

Inventory Control Design Document – 9.0.1

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CLIENT ACCEPTANCE OF DESIGN DECISIONS

Indicate acceptance and approval of design decisions by signing below.

Materials Management

Director: _____

Dated _____

Title:

Name:

Accounting

Controller: _____

Dated _____

Title:

Name:

Information Systems

Director: _____

Dated _____

Title:

Name:

Corporate Item Group (IC00.1)
Load existing Item Group (ITG-ITEM-GROUP)
 (See Appendix for UOM load file)

Field	Description/Usage	Decision
Item Group	Select an Item Group	SAMPLE
Audit Item Master Activity	Choose whether to audit changes to the Item Master	After Go-live
Default Decimals on Cost Fields	# of decimal points places on cost fields	3
Default Decimals on Price Fields	# of decimal point places on price fields	2
Automatic Item Number	Select (Y)es or (N)o	N
Numeric Item Number	Select (Y)es or (N)o	
Price Agrmnt Dflt Item Create Flag	Allow creation of new item on vendor agreement	Manual rather than Assign
Last Item Number	Last item assigned by system	
Commodity Structure	Used in Strategic Sourcing	NIGP
UOM	See Appendix	
Description	See Appendix	

User Fields (IC00.4)

These fields may be Alphanumeric (20 characters, Date (yymmdd), Amount, Number or not used. Item Master User Field 1 is used for legacy item number. –

Field	Description/Usage	Decision
Item Master User Field 1	User Field Definition	
Item Master User Field 2	User Field Definition	
Item Master User Field 3	User Field Definition	
Item Master User Field 4	User Field Definition	
Item Master User Field 5	User Field Definition	
Item Substitute User Field 1	User Field Definition	
Item Substitute User Field 2	User Field Definition	
Item Substitute User Field 3	User Field Definition	
Item Substitute User Field 4	User Field Definition	
Item Substitute User Field 5	User Field Definition	

Keyword Search Setup (IC00.5)

Select Items to be indexed. – Used with Requisition Self Service only

WELCOME Lawson [logout] ic00

Keyword Search Setup (IC00.5)

Back Detach Change Previous Inquire Next Inquire

Item Group **MGMG**

FC	Description	Usage
<input type="checkbox"/>	Item	Used
<input type="checkbox"/>	Description	Used
<input type="checkbox"/>	2nd Description	Used
<input type="checkbox"/>	Manufacturer Item	Used
<input type="checkbox"/>	Purchasing Class	Used
<input type="checkbox"/>	Inventory Class	Used
<input type="checkbox"/>	Sales Class	Used
<input type="checkbox"/>	Generic Name	Not Used
<input type="checkbox"/>	First Alpha User Field	Not Used
<input type="checkbox"/>	Second Alpha User Field	Not Used
<input type="checkbox"/>	Third Alpha User Field	Not Used
<input type="checkbox"/>	Fourth Alpha User Field	Not Used
<input type="checkbox"/>	Fifth Alpha User Field	Not Used
<input type="checkbox"/>	First Numeric User Field	Not Used

More Records Exist - Use PageDown

Trusted sites 100%

Keyword Search Setup



Keyword Search Setup (IC00.5)

Welcome Lawson [logout]

IC00

Back Detail Change Previous Inquire Next Inquire

Item Group **HOSP** Hospital item group for class

FC	Description	Usage
<input type="checkbox"/>	Second Numeric User Field	<input type="checkbox"/> Not Used
<input type="checkbox"/>	Third Numeric User Field	<input type="checkbox"/> Not Used
<input type="checkbox"/>	First Item Master User Field	<input type="checkbox"/> Not Used
<input type="checkbox"/>	Second Item Master User Field	<input type="checkbox"/> Not Used
<input type="checkbox"/>	Third Item Master User Field	<input type="checkbox"/> Not Used
<input type="checkbox"/>	Fourth Item Master User Field	<input type="checkbox"/> Not Used
<input type="checkbox"/>	Fifth Item Master User Field	<input type="checkbox"/> Not Used
<input type="checkbox"/>	UPC Number	<input type="checkbox"/> Not Used
<input type="checkbox"/>	UPN1 Number	<input type="checkbox"/> Not Used
<input type="checkbox"/>	UPN2 Number	<input type="checkbox"/> Not Used
<input type="checkbox"/>	SKU Number	<input type="checkbox"/> Not Used
<input type="checkbox"/>	NDC Number	<input type="checkbox"/> Not Used
<input type="checkbox"/>	Vendor Item	<input checked="" type="checkbox"/> Used
<input type="checkbox"/>	Vendor Item Description	<input checked="" type="checkbox"/> Used

More Records Exist - Use PageDown

Internet 100%

Item Group **HOSP** Hospital item group for class

FC	Description	Usage
<input type="checkbox"/>	Vendor Manufacturer Item	<input type="checkbox"/> Used
<input type="checkbox"/>	Global Location Number	<input type="checkbox"/> Not Used
<input type="checkbox"/>	GTIN Number	<input type="checkbox"/> Not Used
<input type="checkbox"/>		<input type="checkbox"/> Not Used
<input type="checkbox"/>		<input type="checkbox"/> Not Used
<input type="checkbox"/>		<input type="checkbox"/> Not Used
<input type="checkbox"/>		<input type="checkbox"/> Not Used
<input type="checkbox"/>		<input type="checkbox"/> Not Used
<input type="checkbox"/>		<input type="checkbox"/> Not Used
<input type="checkbox"/>		<input type="checkbox"/> Not Used
<input type="checkbox"/>		<input type="checkbox"/> Not Used
<input type="checkbox"/>		<input type="checkbox"/> Not Used
<input type="checkbox"/>		<input type="checkbox"/> Not Used

Field	Description/Usage	Decision
Item Group	Select an Item Group	
FC	Select "C" to modify	
Description		
Usage	0 = Not Used 1 = Used	

Sales Class Major (IC05.1)

Sales Major and Minor classes have been suggested for RSS lookup using NIGP codes.

Field	Description/Usage	Decision
Item Group	Select an Item Group	SAMPLE
Major Sales Class	Select a Major Inventory Class	NIGP Major
Description	Indicates the description of the Major Sales Class	
Status	Indicates the status of the Major Sales Class	A
Minor Class	Indicates the Minor Inventory Class	NIGP Minor
Description	Indicates the description of the Minor Inventory Class	
Status	Indicates the status of the Minor Inventory Class	

IC Company (IC01.1) – Rules

Load IC Company

WELCOME Lawson [logout] ic01

Company (IC01.1)

Company:

Item Group: Hospital item group for class

Costing Method:

GLN Number:

Rules | Document Nu... | Available | Work Order | Priority Levels | User Fields | Requisition...

