## Creating a Part for Finished Inventory

What is the purpose of this setup step?

The purpose of this step is to show you how to create and add parts to Finished Inventory. This will involve:

- A. Creating an order for producing parts for inventory.
- B. Adding the produced part to inventory.
- C. Adding a PO number to track the Finished Inventory Orders.
- A. Creating an order for producing parts for inventory can be done in the Screenprint Signs and the Composition Sign Products.
  - 1) In this example, we will create a part for inventory from the Screenprint Signs product. If you need additional help filling out the pricing form please refer to the pricing form training video located on the button next to the product name on the pricing form.



2) Create an order for the part you want to produce for inventory.

Screenprint Signs 📃 🛛	Unit Price: 0.8522 Pre-Tax Price: 2,130.48				
Quantity:         2500         Sides:         Single Sided         Image: Single Sided	Pricing Method: Cost Based  Cost Based  Pricing				
Image Inch Text	Layout Data   Flat Finishing   Roll Finishing   Add-Ons   Info   Adc 💶 🕨				
Height: 6.00 🚔	Print Sheet Layout on Substrate Image Layout on Print Sheet				
Width: 6.00 🗲	Is Botated . Yes Is Botated . No				
Press: Chandard Press	Is Paneled : No Is Paneled : No				
	Number Vertical : 2 Number Vertical : 3 Number Worizontal : 5 Number Horizontal : 4				
Screen Size: Screen - 20 x 24	Number Per Print Sheet : 12 Number Di Print Sheet : 21				
Flat Stock Roll Stock	Nul 2) 22 Scrap Area : 0.7500 SqFeet				
Auto Rotate Print Sheets	Scrap Arta : 47.0000 SqFeet				
Coro - 4 mil White 48 x 96					
Sheet Usage:  Full Sheet 💌					
Print Sheet: H: 18.00 🜩 🗙 W: 24.00 🌩					
Ink Type Color % Fill	Description Production Notes More				
Ink 1: 1500 UV Flexiform S 💌 Red 💌 100 羮	(Prints on Estimates, Invoices and Work Orders)				
New Screens Color Match	Screenprint Signs				
Ink 2:					
Color Match					
	Design Shipping Installation				
Nazdar Ink Chart More Colors	Image				
	Artwork On File				
Drying Method: Dryer - UV	Negatives On File Lam / Mount Die Cut				

- 3) If you will be including child items such as Design, Die Cut, Lam/Mount into this part be sure to add them to the order before adding this part to inventory. In this example, we will be adding Die Cut to this order.
  - a) Click Die Cut.

Screenprint Signs	Unit Price: 0.8522 Pre-Tax Price: 2,130.48
Quantity:       2500	Pricing Method:       Cost Based       Cost Based Pricing         Layout Data       Flat Finishing       Roll Finishing       Add-Ons       Info       Add. • •         Print Sheet Layout on Substrate       Is Rotated       :No       Is Brotated       :No         Is Rotated       :Yes       Is Rotated       :No       Is Paneled       :No         Number Horizontal       :5       Number Horizontal       :3       Number Horizontal       :3         Number Port Utilizations       :22       Number Of Print Sheets       :219       Number Of Print Sheets       :219         Scrap Area       : 47.0000 SqFeet       Scrap Area       :0.7500 SqFeet       Scrap Area       :0.7500 SqFeet
Print Sheet: H: 18.00 X W: 24.00 X Ink Type Color % Fill Ink 1 1500 UV Flexiform S Red 100 X New Screens Color Match Ink 2 V 80 Color Match Ink 3 V 60 Color Match Nazdar Ink Chart More Colors Drying Method Dryer - UV	Description     Production Notes     More       [Prints on Estimates, Invoices and Work Orders)     Screenprint Signs       Descign     Shipping     Installation       Image     Misc       Attwork On File     Lam / Mount     Die Cut     3a

b) Fill in the information needed to add *Die Cut* to this order.

Die Cut	Unit Price: 0.55 Pre-Tax Price: 119.52
Quantity: 219 🚖	Pricing Method: Cost Based Vicing
Die: Die - CD/DVD Label 8.5 x 11 3up	Info Add-Ons Misc
Press:     Standard Die Cut Press       Impressions on Die:     3 ♣       Press Cycles:     74 ♣       Per Hour:     120 ♣	Bb         Cost. \$         Multipler.         Price. \$           3b)         0.00 ★         2.00 ★         0.00 ★
Press Time: 0.78 Hours	0.00 🛫 0.00 🜩 2.00 🜩 0.00 🜩
Die Charge: \$ 15.00 📥	0.00 🔹 🔍 0.00 🔹 2.00 🔹 0.00 🛬
Supplier: To Be Determined	
Description   Production Notes   More     (Prints on Estimates, Invoices and Work Orders)     Die Cut	Design Shipping Installation Image Misc

## B. Adding the produced part to Finished Inventory.

- After you have completed creating the order for the part you want to produce for inventory and <u>before you save</u> the order, you will need to add this part to your finished inventory. The quantity will auto fill from the order to put the entire amount in Inventory.
  - a) Click on the *Add to Finished Inventory* tab on the pricing form.
  - b) Click the dropdown for *Type* and select the sub-part category.
  - c) Click *(new inventoried part)*.

