Inventory Setup Guide

Table of contents

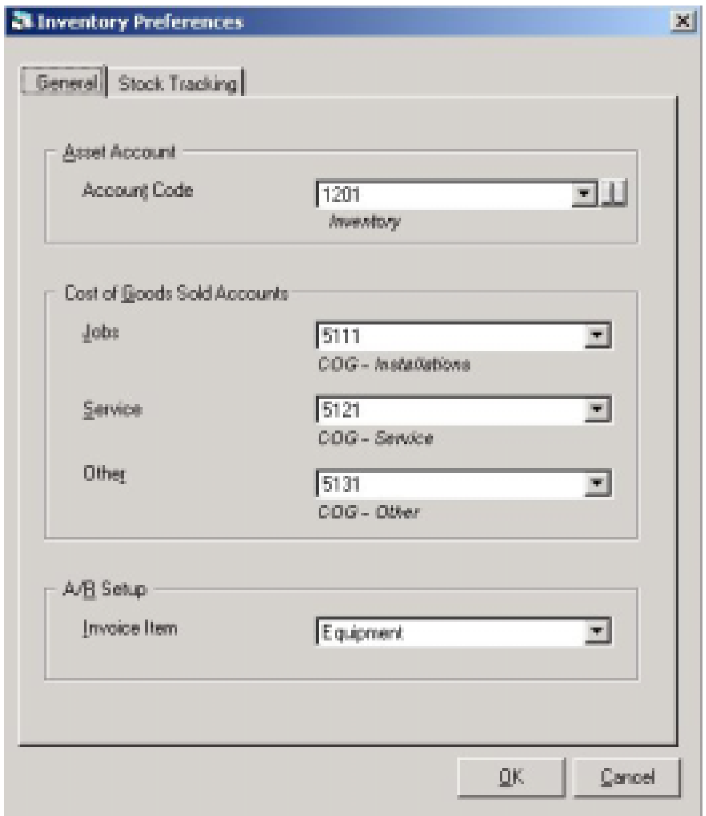
Purpose of this Guide

This guide is intended to show you how to setup the inventory stock control functions in Sedona Office™. It is not an operational guide on how to run and operate stock control within your business.

Setting up the Inventory Application

The first step in turning on the Inventory application is to set it up in the Application Preferences. Select the Inventory option from the Application Preferences section under the Company Maintenance.

Inventory Preferences



Asset Account

The Asset Code is the default inventory Asset Account (G/L Code) used for the Inventory system. Once Stock Tracking is turned on (see below) then each Warehouse will be set with an Inventory Asset Code. If Stock Tracking is turned off, then this Account Code will be used as the Inventory Asset for all inventory entries.

Cost of Goods Sold Accounts

When Parts are issued they will be expensed through one of the three Cost of Goods Sold Accounts.

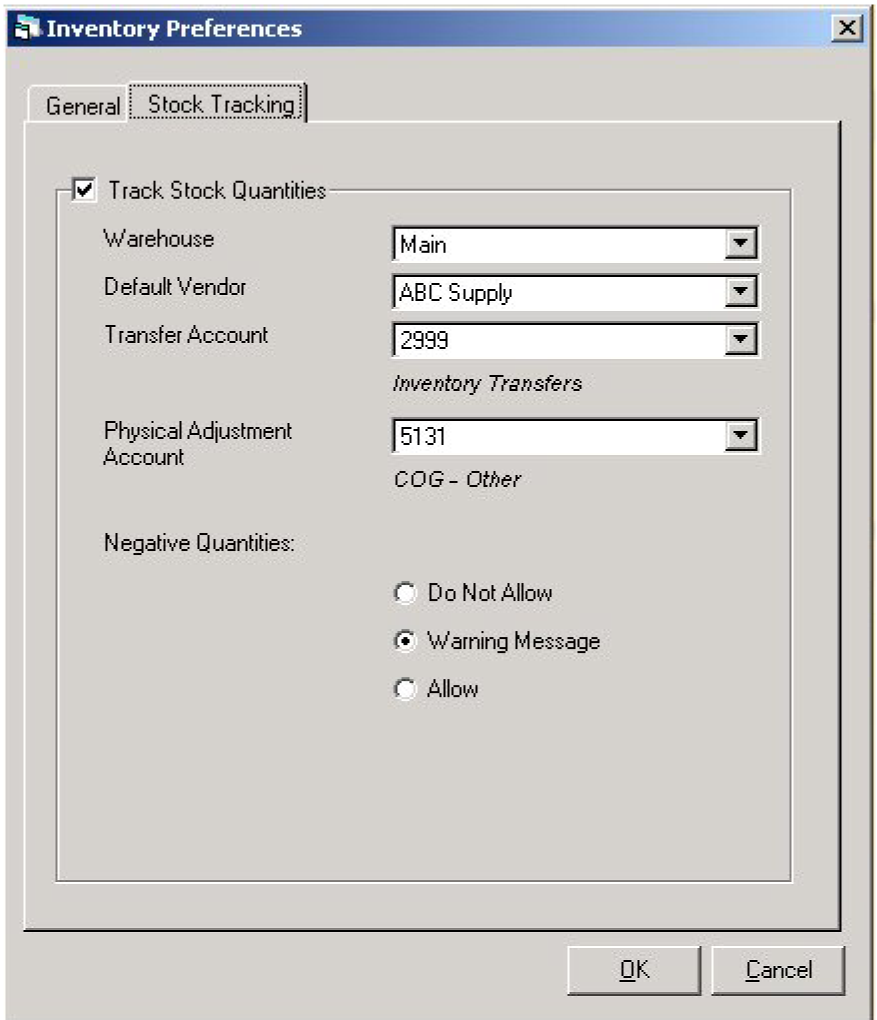
- Jobs – This COGS account is used for all issues of Parts to Jobs.
- Service – This COGS account is used for all issues of Parts on Service Tickets.
- Other – This COGS account is used for all issues on miscellaneous invoices.

