

# Consumables Guide



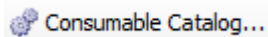
Consumables are items that leave inventory when they are used (consumed). Quantify allows consumable items to be tracked separately from regular inventory. Consumable items are set up in the Consumable Catalog and then may be added to shipments. When a consumable item is shipped the quantity is removed from inventory at the Branch Office, but is not shown at the job site. Consumables may be billed to a customer and will show on an invoice in the Product Charges section. Consumables are tracked at the Branch Office level and may be enabled on individual Branch Offices.

To set up Consumable tracking in your Quantify database, follow these basic steps, which are detailed in the sections below.

- Set up the Consumable Catalog *see The Consumable Catalog section*
- Update Rate Profiles with consumables pricing *see the Updating Rate Profiles with Consumables Pricing section*
- Enable Consumable tracking for individual Branch Offices *see the Track Consumables for a Branch Office section*
- Establish initial consumable inventory counts *see the Adjusting Quantities section*

## The Consumable Catalog

To add a consumable item to a shipment the item must first exist in the Consumable Catalog. The Consumable Catalog has the same functionality as the Products Catalog. Initially the Consumable Catalog is empty. To add items to the Consumable Catalog, use the instructions below. See *Manually adding items to the Consumable Catalog* or *To Import from a File*, as needed.



Click the CONSUMABLE CATALOG... button. This will launch the 'Consumable Catalog'.




The Consumable Catalog below has had several consumable items added, which are viewable when the catalog launches. These consumable items may be added to shipments.

A screenshot of the "Consumable Catalog" application window. The window title is "Consumable Catalog". It features a toolbar with icons for adding, deleting, and importing items. Below the toolbar is a list of items, with the first item, "2x4", selected. The main area displays a table of items with columns for Part Number, Description, Weight, Category, and Cost.

Part Number	Description	Weight	Category	Cost
2x4	2x4 Toeboard, 12'	15.60		
Plywood	2" x 4' x 8' Ply, HDO			
9WIRE	#9 Wire, per pound			
MISC				
NET	10' x 50yards			\$456.00
XFLAT10	X Flat Tie for 8" Wall, ...			

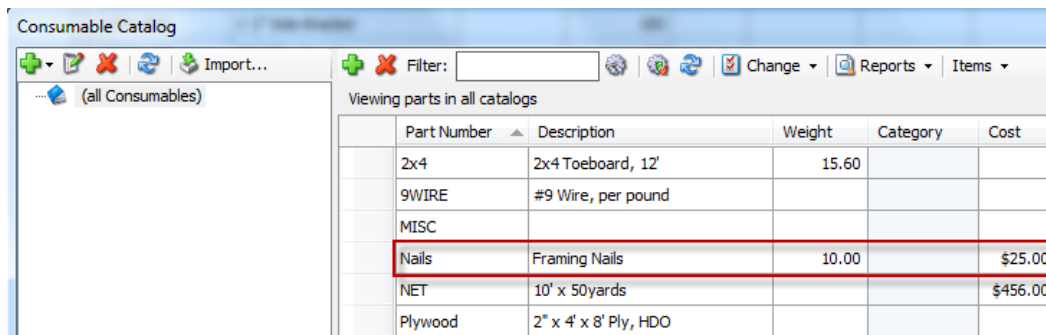
# Manually adding items to the Consumable Catalog

Items may be added to the catalog by manual entry or via file import. To add an item to the Consumable Catalog manually, use the ADD button.

 In the Consumable Catalog, click the ADD button. This will open an empty row that can be used for the new item.

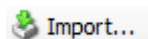


In the new row, enter a 'Part Number' for the item, then tab across the row and enter a 'Description' and other known information for the item. In this example, Framing Nails have been added to the Consumable Catalog and can now be added to shipments and invoiced to a job site.



## To Import from a File

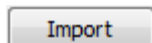
Items can be imported into the Consumable Catalog via a file import. The 'ProductImport' template supplied with Quantify can be used to import Consumable items into the Consumable Catalog. The template can be found in the install folder in the 'Catalogs' folder.

 In the Consumable Catalog, click the IMPORT... button. The 'Import Consumables' dialog will launch.

