

D220 Non-Stock and Service Items

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Analyst

Timing and Agenda

September 29, 2021 -10 AM -11 AM

Day 1

Lesson 1: Creating Non-Stock Items

Lesson 2: Creating Service Items

Lesson 3: Selling Non-Stock Items with Shipping

Lesson 4: Selling Services

September 30, 2021 -10 AM -11 AM

Day 2

Lesson 5: Purchasing Non-Stock Items and

Services with Receipt

Lesson 6: Purchasing Services without Receipt

Lesson 7: Drop-shipping Non-Stock Items



Day 1

Lesson 1: Creating Non-Stock Items

Learning Objectives

In this session, 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

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: Creating Service Items

Learning Objectives

In this session, 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

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.

Lesson 3: Selling Non-Stock Items with Shipping

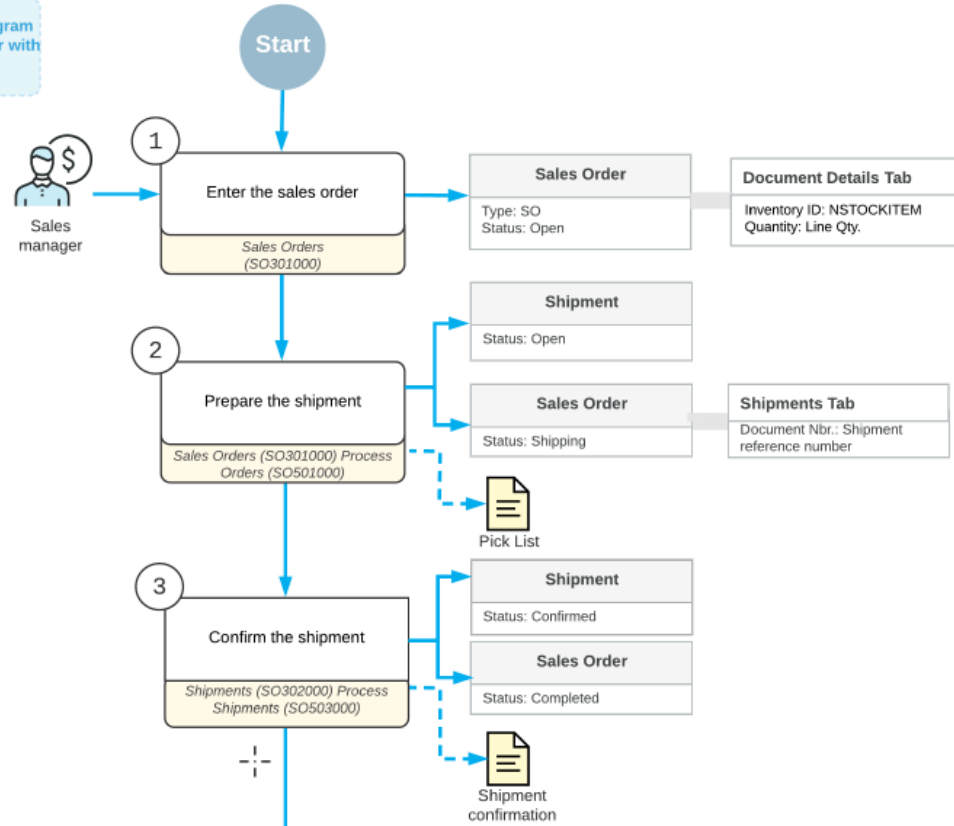
Learning Objectives

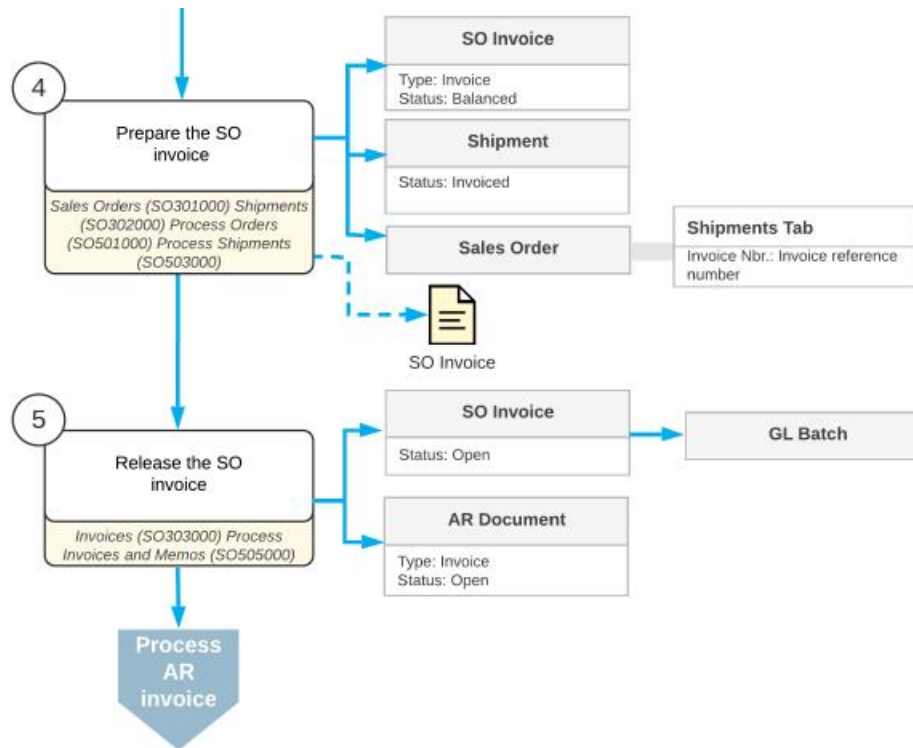
In this session, you will learn how to do the following:

- 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

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.

