Dragoncat Inventory Management System
(Free Edition V1.2)

Handbook for Dummies

Web Sites: http://dcinventory.ucoz.com   (English)

http://dcinventory.svfree.net (Chinese)

Content

Preparation

Before using a inventory management system, you should some preparation works, such as:

1. **Do you have one or more warehouses, you must define its code(s) and the partition Numbers, and procedures for goods in/out (Must do);**
2. The location for the database computer, you should backup the data to another one, and where to put the backup file, product information files/pictures (on a local hard disk or a web site);
3. The rules for numbering the suppliers/customers (such as the prefix for suppliers is "SUP", special customer code should begin with "ZZZ", etc.);
4. If you want to set up Dragoncat Business Intelligent Service (BI Service), you need to prepare email accounts (for sending and receiving). The email account for receiving must be assigned to the administrator of Dragoncat System;
5. Categories for the products (Inventory Alert will run on the categories);
6. If your company has branches, you can set up the branches at Settings → Company Setting，input the codes and information; all companies shares Product No, Warehouse, Valid Values and Users;
7. For multi-currency, who should be responsible to input exchange rate tables?

At the latest version (v1.2), the most of input-fields have prompts, such as tips shows when mouse hovering, right-click to pop-up windows to choose a value, or just input a word, i.e., when you input a invalid value 'ABC" in Product No field, the system will ask if you want to create it, if you are authorized to do it, you will be led to input a new Product No "ABC". There is similar help for customer/supplier No, Exchange Rate, Warehouse Code, Partition Settings, etc.

All Reason Codes, etc. can be added/updated/deleted at Settings → Valid Value Settings; Activate/Deactivate Auto-Numbering and Auto-Numbering Prefix can be updated at Settings → System Options.

Before doing the testing, you'd better to backup the database first (please refer Chapter 13 Backup & Restore). It makes you can go back the initial status when need.

Chapter 1 Basic Settings

If you are using the Registered Edition, you can import supplier/Customer, product information and warehouse partition settings from MS Excel Files (Please refer to the three Excel Files in installation folder config, there are sample data and detail description in them).

Assume you have installed the Dragoncat Inventory Manage System, the company code is A01, name is Dragoncat System Limited.

From a scratch, How to identify a product, a customer, etc.? We just need to assign an ID for it. Just lick ID No. for a person. Two persons cannot hold a same ID No. in a country.

First of all, suppose you have a warehouse, we assign a code "WH01" to it. Log into Dragoncat, go to Settings → Warehouse Setting → input data and click "Save":

Next, define the internal partition for the warehouse WH01: Go to Inventory Module → Warehouse Partition Setting:

Now, Let's assign a number for the supplier of the products. Go to Settings → Supplier Master File, input data and click <Save> (To add a "Purchaser" , go to Settings → User List, add a user with Staff Type "PC"):
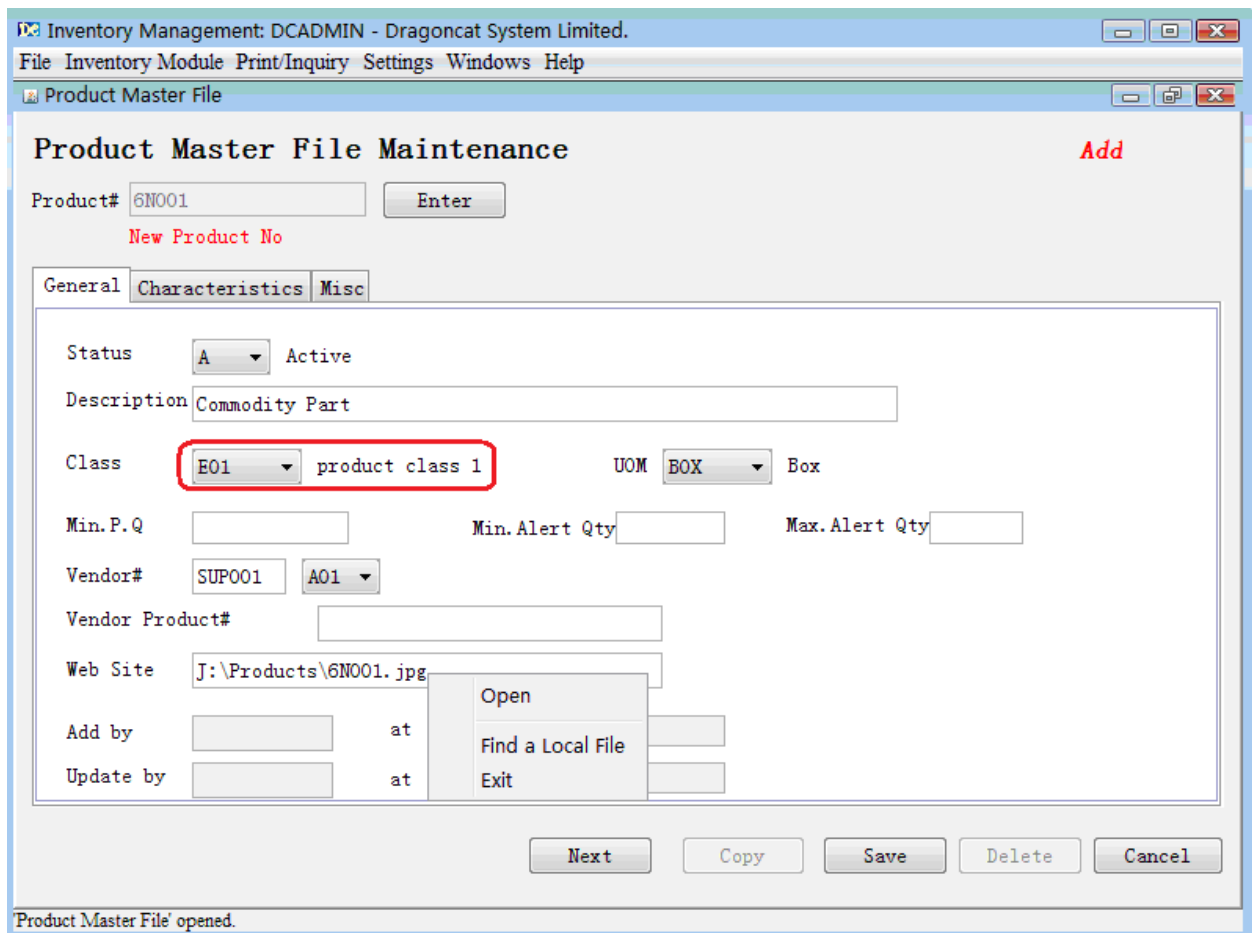
Then， we need to input all products of supplier SUP001. If the supplier has already coding the products, using them; otherwise, you need to assign the Product No by yourself. Attention, the character back-slash "\" is not allowed for the coding.

Go to Settings → Product Master File:
(We input several Product Nos here: "6N001", "6N002", "6N003")

Where

- Class E01 was added at installing. You can add/update/delete a class by Settings → Valid Values Settings → Product Class;
- Right-click field Web Site, you can choose "Open" to open the file/URL with default application;
- "Min/Max Alert Qty" is used to create alert report (Excel File) when the stock quantity lower/Higher than min/max quantity. Please refer to Chapter 12 Inventory Inquiry Functions and Reports, 8. Inventory Level Alert) about creating report. If you want to create auto-alert report, please refer to Chapter 14 Auto Alert/Backup or go to web site http://dcinventory.ucoz.com/load to download "**Business Intelligence Alert User Manual**".

We know, if we want to send goods, we need to know who will get it. It is the customer ID to be created. Especially, some special customers, such as we need to give a customer ID to a supplier (Assign "ZZZ001" for goods return); Here we input two customer IDs: A12001and

A12002. Go to Settings → Customer Master File:

> **Remark:** If you want to assign a salesperson for the customer, you can use Setting →
> User List to create a user with Staff Type "SC".

If you are using a registered edition, you can import the **customer/supplier, product,**

warehouse partition definition and **initial inventory balance data** from MS Excel

Files into the system. Please go to http://dcinventory.ucoz.com/load download "How to migrate
to Dragoncat Inventory System" or send an email to dc.erpsystem@gmail.com for details.

Chapter 2 Storage Order Entry

First of All,   The structure of all kinds of orders in Dragoncat System:

Order Header
       Line#1 Product No.1
             Item 1   Quantity 1
             Item 2   Quantity 2
…….

For Example, we receive goods: 6N001 1000 Boxes, in which:
    500 Boxes for customer A12001, and reserved (cannot give to others);
    350 Boxes for customer A12002, but not reserve;
   150 Boxes for buffer stock.

Go to   Inventory Module → Storage Order Entry:

Where:
- In Formatter Settings, the formatter for Lot No (max. 10 Characters) and Package ID (max. 15 characters) can be set at Settings → Supplier Master File → click "Misc", its purpose is reducing input-errors. The tips will be shown when mouse hovers "Formatter Settings.

- For the column of "Sales", it is a user with Staff Type "SC", you can add/update by Settings → User List.
- Input Lot No makes you can create Delivery Order by specified Lot Nos.

Click <Receive>, the window below will be shown:
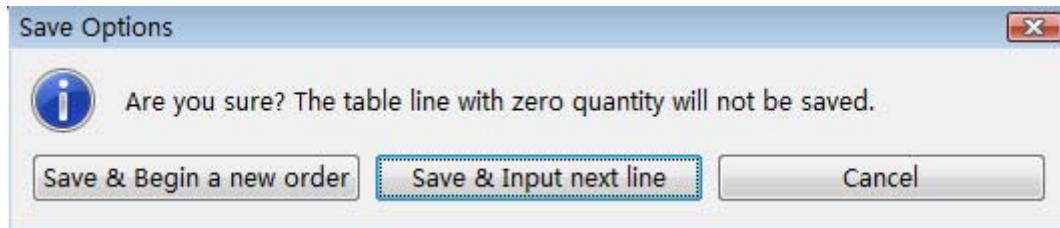
If click "Save & Input next line", you can input next product to receive; if click "Save & Begin a new order", you can close this order, the system will ask you if you want to print the order now. Or you can go to Print/Inquiry → Storage Order Inquiry & Print to print:

Let's check the inventory just received: go to Print/Inquiry → Stock Balance Inquiry by Product, we can see 500 boxes (Allocated) has been reserved to customer A12001, 350 boxes were just remarked for A12002's order, but it is free for others.

Attention, the column "Problem Qty" cannot be delivered as a normal goods. You can deliver it by "Delivery Problem Goods" (using Inventory Module → Delivery Order Entry(Product)). Please refer to Chapter 8 Goods Return.

For the following operation, we receive product 6N001 again, Lot No is 2012-037-B，Unit Price HKD120, 800 Boxes; and 6N002, Unit Price HKD650, 1000 KG. The product 6N001 balance now is:

Chapter 3   Delivery Order Entry

The common delivery is sending goods to a customer normally. For an abnormal delivery is for goods return to the supplier, the quantity will be deducted from "Problem Quantity", we will talk about it in Chapter 8.

We created a customer ID A12001 in Chapter 1. We have two ways to create a Delivery Order: one by order number, one by product.

