



DATAFLOW  
Financial Software Solutions

## ***Stock Batch Tracking***

Dear user,

You must make sure that you have read “Navigating the System” first before reading any other Clarity guides as without a good knowledge of the navigation you will not fully benefit from the features and shortcuts that Clarity will provide for you.

Click here to read Navigating the System:

[https://dataflow.co.uk/images/uploads/release\\_notes/Clarity - Navigating the System .pdf](https://dataflow.co.uk/images/uploads/release_notes/Clarity - Navigating the System .pdf)

Also at the end of each guide, there may be a list of other supplements for further explanation of features within this routine.

Enjoy exploring Clarity and please do not hesitate to suggest any improvement that you feel will be useful to add to this document.

Warmest regards

Dataflow (UK) Ltd




Clarity's stock batch tracking provides traceability for a stock records journey. The facility allows you to trace which supplier provided a batch, to whom that batch was sold to and whether you have any remaining stock of that specific batch.

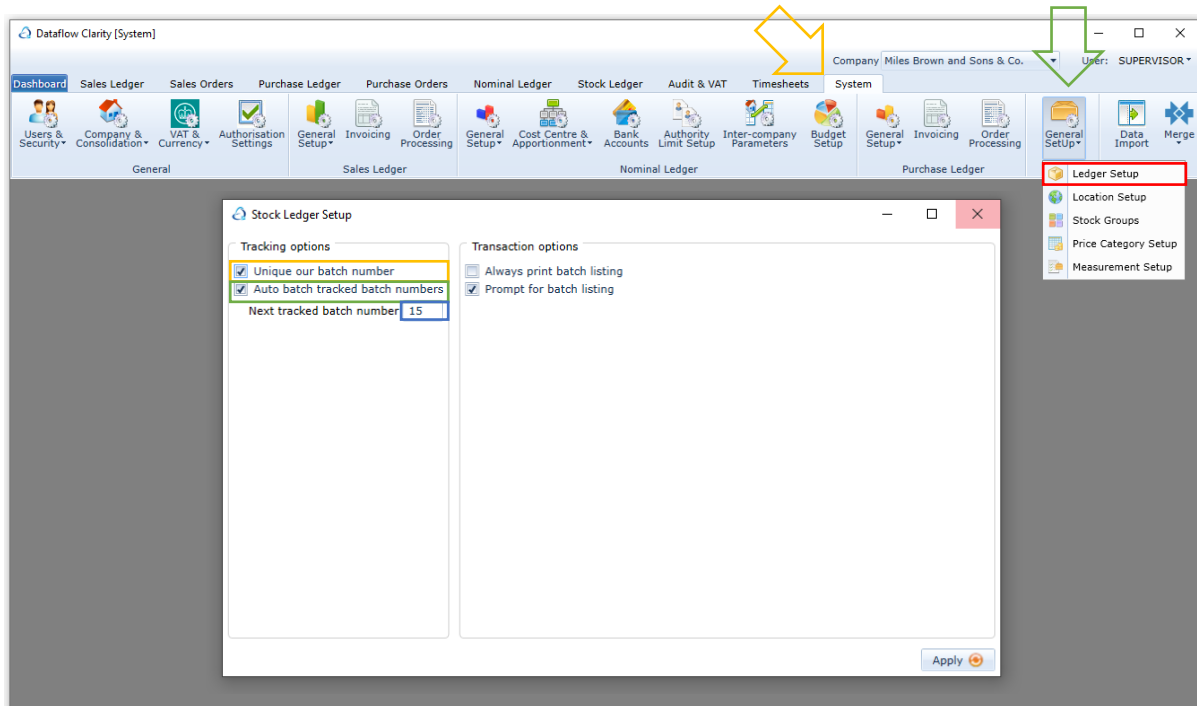
To start using the Batch Tracking facility you must first set some parameters. The first of these parameters are located within the System tab (yellow arrow below). Within the System tab click on the General Setup option within the Stock Ledger section (green arrow below) and choose the Ledger Setup option (highlighted below in red).

There are two parameters available in the Stock Ledger Setup window.

If *Unique our Batch number* (highlighted below in yellow) is ticked Clarity will not allow you to receive stock using a batch number that has already been used in the past.

If *Auto batch tracked batch numbers* (highlighted below in green) is ticked Clarity will automatically assign a batch number when creating Kits or Kit sub-components. N.B. this parameter is only applicable to Kits. The value in the *Next tracked batch number* field will be the next batch number for the Kit or Kit sub-component (highlighted below in blue).

Click  to save any changes to the settings.



For a stock record to be batch tracked it needs to be set as batch tracked. To set a new stock item as batch tracked navigate to the Stock ledger (red arrow below), click on **Add** to create a new stock code and tick the *Batch tracked* parameter (highlighted below in yellow).

To set an existing Stock record as batch tracked, modify the item and check the *Batch Tracked* parameter. If an existing stock balance already exists those balances will be automatically issued out and subsequently received in using the same *Company* and *Location* detail originally used. The received stock will be assigned a default tracking reference and a transaction time and date stamp taken from the database server at that time.

