V6.09 Training Manual

Resources

Find the freedom to focus on what matters with Nimbus

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Author	Phil Ivamy
QA	
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Overview

In Nimbus, resources are all items that can be sold, or used on a job, e.g. stock, labour, plant etc. Each resource item is set up to behave in a certain way. The focus in these notes is on inventory (stock) items and their management. For example:

Resources –items that can be posted to a job i.e. Time, Plant, Stock, Non-stock, Outcomes, Expenses etc

Inventory – all stock items that maintain Quantity on Hand information and initially post to the Balance Sheet. This is determined by Stock Group.

Non-Inventory – all stock items that don't maintain Quantity on Hand information and are posted immediately to the P&L i.e. Time, Plant, Non-stock, Expenses etc.

The Stock system is an integral part of the business. It is therefore important that both the physical stock and the accounting records for the stock are properly managed. Nimbus has a very tight and thorough Stock Control system designed to ensure that the Stock Item records and the General Ledger financial records are always in agreement. This is achieved by writing a stock transaction to the General Ledger whenever any type of activity affects the stock file, whether this be buying and selling stock or editing a stock item.

Each stock item in Nimbus is stored with the following details:

1. **Stock Code**; this can be alpha-numeric, e.g.. Compaq920.
2. **Stock Description;** i.e. Compaq 920 Notepad.
3. **Cost Price:**
   a. **Cost Price** = latest cost. For example, if an item was purchased for $10 in March and $12 in April, then the latest cost recorded in Nimbus is $12.

   b. **Average Cost** = weighted average cost price. For example, where one item is purchased for $10 and the other item is purchased for $12, the average cost for each item is $11. Both items will be recorded as $11 in Nimbus. Average cost amounts cannot be edited.
4. As prices increase the Cost Price changes to the Latest Cost Price and the Weighted Average Cost Price is recalculated.
5. **Sell Price;** two sell prices can be stored:
   a. **Sell Price** – this is the price you would expect to sell the item for if it is to be invoiced on a Materials basis. Used in the calculation of the Job Transaction Amount field.

   b. **List Price** – this is an alternative sell price column for display and reporting.
6. **Quantities;** four quantity amounts can be stored:
   a. **Quantity on Hand** – this is the quantity of items on hand and is calculated by Nimbus automatically as the stock item is bought and sold. This amount is used for stock valuation and cannot be edited.

   b. **Quantity on Order** – shows the quantity of this item that has been ordered through Purchase Orders but not yet received.

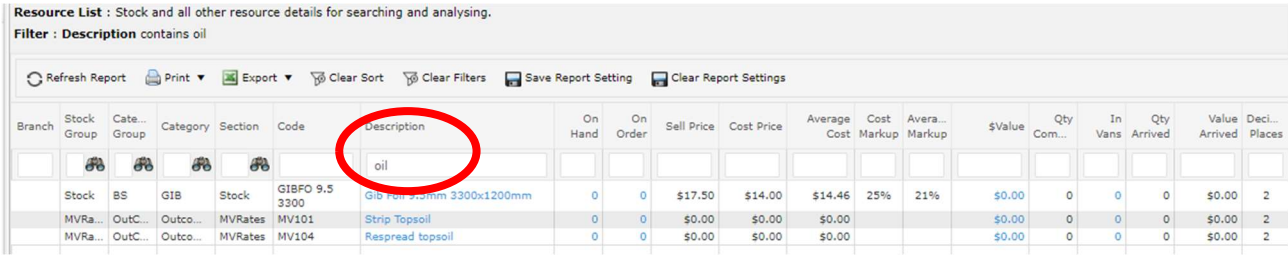
   c. **Quantity Arrived** – shows the quantity of this item that has been received through Purchase Orders but not yet priced.

d. **Quantity Committed** – shows the quantity of this item that has been ordered for a Job through Purchase Orders but not yet priced.

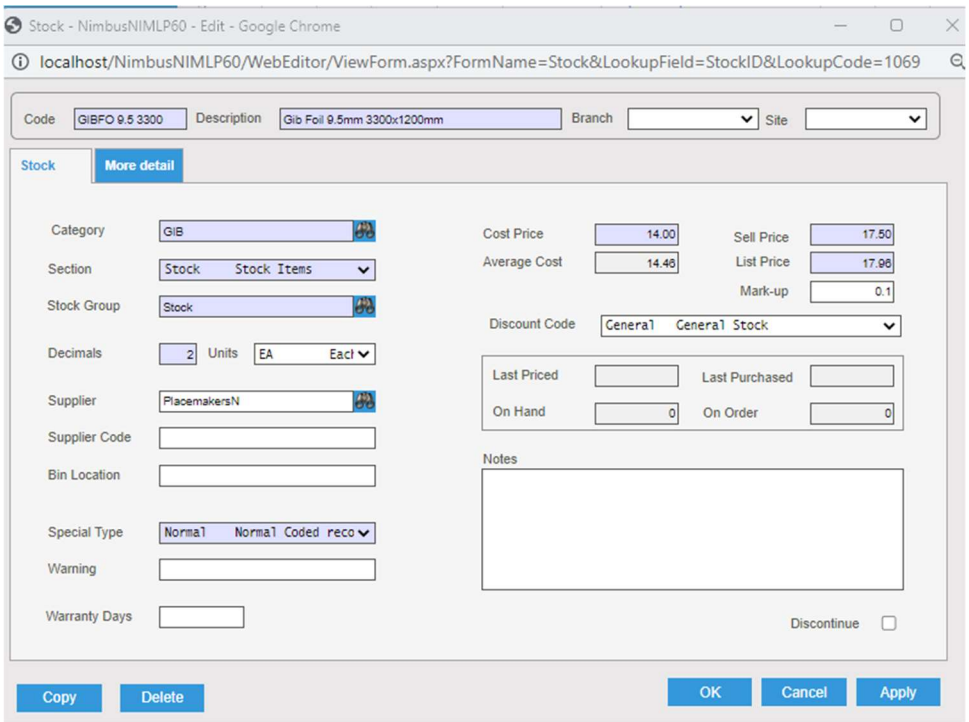
Viewing Stock Details

Often you need to look up a stock item to find out some information, e.g. Prices, Quantity on Hand, etc. To view the stock details:

1. From the **Stock** menu, click on the **Resource List** menu item.
2. Use the filters to find the resource item you want to view the details for, e.g..



3. Click on the **Description** to open the Stock Edit form. Note the following details discussed in the overview section above:
   - Code; this is the code unique to the stock item selected.
   - Description; this is the description for the stock item selected.
   - Cost Price
   - Sell Price
   - Quantity fields, i.e. quantity on hand and quantity on order



Resource Attributes

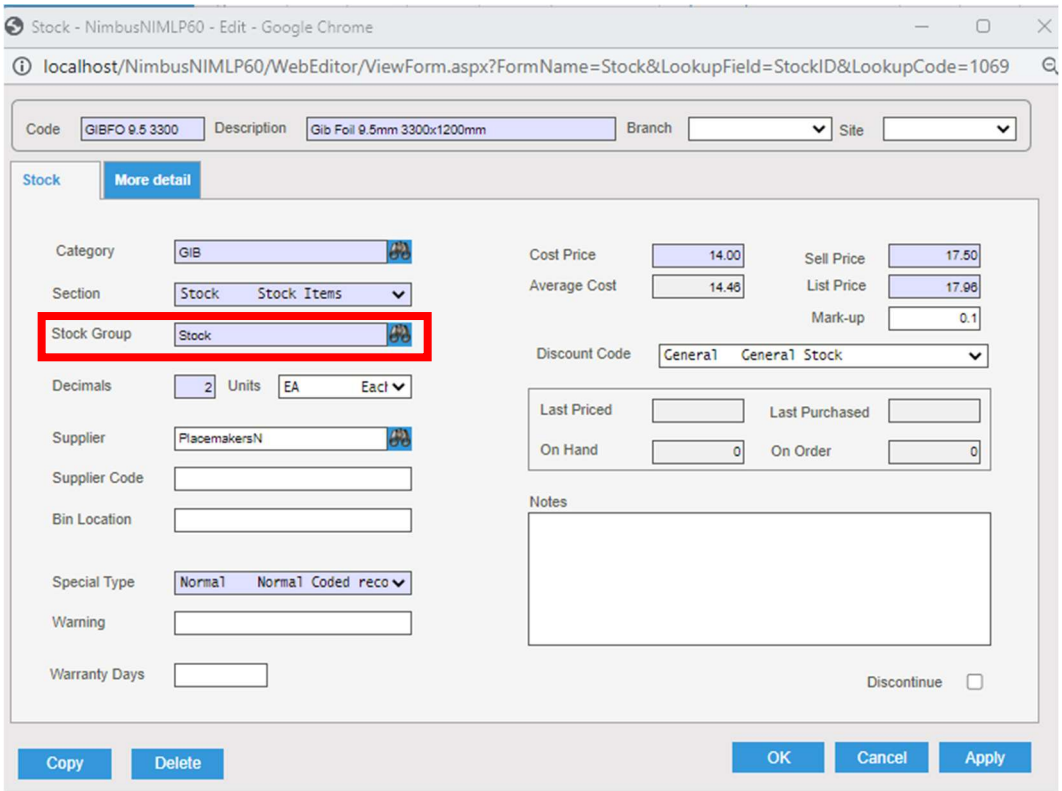
As mentioned above, there are certain ways of setting up a Resource item that determine how the item will behave and how it is used. When setting up stock there are five attributes to consider. These are:

- Stock Group
- Category & Category Group
- Section
- Type

These attributes are displayed as a column in the **Resource List** web report, shown on the previous page. Each attribute must be understood as each one causes Nimbus to behave in different ways.

Stock Group

In Nimbus, Stock Group selection determines General Ledger integration and whether the item is Inventory or Non-Inventory. When setting up a resource item using the stock form (shown below), a Stock Group must be selected for the resource item. The drop-down list in the **Stock Group** field is used to make the selection. Once the record is saved, each time this item is used, Nimbus will look to the **Stock Group** field to obtain the General Ledger Integration instructions.



Examples:

Stock Group	
Stock	Used for all inventory items.
BoughtIn	Used for all non-inventory items bought in especially for a job by way of a purchase order.
Labour	Used for all time codes e.g. Consulting, Design, Apprentice.
Plant	Used for all plant items that are charged out, i.e. vehicles, machinery.

To understand more about how the Stock Group settings control the General Ledger Integration, refer to the General Ledger training notes.

Category Group & Category

Resource items can be grouped into different Categories and Category Groups for searching, analysis and reporting purposes. When the resource file is being set up, thought should be given to the way items are to be reported. For example, a business that stocks building supplies may sort their resource items as follows:

Category Group	Category
Building Supplies	Timber
	Steel
	Paint
	Doors

Category Group	Category
Plumbing	Sinks
	Taps
	WC
	Pipe

Category Group	Category
Electrical	Cable
	Sockets
	Plugs
	Light Fittings

Category Group	Category
Plant	Trucks
	Cranes
Time	Chargeable
	Non-chargeable

Using Category Groups and Categories is an efficient way of finding a resource item when entering data into Nimbus, or when wanting more information on a certain resource item.

To use a Category Group and Category to find a resource item:

1. From the **Stock** menu, click on the **Resource List** menu item.
2. Sort the list by **Category Group,** i.e. click on the button to the right of the **Category Group** filter field. From the list displayed, find the category group you want and then double click to select it. This action returns you to the **Resource List** report, press Enter and the items in the selected Category Group are now displayed.
3. Sort the list by **Category,** i.e. click on the button to the right of the **Category** filter field. From the list displayed, find the category group you want and then double click to select it. This action returns you to the **Resource List** report. The items in the selected **Category Group** (from the step above) and the selected **Category** are now displayed.

4. View the total held at the bottom of the **$Value** column. Assuming the category you selected was a stock item, this is the total value of items held for this stock category.

