THE EDGE®

Build and Assemble for Stock

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Introduction

The Edge accommodates a variety of job and item creation functions such as repair tracking, custom job tracking and item assembly. New for v. 6.1 are a Build for Stock function and an expansion of the Item Assemble function. Build for Stock allows you to create items for inventory using parts and labor similar to a custom job and includes templates for easy repeatability. Improvements to the Assemble function include the use of templates, better accounting for customer-owned parts, and accounting for disassembled parts.

Assemble Item might be used to quickly pair parts with each other to create a new item for stock. Build for stock is designed to accommodate a repeatable process toward manufacturing a private product line with controls, accounting, and templates.

The following table shows The Edge functions pertaining to jobs and the features of each.

	Repair	Custom	Assembly	Build For Stock
Typical Use	Service job on jewelry already owned by customer.	Service job that creates new jewelry specifically for a customer.	Combine parts to create a piece, e.g., a semi-mount and a loose center stone, for stock.	Build one or more instances of your design to be sold from the showcase.
Trigger	Results from POS request from customer.	Results from POS request from customer.	Need to create item for future sale. In The Edge, it is an Inventory feature.	Need to create item for future sale. In The Edge, it is an Inventory feature.
End Result	Deliver to customer	Deliver to customer	Item in inventory	Item in inventory
Pricing	Set by the store based on cost of parts and labor.	Set by store based on cost of parts and labor.	Set by category mark-up based on cost of parts and labor. This can be adjusted.	Set by category mark-up based on cost of parts and labor. This can be adjusted.
Job Envelope	Yes by default	Yes by default	Not by default[1]	Yes by default
Build From Template or previous job	No	No	Yes	Yes
Vendor	n/a	n/a	Any vendor	Only "My Brand"[2]

Liability	Has liability based on customer-owned materials.	Has liability based on customer-owned materials.	No liability.	No liability.
Commission	Commissions for repair jobs are defined specifically for repairs.	Commissions for custom jobs are defined specifically for custom jobs.	Commissions for assembled items are treated like that for inventory.	Commissions for built items are treated like that for inventory.
Reporting	Available in Activity reports as services, Job reports, and Department and Commission reports based on configuration.	Available in Activity reports as services, Job reports, and Department and Commission reports based on configuration.	Available in Activity reports as goods, Inventory COGS reports, Performance reports, Commission and Department reports based on setup, and Jobs reports.	Available in Activity reports as goods, Inventory COGS reports, Performance reports, Commission and Department reports based on setup, and Jobs reports.

[1] Job envelopes are new to Assembly in version 6.0.

[2] For Build for Stock, you must enter new vendors that represent your house brands, and you can only build items "by" those vendors.

There are three ways to assemble and build items:

Scratch	Allows you to create a built or assembled item from scratch.
Template	Allows you to create a built or assembled item from a template. Templates are created from the **Supervisor** menu of the original item by selecting **Create Template**. It is useful to create a template for a specific set of tasks that might later be used as part of a larger effort, e.g., welding or mounting. When you use the Create From Template feature, a previously saved template can be pulled in. You can make changes after you've pulled in the template.
Previous	Allows you to duplicate a previously built or assembled item. You can make changes after you've pulled in the previous.

This tip sheet outlines the expanded functionality of the Build for Stock and Assembly functions.

System Options

The following are **System Options** that you may wish to set before building and assembling items for stock.

Allow User to Assemble Items	Whether to allow the user to assemble item in inventory.
Allow User to Build Items	Whether to allow the user to build item in inventory.

Default Build/Assembly Lead Time	The default number of days a build or assembly will take to complete.
Require Assemble Work In Progress ETA	Require that an ETA be entered for assemble jobs that are a work-in-progress.
Require Assemble Work In Progress Who	Require that the job "who" field be completed for assemble jobs that are a work-in-progress.
Require Build Work In Progress ETA	Require that an ETA be entered for build jobs that are a work-in-progress.
Require Build Work In Progress Who	Require that the job "who" field be completed to mark a job done.

