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Inventory: Part 1 & 2

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PERENNIAL SOFTWARE

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Session:

This session is designed to communicate concepts and provide a deeper knowledge of the features and functionality as they pertain to maintaining an accurate perpetual inventory. The topics that will be covered within this document are:

- ❑ Inventory Costing Methods
- ❑ Part Setup
- ❑ Warehouse Setup
- ❑ Part Management
- ❑ Warehouse Management
- ❑ Part Explorer
- ❑ Inventory Adjustments
- ❑ Direct Expensing
- ❑ The Physical Inventory Process
- ❑ ADI Integration DEMO

Notes

Inventory Overview:

SedonaOffice offers the option of maintaining a perpetual inventory, which is referred to as Stock Tracking throughout the application. If this option is activated your company will be able to track part quantities and values in one or multiple warehouse locations. As parts are received, transferred from warehouse to warehouse, or used on Service Tickets or Jobs, entries are made to the General Ledger to record the cost of the transaction and update the on-hand part quantities.

The key to success in managing inventory parts is timeliness – users working with inventory parts should always remember the following rules:

1. When a part physically comes into or is moved out of a warehouse, that transaction must occur in SedonaOffice as soon as possible.
2. Maintain current part purchase cost and sales pricing.
3. Maintain current inventory warehouse cost information.
4. Be consistent with transaction processing – keep it as simple as possible.
5. Document your internal company processes for handling inventory.

Notes

Inventory Costing Methods

Four methods for costing and valuing your inventory parts are available in SedonaOffice.

- Average Costing
- Standard Costing
- Serial Number Costing
- Lot Number Costing

Your company has the option of using only one costing method for all inventory parts or use different costing methods on different types of parts. For example, you may choose to use Standard Costing for the majority of your parts, but use Serial Number Costing on certain parts and Average costing on other parts.

Wire and cable, for example may be types of parts where Average Costing makes more sense due to the frequent fluctuation in metal prices.

Many companies use combination of costing methods quite effectively.

Based on our experience and understanding of inventory processing, we feel the use of Standard Costing can be a tremendous benefit to the management and reporting of your inventory in SedonaOffice.

Notes

Average Costing

Average costing is a method of calculating part cost by warehouse based on the cumulative journal activity for a given part. All receipts, issues, physicals and adjustments are cumulated as of the date of the costing to determine the average cost of a given part.

Average Costing allows you to:

- Value inventory at a moving average cost
- Track inventory costs without the requirement of having predefined standards
- Track historical part costs

How Average Cost is Determined

The unit cost of an item is the average value of all receipts, issues, physicals, and adjustments of that part to inventory, on a per unit basis. Issues from inventory use the current average cost as of the date of the issue to calculate the unit cost.

The inventory is valued at an average cost, weighted by quantity

$$\text{(inventory cost = average unit cost * quantity)}.$$

Each warehouse may have a different average cost based on the complete journal activity of the part in the warehouse.

Average Costing Disadvantages

The Average Costing method works well when parts are purchased and used during a short period of time. When inventory is on the shelf for an extended period of time and additional parts are purchased at higher costs than the current on-hand inventory, this will result in a current average cost that may be considered too low.

When generating sales quotes, if the current average cost is used, companies may be under- bidding work if the average costs are inaccurate.

Notes

Standard Costing

Standard Costing allows for static cost on a Part level to ensure all transactions for the Part are using one cost for all transactions throughout the inventory and usage processes. With the use of Standard Costing the part value in the Inventory system will always be its quantity multiplied by its Standard Cost.

All issues/returns of a Part will always use the Standard Cost. This will alleviate the discrepancies and anomalies that occur in the costing and value of inventory when using an average costing method.

Parts received on a Purchase Order that vary from the standard cost in the warehouse will be valued into the inventory at the standard cost. The variance will record to the PPV account.

If you have special projects where you are receiving pricing from a vendor that is much lower than your standard cost, you may direct expense these parts to the Job. This allows you to determine profitability based on the actual part costs associated with the Job.

Standard Cost Advantages

- All parts retain the same value throughout your inventory process until you decide to change them.
- Salespersons will have a standardized cost to reference when quoting jobs.
- Cost fluctuations record to the PPV account for both favorable and unfavorable purchase variances to the standard part cost.
- You may direct expense parts on special projects to capture the actual part costs.

Standard Cost Maintenance

When using the standard costing method, periodically you will need to review your costs to determine when the standards should be changed. This typically occurs at the time of a physical inventory or when new price lists are received from your part suppliers.

Notes

Serial Number Costing

Serial Number costing allows your company to track an inventory part by a unique serial number from the time it is received on a Purchase Order to the time it is issued to a Job or Service Ticket. Serialized parts are valued at the receipt cost from a Purchase Order or if manually added to a warehouse, the User sets the value of the serialized part. Serialized parts will hold the same inventory value as they are transferred from warehouse to warehouse. The value of a single serialized part may be manually adjusted by using the Edit Serial Part from the Part Explorer record.

When using Serialized Parts in SedonaOffice, some functions that are available to regular inventory parts are no longer available. These functionality changes are listed below.

- The Warehouse Stock Adjustment option is not available. If serialized parts need to be added or removed from a warehouse, this is accomplished by using sub-menu options from the Serial Number tree option; Edit Serial Part and Remove Serial Part within the Parts Explorer.
- The Edit Serial Part option allows a User to modify a serial number, lot number or value of the part.
- The Remove Serial Part option allows the User to delete a serialized part from stock.
- Serialized Parts are not included in Physical Inventories. Your company should plan for periodic counting of Serialized Parts; any discrepancies found would be handled by using the Remove Serial Part or Add Serial Part options from the Parts Explorer to increase or decrease on hand quantities.

Lot Number Costing

The Lot Number Costing Method allows your company to track an inventory part by Lot Number from the time it is received on a Purchase Order to the time it is issued to a Job or Service Ticket. Lot Number parts are valued at the receipt cost from a Purchase Order. Parts setup with the Lot Number costing method will hold the same inventory value as they are transferred from warehouse to warehouse. This method is typically used for cable and wire.

Notes

Part Setup and Management

A Part record is the main component of Inventory tracking and processing. There are three main setup forms for a Part:

1. Part Detail
2. Vendors
3. Warehouses.

These are optional setup forms:

1. Alt Parts: may be used to document alternate parts
2. Custom Fields: used to entered additional information related to the Part
3. Documents: used to attach existing documents or scan and attach documents to the Part record. Also, this tab is not available until part has been saved

Once a new part is created and saved, some maintenance is required from time to time.

- ☐ Default service and sales prices
- ☐ Purchase cost
- ☐ Standard Cost as needed periodically

User permissions are required to create new parts or edit existing parts. Typically, one main person in the company is responsible for the set up and maintenance of Part information. This helps to ensure clean and consistent part information.

Notes

Part Detail

The main setup form for an inventory part is the Part Detail form. This form contains informational, costing, pricing and other data fields. Several of the data entry fields are required and others are highly recommended. In the example below, the yellow highlighted field names indicated the required fields. The blue highlighted field names indicate recommended fields.

Part Edit [X]

Part: SPTCVC550EX ☐ Inactive

Part Detail | Vendors | Alt. Parts | Warehouses | Custom Fields | Documents (0)

Description

Description COLOR BULLET CAMERA W/5-50MM ☐ Part Kit

Detail COLOR BULLET CAMERA W/5-50MM ☐ Special Order

Product Line CCTV Equipment ☐ ☒ Customer Equipment

Manufacturer Speco ☐ ☐ Stock Item For Jobs

Manuf Part Code CVC550EX ☐ Freeze All Purchasing

Manuf Warranty Ninety Day

U.P.C

Notes 507

Ship Weight 0

Labor Units 0

Costing

Method Standard

PPV Account 120900

Direct Exp Acct N/A

AR Setup

Invoice Item Job Part LCOM

Income Acct N/A

Sales

Invoice Description COLOR BULLET CAMERA W/5-50MM

Price 967.2300 \$ ☒ Available for Sales

Service

Invoice Description COLOR BULLET CAMERA W/5-50MM

Price 1 879.3000 \$ ☒ Available to FSU

Price 2 879.3000

Labor Units Save Copy Close

Part Detail form – Labor Units

There are several areas on the Part Detail form for entering Labor Units; each of these have a different purpose and are used in various areas of SedonaOffice.

Part Edit

Part: SPTCVC550EX ☐ Inactive

Part Detail | Vendors | Alt. Parts | Warehouses | Custom Fields | Documents (0)

Description

Description	COLOR BULLET CAMERA W/5-50MM	<input type="checkbox"/> Part Kit
Detail	COLOR BULLET CAMERA W/5-50MM	<input type="checkbox"/> Special Order
Product Line	CCTV Equipment	<input checked="" type="checkbox"/> Customer Equipment
Manufacturer	Speco	<input type="checkbox"/> Stock Item For Jobs
Manuf Part Code	CVC550EX	<input type="checkbox"/> Freeze All Purchasing
Manuf Warranty	Ninety Day	Ship Weight <input type="text" value="0"/>
U.P.C		Labor Units <input type="text" value="0"/>
Notes	507	

Costing

Method	Standard
PPV Account	120900
Direct Exp Acct	N/A

AR Setup

Invoice Item	Job Part LCOM
Income Acct	N/A

Sales

Invoice Description	COLOR BULLET CAMERA W/5-50MM	
Price	967.2300	<input checked="" type="checkbox"/> Available for Sales

Service

Invoice Description	COLOR BULLET CAMERA W/5-50MM	
Price 1	879.3000	<input checked="" type="checkbox"/> Available to FSU
Price 2	879.3000	

Labor Units | Save | Copy | Close

Notes

Part [Job] Labor Units

The value entered into this field is the total number of labor units required to install one of these parts. This option works in conjunction with the Job Materials List. If values are entered into this field, when parts are selected on the Job Materials list, the application will tally up all the labor units for all the parts entered to arrive at a total estimated labor unit for the Job.

Part Edit

Part: SPTCVC550EX ☐ Inactive

Part Detail | Vendors | Alt. Parts | Warehouses | Custom Fields | Documents (0)

Description

Description: COLOR BULLET CAMERA W/5-50MM ☐ Part Kit

Detail: COLOR BULLET CAMERA W/5-50MM ☐ Special Order

Product Line: CCTV Equipment ☒ Customer Equipment

Manufacturer: Speco

Manuf Part Code: CVC550EX ☐ Stock Item For Jobs

Manuf Warranty: Ninety Day ☐ Freeze All Purchasing

U.P.C.

Notes: 507

Ship Weight: 0

Labor Units: 5

Job - 1005 (Conrad James)

Job

Job Number: 1005
 Job Type: Intrusion-Res
 Job Status: Jobcost
 System: 10105 Intrusion
 Labor Units: 0 (29 Used)

Customer 10105

James, Conrad
 15 Boca Chica Rd
 Novi, MI 48375
 (734) 875-6641

Site

Conrad James
 15 Boca Chica Rd
 Novi, MI 48375
 (734) 875-6641

Materials

Working Part List | Original Part List | Show Phases | Warehouse: Main-MI

Part	Description	Vendor	Qty	On location	Unit	Ext	Tax	LU	Issued	Stock	PO	PO Description
02CCAMKT	COLOR CAMERA KIT	Com	1	4	597.92	597.92	43.35	0	1	<input type="checkbox"/>	0.0000	
712/FAM82SC	712 STRIKE 12V DC	Tri-E	1	6	452.93	452.93	32.84	0	1	<input type="checkbox"/>	0.0000	
4045CGNUO	ENTRY PROX READER	ATL	1	-4	377.89	377.89	27.40	0	1	<input type="checkbox"/>	0.0000	
PS295	Bullet Camera	Bosc	1	0	0.00	0.00	0.00	0	1	<input type="checkbox"/>	0.0000	
SPTCVC550EX	COLOR BULLET CAM	Bosc	1		967.23			5		<input type="checkbox"/>		

Installs \$3,117.50
Recurring \$25.00
Materials \$1,428.74

Clicking on the Labor Units button will open the Part Labor Units form. The information entered into this setup form integrates with the WeEstimate quoting software.

