Inventory Wise VB Documentation

Version 5

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Login Window

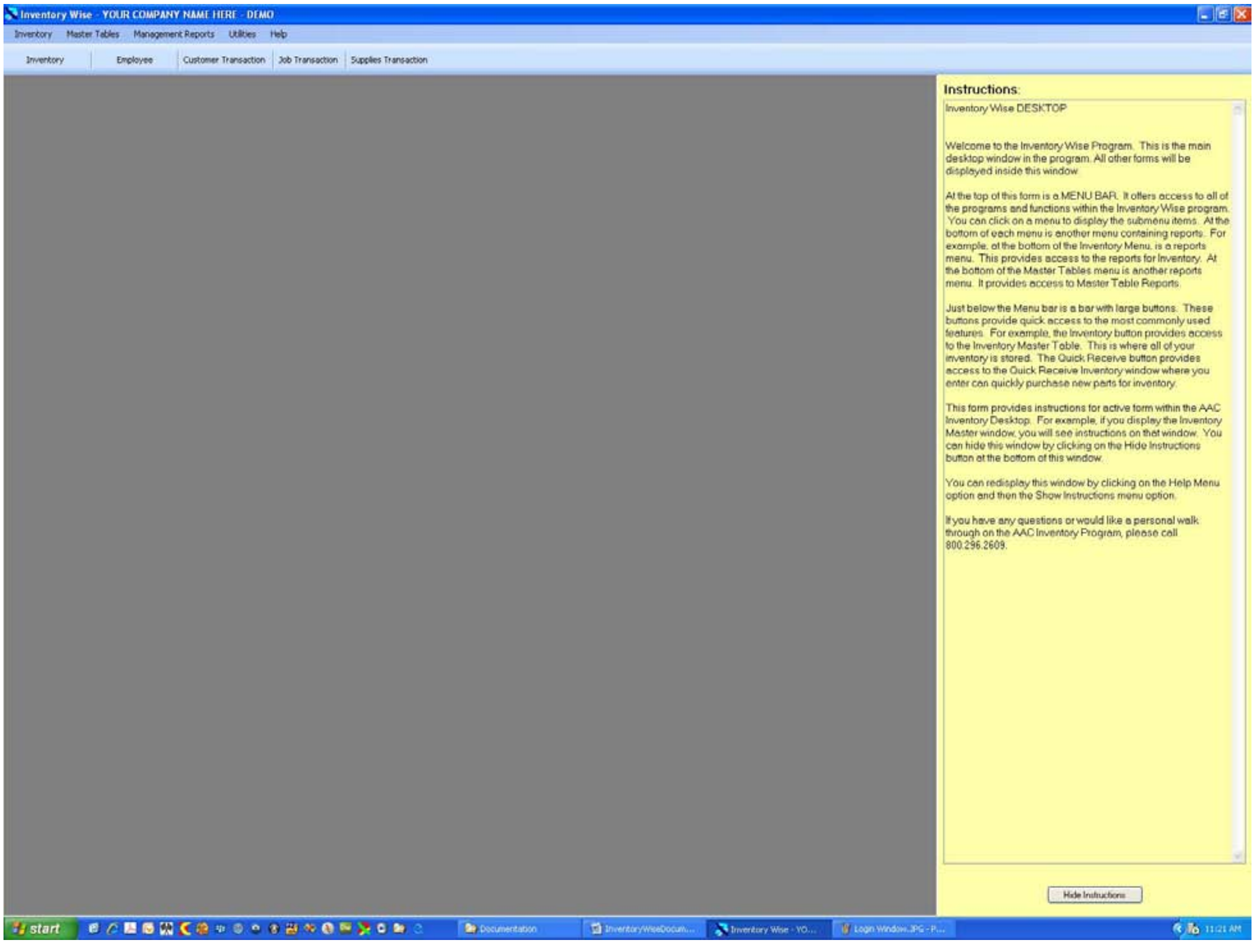
The Inventory Wise VB Login Window is displayed below. You must enter the Server Name in the server name box. This is the SQL Server name. Normally, the SQL Server Name is the name of the computer where SQL Server is installed.

You must enter the Company Name in the company name field. This is the name you created when you created the database.

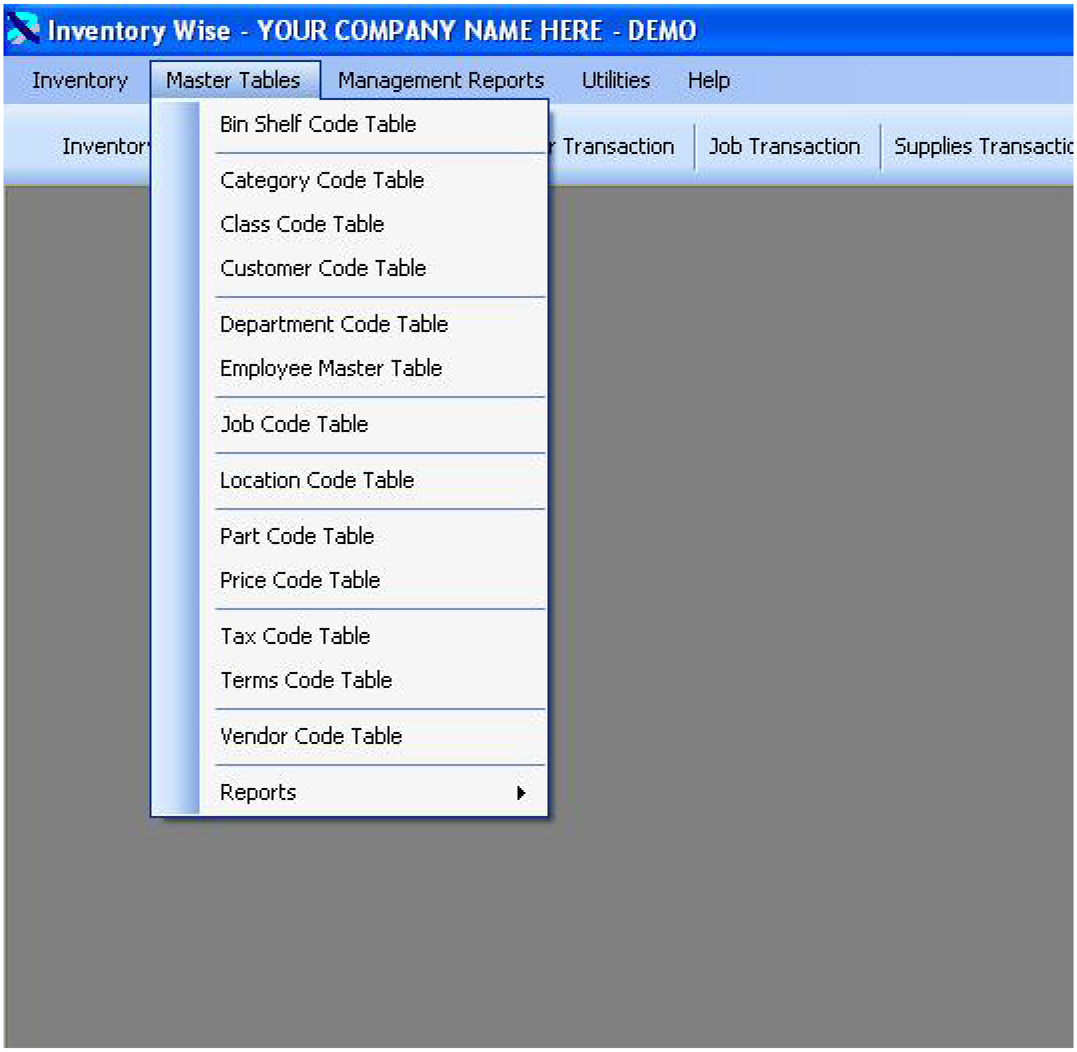
Inventory Wise contains a complete security system. If you have created security in Inventory Wise, you are required to enter the User Name and Password. If you have not created security, you can click on the OK button to sign on.

Inventory Wise Desktop

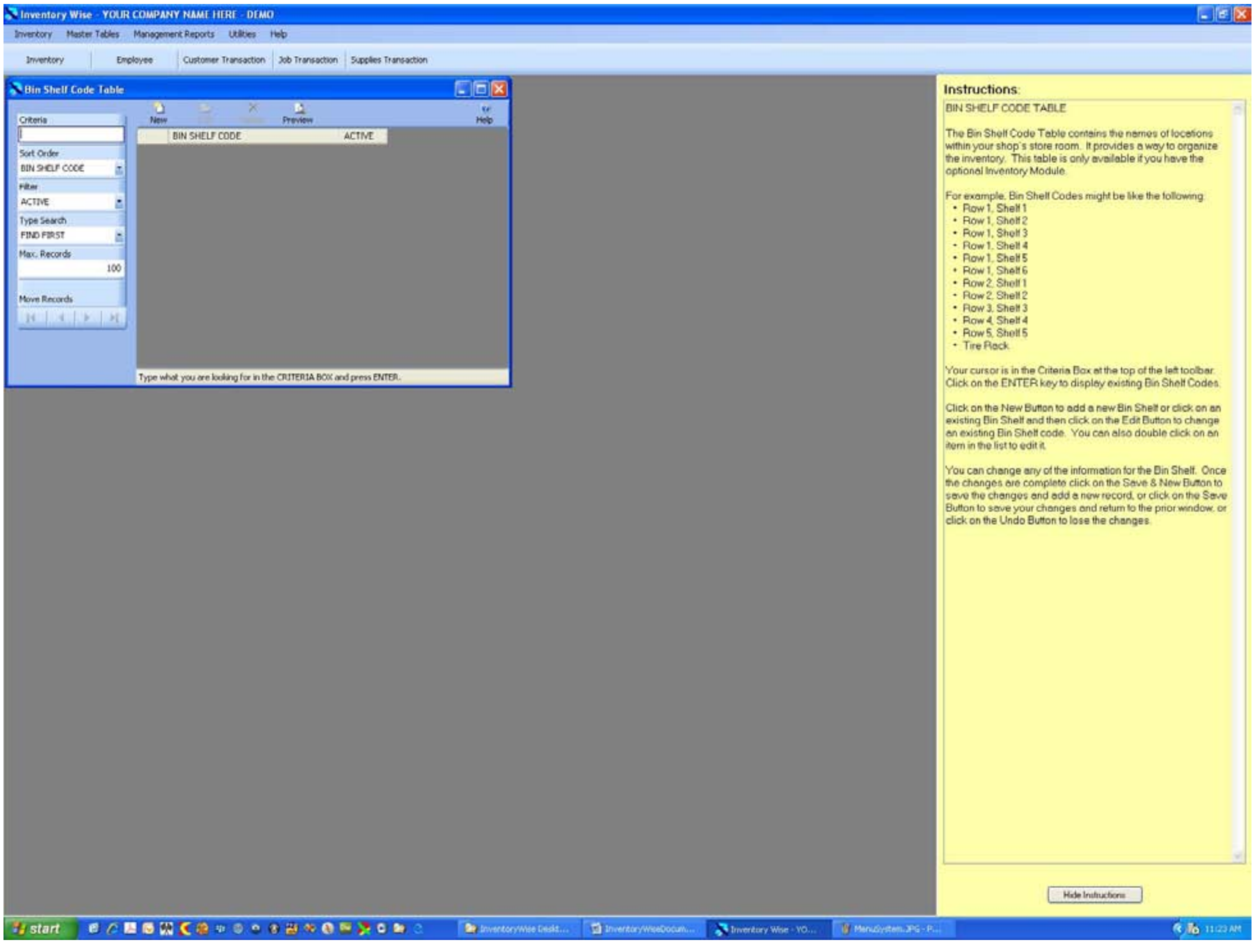
The Inventory Wise VB Desktop is displayed below.



The menu appears at the top of the window. This menu is used to access all of the other windows in the system. If you click on the Master Tables Menu Option the menu will drop down as in the picture below.



You can then click on a menu option to display the desired window. If you click on the Bin Shelf Code Table, you will see the window below.


Inventory Wise - YOUR COMPANY NAME HERE - DEMO
Inventory
Master Tables
Management Reports
Utilities
Help
Inventory
Employee
Customer Transaction
Job Transaction
Supplies Transaction
Bin Shelf Code Table
Criteria
Sort Order
BIN SHELF CODE
Filter
ACTIVE
Type Search
FIND FIRST
Max. Records
100
Move Records
New
Preview
Help
BIN SHELF CODE
ACTIVE
Type what you are looking for in the CRITERIA BOX and press ENTER.
Instructions:
BIN SHELF CODE TABLE
The Bin Shelf Code Table contains the names of locations within your shop's store room. It provides a way to organize the inventory. This table is only available if you have the optional Inventory Module.
For example, Bin Shelf Codes might be like the following:
Row 1, Shelf 1
Row 1, Shelf 2
Row 1, Shelf 3
Row 1, Shelf 4
Row 1, Shelf 5
Row 1, Shelf 6
Row 2, Shelf 1
Row 2, Shelf 2
Row 3, Shelf 3
Row 4, Shelf 4
Row 5, Shelf 5
Tire Rack
Your cursor is in the Criteria Box at the top of the left toolbar. Click on the ENTER key to display existing Bin Shelf Codes.
Click on the New Button to add a new Bin Shelf or click on an existing Bin Shelf and then click on the Edit Button to change an existing Bin Shelf code. You can also double click on an item in the list to edit it.
You can change any of the information for the Bin Shelf. Once the changes are complete click on the Save & New Button to save the changes and add a new record, or click on the Save Button to save your changes and return to the prior window, or click on the Undo Button to lose the changes.
Hide Instructions
start

Master Tables

The Inventory Wise VB System contains a number of Master Tables. These tables contain at least three fields. They contain an ID field which is a unique number automatically generated by SQL Server each time a new record is added to the table. They contain a code field which is the text you enter. They contain a field indicating that the code is active.

When you display information in other tables you will see the code you have entered. For example, in the Inventory Master Table, you can identify the location where a part is stored. The Location Code Table actually stores the location codes. When you display the part in the Inventory Master Table, you will see the location code but only the Location ID is actually stored in the Inventory Master Table.

There are several advantages to this way of creating the tables.

1. The Location ID is only 4 bits long where as the Location Code is 30 characters long. That's 87% less information stored for each part in the Inventory Master Table. There are other codes used in the Inventory Master Table. This saves 120 bytes for each inventory item. If you have 1000 parts in inventory vehicles it saves 1/4 MB of disk space.

2. You can easily make changes to codes. During data entry, a user may misspell a code. To correct a mistake, you simply half to update the code in the master table and automatically the code will appear correct everywhere it was used, even if it was used thousands of times.

3. Reporting is improved by using standard codes. For example, you can report how many parts were issued to a single job. The standard code assures that all parts will be displayed for the job.

The following section describes each master table in detail.

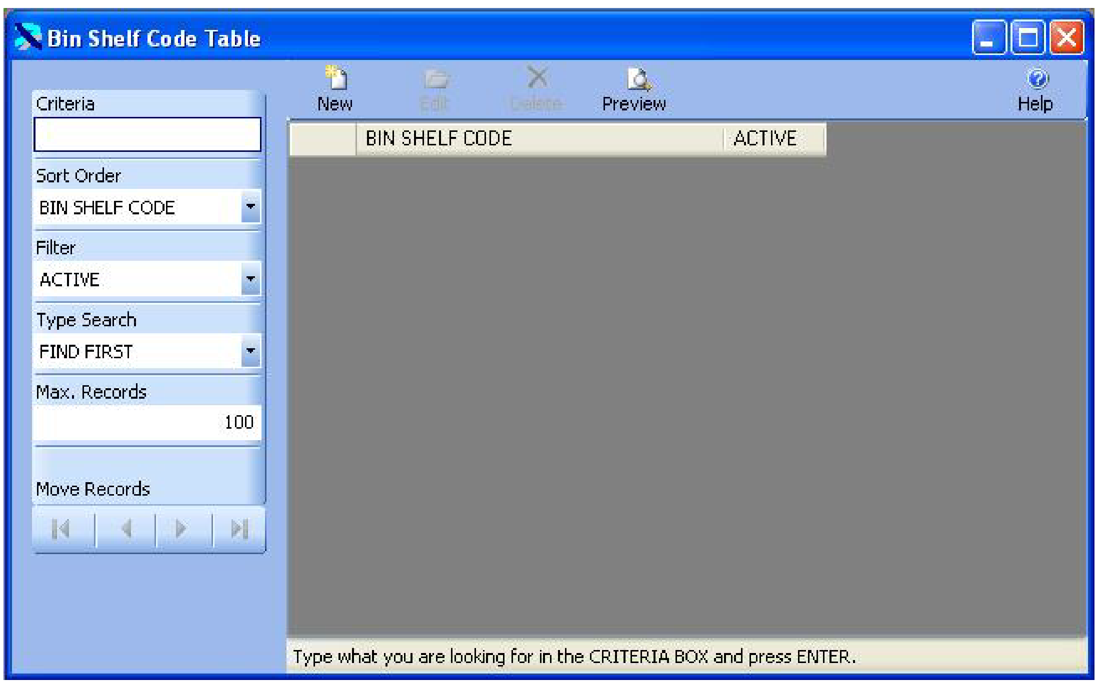
Bin Shelf Code Table

The Bin Shelf Code Table contains the names of locations within your shop's store room. It provides a way to organize the inventory. This table is only available if you have the optional Inventory Module.

For example, Bin Shelf Codes might be like the following:

- Row 1, Shelf 1
- Row 1, Shelf 2
- Row 1, Shelf 3
- Row 1, Shelf 4
- Row 1, Shelf 5
- Row 1, Shelf 6
- Row 2, Shelf 1
- Row 2, Shelf 2
- Row 3, Shelf 3
- Row 4, Shelf 4
- Row 5, Shelf 5
- Tire Rack

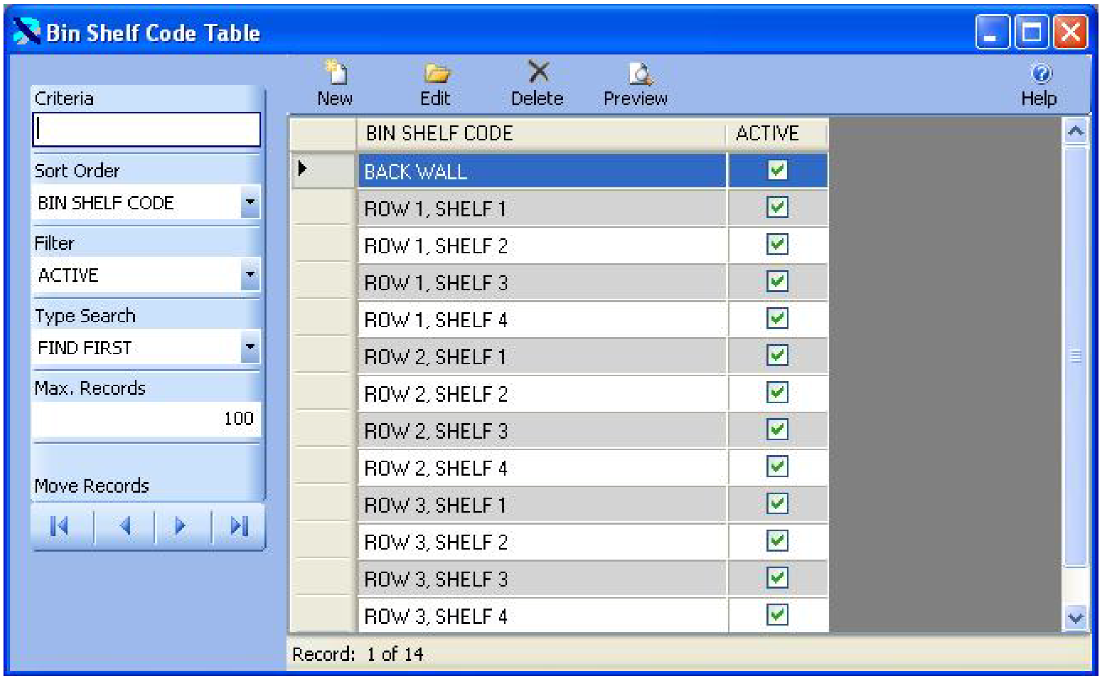
The Bin Shelf Code Table is displayed below. The cursor is in the Criteria Box at the top of the left toolbar. Click on the ENTER key to display existing Bin Shelf Codes.



The existing Bin Shelf codes are displayed below. Click on the New Button 

to add a new Bin Shelf or click on an existing Bin Shelf and then click on the Edit Button 

to change an existing Bin Shelf code. You can also double click on an item in the list to edit it.

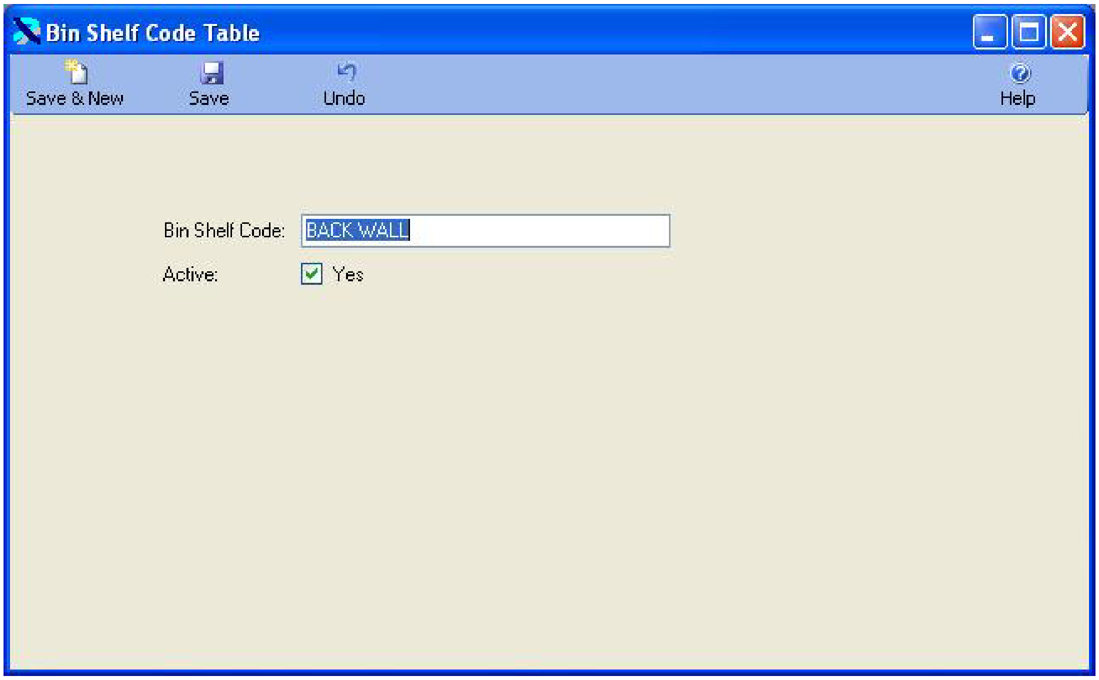


The Bin Shelf Code Table is displayed in Edit Mode below. You can change any of the information for the Bin Shelf. Once the changes are complete click on the Save & New Button 

to save the changes and add a new record, or click on the Save Button 

to save your changes and return to the prior window, or click on the Undo Button 

to lose the changes.



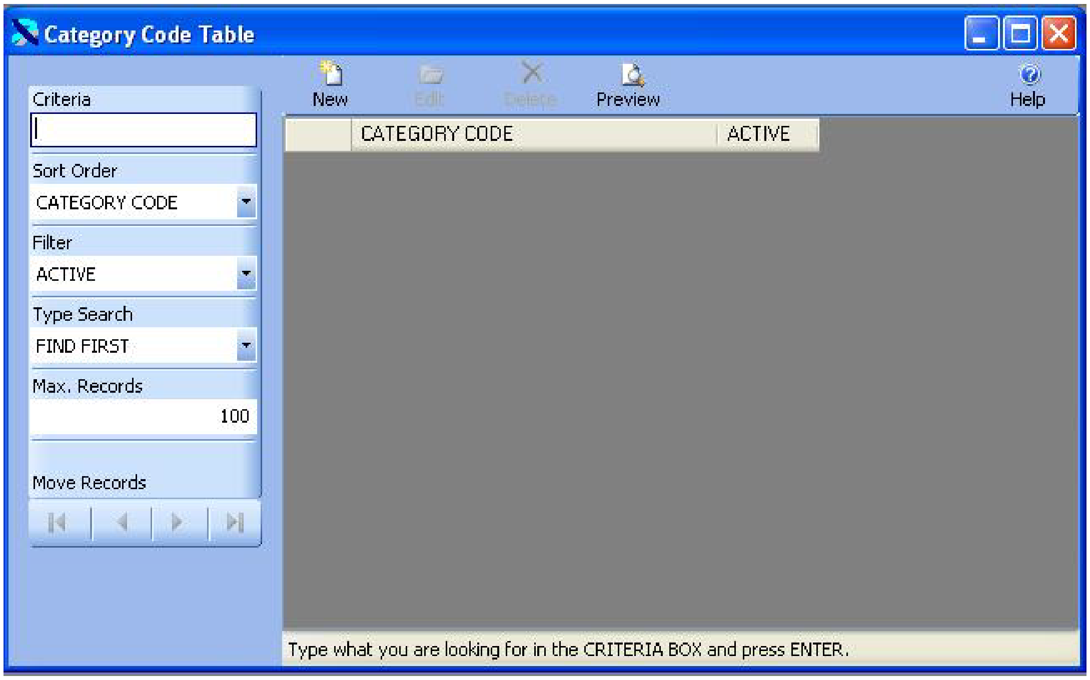
Category Code Table

The Category Code Table contains the names of categories used to group parts. It provides a way to organize the parts list into categories of parts.

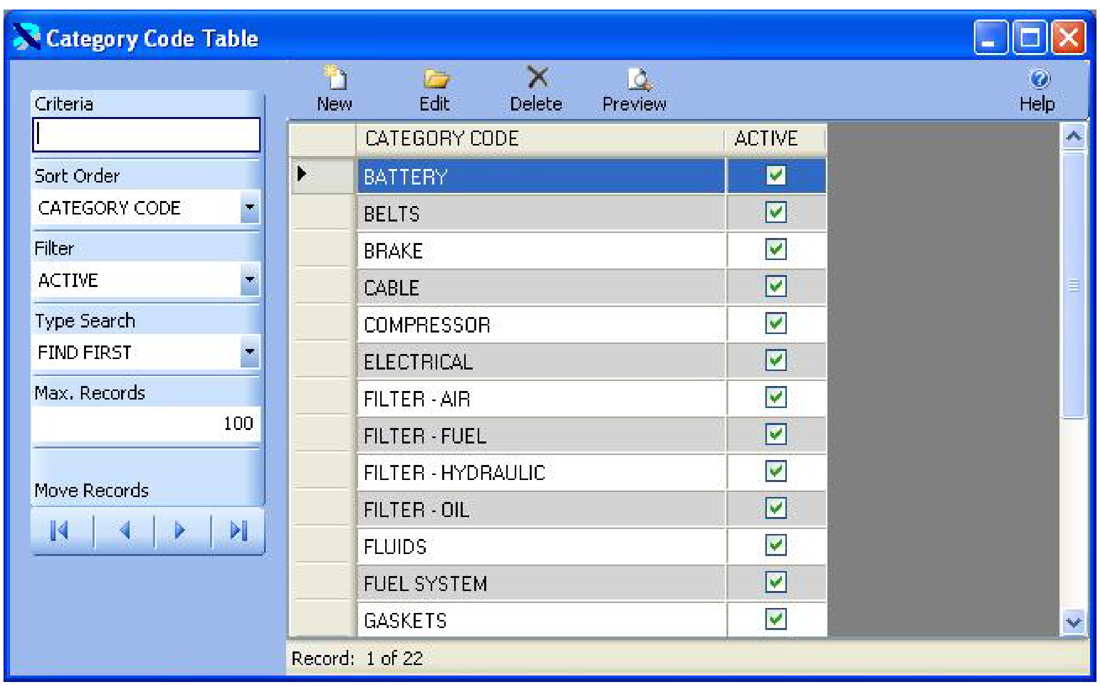
For example, Category Codes might be like the following:

- Belts & Hoses
- Bulbs
- Electrical
- Filters
- Fluids
- Tires

The Category Code Table is displayed below. The cursor is in the Criteria Box at the top of the left toolbar. Click on the ENTER key to display existing Category Codes.



The existing Category codes are displayed below. Click on the New Button  to add a new Category or click on an existing Category and then click on the Edit Button  to change an existing Category code. You can also double click on an item in the list to edit it.

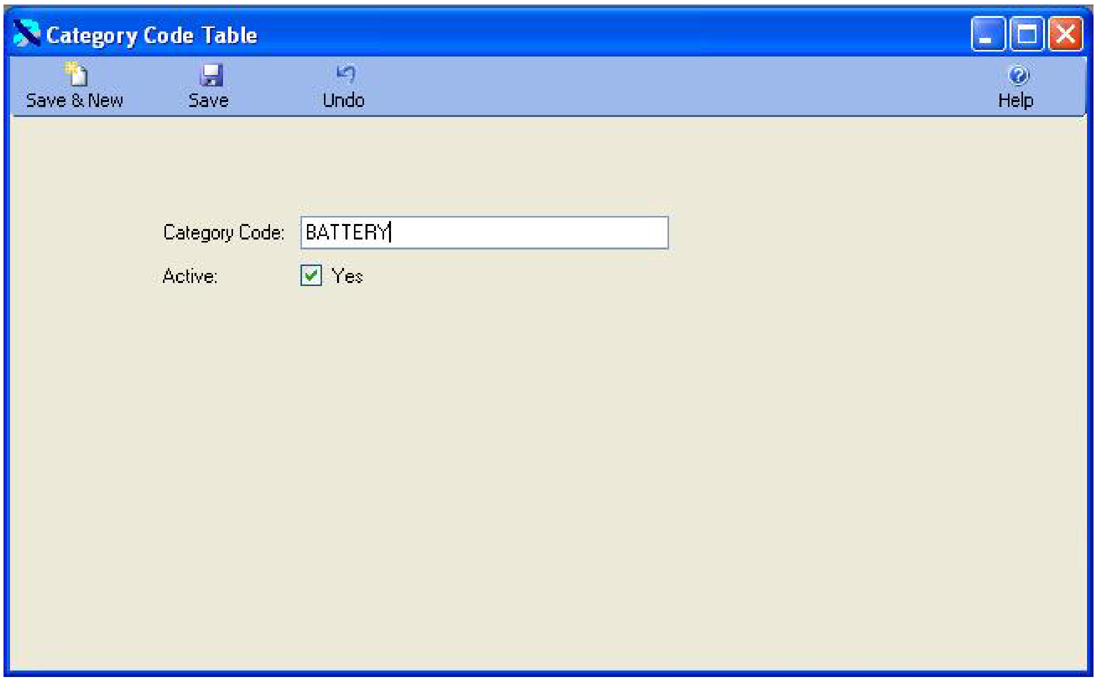


The Category Code Table is displayed in Edit Mode below. You can change any of the information for the Category. Once the changes are complete click on the Save & New Button 

to save the changes and add a new record, or click on the Save Button 

to save your changes and return to the prior window, or click on the Undo Button 

to lose the changes.



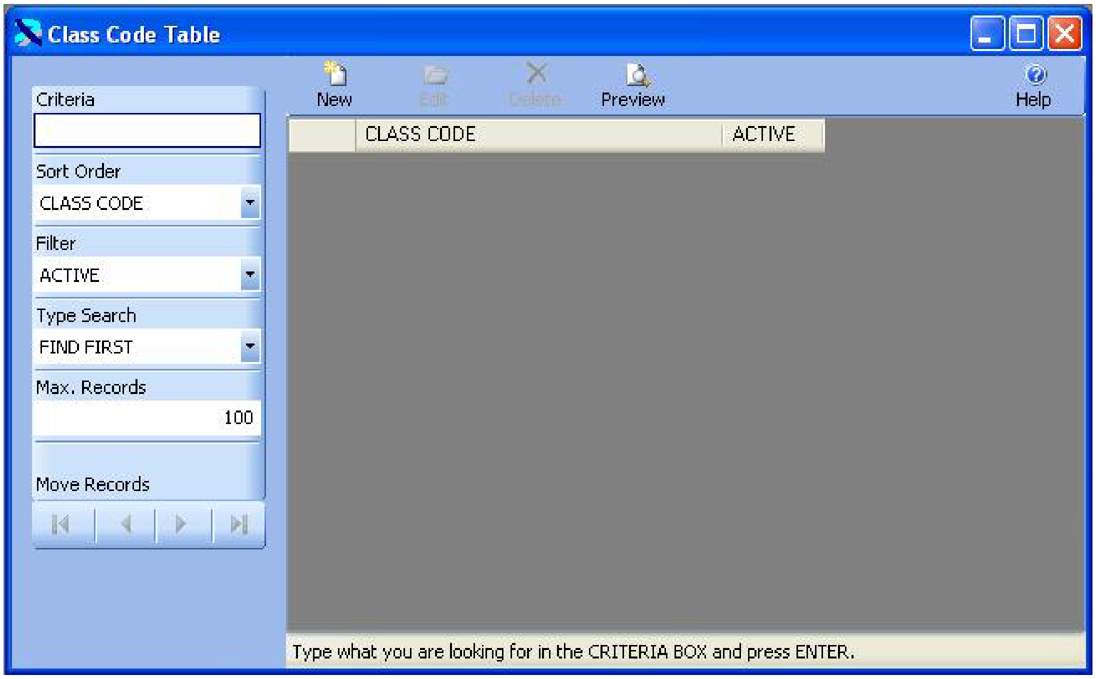
Class Code Table

The Class Code Table contains the names of classes of vehicles and equipment. It provides a way to organize the vehicles and equipment in to groups.

