

**Sage 200 Accounts v2009** is supplied with a new help system. The new help system is complemented by a comprehensive search facility across all of the accounting modules.

We have provided this *Sage 200 v5.1 Stock Control PDF* for your reference only. All of this information and all new features are described in the help system.

<b>Stock Control new features</b>	<b>v2009 help topic</b>
Units of measure	Units of measure overview Product groups Set up units of measure Validate units of measure precision Create product groups Assign the units of measure Amend an item's units of measure
Manufacturing	Project groups Details tab Manufacturing tab Enter manufacturing defaults Traceability enquiry



Stock Guide

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# 1

## Welcome

Welcome to the Sage 200 Stock Control and to the *Sage 200 Stock Control User Guide*.

Sage 200 is a .Net accounting system which offers a complete solution to meet your business needs.

The Stock Control module is one of four Commercial modules within Sage 200.

There are also four Financials modules, a Bill of Materials module and an Accounting System Manager module. Each module has its own User Guide. The Price Book module is described within the *Sales Order Processing* documentation.

### In this chapter:

Using this guide

System overview

System integration

Chapter summary

## Using this Documentation

The Sage 200 Help system and User Guide provide information on how to use the Sage 200 Accounting System Manager. You can access the Help System for each Sage 200 module from the menu bar. You can also press the F1 function key on your keyboard to display help topics for the window you are currently working in.

We hope you will find the documentation comprehensive. If you want to email us with your comments, please email the Sage 200 Documentation Team at SageTechnicalAuthors@sage.com and mark the subject line as 'Sage 200 v5'.

### Process-oriented approach

This User Guide is written to describe the processes that you will go through when using the Stock Control module, such as setting up the system, creating stock items, processing transactions, and controlling stock levels.

Where the processes comprise of more than one activity, a snapshot of activities is provided in the coloured side panel on the first page of all chapters. Where it does not, a snapshot of the topics included in the chapter is provided.

### Conventions

- References to other sections in this User Guide, or to other guides are given in *italics*.
- References to on-screen items are enclosed in single quotation marks. For example, on the 'Contacts' tab click 'Save'.
- Navigation to an on-line window is illustrated by the name(s) you need to choose separated by a symbol >. For example, Choose System Settings > Tax Rates means choose the System Settings and then the Tax Rates option.
- Where there are prerequisites to performing activities these are indicated using the ✓ symbol so you can easily identify them.

For detailed information on the operation of Sage 200 see the *Sage 200 Operations* documentation.

## Sage 200 Stock Control

The Stock Control module is designed to hold an inventory of the goods and services your organisation provides. These goods and services can be monitored across several locations if required.

Sage 200 also supports stock item traceability from the purchase of stock items through to their despatch through the application of batch/serial numbers.

The various reports and window enquiries provide a means to analyse the sales and purchase of stock items.

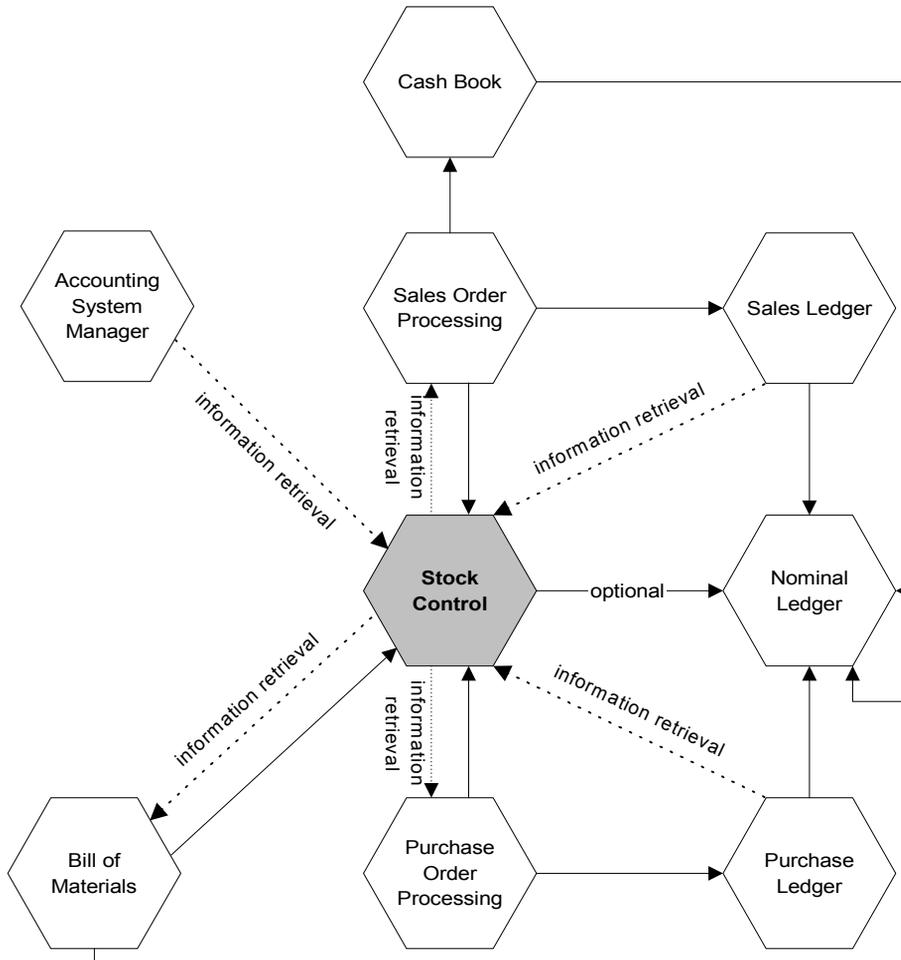
The allocation and movement of stock in and out of the Stock Control module usually occurs as a result of processing performed in other Sage 200 modules such as Sales Order Processing, Purchase Order Processing and Bill of Materials. There are exceptions to this when the Stock Control module should be used to record or allocate stock directly. The exceptions are:

- Issuing or allocating items for internal use.
- Returning items to a supplier for repair.
- Issuing or allocating customer free of charge items.
- Writing off stock items.
- Adding items to stock that have been discovered.
- Adding items back into stock that were originally issued for internal use and are no longer required.
- Dealing with items returning from your supplier that have been repaired.

Finally, as Sage 200 is a multiple currency system, the Stock Control module provides the scope to buy and sell goods in different currencies.

## Stock Control Integration

Sage 200 Stock Control is designed to integrate in the following way.



<b>Integrate with</b>	<b>Integrate how</b>
Nominal Ledger	To post the cost of sales for your Profit and Loss figures and the value of stock to your Balance Sheet. Integration with the Nominal Ledger is optional.
Purchase Ledger	To access supplier records and identify the suppliers of stock items.
Purchase Order Processing	To support the purchase order process by indicating when stock items should be bought. Stock Control receives information from Purchase Order Processing when goods are received for purchase orders.
Sales Ledger	To access customer records and identify the current customer base.
Sales Order Processing	To support the efficient creation of sales orders. Stock levels are reduced as sales orders are despatched.
Bill of Materials	To support the assembly of products by maintaining stock levels and displaying stock balances.

### **Benefits of integration**

The main benefit of using an integrated system is that you only need to enter information once, in one module, and it is used in the relevant areas of the other modules.

Sage 200 automatically handles common data, ensuring the appropriate information is directed to the relevant modules. This saves time and reduces the risk of error by removing the need to re-enter information.

### **Control of stock items**

You can control your stock items through the definition and application of settings at three levels within Sage 200.

Global level settings defined using the Accounting System Manager and Nominal Ledger can be applied to all modules throughout Sage 200. Module level settings affect stock items although you can override some module level settings at stock item level.

## Documentation Summary

The following section provides a summary of the remaining sections in this documentation. Appendices hold detailed examples and other technical information.

### Determine Your Stock Control Needs

This describes the issues you should consider before attempting to set up and use your Stock Control module. These issues range from system integration to codes applied to stock items.

See *Determine Your Stock Control Needs* on page 9.

### Set Up Stock Control

The setup process requires you to select the system settings that customise the Stock Control module to meet your company's needs. The process requires you to understand which options available in the module are appropriate to your needs.

See *Set Up Stock Control* on page 31.

### Set Up Stock Control Support

There are a number of underlying structures required for stock items. These include search categories, units of measure and product groups. Warehouses are also required if you are storing stock at multiple locations. The structures are created and maintained in the Stock Control module.

See *Set Up Stock Control Support* on page 51.

### Establish and Maintain Stock Items

This explains what stock items consist of, how they are created and maintained.

See *Establish and Maintain Stock Items* on page 87.

### Move and Allocate Stock

In most instances stock is moved in and out of the system using Sage 200 modules such as Sales Order Processing, Purchase Order Processing and Bill of Materials. There are exceptions to this when the Stock Control module is used to record the movement of stock directly. This process covers those exceptions.

Included are the instances when the Stock Control module is used to allocate and issue stock for internal use or when dealing with customer free of charge items. Allocating stock you intend to sell to customers is managed in the Sales Order Processing module. The Stock Control module is also used to record the return of items that you want replaced or repaired to a supplier.

Also covered is the transfer of stock from one location to another if you are using multiple locations.

See *Move and Allocate Stock* on page 171.

## **Record Serial/Batch Numbers**

This details the activities you can use to record batch or serial numbers to stock items to facilitate stock item traceability.

See *Record Serial/Batch Numbers* on page 227.

## **Manage Stock Counts and Value**

This details the activities you can use to adjust both your stock levels and stock value.

See *Manage Stock Counts and Value* on page 233.

## **Monitor Stock**

This process covers the various ways you can find and analyse stock information. This includes enquiries and preparing stock reports.

See *Monitor Stock* on page 247.

## **Periodic Maintenance Activities**

This process details the activities you can use to maintain your stock transaction records.

See *Monitor Stock* on page 247.

## **Glossary of Accounting Terms**

This includes frequently used Sage 200 accounting terms and their meanings.

See *Glossary of Accounting Terms* on page 277.



# 2

## Determine Your Stock Control Needs

This describes the issues you should consider before attempting to set up and use your Stock Control module. These issues range from system integration to codes applied to stock items.

### In this chapter:

Nominal Ledger integration

Multiple locations

Searching for stock items

Units of measure

Batch/serial numbered items

Product groups

Manufacturing

Stock codes

## Plan Stock Control Requirements

You can affect how the Stock Control module operates by:

- Selecting settings to enable system functionality.
- Developing an integral system that interacts well. This means the individual parts such as stock items or search lists need careful planning before they are created.

Read the information about the system and its settings and decide what is best for your organisation before setting up the Stock Control module.

## Nominal Ledger Integration

At installation the Stock Control module is not set to update the Nominal Ledger. You can change this so that the Stock Control module integrates with the Nominal Ledger.

