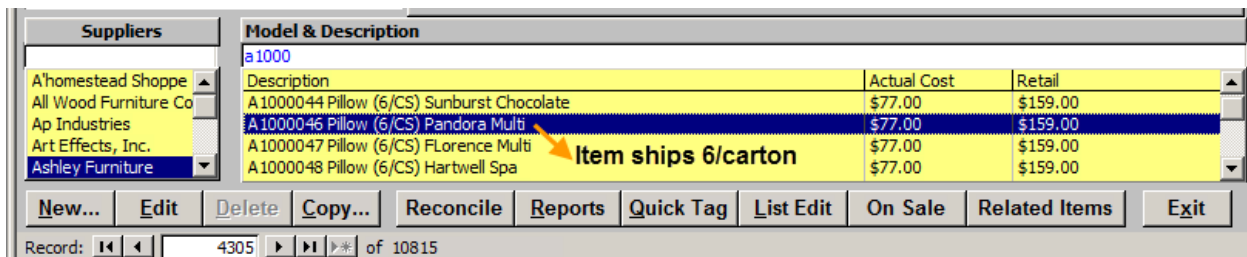


# Carton Inventory

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## Carton Inventory Items

Some items may ship several of the same items to a carton and the inventory item's sku may represent the carton amount and price; items may include pillows, throws, artwork, lamps, etc. However, the business may want to sell each item individually. The follow will describe how to individually sell each item and split the item up so the inventory value is still correct.



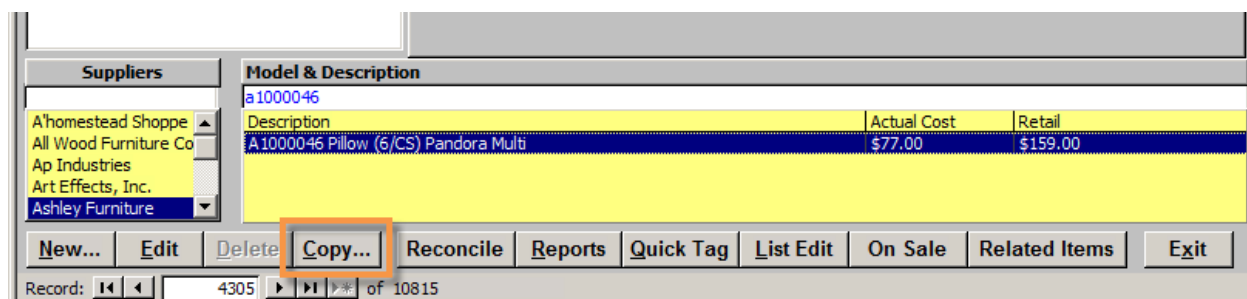
Suppliers	Model & Description	Actual Cost	Retail
A'homestead Shoppe	a1000		
All Wood Furniture Co	Description		
Ap Industries	A 1000044 Pillow (6/CS) Sunburst Chocolate	\$77.00	\$159.00
Art Effects, Inc.	A 1000046 Pillow (6/CS) Pandora Multi	\$77.00	\$159.00
Ashley Furniture	A 1000047 Pillow (6/CS) Florence Multi	\$77.00	\$159.00
	A 1000048 Pillow (6/CS) Hartwell Spa	\$77.00	\$159.00

Record: 4305 of 10815

## Creating a New Inventory Item for the Carton Item

When an item is shipped several per carton, the inventory item for the carton should already be in Furniture Wizard (stating that the item will ship a certain amount per carton). The next step is to create a new inventory item that will denote the price for one of the items within the carton. The new inventory item will also be used on an inventory tags as well as invoices when a person purchases the item individually.

To create a new inventory item, search for the carton inventory item in the Inventory Form. Once the item is found it is best to copy the carton inventory item, first by single clicking on the item then clicking the Copy Button or use the keyboard shortcut ALT +C.



Suppliers	Model & Description	Actual Cost	Retail
A'homestead Shoppe	a1000046		
All Wood Furniture Co	Description		
Ap Industries	A 1000046 Pillow (6/CS) Pandora Multi	\$77.00	\$159.00

Record: 4305 of 10815

After the Copy Button is clicked upon, the Inventory Add New Entry Form appears. Here, the new item can be created. It is best to use the original model number, but add an additional letter and/or number to denote that the item is now for the individual item. (Such as adding the letter “P” to the end of a pillow sku, or adding “THR” to the end of a throw sku).

