Viewpoint
Jobpac Connect™

Stock Control Module
Module Guide
Version: 1.0

Document Control Table

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Change History

Version	Date	Author	Description of Changes
1.0	31/01/2022	DMB	Initial Release

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Stock Control Module

Introduction

This user guide provides instructions on using the Stock Control module to manage Stock Items that are held as Stock in a store or at a project site.

Purpose

This guide is intended to provide instructions on how to complete the following transactions in the Stock Control module:

- Setup of store parameters, warehouses, locations and classifications
- Adding and Amending Stock Items
- Raising purchase orders for Items of Stock
- Receiving Stock Items (Delivery dockets)
- Issue Stock Items to specific jobs or GL accounts
- Returning Stock Items specific jobs
- Transferring Stock Items between stores
- Stock Adjustment for Qty and/or Value
- Sale of Stock Items through accounts receivable
- Preparing Consignment Notes for groups of Stock Items
- Stocktake
- End of Month Processes

This guide also covers the reporting and enquiry functionality. This includes reporting on:

- Stock Transactions Reporting
- Outstanding orders for Stock and Stock to Order
- Consignment Notes
- Stock Enquiry

Configuring the Stock Control Module

Defining Stock Control System Parameters

Use this procedure to setup the control parameters for the stores module. Typically, this would only be done once for a Workid.

Parameter Name	Description
STOCK	Default Stock Control Account. This holds the current value of Stock Items. A different Stock control account can be setup for each classification.
STKAP	Stock Control accounting period. Would generally be set to same as GL Period
STKLOC	Default Stock Location (Mandatory) Usually set to STORE
DELDKT	Highly recommended this be set to Y.
	If set to Y, then Stock deliveries will update the Stock control account with value of deliveries, and credit will be posted to Stock clearing account. (Stock Deliveries not yet Invoiced)
	If set to N, and parameter STKCLA does not exist, then Stock deliveries will not update Stock on hand, and posted invoice value will be used to update Stock on hand account.
STKCLA	Stock clearing account. The credit for delivered Stock is posted to this account. It is cleared by posting invoices for the delivered Stock
BATSTK	Starting GL Batch no for Stock transactions. Must commence with I. Generally set to I0001 to start.
STSTGL	Default Stock-take Adjustments account. Any adjustments to Stock made via a Stock-take will update the Stock control account and the other side of this entry is this account.
STKUCS	If position 1 on this parameter is set to W, then Stock unit cost is maintained at warehouse level. Unit Stock Cost = Stock Value / Stock Count.
STCOGS	Default Cost of Goods sold account. If a Stock Item is sold, the revenue goes to the revenue account used in the AR invoice, the reverse to the Debtors control account, the Stock Control account is reduced by the value of the Stock and the other side of this entry is to the Cost of Goods sold Account.
POFRFL	Enable Freight on Stock Related PO Items. If This is set to Y, an option will appear in PO Maintenance that allows a user to select a PO Item as a Freight item. This item will have zero value within the PO, but is available to match a freight cost to within e-Invoice matching.
CONNOT	Use Userid of Entered by or the name of the person ordering the Stock Items in Consignment Note entry screen.
CONNUM	Auto generate next consignment note number. This holds the number of the last Consignment note.
STKWNB	Allow negative Stock quantities in Warehouses. Recommended this be set to Y.
PRDSTK	Set to Y if Product Codes are to be linked to Stock Codes via Stock Maintenance.

Setup Store Parameters

Stock Control Module

This is a mandatory component of setting up Stock in a Workid.

Select **Stores Control>Stores Control>Set up Store Parameters.**

Field Name	Description
Number of Warehouses	Enter the number of warehouse that will be used in this implementation.
Inventory Class	A fixed list of up to 10 inventory classes for use in reporting and allocation of different Stock Control and other Accounts.
Inventory Class Description	Enter a user defined description for the type of inventory class.
GL Inventory Account (BS)	Nominate a balance sheet GL Stock Control Account for the inventory class. This account is used by transaction processing as the balancing entry to expensed transactions. The default entry on the last line of this field is the default Stock Control Account nominated in parameter STOCK.
GL COGS (P&L)	Nominate a profit and loss account for cost of goods sold. This account is the offset to the Stock Control Account when a Stock Item is sold through accounts receivable.
Stocktake Adj (P&L)	Nominate a profit and loss account for adjustments posted as a result of Stocktake.
Delivery Docket Charge Fields	You may elect to use these two user definable fields to capture additional cost information at the time of delivery docket entry. Enter a text description or leave blank if not used. (Client specific, not used)
WIP GL Account	Nominated WIP GL Account for accruing consignment note value prior to consignment note completion.
Inventory Class for Metre Calculation	Inventory Class nominated for lineal metre calculation in Consignment Note. (Client Specific, not used)

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Adding a warehouse

Any number of Warehouses can be established for a Stock Implementation. All transactions processed will require the entry of a Warehouse Number. At least one warehouse must be established.

To add a new warehouse

Select **Stores Control>Stores Control>Set up Store Parameters.**

Select the **Maintain Warehouses** option from the **Action Button** menu.

Adding a Warehouse Location

Each warehouse must have at least one location

To add a new location:

Select **Stores Control>Stores Control>Set up Store Parameters.**

Select the **Maintain Whse Locns** option from the **Action Button** menu. See screen above.

Select the **Add New Location** option from the **Action Button** menu. Your cursor is now positioned in the *Location* screen table.

Type in an alpha numeric Code for your location and a Location name.

Adding a Stock classification

Use this procedure to create Stock classifications. A Stock classification is an optional two level hierarchical reporting structure which allows categorization of Stock records for use in search, enquiry and reporting. These classifications are not used to determine GL accounts in transactions.

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The Stock classification Code is the highest level of a two level classification.

Select **Stores Control>Stores Control>Set Classifications.**

Select the **Add Classification** option from the **Action Button** menu. Your cursor is now positioned in the **Classification** screen table.

Type in an alpha numeric Code for your classification and a description. This is the top level classification Code that may contain further sub-classifications.

Stores Control Classification Maintenance		ACTIONS	OK	BACK

Hide	Apply			

From	Contains
To	

Classification	Description	
C01	Door	
C02	Lockers	
C03	Tread Plate	
C04	Lock	
C05	Latch	
C06	Insert	
C07	Mesh	
C08	Fixing	

Create a sub-classification

Right click on the required Classification Code to view a selection menu containing the following options:

Select the **Add Sub-Classification** option from the **Action Button** menu. Your cursor is now positioned in the **Sub-Class** screen table.

