

WAREHOUSE SYSTEM SETUP AND USE

LOGON AND MENU SELECTION

1.1 Enter your assigned name, district number, password and fiscal year.

Note: Fiscal year defaults to the current fiscal year as indicated from the computer's date.



Illustration 1.1

1.2 Select the *Warehouse* menu option from the *Financial Systems* Menu.

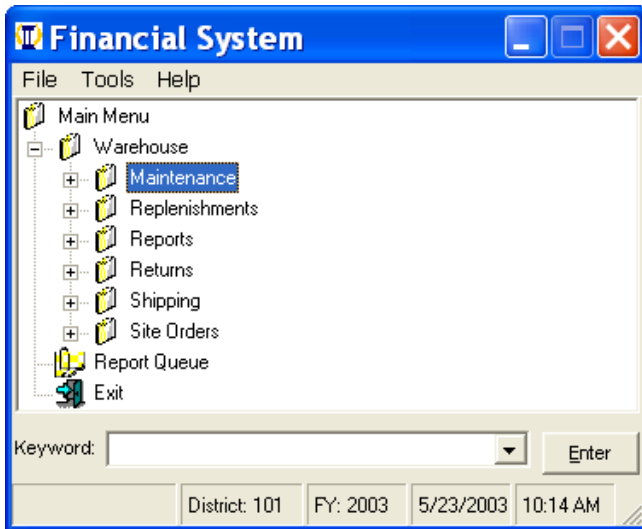


Illustration 1.2

SETTING UP THE WAREHOUSE MASTER MAINTENANCE

2.1 Open the *Maintenance, Master Maintenance* application. If no Warehouses exist in the District, the following message will appear.

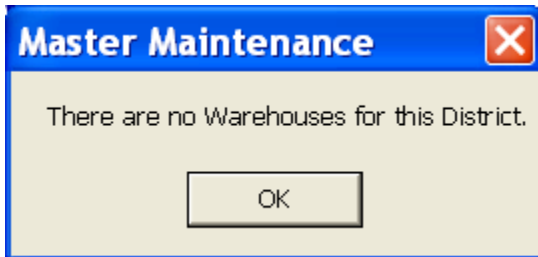


Illustration 2.1

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- 2.2 Click through the text message, and you will be presented with the *Master Maintenance* screen. There are four tabs across the top of the screen: *Warehouse*, *Product Class*, *Product Detail*, and *Additional Charges*. The first item of business then is to create a Warehouse under the *Warehouse* tab. Every District may have various Warehouses, perhaps in the General Fund as well as in the Cafeteria Fund. This application will allow you to create more than one Warehouse, and assign goods to each specific location. Click the **Add** button to begin creating your Warehouse.

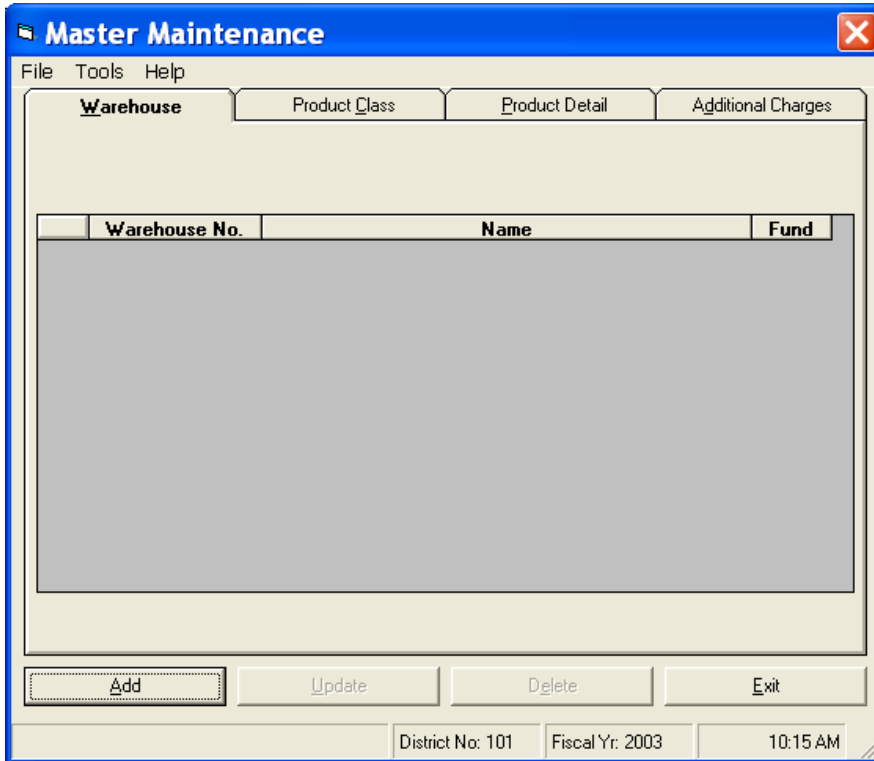


Illustration 2.2

- 2.3 Fill in the various fields with the requested information. Illustration 2.3 shows a form filled in; one important item to note is that you must specify in which fund the warehouse and its corresponding inventory entries is located. In the case of the illustration, the fund used is '0100' for the General Fund. Click the **Add** button to save it to the system.

