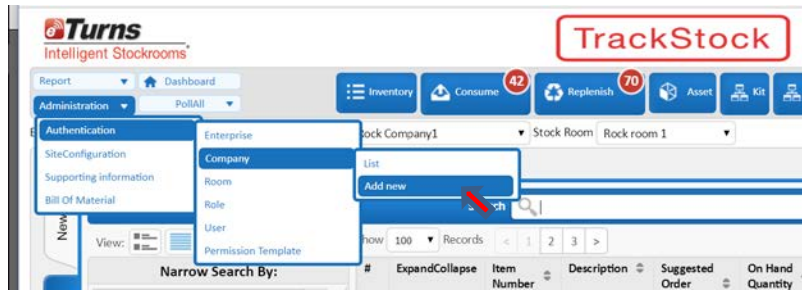# TRACKSTOCK SET UP OF COMPANY and STOCKROOM
10-23-2017

1) **COMPANY SET UP**:
   a. Hover over Administration / Authentication / Company: Click on Company

   b.
   c. Fill in at least Name of organization. All else is optional. Click Save.

2) **STOCKROOM SETUP**:
   a. Click on Company dropdown and click on Company just created:

b.

c. Then, hover over Administration / Authentication / Rooms: Click on Rooms

d.

e. List of Rooms in Enterprise is displayed if Enterprise Admin:

f.

g. Click on New tab on left:

h. Complete required and optional fields:

i.

j. **Room data explained by Section**:
   i. **General Details**:
      1. Enter Stockroom name
      2. Is Room Active:
         a. If checked, then all functions in TrackStock are available, and
         b. The room is billable
         c. If not checked, then the user has access to all functions to set up the room, roles, users, import items, other tables.
         d. No transactions can be created if not active.
   ii. **Contact details**: Self explanatory
   iii. **Invoicing details**:
      1. Customer number: this Company's customer number.
   iv. **Last Transaction Number**:
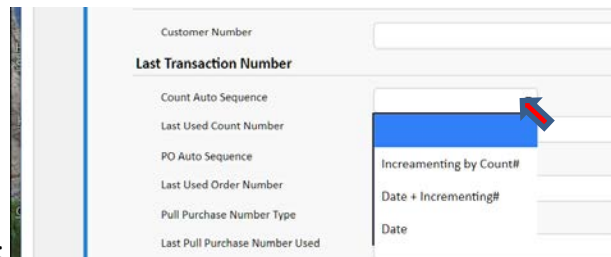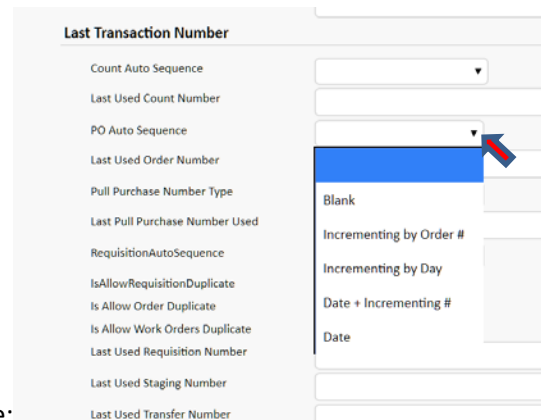
      1. Count Auto Sequence:
         a. Incrementing by Count #: Each new Count is one higher # than the "Last Used Count Number" shown on the next line.
         b. Date + Incrementing #: 10-22-2017 114. Each new Count will have today's date then the next higher # than the "Last Used Count Number".
         c. Date: 10-22-2017, used for all counts that day.

      2. PO Auto Sequence:
         a. Blank: User must fill in the PO # each time an order is created.
         b. Incrementing by Order #: Simple increasing #
         c. Incrementing by Day: Monday, Tuesday, Wednesday, etc.

d. Date + Incrementing #: 10-22-2017 114. Each new PO will have today's date plus the next higher # thank the "Last Used Order Number"

e. Date: 10-22-2017, used for all Orders that day.

3. Pull Purchase Number Type:

a. These numbers are used when Consigned Pulls are done creating a "Purchase" of the item consummed.

b. Fixed: The number never changes, similar to a Blank PO #.

c. Incrementing by Order #: Simple increasing #

d. Date + Incrementing #: 10-22-2017 114. Each new PO will have today's date plus the next higher # thank the "Last Used Order Number"

e. Date: 10-22-2017, used for all Orders that day.

4. Requisition Auto Sequence:

a. Requisitions document future demand.

b. Blank: The user must fill in this # each new Requisition.

c. Incrementing by Order #: Simple increasing #

d. Implementing by Day: Monday, Tuesday, Wednesday, etc.

e. Date + Incrementing #: 10-22-2017 114. Each new PO will have today's date plus the next higher # thank the "Last Used Order Number"

f. Date: 10-22-2017, used for all Orders that day.

RequisitionAutoSequence	▼
IsAllowRequisitionDuplicate	☑
Is Allow Order Duplicate	☑
Is Allow Work Orders Duplicate	☑
Last Used Requisition Number	

5. <u>Allowing duplicate #s</u>:
   a. Default is checked which allows Requisitions, Orders, and Work Order numbers to be duplicated.

Last Used Requisition Number	
Last Used Staging Number		
Last Used Transfer Number	
Last Used Work Order Number	
Last Used Asset Number	
Last Used Bin Number	
Last Used Project spend Number	
Last Used Tool Number	

6. <u>Last used #s</u>:
   a. User may enter/edit any of these numbers to indicate what is wanted for the next #.

