HARDGOODS

Tally Items
Written by
Karen Boyett
Kathleen Steele

Production
Steve MacDonald

Copyright © 1986, 1992 Triad Systems Corporation
Hardgoods Division
3055 Triad Drive
Livermore, CA 94550-9559

All rights reserved. No part of this manual may be reproduced in any form, or by any means without written permission from Triad Systems Corporation. Printed in the United States of America.

WARNING

This equipment generates, uses and can radiate radio frequency energy. If not installed and used in accordance with the instruction manual, it may cause interference to radio communications. It has been tested and found to comply with the limits for a Class A computing device pursuant to Subpart J of Part 15 of the FCC rules, which are designed to provide reasonable protection against such interference when operated in a commercial environment. Operation of this equipment in a residential area is likely to cause interference, in which case the user, at his own expense, must take whatever measures may be required to correct the interference.

Publication No. 1075075  Rev. 4170
## Contents

### Using This Manual
- In This Section 1-1
- Who Should Read This Manual 1-1
- About This Manual 1-2
- What This Manual Does Not Contain 1-2
- Conventions Used in This Manual 1-3
- Related Publications 1-4
- Where to Get Help 1-4

### Introduction
- Who Has the Tally Feature? 2-1
- What is a Tally Item? 2-1
- Questions You May Have 2-3

### Adding Tally 1 Items
- Should I Use Tally 1? 3-1
- Adding a Tally 1 Item 3-2
Using This Manual

In This Section

Who Should Read This Manual

About This Manual
  Tabbed Sections

What This Manual Does Not Contain

Conventions Used in This Manual

Related Publications

Where to Get Help
Using This Manual

In This Section

This section describes:
- who should read this manual
- how this manual is structured
- what information is not included in this manual
- what conventions are used throughout
- related publications
- other resources you could use to learn more about tally items
- who to call for help

Who Should Read This Manual

This manual is designed to help you set up and maintain tally items. If you can't remember how to do a specific procedure, look in this manual. If you need a field definition for a specific function or report, look in the Functions Manual or Reports Manual.

This manual is a procedures manual and does not include field definitions.
About This Manual

This is the Tally Items Manual. It covers all the procedures for adding and maintaining tally items.

Tabbed Sections

The tabbed sections included in this manual are as follows:

USING THIS MANUAL — describes the manual, structure, and conventions that will help you find the information you need.

INTRODUCTION — explains the differences between tally 1 and tally 2 items, and provides answers to common questions.

ADDING TALLY 1 ITEMS — explains how to add and maintain tally 1 items.

ADDING AND MAINTAINING TALLY 2 ITEMS — explains how to add and maintain tally 2 items.

At the back of the manual is an index to help you find information based on a topic.

What This Manual Does Not Contain

This manual does not cover procedures for selling tally items at CPOS (these are in the Clerk's POS Procedures Manual, and the POS Quick Reference).
Conventions Used in This Manual

You will notice several style conventions in this manual that have been designed to make the information more accessible. They are described below:

<table>
<thead>
<tr>
<th>Convention</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tasks</td>
<td>Tasks you perform are presented in a two-column format. The left-hand column contains the step or specific action you complete. The right-hand column presents additional explanation about the step, such as messages, and warnings. It also contains additional information about that specific step in the procedure.</td>
</tr>
<tr>
<td>Keys</td>
<td>The keys you press to perform a function at the terminal appear with initial caps, bold face, within delimiters (for example, &lt;Enter&gt;).</td>
</tr>
<tr>
<td>Entries</td>
<td>Actual entries you type at the terminal keyboard are shown in bold face (for example, type IMU). You may type your entries in either uppercase or lowercase letters; unless, you are at the Main Menu, then you must type your entries in all capital letters.</td>
</tr>
<tr>
<td>Messages</td>
<td>The messages and prompts you receive from the system are presented in special type. For example:</td>
</tr>
<tr>
<td></td>
<td>THIS TRANSACTION HAS BEEN CHANGED</td>
</tr>
<tr>
<td>Footer</td>
<td>At the bottom over every page is a footer. Use these as guides when looking up information. Look at the bottom of this page to see an illustration of a footer.</td>
</tr>
<tr>
<td></td>
<td>• On the top line is the name of this section—Using This Manual.</td>
</tr>
<tr>
<td></td>
<td>• Underneath the section name is the topic name—Conventions Used in This Manual.</td>
</tr>
<tr>
<td></td>
<td>• Next to the topic name is the page number—1-3.</td>
</tr>
<tr>
<td></td>
<td>• On the opposite side of the page is the software release level—12</td>
</tr>
<tr>
<td></td>
<td>• Below the software release is the manual’s part number—1075075</td>
</tr>
<tr>
<td>Convention</td>
<td>Description</td>
</tr>
<tr>
<td>-------------</td>
<td>---------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>References</td>
<td>Throughout the manual you are referred to different manuals, sections within the same manual, or page numbers within the same section. Here are the conventions for each part of a reference:</td>
</tr>
<tr>
<td></td>
<td>• Manual names are initial caps, italic.</td>
</tr>
<tr>
<td></td>
<td>• Tabbed sections are initial caps followed by a comma.</td>
</tr>
<tr>
<td></td>
<td>• Procedures are initial caps within quotation marks.</td>
</tr>
<tr>
<td></td>
<td>For example, please see the Manager's POS Procedures Manual, the tabbed section Security and Control, “Checking the Cash Drawer.”</td>
</tr>
</tbody>
</table>

**Related Publications**

The following user manuals are also related to tally items:

• Functions Manual
• Reports Manual
• Clerk's POS Procedures Manual
• POS Quick Reference

This manual is your best bet for everyday reference. Always check here first if you have a question or problem.

**Where to Get Help**

If you have difficulty with any of the procedures in this manual, contact the Advice Line or your CER. You should call the Advice Line about any error messages, and call your CER for advice about implementing store-specific procedures on your Triad system.
Introduction

Who Has the Tally Feature?  2-1

What is a Tally 1 Item?  2-1
Tally 1 Items
Tally 2 Items

Questions You May Have  2-3
Introduction

Who Has the Tally Feature?

The Tally feature is available with the Lumber/Contractor Point-of-Sale software.