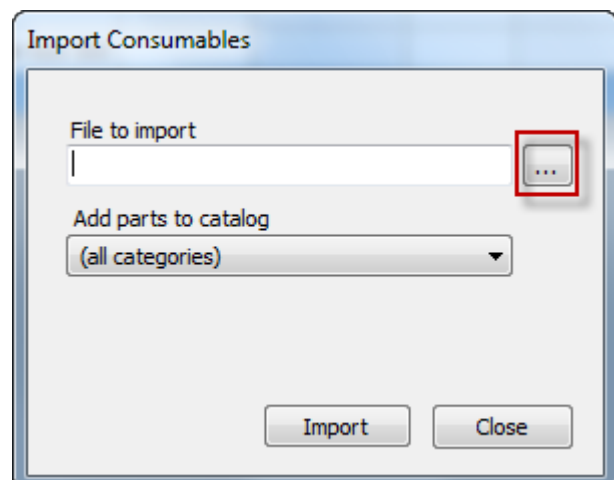


Click the ... button and navigate to and select the file to be imported.

Once selected, click the IMPORT button.

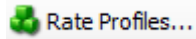


When the import is completed, the imported items will be added to the Consumable Catalog.

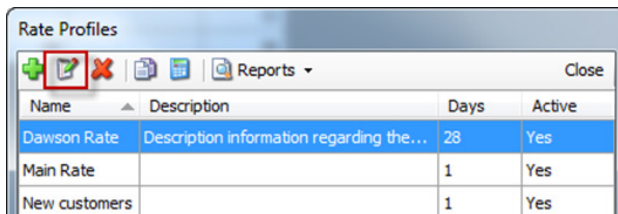


# Updating Rate Profiles with Consumables Pricing

Once consumable items have been added to the Consumable Catalog, their associated pricing can be added to Rate Profiles. Edit any existing Rate Profiles that should have pricing for Consumable items and navigate to the 'Consumables' tab.



Click the RATE PROFILES...button. This will launch the Rate Profiles dialog.



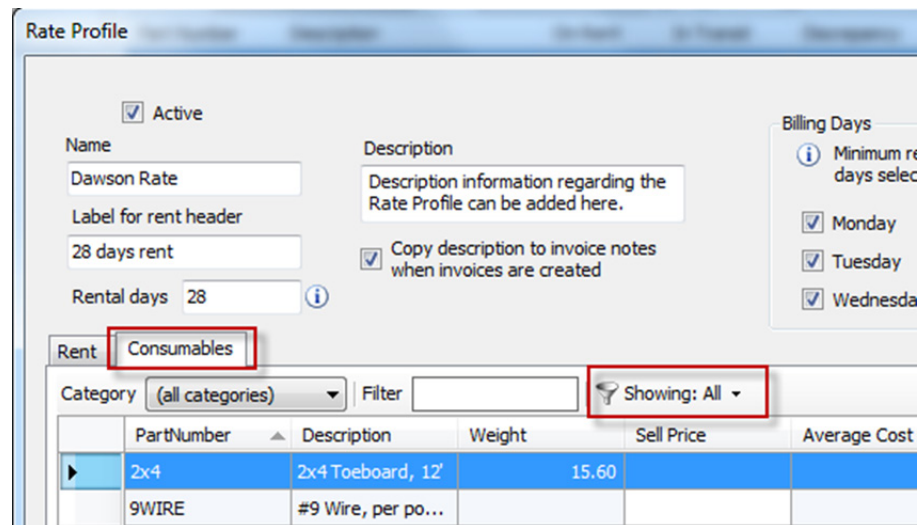
Put focus on the Rate Profile, and click the EDIT button.

This will launch the Rate Profile selected.

Select the 'Consumables' tab.

The Consumables entered into the Consumable Catalog will be available in the grid of the Rate Profile.

Note: The View filter may need to be changed to 'Showing: All' to view Consumables.



Enter the appropriate 'Sell Price' as needed for individual Consumable items. The amount entered will default on the Consumables tab when the item is added to Shipments. See the *Adding Consumables to Shipments* section.

