



Inventory Setup Guide

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Purpose of this Guide

This guide is intended to show you how to setup the inventory stock control functions in Sedona Office™. It is not an operational guide on how to run and operate stock control within your business.

Setting up the Inventory Application

The first step in turning on the Inventory application is to set it up in the Application Preferences. Select the Inventory option from the Application Preferences section under the Company Maintenance.

Inventory Preferences

The screenshot shows the 'Inventory Preferences' dialog box with the 'Stock Tracking' tab selected. The 'Asset Account' section has 'Account Code' set to '1201' (Inventory). The 'Cost of Goods Sold Accounts' section has three dropdowns: 'Jobs' set to '5111' (COG - Installations), 'Service' set to '5121' (COG - Service), and 'Other' set to '5131' (COG - Other). The 'A/B Setup' section has 'Invoice Item' set to 'Equipment'. The 'OK' and 'Cancel' buttons are visible at the bottom right.

Asset Account

The Asset Code is the default inventory Asset Account (G/L Code) used for the Inventory system. Once Stock Tracking is turned on (see below) then each Warehouse will be set with an Inventory Asset Code. If Stock Tracking is turned off, then this Account Code will be used as the Inventory Asset for all inventory entries.

Cost of Goods Sold Accounts

When Parts are issued they will be expensed through one of the three Cost of Goods Sold Accounts.

- Jobs – This COGS account is used for all issues of Parts to Jobs.
- Service – This COGS account is used for all issues of Parts on Service Tickets.
- Other – This COGS account is used for all issues on miscellaneous invoices.

A/R Setup Account

This is the default Invoice Item that Parts will be invoiced with. The selected Invoice Item must be defined as an Inventory Part. This will determine how Parts are recorded to the General Ledger.

Stock Tracking

If you plan on tracking your stock quantities then you will have to activate the Stock Tracking features.

The screenshot shows the 'Inventory Preferences' dialog box with the 'Stock Tracking' tab selected. The 'Track Stock Quantities' checkbox is checked. Below it, there are several dropdown menus: 'Warehouse' (Main), 'Default Vendor' (ABC Supply), 'Transfer Account' (2999), and 'Physical Adjustment Account' (5131). Under 'Inventory Transfers', there is a dropdown menu set to 'COG - Other'. At the bottom, there are three radio buttons for 'Negative Quantities': 'Do Not Allow', 'Warning Message' (selected), and 'Allow'. 'OK' and 'Cancel' buttons are at the bottom right.

Track Stock Quantities

To track your stock quantities select the Track Stock Quantities option.

- Warehouse – This is the default Warehouse for the system.
- Default Vendor – This is the default Vendor for the system.
- Transfer Account – This is the G/L Account that will be used to transfer parts between Warehouses that belong to different Branches. (Think of this as the inter-company transfer account.)
- Physical Adjustment Account – This is the G/L Account that will be defaulted for adjustments (either debit or credit) for Physical adjustments.
- Negative Quantities – This option will determine if you will allow Parts quantities to be negative or not.

Table File Setup

Warehouse Setup

A Warehouse is a physical location that Parts will be stored in. You can setup as many Warehouses as you need. A Warehouse can be your main location, a truck, a remote office, or any other place where you store Parts.

Select the Warehouse option under the Inventory menu to setup your Warehouses.



The screenshot shows a 'Warehouse Edit' dialog box with the following fields and values:

