



DATAFLOW

Financial Software Solutions

Stock Ledger

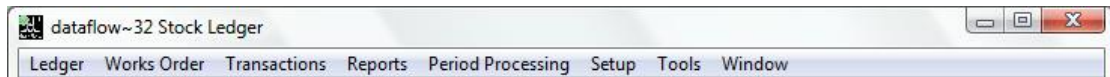
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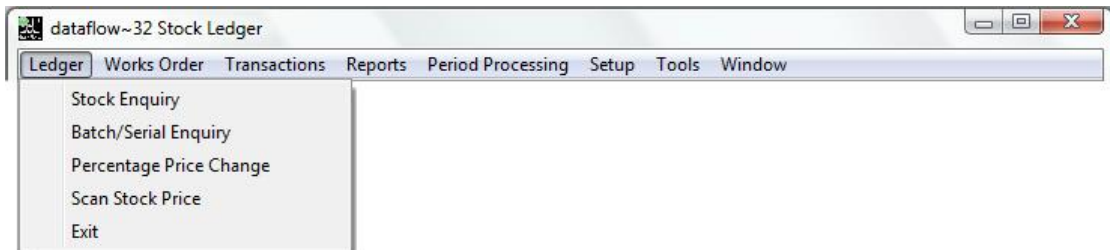
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Introduction

The Stock Ledger is designed to efficiently and accurately manage stock levels, product location and transaction processing. Support is provided for unlimited warehouses and the multi-currency and multi-company environments available to the integrated financial and distribution software modules.




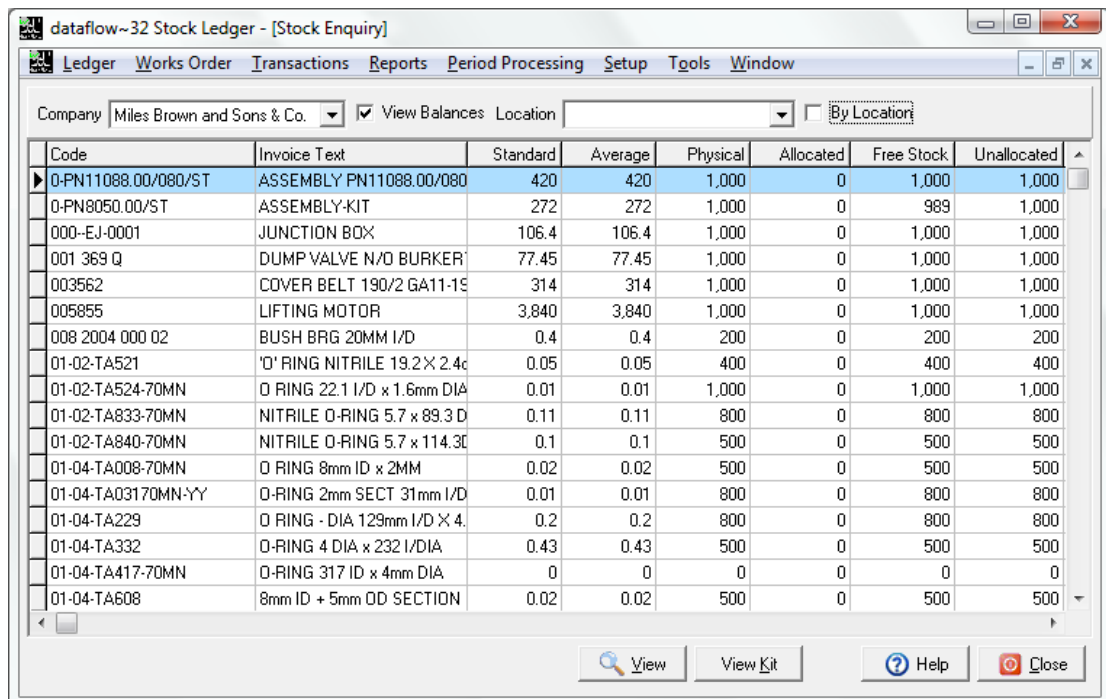
Ledger



Stock Enquiry

The Stock Enquiry enables quick access to general stock information via the enquiry grid or/and more detailed information using the  button or double clicking on the chosen line.

Alternatively if the item in question is a Kit item you can view the assigned components using the  button.



Code	Invoice Text	Standard	Average	Physical	Allocated	Free Stock	Unallocated
0-PN11088.00/080/ST	ASSEMBLY PN11088.00/080	420	420	1,000	0	1,000	1,000
0-PN8050.00/ST	ASSEMBLY-KIT	272	272	1,000	0	989	1,000
000-EJ-0001	JUNCTION BOX	106.4	106.4	1,000	0	1,000	1,000
001 369 Q	DUMP VALVE N/D BURKER	77.45	77.45	1,000	0	1,000	1,000
003562	COVER BELT 190/2 GA11-15	314	314	1,000	0	1,000	1,000
005855	LIFTING MOTOR	3,840	3,840	1,000	0	1,000	1,000
008 2004 000 02	BUSH BRG 20MM I/D	0.4	0.4	200	0	200	200
01-02-TA521	O' RING NITRILE 19.2 X 2.4	0.05	0.05	400	0	400	400
01-02-TA524-70MN	O RING 22.1 I/D x 1.6mm DIA	0.01	0.01	1,000	0	1,000	1,000
01-02-TA833-70MN	NITRILE O-RING 5.7 x 89.3 D	0.11	0.11	800	0	800	800
01-02-TA840-70MN	NITRILE O-RING 5.7 x 114.3 D	0.1	0.1	500	0	500	500
01-04-TA008-70MN	O RING 8mm ID x 2MM	0.02	0.02	500	0	500	500
01-04-TA03170MN-YY	O-RING 2mm SECT 31mm I/D	0.01	0.01	800	0	800	800
01-04-TA229	O RING - DIA 129mm I/D X 4.	0.2	0.2	800	0	800	800
01-04-TA332	O-RING 4 DIA x 232 I/DIA	0.43	0.43	500	0	500	500
01-04-TA417-70MN	O-RING 317 ID x 4mm DIA	0	0	0	0	0	0
01-04-TA608	8mm ID + 5mm OD SECTION	0.02	0.02	500	0	500	500

You can control the level of information that appears within the enquiry grid by utilizing the following parameters;

Company ▼


The grid information will be filtered by the Company selected.

☐ View Balances

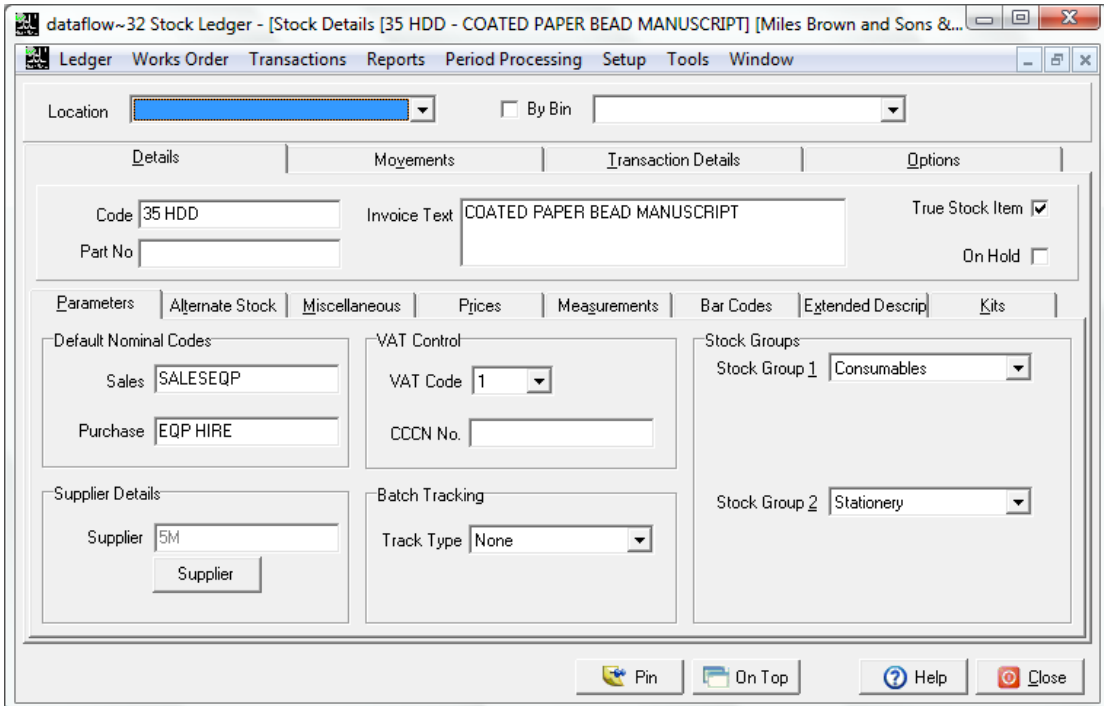
Includes the Stock balance columns within the enquiry grid.

Location ▼ ☐ By Location

The grid information will be filtered by the location selected. Consolidated information will be displayed if unchecked.

Selecting the  button or double clicking on the chosen line launches a new window providing access to more detailed information relating to the stock code you have selected.

This information is broken down into categorized tabs and sub tabs.



The following parameters will filter the returned information based upon your selection within the *Movements* and *Transaction Details* tabs;

Location ▼

The returned information will be filtered by the location selected. Consolidated information will be displayed If unchecked.

☐ By Bin ▼

The returned information will be filtered by the Bin selected. Consolidated information will be displayed If unchecked.

If you wish to cancel selection within either drop down simply using the spacebar on your keyboard to blank it out. If the above parameters are left blank the system will return consolidated results for all Locations and Bins.

The screenshot shows the 'dataflow~32 Stock Ledger' window with the 'Movements' tab selected. The 'Period' dropdown is set to '31 March, 2013'. The table displays the following data:


Transaction Type	Date	Period Date	Row Number	Bin Number	Price	Total Weight	Qty Variance	Time Stamp
TFR	05/02/2014	28/02/2014	ROW G	BIN15	0			
POR	05/02/2014	28/02/2014	ROW G	BIN10	0			
TFR	05/02/2014	28/02/2014	ROW G	BIN10	0			
ADJ	04/02/2014	28/02/2014	ROW G	BIN10	0			
REC	02/02/2014	28/02/2014	ROW3	BIN1	0			
DEL	04/08/2013	31/08/2013	ROW G	BIN10	0.17			
DEL	04/08/2013	31/08/2013	ROW G	BIN10	0.17			
AUD	31/03/2013	31/03/2013						04/09/2013
DEL	23/03/2013	31/03/2013	ROW G	BIN10	0.18	-75		23/03/2013
SLE	23/03/2013	31/03/2013	ROW G	BIN10	0.18	-75		23/03/2013
DEL	23/03/2013	31/03/2013	ROW G	BIN10	0.17			
POR	07/03/2013	31/03/2013			11	-250		07/03/2013
DEL	08/02/2013	28/02/2013	ROW G	BIN10	100	-0.25		08/02/2013
REC	20/12/2012	31/12/2012	ROW G	BIN10	0			
AUD	30/11/2012	30/11/2012						30/11/2012

The screenshot shows the 'dataflow~32 Stock Ledger' window with the 'Company Options' tab selected. The 'Company Options' dropdown is set to 'Individual'. The table displays the following data:

Transaction Type	Date	Period Date	Row Number	Bin Number	Price	Total Weight	Qty Variance	Time Stamp
TFR	05/02/2014	28/02/2014	ROW G	BIN15	0			
POR	05/02/2014	28/02/2014	ROW G	BIN10	0			
TFR	05/02/2014	28/02/2014	ROW G	BIN10	0			
ADJ	04/02/2014	28/02/2014	ROW G	BIN10	0			
REC	02/02/2014	28/02/2014	ROW3	BIN1	0			
DEL	04/08/2013	31/08/2013	ROW G	BIN10	0.17			
DEL	04/08/2013	31/08/2013	ROW G	BIN10	0.17			
AUD	31/03/2013	31/03/2013						04/09/2013
DEL	23/03/2013	31/03/2013	ROW G	BIN10	0.18	-75		23/03/2013
SLE	23/03/2013	31/03/2013	ROW G	BIN10	0.18	-75		23/03/2013
DEL	23/03/2013	31/03/2013	ROW G	BIN10	0.17			
POR	07/03/2013	31/03/2013			11	-250		07/03/2013
DEL	08/02/2013	28/02/2013	ROW G	BIN10	100	-0.25		08/02/2013
REC	20/12/2012	31/12/2012	ROW G	BIN10	0			
AUD	30/11/2012	30/11/2012						30/11/2012

The returned information will always default to the associated Company selected within the Stock Enquiry. You can use the *Company Options* to override this and view consolidated balances if required.