Ordering Cost:

Carrying Cost Percentage:

Allow Negative Stock On Hand: No

Audit Item Location Maintenance: No

Audit Item Source Maintenance: No

Require UOM Entry on Transactions: Yes

Last Year End Date:

Allocation: Default Decimals: Specials, Services

Method: Online

Basis: Date

Cost and Price:

Quantity:

Field	Description/Usage	Decision
Company	Select a Company	10
Item Group	Select an Item Group	SAMPLE
Costing Method	Determines unit cost for outgoing transactions	AVG = Average
Ordering Cost	Average cost of ordering an item	
Carrying Cost Percent	Indicates percent of the item's carrying cost	
Allow Negative Stock On Hand	Indicates if SOH quantity can be a negative value	
Audit Item Location Maintenance	Indicates if changes to Item Loc file are audited	After go-live
Audit Item Source Maintenance	Indicates if changes to ITEMSRC table are audited	After go-live
Require UOM Entry on Transactions	Indicates if UOM is required on IC transactions	
Last Year End Date	Indicates the last day of the IC year	
Allocation Rules – Method	Indicates how inventory items are allocated in the Warehouse application	
Basis	Indicates the sequence demand is allocated by the Warehouse application	
Default Decimals – Specials/Service		
Cost and Price	Indicates # of decimals for unit cost for special order and service items	
Quantity	Indicates # of decimals for Quantity field for specials and service items	

IC Company (IC01.1) – Document Numbering Related Page

Not using Lawson IC for transaction processing, so these fields will not be used.

Field	Description/Usage	Decision
Automatic Numbering	Indicates if IC documents will be auto-numbered by the system	
Numeric Document Number	Indicates if IC documents must be numeric	
Last Receipt Number	Indicates the last IC receipt # assigned by the system	
Last Issue Number	Indicates the last IC Issue # assigned by the system	
Last Transfer Number	Indicates the last IC transfer # assigned by the system	
Last Intransit Receipt	Indicates the last IC intransit # assigned by the system	
Last Adjustment Number	Indicates the last IC adjustment # assigned by the system	
Last Bin Transfer Number	Indicates the last IC transfer # assigned by the system	

IC Company (IC01.1) – Available Related Page

Field	Description/Usage	Decision
Available to Allocate		Use Defaults
Stock on Hand	Indicates current stock on hand quantity	
Allocated	Indicates current allocated quantity	
In Process	Indicates current in process quantity	
Back Ordered	Indicates if back order quantity is included in available to allocate quantity	
On Order	Indicates if On Order quantity is included in available to allocate quantity	
In Transit	Indicates if In Transit quantity is included in available to allocate calculation	
Work in Process	Indicates if Work In Process quantity is included in available to allocate calculation	
Inspection Hold	Indicates if Inspection Hold quantity is included in available to allocate calculation	
Available to Sell		
Stock on Hand	Indicates current stock on hand quantity	
Allocated	Indicates current allocated quantity	
In Process	Indicates current in process quantity	
Back Ordered	Indicates if back order quantity is included in available to sell quantity	-
On Order	Indicates if On Order quantity is included in available to sell quantity	

Field	Description/Usage	Decision
In Transit	Indicates if In Transit quantity is included in available to sell calculation	
Work in Process	Indicates if Work In Process quantity is included in available to sell calculation	
Inspection Hold	Indicates if Inspection Hold quantity is included in available to sell calculation	

IC Company (IC01.1) – Work Order Related Page

The screenshot shows the Lawson software interface for Company (IC01.1). At the top, there is a navigation bar with buttons for Add, Change, Delete, Previous, Inquire, Next, and Inquire. Below this, there are input fields for Company, Item Group, Costing Method, and GLN Number. A tabbed interface is visible with tabs for Rules, Document Nu..., Available, Work Order, Priority Levels, User Fields, and Requisition... The 'Work Order' tab is active, showing a 'Numbering Method' dropdown set to 'Work Order Not Used' and a 'Last Work Order Number' field. The bottom of the screenshot shows a Windows taskbar with the Internet Explorer browser icon and a 100% zoom level.

Field	Description/Usage	Decision
Numbering Method	Indicates how work orders are assigned	N/A
Last Work Order Number	Indicates last WO issued	

IC Company (IC01.1) – Priority Levels Related Page

Since Requisitions is only system being used, priority has no impact on allocations.

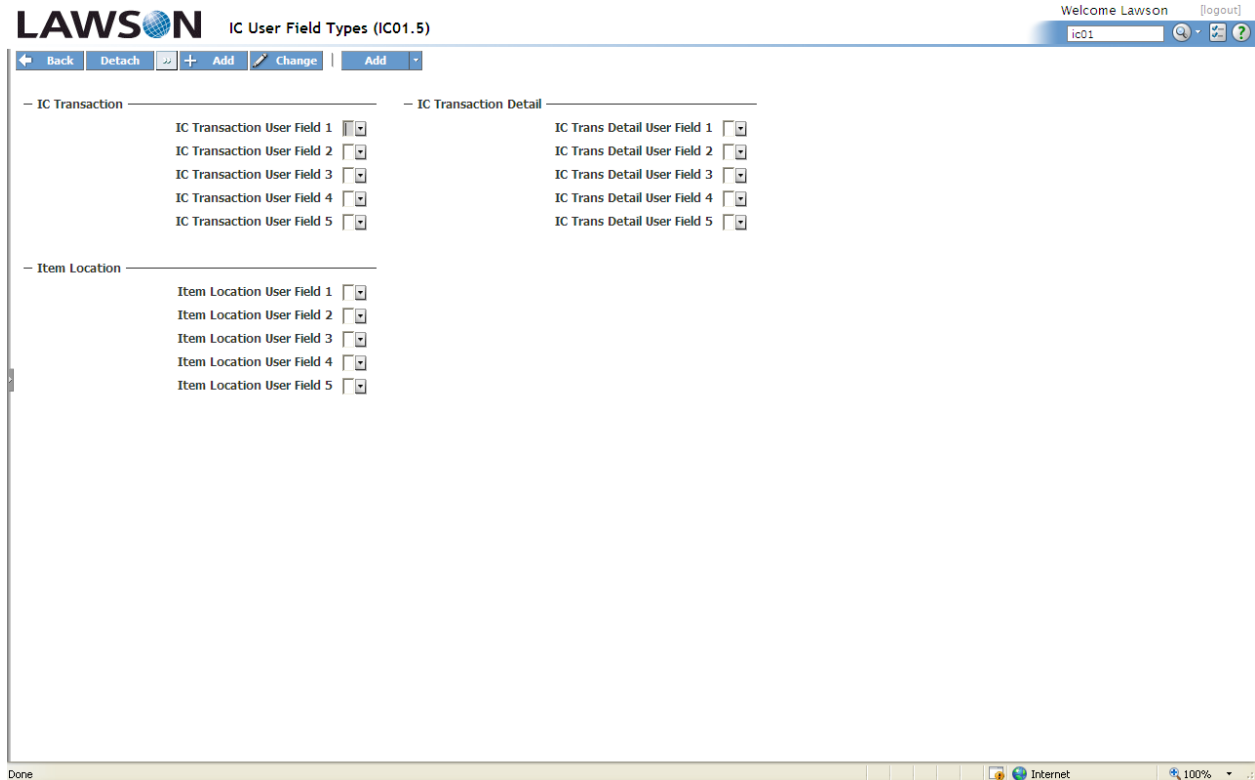
The screenshot shows the Lawson software interface for Company (IC01.1). The 'Priority Levels' tab is active, displaying the following data:

System	Priority Level
Case Cart System	50
Order Entry System	50
Requisition System	50
Work Order System	50

Field	Description/Usage	Decision
Case Cart System	Type priority # for allocated items for Case Cart	Not Using
Order Entry System	Type priority # for allocated items in Order Entry	Not Available
Requisition System	Type priority # for allocated items in Order Entry	50
Work Order System	Type priority # for allocated items in Work order	Not Using

IC User Field Types (IC01.5)

These fields may be Alphanumeric (20 characters, Date (yymmdd), Amount, Number or not used. Item Location User Field 1 is used for legacy item number (bin number). No uses have been identified for IC Transaction User fields.



