

# Basic Operations with Stock, Non-Stock, and Service Items

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# Timing and Agenda

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**May 5, 2022 -12 PM -1 PM**

**Day 1**

**Part 1: Managing Stock Items:**

**Lesson 1: Creation of Stock Items**

**Lesson 2: Sales of Stock Items**

**Lesson 3: Purchases of Stock Items**

**Part 2: Managing Service Items:**

**Lesson 1: Creation of Service Items**

**May 6, 2022 -12 PM -1 PM**

**Day 2**

**Lesson 2: Sales of Service Items**

**Lesson 3: Purchases of Service Items Without Receipt**

**Part 3: Managing Non-Stock Items**

**Lesson 1: Creation of Non-Stock Items**

**Lesson 2: Sales of Non-Stock Items with Shipping**

**Lesson 3: Purchases of Non-Stock Items with Receipt**

## Day 1

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# Types of Items

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If the Inventory feature is enabled on the Enable/Disable Features (CS100000) form:

- Stock Items – Stock Items (IN202500)
- Non-Stock Items – Non-Stock Items (IN202000)
- Services – Non-Stock Items (IN202000)



## Part 1: Managing Stock Items

# Lesson 1: Creation of Stock Items

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## Learning Objectives

In this lesson, you will learn how to do the following:

- Prepare the system for the creation of stock items
- Create stock items

# Stock Items: Implementation Activity

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## *Story*

Suppose that you are an implementation manager. You are configuring inventory for the SweetLife Fruits & Jams company, which produces and sells jam from various fruits. You will create a stock item for banana jam in 32-ounce jar.

# Lesson 2: Sales of Stock Items

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## Learning Objectives

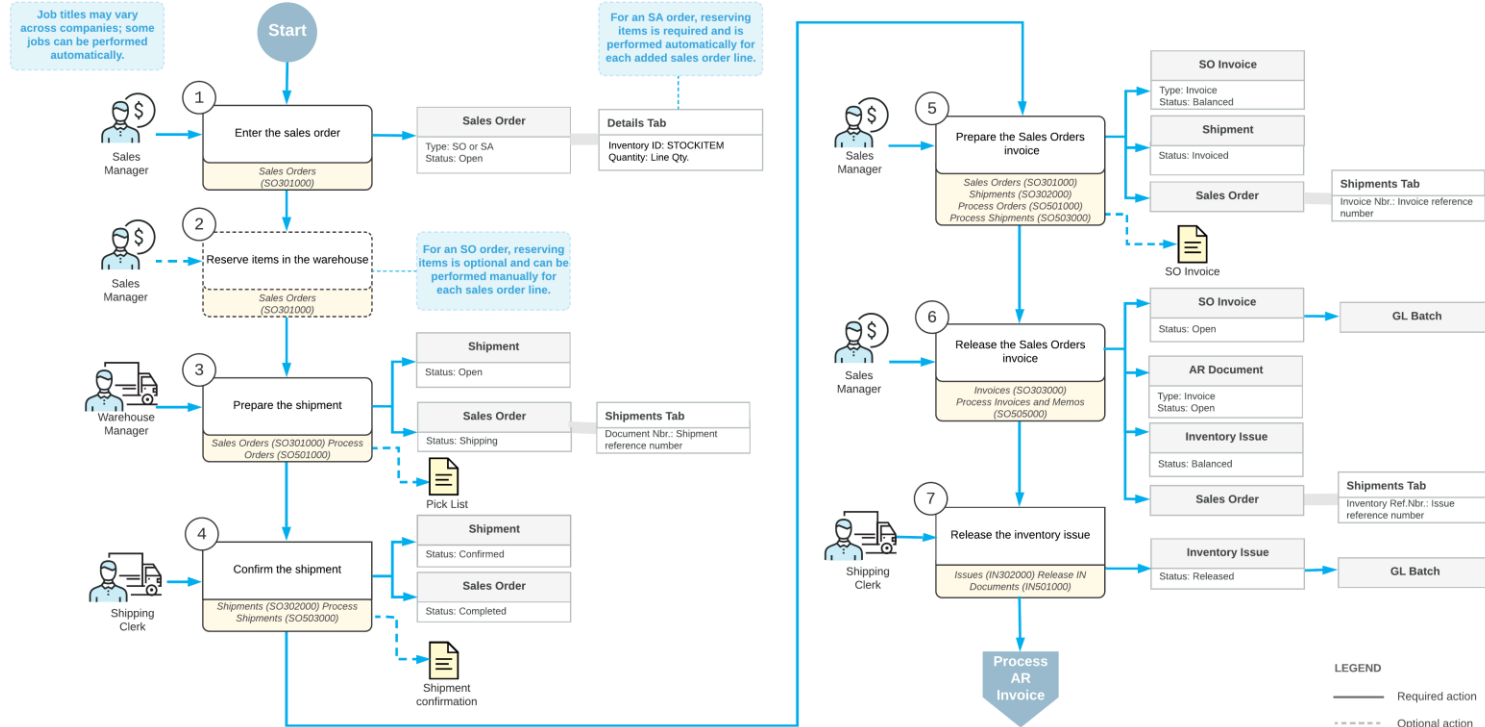
In this lesson, you will learn how to do the following:

