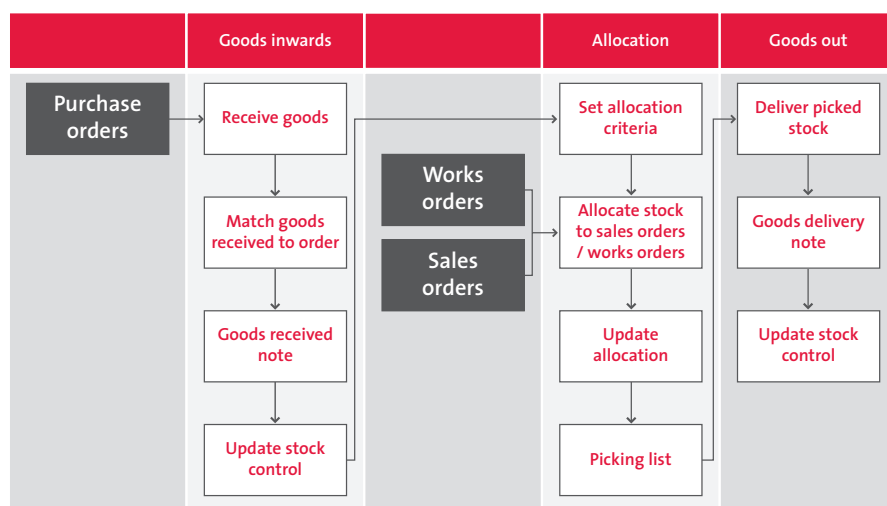


# Inventory & stock control

With a high volume of transactions, the risks of holding too much, or too little stock, can place intense pressure on your cash flow. Access Dimensions provides you with an easy way to optimise your stock levels, re-order product lines, manage returns and distribute deliveries in the most efficient way possible. From pinpointing stock items to forecasting your future requirements, fulfilling sales/works orders and shifting slow-moving stock, Access Dimensions ensures you can make delivery promises you can keep.



## Availability & visibility

Dimensions Stock Control reveals exactly what you've got, where it is, how long it'll last and what it's worth. Physical and free stock quantities are continually updated by supplier and customer orders, bills of materials, deliveries and returns across any number of locations, lots and bins.

Flexible sub-analysis facilitates stock grouping to handle sizes, colours and any other product families of your choice, providing an intuitive system for analysis and reporting.

### Sub-analysis

Using the Sub-analysis function, you can allocate each item to a specific family or type of product and then apply up to six levels of sub-analysis, for example, location, colour and size. Bin locations can be handled over multiple warehouses.

Each form of analysis can be labelled to suit the terminology used for each product line within your organisation, creating an intuitive system for analysis and reporting. Quantity and value is tracked and consolidated for each record, at every level of sub-analysis, providing key information however detailed your enquiry.

### Full catalogue of information

Each stock item is identified by an alphanumeric code up to 25 characters long, a name and a multi-page description. It can be further enhanced by a bar code, a serial number and a photograph or graphic as appropriate. You have sufficient scope and flexibility to describe each item as you would in a brochure or catalogue, making it very easy for your staff to identify items that they're handling or selling.

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## Order scheduling

The system monitors open sales orders, open purchase orders and the 'required by' date on each order line and provides a schedule of availability based on the flow of goods in and out.

## EC-SSD & Intrastat

Each stock item stores its own commodity code, country of origin and net mass. These details are used when generating Intrastat Arrivals and Dispatch reports which can be submitted to HMRC in an appropriate format.

## Real-time updates

### Stock Update to Nominal

Live updates to your Nominal Ledger make it easy to maintain an accurate valuation of your stock position and track cost of sales and accruals. With this feature installed, stock movements are transferred in real-time straight from your Sales and Purchase Ledgers and Stock modules for visibility and up-to-the-minute information.

## Cost & pricing

All your vital pricing information is available at a glance, enabling you to get the true cost of every stock item and make a profit on everything you sell. Landed costs, such as import charges, duties, transport and storage, are easily tracked as are actual, standard and supplier costs. Using Advanced Price Matrix, you can store unique pricing structures for every customer and stock combinations. Profit is tracked for every line item sold (see right).

### Stock valuation methods

Ten supplier buy prices and a standard cost can be held against each item. The true cost of every item can be stored for the lifetime of your system, facilitating a choice of valuations including FIFO (First in first out), weighted average and standard cost.

### Landed costs

Additional costs (over and above the purchase price) can be collated and added to each stock item to provide you with the true cost of purchase. Costs are collected in a series of user-definable headings relevant to each item. These are typically the costs of taxes and duties for importing the goods,

but the system will accommodate any other costs, such as haulage or storage, whether the goods are imported or purchased locally.

