# ICE Business System

**Inventory - Stock Holdings**

(Version 1.1)

Learning Unit Guide

Signature Software

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## Table of Contents

# I : Introduction

This Learning Unit Guide is reference-based, in that most of the information for the tasks can be found in the **Signature Learning Centre**.

This guide is designed as a workbook to be used during facilitator led learning.

It includes instructional materials, descriptions of business processes and details of demonstrations to be undertaken by the facilitator.

There are references to **menu paths** for accessing the functions within **ICE** application and **SLC References** for locating additional information in the **Signature Learning Centre**.

# II : Objectives

Successful management in recording the movement of stock between different locations within the ICE Business System.

# III : Target Audience

Inventory controllers or administration staff responsible for maintaining inventory levels within multiple Locations.

# IV : Prerequisites

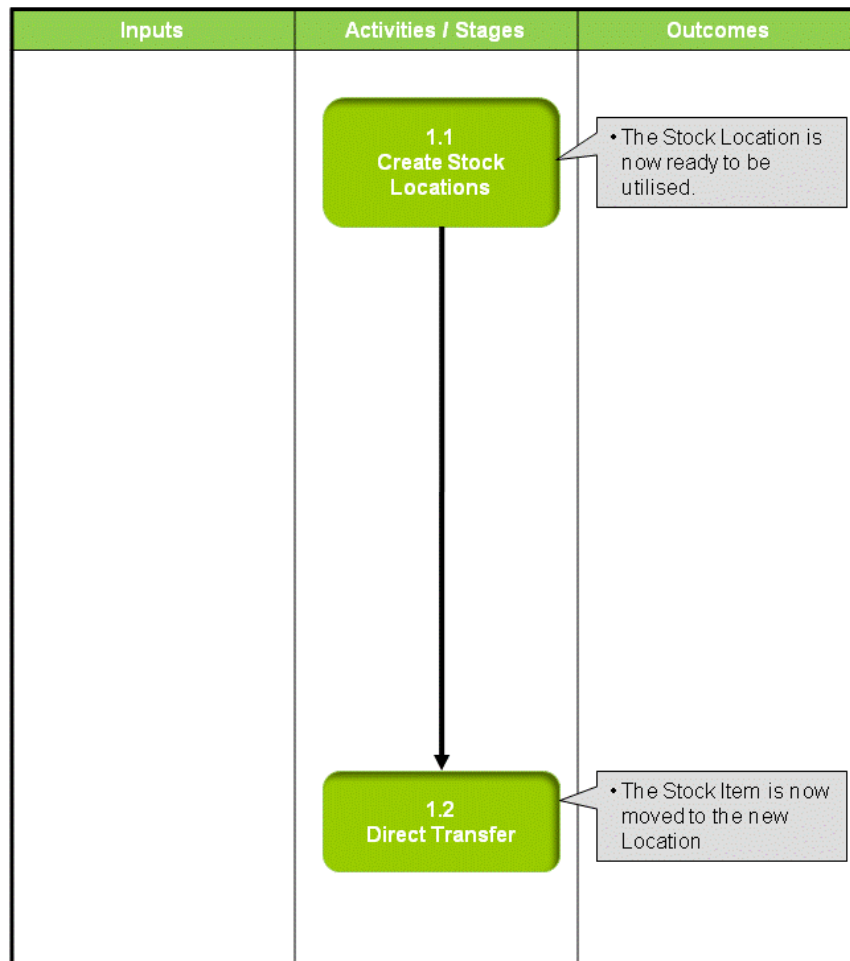- Inventory Setup Activities
- Inventory Processing Activities

# V : Scenarios

## V.1 : Managing Stock in Different Locations - Standard

*Workflow*

| Workflow : | Managing Stock in Different Locations - Standard |
|---|---|
| Scenario 1: | An administrator wishes to record the movement of Stock within the same Branch to another location to record the actual location of the Stock Item within the ICE Business System. |

| Inputs | Activities / Stages | Outcomes |
|---|---|---|
| | **1.1 Create Stock Locations** | • The Stock Location is now ready to be utilised. |
| | **1.2 Direct Transfer** | • The Stock Item is now moved to the new Location |

*Scenario 1: Managing Stock in Different Locations - Standard*

An administrator wishes to record the movement of Stock within the same Branch to another location to record the actual location of the Stock Item within the ICE Business System.