- Create a sales order with stock items
- Create the shipment for the sales order
- Confirm the shipment
- Create the invoice for the sales order
- Process the SO invoice and the related inventory and accounts receivable documents



# Workflow of a Sale of Stock Items

## Inventory sale with shipping



# Sales of Stock Items: Process Activity

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## ***Story***

Suppose that you are Grace Norman, a sales manager in the SweetLife Fruits & Jams company. On January 30, 2022, the GoodFood One Restaurant wholesale customer has ordered a large amount of orange and apple jams in 96-ounce jars from the main office of SweetLife, where you are employed, for the café's baking needs. The ordered jams are stored in the warehouse of the SweetLife's main office. You, as a sales manager, need to enter and process the appropriate documents.

# Lesson 3: Purchases of Stock Items

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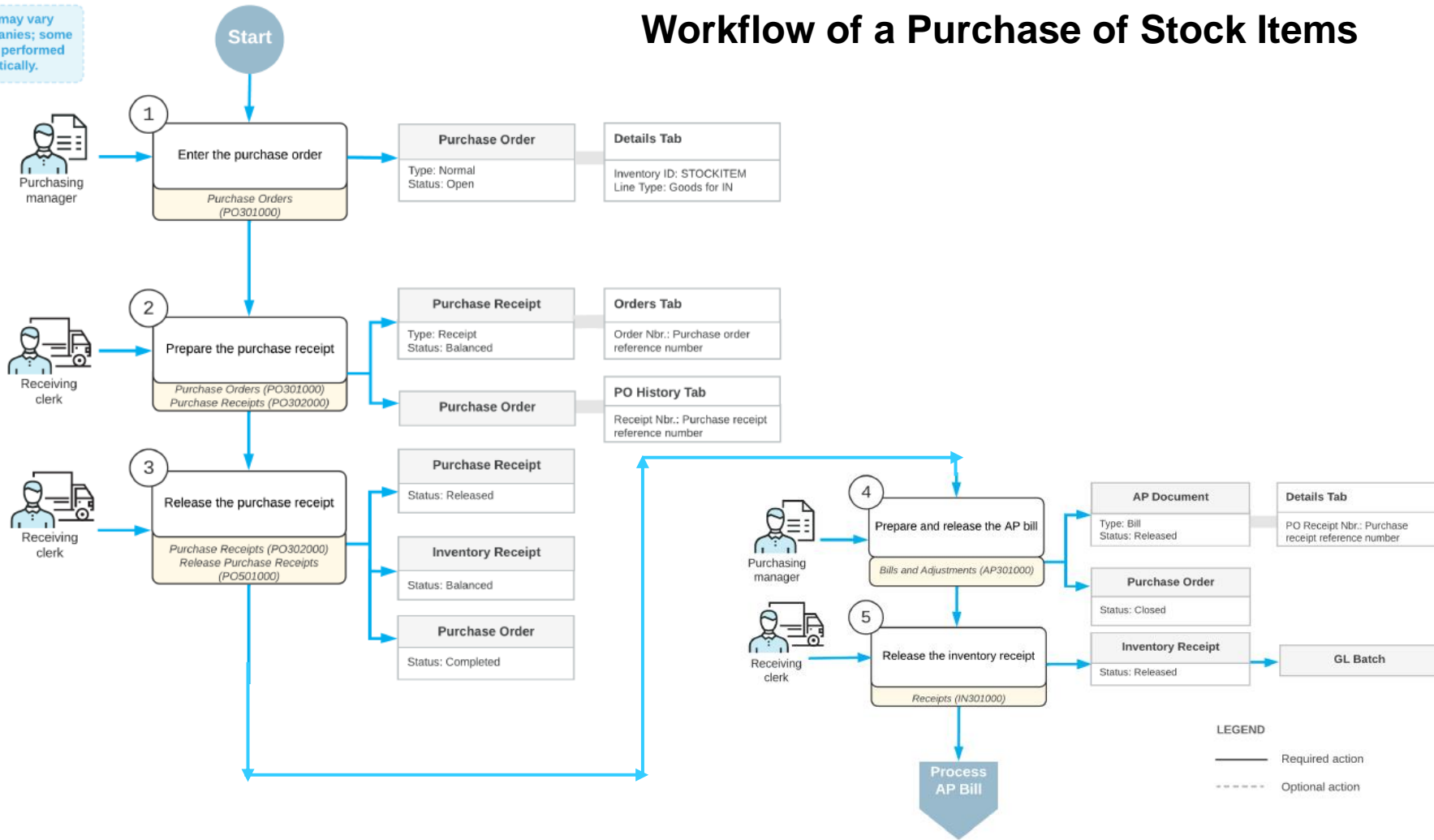
## Learning Objectives

