

SedonaOffice

13TH ANNUAL USERS CONFERENCE

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SedonaOffice 101

Inventory

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Inventory Overview

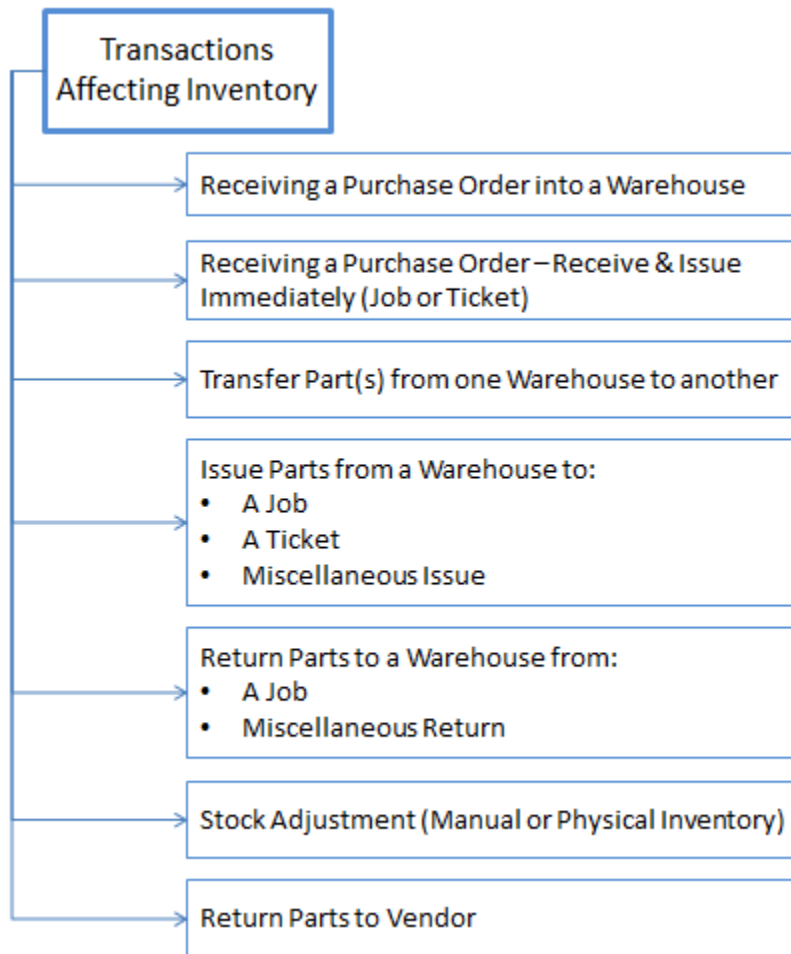
The Inventory module contains all the functionality necessary for creating, maintaining and tracking inventory parts.

If the option of Stock Tracking has been activated your company will be able to track part quantities and values in one or multiple warehouse locations. As parts are received from Purchase Orders, transferred from warehouse to warehouse, or used on Service Tickets or Jobs, entries are made to the General Ledger to record the cost of the transaction.

If the Stock Tracking option is not activated, dollar amounts for parts received and used is recorded to the General Ledger but no quantity tracking is performed. Further, if stock tracking is not used, your company will only be able to expense parts immediately; work in process accounts may not be used for Jobs or Service. Options that are not available when Stock Tracking is not activated are Physical Inventory, Warehouse tracking and Part Transfers.

