



DATAFLOW  
Financial Software Solutions

## ***Stock Transactions***

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:

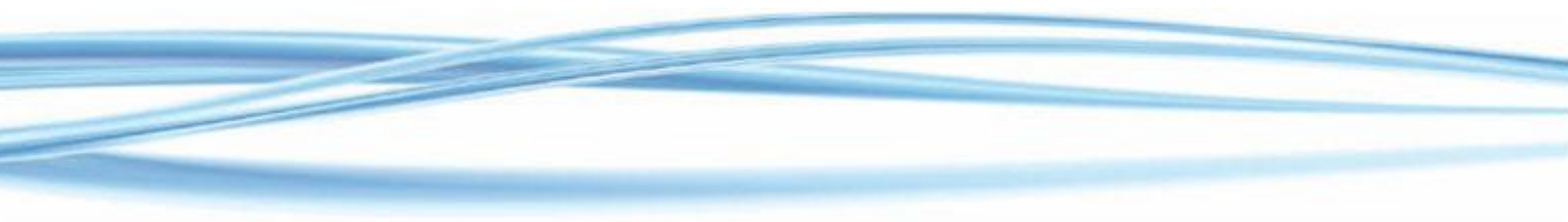
[https://dataflow.co.uk/images/uploads/release\\_notes/Clarity - Navigating the System .pdf](https://dataflow.co.uk/images/uploads/release_notes/Clarity - Navigating the System .pdf)

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.

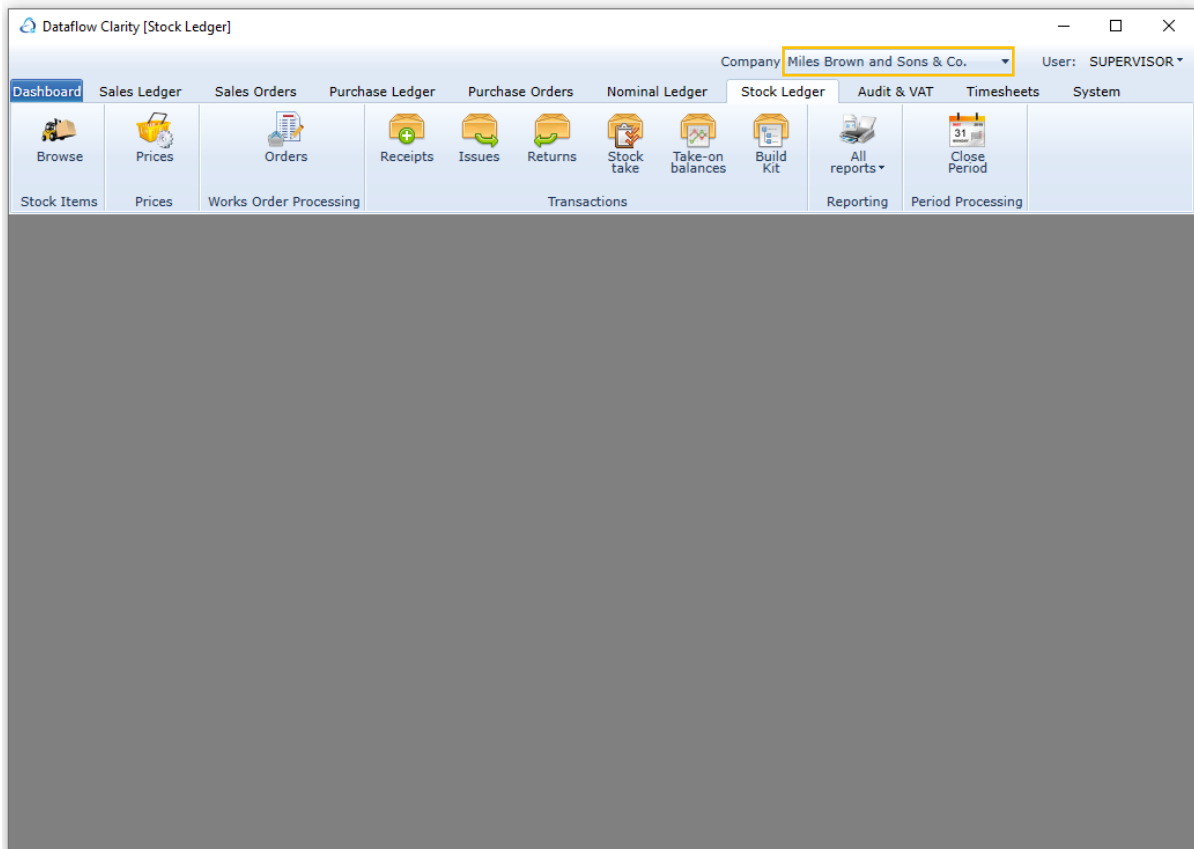
Warmest regards

Dataflow (UK) Ltd



The range of transaction options allow stock movements to be recorded using only the Stock Ledger. Sales Invoicing and Sales/Purchase Order Processing routines are available and they will no doubt be more appropriate to process stock movements, but circumstances may arise where the stock processing needs to be isolated to the Stock Ledger, this is where stock transaction option comes into effect.

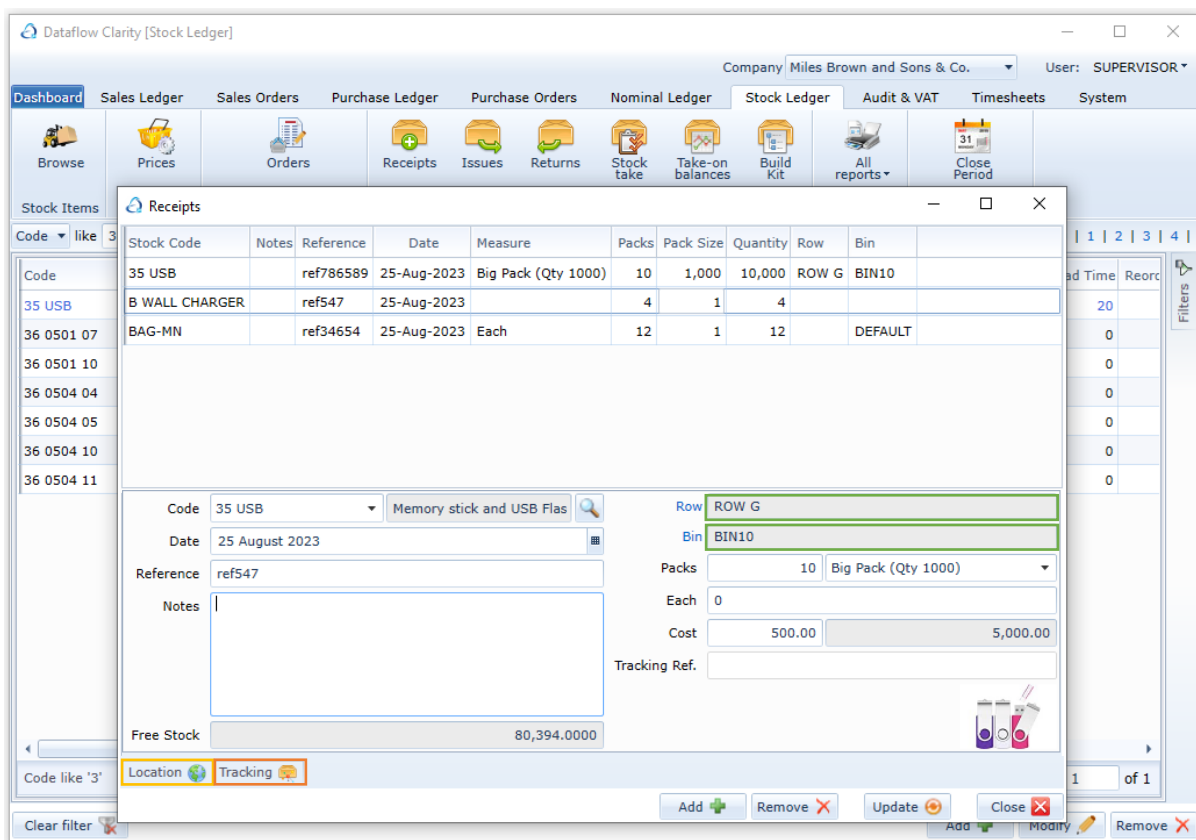
Before entering a Stock transaction ensure that the correct company is selected (highlighted below in yellow).



## Receipts

This routine enables you to record goods receipts for the selected company. Using this feature results with the physical and free stock balances for each selected stock being increased by the quantity received.

If multiple stock locations exist Clarity will default to the last Location used where stock exists. Should you wish to override the defaulted Location click on the *Location* tab (highlighted below in yellow) and use the dropdown to choose an alternative. Likewise, if the stock record being entered is a tracked stock item ensure that the correct tracking information is entered within the information in the *Tracking* tab (highlighted below in orange).



The screenshot shows the Dataflow Clarity [Stock Ledger] interface. The main window displays a table of stock items with columns: Stock Code, Notes, Reference, Date, Measure, Packs, Pack Size, Quantity, Row, and Bin. The 'Receipts' window is open, showing a form for entering receipt details. The 'Location' tab is highlighted in yellow, and the 'Tracking' tab is highlighted in orange. The 'Row' and 'Bin' fields are highlighted in green. The 'Update' button is highlighted in orange.

Code	Stock Code	Notes	Reference	Date	Measure	Packs	Pack Size	Quantity	Row	Bin
35 USB	B WALL CHARGER		ref547	25-Aug-2023		4	1	4		
36 0501 07	BAG-MN		ref34654	25-Aug-2023	Each	12	1	12	DEFAULT	

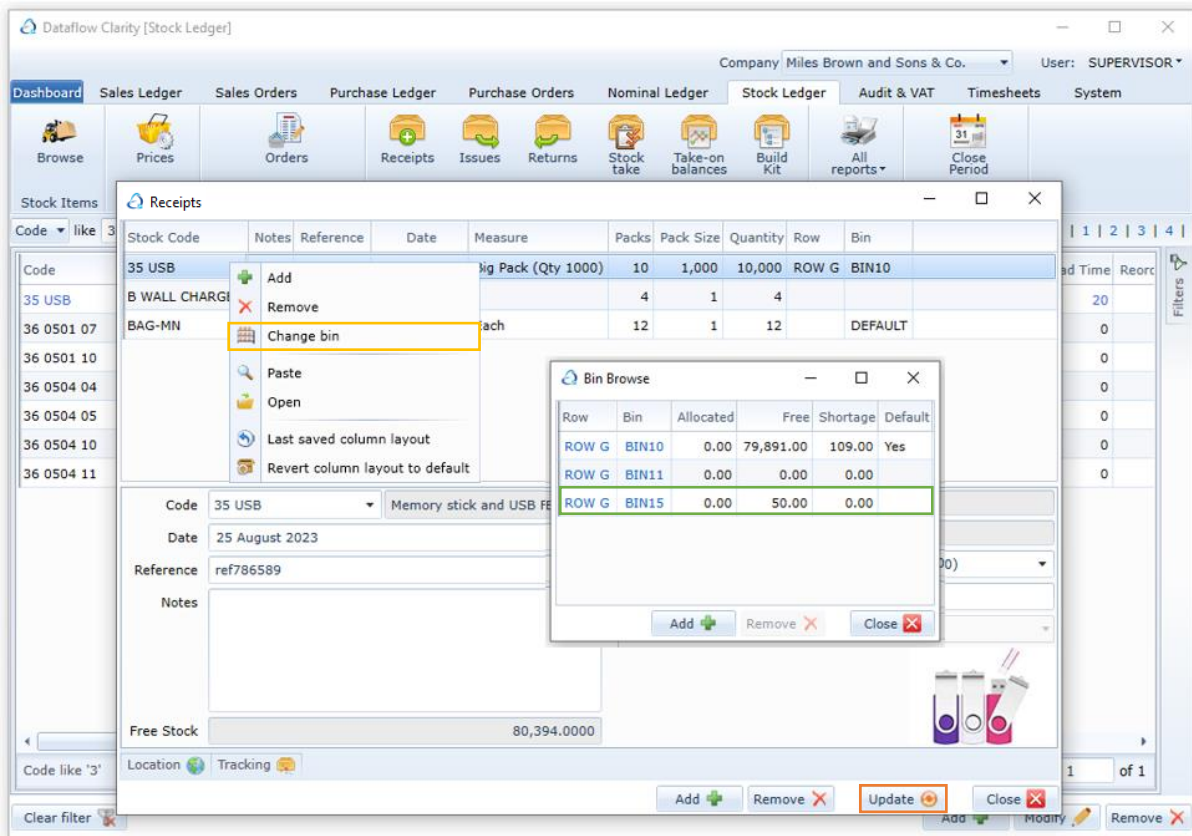
Form fields in the Receipts window:

- Code: 35 USB
- Date: 25 August 2023
- Reference: ref547
- Notes: (empty text area)
- Row: ROW G
- Bin: BIN10
- Packs: 10
- Each: 0
- Cost: 500.00
- Free Stock: 80,394.0000

If warehouse Row and Bin areas are being used be sure to check that the Stock Receipts routine will be adjusting the balance for the correct Row and Bin (highlighted above in green). Clarity will always adopt the Row and Bin flagged as *default* if multiple Row and Bins exist.

To change the Row and Bin selection use the right click *Change bin* option (highlighted below in yellow) and double click on the desired Row & Bin in the *Bin Browse* window (highlighted below in green). You may also use this feature to add new Row and Bin areas by using the *Add* button within the *Bin Browse* window.

Use the *Update* button to complete the Receipt (highlighted below in orange).

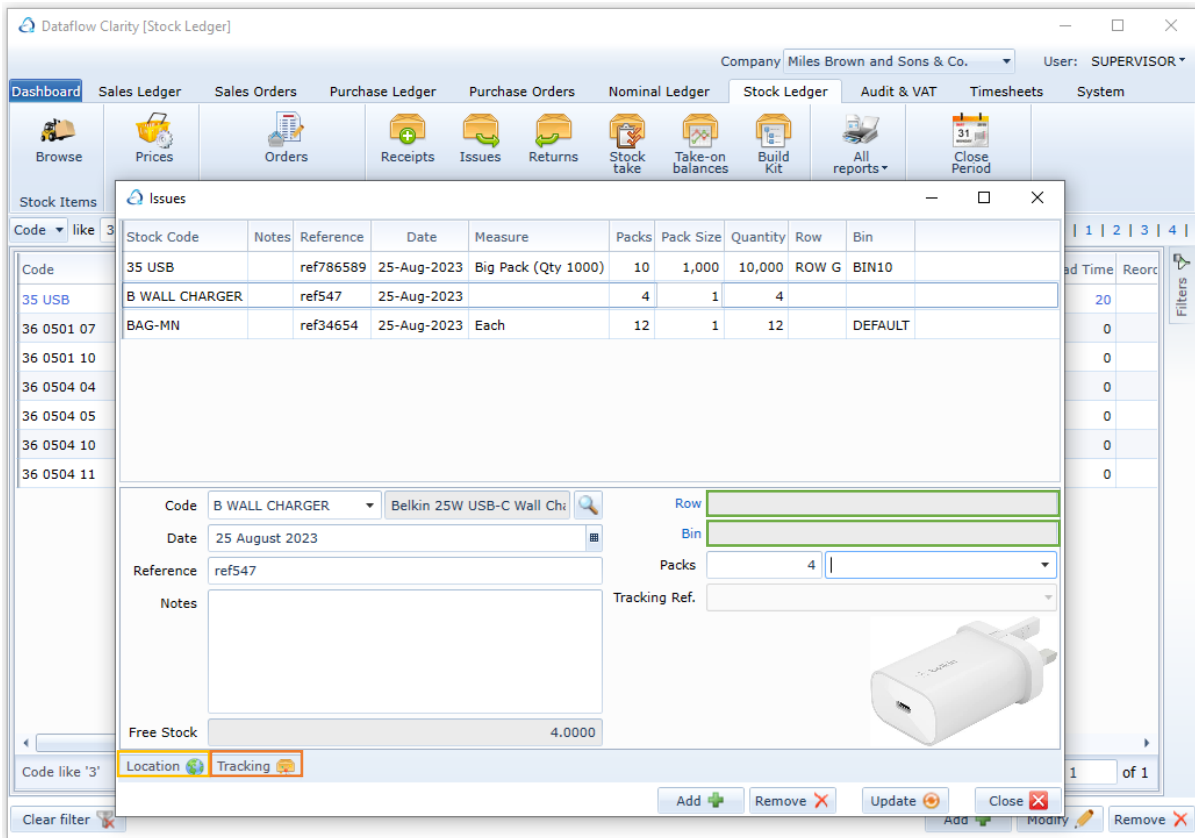


### Issues

This routine enables you to Issue stock for the selected company. Using this feature results with the physical and free stock balances for each selected stock being reduced by the quantity issued.

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

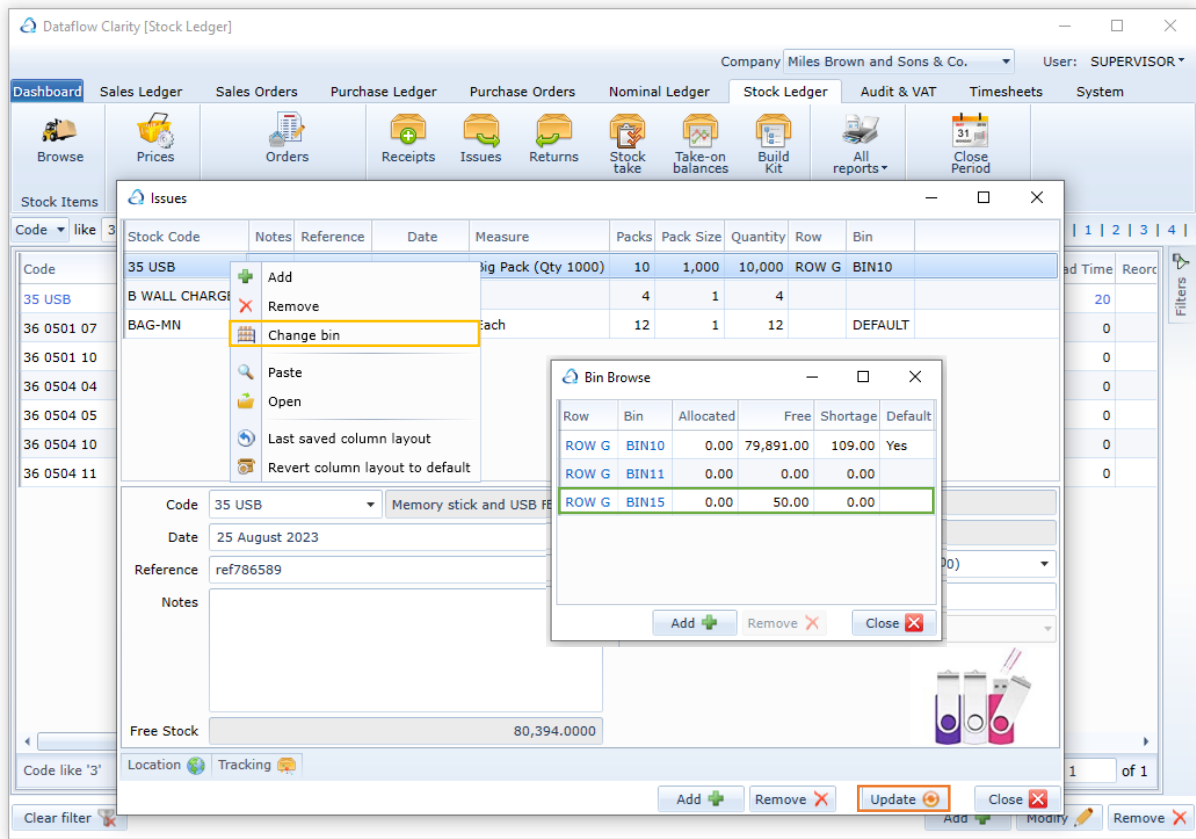
If multiple stock locations exist Clarity will default to the last Location used where stock exists. Should you wish to override the defaulted Location click on the *Location* tab (highlighted below in yellow) and use the dropdown to choose an alternative. Likewise, if the stock record being entered is a tracked stock item ensure that the correct tracking information is being adjusted by reviewing the information in the *Tracking* tab (highlighted below in orange).



If warehouse Row and Bin areas are being used be sure check that the Stock Issues routine will be adjusting the balance for the correct Row and Bin (highlighted above in green). Clarity will always adopt the Row and Bin flagged as *default* if multiple Row and Bins exist.

To change the Row and Bin selection use the right click *Change bin* option (highlighted below in yellow) and double click on the desired Row & Bin in the *Bin Browse* window (highlighted below in green). You may also use this feature to add new Row and Bin areas by using the *Add* button within the *Bin Browse* window.

