



Inventory
Module
Guide

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How to Create a New Order



- 1) Open FasTrax Warehouse and click on the inventory module
- 2) From the orders tab, click "New" at the bottom left of the screen



- 3) Select the account that the order is for, add a PO# (if available), the salesman, and the order date

There are check boxes for if you want to check for prebook for this order or if this order is a damage/return order

- 4) Click Continue

- 5) Click Add

- 6) Enter the item number and press enter

There are two ways to change the price of an item here.

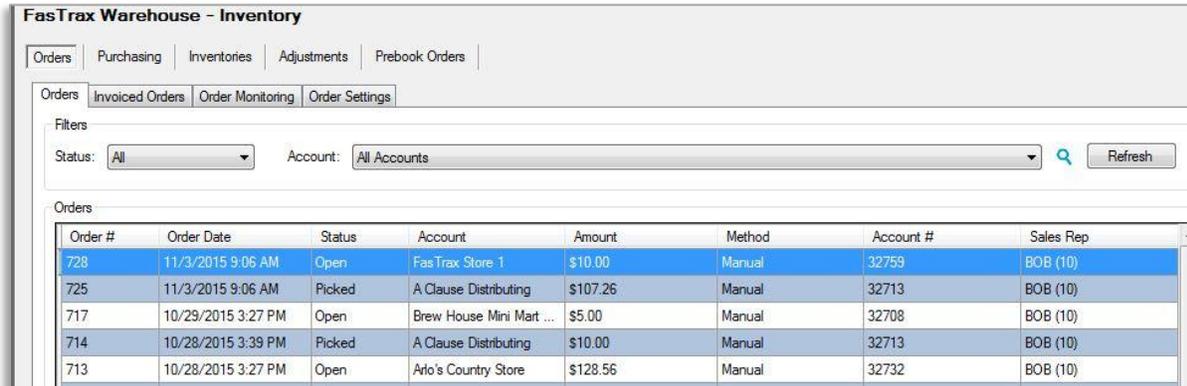
- 1) Change the price list price (before tax)
- 2) Change the price each (overall price including tax)



- 7) Enter the order quantity
- 8) Click Add/Update
- 9) Continue until all items are added
- 10) Once all items are entered click Exit

