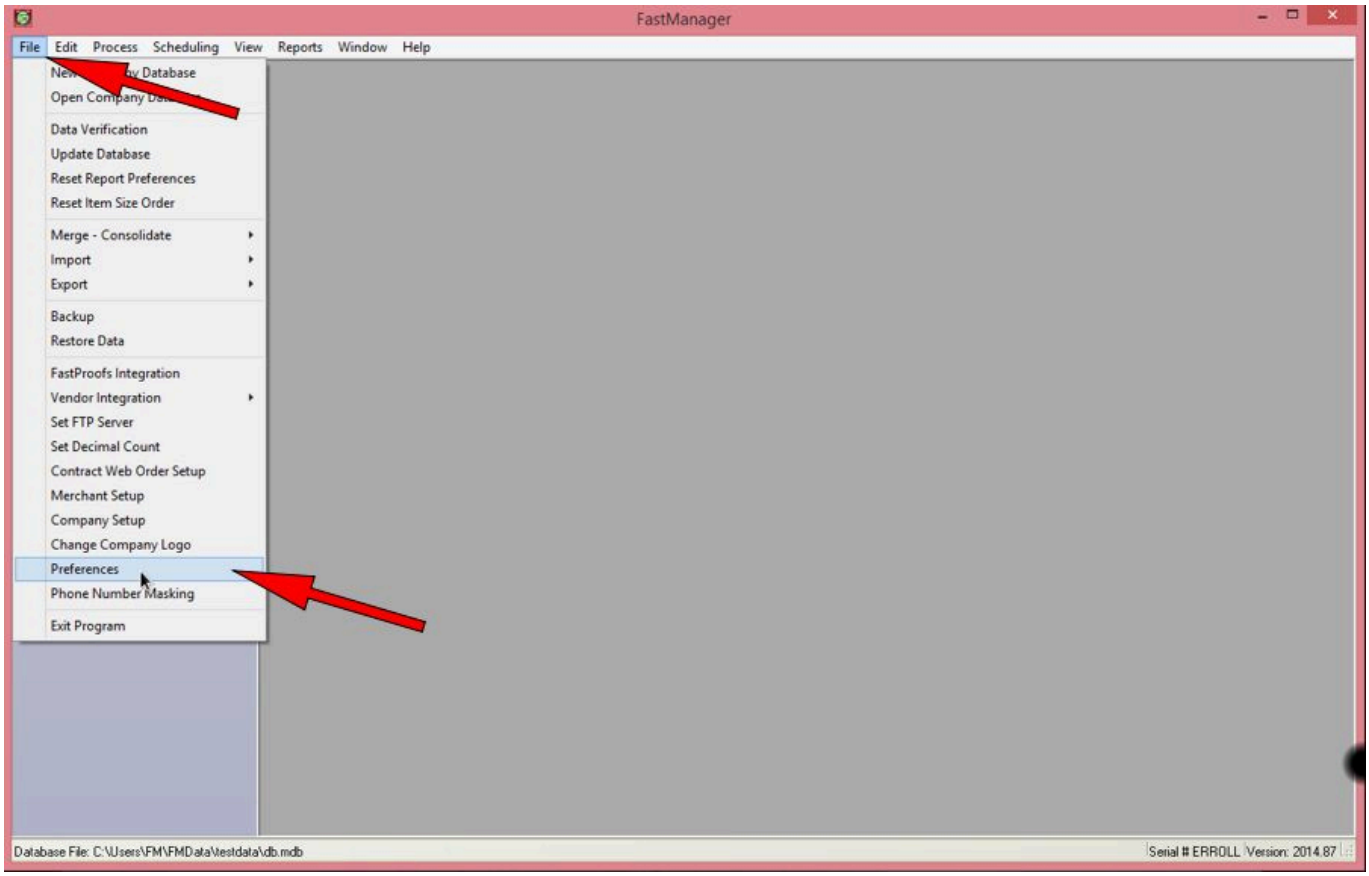
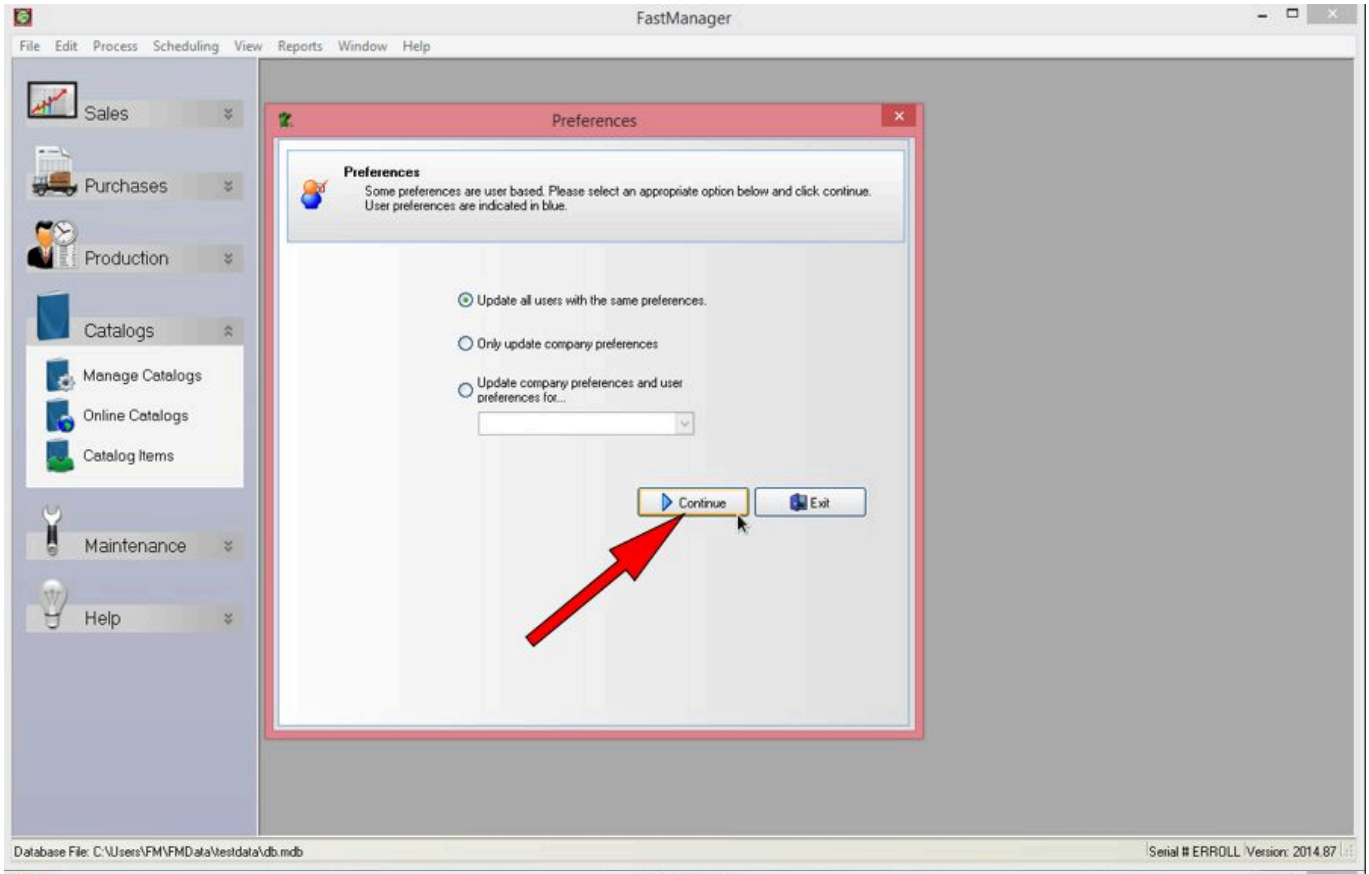
Inventory Management

