

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 <u>Batch Tracking flag</u> is set in Company Configuration. This must be decided, and selected **once**. This <u>cannot</u> 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 Batch Tracking

н	Home Equipment and	d Locations	Contract Finance	and HR	Inventory N	faintenance a	and Projects Mar	nufacturing	Procurement	Sales Service	Reporting	Utilities			8
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uisition	Stock Stock Ir Transfer Adjust	nter Warehouse Request	 Save Layout Wo 	orkspaces	In Stock Only		esh Export								
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ected V	Warehouse :														
	and the second second			1											
	Warehouse Main	warenouse													_
artType	e PartTypeDesc	PartCode	PartName	ModelNo	CategoryDesc	Category	WarehouseName	CurrentStock	ReservedStock	RequisitionedStock	StockOnOrder	NetStock	ReorderLevel	ReorderAmount	Reo
A G	Serialised 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
ЭC	Non Serialised 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 B	Serialised Equipment	SP 19 19	SP 19 19 Sprint Colo	1919	Hardware	MAMNGR	Main Warehouse	2.00	28.00	15.00	10.00	-16.00	0.00	16.00	No
) C	Non Serialised Parts	SP19-147K	Black Toner SP 1919		Toners	TOMNGR	Main Warehouse	551.00	844.00	312.00	1.00	-292.00	10.00	312.00	Yes
) C	Non Serialised Parts		Yellow Toner - SP1		Toners	TOMNGR	Main Warehouse	3.00		1.00	23.00	22.00		0.00	No
C C	Non Serialised 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
I C	Non Serialised 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
* *	DB 000191214736 DB	Name Qu N-A1 N-A1 N-B1	18.00 3.00 4.00												
	000191214736 DB 000191214736 DB 000191214736 DB 000191214736 DB	N-A1 N-A1 N-B1 N-C1	18.00 3.00 4.00 1.00												
	000191214736 DB 000191214736 DB 000191214736 DB 000191214736 DB Non Serialsed Parts	N-A1 N-A1 N-B1 N-C1 2020-147C	18.00 3.00 4.00 1.00 Cyan toner SP2020		Toners	TOMINGR	Main Warehouse	197.00		23.00	2.00	180.00		0.00	
	000191214736 DB 000191214736 DB 000191214736 DB 000191214736 DB Non Serialised Parts Non Serialised Parts	N-A1 N-A1 N-B1 N-C1 2020-147C 2020-147Y	18.00 3.00 4.00 1.00 Cyan toner SP2020 Yellow toner SP2020		Toners	TOMNGR	Main Warehouse	15.00	14.00	7.00	3.00	4.00	0.00	0.00	No
	000191214736 DB 000191214736 DB 000191214736 DB 000191214736 DB Non Serialsed Parts Non Serialsed Parts	N-A1 N-A1 N-B1 N-C1 2020-147C 2020-147Y CL-100-955	18.00 3.00 4.00 1.00 Cyan toner SP2020 Yellow toner SP2020 Cleaner		Toners Stationery	TOMNGR STCOOT	Main Warehouse Main Warehouse	15.00 21.00	14.00 60.00	7.00	3.00 40.00	4.00 1.00	0.00	0.00	No No
