



# Stock Ledger Browse

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

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.

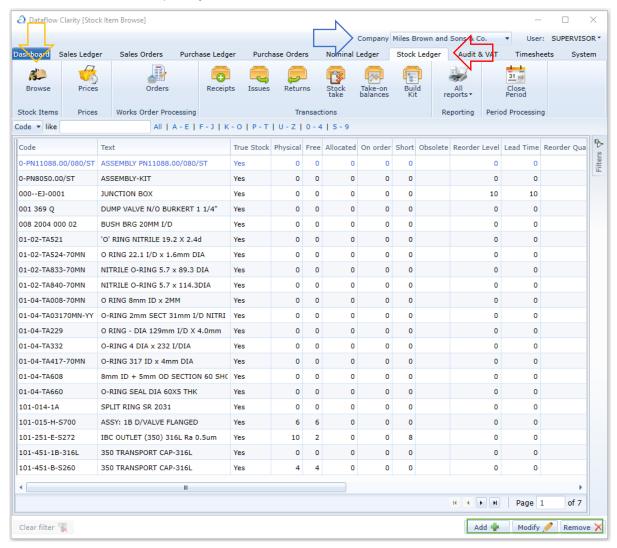
Warmest regards

Dataflow (UK) Ltd



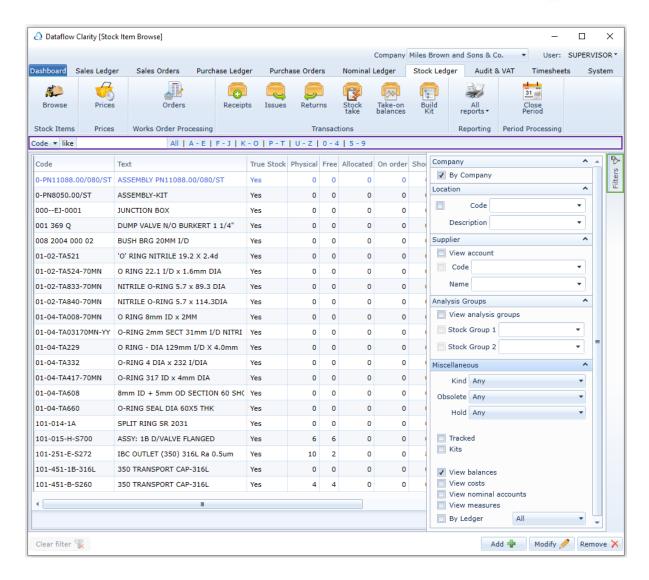
The Stock Ledger Browse window is identified by the red and yellow arrows below and is the hub of the Stock Ledger where all balances and movements are viewed. The company selection controls which set of stock records appear within the stock browse grid (blue arrow below).

The Stock Ledger Browse window is where you'll maintain your stock records using the *Add*, *Modify* and *Remove* buttons (highlighted below in green). N.B. If balances exist and assignments associated to that stock record are in place you won't be able to remove a stock record.

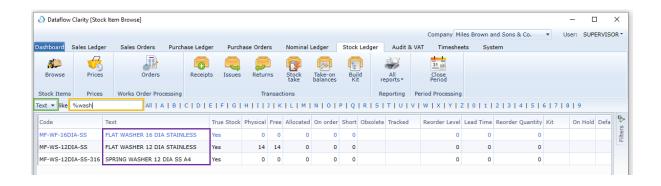


There's a quick search and filter section located on the header of the browse grid where you can select and filter the browse grid by the first letter or number of either the account code or name (highlighted below in purple).



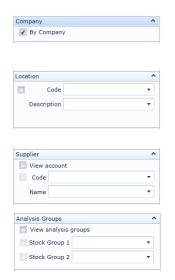


If you need to search and filter by a specific word, or sequence of letters, that exist somewhere within the Stock *Text* field, but not necessarily at the start of the text, you can use the wildcard '%' at the beginning of your search entry. E.g. in the example below I'm searching and filtering all Stock *Text* (highlighted below in green) containing 'wash' (for washer). Type '%wash' into the *Like* field (highlighted below in yellow) and Clarity will apply a filter and display only Stock records containing the sequence of letters 'wash' somewhere within the Stock *Text* (highlighted below in purple).





There's also an additional *Filters* tab located on the right side of the browse grid (highlighted above in green). A brief explanation of the available filters below:



If this filter is ticked only stock records assigned to the active company will be displayed within the stock browse grid.