Section

By now you will have gathered that resource items include 'inventory (stock)' items and 'non-inventory (non-stock)' items, as well as other codes such as labour and plant. The **Section** determines how the item will be treated and appears on the final invoice.

If the resource item is an 'inventory' item, the **Section** setting will be 'Stock'.

If the resource item is a 'non-inventory' item, the **Section** will be one of the following examples:

Time	Used for labour codes to charge out time to a Job.
TimeNC	Used for labour that is not charged out on invoices for a Job.
Plant	Used for charging out plant to a Job, i.e. vehicles, machinery, rooms, equipment, etc.
StockNS	Used for bought-in items that could be held as stock, however a decision has been made not to hold them as stock as they are not frequently required. This means these items are ordered as required, i.e. they are posted to the Job and not held in stock.
Disbursements	Used for recovering expenses paid, i.e. photocopying, tolls, freight, etc.
MVRates	Used for identifying a service that will be measured; the measurement taken becomes the quantity for quoting and invoicing purposes. For example, laying asphalt on a road. In this instance the road distance is measured and then charged out (valued) on a per metre basis regardless of actual cost.
Outcome	Items are charged out depending on an outcome occurring, i.e. a set fee for installing software on a computer (the outcome). The service is billed out at a particular rate regardless of actual cost.
Outwork	Used for on-charging work contracted to another source, i.e. Subcontractors.

The **Section** allows for a variety of codes to be set-up in the **Resource** file. Recall that when posting time or materials to a Job, a **Code** is required. The Quoting, Purchase Order, Job Posting and POS Applications are excellent examples of where a **Code** is used. As mentioned above, the **Section** determines the behaviour of the item, i.e.

- **Sections** group transactions for reporting purposes, e.g. time analysis reporting, job analysis reporting.
- **Sections** determine which items will print on the invoice and in what order, i.e. stock items are listed first followed by labour items.

This means that when a resource item is sold, it is posted to that Section within the job, i.e. **Sections** categorise posted items.

Special Type

A 'Special Type' is also known as a 'Stock Type'.

When setting up a new resource item, a **Special Type** needs to be set. This will determine the resource items behaviour in the system as explained in the table below.

Special Type		Description
Normal	Normal Coded record	For all resource items that use a Code and have a set cost and price. These items do not have to be 'inventory' items, i.e. mileage is a 'normal' type set at say $0.67 cents per km. These items can generally be posted to a Job through Job Posting.
Non-stock	Bought in, variable cost	For items that have been ordered specifically for a Job on a purchase order. The cost price often varies with each use of this Code, therefore 'average cost' is never updated for these items. These codes cannot be used in Job Posting.
SerialT	Serial Template	Used for ordering in serial 'stock' items. A SerialT item is never bought and sold. Instead the SerialT item acts as a template to create the SerialD item.
SerialD	Serial Detail	For 'stock' items with a serial number where the 'stock' item needs to be tracked, i.e. for guarantee or warranty purposes. These are the actual serial items that are bought in and sold. Nimbus automatically creates a SerialD item when a SerialT item is ordered.
DiscoUnt	Discontinued Item	For items that are required to be available for reporting but are not to be available for posting purposes. A discontinued item is kept for historical purposes but can no longer be sold or ordered.

Normal Type

Most items are set up as 'Normal' so that they behave in Nimbus in a 'Normal' way. Stock, Time and Plant items have a 'Normal' type. If an item is to behave in another way, that is, not a 'Normal' way, then its setting needs to change to 'Nonstock' or 'Serial'.

Nonstock Type

There is usually only one Nonstock Code in any database, i.e. the 'NBI' code. Nonstock, or 'bought in' as it is referred to, is a special code for items that are not actually held in stock, or are bought infrequently and therefore the business does not want to set up a code and maintain a history of it.

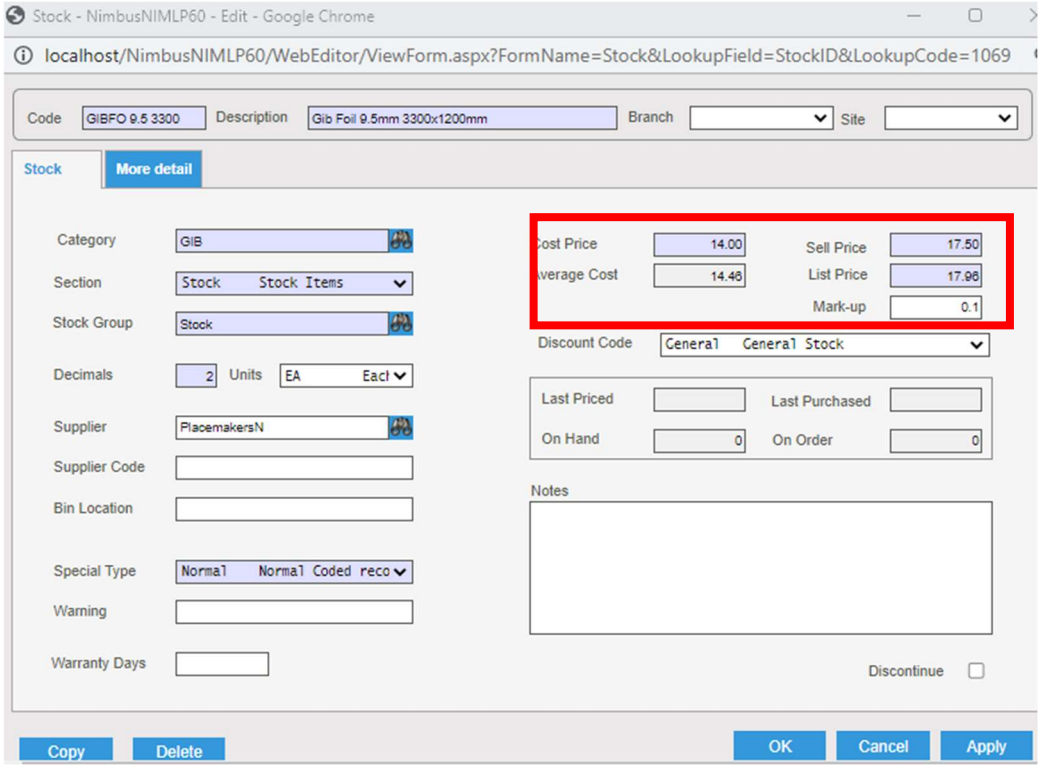
A **nonstock** type item should **NEVER** be sold in POS or Job Posting. This is because it is not a 'stock' item. The items must be ordered for a Job, using the Purchase Orders Application. They cannot be ordered for stock. The **nonstock** type has its own Balance Sheet suspense account to handle any timing differences between pricing and receiving the creditors invoice.

A freight code may also be a **nonstock** type. This is because the cost of the freight varies each time.

Travel expenses can also be a **nonstock** type, if required. This is because the cost of each travel item (e.g. airfare, accommodation, etc.) varies each trip. However, in most databases, travel kilometres are a **normal** type because the number of kilometres is entered only and the costs per kilometre are the same.

Prices

The resource file holds several prices for each item, i.e. cost price, average cost, raw cost, sell price and list price (as shown below). This section explains each of these prices as applied to stock items.



Cost Price

This is the most recent cost price paid for the item, i.e. the latest price. In the Nimbus Demo system, costs posted to a Job are based on the latest cost price. This is also the price that the business can expect to pay next time this item is purchased. Note that the **Cost Price** field is only automatically updated when ordering the item for stock on hand, i.e. the **Cost Price** field is NOT updated when the item is purchased for a Job and the Special Price field is triggered.

Average Cost

This is the weighted average cost price. As items are bought in at a new cost, the average cost price is adjusted based on the ratio of the number bought at this price to the total number of items in stock.

All stock on hand is valued at Quantity on Hand x Average Cost in the Stock module. When stock items are used for a Job, the average cost price is used for the General Ledger posting.

The **Average Cost** field cannot be edited in the stock form. This is because it is the price that is used for General Ledger integration and for the valuation of stock. This ensures tight integration from Creditors and Stock Ledgers. (Note that the **Average Cost** field can be edited if required; please see your Nimbus System Administrator if the field needs to be edited.)

Raw Cost

This is the cost price of the item less freight. Normally any freight charges in getting the stock item to the store are spread between the number of items purchased, i.e. if 10 items are purchased for $20 per item and freight charges were $10, the cost price of each item would increase by $1 to $21. The cost price in this instance is $21 and the raw cost price is $20. This is not often used.

Sell Price

This is the price a business would expect to sell the item for, if the item is to be invoiced on a Materials basis.
The sell price is the default price set for all sales and is used in the calculation of the total amount charged.

List Price

This is an alternative sell price used for display and reporting. The list price is usually unused and is primarily for discount comparisons.

To view the prices for an item:

1. From the **Stock** menu click, on the **Resource List** menu item.
2. The **Resource List** web report displays the **Sell Price**, **Cost Price** and **Average Cost** columns, as shown below.

Stock Group	Cate... Group	Category	Section	Code	Description	On Hand	On Order	Sell Price	Cost Price	Average Cost	Cost Markup	Avera... Markup	$Value	Qty Com...
					oil									
Stock	BS	GIB	Stock	GIBFO 9.5 3300	Gib Foil 9.5mm 3300x1200mm	0	0	$17.50	$14.00	$14.46	25%	21%	$0.00	0
MVRa...	OutC...	Outco...	MVRates	MV101	Strip Topsoil	0	0	$0.00	$0.00	$0.00			$0.00	0
MVRa...	OutC...	Outco...	MVRates	MV104	Respread topsoil	0	0	$0.00	$0.00	$0.00			$0.00	0

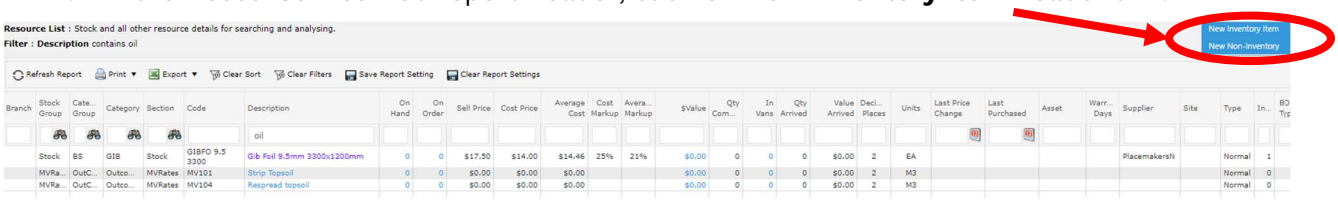
3. The **List Price** amount can be viewed from the **Resource List** web report by opening the Stock form for the item. Click on the Description to open the form.