The screenshot shows the 'Dataflow Clarity [Stock Item Browse]' window. The 'Stock Ledger' tab is selected. A 'Stock Item' dialog box is open, showing details for 'PISTACHIOS LEMON'. The 'Batch tracked' checkbox is highlighted in yellow. A red arrow points to the 'Stock Ledger' tab in the background window.

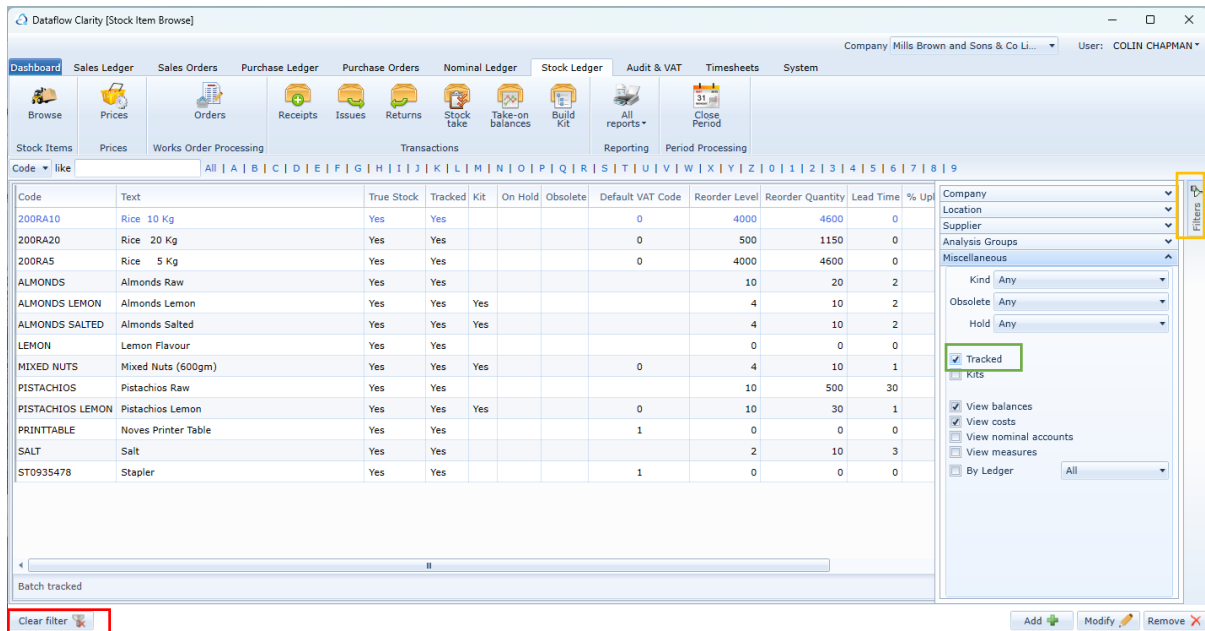
It's easy to quickly identify batch tracked stock records from the Stock Browse window using the *Tracked* column. You can sort ascending or descending by clicking on the column header (highlighted below in green).

The screenshot shows the 'Dataflow Clarity [Stock Item Browse]' window with a table of stock items. The 'Tracked' column header is highlighted in green. The table lists various stock items with their respective codes, descriptions, and tracking status.

Code	Text	True Stock	Tracked	Kit	On Hold	Obsolete	Default VAT Code	Reorder Level	Reorder Quantity	Lead Time	% Uplift	Unit Weight	Physical	Free
ST0935478	Stapler	Yes	Yes				1	0	0	0	0	0	-13	-13
ALMONDS	Almonds Raw	Yes	Yes					10	20	2	0	1	6	6
ALMONDS SALTED	Almonds Salted	Yes	Yes	Yes				4	10	2	0	1	0	0
ALMONDS LEMON	Almonds Lemon	Yes	Yes	Yes				4	10	2	0	1	0	0
PISTACHIOS	Pistachios Raw	Yes	Yes					10	500	30	0	1	34	34
PISTACHIOS LEMON	Pistachios Lemon	Yes	Yes	Yes			0	10	30	1	0	1	0	0
MIXED NUTS	Mixed Nuts (600gm)	Yes	Yes	Yes			0	4	10	1	0	0.6	5	4
SALT	Salt	Yes	Yes					2	10	3	0	1	1.96	1.96
LEMON	Lemon Flavour	Yes	Yes					0	0	0	0	1	0.92	0.92
PRINTTABLE	Noves Printer Table	Yes	Yes				1	0	0	0	0	0	178	178
200RA10	Rice 10 Kg	Yes	Yes				0	4000	4600	0	0	10	417	417
200RA20	Rice 20 Kg	Yes	Yes				0	500	1150	0	0	20	240	240
200RA5	Rice 5 Kg	Yes	Yes				0	4000	4600	0	0	5	480	480

