







Sage Business Cloud Accounting: Inventory

Learning Objectives

After completing this module you should be able to:

- Understand how to categorize products and services for reporting
- Create a Parent Category, Category and Subcategories
- Understand the difference between Stock and Non-Stock
- Understand where Price Defaults pull from within Inventory
- Understand where to add additional Price Defaults to appear in inventory
- Create a new stock/inventory item
- Manage Stock Movement/Edit Existing Inventory

NOTE Throughout the duration of the course, you will encounter important icons and visual conventions as part of your learning experience to guide learners through the chapters. Some of the cues are indicated here.

	Important Information / Important Note / Additional Information	Item where caution and attention is required or additional insight and information is provided.
	Exercise	Your opportunity to practice a concept.
	End of Exercise	Indicates the end of an exercise.
	Check Your Knowledge	Review questions at the end of a lesson to check your understanding and ability to implement concepts.
	Summary	Overview of the most important items covered in a section or lesson.
	End of Lesson	The end of the lesson.

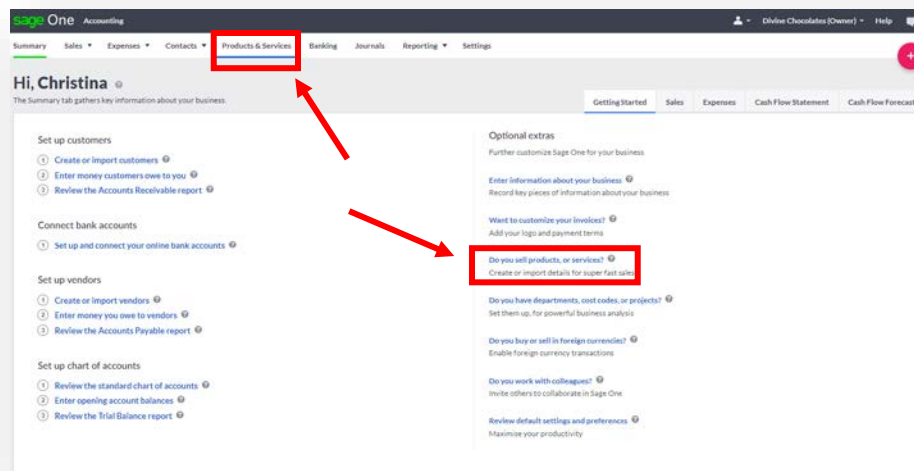
Products, Services and Inventory

Christina has done extensive research on what products and services to sell in her new business. She's aware that her offerings can change over time to capitalize on new demands or to simply freshen her product line. Perhaps by participating in a food truck event and managing all her income and expenses via mobile will be her next endeavor! For now, she's focused on offering what the current trends and business needs are.

Divine Chocolates will need to ensure they have enough stock to meet current demands, to plan for future business and accurately manage existing inventory. Holding onto too much stock for too long can be costly for Christina's new business and affect her cash flow. Each time a stock item is bought or sold, **Accounting** automatically records, tracks and manages that movement. This prevents businesses from selling items that they don't have in stock. **Accounting** will alert Christina when quantities are low. The **Stock Movement Summary report** is a valuable tool used to review stock movement, to help manage Divine Chocolates costs.

There are three ways to add products, services and inventory, including all stock and non-stock items:

- From the home screen or **Getting Started** dashboard, select **Products and Services** from the menu bar at the top of the screen.
- You can also select **Do you sell products or services?** from the **Optional extras** on the right side of the getting started dashboard
- Lastly, you can **import products** and services in a list file



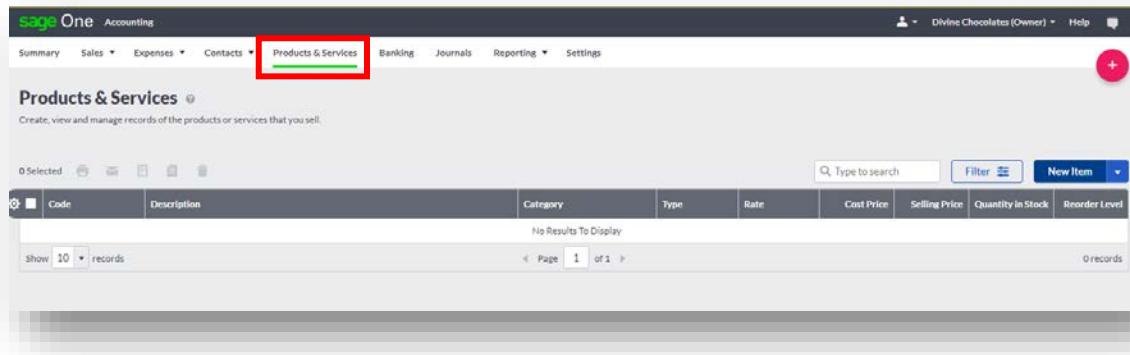
Divine Chocolates will begin by offering customers the following products:

- Solid milk chocolate wedding bells
- Solid white chocolate baby dolls
- Solid chocolate squares with company logos
- White storage boxes

Divine Chocolates will offer the following services:

- Delivery service
- Catering services – milk chocolate fondue, white chocolate fondue

Let's begin by adding these. Navigate to the **Products and Services** tab at the top of the screen.

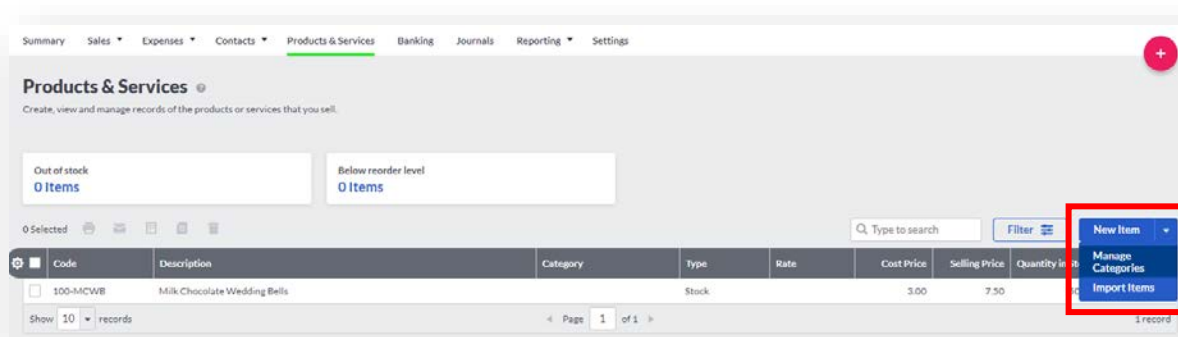


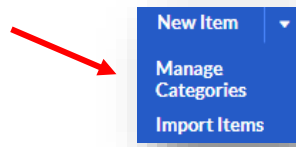
Manage Categories

Before adding an inventory item, you'll first need to decide whether or not you want to categorize your products and services. This is an efficient way of grouping Divine Chocolates stock, non-stock and service items for analysis and reporting purposes. For example, chocolate bells might be categorized under wedding favors, whereas a chocolate fondue foundation offered as a catering reception service. In the subcategory you can add flavors such as chocolate, vanilla, etc. Categories need to be set up *prior* to creating your product however. Divine Chocolates would like to categorize their existing products as:

