Portal Prodigy™
Inventory Feature in Detail

Chapter Excerpt from Software User & Administration Guide
January 2007 Update

1.1 Introduction

This chapter describes how to use PORTALPRODIGY to manage and control your product inventory. Portal Prodigy's inventory control features make it easy to setup new product records, enter initial inventory quantities, update inventory when goods are received, relieve inventory as orders are fulfilled and make adjustments for breakage and other loss. The order checkout process can be configured to notify customers when products are out of stock and provide an option to place items on backorder. Inventory tracking can be disabled for products not kept in inventory, such as when using third party fulfillment. Third parties can view and directly fulfill the ordered items online. Portal Prodigy's Inventory feature allows you at a glance, to view current quantity on hand, quantity committed, and quantity committed on backorder. You can also create sub-items to track quantities by colors and sizes.   Portal Prodigy also offers a variety of inventory reports including the ability to report on sales history by month and year.

Inventory feature benefits include:

- Provides automated inventory tracking and control.

- Creates separate sub item records for each size and color combination and separately tracks quantities for each sub-item.

- Tracks quantity on hand (in inventory).

- Tracks quantity on hand committed to orders.

- Tracks quantity on hand that is available (not committed to orders).

- Tracks quantity committed to orders not available in inventory (on backorder).

- Quick entry of inventory receipts.

- Quick entry of inventory adjustments along with documented reason.

- Inventory features are fully integrated with Shopping, Order Fulfillment, and Payment Processing to commit, relieve and update inventory.

- Implement Average Cost, Specific Cost, LIFO or FIFO costing methods.

Some of the components, fields and settings of the Inventory feature, discussed in detail in this chapter, are:

Inventory Entry Step 1	Preferred Vendors Product Code	Close option
Item ID	Retrieve option	
Product Code	Reports option	**Inventory Entry Step 2**
Manufacturers Code	Cancel option	Item

Product Code

Manufacturers Product Code

Unit Cost

Sub Code

Manufacturers Sub Code

Color

Size

Quantity On Hand

Quantity Committed

Quantity Committed on Backorder

Quantity Received

Save and Process option

Print option

Cancel option

Close option

1.2 The Visitor Experience

Inventory management is an administrative task. The visitors experience is limited to seeing an 'Out of Stock' message in the product catalog and being prompted during the checkout process with the choice to place out of stock items on backorder or to remove them from their shopping cart.

1.3 Components

In addition to the components described below, see the Chapter titled 'Items/Product Catalog Feature in Detail' for a description of additional components used by the Inventory process.
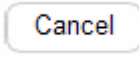
1.3.1   Inventory Entry – Step 1

This page is used to select the Item to enter inventory receipts for.

- Item ID – used to identify the item by entering the PORTALPRODIGY Item ID.

- Product Code – used to identify the item be entering the Product Code (SKU or Part#).

- Manufacturers Code – used to identify the item using the Manufacturers Code (SKU or Part#).

- Preferred Vendors Product Code – used to identify the item using the Preferred Vendor's Code (SKU or Part#). Each Item record can be assigned a Preferred Vendor.

Reports	Displays the Report Selection page listing Product category reports.
Cancel	Close the page.
Retrieve	Used to submit the identifying entry and retrieve the item if a match is found.

1.3.2   Inventory Entry – Step 2

This page is used to enter the quantities received for the selected item. A separate row is displayed for each combination of Color and Size.
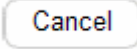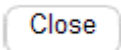
Inventory Entry

Item:	Save the Whales T-Shirt
Product Code:	T-002-001
Mfr. Product Code:	GH01-A34987
Unit Cost:	

Inventory

Sub Code	Mfr. Sub Code	Color	Size	Qty OnHand	Qty Committed	Qty CommittedBO	Qty Received
-001	-001	White	Small	10	0	0	
		Blue	Small	5	0	0	
		Yellow	Small	5	0	0	
		White	Medium	10	0	0	
		Blue	Medium	10	0	0	
		Yellow	Medium	10	0	0	
		White	Large	10	0	0	
		Blue	Large	10	0	0	
		Yellow	Large	10	0	0	
		White	Extra Large	10	0	0	
		Blue	Extra Large	10	0	0	
		Yellow	Extra Large	10	0	0	

[Save and Process] [Print] [Cancel] [Close]

- Item – displays the Product Name for the selected Item. Read only.