How to Pick an Order

- 1) Select the order from the orders list

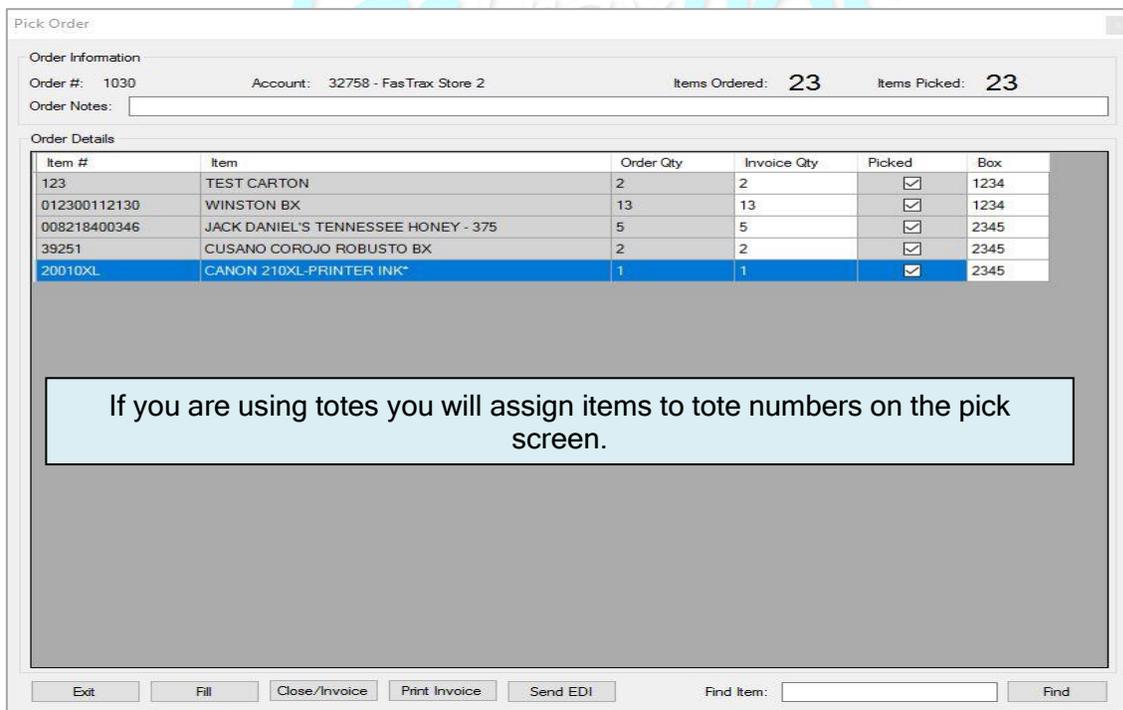


- 2) Click Pick from the bottom of the page



- 3) From here there are two options

- a) Click in the "Invoice Quantity" box and enter the quantity for each item
- b) Click "Fill" from the bottom of the page and change any quantity that does not match the ordered qty



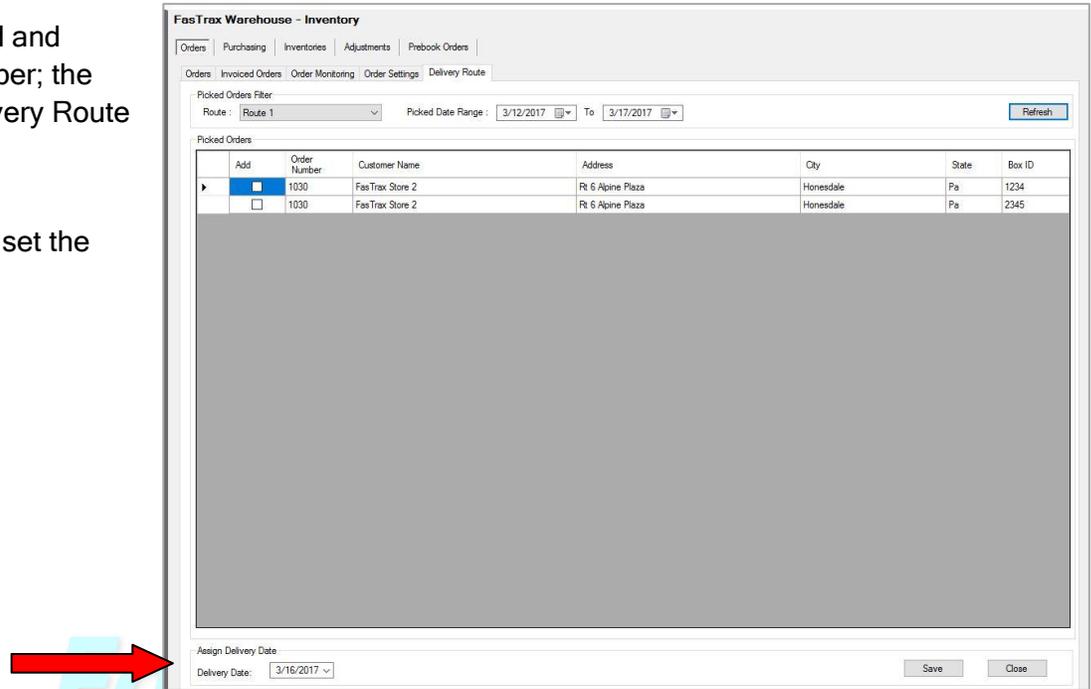
- 4) If the order is complete then click Close/Invoice to finish the order

The order will now be listed under the invoiced orders tab

- 5) If you are sending the invoice by EDI click the Invoiced orders tab
- 6) Select the order
- 7) Click Send EDI

1) Once the order is picked and items assigned a box number; the order will show under Delivery Route

2) From here you can also set the delivery date



How to Create a Purchase Order

- 1) Click on the Purchasing tab
- 2) Click on New at the bottom of the page
- 3) Select the vendor the order is for
- 4) Enter your reference number if you use them (if not it will default to the date)



The 'Create New Purchase' form contains the following fields and options:

- Vendor: #1 WHOLESALE
- Reference #: (empty field)
- Order Method: Replenish Items Sold
- Start Date: 5/29/2018
- Stop Date: 7/10/2018
- # Days Of Inv: (empty field)
- Do Not Take Into Account Open Purchases
- Do Not Calculate Tax
- Buttons: Generate, Schedule

5) Select the order method and enter any information that is needed for that method

Order Method: Create Blank Order
Start Date: Create Blank Order
Stop Date: Days Of Inventory
Replenish Items Sold

6) Click Generate Purchase

This opens the Purchase Details Screen

a) You also have the option to set a schedule for the order to run weekly or monthly

7) Enter the part number you wish to order

8) Enter the purchase Qty

9) Click Add/Update

10) Repeat until all items are added

11) When finished click Send EDI to send your order

Purchase Details

Vendor: #1 WHOLESALE Purchase Date: 11/19/2015 11:24:48 AM Status: Open
Last Modified By FasTrax at 11/19/2015 11:24:48 AM Reference: 11/19/2015 11:24:48 AM
Estimated Cost: \$0.00

Vendor Part	Item #	Description	Purchase Qty	Received Qty	Cost Each	Extd Cost
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Item Information

Part Number: [Find](#)

Description: Qty On Hand:

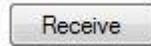
Purchase Qty: Cost Each: Extd Cost:

7: Part Number field
8: Purchase Qty field
9: Add/Update button
11: Send EDI button

How to Receive a Purchase Order

1) From the Purchasing tab select the order you need to receive

2) Click Receive from the bottom of the page



3) Enter the invoice number

Purchase Date: 11/19/2015 1:50:49 PM Vendor: #1 WHOLESALE

Invoice #: Invoice Date: 11/19/2015 

4) Select the invoice date

5) There are two options to enter the received amounts

a) Click the "Set Rcv Qty To Order Qty"

b) Click inside the Received Qty box and enter the quantity received

Receive A Purchase

Purchase Date: 11/19/2015 1:50:49 PM Vendor: #1 WHOLESALE Shipping: 0.00 [Recalculate Costs](#)

Part #	Description	Order Qty	Received Qty	Cost Ea
123	TEST CARTON	5	0	\$50.00

Cancel Set Rcv Qty To 0 Set Rcv Qty To Order Qty Save/Apply

6) Once you have entered all the quantities click on the Save/Apply button

7) The order will now show under the Closed Purchases tab

FasTrax Warehouse - Inventory

Orders Purchasing Inventories Adjustments Prebook Orders

Open Purchases **Closed Purchases** Purchase Monitoring Purchases Settings

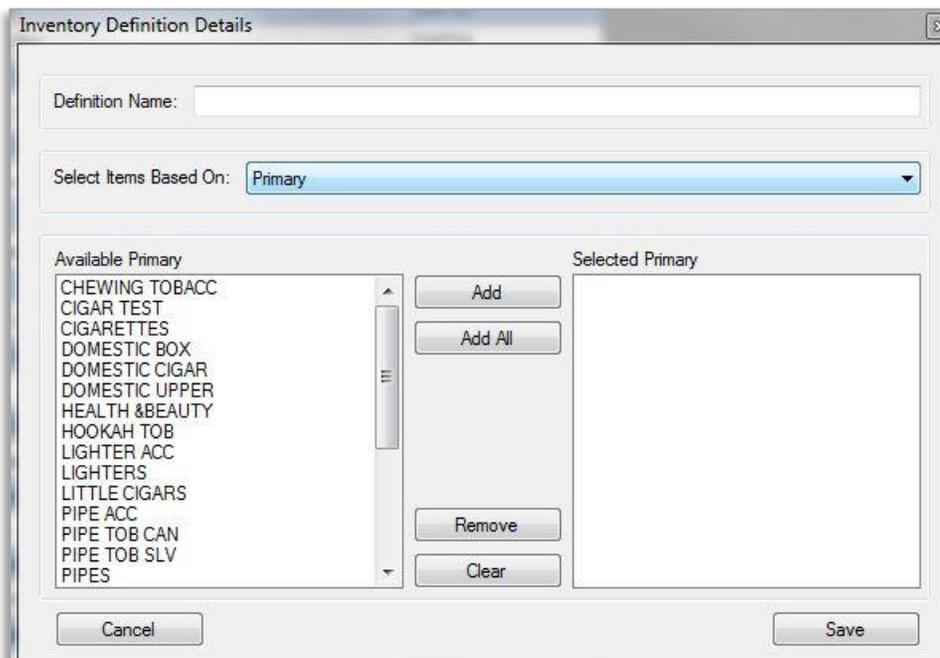
Filters Vendor: All Vendors Date Range: 11/ 8/2015 to 12/ 4/2015 Refresh