- Category - Favors
 - Subcategory – Wedding, Bridal, Baby, Corporate
- Category – Catering Services
 - Subcategory – Fondue White Chocolate, Fondue Dark Chocolate

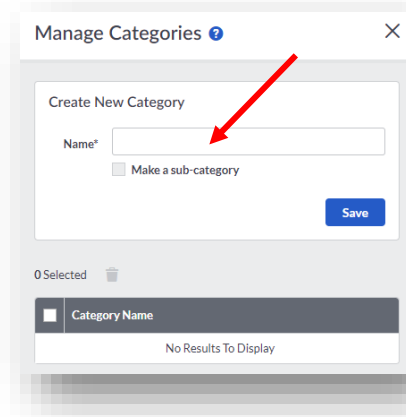
Navigate to **New Item** in the blue drop down menu and select **Manage Categories**:





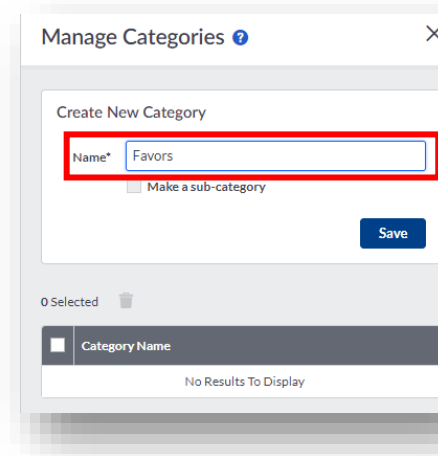
Note: It's important to note, a Parent Category *must* be set up first *before* additional categories or subcategories can be added

Click **Manage Categories** and enter a *Parent Category* in the **Name** field. The sub-category will be greyed out until a *Parent Category* is created.

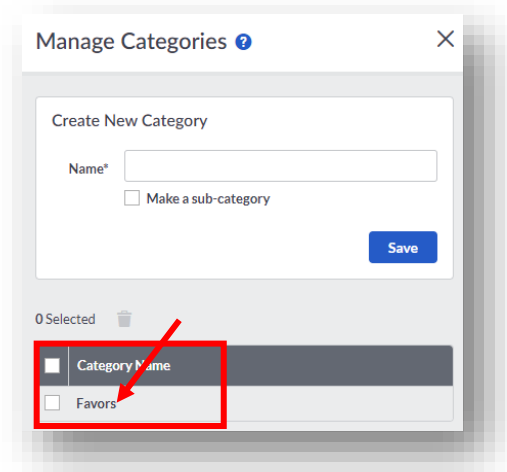


In our scenario, Divine Chocolates will have favors for Weddings, Baby Showers, Bridal Showers and Corporate events.

- **Name:** Type *Favors* in the name field for the **Parent Category**.
- Click **Save**.

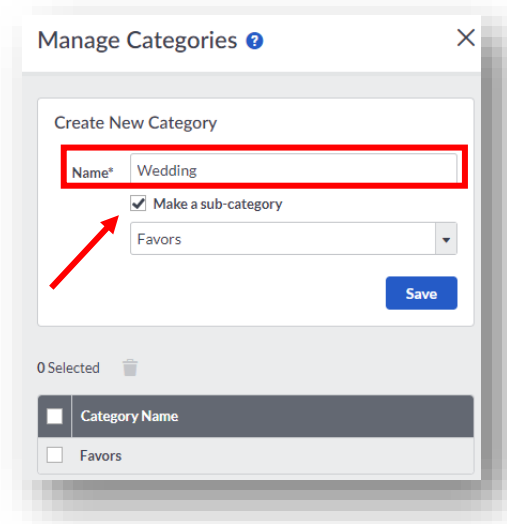


Category Name: Now that we've created a *Parent Category*, it appears as a **Category Name** within the Category list below and we can begin adding subcategories.



In this case, Wedding, Bridal, Baby and Corporate will be the subcategories of Favors.

- **Sub-category:** Let's add our first sub-category, *Wedding*. Type *Wedding* in the name box and Click **Make a sub-category**.



- Click on the drop-down box and **Favors** will appear as a category to choose from.
- Click **Save**. Wedding appears as a sub-category of Favors.

Manage Categories ?

Create New Category

Name*

Make a sub-category

Save

0 Selected

<input type="checkbox"/>	Category Name	Favors	Wedding
<input type="checkbox"/>			

- Add the remaining Sub-categories, Bridal, Baby and Corporate
- From the **Name** field type *Bridal*. Click **Make a sub-category**.
- Attach the sub-category *Bridal* to the **Category Favors** by selecting *Favors* from the drop-down menu.

Manage Categories ?

Create New Category

Name*

Make a sub-category

▼

Favors

Wedding

0 Selected

<input type="checkbox"/>	Category Name	Favors	Wedding
<input type="checkbox"/>			

- Click **Save**. Bridal appears as a sub-category in the **Category** list below:

Manage Categories ? ×

Create New Category

Name*

Make a sub-category

Save

0 Selected 🗑️

<input type="checkbox"/>	Category Name
<input type="checkbox"/>	Favors
<input type="checkbox"/>	Bridal
<input type="checkbox"/>	Wedding



Lesson: Add the remaining two sub-categories, Baby and Corporate to the Category Favors. When done, your category and sub-category list should look like this:

Manage Categories ? ×

Create New Category

Name*

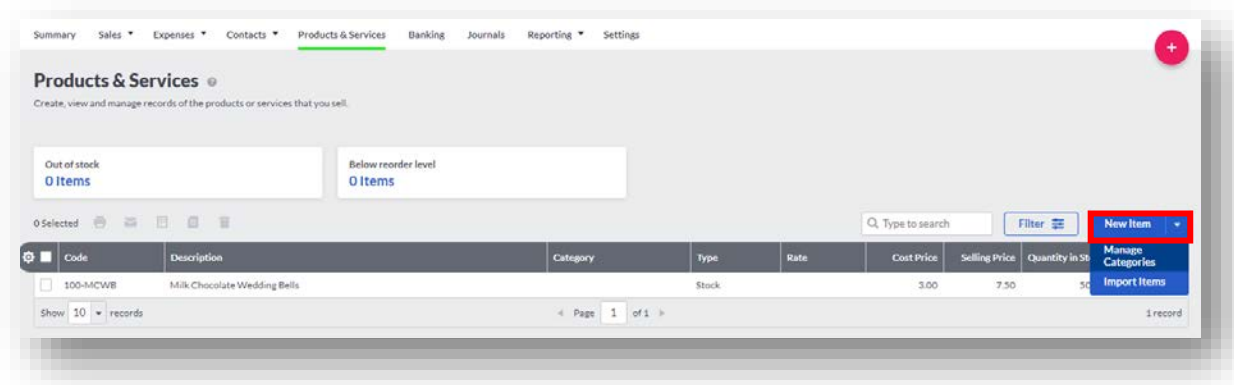
Make a sub-category

Save

0 Selected 🗑️

<input type="checkbox"/>	Category Name
<input type="checkbox"/>	Favors
<input type="checkbox"/>	Baby
<input type="checkbox"/>	Bridal
<input type="checkbox"/>	Corporate
<input type="checkbox"/>	Wedding

Now let's start adding our product inventory for Divine Chocolate. From the Inventory screen, navigate to and select the blue **New Item** icon. The inventory box will appear.