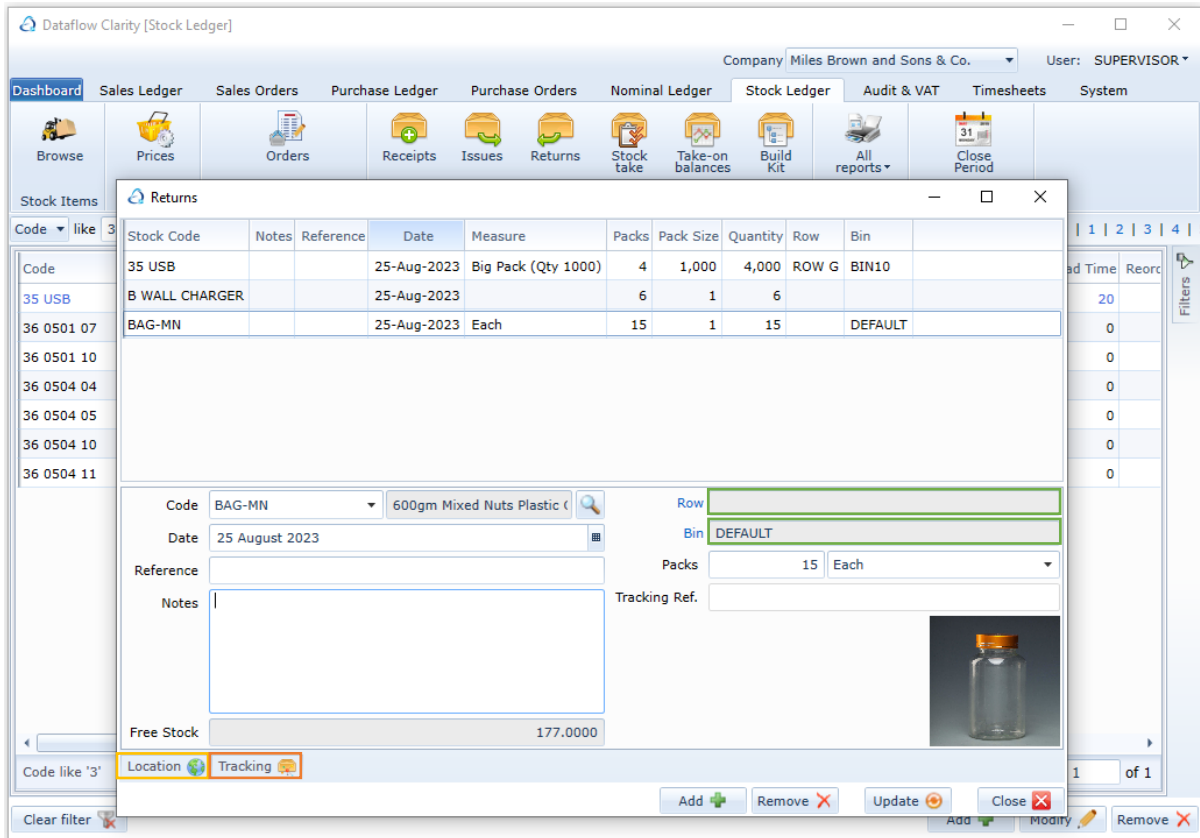
Use the *Update* button to complete the Receipt (highlighted below in orange).



## Returns

This routine enables you to create a stock return for the selected company. Using this feature results with the physical and free stock balances for each selected stock being reduced by the quantity returned.

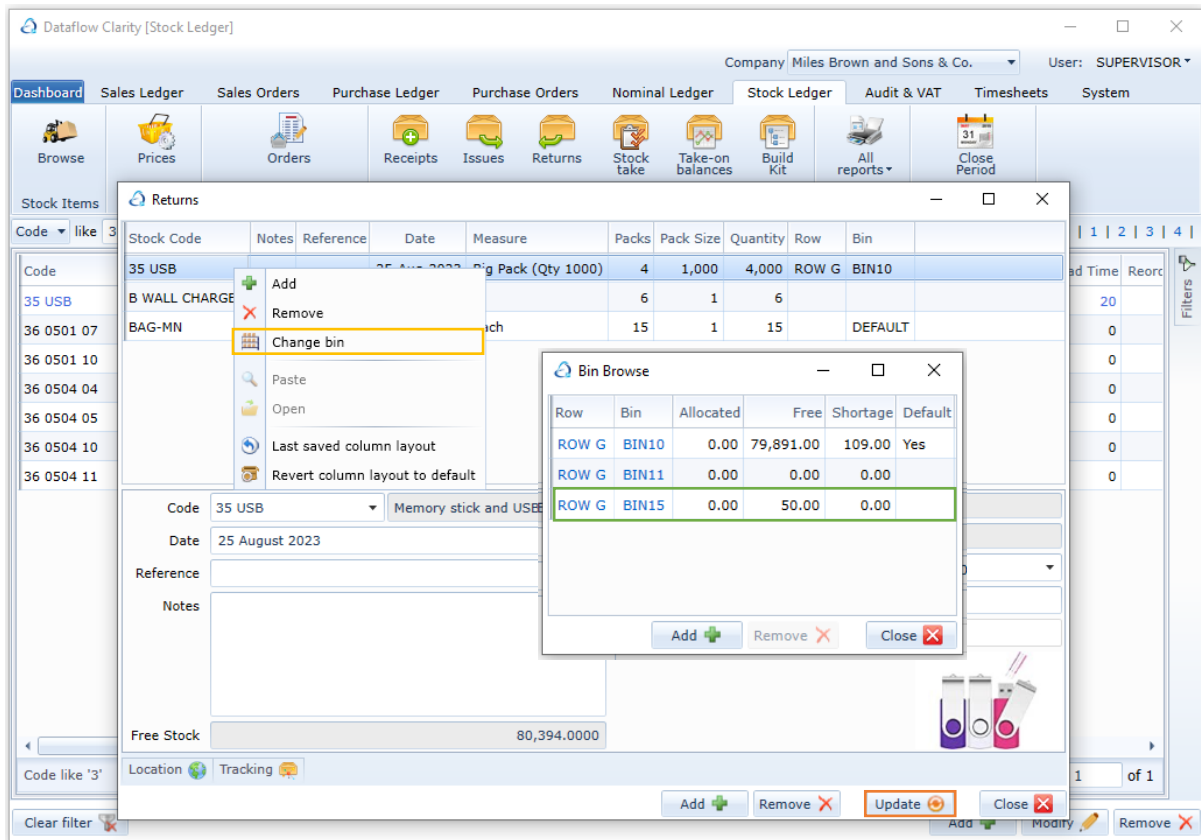
If multiple stock locations exist Clarity will default to the last Location used where stock exists. Should you wish to override the defaulted Location click on the *Location* tab (highlighted below in yellow) and use the dropdown to choose an alternative. Likewise, if the stock record being entered is a tracked stock item ensure that the correct tracking information is entered within the information in the *Tracking* tab (highlighted below in orange).



If warehouse Row and Bin areas are being used be sure to check that the Stock Returns routine will be adjusting the balance for the correct Row and Bin (highlighted above in green). Clarity will always adopt the Row and Bin flagged as *default* if multiple Row and Bins exist.

To change the Row and Bin selection use the right click *Change bin* option (highlighted below in yellow) and double click on the desired Row & Bin in the *Bin Browse* window (highlighted below in green). You may also use this feature to add new Row and Bin areas by using the *Add* button within the *Bin Browse* window.

Use the *Update* button to complete the Receipt (highlighted below in orange).



### Stock Take

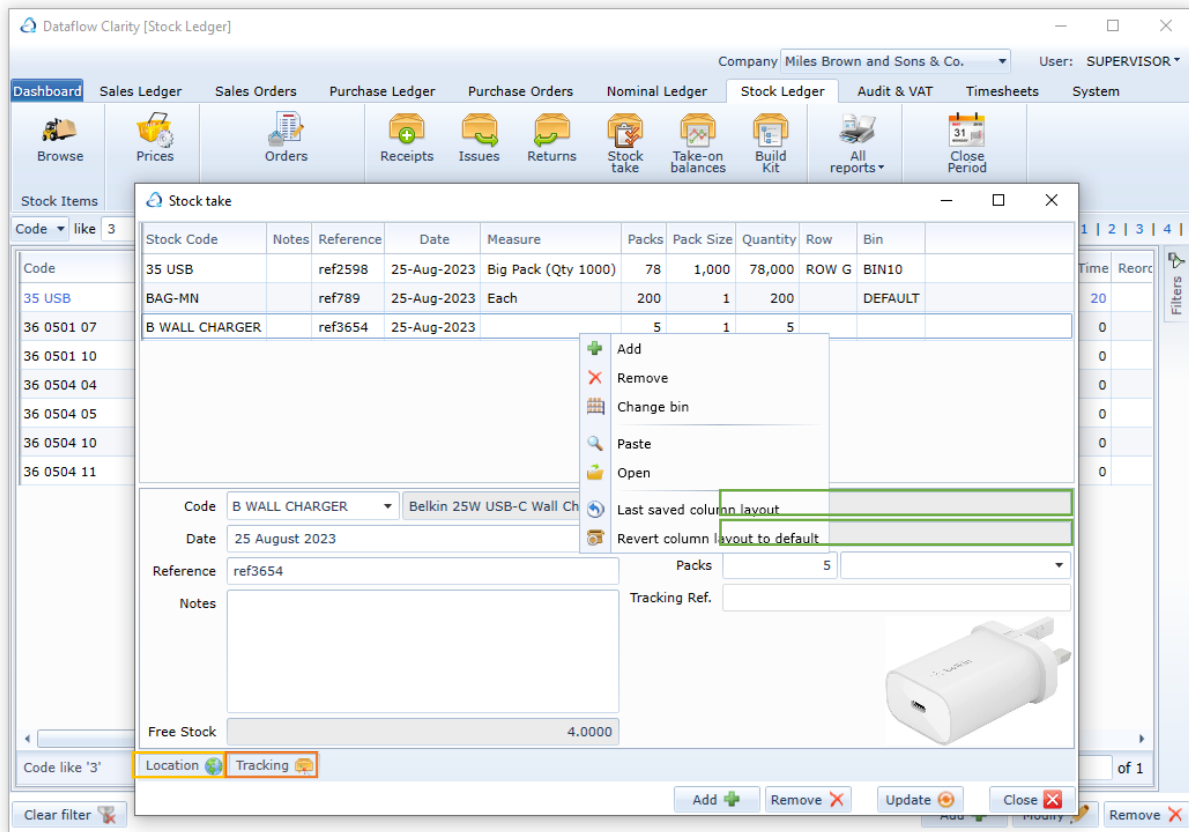
Use this routine to record the results of Stock Take activity for the selected company.

If the quantity value being entered is not equal to the current physical balance for that stock record Clarity will automatically post an adjustment for the difference. Example: the current physical stock balance is reading 100 and stock take is made for 94, Clarity will post an adjustment of -6 to bring the physical balance into agreement with the recorded stock take figure.

Also, 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.

If multiple stock locations exist Clarity will default to the last Location used where stock exists. Should you wish to override the defaulted Location click on the *Location* tab (highlighted below in yellow) and use the dropdown to choose an alternative. Likewise, if the stock record being entered is a tracked stock item ensure that the correct tracking information is entered within the information in the *Tracking* tab (highlighted below in orange).

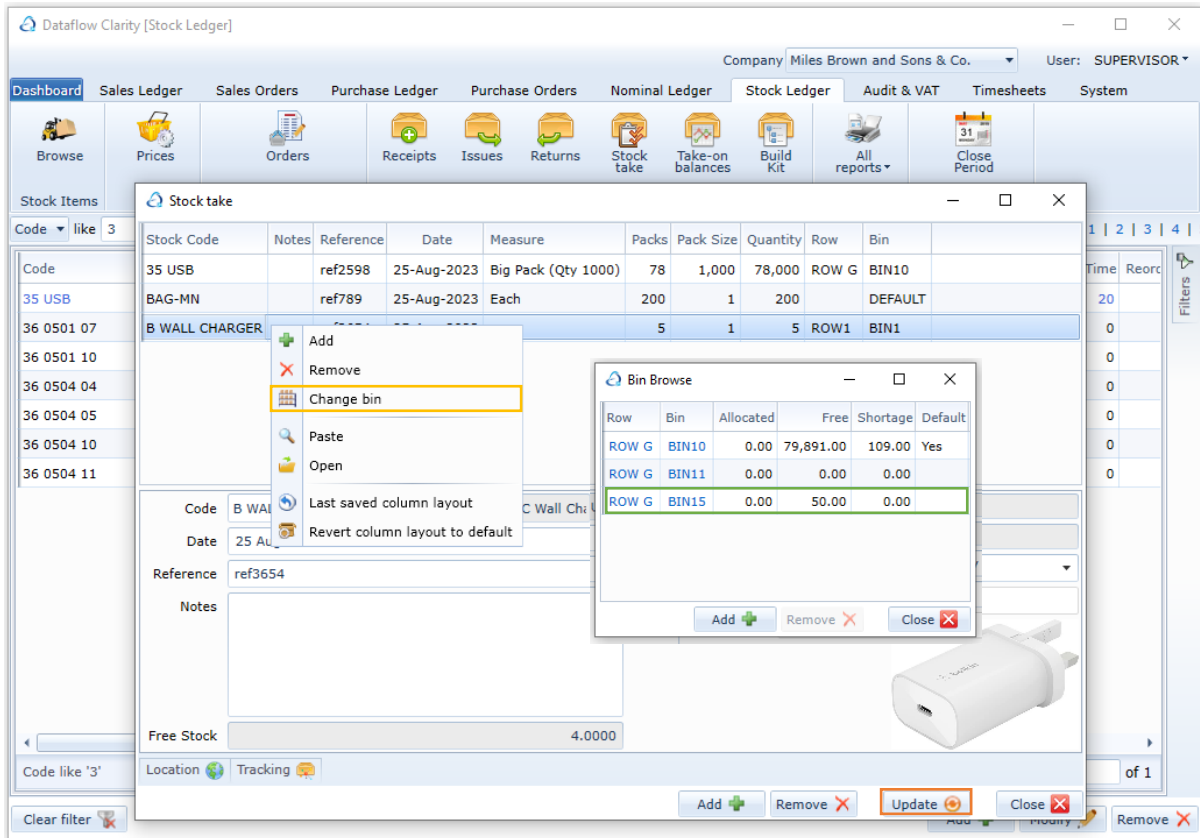




If warehouse Row and Bin areas are being used be sure to check that the Stock Take routine will be adjusting the balance for the correct Row and Bin (highlighted above in green). Clarity will always adopt the Row and Bin flagged as *default* if multiple Row and Bins exist.

To change the Row and Bin selection use the right click *Change bin* option (highlighted below in yellow) and double click on the desired Row & Bin in the *Bin Browse* window (highlighted below in green). You may also use this feature to add new Row and Bin areas by using the *Add* button within the *Bin Browse* window.

Use the *Update* button to complete the Receipt (highlighted below in orange).

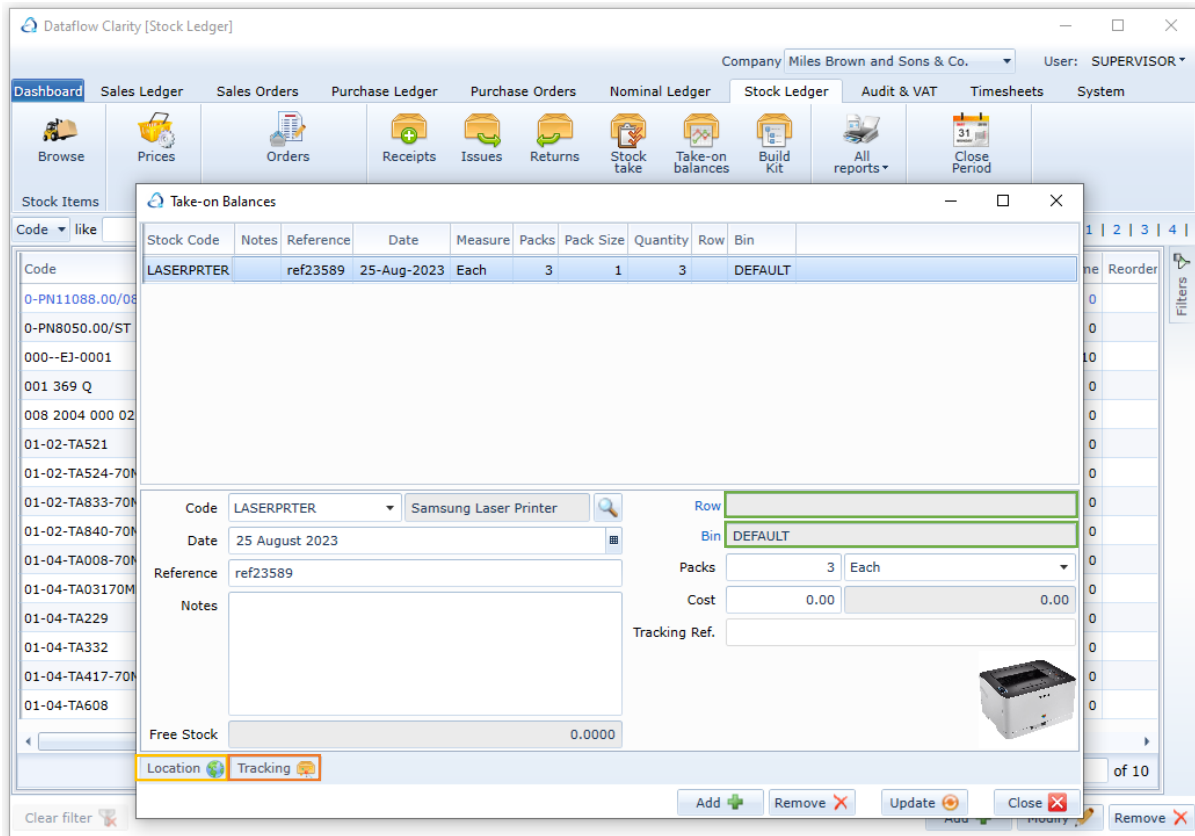


### Take on Balances

The Take-on Balances routine is used for new stock records to record their first opening quantity balance for the selected company.

This option cannot be used for stock codes where a movement has been previously recorded.

If multiple stock locations exist Clarity will default to the last Location used where stock exists. Should you wish to override the defaulted Location click on the *Location* tab (highlighted below in yellow) and use the dropdown to choose an alternative. Likewise, if the stock record being entered is a tracked stock item ensure that the correct tracking information is entered within the information in the *Tracking* tab (highlighted below in orange).

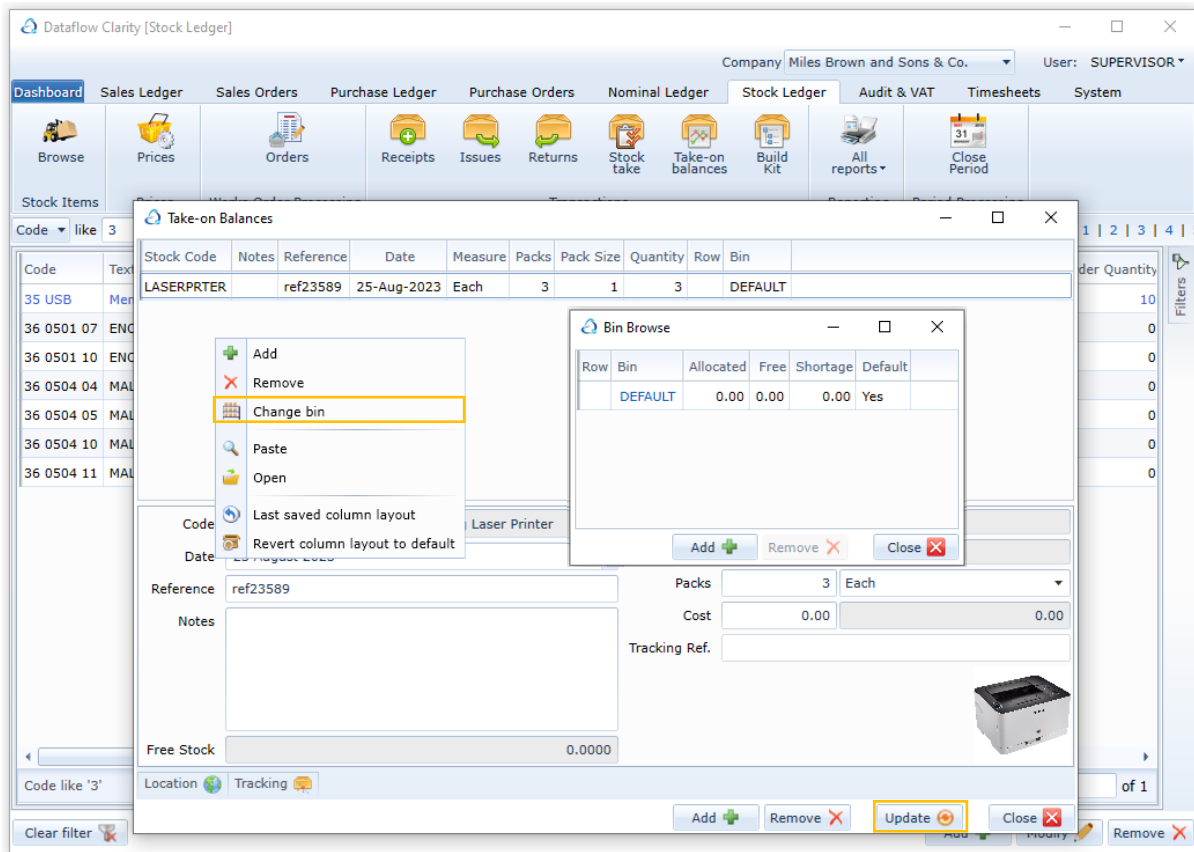


If warehouse Row and Bin areas are being used Clarity will automatically assign the Row & Bin set as the system default when recording balances for the first time for a Stock record.

