

bisTrack Memo Quantity Instructions

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Progressive Solutions Inc

Document Control

Revision History

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Prerequisites

Memo quantities are a way of entering product quantities for goods in units or packages of various sizes. To use memo quantities, bisTrack Release 2.4 must be licensed and installed. Timber functionality must be turned on to use memo qty input for timber products; timber pack functionality, which is similar, is not required.

The procedures below assume that you have a general understanding of product setup, including set up of product pers and per rules. This document also assumes basic knowledge of order entry and processing.

Introduction

Memo quantities, also known as memo tallies, are a way to enter quantities for certain types of products on sales orders, purchase orders, work orders, and other product lines such as during stock counting. It is useful for bisTrack clients who wish to enter quantities in units of various sizes (or unit and dimension combinations), using a grid, when stocking units of varying counts for the same product. Memo quantity shares similarities with timber pack tally functionality.

Memo quantity entry is available for generic, tallied timber, and timber sheet material products only.

bisTrack's memo quantities function allows you to:

- Set up multiple default unit sizes in product properties.
- Enter product quantities in units or loose stock (i.e., a unit size of one) using a convenient grid.
- Extend out the entire quantity and track the memo and total quantities throughout order processing even when unit sizes picked differ from those ordered.

For the products assigned this option, memo quantity input becomes available on the following bisTrack screens:

- Sales and purchase order lines and call off lines.
- Picking confirmation (when Advanced picking confirmation is turned on in system options)
- Order line substitution, back order, and back order tally lines.
- Works order source materials lines and finished products lines
- Credit note, supplier return, and cash sale refund lines.
- Stock receipt lines, stock adjustments, and stock counting for generic, timber sheet material and timber tallied products.

Set up Memo Quantity Input for a Product

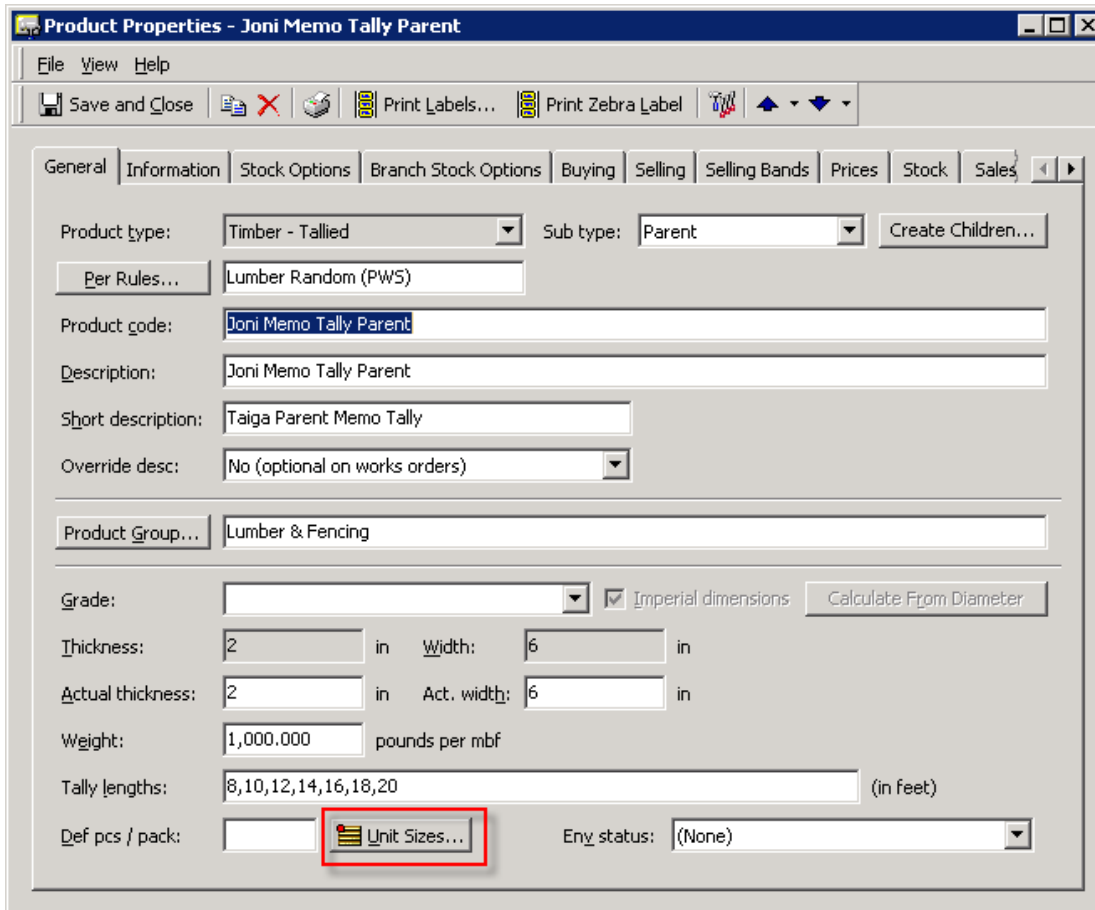
Memo quantity input is an option that you enable when you create a generic, tallied timber, or timber sheet product. You can also enable it on an existing product as long as no inventory yet exists for that product.

Go to System Manager → Products → Products. Right-click and click New.

Begin setting up the product as usual, including:

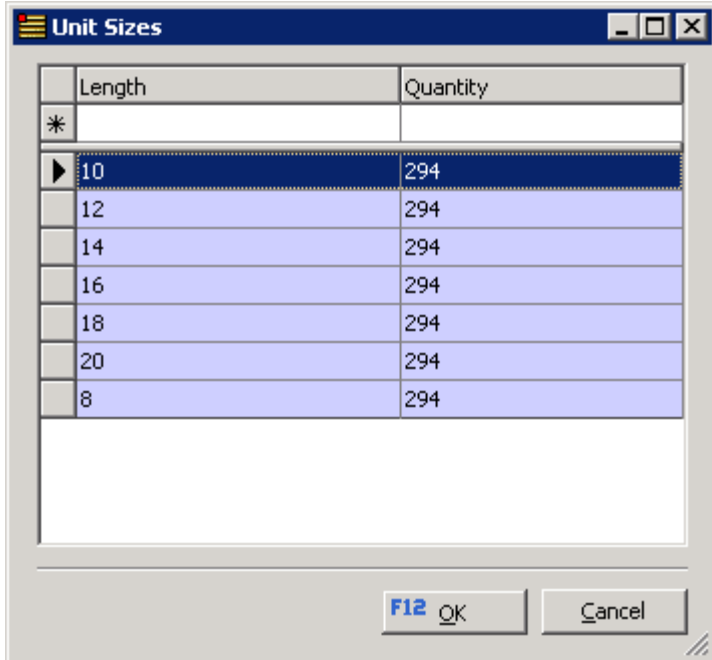
- Select the Product type and sub type as desired. Memo quantity input is only available for generic, tallied timber, and timber sheet material product types.
- Select a Per rule for this product.
- Tally lengths (for tally products).

