Suburban Software Systems

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Inventory

Inventory Menu Contents

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:
  - o Product
  - o Vendor
  - o Location
  - o Model
  - o Part Number
- ❖ Provides the following for all Inventory Items:
  - o Count
  - o Value
  - o Status
  - o Sales Cost
  - o 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 Inventrory 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 (v1.3)
6/30/2015 9:15:26 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

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  . . . . . . . . . . . . . . . . . . . . . . . . . . .  ☐
```

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 |

Purpose: 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   The Product/Vendor Code is a "sales-category" and must be
Code: 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   Check this box if you want to include deactivated items in the
Items: 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:

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 stick 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 . . . . [   ]

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]

Purpose: To allow you 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.

          S   Sales
          P   Purchases
          A   Adjustments
          M   Moves

      Notes: 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-.

Screen Two:

INVENTORY TRANSACTIONS

| Transaction Type | S = Sales | Posting Period | 05/15 |

Unit Price

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

| Tag # | Serial Number | PO Number | Disp |
| 0 | | 0 | 0 |

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 |

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.

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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:

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

Purpose:	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.

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Post- Sales/ Purchases/ Adjustments:

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

Purpose: 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    v]
Product / Vendor  Code  . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .    [_____ v]


Model Number / Part Number  . . . . . . . . . . . . . . . . . . . . . . . . . .    [_____]
Description  . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .    [_____]
Include Deactivated Items . . . . . . . . . . . . . . . . . . . . . . . . . . . . .    [ ]



                                                     [  Exit  ]                    [ New Search ]    [ Continue ]
```

Purpose: 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 |

Note: Clicking on an item will bring up the next screen.

Screen Three:

INVENTORY MASTERFILE

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

Description   T   TANKS

	Quantity	List Price	Unit Cost	Margin
On Hand	1	730.0000	365.0000	100.00 %
Allocated Sales	0			
Net Available	1			

Reorder Point.   0   Cost Code . . . . . .   A - Average
Reorder Quantity.   0   Unit of Issue . . . .
                                                    Warehouse location   [ ]
                                                    Fuel Type . . . .

	Quantity	Sales	Average Price	Unit Cost	Margin
Year to date sales.	0	0.00	0.0000	0.0000	0.00 %
Sold Last Year	0	0.00	0.0000	0.0000	0.00 %

General Information   Transactions

Exit   Save

Purpose: 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

Purpose: 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  ▾]

Enter Branch Number or Leave Blank for ALL . . . . . . . . . . . . . . . . . . . . . . . .  [   ]

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 ▾]


        [ Exit ]                                                          [ Continue ]
```

Purpose: 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:

G      PROPANE CONTRACT   INDescription              U.Value  UI     Beginning + Received + 

       PROPANE CONTRACT                                     Total:      0         0


GS                 PROPANE INVENTORY - REGULAR      16.2922GL     50,789         0

       PROPANE GAS                                          Total:  50,789         0
```

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`

| Exit | | Continue |

| **Purpose:** | 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:

```
|
STYER PROPANE                          Inventory Activity from  0/00 thru  0/00

      Model/Part#         Description         Journal  SPA  Accnt   Refer   Tag Nr   U.C
                                                               Purchases        Adjustm
                                                               Purchases        Adjustm
                                                               Purchases        Adjustm

         50791         0           0          0     50791  Total        .00
```

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 ⌄]

