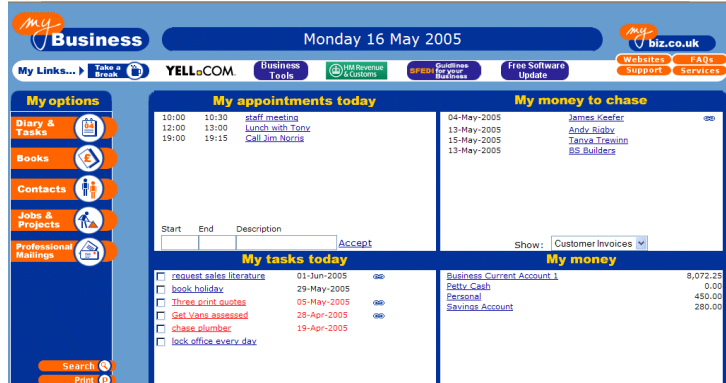


Guide to Creating a Bill of Materials

A Beginner's Guide

Many businesses supply finished goods or products that are made up from components or items. As well as managing finished stock for sale, Complete Manager can also look after stock items and component parts. If these items are made into a list of components that make up a finished product then this is called a "Bill of Materials". This guide will show you how to create a bill of materials for a product that you want to sell. You'll also learn that you can manage the stock levels of the items needed to build a product, and yet only show the finished product on the customer invoice. To simplify the process first we should define some of the elements that will be covered in this guide, as they are described in Complete Manager.



The Complete Manager Home Page

- Finished Good, Items, Service Items:**

In Complete manager you can categorise the things you sell in 3 ways - an Item, a Finished Good, or a Service. In Complete Manager a **Finished Good** is the final product that you wish to sell, which is usually made up of a number of different items. An **Item** can also be something that you sell, but it is also a useful separate category for managing stock items that are to be used as a component of a Finished Good. Because you can sell Items, and include them as detail on the invoice if you wish, Items and Finished goods can be treated as one category, if you do not want to distinguish between a finished good and its components. A **Service** is something that you sell which is time based. This might be some kind of consultancy, installation, or site surveys etc... The great thing about categorising something as a Service in Complete Manager is that you can then link it to diary events and tasks, so that Complete Manager will remind you to invoice for them in the future.

- Bill of Materials:**

A **Bill of Materials** is a list of the component items that go into making a finished product.

- Price List:**

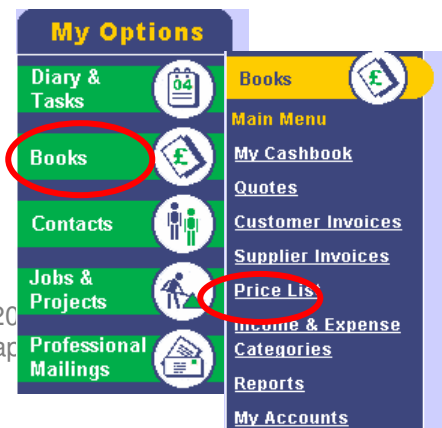
Complete Manager has a **Price List** for items that might be included on any invoices. Items, Finished Goods and Services can easily be added to create your complete price list, and by including the cost and selling price of these items, Complete Manager can work out the gross profit of any invoice you produce using these items. You can turn the Price List into an effective Stock Control tool by simply adding the stock level (Amount in stock) for a Price List Item or Finished Good.

Bill of Materials Example

In this example we are going to imagine that we are selling computers, which we are going to build from a number of component parts that we will be buying in and holding in stock. Note that there could also be time based elements which you would want to add onto a Bill of Materials, to get the true final cost and list of component elements of your finished good.

Step 1. Getting Started – The Books Main Menu Page

The area of Complete Manager you will be using to create a Bill of Materials will be the Books Main Menu page. Select Books from the Home Page. From the menu that appears on the left hand side of the Books Main Menu page, select Price List.



Step 2. Creating a component "Item"

Create a new item from your stock list by going to Price List, and selecting "New Item" (Item will need to be showing under "Show for Category" on the left hand side). Enter the details of the item including any purchase price and sales price. It is recommended that you also select the box for automatic adjustment so that when ever you create customer or supplier invoices the stock level will be automatically adjusted.

Step 3. Building up a stock list

Once the details have been saved they will be displayed in the Stock List. You can now build up a full list of the items that you want to be included in the Bill of Materials, or indeed all of the items you hold in stock or sell. Note that if you want to add time elements such as "Assembly" then it is best to categorise these as Service items so that you can link them to diarised activities for reminder purposes.

Description	In Stock		Cost Price	Sale Price	Minimum Order	Manu
15mm metal s...	15	bundle of 10	5.60	8.35		
3mm metal strip	25	bundle of 10	3.50	5.20		
CD Drive	0	single item	30.00	45.00	0	
Cover - PC	0	single item	6.00	14.00	0	
Graphics Card	0	single item	19.00	36.00	0	
Motherboard	0	single item	26.00	55.00	0	
Processor	0	single item	12.00	22.00	0	
delivery - u...		single drop	20.00	50.00		

Step 4. Creating a Bill of Materials for a computer

Before creating a bill of materials you need to make a list of the items to go into making the computer, what the total costs of these parts are and what margin you wish to make to give you the selling price. Now go to Books, Price List and select New Finished Goods (Finished Good will need to be showing under "Show for category"). Note, you can if you prefer, keep Finished Goods within the Items list. Enter the details, such as description, cost and selling price. Select the stock adjustment box and Save.

Reselect the Finished Good (Computer - 1) from the price list and

you will see that now you have the option of Bill of Material on the right hand side. Select this and select Add Item or description from the next screen. Select the items you wish to use in building the computer, for instance "Motherboard", "Processor", "Assembly" etc... When this list is complete select Save. You can still amend the Bill of Material later if you want to.

Description	Quantity	
CD Drive	1	delete
Cover - PC	1	delete
Graphics Card	1	delete
Processor	1	delete
Motherboard	1	delete
screws (bag)- 0.5ins	2	delete

Step 5. Simple invoicing and stock control

You can now add the Computer onto invoices in the future as a single item, but when you do so it will automatically adjust the stock levels of all of the component items!