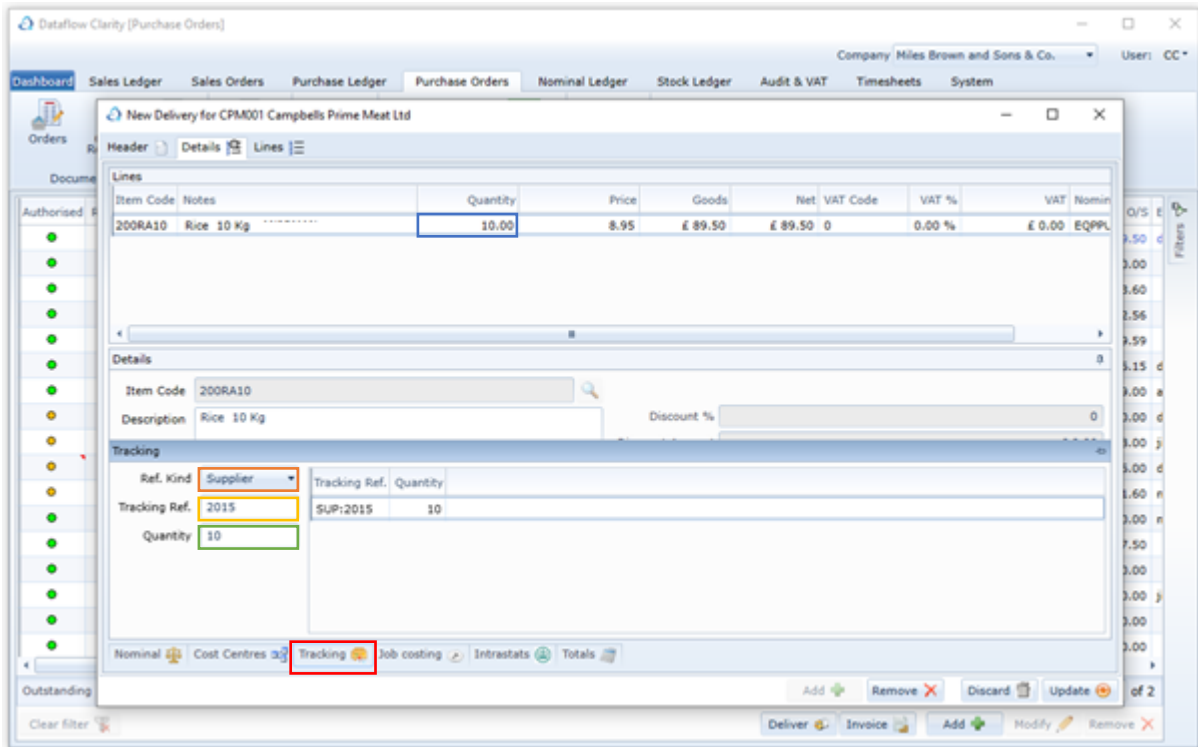
You can also use the Stock Enquiry filter to only display batch tracked stock records within the browse grid. To apply the filter click on the Filters tab (highlighted below in yellow) and tick the *Tracked* parameter (highlighted below in green).

Click the *Clear filter* button to quickly disable any grid filters (highlighted below in red).



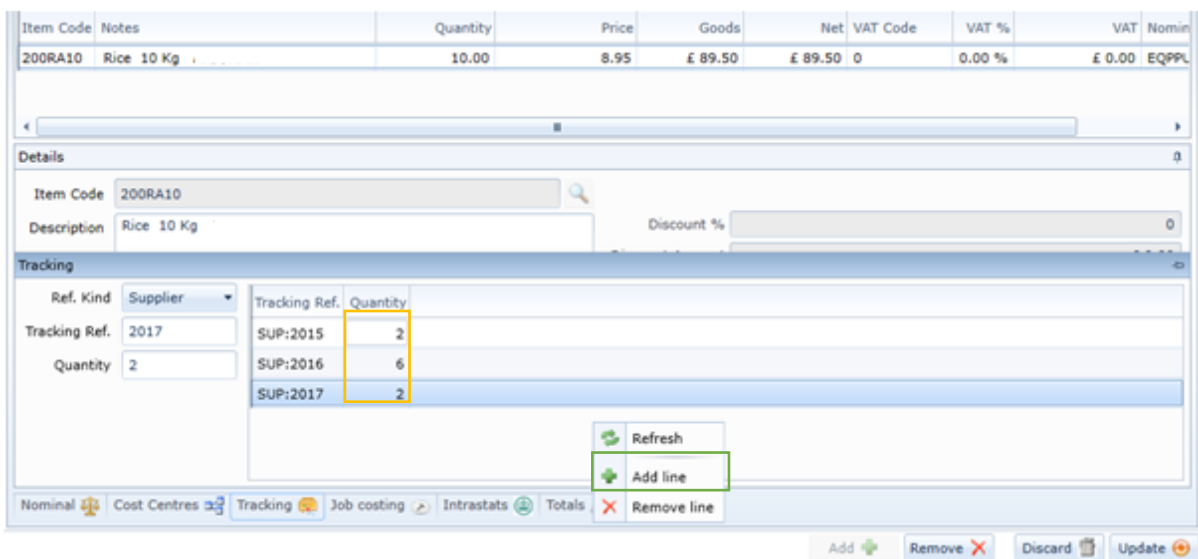
Once a Stock record has been set as Batch tracked you can start recording transactions. The example below is a Purchase Order. Once a stock record that has been set as a Batch Tracked item a *Tracking* tab will appear (highlighted below in red). Use this tab to enter the *Tracking Ref.* (highlighted below in yellow) and the *Quantity* (highlighted below in green). The sum of the tracked quantity must agree with the quantity of stock being ordered (highlighted below in blue). N.B. for Purchase and Sales Orders the *Tracking* tab will only appear for tracked stock records when creating Delivery notes or Invoices (when Invoiced directly from Order and bypassing the delivery note stage).

