# Using Assembly Tracker

For QuickBooks users who create assemblies, this utility provides four reports that can't be created in QuickBooks:

- A Bill of Materials list for every assembly you created.
- A Bill of Materials Details list that includes the current average cost of the components and the total average cost for the assembly.
- A Where Used list that displays every component used in an assembly, and notes the assembly (or multiple assemblies) in which each component exists.
- A Pending Builds report with details about available/missing components.

Assembly Tracker works with multi-level assemblies (where an assembly contains one or more assemblies as a component).
Using Assembly Tracker is easy and straightforward; all you have to do is perform the following tasks:

1. Open your QuickBooks company file.
2. Open the Excel file named Assembly Tracker.xls, located in the folder where you saved the software download.
3. Start the utility.

Detailed instructions for each task are in this document.

## Opening the QuickBooks Company File

Before using this utility, you must start QuickBooks and open your company file. If you have multiple company files, be sure to open the file that has the data you need. Complete the company file login (if you login to this company file) so that your company file is completely loaded in QuickBooks before opening the Assembly Tracker utility. It doesn't matter whether the company file is on the computer you're using, or on another computer on a network (a computer working as the QuickBooks datafile host).

> *NOTE: QuickBooks sometimes displays a dialog box when you start the program or when you open a company file. These dialog boxes might remind you to back up files, or download an update, or take some other action. Close those dialog boxes before you use this utility.*

## Opening the Excel File

On your C: drive, navigate to the folder where you stored the software download and open the file named Assembly Tracker.xls. Because this file has macros (programming code to accomplish the required tasks), you might have to tell Excel to let the macros run. What you see depends in part on how, if at all, you have set Excel's security options.

- In Excel 2003 and earlier, you see a dialog warning you that the file contains macros before the file opens. Click Enable Macros to open the file with macros enabled.

- In Excel 2007, the file opens without a warning dialog. However, a Security Warning message bar appears under the toolbar to tell you that macros have been disabled (if you haven't changed the default Excel setting which disables all macros). Click Options and select Enable This Content.

## Getting Data from the QuickBooks Company File

When Assembly Tracker.xls opens, the Start Here worksheet displays a listbox showing the assemblies that have been defined in the QuickBooks company file. Select one or more assemblies by clicking them; deselect an assembly by clicking it again. Then click the button labeled Analyze Assembly Components to begin the analysis.
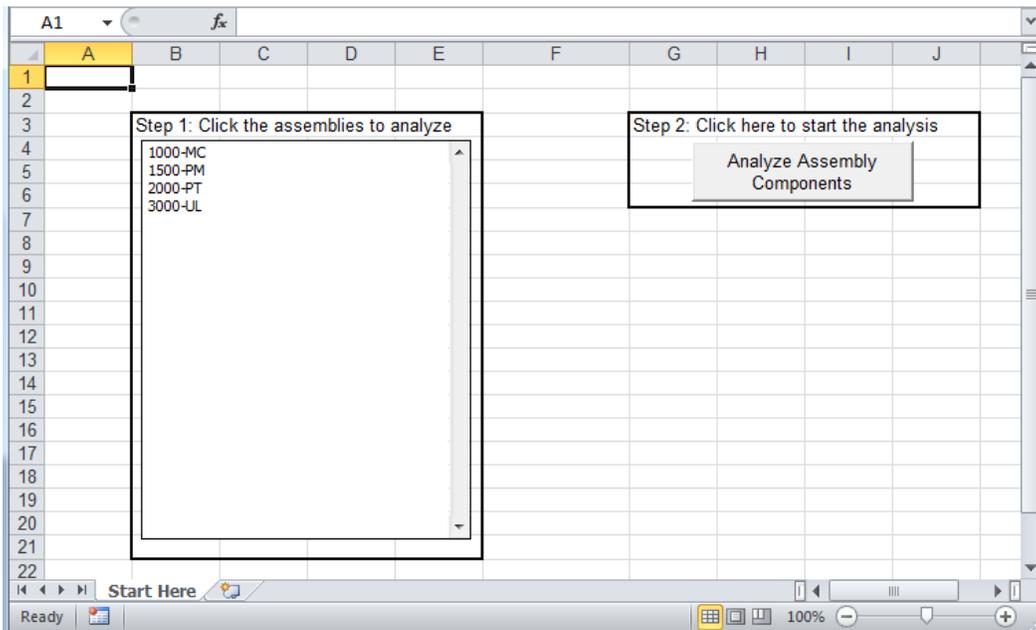


## Allowing Access to QuickBooks Data

When the utility attempts to extract data from QuickBooks, QuickBooks asks for your permission. In the QuickBooks Application Certificate dialog, select the option you prefer.
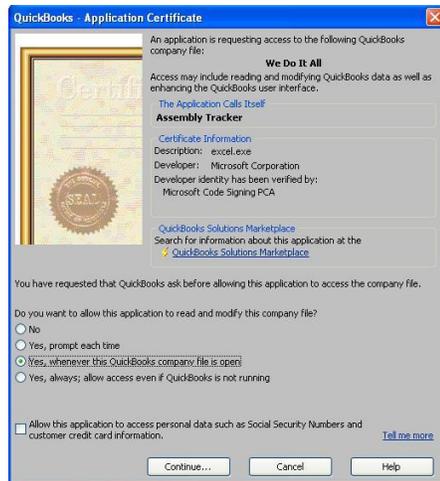
By default, the option to deny permission to read the company file is selected. Choose the permission type you want to apply, using the following guidelines:

- The option labeled "Yes, prompt each time" means that whenever you use Assembly Tracker for this company file, QuickBooks displays this dialog so you can give permission to access data.

