

INVENTORY

STOCK BATCH TRACKING

BPO now facilitates tracking of **C-Class** batches.

The batch number is input on the **Goods Received Note** screen.

For all other stock transactions, stock is selected from a specific batch.

Weighted average cost is calculated over multiple batches, within the same Bin location.

Set the Batch Tracking Flag

To use Batch Tracking – ensure the [Batch Tracking flag](#) is set in Company Configuration. This must be decided, and selected **once**. This cannot be switched later.

On upgrading to **BPO2**, a batch without a Batch No will be created. After that, you will number batches, as you receive **new** stock into the system.

These batch numbers can be viewed in the **Stock Status** screen when the **Stock** frame of a selected item is expanded.

Ribbon Access: *Inventory > Parts*

Stock Status - BPO: Version 2.10.64 - Example Company

Home Equipment and Locations Contract Finance and HR Inventory Maintenance and Projects Manufacturing Procurement Sales Service Reporting Utilities

Requestion Stock Transfer Stock Adjust Inter Warehouse Request Save Layout Workspaces In Stock Only Refresh Export

Selected Warehouse: Warehouse Main Warehouse

Drag a column header here to group by that column

PartType	PartTypeDesc	PartCode	PartName	ModelNo	CategoryDesc	Category	WarehouseName	CurrentStock	ReservedStock	RequisitionedStock	StockOnOrder	NetStock	ReorderLevel	ReorderAmount	Reorder
A	Serialized Equipment	SP2020	SP2020 Sprint Colo...	SP2020	Hardware	MAMNGR	Main Warehouse	15.00	35.00	6.00	25.00	5.00	-10.00	0.00	No
C	Non Serialized Parts	2020-147K	Black toner SP2020		Toners	TOMNGR	Main Warehouse	1 625.00	905.50	4.00	378.00	1 093.50	5.00	0.00	No
A	Serialized Equipment	SP1919	SP1919 Sprint Colo...	1919	Hardware	MAMNGR	Main Warehouse	2.00	28.00	15.00	10.00	-16.00	0.00	16.00	No
C	Non Serialized Parts	SP19-147K	Black Toner SP1919		Toners	TOMNGR	Main Warehouse	551.00	844.00	312.00	1.00	-292.00	10.00	312.00	Yes
C	Non Serialized Parts	SP19-147Y	Yellow Toner - SP1...		Toners	TOMNGR	Main Warehouse	3.00	4.00	1.00	23.00	22.00	0.00	0.00	No
C	Non Serialized Parts	SP19-147M	Magenta toner - SP...		Toners	TOMNGR	Main Warehouse	50.00	2.00	0.00	3.00	51.00	0.00	0.00	No
C	Non Serialized Parts	2020-147M	Magenta toner SP2...		Toners	TOMNGR	Main Warehouse	26.00	6.00	0.00	0.00	20.00	0.00	0.00	No

Stock

BatchSerialNo	BinName	Quantity
	DBN-A1	18.00
000191214736	DBN-A1	3.00
000191214736	DBN-B1	4.00
000191214736	DBN-C1	1.00

Open Windows

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RECEIVING STOCK

- Ensure you type in the batch number for C-Class items

View Goods Receipt Note GR00000368 - BPO: Version 2.1.0.64 - Example Company

Home Equipment and Locations Contract Finance and HR Inventory Maintenance and Projects Manufacturing Procurement Sales Service Reporting Utilities

Save Back Save Layout Workspaces

Process Format

Reference Type: Purchase Order
 Reference: PO0000367
 Receiver: Bianca Du Toit
 Receipt Date: 28 Jul 2017 12:00:00
 Comments:
 Generate Invoice: ☐ Invoice No:
 Using a selected location, please assign a bin location

PartType	PartCode	PartDesc	WarehouseName	BinLocation...	BatchSerialNo	AverageUnitCost	Quantity	CureDate
C	2020-147Y	Yellow toner SP2020	Main Warehouse	DBN-A1	20170728	300.00	17.00	01 Jan 1900

PO Currency: ZAR Total: 5,100.00

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ISSUING STOCK

- Ensure you issue stock out of the correct batch, by selecting the batch number.

