



SUBURBAN SOFTWARE SYSTEMS

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Inventory

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Introduction:

The function of the Suburban Software Inventory System is to maintain the value and quantities of items placed in Inventory. It also maintains historical data of sales and purchases including totals for year to date and last year's sales and profit margins.

When the Inventory System is used with Suburban Software General Ledger Package, it will automatically post Inventory and Cost of Goods Sold to the designated General Ledger Accounts for the appropriate accounting period.

When used with the Suburban Accounts Receivable System, sales of inventory items will automatically be transferred to the Inventory System and post the cost of those sales to the General Ledger.

The Suburban Accounts Payable System can also be used with the Inventory System as they are posted to Accounts Payable.

The Suburban Software Inventory System is controlled by the use of three menus:

- Inventory Menu:** Main Menu used to perform day to day operations not automatically performed by the A/R and A/P Systems.
- Utility Menu:** Performs Inventory functions not normally performed on a routine basis.
- EOM Menu:** End of Month Menu is used to perform end of the month functions.

Inventory Highlights:

- ❖ The Inventory System is completely integrated with the **Suburban A/R, A/P, G/L and Vehicle Maintenance Systems.**
- ❖ Sales Analysis
- ❖ Stock Status Reports
- ❖ Inventory Activity
- ❖ Physical Inventory Worksheets
- ❖ Price Books
- ❖ Multiple Branch/ Warehouses up to 99 locations
- ❖ Inventory Inquiry:
 - Product
 - Vendor
 - Location
 - Model
 - Part Number
- ❖ Provides the following for all Inventory Items:
 - Count
 - Value
 - Status
 - Sales Cost
 - Profit
- ❖ Reports can be selectively printed for all Inventory Items or by Specific Products
- ❖ All reports can be printed “as of” any previous accounting period.

Getting Started:

To begin using the Suburban Inventory System you must open your inventory files, build your initial inventory item data base and establish your beginning inventory balances.

But before you begin, spend a little time to organize your inventory into product classification and assign a single letter product code to represent these products. You might consider the following examples:

G	Gas
T	Tanks/ Cylinders
H	Heaters
R	Ranges
W	Water Heaters
P	Parts
M	Miscellaneous

Within each product code, you should classify each product (except for FUNGABLE products like propane) by vendor by designating a Vendor Code. For example, heaters (H) might be sub- classified by the type heater you sell such as:

HV	Heaters, Vanguard
HC	Heaters, Coleman
HM	Heaters, Martin

After you have decided on and assigned your Product Vendor codes, you can begin building your inventory files using Inventory Utility Menu options in the order outlined below. However, you should also revise the Product Code file in the A/R system by designating each "Product-Vendor" code into the appropriate A/R "Product Code" record. It may necessitate constructing new Product Codes. For example: if all heaters were previously sold using product code "H", you will now need to designate a heater product code for each vendor sold. i.e. "H" would be deleted and replaced with "HC", "HV" or "HM".

You should also establish in the General Ledger, Account # 500 to be used to transfer inventory purchases from the Accounts Payable to the Inventory System.

In order to begin processing inventory, you will need to do the following:

- Open the Inventory Utility Menu.
- Open Initial Inventory Files. A set of inventory master files by company ID will be created. This option needs to be run first.
- Setup the Supervisor File - This file contains your company information (Name, Type,
- Vendor codes, Margin values etc.)
- After all files are set and Information about company entered, you need to set up Product
- Vendor File.
- Ones you recorded information about vendors, you can setup initial inventory.

Inventory Menu:

Inventory Menu

SSS Propane.Net (v2.0)
9/15/2017 7:57:42 AM
SQL Indexes Enabled

Inventory

- Enter / Update - Inventory Master File
- Enter / Update - Sales / Purchases / Adjustments
- List - Sales / Purchases / Adjustments
- Post - Sales / Purchases / Adjustments
- Inventory Inquiry

Inventory Utility Menu Inventory End of Period Menu

Gas Menu Accounts Payable General Ledger Inventory Payroll

Exit ! 📍 kb ? 🖨️ Web Services Order Inquiry Customer Inquiry

Enter/ Update – Inventory Master File:

INVENTORY MASTER FILE (EDIT MODE)

Company Identification Code	SPI	▼
Product / Vendor Code		▼
Model Number / Part Number		
Description		
Include Deactivated Items	<input type="checkbox"/>	

Note. If Part Number key produces multiple search results, but was intended to be used as a New Item Part Number, click 'New Item' button to enter into the 'Add' mode.

Exit New Item New Search Continue

This option allows users to set up or modify inventory master file items. All items (other than the items entered during the initial inventory setup) must be entered to the inventory system with this option before the system will allow the item to be purchased or sold. Changes to the items description, unit of issue, location, costing method or retail price are also performed by this procedure.

Note:

The access key for inventory items is comprised of the product vendor code, the model/part number and, if inventory is tracked by branch, the branch/warehouse number.

Screen One Fields:

Company ID Enter the Company ID (CoID)

Product/ Vendor Code: The Product/Vendor Code is a "sales-category" and must be established in the Product Vendor File before attempting to enter it as an inventory item.

GC = PROPANE CONTRACT INV
GS = PROPANE GAS
TK = TANKS

Model/ Parts # Enter the model number or parts number for the inventory item.

Description Enter the description as it is to appear on inventory reports and displays

Deactivated Items: Check this box if you want to include deactivated items in the search.

Notes:

1. The vendor's model/part number often contains blanks, dashes, and slashes. It is suggested that a policy be established to either include or exclude blanks, dashes, and slashes from the inventory model number.
2. If the system will not accept the Product-Vendor number as entered, the Product-Vendor code may not be set up in the Product-Vendor file. See the UTILITY Menu for more information on product-vendor codes.

Note. If Part Number key produces multiple search results, but was intended to be used as a New Item Part Number, click 'New Item' button to enter into the 'Add' mode.

Screen Two:

INVENTORY MASTERFILE

Product / Vendor / Part # T K Status ▾

Description T

	Quantity	List Price	Unit Cost	Margin
On Hand	<input type="text" value="1"/>	<input type="text" value="730.0000"/>	<input type="text" value="365.0000"/>	<input type="text" value="100.00 %"/>
Allocated Sales	<input type="text" value="0"/>			
Net Available	<input type="text" value="1"/>			

Reorder Point Cost Code ▾

Reorder Quantity Unit of Issue ▾

Warehouse location

Fuel Type ▾

	Quantity	Sales	Average Price	Unit Cost	Margin
Year to date sales	<input type="text" value="0"/>	<input type="text" value="0.00"/>	<input type="text" value="0.0000"/>	<input type="text" value="0.0000"/>	<input type="text" value="0.00 %"/>
Sold Last Year	<input type="text" value="0"/>	<input type="text" value="0.00"/>	<input type="text" value="0.0000"/>	<input type="text" value="0.0000"/>	<input type="text" value="0.00 %"/>

General Information

When the first screen has been completed, click **Continue** and the system will issue another prompt screen with the following fields:

- Description:** Enter the description as it is to appear on inventory reports and displays.
- Status:** Choose {A} for Active inventory item, or {D} for Deactivated.
- On Hand:** List the quantity of the item you have in stock.
- List Price:** Enter the retail price of this item. The field is 9 characters long with 4 decimal places. (I.e. \$99999.9999).