The differences between updating and not updating the Nominal Ledger are:

- Update the Nominal Ledger with stock values.

The advantage is the cost of sales for Profit and Loss and the value of stock in the Balance Sheet are updated automatically as stock is recorded in and out of the Stock Control module.

This requires the selection and use of correct nominal accounts when recording the movement of stock, in order to give accurate figures in your financial statements. The use of default nominal accounts reduces the risk of using the wrong accounts, but they can be overridden as a stock movement is recorded.

- Do not update to the Nominal Ledger.

This removes the possibility of posting values to the wrong nominal accounts.

The disadvantage is the extra work required to account for the cost of sales in your financial statements. This is done by submitting the stock values to the Nominal Ledger using a journal. The nominal journal should be completed before you close a Nominal Ledger period. For more information, see your *Sage 200 Nominal Ledger User Guide*.

**Note:** This option is concerned with updates following stock movements and adjustments recorded directly in the Stock Control module. Stock values are always posted to the Nominal Ledger as a result of order processing recorded in either the Sales Order Processing or Purchase Order Processing modules.

The setting which integrates the Stock Control module with the Nominal Ledger is described within the Stock Control's setup process. For more information, see *Integrate stock management with the Nominal Ledger on page 36*.

## Multiple Locations

Multiple locations provide a means of:

- Managing stock items in different physical locations, such as Newcastle, Leeds and Manchester.
- Controlling those items you want to sell to your customers and those items you do not want to sell. Both can be stored in the same physical location but by using two warehouses you can set one to stop the sale of items. This is particularly useful if you are dealing with bonded goods or items used to assemble products.

Locations consist of two levels.

- Level one: the location as a whole, such as warehouse, or a large area in or by a building.
- Level two: indicates the area within the location where the stock item is stored, such as bin. Level two locations are associated with stock items. This means the stock item must be recorded before you can create level two locations for it. For more information, see *Understand Stock Items on page 89*.

Familiar names such as depot, bay, shelf, can be applied to each level to make them meaningful.

### To monitor and track stock at different locations

- Select the appropriate setting during the Stock Control setup. For more information, For more information, see *Display multiple locations on page 34*.
- Assign meaningful names for each location level. For more information, see *Configurable names on page 41*.
- Create the warehouse(s). For more information, see *Create warehouse on page 82*.

You can stop using multiple locations when you no longer need to manage stock items at different locations. For more information, see *Display multiple locations on page 34*.

## Searching for Stock Items

The standard methods to search for stock items are:

- Entering a stock code.
- Using a drop-down list to scroll through stock items until you find the one you want.

You can search for stock items without knowing the item's stock code. This is achieved using a list of search categories you build and manage yourself.

A search category consists of a category and a value. The category is the attribute type such as colour, size or voltage. The value is used to define the specifics for the category such as green, red and blue when dealing with colour as the category.

For example, when dealing with paint you could set up a category 'colour' and assign values such as magnolia, red, blue. You could also set up a category 'type' and assign values such as gloss, matt, silk. Then assign the search categories to the relevant stock item. When you need to search for the stock item rather than know the stock code for magnolia paint you can enter 'magnolia' into the search. The system checks the descriptions and values in the search category list and displays a list of matching stock items.

Searching by categories is a powerful tool. To work effectively it needs a comprehensive list of categories and values, which must be created and maintained.

Using search categories is optional. Deciding whether to use search categories depends on the range and complexity of your stock items.

### To search for stock items

- Enable the setting during the Stock Control setup. For more information, see *Allow searching using search categories and values on page 35*.
- Study your stock items and define a list of search categories and associated values. Then create a list of search categories. For more information, see *Create search categories on page 56*.
- Develop product groups which are used to enable search categories and values for stock items. For more information, see *Create product groups on page 62*.

- Establish stock items and assign the required search categories enabled from the product group. For more information, see *Understand Stock Items on page 89*.

**Note:** Search categories in the Stock Control module are also used to search for stock items in the Sale Order Processing and Purchase Order Processing modules.

## Units of Measure

Units of measure are used to place stock quantities in context in reports and order documentation. This means the displayed stock quantities are less ambiguous in these documents. For example, stock quantity '1' could mean anything from one unit or one box to one case.

Units of measure are also used to calculate stock quantities and values. The Sales Order Processing and Purchase Order Processing modules use the units of measure specified on a stock item to calculate the value of sales orders and purchase orders and to determine the quantities in which the orders are shipped.

All measures are specified and maintained in the units of measure list. They consist of a conversion ratio and a label, which gives a general description of the measure. The required measures from this list are linked to stock items using product groups. For more information, see *Product Groups on page 19*.

### Single units

Each stock item must have a unit of measure. This represents the measure in which the item is stored.

If the stock item is bought and sold in the same measure used to store the item then the stock unit measure is sufficient.

For example, using paint, you buy, sell and store the paint in one litre cans. An appropriate stock unit measure would be 'litre cans' with a conversion ratio of '1'. The quantity and prices in the stock reports and order documentation will relate to litre cans.

### Multiple units

If there is a difference between the measures used to buy, store or sell the item, you are dealing with multiple units.

In order to work with the different measures when buying, selling or storing an item a base unit measure is required. The base unit establishes a relationship between the other measures used for the stock item and enables quantities to be converted by means of a ratio.