Item Information

Since these are all items Christina will track, select **Stock**.

The 'Create an Item' dialog box is shown. It has a title bar with a close button (X) and a subtitle 'Create any items that your business buys or sells.' The 'Item Information' section includes three radio button options: 'Stock' (selected and highlighted with a red box), 'Non-stock', and 'Service'. Below these are fields for 'Item Code*', 'Item Description*', and 'Category' (showing 'No categories found'). The 'I Sell This Item' section contains a table for 'Sales Prices' and a 'Sales Account*' dropdown. The 'I Buy This Item' section has a 'Usual Vendor' field.

Price Name	Price (\$)
Sales Price	0.00
Trade	0.00
Wholesale	0.00

Sales Account*: 4000 - Sales - Products

Usual Vendor: No vendors found

Buttons: Save, Cancel

If this was a single item Divine Chocolates wanted to record but not track, **Non-Stock** would have been selected. Screws, for example might be an item a business would record but not track. **Non-Stock** items can be added to invoices, but quantities of these items aren't updated or tracked.

Input the **Item Code** and **Item Description** which will be displayed on invoices and reporting.

- For Divine Chocolates first inventory item, *Chocolate Wedding Bells*, type: *100-MCWB* in the **Item Code** and *Milk Chocolate Wedding Bells* in the **Item Description** fields.
- **Category:** As discussed above, this is an efficient way of grouping Divine Chocolates stock, non-stock and service items into different categories, for analysis and reporting purposes. For example, if you are a stationery and computer retailer, you may want to group your products and services into paper products, office supplies, computer accessories, etc. Additional subcategories can be created down to four different levels to allow for more detailed reporting. For example, you might want to break your office supplies category down into further subcategories such as desks, chairs, and filing cabinets. You could then further divide the chairs category into executive, folding, and stools. This also makes sorting products and services easier.
- As a reminder, categories need to be set up prior to creating inventory, however. Since we already set up our category and subcategories for Divine Chocolates, we can select Wedding Favors from within the **Category** drop down menu here.

Create an Item
Create any items that your business buys or sells.

Item Information

Select a Type* **Stock** Quantities in and out are tracked **Non-stock** Quantities are not tracked **Service** Services you buy and sell

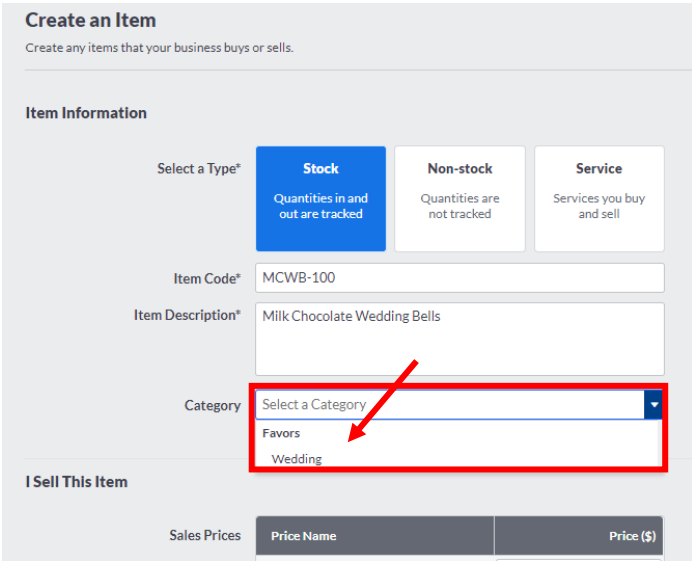
Item Code* MCWB-100

Item Description* Milk Chocolate Wedding Bells

Category
Favors
Wedding

I Sell This Item

Sales Prices



I Sell This Item

Divine Chocolates will be selling its chocolates directly to the public and to wedding vendors as well. While regular walk in customers will be paying retail, her wedding vendors will be offered discounted trade pricing. **Accounting** displays three different selling prices you can offer for different customers, either retail, trade or wholesale. Up to ten additional selling prices can be added within **Price Defaults** within **Settings**.



Price Defaults can be added in **Record and Transaction Settings** SETTINGS > RECORD AND TRANSACTION SETTINGS > PRODUCTS AND SERVICES. Setting up Price Defaults is explored in more detail in Module 6 – Creating New Customers and Vendors.

By offering multiple selling prices for the products and services Christina sells, will save administrative time when creating invoices to accommodate different customer types.

- In this instance, Divine Chocolates will charge \$7.50 for each chocolate bell sold via retail. Trade customers will pay \$6.50. *Input both amounts* in the **Sales Price** boxes.
- **Sales Account:** Each time Divine Chocolates sells one of these items (chocolate wedding bells), the sales posted will point to the general ledger account selected within the drop-down menu. Since these are Product Sales, we'll leave the default set to 4000 - Sales – Products for Divine Chocolates.

Create an Item ✕

Create any items that your business buys or sells.

Item Information

Select a Type* **Stock** Non-stock Service

Quantities in and out are tracked Quantities are not tracked Services you buy and sell

Item Code*

Item Description*

Category ?

I Sell This Item

Sales Prices

Price Name	Price (\$)
Sales Price	7.50
Trade	6.50
Wholesale	0.00

Sales Account*

4000 - Sales - Products

4001 - Sales - Services

4100 - Sales Discounts

4150 - Shipping Revenue

4200 - Professional Fees

I Buy This Item

Usual Vendor

Save Cancel

I Buy this Item: Initially Christina is going to purchase her inventory from another vendor until all her kitchen equipment and chocolate supplies arrive. Then she will begin making all chocolate gifts in house.

In the **Usual Vendor** field, remember you created *Toronto Chocolate Makers*. Select the vendor from the drop-down list.

Vendor Item Code: Select a short unique identifier to be used for reporting
Ex: 105 - MLK Bells

Expense Description: Enter *Milk Chocolate Wedding Bells*

Create an Item
Create any items that your business buys or sells.

I Buy This Item

Usual Vendor: Toronto Chocolate Makers (Y8035)

Vendor Item Code: 105 MLK Bells

Expense Description: Milk Chocolate Wedding Bells

Cost Price: 3.00

Expense Account: 1200 - Inventory

Reorder Level: 25.00

Reorder Quantity: 100.00

Opening Balance

I have existing stock on hand

Quantity on Hand: 50.00

As of Date: 02/23/2018

Cost Price: 3.00

Additional Information

Location: _____

Barcode: _____

Cost Price: Enter the price Divine Chocolates is purchasing the stock item for. By default, **Accounting** will use this price when entering a purchase invoice. If this is left blank, **Accounting** will *automatically* update this field with the price you enter for the stock item on your next purchase invoice or stock adjustment.
Type: \$3.00

Expense Account: Select the general ledger account for which you want to post purchase costs for this stock item to. It defaults to *1200-Inventory*.



NOTE: We recommend that you use an asset account (from the Balance Sheet) so that when you buy the stock item, it is recorded as an asset to the business. When you sell the stock item, there is no need to post a journal to account for the cost of the sale or move the value to your Profit & Loss report as **Accounting** tracks/reports and will appear on your P & L automatically.

