

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 2.1.0.64 - 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 | Durban | In Stock Only | Refresh | Export

Selected Warehouse: Main 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	909.50	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

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RECEIVING STOCK

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

View Goods Receipt Note GR0000368 - 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: PO0000387
 Receiver: Bianca Du Toit
 Receipt Date: 28 Jul 2017 12:00:00
 Comments:
 Generate Invoice: Invoice No:
 CallReference: CustomerCode: CustomerName:

PartType	PartCode	PartDesc	WarehouseName	BinLocation...	BatchSerialNo	AverageUnitCost	Quantity	CureDate
C	2020-147Y	Yellow toner SP2020	Main Warehouse	DEN-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: W00000201
 Receiver: Abigal 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 Mlne

Comments

Drag a column header here to group by that column

PartType	PartCode	PartDesc	WarehouseName	BinName	BatchSerialNo	Quantity	AverageUnitCost	DestWarehouseName	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	BinLocatorName	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.

Revaluation request - REVR00000088 - 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: RevReq002
 Requestor: Abigail 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	BalanceOfUsefulLife	LineCost	NewLineCost	CostDifference	ContraAccCode
2020-147K	Black toner SP2020	Main Warehouse	DBN-A1		500.00	196.00	0.00	0	98 000.00	0.00	98 000.00	9998
2020-147K	Black toner SP2020	Main Warehouse	DBN-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	DBN-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	DBN-A1	20-9999	500.00	1.00	0.00	0	500.00	0.00	500.00	9998
2020-147K	Black toner SP2020	Main Warehouse	DBN-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	DBN-A1	20170731	500.00	2.00	0.00	0	1 000.00	0.00	1 000.00	9998
Total											639 000.00	

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STOCK TAKE

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

Add new Stock Take Batch - 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

Batch Reference:

Warehouse: George Warehouse

From Bin: George_Bin To Bin: George_2_Bin

Batch Date: 06 Sep 2018

Comments:

Drag a column header here to group by that column

StockTakeBatch	StockTakeDate	BinName	PartCode	PartDesc	BatchSerialNo	CurrentQuantity	StockOnHand	AverageUnitCost	Updated	LineCost	NewLineCost	CostDifference
	06 Sep 2018	George_Bin	SP19-147K	Black Toner SP1919		1.00	0	249.92	<input type="checkbox"/>	249.92	0.00	-249.92
	06 Sep 2018	George_Bin	SP19-147K	Black Toner SP1919	1234	2.00	0	249.92	<input type="checkbox"/>	499.85	0.00	-499.85
	06 Sep 2018	George_Bin	SP19-147K	Black Toner SP1919	963	60.00	0	249.92	<input type="checkbox"/>	14 995.45	0.00	-14 995.45
	06 Sep 2018	George_Bin	SP19-147Y	Yellow Toner - SP1919		20.00	0	367.36	<input type="checkbox"/>	7 347.20	0.00	-7 347.20
	06 Sep 2018	George_Bin	147-888544	K147 Black toner		1.00	0	325.00	<input type="checkbox"/>	325.00	0.00	-325.00
	06 Sep 2018	George_Bin	12-098765	SP19-12 Black Toner		5.00	0	361.76	<input type="checkbox"/>	1 808.82	0.00	-1 808.82
	06 Sep 2018	George_Bin	K147-888123	K147 Magenta Toner		1.00	0	500.00	<input type="checkbox"/>	500.00	0.00	-500.00
	06 Sep 2018	George_Bin	2020-147K	Black toner SP2020		0.00	0	470.79	<input type="checkbox"/>	0.00	0.00	0.00
	06 Sep 2018	George_Bin	2020-147K	Black toner SP2020	147	8.00	0	470.79	<input type="checkbox"/>	3 766.29	0.00	-3 766.29
	06 Sep 2018	George_Bin	2020-147K	Black toner SP2020	20160701	8.00	0	470.79	<input type="checkbox"/>	3 766.29	0.00	-3 766.29
	06 Sep 2018	George_Bin	CL-100-965	Cleaner		0.00	0	13.75	<input type="checkbox"/>	0.00	0.00	0.00
	06 Sep 2018	George_Bin	CL-100-965	Cleaner	789	9.00	0	13.75	<input type="checkbox"/>	123.75	0.00	-123.75
	06 Sep 2018	George_Bin	9855632	Air Freshner	4777-8855	10.00	0	45.00	<input type="checkbox"/>	450.00	0.00	-450.00
	06 Sep 2018	George_Bin	CONV001	ACDC Convertor	12555	20.00	0	15.00	<input type="checkbox"/>	300.00	0.00	-300.00
	06 Sep 2018	George_Bin	204-147M	SP204 Magenta Toner		10.00	0	350.00	<input type="checkbox"/>	3 500.00	0.00	-3 500.00
	06 Sep 2018	George_Bin	SP19-147M	Magenta toner - SP1919		8.00	0	385.48	<input type="checkbox"/>	3 083.83	0.00	-3 083.83
	06 Sep 2018	George_Bin	SP19-147M	Magenta toner - SP1919	20160701	0.00	0	385.48	<input type="checkbox"/>	0.00	0.00	0.00
	06 Sep 2018	George_Bin	SANI	Sanitizer		10.00	0	39.38	<input type="checkbox"/>	393.85	0.00	-393.85
	06 Sep 2018	George_Bin	SP19-147C	Cyan Toner - SP1919		5.00	0	350.00	<input type="checkbox"/>	1 750.00	0.00	-1 750.00
	06 Sep 2018	George_Bin	Az408	A4 Drawing Book	A4DB00000001	5.00	0	101.32	<input type="checkbox"/>	506.59	0.00	-506.59
	06 Sep 2018	George_Bin	204-147Y	SP204 Yellow Toner		5.00	0	350.00	<input type="checkbox"/>	1 750.00	0.00	-1 750.00
Total											-45 116.85	

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