REEL TRACKING SYSTEM OVERVIEW

INTRODUCTION

This system enables your company to set up reels and track the cuts and remaining balance on wire reels.

As an example: when a customer calls that needs 50 feet of a certain wire reel and salespeople look in the system and see that there is 100 feet. The problem arises when that 100 feet is made up of 3 reels that are 30, 30, and 40 feet.

This new system will allow salespeople to drill down and see the reels and lengths available without having to go into the warehouse and before the customer appears at your door/counter. Additional entry in the software is required to start and maintain this system, but it will help provide better customer service.

It has been designed to put the responsibility for entering the reels and cuts made off of them in the hands of the warehouse, and the salespeople should only have to make entries when they have not been made by the warehouse. In other words, when the pick ticket is printed and the material is shipped, the warehouse should go into Put-up Shipping and indicate the reels and cuts that have been made. When that ticket is invoiced, the system will only ask for this entry if it has not been made.

Salespeople can view the quantities available on reels through Sales Order Entry, Customer Price Check, and Stock Item Inquiries with the addition of the "RL" option.

SETUP

The following is an outline of the basic steps required for reel tracking.

PRODUCT PARAMETERS (PAR):
21. REEL TRACKING SYSTEM USED? (Y/N)
This must be set to "Y" to initiate the Reel Tracking System.

BRANCH MAINTENANCE (S/M)
53. USE RELL TRACKING SYSTEM? (Y/N)
This must be set to "Y" to initiate reel tracking for each branch.

PRODUCT MAINTENANCE (PMM)
All parts that should be tracked via the Reel Tracking System must be identified in Product Maintenance. This is done by setting field #22 TRACK REELS to a "Y".

OPERATOR PASSWORD SECURITY (OPM)

Operators who should be able to set up existing reels and make Reel Adjustments in the Reel Tracking system will need a security level of "3" in #27 Reel Tracking.

REEL DEFINITION
Reels are then setup via two methods:

Method 1: For existing reels, access the Reel Tracking System by typing RLS at the menu and select "1" for Reel Maintenance.
DO YOU WISH TO DO MAINTENANCE OR A LISTING? (M/L)
Type "M" for Maintenance, and enter the branch (if applicable). Next, type in the Mfgr ID and Catalog # or select from the product search using function keys. The search only displays parts that have been defined for reel tracking.
REEL #:
<F1> assign next available reel #
<F3> view existing reels
Enter a reel # or use the function keys. If the reel is already on file for this item, the system will display the information that was previously entered. If it is not on file, then the system will display this and ask the operator to confirm that it is being added. Type in the description, date, location, original length, and current length available. Type UP to add this reel to the system.
If an existing Reel # is entered for an item, then the operator can only change the Description and the Location.

Method 2: For new reels, this information should be added via the Purchasing Order Receiving system. For any items that have the TRACK REEL flag set to Y, a prompt will appear during the Purchase Order Receiving process when a line item is updated.
The operator will:
- type in a new reel number or <F1> to allow the system to assign the next available number.
- Hit <RETURN> to accept the description or change it.
- Enter the location in the warehouse, and the length of the reel.
If the quantity entered was less than the quantity received, then the system will prompt the user to enter in another reel. This will continue until the entire quantity received is accounted for. The reels will then be available for viewing and selection. Reels defined through the receiving process have records written to the transaction file.
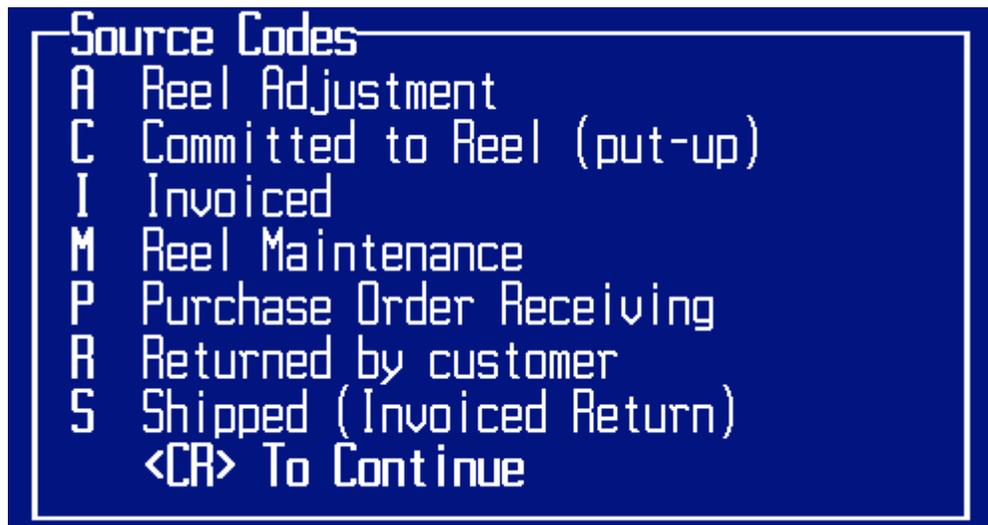
If an item on a purchase order is tied to a line item on a customer order, then system will not prompt to set up the reel.