Exit		Continue

Purpose: 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:

```
STYER PROPANE                                Stock Status Report  as of 99/99


      Model/Part#     Description     Locate   Cost  UI   On Hand   Alocated  Minimum
G-C   PROPANE CONTRACT


      PROPANE CONTRACT                          Total:      0         0         0

G-S   PROPANE GAS


      PROPANE GAS                               Total:      0         0         0


      PROPANE GAS                               Total:      0         0         0

T-K   TANKS


      TANKS                                     Total:      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 ⌄
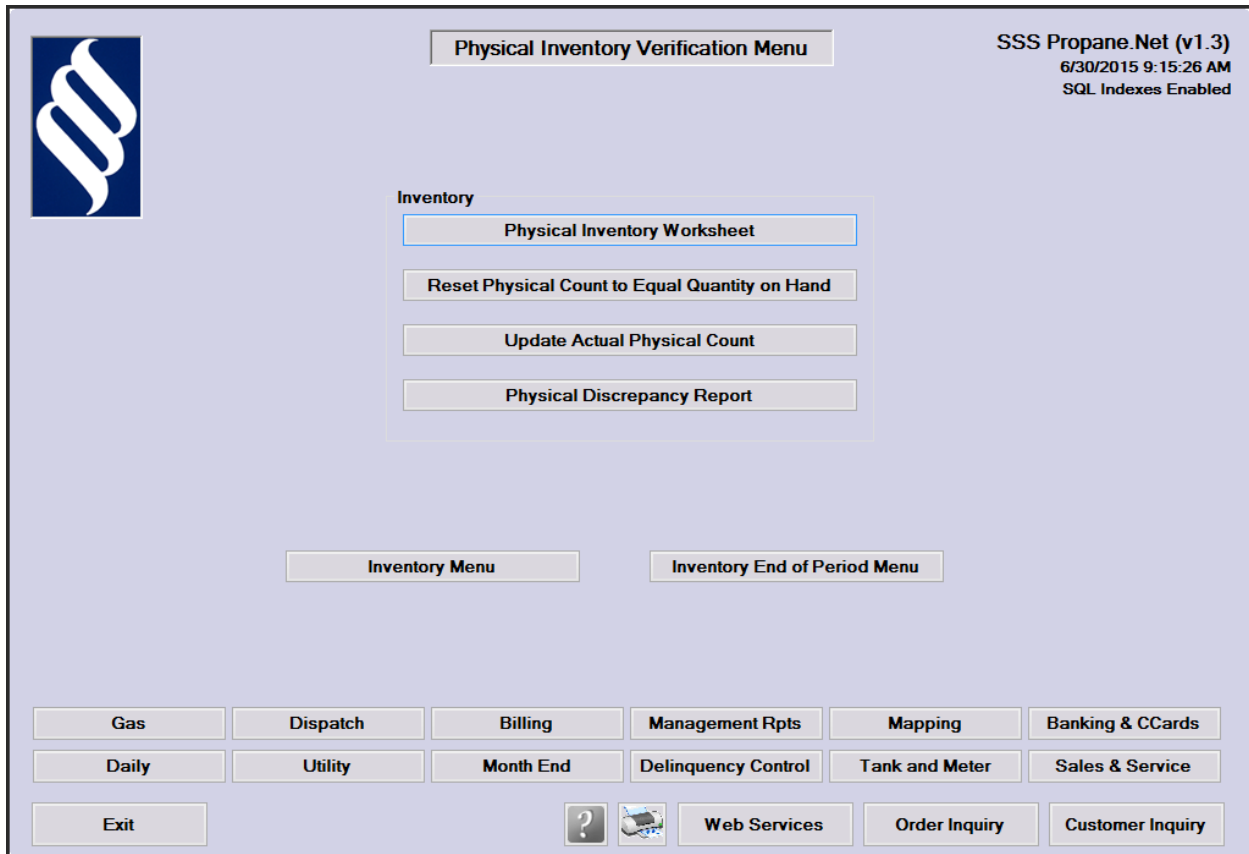
Exit   Continue

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

Verify Physical Inventory:

Purpose: 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 ]
```

Purpose: 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.

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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

Purpose:	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]

Purpose: 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:

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 ]
```

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

Reset Fiscal Year To Date Totals:

```
Reset Fiscal Year To Date Totals

Company Identification Code  . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .   SPI  ▽




                                                                        
                                                                        
                                                                        
                                                                        
                                                                        