	Del 000191214736 Del 000191214736 Del 000191214736 Del 000191214736 Del 000191214736 Del Non Serialised Parts Non Serialised Parts Non Serialised Parts	N-A1 N-A1 N-B1 N-C1 2020-147C 2020-147Y CL-100-965 147-888544	18.00 3.00 4.00 1.00 Cyan toner SP2020 Yellow toner SP2020 Cleaner K147 Black toner		Toners Stationery Toners	TOMNGR STCOOT TOMNGR	Main Warehouse Main Warehouse Main Warehouse	15.00 21.00 21.00	14.00 60.00 6.00	7.00 1.00 0.00	3.00 40.00 1.00	4.00 1.00 16.00	0.00	0.00 0.00 0.00	No No No
	DBI 000191214736 DBI 000191214736 DBI 000191214736 DBI 000191214736 DBI 000191214736 DBI Non Serialsed Parts Non Serialsed Parts Non Serialsed Parts Serialsed Parts Serialsed Equipment	N-A1 N-A1 N-B1 N-C1 2020-147C 2020-147C 2020-147Y CL-100-965 147-888544 KZN-122TFB	18.00 3.00 4.00 1.00 Cyan toner SP2020 Yellow toner SP2020 Cleaner K147 Black toner Kruger ZN Fax Mac	ZN122	Toners Stationery Toners Hardware	Tomngr Stcoot Tomngr Mamngr	Main Warehouse Main Warehouse Main Warehouse Main Warehouse	15.00 21.00 21.00 5.00	14.00 60.00 6.00 5.00	7.00 1.00 0.00 0.00	3.00 40.00 1.00 0.00	4.00 1.00 16.00 0.00	0.00 0.00 0.00 0.00	0.00 0.00 0.00 0.00	No No No
	Del	N-A1 N-A1 N-A1 N-A1 N-B1 N-C1 2020-147C 2020-1477 CL-100-965 147-888544 KZN-122TFB 123452N	18.00 3.00 4.00 Cyan toner SP2020 Yellow toner SP2020 Cleaner K147 Black toner Kruger ZN Fax Mac ZN Paper	ZN122	Toners Stationery Toners Hardware Stationery	TOMINGR STCOOT TOMINGR MAMINGR STCOOT	Main Warehouse Main Warehouse Main Warehouse Main Warehouse Main Warehouse	15.00 21.00 21.00 5.00 5.00	14.00 60.00 6.00 5.00 102.00	7.00 1.00 0.00 0.00 0.00	3.00 40.00 1.00 0.00 0.00	4.00 1.00 16.00 0.00 -97.00	0.00 0.00 0.00 0.00 0.00	0.00 0.00 0.00 0.00 97.00	No No No No
	Del 191214736 000191214736 Del 000191214736 Del 191214736 Non Serialsed Parts Non Serialsed Parts Non Serialsed Parts Non Serialsed Parts Non Serialsed Parts Non Serialsed Parts	N-A1 N-A1 N-A1 N-A1 N-B1 N-C1 2020-147C 2020-147C 2020-147Y CL-100-965 147-888544 K2N-122TFB 123452N 147-888741	18.00 3.00 4.00 1.00 Cyan toner SP2020 Cleaner K147 Back toner K147 Falkak toner K147 Yellow Toner	ZN122	Toners Stationery Toners Hardware Stationery Toners	TOMNGR STCOOT TOMNGR MAMNGR STCOOT TOMNGR	Main Warehouse Main Warehouse Main Warehouse Main Warehouse Main Warehouse Main Warehouse	15.00 21.00 21.00 5.00 5.00 4.00	14.00 60.00 6.00 5.00 102.00 2.00	7.00 1.00 0.00 0.00 0.00 0.00	3.00 40.00 1.00 0.00 0.00	4.00 1.00 16.00 0.00 -97.00 2.00	0.00 0.00 0.00 0.00 0.00 0.00	0.00 0.00 0.00 97.00 97.00	No No No No No
	000191214736 0000191214736 000191214736 000191214736 000191214736 000191214736 000191214736 000191214736 DB 00019121475 DB 00000000000000000000000000000000000	N-A1 N-A1 N-B1 N-C1 2020-147C 2020-147Y CL-100-965 147-888544 KZN-122TFB 123452N 147-888741 K147-888478	18.00 3.00 4.00 1.00 Cyan toner SP2020 Cyan toner SP2020 Cleaner Kruger ZN Fax Mac ZN Paper K147 Kladv Toner K147 Cyan Toner	ZN122	Toners Stationery Toners Hardware Stationery Toners Toners	TOMNGR STCOOT TOMNGR MAMNGR STCOOT TOMNGR TOMNGR	Main Warehouse Main Warehouse Main Warehouse Main Warehouse Main Warehouse Main Warehouse Main Warehouse	15.00 21.00 21.00 5.00 5.00 4.00 4.00	14.00 60.00 5.00 102.00 2.00 0.00	7.00 1.00 0.00 0.00 0.00 0.00 0.00	3.00 40.00 1.00 0.00 0.00 0.00 0.00	4.00 1.00 16.00 -97.00 2.00 4.00	0.00 0.00 0.00 0.00 0.00 0.00	0.00 0.00 0.00 97.00 0.00 0.00	No No No No No