Click Unit Sizes...



The Unit Sizes window opens, with two variations depending on product type (see next page, too).

For tallied timber products, enter a Length for the product and the unit size (in Quantity of pieces) for that length. **Press Enter**. Repeat as necessary for various units of that length (e.g., lengths of 16 feet in units of 294, units of 100, and units of 1), or enter unit sizes for other lengths of this product, pressing Enter each time to open a new entry line.



The image shows a dialog box titled "Unit Sizes" with a table containing the following data:

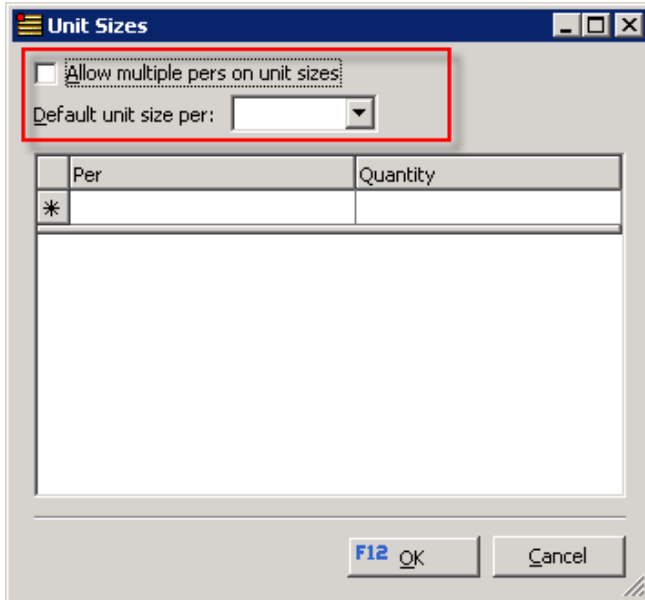
Length	Quantity
*	
▶ 10	294
12	294
14	294
16	294
18	294
20	294
8	294

At the bottom of the dialog box, there are two buttons: "F12 OK" and "Cancel".

When you have entered all lengths and unit sizes, click OK.

For a generic or timber sheet material products, you can set up unit sizes based on a single per or on multiple pers. Select whether to “Allow multiple pers on unit sizes” and the Default per for unit size quantities. (These options do not appear for tallied timber product types.) Note:

- You cannot change your selection for “Allow multiple pers on unit sizes” once transactions exist for the product. But if multiple pers are allowed, you *can* still change the default unit size per.
- The default per options displayed are from the allowable pers in the per rule you selected for the product.

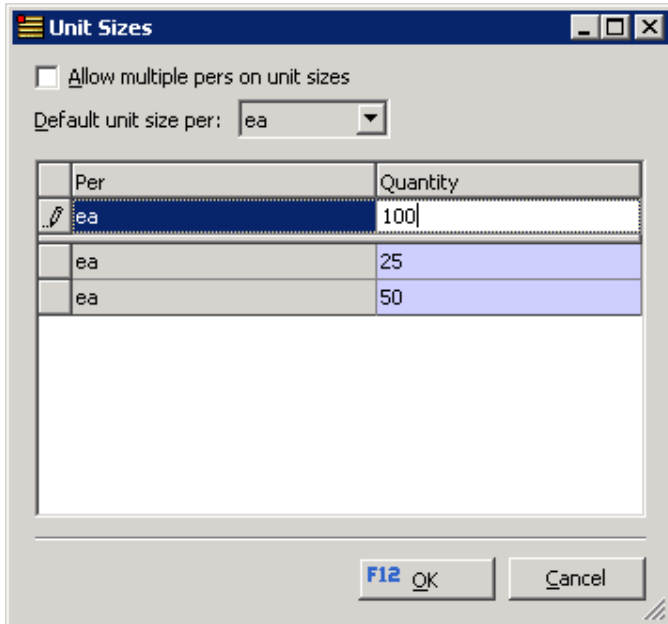


The image shows a dialog box titled "Unit Sizes" with a red border. It contains a checkbox labeled "Allow multiple pers on unit sizes" which is currently unchecked. Below the checkbox is a dropdown menu labeled "Default unit size per:". Below the dropdown is a table with two columns: "Per" and "Quantity". The first row of the table has an asterisk (*) in the "Per" column and is empty in the "Quantity" column. At the bottom of the dialog box are two buttons: "F12 OK" and "Cancel".

Per	Quantity
*	

The default unit size per appears in the grid.

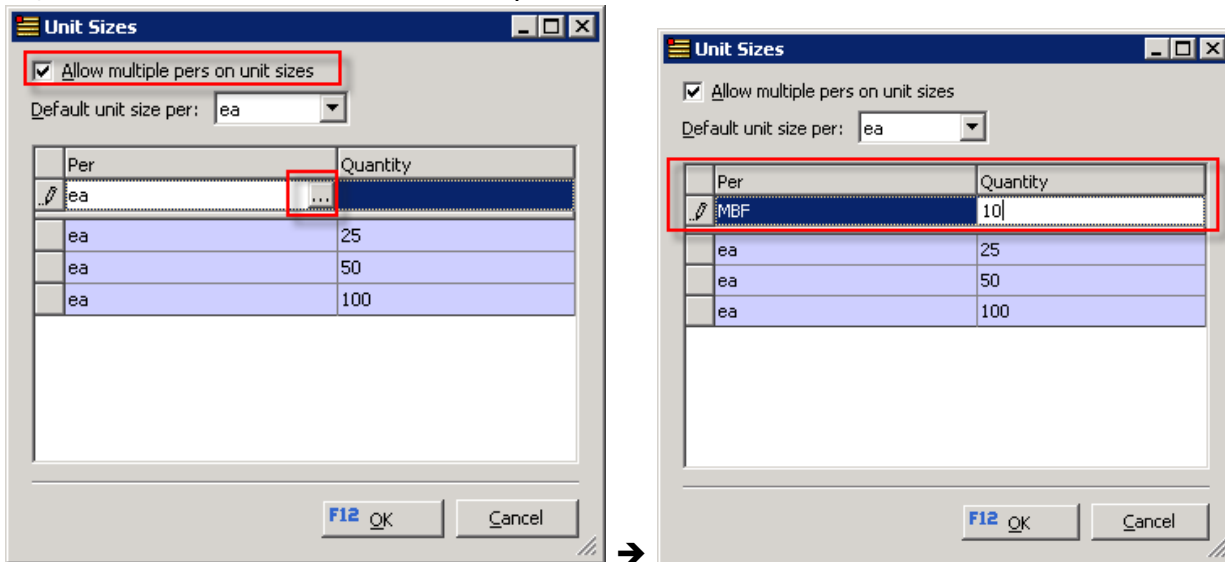
Enter a quantity (in that per) for a unit. Press Enter. Repeat as necessary for various units sizes.