First, let's see how to input by an order. Go to Inventory Module → Delivery Order Entry(By Order No.): Input Customer#, etc., click <Next>, double click column Product No, then right click, the prompt window will come out for your selection:

Choose product No. 6N001 we just received some:

Remark:
- Click <Suspend Order> to save the current uncompleted order to a "Suspend Order" based on the Delivery Order# (for Auto Numbering: based Customer#+suspend#). You can load it next time to complete the order by button <Load Suspend> (the loading prompt window will be based on the field "sales" if there is a sales code input);
- One-Year-Old Suspend Orders or above will be removed in the Month-End process (Refer to Chapter 10 Day-End, Month-End & Year-End Procedure).

The bottom of screen shows the product balance detail. If we choose "Auto Pick-Up", the system will use First-in-First-out to deduct the inventory quantity; otherwise, you must specify the Lot No to deduct:

But if the "Lot No" was not given at receiving goods, you must use "Auto Pick-up" to pick up the goods.

For the customer who has reserved some quantity, the system will deduct those quantity first, then the free quantity.

For this case above, the maximum quantity for customer A12001 is 1800 boxes (column "Available Qty"). For other customers (A12002, for example), they can only get 1300 boxes,

since the 500 boxes has been reserved for A12001:

Here, Let's deliver the goods to customer A12001, 6N001 300 boxes, 6N002 10.5 kg:

Print the Delivery Order:

```
                 Dragoncat System Limited
                 Delivery Order

                                          Order No.   : SI010001
 Richness Electronics Mfg Ltd.            Order Date : Mar 20, 2012
 A12001-A01                               Warehouse# : WH01
 25 Rad Road,                             Print Date : Mar 26, 2012
 Shenzhen, Guang Dong, China             Print times: 1


                                                        Page :1
Ln# ProductNo        Cur  Reason      Unit Price                Amount
   Seq#     Quantity UOM Cust# SC# Lot No.   PackageID   WH Location
---------------------------------------------------------------------------
001 6N001            HKD  001        130.000000             39,000.00
  For customer project xxx.
   001        300.000BOX A12001    2012-035-A           A1-01

002 6N002            HKD  001        700.000000              7,350.00
  For customer project xxx.
   001         10.500KG  A12001                         BB-Z1


                                   ** Total :         46,350.00
```

Let's see the balance of 6N001 again:

We can see the Allocate-Qty for customer A12001 is updated to 200 boxes.

Next, Let's use option Inventory Module → Delivery Order Entry(Product) to create a Delivery Order: Deliver two products to customer A12001, 6N001, 250 boxes, 6N002, 19.5 kg as following:

Click "Save & Input next line":

Select an Option

❓ The record with 1 Seq#(s) and total quantity 19.5 is saved with Order# SI010002, line#2 for product 6N002.
-- Save & Begin a new order. Print Delivery Order# SI010002 now?

[Yes(Y)] [No(N)]

Print the Delivery Order:

Dragoncat System Limited.
Delivery Order

Richness Electronics Mfg Ltd.
A12001-A01
25 Rad Road,
Shenzhen, Guang Dong, China

Order No. : SI010002
Order Date : Mar 20, 2012
Warehouse# : WH01
Print Date : Mar 26, 2012
Print times: 1

Page :1

Ln# ProductNo	Cur	Reason	Unit Price		Amount
Seq#	Quantity UOM Cust#	SC# Lot No.	PackageID	WH Location	
001 6N001	HKD	001	130.000000		32,500.00
For customer product xxxxx.					
001	200.000 BOX A12001	2012-035-A		A1-01	
002	50.000 BOX A12001	2012-035-A		A1-01	
002 6N002	HKD	001	720.000000		14,040.00
For customer project 2012-2124A.					
001	19.500 KG A12001			BB-Z1	

** Total :   46,540.00

Now the balance of 6N001:

Inventory Management: DCADMIN - Dragoncat System Limited.

File Inventory Module Print/Inquiry Settings Windows Help

Stock Balance Inquiry by Product

Stock Balance Inquiry

Product No	6N001	BOX	Status	A	Active			
Total Qty	1,250	Free Sample Included	0		Problem Qty	0		
Free Qty	1,250	Allocate Qty	0		YTD Qty Sold	550		
Avg Unit Cost	108.888889 HKD	Last Sell Date	Mar 20, 2012	Last Sell Qty	250			

WH#	WH.Row	WH.Col	Free Qty	Allocate Qty	Problem Qty	Buy for	Allocated	Buy by	Allocated	Free Sample
WH01	A1	01	300	0	0	A12002	☐		☐	☐
WH01	A1	01	150	0	0		☐		☐	☐
WH01	A1	01	800	0	0		☐		☐	☐

Order No.	PI010001	Stg. order	Line#	1	S#	2	WHJnl#	10,001
In Qty	350	In Date	Mar 19, 2012	Qty Sold	50	Adjust Qty	0	
Line Cost	100 HKD		100 HKD	Line Last Sell	Mar 20, 2012			
Vendor	SUP001	A01			Lot No.	2012-035-A		

Sunshine Electronics Supply Ltd.

[Inquiry]

'Stock Balance Inquiry by Product' already opened.

Handbook for DCInv System V1.2 for Dummies

Chapter 4 The Quantity Adjustment

&

Receiving/Delivery For Free Samples

The quantity adjustment:

For needs of inventory management (such as input errors, write-offs, stock take, etc.), we must adjust the quantity in the warehouse.

Assume we want to reduce the quantity of product 6N002 by 120 kg. Go to Inventory Module → Quantity Adjustment as following (Attention: reason code should be input):

Print the Adjustment Order:

- 15 -

Dragoncat System Limited.
Quantity Adjustment Order

Order No.   : AJ010001
Order Date : Mar 26, 2012

Print Date : Mar 26, 2012
Print times: 1

Page :1

Ln# ProductNo		Cur	Avg Unit Cost	Warehouse	Reason		Amount
Seq#	Quantity UOM Cust#		Lot No.	PackageID		WH Location	Free Sample
001 6N002		HKD	650.000000	WH01	001		-78,000.00
Input error on PI010002.							
001	-120.000 KG					BB-Z1	No
					** Total :		-78,000.00

Receiving For Free Samples:

Quantity Adjustment will not the cost of the product in the warehouse at that time. But afterwards, when you do the cost revaluation, the amount to be added/reduced will be averaged to the all quantity of the product.

If you want the quantity adjusted will not be affected the cost revaluation in future, such as the free samples provided by suppliers, or the return goods from customers, etc., you can use the way as following:

Assume the supplier provided 5 kg 6N002: Click<Add>, then click "Not Free Sample", the "Free Sample" shows, input the partition of the warehouse, as the following figure:

Remark: the quantity added cannot be allocated here.

Print the order:

Dragoncat System Limited.
Quantity Adjustment Order

Order No. : AJ010002
Order Date : 2012-3-26

Print Date : 2012-3-28
Print times: 1

Page :1

| Ln# ProductNo | Cur | Avg Unit Cost Warehouse | Reason | Amount |
| Seq# | Quantity UOM Cust# | Lot No. PackageID | WH Location | Free Sample |

```
001 6N002              HKD        650.000000 WH01   003                    0.00
    The Free Sample from Supplier.
    001      +5.000KG          2012-012-4          BB-Z2           是
```

** Total :   0.00

Remark: The amount for free sample is zero.

Now, the balance of 6N002 is:

Stock Balance Inquiry

Product No	6N002	KG		Status	A	Active		
Total Qty	855		Free Sample Included	5		Problem Qty	0
Free Qty	855		Allocate Qty	0		YTD Qty Sold	30
Avg Unit Cost	650 HKD		Last Sell Date	Mar 20, 2012		Last Sell Qty	19.5

WH#	WH.Row	WH.Col	Free Qty	Allocate Qty	Problem Qty	Buy for	Allocated	Buy by	Allocated	Free Sample
WH01	BB	Z1	850	0	0		☐		☐	☐
WH01	BB	Z2	5	0	0		☐		☐	☑

Order No.	PI010002	Stg. order	Line#	2		S#	1		WHJnl#	10,002
In Qty	1,000	In Date	Mar 19, 2012	Qty Sold	30	Adjust Qty	-120
Line Cost	650 HKD		650 HKD	Line Last Sell	Mar 20, 2012
Vendor	SUP001	A01		Lot No.	
	Sunshine Electronics Supply Ltd.				

[Inquiry]

'Stock Balance Inquiry by Product' opened.

Remark: In Stock Ageing Report, it will not calculate the ageing of Free Samples with only shows its quantity (refer to Chapter 12 Inventory Inquiry Functions and Reports, 6. Product Information Reports).

Delivery for Free Samples:

To deliver free samples, go to Inventory Module → Delivery Order Entry (By Product):

Chapter 5 Cost Revaluation

For some reasons, such as depreciation, transportation cost added, we need to adjust the cost of the product in warehouse. For the demonstration, we receive 500 kg 6N002 more into warehouse, price is HKD245. The balance is:

For the demonstration this chapter, we backup the database now. Go to Settings→ Database Connection/Backup/Restore → DB Backup, save the database to file
          backupBeforeCostAdj.sql。

Cost Revaluation is based on the basic currency of the company (Here is HKD, set in Settings → Company Setting at installation), the operation will not affect the original currency value.

Cost Revaluation will not affect or be affected by Free Samples.

Each product at a partition of a warehouse has its cost. A product has an average unit cost for all quantity (See the data in red ring in above figure). The Average Unit Cost here is always for a product for all its quantity).

When we revaluate the cost for a product, we can:

● Revaluate the Average Unit Cost (Except Free Samples) for a product by a

percentage or an amount; or

● Revaluation the unit cost for a product at a specified partition of a warehouse by a percentage or an amount.

A. Revaluate the Average Unit Cost (Except Free Samples). We have two ways:

● Revaluation by an amount;
● Revaluation by a percentage.

Both ways at first will calculate the change of Average Unit Cost (round up 6 decimal digits), then add the change to the original Average Unit Cost and all unit cost in basic currency at all partitions (except Free Samples). But the unit cost cannot be negative. The operation will not affect the unit cost in original currency.

Go to   Inventory Module → Cost revaluation:

1. Revaluation by an amount (could be positive value – increase cost, or negative – reduce the cost):

Input -650 in "Revaluation Amount", keep "Rev%" unchanged (100.0%), click <Next>:

Remark:
- The Stock Qty is 1350, Quantity of Free Sample will not be shown here;
- The change calculated is to reduce by HKD0.5 for Average Unit Cost;
- The unit cost at all partitions are also reduced by HKD0.5, the result cannot be less than zero.

Click "Save & Begin a new order", then print the order:


```
                    Dragoncat System Limited.
                    Cost Revaluation Order
                                                    Order No.  : RV010001
                                                    Order Date : Mar 27, 2012

                                                    Print Date : Mar 27, 2012
                                                    Print times: 1

                                                                        Page :1
Ln# ProductNo            Cur    U.Cost Bef Rev  U.Cost Aft Rev  WH    Stock Qty    Rev Amount
   Seq#     Quantity UOM Lot No.    Loc.UC Bef Rev  Loc.UC Aft Rev  Loc  Reason   Loc Rev.Amt
--------------------------------------------------------------------------------------------
001 6N002                HKD       500.000000    499.500000 WH01    1,350.000      -675.00
    Depreciation HKD675 for 6N002
    001     850.000 KG              650.000000    649.500000 BB-Z1 002             -425.00
    002     500.000 KG  2012-024-A  245.000000    244.500000 BB-Z1 002             -250.00


                                            ** Total :                            -675.00
```

Attention, the unit cost in basic currency was changed for each partition; unit cost in original currency is unchanged:

2. Revaluation by a percentage (could be greater than 100% - increase cost, or less than 100% - reduce cost): It will not make the unit cost be negative value.

