

## **INVENTORY**

### How to Add a new Inventory Item

Open the inventory file.

<INVENTORY>

<Inventory Master>

<Reset>

<Create New>. Enter the owner code (customer), if the item is customer owned, and there is a field for owner code, and the item code. The customer code must be entered before clicking OK to create the item, as they cannot be added once the item is created. This applies only if this option is activated in System Setup: if not, the customer code can be entered on the Detail screen. If not used, the customer code often forms part of the inventory code.

Enter information into all of the relevant fields.

There are some options that are very important. These are –

1. *Raw Material/Customer Specific/Finished Goods/Non stock*

Choose *customer specific* when there are goods being held on a customer's behalf. If the item is customer specific, is it owned by the customer (pay & pull) or owned by you (pull & pay)? If the customer owns it use the Customer Specific button.

2. *Rates*. Enter the rates information in the relevant fields (purchase price, selling price, price per). If this is an item that has not previously been stocked, you may want to create it as a rates item. Click the Create Rate button

### How to make inventory adjustments

- <Inventory>
- <Adjustment>
- <New Docket>
- Enter the reason that the adjustment is being made eg. Stock take adjustment
- <Add Item>
- Enter the code and quantity that needs to be adjusted, and possibly price – this will alter average cost price.

### How to Issue Stock against a Job

Inventory Job Issue is used to manage raw materials, and to record stock used for producing a job. Job issues can be done either through Inventory, or through Jobs

- Click <Inventory>
- <Issue>
- <NEW ISSUE>
- Enter the <job number>. If you are not sure of it, enter part of the code, press Tab and a drop down box will allow you to make your selection from a list of jobs.
- Enter the stock code <item code>, and owner information if this stock belongs to a customer.
- Enter the <amount> being issued and the <value>.

Change the <charge rate> if necessary

- Check that all details are correct.
- Click <Confirm this Issue>.

Through Jobs:

Click <Jobs>

<Alt Menu>

<Paper and Issue> A list of items to issue shows any items not already issued.

<Create new Issue> Note that the default is all selected, to not issue any items remove the tick under Status. The quantity to issue can also be changed.

Note: on confirming this entry the stock on hand will be reduced and also the job will be updated via the Time & Cost module when time and cost is posted.

## How to Add a Purchase Order

Purchase orders are used for ordering from suppliers. They can be added both through inventory and through <Jobs> <Alt Menu>. <Inventory>

<Purchase>

<NEW PURCHASE ORDER>

Enter the header details - supplier code and delivery code / address, expected date and who entered the record.

<Add Item>. The item number will be generated automatically.

Enter the <code>. If you are unsure of it enter the first 2 numbers and press Tab, and make your selection from the drop down box. Put in the quantity to be ordered, and expected price. For "outwork" you may want to record the job number so the system will update the job automatically.

You can add as many items to one order as required. When you have finished entering the line items, click <Confirm this order>. You will be reminded that orders cannot be changed after posting. Click Yes to post, and then Print this order to print the purchase order.

When adding through jobs, a supplier must be set up against the rate for the item to appear on the list on the screen. The default is all items, untick any not required, and change any quantities. Click <Create a Purchase Order>, then double click on the purchase order number or click <Details> above the purchase order lines, to open the purchase order.

Change any details required and click <Confirm this order>.

There is a setup option for one step purchase orders, so that they are automatically processed in time and cost when the order is confirmed.

## How to Receipt Inwards Stock

The receipt stock option in inventory is used only if you are using purchase orders.

- <Inventory>
- <Receipt>
- <New Receipt>
- Enter Supplier code
- Enter the <Header> details - supplier, delivery docket reference, entered by, date, and any notes regarding this receipt.
- <Attach Purchase Order>

By default all purchase orders with undelivered lines in them are displayed. Choose the order you want to receipt by clicking on the number (a tick appears in the box next to the number).

- If all lines are fully supplied, tick the check box.
- If some items are outstanding, click on the <+> on the left to expand a purchase order and then you can tick individual lines (or untick them) to accept the full quantity.
- You can accept as many lines as you like and you can alter the quantity received.
- Any shortfall will be displayed in the "to come" column (This "back order" feature can be disabled by ticking the "Do NOT default purchase order backorders" in Tools / System setup / Inventory).
- The "To come" quantity can be changed if you wish. A "back order" will be created (actually an extra line in the existing order with the details on the original order line and the new line adjusted so that the total order quantity and value remain the same). This also modifies the time and cost entry and creates a new entry for the goods yet to come. There is a set up option to switch off this facility.
- Check <OK> to move all the accepted lines into the current receipt and create purchase order backorders for all lines with the "still to come" column filled in.

