

Creating a Part for Finished Inventory

What is the purpose of this setup step?

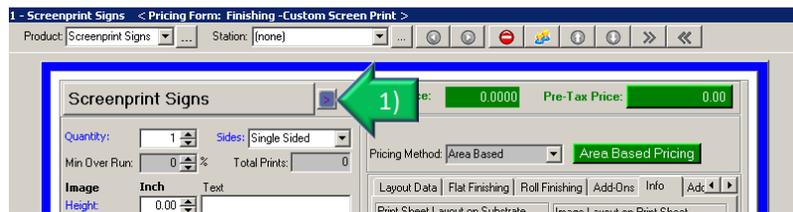
The purpose of this step is to show you how to create and add parts to Finished Inventory.

This will involve:

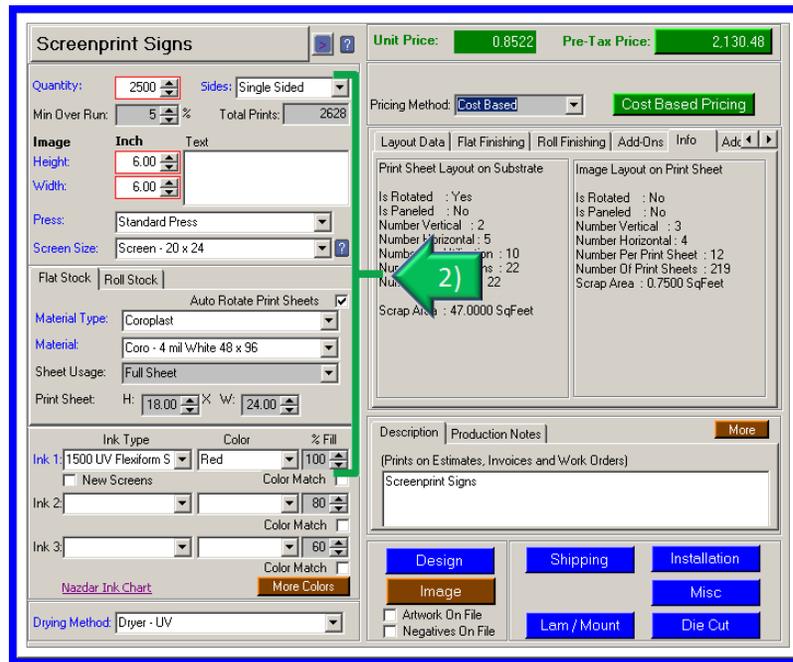
- A. Creating an order for producing parts for inventory.
- B. Adding the produced part to inventory.
- C. Adding a PO number to track the Finished Inventory Orders.

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.



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**.

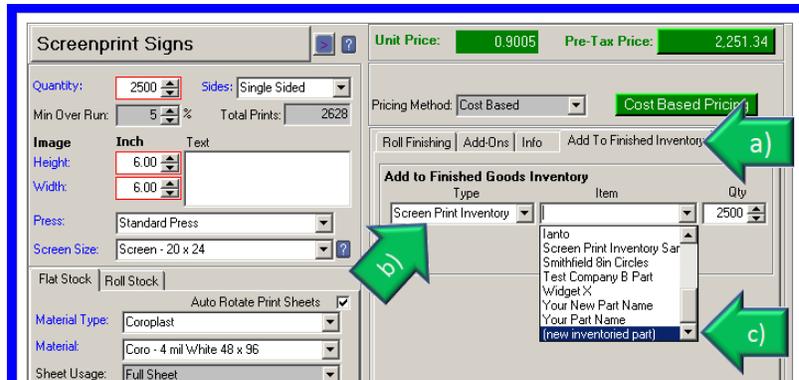
The screenshot shows the 'Screenprint Signs' software interface. The 'Die Cut' button is highlighted with a green arrow labeled '3a'. The interface includes fields for Quantity (2500), Sides (Single Sided), Min Over Run (5%), Total Prints (2628), Image Height (6.00), Width (6.00), Press (Standard Press), Screen Size (Screen - 20 x 24), Material Type (Coroplast), Material (Coro - 4 mil White 48 x 96), Sheet Usage (Full Sheet), Ink Type (1500 UV Flexform S), Color (Red), and % Fill (100%). The 'Die Cut' button is located in the bottom right corner of the interface.

