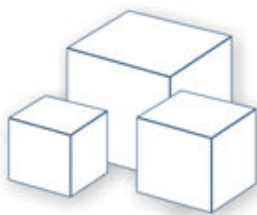


USER'S MANUAL „FAST START”



Inventory Management



LoMag

Creating a warehouse

The Inventory Management program supports several warehouses. Therefore, before you start work, you should select the warehouse on which you wish to work. You can do so in the "Warehouse" window which comes up immediately after the launch of the program. You can also access the window from the "Program" menu.

- Launch LoMag Inventory Management program
- If a window informing about the test version of the program comes up, select "OK" or press "ENTER".
- In the "Warehouse" window select the "Add" button to create a new warehouse.
- Enter the name of the warehouse and the symbol by which it will be recognized. Select "OK".
- Mark the warehouse which you've just selected and select "Open" or press "ENTER".

Now you can operate on this warehouse. All changes are saved automatically. It is advisable to make a back-up copy of your data from time to time.

Adding new items

Before you start making warehouse transfers, it is advisable to define the items in the item list first. It makes the job of the warehouse keeper significantly easier during receipts or issues. To add a new item, follow the steps below:

- Go to the "Items" menu and select "Item list". All items available at this warehouse will be displayed together with the current stock level.
- Select "Add" or press "Alt+D".
- Enter the name of the item, the bar code and the unit of measurement.
- Press "OK.". If the entered unit of measurement does not exist in the database, you will be asked whether it should be added.

Adding accounts

Accounts may be divided into three groups: suppliers (for GRNs), customers (for GINs) and employees (e.g. internal documents). It sometimes happens that one account may be ascribed to more than one group of accounts. To add data regarding a new account, follow the steps below:

- Select "Accounts -> Suppliers". Similarly, as with items, a list of accounts will be displayed. This list includes data of suppliers from all warehouses.
- Select the "Add" button or press "Alt+D".
- Enter all the data you have regarding the new supplier. Remember to enter the unique name of the account.
- Press the "OK" button.

Do the same for the remaining account groups.

Adding new documents

All documents in the program are added in the same manner. Because these actions are repeated many times, keyboard shortcuts were created to facilitate working with the program.

- Select "Documents -> Goods Received Note (GRN)" or press "F2". A list of GRNs, which may be found at the warehouse, will be opened. If you have a lot of documents, you can put on a filter which will select only documents from a given period.
- Press the "Add" button (The same operation may be executed by pressing "Shift+F2" anywhere in the program). A new document window will be open.
- It is advisable, although not necessary, to select an account if their data can be found in the database.
- Set the date and the time of the receipt and enter your remarks.
- The document number is generated automatically, but you can change it here. You must remember, however, that the chronology of the documents must be kept.
- You will find an empty list of receipt elements (items) of the receipt at the bottom of the page. Add a new item with the "Add" button.
- You can select the item included in the receipt in the new window, as well as the quantity and the value of the newly delivered batches of the item.
- By repeating steps 6 and 7 add several elements to the receipt, and then close the window of the new document.

Do the same for the remaining types of warehouse documents.

Edition and printing of documents

Naturally, when entering data, you can make a mistake. You can fix it by editing the already entered document. Take care that the dates are always introduced correctly, as such mistakes may lead to incoherence in the future.

- Reset Inventory Management or select "Program -> Open warehouse"
- Select the warehouse named "Test warehouse" (Once you have familiarised yourself with the functionality of the program, you may remove the test warehouse).
- Select "Documents -> Goods Received Note (GRN)" or press "F2".
- Select document number "GRN000001/08 – M1" and press "Edit". Now you can change any data on the document.
- To print a typical GRN click "Print GRN".
- A report printout window will be displayed. Click "Print" to start printing

Inventory

Inventories in our program are not only purely informative, they also significantly influence the stock level. For various reasons the information introduced into the program may be different from the actual stock level. Therefore, conducting an inventory from time to time is advisable.

- Select "Documents -> Inventory -> Create new inventory".
- Next, select the way of creating the inventory. You have three options: an empty document, basing on the current level, and basing on the inventory sheets.
- If you create an inventory basing on inventory sheets, you should add a new inventory sheet reflecting the actual stock level, before starting the inventory. You can add the inventory sheet in "Documents -> Inventory -> inventory sheets"
- Add all the items on stock to the inventory sheet. Adding this information is done in the exactly same manner as adding other warehouse documents.
- Once you've created an inventory sheet, come back to the inventory creator, and click "Generate basing on inventory sheet" and select the previously generated inventory sheets.
- As a result, you get a table with information about the inventory. After you have introduced the inventory, the stock level will be changed to the one from the inventory sheet.
- The inventory may also be done without using the previously prepared inventory sheets, i.e. you can generate an inventory directly on the inventory document (basing on an empty document or a document with an updated stock level, which should be compared and corrected with the actual stock level)

You can say that an inventory evens out all the discrepancies between the stock level in the program, and the actual stock level. It is done thorough adding a stock level correction document.

Detailed instructions

Illustrated instructions with examples can be found on the following websites:

<http://www.lomag.eu/InstructionsItemList/>

<http://www.lomag.eu/InstructionsAccounts/>

<http://www.lomag.eu/InstructionsDocuments/>

<http://www.lomag.eu/InstructionsUsers/>

<http://www.lomag.eu/InstructionsAdvancedFunctions/>

<http://www.lomag.eu/InstructionsLabelDesigner/>

<http://www.lomag.eu/InstructionsTemplatesEditor/>