## Using Consumables with Single Rate database

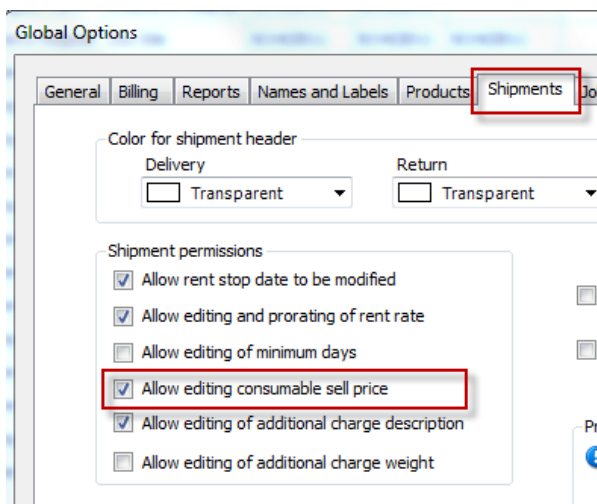
When the Quantify database is using Single Rate mode, costs for consumables will pull from the Consumable Catalog "Sell" Column.

# Editing Consumable Sell Price in Shipments

The Sell prices set in Rate Profiles for Consumable items are pulled into the New Direct Ship dialog and will default based on the price set in the Rate Profile selected for the job site. The ability to edit the Sell price on the New Direct Ship dialog is set at a global level in Global Options and affects all end-users of the database. The initial default is for editing to be disabled.

Part Number	Description	Weight	Available	Sent	Sell	Cost Basis	Catalog C
2x4	2x4 Toeboard, 12'	15.60	10	+	\$10.00		
9WIRE	#9 Wire, per pound		10	+	\$10.00		
Nails	Framing Nails	10.00	10	+	\$10.00		

To enable editing of Sell prices for consumables, select Global Options from the Tools menu. Then navigate to the Shipments tab.



The 'Allow editing consumable sell price' checkbox is disabled by default.

To enable editing of consumable sell prices, select the checkbox to enable.

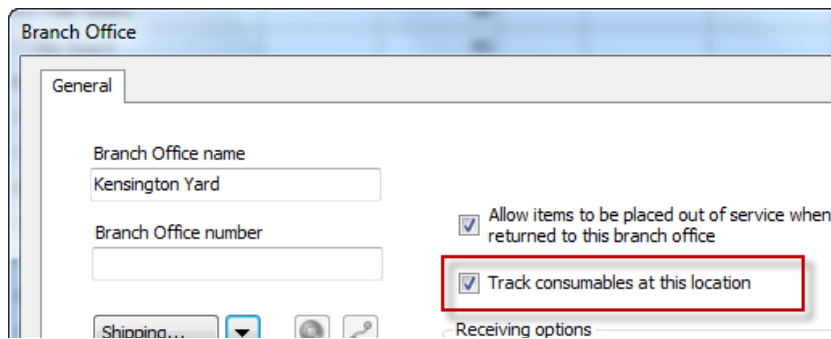
Click the OK button when ready.

In addition to allowing the editing of consumable sell prices, a calculator button will be added to the New Direct Ship window to apply markups and discounts to consumable items.

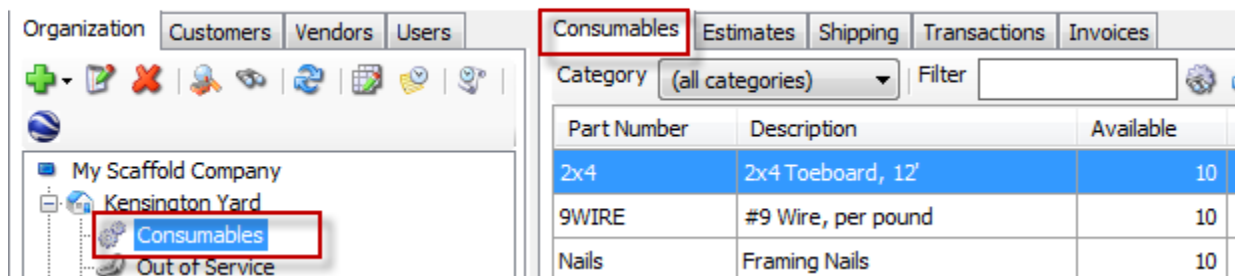
# Track Consumables for a Branch Office

Consumable tracking must be on at the Branch Office to enable shipping consumable items to job sites. Tracking consumables for a Branch Office is set optionally for each Branch Office. Consumable tracking may be enabled at the time a Branch Office is created or can be enabled on existing Branch Offices.