- The option labeled "Yes, whenever this QuickBooks company file is open" means that the next time you open this company file and launch the Assembly Tracker utility, QuickBooks will not ask you to give permission to access this company file.

- The option labeled "Yes, always: allow access even if QuickBooks is not running" means that you can use Assembly Tracker whether or not this company file is open. However, the utility won't cooperate, and will insist that you start QuickBooks and open a company file first; therefore, don't select this option.

- The option to allow access to personal data can be ignored; that data isn't needed for Assembly Tracker.

    *NOTE: Assembly Tracker does not modify or add data to the QuickBooks company file; it only reads data.*

    *WARNING: If you click Continue with the option labeled No selected, you cannot immediately rerun the utility to allow permission. You have to find and approve the application in Edit | Preferences | Integrated Applications | Company Preferences. Click the listing in the Allow Access column to add a check mark.*

When you select the option you prefer, click Continue. QuickBooks displays a confirmation dialog that summarizes the permission you granted. Click Done to confirm the permissions. The Assembly Tracker utility inspects your company file and displays the results in four worksheets (all discussed in the following sections):

- Bill of Materials List
- Bill of Materials Details
- Where Used
- Pending Builds

## Bill of Materials List Worksheet

The Bill of Materials List worksheet is sorted by assembly, displaying the following data:

- Assembly Name
- The component list for the assembly
- The quantity of each component in the assembly

This is an important reference source, because a Bill of Materials list covering every assembly is not available in QuickBooks (you can't even customize a report to get this information).



You can print this worksheet as a reference document for your warehouse. When you need to build an assembly, the pick list for that assembly is available in this document.

You can also print a pick list for a specific assembly by dragging your mouse across the columns and lines (e.g. A5 through C9), choosing File | Print, and selecting the option Print Selection. Another way to create a pick list for a specific assembly is to copy the appropriate columns and lines to Microsoft Word. When you paste the data in Word, it's a table. You can create a Word boilerplate for this, adding additional data, such as a fourth column with the heading "Qty Picked", and a line for the picker's name and the date the assembly components were picked.

# Bill of Materials Details Worksheet

The Bill of Materials List Details worksheet is sorted by assembly, displaying details about the components, their current average cost, and the total extended item average cost for each assembly.

| | A | B | C | D | E | F | G |
|---|---|---|---|---|---|---|---|
| 1 | **Bill of Materials Details** | | | | | | **Total current** |
| 2 | | **Assembly** | | | | **Current** | **extended cost** |
| 3 | **Assembly** | **Inactive?** | **Item** | **Item Qty** | **Item Type** | **average cost** | **of items** |
| 4 | | | | | | | |
| 5 | **1000-MC** | N | Labor | 1 | Service | $1,000.00 | |
| 6 | | | Utilities | 1 | Other Charge | $25.00 | |
| 7 | | | Grease | 1 | Non Inventory Item | $0.25 | |
| 8 | | | Pumps:PUBP | 1.5 | Inventory Item | $51.09 | |
| 9 | | | GR-#4-BR | 50 | Inventory Item | $0.50 | |
| 10 | | | ANPI-BL | 1 | Inventory Item | $24.28 | |
| 11 | | | ANSP | 50 | Inventory Item | $0.50 | |
| 12 | | | HETO | 2 | Inventory Item | $75.00 | |
| 13 | | | Screws:SC-10x.5-SS | 8 | Inventory Item | $7.34 | |
| 14 | | | ANAD | 1 | Inventory Item | $10.00 | |
| 15 | | | Pumps:PUKH | 4 | Inventory Item | $35.26 | |
| 16 | | | Pumps:PU-1800 | 1 | Inventory Item | $176.36 | |
| 17 | | | Pumps:PUHC | 1 | Inventory Item | $24.12 | |
| 18 | | | Screws:SC-12 | 1 | Inventory Item | $11.00 | |
| 19 | | | ANBA-BL | 1 | Inventory Item | $72.13 | |
| 20 | | | REHO | 4 | Inventory Item | $50.00 | |
| 21 | | | SNHO | 4 | Inventory Item | $49.16 | |
| 22 | | | WA-RU | 50 | Inventory Item | $3.00 | |
| 23 | | | ROPE | 100 | Inventory Item | $0.50 | $2,416.15 |

Start Here / BOM List / **Bill of Materials Details** / Where Used / Pending Builds

Ready — 100%

*TIP*: *Printing this worksheet works best in landscape mode, and the program has set that default for this page .*

# Understanding the Average Cost Data

The Bill of Materials List worksheet displays the calculated current average cost for all inventory items in the Bill of Materials list. You can use the totals you see to assist you as you determine the price of your assembly.