Field	Description/Usage	Decision
IC Transaction User Field 1	User Field Definition	
IC Transaction User Field 2	User Field Definition	
IC Transaction User Field 3	User Field Definition	
IC Transaction User Field 4	User Field Definition	
IC Transaction User Field 5	User Field Definition	
IC Trans Detail User Field 1	User Field Definition	
IC Trans Detail User Field 2	User Field Definition	
IC Trans Detail User Field 3	User Field Definition	
IC Trans Detail User Field 4	User Field Definition	
IC Trans Detail User Field 5	User Field Definition	
Item Location User Field 1	User Field Definition	
Item Location User Field 2	User Field Definition	
Item Location User Field 3	User Field Definition	
Item Location User Field 4	User Field Definition	
Item Location User Field 5	User Field Definition	

WH User Field Types (IC01.6)

LAWSON WH User Field Types (IC01.6) Welcome Lawson [logout]

ic01

Back Detach + Add Change Add

- Shipment		- Shipment Line	
Shipment User Field 1	<input type="text"/>	Shipment Line User Field 1	<input type="text"/>
Shipment User Field 2	<input type="text"/>	Shipment Line User Field 2	<input type="text"/>
Shipment User Field 3	<input type="text"/>	Shipment Line User Field 3	<input type="text"/>
Shipment User Field 4	<input type="text"/>	Shipment Line User Field 4	<input type="text"/>
Shipment User Field 5	<input type="text"/>	Shipment Line User Field 5	<input type="text"/>

Done Internet 100%

IC Company (IC01.1) – Requisition Self-Service Related

Requisition Self Service values will default to requesters. Since all employees are loaded as requesters, Requisition Center Requesters will have other fields loaded, and will be granted access via security

Field	Description/Usage	Decision
Tasks Allowed		
Catalog Search	Indicates the order tasks appear in the RSS drop-down	
Shopping List	Indicates the order tasks appear in the RSS drop-down	
Express Order	Indicates the order tasks appear in the RSS drop-down	
Special and Services	Indicates the order tasks appear in the RSS drop-down	
Punch Out	Indicates the order tasks appear in the RSS drop-down	2 when enabled
Categories	Indicates the order tasks appear in the RSS drop-down	1
Requisition Approval Type		Header Process Flow

Inventory Control Location (IC02.1)

Load list of Inventory Control Ship To Locations (ICL-LOCATION)

Sample Warehouse

Location (IC02.1) Sample Warehouse - Address

The screenshot shows the Lawson software interface for the 'Location (IC02.1)' form. At the top, there is a navigation bar with buttons: '+ Add', 'Change', '- Delete', '< Previous', '? Inquire', 'Next >', and 'Inquire'. A search bar contains 'ic02'. Below the navigation bar, there are dropdown menus for 'Company' and 'Location'. A tabbed interface is visible with tabs for 'Address', 'PO Ship To', 'PO Bill To', 'Returns and I...', 'Miscellaneous', and 'Work Order'. The 'Address' tab is active, showing a form with the following fields: Address 1, Address 2, Address 3, Address 4, City or Address 5, State or Province, Postal Code, County, Country Code, Region, and Contact. The bottom of the screenshot shows a Windows taskbar with 'Done', 'Internet', and '100%' zoom level.

Field	Description/Usage	Decision
Company	Select a Company	10
Location	Select a Location	01-10
Address 1		
Address 2		
Address 3		
Address 4		
City or Address 5		
State or Province		
Postal Code		
County		
Country Code	US	
Region	Indicates the region for the location	N/A
Contact	Indicates the main contact name for the location	

Inventory Location (IC02.1) – PO Ship To Related Page

Field	Description/Usage	Decision
PO Ship To Name		
Address 1		
City or Address 5		
State or Province		
Postal Code		
County		
Country Code		
Region		
Contact		

Inventory Location (IC02.1) – PO Bill To

LAWSON Location (IC02.1) Welcome Lawson [logout] ic02

Company
 Location

PO Bill To Name
 Address 1
 Address 2
 Address 3
 Address 4
 City or Address 5
 State or Province Postal Code
 County
 Country Code
 Contact Name
 Telephone
 E-Mail

Done Internet 100%

Field	Description/Usage	Decision
PO Bill To Name		
Address 1		
Address 2		
Address 3		
Address 4		
City or Address 5		
State or Province		
Postal Code		
County		
Country Code		
Contact Name		
Telephone		
E-Mail		

Inventory Location (IC02.1) – Returns and Inspection

Field	Description/Usage	Decision
Returns Suspense	Indicates accounting unit/account for inventory items being returned to vendors that are in process in warehouse	12545
Inspection Hold	Indicates accounting information for items in inspection	13100
Freight	Indicates the accounting information that defaults to returns for freight credit allowed by the vendor	54425
Handling	Indicates the accounting information that defaults to returns for handling charged by the vendor	54426
Scrap	Indicates the accounting information that will be posted to GL when items rejected upon inspection are scrapped	54418

Inventory Location (IC02.1) – Miscellaneous

The screenshot shows the Lawson Location (IC02.1) Miscellaneous form. At the top, there is a navigation bar with buttons for Add, Change, Delete, Previous, Inquire, Next, and Inquire. Below this, there are tabs for Address, PO Ship To, PO Bill To, Returns and I..., Miscellaneous (selected), and Work Order. The form contains various input fields and dropdown menus for configuration. The 'Miscellaneous' tab is active, showing fields like Default PO Process Level, Default PO Code, Health Industry Number, Global Location Number, Sell Tax Code, Purchasing Tax Code, ERS Capable, Allocation Purpose, Print Charge Labels, Receiving Days, Retail Location Type, Single Document to a PO, Vendor, Purchase From, Customer, Ship To, Replenishment, Requester, EAM Location Type, and Receiving Allocation. There is also a section for Requisitions Options with Process Type and Run Status.