Be sure to check that the selected Row and Bin the Stock Take-on Balances routine will be placing the stock balance is the correct Row and Bin (highlighted above in green).

As no stock balance has previously been recorded for this stock record no other Row & Bin areas are associated. To add associated Row and Bin areas use the right click Change bin option (highlighted below in yellow) and use the Add button to create and set the desired Row & Bin. You can also use this window to set the default Row & Bin in which case Clarity will always adopt that Row & Bin for future entries for that stock record.

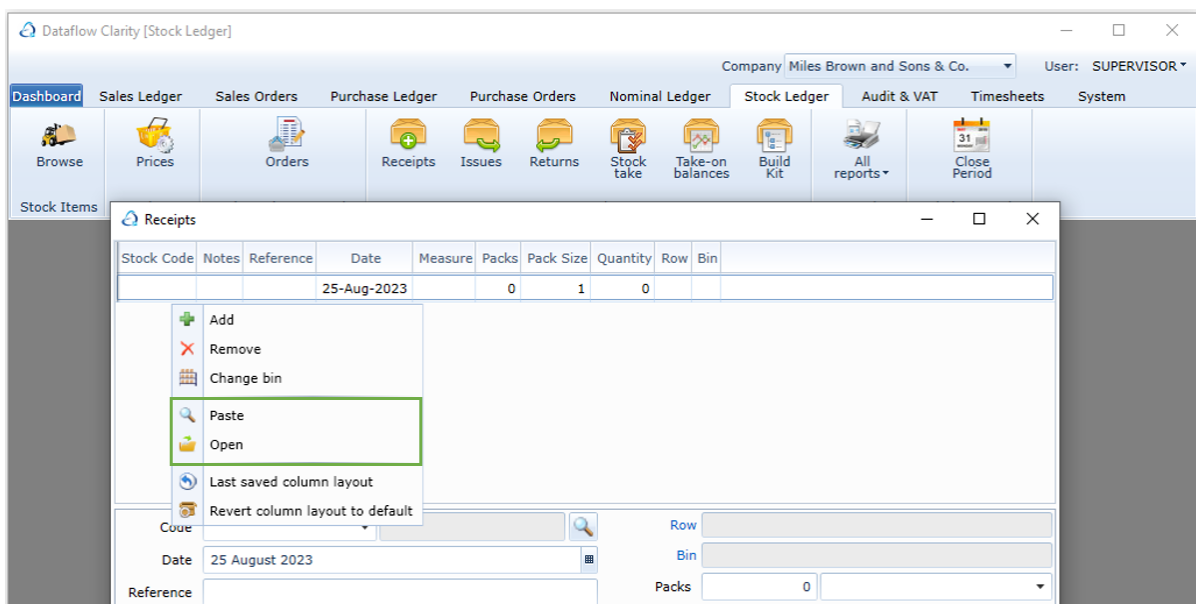
Use the Update button to complete the Stock Take (highlighted below in orange).



### Receipts, Issues, Returns, Stock Take and Take-on Balances

The Receipts, Issues, Returns, Stock Take and Take-on Balances transaction options all have the right click option to *Paste* or *Open* (highlighted below in green).

You can use the Paste or Open options provided that there's a pre-saved import structure established for the type of transaction you're looking to use these two functions with. Instruction on how to create a saved import structure can be found in the Data Import guide.



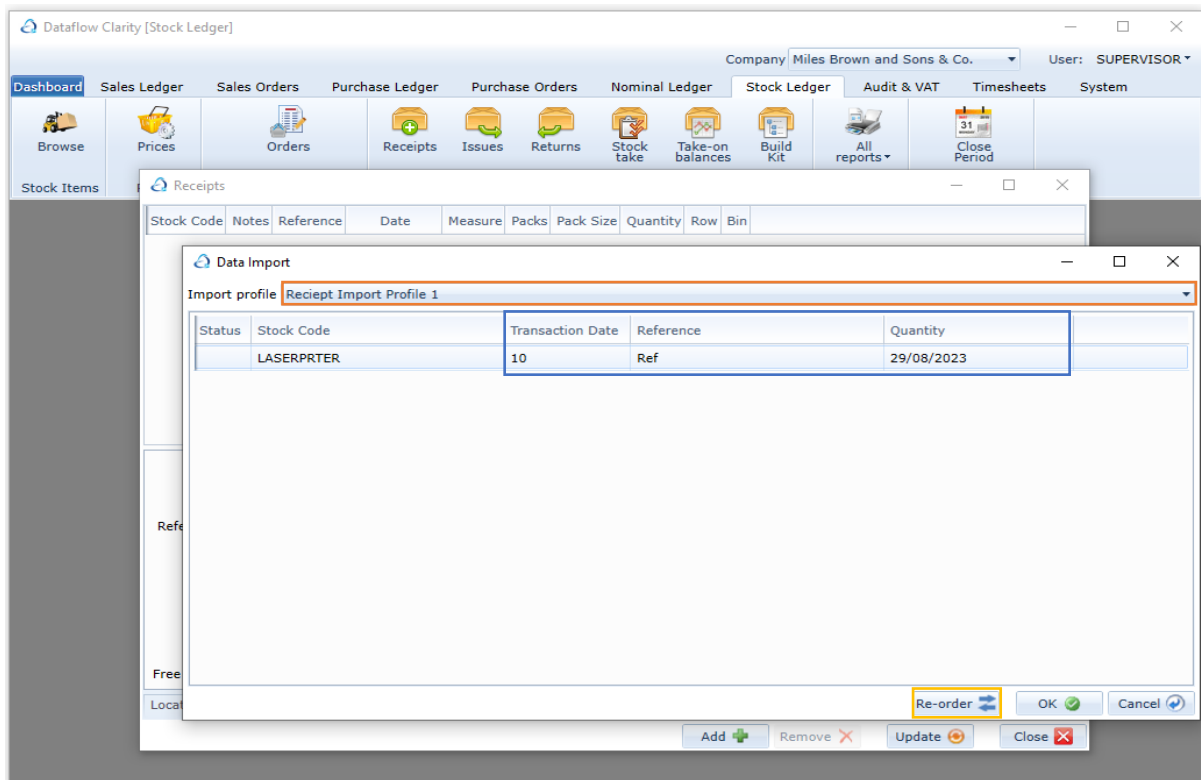
The Paste option uses the Windows copy & Paste clipboard function to paste data you've copied to the Windows clipboard into the Clarity Stock Receipts grid.

Once you've copied your data from excel (for example) to the Windows clipboard and selected the right click option Paste, a Data Import window will open. From here you can select which pre-saved import structure you wish to use (highlighted below in orange).

From the example below you can see that the sequence of the information I pasted in from Excel does not agree with the order of the columns i.e. the date, reference and quantity are not showing in their corresponding columns. I can go back to Excel and re-order the information or I can choose to tweak the order of columns in Clarity for this import.

To tweak the order of the import column click on the Re-order button (highlighted below in yellow).

The minimum selection requirement will be the stock code, Transaction date, reference and quantity. The pasted/opened information can be edited and appended to once the information is displayed within the transaction window.



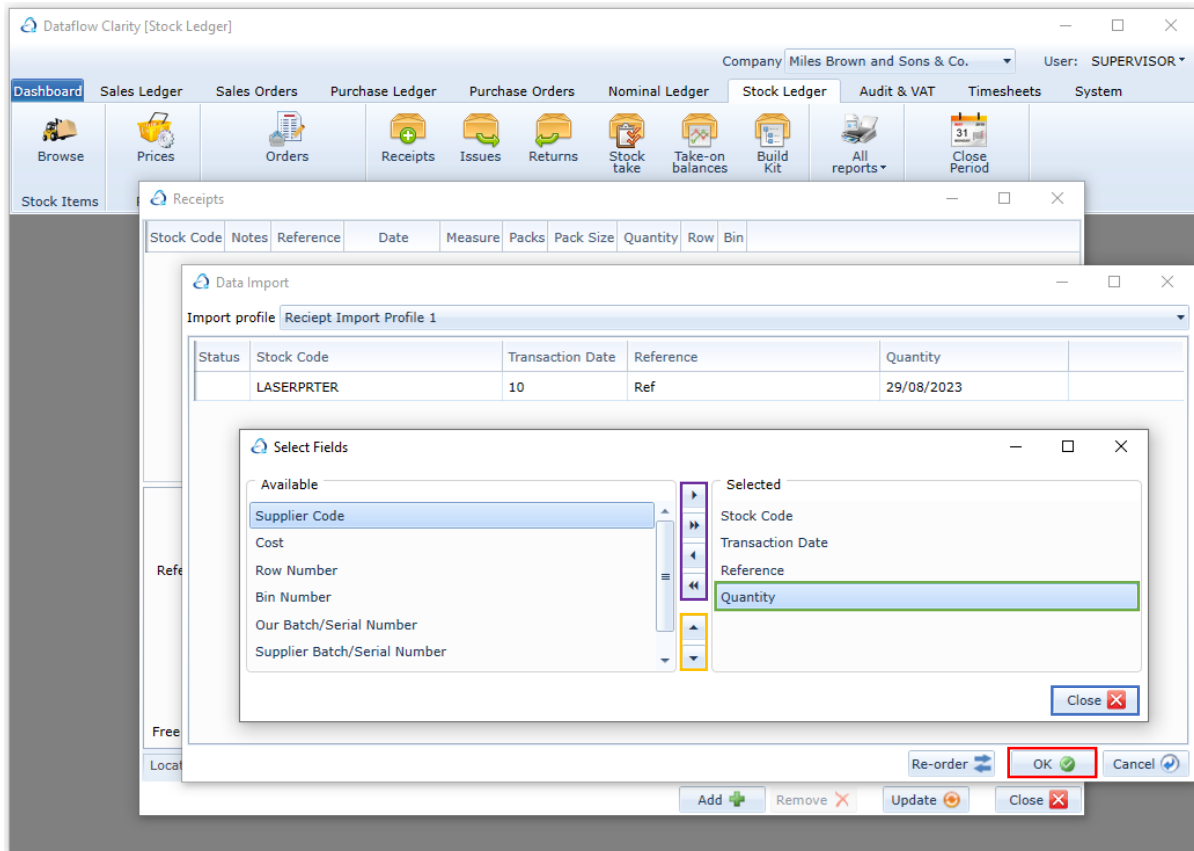
Clicking on the Re-order button opens a new *Select Fields* window here you can adjust the column order.

Within the Select Fields window firstly click on the field you wish to move, in this example Quantity (highlighted below in green), then use the central up and down arrows (highlighted below in yellow) to reposition the Quantity field so it agrees with the column position for that field.

Once the information is presented in the corresponding columns click on the Close button to close the Select Fields window (highlighted below in blue). Click the OK button to import the data (highlighted below in red).

If required you can also add additional information to your import by moving the relating fields from the *Available* section to the *Selected* section by clicking on the required field and using the central arrows

(highlighted below in purple). You can also use these arrows to omit unnecessary fields from the Selected section.



Be sure to review the information once the data has been imported ensuring that there are no mistakes. Once the information exists within the transaction window the process of completing the transaction is exactly the same as if the information had been manually entered. Additional lines can be manually entered within the same batch if required. The imported information can also be manually amended or removed if required. Below is how the information appears after it's bought in using the Paste routine, no different to how it would appear if it were manually entered.

Stock Code	Notes	Reference	Date	Measure	Packs	Pack Size	Quantity	Row	Bin
LASERPRTER		Ref	29-Aug-2023	Each	10	1	10		DEFAULT

There is a minimum field selection requirement for the Paste and Open options. These fields are stock code, Transaction date, reference and quantity. Attempting to import data not meeting the minimum information will result in a red dot against that entry. Holding the mouse cursor over the red dot presents error information detailing the reason for the error, an example of this error below.

Status	Stock Code	Quantity	Transaction Date	Reference
●	LASERPRTER	10		

Invalid string value for date  
Invalid reference

The right click *Open* option is a similar process to the *Paste* routine instead you're choosing import the data from a pre-saved file and browse to the file location rather than pasting information into the window with the file open.

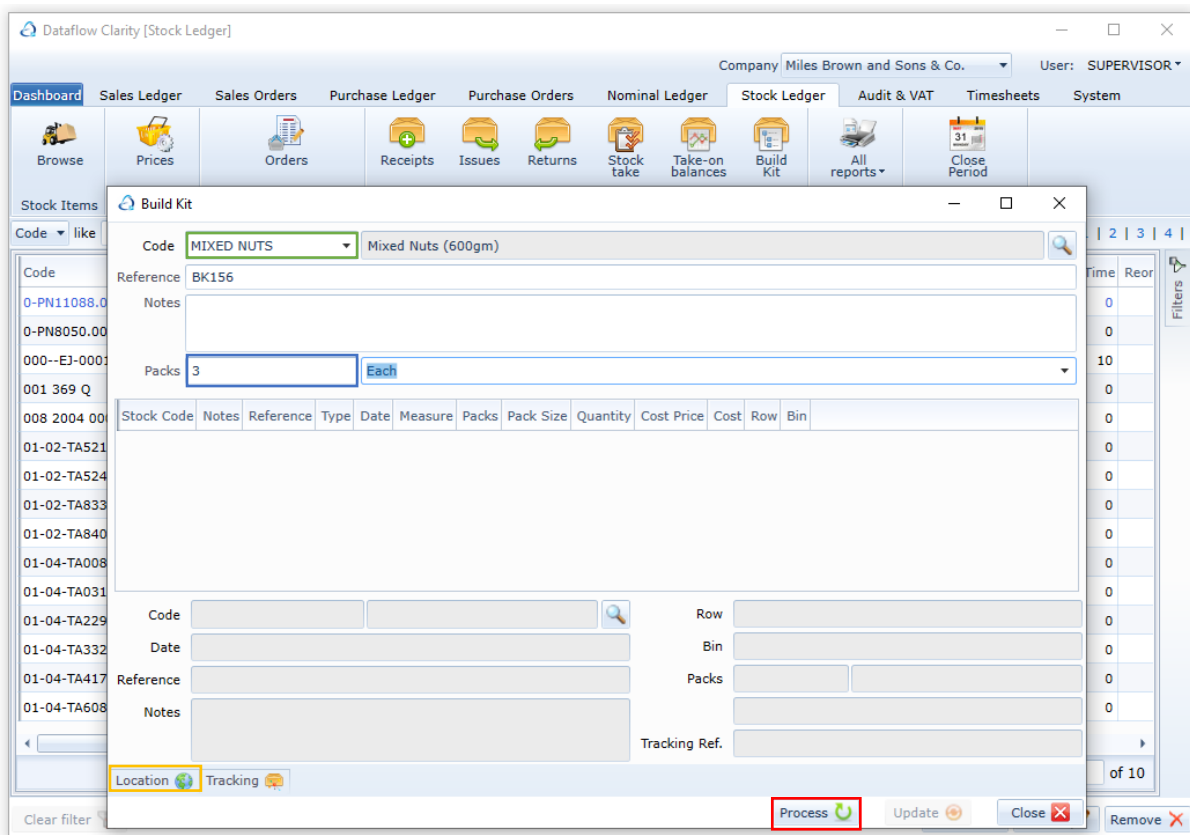
### Build Kit

The build kits transaction option allows the creation of a separate product using components you have in stock.

Example: Roasted plain Almonds, salt and jar or bags are in stock. Using specific quantities of those components you can build quantities of 'Salted roasted Almonds', increasing the available quality count of Salted roasted Almonds and reducing the quantities of the components used to create the Salted Roasted Almonds.

If multiple stock locations exist Clarity will default to the last Location used where stock exists. Should you wish to override the defaulted Location click on the *Location* tab (highlighted below in yellow) and use the dropdown to choose an alternative.

Select the kit you wish to build via the *Code* drop down (highlighted below in green). Enter a reference into the *Reference* field and enter the number of Packs you wish to build into the *Packs* field (highlighted below in blue).