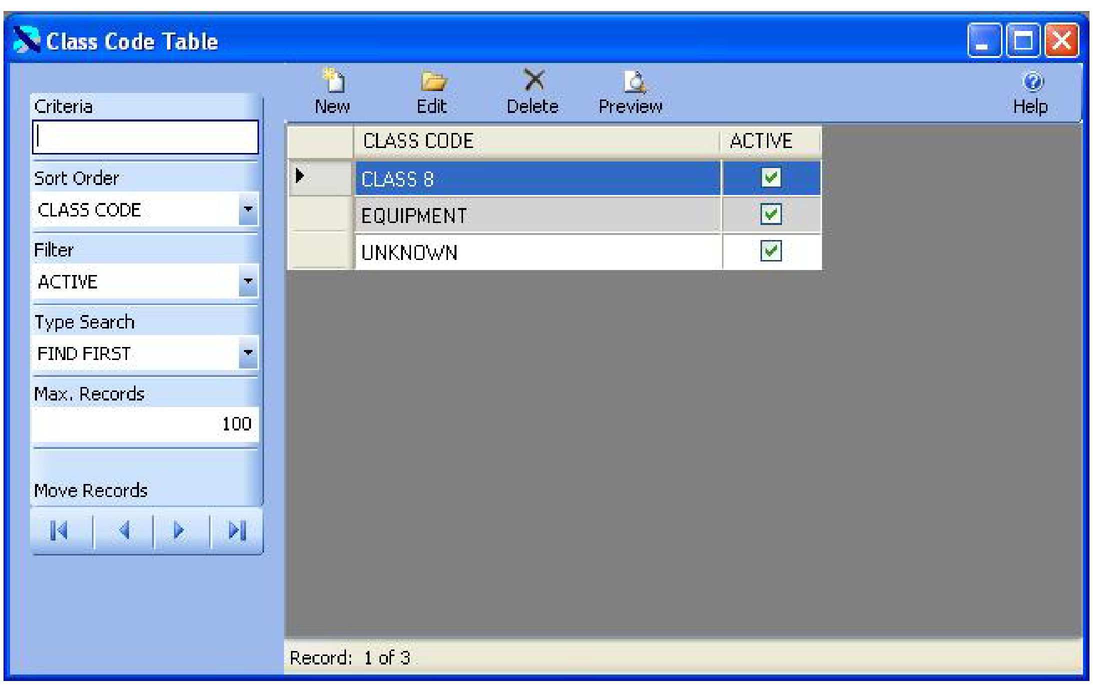
For example Class Codes might be like the following:

- Equipment
- Light Duty Vehicles
- Single Unit Truck with Trailer
- Truck Tractor Semi Trailer

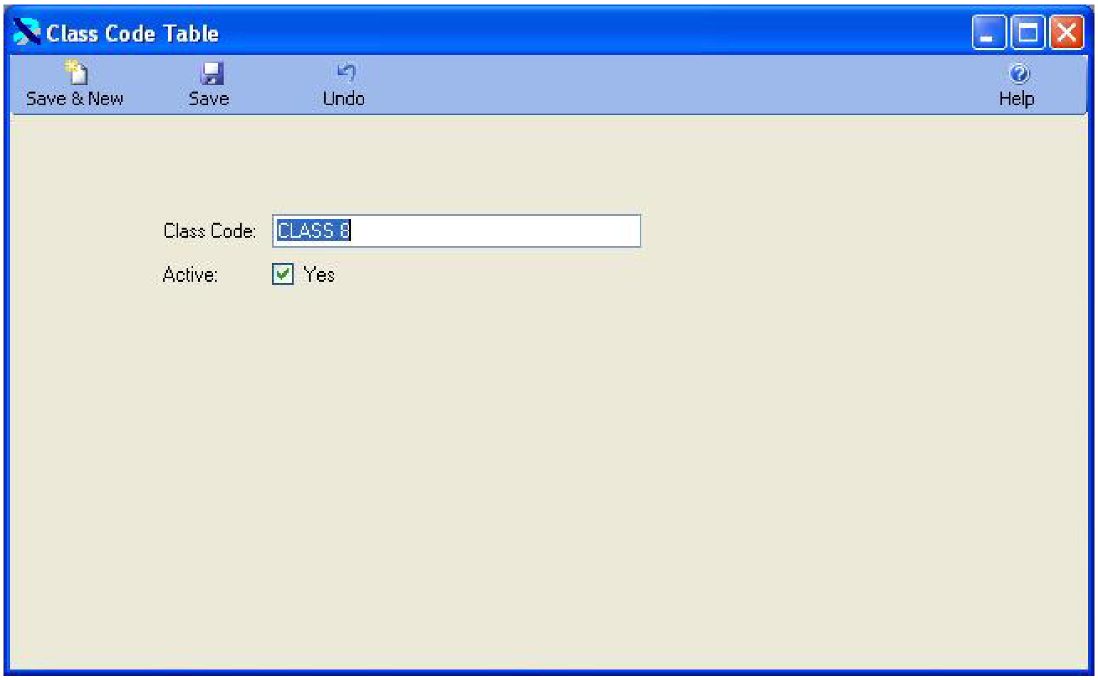
The Class Code Table is displayed below. The cursor is in the Criteria Box at the top of the left toolbar. Click on the ENTER key to display existing Class Codes.



The existing Class codes are displayed below. Click on the New Button  to add a new Class or click on an existing Class and then click on the Edit Button  to change an existing Class code. You can also double click on an item in the list to edit it.



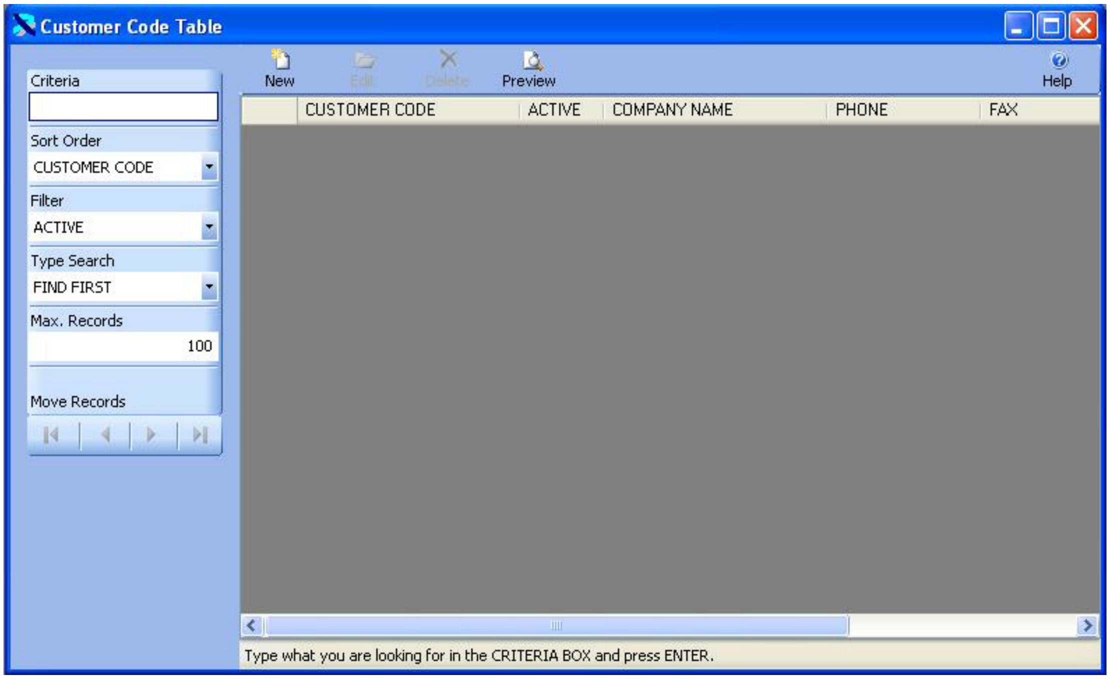
The Class Code Table is displayed in Edit Mode below. You can change any of the information for the Class. Once the changes are complete click on the Save & New Button Save & New to save the changes and add a new record, or click on the Save Button Save to save your changes and return to the prior window, or click on the Undo Button Undo to lose the changes.



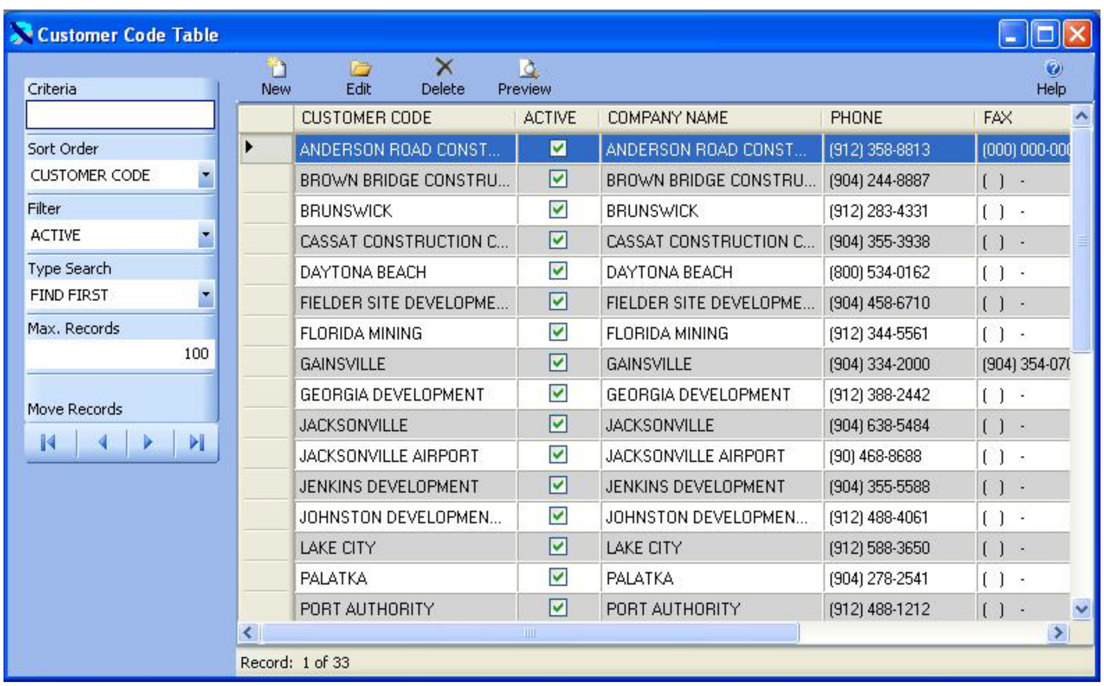
Customer Code Table

The Customer Code Table contains the names of your Customers. Customer Codes are used in two areas. First, they are used in the Unit Master Table to identify the owner of a vehicle if the vehicle is not company owned. This allows you to enter the vehicles owned by contract drivers for whom you perform maintenance. The second place customer codes are used is in the Unit Tracker Module. Here you can indicate that a vehicle is at a customer's site. Customer codes are usually the company name.

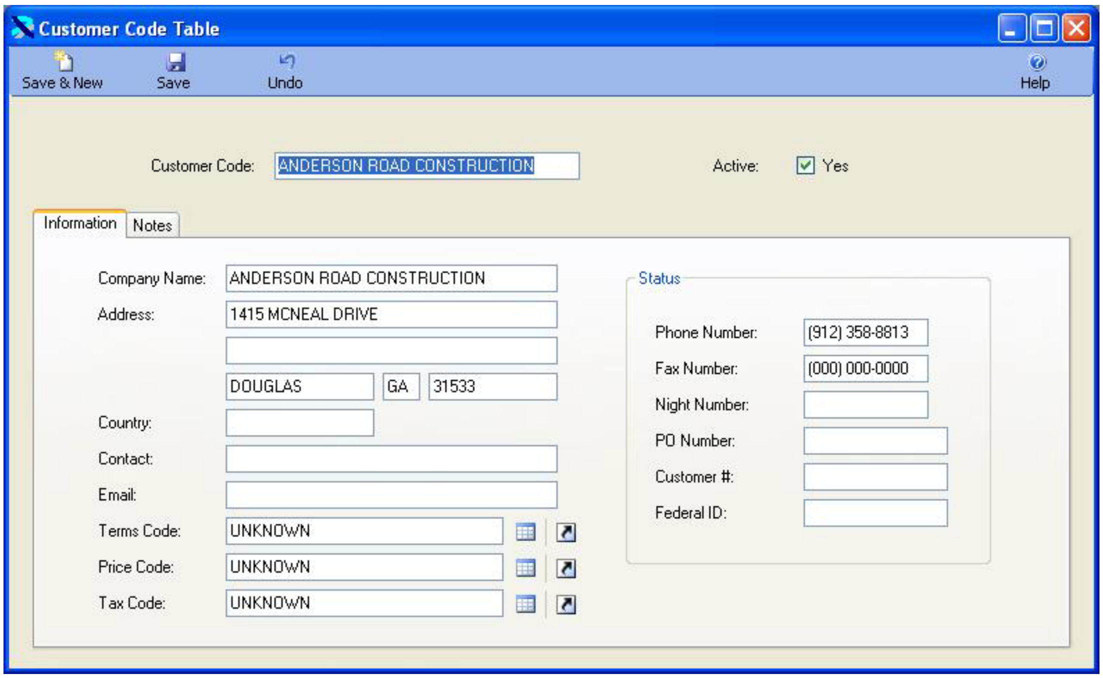
The Customer Code Table is displayed below. The cursor is in the Criteria Box at the top of the left toolbar. Click on the ENTER key to display existing Customer Codes.



The existing Customer codes are displayed below. Click on the New Button  to add a new Customer or click on an existing Customer and then click on the Edit Button  to change an existing Customer code. You can also double click on an item in the list to edit it.



The Customer Code Table is displayed in Edit Mode below. You can change any of the information for the Customer. You can enter all of the information on the form. The only required information is the Customer Code. The Terms Code is used to assign payment terms for the customer. This relates to the Terms Code Table. The Price Code is used to identify the price schedule used for this customer. You can create different labor rates and parts markup rates for different customers. Typically, you might have an A schedule, B schedule and C schedule. Price Codes are created in the Price Code Table. Finally, the Tax Code determines the sales tax rates charged this customer. It relates to the Tax Code Table.



Once the changes are complete click on the Save & New Button 

to save the changes and add a new record, or click on the Save Button 

to save your changes and return to the prior window, or click on the Undo Button 

to lose the changes.

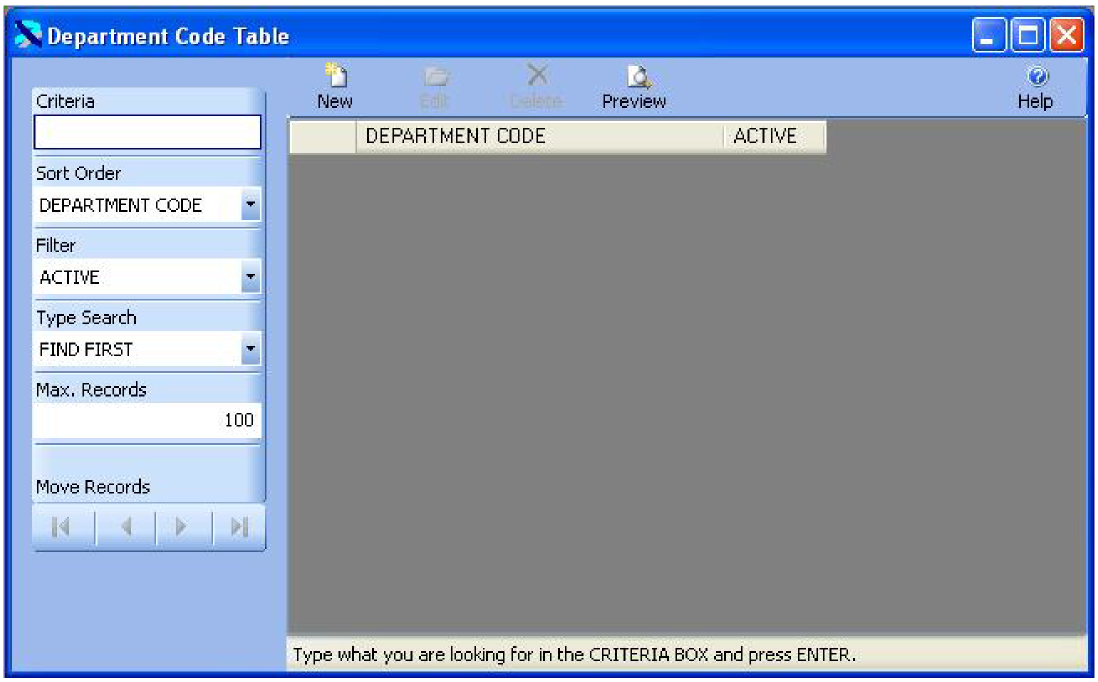
Department Code Table

The Department Code Table contains the names of department in your business or organization. Department Codes provide away of identifying the department a vehicle or piece of equipment belongs to. Also, repair costs can be reported by Department.

For example Department Codes might be like the following:

- Administration
- Operations
- Maintenance
- Public Works
- Police

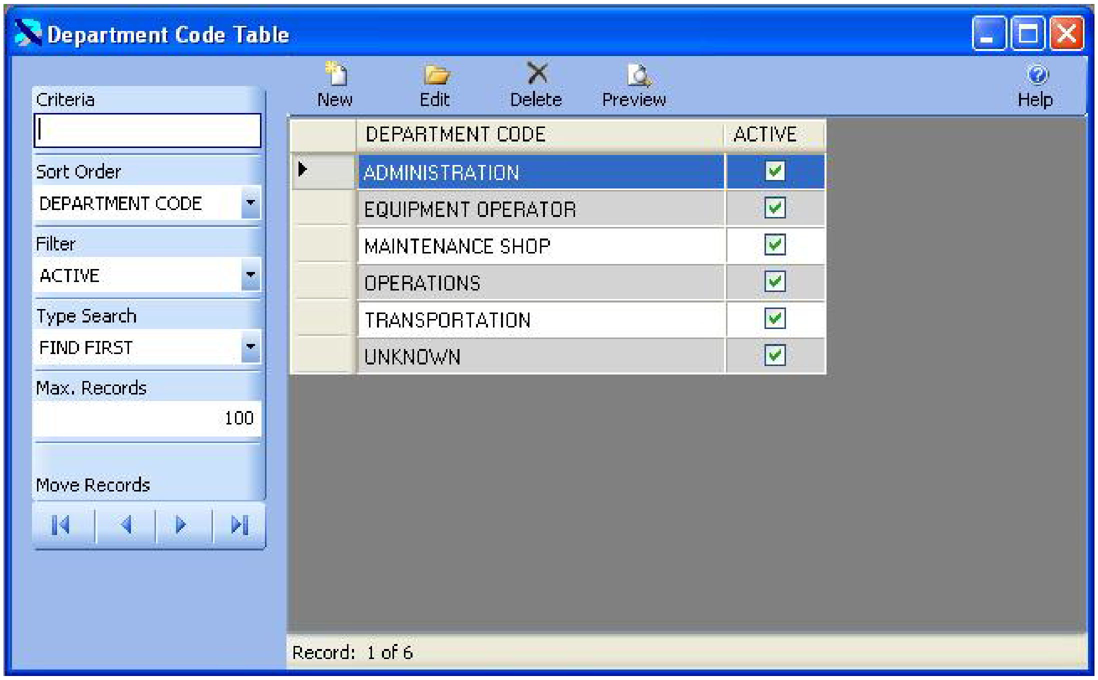
The Department Code Table is displayed below. The cursor is in the Criteria Box at the top of the left toolbar. Click on the ENTER key to display existing Department Codes.



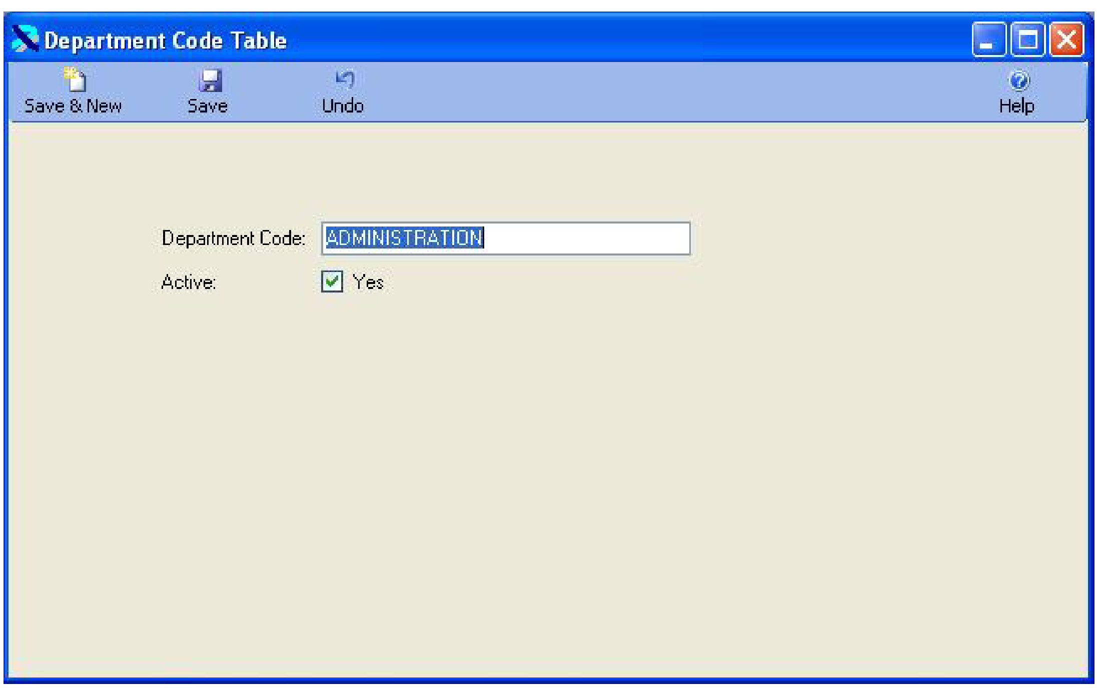
The existing Department codes are displayed below. Click on the New Button 

to add a new Department or click on an existing Department and then click on the Edit Button 

to change an existing Department code. You can also double click on an item in the list to edit it.



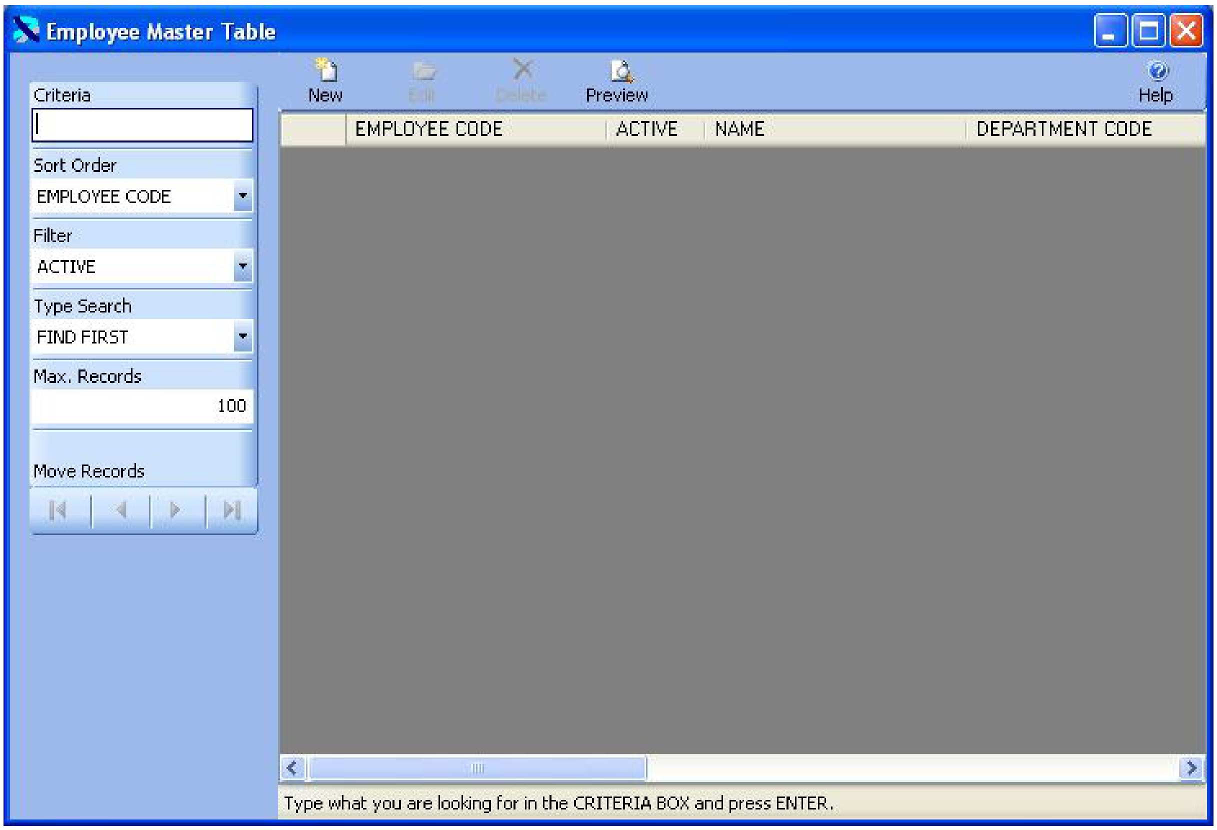
The Department Code Table is displayed in Edit Mode below. You can change any of the information for the Department. Once the changes are complete click on the Save & New Button  to save the changes and add a new record, or click on the Save Button  to save your changes and return to the prior window, or click on the Undo Button  to lose the changes.



Employee Master Table

The Employee Master Table contains the information on Employees. These codes are used though out the Inventory Wise VB System. They are used in the Customer Transaction process to issue parts to an employee.

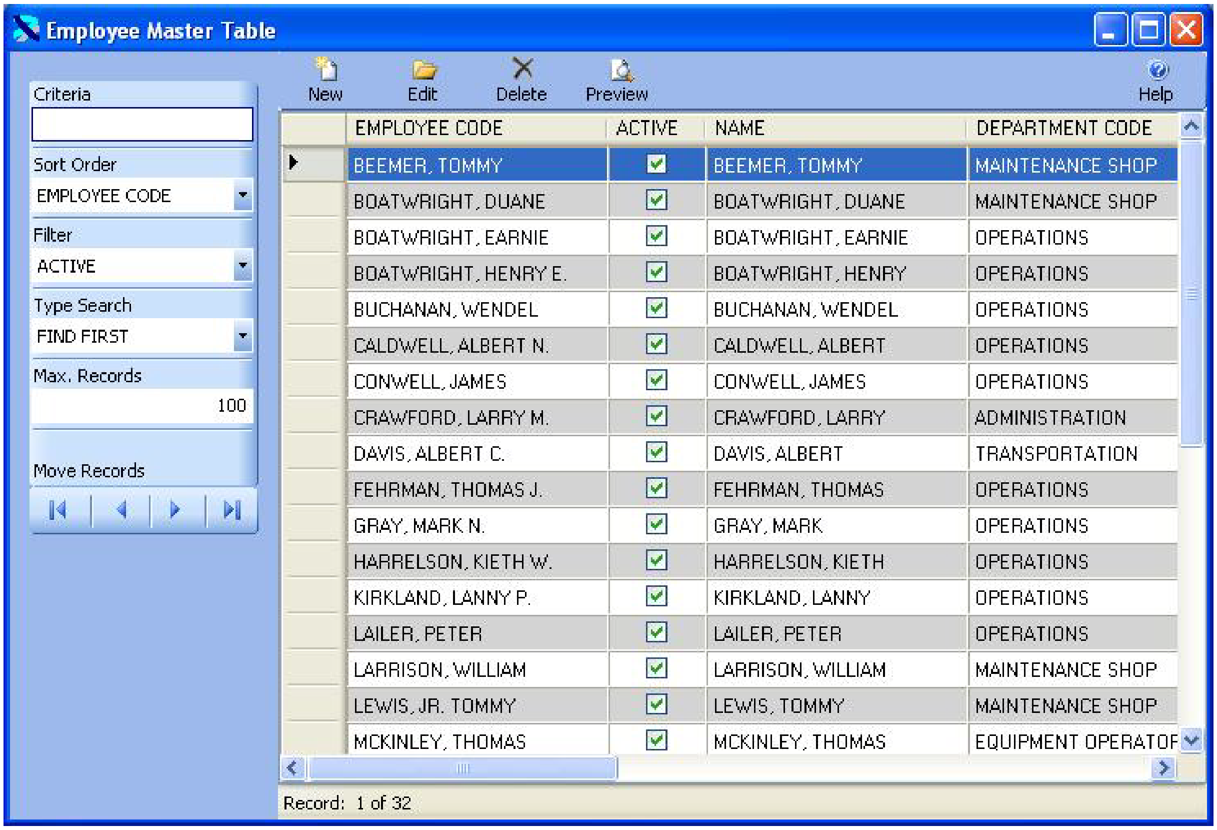
The Employee Master Table is displayed below. The cursor is in the Criteria Box at the top of the left toolbar. You can type in the first couple of letters of the code you are looking for in the CRITERIA box and press ENTER to display a list of codes. Or you can just press ENTER in the criteria box to display the first Employee Code.



The existing Employee Codes are displayed below. Click on the New Button 

to add a new Employee Code or click on an existing Employee Code and then click on the Edit Button 

to change the code.

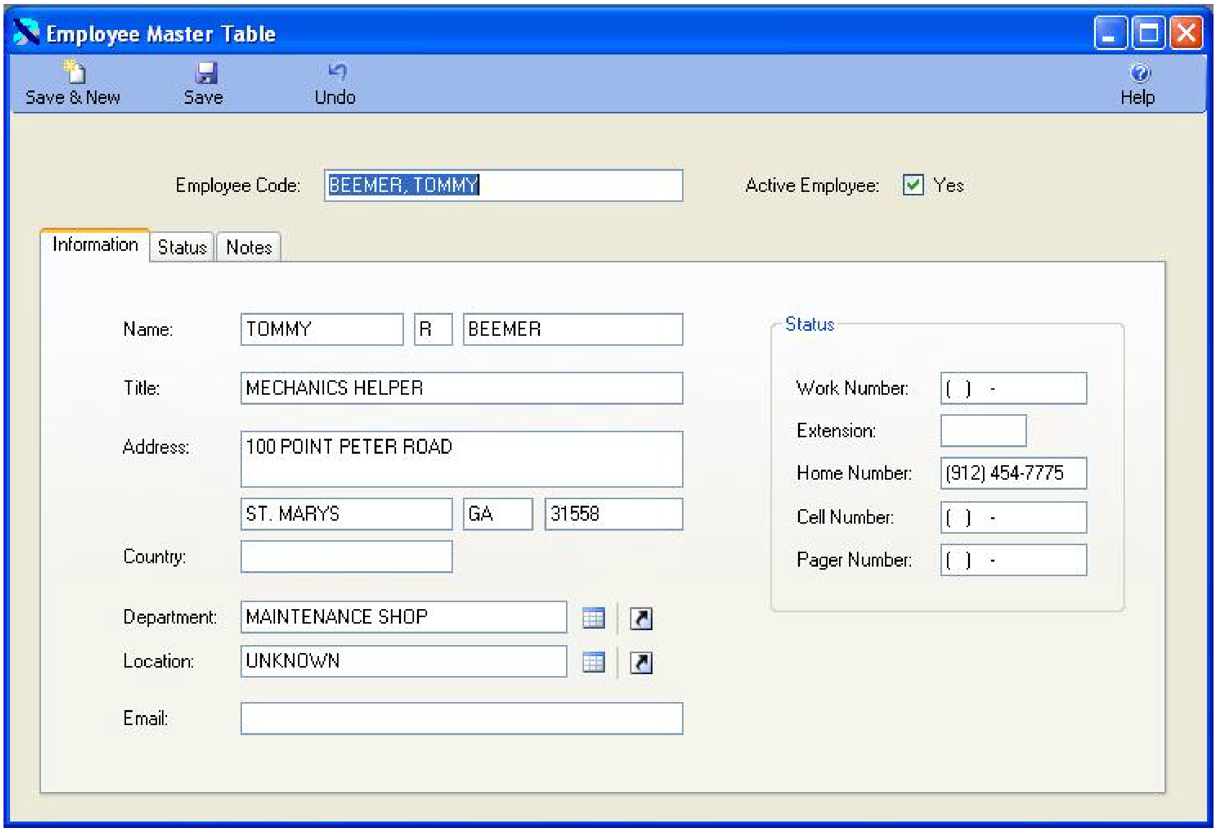


The Employee Code Table is displayed in Edit Mode below. You can change any of the information for the Employee Code. Once the changes are complete click on the Save & New Button 

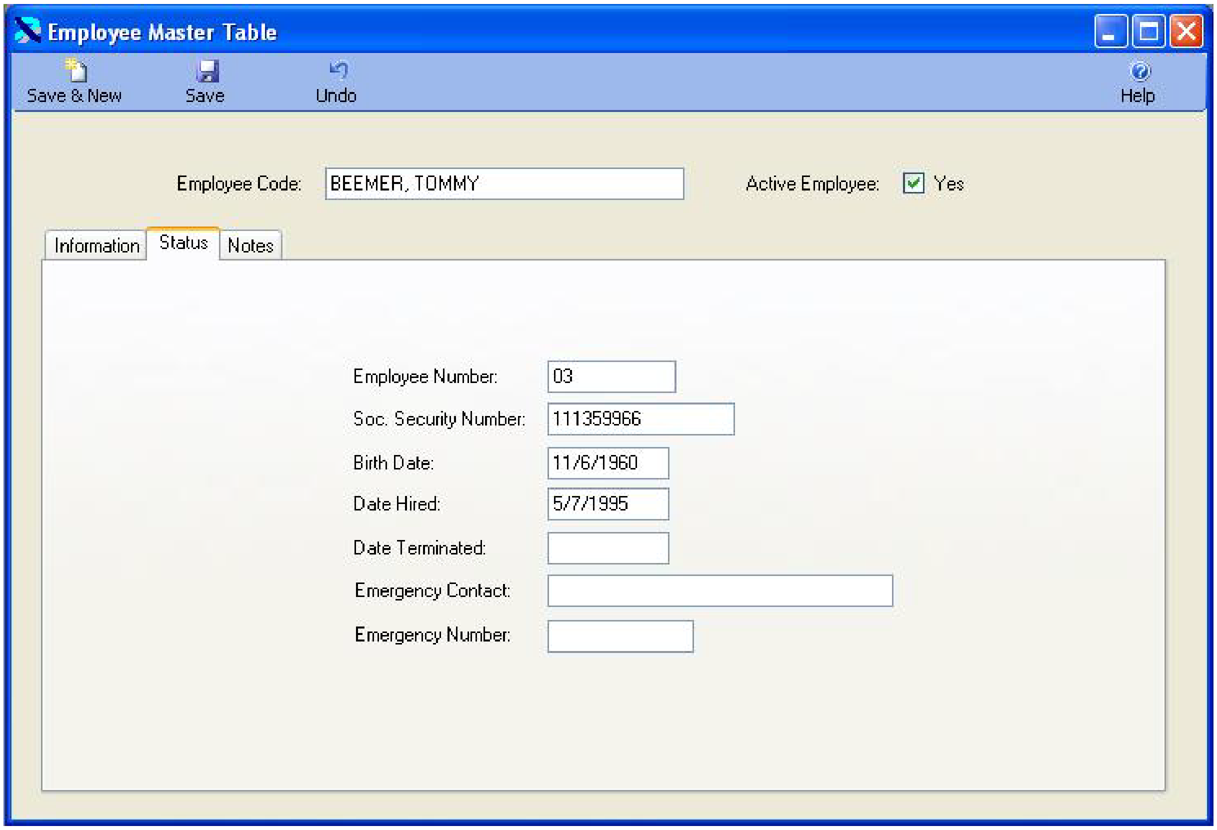
to save the changes and add a new record, or click on the Save Button 

to save your changes and return to the prior window, or click on the Undo Button 

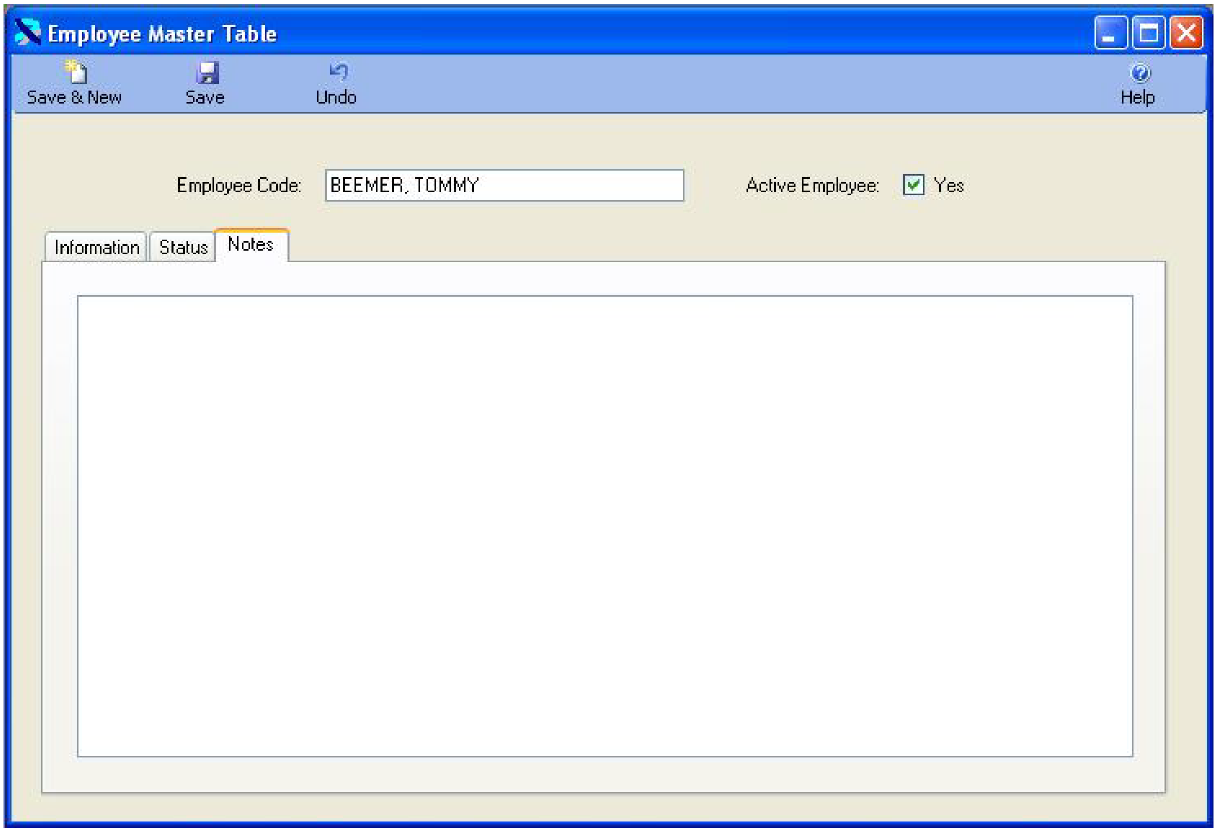
to lose the changes.



