



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"/>            |
| ▶ <b>FU123</b> | <b>PAPER-8.5X11-FUSCHIA</b> | <b>600</b> | <b>REAM</b>     | <b>4,687</b> | <b>2.75601</b> | <b>0</b> | <b>0</b>    | <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] [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 #

# Receiving

FMNINR - 2669 - Inventory Receiving

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

| PO Detail and Receiving information by Item |          |           |                               |                |                  |                   |                                |
|---|----------|-----------|-------------------------------|----------------|------------------|-------------------|--------------------------------|
| 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   | 1444        |           |
| DISBURSEMENT | 11/29/2002 | 11:54:38 | 2500300022 | 10       | 2.86261    | 0.00000   | 28.63    | 1443        |           |
| 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!**