For companies not using WeEstimate, this form may be used to enter various types of labor for a part to generate reports using third-party applications. The labels displayed on the Parts Labor Units form are defined by each company in SedonaSetup; Part Labor Unit Desc setup table.

Setup Table for Field Labels

Notes

Part Pricing Levels [Labor Units]

Part Pricing Levels was introduced to SedonaOffice in June of 2014 and may well be an under- used feature for companies selling inventory parts. This will allow you to create up to 10 Part Price Levels for each Part Number. These Pricing Levels were designed to be linked to customers where special pricing is used. Price Levels may be setup for “special customers”, commercial type or residential type customers.

Once the Part Price Levels have been created, the Price Level is assigned to a Customer on the Customer Setup Information form. Any parts used on Jobs and Tickets will default to the Part Prices for the Price Level assigned to the Customer. If a Customer is not assigned to a Part Price Level, the default prices on the part setup form will be used for Jobs and Tickets.

The screenshot shows the 'Part Edit' window for part 'SPTCVC550EX'. The 'Part Detail' tab is selected. The 'Description' section includes fields for Description, Detail, Product Line, Manufacturer, Manuf Part Code, Manuf Warranty, U.P.C, and Notes. The 'Costing' section includes Method, PPV Account, and Direct Exp Acct. The 'AR Setup' section includes Invoice Item and Income Acct. The 'Sales' section includes Invoice Description, Price, and a green dollar sign icon. The 'Service' section includes Invoice Description, Price 1, and Price 2. A red callout box points to the green dollar sign icon in the Sales section, stating 'Part Pricing Levels (both buttons access the same setup form)'. The 'Labor Units' button is located at the bottom left of the form.

Section	Field	Value
Description	Description	COLOR BULLET CAMERA W/5-50MM
	Detail	COLOR BULLET CAMERA W/5-50MM
	Product Line	CCTV Equipment
	Manufacturer	Speco
	Manuf Part Code	CVC550EX
	Manuf Warranty	Ninety Day
	U.P.C	
	Notes	507
Costing	Method	Standard
	PPV Account	120900
	Direct Exp Acct	N/A
AR Setup	Invoice Item	Job Part LCOM
	Income Acct	N/A
Sales	Invoice Description	COLOR BULLET CAMERA W/5-50MM
	Price	967.2300
Service	Invoice Description	COLOR BULLET CAMERA W/5-50MM
	Price 1	879.3000
	Price 2	879.3000

Customer Setup 47715

Customer # 47715
Customer Name SOUC
Additional Name
SOUC
1234 Get Out Ave
Plymouth, MI 48170

Setup Information | New field | Bill To | Master Account Setup | Items

Customer Status ANR
Customer Type Residential
Old Customer ID
Terms Due On Receipt
Tax Exempt #
EIN
OK to Increase
Salesperson
Blanket P.O.
P.O. Expire Date
Customer Since 1/11/2018
Chain Account
Customer Group 01
Customer Group 2
Branch MI
No Collections
Part Pricing Level None

Master Account Information
Is Master Account
Master Acct
Invoice Printing
☒ Print Cycle Invoices
☒ Print Statements
☒ Print Site Info on Invoices
☒ Separate Cycle Invoice for Each Site
☒ Charge Late Fees

Notes

Part Pricing Levels form

Each Part Price Level contains three possible elements; Price, Labor Units and Labor Rate. The Price field is considered the base price of the part. You may also use a Labor Factor in conjunction with the Price field to calculate the total Price of the part.

For example, if the Price is \$850.00, the Labor Units value is set to 5 and the Labor Rate is set to

\$180.00, the total calculated price for the part will be:

\$850.00. Price + (labor unit x labor rate) = total part price.

In the example below, we are using Level 1 as pricing for commercial accounts and Level 2 for residential accounts.

The screenshot shows the 'Part Pricing Levels' form for a part with Part Code SPTCVC550EX and Description COLOR BULLET CAMERA W/5-50MM. The form displays 10 pricing levels, each with fields for Price, Labor Units, and Labor Rate. Level 1 is highlighted with a red box, showing a Price of 850.0000, Labor Units of 5.0000, and a Labor Rate of 180.0000. Level 2 shows a Price of 850.0000, Labor Units of 5.0000, and a Labor Rate of 150.0000. Levels 3 through 10 all show zero values for Price, Labor Units, and Labor Rate. The form includes 'Save' and 'Close' buttons at the bottom right.

Level	Price	Labor Units	Labor Rate
Level 1	850.0000	5.0000	180.0000
Level 2	850.0000	5.0000	150.0000
Level 3	0.0000	0.0000	0.0000
Level 4	0.0000	0.0000	0.0000
Level 5	0.0000	0.0000	0.0000
Level 6	0.0000	0.0000	0.0000
Level 7	0.0000	0.0000	0.0000
Level 8	0.0000	0.0000	0.0000
Level 9	0.0000	0.0000	0.0000
Level 10	0.0000	0.0000	0.0000

Notes

Vendors

The Vendors form is used to create a list of Accounts Payable Vendors from which the part may be purchased. You may have an unlimited number of Vendors on this list, however only one Vendor may be flagged as the Primary Vendor; the Vendor from which the part is most frequently purchased. Flagging a Vendor as the Primary is used in the Job Management module with the auto Purchase Order creation feature.

Part Edit

Part: ☐ Inactive

Part Detail | **Vendors** | Alt. Parts | Warehouses | Custom Fields | Documents (0)

Vendor	Vendor Part	Purchase Cost	Description	Quantity	Primary
Bosch Security Systems...	SOCVC550EX	390.8000	COLOR BULLET CAME...	1	Y

Vendor: Purchase Cost:

Vendor Part: List Price:

Description: Package Qty:

Primary Vendor: ☒

Package Quantity

In SedonaOffice, each part has a unit of measure of “Each”. The package quantity is used when your company orders a part in bulk yet sells/issues the part in single units.

Two examples are:

- Cable/Wire – purchased by the box/reel with a designated number of feet. Inventoried and issued by the foot.
- Wall Plates – purchased in a box of 10 and inventoried and issued in single units.

The Package Quantity is used when creating purchase orders. For example, your company orders wire by the box of 500 feet, yet you want to stock that part by the foot. In this example, the Package Quantity would be set to 500 and the purchase cost would be entered as the price for the entire box of wire.

In the Warehouse, the **standard cost** for the wire would be set to the price per foot (purchase cost/package quantity).

When a purchase order is received for one (1) 500-foot box of wire, the quantity received into the warehouse will be a quantity of 500.

The screenshot shows the 'Part Edit' window for 'SOUC WIRE'. The window has a title bar with a close button. Below the title bar is a search field containing 'SOUC WIRE' and an 'Inactive' checkbox. A tabbed interface shows 'Part Detail' as the active tab, with other tabs for 'Vendors', 'Alt. Parts', 'Warehouses', 'Custom Fields', and 'Documents (0)'. A table displays the following data:

Vendor	Vendor Part	Purchase Cost	Description	Quantity	Primary
ADI	SOUC WIRE	60.0000	SOUC WIRE	500	Y

Below the table is a scroll bar. At the bottom of the window, there are input fields for 'Vendor' (ADI), 'Vendor Part' (SOUC WIRE), and 'Description' (SOUC WIRE). To the right of these fields are input fields for 'Purchase Cost' (60.0000), 'List Price' (110.0000), and 'Package Qty' (500). A 'Primary Vendor' checkbox is checked. At the bottom right are buttons for 'New', 'Add', and 'Delete'. At the bottom left is a 'Labor Units' button. At the bottom center are buttons for 'Save', 'Copy', and 'Close'.

Part Edit

Part: SOUC WIRE ☐ Inactive

Part Detail | Vendors | Alt. Parts | Warehouses | Custom Fields | Documents (0)

Warehouse	Min ...	Max ...	Row	Shelf	Bin	Stand Cost
123	0	0				0.1200
4354564	0	0				0.1200
ABC Service Co	0	0				0.1200
ADIINTEGRATION	0	0				0.1200
Alarmists	0	0				0.1200
Alpha	0	0				0.1200
Andrea's Warehouse	0	0				0.1200
Belgium	0	0				0.1200
Borque Fire	0	0				0.1200
BR	0	0				0.1200
Fred's Truck	0	0				0.1200
Jenine's Truck	0	0				0.1200
M100	0	0				0.1200
M101	0	0				0.1200
M103	0	0				0.1200
M104	0	0				0.1200
Main-MI	0	0				0.1200
Main-OH	0	0				0.1200
Meeka	0	0				0.1200
Melissa	0	0				0.1200
MI999	0	0				0.1200
MI-Cust Repair	0	0				0.1200

Warehouse: 123 Row:

Min: 0 Shelf:

Max: 0 Bin:

Standard Cost: 0.1200 ☐ Set All Warehouses

New Add Delete

Labor Units Save Copy Close

Inventory Part - SOUC WIRE (SOUC WIRE)

SOUC WIRE

- Warehouses
 - Main-MI
 - Open Purchase Order
 - Closed Purchase Order
 - Journal
 - Purchase Credits
 - Purchase Price Variations
 - Receipts
 - Repair Order
 - Sales Credits
 - Sales Invoice
 - Transfers - Open
 - Transfers - Closed
 - In Holding
 - Committed
 - 4354564
 - ABC Service Co
 - ADIINTEGRATION
 - Alarmists
 - Alpha
 - Andrea's Warehouse
 - Belgium
 - Borque Fire
 - BR

Part Code: SOUC WIRE
Description: SOUC WIRE
Detail: SOUC WIRE
Costing Method: Standard
Product Line: Wire
Manufacturer: SEDONAOFFICE
Manuf Part Code: SOUC WIRE
Manuf Warranty: No Warranty
Item Code: SVC Part-TX
Income Acct: N/A
Direct Exp Acct: N/A
Freeze Purchases: N
List Price: 110.00
UPC:
Special Order: N
Sales Description: SOUC WIRE
Sales Price: \$36.00
Service Description: SOUC WIRE
Service Price 1: \$36.00
Service Price 2: \$0.00
Total Qty: 0
Total Value: \$0.00

Warehouse: Main-MI
Branch: MI
Account: 120000
Minimum Qty: 0
Maximum Qty: 0
Committed Qty: 0
Pending XTFR In: 0
Pending XTFR Out: 0
On Hand New: 500
On Order Qty: 0
Out For Repair: 0
In Holding Qty: 0
Value On Hand: \$60.00
Row:
Shelf:
Bin:
Inactive: N

Date	Warehouse	Reference	Memo	Description	Quantity	Cost	Extended Cost	Time/Stamp
12/15/2017	Main-MI			Receipt	500	0.1200	\$60.00	12/15/2017 8:43:57 AM
			Warehou...	500		\$60.00		

If using Average Costing the part is setup the same except the warehouse standard cost option is not available, the application will recognize the package quantity upon receipt to calculate the on-hand quantity and value.

Warehouses

When using Inventory Tracking in SedonaOffice, multiple warehouse locations may be linked to a part including main stocking locations and technician vehicles.

When parts are received from a Purchase Orders, the quantities and amounts post to a single warehouse indicated on the Receipt record [defaults from the PO]. Multiple warehouse locations may be linked to a part including main stocking locations and technician vehicles.

Using the Standard Costing method, for each part, the cost is set for each warehouse. The warehouse standard cost may be the same in all warehouses or may be different if purchase cost is very different from one geographical branch warehouse to another.

