



akuiteo

BUSINESS SOFTWARE

User Guide

INVENTORIES

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1 Preface

1.1 REVISIONS

Revision 2	Published in January 2022 <ul style="list-style-type: none">• Minor corrections.
Revision 1	Published in November 2021

1.2 HELP DESK

Akuiteo S.A.S. highly values your satisfaction.

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<https://www.akuiteo.fr/akuiteo.clients/>

2 [Optional Module] Introduction to the Inventories module

The Inventories module is tailored for the following profiles:

- You are a trading company or you specialize in selling/reselling products.
- You manage spare parts in the Help Desk module.
- You also want to manage the storage units where the products are stored.
- You want to track inventory movements.
- You want to review stock-takings on a regular basis.

The Inventories module is not adapted if you only manage the reception and internal distribution of office supplies.

3 Principle and prerequisites

The inventory process can be explained as follows:

Your objective	Actions in Akuiteo
Setting up the inventory	<ul style="list-style-type: none">• Configure the inventories in Akuiteo (storage unit, brand, serial number, etc)• Create a project INVENTORY
Buying a product	<ul style="list-style-type: none">• Create a purchased product• Create a supplier order
Storing a product	<ul style="list-style-type: none">• Receive the supplier order
Selling a product	<ul style="list-style-type: none">• Create an order composed of sold products
Delivering a product	<ul style="list-style-type: none">• Deliver an order• Perform an automatic or manual inventory movement
Transferring and viewing inventory movements in/ within storage units	<ul style="list-style-type: none">• Search in the inventory• Make a transfer bewteen storage units
Setting up a stock-taking	<ul style="list-style-type: none">• Create a stock-taking per storage unit• Initialize the stock-taking• Enter the stock-taking• Close the stock-taking
Following up the inventory	<ul style="list-style-type: none">• Find Inventory in alerts• Generate business objects from an inventory in alerts

Prerequisites

- The Inventories module is an option in Akuiteo. It can be installed after the Application Desktop is installed. You must enable the MODULE_STOCK management rule to display the **Inventories** entry from the **Management** menu.
- You must previously know the number of storage units to be created.

- If you use serialized products, you must be able to easily give the serial numbers.
- An INVENTORY project must be created per STORAGE UNIT. If you have only one storage unit, then one project is enough.
- When you create your sold and purchased products at the same time, you must create the categories and sub-categories of these products using the same codes.
- If you use a bar code scanner, you must configure it in the following way: serial number + TAB.



Note

If you want to manage your inventories via your purchase orders (and not via deliveries), please refer to your project manager for a specific assistance.

4 Setting up the Inventories module


Go to **Tools > Setup > Inventory setup** and set up the following information:

4.1 STORAGE UNITS (REQUIRED)

The storage unit enables you to store products and remove them for deliveries.


Advice: create a storage unit per physical location (e.g. LYON and PARIS or Building A and Building B).

You must create at least one storage unit.

- 1** Double-click on **Storage units**, then click on  and enter a code and a label. E.g. PARIS.
- 2** In the **Customer** field, select your own company (i.e. internal customer). Indicate if you store equipment for a customer.
- 3** Enter the name of the storage unit manager.
- 4** If you want to group together storage units, name it in the **Grouping** field. This field is displayed for informational purposes only; it has no impact on the application.
- 5** In **Linked transit storage unit**, enter the storage unit. This particular case is only useful if you manage purchase requests from the inventory.
- 6** In **Project code**, enter the project linked to the storage unit.
- 7** Do not enter an end date of use for the storage unit while setting up. This information will be used when you want to close the storage unit.
- 8** Check **By default** if you want to automatically use this storage unit by default for each inventory movement.
- 9** Check **Personal storage unit** if the storage unit is a physical location of a person or employee (e.g. a van). This enables you to manage spare parts for example.
- 10** If you manage purchase requests, check **Transit storage unit** to indicate that this storage unit will only be used to prepare an order.
- 11** Do not check **To value**.
- 12** Fill in the storage unit **Address** where the purchase order must be delivered. It is important because it can be different from the headquarter's address (e.g. a few meters away). This address can be modified in the order form sent to the supplier as a delivery purchase.
- 13** Save.