Under the Employee Code you can click on the "TABS" to display additional information. Click on the Status Tab to display additional employee information. You can assign an employee number enter emergency contact information and other data.



Click on the Notes Tab to display notes on this employee as in the window below. You can enter unlimited notes on each employee.



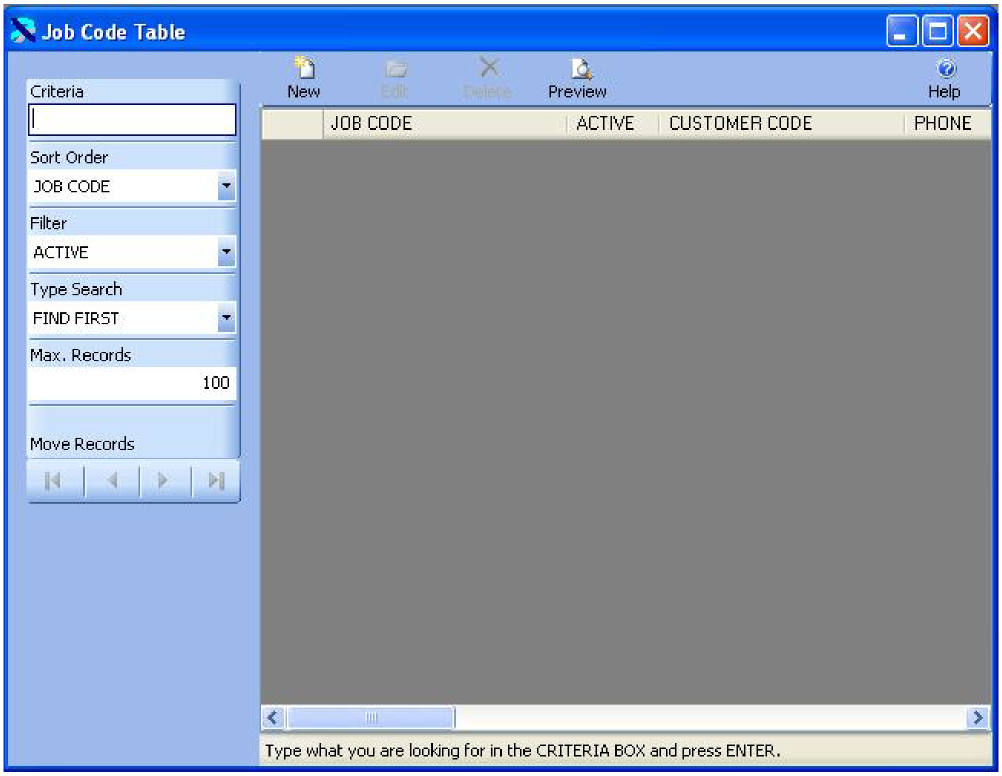
Job Code Table

The Job Code Table contains the names of Jobs used in your business or organization. In Inventory Wise you can issue parts to Customers and to Jobs.

For example Job Codes might be like the following:

- Main Street Project
- Fuller Warren Bridge
- Belks Parking Lot

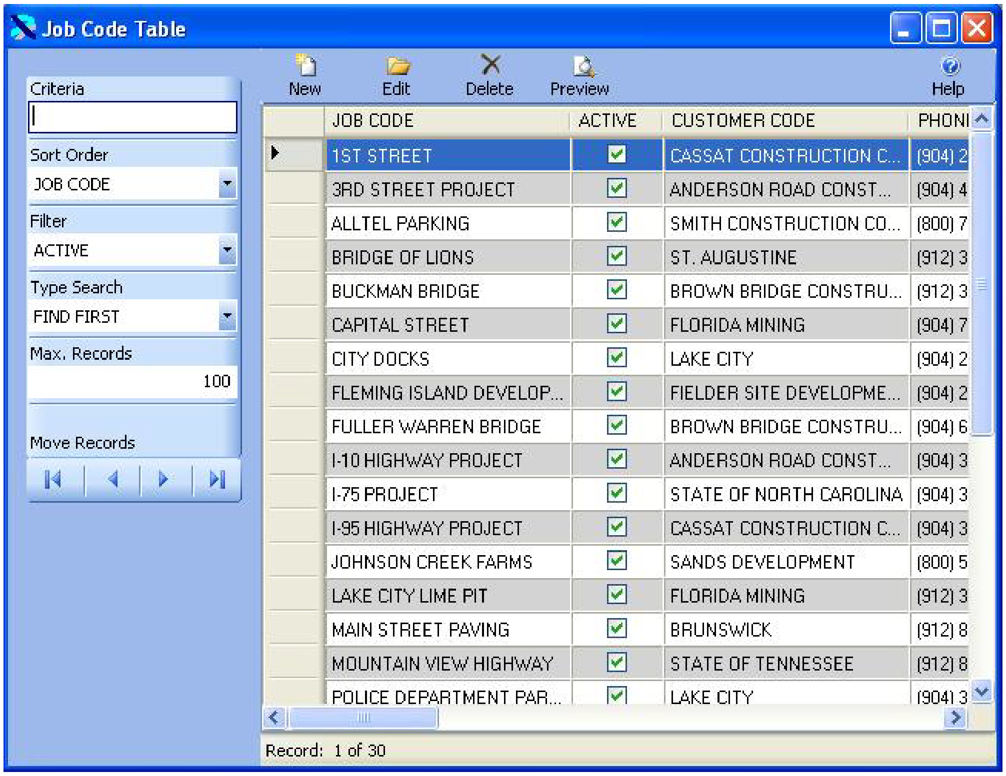
The Job Code Table is displayed below. The cursor is in the Criteria Box at the top of the left toolbar. Click on the ENTER key to display existing Job Codes.



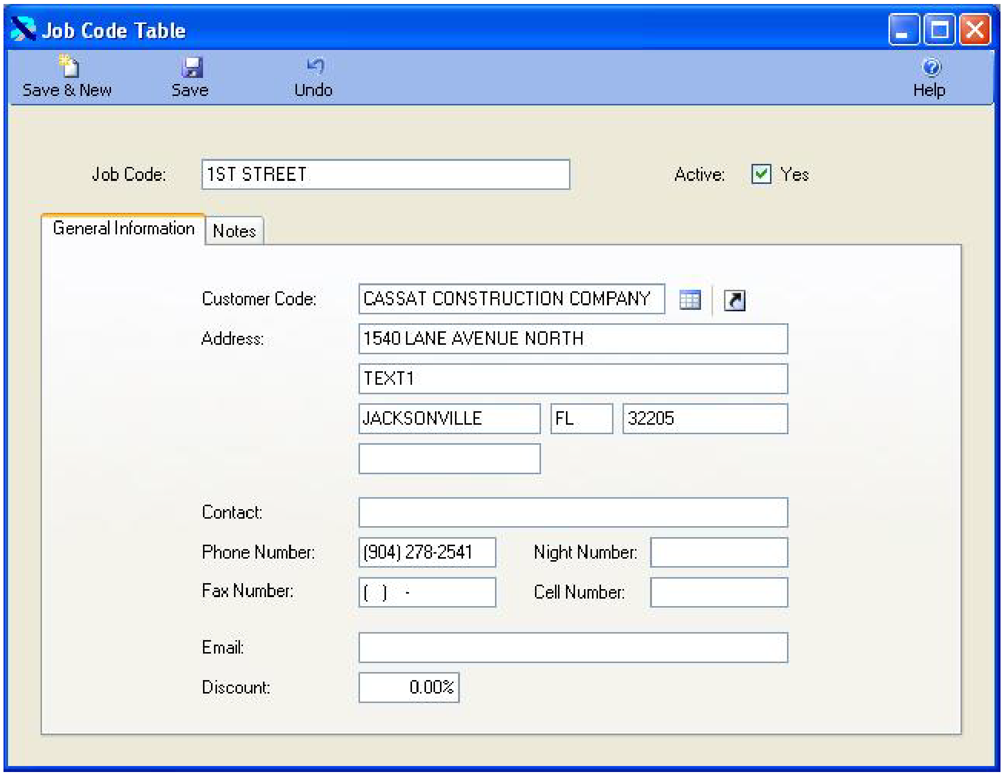
The existing Job codes are displayed below. Click on the New Button 

to add a new Job or click on an existing Job and then click on the Edit Button 

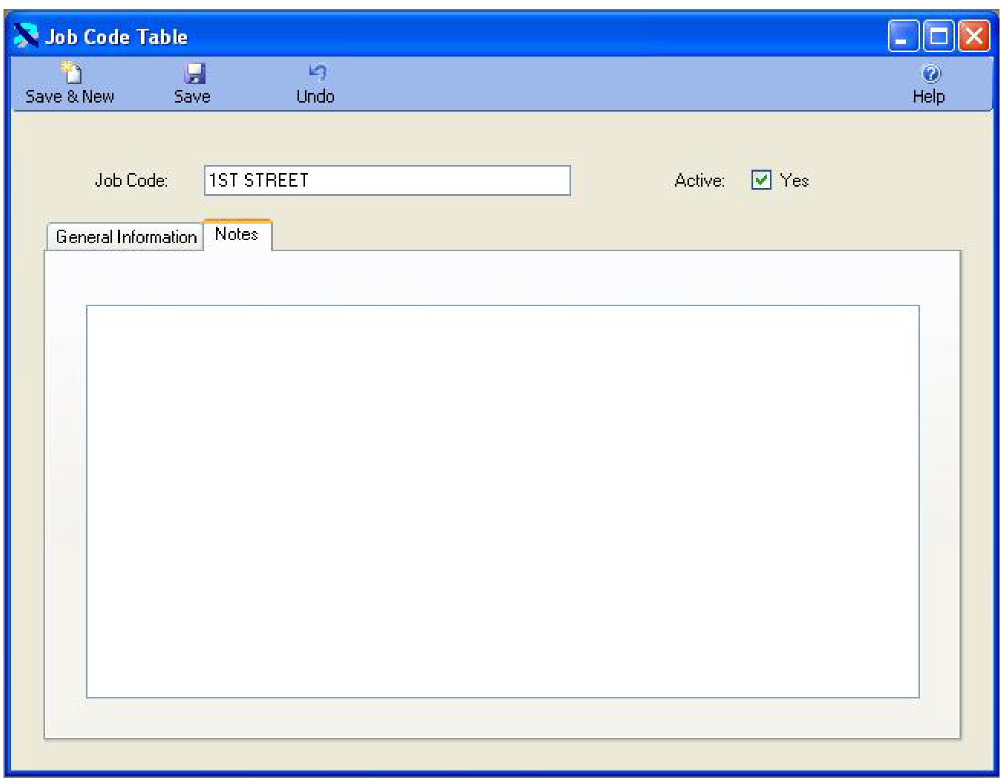
to change an existing job code. You can also double click on an item in the list to edit it.



The Job Code Table is displayed in Edit Mode below. You can change any of the information for the job. Once the changes are complete click on the Save & New Button to save the changes and add a new record, or click on the Save Button to save your changes and return to the prior window, or click on the Undo Button to lose the changes.



The notes tab is displayed below.



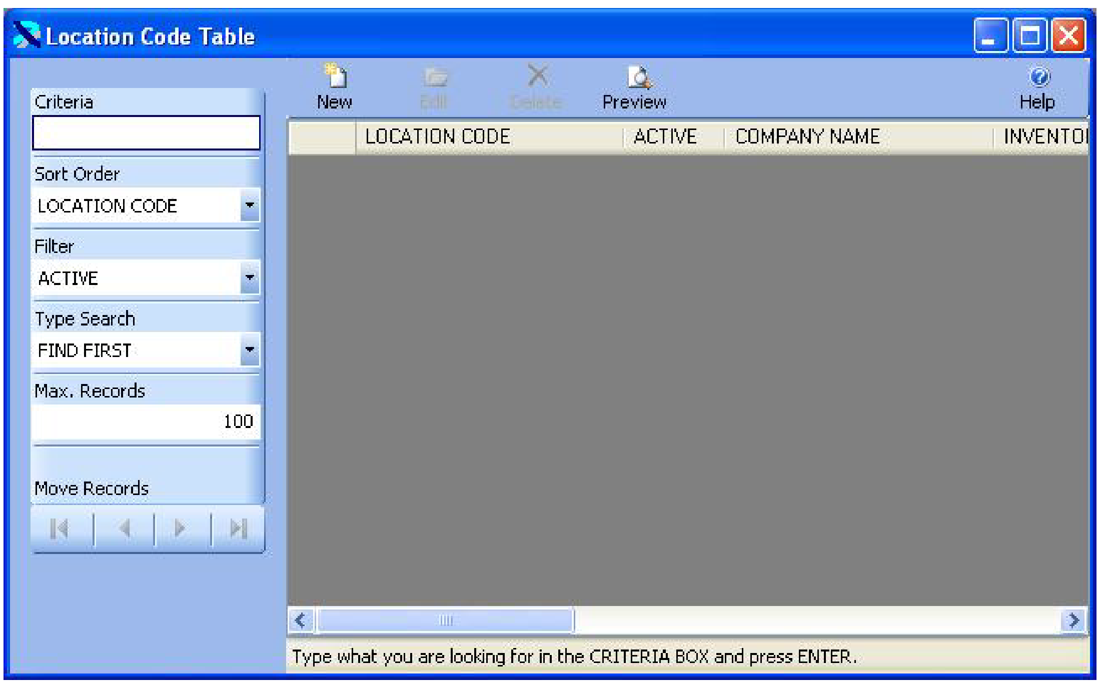
Location Code Table

The Location Code Table contains the names of Locations used in your business or organization. Locations are used to identify places where you keep inventory in the Inventory Master Table. You can report inventory transactions and inventory values by location in the Inventory System.

For example, Location Codes might be like the following:

- Florida Shop
- Texas Shop
- California Shop
- Administrative Office
- Main Shop

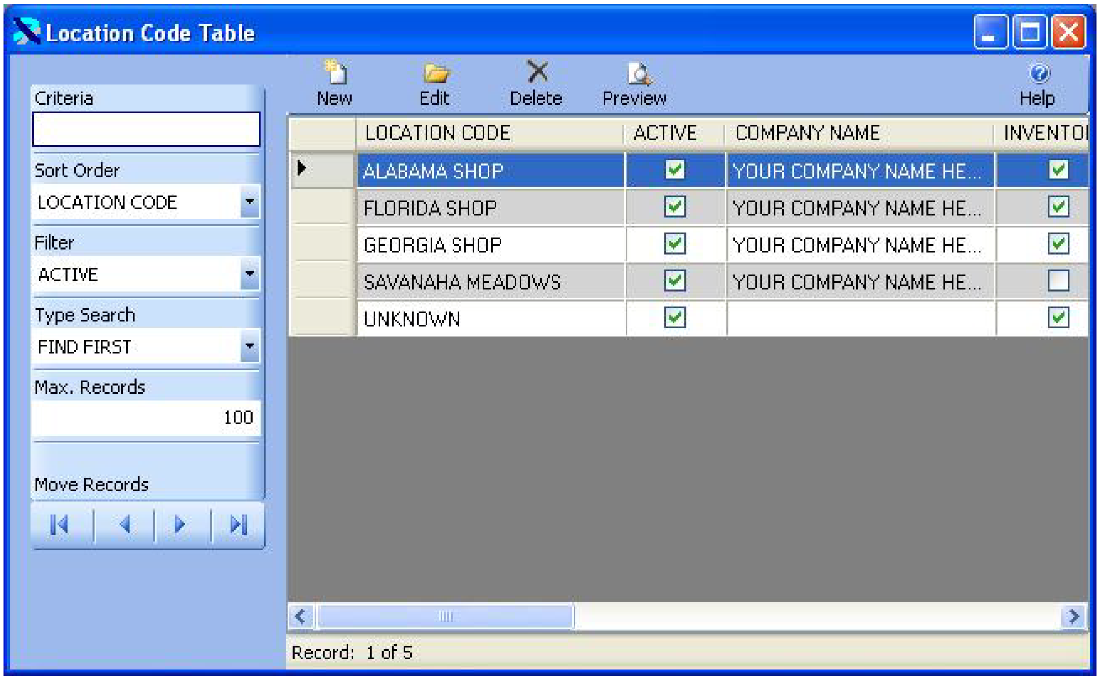
The Location Code Table is displayed below. The cursor is in the Criteria Box at the top of the left toolbar. Click on the ENTER key to display existing Location Codes.



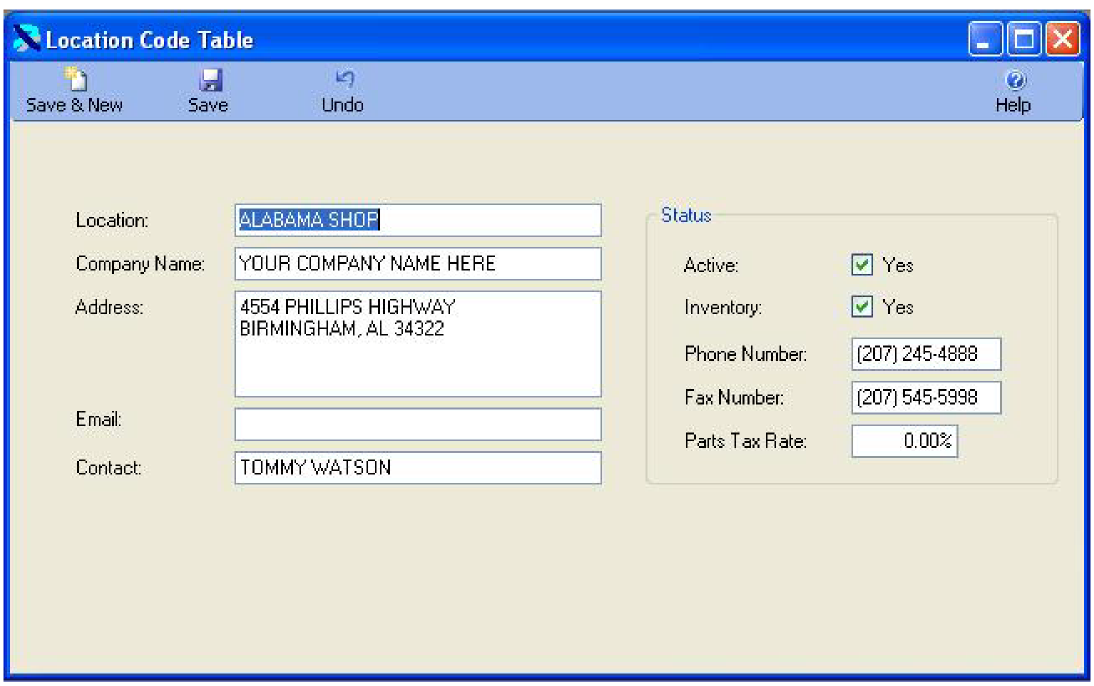
The existing Location codes are displayed below. Click on the New Button 

to add a new Location or click on an existing Location and then click on the Edit Button 

to change an existing Location code. You can also double click on an item in the list to edit it.



The Location Code Table is displayed in Edit Mode below. You can change any of the information for the Location.



Once the changes are complete click on the Save & New Button to save the changes and add a new record, or click on the Save Button to save your changes and return to the prior window, or click on the Undo Button to lose the changes.

Part Code Table

The Part Code Table contains the names of parts used to repair vehicles. They are used in the Inventory System to identify parts in inventory.

Part Codes can be up to 60 characters long. You can use the actual code printed on the box of the part, or you can create your own generic codes. If you do not have the inventory module your codes can be very generic, i.e. OIL FILTER, FUEL FILTER, TIRE, and BRAKE PAD.

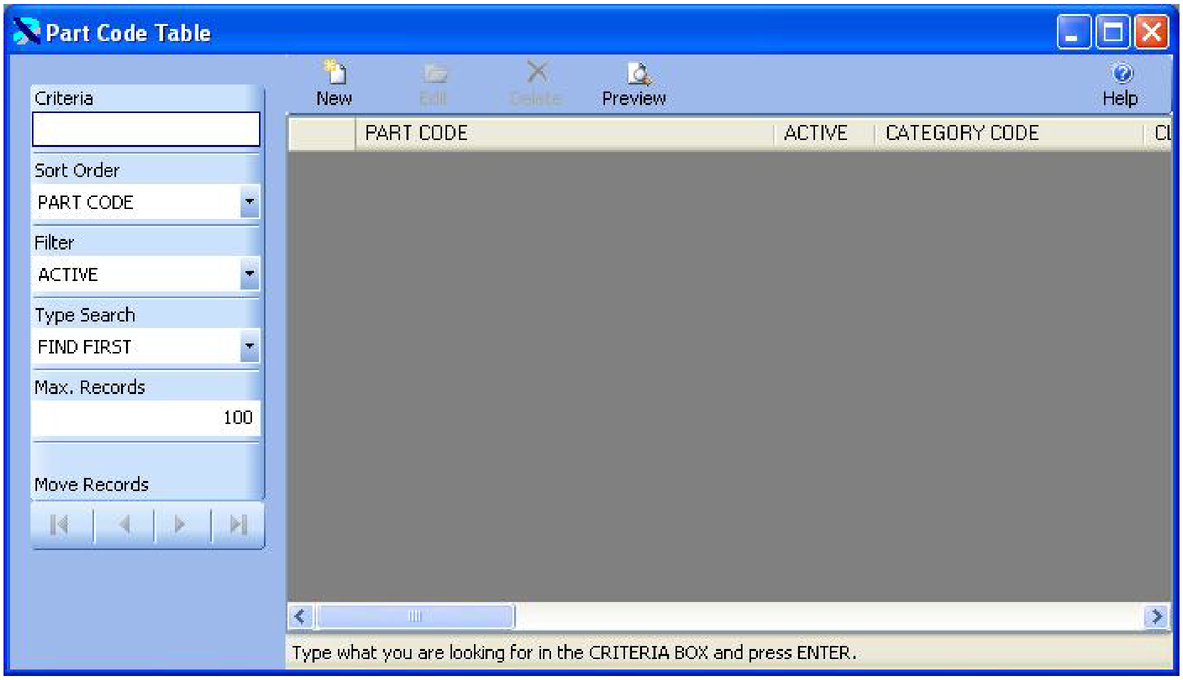
You can use the code to identify the generic type part, but you must also identify the specific part because you may have more than one part in inventory. For example, you might have oil filters for Ford F-150's and oil filters for a Caterpillar Dozer. You must track these separately. You could create the code for the F-150 as OIL FILTER – FIL1372. An Oil Filter for a Dozer might be OIL FILTER – CAT34235.

If you put the type part before the part code it can make looking up the part easier. If you enter only the part code, you can assign a category and look up by category.

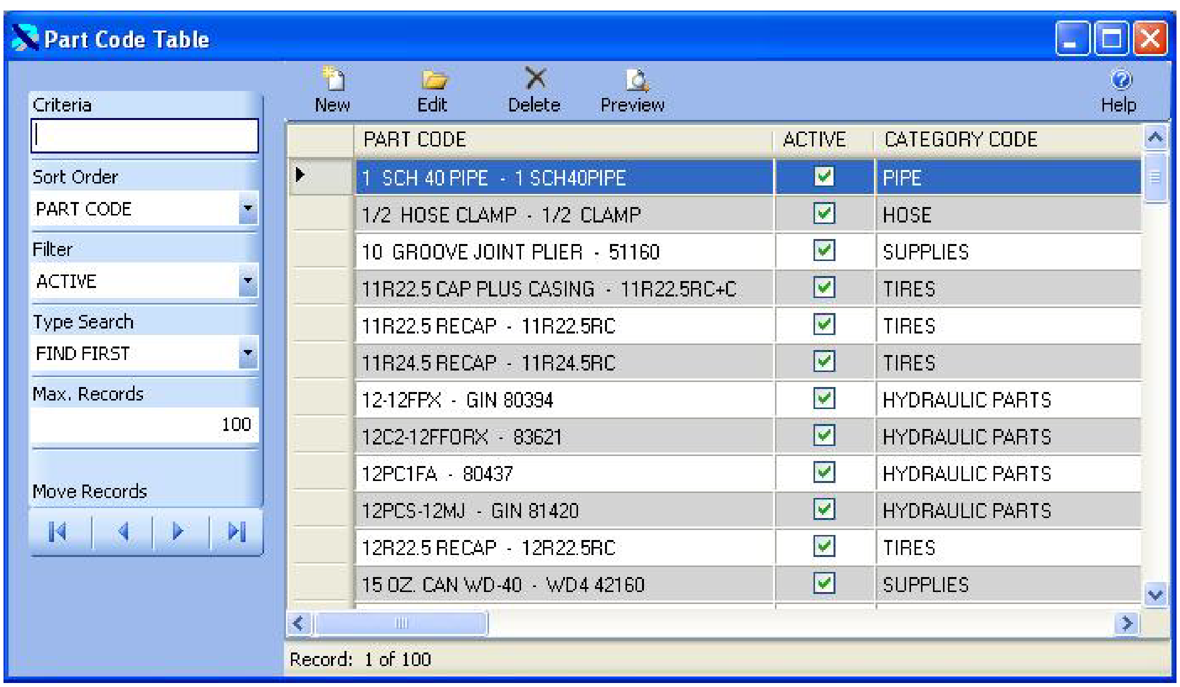
You can also enter a long description of the part. The description can also be used to identify alternate vendor's codes for a part. For example, you could use a Fram Oil Filter number as the part code and enter the Wickes equivalent in the description.

You can type in the first couple of letters of the code you are looking for in the CRITERIA box and press ENTER to display a list of codes. Or you can just press ENTER in the criteria box to display the first Part Code.

You can change the SORT ORDER to CATEGORY CODE. Then you would type a Category Code in the CRITERIA box and press enter to display a list of parts sorted by Category Code.



The existing Part Codes are displayed below. Click on the New Button  to add a new Part Code or click on an existing Part Code and then click on the Edit Button  to change the code.

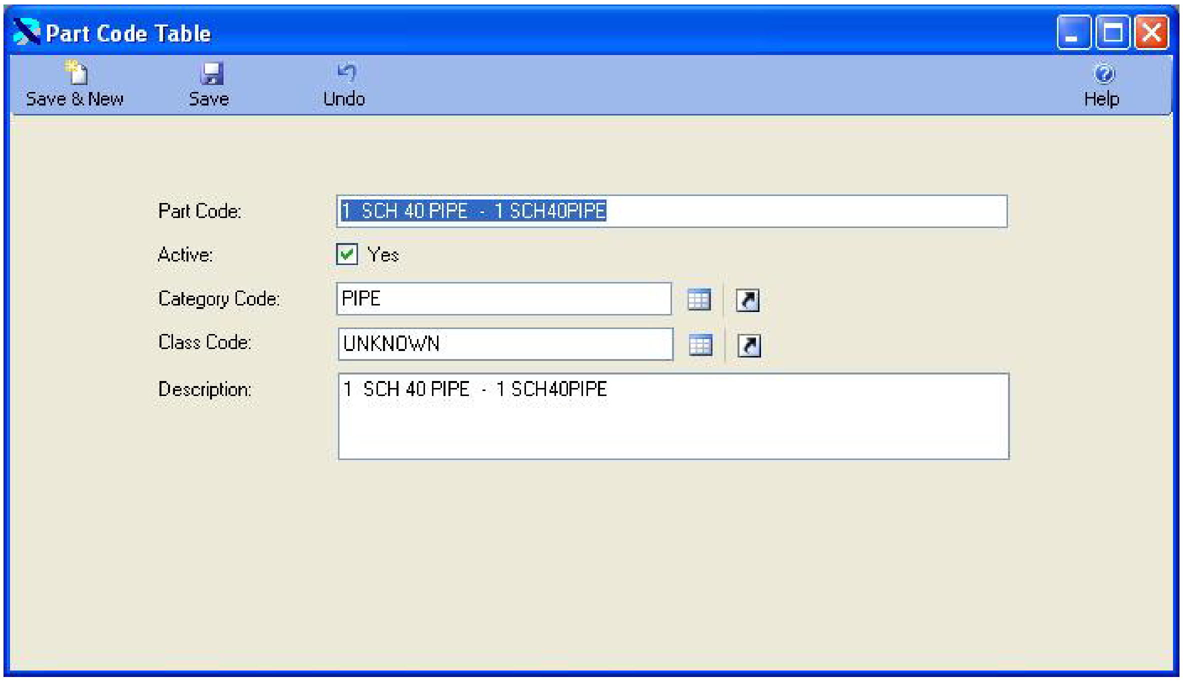


The Part Code Table is displayed in Edit Mode below. You can change any of the information for the Part Code. Once the changes are complete click on the Save & New Button 

to save the changes and add a new record, or click on the Save Button 

to save your changes and return to the prior window, or click on the Undo Button 

to lose the changes.

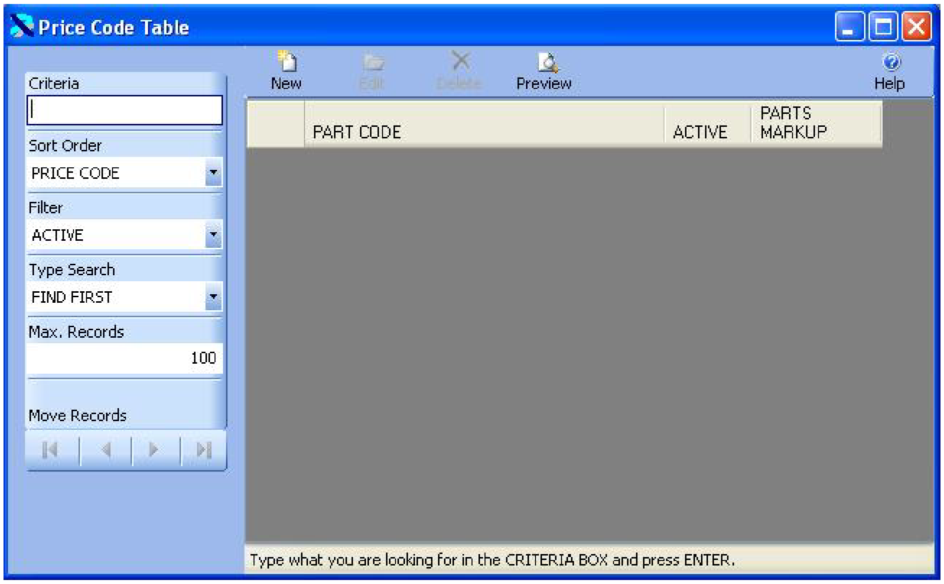


Price Code Table

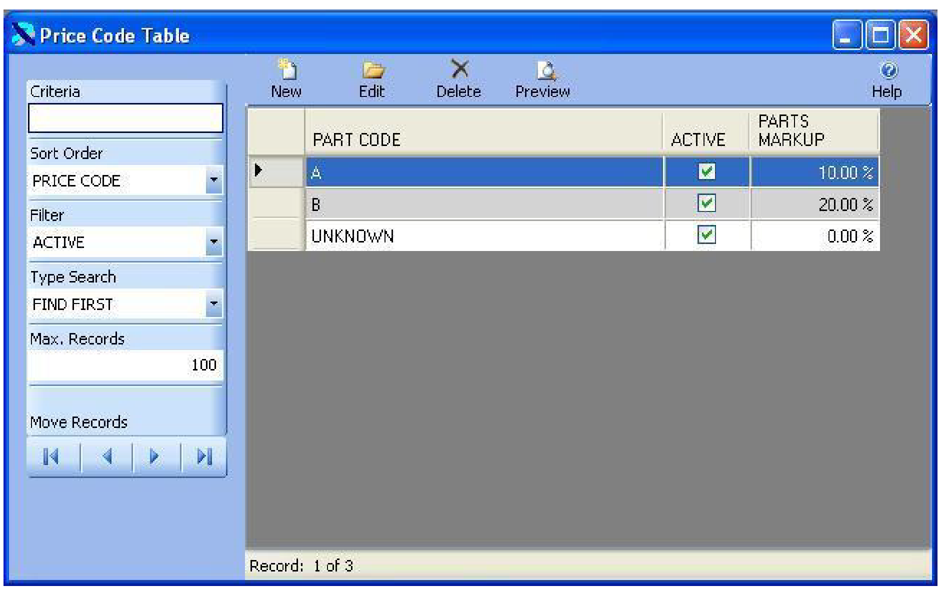
The Price Code Table contains the names of Price Codes. Price Codes are used in the Customer Code Table to identify the prices charged for performing outside maintenance. You can indicate a Mark Up percentage for Parts.

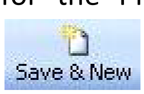
You can type in the first couple of letters of the code you are looking for in the CRITERIA box and press ENTER to display a list of codes. Or you can just press ENTER in the criteria box to display the first Price Code.

The Price Code Table is displayed below. The cursor is in the Criteria Box at the top of the left toolbar. Click on the ENTER key to display existing Price Codes.