A/R Setup Account

This is the default Invoice Item that Parts will be invoiced with. The selected Invoice Item must be defined as an Inventory Part. This will determine how Parts are recorded to the General Ledger.

Stock Tracking

If you plan on tracking your stock quantities then you will have to activate the Stock Tracking features.



Track Stock Quantities

To track your stock quantities select the Track Stock Quantities option.

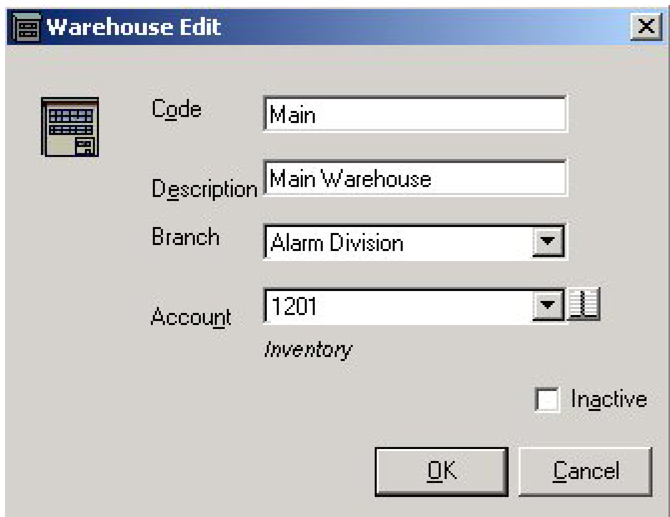
- Warehouse – This is the default Warehouse for the system.
- Default Vendor – This is the default Vendor for the system.
- Transfer Account – This is the G/L Account that will be used to transfer parts between Warehouses that belong to different Branches. (Think of this as the inter-company transfer account.)
- Physical Adjustment Account – This is the G/L Account that will be defaulted for adjustments (either debit or credit) for Physical adjustments.
- Negative Quantities – This option will determine if you will allow Parts quantities to be negative or not.

Table File Setup

Warehouse Setup

A Warehouse is a physical location that Parts will be stored in. You can setup as many Warehouses as you need. A Warehouse can be your main location, a truck, a remote office, or any other place where you store Parts.

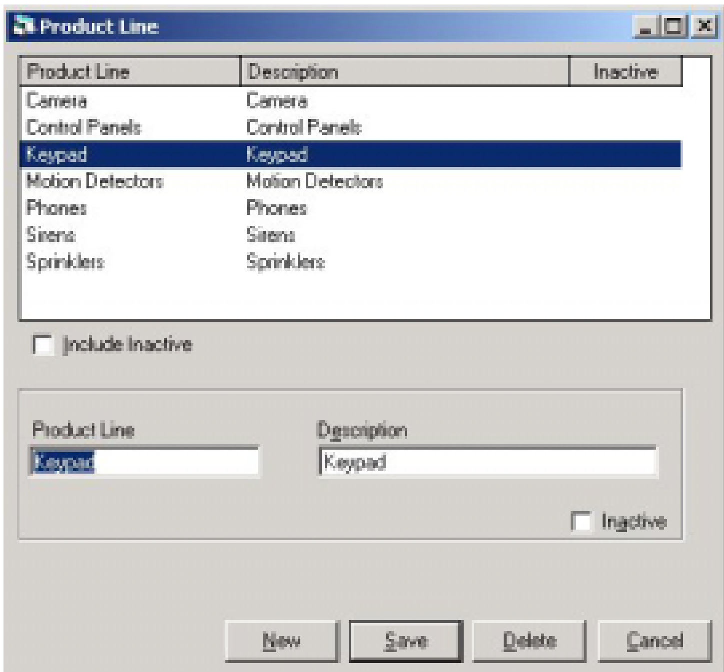
Select the Warehouse option under the Inventory menu to setup your Warehouses.