You can also define whether the tracking information being entered is provided by the supplier or whether it's an internal batch number reference by clicking the *Ref. Kind* dropdown (highlighted below in orange) and choosing between *Supplier* or *Ours*. Clarity will automatically prefix the entered *Tracking Ref.* with either *SUP:* or *OUR:* depending on which option was chosen via the *Ref. Kind* dropdown.



If required you can enter multiple tracking references for a single transaction line. For example: in the example above the quantity of 10 has a single tracking reference (SUP:2015). In the example below I have split the quantity of 10 over three tracking references (highlighted below in yellow). To enter additional tracking references simply right click the mouse within the tracking grid and choose *Add line* (highlighted below in green). You can also remove lines using the right click menu.

You can add as many tracking references as you wish providing that the overall tracking ref. quantity sum and quantity ordered value end up being equal.



Once tracking information exists for a stock record you can view the tracking information via the *Stock Browse* window. Right click on the chosen stock record and chose *View tracking* (highlighted below in yellow).

Code	Text	Tracked
101-014-1A	SPLIT RING SR 2031	
101-015-H-S700	ASSY: 1B D/VALVE FLANGED	
101-251-E-S272	IBC OUTLET (350) 316L Ra 0.5um	
101-451-1B-316L	350 TRANSPORT CAP-316L	
101-451-B-S260	350 TRANSPORT CAP-316L	
101-452-B-S271	IBC LID FABRICATION	
101-864-D-S410	HYG CVR 350 D/S NR WHT	
101-964-EP	ELECTROPOLISHING OF 350 CONE	
101-964-J-S272	350 CONE VALVE 316L Ra 0.5um	
101-964-S272	350 CONE VALVE 316L Ra 0.5um	
102-017-1B-NIT	350 DIA CONE SEAL NITRILE	
102-550-1B	350 DIA CONE SEAL STIFFENER	
102-559-1B	CTU HOPPER BODY FAB + CIP	
104-318-E-S250	TOP CAP (PROBE EARTHING) M/C	
104-318-E-S530	FLUORALON HB11000 COATING	
200RA10	Rice 10 Kg ANJOMAN	Yes

For reference I've chosen to view the tracking information for the same stock record I've used in the Purchase Order delivery note above. You can see my *Tracking Reference SUP:2015* for a quantity of 10 (highlighted below in yellow). The line highlighted below in green are the movement details relating to *SUP:2015* which at present includes a single receipt (REC highlighted below in red).

Tracking Reference	Date Received	Quantity	Available	Reference	Row	Bin	Location	Held
SUP:10400	03-Feb-2023	400	320	0000008519		DEFAULT	WAREHOUSE 1	
SUP:10440	10-Feb-2023	100	100	0000008520		DEFAULT	WAREHOUSE 1	
SUP:2015	31-Mar-2023	10	10	0000008522		DEFAULT	WAREHOUSE 1	