Reorder Level: Stock management is a key feature in **Accounting** for Divine Chocolates to meet the anticipated and ongoing demand for promotions. Christina has determined once her stock falls to 25, she should reorder. In doing so **Accounting** will notify Christina that Divine Chocolates has reached the reorder level for the item. *Type: 25*

Reorder Inventory: Input the quantity usually reordered. *Type: 100*

Opening Balance

Christina purchased 50 chocolate bells from Toronto Chocolate Makers for Grand Opening Day. Let's input that information:

I have existing stock on hand: Since Divine Chocolates ordered items for Opening Day, and has 50 in stock, put a check in the box

Quantity on Hand: Since she has 50 stock/product in her inventory, input 50.

As of Date: Divine Chocolates received the items one week ago, 2/16/2018, the date she last inventoried the item. Enter: 2/16/2018

Cost Price: Indicate Divine Chocolates cost price of the item. Enter \$3.00

The screenshot shows the 'Create an Item' form in Sage software. The form is titled 'Create an Item' and has a subtitle 'Create any items that your business buys or sells.' The form is divided into several sections:

- I Buy This Item:** This section contains fields for 'Usual Vendor' (Toronto Chocolate Makers (98035)), 'Vendor Item Code' (105 MLK-Bells), and 'Expense Description' (Milk Chocolate Wedding Bells).
- Opening Balance:** This section is highlighted with a red box and contains the following fields:
 - Cost Price*:** 3.00
 - Expense Account*:** 1200 - Inventory
 - Reorder Level:** 25.00
 - Reorder Quantity:** 100.00
 - I have existing stock on hand:** A checked checkbox.
 - Quantity on Hand*:** 50.00
 - As of Date*:** 02/23/2018 (with a calendar icon)
 - Cost Price*:** 3.00
- Additional Information:** This section contains fields for 'Location' and 'Barcode'.

Additional Information

Location: Enter the location of the stock item Note: This field is text-only. You cannot set up predefined locations or move the stock items between locations.
Type: Row 2, Shelf 3

Barcode: Enter the barcode of the item. This is a text field only
Type: WBMC1002983

Weight: Enter the items weight. The default can be changed in **Record and Transaction Settings**. Type: 2 kg.

Additional Information

Location: Row 2, Shelf 3

Barcode: WBMC1002983

Weight: 2.00 Kilogram (kg)

Notes: Chocolates to be put in white boxes, with white bows for wedding events

Click **Save**. Once successfully added, Divine Chocolates inventory item now appears in the **Products and Services Dashboard**.

Products & Services

Create, view and manage records of the products or services that you sell.

Out of stock: 0 Items

Below reorder level: 0 Items

Code	Description	Category	Type	Rate	Cost Price	Selling Price	Quantity in Stock	Reorder Level
MCWB-100	Milk Chocolate Wedding Bells	Wedding	Stock		3.00	7.50	50.00	25.00

Show 10 records Page 1 of 1 1 record

Manage/Edit Stock Inventory

To manage stock movement or edit existing inventory, highlight and select the item within the dashboard:

- At a glance, Divine Chocolates will see all **Stock Levels, Sales and Purchases** including *Quantity in Stock, Reorder Level, Reorder Quantity, Sales Price, the Last Sale, Last Cost Price, Last Purchase Price and Average Cost.*
- Below you'll see all activity associated with the stock item, adjustments made, etc.

The screenshot shows the Sage CRM interface for the 'Milk Chocolate Wedding Bells' stock item (ID: 100-MCWB). The page is divided into several sections:

- Summary:** Includes 'Adjust Stock Level' and 'Edit' buttons.
- Stock Levels:**

Quantity in Stock	Reorder Level	Reorder Quantity
50.00	25.00	100.00
- Sales:**

Sales Price	Last Sale
\$0.00	Never
- Purchases:**

Last Cost Price	Last Purchase	Average Cost
\$3.00	02/23/2018	\$3.00
- Activity:**

Date	Type	Reference	Details	In	Out	Cost Price	Sales Price
02/23/2018	Adjustment In		Opening Balance	50.00		3.00	

Edit Inventory

- To edit the stock/non-stock item, simply click on **Edit**.

Divine Chocolates will be making their own chocolates in house once their kitchen equipment arrives. It's important to note, however, Cristina will not be able to change the **Type** once it has stock adjustments (activity) associated with it. To do so she'll need to *remove* the adjustments from the items activity first.

Inactive: As Divine Chocolates changes their product line by discontinuing certain items and adding new ones, there are certain to be items they will no longer sell. By clicking the **Inactive** box, the item will no longer be visible within invoicing:

Edit Item
Make changes to this item's details or values

Item Information

Type: Stock [Change type](#)

Item Code*: 100-MCWB

Item Description*: Milk Chocolate Wedding Bells

Category: Select a Category

Inactive

I Sell This Item

Price Name	Price (\$)
Sales Price	7.50
Trade	6.50
Wholesale	0.00

Sales Account*: 4000 - Sales - Products

Adjust Stock Level

Upon opening her order from Toronto Chocolate Makers, Christina noticed some of the chocolate bells were broken. As such, she'll return those items to the vendor for an adjustment/credit.

Summary Sales Expenses Contacts **Products & Services** Banking Journals Reporting Settings

STOCK **Milk Chocolate Wedding Bells**
100-MCWB

[Adjust Stock Level](#) [Edit](#)

Stock Levels			Sales		Purchases		
QUANTITY IN STOCK	REORDER LEVEL	REORDER QUANTITY	SALES PRICE	LAST SALE	LAST COST PRICE	LAST PURCHASE	AVERAGE COST
50.00	25.00	100.00	\$0.00	Never	\$3.00	02/23/2018	\$3.00

Activity Item Details

0 Selected

Type to search From 01/27/2018 To 02/26/2018 Filter

Date	Type	Reference	Details	In	Out	Cost Price	Sales Price
02/23/2018	Adjustment In		Opening Balance	50.00		3.00	

Show 10 records Page 1 of 1 1 record

Adjust Stock Level enables manual stock adjustments to change the number of items in stock. This feature is generally used to add stock to inventory or adjust quantities to write-off damaged stock.

Since Christina received 2 damaged items, let's decrease her stock quantity:

- **Date:** Enter or confirm the date of the adjustment
- Select **Decrease Quantity**
- **Decrease By:** Enter '2' for the number of stock inventory will decrease by
NOTE: The new quantity in stock reflects 48

- **Reason:** Select *Item Damaged*.
- **Stock Take Adjustment** can be used more generically, or a catch all, for items that get lost or stolen without a real understanding of what happened. Simply put, it's an 'adjustment' with no real reason.
- Otherwise, in other circumstances, **Item Written Off** or **Other** would be used.

Increase Quantity can be used to manually add inventory. One week after Christina returned the damaged items, her vendor sent her two new replacements. We'll need to add those back into her inventory.

- Select *Increase Quantity*
- Input Devine Chocolates **Cost Price** \$3.00, and the amount stock is being increased by. In this case, '2'.
- Select the **Reason**, *Stock Take Adjustment*. Click **Save**.