Field	Description/Usage	Decision
Default PO Process Level	Indicates default Process Level	
Default PO Code	Indicates default Purchase Order Code for POs from IC	
Health Industry Number	Indicates Hospital ID #	N/A
Global Location Number		N/A
Sell Tax Code	Indicates tax code if 3 rd party tax system is being used to calculate taxes	
Purchasing Tax Code	Indicates Company Tax Code	
ERS Capable	Indicates if vendor location can process receipts for Evaluated Receipt Settlement (ERS)	
Allocation Purpose	Indicates how bin-tracked items are allocated by the Warehouse system	

Field	Description/Usage	Decision
Print Charge Labels	Indicates when to print patient charge labels	
Receiving Days		
Receiving Allocation	Use to automate the allocation of back orders for items ordered on POs	2 PO Line Source and Standard Allocation
Use GL Category Issue Accounting Unit as Default	Determines if the account unit should be defaulted on issues from the "From" location	
Retail Location Type		
Single Document to PO		
Roles		
Vendor	Indicates the vendor's ID code	
Purchase From		
Customer	Indicates the "Customer" number	
Ship To	Indicates the customer "Ship To"	
Replenishment Requester	Indicates the default replenishment requester for this loc	
Requisition Options		
Process Type	Indicates which shipping processing steps are required for inventory requisitions	

Inventory Location (IC02.1) – Work Order

Field	Description/Usage	Decision
Location Type	Work Order location	
Allow unallocated In-Production	N/A	
Waste Variance	N/A	
Variance Account	N/A	
Work In Process Account	N/A	
Demand Source	N/A	
Calendar	N/A	
Schedule Status	N/A	
Capacity	N/A	
Schedule Period	N/A	
Use Income Statement Accounts	N/a	

Manufacturer Code (IC14.1)

Load via Add-Ins for MS-Office. See separate spreadsheet for values.
 No system currently exists will work with Linda Elberts to develop a scheme.

Field	Description/Usage	Decision
Item Group	Select an Item Group	
Position To		
Code	Indicates the manufacturer of an item	
Division	Indicates which division of a manufacturer is tied to an item	
Description	Indicates the description of the manufacturer's division	
LIC Code	Indicates the Label Identifier Code (HealthCare only)	

Freight Class (IC39.1)

Load list of Freight Classes (MAJOR-MINOR-CLASS)

Field	Description/Usage	Decision
Item Group	Select an Item Group	
Class	Indicates the freight class	
Description	Indicates the freight class description	
Status	Indicates the status of the freight class	

Item Group	Class	Description	Status

Storage Codes (IC15.1)

Load list of Storage Codes (BST-STORAGE-CODE)

LAWSON Storage Codes (IC15.1) Welcome Lawson [logout]
ic15

Company
 Location
 Storage Code
 Status Active
 Unit Of Measure
 Maximum Cubic
 Maximum Weight
 Maximum Quantity

Done Internet 100%

Field	Description/Usage	Decision
Company	Select a Company	
Inventory Location	Select an Inventory Location	
Storage Code	Select a Storage Code	
Status	Indicates the storage code status	
Unit of Measure	Indicates the valid UOM for the storage code	
Maximum Cube	Indicates total number of cubic feet allowed for this storage code	
Maximum Weight	Indicates maximum weight capacity for the storage code	
Maximum Quantity	Indicates maximum item qty in UOM specified for the storage code	

General Ledger Category (IC04.1)

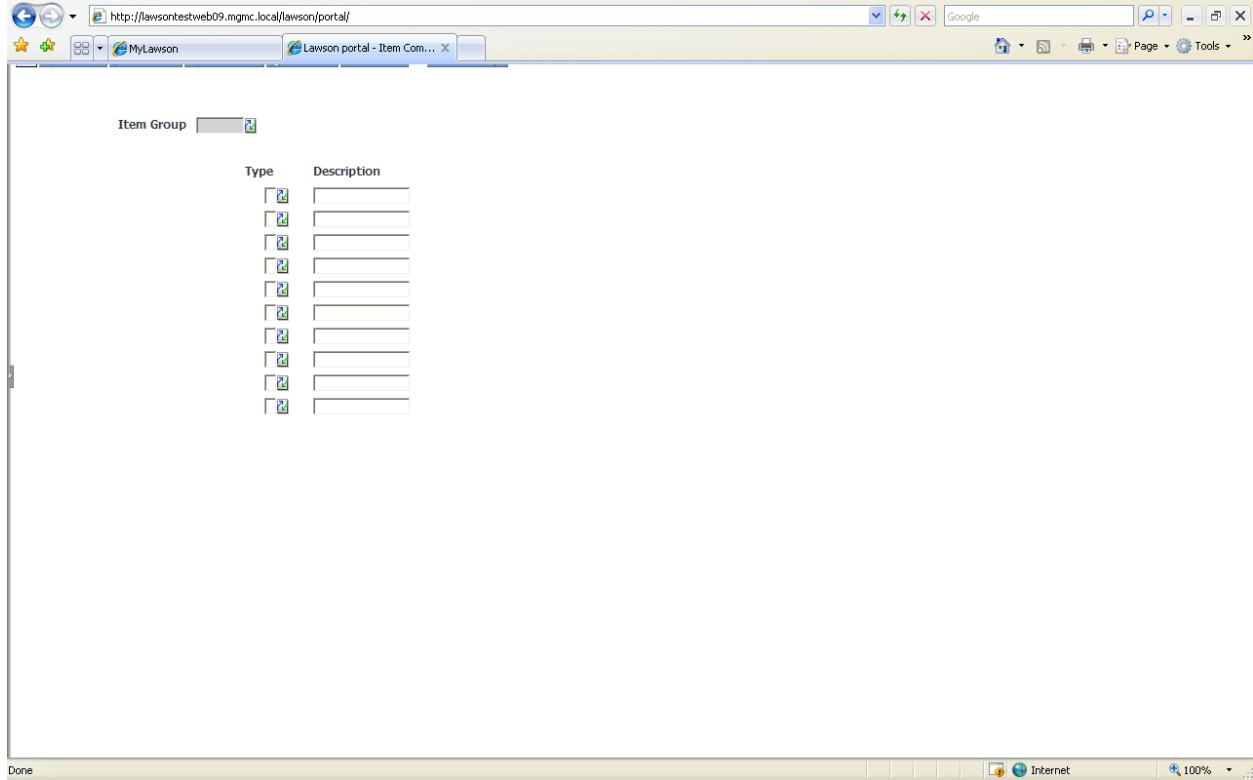
Sample Warehouse

Sample Warehouse Inventory

Field	Description/Usage	Decision
Company	Select a Company	
Location	Select an Inventory Control Location	
General Ledger Category	Select a GL Category and Inquire	
Inventory	Indicates the Inventory Accounting Unit / Account	
Receipts	Indicates the offset Inventory Receipt Acct Unit / Acct	
Issues	Indicates the offset Inventory Issues Acct Unit Acct from Requisition	
Adjustment	Indicates the offset Inventory Adjustment Acct Unit / Acct	
Cost Variance	Indicates the offset Inventory Cost Variance Acct Unit / Acct	
Intransit	Indicates the offset Inventory Intransit Acct Unit / Acct	
PI Variance	Indicates the offset Inventory Physical Inventory Variance Acct Unit / Acct	
Add On Cost	Indicates the offset Inventory Add-On Acct Unit / Acct	
Shrinkage	Indicates the offset Inventory Shrinkage Acct Unit / Acct	

