

Article # 1147

Technical Note: Monitoring Customized Kit Item Transactions

Difficulty Level: Intermediate Level AccountMate User

Version(s) Affected: AccountMate 12 for SQL, Express, and LAN
AccountMate 11 for SQL and Express
AccountMate 10 for SQL, Express, and LAN
AccountMate 9 for LAN

Module(s) Affected: SO, AR, IC, KT

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DESCRIPTION

A kit item may be customized to meet a specific customer requirement. A customized kit item retains the item number it used prior to customization. The only means to distinguish a particular customized kit item from another is through its kit formula. If you receive many orders for customization, you need effective reporting tools to manage this type of transaction. This Technical Note presents the most useful reports that you can use to monitor customized kit item transactions.

SOLUTION

Monitoring Customized Kit Items in the Sales Order Module

You can customize a kit item only in the Sales Order module. Specifically, you can customize a kit item in the following functions:

- **Create Sales Order**
- **Create Sales Quote**
- **Recurring Sales Order Setup**
- **Create Blanket SO** (*available only in AccountMate for SQL/Express versions*)

Perform the following steps to customize a kit item:

1. Access the applicable function (e.g., **Create Sales Order**, **Create Sales Quote**, **Recurring Sales Order Setup** or **Create Blanket SO**).
2. Enter the customer number.
3. If you are creating a recurring sales order template, enter the recurring SO number; otherwise, skip this step.
4. Go to either the **Line Items** or **Line Item Details** tab and add a kit item to the grid.

Note: The **Line Item Details** tab is available only in the AccountMate for SQL/Express versions. It replaces the **Line Item Details** window in the AccountMate for LAN versions.

5. Double-click on the colored reference code "Std Kit" in the **Kit...** column to display the **Kit Item Formula** window.
 - 5.1. Make changes to the standard kit formula in the **Kit Item Formula** window; then click **OK** to save your changes.
 - 5.2. When the dialog box is displayed asking for confirmation to save your changes, click **Yes**.
6. Review the information in all the tabs and make the necessary changes; then, save the transaction.

The Sales Order module offers many reports that you can use to monitor the customized kit item in various stages of the sales order process. The table below lists some reports which you can generate for your company's own use.

Transaction Source	Useful Report	Remarks
<ul style="list-style-type: none"> • Create Sales Order, Create Sales Quote, Approve Sales Quote, Generate Recurring Sales Order, and Release Blanket SO <i>(available only in AccountMate for SQL/Express versions)</i> 	Sales Order Line Item Report	<ul style="list-style-type: none"> • The Show Kit Formula checkbox must be marked so the report will show the formula of each customized kit item included in the sales order or quote.
<ul style="list-style-type: none"> • Create Sales Order, Create Sales Quote, Approve Sales Quote, Generate Recurring Sales Order, Ship Sales Order, and Release Blanket SO <i>(available only in AccountMate for SQL/Express versions)</i> 	Open Sales Order Report	<ul style="list-style-type: none"> • The Show Kit Formula checkbox must be marked so the report will show the formula of each customized kit item that is included in the sales order but is yet to be shipped to customers.
<ul style="list-style-type: none"> • Create Blanket Sales Order <i>(available only in AccountMate for SQL/Express versions)</i> 	Blanket Sales Order Line Item Report <i>(available only in AccountMate for SQL/Express versions)</i>	<ul style="list-style-type: none"> • The Show Kit Formula checkbox must be marked so the report will show the formula of each customized kit item included in the blanket sales order
<ul style="list-style-type: none"> • Cancel SO Open Order, Create Sales Order > click Cancel button, and/or Cancel Open Sales Quote 	Lost Sales Order Report	<ul style="list-style-type: none"> • The Show Kit Formula checkbox must be marked so the report will show the formula of each customized kit item that was previously included in a sales order/quote but later was cancelled and was saved to the Lost Sales Order/Quote file.