### 1.1: Create Stock Locations

| Objectives: |
|---|
| • *Create multiple Stock Locations such as demonstration stock held within a salesman's car, repair stock held within a service van and an offsite holding stock location.* |
| **SLC Reference:** |
| • *ICE Business Systems > Inventory > Setup Activities* |

***Work Instructions***

| Screen: ICE Main |
|---|
| 1. Access **Inventory Locations.**<br><br>Select menu path:<br>**Admin > Setup > Inventory > Inventory Locations.** |
| **Screen: Inventory Location > Browse tab** |
| 2. Press **F9** or the **Green "+"** speed button to insert a new Location. |
| **Screen: Inventory Location > Details tab** |
| 3. Enter a **Location Code** to be used for the new Location.<br>4. Select the **Branch** the Location applies to.<br>5. Enter a **Description** of the Location.<br>6. If applicable within the **Technician** field, select the person responsible for the Location.<br>7. Ensure **Active Location** is ticked.<br>8. Select **Apply**, **F10** or the **Yellow "✓"** speed button to save the changes.<br>9. Repeat steps 1 – 8 for each Location required to be created. |

| Outcomes: |
|---|
| • *The Stock Location is now ready to be utilised.* |
| **Notes:** |
| • *N/A* |

## 1.2: Direct Transfer

| Objectives: |
| --- |
| • *Move the Stock from one location to another within a Branch.* |

| SLC Reference: |
| --- |
| • *ICE Business Systems > Inventory > Processing Activities* |

### Work Instructions

| Screen: ICE Main |
| --- |
| 1.  Access **Direct Transfer**<br><br>Select menu path:<br>**Operations > Inventory > Transactions > Transfers > Direct Transfer** |

| Screen: Location Transfer of Inventory |
| --- |
| 2.  Search for the **Inventory Item** required to be transferred, by selecting the Stock Code field search arrow.<br><br>**Note:**<br>*If the Stock item is serialised directly, select the item by entering/scanning the Serial or IMEI number instead of the Stock Code and proceed to step 7.* |

| Screen: Product Search |
| --- |
| 3.  Search for the **Product** to be transferred by typing in any of the searchable fields.<br>4.  Press **F12** to retrieve the search results.<br>5.  Select the **Product** required.<br>6.  Press **OK** to select the **Product** and close the Product search. |

| Screen: Location Transfer of Inventory |
| --- |
| 7.  Press **F12** to retrieve the search results.<br>*8.* Within the **Selected Product/Location to transfer** field, select the Location the Stock Item is to be transferred from.<br><br>**Note:**<br>*Only Locations with the Stock Item on hand will be displayed.*<br>9.  Within the **Move to Location** area, select the Location the Stock Item is to be transferred in the **Location to move stock to** field.<br>10. Enter the **Qty to Move.**<br>11. Select the **Execute Transfer** button to move the Stock.<br>12. Select **OK** to close the screen. |