If this filter is ticked only stock records assigned to the specified location will be displayed within the stock browse grid.

If this filter is ticked only stock records assigned to the specified supplier will be displayed within the stock browse grid.

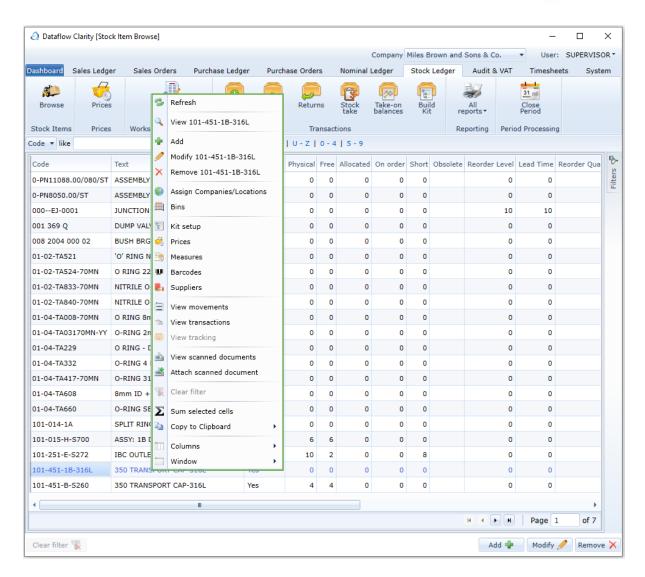
If this filter is ticked only stock records assigned to the specified Stock Groups will be displayed within the stock browse grid.



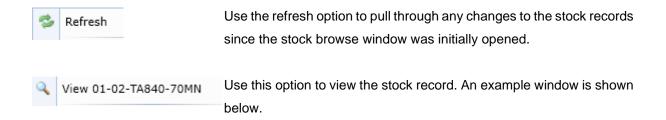
The miscellaneous section contains additional self-explanatory optional filters.

Right clicking on a stock record within the browse grid present a right click menu (highlighted below in green).

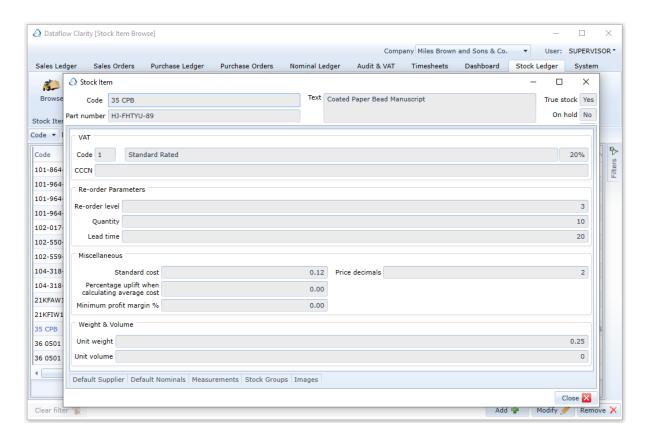




## A brief explanation of the right click options below:









Use the Add, Modify and Remove options to: Add a new stock record, Modify and existing record or Remove an existing record.

N.B. you will not be able to remove a stock record once movements have been posted.

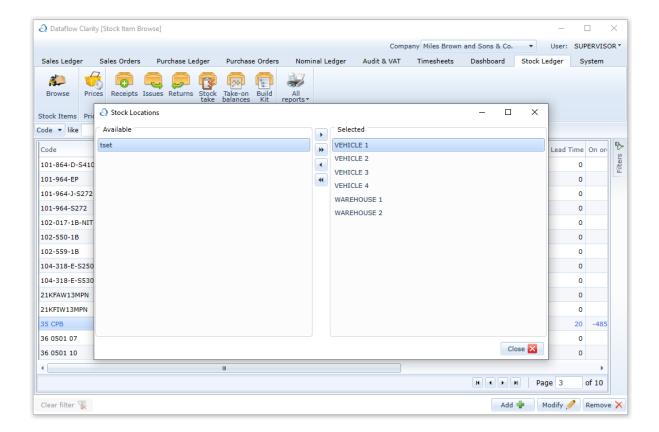


Use this option to assign or un-assign the stock records to or from locations.

An example image of this window is shown below.

N.B. you will not be able to un-assign stock from a location where a balance exists.

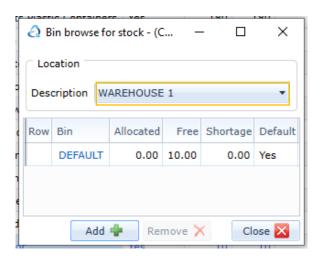




Bins

Bins are areas where the stock is located in your warehouse.

