



Acumatica

The Cloud ERP

D220 Non-Stock and Service Items

John Michels

ERP Implementation Consultant

Timing and Agenda

June 4, 2024 - 10:00-11:00 AM PT

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

June 5, 2024 - 10:00-11:00 AM PT

Day 2

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

Lesson 6: Purchasing Services Without Receipts

Lesson 7: Drop Shipment of Non-Stock Items



Day 1

Scott McLaughlin

Acumatica Sponsored Professional Race Car Driver

Company Structure

The SweetLife Fruits & Jams company is a midsize company located in New York City. The company consists of the following branches:

- **SweetLife Head Office and Wholesale Center:** This branch of the company consists of a jam factory and a large warehouse where the company stores fruit (purchased from wholesale vendors) and the jam it produces. Warehouse workers perform warehouse operations by using barcode scanners or mobile devices with barcode scanning support.
- **SweetLife Store:** This branch has a retail shop with a small warehouse to which the goods to be sold are distributed from the company's main warehouse. This branch is also planning on selling goods via a website created on an e-commerce platform to accept orders online. The e-commerce integration project is underway.
- **SweetLife Service and Equipment Sales Center:** This branch is a service center with a small warehouse where juicers are stored. This branch assembles, sells, installs, and services juicers, in addition to training customers' employees to operate juicers.

Operational Activity

The company has been operating starting in the 01-2023 financial period. In November 2023, the company started using Acumatica ERP as an ERP and CRM system and migrated all data of the main office and retail store to Acumatica ERP. The equipment center has begun its operations in 01-2024 in response to the company's growth.

The base currency of the company and its subsidiaries is the US dollar (USD). All amounts in documents and reports are expressed in US dollars unless otherwise indicated.

SweetLife Company Sales and Services

Each SweetLife company's branch has its own business processes, as follows:

- **SweetLife Head Office and Wholesale Center:** In this branch, jams and fruit are sold to wholesale customers, such as restaurants and cafes. The company also conducts home canning training at the customer's location and webinars on the company's website.
- **SweetLife Store:** In the store, retail customers purchase fresh fruit, berries, and jams, or pick up the goods they have ordered on the website. Some of the goods listed in the website catalog are not stored in the retail warehouse, such as tropical fruits (which are purchased on demand) and tea (which is drop-shipped from a third-party vendor).
- **SweetLife Service and Equipment Sales Center:** This branch assembles juicers, sells juicers, provides training on equipment use, and offers equipment installation, including site review and maintenance services. The branch performs short-term service provision.

The company has local and international customers. The ordered items are delivered by drivers using the company's own vehicle. Customers can pay for orders by using various payment methods (cash, checks, or credit cards).

Company Purchases

The company purchases fruits and spices from large fruit vendors for sale and for jam production. For producing jams and packing jams and fruits, the company purchases jars, labels, and paper bags from various vendors. For the internal needs of the main office and store, the company purchases stationery (printing paper, pens, and pencils), computers, and computer accessories from various vendors.

The company also purchases juicers and juicer parts from large juicer vendors, and it either purchases the installation service for the juicers or provides the installation service on its own, depending on the complexity of the installation.

Lesson 1: Creating Non-Stock Items

Learning Objectives

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

- Become familiar with the settings of a non-stock item that represents a physical entity
- Understand the non-stock item settings that affect the processing of orders that include the item
- Create a non-stock item

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 does not 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 lesson, you will learn how to do the following:

- Become familiar with the settings and processing of a non-stock item that represents a service
- Create a service item

Service Items: Implementation Activity

Story

Suppose that the SweetLife Fruits & Jams company wants to create a landing page (a website) that will advertise 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 can find it easily. To achieve these goals, the company has hired the SEO World 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 the creation and promotion of the website and specify the needed settings for it.