Sales Orders

NOTES ACTIVITIES FILES TOOLS











 PREPARE INVOICE ACTIONS ▾ REPORTS ▾

DETAILS TAXES FINANCIAL SHIPPING ADDRESSES SHIPMENTS PAYMENTS TOTALS

 **Acumatica**
The Cloud ERP

Lesson 4: Selling Services

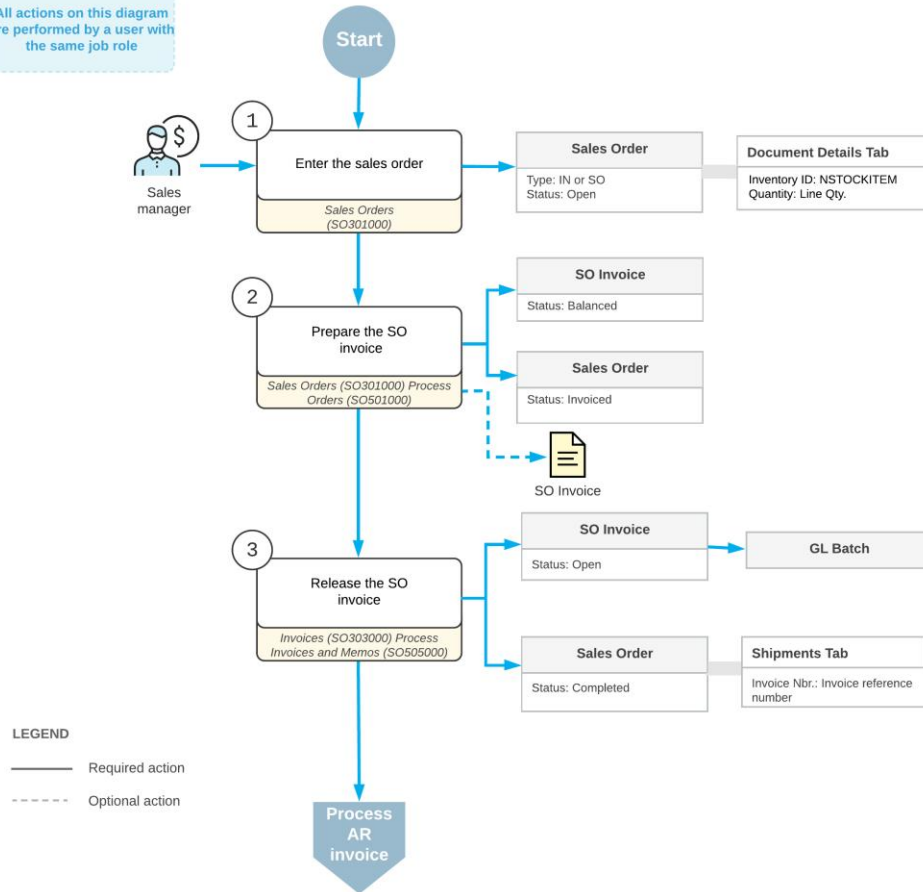
Learning Objectives

In this session, 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

