



Microsoft Dynamics® GP
Inventory Kardex

Copyright

Copyright © 2010 Microsoft. All rights reserved.

Limitation of liability

This document is provided "as-is." Information and views expressed in this document, including URL and other Internet Web site references, may change without notice. You bear the risk of using it.

Some examples depicted herein are provided for illustration only and are fictitious. No real association or connection is intended or should be inferred.

Intellectual property

This document does not provide you with any legal rights to any intellectual property in any Microsoft product.

You may copy and use this document for your internal, reference purposes.

Trademarks

Microsoft and Microsoft Dynamics are trademarks of the Microsoft group of companies. FairCom and c-tree Plus are trademarks of FairCom Corporation and are registered in the United States and other countries.

All other trademarks are property of their respective owners.

Warranty disclaimer

Microsoft Corporation disclaims any warranty regarding the sample code contained in this documentation, including the warranties of merchantability and fitness for a particular purpose.

License agreement

Use of this product is covered by a license agreement provided with the software product. If you have any questions, please call the Microsoft Dynamics GP Customer Assistance Department at 800-456-0025 (in the U.S. or Canada) or +1-701-281-6500.

Publication date

May 2010

Contents

Introduction	1
What's in this manual.....	1
Symbols and conventions	2
Resources available from the Help menu.....	2
Send us your documentation comments	4
Chapter 1: Inventory Kardex setup	5
Running the reconciliation process	5
Building Kardex	5
Chapter 2: Inquiries and reports	7
Viewing inventory transaction information.....	7
Creating a report option.....	8
Printing Kardex reports	9
Index	11

Introduction

Inventory Kardex is a tool that allows you to print reports that summarize information about your company's inventory transactions. You can track the movements of the inventories and the costs of the goods in the warehouses. These costs are calculated using the Ongoing Average, Ongoing LIFO and Ongoing FIFO methods using the Unit of Measurement that is defined for the item.

Check for current instructions

This information was current as of May 2010. The documentation may be updated as new information becomes available. Check the Microsoft Dynamics® GP online Web site (<http://go.microsoft.com/fwlink/?LinkID=161199>) for the most current documentation.

The introduction is divided into the following sections:

- [What's in this manual](#)
- [Symbols and conventions](#)
- [Resources available from the Help menu](#)
- [Send us your documentation comments](#)

What's in this manual

This manual is designed to give you an in-depth understanding of how to use the features of Inventory Kardex, and how it integrates with the Microsoft Dynamics GP system.

To make best use of Inventory Kardex, you should be familiar with systemwide features described in the System User's Guide, the System Setup Guide, and the System Administrator's Guide.

Some features described in the documentation are optional and can be purchased through your Microsoft Dynamics GP partner.

To view information about the release of Microsoft Dynamics GP that you're using and which modules or features you are registered to use, choose Help >> About Microsoft Dynamics GP.

This manual is divided into the following chapters:

- [Chapter 1, "Inventory Kardex setup,"](#) describes how to install Inventory Kardex for your company. You can also rebuild Kardex to transfer the transaction details from the Inventory module in Microsoft Dynamics GP to the Kardex module.
- [Chapter 2, "Inquiries and reports,"](#) explains how to view the transactions in Inventory Kardex and generate the reports.

Symbols and conventions

For definitions of unfamiliar terms, see the glossary in the manual or refer to the glossary in Help.

Symbol	Description
	The light bulb symbol indicates helpful tips, shortcuts and suggestions.
	The warning symbol indicates situations you should be especially aware of when completing tasks.

This manual uses the following conventions to refer to sections, navigation and other information.

Convention	Description
<i>Creating a batch</i>	Italicized type indicates the name of a section or procedure.
File >> Print or File > Print	The (>>) or (>) symbol indicates a sequence of actions, such as selecting items from a menu or toolbar, or pressing buttons in a window. This example directs you to go to the File menu and choose Print.
TAB or ENTER	All capital letters indicate a key or a key sequence.

Resources available from the Help menu

The Microsoft Dynamics GP Help menu gives you access to user assistance resources on your computer, as well as on the Web.

Contents

Opens the Help file for the active Microsoft Dynamics GP component, and displays the main “contents” topic. To browse a more detailed table of contents, click the Contents tab above the Help navigation pane. Items in the contents topic and tab are arranged by module. If the contents for the active component includes an “Additional Help files” topic, click the links to view separate Help files that describe additional components.

To find information in Help by using the index or full-text search, click the appropriate tab above the navigation pane, and type the keyword to find.

To save the link to a topic in the Help, select a topic and then select the Favorites tab. Click Add.

Index

Opens the Help file for the active Microsoft Dynamics GP component, with the Index tab active. To find information about a window that’s not currently displayed, type the name of the window, and click Display.