- Code – This is the reference code for the Warehouse
- Description – This is a description for the Warehouse
- Branch – This is the Branch that this Warehouse belongs to
- Account – This is the G/L Account that will be debited when parts are received and credited when parts are issued.

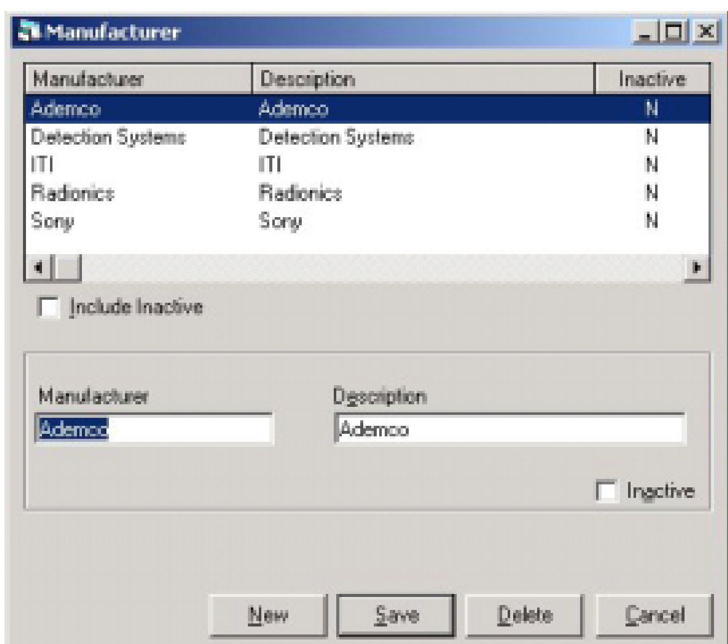
Product Lines

Product Lines are used to group like Parts together. You can create as many Product Lines as you need. Each Part will be assigned to a Product Line.



Manufactures

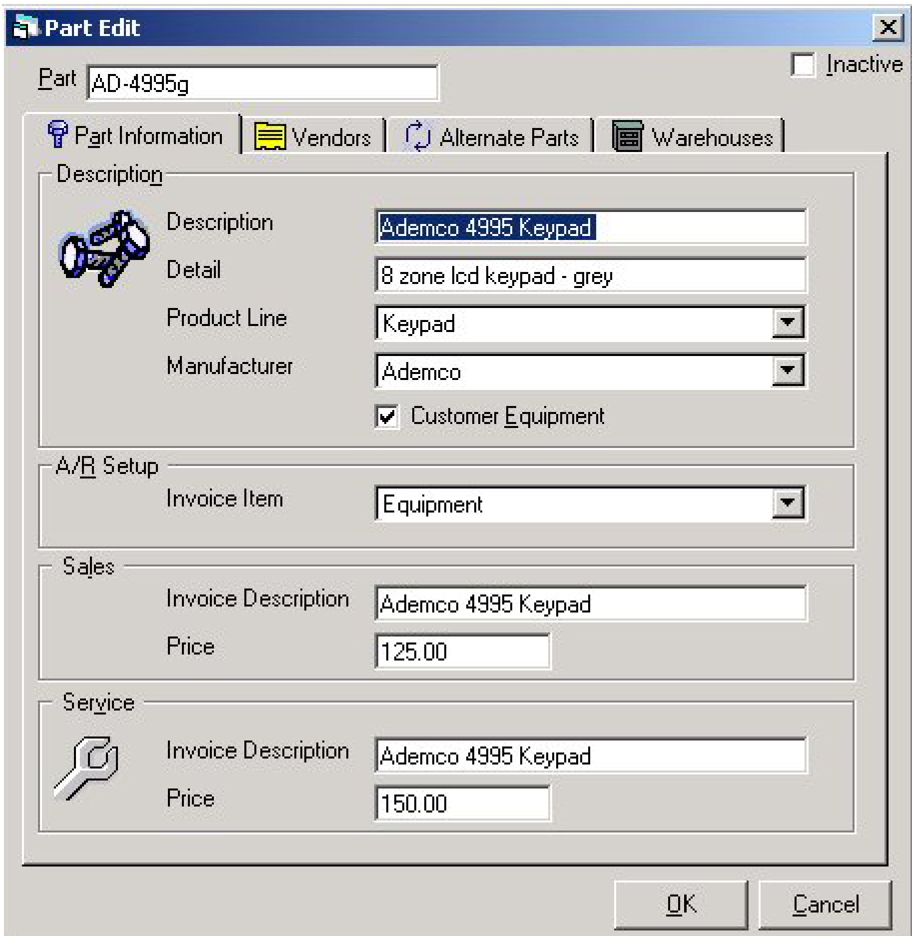
Each Part can be assigned its Manufacture.



