Inventory Departments

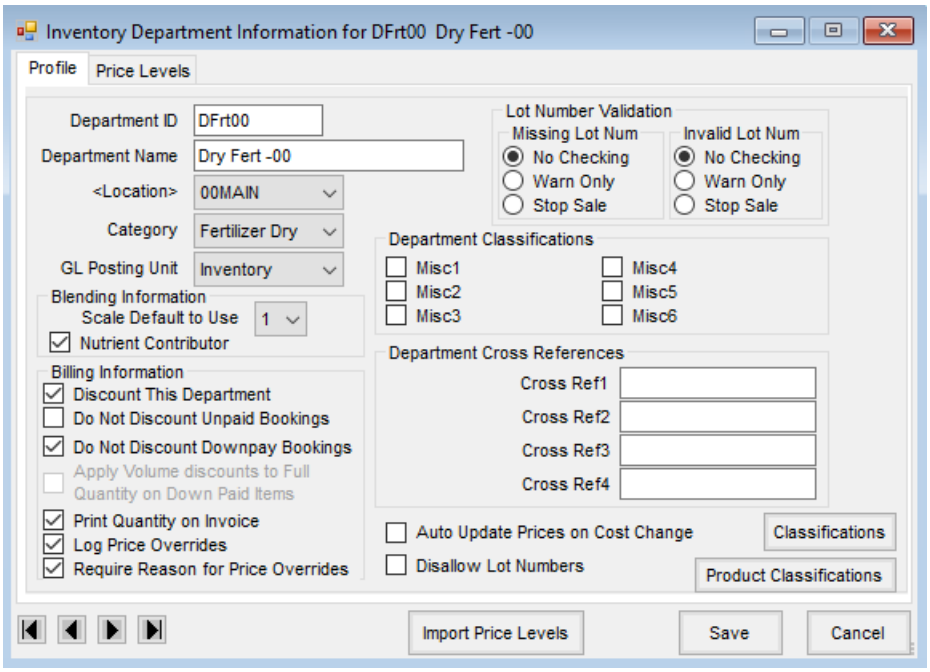
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In the Agvance program, similar inventory items are grouped into categories known as departments – such as dry fertilizer, liquid fertilizer, chemicals, and feed. At the department level, there are specific settings that affect the items within that department.

The Agvance program includes several commonly used departments. Those departments, found at *Hub / Setup / Inventory Departments*, can be edited or new ones added to better suit company needs.

Note: If the company uses Agvance Accounting, it is recommended to set up and maintain Inventory Departments in the Accounting module. More information regarding the Inventory Department settings in the Accounting module can be found **here**.

Profile



- **Department ID** – The ID may be up to six characters long and must be unique for each department.
- **Department Name** – Enter the name as it should appear on reports and throughout the Agvance program. Up to 30 characters is available for the *Department Name*.
- **Location** – If there are multiple Locations defined in the *Setup / Location* area, select the Location associated with this department. For example, a company has three locations and all locations sell dry fertilizer. To track the inventory separately at these locations, set up three *Dry Fertilizer* departments with the Location specified for each.
- **Category** – Selecting a *Category* allows for the consolidation of inventory for reporting purposes for two different situations:

    - It enables several Inventory Departments to be identified as belonging to a related Category.
      Example: A company may have several seed departments. If all these departments are assigned the same Category, all these seed departments could be selected by using the category name in the filter on the Inventory Statement report.
    - By assigning a Category, companies with multiple Locations may combine inventory balances of Products tracked by Location but also have consolidated information available for the main plant.