Adjust Stock Level

Increase or decrease your stock levels without buying or selling.

Stock Item Milk Chocolate Wedding Bells (100-MCWB)

Date

Type Increase Quantity Decrease Quantity

Cost Price*

Quantity in Stock

Increase By*

New Quantity in Stock: 50.00

Reason Save

- Stock take adjustment
- Stock take adjustment
- Item returned
- Other



NOTE:

- Quotes will not change stock item levels
- Sales invoices will *reduce* stock item levels
- Purchase/Vendor/Supplier bills/invoices will increase stock levels
- Purchase/Vendor/Supplier credit notes will decrease stock levels
- Sales credit notes will increase item levels

Once all adjustments have been made, all stock movement will be tracked and recorded within the **Activity** dashboard:

Sage One Accounting Divine Chocolates (Owner) Help

Summary Sales Expenses Contacts Products & Services Banking Journals Reporting Settings

STOCK **Milk Chocolate Wedding Bells** Adjust Stock Level Edit

MCWB-100

Stock Levels

QUANTITY IN STOCK	REORDER LEVEL	REORDER QUANTITY
50.00	25.00	100.00

Sales

SALES PRICE	LAST SALE
\$0.00	Never

Purchases

LAST COST PRICE	LAST PURCHASE	AVERAGE COST
\$3.00	02/27/2018	\$3.00

Activity Item Details

0 Selected Type to search From 01/28/2018 To 02/27/2018 Filter

Date	Type	Reference	Details	In	Out	Cost Price	Sales Price
02/27/2018	Adjustment In		Stock take adjustment	2.00		3.00	
02/27/2018	Adjustment Out		Item damaged		2.00		
02/27/2018	Adjustment In		Opening Balance	50.00		3.00	

Show 10 records Page 1 of 1 3 records

Item Details

The second tab offers a snapshot of Divine Chocolates product details and associated pricing. From here you can click on the **Usual Vendor** hyperlink to access vendor information.

The screenshot shows the Sage One Accounting interface for the item 'Milk Chocolate Wedding Bells' (MCWB-100). The page is divided into several sections:

- Stock Levels:**

QUANTITY IN STOCK	REORDER LEVEL	REORDER QUANTITY
50.00	25.00	100.00
- Sales:**

SALES PRICE	LAST SALE
\$0.00	Never
- Purchases:**

LAST COST PRICE	LAST PURCHASE	AVERAGE COST
\$3.00	02/27/2018	\$3.00
- Activity:** A tab menu with 'Item Details' selected and highlighted by a red box.
- Item Information:**
 - Item Code: MCWB-100
 - Item Description: Milk Chocolate Wedding Bells
 - Location: Row 2, Shelf 3
 - Barcode: MCWB1003948
 - Weight: 2.0 kg
 - Category: Favors > Wedding
- Sales:**
 - Sales Account: 4000 - Sales - Products
- Purchases:** A section with a red box around it and a red arrow pointing to the 'Usual Vendor' link.

Usual Vendor	Toronto Chocolate Makers (98033)
Cost Price	\$3.00
Expense Account	1200 - Inventory
- Prices (\$):**

Sales Price	7.50
Trade	.650
Wholesale	0.00

Importing Inventory: Products and Services

To import a list of products and services your company sells, **Accounting** can easily import this list data, just as we did with customers and vendors in a previous lesson, from Excel. In doing so, you'll save crucial time dedicated to your business as opposed to re-keying them all individually.

- From the menu, select **Products and Services**
- Navigate to **New Item** and select **Import Items**

The screenshot shows the Sage Accounting 'Products & Services' page. At the top, there are navigation tabs: Summary, Sales, Expenses, Contacts, Products & Services (selected), Banking, Journals, Reporting, and Settings. Below the navigation, there are two boxes: 'Out of stock 0 Items' and 'Below reorder level 0 Items'. A search bar and a 'Filter' button are visible. The main table lists various items with columns for Code, Description, Category, Type, Rate, Cost Price, Selling Price, and Quantity in. The 'New Item' dropdown menu is open, and a red arrow points to the 'Import Items' option.

Code	Description	Category	Type	Rate	Cost Price	Selling Price	Quantity in
200-RDROS	Red Roses - 5 Gallon		Stock		5.00	25.00	1
300-INSTL	Installation Service - Hourly		Service	35.00	0.00		
100-SOD	Bermuda Sod		Stock		1.00	3.50	250.00
WHI - Boxes 2 oz.	White Wedding Favor Boxes with White Bows	Favors	Stock		0.40	2.50	50.00
DCC - 102	Solid dark chocolate square with company logos		Stock		6.00	12.00	70.00
WCB - 101	Solid white chocolate baby stroller favors		Stock		3.75	8.00	50.00
DEL - 200	Delivery Service	Favors	Service	125.00	0.00		
MCWB-100	Milk Chocolate Wedding Bells	Wedding	Stock		3.00	7.50	25.00

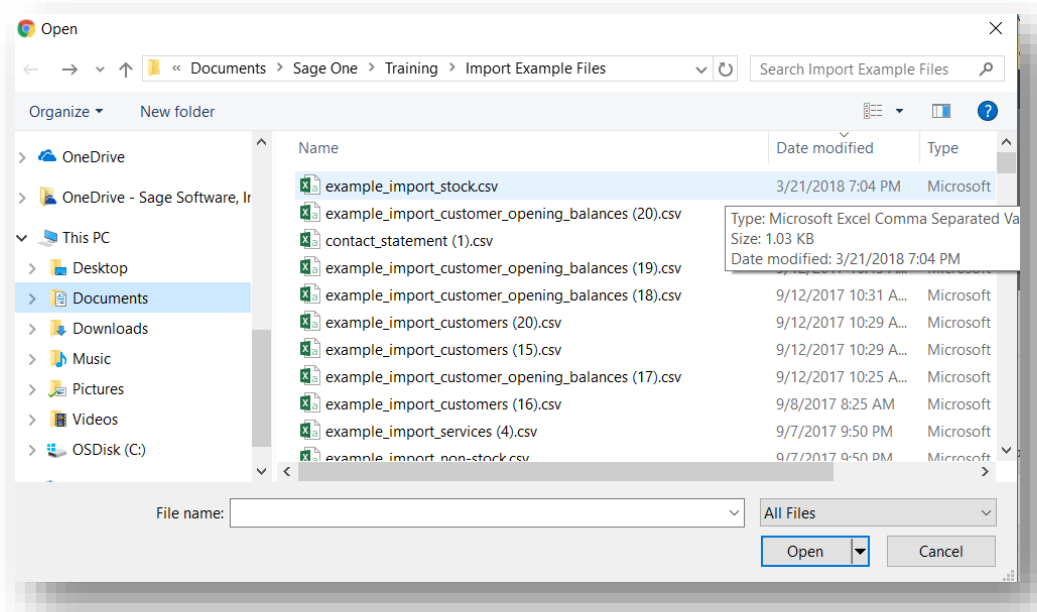
- Select **Stock**, **Non-stock** or **Service**.