Creating a New Stock Item

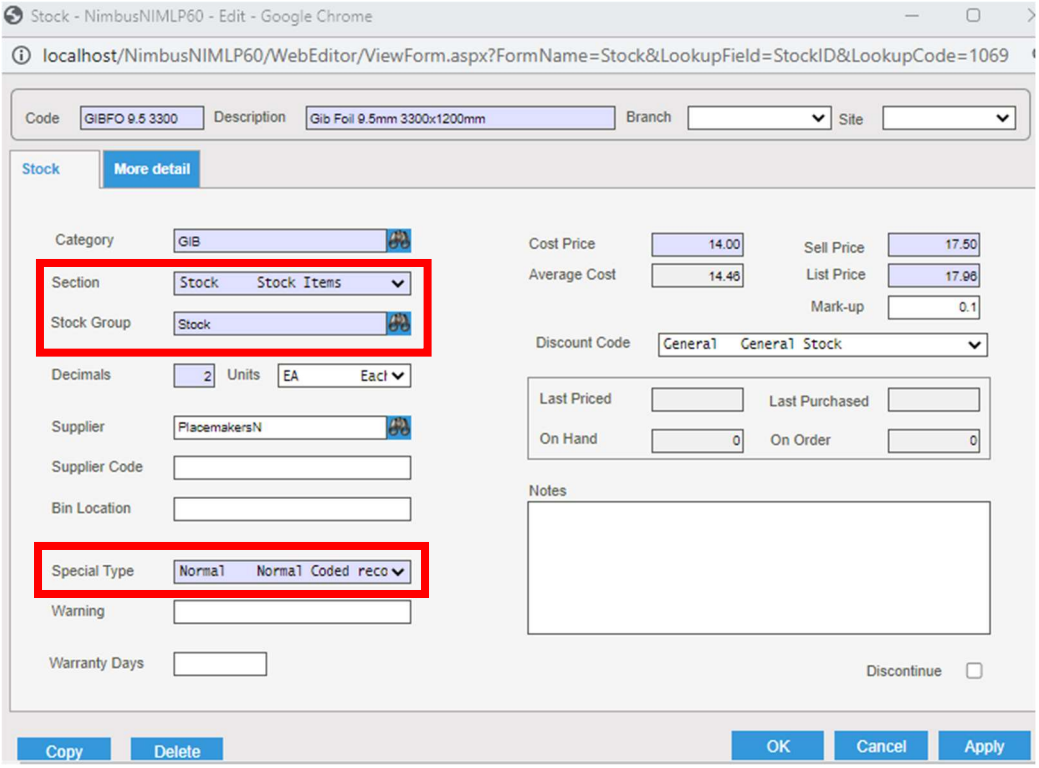
As discussed above, there is a difference between an 'inventory item' and a 'non-inventory item'. This section deals with how to create a new 'inventory item'. This is easy to do in Nimbus because the form created for this purpose comes with the required settings, taking the complexity out of creating new inventory items. All users have to do is enter the code, description, category, supplier details and prices.

To create a new stock item:

1. From the **Stock** menu, click on the **Resource List** menu item.
2. In the **Resource List** web report header, click on **New Inventory Item** header link.



3. This action opens the stock form. Note the **Section, Stock Group** and **Special Type** default settings, as shown below.



4. In the form header:

   a. Enter a code and a description for the stock item in the **Code** and **Description** fields.

   b. If the stock item is to be stored at a particular branch and/or site, use the drop-down list in the **Branch** and/or **Site** fields to enter this information. This information is useful for identification when posting the stock item to a job. It is also useful for branch stock take purposes.

5. On the **Stock tab**:

   a. Use the drop-down list in the **Category** field to select the stock category for this stock item.

   b. Stock items are measured in units, i.e. EA (each), KM (kilometres). Use the drop-down in **Units** field to select the measuring unit. If applicable, enter the number of decimal places to be recorded for this stock item in the **Decimals** field. The default entry of '0' in this field means that you will not be able to order fractions of this stock item, i.e. 2.5 units. Change the default entry if ordering fractions of this stock item is required. Nimbus can take up to four decimal places.

   c. Enter the name of the Supplier for this stock item in the **Supplier** field if required. A lookup is available.

   d. If known, enter the supplier's code for this stock item in the **Supplier Code** field. This information is used when generating a Purchase Order for this item and is helpful for the Supplier.

e. Enter the location of this stock item (in the store/warehouse) in the **Bin Location** field, if appropriate. This is useful for stock take purposes.

f. Enter any warnings for this stock item (i.e. fragile) in the **Warning** field, if appropriate.

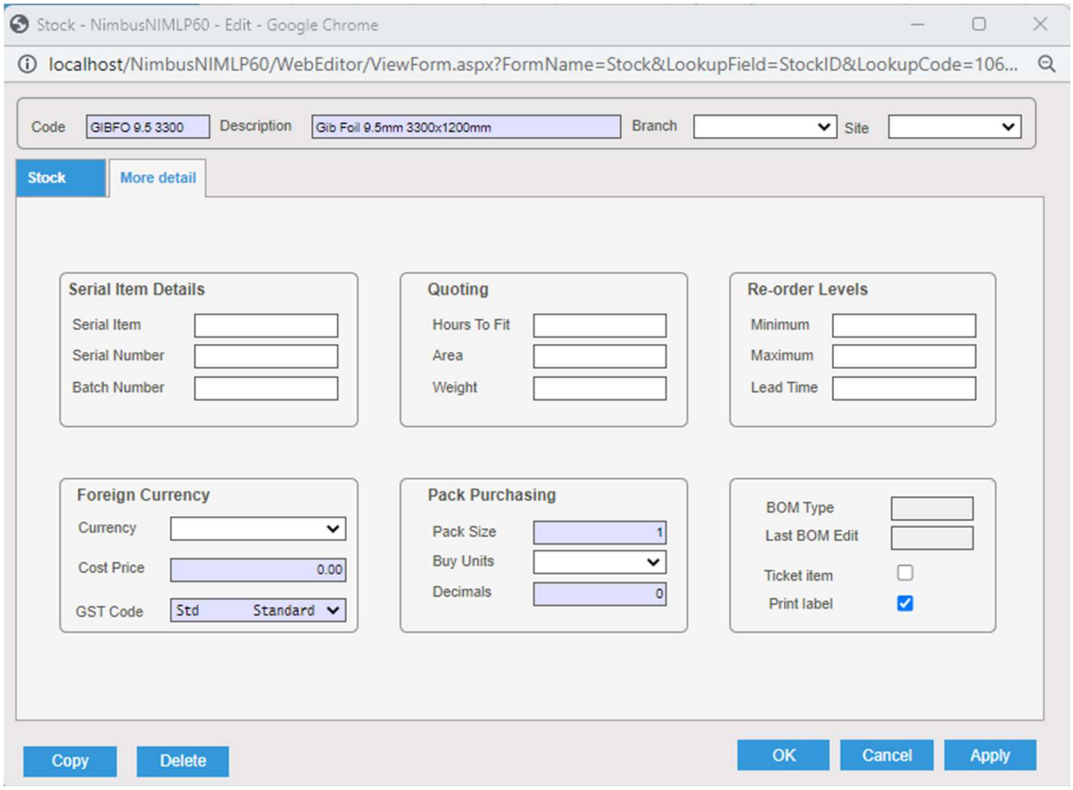
g. Enter prices in the **Cost Price**, **Sell Price** and **List Price** fields, as appropriate. You will not be able to enter an amount in the **Average Cost** field. This is because the average cost is the price that is used for General Ledger integration and for the valuation of stock. Not being able to edit this field ensures tight integration from Creditors and Stock Ledgers. Nimbus will automatically update amounts held in the **Average Cost** field as items are ordered and priced.

h. Enter the percentage mark up for this stock item in the **Mark-up** field. The percentage mark-up should be entered as a decimal, i.e. 0.1 for 10%.

i. If discounts are to be offered for this stock item, select the appropriate discount option from the drop-down list in the **Discount Code** field.

j. Enter any notes about this stock item in the **Notes** field, as appropriate.

6. Click the **Apply** button to save the stock item record.
7. Note the items on the **More Detail** tab:



a. As the new stock item does not have a SerialD Special Type entered on the Stock tab, the **Serial Item Details** section will not be used in this instance.

b. Re-order levels for this stock item can be entered in the **Re-order Levels** section, as appropriate.

c. If this stock item is to be purchased from an overseas supplier, enter the foreign exchange details in the **Foreign Currency** section. (If you need it, ask for additional training on handling foreign currency transactions in Nimbus.)

d. If this stock item is purchased in packs (i.e. one pack of six) and will be sold as individual units, enter the details in the **Pack Purchasing** section.

e. If a bar code label is to be printed for this stock item, tick the **Print Label** field.

8. Click the **OK** button to save changes and close the stock form.

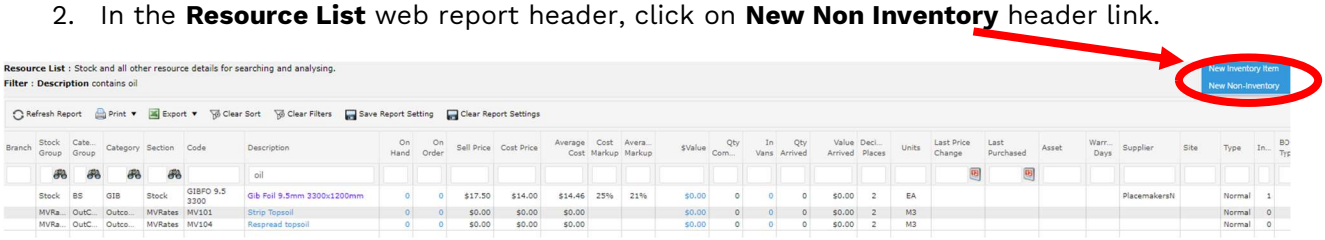
Creating a New Nonstock Item

The form used to create a new 'inventory item' (as above) could be used to create 'non-inventory items', however the settings used would have to be modified to reflect the nature of the 'non-stock' item. A better way is to use the **Stock Non Inventory** form. This form has been specifically designed to create new 'non-stock' items.

To create a new non-stock item:

1. From the **Stock** menu, click on the **Resource List** menu item.

2. In the **Resource List** web report header, click on **New Non Inventory** header link.



3. The **Stock Non Inventory** form has been modified to remove all reference to 'inventory items'. The **Special Type** field has been preset to the 'Normal Type'; this is often correct for 'non-stock items' (i.e. for Labour items), however this setting may need to be changed to the 'Nonstock Type' depending on the item.

4. While this form has removed all reference to 'inventory items', it is still possible to select stock settings from the drop-down list.

To reduce the chance for error, study the setup of an existing 'non-stock item' before proceeding. Click the **Open** button to select and view a 'non-stock item' that is similar to the one you want to create. Note the entries in the **Section**, **Stock Group** and **Special Type** fields in particular. Use these settings when creating the new 'non-stock item'.

You can also open an existing record, and use the Copy button to copy the settings for a new code.

Stock Reports

There are many stock reports in Nimbus.

To view all available stock web reports:

1. From the **Stock** menu, click on the **Reports** menu item. This action will list all available stock reports for your User Group.

Web Reports : List of all Office Reports
Filter : **Report Category** equals Stock and **ViewBy** equals NAdmin

Refresh Report | Print | Export | Clear Sort | Clear Filters | Save Report Setting | Clear Report Settings

Report Group	Report Category	Report	Report Description
	=Stock		
General	Stock	BOM Components	List of components for a Bill of Materials assembly
General	Stock	BOM List	List of Bill of Material assemblies.
General	Stock	Inventory List	Catalogue of items you sell or use.
General	Stock	Inventory Valuation	Value of Inventory per Stock Group
General	Stock	PO Current	Items on order not yet priced. Working list for Job Managers and Store staff.
General	Stock	PO Enquiry	Purchase orders transaction listing, selection and drilling.
General	Stock	Prices Discounts	Discount Matrix list for editing.
General	Stock	Prices Special	Lists all special prices.
General	Stock	Reprint Pack Slips	Reprint Packing Slips
General	Stock	Resource List	Stock and all other resource details for searching and analysing.
General	Stock	Resource Sales Detl	Detailed sales for each resource item.
General	Stock	Resource Sales Summ	Summarised resource sales by Category.
General	Stock	Serial Stock	A listing of all Serial and Batch stock items.
General	Stock	Stock History	Movements of Individual Stock Records
General	Stock	Stock in Transfer	Stock items still being transferred, ie request or issued but not yet received or confirmed as lost.
General	Stock	Stock Take Count	Enter the stock take count
General	Stock	Stock Take Detail	View any stock take, analyse the details.
General	Stock	Stock Take Summary	View a summary of any stock take.
General	Stock	Stock Takes	Lists details for all stock takes.
General	Stock	Stock to Order List	Stock below minimum not yet on order.
General	Stock	Transfer History	History of Transferred stock.
General	Stock	Van Stock	Manage Van Inventory floats

2. Read the items held in the Report **Description** column to find a stock report that meets your needs.

3. Click on the Report field to open the stock report.

Commonly used stock reports can also be accessed from:

1. The **Stock** menu, as follows:

Resource List	A list of resource items with quantity and price information. Use for searching and analysing.
Re-Order List	A list of all stock items below the minimum level and requiring an order to maintain the minimum levels set by the organisation.
Current Orders	List of all items on order that are not priced. Used for following up Purchase Orders and Suppliers.
Order History	A list of purchase order transactions for making enquiries and further analysis. Use the filters and links to find relevant data.
Rolling Sales	Displays the sales totals for each stock category for the last 12 months, as well as this month to date.
Stock Takes	A list of all open stock takes. Click on stock take no. to access details which show stock value, any variations and adjustments made for each stock take.

