InventoryWorks

Small Business Inventory Management[1]

[1] Version published 6/2/24

InventoryWorks User Guide

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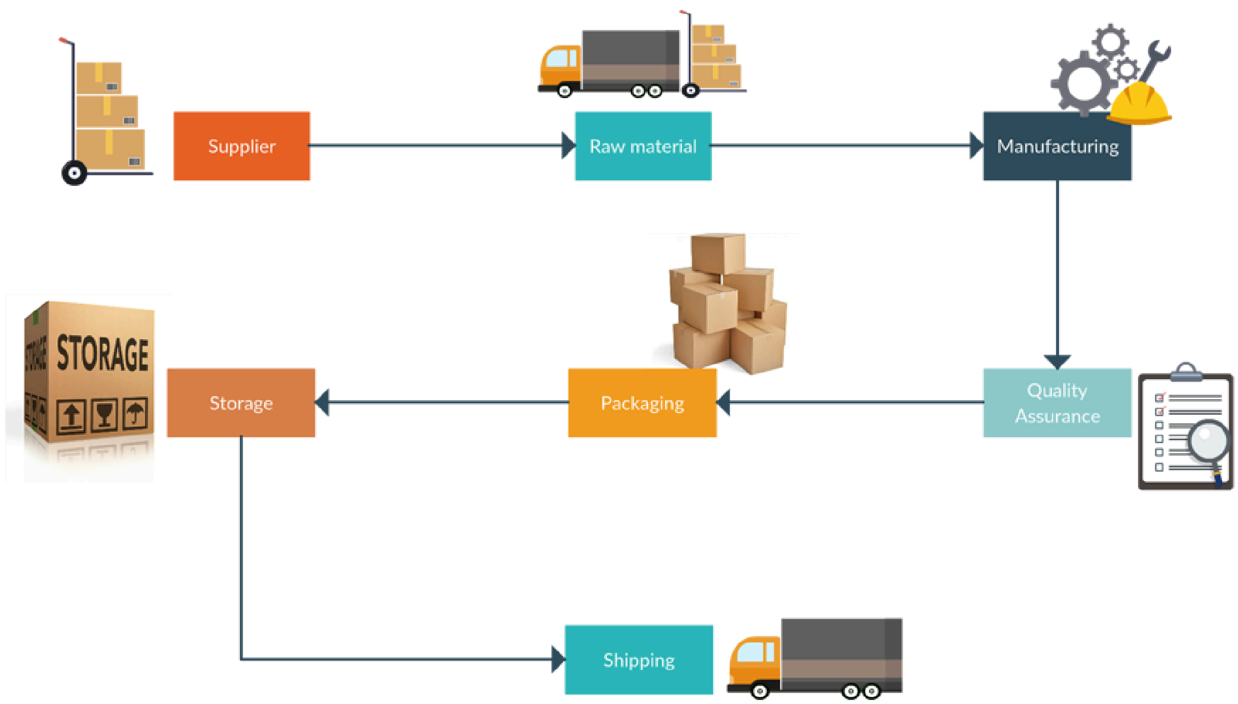
Introduction

InventoryWorks is an ERP-lite application for small businesses looking to manage supply chain operations from inventory management to order fulfillment. It consists of six essential modules: **Purchase Requisitions**, **Purchase Orders** for material purchases, **Production Logs** to manage product assemblies or kits, **Bill of Materials** for building kits or multi-level assemblies, **Inventory Management** for tracking and reporting, and **Inventory Adjustments** for reconciliation.

We utilize the out-of-the-box Salesforce objects **Products**, **Orders**, and **Accounts** as building blocks for the Inventory Management platform.



Setting Up Your Environment

License Assignment

Any users that need create, read, edit, and/or delete (CRED) permissions to the Inventory Management objects will need an InventoryWorks license assigned to their user record. To assign licenses, in the Setup menu go to “Installed Packages”. Click on “Manage Licenses” to see how many licenses are available in your org. Under the Licensed Users section, click on "Add Users" and select the user to whom you want to assign the license.[2]

Permissions and Post Install Updates

1. There are three permission sets available.
    a. InventoryWorks Admin
    b. InventoryWorks User
    c. InventoryWorks Read-Only
2. Under the Product Object, assign the Inventory Product Layout to all profiles
3. Under the Order Product Object (if used), assign the Inventory Order Product Layout to all profiles
4. Under the Order Object, assigned the Inventory Order Layout to all profiles. If you choose to use this layout, a new picklist value of "Shipped" needs to be added to the Status field on the Order object for the "Fulfill Order" automation to work properly.

