

SedonaOffice

The #1 Financial Software for Security Companies

Accounts Payable and Inventory Management

2013 SedonaOffice

Users Conference

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Accounts Payable

G/L Account Defaults (AP)

The *G/L Account Defaults* allows the user to designate specific General Ledger accounts to be used for processing accounts payable transactions. Manual journal entries should not be made into any of the accounts on this form.

Default G/L accounts must be selected for Accounts Payable, Primary Checking Account, Inventory Receipt Account, Customer Refunds Account, Inter-Branch Billing Account, Pre-Pay A/P, and an A/P Discount account from the Chart of Accounts.

GL Accounts for A/P

 GL Setup for A/P

Accounts Payable	210100	 
	<i>Accounts Payable*</i>	
Primary Checking	100200	 
	<i>Cash - Operating*</i>	
Inventory Receipt	210310	 
	<i>Open Inventory Receipts*</i>	
Customer Refunds	240120	 
	<i>Customer Refunds*</i>	
Inter-Branch Billing	258400	 
	<i>Inter-Branch Bills*</i>	
Pre-Pay Account	140100	 
	<i>Prepaid A/P*</i>	
Discount Account	810180	 
	<i>Discounts Taken</i>	
Write Off Non Bill Receipt Acct	590910	 
	<i>COS-Write Off Non-Billed Receipts</i>	

A/P Setup Processing

The *Setup Processing* for Accounts Payable form allows you to specify default information related to Purchase Orders, Check Printing, GST Tax information for accounts payable bills (Canadian use only), and other accounts payable related information.

AP Setup Processing

 **Purchase Order Setup**

Auto Create PO Numbers

Next PO Number

 **Check Options**

Allow Printed and Voided Checks to be edited.

Show Account Balance

 **GST Information**

GST Number

GST Rate

GST Pay Account 
Sales Tax Payable

 **Other**

Enter Separate Posting Date for Bills and Credits

Auto Update Purchase Price when Billed

Allow Receipt of Part Over Shipment

Purchase Order Setup

- **Auto Create PO Numbers** – If this option is selected, Purchase Order numbers will automatically be assigned by the application. The starting Purchase Order Number must be designated in the Next PO Number field. If this option is not selected, the user must manually enter Purchase Order numbers.

- **Next PO Number** – If the Auto Create PO Numbers field has been checked, the starting Purchase Order number must be entered into this field.

Check Options

- **Allow Printed and Voided Checks to be Edited** – If this option is selected, a user will be able to make changes to a printed or voided accounts payable check.
- **Show Account Balance** – If this option is selected, at the time of bill payment, the current balance in the checking accounts that the bills are being paid from will be displayed to the user.

GST Information

This section is used for companies operating in Canada only.

- **GST Number** – Enter the government issued Goods and Services Tax identification number for your company.
- **GST Rate** – Enter the current GST tax rate that will be used on accounts payable bills and credits.
- **GST Pay Account** – Select the General Ledger account number to use for posting GST tax on accounts payable bills and credits.

Other

- **Enter Separate Posting Date for Bills and Credits** – Selecting this option will enable a posting date field to be displayed on the accounts payable bills and credits form. This allows a user to enter a specific date that the transaction will be posted to the General Ledger. Normally the General Ledger posting date is the date of the accounts payable bill or credit. The posting dates entered must be in an accounting period with an open or re-opened status.
- **Auto Update Purchase Price when Billed** – If this option is selected, when an accounts payable bill is entered for an inventory parts receipt, and the amount being billed is different than the amount at which the parts were received, the application will automatically update the current purchase cost of the part for the vendor when the bill is saved.
- **Allow Receipt of Part Over Shipments** – If this option is selected, the system will allow a user to receive more parts than were originally ordered on the purchase order. Uncheck this option if you want to only receive the quantity that was ordered and no more.

Vendor Type

The *Vendor Type* setup table provides a means to classify vendors, and may be used for reporting purposes. The Vendor Type is a required field on each Vendor record.

The sample list of Vendor Types delivered with your database contains three “protected” vendor types. Each of these has a special functionality within the software application and cannot be deleted or modified.

- **Parts Supplier** – Used to identify Vendors from whom your company purchases inventory parts.
- **Sales Tax Agency** – Used only for municipalities to whom your company will remit sales tax that was collected from your customers.
- **Service Provider** – Used for subcontractors your company uses to service your customer systems on a service ticket. If a vendor is created and the vendor type of Service Provider is selected, an entry is also made into the Service Company setup table. This vendor type is ***not*** to be used for subcontractors used for installation jobs.

Vendor Type	Description	Inactive
Credit Card	Credit Card	N
Employee	Employee	N
Government Agency	Government Agency	N
Insurance	Insurance	N
Office Supplies	Office Supplies	N
Outside Services	Outside Services	N
Parts Supplier	Parts Supplier	N
Professional	Professional Services	N
Sales Tax Agency	Sales Tax Agency	N
Service Provider	Service Provider	N
Sub Contractor	Sub Contractor	N
Unknown	Unknown	N
Utilities	Utilities	N

Include Inactive

Vendor Type Edit Inactive

Vendor Type:

Description:

Vendors

A vendor record must be created for each company from whom bills will be received for materials or services. The vendor records created will be selectable from the drop down list when creating Purchase Orders, entering Vendor bills, or receiving parts.

Required fields on the Vendor setup form are: Vendor Code, Vendor Type, Name, Address, Branch, Category, Terms.

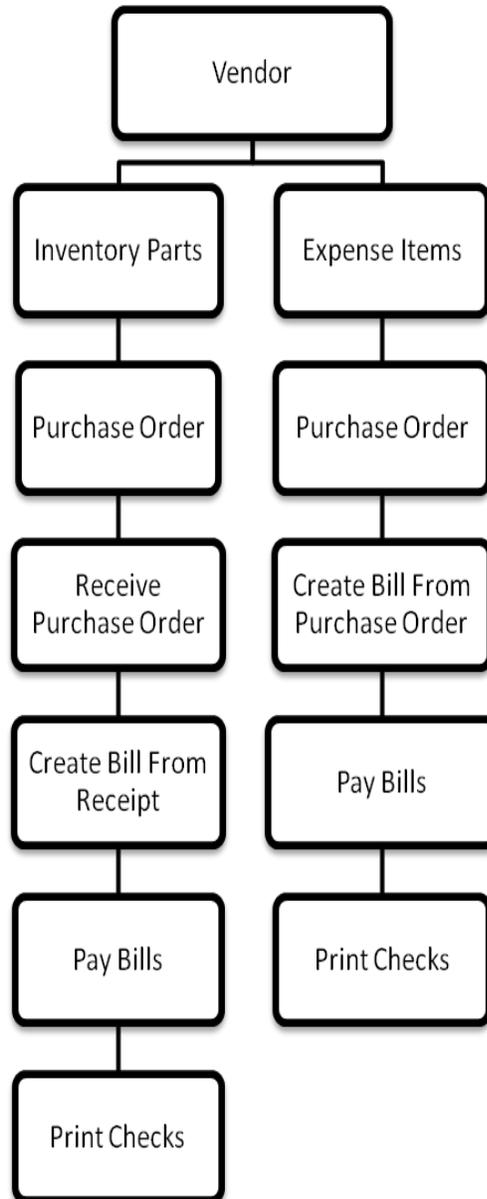
The SedonaSetup form for Vendors is currently being redesigned. Vendor records must be created from the main application. Navigate to the main application menu tree and select Accounts Payable/Vendors. Press the new button at the bottom of the Vendor List to enter a new Vendor. Press the Save button when finished.

The screenshot shows the 'Vendor ADI Edit' window. At the top, there are dropdown menus for 'Vendor Code' (ADI), 'Vendor Type' (Parts Supplier), 'Branch' (Cleveland), and 'Category' (Installation). To the right, a summary table shows: 'Open Bills' 4,167.22, 'Open Credit' 1,928.70, and 'Net Due to Vendor' 2,238.52. Below this is a tabbed interface with 'Vendor' selected. The main area is divided into several sections: 'Vendor Information' (Name: ADI, Address: 1769 NW 79th Avenue, Miami, FL 33136), 'Identification' (Federal Id, Social Sec #, Issue 1099), 'Payables' (Exp Account, Default Cost: 0.00, Terms: Net 30, Credit Limit: 0.00, GST Exempt), and 'Payments' (Checks Payable To: ADI, Address: 4441 Payment Rd, Miami, FL 33136). At the bottom, there is an 'Inactive' checkbox and 'Save' and 'Close' buttons.

Accounts Payable Processing (Overview)

The Accounts Payable system is designed to be used with Purchase Orders. If your company has elected not to use Purchase Orders, bills may still be entered and paid but tracking and reporting functionality is much improved by utilization of the Purchase Orders function.

The diagram below shows the flow of accounts payable when ordering parts or expense items.



Purchase Orders

A Purchase Order is used to order inventory parts or services from a Vendor. A Purchase Order may be created from a Job, a Service Ticket, the Purchase Order List or the Vendor record. Purchase Orders may be linked to a Job Number or a Service Ticket Number for costing purposes.

Purchase orders for Expense Items

A Purchase Order may be created for expense Items only. As an example, a Purchase Order may be created to purchase a piece of equipment for use in the office. The vendor from whom the item was being purchased would be chosen from the drop down menu at the top left-hand corner of the screen. The category for the purchase would also be selected. Since a part is not being ordered, select the expense tab and enter the correct general ledger account that will be expensed for this purchase. The description field will default to the wording in the chart of accounts for this general ledger number. The description can be modified on the Purchase Order to accommodate the item that is being purchased. A memo can also be added in the bottom left-hand corner of the screen which will appear on the printed document.