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



Sales of Services: Process Activity


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.

SO 000064 - GoodFood One Restaurant



Acumatica
The Cloud ERP

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

Day 2

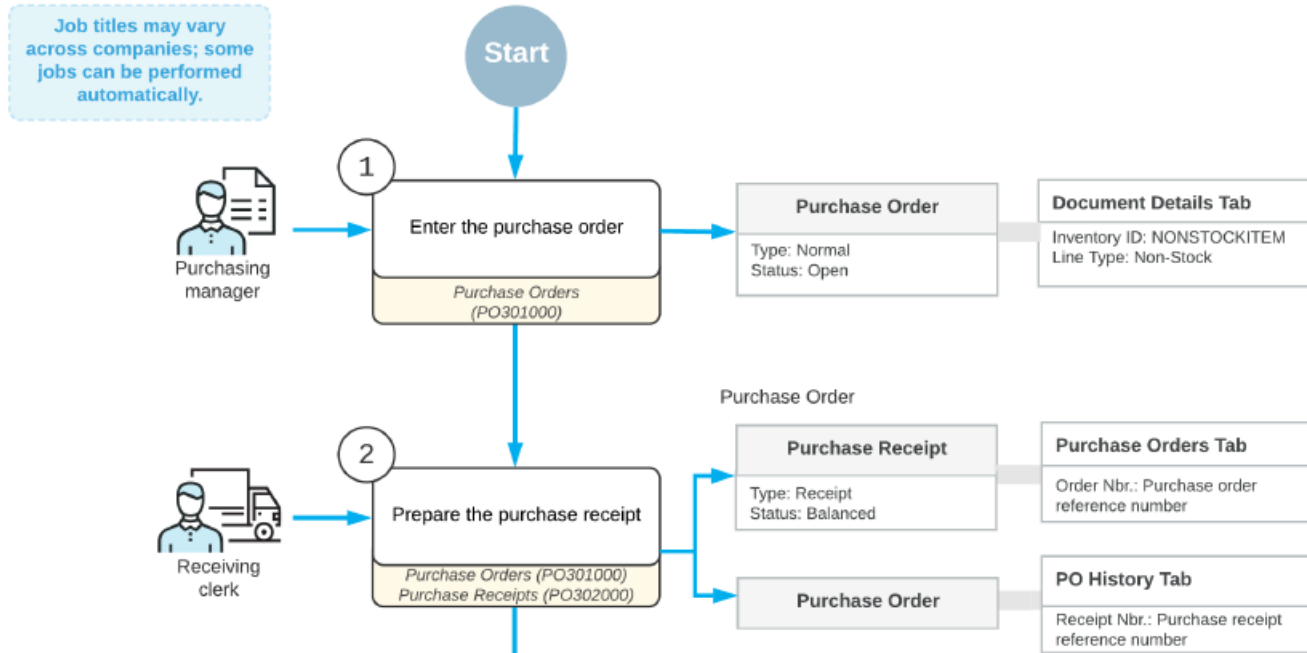
Lesson 5: Purchasing Non-Stock Items and Services with Receipt