Create Vendors

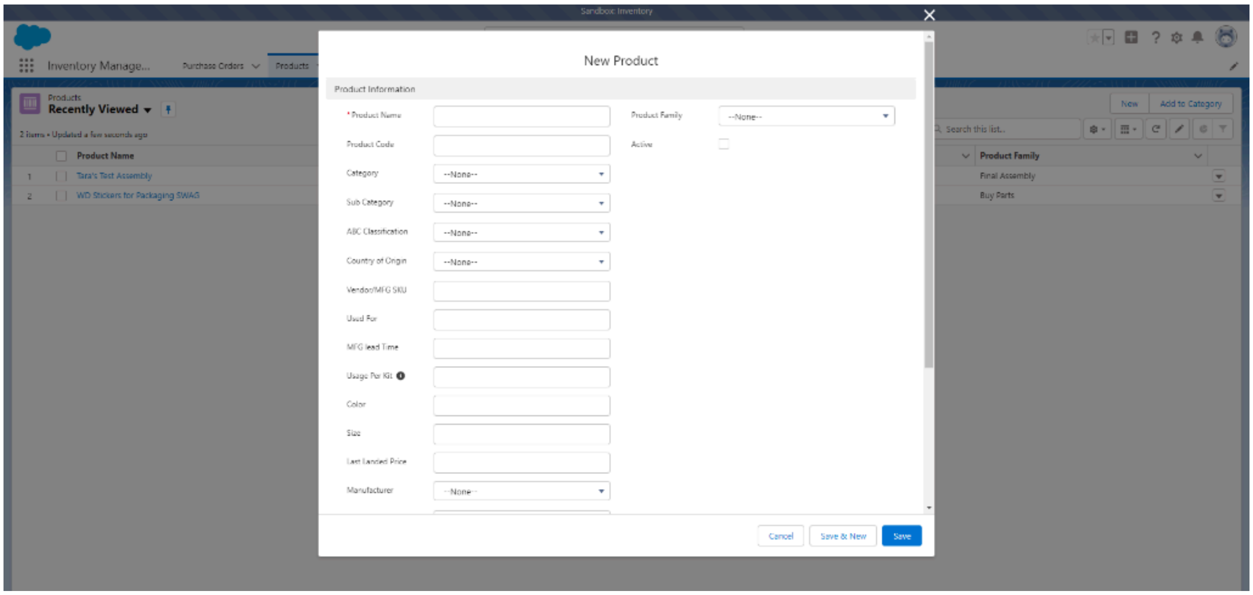
Products are related to the vendor(s) that they are purchased from. By installing this package, you now have a Vendor Record Type in the Account object. If you are installing into an existing org and you already have accounts without a defined Record Type, you will need to create a separate record type for those accounts, e.g. "Customer Record Type".   **You will need to make sure that your products are tied to accounts with the Vendor record type.**

1. Create new vendors. To create new vendor accounts, go to the Account object and click "New" to create a new account. If you have additional Account record types in your org, a pop-up will ask you to select a record type. Select "Vendor" as the record type for the New Account. Complete the information in the New Account: Vendor window and click Save.
2. Convert existing accounts to a Vendor record type.
    a. If you have a small number of accounts that you want to convert to Vendors, go to the account that you would like to convert and click on "Change Record Type" at the top right corner of the account record. Select "Vendor" as the new account record type.
    b. If you have a large number of accounts that need to be converted, use Data Loader or similar tools to bulk update the account record type.

[2] Only Salesforce license types that provide permissions to the Product object are supported in conjunction with the InventoryWorks License. This means that a "Salesforce Platform" license cannot be used for users that also require an InventoryWorks license.

Create Products

Create new product records by selecting the Products tab. Select the “New” button on the top right of the screen to create a new product record.



Products must have the following attributes so that the PR and PO process work correctly:

1. Be active
2. Assigned to the standard price book.
3. Have a vendor associated with each of them

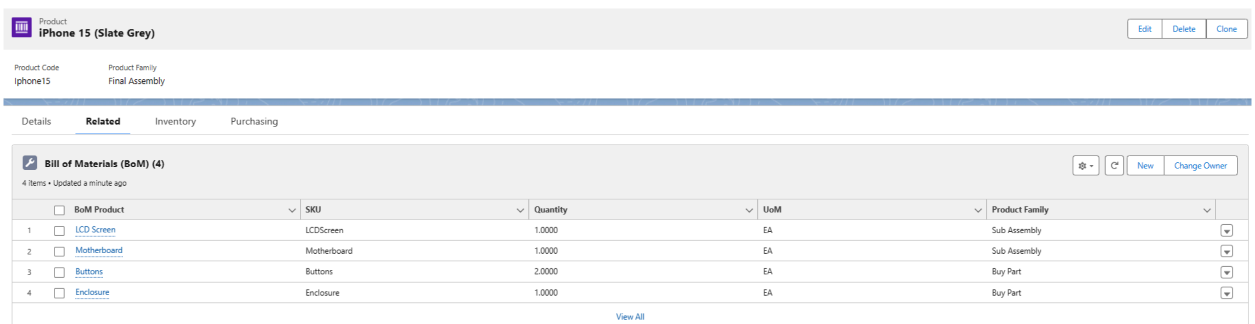
For existing products within an org, there are several new fields to be aware of.