The 'Unit Sizes' dialog box is shown. It has a title bar with a menu icon, the text 'Unit Sizes', and standard window controls. Below the title bar is a checkbox labeled 'Allow multiple pers on unit sizes' which is unchecked. Below that is a dropdown menu labeled 'Default unit size per:' with 'ea' selected. The main area contains a table with two columns: 'Per' and 'Quantity'. The first row is selected and contains 'ea' and '100'. Below it are two more rows: 'ea' with '25' and 'ea' with '50'. At the bottom are two buttons: 'F12 OK' and 'Cancel'.

Per	Quantity
ea	100
ea	25
ea	50

If you have allowed multiple pers on unit sizes, you can also click the Per field, click **...**, and select a different unit size per.



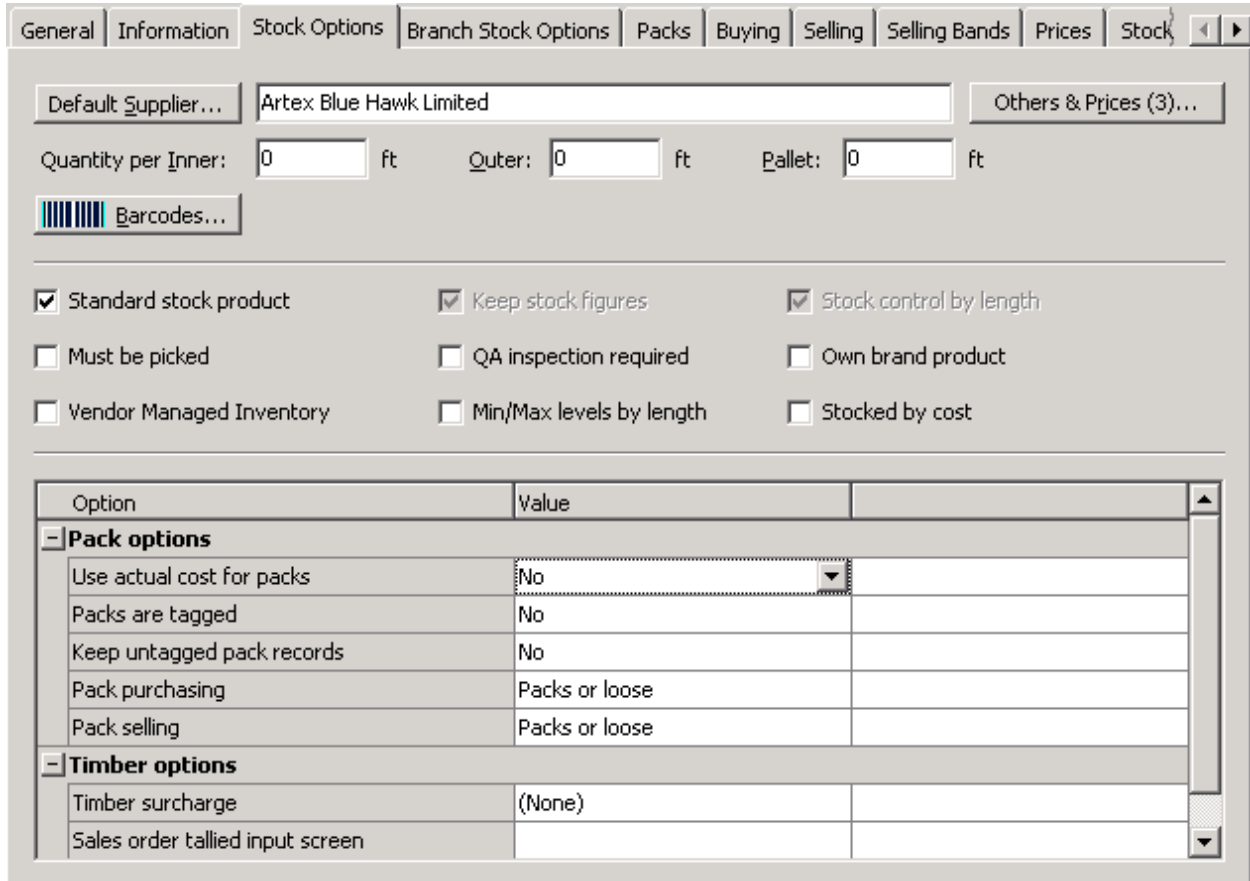
Two screenshots of the 'Unit Sizes' dialog box are shown side-by-side, connected by a right-pointing arrow. The left screenshot shows the 'Allow multiple pers on unit sizes' checkbox checked. The table has four rows: 'ea' (100), 'ea' (25), 'ea' (50), and 'ea' (100). A red box highlights the '...' button in the 'Per' column of the first row. The right screenshot shows the same dialog box, but the first row now contains 'MBF' in the 'Per' column and '10' in the 'Quantity' column. A red box highlights this entire row.

Note that you can right-click a unit size line you have entered and click Delete as necessary.

When you have entered all unit sizes, click OK.