What is a Tally Item?

A tally item is a SKU that you use to sell different lengths of the same item. For example, you could use the same SKU number to sell different lengths of 2 x 6 redwood decking. To sell some 10’ pieces, some 8’ pieces and some 12’ pieces at CPOS, you would type the SKU number for redwood decking. Then you would type lengths and quantities.

Tally 1 Items

When you sell a tally 1 item at CPOS, the system tallies the lengths and updates the sales history for the Tally 1 item in the Inventory File. At any time, you can check the History Screen of Function IMU to see the total stocking units sold for the tally 1 SKU.

For tally 1 items, the units of measure must be some form of lineal foot or board foot. Also, the system does not keep track of the quantity of each length that you sell and stock.

Tally 2 Items

Each tally 2 has a parent SKU number and component (individual lengths) SKU numbers.

Example

For 2 x 4 Douglas Fir, the parent SKU might be 2X4DF. A component SKU might be 2X4X8DF for the 2 x 4 x 8s. Another component SKU might be 2X4X10DF for the 2 x 4 x 10s.
You have two ways to sell tally 2 items:

- If you are selling different lengths, type the parent SKU number and enter the lengths and quantities you are selling.

- If you are selling just one component length, type the component SKU number and enter the quantity you are selling.

For tally 2 items, the system keeps track of the quantity sold and the quantity-on-hand for the parent SKU number and for each component SKU. Using the previous example, the system would keep track of sales history and the quantity-on-hand for all 2 x 4 Douglas Fir, for the 2 x 4 x 8 Douglas Fir and for the 2 x 4 x 10 Douglas Fir.
Questions You May Have

How should I decide when to use tally 1 or tally 2?

Use tally 1 when the units of measure are some form of board foot or lineal foot, and when you do not need to keep track of quantities sold and the quantity in stock for individual lengths. When you sell a tally 1 item, you can use up to two decimal places at CPOS. For example, if you want to sell six inches of chain, and you sell by the lineal foot, type .5. Common tally 1 items are molding and chain.

Use tally 2 when you want to keep track of sales and stocking information for both the parent tally and fits components. When you sell a tally 2 item, you cannot use decimal places.

How do I set up a tally 1 item?

Add the item in Function IMU. Make sure the units of measure are some form of board foot or lineal foot. On the Codes Screen, type 1 at *Tally. For detailed information about setting up tally 1 items, see "Setting Up a Tally 1 Item."

How do I set up a tally 2 item?

Add the parent tally in Function IMU. Make sure the units of measure are some form of board foot or lineal foot. On the Codes Screen, type 2 at *Tally. Make sure you enter a retail price.

Add the component tallies in Function IMU. Make sure the stocking unit is PC, EA, some form of board foot, or some form of lineal foot. On the Codes Screen, make sure *Tally is blank.

After you add the parent tally and the component tallies, link them together in Function MTL. Then add the quantity-on-hand for the parent tally. Run Report RTL, Options F5 to set the order indicator for the parent and component tallies.

For detailed information about setting up tally 2 items, see "Setting Up a Tally 2 Item."

When I sell a tally item at CPOS, will the system automatically update sales history and quantity-on-hand?

When you sell a tally 1 item, the system updates quantity-on-hand, just as it does for regular items. When you run Report RDI at the end of the day, the system updates sales history for the tally 1 item, just as it does for regular items.

When you sell a tally 2 item, the system updates quantity-on-hand only for the component tallies. When you run Report RDI at the end of the day, the system updates sales history only for the component tallies. To update sales and stocking information for the parent tally, you must run Report RTL. You should add Report RTL to your daily queue.
Can I change a tally 1 item to a tally 2 item?

Yes. Follow the procedure in "Setting Up a Tally 2 Item."

Can I set up an item which is an H-Type record as a tally item?

Yes. Tally 1 and both kinds of tally 2 items (parent and components) can be either H- or L-Type records.

For tally 2 items, how many component lengths can a parent tally have?

You can add up to 99 component lengths for a parent tally.

Can I create an order for a customer at CPOS for a total quantity, without specifying the lengths?

Yes. When you set up each tally 2 item, create a “dummy” component tally SKU with a length of 1. Then, link that component to the parent tally in Function MTL.

**Example**

You create a dummy component for 2 x 4 Redwood, and link it to the parent tally, along with the other components. The dummy is GRW2X41. Later, a customer orders 1000 BF of 2 x 4 Redwood. Create an order for 1,000 GRW2X41. You do not need to specify the individual lengths yet. When you are ready to fill the order, void that line of the order and add the component lengths you are using to fill the customer’s order.
Adding Tally 1 Items

Should I Use Tally 1?

The Big Picture

Adding a Tally 1 Item
Adding Tally 1 Items

Should I Use Tally 1?

Use tally 1 if the units of measure are some form of board foot or lineal foot, and you want the system to keep track of the total quantity sold and the total quantity in stock. Common tally 1 items are molding and chain.

The system does not keep track of the quantity sold and quantity in stock for the individual lengths. If you want to keep track of sales and stocking information for the individual lengths, see the tabbed section Adding and Maintaining Tally 2 Items.

The Big Picture

```
Function IMU, Screen S
Add Stocking Information

Function IMU, Screen C
Change "Tally Field"

Function IMU, Screen P
Add Pricing Information
```
Adding a Tally 1 Item

Use the procedures in this section to add a tally 1 item. If you want to change a tally 1 item, change it the same way you would a regular inventory item.

1
At any menu, type IMU and press <Enter>.

The Stocking Screen of Item Master Update displays.

2
Enter the stocking information for the tally 1 item.

Make sure the stocking unit of measure is some form of board foot or lineal foot.

3
Press <Add>.
4
Press <Home>. Type C and press <Enter>.

The Codes Screen of Item Master Update displays.

- **SKU**: SKU number
- **Print Labels**: Y or N
- **User Codes**: Popularity, Sales Code, Promo Sales Code, Print Labels, and Kit Record
- **City Break Code**: N or Y
- **Discountable**: N or Y
- **POS Returnable**: N or Y
- **ROP Protect**: N or Y
- **Special Record**: N or Y
- **Has All Part #**: N or Y

5
At *Tally, type 1 and press <Change>.

Be sure to fill in any other desired fields.