The 'Import Items' dialog box is shown. It has a title bar with a question mark and a close button. Below the title bar is a cloud icon with an upward arrow. The text 'Select a type to Import' is centered. There are three buttons: 'Stock' (highlighted in blue), 'Non-stock', and 'Service'. Below the buttons, the text reads: 'First, download our [template CSV file](#) to format your items in the correct way.' At the bottom, there is a dashed box containing the text: '+ Upload your CSV file' and 'Maximum file size is 0.5MB'.

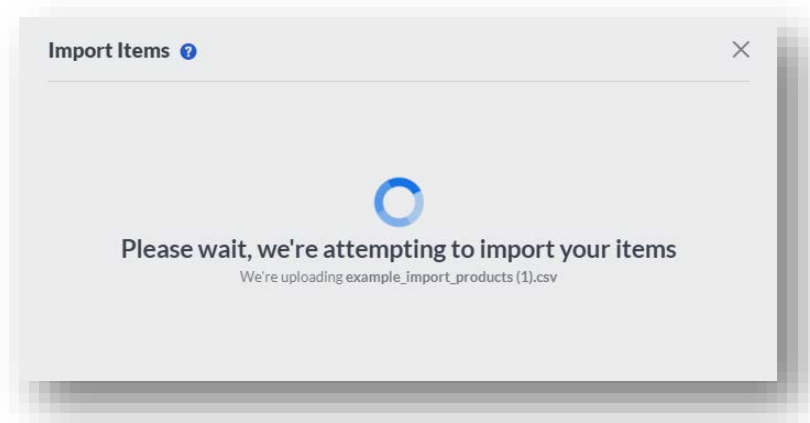
- If you want to use the provided CSV template to ensure your data is formatted correctly, click on **template CSV file**. This is the spreadsheet you'll use to import your data into.

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
Item Code	Description	Selling Price 1 Name	Selling Price 1 Value	Sales Ledger Account	Usual Vendor	Expense Description	Cost Price	Expense Ledger Account	Notes	Vendor Code	Reorder Level	Reorder Quantity	Location	Barcode	Weight	Unit of Weight	Selling Price 2 Name	Selling Price 2 Value	Selling Price 3 Name
STOCK-01	Envelope - White x 100	Sales Price	9.99	4000	Vend-01	STOCK-01 Vendor Desi	2.01	5200	STOCK-01 Not EnvelopeWht100		10	30	Warehouse1		1 g	Trade	9.99	Wholesale	
STOCK-02	Envelope - White x 100	Sales Price	4.34	4900	Vend-02	STOCK-02 Vendor Desi	3.01	5000	STOCK-02 Not FilingCa3Drw		10	30	Warehouse2		12 g	Trade	4.34	Wholesale	
STOCK-03	Keyboard - Standard	Sales Price	67.09	4200	Vend-03	STOCK-03 Vendor Desi	2.01	5000	STOCK-03 Not FlipChartA1Pad		10	30	Warehouse3		6.5 tonne	Trade	67.09	Wholesale	
STOCK-04	Filing Cabinet - 3 Drawer	Sales Price	10.02	4000	Vend-04	STOCK-04 Vendor Desi	3.01	5000	STOCK-04 Not KeyboardStdnd		10	30	Warehouse4		2 tonne	Trade	10.02	Wholesale	

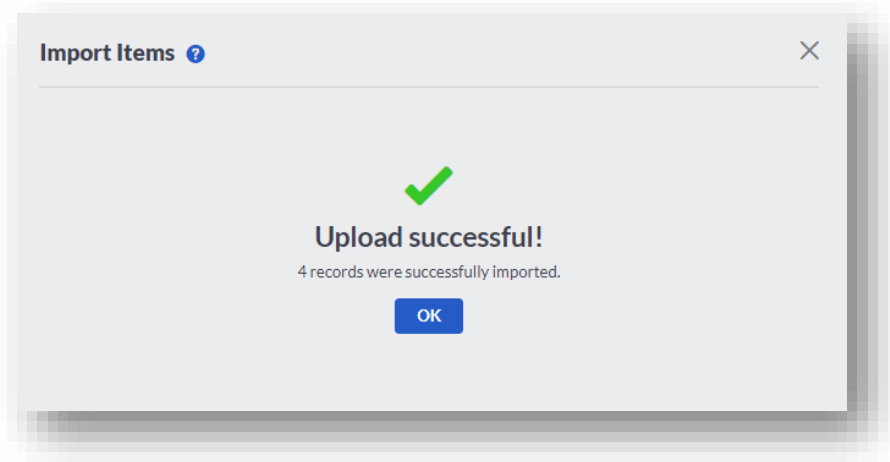
- Once all products and services have been added to the .CSV excel spreadsheet, click **+Upload your CSV file**
- Select the .CSV file you want to import.



- Once a file is selected, they will begin to upload.



- A notification will appear when all products and services were successfully uploaded.



- The imported items will appear on the dashboard. An orange warning notification will appear in **Quantity in Stock** if the stock imported is depleted.

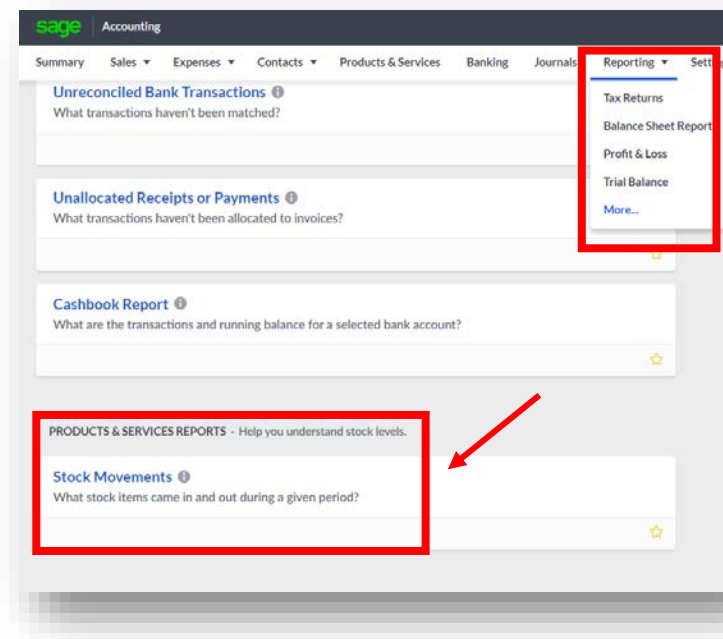
The screenshot shows the Sage Accounting interface for "Products & Services". At the top, there are navigation tabs: Summary, Sales, Expenses, Contacts, Products & Services (selected), Banking, Journals, Reporting, and Settings. Below the tabs, there are two summary boxes: "Out of stock 4 Items" and "Below reorder level 4 Items". A table of items is displayed below, with a red box highlighting the "Quantity in Stock" column. The table has columns for Code, Description, Category, Type, Rate, Cost Price, Selling Price, Quantity in Stock, and Reorder Level. The "Quantity in Stock" column shows orange warning triangles and "0.00" for several items, indicating that their stock is depleted.