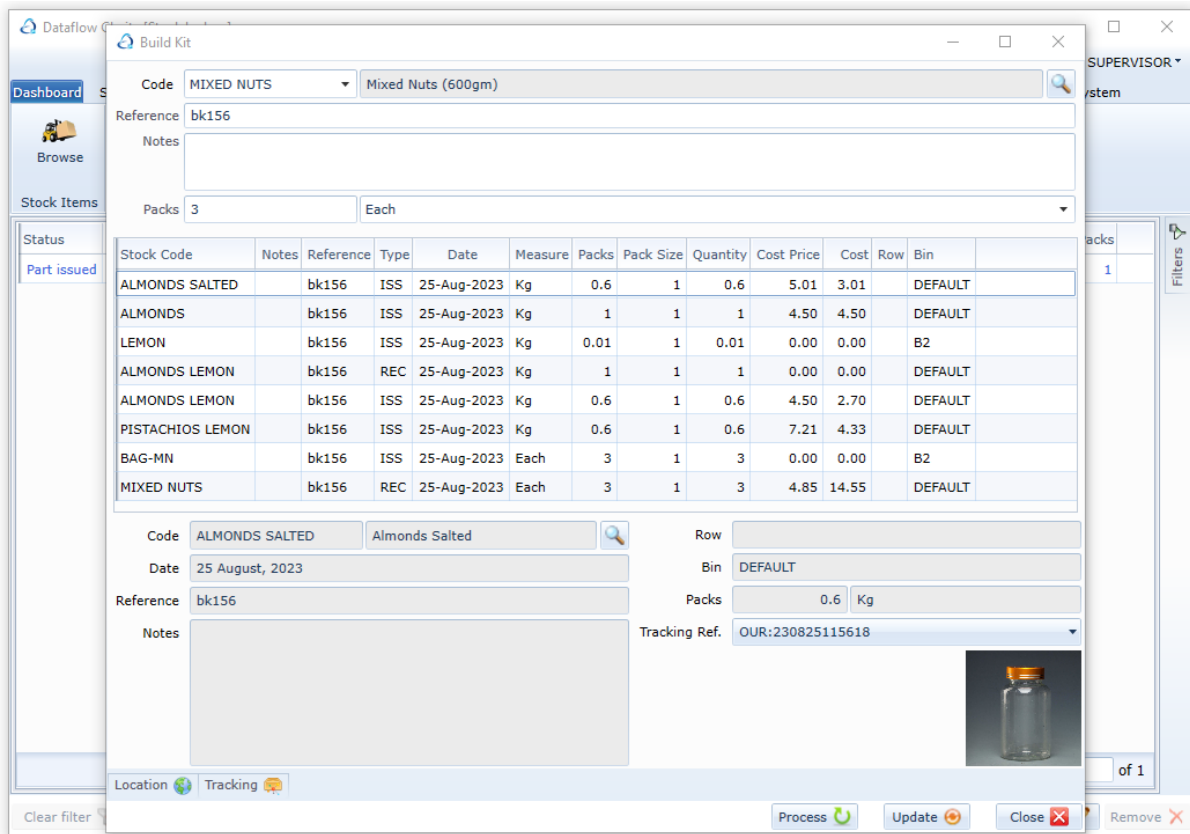




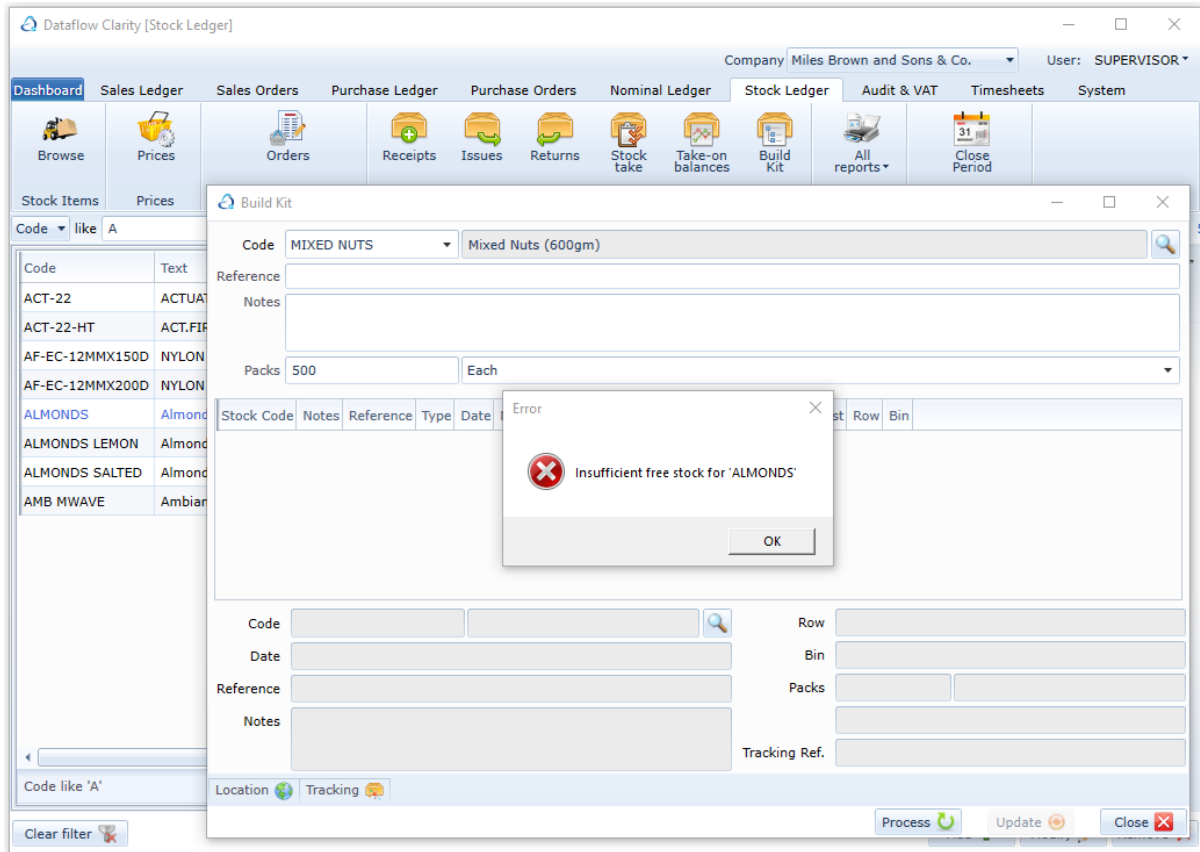
Once you've chosen the kit code and the quantity you wish to create click on the *Process* button (highlighted above in red). Clarity will then calculate which components are required, how many of each component is required and perform a check to establish whether there is sufficient stock available of each required component to fulfil the request.

If there are sufficient quantities available of each component to fulfil the request the components along with their required quantities are then listed within the grid.

The Row and Bin where Clarity will be drawing the stock from is also detailed within the grid. Clarity will first attempt to draw from the default Row and Bin. If there is insufficient stock within the default Clarity will attempt to draw from any other Row & Bin associated with that component stock code.



If there's insufficient stock available of a component Clarity will notify you.



If a component is tracked the *Tracking* tab (highlighted below in green) will list all available tracked batches and remaining quantities within each batch available to draw from.

Clarity will automatically adopt first in first out and draw from the available quantities from the earliest batches. You can override Clarity's automatic selection by manually typing in the quantity against the batch you wish to use (highlighted below in yellow).

The quantity entered must agree with the number of packs being issued so you will need to zero out the quantity of the auto selected batch before you're able to re-distribute against a different batch number.

**Build Kit**

Code: MIXED NUTS | Mixed Nuts (600gm)

Reference: bk156

Packs: 3 | Each

Stock Code	Notes	Reference	Type	Date	Measure	Packs	Pack Size	Quantity	Cost Price	Cost	Row	Bin
ALMONDS SALTED		bk156	ISS	25-Aug-2023	Kg	0.6	1	0.6	5.01	3.01	DEFAULT	
ALMONDS		bk156	ISS	25-Aug-2023	Kg	1	1	1	4.50	4.50	DEFAULT	
LEMON		bk156	ISS	25-Aug-2023	Kg	0.01	1	0.01	0.00	0.00	B2	
ALMONDS LEMON		bk156	REC	25-Aug-2023	Kg	1	1	1	0.00	0.00	DEFAULT	
ALMONDS LEMON		bk156	ISS	25-Aug-2023	Kg	0.6	1	0.6	4.50	2.70	DEFAULT	
PISTACHIOS LEMON		bk156	ISS	25-Aug-2023	Kg	0.6	1	0.6	7.21	4.33	DEFAULT	
BAG-MN		bk156	ISS	25-Aug-2023	Each	3	1	3	0.00	0.00	B2	
MIXED NUTS		bk156	REC	25-Aug-2023	Each	3	1	3	4.85	14.55	DEFAULT	

**Tracking**

Tracking Ref. SUP:14

Tracking Ref.	Quantity	Available
SUP:14	1	5
SUP:126	0	2
SUP:127	0	1
SUP:128	0	3

Quantity: 1

Location: Tracking

Buttons: Process, Update (highlighted), Close, Remove

Click the update button to complete Build Kit process (highlighted below in yellow).

**Build Kit**

Code: MIXED NUTS | Mixed Nuts (600gm)

Reference: bk156

Packs: 3 | Each

Stock Code	Notes	Reference	Type	Date	Measure	Packs	Pack Size	Quantity	Cost Price	Cost	Row	Bin
ALMONDS SALTED		bk156	ISS	25-Aug-2023	Kg	0.6	1	0.6	5.01	3.01	DEFAULT	
ALMONDS		bk156	ISS	25-Aug-2023	Kg	1	1	1	4.50	4.50	DEFAULT	
LEMON		bk156	ISS	25-Aug-2023	Kg	0.01	1	0.01	0.00	0.00	B2	
ALMONDS LEMON		bk156	REC	25-Aug-2023	Kg	1	1	1	0.00	0.00	DEFAULT	
ALMONDS LEMON		bk156	ISS	25-Aug-2023	Kg	0.6	1	0.6	4.50	2.70	DEFAULT	
PISTACHIOS LEMON		bk156	ISS	25-Aug-2023	Kg	0.6	1	0.6	7.21	4.33	DEFAULT	
BAG-MN		bk156	ISS	25-Aug-2023	Each	3	1	3	0.00	0.00	B2	
MIXED NUTS		bk156	REC	25-Aug-2023	Each	3	1	3	4.85	14.55	DEFAULT	

Code: ALMONDS SALTED | Almonds Salted

Date: 25 August, 2023

Reference: bk156

Notes:

Row: [ ]

Bin: DEFAULT

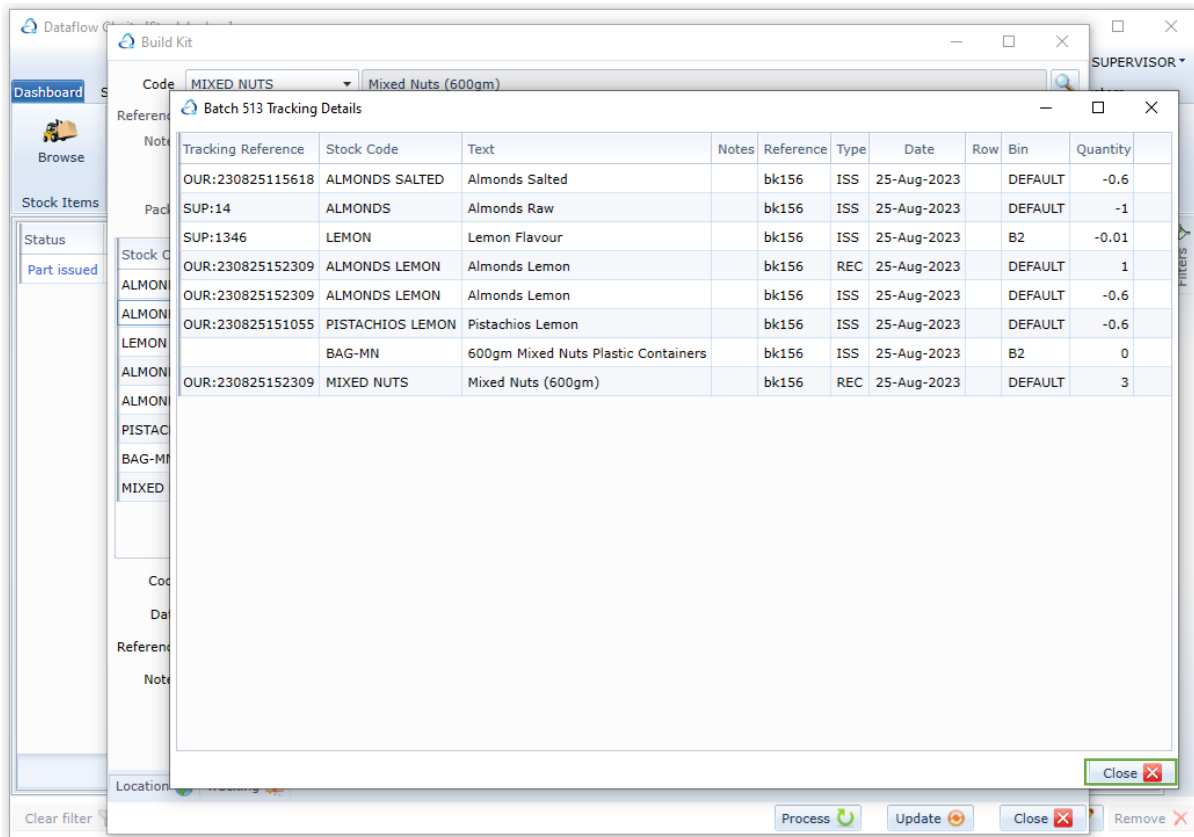
Packs: 0.6 | Kg

Tracking Ref. OUR:230825115618

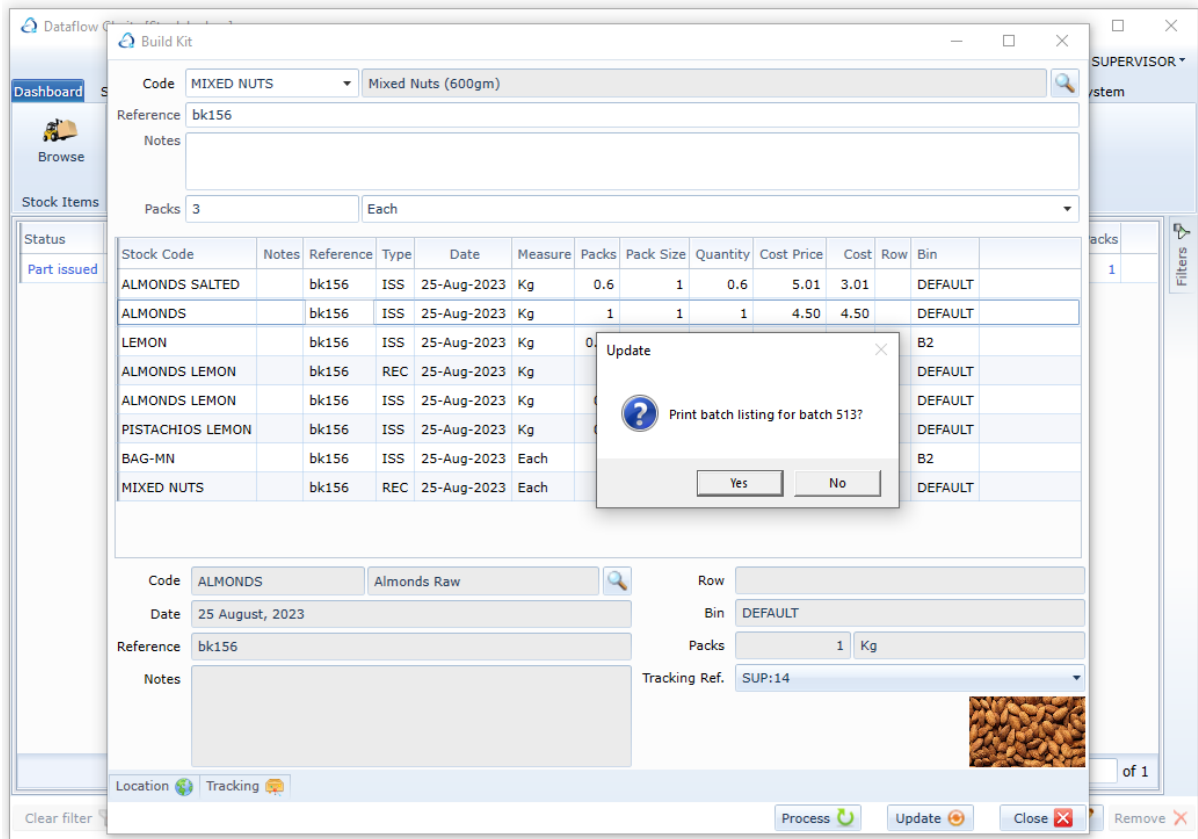
Location: Tracking

Buttons: Process, Update (highlighted), Close, Remove

Clicking Update will generate a window containing all of the batch information including the tracking references for those components that are tracked. Simply click on the *Close* button (highlighted below in green) to close the batch window.



Closing the Batch window will generate the Print batch listing prompt. Click yes or no to complete the process.



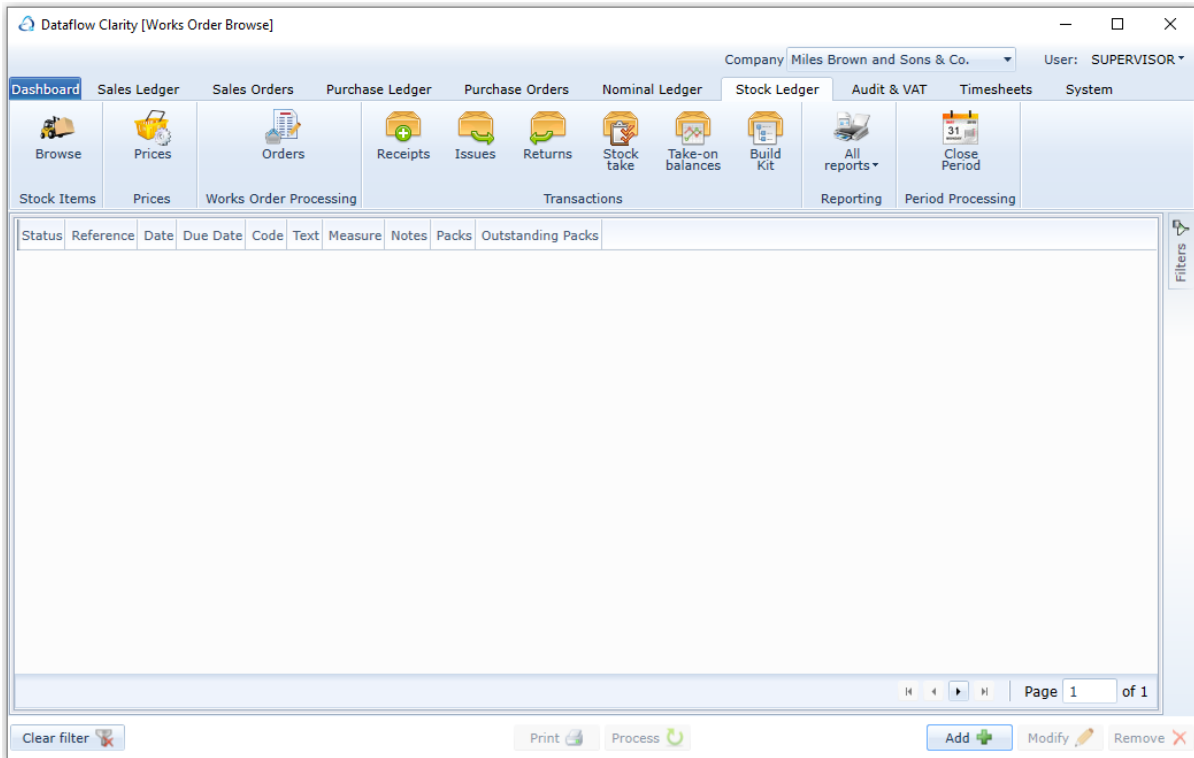
## Works Order Processing

Creates works orders for the making up of kits.

## Works Order

The Works Order Processing window allows for the creation of projects involving the building of kits. You can create the job without taking the stock to build the kit at the point the job is created.

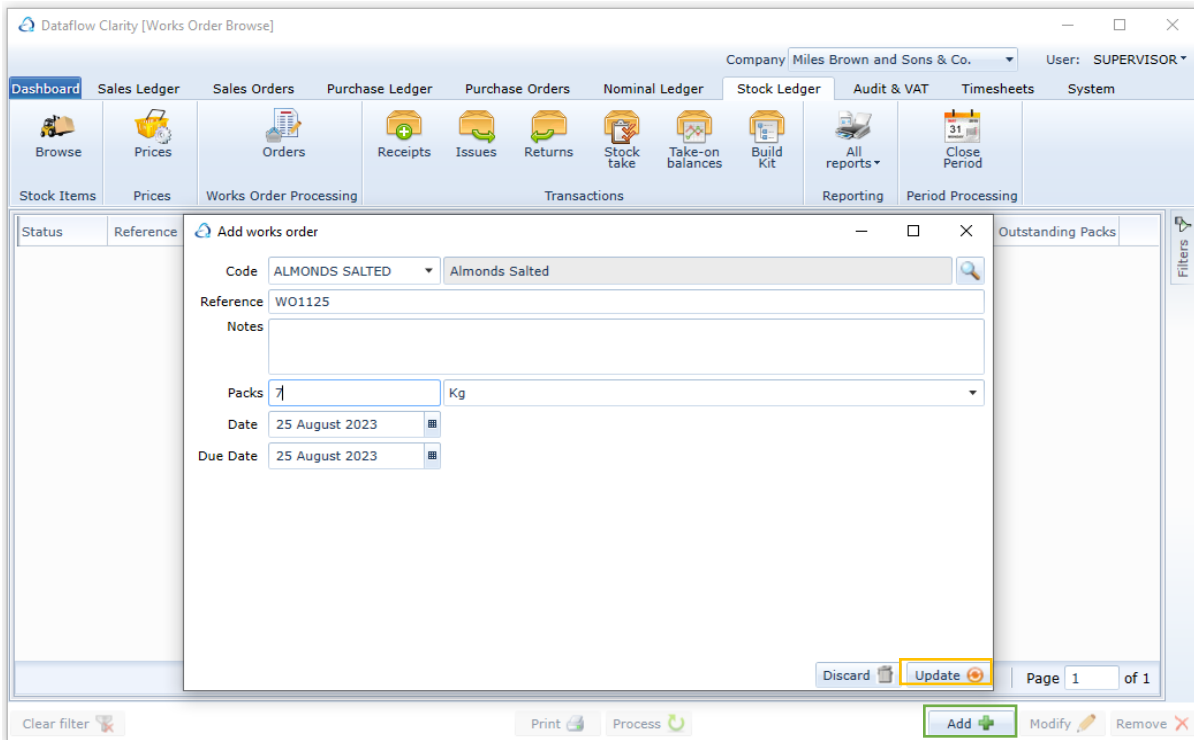
You can also part issue a Works order meaning you can set the required kit quantity for the Works order but only build the number of kits you have sufficient stock for. The Work Order will be flagged as part issued and identify the kit quantity remaining to fulfil the Works Order.



