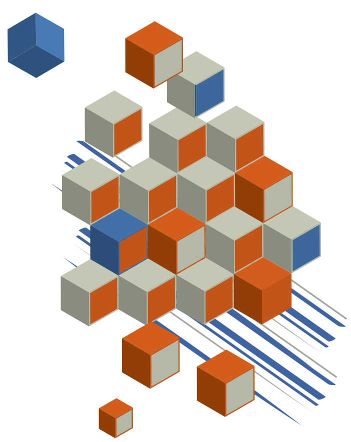
SIMMS Setup Guide I

SIMMS Inventory Management Software 7.3

July 22, 2010



Contents

Introduction to SIMMS Setup Guide I

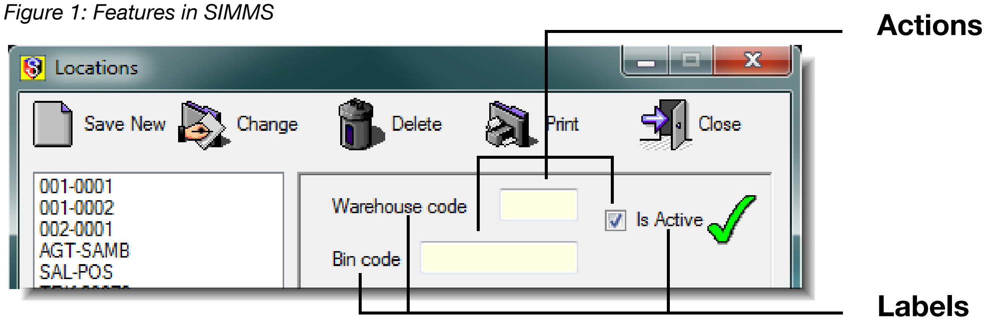
What this Setup Guide Covers:

- Creating your company database.
- Entering your company information.
- Registering and activating your SIMMS software.
- Configuring SIMMS' setup options (Global Settings is covered in SIMMS Setup Guide II).

How to Use this Setup Guide. The majority of this guide is about configuring SIMMS to your unique needs. There are many options available to you—choose the one's that work best for your company. However, there are some things you need to do. An Ⓡ indicates a required action.

This guide is organized with tables. The **Label** column in a table lists the names of the features available to you. The **Action** column in a table contains instructions on what action you take to enable a feature. The organization of a table resembles how a typical feature appears in SIMMS. See Figure 1.

Figure 1: Features in SIMMS



There is a column in the table with a check mark (✓) in its header. If you print out this document, check off the changes you have made during your setup. In this way you can keep track of the changes you have made to SIMMS.

***Note**: Restart SIMMS after you finish making your changes. This ensures your changes take effect.*

Company Manager

To create your company database, on the **SIMMS [start page]**, click the **Administration** menu, and then click **Company Manager**.

The Company Manager dialogue box opens.

Table 1: Company Manager

Label	Action	✓
New Company	Click **New Company**. The New Company dialogue box opens.	R
Company Code	In the **Company Code** text box, type the name of your company.	R
Save	Click the **Save** button. The Operation Information dialogue box opens. SIMMS creates your company database.	R
NEXT	Click **Next**. You may need to click Next several times for SIMMS to continue the setup of your company database.	R
Close	Click **Close.** You may need to click Close several times for SIMMS to complete the setup of your company database. After you click Close for the final time, the Mass Copy Inventory dialogue box opens.	R

Mass Copy Inventory

If you have an existing company database, you can copy the data from an that existing company database to your new company database. The on-hand quantities from the existing database are not copied to your new database.

Table 2: Company Manager - Mass Copy Inventory

Label	Action	✓
Importing from	In the **Importing from** list, select the company from which you want to import the data.	
Work Center...Global Settings	Click the check boxes to select the type of data you wish to import into your new company.	
Import	Click the **Import** button. SIMMS imports the selected data from the existing company to your new company.	
Close	Click **Close**. The Setup Step by Step dialogue box opens.	

Setup Step by Step

The Setup Step by Step wizard guides you through your setup of SIMMS. As you complete each step a green check mark displays beside the completed step. After you have completed each step click **Close**.

