 **Viewpoint**  
Jobpac Connect<sup>™</sup>

**Stock Control Module  
Module Guide  
Version: 1.0**

## Document Control Table

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## Change History

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# Stock Control Module

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## 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
<b>STOCK</b>	Default Stock Control Account. This holds the current value of Stock Items. A different Stock control account can be setup for each classification.
<b>STKAP</b>	Stock Control accounting period. Would generally be set to same as GL Period
<b>STKLOC</b>	Default Stock Location (Mandatory) Usually set to STORE
<b>DELDKT</b>	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.
<b>STKCLA</b>	Stock clearing account. The credit for delivered Stock is posted to this account. It is cleared by posting invoices for the delivered Stock
<b>BATSTK</b>	Starting GL Batch no for Stock transactions. Must commence with I. Generally set to I0001 to start.
<b>STSTGL</b>	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.
<b>STKUCS</b>	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.
<b>STCOGS</b>	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.
<b>POFRFL</b>	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.
<b>CONNOT</b>	Use Userid of Entered by or the name of the person ordering the Stock Items in Consignment Note entry screen.
<b>CONNUM</b>	Auto generate next consignment note number. This holds the number of the last Consignment note.
<b>STKWNB</b>	Allow negative Stock quantities in Warehouses. Recommended this be set to Y.
<b>PRDSTK</b>	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.**

Stores Control Parameter Maintenance

⏏ ACTIONS
 ✔ OK
 ⏪ BACK

Stock Period JAN22

Number of Warehouses

INVENTORY CLASS	GL INVENTORY ACCOUNT (BS)	Inventory - New Load	GL COGS (P&L)	COS-Materials	STOCKTAKE ADJ. (P&L)	Stores Stocktake Adj
1 Inventory	1000175101	<input type="checkbox"/>	10008003	<input type="checkbox"/>	10007011	<input type="checkbox"/>
2 Consumables	1000175101	<input type="checkbox"/>	10008003	<input type="checkbox"/>	10007011	<input type="checkbox"/>
3 Project Order	1000175101	<input type="checkbox"/>	10008003	<input type="checkbox"/>	10007011	<input type="checkbox"/>
4		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>
5		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>
6		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>
7		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>
8		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>
9		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>
10	1000175101	<input type="checkbox"/>	10008003	<input type="checkbox"/>	10007011	<input type="checkbox"/>

Text for delivery docket charge fields  (leave blank if not used)

Manufacturing WIP GL Account   Manufacture WIP (Stores)

Inventory Class for Steel

Field Name	Description
<b>Number of Warehouses</b>	Enter the number of warehouse that will be used in this implementation.
<b>Inventory Class</b>	A fixed list of up to 10 inventory classes for use in reporting and allocation of different Stock Control and other Accounts.
<b>Inventory Class Description</b>	Enter a user defined description for the type of inventory class.
<b>GL Inventory Account (BS)</b>	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.
<b>GL COGS (P&amp;L)</b>	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.
<b>Stocktake Adj (P&amp;L)</b>	Nominate a profit and loss account for adjustments posted as a result of Stocktake.
<b>Delivery Docket Charge Fields</b>	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)
<b>WIP GL Account</b>	Nominated WIP GL Account for accruing consignment note value prior to consignment note completion.
<b>Inventory Class for Metre Calculation</b>	Inventory Class nominated for lineal metre calculation in Consignment Note. ( Client Specific, not used)

# Stock Control Module

## 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.

Warehouse Maintenance

Hide Apply

From Contains

To

WH	Description
1	Warehouse Manly
2	Warehouse Airport

## 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.

Store Locations Maintenance

Hide Apply

From Contains

To

Location	Description
BIN1	Stock Bin 1
BIN2	Stock Bin 2
STORE	Store

## 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.



# Stock Control Module

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.

The screenshot shows the 'Stores Control Classification Maintenance' interface. At the top, there are buttons for 'ACTIONS', 'OK', and 'BACK'. Below that, there are 'Hide' and 'Apply' options, and a search bar with 'From' and 'To' fields. The main table has two columns: 'Classification' and 'Description'. The data in the table is as follows:

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.

The screenshot shows the 'Stores Control Classification Maintenance' interface with the 'Classification C01 Door' selected. The main table has two columns: 'Sub-class' and 'Description'. The data in the table is as follows:

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**.

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 an 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

---

Description

Unit Of Measure 
     Weight  (in kgs)

Inventory Class

Classification

Min On Hand Qty

Max On Hand Qty

Re-Order Qty

Economic Order Qty

Lead Time (days)

Billing Price

Billing Only

Preferred Supplier

Supplier Part No.

Use Lot/Batch Tracking

Inactive Status  Inactive  Active

Default Activity Code

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

Field Name	Description
<b>Classification</b>	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.
<b>Min on Hand Qty</b>	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.
<b>Max on Hand Qty</b>	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.
<b>Re-order Qty</b>	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.
<b>Economic Order Qty</b>	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.
<b>Lead Time (days)</b>	Type in a number that represents the estimated amount of time (in days) between placing an order and receipt of goods. Optional.
<b>Billing Price</b>	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.
<b>Billing Only</b>	Tick this option if the Stock Code is not a Stock Item with inventory, and is only used for the purposes of billing.
<b>Preferred Supplier</b>	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...
<b>Supplier Part Number</b>	Part number from supplier if known
<b>Use Lot/Batch Tracking</b>	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.
<b>Active/Inactive</b>	This is for information only, and does not restrict the use of the Stock Item.
<b>Default Activity Code</b>	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.