Input a value in "Rev%", and keep "Revaluation Amount" unchanged (value is zero), click <Next>:

Remark:
- Quantity of Free Sample will not be shown here；
- The new Average Unit Cost calculated is HKD399.6 = 499.5 X 80%
    Partition BB-Z1, Qty 850: 519.6 元=649.5 X 80%
    Partition BB-Z1, Qty 850: 195.6 元=244.5 X 80%

Print the order:

Dragoncat System Limited.
Cost Revaluation Order

Order No.   : RV010002
Order Date : Mar 27, 2012

Print Date : Mar 27, 2012
Print times: 1

Page :1

Ln#	ProductNo		Cur	U.Cost Bef Rev	U.Cost Aft Rev	WH	Stock Qty	Rev Amount
	Seq#	Quantity UOM Lot No.		Loc.UC Bef Rev	Loc.UC Aft Rev	Loc	Reason	Loc Rev.Amt
001	6N002		HKD	499.500000	399.600000	WH01	1,350.000	-134,865.00
	Depreciation 20% for 6N002							
	001	850.000 KG		649.500000	519.600000	BB-Z1 002		-110,415.00
	002	500.000 KG 2012-024-A		244.500000	195.600000	BB-Z1 002		-24,450.00

** Total :   -134,865.00

B. Revaluation the unit cost for a product at a specified partition, there are two ways too:

- ● Revaluation by an amount;
- ● Revaluation by a percentage.

To make the case simple, we restore the database by the backup file backupBeforeCostAdj.sql by Settings→ Database Connection/Backu/Restore → DB Restore. The data status is back the beginning of this chapter.

When we only revaluate the cost of a specified partition, it will only affect the unit cost of the partition and the Average Unit Cost of the product (not include quantity of Free Samples).

Go to   Inventory Module → Cost Revaluation:

To revaluate the cost at a partition, do not change the values of "Revaluation Amount" and "Rev.%", fill the remark and reason code, click <Next>.

1. Revaluation by an amount:

Remark:
- Cannot fill both "Rev.Amt" and "Rev.%"
- A. U. Cost After Revaluation: $500.037037 = 500 + 50/1350$ (round up 6 decimal digits)；
  Actual Revaluate Amount is: $49.99995 = 0.037037 \times 1350$。
- The Unit Cost after Revaluation at partition BB-Z1(Qty 500): $245.1 = 245 + 50/500$

Print the order:

Dragoncat System Limited.

Cost Revaluation Order

Order No.   : RV010001
Order Date : Mar 27, 2012

Print Date : Mar 27, 2012
Print times: 1

Page :1

Ln#	ProductNo		Cur	U.Cost Bef Rev	U.Cost Aft Rev	WH	Stock Qty	Rev Amount
Seq#	Quantity	UOM Lot No.		Loc.UC Bef Rev	Loc.UC Aft Rev	Loc	Reason	Loc Rev.Amt
001	6N002		HKD	500.000000	500.037037	WH01	1,350.000	+50.00
	Add shipping cost for PI010003.							
001		500.000KG 2012-024-A		245.000000	245.100000	BB-Z1 002		+50.00

                                             ** Total :   +50.00

2. Revaluation by a percentage:

Remark:
- Cannot fill both "Rev.Amt" and "Rev.%";
- The unit cost after Rev. for Lot#2012-024-A: 220.59 = 245.1 X 0.9;
  The amount after Rev. for Lot#2012-024-A：**-12255**=(220.59 - 245.1) X 500;
- Avg. Unit Cost After Revaluation：490.959259=500.037037**-12255**/1350 (round up 6 decimal digits)；
  Actual Revalued Amount: **-12255.0003**=(490.959259 - 500.037037)* 1350.

Print the Order:

Dragoncat System Limited.
Cost Revaluation Order

Order No.   : RV010002
Order Date : Mar 27, 2012

Print Date : Mar 27, 2012
Print times: 1

Page :1

Ln# ProductNo	Cur	U.Cost Bef Rev	U.Cost Aft Rev	WH	Stock Qty	Rev Amount
Seq# Quantity UOM Lot No.		Loc.UC Bef Rev	Loc.UC Aft Rev	Loc	Reason	Loc Rev.Amt
001 6N002	HKD	500.037037	490.959259	WH01	1,350.000	-12,255.00
Depreciation 10% for Lot#2012-024-A.						
001 500.000 KG 2012-024-A		245.100000	220.590000	BB-Z1 003		-12,255.00

                                              ** Total :   -12,255.00

Chapter 6 Goods Moving

&

Warehouse Transfer

First of all, we go to Settings → Warehouse Setting to create the second warehouse code WH02, then go to Inventory Module → Warehouse Partition Setting to define the same partition numbers to WH01 for WH02.

To transfer/Move the inventory, go to Inventory Module → Warehouse Transfer/Move:

Remark:

- Use <Ctrl>+Click or <Shift>+Click to select multi-lines
- If "To Warehouse" is another warehouse, and "To Partition" are blanks, the system will move the specified lines to the same partition IDs of another warehouse. (Of course, you have defined the partition IDs in the "To Warehouse", here are "BB-Z1" and "BB-Z2"); otherwise, the system will move the lines to the "To Partition" of "To Warehouse".
- If "To Warehouse" is same to "Warehouse", the reason code should be 002-Goods Moving (within a warehouse).

Click<Move>:

Save Options

ℹ Are you sure to continue?

| Save & Begin a new order | Save & Input next line | Cancel |
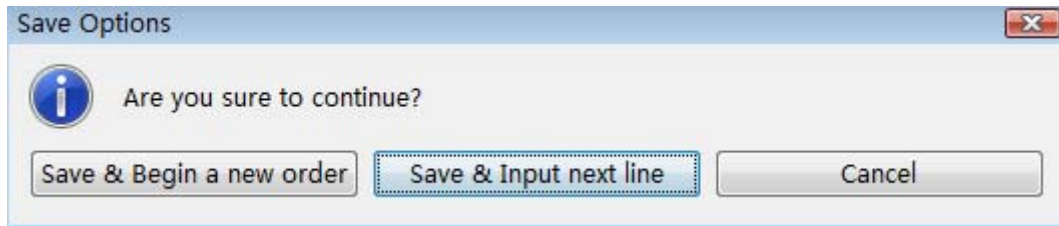
Save & Begin a new order, then print:

De Dragoncat System Limited.
Tranfer Order

```
                                              Order No.  : TF010001
                                              Order Date : Mar 27, 2012

                                              Print Date : Mar 27, 2012
                                              Print times: 1


                                                              Page :1
Ln# ProductNo          From WH   To WH      Cur    Avg Unit Cost         Amount
    Seq#    Quantity UOM  Partition Partition  Cust# PackageID   Lot No.    F/S Reason
--------------------------------------------------------------------------------
001 6N002              WH01      WH02       HKD      490.959259          417,315.37
    Move some 6N002 to same Partition IDs in WH02.
    001      850.000 KG   BB-Z1     BB-Z1                          No    001
    002        5.000 KG   BB-Z2     BB-Z2             2012-012-4  Yes   001


                                              ** Total :           417,315.37
```

Remark: The total amount does not include the Seq#2, since it is Free Sample (Column F/S).
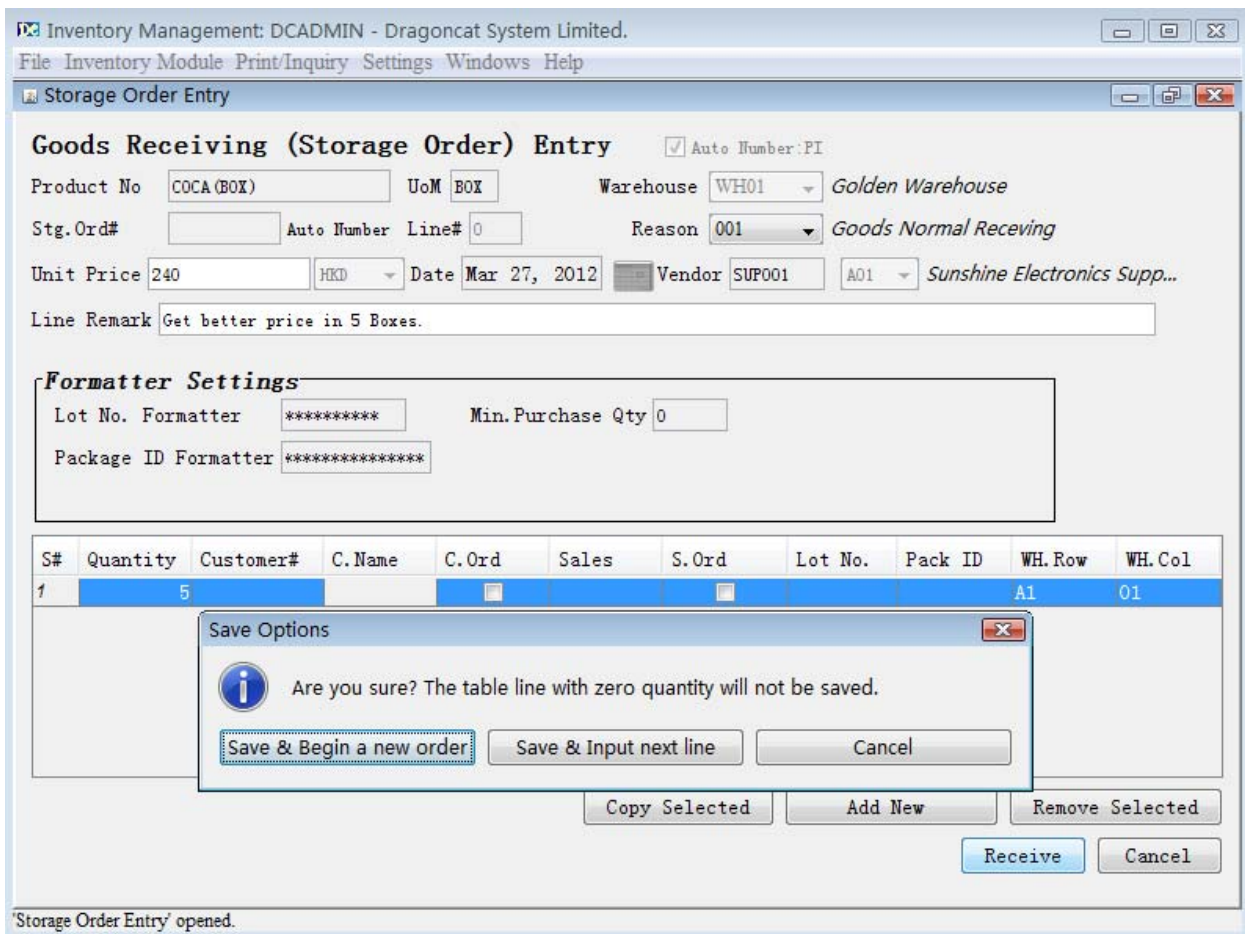
Chapter 7 Unpacking

For some industries, such as food retail, unpacking a box of goods for retail.