If you do not want to use the Setup Step by Step wizard, click **Close**. Close any remaining dialogue boxes that are open.

Company Information

Your company information appears on your report headers, and is your default ship-to address.

On the **SIMMS [start page]**, click the **File** menu, and then click **Company Information**.

The Company Information dialogue box opens.

Table 3: Company Information

Label	Action	✓
Company Information... Federal ID/ABN/GST No.	Type the appropriate information in the text boxes. The Federal ID field is where you enter your ABN/Federal ID or Canadian GST number. These numbers display on all sales transaction reports.	R
Ship to	Click the **Ship to** button to add an alternate ship-to address for your company. The Address Manager dialogue box opens. Type the appropriate information in the text boxes. Click **Add**, and then click **Close**. You select alternate ship-to addresses in the Transaction Manager.	
Load Picture	If you would like to change the center picture on the SIMMS start page. Click the **Load Picture** button. The Load Picture dialogue box opens. Select your picture, and then click **Open**. For best results, your picture should be 180 pixels x 180 pixels.	
Save, Close	Click **Save**, and then click **Close**.	R

Register

Before you can register and activate SIMMS, contact KCSI for your PIN code.

On the **SIMMS [start page]**, click the **File** menu, and then click **Register**.

SIMMS Software Registration & Activation dialogue box opens.

Table 4: Register

Label	Action	✓
PIN	Type the six character PIN code you received from KCSI.	Ⓡ
Online Registration	Click the **Online Registration** button. The Online Registration dialogue box opens.	Ⓡ
Company ... Phone	Type the appropriate information in the text boxes. Your company name is mandatory.	Ⓡ
Check for Registration Updates	Click the **Check for Registration Updates** button. SIMMS confirms your registration and updates your version of SIMMS. Close all open dialogue boxes.	Ⓡ

Note: *For changes to take effect, close SIMMS and then log back in to SIMMS.*

Locations

You add, edit, and delete location codes in the Locations dialogue box. A location is the place where you physically store or stage inventory. Used extensively throughout SIMMS, location codes make it easy for you to find and manage your inventory items.

On the **SIMMS [start page]**, click the **Setup** menu, and then click **Locations**.

Table 5: Locations

Label	Action	✓
Warehouse Code	Type the warehouse code that identifies your warehouse location. You can choose up to 3 characters to identify your warehouse location.	R
Bin Code	Type the bin code that identifies your bin location. You can choose up to 10 characters to identify your bin location.	R
Is Active	Click to set the location as active. If in the future a location becomes inactive, you can return to this setting and clear the check box.	R
Use Capacity	Click to limit the capacity of a location, then choose either **Volume** or **Pallets**. If you limit your location's capacity by volume, type in the box the maximum quantity of the items stored in that location. If you limit your location's capacity by pallets, by default, the maximum quantity of pallets you can store in a location is one (one pallet for one location).	
Description	Type a short description for the location. This description helps you to identify the location.	

Table 5: Locations

Label	Action	✓
Assigned Customer	To assign a location to a contact: 1. On the **Contact Manager** menu, select your contact type (Customer, Vendor, Manufacturer, Employee). The Contact Manager window opens. 2. In the contact list pane (left side of window), select your contact. 3. Click the **Advanced** tab. 4. In the **Assigned Location** list, select the location you want to assign to your contact. 5. Click **Save**, and then close the Contact Manager. You can assign a location to only one contact at a time. With this feature, you can manage consigned stock. For example, an agent takes unpurchased inventory from a warehouse and stores and sells it from his home. If you create an unique location, and assign it to an agent, then you can track the inventory an agent has in his possession.	
Address (button)	Click the **Address** button to enter an address for the location. The Address Manager dialogue box opens. Type the appropriate information in the text boxes, and then click **Add**. Click **Close**.	
Print Labels (button)	Click the **Print Labels** button to view and print labels for a selected location.	

Categories and SubCategories

You add, edit, and delete categories in the Category Subcategory Tree dialogue box. With this feature, you create the categories and subcategories that you organize your items under. You assign these categories and subcategories to items in the Item Manager.

On the **SIMMS [start page]**, click the **Setup** menu, and then click **Categories and SubCategories**.