Click the Stock Options tab. Select a Default Supplier and enter other stock options as desired. In particular:

- Keep stock figures: Generally, this option should be selected; it must be selected if you want to use memo quantities for finished goods on work orders.
- Stock control by length: This option must be selected for tallied timber products if you want to track specific lengths

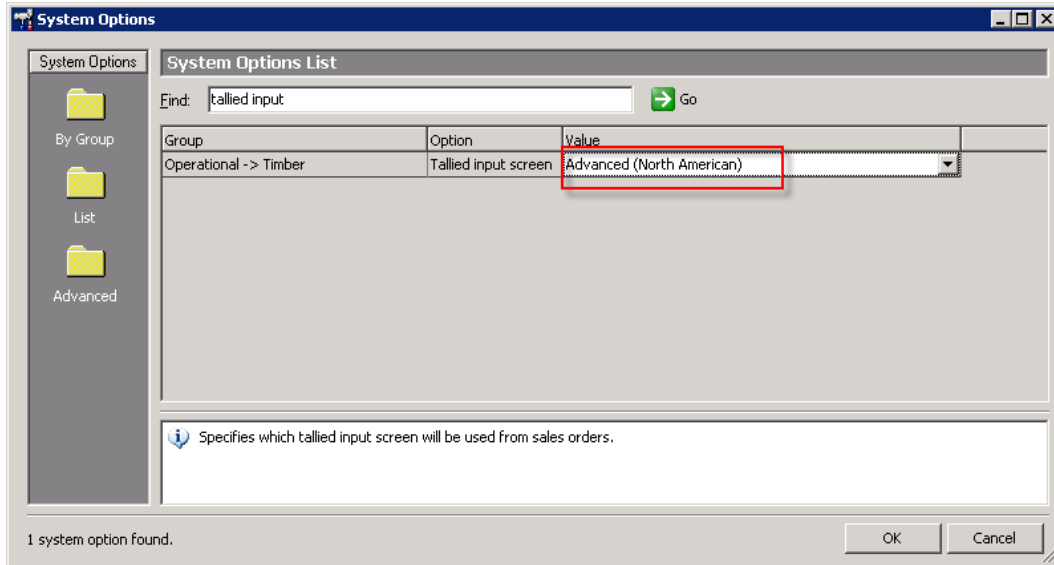


Option	Value
- Pack options	
Use actual cost for packs	No
Packs are tagged	No
Keep untagged pack records	No
Pack purchasing	Packs or loose
Pack selling	Packs or loose
- Timber options	
Timber surcharge	(None)
Sales order tallied input screen	

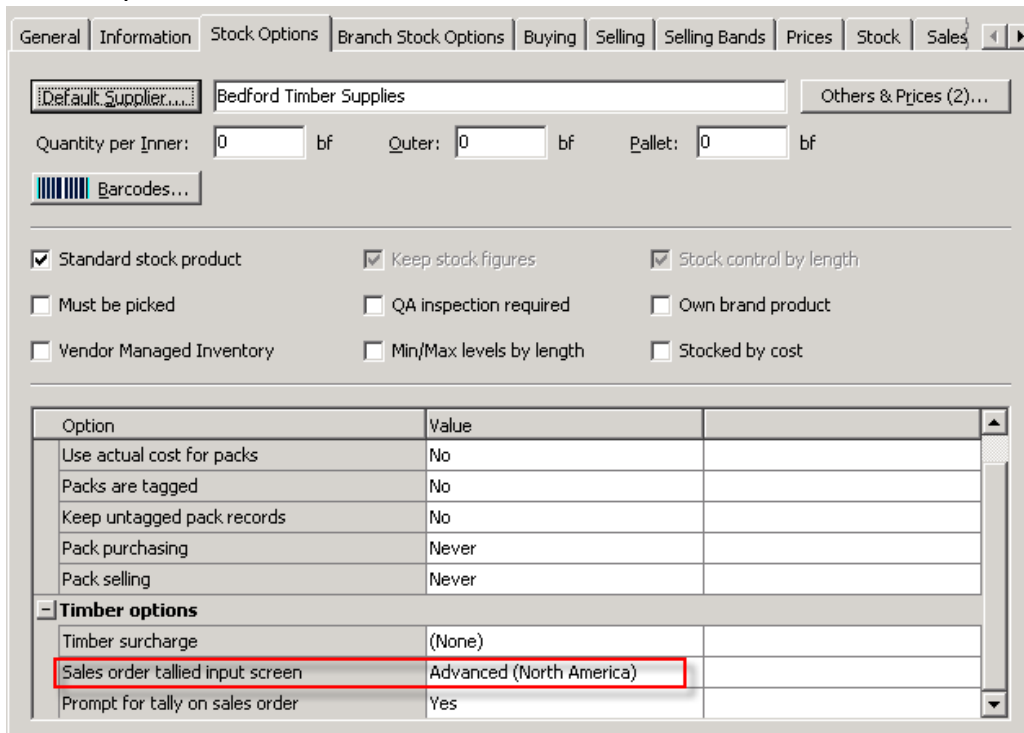
For tallied timber or timber sheet material, review the Pack and Timber options in the grid and set them as desired. (See the bisTrack Pack Setup Instructions for details.) Memo quantities can be used along with packs, but settings for “Pack purchasing” and “Pack selling” may override the selection of memo quantity input. For instance:

- If “Pack purchasing” is set to Always and you are not keeping tagged or untagged pack records, the stock receipt will require pack tally entry (rather than allowing memo quantity input).

Note that your selection for "Sales order tallied input screen" is affected by the Operational → Timber system option called "Tallied input screen."



The use of memo quantity requires no particular option for the tallied input screen, but if the option is set for Advanced (North American), then when you set up parent items to use memo quantity, you must also select Advanced Tally Input on the Stock Options tab.



Click the Branch Stock Options tab. Select options as desired, then scroll right.

Branch	Default Label Template	Last Counted	Last Count Source	Use Memo Input
(Defaults)	(None)	(Not Applicable)	(Not Applicable)	<input checked="" type="checkbox"/>
Cedar Rapids	(None)	(Not Applicable)	(Not Applicable)	<input type="checkbox"/>
Des Moines	(None)	(Not Applicable)	(Not Applicable)	<input type="checkbox"/>
GL Test Branch	(None)	(Not Applicable)	(Not Applicable)	<input type="checkbox"/>
Madison	(None)	(Not Applicable)	(Not Applicable)	<input type="checkbox"/>
Mason City	(None)	(Not Applicable)	(Not Applicable)	<input type="checkbox"/>
TB Mills-M1	(None)	(Not Applicable)	(Not Applicable)	<input type="checkbox"/>
TB Mills-M2	(None)	(Not Applicable)	(Not Applicable)	<input type="checkbox"/>
TempTestBranch	(None)	(Not Applicable)	(Not Applicable)	<input type="checkbox"/>
Vernon Branch	(None)	(Not Applicable)	(Not Applicable)	<input type="checkbox"/>
W1-Company	(None)	(Not Applicable)	(Not Applicable)	<input type="checkbox"/>
W1-M1	(None)	(Not Applicable)	(Not Applicable)	<input type="checkbox"/>
W1-M2	(None)	(Not Applicable)	(Not Applicable)	<input type="checkbox"/>

Show full stock turn, age and GMROI

Select whether you want to use memo quantity input as the default for all branches or for individual branches only. If you select Use Memo Input for (Defaults), it will automatically be selected all branches when the new product is saved. You may need to save and then reopen the product to deselect any branches where you want to disable memo quantity input.

