Club Office Inventory

Configuration - General

The inventory configuration module is used to establish basic security settings, inventory store rooms, default lookup modes, general ledger tracking accounts, manual vs. automatic creation of inventory-related G/L journal entries and automatic inventory quantity refreshing.

The configuration screen is accessed by double-clicking the ◇ on the main Club Office menu and then selecting the Inventory option.

Access Levels

- **Inquire only:** users can look but not change inventory information.
- **Update/Change items:** users can change existing items.
- **Create New items:** users can create, edit or change any item.
- **Delete items:** users can delete inventory items. This should be the highest level; a user who can delete can also create, update or change items, too.

Default Lookup Mode

Select the preferred method for looking up inventory when in the inventory module.

Automatically suggest next item number

When checked, this causes the system to display the next available item number when creating inventory. "Next available" assumes there are no gaps in the inventory numbering system so it will always default to the next *highest* number. The number can be overridden by the user, and an on-the-fly FILE menu option is available in the inventory module itself to toggle this mode on or off, such as the example to the right:

Journal Entry Method

Select whether you wish to make your own manual journal entries or whether you wish to let the inventory module make them for you automatically as inventory changes occur.

Users who do not have SQLPos Point of Sale installed may prefer the manual setting.

Caution: Changing this setting in the middle of a fiscal year may cause confusion when reconciling inventory journal entries.

Automatically Update Inventory Quantities – for SQLPos Users Only

If you want to update inventory quantities every time you start the inventory module, check the "automatically refresh inventory quantities" box.

- Note that the update process may cause a delay before the inventory module is displayed and becomes usable. If you are a frequent user of the inventory module, it may be more convenient for you not to check this box but perform the inventory quantity refresh on demand from within the inventory module itself.

Locations 1-5

You may enter the descriptions of up to five locations where on-site replenishment inventory is stored. These descriptions will also appear in the inventory module. Example: Kitchen, Grill Bar, etc. Location descriptions are limited to 15 characters.

- SQLPos POS uses location 5 as its "quantity on hand" value. When a quantity refresh is performed, location 5 is updated from SQLPos sales. Therefore, if inventory quantities are entered into locations 1-4 and sold out of location 5, the quantity at locations 1-4 will show the total of items added while the quantity at location 5 will show the total sold (likely a negative quantity). The "total on hand" is calculated as the net of additions and sales.

Inventory G/L Accounts

Configuring these G/L accounts is only necessary if the option to manage journal entries automatically has been selected.

Accrued Inventory Payables: the g/l account for tracking inventory additions. This is a liability account.

Shrinkage: the g/l account for tracking inventory adjustments because of stolen or unexplainable missing inventory. This is an expense account.

Spoilage: the g/l account for tracking inventory adjustments because of spoilage. Food/beverage environments are examples where spoilage would be a factor. This is an expense account.

Personal/Staff use: the g/l account for tracking inventory adjustments because inventory was used by staff or the facility. This is an expense account.

Inventory Module

Inventory provides a method for tracking food and beverage inventory values and quantities. It can also track items such as golf balls, hats, shirts, tennis racquets, floats, cleats, and other pro shop or marina retail items. It is inventory database management system for SQLPos, Club Office' integrated POS system.

The inventory system can also be used to track non-sales items such as locker room towels and related supplies, general cleaning chemical supplies and paper products or other consumable items. Such non-sale items can be "hidden" from SQLPos on a per-item basis.

Upon starting the module, the screen defaults to the lookup screen; click GO to begin whether you have any inventory or not; the main inventory screen will appear; the first inventory item will be displayed if it exists:

What the menu options do:

Lookup	Add Single Item	Add Multi Items	Previous	Next	Cancel	Save	Delete	Exit
Return to the lookup screen	Add a single inventory item	Add several inventory items, one after another, keeping most of the same item settings	See previous item	See next item	Cancel changes	Save changes	Delete item	Exit to main menu
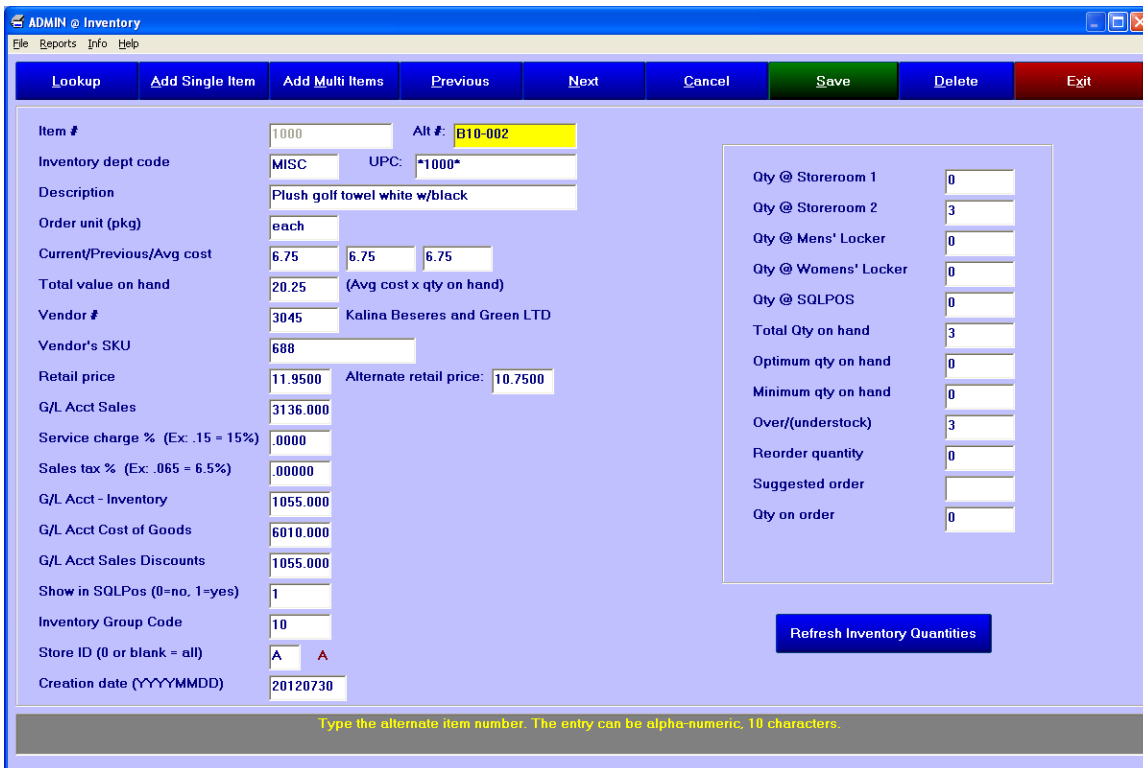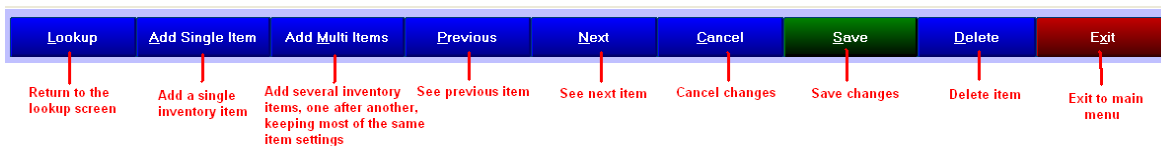
Difference between Add Single and Add Multi modes