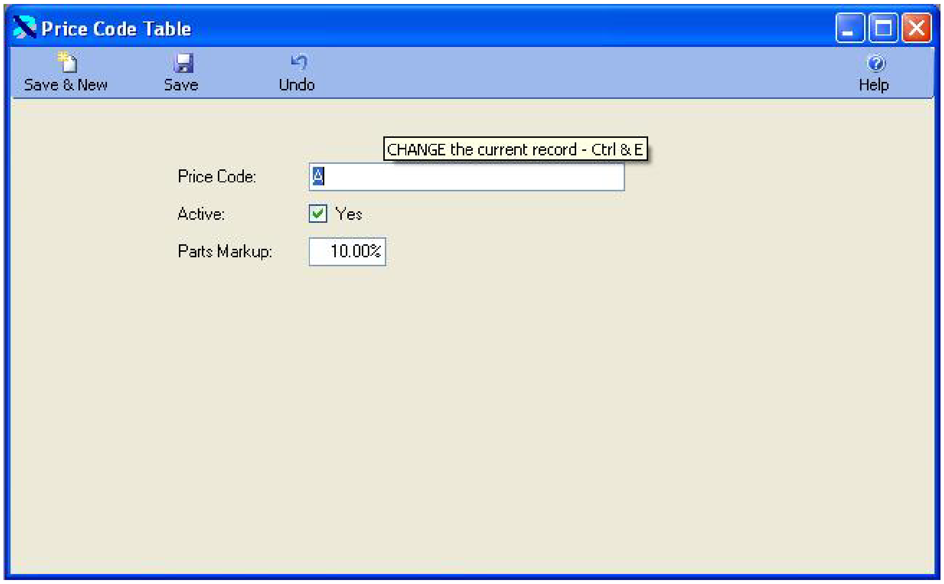


The existing Price Codes are displayed below. Click on the New Button  to add a new Price Code or click on an existing Price Code and then click on the Edit Button  to change the code.



The Price Code Table is displayed in Edit Mode below. You can change any of the information for the Price Code. Once the changes are complete click on the Save & New Button  to save the changes and add a new record, or click on the Save Button  to save your changes and return to the prior window, or click on the Undo Button 

to lose the changes.

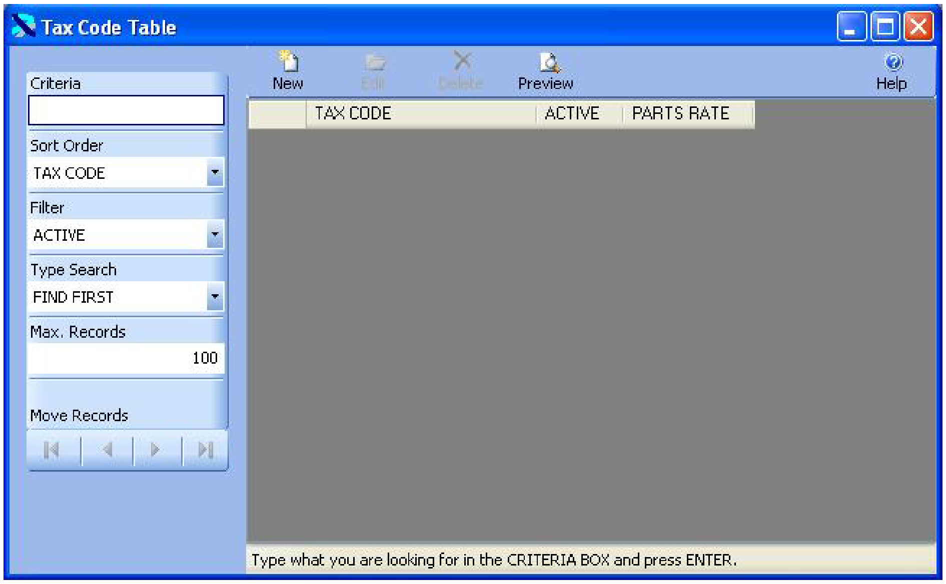


Tax Code Table

The Tax Code Table contains the names of Tax Codes and their rates. Tax Codes are used in the Inventory Table and the Purchase Order to calculate tax on parts.

You can type in the first couple of letters of the code you are looking for in the CRITERIA box and press ENTER to display a list of codes. Or you can just press ENTER in the criteria box to display the first Tax Code.

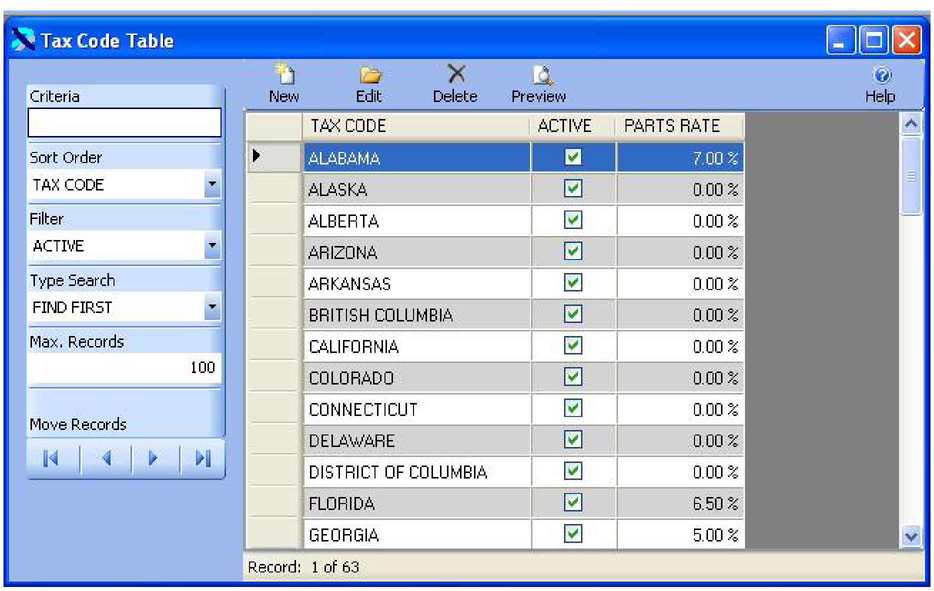
The Tax Code Table is displayed below. The cursor is in the Criteria Box at the top of the left toolbar. Click on the ENTER key to display existing Tax Codes.



The existing Tax Codes are displayed below. Click on the New Button 

to add a new Tax Code or click on an existing Tax Code and then click on the Edit Button 

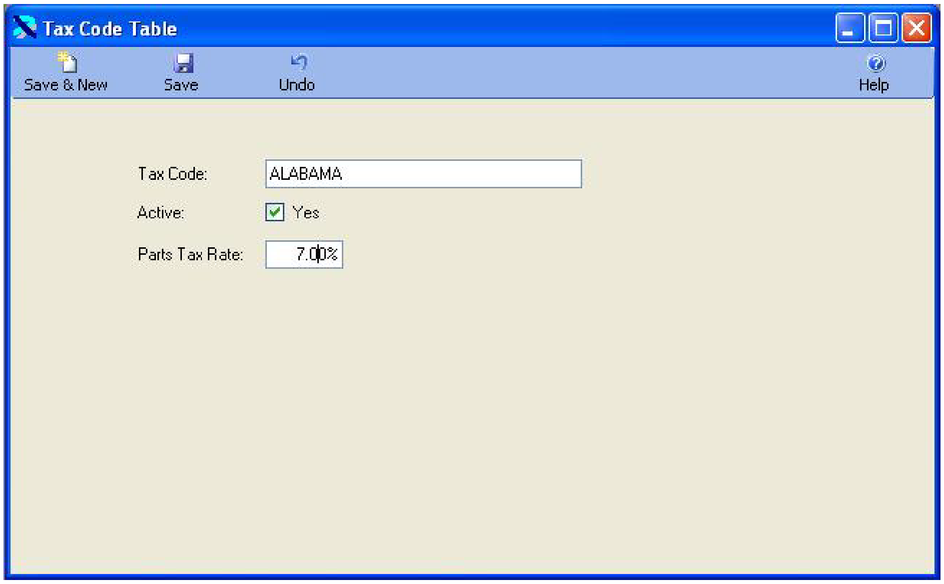
to change the code.



The Tax Code Table is displayed in Edit Mode below. You can change any of the information for the Tax Code. Once the changes are complete click on the Save & New Button 

to

save the changes and add a new record, or click on the Save Button Save to save your changes and return to the prior window, or click on the Undo Button Undo to lose the changes.

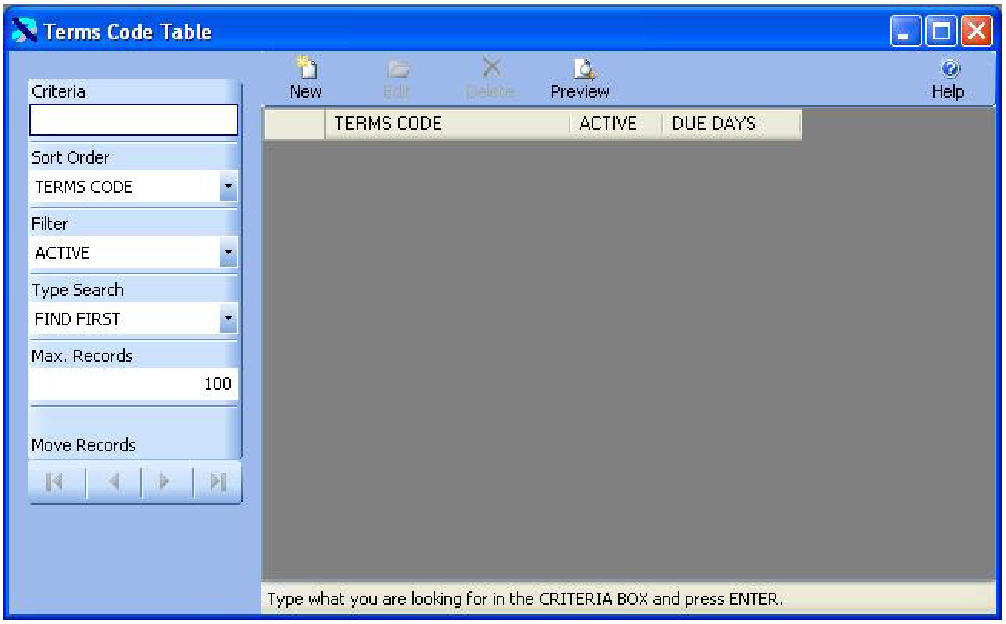


Terms Code Table

The Terms Code Table contains the names of Terms Codes and their due days. Terms Codes are used in Inventory Receipts to create an invoice.

You can type in the first couple of letters of the code you are looking for in the CRITERIA box and press ENTER to display a list of codes. Or you can just press ENTER in the criteria box to display the first Terms Code.

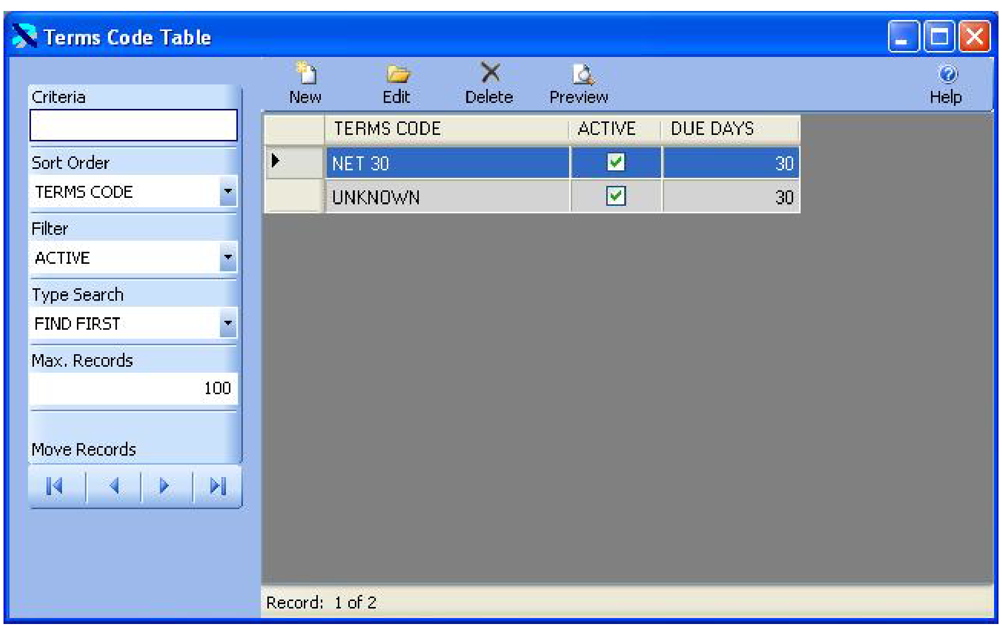
The Terms Code Table is displayed below. The cursor is in the Criteria Box at the top of the left toolbar. Click on the ENTER key to display existing Terms Codes.



The existing Terms Codes are displayed below. Click on the New Button 

to add a new Terms Code or click on an existing Terms Code and then click on the Edit Button 

to change the code.



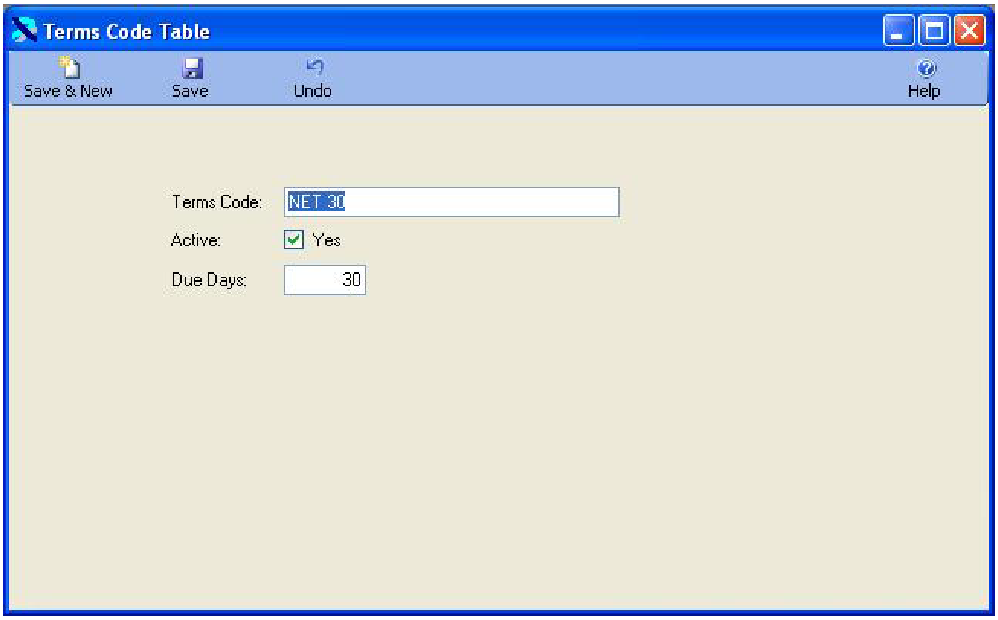
The Terms Code Table is displayed in Edit Mode below. You can change any of the information for the Terms Code. Once the changes are complete click on the Save & New Button 

to save the changes and add a new record, or click on the Save Button 

to save

your changes and return to the prior window, or click on the Undo Button 

to lose the changes.

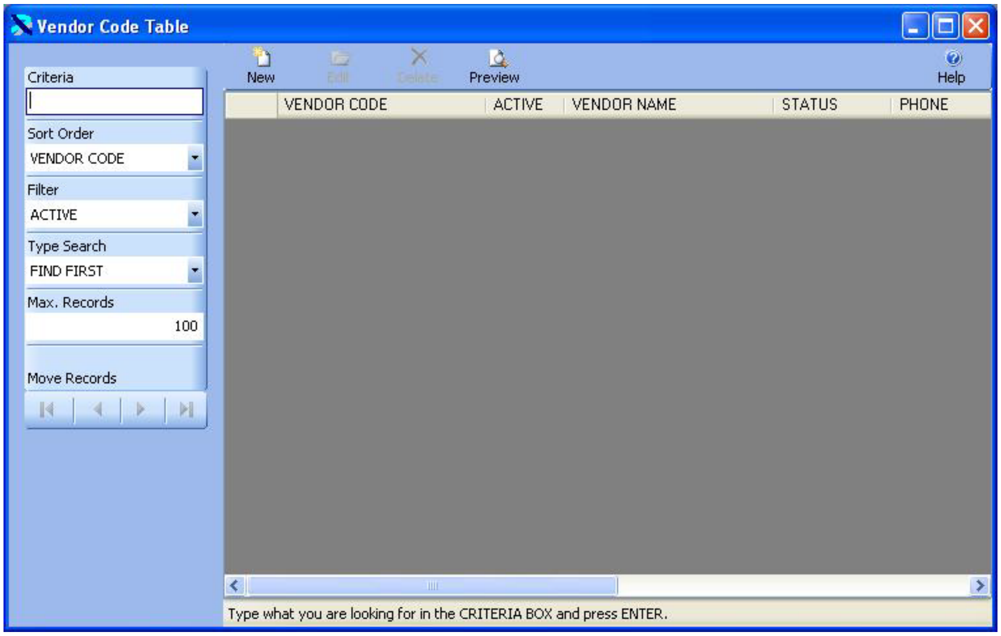


Vendor Code Table

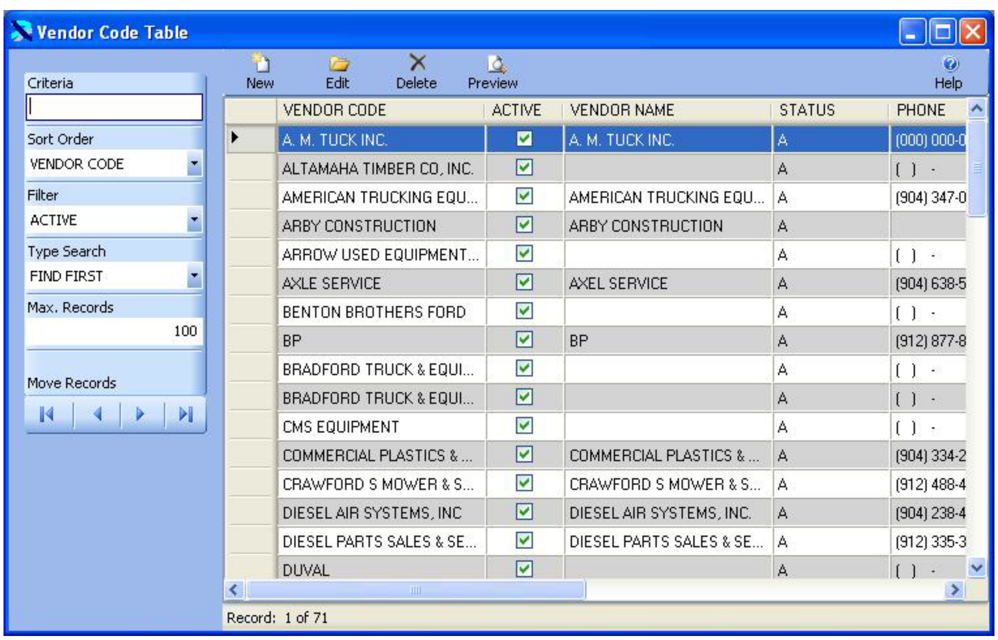
The Vendor Code Table contains the information on Vendors. These codes are used in though out the Inventory Wise VB System. They are used to identify the vendor parts are purchased from.

You can type in the first couple of letters of the code you are looking for in the CRITERIA box and press ENTER to display a list of codes. Or you can just press ENTER in the criteria box to display the first Vendor Code.

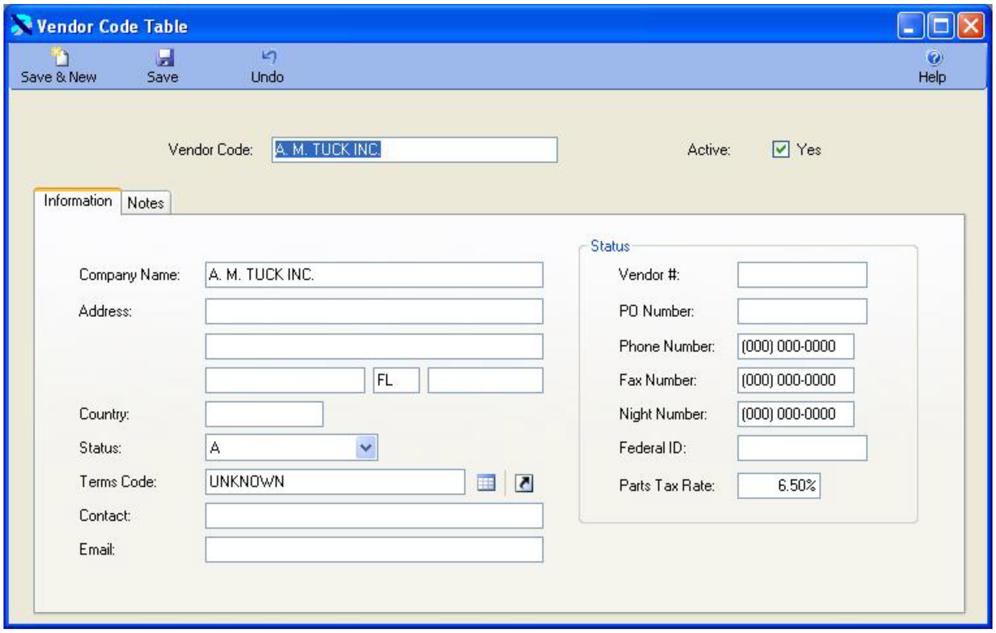
The Vendor Code Table is displayed below. The cursor is in the Criteria Box at the top of the left toolbar. Click on the ENTER key to display existing Vendor Codes.



The existing Vendor Codes are displayed below. Click on the New Button  to add a new Vendor Code or click on an existing Vendor Code and then click on the Edit Button  to change the code.



The Vendor Code Table is displayed in Edit Mode below. You can change any of the information for the Vendor Code. Once the changes are complete click on the Save & New Button  to save the changes and add a new record, or click on the Save Button  to save your changes and return to the prior window, or click on the Undo Button  to lose the changes.



Inventory Module

The Inventory Module tracks repair parts in inventory. An unlimited number of parts can be tracked in inventory at an unlimited number of locations. Within each location parts can be organized by Bin/Shelf Code. The Inventory Module consists of the following tables.

1. Inventory Master Table – maintains the Qty On Hand and the Average Cost of each part in inventory.
2. Purchase Order Table and Receive PO Tables – allow parts to be purchased into inventory.
3. Quick Receipt Table – provides a quick and simplified way to purchase parts into inventory.
4. Adjustment Table – provides a process to change the Qty On Hand for parts already in inventory.
5. Return Table – provides a process to return parts to a vendor from inventory.
6. Supplies Table – provides a process to issue parts to employees – instead of repair orders.
7. Transfer Table – provides a process to transfer parts between locations.
8. Inventory Transaction Table – tracks all of the transactions created by the other tables.

Inventory Master Table

The Inventory Master Table maintains information on parts in inventory. This table maintains the Qty On Hand and the Part Cost, as well as the Bin Shelf Code and Low Level and High Level.

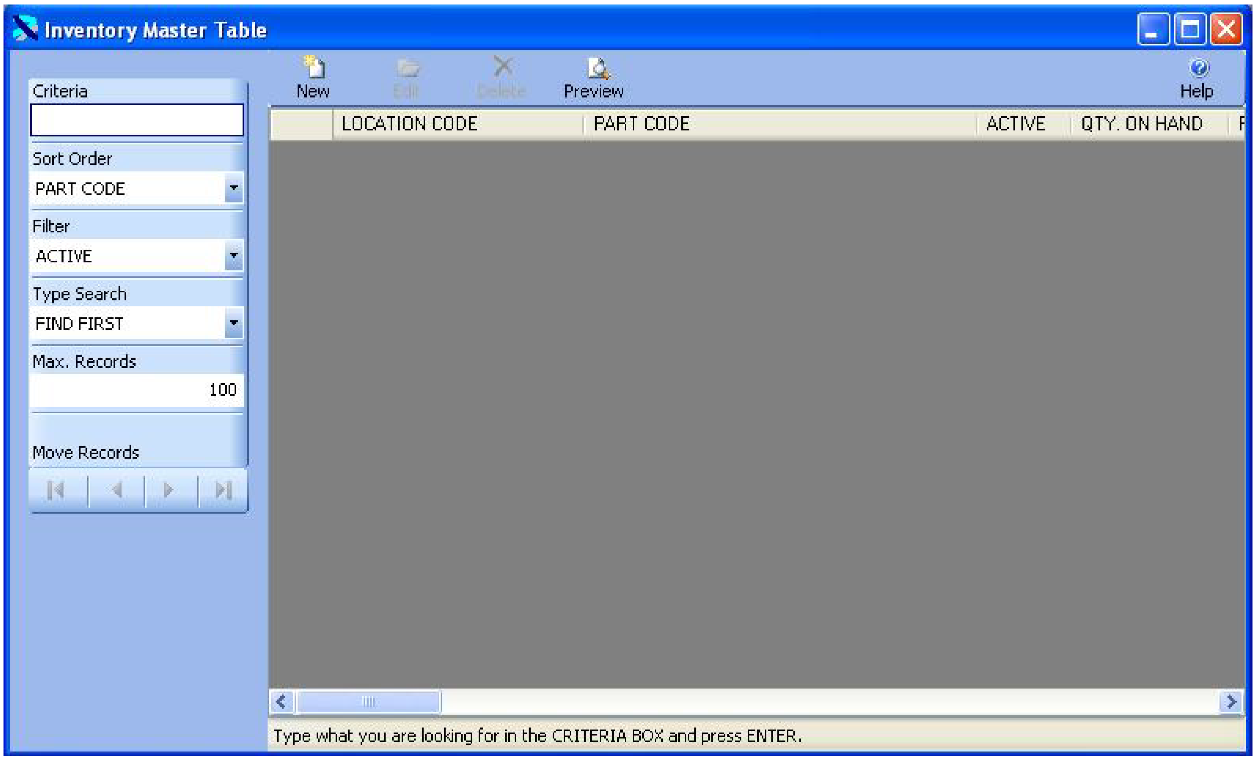
An important aspect of the inventory system in Inventory Wise is that it can track inventory at an unlimited number of locations. These are normally physically different locations, like a Florida Shop or an Ohio Shop.

The Inventory Master Table can be used to review the parts in inventory, but it is not used to change information about parts in inventory.

Parts are purchased through a Purchase Order or a Quick Receipt. If you need to change the qty. on hand or the part cost, you must enter an Adjustment Transaction. If you need to return parts to a vendor, you must enter a Return Transaction. If you want to issue parts to an employee, you will use the Supplies Transaction. If you want to issue parts to a customer, you will use the Customer Transaction. If you want to issue parts to a job, you will use the Job Transaction. Finally, if you want to transfer parts from one location to another, you will enter a

Transfer Transaction. All of these transactions will create a history in the Inventory Transaction Table.

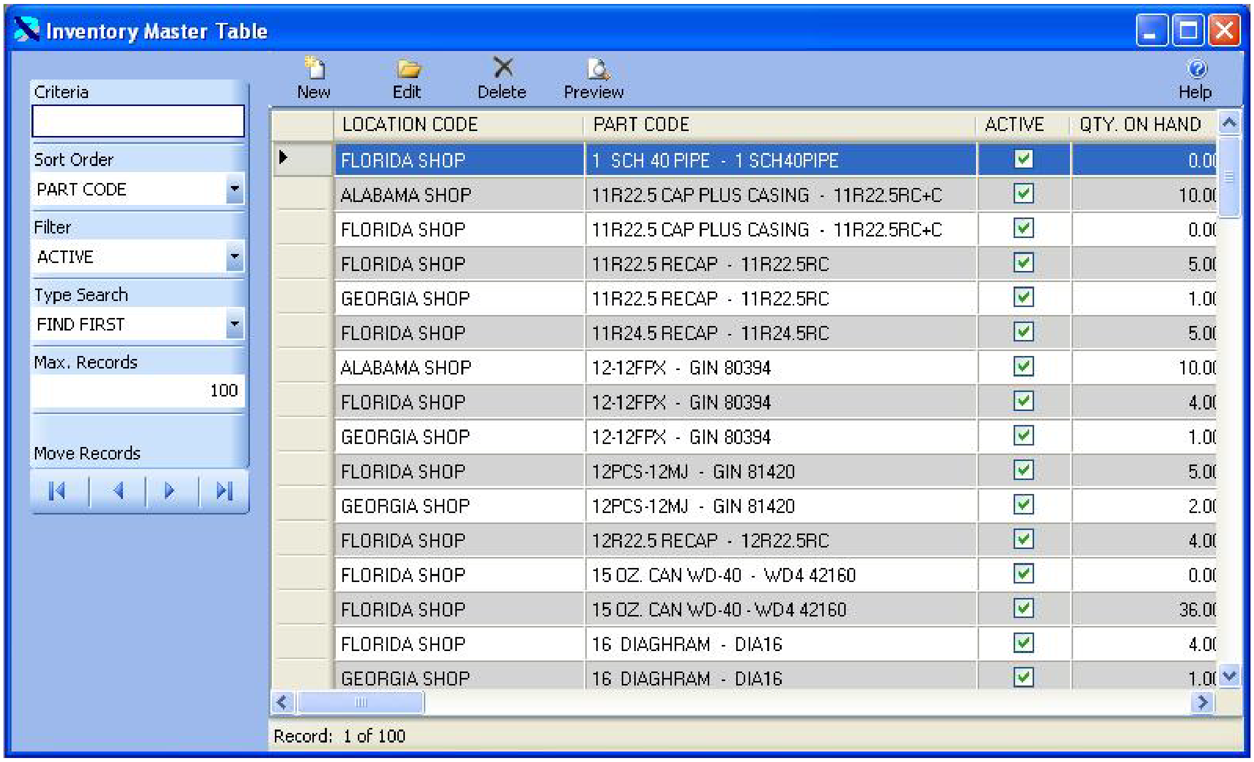
The Inventory Master Table is displayed below. The cursor is in the Criteria Box at the top of the left toolbar. You can type in the first couple of letters of the part you are looking for in the CRITERIA box and press ENTER to display a list of parts. Or you can just press ENTER in the criteria box to display the first part.



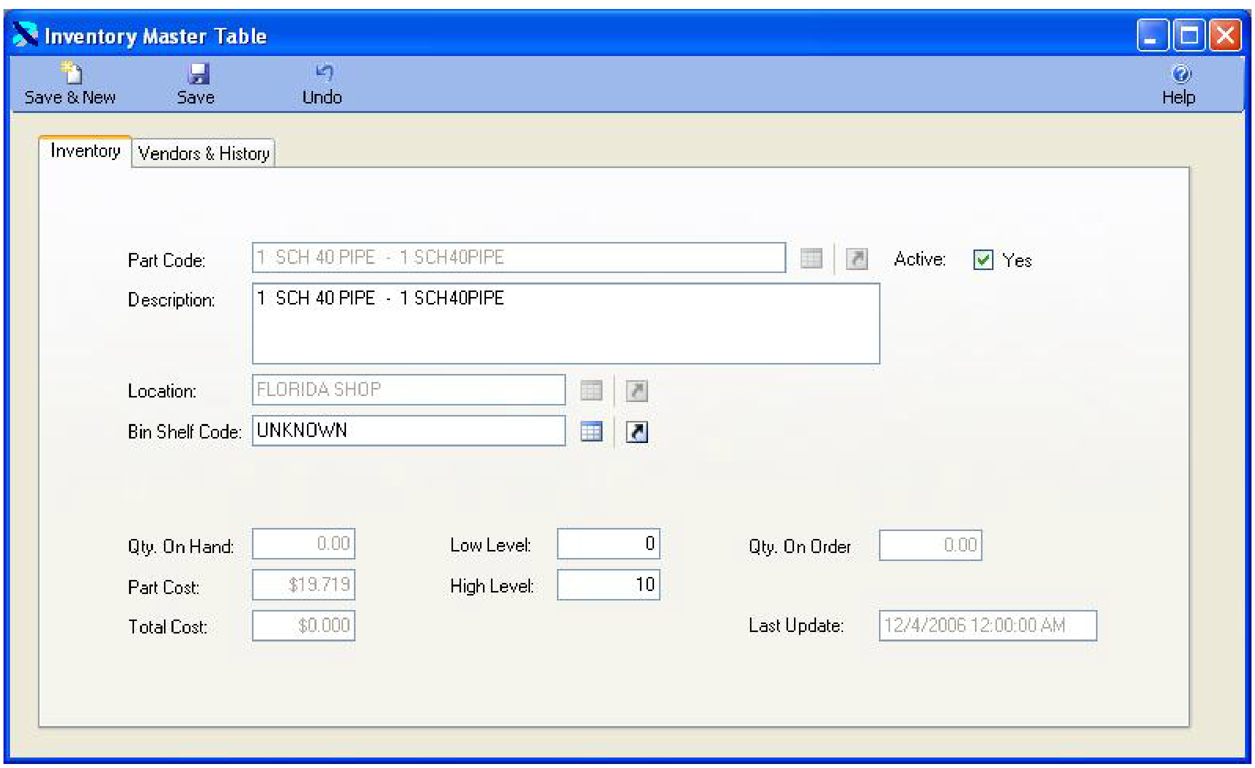
The existing parts in inventory are displayed below. Click on the New Button 

to add a new part or click on an existing part and then click on the Edit Button 

to change it. You can also double click on a part to edit it.

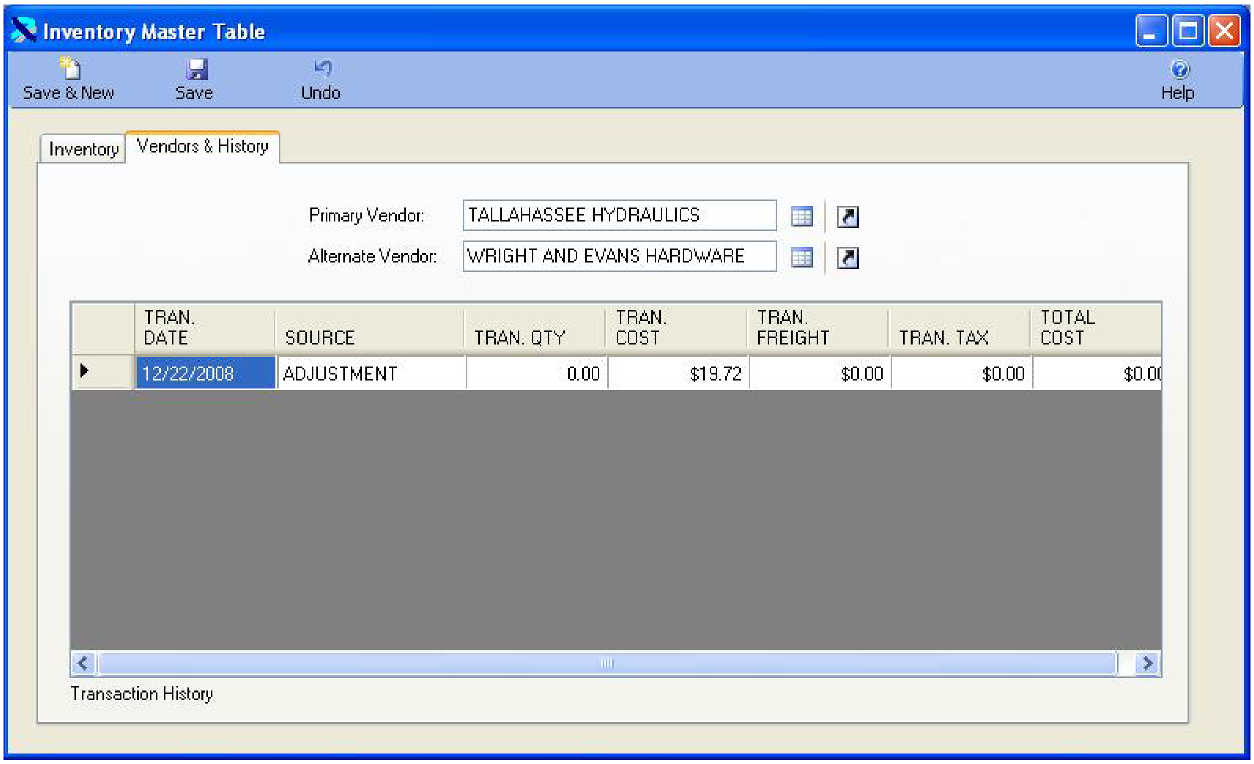


The Inventory Master Table is displayed in Edit Mode below.