AllowInsertingItemOnScan	☐
Allow pull beyond available quantity	☑

Save

7. <u>Allow insert # on scan</u>:
   a. If checked, then scanning an "Unrecognized item" on Smartphones will add the items to the BOM. Default is not checked.
8. <u>Allow pull beyond available quantity</u>:
   a. Default is checked. Allows negative Quantity on Hand, which typically means a receive has not been processed.

v. **Replenishing Details**:

Replenishing Details

Replenishment Room	▼
Replenishment Type *	Both ▼

Taxation Details

Item replenish
Location replenish
Both

Tax1 Name	
Tax1 Percent	

1. <u>Replenishing Room</u>:
   a. This dropdown is used to indicate the other Stockroom that is used to replenish this stockroom as in a transfer from a central stocking location to a truck. This room then becomes the default transfer from location.
2. <u>Replenishment Type</u>:

a. Item Replenish: means that the PARS / Mins / Maxs will be set at the item level. The first step in determining if a Suggested Order (SO) will be created is to add up all quantities on hand in each Location for this item in this room, then compare to PAR / Min.

b. Location Replenish: means that the PAR / Mins /Maxs will be set at the Location level. Therefore, each Location's quantity on hand will be compared to its PAR / Min to determine if a SO will be created, no matter how much is on hand in another Location of the item.

c. Both: this allows a Room to have both types of replenishment. If either of the first 2 are selected, then the other type is not permitted. Safe practice here is to choose "Both."

vi. **Taxation Details**:

Taxation Details

	☐ Tax1 Parts
	☐ Tax1 Labor
Tax1 Name	
Tax1 Percent	
	☐ Tax2 Parts
	☐ Tax2 Labor
Tax2 Name	
Tax2 Percent	
	☐ Tax2 On Tax1

1.

2. Check Tax1 Parts if items on a Work Order are to be taxed.

3. Check Tax1 Labor if labor on a Work Order is to be taxed.

4. Tax1 Name: enter Name of Tax1

5. Tax1 Percent: enter the tax rate.

6. Same for Tax 2. However, Tax 2 is the tax on Tax1. Not common.

vii. **Other Details:**

Other Details

Default Bin Name	
DefaultSupplierID	▼
Slow Moving Value	

1.

2. Default Bin Name: Enter the name of the Location / Bin of items that will be the most used Location Name. This default Location will be created for each new item without the user having to enter it.

3. <u>Default SupplierID</u>: This is the Name of the Default Supplier for the Stockroom. Therefore, the default Supplier will be created for each new item without the user having to enter it.

Slow Moving Value	0
Fast Moving Value	0

4. Inventory Consumption Method | ▾ |

5. <u>Slow Moving Value</u>: This is the threshold below which any item will be labeled as Slow Moving on the Dashboard. The measurement is Inventory Turns. This calculation is set in the Dashboard Settings wheel.

6. <u>Fast Moving Value</u>: This is the threshold above which any item will be labeled as Fast Moving on the Dashboard. The measurement is Inventory Turns. This calculation is set in the Dashboard Settings wheel.

7. <u>Inventory Consumption Method</u>: The dropdown choices are LIFO (Last In, First Out) and FIFO (First In, First Out). This setting determines which item is pulled based on the date it was received.

Inventory Consumption Method	▾
Global Markup Parts	
Global Markup Labor	

8. <u>Global Markup Parts and Labor</u>: this is a percentage value used to Mark Up Cost to Price in all items. If there is no markup in an item, then this value is used to calculate Price from Cost.

9. <u>Invoice Branch # and Name</u>:

Invoice Branch # *	1
Invoice Branch Name *	HQ

10. This Branch number is used for eTurns billing purposes.

	HQ
Valuing Inventory Method	Last cost ▾
Base Of Inventory Value	▾

11.

12. <u>Valuing Inventory Method</u>: Choices are Last Cost or Average Cost.

13. <u>Base of Inventory Value:</u> Choices are Extended Cost or Turns. This metric is used for each item's Inventory Classification. The ranges for each Classification are set in the Supporting tables. An Item's Classification can be fixed or its use will change its Classification if the Auto recalculate is checked in the Dashboard Settings Wheel page.

14.

15. Project Spend captures the cost of material pulled. If this box is checked then each Pull or Work Order Pull must have a Project Spend to which it is associated.

16. Consignment: If there will be ANY items that are Consigned, then this box must be checked which then allows an Item to be Consigned.

17. Suggested Order: the default is checked which means that this Stockroom will be replenished using the SO process sending POs to one or more supplier(s). If not checked, then PAR / Min / Max will be ignored.

18. Suggested Transfer: the default is not checked. Check this box if this Stockroom will be replenished by transferring material from another Stockroom. PAR / Min / Max will be used to create Suggested Transfers.

19. Both Suggested Order and Suggested Transfer can be checked, if in fact, the Stockroom can be replenished from either a Supplier or another Stockroom.

20.

21. Requested X Days: this is the number of days before the Required date of items in a Requisition which will then be highlighted in the item grid of a Requisition.

22. Shelf Life lead time Ord Report and LeadTimeOrdRpt: these 2 values provide 2 variables to receive advanced notice on expiring items.

23.

24. This is the place where the user sets up the Schedule for TrackStock to look in the Cart for any Transfer items. If there are any, TrackStock will gather them into a Transfer request and send it to the Replenishing Room.

Room Module Settings

Module Name	Calculation Price
Requisitions	⦿ Sell Price ○ Last Cost
Work Orders	⦿ Sell Price ○ Last Cost
Orders	⦿ Sell Price ○ Last Cost

25.

26. These 3 settings allow the user to display either Last Cost or Sell Price on these Transaction types.