



DATAFLOW
Financial Software Solutions

Stock Ledger

Stock Groups

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.

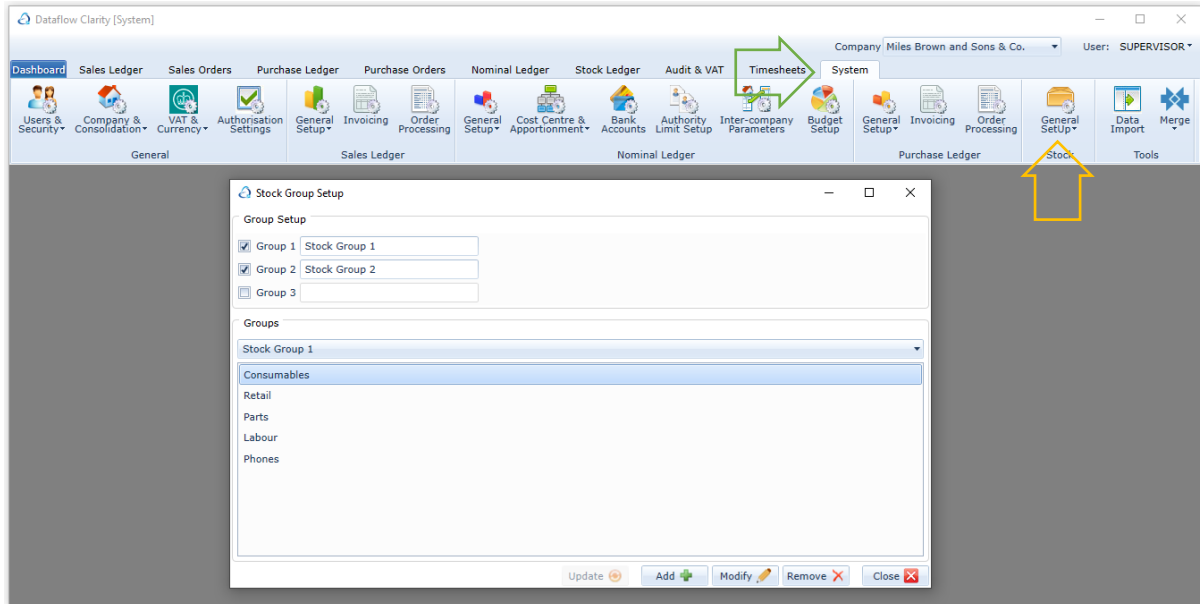
Enjoy exploring Clarity and please do not hesitate to suggest any improvement that you feel will be useful to add to this document.

Warmest regards

Dataflow (UK) Ltd

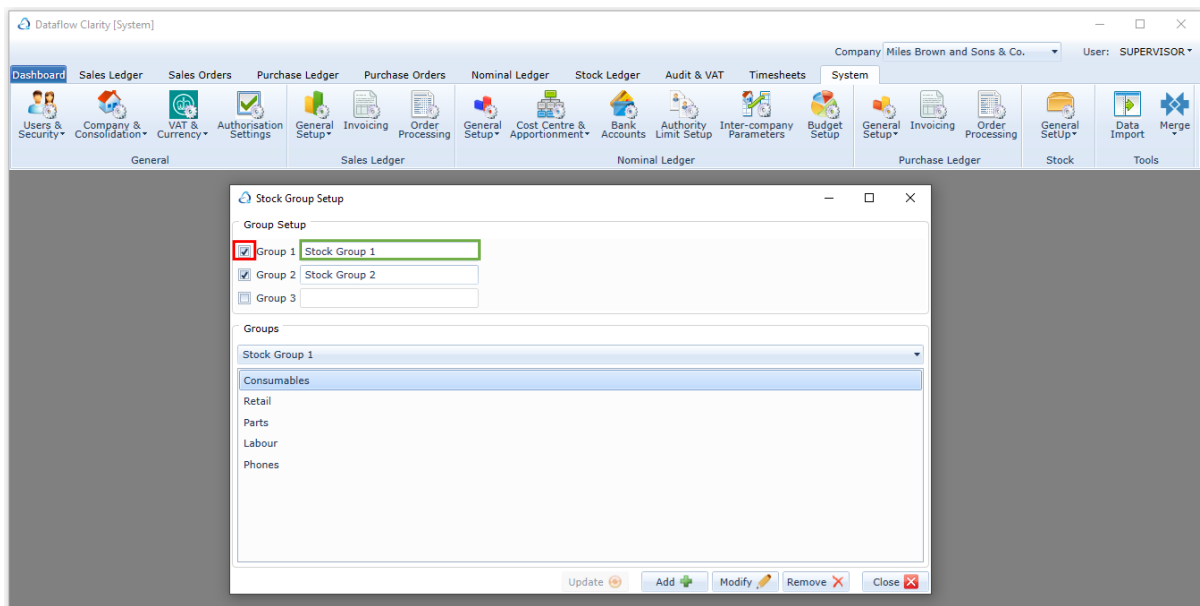


Stock groups provide the means of grouping stock items together to compartmentalise stock for easier, more efficient and meaningful reporting by enabling summary group information such as subtotals etc. To setup Stock groups navigate to the System tab (green arrow below) and Stock – General Setup section (yellow arrow below). You'll find Stock Groups.