The screenshot shows the 'Company Options' dialog box with the 'Individual' radio button selected.

In addition to being able to select a location using the  on the window header you can also use the Location Options control whether the information return is

Location Options

☐ Individual ☒ Consolidated

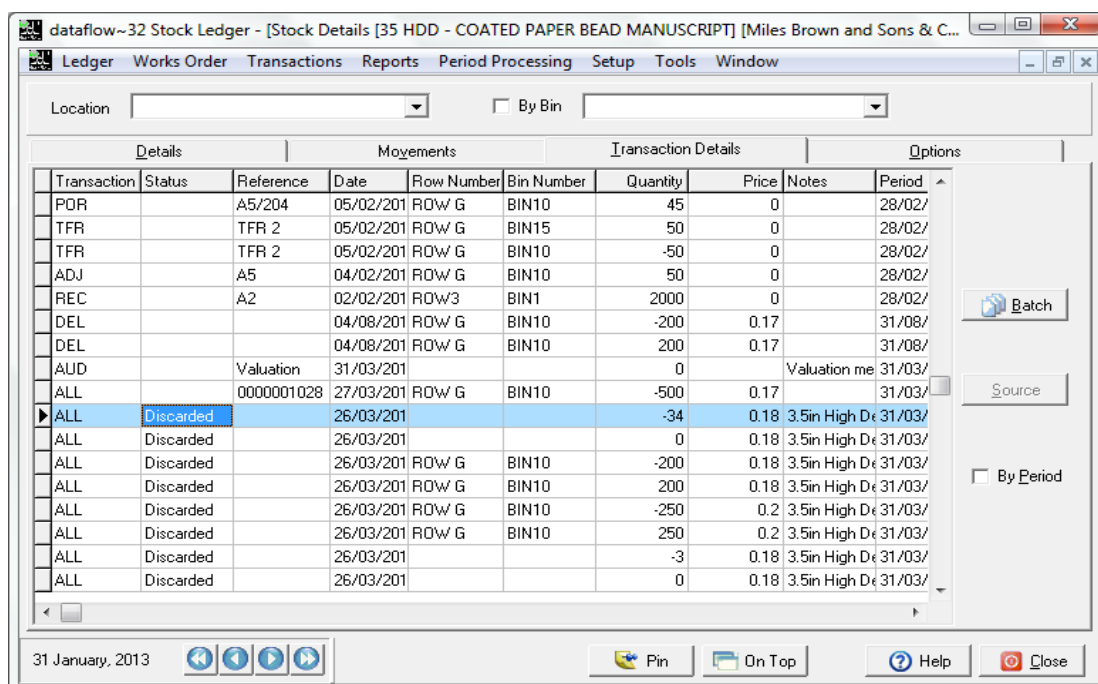
All stock movements are recorded and the *Exclude "Discarded" Transactions* Option enables you to view any discarded transactions within the *Transaction Details* tab. This parameter will always default to checked (Exclude).

Transaction Options

☒ Exclude "Discarded" Transactions

The discarded transactions will have a Status of *Discarded* within the Transaction Details grid as detailed below;

The tabbed sections and their related parameters not explained in this section are explained in more detail within the *Stock Items* setup section within this document.



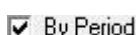
Transaction	Status	Reference	Date	Row Number	Bin Number	Quantity	Price	Notes	Period
POR		A5/204	05/02/201	ROW G	BIN10	45	0		28/02/
TFR		TFR 2	05/02/201	ROW G	BIN15	50	0		28/02/
TFR		TFR 2	05/02/201	ROW G	BIN10	-50	0		28/02/
ADJ		A5	04/02/201	ROW G	BIN10	50	0		28/02/
REC		A2	02/02/201	ROW3	BIN1	2000	0		28/02/
DEL			04/08/201	ROW G	BIN10	-200	0.17		31/08/
DEL			04/08/201	ROW G	BIN10	200	0.17		31/08/
AUD		Valuation	31/03/201			0		Valuation me	31/03/
ALL		0000001028	27/03/201	ROW G	BIN10	-500	0.17		31/03/
ALL	Discarded		26/03/201			-34	0.18	3.5in High D	31/03/
ALL	Discarded		26/03/201			0	0.18	3.5in High D	31/03/
ALL	Discarded		26/03/201	ROW G	BIN10	-200	0.18	3.5in High D	31/03/
ALL	Discarded		26/03/201	ROW G	BIN10	200	0.18	3.5in High D	31/03/
ALL	Discarded		26/03/201	ROW G	BIN10	-250	0.2	3.5in High D	31/03/
ALL	Discarded		26/03/201	ROW G	BIN10	250	0.2	3.5in High D	31/03/
ALL	Discarded		26/03/201			-3	0.18	3.5in High D	31/03/
ALL	Discarded		26/03/201			0	0.18	3.5in High D	31/03/



Enables you to view the associated batch of the selected item.



Enables you to view the Source transaction associated to the selected item.



Filters the grid information by the period selected. If unchecked all transactions will be displayed.

The tabbed sections and their related parameters are explained in more detail within the *Stock Items* setup section within this document.

Batch/Serial Enquiry

The Batch/ Serial enquiry window enables you to view the availability of your tracked Stock codes.

Company: Miles Brown and Sons & C

Location:

Supplier Name:

☐ By Supplier Batch Number ☐ By Supplier Serial Number ☐ By Our Batch Number ☐ By Our Serial Number

Type: ☒ Batch Enquiry ☐ Serial Enquiry

Date	Code	Our Batch Number	Supplier Batch Number	Free	Account	Supplier Name
12/02/2013	CAMERA TRIPC 5	7		14	5M	5M Quality Rail Service
12/02/2013	CAMERA TRIPC 6	1		74	BRAT	Bratford Design Service
12/02/2013	MOBILE PHONE 7	78		15	BRAT	Bratford Design Service
11/02/2013	MOBILE PHONE 12	12		2		
11/02/2013	MOBILE PHONE 56	2		8		
11/02/2013	CAMERA TRIPC 56	78		3		

Balances Help Close

Detailed below are the parameters residing within the Batch/ Serial Enquiry window. Use these parameters/ filters to condense the returned results.

Type

☒ Batch Enquiry

☐ Serial Enquiry

Choose whether the current enquiry is via Batch or Serial Number.

Company: Miles Brown and Sons & C

The company drop down will default to the company currently in use.

Location:

If you wish to enquire by a specific location select it here. In order to use this drop down the ☐ By Location checkbox must be ticked to the right of the drop down.

Supplier Name:

If you wish to enquire by a specific Supplier select the name here.

☐ By Supplier Batch Number

If you wish to enquire by a specific Supplier Batch Number select it here.

☐ By Our Batch Number

If you wish to enquire by a specific In house Batch Number select it here.

Code

If you wish to enquire by a specific Stock Code select it here.

☐ By Supplier Serial Number

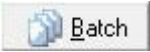
If you wish to enquire by a specific Supplier Serial Number select it here.

☐ By Our Serial Number

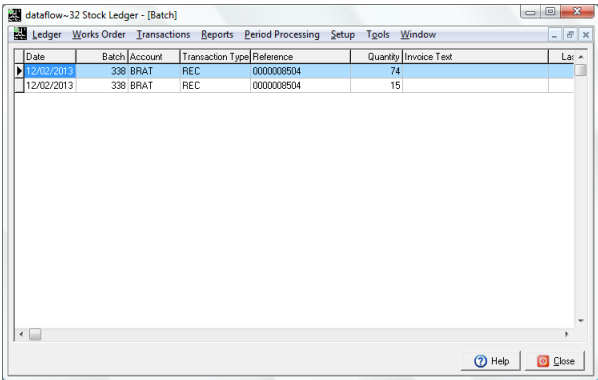
If you wish to enquire by a specific In House Serial Number select it here.

☐ View Details

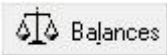
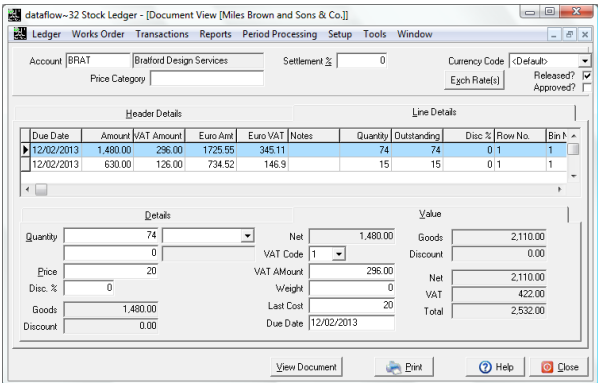
Splits the grid horizontally into two sections displaying additional information relating to the selected line in the lower section.



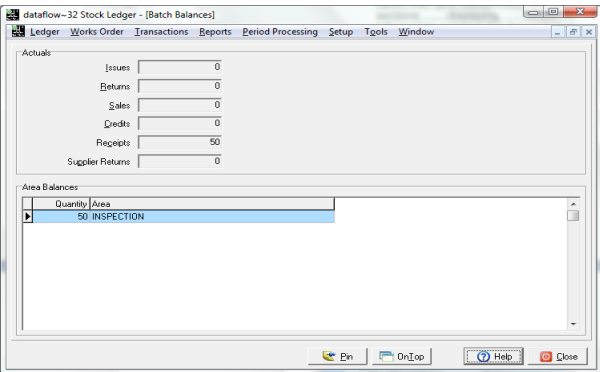
Enables you to view the batch associated to the selected item.



Enables you to view the Source transaction associated to the selected item.



Launches a window displaying the associated balance information for the selected item.



Percentage Price Change

This routine enables you to adjust existing prices by a set percentage. In order to use this routine you must set the same parameter conditions (options) that were set when the stock price was originally setup i.e. If the price was setup using *By Company*, *By Measure* and *By Quantity* then you must ensure that you specify those same options here in order to adjust that price.

Company: [Dropdown] ☐ By Company

Parameters:

Location: [Dropdown]

First Stock Item: [Dropdown] 35 HDD

Last Stock Item: [Dropdown] 35 HDD

☐ By Date Prices current at: [Text] ☐ By Quantity: [Text] 0.0000

Start date: [Text]

Customer: [Text] Measure: [Text] Set Percentage: [Text]

Price Category	Percentage
Mainland	50
Overseas	0

Negative Percentage Will Decrease the Price

Options:

Selection Criteria:

☐ By Location

☐ By Group

☐ By Supplier

☒ By Customer

☐ By Currency

☒ By Measure

☒ Preview mode

Groups:

☐ Stock Group 1

☐ Stock Group 2

Save Restore Setup Print Update Discard Help Close

Scan Stock Price

Enables you to view the details of a scanned item. The Barcodes must be pre-established against the stock code prior to scanning in order for the system to associate the barcode with the related stock item details.