Comments


Item Comment Types (IC00.2)



Field	Description/Usage	Decision
Item Group	Select an Item Group	SAMPLE
Type	Enter Type	
Description	Item Type Description	

Item Group	Type	Description
ITGRP	P	Purchasing
ITGRP	R	Receiving
ITGRP	S	Shipping

Item Comment Report Options (IC00.3)


Item Comment Report Options (IC00.3)
Welcome ALSON TOAVS (SANDBOX) [logout]

ic00.3

+ Add Change ← Previous ? Inquire Next Inquire

Item Group Item Group

P R S

Item Master List

Location Master List

Intransit Shipping, Receiving

- Item Comment Types -

P Purchase O
 R Receiving
 S Shipping

Done Trusted sites 100%

Field	Description/Usage	Decision
Item Group	Select an Item Group	SAMPLE
Item Master List	P, R, S	X, X, X
Location Master List	P, R, S	X, X, X
Intransit Shipping, Receiving	P, R, S	X, X, X

Item Comments (IC18.1)

Field	Description/Usage	Decision
Item Group	Select an Item Group	
Item	Select an Item	
Language Cd	Language Code	N/A
Type	Select Item Comment Type	
Beginning Date	Select or enter a comment effective date	
End Date	Select or Enter a comment end date	
Add Comment		

Item Group	Item	Lang Code	Type	Begin Date	End Date	Comment

Item Master (IC11.1) – Main Page

Items will be loaded via MS-Add-Ins. Following is sample of decisions only.

WELCOME Lawson [logout] ic11

Item Master (IC11.1)

Item Group: HOSP Hospital item group for class

Item: 1000 ADAPTER, VACUTAINER LUER

Buttons: Add, Change, Delete, Previous, Inquire, Next, Inquire

Stock Unit of Measure: EA Date Added: 09/04/2007

Manufacturer Information: BEC VAC 367290

Manufacturer Name: [Empty]

Generic Name: GENERAL

Replacement Item: [Empty]

Nbr of Decimals For Cost: 5 For Price: 2 For Quantity: 2

Serial Tracking: No MSDS Required: No

Lot Tracking: No

Stock Weight: [Empty] Stock Cubic: [Empty]

Status: Active Certification: No

Usage Identifier: [Empty] Consignment: No

Commodity Code: [Empty]

Buttons: UPC Codes, GTIIs, UPN1 Codes, UPN2 Codes, SKU Codes, NDC Codes, Attributes

Inquiry Complete

Field	Description/Usage	Decision
Item Group	Select an Item Group	
Select an Item	Select an Item	
Stock UOM	Enter stock UOM for item (must be defined UOM in (IC00.1)	
Date Added	Date item was added to system	
Mfg Info	User-defined code for manufacturer of an item	
Generic Name	Used to group similar items together	
Replacement Item	Enter alternate item number for this item	
Decimals for Cost	# of decimals defined for item cost	
Decimals for Price	# of decimals defined for item price	
Decimals for Quantity	# of decimals for item quantity	
MSDS	Indicates if item requires Material Data Safety Sheet	
Serial Tracking	Indicates if item is tracked by serial #	
Stock Weight	Indicates the item's stock unit of measure weight	
Lot Tracking	Indicates if item is tracked by lot #	
Stock Weight	Indicates the item's stock unit of measure weight	
Stock Cubic	Indicates item's unit of measure size in cubic feet	
Status	Indicates the item's status	A = Active / I = Inactive (Defaults to A)
Certification	Indicates if item requires certification	N
Usage Identifier		
Consignment	Indicates if item is on consignment (if Y-item is not counted as inventory	
Commodity Code		

Item Master (IC11.1) – Classes Related Page

Field	Description/Usage	Decision
Classes		
Freight Class	Indicates the default Freight Class for the item	
Sales Class	Indicates the default Sales Class for the item	
Inventory Class	Indicates the default Inventory Class for the item	
Purchasing Class	Indicates the default Purchasing Class for the item	
ICN Code	Indicates the Intrastat Classification Nomenclature	
Hazard Code	Indicates the default Hazard Code for the item	
Purchase Taxable	Indicates if the item is taxable or exempt when purchased	
Purchase Tax Code	Indicates the default tax code for the item if it is taxable	
Product Tax Category	Indicates the items Tax category. Used to tax an item in one state and not another	
Segment	UNSPSC Category Code	
Family	UNSPSC Category Code	
Class	UNSPSC Category Code	
Commodity	UNSPSC Category Code	

Item Master (IC11.1) – UOM Related Page

Buy Units of measure to be determined and loaded prior to conversion.

WELCOME Lawson [logout] ic11 [Related Forms]

Item Master (IC11.1)

Item Group: HOSP Hospital Item group for class
 Item: 1000 ADAPTER, VACUTAINER LUER

UOM: EA
 Secondary Unit of Measure: []
 Catch Weight Code: N Not Catch Weight Item
 Variance Percentage: []

UOM	Conv Factor	Alt UOM	Tracked	Trans	Sell	Sell Price	Buy
EA	1.00000	EA	X	1	1	1	2
BX	50.00000	EA BX		2			1

Inquiry Complete

Field	Description/Usage	Decision
UOM Related Page		
Secondary UOM	Select a secondary UOM –use for Catch Weight items	
Catch Weight Code	Indicates if item is a Catch Weight item	Y / N
Variance Percent	Indicates the catch weight variance	User-defined
UOM	The alternate UOM for the item	From valid UOM list
Conv Factor	Indicates the conversion factor from alt UOM to stock UOM	User-defined
Tracked	Indicates if item is tracked by alternate UOM	X = Tracked Stock UOM
Trans	Indicates if alt UOM is valid for inventory transactions	1 = Stock UOM
Sell	Indicates if alt UOM Is valid for sell qty in OE	1=Default
Sell Price	Indicates if alt UOM Is valid for sell price in OE	1=Default
Buy	Indicates if alt UOM is valid for buy qty in PO system	Buy UOM =1 Stock =2

Item Master (IC11.1) – Packing Related Page

Item Master (IC11.1) Welcome Lawson [logout] ic11

Item Group: HOSP Hospital item group for class

Item: 1000

ADAPTER, VACUTAINER LUER

UOM	Conversion	Packing Weight	Packing Cubic
EA	1.00000		
BX	50.00000		
-	-		
-	-		
-	-		
-	-		
-	-		
-	-		
-	-		

Broken Case Charge No

Inquiry Complete Internet 100%

Field	Description/Usage	Decision
Packing Weight	Indicates the packed weight of an item in the alternate UOM	
Packing Cubic	Indicates the packed cubic measure of the alternate UOM	