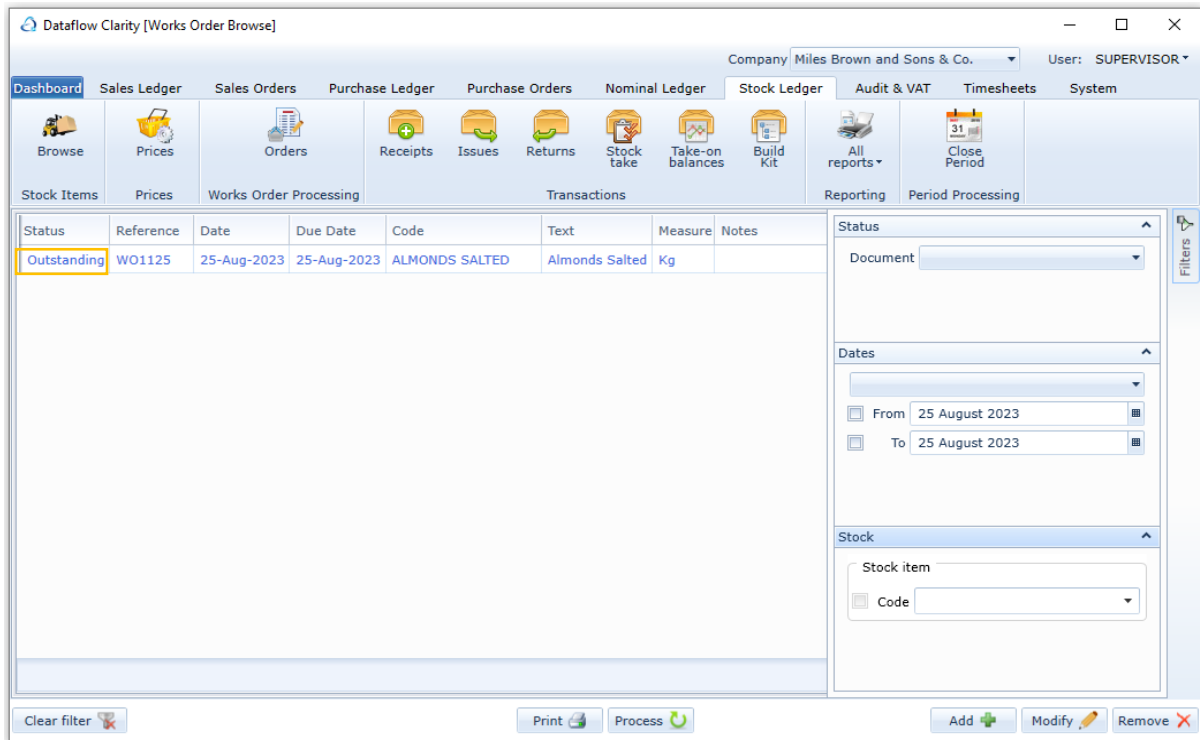
In the example below I'm choosing to create a Works Order for salted Almonds. The Kit code of ALMONDS SALTED already exists and the components used to create the ALMONDS SALTED kit are ALMONDS and SALT.

Click the Add button to create the Works Order (highlighted below in green). Enter the Kit code, reference, any relating notes, the number of packs required, the transaction date and due date.

Click Update to complete the Works Order (highlighted below in yellow).

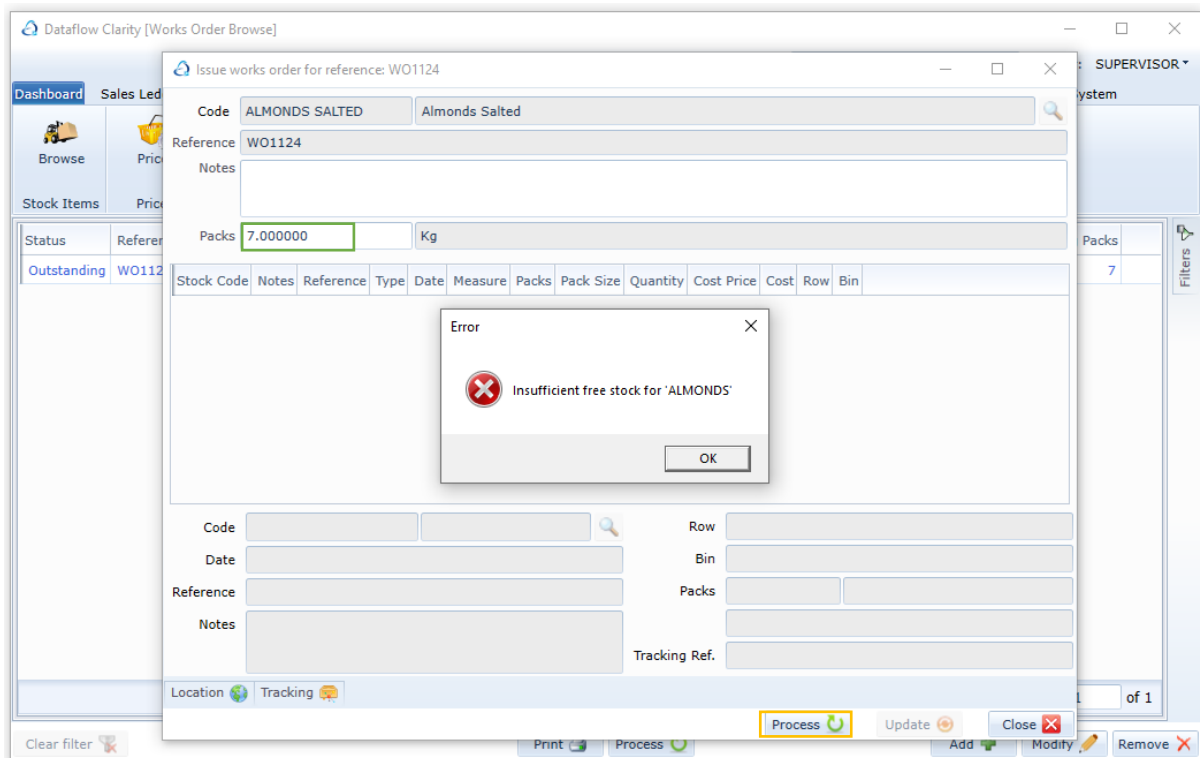


My Works order now appears as outstanding within the Works Orders Browse window (highlighted below in yellow).



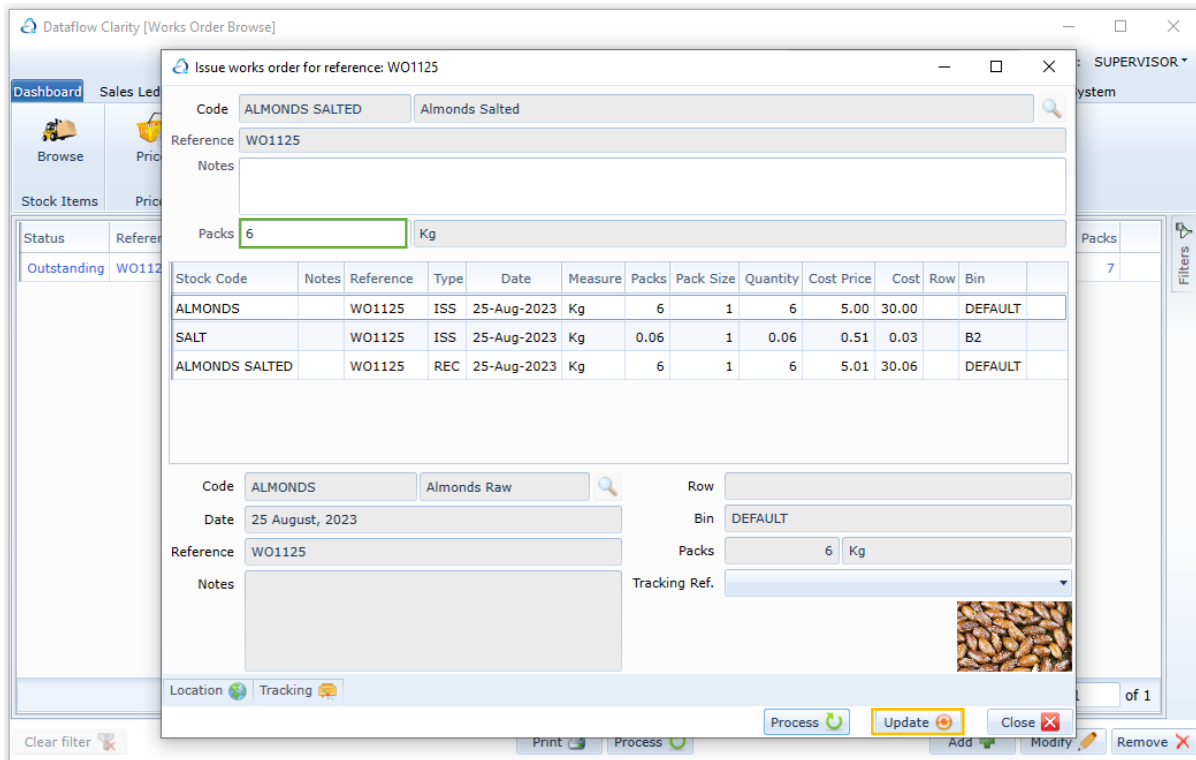
Once the Works Order exists you can use the Process button (highlighted below in yellow) to create the number of Salted Almonds packs using the available quantities of the Almonds and Salt.

In this example Clarity is warning me that there's insufficient quantities of stock code ALMONDS available to satisfy the number of packs I need, which is 7 packs (highlighted below in green).



Having checked the available stock, I know there's sufficient ALMONDS in stock to produce 6 kg of ALMONDS SALTED. So, I change the Packs quantity from 7 to 6 (highlighted below in green) and click on the Process button (highlighted below in yellow).

By clicking Process Clarity draws from the available stock for the ALMONDS SALTED components and creates 6 packs of ALMONDS SALTED. This is identified below by the Type column (highlighted below in orange), ISS (Issuing stock out) and REC (Receiving stock).



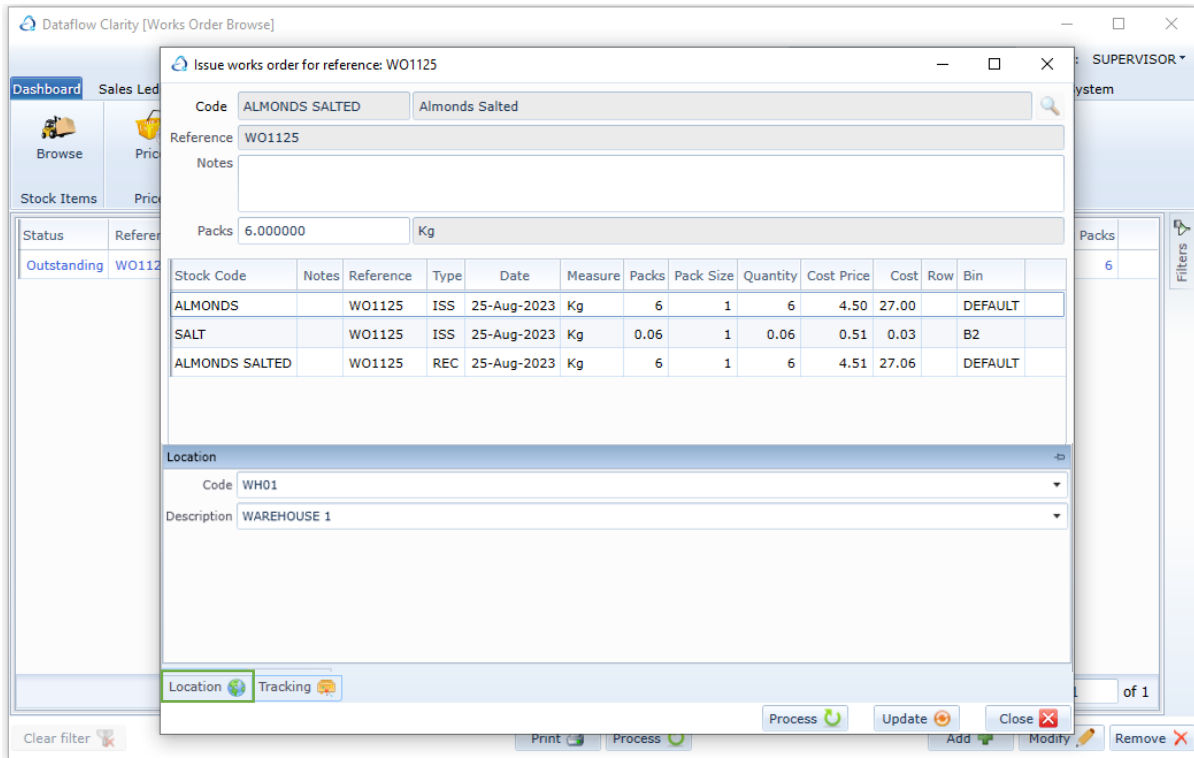
The screenshot shows the 'Issue works order for reference: WO1125' window. The 'Packs' field is set to 6. Below is a table of components:

Stock Code	Notes	Reference	Type	Date	Measure	Packs	Pack Size	Quantity	Cost Price	Cost	Row	Bin
ALMONDS		WO1125	ISS	25-Aug-2023	Kg	6	1	6	5.00	30.00	DEFAULT	
SALT		WO1125	ISS	25-Aug-2023	Kg	0.06	1	0.06	0.51	0.03	B2	
ALMONDS SALTED		WO1125	REC	25-Aug-2023	Kg	6	1	6	5.01	30.06	DEFAULT	

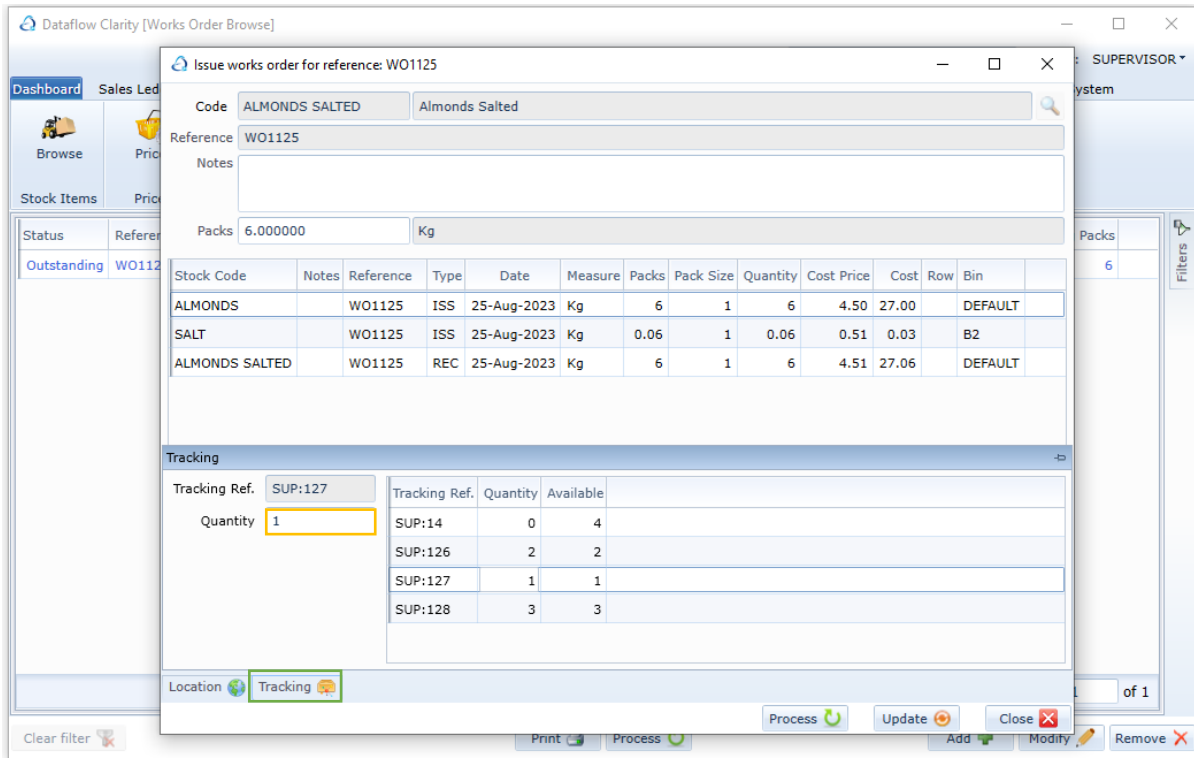
At the bottom of the form, the 'Update' button is highlighted in yellow. The 'Location' tab is highlighted in green.

Clarity will default to the last Location used where stock exists. Should you wish to override the defaulted Location click on the Location tab (highlighted below in green) and use the dropdown to choose an alternative.

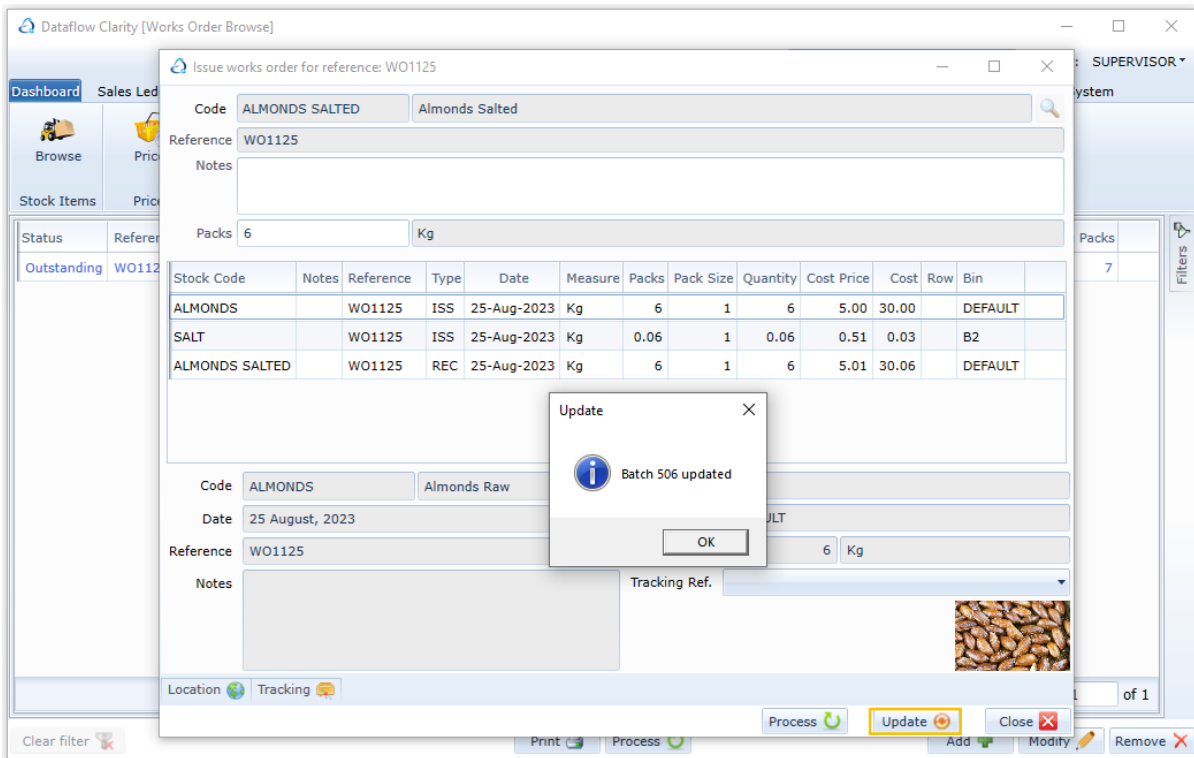




The components used to make the ALMONDS SALTED are Batch Tracked. There's a Tracking tab (highlighted below in green) listing all available batches and remaining quantities in each batch available to draw from. Clarity will automatically adopt first in first out and draw from the available quantities from the earliest batches. You can override Clarity's automatic selection by manually typing in the quantity against the batch you wish to use (highlighted below in yellow). The sum of the quantity, or quantities, entered must agree with the number of packs being issued, so you before you select an alternative batch to draw the stock from will need to ensure that you zero out the quantity of the auto selected batch before you're able to re-distribute against a different batch number.



Click Update to complete the Works Order (highlighted below in yellow). A confirmation dialogue will appear once the batch is updated.



The status of my Works Order has now changed from *Outstanding* to *Part Issued* (highlighted below in green). It reads *Part Issued* because only 6 out of the 7 packs have been issued, leaving 1 outstanding (highlighted below in yellow).

Dataflow Clarity [Works Order Browse]

Company: Miles Brown and Sons & Co. User: SUPERVISOR

Dashboard | Sales Ledger | Sales Orders | Purchase Ledger | Purchase Orders | Nominal Ledger | Stock Ledger | Audit & VAT | Timesheets | System

Stock Items | Prices | Works Order Processing | Transactions | Reporting | Period Processing

Status	Reference	Date	Due Date	Code	Text	Measure	Notes	Packs	Outstanding Packs
Part issued	WO1125	25-Aug-2023	25-Aug-2023	ALMONDS SALTED	Almonds Salted	Kg		7	1

Page 1 of 1

Print Process Add Modify Remove

Click on the Process button again (highlighted below in yellow) and a Works Order for the remaining quantity is raised.