Unit Cost: Enter the cost of this item. This field is 7 characters long with 3 decimal places. (i.e. \$99999.9999).

Note:

1. If either Retail Price or Unit Cost are left blank, the system will compute the other using the cost factor in the product vendor file.
2. The Retail Price must be greater than Unit Cost.
3. The Unit Cost may not be changed once items have been purchased without entering an adjustment transaction.

Margin: This will display profit margin between cost and sales price.

Allocated Sales: Items showing in the system as sold but that has not been posted permanently.

Net Available: How many you have in stock after allocated sales.

Reorder Point: The threshold at which stock gets low enough to reorder.

Reorder Amount: The amount of the item you need to reorder.

Cost Code: Code that specifies how the items are to be:

(1) valued while in inventory

(2) costed where sold:

A = Average Cost

F = First in First Out

L = Last in Last Out

R = Most Recent Cost

S = Specific Cost by Serial Number

Unit of Issue: Indicates the proper inventory units that transactions are to be posted in. It is very important to be consistent with units for each inventory item.

Unit of issue sample:

EA = Each

GL = Gallon

FT = Feet

DZ = Dozen

BX = Box

Warehouse Location: Enter the branch which the item can be found.

Fuel Type: Enter the code that show what type of fuel.

Note: When you have completed the screen click **Save**. The system will record the entry unless an error condition is detected. Possible conditions causing error are listed below.

(1) The cost code is not A, F, L, R, or S.

(2) The retail price is less than the cost.

(3) Both the retail price and the unit cost are zero.

You will also be able to track the sales of this item, located at the bottom of the screen.

Enter/ Update- Sales/ Purchases/ Adjustments:

Inventory Data Entry

Company Identification Code SPI ▾

Input Source ▾

General Ledger Sales Month and Year (MM/YY)

Enter or Update ENTER ▾

Transaction Type ▾

Please Note:
Use ADJUSTMENTS to adjust quantities or values when there is inventory overage or shortage -or- to revalue inventory items.
Use MOVES to move inventory quantities from one item number to another -or- to move from one warehouse to another.

Exit Continue

Allows the user to enter sales / purchases, or adjustments that have not been automatically created via the Gas A/R or A/P Systems. It also allows for the updating or correcting of previously entered transactions that have not yet been posted. As transactions are entered, they are stored in a work file until you are ready to post the transactions to the inventory file.

Screen One Fields:

Company Id	Enter you CoID								
Input Source:	Identifies the work file to which sales, purchases or adjustments will be entered. To adjust inventory transactions coming from Accounts Receivable, enter AR -or- to adjust transactions entered through Accounts Payable, enter AP . Otherwise, enter your terminal workstation ID (such as W1 or AA). The system will not allow another terminal's workstation ID to be entered to this field.								
General Ledger Sales Month and Year:	Enter the accounting month and year that the transactions are to be posted into the G/L. It is important for valuation purposes that the proper month and year are entered. The G/L file for that month must be on the computer.								
Enter/ Update	Specify which mode you want to be in. {Enter}, to add new Inventory Data or {Update}, to adjust existing Inventory Data								
Transaction Type:	Specify which type of transaction you are entering. <table><tr><td>S</td><td>Sales</td></tr><tr><td>P</td><td>Purchases</td></tr><tr><td>A</td><td>Adjustments</td></tr><tr><td>M</td><td>Moves</td></tr></table> Notes: <ol style="list-style-type: none">1. Adjustments should only be used to adjust quantities or values, such as after taking a physical inventory. If you want to correct a sale or purchase that was posted to the wrong item then simply back out the wrong transaction by entering a negative sale or purchase, then enter the transaction on the proper item. Do not use the adjustment code to transfer or correct sales or purchases.2. Adjustments may be used to adjust quantities or values but not both at the same time.3. If you are adjusting value, enter the amount you want the inventory items total value to change. For example: if you have 5 items at \$10.00 each (\$50.00 total), that you want revalued to \$8.00 each then the new total value is \$40.00 and you would enter an adjustment of a negative \$10.00-.	S	Sales	P	Purchases	A	Adjustments	M	Moves
S	Sales								
P	Purchases								
A	Adjustments								
M	Moves								

Screen Two:

INVENTORY TRANSACTIONS

Transaction Type Posting Period

Unit Price

Account # Reference MMDD P / V Model/Part# Model/Part# Description Quantity Dollar Amount

Tag # Serial Number PO Number Disp

Delete Transaction

ordNun	St	Date	Type	P	V	WH	Model Number	Description	Quantity	Amount	Unit Cost

Totals:

Exit

Screen Two Fields:

Account Number: This is the vendor number form A/P or the customer number from A/R. Entry to this field is optional.

Reference: Alpha-Numeric reference associated with the transaction. Entry to this field is optional.

MMDD: Month and Year of transaction date

P/V:

GC = PROPANE CONTRACT INV
GS = PROPANE GAS
TK = TANKS

Model/ Part Number: The model and part number for the item.

Description: If it is a new entry then enter the description as it is to appear on inventory reports and displays.

- Quantity:** Total units in the transaction. Units should match unit of issue.
- Amount:** The Total transaction dollar amount. Do not enter the decimal point. The decimal point is assumed to fall two places from the right.
- Tag #:** The tag number off the paper tag that is attached to the item you are selling.
- Serial:** Last 5 digit (numeric only) of the product's serial number. Only required when entering items with cost code (S).
- PO Number:** Purchase Order Number.
- Note:** The following conditions will cause error:
- 1) P-V Branch Code does not exist in the Product/Vendor File. This must be corrected before entry is accepted.
 - 2) Part/Model Number does not exist in the Inventory File. F12 (Accept W/Error) will allow the transaction to be entered to the work file. However, it must be corrected or the part number entered in the inventory file prior to posting to the master file.
 - 3) Sale or Purchase entered w/o quantity and amount.
 - 4) Adjustment entered w/both quantity and amount

If "M" Transaction Type (Move) had been chosen on the first prompt screen the following screen will appear:

INVENTORY TRANSACTIONS

Transaction Type **M = Moves** Posting Period **12/16**

Reference	Date	From	Product / Vendor	Model/Part#	Unit Price	Quantity	Dollar Amount

Delete Transaction

ordNun	St	Date	Type	P	V	WH	Model Number	Description	Quantity	Amount	Unit Cost

Totals: 0 0.00

Exit F10 - Use "From" Item Cost F11 - Use "From" Item Cost and Qty New Save

IF you are moving your inventory, enter "OLD" Product/Vendor/Branch and Part Number in the "From" fields, "NEW" information in the "To" fields. Enter Number of items to be moved and Total Dollar Amount. Click {Save} to save transaction.