The screenshot shows the 'Warehouse Maintenance' application window. The title bar reads 'Warehouse Maintenance' with a close button. The form contains the following fields:
Name: General Warehouse
Legal Name: [empty]
Address: 1234 Main St.
City: Anytown
State: CA
ZipCode: 99999-
Ext.: [empty]
Phone No.: (559) 555-9999
Fax No.: (559) 555-9998
Contact Name: Jim Stocker
Contact Email: jstocker@ausd.k12.ca.us
Fund: 0100
At the bottom of the form are three buttons: 'Add', 'Delete', and 'Cancel'. The status bar at the very bottom shows 'Status', 'Date Last Used:', 'Date Last Changed:', 'District: 101', 'Year: 2003', and '10:21 AM'.

Illustration 2.3

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- 2.4 Upon saving the Warehouse, a message box will appear to indicate a successful save, and it will also notify you of the Vendor number that has been assigned to the Warehouse. This is important since when sites are ordering items, the Warehouse is treated as a vendor for that site. Return to step 2.2 and continue to enter Warehouses until you have set up as many as are needed. *Note: More than one Warehouse may be set up in a fund. Warehouses may not be deleted until all products have been removed from them.*
- 2.5 Move to the **Product Class** tab to begin entering classes. A Product Class is a type of item and is used to help create a catalog of inventoried stock that may be distributed to sites. One example of Product Class may be Paper, under which you may see many various types of paper, differentiated by use, color, size or other criteria. Click the **Add** button to enter a new Class.

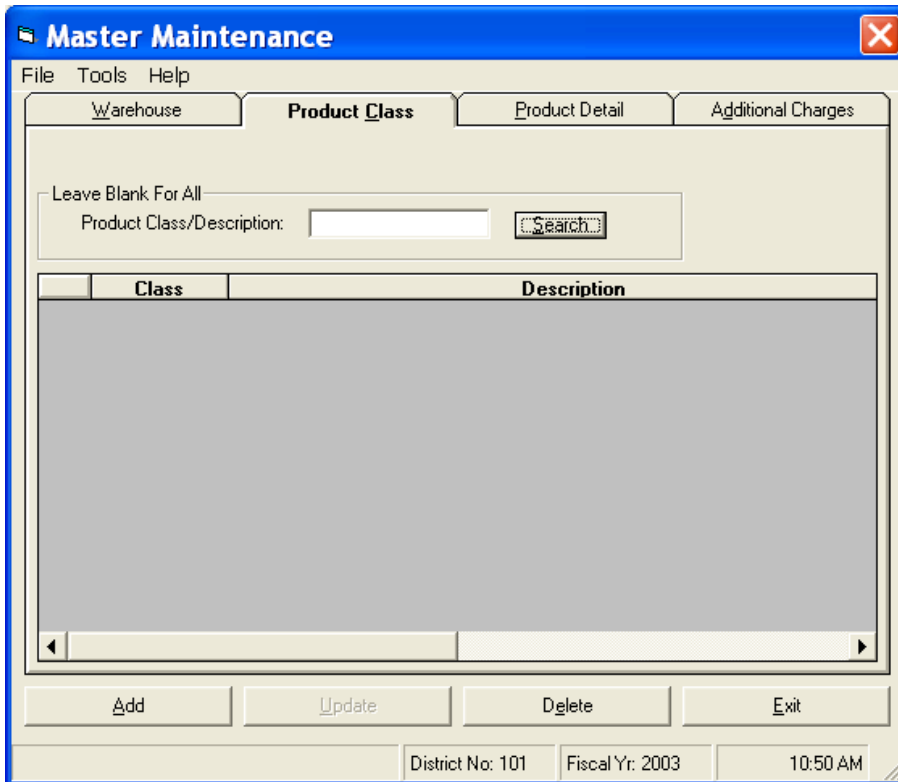


Illustration 2.5

- 2.6 The Master Product Class will appear, allowing you to determine a *Class Number* (must be numeric since the field will not accept alpha characters) and *Description*. Click the **Add** button to save the Class.