Inventory Types

New for v. 6.1, to accommodate these functions, are two inventory types:

WIP	Work in progress. Used to indicate than an items is in the process of being built or assembled. When the item is marked `Done`, it will be changed to the status `In-Stock`. For Assemble items, you will need to change the status to `WIP` manually using the **Item ► Supervisor** menu.
Cancelled	Indicates that the work in progress has been cancelled, work should not continue, and the item will not be put in stock.

Templates do not have an inventory status.

Job Types

Job types are as follows:

C   Custom

R   Repair

A   Assembled

B   Build for stock

Assembling an Item

The Edge allows you to assemble new items from existing inventory while retaining full details of the individual parts involved. It also allows you to disassemble items into their component parts while keeping a record of the original piece. Part records are automatically cross-referenced in the software so that if you look up an item that has been consumed as a part towards an assembled piece, that part item will have a link to the final piece and vice-versa.

Check your **System Options** to ensure these features are turned on.

Creating an Assembled Item from Scratch

To create a new item assembly:

1.   Select **Inventory ► Items ► Assemble**. The **New Item** screen will appear with the **Parts** tab open.

Options in the **Parts** tab include:

Add A Part	Allows you to add a part that is required for the assembly.
Add A Templates	Allows you to work from a template with the basic requirements for this item.
Remove Part	Allows you to remove a part from the list.
Part Details	Allows you to view the part details entered when the part was added.
Set Primary Part	Allows you to indicate that a part is primary to the piece.
Save & Print	Contains options for printing documents for this item..

2. To add a part, from the **New Item ► Part** tab, select **Add a Part**. The **New Part** window will appear.

Fields and options in the **New Part** screen include:

Task	Labor or other task associated with working with this part. Each part must be associated with the task that first attaches the part to the finished item.
Item #	If an inventory item, the item ID for the part.
Status	Whether the part is in inventory.
Quantity	The quantity of the part required for the assembly. The second quantity field is only used when measure is involved. When using melee diamonds, you would specify both the number of stones (quantity) and the total weight (measure).
Vendor	The vendor from whom the part is to be obtained.
Price Each	Pricing information for this part. They will automatically populate for inventory parts and will need to be filled in for non-inventory parts. You will be prompted to confirm this. The exception to this is when adding bulk parts as quantity will be required.
Cost Each	The cost of the part. This is populated automatically based on the entries you made. To specify cost for non-inventory items, select **Supervisor ► See Cost**.
Vendor Style #	The vendor's style number. Optional.
Barcode	The barcode of the part. Optional.
Metal Type	If made of metal, the metal type. Optional.
Metal Color	If made of metal, the metal color. Optional.
Metal Finish	If made of metal, the metal finish. Optional.
Metal Weight	If made of metal, the metal weight. Optional.
Item Style	The item style (motif) of the part. Optional.
Size	The size of the part. Optional.
Length	The length of the part. Optional.
In Stock and Ready to Use	Used to indicate that this item is in inventory and ready to be part of the assembly job. This box gets automatically checked when adding inventory parts. Optional.
Ordered	Whether the part was ordered. Optional.
Received	Whether the part has been received. Optional.
Canceled	Whether the order was canceled. Optional.
Camera icon ( )	Displays photo menu to capture one or more images of the item.
Description	A description of the part beyond the fields described above.

When adding a part from inventory, many fields will automatically be populated with the details from the item record you specify. You cannot change them. When adding a non-inventory part, these fields will remain blank. You can fill out as many or as few as you like. The only required field is **Description**.

3. Use the **Task** drop-down menu to choose which labor task first attaches the part to the finished item.

NOTE!
By default, when you create a new assembly item, there is one labor task created called Assemble. It is only necessary to use this drop-down to add additional tasks.

4. If an inventory item is to be used as a part, select that item from the **Item Number** field. You can enter the item number directly or select from the **Item Number** drop-down menu. For non-inventory parts, skip this field.

5. Complete remaining fields as appropriate.
6. Once all part information has been entered, select one of the **Save** options to finish adding that part.

NOTE!
When adding multiple parts, use the Save & New button to save the current part and immediately open a New Part window to add the next part.