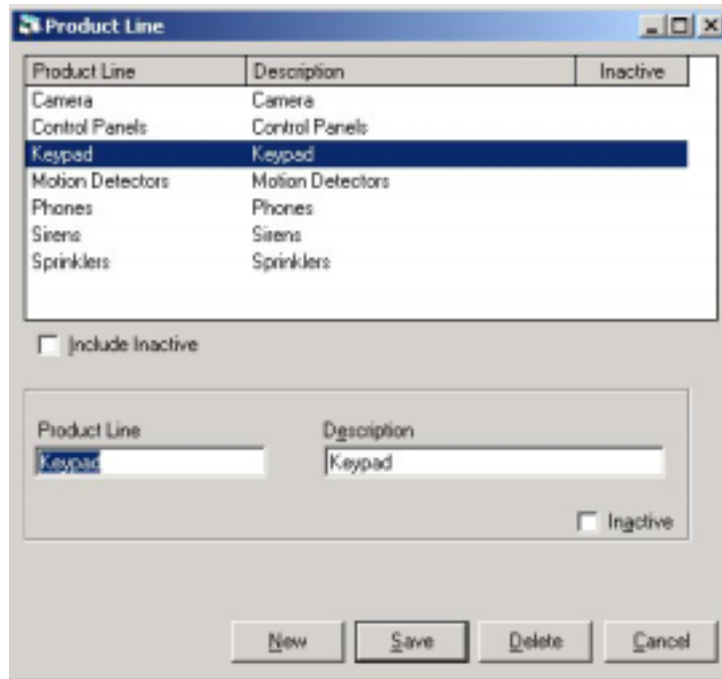
- Code: Main
- Description: Main Warehouse
- Branch: Alarm Division
- Account: 1201

Below the Account field, the word 'Inventory' is displayed. There is an unchecked checkbox labeled 'Inactive'. At the bottom of the dialog are 'OK' and 'Cancel' buttons.

- Code – This is the reference code for the Warehouse
- Description – This is a description for the Warehouse
- Branch – This is the Branch that this Warehouse belongs to
- Account – This is the G/L Account that will be debited when parts are received and credited when parts are issued.

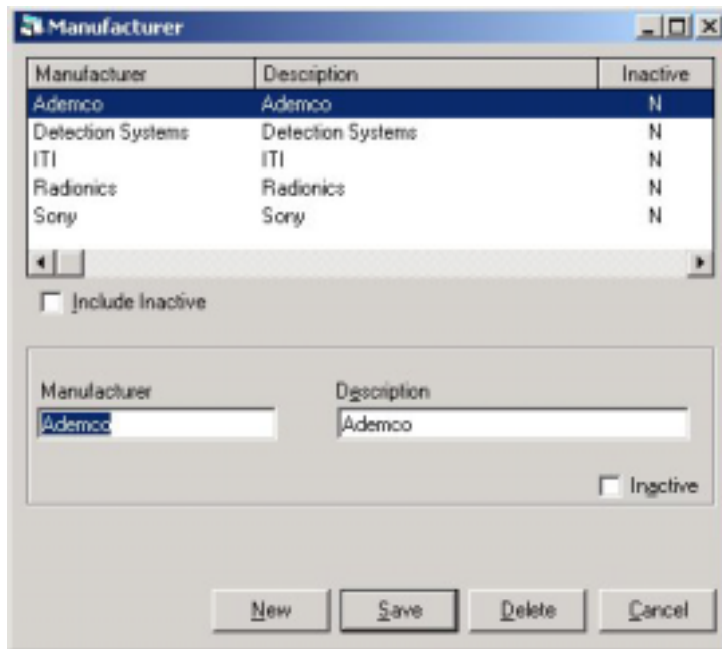
Product Lines

Product Lines are used to group like Parts together. You can create as many Product Lines as you need. Each Part will be assigned to a Product Line.



Manufactures

Each Part can be assigned its Manufacture.



Parts Setup

The next step is to enter your Parts.

Parts Information

The screenshot shows the 'Part Edit' window with the following data:

Field	Value
Part	AD-4995g
Description	Ademco 4995 Keypad
Detail	8 zone lcd keypad - grey
Product Line	Keypad
Manufacturer	Ademco
Customer Equipment	<input checked="" type="checkbox"/>
A/R Setup - Invoice Item	Equipment
Sales - Invoice Description	Ademco 4995 Keypad
Sales - Price	125.00
Service - Invoice Description	Ademco 4995 Keypad
Service - Price	150.00

- Part – This is the Part Code, it can be your generated code, or a manufactures part number.
- Description – This is the default description for the Part. This description will default the Sales and Service invoice descriptions below.
- Detail – This is your detailed description for the Part.
- Product Line – This identifies which Product Line group this Part belongs to.
- Manufacture – This is the manufacture of this Part.
- Customer Equipment – Check this box if you want this Part to be assigned to the System equipment list for your Customers when used on Jobs and Service Tickets.
- A/R Setup – This is the default Invoice Item to be used for invoicing purposes.
- Invoice Description – This is the description to be used for Sales and Service invoices.
- Price – This is the price to charge the customer by default for Sales and Service.

