.00	0.00	0.00	0.00	9.00
002	15.00	25.00	0.00	28.00	28.00	0.00	13.00
Totals	232.00	175.00	0.00	28.00	28.00	0.00	204.00

Inventory Inquiry Window - Main Tab

- 2 Select an item from the **Item No.** field. The warehouses that store the item are listed in the list box in the bottom section of the window.
- 3 Select a warehouse line in the list box, and click the button to open the Advanced Distribution Inquiry window.

On Hand	On PO	On SO	On BO	Committed	On W/O	Qty Avail
208.00	100.00	0.00	0.00	0.00	0.00	208.00

Bin Location	On Hand	Pending	Allocated
A-200-40	208.00

Allocated / Pending		On Hand	Pending	Allocated
		208.00	0.00	0.00

Type	Trans #	Bin Location	Quantity

Advanced Distribution Inquiry Window

The Advanced Distribution Inquiry window displays the standard inventory inquiry information: quantity on hand, on purchase order, on sales order, on bill of materials, committed, on work order, the quantity available, the quantity pending, and the quantity allocated. For any items pending or allocated, the transaction details appear in the Allocation/Pending frame. The quantities in Advanced Distribution Inquiry cannot be modified.



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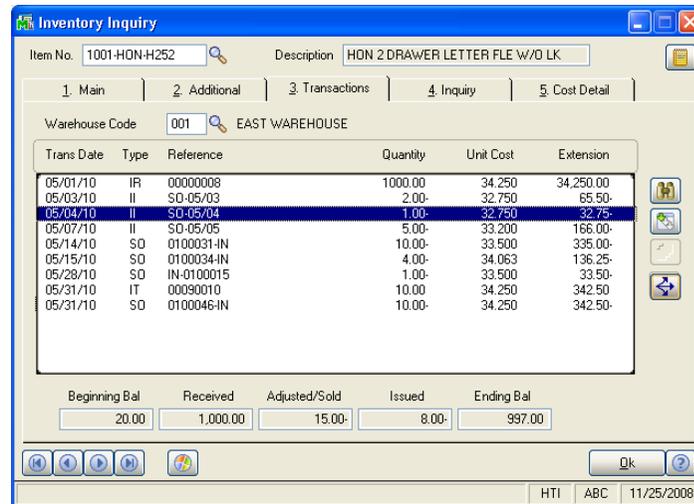
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Advanced Distribution Transaction History in Inventory Inquiry

This section contains the instructions on how to access the Advanced Distribution Transaction History window.

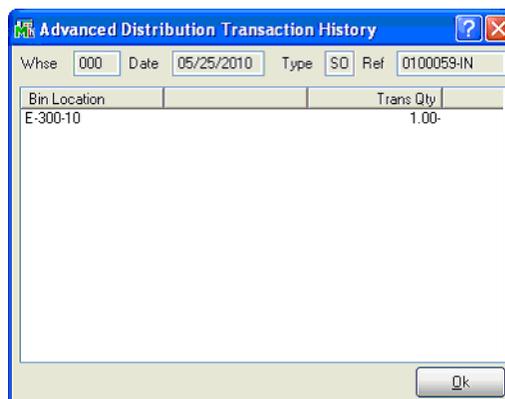
View Transaction Information

- 1 From the Inventory Management **Main** menu, select **Inventory Inquiry** to open the Inventory Maintenance window.
- 2 After selecting the item, click the **Transactions** tab.



Inventory Inquiry Window -Transactions Tab

- 3 Select the warehouse from the **Warehouse Code** field. The list box populates with the information.
- 4 Select a transaction line in the list box, and click the  button to open the Advanced Distribution Transaction History window.



Advanced Distribution Transaction History Window

The Advanced Distribution Transaction History window displays the standard item transaction distribution information: warehouse number, date, type of transaction, reference number, bin locations, and the transaction quantity.



Inventory Transaction Entry

You use Inventory Transaction Entry to record sales, issues, transfers (between warehouses), adjustments, and receipts of inventory items. Inventory Transaction Entry was modified so that bin distributions could be recorded for each transaction type.

Advanced Distribution in Transaction Entry

This section contains the instructions on how to access the Advanced Distribution window.

Record Inventory Transactions with MultiBin Advanced Distribution

- 1 From the Inventory Management **Main** menu, select **Transaction Entry** to open the Transaction Entry window appears.
- 2 Select one of the transaction types from the **Transaction Type** field.
- 3 After entering all required information, click the **Lines** tab.

The **Lines** tab of Inventory Transaction Entry allows you to enter line item details.

Transaction Entry Window - Lines Tab

- 4 Select an item from the **Item Number** field.

If the line item selected is enabled in both MultiBin Advanced Distribution [Warehouse Maintenance](#) (see page 46) and MultiBin Advanced Distribution [Product Line Maintenance](#) (see page 46), the **Distrib...** button is enabled. You can use this button to view the advanced distribution information.

- 5 Enter the quantity needed for the transaction in the **Quantity** field.



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- When you finish entering the line item and click **OK**, the program displays the Advanced Distribution window.

The Advanced Distribution window allows you to record which bin's quantities will be affected by the transaction.

Bin Location	Reference	Available	Distribute
A-200-40		208.00	0.00

Advanced Distribution Window

- Select the bin location being used to fill the quantity from the **Bin Location** field.

NOTE: You CANNOT create a new bin location.

- Enter additional reference information in the **Reference** field, if necessary.
- Click **OK**. The distribution appears in the list on the Advanced Distribution window.
- Click **Accept**. The quantity will be distributed from the selected bin.

Physical Count Worksheet

You use the Physical Count Worksheet feature to freeze items to count, and to print worksheets for the selected items. The worksheets include information, such as the item number and description, bin location, and inventory cycle.



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MultiBin Advanced Distribution Modifications

The Physical Count Worksheet has been modified to include all bin locations within the warehouse code for an item.



Physical Count Worksheet Window

Physical Count Entry

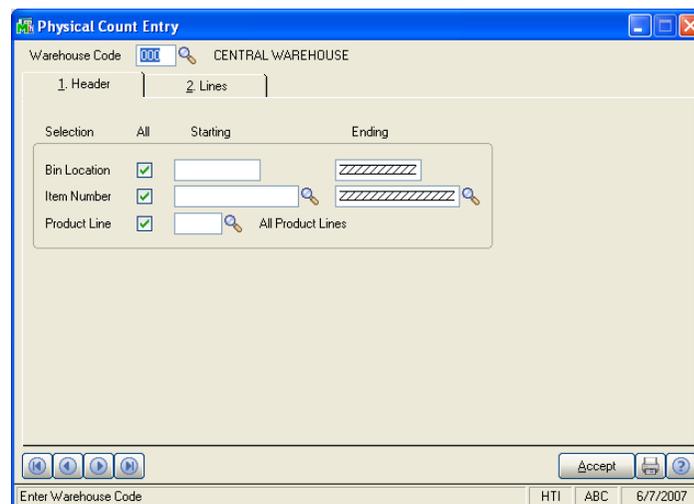
MultiBin Advanced Distribution is integrated with Physical Count Entry to allow you to count the physical inventory including quantities in a bin and post adjustments.

Advanced Distribution in Physical Count Entry

This section contains the instructions on how to assign quantities to specific bin locations when entering data in Physical Count Entry.

Enter Physical Count Data

- 1 From the Inventory Management **Physical** menu, select **Physical Count Entry**. The Physical Count Entry window appears.



Physical Count Entry Window - Header Tab



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- 2 Select the warehouse from the **Warehouse Code** field.
- 3 Select the **Bin Location**, **Item Number**, and **Product Line**, and then click the **Lines** tab to enter quantities.

 **NOTE:** The **Sort Physical Count by Bin Location** option on the **Main** tab of Inventory Management Options determines how information is sorted and displayed in Physical Count Entry on the **Lines** tab.

Bin Location	Item Number	Description	Lot/Serial	U/M	Count
A-200-20	GB-EQ380-5-MF	CENTRONICS CABLE 5 FT M		EACH	5.00
A-200-40	GB-EQ380-10-MF	CENTRONICS CABLE 10 FT		EACH	1.00

Physical Count Entry Window - Lines Tab

- 4 Select an item from the **Item Number** field.

If the line item selected is enabled in both MultiBin Advanced Distribution [Warehouse Maintenance](#) (see page 46) and MultiBin Advanced Distribution [Product Line Maintenance](#) (see page 46), and the item has quantity in several bin locations, then a separate line will be listed for each bin location for that item.

Add a Bin in Physical Count Entry

The  button was added to the **Lines** tab of Physical Count Entry to allow you to create a new bin for an item during physical count entry. The **Add Bin** button is only available if the **Allow Addition of New Bins During Data Entry** is selected on the MultiBin [Advanced Distribution Options](#) window (see page 41).

- 1 Select an item from the list on the **Lines** tab of the Physical Count Entry window.



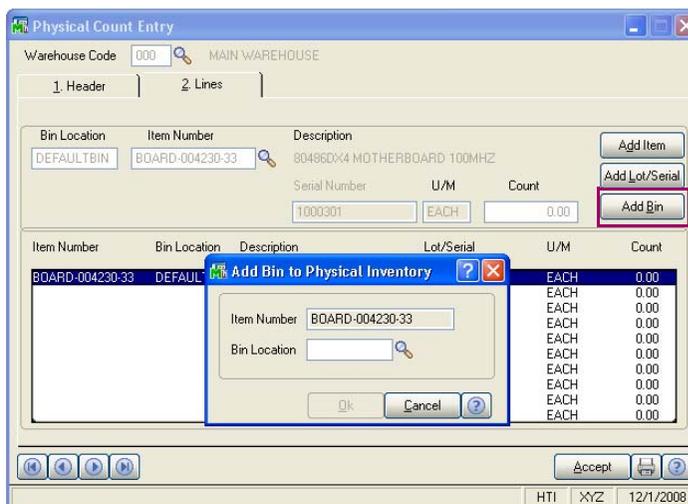
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2 Click **Add Bin**. The Add Bin to Physical Inventory window appears.



Add Bin to Physical Entry Window

3 Enter a new bin or select another bin location in the **Bin Location** field.

4 Click **OK**. The new bin for the item is saved.

Physical Count Variance Register

You use the Physical Count Variance Register to show the difference between your perpetual inventory balance at the time it was frozen and your posted physical count.

MultiBin Advanced Distribution Modifications

The Physical Count Variance Register report has been modified to include the bin details.

WAREHOUSE	DESCRIPTION	LOT-SERIAL	U/M	ON HAND	PHYSICAL COUNT	OVER/SHORT	UNIT COST	VARIANCE AMOUNT
000	CENTRAL WAREHOUSE							
GB-EQ380-10-MF	CENTRONICS CABLE 10 FT M/F	A-200-00	EACH	208.00	1.00	207.00-	16.750	3,467.25-
GB-EQ380-5-MF	CENTRONICS CABLE 5 FT M/F	A-200-20	EACH	112.00	5.00	107.00-	12.750	1,364.25-
WAREHOUSE 000 TOTAL:				320.00	6.00	314.00-		4,831.50-
REGISTER TOTAL:				320.00	6.00	314.00-		4,831.50-

Physical Count Variance Register Report

Period End Processing

The **Only Remove Temporary Bins** option was added to the I/M Period End Processing window.



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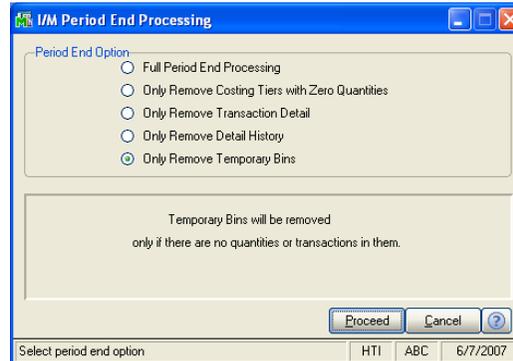
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Temporary Bins with Zero Quantity

Use this option to remove temporary bins that have zero quantity on hand.

Remove Temporary Bins

- 1 From the Inventory Management **Period End** menu, select **Period End Processing**. The I/M Period End Processing window appears.



I/M Period End Processing Window

- 2 Select **Only Remove Temporary Bins**, and click **Proceed**. The following I/M Period End Processing window appears.



I/M Period End Processing Window

- 3 Click **Proceed**.

Any bin that has the **Temporary Bin** option selected in [Bin Location Maintenance](#) (see page 47) and with zero quantities on hand for that bin will be removed from the system.

 **NOTE:** Any bin location that does not have the **Temporary Bin** option selected in Bin Location Maintenance will not be removed through the Only Remove Temporary Bins function, even if the quantity on hand is zero.