The Category Sub Category Tree dialogue box opens.

Table 6: Categories and SubCategories

Labels	Action	✓
Drag New Category/ Subcategory (button)	To create a category, drag the **Drag New Category/Subcategory** button into the window pane. Type the name of your category in the field. You can choose up to 40 characters for your category name.	Ⓡ
	To create a subcategory, drag the **Drag New Category/Subcategory** button over an existing category (a yellow arrow displays). Type the name of the subcategory in the field. You can choose up to 40 characters for your subcategory name.	

Departments

You add, edit, and delete departments in the Departments dialogue box. Unlike locations, departments are task focused (e.g. accounting, manufacturing). In the Contact Manager, you can assign departments to customers, vendors, employees, and manufacturers.

On the **SIMMS [start page]**, click the **Setup** menu, and then click **Departments**.

The Departments dialogue box opens.

Table 7: Departments

Label	Action	✓
Enter Department	Type the name of the department in the text box. Click **Save New Data**. Click **Close**.	

Units of Measure

You add, edit, and delete units of measure in the Units of Measure dialogue box.

In addition, you can define relationships between units of measure. Defining relationships between units of measure enable you to purchase, store, and sell inventory in different units of measure. You need to enter items into SIMMS before you can define relations between units of measures.

On the **SIMMS [start page]**, click the **Setup** menu, and then click **Units of Measure**.

The Units of Measure dialogue box opens.

Table 8: Units of Measure—UM Setup (link)

Label	Action	✓
Enter Data (unit of measure name)	Type the name of the unit of measure in the text box. You can choose up to 35 characters for your units of measure name. Click **Save New Data**.	Ⓡ

Table 9: Units of Measure—New Relation (link)

Label	Action	✓
Item	Select an item from the **Item** list.	
Copy the UM Template from	If you have a pre-existing relation that you want to copy, click **Copy the UM Template from**, and then select the pre-existing template from the list.	

Table 9: Units of Measure—New Relation (link)

Label	Action	✓
Define Relations	To create a new relation, click **Define Relations**, and then select a unit of measure from the **UM list**. (The Standard UM is unavailable. It is specified in the Item Manager). Type the appropriate multiplier in the **Multiplier** box.	

Shipping Methods

You add, edit, and delete shipping methods in the Shipping Methods dialogue box. Examples of shipping methods are FedEx, US Postal Service, or CN Rail.

You assign these shipping methods on the Shipping tab in any transaction window.

On the **SIMMS [start page]**, click the **Setup** menu, and then click **Shipping Methods**.

The Shipping Methods dialogue box opens.

Table 10: Shipping Methods

Label	Action	✓
Method, Contact, Phone1, Phone2, Fax, Address, E-mail	Type the appropriate information in the text boxes. Click **Add**, and then click **Close**.	Ⓡ

Branch Management

You can create multiple branches for one company, all of them working with a single SIMMS database. Use SIMMS branch management features if you operate offices in locations different from your corporate headquarters. With branch management you can:

- Assign users to specific branches of your company. Users can only log into a branches assigned to them. Users have the same user profile for all branches.
- Share contact information between branches.
- Generate branch specific reports.

You create your main branch first, and then you create your subsidiary branches.

On the **SIMMS [start page]**, click the **Setup** menu, and then click **Branch Management**.

The Branch Management dialogue box opens.

Table 11: Branch Management

Label	Action	✓
Code	Type the code for your branch in the **Code** text box. You can choose up to 5 characters for your branch code.	
Description	Type a description for your branch in the **Description** text box.	
Address	Type the address for your branch in the **Address** text box, and then click **Save New**.	

Table 11: Branch Management

Label	Action	✓
User Assigned to Branch	Assign users to a branch: 1. Click the **User Assigned to Branch** button. The Assign Users to Branches dialogue box opens. 2. In the **Branches** list select your branch. 3. In the **Unassigned Users** pane, click the name of the user you want to assign to this branch, and then click the arrow heads (>>). The user's name is moved over to the Assigned Users pane. 4. Click **Close**	
Branch Locations	Enter your branch location information: 1. Click the **Branch Locations** button. The Locations dialogue box opens. 2. Type the appropriate information for your branch. 3. Click the **Address** button. The Address Manager opens. 4. Type the address for your branch in the text boxes. 5. Click **Add**, and then click **Close**. 6. Click the **X** to close the Locations dialogue box.	