- **Note:** When some branches allow memo quantity input and others don't, and a transaction is created using memo quantity and then the transaction branch is changed to a branch that does not use memo quantity, any quantity for the item will be cleared and will need to be reentered.



Enter additional products information on the various tabs as desired.

Click Save and Close.

Enter a Memo Quantity in an Order

Create or open an order as usual and select a product that has been set up for memo quantity input.

Purchase Order Line Properties - Line Number 1

Product code: Available stock: 0  

Description:

General
Price Calculation
Options
Notes
Other

Quantity: Memo Qty...

Cost price: \$ Discounts:

Total cost: \$ Calculated Recalculate Prices

Show Calculation >>

Analysis code: Price History

Date expected:

Total Cost	Additional	Stevedore	Delivery	Weight	Volume
\$0.02	\$21.00	\$0.00	\$0.00	0.010 lb	0.0000 MBF
\$0.02	\$21.00	\$0.00	\$0.00		
C\$0.03	C\$26.25	C\$0.00	C\$0.00		

F12 OK
Cancel

Click Memo Qty.... The Memo Quantity Input window opens, looking somewhat different depending on the type of product and your system options for tally input.

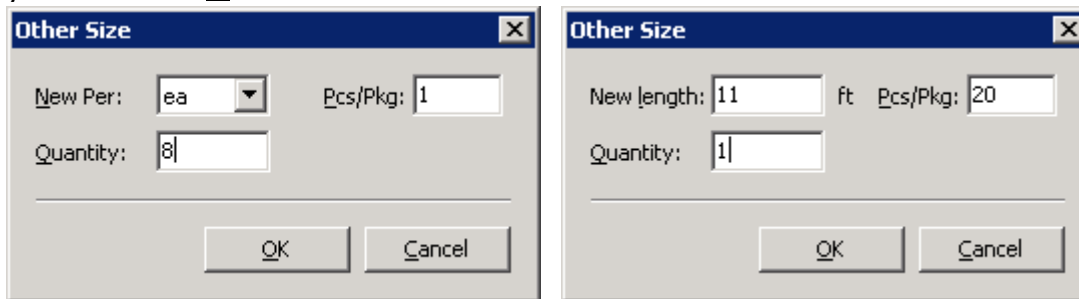


Memo Qty:

Thick x Width	8.0 ft	8.0	8.0	10.0	10.0	12.0	14.0	18.0	24.0
2 in x 4 in	1						1		
Pcs / pack	100	200	250	100	200	100	200	100	50

Totals: 2 Units, 300 pieces, 2.4 mbf

Enter the number of units of each size (and length) that was set up. If necessary, you can click Other Size...



Other Size ✕

New Per: Pcs/Pkg:

Quantity:

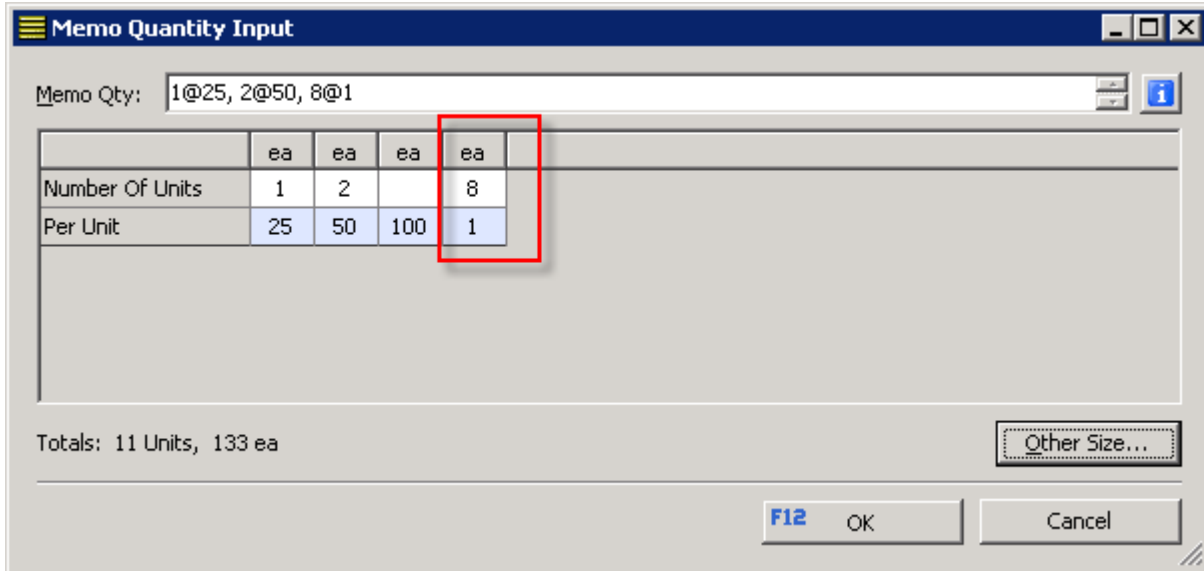
Other Size ✕

New length: ft Pcs/Pkg:

Quantity:

Enter a new number of pieces per package (unit) and the quantity of those units. You can also select a different product length or per, when multiple pers are enabled and listed in the product's per rule. Click OK.

The new unit size (or loose pieces) you added will appear in the quantity grid.



Memo Qty: 1@25, 2@50, 8@1

	ea	ea	ea	ea
Number Of Units	1	2		8
Per Unit	25	50	100	1

Totals: 11 Units, 133 ea

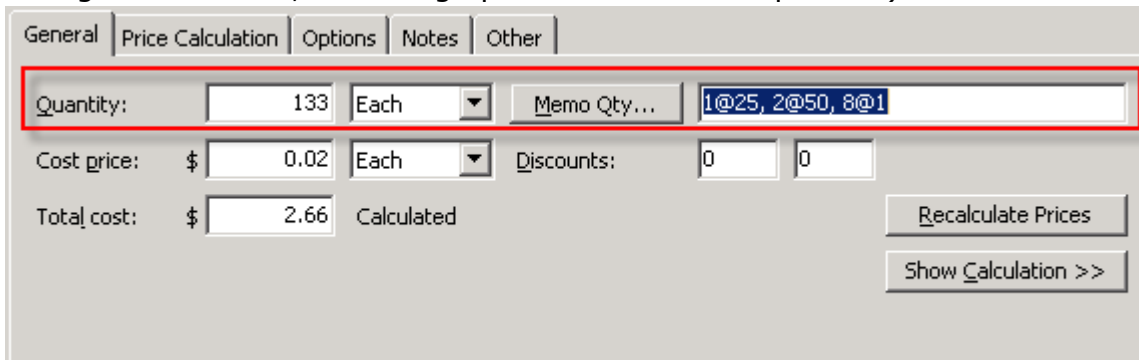
Other Size...