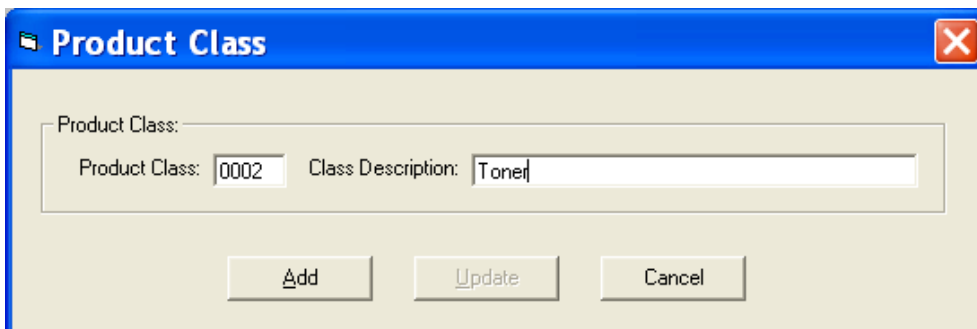
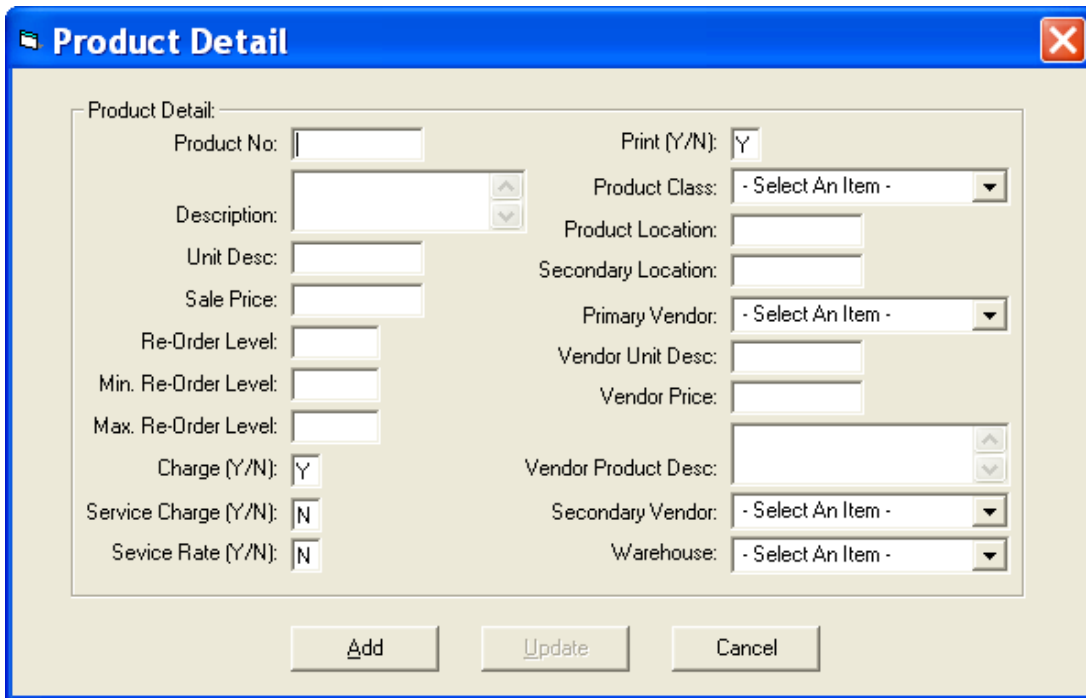


Illustration 2.6

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- 2.7 Product Classes may be modified by double-clicking the line and in the subsequent entry screen, making changes and clicking the **Update** button. Return to step 2.5 and continue to enter Classes until you have completed them. (See a copy of an Office Depot catalog to obtain further examples of Product Classes.)
- 2.8 Click the **Product Detail** tab to begin entering items under the classes that have been setup. A good example of this would be to create details under the Product Class Paper. Entries could include 11x17, 8.5x14, 8.5x11 copy paper, colored papers in the sizes previously listed, construction paper, writing paper, fancy stationery etc. Click the **Add** button to begin entering details.
- 2.9 The Product Detail screen contains all of the information about that product. The Warehouse manager can set the Product Number, Description, Re-Order levels, locations, and other information. Four items of importance are the Unit description, Sales Price, Vendor Unit Description, and Vendor Price.