Item Master (IC11.1) – Accounts Related Page

WELCOME Lawson [logout]
ic11 Related Forms

» + Add Change – Delete ◀ Previous ? Inquire ▶ Next Inquire

Item Group: Hospital item group for class
 Item: Add Comments

Main Classes UOM Packing **Accounts** User Fields Sales

Defaults
 Issue Account:
 Issue Subaccount:

Inquiry Complete

Field	Description/Usage	Decision
Accounts Related Page		
Issue Account	Select the default issue account for item	From GL COA
Issue Sub Account	Select the default Issue Sub Account for the item	

Item Master (IC11.1) – User Field Related Page

LAWSON Item Master (IC11.1) Welcome Lawson [logout] ic11

>> + Add Change - Delete < Previous ? Inquire > Next | Inquire >

Item Group: HOSP Hospital item group for class
 Item: 1000 Add Comments
 ADAPTER, VACUTAINER LUER

Main Classes UOM Packing Accounts **User Fields** Sales

- Alpha
 Item Alpha 1
 Item Alpha 2
 Item Alpha 3
 Item Alpha 4
 Item Alpha 5
 - Numeric
 Item Numeric 1
 Item Numeric 2
 Item Numeric 3
 - User Fields
 User Field 1
 User Field 2
 User Field 3
 User Field 4
 User Field 5

Field	Description/Usage	Decision
User Fields		
Alpha		
Item Alpha 1		
Item Alpha 2		
Item Alpha 3		
Item Alpha 4		
Item Alpha 5		
Numeric		
Item Numeric 1		
Item Numeric 2		
Item Numeric 3		
User Fields		
User Field 1		
User Field 2		
User Field 3		
User Field 4		
User Field 5		

Item Locations – (IC12.1)

Sample Warehouse

Item Location entries will be loaded via MS-Add-Ins. Following is sample of decisions only.

Item Location (IC12.1) Main

The screenshot displays the Lawson Item Location (IC12.1) Main screen. At the top, it shows the Lawson logo and the title 'Item Location (IC12.1)'. The user is logged in as 'Welcome Lawson'. The screen contains several input fields and dropdown menus for configuration:

- Company:** 4321 (Class Company)
- Location:** 1 (Midwest Warehouse)
- Item:** 1000 (ADAPTER, VACUTAINER LUER)
- Currency:** USD
- Status:** Active
- Date Added:** 09/05/2007
- Inventory Tracking:** Yes
- Allow Receipts:** Yes
- Allow Issues:** Yes
- Patient Chargeable:** No
- Serial Tracking:** No
- Consignment:** No
- No Charge:** No
- Lot Tracking:** No
- Bin Control:**
 - Bin Tracking:** No
 - Preferred Bin:** (empty)
 - Storage Code:** (empty)
- Taxes:**
 - Purchase Taxable:** (empty)
 - Purchase Tax Code:** (empty)
 - Sell Taxable:** No
 - Sell Tax Code:** (empty)

The bottom of the screen shows a taskbar with 'Inquiry Complete' and a search bar.

Field	Description/Usage	Decision
Item Group	Select an Item Group	
Location	Select a Location	
Item	Select an Item	
GL Category	Select a GL Category	
Status	Select a Status	A = Active
Inventory Tracking	Select Tracking Flag	
Date Added	Enter or allow default of system date	
Allow Receipts	Select Receipt Flag	(Y)es
Consignment		Selected Items
Allow Issues	Select Issue Flag	Y = Yes
No Charge	Select no charge flag	Default = N
Patient Chargeable	Select Patient Chargeable Flag	N/A
Serial Tracking	Select Serial Tracking Flag	
Lot Tracking	Select Lot Tracking Flag	
Bin Control		
Bin Tracking	Select Bin Tracking Flag	
Preferred Bin	Select preferred Bin	
Storage Code		
Taxes		
Purchase Taxable	Select Purchase Taxable Flag	
Purchase Tax Code	N/A	
Sell Taxable	N/A	
Sell Tax Code	N/A	

Item Location (IC12.1) Miscellaneous

The screenshot shows the Lawson Item Location (IC12.1) Miscellaneous form. At the top, there is a navigation bar with buttons for Add, Change, Delete, Previous, Inquire, Next, and Inquire. Below this, the form fields are organized into sections. The top section includes Company (4321), Location (1), and Item (1000). The middle section contains Buyer, Movement Class (Class 1), Inspection Required (No), Forecast Number, and Special Cycle Count. The bottom section is for the Material Safety Data Sheet, with fields for Date, Document, and Version. The form is displayed in a browser window with a status bar at the bottom showing 'Done' and 'Internet'.

Field	Description/Usage	Decision
Item Group	Select an Item Group	
Location	Select a Location	
Item	Select an Item	
Buyer	Optionally Enter Buyer for item	
Movement Class	Enter or allow system to assign via Movement Analysis – Cost (IC150).	
Inspection Required	Select Inspection Required Flag	
Forecast Number	Used with Time Phase Order process – N/A	
Special Cycle Count	Set up a special class of items for Physical Inventory cycle count	
Material Safety Data Sheet		
Date	Enter MSDS effective date	
Document	Enter document identification	
Version	Enter Document Version	

Item Location (IC12.1) - Reorder

LAWSON Item Location (IC12.1) Welcome Lawson [logout] Search... ?

Company Class Company Currency USD
 Location Midwest Warehouse
 Item ADAPTER, VACUTAINER LUER

Reorder Policy
 Reorder Document Requisition
 Reorder Point Code
 Reorder Point
 Transaction Default UOM
 Default Source UOM Stock UOM EA
 Reorder Quantity Code
 Reorder Quantity
 Order Multiple
 Maximum Order
 Minimum Order
 Safety Stock
 Economic Order Quantity

Done Internet 100%

Field	Description/Usage	Decision
Item Group	Select an Item Group	
Location	Select a Location	
Item	Select an Item	
Reorder Policy	Select a Reorder Policy TPO = Time Phased Order Point	
Reorder Document	Select a document type N = None, P = Purchase Order	
Reorder Point Code	Select Reorder Point Code V = Variable	
Reorder Point	Enter Reorder Point	
Transaction Default UOM	Enter if different than Item (IC11) transaction UOM	
Reorder Quantity Code	Select Reorder Quantity Code E = Economic Order Quantity F = Fixed D = Difference – between Stock on Hand and Max M - Maximum	
Reorder Quantity	Used with Fixed Reorder Quantity Code	
Order Multiple	The reorder quantity should be a multiple of this number	
Maximum Order	Set Inventory maximum quantity	
Minimum Order	Set minimum order	
Safety Stock	Enter Safety Stock	
Economic Order Quantity	Used with Economic Order Quantity Reorder Quantity Code	

Item Location (IC12.1) - Source

LAWSON Item Location (IC12.1) Welcome Lawson [logout]
Search... [?] [?]