List- Sales/ Purchases/ Adjustments:

Inventory Edit Listing

Company Identification Code SPI ▾

Inventory Changes Were Generated By
 Accounts Receivable (AR)
 Accounts Payable (AP)
 Inventory Data Entry (Workstation ID) []

Form Name 0001 ▾

Printer Type P1 - Oki Data Dot ▾

Exit Continue

Allows the user to print an edit of data entered to verify proper data entry.

Note:

Operators must enter the source work file. The source work file should be the workstation ID where the data was entered, AR (for Accounts Receivable), or AP (for Accounts Payable). Enter AR if data was generated through Accounts Receivable transactions, or AP if the data was generated in the A/P System.

Reports:

The edit report will list all transactions as entered. It will also compute the markup or markdown based on the last unit value of the item in the inventory system. If an error is detected, asterisks (****) will print below the item where the error is located. See next page for an example of this report.

Post- Sales/ Purchases/ Adjustments:

The screenshot shows a blue window titled "Print and Post Inventory Work File". It contains several input fields and a radio button group. The "Company Identification Code" field is set to "SPI". The "Inventory Changes Were Generated By" field has three radio button options: "Accounts Receivable (AR)", "Accounts Payable (AP)", and "Inventory Data Entry (Workstation ID)". The "Form Name" field is set to "0001". The "Printer Type" field is set to "P1 - Oki Data Dot". At the bottom, there are "Exit" and "Continue" buttons.

Print and Post Inventory Work File

Company Identification Code SPI ▾

Inventory Changes Were Generated By
 Accounts Receivable (AR)
 Accounts Payable (AP)
 Inventory Data Entry (Workstation ID) []

Form Name 0001 ▾

Printer Type P1 - Oki Data Dot ▾

Exit Continue

Allows the user to print a report of the data entered through Accounts Receivable, Accounts Payable, or a workstation, to post the items to the inventory master file, and to make the proper entries to the General Ledger. The report that will be printed is identical to the inventory edit report described above. See figure on previous page for an example of the edit report.

Inventory Inquiry:

INVENTORY INQUIRY

Company Identification Code SPI ▾

Product / Vendor Code ▾

Model Number / Part Number []

Description []

Include Deactivated Items

Exit New Search Continue

Allows the user to display any inventory item. Values will appear as the latest posting.

Screen One Fields:

- | | |
|------------------------------|---|
| Product/ Vendor Code: | To display any inventory item. Values will appear as the latest posting |
| Model # / Part #: | Model or Part # that you are looking for. |
| Description: | Description as it appears on ticket |
| Deactivated Items: | Check this box if you want to include deactivated items in the search. |
| Note: | The product code is the only "required" entry for inquiry. |

Screen Two:

When you click continue the following screen will appear. It will show a list of inventory items which match the selected criteria. In addition, the screen will show the retail price, unit of issue and quantity on hand of each item.

INVENTORY INQUIRY

Company Identification Code SPI ▾
Product / Vendor Code TK = TANKS ▾
Model Number / Part Number
Description
Include Deactivated Items

	P	V	Part Number	Description	Unit Cost	UI	Quantity On Hand	Quantity Allocated
A	T	K	1013319	T	365.0000		1	-0
A	T	K	1013375	T	365.0000		1	-0

Exit New Search Continue

Clicking on an item will bring up the next screen.

Screen Three:

INVENTORY MASTERFILE

Product / Vendor / Part # **T K** Status **A - Active**

Description **T**

	Quantity	List Price	Unit Cost	Margin
On Hand	<input type="text" value="1"/>	<input type="text" value="730.0000"/>	<input type="text" value="365.0000"/>	<input type="text" value="100.00 %"/>
Allocated Sales	<input type="text" value="0"/>			
Net Available	<input type="text" value="1"/>			

Reorder Point Cost Code **A - Average**

Reorder Quantity Unit of Issue

Warehouse location

Fuel Type

	Quantity	Sales	Average Price	Unit Cost	Margin
Year to date sales	<input type="text" value="0"/>	<input type="text" value="0.00"/>	<input type="text" value="0.0000"/>	<input type="text" value="0.0000"/>	<input type="text" value="0.00 %"/>
Sold Last Year	<input type="text" value="0"/>	<input type="text" value="0.00"/>	<input type="text" value="0.0000"/>	<input type="text" value="0.0000"/>	<input type="text" value="0.00 %"/>

General Information Transactions

Exit Save

This screen is a more gives you more detailed information about the item you selected on the previous screen.

Screen Four:

INVENTORY MASTERFILE

Product / Vendor / Part # T K 1013319 Status A - Active

Description T TANKS

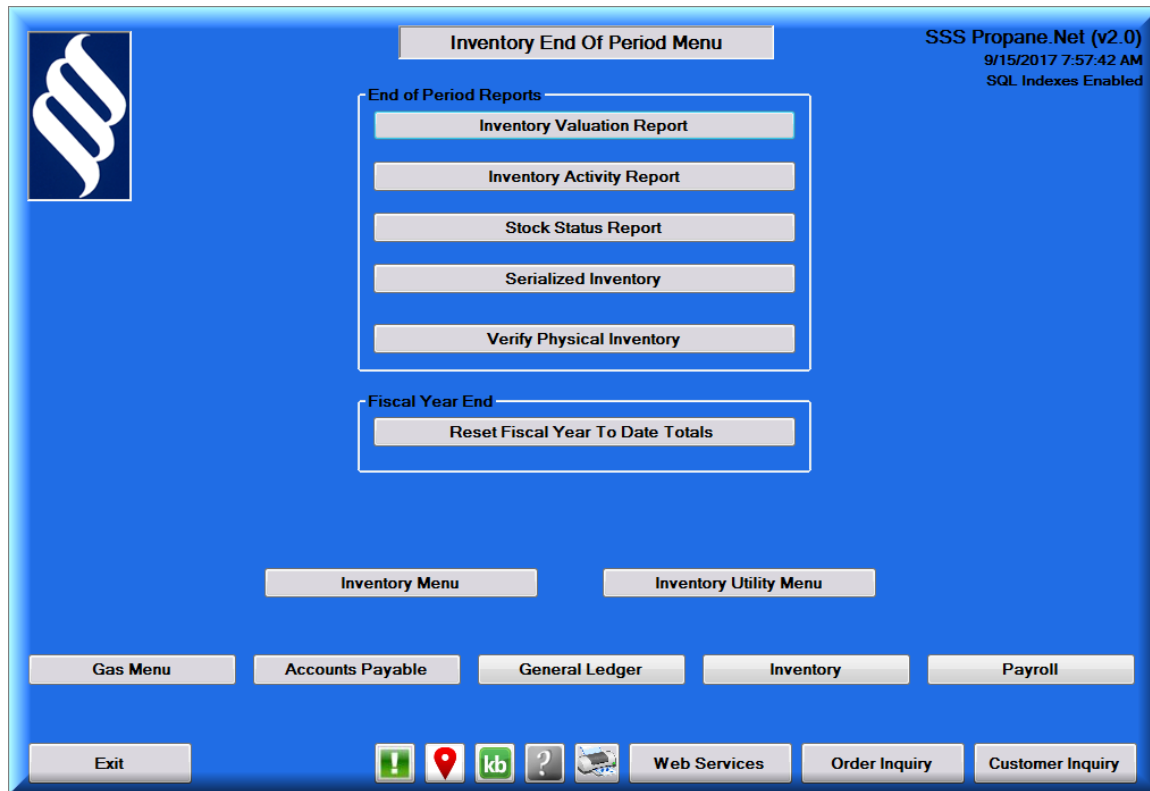
Date	Journal	Reference	Account	PONr	S/P/A	Qty	Amount	Unit Price	Unit Cost	Margin	Tag	Serial #
------	---------	-----------	---------	------	-------	-----	--------	------------	-----------	--------	-----	----------

General Information Transactions

Exit Save

If transactions exist for the product/vender/part requested, they will be displayed on this screen.

Inventory End of Period Menu:



There is no formal End of Month procedure you must complete. However, you may print the value of you inventory for the end of any accounting month, and list any inventory activity that occurred for one or more accounting periods. The only restriction is that the General Ledger month should be open and available to the inventory system.

Inventory Valuation Report:

Print Inventory Valuation Report

Company Identification Code SPI ▾

List Activity Beginning in the Month Of

This valuation is to be as of General Ledger Month and Year Ending In

List Item "Detailed Information" or "Totals Only" D - Detail ▾

Select Product and/or Vendor Code or Blank for ALL to print all codes

Form Name 0001 ▾

Printer Type P1 - Oki Data Dot ▾

To print a valuation of company inventory as of the G/L month and year you select. Report may be in detail by item or totaled by product/vendor and branch/warehouse.

Example Report:

STYER PROPANE		Inventory Valuation Reprt - From 0/00 Ending: 0/00					09/21/17 12:49 KELLY	
G	PROPANE CONTRACT INDescription	U.Value	UI	Beginning + Received + Adjust	- Sold	=	End Inv.	Total Value
	PROPANE CONTRACT			Total: 0	0	0	0	\$.00
GS	PROPANE INVENTORY - REGULAR	16.2922GL		50,789	0	0	50,789	\$827,464.55
	PROPANE GAS			Total: 50,789	0	0	50,789	\$827,464.55

Inventory Activity Report:

Print Inventory Activity Report

Company Identification Code SPI ▾

List Activity Beginning in the Month Of

List Activity through the End of Month / Year

List Item "Detailed Information" or "Totals Only" D - Detail ▾

Select Product and/or Vendor Code or Blank for ALL to include all items

Specify the Branch/Warehouse -or- Leave blank for ALL branches

Form Name 0001 ▾

Printer Type P1 - Oki Data Dot ▾

To print the activity reports for the specified number of months you select on the screen. You may print the report in detail by item or by totals of product/vendor code and branch/warehouse. This report prints each transaction that occurred in the period specified. This report details the product/vendor code by G/L date, type transaction, reference number, serial number (if used), unit cost, quantity, total amount, gross profit and gross profit %.

Example Report:

		Inventory Activity from 11/16 thru 12/16							09/22/17 12:27		
Model/Part#	Description	Journal	SPA	Accnt	Refer	Tag Nr	U.Cost	Quantity	Amount	G.Profit	GP(%)
								Purchases	Adjustments	Sales	Gross Profit Margin
								Purchases	Adjustments	Sales	Gross Profit Margin
			G				.00	.00	.00	.00	.0
								Purchases	Adjustments	Sales	Gross Profit Margin
233166-	0	0	0	233166-	Total		.00	.00	.00	.00	.0

Stock Status Report:

Print Stock Status Report

Company Identification Code SPI ▾

Valuation to be as of the G/L Month/Year Ending

List Item "Detailed Information" or "Totals Only" D - Detail ▾

Select Product and/or Vendor Code or Blank for ALL to include all items

Specify the Branch/Warehouse -or- Leave blank for ALL branches

Restrict Report to items at or below Reorder Point? Y - Yes ▾

Form Name 0001 ▾

Printer Type P1 - Oki Data Dot ▾

To print the valuation of your stock as of a month/year ending you choose. Can be printed in detail or total by product/vendor code and branch or warehouse. This screen will be presented for selecting report options.

Example:

Stock Status Report as of 12/16										09/22/17 12:33		
Model/Part#	Description	Locate	Cost	UI	On Hand	Alocated	Minimum	To Order S a l e s			
									M-T-D	Y-T-D	Last Yr	
G-C	PROPANE CONTRACT											
	PROPANE CONTRACT				Total: 0	0	0	0	0	0	0	0
G-S	PROPANE GAS											
	PROPANE GAS				Total: 0	0	0	0	0	0	0	0
	PROPANE GAS				Total: 0	0	0	0	0	0	0	0
T-K	TANKS											
	TANKS				Total: 0	0	0	0	0	0	0	0
	TANKS				Total: 0	0	0	0	0	0	0	0
0 Items			Company		Total: 0	0	0	0	0	0	0	0

Serialized Inventory:

Print Serialized Inventory Listing

Company Identification Code SPI ▾

This valuation is to be as of General Ledger Month and Year Ending In ▢

Select Product and/or Vendor Code or Blank for ALL to include all items ▢ ▢

Specify the Branch/Warehouse -or- Leave blank for ALL branches ▢

Print End Of Month Journal Also Y - Yes ▾

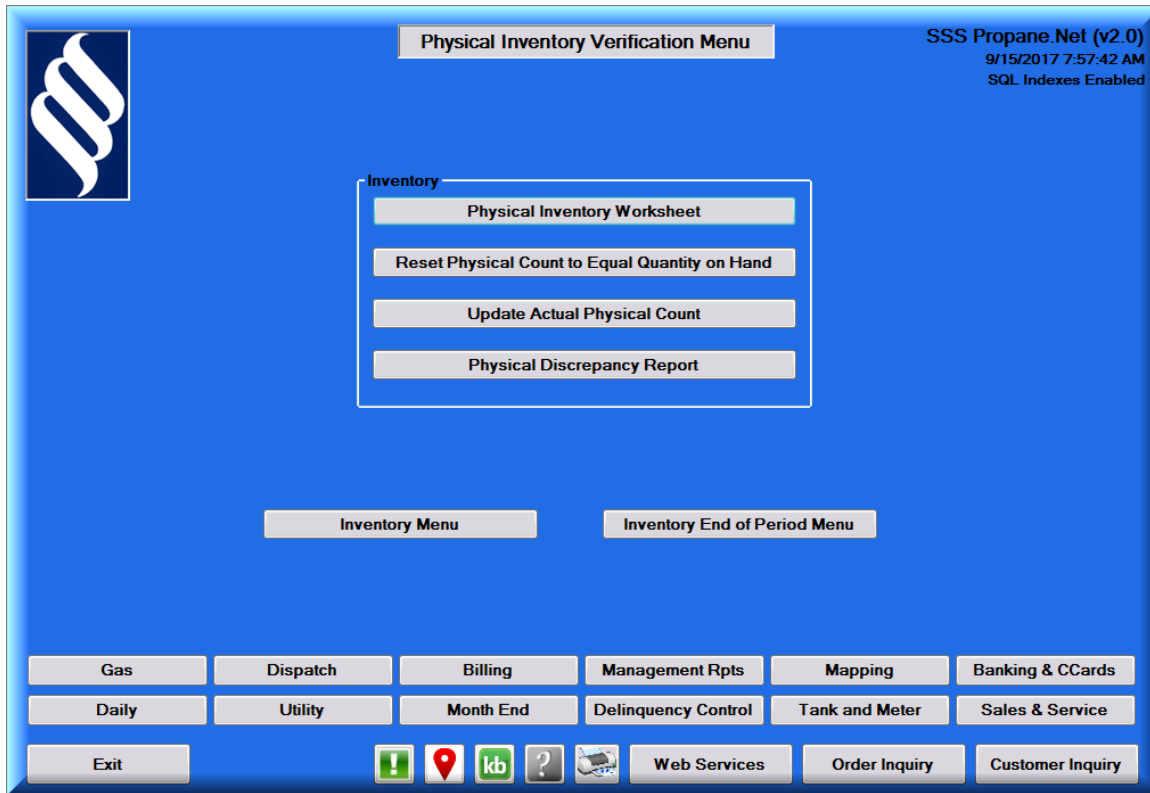
Form Name 0001 ▾

Printer Type P1 - Oki Data Dot ▾

Exit Continue

To print the inventory list, sorted by Product/Vendor Code, Branch and Model Number.

Verify Physical Inventory:



This option is used to display the Physical Inventory Menu which prints the Physical Inventory Worksheet and provides the options to produce the Physical Inventory Variances on screen and to print the Physical Inventory Variance Report.

Physical Inventory Worksheet:

Print Physical Inventory Worksheet

Company Identification Code SPI

Print worksheet as of the End of Month / Year

List Item "Detailed Information" or "Totals Only" D - Detail

Select Product and/or Vendor Code or Blank for ALL to include all items

Specify the Branch/Warehouse -or- Leave blank for ALL branches

Reset "Physical Count" field to "Quantity On Hand" ? Y - Yes

Include "Quantity On Hand" Section on Worksheet? Y - Yes

Form Name 0001

Printer Type P1 - Oki Data Dot

Exit Continue

This option is used to print a physical inventory worksheet that may be used at month end to record the actual inventory count.

Field Descriptions:

Reset "Physical Count" field to "Qty on Hand" field values? (Y/N): Option "Y" sets the physical count to be the same as the quantity on hand for the period specified. When entering the actual physical count using Menu Option # 3 it is not necessary to key in the actual count if the count is the same as the quantity on hand. Refer to Menu Option # 2 for further information.

Include "Quantity on Hand" Section of Worksheet? (Y/N): The "quantity on hand" section of the worksheet (right side) may be printed or excluded with this option.

Y = Prints both sides of the Physical Inventory Worksheet.

N = Prints the left side of the Physical Inventory Worksheet. The worksheet can be printed on 8 1/2" x 11" paper.

Reset Physical Count to Equal Quantity on Hand:

Reset Physical Count to Quantity On Hand

Company Identification Code SPI

Reset Count as of the End of Month / Year []

Select Product and/or Vendor Code or Blank for ALL to include all items [] []

Specify the Branch/Warehouse -or- Leave blank for ALL branches []

Exit Continue

To set the Physical Count field to be the same as the Quantity on Hand field for the month/year specified for (ALL) Product/Vendor codes, (ALL) branches or only those specified on the prompt screen.

Note:

If purchases or sales are posted to inventory after the Physical Count field has been set, the Quantity on Hand field on the screen will reflect the latest changes, the Physical Count field will not change. However, the Quantity on Hand field on the Physical Discrepancy Report, which is date sensitive, will be adjusted by sales and purchases as of the Mo/Yr. specified on the prompt screen.

Update Actual Physical Count:

Update Actual Physical Count

Company Identification Code SPI

Select Product and/or Vendor Code or Blank for ALL to include all items

Specify the Branch/Warehouse -or- Leave blank for ALL branches

Exit Continue

This option allows the operator to enter the actual inventory count by (All) products, (All) branches, or as specified on the prompt screen.

Note:

When the actual count is entered and the enter key is pressed the discrepancy differences will be displayed on the screen.

Screen Two:

SPI

Quantity	On Hand	Difference		Model/Part	Description	Cost	UI
0	0	0	GC		PREBUY CONTRACT GAS	1.3500	
0	0	0	GS		PROPANE INVENTORY - REGULAR	1.9049	GL
0	0	0	TK	1013319	T	365.0000	
0	0	0	TK	1013375	T	365.0000	

Exit Save

Physical Discrepancy Report:

Print Physical Discrepancy Report

Company Identification Code SPI

Discrepancy Report to be as of the End of Month / Year []