### Fixed rate & percentage

Costs can be recorded on a fixed rate, for example £nn per item, or on a percentage basis, for example +8% of the cost. Purchase invoices (or selected lines of purchase invoices) can be allocated to a stock item, or a single invoice can be allocated across multiple stock items, for example a single purchase invoice may be split over all the items that arrived in a particular container.

### Advanced Price Matrix

Applying pricing across a customer and product database is a complex process. Not only are prices liable to change from deal to deal, there are many other factors to consider: special offers, customer-specific deals, one-offs, price points, locations. These issues require a system that is reliable, flexible and able to cope with each new challenge. Within a few clicks, you can define any combination of pricing and product and quickly apply it across your chosen people, groups and customers.

### Successful promotions

From simple 'buy one get one free' offers to 'whole order' discounts, Dimensions will cater for the style of promotion you want to run. Prices and terms can be maintained for any length of time or updated regularly with special offers.

You can set start and end dates for activation of new prices and ensure they are only available within your promotional window. Prices and margins can be updated very quickly using in-built routines or through two-way spreadsheet integration.

### Margin protection

When taking orders, staff are instantly warned if discounts take the sale price below the cost price (with optional visibility of your profit margin) – giving the option to proceed or not. Prices can also be locked down to ensure the same values are always quoted. You can report margins on a deal basis and easily interrogate the margins achieved by a campaign, a territory or salesperson.

## Traceability & stocktakes

Transactions both in and out can be stored for the lifetime of your system and allocated flexibly over multiple locations. Serial numbers can be picked or allocated individually or automatically allocated by the system. Everything you buy or sell can be identified with bar codes and is fully traceable. Stock takes can be assisted by handheld devices and special transaction types track damaged and stolen goods.

### Serial number tracking & bar codes

Barcode readers can operate through hand-held devices or feed directly into your system. Specific transaction types speed up stock takes while booking-in facilities enable rapid and accurate data entry. Serial numbers can be swiped or entered individually, or hundreds of sequential serial numbers booked in automatically. This information forms the basis for companies seeking BS 5750 or ISO9000 approval.

## Advanced ordering methods

All ordering methods are designed to optimise your stock and meet customer demand, whether triggered automatically by Just in Time and back-to-back processes, submitted via an online purchase request (e.g. in FocalPoint) or received from the Stock Forecasting module.

Customer quotations can be seamlessly progressed into orders and pro forma or invoices while prompting up-selling and cross-selling opportunities. Using our Sales Order Templates feature, you can duplicate or tailor orders to fit customer buying trends, and ring-fence out the required items to ensure your priorities are met.

### Authorisation

Every confirmed order can be put through a pre-defined authorisation process encompassing appropriate levels and details of approval. Similarly, you can specify a workflow for fulfilled orders, including for example, separate stages for accepting, registering and approving the purchase invoice.

## Orders on hold

Access Dimensions will automatically flag orders on hold where the customer is over their credit limit or where the order value will take them over it.

## Detailed stock records

In the Stock Control module, finding records is quick and easy, whether you have 10 product lines or 10,000. You can search on multiple indexed fields or pick from a list and filter it. Each stock item is identified by an alphanumeric code up to 25 characters long, a name and a multi-page description. It can be further enhanced by a bar code, a serial number and a photograph or graphic as appropriate.

You have sufficient scope and flexibility to describe each item as you would in a brochure or catalogue, making it very easy for your staff to identify items that they're selling.

## Out of stock and equivalent items

If an item is out of stock, then the system will offer to place an equivalent purchase order and will automatically recommend your specified alternative so that the customer can be satisfied immediately. Where an item ordered is part of a kit or a bundle, the system will prompt the addition of dozens of similar and /or cross-sell items.

## Stock prioritisation

Specific stock can be ring-fenced at the time a sales order is raised (or subsequently as required). These reservations are flexible enabling prioritisation in any way that suits your business, from ensuring that your oldest stock is used first to guaranteeing that orders for your top customers are shipped first.

This facility also enables your dispatch team to plan cost-effective delivery routes. As goods are shipped to customers you have the option to update the Nominal Ledger. (See 'Real-time updates' above.)

## Stock Forecasting

Using this module, you can forecast your physical stock position, week by week for as many months ahead as you wish and run 'what if' scenarios for the possible timing of new sales orders, purchase orders and supplier lead times.

The system forecast is based on your current stock position plus and minus known sales and purchase orders. As you play out different scenarios, the free stock is instantly re-calculated and displayed graphically, empowering confident forward planning.

