

Retrieving Finished Inventory

What is the purpose of this setup step?

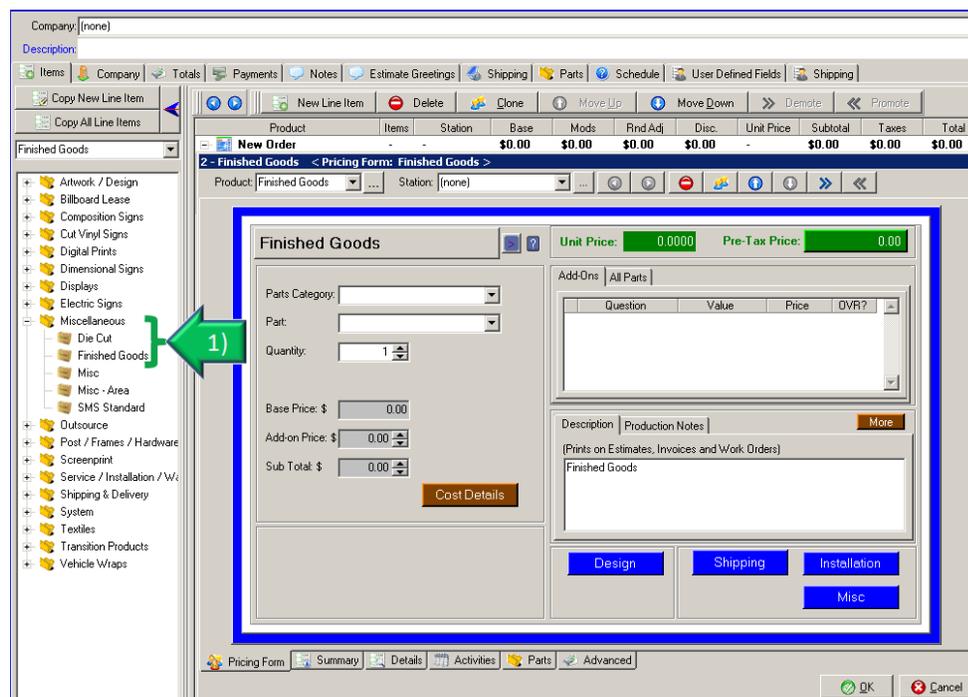
The purpose of this step is to show you how to retrieve parts previously produced for Finished Inventory. If you need instructions on creating a part for Finished Inventory, please refer to the document titled "Creating a part for Finished Inventory."

This will involve:

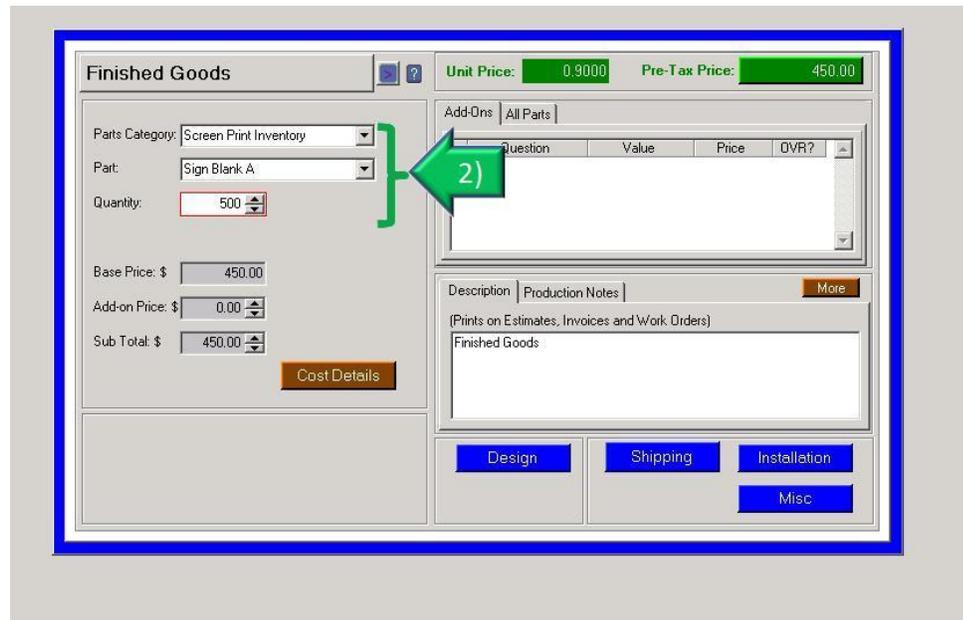
- A. Retrieving the finished inventory for sale.