**Multistore users:**

*Tally is store-specific data. Be sure to change the *Tally field for each store that stocks this item.

6
Press <Home>. Type P and press <Enter>.

The Pricing Screen of Item Master Update displays.

<table>
<thead>
<tr>
<th>Screen: P</th>
<th>IMU - Price Data (P)</th>
<th>Store:</th>
</tr>
</thead>
<tbody>
<tr>
<td>SKU:</td>
<td>Dept:</td>
<td>Class:</td>
</tr>
<tr>
<td>Price:</td>
<td>Mig Vent:</td>
<td>Sequence:</td>
</tr>
</tbody>
</table>

- **Cost Information**: Total Cost
- **List Price**: Retail, List
- **Price**: Price 1 to Price 5
- **Conversion**: Decimal, Units, EA
- **List Price**: Retail, List
- **Price**: Price 1 to Price 5
- **Units**: EA, EA
- **Conversion**: Decimal
- **Price**: Price 1 to Price 5
- **List Price**: Retail, List
- **Price**: Price 1 to Price 5

Adding and Maintaining Tally 1 Items
Adding a Tally 1 Item 3-3

1075075
Enter the cost and pricing information for the tally 1 item, and press <Change>.

Make sure the pricing and alternate units of measure are some form of board foot or lineal foot.

Multistore users:
If prices are store-specific, be sure to enter the cost and pricing information for each store. Prices are store-specific if the Keep Prices the Same in All Stores field in Function MIC is N.
Adding and Maintaining
Tally 2 Items

Should I Use Tally 2? 4-1

Adding a Tally 2 Item 4-2
The Big Picture 4-2
Adding the Parent SKU 4-3
Adding the Component SKUs 4-6
Linking the Parent SKU with the Component SKUs 4-10
Updating Quantities and Setting the Order Indicator 4-13

Changing the Length of a Component 4-16

Changing the Component Price or Board Foot 4-18

Adding Additional Components to the Parent SKU 4-20
Add Component SKUs 4-20
Link the Component SKUs with the Parent SKU 4-23
Updating Quantities and Setting the Order Indicator 4-25
Deleting a Component

Deleting the Component from Function MTL  4-28
Updating Quantities for the Parent SKU  4-29

Changing the Units of Measure for a Component  4-31

Updating Quantities and Sales History for Parent SKUs  4-34

Updating the Quantities and Sales History for Components  4-34
Updating Quantities and Sales History for Parent SKUs  4-34
Timesaver  4-35

Looking Up Tally 2 Items  4-36

Printing a List of All Parent SKUs and Their Components  4-37

Deleting a Tally 2 Item  4-38

Deleting the Parent and Components in Function MTL  4-38
Changing the Order Indicator and *Tally Fields  4-39
Adding and Maintaining Tally 2 Items

Should I Use Tally 2?

Each tally 2 has a parent SKU number and component SKU numbers.

Example

For 2 x 4 Douglas Fir, the parent SKU might be 2X4DF. One component SKU might be 2X4X8DF for 2 x 4 x 8 Douglas Fir. Another component SKU might be 2X4X10DF for 2 x 4 x 10 Douglas Fir. To make a sale at CPOS, type the parent SKU number and enter the lengths and quantities you are selling.

With tally 2 items, the system keeps track of the quantity sold and the quantity on hand for the parent SKU number and for each component SKU. In the previous example, the system keeps track of sales history and the quantity on hand for all 2 x 4 Douglas Fir, for the 2 x 4 x 8 Douglas Fir, and for the 2 x 4 x 10 Douglas Fir.
Adding a Tally 2 Item

Follow the procedure in this section to add tally 2 items.

The Big Picture

Here is an overview of the procedure for adding tally 2 items.

- Function IMU
  - Screens S, C, and P
- Add Parent SKU
- Function IMU
  - Screens S, C, and P
- Add Component SKUs
- Function MTL
  - Link Parent Tally with Component Tallies
- Report RTL
  - Options FS
    - Update QOH for Parent SKU
    - Set Order Indicator for Parent and Component SKUs
Adding the Parent SKU

1
At any menu, type IMU and press <Enter>.

The Stocking Screen of Item Master Update displays:

2
Enter the stocking information for the parent SKU.

Use one of the following units of measure for stocking unit:

- BF
- DF
- CF
- LF
- DL
- CL

NOTE: If you have a large sales volume, stock by the DF, CF, DL, or CL instead of BF or LF. If you stock by the BF or LF, the system may calculate an inaccurate order point, because the order point may be too large to fit in the Order Point field.
Avoid stocking by the MF or ML, because the Quantity On Hand field allows only two decimal places. If you stock by the MF or ML, you need three decimal places.

You do not need to enter the quantity-on-hand. Later in this procedure, you will run Report RTL, Option F. It will use the sum of the quantities-on-hand for the component SKUs to update the quantity-on-hand for the parent SKU.

Multistore users:
Make sure you add the parent SKU to each store that stocks this item.

3
Press <Add>.

4
Press <Home>. Type C and press <Enter>.

The Codes Screen of Item Master Update displays.

5
At *Tally, type 2 and press <Enter>.

6
Make sure Keep Stock Info? is Y.
7
Press <Change>.

**Multistore users:**
*Tally is store-specific data. Be sure to change the *Tally field for each store that stocks this item.*

Keep Stock Info? is also store-specific data. Be sure to check this field for each store that stocks this item.

8
Press <Home>, Type P and press <Enter>.

The Pricing Screen of Item Master Update displays.

```
<table>
<thead>
<tr>
<th>Store: _</th>
<th>SKU:</th>
<th>IMU/Price Data (P)</th>
<th>Dept: _</th>
<th>Class: _</th>
<th>Sequence #: _</th>
<th>My Vendor: _</th>
<th>Record Type: _</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
```

<table>
<thead>
<tr>
<th>Pricing</th>
<th>Skt</th>
<th>Alt</th>
<th>Units</th>
<th>EA</th>
<th>EA</th>
<th>Actual</th>
<th>Decimal Pl.</th>
<th>0</th>
<th>0</th>
<th>GMP</th>
<th>(Repl)</th>
<th>Cost</th>
<th>Retail</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>List</th>
<th>Pres:</th>
<th>Price 1</th>
<th>Price 2</th>
<th>Price 3</th>
<th>Price 4</th>
<th>Price 5</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Cost Information</th>
<th>My Vendor: _</th>
<th>Average: _</th>
<th>*Market: _</th>
<th>Avg. GMP: _</th>
<th>%</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Old Retail:</th>
<th>Last Changed:</th>
<th>Desired GMP:</th>
<th>%</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

9
Enter the cost and pricing information for the parent SKU.

You must enter a retail price for the parent SKU.