To enable consumable tracking for a Branch Office, check the 'Track consumables at the location' checkbox on the Branch Office dialog. Click OK when ready.



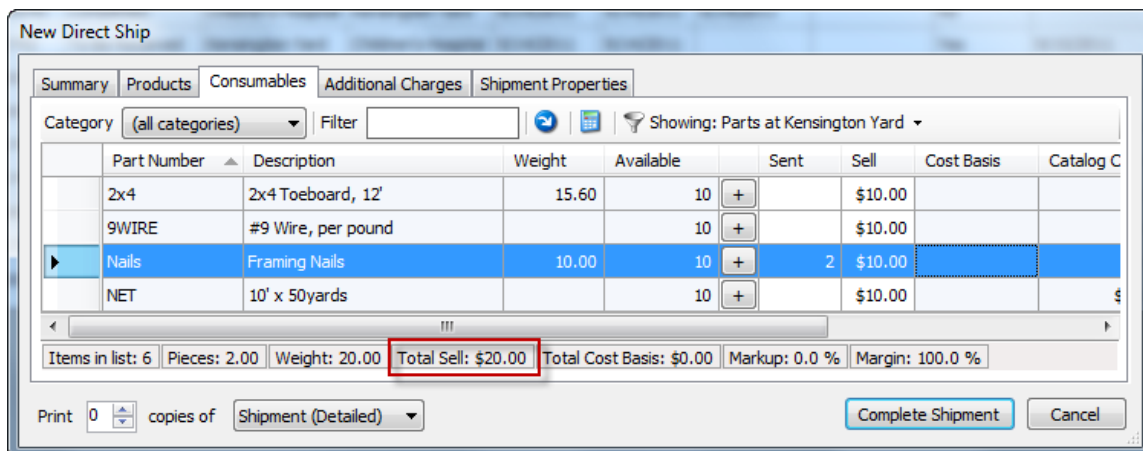
Enabling consumable tracking for a Branch Office adds a Consumables node to the Branch Office. Inventory of consumable items can be viewed with focus on the Consumables node and the Consumables tab, as shown in the example below.



## Adding Consumable Items to Shipments and Estimates

Consumable items may be included on shipments and estimates for Branch Offices that have enabled Consumable Tracking. These Shipments and Estimates include a 'Consumables' tab that will allow consumable items to be selected and included on Shipments and Estimates. Here the consumable items and associated costs will be available as previously set up in the Consumables Catalog and Rate Profiles.

In the example below, 2 boxes of Framing Nails have been added to a shipment. The customer will be charged \$20.00 for the nails. Click COMPLETE SHIPMENT when ready.



# Consumable Markup and Margin

The consumables feature allows the ability to calculate a sell price as well as see the markup and margin of the items as the quantities and prices are being entered as part of shipments or estimates. A markup is a percentage applied to a price that increases or decreases the price by a value. A margin is the percent of the increase that will result in the profit of the item. In the example below, an item that has a cost of a dollar has been marked up 100%. This results in a profit margin of 50%.

Total Cost Basis: \$1.00	Markup: 100.0 %	Margin: 50.0 %
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To use this feature, the cost to be used in the calculation needs to be specified. This will be the cost basis. Either the Sell price, Catalog Cost, Last Cost or Average Cost must be selected as the cost basis for the item to be used to calculate the markup and margin. A default value to be used as the cost basis may be set in Global Options (see *Set Default Cost Basis*), but may be changed as needed.

## Set Default Cost Basis

Select Global Options from the Tools menu and navigate to the Billing tab.