In this lesson, you will learn how to do the following:

- Create a purchase order with stock items
- Prepare a purchase receipt for an existing purchase order
- Release a purchase receipt
- Enter the accounts payable bill for the receipt
- Process the purchase order and the related inventory documents and accounts payable documents

Job titles may vary across companies; some jobs can be performed automatically.

# Workflow of a Purchase of Stock Items



# Purchases of Stock Items: Process Activity

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## ***Story***

Suppose that you are Regina Wiley, a purchasing manager in the SweetLife Fruits & Jams company. On January 30, 2022, you are purchasing the following fruits from the Glory Fruit Case vendor: 100 pounds of apples, 200 pounds of oranges, and 50 pounds of lemons. The purchased fruits are to be delivered to the main office's warehouse. As the purchasing manager, you need to enter and process a purchase order, process a purchase receipt, and create a bill that should be paid to the vendor for the received fruits.



## Part 2: Managing Service Items

# Lesson 1: Creation of Service Items

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## Learning Objectives

In this lesson, you will learn how to do the following:

- Prepare the system for the creation of service items
- Create service items

# Creating Service Items: Implementation Activity

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## ***Story***

Suppose that the SweetLife Fruits & Jams company wants to create a landing page (a website) that will advert its products and services on the Internet. The company also wants the website to be visible in the search results of all popular search engines so that the customers could find it easily. To achieve these goals, the company addresses the Blueline advertising agency. The agency will create the website and promote it in the search engines.

Acting as a SweetLife sales and purchasing manager, you need to create the new service item for creation and promotion of the website and specify the needed settings for it.



## Day 2

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# Lesson 2: Sales of Service Items

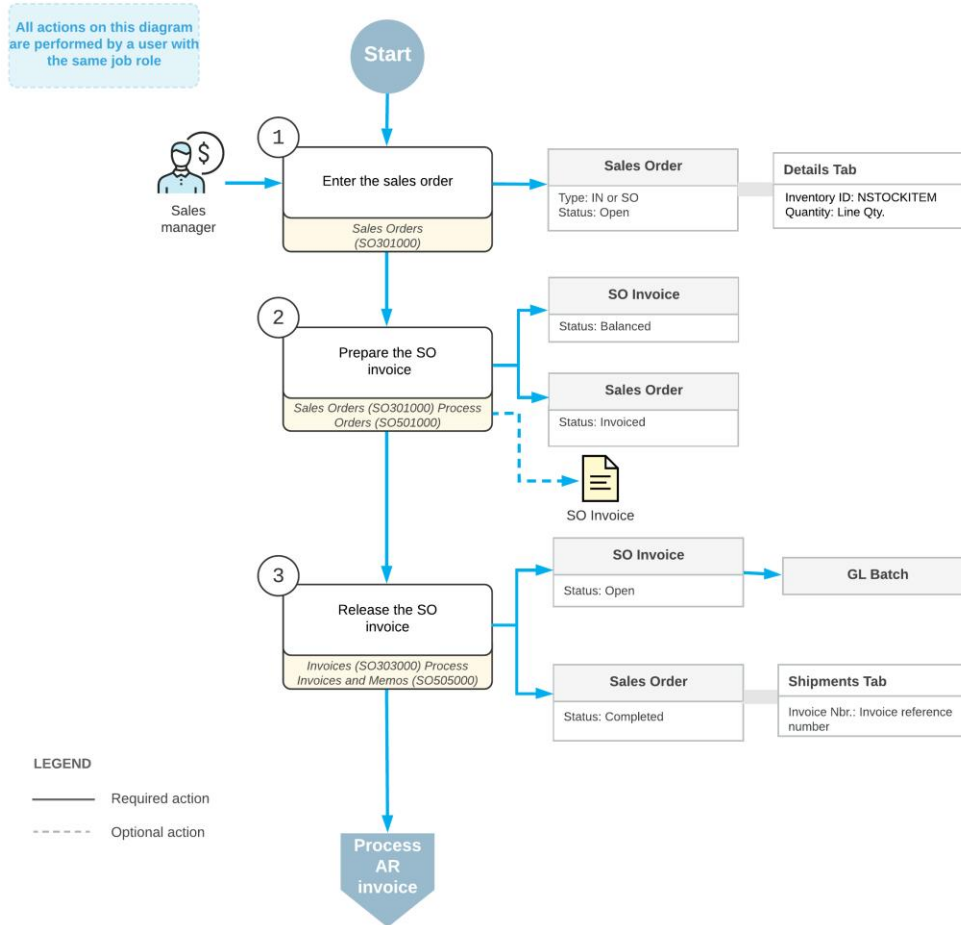
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## Learning Objectives