Bar Code: 5010356593304 Measurement: Pack of 1 - priced per 10

Stock Code: JD90361 Molekskin dairy

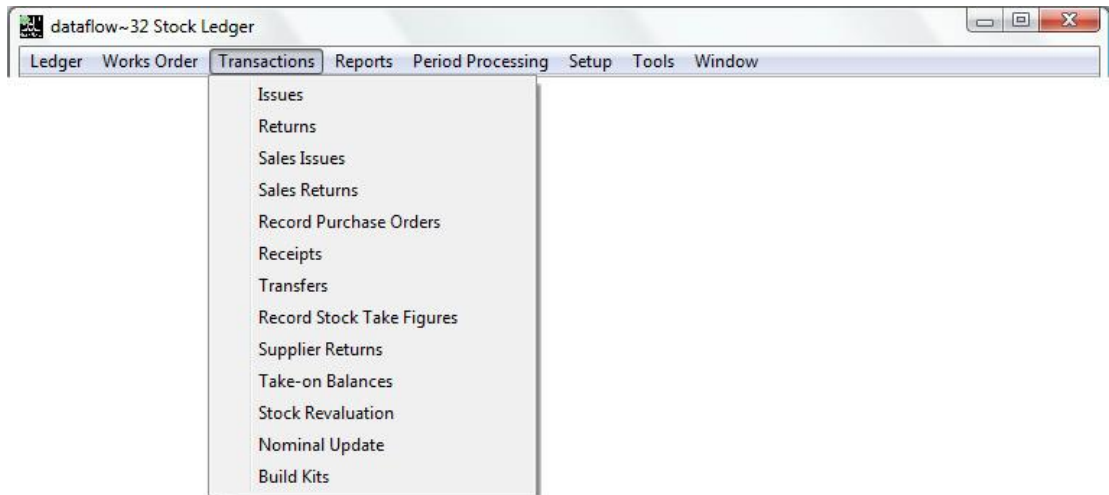
VAT Code: 0

Default	Cash Price	Cash Discount	Cash Price (Incl VAT)	Company	Cost	Currency	Customer Price	Customer Discount	Customer Price (Incl)	Danscot Price Price
Default	22.40	0.00%	22.40	Miles Brown	0.00		15.68	0.00%	15.68	0.00
Default	22.40	0.00%	22.40	Miles Brown	0.00		0.00	0.00%	0.00	0.00

Close

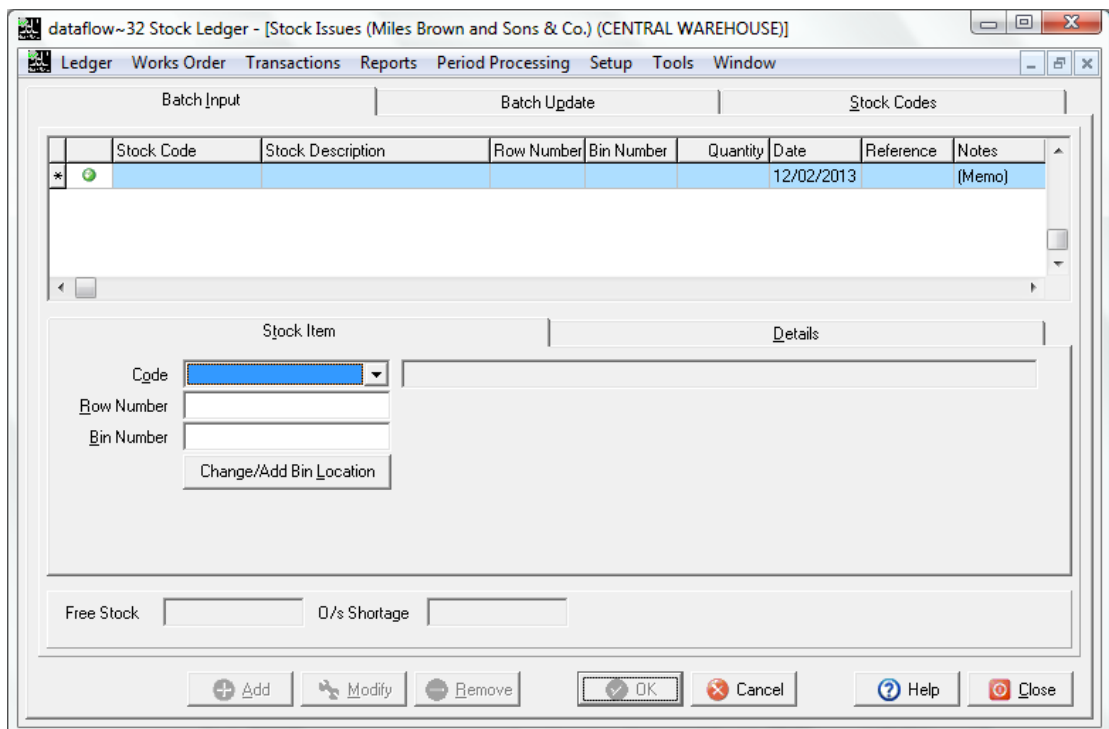
Transactions

The range of transaction posting routines given here enable stock movements to be recorded using the Stock Ledger alone. Where Sales Invoicing (Sales ledger) and Sales/Purchase Order Processing routines are available they will no doubt be more appropriate to process stock movements. Whatever circumstances apply, two routines on this menu are likely to be used at some time, namely *Record Stock Take figures* and *Transfers*.



Issues

This routine records details of Stock Issues for the current Company and Location (shown in the window title bar). As a result the free stock balance of each selected stock item is reduced and the total issues for the related period are increased. The quantity of goods issued can exceed the current free stock level resulting in a negative balance.



Returns

The Returns routine records detail of stock returns for the current Company and Location (shown in the window title bar). As a result the free stock balance of each selected stock item is increased and the total returns for the related period are increased.

	Stock Code	Stock Description	Row Number	Bin Number	Area	Quantity	Date
*							12/02/2

Stock Item

Code: [dropdown]
Row Number: [input]
Bin Number: [input]
Area: [dropdown]
Change/Add Bin Location: [button]

Free Stock: [input] O/s Shortage: [input]

[Add] [Modify] [Remove] [OK] [Cancel] [Help] [Close]

Sales Issues

This routine enables you to record details of stock sales for the current Company and Location (shown in the window title bar). As a result the free stock balance of each selected stock item is reduced and the total sales for the related period are increased.

	Stock Code	Stock Description	Row Number	Bin Number	Quantity	Date	Reference	F
*						12/02/2013		

Stock Item

Code: [dropdown]
Row Number: [input]
Bin Number: [input]
Change/Add Bin Location: [button]

Free Stock: [input] O/s Shortage: [input]

[Add] [Modify] [Remove] [OK] [Cancel] [Help] [Close]

The quantity of goods issued can exceed the current free stock level resulting in a negative balance.

Sales Returns

This routine enables you to record details of Sales Returns for the current Company and Location (shown in the window title bar). As a result the free stock balance of each selected stock item is increased and the total issues for the related period are increased.

Stock Code	Stock Description	Row Number	Bin Number	Area	Quantity	Date
*						12/02/2

Stock Item

Code: [dropdown]
Row Number: [text]
Bin Number: [text]
Area: [dropdown]
Change/Add Bin Location: [button]

Free Stock: [text] O/s Shortage: [text]

[Add] [Modify] [Remove] [OK] [Cancel] [Help] [Close]

If applicable, returned items can be placed into a specified Area and therefore excluded from the free stock balance. Stock can be taken from an area at a later time, using the appropriate transaction option e.g. supplier returns, transfers.

Record Purchase Orders

Purchase order quantities recorded via this routine increase the On Order balance of the specified stock item. Check the current Company and Location names (shown in the window title bar) are correct.

Stock Code	Stock Description	Row Number	Bin Number	Quantity	Date	Reference	Notes
*					12/02/2013		(Memo)

Stock Item

Code: [dropdown]
Row Number: [text]
Bin Number: [text]
Change/Add Bin Location: [button]

Free Stock: [text] O/s Shortage: [text] On Order: [text]

[Add] [Modify] [Remove] [OK] [Cancel] [Help] [Close]

Receipts

This routine enables you to record goods received for the current Company and Location (shown in the window title bar). As a result the free stock balance of each selected stock item is increased and the total receipts for the related period are increased.

dataflow~32 Stock Ledger - [Stock Receipts (Goods Received) (Miles Brown and Sons & Co.) (CENTRAL WAREHOUSE)]

Ledger Works Order Transactions Reports Period Processing Setup Tools Window

Batch Input Batch Update Stock Codes

	Stock Code	Stock Description	Row Number	Bin Number	Area	Date
*						12/02/2013

Stock Item Details Receipts

Code

Current Revision No.

Row Number

Bin Number

Area

Change/Add Bin Location

Free Stock O/s Shortage

Add Modify Remove OK Cancel Help Close

If applicable, receipted items can be placed into a specified Area and therefore excluded from the free stock balance. Stock can be taken from an area at a later time, using the appropriate transaction option e.g. supplier returns, transfers.

Transfers

This routine enables the transfer of Stock between;

- companies and locations within companies
- one stock item and another
- areas
- quantity factor available
- row and bin numbers

dataflow~32 Stock Ledger - [Stock Transfers (Miles Brown and Sons & Co.) (CENTRAL WAREHOUSE)]

Ledger Works Order Transactions Reports Period Processing Setup Tools Window

Batch Input Batch Update Stock Codes

	Stock Code	Stock Description	Row Number	Bin Number	Area	Destination Stock Code	Des
*							

Stock Item

Transfer From

Code

Row Number

Bin Number

Area

Cost

Change/Add Bin Location

Details

Transfer To

Company

Location

Code

Row Number

Bin Number

Area

Change/Add Bin Location

Free Stock O/s Shortage

Free Stock O/s Shortage

Add Modify Remove OK Cancel Help Close

Stock balances will increase or decrease according to the transfer from or transfer to status specified. The stock enquiry shows a separate total of transfers (+ values being increased) for each stock item within each period.

Record Stock Take Figures

Use this routine to record the results of Stock Take activity. Check the current Company and Location names (shown in the window title bar) are correct.

	Stock Code	Stock Description	Row Number	Bin Number	Quantity	Date	Reference	Notes	Period
*						12/02/2013		(Memo)	

Free stock balances may be increased or reduced as a result of declaring the physical stock count for each item. The stock enquiry shows a separate total for adjustment entries (the difference given by deducting the system's free stock figure from the new figure recorded here) on a period basis.

Supplier Returns

This routine records the detail of stock items sent back to suppliers. Check the current Company and Location names (shown in the window title bar) are correct. As a result the free stock balance of each selected stock item is reduced and the total supplier returns for the related period are increased.

	Stock Code	Stock Description	Row Number	Bin Number	Area	Quantity	Date
*							12/02/2013

If applicable, a stock item held within a specified Area can be returned.

Take-on Balances

Use this routine to record Take on Balances when first starting use of the stock ledger. This option will not be available for use once transactions have been posted against that Stock code.

Line No.	Stock Code	Stock Description	Row Number
1			

Code: [dropdown]
Row Number: [text]
Bin Number: [text]
Change/Add Bin Location: [button]

Free Stock: [text] O/s Shortage: [text]

[Add] [Modify] [Remove] [OK] [Cancel] [Help] [Close]

Stock Revaluation

This routine allows for the stock value to be reset, resulting in an immediate update to the Nominal Ledger if applicable.

Company Name: Miles Brown and Sons & Co.