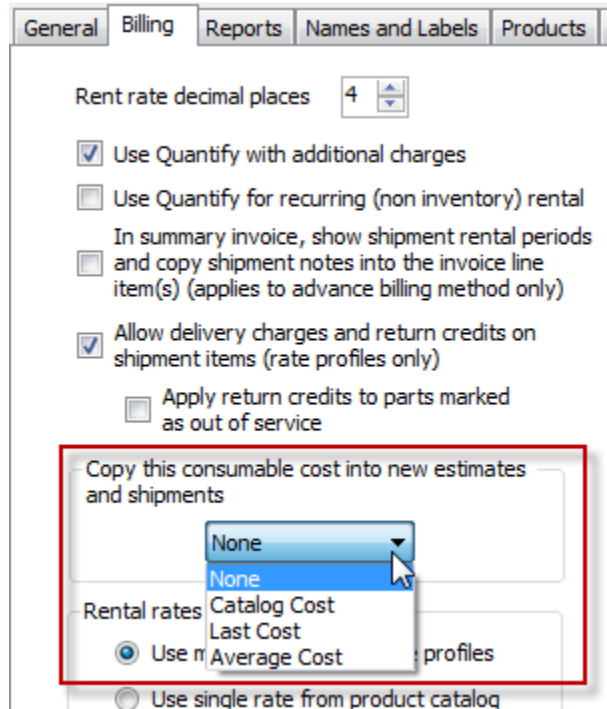
Select the 'Copy this consumable cost into new estimates and shipments' drop down. The choices available are outlined below.

**None:** a default is not enabled.

**Catalog Cost:** pulls the Cost amount for items from the Consumable Catalog.

**Last Cost:** Pulls the Last Cost amount for items from the Consumable Catalog.

**Average Cost:** Pulls the Average Cost for items from the Consumable Catalog.

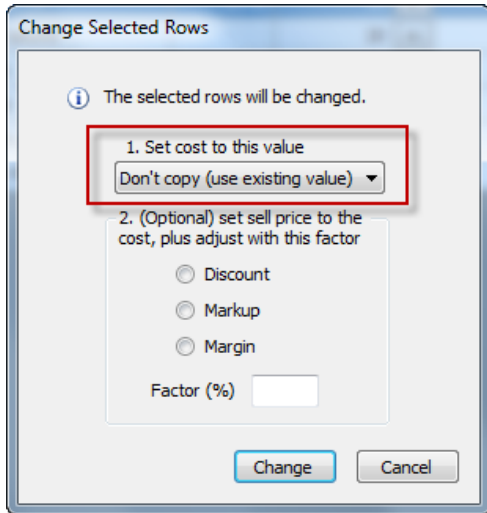
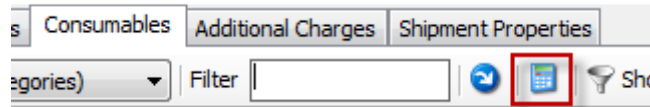


## Applying Discounts and Markups to Consumables

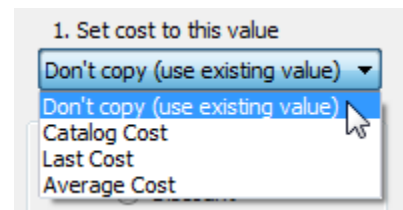
Use of the CALCULATOR button on the consumables tool bar allows Discounts and Markups to be applied to the Sell price of consumable items at the time they are added to Shipments.



Select the appropriate rows on the Consumables tab, then Click the CALCULATOR...button. This will launch the 'Change Selected rows' dialog.



Step 1: Choose the cost to be used as the Cost Basis. Choice made from the drop down will replace any set cost basis default.



Don't copy (use existing value), retains the current default used for the cost basis.

Catalog Cost, Last Cost, and Average Costs pull from the Consumable Catalog.

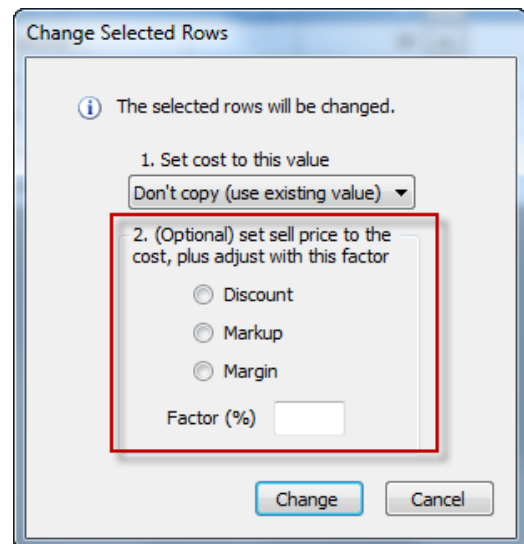
Step 2: Adjust the Sell Price with needed factors with the designated radio button.