Sales Order Module

MultiBin Advanced Distribution lets you select the bins from where the item quantity will be removed when entering a sales order or invoice.



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Sales Order Entry

The Advanced Distribution () button has been added to the **Lines** tab in Sales Order Entry. You can select a bin location for a sales order item.

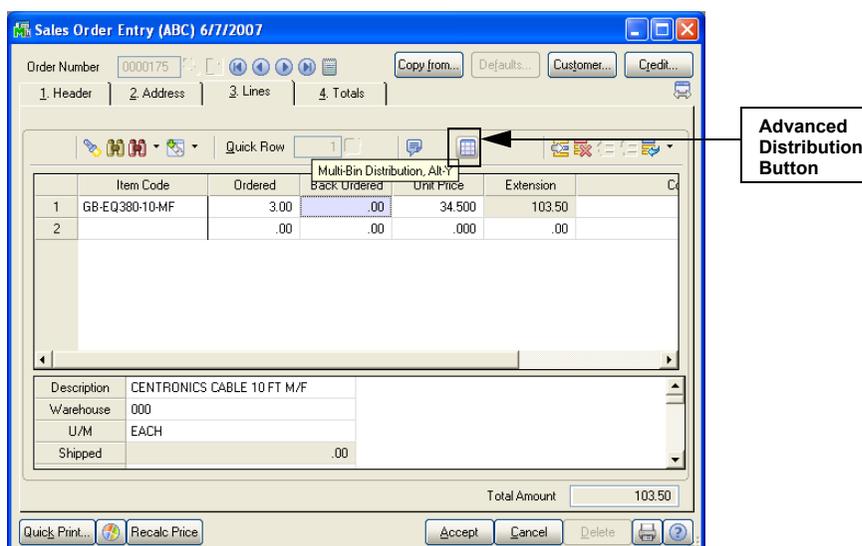
 **NOTE:** You CANNOT create a new bin location in Sales Order Entry.

Advanced Distribution in Sales Order Entry

This section contains the instructions on how to access the Advanced Distribution window.

Select a Bin for a Sales Order

- 1 From the Sales Order **Main** menu, select **Sales Order Entry**. The Sales Order Entry window appears.
- 2 Enter the standard sales order information on the **Header** and **Address** tabs, and then click the **Lines** tab.



Sales Order Entry Window - Lines Tab

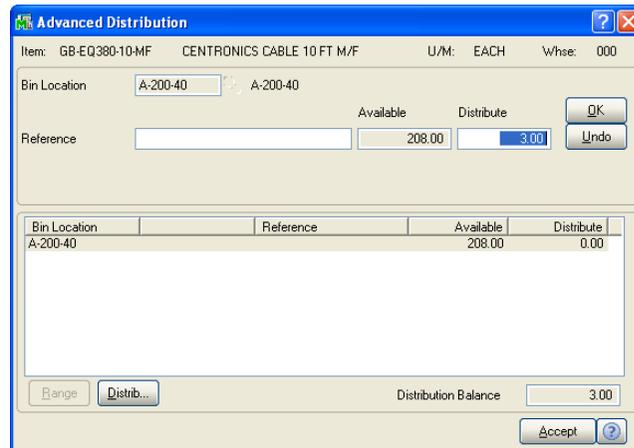
- 3 Select an item from the **Item Code** field.

If the line item selected is enabled in both MultiBin Advanced Distribution [Warehouse Maintenance](#) (see page 46) and MultiBin Advanced Distribution [Product Line Maintenance](#) (see page 46), then the  button will be enabled.

- 4 Enter the quantity need for the transaction in the **Ordered** field.



- Click the  button to access the Advanced Distribution window.



Bin Location	Reference	Available	Distribute
A:200-40		208.00	0.00

Advanced Distribution Window

- Select the from which bin(s) to remove quantity to fill the sales order from the **Bin Location** field.

Only bins that contain quantity for this item can be selected for distribution, unless the **Allow Overdistribution of the Quantity** option is selected on the MultiBin [Advanced Distribution Options](#) window (see page 41), which allows bin locations with zero quantity.

 **NOTE:** You CANNOT enter the name of a new bin.

- Enter additional reference information in the **Reference** field, if necessary.
- Enter the quantity to allocate in the **Distribute** field.

You do not have to allocate all of the quantity to save the line and accept the sales order.

- Click **Accept** to save the distributions.

Picking Sheet Printing

The MultiBin Advanced Distribution module integrates with picking sheet printing to include bin location information on the picking sheets. MultiBin Advanced Distribution supports both non-graphical and graphical picking sheets.

Configuring Sales Order Picking Sheet Printing

The options set on the Sales Order Options window and the MultiBin [Advanced Distribution Options](#) window (see page 40) determine what information the picking sheet includes and how the information is sorted.

- On the Sales Order Options window, you can select to print the sheets by item number, bin location, or line number.



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- On the MultiBin [Advanced Distribution Options](#) window (see page 43), you can select the **S/O Picking Sheets Allocate Inventory** check box to automatically allocate the inventory items in the picking sheet. You can also determine how to distribute the quantity and how to sort the information.

- If **Bin Location** is selected in the **Distribute Quantity By** field, the picking sheet distributes quantity from bins in alphabetical order until all of the quantity has been distributed.

If **Descending** is selected from the **Distribute Sort Order** field, the picking sheet distributes from bins in reverse alphabetical order.

- If **Tier** is selected in the **Distribute Quantity By** field, the picking sheet distributes quantity from tiers in alphabetical order until all of the quantity has been distributed.

If **Descending** is selected from the **Distribute Sort Order** field, the picking sheet distributes from tiers in reverse alphabetical order. (For non-tier items, such as Standard, Average, FIFO, and LIFO, the quantity will be chosen based on the bin locations.)

- If **Qty Available** is selected in the **Distribute Quantity By** field, the picking sheet distributes quantity from bins based on the amount of quantity available in each bin in the order of least quantity available to the most.

If **Descending** is selected from the **Distribute Sort Order** field, the picking sheet first prints the bins that have the most quantity available.

Print the Sales Order Picking Sheet

- From the Sales Order **Main** menu, select **Picking Sheet Printing**. The Picking Sheet Printing window appears.

The screenshot shows the 'Picking Sheet Printing' window with the following details:

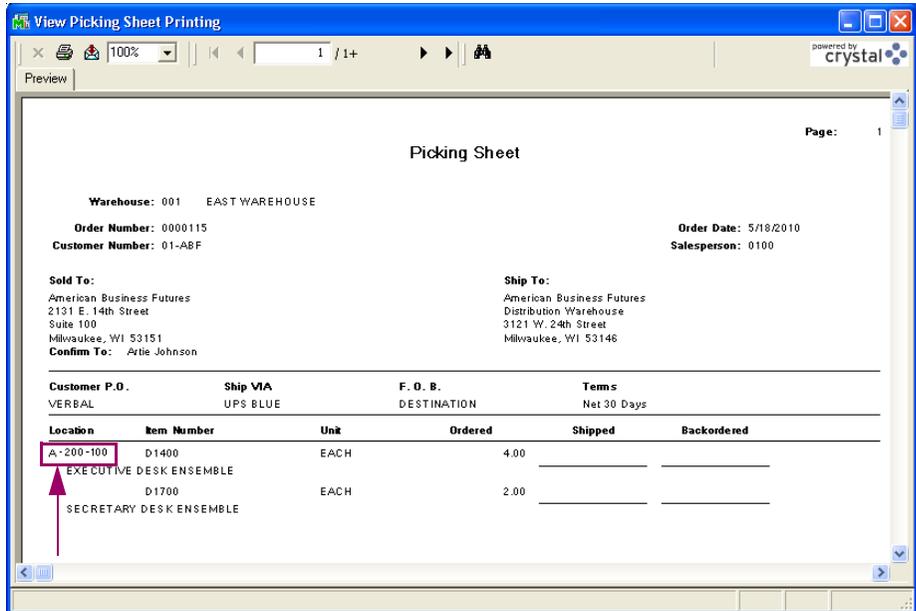
- Title:** Picking Sheet Printing (ABC) 11/25/2008
- Form Code:** STANDARD
- Description:** Plain
- Number of Copies:** 1
- Collated:**
- Multi-Part Form Enabled:**
- Order Type to Print:** All
- Print Orders on Hold:**
- Print Comments:** Partial
- Additional Item Types to Print:** Charge Items, Miscellaneous Items, Special Items (all unchecked)
- Line 1 Message:** (empty field)
- Line 2 Message:** (empty field)
- Printer:** Canon iR330-400 PS Ver 1.0
- Buttons:** Select, Clear, Alignment, Print, Preview, Setup

Picking Sheet Printing Window

- Select the sales orders to print, and click **Print**. The picking sheets print.



For the following example, the **Print Picking Sheets By** option was set to **Item Number** on the Sales Order Options window, and the **Distribute Quantity By** and **Distribute Sort Order** options were set to **Bin Location** and **Descending** on the MultiBin [Advanced Distribution Options](#) window (see page 43).



Sales Order Picking Sheet

NOTE: To print the distributed quantity on graphical picking sheets, the field will need to be added through Crystal Reports. Add a column for the MBQuantityAllocated from the SO_PickingSheetWrk file to the picking sheet form. The MBLotSerialNumber field is also available in the SO_PickingSheetWrk file. An example of a Crystal Form can be found in the MAS90/MB folder.

If quantity was already distributed on the sales order, then those bin locations would be printed on the picking sheets and any remaining quantity would be distributed by MultiBin Advanced Distribution. Proceed to Shipping Data Entry if the distributed quantities need to be modified. Otherwise, the sales order is ready to be invoiced.

Sales Order Inquiry

The **Advanced Distribution** button has been added to the **Lines** tab in Sales Order Inquiry. You can view the bin location for a sales order item.

NOTE: You CANNOT create a new bin location in Sales Order Inquiry.

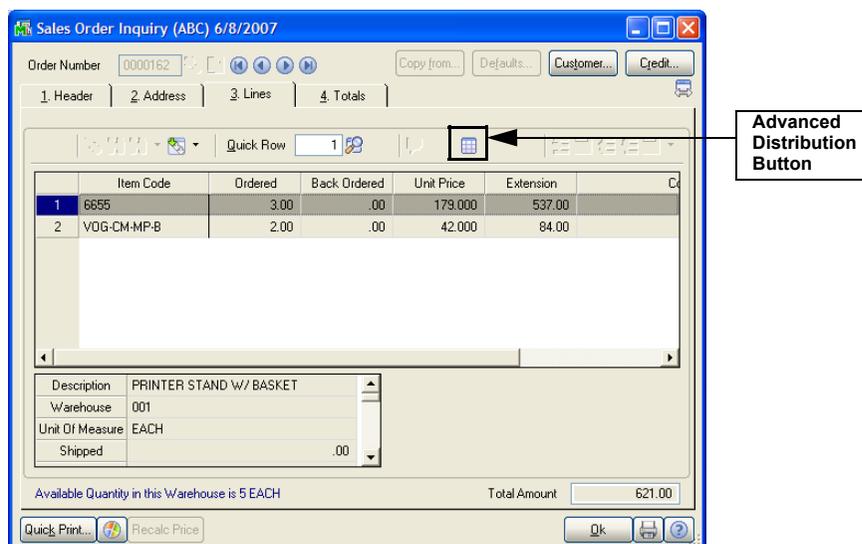


Advanced Distribution S/O Inquiry in Sales Order Inquiry

This section contains the instructions on how to access the Advanced Distribution S/O Inquiry window.

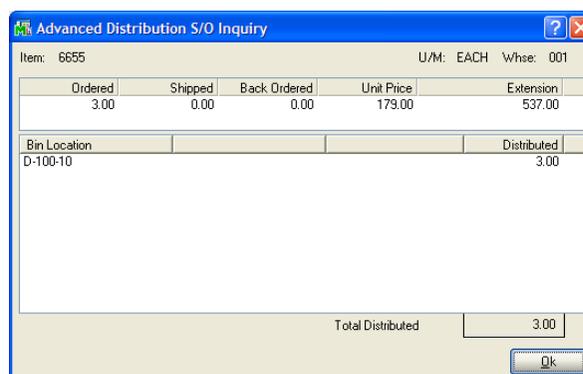
View the Bin Location for a Sales Order

- 1 From the Sales Order **Inquiries** menu, select **Sales Order Inquiry**. The Sales Order Inquiry window appears. This feature is view-only.
- 2 Select the order to view from the **Order Number** field on the **Header** tab, and then click the **Lines** tab.



Sales Order Inquiry Window - Lines Tab

- 3 Select the line to view from the list on the **Lines** tab.
- 4 Click the button to access the Advanced Distribution S/O Inquiry window.