Purchase Date	Vendor	Reference #	Status	Invoice #
11/19/2015 1:50 PM	#1 WHOLESALE	11/19/2015 1:50:49 PM	Closed	123123
11/19/2015 1:15 PM	#1 WHOLESALE	11/19/2015 1:15:39 PM	Closed	polqhg
11/11/2015 10:51 AM	#1 WHOLESALE	11/11/2015 10:51:58 AM	Closed	852

View Print Print w/ Locations Delete

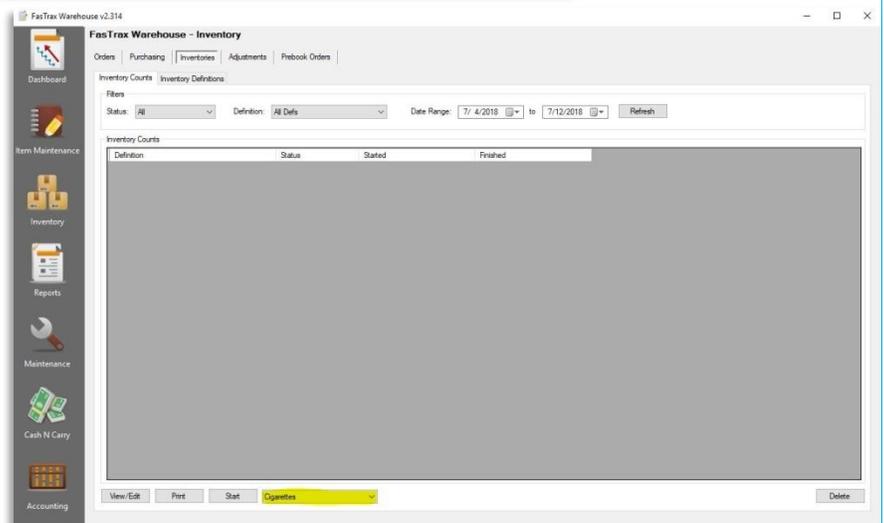
Inventories

- 1) From the Inventory module navigate to the Inventories tab
- 2) Click on Inventory Definitions to create your definitions that you will do inventory with
- 3) Click Add
- 4) Create a definition name
- 5) Select what you will base the items from
- 6) Add the categories you want to include in this definition
- 7) Click the Save button



- 8) Click on the Inventory Counts tab
- 9) Select your definition
- 10) Click Start

Click yes when asked if you want to start a new inventory with the definition you created. Then click ok when it says count started.



11) Click on View/Edit to enter data for the count

12) Enter your counts in the User Qty column

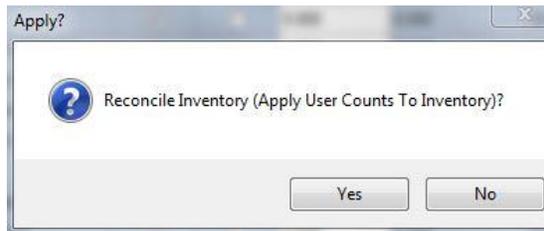
If you use a hand held scanner to perform counts then a check mark will be in the box under Scanned

The "Set Uncounted To Expected Qty" will set anything uncounted to what the Snapshot Qty says you have.