Purchase Order 1137

Vendor: Best Buy Category: D-G & A Direct Expense

Purchase Order

Best Buy
P.O. Box 2722
Detroit, Michigan 48201
Phone:
Fax:

Ship To: 417 Forest
Plymouth, MI 48170

PO Number: 1137 Branch: MI Warehouse: Main-MI

Tracing #: Order Date: 12/27/2012 Acknowledged

Ship Date: Method: Created By: Administrator 12/27/2012 9:19:56 AM

Parts Due Date: Costing: Edited By: Administrator 12/27/2012 9:19:56 AM

Parts 0.00 Expense 652.10

General Ledger				Job Costing	
GL Account	Description	Amount	Category	Type	
610750	Apple Mac Book Pro w/Retina Display	\$652.10	D-G & A	O	

Memo: For Developer: Travis Papay

USD 652.10
Total Cost 652.10
Received Cost 0.00

Closed

This is the description that will print on the Purchase Order.

<i>Purchase Order</i>	
PO Number 1137	Date 12/27/2012
Warehouse Main-MI	Total Cost 652.10

To: **Best Buy**
P.O. Box 2722
Detroit, MI 48201

Ship To: **417 Forest**
Plymouth, MI 48170

Order Date	Category	Shipping Date	Ship Via	Shipping #	Due Date
12/27/2012	D-G & A				

Part/Expense	Description	Quantity	Unit Cost	Total Cost
	Apple Mac Book Pro w/Retina Display			652.10

Total Cost 652.10

For Developer: Travis Papay

Authorized By: _____

Signature _____

Name & Title _____

1

Purchase Order for Stock Parts

Purchase Order List

Vendor: < All Vendors >

	PO Number	Vendor	Order Date	Due Date	Type	Number	Amount	Received	Memo
<input checked="" type="checkbox"/> CA									
<input checked="" type="checkbox"/> CA Main	1034	Security Services	1/15/2009		SVC	7012	2.00	0.00	
<input checked="" type="checkbox"/> CT 201	1011	ADI	6/1/2008		JOB	104	20.00	0.00	
<input checked="" type="checkbox"/> CT 202	1016	ADI	12/26/2008	12/26/2...	JOB	118	989.00	0.00	
<input checked="" type="checkbox"/> CT 203	1033	Dell	1/15/2009	1/22/2009	JOB	118	3522.00	0.00	
<input checked="" type="checkbox"/> CT 204									
<input checked="" type="checkbox"/> CT 205									
<input checked="" type="checkbox"/> CT 206									
<input checked="" type="checkbox"/> MI									
<input checked="" type="checkbox"/> MI Main									
<input checked="" type="checkbox"/> MT 100									
<input checked="" type="checkbox"/> MT 101									
<input checked="" type="checkbox"/> MT 102									
<input checked="" type="checkbox"/> MT 103									
<input checked="" type="checkbox"/> MT 104									
<input checked="" type="checkbox"/> MT 105									

Select All Invert Selection Show Closed Purchase Orders

Receive Edit **New** Close

New Purchase Order

Vendor Code: ADI Branch: CA Category: Service Print Now Direct Expense

Purchase Order

Ship To: ADI, 231 West 42nd St, New York, NY 10024, Phone: (800) 555-4321, Fax: [Redacted]

Ship To: 122 Magnolia, Riverside, CA 92505

Warehouse: CA Main PO Number: 1038 Order Date: 1/19/2009 Ship Date: [Redacted] Method: UPS Ground Tracking #: [Redacted] Parts Dye Date: [Redacted] Job: [Redacted]

Acknowledged Edit Address

Select from All Parts

Parts \$8,344.90 Expense \$0.00 **No Special Order Parts Allowed**

Part	Description	Vendor Part	Quantity	Cost	Amount	Rcvd	BO
V128FB-PAK1	Vista-128FB Kit	V128FB-PAK1	5	374.3500	\$1,871.75		<input type="checkbox"/>
Vista-40 PAK1	Vista-40 PAK1 Kit	Vista-40 PAK1	10	417.00	\$4,170.00		<input type="checkbox"/>
6137	6137 Large Keypad	6137	10	67.40	\$674.00		<input type="checkbox"/>
6150	6150 LCD Keypad	6150	10	46.99	\$469.90		<input type="checkbox"/>
995	995 Recessed Motion Detector	995	25	35.45	\$886.25		<input type="checkbox"/>

Memo: All bills submitted for payment must reference a Purchase Order number.

Total Cost \$8,344.90 **Received Cost**

Closed OK Cancel

Purchase Order Receipt

Receiving a Purchase Order creates a receipt record that is later used to create the Accounts Payable bill. A list of Purchase Order Receipts is viewable from the Vendor Explorer.

The User receiving the Purchase Order will enter the date of the receipt in the *Receive Date* field, verify the number of parts ordered and received. Typically, the Invoice or Shipping Document number is entered into the Reference field by the User.

The screenshot shows the 'Purchase Order List' window. On the left, there is a tree view with categories CA and MI, each containing several sub-items. The main area is a table with columns: PO Number, Vendor, Order Date, Due Date, Type, Number, Amount, Received, and Memo. The 'Receive' button at the bottom right is circled in red.

PO Number	Vendor	Order Date	Due Date	Type	Number	Amount	Received	Memo
1038	ADI	1/19/2009				8344.90	0.00	All bills submitted for p...
1034	Security Services	1/15/2009		SVC	7012	2.00	0.00	
1011	ADI	6/1/2008		JOB	104	20.00	0.00	
1016	ADI	12/26/2008	12/26/2...	JOB	118	989.00	0.00	
1033	Dell	1/15/2009	1/22/2009	JOB	118	3522.00	0.00	

The screenshot shows the 'Parts Receipt' window for PO# 1038. It includes fields for Vendor (ADI), Category (Service), Warehouse (CA Main), Branch (CA), Reference # (GL516568), and Receive Date (1/19/2009). A table below shows the 'Parts List' with columns for Part Code, Description, Vendor Part, Quantity, Cost, and Amount. The 'Quantity' column is circled in red. At the bottom, there are fields for Part Total (\$8,344.90) and Expense Total (\$0.00).

Part Code	Description	Vendor Part	Quantity	Cost	Amount
V128FB-PAK1	Vista-128FB Kit	V128FB-PAK1	5	374.35	1871.75
Vista-40 PAK1	Vista-40 PAK1 Kit	Vista-40 PAK1	10	417	4170.00
6137	6137 Large Keypad	6137	10	67.4	674.00
6150	6150 LCD Keypad	6150	10	46.99	469.90
995	995 Recessed Motion Detector	995	25	35.45	886.25
998PI	998PI Motion Detectors	998PI	25	10.92	273.00

G/L Transaction from the Parts Receipt

Journal Entry

Register No. 382 **Register Type: RCPT**

Journal Information

Branch: CA

Date: 1/19/2009

Primary Account: 20010
*Inventory Receipts**

Reference: GL516568

Show Job Costing Show Branches

General Ledger						
Account	Description	Debit	Credit	Memo	Branch	Category
20010	Inventory Receipts*		8,344.90	All bills submitted	CA	
12000	Inventory*	8,344.90			CA	Service

Vendor Explorer – Receipts List

When viewing the list of Purchase Order Receipts for a vendor, the items displayed in a red font indicate a bill was entered for that receipt.

ADI

Vendor Code: ADI
Vendor Type: Parts Supplier
Branch: CA
Category: Installation
Terms: Net 30

Open Bills: \$25,056.52
Open Credits: \$0.00
Net Due to Vendor: \$25,056.52
Credit Limit: \$0.00

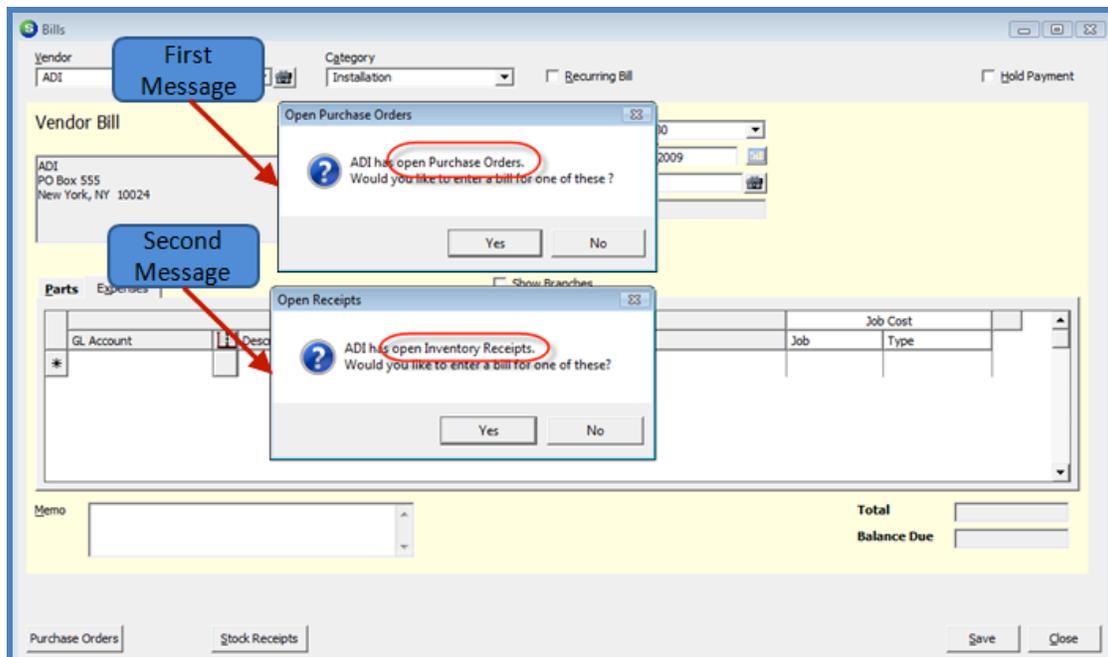
Reference	Date	Type	Job/Svc #	PO/RMA #	Warehouse	Received By	Cost	DE
GL516568	01/19/2009	OTH		1038	CA Main	Administrator	8,344.90	N
4035	01/15/2009	OTH		1029	CA Main	Administrator	94.65	N
GH2316516	01/11/2009	JOB	116	1021	** Direct Expense **	Administrator	252.39	Y
36663	12/31/2008	JOB	100	1015	CA Main	administrator	4.90	N
87987	12/30/2008	JOB	101	1001	CA Main	Administrator	1,306.32	N
3426	12/30/2008	OTH		1002	CA Main	Administrator	25,326.00	N
GH1234	12/29/2008	JOB	122	1017	MI Main	Administrator	374.35	N
908798	11/14/2008	JOB	100	1000	MI Main	Administrator	2,134.69	N
13215	07/15/2008	JOB	106	1012	CA Main	administrator	1,876.13	N
321123	06/01/2008	JOB	102	1007	CA Main	Administrator	1,431.26	N
12123123	06/01/2008	OTH		1009	CA Main	administrator	30.00	N
87984	06/01/2008	OTH		1010	MI Main	administrator	12.50	N