>> + Add / Change - Delete < Previous ? Inquire > Next | Inquire -

Company 4321 Class Company Currency USD
 Location 1 Midwest Warehouse
 Item 1000 ADAPTER, VACUTAINER LUER

Main Miscellaneous Reorder **Source** Costs Sales User Fields

Replenishment *

Manufacturer Information [] [] []
 Automatic Purchasing [Y] Yes
 Receiving Days []

Leadtime

Average [5] Last Leadtime
 Control [S] Previous Leadtime

Inquiry Complete

Field	Description/Usage	Decision
Item Group	Select an Item Group	
Location	Select a Location	
Item	Select an Item	
Manufacturer Information	Enter Manufacturer, Manufacturer Division and Manufacturer Item Number	
Automatic Purchasing	Select Automatic Purchasing Flag	
Receiving Days	Enter Normal Days to process receiving	
Leadtime	Enter Average Leadtime	
Control	Select Lead Time Control M = Manual R = Review S = System Controlled	

Item Location (IC12.1) - Costs

LAWSON Item Location (IC12.1) Welcome Lawson [logout] Search... [?] [?]

Company Class Company Currency USD
 Location Midwest Warehouse
 Item ADAPTER, VACUTAINER LUER



Standard Cost	<input type="text"/>
Future Standard Cost	<input type="text"/>
Market Price	<input type="text"/>
Overhead Cost	<input type="text"/>
Average Cost	1.79000
Average Add-on Cost	.00000
Stock UOM	EA

Done Internet 100%

Field	Description/Usage	Decision
Item Group	Select an Item Group	
Location	Select a Location	
Item	Select an Item	
Standard Cost	N/A – Average Cost Company	
Future Standard Cost	N/A	
Market Price	N/A	
Overhead Cost		

Item Location (IC12.1) - Sales

LAWSON Item Location (IC12.1) Welcome Lawson [logout]

Search...  

Company Class Company Currency USD
 Location Midwest Warehouse
 Item ADAPTER, VACUTAINER LUER

Minimum Quantity EA
 Maximum Quantity EA

Create PO No
 Drop Ship No

Allow Returns Yes
 Return Date

Done Internet 100%

Field	Description/Usage	Decision
Item Group	Select an Item Group	
Location	Select a Location	
Item	Select an Item	
Minimum Quantity	N/A	
Maximum Quantity	N/A	
Create PO	N/A	
Drop Ship	N/A	
Allow Returns	N/A	
Return Date	N/A	

Item Location (IC12.1) – User Fields

Company: 4321 Class Company Currency: USD
 Location: 1 Midwest Warehouse
 Item: 1000 ADAPTER, VACUTAINER LUER

Item Location Alpha 1
 Item Location Alpha 2
 Item Location Alpha 3

Item Location Numeric 1
 Item Location Numeric 2
 Item Location Numeric 3

User Field 1
 User Field 2
 User Field 3
 User Field 4
 User Field 5

Field	Description/Usage	Decision
Item Group	Select an Item Group	
Location	Select a Location	
Item	Select an Item	
Item Location Alpha 1	Enter Item Location user field data	
Item Location Alpha 2	Enter Item Location user field data	
Item Location Alpha 3	Enter Item Location user field Data	
Item Location Numeric 1	Enter Item Location user field Data	
Item location Numeric 2	Enter Item Location user field Data	
Item Location Numeric 3	Enter Item Location user field Data	
User Field 1	Enter Item Location user field Data	
User Field 2	Enter Item Location user field Data	
User Field 3	Enter Item Location user field Data	
User Field 4	Enter Item Location user field Data	
User Field 5	Enter Item Location user field Data	

Reason Codes – (IC17.1)

Load via Add-Ins for MS-Office. See separate spreadsheet for values.

Company Class Company

Position To

FC	Code	Description	Account Number	Type	Status
<input type="checkbox"/>	EXP	Expired Product	51075 100	<input type="checkbox"/>	A
<input type="checkbox"/>	PHY	Physical Count Variance	11100	<input type="checkbox"/>	A
<input type="checkbox"/>	SHR	Shrinkage	11200 1	<input type="checkbox"/>	A
<input type="checkbox"/>				<input type="checkbox"/>	
<input type="checkbox"/>				<input type="checkbox"/>	
<input type="checkbox"/>				<input type="checkbox"/>	


Inquiry Complete

Field	Description/Usage	Decision
Company	Select a Company	
Position To	Used to access specific Reason Codes alphanumerically	
Code	Indicates the Reason Code	
Description	Indicates the description of the Reason Code	
Account Number	Indicates the GL account and optional sub-account number for the Reason Code	
Type	Indicates the type/class of the Reason Code (used in Case Cart system for reporting)	
Status	Indicates the status of the Reason Code	

Replenishment Requesting Location (RQ01)

Requesting Location Stores

Location Stores for Requester


Requesting Locations (RQ01.1)
Welcome Lawson [logout]
rq01
Related Forms

+ Add
Change
- Delete
Previous
Inquire
Next
Inquire

Company
 Requesting Location

Main
Address

From Company
 From Location
 Location Rule

Transaction Type

Issue Account

Activity Acct Cat

PO Code

Process Level

Buyer

Fill or Kill Flag

Stockless Flag No

Single Document to a PO No Default

Requisition Approval Type Default to Company Level

Status Active

Done Internet 100%

Field	Description / Usage	Decision
Company	Select a Company	
Requesting Location	Select or enter a requesting Location	
From Company	Select or Enter Inventory Control Company	
From Location	Select or enter Inventory Control Location	
Transaction Type	Select or enter transaction type	
Issue Account	Select or enter Accounting Unit and Account	
Activity	Select or enter Activity	
Acct Cat	Select or enter Account Category	
PO Code	Select or enter PO Code	
Process Level	Select or enter Process Level	
Buyer	Select or enter Buyer	
Fill or Kill flag	Select or enter Fill/Kill flag K = Kill backorders	
Stockless flag	Select or enter Stockless Flag	
Requisition Approval Type	Select or enter Requisition Approval Type: " " = Default to Company level "0" = Header using Approval Codes "1" = Header using Process Flow "2" = Line using Process Flow "3" = N Approval Required	
Status	Select or enter Status	A

Requesting Location Sample Warehouse – Address

LAWSON Requesting Locations (RQ01.1) Welcome Lawson [logout]

Company
 Requesting Location

Address 1
 Address 2
 Address 3
 Address 4
 City or Address 5
 State or Province Postal Code
 County
 Country Code
 GLN Number

Done Internet 100%

Field	Description / Usage	Decision
Company		
Requesting Location		
Address 1		
Address 2		
Address 3		
Address 4		
City or Address 5		
State or Province		
Postal Code		
County		
Country Code		

Replenishment Requesters (RQ04.1)