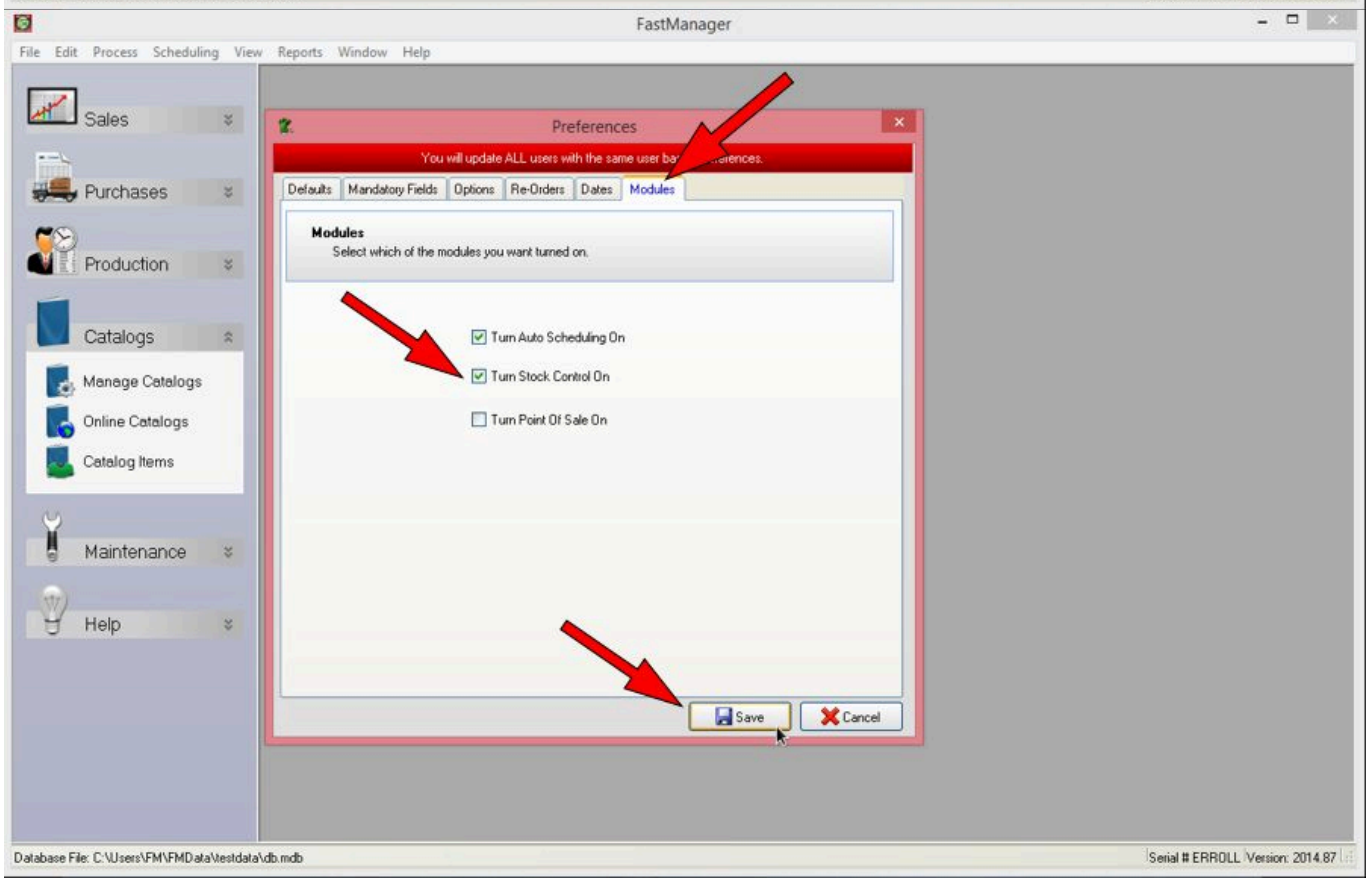
Inventory management is only available with the Pro and Premier versions of FastManager

Enable the Inventory module

First of all, ensure the module is enabled:
`File -> Preferences -> (continue) -> Modules`




FastManager
File Edit Process Scheduling View Reports Window Help
Sales
Purchases
Production
Catalogs
Manage Catalogs
Online Catalogs
Catalog Items
Maintenance
Help
Preferences
Preferences
Some preferences are user based. Please select an appropriate option below and click continue.
User preferences are indicated in blue.
Update all users with the same preferences.
Only update company preferences
Update company preferences and user preferences for...
Continue
Exit
Database File: C:\Users\FM\FMData\testdata\db.mdb
Serial # ERROLL Version: 2014.87


FastManager
File Edit Process Scheduling View Reports Window Help
Sales
Purchases
Production
Catalogs
Manage Catalogs
Online Catalogs
Catalog Items
Maintenance
Help
Preferences
Defaults
Mandatory Fields
Options
Re-Orders
Dates
Modules
Modules
Select which of the modules you want turned on.
Turn Auto Scheduling On
Turn Stock Control On
Turn Point Of Sale On
Save
Cancel
Database File: C:\Users\FM\FMData\testdata\db.mdb
Serial # ERROLL Version: 2014.87