- Product Code – displays the Product Code (SKU or Part#) for the selected Item. Read only.

- Mfr. Product Code – displays the Manufacturer's Product Code (SKU or Part#) for the selected item. Read only.

- Unit Cost – used to enter the unit cost of the quantity received.

- Sub Code – displays the item's sub-code (sub part #) if used to identify the color/size. Read only.

- Mfr. Sub Code – displays the Manufacturer's sub-code for the item (sub part #) if used to identify the color/size. Read only.

- Color – displays the color of the item if applicable. Read only.

- Size – displays the size of the item if applicable. Read only.

- Qty On Hand – displays the current inventory quantity on hand. Read only.

- Qty Committed – displays the current inventory quantity committed to orders. Read only.

- Qty CommittedBO – displays the current quantity committed to orders that is backordered. Read only.

- Qty Received – used to enter the quantity of the item (color/size) received.

Save and Process	Saves the entries and closes the page returning to the Inventory Entry first step page ready to enter the next item.
Print	Prints the website page to the user's local printer.
Cancel	Close the page and discard all entries and edits.
Close	Used to close the page. PORTALPRODIGY will prompt to save changes. OK response performs same process as clicking Save and Process button. CANCEL response discards all entries and edits (same as Cancel button).
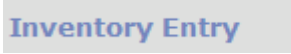
1.4 Feature Administration

See the chapter titled "Items/Product Catalog Features in Detail" for detailed instructions how to create product records using Item Management. When initially configuring your Portal Prodigy website, 'Initial Inventory Entry', located on the Product & Inventory Features Management page, should be set to *On*. This allows initial on hand inventory quantities to be entered without creating transaction records. Initial quantities on hand may be entered by clicking on the Inventory link in the Item Management page.

1.5 Tutorials

1.5.1   Adding Received Goods into Inventory:

Used to update inventory when goods are received. When receiving inventory each Item must have an existing Item record. If not, use Item Management to create the Item records.

- From the Site Administration Menu **Inventory Entry** ⊞ ▤ click on ⊞ to add new inventory.

- For each Inventory Item received:
  - Enter either an Item ID, a Product Code (Part# or SKU), a Manufacturers Product Code (part# or SKU), or a Preferred Vendor's Product Code (Part# or SKU).

  - Click [Retrieve] .

  - In the page shown below, enter the Unit Cost.

  - Enter the quantity received for each combination of color and size. Quantities should be entered in same Unit Quantity specified for the Item in Item Management.

  - Click [Save and Process] when finished entering the quantities received.

  - PORTALPRODIGY update the Item's inventory and is ready for entry of the next Item.

1.5.2   Adjusting Inventory:

Used to account for inventory shortages due to theft, damage, or other loss. Do not use for recording sales or receiving of goods.

- From the Site Administration Menu **Inventory Adj.** [+] [≣] click on [+] to add an adjustment entry.
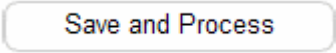

- For each Inventory Item requiring adjustment:
  - Enter either an Item ID, a Product Code (Part# or SKU), a Manufacturers Product Code (part# or SKU), or a Preferred Vendor's Product Code (Part# or SKU).

  - Click **Retrieve** .

  - Enter the quantity into Quantity Adjusted for each combination of color and size to be adjusted. Quantities should be entered in same Unit Quantity specified for the Item in Item Management. Enter as negative number to reduce inventory quantity. Enter as positive number to increase inventory quantity.

- o   You may also enter an explanation for the adjustment in the Reason memo field.

- o   Click   [Save and Process]   when finished entering the quantities received.

- o   PORTALPRODIGY update the Item's inventory and is ready for entry of the next Item.