If parts are transferred between warehouses where the standard cost is different, the software automatically posts the variance [in the General Ledger] to the company's Purchase Price Variance account.

Part Edit

Part: SPTCVC550EX ☐ Inactive

Part Detail | Vendors | Alt. Parts | **Warehouses** | Custom Fields | Documents (0)

Warehouse	Min ...	Max ...	Row	Shelf	Bin	Stand Cost
123	0	0				418.1560
4354564	0	0				418.1560
ABC Service Co	0	0				418.1560
ADIINTEGRATION	0	0				418.1560
Alarmists	0	0				418.1560
Alpha	0	0				418.1560
Andrea's Warehouse	0	0				418.1560
Belgium	0	0				418.1560
Borque Fire	0	0				418.1560
BR	0	0				418.1560
Fred's Truck	0	0				418.1560
Jenine's Truck	0	0				418.1560
M100	0	0				418.1560
M101	0	0				418.1560
M103	0	0				418.1560
M104	0	0				418.1560
Main-MI	0	0				418.1560
Main-OH	0	0				418.1560
Meeka	0	0				418.1560
Melissa	0	0				418.1560
MI999	0	0				418.1560
MI-Cust Repair	0	0				418.1560

Warehouse: Main-MI

Min: 0

Max: 0

Row:

Shelf:

Bin:

Standard Cost: 418.1560

☐ Set All Warehouses

New Add Delete

Labor Units Save Copy Close

Warehouse Min and Max

These two fields are used if your company wants to maintain minimum and maximum stock levels for the part. This option is typically used for parts that are frequently used and you want to make certain you do not run out of these parts.

The values entered into these fields is used by the Suggest Purchase Order List to determine when parts need to be reordered. These fields are optional.

Part Edit ✕

Part ☐ Inactive

☒ Part Detail
 ☐ Vendors
 ☐ Alt. Parts
 ☒ Warehouses
 ☐ Custom Fields
 ☐ Documents (0)

Warehouse	Min ...	Max ...	Row	Shelf	Bin	Stand Cost
123	0	0				418.1560
4354564	0	0				418.1560
ABC Service Co	0	0				418.1560
ADIINTEGRATION	0	0				418.1560
Alarmists	0	0				418.1560
Alpha	0	0				418.1560
Andrea's Warehouse	0	0				418.1560
Belgium	0	0				418.1560
Borque Fire	0	0				418.1560
BR	0	0				418.1560
Fred's Truck	0	0				418.1560
Jenine's Truck	0	0				418.1560
M100	0	0				418.1560
M101	0	0				418.1560
M103	0	0				418.1560
M104	0	0				418.1560
Main-MI	10	50	C	5	9	418.1560
Main-OH	0	0				418.1560
Meeka	0	0				418.1560
Melissa	0	0				418.1560
MI999	0	0				418.1560
MI-Cust Repair	0	0				418.1560

Warehouse:
 Row:
 Shelf:
 Bin:
 Standard Cost:

Min:
 Max:

☐ Set All Warehouses

Suggested PO Report – Accounts Payable/Suggested PO List

Suggested Purchase Orders

Primary Vendor: Bosch Security Systems Inc

Warehouse: Main-MI


Product Line: CCTV Equipment

☐ Include Jobs In Total

Include Jobs Scheduled to Start on or Before:

☒ Bring to Minimum

☐ Bring to Maximum



Vendor	Part	Vendor Part	On Hand	On Order	For Job	Min	Qty	Cost	Ext. Cost
Bosch Security Systems Inc	SPTCVC550EX	SOCVC550EX	0	0	0	10	10	390.80	3908.00

Create PO **Close**

Row Shelf Bin [location]

These three fields are used to identify the stocking location of the part within the warehouse. You may use one, two, or all of the stocking location fields. Values entered into these fields may be used as sorting selections when printing Physical Inventory Count Sheets.

Part Edit X

Part ☐ Inactive

Part Detail | **Vendors** | **Alt. Parts** | **Warehouses** | **Custom Fields** | **Documents (0)**

Warehouse	Min ...	Max ...	Row	Shelf	Bin	Stand Cost
123	0	0				418.1560
4354564	0	0				418.1560
ABC Service Co	0	0				418.1560
ADIINTEGRATION	0	0				418.1560
Alarmists	0	0				418.1560
Alpha	0	0				418.1560
Andrea's Warehouse	0	0				418.1560
Belgium	0	0				418.1560
Borque Fire	0	0				418.1560
BR	0	0				418.1560
Fred's Truck	0	0				418.1560
Jenine's Truck	0	0				418.1560
M100	0	0				418.1560
M101	0	0				418.1560
M103	0	0				418.1560
M104	0	0				418.1560
Main-MI	10	50	C	5	9	418.1560
Main-OH	0	0				418.1560
Meeka	0	0				418.1560
Melissa	0	0				418.1560
MI999	0	0				418.1560
MI-Cust Repair	0	0				418.1560

Warehouse:

Min: Max:

Row: Shelf: Bin:

Standard Cost:

☐ Set All Warehouses

Zero Value Parts



Many companies keep used or reconditioned parts in stock to use for loaner parts or for servicing leased systems. Typically, these parts have already been expensed and have no dollar value in the inventory. It is valuable information to know these parts exist and how many are available. There are two methods for keeping track of zero-value parts, both of which require thought and care when using these parts on Tickets or Jobs.

Method #1 – Tracking under the regular part number

- Create a Warehouse for Used/Reconditioned parts using the normal part number. The standard cost would be set to zero, or a reduced value of a new part if that is the company's policy.
- You may want to identify these types of parts with a colored sticker to be able to tell the difference between a new part and a used part, since they both look the same.
- Used Parts would be added to the Used Warehouse using a Miscellaneous Return to Stock transaction [recommended] or by performing a stock adjustment.
- When consuming Used Parts on Tickets, the User would select the Used warehouse for relieving inventory.
- Do NOT perform part transfers – performing a transfer to a warehouse which has a value would result in the Used part having an inventory value.

Method #2 – Tracking under a different part number

Since used parts are typically used on Tickets, procedurally, the used part would be transferred to the warehouse of the Technician to be used on the Ticket. To avoid the problem with standard cost variances when transferring parts when retaining the original part number, you may create a new part number for the Used/Reconditioned version of the part. Many companies place a Z, a U or an * as the first character of the part number to distinguish it from the new part number.

Using this method, you would not need a separate Warehouse for your Used parts.

Notes

Part Maintenance

From time to time information needs to be edited so that the most accurate sales prices and costs are reflected in your inventory parts. Since so many areas of the software default prices and costs, keeping part data up-to-date is extremely important. Most companies update pricing and cost information no more frequently than once a calendar quarter, or when a new price list is received from a major supplier.

Any information in the Part Setup may be modified, however the User making the change should first consult with upper management to ensure the change will not have an unwanted impact in other areas of SedonaOffice.

For example, if the default Sales Price or Service Price is changed, this will affect any new Jobs created where parts will be invoiced and will affect the part price that will default into Service Tickets for parts.

Making changes to sales prices or costs should not be done in a vacuum since there are many areas of the company that are affected when changes are made.



If your company is using the Standard Costing Method and a change is made to the part Standard Cost for a warehouse where on-hand inventory exists, this will generate a transaction posting the Purchase Price Variance account within the general ledger for the difference in part value.

It is a good practice to create a Part Change Checklist to make certain all elements of the part setup have been changed when new prices and/or costs go into effect.

Notes

Warehouse Setup and Management

The use of Warehouses is available to SedonaOffice customers who have activated the Stock Tracking option (SedonaSetup/Setup Modules). An unlimited number of warehouses may be created for tracking inventory parts within an individual warehouse location. A Warehouse may be a physical storage facility, a vehicle driven by installers or service technicians, or a fictitious location for tracking assets such as Used/Reconditioned, Customer Repairs, Sales Demo, or Tools.

Warehouse Setup

The setup of a Warehouse is fairly simple yet contains fields which affect the General Ledger when posting inventory transactions, and the default location of where parts are to be shipped.

Each Warehouse is linked to a General Ledger asset type account number and a Branch. Most companies use one G/L account for their inventory, however a different account may be used if desired. When inventory related transactions are posted, the Branch associated with the Warehouse is used when reducing or increasing inventory.

When creating purchase orders for parts, when selecting the Ship-To Warehouse, the Branch field on the PO will automatically fill-in with the Branch associated with the Warehouse of the PO. The PO Branch may not be overridden by the user creating the PO.

The screenshot shows the 'Warehouse Edit' dialog box. It has two main sections: 'Warehouse' and 'Location'. The 'Warehouse' section includes fields for Code (Main-MI), Description (Main-Michigan), Account (120000), Branch (MI), and an 'Inactive' checkbox. The 'Location' section includes an 'Address ...' field (417 Forest Plymouth, MI 48170), Latitude (0), and Longitude (0). There are 'Save' and 'Close' buttons at the bottom. Two red callout boxes with arrows point to specific fields: one points to the 'Account' and 'Branch' fields with the text 'Inventory Transaction posting G/L Account and Branch', and the other points to the 'Address ...' field with the text 'Default shipping address for purchase orders'.

Warehouse Edit

☐ Inactive

Warehouse

Code: Main-MI

Description: Main-Michigan

Account: 120000 *Inventory**

Branch: MI

Location

Address ...: 417 Forest Plymouth, MI 48170

Latitude: 0

Longitude: 0

Save Close

Inventory Transaction posting G/L Account and Branch

Default shipping address for purchase orders

Technician Warehouses

For companies tracking part inventory within Technician vehicles, a Warehouse is setup for each Technician. That warehouse is then linked to the Technician in SedonaSetup on the Technician setup record.

When parts are used on Tickets, by default, inventory is relieved from the Warehouse associated with the Technician who has been assigned an appointment for the Ticket.

Great care must be taken if more than one Technician has been assigned an appointment to the same Ticket so that inventory is relieved from the correct warehouse.

Sedona Office Setup (Sedona Security)

File Find Find Next View Tools Help

Sedona Setup

Description	Area
Warranty Types	SV
Warehouses	IN
Vendors	AP
Vendor Types	AP
Users	OP
User Groups	OP
User Defined Table4	SM
User Defined Table3	SM
User Defined Table2	SM
User Defined Table1	SM
User Defined Setup	SM
UL Grade	CS
Type Of Customer	CM
Transmission Format	CS
Terms	AP
Terms	AR
Technicians	SV
Tax Tables	AR
Tax Groups	AR
Tax Agency	AP
System Types	CM
Status	SM
Statement Rules	AR
Signal Types	CS
Shipping Methods	AP
Setup Processing	AP
Setup Processing	AR
Setup Processing	JM
Setup Defaults	SV
Service Ticket Message	SV
Service Levels	SV
Service Companies	SV
Scheduling and Appointments	SV
Sales Resolution Codes	SM
Sales Managers	SM
Sales Items	SM

Service Technician

Technician List

Technician	Service Company	Install Company	Expertise	Inactive
Overtime Bob	MI-T&M	MI	3	N
Devan Clements	WIP Exp at close	MI	5	N
Mack Knife	MI-T&M	MI	3	N
Jesslynn Lupo	From Dispatch		1	N
Mitchell Malloy	MI-T&M	MI	3	N
Oscar Martin	OH-INSP Cont	OH	5	N
Milton Morris	MI-T&M	MI	3	N
Madison Morrison	MI-T&M	MI-ND	5	N
Dave Smith	MI-T&M	MI	3	N
Orlando Smith	OH-T&M	OH	5	N
Mark Taylor	PSIC Seattle	MI	5	N
Mike Walker	MI-SVC Cont	MI	5	N
Osman Wilson	OH-T&M	OH	5	N