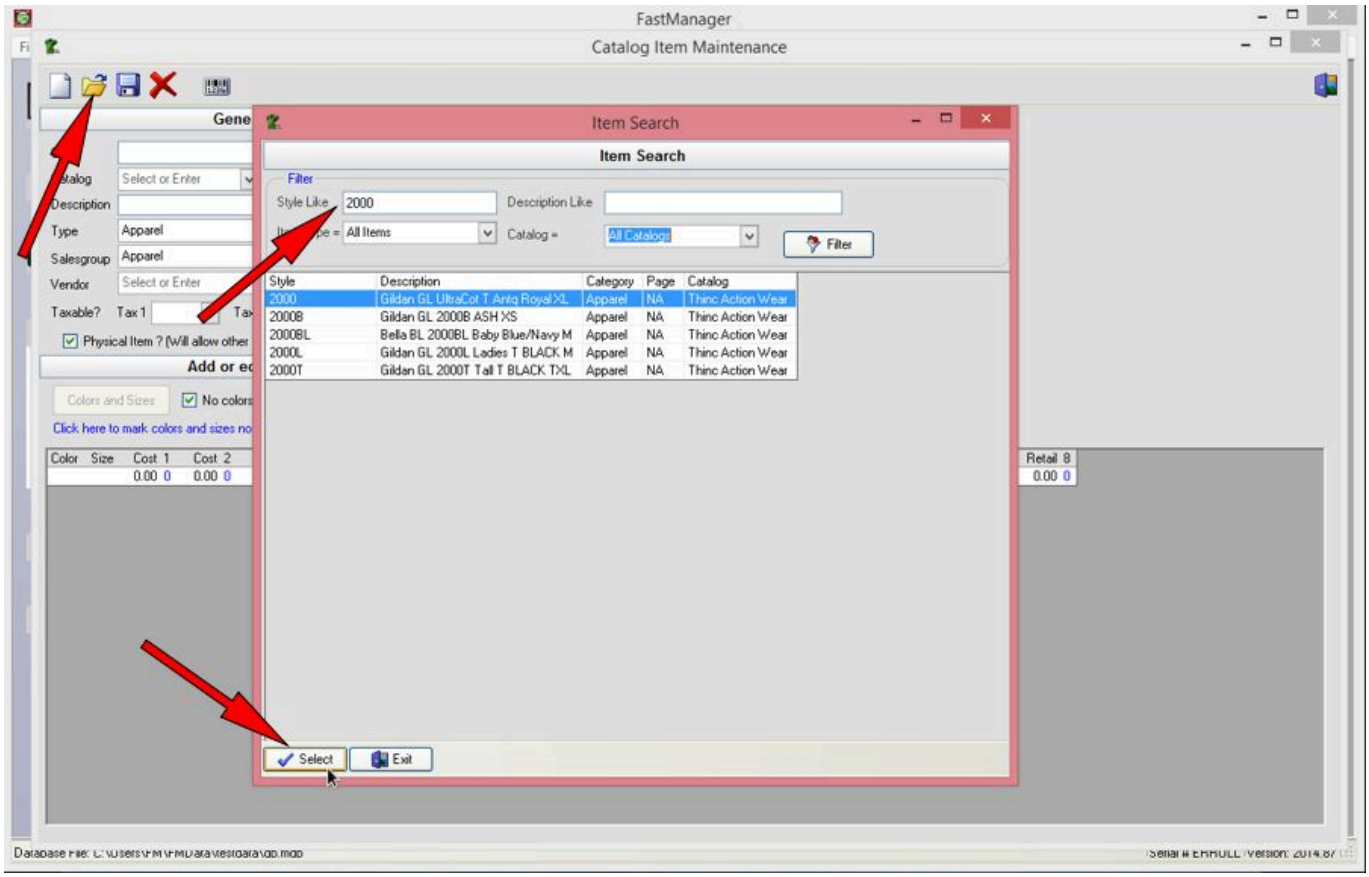
Adding to your inventory

Add inventory manually

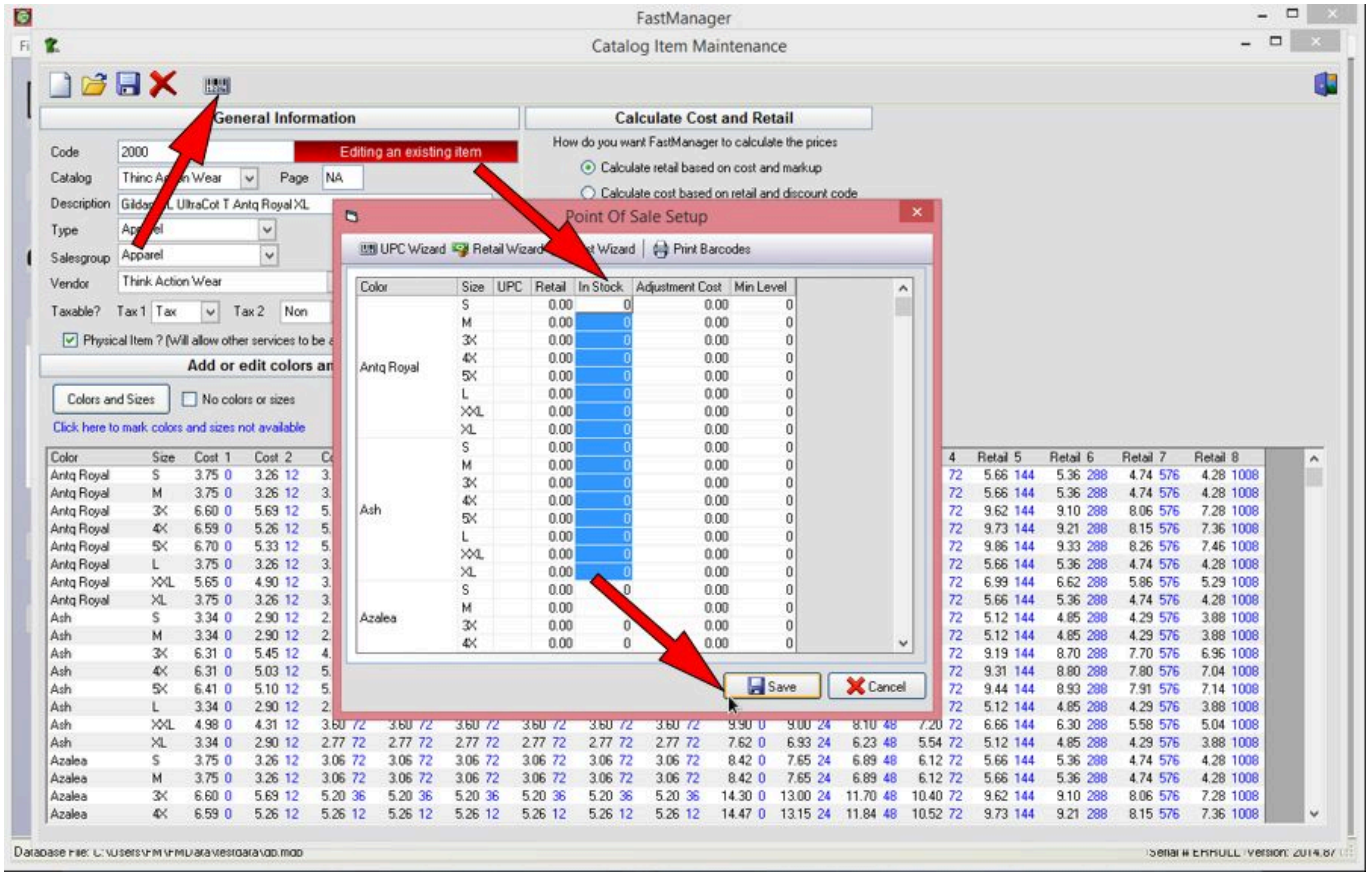
You can manually add existing inventory quantities to your catalog items.

