

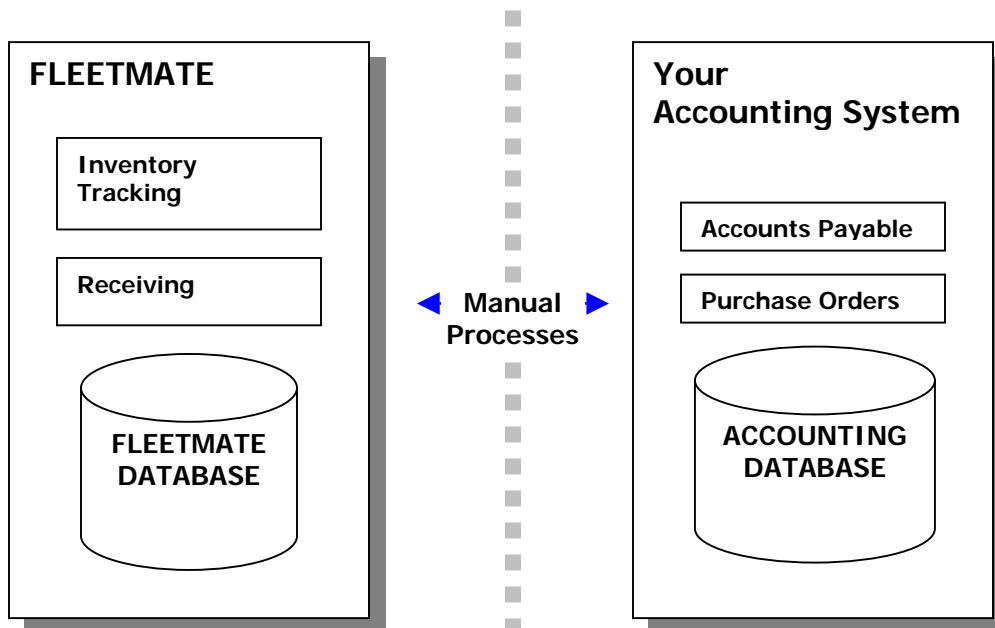
CUSTOMER GUIDE: Inventory and Receiving

Overview

FLEETMATE features an Inventory Tracking module that will enable you to track your replacement parts inventory. When you use material from stock, we refer to that transaction as an inventory **issue**. An issue decreases your quantity on hand, or relieves inventory. If you cancel or later delete a parts record, the material is automatically returned to stock and the quantity on hand is automatically updated. We refer to this type of transaction as an inventory **credit**. A credit increases your quantity on hand.

A **Receiving** tab is offered on the Inventory Module window that will enable you to receive material into your inventory to replenish stock, and will provide the cost data necessary to expense your material using Average Cost, FIFO, or LIFO expensing. You can also manually manage your material costs if you choose not to use the receiving feature. In this case, you will use an Inventory Adjustment to replenish your stock.

FLEETMATE does not include accounting functionality, such as Accounts Payable or Purchase Order management. The functionality in FLEETMATE focuses on inventory tracking via issue and credit transactions, and your costs associated with replacement parts.



CUSTOMER GUIDE: Inventory and Receiving

Adding an Item to Inventory



To add a new item to your inventory, click the **Inventory** toolbar button or use the **Company Data | Inventory...** menu option.

With the Inventory tab selected at the top of the window, your current inventory items will be listed in the upper pane of the Inventory window. Right-click in the inventory list area and choose **Add New Part to Inventory** from the popup menu. A new inventory record will be added to your list, and will have a **Stock No** value of "**_NEW**".

General Tab

Assign a unique value to the **Stock No** field and press **[Tab]** two (2) times (to advance past the Inactive Flag). Either enter an inventory **Type** for this item or choose a value from the droplist and then press **[Tab]**. Enter the typical **Manufacturer** for this item and press **[Tab]**. Enter or select a **Unit of Measure** and press **[Tab]**.

The **Base Cost on Receiving** box should only be checked if you need to use **Avg Cost, FIFO, or LIFO** expensing. If you want to manually manage the item cost and selling price, uncheck the **Base Cost on Receiving** box. Press **[Tab]**. **Note: Do not use the Base Cost on Receiving option for Fuel.**

Enter the manufacturer's **Part No** for this item, then press **[Tab]**. Enter the item **Description** and then press **[Tab]**.

If the **Base Cost on Receiving** box is checked, you can choose the Expense Method you wish to use. Otherwise, leave the box unchecked and manually enter a cost (per unit) for this item.