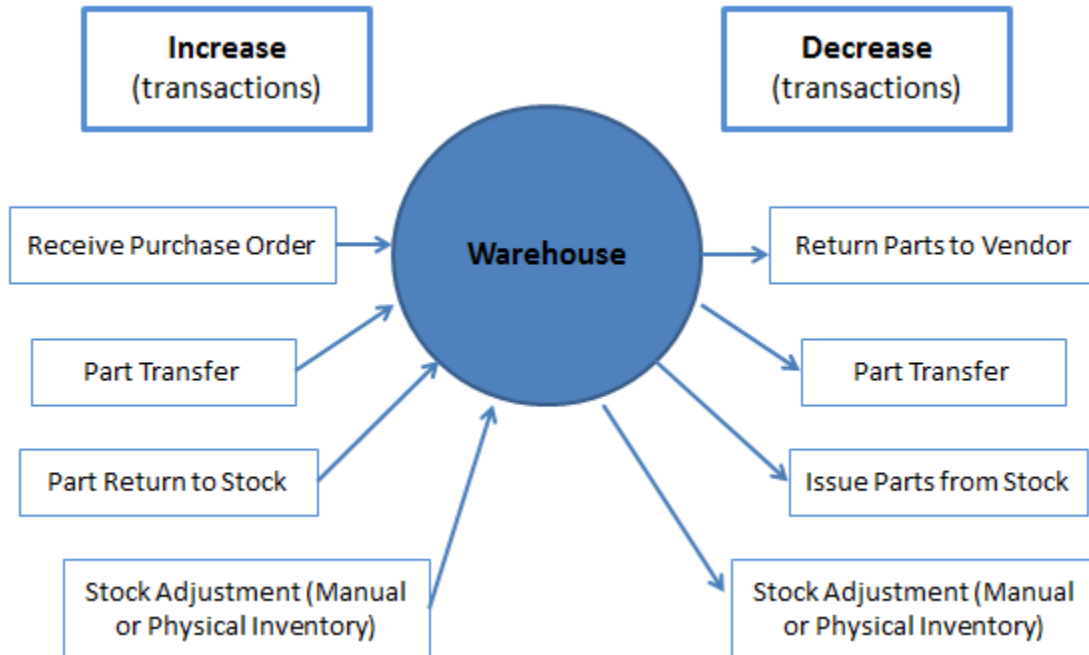
Illustrations

Inventory Transactions



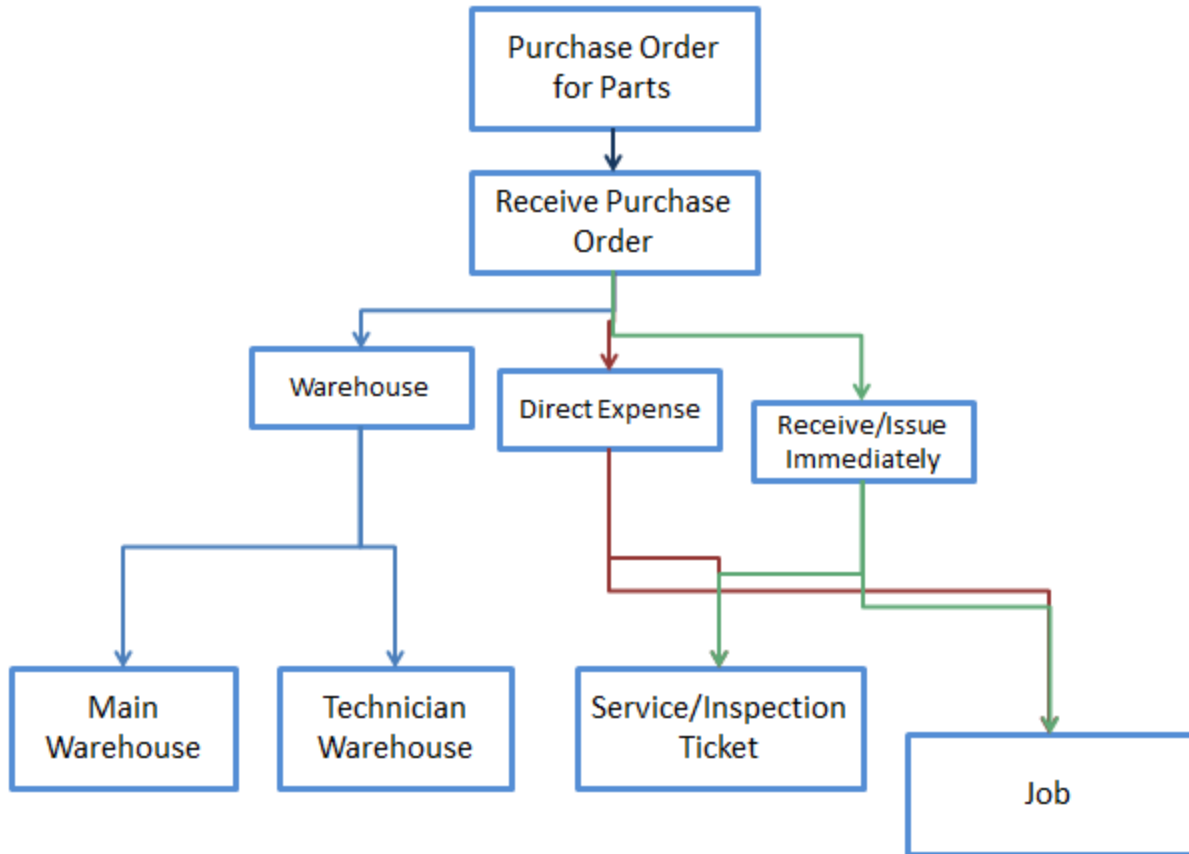
Notes

Warehouse Inventory Transactions



Notes

Purchase Order Flow Chart



Notes

Parts

A Part record is the main component of Inventory tracking/processing. There are two views for a Part; Setup view and Explorer view. User permissions are required to access Parts in Setup view.

Typically, one main person is responsible for the set up and maintenance of Part information. This helps to ensure clean and consistent part information.

Notes

Part Setup Tables

Prior to creating Parts, three key setup tables need to be completed:

- Warehouses
- Product Lines
- Manufacturers*

These setup tables may be accessed from the main SedonaOffice application or via SedonaSetup.

Notes

Creating a New Part

There are three main data entry forms involved when creating a new part; Part Detail, Vendors, and Warehouses. The Alt. Parts, Custom Fields, and Documents are optional, with the exception of Custom Fields may be required if any of the fields are flagged as required (by your company) within SedonaSetup.

Part Edit (CR.123A) Inactive

Part Detail | **Vendors** | Alt. Parts | Warehouses | Custom Fields | Documents (0)

Description

Description	3V Lithium Battery	<input type="checkbox"/> Part Kit
Detail	CR123A MAX Powercell 3v Lithium Battery	<input type="checkbox"/> Special Order
Product Line	Battery	<input checked="" type="checkbox"/> Customer Equipment
Manufacturer	MaxPowerCell LLC	<input checked="" type="checkbox"/> Stock Item For Jobs
Manuf Part Code	CR123A	<input type="checkbox"/> Freeze All Purchasing
Manuf Warranty	Thirty Day	
U.P.C	861540000000	Ship Weight 0.56