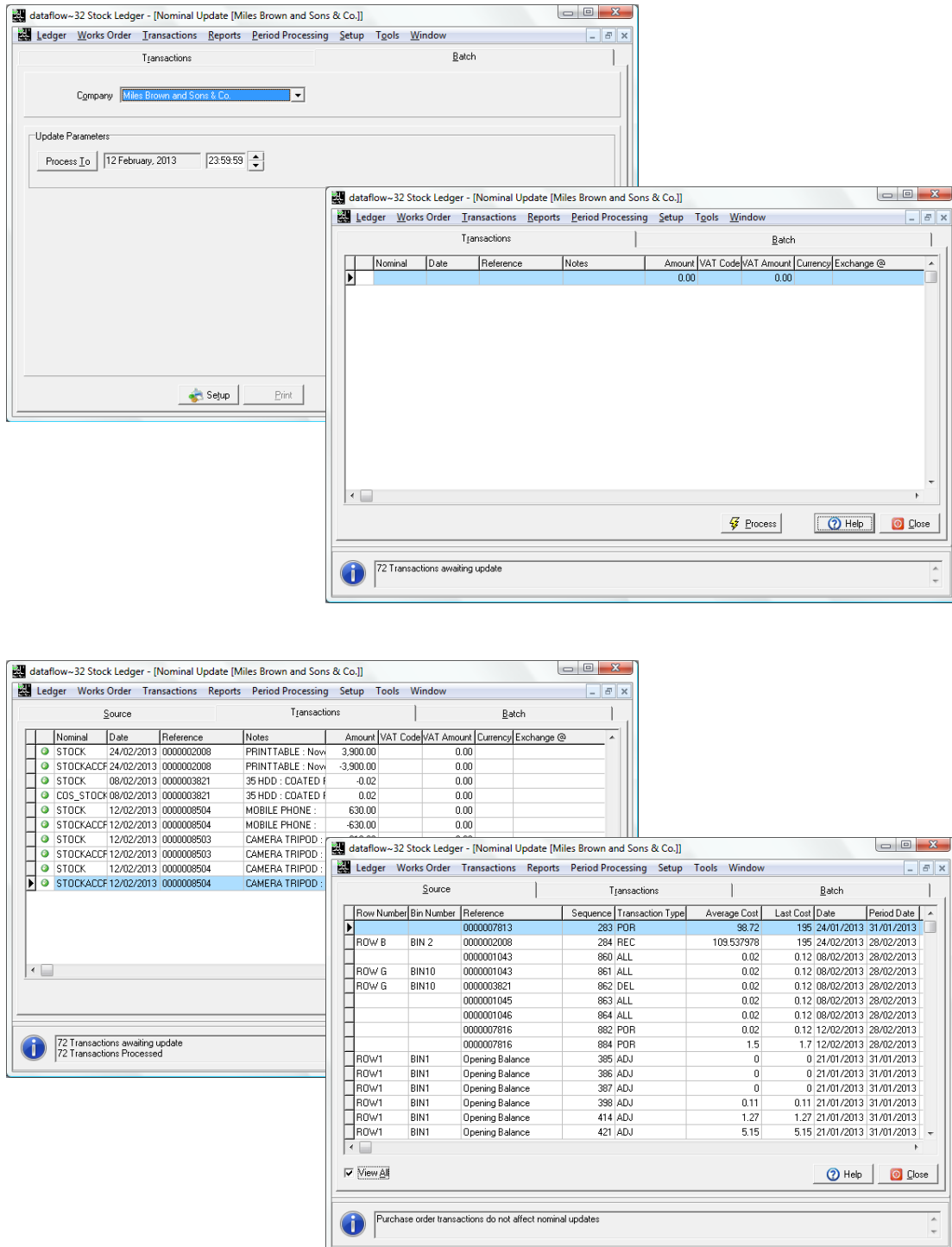
Currency	Debits	Credits
	0.00	0.00

Nominal	Date	Reference	Amount	VAT Code	VAT Amount	Currency	Exchange @
			0.00		0.00		

[Setup] [Print] [Update] [Discard] [Help] [Close]


Nominal Update

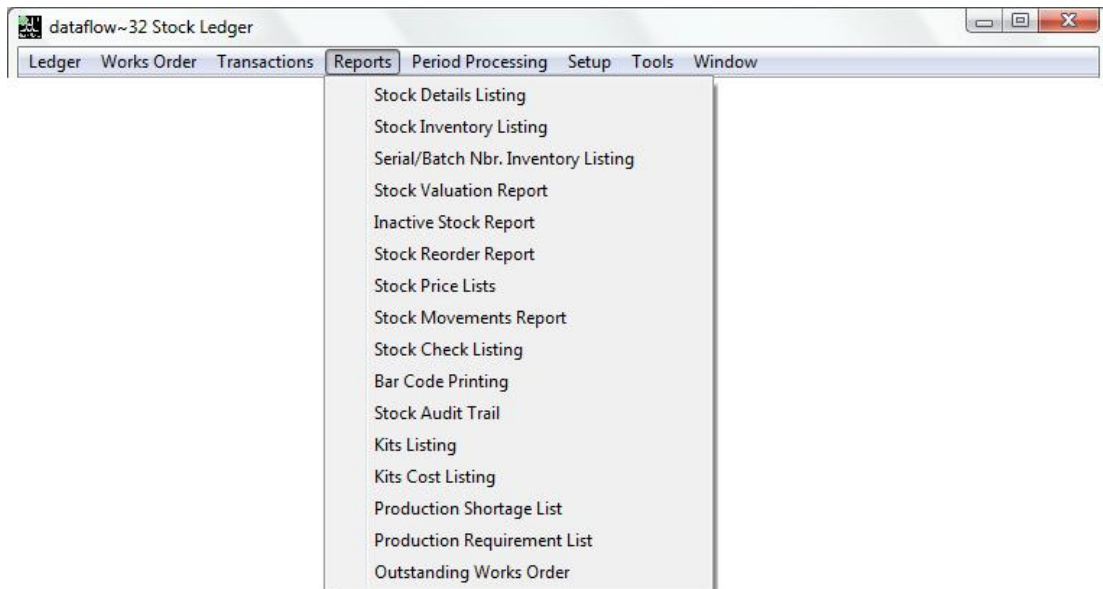
If the facility is required to update the stock movements to the Nominal Ledger this routine will pick all relevant movements to post to the Nominal, the posting date is used for the period processing not the processing date. This routine is only available where the nominal update facility has been configured and set within the company parameters.



Reports

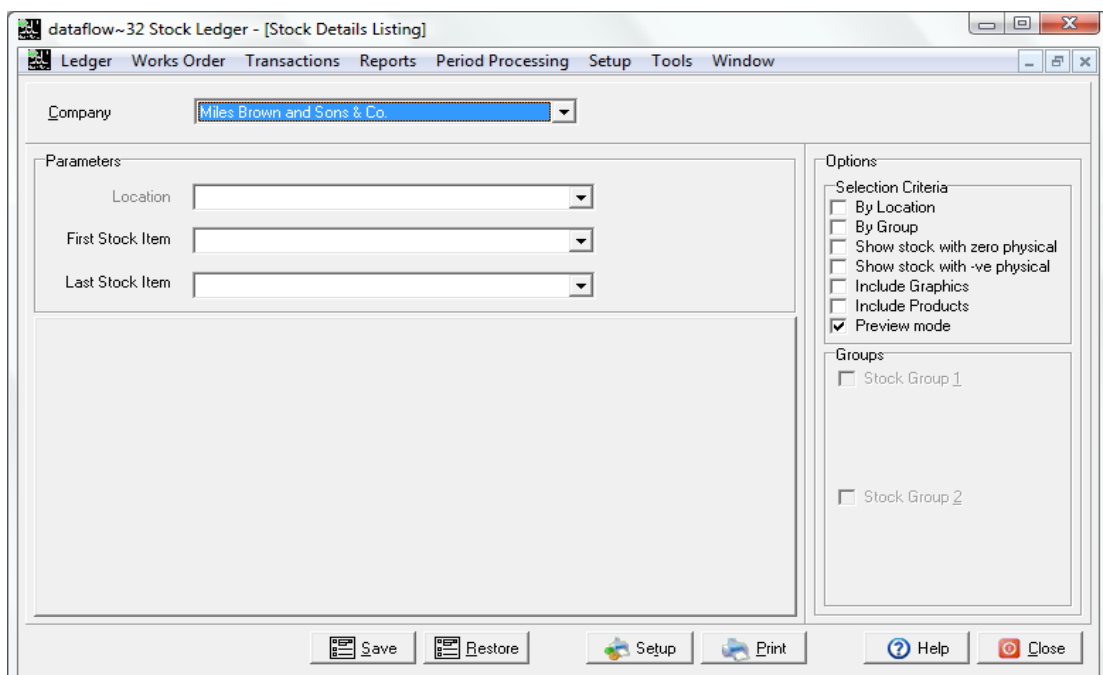
Reporting options produce information on screen (preview mode) or directly to a printer. You should ensure all printer devices have been installed using Windows routines.

If required, change the design of standard reports. To do so your user name must have supervisory rights attached. To start design procedures print the selected report in preview mode then click the right mouse button to invoke the design button. Press the  Design button to edit.



Stock Details Listing

Produces a listing of basic stock item information. The returned information can be filtered accordingly by using the available Options on the right. Once the Options are set additional tabs will become available centrally within the window.



Stock Inventory Listing

Produce stock item balance information. The returned information can be filtered accordingly by using the available Options on the right. Once the Options are set additional tabs will become available centrally within the window.

dataflow~32 Stock Ledger - [Stock Inventory Listing]

Ledger Works Order Transactions Reports Period Processing Setup Tools Window

Company: Miles Brown and Sons & Co.

Parameters:

- Location: [Dropdown]
- First Stock Item: [Dropdown]
- Last Stock Item: [Dropdown]

Options:

Selection Criteria:

- ☐ By Location
- ☐ By Group
- ☐ Show stock with zero physical
- ☐ Show stock with -ve physical
- ☐ Include Graphics
- ☐ Include Products
- ☒ Preview mode
- ☒ By Bin Number

Order:

- ☒ By Stock Code
- ☐ By Bin Number

Groups:

- ☐ Stock Group 1
- ☐ Stock Group 2

Save Restore Setup Print Help Close

Serial/Batch Nbr. Inventory Listing

Produce stock item balance information with Serial and Batch Number Information. The returned information can be filtered accordingly by using the available Options on the right. Once the Options are set additional tabs will become available centrally within the window.

dataflow~32 Stock Ledger - [Stock Serial-Batch Inventory Listing]

Ledger Works Order Transactions Reports Period Processing Setup Tools Window

Company: Miles Brown and Sons & Co.

Parameters:

- Location: [Dropdown]
- First Stock Item: [Dropdown]
- Last Stock Item: [Dropdown]

Options:

Selection Criteria:

- ☐ By Location
- ☐ By Group
- ☐ Show stock with zero physical
- ☐ Show stock with -ve physical
- ☐ Include Graphics
- ☐ Include Products
- ☒ Preview mode
- ☒ By Bin Number

Order:

- ☒ By Stock Code
- ☐ By Bin Number

Groups:

- ☐ Stock Group 1
- ☐ Stock Group 2

Save Restore Setup Print Help Close

Stock Valuation Report

Produce valuation information. Although the stock being held in 'Areas' is not included as part of the physical stock balance, the option is given to include this stock for valuation purposes. The returned information can be filtered accordingly by using the available Options on the right. Once the Options are set additional tabs will become available centrally within the window.

One of three valuation methods can be specified before going to print;

- Average Cost
- Standard Cost
- FIFO valuation

dataflow~32 Stock Ledger - [Stock Valuation]

Ledger Works Order Transactions Reports Period Processing Setup Tools Window

Company Miles Brown and Sons & Co.

Parameters

Location Period 28 February, 2013

First Stock Item

Last Stock Item

Groups

Options

Selection Criteria

- ☐ By Location
- ☐ By Group
- ☐ Include Graphics
- ☐ Show Zero Qty Lines
- ☐ Show Negative Values
- ☒ Preview mode

Valuation Method

- ☒ Av. Value
- ☐ Std. Value
- ☐ FIFO

☐ Use Current Value

☐ Include "Un-Released" Deliveries

Groups

- ☐ Stock Group 1
- ☐ Stock Group 2

Save Restore Setup Print Help Close

Inactive Stock Report

Produce a list of inactive stock items i.e. items that have not shown any movement, in or out, since a specified date. The returned information can be filtered accordingly by using the available Options on the right. Once the Options are set additional tabs will become available centrally within the window.

The screenshot shows the 'Inactive Stock Report' window. The title bar reads 'dataflow~32 Stock Ledger - [Inactive Stock Report]'. The menu bar includes 'Ledger', 'Works Order', 'Transactions', 'Reports', 'Period Processing', 'Setup', 'Tools', and 'Window'. The 'Company' dropdown is set to 'Miles Brown and Sons & Co.'. The 'Parameters' section on the left contains three dropdowns: 'Location', 'First Stock Item', and 'Last Stock Item'. The 'Options' section on the right includes 'Selection Criteria' with checkboxes for 'By Location', 'By Group', 'Include Graphics', and 'Preview mode' (checked). Below this is 'Items Inactive Since' with an 'Inactive Date' of '12/02/2013' and a checked 'By Bin' option with a 'Select' button. The 'Groups' section has checkboxes for 'Stock Group 1' and 'Stock Group 2'. At the bottom are buttons for 'Save', 'Restore', 'Setup', 'Print', 'Help', and 'Close'.

Stock Reorder Report

Produce a report of stock to be re-ordered. A re-order status is given to a stock item when it's Free stock balance plus any balance on order falls below the Minimum Stock Level on the stock record. The returned information can be filtered accordingly by using the available Options on the right. Once the Options are set additional tabs will become available centrally within the window.

