

SAGE BUSINESS CLOUD ACCOUNTING

INVENTORY - USER MANUAL

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Create, edit and delete Items

Items are the goods and/or services that you sell to your customers.

There are two types of masterfile records that are available for items.

- Item Categories
- Items

You also have the option to renumber your item codes in Accounting.

Item Categories

If you want to, you are able to use item categories to group your items. This is done mainly for reporting purposes. You can use item categories to group your items by range or supplier.

You do not have to create item categories for your stock. You can start or stop using item categories at any time, but you cannot delete an item category if there are items linked to it. Item categories are set up by clicking on the Items...Lists...Item Category option. In this screen, you are able to edit or delete categories by clicking on the links for each category.

Description ^	Actions
Apparel	Actions ▾
Parts	Actions ▾
Services	Actions ▾

To create a new category, click on the Add Category button and then enter the name for the new category in the window that opens.

Description

Creating Items

In this function, you maintain records for the goods and/or services you sell to your customers. You cannot sell anything to customers unless you have items.

You purchase items from suppliers, and you sell items to customers. You can view sales and purchase statistics, so you know how many units you are buying and selling each month, and their values.

You can access this function by selecting Items...Lists...List of Items.

List of Items

[Add Item](#) [Import Item](#) Search: View:

[Actions](#) [Delete](#) [Mark As Active/Inactive](#) [Update](#)

<input type="checkbox"/>	Code ^	Description	Category	Price Excl.	Price Incl.	Avg Cost	Last Cost	Qty On Hand	Active	Actions
<input type="checkbox"/>	*CARBO-001	* Carbon Road Frame	Parts	R 0.00	R 0.00	R 19,642.99	R 20,000.00	-70	<input checked="" type="checkbox"/>	Actions
<input type="checkbox"/>	ALUMIN-001	Aluminium Road Frame	Parts	R 27,000.00	R 30,780.00	R 15,000.00	R 15,000.00	154	<input checked="" type="checkbox"/>	Actions
<input type="checkbox"/>	BICYCL-001	Bicycle Building	Services	R 0.00	R 0.00	R 192.58	R 200.00	309	<input checked="" type="checkbox"/>	Actions
<input type="checkbox"/>	BICYCL-002	Bicycle Pump	Parts	R 300.00	R 342.00	R 169.75	R 200.00	301.5	<input checked="" type="checkbox"/>	Actions
<input type="checkbox"/>	CARBON-001	Carbon Sole Shoes	Apparel	R 3,600.00	R 4,104.00	R 2,219.86	R 2,400.00	68	<input checked="" type="checkbox"/>	Actions
<input type="checkbox"/>	GROUPS-001	Groupset	Parts	R 7,350.00	R 8,379.00	R 4,747.65	R 4,900.00	55	<input checked="" type="checkbox"/>	Actions
<input type="checkbox"/>	MOUNTA-001	Mountain Bike Frame	Parts	R 27,000.00	R 30,780.00	R 14,451.88	R 18,000.00	163	<input checked="" type="checkbox"/>	Actions
<input type="checkbox"/>	MOUNTA-002	Mountain Bike Helmet	Apparel	R 1,425.00	R 1,624.50	R 821.60	R 950.00	261	<input checked="" type="checkbox"/>	Actions

First **1** 2 Last Display 1 - 8 of 11

To create a new stock item, you will click on the Add an Item button.

New Item

Record Navigation: |◀◀▶▶|

Code

Description

Category (None) ▼

Item Type Physical Service

Active

Opening Cost

Opening Quantity

Quantity On Hand Opening
Quantity as At

[Details](#)
[Price Lists](#)
[Activity](#)
[Notes](#)
[User Defined Fields](#)
[Purchases Graph](#)
[Sales Graph](#)
[Sales vs Purchases Graph](#)
[Picture](#)

Item Details

Price List Basic pricelist

Exclusive Selling Price

Inclusive Selling Price

Unit

Sales Account Sales ▼

Purchases Account Purchases ▼

GP %

GP Amount

VAT On Sales Standard Rated (14.00%) ▼

VAT On Purchases Standard Rated (14.00%) ▼

Record Navigation: |◀◀▶▶|

At the top of the New Item screen, you will enter and view information about the item.

It is very important that you select the correct Item Type for your item – whether it is a physical item or a service item.

You use service items to sell maintenance contracts, consulting hours and so on. You can also use them for postage / delivery costs.

