

USER GUIDE

INVENTORY MANAGEMENT

The Conveyorware Inventory program lets you track and control receiving, storage, item locations, packaging, kits, vendor sources, and sales activity for each item sold. Purchasing and Accounting integrate with Inventory through the Inventory Category/Class Codes. Inventory (Stock) sales are assigned to General Ledger income accounts. Stock Status screens display stock sales history as well as stock-on-order.

PURCHASING - OPTION 750.300

The use of Purchase Orders is MANDATORY if “Average Cost Method” is chosen for “Inventory Cost of Goods Sold” in Company Setup. Otherwise, the issuance of Purchase Orders is optional.

For details on using the Purchasing system, please refer to www.conveyorware.com/manual.

From Wikipedia, the free encyclopedia

A **purchase order (PO)** is a commercial document and first official offer issued by a buyer to a seller, indicating types, quantities, and agreed prices for products or services the seller will provide to the buyer. Sending a purchase order to a supplier constitutes a legal offer to buy products or services. Acceptance of a purchase order by a seller usually forms a contract between the buyer and seller, so no contract exists until the purchase order is accepted. It is used to control the purchasing of products and services from external suppliers.

Companies use purchase orders for several reasons:

- Purchase orders allow buyers to clearly and explicitly communicate their intentions to sellers
- Sellers are protected in case of a buyer's refusal to pay for goods or services
- Purchase orders help a purchasing agent to manage incoming orders and pending orders
- Purchase orders provide economies in that they streamline the purchasing process to a standard procedure.

CREATING INVENTORY – OPTION 300

Inventory item records can be added by anyone with a **User Login**. We recommend collecting all the information in the highlighted areas below before beginning to add Inventory.

Login to www.conveyorware.com and select the “Web Access” login.

Select 1. Main Menu.

300. Inventory Menu.

301. Work with Inventory.

ADD A NEW INVENTORY ITEM RECORD.

- ➔ Verify company number, **do not [Enter]**. **[Enter]** will create a list of your inventory. (If you do **[Enter]** just **[Exit]** and begin again.)
- ➔ Insert new Stock Item Number **do not [Enter]**. (**Description** field is for search purposes only.)
- ➔ Select **[Add]**. The **Add a Stock Item** screen appears.

All **pink** highlighted fields must be completed.

The screenshot shows the 'Add A Stock Item' screen with the following fields and values:

- Company: 112 Warehouse: ALL Stock Number: 899
- Alt. Stock #: [Empty]
- Description: [Empty] (pink highlight)
- Unit Price: .00 Dead Net Price: .00
- Commission %: .00 On Quality Hold: [Empty]
- Breaks: Qty Price Comm.% (3 rows with values 0, .00, .00)
- Cost: .00
- Category Code> [Empty] (pink highlight)
- Catalog Page: [Empty]
- Promo/Disc: [Empty]
- X-Ref Stock #: [Empty]
- UPC: [Empty] (pink highlight)
- Reorder Point: 0
- On Order: 0
- Location: [Empty] (Sect Level Position)
- Dimensions: Length: .0000, Height: .0000, Width: .0000
- Item Casepack: [Empty] [Empty]
- UoM: [Empty] (pink highlight)
- Cu. Ft.: .0000
- Weight: .0000
- UoM: [Empty] (pink highlight)
- Cartons per Pallet: 0
- Std Pack: [Empty] (pink highlight)
- NMFC Code> 085 (pink highlight)
- Qty/Pack: 0
- Drop Shp: [Empty] (Y/N)

Select **[Prompt]** to help enter Category, Class and Manufacturer fields. The Category and Class codes are used to report sales revenue to the General Ledger Income Accounts and they define whether items are taxable or returnable. Initial codes and corresponding General Ledger accounts are defaulted. Please refer to the Glossary for clarity. More information about these codes can be found later in this section.

If you do not have a UPC code, a stock number or other reference number must be entered. This number will be required when processing orders.

- ➔ The NMFC Code is defaulted to 085. If you do not ship ‘freight,’ leave this default code.
- ➔ If the “Std Pack” field is Y (yes), the “Qty/Pack.” field must also be completed.
i.e. Standard Packaging is Y = sold in groups of 12 items only. “Qty/Pack” = 12.