In this lesson, you will learn how to do the following:

- Create a sales order for a sale of services
- Prepare the invoice that corresponds to the sales order

## Sale of services



# Sales of Services: Process Activity

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## *Story*

Suppose that the GoodFood One Restaurant manager has ordered a three-day training course on home canning for the restaurant's employees. The course is conducted online, and no shipping needs to occur. You, as a sales manager, need to reflect these details in the system by entering and processing the appropriate documents.

# Lesson 3: Purchases of Service Items Without Receipt

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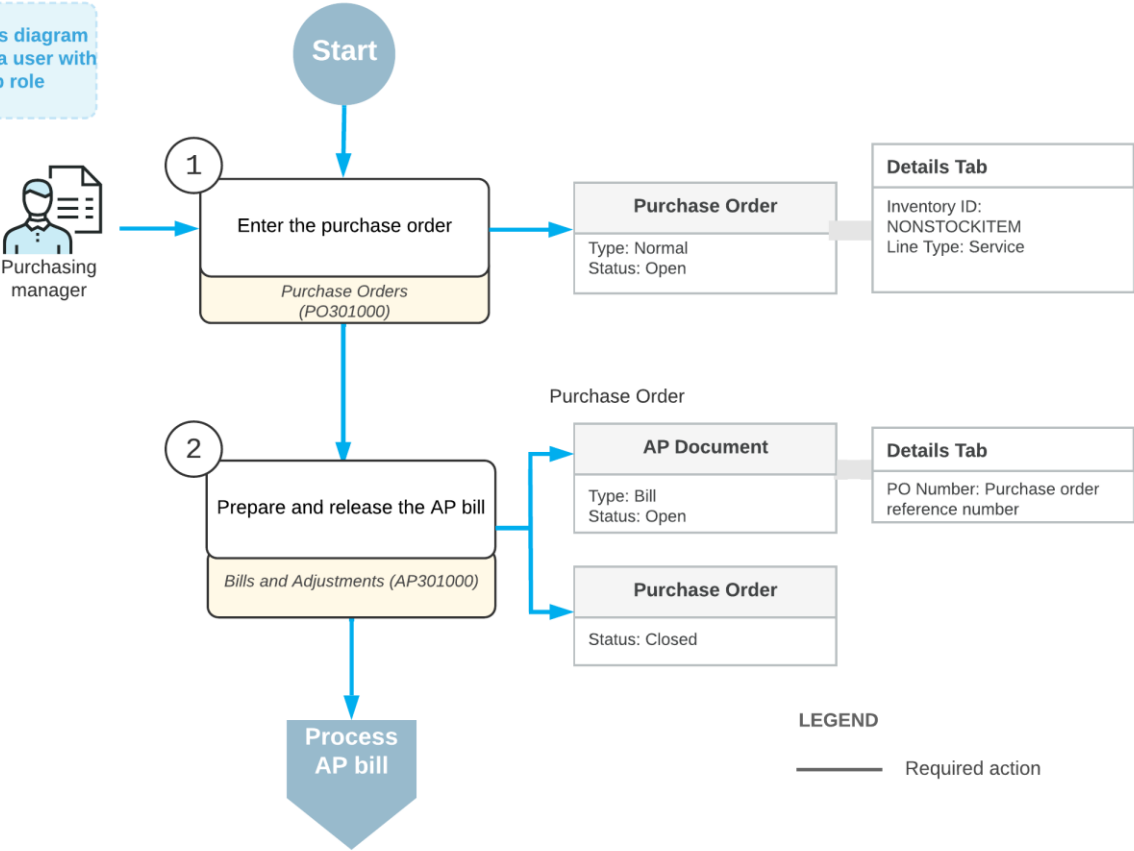
## Learning Objectives