	000191214736 DB 000191214736 DB 000191214736 DB 000191214736 DB 000191214736 DB Non Serialeed Parts Non Serialeed Parts Non Serialeed Parts Non Serialeed Parts Non Serialeed Parts Non Serialeed Parts Non Serialeed Parts	N-A1 N-A1 N-81 2020-147C 2020-147C 2020-1477 CL-100-965 147-888544 KZN-122TF8 123452N K147-888741 K147-888478 9855632	18.00 3.00 4.00 1.00 Cyen toner SP2020 Cleaner Kit17 Black toner Kruger ZN Fax Mac ZN Paper K147 Yellow Toner K147 Yellow Toner K147 Yellow Toner K147 Freshner		Toners Stationery Toners Hardware Stationery Toners Toners Stationery	TOMNGR STCOOT TOMNGR MAMNGR STCOOT TOMNGR STCOOT	Main Warehouse Main Warehouse Main Warehouse Main Warehouse Main Warehouse Main Warehouse Main Warehouse	15.00 21.00 21.00 5.00 5.00 4.00 4.00 6.00	14.00 60.00 5.00 102.00 2.00 0.00 52.00	7.00 1.00 0.00 0.00 0.00 0.00 0.00 0.00	3.00 40.00 1.00 0.00 0.00 0.00 0.00 0.00	4.00 1.00 0.00 -97.00 2.00 4.00 -46.00	0.00 0.00 0.00 0.00 0.00 0.00 0.00	0.00 0.00 0.00 97.00 0.00 0.00 46.00	No No No No No No
	000191214736 DB 000191214736 DB 000191214736 DB 000191214736 DB 000191214736 DB Non Serialeed Parts Non Serialeed Parts Non Serialeed Parts Non Serialeed Parts Non Serialeed Parts Non Serialeed Parts Non Serialeed Parts	N-A1 N-A1 N-B1 2020-147C 2020-147C 2020-1477 CL-100-965 147-888544 KZN-122TFB 123452N 147-888741 K147-888741 K147-888741 S955632 SP19-123456	18.00 3.00 4.00 1.00 Cyan toner SP2020 Cyan toner SP2020 Cleaner Kruger ZN Fax Mac ZN Paper K147 Kladv Toner K147 Cyan Toner		Toners Stationery Toners Hardware Stationery Toners Toners	TOMNGR STCOOT TOMNGR MAMNGR STCOOT TOMNGR TOMNGR	Main Warehouse Main Warehouse Main Warehouse Main Warehouse Main Warehouse Main Warehouse Main Warehouse	15.00 21.00 21.00 5.00 5.00 4.00 4.00	14.00 60.00 5.00 102.00 2.00 0.00 52.00 14.00	7.00 1.00 0.00 0.00 0.00 0.00 0.00	3.00 40.00 1.00 0.00 0.00 0.00 0.00	4.00 1.00 16.00 -97.00 2.00 4.00	0.00 0.	0.00 0.00 0.00 97.00 0.00 0.00	No No No No No No
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	000 191214736 000 19121476 000 191	N-A1 N-A1 2020-147C 2020-147C CL-100-965 147-888544 KZN-122TFB 12245ZN 147-888741 K147-888478 9855632 SP 19-122456 2020-147L	18.00 3.00 4.00 1.00 Cyan toner SP2020 Cleaner K147 Black toner K147 Plack toner K147 Yellow Toner K147 Yellow Toner K147 Cyan Toner Air Freihner SP19-12 Black Toner		Toners Stationery Toners Hardware Stationery Toners Stationery Hardware Toners	TOMNGR STCOOT TOMNGR STCOOT TOMNGR TOMNGR STCOOT MAMNGR TOMNGR	Main Warehouse Main Warehouse Main Warehouse Main