Repeat this process, to add more branches to your company, and then click **Finish**.

PO Budget Setup

In SIMMS, you can control how much an employee can spend with budget categories and accounts. To create these budgetary controls, you need to do the following:

- Create a budget category.
- Assign users to your budget category.
- Create a budget account.

If the PO Budget Setup command is unavailable, do the following:

1. Go to **Global Settings>Purchasing** tab, and then click **Use Budgets - Purchase order authorization**.
2. Click **Enforce Budget Limits in PO and Receipts**.

On the **SIMMS [start page]**, click the **Setup** menu, and then click **PO Budget Setup**.

The Budget Categories - Accounts dialogue box opens.

Table 12: PO Budget Setup—Budget Category

Label	Action	✓
Budget Category	1. Click the **Categories** button. The Budget Categories dialogue box opens. 2. In the **Enter Data** text box, type the name of your budget category. Click **Save New Data**, and then click **Close**.	

You have created a budget category. Next, you need to assign a user to the budget category in the User Manager.

1. Go to **Administration>User Manager**, and then click the name of the user you wish to assign to the budget category.
2. Click **Edit Existing User**. Click the **PO Authorization** tab, and then click the budget category that you are assigning to the user.

After assigning a user to a budget category, return to PO Budget Setup and create your budget account.

Table 13: PO Budget Setup—Budget Accounts

Label	**Action**	✓
Budget Accounts	1. Click **PO Budget Setup**. The Budget Categories - Accounts dialogue box opens. 2. Click the **Accounts** button. The Accounts Details dialogue box opens. 3. In the **Budget Account** text box, type a name for your budget account. 4. In the **Value** text box, type the dollar limit for your budget account, and then click **Save**. Click **Close**.	

Prices—Quantity Volume Discounting

You can set up discounts for your customers based on how much of an item they purchase. To create quantity volume discounts you need to do the following:

- Create an Item Group
- Assign items to the Item Group (if you assign an item to one item group you cannot assign the same item to another item group)
- Create a Customer Price Group
- Assign customers to the Customer Price Group
- Define a price template for your Customer Price Group

To enable quantity volume discounting select **Setup**>**Settings**>**Global Settings**>**Price Calculation** (tab), and then click **Quantity Volume Discounts**.

On the **SIMMS [start page]**, click the **Setup** menu, point to **Prices**, **Discounts**, **Costs**, and then click **Prices - Quantity Volume Discounting**.

The Customer Quantity Volume Discounting dialogue box opens.

Table 14: Prices—Quantity Volume Discounting

Label	Action	✓
Create Item Groups (link)	Click **Create Item Groups**, the Item Group dialogue box opens. In the **Enter Data** box, type the name of your item group, and then Click **Save New Data**. Click **Close**.	

Table 14: Prices—Quantity Volume Discounting

Label	Action	✓
Assign Items to Item Groups (link)	1. Click **Assign Items to Item Groups**, the **Assign Items to Item Group** dialogue box opens. 2. Select an item group from the **Item Group Name** list. 3. Select an item category from the **Item Manager Category** list. SIMMS displays the items from your selected category in the **Unassigned Items** pane. 4. Click the items that you want to assign to the item group, and then click the arrow heads (>>). SIMMS moves the items to the **Assigned Items** pane. 5. Click **Close**.	
Create Customer Price Groups (link)	Click **Create Customer Price Groups**, the Item Group dialogue box opens. Type the name of your customer price group in the **Customer Price Group** text box. Click **Save New Data**. Click **Close**.	
Assign Customers to Customer Price Groups (link)	1. Click **Assign Customers to Customer Price Groups**. The Assign Customers to Customer Groups dialogue box opens. 2. Select a customer group from the **Customer Group** list. SIMMS displays a list of your customers in the Unassigned Customers pane. 3. In the **Unassigned Customers** pane, select the customers you wish to assign to your customer price group, and then click the arrow heads (>>). SIMMS moves your selected customers to the Assigned Customers pane. 4. Click **Close**.	