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

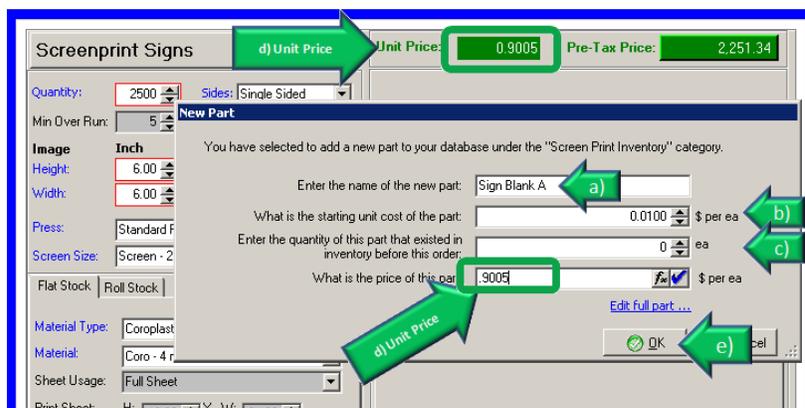
The screenshot shows the 'Die Cut' software interface. The 'Misc' button is highlighted with a green arrow labeled '3b'. The interface includes fields for Quantity (219), Die (Die - CD/DVD Label 8.5 x 11 3up), Press (Standard Die Cut Press), Impressions on Die (3), Press Cycles (74), Per Hour (120), Press Time (0.78), Die Charge (\$ 15.00), and Supplier (To Be Determined). The 'Misc' button is located in the bottom right corner of the interface.

B. Adding the produced part to Finished Inventory.

- 1) After you have completed creating the order for the part you want to produce for inventory and before you save 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)**.



- 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.

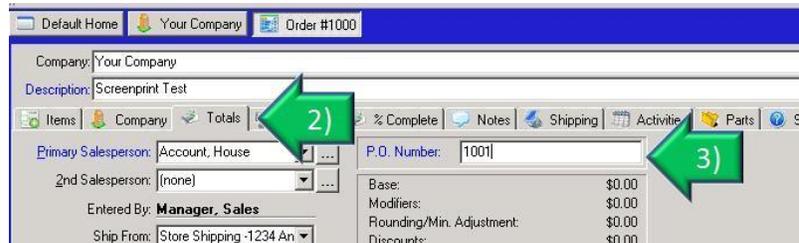


- b) Override the price to make the order 0.00.
- c) Click **OK**.

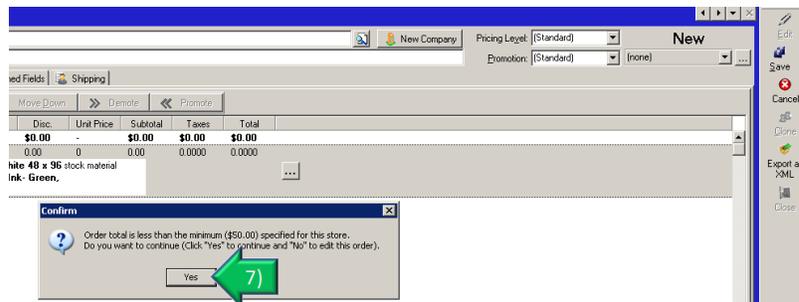


C. Adding a PO number to track the Finished Inventory Orders.

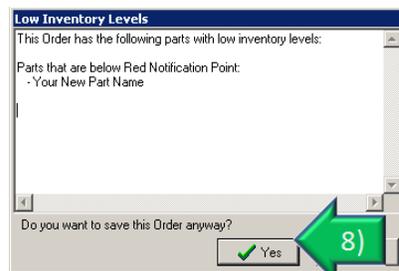
- 1) Before saving this order you will need to add a PO # to this order. This PO # will need to be added to all future orders when adding or retrieve this part from Finished Inventory. The PO # will be the tracking number for viewing all related orders on the "Finished Inventory Statement by PO" report. 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.



- 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.