Lesson 3: Selling Non-Stock Items with Shipping

Learning Objectives

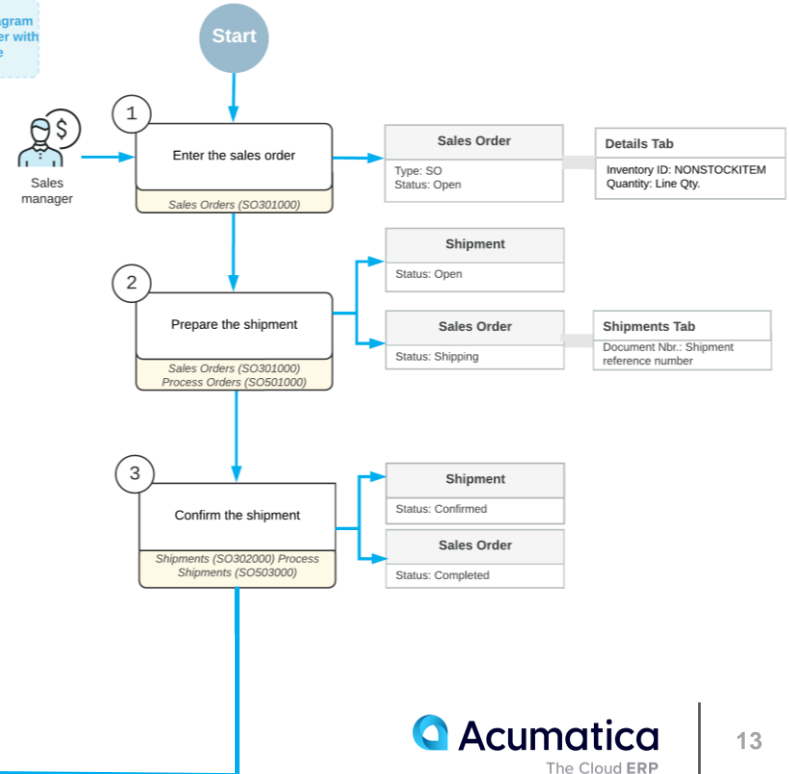
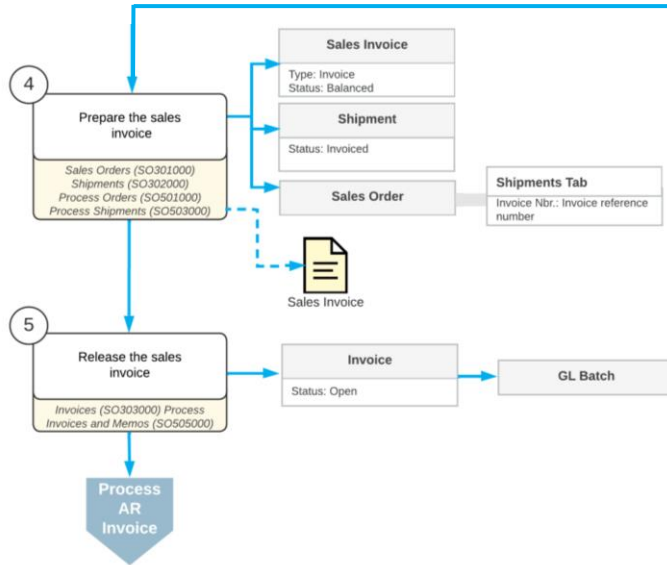
In this lesson, you will learn how to do the following:

- 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

Figure: Workflow of Sales of Non-Stock Items with Shipping

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 Fruits & Jams 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.

Figure: Sales order completed on release of the sales invoice

Sales Orders

SO 000073 - GoodFood One Restaurant

NOTES ACTIVITIES FILES TOOLS

Order Type: SO Customer: GOODFOOD - GoodFood One Restaunar Ordered Qty.: 2.00

Order Nbr.: 000073 Location: MAIN - Primary Location Detail Total: 90.00

Status: **Completed** Contact: Darrell M. Kramer Line Discounts: 0.00

Date: 3/11/2024 Project: X - Non-Project Code. Document Dis...: 0.00

Requested On: 3/11/2024 Description: Home canning training Freight Total: 0.00

Customer Ord... Tax Total: 0.00

External Refer... Order Total: 90.00

DETAILS TAXES FINANCIAL SHIPPING ADDRESSES SHIPMENTS PAYMENTS RELATIONS TOTALS

ADD ITEMS ADD MATRIX ITEMS ADD INVOICE ADD BLANKET SO LINE LINE DETAILS PO LINK ITEM AVAILABILITY

Inventory ID	Free Item	Warehouse	Line Description	*UOM	Quantity	Qty. On Shipments	Open Qty.	Unit Price
OFLCOURSE	<input type="checkbox"/>	WHOLESALE	Home canning courses at customer's place (materials included)	DAY	2.00	2.00	0.00	45.0000