You will need to do this for each individual *Style Code*

- Go to `Edit -> Catalogs Items` and click on the Open icon
- Open a Style Code that you regularly carry inventory of, for example, the `2000 - Gildan`

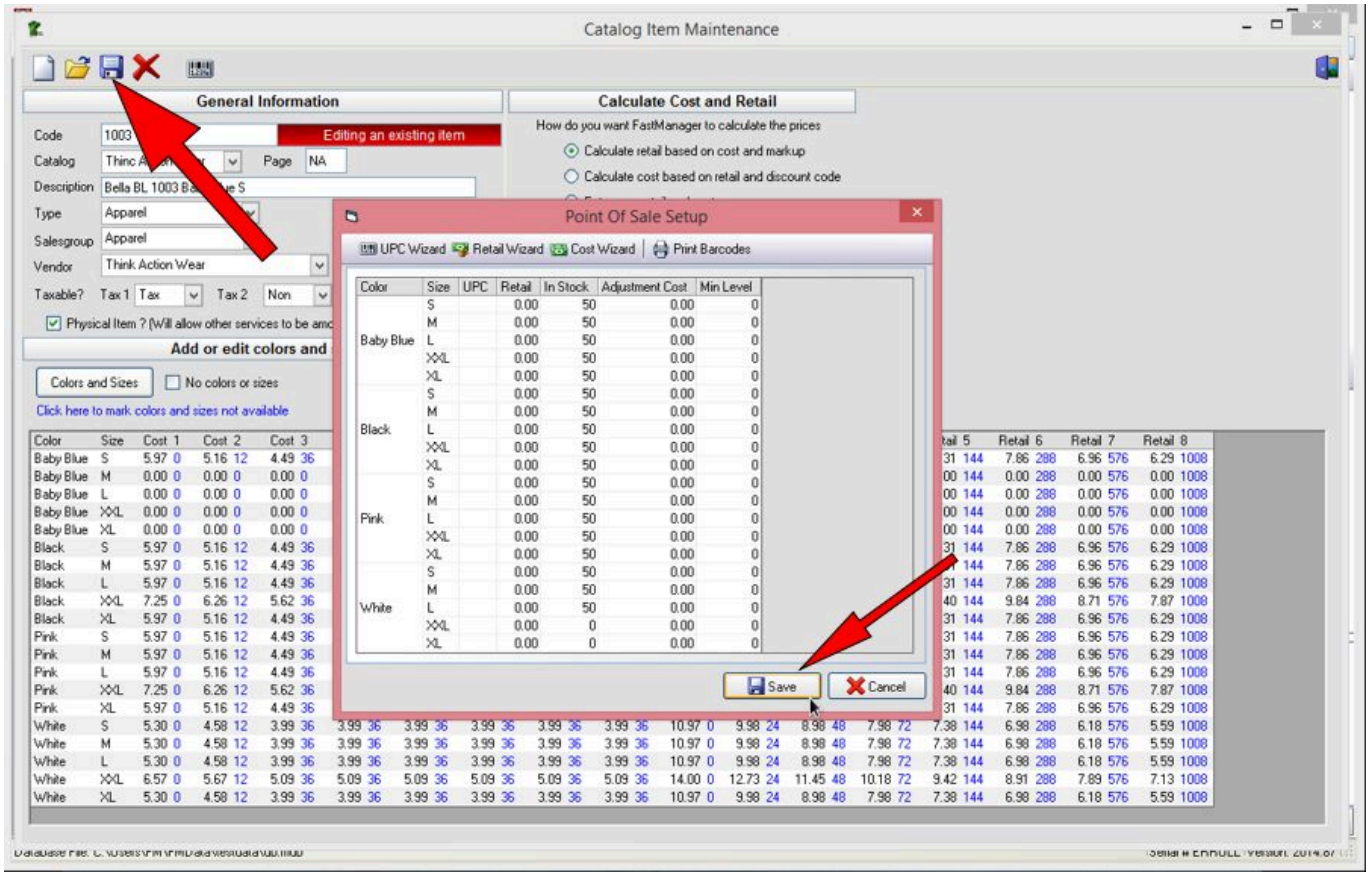


- Next, click on the barcode icon to open the *Inventory* window



- In the `In Stock` column you can enter the actual quantities that you have on hand right now
- In the `Min Level` column, you can specify the minimum quantity that you wish to keep on hand at all times.
    - If the total stock on hand drops below this level, FastManager will automagically add the difference to the PO Wizard
- If you know the prices you paid for the current “on hand” stock items, you can include that value in the `Adjustment Cost` column. This will allow FastManager to calculate the total value of your opening stock.