7. Added parts will appear in the **Parts** tab. Inventory items will appear with their SKU number while non-inventory items will just appear with their description.

8. To access the part details screen, select a part and select **Part Details**. This window is identical to the **New Part** window. Use this to make changes to existing parts.
9. Use **Set Primary Part** to specify a part to be the **Primary Part** of this assembled piece. The Edge will automatically copy key details from the primary part (such as vendor and style). This is optional.
10. The Edge allows you to detail and account for the labor required to assemble an item. To add labor associated with a task, select the **Labor** tab from the **New Item screen**. It will appear with an automatically generated labor task named "Assemble."

The **Assemble** task automatically includes a price for the parts (items) being assembled together. You may also specify labor or other pricing associated with this task. The Parts, Labor and Other prices for all tasks will be summed and suggested as a new price for the assembled item when the item is saved. You can add additional tasks to the assembly by selecting **Add Task**.

Options in the **Labor** tab include:

Move Task Up	To ensure chronological order of tasks, use this to move a task up in the list.
Move Task Down	To ensure chronological order of tasks, use this to move a task down in the list.
Add Task	Add an additional labor task.
Add Template	Adds a template to this job. It will add one or more tasks and one or more parts to this job.
Done/Undone Task	Mark the task Done or Undone.
Cancel/Uncancel Task	Remove the task from the list.
Task Details	Opens the **Task Details** window so you can make changes or add parts for the specific task.
Done All Tasks	Marks all tasks in the list Done and moves it into stock.
ETA	The estimated date the work should be complete.

11. If there is a labor charge associated with this assembly, you can enter the amount into the **Labor** field.
12. To add specific steps to the labor, select **Add Task**. A new task line will appear.
13. Enter appropriate notes for the task.
14. To enter additional details, select **Task Details**. The **Task Details** window will appear.

15. Make the desired changes, including adding task-specific part information in the parts tab, and select **OK**. You'll be returned to the **New Item** screen.

Though the information appears here, it is also retained on the originating item record to maintain accurate inventory history.

NOTE!
The Add button on the Stone tab is disabled. You cannot directly add stones to this assembled piece. Instead, any stones must be added under the Assembled tab as a part. We do not recommend using non-inventory items to represent stone parts because they lack the supporting inventory record and therefore

the stone information will not appear on the Stones tab of the final assembled item. Instead, you should add the stone to inventory so they can be added as inventory parts. Stones will be moved to the Stones tab after the item is complete.

16. After entering part and labor details, you must complete the assembled item entry on the **General** tab. This is described in more detail in the section entitled Adding an Item. You may complete other tabs described there as well.
17. Select **OK/Save & Close**.
18. To save the item as a template, from the **Item** screen **Supervisor** menu, after the item has been saved, select **Create as a Template and select Save & Close**.
19. You will be prompted to print an envelope. Select **Yes** to print an envelope if needed.

On saving this newly assembled piece, all of its parts that came from inventory will have their status changed from **In Stock (I)** to **Consumed (U).** Additionally, there will be a new button visible on the consumed part's item record that links to the assembled piece.

Creating an Assembly Template
Templates are useful for frequently assembled items or items with similar assemblage. All the tasks and parts are imported to the new item, along with the description. To create a template:

1. Open the assembly that you want to make the template (it can be the resulting item record when you completed an assembly).
2. From the **Supervisor** menu, select **Create as a Template**.
3. Select **Save & Close**. The template will be named after the vendor style number. Certain options in the **Item** window will no longer be available, but the template will be available for future assemblies.

The parts identified in a template are placeholders. You must specify actual parts so they will match actual inventory.

Creating an Assembled Item from a Template

To create a record for an item assembled from a template:

1. From the **Inventory** menu, select **Item ► Assemble**. The **New Item** window will open.
2. From the **Labor** tab, select **Add Template**.
3. Use the item filter to locate the template. Note that only templates that were marked as such in the **Item ► Supervisor** menu will be found.
4. Repeat steps 2 and 3 as needed.
5. Add additional parts and tasks as needed and as described in the section entitled Creating an Assembled Item from Scratch.
6. Save the item. You will be prompted to print an envelope.
7. Select **Yes** if desired.