Warehouse Main Warehouse Main Warehouse Main Warehouse Main Warehouse Main Warehouse	15.00 21.00 21.00 5.00 4.00 4.00 6.00 2.00 3.00	14.00 60.00 5.00 102.00 2.00 52.00 14.00 36.00 1.00	7.00 1.00 0.00 0.00 0.00 0.00 0.00 0.00	3.00 40.00 0.00 0.00 0.00 0.00 0.00 0.00	4.00 1.00 0.00 -97.00 2.00 4.00 -46.00 -12.00 -33.00	0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.0	0.00 0.00 97.00 0.00 0.00 0.00 46.00 12.00 33.00	No No No No No No No No
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• • • •	000191214736 00019121476 000000000000000000000000000000000000	N-A1 N-A1 N-A1 N-B1 N-C1 2020-147C 2020-147C 2020-1477 CL-100-965 147-888544 K2N-122TF8 123452N 147-888741 147-887741 147-87741 147-97741 147-977441 147-977441 147-97741 147-97741 147-97741 147-97741	18.00 3.00 4.00 1.00 Vellow toner SP2020 Vellow toner SP2020 Cleaner Kruger ZN Fax Mac ZN Paper Kr147 Kithar Mac SP19-12 Colour Co SP19-12 Colour Co SP19-12 Black Toner SP2020 Clear Toner SP2020 Clear Toner		Toners Stationery Toners Hardware Stationery Toners Stationery Hardware Toners Toners Toners Toners	TOMINGR STCOOT TOMINGR MAMINGR STCOOT TOMINGR TOMINGR TOMINGR TOMINGR	Main Warehouse Main Warehouse	15.00 21.00 21.00 5.00 4.00 4.00 6.00 2.00 3.00 1.00 4.00	14.00 60.00 5.00 102.00 0.00 52.00 14.00 36.00 1.00 10.00	7.00 1.00 0.00 0.00 0.00 0.00 0.00 1.00 33.00 0.00 0	3.00 40.00 0.00 0.00 0.00 0.00 0.00 0.00	4,00 1,00 16,00 -97,00 2,00 4,00 -46,00 -12,00 -33,00 0,00 -5,00	0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.0	0.00 0.00 97.00 0.00 46.00 12.00 33.00 0.00	No No No No No No No No No No
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• •	000 19 12 14 736 000 19 12 14 736 Non Serialeed Parts Non Serialeed Parts	N-A1 N-A1 N-A1 N-A1 N-C1 2020-147C 2020-147C CL-100-965 147-888544 KZN-122TF8 147-888478 147-888478 147-888478 122452N 147-888478 2045-1477 204-1477 204-1477 204-1477 204-1477	18.00 3.00 4.00 1.00 Cyan toner SP2020 Velow toner SP2020 Cleaner Kruger ZN Fax Mac ZN Paper K1417 Eldak Toner SP19-12 Clear Toner SP19-12 Clear Toner SP204 Black Toner SP204 Black Toner SP204 Koner SP204 Velow Toner SP204 Velow Toner SP204 Velow Toner	SP19-12	Toners Stationery Hardware Stationery Toners Stationery Hardware Toners Toners Toners Toners Toners Toners Toners	TOMINGR STCOOT TOMINGR MAMINGR STCOOT TOMINGR TOMINGR TOMINGR TOMINGR TOMINGR	Main Warehouse Main Warehouse	15.00 21.00 5.00 4.00 6.00 2.00 3.00 1.00 4.00 1.00 5.00 5.00 5.00	14.00 60.00 5.00 10.200 2.00 52.00 14.00 1.00 1.00 4.00 4.00 3.600 3.600 3.000	7.00 1.00 0.00 0.00 0.00 0.00 0.00 1.00 3.00 0.00 0	3.00 40.00 1.00 0.00 0.00 0.00 0.00 0.00	4,00 1,00 0,00 -97,00 -40,00 -12,00 -12,00 -33,00 0,000 -5,00 113,00 7,00 21,00	0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.0	0.00 0.00 97.00 0.00 12.00 33.00 0.00 5.00 0.00 0.00 0.00 0.00	No No No No No No No No No No No No