Advanced Distribution S/O Inquiry Window

The Advanced Distribution S/O Inquiry window displays the amount ordered, the amount shipped, the amount on back order, the unit price, the extension, the bin locations, and the amount distributed at each location.

- 5 Click **OK** to close Advanced Distribution S/O Inquiry window.

Shipping Data Entry

MultiBin Advanced Distribution allows you to enter distribution information for a sales order in Shipping Data Entry.

NOTE: The **Enable Shipping** option must be selected in Sales Order Options to access the Shipping Data Entry window.

Advanced Distribution in Shipping Data Entry

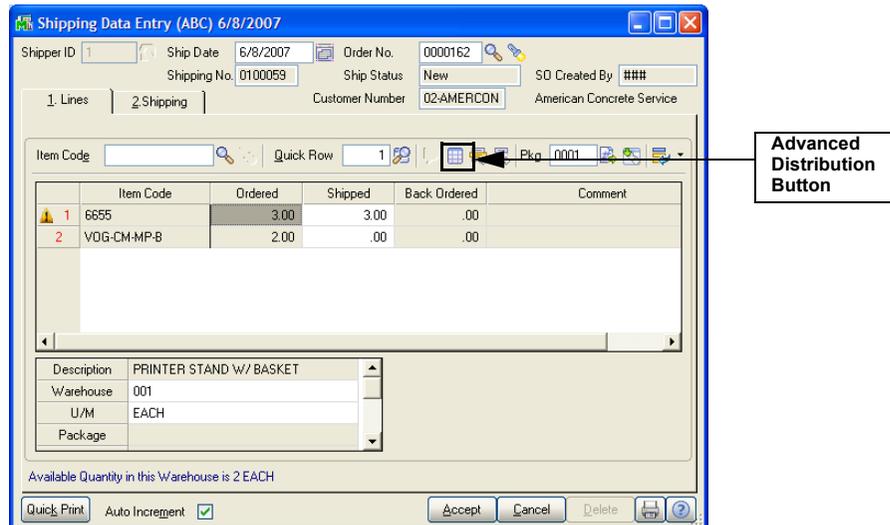
This section contains the instructions on how to access the Advanced Distribution window.

If distribution information was entered in Sales Order Entry or created when picking sheets were printed, then that information can be modified here.

NOTE: You CANNOT create a new bin location in Shipping Data Entry.

Modify Distribution during Shipping Data Entry

- 1 From the Sales Order **Shipping** menu, select **Shipping Data Entry**. The Shipping Data Entry window appears.



Shipping Data Entry Window - Lines Tab

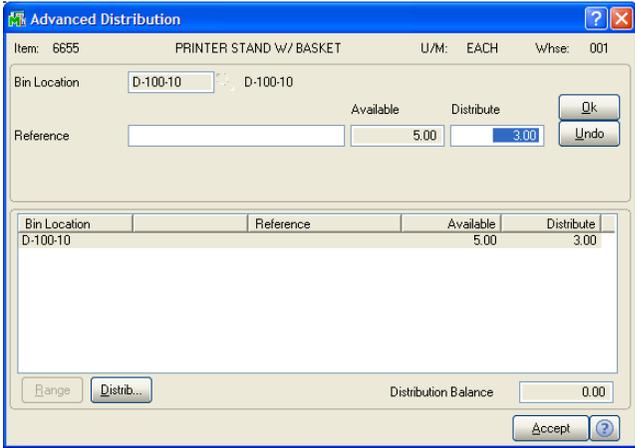
- 2 Enter an ID in the **Shipper ID** field. You may be required to enter a password.
- 3 Select the sales order that you want to ship from in the **Order No.** field.
- 4 Select the line item to view from the list on the **Lines** tab.



- 5 Enter the amount being shipped in the **Shipped** field.

If distribution information already exists for this sales order, then the shipped quantity for each line will be set to the total distributed.

- 6 Click the  button to access the Advanced Distribution window to modify the distribution for an item.



Bin Location	Reference	Available	Distribute
D-100-10		5.00	3.00

Advanced Distribution Window

- 7 Select the bin location being used to fill the quantity from the **Bin Location** field.

 **NOTE:** You CANNOT create a new bin location.

- 8 Enter additional reference information in the **Reference** field, if necessary.
- 9 Click **OK**. The distribution appears in the list on the Advanced Distribution window.
- 10 Once all of the shipping information has been entered, click **Accept**, and proceed to Invoice Data Entry to complete the sales order.

Invoice Data Entry

MultiBin Advanced Distribution requires that distribution information be entered before accepting an invoice.

Advanced Distribution in Invoice Data Entry

This section contains the instructions on how to access the Advanced Distribution window.

If distribution information was entered in Sales Order Entry or Shipping Data Entry or was generated by printing picking sheets, then it will be copied over when the invoice is created.

 **NOTE:** You CANNOT create a new bin location in Invoice Data Entry.



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Enter Distribution Information during Invoice Data Entry

- 1 From the Sales Order **Main** menu, select **Invoice Data Entry**. The S/O Invoice Data Entry window appears.
- 2 If the invoice is for an existing sales order, then select the order number in the **Invoice Number** field.
- 3 Click the **Lines** tab.

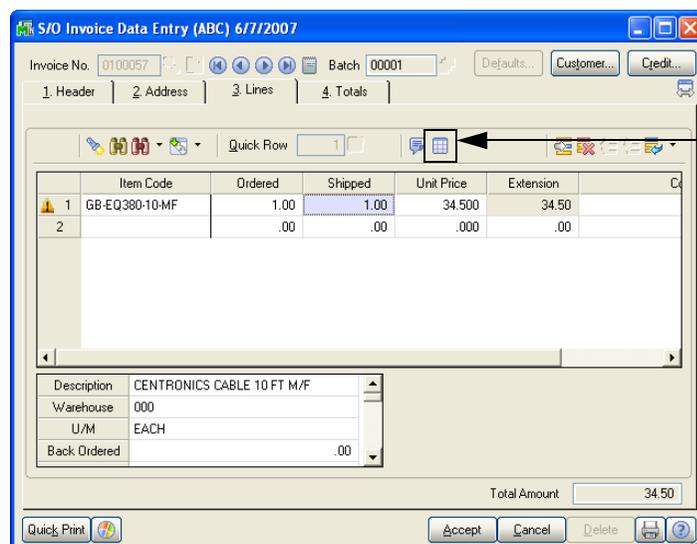
When selecting the **Lines** tab, if the invoice is for an existing sales order, you will be asked if you want to ship the complete sales order.



Sage MAS 90 Dialog

- If you select **Yes**, then all of the ordered quantity will be placed in the **Shipped** field for all of the lines. Some of the lines may need to be distributed before the invoice can be accepted.
- If you select **No**, then MultiBin Advanced Distribution will check if any of the quantity has been distributed in [Sales Order Entry](#) (see page 93) or through [Picking Sheet Printing](#) (see page 94).
 - If any quantity has been distributed, then the total distributed will be placed in the **Shipped** field for the line and the rest of the quantity ordered will be back ordered.
 - If no quantity has been distributed for the line, then all of the quantity ordered will be **Back Ordered**.

The **Lines** tab of the S/O Invoice Data Entry window displays the information.

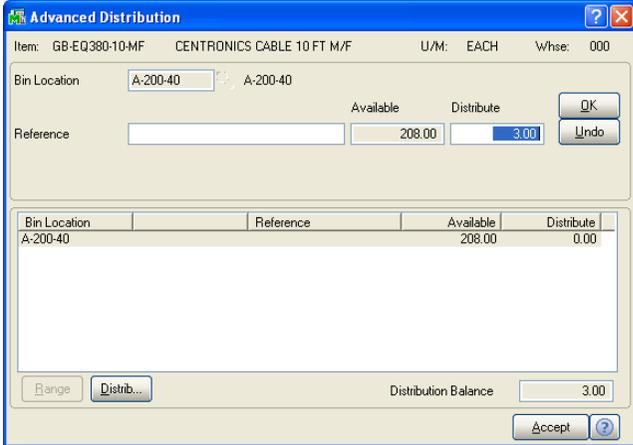


S/O Invoice Data Entry Window - Lines Tab



- To distribute shipped quantity for a line or to change existing distributions for a line, select the line, and click the  button.

The Advanced Distribution window appears if the item's product line and the warehouse are enabled in MultiBin Advanced Distribution [Product Line Maintenance](#) (see page 46) and MultiBin Advanced Distribution [Warehouse Maintenance](#) (see page 46).



Bin Location	Reference	Available	Distribute
A:200-40		208.00	0.00

Advanced Distribution Window

- Select the bin location being used to fill the quantity from the **Bin Location** field.

 **NOTE:** You CANNOT create a new bin location.

- Enter additional reference information in the **Reference** field, if necessary.
- Click **OK**. The distribution appears in the list on the Advanced Distribution window.
- Once all of the invoice distribution information has been entered, click **Accept** to save the changes.

Sales Journal

The Sales Journal is an audit report that itemizes all entries made using S/O Invoice Data Entry. Printing the Sales Journal is the first step in the file update process.



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Updating the Sales Journal

Updating the Sales Journal will update the bin quantities as well.

Invoice No/ Customer No	Invoice Date	Order Number	Terms	Sls Code	Tax Schedule	Tax	Taxable Sales Amount	Non-taxable Sales Amount	Discount Amount	Freight Amount	Sales Tax Amount	Invoice Total	Deposit Amount
0100059-X0	11/26/2008						0.00	0.00	0.00	0.00	0.00	0.00	0.00
0100057-IN	2/12/2009	0000111 01		0300	CA		0.00	0.00	0.00	0.00	0.00	0.00	0.00
02-JELICO		Jelico Packing					0.00	0.00	0.00	3.00	0.00	3.00	0.00
0100059-X0	2/12/2009		01	0100	WI		0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-ABF		American Business Futures			RMV :0000002		0.00	0.00	0.00	0.00	0.00	0.00	0.00
0100059-IN	2/12/2009	0000157 02		0300	CA		0.00	0.00	0.00	0.00	0.00	0.00	0.00
02-CUSTOM		Custom Cash Products					0.00	0.00	0.00	0.00	0.00	0.00	0.00
0100060-X0	2/12/2009		01	0100	W1MILMI		0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-ABF		American Business Futures					0.00	0.00	0.00	0.00	0.00	0.00	0.00
0100061-X0	2/12/2009		02	0300	CA		0.00	0.00	0.00	0.00	0.00	0.00	0.00
02-ORANGE		Orange Data & Window Co.					0.00	0.00	0.00	0.00	0.00	0.00	0.00
Report Total - Cash Sales:							0.00	0.00	0.00	0.00	0.00	0.00	0.00
APR Sales:							0.00	0.00	0.00	3.00	0.00	3.00	0.00
Total Sales:							0.00	0.00	0.00	3.00	0.00	3.00	0.00

Daily Sales Order Sales Journal

Purchase Order Module

MultiBin Advanced Distribution allows you to select the bins where the item quantity will be received into or removed from in the Purchase Order module.

NOTE 1: Purchase Order Entry was not modified for MultiBin Advanced Distribution. Purchase Orders are entered as normal. Quantity cannot be distributed in Purchase Order Entry.

NOTE 2: Receipt of Invoice Entry was not modified for MultiBin Advanced Distribution. Purchase orders should be entered as normal. Quantity cannot be distributed in Receipt of Invoice Entry.

Receipt of Goods Entry

MultiBin Advanced Distribution requires that distribution information be entered before accepting a receipt of goods.

Advanced Distribution in Receipt of Goods Entry

This section contains the instructions on how to access the Advanced Distribution window.

MultiBin Advanced Distribution allows you to select the bins where the item quantity will be *received in* when entering a receipt of goods.



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Enter Distribution Information during Receipt of Goods Entry

- 1 From the Purchase Order **Main** menu, select **Receipt of Goods Entry**. The Receipt of Goods Entry window appears.
- 2 If the receipt is for an existing purchase order, then select the order number from the **PO Number** field.
- 3 Click the **Lines** tab.

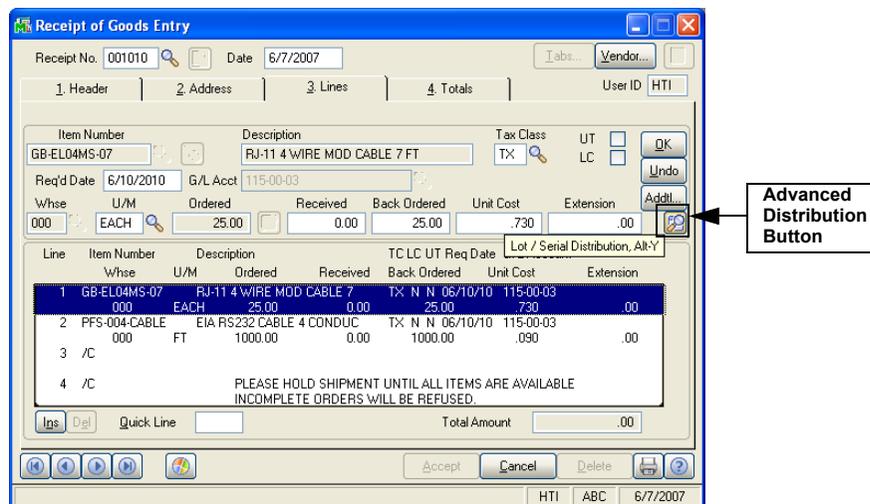
When selecting the **Lines** tab, if the invoice is for an existing purchase order, you will be asked if you want to receive the complete purchase order.