Add single item: automatically selects next-available item number and clears all fields on the screen.

- This is a good choice when the items being entered are quite different from one another in department or description because many of the individual fields of information need to be changed appropriately. Example: creating a new golf greens fee for the golf operation, then a new food supply item for the kitchen, then a new life jacket for sale in the marina, etc.

Add multi-items: automatically selects next-available item number but RETAINS all information fields on the screen.

- This is a good choice when the items being entered are mostly similar, such as all in the same department, from the same vendor, only slight changes in the description, etc. Example: entering a dozen shirts from the same vendor where the shirt size changes but the pricing, sales department and all of the other settings are the same.

General Procedure for creating inventory items

1. Click either Add Single or Add Multi, depending on the item to be added.
2. Complete the appropriate fields of data
   a. **Best Practice:** in most cases, pressing the ENTER key will automatically navigate from one field to the logical next field and eventually to the SAVE button itself where pressing ENTER will also enable the "save" operation just as if the button had been clicked with the mouse. This makes repetitious data entry must faster than having to move a hand from keyboard to mouse and back, etc.
3. Click Save.

Inventory Data Fields

- **Item #** -an unique numeric item number that identifies this item of inventory from all others. This is a numerical value only between 1 and 2147483648.

- **Alt#:** this is a 10-character alphanumeric item number (or other information) that can also be used as a lookup method. **Note:** The description of this field can be changed if you wish to use the field to store other information. Changing the description does not change the functionality of the field. To change the description, create a one-line text file in the CDCO folder named ALTITEM.DAT and in the first line of the file, type the description you want to use. Limit: 20 characters, although only the first 5 will display on the inventory detail screen. Use Windows Notepad or any text editor to create the file.

- **Inventory Department Code** - This is a 5-character alphanumeric field that is used to group like inventory items. Example: GLOVE, BALLS, CLUBS, BEER, LIQOR, WINE, SALAD, etc. Also allowed are numbers, such as B-10, B-20, G-30, M-46, GT831, or other naming conventions that might be used to describe your groups of inventory. Most reports can also be filtered by inventory department code, making this a valuable piece of information.

- **UPC**: this is the UPC code (if applicable) for the item. If this field is left blank, the module will populate it automatically with the item number so that both are the same. With a bar code scanner, SQLPos POS can use either the item number or UPC code to sell items. The field can accommodate both the standard 12-character and the expanded 16-character UPC code.
  - If a bar code scanner is installed on the computer, simply click on the UPC field and scan the item's UPC code to insert its numerical equivalent in the UPC box.