In this lesson, you will learn how to do the following:

- Enter a purchase order for a purchase of a service that does not need to be included in the applicable purchase receipt
- Prepare an AP bill that corresponds to the purchase order

# Purchase of services without receipt

All actions on this diagram are performed by a user with the same job role



# Purchases of Services Without Receipts: Process Activity

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## Story

Suppose that you, as a purchasing manager for SweetLife Fruit & Jams, urgently need to buy some jars for packing SweetLife's produced jam, which is sold in the retail store. SweetLife buys these jars (which are tracked as stock items in the system) from Jar Co., which offers free delivery of the jars.

You order the jars, but you will not be able to use Jar Co.'s regular delivery service because its soonest free delivery is in three days. Because you are in urgent need of the jars, you agree to pay Jar Co. an extra service fee to arrange for delivery by a third party, which you have defined in the system as a service that does not need to be included in a purchase receipt.

Thus, you need to process a purchase order for Jar Co. that includes both the jars (at their normal price) and the expedited delivery service. You also need to process the corresponding purchase receipt (which includes only the jars, because purchased stock items are always included in a purchase receipt) and AP bill (which includes the jars and the expedited delivery service).

A woman with blonde hair in a ponytail, wearing glasses and a grey t-shirt with an American flag patch, is working at a jewelry-making machine. She is using pliers to work on a piece of metal. The machine has a "DANGER" warning label that says "KEEP FINGERS CLEAR OF MACHINE WHILE IN MOTION". To the left of the machine is a black tray with several compartments containing small metal pieces. The machine is mounted on a wooden workbench. The background shows a workshop setting with various tools and materials.

## Part 3: Managing Non-Stock Items



# Lesson 1: Creation of Non-Stock Items

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## Learning Objectives

In this lesson, you will learn how to do the following:

- Prepare the system for the creation of non-stock items
- Create non-stock items

# Creating Non-Stock Items: Implementation Activity

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## ***Story***

Suppose that the SweetLife Fruits & Jams company is holding a promotion in which customers who buy a certain quantity of fruits in the SweetLife Store also receive a teddy bear toy. The company needs to buy a certain number of these toys from a manufacturer. The promotion is temporary and the SweetLife Store doesn't need to track the quantity of distributed toys; thus, the teddy bear will be registered in the system as a non-stock item.

Acting as a SweetLife sales and purchasing manager, you need to create the new non-stock item and specify the needed settings for it.

## Lesson 2: Sales of Non-Stock Items with Shipping

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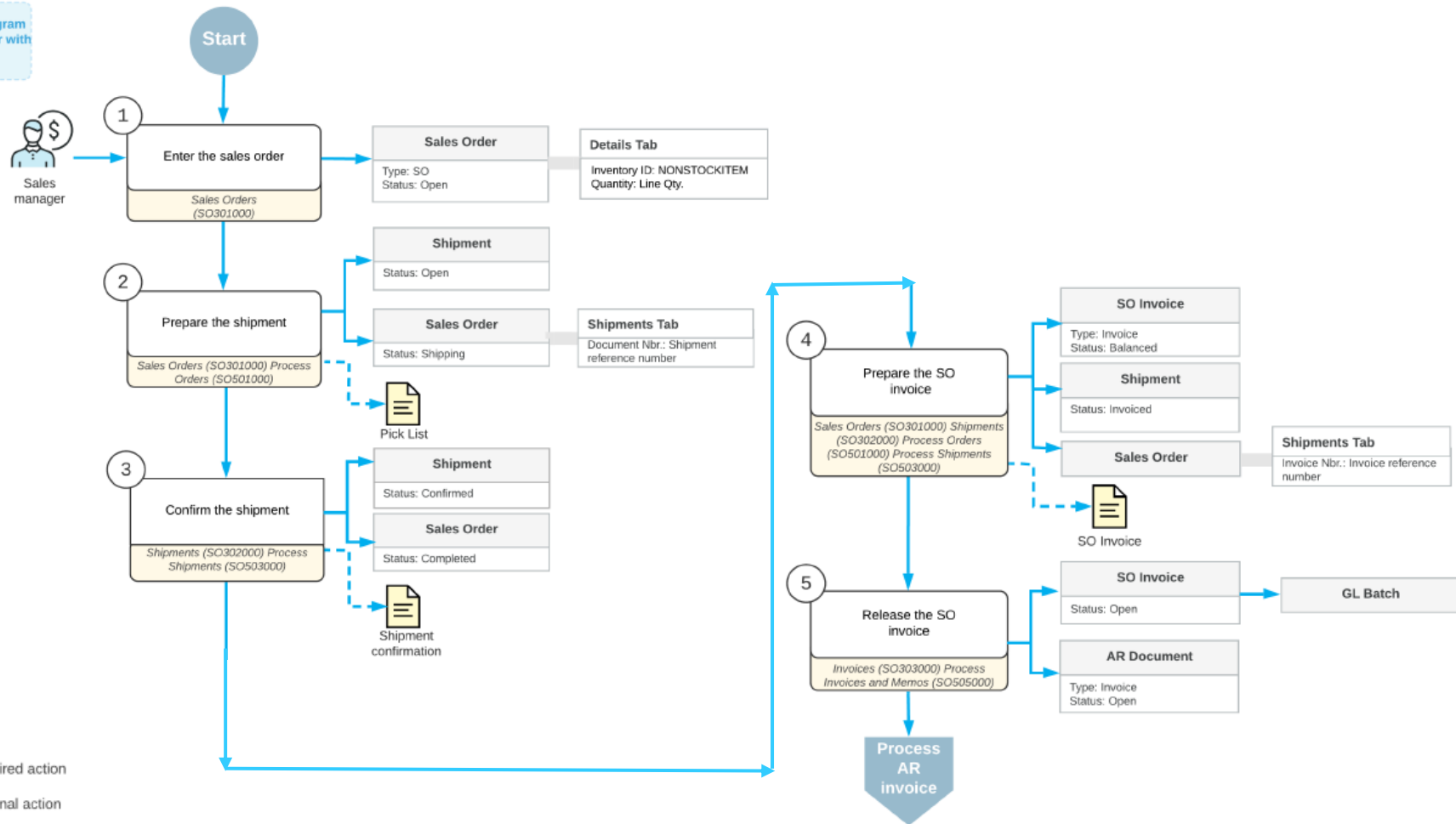
### Learning Objectives