Stores Control Classification Maintenance		ACTIONS	OK	BACK

Classification   C01   Door

Hide	Apply			

From	Contains
To	

Sub-class	Description	
S01	Double up to 1m	
S02	Double up to 1.25m	
S03	Double up to 1.5m	
S04	Double up to 1.75m	
S05	Double up to 2m	

Maintaining Stock Records and Locations

Use this procedure to add or modify Stock Records

From the Jobpac Main Menu, select **Stores Control>Stores Control>Stock Maintenance**.

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Stores Control Master File Maintenance	ACTIONS	OK	BACK

Stock Code [🔍]

To create a new Stock Item, just type in the new Stock Code number in the **Stock Code** field and click **OK.** This will display all fields for entry.

OR

Use the lookup of existing Stock Code values to locate the relevant Stock Code. Use Right mouse button option to select the Stock Code.

If you are changing and existing Stock Item, Click on the **Modify** option in the **Action Button** menu to unlock the fields for editing.

Stock Code Maintenance	ACTIONS	OK	BACK

Stock Code   CCC011

Description   White - Australian Doors

Unit Of Measure   LM   Weight   [   ] (in kgs)
Inventory Class   3 [🔍] Steel/Wood
Classification   C14   S75 [🔍] Coil - White - Australian Doors

Min On Hand Qty
Max On Hand Qty
Re-Order Qty
Economic Order Qty
Lead Time (days)

Billing Price   14.53
☐ Billing Only

Preferred Supplier   [🔍]
Supplier Part No.   [   ]

☐ Use Lot/Batch Tracking
Inactive Status   ○ Inactive ● Active
Default Activity Code   [🔍]

Field Name	Description
Description	Type in a description of the Item. This can be up to 70 characters. Mandatory
Warehouse	This is only available if a new Stock Item is being created.
Unit of Measure	Type in the unit of measure in which the Items are issued. Mandatory
Inventory Class	Type in the relevant Inventory Class number and click *OK*. Note that a description of the class displays automatically beside the field. Mandatory.

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Field Name	Description
Classification	Enter in a valid classification Code and sub-classification or leave blank.
	If you do not know the classification Code click on the lookup symbol at the end of the field to access a list box. Scroll through the table and double click on the required classification.
Min on Hand Qty	Type in a number that represents the suggested minimum quantity of an Item to keep in Stock. This value is referred to in enquiries, reports and suggested re-order processing. Optional.
Max on Hand Qty	Type in a number that represents the suggested maximum quantity of an Item to keep in Stock. This value is referred to in enquiries, reports and suggested re-order processing. Optional.
Re-order Qty	Type in a number that represents the amount of Stock held at which point a new purchase order should be raised to replenish Stock. This takes into account lead times for ordering and should usually be a higher value than the minimum quantity on hand. Optional.
Economic Order Qty	Type in a number that represents the size of the order to gain maximum efficiency and optimum Stock levels, while maintaining the lowest possible cost. Optional.
Lead Time (days)	Type in a number that represents the estimated amount of time (in days) between placing an order and receipt of goods. Optional.
Billing Price	Type in the billing rate for this Item. This is the price used when selling a Stock Item. If Stock is not sold, then set this to the unit cost rate for the Stock Item. Optional.
Billing Only	Tick this option if the Stock Code is not a Stock Item with inventory, and is only used for the purposes of billing.
Preferred Supplier	Type in the name of the preferred supplier. Optional
	If you do not know the preferred supplier click on the lookup at the end of the field to access a table of pre-loaded suppliers. Scroll through the table and double click on the required supplier...
Supplier Part Number	Part number from supplier if known
Use Lot/Batch Tracking	Tracking Delivery Lots or batches is available in the system. If this is ticked, then a Lot/Batch number will be required when your record a delivery of stock, and each time you perform a stock transaction.
Active/Inactive	This is for information only, and does not restrict the use of the Stock Item.
Default Activity Code	If Resource/Activity Codes is turned on for this company, then a default activity code must be established. This will be the default Activity code used whenever a Stock Item is issued to a job.

Click *OK* to save your data.

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Maintaining Stock Warehouse Details

Stock can be maintained in more than one warehouse, so that Stock can be held and managed at this level. Stock warehouse provides the second level of inventory keeping and is sub-ordinate to the Stock master file record.

Complete the following steps in order to maintain warehouse level details for a Stock Item. Go to **Stock Maintenance**, and select the desired Stock Item.

Select **Warehouse** from the **Action Button** menu of Stock Code Maintenance.

Select **Modify** from the **Action Button** menu to unlock the fields for editing**.**

The fields for Warehouse 1 can then be changed as shown below

OR

Select *Add* from the *Action Button* menu to create a new warehouse record.

Tab through the fields and complete as required:

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Field Name	Description	Type
Warehouse No	Enter a valid warehouse number to create a new warehouse Stock keeping record for the Stock Code. Note that the number of warehouses able to be created for a Stock Code is restricted to the value contained in the Number of Warehouses in the Stock Control Parameter Maintenance. Mandatory.	E
Default Location	Enter a valid Stock keeping location to use as the default for this warehouse and Stock Code. The default Code will be used to automatically create a Stock location record for this warehouse and is also used by delivery docket entry and other transaction processes when a location Code is not specified for Stock deliveries. If you do not know the location Code click on the lookup symbol at the end of the field to access a list of location Codes. Scroll through the table and double click on the required location Code. Mandatory.	E
Min On Hand Qty	Type in a number that represents the suggested minimum quantity of an Item to keep in Stock. This value is referred to in enquiries, reports and suggested re-order processing and is specific to this warehouse. The default values are populated with values from the Stock master record if not entered. Optional.	E
Max on Hand Qty	Type in a number that represents the suggested maximum quantity of an Item to keep in Stock. This value is referred to in enquiries, reports and suggested re-order processing and is specific to this warehouse. The default values are populated with values from the Stock master record if not entered. Optional	E
Re-order Qty	Type in a number that represents the amount of Stock held at which point a new purchase order should be raised to replenish Stock. This takes into account lead times for ordering and should usually be a higher value than the minimum quantity on hand. This value is specific to this warehouse. The default values are populated with values from the Stock master record if not entered. Optional.	E

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Maintaining Stock Warehouse Locations

A Stock Warehouse Location defines an allowable combination of Stock Code, warehouse and location so that Stock can be held and managed at this level. Warehouse location provides the lowest level of inventory keeping and is sub-ordinate to the Stock warehouse combination.

Go to **Stock Maintenance**, and select the desired Stock Item and warehouse.

Select **Warehouse Locations** from the **Action Button** to maintain Stock warehouse location records.

Type in a location number in the screen table to define a new warehouse location.

Maintaining Preferred Suppliers

If more than one supplier exists for a Stock Code, or a list of supplier part numbers is required to be maintained, then a table is provided to allow maintenance of a list of suppliers ranked in order of preference.

Go to **Stock Maintenance**, and select the desired Stock Item.

Select **Preferred Suppliers** from the **Action Button to** maintain preferred suppliers.