For new items, you can enter opening cost and quantity values.

To skip between the master files, click on the next or previous links.

There are nine tabs on the items screens.

- Details
- Price Lists
- Activity
- Notes
- User Defined Fields
- Purchases Graph
- Sales Graph
- Sales vs Purchases Graph
- Picture

The Details Tab

In the Details tab, you enter the exclusive or inclusive selling prices. You are able to enter your own purchase or selling prices on documents when you process them.

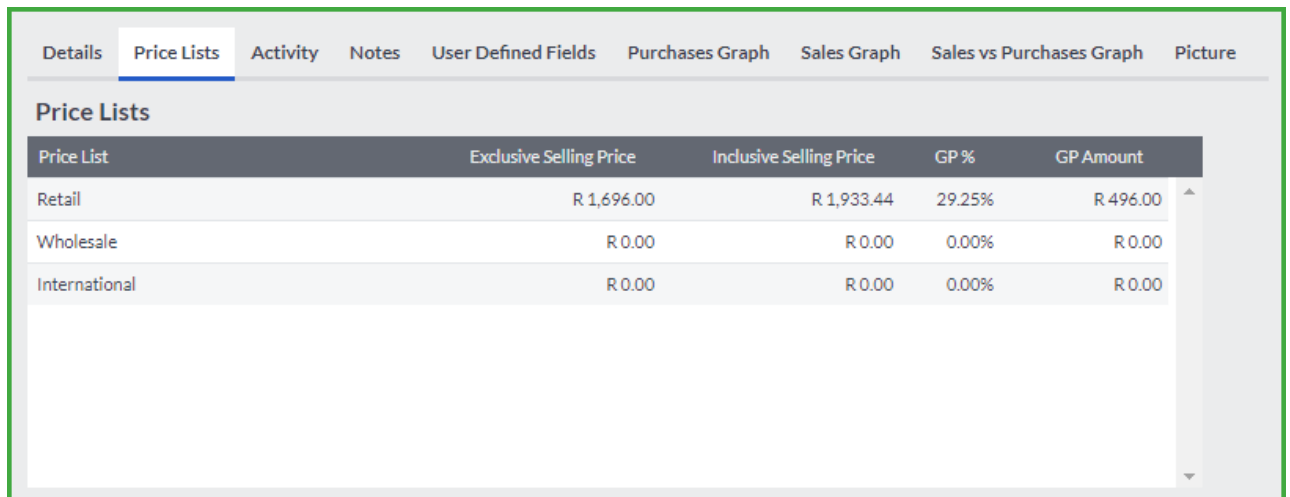
You can enter additional information in the Unit field for example a unit of measure for the item.

Select the sales or purchases account from the fields available.

As soon as you enter your inclusive or exclusive amounts, Sage One Accounting will automatically work out the GP% as well as the GP Amount per item.

The Price List Tab

Under the Price List Tab you can set specific prices for each additional price list that you have set up:



Price List	Exclusive Selling Price	Inclusive Selling Price	GP %	GP Amount
Retail	R 1,696.00	R 1,933.44	29.25%	R 496.00
Wholesale	R 0.00	R 0.00	0.00%	R 0.00
International	R 0.00	R 0.00	0.00%	R 0.00

The price lists must be set up in the company settings before it will display under the Price Lists tab.

The Activity Tab

The Activity tab displays the opening balance value and the value of any adjustments that have been made. It also displays the total values for customer and supplier invoices, customer and supplier returns and the quantity of stock on hand. Below is an example of an activity tab for an item that has transactions.

Details Price Lists Activity Notes User Defined Fields Purchases Graph Sales Graph Sales vs Purchases Graph Picture							
Activity		Quantity		Total			
detail	Opening Balance	0.00		R 0.00			
detail	Adjustments	0.00		R -122,000.00			
detail	Tax Invoices	-796.00		R -20,604,312.40			
detail	Supplier Invoices	950.00		R 14,078,307.00			
detail	Credit Notes	0.00		R 0.00			
detail	Supplier Returns	0.00		R 0.00			
On Hand		154.00		R 2,310,000.00			