**Discount:** applies a discount percentage to the Sell price of the item(s). Reduces the price by the specified percentage rate.

**Markup:** applies a markup percentage to the Sell price of the item(s). Increases the Sell price by the percentage rate.

**Margin:** applies a margin percentage to the Sell price of the item(s). Will increase the Sell price so that the margin equals the specific percentage.

**Factor (%):** Enter appropriate percentage to be used with the factor chosen.



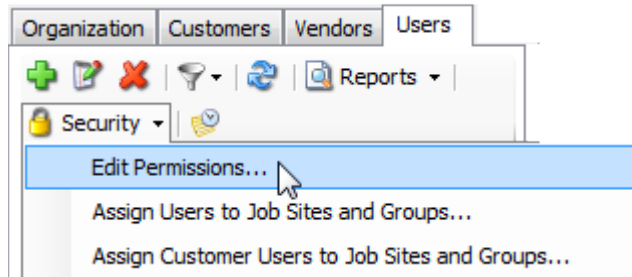
Click the CHANGE button when ready.

# Consumable Security Settings

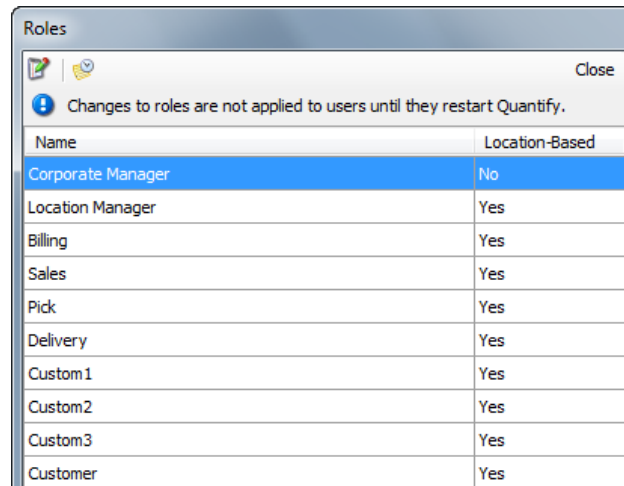
Security permissions are available for the Consumable Catalog and for the Sell and Cost columns on the Consumables tab on the New Direct Ship dialog.

To grant permissions for a role that needs the ability to create and maintain the Consumable Catalog, edit the Security permissions for the role.

From the 'User' tab, select the 'Security' drop down and select Edit Permissions...



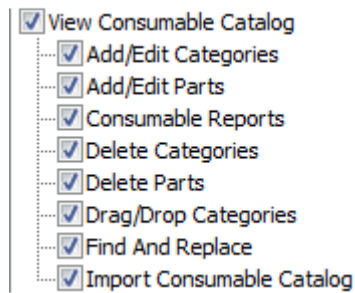
Then edit the roles that need the permissions. Highlight the Role and either select the EDIT button or double click.



Name	Location-Based
Corporate Manager	No
Location Manager	Yes
Billing	Yes
Sales	Yes
Pick	Yes
Delivery	Yes
Custom1	Yes
Custom2	Yes
Custom3	Yes
Customer	Yes

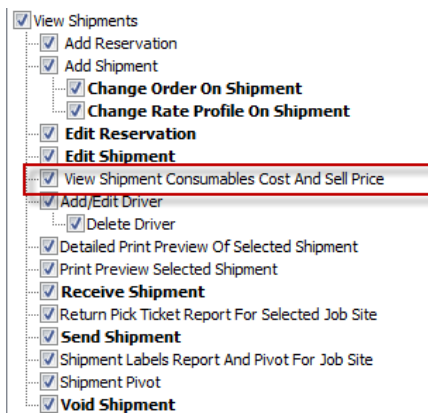
To grant all Consumable Catalog permissions, enable the View Consumable Catalog checkbox. This checkbox enables all permissions in this section.

