

# Inventory Pro for Windows v 11.1

## Product Demonstration



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# Getting Started in Inventory Pro...

Go to Inventory, Managing Items, **Item Master List**

The item master list is all of your inventory items. If you are purchasing, receiving, tracking an item, then it must exist first in this list.



Click Add New to add your Item ID.

Fill out all information about the item. Some important fields to consider on the item master list:

- There are 5 tabs for data collection about each item.
  - Item Heater contains the main information about the items such as category. Any field that has a pencil icon or drop down list box is a list you populate. List can be populated through the Inventory main menu, then select Lists. Cost and reorder points are entered on this tab as well.
  - Stocking Properties contains field such as serial number and expiration date setup so Inventory Pro knows how to track the item.
  - More Details allows you enter a long text description about the item and this tab also has hidden fields for further customization.
  - Picture allows you to link to a picture of the item.
  - Custom Accounts has additional hidden fields for customization as well a field to be used if interfacing with an accounting system.



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# Warehouses and Locations Setup

Go to Inventory, Lists, then Inventory **Locations**.

Inventory Pro allows multiple warehouses and multiple locations within each warehouse. CISS recommends testing just one warehouse for simplicity so the standard trial will only have one warehouse turned on.

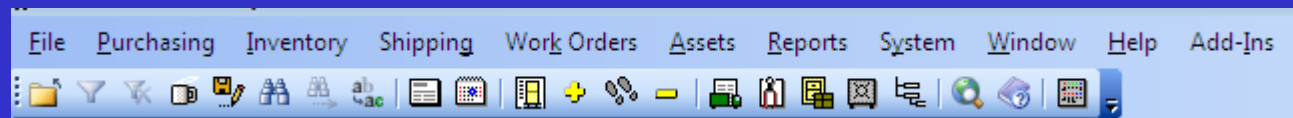
On the locations screen, you will see the warehouse field grayed out.

Add your locations to the warehouse by clicking the Add New button 

You can name your locations any combination of alpha and numeric characters. Even departments, employees, as well as traditional warehouse naming conventions can be used.

Once all of your Item ID's and locations are set up, you are ready to start receiving and tracking inventory.

The Switchboard appears on the left side of the screen. It contains quick links to the frequently used screens in Inventory Pro. All screens can be accessed through the main menu but the quick links exist to save steps.



# Receiving

There are two ways to receive in Inventory Pro.

- Direct Receive
- PO Receive

## Direct Receipts

Direct Receipts allow you to receive inventory without using a purchase order. The purchase orders are not required to use Inventory Pro. If you have a simple in and out process and Purchase Orders are not used, then use direct receipts. Even if you are using purchase orders for most inventory receipts, direct receipts will still be used from time to time for reasons such as a physical inventory, returns, etc.

To direct receive, go to Inventory, then Receive.

- Select or type in your item ID, enter the rest of the information such as units, location you are receiving into.
- The direct receive screen requires you to select a Positive Adjustment Code which is your reason for receiving the inventory. You can report on these later so use a reason that you might want to report on.
- Click receive when done. You can receive as many items in one transactions as you need to. Labels can also be printed from the receive screen.

| Item Id | Units | Net Wht | Location | Lot/Serial No | Reference | Remark |
|---------|-------|---------|----------|---------------|-----------|--------|
|         | 0     | 0       |          |               |           |        |

# PO Receive

**Purchase Orders** can be added and received against in Inventory Pro.

Go to Purchasing, then managing purchase orders, then all PO's. This screen will default to outstanding purchase order status on the right side of the screen. PO's have three statuses. Outstanding (nothing or partially received orders), canceled (orders that have no receipts that you canceled), and Completed (order which you have completed because there will be no more receipts for them).

Click the Add New PO button, then fill out the criteria on the 4 available tabs.