In this lesson, you will learn how to do the following:

- Prepare a sales order for a sale of non-stock items with shipping
- Prepare the shipment for the sales order
- Prepare the invoice that corresponds to the sales order

# Sale of non-stock items with shipping

All actions on this diagram are performed by a user with the same job role



# Sales of Non-Stock Items with Shipping: Process Activity

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## ***Story***

Suppose that the GoodFood One Restaurant customer has asked SweetLife to conduct a two-day training course on home canning for the café's employees.

The materials to be used for the upcoming training on home canning (which are included in the price of the training) need to be delivered to the customer's location before the course is conducted. You, as a sales manager, need to reflect these details in the system by entering and processing the appropriate documents.

# Lesson 3: Purchases of Non-Stock Items with Receipt

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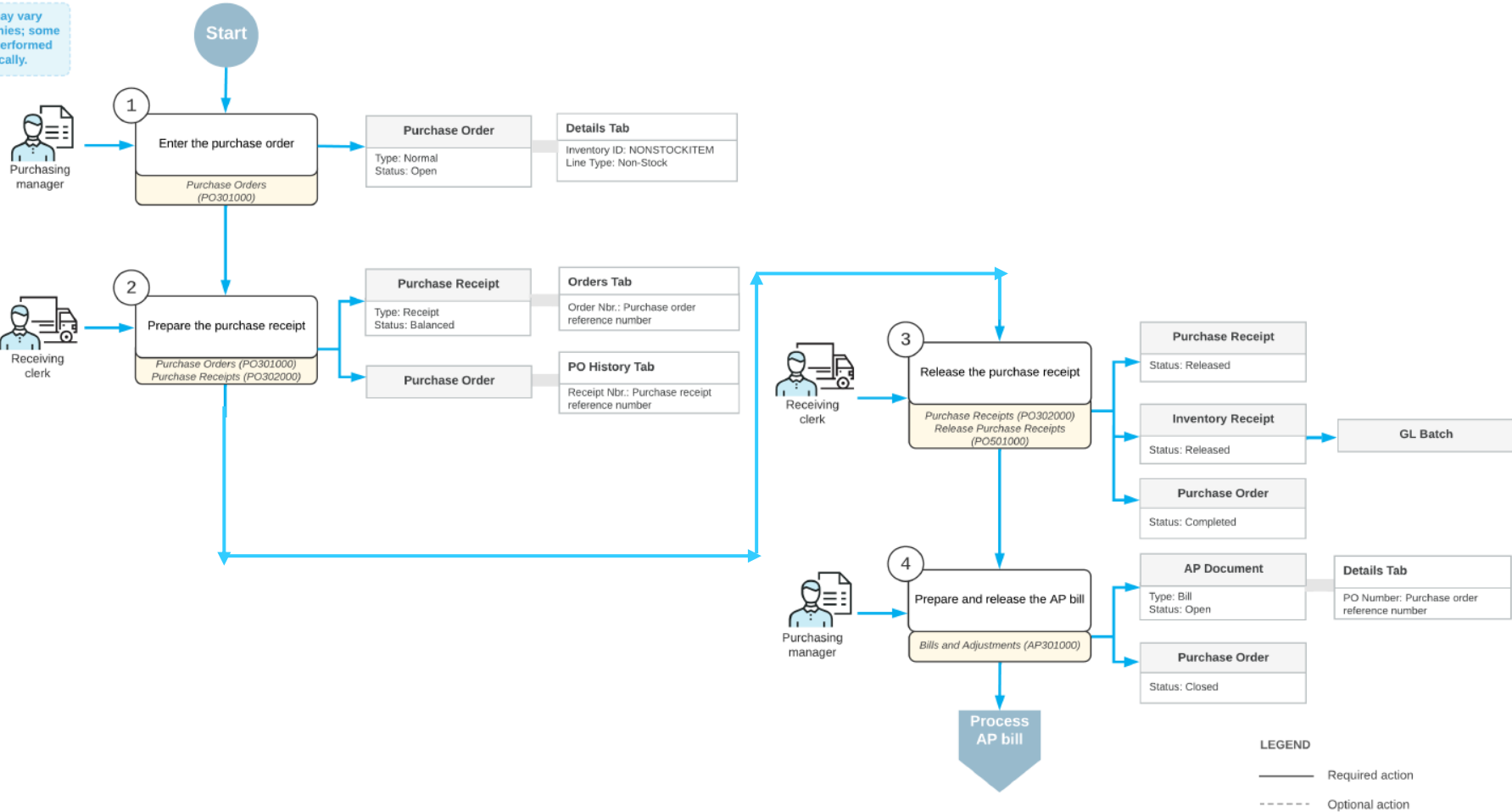
## Learning Objectives

In this lesson, you will learn how to do the following:

- Enter a purchase order for a purchase of non-stock items including services
- Prepare the purchase receipt for the purchase order
- Prepare an AP bill that corresponds to the purchase order

Purchase of non-stock items (including services) with receipt

Job titles may vary across companies; some jobs can be performed automatically.



# Purchases of Non-Stock Items and Services with Receipts: To Process a Purchase of Non-Stock Items

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## *Story*

Suppose that the SweetLife Store gives a free magnet with a SweetLife advertisement to every customer who buys goods in the retail shop. Further suppose that today one of the managers has reported that the supply of magnets is almost depleted.