**Inventory Add New Entry**

Standard Info | Custom Fields | Consignment | Pictures

**Inventory**

Original

<b>Supplier:</b> Ashley Furniture	<b>Cost:</b> \$72.00
<b>Category:</b> Accessory	<b>Freight:</b> 0.00% \$5.00
<b>Model:</b> A1000046	<b>Discount:</b> 0.00% \$0.00
<b>SubCategory:</b> Pillow (6/CS)	<b>Actual Cost:</b> \$77.00
<b>Dimensions:</b>	<b>Retail:</b> \$159.00
<b>Cover/Finish:</b> Multi	
<b>Collection:</b> Pandora	

Assign Image | Delete Image

Post | Clear | List | Edit Qty | Exit

**Inventory Add New Entry**

Standard Info | Custom Fields | Consignment | Pictures

**Inventory**

Updated

<b>Supplier:</b> Ashley Furniture	<b>Cost:</b> \$72.00
<b>Category:</b> Accessory	<b>Freight:</b> 0.00% \$5.00
<b>Model:</b> A1000046P	<b>Discount:</b> 0.00% \$0.00
<b>SubCategory:</b> Pillow (6/CS)	<b>Actual Cost:</b> \$77.00
<b>Dimensions:</b>	<b>Retail:</b> \$159.00
<b>Cover/Finish:</b> Multi	
<b>Collection:</b> Pandora	

Assign Image | Delete Image

Post | Clear | List | Edit Qty | Exit

If the SubCategory Field states the number of items in the carton, the new sku will need to be updated by using the desired SubCategory.

**Inventory Add New Entry**

Standard Info | Custom Fields | Consignment | Pictures

**Inventory**

<b>Supplier:</b> Ashley Furniture	<b>Cost:</b> \$72.00
<b>Category:</b> Accessory	<b>Freight:</b> 0.00% \$5.00
<b>Model:</b> A1000046P	<b>Discount:</b> 0.00% \$0.00
<b>SubCategory:</b> Pillow	<b>Actual Cost:</b> \$77.00
<b>Dimensions:</b>	<b>Retail:</b> \$159.00
<b>Cover/Finish:</b> Multi	
<b>Collection:</b> Pandora	

Assign Image | Delete Image

Post | Clear | List | Edit Qty | Exit

Lastly, before Posting the new inventory item, the cost will need to be updated. To update the cost simply divide the carton cost by the number of items in the carton; this will be the individual item's cost.

**Inventory Add New Entry**

Standard Info | Custom Fields | Consignment | Pictures

**Inventory**

<b>Supplier:</b> Ashley Furniture	<b>Cost:</b> \$12.00
<b>Category:</b> Accessory	<b>Freight:</b> 0.00% \$5.00
<b>Model:</b> A1000046P	<b>Discount:</b> 0.00% \$0.00
<b>SubCategory:</b> Pillow	<b>Actual Cost:</b> \$17.00
<b>Dimensions:</b> 	<b>Retail:</b> 39.00
<b>Cover/Finish:</b> Multi	
<b>Collection:</b> Pandora	

Assign Image | Delete Image

Post | Clear | List | Edit Qty | Exit

Once all fields have properly been filled in the new (individual) inventory item may be posted by clicking upon the Post Button or using the keyboard shortcut ALT + P.

Assign Image | Delete Image

Post | Clear | List | Edit Qty | Exit

## Processing an Individual Item to a Purchase Order

Processing an individual item to a purchase order is no different than any other item. Simply process the item to a purchase order. However, the vendor may require the item to be ordered using the carton inventory item; at the same time the inventory value needs to remain accurate. To do this, on the processed purchase order, the one item that is sold still remains on the purchase order.

**Purchase Order**

PO No. **11776** **Open**

Ship To: **1** **Faller's Warehouse**

Supplier: **Ashley Furniture**  
 One Ashley Way  
 Arcadia, WI 54612  
 USA (877) 896-0019  
 Acct No. 2247400

Line Count: **1**  
 Qty Ordered: **1**  
 Qty Rcvd: **0**  
 Qty Open: **1**

Date: **3/22/2012**  
 Order Type:  
 Ordered By: **See Invoice**  
 Order Received By:  
 Order Method:  
 Shipped Via:  
 Date Expected:  
 Inv Due Date:  
 Ack. No:  
 Show Disc  Hide Price on PO

Qty	Rcvd	Description	Status	Invoice	Price	Amount
1	0	A1000046P Pillow Multi		18889 - Martell	\$12.00	\$12.00
1	0				\$0.00	\$0.00

**Individual item that was sold and processed**

Freight Note:   
 FOB:   
 Date Rcvd:   
 Terms:   
 Invoice No:

**Receive PO Items**  
**Bar Code Report**  
**Upload PO to Ashley**  
**Quick Tags**

Cubes:   
 Cushions:   
 Weight:   
 Subtotal: **\$12.00**  
 Freight: **\$0.00**  
**Total: \$12.00**

**New PO** **Print** **Auto Fill Stock** **Auto Fill Sold** **New Item** **Post** **Void** **Exit**

Record: 1 of 1 (Filtered)

On the SAME Purchase Order, an additional amount of the individual inventory item will need to be added to equal the carton amount (lets say pillows come in a carton of six and only one was sold, an additional five pillows will need to be added to the purchase order).