About this window

Displays overview information about the current window. To view related topics and descriptions of the fields, buttons, and menus for the window, choose the appropriate link in the topic. You also can press F1 to display Help about the current window.

Lookup

Opens a lookup window, if a window that you are viewing has a lookup window. For example, if the Checkbook Maintenance window is open, you can choose this item to open the Checkbooks lookup window.

Show Required Fields

Highlights fields that are required to have entries. Required fields must contain information before you can save the record and close the window. You can change the font color and style used to highlight required fields. On the Microsoft Dynamics GP menu, choose User Preferences, and then choose Display.

Printable Manuals

Displays a list of manuals in Adobe Acrobat .pdf format, which you can print or view.

What's New

Provides information about enhancements that were added to Microsoft Dynamics GP since the last major release.

Microsoft Dynamics GP Online

Opens a Web page that provides links to a variety of Web-based user assistance resources. Access to some items requires registration for a paid support plan.

Current implementation and upgrade information The most recent revisions of upgrade and implementation documentation, plus documentation for service packs and payroll tax updates.

User documentation and resources The most recent user guides, how-to articles, and white papers for users.

Developer documentation and resources The most recent documentation and updated information for developers.

Product support information Information about the Microsoft Dynamics GP product support plans and options that are available, along with information about peer support and self-support resources.

Services information Information about Microsoft Dynamics GP support, training, and consulting services.

Microsoft Dynamics GP Community Access to newsgroups, where you can ask questions or share your expertise with other Microsoft Dynamics GP users.

CustomerSource home page A wide range of resources available to customers who are registered for a paid support plan. Includes access to Knowledge Base articles, software downloads, self-support, and much more.

Customer Feedback Options

Provides information about how you can join the Customer Experience Improvement Program to improve the quality, reliability, and performance of Microsoft® software and services.

Send us your documentation comments

We welcome comments regarding the usefulness of the Microsoft Dynamics GP documentation. If you have specific suggestions or find any errors in this manual, send your comments by e-mail to the following address: bizdoc@microsoft.com.

To send comments about specific topics from within Help, click the Documentation Feedback link, which is located at the bottom of each Help topic.

Note: By offering any suggestions to Microsoft, you give Microsoft full permission to use them freely.

Chapter 1: Inventory Kardex setup

Use this information to update the Kardex with the details of inventory transactions posted in Microsoft Dynamics GP. You must perform this process when you first install Kardex for a company.

This information is divided into the following sections:

- [Running the reconciliation process](#)
- [Building Kardex](#)

Running the reconciliation process

You must run the reconciliation process for your sales, purchasing, and inventory balances to ensure that the quantities reported match the actual quantities on hand. You must run the reconciliation process before you rebuild Kardex as explained in [Building Kardex](#) on page 5. We recommend that you run the reconciliation in the order given below:

- Reconcile - Remove Sales Documents window (Microsoft Dynamics GP menu >> Tools >> Utilities >> Sales >> Reconcile - Remove Sales Documents)
- Reconcile Inventory Quantities window (Microsoft Dynamics GP menu >>Tools >> Utilities >> Inventory >> Reconcile)
- Reconcile Purchasing Documents window (Microsoft Dynamics GP menu >> Tools >> Utilities >> Purchasing >> Reconcile Purchasing Documents)

Refer to the Sales Order Processing, Inventory Control and Purchase Order Processing documentation for more information.

Building Kardex

You must run the Rebuild process in the Kardex Reconstruction window when you first install Kardex for a company. This process updates the Kardex module with the inventory transactions that you have previously posted in Microsoft Dynamics GP. Use the information given in [Running the reconciliation process](#) on page 5 to reconcile your books before performing the rebuilding process.



Be sure to back up your database before running the Kardex Reconstruction process.

To build Kardex:

1. Open the Kardex Reconstruction window.
(Microsoft Dynamics GP menu >> Tools >> Utilities >> Inventory >> Kardex >> Choose Rebuild)



2. In the Item group, select to include all the items set up in the Inventory module or select a range in the From and To fields respectively.
3. Choose Rebuild to reconstruct the Kardex details.
4. Choose End to complete the reconstruction process. A report will print detailing any adjustments in quantities.

3. In the Date group, select All to view details for all the transactions or enter a date range for which to view transaction details.
4. In the Site ID group, select All to view the transaction details for all sites or select a site.
5. Choose Redisplay to refresh the information in the window. The scrolling window displays the transaction details for the selected item based on the date range and site selected. You can select a line in the scrolling window and click the Document link to view the transaction details for the selected item.

