# *Inventory*

# *Manager*

Inventory Management and Rental System
by Small Systems Software Development, LLC
Kingsport, TN

Version 1.1

# **Contents:**

Inventory Manager is an inventory management system from Small Systems Software Development, LLC. Designed for companies that need to keep track of equipment and material, Inventory Manager associates equipment with particular jobs and is able to generate an invoice based on the amount of time various items are kept on the job. Originally designed for traffic control companies, the program also may be useful to companies in the construction equipment rental business, party supply, and other rental businesses.

## System Requirements

Inventory Manager will run on any computer meeting the minimum requirements for the installed version of Microsoft Windows version 95 or later.

## Installation

Inventory Manager may be supplied on a variety of media. If you have been supplied a CD, simply insert the CD into your computer CD drive. The Setup program should automatically start. If it does not, double click My Computer, then double click the icon for the CD, then double click the Setup.exe icon.

If Inventory Manager was supplied as a single Inventory.exe file, double click that file to start the installation.

Inventory Manager can be run on a network, with multiple computers sharing the data. The installation installs data files on each computer, but you may change where the computer looks for the data. See the section on Changing Data Location below.

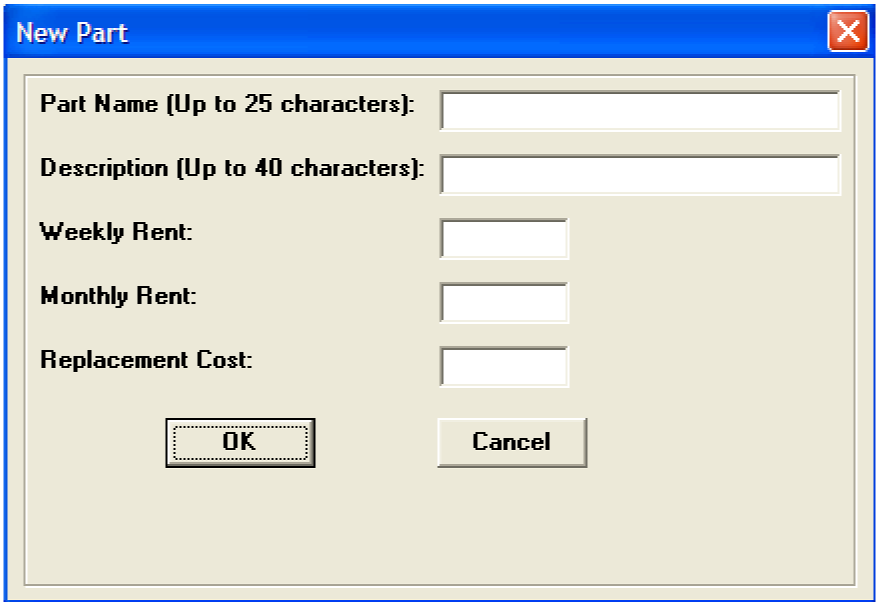
The Demo version of the program is limited to 2 customers, 3 jobs, and 5 items for sale/rent.

## Initial Data

Now that you have the program installed, you need to get some initial data into the program. The suggested order is Parts, Customers, Jobs.