Entering Accounts Payable Bills

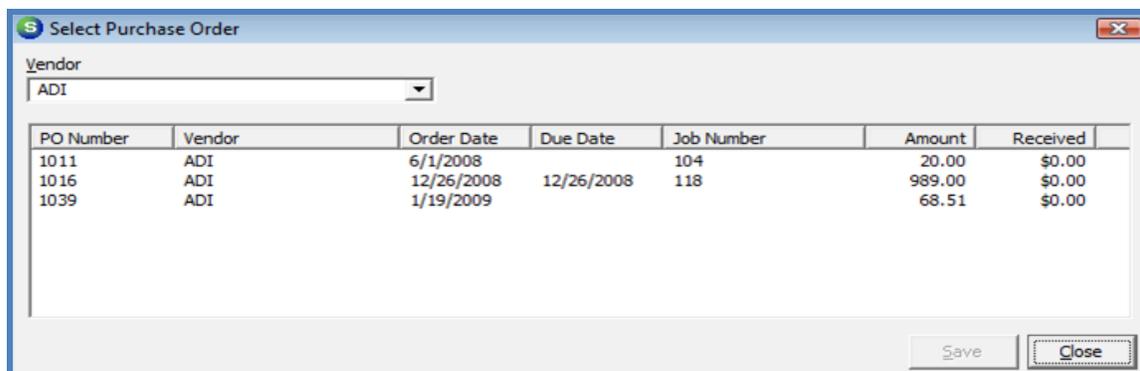
Bill from a Purchase Order

When entering a new bill, the user may be prompted with one or two messages:

- Vendor has open Purchase Orders...
- Vendor has open Inventory Receipts...



If Yes is selected to the Open Purchase Orders message, a list of all open Purchase Orders will be displayed from which to make a selection.



Vendor Bill Created from a Purchase Order

Bills

Vendor: ADI
 Category: G & A Hold Payment

Vendor Bill for PO# 1039

Branch: CA
 Reference #: ZF4684
 Bill Date: 1/19/2009
 Amount: \$68.51
 Eligible for Discount Amt:

Terms: Net 30
 Payment Due: 2/18/2009
 Costing: 000

Parts \$0.00 Expense \$68.51 Show Branches

General Ledger				Job Cost	
GL Account	Description	Amount	Category	Job	Type
60480	Miscellaneous Hardware	68.51	G & A		O

Memo: All bills submitted for payment must reference a Purchase Order number. Hardware for warehouse CA-Main.

Total \$68.51
Balance Due \$68.51

Purchase Orders

If Yes is selected to the Open Inventory Receipts message, a list of all open Inventory Receipts will be displayed from which to make a selection.

Reference	Date	Type	Job/Service	PO/RMA	Cost
<input checked="" type="checkbox"/> GL516568	1/19/2009	OTH		1038	8344.90
<input type="checkbox"/> 908798	11/14/2008	JOB	100	1000	2134.69
<input type="checkbox"/> 13215	7/15/2008	JOB	106	1012	1876.13

Vendor Bill Created from an Inventory Receipt

Vendor: ADI
 Category: Service
 Warehouse: CA Main
 Branch: CA
 Reference #: V2651651
 Bill Date: 1/19/2009
 Amount: \$8,344.90
 Expense: \$0.00

Part Code	Description	Vendor Part	QTY	Cost	Amount
V128FB-PAK1	Vista-128FB Kit	V128FB-PAK1	5	374.35	1871.75
Vista-40 PAK1	Vista-40 PAK1 Kit	Vista-40 PAK1	10	417	4170.00
6137	6137 Large Keypad	6137	10	67.4	674.00
6150	6150 LCD Keypad	6150	10	46.99	469.90
995	995 Recessed Motion Detector	995	25	35.45	886.25
998P1	998PI Motion Detectors	998P1	25	10.92	273.00

Total: \$8,344.90
 Balance Due: \$8,344.90

G/L Transaction from A/P Bill (created from a Parts Receipt)

S Journal Entry

Register No. 384 **Register Type:** BILL

Journal Information

Branch: CA

Date: 1/19/2009

Primary Account: 20000
*Accounts Payable**

Reference: VZ651651

Show Job Costing Show Branches

General Ledger							
Account	Description	Debit	Credit	Memo	Branch	Ca	
20000	Accounts Payable*		8,344.90	All bills submitted	CA		
20010	Inventory Receipts*	8,344.90		Vista-128FB Kit	CA		

Paying Bills

Accounts Payable Bills may be paid individually using the Write Checks function within the Accounts Payable module, or several bills can be marked for payment using the Pay Bills function also located within the Accounts Payable module.

Selection of bills for payment may be made from one branch or all branches. Payment of bills may also be done by a credit card. Credit card payment will be discussed in the following section.

All Vendor Credits available can be applied to all bills being paid or specific credits chosen to be placed against bills when one specific vendor is chosen.

When selecting bills for payment, the entire amount of the bill that is due can be chosen or changed to a lesser amount if a partial payment is being made.

Selection Information

Branch: [Dropdown]
Vendor: <All Vendors> [Dropdown]
As Of Due Date: 1/31/2009 [Text]
 Show Vendor Code

Payment Information

Branch: CA [Dropdown]
Payment Date: 1/19/2009 [Text]
 Bank Account
 Credit Card
Account: 10010 [Dropdown]
*Primary Checking Account**

Vendor Bills | Vendor Credits | All Vendor Credits

Pay	Due Date	Disc Date	Vendor	Reference	Bill Amt	Discount	Balance	Paid
<input type="checkbox"/>	2/5/2009	1/16/2009	ADI	GH7894	1331.32	26.13	1331.32	0.00
<input checked="" type="checkbox"/>	2/18/2009	1/27/2009	ADI	MQ651651	2134.69	0.00	2134.69	500.00
<input checked="" type="checkbox"/>	1/15/2009	*****	Cal-Osha	35216	375.00	0.00	375.00	375.00
<input checked="" type="checkbox"/>	12/29/2008	*****	City of Plymouth	3122	125.00	0.00	125.00	125.00
<input checked="" type="checkbox"/>	1/6/2009	*****	City of Plymouth	100	125.00	0.00	125.00	125.00
<input type="checkbox"/>	1/15/2009	*****	City of San Diego	FP23165	150.00	0.00	150.00	
<input type="checkbox"/>	1/15/2009	*****	City of San Diego	123-Burg	250.00	0.00	250.00	
<input type="checkbox"/>	1/15/2009	*****	County of Orange	116	125.00	0.00	125.00	
<input type="checkbox"/>	7/15/2008	*****	Los Angeles County	106	145.00	0.00	145.00	
<input type="checkbox"/>	7/15/2008	*****	Pacific Palisades (City of)		475.00	0.00	475.00	
<input type="checkbox"/>	9/11/2008	*****	Pacific Palisades (City of)	16565	15.00	0.00	15.00	

Total Payments 1125.00

Select All Save Close

G/L Transaction from Bill Payment

For each vendor selected for payment in the Pay Bills form, one entry will be made to the General Ledger.

Account Register

Account Code: 20000 Branch: _____
 Accounts Payable*
 From Date: 1/19/2009 Reg Type: _____
 Thru Date: 1/19/2009

Reg No.	Date	Type	Reference	Name	Branch	Amount	Balance
385	1/19/2009	CREDIT	CM65165	ADI	CA	25.00	-38,129.62
388	1/19/2009	XTFR	MQ651651	ADI	MI	500.00	-37,629.62
389	1/19/2009	BILLPYMT		Cal-Osha	CA	375.00	-37,254.62
390	1/19/2009	BILLPYMT		City of Plymouth	CA	125.00	-37,129.62
391	1/19/2009	XTFR	100	City of Plymouth	MI	125.00	-37,004.62

Journal Entry

Register No. 389 Register Type: BILLPYMT

Journal Information

Branch: CA
 Date: 1/19/2009
 Primary Account: 10010
*Primary Checking Account**
 Reference: _____

Show Job Costing Show Branches

General Ledger						
Account	Description	Debit	Credit	Memo	Branch	
10010	Primary Checking Account*		375.00		CA	
20000	Accounts Payable*	375.00			CA	

Paying Bills / Applying Vendor Credits

When paying bills and using Vendor Credits, in the Pay Bills form, you must select the Vendor in the header area of the form of the Vendor for which you want to use credits.

The screenshot shows the 'Pay Bills' window with the 'Vendor Credits' tab selected. The 'Vendor' field is set to 'ADI'. Below the form, a table displays the following data:

Apply	Date	Vendor	Reference	Credit Amt	Balance	Used
<input checked="" type="checkbox"/>	1/19/2009	ADI	CM65165	-25.00	-25.00	-25.00

The screenshot shows the 'Pay Bills' window with the 'Vendor Bills' tab selected. The 'Vendor' field is set to 'ADI'. Below the form, a table displays the following data:

Pay	Due Date	Disc Date	Vendor	Reference	Bill Amt	Discount	Balance	Paid
<input checked="" type="checkbox"/>	2/5/2009	1/16/2009	ADI	GH7894	1331.32	26.13	1331.32	1331.32
<input type="checkbox"/>	2/18/2009	1/27/2009	ADI	MQ651651	2134.69	0.00	2134.69	

Using a Vendor Credit without Generating a Check

Pay Bills

- Selection Information -

Branch: [CA]

Vendor: ADI

As of Due Date: 1/31/2009

Show Vendor Code

To apply Open Credits, select the Vendor whose credit you would like to use.