As a purchasing manager, you need to enter and process a purchase order for the Wingman Printing Company, from which SweetLife buys these magnets. You also need to process the corresponding purchase receipt and AP bill.



# Purchases of Non-Stock Items and Services with Receipts: To Process a Purchase of Services

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## *Story*

Suppose that a manager has reported that a computer in the SweetLife Store doesn't work. Your system administrator has contacted the company that provides computer services, Compulink and Co., and the company has sent a service technician to repair the computer.

Acting as a purchasing manager, you will process the relevant documents in the system. Because Compulink and Co. charges for repair services by the hour, you will prepare the purchase order after the technician finishes the job.

You will also process a purchase receipt for this job to document that the job was completed, and the computer works now. You will then process the corresponding AP bill.

OFLCOURSE - Home canning courses at customer's place (materials included)

NOTES



ONLCOURSE - Home canning courses online (website session)

NOTES



# Non-Stock Items and Services in Sales Orders

## Non-Stock Item

Require Shipment  
- Selected

Sales Orders  
SO 000063 - GoodFood One Restaurant

NOTES ACTIVITIES FILES CUSTOMIZATION TOOLS

PREPARE INVOICE ACTIONS REPORTS

Order Type: SO Customer: GOODFOOD - GoodFood One Restaurant Ordered Qty.: 2.00  
Order Nbr.: 000063 Location: MAIN - Primary Location Discount Total: 0.00  
Status: Completed Contact: VAT Exempt T...: 0.00  
Date: 9/29/2021 Project: X - Non-Project Code VAT Taxable T...: 0.00  
Requested On: 9/29/2021 Tax Total: 0.00  
Customer Ord... Order Total: 90.00  
External Refer... Description: Home canning training