Parts Setup

The next step is to enter your Parts.

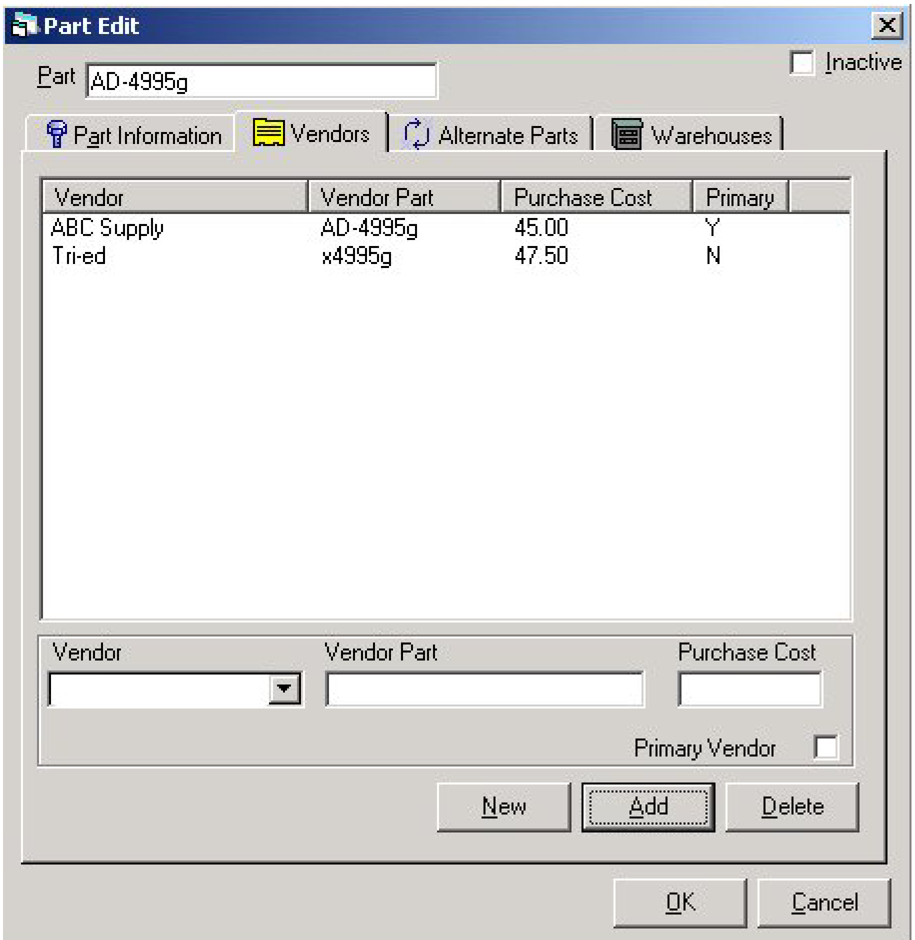
Parts Information



- Part – This is the Part Code, it can be your generated code, or a manufactures part number.
- Description – This is the default description for the Part. This description will default the Sales and Service invoice descriptions below.
- Detail – This is your detailed description for the Part.
- Product Line – This identifies which Product Line group this Part belongs to.
- Manufacture – This is the manufacture of this Part.
- Customer Equipment – Check this box if you want this Part to be assigned to the System equipment list for your Customers when used on Jobs and Service Tickets.
- A/R Setup – This is the default Invoice Item to be used for invoicing purposes.
- Invoice Description – This is the description to be used for Sales and Service invoices.
- Price – This is the price to charge the customer by default for Sales and Service.