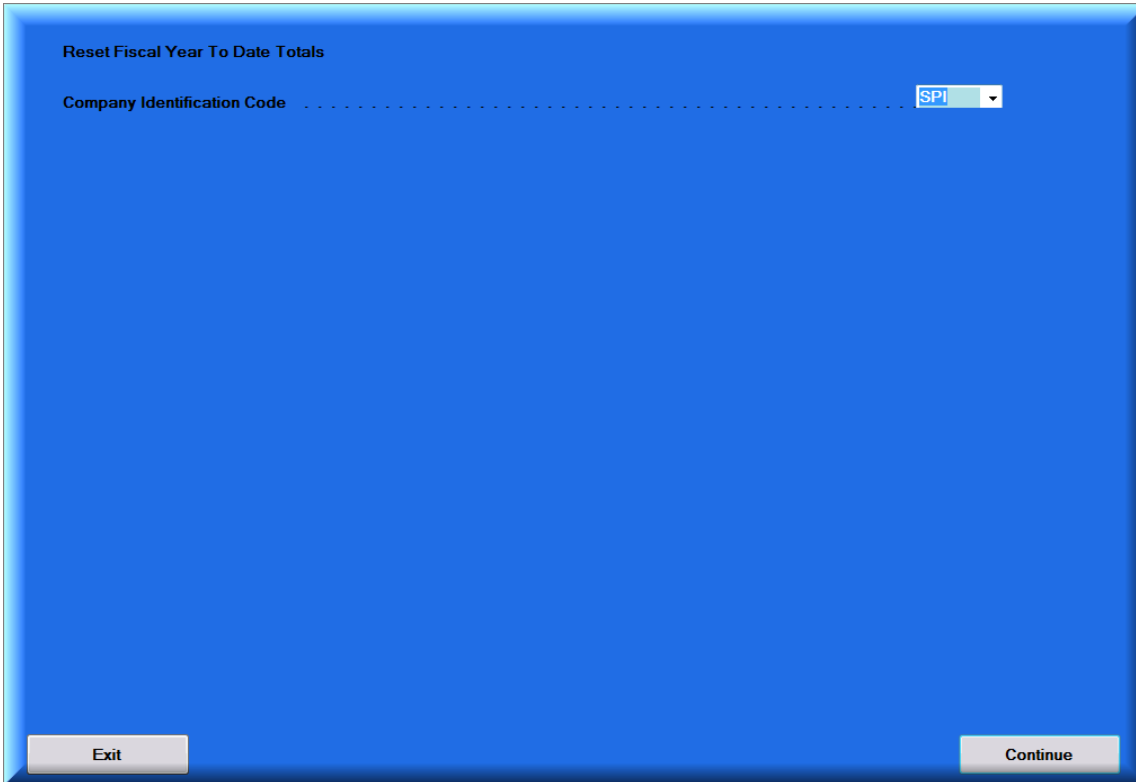
Select Product and/or Vendor Code or Blank for ALL to include all items [] []

Specify the Branch/Warehouse -or- Leave blank for ALL branches []

Exit Continue

Prints report identical to the Physical Inventory Worksheet showing only the discrepancies.
This Report is date sensitive

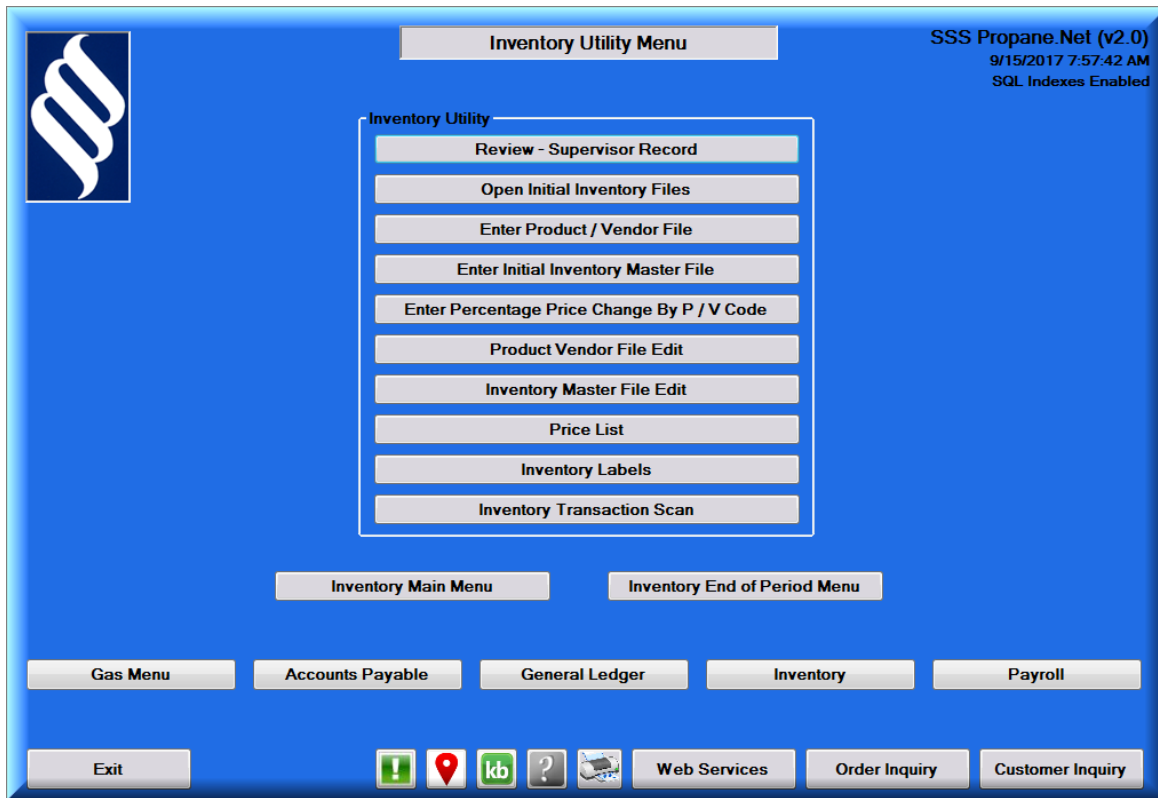
Reset Fiscal Year To Date Totals:



The screenshot shows a blue dialog box with the title "Reset Fiscal Year To Date Totals". Below the title, there is a label "Company Identification Code" followed by a dotted line and a dropdown menu. The dropdown menu is currently set to "SPI". At the bottom of the dialog box, there are two buttons: "Exit" on the left and "Continue" on the right.

This procedure will reset all Year-to-Date cumulative inventory totals for the fiscal year to zero. This procedure should be run at fiscal year-end.

Inventory Utility Menu:



Allows the user to printout various codes and items and review inventory prices.