- The first tab, Order Header is where you select supplier, ship to location and enter information about the overall order.
- The Line Items tab is where you will enter the item you are ordering, qty, and cost you are paying if tracking costs.
- Invoice and Totals tab will allow you to enter sales tax and discounts etc.
- The Delivery Schedule tab is used to enter multiple receiving dates for the same line items if the order is not all coming in together.

PO's have many options such as a suppliers catalog, approvals, entering your own PO and more.

Once the PO is entered and it arrives, you will go to the PO and click the Receive Button. This will open the receive screen populated from the PO. Change qty's, enter locations, serials numbers, etc. Then click the receive button to finalize the receipt. The system will prompt to ask if the PO should be completed or remain open. If you plan to receive more for that order, leave it open. If not, complete it. You can reopen a completed PO, correct a PO receipt and return items to a vendor.



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# Locate and Move

Through the item master list or through the Inventory, **Locate and Move** screen, you can view stock on hand, find out where it is, move it from one location to another and more.

The Item Master List has 6 fields to show stock status.

- In stock show how many units you have in inventory. These are unit which are not on hold for any reason.
- The on hold shows how many are currently on hold.
- The committed will show you how many units are needed for outstanding shipping orders and work orders.
- The on order shows how many items are coming in on existing outstanding purchase orders.
- The packed will show you how many are removed from stock for a shipping order but have not left the building.
- Available is a calculation of in stock minus the committed to give you the units that are available.
- Just click on the magnifying glass to see the qtys for each status.

|            |   |        |
|------------|---|--------|
| Available: |   | 697    |
| In Stock:  | Q | 753    |
| On Hold:   | Q | 0      |
| Committed: | Q | 56     |
| On Order:  | Q | 520.11 |
| Packed:    | Q | 5      |



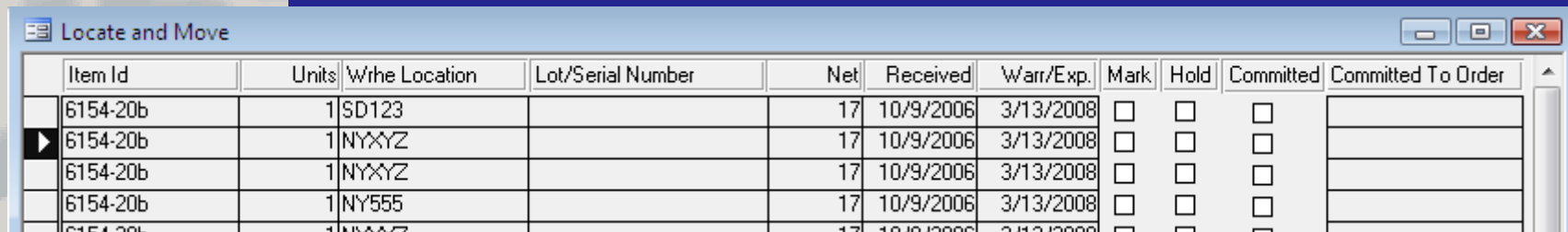
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The Locate and Move screen will display the same information as the in stock magnifying glass from the item master list but it allows you to filter differently. You can select a location, an item, a data range for receipts and move to view what stock meets that criteria you have entered. Once you click the View button, you will see the stock.

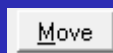
To Move items from one location to another select a line by placing the cursor over the item. When you click on a line, it will place an arrowhead on the line as shown below.



The screenshot shows a window titled "Locate and Move" with a table of inventory items. The table has the following columns: Item Id, Units, W/rhe Location, Lot/Serial Number, Net, Received, Warr/Exp., Mark, Hold, Committed, and Committed To Order. The first four rows of data are visible, each with an arrowhead pointing to the left in the first column, indicating they are selected.

| Item Id  | Units | W/rhe Location | Lot/Serial Number | Net | Received  | Warr/Exp. | Mark                     | Hold                     | Committed                | Committed To Order |
|----------|-------|----------------|-------------------|-----|-----------|-----------|--------------------------|--------------------------|--------------------------|--------------------|
| 6154-20b | 1     | SD123          |                   | 17  | 10/9/2006 | 3/13/2008 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |                    |
| 6154-20b | 1     | NYXYZ          |                   | 17  | 10/9/2006 | 3/13/2008 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |                    |
| 6154-20b | 1     | NYXYZ          |                   | 17  | 10/9/2006 | 3/13/2008 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |                    |
| 6154-20b | 1     | NY555          |                   | 17  | 10/9/2006 | 3/13/2008 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |                    |

Then Click the move button.