Note: [Prompt] is available wherever there is a  symbol. Put your cursor in the field and click [Prompt] to see a list of options for that field.

Other fields that are helpful to have completed, but are not mandatory for the system, include: Reorder point, package dimensions, package weight, location and pricing.

LOCATION: If you have a large warehouse full of inventory, the location fields are helpful to locate each stock item. Warehouse rows and racks are identified and recorded in the ‘location’ fields.

PRICING: Pricing fields are NOT mandatory; however, if you choose to use Profit/Loss reports in your business, the cost and unit price values of your items must be completed. Prices can be added at the time orders are created or transferred from a webstore.

If you choose to input pricing for your inventory items, those prices can be changed at the time an order is created and webstore prices can override them.

- **cost** (purchase price or manufacturing price)
- **unit price** (highest selling price; retail price)
- **dead net price** (lowest selling price)

Price breaks can be added here also. Volume selling prices must range between the unit price and dead net price. Special pricing for specific customers can be created in Option 419. Work with Default Orders.

When all fields are completed **[Enter]** to return to “**Work with Inventory**”. If the screen does not clear, check for error messages in **red** which will appear under the function keys. **[Exit]** to return to the Inventory Menu when all inventory items have been recorded.

➤ **REMEMBER:** An **inventory record** has now been added. The **quantity** of inventory available still must be added using Option 302.

ADD/ADJUST INVENTORY – STOCK AVAILABLE FOR SALE

Once an Inventory item **record** is created, you must identify the amount of stock available.

Select 1. Main Menu.

300. Inventory Menu.

302. Add/Adjust Stock.

If inventory is purchased using a purchase order, complete the information in the **Item Scanning Window**. This information will then be automatically added to the stock file.

The screenshot shows a window titled "Item Scanning Window". It contains three input fields: "PO#", "QTY", and "UPC". Below these fields are three buttons: "Help" (with a question mark icon), "Exit" (with a green arrow icon), and "Select". A "PO#" label is located below the "Exit" button.

If there is no PO# but there is a UPC code, this screen can still be used by entering the date as the PO#. However, if there is no PO # or UPC code, exit this window using **[Exit]** and manually enter the inventory details into the chart which appears.

The screenshot shows the "Add/Adjust Stock" screen. At the top, it says "Conveyorware Distribution System" and "FMW CONVEYOR ADD/ADJ STK32103". Below that, it says "Add/Adjust Stock". There are two fields for "Company Nbr." (112 ARBONNE LMS) and "Warehouse Nbr." (1 ARBONNE LMS). Below these are three columns: "Seq#", "Quantity", and "Stock No>". To the right of these columns is a "MEMO" section. At the bottom right, there is a "More..." link.

- ➔ Enter information in the “Memo” section for every item so details will appear on future reports. (i.e. date, vendor name, or description)
- ➔ **[Enter]**. The list will empty. **[Exit]** from this screen.
- ➔

Note: Every time you **[Enter]** the list will clear and those items will be added to your Inventory.

Item quantity changes will not appear in **308. Stock Status “History” Display** until the next day. However, you can verify this information with a Stock Status Inquiry for each item, or return to **301 Work with Inventory** and **[Enter]** to view a complete inventory list with quantities noted.

REVIEW, CHANGE OR DELETE AN INVENTORY ITEM RECORD.

Select 1. Main Menu.

300. Inventory Menu.

301. Work with Inventory.

To see a **full list** of inventory items with quantities on hand, verify the company number and **[Enter]**. An Inventory List will appear in stock number order.