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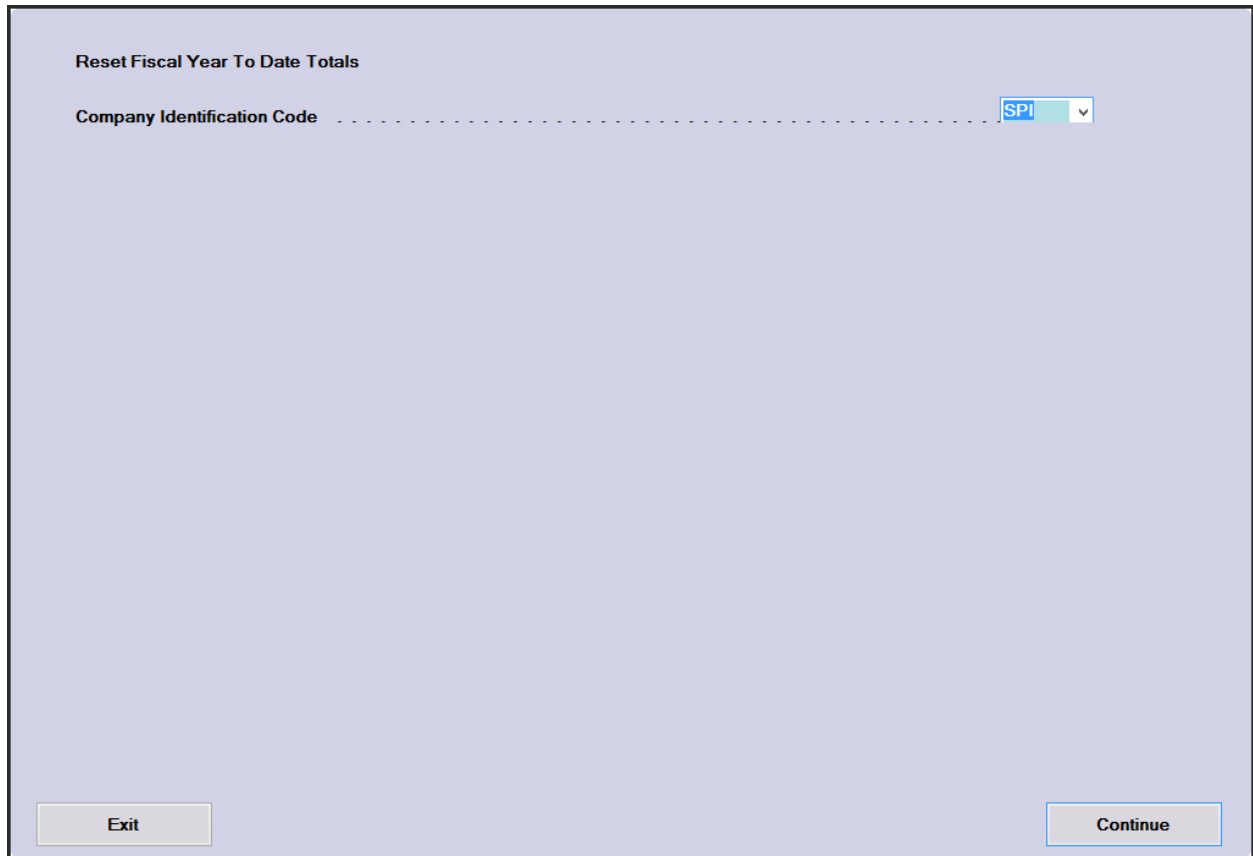
Purpose:	This procedure will reset all Year-to-Date cumulative inventory totals for the fiscal year to zero. This procedure should be run at fiscal year-end.

Inventory Utility Menu:

Purpose: Allows the operator to printout various codes and items and review inventory prices.

Review – Supervisor Record:

Purpose: This procedure displays the Inventory Supervisor Record.

Enter the CoID and click {Continue}

Screen Two:

INVENTORY SUPERVISOR

Company Name . . . . `STYER PROPANE`

US or International Company . . . . `U - US` ⌄

Inventory By Branch . . . . `N - NO` ⌄

Inventory Products with Quantity to GL   `G` `☐` `☐` `☐` `☐`

Purchases G/L number . . . .   `000500`

Last Journal Number used . . . .   `00230`

	Min	Max	Min	Max
Allowed Sale/Cost % Margin	0	400	-75	100

(Year / Month)

Transactions Clear thru . . . .   `     `

Current Fiscal Year ends . . . .   `12/2014`

G/L Inventory Last Adjusted . . . .   `08/2014`

[Exit]　　　　　　　　　　　　　　　　[Open for Edit]　[Save]

