



# Inventory

Timberline® Office Inventory is a complete stock control application designed to keep you on top of all aspects of material management.

It handles everything from material receiving and item costing, to location tracking and physical counts.

Efficient data entry processes allow you to record receipts, issues and adjustments, while automated item tracking manages an unlimited number of inventory items for multiple locations. And taking advantage of Inventory's reporting and inquiry tools, you can keep tabs on real-time status of quantities, costs, item movements and valuations at any time.

Through tight integration with Timberline Office Purchasing, Inventory gives you the ability to consolidate purchasing and replenishment of inventory items through one information source. And interfaces to Accounts Payable, Job Cost and Equipment Cost allow you to efficiently capture all your material management details in Timberline Office.

Following is a detailed list of the features Inventory offers to help you keep tight control of inventory material:

## Item tracking

- Track items in a shared database with Timberline Office Purchasing to consolidate purchasing and replenishment of inventory.
- Track an unlimited number of inventory items, including non-stock items, for any number of locations.
- Track the quantity on hand and the quantity on order for each item—in total and by location.
- Specify by item whether to use standard, average, LIFO, FIFO and Last Cost.
- Define contract buy prices for a specific period of time.
- Assign unlimited suppliers per item.
- Define different units of measurement per item for purchasing, issuing and stock keeping.
- Handle fractional quantities using up to four decimal places.
- Define item classes to group similar materials and allocate costs to departments or cost centers (for example, define a "vehicle maintenance" class for air filters, motor oil, belts, etc.).
- Track the last issue date, last date received, and the last time each item was counted.
- Track transaction history for an unlimited number of previous periods and years to monitor usage statistics.
- Store maximum, minimum and reorder quantities by location.
- Add jobs and extras on the fly.
- Store item barcodes for reporting purposes.
- Create item sets to process materials handling more efficiently.

## Entry and processing

- Import and export items using Microsoft® Excel.
- Enter receipts to record materials received from vendors or other warehouses, and to log items you fabricate using materials on hand.
- Issue materials for jobs, equipment and office needs and automatically cost the materials appropriately (for example, costs for equipment maintenance materials can be sent to Equipment Cost for posting).
- Set up alternate items that can be substituted for another item in an out-of-stock or redundant situation.
- Record physical counts by location using an interactive item worksheet.
- Post inventory adjustments and revise unit rates directly from the physical count worksheet.

## Inquiry

- View stored information on the screen through an interactive inventory inquiry.
- Use Previous and Next buttons to quickly scan through items, locations and transactions.
- Drill down from summary information to supporting detail (for example, drill down on an item to see where it's stored and which locations have the greatest quantities on hand).
- Apply filters to display exactly the information you want to see (for example, display only items of a certain item class).
- Search for specific information using exact match or partial match criteria.

## Reporting

- Choose from several pre-designed Inventory reports to calculate and print information at any time (for example, Item Status, Reorder, Overstocked Items, Physical Count Sheet).
- Use Crystal Reports® to modify the look and content of existing reports or to create entirely new reports (Crystal Reports must be purchased separately).
- Include data fields from throughout Timberline Office in customized reports using Crystal Reports.
- Add customized reports to the reports menu.

## Additional features

- Define security rights by employee or group.
- Enter electronic notes to document additional item information (for example, enter a note explaining why an item is being transferred from one location to another).
- Change field descriptions to match your company's terminology.
- Send standard costs to Job Cost while appropriately accounting for average cost in General Ledger.
- Create issues and orders from requisitions.

**Inventory** is a part of Timberline Office, fully integrated software created to streamline work and connect the people you depend on to build your business.