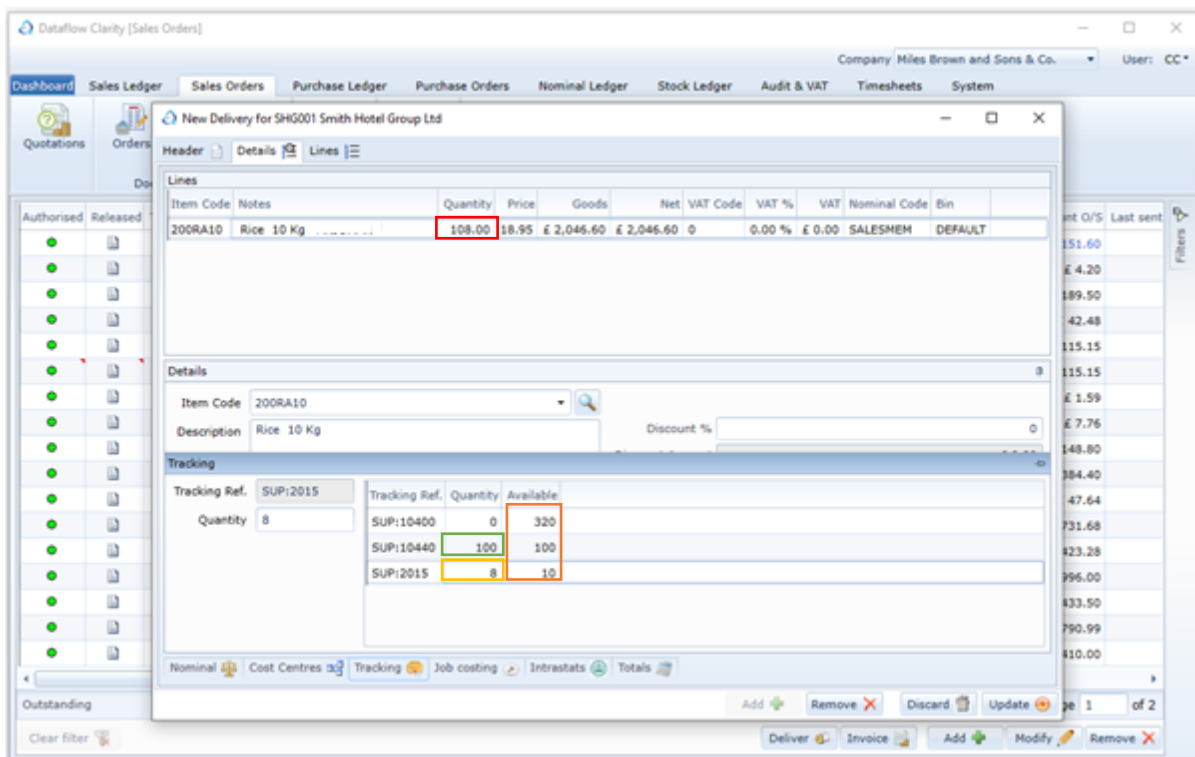
  

Tracking Reference	Stock Code	Batch	Audit	Reference	Type	Date	Period Date	Quantity	Location	Row	Bin	Source Ledger	Notes
SUP:2015	200RA10	493	1039	0000008522	REC	31-Mar-2023	31-Mar-2023	10.0000	WAREHOUSE 1			DEFAULT	Purchase Orders Rice 10 Kg

Once tracking information exists for a stock record, customer transactions can be entered. Below is an example of a Sales Order delivery for the same stock record I've used in the examples above (200RA10-Rice). Start the Sales Order delivery process as normal by clicking on the *Deliver* button on a Sales Order.

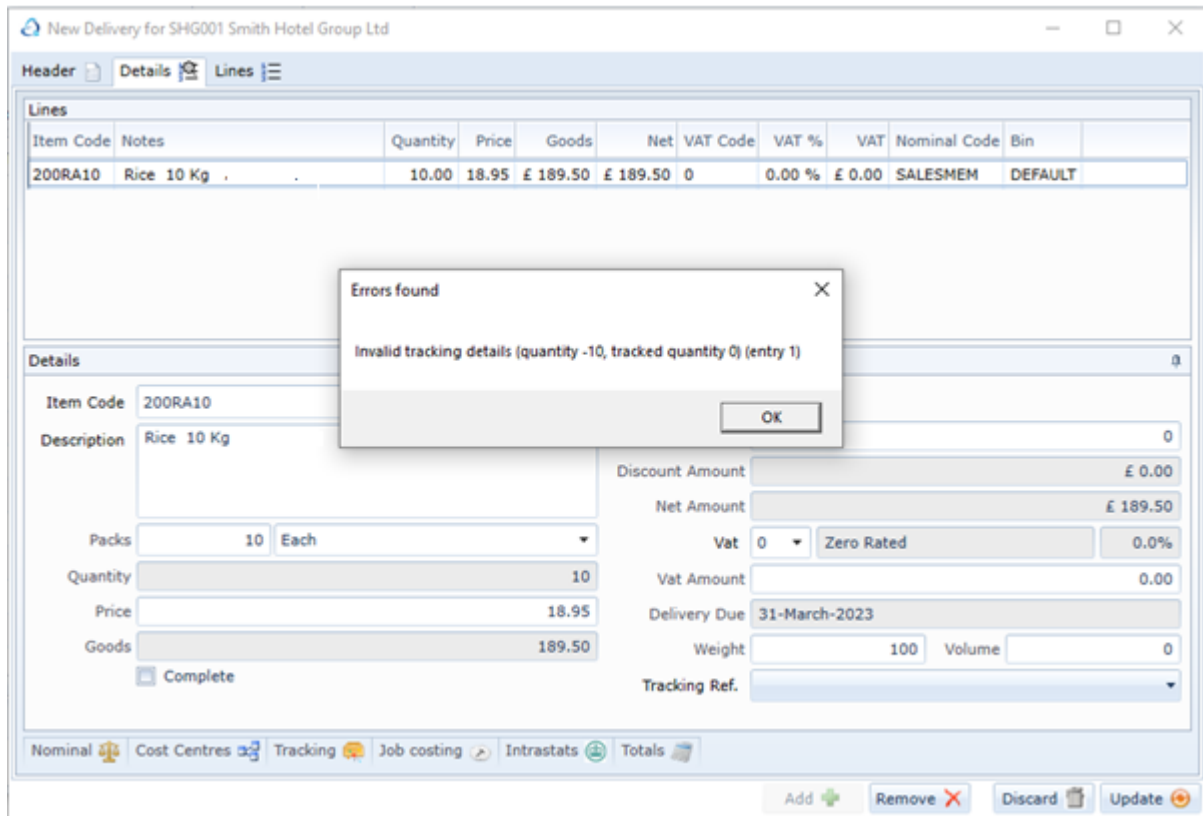
The order quantity was 108 (highlighted below in red). My previous Purchase Order Receipt for 200RA10-Rice was only for a quantity of 10 (SUP:2015) so I'll need make up the difference by using quantities associated with another tracking reference.