# Stock Control Module

## 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 subordinate 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 screenshot shows the 'Stock Code Maintenance' form. The 'ACTIONS' menu is open, showing options: Prompt, Modify, Delete, Warehouse (highlighted), Product Code, and Preferred Suppliers. The form fields include: 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.

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

The screenshot shows the 'Warehouse Maintenance' form. Fields include: Stock Code: CCC011, White - Australian Doors; Warehouse No: 1, Warehouse Manly; Default Location: STORE, Store; Min On Hand Qty, Max On Hand Qty, and Re-Order Qty (all empty).

OR

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

The screenshot shows the 'Warehouse Maintenance' form with the 'ACTIONS' menu open, highlighting the 'Add' option. The form fields are the same as in the previous screenshot.

Tab through the fields and complete as required:

Warehouse Maintenance

⌵ ACTIONS
✔ OK
⏪ BACK

Stock Code CCC011

Warehouse No  🔍

White - Australian Doors

---

Default Location  🔍

Min On Hand Qty

Max On Hand Qty

Re-Order Qty

Store

Field Name	Description	Type
<b>Warehouse No</b>	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
<b>Default Location</b>	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
<b>Min On Hand Qty</b>	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
<b>Max on Hand Qty</b>	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
<b>Re-order Qty</b>	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.	

# Stock Control Module

## 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.

The screenshot shows the 'Warehouse Maintenance' screen. At the top right, there are buttons for 'ACTIONS', 'OK', and 'BACK'. The 'ACTIONS' menu is open, showing options: 'Prompt', 'Add', 'Delete', 'Modify', and 'Warehouse Locations'. The 'Warehouse Locations' option is highlighted. The main form contains the following fields:

- Stock Code: CCC011
- Warehouse No: 1
- Description: White - Australian Doors
- Warehouse Manly: Warehouse Manly
- Default Location: STORE
- Min On Hand Qty: [Empty]
- Max On Hand Qty: [Empty]
- Re-Order Qty: [Empty]

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

The screenshot shows the 'Maintain Warehouse Locations' screen. At the top right, there are buttons for 'ACTIONS', 'OK', and 'BACK'. The main form contains the following fields:

- Stock Code: CCC011
- Warehouse: 01
- Description: White - Australian Doors
- Warehouse Manly: Warehouse Manly

Below the form is a table with the following structure:

Location	Location Name	Stock On Hand
STORE	Store	
[Empty]		
[Empty]		

## 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.

The screenshot shows the 'Stock Code Maintenance' screen. At the top right, there are buttons for 'ACTIONS', 'OK', and 'BACK'. The 'ACTIONS' menu is open, showing options: 'Prompt', 'Modify', 'Delete', 'Warehouse', 'Product Code', and 'Preferred Suppliers'. The 'Preferred Suppliers' option is highlighted. The main form contains the following fields:

- Stock Code: CCC011
- Description: White - Australian Doors
- Unit Of Measure: LM
- Weight: [Empty] (in kgs)
- Inventory Class: 3 Steel/Wood
- Classification: C14 S75 Coil - White - Australian Doors

## Enter Preferred Supplier Details

Maintain Preferred Supplier

 ACTIONS
 OK
 BACK

Stock Code    CCC011                      White - Australian Doors

---

<   >   ⋮

Seq	Supplier	Supplier Name	Supplier Part Number
	TAUD00	Taurean Doors System	

Field Name	Description	Type
<b>Seq</b>	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
<b>Supplier</b>	Enter a valid supplier Code. This must exist in the list of creditors for the WKID.	E
<b>Supplier Part Number</b>	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.

Stock Code Maintenance

 ACTIONS
 OK
 BACK

Stock Code    ACP

---

Description   

Unit Of Measure                          Weight     (in kgs)

Inventory Class    1

- Prompt
- Modify
- Delete
- Warehouse
- Product Code
- Preferred Suppliers

# Stock Control Module

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.

Maintain Product/Stock Code Link
ACTIONS ✔ OK ↶ BACK

Hide Apply < > ⋮

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.

The screenshot shows a web interface titled "Stores Control Transaction Processor". At the top right, there are three buttons: "ACTIONS" (with a dropdown arrow), "OK" (with a green checkmark), and "BACK" (with a yellow arrow). Below the title, it says "Batch I1455". The main content area is titled "Please choose an action:" and contains a list of six menu items, each with a pencil icon and a text box:

- Stock Transfer
- Stock Adjustment
- Issue to/from a Job or Fixed Asset
- Delivery Dockets
- Purchase Order Maintenance
- Consignment Notes

Select **Stock Transfer**.

The screenshot shows the "Stock Transfer" form. At the top right, there are three buttons: "ACTIONS" (with a dropdown arrow), "OK" (with a green checkmark), and "BACK" (with a yellow arrow). Below the title, it says "Batch I1455". The form contains several input fields:

- Stock Code:
- Lot/Batch Number:
- Work Id Number: 910
- TO Work Id Number:
- Warehouse Number:
- TO Warehouse Number:
- Warehouse Location:
- TO Warehouse Location:
- Transaction Date: 1/02/2022 (with a calendar icon)
- Reference Number:
- Quantity: 0.0000
- Transaction Value: 0.00
- Description:

Field Name	Description
<b>Stock Code</b>	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 <b>Description</b> field.
<b>Lot/Batch Number</b>	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.
<b>TO Work id Number</b>	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.
<b>Warehouse Number</b>	Type in or lookup the issuing warehouse number.
<b>TO Warehouse Number</b>	Type in or lookup the receiving warehouse number.
<b>Warehouse Location</b>	Type in or lookup the issuing warehouse location Code.
<b>TO Warehouse Location</b>	Type in or lookup the receiving warehouse location Code.
<b>Transaction Date</b>	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.
<b>Reference Number</b>	Type in an optional reference number that will retained with the transaction and displayed in reports and enquiries
<b>Quantity</b>	Type in the quantity to be transferred. Mandatory.
<b>Transaction Value</b>	<b>It is recommended this be left blank.</b> 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.
<b>Description</b>	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**.