Enter Preferred Supplier Details

Field Name	Description	Type
Seq	Enter a sequence number to position the supplier in preferred list order. This may be changed at any stage so that re-organization of existing supplier's preference can be achieved.	E
Supplier	Enter a valid supplier Code. This must exist in the list of creditors for the WKID.	E
Supplier Part Number	Type in a value by which the supplier identifies this Stock Item. If entered this will be printed on any purchase orders raised for the Stock Item and supplier. Optional.	E

To delete a preferred supplier record, right click on the relevant Supplier and select delete.

Maintaining Product/Stock Code Link

Maintain Product/Stock Code Link allows a relationship to be defined between Product Codes in the PVRS and the Stock Code in the Stores Module. This relationship is used to allow selection of Product Codes in Purchase Order maintenance without a entering a Stock Code. The Product Description, Price, and Stock Code will be automatically populated in the PO Item screen. Configured by parameter PRDSTK.

Go to **Stock Maintenance**, and select the desired Stock Item.

Select **Product Code** from the **Action Button** to maintain product Code link.

Enter a valid product Code in the Product Code field or use **Prompt** lookup to present a list of product Codes. Note that the initial list is restricted to the Stock Code selected on the previous screen. Select OK to link this code to the current Stock code.

Product Code	Description	Stock Code	Description	
ACP	Acoustic Pads - Regupole 3mm-4	ACP	Acoustic Pads - Regupole 3mm-4	

There is an upload of this link available in the PRVS module.

Processing Stock Transactions

The Process Transaction component within the Procurement module is the central point for controlling the movement Stock inwards and outwards, between warehouses and locations and also provides the ability to create balance adjustments to Stock levels. These 'Transactions' include:

- Transferring Items of Stock between warehouses within the same Work ID
- Transferring Items of Stock between warehouses and from one Work ID to another Work ID
- Creating Consignment Notes to accompany a Stock issue
- Adjust Stock balances to reflect loss, breakage and (optionally) the results of Stock-takes
- issuing Stock Items to and from project sites
- Creation of Delivery Dockets to record the arrival of Stock Items at a warehouse.

Transferring Stock

Complete the following steps in order to transfer Stock:

Select **Stores Control>Stores Control>Process Transactions.**

An internal list of menu options displays.

Select **Stock Transfer**.

Field Name	Description
Stock Code	Type in the Stock Code of the Item to be transferred.
	If you do not know the Stock Code, use the lookup to select the Stock Code. This action also automatically populates the **Description** field.
Lot/Batch Number	If Lot/Batch tracking is turned on for this Stock Item, then a Lot/Batch number must be entered. This lot number must be one previously recorded against a stock delivery.
TO Work id Number	Type in the Work ID Number to which the Item is being transferred. The Stock Item, warehouse and location must exist in the TO Workid.
Warehouse Number	Type in or lookup the issuing warehouse number.
TO Warehouse Number	Type in or lookup the receiving warehouse number.
Warehouse Location	Type in or lookup the issuing warehouse location Code.
TO Warehouse Location	Type in or lookup the receiving warehouse location Code.
Transaction Date	This field defaults to today's date. It can be changed to past or future dates by clicking on the Calendar icon next to the field and selecting the required date. The date must fall within the current or next Stock accounting period.
Reference Number	Type in an optional reference number that will retained with the transaction and displayed in reports and enquiries
Quantity	Type in the quantity to be transferred. Mandatory.
Transaction Value	**It is recommended this be left blank**. If this value is not entered, it will be populated with the quantity multiplied by average unit cost (Item or warehouse level) – depending on the System Parameter (STKUCS). If a value is entered, then the average rate in both the issuing and receiving warehouse/location will be adjusted.
Description	Type in a description of the transaction. If left blank, the Stock description will default.

This transaction will update the Stock transaction file, and will generate a GL Stock journal. It will Debit and credit the Stock control account for the Stock Item (i.e. net zero). If the transfer is across Workids, then the intercompany accounts will form part of the journals in each of the two workids.

Adjusting Stock Records

The Stock Adjustments component within the Procurement module allows you to update Stock Records with new balances after Stock takes, breakages, loss etc.

Complete the following steps in order to adjust Stock Records:

Select **Stores Control>Stores Control>Process Transactions**.

Select the menu option **Stock Adjustment**.

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Field Name	Description
Stock Code / Warehouse Number / Warehouse Location	Type in the Code for the Stock balance that must be adjusted, or use the lookup to find the Stock Item. This will populate the Warehouse No and Warehouse Location.
Lot/Batch Number	If Lot/Batch tracking is turned on for this Stock Item, then a Lot/Batch number must be entered. This lot number must be one previously recorded against a stock delivery.
G/L Account	Type in or lookup the G/L Account where the adjustment is to be costed. This may be the Stock adjustment account or any chosen account.
Reference Number	Type in any internal reference number.
Reason Code	Select the Reason Code appropriate to the adjustment. • Use Balance Entry for a standard Stock Item adjustment • Use Miscellaneous Receipt add additional Stock • Use Supplementary Receipt to adjust a purchase of Stock Items • Use Miscellaneous Issue to reduce Stock Items.
Quantity	Type in the quantity of the Stock to be adjusted. If this is to be zero, then enter zero.
Transaction Value	Type in the total value of the adjustment. If this is left blank, the average unit rate will be calculated using the quantity above.
Description	Type in the reason for the adjustment. If left blank it will default to the Stock description.

Issuing Stock to or from a job

Use this option to issue Stock Items to a job and return of Stock Items from a job or Asset
.

Select **Stores Control>Control>Process Transactions.**

Select the menu option **Issue to / From a Job or Fixed Asset.** The following data entry screen displays.

Field Name	Description
Stock Code / Description / Warehouse Number / Warehouse Location	Type in or lookup the Stock Code for the Stock Item being issued or received.
Lot/Batch Number	If Lot/Batch tracking is turned on for this Stock Item, then a Lot/Batch number must be entered. This lot number must be one previously recorded against a stock delivery.
Description	This will default to the Stock Item Description. It can be overridden.
Transaction Type	Click on the *Issue* or *Receipt* radio buttons. Issue will result in a reduction of Stock, and receipt (Return of Stock) an increase of Stock.
Transaction Date	This field defaults to today's date. It can be changed to past or future dates by clicking on the Calendar icon next to the field and selecting the required date. The date must fall within the current or next Stock accounting period.
Quantity	Type in the quantity of Stock Items being issued or received. This must not be zero.
Transaction Value	**It is recommended this be left blank**. If this value is not entered, it will be populated with the quantity multiplied by average unit cost (Item or warehouse level) – depending on the System Parameter (STKUCS). If a value is entered, then the average rate in both the issuing and receiving warehouse/location will be adjusted.
Job / Asset	Click on the *Job* or *Asset* radio buttons to issue to either Job Costing or a Fixed Asset

Field Name	Description
Job/Asset Workid	This will default to your current workid. Type in a different workid if the issue/Receipt is to/from a different Workid.
Job / Asset Number	Type in or select a Job No or Asset No.
Cost Code/Work Order	If issuing to a Job, type in or select a Cost Code. For an Asset, leave blank.
Cost Type	If issuing to a job, enter a valid cost type or select from the cost Code scan window option listed above. If issuing to an Asset, then the Asset Cost type must be entered.
Resource Code	If issuing to a Job that uses resource level costing, type in the Resource Code or look it up. This will only appear if the USERSC parameter is set to Y.
GL Account	This is generally left blank. The system will determine the G/L Account Code for the transaction based on the Job or Asset.
Reference Number	Type in any internal reference number.