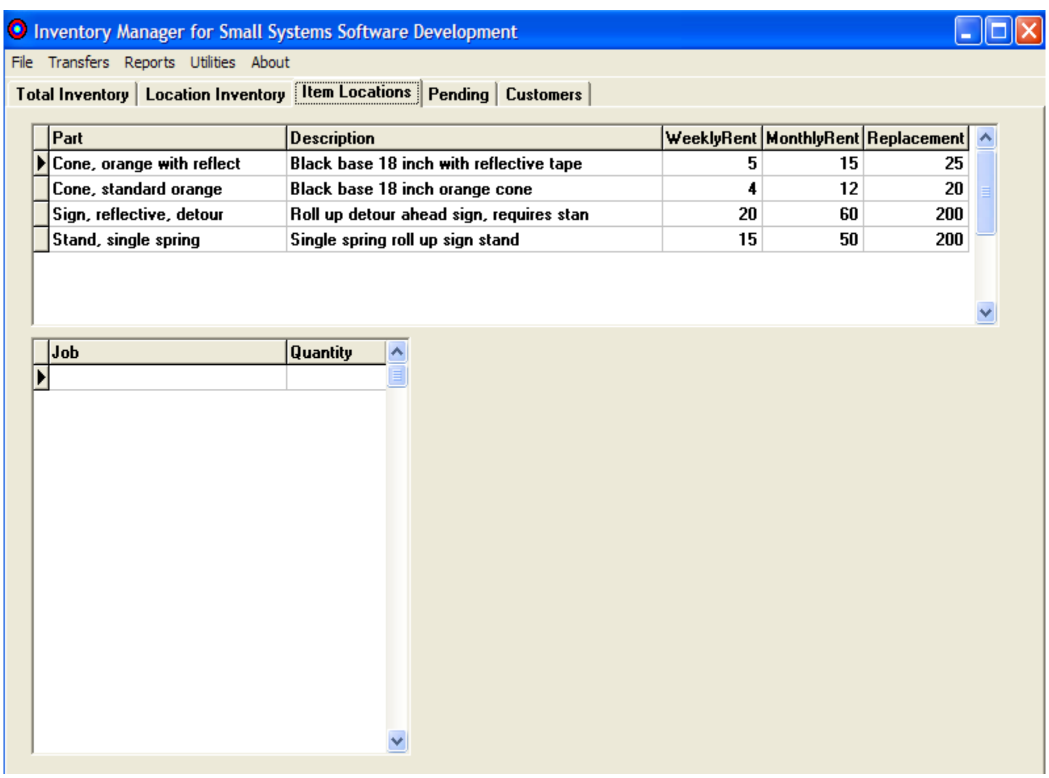
### Parts

From the menu, choose New Item. The dialog appears:



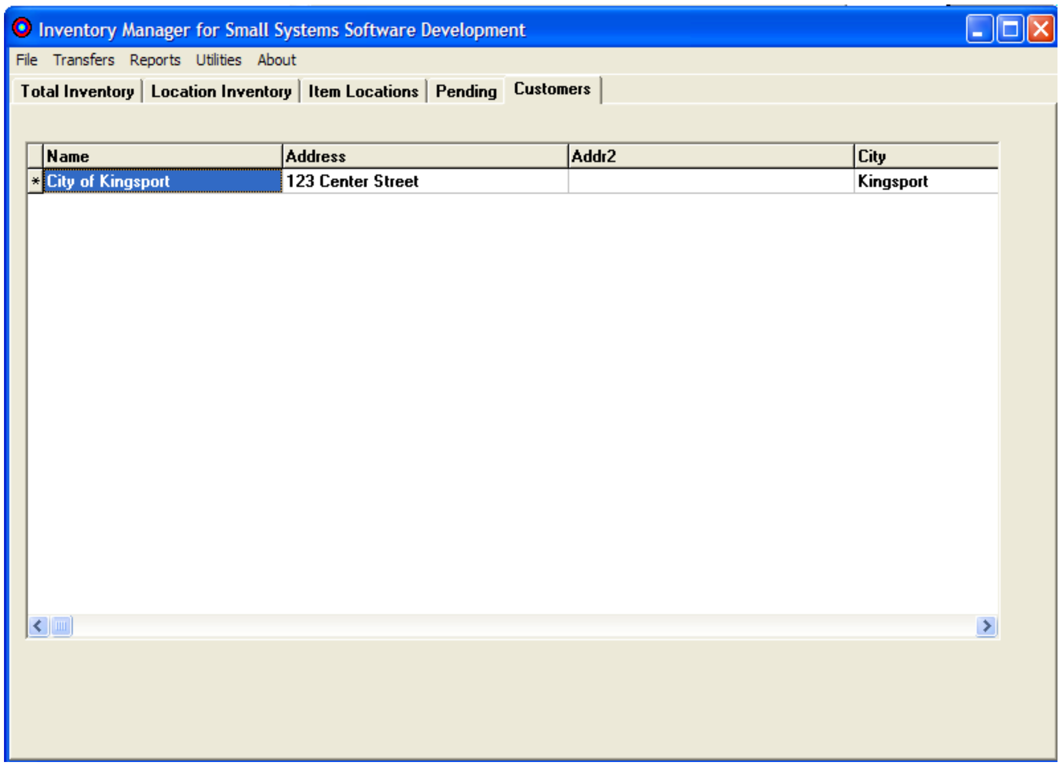

Enter the part name (up to 25 characters long) along with a description of the part. For example, the part name might be "Cone, Standard Orange" with a description of "Black base 18 inch tall orange cone". Enter the weekly and monthly rent along with the replacement cost that would be charged to a renter if the cone is not returned. Click OK.