Notes		Labor Units 0

Costing

Method	Standard
BPV Account	120990
Direct Exp Acct	N/A

AR Setup

Invoice Item	Part-Job
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Sales

Invoice Description	3V Lithium Battery	<input checked="" type="checkbox"/> Available for Sales
Price	18.0000	

Service

Invoice Description	3V Lithium Battery	<input type="checkbox"/> Available to FSU
Price 1	15.0000	
Price 2	15.0000	

Labor Units | Save | Copy | Close

Notes

Creating a new Part – Part Detail Form

The Part Detail form contains the majority of fields required to save a new part number. Some fields on this form are required – required fields are highlighted in the screen shot below.

Part Edit [Inactive]

Part: CR123A

Part Detail | Vendors | Alt. Parts | Warehouses | Custom Fields | Documents (0)

Description

Description: 3V Lithium Battery Part Kit
Detail: CR123A MAX Powercell 3v Lithium Battery Special Order
Product Line: Battery Customer Equipment
Manufacturer: MaxPowerCell LLC Stock Item For Jobs
Manuf Part Code: CR123A Freeze All Purchasing
Manuf Warranty: Thirty Day
U.P.C: 86154000000 Ship Weight: 0.56
Notes: Labor Units: 0

Costing

Method: Standard
PPV Account: 120990
Direct Exp Acct: N/A

AR Setup

Invoice Item: Part-Job

Sales

Invoice Description: 3V Lithium Battery Available for Sales
Price: 18.0000

Service

Invoice Description: 3V Lithium Battery Available to FSU
Price 1: 15.0000
Price 2: 15.0000

Labor Units | Save | Copy | Close

Notes

Creating a new Part – Vendors Form

The Vendors form is used to setup the Vendor from which your company will normally purchase the part. One primary vendor is required; however you may enter several other Vendors as alternate suppliers.