4.2 PRODUCT BRAND (OPTIONAL)


You can easily identify a product in the inventory when you know that product's brand.

- 1 Double-click on **Product brand**, then click on .
- 2 Give a code and a label to your brand.
- 3 Save.

4.3 PRODUCT TYPE (REQUIRED)

The product types enable you to indicate whether or not the product is serialized, or if it can sometimes be.

It is important to create at least two product types: **serialized** and **not serialized**.

- 1 Double-click on **Product type** > .
- 2 Give a code and a label to your product type (e.g.: code = SERIAL and label = serialized products).
- 3 Select the **Material** type.
- 4 In **Serial number**, select one of the following options:
 - **Any**: You can enter a serial number or no serial number. Not recommended.
 - **Required**: Once you enter a product to purchase and store, you must also enter a serial number. Recommended.
 - **Prohibited**: No serial number can be entered in the product record sheets. Recommended.
- 5 Select **Yes** to enable the **Integrated transaction management**.
- 6 Save.

4.4 GENERAL PARAMETERS

Prerequisites: you must have created an INVENTORY-type project to be able to fill in this setup screen.

It is recommended to use the default parameters.

- 1 Check the following options, depending on your needs:
 - **Negative inventories authorized**: enables you to authorize a delivery even if the inventory is negative. This must be used with caution.
 - **Stock-taking quantities pre-filled with theoretical quantities**: to check in order to make stock-takings even quicker.
 - **Use the last purchase price in the purchasing chain**: enables you to automatically initialize the price when dealing with a purchase quote, order or request.
 - **Automatic delivery method**: enables you to enter a product in the inventory upon reception, without necessarily marking it as stored. This parameter is only used if you have stored products and an INVENTORY-type project. This must be used with caution.

- **Transit storage unit management:** useful if you use purchase requests to book equipment for example.

- 2 Specify the default inventory project code. For example: INVENTORY if you want to link a single project to your inventories.
- 3 Under the **Sold items creation method** section, do not check the options right now as they must be entered afterward. Refer to your project manager for more information.
- 4 Check **Inventories blocked** to block the reception and the delivery of products during the automatic processing of purchase requests. Not recommended.
- 5 Under the **Cost price** section, select **Quantity in inventory** or **Saved quantity** for a calculation to be performed when receiving or billing the product. It enables you to get a weighted average purchase price (WAPP):

Quantity in inventory:

Product	Quantity in inventory	WAPP (in euro)	Description
A	20	10	Base inventory.
A	23	10.65	Purchase of 3 products at 15 euros: $(20 \times 10) + (3 \times 15) / 23 = 10.65$
A	1	10.65	Delivery of 22 products. There is only 1 product left.
A	5	22.13	Purchase of 4 products at 25 euros: $(1 \times 10.65) + (4 \times 25) / 5 = 22.13$

Saved quantity (recommended):

Product	Quantity in inventory	WAPP (in euro)	Saved quantity	Description
A	20	10	20	Base inventory.
A	23	10.65	23	Purchase of 3 products at 15 euros: $(20 \times 10) + (3 \times 15) / 23 = 10.65$
A	1	10.65	23	Delivery of 22 products. There is only 1 product left.
A	1	12.77	27	Purchase of 4 products at 25 euros: $(23 \times 10.65) + (4 \times 25) / (23 + 4) = 12.77$

