

5. INVENTORY ADMINISTRATION



Figure 5-1 Selections for Inventory Administration

Inventory Admin allows the administrator/department manager to set and maintain some types of basic information about how the Inventory section functions

SITE CONFIGURATION

The screenshot shows the 'Inventory - Site configuration' screen. It contains several configuration options:

- Scheduling:** Average Hours* (dropdown menu)
- Costing:** FIFO* (dropdown menu)
- Initial Stock Status:** in production** (dropdown menu)
- Stock Number Format:** %2\$d-%1\$05d (text input field)
- Help text:**
 - %1\$d is replaced with next stock ID number**
 - %2\$d is replaced with category ID number**
 - %3\$s is replaced with category name**
 - %4\$s is replaced with one letter status code, with a blank for production**
 - %5\$s is replaced with one letter status code {[E]xperimental, [P]roduction, [R]etired, [D]iscontinued}**
- Allow Stock Number Changes:**

At the bottom of the screen are 'Save' and 'Cancel' buttons.

Figure 5-2 The Site Configuration screen.

Scheduling – ??? Right now, “Average Hours” is the only choice

Costing – ??? At time of writing, FIFO (“First In, First Out”) is the only choice

Initial Stock Status – This sets the default status of new stock items. Choices are:

Experimental – the item will be ordered in small numbers but require a SKU for expense tracking. R & D mostly will be using this

In Production – the item is currently used in production

Discontinued – the item was previously used in production and is now stocked only for warranty replacements

Retired – the item is no longer used or stocked for any purpose. Some units may be on hand.

A RETIRED STOCK ITEM SHOULD NOT BE DELETED, AS IT IS STILL FOUND IN THE DOCUMENT HISTORY – PURCHASE ORDERS, SHIPMENTS, WORK ORDERS, ETC.

Stock Number Format -- the format for stock numbers is set here. A variety of formats is offered.

Allow Stock Number Changes -if this box is checked, existing stock numbers can be edited (over-ridden) by any employee with access.

Save - save any changes and exit to the main Admin screen

Cancel - exit without saving changes