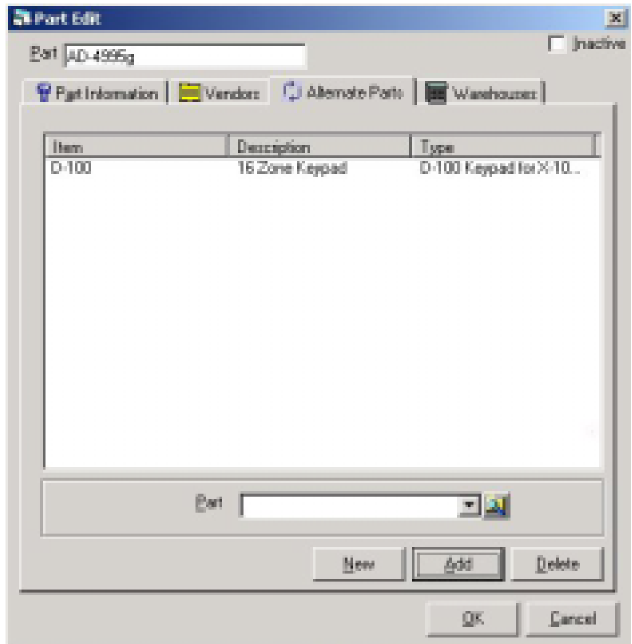
Vendors

Select the Vendors that you purchase this Part from. For each Vendor you can set the Vendor Part number and the Purchase Cost from that Vendor. One Vendor will be identified as the default Vendor for this Part.



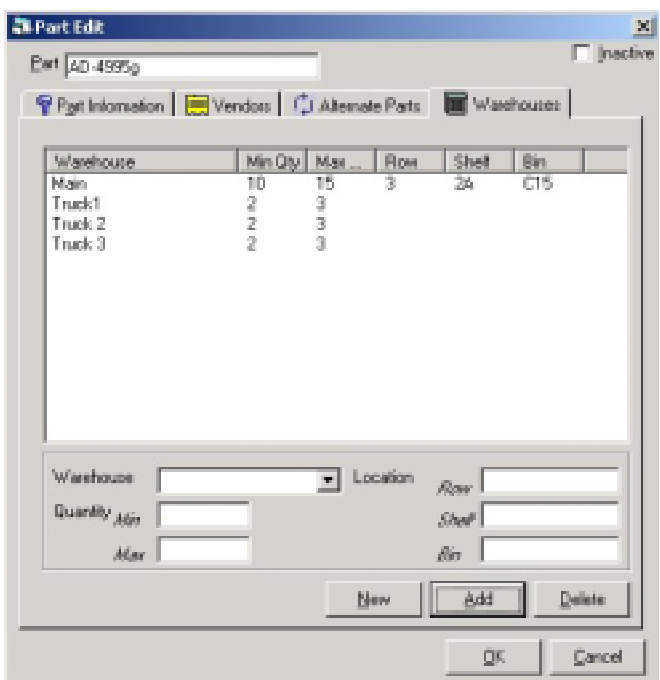
Alternative Parts

You can setup Alternative Parts to be identified in case this Part is not available.



Warehouses

The last step is to set the Warehouses this part will exist in, and identify the minimum and maximum quantities to maintain in that Warehouse.