2. The **Enquiry** menu, as follows:

Purchases	Same as the Order History report on the Stock menu.
Inventory	A list of all inventory items sold or used for Jobs. Use for searching and analysing. Features Quantity on Hand, on Order and Committed to jobs.

3. The **JobFlow** menu, as follows:

Current Orders	Same as report in Stock menu.

Stock Management

Nimbus helps you to manage your inventory (stock) items, as follows:

1. Web reports display existing quantities on hand, quantities on order and quantities on order but committed for use in a Job. (This information is also displayed for each stock item in the stock form.)

2. The **Stock Take** Application manages the stock reconciliation work whenever a stock take is done.

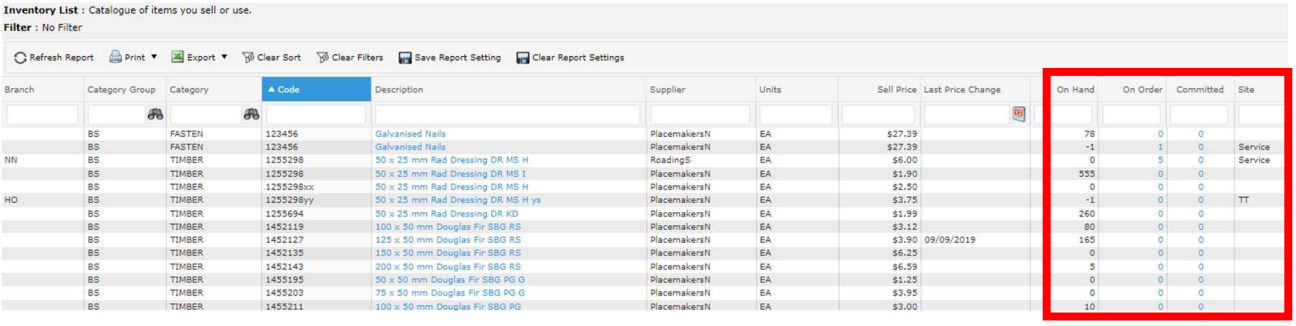
Stock Quantities

Web reports display existing quantities on hand, quantities on order and quantities on order but committed for use in a Job.

To view the stock quantities:

1. From the **Enquiry** menu, select the **Inventory** menu item. This action opens the **Inventory List** report.

2. Use the scroll bar to move the report to the left so that the **On Hand**, **On Order** and **Committed** columns are showing, as shown below.



Inventory List : Catalogue of items you sell or use.
Filter : No Filter

Refresh Report | Print | Export | Clear Sort | Clear Filters | Save Report Setting | Clear Report Settings

Branch	Category Group	Category	Code	Description	Supplier	Units	Sell Price	Last Price Change	On Hand	On Order	Committed	Site
	BS	FASTEN	123456	Galvanised Nails	PlacemakersN	EA	$27.39		78	0	0	
	BS	FASTEN	123456	Galvanised Nails	PlacemakersN	EA	$27.39		-1	1	0	Service
NN	BS	TIMBER	1255298	50 x 25 mm Rad Dressing DR MS H	RoadingS	EA	$6.00		0	5	0	Service
	BS	TIMBER	1255298	50 x 25 mm Rad Dressing DR MS I	PlacemakersN	EA	$1.90		555	0	0	
	BS	TIMBER	1255298xx	50 x 25 mm Rad Dressing DR MS H	PlacemakersN	EA	$2.50		0	0	0	
HO	BS	TIMBER	1255298yy	50 x 25 mm Rad Dressing DR MS H ys	PlacemakersN	EA	$3.75		-1	0	0	TT
	BS	TIMBER	1255694	50 x 25 mm Rad Dressing DR KD	PlacemakersN	EA	$1.99		260	0	0	
	BS	TIMBER	1452119	100 x 50 mm Douglas Fir SBG RS	PlacemakersN	EA	$3.12		80	0	0	
	BS	TIMBER	1452127	125 x 50 mm Douglas Fir SBG RS	PlacemakersN	EA	$3.90	09/09/2019	165	0	0	
	BS	TIMBER	1452135	150 x 50 mm Douglas Fir SBG RS	PlacemakersN	EA	$6.25		0	0	0	
	BS	TIMBER	1452143	200 x 50 mm Douglas Fir SBG RS	PlacemakersN	EA	$6.59		5	0	0	
	BS	TIMBER	1455195	50 x 50 mm Douglas Fir SBG PG G	PlacemakersN	EA	$1.25		0	0	0	
	BS	TIMBER	1455203	75 x 50 mm Douglas Fir SBG PG G	PlacemakersN	EA	$3.95		0	0	0	
	BS	TIMBER	1455211	100 x 50 mm Douglas Fir SBG PG	PlacemakersN	EA	$3.00		10	0	0	

On Hand	This column records the number of stock items on hand. The quantity amount is automatically adjusted as the stock item is bought and sold and is included in the Stock Ledger as well as the General Ledger.
On Order	This column records the number of stock items on order but not yet received. The quantity amount is automatically adjusted when the ordered item is received. Note that the quantity amount is not reflected in the Ledgers until the items have been priced.
Committed	This column is only used when stock has been ordered for a Job, i.e. the stock item is committed to a Job and is not available for another Job. This means that the quantity amount in this column reflects the number of stock items ordered for a particular Job but not yet received. Quantities are automatically adjusted when the ordered items are received/priced. Again, the quantity amount is not reflected in the Ledgers until the items have been priced.

The **On Hand**, **On Order** and **Committed** columns in the **Inventory List** web report monitors the stock movement on a real-time basis, however this is only possible if entries are being made as the activity occurs.

To illustrate the monitoring process, the table below records the movement of 100 items through the ordering, receiving and pricing stages of the Purchase Order process.

	On Hand	On Order	Committed
Ordered 100 items; 80 were ordered specifically for a Job.	0	100	80
40 items were received.	0	60	40
40 items were priced.	0	60	40
The remaining 60 items were received.	0	0	0
The remaining 60 items were priced.	20	0	0

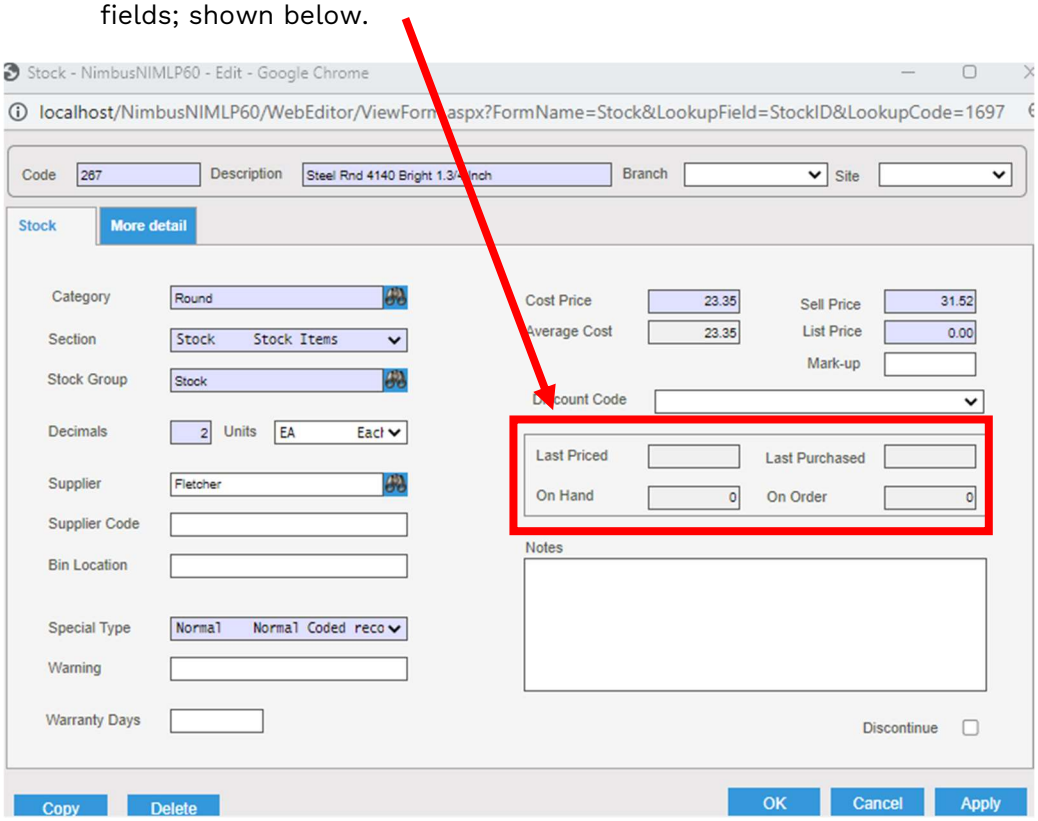
The quantity fields on the stock form monitors the stock movement on a real-time basis for that stock item.
Of course, 'real-time' is only possible if the data is being entered as the activity occurs.

To view the quantity fields on the stock form:

1. From the **Enquiry** menu, select the **Inventory** menu item. This action opens the **Inventory List** report.

2. Use the filters to find the stock item you want to view the quantity fields on the stock form for.

3. Click on the **Description** field to open the stock form. View the stock quantity fields; shown below.



Stock Take

Stock takes are regularly performed at least once a year in most Inventory holding companies. The process of performing and recording a stock take within Nimbus includes:

1. Stock Take Initiation – the point from when the stock take process begins.

2. Stock Take Count – the physical count of inventory items.

3. Entering the Count – entering the physical count against the inventory items in Nimbus.

4. Finalising the Stock Take – updating the General Ledge period with new quantities and values.

Stock Take Initiation

When a Stock Take occurs, is specific to the policy of each business. Each time a stock take is done, it is necessary to initiate that stock take.

Before setting up a stock take in Nimbus it is essential to ensure that the paperwork reflects what has actually happened.

For example – if goods have been received and are going to be counted in the stock take, the Purchase Order must be at Received, Priced or Invoiced status in Nimbus. If items have been used on a Job, then they must be posted to the Job in Nimbus.