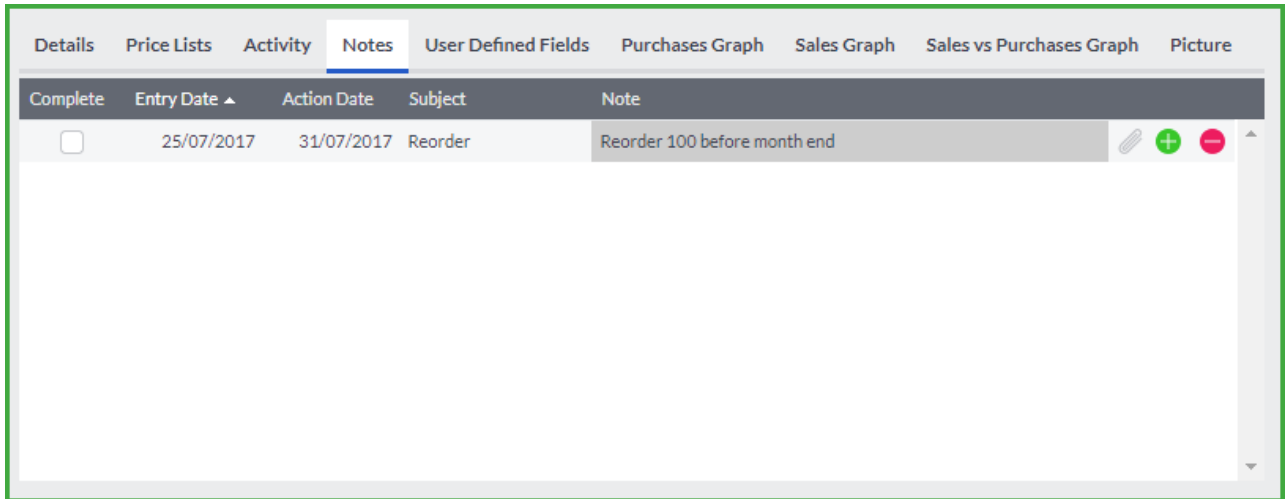
Click on the detail link to view a detailed activity sheet of the item. Below is an example of the Tax Invoices detail screen:

Details Price Lists Activity Notes User Defined Fields Purchases Graph Sales Graph Sales vs Purchases Graph Picture							
Customer		Document Number	Document Date ▼	Quanti...	Exclusive Total		
detail	* Morningview Bicycles	00010197	24/07/2017	1.00	R -27,000.00		
detail	Blazing Cycle Trails	00010196	12/07/2017	1.00	R -2,701.75		
detail	* Morningview Bicycles	00010016	10/05/2017	1.00	R -27,000.00		
detail	* Morningview Bicycles	00010015	09/05/2017	1.00	R -27,000.00		
detail	* Morningview Bicycles	00010014	09/05/2017	1.00	R -27,000.00		
detail	* Morningview Bicycles	00010013	09/05/2017	1.00	R -27,000.00		
detail	* Morningview Bicycles	00010012	09/05/2017	1.00	R -27,000.00		
detail	* Morningview Bicycles	00010011	09/05/2017	1.00	R -27,000.00		

The Notes Tab

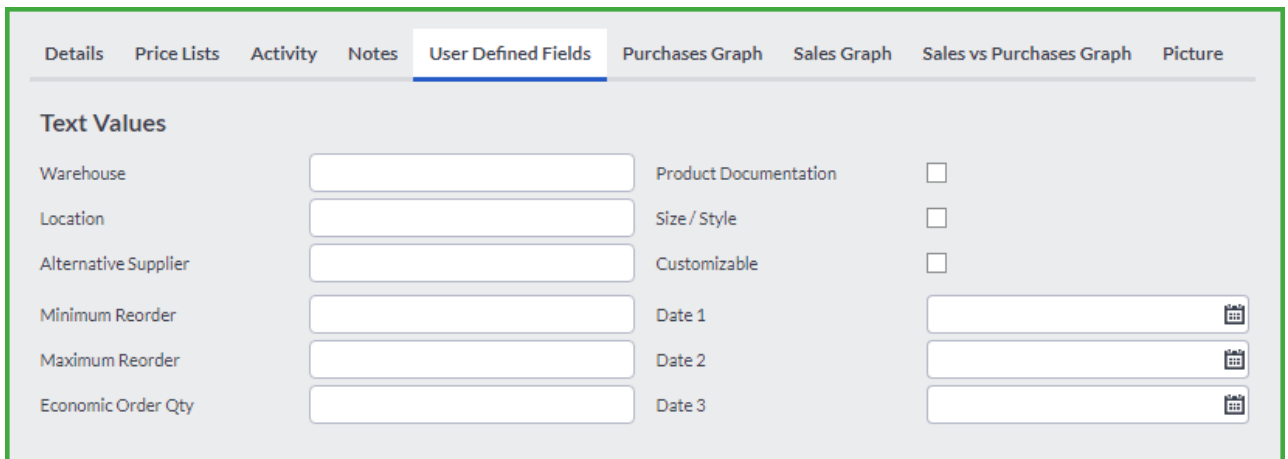
In the Notes Tab, you enter notes for the item. If you are creating a new item, the tabs will open on the Notes tab since there is no activity for the item as yet. If you create a note without entering an action date, the system date, or entry date, will be used as the Action Date. Notes display in the Dashboard until they have been marked as completed.