- The bar code that is printed on price labels (when choosing the bar code option) uses the UPC field, which will either contain the product's UPC code or the item number depending on how the item was entered into inventory.
- **Description** - type a brief description (up to 50 characters) of the item. You will likely discover that keeping descriptions brief will be helpful.
  - **Best Practice:** Note that it is possible to create multiple inventory items that have exactly the same description. Develop a consistent convention for describing your inventory because inventory listings can be printed by description in alphabetical order. Examples:
    - Type-Size-Mfr style (list is primarily in product type order)
      ```
      Shirt-L-Polo Blue 13411
      Shirt-L-Polo Blue 13435
      Shirt-L-Polo Red 13411
      Shirt-XL-Classic Blue 13411
      Shirt-XL-Polo Red 13411
      Shirt-XL-Polo Red 24337
      ```
    - Size-Type-Mfr: (list is primarily in size order
      ```
      L-Shirt-Polo Blue 13411
      L-Shirt-Polo Blue 13435
      L-Shirt-Polo Red 13411
      XL-Shirt-Classic Blue 13411
      XL-Shirt-Polo Red 13411
      XL-Shirt-Polo Red 24337
      ```
    - Mfr-Type-Size: (list is primarily in manufacturer order
      ```
      Classic Blue 13411-Shirt-XL
      Polo Blue 13411-Shirt-L
      Polo Blue 13435-Shirt-L
      Polo Red 13411-Shirt-L
      Polo Red 13411-Shirt-XL
      Polo Red 24337-Shirt-XL
      ```
    - If you use sizes, enter them consistently: L, Lge and Large might mean the same thing but the computer would see them as different sizes and sort them accordingly. Pick a method of naming sizes and stick with it.
    - If you use weight measures as part of your description, LB, LBS, #, pounds, pds, oz, and ounces would all be unique sorting items to the computer; pick a method to describe weight measures and stick with it.
    - If you use manufacturers' names, type them the same way: Foot-Joy, FJ, FJOY and FootJoy may refer to the same manufacturer but to the computer, they're completely different and would be sorted differently. Pick a method to spell manufacturer names and stick with it.
    - If you use colors in your descriptions, use a consistent method to describe them. For example, blue, navy, azure, teal, sky, marine, royal, cobalt, aqua and periwinkle are all shades of blue and if you want to know how many items having a "blue" color, then develop a conversion chart for your staff so they convert the many possible shades to what you want to use as a description.
- **Order unit (pkg)** - how the unit is ordered. For example, if you purchase the item in dozen quantities, type 12 in this box. You can also type words such as "case" or "box," etc.
  - The module does not automatically convert between parts of a whole and units (such as dozens to sleeves when ordering golf balls or dozens to individual units for golf gloves, etc.) This is strictly a reminder to the user of how the product is ordered and/or shipped.

- **Current unit cost** - type the wholesale cost to purchase the unit described by the order unit field.
- **Previous unit cost** - this is the last cost for that product; when adding inventory using the "receive inventory" process, the system senses a change if you change the cost and automatically resets this field to the "old" cost.
- **Average cost:** this is normally a system-calculated value although in administrative mode (level 99) you may enter a value into this field. (Administrative mode can be handy for transferring data from another inventory system to Club Office.)
- **Total value on hand** - this is a calculated field based on the average cost multiplied by the total quantity on hand.
- **Vendor #** - type the vendor number into this box. Press the F-5 key to lookup vendors.
- **Vendor's SKU** - type the vendor's own item number in this box. This can help eliminate reorder errors if it's used. This is a 16-character alphanumeric field. **Note:** The description of this field can be changed if you wish to use the field to store other information. Changing the description does not change the functionality of the field. To change the description, create a one-line text file in the CDCO folder named VENDORSKU.DAT and in the first line of the file, type the description you want to use. Limit: 20 characters. Use Windows Notepad or any text editor to create the file.
- **Retail price** - the normal retail selling price of one of these items.
- **Alternate retail price** – a special member-only or other selling price can be used. The alternate price can also print on price labels. When a member account is set to use "alternate pricing" SQLPos Point of Sale and Event Manager automatically adjust their selling prices accordingly.
- **G/L Acct Sales** - the G/L account number where sales of this item are recognized. When the G/L account is selected, the service charge and sales tax fields are automatically filled with the settings for that department (from A/R configuration).
- **G/L Acct-Inventory** - the G/L account number where inventory for this item is tracked. This is probably a balance sheet account.
- **G/L Acct Cost of Goods** - the G/L account number where wholesale cost of this item is tracked. This is probably an expense account.
- **G/L Acct Sales Discounts** - the G/L account number where discounts off the retail price are tracked. This could be either an income or expense account depending on how you choose to track it, but more often than not, it appears as an income account.
- **Show item in POS** - determines whether the item is included in SQLPos lookups; zero is no, 1 is yes. This is used to hide items from the POS system that aren't normally sold yet are tracked in inventory. Typical items such as serving trays, linens, tablecloths, flower vases, cleaning supplies, locker room towels, paper products, etc. generally fall into this category.
- **Inventory Group code** – the group code identifies inventory departments that belong together. For example, beer and wine may be different departments but assigning them to the same group code allows reporting on both together. The group code must be a number between 0 and 32000. A global change option is available to preset groups of inventory items to a specific group code.
- **Store ID** – **(SQLPOS only)** - Individual SQLPos registers can have a specific store ID attached to them so that during an update, only specific registers are affected. For example, store "G" may be the golf pro shop, or store "A" might be all the food/beverage registers. In short, it provides the option to update only the registers affected by recent inventory changes when the inventory system is shared across all operational areas. The Store ID must be alphabetical, A-Z. A global change option is available to preset groups of inventory to a specific store ID.

- **Creation Date** – when an inventory item is created can be an important piece of information for facilities that age their inventory. A filter by creation date option is also included when printing many of the inventory reports. The field is automatically populated with the current date when creating new inventory items, but it may be edited by the user. A global change option is available to preset the creation date on ranges of inventory items.

- **Qty @ Location 1-5:** The system can accommodate up to 5 storage locations for each inventory item. You can define the description of the five locations in the main inventory configuration module from the Club Office menu. Quantities in the 5 locations are modified with the SpeedKey utility, which also allows relocating items from one location to another. Note that if SQLPos is installed, Location 5 is used for perpetual inventory items managed by SQLPos and/or the add to existing inventory feature.

- **Total Qty on hand:** this is a calculated field based on sum of the location quantities.

- **Optimum qty on hand** - type the ideal number you wish to keep on hand at any one time. Periodically you may want to print a suggested order report which will use this figure to calculate overages/shortages and possibly suggest placement of an order.

