

Inventory Control

Duration: ½ day

Entrance Requirements

Storekeeping knowledge, computer literacy knowledge and bookkeeping.

Course Content:

Item / Price Lists <ul style="list-style-type: none"> • Add / Modify / Delete Items • Add / Modify / Delete Vendor Details • Add / Modify / Delete Customer Details • Add / Modify / Delete Item Pricing • Add / Modify / Delete Contract Pricing • Add / Modify / Delete Location Details • Add / Modify / Delete Manufacturer Items • Add / Modify / Delete Reorder Quantities • Add / Modify / Delete Bills of Materials • Add / Modify / Delete Kitting Items 	Setup Reports <ul style="list-style-type: none"> • Alternate Items • Vendor Details • Locations • Location Details • Categories • Bills of Materials • Reorder Quantities • Account Sets • Price List Codes • Item Structures • Segment Codes • Options
Transactions <ul style="list-style-type: none"> • Receipting Stock • Shipping Stock • Internal Usage • Adjustments • Transfers • Assemblies • Assemblies / Disassemblies 	Price / Sales Analysis Reports <ul style="list-style-type: none"> • Price Lists • Contract Pricing • Selling Price / Margin Analysis • Sales Statistics • Transaction Statistics • Transaction History • Posting Journals • G / L Transactions
Statistics and Inquiries	Stock Control Reports <ul style="list-style-type: none"> • Item Status • Item Valuation • Overstocked Items • Reorder Report • Slow Moving Items • Bin / Shelf Labels • Item Labels • Serial Numbers
Physical Inventory <ul style="list-style-type: none"> • Stock Take Procedures 	Day End Processing