You can also add attachments by clicking the  button. Individual files may not exceed 2 MB in size. A maximum of 5 attachments per note or transaction can be added.



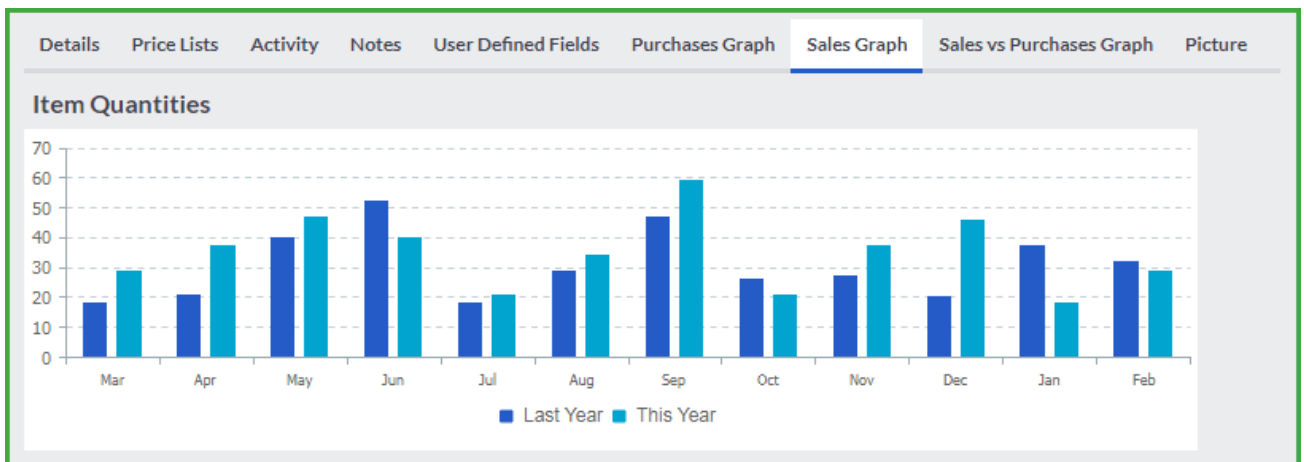
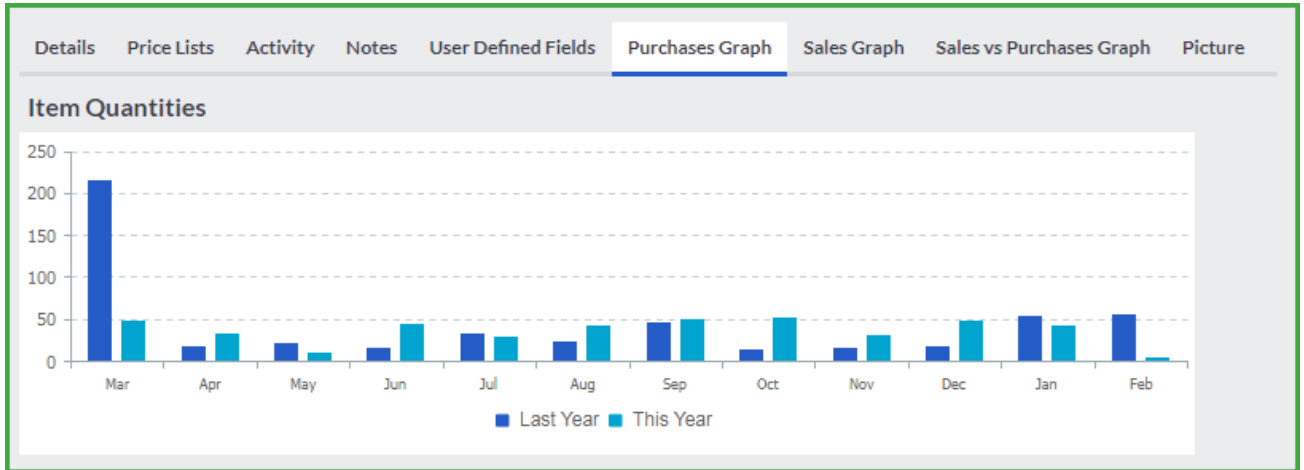
The User Defined Fields Tab

In the User Defined Fields Tab, you can enter additional fields. If you have defined the names of the fields in the User Defined Fields function, you can enter the specific information here.