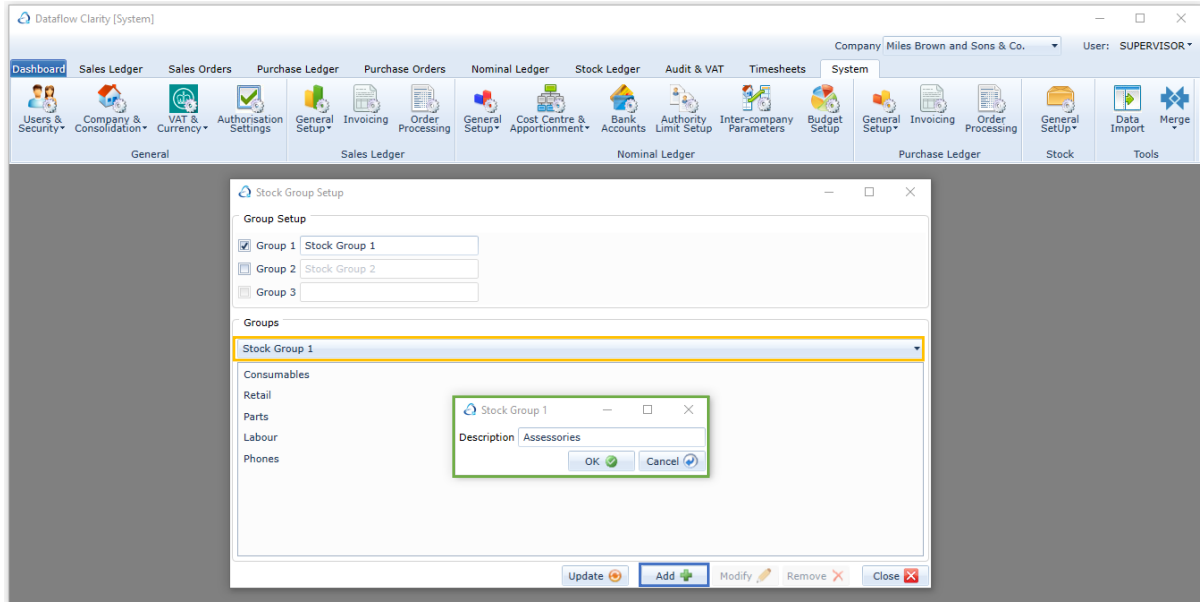
You can have up to three Stock Groups. Each group can contain any number of descriptions (within reason). The best practice would be to establish the stock grouping structure outside of Clarity until you feel you have a functional model before adding it, it's easier and quicker to create it this way. Descriptions can be added, removed and edited at any point so mistakes and changes are not a problem.

To enable each group you'll need to state how many groups you'll be using by ticking the check box next to each level (highlighted below in red) and type your group name, this can be anything (highlighted below in green).

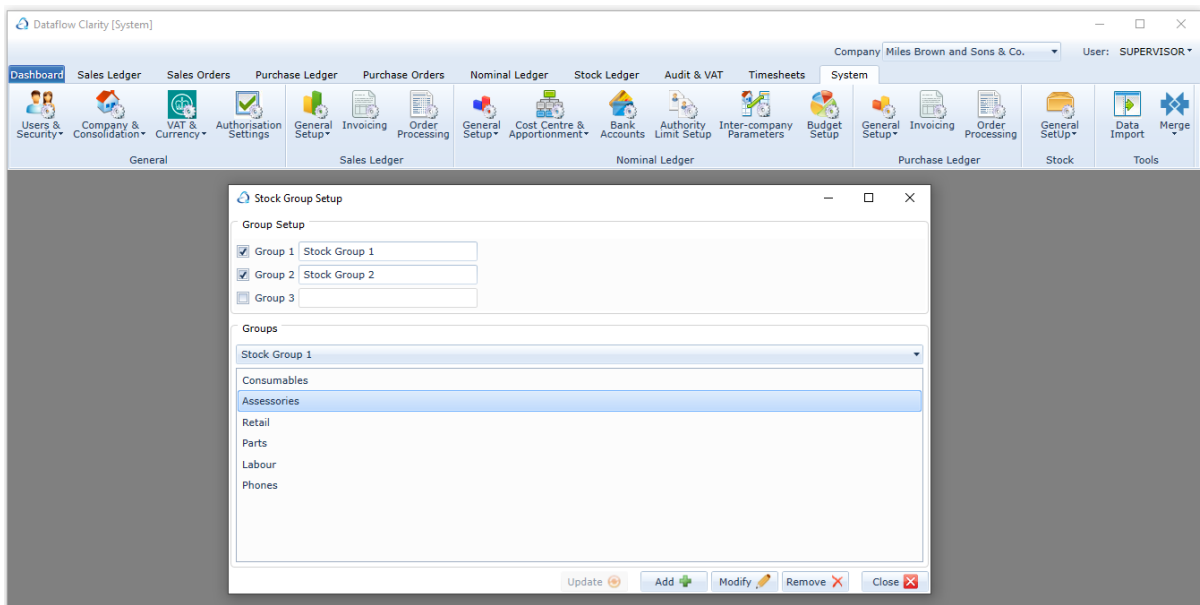


Once you've set the number of groups you can start adding the group descriptions.