☐ Include Inactive

Technician Edit

Name **Address...**

☐ Service Tech
☐ Installer
☒ Bgth

Service **Installation** **Routes**

Service Company

Warehouse

Text Message Address

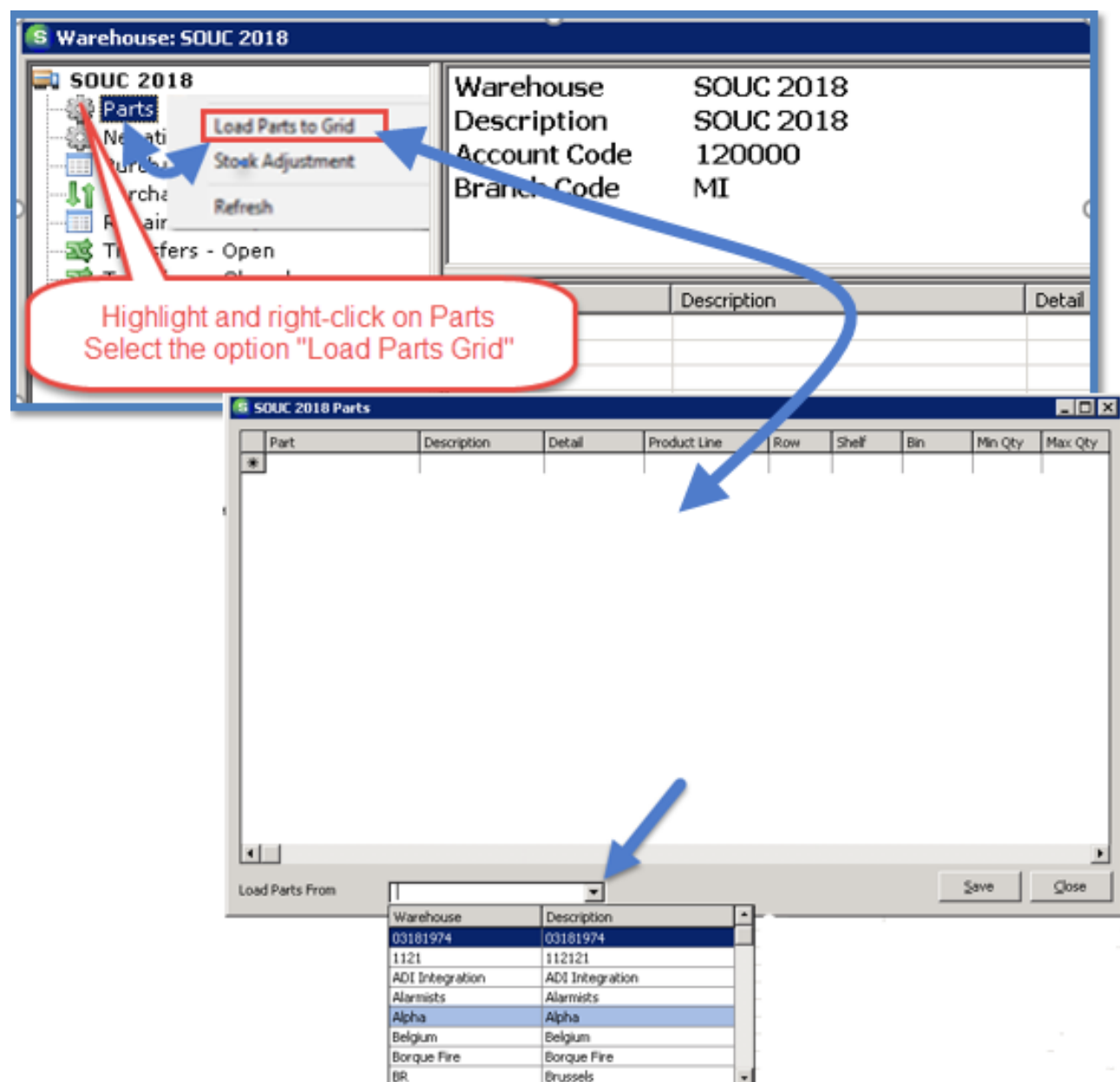
Expertise Level

Creating a New Warehouse

When a new Technician Warehouse is needed, the setup is quite simple. Create the Warehouse record, then you may copy the parts list from another existing warehouse that contains some or all of the parts the new warehouse will contain.

Using the Load Parts to Grid function of the Warehouse Explorer, you can copy the Parts List from the desired warehouse to your new warehouse.

Once the parts grid loads with the parts list from the selected warehouse, you may remove parts from the list that may not be applicable to the new warehouse.



Loaded Parts Grid from Warehouse M104 to Warehouse M113

Once the parts grid loads with the parts list from the selected warehouse, you may remove parts from the list that may not be applicable to the new warehouse.

Parts may not be added to this grid. If other parts are to be a regular part of the new warehouse's inventory, you would need to open each part and add the new warehouse to the part setup.

SOUC 2018 Parts									
Part	Description	Detail	Product Line	Row	Shelf	Bin	Min Qty	Max Q	
016105X32D	UNIVERSAL DOOR	UNIVERSAL	Access Control				0	0	
02-5NRMLSH	MULTILINK	MULTILINK	N/A				0	0	
026800WWW	SPORTSTER 14.4	SPORTSTER	Access Control				0	0	
028225-32	6211U54 STRIKE	6211U54	Access Control				0	0	
028741-32	6210 STRIKE	6210 STRIKE	Access Control				0	0	
029701-32	6112U5412VDC	6112U5412VDC	Access Control				0	0	
02CCAMKT	COLOR CAMERA	COLOR	Access Control				0	0	
03-AKIT2	DUPLICATE USE	DUPLICATE	N/A				0	0	
0300-004	AXIS SMALL	AXIS SMALL	CCTV Equipment				0	0	
0300NKEYBOAR	ESKTOP CCRS485	ESKTOP	N/A				0	0	
06MR201CR	FIRE RELAY	FIRE RELAY	Relays/Drivers/Time				0	0	
06SSUPAMSD	SPDT POLORIZED	SPDT	Relays/Drivers/Time				0	0	
08062088/5	SONITROL SWIPE	SONITROL	Access Control				0	0	
0B-10X5WEDGP	10/5 FIXED WEDGE	10/5 FIXED	N/A				0	0	
0B-227867	SET OF 4 CASTERS	SET OF 4	N/A				0	0	
0E-13DF28	1.3MP 2.8MM	1.3MP 2.8MM	N/A				0	0	
0E-17005BK	5 PK BLK ELEC	5 PK BLK ELEC	Misc Equipment				0	0	
0E-19LED	19 LED MONITOR	19 LED	N/A				0	0	
0E-31DF28	3.1MP 2.8MM	3.1MP 2.8MM	N/A				0	0	
0E-41TP1UN	4CH/4CH POE 1TB	4CH/4CH POE	N/A				0	0	

Load Parts From

Retiring a Warehouse

If a Warehouse will no longer be used, before marking it as Inactive, first transfer all existing inventory to another warehouse. This would be the process if a new Technician vehicle is put into service and the old vehicle is being sold or no longer used as an inventory location.

Rather than transferring inventory to a new warehouse, you could change the Warehouse Code and description to reflect the new warehouse name. We do not recommend using this method. All prior transactions would appear to have been associated with the new name of the warehouse; this basically removing the audit trail of the original warehouse.



Remember the #1 SedonaOffice rule: “Just because you can does not mean you should”.

Notes

Warehouse Management

Managing the inventory within the company warehouses is not the sole responsibility of the Inventory/Stock manager. Keeping accurate inventory requires, cooperation, good communication and attention to detail from all staff members dealing with parts.

Most inventory transactions are performed by the inventory manager or clerk and need to be completed on a regular and timely basis if your staff members are depending upon the information displayed in SedonaOffice as accurate.

SedonaOffice inventory tasks most often performed by the Inventory Manager or Clerk:

- ❑ Part creation and maintenance
- ❑ Warehouse creation and maintenance
- ❑ Creating and Receiving Purchase Orders
- ❑ Issuing Parts to Jobs
- ❑ Returning Parts to Stock
- ❑ Transferring Parts to Technician or other Warehouses
- ❑ Physical Inventory (full and cycle counts)
- ❑ Detective work

For companies that are using the FSU's (Technician Field Service Units), it is extremely important to communicate to the Technicians the need to accurately select not just the parts used on Tickets, but the correct part numbers. Some companies have established incentive programs to encourage accurate Technician Warehouse inventory.

Keep the Warehouse Secure

As mentioned earlier, it is important for each company to establish and enforce good policies and procedures related to inventory parts. As much as we trust our employees, allowing them to go "shopping" in the warehouse is not a good plan.

Your warehouse should be secure and every part entering or exiting the stockroom must be accounted for.

What can be the most time-consuming task, is playing Detective when on-hand counts shown in SedonaOffice do not agree with the physical parts on hand. In many cases, it is simply a timing issue – parts were issued prior to receiving a purchase order.

The best tool available for researching part transactions is the Journal within the Part Explorer or Warehouse Explorer. The Journal lists all transactions in date order making it easy to trace back to an event that caused a problem with your inventory.

Part Explorer – Journal

5890PI

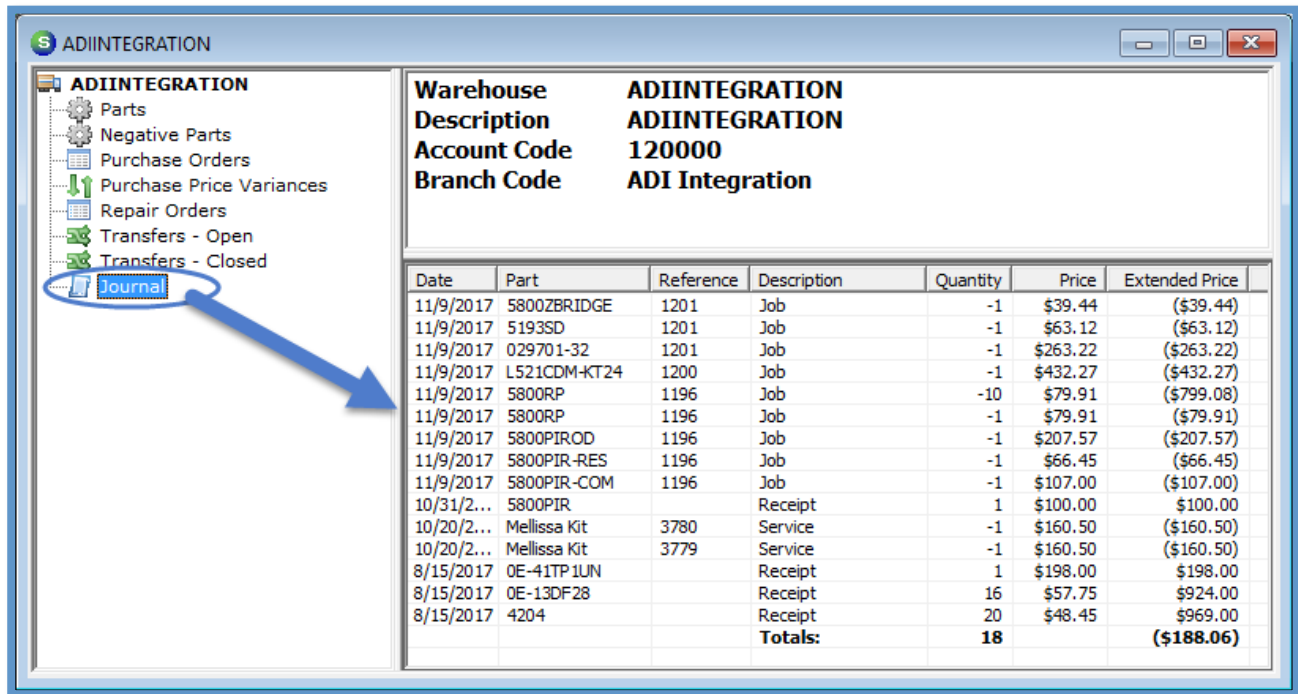
Part Code: 5890PI
Description: WIRELESS FRESNEL PIR
Detail: WIRELESS FRESNEL PIR
Costing Method: Standard
Product Line: Motion Detectors
Manufacturer: Honeywell
Manuf Part Code: 5890PI
Manuf Warranty: One Year
Item Code: Job Part LCOM
Income Acct: N/A
Direct Exp Acct: N/A
Freeze Purchases: N
List Price: 196.84
UPC:
Special Order: N
Sales Description: WIRELESS FRESNEL PIR
Sales Price: \$196.84
Service Description: WIRELESS FRESNEL PIR
Service Price 1: \$178.95
Service Price 2: \$178.94
Total Qty: 9
Total Value: \$715.77