Or individually select the Consumable Catalog permissions required by the role.



## Shipment Sell and Cost Columns Permissions

The ability to view the Sell and Cost columns on the Shipments Consumables tab is a Security permission assigned to the end-user's role. To grant permissions to a role that needs the ability to view the Sell and Cost columns, edit the Security permissions for the role.



Navigate to the View Shipments section and enable the 'View Shipment Consumables Cost and Sell Price' checkbox.

## Purchase Consumable Items

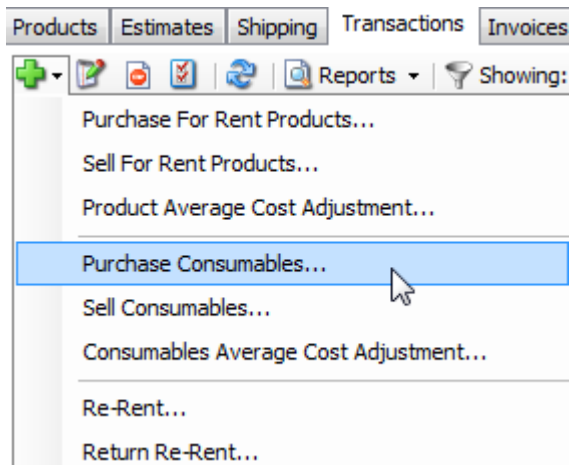
Consumable items may be purchased and added to inventory by creating a Transaction. The functionality of creating a transaction to purchase consumable items is the same as a transaction to purchase Products in Quantify.



To create a purchase of consumable items, start in the Transactions tab. Click the ADD button.

Select Purchase Consumables... from the ADD button drop down.

This will launch the 'Purchase Consumables' dialog.



Select the Branch Office or Laydown Yard as appropriate. Note: only locations with Consumable tracking enabled will be listed in the drop down list.

Select the Vendor used for the purchase. Enter the Date as appropriate; this field is optional. Then navigate to the Consumables tab.

Purchase Consumables

Summary Consumables

Number  
MOV-0000067

Add quantities to  
 Branch Office or Laydown Yard

Kensington Yard

Vendor  
(select)

Vendor reference number

Dates  
Created: 10/19/2011 9:18 AM  
Date: [ ]  
Planned Return: [ ]

On the Consumables tab enter the quantity and cost of consumable items purchased. Quantify will provide a total in the status bar. Click the OK button when ready.

In this example, 10 boxes of Framing Nails were purchased at \$25/ea for a total of \$250.00. These nails were added to the consumables inventory at the Branch Office.

Purchase Consumables

Summary Consumables

Category: (all categories) Filter: [ ] Showing: [ ] Import...

Part Number	Description	Quantity	Cost Ea.	Total	Weight	Avg. Cost	Last Cost
2x4	2x4 Toeboard, 12'				15.60	\$25.00	\$25.00
9WIRE	#9 Wire, per pound					\$25.00	\$25.00
Nails	Framing Nails	10	\$25.00	\$250.00	10.00	\$25.00	\$25.00
NET	10' x 50yards					\$25.00	\$25.00