First of all, Let's go to Settings → Product Master File, input two product numbers, "COCA(BOX)"(Unit of Measure: Box), and "COCA(TIN)" (Unit of Measure: Tin) with same supplier ID (it is not allowed to unpack a product to another product of another supplier).
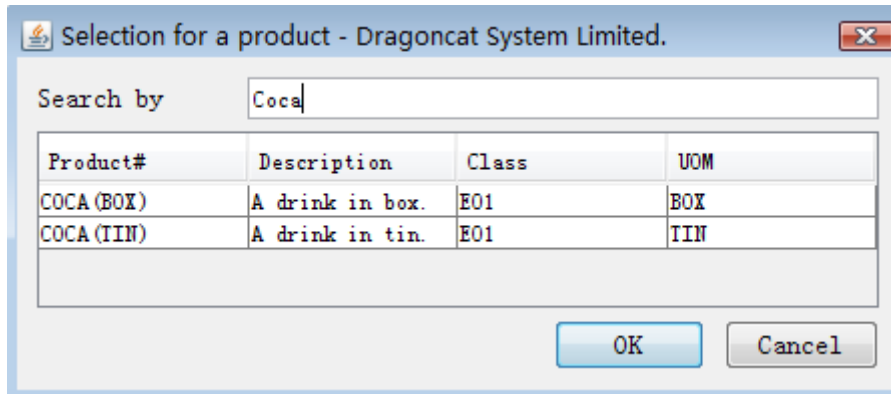
Then receive "COCA(BOX)" 5 boxes, price HKD240 as following:

Click "Save & Begin a new order" to complete the storage order.

Now, we unpack the 2 boxes: Go to Inventory Module → Unpacking:

Remark:
- Qty Unpacked: You can only unpack the "Free Qty" for the product, if you want to unpack "Allocate Qty" or "Problem Qty", you must go to Inventory Module → Stock Balance Management to convert it to "Free Qty"(refer to Chapter 9);
- If there is some COCA(TIN) in warehouse, the system will calculate the new average unit cost.

Print the order:

Dragoncat System Limited.

Unpacking Order

Order No.   : UP010001
Order Date : Mar 27, 2012

Print Date : Mar 27, 2012
Print times: 1

Page :1

Ln# ProductNo	Unpack-To	Cur	Org U.Cost	new U.Cost	Amount
Quantity	Unpack to Qty	WH From	To	Reason	
001 COCA(BOX)	COCA(TIN)	HKD	240.000000	15.000000	480.00
For the branch store 110.					
2.000 BOX	32.000 TIN	WH01 A1-01	BB-Z1	For Sales	

** Total :   480.00

After unpacking, the COCA(BOX) remains 3 boxes, and COCA(TIN) has 32 tins, the unit cost is HKD15 (=HKD240/16 tin):

Chapter 8 Goods Return

For Goods Return, we have two ways:

1. Use Inventory Module → Quantity Adjustment, to generate an adjustment order, input a product No. "6N003", click <Add>, choose reason to 004 or005. This way will not affect current average unit cost, and the goods received has zero cost. If you won't the future cost-revaluation is affected by this goods return (suppose the return is still in the warehouse at that time), click "Free Sample" (**Attention:** The cost of Free Sample cannot be revalued and the stock ageing report will not calculate Free Samples ageing, only show its quantity).

Print the order: (Reason code: 005):

Dragoncat System Limited.
Quantity Adjustment Order

Order No. : AJ010003
Order Date : Mar 27, 2012

Print Date : Mar 27, 2012
Print times: 1

Page :1

Ln# ProductNo	Cur	Avg Unit Cost	Warehouse	Reason	Amount
Seq# Quantity UOM Cust#		Lot No. PackageID		WH Location	Free Sample
001 6N003	HKD	0.000000 WH01		005	0.00
Damaged after cust. unpacking					
001 +20.000 KPC A12001				A1-01	Yes

** Total :   0.00

If it is damaged goods, to prohibit the input error to re-sell to a customer, you need to go to Inventory Module → Stock Balance Management, convert the quantity to "Problem Qty": Change the Problem Qty to 20, Click <Save>, as following figure:

To return the goods to the supplier, go to Inventory Module → Delivery Order Entry(Product), uncheck the checkbox "Deliver Normal Goods", it will show "Deliver Problem Goods". If you do not create an special customer ID for goods return, input ZZZ001 at the field "Customer", as

following figure. If you are authorized to the option to create customer IDs, you can click "Yes", the system will lead you to option Settings → Customer Master File. You can input the information for ZZZ001 and create it (please refer Chapter One about details).

After creation of ZZZ001, click <Next>:

Print the order:

Dragoncat System Limited.
Problem Qty Delivery Order

Sunshine Electronics Supply Ltd.
ZZZ001-A01
23/F., Success Commercial Centre, 12 Nathan Road
Kowloon Hong Kong

Order No. : SI010003
Order Date : Mar 27, 2012
Warehouse# : WH01
Print Date : Mar 27, 2012
Print times: 1

Page :1

Ln# ProductNo		Cur Reason	Unit Price		Amount
Seq# Quantity UOM Cust#	SC#	Lot No. PackageID	WH Location		
001 6N003		HKD 003	0.000000		0.00
Return damaged 6N003 to the suppliers.					
001 20.000 KPC ZZZ001			A1-01		

** Total :   0.00

Remark: If using auto-numbering, Problem Qty Delivery Order shares the same prefix to normal Delivery Order (default prefix is "SI") and its numbering.

2. If you want to get the goods return as normal goods receiving, it will affect the current average unit cost. Go to Inventory Module → Storage Order Entry (as following figure), the reason code is 002-Goods Return-Resell, 003-Goods Return-Damaged or 999-Other. (**Attention:** If you won't the return affect the current average unit cost, you must use the current average unit cost as the price of return goods).

The remain steps for return goods to supplier are same to the previous method.

Chapter 9 Stock Balance Management

After we receive the goods, the quantity in the warehouse has three types:
- Free Qty: can be delivered to any customer;
- Allocate Qty: reserved by a customer or salesperson;
- Problem Qty: the goods has problem/been damaged. Must use "Deliver Problem Goods" (Option Inventory Module → Delivery Order Entry (By Product))to delivery the goods (refer Chapter 8 for details).

The three types can be switched to each other. Go to Inventory Module → Stock Balance Management:

Remark:
- You can input "Allocate Qty" or "Problem Qty", the system will calculate the "Free Qty";
- If "Allocate Qty" is not zero, you must assign a customer or/and salesperson, and corresponding checkbox "Allocated";
- Free Sample cannot be converted to normal goods, or vice versa.

Chapter 10   Day-End, Month-End
& Year-End Procedure

Day-End: You should print the in/out records daily. For example, the option Inquiry/Print → Inventory Log Inquiry by Date, please refer to Chapter 12 Inventory Inquiry Functions and Reports, 3. Inventory Log Inquiry by Date & 4. Product History Log Inquiry.

For the system running, Month-End and Year-End will make the running more efficiently.

Before Month-End and Year-End, you should **backup the system**, print necessary reports, such as Inquiry/Print → Product Information Reports, select "Balance Report", "YTD in/out Report" and "Ageing Report", etc. (Please refer to Chapter 12 Inventory Inquiry Functions and Reports, 6. Product Information Reports)。

Go to Inventory Module → Inventory Month/Year End. If you want only to run the Month-End jobs, do not check "Not Run Year End Jobs". (You can choose run Month-End jobs or Mont-End + Year-End jobs):
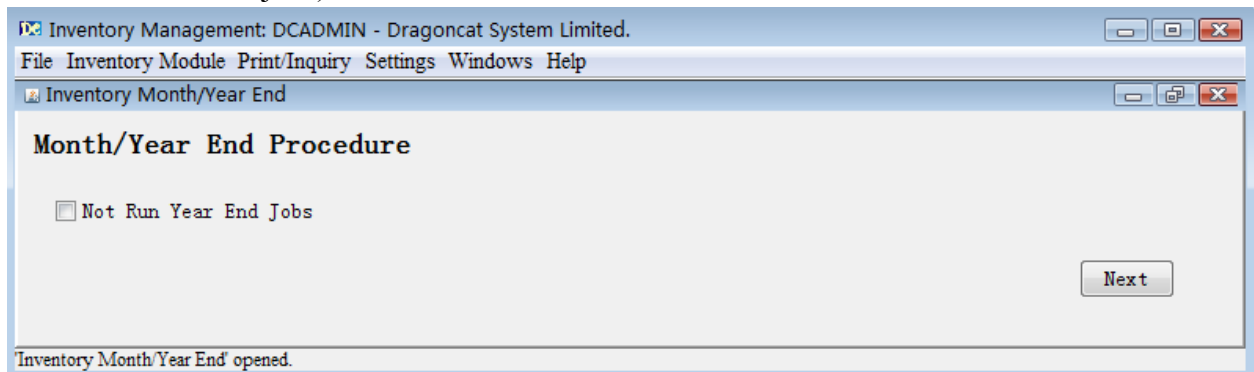
If you have chosen to run the Year-End jobs, please backup the database first, and print all necessary reports, especially the Year-to-Date in/out information, since the Year-End will remove all warehouse partitions with zero quantity. But the YTD in/out quantity for products will stay in the system (Please refer to Chapter 12 Inventory Inquiry Functions and Reports, 6. Product Information Reports).

