

## Table of Contents

### Chapter 1. Routine Functions

System Overview .....	1-1
Project and Job Costing .....	1-2
Overview of Inventory Control .....	1-3
Let's Start .....	1-4
Icon Review .....	1-5
Items and Price Lists.....	1-6
Adding, Editing, Deleting Items .....	1-6
Units .....	1-8
Taxes .....	1-8
Optional Fields .....	1-9
Item Status Report .....	1-9
Vendor Details .....	1-10
Customer Details .....	1-11
Item Pricing .....	1-12
Base Price for Multiple Units of Measure .....	1-14
Base Price Calculated Using a Cost .....	1-14
Discounts .....	1-15
Price Check .....	1-16
Taxes .....	1-17
Copy Item Pricing .....	1-18
Update Item Pricing .....	1-19
Contract Pricing .....	1-20
Location Details .....	1-21
Quantity on Purchase Order .....	1-21
Quantity on Sales Order .....	1-22
Manufacturer's Item .....	1-23
Reorder Information .....	1-24
Bill of Material .....	1-25
Copy Bills of Material .....	1-27
Update Bills of Material .....	1-29
Kitting Items .....	1-30
Items Wizard .....	1-32
Items .....	1-33
Location Details .....	1-34
Vendor Details .....	1-34
Item Pricing .....	1-35
Contract Pricing .....	1-35
Manufacturers Item Numbers .....	1-36
Customer Details .....	1-36
Reorder Quantities .....	1-37

## Table of Contents

Serial Numbers .....	1-38
Lot Numbers .....	1-39
Inventory Transactions .....	1-40
Receipts .....	1-41
Receipts Detail .....	1-42
Serialized Item .....	1-43
Serial Number Allocation .....	1-43
Shipments .....	1-44
Shipment Details .....	1-45
Serial Numbers .....	1-45
Posting Inventory Shipment .....	1-46
Internal Usage .....	1-47
Optional Fields .....	1-48
Details .....	1-48
Adjustments .....	1-49
Transfers Between Locations .....	1-50
Assemblies and Disassemblies .....	1-51
Post Transactions .....	1-52
Transaction Listing Report .....	1-53
Visual Process Flows .....	1-54
Custom menu .....	1-55
Review .....	1-56

## Chapter 2. Setup and Control of the System

Design and Setup of the System .....	2-1
Setup of Inventory Control Options .....	2-3
Options .....	2-4
Company .....	2-4
Processing .....	2-5
Items .....	2-7
Documents .....	2-8
Costing .....	2-8
Serial Numbers .....	2-9
Lot Options .....	2-10
Item Structures .....	2-11
Segment Codes .....	2-12
Locations .....	2-13
Address .....	2-13
Contact .....	2-14
Integration .....	2-14
Categories .....	2-15
Options .....	2-15
Taxes .....	2-16

## Table of Contents

Account Sets .....	2-17
General Ledger Accounts .....	2-18
Mask Structures .....	2-20
Warranty Codes .....	2-21
Contract Codes .....	2-21
Price List Codes .....	2-22
Discounts .....	2-22
Price Check .....	2-23
Optional Fields .....	2-24
G/L Integration Transactions.....	2-25
G/L Source Codes .....	2-25
G/L Integration .....	2-26
Units of Measure .....	2-27
Weight Units of Measure .....	2-27
Import and Export .....	2-28
Saving a pdf as an Excel or Word Document.....	2-34
Review .....	2-35

### Chapter 3. Periodic Processing

Periodic Processing .....	3-1
Day End Processing.....	3-2
Create G/L Batch .....	3-2
Clear History .....	3-3
Delete Inactive Records .....	3-4
Lot Recalls .....	3-5
Transaction Inquiry .....	3-5
Lot Split/Combine .....	3-6
Quarantine Release .....	3-7
Serial Registration .....	3-7
Warranty Update .....	3-8
Physical Inventory .....	3-8
Generate Inventory Worksheet .....	3-9
Print Inventory Worksheet .....	3-10
Inventory Reconciliation .....	3-11
Post Inventory Reconciliation .....	3-12
Inventory Counts .....	3-13
Process Adjustments .....	3-14
Sales Statistics .....	3-15
Transaction Statistics .....	3-15
Current Transaction History .....	3-16
Transaction History Inquiry .....	3-17
Receipt Entry .....	3-17
LIFO/FIFO Inquiry .....	3-18
BOM Component Inquiry .....	3-19
Item Location Details Quantity Inquiry .....	3-19

## Table of Contents

Stock Transaction Inquiry .....	3-20
Serial Number Inquiry .....	3-21
Lot Numbers Inquiry .....	3-22
Items Number Change .....	3-23
Review .....	3-24
Tutorial .....	3-25
Inquiries .....	3-25
Setup .....	3-26
Account Sets .....	3-27
Locations .....	3-28
Categories .....	3-29
Adding Item Records .....	3-29
Location Details .....	3-30
Adding an Item to a Price List .....	3-31
Entering Bill of Materials .....	3-32
Copy Bill of Materials .....	3-32
Entering a Shipment .....	3-33
Entering a Receipt .....	3-33
Internal Usage .....	3-34
Adjustments .....	3-34
Day End Processing .....	3-34
Physical Inventory .....	3-34
Print Item Valuation Report .....	3-35
Sources of Information .....	3-36
Course Evaluation .....	3-37
Stock Control Reports .....	3-38
Answers To Questions .....	3-39
Tips and Tricks .....	3-46
Index .....	3-43