Sage MAS 90 Dialog

- If you select **No**, then all of the quantity ordered will be **Back Ordered**.
- If you select **Yes**, then all the ordered quantity will be placed in the **Received** field for all of the lines, except for Lot/Serial valuation items, which is a standard Purchase Order functionality.
- Any line that has received quantity will need to be distributed before the receipt can be accepted.

The **Lines** tab of the Receipt of Goods Entry window displays the information.

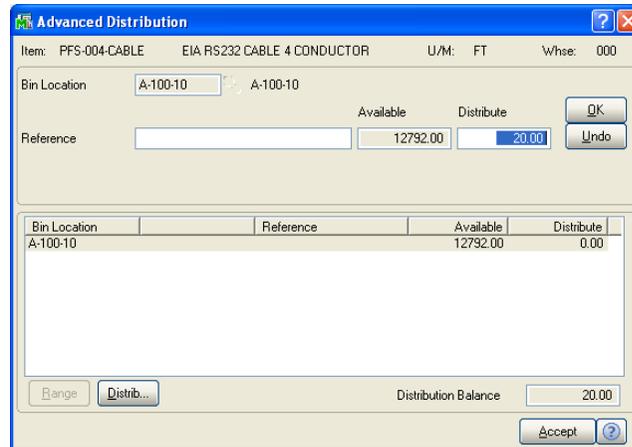


Receipt of Goods Entry Window - Lines Tab

- 4 Select the item that was ordered from the **Item Number** field.
- 5 Enter the amount that was ordered in the **Ordered** field.
- 6 Enter the amount that was received in the **Received** field.
- 7 To distribute the quantity received for a product among several bins, select the line, and click the button.



The Advanced Distribution window appears if the item's product line and the warehouse are enabled in MultiBin Advanced Distribution [Product Line Maintenance](#) (see page 46) and MultiBin Advanced Distribution [Warehouse Maintenance](#) (see page 46).



Advanced Distribution Window

- 8 Select the bin(s) to receive the quantity into from the **Bin Location** field.

You can enter the name of a new bin, if the **Allow Addition of New Bins During Data Entry** is selected in MultiBin [Advanced Distribution Options](#) (see page 41).

- 9 Enter additional reference information in the **Reference** field, if necessary.

- 10 Enter the quantity to allocate in the **Distribute** field.

All of the quantity must be allocated to save the line and accept the receipt.

- 11 Click **Accept** to save the distributions.

Receipt of Goods Register

The Purchase Order Receipt of Goods Register lists all entries made in [Receipt of Goods Entry](#) (see page 102).

MultiBin Advanced Distribution Modifications

The Receipt of Goods Register has been modified to display the bins where quantity was received.



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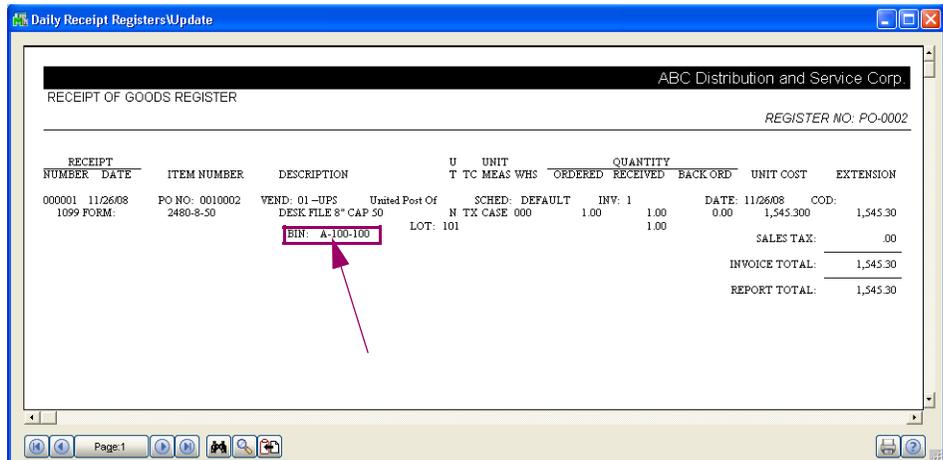


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Updating the Receipt of Goods Register

Updating the Receipt of Goods Register will update the bin quantities as well.



Daily Receipt/Register Update Journal

Receipt History Inquiry

The Receipt History Inquiry was modified to show the bin distribution for each item.

Advanced Distribution Receipt History in Receipt History Inquiry

This section contains the instructions on how to access the Advanced Distribution Receipt History window.

View the Bin Information

- 1 From the Purchase Order **Inquiry** menu, select **Receipt History Inquiry**. The Receipt History Inquiry window appears.
- 2 Select the **PO Order** number, and then access the **Lines** tab.

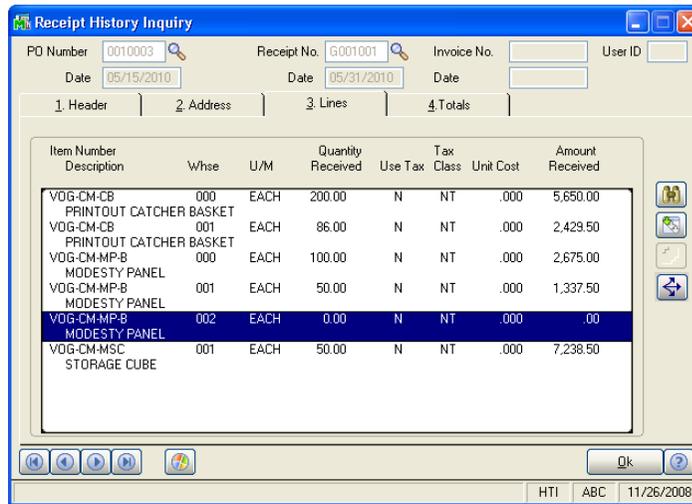


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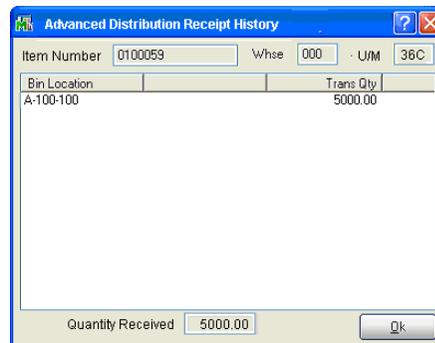
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Receipt History Inquiry Window - Lines Tab

- 3 Select the item to view, and click the  button to display bin information. The Advanced Distribution Receipt History window appears.



Advanced Distribution Receipt History Window

The Advanced Distribution Receipt History window displays the bin location and the quantity received.

Return of Goods Entry

MultiBin Advanced Distribution requires that distribution information be entered before accepting a return.

 **NOTE:** You CANNOT create a new bin location in Return of Goods Entry.

Advanced Distribution in Return of Goods Entry

This section contains the instructions on how to access the Advanced Distribution window.



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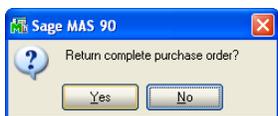
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MultiBin Advanced Distribution allows you to select the bins where quantity will be removed from when entering a Return of Goods.

Enter Distribution Information during Return of Goods Entry

- 1 From the Purchase Order **Mat. Req/Return** menu, select **Return of Goods Entry**. The Return of Goods Entry window appears.
- 2 Enter the return number in the **Return No.** field.
- 3 Select the purchase order number in the **PO No.** field.
- 4 Click the **Lines** tab.

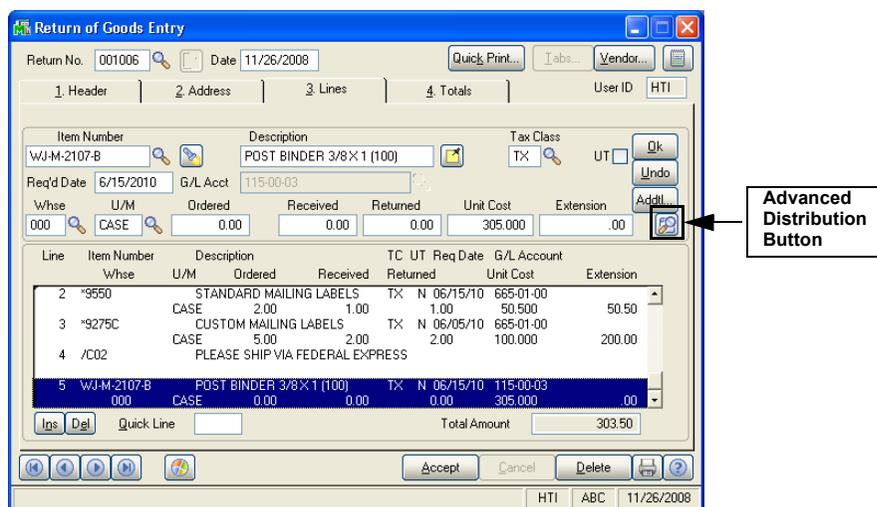
When selecting the **Lines** tab, you will be asked if you want to return the complete purchase order.



Sage MAS 90 Dialog

- If you select **No**, then zero quantity will be returned for all lines.
- If you select **Yes**, then any quantity that was removed will be placed in the **Returned** quantity for all of the lines, except for Lot/Serial valuation items, which is a standard Purchase Order functionality.
- Any line that had returned quantity might need to be distributed before the return can be accepted.

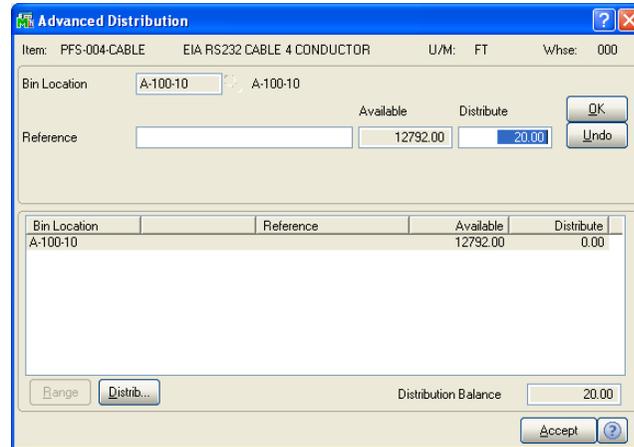
The **Lines** tab of the Return of Goods Entry window displays the information.



Return of Goods Entry Window - Lines Tab

- 5 To distribute the returned quantity for a product among several bins, select the line, and click the button.

The Advanced Distribution window appears if the item's product line and the warehouse are enabled in MultiBin Advanced Distribution [Product Line Maintenance](#) (see page 46) and MultiBin Advanced Distribution [Warehouse Maintenance](#) (see page 46).



Advanced Distribution Window

- 6 Select the bin(s) from where to remove the quantity to fill the return of goods from the **Bin Location** field. You CANNOT enter the name of a new bin.
- 7 Enter additional reference information in the **Reference** field, if necessary.
- 8 Enter the quantity to allocate in the **Distribute** field. All of the quantity must be allocated to save the line and accept the return.
- 9 Click **Accept** to save the distributions.

Return of Goods Register

The Return Order Register lists all entries made in [Return of Goods Entry](#) (see page 106).

MultiBin Advanced Distribution Modifications

The Purchase Order Return of Goods Register has been modified to display the bins where quantity was received.