Building on the previous example, you store paint in one litre cans and use 'litre cans' as the stock unit measure. You continue to sell the paint in one litre cans, therefore no additional measure is required to convert the quantities from that stored. However, you are now buying the paint in '10 litre drum'. This gives rise to a new unit of measure when buying the stock item, an

appropriate measure in this case would be 10 litre drum. Rather than creating a separate unit of measure for your base unit you could use the unit of measure 'litre cans' created for the stock unit. This is acceptable provided you override the conversion ratio when the measure is selected as the base unit on the product group.

In most cases the base unit is normally the lowest measure of those used when buying, selling or storing a stock item.

As measures for a stock item can be used when selling or buying the item, the Purchase Order Processing and Sales Order Processing modules need access to them. To provide access there are four multiple unit settings covering, selling quantities, selling prices, buying quantities and buying prices. They are selected on the product group, not on the stock item. As an order is recorded for a stock item the measures are selected from a list enabled by these settings.

The use of multiple units also enables flexible pricing when selling goods. For more information, see your *Sage 200 Sales Order Processing User Guide*.

The nature of your business dictates the range and complexity of measures required.

### To use units of measure

- Study your stock items and define the units of measure you use to store stock items.
- Determine if you are dealing with multiple units (stock item bought and/or sold using a different unit of measure than that used to store it). If so, decide if you need to create units of measure specifically for your base units, or whether you can use the measures already identified.
- Create your units of measure list. For more information, see *Create units of measure on page 53*.
- Create the product groups which enable the measures required for stock items. As a minimum, assign the stock unit. If you are using multiple units, assign the base unit and select the selling and buying setting required for the measures. For more information, see *Create product groups on page 62*.
- Establish stock items and assign the required units of measure enabled from the product group. For more information, see *Understand Stock Items on page 89*.

## Traceable Stock Items

Batch/serial numbered items are used to trace stock from purchase through to sale. They are standard stock items that are assigned an identification number so that stock movements and order processing details associated with the item can be traced. All four Commercial modules support batch and serial numbered items.

Batch/serial numbered items can be traced individually using serial numbers or as a group using batch numbers. The batch or serial numbers are manually recorded for an item. Sage 200 does not assign batch/serial numbers to stock items.

To trace items effectively, unique serial or batch numbers are required. If you intend to record the manufacturer's batch or serial numbers that are marked on the goods you receive, you cannot be sure the numbers are unique. You can set batch/serial numbered items to recognise duplicate numbers and prompt you to record a unique number.

You can control when batch/serial numbers are recorded for an item using 'System Settings'. This can be done either during or following 'goods in'.

You can also control the selection of batch/serial numbered items during despatch. You can set the system so that despatch staff have the flexibility to select batch/serial numbered items from those in stock and then record the numbers they have retrieved. Otherwise staff are instructed to retrieve specific serial/batch numbers allocated for despatch. The allocated serial/batch numbers can be printed on picking lists and used by the despatch staff.

The following points should be noted when dealing with batch/serial numbered items.

- They can be allocated to an internal area or to a customer free of charge using Stock Control processes when there is insufficient stock.
- They can be allocated for sales purposes when there is insufficient stock available provided they are set to allow negative stock levels.
- They cannot be issued or despatched unless sufficient stock is available, regardless of a negative stock setting. See *Allow negative stock on page 23*.
- They cannot be issued or despatched until a serial or batch number has been assigned to them.
- Once a batch/serial numbered item has been allocated to an order, customer or internal area, it cannot be transferred from one warehouse to another.

- Batched items that are set to be sold from a single batch are excluded from the automated purchase order generation process within Purchase Order Processing.
- Stock items that are set to be sold from a single batch cannot be used for direct delivery.
- Direct delivery can be used with traceable numbers. For more information, see the *Sage 200 Purchase Order Processing User Guide*.
- Multiple units can be specified for batch numbered items but not serial numbered items.
- 'Sell by' and 'use by' dates can be recorded with the items. The information is displayed as items are selected for issue or sale.

## Product Groups

Product groups are used to group stock items together with similar characteristics or requirements. They provide several default settings for stock items.

**Note:** The default settings can be overridden on the stock item, with the exception of product type and costing method. The settings for movement history and negative stock levels are set at product group level only. Batch/serial numbered items are enabled at product group level only, although most associated settings for the items can be overridden on the stock item.

Product groups switch functionality on or off for a stock item. It is important to understand each setting and its impact on a stock item.

### Batch/serial numbered items

If you intend to create batch/serial numbered items you need to enable the setting 'Items use batch or serial numbers' for the product group. This can only be enabled for product type 'stock'. All items linked to an enabled product group are always created and maintained as batch/serial numbered items.

When the setting is enabled, the 'Batch/Serial Number' tab is displayed. This is used to specify the required behaviour for the linked items.

### Stock item uses

Batch/serial numbers can apply to the following items:

- A single item that is traced using a serial number. Serial numbered items cannot be used in conjunction with multiple units of measure.
- Grouped items (for example, wallpaper rolls) that are traced using a batch number. Batched items can be set so that a quantity sold to a customer is supplied from a single batch. This ensures the required item quantity all use the same batch number. Alternatively the item can be set so that the required item quantity can be taken from more than one batch.

**Note:** The setting to sell items from a single batch is enforced using processes within Sales Order Processing for sales order entry and despatch. It is not applied when recording stock in and out of Sage 200 using the Stock Control module. Items with this setting enabled are excluded from the automated purchase order generation process within Purchase Order Processing.