Now click the Item Locations tab. In the table at the top you should see your item listed. Repeat this process (New Item from the menu, then add the information) to add other items and their descriptions. If you are using the demo version you are limited to 5 items. There is no limitation for the registered version.



## Customers

Next, enter Customer information.  Click the Customers tab. In this case, you enter customer information directly on the grid.




Enter the Name, two lines of address, city, state, zip, phone, fax, and discount rate for the customer. The discount rate is the percentage off that this customer gets as a discount to the usual rates. If the customer pays retail rates, you can leave this blank. If the customer gets 7.5 percent off, enter 7.5.

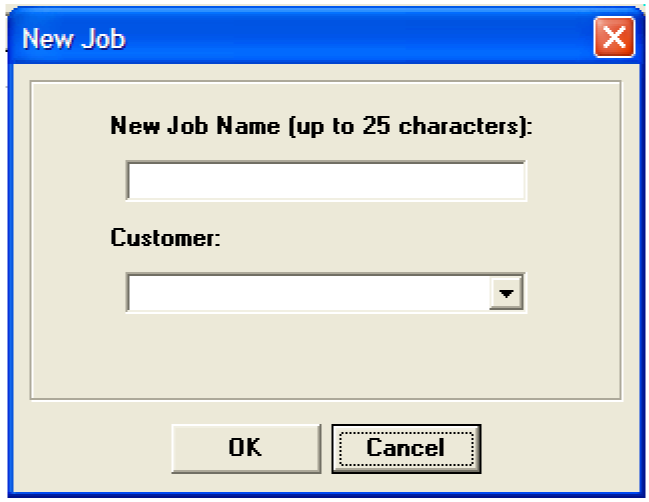
Because you will be transferring inventory to and from your own storage, your company also needs to be listed on the customer table. For the purposes of this document we have created a customer of Home Company.

Note that you can change company information on the grid as well, should such information change.

The demo version of the program is limited to 2 customers, in addition to your own company. There is no limitation to the number of customers in the full version.

## Jobs

Next we will create a job to which parts will be assigned. Choose New Job from the File menu.  A dialog appears as below:




Enter the name of the job, up to 25 characters in length. For example, "Memorial bridge repair". Select a customer from the drop down and click OK. Click the Location inventory to see a list of jobs and the current inventory for the job.

Repeat this process to create entries for other active jobs. Since a job represents a location where items may be, you will also want to create job entries for each warehouse your company uses. Create those entries with your company as the customer.

The demo version of the program is limited to 3 job sites. There is no limitation to the number of sites in the full version.

## Setting the Initial Inventory

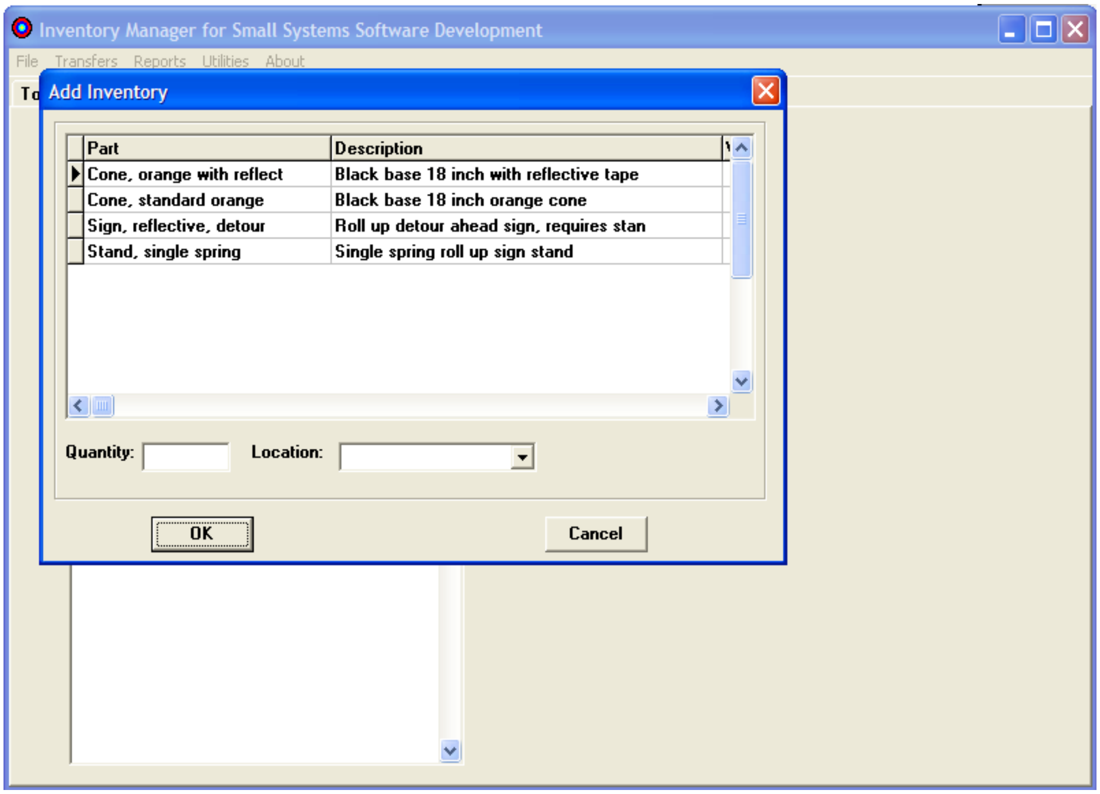
Now that you have items, customers, and jobs, you need to place some initial inventory. For the purposes of this document, we will start with all inventory at the Central Office, a site we set up as a job above with the customer being the home company.