RECEIVING STOCK

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

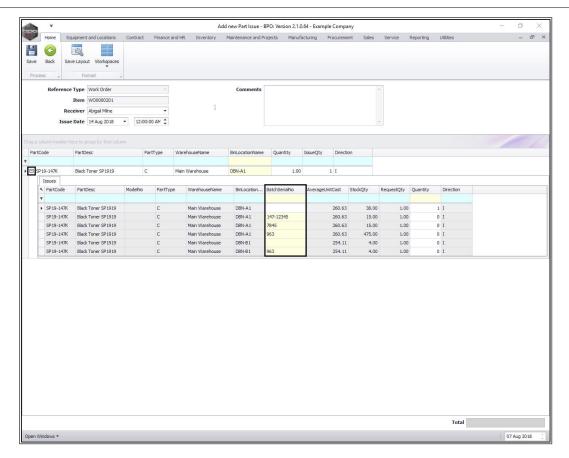


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Part		PartCode	PartDesc			VarehouseName	Biolocation	BatchSerialNo	AverageU	nitCost	Quantity		CureDate	1					
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ISSUING STOCK

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





STOCK TRANSFER

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



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-	lome	Equipment	and Location	Contract	Finance and HR	Inventory	Maintenance and Projects	Manufacturin	g Procurement	Sales Servi	ce Reporting	Utilities			-	8)
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	i	Requestor	Abigail Milne		• •											
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PartTyp		PartCode	PartDesc		WarehouseName	BinName	BatchSerialNo	Quantity	AverageUnitCost	DestWhseName	DestBinName	C	irection			-
9								-						_		
IC		2020-147K	Black toner	SP2020	Main Warehouse	DBN-A1	147K-20170606 ···	604.00	500.00	Cari Warehouse	Cari_Bin	I				
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STOCK ADJUSTMENT

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



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Process		nat	- 4														
	Reason Code	Stock Load		•			Comments	s ock write off.									
	Requestor			•			Janageu sto	ick write on.									
6	entra Account			م		1											
16400	Request Date	06 Carp 2019	1:	:57:15 PM 💲													
	Request Date	00 Sep 2010	, . I I .	137.13 FM													~
S															1		1
				1		1-		1					(2	
PartCode	PartDesc		PartType	WarehouseN	lame	BinLocatio	nname	BatchSerialNo	UnitCost	QtySOH	Quantity	LineCost	ContraAccCode				
₹ 2020-147K	Black toner SP	2020	с	George Ware	abouto	George_Bi	la.	147	470.79	8.00	7.00	-470.79	2100				
*	black torier or	2020	C .	deorge ware	cilouse	George_pr		147	4/0./5	8.00	7.00	-4/0.75	1 2100				
														Total		-4	70.79
Open Windows	•														31 A	ug 2018	(C

STOCK REVALUATION

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



		0.0													
		Reference	RevReq00	2			Comments Test Revaluation Requ	iest							
		Requestor	Abigail Miln	e	•										
	Cor	ntra Account	9998												
	R	lequest Date	06 Sep 201	18 • 2:04:03	PM 🗘										
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	PartCode	PartDesc		WarehouseName	BinLocationNa	BatchSerialt	Vo UnitCost	QtySOH	NewUnitCost	BalanceOfUsefulLife	LineCost	NewLineCost	CostDifference	ContraAccCod	e
	Tur toouc	T di to cac		Trarenousertaine	Diffeocodorination	butchbendi	to cincost	QUISON	The work to be	bulanceoroscialene	Lincoost	The men and out	costoniciche	Contractice	
	2020-147K	Black toner 5	P2020	Main Warehouse	DBN-A1		500.00	196.00	0.00	0	98 000.00	0.00	98 000.00	9998	
	2020-147K	Black toner S	P2020	Main Warehouse	DBN-A1	147	500.00			0		0.00			
	2020-147K	Black toner 9	P2020	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 5	P2020	Main Warehouse	DBN-A1	20-9999	500.00	1.00	0.00	0	500.00	0.00	500.00	9998	
	2020-147K	Black toner 5		Main Warehouse	DBN-A1	147K-20170				0		0.00			
	2020-147K	Black toner S	P2020	Main Warehouse	DBN-A1	20170731	500.00	2.00	0.00	0	1 000.00	0.00	1 000.00	9998	