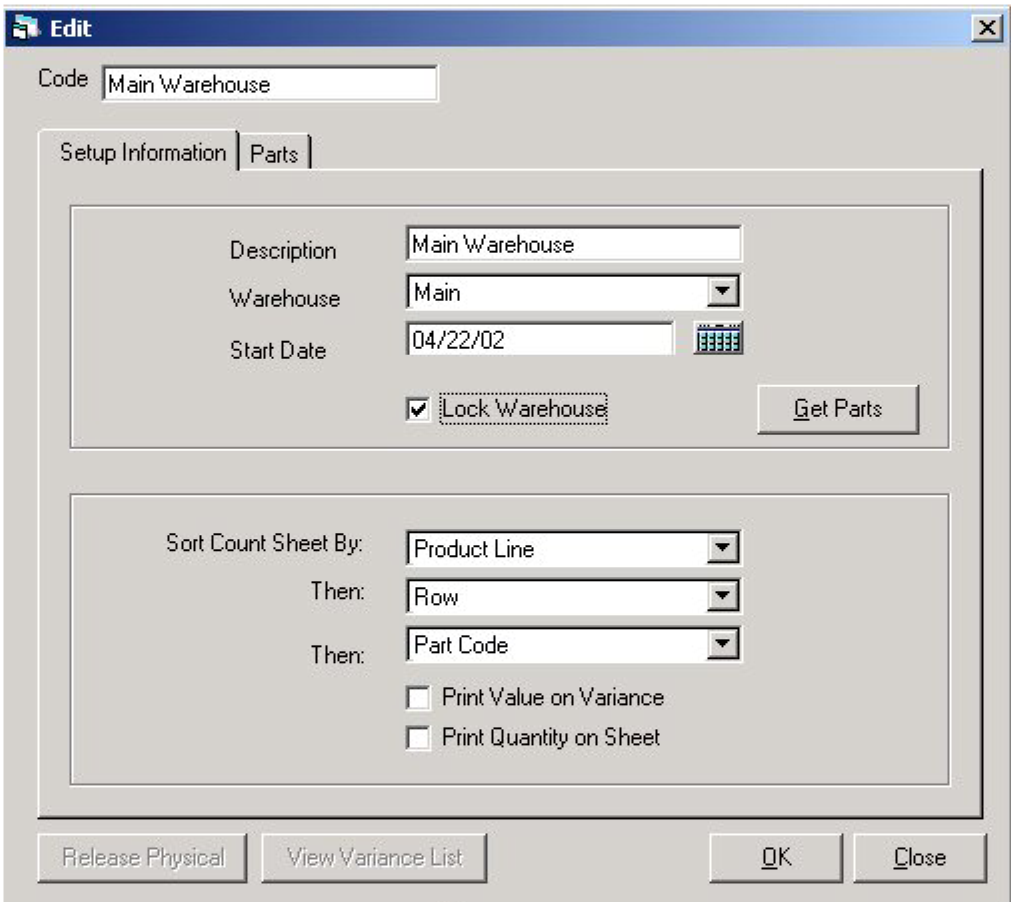


Physical Processing

Once your Parts are setup in your Warehouses, you will need to do a Physical to establish your beginning balances. This same process will be used to do periodic physicals of your Warehouses.

Setting-Up the Physical

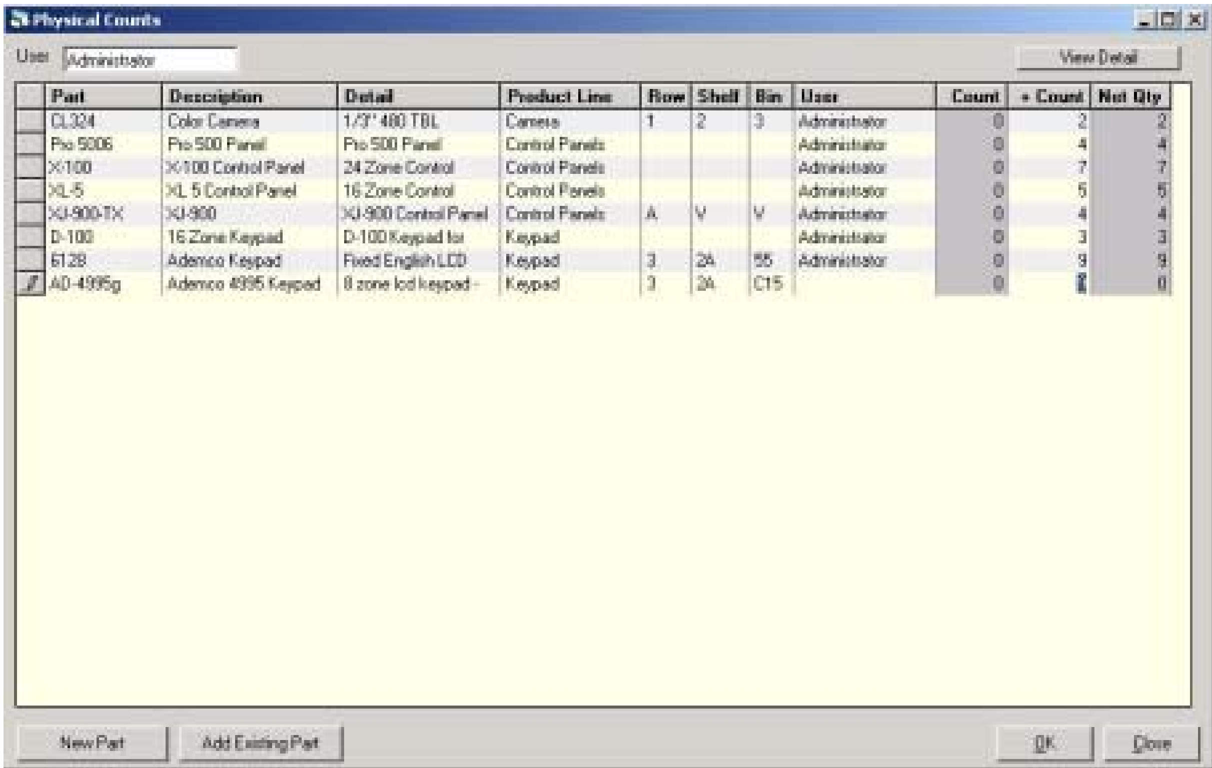
Select the Physical option from the Inventory menu to create a new Physical process.