The Total Entries field displays the total quantity and value of the selected items that were purchased or transferred to a site. The Total Outflows field displays the total quantity and value of the selected items that were sold or transferred from a site. The Total Inventory Balance field displays the quantity in stock and value of the selected items

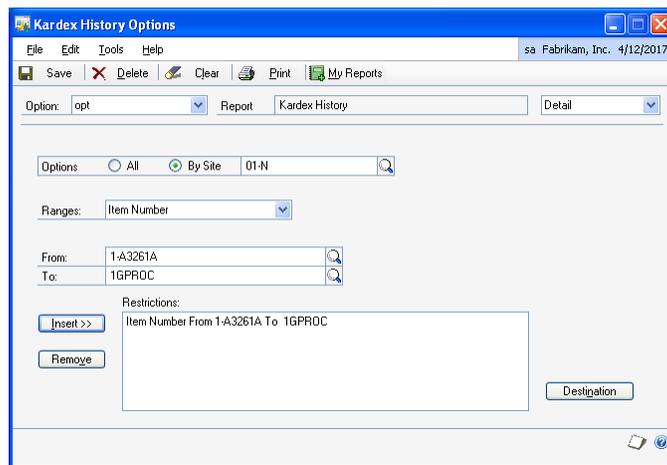
6. Choose Inventory Quantities to open the Item Quantities Maintenance window where you can view and update information about the quantities of a specific item at a specific site. Refer to the Inventory Control documentation for more information about this window.
7. Choose OK to close the window after viewing the information.

Creating a report option

In order to print Kardex reports, you must first create a report option. You can include specifications for sorting options and range restrictions for a particular report. Each report can have several different options so that you can easily print the information you need.

To create a report option:

1. Open the Kardex History Options window.
(Reports >> Inventory >> Kardex >> New or Modify button)



2. In the Option field, enter the name of the report option that you are creating or select an existing one to modify. The Report field displays the name of the report for which you're creating or modifying a report option.

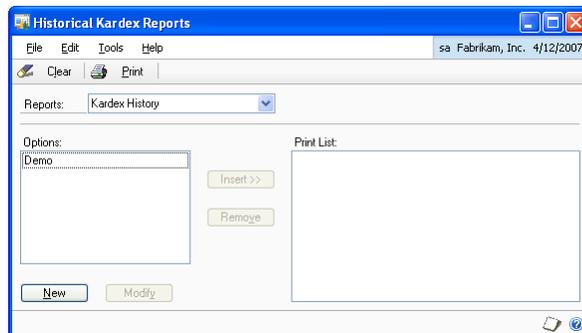
3. Select whether the report option you are creating is for a detailed or a summary report.
4. In the Options group, select to print the report for all the sites or select a site.
5. In the Ranges field, select the criterion to filter the documents to print the report. The options are Item Number, Description, Class, Date, Type and Color.
6. Enter the range for the selected criterion in the From and To fields respectively.
7. Choose Insert to insert the range and then enter any additional ranges if necessary.
8. Highlight a range and choose Remove to remove a range from the Restrictions field.
9. Choose Destination to select a printing destination for the report option. You can print reports to the screen, to the printer or to a file, and you can indicate that you want to be asked to select a destination each time the report option is printed.
10. Choose Save to save the report option you have created or modified.
11. Choose Delete to delete the report option that is displayed.
12. Choose Clear to clear the window.
13. Choose Print to print the Kardex History for the report option displayed in the window.

Printing Kardex reports

Use the Historical Kardex Reports window to print the detail or summary inventory Kardex reports for your company.

To print Kardex reports:

1. Open the Historical Kardex Reports window.
(Reports >> Inventory >> Kardex)



2. Select Kardex History in the Reports field.

The Options group displays the report options you have created for the selected report type.

3. Select a report option and choose Insert to insert it in the Print List group. You can select multiple report options to print.
4. To remove a report option, highlight the report option in the Print List group and choose Remove.
5. Choose Clear to clear the report options displayed in the Print List.
6. Choose Print to print the report options in the Print List.

Index

C

changes since last release, information about 3
current upgrade information, accessing on the Web 3

D

documentation, symbols and conventions 2

H

help, displaying 2
Help menu, described 2
Historical Kardex Reports window, displaying 9

I

icons, used in manual 2
inflation adjustment, introduction 1
inventory transaction information, viewing 7

K

Kardex, rebuilding 5
Kardex History Options window, displaying 8
Kardex Query window, displaying 7
Kardex Reconstruction window, displaying 5
kardex reports, printing 9

L

lookup window, displaying 3

N

new features, information about 3

R

report option, creating 8
required fields, described 3
resources, documentation 2

S

symbols, used in manual 2

U

upgrade information, accessing on the Web 3

W

what's new, accessing 3