STOCK TAKE

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



Batch Re	ference			- 0	omments						
Wa	rehouse George	e Warehouse		• •							
	rom Bin George	e_Bin 🔻 *	To Bin Geor	rge_2_Bin ▼ *							
Ba	tch Date 06 Sep	2018 -									
											1/
ockTakeBatch	StockTakeDate	BinName	PartCode	PartDesc	BatchSerialNo	CurrentQuantity	StockOnHand	AverageUnitCost	LineCost	NewLineCost	CostDifference
	06 Sep 2018	George_Bin	SP19-147K	Black Toner SP 19 19		1.00	0		249.92	0.0	
	06 Sep 2018	George_Bin	SP19-147K	Black Toner SP 19 19	1234	2.00	0		499.85	0.0	
	06 Sep 2018	George_Bin	SP19-147K	Black Toner SP1919	963	60.00	0		14 995.45	0.0	
	06 Sep 2018	George_Bin	SP19-147Y	Yellow Toner - SP1919		20.00	0		7 347.20	0.0	
	06 Sep 2018	George_Bin	147-888544	K147 Black toner SP19-12 Black Toner		1.00	0		325.00	0.0	
	06 Sep 2018 06 Sep 2018	George_Bin	12-098765	K147 Magenta Toner	-	1.00	0		500.00	0.0	
	06 Sep 2018	George_Bin	K147-888123 2020-147K	Black toner SP2020		0.00	0		0.00	0.0	
	06 Sep 2018	George_Bin George_Bin	2020-147K 2020-147K	Black toner SP2020 Black toner SP2020	147	8.00	0		3 766.29	0.0	
	06 Sep 2018	George_Bin	2020-147K	Black toner SP2020	20160701	8.00	0		3 766.29	0.0	
	06 Sep 2018	George_Bin	CL-100-965	Cleaner	20100701	0.00	0		0.00	0.0	
	06 Sep 2018	George_Bin	CL-100-965	Cleaner	789	9.00	0		123.75	0.0	
	06 Sep 2018	George_Bin	9855632	Air Freshner	4777-8855	10.00	0		450.00	0.0	
	06 Sep 2018	George Bin	CONV001	ACDC Convertor	12555	20.00	0		300.00	0.0	
	06 Sep 2018	George_Bin	204-147M	SP204 Magenta Toner	in the second second	10.00	0		3 500.00	0.0	
	06 Sep 2018	George_Bin	SP19-147M	Magenta toner - SP 19 19		8.00	0		3 083.83	0.0	
	06 Sep 2018	George_Bin	SP19-147M	Magenta toner - SP 19 19	20160701	0.00	0	385.48	0.00	0.0	0.00
	06 Sep 2018	George_Bin	SAN	Sanitizer		10.00	0	39.38	393.85	0.0	-393.85
	06 Sep 2018	George_Bin	SP19-147C	Cyan Toner - SP1919		5.00	0	350.00	1 750.00	0.0	-1 750.00
	06 Sep 2018	George_Bin	Az4DB	A4 Drawing Book	A4DB00000001	5.00	0	101.32	506.59	0.0	-506.59
	06 Sep 2018	George_Bin	204-147Y	SP204 Yellow Toner		5.00	0	350.00	1 750.00	0.0	-1 750.00

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