DETAILS TAXES FINANCIAL SHIPPING ADDRESSES SHIPMENTS PAYMENTS TOTALS

Branch	Inventory ID	Line Type	Free Item	Warehouse	Line Description	UOM	Quantity	Qty. On Shipments	Open Qty.	Unit Price	Manual Price	Ext. Price	Discount Percent	Discount Amount	Disc. Unit Price
HEADOFFICE	OFLCOURSE	Non-Inventory Goo...	<input type="checkbox"/>	WHOLESALE	Home canning courses at customer's place...	DAY	2.00	2.00	0.00	45.0000	<input type="checkbox"/>	90.00	0.000000	0.00	45.0000

## Service Item

Require Shipment  
- Cleared

Sales Orders  
SO 000064 - GoodFood One Restaurant

NOTES ACTIVITIES FILES CUSTOMIZATION TOOLS

PREPARE INVOICE ACTIONS REPORTS

Order Type: SO Customer: GOODFOOD - GoodFood One Restaurant Ordered Qty.: 0.00  
Order Nbr.: 000064 Location: MAIN - Primary Location Discount Total: 0.00  
Status: Completed Contact: VAT Exempt T...: 0.00  
Date: 9/29/2021 Project: X - Non-Project Code VAT Taxable T...: 0.00  
Requested On: 9/29/2021 Tax Total: 0.00  
Customer Ord... Order Total: 43.50  
External Refer... Description: Home canning training

DETAILS TAXES FINANCIAL SHIPPING ADDRESSES SHIPMENTS PAYMENTS TOTALS

Branch	Inventory ID	Line Type	Free Item	Warehouse	Line Description	UOM	Quantity	Qty. On Shipments	Open Qty.	Unit Price	Manual Price	Ext. Price	Discount Percent	Discount Amount	Disc. Unit Price
HEADOFFICE	ONLCOURSE	Misc. Charge	<input type="checkbox"/>		Home canning courses online (website ses...	DAY	3.00	0.00	0.00	14.5000	<input type="checkbox"/>	43.50	0.000000	0.00	14.5000

# Non-Stock Items and Services in Purchase Orders

## Non-Stock Item

Require Receipt – Selected

Transaction on receipt release updates expense account

The account is taken based on the posting class settings

Purchase Orders  
Normal 000030 - Wingman Printing Company

ENTER PO RECEIPT ACTIONS REPORTS

Type: Normal Vendor: PRINTICO - Wingman Printing Company Line Total: 2,000.00  
Order Nbr.: 000030 Location: MAIN - Primary Location Discount Total: 0.00  
Status: Open Owner: VAT Exempt T...: 0.00  
Date: 9/30/2021 Vendor Ref.: VAT Taxable T...: 0.00  
Promised On: 9/30/2021 Tax Total: 0.00  
Description: Purchase of magnets Order Total: 2,000.00

DETAILS TAXES SHIPPING VENDOR INFO PO HISTORY PREPAYMENTS OTHER COMPLIANCE

Branch	Inventory ID	Line Type	Warehouse	Line Description	UOM	Order Qty.	Qty. On Receipts	Unit Cost	Ext. Cost	Discount Percent	Discount Amount
RETAIL	MAGNETS	Non-Stock	RETAIL	A box of magnets with company advertise...	EA	20.00	0.00	100.0000	2,000.00	0.000000	0.00

## Service Item

Require Receipt – Cleared

Special setting to include in receipts

No transaction on receipt release

The account is taken from the item

Purchase Orders  
Normal 000031 - Compulink and Co

ENTER PO RECEIPT ACTIONS REPORTS

Type: Normal Vendor: COMPU LINK - Compulink and Co Line Total: 60.00  
Order Nbr.: 000031 Location: MAIN - Primary Location Discount Total: 0.00  
Status: Open Owner: VAT Exempt T...: 0.00  
Date: 9/30/2021 Vendor Ref.: VAT Taxable T...: 0.00  
Promised On: 9/30/2021 Tax Total: 0.00  
Description: Repair of a computer in the shop Order Total: 60.00

DETAILS TAXES SHIPPING VENDOR INFO PO HISTORY PREPAYMENTS OTHER COMPLIANCE

Branch	Inventory ID	Line Type	Warehouse	Line Description	UOM	Order Qty.	Qty. On Receipts	Unit Cost	Ext. Cost	Discount Percent	Discount Amount
RETAIL	MAINTENANCE	Service		Repair of hardware	HOURL	3.00	0.00	20.0000	60.00	0.000000	0.00

Your feedback is appreciated

<https://www.surveymonkey.com/r/OnlineSessions2022>



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# Thank you

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**Valentina Shashkova**