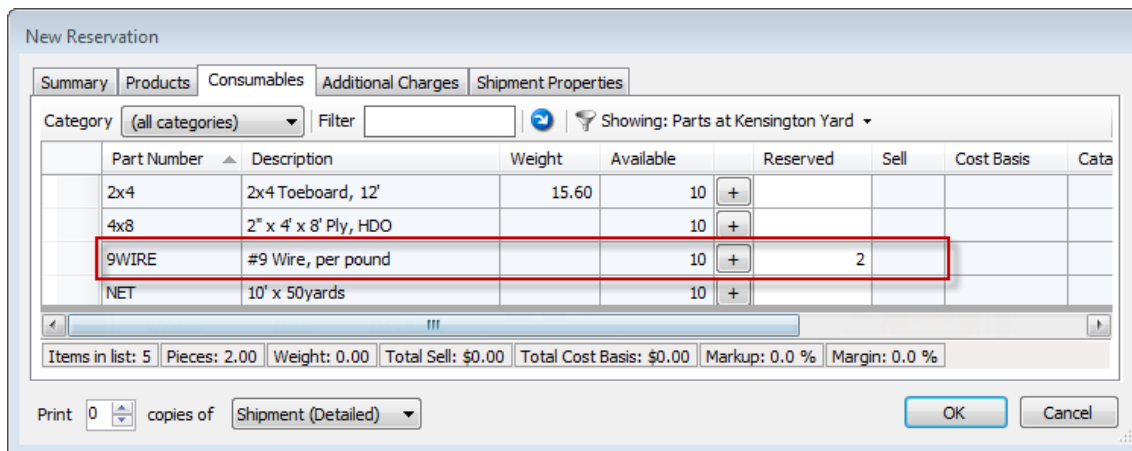
Items in list: 6 Pieces: 10 Weight: 100.00 Total: \$250.00

OK Cancel

## Reservations

Reservations can be created to reserve equipment to be shipped later to specific job sites. Consumable items may be reserved as part of the same reservation as rental equipment.

In the example below, #9 Wire was reserved as part of this reservation for our Job Site to be shipped at a later time.



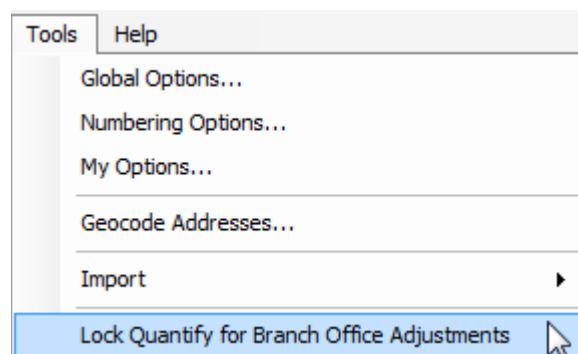
The Consumables tab for the Branch Office shows the Reserved #9 Wire.

Part Number	Description	Available	Reserved
2x4	2x4 Toeboard, 12'	10	
4x8	2" x 4' x 8' Ply, HDO	10	
9WIRE	#9 Wire, per pound	8	2
NET	10' x 50yards	10	
XFLAT10	X Flat Tie for 8" Wall, per box 500	10	

## Adjusting Quantities

Quantity levels of Consumable items may be adjusted through the ADJUST QUANTITIES FOR SELECTED LOCATION button on the Organization tab. Before adjustments can be made to Branch Office counts, the database must be 'locked'. This prevents other end-users from creating shipments or transactions that will affect inventory counts at the same time.

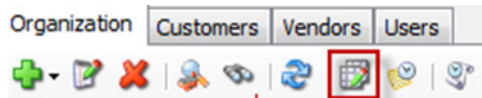
To lock the database, select 'Lock Quantify for Branch Office Adjustments' from the Tools menu. Select Yes at the warning message.



Now that the database is 'locked' adjustments may be made to the consumable inventory counts.



Set focus on the Consumables node, then click the ADJUST QUANTITIES FOR SELECTED LOCATION button. This will launch the Adjust Consumables dialog.



In the example a change has been made to the count of available 2x4 Toeboards. A comment documenting the adjustment is required to be entered in the Comment field. Click the OK button when ready.

Part Number	Description	Available	Weight
2x4	2x4 Toeboard, 12'	25	15.60
4x8	2" x 4' x 8' Ply, HDO	10	
9WIRE	#9 Wire, per pound	8	
NET	10' x 50yards	10	
XFLAT10	X Flat Tie for 8" Wall, per box 500	10	

Items in list: 5

Comment (required)  
Comments regarding adjustments are required and should be entered here. Comments will be viewable on the History Report

OK Cancel

The adjustment has been made to the count of toeboards and is viewable in the Consumable node on the Consumable tab.

When all Adjustments have been made, unlock the database and make it available to other end-users.

To unlock the database, select 'Lock Quantify for Branch Office Adjustments' from the Tools menu. This will remove the checkmark and unlock the database for end-users.