REEL MAINTENANCE/LISTING

Once reels have been defined to the Reel Tracking System, further maintenance through this program is restricted to changing the description and the location.

The Current Quantity Available and Committed Quantity fields are updated throughout the part processing cycle. The Committed Quantity is updated whenever items are ordered and put up (Source Code=C). When invoices are updated, the Committed Quantity is reduced and subtracted from the Current Available field (Source Code=I).

To review the history of the transactions for a reel, type "HI" at the options prompt. This screen shows the date, terminal, operator, time, source code, document #, and quantity of each transaction. If the transaction was an Adjustment, then it shows the reason code that was entered by the operator. By entering a "?", the operator can view an explanation of the source codes that are used for each transaction.

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┌─Source Codes─────────────────────┐
│ A  Reel Adjustment               │
│ C  Committed to Reel (put-up)    │
│ I  Invoiced                      │
│ M  Reel Maintenance              │
│ P  Purchase Order Receiving      │
│ R  Returned by customer          │
│ S  Shipped (Invoiced Return)     │
│    <CR> To Continue              │
└──────────────────────────────────┘
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The Reel Listing option gives the operator the option to list the reels on the screen or to a report. These show the manufacturer ID, catalog #, description, and unit of measure of each item that has reels. Then each reel is listed with the description, date entered, location, original footage, and available footage.

This program is also used to remove reels from the system using the "DE" option. Reels and their transaction history can be removed only after the quantity available has been reduced to zero.

REEL ADJUSTMENTS
Reel Adjustments should not need to be done when the entries described above are done correctly. They should only need to be done when the available quantity for a reel is incorrect.
Select option 2 from the RLS menu in order to perform quantity adjustments. Select the part and then select the reel. Type "AJ" to proceed with the adjustment. The Reason Codes used here are letter "V" in the Tables File and they are same ones that can be used in INVENTORY ADJUSTMENTS. Select a reason code and then enter a -/+ amount that will be added to/subtracted from the Current Available Quantity. If the entry is correct, then type "UP" to update and an adjustment transaction will be written to the transaction file. To review the history of the transactions for the reel, enter "HI" at the options prompt

SALES ORDER ENTRY
In Sales Order Entry a new option "R=Reel Tracking" has been added for the options for line items on customer orders. For example, if the operator wishes to view the reel tracking for line item 2, then they will enter "2R" at the prompt for the item.
Then two options are given: 1. Allocate Reels. 2. View Reels. Option 1 will allow the operator to select a reel and indicate how many feet should be cut from that reel, and it is optional. This information will print on the pick ticket as instructions to the warehouse. The second option will show the list of available reels on the screen with the feet remaining to be allocated.