- **Minimum qty on hand**: type the lowest quantity you're comfortable in having on hand. When the total quantity dips below this level, the system will definitely suggest that an order be made.

- **Over/(understock)** - this is a calculated field that will display the status of this piece of inventory based on the other quantity settings.

- **Reorder quantity** - when you reorder this product, the vendor may require orders of a certain minimum quantity (3, 6, dozen, etc.). Type that number here.

- **Suggested order** - this is a calculated field based on the average between the optimum and minimum inventories less the total quantity on hand.

- **Qty on order** - this field will be managed by the Purchase Order module, which is a future add-on to the inventory module.

Refresh Inventory Quantities

For SQLPos users, this button forces the inventory system to process the inventory transaction database and update inventory quantities based on SQLPos sales. The refresh can be set to automatic mode by an inventory configuration setting.

> **Best Practice:** Prior to printing reports, perform an inventory refresh so that quantities are updated with the most current sales information.
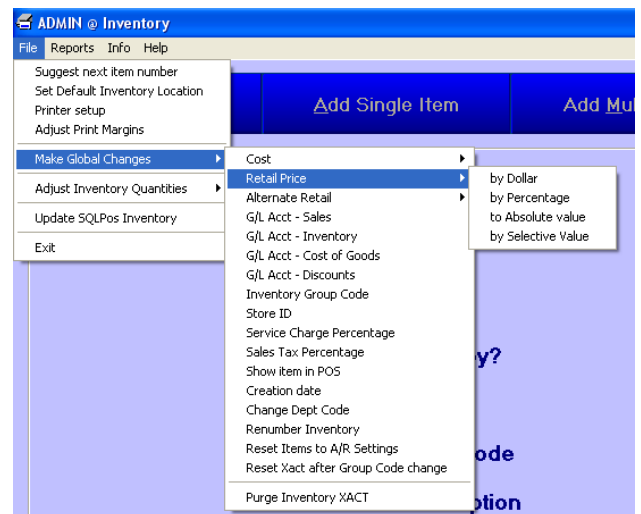
File Menu Option - Make Global Changes

This powerful tool allows changing many inventory settings globally, either by selecting ALL inventory or by selecting a specific department. Whenever a global change option is selected, the inventory screen reverts to the "lookup" mode.

Caution: changes are made very quickly; before using these functions, making a backup of your data is highly suggested.

Best Practice: Print a "Department Codes in Use" report from the Report-Inventory Management menu. This report provides the exact spelling of the departments being used by the inventory system.

Global Change Options

- **Cost:** reset current cost either up or down for selected inventory items based on a dollar value or percentage. You can also force current cost to be a set, absolute value.
  - When chosen, a box appears that requests either ALL inventories or the specific department to use.
  - Another box appears to ask for the value entry.
    - For dollar or percentage choices, typing a positive number increases the cost; a negative number decreases it.
    - Absolute value: the value you enter becomes the current cost value.
- **Retail Price:** functions the same as above but changes the Retail price.
- **Alternate Retail:** functions the same as above but changes the Alternate retail price.
- **G/L Account Sales:**
  - Changing the sales account also causes the module to automatically reset the changed inventory items to the service charge, sales tax and minimum settings for the new G/L account.
  - The change does not affect historical sales already in the transaction database.
    - **Caution:** *do not use the G/L Global utility to attempt to change only the historical inventory transactions. G/L Global changes the whole G/L account structure EVERYWHERE in the system, not just the inventory transaction database.*
- **G/L Account – Inventory, Cost of Goods, Discounts:** It is necessary to set these only if the configuration option to automatically create inventory journal entries is in use.
- **Inventory Group Code:** selectively set an inventory department to a group code, thus linking multiple departments together for reporting purposes. Example: beer, wine and pop may be separate departments but you might want to group them together to get a report on all "beverages." An inventory group code is numerical between 0-32000.
- **Store ID:** selectively set an inventory department to a specific store ID to segment the inventory to specific registers. This is helpful when multiple "stores" share a common inventory database yet don't share individual inventory items inside that database.
- **Service Charge or Sales Tax percentage:** you can override the default department settings and reset these to other values. (Non-SQLPos users only!)

- Choosing Reset Items to A/R Settings will restore the item to the default department settings.
- SQLPos users: the SQLPos internal updating mechanism takes precedence over this option by automatically resetting inventory items to the correct A/R department settings.

- **Show item in POS:** (SQLPos users only.) This setting makes the items "visible" or "invisible" to SQLPos's inventory lookup screens. It does not prevent a SQLPos user from selling an "invisible" item by item number.
- **Change Dept Code:** Change a department code to a new code. The most common use for this is to merge items from one department into another department.
- **Renumber Inventory:** (see Renumber Inventory section below)
- **Reset Items to A/R settings:** resets sales tax, service charges and minimum, prepaid, installment and totaller markers so the items match the A/R department configuration settings.
  - If SQLPos is installed, this happens automatically when the user exits the module and answers "Yes" to the "Update SQLPos now?" question.
  - For NON-SQLPos users, if an A/R department setting is changed, use this option to realign inventory to the A/R system again.
- **Reset XACT after a group code change:** after changing or initially setting a group code, you may wish to reset the completely transaction database to match the new codes for reporting purposes. This function may take some time to complete, depending on the number of transactions in the database.