To do so select the Stock Group name you wish to add a description to using the drop down (highlighted below in yellow), click on the Add button (highlighted below in blue). This will present a secondary window to add the new description (highlighted below in green). Enter the description and click OK.



The new Stock Group description Assessories has now been added to Stock Group 1.



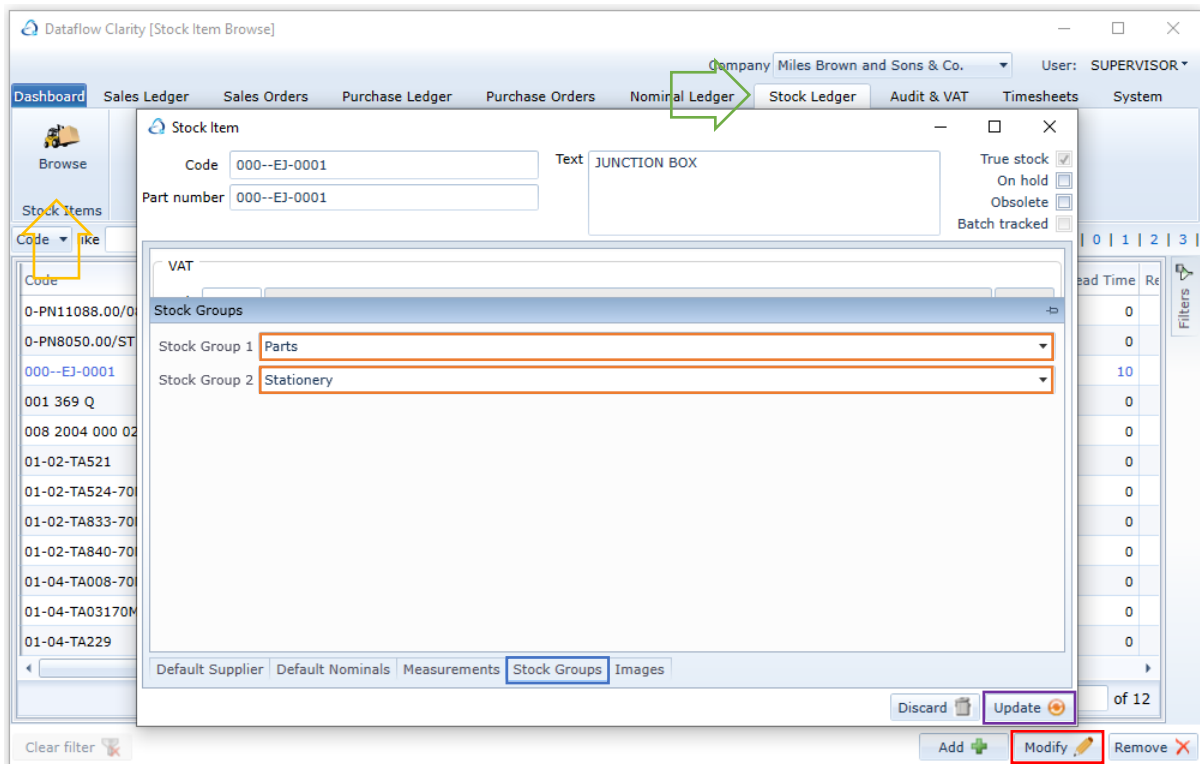
Should you wish to edit an existing Stock Group description simply select the associated Stock Group using the drop down, click on the relevant description and click on the Modify button to edit. If a Stock Group description has been assigned to a stock record and you edit that Stock Group description that change in description will also be reflected against the stock record.

The same process applies to the removal of an existing Stock Group description, but with using the Remove button instead of Modify. Removing a Stock Group description that's been assigned to a stock record will also remove the assignment/association.

Once the Stock Groups and descriptions exist you can assign them to stock records. To do so navigate to the Stock Ledger (green arrow below) and Browse (yellow arrow).