Stock Code	Description	Physical Stock	Sort Key	Supplier Code	Lead Time	20/07	27/07	03/08	10/08	17/08	24/08	31/08	07/09	14/09	21/09
20000L21026	2000 Bolinger	130.00	SPARK	TOW001	8.0	270.00	270.00	270.00	270.00	270.00	270.00	270.00	270.00	270.00	270.00
20000H42122	2000 Ch. Wolters Chardonnay Est	48.00	CHARD	KBF001	0.0	24.00	12.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20000H42123	2000 Rutherford Hill Chardonnay	148.00	CHARD	KBF001	0.0	85.00	95.00	95.00	116.00	116.00	116.00	116.00	116.00	116.00	116.00
20000S1333	2000 Chappellet Cabernet Sauvign	95.00	CBSAU	TOW001	8.0	88.00	88.00	95.00	95.00	95.00	95.00	95.00	95.00	95.00	95.00
20000S1334	2000 Chateau St. Jean Cabernet S	95.00	CBSAU	TOW001	8.0	247.00	247.00	275.00	275.00	275.00	275.00	275.00	275.00	275.00	275.00
20000S1335	2000 Chateau St. Jean Cabernet S	109.00	CBSAU	ALL001	0.0	346.00	346.00	456.00	456.00	456.00	456.00	456.00	456.00	456.00	456.00
20000S1336	2000 Clos Du Bois Cabernet Blend	104.00	CBSAU	TOW001	8.0	319.00	319.00	319.00	319.00	319.00	319.00	319.00	319.00	319.00	319.00
20000S1338	2000 Clos Du Val Cabernet Sauvign	52.00	CBSAU	THS001	3.0	28.00	4.00	16.00	30.00	18.00	-6.00	-10.00	-6.00	-6.00	-6.00
20000S1339	2000 Clos Pegase Cabernet Blend	109.00	CBSAU	THS001	3.0	52.00	52.00	40.00	34.00	34.00	34.00	34.00	34.00	34.00	34.00
20000S1340	2000 Ferracane Cabernet Sauvign	113.00	CBSAU	TOW001	8.0	314.00	314.00	315.00	315.00	315.00	315.00	315.00	315.00	315.00	315.00
20000S1341	2000 Flora Springs Cabernet Blend	97.00	CBSAU	KBF001	0.0	4.00									4.00
20000S1342	2000 Franciscan Cabernet Sauvign	95.00	CBSAU	ALL001	0.0	72.00									72.00
20000S1343	2000 Jordan Cabernet Sauvign	63.00	CBSAU	KBF001	0.0	24.00									24.00
20000S1344	2000 Joseph Phelps Cabernet Blend	98.00	CBSAU	ALL001	0.0	16.00									16.00
20000S1345	2000 Kennelton Cabernet Sauvign	118.00	CBSAU	THS001	3.0	39.00									39.00
20000S1346	2000 Mondavi Cabernet Sauvign	119.00	CBSAU	THS001	3.0	109.00									109.00
20000S1347	2000 Murphy Cabernet Sauvign	48.00	CBSAU	KBF001	0.0	128.00									128.00
20000S1348	2000 Newton Cabernet Sauvign	104.00	CBSAU	KBF001	0.0	122.00									122.00
20000S1349	2000 Peter Michael Cabernet Sauvign	107.00	CBSAU	THS001	3.0	89.00									89.00
20000S1350	2000 Silver Oak Cabernet Sauvign	122.00	CBSAU	KBF001	0.0	79.00									79.00
20000S1351	2000 Steltner Cabernet Sauvign	52.00	CBSAU	KBF001	0.0	55.00									55.00

**Key:**

- Optimal level
- At risk of becoming under-stocked
- Unable to fulfill existing orders
- At risk of over-stocking

Traffic light colours warn of impending under-stocking or over-stocking on a week-by-week basis and enable you to see the instant impact of your modelling scenarios.

## The start point

The initial forecast is based on your current physical stock position plus and minus known sales and purchase orders. The free stock position is displayed numerically and as a traffic light, the colour of which signifies the following:

- **Green:** Optimal level. No danger of overstocking, or losing orders placed
- **Amber:** At risk of becoming under stocked
- **Red:** Unable to fulfill existing orders
- **Blue:** At risk of over-stocking (you may be stuck with redundant stock with the corresponding cashflow implications).

## 'What if' scenarios

As you play out different scenarios (for example, new sales and purchase orders and supplier lead times) the free stock is instantly re-calculated numerically and the traffic light indicators provide an immediate visual impact, week by week for as many months forward as you need to review.

## Sales predictions

You can start by inputting the number of new customer orders you expect to receive, week by week, taking account of the season, promotional events, sales force predictions and any other factors that are relevant in your business. You can automate this sales prediction by referring to the sales performance of

the same item in previous years, or by referring to the historic sales performance of similar items.