Review – Supervisor Record:

Inventory Supervisor Table

Company Identification Code SPI

Exit Continue

Allows the user to display the Inventory Supervisor Record. Enter CoID and click {continue}

Fields:

- US/ International** Choose what country your company is located.
- {U} is for United States
- {I} is for International Countries
- Inventory By Branch:** Enter **Y** = Yes if inventory is or will be maintained at separate locations. Otherwise enter **N** = No. Once selected, this should not be changed.
- Inventory Products with Quantity to G/L:** Enter the first letter of the Propane Gas Product-Vendor code. More than one product may be entered. This field designates which product's quantities (gallons) are to be transferred to the General Ledger during Inventory Posting.
- Note:** The product code referred to here is the first letter of the "Product/Vendor Code" in the inventory system; **not** the product code setup in the Accounts Receivable system.
- Purchases G/L Number:** A/R = 500. This is the general ledger account number that A/P and Inventory systems use to transfer purchases of inventory items from A/P to Inventory. All transactions entered as "Purchases" in the inventory system create a G/L transaction which credits account #500 and debits the inventory G/L account # you specify in the Product/Vendor file. All inventory purchases entered through the Accounts Payable System should now be debited to account #500. Account 500 is only a 'transfer-wash' account.
- Last Journal # used:** Each time the General Ledger is updated an "Inventory Journal" is printed and numbered. The entry in the General Ledger will be referenced by this number prefaced by the letters "IN". The Journal Number is maintained automatically by the system. Leave this field blank initially.

**Allowed Sale/
Cost % Margin:**

These fields are used to define the allowable percentage differences between cost and purchase/sale price. If an item is sold or purchased for an amount that exceeds these percentages, a warning message will be printed on the edit listing or Inventory Journal. In the first two fields, enter a minimum and a maximum percentage that items may be sold for over cost. In the third field, enter the minimum percentage (*as a negative number*) that may be paid for items under cost without producing error. In the fourth field, enter the maximum percentage (*as a positive number*) that may be paid for items over cost without producing error.

**Transaction Clear
Thru:**

This is the date through which transactions have been cleared in Year-Month format. Leave this entry blank initially.

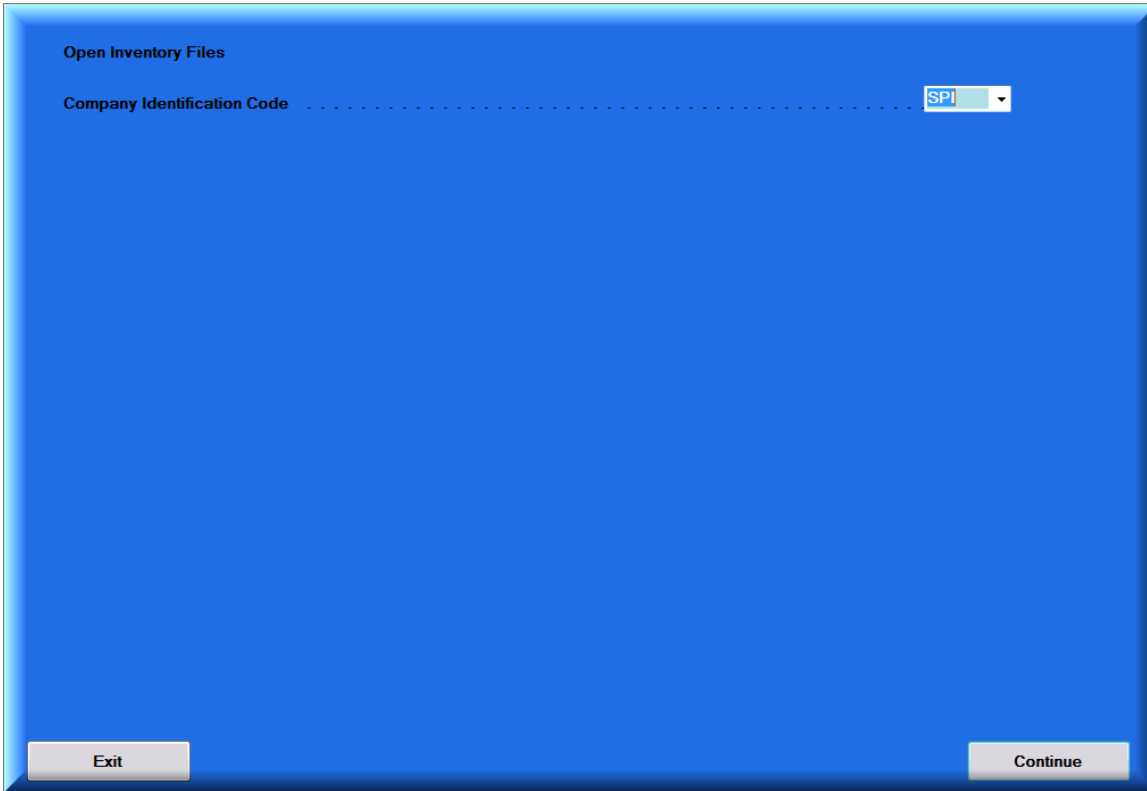
**Current Fiscal
Year Ends:**

Current Fiscal Year End in Year Month (YYMM) format

**G/L Inventory
Adjusted:**

This is the last date that the "Edit and Post Sales and Receipts Transactions" option was run from the Inventory Main Menu.

Open Inventory Files:



The image shows a software dialog box titled "Open Inventory Files". The background is a solid blue color. At the top left, the title "Open Inventory Files" is displayed. Below it, there is a label "Company Identification Code" followed by a dotted line and a dropdown menu. The dropdown menu currently shows "SPI" with a small downward arrow to its right. At the bottom left corner, there is a button labeled "Exit". At the bottom right corner, there is a button labeled "Continue".

Allows the user to create a new set of inventory data files.

Enter Product/ Vendor File:

PRODUCT / VENDOR FILE

Company Identification Code SPI

Exit Continue

Allows the user to setup product vendor codes.

Screen Two:

PRODUCT / VENDOR FILE

Product Code	Vendor Code	Status
A	A	A - Active

Product Classification

Vendor Classification

Cost Factor

Inventory Genral Ledger ASSET Account Number

Inventory COST OF GOODS SOLD G/L Account Nr

Normal Costing Method: A - Average

Effective Price Class

Discount Prices as a Percent of Retail (5.4)

Discount 1

Discount 2

Discount 3

Discount 4

Discount 5

Exit Previous Save

Product Classification:

The inventory item type i.e. heaters, gas, parts, appliances, etc.

Vendor Classification:

The vendor name from whom you purchase the product.

Cost Factor:

If both the price and the cost are not entered in the master file, the "cost" factor entered here will be used to compute the missing amount.

Discount Prices as a Percent of Retail:

Key in the percent of the retail price for cost, Disc1- Disc 5 is required. For example, if the sale price of the item is \$1.00 and the purchase price for the item is \$.60, the factor to enter to the **cost** field is 06000. This factor will be used when first loading the inventory items in the inventory master files. Either the retail price or the cost will be required when setting up inventory master file items (menu option number 4). The discount factors are used to print price books with different discount layers off of retail. The discount factors are optional.