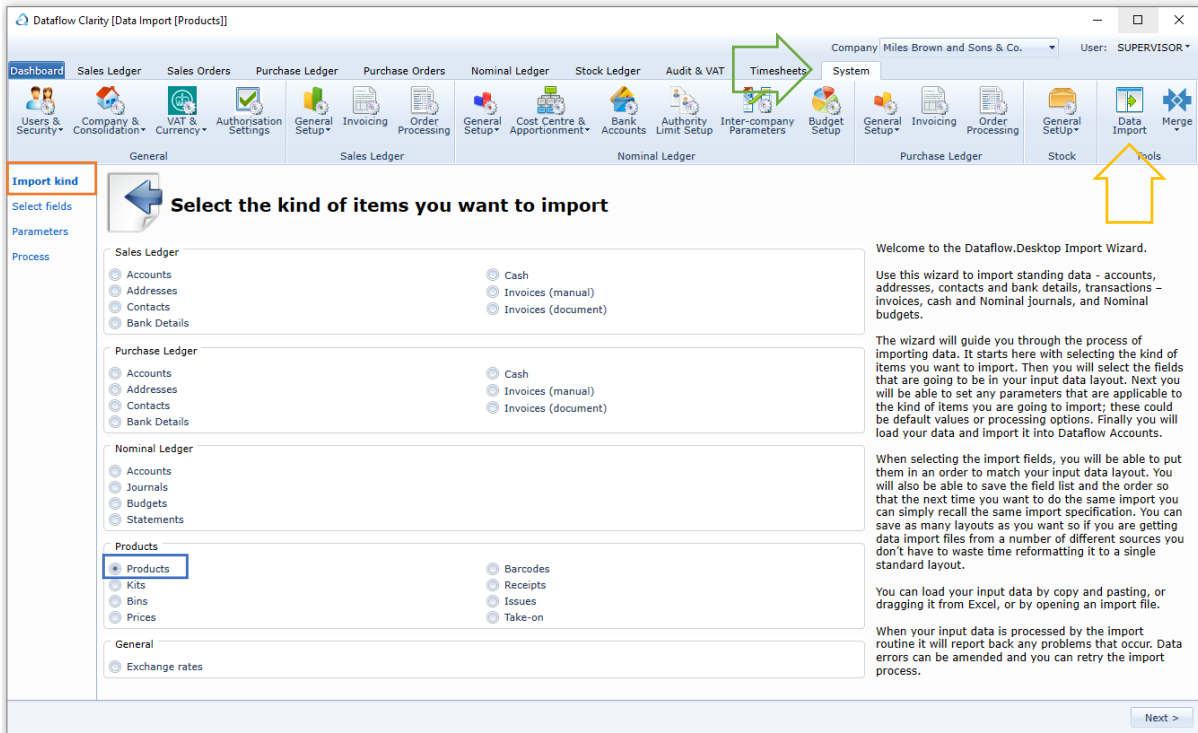
Click on the required stock code and click the Modify button (highlighted below in red). Go to the Stock Groups tab (highlighted below in blue) and use the Stock Group drop downs to assign the Stock Group descriptions (highlighted below in orange). Click Update to confirm the selection (highlighted below in purple).

N.B. Even though you may have three Stock groups it isn't mandatory to assign all three levels to a stock record.

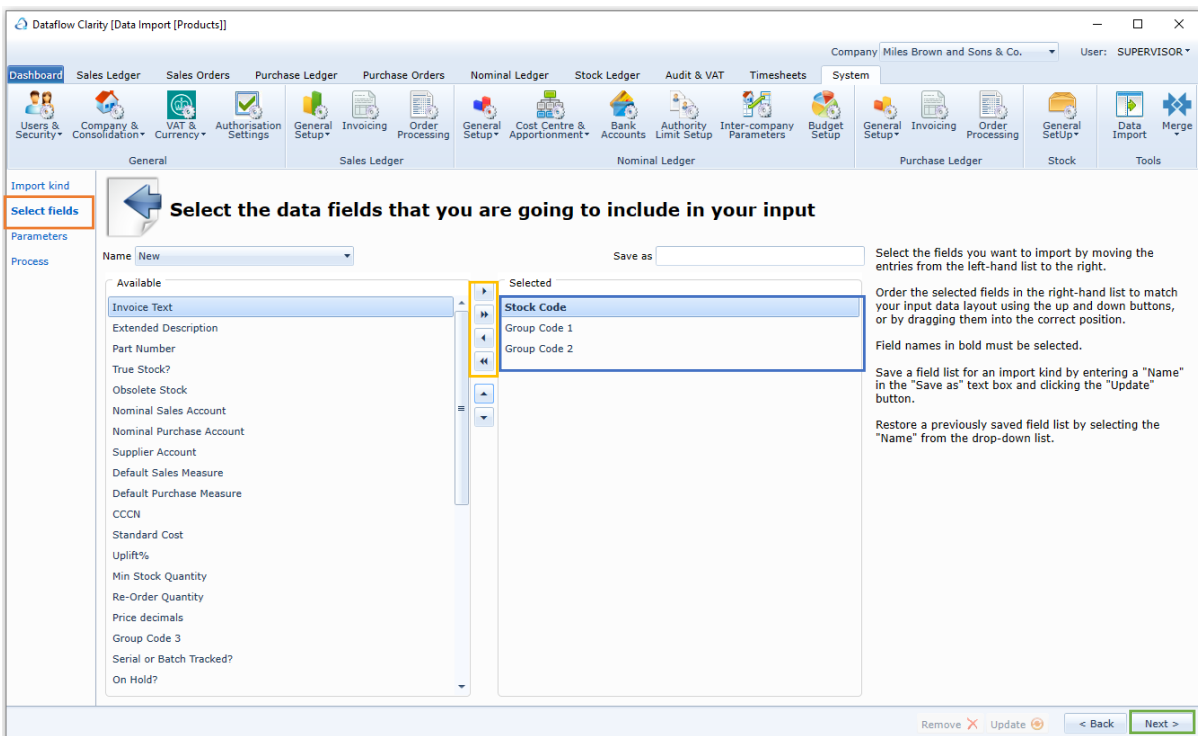


As well as assigning the Stock Group descriptions manually (as above) you also have the ability to set the Stock Group and Stock record assignment via an import.