I've decided to take 8 from my Tracking Ref. SUP:2015 (highlighted below in yellow) and the remaining 100 from an existing Tracking Ref. SUP:10440 (highlighted below in green), This makes up my required 108 quantity. You can see the available quantities you're able to draw from for each tracking reference below within the *Available* column (highlighted below in orange).



N.B. It isn't necessary to define which tracking references are used when creating a sales transaction for a Batch tracking Stock record. Clarity will automatically adopt a *first in first out* approach when assigning stock from tracked batches. The above was an example should you chose to define the sale of specific batches of a stock item.

Should for any reason Clarity calculate an imbalance between the attempted delivery quantity and the relating tracking information a message will be displayed. Example below:

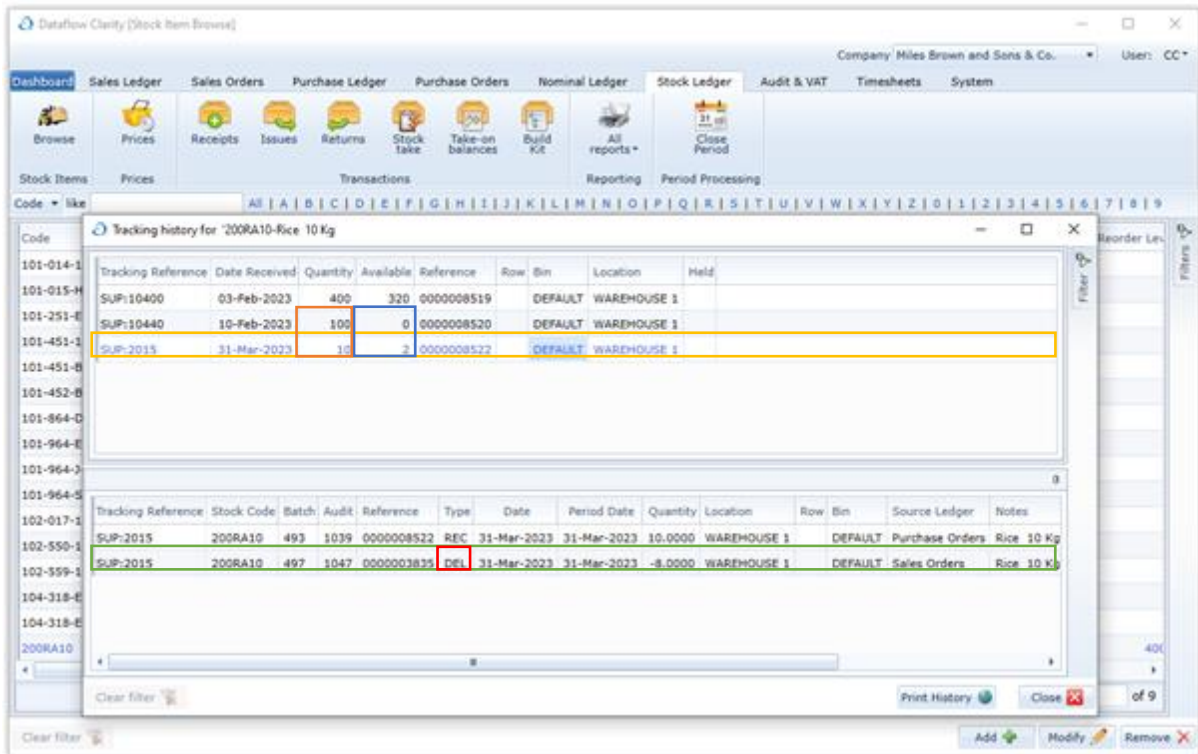


Having now delivered my Sales Order I've gone back to review the tracking information via the *Stock Browse* window (*View Tracking* right click option).

My *Tracking Reference SUP:2015* for a quantity of 10 (highlighted below in yellow) is the selected line and you can now see a *DEL* (highlighted below in red) within the lower details section for that tracking reference (highlighted below in green). N.B. The *DEL* relates to my Sales Order delivery example above.

You can also see that the available quantities (highlighted below in blue) for tracking references SUP:2015 and SUP:10440 have been reduced by the quantity sold by my Sales order delivery. You can also see that there are now only 2 remaining available from my original 10 from batch SUP:2015 and batch SUP:10440 is sold out with zero available (highlighted below in orange).