Inventory GL Account:

This is the general ledger asset account number, that inventory items will be debited to when purchased and credited when sold.

Cost of Goods G/L Account:

This is the general ledger account number that the cost of all inventory sales on this Product-Vendor code will be posted to.

Normal Costing (AFLRS):

Enter the costing method code you want to use on this Product-Vendor code. The codes are:

A Average costing method

F First in First Out method

L Last in First Out method

R Most Recent method

S Specific Item method

Note: Serial numbers will be required in data entry for any items that are setup for specific-item costing (S).

Note:

After entering the above information press the Enter Key. Repeat the above steps until you have entered all of your Product-Vendor codes.

Enter Initial Inventory Master File:

INVENTORY MASTER FILE (EDIT MODE)

Company Identification Code SPI ▾

Product / Vendor Code ▾

Model Number / Part Number

Description

Include Deactivated Items

Note. If Part Number key produces multiple search results, but was intended to be used as a New Item Part Number, click 'New Item' button to enter into the 'Add' mode.

Exit New Item New Search Continue

Allows the user to set up the beginning inventory master file. The warning message displayed tells you that the entries you make using this option will be treated as the initial starting quantities, allowing you to enter quantities without entering transactions. Also a physical inventory count should be used for current inventory quantities.

Note:

If Part Number Key produces multiple search results, but was intended to be used as a New Item Part Number, Click on {New Item} button to enter the “Add” mode.

Enter Percentage Price Change by P/V Code:

Inventory Price Changes

Company Identification Code SPI ▾

Product and/or Vendor Code, or Leave Blank to include all items

Specify the Branch/Warehouse or Leave Blank to include all items

Enter percent price is to change (xx) 0.0 %

Is this change to be an Increase or Decrease in Price? Increase ▾

Form Name 0001 ▾

Printer Type P1 - Oki Data Dot ▾

Exit Continue

Note:

To allow you to make a standard percentage retail price change of all products within a specified product as one entry. If the price change is not a uniform percentage for the Product/ Vendor code the price change must be made using the Update Inventory Master File menu option.

Product Vendor File Edit:

Print Product Vendor File

Company Identification Code SPI ▾

Form Name 0001 ▾

Printer Type P1 - Oki Data Dot ▾

Exit Continue

Allows the user to print a listing of the information you have in the product vendor file to verify the correctness of the information.

Example:

STYER PROPANE		09 22 17 13 07											
P-V	Product	Vender	Normal Costing	General Debit#	Ledger Credit#	Multipliers (X) Cost	Disc#1	Disc#2	Disc#3	Disc#4	Disc#5	List Price =	Price Class
G-C	PROPANE CONTRACT	INV	A	111CON	515CON								
G-S	PROPANE GAS		A	111	515	.5500							
T-K	TANKS		A	115	551	.5000							

Inventory Master File Edit:

Print Inventory Master File

Company Identification Code SPI ▾

This valuation is to be as of General Ledger Month and Year Ending In

List Item "Detailed Information" or "Totals Only" D - Detail ▾

Select Product and/or Vendor Code or Blank for ALL to print all codes

Enter Branch Number or Leave Blank for ALL

Print Only Items at or Below Reorder Point? N - No ▾

Form Name 0001 ▾

Printer Type P1 - Oki Data Dot ▾

Allows the user to print a listing of the inventory master file. This report may be used to verify the data entered to the inventory master file in the previous step.

Example:

STYER PROPANE		Inventory Edit Listing as of 0/00						07/10/15	14:45 KELLY
Model/Part#	Description	Locate	Cost	Retail	On Hand	Mimum	To Order	Value	
G-C	PROPANE CONTRACT	111CON 515CON							
GC	PREBUY CONTRACT GAS		1.35	2.00	156315-	0	0	211025.25-	
	PROPANE CONTRACT			Total:	156315-			\$211,025.25-	
G-S	PROPANE GAS	111	515						
GS	PROPANE INVENTORY - REGULAR		1.9049 GL	2.0364	76853-	0	0	146397.28-	
	PROPANE GAS			Total:	76853-			\$146,397.28-	
	PROPANE GAS			Total:	233168-			\$357,422.53-	
T-K	TANKS	115	551						
TK	1013319 T		365.00	730.00	1	0	0	365.00	
TK	1013375 T		365.00	730.00	1	0	0	365.00	
	TANKS			Total:	2			\$730.00	
	TANKS			Total:	2			\$730.00	
	Total Items:	4	Company	Total:	233,166-			356,692.53-	

Price List:

Print Price List

Company Identification Code	SPI
Select Product and/or Vendor Code or Blank for ALL to print all codes	<input type="checkbox"/> <input type="checkbox"/>
Enter Branch/Warehouse Number or Leave Blank for ALL	<input type="checkbox"/>
Do you want the cost column to appear?	Y - Yes
Maximum Number of Discounts To Print	0
Enter the Discount Column To Print	0
Form Name	0001
Printer Type	P1 - Oki Data Dot

Exit Continue

Allows the user to print a price list by product and/or vendor code or all product/vendor codes by branch/warehouse with an option to print cost and discounts.

Inventory Labels:

The screenshot shows a blue dialog box titled "Print Inventory Labels". It contains several fields for configuration:

- Company Identification Code**: A dropdown menu with "SPI" selected.
- Select Product and/or Vendor Code or Blank for ALL to print all codes**: Two checkboxes, both of which are unchecked.
- Enter Branch/Warehouse Number or Leave Blank for ALL**: A text input field that is currently blank.
- Print Retail Price?**: A dropdown menu with "Y - Yes" selected.
- Starting Model / Part Number (Blank for All)**: A text input field that is currently blank.
- Ending Model / Part Number (Blank for All)**: A text input field that is currently blank.
- Form Name**: A dropdown menu with "0001" selected.
- Printer Type**: A dropdown menu with "P1 - Oki Data Dot" selected.

At the bottom of the dialog box, there are two buttons: "Exit" on the left and "Continue" on the right.

Allows the user to print inventory labels to be placed on bins.

Note:

Inventory labels may be printed by:

- Product
- Vendor
- Range of Model Numbers

Inventory Transaction Scan:

Inventory Transaction Scan

Company Identification Code SPI ▾

List Activity Beginning in the Month and Year

List Activity Ending in the Month and Year

Transaction Type: Sales, Purchases, Adjustments or Moves Sales ▾

Customer Account Number to Print

Select Product and/or Vendor Code or Blank for ALL to print all codes

Model Number

Enter Branch/Warehouse Number or Leave Blank for ALL

Form Name 0001 ▾

Printer Type P1 - Oki Data Dot ▾

Allows the user to perform a system search through a transaction file and to print all the records it finds that match the criteria you entered.