F12 OK Cancel

Click OK (or press F12) to add the complete memo quantity to the order. The memo quantity is displayed in one of the following formats:

- <qty>@<unit size>, <qty>@<unit size>, <loose>
- <qty>/<length>@<unitsize>, <qty>/<length>@<unitsize>
- <qty>/<per>@<unit size>, <qty>/<per>@<unit size>

bisTrack extends a total quantity in the product's default each (which may be changed as desired, assuming options exist for this product).



General | Price Calculation | Options | Notes | Other

Quantity: 133 Each Memo Qty... 1@25, 2@50, 8@1

Cost price: \$ 0.02 Each Discounts: 0 0

Total cost: \$ 2.66 Calculated

Recalculate Prices


Show Calculation >>

Adjust pricing and other options as necessary, then click OK. The item is added as a single line, with the extended quantity in the Qty field and the details displayed below as a memo.

- Note: In cases involving a parent item with child items of the same length but different prices, bisTrack will create a separate line for the Price A and Price B items.

F5 General F6 Lines (3) Additional Costs (2) F7 Instructions F8 Notes F9 Supplier Shipping Status Summary Transport Booking M									
Quick entry:		1099		Add					
	Product Code	Qty	Qty Per	Cost	Cost Per	Total Cost	Total Weight	Total Volun	
1	1066W 1066 Widget	133	ea	\$0.02 ea		\$2.66	1,330 lb		
2	J2324A J23 Tallied 2x4 Ash	2400	bf	\$200.00 MBF		\$480.00		2,4000 M	
3	1099G 1099 Gadget	45	ea	\$19.99 BX25		\$35.98			

Complete the order as usual. Extended and memo quantities will appear on documents as they do on the order screen.



Supplier Address
Aco Build
Hitchin Road
SHEFF ORD Beds SG17 STE

Delivery Address
Cedar Rapids
3301 24th Avenue
Suite 109
X
Vernon, British Columbia, V1T 9S8

Purchase Order

Order No **8422**
Order Date **12/08/2008**

Our Ref
Your Ref
Delivery

This is a reprint
By 12/08/2008

Page 1 of 1

Line	Description	Quantity	Price	Per	Total
1	1066 Widget 1@25, 2@50, 8@1	133.0000 ea	0.02	ea	2.66
2	J23 Tallied 2x4 Ash 1/8.0@100, 1/14.0@200	2,400.0000 bf	200.00	MBF	480.00

Use Memo Quantity Input with the Advanced Tally Input

When your system options specify timber tally input on sales orders using the Advanced (North American) tally input screen, memo quantity input works basically the same as described above, but with some exceptions, and it looks different, too.

When you click Memo Quantity to enter a quantity on an order (or other product line), an advanced version of the Memo Quantity Input window opens.

Memo Quantity Input
✕

Product:

Thick x Width:

Stock tally:

Length (ft)	Pieces Per Pack	Input	Std Buy	Last Cost	Sell Price
8.0	100		200		
8.0	200		200		
8.0	250		200		
10.0	100		200		
10.0	200		200		
12.0	100		200		
14.0	200		200		
18.0	100		200		
24.0	50		200		

Parent standard:

Parent last:

Parent avg:

Parent sell:

Tally standard buy:

Tally last cost:

Tally avg cost:

Tally sell price:

0.00% Margin of tally at standard

0.00% Margin of tally at last

0.00% Margin of tally at avg

Sell price from parent Totals: 0 Packs, 0 pieces, 0 mbf, 0.000 lb

Use the Input column to enter the quantity of each length and pack/unit size you want. You can also change the Pieces per pack as desired.

Memo Quantity Input
✕

Product:

Thick x Width:

Stock tally:

Length (ft)	Pieces Per Pack	Input	Std Buy	Last Cost	Sell Price
8.0	294		12.5	0.25	
10.0	294		10	0.25	
12.0	294	2	8.3333	0.25	0.43
14.0	294	1	7.1429	0.25	0.44
16.0	294		6.25	0.25	
18.0	294		5.5556	0.25	
20.0	198	1	5	0.25	

Parent standard: <input type="text" value="12.00"/>	Tally standard buy: <input type="text" value="7.14"/>	2128.98% Margin of tally at standard
Parent last: <input type="text" value="0.25"/>	Tally last cost: <input type="text" value="0.25"/>	21.92% Margin of tally at last
Parent avg: <input type="text" value="0.25"/>	Tally avg cost: <input type="text" value="0.25"/>	21.92% Margin of tally at avg
Parent sell: <input type="text" value="0.00"/>	Tally sell price: <input type="text" value="0.32"/>	

Sell price from parent Totals: 4 Packs, 1080 pieces, 15.132 mbf, 15,132.000 lb

In the Sell Price column, enter prices for individual packs.

Memo Quantity Input
✕

Product:

Thick x Width:

Stock tally:

Length (ft)	Pieces Per Pack	Input	Std Buy	Last Cost	Sell Price
8.0	100		200		
8.0	200	1	200		210
8.0	250		200		
10.0	100		200		
10.0	200		200		
12.0	100		200		
14.0	200		200		
18.0	100	1	200		240
24.0	50		200		

Parent standard: Tally standard buy:

Parent last: Tally last cost:

Parent avg: Tally avg cost:

Parent sell: Tally sell price:

11.46% Margin of tally at standard

100.00% Margin of tally at last

100.00% Margin of tally at avg

Sell price from parent Totals: 2 Packs, 300 pieces, 2.26666667 mbf, 0.000 lb

bisTrack displays the extended quantities and resulting margins. If you want to add other unit sizes, they can be manually typed into the Stock tally box. When you're done entering quantities, click OK.

The memo quantity is displayed.