Create a new Physical by selecting the Warehouse to perform the physical on. Once the Physical has been created then you can print a count sheet. From there you would enter the actual accounts into the system.

Enter Your Physical Counts

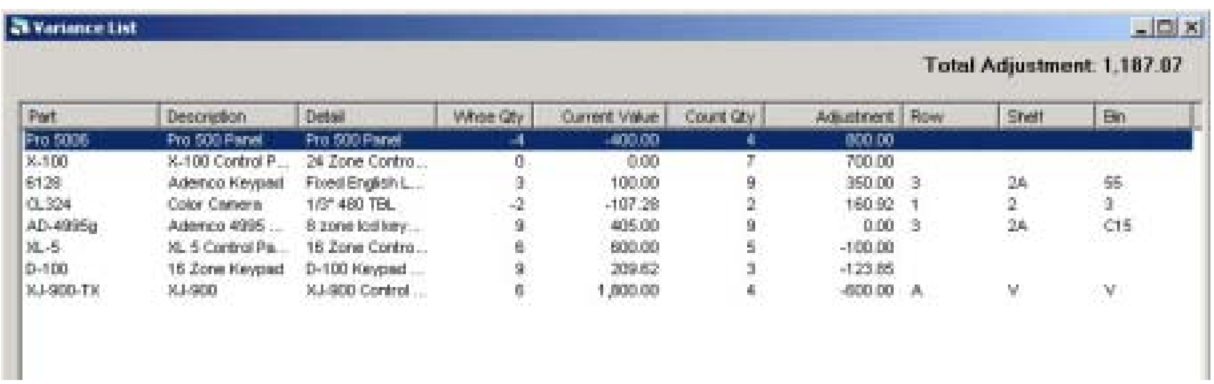
From this screen you enter your actual account balances.



	Part	Description	Detail	Product Line	Row	Shelf	Bin	User	Count	+ Count	Net Qty
	CL324	Color Camera	1/3" 480 TBL	Camera	1	2	3	Administrator	0	2	2
	Pro 5006	Pro 500 Panel	Pro 500 Panel	Control Panels				Administrator	0	4	4
	X-100	X-100 Control Panel	24 Zone Control	Control Panels				Administrator	0	7	7
	XL-5	XL 5 Control Panel	16 Zone Control	Control Panels				Administrator	0	5	5
	XJ-900-TX	XJ-900	XJ-900 Control Panel	Control Panels	A	V	V	Administrator	0	4	4
	D-100	16 Zone Keypad	D-100 Keypad for	Keypad				Administrator	0	3	3
	6128	Ademco Keypad	Fixed English LCD	Keypad	3	2A	55	Administrator	0	9	9
	AD-4995g	Ademco 4995 Keypad	8 zone lcd keypad -	Keypad	3	2A	C15		0	[illegible]	0

Review the Variances

Here you can review the actual accounts versus the physical amounts you entered.



Part	Description	Detail	Whse Qty	Current Value	Count Qty	Adjustment	Row	Shelf	Bin
Pro 5006	Pro 500 Panel	Pro 500 Panel	-4	-400.00	4	800.00			
X-100	X-100 Control P...	24 Zone Contro...	0	0.00	7	700.00			
6128	Ademco Keypad	Fixed English L...	3	100.00	9	350.00	3	2A	55
CL324	Color Camera	1/3" 480 TBL	-2	-107.28	2	160.92	1	2	3
AD-4995g	Ademco 4995 ...	8 zone lcd key...	9	405.00	9	0.00	3	2A	C15
XL-5	XL 5 Control Pa...	16 Zone Contro...	6	600.00	5	-100.00			
D-100	16 Zone Keypad	D-100 Keypad ...	9	209.62	3	-123.85			
XJ-900-TX	XJ-900	XJ-900 Control ...	6	1,800.00	4	-600.00	A	V	V

Release the Physical

Once the physical is completed, then you can release it and update your stock quantities and values.