Batch/serial numbered items can be set to allow negative stock. This only allows the item to be allocated for sales purposes when there is insufficient stock. Batch/serial numbered items can only be issued or despatched when there is sufficient stock available.

**Note:** batched items set for sale from a single batch do not support negative stock levels.

To trace items effectively unique serial or batch numbers are required. However if you intend to use the manufacturer's batch or serial numbers, marked on the goods you receive, you cannot be sure the numbers are always unique. Depending on the amount of control you require you can set batch/serial numbered items to use unique numbers or allow duplicate numbers.

### **Stock item also uses**

You can enable an item so that additional information is captured as it is recorded into Sage 200. The relevant columns are displayed as the item is recorded into stock, although entering information at that point is optional.

The information includes an alternative reference that can be applied to the transaction. Further information covers a 'sell by' and 'use by' date. These dates can be used as a visual aid to indicate when an item has passed its 'sell by' or 'use by' date as the item is selected for sale or issue. Items passed the specified date can still be sold or issued.

### **Batch attributes**

This area of the Batch/Serial numbers tab allows you to record variations between individual examples of the same stock item. For example if your stock items undergo a quality control procedure, you may use the attributes to distinguish the employee or machine that undertook the check.

You can access the attributes details wherever you can view a stock item's batch or serial number.

### **Product type**

Product types are used to categorise the goods and services you purchase or sell into the types of stock items you intend to manage in the Stock Control module. There are three product types:

Stock	<p>This product type can be used for physical stock items where the broadest control and analysis is required. These items are included in the stock valuation reports and are subject to quantity checks during stocktaking.</p> <p>You can order these items using the purchase order processing system. Within sales order processing you can allocate, despatch and discount items defined in the stock system. You can also use these items for profitability calculations, and retain information about them for historical analysis.</p> <p>This is the only product type that supports batch/serial numbered items.</p> <p>It also supports the assembly of products using a bill of materials (BOM). For more information, see your <i>Sage 200 Bill of Materials</i> documentation.</p>
Miscellaneous	<p>This product type can be used for physical stock items where there is no requirement to count them. Such items may include those of small value (e.g. screws, bolts) or those you want to control outside the system. These goods are not included in the stock valuation reports or subject to quantity checks during stocktaking.</p> <p>You can order these items using the purchase order processing system. Within sales order processing you can despatch and discount these items. You can also use these items for profitability calculations, and retain information about them for historical analysis.</p> <p>'Miscellaneous items' also support the assembly of products using a bill of materials (BOM).</p>
Service/Labour	<p>This product type can be used to monitor intangible stock items such as labour, time and service. These are not included in the stock valuation reports and are not subject to quantity checks.</p> <p>You can order service/labour items using the purchase order processing system. Within sales order processing you can despatch labour/service items. You can also use these items for profitability calculations and retain information about them for historical analysis.</p>

**Note:** The product type assigned to a stock item cannot be changed at stock item level. It can only be changed at product group level.

## Costing method

This dictates how the cost of sales for an item is calculated; it also influences how the stock item value is represented in the stock valuation reports.

There are various methods to choose from:

- 'FIFO' (first in, first out): the oldest price is used until all stock bought at that price is used. Then the next cost price is used.
- 'Average': the average cost price is adjusted each time stock levels are updated. This is a weighted average based on the buying price of each item.
- 'Standard': a single cost price stored on the stock item. The standard cost price can be changed at any time on the stock item. Standard costing is particularly useful if you need to account for additional costs associated with an item, for example, stock items that are bought in and have some type of processing done to them before they are sold.
- 'Actual': the price paid for an individual item, as invoiced in Purchase Order Processing. This is only applicable if the product group is enabled for batch/serial numbered items.

**Note:** The costing method assigned to a stock item cannot be changed at stock item level. It can only be changed at product group level.

## Stock take every

This indicates how often a stock count is required for an item. This is done by specifying the number of days between each stock count and can be used to select stock items due for a stocktake.

The setting does not provide automatic prompts to tell you when a stock item is due for stocktaking; but it does allow you to determine what items to count when planning a stocktake.

## Keep movement history

A movement history covers an item from when it is recorded into stock until it is eventually recorded out of stock. By keeping a movement history you can view a transaction to find out information, such as the date the item was purchased or the quantities involved.

The movement history for an item is initially stored as the current history. The current history cannot be deleted. This may result in the history file becoming quite large. To manage the

movement history stored for an item you can move the current history into archive. For more information, see *Archive stock item history on page 270*.

While transactions are stored as either current or archive they can be viewed and printed. For more information, see *View stock item history on page 250*. Archive transactions can then be deleted from the system. For more information, see *Delete archived stock history on page 272*.

This setting is not displayed on the stock item and therefore cannot be changed at stock item level. Use the product group to switch the setting on and off for the linked stock items. For more information, see *Amend product groups on page 71*.

**Note:** This setting cannot be switched off for a batch/serial numbered item, such items must maintain a movement history.

## Allow negative stock

This controls whether you want to over commit an item. You cannot enable negative stock levels, however, if you intend to use the 'average' costing method to calculate the cost of sales for the item.

The setting is not displayed on the stock item and therefore cannot be changed at stock item level. Use the product group to switch the setting on and off for the linked stock items. For more information, see *Amend product groups on page 71*.

The setting works differently when dealing with batch/serial numbered items referred to as 'traceable' and other items referred to as 'non traceable'.