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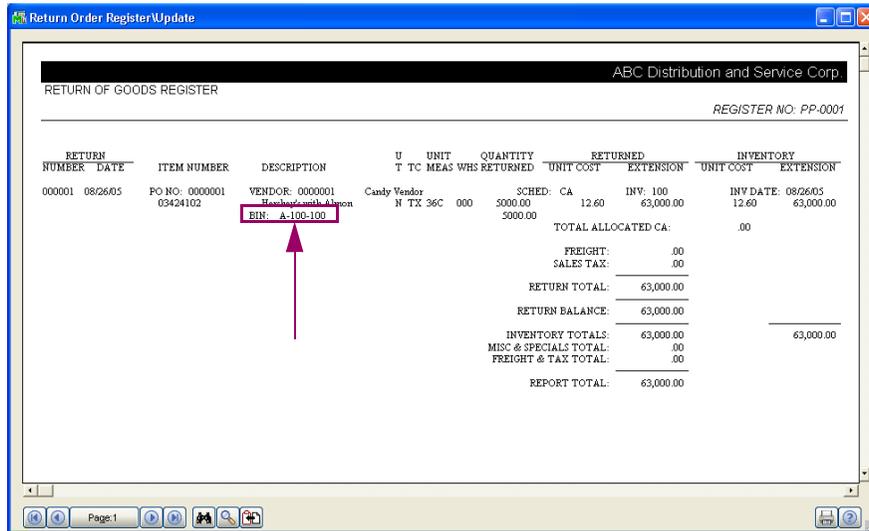


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Updating the Return of Goods Register

Updating the Return of Goods Register will update the bin quantities as well.



Return of Goods Register Journal

Material Requisition Issue Entry

MultiBin Advanced Distribution requires that distribution information be entered before accepting a material requisition.

Advanced Distribution in Material Requisition Issue Entry

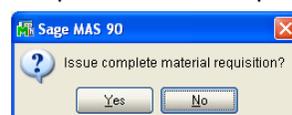
This section contains the instructions on how to access the Advanced Distribution window.

MultiBin Advanced Distribution allows you to select the bins where quantity will be *removed from* when entering a material requisition.

Enter Distribution Information during Material Requisition Issue Entry

- 1 From the Purchase Order **Mat. Req/Return** menu, select **Material Requisition Issue Entry** to open the Material Requisition Issue Entry window.
- 2 Enter the issue number in the **Issue Number** field.
- 3 Select the purchase order number in the **PO No.** field.
- 4 Click the **Lines** tab.

When selecting the **Lines** tab, you will be asked if you want to issue the complete material requisition.



Sage MAS 90 Dialog



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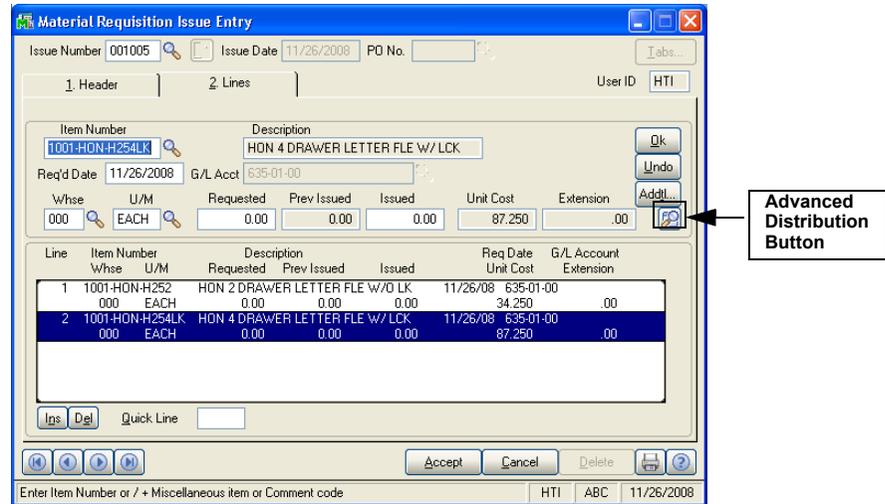


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- If you select **No**, then all of the quantity issued will be zero.
- If you select **Yes**, then all the quantity requested will be placed in the Issued Quantity for all the of the lines, except Lot/Serial valuation items which is a standard Purchase Order functionality.
- Any line that has issued quantity might need to be distributed before the issue can be accepted.

The **Lines** tab of the Material Requisition Issue Entry window displays the information.



Material Requisition Issue Entry Window - Lines Tab

- 5 To distribute the quantity for a product among several bins, select the line, and click the  button.

The Advanced Distribution window appears if the item's product line and the warehouse are enabled in MultiBin Advanced Distribution [Product Line Maintenance](#) (see page 46) and MultiBin Advanced Distribution [Warehouse Maintenance](#) (see page 46).



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Advanced Distribution Window

- 6 Select the bin(s) that quantity should be issued from to fill the requisition from the **Bin Location** field.

NOTE: You CANNOT enter the name of a new bin.

- 7 Enter additional reference information in the **Reference** field, if necessary.
- 8 Enter the quantity to allocate in the **Distribute** field. All of the quantity must be allocated to save the line and accept the issue.
- 9 Click **Accept** to save the distributions.

Material Requisition Register

The Material Requisition Register lists all entries made in [Material Requisition Issue Entry](#) (see page 109).

MultiBin Advanced Distribution Modifications

The Purchase Order Material Requisition Register has been modified to display the bins that quantity was issued from.



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Updating the Material Requisition Register

Updating the Material Requisition Register will update the bin quantities as well.

MATERIAL REQUISITION REGISTER										
ABC Distribution and Service Corp.										
REGISTER NO: PM-0001										
ISSUE NUMBER	DATE	ITEM NUMBER	DESCRIPTION	UNIT MEAS	WHS	REQUEST	QUANTITY PREVISSD	ISSUED	UNIT COST	EXTENSION
000001	08/26/05	PO NO: 04002305	REQUESTED BY: John Doe BIN: CYCLECOUNT BIN: DEFAULTBIN	36C	000	100.00	0.00	100.00	12.60	1,260.00
									94.00	
									6.00	
DEPARTMENT: Purchasing										
									ISSUE TOTAL:	1,260.00
									REPORT TOTAL:	1,260.00

Material Requisition Register Window

Return Merchandise Authorization Module

MultiBin Advanced Distribution is integrated with the Return Merchandise Authorization module so that quantity can be distributed to bins before transactions are generated.

RMA Entry

The Return Merchandise Authorization (RMA) Entry window has been modified to distribute returned merchandise to specific bin locations.

Advanced Distribution in Return Merchandise Authorization Entry

This section contains the instructions on how to access the Advanced Distribution window.

Enter Returned Merchandise to Specific Bin Locations

- 1 From the Return Merchandise Authorization **Main** menu, select **RMA Entry** to open the RMA Entry window.
- 2 Enter the return merchandise number in the **RMA Number** field.
- 3 Select the customer returning the items from the **Customer No** field.



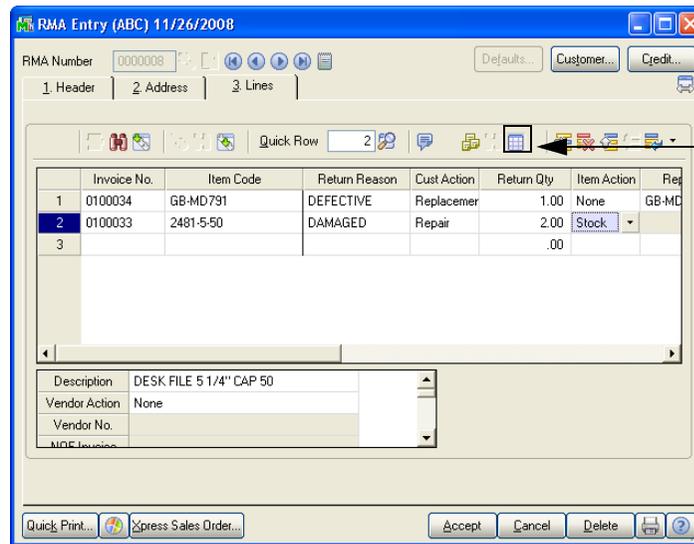
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4 Make any necessary changes, and click the **Lines** tab.



Advanced Distribution Button

Return Merchandise Authorization Entry Window - Lines Tab

- 5 Select the invoice that the item(s) were shipped on from the **Invoice No.** field.
- 6 Select which items are being returned from the **Item Code** field.
- 7 Select reason the customer is returning the item from the **Return Reason** field.
- 8 Select the action for the customer's return from the **Cust Action** field.
- 9 Enter the quantity of the item being returned in the **Return Qty** field.
- 10 To distribute the quantity being returned, select the line, change the **Item Action** field to **Stock**, and click the  button.

The quantity does not have to be distributed to a bin location to accept the return. However, distributions entered in RMA Data Entry will be retained when the return is received in RMA Receipts Entry.

 **NOTE:** The quantity can only be added to a bin location if the Item Action is **Stock**.



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The Advanced Distribution window appears.

Bin Location	Reference	Available	Distribute
200B		7.00	2.00

Advanced Distribution Window

- 11 Select the bin(s) that will accept the returns from the **Bin Location** field.

You can enter the name of a new bin if the **Allow Addition of New Bins During Data Entry** is selected in MultiBin [Advanced Distribution Options](#) (see page 41).

- 12 Enter additional reference information in the **Reference** field, if necessary.
- 13 Enter the quantity to allocate in the **Distribute** field.
- 14 Click **Accept** to save the distributions.

RMA Receipts Entry

The RMA Receipts Entry window has been modified to distribute returned merchandise to specific bin locations.

Advanced Distribution in Return Merchandise Receipts Entry

This section contains the instructions on how to access the Advanced Distribution window.

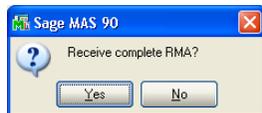
Enter Returned Merchandise to Specific Bin Locations in RMA Receipts Entry

- 1 From the Return Merchandise Authorization **Main** menu, select **RMA Receipts Entry** to open the RMA Receipts Entry window.
- 2 Enter the return merchandise number in the **RMA No** field.



3 Make any necessary changes, and then click the **Lines** tab.

If a return that was entered in RMA Data Entry is being received, you will be asked if you want to receive the complete RMA.



Sage MAS 90 Dialog

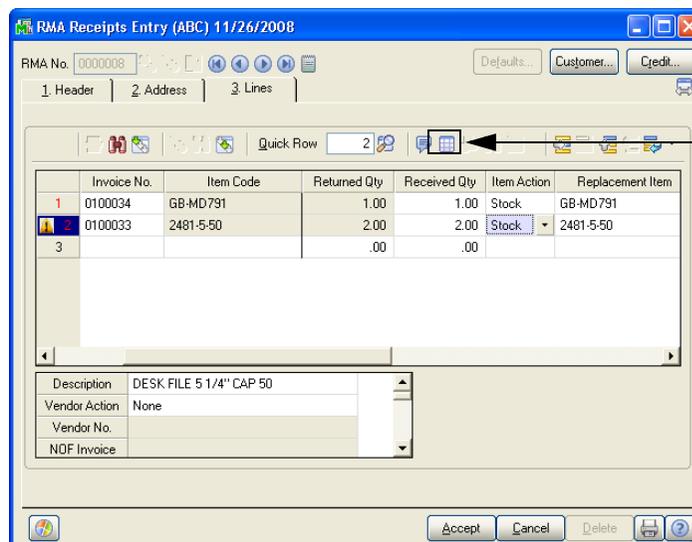
- If you select **No**, then MultiBin Advanced Distribution will check if any of the quantity has been distributed in RMA Data Entry.

If any quantity has been distributed, then the total distributed will be placed in the **Received Qty** field for the line and the rest of the quantity ordered will be placed in the **Remaining Qty** field.

If no quantity has been distributed for the line, then all of the quantity ordered will be placed in the **Remaining Qty** field.

- If you select **Yes**, then all of the returned quantity will be placed in the **Received Qty** field for all of the lines.
- Some of the lines may need to be distributed before the RMA can be accepted.

The **Lines** tab of the RMA Receipts Entry window displays the information.



Advanced Distribution Button

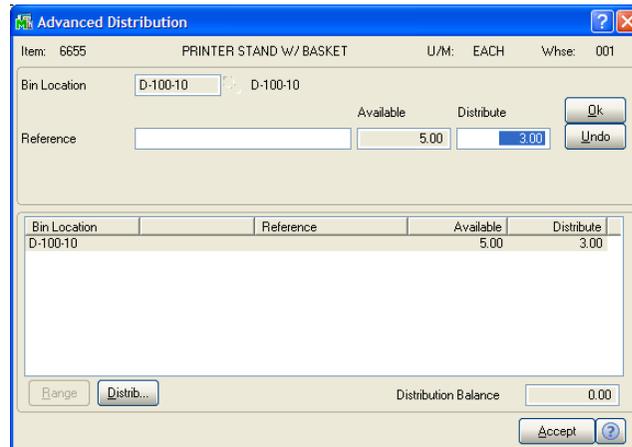
Return Merchandise Authorization Receipts Entry Window - Lines Tab

- 4 Select the invoice that the item(s) were shipped on from the **Invoice No.** field.
- 5 Select which items are being returned from the **Item Code** field.
- 6 Select reason the customer is returning the item from the **Return Reason** field.
- 7 Select the action for the customer's return from the **Cust Action** field.
- 8 Enter the quantity of the item being returned in the **Return Qty** field.