You can only change a few pieces of information on this form. You can assign a part to a Bin Shelf Code. This is the location of the part within your inventory location. You can establish a low level or high level of parts to maintain in inventory. When the qty. on hand drops below the low level, the part will appear on the Low Stock Report. The high level will be used to calculate how many parts should be ordered.

You can click on the Vendor & History tab to bring that tab forward.



You can indicate a primary vendor and an alternate vendor for the part. Finally, the transaction history for the part is displayed below the vendors. This history is displayed from the most recent transaction to the oldest transaction.

Once the changes are complete click on the Save & New Button 

to save the changes and add a new record, or click on the Save Button 

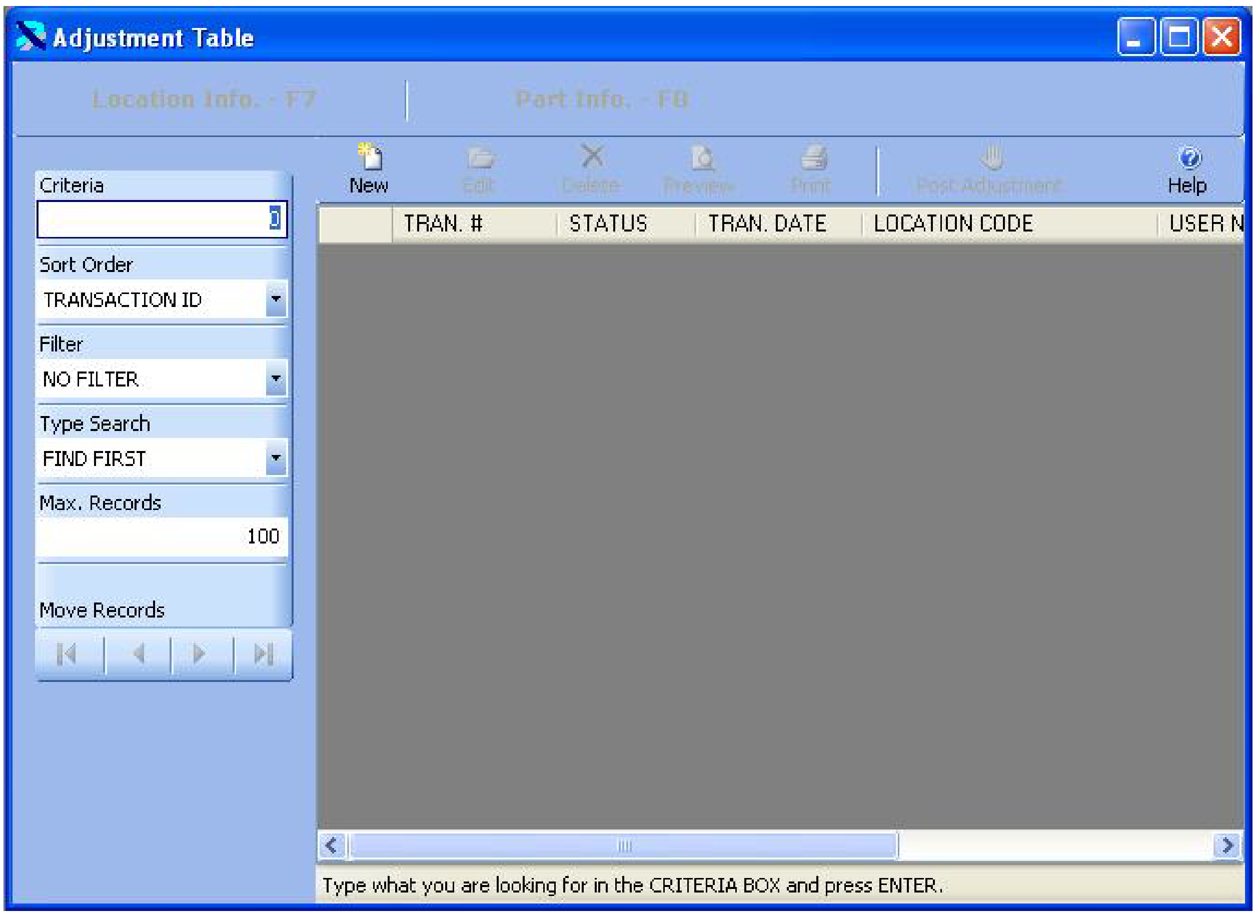
to save your changes and return to the browse window, or click on the Undo Button 

to lose the changes.

Adjustment Table

The Adjustment Table provides the ability to change the quantity of a part on hand or change the price of the part. Adjustments are used to create a record of changes to the inventory master table. The adjustment process consists of three processes. First you select the location for which you want to adjust inventory. Then you select the parts you wish to adjust. Finally, you post the adjustment to update the inventory.

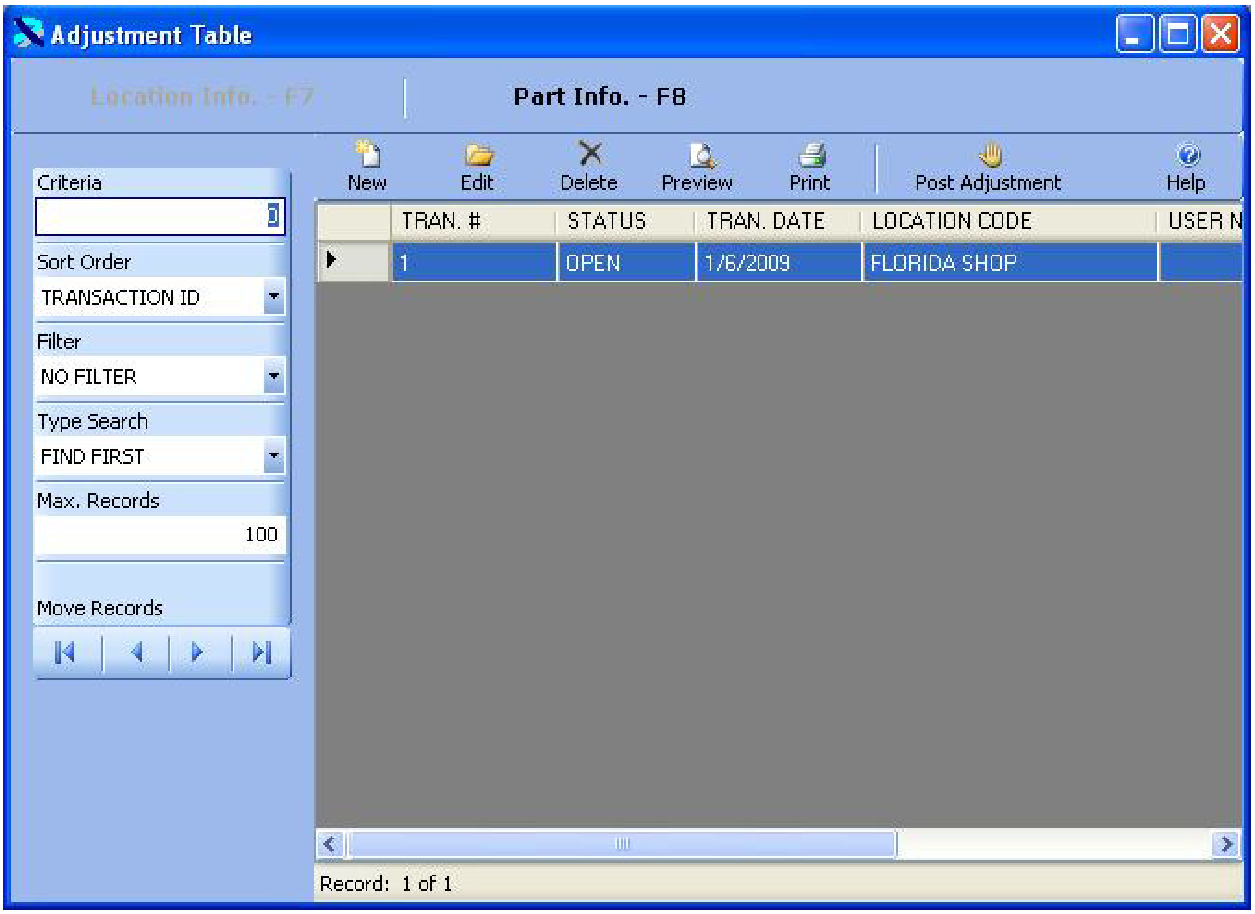
The Adjustment Table is displayed below. The cursor is in the Criteria Box at the top of the left toolbar. You can type in the transaction number you are looking for in the CRITERIA box and press ENTER to display a list of adjustments. Or you can just press ENTER in the criteria box to display the first adjustment. Also, you can change the filter to OPEN to display only open adjustments or you can set the filter to CLOSED to display only closed adjustments.



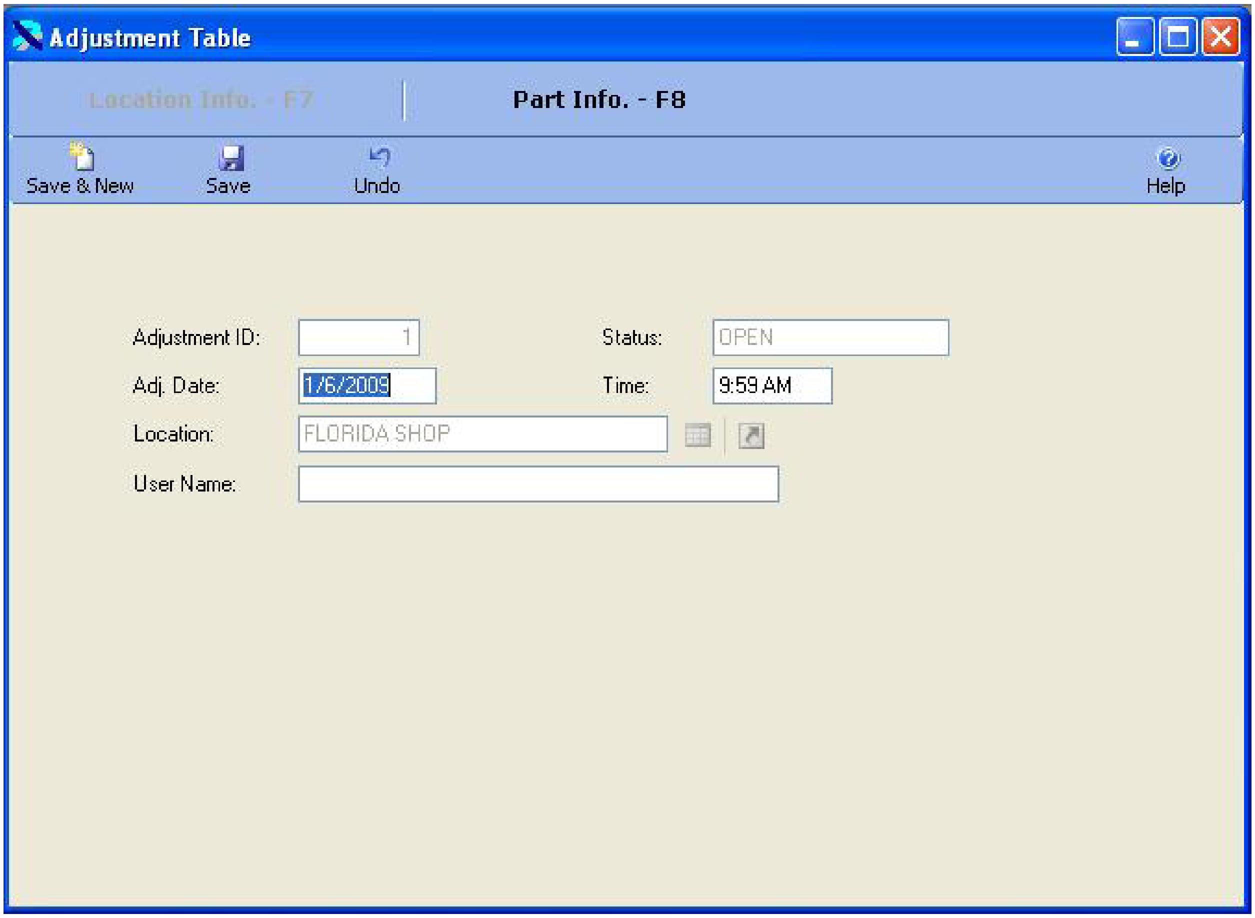
The existing adjustments are displayed below. Click on the New Button 

to create a new adjustment or click on an existing adjustment and then click on the Edit Button 

to change it. You can also double click on an adjustment to edit it.

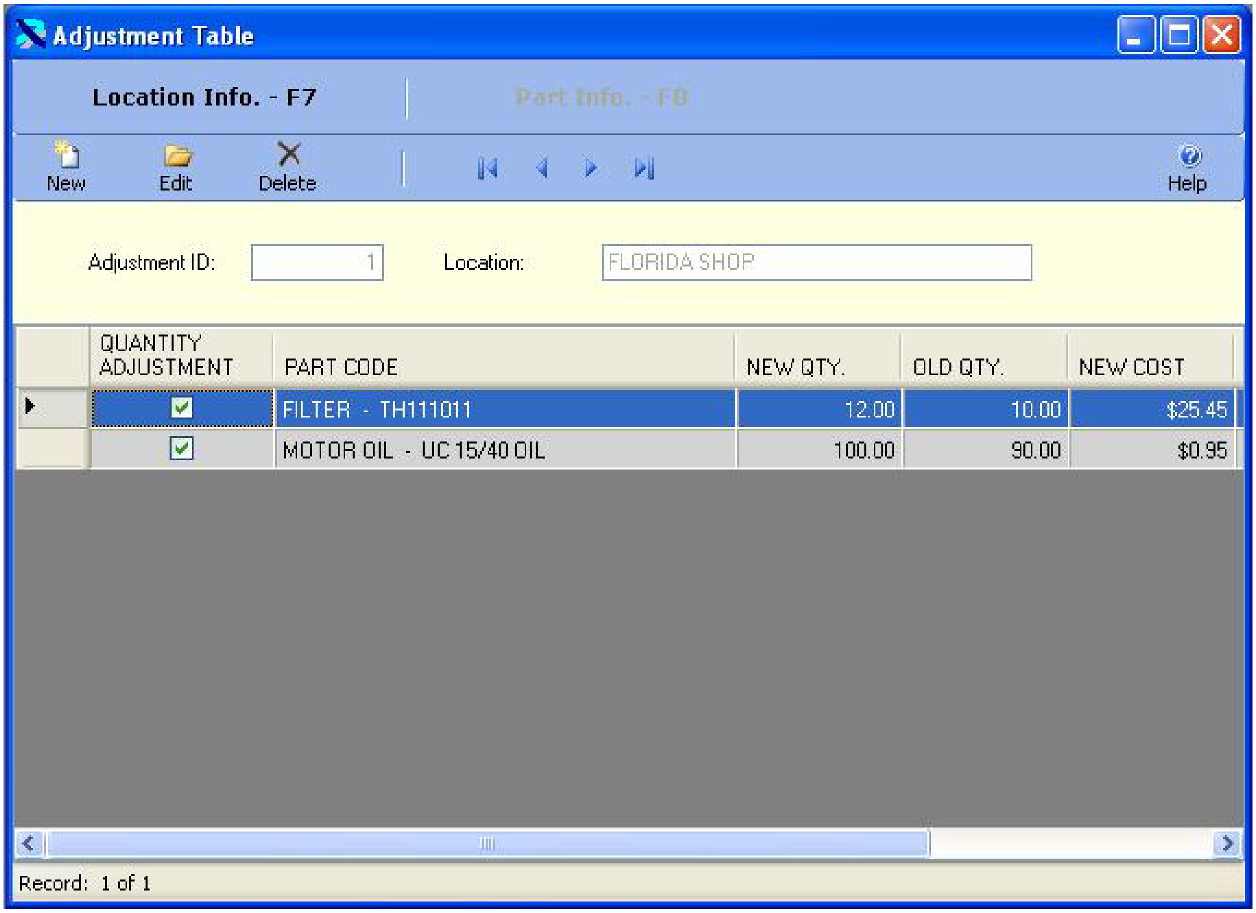


The Location Information is displayed in Edit Mode below.



This window allows you to select the location for which you are entering adjustments. Once you have saved the location, you cannot change it. You can also enter the date and time of the adjustment. The user name is automatically added by the system if security has been enabled.

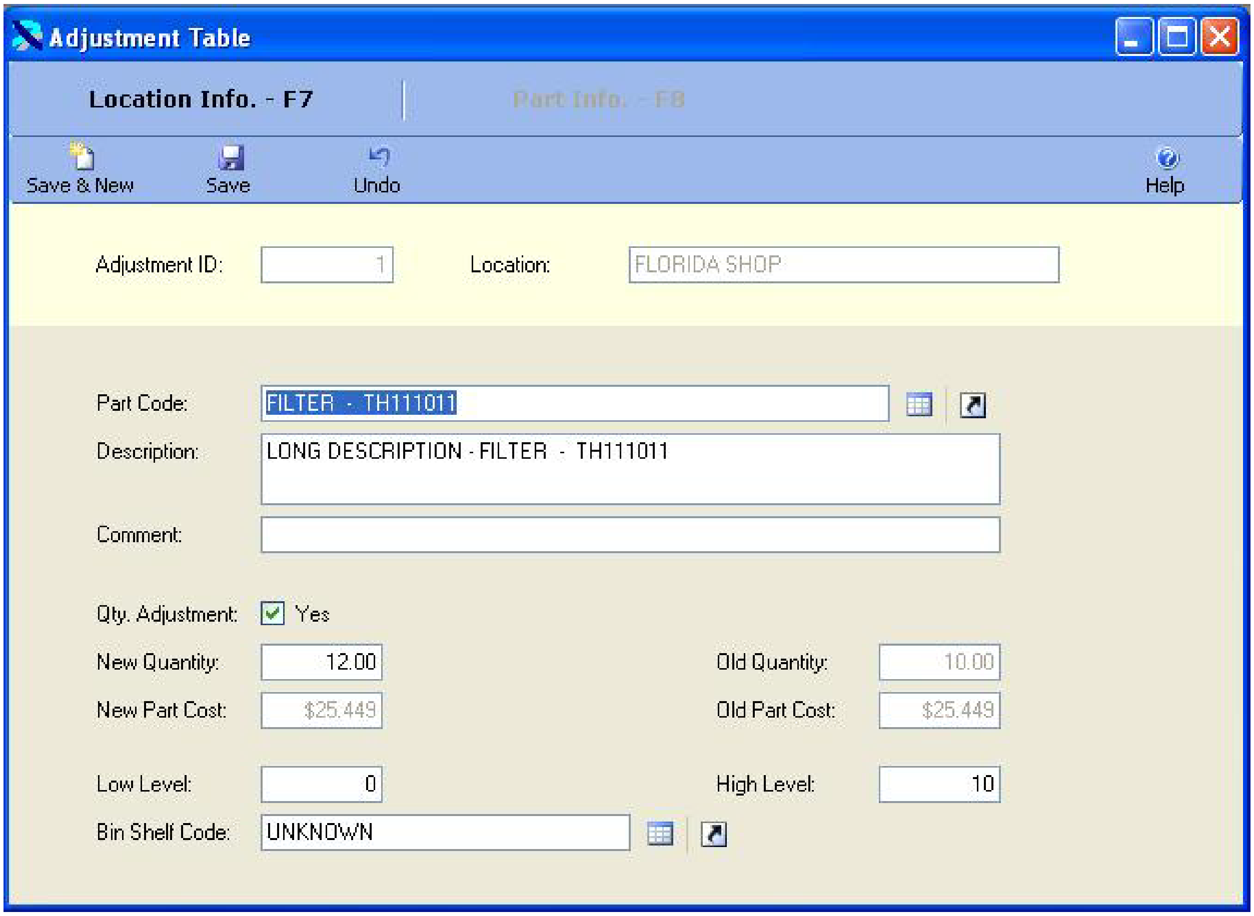
You can then click on the F8 key or the Part Info. – F8 button to display the parts. The window below shows two parts that have been added to the adjustment.



Click on the New Button 

to create a new part to the adjustment or click on an existing part and then click on the Edit Button 

to change it. You can also double click on a part to edit it. The part information is displayed below in edit mode. You select the part to adjust. Then you can change the quantity. In the adjustment below the Quantity is being changed from 10 to 12. You could remove the check mark from the Qty. Adjustment box to change the price of the part.



Once the changes are complete click on the Save & New Button 

to save the changes and add a new record, or click on the Save Button 

to save your changes and return to the browse window, or click on the Undo Button 

to lose the changes.

Once all of the parts have been added to the adjustment you can post the adjustment. Click on the F7 key or the Location Info – F7 button to return to the location window. Then click on the F5 key or the Post Adjustment 

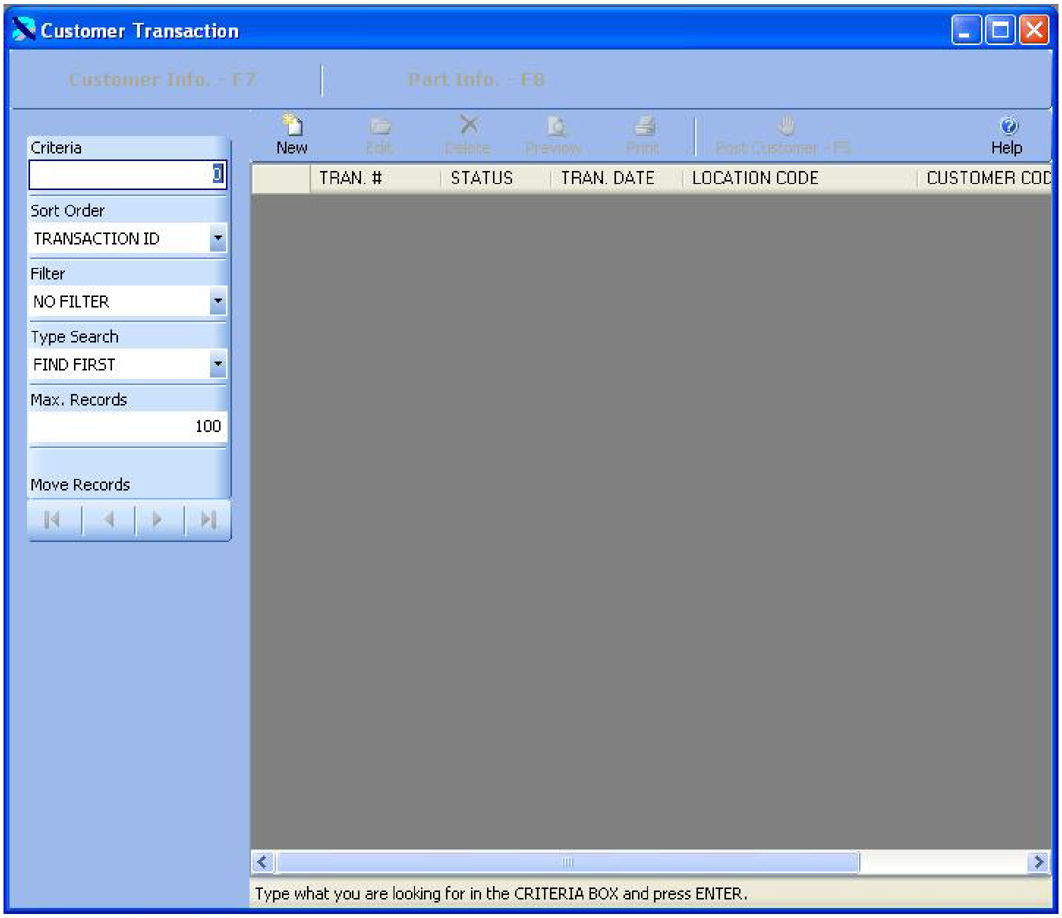
button to post the adjustment. The window below will be displayed. Click on the Yes button to post the adjustment.

Once an adjustment is posted it cannot be changed. Its status will be changed to close. Posting the adjustment updates the inventory.

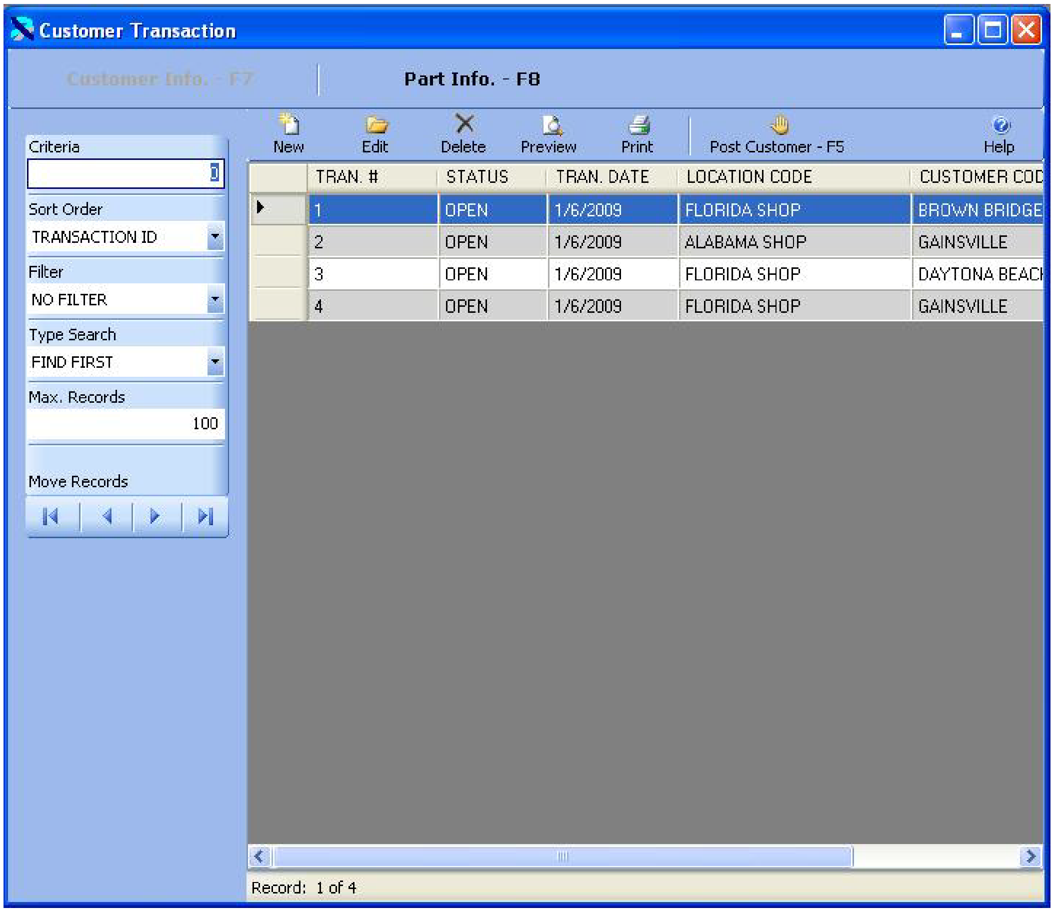
Customer Inventory Transaction

The Customer Inventory process provides the ability to reduce inventory by issuing parts to a customer. The Customer Inventory process consists of three processes. First you select the location and customer for which you are issuing parts. Then you select the parts you wish to issue. Finally, you post the Customer Transaction to update the inventory.

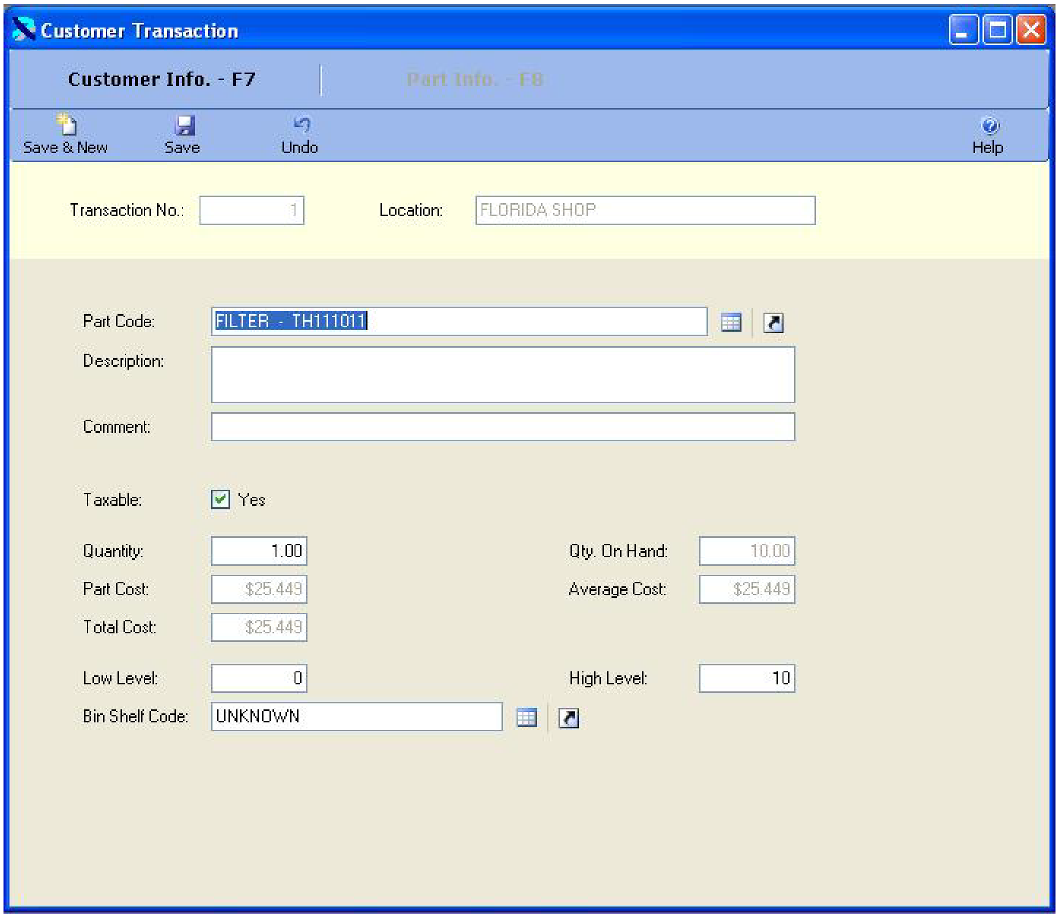
The Customer Inventory Table is displayed below. The cursor is in the Criteria Box at the top of the left toolbar. You can type in the transaction number you are looking for in the CRITERIA box and press ENTER to display a list of Customer Transactions. Or you can just press ENTER in the criteria box to display the first Customer Transaction. Also, you can change the filter to OPEN to display only open transactions or you can set the filter to CLOSED to display only closed transactions.



The existing Customer Transactions are displayed below. Click on the New Button  to create a new transaction or click on an existing transaction and then click on the Edit Button  to change it. You can also double click on a transaction to edit it.

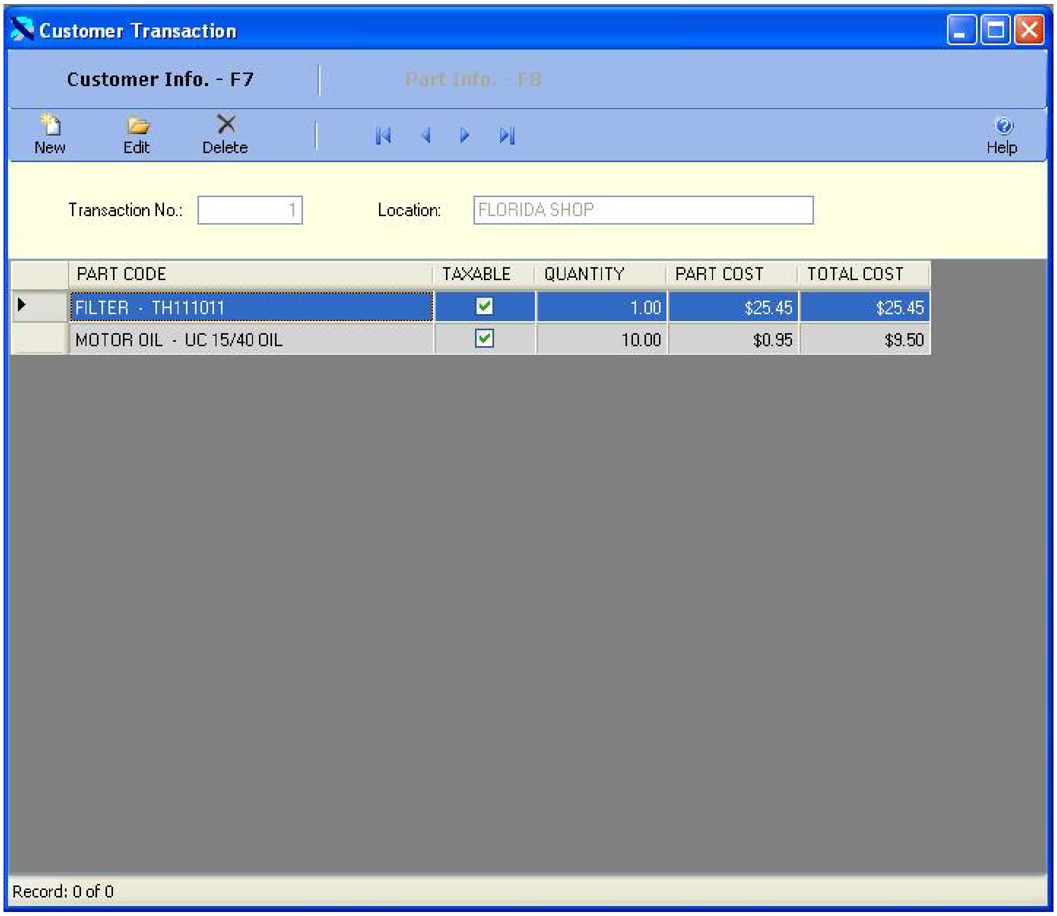


The Customer/Location Information is displayed in Edit Mode below.



This window allows you to select the customer and location for which you are issuing parts. Once you have saved the location, you cannot change it. You can also enter the date and time of the transaction. The user name is automatically added by the system if security has been enabled.