You will now need to set the **Selling Price**, or choose one of the two **Mark Up** methods (fixed dollar or fixed percentage) and enter the **Markup Value**. As an example, if you choose Fixed and then enter a value of ten (10), \$10 will be added to the cost to arrive at the Selling Price. If you choose Percentage and then enter a value of fifty (50), the Selling Price will be the cost plus 50%.

The **Selling Price** is the value that will appear on parts entries on your work orders. If your organization functions as a **cost center**, you may wish to choose **Fixed** and enter a **zero** for **Mark Up**. This will keep the selling price equal to the cost.

At this point click **Save Current Record** to save your changes thus far.

CUSTOMER GUIDE: Inventory and Receiving

Status Tab

The Status tab enables you to define location and vendor information, and to assign stock control values. A new addition to inventory will have a **Qty On Hand** value of zero. You will need to bring the Qty On Hand up to current levels using either a simple Inventory Adjustment, or by receiving material against a Receiving Ticket. We will discuss Receiving Tickets later in this document. Using an **Inventory Adjustment** will not capture cost information, so do not use this approach unless you plan to manually manage cost and selling price values.

The **Qty on Order**, **Low Stock Point** and **Reorder Qty** values are manually managed by you. Enter the current **Qty on Order**, **Low Stock Point** and **Reorder Qty** values, pressing the [Tab] key between entries. Next, enter the **Storeroom/Location** or select a value from the droplist and press [Tab]. Enter the **Aisle**, **Row**, and **Bin** location information (if applicable). The **Last Recv on PO No** and **Last Recv Date** fields may remain blank unless you have this information on hand. If you use the receiving feature in FLEETMATE, these values will be automatically updated over time as you receive material.

Next, enter or select the **Primary Vendor** and **Alternate Vendor** for this item, and then click **Save Current Record** to save your data.

Stocking Level - Replenishment

You cannot manually change the current stock level of an inventory item. You must either enter an **Inventory Adjustment** record, or create a **Receiving Ticket** and then receive a quantity of this item. If you wish to use the Receiving approach, please refer to the **Receiving Inventory** topic.

To adjust the **Qty On Hand** value with a simple Inventory Adjustment, click the **Status** tab, and then click the **Issue Inventory Adjustment** button. This is the button that appears to the right of the **Qty On Hand** field.

The **Issue Inventory Adjustment** dialog will appear. In the **Qty** field, enter a positive number to increase the Qty On Hand for this item, or enter a negative number to decrease the Qty On Hand for this item. Enter an optional **Reference** for this adjustment, and then enter or select a **Reason** and an **Account** for this adjustment. The Reference and Reason values will be useful if you need to refer to this transaction at some point in the future, and will help explain why the adjustment was issued. Click **OK** to save your adjustment record, or click **Cancel** to discard the adjustment record.

The **Qty On Hand** for this item will now reflect the adjustment you made. You will also now see a transaction journal entry on the **Inventory Journal** tab. This serves as a reference should there be a question about the current stocking level of this inventory item. Each inventory transaction will result in a journal entry, providing you with an audit trail of all movement.

Note that you **cannot edit an Inventory Adjustment** record. If you make a mistake when you issue an adjustment, you will need to issue a corrective adjustment to offset the error.

CUSTOMER GUIDE: Inventory and Receiving

Inventory Journal Tab

This tab enables you to examine all **Issues** and **Credits** to the currently selected inventory item. This journal is a historic log, and cannot be modified. However, the Journal can be partially or completely cleared after a lengthy period of time if you want to conserve disk space.

Comments Tab

This tab enables you to make comments regarding an inventory item. There are also four (4) custom fields that you can use for purposes unique to your business.

i IMPORTANT NOTES

We recommend that you not use Avg Cost, FIFO, or LIFO expensing and **Receiving Tickets** for **Fuel**, since massive numbers of receiving line items for each unit of fuel will create database performance issues. Rather, **Uncheck** the **Base Cost on Receiving** option on the fuel record. Use the **Inventory Adjustment** approach to replenish your fuel, and manually manage your unit cost for fuel.

If you are using the Receiving feature to support Avg Cost, FIFO, or LIFO expensing, issuing an Inventory Adjustment must be done carefully. In this case, the Qty Available for a stock Item must equal the number of un-issued receiving lines currently in place.

CUSTOMER GUIDE: Inventory and Receiving

Receiving Material into Inventory



To receive material into inventory to capture actual cost information, click the **Inventory** toolbar button or use the **Company Data | Inventory...** menu option.