Delivery Docket Updates

Use this menu option to enter Delivery Dockets for Stock Items on order that have been delivered. Refer to the Purchasing manual for further details. Delivery dockets for Stock purchases are processed the same way as for non-Stock purchases.

The recommended setting is for DELDKT is Y, and STKCLA GL account established. This is to hold the value of goods received not yet invoiced.

When a delivery docket is entered against a PO Item related to a Stock Code, the following occurs.

1. Quantity and Value is updated on the Stock Record
2. An audit record is written to the Stock Transaction File
3. A GL batch is prepared and posted by the system. Debit Stock Control Account for that Stock Item, and credit the GL Account for goods received not yet invoiced.

If Lot/Batch tracking is turned on for this Stock Item, then you must enter a Lot/Batch number. This can be any alphanumeric value up to 15 characters. This is used for future transactions related to this Stock Item.

When the invoice is received and matched to the delivery dockets, a GL batch is prepared and posted. Debit the GL Account for goods received not yet invoiced, and credit Trade Creditors Control Account.

If the invoice value is different to the delivered value, the difference will update the GL Account for goods received not yet invoiced, the other side will update the stock control account, and the value of the Stock Item is adjusted. (**No change in QTY**).

Maintaining Purchase Orders

Use this menu option to raise Purchase Orders for Stock Items.

When processing a new PO Item for a stock purchase, select the GL Account option

Select the Stock Item that is to be purchased, this will default the current Average Rate and the Stock Item Description. These can be overridden. This is configured by parameter POMNT Position 2.

If the parameter POFRFL is set to Y, A flag appears on a PO Item to indicate that the PO item will be for costing of delivery charges or Freight costs.

As an example, a purchase order is raised for a stock item that will have freight costs.

The first Item contains the Stock Purchase

You can see the description and Rate have defaulted from the Stock item. (L-001). Selecting OK will finish the PO Item, then select OK again to create a new PO Item for the freight.

Select the Stock Item, tick the box Freight Item. When OK selected, this will clear the Rate field.

Select OK, and the summary appears

Deliveries can be recorded against the PO Item 6.

When the Invoice is received, say for $600 for the Stock and $50 for freight, plus GST, a total of $715, it can be matched to the PO items.

When this is authorised and posted, the following GL Transactions are generated.

Initial Delivery

Stock Control Account	$600
Un-invoiced Deliveries	-$600

Posted invoice

Stock Control Account	$50
Un-invoiced Deliveries	-$50
Un-invoiced Deliveries	$650
GST	$65
Creditors	-$715

The Stock Value is increased by	$650
The Stock count is increased by	50

If Products are linked to Stock Items, then a linked Product can be selected. This will default the Product Rate, the Stock Item Code, and the Product Description. These can be overridden.

Maintaining Consignment Notes (No Longer Used)

This describes a simple consignment note that was initially in the system. It is still available for use, however it is not now recommended for use. It does not update any QTY or Financial data in the system. A new Consignment Note is now available that has much more functionality. It is described in the Section further on in this document under the Major Heading **Consignment Note**.

Stock transfers may need to be supported by a simple Consignment Note supporting the transaction. Use this procedure to create a Consignment Note.

Select **Stores Control>Stores Control>Process Transactions**.

Select **Consignment Notes** option.

Select **Add New Reference** from the **Action** button. A data entry screen displays.

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Field Name	Description
Reference	Type in a reference number.
Date	This field defaults to today's date. It can be changed to past or future dates.
Supply to	Type in the delivery destination or the name of the recipient.
Delivery Instructions	Type in any special instructions relating to the delivery, for example, times, contact names and numbers, delivery location.
Text	Type in any further notes relating to the delivery.

Using the Right Mouse Button options, select **Print Consignment Note.**

Stock Enquiry

Introduction

This is a comprehensive enquiry facility that allows you to review information related to a Stock Item. You can:

- Review Stock on hand balances at warehouse location level
- Review on order values and review suggested order quantities by using a selection to filter those Items that are under minimum order quantity or re-order quantity
- Review and filter by inventory classification
- Review and filter on last issue, last receipt and last order date
- Review Stock Item level details
- Review Stock details at warehouse level
- Download Stock balances to Excel
- Perform an on order enquiry for a given Stock Code and view order details
- Display, filter and download detailed transaction data.

Select **Stores Control>Stores Control>Stock Enquiry**. The following screen display a list of Stock Codes and associated details.

There can be multiple rows for a single Stock Item, if that Item exists in more than one Warehouse and/or Location.

Some Lines may be highlighted with colour.

Red means the On Hand Qty + On Order Qty is less than Minimum On hand Qty
Green means Notes exist for the Stock Item
Yellow means On order Qty + on hand Qty is less than Reorder Qty

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Both conditions may occur for a single Stock Item. In this case, both red and yellow colours will be shown on different tabs.

Warehouse/Location tab displays on hand value information at the Stock Warehouse Location record level

Quantity tab displays a list of On Order Quantity with maximum, minimum and re-order quantities presented at Stock Warehouse record level (No Location).

Dates tab displays a list containing classification, category and last issue, receipt and order date details at Stock Warehouse record level (No Location).

To make an enquiry on a specific Stock Item, right click on the relevant Stock Code to view a selection menu containing the following options:

Warehouse Details

Selecting the **Warehouse Details** option, displays Stock Item details at the Stock Warehouse level:

Field Name	Description
Last issue	Date, Qty, and Value of last issue to a Job or Asset for that Warehouse.
Last receipt	Date, Qty, and Value of last recorded delivery of the Stock Item for that Warehouse.
Last Order	Details of the last Purchase Order raised for this Stock Item for that Warehouse.
Current – On order Qty	This is the sum of the total ordered quantity, not yet delivered for that Warehouse.
Allocated Quantity Reserved Quantity	These are not used.
On Hand Qty	Current stock level for that Stock Item in that Warehouse
On Hand Value	Current stock value for that Stock Item in that Warehouse
On Hand Price	Stock Value/Stock Qty for that Stock Item in that Warehouse.