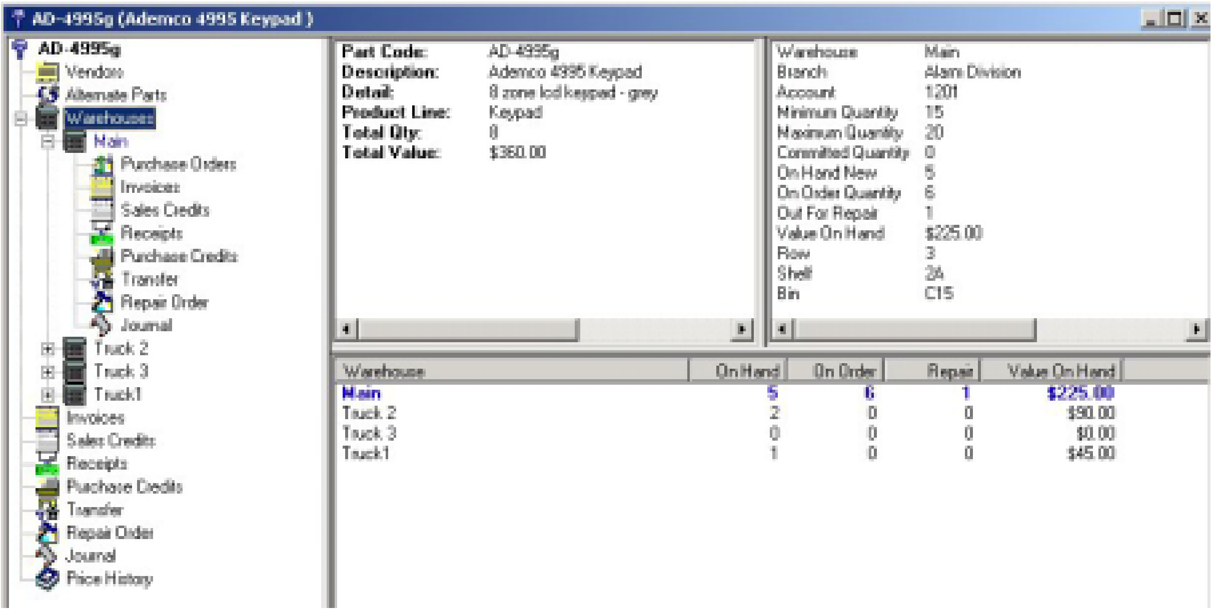
If you do not want to adjust the quantities and values then select the Release option. This will close the physical without making any adjustments.

To close the physical and update your quantities and values, then select the Auto Adjust and Release option.

- Release Date – This is the date the physical adjustments will be posted.
- Account Code – This is the COGS G/L Account to be used for the physical adjustment. This account defaults from the Inventory Preferences.
- Memo – This is any memo you would like to add to the transaction.

Parts Explorer

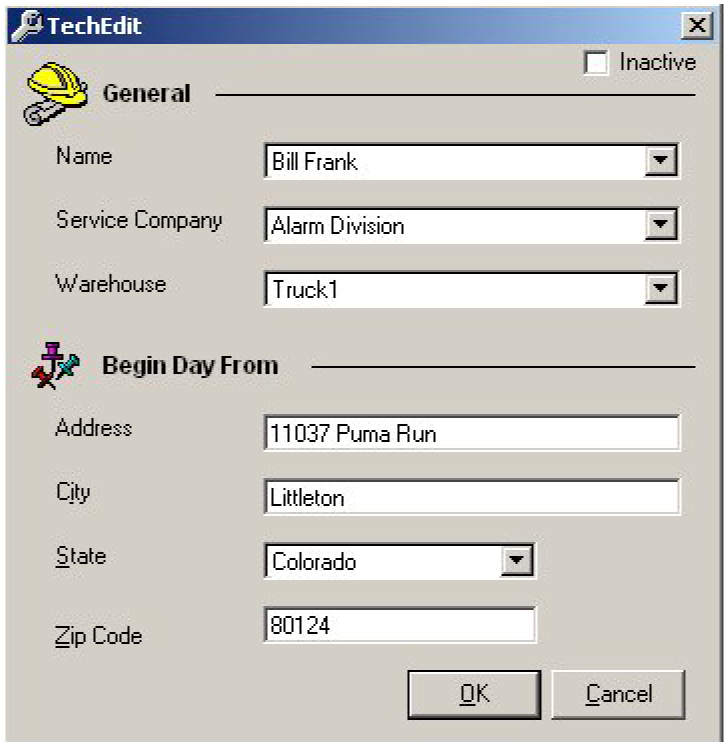
Select a Part from the Parts list to view its full detail.



From the Parts Explorer you can view all the details on any Part.

Technician Setup

Once you have the Inventory system setup, you will need to assign each Service Technician to a Warehouse. This will be the Warehouse that Parts are issued from when used on a Service Ticket.



Note: This is also where you setup the starting address for the Technician for the mapping software. The address will default to the Service Company address, but can be overwritten if the Technician starts from another location.