There are two ways to add inventory. To add a quantity of a single item, click Transfers, then Add Inventory from the menu. To add quantities of multiple items, click Transfers, then Transfer Inventory from the menu.

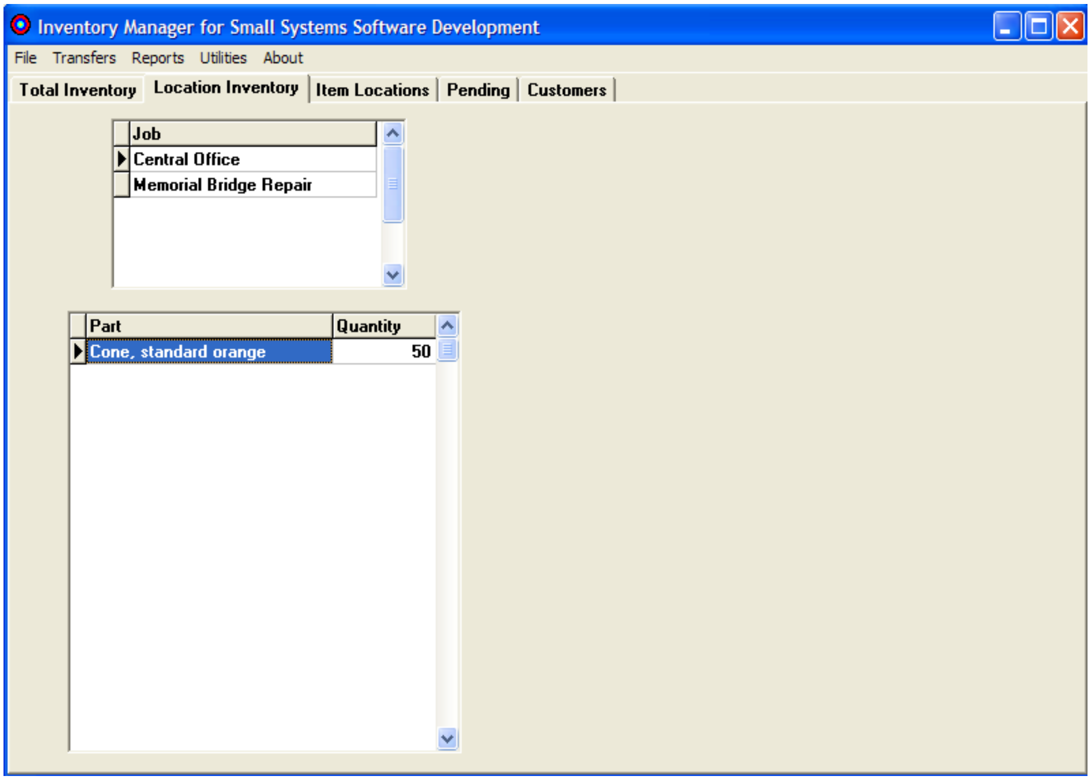
The other time that you will likely add inventory is when you purchase additional stock. You would then add the inventory items to the location where they were delivered.