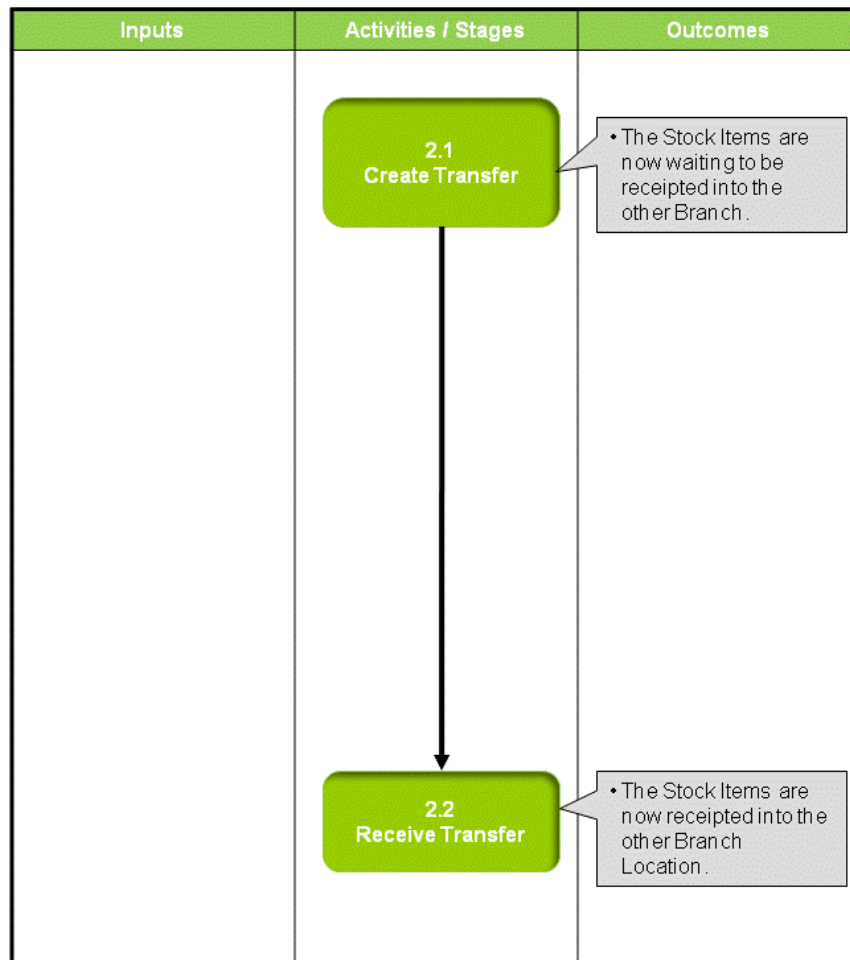| Outcomes: |
| --- |
| • *The Stock Item is now moved to the new Location* |

| Notes: |
| --- |
| • *N/A* |

## V.2 :   Branch Transfers

*Workflow*

| Workflow : | Branch Transfers |
|---|---|
| Scenario 2: | An administrator wishes to record the movement of Stock from one Branch to another Branch location to record the actual location of the Stock Item within the ICE Business System. |

| Inputs | Activities / Stages | Outcomes |
|---|---|---|
| | **2.1 Create Transfer** | • The Stock Items are now waiting to be receipted into the other Branch. |
| | **2.2 Receive Transfer** | • The Stock Items are now receipted into the other Branch Location. |

*Scenario 2: Branch Transfers*

An administrator wishes to record the movement of Stock from one Branch to another Branch location to record the actual location of the Stock Item within the ICE Business System.

### 2.1: Create Transfer

| Objectives: |
| --- |
| • *Move the Stock from one Branch location to another Location within a different Branch.* |
| SLC Reference: |
| • *ICE Business Systems > Inventory > Processing Activities* |