Stock Adjustment

 ACTIONS
 OK
 BACK

Batch I1455

Stock Code

---

Lot/Batch Number

Warehouse Number

Warehouse Location

Transaction Date

G/L Account

Reference Number

Reason Code  Balance Entry  Misc Receipt  Supp Receipt  Misc Issue

Quantity

Transaction Value

Description

Field Name	Description
<b>Stock Code / Warehouse Number / Warehouse Location</b>	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.
<b>Lot/Batch Number</b>	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.
<b>G/L Account</b>	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.
<b>Reference Number</b>	Type in any internal reference number.
<b>Reason Code</b>	Select the Reason Code appropriate to the adjustment. <ul style="list-style-type: none"> <li>• Use Balance Entry for a standard Stock Item adjustment</li> <li>• Use Miscellaneous Receipt add additional Stock</li> <li>• Use Supplementary Receipt to adjust a purchase of Stock Items</li> <li>• Use Miscellaneous Issue to reduce Stock Items.</li> </ul>
<b>Quantity</b>	Type in the quantity of the Stock to be adjusted. If this is to be zero, then enter zero.
<b>Transaction Value</b>	Type in the total value of the adjustment. If this is left blank, the average unit rate will be calculated using the quantity above.
<b>Description</b>	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.

Job/Jobcard Issue/Receipt

⌵ ACTIONS
✔ OK
⏪ BACK

Batch I1455

Stock Code

---

Lot/Batch Number

Description

Warehouse Number

Warehouse Location

Transaction Type  Issue  Receipt

Transaction Date

Quantity

Transaction Value

Job / Asset  Job  Asset

Job / Asset Work Id

Job / Asset Number

Cost Code / Work order

Cost Type

G/L Account

Reference Number

Field Name	Description
<b>Stock Code / Description / Warehouse Number / Warehouse Location</b>	Type in or lookup the Stock Code for the Stock Item being issued or received.
<b>Lot/Batch Number</b>	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.
<b>Description</b>	This will default to the Stock Item Description. It can be overridden.
<b>Transaction Type</b>	Click on the <i>Issue</i> or <i>Receipt</i> radio buttons. Issue will result in a reduction of Stock, and receipt (Return of Stock) an increase of Stock.
<b>Transaction Date</b>	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.
<b>Quantity</b>	Type in the quantity of Stock Items being issued or received. This must not be zero.
<b>Transaction Value</b>	<b>It is recommended this be left blank.</b> 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.
<b>Job / Asset</b>	Click on the <i>Job</i> or <i>Asset</i> radio buttons to issue to either Job Costing or a Fixed Asset

Field Name	Description
<b>Job/Asset Workid</b>	This will default to your current workid. Type in a different workid if the issue/Receipt is to/from a different Workid.
<b>Job / Asset Number</b>	Type in or select a Job No or Asset No.
<b>Cost Code/Work Order</b>	If issuing to a Job, type in or select a Cost Code. For an Asset, leave blank.
<b>Cost Type</b>	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.
<b>Resource Code</b>	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.
<b>GL Account</b>	This is generally left blank. The system will determine the G/L Account Code for the transaction based on the Job or Asset.
<b>Reference Number</b>	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

Item No.  Allocation if Adding  Job  GL Account  Asset

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

Purchase Order Maintenance-Item Details

Supplier METRO Metro Petrol  
 Australian Business Number 83 626 361 804 Phone 02 8764 1239 Fax

Order Number 915-0001 Test Freight Created by  
 Item Number 6 Description L-001 Padbolt with Chain (Veco)  
 Costing work id 915 Stock L-001  
 G/L Account Warehouse 1  
 Product Code  
 Need By Date Review By Date  Freight Item?

Quantity 50,0000 Unit EACH Rate 12.0000 =  
 Discount %  
 Sales Tax %

Delivery Date 2/02/2022 GST Code A1 GST Tax Invoice Held  
 Payment Date GST Amount

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.

Purchase Order Maintenance-Item Details

Supplier METRO Metro Petrol  
 Australian Business Number 83 626 361 804 Phone 02 8764 1239 Fax

Order Number 915-0001 Test Freight Created by  
 Item Number 7 Description L-001 Padbolt with Chain (Veco)  
 Costing work id 915 Stock L-001  
 G/L Account Warehouse 1 Uninvoiced Stock Dockets  
 Product Code  
 Need By Date Review By Date  Freight Item?