10
Press <Change>.

**Multistore users:**
If the fields on the Pricing Screen are store-specific, and you will sell the tally in other stores, add the cost pricing information in those stores.
Adding the Component SKUs

1
At any menu, type IMU and press <Enter>.

2
Enter the stocking information for the component SKU.

The Stocking Screen of Item Master Update displays:

![Stocking Screen Image]

Use one of the following units of measure for stocking unit:

- PC
- BF
- DF
- CF
- LF
- EA
- LF
- DL
- CL
- ML
Multistore users:
Make sure you add the component SKU to each store that stocks this item.

3
Press <Add>.

4
Press <Home>. Type C and press <Enter>.

The Codes Screen of Item Master Update displays.

5
Make sure *Tally is blank, and Keep Stock Info? is Y.

6
Press <Change>.

Multistore users:
*Tally and Keep Stock Info? are store-specific data. Be sure to check these fields for each store that stocks this item.
7
Press <Home>. Type P and press <Enter>.

The Pricing Screen of Item Master Update displays.

Component SKUs can have different prices than the parent SKU. If the component SKU has a retail price, and you sell it separately (not by the parent SKU number), the component SKU’s retail price will display at CPOS.

You must decide what price you want the system to display at CPOS. You have three choices:

- Display the retail price for the parent SKU.
- Display the retail price for the component SKU.
- System asks you for a retail price.

Later, when you link the parent and component SKUs, you will specify the price that displays at CPOS. For now, enter the price for the component SKU if you want it to display at CPOS.

8
Enter the cost and pricing information for the component SKU.

9
Press <Change>.

Multistore users:
If the fields on the Pricing Screen are store-specific, and you will sell the tally in other stores, add the cost and pricing information in those stores.
Repeat steps 1-9 for each component SKU.
Linking the Parent SKU with the Component SKUs

1
At any menu, type MTL and press <Enter>.

The Modify Tally Cross Reference File Screen displays.

<table>
<thead>
<tr>
<th>Tally SKU:</th>
<th>Retail Price:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Stock Kept for Components: Y</td>
<td>(Price) (Stock) (All)</td>
</tr>
</tbody>
</table>

Tally Component Details

<table>
<thead>
<tr>
<th>SKU/Description</th>
<th>Use Comp</th>
<th>Price?</th>
<th>Length</th>
<th>Board Feet</th>
<th>Retail (Price)</th>
<th>Retail (Stock)</th>
<th>Retail (All)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Multistore users:*
If necessary, make adjustments at Store.

You must link parent and component SKUs in one store at a time.

2
At Tally SKU, type the SKU for the parent tally and press <Enter>.
At Stock Kept for Components, press <Enter> to accept the default of Yes. This field must be Y. If the system does not keep track of quantity-on-hand and order quantities for the component SKUs, it cannot keep track of quantity-on-hand and order quantities for the parent SKU. If this field is N, you must manually update quantity-on-hand for the parent SKU when you receive or sell items.

When you run Report RIV, the system will always exclude parent SKUs. This will prevent “double counting,” where the system counts both the parent and component SKUs.

At SKU/Description, type the SKU number for this component SKU and press <Enter>. The length, board foot, and price display.

At Use Comp Price?, press <Enter> if you want the component price to display at CPOS.

or

Type N if you want the parent SKU price to display at CPOS.

If necessary, type the length and board foot and press <Enter>. For example, if you stock 2 x 4s in 8’, 10’, 12’, and 14’ lengths, the length of one component would be 8, the length of the another would be 10, and so on.

Repeat steps 4-6 until you have listed all the component SKUs, or until you fill up the screen. You can add up to seven components at a time.
8

Press <Add>.

*Multistore users:*

If you want to sell this tally in another store, link the parent and components in that store.

If you have more components for this parent SKU, press <Clear> and repeat steps 4-6. You can add up to 99 components for a parent SKU.
Updating Quantities and Setting the Order Indicator

Once you have linked the parent SKU with the component SKUs, you must set the order indicators for both and load the quantity-on-hand for the parent SKU. When you print Report RTL with Options S and F, the system does both. Do the following:

1. At any menu, type RTL and press <Enter>.

The Tally Cross Reference Report Screen displays.

```
Tally Cross Reference Report (RTL)  Store: 1

Printer (P): 31
Options: 
Copies: 01

<table>
<thead>
<tr>
<th>Sequence</th>
<th>From</th>
<th>To</th>
<th>User</th>
<th>Codes</th>
<th>Exclusion</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Price Vendor</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Class</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Manufacturer</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fimline</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Location</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
```

**Multistore users:**

If necessary, make adjustments at Store.

To set the order indicator and load quantity-on-hand for all stores:

1. Press <Home>.
2. At Store, press <Clear Field>.
At Options, type SF and any other option you want except T.

Option S sets the order indicators for the parent and component SKUs. Option F updates the quantity-on-hand, committed quantity, and sales history for the parent SKU.

Do not use Option T, because you should check Report RTL to make sure the tally 2 is set up correctly. With Option T, only totals will print.

If you want the system to also update order quantities, use Option O. With Option O, the system will add up the order quantities for all component SKU and update the following fields in the Inventory File for the parent SKU:

- Qty On Order
- Future Order
- Cust Backorder
- New Order Quantity
- YTD Primary Vendor Purchase Units
- YTD Other Vendor Purchase Units

If you plan to order by the parent SKU, you probably don’t want to use option O. But if you plan to order by the component SKUs, you may want to use this option.

Press <Run>.