Renumber Inventory

Because inventory item numbers must be unique, a situation may arise that only renumbering inventory items can solve, such as when merging an inventory database from another accounting or POS system into Club Office. The renumber inventory function appears on the "Make Global Changes" menu for this purpose. The function renumbers not only the inventory items, but provides options to adjust the inventory transaction history and SQLPos inventory item buttons as well (if SQLPos POS is installed). Selections include renumbering a single item, a list of items of your choosing or a range of items by item number. You may also choose to insert the item number into the UPC Code field if you wish.

> **Caveats:** the module will not renumber an item if the "new" number is already in use. Prior to using the renumber function, the user should have a clear understanding of what item numbers are not being used. A current inventory listing could be helpful for this purpose. Also be advised that "bundled" items cannot be updated using the renumber feature and that SQLPos buttons defined as "bundles" may require further manual adjustment for them to function properly.

- **Renumbering a single item** is easy: type the current item number and new item number in the appropriate boxes and click GO.

- **Renumbering a list of items** is an extension of the same steps as for the single item except that a new "add to list" button appears. As you add items they appear in sorted order in the "list" on the screen. When done, click GO and all items will be processed as a group. An OK will appear after each item that was successfully changed; N/A will appear if the item could not be changed, likely because the chosen "new" item number was already in use:

List of items: Sample unsuccessful change:

- **Renumbering a range of items** is a bit more complex as the user is actually creating a formula for assigning new item numbers automatically off the existing numbers instead of choosing the new numbers manually. Selecting this option displays an "x Factor" and a "+ Number" box along with "from" and "to" boxes for the range of item numbers to choose.

- **X Factor:** This implies multiplication and indeed, the factor number you enter here is multiplied by the existing item number to arrive at the new number. In the example below, items # 1000 – 1999 will be multiplied by 10 so that their new numbers will become 10000 – 19990, essentially adding a zero at the end of each number:

- **+ Number:** This implies addition and that's exactly what it does: it adds the number you enter here to the existing item # to arrive at the new number. Example: to change items # 1000 - 1999 to be in the 2050- 2999 range instead, type 1000 into the + Number box:

- Using both the X Factor an + Number functions *simultaneously* is not allowed but you may certainly use combinations of them in two or more separate operations.

- To perform renumbering downward, the single item or list of items renumbering options may be used. The renumber by range option does not provide a mechanism to renumber *downward*

- The renumber by range function may also be used to populate the UPC Code field without changing the item number:

   1. Select the inventory item number range to use,

2. Type 1 into the X Factor box;
3. Check the "Set UPC Code" box;
4. Uncheck "Reset Inventory Transaction History" because it's not needed;
5. Click GO.

◢ Note that you may also uncheck "Reset SQLPos Item Buttons" if you do not need to update SQLPos POS as well.

◢ SQLPos Users: When the "Reset SQLPos Item buttons" box is checked, a blue box will appear on the screen as the inventory module is updating the central database of all SQLPos workstation configurations. At the conclusion of the inventory session and exiting the inventory module, be sure to answer "Yes" to the "update SQLPos Now" box that appears. This will push all the changes out to the remote workstations.

File Menu Option - Adjust Inventory Quantities

Two inventory quantity adjustment modes are provided: Normal and SpeedKey. Both options are found on the File menu and are detailed below.

Default inventory location in use
When adjusting inventory, changes are recorded into the quantity listed at the location the changes are set to use. Click FILE – Set Default Inventory Location to choose locations 1-5. (Note: SQLPos uses location 5). When keying quantity adjustments, the default location will appear in a box; it can be changed on-the-fly to any of the five locations the inventory system supports.
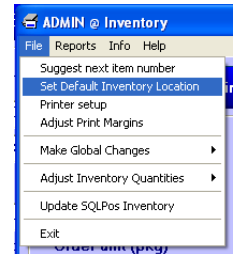
Normal Mode/SpeedKey Mode
The Normal Mode provides the user with a selection of reasons why inventory quantities are being adjusted. Each reason has its own associated report. Choices are:
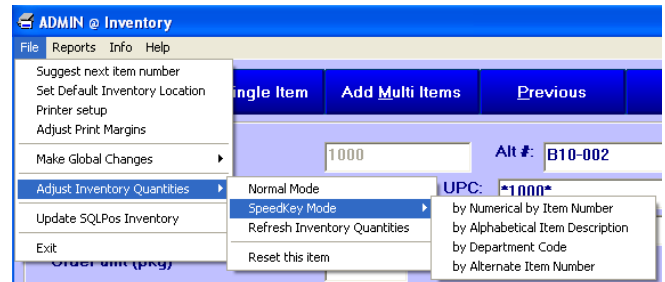
◢ **Receive New Inventory** - used to input the quantities of inventory received to pre-existing inventory records. This feature in the normal mode also provides the ability to change the item's "cost" which then causes the module to recalculate "average" cost for inventory valuation purposes.

◢ **Physical Inventory adjustment** - used to adjust inventory quantities to the correct levels after having taken a physical inventory.

◢ **Return to Mfr/Vendor** - used to reduce inventory quantities because the merchandise is being returned to the manufacturer or vendor.

◢ **Shrinkage/Theft** - used to reduce inventory quantities because of shrinkage and/or employee theft.

◢ **Spoilage** - primarily for food/beverage environments where food becomes unsellable because of age, rot, or other health department regulations.

◢ **Personal/Staff Use** - used to reduce inventory quantities for items that are distributed to employees such as clothing, equipment or other supplies.

1. **Select a reason** for the adjustment.

2. Click on the **Item #** box; the current inventory item will be selected. The + or - keys on the keyboard move forward or backward through the inventory items by item number when the item# box is highlighted. Press ENTER for the next box.