Stock Details

Selecting the **Stock Details** option, displays a summary of Stock Item details for all Warehouses:

Field Name	Description
Last issue	Date, Qty, and Value of last issue to a Job or Asset for that Stock Item from any Warehouse.
Last receipt	Date, Qty, and Value of last recorded delivery of the Stock Item in any Warehouse.
Last Order	Details of the last Purchase Order raised for this Stock Item for any Warehouse.
Current – On order Qty	This is the sum of the total ordered quantity, not yet delivered for that Stock Item for all Warehouses.
Allocated Quantity Reserved Quantity	These are not used.
On Hand Qty	Current stock level for that Stock Item in all Warehouses
On Hand Value	Current stock value for that Stock Item in all Warehouses
On Hand Price	Stock Value/Stock Qty for that Stock Item in all Warehouses.

On Order Enquiry

Selecting the **On Order Enquiry** option, displays the details of all outstanding Purchase Orders'

Transactions for a Stock Item

Selecting the **Transactions** option displays all transactions for that Stock Item in that Warehouse and Location. It is an audit of the current Stock Item Qty and Value.

These are listed in order of entry into the system (Not transaction date order)

Transaction Types are

1. Balance Entry
2. Supplementary Receipt
3. Miscellaneous Receipt
4. Transfer In or Transfer out
5. Job Issue Return

6. Delivery Docket
7. Job Issue
8. Miscellaneous Issue

Date	Tran. Type	WH	Location	Period	Reference	GL Account	Job	Cost Code	CT	Order/Invoice	Quantity	Amount
20/07/2005	Job Iss	1	01	JUL05	MQ3455	201813	UR0507	02.04.01	MP		350.0000-	122.50-
22/07/2005	Misc Rec	1	01	JUL05	O/BAL	201639					10,000.0000	3,565.00
5/05/2005	Job Iss	1	01	FEB06		201813	RV0001	01.0008	MS		10.0000	10.00-
4/03/2006	Sale	1	01	MAY20	Referance 1	207291				ARIDSC01X	1.0000-	0.36-

Lot Details

Selecting the *Lot Details* option, displays the Lot/Batch numbers associated with this Stock Item.

Notes

Selecting the *Notes* option, displays any notes recorded against the Stock Item at the Stock Warehouse and Location level:

Line	Text
1	5 Year Warranty
2	

Upload Stock Issues to Jobs

Issuing stock to projects can be done one at a time within the **Process Transactions** Option. There is also a facility to upload multiple stock issue to multiple jobs.

Select **Stock Control>Stock Control>Upload Stock Issue to Job**, and the following screen occurs.

Use Open Template to get the upload template. This template has detailed instructions for entering data in the column headings. Part Displayed below.

Stock - Issue to Job

Work Id	Stock Code	Lot Batch No.	Warehouse	Location	Tran Type (I/R)	Tran Date	Quantity	Amount	Description
		This is only mandatory if Lot nos. are being used. If not, leave blank	If left blank, this will default to 1	If left blank this will default to the default Location for the Workid	Mandatory I = Issue to Job (Will Reduce Stock Qty) R = Return from Job (Will increase Stock Qty)	Mandatory Date of Transaction. Must be in the Job Cost month, or a prior month	Mandatory. Must be greater than zero.	This should be left blank if Trans Type = I and System will calculate. If Trans Type = R the value to be returned should be entered	This is normally left blank. It defaults to the Stock Description. Anything entered will replace the stock description.
Mandatory 3/0 (M)	Mandatory 16 A (M)	15 A (M)	2 N	6 A	1 A (M)	YYYY-MM-DD *ISO (M)	15/4 N (M)	15/2 N	70A

Consignment Notes

Introduction

If there is a requirement to bundle together, over a period of time, a group of Stock Items for a project, then a consignment note can be used.

As Stock entries are made in the consignment note, they are costed to the job, however the cost is not applied to the job at that point of time. The costs are held in a WIP GL account until the consignment note is completed. This WIP GL account in nominated in the Setup Store Parameter Screen.

Establish a Consignment Note

Use option **Stores Control>Stores Control>Consignment Notes** this displays a list of existing consignment Notes.

A new Consignment Note can be entered using the Create Consignment Note option

Stock Control Module

Header Information

The consignment Note can be printed, so there is header information to enter.

Field Name	Description
Job	This is mandatory
Consignment Number	This field defaults to the next sequential no. It can be changed if required. This filed is managed by parameter CONNUM.
Date	Date of Consignment No.
Due Date	This is optional
Entered By	This is mandatory, and can be any userid. This field is managed by parameter CONNOT.
Comments	Any comments can be entered. Printed on Consignment Note.
Site Address	Printed on the Consignment Note.
Instructions	Any instruction for the people actually picking the stock.
Driver/Carrier	Name of Driver if known.
Rego	Registration no of transport vehicle.

Line Items Entry

There are three options for entry here.

S   Stock Item to be issued to a job

Always entered on the Product Tab

P   Plant Item to be setup for hire to the project

Always entered on the Details Tab.

T   Tools or other items (non-stock, non-plant) that maybe issued to an employee with no cost to the project.

Always entered on the Details Tab.

For the Product Tab and Entry of S (Stock) only.

Field Name	Description
T	Enter S. (P and T are entered via the Details Tab.)
WKID	Workid of Stock Item
Code	Stock Code
WH	Warehouse No
Location	Location within warehouse
Cost Code/Cost Type	Where the Stock Item cost is to be costed.
Quantity	Quantity of Stock Item
Product Width(MM)	Only used if Stock Item has an Inventory Classification that involves a lineal metre calculation. (Client Specific)
Product Length(MM)	Only used if Stock Item has an Inventory Classification that involves a lineal metre calculation. (Client Specific)

Total Lineal Metres	This is only calculated for Stock Items that have an Inventory Classification that involves a lineal metre calculation.
	Calculation is (QTY*PRODUCT LENGTH)/1000. (Client Specific)
	This is blank for Stock Items with a different Inventory Classification.
Rate	This defaults to the Average Value of the Stock Item
	Stock on Hand Value/Stock on Hand Quantity.
Amount	For Stock Items that have an Inventory Classification that involves a lineal metre calculation. Calculation is
	TOTAL LINEAL METRES * Rate
	For Stock Items that DO NOT have an Inventory Classification that involves a lineal metre calculation. Calculation is
	QTY * Rate

Click **OK** to save your data. This must be done before moving to another Tab. If any comments are to be entered, select the **Comments** Tab, and enter the comments.

For the **Product** Tab and Entry of **S** Stock only.