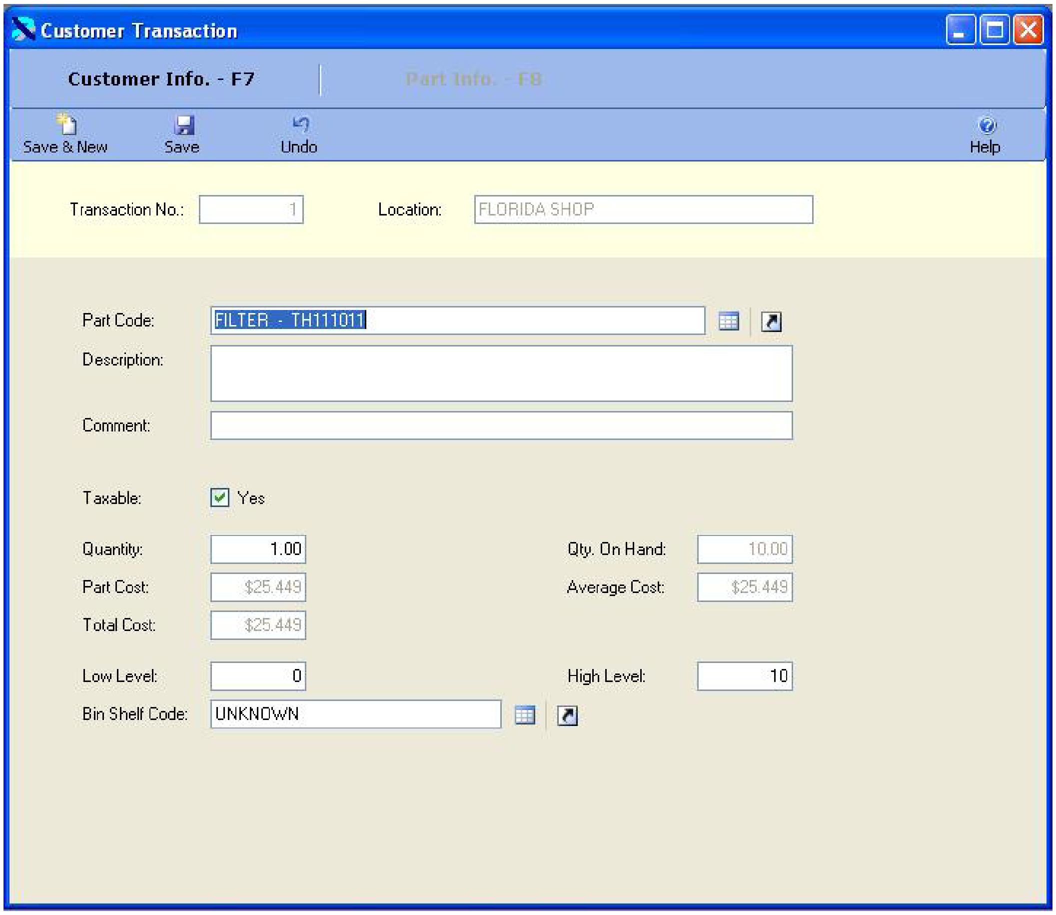
You can then click on the F8 key or the Part Info. – F8 button to display the parts. The window below shows one part that has been added to the transaction.



Click on the New Button 

to add a new part to the transaction or click on an existing part and then click on the Edit Button 

to change it. You can also double click on a part to edit it. The part information is displayed below in edit mode. You select the part to issue. Then you enter the quantity issued. This part cost will be displayed from inventory.



Once the changes are complete click on the Save & New Button 

to save the changes and add a new record, or click on the Save Button 

to save your changes and returns to the browse window, or click on the Undo Button 

to lose the changes.

Once all of the parts have been added to the Customer Transaction you can post the transaction. Click on the F7 key or the Customer Info – F7 button to return to the Customer/Location window. Then click on the F5 key or the Post Customer 

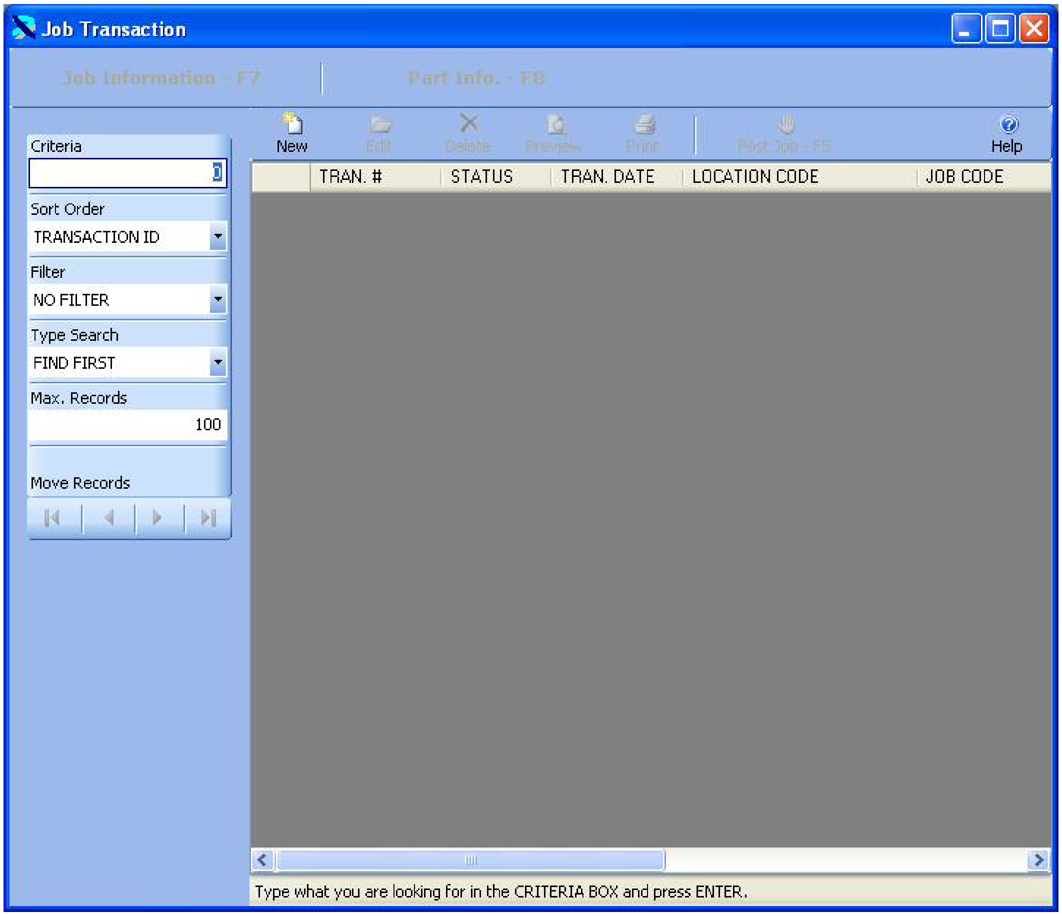
button to post the Customer Transaction. The window below will be displayed. Click on the Yes button to post the Customer Transaction.

Once a Customer Transaction is posted it cannot be changed. Its status will be changed to close. Posting the Customer Transaction updates the inventory.

Job Inventory Transaction

The Job Inventory process provides the ability to reduce inventory by issuing parts to a Job. The Job Inventory process consists of three processes. First you select the location and Job for which you are issuing parts. Then you select the parts you wish to issue. Finally, you post the Job Transaction to update the inventory.

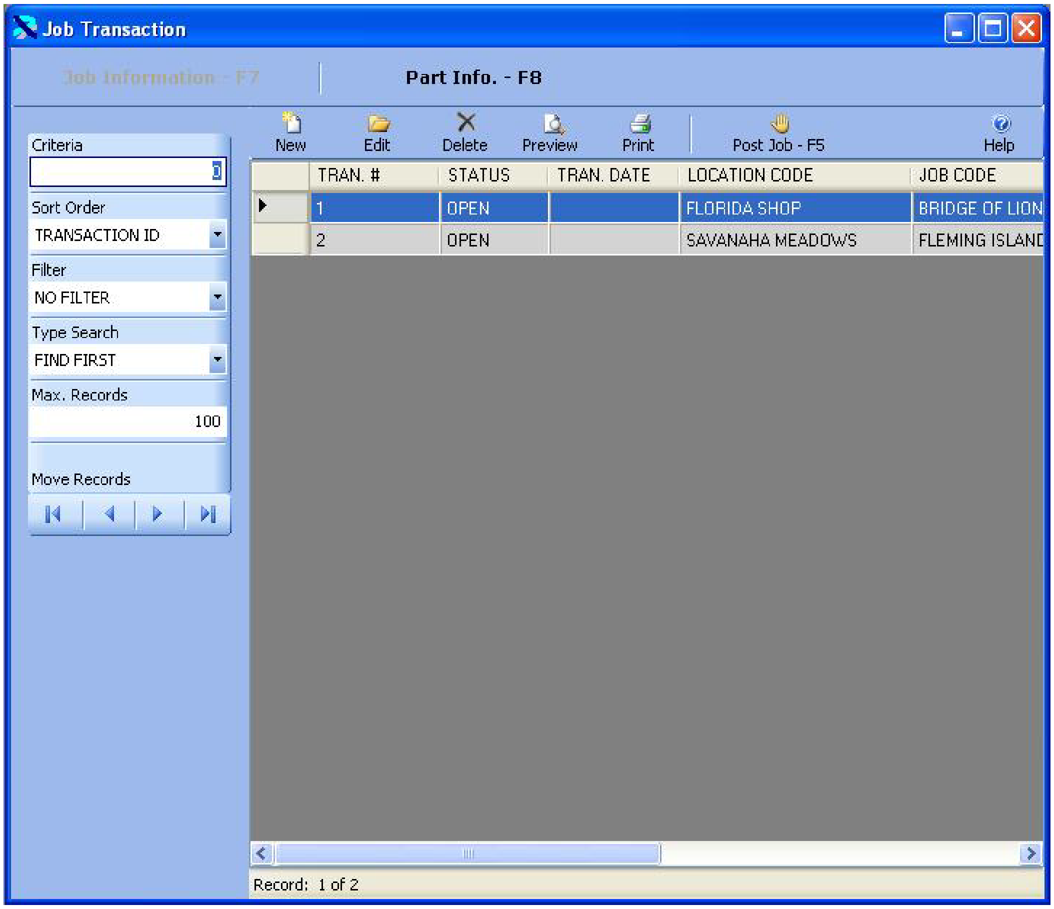
The Job Inventory Table is displayed below. The cursor is in the Criteria Box at the top of the left toolbar. You can type in the transaction number you are looking for in the CRITERIA box and press ENTER to display a list of Job Transactions. Or you can just press ENTER in the criteria box to display the first Job Transaction. Also, you can change the filter to OPEN to display only open transactions or you can set the filter to CLOSED to display only closed transactions.



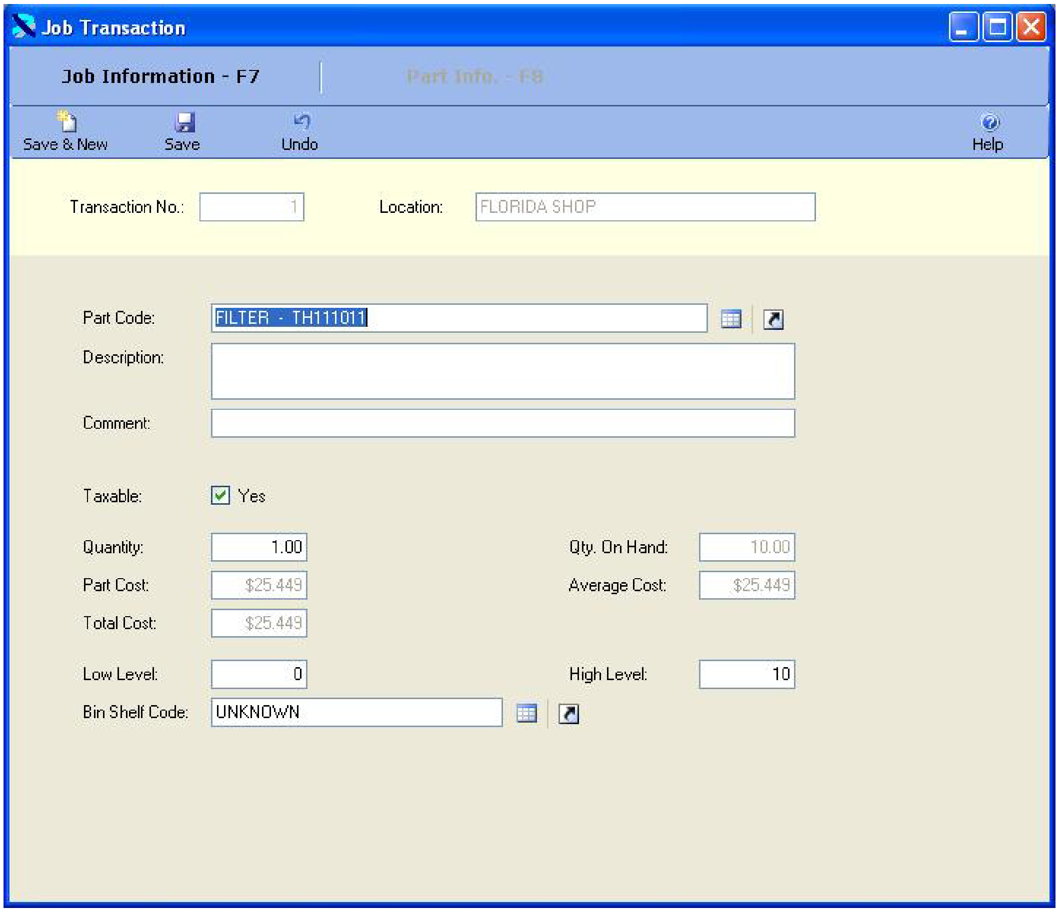
The existing Job Transactions are displayed below. Click on the New Button 

to create a new transaction or click on an existing transaction and then click on the Edit Button 

to change it. You can also double click on a transaction to edit it.

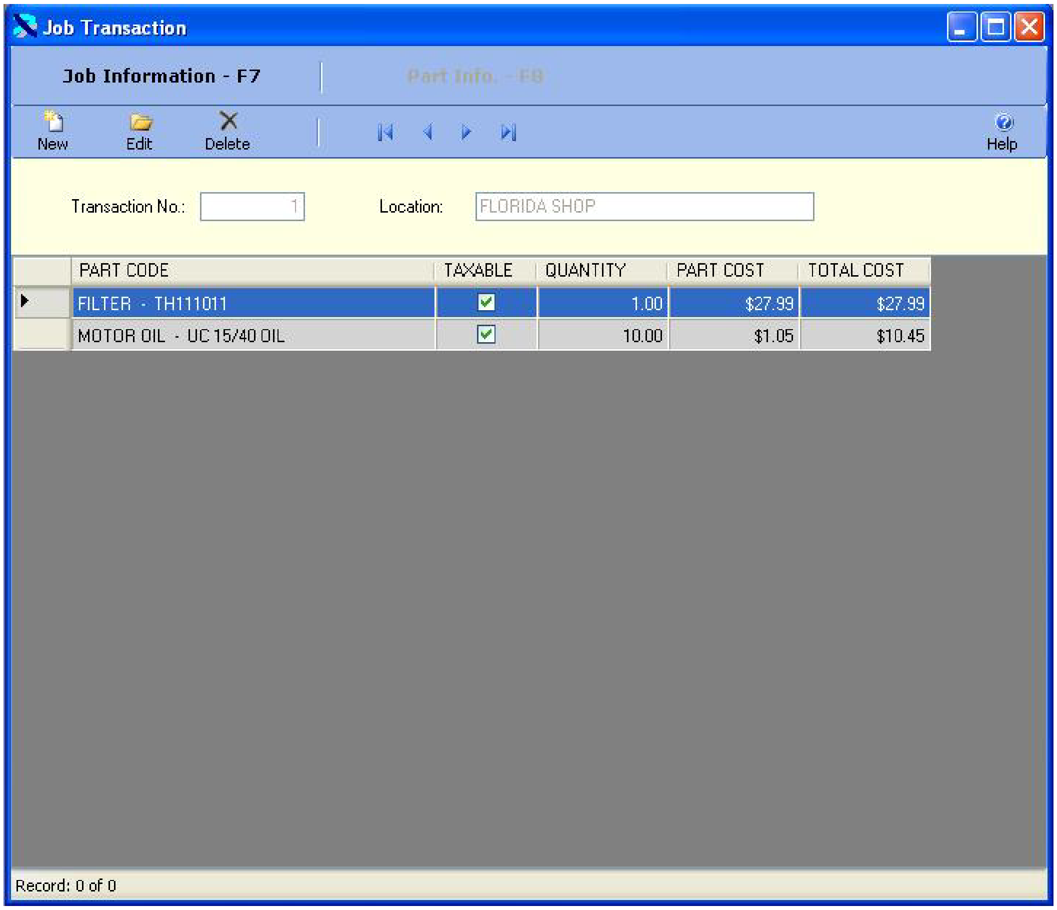


The Job/Location Information is displayed in Edit Mode below.

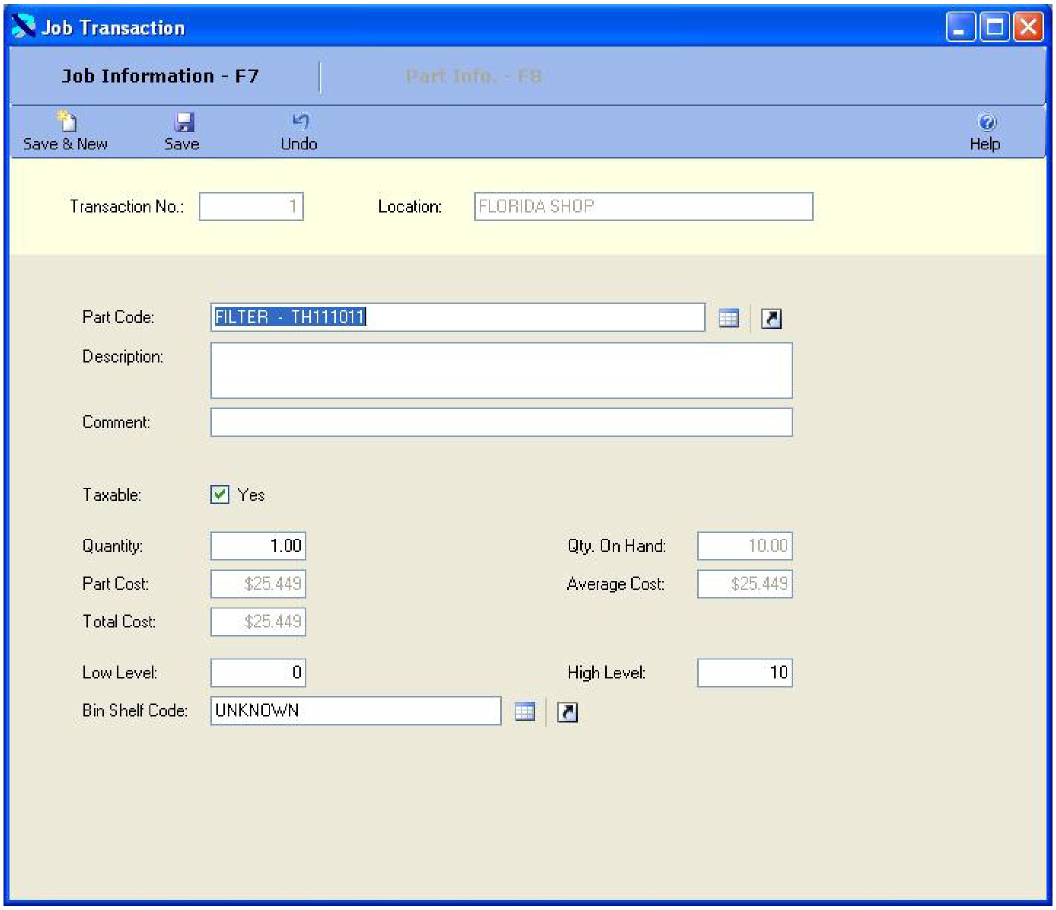


This window allows you to select the Job and location for which you are issuing parts. Once you have saved the location, you cannot change it. You can also enter the date and time of the transaction. The user name is automatically added by the system if security has been enabled.

You can then click on the F8 key or the Part Info. – F8 button to display the parts. The window below shows one part that has been added to the transaction.



Click on the New Button  to add a new part to the transaction or click on an existing part and then click on the Edit Button  to change it. You can also double click on a part to edit it. The part information is displayed below in edit mode. You select the part to issue. Then you enter the quantity issued. This part cost will be displayed from inventory.



Once the changes are complete click on the Save & New Button 

to save the changes and add a new record, or click on the Save Button 

to save your changes and returns to the browse window, or click on the Undo Button 

to lose the changes.

Once all of the parts have been added to the Job Transaction you can post the transaction. Click on the F7 key or the Job Info – F7 button to return to the Job/Location window. Then click on the F5 key or the Post Job 

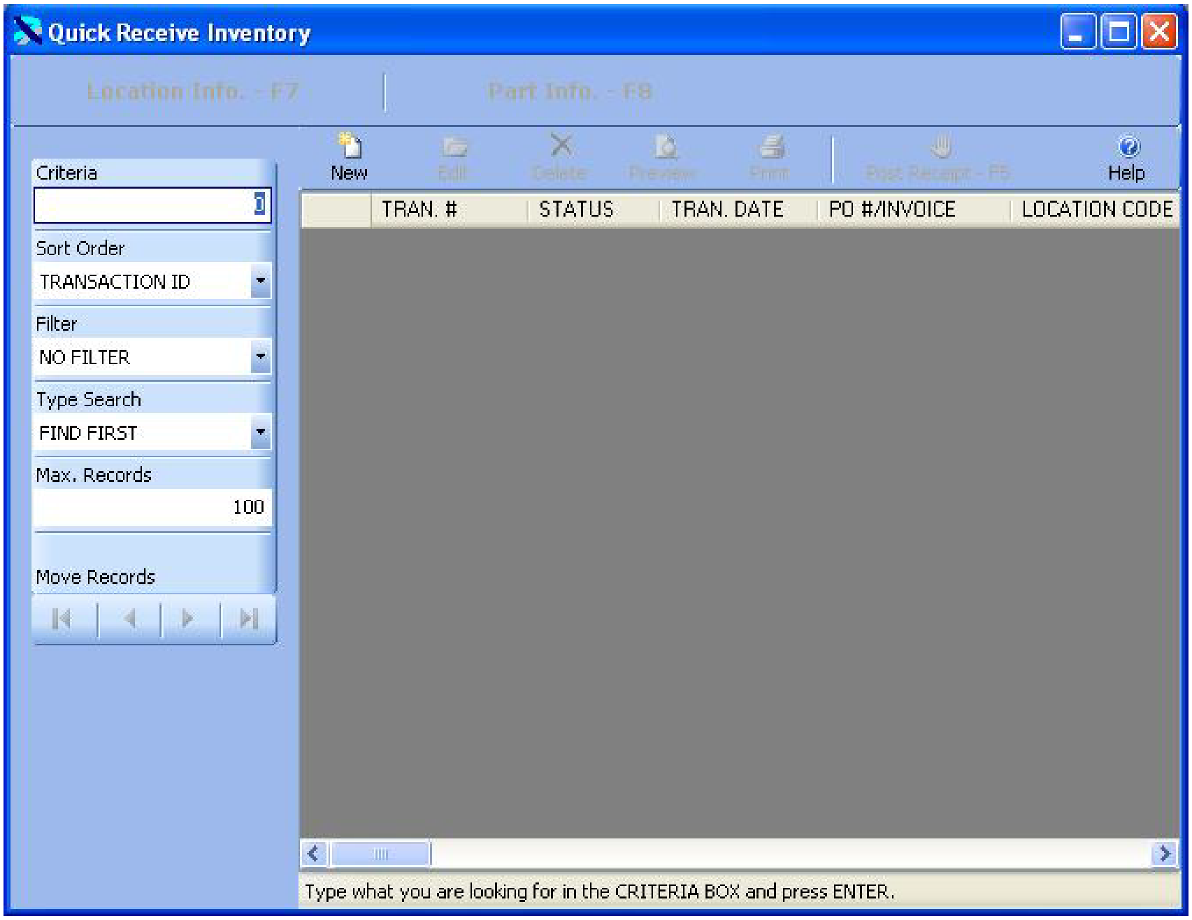
button to post the Job Transaction. The window below will be displayed. Click on the Yes button to post the Job Transaction.

Once a Job Transaction is posted it cannot be changed. Its status will be changed to close. Posting the Job Transaction updates the inventory.

Quick Receive Inventory

The Quick Receive Inventory process provides the ability to quickly purchase new parts for inventory. The Quick Receive Inventory process consists of three processes. First you select the location and vendor for which you are purchasing parts. Then you select the parts you wish to purchase. Finally, you post the receipt to update the inventory. If the parts already exist in the inventory the new parts will be added. The part cost will be calculated on a weighted average cost basis.

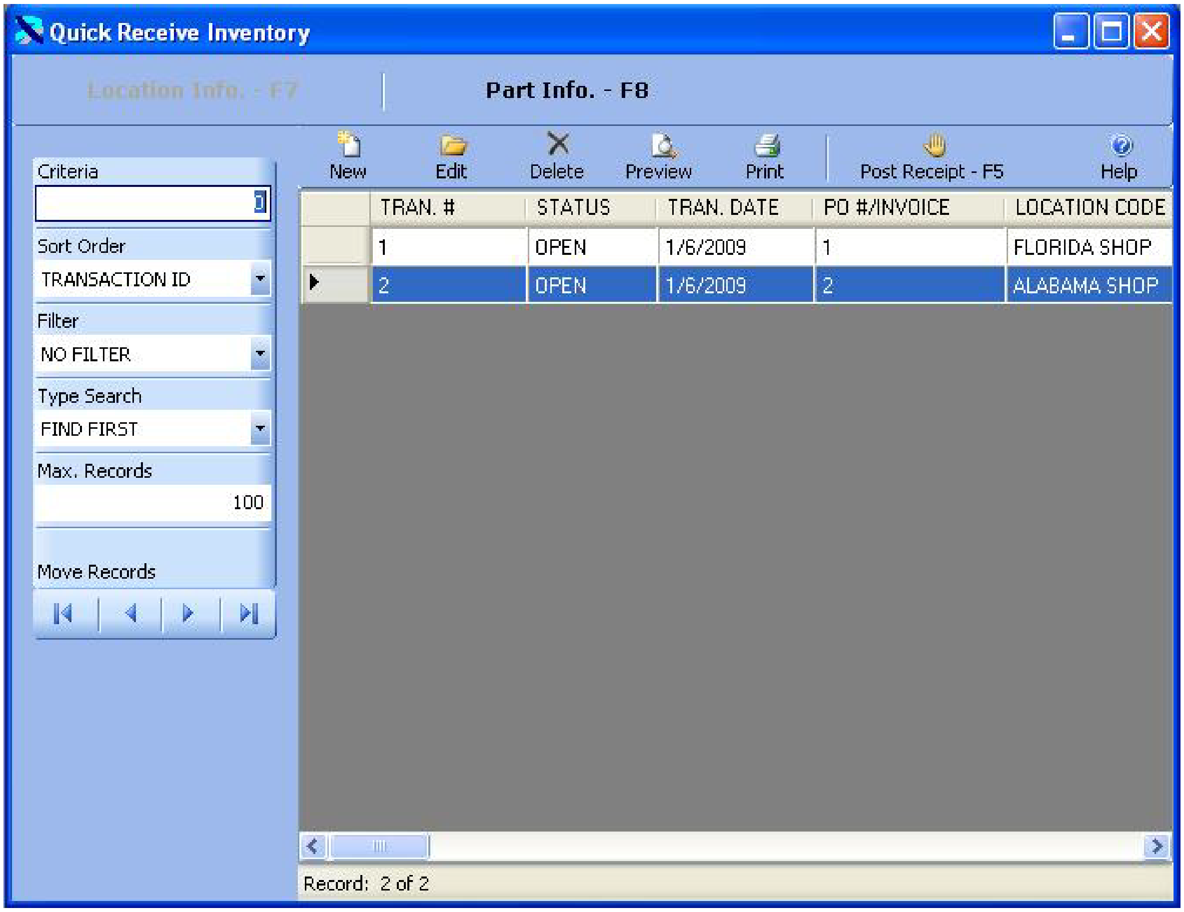
The Quick Receipt Table is displayed below. The cursor is in the Criteria Box at the top of the left toolbar. You can type in the transaction number you are looking for in the CRITERIA box and press ENTER to display a list of return. Or you can just press ENTER in the criteria box to display the first receipt. Also, you can change the filter to OPEN to display only open receipts or you can set the filter to CLOSED to display only closed receipts.



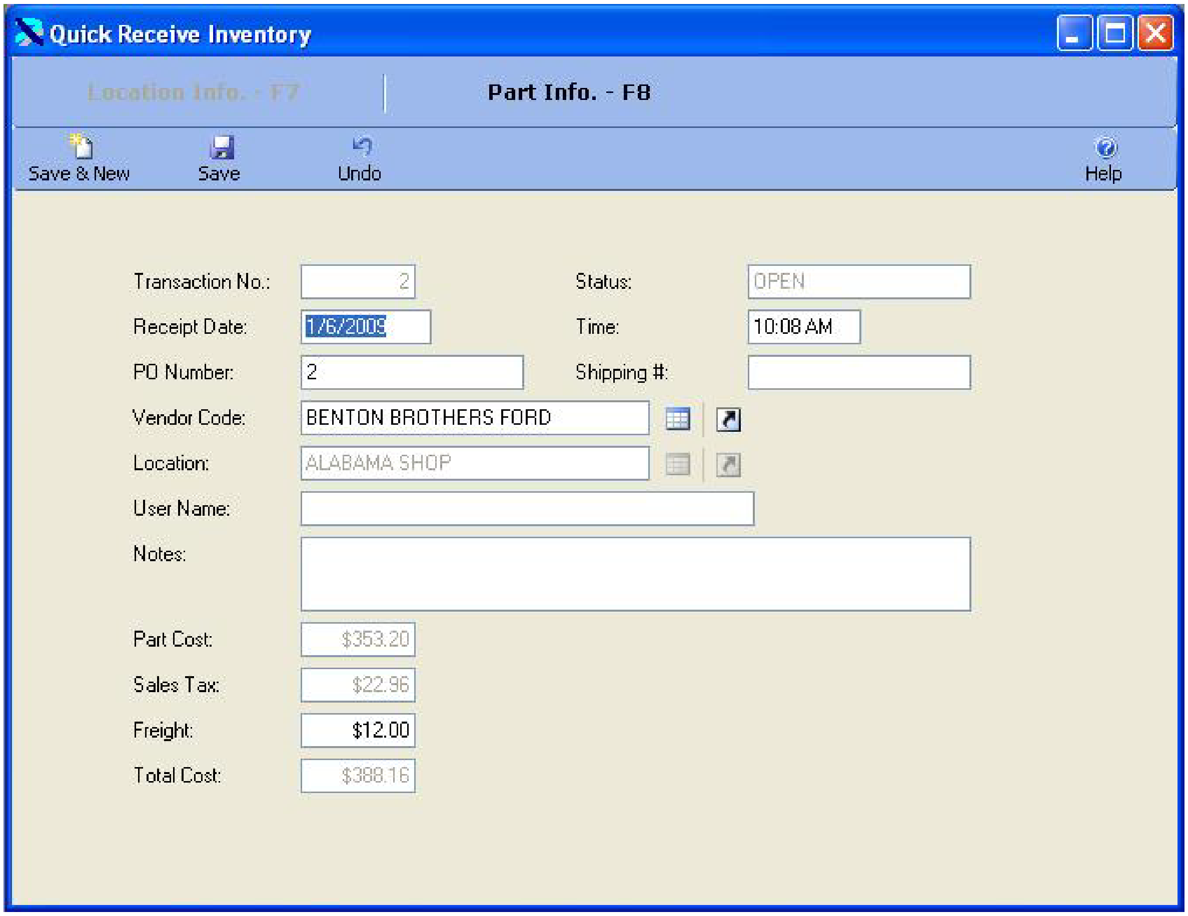
The existing Quick Receipts are displayed below. Click on the New Button 

to create a new receipt or click on an existing receipt and then click on the Edit Button 

to change it. You can also double click on a receipt to edit it.

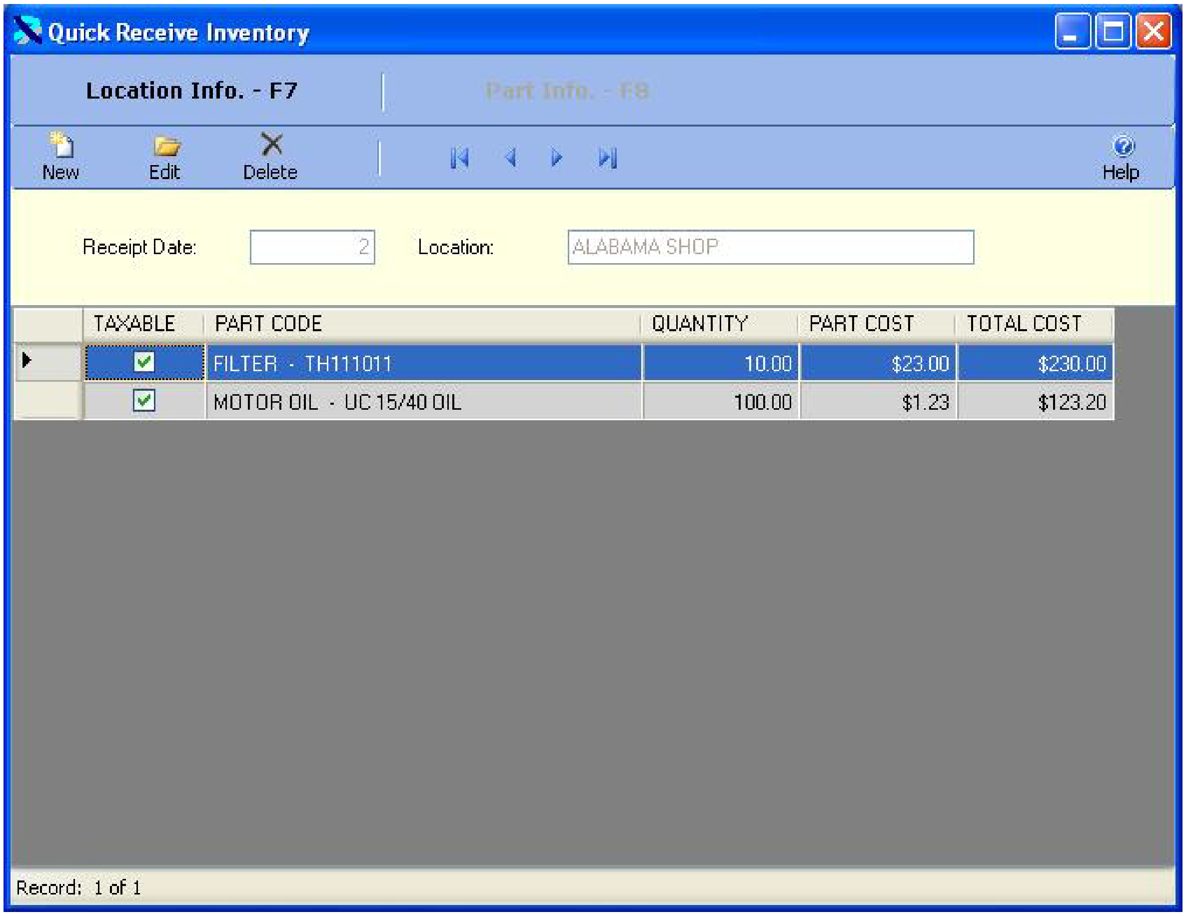


The Location Information is displayed in Edit Mode below.