Vendor	Vendor Part	Purchase Cost	Description	Quantity	Primary
ADI	7M-CR123A	4.5000	3V Lithium Battery	1	Y

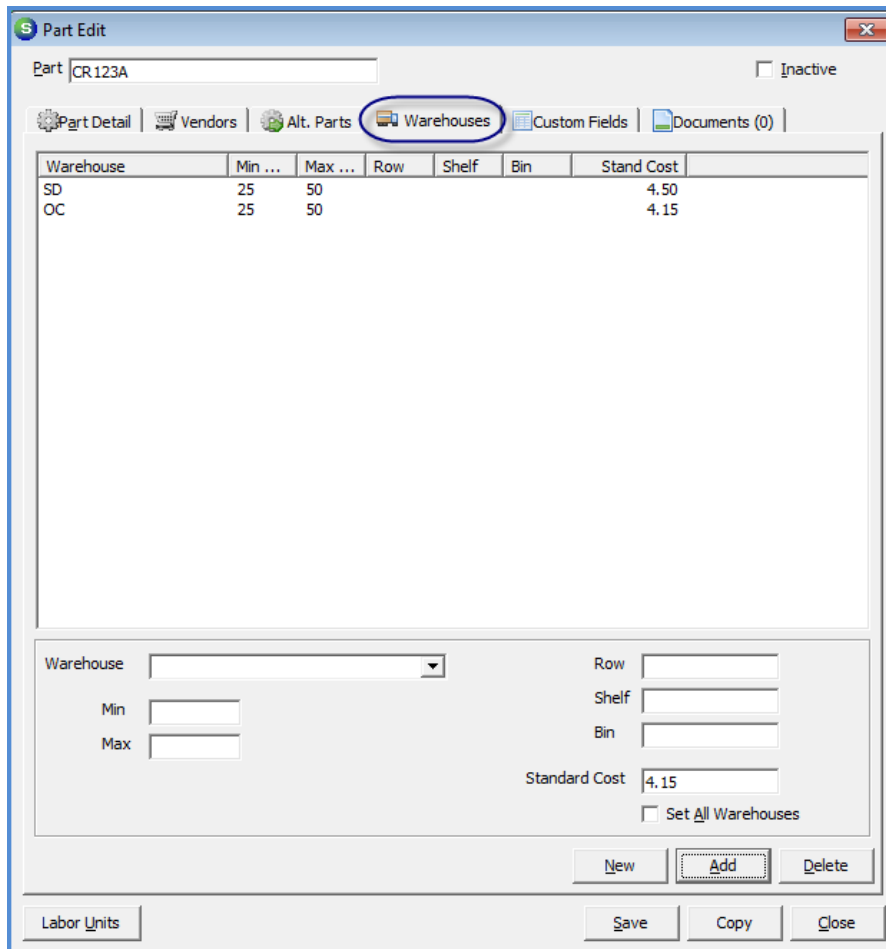
Vendor: ADI (dropdown)
Vendor Part: 7M-CR123A
Description: 3V Lithium Battery
Purchase Cost: 4.5000
List Price: 15.0000
Package Qty: 1
Primary Vendor:

Buttons: New, Add, Delete, Labor Units, Save, Copy, Close

Notes

Creating a new Part – Warehouse Form

The Warehouse form is used to setup and maintain the various Warehouse locations where the part may be stored. When creating a new part, the company’s primary warehouse will automatically be linked to the part; however you may add an unlimited number of Warehouses for the part.



Notes

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Part Explorer

When viewing a part with the Part Explorer, much of the part setup information is displayed along with on-hand quantities/values and transactional history. Many inventory transactions may be performed directly from the Part Explorer.