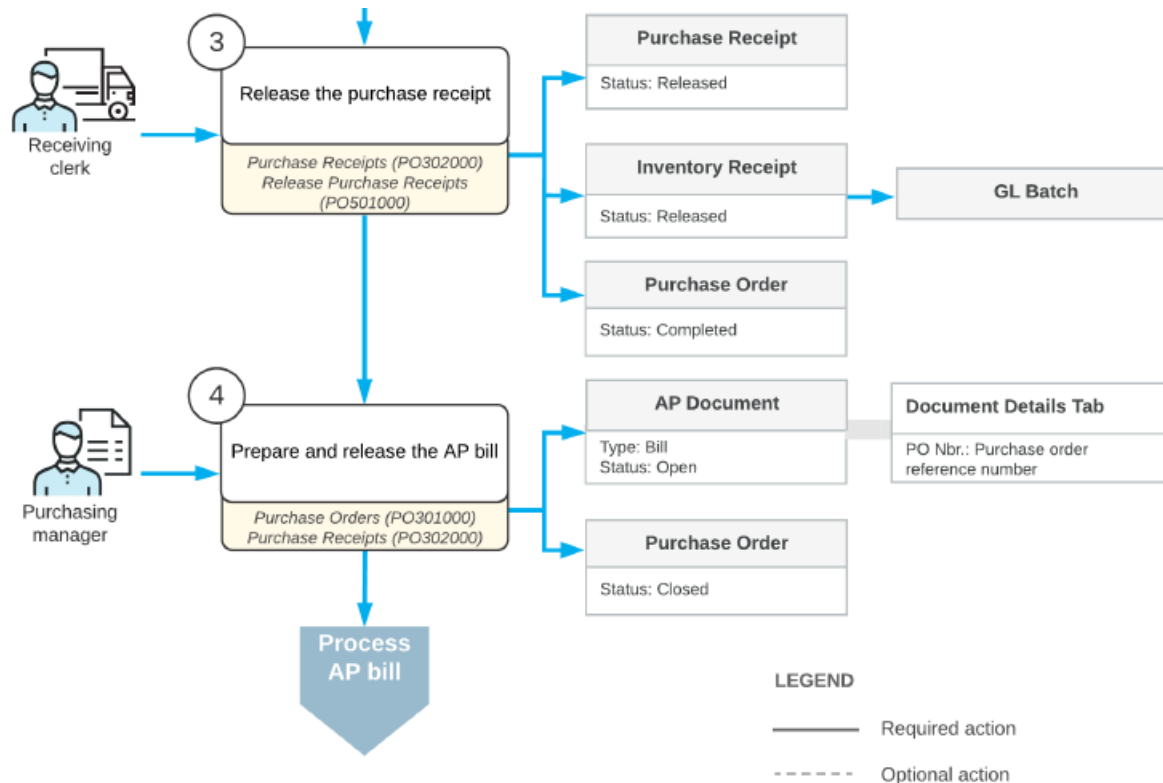
Learning Objectives

In this session, 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





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

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 order and AP bill.

Figure: The corresponding purchase receipt and AP bill for the closed purchase order

Purchase Orders

Normal 000030 - Wingman Printing Company

NOTES ACTIVITIES FILES TOOLS

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Type:	Normal	Vendor:	PRINTICO - Wingman Printing Company	Line Total:	2,000.00
Order Nbr.:	000030	Location:	MAIN - Primary Location	Discount Total:	0.00
Status:	Closed	Owner:	EP00000009 - Regina Wiley	VAT Exempt T...:	0.00
Date:	4/1/2021	Vendor Ref.:		VAT Taxable T...:	0.00
Promised On:	4/1/2021			Tax Total:	0.00
Description:	Purchase of magnets			Order Total:	2,000.00

DETAILS TAXES SHIPPING VENDOR INFO PO HISTORY PREPAYMENTS CHANGE ORDERS OTHER COMPLIANCE

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

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.