3. **Cost:** the current cost will be inserted into this field automatically; if the cost is different, change it.

4. **Quantity:** type the number of units being added to inventory. Type a NEGATIVE number to remove items from inventory.

5. **New retail price:** type the new retail price for this item (applies to SQLPos and Event Manager users only).

6. **Click OK** to save the changes; appropriate transaction entries by date and time of entry are recorded in the inventory module's XACT table, and journal entries are readied as well.

7. The Item# box will be highlighted again after the save; press the + key on the keyboard (or hold it down) to advance through the database to the next item and repeat.

SpeedKey Mode
SpeedKey provides for relocation of existing inventory among the five available inventory storage areas. It can also be used to simultaneously relocate inventory and either receive inventory or adjust inventory counts. Basic procedure:

1. Select a **reason** for the adjustment

2. Click on the Item # box; the current inventory item will be selected. Use the + or - keys on the keyboard to move forward or backward through the inventory items. (You may also press either F-7 or F-8 to move backward/forward through the selected inventory records.)

3. The existing quantity at each location is displayed in a light blue box; type the quantity for each location in the appropriate box and press ENTER to advance to the next box.

   a. In RECEIVE Inventory mode, type the new amounts received. The module will ADD the new amounts to the existing amounts that are displayed in the blue boxes.

   b. In the ADJUST or RELOCATION mode, type the actual quantity to be at each location.

   c. In relocation mode, the total entered must match the existing total on hand shown in the bottom light blue box. If the total entered differs, the system will automatically change to physical inventory adjustment mode for that entry.

4. **Skip confirmation box**: because inventory additions and relocations are performed simultaneously, a confirmation box appears after clicking OK to give you a chance to redo your entries. Click this check box to skip the box altogether.

◢ **Differences between Receive, Adjustment and Relocation:** it's quite important to understand these differences for the nuances are a bit subtle:
   ◢ **Receive:** *ADDS to or subtracts from existing quantity on hand.* Entering a negative quantity in receive mode can be used to correct minor changes in inventory. Note: in SpeedKey mode, receive inventory does NOT cause the system to recalculate average cost. The intention is that SpeedKey allows inputting inventory quantities for items that have been created well in advance of the delivery of the goods, such as placing winter orders that are delivered several months later.
   ◢ **Adjustment:** changes quantity up or down *as compared to existing quantity on hand.* The adjustment reason defaults to "inventory adjustment" instead of providing options for shrinkage, returns, spoilage or personal use, etc.

- **Relocation:** *moves existing quantity between inventory locations*. Total quantity of all locations must equal existing quantity; if the total quantity is different than what's on hand, the system shifts into adjustment mode automatically.

  - **"Why would I use relocation?"**
    - If you sell product from multiple locations where it's not practical to draw from a central stockroom, then you'll want to keep adequate supplies on hand at each of those locations to serve your customers. Therefore, it's important for you to know how many items you have at each location so that adequate "ready-stock" is always available.
    - Inventory is the same as a financial investment and you should know what you have on the books. If you keep stocks of inventory in multiple places at your facility, when you take a physical inventory, you'll want to know that *all* inventories were counted and *counted exactly once*. The physical inventory listing provides boxes for counting each of the five locations which helps in tracking accuracy.
- SpeedKey does not include a provision to change either the cost or retail price; its primary purpose it to relocate and/or adjust physical inventory quantities.
- SpeedKey includes a special filtering function that allows keying quantity changes by selecting inventory in item number or description order.
- When in the SpeedKey Item Number field, Pressing the F-7 key or the minus key (-) looks up the previous record; the F-8 key or the plus key (+) looks up the next record. As a valid item number is keyed, pertinent information is displayed on the main inventory screen for verification.

The following sample input screens and confirmation boxes should be helpful in understanding the differences between receive, adjust and relocate functions when in SpeedKey mode:

Receive:

This results in a net of 44 items being ADDED to the total count because quantities are being added to each of the locations. The confirmation box verifies this:

SpeedKey/Inventory Relocation

Default inventory location in use: 1

Select reason for adjustment:
- ● Receive New Inventory
- ○ Physical Inventory Adjustment
- ○ Inventory Relocation

← -/+ →

Item #: 1000

	Qty	
Qty @ Location 1	0	7
Qty @ Location 2	0	7
Qty @ Location 3	0	5
Qty @ Location 4	0	5
Qty @ Location 5	39	20
Total On Hand	39	44

OK   Cancel

☐ Skip confirmation box

Receive New Inventory

Adding: 44 to existing qty: 39
Click YES to confirm Receive New Inventory or click NO to cancel.

Yes   No

Adjust:

This results in an inventory change of only +5 items because the total of items is only 5 greater than the 39 already on hand, but it will also relocate inventory at the same time. The confirmation box verifies this:

SpeedKey/Inventory Relocation

Default inventory location in use: 1

Select reason for adjustment:
- ○ Receive New Inventory
- ● Physical Inventory Adjustment
- ○ Inventory Relocation

← -/+ →

Item #: 1000

	Qty	
Qty @ Location 1	0	7
Qty @ Location 2	0	7
Qty @ Location 3	0	5
Qty @ Location 4	0	5
Qty @ Location 5	39	20
Total On Hand	39	44

OK   Cancel

☐ Skip confirmation box

Physical Inventory Adjustment

New quantity: 44   Old quantity: 39
Click YES to confirm Physical Inventory Adjustment or click NO to cancel.

Yes   No

Relocate:

In this example, since the total on hand hasn't changed, the items would simply be moved to their respective locations and no items would be added or subtracted. A confirmation box does not appear in this case because there is no change to the qty on hand – it's simply being moved from one location to another.