Lesson 4: Selling Services

Learning Objectives

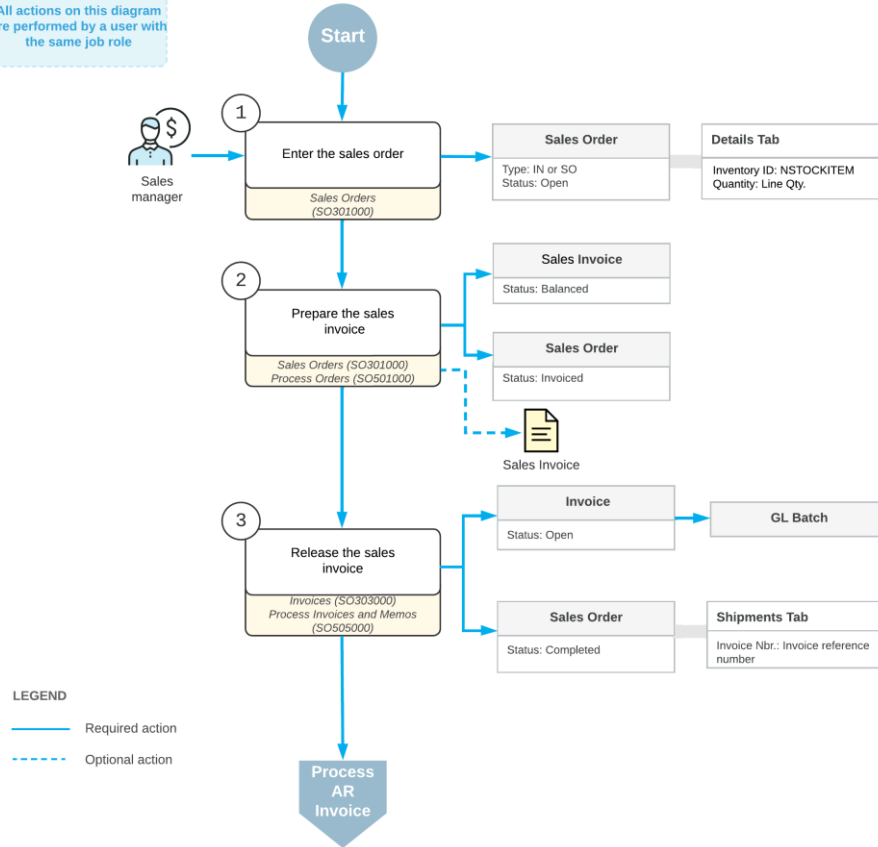
In this lesson, you will learn how to do the following:

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

Figure: Workflow of Sales of Services

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 online course is a service, so 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.

Figure: Completed sales order

Sales Orders

SO 000074 - GoodFood One Restaurant

NOTES ACTIVITIES FILES TOOLS

Order Type: SO Customer: GOODFOOD - GoodFood One Restaurant Ordered Qty.: 0.00

Order Nbr.: 000074 Location: MAIN - Primary Location Detail Total: 43.50

Status: **Completed** Contact: Darrell M. Kramer Line Discounts: 0.00

Date: 3/11/2024 Project: X - Non-Project Code. Document Dis...: 0.00

Requested On: 3/11/2024 Description: Home canning training Freight Total: 0.00

Customer Ord... Tax Total: 0.00

External Refer... Order Total: 43.50

DETAILS TAXES FINANCIAL SHIPPING ADDRESSES SHIPMENTS PAYMENTS RELATIONS TOTALS

ADD ITEMS ADD MATRIX ITEMS ADD INVOICE ADD BLANKET SO LINE LINE DETAILS PO LINK ITEM AVAILABILITY

*Inventory ID	Free Item	Warehouse	Line Description	*UOM	Quantity	Qty. On Shipments	Open Qty.	Unit Price
ONLCOURSE	<input type="checkbox"/>		Home canning courses online (website session)	DAY	3.00	0.00	0.00	14.5000