Sample Warehouse -

Replicated as needed

Sample Warehouse - – Main Page

Requester

Name

Company

Requesting Location

Requisition Approval Type Header using Approval Codes

Approval Code

Status Active

Item Entry Code Item Number

Use Entered Cost Default

Require Vendor on Special Items Do Not Require Vendor

Disable Single RQ to a Single PO Override Allowed

Require Commodity Code Not Required


— Allow Unit Cost Override —

From Vendor Agreements No

From Last PO or Last Cost No

Field	Description / Usage	Decision
Requester	Select a Requester and Inquire	3 rd Party
Name	Enter Requester Name	Sample Warehouse Replenishment Requester
Company	Select or Enter Company	
Requesting Location	Select a Requesting Location and inquire	
Requisition Approval Type	Select an Approval Type "0" = Header using Approval Code "1" = Header using Process Flow "2" = Line using Process Flow "3" = No Approvals Required	1 – Header using Process Flow
Approval Code	Select or enter Approval Code	
Status	Select or enter Status Code	A
Item Entry Code	Select or enter Item Entry Code	
Use Entered Cost Default	Select or enter Entered Cost Default Permit requester input of cost	N
Allow Unit Cost Override		N
Require Vendor on Special Items		N
Disable Single RQ to a Single PO		N
Require Commodity Code		
Allow Unit Cost Override		
From Price Agreements	Select or enter flag	N
From Last PO or Last Cost	Select or enter flag	N/A

Sample Warehouse – Purchasing Classes

 Requesters (RQ04.1)
 Welcome Lawson [logout]

Related Forms ▾

Requester

Name

Address 1
 Address 2
 Address 3
 Address 4
 City or Address 5
 State or Province Postal Code
 County
 Country Code
 Telephone
 Fax
 Email

Done
Internet
100%

Field	Description / Usage	Decision
Requester	Select a Requester and Inquire	3 rd party
Name		Replenishment Requester
Requesting Location	Select a Requesting Location and inquire	01-10
Major Purchasing Class	Select or enter Major Purchasing Class	
Minor Purchasing Class	Select or enter Minor Purchasing Class	

Sample Warehouse – Accounting Units

Requesters (RQ04.1) Welcome Lawson [logout]

Requester

Name

FC	Accounting Unit	Description
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

Done Internet 100%

Field	Description / Usage	Decision
Accounting Unit	Select or enter an Accounting Unit	100

Sample Warehouse – Requisition Self Service

LAWSON Requesters (RQ04.1) Welcome Lawson [logout]
rq04

+ Add Change Delete Previous Inquire Next Inquire

Requester
 Name

Main Purchasing Classes Accounting Units Requisition Self... Requester Contac...

Tasks Allowed

Order	Order
Catalog Search <input type="button" value="v"/>	Specials and Services <input type="button" value="v"/>
Shopping List <input type="button" value="v"/>	Punchout <input type="button" value="v"/>
Express Order <input type="button" value="v"/>	Categories <input type="button" value="v"/>

Item List Specific Fields

List only Contract Items
 List only Internal Items

Allow Dropship
 Allow Bill To

Done Internet 100%

Field	Description / Usage	Decision
Requester	Select a Requester and Inquire	
Tasks Allowed		
Catalog Search	Select or enter display order	Blank
Specials and Services	Select or enter display order	Blank
Shopping List	Select or enter display order	Blank
Punchout	Select or enter display order	Blank
Express Order	Select or enter display order	Blank
Categories	Select or enter display order	Blank
Item List Specific Fields		
List only Contract Items	Select or enter List flag	(Y)es
List only Internal Items	Select or enter List flag	(Y)es
Allow Dropship	Select or enter Dropship flag	(N)o
Allow Bill To		(N)o

Sample Warehouse - – Requester Contact

LAWSON Requesters (RQ04.1) Welcome Lawson [logout]
rq04

Requester
Name

Requester Contact Information

Address 1
 Address 2
 Address 3
 Address 4
 City or Address 5
 State or Province Postal Code
 County
 Country Code
 Telephone
 Fax
 Email

Field	Description / Usage	Decision
Address 1	Enter Address Line 1	
Address 2	Enter Address Line 2	
Address 3	Enter Address Line 3	
Address 4	Enter Address Line 4	
City or Address 5	Enter City or Address Line 5	
State or Province	Enter State or Province	
Postal Code	Enter Zip code	
County	Enter County	
Country Code	Enter Country	
Telephone		
Fax		
Email		

Appendix

Locations

COMPANY	LOCATION	NAME
10	00-10	SAMPLE Admin. Offices
10	01-10	SAMPLE Central Warehouse

List of UOM's – Sample from another client

DESCRIPTION	ITEM-GROUP	VALID-UOM	DESCRIPTION	ITEM-GROUP	VALID-UOM
Stick	1	15	Stick	1	ST
2 Gallon	1	2G	Skein	1	SW
5 Gallon	1	5G	Square Yard	1	SY
Ball	1	AA	Tube	1	TB
Bucket	1	BC	Thousand	1	TH
Board foot	1	BF	Unit	1	UN
Bag	1	BG	Lug	1	Z5
Bar	1	BI			
Book	1	BK			
Bottle	1	BO			
Box	1	BX			
Case	1	CS			
Container	1	CH			
Cone	1	CJ			
Can	1	CN			
Carton	1	CT			
Drum	1	DR			
Dozen	1	DZ			
Each	1	EA			
Feet	1	EX			
Foot	1	FT			
Gallon	1	GA			
Gross	1	GS			
Hank	1	HA			
Hour	1	HR			
Jar	1	JR			
Kit	1	KT			
Pound	1	LB			
Length	1	LN			
Pail	1	PA			
Piece	1	PC			
Pad	1	PD			
Package	1	PK			
Pair	1	PR			
Pint	1	PT			
Quart	1	QT			
Roll	1	RL			
Ream	1	RM			
Square Foot	1	SF			

Sheet	1	SH
Sack	1	SJ
Spool	1	SO
Shelf Pack	1	SP

SAMPLE Units of Measure

VALID-UOM	DESCRIPTION	ITEM-GROUP
BG	Bag	ITGRP
BX	Box	ITGRP
CS	Case	ITGRP
CY	Cubic Yard	ITGRP
DR	Drum	ITGRP
DZ	Dozen	ITGRP
EA	Each	ITGRP
FT	Foot	ITGRP
GL	Gallon	ITGRP
GR	Gross	ITGRP
IN	Inch	ITGRP
LB	Pound	ITGRP
PD	Pad	ITGRP
PK	Package	ITGRP
PL	Pail	ITGRP
PR	Pair	ITGRP
PT	Pint	ITGRP
QT	Quart	ITGRP
Q1	Quarterly	ITGRP
RL	Roll	ITGRP
ST	Set	ITGRP
YD	Yard	ITGRP
YR	Year	ITGRP
DA	Days	ITGRP
MO	Month	ITGRP
ZA	Bi-Monthly	ITGRP
ZB	Bi-Weekly	ITGRP
ZC	Semi-Annual	ITGRP

Inventory Classes

Inventory Class worksheet				
Inv G/L #	Class	Sub Class	Description	Item s

Reason Codes

Code	Description	Accounting Unit	Account	Used By
-------------	--------------------	----------------------------	----------------	----------------