The system adds the quantities in stock for each of the component SKUs. Using the total, it updates the quantity-on-hand for the parent SKU. If you have sold any of the component SKUs separately, the system also updates the sales history for the parent SKU. After the report prints, you can display the parent SKU on the Stocking Screen of Function IMU to see the quantity-on-hand.

The system also sets the order indicators for the parent and component SKUs. Since the system keeps track of quantity-on-hand and sales history for the parent and component SKUs, double counting could occur when you run reports. Once it sets the order indicator, the system excludes parent SKUs from Reports RSH and RIH. If the Stock Kept for Components field is Y in Function MTL, the system also excludes parent SKUs from Report RIV.

The order indicator for the parent SKU is T, and the order indicator for the component SKUs is C.
After the system sets the order indicators, you can also exclude parent or component SKUs from other inventory reports. To do so, type T or C at Ord Indicator in the Codes and Exclusion fields on the report initiation screen. Leave the Ns under Exclusion.

Check Report RTL to make sure the tally 2 is set up correctly. If you find any errors, see the table on the right.

Make sure the following are correct:
- component SKU
- units of measure
- board foot
- Use Comp Price?

<table>
<thead>
<tr>
<th>If you want to</th>
<th>Use this procedure</th>
</tr>
</thead>
<tbody>
<tr>
<td>Change the component length</td>
<td>Changing the Length of a Component</td>
</tr>
<tr>
<td>Change the component price or board foot</td>
<td>Changing the Component Price or Board Foot</td>
</tr>
<tr>
<td>Link an additional component with the parent</td>
<td>Adding Additional Components to the Parent SKU</td>
</tr>
<tr>
<td>Delete a component from a tally 2</td>
<td>Deleting a Component</td>
</tr>
<tr>
<td>Change the units of measure for a component</td>
<td>Changing the Units of Measure for a Component</td>
</tr>
</tbody>
</table>

Adding and Maintaining Tally 2 Items
Adding a Tally 2 Item  4-15
Changing the Length of a Component

If you want to change the length of a component SKU, do the following:

1
At any menu, type MTL and press <Enter>.

The Modify Tally Cross Reference File Screen displays.

```
<table>
<thead>
<tr>
<th>SKU/Description</th>
<th>Use Comp</th>
<th>Length</th>
<th>Board</th>
<th>Retail (Price)</th>
<th>Retail (Stock)</th>
<th>Retail (All)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
```

2
At Tally SKU, type the parent SKU and press <Display>.

*Multistore users:*

To display the Tally SKU in another store:

1. Press <Home>.
2. At Store, type the store number you want and press <Enter>.
3. At Tally SKU, type the parent SKU and press <Display>.

3
If the component you want to change displays on the screen, go to step 5.

If the component is not on this screen, press <Clear>.

Make sure the cursor is at SKU/Description when you press <Clear>.
4
At Length, type the length of the component you want to change and press <Display>.

The component you want to change displays.

5
With the cursor in the SKU/Description field of the component SKU you want to change, press <Delete> twice.

The component SKU still displays on the screen.

6
At Length, type the new length for this component. If there are any numbers left from the original length, press <Clear Field>.

7
Press <Add>.

The system links the component (with the new length) to the parent SKU.

Multistore users:
If you sell this tally in another store, make the changes in that store.
1. Press <Clear>.
2. At Store, type the store number you want and press <Enter>.
3. Repeat steps 2–7 for each store.
Changing the Component Price or Board Foot

To change the component price or board foot for a component SKU, do the following:

1. At any menu, type MTL and press <Enter>.

   The Modify Tally Cross Reference File Screen displays.

   | Modify Tally Cross Reference File (MTL) |
   | Store: 1 |
   | Tally SKU: ----------- | Retail Price: (Price) | (Stock) | (All) |
   | Stock Kept for Components: Y | / | / | / |

<table>
<thead>
<tr>
<th>SKU/Description</th>
<th>Use Comp Price?</th>
<th>Length</th>
<th>Board Foot</th>
<th>Retail (Price)</th>
<th>Retail (Stock)</th>
<th>Retail (All)</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.456</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7.890</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1.234</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

   | Tally Component Details |
   | / | / | / |

2. At Tally SKU, type the parent SKU and press <Display>.

   Multistore users:

   To display the Tally SKU in another store:
   1. Press <Home>.
   2. At Store, type the store number you want and press <Enter>.
   3. At Tally SKU, type the parent SKU and press <Display>.

3. If the component you want to change displays on the screen, go to step 5.
   If the component is not on this screen, press <Clear>.

Make sure the cursor is at SKU/Description when you press <Clear>.
4
At Length, type the length of the component you want to change and press <Display>.

5
If you do not want to change the component price, go to step 6.
If you want to change the component price, type Y or N at Use Comp Price?.

At CPOS, you can:
- Display the retail price for the parent SKU.
- Display the retail price for the component SKU.
- Have the system ask you for a retail price.

For an explanation of how to determine the price that displays at CPOS, see the chart on page 4-11.

6
If you do not want to change the board foot, go to step 7.
If you want to change the board foot, type the board foot at Board Feet.

7
Press <Change>.

Multistore users:
If you sell this tally in another store, make the changes in that store.
1. Press <Clear>.
2. At Home, type the store number you want and press <Enter>.
3. Repeat steps 2–7.
Adding Additional Components to the Parent SKU

To add an additional component to the parent SKU, use the following procedures.

Add Component SKUs

Do the following:

1
At any menu, type IMU and press <Enter>.

The Stocking Screen of Item Master Update displays.

2
Enter the stocking information for the component SKU.

Use one of the following units of measure for stocking unit:
- PC
- BF
- DF
- CF
- LF

Be sure to enter the quantity-on-hand.

Multistore users:
Add this item to all stores that will sell the tally.
3
Press <Add>.

4
Press <Home>, Type C and press <Enter>.

The Codes Screen of Item Master Update displays.

5
Make sure *Tally is blank, and Keep Stock Info? is Y.

6
Press <Change>.

**Multistore users:**
*Tally and Keep Stock Info? are store-specific data. Be sure to check these fields for each store that stocks this item.*
7
Press <Home>. Type P and press <Enter>.

The Pricing Screen of Item Master Update displays.

