

Material Code—Enter an abbreviated Material code to represent the Material description (e.g. Flat Mild Steel Gr 250 25 x 3 = FMS-250-025-03).

Active—Default Active = tick. If Inactive this material can not be used for creating purchase orders or bill of Material.

Material Group—Enter Material Group to segregate Material into different groups to allow for BOM calculation purposes and updating.

Auto Order—Tick this box for Material to be automatically added to 'Auto Order' list, when minimal stock levels are reached.

Job Group Qty in Multiple—This tick will round up to the multiple purchase requirements.

Multiple—Tick for 'Multiple' quantity in Purchase Orders is always purchased. If not ticked only a 'Multiple Quantity' warning is displayed in Purchase Orders

Inventory Item—Tick to identify Material as Inventory (all transactions will be recorded, such as allocation, stock transactions and stock movements) Otherwise no transactions will be recorded.

Material Description—The system contains Material description (default) and Suppliers description. If the supplier requires a different Material description, it can be changed under Supplier description.

Emp No—Enter your Employee number

Weight—Enter weight in kilograms per Unit of Measure - used in BOM calculation if required

UoM 1—Enter Unit of Measure - used for Inventory Control, Purchase Orders and BOM
UoM 2—Enter Unit of Measure - ONLY used in Purchase Orders and BOM as an alternative

UoM 1 Price—Enter UOM1 Price per Unit of Measure 1

UoM 2 Price—Enter UOM2 Price per Unit of Measure 2 if required

Surface—Enter Surface Area - used in BOM calculation if required (eg Painting cost calculation)

Bin Location—Enter Location for Inventory Material

Allocated—Displays allocated Material from Client Orders and not despatched

Last Purchase Price—Last Purchase Order price for this Material using UoM1. A percentage is displayed showing the difference between last purchase price and preferred UoM1 price

Available—Calculates Material available by calculating 'On Hand' minus 'Allocated'

Stock Tab—Displays Material Allocation for Orders/ Jobs. Current Purchases of the Material. Last Order Date and the Supplier.

On Hand—Quantity of Material in stock including the material that are allocated

On Order—Displays Material currently on Production Orders

History Tab—Displays History of Inventory Material transactions .

To Order—Displays calculated quantity required to be Ordered using the 'On Hand', 'Allocated', 'ReOrder', 'Min Level' and 'Max Level' fields.

Stock Type—Enter Stock Type (e.g. 'A' = High cost, 'D' = Low cost)

More Info Tab—Enter Material Description, internal information, Alert Message Text and Attach Files.

Supplier Code	Sup Mat Code	Supplier Description	Date Price	UoM 1 Price	UoM 2 Price	Pref.	Sup Quote ...

Min Order—Minimum Purchase Order quantity for Material (if required)

Max Level—Enter maximum required Stock level for Material

Safety Level—Optional

Reorder Level—Enter Material level 'quantity of usage' equal to 'Lead time'

UoM2 > UoM1—Displays ratio between UoM1 and UoM2

Sell Price—Automatically displays Material Sell Price by calculating 'Preferred Supplier' price multiplied by the 'Margin Figure'