13) Once you have entered all of the counts click Save (Reconcile)

14) On the pop up box click Yes to apply the counts to inventory

Item #	Item	Counted	Scanned	User Qty	Snapshot Qty	Variance Qty	Variance Dollars
AMS8123	AMISH PLAIN CTN/12	<input checked="" type="checkbox"/>	<input type="checkbox"/>	14.000	14.000	0.000	\$0.00
AMS8727	AMISH CHW TOB SWT HONEY CTN	<input type="checkbox"/>	<input type="checkbox"/>	0.000	14.000	-14.000	(\$504.94)
BCH6972	BEECHNUT WG CTN/12	<input type="checkbox"/>	<input type="checkbox"/>	0.000	4.000	-4.000	(\$175.04)
CHT2152	CHATTANOOGA CHEW BOX/12	<input type="checkbox"/>	<input type="checkbox"/>	0.000	8.000	-8.000	(\$355.36)
JD1007	J.D. BLEND CTN/12	<input type="checkbox"/>	<input type="checkbox"/>	0.000	0.000	0.000	\$0.00
JDB1113	J.D.'S BLEND 1.99 SLV/12	<input type="checkbox"/>	<input type="checkbox"/>	0.000	0.000	0.000	\$0.00
LAN2527	LANCASTER 6.00 OFF CTN/12	<input type="checkbox"/>	<input type="checkbox"/>	0.000	0.000	0.000	\$0.00
LAN2541	LANCASTER 81G1 CTN/6	<input type="checkbox"/>	<input type="checkbox"/>	0.000	22.000	-22.000	(\$619.96)
LAN2596	LANCASTER 9.00 OFF CTN/12	<input type="checkbox"/>	<input type="checkbox"/>	0.000	0.000	0.000	\$0.00
LEV7725	LEVI GARRETT CTN/12	<input type="checkbox"/>	<input type="checkbox"/>	0.000	8.000	-8.000	(\$365.68)
LEV8579	LEVI GARRETT EXTRA CTN/12	<input type="checkbox"/>	<input type="checkbox"/>	0.000	0.000	0.000	\$0.00
MAL1094	MAIL POUCH \$6.00 CTN/12	<input type="checkbox"/>	<input type="checkbox"/>	0.000	20.000	-20.000	(\$866.40)
MOR7749	MORGAN'S CHEW CTN/12	<input type="checkbox"/>	<input type="checkbox"/>	0.000	2.000	-2.000	(\$73.20)
NT6779	BEECHNUT REG BONUS CTN	<input type="checkbox"/>	<input type="checkbox"/>	0.000	26.000	-26.000	(\$836.16)
NT6878	BEECHNUT WINTER BONUS CTN	<input type="checkbox"/>	<input type="checkbox"/>	0.000	0.000	0.000	\$0.00
NT7078	BEECHNUT REG 12/CT CTN	<input type="checkbox"/>	<input type="checkbox"/>	0.000	10.000	-10.000	(\$437.60)
NT9072	BEECHNUT FIRE-CURED CTN/12	<input type="checkbox"/>	<input type="checkbox"/>	0.000	0.000	0.000	\$0.00
SP2255	SOUTHERN PRIDE CTN/12	<input type="checkbox"/>	<input type="checkbox"/>	0.000	38.000	-38.000	(\$1,345.20)
STK1118	STOKERS BLK WLD CHERRY BOX	<input type="checkbox"/>	<input type="checkbox"/>	0.000	6.000	-6.000	(\$311.40)
STK3112	STOKERS BUTTERNUT BOX	<input type="checkbox"/>	<input type="checkbox"/>	0.000	14.000	-14.000	(\$726.60)



15) Click OK to close the box showing the inventory has been reconciled

16) Close the inventory worksheet by clicking the red "x" at the top right of the window

17) The status of the inventory count will now show finished

Definition	Status	Started	Finished
Chewing Tobacco	Finished	11/19/2015 3:42 PM	11/20/2015 1:58 PM
Snuff	Open	11/19/2015 3:41 PM	11/19/2015 3:41 PM
lighters	Finished	11/19/2015 3:15 PM	11/20/2015 2:04 PM

Adjustments

- 1) From the Inventory module navigate to the adjustments tab
- 2) Click New
- 3) Enter notes to help identify why the adjustment was done
- 4) Click Find to enter the item to be adjusted
- 5) Enter the quantity to adjust
- 6) Click Add
- 7) Continue until all items that need adjusting are entered
- 8) Click Apply
- 9) Click Yes when asked if you want to Apply Adjustment To Inventory
- 10) Click OK
- 11) The Adjustment now shows as being applied