8
Enter the cost and pricing information for the component SKU.

Component SKUs can have different prices than the parent SKU. If the component SKU has a retail price, and you sell it separately (not by the parent SKU number), the component SKU's retail price will display at CPOS.

You must decide what price you want the system to display at CPOS. You have three choices:

- Display the retail price for the parent SKU.
- Display the retail price for the component SKU.
- System asks you for a retail price.

Later, when you link the parent and component SKUs, you will specify the price that displays at CPOS. For now, enter the price for the component SKU if you want it to display at CPOS.

9
Press <Change>.

For multistore users:
If the fields on the Pricing Screen are store-specific, and you will sell the tally in other stores, add the cost and pricing information in those stores.
Link the Component SKUs with the Parent SKU

1
At any menu, type MTL and press <Enter>.

The Modify Tally Cross Reference File Screen displays.

```
Modify Tally Cross Reference File (MTL) Store: 1

Tally SKU: ____________________________ Retail Price: (Price) (Stock) (All)
Stock Kept for Components: Y

Tally Component Details

<table>
<thead>
<tr>
<th>SKU / Description</th>
<th>Use Comp Price?</th>
<th>Length</th>
<th>Board Feet</th>
<th>Retail (Price)</th>
<th>Retail (Stock)</th>
<th>Retail (All)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
```

Multistore users:
If necessary, change the Store field.

You must link parent and component SKUs in one store at a time.

2
At Tally SKU, type the SKU for the parent tally and press <Display>.

3
At SKU/Description, type the SKU number for the new component SKU and press <Enter>.

The information for this component displays.
4
At Use Comp Price?, press <Enter> if you want the component price to display at CPOS.

or

Type N if you want the parent SKU price to display at CPOS.

Use the table on page 4-11 to help you determine what to enter in this field.

5
Repeat steps 3 and 4 until you have listed all the component SKUs, or until you fill up the screen.

You can add up to seven components at a time.

6
Press <Add>.

*Multistore users:*
If you want to sell this tally in another store, link the parent and components in that store.

If you have more components for this parent SKU, press <Clear> and repeat steps 3-6. You can add up to 99 components for a parent SKU.
Updating Quantities and Setting the Order Indicator

1
At any menu, type RTL and press <Enter>.

The Tally Cross Reference Report Screen displays.

Multistore users:
If necessary, make adjustments at Store.

To set the order indicator and load quantity-on-hand for all stores:
1. Press <Home>.
2. At Store, press <Clear Field>.

2
At Options, type SF and any other option you want except T.

Option S sets the order indicators for the parent and component SKUs. Option F updates the quantity-on-hand, committed quantity, and sales history for the parent SKU.

Do not use Option T, because you should check Report RTL to make sure the tally 2 is set up correctly. With Option T, only totals will print.
If you want the system to also update order quantities, use Option O. With Option O, the system will add up the order quantities for all component SKU and update the following fields in the Inventory File for the parent SKU:

- Qty On Order
- Future Order
- Cust Backorder
- New Order Quantity
- YTD Primary Vendor Purchase Units
- YTD Other Vendor Purchase Units

If you plan to order by the parent SKU, you probably don’t want to use option O. But if you plan to order by the component SKUs, you may want to use this option.

3
Press <Run>.

The system adds the quantities in stock for each of the component SKUs. Using the total, it updates the quantity-on-hand for the parent SKU. If you have sold any of the component SKUs separately, the system also updates the sales history for the parent SKU. After the report prints, you can display the parent SKU on the Stocking Screen of Function IMU to see the quantity-on-hand.

The system also sets the order indicators for the parent and component SKUs. Since the system keeps track of quantity-on-hand and sales history for the parent and component SKUs, double counting could occur when you run reports. Once it sets the order indicator, the system excludes parent SKUs from Reports RSH and RIH. If the Stock Kept for Components field is Y in Function MTL, the system also excludes parent SKUs from Report RIV.

The order indicator for the parent SKU is T, and the order indicator for the component SKUs is C.

After the system sets the order indicators, you can also exclude parent or component SKUs from other inventory reports. To do so, type T or C at Ord Indicator in the Codes and Exclusion fields on the report initiation screen. Leave the Ns under Exclusion.
Check Report RTL to make sure the tally 2 is set up correctly.

Make sure the following are correct:

- component SKU
- units of measure
- board foot
- Use Comp Price?
Deleting a Component

To delete a component SKU from a tally 2, use the following procedures.

Deleting the Component from Function MTL

1
At any menu, type MTL and press <Enter>.

The Modify Tally Cross Reference File Screen displays.

<table>
<thead>
<tr>
<th>Tally SKU: __________</th>
<th>Retail Price:</th>
<th>Stock Kepf for Components:</th>
<th>Stock Component Details</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>(Price)</td>
<td>Y</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(Stock)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>(All)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

2
At Tally SKU, type the parent SKU and press <Display>.

3
If the component you want to delete displays on the screen, go to step 4.
If the component is not on this screen, press <Clear>.

Make sure the cursor is at SKU/Description when you press <Clear>.
At Length, type the length of the component you want to delete and press <Display>.

With the cursor at the component you want to delete, press <Delete> twice.

**Multistore users:**
If you sell this tally in another store, delete the component tally in that store.

---

**Updating Quantities for the Parent SKU**

At any menu, type RTL and press <Enter>.

---

**Multistore users:**
If you sold this tally in another store, delete the component tally from that store.

---

Since you deleted a component, you must update the quantity-on-hand for the parent SKU. Do the following:

---

The Tally Cross Reference Report Screen displays.

---

**Multistore users:**
If necessary, make adjustments at Store.

---

To update all stores:
1. Press <Home>.
2. At Store, press <Clear Field>.

---

Adding and Maintaining Tally 2 Items
Deleting a Component 4-29
2
At Options, type F and any other option you want except S.

Option F updates quantity-on-hand, committed quantity, and sales history for the parent SKU. You do not need Option S because it sets the order indicators for parent and component tallies.

3
Press <Run>.
Changing the Units of Measure for a Component

Use the following procedures to change the units of measure for a component.

1 At any menu, type IMU and press <Enter>.

The Stocking Screen of Item Master Update displays.