Figure: The corresponding purchase receipt and AP bill for the closed purchase order

Purchase Orders

Normal 000031 - Compulink and Co

NOTES ACTIVITIES FILES TOOLS

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Type:	Normal	Vendor:	COMPULINK - Compulink and Co	Line Total:	60.00
Order Nbr.:	000031	Location:	MAIN - Primary Location	Discount Total:	0.00
Status:	Closed	Owner:	EP00000009 - Regina Wiley	VAT Exempt T...	0.00
Date:	4/1/2021	Vendor Ref.:		VAT Taxable T...	0.00
Promised On:	4/1/2021			Tax Total:	0.00
Description:	Repair of a computer in the shop			Order Total:	60.00

DETAILS TAXES SHIPPING VENDOR INFO **PO HISTORY** PREPAYMENTS CHANGE ORDERS OTHER COMPLIANCE

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Type	Receipt Nbr.	Date	Status	Received Qty.
Receipt	000023	4/1/2021	Released	3.00

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Type	Reference Nbr.	Date	Status	Billed Qty.	Billed Amt.	PPV Amt	Currency
Bill	000061	4/1/2021	Open	3.00	60.00	0.00	USD

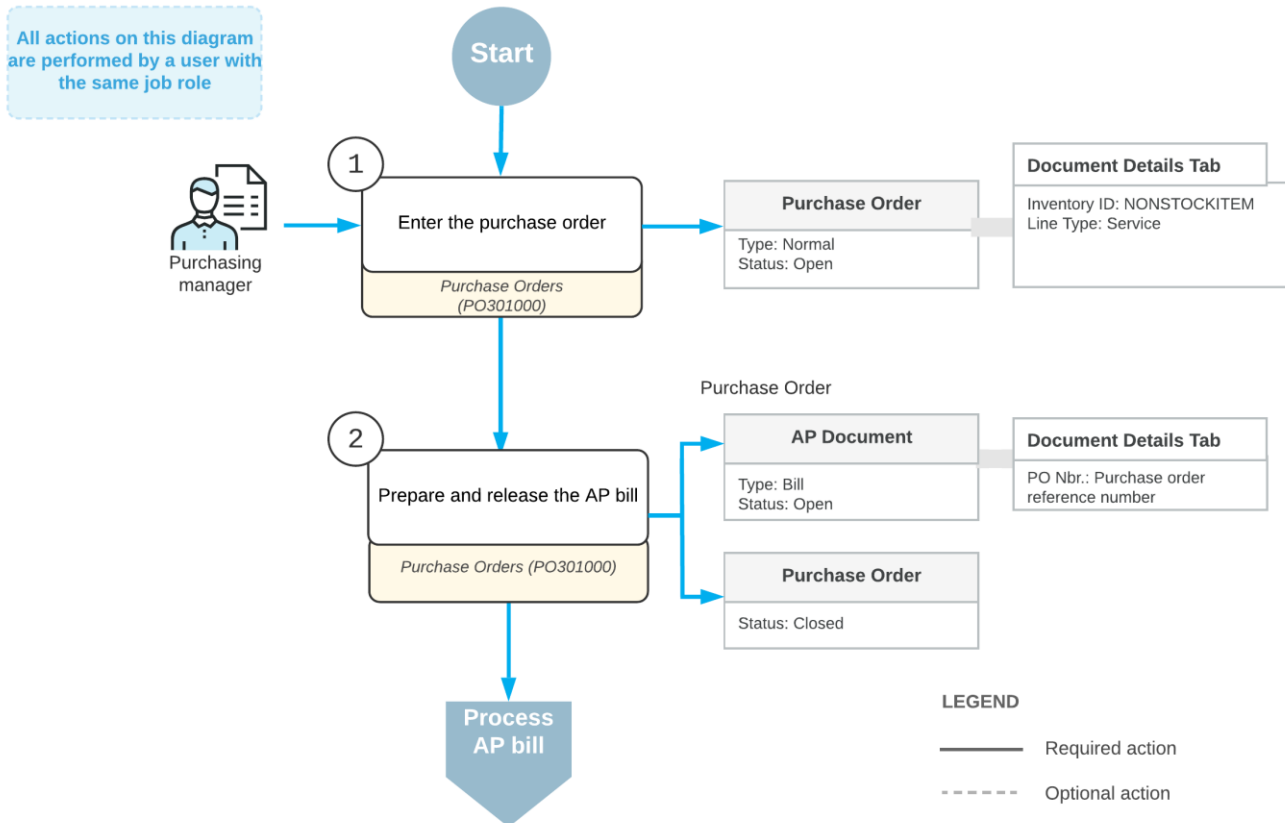
Lesson 6: Purchasing Services without Receipt