Vendors

Select the Vendors that you purchase this Part from. For each Vendor you can set the Vendor Part number and the Purchase Cost from that Vendor. One Vendor will be identified as the default Vendor for this Part.

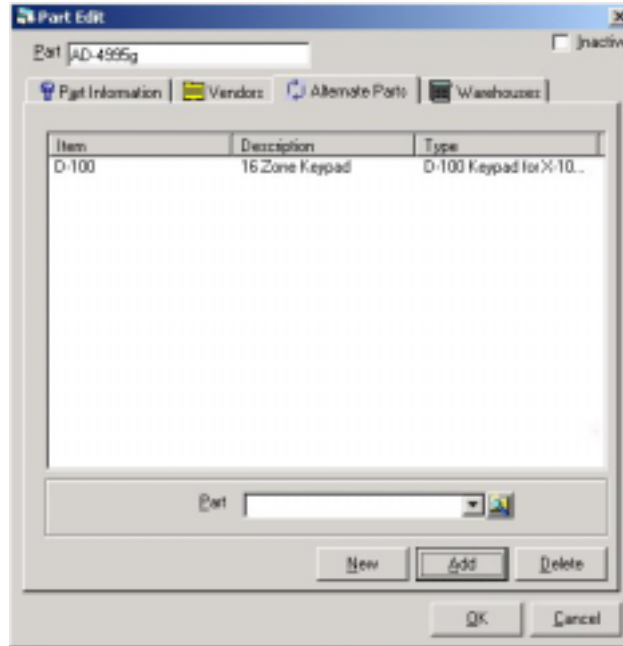
The screenshot shows the 'Part Edit' window with the 'Part' field set to 'AD-4995g' and an 'Inactive' checkbox. The 'Vendors' tab is selected, displaying a table with the following data:

Vendor	Vendor Part	Purchase Cost	Primary
ABC Supply	AD-4995g	45.00	Y
Tri-ed	x4995g	47.50	N

Below the table, there are input fields for 'Vendor', 'Vendor Part', and 'Purchase Cost', along with a 'Primary Vendor' checkbox. At the bottom, there are buttons for 'New', 'Add', 'Delete', 'OK', and 'Cancel'.

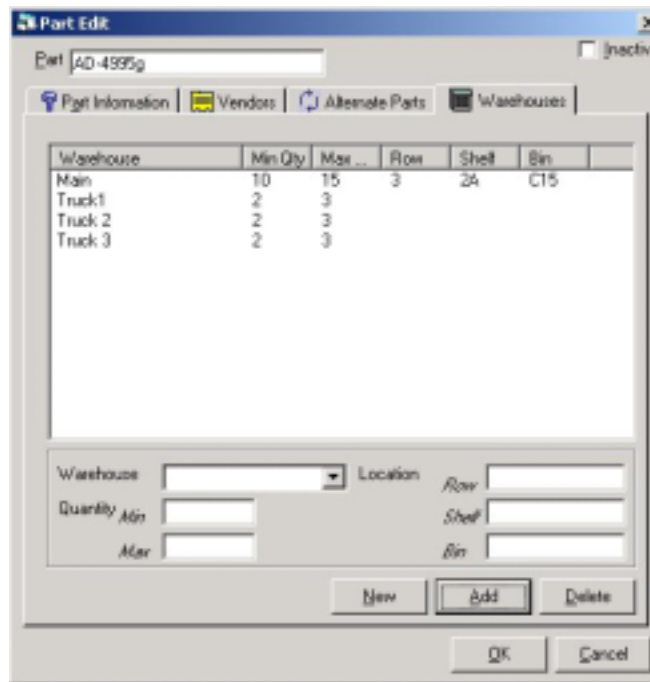
Alternative Parts

You can setup Alternative Parts to be identified in case this Part is not available.



Warehouses

The last step is to set the Warehouses this part will exist in, and identify the minimum and maximum quantities to maintain in that Warehouse.