5 Purchasing a product to enter in the inventory

5.1 CREATING A PURCHASED PRODUCT

- 1 Open a purchased product record sheet and fill in the **FA account** section (regarding 6 and 7 accounts) because this data will be required.
- 2 Enter a distinctive family / sub-family, for example:
 - Family: INVENTORY (Purchases and Sales)
 - Sub-family: TRADING (Purchases and Sales)
- 3 Under the **IT equipment** section, select the product type to specify whether or not the product is serialized (see the **Product type** setup).
- 4 Under the **Inventory and Packaging** section, check **Critical product** only if you use spare parts from the Help Desk module. Then, when this products goes out from the inventory, it must be validated by a third-party linked to the Help Desk.
- 5 Fill in the following information:
 - Packaging type: the product packaging. Enables you to specify how the product can be delivered. E.g. Box, pallet.
 - Replenishment time: the replenishment time in days. For informational purposes only.
 - Unit: the quantity included in the packaging. If you manage serial numbers, the number 1 will automatically be displayed.
 - Threshold: the minimum inventory in all storage units. The threshold for inventory replenishment. This number can be adjusted at any time.



Note that the **Stocked product** box is checked by default in order to specify that you are actually managing the inventories in Akuiteo (depending on the product type setup).

Note about units and packaging: if the Packaging type = a box of bottles and Unit = 12, and you order 2 quantities of this product, then you will receive 24 bottles in your inventory.

Once you save your purchased product:

- A sold product and a stored product are automatically created (if this feature was set up).
- You can click on the **Stocked product** hyperlink. The **Inventory template** screen opens. In this screen, you can manually update the cost prices.
- From the **Edit** menu, you can view the other products in the inventory or those linked to your product.

5.2 CREATING A PURCHASE ORDER

- 1 From a purchase order record sheet, under the **Header** tab > **Project** section, fill in the following information:
 - Specify the storage unit in the **Storage unit** field. This field is required if the order's project is **Inventory**.
 - Click on  to change the reception address if necessary. This can be useful to deliver an order to a specific storage unit whose addresses are filled in.
- 2 Under the **Lines** tab, click on  and add the lines to order and store. The storage unit on the header is automatically displayed in the lines.
- 3 Save your order and validate.

Note

When you make an inventory order, you can only receive the order by quantity and not by amount.

The number of ordered items is automatically retrieved in the **Pkg** field. In case of a serialized product, the quantity will automatically be 1.

6 Storing a product

You must now receive the purchase order by quantity to be able to store the product.

Refer to the relevant section in the guide of the Purchases module to know more about receiving a purchase order by quantity.

Reminder: if you use a bar code scanner, your team must configure it to the following format: serial number + TAB.

- 1** From a purchase order, in the **Receive a purchase order by quantity** screen, enter the quantities to receive.
- 2** If you store serialized products, click on the **To enter** hyperlink in the **Serial number** column.
- 3** In the table that displays, enter the serial numbers of received products one by one.
 - Without a bar code scanner: manually enter the numbers, or copy and paste the numbers if you previously kept them in an Excel file.
 - With a bar code scanner: simply scan the serial numbers. If the number of serialized products is inferior to the total number of received products, the number indicated at the beginning of the process can be automatically corrected.
- 4** Validate and click on **Create the reception**.

The reception screen opens. As soon as you receive a product, this product goes into the inventory in the open storage unit.

Note

If you delete the reception note, then the product is automatically removed from the inventory.

7 Selling a product from the inventory

Your sold product record sheet has automatically been created when your purchased product was created.

To sell a product from the inventory, you must do the following:

7.1 SEARCHING IN THE INVENTORY

There are several ways to do so:

1. Go to **Management > Inventories > Stored products**.
2. From the sales order, go to **Edit > Show the inventory of products for the sales order**.
3. From a purchased product record sheet, go to **Edit > Inventory > View the inventory**.

Note

You can have several lines of the same product if it is located in one or several storage units.

7.2 CREATING A DELIVERY

Refer to the relevant section in the guide of the Sales module to know more about delivering an order.

- 1 In the **Deliver the order on quantities** screen, enter the quantities to deliver.
- 2 If you deliver serialized products, click on the **To enter** hyperlink of the **Serial number** column.
- 3 In the table that displays, enter the serial numbers of delivered products one by one.
 - Without a bar code scanner: enter the numbers manually.
 - With a bar code scanner: simply scan the serial numbers. If the number of serialized products is inferior to the total number of delivered products, the number entered at the beginning of the process can be automatically corrected.
- 4 Validate.
- 5 Click on **Create the delivery**.