F2 General
F3 Price Negotiation
F4 Price Calculation
F5 AVOs
F7 Notes
F8 Other
F9 Tax
F10 More Fields

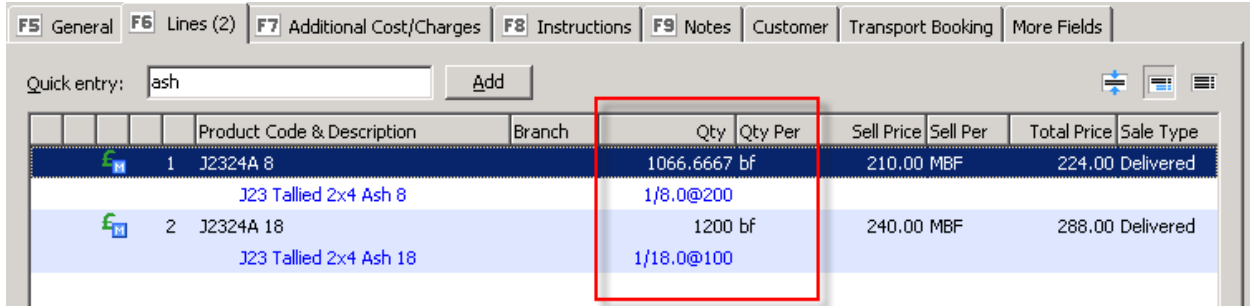
Quantity:

Board Foot
Memo Qty...

Selling price: 250.00 MBF (Including AVOs)

Total price: 566.67 Standard sell price

Adjust pricing or other options and click OK. bisTrack checks stock and displays low-stock messages as necessary. The item is placed on the order, with separate lines for child items from a parent.



Quick entry:

		Product Code & Description	Branch	Qty	Qty Per	Sell Price	Sell Per	Total Price	Sale Type
1	J2324A 8	J23 Talled 2x4 Ash 8		1066.6667	bf	210.00	MBF	224.00	Delivered
2	J2324A 18	J23 Talled 2x4 Ash 18		1200	bf	240.00	MBF	288.00	Delivered

Proceed with the order as usual.

Use Memo Quantity Input for Picking Confirmation

Open or create a picking confirmation as usual. Click Memo Qty...

161040 - Picking Confirmation
_ □ ×

Sales Order...	161040	Customer...	TRADJ005 - Laminated Products Inc	Branch...	Cedar Rapids
----------------	--------	-------------	-----------------------------------	-----------	--------------

Deliver to: 5718 52nd St Kingswells Kenosha, WI, 53144	Date required: 12/12/2008 By This Date
	Deliver Any Time of Day
	Single Delivery Only

Delivery area:	
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Lines (3)	Special Instructions	Header Notes	Internal Notes
-----------	----------------------	--------------	----------------

Go to line:	F6	→ Go	Pick All is not supported on lines that contain timber packs or parent lines
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Line	Product Code & Description	Quantity/Tally/Packs Picked	Status	Reason
1	Joni Memo Tally 12 - Joni Memo Tall... Requested: 588 ea - 2/12.0@294		Picked	
2	Joni Memo Tally 14 - Joni Memo Tall... Requested: 294 ea - 1/14.0@294		To Be Picked	
3	Joni Memo Tally 20 - Joni Memo Tall... Requested: 198 ea - 1/20.0@198		To Be Picked	

F7 Tally...	F8 Memo Qty...	F9 Packs...	F10 Pick All	F11 Action...	Properties	Substitution
-------------	----------------	-------------	--------------	---------------	------------	--------------

The Memo Quantity window opens with a full pick quantity defaulting, along with the standard unit size.



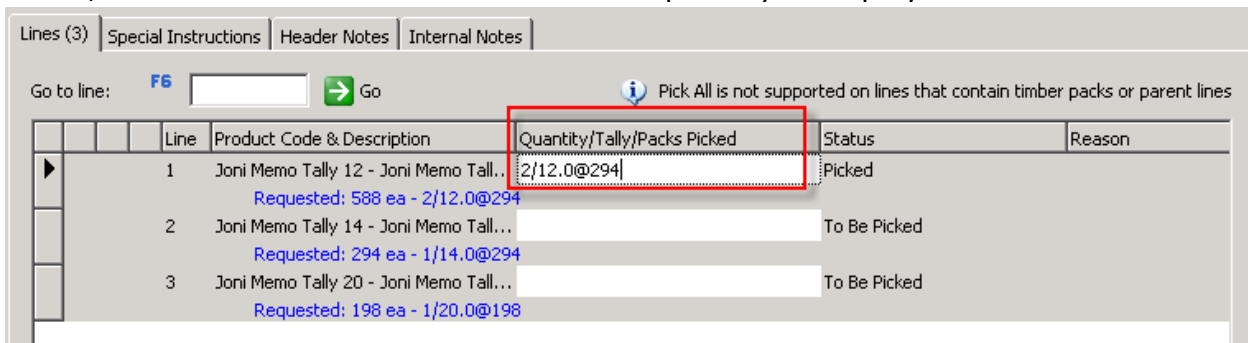
Memo Quantity Input

Memo Qty:

Thick x Width	12.0 ft	12.0
2 in x 6 in		588
Pcs / pack	294	1

Totals: 588 Units, 588 pieces, 7.056 mbf

Adjust as needed – you can enter the number of standard units, rather than piece count, if desired. Then click OK. The memo quantity is displayed.



Lines (3) | Special Instructions | Header Notes | Internal Notes

Go to line: **F6** i Pick All is not supported on lines that contain timber packs or parent lines

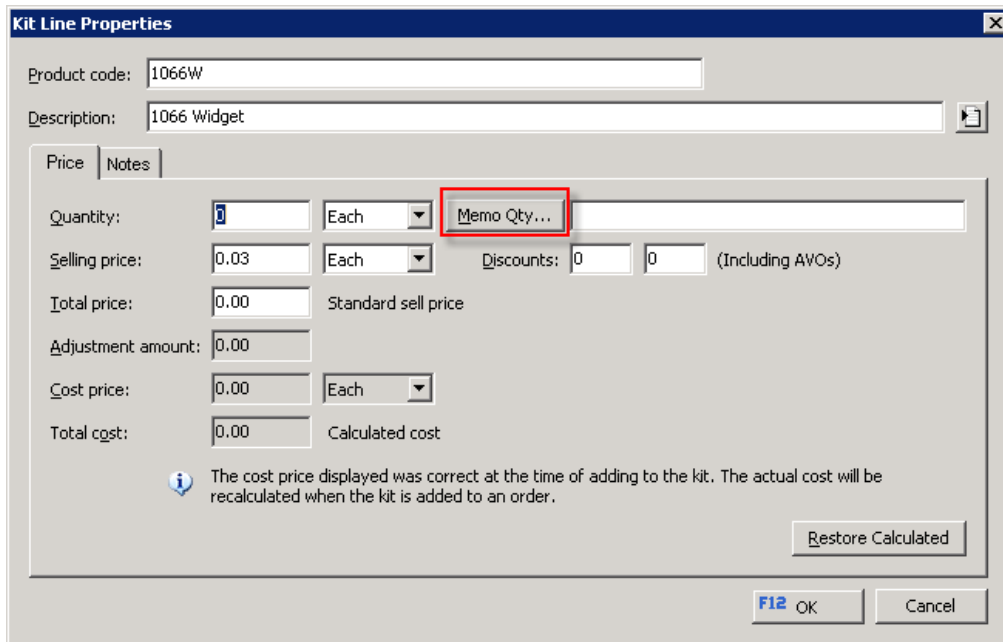
Line	Product Code & Description	Quantity/Tally/Packs Picked	Status	Reason
1	Joni Memo Tally 12 - Joni Memo Tall... <small>Requested: 588 ea - 2/12.0@294</small>	<input type="text" value="2/12.0@294"/>	Picked	
2	Joni Memo Tally 14 - Joni Memo Tall... <small>Requested: 294 ea - 1/14.0@294</small>		To Be Picked	
3	Joni Memo Tally 20 - Joni Memo Tall... <small>Requested: 198 ea - 1/20.0@198</small>		To Be Picked	