Don't forget that you have to click Save **twice**:
Once in the Stock/POS Screen, and **again** to save the actual item



PO's from the PO Wizard

Whenever you convert a Quotation to a Work In Progress, FastManager adds the items from that order to the PO Wizard,

- When you create a Purchase Order and then check it in, FastManager will add those items to your inventory, then immediately "book them out" to the job.
    - This will create "Movement" of your stock (*qty in → qty out*)

PO's that are not linked to any job

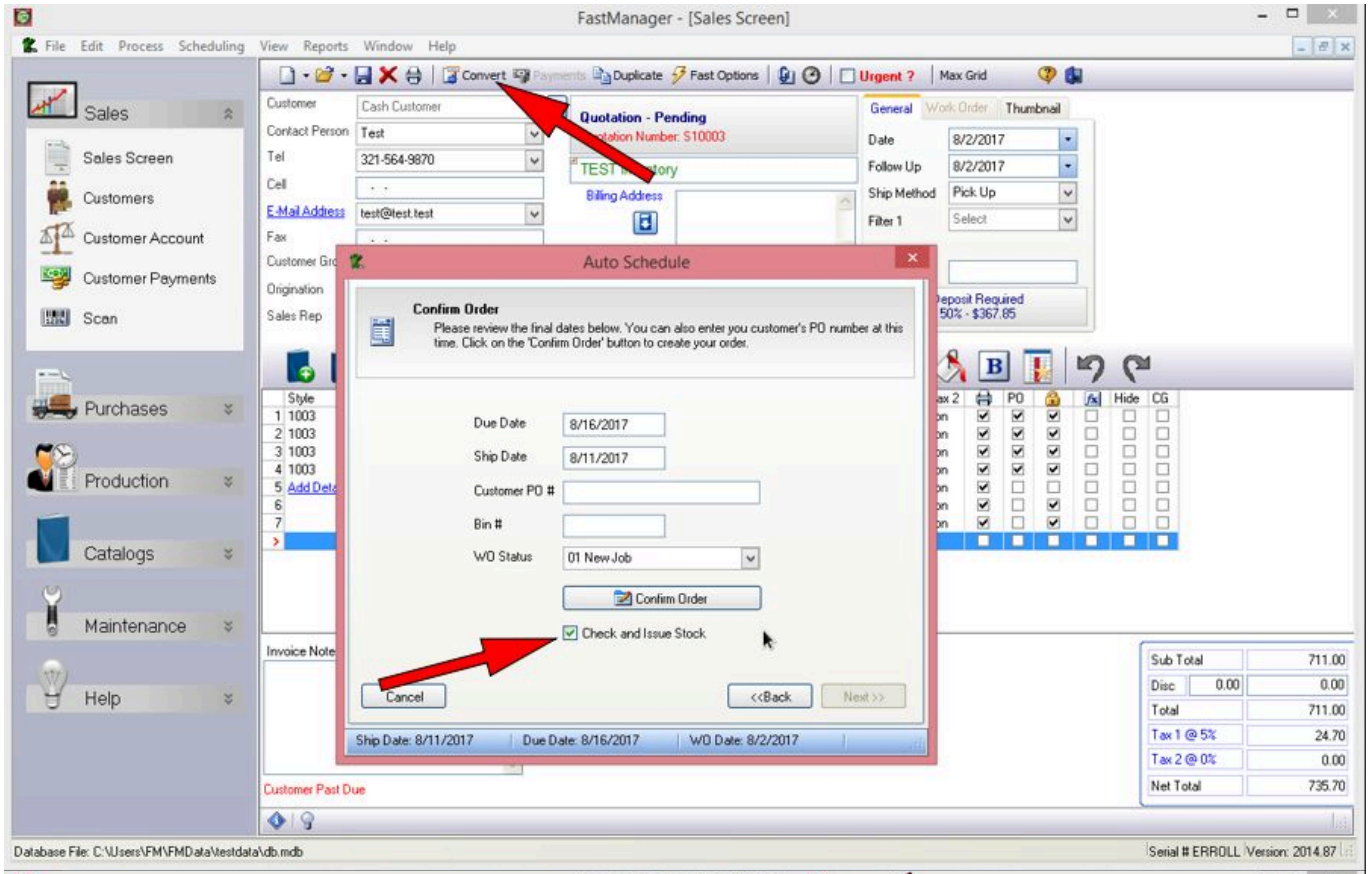
If you create a new Purchase Order directly from the Purchase Order List screen and then check it in with the `Receive Goods` button, those items will *"go into stock"*, increasing the quantity that you have on hand of those items.