Physical Processing

Once your Parts are setup in your Warehouses, you will need to do a Physical to establish your beginning balances. This same process will be used to do periodic physicals of your Warehouses.

Setting-Up the Physical

Select the Physical option from the Inventory menu to create a new Physical process.

The screenshot shows a software window titled "Edit" with a close button in the top right corner. Below the title bar is a text field labeled "Code" containing the text "Main Warehouse". Underneath are two tabs: "Setup Information" and "Parts". The "Setup Information" tab is selected and contains the following fields: "Description" with the value "Main Warehouse", "Warehouse" with a dropdown menu showing "Main", and "Start Date" with the value "04/22/02" and a calendar icon. There is a checked checkbox labeled "Lock Warehouse" and a "Get Parts" button. The "Parts" tab is also visible and contains three dropdown menus: "Sort Count Sheet By:" with "Product Line", "Then:" with "Row", and "Then:" with "Part Code". Below these are two unchecked checkboxes: "Print Value on Variance" and "Print Quantity on Sheet". At the bottom of the dialog are four buttons: "Release Physical", "View Variance List", "OK", and "Close".

Create a new Physical by selecting the Warehouse to perform the physical on. Once the Physical has been created then you can print a count sheet. From there you would enter the actual accounts into the system.

Enter Your Physical Counts

From this screen you enter your actual account balances.

Part	Description	Detail	Product Line	Row	Shelf	Bin	User	Count	+ Count	Net Qty
CL324	Color Camera	1/3" 480 TBL	Cameras	1	2	3	Administrator	0	2	2
Pro 5006	Pro 500 Panel	Pro 500 Panel	Control Panels				Administrator	0	4	4
X-100	X-100 Control Panel	24 Zone Control	Control Panels				Administrator	0	7	7
XL-5	XL 5 Control Panel	16 Zone Control	Control Panels				Administrator	0	5	5
XJ-900-TX	XJ-900	XJ-900 Control Panel	Control Panels	A	V	V	Administrator	0	4	4
D-100	16 Zone Keypad	D-100 Keypad for	Keypad				Administrator	0	3	3
6128	Ademco Keypad	Fixed English LCD	Keypad	3	2A	55	Administrator	0	9	9
AD-4995g	Ademco 4995 Keypad	8 zone lcd keypad	Keypad	3	2A	C15	Administrator	0	9	9

Review the Variances


Here you can review the actual accounts versus the physical amounts you entered.

Part	Description	Detail	Wrote Qty	Current Value	Count Qty	Adjustment	Row	Shelf	Bin
Pro 5006	Pro 500 Panel	Pro 500 Panel	-4	-400.00	4	800.00			
X-100	X-100 Control P...	24 Zone Contro...	0	0.00	7	700.00			
6128	Ademco Keypad	Fixed English L...	3	100.00	9	350.00	3	2A	55
CL324	Color Camera	1/3" 480 TBL	-2	-107.28	2	160.92	1	2	3
AD-4995g	Ademco 4995 ...	8 zone lcd key...	9	405.00	9	0.00	3	2A	C15
XL-5	XL 5 Control Pa...	16 Zone Contro...	6	600.00	5	-100.00			
D-100	16 Zone Keypad	D-100 Keypad ...	9	209.82	3	-123.85			
XJ-900-TX	XJ-900	XJ-900 Control ...	6	1,800.00	4	-600.00	A	V	V

Total Adjustment: 1,187.07

Release the Physical

Once the physical is completed, then you can release it and update your stock quantities and values.



The image shows a dialog box titled "Physical Release". It contains two radio buttons: "Release" (unchecked) and "Auto Adjust and Release" (checked). Below the radio buttons are three fields: "Release Date" with a date picker set to "04/22/02", "Account Code" with a dropdown menu set to "5131" and the text "COG - Other" below it, and a "Memo" text area containing "Physical by Michael...". At the bottom are "OK" and "Cancel" buttons.

If you do not want to adjust the quantities and values then select the Release option. This will close the physical without making any adjustments.

To close the physical and update your quantities and values, then select the Auto Adjust and Release option.