Code	Description	Category	Type	Rate	Cost Price	Selling Price	Quantity in Stock	Reorder Level
STOCK-01	Filing Cabinet - 3 Drawer		Stock		2.01	9.99	0.00	10.00
STOCK-02	Keyboard - Standard		Stock		4.01	4.34	0.00	10.00
STOCK-03	Keyboard - Standard		Stock		1.01	67.09	0.00	10.00
STOCK-04	Envelope - White x 100		Stock		1.01	10.02	0.00	10.00
200-RDROS	Red Roses - 5 Gallon		Stock		5.00	25.00	130.00	0.00
300-INSTL	Installation Service - Hourly		Service	35.00	0.00			
100-SOD	Bermuda Sod		Stock		1.00	3.50	250.00	0.00
WH - Boxes 2 oz.	White Wedding Favor Boxes with White Bows	Favors	Stock		0.40	1.50	50.00	50.00
DCC - 102	Solid dark chocolate square with company logos		Stock		6.00	12.00	70.00	20.00
WCB-101	Solid white chocolate baby stroller favors		Stock		3.75	8.00	50.00	15.00

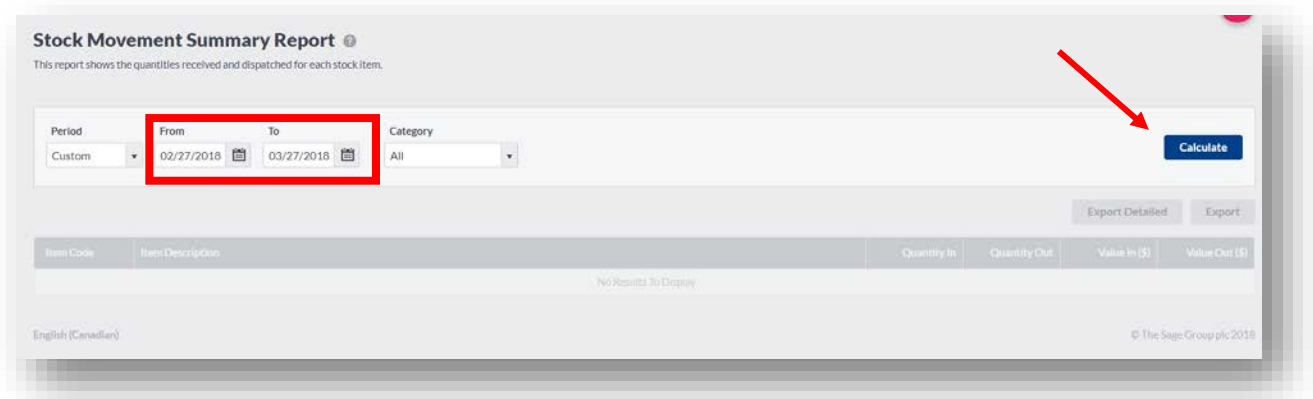
Stock Management Report

Christina has had quite a bit of activity since she first opened. She's curious to see what her stock movement looks like during that period. The **Stock Movement Summary Report** will give her a summary of the movement of stock items during a specific time period.

- From the menu bar, select **Reports**. Navigate down to **Stock Movements**:



- Input the date range and click **Calculate**:



The **Quantity In** and **Out** as well as the **Values In** and **Out** are shown:

Stock Movement Summary Report ⓘ
This report shows the quantities received and dispatched for each stock item.

Period: Custom | From: 02/27/2018 | To: 03/27/2018 | Category: All | [Calculate](#)

[Export Detailed](#) | [Export](#)

Item Code	Item Description	Quantity In	Quantity Out	Value In (\$)	Value Out (\$)
MCWB-100	Milk Chocolate Wedding Bells	77.00	52.00	231.00	156.00
WCB-101	Solid white chocolate baby stroller favors	50.00	0.00	187.50	0.00
DCC-102	Solid dark chocolate square with company logos	70.00	0.00	420.00	0.00
WH - Boxes 2 oz.	White Wedding Favor Boxes with White Bows	100.00	50.00	40.00	20.00
100-SOD	Bermuda Sod	750.00	500.00	750.00	500.00
200-RDROS	Red Roses - 5 Gallon	151.00	20.00	755.00	100.00
110 - MK FONDUE	Milk Chocolate Fondue	10.00	0.00	500.00	0.00
115 - WT FONDUE	White Chocolate Fondue	10.00	0.00	500.00	0.00
TOTAL				\$3,383.50	\$776.00

Show 10 records | Page 1 of 1 | 8 records

Christina wants to see a breakdown of all stock movement transactions for the stock item in the specified time period.

- To do this, double-click the stock item to open the **Stock Movement Detailed** report. This will help Christina calculate sales costs.

Stock Movement Detailed: MCWB-100 - Milk Chocolate Wedding Bells ⓘ
This report shows the stock movements for a specified stock item for a given date range.

Period: Custom | From: 02/27/2018 | To: 03/27/2018 | [Calculate](#)

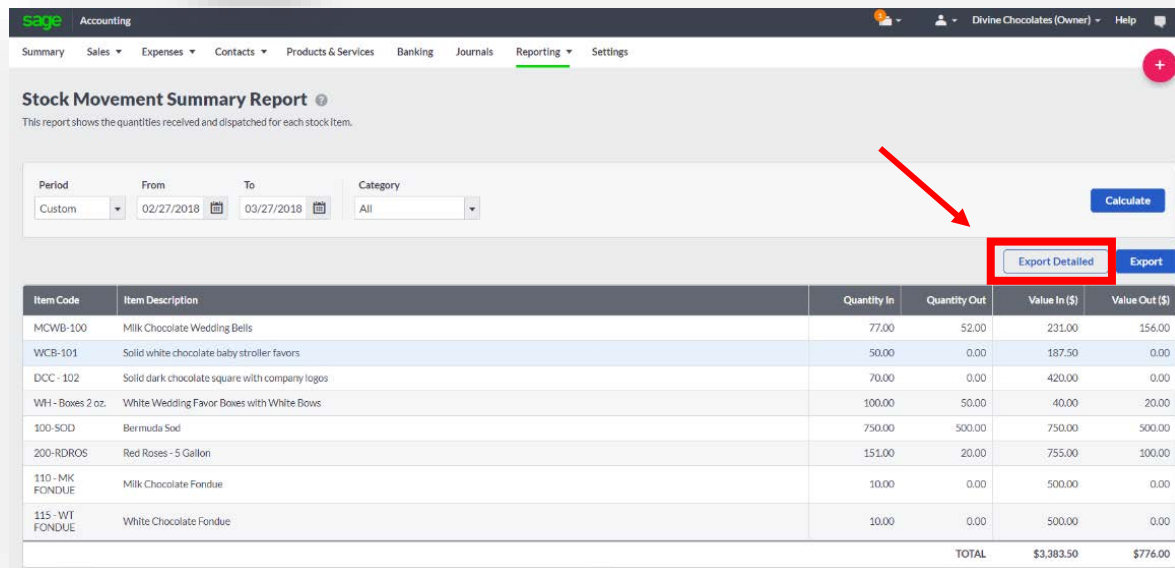
[Export](#)

Date	Type	Invoice No.	Details	Quantity In	Quantity Out	Value In (\$)	Value Out (\$)
02/27/2018	Adj In		Opening Balance	50.00		150.00	
02/27/2018	Adj Out		Item damaged		2.00		6.00
02/27/2018	Adj In		Stock take adjustment	2.00		6.00	
03/05/2018	Out	SI-1	Sales Invoice to Lisa Smith		50.00		150.00
03/12/2018	In	LS-100	Purchase Invoice from Toronto Chocolate Makers	25.00		75.00	
TOTAL				77.00	52.00	\$231.00	\$156.00

Show 10 records | Page 1 of 1 | 5 records

Christina would like to bring a copy of all inventory with her to review with her accountant.