Quantity 1.0000 Unit EACH Rate =  
 Discount %  
 Sales Tax %

Delivery Date 2/02/2022 GST Code A1 GST Tax Invoice Held  
 Payment Date GST Amount

# Stock Control Module

Select OK, and the summary appears

ITEM SUMMARY **ITEM LIST VIEW** COSTING VALUES

Enter an Item No. to Add or Edit, or leave blank to auto generate  Choose Cost Allocation Method if Adding  Job  GL Account  Asset then hit Enter or click Add here +

**Hide** **Apply** ↑ < > ...

Status  Complete  Incomplete

6	Contains		From		From		From	=		=		=	From
	To		To		To		To						To

Item	Description	Quantity	Nett Value	Gross Value	Tax Cde	Type	Wkid	Allocation	Sts
6	L-001 Padbolt with Chain (Veco)	50.0000	600.00	660.00	A1	3	915	10003302	N
7	L-001 Padbolt with Chain (Veco)				A1	3	915	10003302	N

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.

Prepare Invoices for Approval - New Batch ▶ ACTIONS OK BACK

Authorising Location **STORE** STORE PURCHASES

**Delivery Docket Matching** ×

Creditor	METRO	Metro Petrol	Gross Amount	715.00
Invoice	FF-001	Test Freight	Tax Amount	65.00
Order No	915-0001	Test Freight	Nett Amount	650.00
Authorising Location	STORE	STORE PURCHASES	Item Total	650.00

ITEM RATE **PRODUCT CODE** ITEM DESCRIPTION COST CENTRE DOCKET VALUE

**Apply** < > ...

Unmatched Dockets on Completed Items (in Blue)  Completed Dockets  Value Delivered = Value Invoiced  Delivered Qty = Invoiced Qty  
 Uncompleted Dockets  Value Delivered <> Value Invoiced  Delivered Qty <> Invoiced Qty

6	From	From	From	From	From	From	From	From	From
	To	To	To	To	To	To	To	To	To

Item	Product	Docket Number	Date	Qty Delivered	Type	Qty Invoiced	Value Invoiced	This Invoice Qty	This Invoice Value	Sel	Clr	U C
6		D-007	3/02/2022	50.0000				50.0000	600.00	<input type="checkbox"/>	<input type="checkbox"/>	
7	FREIGHT		3/02/2022						50.00	<input type="checkbox"/>	<input type="checkbox"/>	

IP530PGM INVAPP08 DKT02 AW003867

# Stock Control Module

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.



Consignment Notes Maintenance : Details

⏴ ACTIONS
✔ OK
⏴ BACK

Reference

Date

13/10/2021

Supply to

Delivery Instructions


< > ...

Text
⌵

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

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

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## 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.

Stock Enquiry - Warehouse Locations

 ACTIONS
 OK
 BACK

WAREHOUSE/LOCATION    QUANTITY    DATES

Hide    Apply

 XLS    <    >    ...

From	Contains	Frm	From	Frm	Frm	From	From
To		To	To	To	To	To	To

Stock	Description	WH	Location	Cls1	Cls2	On Hand Qty	UOM	On Hand Value	
###005	new	1	BULKY				EA		
AB1205	100MM PLASTIC DUCT CHAIR	1	01			9639.0000	EACH	3432.14	
S-BS01	Sand - Bedding	1	B01				TONNE		
S-BS01	Sand - Bedding	2	B01			2900.0000	TONNE	11600.00	
S-FR01	Sand - Fine River	1	B02			3999.0000	TONNE	239940.00	
S-NEW3	S-NEW3	1	Sample				EACH		
S-NEW5	S-NEW4	1	Sample				EACH		
S-NEW5	S-NEW4	1	01				EACH		
S-NEW7	S-NEW7	1	Sample				EACH		

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**

# Stock Control Module

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:

Stock	Description	WH	Location	Cls1	Cls2	On Hand Qty	UOM	On Hand Value
###005	new	1	BULKY				EA	
AB1205	100MM PLASTIC DUCT CHAIR	1	01			9639.0000	EACH	3432.14
S-BS01	Sand - Bedding	1	B01				TONNE	
S-BS01	Sand - Bedding	2	B01			2900.0000	TONNE	11600.00
S-FR01	Sand - Fine River					3999.0000	TONNE	239940.00
S-NEW3	S-NEW3						EACH	
S-NEW5	S-NEW4						EACH	
S-NEW5	S-NEW4						EACH	
S-NEW7	S-NEW7							

## Warehouse Details

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

Stock Code: S-BS01      Sand - Bedding

Warehouse: Rutherford Quarry

Minimum On Hand Qty: 500.0000

Maximum On Hand Qty: 4,000.0000

Re-Order Qty: 1,000.0000

Last Issue	Last Receipt	Last Order	Current
Date: 21/05/2020	Date:	Date: 1/09/2005	On Order Qty
Qty: 100.0000	Qty:	Qty: 300.0000	Allocated Qty
Value: 400.00	Value:	Value: 7,500.00	Reserved Qty

Supplier	U/Cost: 25.00	On Hand Qty: 2,890.0000
Supplier: MERSAN		On Hand Value: 11,560.00
Number: 710-0002		On Hand Price: 4.00

	Received Quantity	Received Value	Issued Quantity	Issued Value
Month to date			100.0000	400.00
Year to date			110.0000	440.00

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

Stock Enquiry - Stock Details						ACTIONS	OK	BACK
Stock Code	S-BS01	Sand - Bedding						
Unit Of Measure	TONNE	Inventory Class	2 Quarried Products					
Minimum On Hand Qty	800.0000	Preferred Supplier	MERSAN					
Maximum On Hand Qty	7,000.0000	Billing Price	75.00					
Re-Order Qty	2,000.0000	Supplier Part No	BES-010					
<b>Last Issue</b>	<b>Last Receipt</b>	<b>Last Order</b>	<b>Current</b>					
Date	21/05/2020	Date	Date	1/09/2021	On Order Qty	1,400.0000		
Qty	100.0000	Qty	Qty	1,000.0000	Allocated Qty			
Value	400.00	Value	Value	100,000.00	Reserved Qty			
	Supplier	U/Cost	100.00	On Hand Qty	2,890.0000			
	Supplier	ACOLOG	On Hand Value	11,560.00				
	Number	STOCK NW	On Hand Price	4.00				
	<b>Received Quantity</b>	<b>Received Value</b>	<b>Issued Quantity</b>	<b>Issued Value</b>				
Month to date			100.0000	400.00				
Year to date			110.0000	440.00				