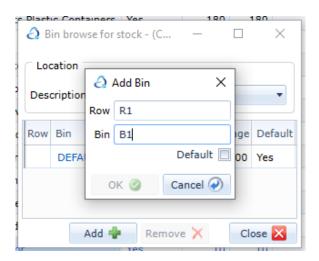
This option will show any associated bin for the selected stock code along with the stock balance stored within each bin. Bins are only applicable to stock records flagged as 'True Stock'. If multiple warehouses exist use the location description drop down to show the required warehouse and the associated bins. Highlighted below in orange.



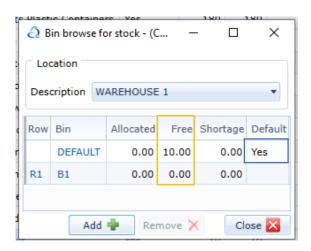


You can also use this right click option to add new bins or remove existing bins. You'll only be able to remove a bin where no stock balance exists.

To add a new bin simply click the 'Add' button, enter the Row and Bin description and click 'OK'.



Select the new Row & Bin during transaction input to add a stock balance to that area. The available stock balance in that bin is identified by the 'Free' balance (highlighted below in orange). There can only be one 'Default' Row & Bin (highlighted below in blue). Being the default means that Row & Bin area will be the area Clarity defaults to when a transaction is entered for that stock record. The Row & Bin area selection can be manually changed/overridden during transaction input. Clarity will present an information dialogue window if insufficient stock exists in the selected Row & Bin area during transaction input (depending on how the Stock Ledger is configured).







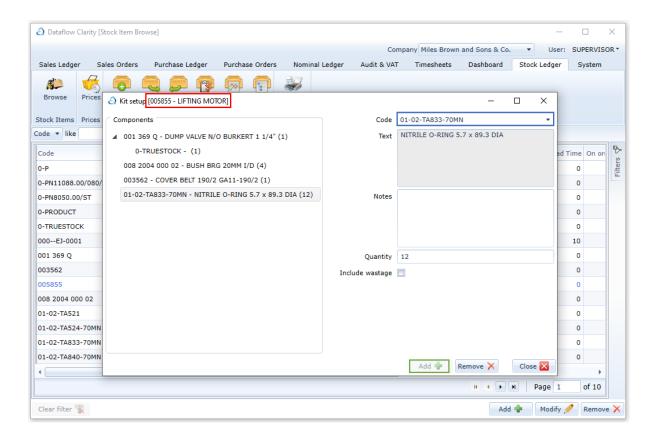
Use this option to create a Kit using the selected stock record.

The selected stock record is identified below in red. This is the stock item that will become the Kit.

To add components to the Kit simply select the first component using the Code dropdown (highlighted in blue below. Enter any relating notes and the quantity needed to create the Kit. Click the Add button (highlighted below in green) to add the component to the Kit.

To add additional components to the Kit click on the Code drop-down and press the spacebar to remove the current selection (this will not remove the previously added component), type the next component code in along with the required quantity and click the Add button.

Repeat this process until the Kit has all of its required components.





Use this option to set prices against products.



The parameters you choose when setting a price for a product determines which price Clarity will use during transaction input.

For example:

If you set a price specifically by a currency, a measure, a quantity and a date range that price will only be used if the transactions currency, measure, quantity and date matches that exact criteria.

#### **Default Price column** (highlighted below in green)

Clarity will default to this price if no other prices are found that supersede this price. E.g. If there's price set by Measure for the chosen product and that measure is selected during transaction input the Default Price will be superseded by the price set by Measure.

If the price is a system wide default for all customers/suppliers for that product enter it into the cell adjacent to the Default Code (highlighted below in yellow)

If the default price is specific to certain customers/suppliers enter the prices in the cell adjacent to the customer code (highlighted below in red).

#### Default Discount %

If there's an applicable discount percentage applied enter the percentage value in the corresponding default Discount cell.