Field Name	Description
T	Enter S. (P and T are entered via the Details Tab.)
WKID	Workid of Stock Item
Code	Stock Code
WH	Warehouse No
Location	Location within warehouse
Cost Code/Cost Type	Where the Stock Item cost is to be costed.
Quantity	Quantity of Stock Item
Product Width(MM)	Only used if Stock Item has an Inventory Classification that involves a lineal metre calculation. (Client Specific)
Product Length(MM)	Only used if Stock Item has an Inventory Classification that involves a lineal metre calculation. (Client Specific)
Total Lineal Metres	This is only calculated for Stock Items that have an Inventory Classification that involves a lineal metre calculation.
	Calculation is (QTY*PRODUCT LENGTH)/1000. (Client Specific)
	This is blank for Stock Items with a different Inventory Classification.
Rate	This defaults to the Average Value of the Stock Item
	Stock on Hand Value/Stock on Hand Quantity.
Amount	For Stock Items that have an Inventory Classification that involves a lineal metre calculation. Calculation is
	TOTAL LINEAL METRES * Rate
	For Stock Items that DO NOT have an Inventory Classification that involves a lineal metre calculation. Calculation is
	QTY * Rate

Click *OK* to save your data. This must be done before moving to another Tab. If any comments are to be entered, select the **Comments** Tab, and enter the comments.

For the Details Tab and Entry of P (Plant) or T (Tools) only.

These options are rarely used.

	DETAILS	PRODUCT	COMMENTS										
T	WKID	CODE	WH	LOCATION	DESCRIPTION	QUANTITY	RETURN	COST CODE	CT	RESOURCE CODE	RATE	AMOUNT	
T	910	DAVPHI0			Philip D	1.0000							
T	910	SHEMAL0			Malcolm	5.0000							
P	910	A10018			STILLAGE	1.0000	15/11/2019	116	LB		1,000.0000	1,000.00	

Field Name	Description
T	Enter P or T
WKID	If P, then Workid of Plant Item If T, then Workid of Employee
Code	For P, Asset Number. For T, Employee Number
WH	Blank
Location	Blank
Description	Defaults to Asset Description or Employee name
Quantity	Generally 1
Return	For P, this date is required and will be the Budget Return date for the Plant Hire. For T, leave blank.
Cost Code/Cost Type	For P, this is where plant item will be costed on the job. For T, leave blank
Resource Code	For P, If the project is using Resource Codes, enter the Resource code applicable. For T, leave blank
Rate	For P, This will default from the Asset system, and will be the Billing Rate for that Plant Item. For T, it is not used
Amount	This is not used for either P or T.

Click *OK* to save your data. This must be done before moving to another Tab. If any comments are to be entered, select the **Comments** Tab, and enter the comments.

Completing a Consignment Note

When all entries have been completed, and the stock can be picked to deliver to the project, the Consignment Note must be completed. When it is completed, the Stock values will be cleared out of the WIP account and will update Job Costs.

Select the option **Complete Consignment Note** from the Actions Menu.

User then enters the Date for Completion.

This completes the Consignment and Displays a Consignment Note Form. Example below.

General Ledger Transactions

General Ledger transactions only occur if S (Stock) lines are entered or modified.

As each entry is made

1. Stock Item Value and Qty updated
2. Stock Transactions updated
3. GL Stock Control Account Credited
4. GL Stock WIP Account Debited

When the Consignment Note is Completed

1. Job Cost is Debited
2. GL Stock WIP Account is Credited (Clearing this account)

Stock Control Module

Copying Stock Between Warehouses

Use this procedure to copy Stock Items from one warehouse to another. This can include stock from all locations that exist in the 'From' warehouse.

Copying Stock Items

Complete the following steps to copy Stock Items.

Select **Stores Control>Stores Control>Copy Stock to Warehouse.** The following data entry screen displays.

Field Name	Description
Start Stock Code	This field defaults to the beginning of the Stock Code range.
Finish Stock Code	This field defaults to the end of the Stock Code range.
Start Location	This defaults to the lowest location code. Leave this if you want to copy all locations.
Finish Location	This defaults to the highest location code. Leave this if you want to copy all locations.
Copy from Warehouse	Type in the warehouse number you want to copy from.
Copy to Warehouse	Type in the warehouse number you want to copy to.
Option	Click the radio box option to either run in *preview mode* (no updates) or *copy* (updates actioned)

Click *OK* to copy data. An audit report will display.

Stocktake processing

Use this procedure to perform a stock reconciliation and update of the Stores Module and General Ledger. The stocktake process allows you to select a subset (or all) of your stores items, 'freezes' items, and creates a unique stocktake number to identify the items included in the run. Freezing prevents any transaction activity from being processed against store items that are included in the stocktake. A report and/or download to excel can be produced to assist with the counting process. Once the count has been completed, count quantities are entered against the items in the appropriate stocktake number. Upon completion the stocktake is selected for 'post' which unfreezes the stock, creates adjusting stock transactions in the stores module and updates the General Ledger Stock Control account and the account nominated for stock take variance (both established in the Maintain Stores Parameters program).

Managing a Stocktake

Complete the following steps in order to run a stocktake.