Creating an Assembled Item from a Previous Item

To create a record for an item assembled from a previous item:

1. From the **Inventory** menu, select **Item ► Find**.
2. Find and open the item from which you wish to create the new item.
3. Select **Save and Duplicate**.
4. Make changes as needed and save the record.

Building Items

Building items differs from assembling them in that it is designed to build items of your own design, for your own product line or "brand," with separate accounting and controls, whereas assembly is better suited for simple pairing of parts such as a semi mount and a center stone.

While an item is under construction, it is labeled as Work in Progress (W) in the item database. It will be changed to in-stock after the item is complete.

Creating a Store Vendor

For Build for Stock items, you will be required to create one or more in-store vendors, which will be characterized as a type of vendor identified as **My Brand**. To do so:

1. From **Inventory**, select **Vendors ► Add**. The **Vendor** screen will appear.

2. Create the vendor record as you normally would, entering a meaningful name.
3. Be sure to check the **My Brand** option, which will enable this vendor for use in Creating Build for Stock items.
4. Select **OK/Save & Close**.

Creating a Build Item from Scratch

To create a record for a build item:

1. From the **Inventory** menu, select **Items ► Build ► From Scratch**. The **New Item** window will appear with the **General** tab open. Notice that the **Vendor** field is populated by default with a list of "my brand" vendors.

2. Complete these fields.
3. Select the **Parts** and **Labor** tabs and add parts and labor as described in the section entitled Creating an Assembled Item from Scratch.
4. If you wish to save this item as a template, select **Supervisor ► Create as a Template.**
5. You will be prompted to print an envelope. Select **Yes** to print an envelope if needed.

Creating a Build Item from Template

Templates are useful for frequently built items or items with similar construction.

To create a template, from the **Item** screen **Supervisor** menu, after the item has been saved, select **Create as a Template and select Save & Close**. Certain options in the **Item** screen will no longer be available, but the template will be available for future work.

To create a record for an item build from a template:

1. From the **Inventory** menu, select **Build ► From Template**. The **Build Item Template Find** filter will appear. It works like the **Item Find** filter. Note that only templates that were marked as such in the **Item ► Supervisor** menu will be found.
2. Enter filter parameters as desired and select **OK**. A list of templates will appear.

3. Select the template with which you wish to work and select **Select**. The **New Item** screen will open.
4. Create the build item in the **Parts** and **Labor** tabs as described in the section entitled Creating an Assembled Item from Scratch.
5. To bring in another template, select **Add a Template** from the **Labor** tab.

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NOTE!
The parts identified here are placeholders. You must specify actual parts so they will match actual inventory.

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6. Save the item. You will be prompted to print an envelope.
7. Select **Yes** to print an envelope if needed.

Creating a Build Item from Previous

To create a record for an item build from a previous item:

1. From the **Inventory** menu, select **Build ► From Previous**. The **Item Find for Previous Built Items** filter will appear. It works like the **Item Find** filter. Results will include templates but you do not have to use a template. Also, by default, **Built** will be selected in the filter, but it can be any item type. Built or assembled items will bring up tasks; other item types will have no tasks.
2. Enter filter parameters as desired and select **OK**. A list of previously built items will appear.

3. Select the item you wish to replicate and select **Select**. The **New Item** screen will open.
4. Proceed with creating the item in the **Parts** and **Labor** tabs as described in the section entitled Creating an Assembled Item from Scratch.   Again, be sure actual inventory stock is specified for parts.
5. You will be prompted to print an envelope. Select **Yes**.

Assembled and Built Item Supervisor Menu

Two functions available in the Assemble and Build Supervisor menu in addition to other item functions.

Change to Work in Progress	Allows you to indicate that the item is not done and should not be put into stock.
Change to In-Stock	Allows you to indicate that the item should be considered done and put into stock. This will automatically mark all the tasks associated with the job as "done."

Finding Built or Assembled Items and Parts

Because these jobs result in items, assembled and built items and their parts can both be searched for with the standard Inventory Find filter by going to **Inventory ► Items ► Find**. For the convenience of your shop staff, they can also be found using **Services ► Find ► Job**.