Note: only use "Add item" or "Remove Item" if the original purchase order was incorrect or you want to change it. Adding and removing items here will add or remove them from the Purchase Order itself.

## How to Add / Reverse Sales Orders

<Inventory>

<Sales>

<NEW SALES ORDER>

- Enter the header details: customer code and delivery code, customer order, sales rep, required date and who entered the record.
- Click <Add Item>. Enter the owner code if this is customer specific, and when you click Code a drop down list will appear of items for this customer. Enter the quantity of this order, price and any notes. The amount available of this item will show at the bottom of the screen.
- Additional items can be added to the sales order by using Add Item.
- NB. If there is not enough stock on hand to fill the order you will be prompted with a warning box. The system will then allocate any stock available to be sent and place the rest on back-order if set up to do so. You can add as many items to one order as required.
- Print a picking slip or delivery docket on completion of entry.
- When the order is *confirmed* as being correct (either by printing an invoice or by pressing the Confirm button) the following will occur –
  1. Goods will be recorded as reserved
  2. A new order will be automatically created for any items on back order. Note: printing an invoice will automatically Confirm this order if it has not been confirmed.
- Print delivery docket
- Print labels for packages
- Despatch goods
- Confirm all is OK
- Print invoice

Weekly (or when required)

- Post Invoices to debtors. Sales order invoices need to be aged monthly.
- To reprint sales order invoices, make your selection and use the Invoice Selection button that reprints and invoices the entire selection on the sales order screen.

#### **How to reverse Sales Orders:**

Create a new sales order the same as the one to be credited / reversed, by using the Duplicate S/O button. Then use the Reverse S/O button to reverse all lines in the record. If only part of the sales order is to be reversed, use the Remove item button to take off the lines not needed.

## How to Process Sales Orders

(When goods arrive and there are backorders)

Look up all sales orders that are loaded but not confirmed.

- <Inventory>
- <Sales>
- <Select >
- Quick pick = <unconfirmed orders>
- Use the <Remove Unfillable> button to remove from the list any that cannot be shipped (if they can be part filled they will remain on the list.)

## Stocktake

1. Select a range of inventory items and create a snap shot (Create Snap button). You may continue with receipts, sales etc as the adjustment will be made relative to this snap shot. To include unconfirmed receipts in the snapshot, you need to enable this option in System Setup. Your count should be made at the time of the snap shot.
2. Enter the count through the Stock take option on the main menu. You may enter correcting entries to an account by beginning them with a + or – (eg +50 or –220). Entries without a + or – will change the count to the number entered.
3. Print any reports required (options include showing remaining, including quantity and excluding quantity)
4. Accept the stocktake. This will create an adjustment entry (under Inventory, Adjustments) which you will need to post.

## How to transfer items to finished goods

This allows all or part of a job to be held as an inventory item, rather than being despatched. If owned by the customer when transferred the customer will be invoiced, if not owned by the customer transferring creates an invoice with the invoice number FGoods.

Set up the item in the inventory master file before transferring to it.

<Inventory>

<Inventory Master> Reset

<Create New Item>

Enter the required information. Use the job description.

Check <Finished Goods>.

If the item is owned by the customer, make sure Owned by Customer is checked.

If the item is not owned by a customer, enter the cost per thousand in the Selling Price field.

Find the job you want to make the transfer from and <Create a New Delivery>. Enter the details of the delivery for transfer, then click <Misc Details> button. Enter the inventory information (owner, and item code as above) in the Forms management area. The owner field is used only if these goods are customer owned.

The <Transfer to Finished Goods> button is on the Despatch screen. When clicked, a pop up screen will have fields with Date (which defaults to today's date), time, cost, and price is per. Use the Price per thousand displayed on the Department screen of the job. Click <OK> to action the transfer, or Cancel.

The delivery information grid on the job invoice screen will show the invoice number for this delivery as FGoods.

When delivery of goods is required, use Sales Orders to create an invoice. See page 36