



Texas Skyward User Group Conference

# Inventory Overview

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# Inventory Overview



This session will provide an overview of the Inventory module, including:

- Item Master - This is where all of the warehouse items are held. Use the item master to find out what items are on order, how many are being requested, and other essential information.
- Ordering items from the warehouse
- Disbursements - Printing pick tickets so that warehouse personnel can fill orders to be delivered to the requestors.
- Purchasing - Use the purchasing system to purchase supplies to replenish the warehouse inventory.
- Inventory Receiving - Warehouse staff will receive shipments from vendors and enter received units into the software.
- Correcting Errors - Discussion of the three receipt statuses and how they are used.

## Item master

FM\IN\IM - 2666 - Item Master

Report Add Edit Delete Select Close

Item GREEN COPY PAPER GR-123 Active: yes Prev Next

1 Search 2 Item dll 3 A/R 4 Inventory 5 Bid Mngt

Masked Item: GR-123	Active: yes	Unit Cost: 2.77042
Class: PAPER PRODUCTS	600	Qty On Hand: 14,691
Unit of Measure: EACH	EACH	Total Cost: 40,700.24
GL Account: 10 A 000 000 712100 000		On Order: 0
Last Vendor: Mds sale corporationscr	OFFICE M000	Committed: 0
Manufacturer: MEAD		Backorder: 0
Manufacturer #: MD-432353		Reorder Point: 0
Allow Backorders: yes		Econ Reorder Quantity: 0

View/Edit Options

Inv. history Vendor parts Warehouses PO'S AP invoices Change History

The Edit button allows you to edit the record.

SkyDoc

## Requesting Items from warehouse

Inventory Requisition Master Information - WF\JN\RQ\RQ - 11625 - 05.15.06.00.03 - Internet Explorer

### Inventory Requisition Master Information

Inventory Requisition Master Information | Inventory Requisition Detail Lines/Accounting

#### Inventory Requisition Master Information

**Inventory Requisition Setup Information**

Requisition Group: 706 - HILLSIDE HIGH SCHOOL  
Fiscal Year: 2014 - 2015 July 1, 2014 - June 30, 2015

**Requisition Information**

Delivery Instructions: Please deliver to the HS - Sue Robinson

Requestor: GRYDEBOB000 Gryderscr Bobbie E  
\* Building: 1 DO BUILDING 1

Asterisk (\*) denotes a required field

100%

## Requesting Items from warehouse – detail screen

Requisition Detail Line Items - WFJN\RQ\RQ - 11625 - 05.15.06.00.03 - Internet Explorer

### Requisition Detail Line Items

Available Items

Select Items By Item Code  Display Items from Warehouse:

Views:  Filters:

Item Code	Item Description	Item Class	Unit Of Measure	QTY On Hand	Unit Value	Qty Comm	Qty BackOrd	Qty Sel
▶ 1234-BC	3/4" BALL COCK VALVE	601	EACH	0	0.00000	0	0	<input type="checkbox"/>
▶ 2342342-W	Widget	601	EACH	0	0.00000	0	0	<input type="checkbox"/>
▶ BC-4532	BINDER CLIPS, MEDIUM	400	BOX	0	0.00000	0	0	<input type="checkbox"/>
▶ FU123	PAPER-8.5X11-FUSCHIA	600	REAM	4,687	2.75601	0	0	<input checked="" type="checkbox"/>
▶ GR-123	GREEN COPY PAPER	600	EACH	10,000	3.68028	0	0	<input type="checkbox"/>
▶ or-1234	orange copy paper	600	REAM	58	3.00000	0	0	<input type="checkbox"/>
▶ PC-123	#2 PAPER CLIP	400	BOX	0	0.00000	0	0	<input type="checkbox"/>
▶ PU123	PAPER-8.5X11-PURPLE	600	SHT	0	0.00000	0	0	<input type="checkbox"/>
▶ RD127	RED COPY PAPER	600	REAM	2,951	2.37079	0	0	<input type="checkbox"/>
▶ WH-123	WHITE COPY PAPER	600	EACH	85,307	-0.00347	0	0	<input type="checkbox"/>

20  12 records displayed Item Code:  ABC

### Selected Items

Code	Item Description	Class	U Of M	Order Qty	Unit Value	Extended Cost
FU123	PAPER-8.5X11-FUSCHIA	600	REAM	25	2.75601	68.90

100%

## Disbursements

FM\IN\DI - 2668 - Update Demands

This process will create disbursement records and print pick tickets for items requested that are available in inventory for the warehouse selected. It will also create accounts receivable invoices for those requisitions flagged as filled.