- Payment Information -

Branch: CA

Payment Date: 1/19/2009

Bank Account

Credit Card

Account: 10010
*Primary Checking Account**

Vendor Bills | **Vendor Credits** | All Vendor Credits

Credits							
Apply	Date	Vendor	Reference	Credit Amt	Balance	Used	
<input checked="" type="checkbox"/>	1/19/2009	ADI	CM65165	-25.00	-25.00	-25.00	

Pay Bills

- Selection Information -

Branch: [CA]

Vendor: ADI

As of Due Date: 1/31/2009

Show Vendor Code

To apply Open Credits, select the Vendor whose credit you would like to use.

- Payment Information -

Branch: CA

Payment Date: 1/19/2009

Bank Account

Credit Card

Account: 10010
*Primary Checking Account**

Vendor Bills | Vendor Credits | All Vendor Credits

Bills								
Pay	Due Date	Disc Date	Vendor	Reference	Bill Amt	Discount	Balance	Paid
<input checked="" type="checkbox"/>	2/5/2009	1/16/2009	ADI	GH7894	1331.32	26.13	1331.32	25.00
<input type="checkbox"/>	2/18/2009	1/27/2009	ADI	MQ651651	2134.69	0.00	2134.69	

When saving the payment, a message will be displayed indicating no check will be generated for the transaction.

Applying Credit Only

 You are applying a credit to a bill but not including it on a check. There will be no transaction given to the vendor notifying him of this transaction. Is this what you really want to do ?

Yes No

G/L Transaction from Applying a Vendor Credit to a Bill (no check generated)

Because an open Vendor Credit applies as a debit to Accounts Payable, there is no GL activity posted when applying an open vendor credit to an open bill.

Paying Bills with a Credit Card

You have the option of paying a vendor bill with a credit card. When paying a bill with a credit card, the bills you are selecting for payment are transferred to the credit card vendor's account. The bills transferred to the credit card vendor will be an item that can be reconciled when the credit card statement is received. A general ledger account must be setup and linked to the credit card vendor to use this functionality.

G/L Account Setup for A/P Credit Card Payments

For each credit card that will be used for paying bills, a unique G/L account number must be setup in the Chart of Accounts with the account type of CC. When selecting the Account Type of CC, a vendor field is displayed below the account type field. Select which vendor should be linked to the credit card account.

Chart of Accounts Edit

Inactive

Account Code: 20050

Description: Credit Card*

Account Type: CC
Credit Card

Vendor: AMEX

Save Delete Close

Pay Bills

- Selection Information -

Branch: []

Vendor: ADI

As QF Due Date: 1/19/2009

Show Vendor Code

To apply Open Credits, select the Vendor whose credit you would like to use.

- Payment Information -

Branch: CA

Payment Date: 1/19/2009

Bank Account

Credit Card

Account: 20050
Credit Card*

Vendor Bills | Vendor Credits | All Vendor Credits

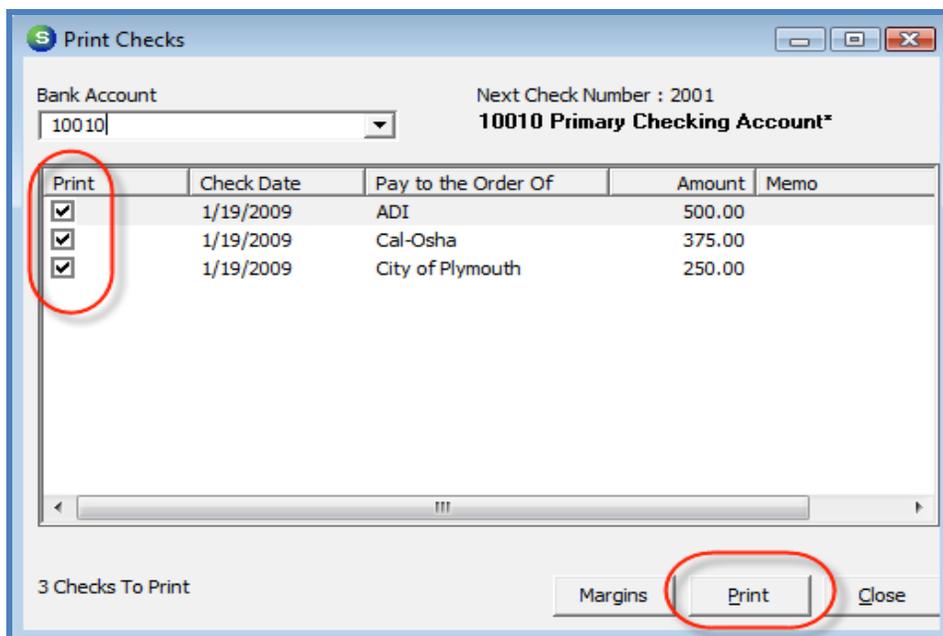
Pay	Due Date	Disc Date	Vendor	Reference	Bill Amt	Discount	Balance	Paid
<input checked="" type="checkbox"/>	2/5/2009	1/16/2009	ADI	GH7894	1331.32	26.13	1306.32	1306.32

Total Payments: 1306.32

Select All Save Close

Printing Checks

Once bills have been selected for payment, they will appear in the check printing queue. When the Print Checks List is opened, all checks are selected to be printed. If any vendors should not be paid in this check run, remove the checkmark in the box to the left of the vendor whose check you do not want to have printed at this time.



Sample A/P Check

	2002	
	1/19/2009	\$375.00
<p>****Three Hundred Seventy*Five Dollars and Zero Cents*****</p>		
<p>Cal-Osha PO Box 52559 San Leandro, California 94579</p>		
Cal-Osha	01/19/2009	2002
Bills Paid Allocation		
Bill #	Date	Amount Applied
35216	1/15/2009	375.00
		Check Amount: 375.00
Cal-Osha	01/19/2009	2002
Bills Paid Allocation		
Bill #	Date	Amount Applied
35216	1/15/2009	375.00
		Check Amount: 375.00

Manual Check Writing – Write Checks Function

In addition to printing checks after using the Pay Bills function, Sedona Office provides the functionality to write and print checks from the Write Checks menu option of the Accounts Payable menu for the following situations:

- To Vendors without going through the Pay Bills function.
- To Vendors where payments are automatically deducted from your bank account.
- To Companies or individuals that have not been set up as a Vendor.
- To a Customers for a refund. *Functionality exists from the Customer Explorer record to initiate a refund check to a customer.

Writing a Check to a Vendor

When opening the Write Checks form and selecting the Vendor option button, and selecting a particular Vendor, any open bills for the Vendor will be displayed in the Bills section. You may select one or multiple bills to pay or enter a check for parts and/or expense items by filling in the information on either of these forms.

Once the information for the check has been entered or selected, you may press the Print button to print the check now, or select the In Print Queue option to print the check later.

Write Checks

Pay From Bank Account: 10010 10010 Primary Checking Account*

Other
 Vendor City of San Diego
 Customer

Brand: CA

In Print Queue

CJM Security DATE: 1/19/2009 CHECK #: 2004

PAY TO THE ORDER OF: City of San Diego \$ 600.00

Six Hundred Dollars and Zero Cents

ADDRESS LABEL: City of San Diego, 1001 Ocean, Anaheim, California 92801

MEMO:

Applied Total: 600.00
Balance: 0.00

Recurring Payment

Bills: \$600.00 | Parts \$0.00 | Expense \$0.00

Due Date	Discount Date	Discount Amt	Ref Num	Bill Amt	Amt Due	Paid
1/15/2009	*****	0.00	FP23165	150.00	150.00	150.00
1/15/2009	*****	0.00	123-Burg	250.00	250.00	250.00
1/22/2009	*****	0.00	165651	200.00	200.00	200.00

Voided Check

Save Print Close

Writing a Check to a Non-Vendor

When opening the Write Checks form and selecting the *Other* option button, and selecting a particular vendor, any open bills for that vendor will be displayed in the Bills section. You may select one or multiple bills to pay or enter a check for parts and/or expense items by filling in the information on either of these forms.

Once the information for the check has been entered, the Print button may be pressed to print the check now, or select the In Print Queue option to print the check later.

The screenshot shows the 'Write Checks' window with the following details:

- Pay From Bank Account: 10010 (10010 Primary Checking Account*)
- Radio buttons: Other, Vendor, Customer
- Branch: CA
- Check # 2004, DATE 1/19/2009
- PAY TO THE ORDER OF: Ray's Window Washing Service, Amount: \$75.00
- ADDRESS LABEL: Ray's Window Washing Service
- MEMO: (empty)
- Applied Total: 75.00, Balance: 0.00
- Costing: (empty)
- General Ledger table:

GL Account	Description	Amount	Branch	Category
64030	Cleaning / Janitorial	75.00	CA	G & A

Buttons: Save, Print, Close. A checkbox for 'Show Job Cost' is present at the bottom right.

Inventory

Inventory Costing Methods

Average Costing

Average costing is a method of calculating part cost by warehouse based on the cumulative receipt transactions (negative and positive) for a given part.

Average Costing allows you to:

- value inventory at a moving average cost
- track inventory costs without the requirement of having predefined standards
- Track historical part costs

How is the Average Cost Determined?

The unit cost of an item is the average value of all inventory journal transactions, on a per unit basis. This includes the part costs associated with receipts, returns, issues, transfers, adjustments and physicals.