*Work Instructions*

| Screen: ICE Main |
| --- |
| 1. Access **Create Inventory Transfer** <br><br> Select menu path: <br> **Operations > Inventory > Transactions > Transfers > Create Transfer** <br> or <br> The [**Create Inventory Transfer**] icon. |
| Screen: Create Inventory Transfer |
| 2. Insert a new **Inventory Transfer.** <br><br> Press **F9** or the **Green "+"** speed button to insert a new Inventory Transfer. |
| 3. A **Docket No** will be generated as a reference, modify if required. |
| 4. Enter a **Description,** explaining the reason for the transfer. |
| 5. Select the **Date** of the transfer. |
| 6. Select the **Branch** the Stock is to be transferred from. |
| 7. Select the **Branch** the stock is to be transferred to. |
| 8. For ease of data entry, select a **Default From Location** to be used by the Stock Items. |
| 9. Select **Create Journal,** if an accounting entry is to be made between the affected stock on hand accounts in a general ledger journal. <br><br> **Note:** <br> *This is recommended where multiple stock on hand, general ledger accounts exist for each Branch.* |
| 10. Select **F10**, **Apply** or the **Green "✓"** speed button to save the Inventory Transfer. |
| 11. If using a barcode scanner, select **Barcode in Use**, click in the **Barcode Entry** field and scan the barcode of the Item. Proceed to step 18. |
| 12. If not using a barcode scanner, click in the **Stock Code** field to place the cursor there and select **F9** to insert a Stock Item to be transferred. |

| |
|---|
| 13. Select the **Stock Code** search arrow. |
| **Screen: Product Search** |
| 14. Search for the **Product** to be transferred by typing in any of the searchable fields. |
| 15. Press **F12** to retrieve the search results. |
| 16. Select the **Product** required. |
| 17. Press **OK** to select the **Product** and close the Product search. |
| **Screen: Create Inventory Transfer** |
| 18. For serialised stock, select the **Serial No** search arrow. |
| **Screen: Serial Number Search** |
| 19. Search for the **Serial Number** required by typing in the searchable field. |
| 20. Press **F12** to retrieve the search results. |
| 21. Select the **Serial Number** required. |
| 22. Press **OK** to select the **Serial Number** and close the Serial Number search. |
| **Screen: Create Inventory Transfer** |
| 23. Modify the **Location**, if required, by selecting the **Location** search arrow. |
| **Screen: Location Search** |
| 24. Search for the **Location** required by typing in any of the searchable fields. |
| 25. Press **F12** to retrieve the search results. |
| 26. Select the **Location** required. |
| 27. Press **OK** to select the **Location** and close the Location search. |
| **Screen: Create Inventory Transfer** |
| 28. Enter the **Qty to Move.**<br><br>**Note:**<br>*This is not able to be modified for serialised stock.* |
| 29. Press **F10** or **Apply** to save the line. |
| 30. If multiple Stock Items to be transferred, repeat steps 11 – 29. |
| 31. Right-click on the blue title bar and select **Print**, select the **Print** button or **Ctrl-F2** to print a copy of the transfer docket to accompany the Stock Items during transit. |
| 32. Once all details are correct, select the status of **Ready.** |
| 33. If required select **F10**, **Apply** or the **Yellow "✓"** to save the changes. |

| |
|---|
| *Outcomes:* |
| • *The Stock Items are now waiting to be receipted into the other Branch.* |
| *Notes:* |
| • *N/A* |

## 2.2: Receive Transfer

| *Objectives:* |
|---|
| • *Receive the Stock from one Branch location to another Location within a different Branch.* |

| *SLC Reference:* |
|---|
| • *ICE Business Systems > Inventory >  Processing Activities* |

### Work Instructions

| **Screen: ICE Main** |
|---|
| 1.  Access **Receive Inventory Transfer** <br><br> Select menu path: <br> **Operations > Inventory > Transactions > Transfers > Receive Transfer** <br> or <br> The [**Receive Inventory Transfer**] icon. |

| **Screen: Receive Inventory Transfer  > Browse tab** |
|---|
| 2.  On the **Browse** tab, select the **Inventory Transfer** to be received. <br><br> **Note:** <br> Only Inventory transfers created and awaiting receipt are displayed. If the Inventory transfer is unable to be seen, select the **Show All Destination** tick box. |
| 3.  Select the **Details** tab. |

| **Screen: Receive Inventory Transfer  > Details tab** |
|---|
| 4.  Locate the first item to be received and select the **Location** search arrow**.** |