1. Product SKU should be the same as Product Code
2. Last Landed Price is the unit cost and will become a calculated field over time if the product is purchased at variable costs.
3. Sell Unit of Measure is a required field, and must be set to a value for flows to work properly
4. Buy Unit of Measure is a required field, and must be set to a value for flows to work properly
5. The Minimum Inventory field is an optional field that can be used in reporting to determine when inventory is low and needs to be reordered.

Bills of Material Management

There are many situations where inventory needs to be tracked for kits or final assemblies, sub-assemblies, and individual components used during manufacturing or kitting. When creating a Bill of Materials for a kit or assembly:

1. Create product records for all of the raw components used for the assembly as well as a product record for the assembled product.
2. Click on the Related tab within the Products object for the assembled product and find the “Bill of Materials (BOM)” section.
3. Click “New” to add a new sub-component to the assembly and ensure all of the correct information and quantities are added.[3]
4. Click “Save and New” to continue adding components to the assembly or click “Save” to finish.



Purchase Requisitions

Purchase requisitions are created by a member of the business who may or may not be familiar with all of the details for creating a purchase order with the correct vendor. Purchase reqs are created to let a buyer know that a certain volume is needed to resupply inventory. The simplest way to create a Purchase Order is to use the “Create PO” button on a Purchase Req. If there are multiple vendors associated with the product, select the vendor you will be purchasing from and then it will automatically create the PO header and PO Line item for the product requested.

Purchase Order Management

The Purchase Order module provides the function for manually creating a Purchase Order and adding as many PO Line Items as needed for your vendor. You can also track the status of a

[3] For large quantities of products to be added to the system, i.e. BOMs, use Data Loader or another data import tool.

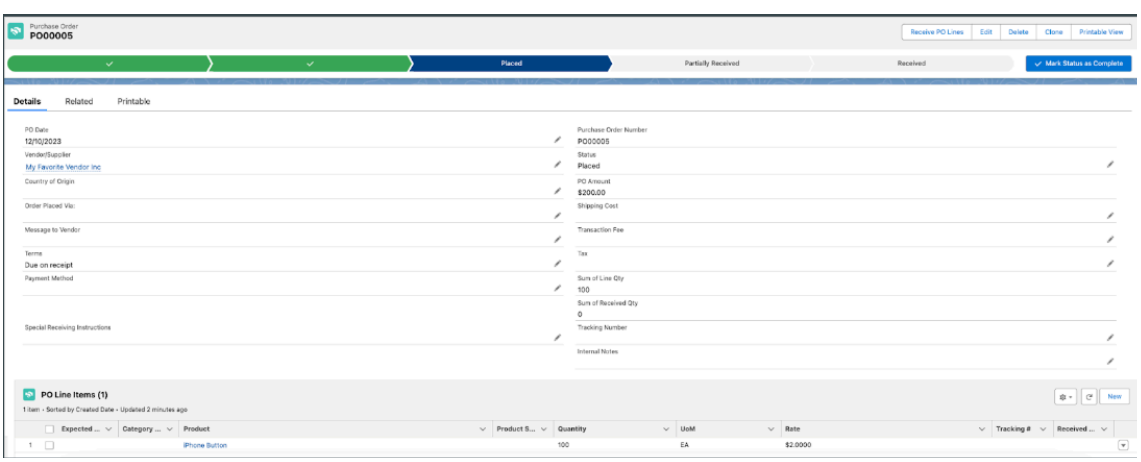
purchase order from creation to receipt. It also allows partial receipts and updates your product inventory quantities as the PO is received into the system.

Purchase Order Workflow

- New: initial status when purchase order is created.
- Placed: The PO is moved to the placed status when a line item is added. When creating a PO from a PReq, it automatically sets the status to placed.
- Partially Received: This status will be set when the full quantity hasn't been received on a line item or not all of the line items have been received.
- Received: This status is set when all line items have been fully received
- Hold - Use this to put your PO on hold. This does not prevent the PO from being received.