The screenshot shows the 'Stock Re-Order Report' window. The title bar reads 'dataflow~32 Stock Ledger - [Stock Re-Order Report]'. The menu bar is identical to the previous window. The 'Company' dropdown is set to 'Miles Brown and Sons & Co.'. The 'Parameters' section on the left contains three dropdowns: 'Location', 'First Stock Item', and 'Last Stock Item'. Below these are two tabs: 'Groups' and 'Supplier'. The 'Supplier' tab is active, showing 'First Supplier' and 'Last Supplier' dropdowns. The 'Options' section on the right is similar to the first window, but the 'By Supplier' checkbox is checked instead of 'By Bin'. The 'Groups' section remains the same. At the bottom are buttons for 'Save', 'Restore', 'Setup', 'Print', 'Help', and 'Close'.

In addition to the usual options this report can be presented by supplier account, again subject to supplier entry on the stock record.

Stock Price Lists

This report enables you to produce a listing of both Selling and Cost prices setup within dataflow.

The returned price will be dependent on the report parameters chosen and how the original selling price and cost was established within the system . i.e. if you establish a price By *Measure*, *Company*, *Location*, *Quantity* and *By Date* ALL of these conditions will need to be met when selecting the options on the right in order for the system to report on that particular price.

In addition to the standard report options, at least one price category must be specified.

Stock Movements Reports

Produce a breakdown of movements, under headings for each transaction type. Specify a period or range of periods from the grid on this window. The returned information can be filtered accordingly by using the available Options on the right. Once the Options are set additional tabs will become available centrally within the window.

dataflow~32 Stock Ledger - [Stock Movements Report]

Ledger Works Order Transactions Reports Period Processing Setup Tools Window

Company: Miles Brown and Sons & Co.

Parameters:

- Location: [Dropdown]
- First Stock Item: [Dropdown]
- Last Stock Item: [Dropdown]

Options:

Selection Criteria:

- ☐ By Location
- ☐ By Group
- ☐ By Bin
- ☐ Show stock with zero physical
- ☐ Show stock with -ve physical
- ☐ Include Graphics
- ☒ Preview mode

Period:

- 31 December, 2012
- 31 January, 2013
- 28 February, 2013
- 31 March, 2013
- 30 April, 2013
- 31 May, 2013
- 30 June, 2013

Save Restore Setup Print Help Close

In addition to the usual options movements can also be broken down by row/bin.

Stock Check Listing

This report is used to produce a Stocktaking Count sheet.

Note that this report can be ordered by Row number, which further expands into related bin numbers and finally the stock code held within that bin.

dataflow~32 Stock Ledger - [Stock Check Listing]

Ledger Works Order Transactions Reports Period Processing Setup Tools Window

Company: Miles Brown and Sons & Co.

Parameters:

- Location: [Dropdown]
- First Bin: [Dropdown]
- Last Bin: BIN5

Options:

- ☐ By Location
- ☒ By Bin
- ☒ Preview
- ☐ Include Zero Physical Entries
- ☐ Perpetual

Count: 5

Save Restore Setup Print Help Close

Bar Code Printing

Produce a listing of Stock Item bar codes onto labels, enter the number of labels required. The returned information can be filtered accordingly by using the available Options on the right. Once the Options are set additional tabs will become available centrally within the window.

dataflow~32 Stock Ledger - [Print Stock Barcode]

Ledger Works Order Transactions Reports Period Processing Setup Tools Window

Company: Miles Brown and Sons & Co.

Parameters:

- Location: [Dropdown]
- First Stock Item: [Dropdown]
- Last Stock Item: [Dropdown]

Groups:

Options:

Selection Criteria:

- ☐ By Location
- ☐ By Group
- ☐ Show stock with zero physical
- ☐ Show stock with -ve physical
- ☐ Include Graphics

Print Options:

- ☐ Free Stock
- No of Labels: 1

Groups:

- ☐ Stock Group 1
- ☐ Stock Group 2

Print Help Close

Stock Audit Trail

All stock transactions recorded on the system are maintained in detail on the Audit Trail. Each transaction is reported with its unique Audit sequence and Batch number reference. Use this report option to check the integrity of the system. It shows the sequence in which operations took place, the dates, quantities and stock codes used.

dataflow~32 Stock Ledger - [Stock Audit Trail]

Ledger Works Order Transactions Reports Period Processing Setup Tools Window

Company: Miles Brown and Sons & Co.

Parameters:

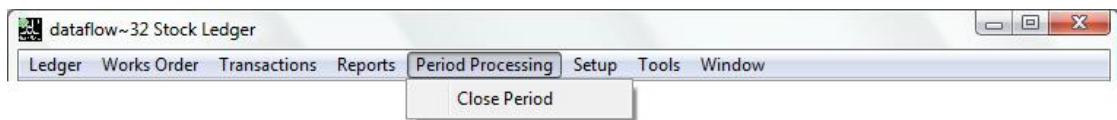
- First Batch: 1
- Last Batch: 340
- Start: [Date Picker] Select
- End: [Date Picker] Select
- Ledger: [Dropdown]

Options:

- ☒ Unprinted only
- ☒ by Batch
- ☐ by Date
- ☐ by Ledger
- ☒ Preview mode

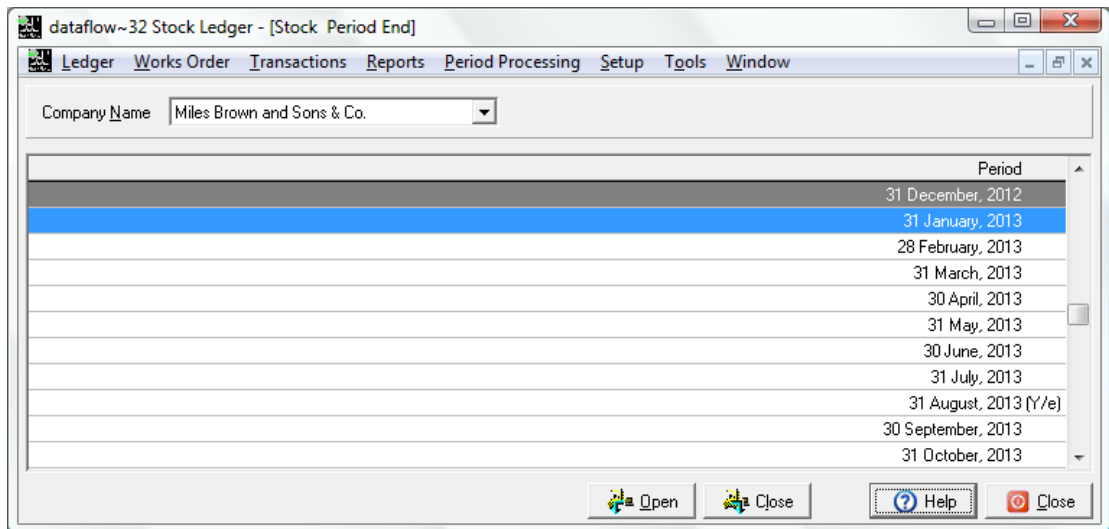
Restore Setup Print Save Help Close

Period Processing



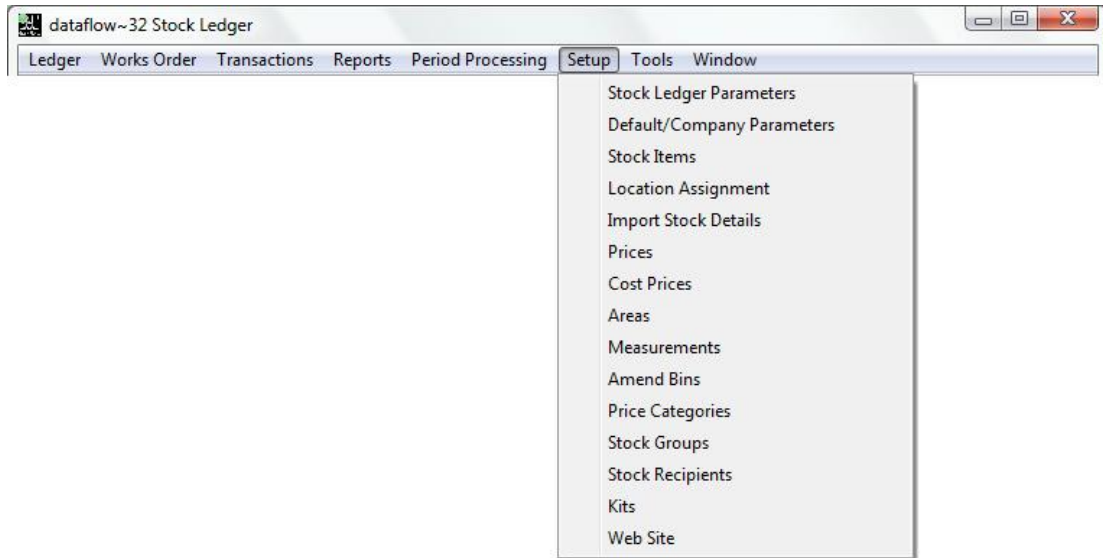
Close Period

Use the options within this window down Stock periods and consequently set the period balances on each product. In addition, if a period selected for closure is set as the financial year end, the associated year end balances are automatically set within this same process.



Before closing a period, you may wish to print reports and perform various checks to ensure all entries relating to the current period have been processed.

Setup



Before using the Stock Set-up routines it is worth checking the following set up tasks have been completed:

- Company and Accounting Calendar details.
- VAT codes (System Manager Setup)
- Nominal Ledger Codes
- Customer and Supplier accounts

One of the key processes on this menu is that of specifying individual stock item data. This routine also provides for the definition of, and assignment to, one or more warehouses or depots. Before creating stock items it is recommended to specify, if applicable, details of the following:

- Measurements e.g. Kg, Meters, Pack - also defines pack quantities.
- Price categories - e.g. Standard, Offer prices.
- Stock Groups - these can be applied to stock items for reporting - (up to 3 levels)
- Areas - e.g. Quarantine, in which stock can be held for regulatory or quality controls.
- Stock Recipients - who receive issued stock.

Where needed, many of these routines provide for specification of parameters at Company level.

Stock Ledger Parameters

This window enables the control over whether *Account level Security* is to be utilized and also determine how the *Batch Listings* will be handled.

Checking the *Account level Security* parameter will enable an additional *Security* tab within the *Stock Item Setup* window (detailed within this document) allowing you to assign Stock by User Group, therefore controlling the stock available for selection during transaction for the associated users.

dataflow~32 Stock Ledger - [Stock Parameters Setup]

Ledger Works Order Transactions Reports Period Processing Setup Tools Window

Supervisor Parameters

Account Level Security

☒ Apply

Transaction Options

☐ Always Print Batch Listing

☒ Prompt for Batch Listing

OK Cancel Help Close

Default/Company Parameters

Options are given to establish defaults for tracking type and price formats. The system will automatically assign a Batch number and an Audit sequence number to each stock movement transaction. The Company tab shows the current setting for each of these numbers.

dataflow~32 Stock Ledger - [Stock Default/Company Parameters]

Ledger Works Order Transactions Reports Period Processing Setup Tools Window

Defaults Company Parameters

Default Nominals

Stock Valuation: STOCK Wip: NONJCWIP

Accruals: STOCKACCRUALS Wastage: STOCKWASTAGE

Areas: STOCK

Cost of Sales: COS_STOCKSALES

PL on Stock: P&LONSTOCK

Issues: STOCKISSUES

Write Offs: STOCKWRITEOFFS

Default Price Format

Exponent: 8 Decimals: 2

Display: 12,345,678.99

Batch & Serial Tracking

Type: None

Default price category to display

Category: Mainland

☐ View Default Price in stock enquiry ☐ View Default Cost in stock enquiry

Cost to use for Analysis / Nominal Updates

☐ None ☒ Average Cost ☐ Last Cost

Cost to use to calculate Average Cost for Kits

☒ Standard Cost ☐ Average Cost

☐ Auto calculate standard cost for kit item

Update Discard Help Close

Default Nominals

Stock Valuation	STOCK	Wip	NONJCWIP
Accruals	STOCKACCRUALS	Wastage	STOCKWASTAGE
Areas	STOCK		
Cost of Sales	COS_STOCKSALES		
PL on Stock	P&LONSTOCK		
Issues	STOCKISSUES		
Write Offs	STOCKWRITEOFFS		

The first section within the Defaults tab is the *Default Nominal's*; this is where you manage the Nominal selection for stock analysis

Default Price Format

Exponent Decimals

Display

Specify the default price format for stock items.

Should you wish you can specify the system default Price Category in the section detailed below, should you do so the system will automatically select the assigned Price Category when creating a transaction.

