



Texas Skyward User Group Conference

Inventory Overview

James Phillips



Inventory Overview



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

- Item Master - This is where all 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\INVM - 2666 - Item Master

Report + Add Edit Delete Select Close

Item #2 Yellow Pencils YP001 Active: yes Prev Next

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

Masked Item: YP001	Active: yes	Edit	Unit Cost: 1.54375
Class: MISC	MISC		Qty On Hand: 455
Unit of Measure: BOX	BOX		Total Cost: 702.40
GL Account: 199 A 00 1310 00 000 0 00 000			On Order: 0
Last Vendor: A wish come truescr	A WISH C001		Committed: 0
Manufacturer:			Backorder: 0
Manufacturer #:			Reorder Point: 12
Allow Backorders: yes			Econ Reorder Quantity: 12

View/Edit Options

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

The Close button closes the window. SkyDoc

Requesting Items from warehouse

Inventory Requisition Master Information - WF\IN\RQ\RQ - 11625 - 05.18.02.00.10 - Internet Explorer

Inventory Requisition Master Information (504)

Inventory Requisition Master Information | Inventory Requisition Detail Lines/Accounting

Inventory Requisition Master Information

[Save](#)
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Inventory Requisition Setup Information

Requisition Group: 901 - District Office
Fiscal Year: 2018 - 2019 September 1, 2018 - August 31,

Requisition Information

Delivery Instructions: Deliver to main office and have them call for pickup over intercom.

Requestor: SZASZCHA000 Szaszscr Charles
* Building: ADM BUILDING - ADM

Asterisk (*) denotes a required field

100%

Requesting Items from warehouse – detail screen

Requisition Detail Line Items - WF\IN\RQ\RQ - 11625 - 05.18.02.00.10 - Internet Explorer

Requisition Detail Line Items (244)

Available Items

Select Items By Item Description Display Items from Warehouse:

Views: Filters:

Item Description	Item Code	Item Class	Unit Of Measure	QTY On Hand	Unit Value	Qty Comm	Qty BackOrd	Qty Sel
▶ #2 Yellow Pencils	YP001	MISC	BX	455	1.54375	0	0	<input checked="" type="checkbox"/>
▶ 200 reams	Paper	MISC	RM	100	5.00000	0	0	<input type="checkbox"/>
▶ LASER PRINTER TONER CART	LZR PRT TONER	COMP	EA	14	120.00000	0	0	<input type="checkbox"/>

20 3 records displayed

Item Description:

Selected Items

Item Description	Code	Class	U Of M	Order Qty	Unit Value	Extended Cost
#2 Yellow Pencils	YP001	MISC	BX	5	1.54375	7.72

Remove Remove All

100%

Disbursements

FM\IN\DI - 2668 - Update Demands

This process will create disbursement records 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: CENTRAL WAREHOUSE CENTRAL

Parameter set for updating demands: Default Parameters Cha Sel Params

Items with Zero Quantity in Selected Warehouse: Include

Print Report before Update

Sort by Building by Item/Page Break by Building

All Years Fiscal Year: 2017-2018

Print "End of Report" Verification Page after Updating Demands

Do you want to sort by building by item/page break by building? SkyDoc #

Run Cancel

Receiving

FM\IN\IR - 2669 - Inventory Receiving

Purchase Order Number: 9011800002 Vendor: Sky School Supplies SKY SCHO000 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	PO Unit of Measure
9011800002	100	LZR PRT TONER	Vendor Part: LASER PRINTER T...	-----	6	0	6	EA

Item Code: LZR PRT TONER Vendor Part: LASER PRINTER TONER CART Find Item: LZR PRT TONER

Receiving Information

PO Unit of Measure: EA
PO Units Ordered: 6

Post Date:
Post Time:

PO Received Unit of Measure: EA
PO Units to Receive: 6
PO Received Unit Cost: 120.00000
PO Received Total Cost: 720.00

Stocking Information

Unit of Meas. EACH EA
Stock Units per PO Unit Received: 1

Warehouse WAREHOUSE WHS
Stock Received Units: 6
Stock Received Unit Cost: 120.00000
Stock Total Cost: 720.00

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

The Commit button saves current entries. 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: LZR PRT TONER Description: LASER PRINTER TONER CART

Current Detail Information

PO Received Units:	11	Stock Received Units:	11
PO Received Unit Cost:	120.00000	Stock Received Unit Cost:	120.00000
PO Received Total Cost:	1,320.00	Stock Total Cost:	1,320.00

New Detail Information

PO Received Units:	11	Stock Received Units:	11	<input type="button" value="OK"/>
New PO Received Unit Cost:	<input type="text" value="120.00000"/>	New Stock Received Unit Cost:	120.00000	<input type="button" value="Cancel"/>
New PO Received Total Cost:	1,320.00	New Stock Received Total Cost:	1,320.00	<input type="button" value="View"/>

Item History Information

Source	Trans Date	Time	Identifier	Quantity	Unit Price	Total	Calculated Qty On Hand	Post Date
RECEIPT	06/29/2017	13:58:13	21700017	11	120.00000	1320.00	11	06/29/2017
DISBURSEMENT	05/16/2018	08:06:24	21700008	5	120.00000	600.00	6	05/30/2018
DISBURSEMENT	05/16/2018	08:06:24	221600001	1	120.00000	120.00	4	05/30/2018
DISBURSEMENT	05/16/2018	08:06:24	21800001	1	120.00000	120.00	5	05/30/2018
DISBURSEMENT	05/16/2018	10:05:49	21800001	-1	120.00000	-120.00	5	05/30/2018

Transaction Date: 06/29/2017

New PO received unit cost.



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THANK YOU FOR ATTENDING!