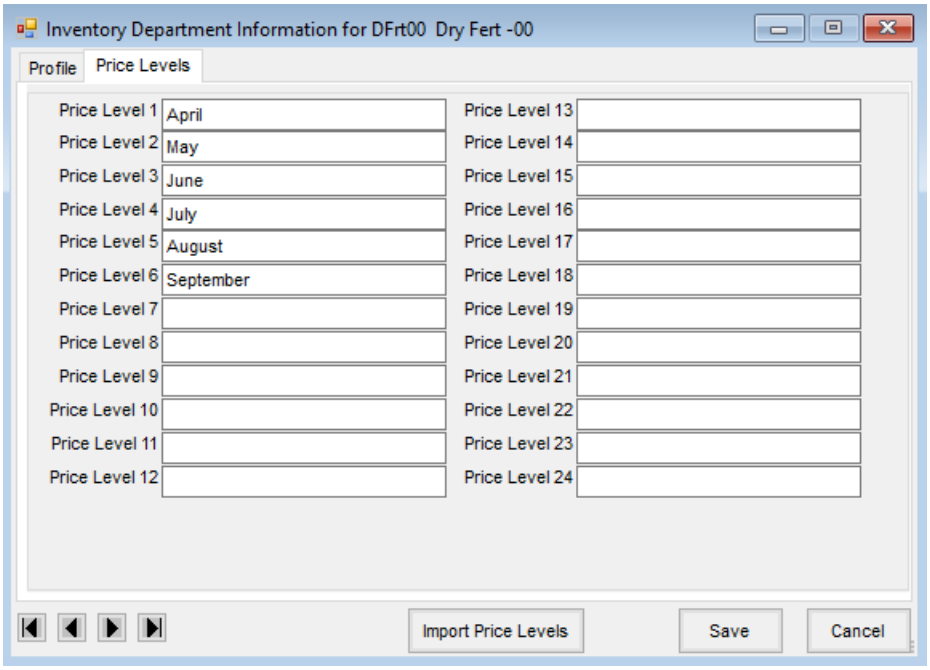
  Note: Inventory Department Categories are maintained under the *Setup* menu in the Hub.
- **GL Posting Unit** – This sets the quantity unit of measure to post to the general journal as the inventory transaction is saved. For instance, if the A/R Invoice shows quantity in pounds but prices by the ton, this setting could cause the G/L quantity posting to save in either unit.
- **Blending Information** – This relates only to Agvance Planning and/or Blending.
- **Scale Default** – Used only in Planning and Blending, this sets the level of accuracy when measuring products from this department. Indicate one of the five scale options. These options are defined in either Agvance Planning or Blending at *Setup / Location Preferences* on the *Blend Setup* tab.
- **Nutrient Contributor** – Select if the items in this department are nutrient contributors.
- **Billing Information** – This relates to Agvance Planning, Blending, and/or Accounting.
- **Discount this Department** – Select this option to allow discounts to be applied to items in this department.
- **Do Not Discount Unpaid Bookings** – Available when the *Discount this Department* option is selected, if unpaid Bookings should not be included in the discount calculation, select this option.
- **Do Not Discount Downpay Bookings** – Available when the *Discount this Department* option is selected, choosing this item excludes products from down payment Bookings when calculating the discount.
- **Apply Volume Discounts to full quantity on down paid items** – This option allows volume discounts to be applied to the full quantity on down paid items instead of just the down paid quantity.
- **Print Quantity on Invoice** – This indicates whether the quantity for items in this department display on the Invoice. Generally, this is selected. An example of when this might not be chosen is a regional tax calculated based on the subtotal of product. In this case, the pounds of product might be used for this load in the quantity to help calculate the tax, but showing the pounds of product on this line item might confuse the customer.
- **Log Price Overrides** – Select this option to create a log when a price is overridden on an Invoice, Quick Ticket, Booking, or Field Plan.
- **Require reason for price overrides** – Choosing this option displays a window when a price is changed on a transaction for a product in this department asking for a reason the price was overridden. This option is only available when the *Log Price overrides* option is used.
- **Lot Number Validation** – If using lot numbers to track inventory items, this option allows warnings to be set for missing or invalid lot numbers on point of sale documents. The options are *No Checking*, *Warn Only*, or *Stop Sale* for either missing lot numbers or invalid lot numbers.
- **Department Classifications** – These six options were added to provide additional sorting and classification

options for inventory. Rename the headings in the Accounting module at *Setup / Preferences* on the *Inventory* tab and utilize them by selecting **Filter** when running Inventory Statements or by choosing **Select** and then *Department Filter* on any other Inventory reports.

- **Department Cross References** – These four optional inputs can help identify the department to other software systems or numbering schemes. The headings for these are also user-definable and are established in the Hub at *Setup / Company Preferences* on the *Product* tab.
- **Auto Update Prices on Cost Change** – This allows a product's Price Levels to automatically update when the cost of the product changes. Any time a transaction is saved which updates a cost or the cost is manually edited, Agvance updates the cost and then behaves as though the product had been selected at *Hub / Utilities / Edit Product Pricing* and **Calculate Prices Based on Product Formulas** was chosen.
- **Disallow Lot Numbers** – On departments where lot numbers are not applicable, this option may be selected. If selected, lot numbers are unable to be entered on transactions for products in this department.
- **Classifications** – Use this option to select one or more classifications for the department. The Department Classifications are set up at *Setup / Company Preferences* on the *Product* tab.
- **Product Classifications** – Tie Product Classifications to the Department.
- **Import Price Levels** – This copies the Price Level headings from another department.

Price Levels

Determine the labels for the twenty-four optional Price Level inputs available at the *Product Price* window.



To import these labels from another department, select **Import Price Levels**.