Dataflow Clarity [Works Order Browse]

Issue works order for reference: WO1125

Code: ALMONDS SALTED Almonds Salted

Reference: WO1125

Notes:

Packs: 1.000000 Kg

Stock Code	Notes	Reference	Type	Date	Measure	Packs	Pack Size	Quantity	Cost Price	Cost	Row	Bin
ALMONDS		WO1125	ISS	25-Aug-2023	Kg	1	1	1	4.50	4.50	DEFAULT	
SALT		WO1125	ISS	25-Aug-2023	Kg	0.01	1	0.01	0.51	0.01	B2	
ALMONDS SALTED		WO1125	REC	25-Aug-2023	Kg	1	1	1	4.51	4.51	DEFAULT	

Code: ALMONDS Almonds Raw

Date: 25 August, 2023

Reference: WO1125

Notes:

Row: DEFAULT

Packs: 1 Kg

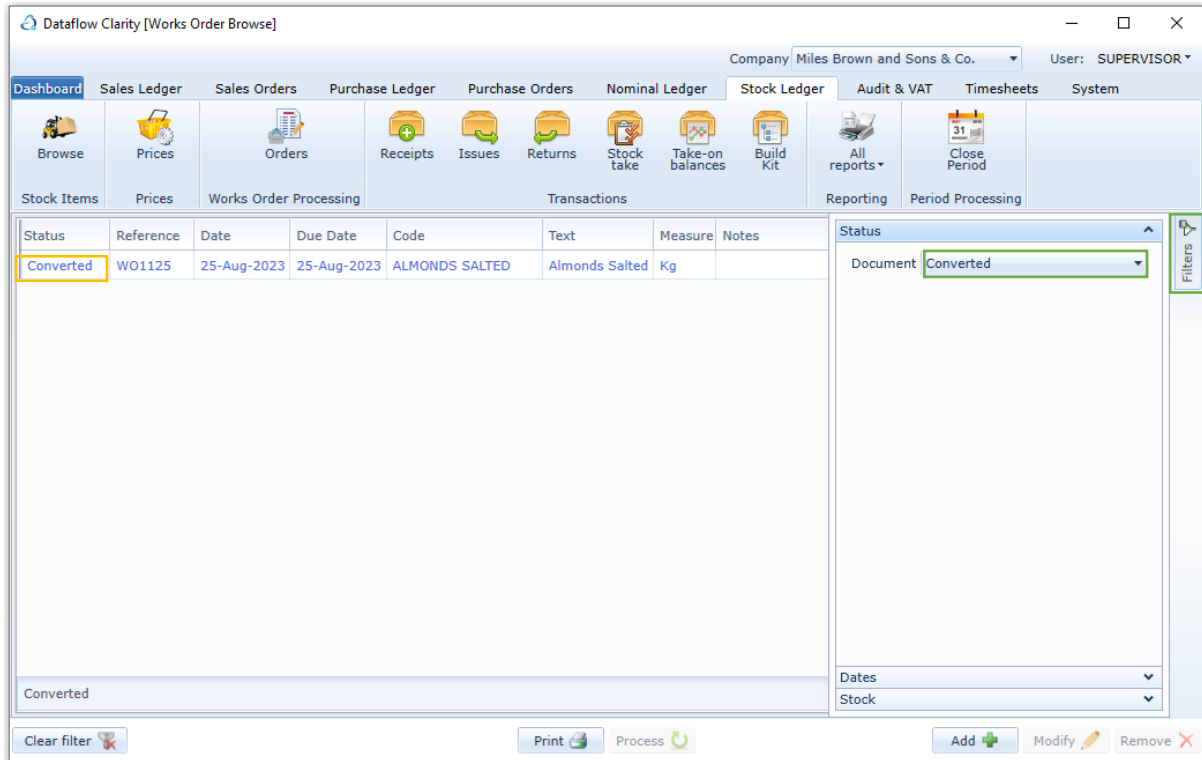
Tracking Ref.: SUP:14

Location Tracking

Process Update Close

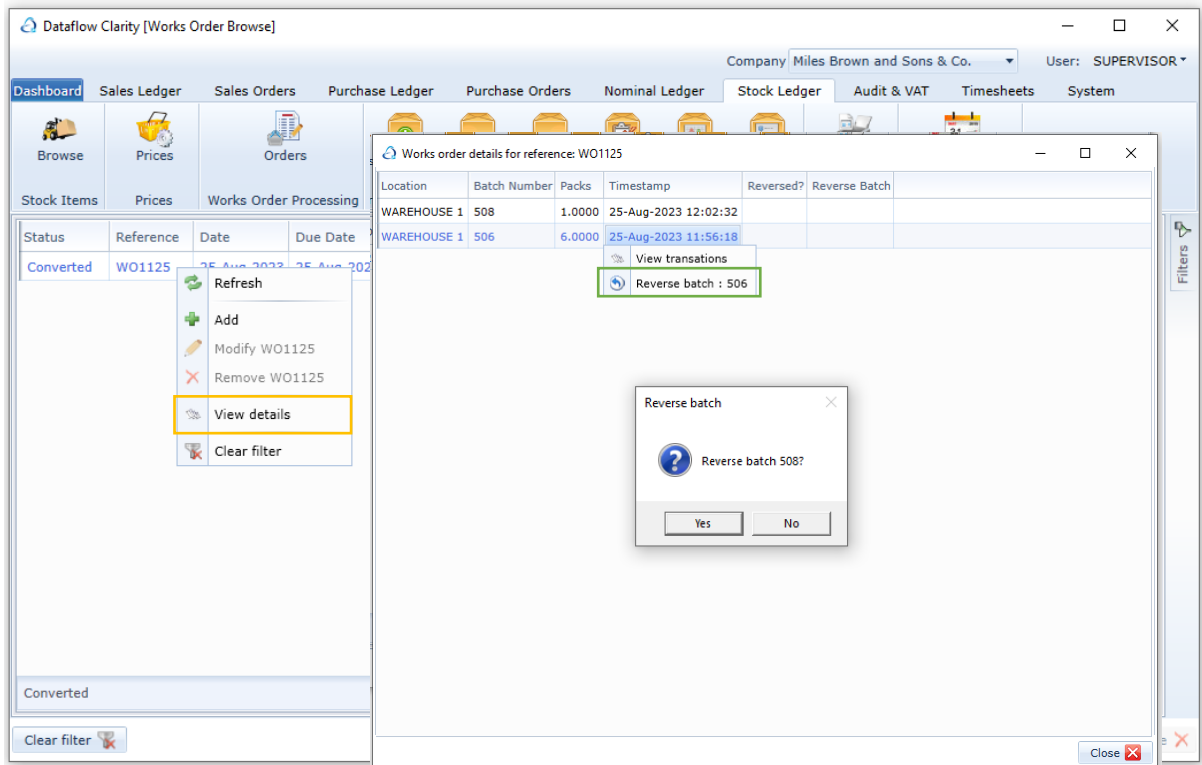
Once the remaining quantity is updated the status of the Works Order adjusts accordingly to Converted (highlighted below in yellow).

The default view for the Works Order Browse window is to display Outstanding and Part Issued. I have used the Filter tab to adjust the view to display my converted document (highlighted below in green).



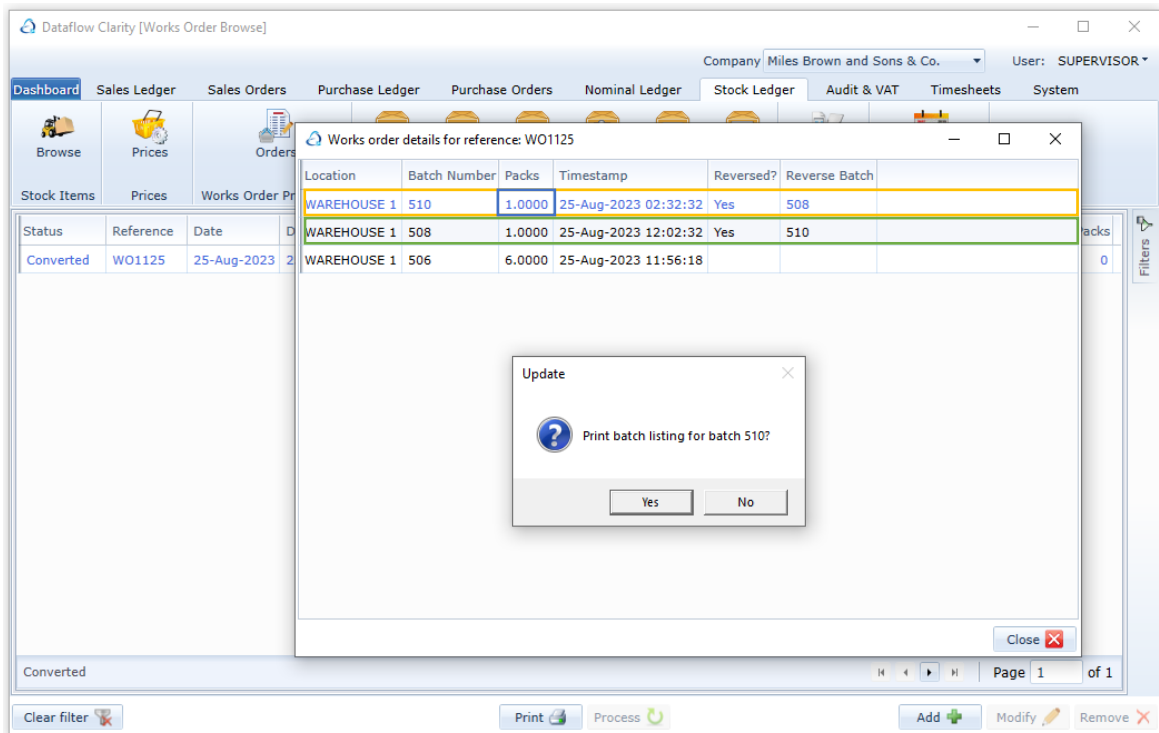
There are various right click options available within Works Order Browse window. Some of those options will only be relevant depending on the status of the transaction you right click on, such as *View details* (highlighted below in yellow). This option will display the batches associated with the chosen Works Order.

Within the Works order details window there are additional right click options, one of which is Reverse batch (highlighted below in green). Selecting the Reverse option will present a dialogue window requesting action confirmation.

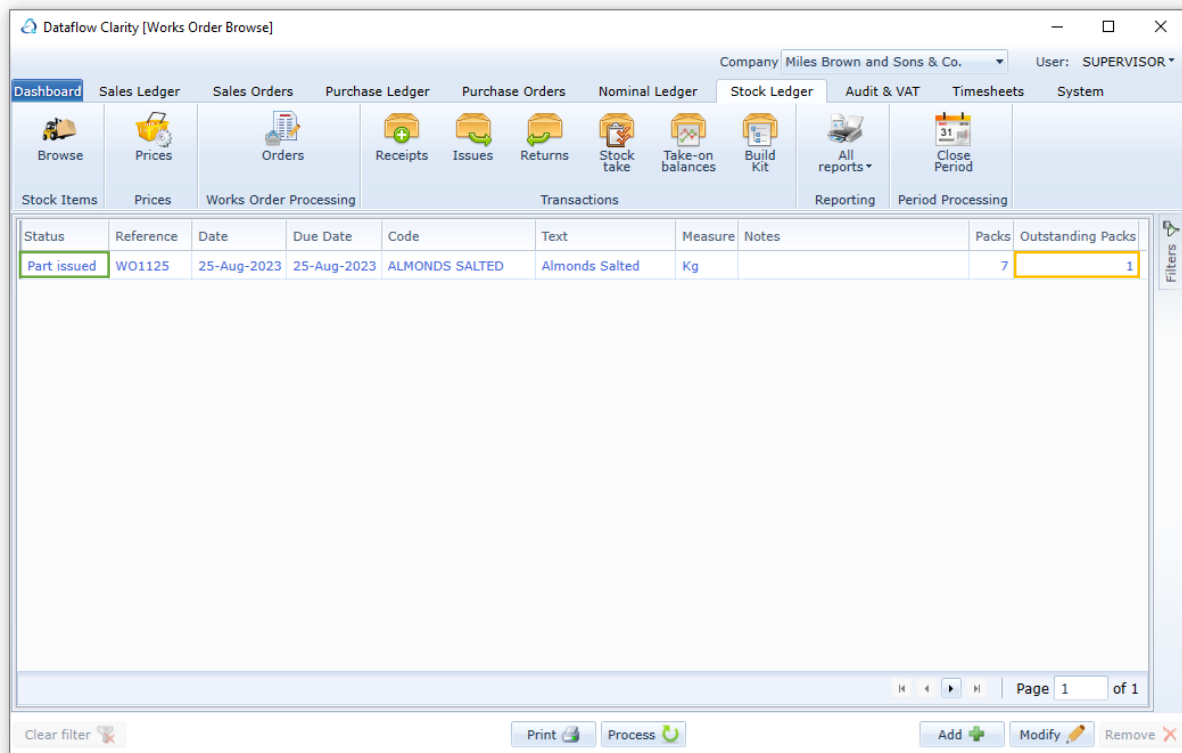


Should you commit that batch reversal the selected batch will be reversed, a new batch will be automatically generated showing the movement (highlighted below in yellow), the batch it reversed (highlighted below in green) and the stock quantity used to create that batch will be returned to the stock code available balance (highlighted below in blue).

A print prompt for the batch reversal will appear once batch reversal is complete.



Now part of the Works Order has been reversed the status of that Works Order has now changed from *Converted* to *Part Issued* (highlighted below in green) and the Outstanding Packs quantity now reads 1 (highlighted below in yellow).

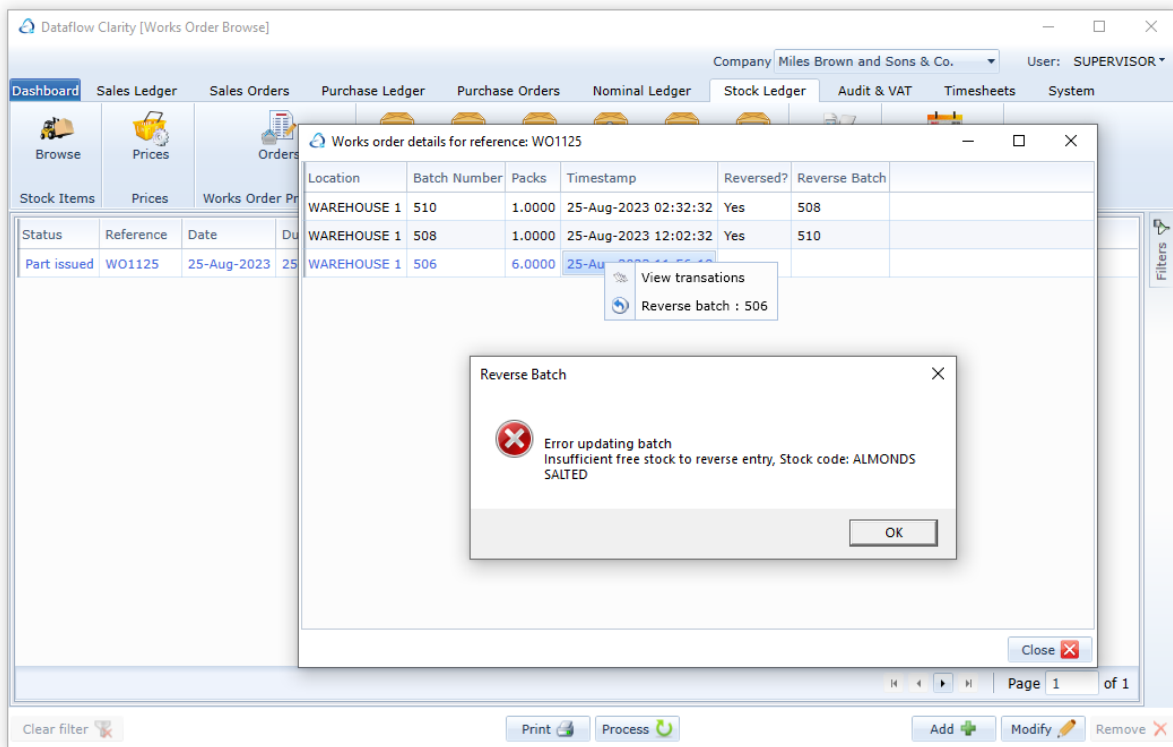


The screenshot shows the 'Dataflow Clarity [Works Order Browse]' window. The interface includes a top navigation bar with tabs for Dashboard, Sales Ledger, Sales Orders, Purchase Ledger, Purchase Orders, Nominal Ledger, Stock Ledger, Audit & VAT, Timesheets, and System. Below this is a toolbar with icons for Browse, Prices, Orders, Receipts, Issues, Returns, Stock take, Take-on balances, Build Kit, All reports, and Close Period. The main area contains a table with the following data:

Status	Reference	Date	Due Date	Code	Text	Measure	Notes	Packs	Outstanding Packs
Part issued	WO1125	25-Aug-2023	25-Aug-2023	ALMONDS SALTED	Almonds Salted	Kg		7	1

The 'Part issued' status and the '1' in the 'Outstanding Packs' column are highlighted in yellow. The 'Part issued' status is also highlighted in green in the original image. The bottom of the window features a footer with 'Page 1 of 1' and buttons for 'Clear filter', 'Print', 'Process', 'Add', 'Modify', and 'Remove'.

If an attempt is made to reverse a batch containing a batch tracking number that has since been sold and therefore no longer in stock Clarity will generate the error shown below identifying the Kit code in question.



## Batch Tracking


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.

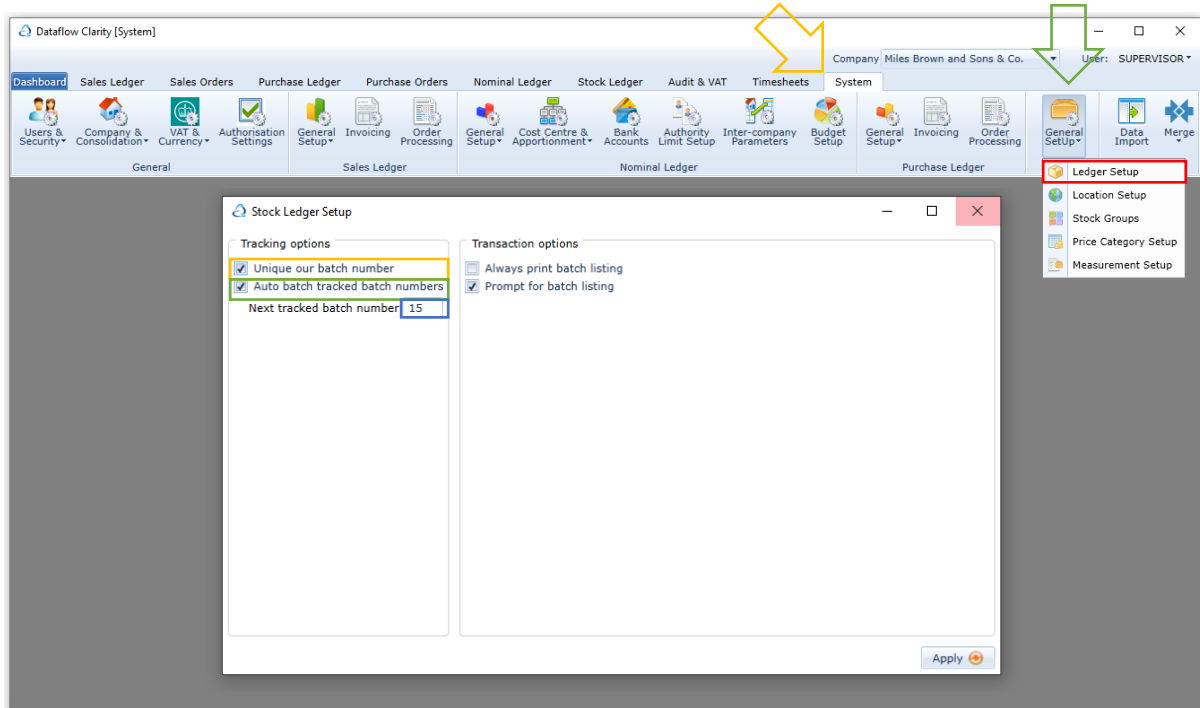
To start using the Batch Tracking facility you must first set some parameters. The first of these parameters are located within the System tab (yellow arrow below). Within the System tab click on the General Setup option within the Stock Ledger section (green arrow below) and choose the Ledger Setup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

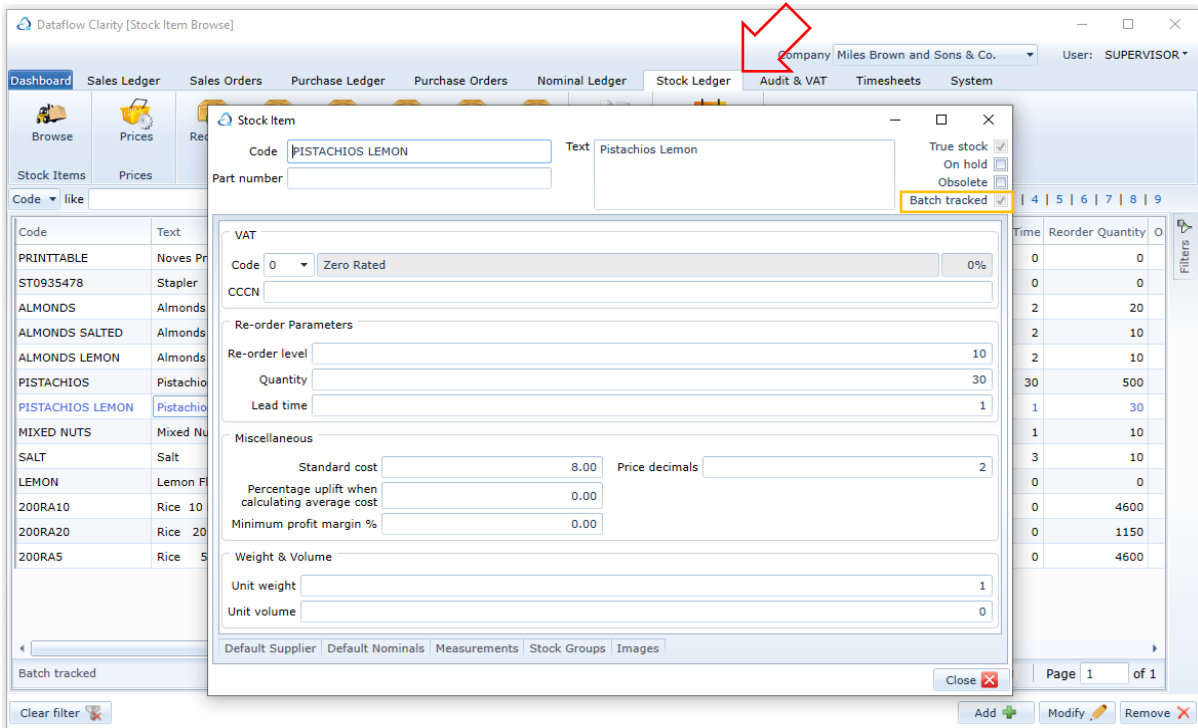
Click  to save any changes to the settings.