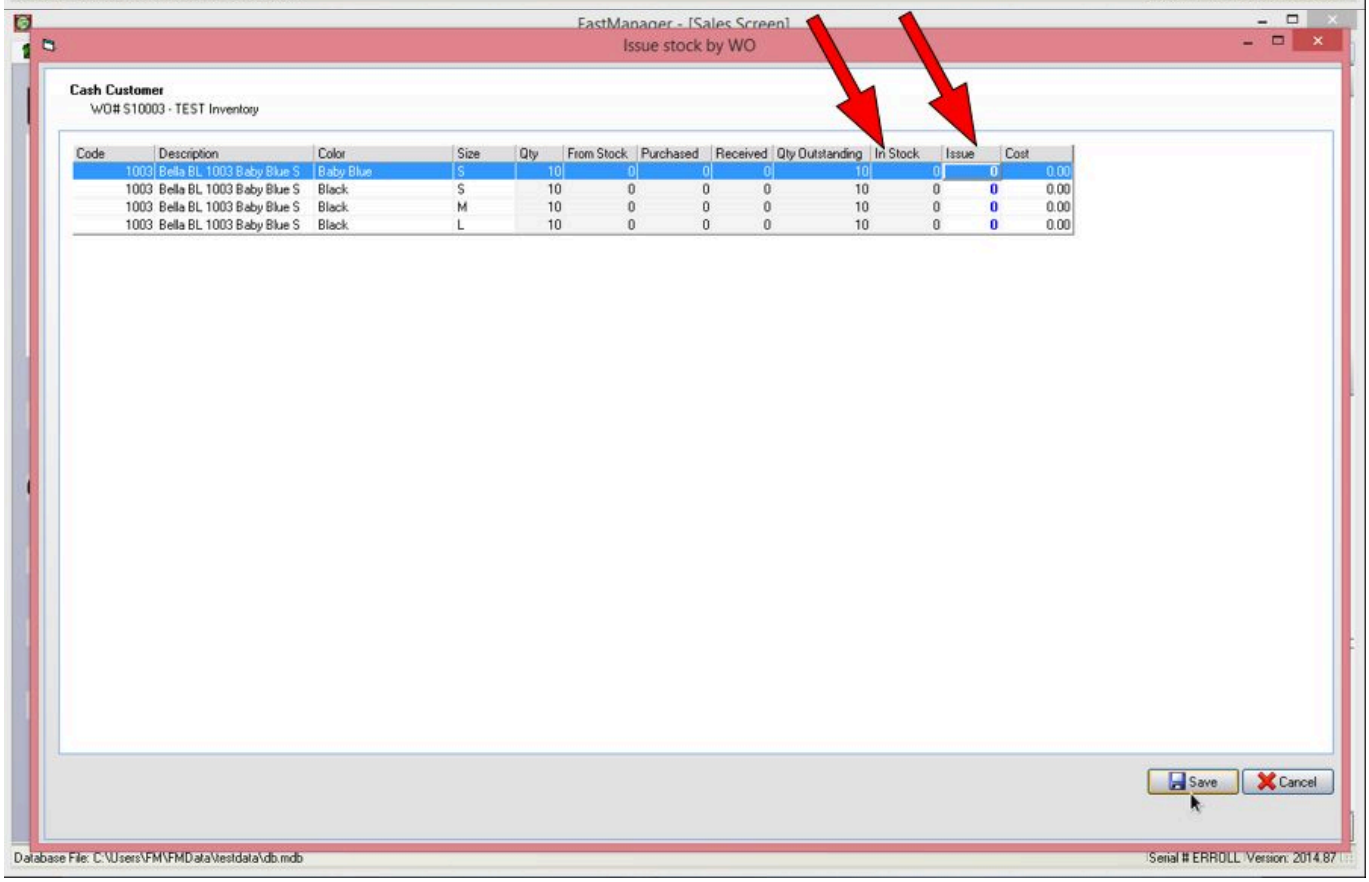
Issuing stock to open Jobs

The first place that you can do this, is at the same time as you convert your Quotation to a Work-in-progress ("Work Order")

- Open the Quotation on the Sales Screen and click on Convert → `Work in progress`

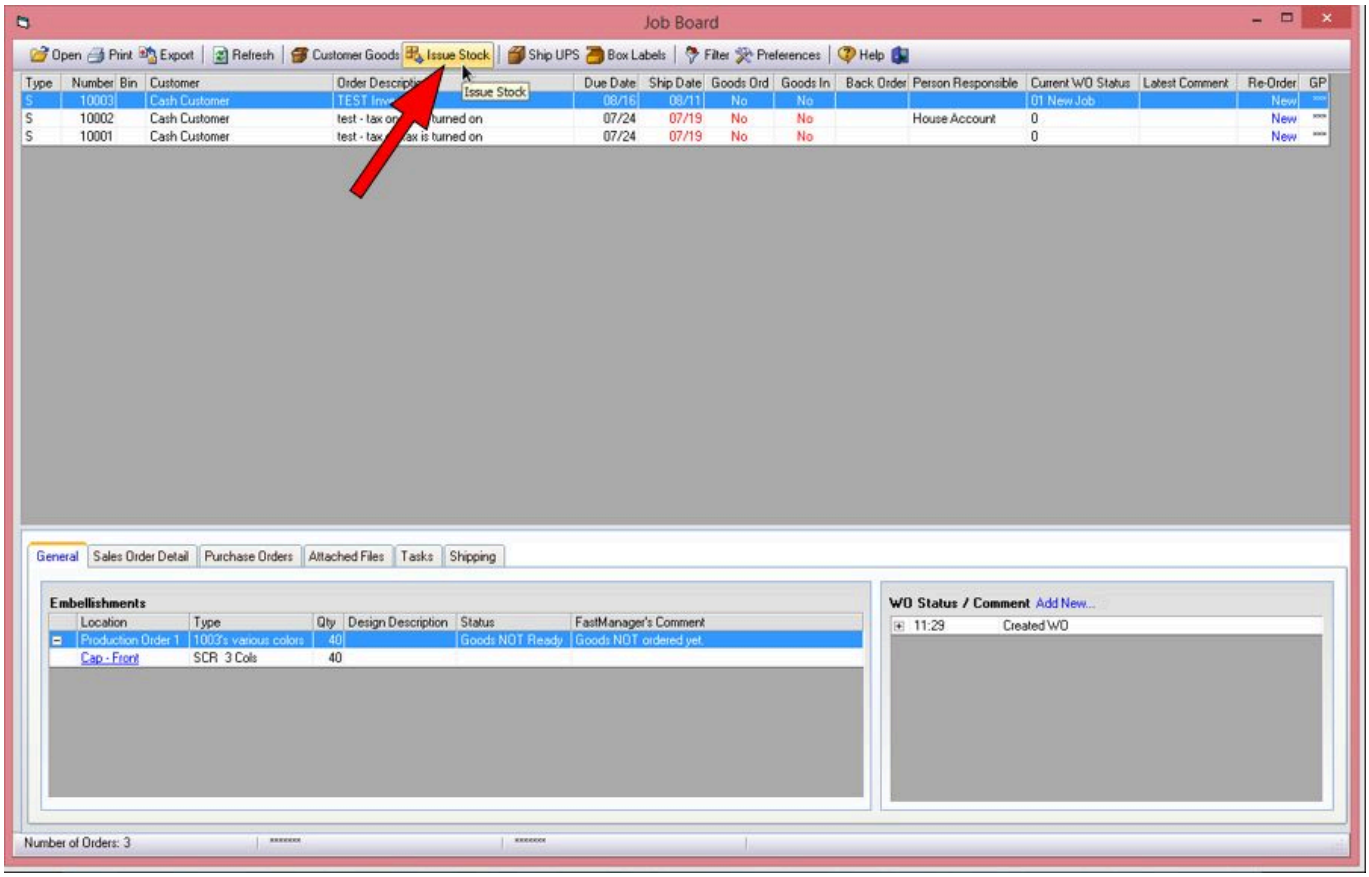
- Follow the Work Order wizard as you normally would, with one exception:
  - On the last screen, *before* you click on Confirm Order, be sure to check the box: `Check and issue stock`
  - This will cause the `Stock Issue` screen to pop up when you click on Confirm Order