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.
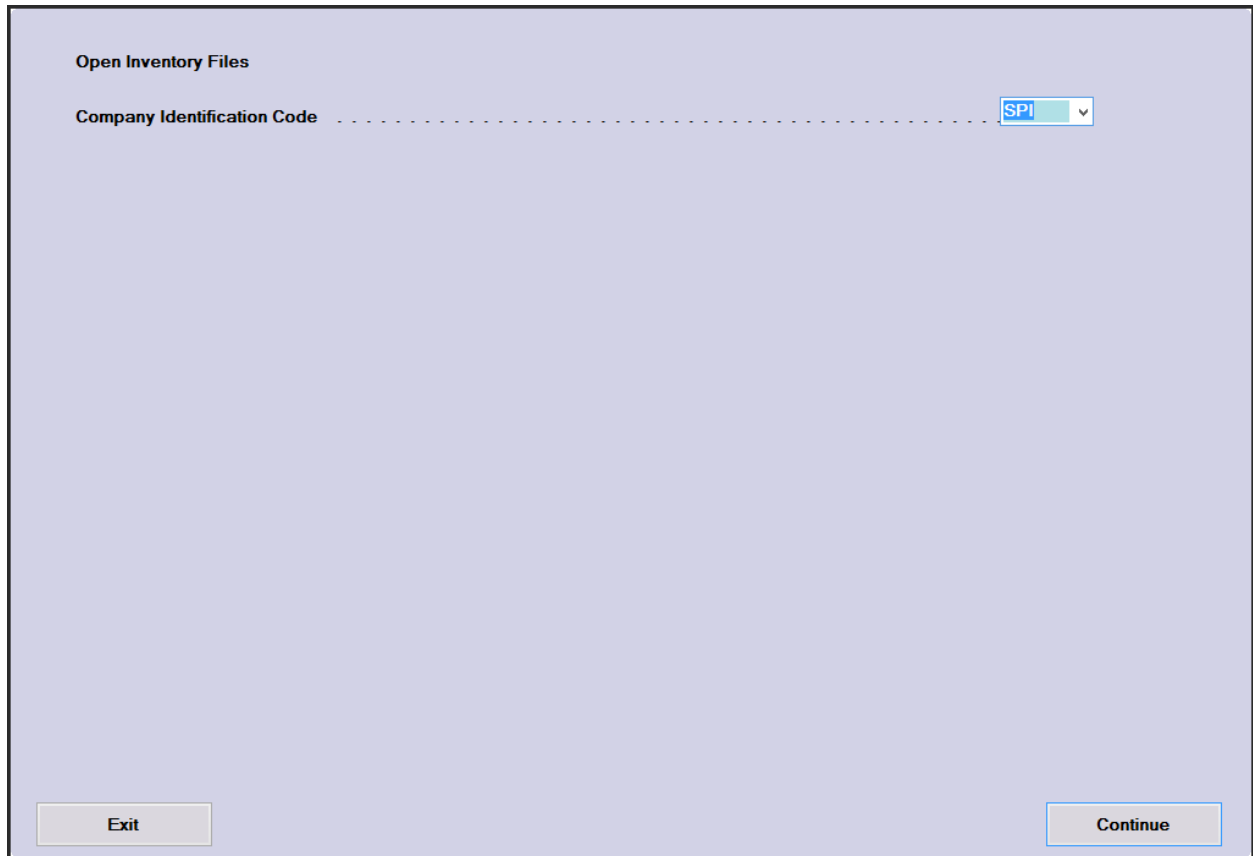
Current Fiscal
Year Ends: Current Fiscal Year End in Year Month (YYMM) format

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:

Open Inventory Files

Company Identification Code . . . . SPI ∨

Exit   Continue

Purpose: This procedure will create a new set of inventory data files.

Enter Product/ Vendor File:

PRODUCT / VENDOR FILE

Product Code	Vendor Code

Exit   Previous   Save

Purpose: This option is used to setup product vendor codes.

Screen Two:

PRODUCT / VENDOR FILE

Product Code	Vendor Code		Status
A	A		A - Active

Product Classification

Vendor Classification

Cost FactorDiscount Prices as a Percent of Retail (5.4)

Cost Factor. . . . .

Discount 1. . . . .

Inventory Genral Ledger ASSET Account Number . . . .

Discount 2. . . . .

Inventory COST OF GOODS SOLD G/L Account Nr . . . . . .

Discount 3. . . . .

Normal Costing Method. . . . .   A - Average

Discount 4. . . . .

Effective Price Class . . . .

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 |

Purpose:	This option is used 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 (x.x)	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]

Purpose: To print a listing of the information you have in the product vendor file to verify the correctness of the information.

Example:

```
STYER PROPANE
                                  Normal      General Ledger    Multipliers (X) List Price = ...
P-V    Product          Vender    Costing     Debit#  Credit#   Cost    Disc#1   Disc#2   Disc#3

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 ∨

| Exit | | Continue |

Purpose: 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	☐ ☐
Enter Branch/Warehouse Number or Leave Blank for ALL	☐
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]

Purpose: 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:

Print Inventory Labels

Company Identification Code	SPI ▾
Select Product and/or Vendor Code or Blank for ALL to print all codes	☐ ☐
Enter Branch/Warehouse Number or Leave Blank for ALL	☐
Print Retail Price?	Y - Yes ▾
Starting Model / Part Number (Blank for All)	
Ending Model / Part Number (Blank for All)	
Form Name	0001 ▾
Printer Type	P1 - Oki Data Dot ▾

Exit		Continue

Purpose: To print inventory labels to be placed on bins.

Note: Inventory labels may be printed by: Product, Vendor, and/or 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 ˅

Exit   Continue

Purpose: To give you the ability to have the system search thru a transaction file and to print all the records it finds that match any search argument you enter.