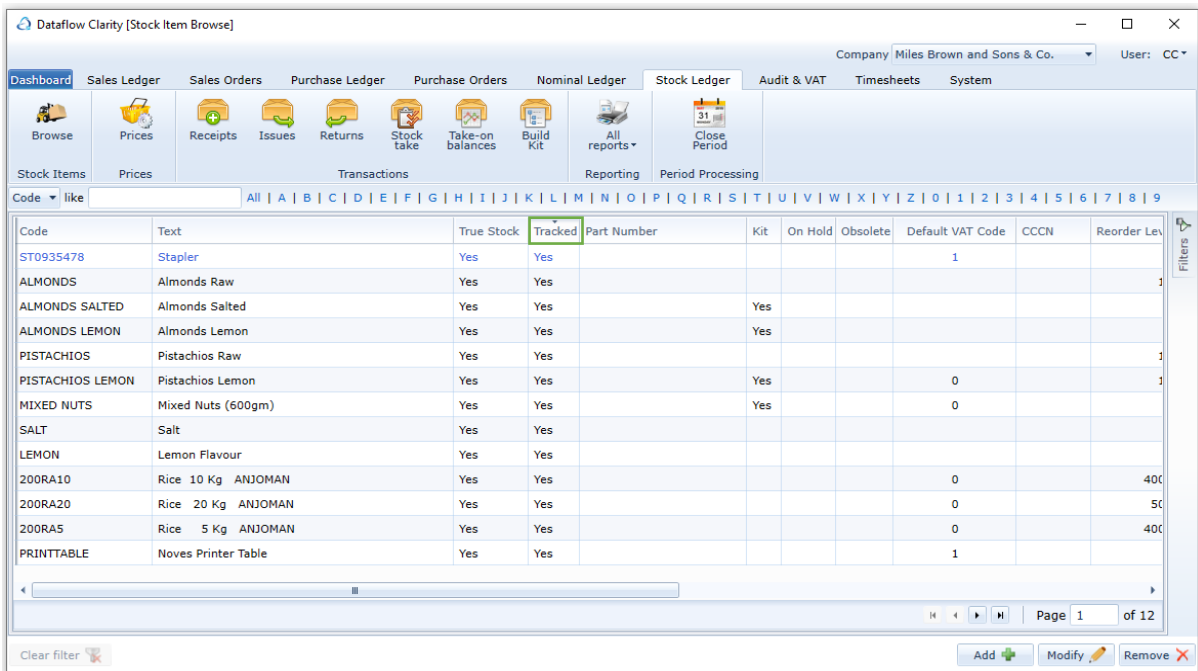
For a stock record to be batch tracked it needs to be set as batch tracked. To set an item as batch tracked navigate to the Stock ledger (red arrow below), click on  to create a new stock code and tick the *Batch tracked* parameter (highlighted below in yellow).

You can set an existing stock code as batch tracked proving that there's no pre-existing transaction history attached to that stock record.



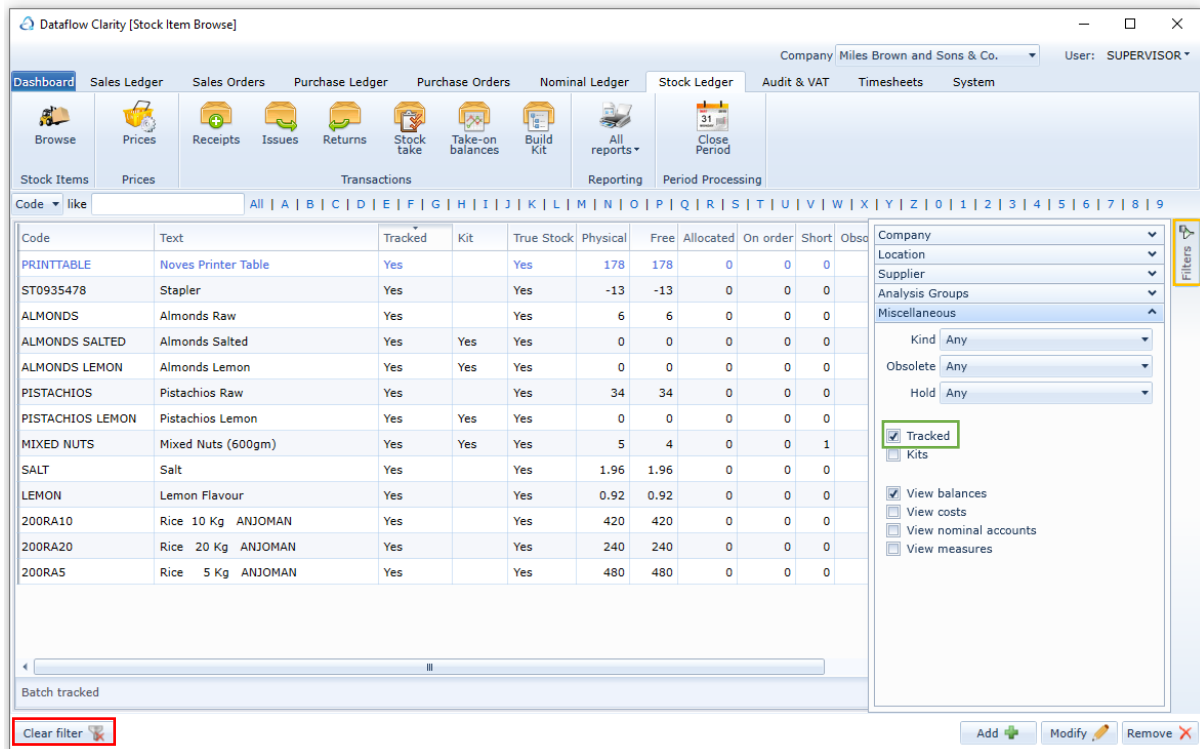


It's easy to quickly identify batch tracked stock records from the Stock Browse window using the *Tracked* column. You can sort ascending or descending by clicking on the column header (highlighted below in green).



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).

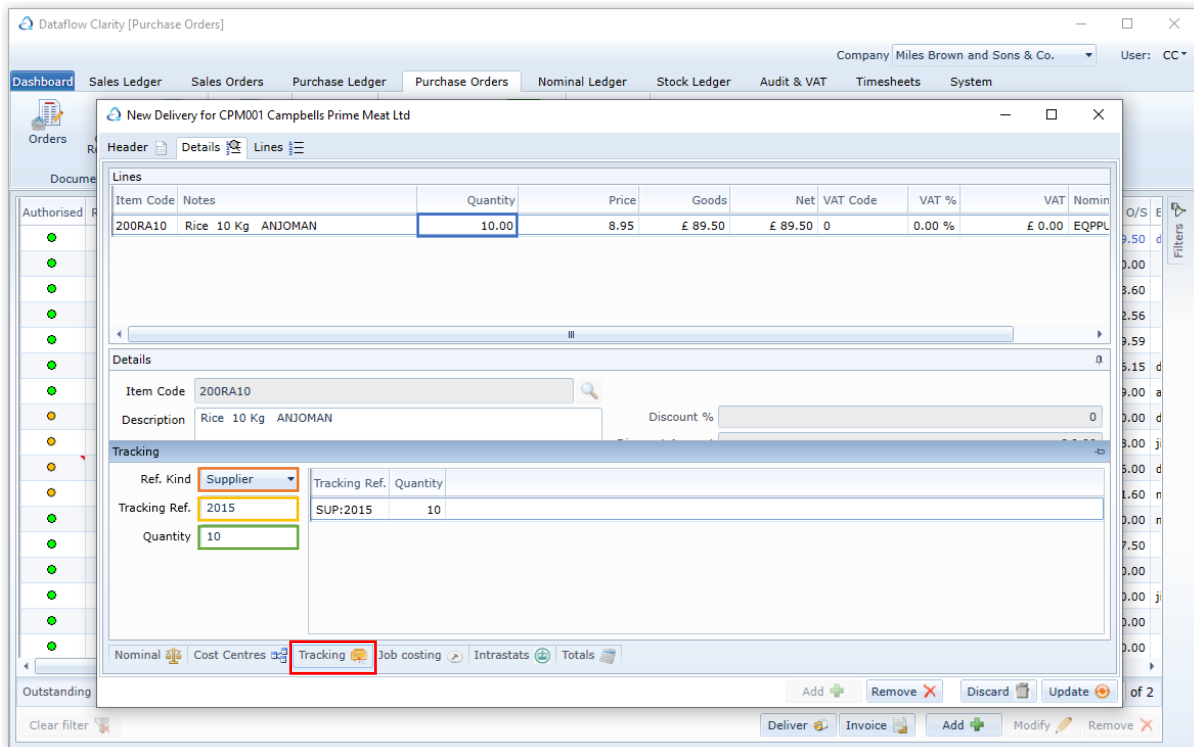
Click the *Clear filter* button to quickly disable any grid filters (highlighted below in red).



Code	Text	Tracked	Kit	True Stock	Physical	Free	Allocated	On order	Short	Obsc
PRINTTABLE	Noves Printer Table	Yes		Yes	178	178	0	0	0	
ST0935478	Stapler	Yes		Yes	-13	-13	0	0	0	
ALMONDS	Almonds Raw	Yes		Yes	6	6	0	0	0	
ALMONDS SALTED	Almonds Salted	Yes	Yes	Yes	0	0	0	0	0	
ALMONDS LEMON	Almonds Lemon	Yes	Yes	Yes	0	0	0	0	0	
PISTACHIOS	Pistachios Raw	Yes		Yes	34	34	0	0	0	
PISTACHIOS LEMON	Pistachios Lemon	Yes	Yes	Yes	0	0	0	0	0	
MIXED NUTS	Mixed Nuts (600gm)	Yes	Yes	Yes	5	4	0	0	1	
SALT	Salt	Yes		Yes	1.96	1.96	0	0	0	
LEMON	Lemon Flavour	Yes		Yes	0.92	0.92	0	0	0	
200RA10	Rice 10 Kg ANJOMAN	Yes		Yes	420	420	0	0	0	
200RA20	Rice 20 Kg ANJOMAN	Yes		Yes	240	240	0	0	0	
200RA5	Rice 5 Kg ANJOMAN	Yes		Yes	480	480	0	0	0	

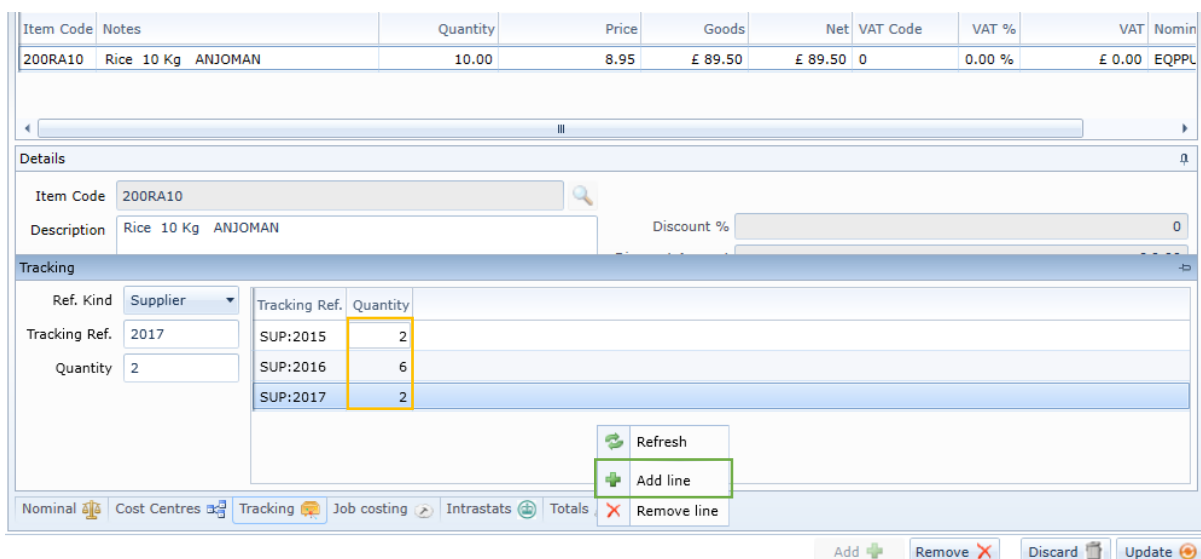
Once a Stock record has been set as Batch tracked you can start recording transactions. The example below is a Purchase Order. Once a stock record that has been set as a Batch Tracked item a *Tracking* tab will appear (highlighted below in red). Use this tab to enter the *Tracking Ref.* (highlighted 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.

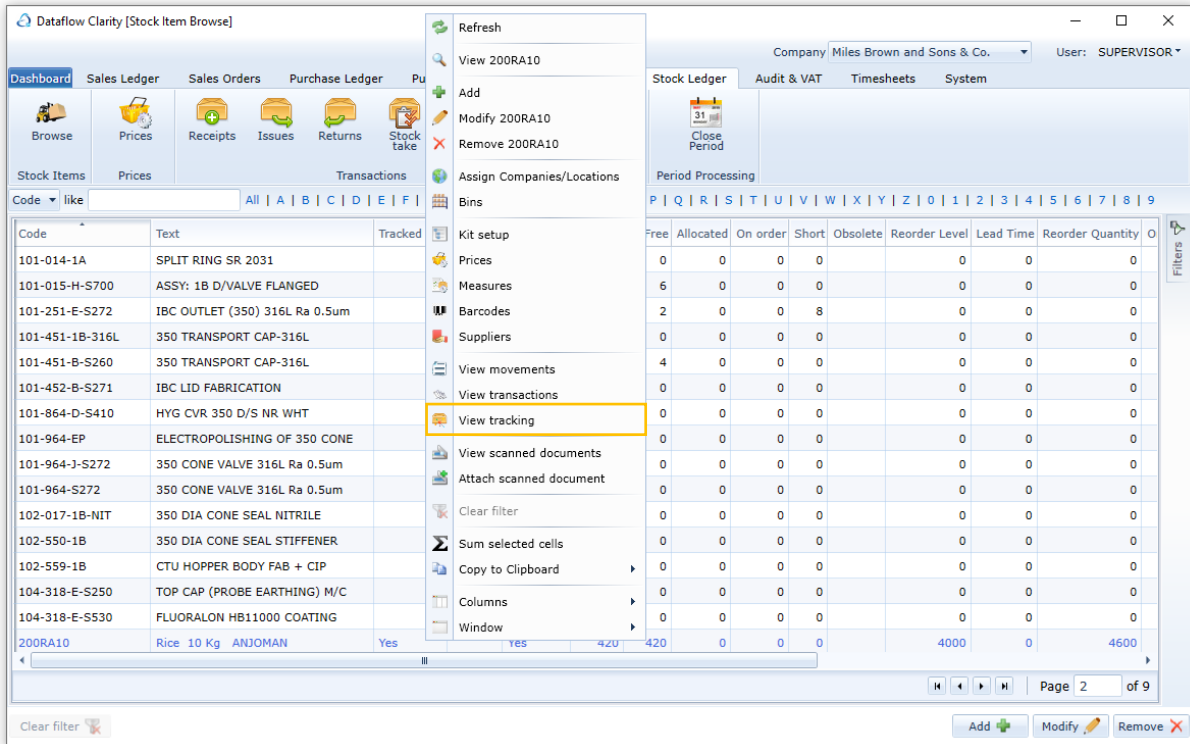


If required you can enter multiple tracking references for a single transaction line. For example: in the example above the quantity of 10 has a single tracking reference (SUP:2015). In the example below I have split the quantity of 10 over three tracking references (highlighted below in yellow). To 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.



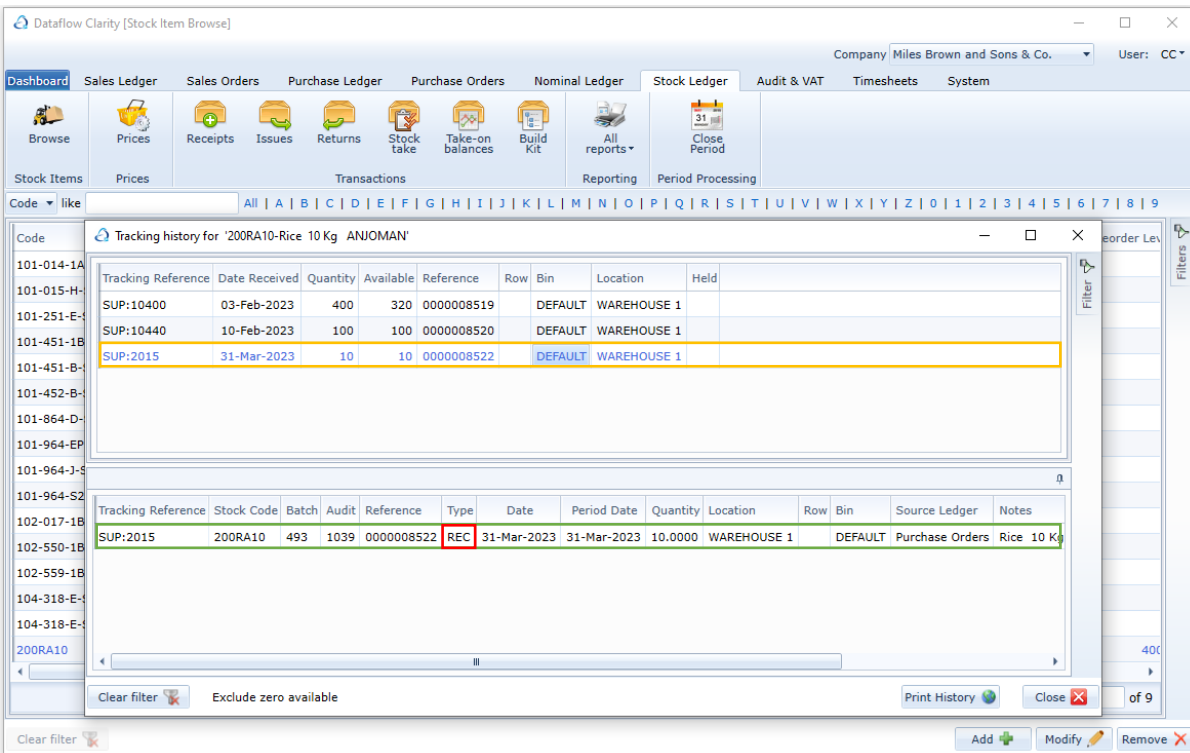
Once tracking information exists for a stock record you can view the tracking information via the *Stock Browse* window. Right click on the chosen stock record and chose *View tracking* (highlighted below in yellow).