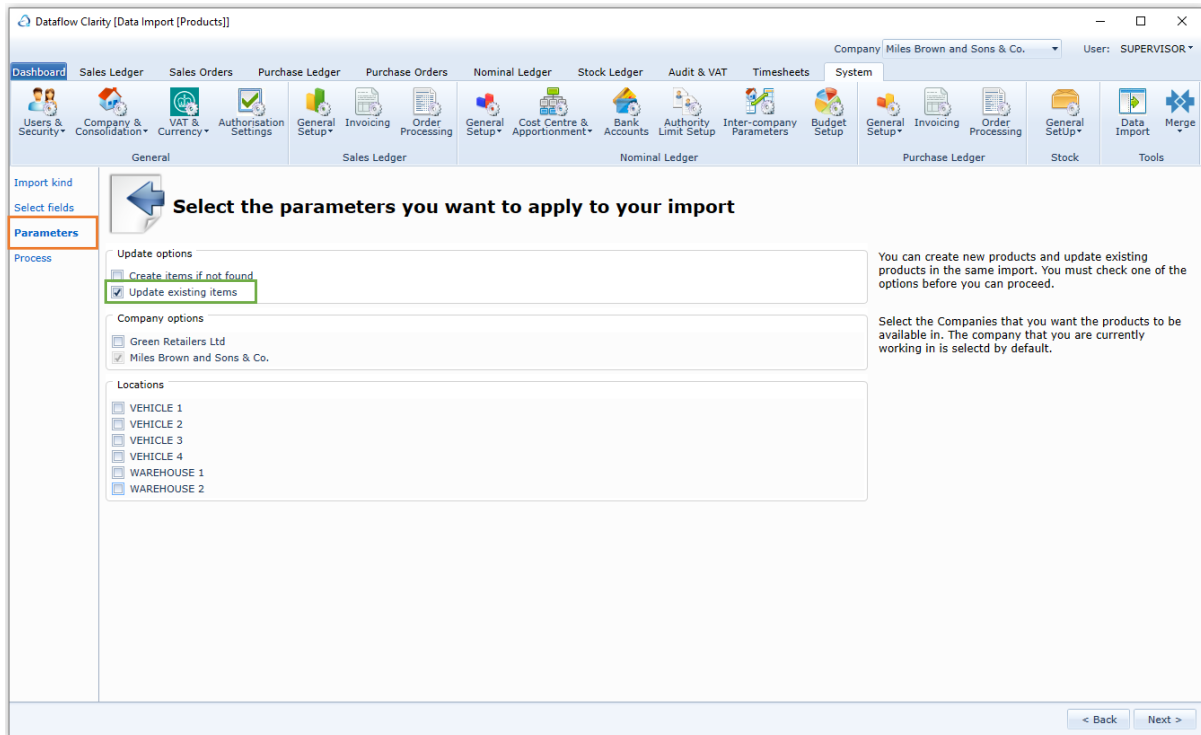
To do so navigate to the System tab (green arrow below) and Data Import (yellow arrow). The left side of the import window will default to Import Kind (highlighted below in orange), choose the import kind of Products (highlighted below in blue).



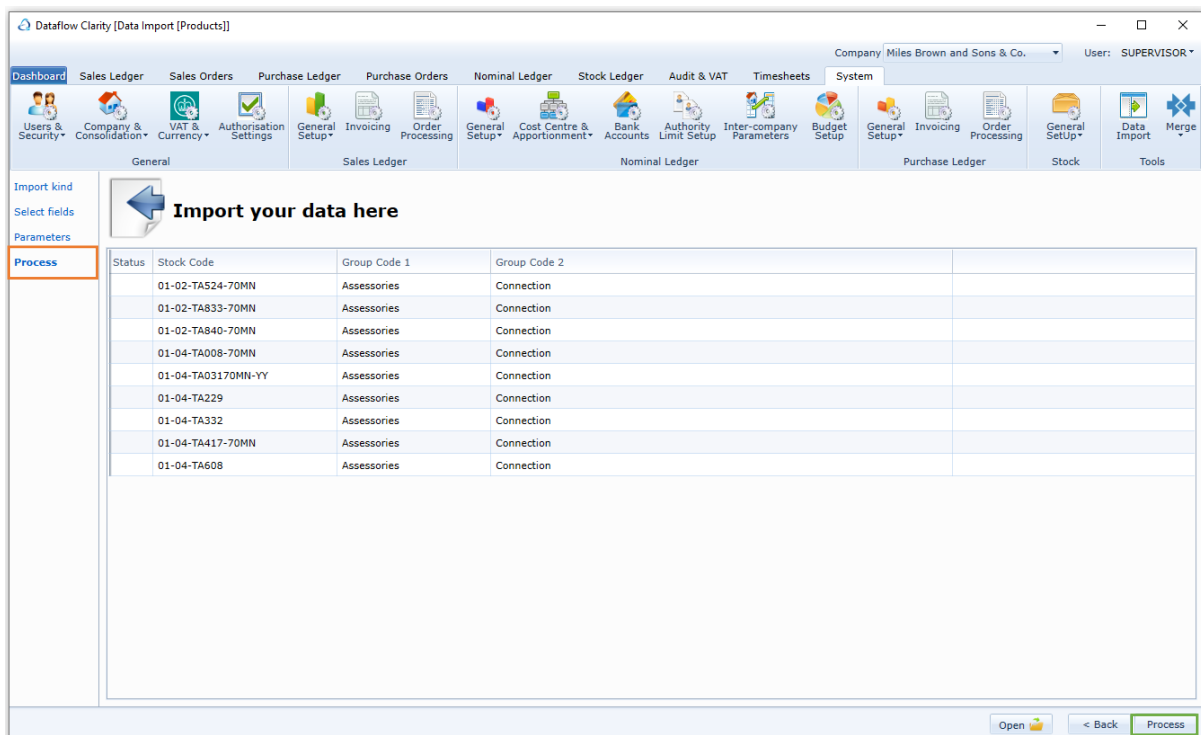
Progress to the *Select fields* stage on the left side of the import window (highlighted below in orange). You can achieve this by either clicking on the *Select fields* text on the left or use the *Next* button (highlighted below in green). Use the central arrows (highlighted below in yellow) to move across the required fields (highlighted below in blue). The minimum field selection would be *Stock Code* and *Group Code 1*. Group Code 1 will be the Stock Group 1 description you want to assign to a stock code.



