

ACCPAC Course Objectives | Inventory Control

Maintaining Setup Information

- Setup Maintenance
- Setup Reports
- Changing Inventory Control Options
- Changing Company Options
- Changing Processing Options
- Changing Items Options
- Changing Documents Options
- Changing Integration Options
- Adding, Editing, and Deleting Item Structures
- Adding, Editing, and Deleting Segment Codes
- Adding, Editing, and Deleting Inventory Locations
- Adding, Editing, and Deleting Categories
- Adding, Editing, and Deleting Account Sets
- Adding, Editing, and Deleting Price List Codes

Maintaining Item and Price List Information

- Item and Price List Maintenance
- Adding, Editing, and Deleting Item Records
- Linking Vendors to Items
- Adding a Vendor to an Item
- Deleting a Vendor from an Item
- Editing Vendors
- Maintaining Price Lists
- Viewing Price List Information
- Assigning Items to Price Lists
- Editing Price Lists
- Deleting Items from Price Lists
- Copying Items to Other Price Lists
- Setting up Contract Pricing
- Updating Price Lists
- Adding, Editing, and Deleting Location Details
- Assigning Items to Locations
- Editing Location Details
- Removing Items from Locations
- Adding, Editing, and Deleting Manufacturers' Items
- Adding, Editing, and Deleting Reorder Quantities
- Adding, Editing, and Deleting Bills of Material
- Maintaining Item Statistics
- Updating Sales Statistics
- Deleting Sales Statistics
- Updating Transaction Statistics
- Deleting Transaction Statistics

Processing Inventory Control Transactions

- Processing Receipts and Shipments
- Entering and Posting Receipts, Receipt Returns, Receipt Adjustments, Shipments and Sales Returns
- Reporting Receipts, Receipt Returns, Receipt Adjustments, Shipments, and Sales Returns

- Using the Receipts Form
- Adding Receipts
- Editing Receipts
- Using the Shipments Form
- Entering Shipments and Sales Returns
- Processing Transfers, Adjustments, and Assemblies
- Running Day End Processing and Printing Posting Journals
- Using the Transfers Form
- Using the Adjustments Form
- Types of Adjustments
- Using the Assemblies/Disassemblies Form
- Posting Inventory Control Transactions
- Printing Posting Journals
- Retrieving Transaction History
- Viewing Current Transactions

Processing Physical Inventory

Day End and Periodic Processing

- Running Day End Processing
- Periodic Processing
- Clearing History
- Creating General Ledger Batches
- Deleting Inactive Records

Reports

- Standard Report Features
- Printing Reports
- Account Sets
- Alternate Items
- Bills of Material
- Bin/Shelf Labels
- Categories
- Contract Pricing
- G/L Transactions
- Printing Item and Price List Information
- Inventory Reconciliation
- Inventory Worksheet
- Item Labels
- Item Status
- Item Structures
- Item Valuation
- Location Details
- Locations
- Manufacturers' Items
- Markup Analysis
- Options
- Overstocked Items
- Posting Journals
- Price List Codes
- Price Lists
- Reorder Report
- Reorder Quantities
- Sales Statistics

Segment Codes
Selling Price and Margin Analysis
Serial Numbers
Slow Moving Items
Transaction History
Transaction Listing
Transaction Statistics
Vendor Details