## Purchasing predictions

Simply enter quantities in the grid until the free stock indicates green or amber.

With seasonal stock you will aim to 'go amber' towards the end of the season and may even accept red at the close if it's more profitable to sacrifice a small number of orders in favour of keeping out-of-date stock. Estimates can be confirmed as purchase requests which can then be consolidated, supplier by supplier, into purchase orders with scheduled required by dates.

## Powerful selection

Stock can be reviewed one product at a time or in groups. You can select all stock of a particular type, or colour, supplier or brand. You can select to review items that are selling fast, or lines which are running low. If buying from overseas, you may review all the stock from a particular country or goods transported in the same container or ship.

## Better than a spreadsheet

Your forecast is refreshed each time you run it, updating the current stock quantity and all the new, actual, sales and purchase orders received or placed. You can save your models and choose to update them as new scenarios are run – saving huge amounts of time and significantly reducing the risk of errors.

## Simple & low-risk

Stock forecasting provides a constantly up-to-date and visual roadmap, presenting top-level information in a manner that's quick to review and easy to understand.

It simultaneously de-skills complex yet necessary buying decisions and eliminates reliance on spreadsheet models – which go out of date as soon as a further sales or purchase order is placed on the system. For more information, please download our Stock Forecasting factsheet.

## Returns Management

The Returns Management module facilitates the management of returned goods, originally purchased via the Sales Order Processing (SOP) module. Each time a request is created, a unique authorisation number and document is generated, enabling you to log and track its progress.

Only once the customer has been given a number can they return their goods into stock. Goods can be flagged as being in quarantine until they are inspected. Once inspected, goods may be returned to stock or written off, and then a credit note for the returned items is issued, and/or replacement goods are placed on order. Alternatively the customer may also request a credit note without returning any goods.

### Configuration options

A number of configuration options enable this module to be tailored to your business needs. These include:

- Choice of default sub-analysis for returns
- Default stock analysis for write-offs
- The option to automatically add 'Use handling charge'
- Enforce entry of 'reason code' if required
- Default sales order status can be set
- Default SOP credit note status.

### Creating requests

The 'Create requests' screen allows you to search for an order/delivery note and select which item(s) are to be returned.

Returns can be processed for a single customer at a time.

At this point the customer must decide whether they wish to return the goods, and if so whether they wish to order a replacement. For flexibility, the replacement may be the same or a different item.

### List functionality

On entering your search criteria, Dimensions will display a list of sales order stock type detail lines that match, including those where some or all of the delivery has been processed. Each delivery line can be selected for inclusion on a return. It is possible to process a single return for multiple delivery lines from the same delivery.

### Tracking progress of returns

The RMA Management screen shows snapshots of all requests being processed so that you can easily track progress. From this display, you can cancel and change requests, as well as send information to your customer that enables them to return their goods.

When stock is being returned, whoever receives that stock will validate that it is in good condition to be returned.

Where stock is being returned, a credit note cannot be raised until the stock is flagged as having been received. Where items are sent back and are damaged, the user can flag the items as written off and not being returned into stock. This screen allows the user to view the status of the request, and via the RMA Record they can update the progress of the items.

### Process tracking

When stock has been returned then one or more transactions need to be created as a result of the request. If the customer wishes for a replacement, a sales order for the replacement item(s) will be created. If the customer requires a credit note, an SOP credit note transaction will be created for the original item(s). Where the stock has been returned and is written off, a stock write-off movement will be created. Stock write-offs are processed at the same times as any associated credit notes.

### Accessing the screens from CRM

When this functionality has been installed, the returns management screens can be accessed from the main menu. It can also be accessed via the Dimensions CRM module; the postcode management link is switched for RMA management on CRM control and a menu is available from the data entry screen.

## Who we are

Access UK is a specialist software developer and consultancy business with over 20 years' experience. Our team of expert accredited consultants operate across the UK and Ireland. Aside from an impressive array of software awards, we're also ranked 85th in The Sunday Times 100 Best Companies to Work For 2011.

Proudly independent, all our software is developed in the UK, supported locally and accessible globally. Our solutions take a whole-company approach, aiming to cut through complexity and increase efficiency. At every level.

Already field-leaders in accounting and finance, Access also offers solutions for manufacturing and distribution, professional services automation, carbon emissions measurement, reporting, payroll, document management, service management and CRM.

## Further information

For further information on the Access software portfolio, please telephone us on **01206 322575**, email **info@theaccessgroup.com** or, alternatively, visit our website at **www.theaccessgroup.com**