Progress to the *Parameters* stage on the left side of the import window (highlighted below in orange). Ensure that the parameter *Update existing items* (highlighted below in green) is ticked to be able to amend an existing stock records information.

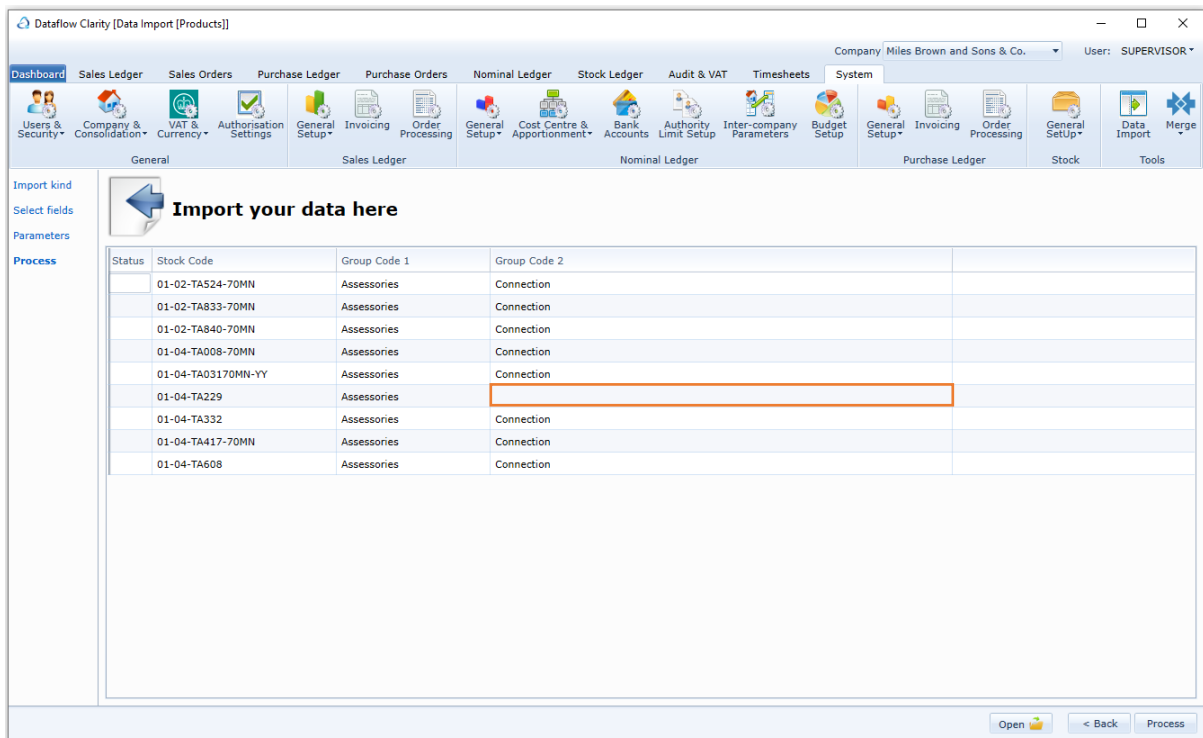


Progress to the *Process* stage on the left side of the import window (highlighted below in orange). Copy your information that has been compiled in Excel and paste it into the import window. Ensure that the information displayed appears in the corresponding columns. Click the *Process* button to complete the import (highlighted below in green).



When you choose the option to *Update existing items* within the *Parameters* section you will be forcing Clarity to overwrite existing data so caution should be exercised.

Below is a similar import to the example above with one difference, the Stock Group 2 description has been left blank on one of the entries (highlighted below in orange). In this scenario if a Stock Group 2 description is already assigned to stock record 01-04-TA229 this import will remove that Stock Group 2 description assignment as you'll be overwriting what is currently set with a blank, so essentially removing it.