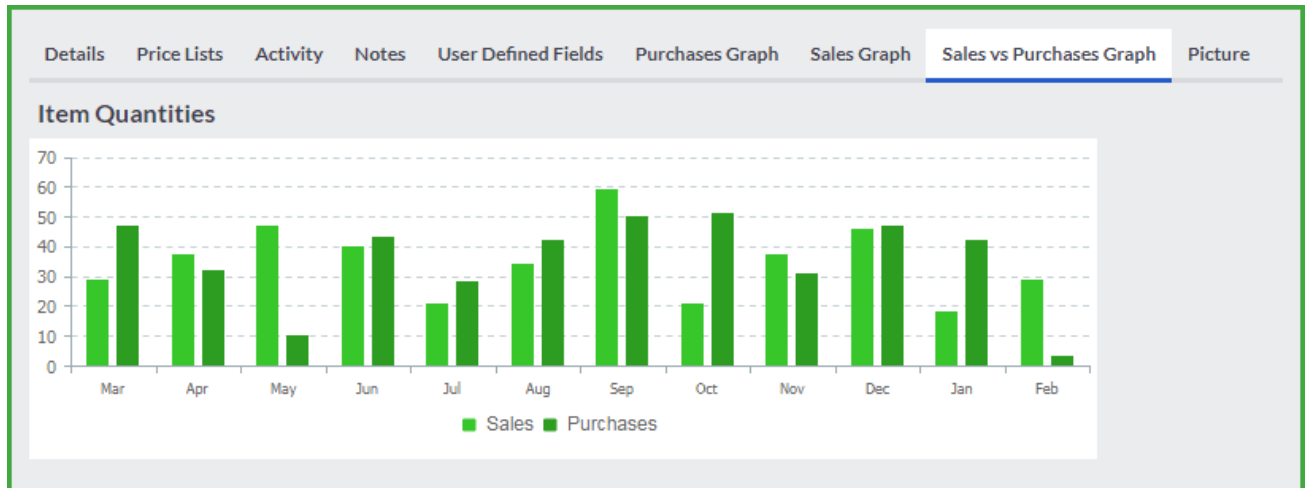
The Sales Graph and Purchases Graph Tabs

In the individual Sales and Purchases Graph tabs, you can see sales and purchase activity in a graph format on each tab. You can drill down to transactions by clicking on the bars in each graph.



The Purchases vs Sales Graph Tab

In the Purchases vs Sales Graph tab, it will display your Purchases and Sales on one graph. This will enable you to compare buying and selling patterns per item and, over time to develop more efficient buying practices.



The Picture Tab

In the Picture tab, you can add a picture of the item. The picture will be saved on the Accounting Document Store. The supported file formats are .jpg, .tiff, .gif, .png, and .bmp.

Item Picture

Click Add Picture to upload your file. This file may not exceed 1MB in size.
Supported file formats are .jpg, .tiff, .gif, .png, and .bmp.
Filename: No picture selected

[Add Picture](#) [Delete Picture](#)

No Image Available

Click on the Add Picture button to add the picture.

To edit an item, click on the Actions option on the item line and select the Edit option or you can click on the green item code link.

To delete an item, click on the Actions option on the item line and select the Delete option.

On Hand	Active	Actions
-70	<input checked="" type="checkbox"/>	Actions ▾
154	<input checked="" type="checkbox"/>	Quick View
309	<input checked="" type="checkbox"/>	Edit
301.5	<input checked="" type="checkbox"/>	Delete
		Actions ▾
68	<input checked="" type="checkbox"/>	Actions ▾

Other Bulk Actions

Accounting allows you to update certain fields on the item masterfiles in bulk without having to edit one item at a time:

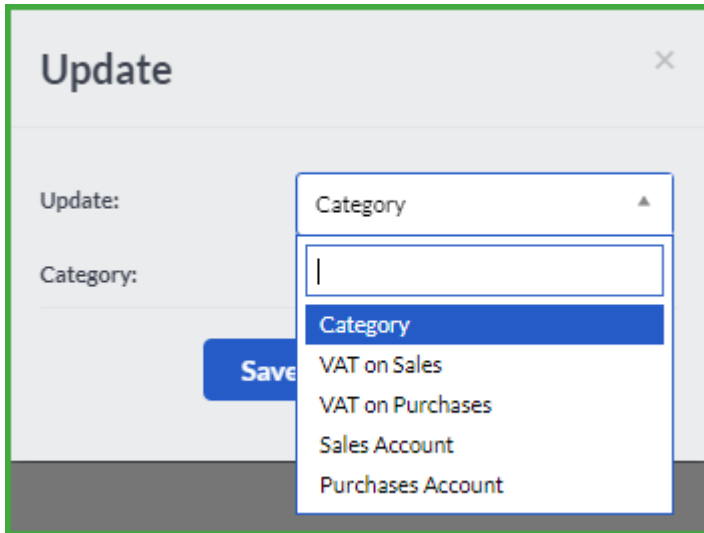
List of Items

[Add Item](#)
[Import Item](#)

[Actions](#)
[Delete](#)
[Mark As Active/Inactive](#)
[Update](#)

<input type="checkbox"/>	Code ^	Description	Category	Price Excl.
<input checked="" type="checkbox"/>	*CARBO-001	* Carbon Road Frame	Parts	R 0.00
<input checked="" type="checkbox"/>	ALUMIN-001	Aluminium Road Frame	Parts	R 27,000.00
<input checked="" type="checkbox"/>	BICYCL-001	Bicycle Building	Services	R 0.00
<input type="checkbox"/>	BICYCL-002	Bicycle Pump	Parts	R 300.00

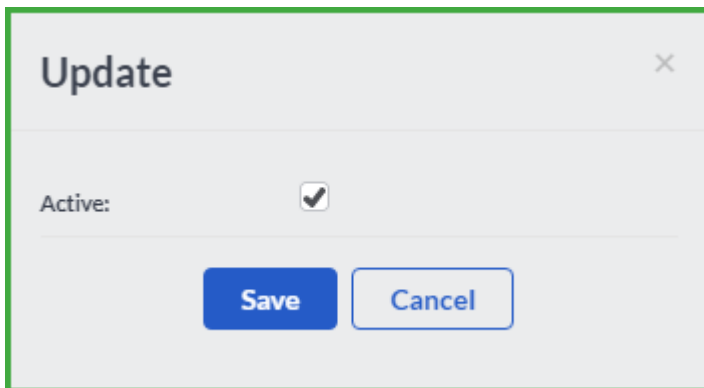
Check all the items that you want to update and click on the Update button:



Once you made the change, click on the Save button.

Mark As Active/Inactive

You can also set items as active or inactive in bulk. Check all the items that you want to update and click on the Mark As Active/Inactive button



Renumbering your item codes

Accounting has the option that you can renumber your item codes.

To access this function, select the Items...Special...Renumber Item Codes option.

Renumber Item Codes

Use this option to renumber Item Codes in a Quick Entry Grid view.

Current Item Code	Description	New Item Code
*CARBO-001	* Carbon Road Frame	
ALUMIN-001	Aluminium Road Frame	
BICYCL-001	Bicycle Building	
BICYCL-002	Bicycle Pump	
CARBON-001	Carbon Sole Shoes	
GROUPS-001	Groupset	
MOUNTA-001	Mountain Bike Frame	
MOUNTA-002	Mountain Bike Helmet	

[Renumber Item Codes](#)

Enter the new item code in the New Item Code field and click on the Renumber Item Codes button.

Item Adjustments

When you create a new item, you can enter an opening cost price and quantity on hand. Thereafter, the quantity adjusts as you purchase and sell the item. The cost price adjusts as you purchase items. The system calculates a new cost price, using average costing, each time you purchase items.

There are times when the quantity or the cost price can become incorrect. For example:

- You may enter an incorrect cost price when you purchase, and the system then calculates the new price using incorrect data.
- You may purchase into the incorrect item, with a different cost, and the system calculates a new cost price that is not correct. You will also have the incorrect quantity on hand for both the correct and the incorrect items.
- You may have stock losses through errors, theft, or breakage, and so the quantities on hand can become inaccurate.

You use this function to correct errors such as these. You can also use this function to make percentage adjustments to selling prices for a range of items.