The screenshot shows a software window titled "Product Detail" with a blue header and a close button (X) in the top right corner. The window contains a form with the following fields and controls:

- Product No: [Text Input]
- Print (Y/N): [Text Input: Y]
- Description: [Text Input]
- Product Class: [- Select An Item -] [Dropdown]
- Unit Desc: [Text Input]
- Product Location: [Text Input]
- Sale Price: [Text Input]
- Secondary Location: [Text Input]
- Re-Order Level: [Text Input]
- Primary Vendor: [- Select An Item -] [Dropdown]
- Min. Re-Order Level: [Text Input]
- Vendor Unit Desc: [Text Input]
- Max. Re-Order Level: [Text Input]
- Vendor Price: [Text Input]
- Charge (Y/N): [Text Input: Y]
- Vendor Product Desc: [Text Input]
- Service Charge (Y/N): [Text Input: N]
- Secondary Vendor: [- Select An Item -] [Dropdown]
- Service Rate (Y/N): [Text Input: N]
- Warehouse: [- Select An Item -] [Dropdown]

At the bottom of the window, there are three buttons: "Add", "Update", and "Cancel".

Illustration 2.9

- 2.10 Products do not need to be expensed to departments at the same price for which they were purchased from the vendor. They may be sold at a premium or a discount, and part of that is determined using the Sale price found in Illustration 2.9.
- 2.11 When a product is being input, the District should determine whether they would have an additional charge to be expensed to departments, and also whether the cost of running the Warehouse will be included through the use of a Service Charge and specific Service Rate. These fields would be checked "Y" in such an event.
- 2.12 Continue to add Master Product Details until you have completed them.
- 2.13 Move to the Additional Charges Screen and note that there are two fields that could be filled. The first is the Service Charge, in which you'd add a monetary amount for each item expensed, and the Service Rate, which adds a percentage calculation to each order. The Service Rate should be input as a decimal value where 7.5% would be input as 0.075.

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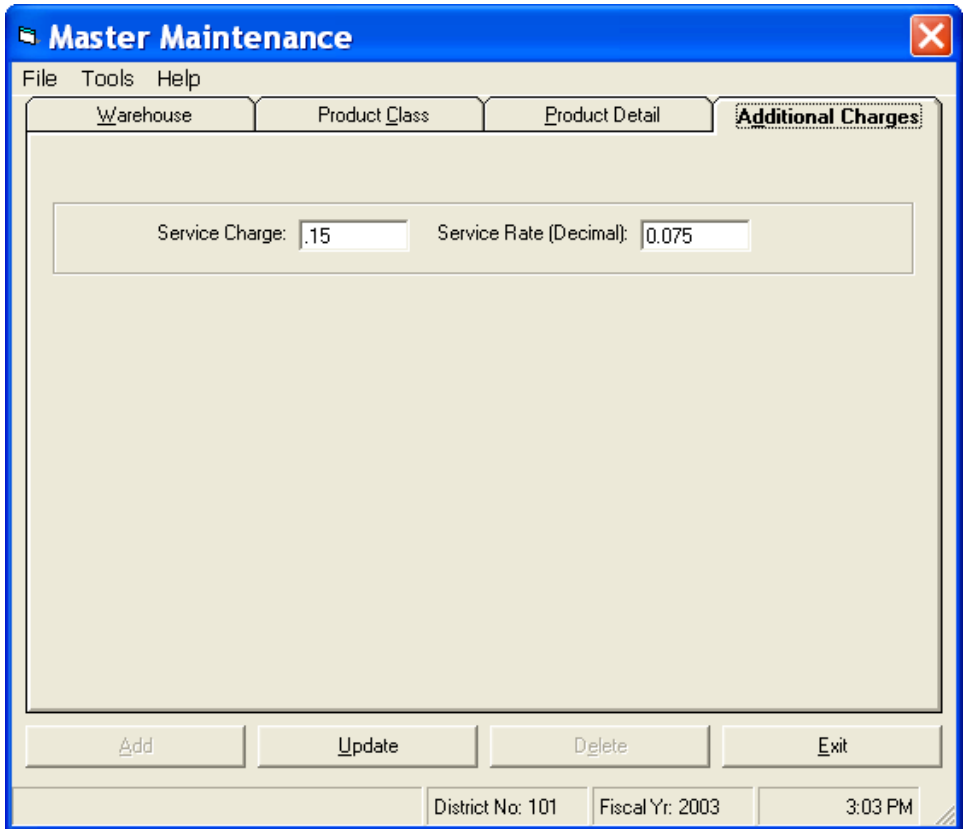


Illustration 2.13

REPLENISHMENTS

3.1 Replenishments are accomplished through the Purchase Order or Payment Voucher program in the Financial System Menu. Inventory, when purchased, is coded to the 9320 object rather than being expensed immediately. The Replenishments Order must first be converted from a P.O. to a record usable in the Warehouse System. Select the **Convert GL to Orders** menu option from the **Replenishments** menu tree.