Table 14: Prices—Quantity Volume Discounting

Label	Action	✓
Setup Discount by Item Groups and Customer Groups (link)	1. In the **Item Groups** pane, click to select an item group. 2. Click **Setup Discount by Item Groups and Customer Groups**. The Price Template Configuration dialogue box opens. 3. From the **Customer Price Group** list, select a customer group. 4. In the **To Quantity** field, type a quantity 5. In the **Percent Markup** field type the markup percentage. Repeat steps 3 and 4, if you would like to add another level of discounts. 6. Click **Save**, and then click **Close**.	

Prices—Dollar Volume Discounting

To enable dollar volume discounting select **Setup**>**Settings**>**Global Settings**>**Price Calculation** (tab)>**Use Dollar Volume Discounts**.

You can give discounts to your customers based on the dollar amount a customer spends. To create dollar volume discounts you need to do the following:

- Select an Item Group
- Select a Customer Price Group
- Define a dollar volume discount

On the **SIMMS [start page]**, click the **Setup** menu, point to **Prices**, **Discounts**, **Costs**, and then click **Prices - Dollar Volume Discounting**.

The Dollar Volume Discount dialogue box opens.

Table 15: Prices—Dollar Volume Discounting

Label	Action	✓
Item Group	Select an item group from the **Item Group** list.	
Customer Price Group	Select a customer price group from the **Customer Price Group** list. If the Customer Price Group is not listed, click the ellipses button and create a customer price group.	
Net Line Item Price up to Amount	In the **Net Line Item Price up to Amount** box, type the dollar volume threshold.	

Table 15: Prices—Dollar Volume Discounting

Label	Action	✓
% of Standard Price	In the **% of Standard Price** box, type the percentage of the standard price discounted at this dollar volume threshold. Click **Add**.	

Costs—Quantity Volume Discounting

On the **SIMMS [start page]**, click the **Setup** menu, point to **Prices**, **Discounts**, **Costs**, and then click **Costs - Quantity Volume Discounting**.

The Vendor Quantity Volume Discounting dialogue box opens.

Table 16: Costs—Quantity Volume Discounting

Label	Action	✓
Create Item Groups	Click **Create Item Groups**, the Vendor Item Group dialogue box opens. In the **Enter Data** text box, type the name of your vendor item group, and then click **Save New Data**. Click **Close**.	

Table 16: Costs—Quantity Volume Discounting

Label	Action	✓
Assign Items to Item Groups	1. Click **Assign Items to Item Group**, the Assign Items to Item Groups dialogue box opens. 2. Select an item group from the **Item Group Name** list. 3. Select an item category from the **Item Manager Category** list. SIMMS displays the items from your selected category in the **Unassigned Items** pane. 4. Click the item that you want to assign to the item group, and then click the arrow heads (**>>**). SIMMS moves the item to the **Assigned Items** pane. 5. Click **Close**.	
Create Vendor Price Groups	Click **Create Vendor Price Groups**. The Vendors Price Groups dialogue box opens. In the **Enter Data** box, type the name of your vendor price group. Click **Save New Data**. Click **Close**.	
Assign Vendors to Vendor Price Groups	1. Click **Assign Vendors to Vendor Price Groups**. The Assign Vendors to Vendor Groups dialogue box opens. 2. Select a vendor group from the **Vendor Group** list. 3. In the **Unassigned Vendors** pane, select the vendor you wish to assign to your vendor price group, and then click the down arrow. SIMMS moves your selected vendor to the Assigned Vendors pane. 4. Click **Close**.	

Table 16: Costs—Quantity Volume Discounting

Label	Action	✓
Setup Prices by Item Group and Vendor Groups (select Item Group first)	1. In the Item Groups pane, click to select an item group. Click **Setup Prices by Item Group and Vendor Groups**. The Setup Vendor Volume Pricing dialogue box opens. 2. From the **Vendor Price Group** list, select a vendor price group. 3. In the **To Quantity** field, type a quantity. 4. In the **Percent Markup** field type the markup percentage. Repeat steps 3 and 4, if you would like to add another level of discounts. 5. Click **Save**, and then click **Close**.	