Before you run the jobs, please be sure all users have logged out from the system.
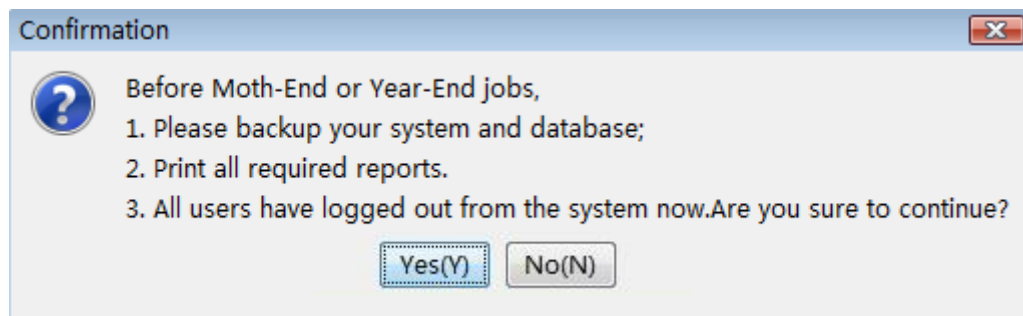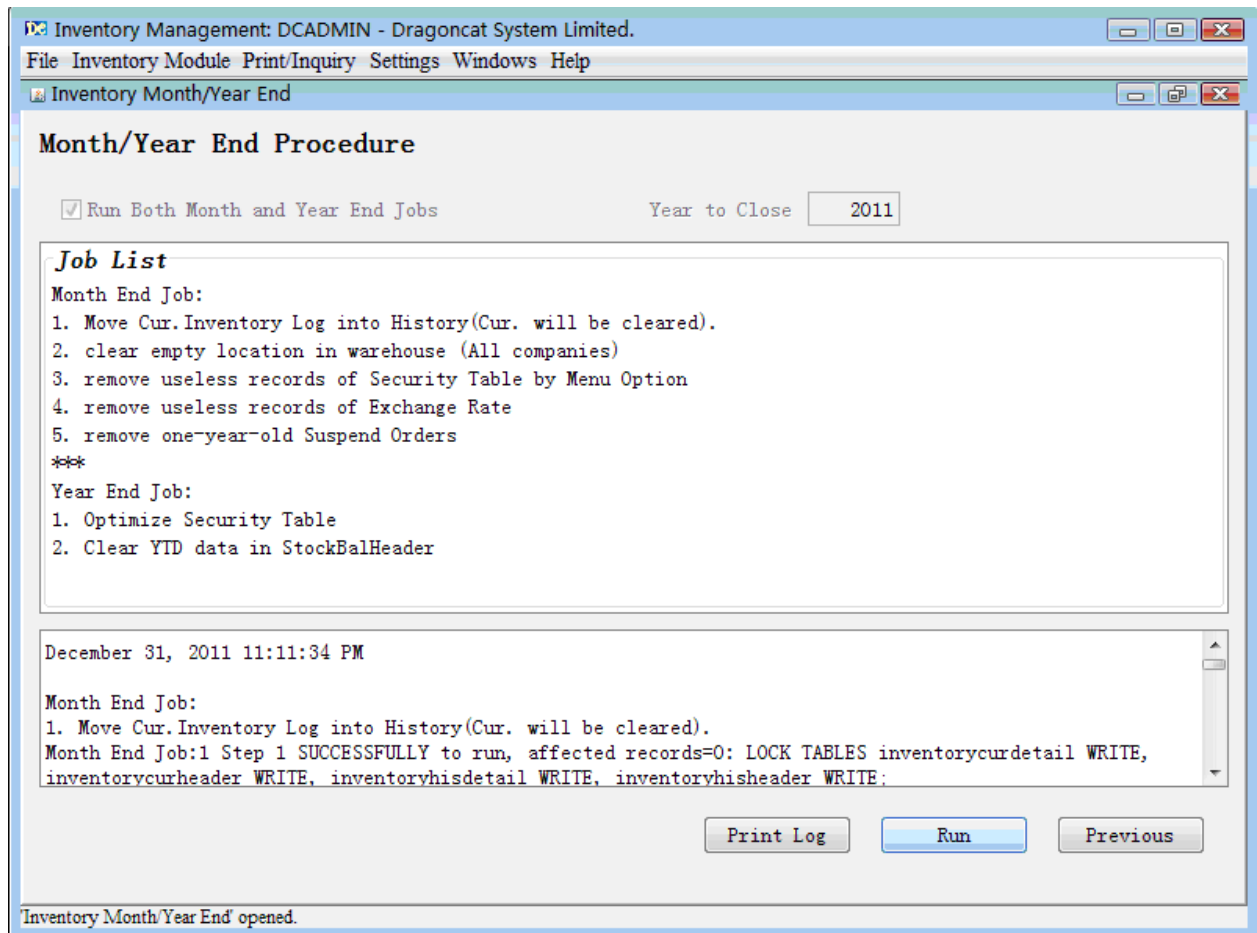
After Month-End, all orders will be moved history files. If you want to re-print the order, you must select "In History File":
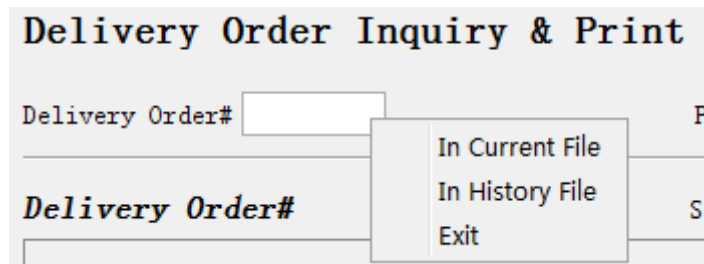
Chapter 11   Stock Take

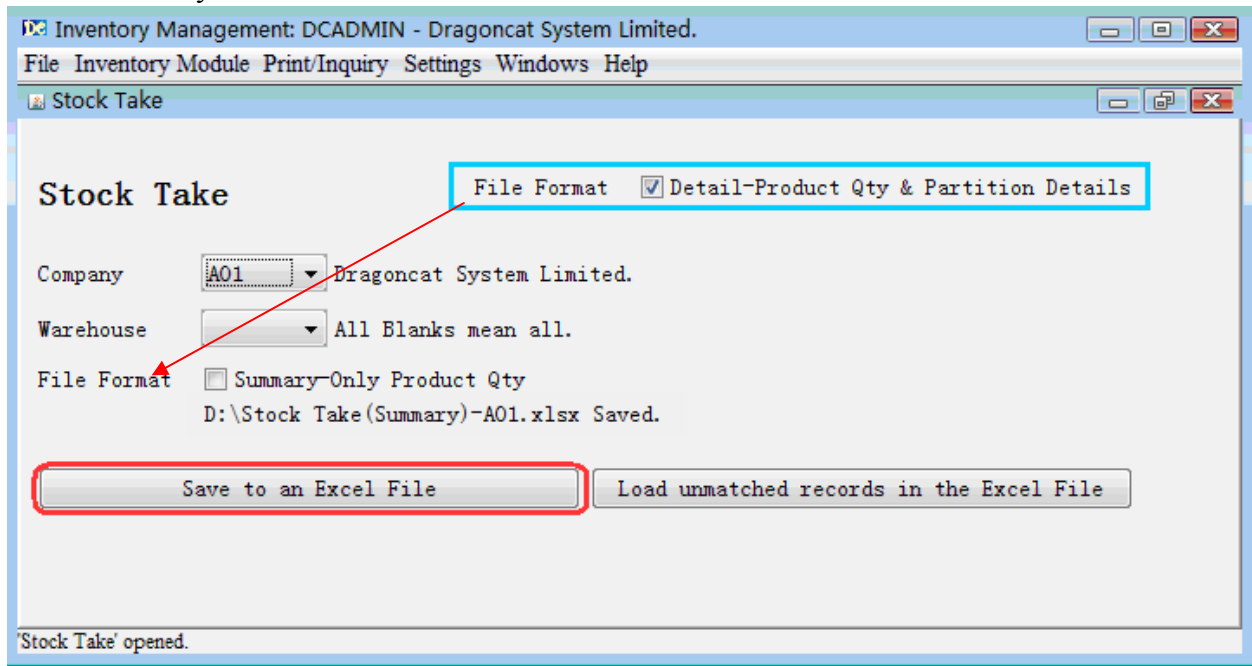The method to stock take: System can provide Stock Balance data (the warehouse partitions with product, quantity) in MS Excel File. (two files: one is summary, one is details). You can modify the file to print the reports you need.

Go to Inventory Module → Stock Take:

You can base on the "Detail-Product Qty & Partition Details" MS Excel file to do the stock taking, i.e., you can get the actual quantity at each partition, fill it into the column "Stock-taken Qty" in the Excel File (as the following figure). After stock take, you can find the unmatched records in the Excel File, or use button <Load unmatched records in the Excel File> to find.

	A	B	C	D	E	F	G	H	I
1	Report Time:	2012/3/27 16:37							
2	Com#	A01	Dragoncat System Limited.						
3	Warehouse	All							
4				*Stock Take Report (Detail)*					
5	Com#	Product No	UoM	Cur Stock Qty	Free Sample Qty	Stock-taken Qty			
6				Partition Qty	Lot No.	Partition	Warehouse	WH.Row	WH.Col
7	A01	6N001	BOX	1,250.000	0.000	0			
8				300.000	2012-035-A		WH01	A1	01
9				150.000	2012-035-A		WH01	A1	01
10				800.000	2012-037-B		WH01	A1	01
11	A01	6N002	KG	1,355.000	5.000	0			
12				500.000	2012-024-A		WH01	BB	Z1
13				850.000			WH02	BB	Z1
14				5.000	2012-012-4		WH02	BB	Z2
15	A01	COCA(BOX)	BOX	3.000	0.000	0			
16				3.000			WH01	A1	01
17	A01	COCA(TIN)	TIN	32.000	0.000	0			
18				32.000			WH01	BB	Z1
19									
20									
21	** Total Cou		4						

Here is the summary Excel File:

	A	B	C	D	E
	Report Time:	2012/3/27 16:40			
	Com#	A01	Dragoncat System Limited.		
	Warehouse	All			
			Stock Take Report (Summary)		
	Com#	Product No	UoM	Cur Stock Qty	Free Sample Qty
	A01	6N001	BOX	1,250.000	0.000
	A01	6N002	KG	1,355.000	5.000
	A01	COCA(BOX)	BOX	3.000	0.000
	A01	COCA(TIN)	TIN	32.000	0.000
	** Total Count		4		

If you need to do the quantity adjustment after stock-take, please refer to Chapter 4 Quantity Adjustment & Receiving/Delivery for Free Samples.

Chapter 12   Inventory Inquiry Functions and Reports

Besides the common inquiry function (Print/Inquiry → Stock Balance Inquiry by Product) used in previous chapters, the system also provides:

1. Stock Bal. Inq. by Cust/Sales ordered: You can check the stock allocated by customers or salespersons

2. Stock Bal. Inq. by Warehouse Partition: the partition with zero quantity still shows until Year-End.

3. Inventory Log Inquiry by Date:

Click the line for detail showing:

Output to an MS Excel File:

	A	B	C	D	E	F	G	H	I	J	K
1	Report Time:	2012/3/29 10:16	DCADMIN								
2	Com#	A01		Dragoncat System Limited.							
3	Start Date	2012/3/19	End Date	2012/3/20							
4				Inventory In/Out Report by Date							
5	Date	Order No.	Type	Type Desc.	WH#	Line#	S#	Cur	Price	Product No	Quantity
6	2012/3/19	PI010001	I	Goods Receiving	WH01	1	1	HKD	100.000000	6N001	500.000
7	2012/3/19	PI010001	I	Goods Receiving	WH01	1	2	HKD	100.000000	6N001	350.000
8	2012/3/19	PI010001	I	Goods Receiving	WH01	1	3	HKD	100.000000	6N001	150.000
9	2012/3/19	PI010002	I	Goods Receiving	WH01	1	1	HKD	120.000000	6N001	800.000
10	2012/3/19	PI010002	I	Goods Receiving	WH01	2	1	HKD	650.000000	6N002	1,000.000
11	2012/3/20	SI010001	O	Goods Delivery	WH01	1	1	HKD	130.000000	6N001	-300.000
12	2012/3/20	SI010001	O	Goods Delivery	WH01	2	1	HKD	700.000000	6N002	-10.500
13	2012/3/20	SI010002	O	Goods Delivery	WH01	1	1	HKD	130.000000	6N001	-200.000
14	2012/3/20	SI010002	O	Goods Delivery	WH01	1	2	HKD	130.000000	6N001	-50.000
15	2012/3/20	SI010002	O	Goods Delivery	WH01	2	1	HKD	720.000000	6N002	-19.500
16	2012/3/20	PI010003	I	Goods Receiving	WH01	1	1	HKD	245.000000	6N002	500.000
17											
18											
19	Number of Ord	5		Total Count:	11						

4. Product History Log Inquiry:

And same to the previous one, you can double click the specified line to see the detail.

5. Product Running Rate:

6. Product Information Reports: includes four reports:

● Product List:

Dragoncat System Limited.
Product List

Print Date : Mar 27, 2012

Page : 1

All Products.

ProductNo	UOM	Description	MPQ	Pri Vendor	Cls	Grn	Sts
6N001	BOX	Commodity Part	0	A01-SUP001	E01	Yes	A
6N002	KG	Commodity Part 2	0	A01-SUP001	E01	Yes	A
6N003	KPC	Commodity Part 3	0	A01-SUP001	E01	Yes	A
COCA(BOX)	BOX	A drink in box.	0	A01-SUP001	E01	Yes	A
COCA(TIN)	TIN	A drink in tin.	0	A01-SUP001	E01	Yes	A

** Total Count :   5

- Balance Report：

Dragoncat System Limited.
Product Balance Report

Print Date : Mar 27, 2012

Page :1

All Product Numbers

ProductNo	UOM	Quantity	FreeSampleQty	Cur	Avg Unit Cost	Stock Value
6N001	BOX	1,250.000	0.000	HKD	108.888889	136,111.111250
6N002	KG	1,355.000	5.000	HKD	490.959259	662,794.999650
COCA(BOX)	BOX	3.000	0.000	HKD	240.000000	720.000000
COCA(TIN)	TIN	32.000	0.000	HKD	15.000000	480.000000

** Total :   800,106.110900

- YTD in/out Report: you can choose the current year or a year that has completed Year-End process to get the data of YTD in/out/adjustment Qty.