- From the **Stock Movement Summary Report** dashboard, click **Export Detailed**.
- An orange icon will appear in the top menu bar when the report is complete.



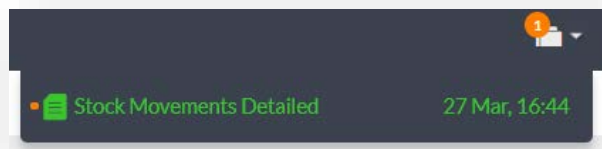
Stock Movement Summary Report
This report shows the quantities received and dispatched for each stock item.

Period: Custom | From: 02/27/2018 | To: 03/27/2018 | Category: All

Buttons: Calculate, Export Detailed (highlighted), Export

Item Code	Item Description	Quantity In	Quantity Out	Value In (\$)	Value Out (\$)
MCWB-100	Milk Chocolate Wedding Bells	77.00	52.00	231.00	156.00
WCB-101	Solid white chocolate baby stroller favors	50.00	0.00	187.50	0.00
DCC-102	Solid dark chocolate square with company logos	70.00	0.00	420.00	0.00
WH-Boxes 2 oz.	White Wedding Favor Boxes with White Bows	100.00	50.00	40.00	20.00
100-SOD	Bermuda Sod	750.00	500.00	750.00	500.00
200-RDROS	Red Roses - 5 Gallon	151.00	20.00	755.00	100.00
110-MK FONDUE	Milk Chocolate Fondue	10.00	0.00	500.00	0.00
115-WI FONDUE	White Chocolate Fondue	10.00	0.00	500.00	0.00
TOTAL				\$3,383.50	\$776.00

- The PDF is ready for review with her Accountant:



From 02/27/2018
To 03/27/2018Divine Chocolates
Stock Movement Detailed03/27/2018
20:44

MCWB-100 - Milk Chocolate Wedding Bells

Date	Type	Reference	Details	Quantity In	Quantity Out	Value In	Value Out
02/27/2018	Adj In		Opening Balance	50.00		150.00	
02/27/2018	Adj Out		Item damaged		2.00		6.00
02/27/2018	Adj In		Stock take adjustment	2.00		6.00	
03/05/2018	Out	SI-1	Sales Invoice to Lisa Smith		50.00		150.00
03/12/2018	In	LS - 100	Purchase Invoice from Toronto Chocolate Makers	25.00		75.00	
Total				77.00	52.00	231.00	156.00

WCB-101 - Solid white chocolate baby stroller favors

Date	Type	Reference	Details	Quantity In	Quantity Out	Value In	Value Out
02/27/2018	Adj In		Opening Balance	50.00		187.50	
Total				50.00	0.00	187.50	0.00

DCC - 102 - Solid dark chocolate square with company logos

Date	Type	Reference	Details	Quantity In	Quantity Out	Value In	Value Out
02/27/2018	Adj In		Opening Balance	50.00		300.00	
03/16/2018	In		Purchase Invoice from Toronto Chocolate Makers	20.00		120.00	
Total				70.00	0.00	420.00	0.00

WH - Boxes 2 oz. - White Wedding Favor Boxes with White Bows

Date	Type	Reference	Details	Quantity In	Quantity Out	Value In	Value Out
02/28/2018	Adj In		Opening Balance	50.00		20.00	
03/05/2018	Out	SI-1	Sales Invoice to Lisa Smith		50.00		20.00
03/13/2018	In	LS -100	Purchase Invoice from Toronto Chocolate Makers	50.00		20.00	

Who: Christina Lopez

Produced by Sage Business Cloud Accounting

Page 1 of 3

**Lesson:**

You've just added your first inventory item and category (solid milk chocolate wedding bells). Now go back and add the remaining products and services for Divine Chocolates. Add your own pricing details.

Products:

- Solid white chocolate baby stroller
- Solid dark chocolate square with company logo
- White storage boxes

Services:

- Delivery Service/Setup Charge per event: 125\$
- Catering services:
 - *Milk Chocolate Fondue*
 - **Stock item:** Not purchasing from a vendor. 275\$ per event.
 - **Opening Balance:** 10 kgs.

- **Quantity on Hand:** 10 kgs.
- **Cost Price** for each is: 50\$

White Chocolate Fondue

- **Stock item:** Not purchasing from a vendor 275\$ per event.
- **Opening Balance:** 10 kgs.
- **Quantity on Hand:** 10 kgs.
- **Cost Price** for each is: 50\$



Check Your Knowledge

Check Your Knowledge

Answer the following questions about the material covered in this lesson.

Short Answer

Write a short answer to the question below.

1. Once an inventory item has been created, a snapshot appears upon clicking on it. What item shown here can you NOT see at a glance on the stock item dashboard: All Stock Levels, Sales and Purchases including Quantity in Stock, Reorder Level, Reorder Quantity, Inventory Location, Sales Price, the Last Sale, Last Cost Price, Last Purchase Price and Average Cost.
-
-

2. Mark the correct answer(s) to the question below.

What must be created before a category or subcategory can be create:

- A. _____ Stock
- B. _____ Non-stock
- C. _____ Services
- D. _____ Parent Category

3. We discussed price defaults in a previous lesson. We learned you can have up to 10 different price defaults for each item. We also learned it is here, within inventory that the actual pricing is established however. Where are the pricing defaults created that appear here, within inventory:
- A. _____ Sales Invoices menu
 - B. _____ Record and Transaction Settings
 - C. _____ Quick Start Wizard
 - D. _____ User Management
4. When creating an invoice, should Divine Chocolates not have enough inventory in stock to complete it, **Accounting** will notify you and you'll be unable to proceed until more inventory is added. How can more stock be added, to complete the invoice?
- A. _____ Save the invoice as draft. Navigate to **Products and Services**, select the inventory item to add additional stock, click **Adjust Stock Level**, click **Increase Quantity**, enter the amount and select **Stock Take Adjustment** as the reason
 - B. _____ Add inventory on the fly, right from the invoice
 - C. _____ You are unable to add inventory until more arrives from the vendor
 - D. _____ Navigate to settings and adjust inventory quantity, making a note until additional arrives.
5. True or False: Enter 'T' for True or 'F' for False for each of the affirmations below.
- _____ Non-stock is for items you want to record but not track, like lightbulbs,
 - _____ The Stock Management Report can be found by navigating to the Reports Menu
 - _____ The Stock Management Report shows quantities bought/sold as well as the weight/location on the report.



End of Lesson

Please note:

Every effort has been made to ensure that the information provided in this educational series is accurate, up-to-date, and complete, but no guarantee is made to that effect. URLs and additional resources 'Beyond the Classroom' are continuously changing. Because the software is customizable in a number of ways, the language used in this guide may be different from what you 'see' when you work with your company's data file(s).

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