Inventory Setup for All Licenses & Modules

Software Name: AMSI Evolution Suite™
Software Version: 10.2.0
Date: August 2017
Description: Provides setup for eFinancials, Inventory, and eService modules, as well as other information needed to use the Inventory module, for the two types of Inventory licenses: Full and Lite.

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Section 1: Introduction to Inventory Module

This document provides information about using Inventory Module. The Inventory module interfaces closely with eFinancials, with data residing in the eFinancials database, not a separate Inventory database. It allows for you to control and manage your inventory.

Note

This information is also available in the Inventory module online Help, accessed by clicking the help button that is located in the upper right corner of each page.
Installation and Licensing Requirements

The Inventory Module application installs as part of the eFinancials installation process. Please refer to Installation Instructions documents in your installation download package for more information.

› Note that installing Inventory Module requires the following:
  - eFinancials is required for Inventory Module to be installed.
  - In addition to eFinancials, note that a separate Inventory Module license is required as well.
Inventory Module Licensing

Users who have purchased a license for the new Inventory Module have the ability to utilize Inventory Module features, functions, and reports.

Features, functions, and reports available depend on the type of Inventory license held. There are two types of licenses for the Inventory module:

- Basic “Lite” Inventory license
- Full Inventory license.

Lite Inventory License

The Lite Inventory License is for:

- Users with eService or eSite/eService licenses.
- Users who do not want to valuate Inventory.

The Lite Inventory License is provided to eService and eSite users for no cost. With this license, the "Value Inventory" setting is turned off, which hides processes and references to GL accounts, overhead percentages, journal entries, etc. The following is hidden:

- Overhead Percentage on Warehouses, Item Master, and Warehouse Items;
- Valuation Quantity on Warehouse Items;
- Charge Items Using options on Warehouses;
- Method of inventory valuation on Warehouses;
- Accrued Tax and Tax Code from Invoices;
- The Warehouse Accounts section in Warehouse setup for Company/Entity, Class, Inventory Expense Account, Inventory Asset Account, Inventory Liability Account and Inventory Overhead Account.

Refer to the eService Help for more information about how inventory works in eService. The system uses the eFinancials database only and does not require an eFinancials license.

Full Inventory License

The Full Inventory license is for users who want to valuate Inventory, which requires:

- Purchase of a Full Inventory Module license, and
- Purchase of an eFinancials license

So for example:

- Companies with existing eService or eSite/eService licenses that want to use Inventory Valuation would need to purchase the Full Inventory Module license and the eFinancials license.

- Companies with existing eFinancials licenses that want to use Inventory Valuation would need to purchase the Full Inventory Module license.

For the Full license, the system includes the functionality necessary to valuate inventory. With this license, the "Value Inventory" setting is turned on and you see the Inventory module, as well as enhanced processes and references to GL accounts, overhead percentages, journal entries, etc., in eFinancials/ePO/eService.
**Inventory Valuation**

The Inventory module allows your organization to valuate inventory. Valuating inventory requires a **Full Inventory license**, which allows use of this Inventory module.

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**Note**

The **Basic “Lite” Inventory license**, which comes with licensing for eService or eSite / eService, does not allow for valuation of inventory, but does allow the use of non-valuation inventory functionality in the eService module. Refer to the eService help for more information about how inventory works in eService.

**About Inventory Valuation**

If your company uses Inventory Valuation, some of the functions controlled are:

- Method of Valuation:
  - LIFO - which means Last In, First Out
  - FIFO - which means First In, First Out
  - Average Cost
- Method of charging items to a Job (Standard or Average cost)
- Inventory history tracking
- Inventory module interfaces with the Purchase Order and Job Cost modules
- Posting features, i.e., transactions post to the system.
  For example, invoices for Inventory items can be added in eFinancials when valuating inventory as eFinancials is designed to post invoices. When not using inventory valuation, however, the system only tracks quantity but does not post invoice transactions; therefore, invoices for these items cannot be entered in eFinancials.
Section 2: Inventory Module Setup Prerequisites and Dependencies

This section provides information about the licensing and installation required for setting up Inventory Module, and the required and optional setup for Inventory Module.

Required: Refer to these sections for the setup scenario that applies to you.

Disregard the other sections, as they do not apply.

- **Task List A – Full License, completely new to using inventory features**
  You have the Full License for the Inventory module and you are starting to use the Inventory module, not having used Inventory in eService in the past.

