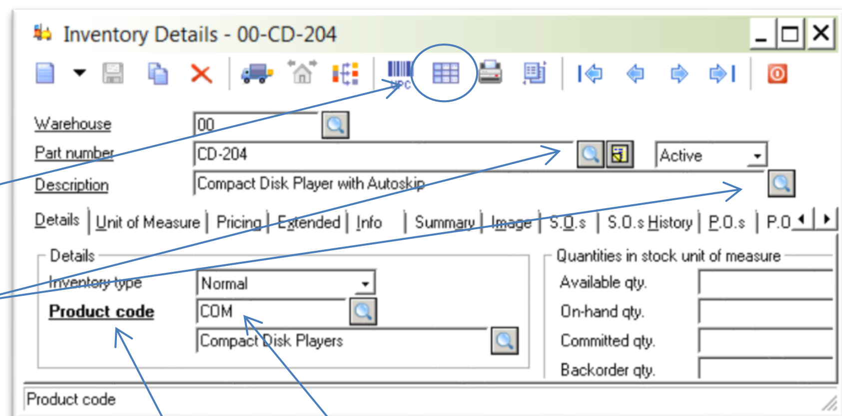
5 ***INVENTORY DETAILS***

The Inventory Details module handles multiple warehouses, multiple price lists and quantity pricing. It tracks sales and usage of all parts and components, and produces numerous reports to help you manage this vital area of your business. Automatic tracking of customer's backordered items and stock commitment levels are available on-screen at all times. Re-order, backorder and margin calculations are built right into this powerful system.

Browse / Navigate



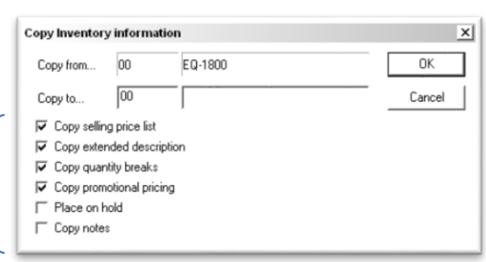
There are a few ways to browse or search your inventory database:

1. Full-Screen browser with multiple views and extended information
2. Mini Browser by part number or description
3. Navigate page by page using the arrows and searchable fields
   - click on "New" to clear all fields
   - click any of the <u>underlined</u> labels to make it bold
   - type in the some or all of the information you're searching for
   - use the arrows to page through the records in order of info in that field

Add Inventory Item

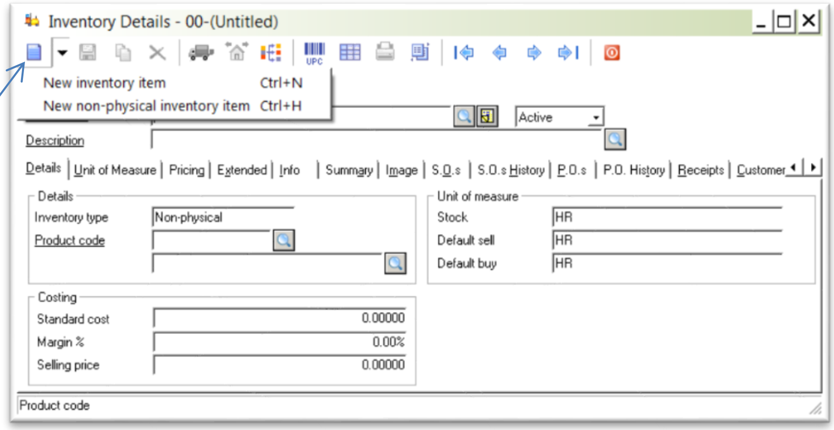
There are three ways to create a new Inventory Item:

1. Click on the **New** icon
   - enter the applicable warehouse (if multi-warehousing is in effect)
   - enter a **Part Number** code of up to 20 characters (number, letter or symbol)
   - enter a **Description** of up to 80 characters (number, letter or symbol)
   - enter all information as described in the following pages
2. Open the Inventory Item you wish to copy **from**
   - Click on the **Copy** icon
   - enter Warehouse and Part Number in the **Copy to…** fields
   - select from the copy options
   - click **OK….**
   - make any changes as described in the following pages



5 INVENTORY DETAILS

3. **Non-Physical** Inventory Items are non-warehoused items for which quantities are not tracked
   - in the Inventory Details module, press **Ctrl + H**
   - -or- select from the drop-down menu beside New
   - enter part number and description
   - enter Standard cost (no current and average cost)
   - enter all other information as described in the following pages