In addition, items not available will be marked as backordered and the corresponding records in the item master, item detail, and the warehouse control file will be updated.  
 This process will update existing backorders first.

The process allows you to select requisitions for all years or a specific fiscal year.

Warehouse to Disburse Items From:

Warehouse: WAREHOUSE    WARE

Parameter set for updating demands: Last Used Parameters    Chg Sel Params

Items with Zero Quantity in Selected Warehouse: Exclude

Print Report before Update  
 Sort by Building by Item/Page Break by Building

All Years    Fiscal Year: 2012-2013

Print "End of Report" Verification Page after Updating Demands

The warehouse code to disburse items from.    SkyDoc    #

Run    Cancel

# Receiving

FMNINR - 2669 - Inventory Receiving

Purchase Order Number: 7061200001 Vendor: Gamco #2 GAMCO #2000 Close

Purchase Order #	Line Nbr	Item Code	Description	Warehouse code	Po Ordered units	Po Received units	Po Units to receive of Measure
7061200001	100	1234-BC	Vendor Part: 3/4" BALL COCK V	-----	50	50	0 EACH
7061200001	100	Receipt	-----	WARE		50	0 EACH
7061200001	110	BC-4532	Vendor Part: BINDER CLIPS, ME	-----	200	0	200 BOX
7061200001	120	PC-123	Vendor Part: #2 PAPER CLIP	-----	10	0	10 BOX
7061200001	130	YE-45423	Vendor Part: PAPER, YELLOW, ;	-----	25	0	25 REAM

Item Code: BC-4532 Vendor Part: BINDER CLIPS, MEDIUM Find Item: BC-4532

**Receiving Information**

PO Unit of Measure: BOX  
PO Units Ordered: 200

Post Date:   
Post Time:

PO Received Unit of Measure: BOX  
PO Units to Receive: 200  
PO Received Unit Cost: 3.25000  
PO Received Total Cost: 650.00

**Stocking Information**

Unit of Meas: Boxes  Commit

Stock Units per PO Unit Received: 1 Commit A

Warehouse: WAREHOUSE  Reset

Stock Received Units: 200  
Stock Received Unit Cost: 3.25000  
Stock Total Cost: 650.00

Receipt Status  
 Open  Allow Generation of Accounting  Allow A/P Invoice Generation

PO Detail and Receiving information by item. SkyDoc

## Correcting costs/quantities

FM\IN\UT\IN\IC - 3475 - Inventory Cost Correction Utility

The Inventory Cost Correction Utility allows the unit cost on a selected receipt record to be changed after it has been updated to accounting. All subsequent disbursements, receipts, adjustments and transfers will also be updated to reflect the new calculated unit cost.

Masked Item: GR-123      Description: GREEN COPY PAPER

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**Current Detail Information**

PO Received Units:	500	Stock Received Units:	5,000
PO Received Unit Cost:	1.27000	Stock Received Unit Cost:	0.12700
PO Received Total Cost:	635.00	Stock Total Cost:	635.00

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**New Detail Information**

PO Received Units:	500	Stock Received Units:	5,000	<input type="button" value="OK"/>
New PO Received Unit Cost:	<input type="text" value="1.27000"/>	New Stock Received Unit Cost:	0.12700	<input type="button" value="Cancel"/>
New PO Received Total Cost:	635.00	New Stock Received Total Cost:	635.00	<input type="button" value="View"/>

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**Item History Information**

Source	Trans Date	Time	Identifier	Quantity	Unit Price	Surcharge	Total	Qty On Hand	Calculate
RECEIPT	09/23/2002	09:33:16	2500300008	5000	0.12700	0.00000	635.00	500	
DISBURSEMENT	11/04/2002	11:29:38	2500300011	5	0.07421	0.00000	0.37	495	
DISBURSEMENT	11/04/2002	11:29:38	2500300013	500	0.07421	0.00000	37.11	445	
RECEIPT	11/04/2002	11:43:12	4000300002	10000	5.75000	0.00000	57500.00	1445	
DISBURSEMENT	11/08/2002	13:51:13	2500300017	50	2.86261	0.00000	143.13	1445	
DISBURSEMENT	11/29/2002	11:54:38	2500300022	10	2.86261	0.00000	28.63	1445	
DISBURSEMENT	01/10/2003	11:57:39	2500300026	25	2.86261	0.00000	71.57	1441	
DISBURSEMENT	01/21/2003	11:09:49	2500300028	200	2.86261	0.00000	572.52	1421	

Transaction Date: 09/23/2002

New PO received unit cost:





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**THANK YOU FOR ATTENDING!**