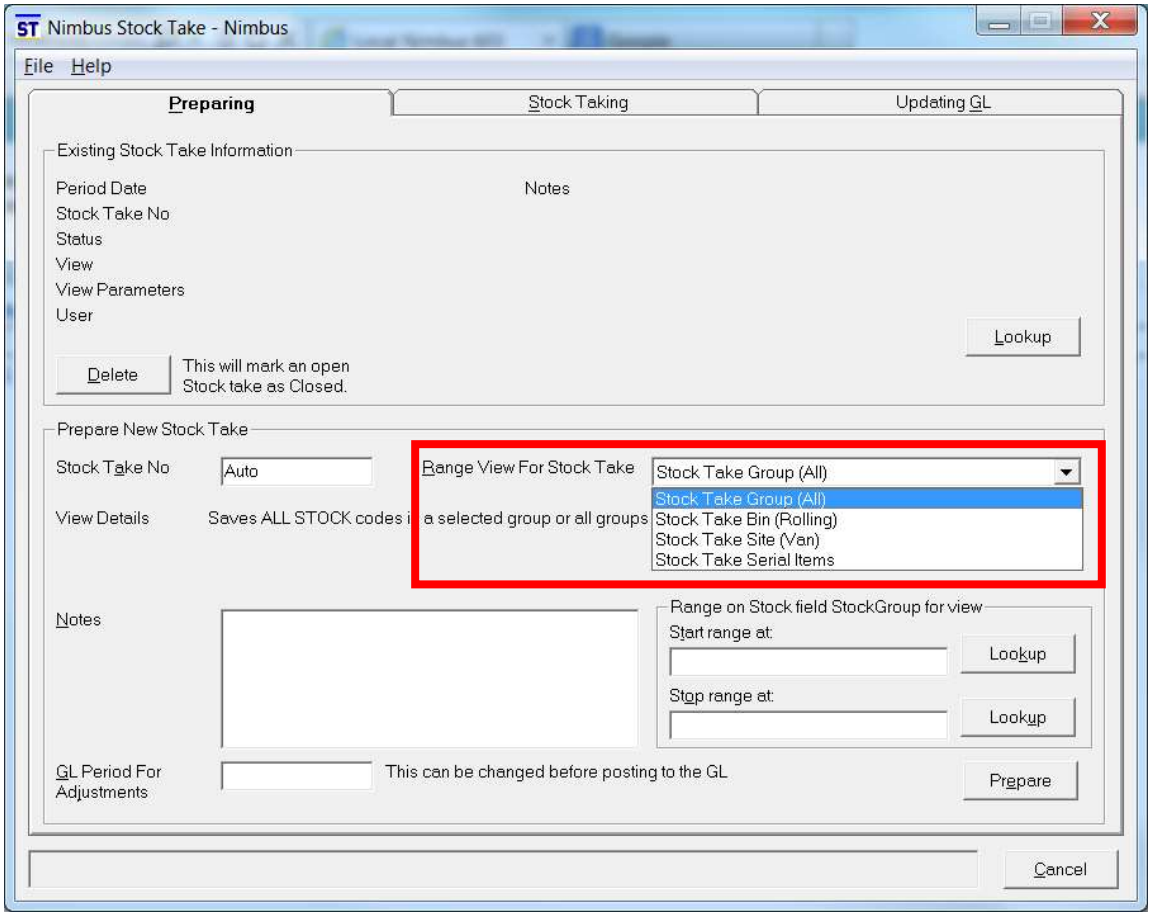
This ensures the paperwork matches the “real world”.

To initiate a stock take:

1. From the **Stock** menu click on the **Stock Takes** item.

2. This opens a list of all open stock takes. Check the list to ensure a stock take has not already been initiated.

3. Click on the **New Stock Take** header link to open the **Stock Take** Application.



4. Enter a Stock Take Number or reference in the Stock Take No field if you want your own reference e.g. Store 0211, Van17Mar11 etc., or leave as Auto and Nimbus will allocate a sequential number.

5. Select the Range View for the Stock take. It is imperative that when you are preparing the stock take that you use the correct Range View. This view is used to gather the appropriate items to count and is then utilized when entering/importing the count to update the General Ledger.

6. Use the lookup buttons to further restrict the items for a stock take e.g. for one Site, or Van.

7. Enter the Period for the General Ledger adjustments i.e. when the count is updated in Nimbus it will update the General Ledger for the specified period.

8. Click on the Prepare button to initiate the stock take.

Stock Take Count

Once a Stock Take has been initiated, it is necessary to go and complete the physical count for that inventory. A report of all items to be counted is essential for this process.

It is possible to either print this report direct to a printer, or export it to Excel. By exporting the report to Excel, you have the capacity to sort and group the items according to how they may be counted i.e. by Bin.

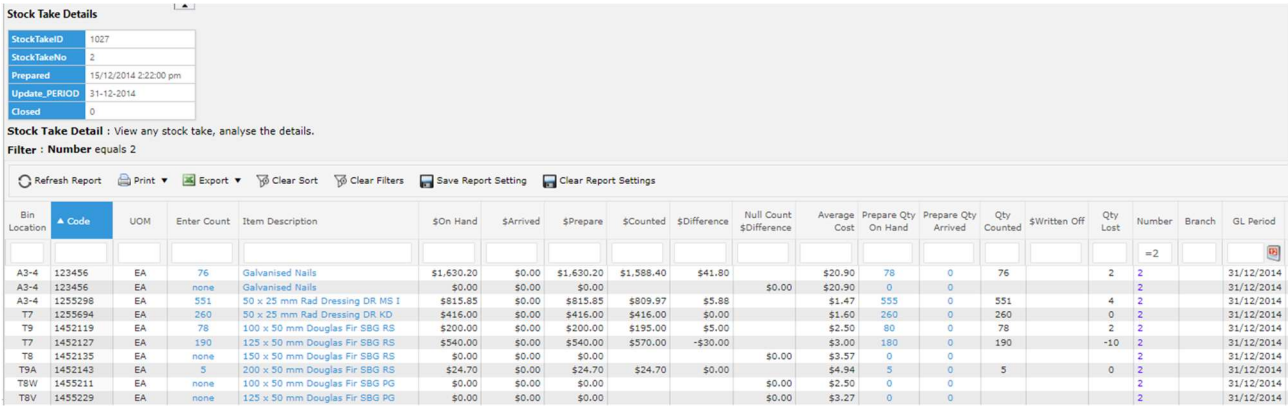
To export the Stock Take list for counting:

1. From the **Stock** menu click on the **Stock Take** menu item.

2. This shows the current list of open Stock Takes including the one you have just initiated.

3. Click on the **Number** field of the Stock Take you need. This opens the **Stock Take Summary** report which shows the current values for that Stock Take.

4. Click on the **Number** field again to open the **Stock Take Detail** report. This report shows all items to be counted.



Stock Take Details

StockTakeID	1027
StockTakeNo	2
Prepared	15/12/2014 2:22:00 pm
Update_PERIOD	31-12-2014
Closed	0

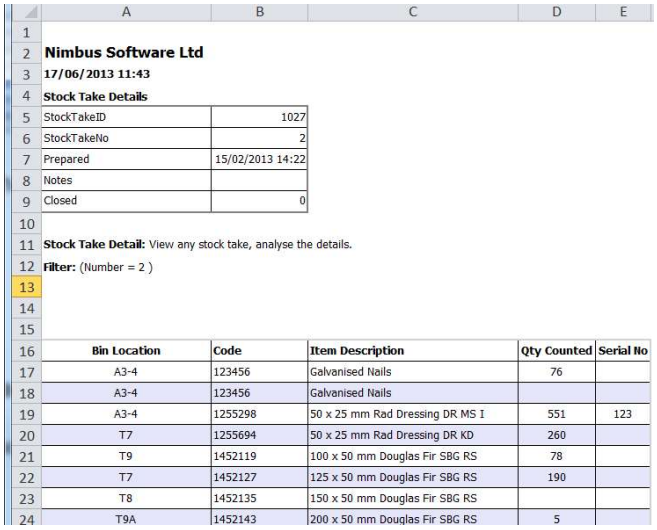
Stock Take Detail : View any stock take, analyse the details.

Filter : **Number** equals 2

Refresh Report | Print | Export | Clear Sort | Clear Filters | Save Report Setting | Clear Report Settings

Bin Location	Code	UOM	Enter Count	Item Description	$On Hand	$Arrived	$Prepare	$Counted	$Difference	Null Count $Difference	Average Cost	Prepare Qty On Hand	Prepare Qty Arrived	Qty Counted	$Written Off	Qty Lost	Number	Branch	GL Period
																	=2		
A3-4	123456	EA	76	Galvanised Nails	$1,630.20	$0.00	$1,630.20	$1,588.40	$41.80		$20.90	78	0	76		2	2		31/12/2014
A3-4	123456	EA	none	Galvanised Nails	$0.00	$0.00	$0.00			$0.00	$20.90	0	0				2		31/12/2014
A3-4	1255298	EA	551	50 x 25 mm Rad Dressing DR MS I	$815.85	$0.00	$815.85	$809.97	$5.88		$1.47	555	0	551		4	2		31/12/2014
T7	1255694	EA	260	50 x 25 mm Rad Dressing DR KD	$416.00	$0.00	$416.00	$416.00	$0.00		$1.60	260	0	260		0	2		31/12/2014
T9	1452119	EA	78	100 x 50 mm Douglas Fir SBG RS	$200.00	$0.00	$200.00	$195.00	$5.00		$2.50	80	0	78		2	2		31/12/2014
T7	1452127	EA	190	125 x 50 mm Douglas Fir SBG RS	$540.00	$0.00	$540.00	$570.00	-$30.00		$3.00	180	0	190		-10	2		31/12/2014
T8	1452135	EA	none	150 x 50 mm Douglas Fir SBG RS	$0.00	$0.00	$0.00			$0.00	$3.57	0	0				2		31/12/2014
T9A	1452143	EA	5	200 x 50 mm Douglas Fir SBG RS	$24.70	$0.00	$24.70	$24.70	$0.00		$4.94	5	0	5		0	2		31/12/2014
T8W	1455211	EA	none	100 x 50 mm Douglas Fir SBG PG	$0.00	$0.00	$0.00			$0.00	$2.50	0	0				2		31/12/2014
T8V	1455229	EA	none	125 x 50 mm Douglas Fir SBG PG	$0.00	$0.00	$0.00			$0.00	$3.27	0	0				2		31/12/2014

5. Click on the button next to the **Client Report** item in the Header links to export this list to Microsoft Excel.



Nimbus Software Ltd

17/06/2013 11:43

Stock Take Details

StockTakeID	1027
StockTakeNo	2
Prepared	15/02/2013 14:22
Notes	
Closed	0

Stock Take Detail: View any stock take, analyse the details.

Filter: (Number = 2)

Bin Location	Code	Item Description	Qty Counted	Serial No
A3-4	123456	Galvanised Nails	76	
A3-4	123456	Galvanised Nails		
A3-4	1255298	50 x 25 mm Rad Dressing DR MS I	551	123
T7	1255694	50 x 25 mm Rad Dressing DR KD	260	
T9	1452119	100 x 50 mm Douglas Fir SBG RS	78	
T7	1452127	125 x 50 mm Douglas Fir SBG RS	190	
T8	1452135	150 x 50 mm Douglas Fir SBG RS		
T9A	1452143	200 x 50 mm Douglas Fir SBG RS	5	

6. This report can then be sorted and printed accordingly and given to your staff to count the items.

7. Save this report should you choose to import the count back into Nimbus using the **Stock Take Import** Application.

Entering the Count

There is more than one way to enter the Inventory count into Nimbus, one way is to enter the 'count per code' in the **Stock Taking** tab of the **Stock Take** Application.