The delivery screen opens. As soon as you validate a delivery note, the inventory is automatically updated.

Note

if you delete a delivery note, then the product will automatically be stored in the inventory.

8 Accessing and making an inventory movement

By default, everything is automated; the inventory movement is made in real time as soon as you deliver or receive a product. There are two options:

- Go to **Management > Inventories > Inventory movements > Consultation of inventory movements**.
- From a purchased product record sheet, go to **Edit > Inventory > Inventory movements**.

You can search for the following types of inventory movements:

E	Input. Increases the inventory.
S	Removal. Decreases the inventory.
ERE	Input from reception.
SRE	Removal from reception. The reception note is deleted.
SBL	Removal from delivery note.
EBL	Input from delivery note. The delivery note is deleted.
SMA	Manual removal.
EMA	Manual input.
ETR	Input from transfer.
STR	Removal from transfer.
SIN	Removal from stock-taking.
EIN	Input from stock-taking.
SAF	Removal from project transfer.
EAF	Input from project transfer.

If you have non-serialized products: 1 movement = (total quantity > or = 1).

If you have serialized products: as many movements as there are SNs with a quantity of 1.

8.1 ENTERING AND REMOVING PRODUCTS FROM THE INVENTORY

Manually entering a product in the inventory

- 1 From the inventory movements search screen, go to **Edit > Manual inventory entry**.

- 2 Fill in the fields about the product and the associated project.
- 3 Enter the serial number if needed and save.

Manually removing a product from the inventory

- 1 From the inventory movements search screen, go to **Edit > Manual inventory issue**.
- 2 Fill in the fields about the product and the associated project.
- 3 If the product reference is marked as serialized, click on the **Input of the serial numbers** button at the top right of the screen:
 - In the **List of available S/Ns** screen, check the serialized items of the product.
 - You can also directly scan the products using a bar code scanner, which will automatically check the boxes.
 - You can also manually search for products by entering the serial number in the relevant field.
- 4 Enter the reason why you need to remove the product from the inventory and save.

8.2 TRANSFERRING FROM THE INVENTORY

Transferring the inventory from a storage unit to another

- 1 From the inventory movements search screen, go to **Edit > Transfer between storage units**.
- 2 Fill in the fields about the product and the associated project.
- 3 If the product reference is marked as serialized, click on the **Input of the serial numbers** button at the top right of the screen:
 - In the **List of available S/Ns** screen, check the serialized items of the product. You can also directly scan the products using a bar code scanner, which will automatically check the boxes.
 - You can also manually search for products by entering the serial number in the relevant field.
- 4 Enter the reason why you want to make the transfer.
- 5 Select the storage unit and save.

Transferring an inventory project to another

- 1 Follow the same process than for transferring between storage units from **Edit > Transfer between projects**.
- 2 Select the project to which you want to transfer the inventory project then save.

9 Making a stock-taking


The stock-taking follows several steps.

Tip

To automate the input of quantities, make sure the **Stock-taking quantities pre-filled with theoretical quantities** box is checked in the general parameters.

9.1 CREATING A STOCK-TAKING

You must create a stock-taking per storage unit and per stock-taking.

- 1 Go to **Management > Inventories > Stock-taking > Search stock-takings** > .
- 2 Select the storage unit code and enter a stock-taking code (e.g. STU_140822).
- 3 Select a stock-taking manager, a grouping and a description.
- 4 Save.

9.2 INITIALIZING THE STOCK-TAKING

This feature enables you to have a "snapshot" of your stock-taking.

- 1 From your stock-taking record sheet, go to **Edit > Initialize stock-taking**.
- 2 Carefully read the details displayed in the window.
- 3 Modify the reference date if necessary, i.e. the stock-taking actual date (by default the current date).
- 4 Check the relevant box if you want to exclude serialized products with a quantity set at zero from the stock-taking.
- 5 Check **Save the Excel files** to automatically generate an Excel file at the relevant location.
- 6 Validate.

The initialization is done.