| **Screen: Location Search** |
|---|
| 5.  Search for the **Location** required by typing in any of the searchable fields. |
| 6.  Press **F12** to retrieve the search results. |
| 7.  Select the **Location** required. |
| 8.  Press **OK** to select the **Location** and close the Location search. |

| **Screen: Receive Inventory Transfer  > Details tab** |
|---|
| 9.  Enter the number of stock items received in the **Recvd Qty** field. |
| 10. Press **F10** or **Apply** to save the line. |
| 11. If multiple Stock Items to be receipted, repeat steps 4 – 10. |
| 12. Right-click on the blue title bar and select **Print Receipt**, select the **Print** button**, Ctrl-F2** or the **Complete** button to print a copy of the transfer receipt. |

| Outcomes: |
|---|
| • The Stock Items are now receipted into the other Branch Location. |
| Notes: |
| • N/A |

## V.3 : Branch Transfers Report

*Workflow*

| Workflow : | Branch Transfers Report |
|---|---|
| Scenario 3: | An administrator would like to know all outstanding Inventory Transfers yet to be received and also view a history of stock being transferred between Branches. |

| Inputs | Activities / Stages | Outcomes |
|---|---|---|
| | 3.1 Run Branch Transfers Report | • The Inventory Transfers have now been reported. |

*Scenario 3: Branch Transfers Report*

An administrator would like to know all outstanding Inventory Transfers yet to be received and also view a history of stock being transferred between Branches.

### 3.1: Run Branch Transfers Report

| Objectives: |
| --- |
| • *Reports on the Inventory Transfers between Branches.* |
| **SLC Reference:** |
| • *ICE Business Systems > Inventory >  Reporting Activities* |

**Work Instructions**

| Screen: ICE Main |
| --- |
| 1.  Access **Branch Transfers Report.**<br><br>Select menu path:<br>**Reports > Inventory > Branch Transfers** |
| Screen: Inventory Transfers Report |
| 2.  Select the **Transfer Status** required to be reported on.<br>3.  Select the **Date Range.**<br>4.  Select the **From Branch** to be reported.<br>5.  Select the **To Branch** to be report.<br>6.  Select the **Preview** button. |

| Outcomes: |
| --- |
| • *The Inventory Transfers have now been reported.* |
| **Notes:** |
| • *N/A* |

## V.4 : Troubleshooting

*Workflow*

| Workflow : | Troubleshooting |
|---|---|
| Scenario 4: | Common questions relating to the use of Inventory Transfers are addressed. |

| Inputs | Activities / Stages | Outcomes |
|---|---|---|
| | 4.1 Troubleshooting | • The common questions relating to the use of Inventory Transfers have been addressed. |

### *Scenario 4: Troubleshooting*

Common questions relating to the use of Inventory Transfers are addressed.

### 4.1: Troubleshooting

| Objectives: |
|---|
| • *Outline the common questions and answers relating to the use of Inventory Transfers.* |
| **SLC Reference:** |
| • *ICE Business Systems > Inventory >  Processing Activities* |

### Work Instructions

| Screen: ICE Main |
|---|
| 1.   What do I do if **only some of the Inventory Transfer arrives?**<br><br>An Inventory Transfer is only able to be receipted once and not remain partially opened.<br><br>When the receipt is made, whether all stock is receipted or not the Inventory Transfer will be closed.<br><br>If only some of the stock is received the receipt for the Inventory Transfer needs to be completed for all Stock expected regardless of whether all stock was actually received.<br><br>Once all stock is entered as received, an Inventory Transfer is required to be created back to the other Branch for the Stock not received.<br><br>The other Branch should then receive that transfer to move that Stock back on hand within that Branch. |

| Outcomes: |
|---|
| • *The common questions relating to the use of Inventory Transfers have been addressed.* |
| **Notes:** |
| • *N/A* |