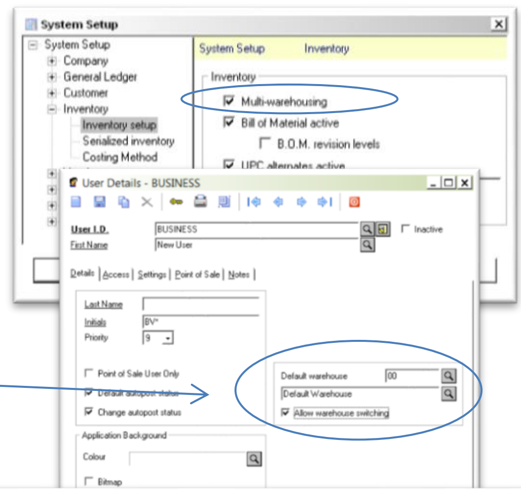


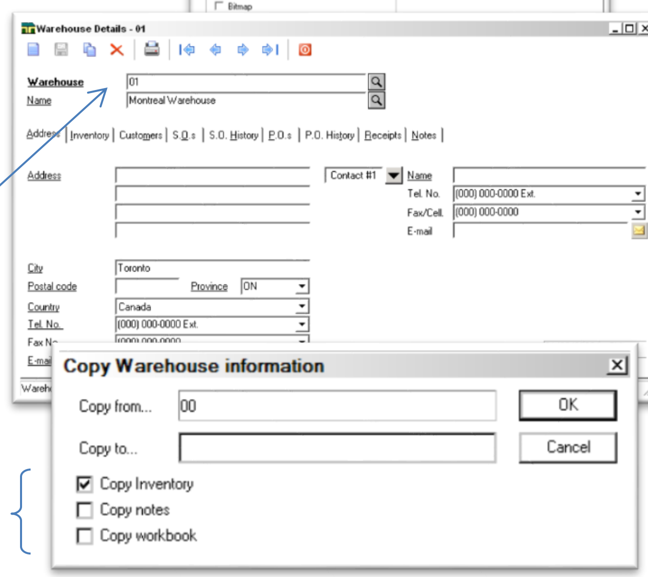
Multiple Warehouses

You may assign Inventory items and Customers to specific warehouses and draw inventory reports by each or all warehouses

Maintain Warehouses as follows:

- **activate** – System Setup > Inventory > Inventory Setup
- **User Details** – assign access rights to each user
- **access** - Inventory > Edit > Warehouses - maintain details and view all associated Inventory items, Customers, open Sales Orders, Invoices (S.O. History), open Purchase Orders, completed and closed Purchase Orders (P.O. History), and Receipts history.
- **Create** new Warehouse in one of two ways:
  1. Click on the **New** icon
     - enter up to 6 digits in **Warehouse** field
     - enter a **Name** of up to 60 characters
     - if desired, fill in address and contact information
  2. Click on the **Copy** icon while in the warehouse you wish to copy from
     - select copy options
     - click **OK**

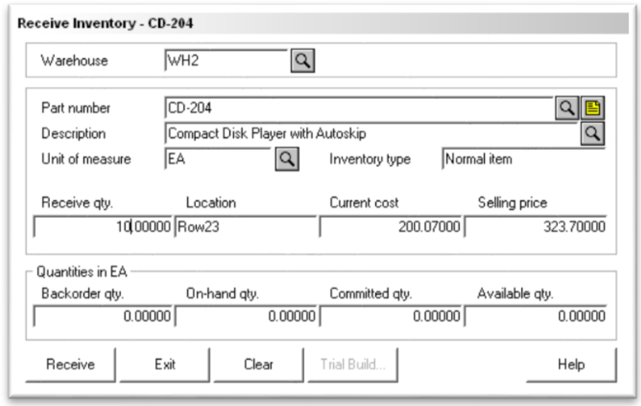




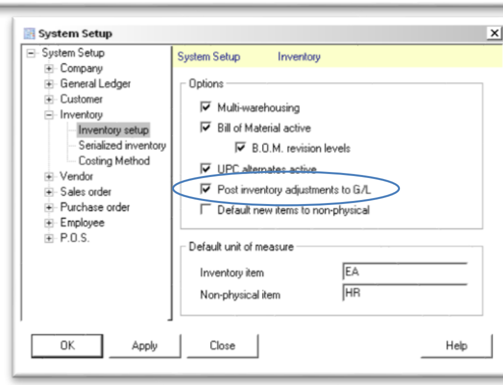
5 *INVENTORY DETAILS*

Receive Inventory

This module is used for any of 3 functions, as follows:



1. **Build** manufactured items from the Bill of Material module (covered in Chapter 5, Volume 2)
2. **Adjust Quantity**
   These adjustments are performed, after careful consideration, when there are irreconcilable differences between the Stock Status report and the General Ledger balance.
   To post inventory adjustments to General Ledger: System Setup > Inventory > Inventory setup



   - enter **Part number** you want to adjust
   - enter negative **Receive qty** for the amount you need to reduce the quantity on hand by
   - enter a positive **Receive qty** for the amount you need to increase the quantity on hand by
   - click on Receive
3. **Adjust Cost**
   These adjustments are performed, after careful consideration, when the average or current costs are incorrect.
   - enter the **Part number** you want to adjust
   - enter a negative **Receive qty** that equals the total quantity on hand
   - click on **Receive**
   - open Receive Inventory function again
   - enter **Part number** again
   - enter positive **Receive qty** for correct quantity on hand, and enter correct costs
   - click on **Receive**

Note The Receive function should **not** be used to receive items on a Purchase Order. See the Purchase Orders section for more information