Cash Sales: When processing a cash sale, the salesperson must enter the reel allocation if it has not been entered by the warehouse. It should be a rare occasion that customers return an item that is set up for reel tracking, but if they do then the salesperson must indicate each of the lengths that are being returned as though they are new reels. In other words, they must assign a reel # to each return just as though it was being received on a purchase order.

Customer Returns: Although it is rare that a customer would return a length cut from a reel, the system does allow for this. When the return is entered, if

the operator indicates that it is being returned to inventory, then the system will present the same screen that is used in purchase order receiving. The operator must assign a reel # to the length that is being returned, and the reel transaction is assigned a Source code of "R" (Customer Returns). When the credit is invoiced (whether it is a cash sale or a charge sale) the Source Code is changed to "S" (Stock, Invoiced Return). This reel cannot be selected for other orders until the credit is invoiced.

Price Adjustments: When there is a price adjustment that needs to be made on an item that is set up for reel tracking, the item should be entered first with the negative quantity and then a second time with the positive quantity. The operator should enter the item with a negative quantity at the price that it was sold for, and then enter the item on the same order with the correct price. The operator should indicate that the first item is being returned to inventory so that the inventory quantity will remain correct. When the order is updated, the system will require that the operator create a reel for the 1st item. Then the operator can enter this same reel # for the 2nd item. Other operators that may be entering orders for the same item will not see this reel until after the credit/invoice has been printed and updated.

Pick Tickets: When pick tickets are printed for items that are being tracked, if the operator has selected which reel the warehouse should cut from, then that is printed below the item. If they have not done that, then the system prints a line for the operator to fill in the reel #, reel description, reel location, and the quantity. This is for the convenience of the warehouse to fill in this information. After this has been filled in, the warehouse should go into PUT-UP shipping and enter this information as described below.

Cancelled items: When an item on an order is cancelled, if an entry has been made in the reel tracking system, then that is removed.

PUT UP SHIPPING
When an operator puts-up the shipping on an order, if an item is put-up that is flagged for reel tracking, then a screen is presented for the operator to enter each reel and the feet cut from that reel. After an entry has been made, if there is a remaining quantity to be allocated, then additional reel prompts will appear until the put-up quantity equals the allocated quantity. Upon completion of the reels enter "UP" to update. Transaction records will be

written and can be viewed via the "HI" option of Reel Maintenance and Reel Adjustments.

If the operator enters AB or UP to update and exit, and the allocation doesn't equal the shipped quantity, a prompt will appear to enter a password to accept this. If the proper password is keyed, then the operator will be allowed to proceed, otherwise, the they must key in valid allocation quantities.

Quantities processed through this step will appear in the committed column in the Reel Maintenance display and the Reel Adjustment display. The quantities will remain here until the invoice is printed and updated.

Entering "AB" at the quantity or "UP" when the put-up quantity has not all been allocated will result with an allocation message showing the amount not allocated, and a prompt is given that allows the user to exit.

If an item has been put-up and the reel transactions have been entered, and the operator returns to the item and it is un-put-up, then the reel transactions are removed.

INVOICE PROCESSING

Since the warehouse should have made the reel allocations before a ticket is put in the bin for billing, if the quantity allocated equals the quantity shipped, then the reel allocation screen is not displayed during the invoice creation. If changes need to be made that should be done in PUT-UP SHIPPING before the invoice is created.

If the quantity allocated does not equal the quantity shipped, then the reel allocation screen is displayed the same as it is described above in PUT-UP SHIPPING. This gives the operator an opportunity to make changes if needed to the reel allocation. If the operator enters AB or UP to update and exit, and the allocation doesn't equal the shipped quantity, a prompt will appear to enter a password to accept this. If the proper password is keyed, then the operator will be allowed to proceed, otherwise, the they must key in valid allocation quantities.

Note: if this operator has allocated the reels and realizes that they have made a mistake, they can enter "DE" to delete a reel allocation and start again.

When the invoices are printed and updated, the committed transaction is found, and the status is change from committed **C** to shipped **S**. Both the reel committed and available quantity are reduced by the transaction quantity.