

# ACCPAC TRAINING OUTLINE FOR THE INVENTORY CONTROL MODULE

## **Inventory Control Setup**

- Options
  - Company Page
  - Processing Page
    - Fractional Quantities
    - Negative Levels
    - Item Statistics
    - Transaction History
    - Aging Periods
  - Segments Page
    - Description
    - Length
    - Validate
  - Items Page
    - Optional Fields
  - Integration Page
    - Day End Processing/on Request
    - Consolidation in GL
    - Appending in GL

## **Create Item Structures**

- Segment Description
- Segment Separators
- Segment Length

## **Define Segment Codes**

## **Establish Locations**

- Address
- Items
- Integration

## **Establish Price List Codes**

- Selling Price Bases
  - By discount
  - By Markup on Markup Cost
  - By Markup on Standard Cost
  - Order

- Vendor
- Discount on Price
  - Percentage
  - Amount
- Pricing determined by
  - Customer type
  - Volume discounts
- Discount Percent
- Taxes

## **Define Account Sets**

- Costing Method
  - Moving Average
  - FIFO
  - LIFO
  - Standard Costing
  - Most Recent Cost
  - User-specified
- General Ledger Accounts

## **Define Categories**

- Uses
  - Product
  - Customer
- Options
- Taxes

## **Add Items**

- Items Page
  - Structure Code
  - Category Code
  - Account Set Code
  - Serial Numbers
  - Picking Sequence
  - Stock Item
  - Default Price List
  - Unit Weight
  - Alternate Item

*In our course you will get an overview of the module and learn the methodology of the program to develop a more thorough understanding of its functions. We will guide you through the setup options stage and show you how we customize the program to suit your particular business needs. We also cover formatting options for Inventory Control Documents, crucial aspects of accurate report generating, and important year-end closing procedures including the pros and cons of and when to clear data.*

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- Units
  - Unit of measure
  - Conversion Factor
  - Stocking Unit of Measure
- Taxes
- Vendors
  - Vendor Type
  - Vendor Number
  - Vendor Name
  - Vendor Item Number
- Options
  - Additional Information
  - Optional Fields
- Modifying/Deleting Items

## **Add Location Details to Items**

- Location Name
- Picking Sequence
- Allowed
- In Use
- Quantity on Hand
- Quantity on PO
- Quantity on S/O
- Quantity Available to Ship
- Cost Unit of Measure
- Costs
  - Standard Cost
  - Most Recent
  - Average Cost

## **Assign Item Pricing**

- Prices
  - Price List Code
  - Base Price
  - Sale Price, start/end dates
  - Markup Cost
  - Markup Factor

- Discounts
- Taxes
- Copy Item Pricing
- Update Item Pricing
- Contract Pricing

## **Add Reorder Quantities**

## **Define Bills of Materials**

- Fixed Cost
- Variable Cost
- Build Quantity
- Components

## **Processing**

- Receipts
- Shipments
- Adjustments
- Transfers
- Assemblies
- Day End Processing
  - Functions Performed
  - Order of processing
  - Transaction entries created
  - Updating the General Ledger

## **Periodic Processing**

- Physical Inventory Processing
  - Inventory Worksheet
  - Enter Physical Inventory Quantities
  - Inventory Reconciliation
- Clear History
- Delete Inactive Records

## **Reports**

- Stock Control Reports
- Price/Sales Analysis Reports

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