**Purchase Order**

PO No. **11776** Open

Ship To: **1** Faller's Warehouse

Supplier: **Ashley Furniture**  
 One Ashley Way  
 Arcadia, WI 54612  
 USA (877) 896-0019  
 Acct No. 2247400

Line Count: 2  
 Qty Ordered: 6  
 Qty Rcvd: 0  
 Qty Open: 6

Date: 3/22/2012  
 Order Type:  
 Ordered By: See Invoice  
 Order Received By:  
 Order Method:  
 Shipped Via:  
 Date Expected:  
 Inv Due Date:  
 Ack. No:  
 Show Disc  Hide Price on PO

Qty	Rcvd	Description	Status	Invoice	Price	Amount
1		A1000046P Pillow Multi		18889 - Martell	\$12.00	\$12.00
5	0	A1000046P Pillow Multi			\$12.00	\$60.00
1	0				\$0.00	\$0.00

Total of six pillows have been added to this Purchase Order. One pillow is still sold

The Purchase Order that was processed from the Invoice needs to be zeroed out by adding the carton inventory item. To do this the quantity of the carton inventory item on the Purchase Order needs to be -1.

**Purchase Order**

PO No. **11776** Open

Ship To: **1** Faller's Warehouse

Supplier: **Ashley Furniture**  
 One Ashley Way  
 Arcadia, WI 54612  
 USA (877) 896-0019  
 Acct No. 2247400

Line Count: 3  
 Qty Ordered: 5  
 Qty Rcvd: 0  
 Qty Open: 5

Date: 3/22/2012  
 Order Type:  
 Ordered By: See Invoice  
 Order Received By:  
 Order Method:  
 Shipped Via:  
 Date Expected:  
 Inv Due Date:  
 Ack. No:  
 Show Disc  Hide Price on PO

Qty	Rcvd	Description	Status	Invoice	Price	Amount
1		A1000046P Pillow Multi		18889 - Martell	\$12.00	\$12.00
5	0	A1000046P Pillow Multi			\$12.00	\$60.00
-1	0	A1000046 Pillow (6/CS) Pandora Multi			\$72.00	(\$72.00)
1	0				\$0.00	\$0.00

Freight Note:   
 FOB:   
 Date Rcvd:   
 Terms:   
 Invoice No:

**Receive PO Items**  
**Bar Code Report**  
**Upload PO to Ashley**  
**Quick Tags**

Cubes: -2.20  
 Cushions:  
 Weight:  
 Subtotal: \$0.00  
 Freight: \$0.00  
**Total: \$0.00**

**New PO** **Print** **Auto Fill Stock** **Auto Fill Sold** **New Item** **Post** **Void** **Exit**

Record: 1 of 1 (Filtered)

Note this Purchase Order should NOT be received until the actual merchandise has arrived. Now, a new Purchase Order must be created with the carton inventory item to be submitted to the vendor.

## Creating a Purchase Order with the Carton Inventory Item

To ensure accuracy of inventory value the Purchase Order that is sent to the vendor must have the carton inventory item placed on it. Again, the Purchase Order should NOT be received until the merchandise has arrived.

**Purchase Order**

**Open**

Ship To: **1** Faller's Warehouse

Supplier: **Ashley Furniture**  
 One Ashley Way  
 Arcadia, WI 54612  
 USA (877) 896-0019  
 Acct No. 2247400

Line Count: 0  
 Qty Ordered: 0  
 Qty Rcvd: 0  
 Qty Open: 0

Date: 3/22/2012  
 Order Type: Stock  
 Ordered By:  
 Order Received By:  
 Order Method:  
 Shipped Via:  
 Date Expected:  
 Inv Due Date:  
 Ack. No:  
 Show Disc  Hide Price on PO

Qty	Rcvd	Description	Status	Invoice	Price	Amount
1	0	A1000046 Pillow (6/CS) Pandora Multi			\$72.00	\$72.00
1	0				\$0.00	\$0.00

**Carton Inventory Item**

Freight Note:  
 FOB:  
 Date Rcvd:  
 Terms: COD  
 Invoice No:

**Receive PO Items**

Cubes: 2.20  
 Cushions:  
 Weight: 9 LBS  
 Subtotal: \$72.00  
 Freight: \$0.00  
**Total: \$72.00**

**New PO** **Print** **Auto Fill Stock** **Auto Fill Sold** **New Item** **Post** **Void** **Exit**

Record: 1 of 1

## Receiving Both the Processed PO and the Created PO

When the carton inventory item arrives, both purchase orders need to be received. When the zeroed out Purchase Order is received as well as the carton inventory item Purchase Order, the two cartons cancel each other out, and the inventory will state that there are five pillows in stock and one on hold. Inventory labels can be printed from the PO's to help the warehouse account for the sold pillow. BE SURE THAT BOTH PURCHASE ORDERS ARE CREATED TO SHIP TO THE SAME BRANCH.