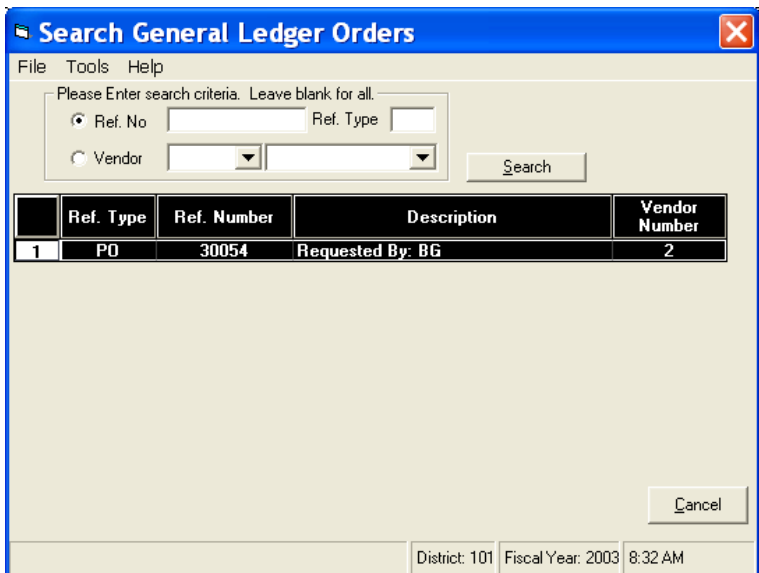


Illustration 3.1

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- 3.2 Use the Search button to find any and all Warehouse orders that have been made through P.O.s, P.V.s, JEs, or Transfers. Any item that has been coded to object 9320 (Inventory) will be found and placed in the grid.
- 3.3 Select an item from the grid and double-click to enter the *Convert GL Order* screen.

Convert GL Order

Date: 5/27/2003

Vendor: Farmer's Vegetables Shipping Address: 1 AUSD Warehouse Billing Address: 2 AUSD District Office

4578 Hutch Dr. 11 Supply Blvd 110 First St.
Anytown Anytown Anytown

Product No.	Item Description	Description	Quan	Unit	Unit Cost	S/H & Frght
		Strawberries	500	Each	\$5.39	\$0.0

Project Number: 0 Order Total: \$2,696.88 Current Total: **\$2,696.88**

REQUESTED BY: BG APPROVED BY: WM

Add Cancel

Ref.: PO-30054 District: 101 Fiscal Year: 2003 8:33 AM

Illustration 3.3

- 3.4 The Warehouse manager should convert this GL item to a Replenishment Order by selecting the corresponding Product Number from the Warehouse Catalog, and determining any allocation of shipping and handling where amounts exist. When items have been selected and S&H charges allocated, click **Add**.

Convert GL Order

Date: 5/27/2003

Vendor: Farmer's Vegetables Shipping Address: 1 AUSD Warehouse Billing Address: 2 AUSD District Office

4578 Hutch Dr. 11 Supply Blvd 110 First St.
Anytown Anytown Anytown

Product No.	Item Description	Description	Quan	Unit	Unit Cost	S/H & Frght
1002A	Crated Strawberries	Strawberries	500	Each	\$5.39	\$0.0

Project Number: 0 Order Total: \$2,696.88 Current Total: **\$2,696.88**

REQUESTED BY: BG APPROVED BY: WM

Add Cancel

Ref.: PO-30054 District: 101 Fiscal Year: 2003 8:45 AM

Illustration 3.4

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3.5 Orders may be viewed on the Search Replenishment Order screen once they have been converted; double-click them to enter the next screen. They may be **Updated** for quantity, product or **Voided** from the **Warehouse Replenishment** screen. *Note: Changing quantity and product without verifying the amount that has been debited to the inventory account could result in differences in inventory valuation between the warehouse and GL.*

Date: 5/27/2003

Vendor: Farmer's Vegetables Shipping Address: 1 AUSD Warehouse Billing Address: 2 AUSD District Office

4578 Hutch Dr. 11 Supply Blvd 110 First St.
Anytown Anytown Anytown

Product No.	Item Description	Quan	Unit	Unit Cost	Total Cost
1002A	Crated Strawberries	400	Crate	\$6.00	\$2,400.00

Project Number: 0 TOTAL: \$2,400.00

REQUESTED BY: BG APPROVED BY: WM

Print Update Void Cancel

Ref: PO-30054 District: 101 Fiscal Year: 2003 8:57 AM

Illustration 3.5

3.6 When all of the items have been adjusted to reflect the actual order and cost and the items are on hand, enter the **Receiving** menu option. Searching in this screen will fill the grid with all Replenishment orders that have not yet been received. Double-click to enter into an order for receiving.