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

The screenshot shows the 'Stocks On Order Enquiry' interface. At the top, it displays 'Stock S-B501 Sand - Bedding'. Below this, there are search filters and a table of purchase orders. The table has columns for Order, Item, Description, Ordered Qty, Unit Price, Delivered Qty, and Invoiced Qty. The data rows are as follows:

Order	Item	Description	Ordered Qty	Unit Price	Delivered Qty	Invoiced Qty
STOCK NW	1	STOCK NW	1000.0000	100.0000		
STOCK2	1	STOCK 2	100.0000	100.0000		
710-0002	1	Sand - Bedding	300.0000	25.0000		

## 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

# Stock Control Module

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

Stock Transaction Enquiry ACTIONS OK BACK

Stock Code AB1205      100MM PLASTIC DUCT CHAIR

**COSTING**    DESCRIPTION

Hide    Apply XLS < > ...

From	From	1	01	From	Contains	Contains	From	From	=	From	From	From
To	To	1	01	To							To	To

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	Reference 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:

Notes Detail Maintenance ACTIONS OK BACK

Entry Date/Time 1/02/2022    12:18    User Id BOUDAMO    Header Text

**TEXT**    USER/TIMESTAMP < > ...

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.

**Upload - Stock Issue to Job** ✕

---

**1**

**Open Template**

Click here to open a new template then populate with your new data and save locally. Or, skip this step if you have a template already prepared.

**2**

**Upload To Server**

Click here to locate your excel file and upload it to the Jobpac Connect Cloud.

**3**

**Validate And Insert**

Check additional upload options if you see any below, then click here to validate and insert the uploaded data into your database.

**Close**

STKISS2JOB

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
Mandatory 3/0 (M)	Mandatory 16 A (M)	This is only mandatory if Lot nos. are being used. If not, leave blank 15 A (M)	If left blank, this will default to 1 2 N	If left blank this will default to the default Location for the Workid 6 A	Mandatory I = Issue to Job (Will Reduce Stock Qty) R = Return from Job (Will Increase Stock Qty) 1 A (M)	Mandatory Date of Transaction. Must be in the Job Cost month, or a prior month YYYY-MM-DD *ISO (M)	Mandatory. Must be greater than zero. 15/4 N (M)	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 15/2 N	This is normally left blank. It defaults to the Stock Description. Anything entered will replace the stock description. 70A

# Stock Control Module

## 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 is 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.

Consignment Notes Maintenance								
<span>Hide</span> <span>Apply</span> <span style="float: right;"> <span>←</span> <span>→</span> <span>⋮</span> </span>								
Date	Job	Job Name	Comments	Consignment Number	Entered By	Due Date	Sts	Status Desc
12/10/2021	0053	Quay Quarter Tower		0000000161	Peter Alnas - Jobpac	14/10/21	P	Printed
14/10/2021	0422A	Circular Quay Tower		0000000165	Lesley Badelles - Jo	15/10/21	E	Entered
14/10/2021	1526B	Project Lighthouse Commonw...		0000000164	Damien Bourke - Jo...	15/10/21	P	Printed
14/10/2021	1920.A	ANZ WEP 242PSS		0000000166	Damien Bourke - Jo...	15/10/21	P	Printed

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

Consignment Notes Maintenance								
<span>Hide</span> <span>Apply</span> <span style="float: right;"> <span>←</span> <span>→</span> <span>⋮</span> </span>								
Date	Job	Job Name	Comments	Consignment Number	Entered By	Due Date	Sts	Status Desc
12/10/2021	0053	Quay Quarter Tower		0000000161	Peter Alnas - Jobpac	14/10/21	P	Printed
14/10/2021	0422A	Circular Quay Tower		0000000165	Lesley Badelles - Jo	15/10/21	E	Entered
14/10/2021	1526B	Project Lighthouse Commonw...		0000000164	Damien Bourke - Jo...	15/10/21	P	Printed
14/10/2021	1920.A	ANZ WEP 242PSS		0000000166	Damien Bourke - Jo...	15/10/21	P	Printed



## Header Information

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

Consignment Notes Maintenance : Details

Job: 2092A Sydney Football Stadium Consignment No.: 0000000168 Date: 2/02/2022 Due Date: 0/00/00 Comments: <input type="text"/> Instructions: <input type="text"/> Driver/Carrier: <input type="text"/> Rego: <input type="text"/>	Status: Entered Entered By: BOUDAMO Damien Bourke - Jobpac Site Address: Gate 1A Moore Park Road Suburb: Moore Park Post Code: 2021 State: NSW Country: <input type="text"/>
---	--

DETAILS
PRODUCT
COMMENTS

T	Wkid	Code	WH	Location	Cost Code	CT	Quantity	Product Width mm	Product Length mm	Total Lineal Metres	Rate	Amount