The screenshot shows the 'Dataflow Clarity [Stock Item Browse]' window. A context menu is open over the stock record '200RA10 Rice 10 Kg ANJOMAN'. The 'View tracking' option is highlighted in yellow. The background shows a grid of stock items and a 'Stock Ledger' table.

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).



The screenshot shows the 'Tracking history for 200RA10-Rice 10 Kg ANJOMAN' window. It displays two tables. The top table shows tracking references, with 'SUP:2015' highlighted in yellow. The bottom table shows movement details, with a row for 'SUP:2015' highlighted in green and the 'REC' type highlighted 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		

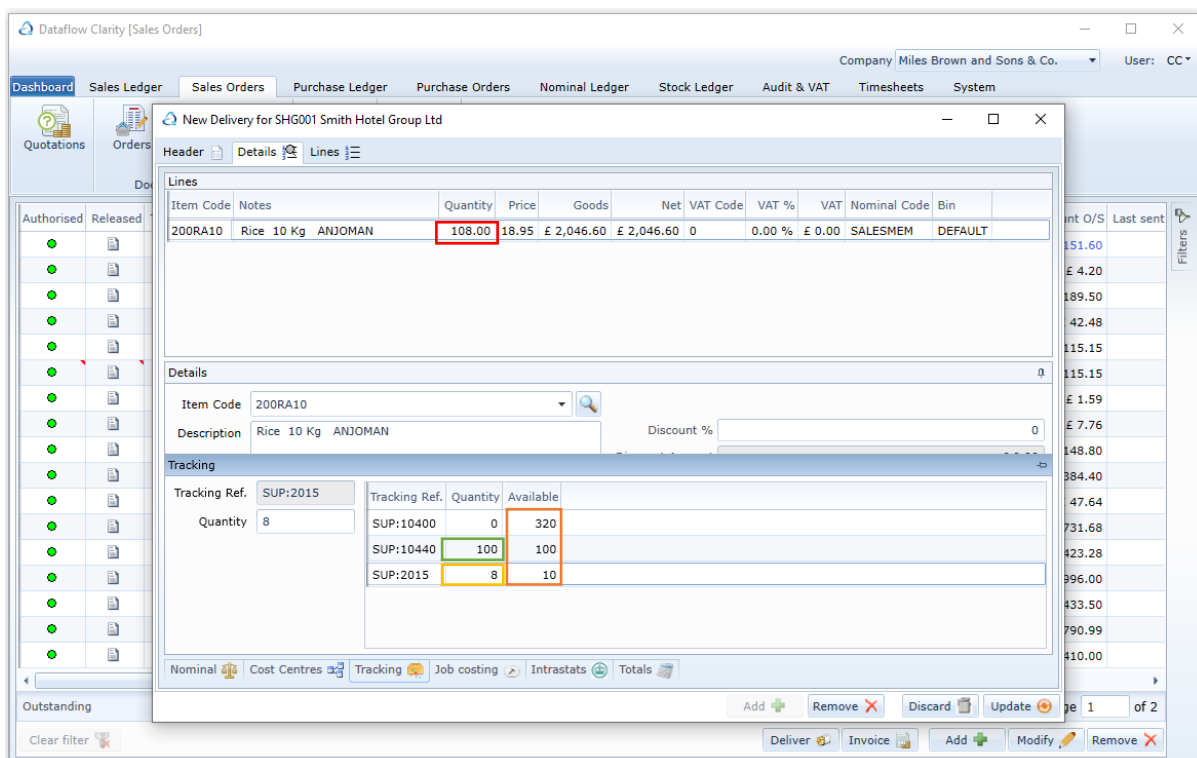
  

Tracking Reference	Stock Code	Batch	Audit	Reference	Type	Date	Period Date	Quantity	Location	Row	Bin	Source Ledger	Notes
SUP:2015	200RA10	493	1039	0000008522	REC	31-Mar-2023	31-Mar-2023	10.0000	WAREHOUSE 1	DEFAULT	Purchase Orders	Rice 10 Kg	

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.

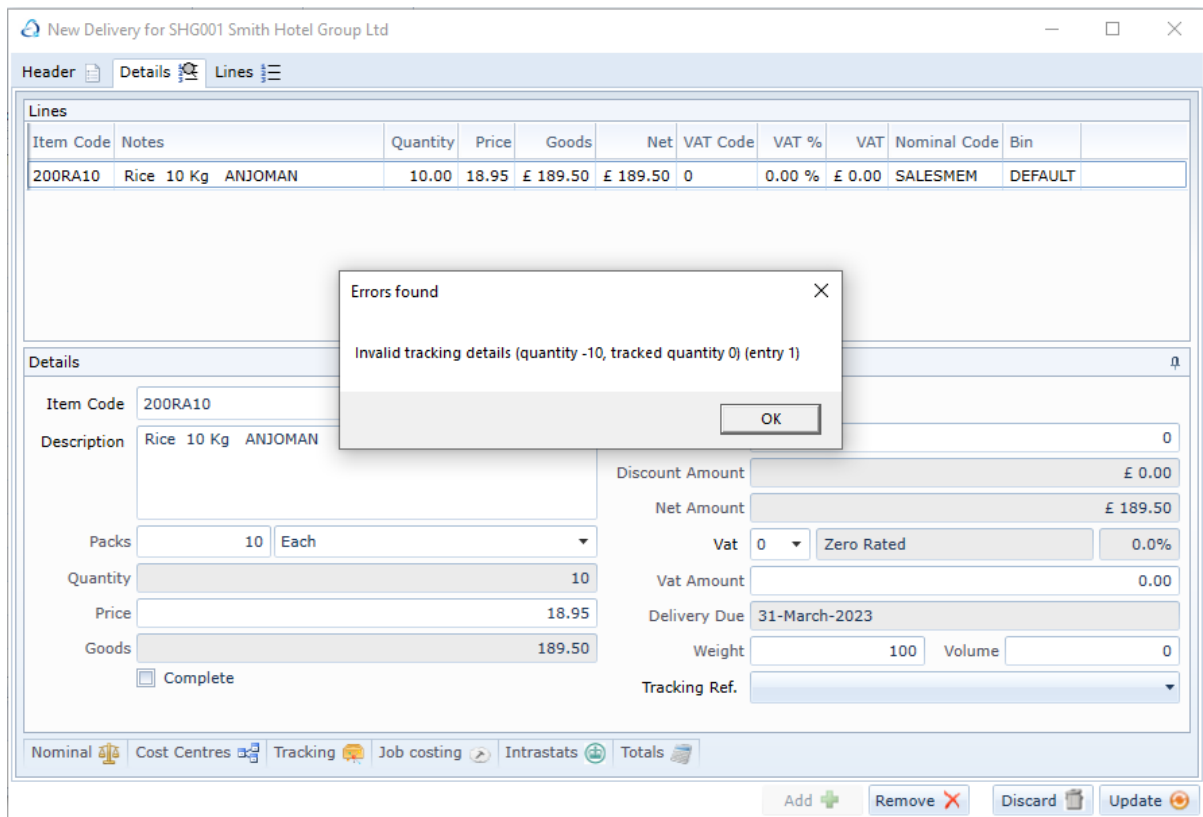
The order quantity was 108 (highlighted below in red). My previous Purchase Order Receipt for 200RA10-Rice was only for a quantity of 10 (SUP:2015) so I'll need make up the difference by using quantities associated with another tracking reference.

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.

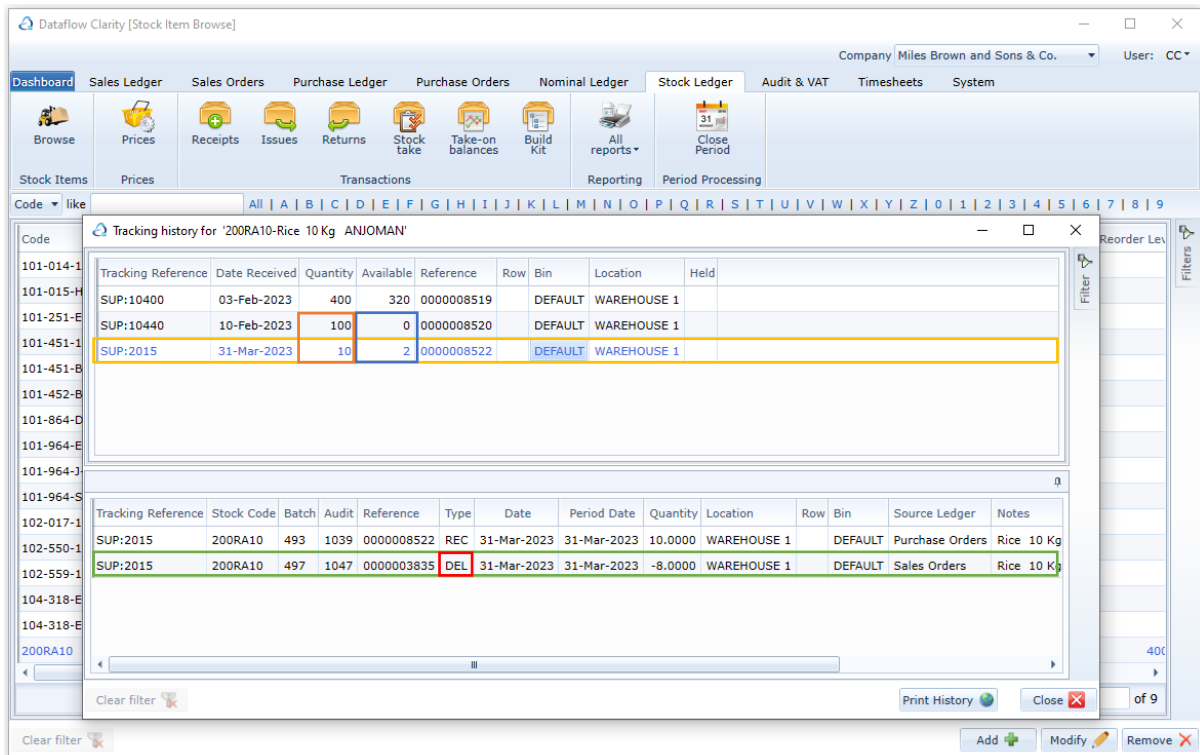
Should for any reason Clarity calculate an imbalance between the attempted delivery quantity and the relating tracking information a message will be displayed. Example below:



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.

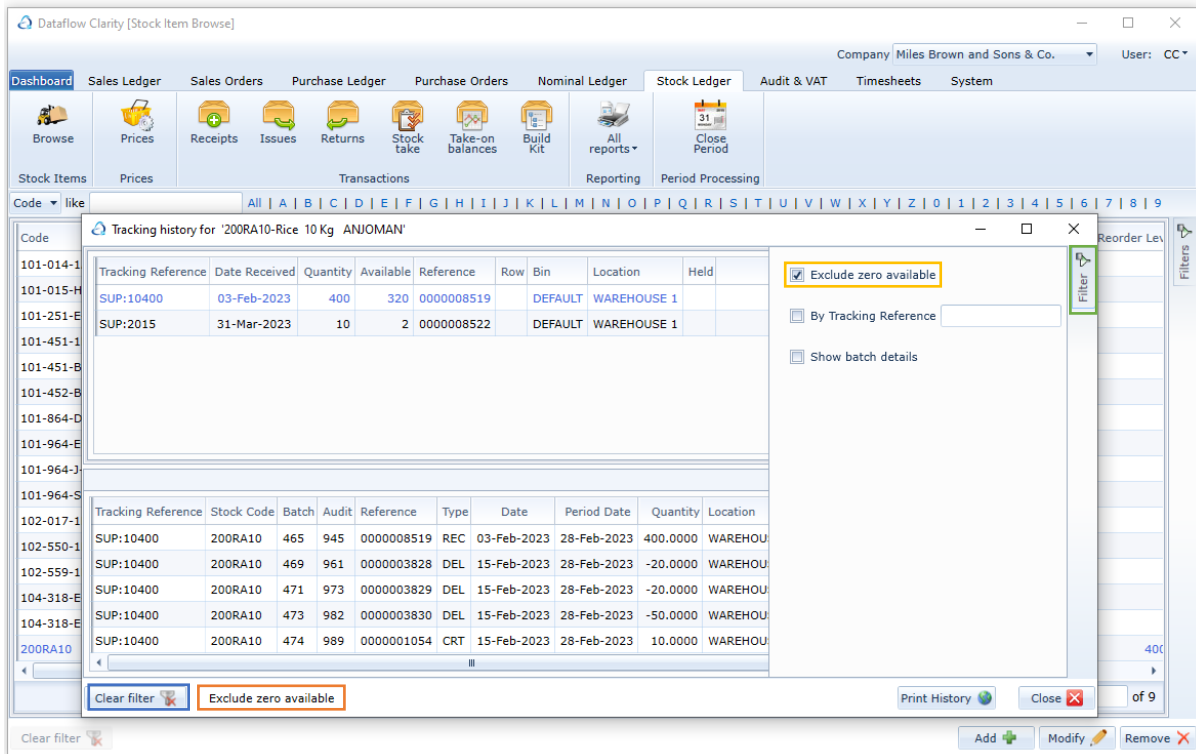
You can also see that the available quantities (highlighted below in blue) for tracking references SUP:2015 and SUP:10440 have been reduced by the quantity sold by my Sales order delivery. You can also see that there are now only 2 remaining available from my original 10 from batch SUP:2015 and batch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



Tracking history for '200RA10-Rice 10 Kg ANJOMAN'

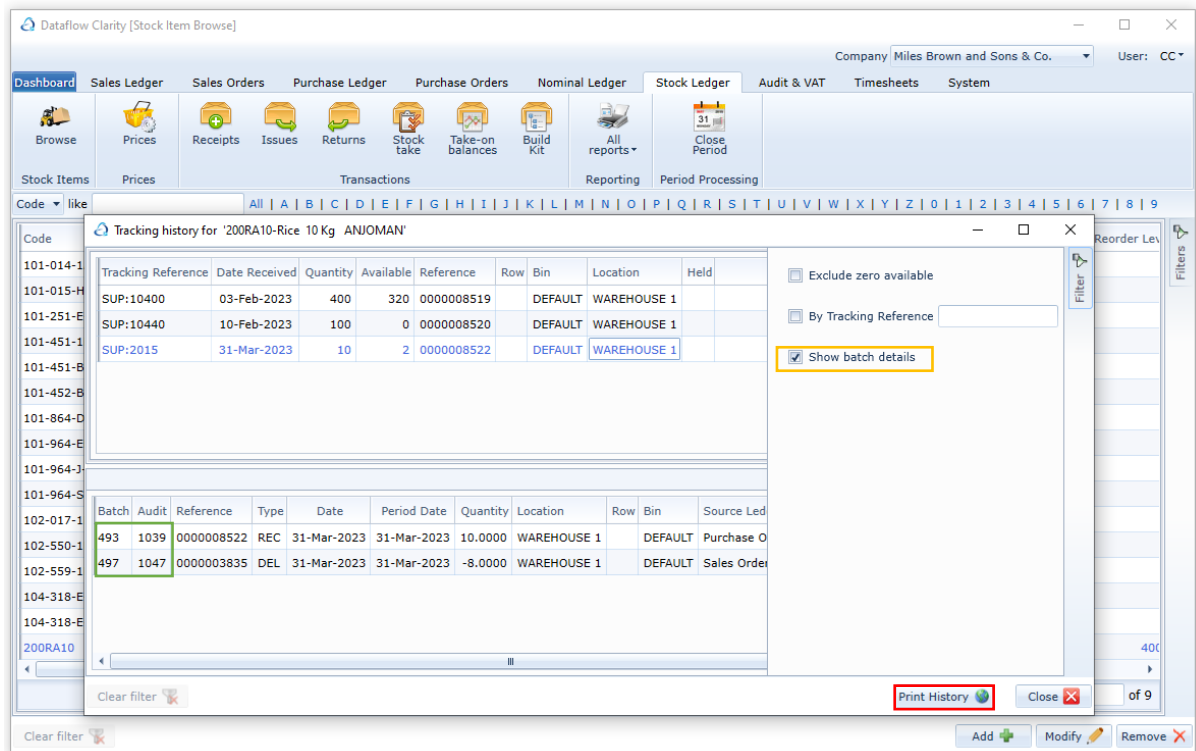
Tracking Reference	Date Received	Quantity	Available	Reference	Row	Bin	Location	Held
SUP:10400	03-Feb-2023	400	320	0000008519	DEFAULT	WAREHOUSE 1		
SUP:2015	31-Mar-2023	10	2	0000008522	DEFAULT	WAREHOUSE 1		

Tracking Reference	Stock Code	Batch	Audit	Reference	Type	Date	Period Date	Quantity	Location
SUP:10400	200RA10	465	945	0000008519	REC	03-Feb-2023	28-Feb-2023	400.0000	WAREHO
SUP:10400	200RA10	469	961	0000003828	DEL	15-Feb-2023	28-Feb-2023	-20.0000	WAREHO
SUP:10400	200RA10	471	973	0000003829	DEL	15-Feb-2023	28-Feb-2023	-20.0000	WAREHO
SUP:10400	200RA10	473	982	0000003830	DEL	15-Feb-2023	28-Feb-2023	-50.0000	WAREHO
SUP:10400	200RA10	474	989	0000001054	CRT	15-Feb-2023	28-Feb-2023	10.0000	WAREHO

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).



Tracking history for '200RA10-Rice 10 Kg ANJOMAN'

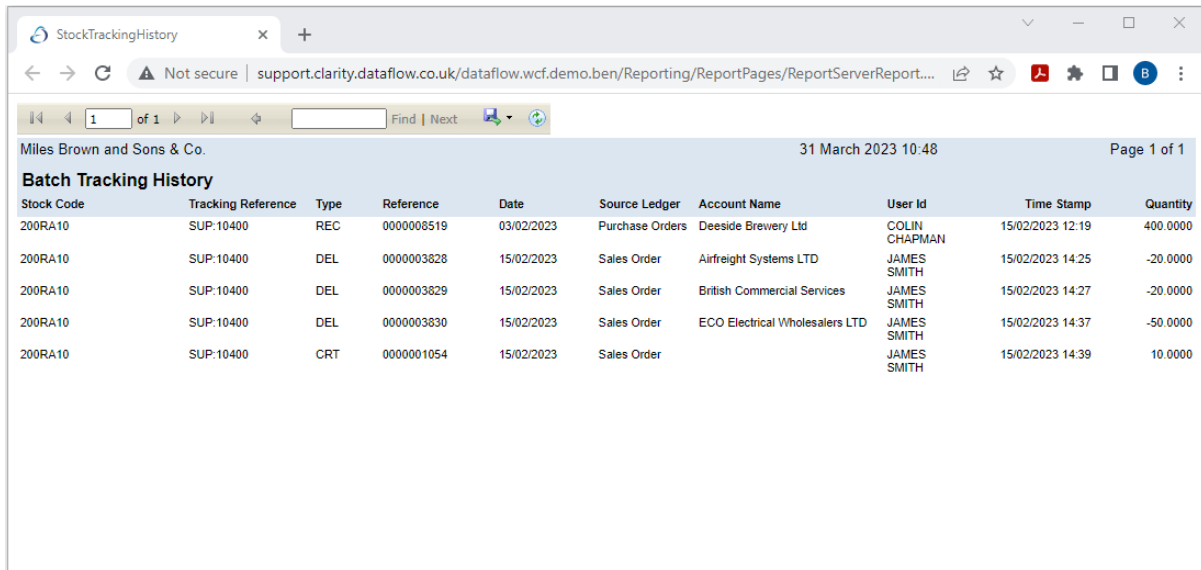
Tracking Reference	Date Received	Quantity	Available	Reference	Row	Bin	Location	Held
SUP:10400	03-Feb-2023	400	320	0000008519	DEFAULT	WAREHOUSE 1		
SUP:10440	10-Feb-2023	100	0	0000008520	DEFAULT	WAREHOUSE 1		
SUP:2015	31-Mar-2023	10	2	0000008522	DEFAULT	WAREHOUSE 1		

Batch	Audit	Reference	Type	Date	Period Date	Quantity	Location	Row	Bin	Source Led
493	1039	0000008522	REC	31-Mar-2023	31-Mar-2023	10.0000	WAREHOUSE 1	DEFAULT		Purchase O
497	1047	0000003835	DEL	31-Mar-2023	31-Mar-2023	-8.0000	WAREHOUSE 1	DEFAULT		Sales Order



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](#)