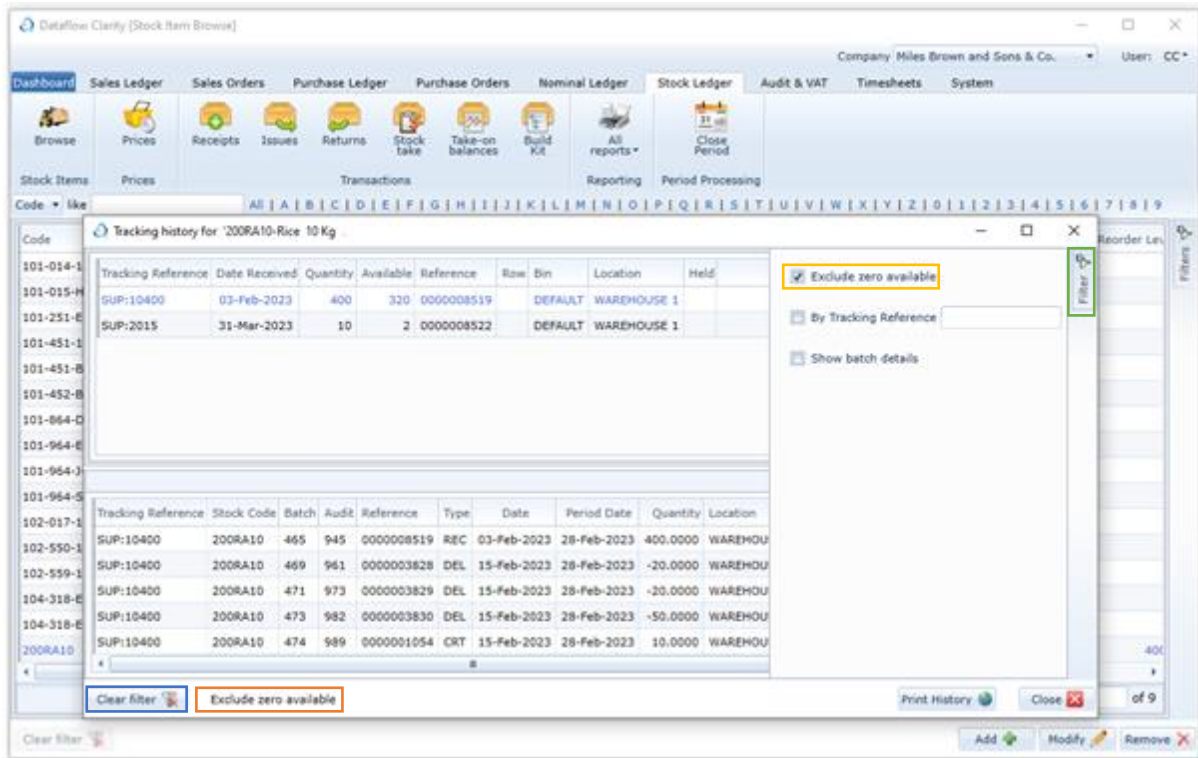




There are various filter options available when viewing the tracking history window. These filters are located within the Filter tab (highlighted below in green).

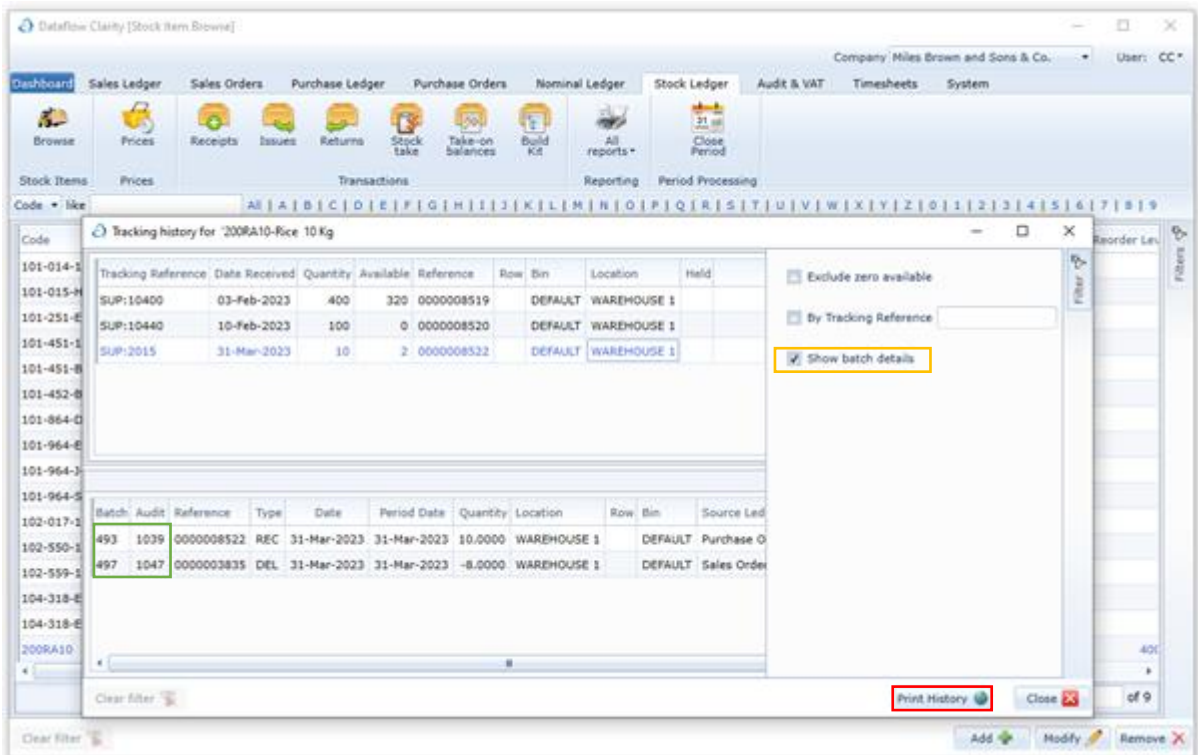
One of the options is to *Exclude zero available* (highlighted below in yellow). This parameter hides any transaction references that have no available stock to use. Note that the tracking reference SUP:10440 from the example above is no longer visible in the image below as it has no available stock.