Warehouse: Main-MI
Branch: MI
Account: 120000
Minimum Qty: 0
Maximum Qty: 2
Committed Qty: 2
Pending XTFR In: 0
Pending XTFR Out: 1
On Hand New: 10
On Order Qty: 0
Out For Repair: 0
In Holding Qty: 0
Value On Hand: \$795.30
Row:
Shelf:
Bin:
Inactive: N

Date	Warehouse	Reference	Memo	Description	Quantity	Cost	Extended Cost	Time/Stamp
11/17/2015	Main-MI			Adjustment	-90	0.0000	(\$7,157.70)	11/17/2015 10:58:02 AM
11/17/2015	Main-MI			Adjustment	71	79.5300	\$5,646.63	11/17/2015 10:57:27 AM
12/4/2013	Main-MI	Job #137	137	Job	-1	79.5300	(\$79.53)	12/4/2013 2:07:56 PM
11/26/2013	Main-MI	TKT #2785	2785	Return to Stock	1	79.5300	\$79.53	11/26/2013 6:02:12 AM
11/26/2013	Main-MI			Receipt	30	79.5300	\$2,385.90	11/26/2013 5:58:00 AM
11/26/2013	Main-MI	TKT #2784	2784	Service	-1	79.5300	(\$79.53)	11/26/2013 5:55:06 AM
7/18/2013	Main-MI			Adjustment	1	79.5300	\$79.53	7/18/2013 9:05:26 AM
7/11/2013	Main-MI	TKT #2387		Service	-1	79.5300	(\$79.53)	7/18/2013 9:07:27 AM
6/5/2012	Main-OH			Return to Vendor	-10	79.5300	(\$795.30)	6/5/2012 3:04:09 PM
3/29/2012	Main-OH			Receipt	10	79.5300	\$795.30	3/29/2012
3/9/2012	Direct Exp	Job #112	112	Job	-4	79.5300	(\$318.12)	3/9/2012 11:35:00 AM
1/9/2012	Main-OH	Job #100	100	Job	-1	79.5300	(\$79.53)	5/1/2012 6:47:12 PM
				Warehou... 9			\$715.77	

Notes

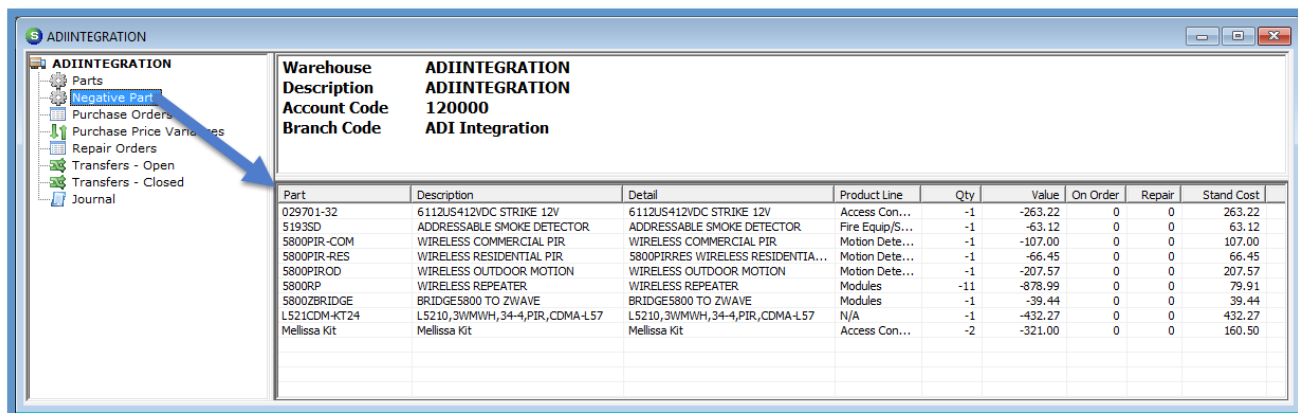
Warehouse Explorer – Journal



Date	Part	Reference	Description	Quantity	Price	Extended Price
11/9/2017	5800ZBRIDGE	1201	Job	-1	\$39.44	(\$39.44)
11/9/2017	5193SD	1201	Job	-1	\$63.12	(\$63.12)
11/9/2017	029701-32	1201	Job	-1	\$263.22	(\$263.22)
11/9/2017	L521CDM-KT24	1200	Job	-1	\$432.27	(\$432.27)
11/9/2017	5800RP	1196	Job	-10	\$79.91	(\$799.08)
11/9/2017	5800RP	1196	Job	-1	\$79.91	(\$79.91)
11/9/2017	5800PIROD	1196	Job	-1	\$207.57	(\$207.57)
11/9/2017	5800PIR-RES	1196	Job	-1	\$66.45	(\$66.45)
11/9/2017	5800PIR-COM	1196	Job	-1	\$107.00	(\$107.00)
10/31/2...	5800PIR		Receipt	1	\$100.00	\$100.00
10/20/2...	Mellissa Kit	3780	Service	-1	\$160.50	(\$160.50)
10/20/2...	Mellissa Kit	3779	Service	-1	\$160.50	(\$160.50)
8/15/2017	OE-41TP1UN		Receipt	1	\$198.00	\$198.00
8/15/2017	OE-13DF28		Receipt	16	\$57.75	\$924.00
8/15/2017	4204		Receipt	20	\$48.45	\$969.00
Totals:				18		(\$188.06)

Since SedonaOffice will allow your inventory to go negative, it is extremely important to stay on top of this. Once a part has gone negative in a warehouse, as more time passes without action, makes it more difficult to trace back to what caused problem.

Within the Warehouse Explorer is a menu option which displays parts where the on-hand quantity is negative. If your company has only a couple of warehouses, it is easy to open each warehouse and check for negatives; this should be done on a daily basis.



Part	Description	Detail	Product Line	Qty	Value	On Order	Repair	Stand Cost
029701-32	6112US412VDC STRIKE 12V	6112US412VDC STRIKE 12V	Access Con...	-1	-263.22	0	0	263.22
5193SD	ADDRESSABLE SMOKE DETECTOR	ADDRESSABLE SMOKE DETECTOR	Fire Equip/S...	-1	-63.12	0	0	63.12
5800PIR-COM	WIRELESS COMMERCIAL PIR	WIRELESS COMMERCIAL PIR	Motion Dete...	-1	-107.00	0	0	107.00
5800PIR-RES	WIRELESS RESIDENTIAL PIR	5800PIRRES WIRELESS RESIDENTIA...	Motion Dete...	-1	-66.45	0	0	66.45
5800PIROD	WIRELESS OUTDOOR MOTION	WIRELESS OUTDOOR MOTION	Motion Dete...	-1	-207.57	0	0	207.57
5800RP	WIRELESS REPEATER	WIRELESS REPEATER	Modules	-11	-878.99	0	0	79.91
5800ZBRIDGE	BRIDGES800 TO ZWAVE	BRIDGES800 TO ZWAVE	Modules	-1	-39.44	0	0	39.44
L521CDM-KT24	L5210, 3W/MWH, 34-4, PIR, CDMA-L57	L5210, 3W/MWH, 34-4, PIR, CDMA-L57	N/A	-1	-432.27	0	0	432.27
Mellissa Kit	Mellissa Kit	Mellissa Kit	Access Con...	-2	-321.00	0	0	160.50

For companies with a large number of warehouses, it would be easier to build a report with the Part Query Builder to see a listing of all negative parts in all warehouses. The query may be saved and run again at any time.

A sample Negative Part query is shown below.

The screenshot shows the Part Query Builder interface. The 'Fields to Display' list on the left includes Part_Code, Warehouse_Code, On_Hand_New, and On_Order_Qty. The main query area shows a single criterion: On_Hand_New < 0. The 'Order By' field is set to On_Hand_New, and the 'A/D' field is set to A. The 'Criteria Rows' are set to 100. The 'Distinct rows' checkbox is unchecked. The results table at the bottom displays the following data:

Part_Code	Warehouse_Code	On_Hand_New	On_Order_Qty
WG11035502	Main-OH	-200	0
028225-32	Main-MI	-125	0
1501AQN5	Main-OH	-60	0
1401R	Main-OH	-36	0
15WD	Main-OH	-31	0
028741-32	Main-MI	-20	1
995LR	Main-MI	-18	1
0E-7011MPH	RTV-MI	-12	0
5800RP	ADIINTEGRATION	-11	0
2020/12WG	Main-MI	-11	0
026800W	Main-MI	-11	0

Notes

The Parts Explorer

The Part Explorer is used to view the most current information related to a Part. Transaction history for various functions is viewable and many inventory type transactions may be performed directly from the Part Explorer.

This form is divided into four panes of information:

1. Part Tree- Is used to view transactional history for a part and perform certain functions related to the part.
2. Part Setup Information- This pane displays most of the information contained within the Part Detail form of the Part Setup.
3. Warehouse Information- Information pane displays the current setup information, on-hand quantities, and total on-hand value of the part for the warehouse that is highlighted on the Part Menu Tree
4. Active Pane When the Part Explorer is first opened, all open Purchase Orders and Repair Orders will be displayed in this pane. As you highlight an option on the Part Tree, the Active Pane will display the information available for the selected option. When certain Part Tree options are selected, you may drill down into the information displayed in the Active Pane such as Purchase Orders, Purchase Credits, Receipts, Repair Orders etc.

Inventory Part - IM1270 (12V 7AH BATTERY)

Part Tree

- Warehouses
 - Main-MI
 - 03181974
 - 1121
 - ADI Integration
 - Alarmists
 - Alpha
 - Belgium
 - Borque Fire
 - BR
 - Cabin Shed
 - Coolest warehouse
 - Jemine's Truck
 - john
 - M100
 - M101
 - M103
 - M104
 - Main-OH
 - Meeka
 - Mellissa
 - MI999
 - MI-Cust Repair
 - MI-MP
 - Mine
 - O200
 - O201
 - Obsolete-MI

Setup Information

Part Code: IM1270
 Description: 12V 7AH BATTERY
 Detail: ULTRA TECH 12V 7AH BATTERY
 Costing Method: Standard
 Product Line: Batteries
 Manufacturer: Ultra Tech
 Manuf Part Code: IM1270
 Manuf Warranty: Ninety Day
 Item Code: Job Part LCOM
 Income Acct: N/A
 Direct Exp Acct:
 Freeze Purchas:
 List Price:
 UPC:
 Special Order: N
 Sales Description: 12V 7AH BATTERY
 Sales Price: \$30.33
 Service Description: 12V 7AH BATTERY
 Service Price 1: \$40.00
 Service Price 2: \$40.00
 Total Qty: 31
 Total Value: \$282.69

Warehouse Information

Warehouse: Main-MI
 Branch: MI
 Account: 120000
 Minimum Qty: 0
 Maximum Qty: 0
 Committed Qty: 0
 Pending XTFR In: 0
 Pending XTFR Out: 30
 On Hand New:
 On Order Qty:
 Out For Repair:
 In Holding Qty: 0
 Value On Hand: \$0.00
 Row:
 Shelf:
 Bin:
 Inactive: N

Open PO's

PO #	Category	Status	Order Date	Due Date	Cost	Quantity	Vendor Part	Package Qty
1597	SVC T&M	Open	5/30/2014		\$8.00	25	IM-1270	1
3433	Admin G & A	Open	5/8/2017		\$8.00	1	IM-1270	1
2928	Sales	Open	8/26/2016		\$8.00	1	IM-1270	1

Open RO's

Repair #	Category	Status	Order Date	Due Date	Cost	Quantity

Notes

The Part Tree

The Part Menu Tree is comprised of two major sections; the Warehouse Level Information/Activity section and the Part Level Information/Activity section.