A. Retrieving the part from finished inventory is done through the Finished Goods product.

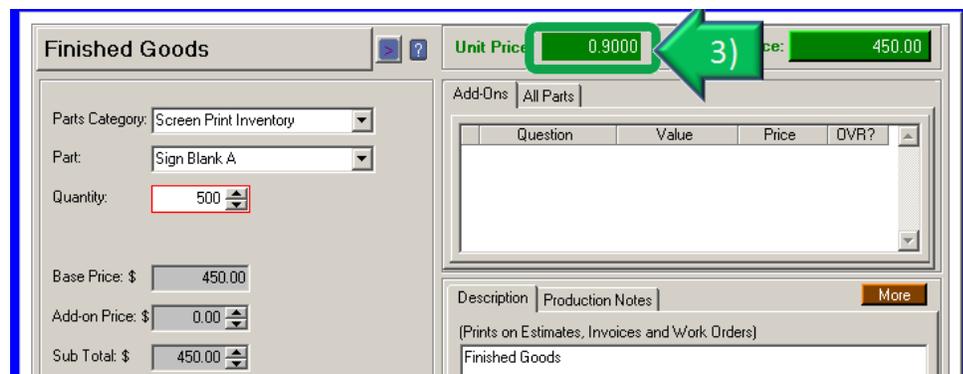
- 1) In this example, we will retrieve a part from inventory previously created using the Finished Goods product.
 - a) The Finished Goods product can be found in the Miscellaneous category in the product tree.
 - b) Click **Finished Goods**



- 2) Open the Finished Goods product.
 - a) Click the dropdown for **Parts Category** and select the category where your finished inventory has been added. In this case we will use Screen Print Inventory.
 - b) Click on the dropdown for **Part** and select the part you are retrieving from inventory.
 - c) Enter the **Quantity** of the part you would like to pull for this order.



- 3) The Unit Price that has been entered into inventory for this part will be used for this order.



- 4) The base price will be calculated based on unit price and quantity being retrieved from inventory.
 - a) If you would like to include an additional charge for this part, it can be entered in **Add-on Price**.

The screenshot shows the 'Finished Goods' form with the following details:

- Unit Price: 0.9000
- Pre-Tax Price: 450.00
- Parts Category: Screen Print Inventory
- Part: Sign Blank A
- Quantity: 500
- Base Price: \$ 450.00
- Add-on Price: \$ 0.00
- Sub Total: \$ 450.00

A green arrow labeled '4' points to the 'Add-on Price' field. A 'Cost Details' button is located below the pricing section.

- 5) Child items such as Design, Shipping, Installation, or Misc can be added to the order using the buttons on the bottom right of the form.

The screenshot shows the 'Finished Goods' form with the following details:

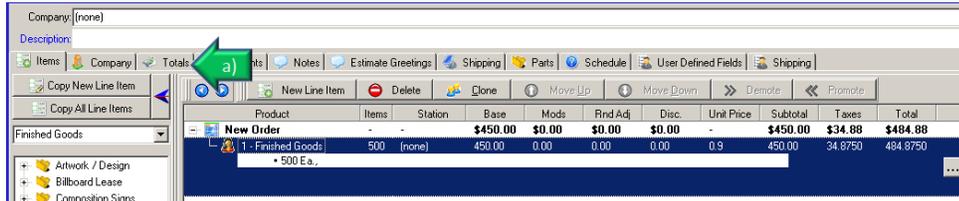
- Unit Price: 0.9000
- Pre-Tax Price: 450.00
- Parts Category: Screen Print Inventory
- Part: Sign Blank A
- Quantity: 500
- Base Price: \$ 450.00
- Add-on Price: \$ 0.00
- Sub Total: \$ 450.00

At the bottom right, there are four buttons: Design, Shipping, Installation, and Misc. A green arrow labeled '5' points to these buttons.

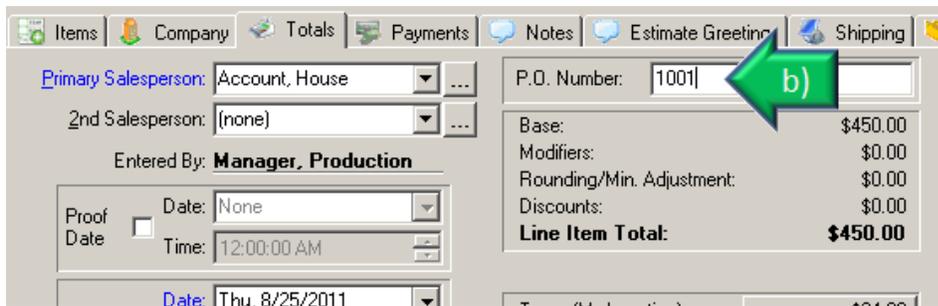
- 6) Click **OK**.

7) Before saving this order you will need to add a PO # to this order. The PO # will need to match the PO # used when the part was created for Finished Inventory. The PO # will be the tracking number for viewing all related orders on the “Finished Inventory Statement by PO” report for this part. Please refer to the “Finished Inventory Statement by Report” training document for additional information on using this report.

a) Click the **Totals** tab



b) Enter the **P. O. Number** as previously used when creating the part. In this case, that was 1001.



c) Click **Save as Order**.

Now you have retrieved a part from Finished Inventory. Be sure to review the other training documentation and video on the Basic Training Page for additional information.