The screenshot shows the 'Dataflow Clarity [Data Import [Products]]' window. The interface includes a top navigation bar with various modules like Sales Ledger, Purchase Ledger, and Nominal Ledger. A central panel titled 'Import your data here' contains a table with the following data:

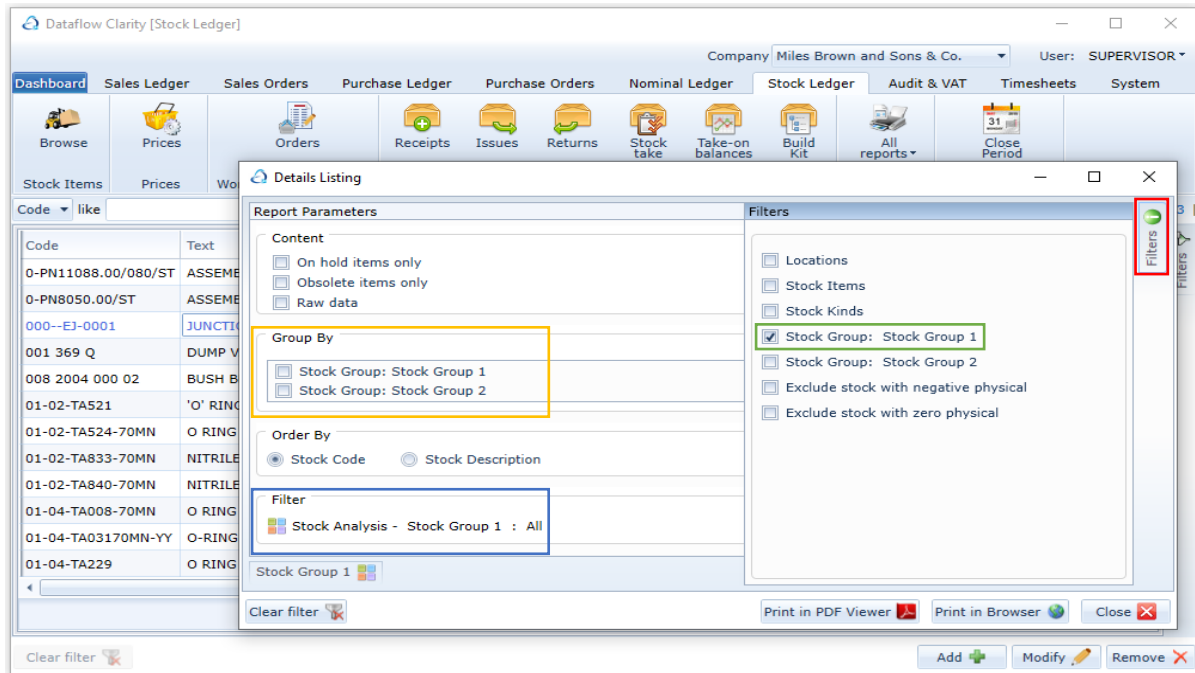
Status	Stock Code	Group Code 1	Group Code 2
	01-02-TA524-70MN	Assessories	Connection
	01-02-TA833-70MN	Assessories	Connection
	01-02-TA840-70MN	Assessories	Connection
	01-04-TA008-70MN	Assessories	Connection
	01-04-TA03170MN-YY	Assessories	Connection
	01-04-TA229	Assessories	
	01-04-TA332	Assessories	Connection
	01-04-TA417-70MN	Assessories	Connection
	01-04-TA608	Assessories	Connection

The row for stock code '01-04-TA229' is highlighted with an orange border, indicating that its Group Code 2 description is blank.

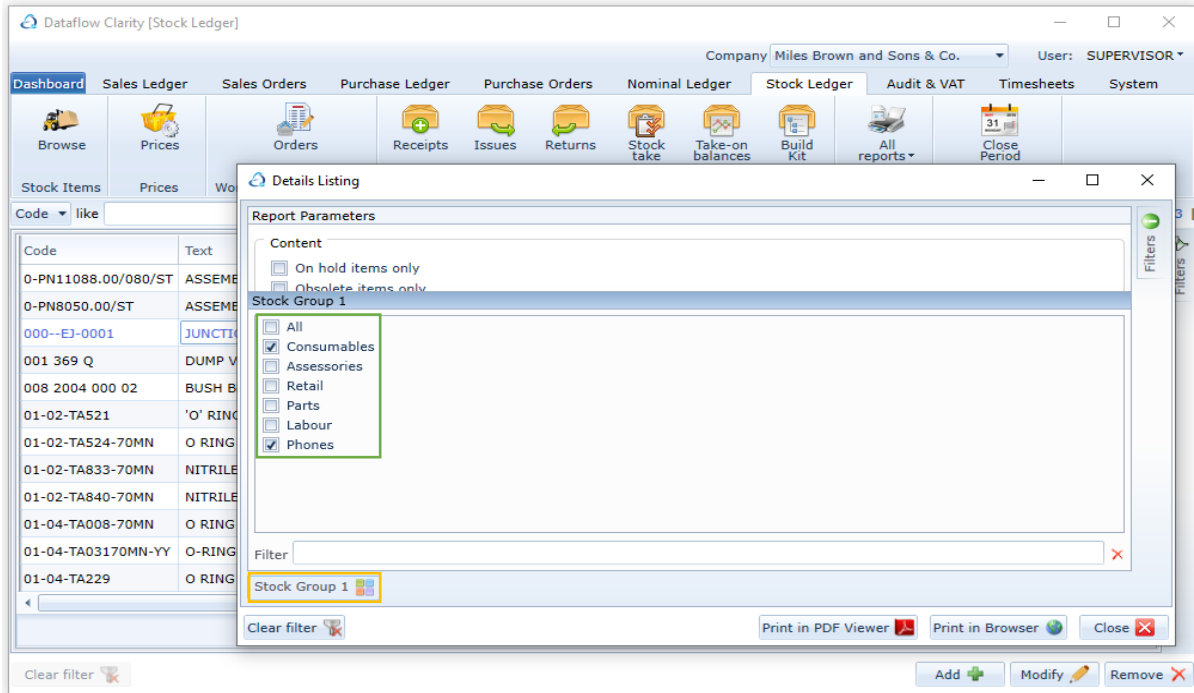
All of the stock reports have the facility to analyse by Stock Group. Below is an example of the Stock Ledger Details Listing.