Warehouse Level Information and Activity

When expanding the tree of one Warehouse, a list of options for the warehouse is displayed. As each option within the Warehouse tree is selected, the Active Pane will display activity information available for that particular warehouse.

Part Level Information and Activity

Below the Warehouses list on the tree are many of the same tree options that are displayed within a Warehouse menu tree; when these tree options are selected, the information displayed in the Active Pane is the cumulative information for all Warehouses for the Part.

Inventory Part - IM1270 (12V 7AH BATTERY)

Warehouse Level Information / Activity

Part Level Information / Activity

Warehouse	Branch	Account	Minimum Qty	Maximum Qty	Committed Qty	Pending XTFR In	Pending XTFR Out	On Hand New	On Order Qty	Out For Repair	In Holding Qty	Value On Hand	Row	Shelf	Bin	Inactive
Main-MI	MI	120000	0	0	0	0	69	184	1	1	0	\$1,687.90				N

Repair #	Category	Status	Order Date	Due Date	Cost	Quantity
1325	Jobs Res	Open	7/19/2013	8/1/2013		
1859	Installation G...	Open	4/6/2015			

Where are my Parts?

When clicking on the Warehouses option from the Part Tree, the Active Pane will populate with all the active Warehouses linked to the Part and display the quantities and values for each warehouse.

Inventory Part - IM1270 (12V 7AH BATTERY)

Part Code: IM1270
Description: 12V 7AH BATTERY
Detail: ULTRA TECH 12V 7AH BATTERY
Costing Method: Standard
Product Line: Batteries
Manufacturer: Ultra Tech
Manuf Part Code: IM1270
Manuf Warranty: Ninety Day
Item Code: Job Part LCOM
Income Acct: N/A
Direct Exp Acct: N/A
Freeze Purchases: N
List Price: 30.33
Special Order: N
Sales Description: 12V 7AH BATTERY
Sales Price: \$30.33
Service Description: 12V 7AH BATTERY
Service Price 1: \$40.00
Service Price 2: \$40.00
Total Qty: 219
Total Value: \$2,008.36

Warehouse: Main-MI
Branch: MI
Account: 120000
Minimum Qty: 0
Maximum Qty: 0
Committed Qty: 0
Pending XTFR In: 0
Pending XTFR Out: 69
On Hand New: 184
On Order Qty: 1
Out For Repair: 1
In Holding Qty: 0
Value On Hand: \$1,687.90
Row:
Shelf:
Bin:
Inactive: N

Warehouse	On Hand	On Order	Repair	Value On Hand	Standard Cost
Main-MI	184	1	1	\$1,687.90	9.1900
ABC Service Co	0	0	1	\$0.00	10.2000
Alarmists	5	0	0	\$45.95	9.1900
M100	1	0	0	\$9.19	9.1900
M101	4	0	0	\$36.76	9.1900
M103	0	0	0	\$0.00	9.1900
M104	5	0	0	\$45.95	9.1900
M113	0	0	0	\$0.00	10.2000
Main-OH	19	0	0	\$174.61	9.1900
O200	0	0	0	\$0.00	9.1900
O201	0	0	0	\$0.00	9.1900

Notes

Expanded Warehouse Tree

When expanding the tree of a single Warehouse, several options are displayed. Highlighting any warehouse tree option will display any activity for that option within the Active Pane.

Some inventory transactions may be performed within a warehouse tree; highlighting a tree option and right-clicking will display all available options to the User.

S Inventory Part - IM1270 (12V 7AH BATTERY)

Warehouses

- Main-MI**
 - Open Purchase Orders
 - Closed Purchase Orders
 - Journal
 - Purchase Credits
 - Purchase Price Variances
 - Receipts
 - Repair Order
 - Sales Credits
 - Sales Invoice
 - Transfers - Open
 - Transfers - Closed
 - In Holding
 - Committed
- 03181974
- 1121
- ADI Integration
- Alarmists
- Alpha
- Belgium
- Borque Fire
- BR
- Cabin Shed
- Cooltest warehouse
- Fred's Truck
- jamies test

Part Code: IM1270
Description: 12V 7AH BATTERY
Detail: ULTRA TECH 12V 7AH BATTERY
Costing Method: Standard
Product Line: Batteries
Manufacturer: Ultra Tech
Manuf Part Code: IM1270
Manuf Warranty: Ninety Day
Item Code: Job Part LCOM
Income Acct: N/A
Direct Exp Acct: N/A
Freeze Purchases: N
List Price: 30.33
UPC:
Special Order: N
Sales Description: 12V 7AH BATTERY
Sales Price: \$30.33
Service Description: 12V 7AH BATTERY
Service Price 1: \$40.00
Service Price 2: \$40.00
Total Qty: 31
Total Value: \$282.69

Warehouse	On Hand	On
Main-MI	0	
03181974	0	
1121	0	
ADI Integration	0	
Alarmists	5	
Alpha	0	
Belgium	1	

Notes

Inventory Adjustments

As hard as you try to keep an accurate on-hand inventory, there will always be situations where an adjustment must be made to the inventory.

There are two methods for adjusting the on-hand quantities in your inventory:

- Performing a manual Stock Adjustment from the Part Explorer
- Performing a Miscellaneous Issue or Return to Stock transaction from the Inventory module

Both methods produce the same end result with your inventory, however we recommend using the Inventory Issues>Returns function; we'll explain why below.

Effect on the General Ledger

When making a Manual Stock Adjustment or a Miscellaneous Issue/Return, the data entry form contains a G/L Account and Category field used for recording the expense to the General Ledger.

For Manual Stock Adjustments, the G/L Account number will auto-fill with the company's default Physical Adjustment account (SedonaSetup/Inventory Setup) and can be overridden by the User. The User must select a Category for the transaction.

When performing a Miscellaneous Issue or Return, both the G/L Account and Category must be selected by the User.



It is extremely important to educate the staff member(s) that will be performing adjustments as to the appropriate G/L Account numbers and Categories that should be used.

Some accounting managers do not want inventory personnel making decisions on selecting the correct G/L Account and Category, but use the same combination for every stock adjustment made. Later all the transactions for the accounting period can be analyzed and journalized to the appropriate G/L Accounts and Categories by accounting staff.

Notes

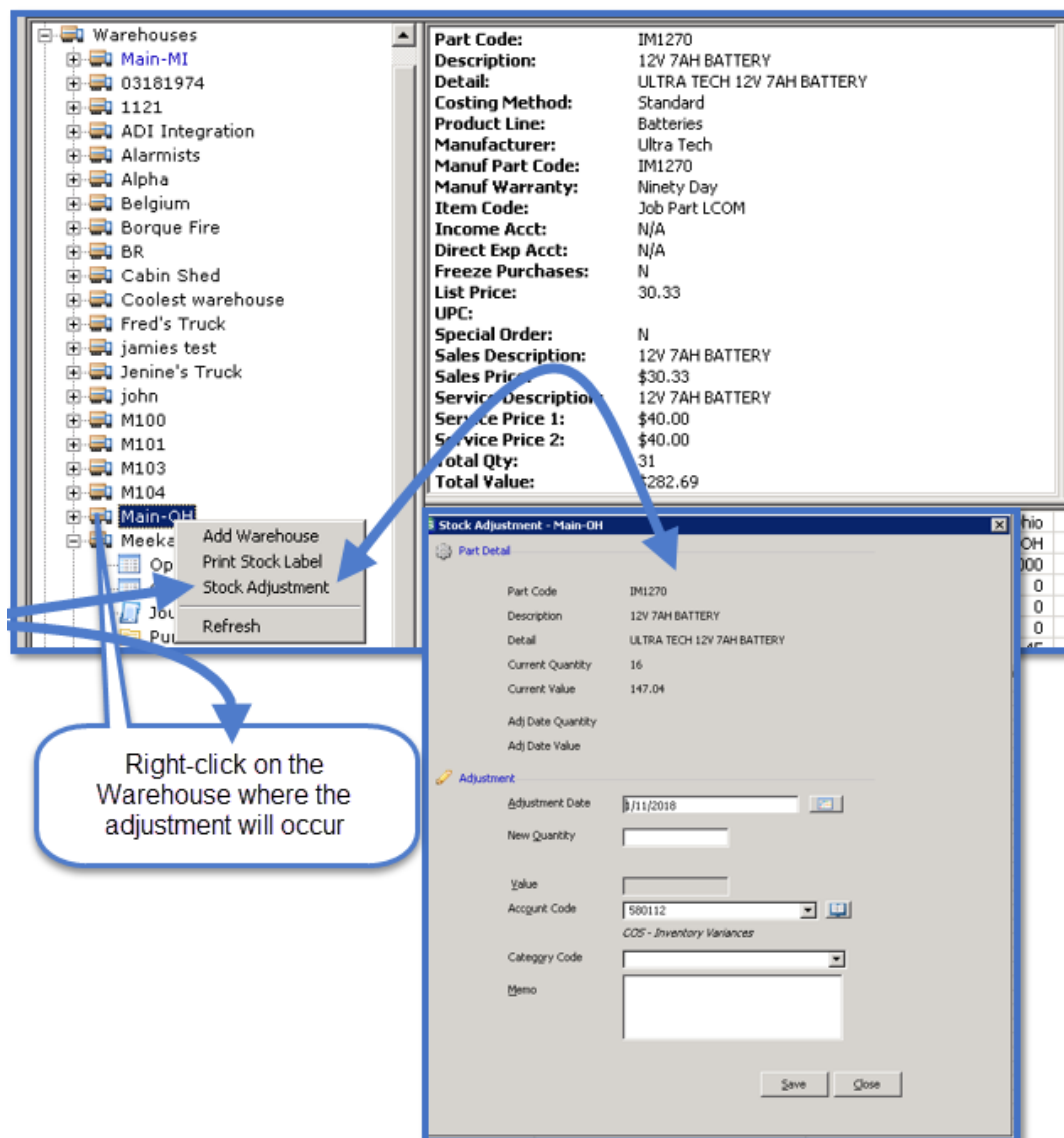
Manual Stock Adjustments

The same security permission to perform Physical Inventories also controls the ability to perform manual stock adjustments.

Manual Stock Adjustments are performed from a Part Explorer record within the tree of a particular Warehouse. If there are several Parts that require a Stock Adjustment, the User would need to open the Part Explorer record of each part one at a time until all adjustment have been completed.

Manual Stock Adjustment form

The memo field is provided to enter a brief note to describe the need for the adjustment. This memo appears when viewing the transaction from the G/L Account Register, but is not viewable from the Part Explorer Journal.



Adjustments using Miscellaneous Inventory Issues/Returns

Miscellaneous Issues will reduce the inventory in a selected Warehouse. This transaction allows the user to select the desired G/L account for expensing the part. Good and clear guidelines should be established as to which G/L account to select under various circumstances.

A Miscellaneous Part Issue would be used to deal with the following conditions:

- ☐ A part has gone missing.
- ☐ A part was damaged and needs to be scrapped.
- ☐ A part was sold on a Miscellaneous Invoice and was billed using an Item Code instead of the actual part number.