- To distribute the quantity being returned, select the line, and click the  button.

The Advanced Distribution window appears if the item's product line and the warehouse are enabled in MultiBin Advanced Distribution [Product Line Maintenance](#) (see page 46) and MultiBin Advanced Distribution [Warehouse Maintenance](#) (see page 46).



Advanced Distribution Window

- Select the bin(s) that will accept the returns from the **Bin Location** field. You can enter the name of a new bin, if the **Allow Addition of New Bins During Data Entry** is selected in MultiBin [Advanced Distribution Options](#) (see page 41).
- Enter additional reference information in the **Reference** field, if necessary.
- Enter the quantity to allocate in the **Distribute** field. All of the received quantity, for each line, must be distributed into bins before the RMA can be accepted.
- Click **Accept** to save the distributions.

Generate Transactions

The Generate Transactions feature has been modified to include the bin locations in the transaction.

Copying the Distributions in Generate Transactions

MultiBin Advanced Distribution copies the distributions entered in [RMA Receipts Entry](#) (see page 114) to the generated transactions.



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Generate a Transaction

- 1 From the Return Merchandise Authorization **Main** menu, select **Generate Transactions**. The Generate Transactions Selection window appears.

Select Field	Operand	Value
RMA Number	All	

Generate Transactions Selection Window

- 2 After selecting the range of RMA numbers for which transactions will be generated, click **Proceed**.
- 3 Click the  button to print the Return Merchandise Authorization Generate Transactions Listing.

After the listing is closed, you will be asked if you want to generate documents from received RMAs.

Sage MAS 90 Dialog

- 4 Select **Yes**. This will generate the appropriate transactions in Sales Order or Purchase Order.

MultiBin Advanced Distribution will copy the distributions entered in RMA Receipts Entry to the generated transactions.

Bill of Materials Module

The MultiBin Advanced Distribution module integrates with Bill of Materials, so bin quantities can be tracked throughout the production and disassembly processes.

Picking Sheet Printing

The MultiBin Advanced Distribution module integrates with Picking Sheet Printing to include bin location information on the picking sheets. MultiBin Advanced Distribution supports both non-graphical and graphical picking sheets.



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Configuring Bill of Materials Picking Sheet Printing

The options set on the Bill of Materials Options window and the MultiBin [Advanced Distribution Options](#) window (see page 40) determine what information the picking sheet includes and how the information is sorted.

- On the Bill of Materials Options window, you can select to print the sheets by warehouse and bin location.
- On the MultiBin [Advanced Distribution Options](#) window (see page 43), you can select the **B/M Picking Sheets Allocate Inventory check box** to automatically allocate the inventory items in the picking sheets. You can also determine how to distribute the quantity and how to sort the information.

- If **Bin Location** is selected in the **Distribute Quantity by** field, the picking sheet distributes quantity from bins in alphabetical order until all of the quantity has been distributed.

If **Descending** is selected from the **Distribute Sort Order** field, the picking sheet distributes from bins in reverse alphabetical order.

- If **Tier** is selected in the **Distribute Quantity by** field, the picking sheet distributes quantity from tiers in alphabetical order until all of the quantity has been distributed.

If **Descending** is selected from the **Distribute Sort Order** field, the picking sheet distributes from tiers in reverse alphabetical order. (For non-tier items, such as Standard, Average, FIFO, and LIFO, the quantity will be chosen based on the bin locations.)

- If **Qty Available** is selected in the **Distribute Quantity by** field, the picking sheet distributes quantity from bins based on the amount of quantity available in each bin in the order of least quantity available to the most.

If **Descending** is selected from the **Distribute Sort Order** field, the picking sheet first prints the bins that have the most quantity available.



Print the Bill of Materials Picking Sheet

- From the Bill of Materials **Main** menu, select **Picking Sheet Printing**. The B/M Picking Sheet Printing window appears.

B/M Picking Sheet Printing Window

- Select the bill numbers to print, and click **Print**. The picking sheets print.

For the following example, the **Sort Picking Sheets by Warehouse/Bin Location** option was selected on the Bill of Materials Options window, and the **Distribute Quantity By** and **Distribute Sort Order** options have been set to **Bin Location** and **Descending** on the MultiBin [Advanced Distribution Options](#) window (see page 43).

LOCATION	COMPONENT/DESC	U/M	QTY/BILL	TOTAL QTY	PICKED	SHORT
CYCLECOUN	D1000-CD REV: DESK CENTER DRAWER	EACH	1.00	1.00	_____	_____
CYCLECOUN	D1000-PC REV: FILING CABINET	EACH	2.00	2.00	_____	_____
CYCLECOUN	D1000-LHDS REV: DESK DRAWER SET - LEFT HAND	EACH	1.00	1.00	_____	_____
DEFAULTBIN	D1000-LOCK REV: LOCK SET FOR D1000 DRAWER SET	EACH	1.00	1.00	_____	_____
DEFAULTBIN	D1000-SR REV: SECRETARIAL RETURN	EACH	2.00	2.00	_____	_____
E-400-20	VOG-CM-MP-B REV: MODESTY PANEL	EACH	1.00	1.00	_____	_____

Bill of Materials Picking Sheet



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NOTE: To print the distributed quantity on graphical picking sheets, the field will need to be added through Crystal Reports. Add the MBC database to the picking sheet form and add a column for the *QtyDistforThisLine* field from MBC.

Production Entry

MultiBin Advanced Distribution integrates with Production Entry to keep track of bin quantities of items that are produced as well as the components that are used to produce them.

Advanced Distribution in Production Entry

This section contains the instructions on how to access the Advanced Distribution window.

Select a Bin Location for a Bill of Material

- 1 From the Bill of Materials **Main** menu, select **Production Entry**. The Production Entry window appears.

Production Entry Window - Header Tab

- 2 Enter the production number in the **Entry Number** field.
- 3 Select the bill number to produce from the **Bill Number** field.

If you select a bill number that a picking sheet was already printed for, you will be asked if you want to use one of the existing distributions.

Sage MAS 90 Dialog



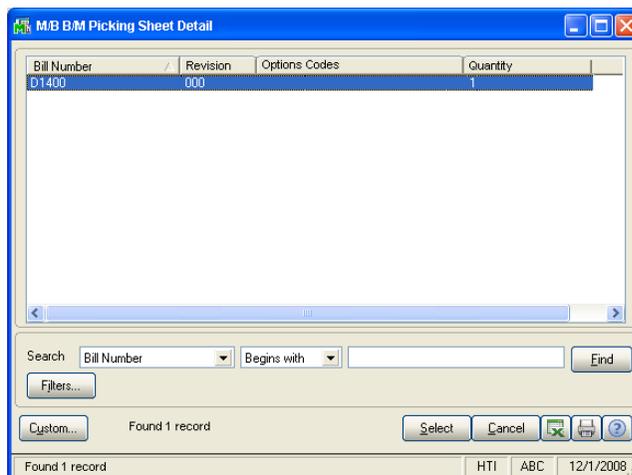
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- 4 Selecting **Yes** displays the M/B B/M Picking Sheet Detail window.

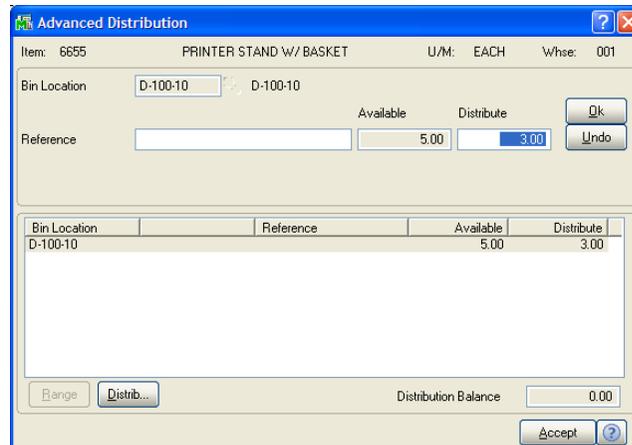


M/B B/M Picking Sheet Detail Window

- 5 Select the bill number. The information is added to the Production Entry window.

Select the Bin for the Assembled Item from the Header Tab

- 1 Click the **Distribute...** button on the **Header** tab of the Production Entry window to choose the bin where the assembled item will go. The Advanced Distribution window appears.



Advanced Distribution Window

- 2 Select the bin(s) from the **Bin Location** field.

You can enter the name of a new bin, if the **Allow Addition of New Bins During Data Entry** is selected in MultiBin [Advanced Distribution Options](#) (see page 41).

- 3 Enter additional reference information in the **Reference** field, if necessary.
- 4 Enter the quantity to allocate in the **Distribute** field.
- 5 Click **Accept** to save the distributions.

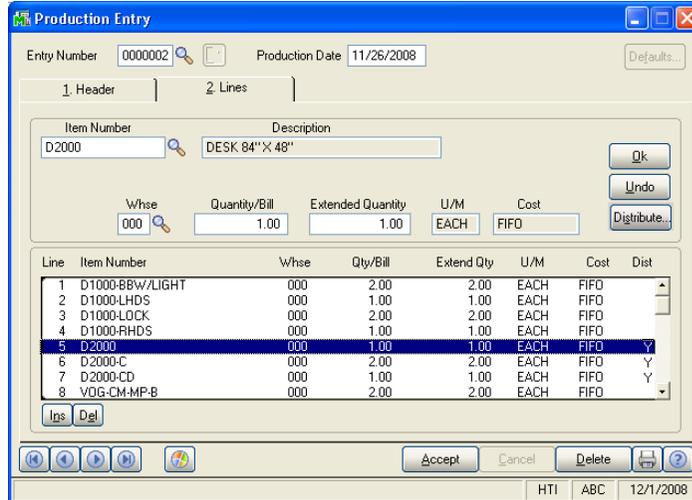


Select the Bin for the Assembled Item from the Lines Tab

After the item that is being assembled has been distributed, the resulting components can be distributed on the **Lines** tab of the Production Entry window.

1 Access the **Lines** tab.

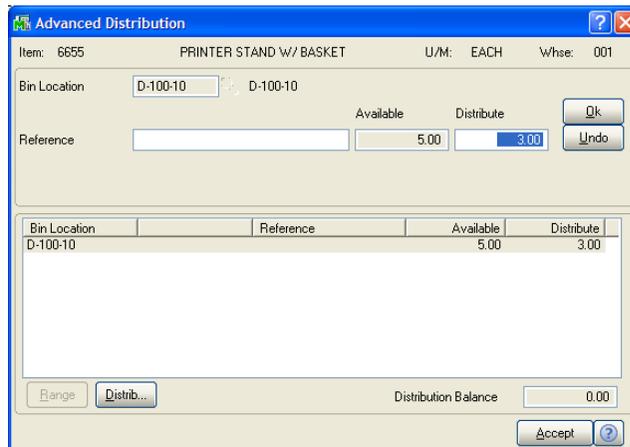
When you select an existing distribution for the bill number, the components on the **Lines** tab in Production Entry will use the bin locations and quantities that were printed on the picking sheet.



Production Entry Window - Lines Tab

2 To distribute the quantity used for the production, select the line, and then click **Distribute**.

The Advanced Distribution window appears if the item's product line and the warehouse are enabled in MultiBin Advanced Distribution [Product Line Maintenance](#) (see page 46) and MultiBin Advanced Distribution [Warehouse Maintenance](#) (see page 46).



Advanced Distribution Window



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3 Select the bin(s) from the **Bin Location** field.

 **NOTE:** You CANNOT enter the name of a new bin

4 Enter additional reference information in the **Reference** field, if necessary.

5 Enter the quantity to allocate in the **Distribute** field. All of the extended quantity, for each line, must be distributed from bins before the entry can be accepted.

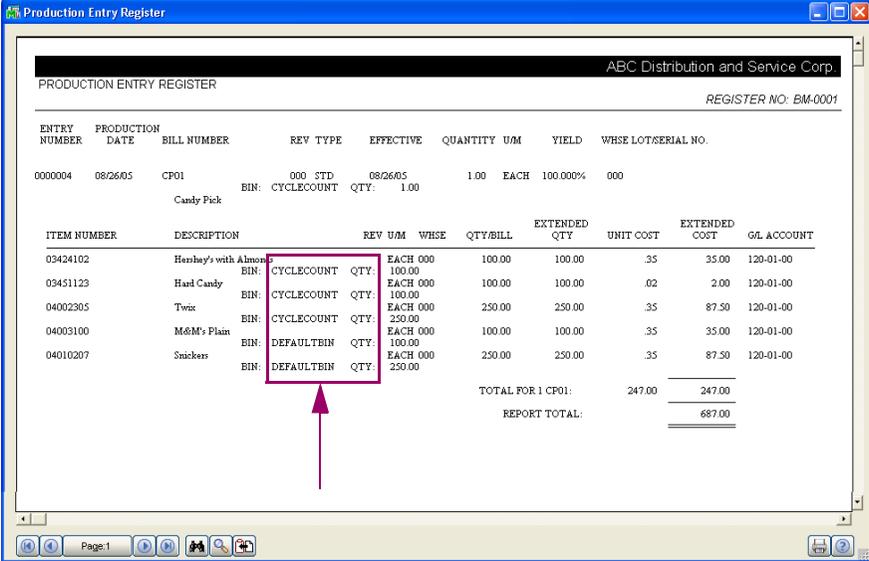
6 Click **Accept** to save the distributions.