Landed Cost Setup

In Landed Cost Setup, you define the static landed cost for an item, and then assign those costs to the appropriate vendor. When you create a receipt of goods you can apply the static landed cost to the items on the receipt of goods.

On the **SIMMS [start page]**, click the **Setup** menu, point to **Prices**, **Discounts**, **Costs**, and then click **Landed Costs**.

The Landed Cost Setup dialogue box opens.

Items (tab)

Table 17: Landed Cost Setup—Items (tab)

Label	Action	✓
Item	Select an item from the **Item** list.	
Duty rate ... Other Fix Cost 5	Type the appropriate percentage rate or fixed cost for the item in the boxes.	

Vendor (tab)

Table 18: Landed Cost Setup—Vendor (tab)

Label	Action	✓
Duty rate ... Other Fix Cost 5	For each landed cost, select the appropriate vendor from the list. This assigns the landed cost to that vendor.	

Price Template Report

On the **SIMMS [start page]**, click the **Setup** menu, point to **Prices**, **Discounts**, **Costs**, and then click **Price Template Report**.

The Price Template report opens.

Table 19: Price Template Report

Label	Action	✓
Price Template Report	Click to view, print, or export the Price Template Report.	

Price Levels Report

On the **SIMMS [start page]**, click the **Setup** menu, point to **Prices**, **Discounts**, **Costs**, and then click **Price Levels Report**.

The Price Levels report opens.

Table 20: Price Levels Report

Label	Action	✓
Price Levels Report	Click to view, print, or export the Price Levels Report.	

Global Changes

You make global adjustments to your costs and prices in the Setup—Global Price/Cost Adjustment dialogue box. The adjustments you make are applied to all costs or prices throughout SIMMS.

On the **SIMMS [start page]**, click the **Setup** menu, point to **Prices**, **Discounts**, **Costs**, and then click **Global Changes**.

The Setup - Global Price/Cost Adjustments dialogue box opens.

Table 21: Setup—Global Price/Cost Adjustments

Label	Action	✓
Dollar Markup ... Percentage Markup Pricing	Select one of the following: • **Dollar Markup** - a dollar amount is added to the standard cost of all items. Type the dollar amount for the markup in the box. • **Percent Markup** - a percentage of each item's standard cost is added to the standard cost of each item. Type the percentage amount for the markup in the box. • **Dollar Discount** - a dollar amount is subtracted from the standard price of all items. Type the dollar amount for the discount in the box. • **Percent Discount** - a percentage of each item's standard price is subtracted from the standard price of each item. Type the percentage amount for the discount in the box. • **Percentage Markup Pricing** - The price for all items is set to the item's standard cost and then increased by a percentage. Type the percentage amount for the markup in the box.	

Tax Codes

You add, edit, and delete tax codes in the Tax Codes dialogue box. A tax code is the tax you apply to vendors or customers. Before you can add a tax code, you need to set up the appropriate tax agency (IRS, Revenue Canada) in the Contact Manager. In the Contact Manager, create your tax agency as a vendor and assign its client type as tax agency.

On the **SIMMS [start page]**, click the **Setup** menu, and then click **Tax Codes**.

The Tax Codes dialogue box opens.

Table 22: Tax Codes

Label	Action	✓
Plus "+"	Click the plus (**+**) sign to create a new tax code.	R
Code, Tax Percent, Description	Type the appropriate information in the **Code**, **Tax Percent,** and **Description** fields. You can choose up to 4 characters for your tax code name.	R
Tax Account	Click the **Tax Account** field, and then select the appropriate tax account from the list. Tax accounts are only available if you are using SIMMS general ledger.	R
Client	Click the **Client** field, and then select the appropriate tax agency (IRS, Revenue Canada) from the list. Click **OK**.	R

Tax Schedules

You add, edit, or delete tax schedules in the Tax Schedule dialogue box. A tax schedule is a group of tax codes you apply to a vendor or customer. You need to set up your individual tax codes before you set up your tax schedules. You assign tax schedules to your vendors/customers in the Contact Manager.

On the **SIMMS [start page]**, click the **Setup** menu, and then click **Tax Schedules**.

The Tax Schedules dialogue box opens.