Issue Parts

☐ Job Warehouse: Main-MI Issue Date: 1/11/2018
☐ Service Reference: SOUC Category:
☒ Other

Cost of Goods: 510001 ☐ Return to Stock ☒ View Serial/Lot No

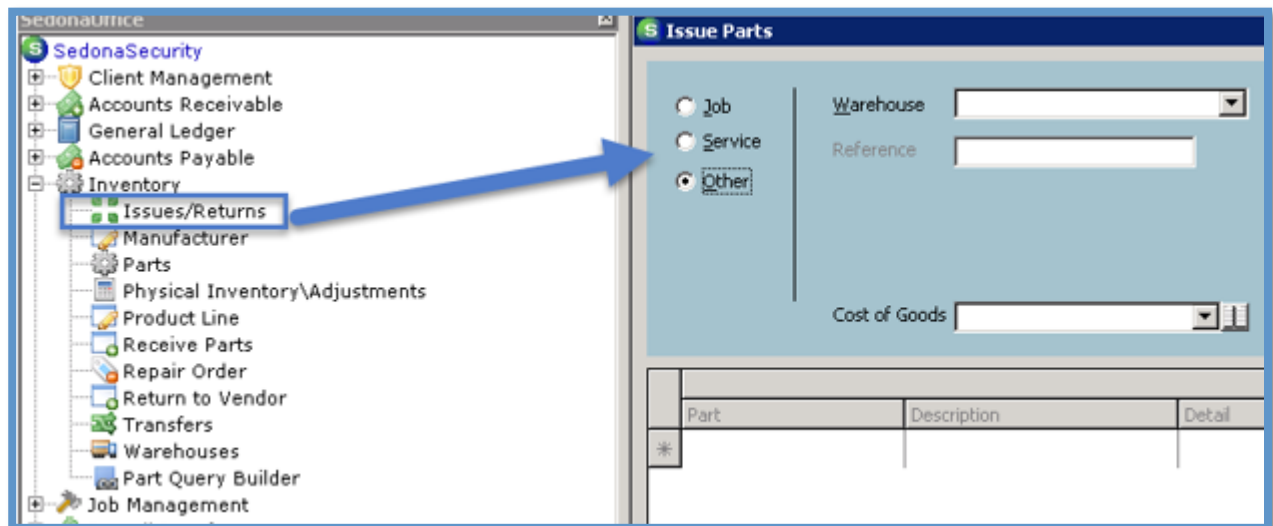
Account	Description	Type
510001	COS - Jobs-Parts	Cost of Goods Sold
510002	COS - Jobs-Labor	Cost of Goods Sold
510003	COS - Jobs-Commissions	Cost of Goods Sold
510004	COS - Jobs-Subcontractors	Cost of Goods Sold
510005	COS - Jobs-Permits	Cost of Goods Sold
510006	COS - Jobs-Equipment Rental	Cost of Goods Sold
510007	COS - Jobs-Engineering	Cost of Goods Sold
510008	COS - Jobs-Per Diem	Cost of Goods Sold

Part: * Descr: No Lot No

Set All Qty to 0 Save New Close

There are two advantages of adjusting your inventory using this method:

- Multiple parts within the same warehouse may be adjusted at the same time
- The Reference field (note) entered by the User is displayed in the Part Explorer Journal



Notes

The Issue Parts form is used for both Issues and Returns. Checking the Return to Stock checkbox will increase your inventory; leaving un-checked will decrease your inventory.

The screenshot shows the 'Issue Parts' window. On the left, there are radio buttons for 'Job', 'Service', and 'Other'. The 'To Warehouse' dropdown is set to 'Main-MI'. The 'Issue Date' is '1/11/2018'. The 'Reference' is 'Return to Stock Other'. The 'Category' is 'Installation G & A'. The 'Cost of Goods' is '510001'. The 'Return to Stock' checkbox is checked, and the 'View Serial/Lot No' checkbox is also checked. Below these fields is a table titled 'Parts List' with columns: Part, Description, Detail, Qty, Location, Serial No, and Lot No. The table contains two rows: one for part 269R (SWITCH HOLD UP) with a quantity of 5, and another for part 5034 (SMOKE DETECTOR) with a quantity of 7. A callout box points to the 'Return to Stock' checkbox with the text: 'Select the **Return to Stock** check-box if inventory is being Increased. Leave unchecked if inventory is being Decreased'. At the bottom of the window are buttons for 'Set All Qty to 0', 'Save', 'New', and 'Close'.

Part	Description	Detail	Qty	Location	Serial No	Lot No
269R	269R SWITCH HOLD UP	269R SWITCH HOLD	5			
5034	449AT SMOKE DETECTOR	449AT SMOKE DETE	7			

Miscellaneous Parts Return

A Miscellaneous Parts Return is performed when parts are discovered that need to be put into inventory. Caution must be used prior to performing this type of transaction.

If the part is being returned to a warehouse where it has never existed, the part will use a \$0.00-unit cost. You have two options to remedy this situation:

- ❑ Check to see if the warehouse is attached to the part prior to performing the return to stock transaction.
- ❑ Perform a stock adjustment after the return to stock transaction has been posted.

Purchase Orders/Receiving Purchase Orders

Attention to detail is important when creating and receiving Purchase Orders for stock parts.

- Creating Purchase Orders
 - Make certain the correct warehouse is selected
 - Compare the Standard Cost to the defaulted Purchase Cost – they should be the same or very close to the same value. If the costing is not the same as your standard costing then you may consider updating the standard costing of that part.
 - Utilize the Ship Date, Parts Due Date and Ship Method fields.
 - If some parts are standard stock items, utilize the min/max fields on the Part Warehouse setup and use the Suggested PO Report for ordering.

Purchase Order 2670

Vendor: Tri-Ed Category: Installation G & A

Print Now
Direct Expense

Purchase Order

Tri-Ed
P.O. Box: 402433
Atlanta, Georgia 30384
Phone: (800) 366-4472
Fax:

PO Number: 2670 Branch: MI Warehouse: Main-MI

Tracking #: Order Date: 5/3/2016

Ship Date: 1/11/2018 Ship Method: FEDEX 2DAY

Parts Due Date: 1/21/2018 Costing:

Ship To: *C3 Security
Company Name
45185 Joy Road
Plymouth, MI 48170 - 1721

Parts: 2885.41 Expense: 0.00 Documents: No Special Order Parts Allowed Select from All Parts

Part	Description	Vendor Part	Vendor Desc	Pkg Qty	Quantity	Cost	Amount	Rcvd	Std Cost	BO
99SLR7,g,h,h	LENS FOR RECESS M	99SLR	LENS FOR RECESS M	1	18	2.77	49.86	0	2.7500	<input type="checkbox"/>
029701-32	6112U5412VDC STR	029701-32	6112U5412VDC STR	1	5	246.00	1230.00	0	246.0000	<input type="checkbox"/>
232FX	232FX STAND ALONE	232FX	232FX STAND ALONE	1	3	200.00	600.00	0	246.6700	<input type="checkbox"/>
800015940	YNCKO 5 PANEL COL	800015940	YNCKO 5 PANEL COL	1	1	80.00	80.00	0	80.0000	<input type="checkbox"/>
CAM9710	PIEZOELECTRIC EXT	CM-9710	PIEZOELECTRIC EXT	1	1	74.08	74.08	0	74.0800	<input type="checkbox"/>
5028	PSD7155 SMOKE DET	5028	PSD7155 SMOKE DET	1	8	50.00	400.00	0	47.0000	<input type="checkbox"/>
5034	449AT SMOKE DETEC	5034	449AT SMOKE DETEC	1	1	54.00	54.00	0	44.1100	<input type="checkbox"/>
5077	L200 HEAT DETECTC	5077	L200 HEAT DETECTC	1	6	12.00	72.00	0	12.0000	<input type="checkbox"/>
2WAY-UN	2WAY-UNIVKF KEY F	2WAY-UN	2WAY-UNIVKF KEY F	1	1	62.50	62.50	0	45.6000	<input type="checkbox"/>
250CO	SAFEAIR CO DETECT	ES-250CO	SAFEAIR CO DETECT	1	3	54.30	162.90	0	54.3000	<input type="checkbox"/>

Memg: Created By Administrator 5/3/2016 12:11:57 PM
Edited By Administrator 5/3/2016 12:13:01 PM

Total Cost: 2885.41
Received Cost: 0.00

OK Cancel

Suggested PO List

Suggested Purchase Orders (Plymouth Security)

Primary Vendor: ADI ☐ Include Jobs In Total ☐ Bring to Minimum ☒ Bring to Maximum

Warehouse: Main-OC Include Jobs Scheduled to Start on or Before:

Product Line: <All Product Lines>

Vendor	Part	Vendor Part	On Hand	On Order	For Job	Max	Qty	Cost	Ext. Cost
ADI	465	465	12	0	0	25	13	9.45	122.85
ADI	6150	6150	4	0	0	15	11	43.08	473.88
ADI	6160	6160	4	0	0	10	6	77.53	465.18
ADI	6160CR	6160CR	0	0	0	10	10	145.99	1459.90
ADI	943WH	943WH	15	0	0	75	60	1.90	114.00
ADI	BK-2WB	BK-2WB	0	0	0	5	5	25.05	125.25
ADI	BK-4WB	BK-4WB	8	0	0	20	12	26.23	314.76
ADI	SR-1032	SR-1032	0	0	0	75	75	2.55	191.25
ADI	SR-1042TW	SR-1042TW	0	0	0	25	25	7.31	182.75
ADI	SR-1044TW	SR-1044TW	0	0	0	25	25	9.66	241.50
ADI	SR-1045TN	SR-1045TN	0	0	0	20	20	5.33	106.60
ADI	5150W	SR-5150W	0	0	0	5	5	8.30	41.50

Create PO **Close**

New Purchase Order (Plymouth Security)

Vendor: ADI Category: Installation ☐ Print Now ☐ Direct Expense

Purchase Order

ADI
1737 Atlanta Ave
Riverside, California 92507
Phone: (800) 555-4321
Fax:

Ship To: 28170 Cabot Rd
Laguna Niguel, CA 92677

PO Number: 1160 Branch: OC Warehouse: Main-OC

Tracing #: Order Date: 1/9/2016 ☐ Acknowledged

Ship Date: Ship Method: UPS Ground

Parts Due Date: Job Number:

No Special Order Parts Allowed ☐ Select from All Parts

Part	Description	Vendor Part	Pkg Qty	Quantity	Cost	Amount	Rcvd	Std Cost	BO
465	BATTERY 9V LITHIUM	465	1	13	9.45	122.85		9.45	<input type="checkbox"/>
6150	KEYPAD 6150 LCD	6150	1	11	43.08	473.88		43.08	<input type="checkbox"/>
6160	6160 ALPHA	6160	1	6	77.53	465.18		77.53	<input type="checkbox"/>
6160CR	6160CR ALHPA, FIRE	6160CR	1	10	145.99	1459.9		145.99	<input type="checkbox"/>
943WH	CONTACT 943WH	943WH	1	60	1.90	114		1.90	<input type="checkbox"/>
BK-2WB	SMOKE DET 2W-B	BK-2WB	1	5	25.05	125.25		25.05	<input type="checkbox"/>

Mem:

Total Cost \$3,839.42
Received Cost \$0.00

☐ Closed **Apply** **OK** **Cancel**

Receiving Part Purchase Orders

Make certain to receive purchase orders as parts arrive. Split shipments from the same purchase order need to be received separately even if they were received on the same day.