Creating a Purchase Order

- The preferred method for creating a Purchase Order is to create it from the Purchase Req record. Note: A Product Vendor Record on the Product must exist.
- You can also create a new Purchase Order by going to the Purchase Orders Tab and selecting the "New" button at the top right.
- Complete the PO header details with the vendor and contact information for the PO and select Status = New.
- Add products to your Purchase Order by selecting "New" from the Purchase Order Line Items section.
- The PO status will automatically be set to Placed once line items are added to the PO.
- The PO Header details will be updated to include the full PO amount based on the sum of all of the products on the purchase order.



Capturing Tracking Information

Enter the tracking information for a product by selecting “Edit” from the drop down menu on the PO Line Item.

Receiving a Purchase Order

- Receive a line item by selecting “Edit” from the drop down menu on the PO Line Item. Enter the received date and save the record. Inventory will be updated when the line item is received.
- If only some of the line items are being received, the PO will be changed to Status = Partially Received.
- If all line items have been received, the PO will be changed to Status = Received
- Splitting line items for Partial Receipts: BEFORE YOU ENTER IN A RECEIVE DATE**,** Create a new PO Line for the product, and the quantity that WAS received. Then go to the original PO line and click “Edit”. Change the quantity to reflect the balance that is owed. Now receive the newly created line item by editing that line and adding a received date.

Production Logs

Production logs are used to track manufacturing quantities without the need for manufacturing orders. Once a production log is created it adds the final assembly into inventory and deducts products in the Bills of Materials from inventory.

Creating a Production Log

In the Production Logs tab, click “New” to create a new record. Once all of the required fields have been completed, click “Save”. This will automatically generate inventory logs to increment inventory for the assembly and decrement inventory for the raw materials used to create the assembled product.

Inventory Management

Inventory is tracked and managed in several ways. There are three objects used to track and manage inventory–Inventory Adjustment, Inventory Logs, and Inventory Summary.

Inventory Adjustment

Inventory Adjustment can be used to set initial inventory during your implementation. It can also be used for cycle count adjustments or to simply add or remove a specific quantity. There are two key fields used in the Inventory Adjustment record. The "Adjustment Quantity" allows the user to adjust the quantity **by** a specific amount. The "Cycle Count Quantity" field allows the user to set the new total quantity **to** a specific amount.

Create an inventory adjustment by clicking on the Inventory Adjustment tab and selecting the "New" button.

- To set initial inventory for a product, add the total inventory quantity to the "Cycle Count Quantity" field.
- To adjust inventory by a specific quantity, add the adjustment value to the "Adjustment Quantity" field.
- To adjust inventory to a specific quantity, add the quantity to the "Cycle Count Quantity" field.

Inventory Logs

Inventory Logs are created every time there is an inventory change for a product. This includes receiving inventory on a purchase order, completing a production log, fulfilling an order, or making an inventory adjustment. Inventory logs can be found in the Inventory tab on a Product record. This is a read-only record and cannot be created manually.

Inventory Summary

Inventory Summary provides a quick view of the most current inventory quantity for a product. The inventory summary can be found in the inventory tab of a product record. This is a read-only record and cannot be created manually.

Inventory Logs and Inventory Summary Objects

Users should not manually create any records in either of these objects. These are used solely for reporting and an audit log for traceability. The Inventory Log will keep a detailed transaction list of every inventory transaction. The Inventory Summary keeps an accurate count of all inventory for a given product and is located on the Inventory Tab on the Product Object.

Order Fulfillment

Administrator Setup:

1. Assign the Inventory Order Layout to all profiles. If you do not want to use the provided layout, simply add the "Fulfill Order" button to your Order page layout.

2. Assign the Inventory Order Product Layout to all profiles. If you do not want to use the provided layout, simply add the “Date Fulfilled” field on the Order Product object layout
3. Add a Picklist value to your “Status” field on the Order Object named “Shipped” (API Name = “Shipped” and should be an “Active” Status Category.) **If you will be using the “Fulfill Order” button in step 1, this step is required**.

In order for inventory transactions to happen on an order, you will need to mark the order as fulfilled. When you click on the button called “Order Fulfillment” included in the Inventory Package, it will ask you for tracking information and how it was shipped. Once saved, it will change the order status to “Shipped” and will adjust inventory for the Order Items on the order.

Inventory Reports

There are several out of the box reports that come with the Inventory Management App. They are located in the Inventory Reports Folder.

- Where Used Report - Provides visibility into all BOM components and the parent products that use them.
- Inventory Valuation Report - Includes a list of all products and their quantity multiplied by the Last Landed Price.
- Reorder Report - Provides a list of products that have an inventory quantity below the set minimum inventory quantity. If a minimum inventory quantity has not been set, it will not be included in the report.