Note

You can also initialize the stock-taking from a stock-taking's search result. To do so, select the desired line and click on the green check.

9.3 ENTERING THE STOCK-TAKING

This feature enables you to physically count the stock-taking after the initialization process.

- 1 From your stock-taking, go to **Edit > Enter the stock-taking**.
- 2 Check the values calculated by Akuiteo.
- 3 If you want to modify a quantity, enable the modification mode and change the number in the **Counted qty** column, then save. The **Counted qty** column can be already pre-filled if you have set up the automatic input of quantities.

Reminder: if 3 is displayed in the **Info qty** column but you have 5 products in your inventory, you must enter 5 in the **Counted qty** column (and not the delta, i.e. 2).

9.4 PURGING THE STOCK-TAKING (OPTIONAL)

If you notice an important error in your stock-taking, use the purging feature. This must be used with caution.

- 1 From your stock-taking, go to **Edit > Purge the stock-taking**.
- 2 Validate.

9.5 MANUALLY ENTERING PRODUCTS IN THE STOCK-TAKING

You can manually enter a product in the inventory if you see there is a missing product, or if a product arrived at the last minute and has not been automatically added to the inventory.

- 1 From your stock-taking, go to **Edit > Manual input in the stock-taking**.
- 2 Select the items from this stock-taking's project/phase/sub-phase.
- 3 Specify the storage unit where you want to store the product.
- 4 Select the "manufacturer reference" from the stored product in the **Grouping** field. The **Reference** field is automatically updated with your product's call name and the information about the packaging.
- 5 Enter the quantity to store and its price in the relevant fields.
- 6 If necessary, enter the serial number and add a comment.
- 7 Save.

The inventory is updated.

9.6 CLOSING THE STOCK-TAKING

- 1** From the inventory, go to **Edit > Close the stock-taking**.
- 2** In the **Closure of stock-taking** window, check if the dates are consistent in the stock-taking.
- 3** Check the box if you want to automatically generate an Excel file and select the desired type of table output.

When you restart a search for inventory movements, you notice that Akuiteo has generated EIN or SIN movements based on the difference between the counted quantity and the info quantity.

Note that the movement is on the closure date of the stock-taking.

10 Monitoring the inventories

You can monitor your inventories at any time by using a defined number of products. If the specified number is inferior to the product's minimal inventory at a specific date, then the status of your inventories becomes "in alert".

10.1 RETRIEVING INVENTORIES WITH THE ALERT STATUS

The principle is to define a threshold (generally a minimum number of parts in the inventory).

Inventories with the alert status are displayed in red in the search results.

- 1** Indicate the alert threshold in your purchased product record sheet, under the **Inventory and Packaging** section.
- 2** If you want to define an alert threshold for one or several storage units:
 1. Open the screen of a purchased product in inventory.
 2. Go to **Edit > Location and alert threshold**.
 3. Enable the modification mode and specify the storing location and the minimum threshold per storage unit.
 4. Enter the maximum inventory, i.e. the quantity to order, in the **Maximum threshold** column.
- 3** Save.

All monitored products (the products with a threshold) are listed. The products in red are those with the alert status.

Description of the result columns

Label	Description
Quantity	Quantity in inventory
Outstanding sales	Validated sales orders on this product and storage unit
Outstanding purchases	Quantity of validated purchase orders on projects that are not considered as INVENTORY.
Outstanding inventory purchases	Quantity of validated purchase orders on INVENTORY projects.
Position	Position of the inventory calculated as follows: Quantity + outstanding purchases - outstanding sales
Qty to order	Quantity calculated as follows: max inventory - position

10.2 GENERATING MANAGEMENT OBJECTS FROM INVENTORIES WITH THE ALERT STATUS

You can directly generate management objects from a list of inventories with the alert status.

- 1** Search for inventories with the alert status via **Management > Inventories > Inventories with alert status**.
- 2** Right-click on a selected line.
- 3** Select the actions to perform:
 - Generate supplier quotes
 - Generate purchase orders
 - Generate purchase requests (if you use purchase requests)