The report parameters allow you to group the information being returned by Stock Group (highlighted below in yellow), or I can chose to use the report filters tab (highlighted in red) to apply a filter to only return information assigned to a Stock Group 1 description (highlighted in green). A confirmation that this filter is applied is displayed in the filter section (highlighted in blue).

Or you may wish to use a combination of the Group By and Filters.

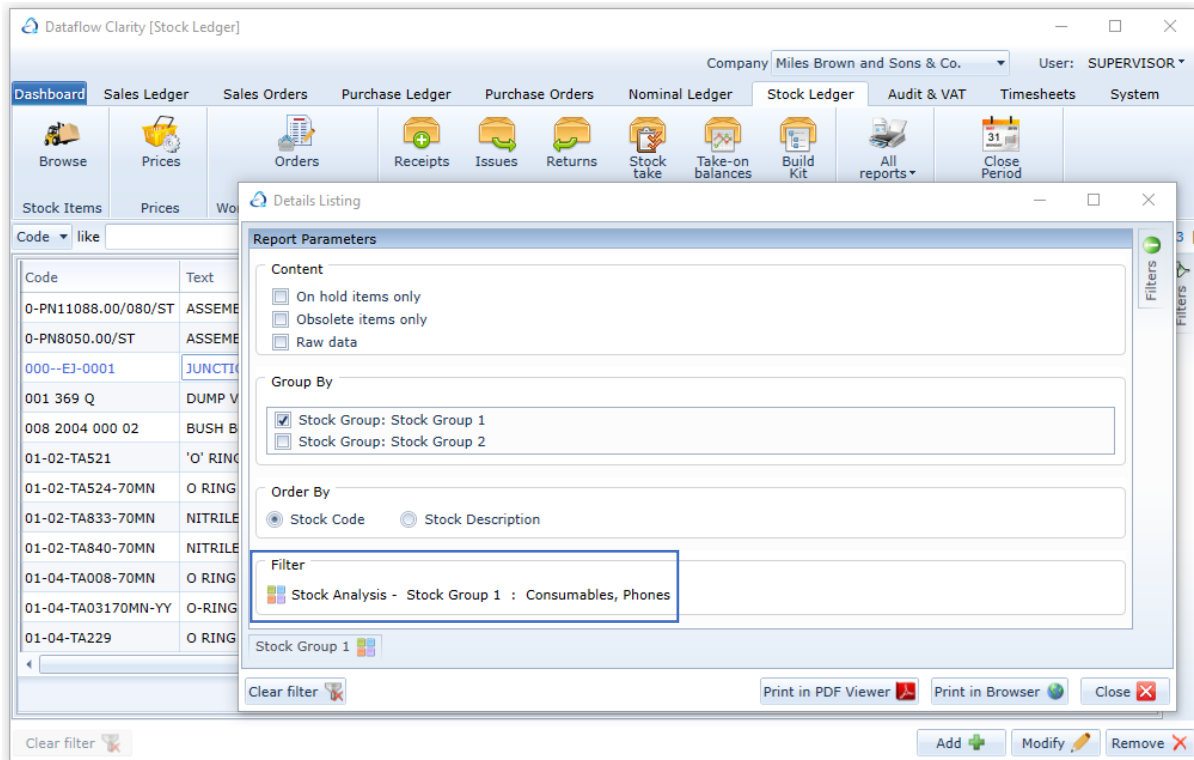


If you choose to apply a filter using the Filters tab an additional Stock Group 1 tab will be presented (highlighted below in yellow). Using this tab you can choose to apply a further filter and only report on specific Stock Group 1 descriptions (highlighted below in green).



The screenshot shows the 'Dataflow Clarity [Stock Ledger]' application window. The 'Details Listing' dialog box is open, displaying 'Report Parameters'. Under the 'Stock Group 1' section, a list of categories is shown with checkboxes: 'All', 'Consumables', 'Assessories', 'Retail', 'Parts', 'Labour', and 'Phones'. The 'Consumables' and 'Phones' checkboxes are checked. A blue box highlights the 'Stock Group 1' label and the 'Filter' input field, which contains the text 'Stock Group 1'.

The filter dialogue reflects the change in Stock Group 1 description selection (highlighted below in blue).



This screenshot shows the same 'Dataflow Clarity [Stock Ledger]' application window. The 'Details Listing' dialog box is open, and the 'Filter' field is now highlighted with a blue border. The filter text has changed to 'Stock Analysis - Stock Group 1 : Consumables, Phones'. Other sections of the dialog, such as 'Content' (with 'Raw data' checked) and 'Group By' (with 'Stock Group: Stock Group 1' checked), are also visible.