The inventory is valued at an average cost, weighted by quantity (inventory cost = average unit cost * quantity). Each warehouse may have a different average cost based on the transactions of the warehouse.

Perpetual Recalculation of Unit Cost

For the transactions listed below, the transaction unit cost may be different from the current unit cost for an item. In such cases, after the transaction has been processed, the item's unit average cost is automatically recalculated. As a result, at any time, inventory is valued at a current, up-to-date average unit cost.

- Purchase order receipt
- Return to vendor
- Transfer between warehouses
- Stock Adjustments
- Physicals

Purchase Order Receipts

The receipt of parts on a Purchase Order affects the Average Cost when a part is ordered at a cost that is lower or higher than the current average cost in the warehouse. When the Purchase Order is received, the part unit cost is used to debit the inventory. If the part cost on the Purchase Order is lower or higher than the current average cost in the warehouse at the time of

the receipt, the average cost will be recalculated and lowered or increased to a new average cost.

Purchase Order Receipt Transaction

For example, a Purchase Order was created for a part with the amount of \$.80/ea. At the time the Purchase Order was created, the current average cost of the part in the warehouse was \$1.00. After the part on the Purchase Order was received, the new average cost of the part in the warehouse is calculated as \$.90.

The screenshot shows a software window titled "NC Crimp Connector" with two main sections: a top section for part details and a bottom table for transactions.

Part Code:	CD-CP882	Warehouse	CA
Description:	RG59 x BNC Crimp Connector	Branch	CA
Detail:	RG59 x BNC Crimp Connector	Account	12000
Product Line:	Connectors	Minimum Qty	0
Manufacturer:	N/A	Maximum Qty	0
Manuf Part Code:	CD-CP882	Committed Qty	0
UPC:		On Hand New	1
Special Order:	N	On Order Qty	0
Sales Description:	RG59 x BNC Crimp Connector	Out For Repair	0
Sales Price:	\$2.25	Value On Hand	\$0.90
Service Description:	RG59 x BNC Crimp Connector	Row	
Service Price:	\$3.00	Shelf	
Total Qty:	1	Bin	
Total Value:	\$0.90	Inactive	N
Cost Method:	Average		

Date	Warehouse	Reference	Description	Quantity	Cost	Extended Cost	Time/Stamp
6/1/2008	CA	100	Job	-1	\$0.90	(\$0.90)	6/1/2008 5:59:12 AM
6/1/2008	CA		Receipt	1	\$0.80	\$0.80	6/1/2008 5:57:35 AM
6/1/2008	CA		Adjustment	1	\$1.00	\$1.00	6/1/2008 5:53:54 AM
			Totals:	1		\$0.90	

Issuing Parts to a Job or Service Ticket

When parts are issued from a warehouse, the cost applied to the Job or Service Ticket is the current average cost at the time of the transaction.

If parts for a Job or Service Ticket are ordered on a Purchase Order, received in and issued immediately (option on the Parts Receipt), the cost applied to the Job or Service Ticket is the Purchase Order receipt cost when the DIRECT EXPENSE option is selected. If those same parts are received into a warehouse then issued as a separate transaction, and the average cost is different than the Purchase Order cost, the issue transaction will be calculated at the current average part cost in the warehouse of the issue transaction.

Returning Parts to Stock

When parts are returned to stock from a Job or a Service Ticket, the original issue cost is used for the return transaction, provided the Job or Service Ticket number is referenced on the return transaction. If parts are returned to stock not referencing a Job or Service Ticket number, the current average cost in the warehouse is used for the transaction.

Returning Parts to a Vendor

Part returns may affect the average cost of the parts in a warehouse. If a part is returned to a Vendor at a lower or higher cost than what is the current average cost in the warehouse, your inventory could possibly have a positive or negative value with no quantity on hand.

For example, 1 part is on hand in the warehouse with a current average cost of \$.90. The original purchase cost was \$.80. The Vendor part return transaction was created for 1 @ \$.80. The end result is 0 on hand with a value of \$.10. A stock adjustment would have to be performed to force a zero dollar value.

The screenshot shows a software window titled "C Crimp Connector" with two main sections: a top section for part details and a bottom table for transaction history.

Date	Warehouse	Reference	Description	Quantity	Cost	Extended Cost	Time/Stamp
6/1/2008	CA		Return to Vendor	-1	\$0.80	(\$0.80)	6/1/2008 6:33:13 AM
6/1/2008	CA	100	Job	1	\$0.90	\$0.90	6/1/2008 6:29:24 AM
6/1/2008	CA	stock	Transfer	-1	\$0.90	(\$0.90)	6/1/2008 6:19:34 AM
6/1/2008	CA	100	Job	-1	\$0.90	(\$0.90)	6/1/2008 5:59:12 AM
6/1/2008	CA		Receipt	1	\$0.80	\$0.80	6/1/2008 5:57:35 AM
6/1/2008	CA		Adjustment	1	\$1.00	\$1.00	6/1/2008 5:53:54 AM
Totals:				0		\$0.10	

Part Transfers

Transferring parts from one warehouse to another may affect the average costing in the warehouse receiving the part transfer. When a part is transferred from one warehouse to another the cost from the originating warehouse will be transferred to the destination warehouse. A transfer could result in raising or lowering the average cost in the destination warehouse if the average cost in each warehouse is different.

For example, a transfer was made from a warehouse where the average cost was \$.90/part. The average cost in the "transfer to" warehouse was \$1.00/part prior to the transfer. After the transfer, the new average cost on the "transfer to" warehouse is \$.95/part.

Correcting Inventory Balances

In situations where the part value in the warehouse is no longer realistic, you have two choices for making inventory valuation corrections. You may make a manual stock adjustment (Average Costing allows to force a new value of the inventory), or wait until the next physical inventory where the adjustment will be made automatically when the inventory is released and variances are posted.

Dealing with High Fluctuation in Part Costs – Direct Expensing

If parts are being ordered at a much lower cost than your current average cost, you may use the direct expense option on the Purchase Order. This way the warehouse average cost will not be affected by the favorable pricing from the vendor. The direct expense option is typically used when parts are being ordered for a particular Job when your company is receiving special pricing from the vendor. If parts are ordered for stock and the vendor is offering a special sale price of which you want to take advantage, you may direct expense the parts then perform a stock adjustment to put the parts into stock.

If excess parts are returned to stock from a job where the parts were direct expensed, the cost of the part from the original Purchase Order receipt will be used for the transaction, which will lower your average cost in the warehouse.

Standard Costing

Standard Costing allows for the standard usage of a cost basis on a Part level to ensure all transaction for the Part are using one cost for all transactions throughout the inventory and usage processes. With the use of Standard Costing the part value in the Inventory system will always be its quantity multiplied by its Standard Cost.

All issues/returns of a Part will always use the Standard Cost. This will alleviate the discrepancies and anomalies that occur in the costing and value of inventory when using an average costing method.

Parts received on a Purchase Order that vary from the standard cost in the warehouse will be valued into the inventory at the standard cost. The variance will record to the PPV account. (Purchase Price Variance)

If you have special projects where you are receiving pricing from a vendor that is much lower than your standard cost, you may direct expense these parts to the Job. This allows you to determine profitability based on the actual part costs associated with the Job.

Standard Cost Advantages

- All parts retain the same value throughout your inventory process until you decide to change them.
- Salespersons will have a standardized cost to reference when quoting jobs.
- Cost fluctuations record to the PPV account for both favorable and unfavorable purchase variances to the standard part cost.
- You may direct expense parts on special projects

Standard Cost Maintenance

When using the standard costing method, periodically you will need to review your costs to determine when the standards should be changed. This typically occurs at the time of a physical inventory.

When your company makes a change to a standard cost of a part, a general ledger transaction is recorded to the PPV (Purchase Price Variance) account for the difference between the old cost and the new cost times the number of parts in the warehouse. If a part is located in multiple warehouse locations, make certain to update the cost in all warehouses.

The screenshot shows the 'Part Edit (CJM Security)' window for part 'GI-PBF100TW'. The window has tabs for 'Part Detail', 'Vendors', 'Alt. Parts', 'Warehouses', and 'Custom Fields'. A table displays warehouse information:

Warehouse	Min ...	Max ...	Row	Shelf	Bin	Stand Cost
CA Main	0	0				3.50

Below the table, there are input fields for 'Warehouse' (set to 'MI Main'), 'Min', 'Max', 'Row', 'Shelf', and 'Bin'. The 'Standard Cost' is set to '3.50'. A checkbox labeled 'Set All Warehouses' is checked and circled in red. At the bottom, there are buttons for 'New', 'Add', 'Delete', 'Save', 'Copy', and 'Close'.

Serial Part Costing

Standard Costing allows you to assign a specific cost to an individual part identified by its Serial Number assignment. Whenever you handle a part identified as a serial number part type, you have to select from a known serial number assigned to it. When receiving serial number parts on a purchase order, you are required to enter a unique serial number for each part.

Serialized parts are EXCLUDED from the normal physical inventory process. Adjustments to serial parts are made one at a time by EDITING the serial part assigned cost.