When your pick is entered, click Save or Pick Confirmed and proceed as usual.

Use Memo Quantity Input on Other Screens

Once set up, memo quantity input is available from a variety of bisTrack screens related to stock lines and order lines. Typical examples include:

Kit Builder



Kit Line Properties

Product code: 1066W
 Description: 1066 Widget

Price | Notes

Quantity: 0 Each **Memo Qty...**

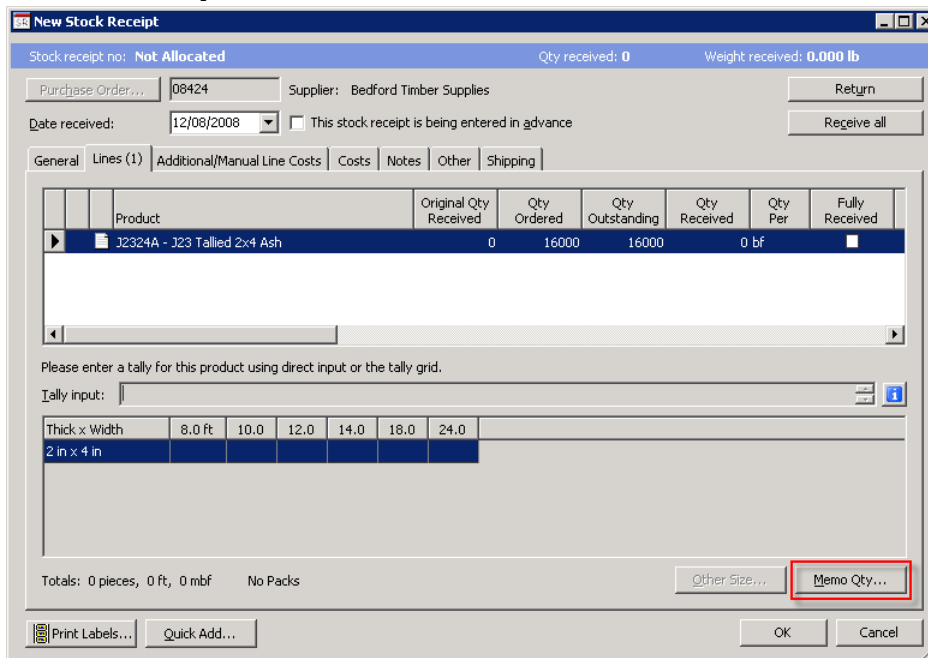
Selling price: 0.03 Each Discounts: 0 0 (Including AVOs)
 Total price: 0.00 Standard sell price
 Adjustment amount: 0.00
 Cost price: 0.00 Each
 Total cgst: 0.00 Calculated cost

The cost price displayed was correct at the time of adding to the kit. The actual cost will be recalculated when the kit is added to an order.

Restore Calculated

F12 OK Cancel

Stock Receipt



New Stock Receipt

Stock receipt no: Not Allocated Qty received: 0 Weight received: 0.000 lb

Purchase Order: 08424 Supplier: Bedford Timber Supplies Return

Date received: 12/08/2008 This stock receipt is being entered in advance Receive all

General Lines (1) Additional/Manual Line Costs Costs Notes Other Shipping

Product	Original Qty Received	Qty Ordered	Qty Outstanding	Qty Received	Qty Per	Fully Received
J2324A - J23 Talled 2x4 Ash	0	16000	16000	0	bf	

Please enter a tally for this product using direct input or the tally grid.

Tally input:

Thick x Width	8.0 ft	10.0	12.0	14.0	18.0	24.0
2 in x 4 in						

Totals: 0 pieces, 0 ft, 0 mbf No Packs Other Size... **Memo Qty...**

Print Labels... Quick Add... OK Cancel

Substitutions

Substitution for Line #1

Original item

Product: Joni Memo Tally 12 - Joni Memo Tally 12

Quantity: 588 Each **Memo Qty...** 2/12.0@294

Substitute item

New Product... Joni Memo Tally 14 - Joni Memo Tally 14

Quantity: 588 Each **Memo Qty...**

OK Cancel

Works Order Lines

New Works Order Source Product

Product... J2324A - J23 Tallied 2x4 Ash

Quantity Notes Other

Quantity: 0 Board Foot No Ex: 1

Tally input:

Thick x Width	8.0 ft	10.0	12.0	14.0	18.0	24.0
2 in x 4 in						

Totals: 0 pieces, 0 ft, 0 mbf **Memo Qty...**

Special order (the stock will be ordered from the supplier specifically for this works order) Options...

Supplier... BE8131 - Bedford Timber Supplies Alternatives...

F12 OK Cancel

Credit Note Lines:

Credit Note Line Properties [X]

General | Notes | Tax

Invoice: Number 09436, Item 3

Line type: Invoice Line This is a price correction only

Product... Joni Memo Tally 20 - Joni Memo Tally 20

Description: Joni Memo Tally 20

Original quantity: 198 Each (0 already credited)

Quantity: 198 Each

Quantity to return: 198 Each **Memo Qty...** 1/20.0@198

Original unit price: 0.29 Board Foot

Goods total: 1148.40

Restock charge: 0.00

Total tax: 244.03 Taxable

Total amount: 1392.43

Total cost: 541.33

OK Cancel