Select the location you are moving the inventory to and enter the number of units if less than shown, then click Move.

The inventory is placed into the new location and the move is logged into the systems Audit Trail. An Audit Trail will track each receipt, move, and issue of all stock. This is available under Reports, Inventory, then Audit Trail



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# Removing Inventory (Issuing)

In Inventory Pro, there are three ways to remove inventory.

- Work Order Issue
- Shipping Order Issue
- Direct Issue

## Work Order Issue

Work Orders have two functions.

One is assembling or kitting. On the item master list, click the components button to set up a Bill of Materials for a an item. Also check the item off as a Make on the stocking properties tab. This bill of materials then feeds into the Work Orders parts tab. When you select a finished good in the assembly field\ and enter a qty, click use components and the system will show your BOM. When you issue against a work order that is making an assembly, the system will receive the finished good and issue out all of the components.

Two is just issuing against the work order without using the assembly field. You can issue items to an asset or just to any work order number.

Work orders must have a status of Open (approved) before issuing against them. Work orders have back order options as well as documentation such as items to order for a work order, work order detail, and more. Work Orders will also allow you to commit specific stock items against them.



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## Shipping Order (Customer) Issue

**Shipping Orders** can be added and issued against in Inventory Pro. Go to Shipping, then managing shipping orders, then all shipping orders. This screen will default to outstanding order status on the right side of the screen. Shipping Orders have 4 statuses. Outstanding, canceled (orders that have no issues against them that you canceled), Packed ( orders that have been picked and removed from inventory but not yet left the building) and Completed (order which you have completed because there will be no more issue transactions for them. Click the Add New SO button, then fill out the criteria on the 4 available tabs.

- The first tab, Order Header is where you select the customer and enter information about the overall order.
- The Line Items tab is where you will enter the item, qty, and price you are charging for the item if tracking costs.
- Invoice and Totals tab will allow you to enter sales tax and discounts etc.
- Instructions tab is for any written instructions to appear on the packing slip or be seen internally.



Pick List


Now you can print a Pick List by clicking the pick button  You then can proceed to pack an order by clicking Pack



### 1. Load All

Use the load all button to have the system pick in FIFO, LIFO, or by Serial depending upon your system options or click the Whse button to select which ones you are picking on your own.

### 2. Pack

Clicking Pack will then place the order into packed status. The  packed order will then need to be Issued by clicking the issue button when it leaves.



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# Direct Issue

**Direct issue** removes stock without needing a shipping or work order. Direct issues can be used instead of work orders or/and shipping orders or for physical inventory counts to adjust the inventory, removing obsolete inventory, removing damages, etc.

Direct issues require a negative adjustment code which is a reason code. You create your reasons so they can be employees, locations items were sent to, or typical reasons as mentioned above. They serve as a good reporting tool for why items are issued if not from the work or shipping orders.

To Direct Issue, Click Inventory on the main menu, then Issue.

Fill out the needed information

- Adjustment Code, Item ID, Units
- Then either select the 1. load All button which will select inventory based on LIFO, FIFO, or serial number depending upon your system settings or you can click on the Whse Location Button to select the units/location/serial number on your own.
- Click 2. Issue button to remove inventory.

| Item Id | Units | Whse Location | Lot/Serial No. | Reference |
|---------|-------|---------------|----------------|-----------|
| ALS001X | 5     |               |                | ADJ04981- |
|         | 0     |               |                |           |

For more information, user assistance, questions, or to schedule a remote demonstration, please call 610.266.7200.

We look forward to hearing from you!

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