- Serial Numbers
- Transfer
- Active Warehouses
- Alternate Parts
- Is
- Direct Expense PO
- Purchase Credits
- Purchase Price Variances
- Journal
- Cost History
- Receipts
- Pair Order
- Turns
- Less Credits
- Less Invoice
- Reverse
- Serial Numbers
- Transfer
- Orders
- Comments

Service Price: \$1,000,000.00 Inactive

Total Qty: 1

Total Value: \$800,000.00

Receipt Date	Warehouse	PO Number	Serial Number	Lot Number	Cost
1/12/2010	Main Corporate	10271	31441333		800000.00

Edit Serial Part

Part Number: Million Dollar Camera

Description: Million Dollar Camera

Post Date: 1/12/2010

Serial Number: 31441333

Lot Number:

Assigned Cost: 800000.00

Account Code: 5131
COG - Other

Category Code:

Save Cancel

Part Edit Part: Million Dollar Camera Inactive

Part Detail Vendors Alt. Parts Warehouses Custom Fields Documents

Description

Description: Million Dollar Camera Part Kit

Detail: Million Dollar Camera Special Order

Product Line: Camera Customer Equipment

Manufacturer: GENESIS

Manuf Part Code: 1431414314314

U.P.C:

Notes:

Labor Units:

Costing

Method: Serial Number

PPV Account: PPV-SED

Direct Exp Acct:

AR Setup

Invoice Item: Equipment

Sales

Invoice Description: Million Dollar Camera

Price: 1000000.0000 Available for Sales

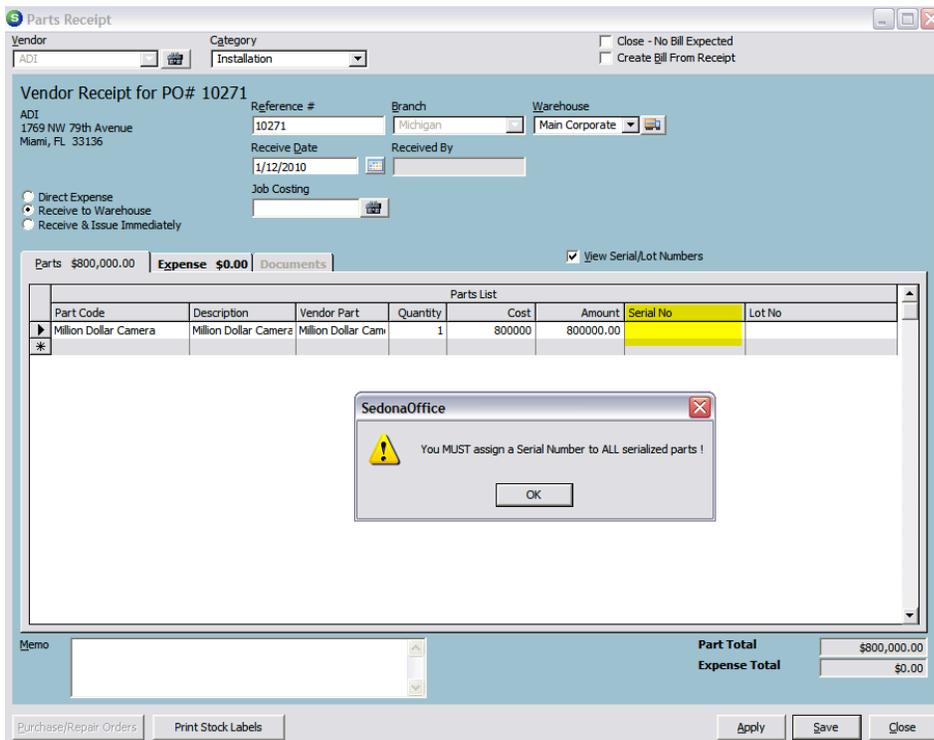
Service

Invoice Description: Million Dollar Camera

Price 1: 1000000.0000 Available to FSU

Price 2: 1000000.0000

Save Copy Close



Lot Number Costing

Lot Number Costing allows you to assign a specific cost to a group of parts identified by a Lot Number assignment. Whenever you handle a part identified as a lot number part type, you have to select from a known lot number assigned to it. When receiving lot number parts on a purchase order, you are required to enter a lot number for each part or group of parts.

Lot Number parts are INCLUDED in the normal physical inventory process and are grouped separately on the count sheets by their lot number.

Physical Counts

User: Administrator Show Location

#	Parts List				Location			Counts			
	Part	Description	Detail	Product Line	Row	Shelf	Bin	User	Count	+/-	Net Qty
1	Acushnet Driver	Acushnet Driver	Lot: 844	Camera					11	0	11
2	Acushnet Driver	Acushnet Driver	Lot: 346782	Camera					3	0	3
3	ADM-4219	ADEMCO WIRED		Control Panels					3	0	3
4	GDL 69A	GDL 69A	GDL 69A	Control Panels					3	0	3
5	Tire	Tire		Control Panels					3	0	3
6	6139	Keypad	Fire/Burg custom	Keypad					3	0	3
7	Wallet	Wallet	Wallet	Keypad					4	0	4

File Skipped Counts as Zero

Managing the PPV Account

All part receipts or return to vendor transactions that record to the general ledger at a cost that differs from the current standard cost will record an entry into the PPV account. The PPV account is a balance sheet account. Part of your month-end close should include a Journal Entry to move the PPV for the month into a Cost of Goods Sold account.

If you see large debit entries into the PPV account, this should be brought to the attention of the person who is in charge of setting standard costs. This may indicate it is time to update the standard cost of a part.

The Journal Entry may be split between branches. The PPV transactions may be viewed from the G/L account register. Here you may view the PPV entries and decide how to record your month-end journal entry.

Physical Inventory – Best Practices

Taking a physical inventory is a huge event in most companies. It requires precise planning and execution to obtain and record an accurate count of your inventory parts. The physical inventory process in SedonaOffice locks a warehouse on a particular date in time. During the first day the warehouse is locked, no transactions may be performed to move inventory in or out of the warehouse. It is crucial that count and variance reconciliation is completed in a reasonably short period of time to have the least impact on your normal business operations. Below is a checklist of things to consider when preparing for a physical inventory.

- Plan carefully in advance.
- Establish cut-off dates/times for all pre-inventory transactions to be completed.
- Make certain all staff members understand the impact of an accurate count.
- Make certain truck stock is ready to be counted.
- Process all open Service Tickets that used parts.
- Process all job part issues and returns to stock.
- For parts out for repair, make certain you have a list of those items to include in your counts.
- Process all Vendor part returns.
- Perform issue transactions for parts being scrapped.

Early Counting

If your company has a very large inventory with many parts where you expect no movement in or out of the warehouse, you may print a Stock Status report a few days before the actual count. You may record counts on the report then later use this for data entry when entering the rest of your counts from the count sheets. This will allow you time to pre-count parts and save time on the actual day of the physical count.

Count Day

Limited Lockdown Time

The date that is chosen as the “Start Date” on the physical inventory record is now the only date that a warehouse will remain locked from activity if “Lock Warehouse” is chosen. Users will receive a message, only on the start date, that inventory cannot be relieved because the warehouse has been locked. In the event that counting takes more than one day to complete, users will be able to bill and close out service tickets with parts, receive and transfer inventory between warehouses, issue and return parts, and process parts returns to vendors as usual beginning the date after the start date even if the warehouse remains locked. SedonaOffice will document all of these transactions and will automatically adjust the on-hand quantity of parts after the physical has been released. *While it is always recommended that the release date of the inventory be the same as the start date, **average costing customers must ensure that the same date is used so that roll forward costing can take place.***

Selecting All Warehouses to be Counted

It is now possible to select all warehouses to be counted at the same time. The start date chosen for the physical will be the lockdown date of all warehouses if “Lock Warehouse” is chosen. All warehouses can now be released at the same time as well.

When creating the Physical Inventory record, make certain to select the desired sorting options. This is the order in which the parts will print on the count sheets. There are three sorting option levels from which to select.

The screenshot shows a software window titled "Edit (CJM Security)". At the top, there is a "Code" field containing "CAMain 01-01-2009". Below this, there are two tabs: "Setup Information" and "Parts". The "Setup Information" tab is active and contains a "Detail" section with the following fields:

- Description: CAMain 01-01-2009
- Warehouse: CA Main
- Start Date: 1/1/2009

Below the "Detail" section, there is a checkbox labeled "Lock Warehouse" which is checked. To the right of this checkbox is a "Get Parts" button. Below the "Lock Warehouse" checkbox is a "Count Sheet" section with the following fields:

- Sort Count Sheet By: Product Line (selected)
- Then: Row
- Then: Part Code
- Print Value:
- Print Quantity:

A dropdown menu is open next to the "Sort Count Sheet By:" field, showing the following options:

- Sort By Column
- Part Code
- Description
- Detail
- Product Line (highlighted)
- Row
- Shelf
- Bin

At the bottom of the window, there are four buttons: "Release Physical", "View Variance List", "Save", and "Close".

Print Count Sheets

Once the Physical has been created, print your counts sheets. Open the Physical Inventory record and press the print preview button to launch the count sheet report.

Enter Part Counts

Once all counts have been completed, enter the counts into the count sheet grid. Counts are entered in the +/- column. At the bottom of the count sheet is an option *File Skipped Counts as Zero*. If you do not have a count for a part, you do not have to enter 0 on these part lines.