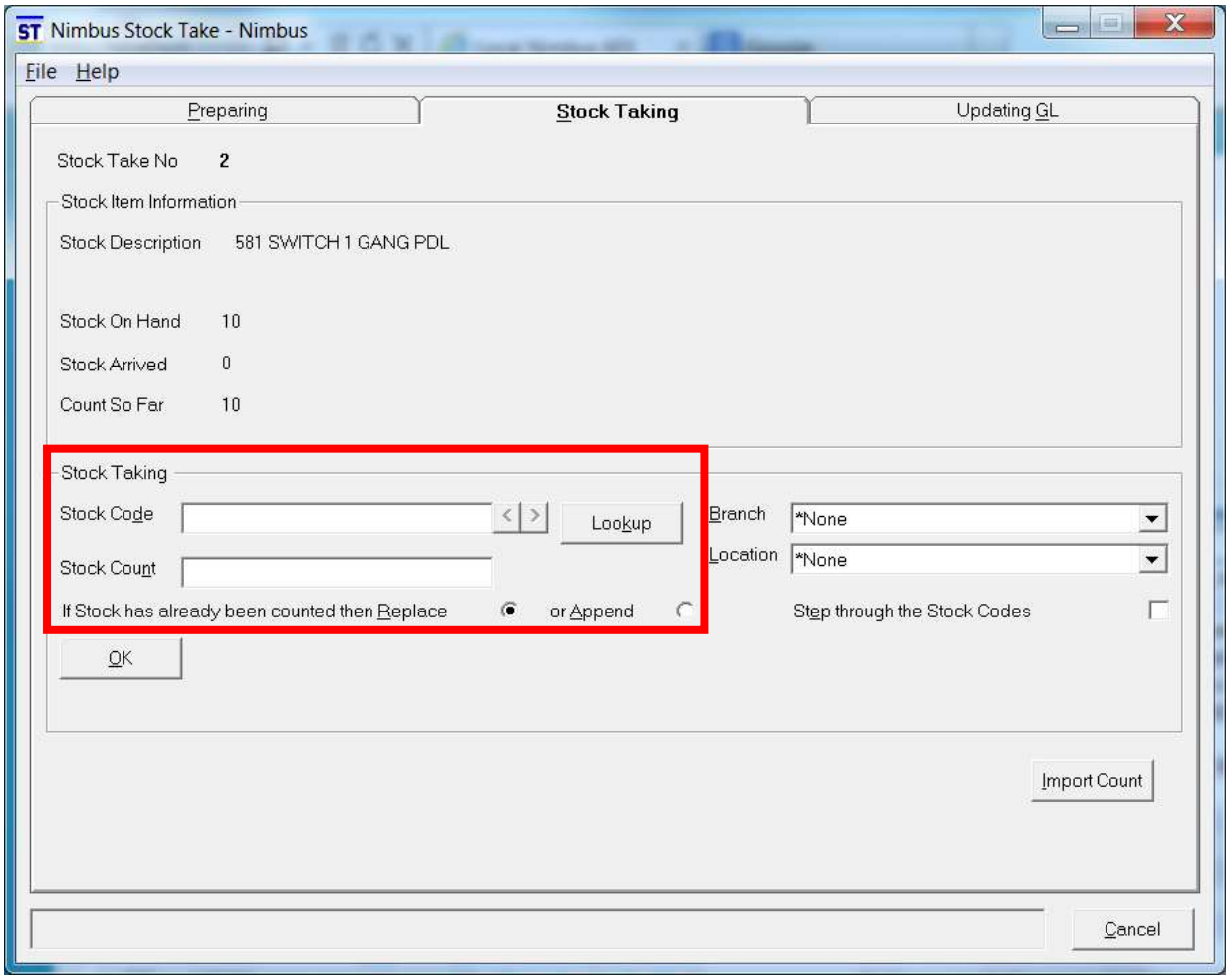
To do this:

1. From the **Stock** menu click on the **Stock Takes** menu item.

2. Click the **Number** field for the Stock Take you wish to update. This opens the **Stock Take Summary** report.

3. Click the **Number** field again to open the **Stock Take Detail** report.

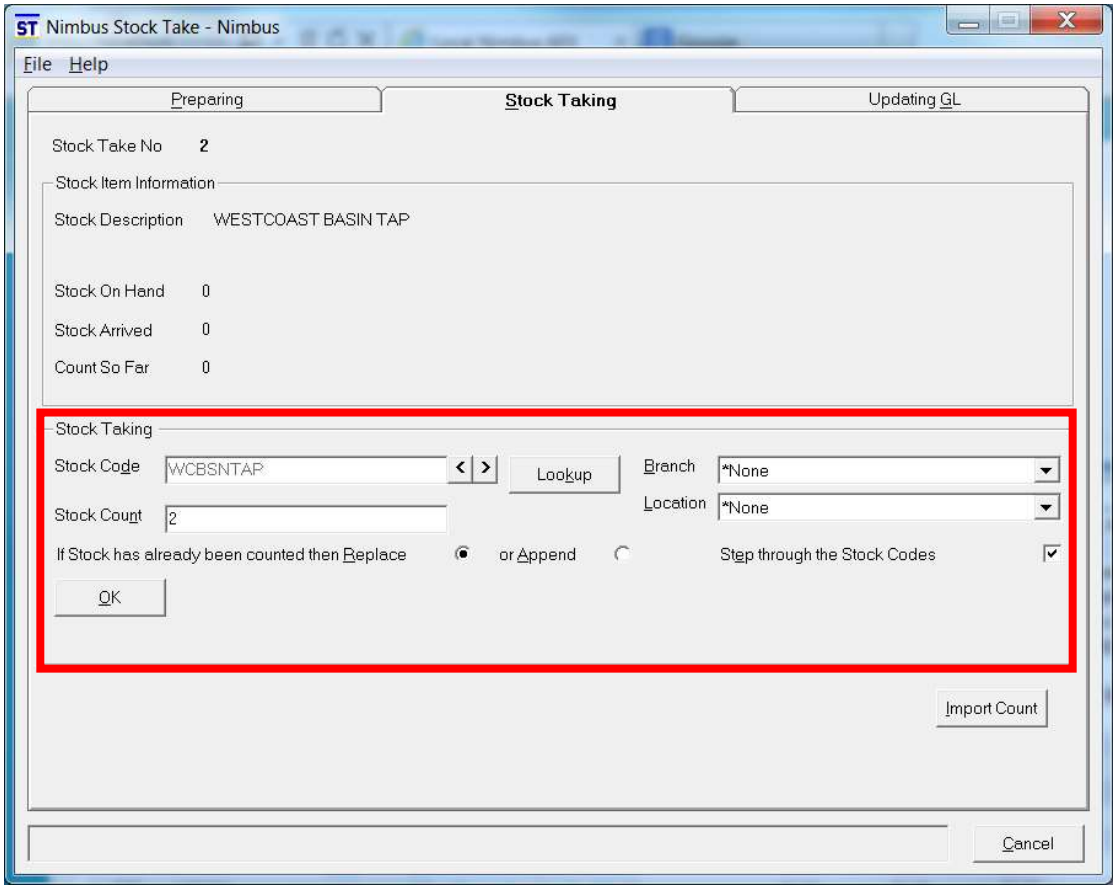
4. From the Header links, click on the **Update Stock Take** item. This opens the Stock Take application, choose the stocktake no. – e.g. 1002. Click on the **Stock Taking** tab.



5. Using the **Lookup** button choose the first item in your stock take to count. Note that details of the stock item, the quantity on hand at the time of the stock take, and any quantity counted so far are also displayed.

6. Enter the counted number in the **Stock Count** field.

NOTE: the radio buttons for 'If stock has already been counted then Replace or Append. If a count has already been entered for the stock item, choose the appropriate option.



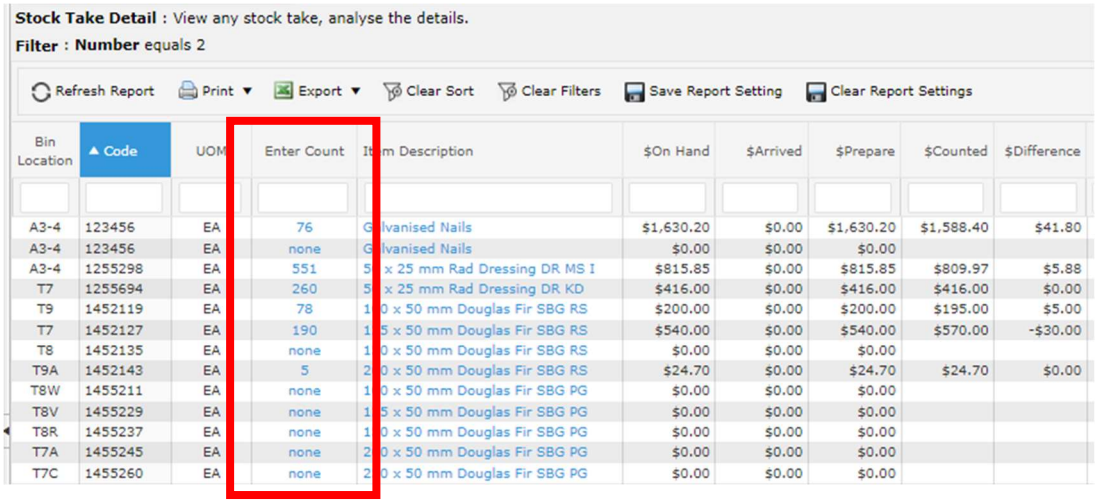
7. If 'Step through the Stock Codes' is ticked on, when you click the OK button then the next stock code becomes available to enter the count for. Continue to enter the count until you reach the end of the file.

You can also enter the count on an item-by-item basis from the **Stock Take Detail** report.

1. From the **Stock** menu click on the **Stock Takes** menu item.

2. Click the **Number** field for the Stock Take you wish to update. This opens the **Stock Take Summary** report.

3. Click the **Number** field again to open the **Stock Take Detail** report.



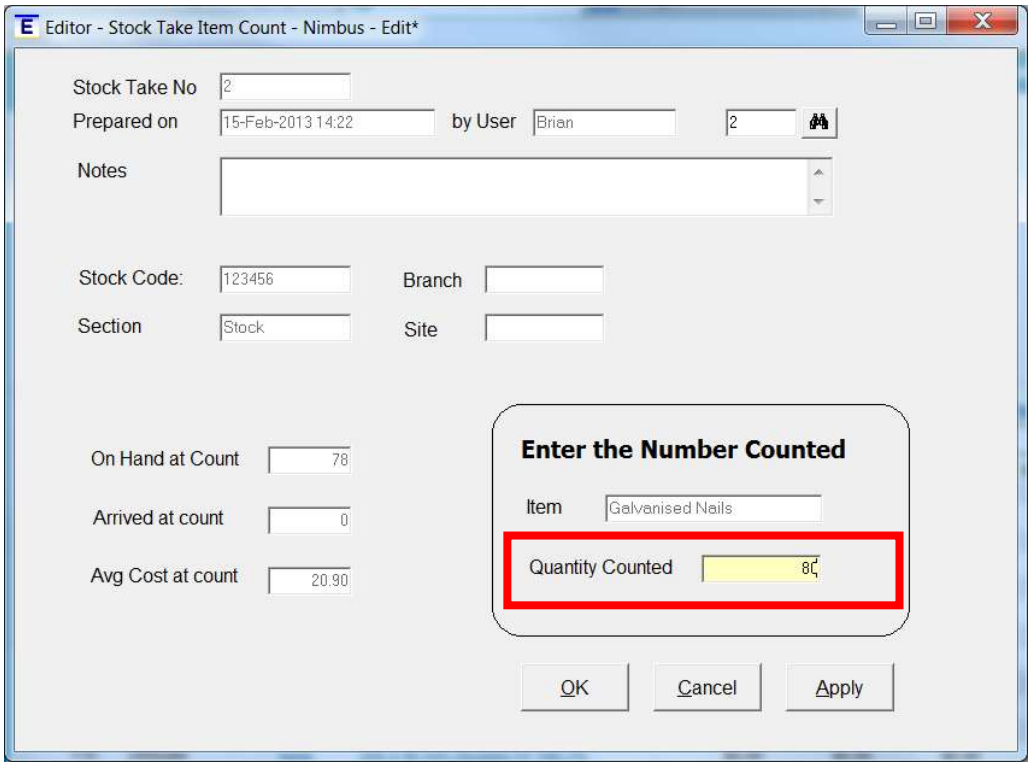
Stock Take Detail : View any stock take, analyse the details.
Filter : **Number** equals 2

Refresh Report | Print | Export | Clear Sort | Clear Filters | Save Report Setting | Clear Report Settings

Bin Location	Code	UOM	Enter Count	Item Description	$On Hand	$Arrived	$Prepare	$Counted	$Difference
A3-4	123456	EA	76	Galvanised Nails	$1,630.20	$0.00	$1,630.20	$1,588.40	$41.80
A3-4	123456	EA	none	Galvanised Nails	$0.00	$0.00	$0.00		
A3-4	1255298	EA	551	5[illegible] x 25 mm Rad Dressing DR MS I	$815.85	$0.00	$815.85	$809.97	$5.88
T7	1255694	EA	260	5[illegible] x 25 mm Rad Dressing DR KD	$416.00	$0.00	$416.00	$416.00	$0.00
T9	1452119	EA	78	1[illegible]0 x 50 mm Douglas Fir SBG RS	$200.00	$0.00	$200.00	$195.00	$5.00
T7	1452127	EA	190	1[illegible]5 x 50 mm Douglas Fir SBG RS	$540.00	$0.00	$540.00	$570.00	-$30.00
T8	1452135	EA	none	1[illegible]0 x 50 mm Douglas Fir SBG RS	$0.00	$0.00	$0.00		
T9A	1452143	EA	5	2[illegible]0 x 50 mm Douglas Fir SBG RS	$24.70	$0.00	$24.70	$24.70	$0.00
T8W	1455211	EA	none	1[illegible]0 x 50 mm Douglas Fir SBG PG	$0.00	$0.00	$0.00		
T8V	1455229	EA	none	1[illegible]5 x 50 mm Douglas Fir SBG PG	$0.00	$0.00	$0.00		
T8R	1455237	EA	none	1[illegible]0 x 50 mm Douglas Fir SBG PG	$0.00	$0.00	$0.00		
T7A	1455245	EA	none	2[illegible]0 x 50 mm Douglas Fir SBG PG	$0.00	$0.00	$0.00		
T7C	1455260	EA	none	2[illegible]0 x 50 mm Douglas Fir SBG PG	$0.00	$0.00	$0.00		

4. Click on the **Enter Count** column for the stock code that you wish to enter a count for. This column will show none if no count has been entered, or the number that has been counted if already entered.