Select **Stores Control>Stores Control>Stocktake.**

The Stocktake central management screen displays. Unless a stocktake is currently in progress this will be blank.
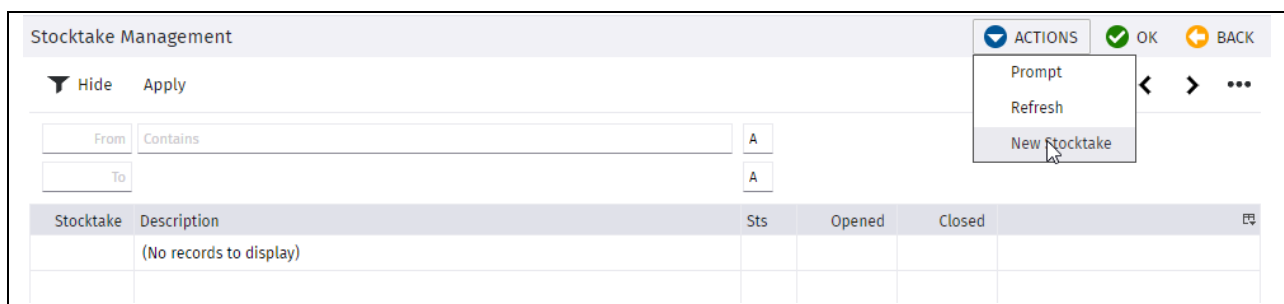
Select **New Stocktake** from the **Action** menu or press. A data entry screen displays.
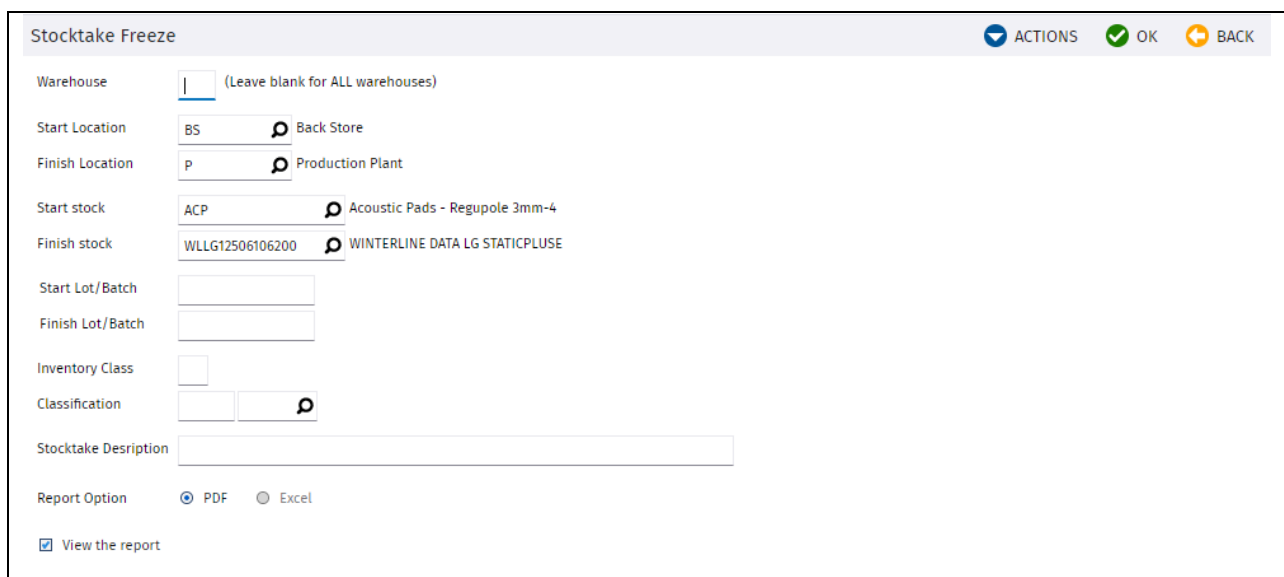
Tab through the selection criteria and enter values to restrict the stocktake to a subset of stores items or you may leave the default to select all items contained within stores.

| Field Name	Description
Warehouse	Enter a warehouse number or leave blank to include all warehouses.
Start and Finish Location	Enter a start and finish range for location code to include in the stocktake count. This defaults to the first and last location. This is usually not changed.
Start and Finish Stock	Enter a start and finish range for Stock Code to include in the stocktake count.
Start and Finish Lot/Batch	You can limit the stocktake to a range of Lot/Batch numbers.
Inventory Class	Enter an inventory class or leave blank for all
Classification	Enter a specific classification for this stocktake count or leave blank for all.
Stocktake Description	Enter a meaningful description to describe this stocktake count. This description is coupled with a unique system generated stocktake number to describe the count. A default description will be created if you do not enter one.

After clicking the **Yes** button, you will be presented with a Stocktake Count Listing report if you selected the View to Screen option. After viewing the report, or if not applicable, you will be returned to the main stocktake list screen as described earlier and you will see your stocktake has been assigned a unique Stocktake Number.

To make an enquiry, right click on the relevant Stocktake Number to view a selection menu containing the following options:
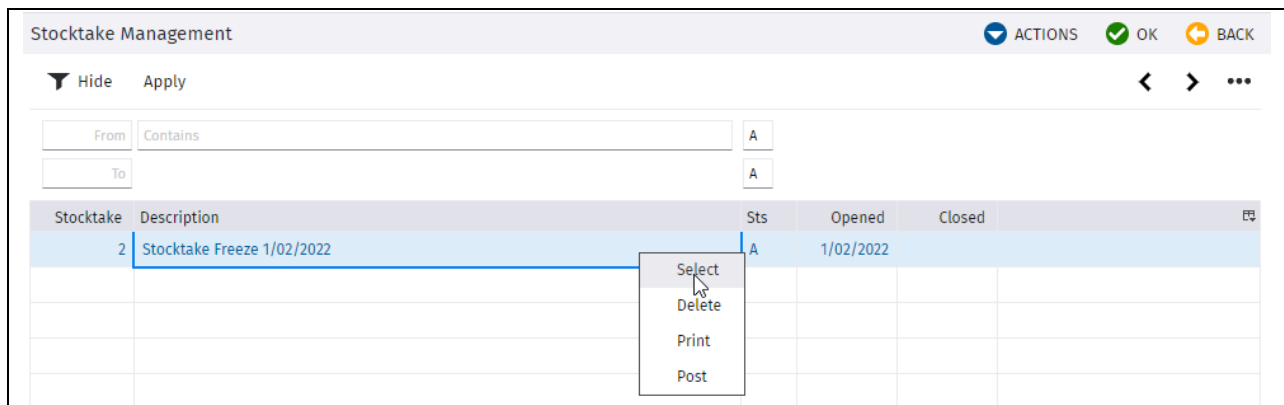
- Select – view and manage a specific Stocktake Number
- Delete – delete a stocktake. This will present a confirmation screen and if auctioned, will unfreeze store items contained within the stocktake and remove the Stocktake Count
- Print – reprint the Stocktake Count List
- Post – post a stocktake. Please see section on posting a stocktake later in the document

To review and maintain a stocktake, take the **Select** option. A screen will be presented to allow management of the Stocktake.

Stock Control Module

There are two formats available for display – **Variance** and **Description** – which can be accessed by pressing either of the tabs at the top of the screen.

A formatted list of items included in the stocktake can be downloaded to Excel by pressing the download button. Counts can be entered into the spreadsheet, and then it can be uploaded.

Running stocktake variance totals for quantity and amount are presented at the top of the screen

Click or uncheck the **Only show items with a count difference** to filter those items that have a matching count quantity to on hand quantity.

Field Name	Description
Warehouse	Warehouse number
Location	Location code
Stock Code	Stock Code
Description	Stock Item Description
UOM	Unit of Measure
On Hand Quantity	The quantity of stock on hand at the time of stocktake freeze
On Hand Value	The extended value of stock on hand at time of stocktake freeze.
Count Qty	Enter the quantity counted during stocktake. If the count quantity is the same as the listed stock quantity, it is important to enter that value as the counted quantity. Otherwise, the system assumes the count quantity is zero.
Unit Cost	Unit cost from Stock system
Count Value	If the Value total stock value is to be changed in the stocktake, a new value can be entered in count Value, otherwise leave blank.
Variance Quantity	The variance between On Hand Quantity and Variance Quantity

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When your stocktake is complete, the final procedure is to post it. To do this select the stocktake number and select the **Post** option. Posting a stocktake will

- Generate adjustment transactions for the items with a count and/or value variance
- Update the General Ledger Stock Control and Stocktake Variance accounts.
- Unfreeze the store items included in the stocktake
- Mark the stocktake run as being completed.