<table>
<thead>
<tr>
<th>SOW:</th>
<th>S</th>
<th>IMU - Stocking (S)</th>
<th>Store: ______________________</th>
</tr>
</thead>
<tbody>
<tr>
<td>SKU:</td>
<td>___</td>
<td>Dept: ___</td>
<td>Class: ___</td>
</tr>
<tr>
<td>Description:</td>
<td>______</td>
<td>Mg Vent: ___</td>
<td>Record Type: ___</td>
</tr>
<tr>
<td>Prime Vent: ___</td>
<td>Location</td>
<td>Mg Part Number: ___</td>
<td></td>
</tr>
<tr>
<td>City On Hand: ___</td>
<td>Secondary Vendor: ___</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Coated city: ___</td>
<td>Vendor Stock Number: ___</td>
<td></td>
<td></td>
</tr>
<tr>
<td>City On Order: ___</td>
<td>Order Indicator: ___</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Future Order: ___</td>
<td>Store/Price Order Only: ___</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Guest Backorder: ___</td>
<td>Order Multiple: ___</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Minimum Stock Level: ___</td>
<td>Standard Package: ___</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Order Point: ___</td>
<td>Minimum # of Bid Pgs: ___</td>
<td></td>
<td></td>
</tr>
<tr>
<td>New Order Quantity: ___</td>
<td>Catalog Date: ___</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Weight: ___</td>
<td>Purchase Unit: ___</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Stocking Unit: ___</td>
<td>Catalog Page Number: ___</td>
<td></td>
<td></td>
</tr>
<tr>
<td>*Punch Case First: ___</td>
<td>Last Sale (No/Units): ___</td>
<td></td>
<td></td>
</tr>
<tr>
<td>*Punch Case: ___</td>
<td>Edicts (No/Units): ___</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Added to File: ___</td>
<td>Alternate Reference: ___</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Last Sale: ___</td>
<td>Last Receipt: ___</td>
<td>Last Phys Inc: ___</td>
<td></td>
</tr>
</tbody>
</table>

2 Change the units of measure.

Use one of the following units of measure for stocking unit:

- PC
- BF
- DF
- CF
- LF
- EA
- LF
- DL
- CL
- ML

If you change the stocking unit, you must change the quantity-on-hand.
3
If the stocking unit for the
parent and component SKUs are
the same, go to step 7.

or

If you do not stock the parent
and component SKUs by the BF,
DF, CF, or MF

and

You do not stock the component
by PC or EA, go to step 7.

If neither of the above apply,
at any menu, type MTL and
press <Enter>.

4
At Tally SKU, type the parent
SKU and press <Display>.

5
If the component you changed
displays on the screen, go to
step 7.

If the component does not
display, press <Clear>.

Make sure the cursor is at SKU/Description when you press
<Change>.

6
At Length, type the length of
the component you changed and
press <Display>.

7
Press <Change>.

Multistore users:
Repeat steps 3–7 for each store that sells this tally 2.
If you did not change stocking unit for the component, you are finished with this procedure.

If you changed stocking unit for the component, at any menu, type RTL and press <Enter>.

The Tally Cross Reference Report Screen displays.

![Tally Cross Reference Report Screen](image)

If you changed the stocking unit, you also changed the quantity-on-hand. You must update the quantity-on-hand for the parent SKU.

**Multistore users:**
If necessary, change the Store field.

To update the quantity-on-hand for the parent SKU in all stores:
1. Press <Home>.
2. At Store, press <Clear Field>.

At Options, type F and any other option you want except S.

You do not need Option S because it sets the order indicators. If you want the system to update order quantities, use Option O.

Press <Run>.
Updating Quantities and Sales History for Parent SKUs

Updating the Quantities and Sales History for Components

When you sell tally 2 items at CPOS, the system reduces the quantity-on-hand for each component SKU by the quantity you sell. When you run Report RDI every night, the system updates sales history for each component SKU.

Updating Quantities and Sales History for Parent SKUs

The system does not automatically update quantity-on-hand and sales history for the parent SKU. You must run Report RTL with Option F. The system will convert the stock and sales information for the components, if necessary. Then it will update the parent SKU with the totals of all the components. The following table shows the information that the system updates.

<table>
<thead>
<tr>
<th>If</th>
<th>The system updates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Keep Stock Info? in Function IMU is Y for parent and component SKUs</td>
<td>Thirteen periods of sales history; to date sales units; YTD transactions; YTD kit sales units; YTD sales $; YTD replacement cost $; YTD average cost $; committed quantity; quantity-on-hand</td>
</tr>
<tr>
<td>Stock Kept for Components in Function MTL is Y</td>
<td>Quantity-on-order; future order quantity; customer backorder quantity; new order quantity; YTD primary vendor purchase units; YTD other vendor purchase units</td>
</tr>
<tr>
<td></td>
<td>The system updates these fields if you use Option O.</td>
</tr>
<tr>
<td>You have Advanced Inventory</td>
<td>YTD promotion units; YTD promotion sales $; YTD promotion cost $; YTD kit sales $</td>
</tr>
</tbody>
</table>
Add Report RTL, Options FT in your daily queue so the system will update parent SKUs every night. In the queue, Report RTL should be after Report RDI. Including RTL in the nightly queue can save you valuable time, and you won't need to remember to print the report yourself.

1
At any menu, type RTL and press <Enter>.

The Tally Cross Reference Report Screen displays.

Multistore users:
If necessary, change the Store field.

To update parent SKUs in all stores:
1. Press <Home>.
2. At Store, press <Clear Field>.

2
At Options, type F and any other option you want.

If you order by the component SKU, you may want to use Option O, so you can see total order quantities for the parent SKU.

4
Press <Run>.
## Looking Up Tally 2 Items

Use the following table for the procedures for looking up tally 2 items.