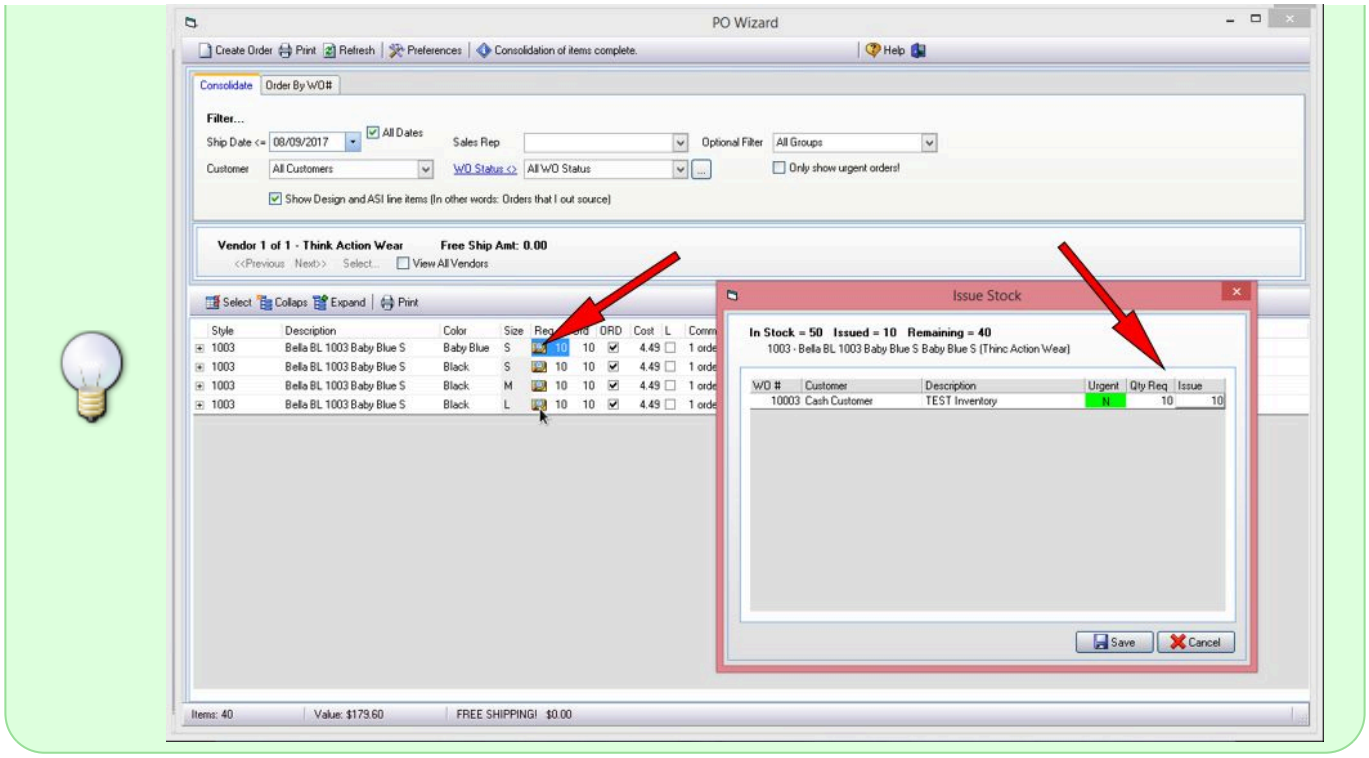


- Check the `In Stock` column to see what inventory you have on hand
- Enter the quantities you want to issue to this job into the `Issue` column
- Click on Save

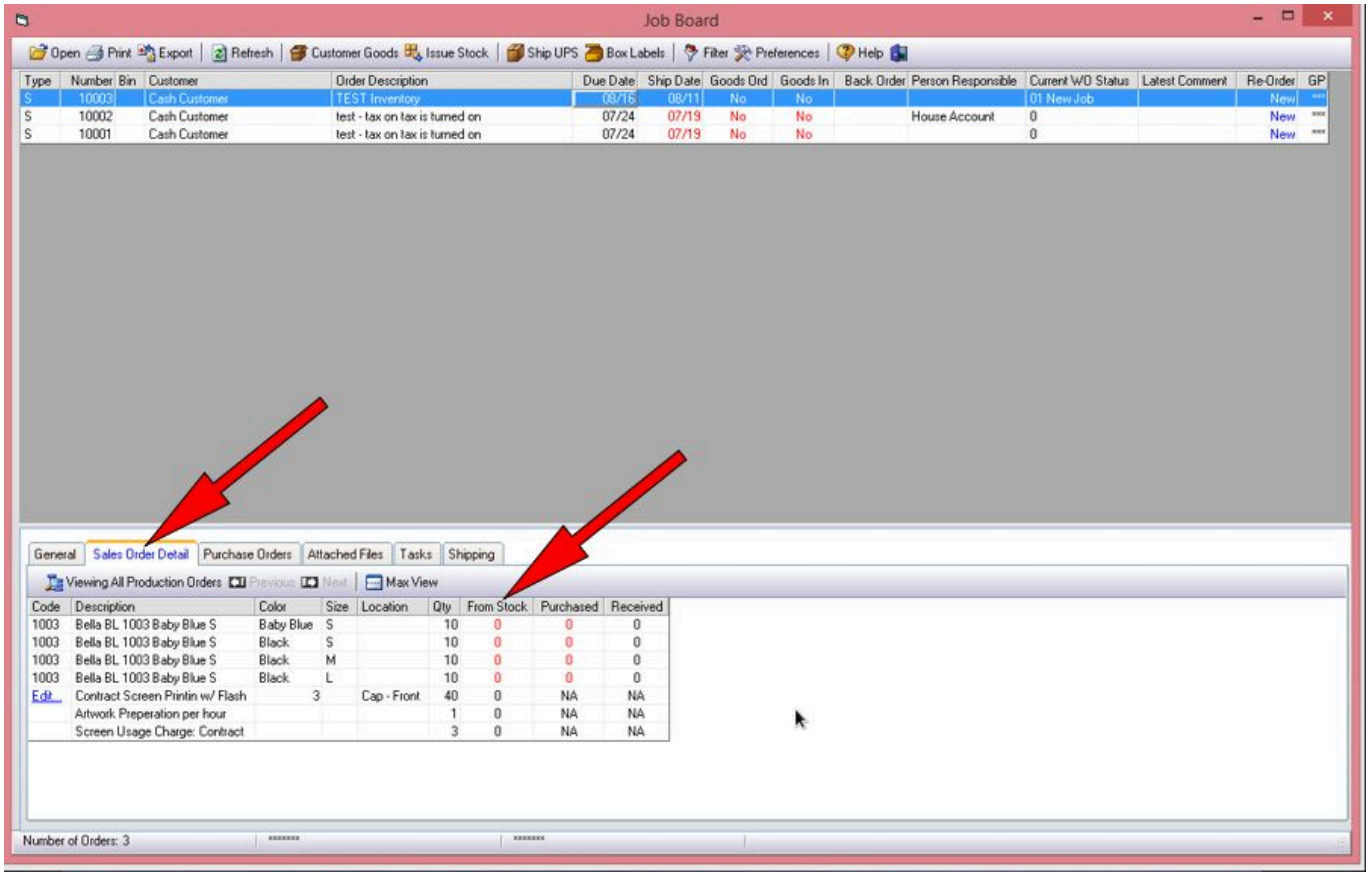
The Issue Stock button on the Job Board can also be used to issue stock to open jobs:



You can also issue stock to existing jobs from the PO Wizard (the icon will only appear if there is stock available of the item/s):



On the Job Board → `Sales Order Detail` tab, you can see what quantities have already been issued to the job in the `From Stock` column:



Stock Reports

There are 4 Stock reports. You can find them all on the `Reports` menu (right at the bottom)

Each of these reports has various `Filter` options that allow you to filter to a particular *Date Range*, *Style Code* or *Catalog*.
It is highly recommended to `Filter` the report to just one *Style Code*, or at least one catalog at a time, or else you may end up with a very large report that can at times even cause FastManager to stop responding for some seconds while it compiles the report.
This is mainly due to the fact that any given catalog can have 10's of thousands of individual SKU's, and this is compounded if you try to look at ALL the SKU's from ALL the catalogs all at once (*that is 100's of thousands of items!*)

Stock Movement Report

The Stock movement Report shows every transaction for a given time period that either increased or decreased the total quantity of a given item, plus the “Balance” - which is the total stock on hand after each transaction.

- It shows how inventory has moved IN and OUT of FastManager over the given time period

Stock Report

The Stock Report shows the total current quantity on hand of a given item, including:

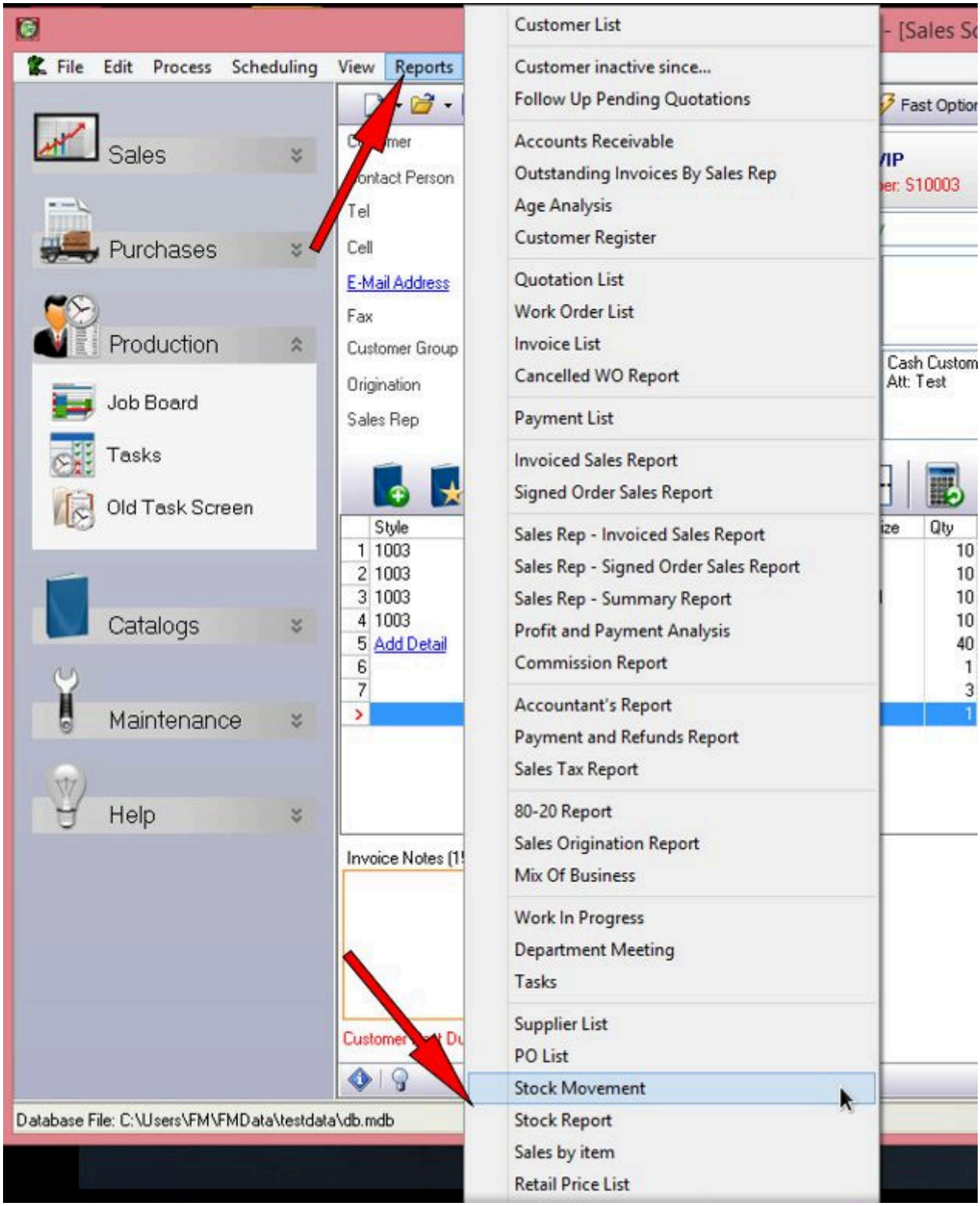
- Quantity “In stock” (not issued to any jobs)
- Quantity “In Production” (items which *have* already been allocated to work in progress jobs)
- Total Quantity (the sum of the previous 2 totals)

Sales by item

The Sales By Item report shows the total quantities and total value of the selected item/s that have been sold during the given time period

Retail Pricelist

The Retail Pricelist prints out a list of the selling price/s at each of the configured available quantity breaks for a selected Style or catalog.



⇐ Production: Overview

Managing Customer Supplied Goods ⇒

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https://docs.fastmanager.com/ - **FastManager Help Manual**

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