Clarity will default to this parameter being ticked and a narrative will be displayed on the footer of the window when in operation (highlighted below in orange).

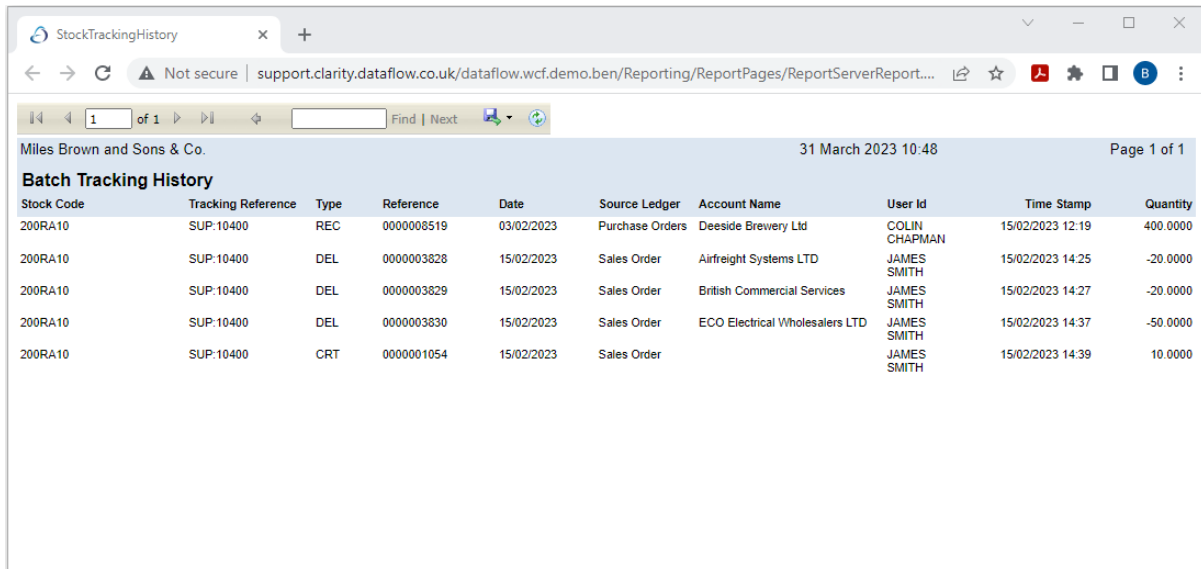


Another filter parameter is *Show batch details* (highlighted below in yellow). This parameter displays additional information relating to the tracking reference such as the system *Batch* and *Audit* numbers (highlighted below in green).

You can quickly clear the filters at any time by clicking the Clear filter button (highlighted above in blue).



There's also a *Print History* button on the footer of the Tracking history window (highlighted above in red). The report displays the movements of the selected tracking reference. An example of this report is shown below:



Stock Code	Tracking Reference	Type	Reference	Date	Source Ledger	Account Name	User Id	Time Stamp	Quantity
200RA10	SUP:10400	REC	0000008519	03/02/2023	Purchase Orders	Deeside Brewery Ltd	COLIN CHAPMAN	15/02/2023 12:19	400.0000
200RA10	SUP:10400	DEL	0000003828	15/02/2023	Sales Order	Airfreight Systems LTD	JAMES SMITH	15/02/2023 14:25	-20.0000
200RA10	SUP:10400	DEL	0000003829	15/02/2023	Sales Order	British Commercial Services	JAMES SMITH	15/02/2023 14:27	-20.0000
200RA10	SUP:10400	DEL	0000003830	15/02/2023	Sales Order	ECO Electrical Wholesalers LTD	JAMES SMITH	15/02/2023 14:37	-50.0000
200RA10	SUP:10400	CRT	0000001054	15/02/2023	Sales Order		JAMES SMITH	15/02/2023 14:39	10.0000

There are additional guides available for the Stock Ledger, Click the links below to download these guides:

[Stock Browse](#)

[Stock Batch Tracking](#)

[Stock Prices and Price Categories](#)

[Stock Measurements](#)

[Stock Groups](#)