- **Task List B – Full License, previously used inventory features in eService**
  You have the Full License for the Inventory module and you previously used Inventory in eService. This section shows what you would need to change or do to start using the Inventory module instead.

- **Task List C – Lite License, previously used inventory features in eService**
  You have the **Lite License** for the Inventory module and you previously used Inventory in eService. This section shows what you would need to change or do, now that you have the Inventory Lite license.

- **Task List D – Lite License, new to inventory features**
  You have the **Lite License** for the Inventory module and are starting to use Inventory features, not having used Inventory in eService in the past. This section shows what you need to change or do to start using inventory features.
Task List A – Full License, completely new to using inventory features

You have the Full License for the Inventory module and you are starting to use the Inventory module, not having used Inventory in eService in the past.

In eService

- Review new policies: (Setup – Policies – Property Policies)
  - Automatically reorder warehouse items during BOD process

In eFinancials

- Review policies: (Setup – Global Setup – Policies – Global Policies)
  - PO tab:
    - Allow quantity received to exceed quantity ordered
    - Allow override of inventory unit cost when receiving
  - Invoice tab:
    - Use Qty and UOM in Invoice Entry
    - Update PO Receipts from Invoice Entry
    - AP Invoice Entry of unreceived items
    - Default Invoice Entry Qty to PO received
  - Other tab:
    - Use Inventory

In Inventory

- Set up optional user defined fields and values for specific information to track for inventory
  - Setup – Global Setup
    - User Codes
    - User Defined Fields
    - User Defined Options
  - Setup – Inventory Codes
    - Class
    - Manufacturer
    - Subclass
    - User Code 1
    - User Code 2
    - User Code 3

- Setup required inventory records
  - Setup – Global Setup
    - Item Master
    - Warehouses
      - Warehouse Accounts
    - Warehouse Items
  - Enter beginning quantity counts for each inventory in each warehouse: (Transactions)
    - Inventory Physical Counts
    - Inventory Receipts

Additional optional options to add inventory setup items into the system:
• Upload Data (Data Transfer)
  • Subclass
  • User Code Values
  • Item Master
  • Warehouse
  • Warehouse Accounts
  • Warehouse Items
  • Warehouse Reserves
  • Inventory Receipts
  • Inventory Shipments

• Duplicate Warehouse Items (Special – Utilities)

In eService
• Add Equipment data if using the Serialized option in Inventory: (Setup – Inventory)
  ▪ Equipment Types
  ▪ Conditions
Task List B – Full License, previously used inventory features in eService

You have the Full License for the Inventory module and you previously used Inventory in eService. This section shows what you would need to change or do to start using the Inventory module instead.

**In eService**
- Migrate Data
- Review new policies: (Setup – Policies – Property Policies)
  - Automatically reorder warehouse items during BOD process

**In eFinancials**
- Review policies: (Setup – Global Setup – Policies – Global Policies)
  - PO tab:
    - Allow quantity received to exceed quantity ordered
    - Allow override of inventory unit cost when receiving
  - Invoice tab:
    - Use Qty and UOM in Invoice Entry
    - Update PO Receipts from Invoice Entry
    - AP Invoice Entry of unreceived items
    - Default Invoice Entry Qty to PO received
  - Other tab:
    - Use Inventory

**In Inventory**
- Set up **optional** user defined fields and values for specific information to track for inventory
  - Setup – Global Setup
    - User Codes
    - User Defined Fields
    - User Defined Options
  - Setup – Inventory Codes
    - Class
    - Manufacturer
    - Subclass
    - User Code 1
    - User Code 2
    - User Code 3
- Setup **required** inventory records (review migrated data and add/modify records)
  - Setup – Global Setup
    - Item Master
    - Warehouses
      - Warehouse Accounts
        - Must add account information to migrated records
    - Warehouse Items
- Enter beginning quantity counts for each inventory in each warehouse: (Transactions)
  - Inventory Physical Counts
  - Inventory Receipts
Additional *optional* options to add inventory setup items into the system:

- Upload Data (Data Transfer)
  - Subclass
  - User Code Values
  - Item Master
  - Warehouse
  - Warehouse Accounts
  - Warehouse Items
  - Warehouse Reserves
  - Inventory Receipts
  - Inventory Shipments

- Duplicate Warehouse Items (Special – Utilities)

**In eService**

- Add Equipment data if using the Serialized option in Inventory: (Setup – Inventory)
  - Equipment Types
  - Conditions
Task List C – Lite License, previously used inventory features in eService

You have the Lite License for the Inventory module and you previously used Inventory in eService. This section shows what you would need to change or do, now that you have the Inventory Lite license.