To access this function, select the Items...Transactions...Item Adjustments menu option:

Item Adjustments

Update your item quantities or average cost

1 Adjustment Type 2 Adjustment Options 3 Adjustment Results

Please choose the type of adjustment you would like to make.

This wizard allows you to adjust the Quantity On Hand and Average Cost for Items.

Quantity on Hand and/or Average Cost

Quantity on Hand and/or Average Cost using a Quick Entry Grid

You can adjust the selling price or the quantity on hand.

Click on the Next button.

Item Adjustments

Update your item quantities or average cost

1 Adjustment Type

2 Adjustment Options

3 Adjustment Results

Adjust Quantity on Hand and/or Average Cost.

For Quantity On Hand / Average cost, enter a reason for the adjustment and then enter in the new values.

Item	(None) ▼
Reason	<input type="text"/>
Current Average Cost	R 0.00
New Average Cost	R 0.00
Current Quantity On Hand	0.00
New Quantity On Hand	0.00
Adjustment Date	25/07/2017

[Analysis Codes](#)

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Next

Click on the Next button to see the Adjustment Results.

Item Adjustments

Update your item quantities or average cost

1 Adjustment Type

2 Adjustment Options

3 Adjustment Results

Adjustment Results

Item Adjustment is now complete.

Start Again

Finish

The value of Item Adjustments will be reflected on the Profit and Loss report, in the Cost of Sales section. Item Adjustments does not affect the Trail Balance.

You also have the option to do item adjustments for Quantity on Hand and/or Average Cost using a Quick Entry Grid:

Item Adjustments

Update your item quantities or average cost

1 Adjustment Type

2 Adjustment Options

3 Adjustment Results

Please choose the type of adjustment you would like to make.

This wizard allows you to adjust the Quantity On Hand and Average Cost for Items.

- Quantity on Hand and/or Average Cost
- Quantity on Hand and/or Average Cost using a Quick Entry Grid

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Next

Click on the Next button:

Item Adjustment Quick Entry Grid

Adjustment Date

Reason

Import

Load All

Clear All

Code	Description	Last Cost	Avg Cost	New Avg Cost	Qty on Hand	New Qty on Hand	De
Select Item Code	Item Description						

Save

Cancel

Enter the Adjustment Date as well as the Reason for the adjustment. Accounting allows you to import new items.

Click on the Load All button to make adjustments to all your items:

Item Adjustment Quick Entry Grid

Adjustment Date:

Reason:

Code	Description	Last Cost	Avg Cost	New Avg Cost	Qty on Hand	New Qty on Hand		
000-HDD-500GB	500GB Hard Drive	R 1,200.00	R 1,200.00	R 1,200.00	500.00	500.00	+	-
BIKE-001	Bike	R 599.96	R 700.00	R 700.00	90.00	90.00	+	-

You can only edit the New Avg Cost and New Qty on Hand fields. Click on the Save button to process the adjustment.

Item Opening Balances

When you purchase an item, you can enter an opening balance and a date at which the balance applies. Once you process any transactions for the record, you cannot change the opening balance fields in the edit function. Instead, you use this function should you need to change the opening balance.

- Click on the Items...Special...Adjust Item Opening Balances option.
- The following screen will be displayed:

Adjust Item Opening Balances

This option will adjust the opening quantity and opening cost that you entered when creating an item.

You should only use this option if the opening balance values you entered were incorrect and you are unable to change them because you have processed transactions using the item. Adjusting the opening balance will not recalculate your average cost. To adjust your average cost or set specific item quantities, use the Item Adjustments option.

Item	BIKE-001 - Bike
Reason	Update
Current Opening Cost	R 600.00
New Opening Cost	R 600.00
Current Opening Quantity	4.00
New Opening Quantity	4.00
Opening Balance as At	24/07/2014

This option will adjust the opening quantity and opening cost that you entered when creating an item.

You should only use this option if the opening balance values you entered were incorrect and you are unable to change them because you have processed transactions using the item. Adjusting the opening balance will not recalculate your average cost.

- Select the item from the Item drop down menu.
- Enter a reason for the adjustment in the Reason field.
- Enter the new opening balance in the New Opening Balance field.
- Select the date when the opening balance was adjusted in the Opening Balance as At calendar look up field.
- Click on the Save button to save the adjustment that was made.

If the opening balance period falls within a closed VAT period or a locked financial year, you will not be able to adjust the opening balance.