Default price category to display

Category

☐ View Default Price in stock enquiry ☐ View Default Cost in stock enquiry

The available selection for the *Category* drop down will need to be established within the *Price Categories* setup routine detailed within this document before it can be selected here. Also if you chose to adopt a default price category you can chose whether the relating price or/ and cost is to appear as additional columns within the *Stock Enquiry* grid.

Cost to use for Analysis / Nominal Updates

☐ None ☒ Average Cost

☐ Standard Cost ☐ Last Cost

The selection made here will be the cost type used for analysis/ Nominal Updates.

Cost to use to calculate Average Cost for Kits

☒ Standard Cost ☐ Average Cost

Specify which cost type you wish to use for analysis when/if using Kits.

dataflow~32 Stock Ledger - [Stock Default/Company Parameters]

Ledger Works Order Transactions Reports Period Processing Setup Tools Window

Defaults Company Parameters

Company Miles Brown and Sons & Co.

Parameters Nominals

Batch & Audit

Next Batch No. 341

Next Audit No. 630

Batch Tracking

Unique Batch/Serial Nos. ☒

Auto Batch Nos. ☒

Next Batch No. 8

Row/Bins Required

☐ None

☐ Force Row/Bin on Sales Orders

☐ Force Row/Bin on Works Orders

☐ Discrete Row/Bin by Stock

Options

☒ Monitor Shortages (Sales Order Processing/ Works Orders)

☒ Warn for insufficient stock for Deliver/Invoice (SOP)/ Issues (WO)

☒ Warn of negative free stock

☒ Auto allocation of stock on Sales Order delivery/invoice & WO Issues

☒ On order figure to be update through stock transaction

Kits Options

☒ Auto allocation of Batch/Serial Numbers

Works Order Options

☒ Generate Order Numbers Next Order No. 1,006

☒ Print Component Lines on Works order Document

☐ Exclude "Kit" item line from works order document

Update Discard Help Close

Batch & Audit

Next Batch No. 0

Next Audit No. 0

Identifies the next Stock Batch/ Audit number.

Batch Tracking

Unique Batch/Serial Nos. ☐

Auto Batch Nos. ☐

Next Batch No. 0

Options used to define control parameters for Batch Tracking.

The Row/ Bin section is part of the stock location assignment and allows you to keep track of exactly where the stock is being drawn from within your warehouse e.g. Row 4/ Bin 7.

Row/Bins Required

☒ None

☐ Force Row/Bin on Sales Orders

☐ Force Row/Bin on Works Orders

☐ Discrete Row/Bin by Stock

The available options are explained in a little more detail below;

☐ None

No Row/Bin allocation will be used.

☐ Force Row/Bin on Sales Orders

The system will force a Row/Bin selection when creating a Sales Order transaction.

☐ Force Row/Bin on Works Orders

The system will force a Row/Bin selection when creating a Works Order transaction.

☐ Discrete Row/Bin by Stock

The system will automatically use the default bin and only present Row/Bins that have been processed against the selected stock item should you choose to change the selected Row/Bin. Alternatively you may add a new Row/Bin if required.

The parameters selected within the Options section determine how the Stock balances will interact with generated transactions. It is important to set these options correctly and not attempt to alter them once set as this can have a negative effect on your stock control and analysis. The separate options are detailed separately below.

Options:

- ☐ Monitor Shortages (Sales Order Processing/ Works Orders)
- ☐ Warn for insufficient stock for Deliver/Invoice (SOP)/ Issues (WO)
- ☐ Warn of negative free stock
- ☐ Auto allocation of stock on Sales Order delivery/invoice & WO Issues
- ☐ On order figure to be update through stock transaction

☐ Monitor Shortages (Sales Order Processing/ Works Orders)

This parameter will automatically be checked when utilizing row/bins.

☐ Warn for insufficient stock for Deliver/Invoice (SOP)/ Issues (WO)

The system will display and insufficient stock warning if the transaction if the available stock balances are insufficient. This option is available if *Monitoring Shortages* is utilized.

☐ Warn of negative free stock

If checked the system will warn you if the stock is already or about to present a negative balance.

☐ Auto allocation of stock on Sales Order delivery/invoice & WO Issues

The system will automatically allocate available stock upon Sales Order Delivery/Invoice or Works Order Issues creation. This parameter will automatically be checked when utilizing row/bins

☐ On order figure to be update through stock transaction

The stock items *On Order* balance will be affected when processing a transaction via the Stock Ledger.

The Nominal's tab is used to define how the system handles stock transactions processed and updated via the Stock Nominal Update routine. The established Nominal links will control where the corresponding postings generated by the *Nominal Update* routine will be updated to.

The screenshot shows the 'dataflow~32 Stock Ledger - [Stock Default/Company Parameters]' window. The 'Nominals' tab is selected, displaying a list of nominal codes and their corresponding stock valuation and accruals. The 'Company' is set to 'Miles Brown and Sons & Co.'. The 'Nominals' section includes a 'By Group' checkbox and a 'Groups' list with 'Stock Group 1' and 'Stock Group 2'. The 'Stock Valuation' dropdown is set to 'STOCK', 'Accruals' to 'STOCKACCRUALS', 'Areas' to 'COS_STOCKSALES', 'PL on Stock' to 'P&LONSTOCK', 'Issues' to 'STOCKISSUES', 'Write Offs' to 'STOCKWRITEOFFS', 'Wip' to 'WIP', and 'Wastage' to 'WIP'. The 'Update' button is highlighted.

Stock Items

Procedures on this window allow you to complete the entry of new Stock Items and also amend or delete existing ones unless there is prior transaction history attached. The procedures support maintenance of both true stock items, those for which balances will be held, and of 'Product Codes' where balances are not required.

The screenshot shows the 'dataflow~32 Stock Ledger - [Stock Item Setup]' window. The 'Stock Items' tab is selected, displaying a table of stock items. The table has columns for Code, Kit, Part No, Invoice Text, True Stock, and Att.?. The first row is highlighted.

Code	Kit	Part No	Invoice Text	True Stock	Att.?
0-PN11088.00/080/ST	Yes	PN11088.00/080/ST	ASSEMBLY PN11088.00/080/ST	Yes	No
0-PN8050.00/ST	Yes	PN 808050/11058/01	ASSEMBLY-KIT	Yes	No
000-EJ-0001	No	000-EJ-0001	JUNCTION BOX	Yes	No
001 369 Q	No	001 369 Q	DUMP VALVE N/O BURKERT 1 1/4"	Yes	No
003562	No	003562	COVER BELT 190/2 GA11-190/2	Yes	No
005855	No	005855	LIFTING MOTOR	Yes	No
008 2004 000 02	No	008 2004 000 02	BUSH BRG 20MM I/D	Yes	No
01-02-TA521	No	01-02-TA521	O RING NITRILE 19.2 X 2.4d	Yes	No
01-02-TA524-70MN	No	01-02-TA524-70MN	O RING 22.1 I/D x 1.6mm DIA	Yes	No
01-02-TA833-70MN	No	01-02-TA833-70MN	NITRILE O-RING 5.7 x 89.3 DIA	Yes	No
01-02-TA840-70MN	No	01-02-TA840-70MN	NITRILE O-RING 5.7 x 114.3 DIA	Yes	No
01-04-TA008-70MN	No	01-04-TA008-70MN	O RING 8mm ID x 2MM	Yes	No
01-04-TA03170MN-YY	No	01-04-TA03170MN-YY	O-RING 2mm SECT 31mm I/D NITRI	Yes	No
01-04-TA229	No	01-04-TA229	O RING - DIA 129mm I/D X 4.0mm	Yes	No
01-04-TA332	No	01-04-TA332	O-RING 4 DIA x 232 I/DIA	Yes	No
01-04-TA417-70MN	No	01-04-TA417-70MN	O-RING 317 ID x 4mm DIA	Yes	No
01-04-TA608	No	01-04-TA608	8mm ID + 5mm OD SECTION 60 SHO	Yes	No
01-04-TA660	No	01-04-TA660	O-RING SEAL DIA 60X5 THK	Yes	No

It is recommended to review the other stock setup routines before starting procedures on this window. You may need to cross refer to codes or headings that apply to your operations e.g. stock group codes.

In addition to specifying the properties of a stock item this window provides facilities to define one or more locations and finally, to assign each Stock Item to one or more of these locations.

This process of assignment to locations also refers to a Company and must be completed for all relevant Company and Location combinations before Stock Items becomes visible to the operational routines of this ledger and to Sales Invoicing (Sales Ledger) and Order Processing routines.

Use the *Alternate Stock* tab to define an alternative stock record in the event of no stock being currently available for the selected Stock code.

The *Miscellaneous* tab offers various self explanatory parameters. The *Ledger* section control which ledger(s) the selected stock record will be available to.

Miscellaneous

Costs
 Standard Uplift
 Display Average

Exchange Units
 Exchange Unit ☐ Surcharge ☐
 Exch. Value

Re-ordering
 Re-order Level
 Re-order Quantity Lead time

Other
 Current Revision No.

Ledger
☒ All
☐ Sales
☐ Purchase

Use the *Bar Codes* tab is used to store associated bar codes.

Bar Codes

Bar Code	Supplier Code	Supplier Name	Measurement	Is Sales?
R145898	C00001	Castell Print Supplies Ltd	Big Pack (Qty 1650)	No

Measure Supplier Bar Code ☐ Is Sales?

Prices

Goods Calculation
☒ Price * Quantity
☐ Price * Weight
☐ Price * Quantity * Weight
☐ Price Only
☐ Price * Volume
☐ Price * Quantity * Volume

VAT Calculation
☒ VAT Excluded ☐ VAT Inclusive
 Profit Margin Percentage

Price Format
 Exponent Decimals
 Display

Price Input
 Click on the button to enter prices for this stock item

Discount
 Percentage
 Override Invoice ☐

The *Prices* tab is where you establish the selling prices you wish the system to automatically adopt for Sales transactions. Each price is specific to the selection criteria chosen at the time of creation. i.e. if you establish a price By *Measure*, *Company*, *Location*, *Quantity* and By *Date* ALL of these conditions will need to be met at the time of transaction in order for the system to automatically utilize that particular price.

dataflow~32 Stock Ledger - [Stock Selling Prices [35 HDD]]

Ledger Works Order Transactions Reports Period Processing Setup Tools Window

Measure ☐ By Measure ☐ Customer with Prices/Discount only
☐ View All Prices Currency <Default>

Company ☐ By Company ☐ By Date Start Date
End Date

Location ☐ By Location ☐ By Quantity 0.0000

Minimum Profit Margin 0

Price Format
Exponent 8 Decimals 2
Display 12,345,678.99

Default	Mainland Price	Mainland Discount	Mainland Margin	Overseas Price	Overseas Discount	Overseas Margin
Default	0.00	0.00%	0.00%	0.00	0.00%	0.00%

Account	Mainland Price	Mainland Discount	Mainland Margin	Overseas Price	Overseas Discount	Overseas Margin
A Booker PL	0.00	0.00%	0.00%	0.00	0.00%	0.00%
Agustin Que	0.00	0.00%	0.00%	0.00	0.00%	0.00%

Remove Update Discard Help Close

The Cost Prices window is where you establish the cost prices you wish the system to automatically adopt when purchasing. Each cost is specific to the selection criteria chosen at the time of creation. i.e. if you establish a cost By *Measure*, *Company*, *Location*, *Quantity* and *By Date* ALL of these conditions will need to be met at the time of transaction in order for the system to automatically utilize that particular cost.

dataflow~32 Stock Ledger - [Stock Cost Prices [35 HDD]]

Ledger Works Order Transactions Reports Period Processing Setup Tools Window

Measure ☐ By Measure ☐ Supplier with Cost/Discount only
☐ View All Costs Currency <Default>

Company ☐ By Company ☐ By Date Start Date
End Date

Location ☐ By Location ☐ By Quantity 0.0000

Minimum Profit Margin 0
Standard Cost 0

Price Format
Exponent 8 Decimals 2
Display 12,345,678.99

Default	Cost Price	Discount
Default	0.00	0.00%

Supplier	Cost Price	Discount
5M Quality R	0.00	0.00%
ACCO Ltd.	0.00	0.00%

Remove Update Discard Help Close

The *Measurements* tab is where you specify the available measurements for use with the chosen Stock Item. The measurements will need to be established via the Setup Measurements window prior to selection (refer to the measurements section).