In System:
- Setup – Databases: Add eFinancials database to the dataset (If did not have an eFinancials database before the upgrade)

In eService
- Migrate Data
- Review new policies: (Setup – Policies – Property Policies)
  - Automatically reorder warehouse items during BOD process

In eFinancials (only if using the Reorder Process)
- Review policies: (Setup – Global Setup – Policies – Global Policies)
  - PO tab:
    - Allow quantity received to exceed quantity ordered
    - Allow override of inventory unit cost when receiving
  - Invoice tab:
    - Use Qty and UOM in Invoice Entry
    - Update PO Receipts from Invoice Entry
    - AP Invoice Entry of unreceived items
    - Default Invoice Entry Qty to PO received
  - Other tab:
    - Use Inventory

In Inventory
- Set up optional user defined fields and values for specific information to track for inventory
  - Setup – Global Setup
    - User Codes
    - User Defined Fields
    - User Defined Options
  - Setup – Inventory Codes
    - Class
    - Manufacturer
    - Subclass
    - User Code 1
    - User Code 2
    - User Code 3

- Setup required inventory records (review migrated data and add/modify records)
  - Setup – Global Setup
    - Item Master
    - Warehouses
    - Warehouse Items
• Enter beginning quantity counts for each inventory in each warehouse: (Transactions)
  ▪ Inventory Physical Counts
  ▪ Inventory Receipts

Additional optional options to add inventory setup items into the system:

• Upload Data (Data Transfer)
  ▪ Subclass
  ▪ User Code Values
  ▪ Item Master
  ▪ Warehouse
  ▪ Warehouse Accounts
  ▪ Warehouse Items
  ▪ Warehouse Reserves
  ▪ Inventory Receipts
  ▪ Inventory Shipments

• Duplicate Warehouse Items (Special – Utilities)

In eService

• Select Warehouse property access for each warehouse (Setup- Inventory)
  ▪ Warehouse Property Access (required)
• Add Equipment data if using theSerializedoption in Inventory: (Setup – Inventory)
  ▪ Equipment Types
  ▪ Conditions
Task List D – Lite License, new to inventory features

You have the Lite License for the Inventory module and are starting to use Inventory features, not having used Inventory in eService in the past. This section shows what you need to change or do to start using inventory features.

In System:

- Setup – Databases: Add eFinancials database to the dataset (If did not have an eFinancials database before the upgrade)

In eService

- Review new policies: (Setup – Policies – Property Policies)
  - Automatically reorder warehouse items during BOD process

In eFinancials (only if using the Reorder Process)

- Review policies: (Setup – Global Setup – Policies – Global Policies)
  - PO tab:
    - Allow quantity received to exceed quantity ordered
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  - Invoice tab:
    - Use Qty and UOM in Invoice Entry
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    - Default Invoice Entry Qty to PO received
  - Other tab:
    - Use Inventory

In Inventory

- Set up optional user defined fields and values for specific information to track for inventory
  - Setup – Global Setup
    - User Codes
    - User Defined Fields
    - User Defined Options
  - Setup – Inventory Codes
    - Class
    - Manufacturer
    - Subclass
    - User Code 1
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- Setup required inventory records
  - Setup – Global Setup
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    - Warehouse Items
• Enter beginning quantity counts for each inventory in each warehouse: (Transactions)
  ▪ Inventory Physical Counts
  ▪ Inventory Receipts

Additional optional options to add inventory setup items into the system:

• Upload Data (Data Transfer)
  ▪ Subclass
  ▪ User Code Values
  ▪ Item Master
  ▪ Warehouse
  ▪ Warehouse Accounts
  ▪ Warehouse Items
  ▪ Warehouse Reserves
  ▪ Inventory Receipts
  ▪ Inventory Shipments

• Duplicate Warehouse Items (Special – Utilities)

In eService

• Select Warehouse property access for each warehouse (Setup- Inventory)
  ▪ Warehouse Property Access (required)
• Add Equipment data if using the Serialized option in Inventory: (Setup – Inventory)
  ▪ Equipment Types
  ▪ Conditions