- Release Date – This is the date the physical adjustments will be posted.
- Account Code – This is the COGS G/L Account to be used for the physical adjustment. This account defaults from the Inventory Preferences.
- Memo – This is any memo you would like to add to the transaction.

Parts Explorer

Select a Part from the Parts list to view its full detail.

The screenshot shows the 'Parts Explorer' window for part AD-4995g. The left pane shows a tree view with 'Warehouses' expanded to 'Main'. The center pane displays the following details:

- Part Code:** AD-4995g
- Description:** Ademco 4995 Keypad
- Detail:** 8 zone lcd keypad - grey
- Product Line:** Keypad
- Total Qty:** 0
- Total Value:** \$360.00

Additional details on the right include:

- Warehouse:** Main
- Branch:** Alarm Division
- Account:** 1201
- Minimum Quantity:** 15
- Maximum Quantity:** 20
- Committed Quantity:** 0
- On Hand New:** 5
- On Order Quantity:** 6
- Out For Repair:** 1
- Value On Hand:** \$225.00
- Row:** 3
- Shell:** 24
- Bin:** C15

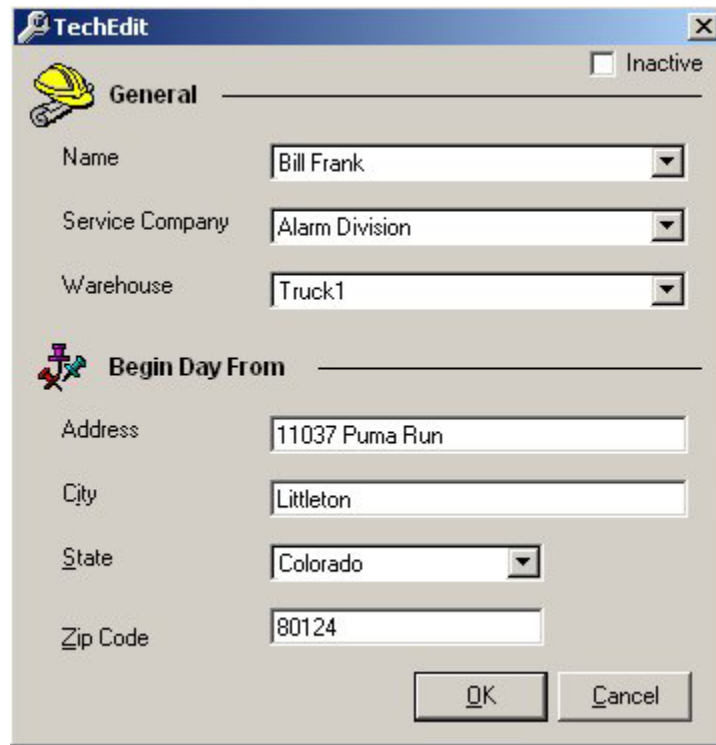
At the bottom, a table shows the inventory status across different warehouses:

Warehouse	On Hand	On Order	Repair	Value On Hand
Main	5	6	1	\$225.00
Truck 2	2	0	0	\$90.00
Truck 3	0	0	0	\$0.00
Truck1	1	0	0	\$45.00

From the Parts Explorer you can view all the details on any Part.

Technician Setup

Once you have the Inventory system setup, you will need to assign each Service Technician to a Warehouse. This will be the Warehouse that Parts are issued from when used on a Service Ticket.



The screenshot shows a window titled "TechEdit" with a close button in the top right corner. Below the title bar is a toolbar with a yellow hard hat icon and a checkbox labeled "Inactive". The main area is divided into two sections: "General" and "Begin Day From".

General

- Name: Bill Frank (dropdown menu)
- Service Company: Alarm Division (dropdown menu)
- Warehouse: Truck1 (dropdown menu)

Begin Day From

- Address: 11037 Puma Run
- City: Littleton
- State: Colorado (dropdown menu)
- Zip Code: 80124

At the bottom right, there are "OK" and "Cancel" buttons.

Note: This is also where you setup the starting address for the Technician for the mapping software. The address will default to the Service Company address, but can be overwritten if the Technician starts from another location.