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

## Line Items Entry

Consignment Notes Maintenance : Details

Job: 0422A Circular Quay Tower Status: Entered

Consignment No.: 0000000165 Date: [Calendar] Due Date: 15/10/2021 Entered By: BADLESO Lesley Badelles - Jobpac

Comments: [Text Area]

Instructions: [Text Area]

Driver/Carrier: [Text Area]

Rego: [Text Area]

Site Address: [Text Area]

Suburb: [Text Area]

Post Code: [Text Area] State: [Text Area]

Country: [Text Area]

DETAILS **PRODUCT** COMMENTS

T	Wkid	Code	WH	Location	Cost Code	CT	Quantity	Product Width mm	Product Length mm	Total Lineal Metres	Rate	Amount
S	10	S33A150ICONX	2	MF	200	MT	3,050				2.3700	7,228.50
S	10	S44P150ICONX	2	MF	200	MT	655				2.1000	1,375.50
S	10	ICON30600	2	MF	200	MT	864				6.2300	5,382.72

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)

# Stock Control Module

<b>Total Lineal Metres</b>	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.
<b>Rate</b>	This defaults to the Average Value of the Stock Item Stock on Hand Value/Stock on Hand Quantity.
<b>Amount</b>	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
<b>T</b>	Enter S. (P and T are entered via the Details Tab.)
<b>WKID</b>	Workid of Stock Item
<b>Code</b>	Stock Code
<b>WH</b>	Warehouse No
<b>Location</b>	Location within warehouse
<b>Cost Code/Cost Type</b>	Where the Stock Item cost is to be costed.
<b>Quantity</b>	Quantity of Stock Item
<b>Product Width(MM)</b>	Only used if Stock Item has an Inventory Classification that involves a lineal metre calculation. (Client Specific)
<b>Product Length(MM)</b>	Only used if Stock Item has an Inventory Classification that involves a lineal metre calculation. (Client Specific)
<b>Total Lineal Metres</b>	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.
<b>Rate</b>	This defaults to the Average Value of the Stock Item Stock on Hand Value/Stock on Hand Quantity.
<b>Amount</b>	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	DAVPHIO			Philip D	1.0000						
T	910	SHEMALO			Malcolm	5.0000						
P	910	A10018			STILLAGE	1.0000	15/11/2019	116	LB		1,000.0000	1,000.00

Field Name	Description
<b>T</b>	Enter P or T
<b>WKID</b>	If P, then Workid of Plant Item If T, then Workid of Employee
<b>Code</b>	For P, Asset Number. For T, Employee Number
<b>WH</b>	Blank
<b>Location</b>	Blank
<b>Description</b>	Defaults to Asset Description or Employee name
<b>Quantity</b>	Generally 1
<b>Return</b>	For P, this date is required and will be the Budget Return date for the Plant Hire. For T, leave blank.
<b>Cost Code/Cost Type</b>	For P, this is where plant item will be costed on the job. For T, leave blank
<b>Resource Code</b>	For P, If the project is using Resource Codes, enter the Resource code applicable. For T, leave blank
<b>Rate</b>	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
<b>Amount</b>	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.

Consignment Notes Maintenance : Details

Job: 0422A Circular Quay Tower Status: Entered

Consignment No.: 0000000165 Date: 14/10/2021 Due Date: 15/10/2021 Entered By: BADLES0

Comments: Instructions: Driver/Carrier: Rego: Site Address: Suburb: Post Code: Country:

**ACTIONS** OK BACK

- Prompt
- Refresh
- Add Line
- Next Tab
- Complete Consignment Note**
- Print

User then enters the Date for Completion.

**Complete Consignment Note**

Date Completed: 1/02/2021

OK Close

CONNOTEMN03

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

Factory Instruction Sheet							
Supply to:	Consignment No. :	2000000301	Date Entered	17/07/2019	Prepared By	Damien Bourke - Jobpac	
Job Name	M88 Tn Truck				<b>Job Number</b>	<b>011397</b>	
Comments	Mesh-300 pcs-Del-17 Jul 2019						
Address	231 Pacific Highway, Crows Nest, NSW, 2065, Australia						
Required By	31/08/2019	Delivery Instructions	Gather all items and pack securely in a weatherproof truck.				
Stock No	Description	Quantity	Width MM	Length MM	Lineal Metres	Weight KG	Comments
M-001	Mesh - Sheet	300					
CP-AL90-16	Corner Protector Alum 90deg 1.6mm	38	1,200	160			
BB0001	BB Panel - Zinc	150	750	2,700	405.0000		
L-001	Padbolt with Chain (Veco)	160					
MINI-2250-04	Cantonese Orange Mini Swing Door 490 <2250	11	590	2,250			
MIDB-2250-04	Cantonese Orange Mini Double Swing Door 495 <2250	11	595	2,250			
TP-001	Tread Plate - Aluminium 1.6mm	6					