Uploading the Stocktake.

The Stocktake details can be downloaded.

Firm Code	Stock Number	Warehouse Number	Warehouse Location	Lot Batch Number	Stock Description	Unit of Measure	Class	Quantity On Hand	Unit Price	On Hand Values	Extended Unit Price	Count Quantity	Count Values	Variance Quantity
71	S-BS01	1	B01		Sand - Bedding	TONNE	2.00	0.0000	0.00	0.00	0.00	0.0000	0.00	0.0000
71	S-FR01	1	B02		Sand - Fine River	TONNE	2.00	3,999.0000	60.00	239,940.00	60.00	0.0000	0.00	-3,999.0000
71	S-NEW3	1	Sample		S-NEW3	EACH	1.00	0.0000	0.00	0.00	0.00	0.0000	0.00	0.0000
71	S-NEW5	1	Sample		S-NEW4	EACH	1.00	0.0000	0.00	0.00	0.00	0.0000	0.00	0.0000
71	S-NEW7	1	Sample		S-NEW7	EACH	1.00	0.0000	0.00	0.00	0.00	0.0000	0.00	0.0000
71	AB1205	1	01		100MM PLASTIC DUCT CHAIR	EACH	1.00	9,639.0000	0.35	3,432.14	0.35	0.0000	0.00	-9,639.0000
71	S-NEW5	1	01		S-NEW4	EACH	1.00	0.0000	0.00	0.00	0.00	0.0000	0.00	0.0000
71	S-BS01	2	B01		Sand - Bedding	TONNE	2.00	2,900.0000	4.00	11,600.00	4.00	0.0000	0.00	-2,900.0000

The Count Quantity column is updated with the new Quantity. The Count Values column can be updated with a new value, if the old unit price is not to be used. Otherwise leave blank.

To load back the Stocktake select the Upload icon in the Stocktake Screen. Upload is done in the normal fashion.

The upload does not automatically post, so it can be reviewed after upload.

![Viewpoint Jobpac Connect™ logo]

Selling Stock

Stock Item can be sold. To sell stock an AR Invoice must be raised.

Go to **Progress Claims/Invoices** in AR, and select **Add Invoice**.

Select Add Invoice, and enter a debtor, and select Add Dissection

Enter details into the Dissection Screen. Select a stock item and it will populate the Description and Billing Rate from the Stock Item. You can override the rate if required.

Select a GL account for the Revenue.

![Trimble Construction logo]

Select OK. Then Print the Sundry Invoice

The GL Transactions are as follows

1. Costing GL Account   -$1,000.00
2. Debtors control Account $1,100.00
3. GST   -$100.00
4. Stock Control account   -$1,036.40   (10 at $103.64 each)
5. Cost of Goods Sold $1,036.40

Stock Reporting

Jobpac has a number of reports that contain various details relating to Stock Items. The Stock reports menu is accessed via the following path:

Select **Procurement>Stores Inventory Control>Stock Reports**. The Stock Report selection menu displays.

Issued to Jobs Report

This report provides a list of stock issued to jobs with details such as Cost Centres, G/L Accounts, dates, quantities, Unit costs, Values and Descriptions.

You can also select viewing preferences for the report. Select the required report option: Spool file or PDF. Click **OK** and you are prompted 'Do you wish to proceed?' Click **Yes** to proceed or *No* to cancel and the report displays.

Stock Master List

This report provides a list of the Stock Codes and their descriptions, plus UOM and Inventory Classification.

Stock Status Report

This report provides status reports containing details such as warehouse numbers, descriptions, units, quantities on order, prices, quantities in stock, values and the dates of last purchases and issues. This data is current, it is not a period based report.

Stock Transaction Report

This report provides Stock Transactions in detail or summary formats containing information such as dates, warehouse numbers, transaction types, accounting periods, accounts credited, references and the balances of Stock Items. For example, quantities, unit costs, values and costing allocation details

This is a key report for reconciling Stock with the Stock control accounts.

The Summary version has one row per Stock Item per month.

It is recommended that the Excel version always be used, as this contains more information than the pdf.

Stock on Order Report

This report provides Stock Transactions in detail or summary formats containing information such as Stock Items, descriptions, order dates and delivery dates, ordered quantities, unit prices, and the amounts of delivered and invoiced Stock Items/

Warehouse Stock Report

This report provides stock status per warehouse, and item descriptions, units, prices, quantities and values.

Stock to Order Report

Stock Control Module

This report provides details of Stock Item balances and the amounts of new stock to be ordered in relation to minimum on hand or stock reorder criteria.

Stock Availability Report

This report provides current stock quantities and values for Stock Items for each warehouse and location. It only display Stock Items that do not have a zero quantity.

Stock PO Report

This list all POs on which stock has been ordered. It is presented in Stock No order, so a history of stock purchases is displayed.

It is recommended that the Excel version always be used, as this contains more information than the pdf.

Consignment Note Report

This list all consignment notes and the Stock Items contained within the consignment note. Only an Excel option is available.

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Stock Turnover Maintenance

This function requires a nightly job to run to collect details of turnover for the day, and store the data in Turnover files.

Selecting the menu option Stock Turnover Maintenance will then display turnover statistics.

If this is a requirement, then request the help of a Jobpac Consultant to define your requirement and get this setup.

Re-Number a Stock Item

This function can be used to renumber a Stock Code. It can only be done one at a time. This function changes the Stock Code everywhere in the system, including history.

Enter the Stock Code you want to change and the new Stock Code. The function runs online. It may take a few minutes.

Renumber Stock Code	ACTIONS	OK	BACK
From Stock Code			
To Stock Code			

Stock Control Module

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End of Month Process

Use this procedure to update the accounting period for Stock Transactions at the end of each month. This will update the Month to Date and Year to date summaries in the Stock Enquiry.

End of Period Processing

Select **Stores Control>Stores Control>End of Period Process** to run the EOM for Stock on its own.

Stock EOM would normally be run with AP, AR, GL, Job Cost via the EOM Scheduled process..

Wkid	Work Id Description	GL	AP	AR	JC	Stock	BFM	PR	FA		End of Months to Run	Reports
710	*SB ABC Construction	AUG20	AUG20	AUG20	AUG20	SEP20	JUL20	AUG20				

End of Month Batch Processing — ACTIONS — OK — BACK

Select Work Ids To Run — Current Periods

End of Months to Run / Reports:
- ☐ Accounts Payable — *NO
- ☐ Accounts Receivable — *NO
- ☐ Job Costing — *NO
- ☐ General Ledger — *NO
- ☐ Payroll
- ☐ Stock
- ☐ BFM
- ☐ Fixed Assets

Scheduled Date 1/02/2022
Time 140000

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