Physical Counts

User: Administrator Show Location View Detail

#	Part	Parts List		Product Line	Location			Counts		Net Qty
		Description	Detail		Row	Shelf	Bin	User	Count	
1	4219U	4219U 8 ZONE EXPANDER(USED)	4219U 8 ZONE EXPANDER(USED)	Used				0	0	0
2	5811W	5811W SLIMLINE D/W SENSOR(WARRANTY)	5811W SLIMLINE D/W SENSOR(WARRANTY)	Used				0	0	0
3	5816W	DOOR WINDOW TRANSMITTER	DOOR WINDOW TRANSMITTER	Used				0	0	0
4	5881MW	WIRELESS RECEIVER-WARRANTY	WIRELESS RECEIVER-WARRANTY	Used				0	0	0
5	5890PW	WIRELESS FRESNEL PIR/WARRANTY	WIRELESS FRESNEL PIR/WARRANTY	Used				0	0	0
6	5974316ZBOR	CONCORD RF16 BOARD ONLY(REPAIRED)	CONCORD RF16 BOARD ONLY(REPAIRED)	Used				0	0	0
7	5974332ZBOR	CONCORD RF32 BOARD(REPAIRED)	CONCORD RF32 BOARD(REPAIRED)	Used				0	0	0
8	60135U	SX-V DOOR/WINDOW SENSOR(USED)	SX-V DOOR/WINDOW SENSOR(USED)	Used				0	0	0
9	60512U	60512U SXV MOTION(USED)	60512U SXV MOTION(USED)	Used				0	0	0
10	60746U	CONCORD LCD KEYPAD(USED)	CONCORD LCD KEYPAD(USED)	Used				0	0	0
11	60746W	CONCORD LCD ALPHA T/P	CONCORD LCD ALPHA T/P	Used				0	0	0
12	60749R	LCD KEYPAD(REPAIRED)	LCD KEYPAD(REPAIRED)	Used				0	0	0
13	6150RFPW	6150RFP KEYPAD(WARRANTY)	6150RFP KEYPAD(WARRANTY)	Used				0	0	0
14	6150U	6150U USED KEYPAD	6150U USED KEYPAD	Used				0	0	0
15	7050U	7050 RADIO AES TAN(USED)	7050 RADIO AES TAN(USED)	Used				0	0	0
16	7845GSMRW	HONEYWELL GSM RAIDO	HONEYWELL GSM RAIDO	Used				0	0	0
17	90097204U	90097204U 3400 BOARD(USED)	90097204U 3400 BOARD(USED)	Used				0	0	0
18	90169101U	90169101U 3450 BOARD(USED)	90169101U 3450 BOARD(USED)	Used				0	0	0
19	90169102U	3450 BOARD(USED)	3450 BOARD(USED)	Used				0	0	0
20	90212151R	ACCESS 45 BOARD ONLY	ACCESS 45 BOARD ONLY	Used				0	0	0
21	A1PLEF3LR	LVERSION OF LEF3 DOOR RLSE	LVERSION OF LEF3 DOOR RLSE	Used				0	0	0
22	A1PLEF3LW	LVERSION OF LEF3 DOOR RELSE	LVERSION OF LEF3 DOOR RELSE	Used				0	0	0
23	A1PLEM1DL5W	1-DOOR STATION INTERCOM SYSTEM	1-DOOR STATION INTERCOM SYSTEM	Used				0	0	0
24	A1PLEM1DL1W	CALL MASTER STATION	CALL MASTER STATION	Used				0	0	0
25	A1PLESSW	AIPHONE DOOR STATION	AIPHONE DOOR STATION	Used				0	0	0
26	AL11256W	4 DOOR CONTROLLER(WARRANTY)	4 DOOR CONTROLLER(WARRANTY)	Used				0	0	0
27	AXALTV1224DCR	AXALTV1224DCR	AXALTV1224DCR	Used				0	0	0
28	AXALTV1224DCW	AXALTV1224DCW 12/24V 8 CAMERA POWER	AXALTV1224DCW 12/24V 8 CAMERA POWER	Used				0	0	0
29	ARMC540MDVA1VPW	ARM VANDEL DOME CAMERA(WARRANTY)	ARM VANDEL DOME CAMERA(WARRANTY)	Used				0	0	0
30	ARMC650WPWDW	COLOR VANDEL DOME(WARRANTY)	COLOR VANDEL DOME(WARRANTY)	Used				0	0	0
31	ARV155DN1HKU	AV155DN1HKU D/N VANDEL DOME IP	AV155DN1HKU D/N VANDEL DOME IP	Used				0	0	0
32	AXS216MFD1W	AXIS 216MFD-V IP CAMERA	AXIS 216MFD-V IP CAMERA	Used				0	0	0
33	AXS233DW	AXIS PTZ NETWORK DOME CAMERA	AXIS PTZ NETWORK DOME CAMERA	Used				0	0	0
34	AXS240QU	AX240QU AXIS 4CH VIDEO SERVER,USED	AX240QU AXIS 4CH VIDEO SERVER,USED	Used				0	0	0
35	AXSP3301W	AXP3301W AXIS VANDELPROOF IP CAMERA	AXP3301W AXIS VANDELPROOF IP CAMERA	Used				0	0	0
36	AXST92A20W	AXIS OUTDOOR HOUSING(WARRANTY)	AXIS OUTDOOR HOUSING(WARRANTY)	Used				0	0	0
37	BOSDS160W	EGRESS MOTION	EGRESS MOTION	Used				0	0	0
38	BOSWZ16NV408W	WIZ KID BULLET CAMERA/WARRANTY	WIZ KID BULLET CAMERA/WARRANTY	Used				0	0	0
39	BOSWZ18NV3120W	WIZ KID D/N BULLET CAMERA	WIZ KID D/N BULLET CAMERA	Used				0	0	0
40	BOSWZ20NV550W	IR D/N BULLET CAMERA(WARRANTY)	IR D/N BULLET CAMERA(WARRANTY)	Used				0	0	0
41	CLICEV10W	COLOR VANDEL DOME(WARRANTY)	COLOR VANDEL DOME(WARRANTY)	Used				0	0	0
42	CRADR	CRADR SONICS CRAD(REPAIRED)	CRADR SONICS CRAD(REPAIRED)	Used				0	0	0
43	CVDM616500N4R	16CH 500GIG DVR	16CH 500GIG DVR	Used				0	0	0

File Skipped Counts as Zero Save Apply Close

Review Variances

Once all counts have been entered, you may review the variance report. If recounts are necessary and you do find a different quantity than the original count recorded and the number of parts is larger than the original count, enter the additional parts found in the count sheet. If fewer parts were found than the original count, enter a negative sign in front of the quantity by which you are reducing the count.

Part	Description	Detail	Orig Qty	Orig Value	Count Qty	Adjustment	Row	Shelf	Bin
467	467 12V Battery	467 12V Battery	0	0.00	10	73.40			
5849	5849 Wireless ...	5849 Wireless ...	0	0.00	3	191.25			
5890PI	5890PI Wireles...	5890PI Wireles...	0	0.00	2	183.90			
6128	6128 LCD Fixe...	6128 LCD Fixe...	0	0.00	1	26.93			
6137	6137 Large Ke...	6137 Large Ke...	0	0.00	1	67.40			
7939WH	7939WH Surfa...	7939WH Surfa...	0	0.00	10	24.50			

Total Adjustment: 567.38

Releasing the Physical

Once all variances have been investigated you will release the Physical and record the variances. The inventory program will record any variances to the general ledger account that is selected in the Physical Release form.



Make certain to use the same Variance Date as the Start Date when releasing your Physical Inventory.

Release Only

Release Only releases the Physical Inventory without any adjustments to counts.

Auto Adjust and Release

Auto Adjust and Release adjusts the final inventory counts and releases the inventory.

Repair Orders

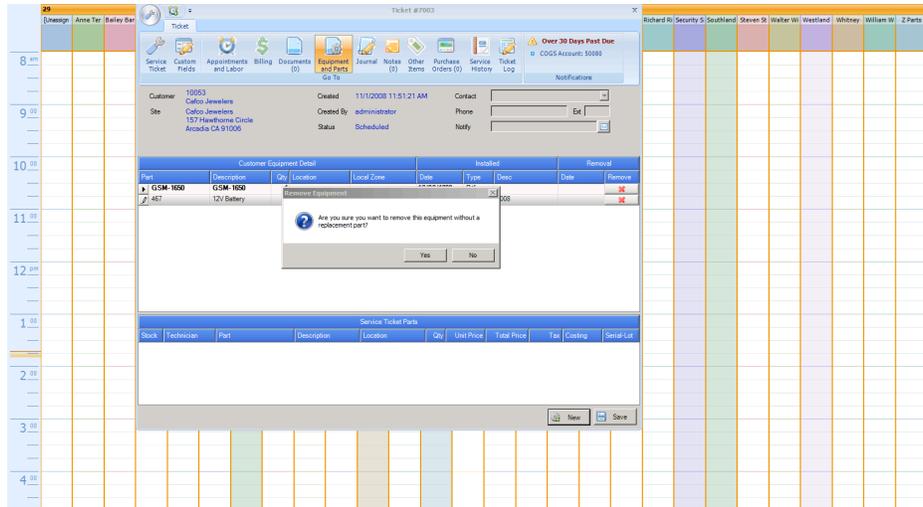
A Repair Order is created when parts are being sent to a vendor to be repaired and are expected to be returned to your company. There are two scenarios in which repair orders could be needed, and the value of the part while in your company's possession will vary depending upon which scenario is being used when returning a part for repair.

1. A part is being removed from a customer site that is customer owned and will not be replaced by another part provided by your company. Your company is providing a service by having the part repaired for the customer and, once the repaired part is received by your firm, the same part will be returned to the customer. Since this part is customer owned, your company cannot assume a valuation for it at any time that it is either in your possession or out for repair.
2. A part is being removed from a customer site that is being replaced by another part provided by your company. The removed part will be returned for repair and subsequently used by your company. Since your company will be using this part, this part is now company owned and must have a value placed on it at all times while it is in any warehouse or out for repair.

When a part is sent out for repair, there is no effect on the general ledger or the value of your on-hand stock. Once a repair order is created, the on-hand quantity and value displayed is inclusive of any parts out for repair.

Repair Orders for Customer Owned Parts

Remove the part which will be sent for repair from the service ticket and respond yes to the question asking if you are sure that you want to remove the equipment without a replacement part:



Prior to creating a Repair Order for customer owned parts, a Customer Parts Repair warehouse should be created.

1. A Miscellaneous Return transaction must be created to place the customer owned part that has been removed from their site into the Customer Parts Repair warehouse.
 - a. Navigate to the Main Application Menu and select the Issues/Returns option from the Inventory module. The issues part form will be displayed. Fill in the information in this form. Ensure that the return to stock box is checked.

Issue Parts

Job
 Service
 Other

To Warehouse: CA-Cust Part Repairs
 Issue Date: 3/29/2012
 Reference: Service Ticket 7047
 Category: Service
 Cost of Goods: 50040
 Return to Stock
 View Serial/Lot No

Parts List						
Part	Description	Detail	Qty	Location	Serial No	Lot No
GSM-1650	GSM-1650	GSM-1650	1			

Set All Qty to 0 Save New Close

In the parts grid, either type in the exact part number or press the ... button to the right of the part field to search and select the part. Enter the quantity being put into the warehouse. Once all information has been entered, press the Save button.