It is recommended that you seek professional advice from an accountant or auditor before adjusting your opening balances.

Adjust Selling Prices

Accounting allows you to adjust your Item Selling Prices.

To access this feature, select the Items...Transactions...Adjust Item Selling Prices menu option:

Adjust Item Selling Prices

Update your selling prices quickly and easily

1 Adjust or Copy 2 Adjustment Type 3 Adjustment Options 4 Adjustment Results

Adjust or copy Price List

Adjust Selling Prices
 Adjust Selling Prices using Quick Entry Grid
 Copy from another price list

Please Note: To ensure accuracy of your information, we recommend that you review all of your costs and selling prices before and after making a Selling Price Adjustment. This can be done by viewing the [Item Listing Report](#).

The following three Adjustment Options are available:

- Adjust Selling Prices
- Adjust Selling Prices using Quick Entry Grid
- Copy from another price list

Adjust Selling Prices

This option will allow you to:

- Update ALL or a selection of your price lists;
- Update based on Selling Price, Average Cost or Last Cost;
- Specify which items or item categories to update;
- Increase or decrease the price by using an adjustment percentage;
- Round the inclusive price; and
- Update any recurring invoices which contain these prices.

Adjust Item Selling Prices

Update your selling prices quickly and easily

- 1 Adjust or Copy 2 Adjustment Type 3 Adjustment Options 4 Adjustment Results

Please choose the Price List you would like to update

Retail

Please choose the type of adjustment you would like to make

- Selling Prices based on Selling Price
 Selling Prices based on Last Cost
 Selling Prices based on Average Cost

Please Note: To ensure accuracy of your information, we recommend that you review all of your costs and selling prices before and after making a Selling Price Adjustment. This can be done by viewing the [Item Listing Report](#).

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Quick Entry Grid

This option will allow you to:

- Only update one price list at a time;
- Update based on Selling Price, Average Cost or Last Cost;
- Specify which items or item categories to update;
- Increase or decrease the price by using an adjustment percentage;
- Round the inclusive price;
- Update any recurring invoices which contain these prices; and
- To adjust the prices in the grid itself (can also adjust the GP% in the grid).

Adjust Item Selling Prices Quick Entry Grid

Update your selling prices quickly and easily

1 Adjustment Options

2 Adjustment Grid

3 Adjustment Results

Review and update your Item Selling Prices - Retail

New selling prices have been loaded. Confirm or update your prices manually in the grid or choose Adjustment Options to choose new selling price adjustment settings.

Adjustment Options

Code ▲	Description	Category	Last Cost	Average Cost	Excl. Price	Ind. Price	GP %	New Excl.	New Incl.	New GP %
000-HDD-...	500GB Hard Drive		R 1,200.00	R 1,200.00	R 1,696.00	R 1,933.44	29.25%	R 1,950.40	R 2,223.46	38.47%
BIKE-001	Bike		R 599.96	R 700.00	R 800.00	R 912.00	12.50%	R 920.00	R 1,048.80	23.91%

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Next

Copy from another price list

This option will allow you to:

- Copy the Selling Prices from one price list to multiple other price lists;
- If you would like to copy and increase the price from an existing price list you would first copy the price list and then return to the wizard and adjust the selling price based on another selling price.

These changes will update all the underlying prices in the item Masterfile (linked to the relevant price list updated).

The User will have the option to update recurring invoices or not, depending on whether the prices being updated have an impact.

Item Reports

Reports are available both in the Reports menu and from the many Reports sections on screens in Accounting. You are able to drill down to the transactions by clicking on a line in the report if the reports are printed in detail.

You can change the dates to preview the report for in the Date Range drop down menus. Click on the Refresh button to refresh the details on the report.

Report	Summary
Item Listing	This lists the item details, either in summary or in detail. You can optionally include user defined fields on the report.
Sales by Item	This analyses sales by item, showing your gross profit on sales as an amount and a percentage.
Purchases by Item	This analyses purchases by item and can be printed for a specific category. You can also select to print information for only service items, physical items or both.
Item Movement	This shows movement details for items. It is useful for tracking how many items were bought and sold in a particular time frame.
Item Valuation	This report shows you the value of stock that you have and can be printed at either an average cost price or the last cost price.
Customer Quotes by Item	This report analyses your quotes by item.
Supplier Purchase Orders by Item	This report analyses the purchase orders by item.
Price Lists Report	This report lists the items with the selected Price Lists.