QuickBooks does not display the current average cost in the Cost column of the Bill of Materials when you create the assembly. Instead, if you filled in the Cost field of the item, QuickBooks enters that amount in the Cost column.

That cost field is not necessarily the real cost of the item (in fact, most users who have gained expertise in working with QuickBooks inventory have learned to skip that field when creating inventory items).

The real cost is calculated as you purchase items, and is available by opening the item record and noting the average cost data at the bottom of the item record window. The computed cost may not match the cost you entered when you first created the item.

Because QuickBooks does not check the current average cost of the item, instead taking the data from the cost field, the total cost you see when you create the Bill of Materials may be incorrect. Therefore, you can't trust that number to decide on the price of the assembly you're creating.

In addition, if there is no data in the Cost field of the component's record, QuickBooks reports a zero cost in the Bill of Materials when you create the item.

Without the Bill of Materials information from this utility, you'd have to open the record of each inventory item included in the Bill of Materials and note the current average cost in order to establish a price for the assembly.

## QuickBooks Changes the Rules When You Build the Assembly

When you build and sell an assembly, QuickBooks ignores the value in the Cost field of each component, as well as the values you see in the Bill of Materials section of the assembly's item record. Instead, at this point, QuickBooks switches to using the current calculated average cost of the components in the assembly to post amounts to the Cost of Goods Sold and Inventory Asset accounts.

Note that when you build an assembly, QuickBooks "locks in" the average cost of the components. If you receive inventory after you create the build, and the average cost of the inventory item changes, the posting amounts won't change for the already-created build. That's because QuickBooks assumes you used inventory at the previous cost when you built the assembly (which is a logical assumption).

If you want to use the new average costs, you must "unbuild" the assembly and rebuild it. See the QuickBooks Help files for details about the various ways to disassemble an assembly, but the fastest way to do this is to open the original build transaction and delete the build. QuickBooks returns the components into inventory and you can re-build the assembly.

## Where Used Worksheet

The Where Used worksheet displays a list of all the items in your company file that are used as components in assemblies, and is a useful resource as you plan the purchase of component parts. The list displays each component, the names of the assemblies in which that component is used, and the quantity used in each assembly.

This is another useful reference document for your warehouse operations, in addition to being useful for purchasing decisions.

## Pending Builds Worksheet

This worksheet provides a detailed report of the status of any pending builds in your company file. It's a quick way to learn whether the receipt of items since you created the pending build has made it possible to turn a pending build into a build. If components are still missing, you can use the information in this report to order the components you need.

| | Assembly Name | Ref Num | Quantity to Build | Quantity Can Build | Quantity on Hand | Quantity on Sales Order | Component Name | Quantity on Hand | Quantity Needed | Quantity on Order | Quantity on Pending Builds |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 23 | 1000-MC | 5 | 3 | 5.75 | 34 | 0 | | | | | |
| 24 | | | | | | | Labor | | 3 | 0 | 48 |
| 25 | | | | | | | Utilities | | 3 | 0 | 41 |
| 26 | | | | | | | Grease | | 3 | 0 | 77 |
| 27 | | | | | | | Pumps:PUBP | 39 | 3 | 3 | 41 |
| 28 | | | | | | | GR-#4-BR | 600 | 150 | 100 | 450 |
| 29 | | | | | | | ANPI-BL | 29 | 3 | 5 | 41 |
| 30 | | | | | | | ANSP | 505 | 150 | 100 | 450 |
| 31 | | | | | | | HETO | 58 | 6 | 3 | 50 |
| 32 | | | | | | | Screws:SC-10x.5-SS | 667 | 24 | 0 | 872 |
| 33 | | | | | | | ANAD | 16 | 3 | 0 | 9 |
| 34 | | | | | | | Pumps:PUKH | 125 | 12 | 2 | 164 |
| 35 | | | | | | | Pumps:PU-1800 | 55 | 3 | 2 | 31 |
| 36 | | | | | | | Pumps:PUHC | 39 | 3 | 3 | 31 |
| 37 | | | | | | | Screws:SC-12 | 295 | 3 | 5 | 9 |
| 38 | | | | | | | ANBA-BL | 30 | 3 | 0 | 41 |
| 39 | | | | | | | REHO | 23 | 12 | 0 | 36 |
| 40 | | | | | | | SNHO | 115 | 12 | 0 | 36 |
| 41 | | | | | | | WA-RU | 1170 | 150 | 0 | 450 |
| 42 | | | | | | | ROPE | 1250 | 300 | 0 | 900 |