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
- Mini Browser by part number or description
- - 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 location is 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

Copy from	00	EQ-1800	OK
Copy to	00		Cancel
🔽 Copy sellir	ng price list		
Copy exte			
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☐ Place on H			
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H Inventory Details - 00-CD-204	
	!! � � � ₽ 0
Warehouse 00	
Part number CD-204	Active
Description Compact Disk Player with Autoskip	
Details Unit of Measure Pricing Extended Info Summary Imag	ge S. <u>D</u> .s S.O.s <u>H</u> istory P.O.s P.O.
Details	Quantities in stock unit of measure
Inventory type Normal -	Available qty.
Product code COM	On-hand qty.
Compact Disk Players	Committed qty.
	Backorder qty.
Product code	li.

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 dropdown 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

Inventory De	tails - 00-(Untitled)		_ 🗖
New inventory New non-physi	×		🕸 🗣 🙆
Details Details Inventory type Product code	Non-physical	mage S.U.s S.U.s <u>H</u> is Unit of measure – Stock Default sell Default buy	HR HR
Costing Standard cost Margin % Selling price	0.000		

System Setup System Setup

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:

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- activate System Setup > Inventory > Inventory Setup
- User Details assign access rights to each user
- access Inventory > Edit > Warehouses maint 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
 - Click on the Copy icon i while in the warehouse you wish to copy from
 - select copy options
 - click OK

	General Ledger Inventory
	Customer Wulti-warehousing
	Eventory Bill of Material active
	Serialized inventory
	- Costing Method
	User Dataile DUSINESS
aaah	
each	
	(*) User I.D. BUSINESS Q.U F Inactive
	Eist Name New User
	Details Access Settions Point of Sale Motes
rv l	Last Name
'i y	Initials BV*
	Priority 9 -
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	Default autopoin Value
ntain	Change autopost status Allow watchouse switching
	Application Background
	Colour
	☐ Bitmap
Warehouse Details - 01	
Warehouse 01	٩
Name / Mor	ntreal Warehouse
Address Inventory Custo	mers S.Q.s S.O. History P.O.s P.O. History Receipts Notes
Address	Contact #1 💌 Name
	Tel. No. (000) 000-0000 Ext.
	Fax/Cell. (000) 000-0000
	E-mail
City Toront	0
Postal code	Province ON
Country Canad	la 🔽
<u>Tel No.</u> (000) C	J00-0000 Ext
Fax No	
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System Setup

5 INVENTORY DETAILS



Receive Inventory

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

 Build manufactured items from the Bill of Material module (covered in Chapter 5, Volume 2)

2. Adjust Quantity

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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