## Non traceable items

An item's negative stock level setting is enforced as Sage 200 processes require the item to be allocated for sale, for bill of materials assembly or to be issued/despatched. It allows items to be deployed when the quantity of available stock is insufficient. The stock level falls below zero and a temporary shortfall is created. The shortfall for a stock item is displayed within the 'Negative Stock Levels' report (see *Status reports on page 263*). The shortfall is eventually removed when the receipt of goods satisfies the negative amount.

Regardless of this setting, a non traceable item can be allocated to an internal area or to a customer, free of charge, using 'Stock Control' processes when there is insufficient stock.

If you are posting to the Nominal Ledger you may find discrepancies between the cost of sales shown in the Nominal Ledger and the total cost of stock recorded out of the system, which is held in the stock history for the stock item. This can occur when a buying price is applied to

stock as it is recorded out of the system. Since the buying price to resolve the shortfall is unknown the system uses the last available buying price for that stock item. This is not adjusted when the shortfall is resolved. This could mean the actual buying price for the stock items could be higher or lower than that used to record them out of the system.

### **Traceable items**

Negative stock only allows a batch/serial numbered item to be allocated without sufficient stock when processes from Sales Order Processing and Bill of Materials require the item. It does not allow the item to be issued or despatched when there is insufficient stock available.

Such allocations generate pre-receipts for the item. Pre-receipts are automatically satisfied when the item is recorded into Sage 200.

Regardless of this setting a traceable item can be allocated to an internal area or to a customer, free of charge, using Stock Control processes when there is insufficient stock.

Product groups enabled to allow negative stock do not support batched items sold from a single batch.

### **Label Printing**

This option allows you to generate labels for your product groups. The labels are printed in the same way as you would print a report.

By default no labels are printed. Choose one of the following options to enable label printing:

- Label required by item.
- Label required per batch.

### **Use Reverse Charge VAT Rules**

From the 1st June 2007, the HMRC have introduced new rules to combat the abuse of VAT regulations known as 'carousel fraud' or 'missing trader intra community' (MTIC) fraud.

The new rules cover any business selling or buying specified ranges of electronic devices such as mobile telephones and computer chips when an invoice for a UK VAT registered customer exceeds £5000.

In the past a credit note is created for the return of the goods on the same value as the invoice. This amount is paid even if the credit note is less than £5000.

Under the new rules, the seller does not charge the buyer any VAT. However the invoice must clearly show the items that attract the reverse charge and the amount applicable. The HMRC have indicated that the wording should follow certain styles. The reports and invoices in Sage 200 follow these guidelines.

The buyer must record items where reverse charges have been applied separately from items here normal VAT has been applied. This allows you to identify these reverse charges when you run your VAT Return.

When you set up your product group, you can now specify whether the products will use the reverse charge VAT rules.

This option can also be set on the individual stock record. The option on the stock record will override the settings set up here.

For more details, please refer to the HM Revenue and Customs website.

## Default nominal codes

Default nominal codes are the nominal accounts you would expect to use in most instances when stock values are posted to the Nominal Ledger. Depending on the type of transaction you are recording, whether you are recording the transaction in Stock Control, Sales Order Processing or the Purchase Order Processing module, the system displays the default nominal account for the stock item.

When recording stock movement or adjustments in the Stock Control module the displayed nominal accounts can be overridden as you record the transaction. When recording an order entry in either the Sales Order Processing or Purchase Order Processing module, the displayed nominal accounts may be overridden, provided these modules have been set to allow this. For more information, see your *Sage 200 Sales Order Processing User Guide*. and your *Sage 200 Purchase Order Processing User Guide*.

**Note:** If the Stock Control module is not set to update the Nominal Ledger, the nominal postings selection boxes are shaded and deactivated when recording stock movements.

There are four default nominal codes to be set, two for Balance Sheet postings and two for Profit and Loss postings.

The balance sheet nominal accounts are:

- 'Stock': the nominal account for stock assets used when recording stock in and out of the system.
- 'Accrued receipts': the liability account used when goods have been received but not invoiced. This type of transaction is recorded in the Purchase Order Processing module.

The Profit and Loss nominal accounts are:

- 'Revenue': the nominal account used to post the value of stock when it is sold.
- 'Issues': the nominal account used to post the value of stock issued.

## Search categories

Search categories are optional. They are only relevant if you want to search for stock items without the need to know stock item codes. This requires you to create and maintain a list of search categories and associated values. For more information, see *Searching for Stock Items on page 13*.

The search categories and values are linked to product groups, which enable them on stock items. The categories are displayed on the stock items whereas the associated values are selected from the enabled list.

If a value does not exist it can be created and applied to the stock item as you create the stock item. You can only have one value per search category.

## Landed costs

Landed costs are costs that are associated with shipping, handling and importation of items on purchase orders. These costs are often invoiced separately (for example, by courier) and may span multiple purchase orders.

If you intend to use landed costs, you must enable the 'Use Landed Costs' facility in 'Stock Control Settings' and specify the nominal account you intend to charge these costs to. Where the value of landed costs is insignificant this is often charged directly to the profit and loss account. Where the costs are significant, however, they may be held on a balance sheet account and charged to the profit and loss account as and when items are sold.

Sage 200 deals with landed costs on an approximate basis, including an element of landed costs in the cost price of stock items, based on a fixed value uplift or a percentage uplift. Defaults are set in the product group and can be changed on individual stock items. They can also be set on the suppliers' stock item record for a further level of detail.