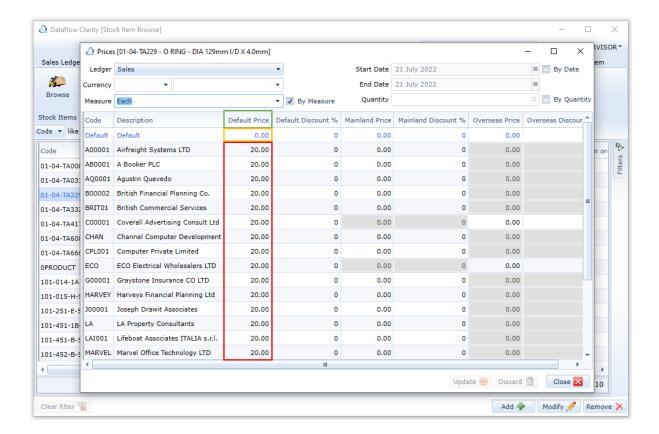
N.B. if the discount is specific to a measure, quantity or/and date (e.g. promotion) ensure that the corresponding parameters are ticked/selected before entering the discount percentage.

### Mainland Price / Overseas Price columns

These columns are additional example Price Categories. Price Categories allow the creation of alternative pricing structures. The Price Category descriptions need to be created in advance for them to be visible in the Prices setup window.

For more information about how to create Prices and Price Categories download the Stock Prices and Price Categories guide <a href="here">here</a>.





Measures

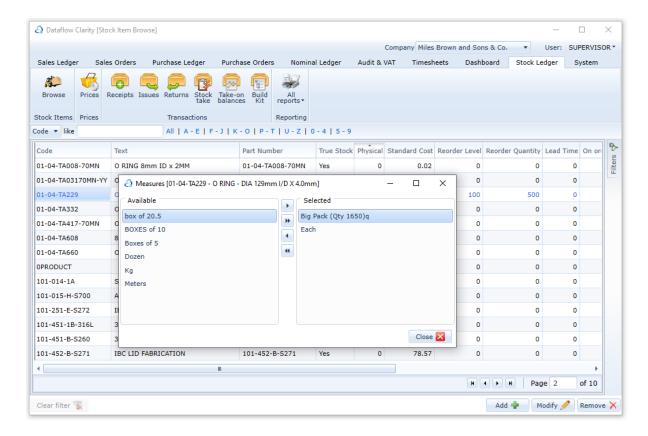
Assign the measures associated with that product.

This option is where you assign the associated measures to the product. The measures need to be created in advance before you are able to assign them.

The Measures need to be created in advance for them to be visible and available for assignment against a product.

For more information about Stock Measures download the Stock Measurements guide here.





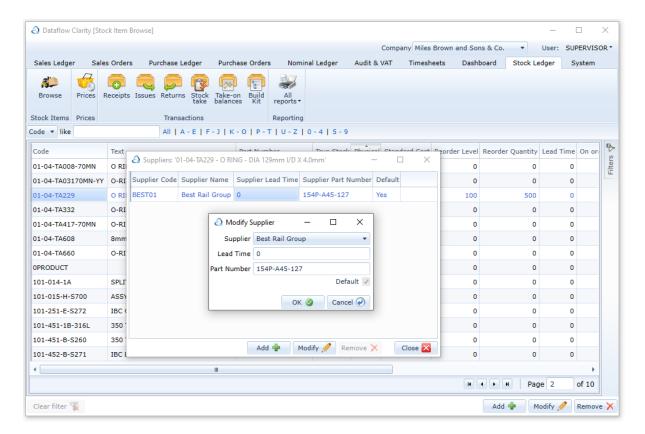
**₩** Barcodes

You're able to assign a barcode to stock records.

Suppliers

You're able to assign suppliers for stock records, along with the suppliers *Part Number* and *Lead Time*. The first supplier assigned will become the 'Default' supplier. This parameter is predominantly used for the auto-reordering of stock. N.B. the supplier must exist within the Purchase Ledger for you to be able to assign that supplier to a Stock record.

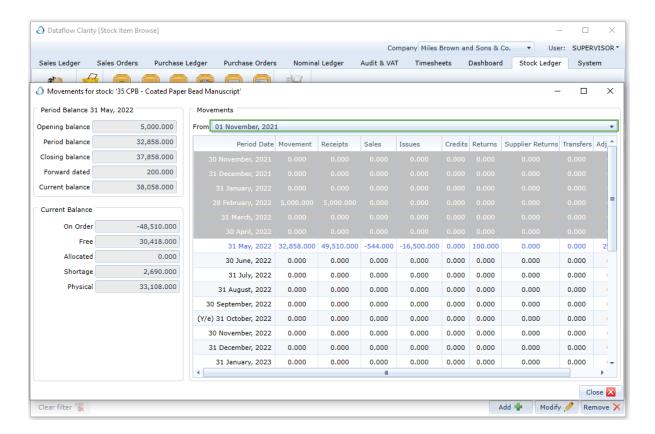




View Movements

This option displays the periodic movements for the selected product. The movements window will default to the current open period. To change the period in view click on the drop down highlighted below in green.