5. Enter the Quantity Counted in the **Quantity Counted** field as per below. Note that the Quantity entered replaces any quantity previously entered.



6. Click **OK** to save the count.

7. Continue entering the stock counts.

Adding an Item into a Stock Take

Sometimes you may count an item that is not in the stock take – it may not have appeared in the stock take because it had 0 on hand, or it was out of the range view for some other reason.

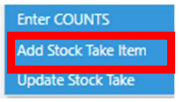
To add an item into a stock take:-

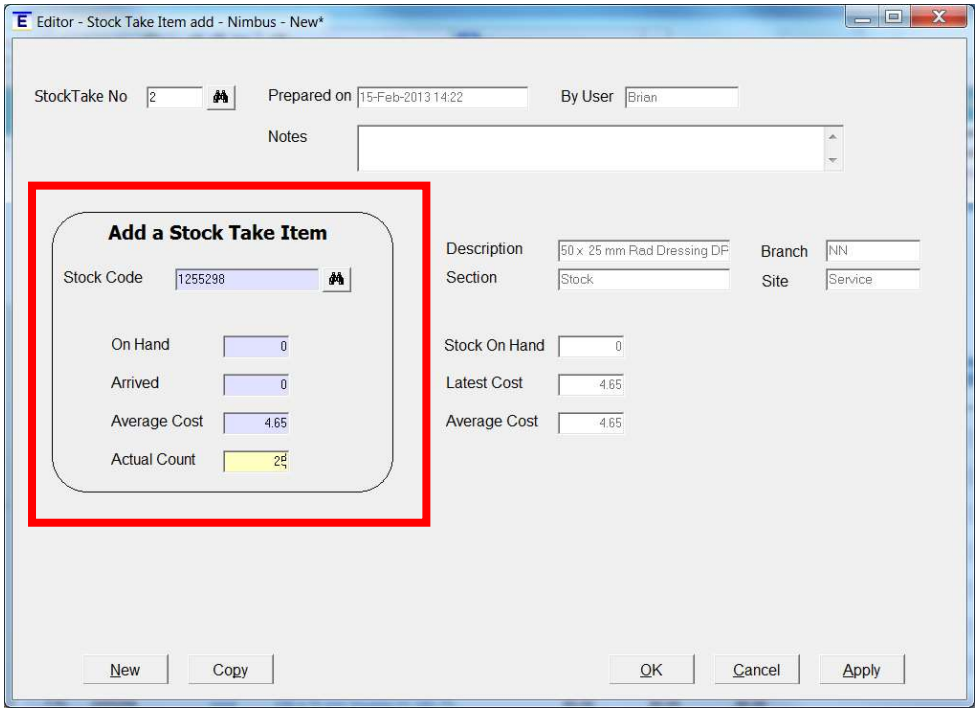
1. From the **Stock** menu click on the **Stock Takes** menu item.

2. Click the **Number** field for the Stock Take you wish to update. This opens the **Stock Take Summary** report.

3. Click the **Number** field again to open the Stock Take Detail report.

4. Click on the header link **Add Stock Take** Item to open the following form.





   a. Enter the Stock Code to be added, or click on the binoculars to use the search window.

   b. Enter the Nimbus quantity on hand at the time the stock take was prepared. (most likely to be zero)

   c. Enter the Quantity Arrived at the time of preparation (most likely 0).

   d. Change the Average Cost if required.

   e. Enter the Actual Count (the GL adjustment will be based on the difference between the Quantity Counted and sum of Quantity On hand and Quantity Arrived).

5. If you have more items to add, click Apply to save, then click New to add more items. Otherwise click OK to Save and exit.

Finalising the Stock Take

The final part of a Stock Take is to update the General Ledger with the new values that are calculated from the entered count. This is done from the Stock Take Application.

First check that the stock count has been entered, and investigate any items where there is a significant write off/write up.

1. From the **Stock** menu click on the **Stock Takes** menu item.

2. Click the **Number** field for the Stock Take you wish to update. This opens the **Stock Take Summary** report.

3. Click the **Number** field again to open the **Stock Take Detail** report.

Stock Take Detail : View any stock take, analyse the details.
Filter : **Number** equals 2

Refresh Report | Print | Export | Clear Sort | Clear Filters | Save Report Setting | Clear Report Settings

Bin Location	Code	UOM	Enter Count	Item Description	$On Hand	$Arrived	$Prepare	$Counted	$Difference	Null Count $Difference	Average Cost	Prepare Qty On Hand	Prepare Qty Arrived	Qty Counted	$Written Off	Qty Lost	Number	Branch	GL Period
																	=2		
T7D	1455278	EA	none	300 x 50 mm Douglas Fir SBG PG	$0.00	$0.00	$0.00			$0.00	$8.73	0	0				2		31/12/2014
T7G	1455286	EA	none	100 x 75 mm Douglas Fir SBG PG	$0.00	$0.00	$0.00			$0.00	$3.92	0	0				2		31/12/2014
T7G	1455294	EA	none	150 x 75 mm Douglas Fir SBG PG	$0.00	$0.00	$0.00			$0.00	$5.88	0	0				2		31/12/2014
T7H	1455302	EA	none	200 x 75 mm Douglas Fir SBG PG	$0.00	$0.00	$0.00			$0.00	$8.29	0	0				2		31/12/2014
T8C	1455336	EA	none	300 x 75 mm Douglas Fir SBG PG	$0.00	$0.00	$0.00			$0.00	$13.23	0	0				2		31/12/2014
A2-2	20109091	EA	248	CABLE TPS 16 MM 3CORE	$2,976.00	$0.00	$2,976.00	$2,976.00	$0.00		$12.00	248	0	248		0	2		31/12/2014
A2-5	20109156	EA	86	CABLE TPS 16 MM 3-CORE & EARTH	$1,218.00	$0.00	$1,218.00	$1,204.00	$14.00		$14.00	87	0	86		1	2		31/12/2014
A2-5	20110138	EA	none	CABLE TPS 25 MM SINGLE RED	$0.00	$0.00	$0.00			$0.00	$5.90	0	0				2		31/12/2014
A2-7	20110162	EA	none	CABLE TPS 25 MM SINGLE BLACK	$0.00	$0.00	$0.00			$0.00	$5.80	0	0				2		31/12/2014
A2-2	20111134	EA	none	CABLE TPS 35 MM SINGLE RED	$0.00	$0.00	$0.00			$0.00	$7.66	0	0				2		31/12/2014
A2-4	20111169	EA	none	CABLE TPS 35 MM SINGLE BLACK	$0.00	$0.00	$0.00			$0.00	$7.00	0	0				2		31/12/2014
A3-4	20212992	EA	none	CABLE CONDUIT WIRE 2.5 MM RED ST	$0.00	$0.00	$0.00			$0.00	$0.70	0	0				2		31/12/2014
A3-4	20315104	EA	none	CABLE TPE 3 CORE 1.0 SQMM FLEX	$0.00	$0.00	$0.00			$0.00	$1.90	0	0				2		31/12/2014
A3-5	20315120	EA	none	CABLE TPE 4 CORE 1.0 SQMM FLEX	$0.00	$0.00	$0.00			$0.00	$2.26	0	0				2		31/12/2014

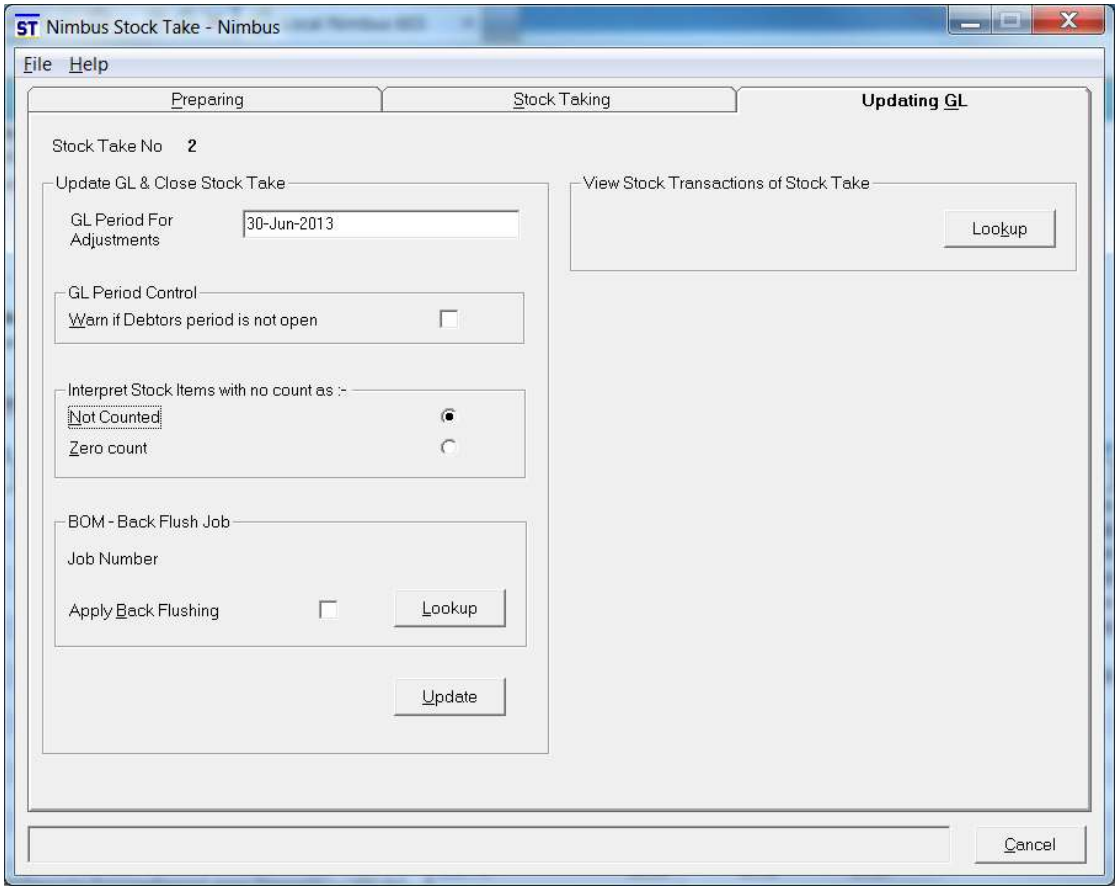
4. Review the **Qty Lost** Column to see the difference between the actual count and the prepared quantity in Nimbus. Also review the **$Difference** and **NullCount $Difference** columns. These show the amounts that will be posted to the Stock Writeoff/Up account in the General ledger if the stock take is updated.