## To develop product groups

- Consider your stock items and sort them by product type.
- If you intend to use batch/serial numbered items, group the stock items (type stock) you want to trace.
- Split the sorted product types into groups that use the same costing method.
- Split the groups again into stock items of a similar nature.
- Decide whether you need to split each group further in relation to how you need the stock item to operate in the system using the product group settings. For example do you want all stock items in the group to maintain a history?
- Continue to split each group until the stock items within the group are of a similar nature and use similar settings.

**Note:** You may find you need to develop one product group for a single stock item.

## Units of measure

Units of measure are compulsory. They are used to place stock quantities in context in reports and order documentation. This means the displayed stock quantities are less ambiguous in these documents. For example, stock quantity '1' could mean anything from one unit or one box to one case.

Units of measure are also used to calculate stock quantities and values. The Sales Order Processing and Purchase Order Processing modules use the units of measure specified on a stock item to calculate the value of sales orders and purchase orders, and to determine the quantities in which the orders are shipped.

All measures are specified and maintained in the units of measure list. They consist of a conversion ratio and a label, which gives a general description of the measure. The required measures from this list are linked to stock items using a product group.

The nature of your business dictates the range and complexity of measures required. Units of measure are described earlier in this chapter. For more information, see *Units of Measure on page 15*.

As a minimum you must specify the stock unit measure on the product group. This is the unit of measure in which your stock is stored.

If you are dealing with multiple units you need to specify the base unit. The base unit is used to convert the quantity of stock sold or bought in different measures to that used to store a stock item. This is achieved using a conversion ratio set on the base unit. When the base unit is applied to the product group the conversion ratio is displayed. This can be overridden.

You also need to enable the measures for use in the Purchase Order Processing module and Sales Order Processing module when generating orders. To do this there are four multiple unit settings covering selling quantities, selling prices, buying quantities or buying prices. These settings are not displayed on a stock item. They can only be amended on the product group.

**Note:** Multiple units cannot be enabled for serial numbered items or for value-based landed costs.

## Manufacturing

**Note:** The Manufacturing tab only appears if you are using the Sage 200 Manufacturing application.

The Manufacturing Requirements Planning (MRP) settings within the Product Group lets you control what warehouse the stock is recorded against.

### MRP Make Recommendation Location

This setting allows you to specify where you want finished goods to be placed.

Select to use the warehouse that is listed on the works order (by selecting the 'Use demand/completion warehouse' option). Alternatively, select the 'Use default warehouse' option to use the warehouse that has been specified as the default in your Manufacturing application.

### MRP Component Replenishment

The component replenishment option allows you to check whether you have enough items in stock.

Use demand/completion warehouse to check the warehouse on the works order when the recommendation is raised. Alternatively, select the 'Use warehouse hierarchy' to check the warehouse hierarchy set up in your Manufacturing application.

## Stock Codes

Each stock item must have its own unique stock code. It is best to establish a procedure for assigning stock codes before you start to enter stock items.

First you need to decide if you need your own stock code system. For example, if you sell to one customer is there a need for your own stock code system or could you use your customer's codes?

If you need a stock code system you should note the following:

- There is a limit of 20 characters for a stock code.
- A stock code can contain both numbers and letters.
- Use stock codes of the same length.

If you already have a stock code system, does it comply with the above points. It may be worth considering whether your existing system could be improved.

## Set Up Stock Control

The setup process requires you to select the system settings that customise the Stock Control module to meet your company's needs. The process requires you to understand which options available in the module are appropriate to your needs.

**Note:** There is a view only version of the settings window in case you need to contact Sage Support and provide details of the ledger settings. See *View System Settings on page 50*. You can open this window when working in other areas of the program.

### Activities:

Plan setup

Use setup checklist

Set up Stock Control

View Settings

## Before you begin ...

You must have:

- ✓ Set your Sage 200 defaults, using the Accounting System Manager module.
- ✓ Created your nominal accounts and specified your default nominal accounts in the Nominal Ledger, if you intend to post stock values to the Nominal Ledger. For more information, see your *Sage 200 Nominal Ledger User Guide*.
- ✓ Set up your Sage 200 Sales Ledger and created your customer accounts. For more information, see your *Sage 200 Sales Ledger User Guide*.
- ✓ Set up your Sage 200 Purchase Ledger and created your supplier accounts. For more information, see your *Sage 200 Purchase Ledger User Guide*.
- ✓ Read and understood the previous chapter. For more information, see *Chapter 2, Determine Your Stock Control Needs*.

**Note:** You must have suitable security privileges to perform these activities. See your system administrator for more information.

## Remember ...

Use your help system. For more information, on using the help system, see the *Sage 200 Operations* documentation.

## Plan Stock Control Setup

The setup process builds on and complements the settings within the Accounting System Manager. The aim of the process is to tailor the system to your company's needs. By doing so it saves you, and other users, time when using the system on a day to day basis.

Certain settings are used to enable the functionality described in the previous chapter. You should already know if you intend to:

- Manage stock at several locations.
- Search for stock items using search categories (which removes the need to know stock codes).
- Post stock values to the Nominal Ledger.
- Use batch and/or serial numbered stock items to trace stock from purchase to sale.

The following are new areas to consider. You need to decide:

- How you want to calculate the profit made on the sale of stock.
- What names you want to apply to boxes displayed within on screen windows so that they are meaningful to your organisation.
- If there is a need to monitor stock items issued internally.
- If you want to record the precise reason for writing off stock.
- If you want to measure and track shipping and handling costs of stock items on purchase orders.