Add new Part Issue - BPO: Version 2.1.0.64 - Example Company

Home Equipment and Locations Contract Finance and HR Inventory Maintenance and Projects Manufacturing Procurement Sales Service Reporting Utilities

Save Back Save Layout Workspaces

Process Format

Reference Type: Work Order
 Item: WO0000201
 Receiver: Abigail Milne
 Issue Date: 14 Aug 2018 12:00:00 AM

Comments

Drag a column header here to group by that column

PartCode	PartDesc	PartType	WarehouseName	BinLocationName	Quantity	IssueQty	Direction
SP19-147K	Black Toner SP1919	C	Main Warehouse	DBN-A1	1.00	1	I

Issues

PartCode	PartDesc	ModelNo	PartType	WarehouseName	BinLocation...	BatchSerialNo	AverageUnitCost	StockQty	RequestQty	Quantity	Direction
SP19-147K	Black Toner SP1919		C	Main Warehouse	DBN-A1		260.63	38.00	1.00	1	I
SP19-147K	Black Toner SP1919		C	Main Warehouse	DBN-A1	147-12345	260.63	15.00	1.00	0	I
SP19-147K	Black Toner SP1919		C	Main Warehouse	DBN-A1	7845	260.63	15.00	1.00	0	I
SP19-147K	Black Toner SP1919		C	Main Warehouse	DBN-A1	963	260.63	475.00	1.00	0	I
SP19-147K	Black Toner SP1919		C	Main Warehouse	DBN-B1		254.11	4.00	1.00	0	I
SP19-147K	Black Toner SP1919		C	Main Warehouse	DBN-B1	963	254.11	4.00	1.00	0	I

Total

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STOCK TRANSFER

- Ensure you transfer stock out of the correct batch, by selecting the batch number.

Stock Transfer - BPO: Version 2.1.0.64 - Example Company

Home | Equipment and Locations | Contract | Finance and HR | Inventory | Maintenance and Projects | Manufacturing | Procurement | Sales | Service | Reporting | Utilities

Save | Back | Save Layout

Process | Format

Reference Type: Adhoc | Transfer Date: 06 Sep 2018 | 1:53:17 PM

Reference: Test Stock Transfer 001

Final Warehouse: Cari Warehouse

Requestor: Abigail Milne

Comments

Drag a column header here to group by that column

PartType	PartCode	PartDesc	WarehouseName	BinName	BatchSerialNo	Quantity	AverageUnitCost	DestWarehouse	DestBinName	Direction
I C	2020-147K	Black toner SP2020	Main Warehouse	DBN-A1	147K-20170606	604.00	500.00	Cari Warehouse	Cari_Bin	I

Total: 302 000.00

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STOCK ADJUSTMENT

- Ensure you adjust stock in/out of the correct batch, by selecting the batch number.

Maintenance for Adjustment Request AR00000131 - BPO: Version 2.1.0.64 - Example Company

Home Equipment and Locations Contract Finance and HR Inventory Maintenance and Projects Manufacturing Procurement Sales Service Reporting Utilities

Save Back Save Layout Workspaces

Process Format

Reason Code: Stock Load
 Requestor: Abigail Milne
 Contra Account:
 Request Date: 06 Sep 2018 1:57:15 PM

Comments
 Damaged stock write off.

Drag a column header here to group by that column

PartCode	PartDesc	PartType	WarehouseName	BinLocationName	BatchSerialNo	UnitCost	QtySOH	Quantity	LineCost	ContraAccCode
2020-147K	Black toner SP2020	C	George Warehouse	George_Bin	147	470.79	8.00	7.00	-470.79	2100

Total -470.79

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STOCK REVALUATION

- Ensure you revalue the correct stock batch, by selecting the batch number.

Home

Equipment and Locations

Contract

Finance and HR

Inventory

Maintenance and Projects

Manufacturing

Procurement

Sales

Service

Reporting

Utilities

Save

Back

Save Layout

Process

Format

Revaluation request : REV00000088 - BPO: Version 2.1.0.64 - Example Company

Reference

RevReq002

Requestor

Abigal Milne

Contra Account

9998

Request Date

06 Sep 2018

2:04:03 PM

Comments

Test Revaluation Request

Drag a column header here to group by that column

PartCode	PartDesc	WarehouseName	BinLocationNa...	BatchSerialNo	UnitCost	QtySOH	NewUnitCost	BalanceOfUsefuLife	LineCost	NewLineCost	CostDifference	ContraAccCode
2020-147K	Black toner SP2020	Main Warehouse	DEN-A1		500.00	196.00	0.00	0	98 000.00	0.00	98 000.00	9998
2020-147K	Black toner SP2020	Main Warehouse	DEN-A1	147	500.00	477.00	0.00	0	238 500.00	0.00	238 500.00	9998
2020-147K	Black toner SP2020	Main Warehouse	DEN-A1	65478	500.00	2.00	0.00	0	1 000.00	0.00	1 000.00	9998
2020-147K	Black toner SP2020	Main Warehouse	DEN-A1	20-9999	500.00	1.00	0.00	0	500.00	0.00	500.00	9998
2020-147K	Black toner SP2020	Main Warehouse	DEN-A1	147K-20170606	500.00	600.00	0.00	0	300 000.00	0.00	300 000.00	9998
2020-147K	Black toner SP2020	Main Warehouse	DEN-A1	20170731	500.00	2.00	0.00	0	1 000.00	0.00	1 000.00	9998

Total

639 000.00

Open Windows

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STOCK TAKE

- When you count and update your stock quantities, make sure you use the correct batches.

MNU.026.027