IM-1270

- Warehouses
 - SD
 - OC
- Inactive Warehouses
- Alternate Parts
- Bills
- Direct Expense PO
- Purchase Credits
- Purchase Price Variances
- Journal
- Price History
- Receipts
- Repair Order
- Returns
- Sales Credits
- Sales Invoice
- Service
- Transfer
- In Holding
- Vendors
- Documents

Part Code:	IM-1270	Warehouse	SD
Description:	IM-1270 12V 7AMP BATTERY	Branch	SD
Detail:	12 VOLT 7 AH BATTERY	Account	120000
Costing Method:	Standard	Minimum Qty	0
Product Line:	Battery	Maximum Qty	0
Manufacturer:	ULTRATECH	Committed Qty	0
Manuf Part Code:	IM-270	Pending XTFR In	0
Manuf Warranty:	No Warranty	Pending XTFR Out	0
List Price:	20.70	On Hand New	49
UPC:		On Order Qty	0
Special Order:	N	Out For Repair	0
Sales Description:	IM-1270 12V 7AMP BATTERY	In Holding Qty	0
Sales Price:	\$20.70	Value On Hand	\$450.80
Service Description:	IM-1270 12V 7AMP BATTERY	Row	
Service Price 1:	\$20.70	Shelf	
Service Price 2:	\$20.70	Bin	
Total Qty:	99	Inactive	N
Total Value:	\$910.80		

Description	IM-1270 12V 7AMP BATTERY		
Detail	12 VOLT 7 AH BATTERY		
Item	Part-OTC		
Product Line	Battery		
Manufacturer	ULTRATECH		
Purchase Cost	\$9.20		
Equipment	Y		
Service Description	IM-1270 12V 7AMP BATTERY		
Service Price	\$20.70		
Sales Description	IM-1270 12V 7AMP BATTERY		
Sales Price	\$20.70		
Inactive	N		

Notes

Notes

Warehouses

Each part must be linked to at least one Warehouse – where the part may be received into when receiving a purchase order for stock. An unlimited number of Warehouses may be linked to an individual Part.

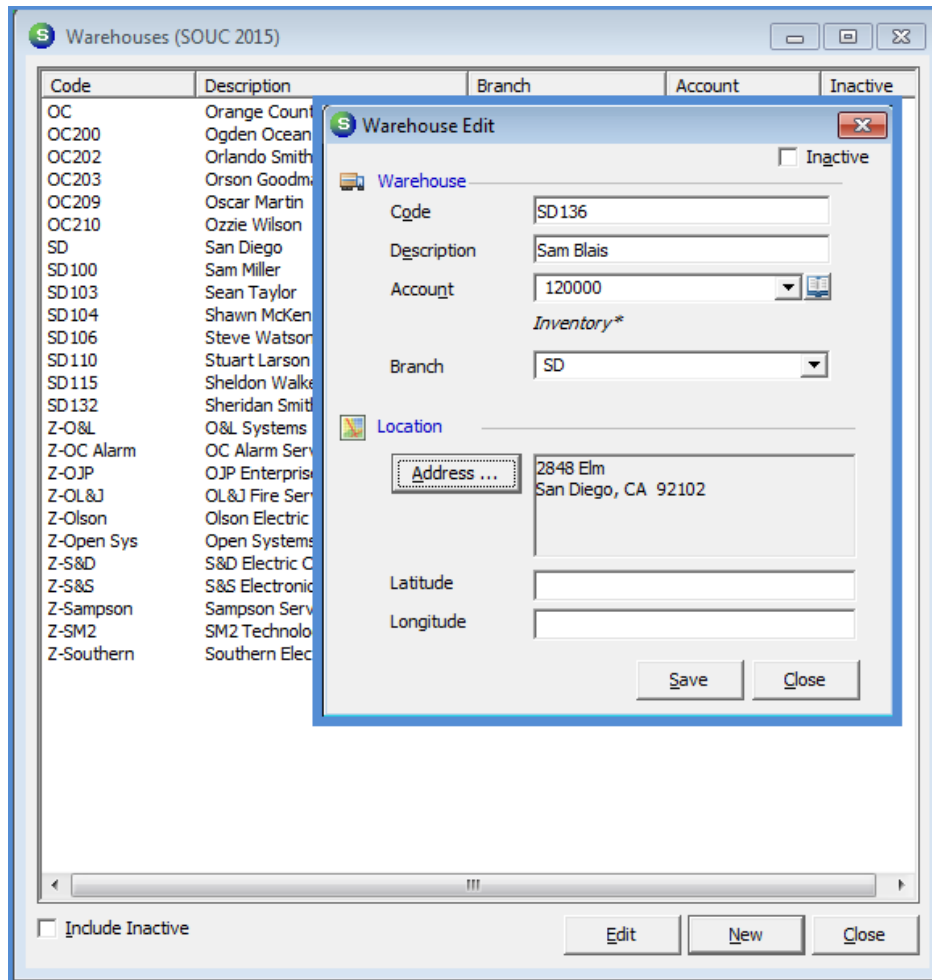
A Warehouse may be a main stocking location or vehicles for service technicians or installers. When creating Warehouses for Technicians or Installers, you may want to use a part of the vehicle ID number as the Warehouse Code or Description. Since employees may be moved from one vehicle to another, using the employee name for the warehouse may not be an appropriate choice. Each Service Technician or Installer is linked to one Warehouse in the Technician setup table in SedonaSetup.