File Tools Help

Please Enter search criteria. Leave blank for all.

Ref. No. Ref. Type Vendor

Search

	Ref. Type	Ref. Number	Vendor Number	Requested By	Approved By
1	PO	30054	2	BG	WM

Show Finalized Cancel

District: 101 Fiscal Year: 2003 8:59 AM

Illustration 3.6

3.7 Orders may be received in several shipments. Fields on the Receiving Warehouse Order that may be affected by the user are: *Current Receiving*, *Unit Cost*, *Unit Conversion*, and *Status*. Current Receiving is the total of the shipment that is being received, fill in the amount in this field and move to the next one. Unit Cost may

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be adjusted here to reflect the actual price of the item. Ensure that the total of the extension of Unit Cost multiplied by totals received equals the amount paid for the items; differences will require future adjustments. The *Unit Conversion* factor may be changed as well. For example, the Vendor may sell chocolate bars by the case, but the warehouse books them individually. If there are 20 bars per case, the unit conversion would be 20, and the resulting per unit sales cost would decrease accordingly. The *Conversion* factor must be set on this screen due to the fact that different vendors may sell the same product in different units, and so the totals must be customized through the use of the *Conversion* factor accordingly. Lastly, the *Status* must be set; use “P” for partial orders where the remainder is still expected, and “F” for final orders where no more is to be received. Click **Update** to save the receiving order, **Finalize All Details** to make all receipts in total for the entire amount, or **Cancel** to exit without saving.

Receiving Warehouse Order

Date: 5/27/2003

Vendor: 2 Farmer's Vegetables Shipping Address: 1 AUSD Warehouse Billing Address: 2 AUSD District Office

4578 Hutch Dr. 11 Supply Blvd 110 First St.
Anytown Anytown Anytown

Product No.	Item Description	Quan. Ordered	Prev. Received	Current Receiving	Unit	Unit Cost	Total Cost
1002A	Crated Strawberries	400	200	0	Crate	\$6.00	

Project Number: 0 TOTAL: \$0.00

REQUESTED BY: BG APPROVED BY: WM

Update Finalize All Details Cancel

Ref.: PO-30054 District: 101 Fiscal Year: 2003 9:22 AM

Illustration 3.7

SITE PURCHASE ORDERS/REQUISITIONS

4.1 Sites Order supplies from the Warehouse by using the Site Order or Site Requisition menu options. These function in the same manner that they do on the GL side, and so little time will be spent here explaining the Site Purchase Order/Requisition process.

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4.2 Once a Site Order has been entered, the Warehouse staff will see it on their shipping screen. Select the Shipping, Fill Site Orders menu option and click the Search button to find completed and unfilled Site Orders. Double-click an order to begin filling it.

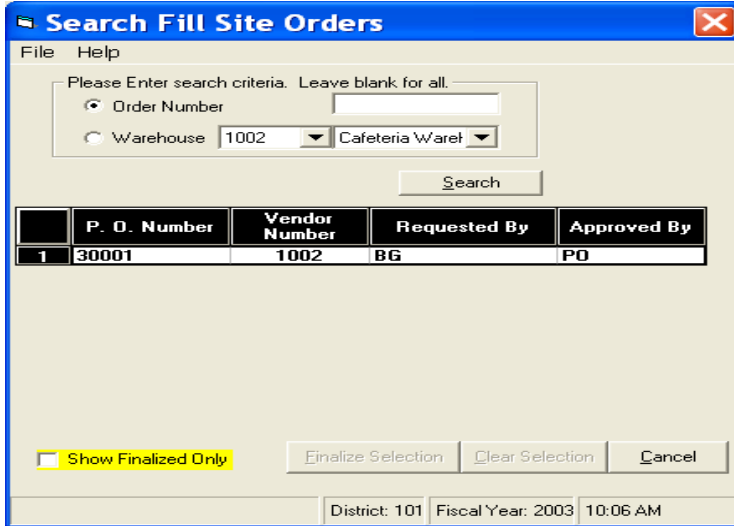


Illustration 4.2

4.3 The SACS Warehouse system does not allow partial shipping of orders; all orders are either Open “O”, or Final “F”. Select the quantity to be shipped, and update the *Status* to “F”. You then use the **Finalize All Details** button to complete the order.