Day 2



Jessica Korda

Acumatica Sponsored Professional Golfer

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

Learning Objectives

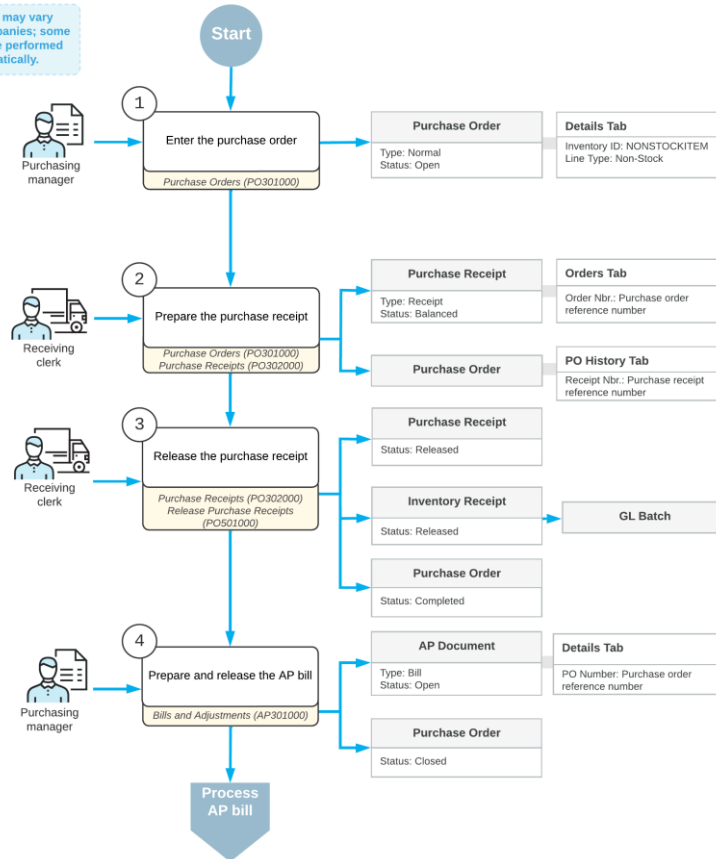
In this lesson, you will learn how to do the following:

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

Workflow of a Purchase of Non-Stock Items with a Receipt

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

Story

Suppose that the SweetLife Store gives a free magnet with a SweetLife Fruits & Jams 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 extremely low.

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.

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

Purchase Orders

Normal 000051 - Wingman Printing Company

NOTES ACTIVITIES FILES TOOLS

Navigation icons: Refresh, Save, Undo, Add, Delete, Copy, Previous, Next, etc.

Type:	Normal	Vendor:	PRINTICO - Wingman Printing Company	Detail Total:	2,000.00
Order Nbr.:	000051	Location:	MAIN - Primary Location	Line Discounts:	0.00
Status:	Closed	Owner:	Regina Wiley	Document Dis...:	0.00
Date:	3/11/2024	Vendor Ref.:		Tax Total:	0.00
Promised On:	3/11/2024			Order Total:	2,000.00
Description:	Purchase of magnets				

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

Type	Receipt Nbr.	Date	Status	Received Qty.	Type	Reference Nbr.	Date	Status	Billed Qty.	Billed Amt.	PPV Amt	Currency
Receipt	000043	3/11/2024	Released	20.00	Bill	000163	3/11/2024	Open	20.00	2,000.00	0.00	USD

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 does not 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 verify that the job was completed and the computer works now. You will then process the corresponding AP bill.

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

Purchase Orders

Normal 000052 - Compulink and Co

NOTES ACTIVITIES FILES TOOLS

Type: Normal Vendor: COMPULINK - Compulink and Co Detail Total: 60.00
 Order Nbr.: 000052 Location: MAIN - Primary Location Line Discounts: 0.00
 Status: Closed Owner: Regina Wiley Document Dis...: 0.00
 Date: 3/11/2024 Vendor Ref.: Tax Total: 0.00
 Promised On: 3/11/2024 Order Total: 60.00
 Description: Repair of a computer in the shop

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

Type	Receipt Nbr.	Date	Status	Received Qty.	Type	Reference Nbr.	Date	Status	Billed Qty.	Billed Amt.	PPV Amt	Currency
Receipt	000044	3/11/2024	Released	3.00	Bill	000164	3/11/2024	Open	3.00	60.00	0.00	USD