This window allows you to select the vendor and location for which you are purchasing parts. Once you have saved the location, you cannot change it. You can also enter the date and time of the receipt and any freight on the receipt. The user name is automatically added by the system if security has been enabled. The tax rate entered in the vendor code table will be used to calculate the sales tax for each part.

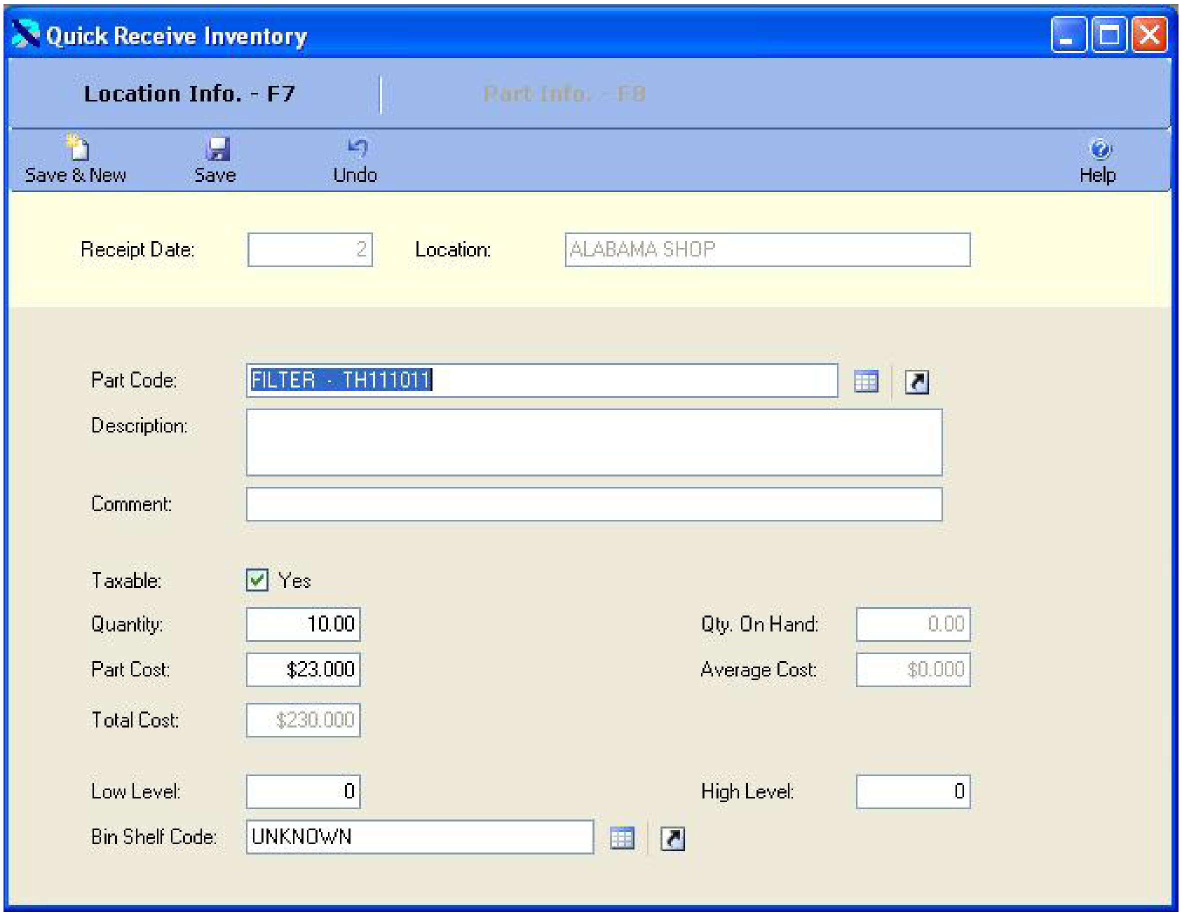
You can then click on the F8 key or the Part Info. – F8 button to display the parts. The window below shows one part that has been added to the receipt.



Click on the New Button 

to create add a new part to the receipt or click on an existing part and then click on the Edit Button 

to change it. You can also double click on a part to edit it. The part information is displayed below in edit mode. You select the part to purchase. Then you enter the quantity purchased and the part cost for the part. This part cost will be averaged with any existing parts to calculate the new part cost in inventory.



Once the changes are complete click on the Save & New Button 

to save the changes and add a new record, or click on the Save Button 

to save your changes and return to the browse window, or click on the Undo Button 

to lose the changes.

Once all of the parts have been added to the receipt you can post the Quick Receipt. Click on the F7 key or the Location Info – F7 button to return to the location window. Then click on the F5 key or the Post Receipt 

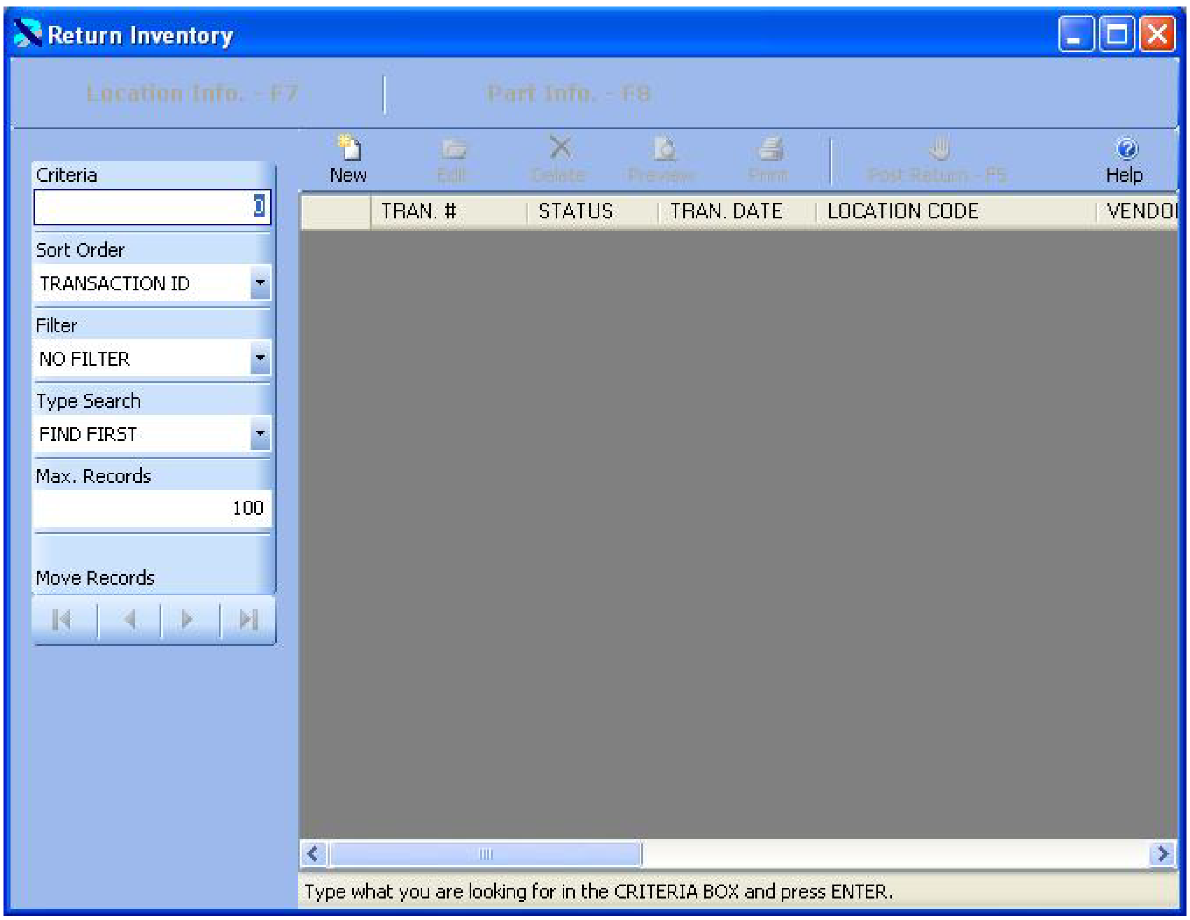
button to post the receipt. The window below will be displayed. Click on the Yes button to post the return.

Once a receipt is posted it cannot be changed. Its status will be changed to close. Posting the receipt updates the inventory.

Return Inventory

The Return Inventory process provides the ability to return parts purchased through a quick receipt or a purchase order. The Return Inventory process consists of three processes. First you select the location and vendor for which you are returning parts. Then you select the parts you wish to return. Finally, you post the return to update the inventory. The new part cost will be calculated on a weighted average cost basis.

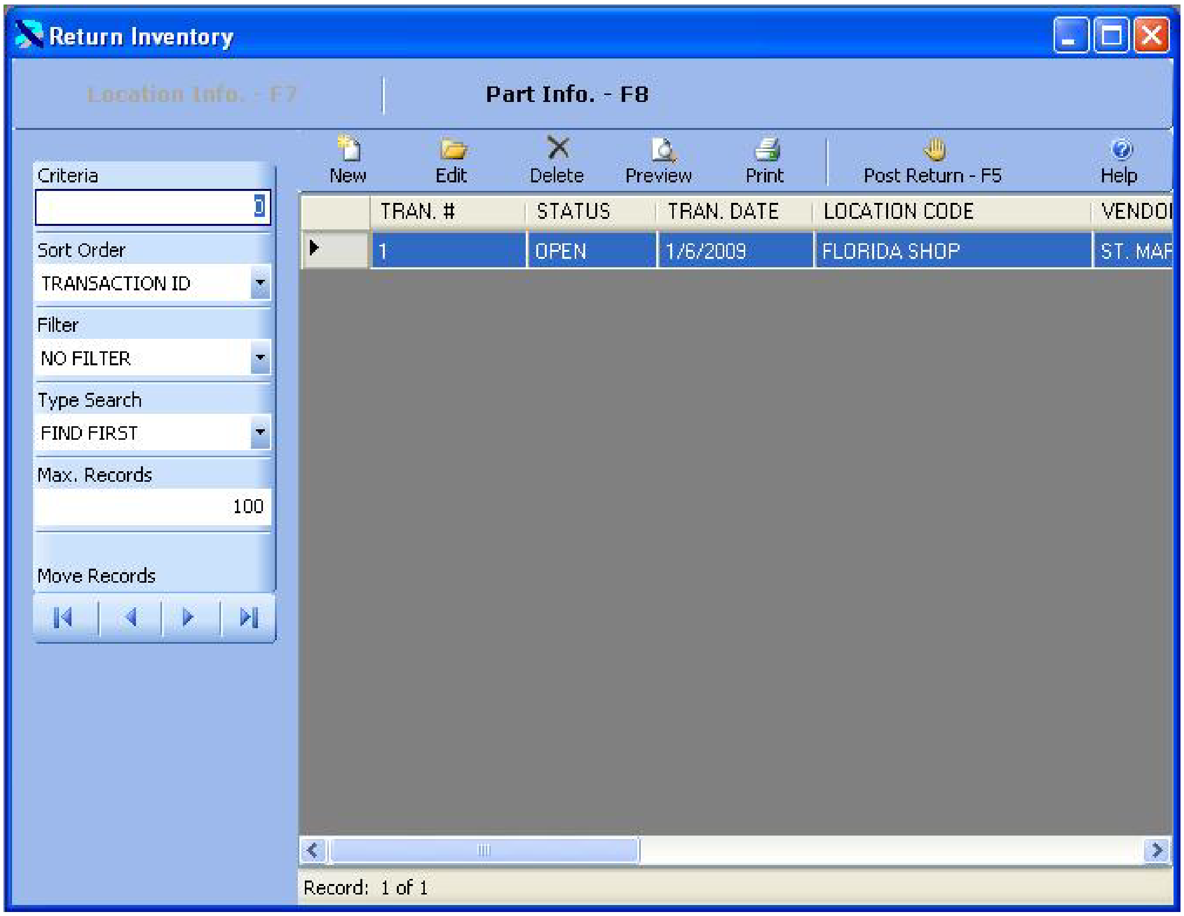
The Return Inventory Table is displayed below. The cursor is in the Criteria Box at the top of the left toolbar. You can type in the transaction number you are looking for in the CRITERIA box and press ENTER to display a list of returns. Or you can just press ENTER in the criteria box to display the first return. Also, you can change the filter to OPEN to display only open returns or you can set the filter to CLOSED to display only closed returns.



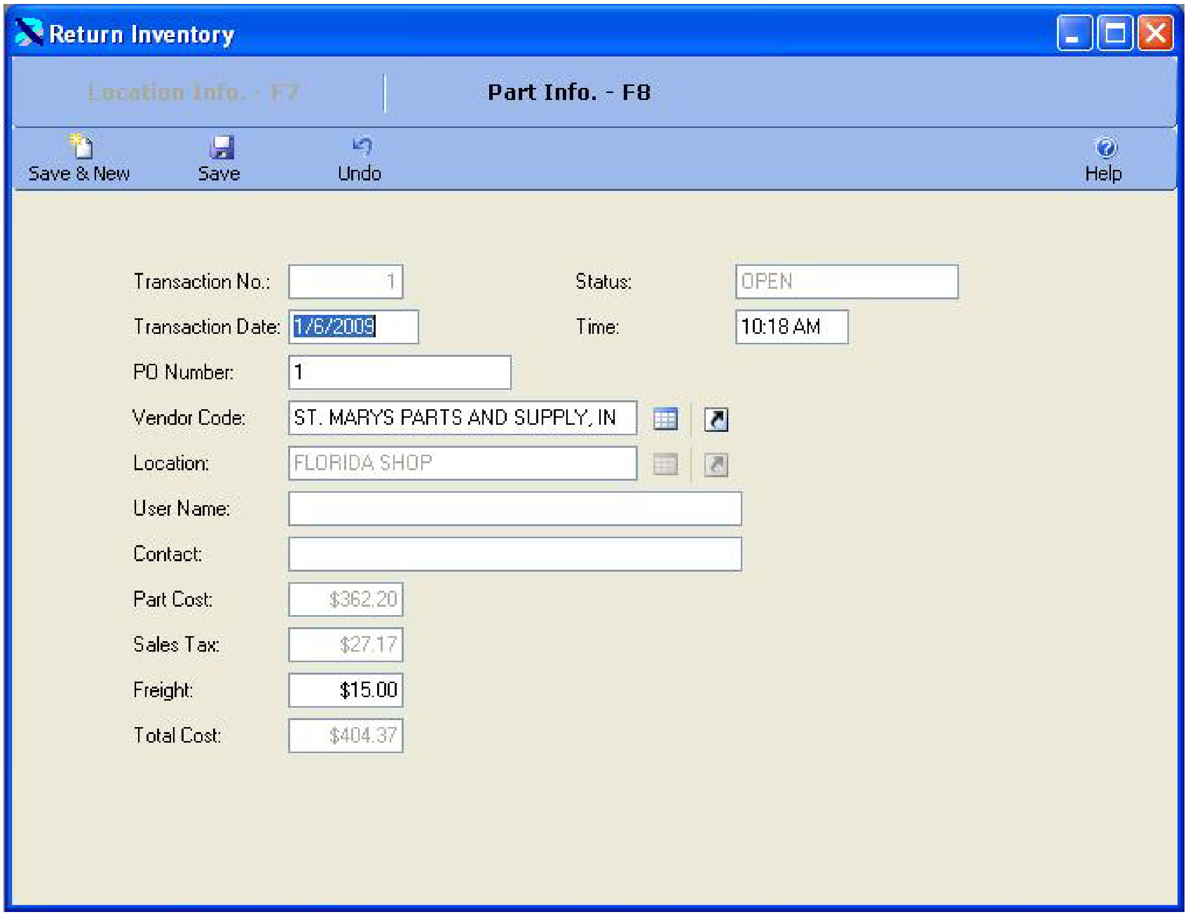
The existing returns are displayed below. Click on the New Button 

to create a new return or click on an existing return and then click on the Edit Button 

to change it. You can also double click on a return to edit it.

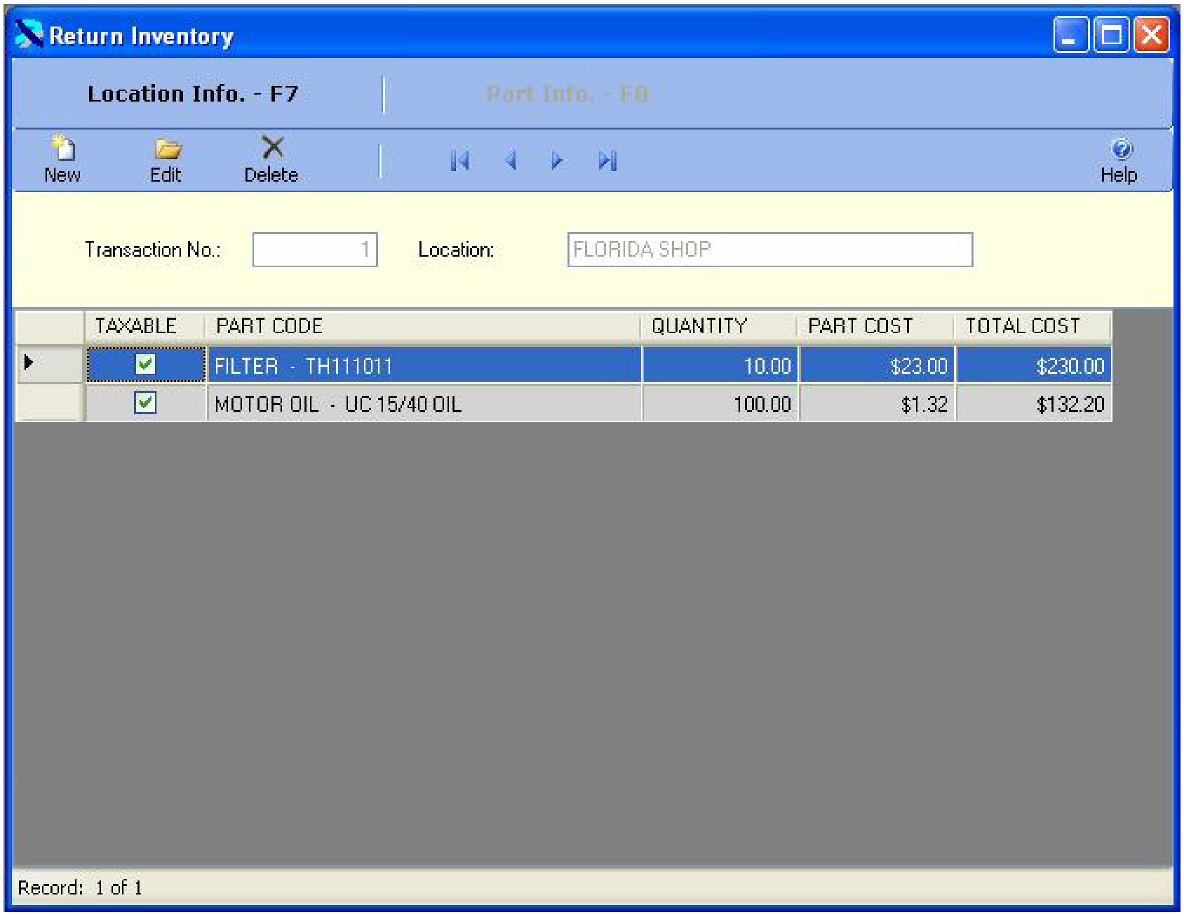


The Location Information is displayed in Edit Mode below.



This window allows you to select the vendor and location for which you are returning parts. Once you have saved the location, you cannot change it. You can also enter the date and time of the return and any freight on the return. The user name is automatically added by the system if security has been enabled. The sales tax will be calculated for each part based on the sales tax rate entered in the Vendor Code Table.

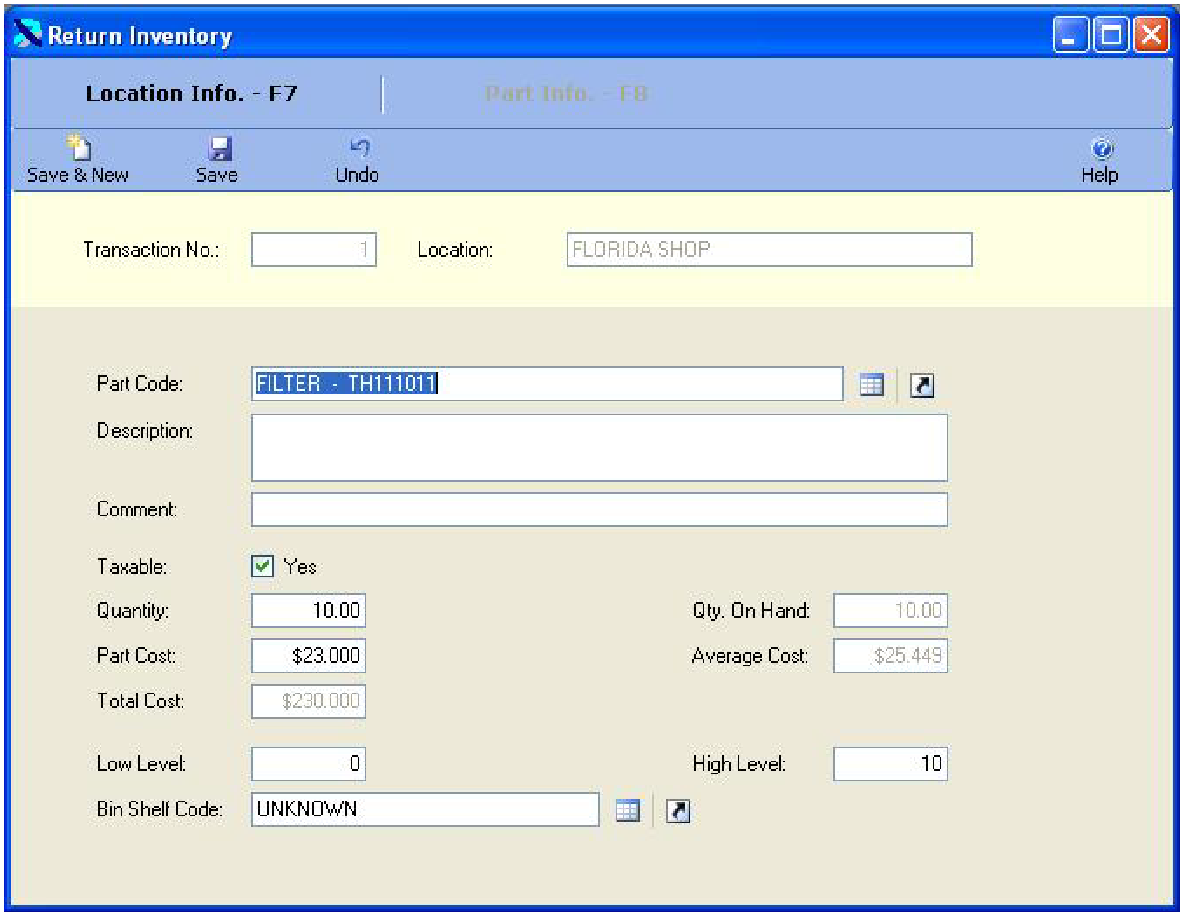
You can then click on the F8 key or the Part Info. – F8 button to display the parts. The window below shows two parts that have been added to the return.



Click on the New Button 

to create add a new part to the return or click on an existing part and then click on the Edit Button 

to change it. You can also double click on a part to edit it. The part information is displayed below in edit mode. You select the part to return. Then you enter the quantity returned and the part cost for the part. This part cost will be averaged with any existing parts to calculate the new part cost in inventory.



Once the changes are complete click on the Save & New Button 

to save the changes and add a new record, or click on the Save Button 

to save your changes and return to the browse window, or click on the Undo Button 

to lose the changes.

Once all of the parts have been added to the return you can post the Return. Click on the F7 key or the Location Info – F7 button to return to the location window. Then click on the F5 key or the Post Return 

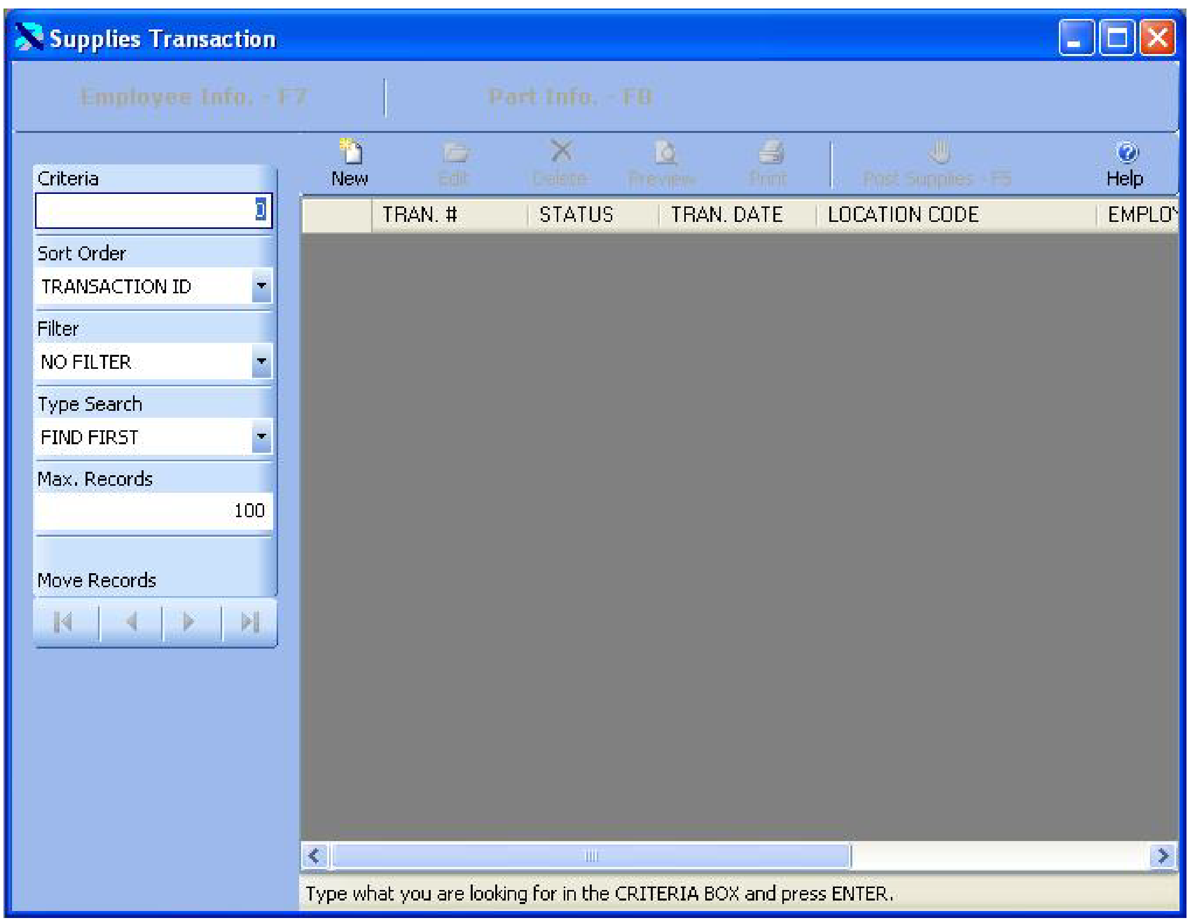
button to post the return. The window below will be displayed. Click on the Yes button to post the return.

Once a return is posted it cannot be changed. Its status will be changed to close. Posting the return updates the inventory.

Supplies Inventory Transaction

The Supplies Inventory process provides the ability to reduce inventory by issuing parts to an employee. The Supplies Inventory process consists of three processes. First you select the location and employee for which you are issuing parts. Then you select the parts you wish to issue. Finally, you post the Supply Transaction to update the inventory.

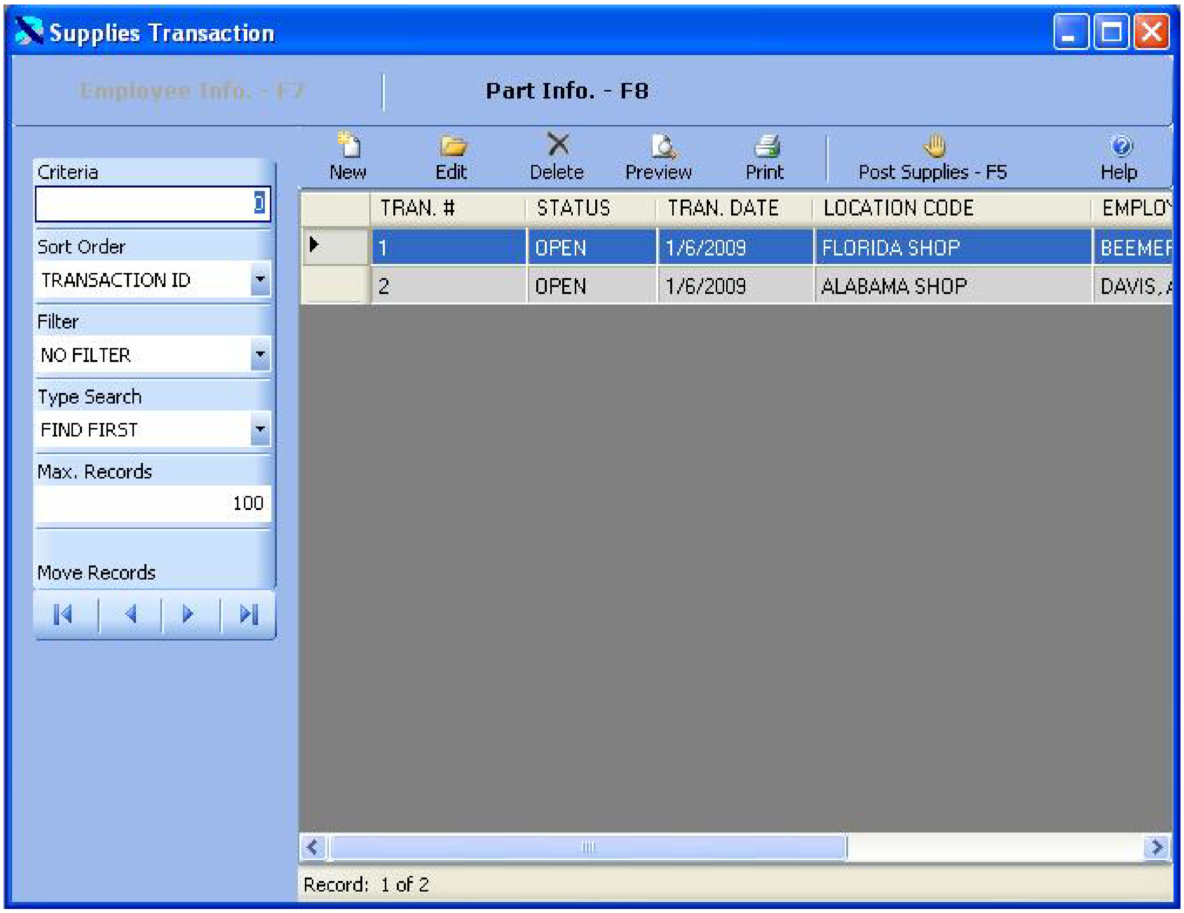
The Supplies Inventory Table is displayed below. The cursor is in the Criteria Box at the top of the left toolbar. You can type in the transaction number you are looking for in the CRITERIA box and press ENTER to display a list of Supply Transactions. Or you can just press ENTER in the criteria box to display the first Supply Transaction. Also, you can change the filter to OPEN to display only open transactions or you can set the filter to CLOSED to display only closed transactions.



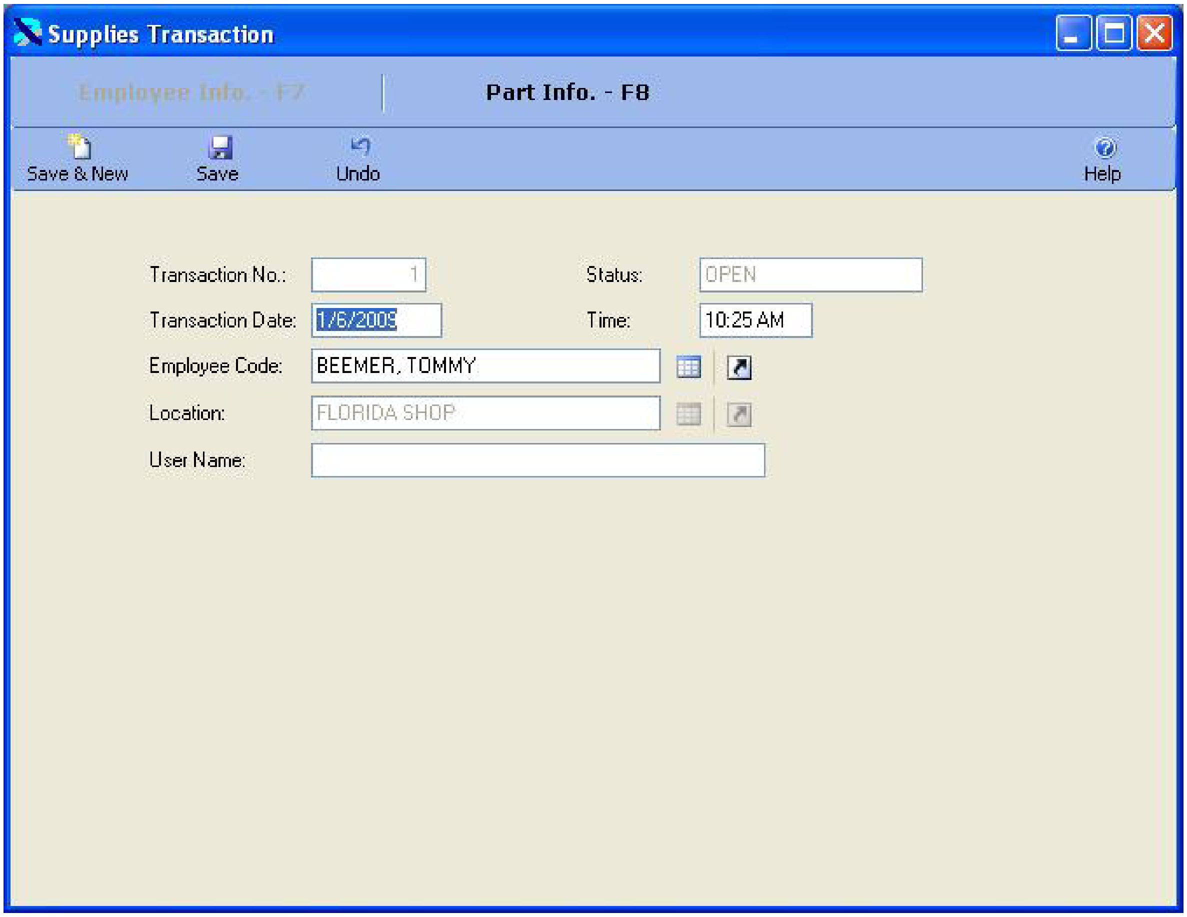
The existing Supply Transactions are displayed below. Click on the New Button 

to create a new transaction or click on an existing transaction and then click on the Edit Button 

to change it. You can also double click on a transaction to edit it.