Screenprint Signs	Unit Price: 0.9005 Pre-Tax Price: 2,251.34
Quantity:         2500 ★         Sides:         Single Sided         ▼           Min Over Run:         5 ★ %         Total Prints:         2628	Pricing Method: Cost Based  Cost Based Pricing
Image         Inch         Text           Height:         6.00 🛫         ↓           Width:         6.00 🛫         ↓	Roll Finishing   Add-Ons   Info Add To Finished Inventory a) Add to Finished Goods Inventory Type Item Oty
Press: Standard Press  Screen Size: Screen - 20 x 24	Screen Print Inventory V 2500 2500
Flat Stock         Roll Stock           Auto Rotate Print Sheets         ✓           Material Type:         Coroplast	Test Company B Part Widget X Your New Part Name Your Part Name
Material:         Coro - 4 mil White 48 x 96           Sheet Usage:         Full Sheet	(new inventoried part)

- 2) The New Part screen will appear.
  - a) Enter the name of the new part. In this case it is *Sign Blank A*.
  - b) If you know you're starting unit cost you can enter it here, however it is not necessary since this part will be valued at the unit price.
  - c) Enter the quantity of this part **ONLY** if it existed in inventory before this order.
  - d) Enter the *Unit Price* for this part from this order.
  - e) Click *OK*.



- 3) This order should now be 0.00, if it is not this could be due to rounding.
  - a) Click on the *Pre-Tax Price* button to over ride the price so that this order is 0.00.



- b) Override the price to make the order 0.00.
- c) Click OK.

1 - 1	Screenprint Sign	s < Pricing Fo	rm: Prices W/	Overrides >		
	Screenprint	t Signs				
	-	Calculated	Actual	Actual Unit Price	Price of Sub-Products	Total Price
	Base	b	0.00	0.0000	\$0.00	\$0.00
	Modifiers	\$0,00	\$0.00	0.0000	\$0.00	\$0.00
	Discount %:	0	0			
	Discounts	\$0.00	\$0.00	0.0000	\$0.00	\$0.00
	Rounding/Adj		\$0.00	0.0000	\$0.00	\$0.00
	SubTotal		\$0.00	0.0000	\$0.00	\$0.00
	Taxes		\$0.00	0.0000	\$0.00	\$0.00
	Net	-	\$0.00	0.0000	\$0.00	\$0.00
					<b>C</b> )	<u> </u>

- C. Adding a PO number to track the Finished Inventory Orders.
- Before saving this order you will need to add a PO # to this order. This PO # will need to be added to all future orders when adding or retrieve this part from Finished Inventory. The PO # will be the tracking number for viewing all related orders on the "Finished Inventory Statement by PO" report. Please refer to the "Finished Inventory Statement by Report" training document for additional information on using this report.
- 2) Click on *Totals* tab
- 3) Enter the P. O. Number. In this case we are entering 1001



- 4) Click Save as Order.
- 5) Confirm Yes since the order total is less than the minimum for this store.

									4 <b>)</b> • ×	1
					🔊 🤱	New Company	Pricing Level: (Standard)	•	New	Edit
							Promotion: (Standard)	<ul> <li>(none)</li> </ul>	▼	<i>4</i>
ned Fields 🛛 📓	Shipping									<u>a</u> ave
Move <u>D</u> owr	n 🔛 De	emote 🛛 ≪	Promote	1					1	Cancel
Disc.	Unit Price	Subtotal	Taxes	Total						3 <sup>g</sup>
\$0.00	-	\$0.00	\$0.00	\$0.00					<b>_</b>	Lione
0.00	0	0.00	0.0000	0.0000						<b>6</b>
hite 48 x 96	stock material									Export as
Ink- Green,					<u> </u>					AML IN
										1
Confi	rm				×					Close
2 Order total is less than the minimum (\$50.00) specified for this store. Do you work to continue (Click York To continue and Tho' the efficient this order).										
					-					

6) Click Yes if the Low Inventory Levels screen appears.



Be sure to review the training video on the Basic Training Page for additional information.