5. Once you are happy the counts are correct and the WriteOff/Up is correct update the General Ledger.

To update the General Ledger:

1. From the **Stock Take** Application ensure you have the correct Stock Take loaded.

2. Click on the **Updating GL** tab.



3. Ensure the correct period is entered for the adjustments in the **GL Period for Adjustments** field.

4. In the 'Interpret Stock Items with no count as' section it is important to choose how these are dealt with. Choose between **Not Counted** or **Zero count**. If Zero Count is selected adjustments will be posted as per the **NullCount $Difference** column in the **Stock Take Detail** report.

5. The BOM Backflush section will only be enabled if you use Bill of Material. Generally you should not Apply Back Flushing (i.e. untick). Refer to your Nimbus Consultant or the Bill of Materials manual for more information.

6. Click on the **Update** button to update the General Ledger and close the Stock Take. Alternatively you can use the header link

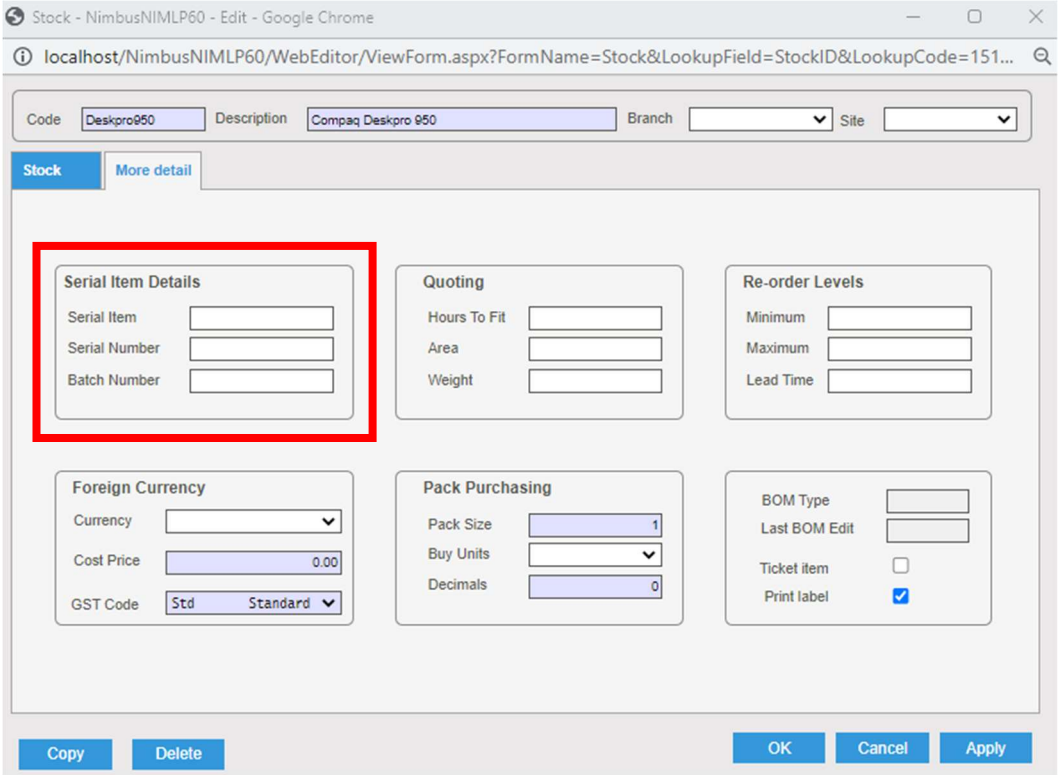
Appendix - Serial Stock

In Nimbus a standard stock item is set up once. It will have a **Special Type** of 'Normal'. For purchases and/or sales of this item, the Code is always used so that Nimbus can monitor the stock movement and quantity on hand.

However, a serial stock item is quite different. That's because a serial 'stock' item has a serial number which means that there is a requirement to track this 'stock' item for one reason or another. For example, appliances have a serial number for guarantee purposes and retailers need to keep track of these individual 'stock' items for the maintenance of the guarantee on them.

Serial stock items are always identified by a unique serial number; this means that the serial stock item in the Nimbus stock records will need to be unique also. In Nimbus this is managed through the use of a template system. A **Serial Stock Template** is initially setup using the Stock Form:

- On the **Stock** tab, **SerialT** is entered in the **Special Type** field.
- On the **More Detail** tab, the details for the item are held in the **Serial Item Details** section; shown below. Note that a **Serial Stock Template** always displays '0' in the **Serial Item** field, and the **Serial Number** field will always be blank. This is because a template item is not an actual stock item.



A **SerialT** stock item is never bought and sold; it is only used for Nimbus to copy the details from when a serial stock item needs to be created so that it can be purchased and/or sold.

When a serial stock item is purchased, Nimbus uses the **Serial Stock Template** (settings below) ...

Code	Compaq 920
Description	Compaq 920 Notepad
Special Type	SerialT (Serial Template)
Serial Item	0
Serial Number	

To automatically create the serial stock item in the Nimbus stock records (settings below).

Code	Compaq 920
Description	Compaq 920 Notepad
Special Type	SerialD (Serial Detail)
Serial Item	1
Serial Number	AX-4589234

Note that the actual serial stock item has a Type of 'SerialD', **Serial Detail**. From the example above, you can see that Nimbus replicates the **Serial Stock Template** settings to automatically add a Compaq 920 Notepad serial stock item to the stock records. Since this is the first purchase of this **Serial Stock Item**, Nimbus enters '1' in the **Serial Item** field. The purchased **Serial Stock Item** also has a unique **Serial Number**; this is entered during the Purchase Order process at the receiving, pricing and/or invoicing stage.

When another Compac 920 Notepad is purchased, Nimbus again uses the **Serial Stock Template** to create another **Serial Stock Item**, only this time the settings will be as follows:

Code	Compaq 920
Description	Compaq 920 Notepad
Special Type	SerialD (Serial Detail)
Serial Item	2
Serial Number	AX-4589235

Since this is the second purchase of this **Serial Stock Item**, Nimbus enters '2' in the **Serial Item** field.
A unique **Serial Number** is entered during the Purchase Order process.

As stated previously, the **Serial Number** field in a SerialT item will always be blank. This is because a SerialT item is never bought or sold. It is only used to create the actual stock items.

In summary, when a serial stock item is purchased, Nimbus uses the SerialT item to automatically create the SerialD item in the Nimbus stock records. When the SerialD item is purchased, the Quantity on Hand will be '1' and when the SerialD item is sold the Quantity on Hand will be '0'. The SerialD item that was used for the purchase and sale will never be used in transactions again. It will however always be available for tracking and will be identified by its Stock Code **and** Serial Number. (For tracking purposes, the **Serial Number** field for a SerialD item should never be blank.) Over time, as more and more serial items are purchased, Nimbus tracks each serial stock item. The SerialT item will be at the top of the list and any SerialD items will be underneath, i.e. Nimbus has replicated

the SerialT item several times in order to create the list of serial stock items below it – one for each purchase/sale.

To view the serial stock items:

1. From the **Stock** menu, click on the **Reports** menu item.

2. In the **Report Name** column, click on **Serial Stock**.

3. Use the **Description** filter field to locate the serial stock item you want to view.

4. A listing of all serial stock items for the selected description is now displayed; as shown below.

Serial Stock : A listing of all Serial and Batch stock items.
Filter : No Filter

Refresh Report | Print | Export | Clear Sort | Clear Filters | Save Report Setting | Clear Report Settings

Branch	Type	Serial No	Category	Code	Serial Item	Description	Purchased	On Hand	On Order	Sell Price	Average Cost
	SerialT		PC	Tecra8000		Tecra 8000 Pentium Notepad			0	$7,000.00	$5,600.00
	SerialT		PC	Deskpro950		Compaq Deskpro 950			0	$6,062.50	$4,850.00
	SerialT		PC	Compaq 920		Compaq 920 Notepad			0	$3,437.50	$2,750.00
	SerialT		WW	FPDDWH		Dish Drawer White			0	$1,795.00	$1,250.00
	SerialT		WW	FPDDSF		Dish Drawer Silver			0	$1,795.00	$1,250.00
	SerialT		WW	FPFD6M		Fisher & Pykel 6M Fridge Freezer			0	$1,200.00	$900.00
	BatchT		CABLE	CABC23		Cable Copper Mains			0	$75.00	$47.00

5. Note the **On Hand** column. Where there are '0' items on hand the serial stock item has been purchased and sold. Where there is '1' item on hand, the serial stock item has been purchased but not yet sold.

To order a serial stock item:

1. From the **Stock** menu, click on the Current Orders menu item this takes you to the Current Orders web report.

2. Click on the New Purchase Order header link to open the Order for Jobs and Stock order form

3. Enter the supplier's name in the **Supplier** field and change today's date in the **Date** field if not applicable.

4. In the grid, enter a SerialT stock item in the code the **Code** field. A lookup is available.

5. Enter '1' in the **Quantity** field and then press **Tab**.

6. Check the **Job Qty** field. If this order is for a Job, enter '1' in this field. If this order is to replenish stock on hand, enter '0' in this field. Press **Tab**.

7. Record the Purchase Order number and then save the order by clicking on the **Save** button.

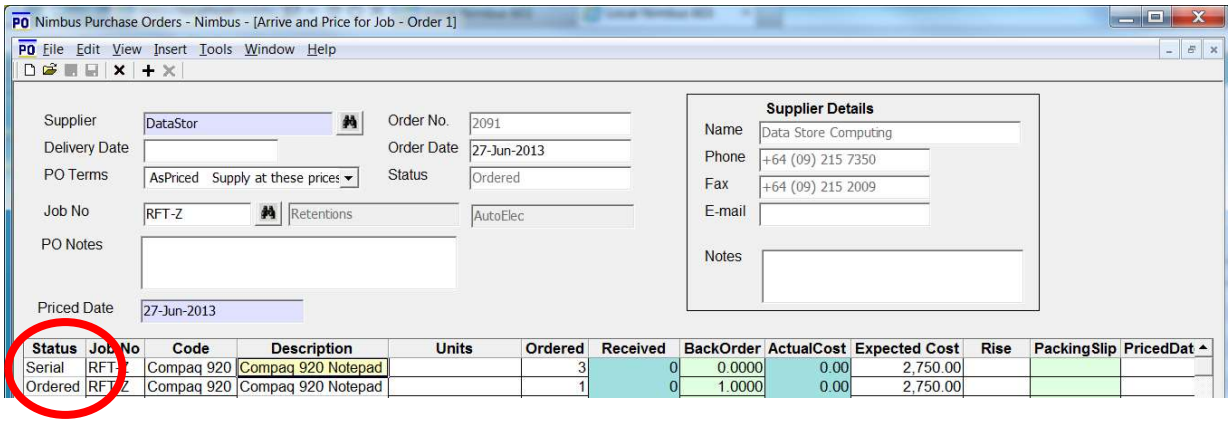
To receive, price and invoice the serial stock item purchase order:

1. From the **JobFlow** menu, click on the **Current Orders** menu item.

2. Use the filters to locate the original Purchase Order.

3. Click in the **Price** column for the Purchase Order line item to open the Purchase Order form.

4. Note the **Status** column; shown below. The top line in the grid displays the SerialT item. The line below is the SerialD item, i.e. the item on order. This means that when processing the Purchase Order you must always process the line with the 'ordered' status (the second line).



5. For the line item with the 'ordered' status (i.e. the second line) process the Purchase Order as normal.

6. View the new serial stock item in the Serial Stock report. From the **Stock** menu, click on the **Reports** menu item. In the **Report Name** column, click on **Serial Stock** and then use the **Description** filter field to locate the serial stock item you want to view.