Production Entry Register

The Production Entry Register lists all information entered in [Production Entry](#) (see page 120) and is used to check the accuracy of the entered data.

Updating the Production Entry Register

When the Production Entry Register is printed, you will be able to view bin quantities for each of the component lines and the bill.



Production Entry Register

ABC Distribution and Service Corp.

REGISTER NO: BM-0001

ENTRY NUMBER	PRODUCTION DATE	BILL NUMBER	REV TYPE	EFFECTIVE	QUANTITY	U/M	YIELD	WHSE	LOT/SERIAL NO.
0000004	08/26/05	CP01	000 STD	08/26/05	1.00	EACH	100.0000%	000	
			BIN: CYCLECOUNT	QTY: 1.00					
Candy Pick									
ITEM NUMBER	DESCRIPTION	REV	U/M	WHSE	QTY/BILL	EXTENDED QTY	UNIT COST	EXTENDED COST	GL ACCOUNT
03424102	Henhey's with Almond		EACH	000	100.00	100.00	.35	35.00	120-01-00
		BIN: CYCLECOUNT	QTY: 100.00						
03451123	Hard Candy		EACH	000	100.00	100.00	.02	2.00	120-01-00
		BIN: CYCLECOUNT	QTY: 100.00						
04002305	Twix		EACH	000	250.00	250.00	.35	87.50	120-01-00
		BIN: CYCLECOUNT	QTY: 250.00						
04003100	M&M's Plain		EACH	000	100.00	100.00	.35	35.00	120-01-00
		BIN: DEFAULTBIN	QTY: 100.00						
04010207	Snickers		EACH	000	250.00	250.00	.35	87.50	120-01-00
		BIN: DEFAULTBIN	QTY: 250.00						
TOTAL FOR 1 CP01:							247.00	247.00	
REPORT TOTAL:								687.00	

Production Entry Register

Updating the Production Entry Register will increase the bin quantities for the assembled item and decrease the bin quantities for the components that were used in the assembly.

Disassembly Entry

MultiBin Advanced Distribution integrates with Disassembly Entry to keep track of bin quantities of items that are disassembled, as well as the components that are gained as a result of the disassembly.



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Advanced Distribution in Disassembly Entry

This section contains the instructions on how to access the Advanced Distribution window.

Select a Bin Location during Disassembly Entry

- 1 From the Bill of Materials **Main** menu, select **Disassembly Entry**. The Disassembly Entry window appears.

The screenshot shows the 'Disassembly Entry' window with the 'Header' tab selected. The 'Entry Number' field contains '0000005' and the 'Disassembly Date' is '12/01/2008'. The 'Bill Number' is 'D1500' and the 'Description' is 'DESK ENSEMBLE'. The 'Bill Type' is 'Kit'. The 'Quantity' is '1.00' and the 'U/M' is 'EACH'. The 'Parent Warehouse' and 'Component Warehouse' are both '000 CENTRAL WAREHOUSE'. The 'Disassembly Type' is 'Produced Item' and 'Explode Sub-Assemblies' is unchecked. A 'Distribute...' button is located on the right side of the window. The status bar at the bottom shows 'HTI ABC 12/1/2008'.

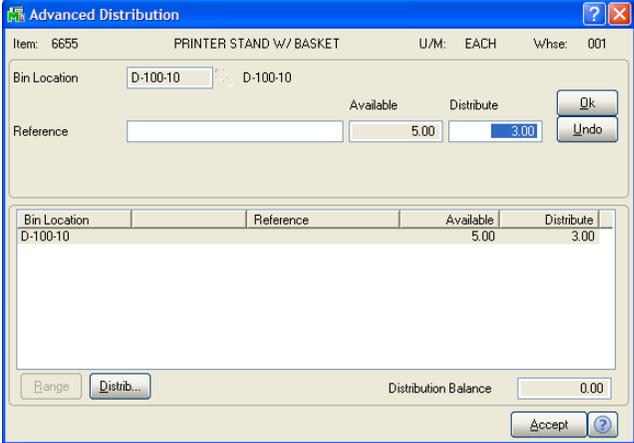
Disassembly Entry Window - Header Tab

- 2 Enter the disassembly number in the **Entry Number** field.
- 3 Select the bill number to produce from the **Bill Number** field.
- 4 Enter the quantity that will be disassembled in the **Quantity** field.



Select the Bin for the Disassembled Item from the Header Tab

- 1 Click the  button on the **Header** tab of the Disassembly Entry window to choose the bin that the disassembled item will come from. The Advanced Distribution window appears.



Bin Location	Reference	Available	Distribute
D-100-10		5.00	3.00

Advanced Distribution Window

- 2 Select the bin(s) from the **Bin Location** field.

 **NOTE:** You CANNOT enter the name of a new bin

- 3 Enter additional reference information in the **Reference** field, if necessary.
- 4 Enter the quantity to allocate in the **Distribute** field.
- 5 Click **Accept** to save the distributions.

Select the Bin for the Assembled Item from the Lines Tab

After the item that is being disassembled has been distributed, the resulting components can be distributed on the **Lines** tab of the Disassembly Entry window.



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1 Access the Lines tab.

Disassembly Entry

Entry Number: 0000005 Disassembly Date: 12/01/2008

1. Header | 2. Lines

Item Number: D1000 Description: DESK 72" X 30"

Whse: 000 Quantity/Bill: 2.00 Extended Quantity: 2.00 U/M: EACH Unit Cost: 450.000

Line	Item Number	Whse	Qty/Bill	Extend Qty	U/M	Cost	Dist
1	D1000	000	2.00	2.00	EACH	450.000	Y
2	D1000-BBW/LIGHT	000	2.00	2.00	EACH	65.000	Y
3	D1000-CD	000	1.00	1.00	EACH	20.000	
4	D1000-LHDS	000	1.00	1.00	EACH	70.000	
5	D1000-LOCK	000	2.00	2.00	EACH	15.000	
6	D1000-RHCONNECT	000	1.00	1.00	EACH	20.000	
7	D1000-RHDS	000	1.00	1.00	EACH	70.000	
8	VOG-CM-MP-B	000	2.00	2.00	EACH	26.750	

Buttons: Accept, Cancel, Delete, Defaults...

HTI ABC 12/1/2008

Disassembly Entry Window - Lines Tab

2 To distribute the quantity for a line, or to change an existing distribution, select the line, and click **Distribute**. The Advanced Distribution window appears.

Advanced Distribution

Item: 6655 PRINTER STAND W/ BASKET U/M: EACH Whse: 001

Bin Location: D-100-10 Available: 5.00 Distribute: 3.00

Reference:

Bin Location	Reference	Available	Distribute
A-100-100	100-200	0.00	0.00
CYCLECOUNT	Cycle Count Variance	2798.00	0.00
DEFAULTBIN		200.00	100.00

Buttons: Ok, Undo, Range, Distrib..., Accept

Distribution Balance: 0.00

Advanced Distribution Window

3 Select the bin(s) from the **Bin Location** field.

You can enter the name of a new bin if the **Allow Addition of New Bins During Data Entry** is selected in [MultiBin Advanced Distribution Options](#) (see page 41).

4 Enter additional reference information in the **Reference** field, if necessary.

5 Enter the quantity to allocate in the **Distribute** field. You must distribute all of the components before the entry can be accepted.

6 Click **Accept** to save the distributions.



Disassembly Entry Register

The Disassembly Entry Register lists all information entered in [Disassembly Entry](#) (see page 123) and is used to check the accuracy of the information.

Updating the Disassembly Entry Register

When the Disassembly Entry Register is printed, you will be able to view bin quantities for each of the component lines and the bill.

ENTRY NUMBER	DISASSEMBLY DATE	BILL NUMBER	REV TYPE	EFFECTIVE	QUANTITY	U/M	WHSE	DISASSEMBLY TYPE
0000005	08/26/05	CP01	000 STD	08/26/05	1.00	EACH	000	PRODUCED ITEMS
		Candy Pick	BIN: CYCLECOUNT	QTY: 1.00				
ITEM NUMBER	DESCRIPTION	REV U/M	WHSE	QTY/BILL	EXTENDED QTY	UNIT COST	EXTENDED COST	GL ACCOUNT
03424102	Hershey's with Almond	EACH	000	100.00	100.00	.35	35.00	120-01-00
	BIN: DEFAULTBIN	QTY: 100.00						
03451123	Hard Candy	EACH	000	100.00	100.00	.02	2.00	120-01-00
	BIN: DEFAULTBIN	QTY: 100.00						
04002305	Twix	EACH	000	250.00	250.00	.35	87.50	120-01-00
	BIN: DEFAULTBIN	QTY: 250.00						
04003100	M&M's Plain	EACH	000	100.00	100.00	.35	35.00	120-01-00
	BIN: DEFAULTBIN	QTY: 100.00						
04010207	Snickers	EACH	000	250.00	250.00	.35	87.50	120-01-00
	BIN: DEFAULTBIN	QTY: 250.00						
TOTAL FOR 1 CP01:							247.00	247.00
INVENTORY COST:							.00	.00
REPORT TOTAL:							247.00	.00
INVENTORY COST TOTAL:								

Disassembly Register

Updating the Disassembly Entry Register will decrease the bin quantities for the disassembled item and increase the bin quantities for the components that were gained in the disassembly.

Work Order Module

The MultiBin Advanced Distribution module is integrated with Work Order so bin distributions can be entered and updated along with each work order.

Work Order Transaction Entry

There are only two types of Work Order Transactions that require bin distributions: **Material Issue** and **Completion**. The other transaction types do not add to or remove quantity from inventory, so MultiBin Advanced Distribution is not involved with those types.

Advanced Distribution in Work Order Transaction Entry

This section contains the instructions on how to access the Advanced Distribution window.



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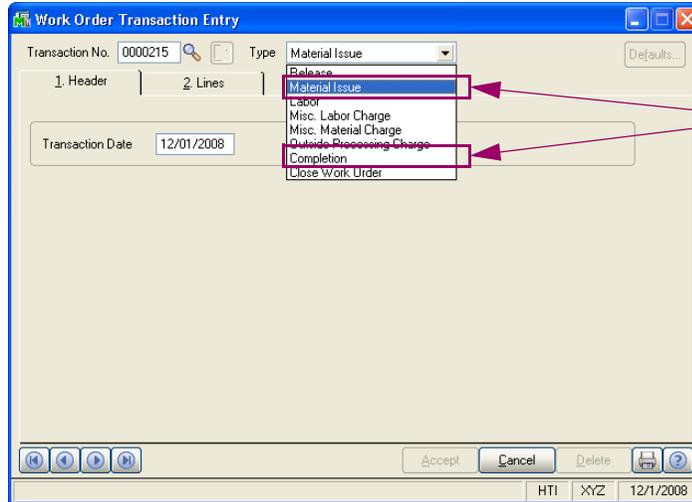


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Select a Work Order Transaction

- 1 From the Work Order **Main** menu, select **Work Order Transaction Entry**. The Work Order Transaction Entry window appears.

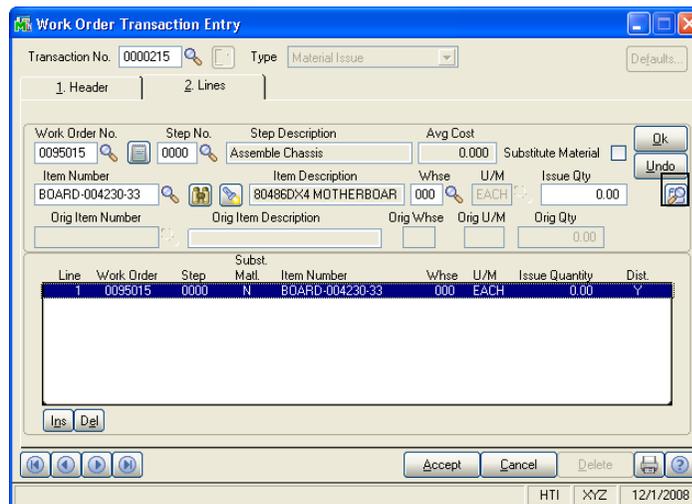


Work Order Transaction Entry Window - Header Tab

- 2 Enter a transaction number in the **Transaction No.** field.
- 3 Select **Material Issue** or **Completion** from the **Type** field.