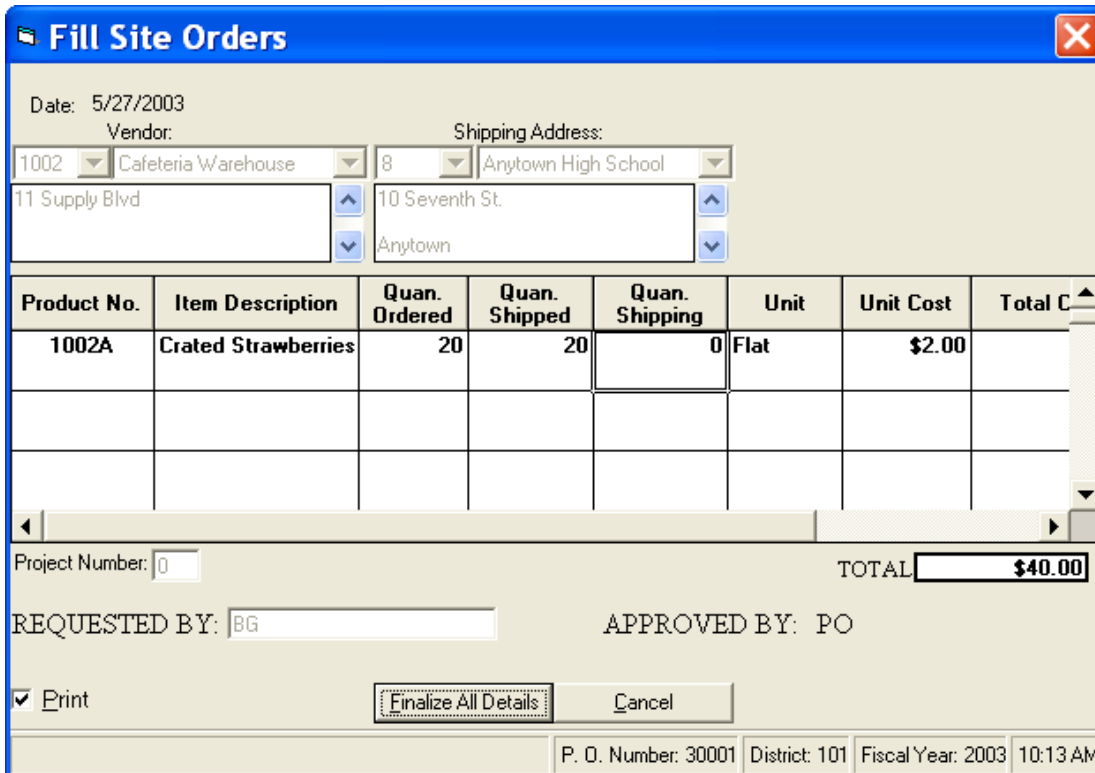


Illustration 4.3

4.4 A packing slip will print itemizing the products shipping and their cost.

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RETURNING ORDERS

5.1 Occasionally orders will need to be returned. Since the per-item cost may have changed since the order was shipped, the site must provide the original order number to the Warehouse so that they may search for and allow the system to automatically recalculate the per-item cost of inventory. Select the **Returns, Returns** menu option and **Search** for a specific order.

Illustration 5.1

5.2 Enter the amount of product being returned from this order in the Quantity Returning field. The account line(s) against which this may have been expensed will autofill in the accounts at the bottom, however the amount will need to be manually input. The reason for this is that the items may have been expensed out of multiple lines and the user will need to determine which account to abate. Click the **Add** button to save the transaction.

Illustration 5.2

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POSTING SITE ORDER EXPENSE

6.1 The Business Office or other District determined department will need to post the expense of the supplies ordered from the Warehouse to the GL. Select the **Site Orders, Post Site Orders** menu option from the Financial System screen. Use the **Search** button to fill the grid with unposted expenses.

