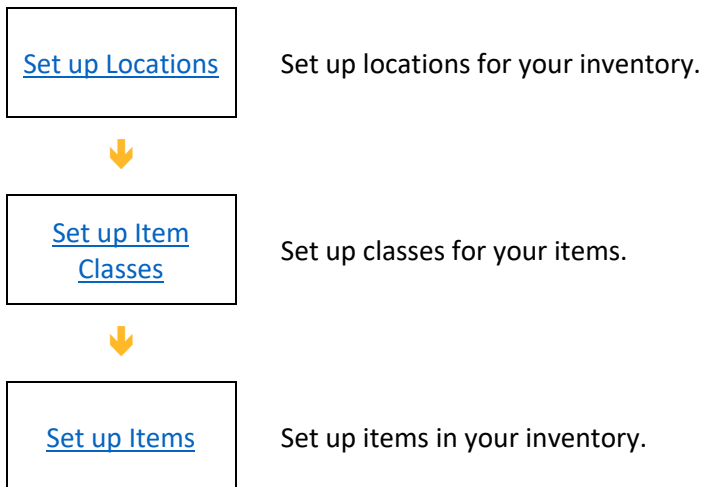


Inventory

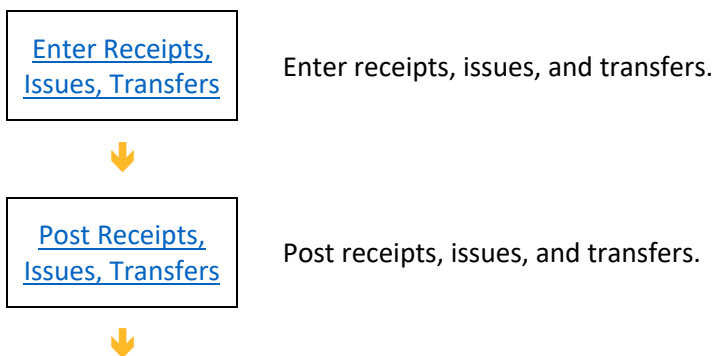
Setup Overview

The diagram below identifies the typical process for this task. For the most current and detailed information, refer to Help.



Workflow Overview

The diagram below identifies the typical process for this task. For the most current and detailed information, refer to Help.



[Update
From Billing](#)

Adjust inventory to account for standard items sold through Quick Bill (for invoices that are not job related.)



[Prepare for
Physical
Inventory](#)

Prepare for the physical inventory. You must complete this task before you can enter the physical inventory.



[Enter the
Physical
Inventory](#)

Enter the physical count and review the variance report to confirm that your entries are correct.



[Post the
Physical
Inventory](#)

Post the physical inventory.



[Print Reports](#)

Produce reports as necessary.



[Send Inventory
Costs to Job
Cost](#)

Send inventory costs, adjustments, and standard costs to a text file, which can be imported into Job Cost and posted to General Ledger or Equipment Cost.

Set Up Locations

The following list identifies the typical steps and reports for this task. You must setup at least one location. For the most current and detailed information, refer to Timberline Help.

1. In Inventory, from the **Setup** menu, select **Location**.
2. Click **Add new record** at the bottom of the **Location Setup** window.
3. Enter a code for the location.
4. Enter a description for the location.
5. Enter or select an account prefix to use for all purchase orders not associated with a job or piece of equipment.
6. If required, select a tax group for the location. If a company has multiple store locations and if the locations are in different states, you may need a different tax group for each location.
7. Enter a next order number and PO Prefix if you are using the Use Location order number assignment method.
8. Enter address details.
9. Select the Synchronize with SM checkbox if the items in this location should be synchronized with Service Management.
10. If you selected the Synchronize with SM checkbox, enter or select the Service Management location that should be synchronized with this location.



Note: To synchronize item locations, quantities, and costs with Service Management, you must create the SM stocking location in Inventory.