<table>
<thead>
<tr>
<th>If you want to look up</th>
<th>Do this</th>
</tr>
</thead>
<tbody>
<tr>
<td>All the tally 2 items in your system</td>
<td>1. At any menu, type MTL and press &lt;Enter&gt;.</td>
</tr>
<tr>
<td></td>
<td>2. At Tally SKU, press &lt;Next Item&gt;.</td>
</tr>
<tr>
<td></td>
<td>3. Press &lt;Next Item&gt; to display the next tally 2 item.</td>
</tr>
<tr>
<td>Display a certain tally 2 item</td>
<td>1. At any menu, type MTL and press &lt;Enter&gt;.</td>
</tr>
<tr>
<td></td>
<td>2. At Tally SKU, type the parent SKU and press &lt;Display&gt;.</td>
</tr>
<tr>
<td></td>
<td>3. Press &lt;Next Item&gt; to display more components.</td>
</tr>
<tr>
<td>Display a certain component for a tally 2 item</td>
<td>1. At any menu, type MTL and press &lt;Enter&gt;.</td>
</tr>
<tr>
<td></td>
<td>2. At Tally SKU, type the parent SKU and press &lt;Display&gt;.</td>
</tr>
<tr>
<td></td>
<td>3. If the component does not display, press &lt;Tab&gt; to move the cursor to</td>
</tr>
<tr>
<td></td>
<td>Length.</td>
</tr>
<tr>
<td></td>
<td>5. At Length, type the length of the component you want to display.</td>
</tr>
<tr>
<td></td>
<td>6. Press &lt;Display&gt;.</td>
</tr>
</tbody>
</table>
1
At any menu, type RTL and press <Enter>.

The Tally Cross Reference Report Screen displays.

```
Tally Cross Reference Report (RTL)  Store: 1

Printer (P): SI
Options :  
Copies : 1

Sequence #:  
Department :  
Prime Vendor:  
Class :  
Manufacturer:  
Finalize :  
Location :  

Free:  
To:  
User  
Popularity :  
Ord Indicator :  
Promotional :  
Seasonal :  
Codes:  
Exclusion :  

```

*Multistore users;*
If necessary, change the Store field.

To print a list of tally 2 items in all stores:
1. Press <Home>.
2. At Store, press <Clear Field>.

2
At Options, type any options you want except F and T.

Option F updates the quantities for the parent SKU. Option T prints totals.

3
Press <Run>.
Deleting a Tally 2 Item

Use this procedure to delete a tally 2 item. When you finish this procedure, you will not be able to sell the items as part of a tally. However, you can still sell the parent SKU and component SKUs separately.

Deleting the Parent and Components in Function MTL

1
At any menu, type MTL and press <Enter>.

The Modify Tally Cross Reference File Screen displays.

Multistore users:
If necessary, change the Store field.

You can delete a tally 2 item in only one store at a time. To delete the tally 2 item in another store:
1. Press <Home>.
2. At Store, type the store you want and press <Enter>.

2
At Tally SKU, type the parent SKU and press <Display>.
With the cursor at Tally SKU, press <Delete> twice.

Changing the Order Indicator and *Tally Fields

At any menu, type IMU and press <Enter>.

The Stocking Screen of Item Master Update displays.

At SKU, type the parent SKU and press <Display>.

At Order Indicator, press <Clear Field>.

Multistore users:

Order Indicator is Master Data.

Press <Change>.
5 Press <Home>. Type C and press <Enter>.

The Codes Screen of Item Master Update displays.

6 At *Tally, press <Clear Field>.

Multistore users:
*Tally is store-specific data. Be sure to change this field for each store that carries the item.

7 Press <Change>.

8 Press <Home>. Type S and press <Enter>.

The Stocking Screen of Item Master Update displays.
9
Press <Clear>.

10
At SKU, type a component SKU and press <Display>.

11
At Order Indicator, press <Clear Field>.

12
Press <Change>.

13
Repeat steps 9–12 for each component SKU.
Index

A
adding
  component SKUs, 4-6 to 4-9, 4-20 to 4-22
  parent SKU, 4-3 to 4-5
  tally 1, 2-3, 3-2 to 3-4
  tally 2, 2-3

B
big picture
  tally 1, 3-1
  tally 2, 4-2

board foot, 2-1 to 2-2
  changing, 4-18 to 4-19

C
changing
  board foot, 4-18 to 4-19
  component price, 4-18 to 4-19
  length of component, 4-16 to 4-17
  order indicator, 4-39 to 4-41
  Tally field, 4-39 to 4-41
  units of measure for components, 4-31 to 4-33

component price
  changing, 4-18 to 4-19

component SKU
  adding, 4-6 to 4-9, 4-20 to 4-22
  changing
    board foot, 4-18 to 4-19
    length, 4-16 to 4-17
    price, 4-18 to 4-19
    units of measure, 4-31 to 4-33
  deleting
    deleting from Function MTL, 4-28 to 4-29
    linking to parent SKU, 4-10 to 4-12, 4-23 to 4-24

C (Cont'd)
component SKU (cont'd)
  updating
    quantities, 4-34
    sales history, 4-34

D
deciding which tally type to use, 2-3

deleting
  component, 4-28 to 4-29
  parent, 4-38 to 4-39
  tally 2 items, 4-38 to 4-41

E, F, G

H
H type records, 2-4

I
IMU
  adding tally 1 items, 2-3, 3-2 to 3-4
  adding tally 2 items, 2-3, 4-3 to 4-9, 4-20 to 4-22, 4-31 to 4-32, 4-39 to 4-41

J, K
L
linking
component SKUs with parent SKU, 4-23 to 4-24
parent SKU with component SKUs, 4-10 to 4-12
looking up
tally 2 items, 4-36

S
sales history
updating, 2-3
setting
order indicator, 4-13 to 15, 4-25 to 4-27
setting up
tally 1 items, 2-3
tally 2 items, 2-3

T
tally
definition, 2-1
tally 1
adding, 3-1 to 3-4
big picture, 3-1
changing tally 1 to tally 2, 2-4
definition, 2-1
deleting
from Function MTL, 4-38 to 4-39
tally 2
adding, 4-2 to 4-15
big picture, 4-2
deleting, 4-38 to 4-41
definition, 2-1 to 2-2
looking up, 4-36

U
units of measure
changing, 4-31 to 4-33
updating
quantities, 4-13 to 4-15, 4-25 to 4-27, 4-34 to 4-35
quantity-on-hand, 2-3
sales history, 2-3, 4-34 to 4-35

V, W, X, Y, Z