Adjustment Details

Employee: **FasTrax** Created Timestamp: **12/4/2015 10:43:38 AM**

Status: **Unapplied** Applied Timestamp:

Notes:

Item Details

Item To Adjust: [Find](#)

Qty To Adjust:

Items In Adjustment

Item #	Description	Adjust Qty
 Remember when doing an adjustment to use a negative number if you are removing the quantity from inventory		

Totals: 0 Items \$0.00 Dollars

FasTrax Warehouse - Inventory

Orders | Purchasing | Inventories | **Adjustments** | Prebook Orders

Filters

Status: All Employee: All Employees Date Range: 11/27/2015 to 12/ 5/2015

Previous Adjustments

Date	Employee	Applied	Applied Timestamp	Notes
12/4/2015 10:43 AM	FasTrax	<input checked="" type="checkbox"/>	12/4/2015 10:51 AM	Test Adjustment

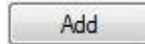
Current User: FasTrax

Prebook Orders

Prebook Orders is a way to "force out" inventory. You can set the items, the quantity that will be sent, and the accounts to receive the Prebook.

1) From the inventory module select the Prebook Orders tab

2) Click Add from the bottom of the screen



3)

4) Enter the Prebook Name, Start Date, and any notes you may want to add

Prebook Details

Prebook Name:

Start Date: 7/11/2018

Is Recurring For All Accounts Create Order

Restrict Picking

Notes:

Close Save

Is Recurring For All Accounts –will add the prebook to every order for the accounts in the Prebook.

Create Order – creates a separate order for the Prebook order instead of adding it to an order.

Restrict Picking – will restrict it so only logins with the permission to "Allow Restrict Picks" can pick the prebook order.

5) Click Save

6) Select the Prebook and click Items in Prebook

7) Enter the Item number and Sale Qty

[Remove Item From Prebook](#) [Remove All Items From Prebook](#)

Item Number: Find Sell Qty: Override Price Override Price With: Add Item To Prebook Close

a) If you want to over ride the price, check the box and then enter the price you wish to sell the item for

8) Click Add Item To Prebook

You have the option to use quantity tiers. This allows you to add different quantity of the same item depending on what tier the account is set to use.

** You set the account's tier in: Maintenance -> Accounts -> Other From there set the "Default Prebook Tier" for that account.

Prebook Add Item

Item Number: Find

Item Details

Description:

Sell Qty: Use Qty Tiers Override Price Override Price With:

Tier 1 Qty: Tier 6 Qty:

Tier 2 Qty: Tier 7 Qty:

Tier 3 Qty: Tier 8 Qty:

Tier 4 Qty: Tier 9 Qty:

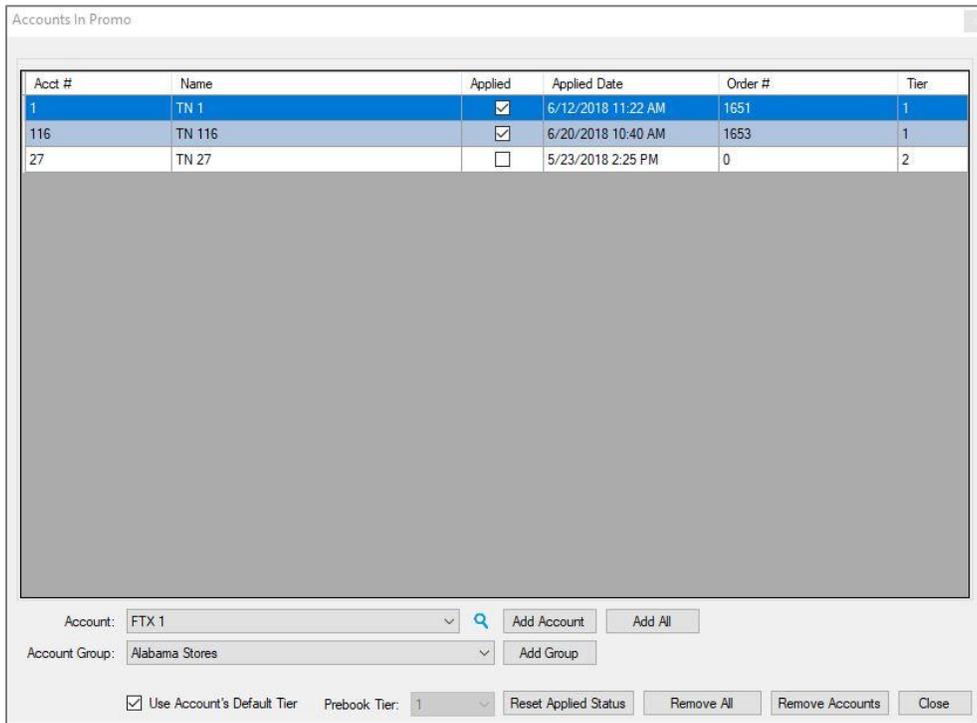
Tier 5 Qty: Tier 10 Qty:

Add Cancel

9) After entering all items for the prebook click Close

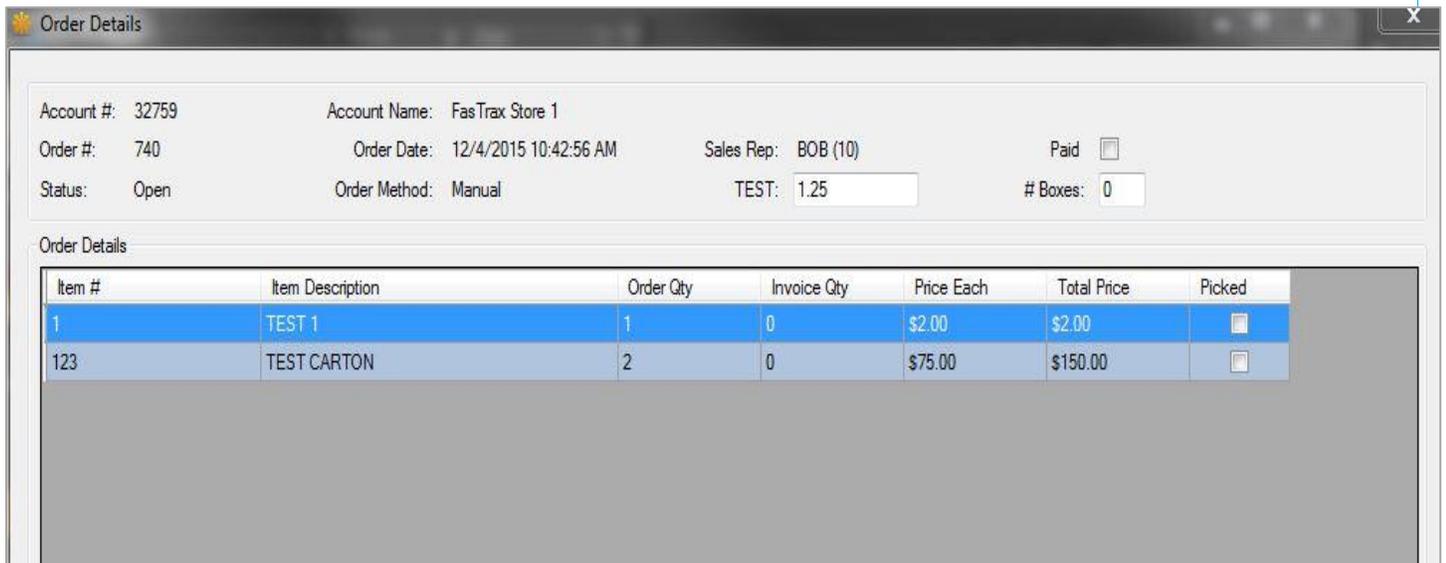
10) Now click Accounts In Prebook

11) From here you can add individual accounts, account groups, or select all accounts



12) Once all accounts are added click Close

After your Prebook is created, the first order that is created for an account that is in the Prebook will automatically have the items and quantity added to their order



For assistance, please contact Technical Support at Support@FasTraxPOS.com