The Warehouses feature only applies when the Stock Tracking feature has been activated in SedonaSetup. If Stock Tracking is not being used, one Main Warehouse is automatically created for processing inventory transactions.

Notes

Warehouse Setup

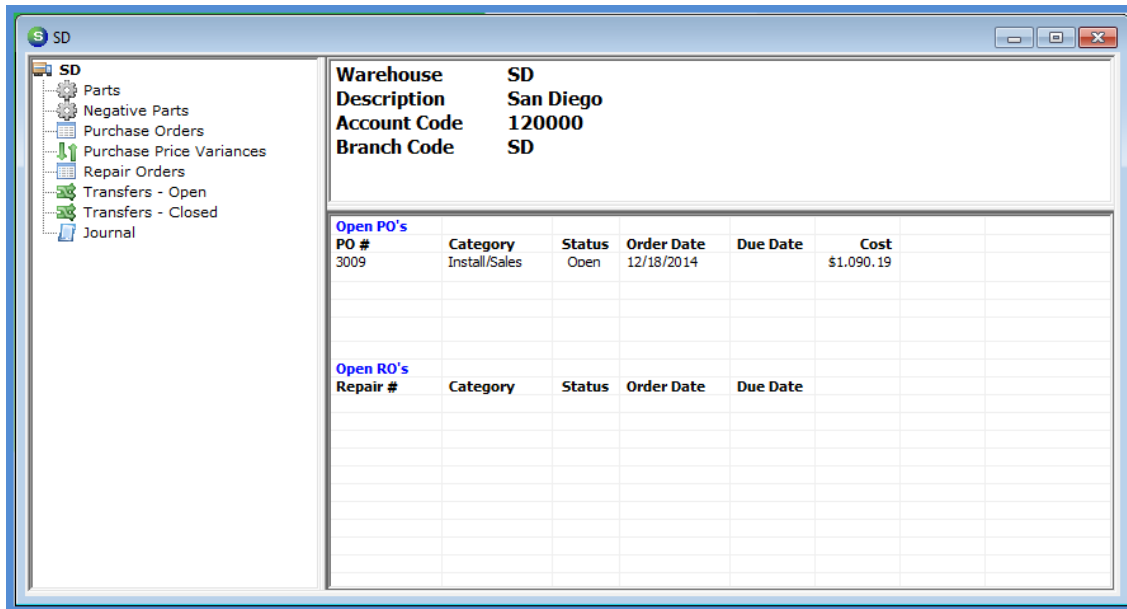
Each Warehouse is linked to a G/L account number for the assets and also linked to a single Branch. When the warehouse is selected on a Purchase Order, the address entered will print as the ship to location.



Notes

Warehouse Explorer

When viewing a Warehouse with the Warehouse Explorer, much of the warehouse setup information is displayed along with on-hand quantities/values and transactional history. Some inventory transactions may be performed directly from the Warehouse Explorer.



Notes

Notes