With the **Receiving** tab selected at the top of the window, your current **Receiving Ticket** records will be listed in the upper pane of the Inventory Module window. A **Receiving Ticket** corresponds to one of your external POs. You can have more than one Receiving Ticket per PO, to support multiple receivings for large orders. FLEETMATE does not directly create or manage Purchase Orders. You will need to rely upon your current accounting system to manage your purchase orders.

If a Receiving Ticket does not exist for the material you are about to receive, you will need to create the Receiving Ticket. Right-click in the receiving ticket list area and choose **Add New Receiving Ticket...** Enter the **Date**, the **PO Number** that this ticket corresponds to, and the **Vendor** you are receiving the material from. Click **Save Current Record** to save your Receiving Ticket.

Once a **Receiving Ticket** is in place you can receive material against it. First, click the Receiving Ticket in the upper-pane that you want to receive against. Then click the **Items Received/Status** tab in the lower pane, right-click in the lower pane, and then choose **Add Received Items...** from the popup menu. The **New Received Items** dialog will appear.

You can also open the New Received Items dialog using a barcode scan. To do this, click in the **Stock/Part No:** field at the bottom of the window and scan the barcode for the part that you need to receive. This automatically selects the **Stock No** value you are about to receive. If there is more than one potential match due to material cross-referencing, a Pick List will appear to enable you to select the correct item.

Select the **Stock No** and the **Account** for this receiving. Next, enter the **Qty Received** and the **Item Cost**. The **Item Cost** is the individual cost for each piece received.

Under normal circumstances you will always want to always check the box labeled **Update Inventory – Qty On Hand** so that the receiving process increases your quantity available for the specified inventory item. Click **OK** to save the receiving record, or click **Cancel** to discard your entries.

Once you click **OK** to receive the specified material, you will see receiving lines appear. Each line corresponds to each piece received. The receiving lines are used for two purposes. First, the individual item cost is used to calculate the Average cost, FIFO, or LIFO cost when you issue this item. Second, the receiving line item will serve as a future reference for the material issue. When you use a part on a work order, a receiving line will be chosen, based on your expense method setting, and the line will be updated with additional information regarding the vehicle or other asset that the part was issued to.

CUSTOMER GUIDE: Inventory and Receiving

If you perform a **Bulk Receiving**, set the **Qty Received** value to the number of units received, and enter the **Total Cost** of all units received. When material is received in this manner, it is not possible to use Avg Cost, FIFO, or LIFO expensing since we are not capturing individual item costs. You will need to **manually set the Unit Cost**.

Once a receiving line (i.e. an individual part) is used in the expensing process, its cost is no longer considered in future material expense calculations.

i IMPORTANT

We recommend that you not use Avg Cost, FIFO, or LIFO expensing and **Receiving Tickets** for **Fuel**, since massive numbers of receiving line items for each unit of fuel will impact database performance. Rather, **Uncheck** the **Base Cost on Receiving** option on the fuel record. Use the **Inventory Adjustment** approach to replenish your fuel, and manually manage your unit cost for fuel.

CUSTOMER GUIDE: Inventory and Receiving

Checking Item Status



To check the status of an inventory item, click the **Inventory** toolbar button or use the **Company Data | Inventory...** menu option from the main window.

Select the **Item Status** tab at the top of the window. At this point you may either scan a barcode, or key-in a stock number and press your [**Enter**] key.

The system will return current information regarding the status of the specified stock number. To repeat the process for a different stock item, scan a different barcode or key-in a different stock number and press [**Enter**].

CUSTOMER GUIDE: Inventory and Receiving

Creating and Managing Parts Kits



To create a virtual kit of stock items, click the **Inventory** toolbar button or use the **Company Data | Inventory...** menu option from the main window.

Select the **Parts Kits** tab at the top of the window. Parts Kits are designed to be used with **Recurring Tasks**, including tasks that are assigned to a **Task Template**. If a kit is defined on a recurring task, when you complete the resulting reminder, all parts within the kit will be automatically added to your work order. Using Parts Kits is optional.

Adding a New Parts Kit

To add a new kit, right-click in the upper-right pane and choose **Add New Kit...** Define a unique **Name** for your kit, include any **Comments** you wish to make for future reference, and click OK.

Adding/Deleting Parts in a Kit

Select the inventory items you wish to add to your kit by first selecting the kit in the upper-right pane. Double-click on an item listed in the left pane. A dialog will appear that will request the **Quantity** to issue. Enter the quantity and click OK. This value determines the quantity of the current stock item that will be issued on a work order when a reminder is completed.

To remove an item from a kit, select the kit in the upper-right pane, right-click on the kit item to remove, and click the **Delete Selected Part** menu option. This removes the item from the current kit, but does not affect inventory levels.