Learning Objectives

In this session, 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



Purchases of Services Without Receipts: Process Activity

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).

Figure: The corresponding purchase receipt and AP bill for the closed purchase order

Purchase Orders

Normal 000032 - Jar Co.

NOTES ACTIVITIES FILES TOOLS



Type:	Normal	Vendor:	JARCO - Jar Co.	Line Total:	170.00
Order Nbr.:	000032	Location:	MAIN - Primary Location	Discount Total:	0.00
Status:	Closed	Owner:	EP00000009 - Regina Wiley	VAT Exempt T...:	0.00
Date:	4/1/2021	Vendor Ref.:		VAT Taxable T...:	0.00
Promised On:	4/1/2021			Tax Total:	0.00
Description:	Purchase of jars			Order Total:	170.00

DETAILS TAXES SHIPPING VENDOR INFO **PO HISTORY** PREPAYMENTS CHANGE ORDERS OTHER COMPLIANCE

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Type	Receipt Nbr.	Date	Status	Received Qty.
Receipt	000024	4/1/2021	Released	5.00

Type	Reference Nbr.	Date	Status	Billed Qty.	Billed Amt.	PPV Amt	Currency
> Bill	000062	4/1/2021	Open	6.00	170.00	0.00	USD

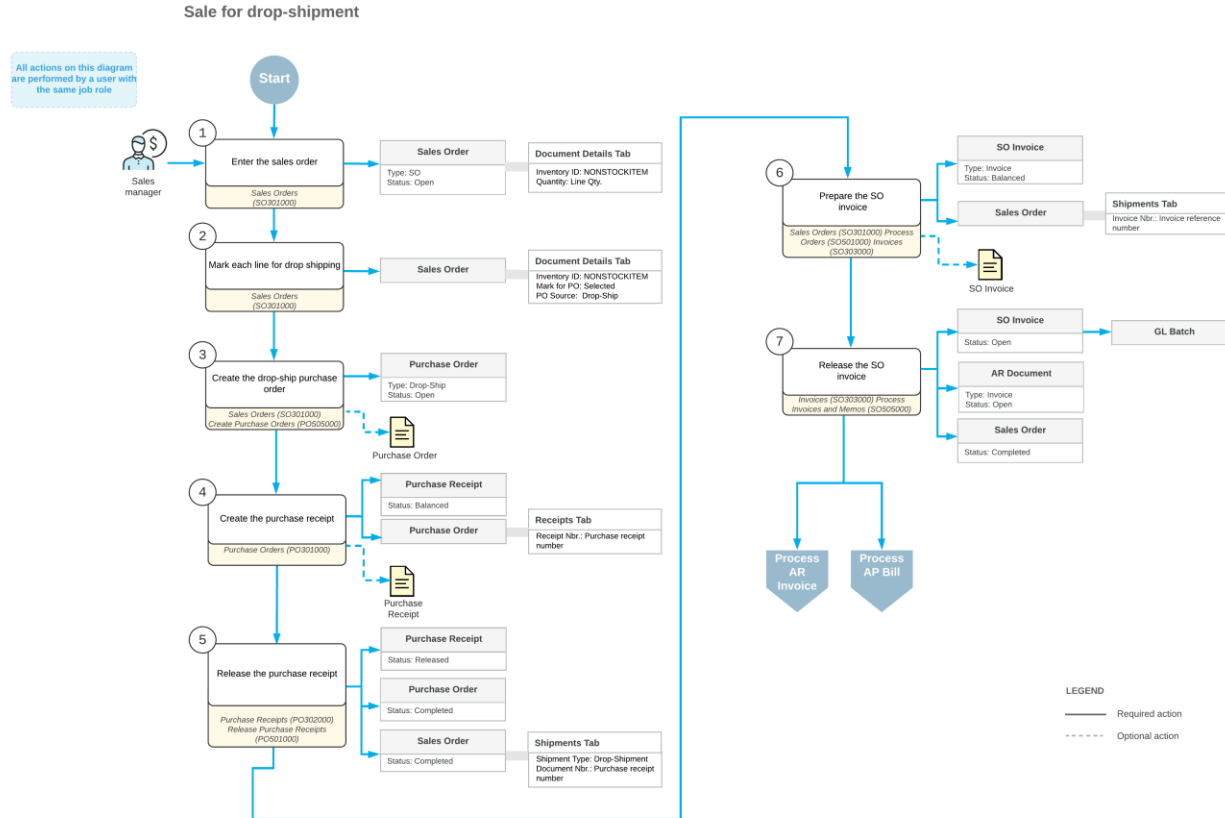
Lesson 7: Drop-shipping Non-Stock Items

Learning Objectives

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

- Process a sales order for non-stock items to be drop-shipped
- Mark items for drop shipment in a sales order
- Create a drop-ship purchase order for the sales order and process the drop shipment to completion

Workflow of a Sale with Drop Shipment



Drop Shipment of Non-Stock Items: Process Activity

Story