### Adding a quantity of a single item

Choose Transfers, then Add Inventory from the main menu. The following dialog appears:

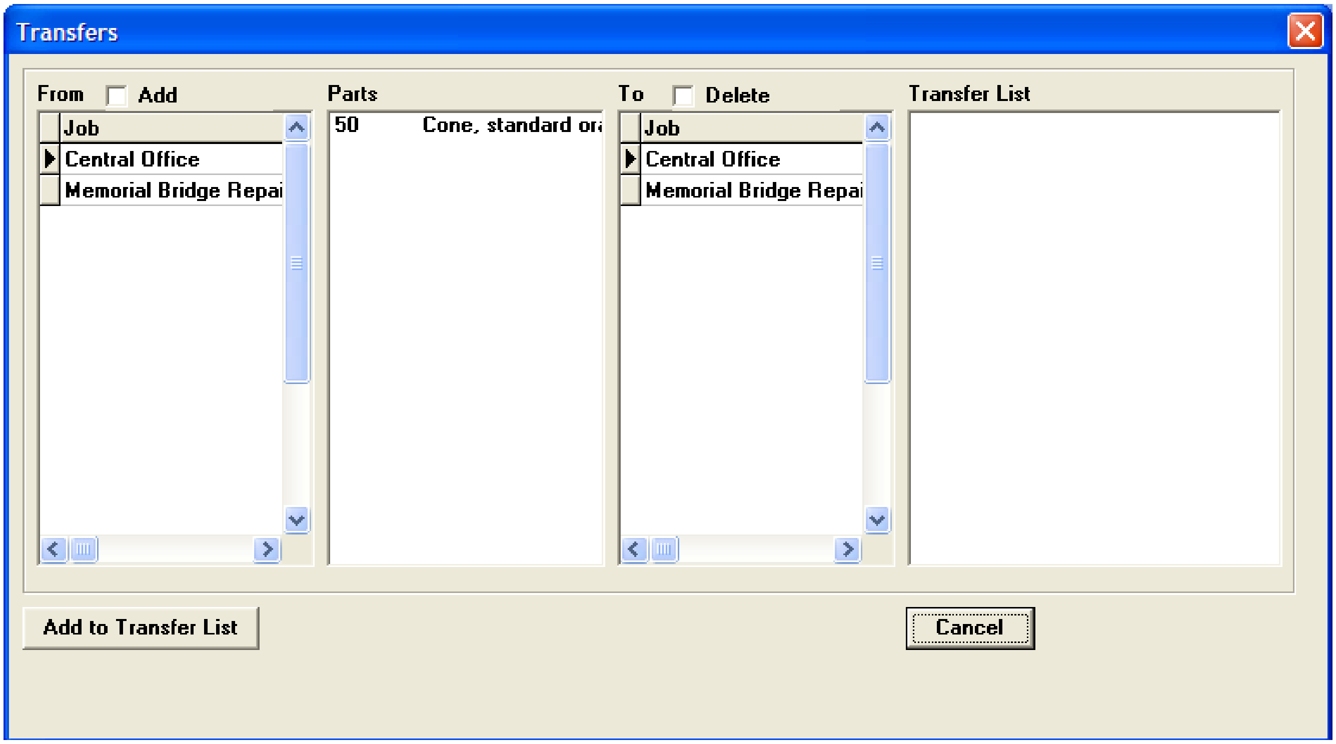



Click on the item to be added, then enter the quantity and choose the location from the drop down list. Click OK to then add that inventory to the location. To verify that the inventory has been added, click the Location Inventory tab and select the location to which you added the items.



