



Inventory Practices

Presenter: Becky Burden

Managing Warehouse & Inventory

- ★ Locations and Location Tags
- ★ Default Receiving Location
- ★ Import/Update Tool
- ★ Physical Inventory Counts



POs & Receiving Inventory

- ★ Receiving Against a PO
- ★ Transparency of Item Details
- ★ Inventory Balances



Print Reach - 1234 Ave SW - Bellevue, WA 98020
 Phone: (425) 895-6214 • Fax:

Purchase Order

PO#: 66
 PO Date: 01/03/2024
 Ordered By: Bernice Pittman
 Order#: 1836
 Email: bernice.pittman@printreach.com

PURCHASE ORDER VENDOR INFORMATION

Vendor: Branson Supplies
Address: 6558 Sprague Street Suite 1
 Spokane, WA 99223
Contact: Jim Branson
Email: jim@branson.com
Phone: (503) 889-1234
Fax:
Terms: Net 15 Days

SHIP TO

Attn: Bernice Pittman
Address: 1234 Ave SW
 Bellevue, WA 98020
Phone: (425) 895-6214 **Fax:**
Ship Date:
Shipped To: Print Reach
Ship Via:

Item : Custom Box

Customer: InHouse Customer Part #: CB_HF8511 Active On Hand: 5,000
 Item Type: BOX Create Date: 12/19/2023 1:21 PM Global Reserved: 0
 Item Code: CB_HF8511 Version #: Kit Available: 5,000
 Item Name: Custom Box Expiration Date: Discontinued On Order: 1,650
 Description: 8.5 x 11, White Lot: Item ID: 90525

Details | Paper Details | Orders | **Purchase Orders** | Warehouse | Locations | Receipts | Transactions | Substitutes | Lots

Include Closed Purchase Orders Load Last 10 Records

Po #	Order #	Vendor	Expected Date	Quantity On Order	Quantity Received
66	1836	Branson Supplies		1000	0
65	1833	Branson Supplies		650	0

Order#	Qty	Unit Price	Ext Price
1836	1000	\$0.030000	\$30.00
Sub Total:			\$30.00
Tax:			\$0.00
Total:			\$30.00

Deducting Inventory

- ★ Ways to Deduct Inventory from Order
- ★ Deducting Inventory from Warehouse
- ★ Moves and Adjustments

The screenshot shows the PRINTREACH software interface for item #9 Window Envelope. The top navigation bar includes Customer Service, Purchasing, Accounting, Warehouse, Job Costing, and Tools. The main header displays 'Item : #9 Window Envelope' with buttons for Reports, Copy, Save, Cancel, and Save & Close. Below this, there are fields for Customer (5 Z's Designs), Item Type (ENVELOPE), Item Code (5ZS-10112), Item Name (#9 Window Envelope), and Description (#9 Window Envelope). A table on the right shows various status options like On Hand, Reserved, Available, On Order, and Discontinued. Below the details is a 'Transactions' table with columns for Warehouse, Location, Quantity, BUM, Type, Lot#, and Order#.

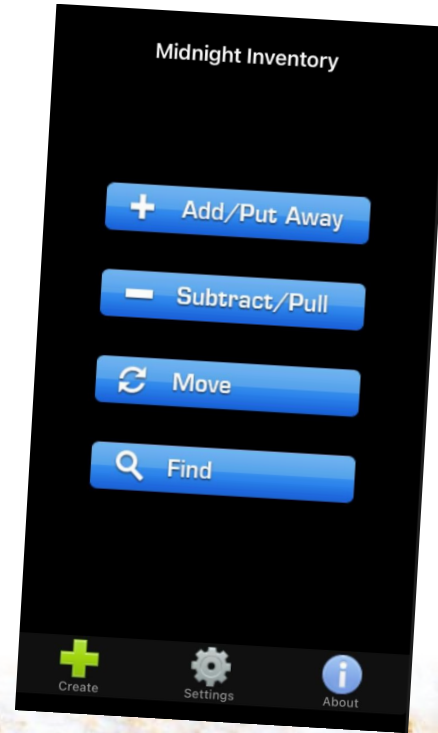
Warehouse	Location	Quantity	BUM	Type	Lot#	Order#
WH 1	1-A-3R	-110	EA	Subtract		1722
WH 1	1-A-2L	-130	EA	Subtract		1722
WH 1	1-A-3R	-570	EA	Subtract		1722
WH 1	1-A-3R	-15	EA	Subtract		1759
WH 1	1-A-2L	-15	EA	Subtract		1759
WH 1	1-A-2L	-105	EA	Subtract		1759
WH 1	1-A-3L	-95	EA	Subtract		1759
WH 1	1-A-2L	-5,975	EA	Adjustment		
WH 1	1-A-3L	-1,400	EA	Subtract		1720
WH 1	1-B-2L	100,000	EA	Move		

Auto Deduct Inventory

- Actual Drop Date
- Close Date
- Version
- Lot Tracking**
- No Lot Tracking
- Lot Tracking - FIFO
- Lot Tracking - LIFO
- Lot Tracking - Avg Cost
- Display Tot Svcs & Tax on Estimates/Orders
- Display Postage on Estimate/Orders
- Display CPM on Estimates/Orders

On the Go Inventory Management

- ★ iOS Inventory App
- ★ Transactions
- ★ Reports





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