11. Click **Close Window** to save changes and exit.

Set Up Item Classes

1. From the **Setup** menu, select **Item Class**.
2. Click **Add new record** or enter a new item class code.
3. Enter up to 10 characters for the class. Purchasing automatically capitalizes and sorts the code upon entry.
4. Enter a description for the code.
5. (Required) Enter or select a stock account to be associated with this item class. This will be used when you receive and issue stock for this item class.

6. (Optional) Enter or select a revenue account to be associated with this item class. This will be used when you issue stock to another location using a price list, when you transfer internally with a markup applied, or when you update items from billing.
7. (Optional) Enter or select a cost of goods sold account to be associated with this item class. This will be used when you issue stock to another location using a price list or when you transfer internally with a markup applied.
8. (Optional) Enter or select a tax group to be used when stock is purchased. This tax group will be retrieved based on the normal tax group hierarchy.
9. If this item class will include items that you want compared to the Service Management item file, select the **Synchronize with SM** check box.
10. Click **Close window** to save the information and close the window.



Notes: You can also set up item classes on the **General** tab of the **Item Master** window by clicking **Set Up Item Classes** next to the **Item Class** field.

If you enter a stock account for the item class, that account takes precedence over the GL Stock account specified within Data Folder Settings in Inventory. If you do not enter a stock account for the item class (and you are not using Inventory), the suspense account specified in GL Account Setup is used.

Set Up Items

1. From the **Setup** menu, select **Item**.
2. Click **Add New Item** and enter the code for the item.
3. Enter a description for the item.
4. Press TAB to go to the **General** tab. Enter the item's class, defaults and costing information.
5. Select the **UOM/Price Lists** tab. Enter the unit of measure and price list information for the item.
6. Select the **Vendors** tab. Vendors are created on this list automatically when you receive purchase orders.
7. Select the **Contract Pricing** tab. Enter quoted or contracted prices per vendor for the item.
9. Select the **Location Info** tab. The details are created on this list automatically when stock is received or shipped to or from a location.
10. Select the **Reorder** tab. Enter reorder point information for each of the item's stocking locations.
11. Select the **Alternates/Sets** tab. Enter alternate items or item set information for the item.
12. Select the **Other Information** tab. Enter Precision Estimating or United Nations hazardous materials information that apply to the item.

13. Select the **Purchase Order History** tab. All orders entered for an the item appear here.
14. Click **Accept** to accept and save the item details.
15. Click **Finish** to close the Item Master window.



Notes: Use **Prefill** and **Use Prefill** to simplify setting up items in your database.

During order entry, if you enter an item code that does not exist on the item master, a prompt appears asking whether to add that item to the master file. Click **OK** to enter the summary details for the item and add the item to the Item master file.

Enter Receipts, Issues, Transfers

The following list identifies the typical steps and reports for this task. For the most current and detailed information, refer to Timberline Help. To view a report sample, refer to the Handling Your Reporting Needs document.

1. From the **Tasks** menu, select **Enter Stock Receipts**, **Enter Stock Issues**, or **Enter Stock Transfers** as appropriate.
2. Click **Open** to open an existing unposted batch; click **New** to create a new batch.
3. Enter the detail for the receipts, issues, or transfers. Use the drop-down lists, lookup tables, and the autoset features to assist in the processing.
4. Click **Finish** when you are ready to exit the window. This will leave the batch with a status of Open.

Post Receipts, Issues, Transfers

The following list identifies the typical steps and reports for this task. For the most current and detailed information, refer to Timberline Help. To view a report sample, refer to the Handling Your Reporting Needs document.

1. From the **Tasks** menu, select **Enter Stock Receipts**, **Enter Stock Issues**, or **Enter Stock Transfers** as appropriate.
2. Select the batch to post and then click **Post**. Confirm the post message.
3. Click **Print** to print the posting journal.
4. Click **Post**.

Update From Billing

The following list identifies the typical steps and reports for this task. For the most current and detailed information, refer to Timberline Help. To view a report sample, refer to the Handling Your Reporting Needs document.