In the current year YTD report, there is current Stock Qty column. This column will not be included in past year's YTD reports:

Dragoncat System Limited.
Inventory Year-to-Date In/Out Report
Print Date : Mar 27, 2012

Year: Current   Page :1
All Product Numbers

ProductNo	UOM	Stock Qty	YTD-In Qty	YTD-Out Qty	YTD-Adj Qty	YTD Changed
6N001	BOX	1,250.000	1,800.000	550.000	+0.000	+1,250.000
6N002	KG	1,355.000	1,500.000	30.000	-115.000	+1,355.000
6N003	KPC	0.000	0.000	20.000	+20.000	+0.000
COCA(BOX)	BOX	3.000	5.000	0.000	-2.000	+3.000
COCA(TIN)	TIN	32.000	0.000	0.000	+32.000	+32.000

** Total : 5

Only for "Current Year" Report

- Ageing Report：You can define the ageing days, maximum for 8 periods in days.

Product Information Reports

Product# from [_____]   to [_____]   All Blanks mean all.

Default Setting(Ageing Days)

7	14	30	60	120	360	0	0
1	2	3	4	5	6	7	8

[Save Setting]   [Print]

Report Language
◉ English ○ Simplified Chinese ○ Traditional Chinese

[Product List] [Balance Report] [YTD In/Out Report] [Ageing Report]

'Product Information Reports' opened.

Remark:

- Free Samples will only be shown the quantity on the report, it will not be calculated in ageing data.

● You can click <Save Setting> to save the Ageing Days definition as the default values.

Dc Dragoncat System Limited.

Product Ageing Report

Print Date : Mar 27, 2012

Page :1

All Product Numbers

ProductNo			UOM	Quantity	FreeSampleQty	Cur	Avg Unit Cost	Stock Value
days: <=7	8-14	15-30	31-60	61-120	121-360	>360		
6N001			BOX	1,250.000	0.000	HKD	108.888889	136,111.11
BOX	0	1,250	0	0	0	0	0	
HKD	0	136,111	0	0	0	0	0	
6N002			KG	1,355.000	5.000	HKD	490.959259	662,795.00
KG	1,350	0	0	0	0	0	0	
HKD	662,795	0	0	0	0	0	0	
COCA(BOX)			BOX	3.000	0.000	HKD	240.000000	720.00
BOX	3	0	0	0	0	0	0	
HKD	720	0	0	0	0	0	0	

7. Customer/Supplier List： Click "Type" to choose create MS Excel File for supplier or customer:

Output to an Excel File

Report Time	2012/3/27 20:21	DCADMIN										
Company:	A01	Dragoncat System Limited.										
Range:	All											
				Customer List								
Customer ID	Name	Tel	Fax	Web Site	Email	Security	Address	City	State	Country	Sales	Add Time	Last Update Time
A12001	Richness Electron	86-755-32	86-755-32	http://ww	infor@ric	0	25 Rad Ro	Shenzhen	Guang Dong	CN		2012-03-22	999-01-01 00:00:
A12002	Boolean Electroni	852-32521	852-32521			0	25 Nathar	Kowloon		HK		2012-03-22	999-01-01 00:00:
ZZZ001	Sunshine Electron					0	23/F., Su	Kowloon		HK		2012-03-22	2012-03-27 15:18:
Total Count		3										

8. Inventory Level Alert: If you have specified the "Min/Max Alert Qty" in the Product Master File (see Chapter 1), you can create an Excel File for the product list those current Stock Qty less/higher than the "Min/Max Alert Qty".
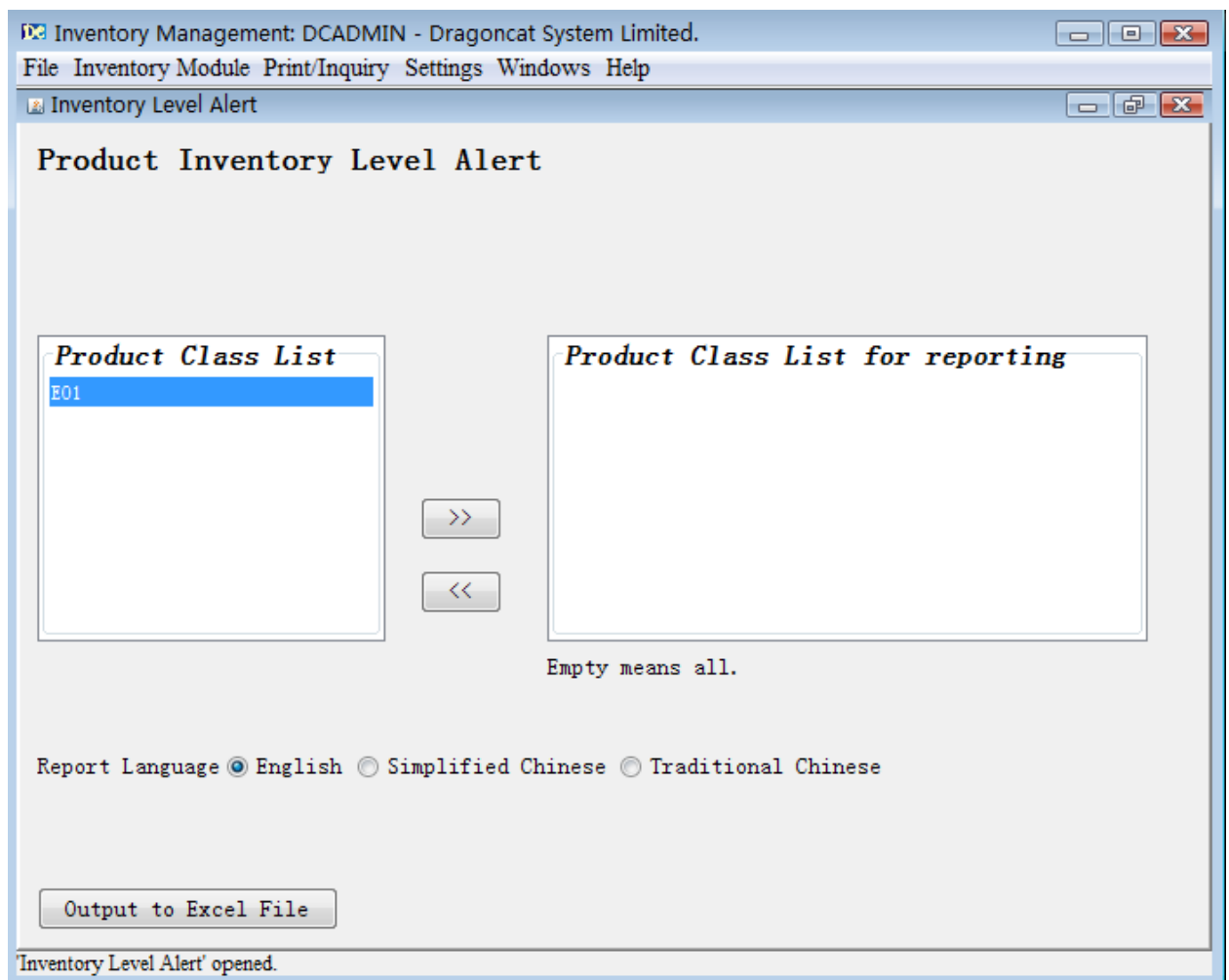
Chapter 13   Backup & Restore

Backup for the System includes:

1.   Backup the programs;
2.   Backup the database.

To Backup programs is very simple, just copy the files under the running directory to a safety place.

Let's talk about the **Database Backup.** Dragoncat Inventory Management System (version 1.2) currently only support MySQL Database.

Go to Settings→ Database Connection/Backu/Restore → Click "DB Backup": input a backup file name, and click <Backup>:
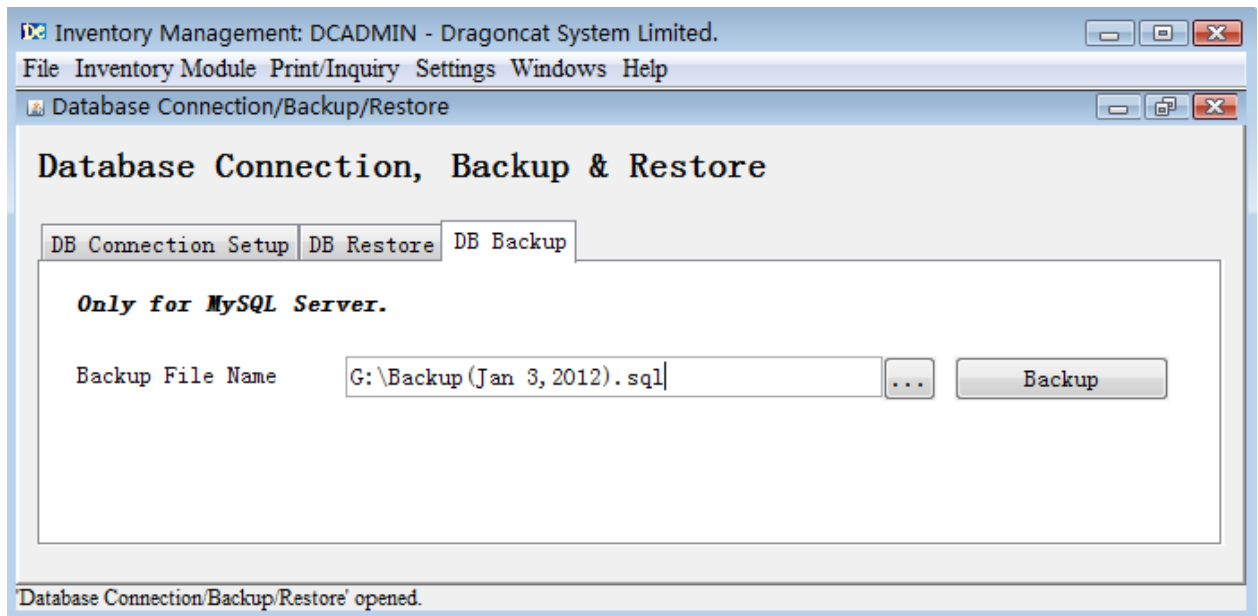
If it is failed to backup, there would be an error message and field "File Path of Backup Command" will show:
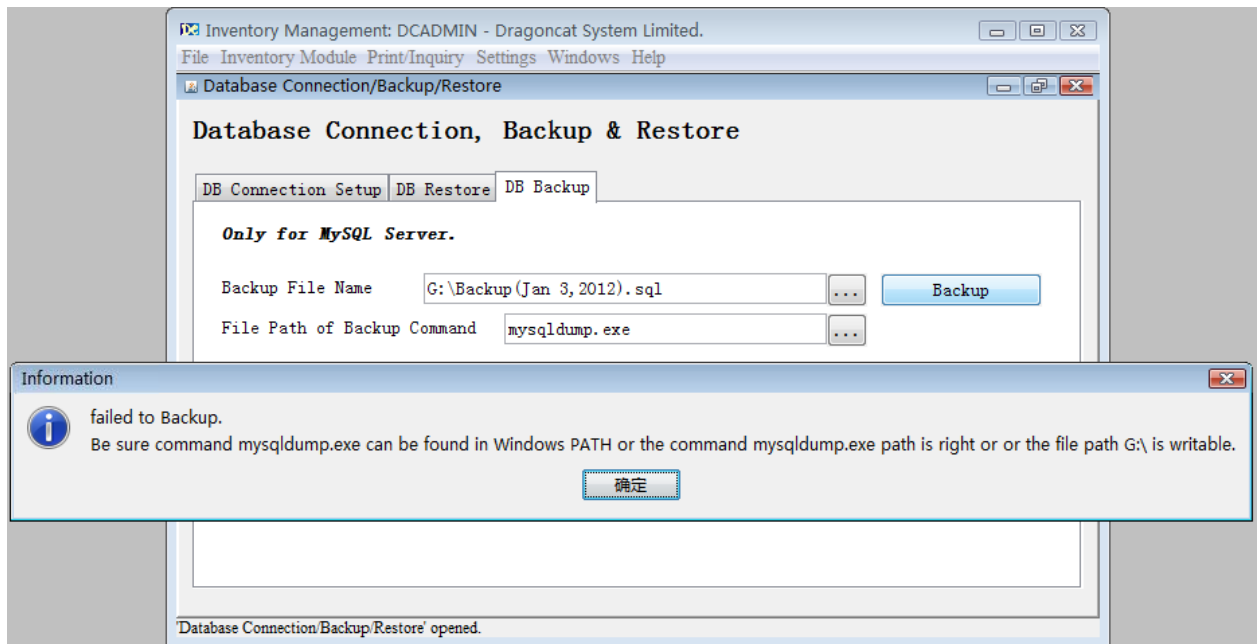
In general case, the failure of backup has two reason:

1. You have no right to write to the backup director, or the hard drive (in above, G:\)
    does not exist.
2. The system cannot find the backup command mysqldump.exe.

For the reason 2, it might be because you did not check "Include Bin Directory in
Windows PATH" when you were installing MySQL (Please refer to "Installation
Guide" Step 5 Figure 3).

How do you know if you checked the option above? You can go to the command
window of MS Windows (Click "Start" → input command "cmd"), type command:
"mysqldump", if the screen shows:
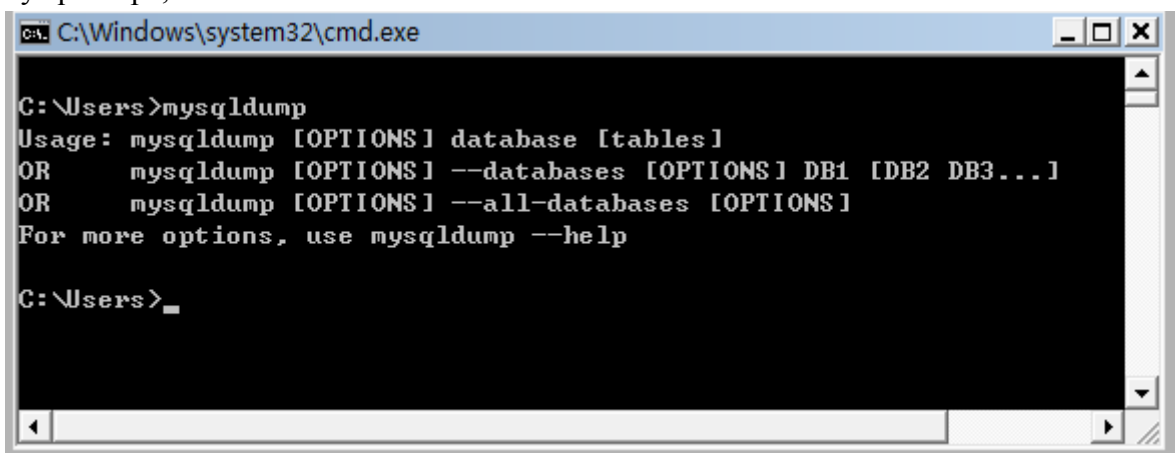
It means the system can find the backup command "mysqldump.exe".

Otherwise, if the screen shows an error message like:

'mysqldump' is not an internal or external command, neither a

executable program or batch file.

It means you did not check the option "Include Bin Directory in Windows PATH" during the installation.

Solution:

First, you must find the location of file mysqldump.exe in your computer. Let's assume it is in C:\Program Files\MySQL\bin.

Method 1 Just tell the system the full path of the file:
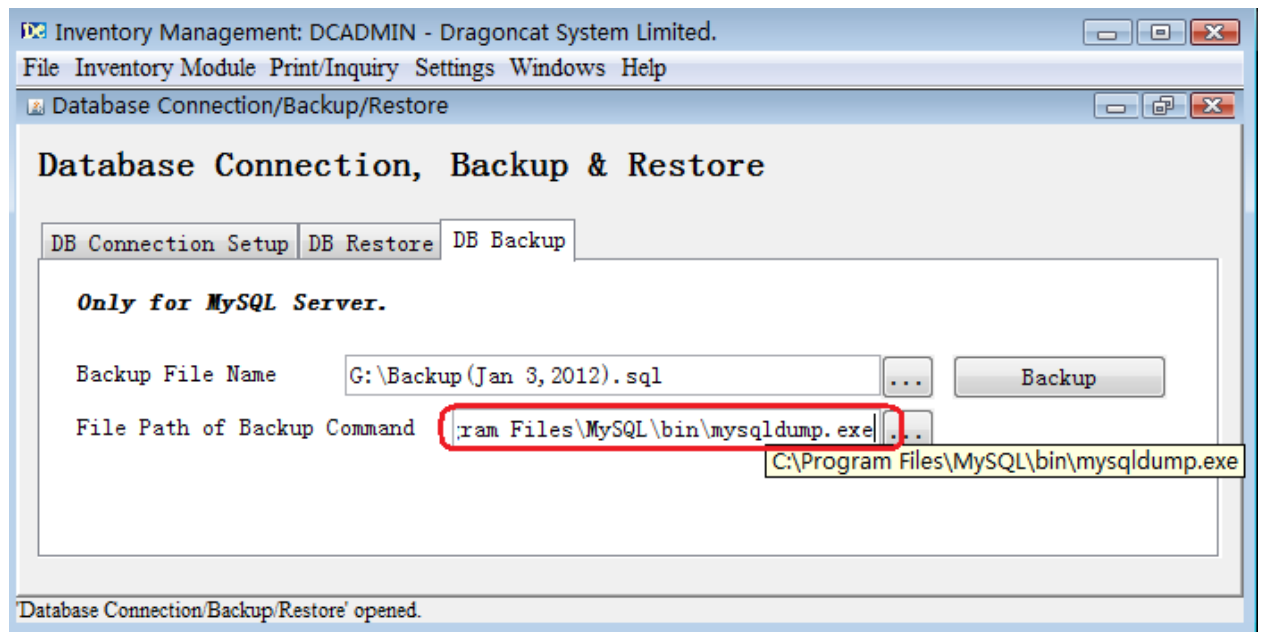
Then click <Backup>. If the backup is successful, the system will remember the full path of the backup command.

Method 2 Add the path of the backup command to Environment Variable "Path" of MS Windows.
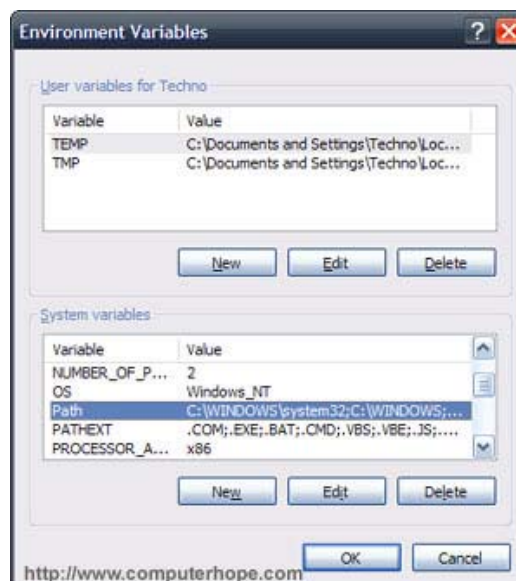
For example, for MS Windows XP, go to Control Panel → System → Click "Advanced" → Click "Environment Variables", → Edit "Path" → Add ";C:\Program Files\MySQL\bin;".

For Windows Vista and Windows 7, From the Desktop→ right-click My Computer →click Properties→Click "Advanced System Settings" link in the left column →In the System Properties window click the "Environment Variables" button, →Edit "Path" → Add ";C:\Program Files\MySQL\bin;". (**Attention:** using ";" to separate different paths, no space between)

After update the path, you should re-start Dragoncat System (run dc.bat), and Dragoncat BI Service if you have set it (Refer to Chapter 14 Auto-Alert/Backup), make the backup job can be run.

To restore the system: Same to previous, it includes two parts:

1. Restore the programs;
2. Restore the database.

Restore the programs: You can re-install the system from scratch by running setup.bat, please refer to "Installation Guide" for the steps. You can give another database name.

Restore the database: After re-install the system, prepare the backup file of the database. We assume it is D:\Backup.sql.

Go to Settings→ Database Connection/Backup/Restore→ Click "DB Restore" → input the full path of backup file, click <Restore>, the system will restore the database from the back file:
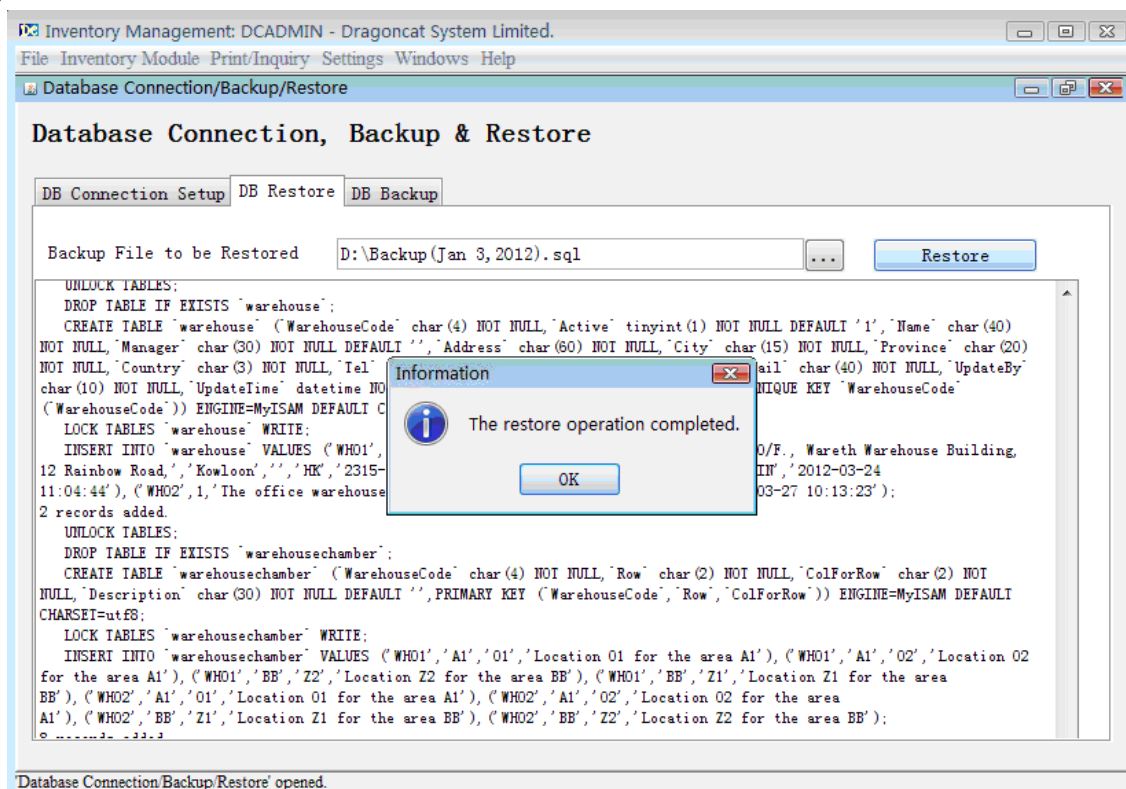
Chapter 14   Auto Alert/Backup

To set up auto alert/backup in MS Widnows, we use the "Services" of Windows. In the installation files of Dragoncat System, there are two batch files: InstallApp-NT.bat and UninstallApp-NT.bat. You can install and uninstall the BI Service with them.