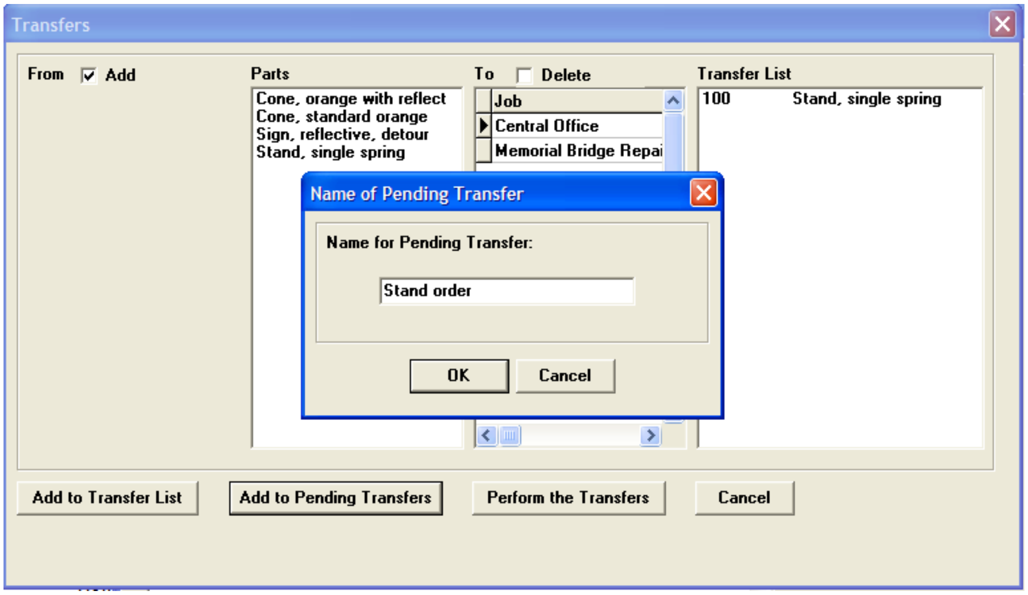

## Adding quantities of multiple items

Setting the initial inventory is faster and easier if you can add multiple items to the location. Also, it is more likely that you will add stock of multiple items rather than a single item. To add multiple items, choose Transfers then Transfer Inventory from the main menu. The following dialog will be displayed:

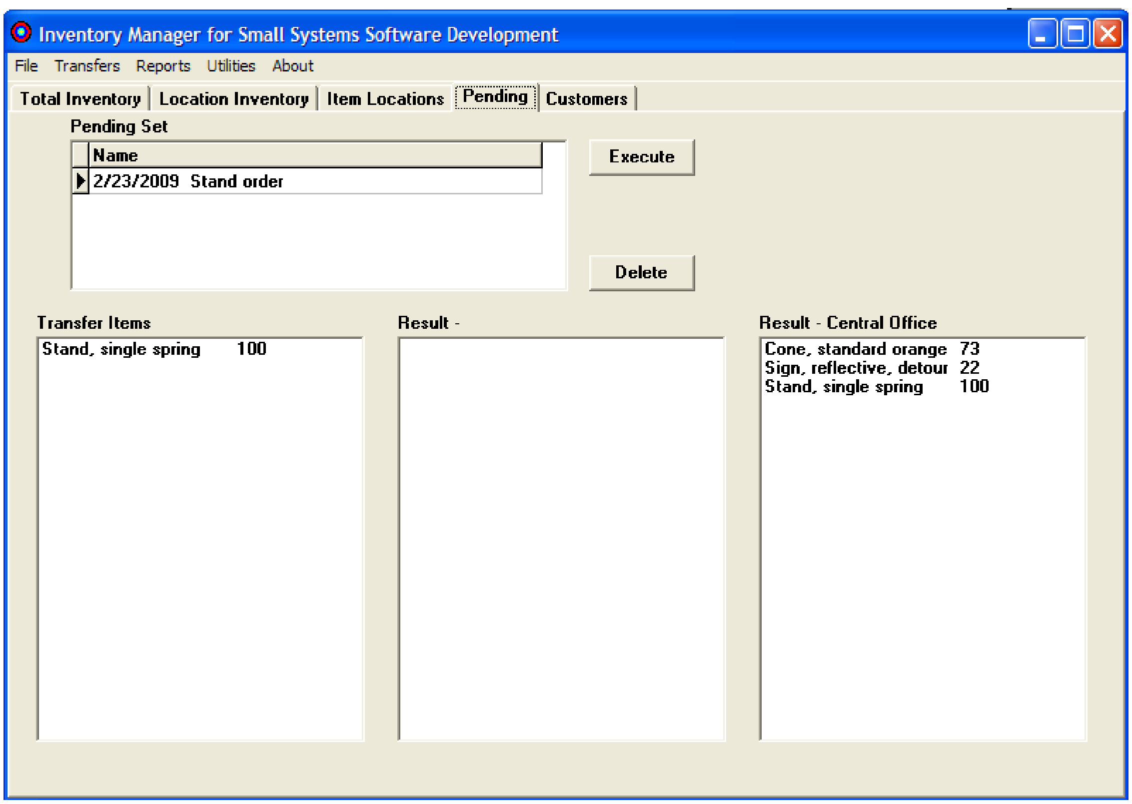



This dialog is the general transfer dialog, used to transfer multiple items from one location to another, add multiple items, or remove multiple items. To use this to add items, click the Add box above the From column. The list of locations underneath that box disappears and the Parts list box fills with all the kinds of parts you have defined. Click a part to select it. If you wish to add multiple parts, use the Ctrl key and click additional parts until all the parts you wish to add have been selected. Then select the job site you wish to transfer the items to.