SpeedKey/Inventory Relocation

Default inventory location in use: 1

Select reason for adjustment:
- ○ Receive New Inventory
- ○ Physical Inventory Adjustment
- ● Inventory Relocation

← -/+ →

Item #: 1000

	Qty	
Qty @ Location 1	0	7
Qty @ Location 2	0	7
Qty @ Location 3	0	5
Qty @ Location 4	0	5
Qty @ Location 5	39	15
Total On Hand	39	39

OK   Cancel

☐ Skip confirmation box

Delete Inventory

1. Recall the desired record to the screen.
2. Click Delete.
3. Answer Yes to the confirmation box.

⏷ Only items having zero quantity may be deleted.
⏷ If SQLPos Point of Sale is installed, deleting a piece of inventory may temporarily create orphaned buttons on one or more SQLPos workstations. Deletion of SQLPos inventory items should be a planned activity and only performed in conjunction with a corresponding update of all SQLPos workstations.
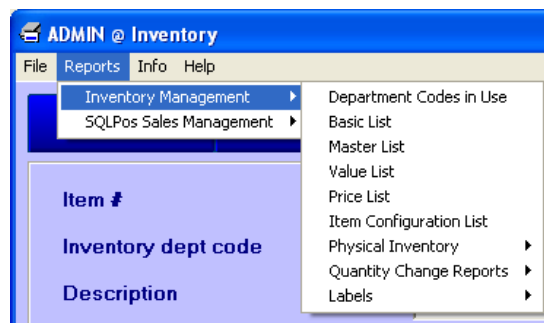

Inventory Reporting

Two categories of reports are provided: inventory management reports and sales management reports. SQLPos Sales Management reports are active only if SQLPos Point of Sale is installed.

Best Practice: If SQLPos is installed, perform an inventory refresh so that quantities are updated with the most current sales information *before* reports are printed.

Inventory Management Reports

Most inventory management reports provide for the filtering of the reports by inventory department code (or ALL departments) as well as viewing the list alphabetically by item description or numerically by item number. In some cases, reports can be blind (i.e. no quantities listed) to aid the authentication of entered quantities.

⏷ **Department Codes in Use**: this is a really helpful report for it lists only the departments that are active on your system. Having the list readily available will make using the inventory system a lot easier as well as ensure that new pieces of inventory are assigned to the correct departments.
⏷ **Basic list**: prints one line per inventory item.
⏷ **Master list:** prints all fields of information for each item of inventory but does not include G/L and other SQLPos POS information.
⏷ **Value list**: similar to the basic list, this also includes a cost variance (current vs. previous cost) column.
⏷ **Price List:** similar to the value list but includes selling prices.
⏷ **Item Configuration List**: prints items and their G/L designations. Primarily a cross-reference report for SQLPos users.
⏷ **Physical Inventory - blind or with quantities.** These are generally used in taking a physical inventory; the "blind" list does not include current quantities. From a management perspective, it's a good idea to print both when you take a physical

inventory but give the "blind" list to the person(s) taking the inventory. Then from their listing, compare their counts against the manager's "with quantities" list; this practice usually results in more accurate inventories and less shrinkage.

- **Quantity Change reports**: these provide detailed auditing of inventory additions and changes between a range of dates and/or a range of time. Note that time is recorded in military (24-hour) format so that 1:00 p.m. is entered at 13:00:00.
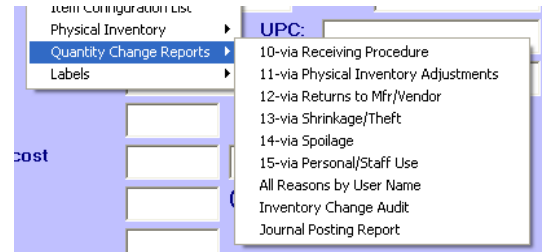
  - **All reasons by User Name:** helpful auditing report to see how staff are using the inventory system. Can be used to help track possible shrinkage issues.
  - **Inventory Change Audit:** helpful auditing report to discover how inventory items move in and out of the system and how they got to their present quantities.
  - **Journal posting report**: available for items that have yet to be posted to the general journal.

- **Labels - location and price:** All label formats allow starting at a specific label on the page for the most efficient use of your label paper supplies. (Simply count across at the top of the page from left to right and one row at a time to determine which label number to enter as the starting label.)
  - **Inventory location labels**, handy for marking your inventory shelves or bins. May be printed by selective department and in alphabetical description or item number order. Only one label is printed for each inventory item.
  - **Price labels:** seven commonly available label types are provided. Formats are predefined. All labels are page-oriented (i.e. not "continuous forms"). Labels can be printed with or without a bar code. The Code 39 bar code font is provided with Club Office and it must be installed into the Windows fonts folder before it can be used by the system.

  - **Number of labels to print**
    - **One label per item:** prints one label per item regardless of how many of each item is in stock. Example: you have a dozen on

hand of items #7263, #89226 and #4812: only 3 labels would be printed because only 3 individual pieces of inventory were selected.

- ◢ **Quantity on hand:** prints a label for each item quantity in stock for each item. Example: You have ten of item# 44837, seven of item# 5827 and seventeen of item#4782 in stock: 34 labels would be printed (10+7+17).
- ◢ **Quantity received:** also selected between a range of dates and/or times, this prints a label for each item quantity for each item on order. Example: a dozen of each for items # 2445 and #3978 results in twenty-four labels.
- ◢ **Quantity on order:** prints one label for each individual item on order. Example: a dozen of item #3872 are on order: twelve labels are printed.
- ◢ **One label for the current item only:** this is a terrifically useful feature when an item loses its price tag. Simply recall the item to the screen, select to print price labels and select this option to print a single label for it.
- ◢ **User-defined number of labels:** select the number of each you want. This is a handy feature when you want two of each, which you might need if you mark merchandise with a tear-off tag, leaving a copy on the item itself.