## 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)

## 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.

Stock Code Warehouse Copy

⌵ ACTIONS
✔ OK
⬅ BACK

Start stock code

ACP

Acoustic Pads - Regupole 3mm-4

Finish stock code

WLLG12506106200

WINTERLINE DATA LG STATICPLUSE

Start location

BS

Back Store

Finish location

P

Production Plant

Copy from Warehouse

Copy to Warehouse

Option     Preview mode     Copy

Report Option     PDF     Excel

View Report

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

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

## Stocktake processing

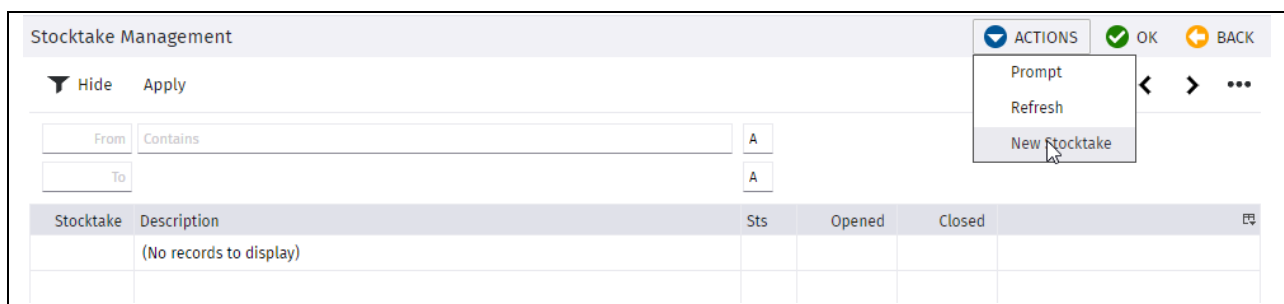
Use this procedure to perform a stock reconciliation and update of the Stores Module and General Ledger. The stocktake process allows you to select a subset (or all) of your stores items, 'freezes' items, and creates a unique stocktake number to identify the items included in the run. Freezing prevents 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

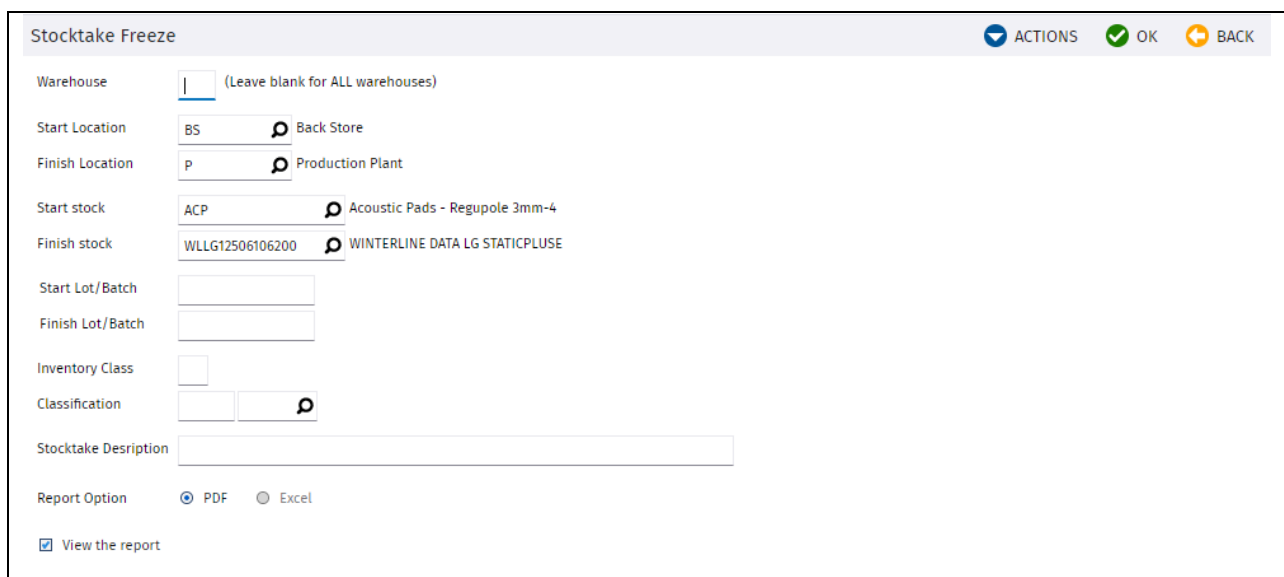
Complete the following steps in order to run a stocktake.

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.



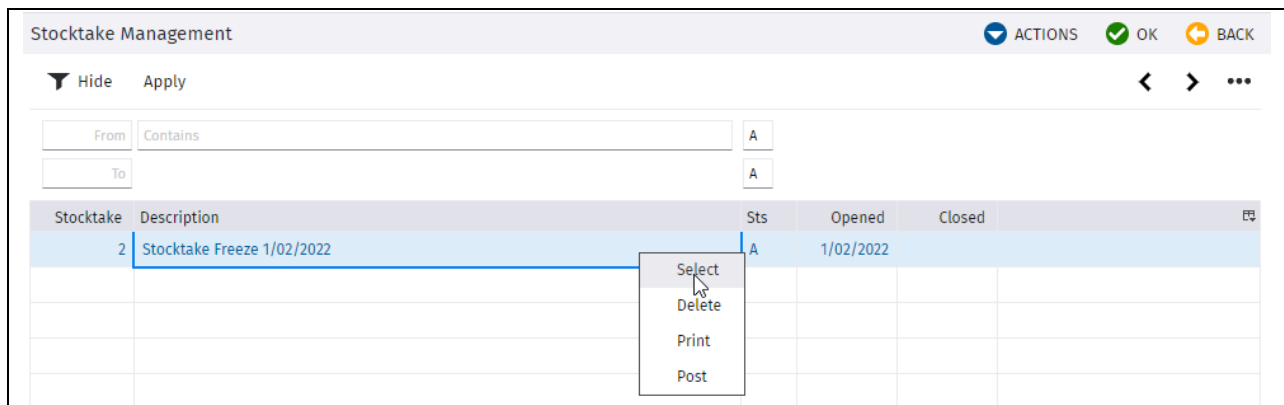
Tab through the selection criteria and enter values to restrict the stocktake to a subset of stores items or you may leave the default to select all items contained within stores.