Click the Add to Transfer List button. The program now prompts for the number of items to be added for each item that was selected. Once complete, the list of items to be added appears in the list at the right, Transfer List. To complete the transfer, click the Perform the Transfers button. Alternatively, if these are items that have been ordered but not received, you can click the Add to Pending Transfers button. You are prompted for a name for this pending order as below.




The support of Pending orders allows you to see the effect of various orders on your stock. Click the Pending tab.




The Stand order is selected (if you have multiple pending orders you can select any one. The three boxes below show the items to be transferred as well as the effect of the transfer on the source and destination for the transfer. In this case, since it is a simple addition of stands, the effect is only on the destination site – the Central Office.

When you create a Pending order, that order is tagged with the date as well as the description you gave it in the Transfer form. You can execute the transfer by clicking the Execute button, or delete the pending transfer by clicking the Delete button.

# **Basic Use of the Program**

Let's run through a typical scenario. Given the inventory above (you will need to execute the pending transfer to get the stands), you are asked by the City of Kingsport to rent 50 cones, 2 signs and 2 sign stands for the Memorial Bridge project. 25 cones are returned 1 week later, 23 cones are returned 10 days after that. Two cones were lost. The signs and stands were there for the whole 17 days and were returned.

The steps for this would be:

1. Choose Transfer Inventory from the Transfers menu.
2. Choose Central Office in the From column
3. Click one item (the cones, for example), then hold the CTRL key and click the other items you wish to transfer.
4. Click Memorial Bridge Repair for the To column.
5. Click the Add to Transfer List
6. Enter 50 for the number of cones to transfer, 2 for the number of signs and 2 for the number of stands.

One week later,

1. Choose Transfer Inventory from the Transfers menu.
2. Choose Memorial Bridge Repair in the From column
3. Click the cones in the Items column
4. Click the Central Office in the To column
5. Click Add to Transfer List
6. Enter 25 for the cones to transfer.

Ten days after that, repeat the process for the 23 cones, 2 signs, and 2 stands.

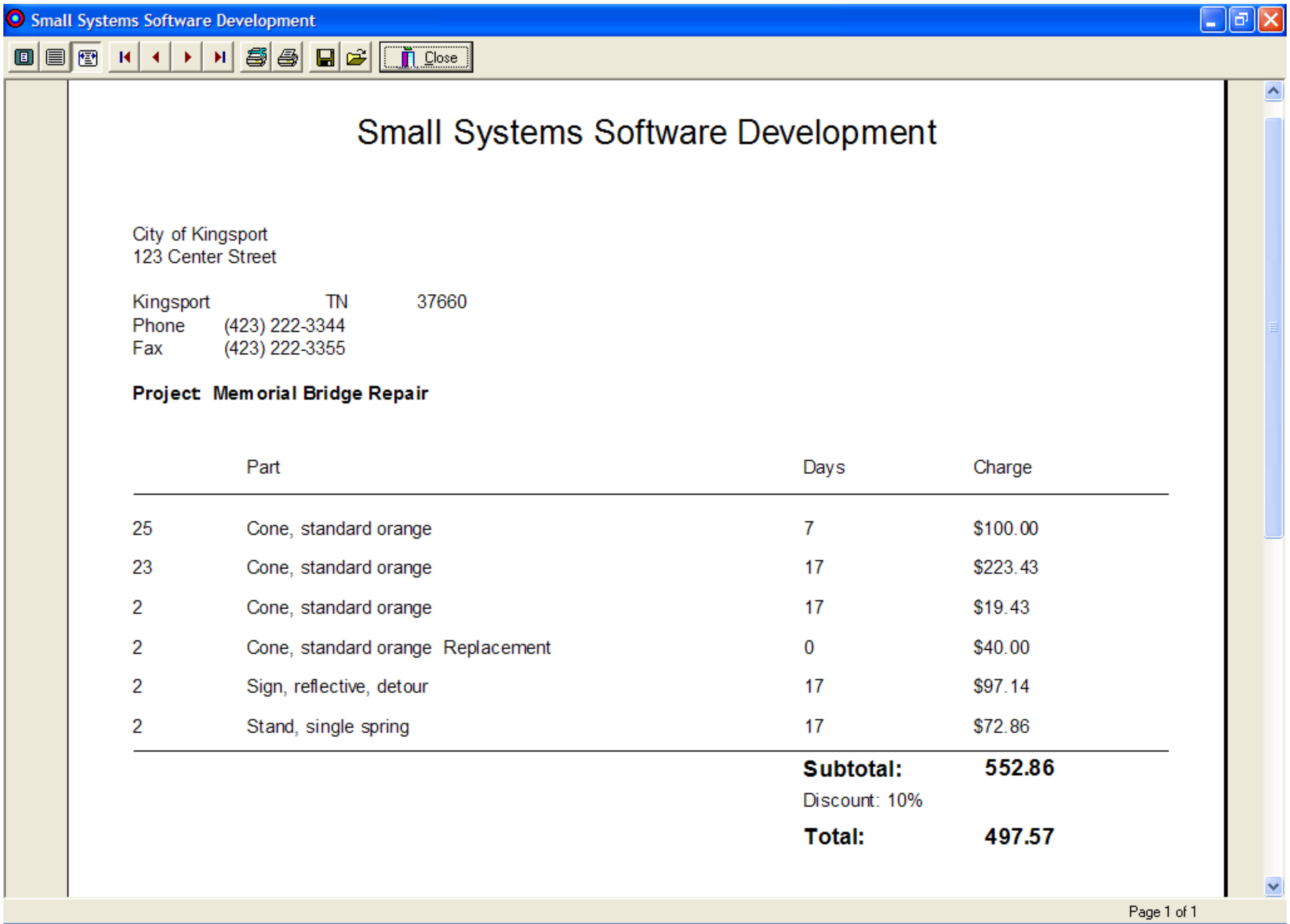
Now, generate a bill.