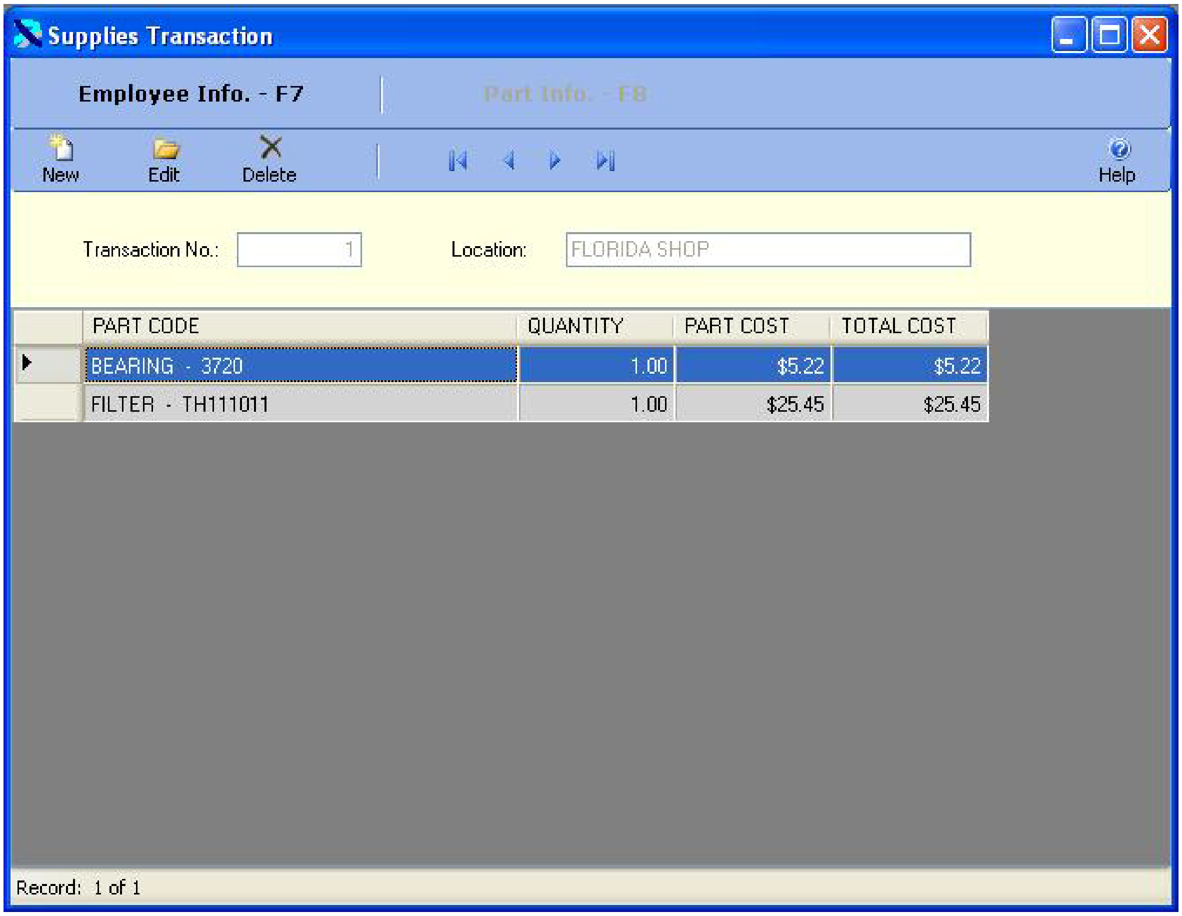


The Employee/Location Information is displayed in Edit Mode below.



This window allows you to select the employee and location for which you are issuing parts. Once you have saved the location, you cannot change it. You can also enter the date and time of the transaction. The user name is automatically added by the system if security has been enabled.

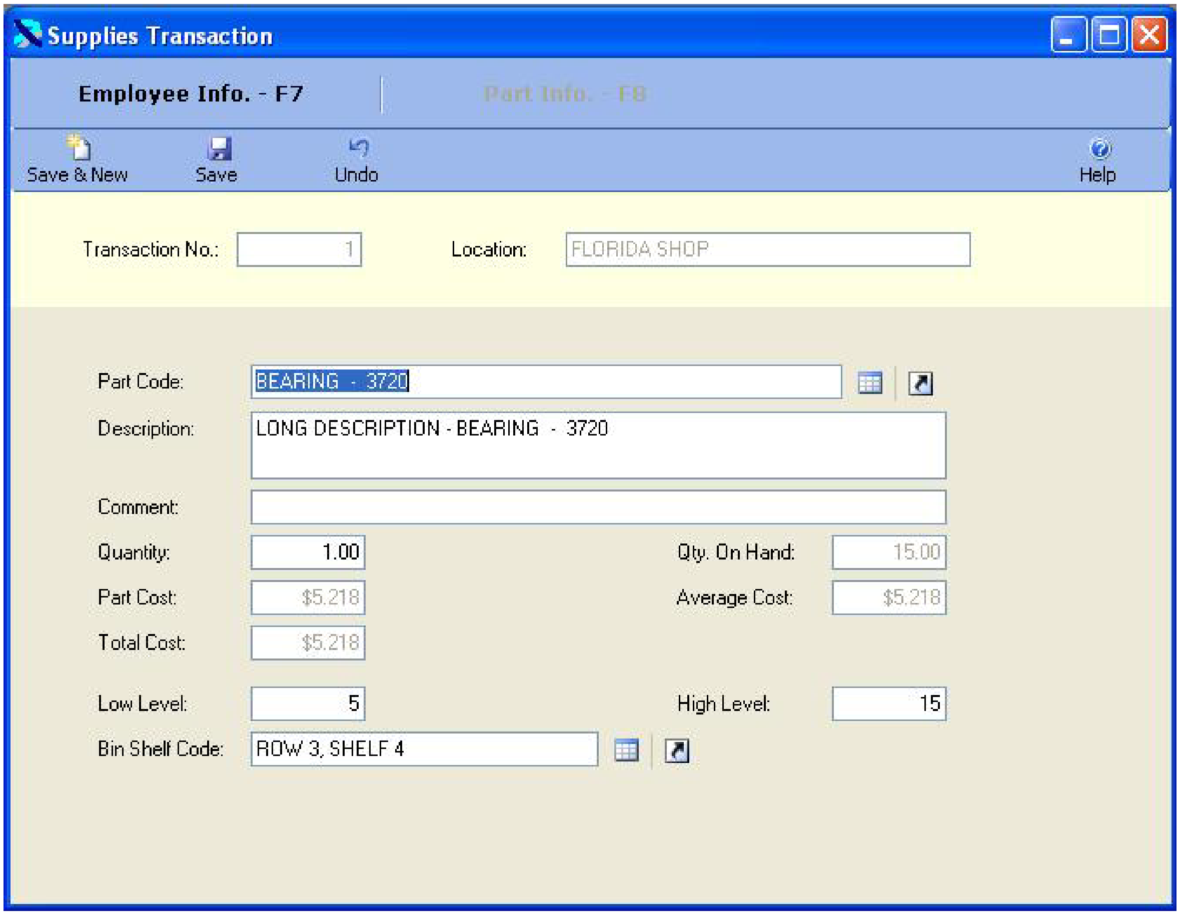
You can then click on the F8 key or the Part Info. – F8 button to display the parts. The window below shows one part that has been added to the transaction.



Click on the New Button 

to add a new part to the transaction or click on an existing part and then click on the Edit Button 

to change it. You can also double click on a part to edit it. The part information is displayed below in edit mode. You select the part to issue. Then you enter the quantity issued. This part cost will be displayed from inventory.



Once the changes are complete click on the Save & New Button 

to save the changes and add a new record, or click on the Save Button 

to save your changes and returns to the browse window, or click on the Undo Button 

to lose the changes.

Once all of the parts have been added to the Supplies Transaction you can post the transaction. Click on the F7 key or the Employee Info – F7 button to return to the Employee/Location window. Then click on the F5 key or the Post Supplies 

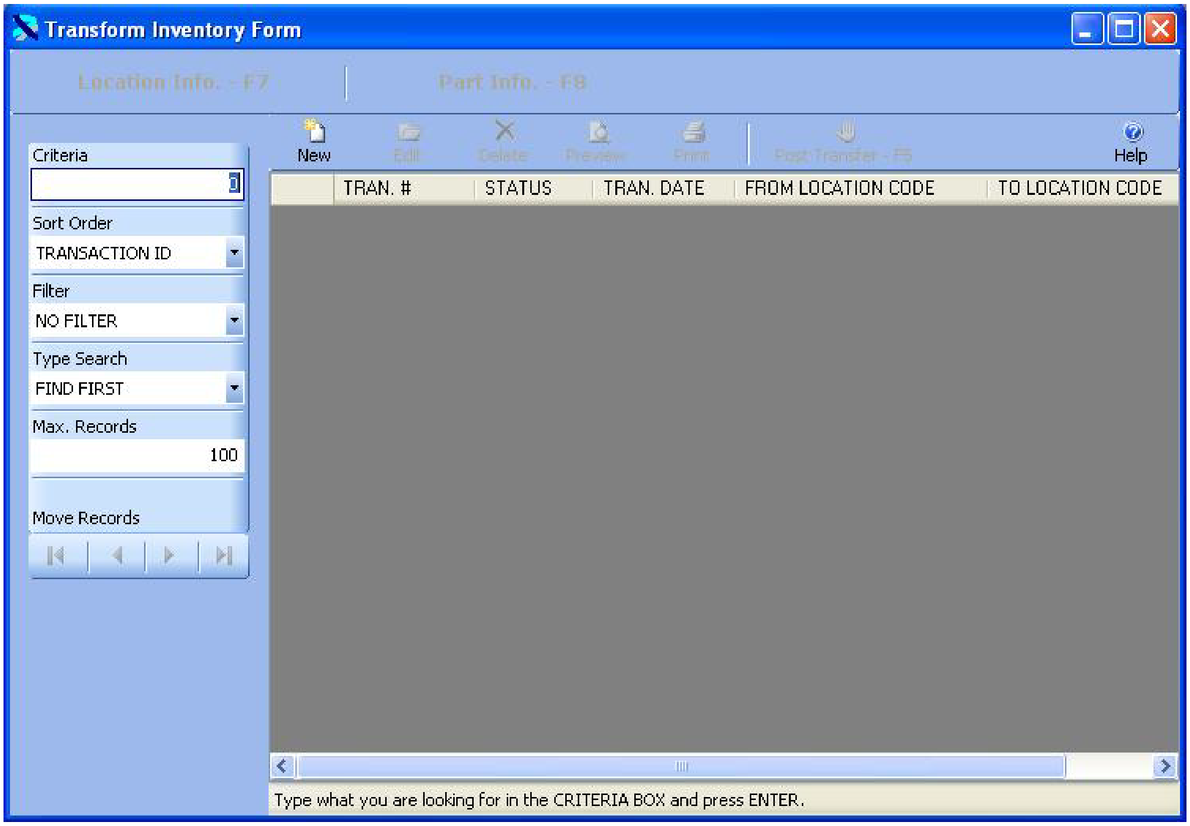
button to post the Supplies Transaction. The window below will be displayed. Click on the Yes button to post the Supplies Transaction.

Once a Supplies Transaction is posted it cannot be changed. Its status will be changed to close. Posting the Supplies Transaction updates the inventory.

Transfer Inventory Transaction

The Transfer Inventory process provides the ability to transfer inventory from one location to another. The Transfer Inventory process consists of three processes. First you select the location where the parts are located and the location that will receive the parts. Then you select the parts you wish to transfer. Finally, you post the Transfer Transaction to update the inventory.

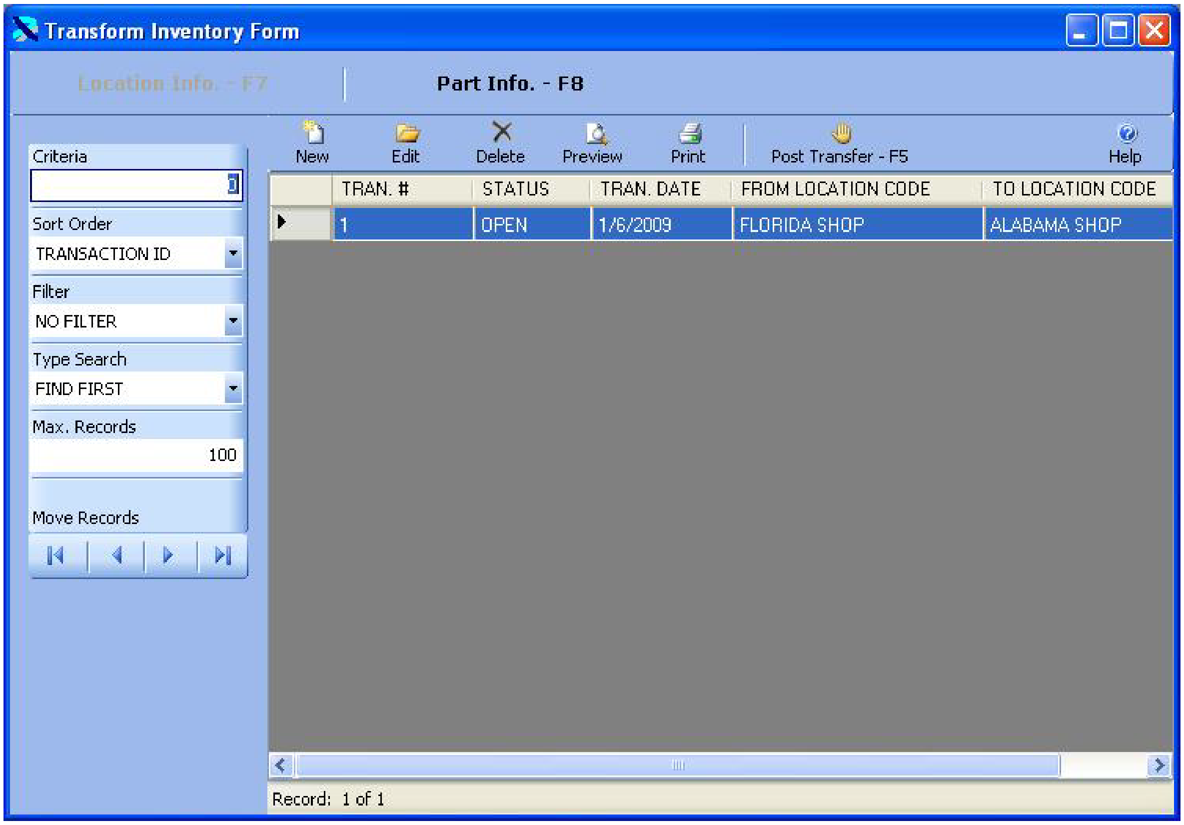
The Transfer Inventory Table is displayed below. The cursor is in the Criteria Box at the top of the left toolbar. You can type in the transaction number you are looking for in the CRITERIA box and press ENTER to display a list of Transfer Transactions. Or you can just press ENTER in the criteria box to display the first Transfer Transaction. Also, you can change the filter to OPEN to display only open transactions or you can set the filter to CLOSED to display only closed transactions.



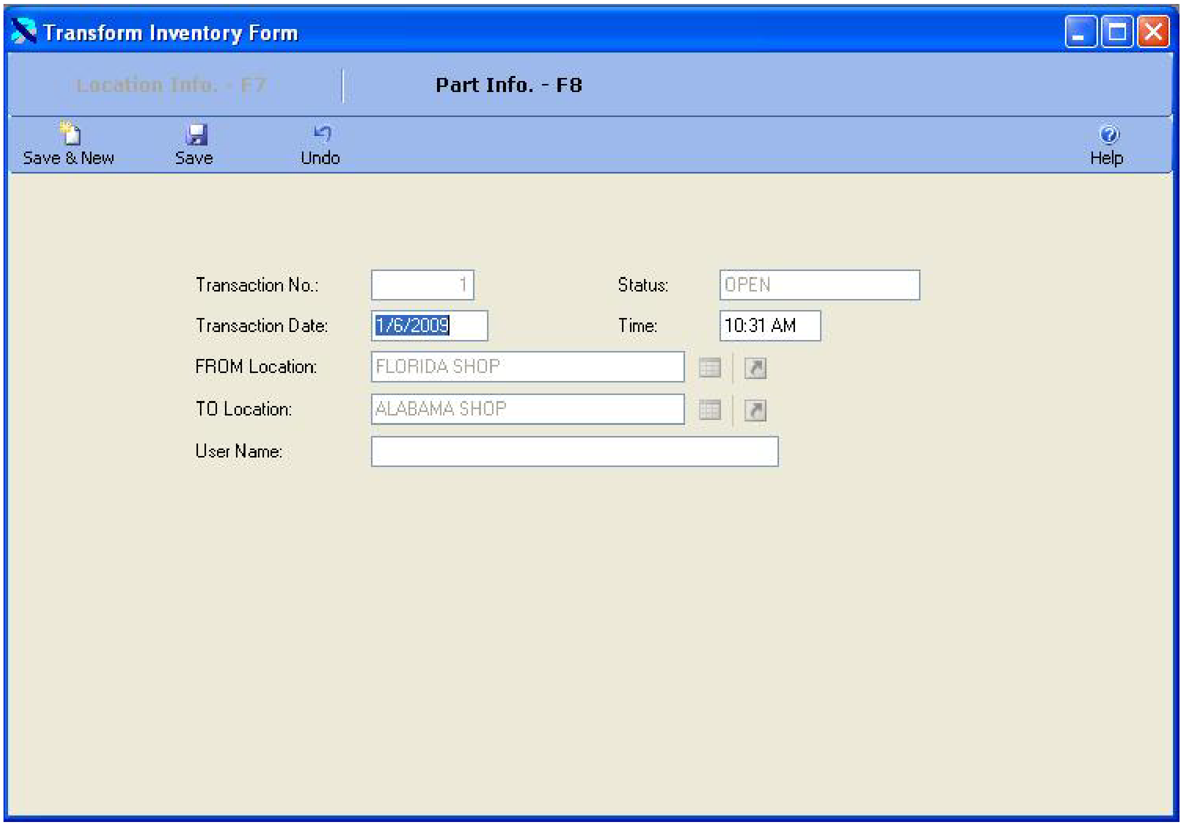
The existing Transfer Transactions are displayed below. Click on the New Button 

to create a new transaction or click on an existing transaction and then click on the Edit Button 

to change it. You can also double click on a transaction to edit it.

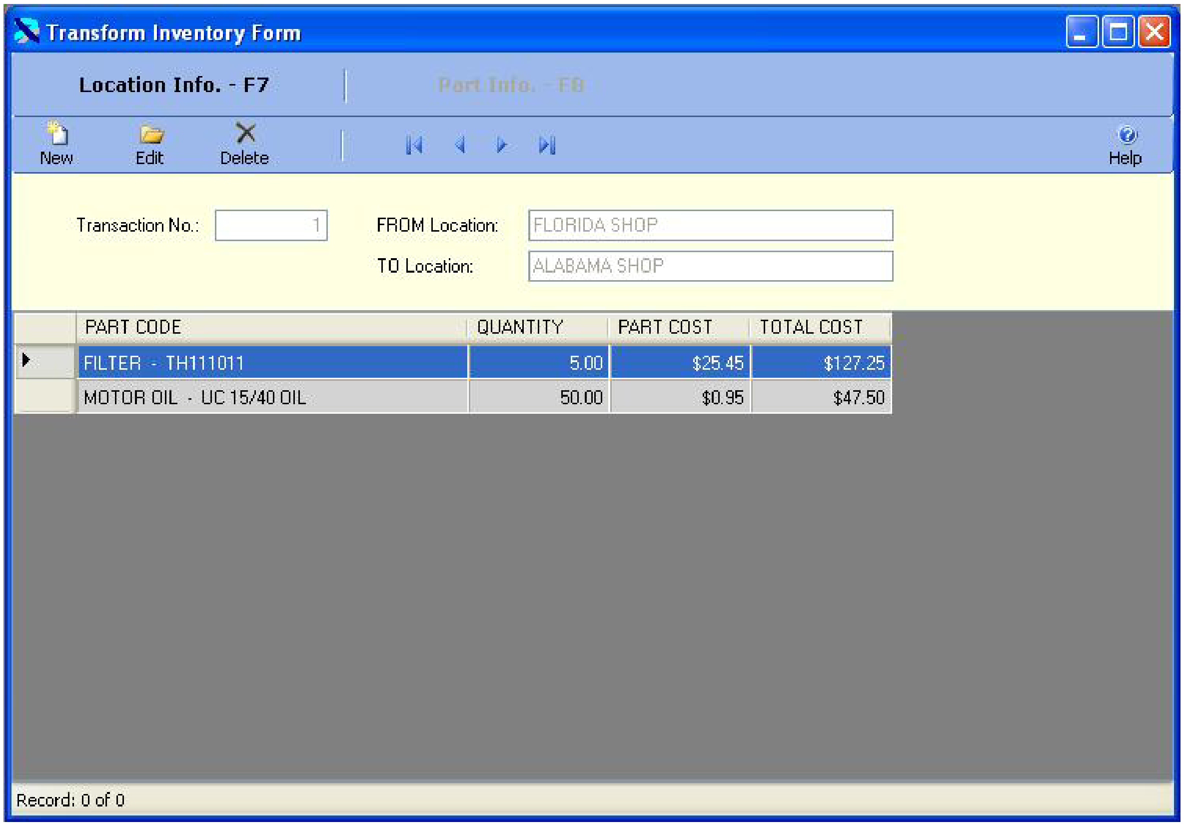


The Location Information is displayed in Edit Mode below.



This window allows you to select the location from which you are taking parts and the location to which you are transferring the parts. Once you have saved the locations, you cannot change them. You can also enter the date and time of the transaction. The user name is automatically added by the system if security has been enabled.

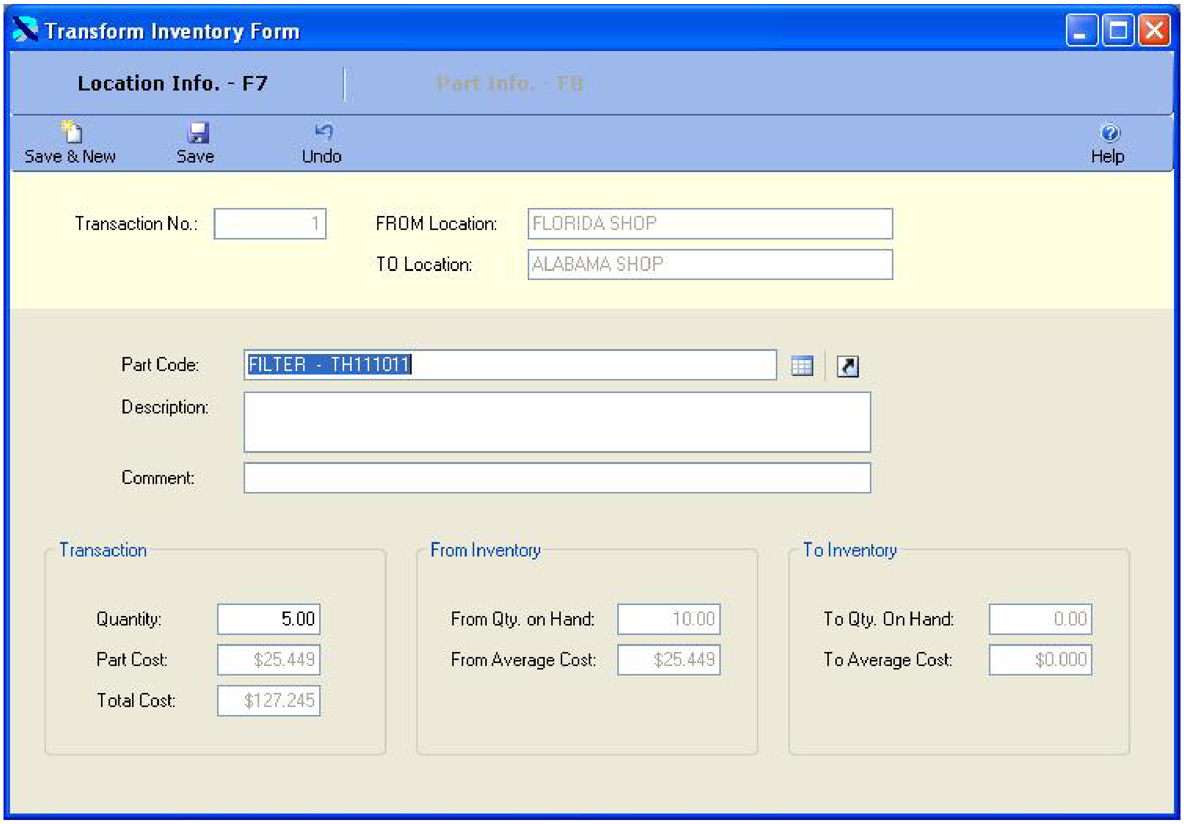
You can then click on the F8 key or the Part Info. – F8 button to display the parts. The window below shows one part that has been added to the transaction.



Click on the New Button 

to add a new part to the transaction or click on an existing part and then click on the Edit Button 

to change it. You can also double click on a part to edit it. The part information is displayed below in edit mode. You select the part to transfer. Then you enter the quantity transferred. This part cost will be displayed from inventory. The part cost at the new location will be calculated on a weighted average cost basis.



Once the changes are complete click on the Save & New Button 

to save the changes and add a new record, or click on the Save Button 

to save your changes and returns to the browse window, or click on the Undo Button 

to lose the changes.

Once all of the parts have been added to the Transfer Transaction you can post the transaction. Click on the F7 key or the Location Info – F7 button to return to the Location window. Then click on the F5 key or the Post Transfer 

button to post the Transfer Transaction. The window below will be displayed. Click on the Yes button to post the Transfer Transaction.

Once a Transfer Transaction is posted it cannot be changed. Its status will be changed to close. Posting the Transfer Transaction updates the inventory.

Inventory Wise VB Reports

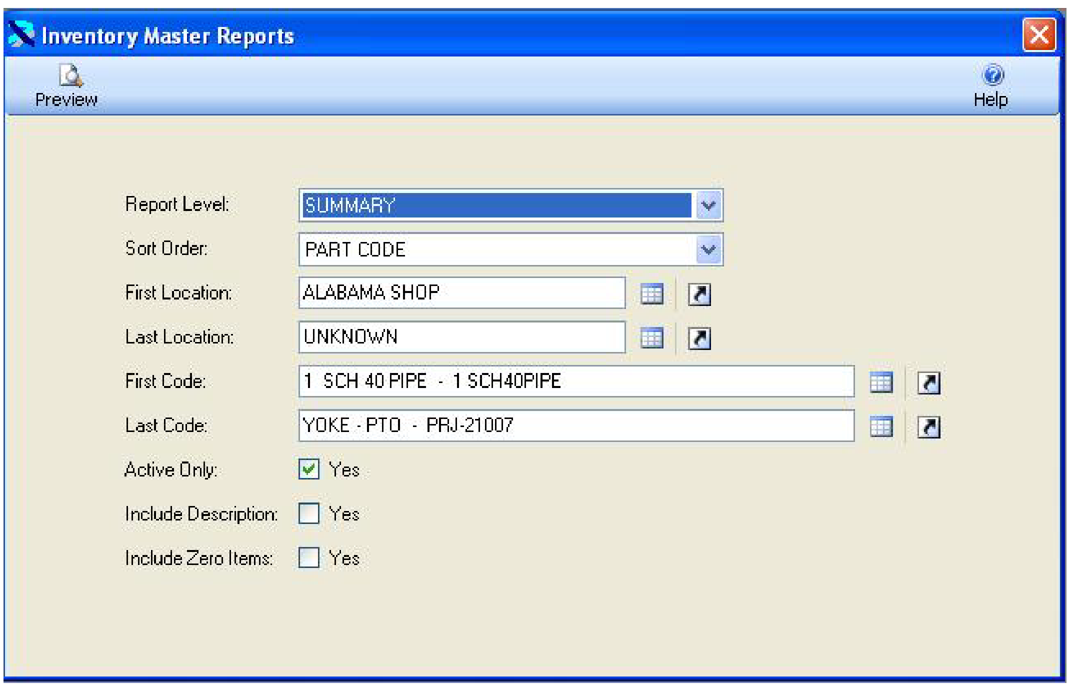
The Inventory Wise VB System contains over 100 standard reports. Many of these reports can be sorted or grouped in different ways.

At the bottom of each menu is a Reports Sub Menu. For example, at the bottom of the Inventory Menu, is a Reports Sub Menu. This menu provides access to reports that pertain to the Inventory Tables. At the bottom of the Master Tables Menu is another Reports Sub Menu. This menu provides access to all of the Master Table Reports.

The best way to determine the reports you wish to print is view the report on your computer monitor. You can then send the report to the printer or export the report.

Sample Report Form

Below is the Inventory Master Reports form. All of the Report Forms work in much the same way as this form.



In the first box, you can select from several Type Reports.

The second box provides the ability to sort, and group the items on the report. In this case, selecting the sort order “Part Codes” displays a list of all Part Codes. Selecting the sort order “Location Code” displays a list of parts Grouped by Location.

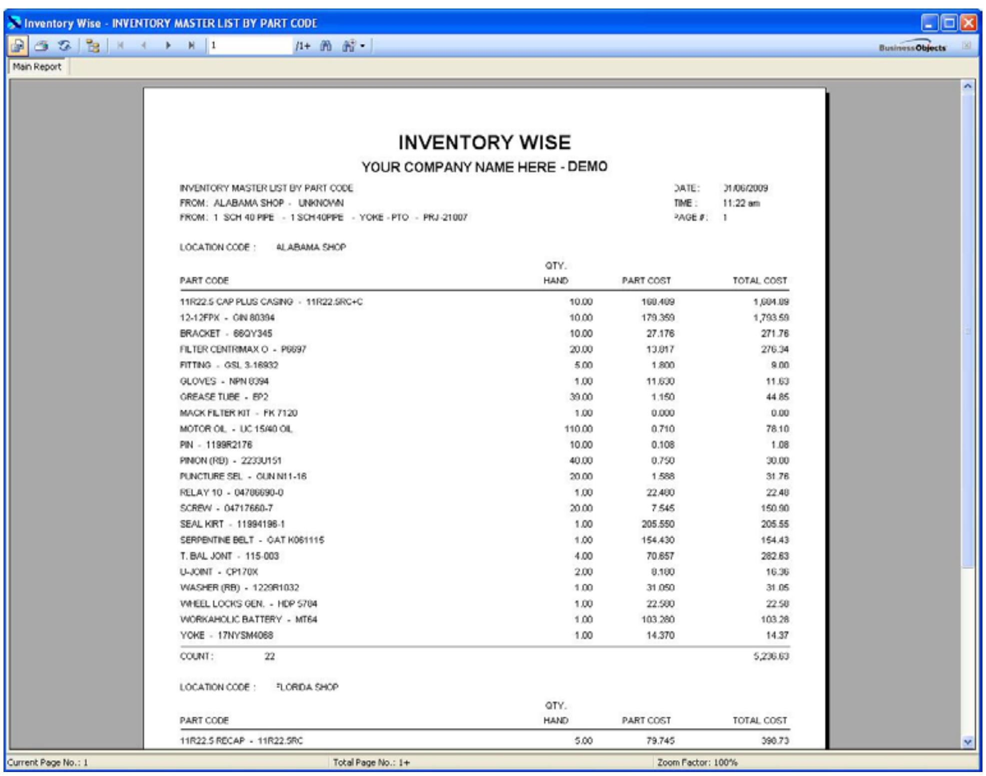
The First Code box can be used to select the first code to appear on the report. The Last Code box can be used to select the last code to appear on the report. For example, if you wanted a list of all of the reports in the “Alabama Shop”, you could make the sort order “Location Code” order and select the “Alabama Shop” for the First Code and for the Last Code. This would display a report of inventory in the Alabama location only.

Finally, you can place a check mark in the Active box to list only active units.

Preview Window

Click on the Preview Button 

to display the report on the computer monitor. It will appear similar to the window below.



INVENTORY WISE

YOUR COMPANY NAME HERE - DEMO

INVENTORY MASTER LIST BY PART CODE — DATE: 01/06/2009
FROM: ALABAMA SHOP - UNKNOWN — TIME: 11:22 am
FROM: 1 SCH 40 PIPE - 1 SCH40PIPE - YOKE - PTO - PRJ-21007 — PAGE #: 1

LOCATION CODE : ALABAMA SHOP

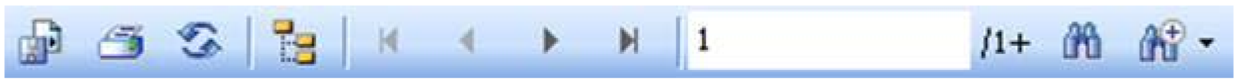
PART CODE	QTY. HAND	PART COST	TOTAL COST
11R22.5 CAP PLUS CASING - 11R22.5RC+C	10.00	168.409	1,684.09
12-12FPX - GIN 80394	10.00	179.359	1,793.59
BRACKET - 66QY345	10.00	27.176	271.76
FILTER CENTRIMAX O - P6697	20.00	13.817	276.34
FITTING - GSL 3-16932	5.00	1.800	9.00
GLOVES - NPN 8394	1.00	11.630	11.63
GREASE TUBE - EP2	39.00	1.150	44.85
MACK FILTER KIT - FK 7120	1.00	0.000	0.00
MOTOR OIL - UC 15/40 OIL	110.00	0.710	78.10
PIN - 1199R2176	10.00	0.108	1.08
PINION (RB) - 2233U151	40.00	0.750	30.00
PUNCTURE SEL - GUN N11-16	20.00	1.588	31.76
RELAY 10 - 04786690-0	1.00	22.400	22.40
SCREW - 04717660-7	20.00	7.545	150.90
SEAL KIRT - 11894196-1	1.00	205.550	205.55
SERPENTINE BELT - CAT K061115	1.00	154.430	154.43
T. BAL JOINT - 115-003	4.00	70.657	282.63
U-JOINT - CP170X	2.00	8.180	16.36
WASHER (RB) - 1229R1032	1.00	31.050	31.05
WHEEL LOCKS GEN. - HDP 5784	1.00	22.580	22.58
WORKAHOLIC BATTERY - MT64	1.00	103.280	103.28
YOKE - 17NYSM4068	1.00	14.370	14.37
COUNT: 22			5,236.63

LOCATION CODE : FLORIDA SHOP

PART CODE	QTY. HAND	PART COST	TOTAL COST
11R22.5 RECAP - 11R22.5RC	5.00	79.745	398.73

Report Viewer Toolbar

A toolbar is displayed at the top of the Preview Window.



Toolbar Buttons:

1. The first button allows the report to be exported in many popular formats including as an Excel worksheet.
2. The second button sends the report to the printer.
3. The third button refreshes the report view.
4. The fourth button displays a Group Tree to the left of the report. This can make navigating a long report very easy. You can click on a group and the report window will jump to that group.
5. The fifth button moves to the first page of the report.
6. The sixth button moves to the previous page of the report.
7. The seventh button moves to the next page of the report.
8. The eighth button moves to the last page of the report.
9. The box displays the current page number.
10. Clicking the binoculars displays a search form. You can type a string and the report will display the first occurrence.
11. Finally, the binoculars with the plus sign, provides the ability to zoom in or out the display.

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