Select a Bin Location for a Material Issue

- 1 Click the **Lines** tab of the Work Order Transaction Entry window.



Work Order Transaction Entry Window - Lines Tab

- 2 Select the work order number from the **Work Order No.** field.
- 3 Select the step number from the **Step No.** field.
- 4 Select the item from the **Item Number** field.



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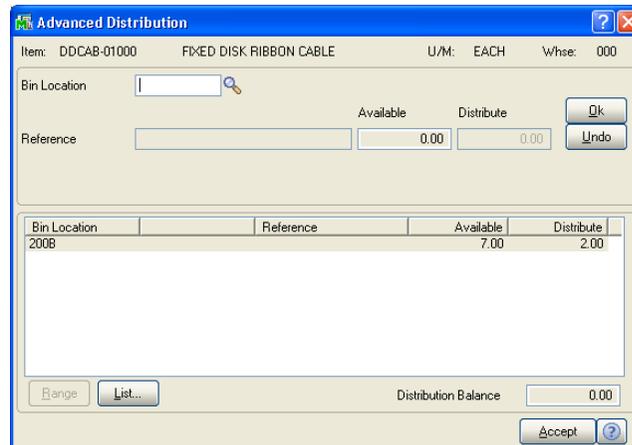
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- 5 Enter the item quantity in the **Issue Qty** field.
- 6 Click **OK**.

When the line is saved, the Advanced Distribution window appears if the item's product line and the warehouse are enabled in MultiBin Advanced Distribution [Product Line Maintenance](#) (see page 46) and MultiBin Advanced Distribution [Warehouse Maintenance](#) (see page 46).

The Advanced Distribution window can also be displayed by selecting a line and clicking the  button.



Bin Location	Reference	Available	Distribute
200B		7.00	2.00

Advanced Distribution Window

- 7 Select the bin(s) from the **Bin Location** field.
- 8 Enter additional reference information in the **Reference** field, if necessary.
- 9 Enter the quantity to allocate in the **Distribute** field. You must distribute all of the components before the entry can be accepted.
- 10 Click **Accept** to save the distributions.



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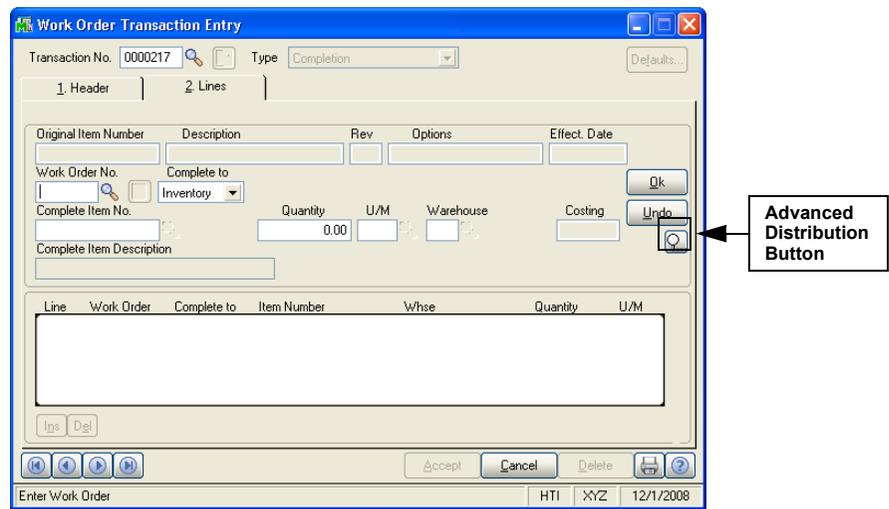


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Select a Bin Location for a Completion

- 1 Click the **Lines** tab of the Work Order Transaction Entry window.

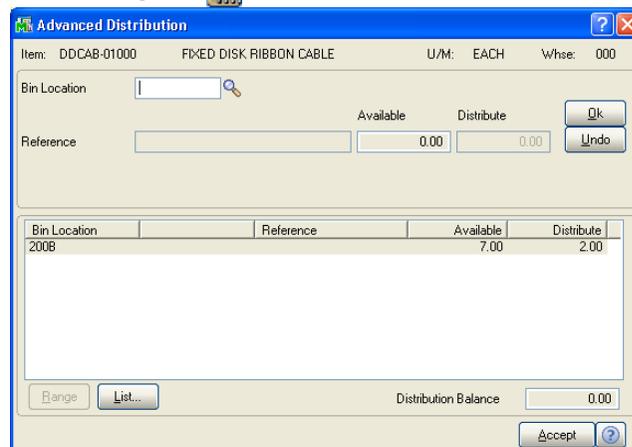


Work Order Transaction Entry Window - Lines Tab

- 2 Select the work order number from the **Work Order No.** field.
- 3 Select the item from the **Complete Item No.** field.
- 4 Enter the item quantity in the **Quantity** field.
- 5 Click **OK**.

When the line is saved, the Advanced Distribution window appears if the item's product line and warehouse are enabled in n MultiBin Advanced Distribution [Product Line Maintenance](#) (see page 46) and MultiBin Advanced Distribution [Warehouse Maintenance](#) (see page 46).

The Advanced Distribution window can also be displayed by selecting a line and clicking the  button.



Advanced Distribution Window



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6 Select the bin(s) from the **Bin Location** field. .

 **NOTE:** You CANNOT enter the name of a new bin.

7 Enter additional reference information in the **Reference** field.

8 Enter the quantity to allocate in the **Distribute** field. You must distribute all of the components before the entry can be accepted.

9 Click **Accept** to save the distributions.

Work Order Transaction Journal

You use the Work Order Transaction Journal to print the Work Order Transaction Journal registers and reports if completion and close transactions have been entered. The bin distribution information is included on the Work Order Transaction Journal.

Updating the Work Order Transaction Journal

Updating the Work Order Transaction Journal will update the bin quantities along with the rest of the transaction information.

WORK ORDER	STEP NUMBER	ITEM NUMBER	ITEM DESCRIPTION	WHSE CODE	SUBST U/M	ISSUE MATL?	QUANTITY	UNIT COST	EXTENSION
TRANSACTION NUMBER: 0000215		TRANSACTION DATE: 12/01/08							
0095015	0000	BTTRY-98422	CLOCK BATTERY	000	EACH	N	2.00	13.100	26.20
0095015	0000	DDC-0441008	FIXED DISK RIBBON CABLE	000	EACH	N	2.00	3.810	7.62
0095015	0000	BOARD-04230-33	80486DX4 MOTHERBOARD 100MHZ	000	EACH	N	2.00	0.00	0.00
TOTAL MATERIAL COST:									33.82
FIXED OVERHEAD:									3.38
VARIABLE OVERHEAD:									0.34
TRANSACTION NUMBER: 0000216		TRANSACTION DATE: 12/01/08							
0095016	0000	BOARD-04230-33	80486DX4 MOTHERBOARD 100MHZ	000	EACH	N	0.00		0.00
TOTAL MATERIAL COST:									0.00

Work Order Transaction Journal



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Bar Code Module

The Bar Code module's Handheld Computer File Layouts have been expanded to include bin locations in import files.

When MultiBin Advanced Distribution is installed and activated, it is automatically integrated with the Bar Code module.

- If the **Use Alias Item Numbers** option is selected on the **Main** tab of Bar Code Options window in the **Setup** menu, then the item number occupies the entire 30 characters.

The standard inventory item number or the alias item number can occupy the field in the import file.

If the standard item number is in the import file, it will only occupy the first 15 characters of the item field.

All the field positions are correct as described in the [Handheld Computer File Layouts](#) section (see pages 133 - 136).

- If the **Use Alias Item Numbers** option is NOT selected, then only 15 characters are used for the item number in the file import, not the entire 30.

All fields in the file import that follow the **Item Number** field are shifted in by 15 characters. Therefore, for an inventory sale, the **Quantity Number** field would start at position **42** instead of **57**.

Handheld Computer File Layouts

Any handheld computer purchased must be programmed for use with the Bar Code module.

MultiBin Advanced Distribution Modifications

The file layout changes for MultiBin Advanced Distribution are listed in the following tables. File changes are indicated with an asterisk (*).



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Inventory Transaction ASCII Import File Format

Field Description	Start	Length
Inventory Sales		
Transaction Type (hardcode - "1")	1	1
Transaction Date (YYMMDD format)	2	6
From Warehouse Number	8	3
Item Number	11	30
Job Number (blank if no job)	41	7
Cost Code (G/L Number if the Job Number field is blank)	48	9
Quantity (#####. 0000)	57	13
Price Method (S=Standard, R=Retail, "I"= Imported)	70	1
Price when Price Method ="" (#####. 0000)	71	13
Lot/Serial Number (if applicable)	84	15
*Bin Location	99	15
Inventory Issues		
Transaction Type (hardcode - "2")	1	1
Transaction Date (YYMMDD format)	2	6
From Warehouse Number	8	3
Item Number	11	30
Job Number (blank if no job)	41	7
Cost Code (G/L Number if the Job Number field is blank)	48	9
Quantity (#####. 0000)	57	13
Lot/Serial Number (if applicable)	70	15
*Bin Location	85	15
Inventory Transfers (for Transfer between Warehouses)		
Transaction Type (hardcode - "4")	1	1
Transaction Date (YYMMDD format)	2	6
From Warehouse Number	8	3
To Warehouse Number	11	3
Item Number	14	30
Quantity (#####. 0000)	44	13
Lot/Serial Number (if applicable)	57	15
*From Bin Location	72	15



Field Description	Start	Length
*To Bin Location	87	15
Inventory Receipts		
Transaction Type (hardcode - "6")	1	1
Transaction Date (YYMMDD format)	2	6
Warehouse Number	8	3
Item Number	11	30
Cost Method (S=Standard, L=Last, A=Average, ""=Importing)	41	1
Cost when Cost Method="" (#####. 0000)	42	13
Quantity (#####. 0000)	55	13
Lot/Serial Number (if applicable)	68	15
*Bin Location	83	15
Physical Count		
Transaction Type (hardcode - "8")	1	1
Warehouse Number	2	3
Item Number	5	30
Quantity (#####. 0000)	35	13
Lot/Serial Number (if applicable)	48	15
*Bin Location	63	15



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Purchase Order ASCII Import File Format

Field Description	Start	Length
Receipt Type (hardcode - "G")	1	1
Receipt Date (YYMMDD format)	2	6
Purchase Order Number	8	7
Invoice Number (optional)	15	10
Invoice Date (YYMMDD format or blank if no invoice number)	25	6
Item Number	31	30
Receipt Quantity (#####. 0000)	61	10
Lot/Serial Number (if applicable)	71	15
PO Line #	86	5
*Bin Location	91	15

Sales Order ASCII Import File Format

Field Description	Start	Length
Transaction Type (hardcode "S")	1	1
Ship Date (YYMMDD)	2	6
Sales Order Number (Alpha-Numeric Entry) pad with zeros (0)	8	7
Item Number	15	30
Line Index Number ##### Fix\$(Lineidx, 0, -5) fill with spaces	45	5
Ship Quantity (#####. ###) Fix \$(Qty, 3, -10)	50	10
Lot/Serial Number - fill with spaces	60	15
Weight fix (0,.5) Numeric, NO fractions	75	5
Freight Charge (#####. ##) Fix (Freight .2, -9)	80	9
*Bin Location	89	15
Shipping Data Entry		
Transaction Type (hardcode - "P")	1	1
Ship Date (YYMMDD)	2	6
Sales Order Number	8	7
Item Number	15	30
Line Index Number	45	5
Ship Quantity	50	10
Lot/Serial Number	60	15



Field Description	Start	Length
Shipper ID	75	3
Package Number	78	4
*Bin Location	82	15

Bill of Materials ASCII Import File Format

If the bill number and the item number are the same, then the record is a parent record. If the bill number and the item number are different, then the record is a component record.

Field Description	Start	Length
Transaction Type ("1" - Production Entry, "2" - Disassembly)	1	1
Transaction Date (YYYYMMDD format)	2	6
Bill Number	10	30
Revision	40	3
Options	43	35
Item Number	78	30
Warehouse Number	108	3
Quantity (#####. 0000)	111	13
Lot/Serial Number	124	15
Lot/Serial Quantity (#####. 000)	139	13
Reserved for Future Use	152	29
*Bin Location	181	15

This concludes the MultiBin Advanced Distribution manual.



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