Lesson 6: Purchasing Services Without Receipts

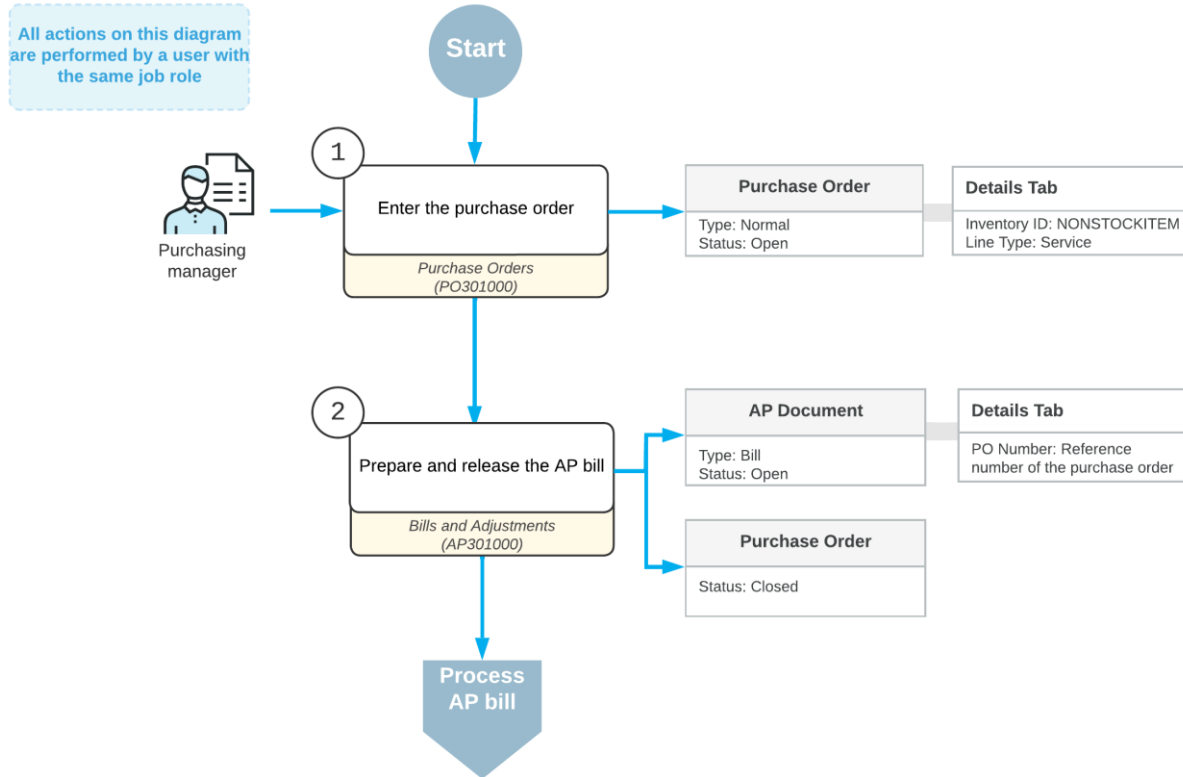
Learning Objectives

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

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

Figure: Workflow of a Purchase of Services Without a Purchase Receipt

Purchase of services without a receipt



Purchases of Services Without Receipts: Process Activity

Story

Suppose that you, as a purchasing manager for SweetLife Fruits & Jams, urgently need to buy some jars for packing SweetLife's produced jam, which is sold in the retail store. The company 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. You have defined this delivery 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) 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 NOTES ACTIVITIES FILES TOOLS ▾

Normal 000053 - Jar Co.

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Type:	Normal ▾	Vendor:	JARCO - Jar Co. ✎	Detail Total:	170.00
Order Nbr.:	000053 🔍	Location:	MAIN - Primary Location	Line Discounts:	0.00
Status:	Closed	Owner:	Regina Wiley	Document Dis...:	0.00
Date:	3/11/2024	Vendor Ref.:		Tax Total:	0.00
Promised On:	3/11/2024			Order Total:	170.00
Description:	Purchase of jars				

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

📄	📄	Type	Receipt Nbr.	Date	Status	Received Qty.	📄	Type	Reference Nbr.	Date	Status	Billed Qty.	Billed Amt.	PPV Amt	Currency
>	📄	Receipt	000045	3/11/2024	Released	5.00	>	Bill	000165	3/11/2024	Open	6.00	170.00	0.00	USD