The **Measurements** window is divided into three main sections. On the left, the **Measurement Parameters** section includes input fields for **Weight** (0.25) and **Volume**, a **Split Packs** checkbox, and a **Default Measure** section with **Sales** and **Purchase** dropdown menus. The **Purchase** menu is currently set to "Big Pack (Qty 1650)". The middle section, **Available Measurements**, is a list box containing "Boxes of 5", "Dozen", "Kg", and "Meters". The right section, **Selected Measurements**, is a list box containing "Big Pack (Qty 1650)", "BOXES of 10", and "Each". Navigation buttons (>, >>, <, <<) are positioned between the two list boxes.

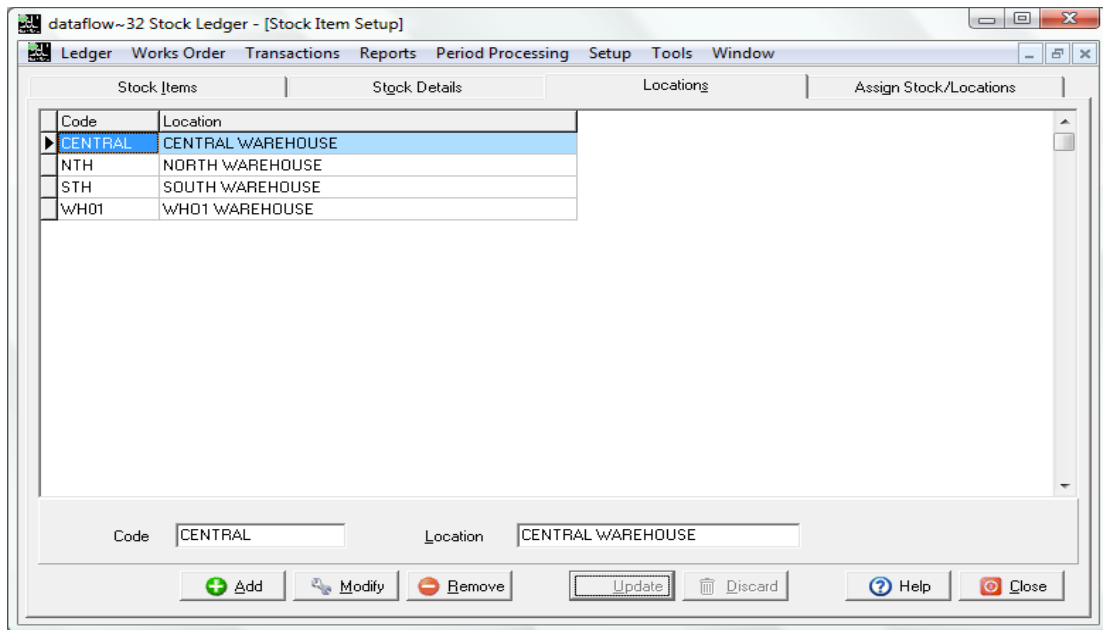
The *Extended Description* tab enables to you free type an extended product description, add an image (bitmap or Jpeg format) and attach external networked documentation to the product if required.

The **Extended Description** window features a large image placeholder on the left displaying a spherical object with text. To the right is a text editor with a toolbar (font face: MS Sans Serif, size: 8, bold, italic, underline, bulleted list, numbered list, link, unlink, print) and a text area containing the following description:
COATED PAPER BEAD MANUSCRIPT 16mm
Diameter: 16mm
Hole Size: 2mm
Material: Paper
Sold in pairs
A **Scan Document** button is located at the bottom of the text area.

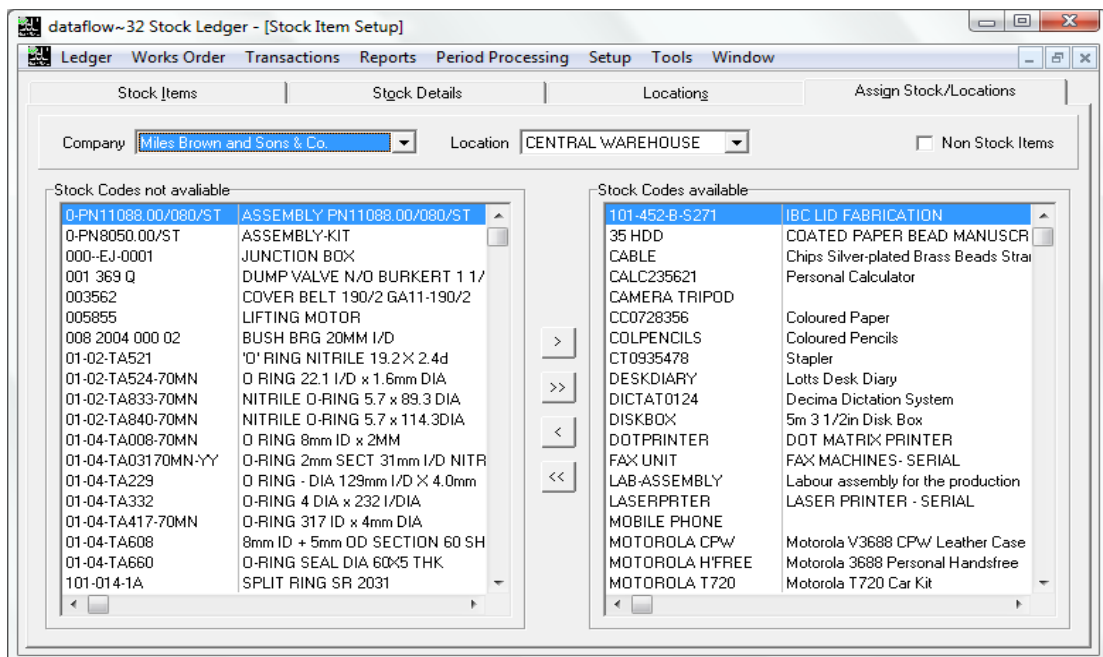
You can assign Cost Centre analysis to Stock Codes via the *Cost Centres* tab, by doing so the system will automatically populate the Cost Centre input window with the chosen cost selection when a transaction is created using that stock record.

The **Cost Centres** window displays a hierarchical selection interface. It consists of three dropdown menus: **Region** (set to "England"), **Area** (set to "North England"), and **Town** (set to "Manchester"). Each dropdown menu is followed by a small rectangular input field. The rest of the window is a large, empty light-grey area.

The *Locations* tab is where you establish, alter or remove the systems locations.

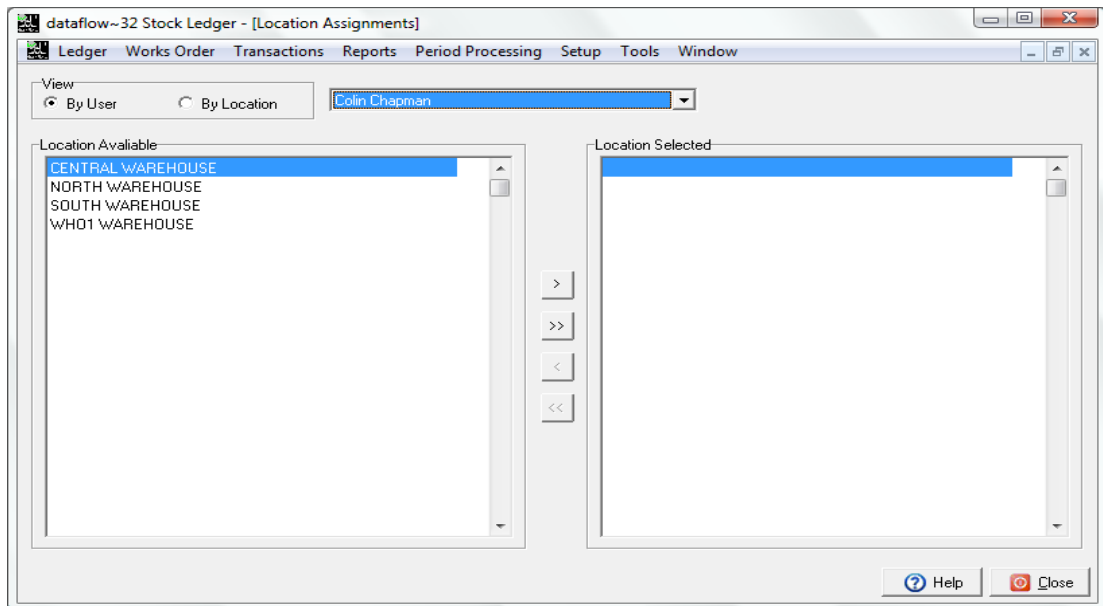


The *Assign Stock/ Locations* tab is where you specify what Stock is to be assigned to which Location. Stock can be assigned to multiple locations if required.



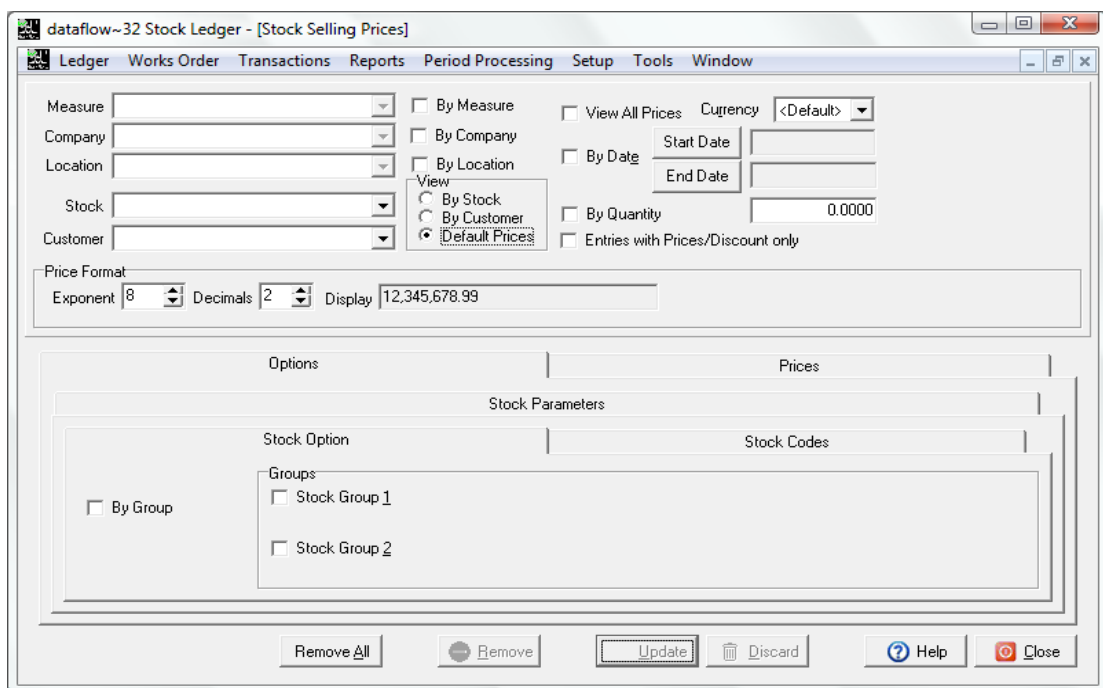
Location Assignment

The Location Assignment window enables you to specify which locations are accessible by which dataflow users. If the *Location Selected* section is empty no filter will be applied and therefore all locations will be accessible by all dataflow users.



Prices

This window is used to establish the selling prices you wish the system to automatically adopt for Sales transactions. Each price is specific to the selection criteria chosen at the time of creation. I.e. if you establish a price By Measure, Company, Location, Quantity and By Date ALL of these conditions will need to be met at the time of transaction in order for the system to automatically utilize that particular price.



Cost Prices

The Cost Prices window is where you establish the cost prices you wish the system to automatically adopt when purchasing. Each cost is specific to the selection criteria chosen at the time of creation. I.e. if you establish a cost By Measure, Company, Location, Quantity and By Date ALL of these conditions will need to be met at the time of transaction in order for the system to automatically utilize that particular cost.