Suppose that the FourStar Coffee & Sweets Shop (COFFEESHOP) customer has ordered two rare teas at SweetLife's retail store. Although these teas are presented in SweetLife's website catalog, the company does not keep them in the wholesale or retail warehouse; they are defined in Acumatica ERP as non-stock items. When a customer orders these teas, SweetLife drop-ships them from the Tea & Spices (TEACOMPANY) vendor, which regularly stocks these teas, directly to the customer who ordered the teas. To fulfill the customer's request, acting as the sales manager of the SweetLife store, you need to process a drop shipment.

Figure: Sales order with drop shipment processed to completion

Sales Orders

SO 000065 - FourStar Coffee&Sweets Shop

NOTES ACTIVITIES FILES TOOLS

PREPARE INVOICE ACTIONS REPORTS

* Order Type: SO Customer: COFFEESHOP - FourStar Coffee&Sweet Ordered Qty.: 20.00

Order Nbr.: 000065 Location: MAIN - Primary Location Discount Total: 0.00

Status: Completed Contact: VAT Exempt T... 0.00

Date: 4/1/2021 Project: X - Non-Project Code. VAT Taxable T... 0.00

Requested On: 4/1/2021 Tax Total: 0.00

Customer Ord... Order Total: 1,029.80

External Refer... Description: Website order #00785 (tea)

DETAILS TAXES FINANCIAL SHIPPING ADDRESSES SHIPMENTS PAYMENTS TOTALS

Shipment Type	Document Nbr.	Status	* Shipment Date	Shipped Qty.	Shipped Weight	Shipped Volume	Invoice Type	Invoice Nbr.	Inventory Doc. Type	Inventory Ref. Nbr.
Drop-Shipment	Receipt_000025	Auto-Generated	4/1/2021	20.00	0.000000	0.000000	Invoice	000103	Issue	000064

Your feedback is appreciated

<https://www.surveymonkey.com/r/OnlineTraining2021>



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Thank you

Valentina Shashkova