To search for assembled or built items in inventory, check the **Assembled** or **Built** boxes on the **Type & Status** tab of the **Find** filter.

To search for items that have been associated with a job but are still be in the store and might possibly be taken away from the job for some other purpose, check the **Consumed Here** box on the **Type & Status** tab of the **Find** filter. In contrast, the "Consumed Gone" status will show parts that have been consumed but are not available for repurposing.

Job Tracking

Using the **Move** and **Done** functions, you can track the location of a job. Use **Services ► Move Envelope** or **Services ► Done** to track item locations. As mentioned above, that there are now **System Options** that may require **Who** information concerning who performed the change.

While working on a piece, it is necessary to track progress and organize the parts. Therefore, these processes offer a job details sheet that can be inserted into the envelope. To obtain a job envelope, select **Save & Print** from the **Item** screen; it can either be the job details sheet or the item details.

Editing Built or Assembled Items

You can review and edit assembled and built items in inventory. To do so, first find the item in inventory and edit it. Assembled items will have slightly different tabs. To review the assembly details of assembled items, select the **Parts** and **Labor** tabs as described in Creating an Assembled Item from Scratch.

To edit or review the details of a part, select it and select **Part Details** on the bottom of the assembled tab. To review the labor details, click the **Labor** tab from the assembled tab.

It may be necessary to cancel a work in progress before it is complete, but after the record is created. When you do this, if there are parts attached to the built item, you will be prompted to indicate what to do with the parts that have been allocated to it. This screen allows you to put the items back in stock or scrap them.

If you create a build item and have not allocated any parts or completed any tasks, when you cancel it, the item becomes deleted. You will not be asked to re-allocate parts because none were specified. If tasks are completed or a part is allocated from inventory, you will only be able to cancel the job; the item will still exists as cancelled.

Item Disassembly

Disassembling a Stock Item

The take-off, or disassembly, process consists of finding and editing an in-stock item you want to disassemble. To disassemble a stock item:

1. Use **Item ► Find**, described in the section entitled Finding an Item, and open the record of the desired item.

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2. Go to the **Disassembled** tab.

3. From the bottom left corner, select **Create a Take-Off**. The **New Item** screen will appear.

A take-off is a new component that you are taking away from the original item. You should create a new take-off for each part that the item is getting broken down into. For example, if you were disassembling a ring with a single diamond mounted, you would create two take-offs: one for the diamond and one for the ring mount. You

can create as many take-offs as necessary to completely account for the disassembly of an item. The full details of the original piece you are disassembling will be automatically copied into this **New Item** window.

4. Modify these details so that this new item represents one part of the original item.
5. When finished modifying, select **OK** or **Save & Close** to add this as a **Take-Off**.
6. Repeat this process to create each of your component parts.
7. To view take-off details, select **Take-Off Details**.
8. To remove a take-off from a disassembly, select **Undo A Take-Off**.

Disassembling an Assembled Item

Disassembling an item you had previously assembled in the store is a different process from disassembling a stock item. You do not make use of the **Disassembled** tab or create **Take-Offs**.

To disassemble an assembled item, start by finding and editing it in inventory. Then, go to its **Parts** tab. Here you will be presented with a list of the individual parts that were used to make up this item.

Use the **Remove Part** button to individually remove each part from this item. For stock parts, they will be restored to in stock status in inventory under their original stock number. Miscellaneous parts will be removed without affecting any inventory since they never existed in inventory in the first place. You can add them as new items (with a backdated entry date) if you wish.

NOTE!
Even after removing all parts, the inventory record will remain. You should delete it to avoid any confusion.

Impact on Accounting

There are inventory stock types specific to build for stock and assembled items. The QuickBooks Integration setup has sections specific to these stock types where you can assign asset, COGS, and income accounts. Like assembly, parts consumed from inventory for build jobs will use the Assembly/Disassembly posting account as a pass-through (see the QuickBooks section in the User Guide for more information.) Finalized posting to assets will be done when the build job is marked `Done` (which in turn marks the status as in stock).