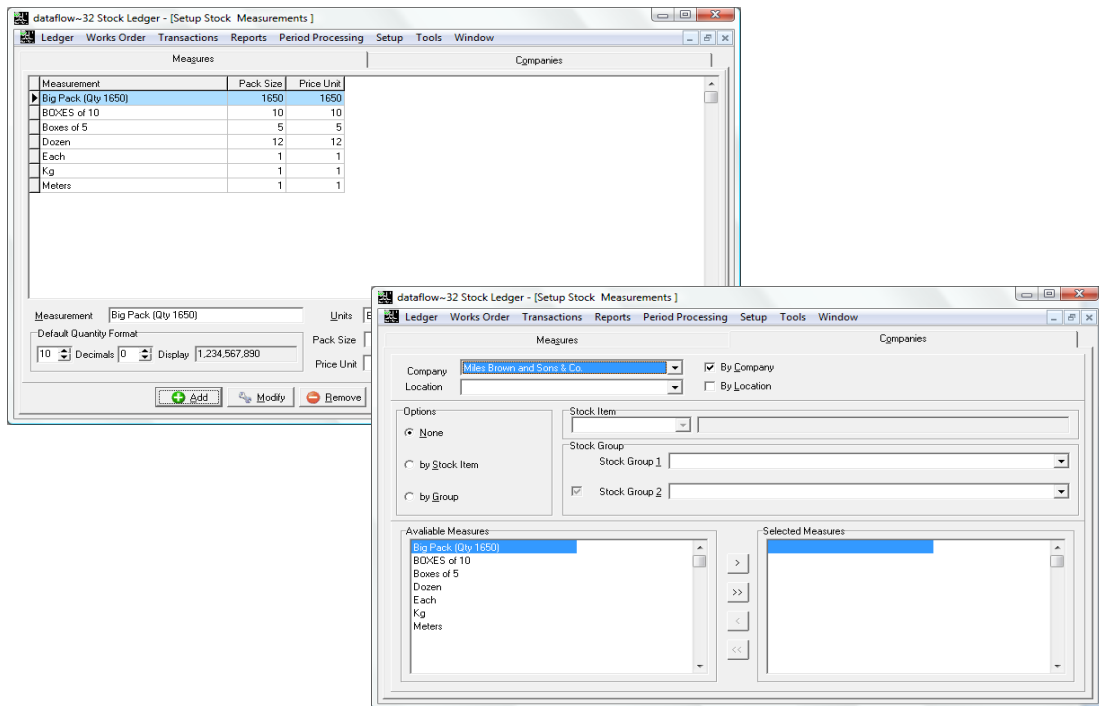
Areas

Areas are used as a temporary holding location for goods received that are either awaiting quality control checks or require compliance with a regulatory quarantine period.

The set up of areas is optional.

Measurements

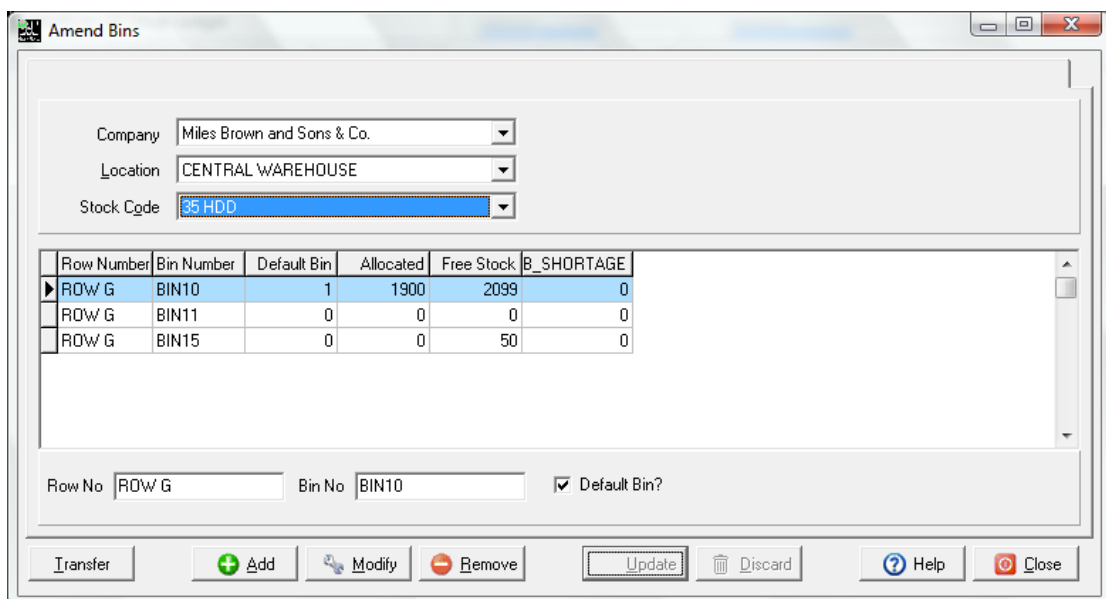
The set up of measurement formats, 'Units of measure', is optional. Once defined within this window, one or more measurements may be assigned to individual stock items.



This assignment can be implemented when entering the basic details of a stock item (refer stock item setup) or using the options available on the Companies tab within this window.

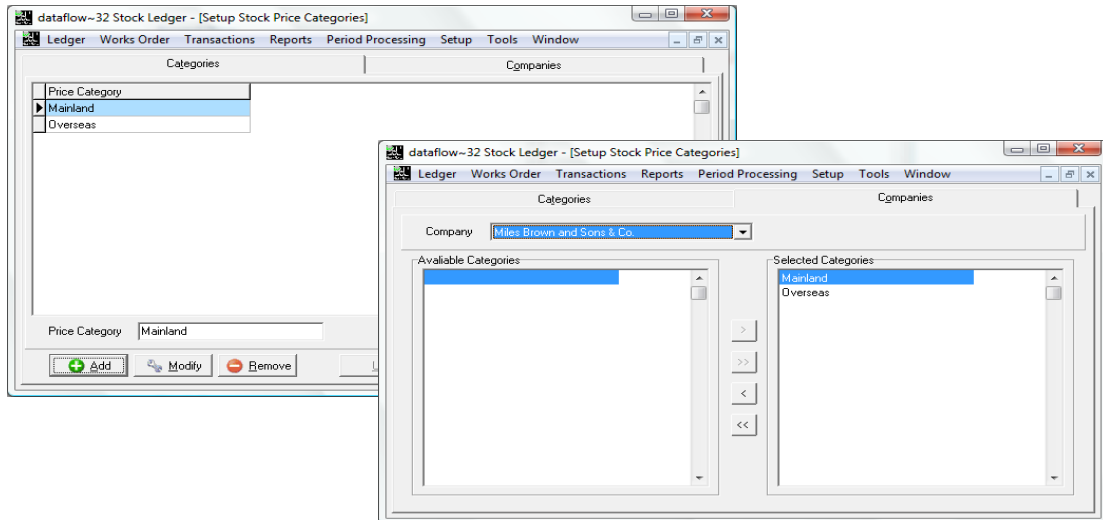
Amend Bins

If you are using the Row/Bin facility you can use this window to control the movement of stock balances between the available Row/Bins.



Price Categories

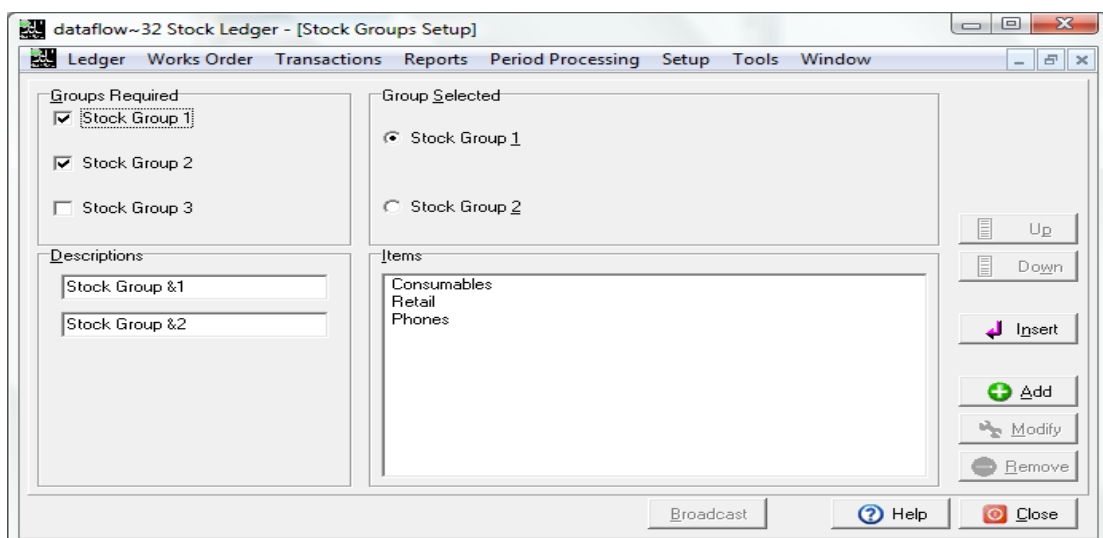
To record Stock or non-Stock selling prices you must set up at least one category heading here. For each category a normal price and normal discount percentage can be set (default price). Furthermore, prices can also be set for categories on the basis of individual customers (refer to Prices within the setup section of this document).



Whilst price categories can be applied during entry of individual documents (Sales Document Invoicing and Order entry only) they can also be assigned to customer accounts, on a one-to-one basis via account input/modify procedures. Thus a default price is given automatically when selecting a customer for Invoice or Order entry.

Stock Groups

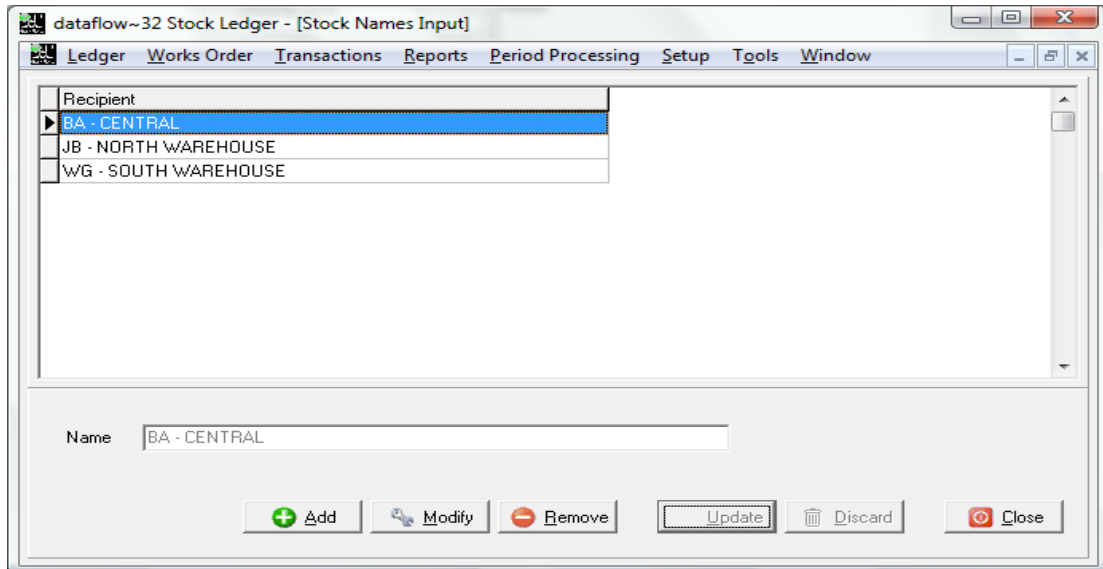
This routine enables you to set up and maintain Analysis Groups, which can be used to classify stock items on most of the reporting options. They provide a means of grouping stock item information together, showing summary group information i.e. sub totals. They can also be used to determine the order in which information appears.



Although the setup routines here can be implemented at any time, if you plan to assign analysis groups to each stock item you may want to consider setting up the headings here first and then entering stock items along with their analysis group assignment.

Stock Recipients

This routine enables you to establish recipients who will receive stock, either by *Stock Issues* or *Stock Returns*. These recipients will be available for selection within the *Stock Issues* and *Stock Returns* transaction routines. Recipient details are then available through the *Stock Enquiry* procedures.



Window

Minimise All

All open windows are minimised.

Speedbar Visible

Available to each user to create a personalised toolbar providing fast access to specific routines in any *dataflow~32* module. Nominal Ledger routines can be accessed directly by configuring the speedbar within the System manager.