1. Check if you have installed the BusiAlert Module, identify the login name of Dragoncat System Administrator: Go to Help → Registry (The default name is DCADMIN):
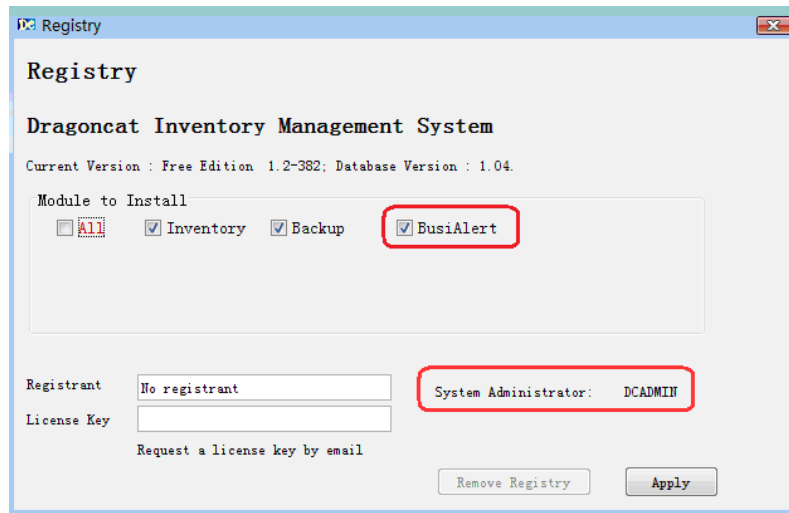
2. Login as the administrator, go to Settings → User List, be sure the email address of the Administrator has been input and it is available:
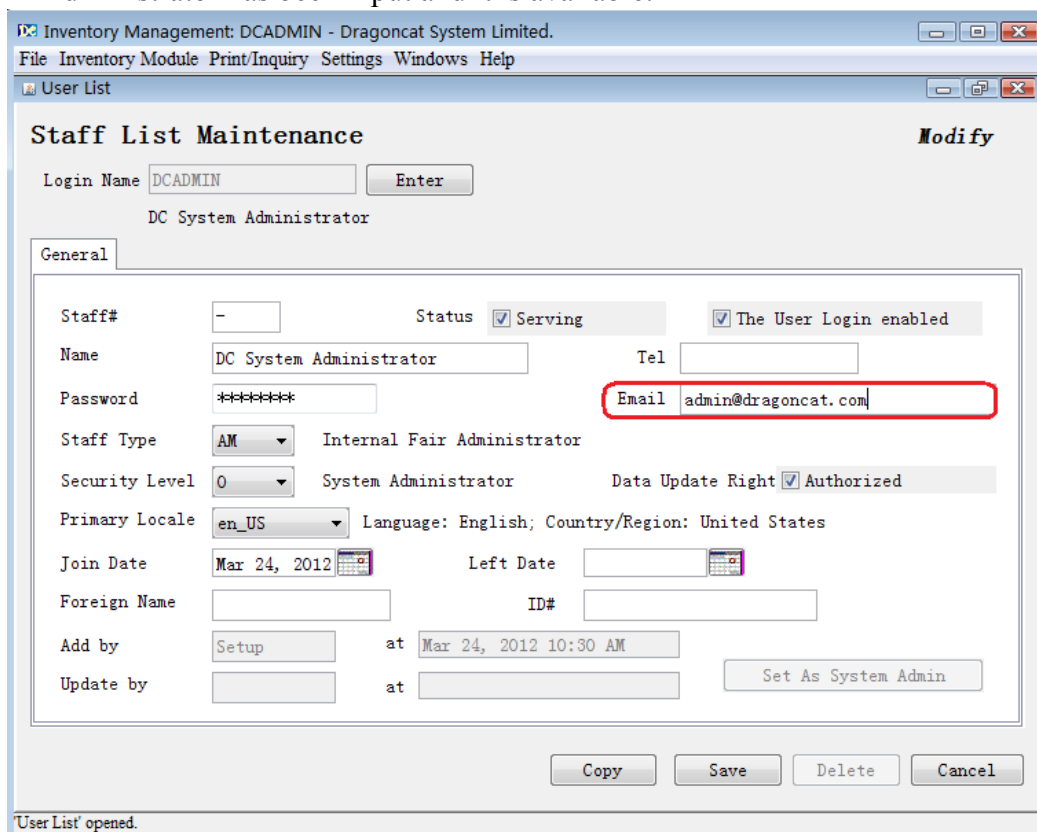
3. Login as the administrator, go to Settings → Business Intelligence, Activate at least on "Alert" Setting, and specify the alert time (if you give a date, be sure the time is not past). Input the settings for sending emails:

Remark: "Alert Setting Check (Minute)" : Default value is 60 minutes which is used to check if you have modified the alert setting every 60 minutes. If the time you modified is with 60 minutes from now, please go to Control Panel → Management Tools → Services, locate "Dragoncat BI Service", restart it.

4. In the file config\wrapper.conf, modify the parameter lines: wrapper.app.parameter.1 to 7. For example, change the 2 product classes to be alert (2, E01, C01) to the classes you need to alert (such as 3 product classes: 3, A01, A02, A03), or all classes (0); The next parameter after product class is the Excel File format for the alert.("1" - Excel 2007 Format, "0" - Excel 2003 Format). And next one is the path and name of auto-backup file.
Example:

        wrapper.app.parameter.1=biService
        wrapper.app.parameter.2=AlertService
        wrapper.app.parameter.3=d:/DCInvAlert
        wrapper.app.parameter.4=2
        wrapper.app.parameter.5=E01
        wrapper.app.parameter.6=C01
        wrapper.app.parameter.7=1
        wrapper.app.parameter.8=d:/DBBackup

In which:
- Parametre 1, 2 are fixed. **Do not change them;**
- Parametre 3, 8 are the file paths and names for inventory alert and backup (Attention, it uses slash "/" not back-slash "\" in paths). System will add date and extension for the file names. For example, the alert name will be D:\DCInvAlert<Date>.xlsx and D:\DBBackup<Date>.sql.

5. run the batch file InstallApp-NT.bat by double click it (If you are using Vista/Win7, you need right-click InstallApp -NT.bat, and choose "Run as administrator"):
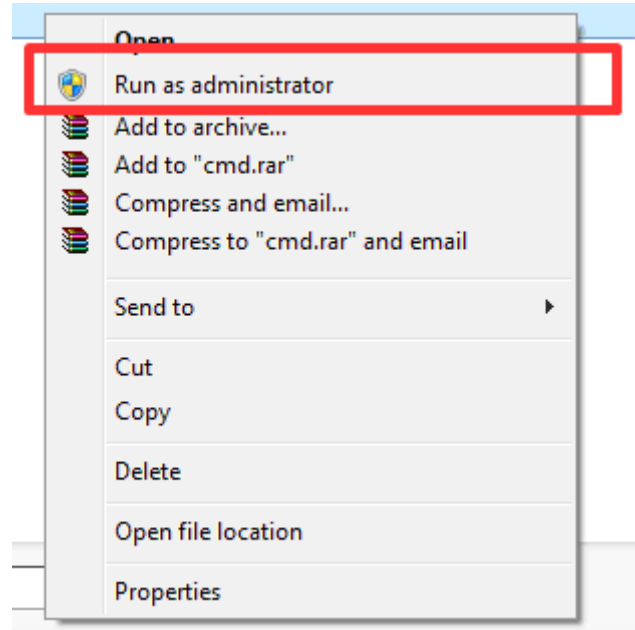
After the service installed successfully, the service "Dragoncat BI Service" will appear in MS Windows Services.

6. The message for "Dragoncat BI Service" can be found in file config\wrapper.log:

If you have set up auto-backup, and there is problem. First of all, please confirm if you can backup database interactively. Go to Settings → Database Connection/Backup/Restore → Click "DB Backup" (Please refer to Chapter 13 Backup & Restore.

Error messages in wrapper.log:
BU: Now running alert module job, time: 2012-03-23 09:54:00。
BU：Using   backup file: mysqldump.exe。
Error Cannot run program "mysqldump.exe": CreateProcess error=2, ?????????
BU: Checking System Administrator's email address: (DCADMIN)
OK.
BU: Checking sender's email address:
OK.
Email for backup was sent. Failed to database backup(d:/DBBackup2012-03-23.sql).

In which BU means the line is from backup module, "Cannot run program "mysqldump.ex" means system cannot find backup command mysqldump.exe. Please

refer to Chapter 13 Backup & Restore for the solutions.

If you cannot receive the emails from BI Service, please check the file wrapper.log:

BU: Checking sender's email address:

OK.

javax.mail.MessagingException: Unknown SMTP host: smtp.163.com;

  nested exception is:

    java.net.UnknownHostException: smtp.163.com

        at com.sun.mail.smtp.SMTPTransport.openServer(SMTPTransport.java:1704)

    at com.sun.mail.smtp.SMTPTransport.protocolConnect(SMTPTransport.java:525)

    ……

Failed to database backup.

You need to check if the computer has connected to the Internet, and the settings for email sending and receiving are right. (Please refer to step 3 above, and you can use button <Send a test email> to check).

7. Check the services of Windows: Go to Control Panel → Mangement Tools → Services, locate "Dragoncat BI Service".

At last, If you want to un-install the BI Service, double click batch file UninstallApp-NT.bat (if you are using Vista/Win7, just right-click InstallApp-NT.bat, choose "Run as administrator").

Chapter 15   Migration & Other issues

If you have existing data in MS Excel Files, you can import the data (include customer/supplier, product information, warehouse partition setting and initial inventory balance, etc.) into the system. A registered edition is required.

Please go to http://dcinventory.ucoz.com/load to download "How to migrate to Dragoncat Inventory Management System" for detail steps. The Registered Edition also provides server function, i.e., to run the system on multiple computers. Please email to dc.erpsystem@gmail.com for details.

For the other techniques/issues, such as

- How to assign sales code for every incoming goods
- Security system settings (for menu options, customer/supplier information, etc.)
- Multi-currency (Exchange Rate Table), Multi-Company
- Server Environment Setting (Registered Edition), etc.,

Please refer to the manuals, or email to dc.erpsystem@gmail.com for inquiry.