<ul style="list-style-type: none"> • Ship Sales Order 	Shipment Report	<ul style="list-style-type: none"> • The Show Kit Formula checkbox must be marked so the report will show the formula of each shipped customized kit item.
<ul style="list-style-type: none"> • Ship Sales Order 	Un-invoiced Shipment Cost Report <i>(available only in AccountMate for SQL/Express versions)</i>	<ul style="list-style-type: none"> • The Show Kit Formula checkbox must be marked so the report will show the formula of each shipped customized kit item for which an invoice is yet to be created.
<ul style="list-style-type: none"> • Create Sales Order, Approve Sales Quote, Generate Recurring Sales Order, Ship Sales order, and Release Blanket SO <i>(available only in AccountMate for SQL/Express versions)</i> 	Shipment On-Time Analysis Report	<ul style="list-style-type: none"> • The Show Kit Formula checkbox must be marked so the report will show the formula of each shipped customized kit item.
<ul style="list-style-type: none"> • Create Sales Order, Create Sales Quote, Approve Sales Quote, Generate Recurring Sales Order, Ship Sales Order, and Release Blanket SO <i>(available only in AccountMate for SQL/Express versions)</i> 	Customer Transactions Listing	<ul style="list-style-type: none"> • The Show Kit Formula checkbox must be marked so the report will show the formula of each customized kit item included in various sales order transactions.
<ul style="list-style-type: none"> • Create Advanced Billing 	Advanced Billing Line Item Report	<ul style="list-style-type: none"> • The Show Kit Formula checkbox must be marked so the report will show the formula of each customized kit item for which an advanced billing is created.
<ul style="list-style-type: none"> • Build Customized Kit Item, Disassemble Customized Kit Item 	Customized Kit Item Report	<ul style="list-style-type: none"> • The Include Component Items checkbox must be marked so the report will show the formula of each customized kit item recorded as built using the Build Customized Kit Item function

In addition to the information provided in a single report, you can combine the information from two or more reports listed above to obtain important figures. For example, if you want to determine the customized kit item quantities that are yet to be built, you may use the following formula:

$$\text{Order Qty in Sales Order Line Item Report} \\ \text{Less: Qty in Customized Kit Item Report} \\ \text{Qty of Customized Kit Items Yet to be Built}$$

The **Kit Item Formula** window is displayed when you click the colored reference code "Std Kit" found in the **Kit** column in the applicable function's Line Items or Line Item Details grid. The **Kit Item Formula** window displays a **Print** checkbox for each customized kit item component. Marking the **Print** checkbox is not required to print the customized kit item formula in the reports listed above; rather, it configures AccountMate to print the customized kit item formula on the following Sales Order special reports:

- Sales Order
- Sales Quote
- Pick List
- Packing Slip
- Blanket Sales Order *(available only in AccountMate for SQL/Express versions)*
- Advanced Billing
- Advanced Billing Pick List

Note: To print the customized kit item component details including the item numbers, item descriptions, serial numbers and lot numbers on the invoices and SO/AR Packing Slips, you must also mark the appropriate checkboxes in the **AR Module Setup > Printing tab > Print with Kit Items on Invoice/Packing Slip** area in addition to marking the **Print** checkbox in the **Kit Item Formula** window.

Monitoring Customized Kit Items in the Accounts Receivable Module

You can use the **Generate Invoice from Shipment** function to generate invoices for shipped customized kit items. There is no need to run the **Generate Invoice from Shipment** function when invoices are automatically created during shipment.

When a customized kit item is returned, you can create a Sales Return using the **Create Sales Return with Invoice #** function.

The Accounts Receivable module offers the following reports that you can use to monitor the customized kit item transactions:

Transaction Source	Useful Report	Remarks
<ul style="list-style-type: none"> • Create Invoice, Generate Invoice from Shipment, and Create Sales Return with Invoice # 	Invoice Line Item Report	<ul style="list-style-type: none"> • The Show Kit Formula checkbox must be marked so the report will show the formula of each customized kit item included in the invoice or sales return.
<ul style="list-style-type: none"> • Create Invoice, Generate Invoice from Shipment, and Create Sales Return with Invoice # 	Customer Transactions Detail Listing	<ul style="list-style-type: none"> • The Show Kit Formula checkbox must be marked so the report will show the formula of each customized kit item included in various sales invoice transactions.

You may also print the customized kit formula on certain Accounts Receivable special reports as follows:

- Invoice
- Packing Slip

Note: To print the customized kit item component details including the item numbers, item descriptions, serial numbers and lot numbers on the Invoices and SO/AR Packing Slips, you must mark the appropriate checkboxes in the **AR Module Setup > Printing tab > Print with Kit Items on Invoice/Packing Slip** area in addition to marking the **Print** checkbox in the **Kit Item Formula** window during kit item customization in the **Sales Order** module.

The Sales Order and Accounts Receivable modules are equipped with reports that you can use to monitor the customized kit items. These reports provide important information that are useful for monitoring customized kit item transactions in each phase of the sales order and sales invoice processes.

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