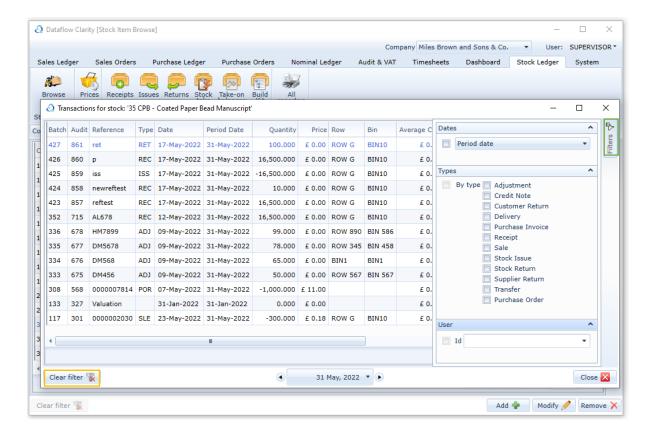




View Transactions

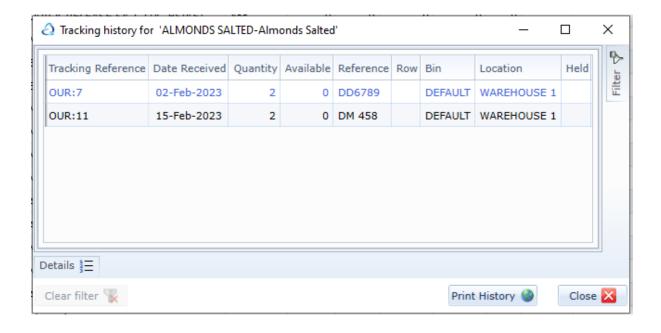
This option displays the transactions for the selected product. There's a Filters tab on the right-hand side (highlighted below in green) containing a variety of view filter options. Once a filter parameter is ticked the transaction grid will only display corresponding transactions. Click on the 'Clear Filter' button to clear all view filters (highlighted below in yellow).



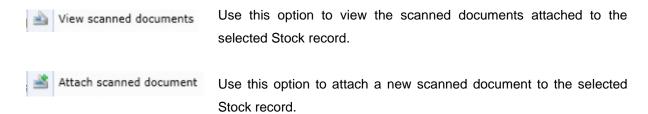


View tracking

If a stock record has been flagged as a 'Tracked' item the associated tracking information will be available to view using this right click option. For more information about Stock Batch Tracking download the guide <a href="here">here</a>.

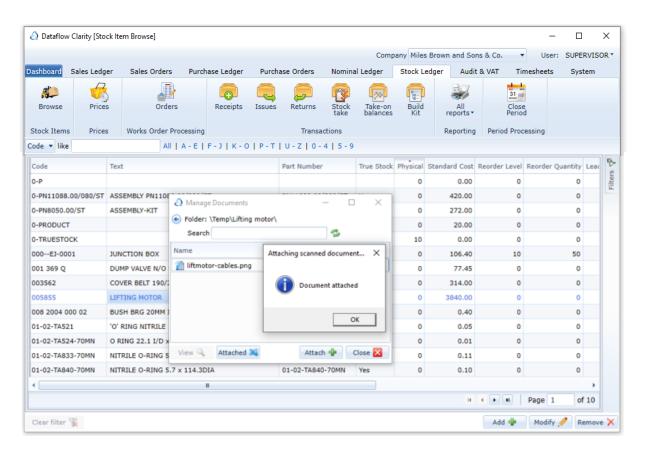






When attaching a document that document must exist within a network folder location that is mapped identically on each PC/Laptop using Clarity.

The following confirmation dialogue will be displayed when you have successfully attached a document to that stock record.



Adding and maintaining Stock records are carried out within the Browse section of the Stock Ledger tab. The Stock Ledger is also home to the Stock Pricing, Transactions and Reporting.

There are additional elements for Stock Control located within the System Tab (identified below by the red and yellow arrows). These additional elements are Location Setup, Stock Groups, Price Category Setup and Measurement Setup. Should you be looking to use these additional elements they should ideally be setup before you start adding stock records. Adding these parameters in advance ensures that they will be available for selection when you come to create your stock records.