Lesson 7: Drop Shipment of Non-Stock Items

Learning Objectives

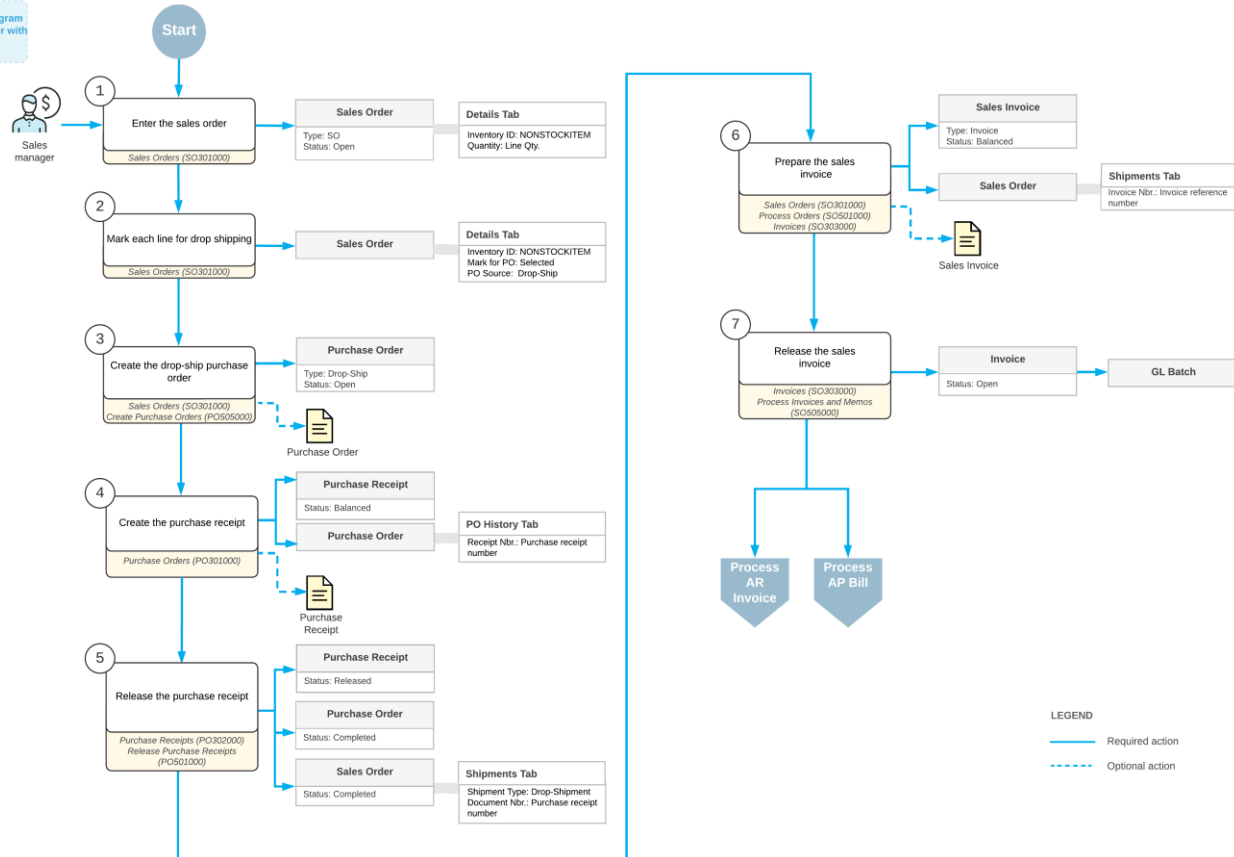
In this lesson, you will learn how to do the following:

- 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

Sale for drop-shipment

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



Drop Shipments of Non-Stock Items: Process Activity

Story

Suppose that the FourStar Coffee & Sweets Shop (COFFEESHOP) customer has ordered two rare teas at SweetLife's 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: The completed sales order with drop shipment

Sales Orders NOTES ACTIVITIES FILES TOOLS ▾

SO 000075 - FourStar Coffee & Sweets Shop

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* Order Type:	SO	Customer:	COFFEESHOP - FourStar Coffee & Sweets	Ordered Qty.:	20.00
Order Nbr.:	000075	Location:	MAIN - Primary Location	Detail Total:	1,029.80
Status:	Completed	Contact:	Andrea A. Weaver	Line Discounts:	0.00
Date:	3/11/2024	Project:	X - Non-Project Code.	Document Dis...:	0.00
Requested On:	3/11/2024	Description:	Website order #00785 (tea)	Freight Total:	0.00
Customer Ord...:				Tax Total:	0.00
External Refer...:				Order Total:	1,029.80

DETAILS TAXES FINANCIAL SHIPPING ADDRESSES **SHIPMENTS** PAYMENTS RELATIONS TOTALS

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📄	🗑️	📄	Shipment Type	Document Nbr.	Status	* Shipment Date	Shipped Qty.	Shipped Weight	Shipped Volume	Invoice Type	Invoice Nbr.
>	🗑️	📄	Drop-Shipment	Receipt_000046	Auto-Generated	3/11/2024	20.00	0.000000	0.000000	Invoice	000119



Thank you!

John Michels