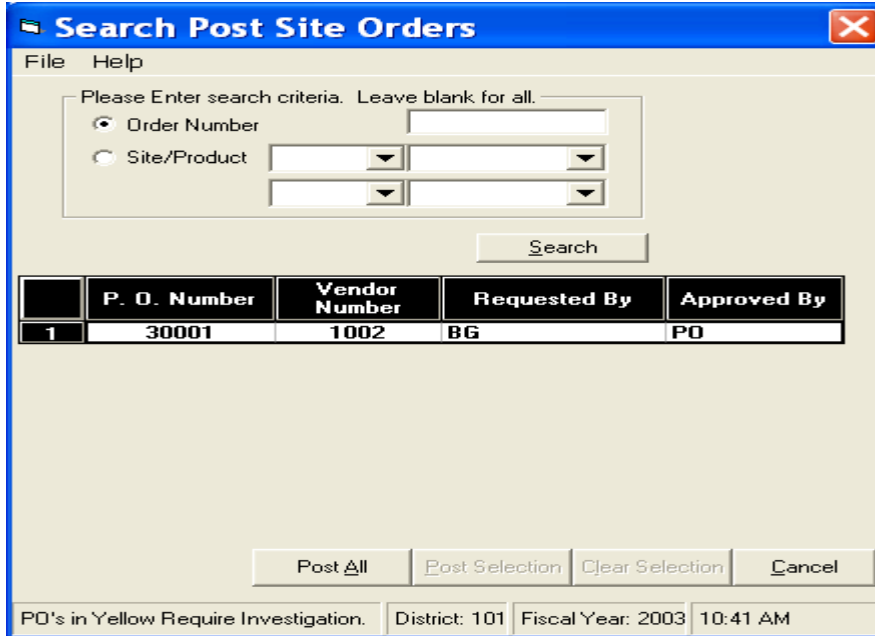


Illustration 6.1

6.2 Double-click in the item to bring it up in an edit screen. Here you can correct the account code if desired, or split the expense between one or more accounts. The total expensed must equal the total cost of the items that were received by the site. Click **Post** to expense the item and reduce the amount available in the account line.

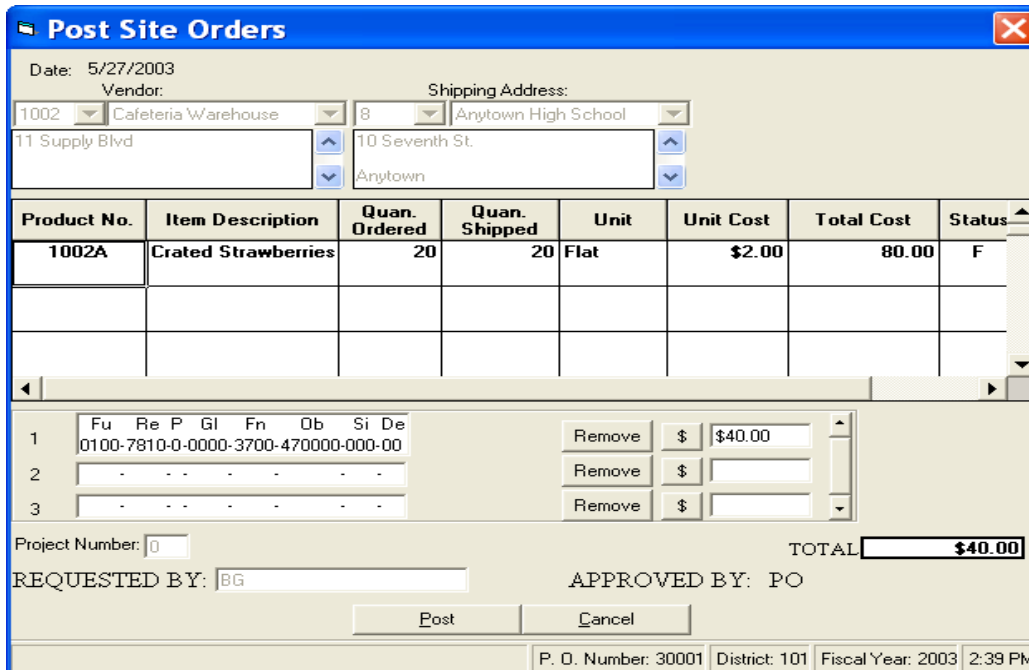


Illustration 6.2

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- 6.3 The postings will perform the following: In the fund where the expense is posted, the expense line will be debited, and the cash credited. The Warehouse fund will have additional postings, the inventory account will be credited for the item cost, and any profit or loss will post to the suspense account. The cash will be debited to reflect the transfer of assets. If the transaction crossed fund boundaries, the system will automatically create a transfer between the two funds to account for the flow of cash.

ADJUSTMENTS

- 7.1 Adjustments must be made to inventory when amounts are stolen, destroyed, or otherwise impaired. Since the cost must be evenly distributed among the remaining inventory, the Adjustment screen must be used. See the help menu for instructions on adjusting inventory cost.

RECONCILIATIONS

- 8.1 The Warehouse system contains powerful accounting tools that require the user's input and judgment. As a result, it is easily thrown out of balance and should be reconciled to the GL total of inventory on a regular basis; this will keep differences from accumulating.
- 8.2 Profit and loss calculations are built into the system should the District decide to use them. The most common application of this concept is including a management sales charge on each item that passes through the inventory control system. The profit and loss will be posted to the 9910 account, and may, if desired, be differentiated through the use of a sub-object or site designation. This accumulation should be periodically posted against the cost of running the Warehouse as described in the State School Accounting Manual.