# Stock Control Module

Field Name	Description
<b>Warehouse</b>	Enter a warehouse number or leave blank to include all warehouses.
<b>Start and Finish Location</b>	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.
<b>Start and Finish Stock</b>	Enter a start and finish range for Stock Code to include in the stocktake count.
<b>Start and Finish Lot/Batch</b>	You can limit the stocktake to a range of Lot/Batch numbers.
<b>Inventory Class</b>	Enter an inventory class or leave blank for all
<b>Classification</b>	Enter a specific classification for this stocktake count or leave blank for all.
<b>Stocktake Description</b>	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.



Stocktake Management
ACTIONS OK BACK

Stocktake Number 0000002 Stocktake Freeze 1/02/2022      Opened 1/02/2022

Stock Count Variance Qty 16,538.0000-      Amount 254,972.14-

VARIANCE    DESCRIPTION

Hide    Apply    ↑ XLS < > ⋮

Only show items with a count difference

From     From     From     From    Contains     From  
 To     To     To     To     To

WH	Location	Stock Code	Lot/batch	Description	UOM	On Hand Qty	Count Qty	⌘
01	B01	S-BS01		Sand - Bedding	TONNE			
01	B02	S-FR01		Sand - Fine River	TONNE	3,999.0000		
01	Sample	S-NEW3		S-NEW3	EACH			
01	Sample	S-NEW5		S-NEW4	EACH			
01	Sample	S-NEW7		S-NEW7	EACH			
01	01	AB1205		100MM PLASTIC DUCT CHAIR	EACH	9,639.0000		
01	01	S-NEW5		S-NEW4	EACH			
02	B01	S-BS01		Sand - Bedding	TONNE	2,900.0000		

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
<b>Warehouse</b>	Warehouse number
<b>Location</b>	Location code
<b>Stock Code</b>	Stock Code
<b>Description</b>	Stock Item Description
<b>UOM</b>	Unit of Measure
<b>On Hand Quantity</b>	The quantity of stock on hand at the time of stocktake freeze
<b>On Hand Value</b>	The extended value of stock on hand at time of stocktake freeze.
<b>Count Qty</b>	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.
<b>Unit Cost</b>	Unit cost from Stock system
<b>Count Value</b>	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.
<b>Variance Quantity</b>	The variance between On Hand Quantity and Variance Quantity

# Stock Control Module

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.

**Upload - Stocktake Upload** ✕

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**1**

**Open Template**

Click here to open a new template then populate with your new data and save locally. Or, skip this step if you have a template already prepared.

**2**

**Upload To Server**

Click here to locate your excel file and upload it to the Jobpac Connect Cloud.

**3**

**Validate And Insert**

Check additional upload options if you see any below, then click here to validate and insert the uploaded data into your database.

**Close**

STOCKTAKE

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

# Stock Control Module

## 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**.

The screenshot shows the 'Accounts Receivable Transaction Maintenance' screen for batch D0003. The 'ACTIONS' menu is open, and 'Add Invoice' is highlighted. Other options include 'Add Progress Claim', 'Next Tab', 'Add Retention Claim', 'Debtors Enquiry', and 'Sundry Invoice Upload'. The main area shows a table with the message 'No Transactions Exist'.

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

The screenshot shows the 'Accounts Receivable Transaction Maintenance' screen for batch D0004. The 'ACTIONS' menu is open, and 'Add Dissection' is highlighted. The main area shows transaction details for 'Sale of Stock items' with debtor 'CASHSALE' and address 'Sydney office'. The 'INVOICE' section shows 'Transaction Date' and 'Payment Due Date' as 11/02/2022. The 'ALLOCATION' section shows a table with the message 'No dissections exist'.

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.

Accounts Receivable Transaction Maintenance ACTIONS OK BACK

Batch D0004


Transaction Sale of Stock items **INVOICE**  
 Debtor CASHSALE Used for all Cash sales Accounting Period FEB22  
 Debtor's Address Sydney office Transaction Date 11/02/2022  
 Payment Due Date 11/02/2022  
 Debtors Terms COD  
 Transaction Total 0.00

Period Work Done

Description Cylinder Lock - Heave Duty  
 Reference Cash

Account 10007300  
 Job  
 Asset  
 Cost Code/WOrder  
 Stock Code K-001 Warehouse 1 Location STORE Lot  
 Quantity 10.0000 Unit of Measure ITEM Rate 100.0000 Amount  
 Tax Code S1 Percentage Amount (exc Tax)  
 Tax

Select OK. Then Print the Sundry Invoice



**Viewpoint Training Environment**  
 ABN: 123456789012345  
 Address Line 1  
 Address Line 2  
 Address Line 3  
 Phone: 123456789012345  
 Fax: 123456789012345

## TAX INVOICE

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**Used for all Cash sales**  
 Sydney office

**Invoice No** : 000001  
**Invoice Date** : 11/02/22

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**INVOICE FOR : Sale of Stock items**

SUPPLY	QUANTITY	RATE	UOM	GST	AMOUNT
Cylinder Lock - Heave Duty	10.00	100.00	ITEM	Y	1,000.00
<b>Subtotal</b>					1,000.00
<b>GST</b>					100.00
<b>Invoice Total</b>					1,100.00
<b>Due Date</b>					11/02/22

The GL Transactions are as follows

## Stock Control Module

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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.

## 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