Schedule (tab)

Table 23: Tax Schedules—Schedules (tab)

		✓
Schedule Code	Type a name for your tax schedule in the **Schedule Code** text box.	Ⓡ
Description	Type a description for your tax schedule in the **Description** text box. Click **Save New**.	Ⓡ

Tax Details (tab)

Table 24: Tax Schedules—Tax Details (tab)

		✓
Tax	Select the appropriate tax code from the **Tax** list.	Ⓡ
Charge Tax on Freight	If applicable, for this tax code, click **Charge Tax on Freight**. The appropriate tax is added to the freight charges.	
Tax on Tax	If applicable, for this tax code, click **Tax on Tax**. The appropriate tax is added on to the existing tax.	
Add (button)	Click the **Add** button. Repeat this process to add as many tax codes to the tax schedule as you need, and then click **Close**.	Ⓡ

User-Defined Fields

In SIMMS, you have access to user-defined fields (drop-down lists, text boxes, combo boxes, and date fields). Depending on the type of field, they display in the Item Manager, Transaction Manager, and Contact Manager. There are seventeen (17) user-defined fields available to you:

On the **Setup** menu, point to **Settings**, and then click **User-Defined Fields**. The User-Defined Fields dialogue box opens.

Table 25: User-Defined Fields

Displays In	Type of Field	Quantity
Item Manager	Drop-Down	2
	Text Box	3
Transaction Manager	Text Box	4
Contact Manager	Text Box	5
	Combo Box	2
	Date	2

Label your User-defined Fields:

1. **Go to Setup>Settings>User-Defined Fields**.

   The User-Defined Fields dialogue box opens.
2. Click the **General** tab.
3. On the **General** tab, type the appropriate labels in the text boxes.

   The label is the text that appears beside the user-defined field.

SKU Configurator

Caution*: Once you have assigned stock keeping units (SKU) to your inventory items, you cannot return to use item codes.*

In SIMMS, you can configure and automatically generate SKU codes. For example, an SKU could consist of three parts: two characters for the manufacturer's name, two characters for the category's name, and two characters for an incremented number. If, for this example, the manufacturer is Smith and the category is Computers, the SKU would be SMCO01.

On the **Setup** menu, point to **Settings**, and then click **SKU Configurator**. The SKU Formula dialogue box opens.

Note: If you are using any of the following elements as part of your SKU code:

- *Category (including any of the three subcategories levels)*
- *Manufacturer*
- *Manufacturer's SKU*
- *Vendor*
- *Vendor's Part Number*

all your inventory items in SIMMS must have that corresponding category/subcategory, manufacturer, manufacturer SKU, vendor, or vendor's part number assigned to it in the Item Manager. For example, if one element of your SKU is Manufacturer, all your items must have a manufacturer assigned to them.

Note*: one of your SKU elements must be an incremented number. This ensures all your SKUs are unique.*

Table 26: SKU Configurator

Label	Action	✓
Use Automatic SKU	Click to have SIMMS automatically generate SKU codes for your items.	
Part 1....8	Start with Part 1. From the list, select the element for your SKU (e.g. Category). You can have up to eight elements in your SKU.	

Table 26: SKU Configurator

Label	Action	✓
Automatically Generated # .. Alphanumeric + Extra Chars.	Select one of the following: • **Automatically Generated #** SIMMS automatically generates a number for your element. • **Alphanumeric** SIMMS generates an alphanumeric code based on your chosen element. For example, if you chose: • Category as your element. • Three as the number of alphanumeric characters for your element. If Computers is the category for your item in the Item Manager, your SKU is COM (the first three letters of computers). • **Alphanumeric + Extra Chars** SIMMS generates an alphanumeric code based on your chosen element and appends a number to the code. For example, if you choose: • Category as your element. • Four as the number of alphanumeric characters for your element. • Two for the number of extra characters that are appended to your element. If Software is the category for your item in the Item Manager, your SKU is SOFT01 (the first four letters of Software with two numeric characters appended to it).	
No. of Characters	Type in the box the number of characters you want for your element.	

Table 26: SKU Configurator

Label	Action	✓
Extra Characters	If you selected Alphanumeric + Extra Chars., type in the box the number of extra characters you want for this element. Click **Save**, and then click **Close**.	