## Billing

Click Billing on the Reports menu, choose Memorial Bridge Repair as the job, and click the box for Job Completed. An invoice is displayed with charges as follows:

1. Rental of 25 cones for the 7 days
2. Rental of 23 cones for 17 days
3. Rental of the 2 lost cones for the 17 days
4. Replacement cost of the two lost cones
5. Rental of the 2 signs and stands for 17 days

The overall bill is totaled, discount applied, and net due displayed.

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**Project Memorial Bridge Repair**

| | Part | Days | Charge |
|---|---|---|---|
| 25 | Cone, standard orange | 7 | $100.00 |
| 23 | Cone, standard orange | 17 | $223.43 |
| 2 | Cone, standard orange | 17 | $19.43 |
| 2 | Cone, standard orange Replacement | 0 | $40.00 |
| 2 | Sign, reflective, detour | 17 | $97.14 |
| 2 | Stand, single spring | 17 | $72.86 |

**Subtotal:** **552.86**
Discount: 10%
**Total:** **497.57**

Click the Printer icon to print the invoice.

The billing report dialog also allows you to select a date range for the invoice. Dates will be adjusted to only that range. The invoice does not include replacement costs for items still at the site unless the Job Completed box is checked.

# Reports

## Location Inventory

The Location Inventory report lists all the inventory currently at a particular location. You are prompted to choose the location, then the report is generated.

## Item Locations

The Item Locations report similarly lists all the locations that have inventory for a particular item. This is particularly useful if you are trying to find where a particular item is location as it is needed in a different location. Choose Item Locations from the Reports menu, choose the item, and the report is generated.

### Transfer Log

The Transfer Log is a listing of all transfers of inventory. Choose Transfer Log from the Reports menu. The transfer log includes source, destination, item, count, and date for each transfer.

## Utilities

### Remove Job

The Remove Job utility allows you to “clean up”, removing old jobs. Only jobs that have no current inventory are listed.

### Change Data Directory

To use the program in a network environment with multiple computers sharing the same data, you must direct each copy of the program to access the same folder containing the data. There is a second folder, the Network Control Directory or NetDir, that must also be accessed in the same manner by each computer.

Once the data to be shared is in a folder accessible to each computer on the network, run the InventoryManager program and select Utilities, then Change Data Directory. A dialog appears where you may enter the location of the data and the network control folder locations. You may also click the folder icon at the right end of the data entry boxes to pop up a dialog that will allow you to navigate to the appropriate folder.

Each computer needs to access these folders in the same manner. It is therefore best to use the \\server\share format, even on the computer where these data files are housed.