To view a single inventory item:

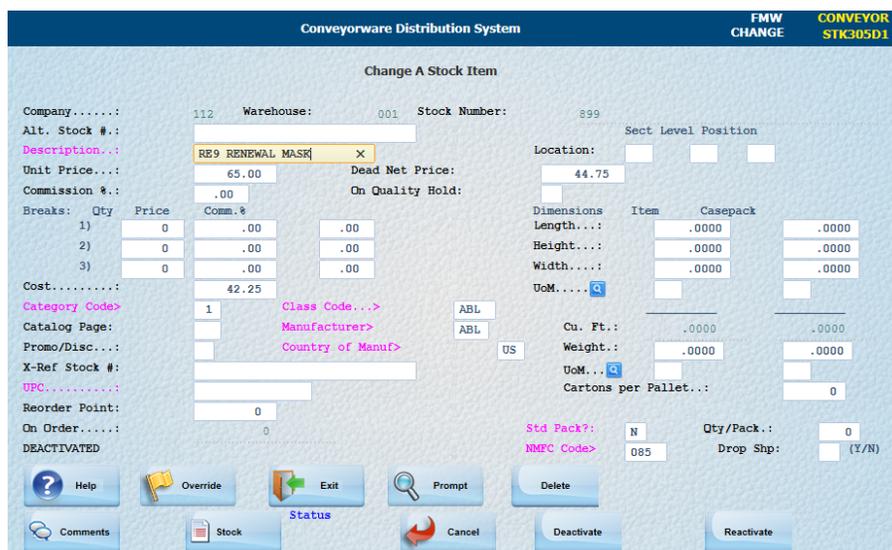
- ➔ Verify the company number and enter a warehouse code, stock number, UPC number or a description. Current stock can be searched using any of these fields.
- ➔ Once the item is located make a selection from the drop down menu.

In the drop down box there is an option to delete a record. This is only possible **before** inventory stock is loaded. **Once there is history of any kind on an item, the record cannot be deleted.**

If a stock item number is no longer valid it can be “deactivated.”

- ➔ In the drop-down box for the item, select “change”.
- ➔ Once the record for that item appears, select **[Deactivate]**.
- ➔ **[Enter]** The item will now appear in red in the Inventory List.

If the product becomes available, you can display the item and select **[Reactivate]** **[Enter]**.



CATEGORY AND CLASS CODES

Inventory Category and Class Codes are important for Accounting. These codes identify items for placement into all journals and accounting statements.

Select 1. Main Menu.

300. Inventory Menu.

305. Work with Inventory Class Code.

Conveyorware Distribution System FMW CONVEYOR
WORK STK360D3

Work with Inventory Class Codes

Pos. to the Company Nbr. Press Enter

Select option, press Enter.

Op	Cmp	Catg	Class	Short/Full Description	G/L Account	Tax?	Return?	Comm?	Cmt
<input type="text" value="100"/>	100	01	ABC	ABC BOX CD.	5100-000-00	Y	Y	Y	
				ABC BOX CD.					
<input type="text" value="100"/>	100	02	FRT	FREIGHT	6010-000-00	N	Y	N	
				FREIGHT					
<input type="text" value="100"/>	100	02	TAX	TAX	2700-000-00	N	N	N	
				TAX					
<input type="text" value="100"/>	100	99	GIFT	GIFT CARD	2150-000-00	N	Y	Y	
				GIFT CARD					

Inventory Category and Class Codes are important for the company's accounting

Defaults appear; however, if an item needs to be updated, select “change” in the drop-down box.

Conveyorware Distribution System FMW CONVEYOR
Change STK360W1

Inventory Category and Class Code

Company Number.....: 100

Category.....: 1

Class Code.....: ABC

Taxable?.....:

Returnable?.....:

Pay Commission?.....:

Abbreviated Description:

Full Description.:

G/L Account Number

G/L Dept Number...

G/L Classification

In this screen each item is determined to be “Taxable,” “Returnable” or “Commissionable.” These are very important choices for future reporting.

INVENTORY ITEM STOCK STATUS DETAILS

There are three easy ways to view an item’s “stock status” screen.