Creating the Customer Owned Part Repair Order

Create a new Repair Order by selection the Repair Order Option within the Inventory module. Click New. Select the vendor to whom the part will be returned, the category, and select the Customer Part Repairs Warehouse as the warehouse. Enter the part numbers and quantity being returned. Once all information has been entered, including any memo notes, press the save button. Print the repair order by pressing the Print icon at the top of the screen.

New Repair Order

Vendor Code: ADI Category: Service

Repair Order

AD
47247 Carlier Dr
Wilcom, MI 48393
Phone: (248) 624-6050
Fax: (248) 624-9540

Warehouse: CA-Cust Part Repairs
Repair Number: 3
Order Date: 3/29/2012
Due Date: 4/7/2012

Select from All Parts

Parts | Expenses

Parts List				
Part	Serial No	Vendor Part	Quantity	Received
* GSM-1650		GSM-1650	1	

Memg: Customer owned part being returned for repair.

Total Expense:
Received:

Closed Save Close

Receiving the Repaired Part

When the customer owned part is returned by the vendor, it must be received in using the Parts Receive option from the Inventory module. Select the vendor to whom the part was sent, and double click on the corresponding repair order from the list shown on the second half of the screen.

Select Purchase Order

Vendor: ADI

PO Number	Vendor	Order Date	Due Date	Job Number	Amount	Received
1214	ADI	8/14/2009			20.00	\$0.00
1237	ADI	8/30/2009		191	523.65	137.15
1249	ADI	9/19/2009	9/19/2009		63.80	\$0.00
1309	ADI	5/25/2010		109	31.25	\$0.00
1317	ADI	7/12/2010			62.15	\$0.00
1326	ADI	7/30/2010			119.50	\$0.00
1328	ADI	7/30/2010			18.95	\$0.00
1340	ADI	12/28/2010	12/29/2010	227	822.74	\$0.00
1378	ADI	10/6/2011		127	51.45	\$0.00
1379	ADI	10/6/2011	10/6/2011		48.12	\$0.00
1380	ADI	10/6/2011	10/3/2011		175.82	\$0.00

Repair Number	Vendor	Order Date	Amount	Received
3	ADI	3/29/2012	\$0.00	\$0.00

Save Close

If a bill is expected for the repair of this part, place all expense information into the expenses tab, and place a checkmark in the box marked “Create Bill From Receipt” in the top righthand corner of the screen. If a bill is not expected from the vendor (e.g. part is under warranty), place a checkmark in the box entitled “Close – No bill expected.”

Parts Receipt

Vendor: ADT | Category: Installation | Close - No Bill Expected | Create Bill From Receipt

Vendor Receipt for RMA# 3

ADT
47247 Carter Dr
Wilcox, MI 48393

Reference #: 3 | Branch: CA | Warehouse: CA-Cust Part Repairs

Receive Date: 3/29/2012 | Received By:

Job Costing:

Receive to Warehouse
 Receive & Issue Immediately

Parts: \$0.00 | Expense: \$0.00 | Documents | View Serial/Lot Numbers

Part Code	Description	Vendor Part	Quantity	Serial No	Lot No
GSM-1650	GSM-1650	GSM-1650	1		

Memo: Customer owned part being returned for repair.

Part Total: \$0.00
Expense Total: \$0.00

Buttons: Purchase/Repair Orders, Print Stock Labels, Apply, Save, Close

Issuing the Repaired Part Back Onto The Service Ticket

Once the repaired part has been received, it can be issued from the Customer Parts Warehouse back onto the service ticket. To accomplish this, select Issues>Returns from the Inventory module, ensuring that the warehouse Customer Parts Warehouse is selected, and that the correct service ticket number is entered from which the part was removed. The part is now added back onto the service ticket at no cost.

Issue Parts

Job
 Service
 Other

Warehouse: CA-Cust Part Repairs
 Issue Date: 3/29/2012
 Service Ticket: 7003
Cafco Jewelers
 Category: Service

Return to Stock
 View Serial/Lot No

Parts List						
Part	Description	Detail	Qty	Location	Serial No	Lot No
GSM-1650	GSM-1650	GSM-1650	1			

Set All Qty to 0 Save New Close

Repair Orders For Company Owned Parts

The service ticket for the replacement of company owned parts will show the removal of the defective part and replacement with a new company owned part. The Removed Equipment List selected over a specific period of time will list all items taken from customer sites that are candidates for repair or disposal.

Any part that needs to be returned to a vendor must be entered into a warehouse before it can be sent out. This can be done through issues/returns selecting "Other" with a reference to the service ticket. The warehouse in which it will be returned is the one that carries a value for the part – not the customer parts repair warehouse where it does not. Ensure that the return to stock button is pressed.

1. A Miscellaneous Return transaction must be created to place the customer owned part that has been removed from their site into the Customer Parts Repair warehouse.
 - a. Navigate to the Main Application Menu and select the Issues/Returns option from the Inventory module. The issues part form will be displayed. Fill in the information in this form. Ensure that the return to stock box is checked.

Issue Parts

Job
 Service
 Other

To Warehouse: CA Main
 Issue Date: 3/30/2012
 Reference: Service Ticket 7047
 Category: Service
 Cost of Goods: 50010

Return to Stock
 View Serial/Lot No

Parts List						
Part	Description	Detail	Qty	Location	Serial No	Lot No
SN-M3212	M3212 600lbs Mini-Mag Lock	M3212 600lbs Mini-M	1			

Set All Qty to 0 Save New Close

1. In the parts grid, either type in the exact part number or press the ... button to the right of the part field to search and select the part. Enter the quantity being put into the warehouse.
2. Once all information has been entered, press the Save button.

Creating the Company Owned Part Repair Order

Create a new Repair Order by selection the Repair Order Option within the Inventory module. Click New. Select the vendor to whom the part will be returned, the category, and select the specific warehouse from which the part will be returned. Enter the part numbers and quantity being returned. Once all information has been entered, including any memo notes, press the save button. Print the repair order by pressing the Print icon at the top of the screen.

New Repair Order

Vendor Code: ADI Category: []

Repair Order

Warehouse: CA Main
 Repair Number: 4
 Order Date: 3/30/2012
 Due Date: 8/30/2012

ADI
 47247 Carter Dr
 Wilcox, MI 48393
 Phone: (248) 624-6050
 Fax: (248) 624-9540

Select from All Parts

Parts | Expenses

Part	Serial No	Vendor Part	Quantity	Received
HU-1336		HU-1336		

Memg: []

Total Expense: []
 Received: []

Closed

Save Close

Receiving the Repaired Part

When the customer owned part is returned by the vendor, it must be received in using the Parts Receive option from the Inventory module. Select the vendor to whom the part was sent, and double click on the corresponding repair order from the list shown on the second half of the screen. The receipt of the repair order will be populated.

Select Purchase Order

Vendor: ADI

PO Number	Vendor	Order Date	Due Date	Job Number	Amount	Received
1214	ADI	8/14/2009			20.00	\$0.00
1237	ADI	8/30/2009			523.65	137.15
1249	ADI	9/19/2009	9/19/2009	191	63.80	\$0.00
1309	ADI	5/25/2010		109	31.25	\$0.00
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1326	ADI	7/30/2010			119.50	\$0.00
1328	ADI	7/30/2010			18.95	\$0.00
1340	ADI	12/28/2010	12/29/2010	227	822.74	\$0.00
1378	ADI	10/6/2011		127	51.45	\$0.00
1379	ADI	10/6/2011	10/6/2011		48.12	\$0.00
1380	ADI	10/6/2011	10/3/2011		175.82	\$0.00

Repair Number	Vendor	Order Date	Amount	Received
3	ADI	3/29/2012	\$0.00	\$0.00

Save Close

If a bill is expected for the repair of this part, place all expense information into the expenses tab, and place a checkmark in the box marked "Create Bill From Receipt" in the top righthand corner

of the screen. If a bill is not expected from the vendor (e.g. part is under warranty), place a checkmark in the box entitled "Close – No bill expected."

Parts Receipt

Vendor: ADI
Category: Installation
Close - No Bill Expected
Create Bill From Receipt

Vendor Receipt for RMA# 3
ADI
47247 Carlier Dr
Wixom, MI 48393

Reference #: 3
Branch: CA
Warehouse: CA-Cust Part Repairs

Receive Date: 3/29/2012
Received By:

Job Costing:

Receive to Warehouse
 Receive & Issue Immediately

View Serial/Lot Numbers

Part Code	Description	Vendor Part	Quantity	Serial No	Lot No
GSM-1650	GSM-1650	GSM-1650	1		

Memo: Customer owned part being returned for repair.

Part Total: \$0.00
Expense Total: \$0.00

Purchase/Repair Orders Print Stock Labels Apply Save Close

Return to Vendor

The Return to Vendor option is used when parts are being sent back to a Vendor and a credit is expected for the parts return. When a Part Return is saved, the G/L account assigned to the Warehouse selected on the Part Return form is credited and a debit is posted to the Inventory Receipts account.

Part Code	Description	Vendor Part	Plg_Qty	Quantity	Cost	Amount	Serial No	Lot No	Stand Cost
*									

When the Credit Memo is received from the Vendor, it is matched to the Part Return record and turned into a Vendor Credit. Upon receiving the credit memo from the vendor, navigate to the vendor and click on the returns line. Double click the return and make sure the amounts are correct on the return as well as record any charges (e.g. restocking fees or processing fees) are entered on the expense tab. Once the Vendor Credit is saved, the application will credit the Inventory Receipts account and debit Accounts Payable.

Part Code	Description	Vendor Part	QTY	Cost	Amount
1240	ULTRATECH 12V-4AH BATTERY	JM1240	1	5.85	5.85

Notes