S Parts Receipt

Vendor: Tri-Ed Category: Installation G & A

☐ Close - No Bill Expected
☐ Create Bill From Receipt

PO# 2670
 Tri-Ed
 P.O. Box 402433
 Atlanta, GA 30384

Reference # SOUCRECEIPT Branch MI Warehouse Main-MI

Receive Date 1/11/2018 Received By

Other Costing

☐ Direct Expense
☒ Receive to Warehouse
☐ Receive & Issue Immediately

☒ View Serial/Lot Numbers

Parts 2885.41 Expense 0.00 Documents

Part Code	Description	Vendor Part	Pkg_Qty	Quantity	Cost	Amount	Serial No	Lot No	Stand Cost
995LR	LENS FOR RECE	995LR	1	18	2.7700	49.86			2.7500
029701-32	6112US412VDC	029701-32	1	5	246.0000	1230.00			246.0000
232FX	232FX STAND AL	232FX	1	3	200.0000	600.00			246.6700
800015940	YNCKO 5 PANEL	800015940	1	1	80.0000	80.00			80.0000
CAM9710	PIEZOELECTRIC	CM-9710	1	1	74.0800	74.08			74.0800
5028	PSD7155 SMOKE	5028	1	8	50.0000	400.00			47.0000
5034	449AT SMOKE D	5034	1	1	54.0000	54.00			44.1100
5077	L200 HEAT DETE	5077	1	6	12.0000	72.00			12.0000
2WAY-UN	2WAY-UNIVKF K	2WAY-UN	1	1	62.5000	62.50			45.6000
250CO	SAFEAIR CO DE	E5-250CO	1	3	54.3000	162.90			54.3000
16/4AWG	16/4 AWG WIRE	16/4AWG	1	1	0.0700	0.07			0.0500
yeah part	yeah part	yeah part	3	1	100.0000	100.00			33.0000
*									

Memo

Part Total 2885.41
 Expense Total 0.00

Print Stock Labels Apply Save Close

Balance of Purchase Order

Parts Receipt

Vendor: Tri-Ed Category: Installation G & A

☐ Close - No Bill Expected
☐ Create Bill From Receipt

Vendor Receipt for PO# 2670

Tri-Ed
P.O. Box 402433
Atlanta, GA 30384

Reference #: SOUCRECEIPT Branch: MI Warehouse: Main-MI

Receive Date: 1/11/2018 Received By: Administrator

Job Number:

☐ Direct Expense
☒ Receive to Warehouse
☐ Receive & Issue Immediately

☒ View Serial/Lot Numbers

Parts 750.90 Expense 0.00 Documents

Part Code	Description	Vendor Part	Pkg_Qty	Quantity	Cost	Amount	Serial No	Lot No	Stand Cost
995LR*f,g,h,i	LENS FOR RECESS	995LR	1	5	2.7700	13.85			2.7500
029701-32	6112U5412VDC S1	029701-32	1	0	0.0000	0.00			246.0000
232FX	232FX STAND ALC	232FX	1	2	200.0000	400.00			246.6700
800015940	YNCKO 5 PANEL C	800015940	1	0	0.0000	0.00			80.0000
CAM9710	PIEZOELECTRIC E	CM-9710	1	1	74.0800	74.08			74.0800
5028	PSD7155 SMOKE L	5028	1	0	0.0000	0.00			47.0000
5034	449AT SMOKE DET	5034	1	0	0.0000	0.00			44.1100
5077	L200 HEAT DETEC	5077	1	0	0.0000	0.00			12.0000
2WAY-UN	2WAY-UNIVKF KEY	2WAY-UN	1	0	0.0000	0.00			45.6000
250CO	SAFEAIR CO DETE	ES-250CO	1	3	54.3000	162.90			54.3000
16/4AWG	16/4 AWG WIRE V	16/4AWG	1	1	0.0700	0.07			0.0500
yeah part	yeah part	yeah part	3	1	100.0000	100.00			33.0000

Memo:

Part Total: 750.90
Expense Total: 0.00

Print Stock Labels Return to Vendor Save Close

Note

Direct Expensing

For companies using the Average Costing Method, if parts are being ordered for stock at a much lower cost than your current average cost, once received, the newly calculated average cost will be much lower than is reasonable. To avoid these extreme average cost fluctuations, you may use the Direct Expense option on the Purchase Order. This way the warehouse average cost will not be affected by the favorable pricing received from the vendor. After receiving the parts on the Direct Expensed purchase order, you would need to perform a stock adjustment (or a miscellaneous return to stock) transaction to put the parts into your inventory.

If excess parts are returned to stock from a job where the parts were direct expensed, the cost of the part from the original Purchase Order receipt will be used for the transaction, which will lower your average cost in the warehouse.

Note

The Physical Inventory Process

Conducting a physical inventory is a huge event in most companies. It requires precise planning and execution to obtain and record an accurate count of your inventory parts. The physical inventory process in SedonaOffice locks a warehouse on a particular date. During the time the warehouse is locked, no transactions may be performed to move inventory in or out of the warehouse. It is crucial that count and variance reconciliation is completed in a reasonably short period of time to have the least impact on your normal business operations. Below is a checklist of things to consider when preparing for a physical inventory.

- ❑ Plan carefully in advance who will participate in the count. Make certain each staff member knows their function and how to do it; Counters, Auditors, Data Entry, Coordinator. Try to have a written plan and meet with all the count team so that everyone understands their role.
- ❑ Establish cut-off dates/times for all pre-inventory transactions to be completed.
- ❑ Make certain all staff members understand the impact of an accurate count.
- ❑ Make certain truck stock is ready to be counted.
- ❑ Process all open Service Tickets that used parts.
- ❑ Process all job part issues and returns to stock.
- ❑ For parts out for repair, make certain you have a list of those items to include in your counts.
- ❑ Process all Vendor part returns.
- ❑ Perform issue transactions for parts being scrapped.

Notes

Early Counting

If your company has a very large inventory with many parts where you expect no movement in or out of the warehouse, you may print a Stock Status report a few days before the actual count. You may record counts on the report then later use this for data entry when entering the rest of your counts from the count sheets. This will allow you time to pre-count parts and save time on the actual day of the physical count.

Count Day

On the day of the count, you will create the Physical Inventory record for each warehouse being counted. The date you select on the Physical record will be the date the warehouse becomes locked. No transactions may be processed until the Physical is released.

The screenshot shows a software window titled "2018-SOUC-Main-MI Edit". It has a "Code" field with the value "2018-SOUC-Main-MI". Below this are two tabs: "Setup Information" (selected) and "Parts".

Under the "Setup Information" tab, there is a "Detail" section with the following fields:

- Description: 2018-SOUC-Main-MI
- Warehouse: Main-MI
- Start Date: 12/31/2017
- Lock Warehouse: ☐

There is a "Get Parts" button to the right of the "Lock Warehouse" checkbox.

Below the "Detail" section is a "Count Sheet" section with the following options:

- Sort Count Sheet By: Product Line (dropdown)
- Then: Row (dropdown)
- Then: Part Code (dropdown)
- Print Value on Variance: ☒
- Print Quantity on Sheet: ☐
- File Skipped Parts As Zero Quantity: ☒

At the bottom of the window are four buttons: "Release Physical", "View Variance List", "Save", and "Close".

Print Count Sheets

Once the Physical has been created, print your counts sheets and distribute to the “Counters” – the fun begins!

Enter Part Counts

Once all counts have been completed, enter the counts into the count sheet grid. Counts are entered in the +/- column. At the bottom of the count sheet is an option File Skipped Counts as Zero. If this option is selected, you do not need to enter 0 for parts where none were found; the software will assume you did not find any of the skipped parts.

Review Variances

Once all counts have been entered, review the variance report. If re-counting certain parts is necessary and you do find a different quantity than the original count recorded, if the number of parts is larger than the original count, enter the additional parts found in the count sheet. If fewer parts were found than the original count, enter a negative sign in front of the quantity by which you are reducing the count.

Releasing the Physical

Once all variances have been investigated you will release the Physical and record the variances. The inventory program will record any variances to the general ledger account that is selected in the Physical Release form.



Make certain to use the same Variance Date as the Start Date when releasing your Physical Inventory. The software will auto-fill the Variance Date with the physical Start Date originally entered – make certain not to change this.

A complete Inventory User Guide is available for download on the SedonaOffice website in the Reference Documents section.

<http://www.sedonaoffice.com/wp-content/uploads/Physical-Inventory-Reference-Guide-.243.pdf>

The image shows two side-by-side software windows. The left window, titled '2018-SOUC-Main-MI Edit', has a 'Code' field with '2018-SOUC-Main-MI'. It has tabs for 'Setup Information' and 'Parts'. Under 'Setup Information', there is a 'Detail' section with 'Description' (2018-SOUC-Main-MI), 'Warehouse' (Main-MI), and 'Start Date' (12/31/2017). Below this is a 'Count Sheet' section with 'Sort Count Sheet By' (Product Line), 'Then:' (Row), and 'Then:' (Part Code). There are checkboxes for 'Print Value on Variance' (checked), 'Print Quantity on Sheet' (unchecked), and 'File Skipped Parts As Zero Quantity' (checked). At the bottom are buttons for 'Release Physical', 'View Variance List', 'Save', and 'Close'. The right window, titled 'Physical Release', has radio buttons for 'Release Only' (unchecked) and 'Auto Adjust and Release' (checked). It has a 'Variance Date' field with '12/31/2017' and a text box with the note: '** IMPORTANT ** This date is the adjustment posting date and variance calculation date. The adjustment amount will be calculated based on the cost as of the date entered here.' Below this are fields for 'Account Code' (580112), 'Category Code' (Admin G & A), and 'Memo' (2017 YE Inventory). At the bottom are checkboxes for 'Apply to all Current Physical Inventories' (unchecked) and buttons for 'Save' and 'Close'. A red arrow points from the 'Start Date' field in the left window to the 'Variance Date' field in the right window.

Notes

ADI Integration

What the Integration Does & Does Not Do

The primary goal of the integration is to:

- Place orders directly from SedonaOffice to ADI
- Reconcile SedonaOffice Receipts to ADI Invoices

To achieve that goal, here is a summary of what the integration does and does not do.

What It Does

The integration allows ADI Customers to do the following within SedonaOffice:

- Create ADI purchase orders with valid minimum order quantities and current lot costing on ADI products, including sale data and national inventory.
- Specify ADI approved shipment methods and pickup locations.
- Submit orders to ADI electronically.
- Download order acknowledgements and shipping numbers to the associated purchase orders in SedonaOffice.
- Create SedonaOffice AP Bills directly from each ADI invoice.
- Download PDFs of each invoice into SedonaOffice AP Bill

What It Does Not Do

The integration does not provide any of the following functionality:

- Sync the ADI product list to the parts table stored in SedonaOffice. Use the Parts Importer instead.
- Sync costs for ADI parts with current costs from ADI. ADI's web services provide lot costs rather than unit cost.
- Adjust part pricing used in future quotes. ADI's web services provide today's prices for the quantity ordered.
- Show inventory by ADI warehouse.
- Handle Credit Memo or Vendor Returns

Configuration Requirements

Activation

- Update to SedonaOffice build 5.7.0.53 or higher
- Contact your ADI Rep for contract and credential information
- Email IntegrationADI@sedonaoffice.com after you have received your ADI Credentials. SedonaOffice will send you contract, configuration questions and schedule the first of two half-hour training sessions.

Configuration Questions

- Do you use a different ADI Customer Suffix for different branches in SedonaOffice?
- What is the name of your ADI vendor in SedonaOffice? Do you only have one ADI vendor we need to configure for the integration?
- Can you provide the GL Accounts you will use for?
 - Freight
 - Insurance
 - Taxes

SedonaOffice auto-assigns charges to these accounts when creating bills from ADI Integration.

- Do you have an existing Shipment Method that represents a pickup location?
- Do you store ADI Product Numbers as inventory part codes or vendor part codes?

A complete Inventory User Guide is available for download on the SedonaOffice website in the Reference Documents section.

<https://sedonaoffice.perennialsoftware.com/wp-content/uploads/ADI-Integration-Reference-Guide.pdf>

Notes