1. From the **Tasks** menu, select **Update from Billing**.

2. The **Step 1** tab window of this task displays all the line items where standard items have been sold to customers through Quick Bill.
3. Select the sales lines from the grid that you wish to update for this location. (Select multiple lines by using the CTL key.)
4. Select a stock location from the drop-down list to assign to the selected items.
5. Click **Update Locations**. The **Location** field of the grid will be updated to indicate when the update locations procedure has finished.
6. Click the **Step 2** tab.
7. Select an accounting date for these transactions from the drop-down calendar.
8. Click the **Step 3** tab and click **Post Sales**.
9. Click **Print** to print the Posting Journal.
10. If non-inventory items are present, click **Step 4** and click **Clear**. Non-inventory items will appear on the interface with Billing screen with the entry “Not a Stock Item.” They will not be updated in the IC Status field.
11. Click **Finish** to close the **Update from Billing** window.

Prepare for Physical Inventory

The following list identifies the typical steps and reports for this task. For the most current and detailed information, refer to Timberline Help. To view a report sample, refer to the Handling Your Reporting Needs document.

1. From the **Tasks** menu, select **Prepare for Physical**.
2. Select the location to prepare from the drop-down list.
3. Click **Start**.
4. Print the Physical Count Sheet (**Reports > Physical Processing > Item Physical Count Sheet**).

Enter the Physical Inventory

The following list identifies the typical steps and reports for this task. For the most current and detailed information, refer to Timberline Help. To view a report sample, refer to the Handling Your Reporting Needs document.

1. From the **Tasks** menu, select **Enter Physical Count**.
2. Select the location from the drop-down list or select the **View All Locations** check box to view all locations at once.
3. Enter the actual counts and new unit rates values as required.

4. Click **Print** to print the Item Physical Count Variation Report.
5. Click **Finish** to save the data and close the **Enter Physical Counts** window.

Post the Physical Inventory

The following list identifies the typical steps and reports for this task. For the most current and detailed information, refer to Timberline Help. To view a report sample, refer to the Handling Your Reporting Needs document.

1. From the **Tasks** menu, select **Post Physical**.
2. Select the stock location and the accounting date for the General Ledger adjusting entries.
3. Click **Print** to print the Physical Inventory Posting Journal.
4. Click **Post**.

Print Reports

The following list identifies the typical steps and reports for this task. For the most current and detailed information, refer to Timberline Help. To view a report sample, refer to the Handling Your Reporting Needs document.

1. From the **Reports** menu, select the desired report (**Reports > Analysis > Issues by Job, Reports > Analysis > Item Valuation, or Reports > Entries > Item transaction list**).
2. Complete any of the required or optional prompt fields, such as item range, dates range or vendor range.
3. Click **Preview** to view the report before printing it.
4. Click **Start** to begin processing and printing the report.

Send Inventory Costs to Job Cost

The following list identifies the typical steps and reports for this task. For the most current and detailed information, refer to Timberline Help. To view a report sample, refer to the Handling Your Reporting Needs document.

1. From the **Tasks** menu, select **Send Inventory Costs to Job Cost**.
2. If the **Send Item Code to JC as Billing Standard Item** check box is selected, item codes will be sent to Job Cost to use as a standard item in Billing.
3. Click **Print** to print the posting journal.
4. Click **Post**.

- To automatically launch the JC Import Direct Costs task upon sending inventory costs to Job Cost, select the **Auto Import After Sending** check box under **IV > Data Folder Settings > File Locations**. An information message appears when the task finishes.
 - If you are using macros, a journal should begin printing. Do not continue with the following steps.
 - If you are not using macros or the auto import setting, continue with the following steps.
5. From the **Tools** menu in Job Cost, select **Import > Direct Costs**.
 6. Either browse to, or enter directly, the file name ICExport.txt into the **Import file** name field.
 7. Click **Start**.