Inventory Naming/Numbering Conventions

How you define your inventory can help or hinder the efficiency of your operation. Think of an inventory code as akin to a department name. For example, GRFEE might be greens fee, GCART might be golf cart, GLV-M and GLV-W might be mens and womens gloves, GBALL or BALL might be golf balls, LUNCH might be lunches, SANDW or SWICH might be sandwiches, BEV might be beverages, etc. BEVNA could be all non-alcoholic drinks, BEER could be beer, BEERT could be tap beer, MIXED could be mixed drinks, WINE could be wine, etc.

But thinking alphabetically, one might consider starting beverage with the letter B followed by an A if it's alcoholic or N if it's non-alcoholic. Then use the last 3 characters to denote BEE for Beer, WIN for Wine, MIX for mixed drinks, etc. In this way, by recalling all the B items, you'd get all beverages, by recalling all the BA- items you'd get only the alcoholic beverages and not the BN items. Design your department naming strategy with creativity in mind -- you have 5 characters to use for the inventory code. You may consider creating only a dozen or so test items and experiment with the inventory department code to see how you might use this field to your advantage before you settle in and enter many thousands of inventory items.

You may decide to establish item number ranges for various types of inventory instead of using the department code. The item# is an unique, numeric value between 1 and 2147483648 giving you plenty of expansion room. The primary disadvantage of this method is that you must be certain to allow enough room for expansion between groups of items. A secondary disadvantage is that long inventory item numbers can make it more difficult to take physical inventory or sell inventory by keying the inventory number.

Interaction with SQLPos Point of Sale

SQLPos is an integrated POS system that is designed as an add-on module to Club Office. It is very affordable and provides for many of the typical POS transaction functions that apply to most sales situations. It interacts directly with the Inventory, A/R and membership modules. If SQLPos is installed, various functions appear that are not otherwise available. One of these is the Sales Management report menu. Certain types of SQLPos buttons are exempt from global updating, such as inventory bundles and other buttons utilizing the G/L Alias feature. These buttons must be managed manually at the register itself.

Because SQLPos is so tightly integrated into Club Office, whenever changes to inventory have been made, the following message is displayed on the screen when exiting the inventory module:
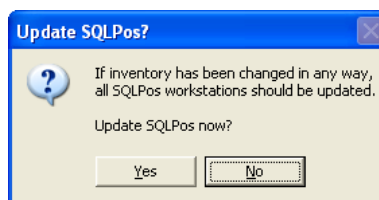
The Update SQLPos option may also be invoked manually from other menu choices inside the inventory module. When an update occurs, the screen will display messages such as the following as it resynchronizes inventory to the A/R system and to the SQLPos register buttons. The process is quite quick and you should let it finish to its completion:


SQLPos Sales Management Reports

Most SQLPos reports are selective by from-to date range and by department or "All" departments.

- **Movement:** shows what has sold between the chosen time period. Helps identify faster-moving inventory.
- **Department Sales (Inventory):** this is a summary report by inventory department. The report is often only one or two pages in length, depending on the number of departments in your inventory system.
- **Department Sales (G/L Acct#):** Similar to the inventory report, this shows which revenue accounts were impacted by sales and to what extent.
- **Employee Reports:** sales and detail reports. See which employees have sold what and at what prices. Helps identify profit margin problems if employees are selling products at unreasonably low values.
- **Member Reports:** sales by member, by item#. Helps identify which members by what types of products; information that's valuable as you plan your next purchases.
- **Hourly sales:** helps identify the volume of sales by time of day. Can also be filtered down to the individual employee level. This information can be helpful in planning work schedules and wage expense.
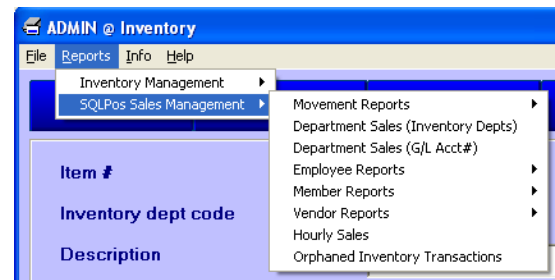
◢ **Orphaned Inventory Transactions:** identifies misconfigured or other items that were sold at a time when the inventory item or G/L sales account didn't exist. This can help discover improperly configured SQLPos registers, user-overrides to "force" sales, sales of items that are not intended to be sold through POS (such as locker room towels, cleaning supplies, etc.) or even inventory configuration problems.

   ◢ This report can also identify problems with SQLPos registers that are "permanently off-line" perhaps by design, such as a portable unit that is on a beverage cart. If such off-line workstations are not properly updated, they could easily be used to sell products that are no longer in inventory because the SQLPos system has not been updated with the current inventory settings.

Best Practices

Average cost: the module can maintain an average cost value when receiving inventory having varying costs over several shipments. The proper way to manage the process is as follows:

1. Create the basic inventory item record with the initial cost, retail information, but no quantities.

2. Use the NORMAL inventory quantity adjustment mode to ADD the proper quantity of the item into inventory. This can result in a concise "received inventory" report that, if the inventory was added accurately, will be an exact match