Select 301. Work with Inventory

- ➔ Verify the company number [**Enter**]
- ➔ Find item and select [**Stock Status**] in drop-down box.
- ➔ Verify the Year [**Enter**]

Co/Whs/Stk>Desc	YEAR 2014	Mfgr Abrev...	S SHORT GP	DPS	Last Year Sales	Units	Net Sales
101 1 SSGP						0	.00
On Hand:		20	Sale Avl:	20	Replace	Mo	
Tot. Pending..	0			0	Jan	0	.00
Pending.....	0	Last Physical:		0	Feb	0	.00
Credit Hold..	0	Cnt.:	0	0	Mar	0	.00
On BackOrder:	0	Date:	6/13/2014	0	Apr	0	.00
Future.....	0			0	May	0	.00
Tentative...	0			0	Jun	0	.00
Reord. Point:	0			0	Jly	0	.00
On Order....	0			0	Aug	0	.00
Defect OnHnd:	0			0	Sep	0	.00
Price / Pct.:	25.00		.00	0	Oct	0	.00
Qty Breaks..	Qty	Price	Pct	0	Nov	0	.00
		.00	.00	0	Dec	0	.00
	.00	.00	.00				
ACTIVATED				0		0	.00

This screen does not contain all pricing amounts recorded for this stock item. It only contains the Unit (Retail) price of the item.

OR

Select 308 Stock Status Display

- ➔ Verify the company number [**Enter**]
- ➔ Find item and select [**Stock Status**] in drop-down box. The same screen will appear.

OR

Select 307. Stock Status w Cost Display

- ➔ Verify the company number and [**Enter**]
- ➔ Find item and select [**Display**] in drop-down box.

FMW D00000010
DISPLAY STK31501

Conveyorware Distribution System

Stock Status Inquiry Details

YEAR 2014

Co/Wms/Stk>Desc 101 001 \$LGP S LONG GP

B.Stock# Mfgr Abrev...: DFS Last Year Sales

X-Ref...: Units: 0

Catalog Page.: Sales: .00

On Hand:	20	Sale Avl:	20	Replace	Mo	Units	Net Sales
Tot.Pending..:	30			0	Jan	0	.00
Pending.....:	0	Last Physical:		0	Feb	0	.00
Credit Hold.:	30	Cnt.:	0	0	Mar	0	.00
On BackOrder:	0	Date:	6/13/2014	0	Apr	0	.00
Future.....:	0			0	May	0	.00
Tentative...:	0			0	Jun	0	.00
Reord. Point:	0	Cost:	20.00	0	Jly	0	.00
On Order....:	0			0	Aug	0	.00
Defect OnHnd:	0	Dead:	22.00	0	Sep	0	.00
Price / Pct.:	25.00		.00	0	Oct	0	.00
Qty Breaks...:	Qty	Price	Pct		Nov	0	.00
		.00	.00		Dec	0	.00
		.00	.00				
ACTIVATED				0		0	.00

Buttons: Help, Exit, Dim., Ordrs, Loc, Comnts, Sales Details, Cancel, History, Prompt

This screen contains all pricing amounts as recorded for this stock item.

Comments about a stock item can be added by choosing Opt 10 from the drop down list for the item in **301 Work with Inventory** or by choosing [Comnts] in the Stock Status Inquiry screen.

Comments For: STK300R Keys: 101 001

Position to Line: [] / FREIGHT

Line#	Comments
00000	
00000	
00000	
00000	
00000	

Buttons: Exit, Highlight, Insert, Cancel, Continue

INVENTORY STOCK LIST REPORTS

An Inventory Stock list can be viewed online or sent by Email from Option 301. Items that have been 'deactivated' will appear in **red online only**, they will not appear on printed reports. Email reports can be opened with a spreadsheet (i.e. Excel) and can then be saved or converted into a table or other format. The report can be requested as desired throughout the day; the timestamps will distinguish the sequence of the reports.

To receive a stock list by Email:

Select **301 Work with Inventory**

➔ Verify the company number and select **[Inventory Email]**

➔ Insert appropriate e-mail address and select **[Send Email]**

If the CSV file is opened with MS Excel it appears as a worksheet with this tab:



112 = Company Number
001 = Report Number
20130708 = Date
141629 = Computer generated Number

➤ **REMEMBER:** Only **active** stock items will appear on the Email list. If you have deactivated any items, they will not appear on this list. **DEACTIVATED** will appear on the **bottom left column** of the stock item display (see below.) You can **REACTIVATE** the stock item at any time.