Considering your needs and requirements from the program, read through the settings you can apply within the Stock Control module and plan the setup process. Use the *Setup Checklist on page 47* to note down your requirements and refer to it as you complete the setup process. Then select the settings you want using the online 'Stock Control Settings' window.

## Stock Control Settings

Stock control settings are maintained in one window. The settings are logically grouped into sections using window tabs. To access the window choose Utilities > System Set Up > Stock Control Settings.

### Stock options

ST - Maintain Stock Control Settings

Options Write Off Categories Configurable Names Internal Areas SOP Fulfilment Methods Landed Costs

Configuration

- Display multiple locations
- Allow searching using search categories and values
- Integrate stock management with the nominal ledger
  - Generate cost of sales postings for SOP
- Allow entry of stock counts for items with negative stock levels
  - Allow entry of stock counts for negative items with outstanding purchase orders

Profit calculation

- Calculate as percentage of revenue
- Calculate as percentage of cost

Batch & serial numbered items

- Numbers must be recorded when goods are received

Numbers specified when goods issued:

- Numbers selected when allocating stock
- Numbers selected when despatching stock

OK Cancel

### Display multiple locations

Locations indicate where stock is stored. They consist of two levels.

- Level one: the location as a whole, such as a warehouse, or a large area in or by a building.

- Level two: indicates the area within the location where the stock item is stored, such as a bin. Level two locations are associated with stock items. This means a stock item must exist before you can create level two locations for the item. For more information, see *Understand Stock Items on page 89*.

Familiar names such as 'depot', 'bay', 'shelf', can be applied to each level to make them meaningful.

**Note:** For the purposes of this document a level one location is referred to as warehouse and a level two location is referred to as bin.

To monitor and track stock at different locations, whether this is across several warehouses, or working with a single warehouse split into separate areas by creating bins, select this setting, then:

- Assign meaningful names for each location level. For more information, see *Configurable names on page 41*.
- Create the warehouse(s). For more information, see *Create warehouse on page 82*.

You cannot turn off the 'Display multiple locations' setting if you have live orders on your system. If you want to stop using multiple locations and there are no live orders on your Sage 200 system, you can switch them off in the stock system settings by clearing the 'Display multiple locations' check box. The system will move all stock items to the default 'Home' warehouse.

**Note:** Once the system is in use, all stocktake information will be deleted if the multiple locations setting is changed.

### Allow searching using search categories and values

It is possible to search for stock items without knowing the item's stock code. This is achieved using a list of search categories and values which you build and manage yourself.

For example, when dealing with magnolia gloss paint set up a category colour and assign the value of magnolia. Then assign the search categories to the relevant stock item. When you need to search for the stock item rather than know the stock code for magnolia paint you can enter 'magnolia' into the search. The system checks the descriptions and values in the search category list and displays a list of matching stock items.

To search for stock items in this way, select this setting, then:

- Study your stock items and define a list of search categories and associated values. Then create a list of search categories. For more information, see *Create search categories on page 56*.
- Develop product groups which are used to enable search categories for stock items. For more information, see *Create product groups on page 62*.
- Establish stock items and assign the required search categories and values from the product group. For more information, see *Understand Stock Items on page 89*.

**Note:** Search categories in the Stock Control module are also used to search for stock items in the Sales Order Processing and Purchase Order Processing modules.

### Integrate stock management with the Nominal Ledger

**Note:** This setting is concerned with updates following stock movements and adjustments recorded in the Stock Control module. Stock values are always posted to the Nominal Ledger as a result of order processing recorded in either the Sales Order Processing or Purchase Order Processing modules.

You have two choices:

- Select the setting to update the Nominal Ledger with stock values.

The advantage is the cost of sales for Profit and Loss and the value of stock in the Balance Sheet are updated automatically as stock is recorded in and out of the Stock Control module. This setting is applicable to the cost of sales postings created when shortfalls in Stock Control and Purchase Order Processing modules are resolved using stock control processes. If the source of a shortfall is Sales Order Processing, see *Generate cost of sales postings for SOP on page 37*.

This requires the selection and use of correct nominal accounts when recording the movement of stock in order to give accurate figures in your financial statements. The use of default nominal accounts reduces the risk of using the wrong accounts but they can be overridden as a stock movement is recorded.

Integration with the Nominal Ledger produces lots of postings. If you deal with a high volume of transactions, this may impair performance.

- Leave the setting clear if you want to stop stock values posting to the Nominal Ledger.

This is the default setting at installation. It removes the possibility of posting values to the wrong nominal accounts.

The disadvantage is the extra work required to account for the cost of sales in your financial statements. This is done by submitting the stock values to the Nominal Ledger using a journal. The nominal journal should be completed before you close a period in the Nominal Ledger. For more information, see your *Sage 200 Nominal Ledger User Guide*.

**Note:** If you decide not to update to the Nominal Ledger the selection boxes for nominal postings are shaded when recording stock movements and you cannot make any entries in them.

### Generate cost of sales postings for SOP

This setting determines whether cost of sales postings are posted to the Nominal Ledger when shortfalls are generated by Sales Order Processing in the Stock, Purchase Order Processing and Sales Order Processing modules.

If the source for the shortfall is Sales Order Processing, Sage 200 ignores the status of the 'Integrate stock management with the nominal ledger' setting. It then creates cost of sales adjustment postings based upon the status of the 'Generate cost of sales postings for SOP' check box.

- If this is selected, the cost of sales postings are created.
- If it is clear, the system does not generate the postings.

### Allow entry of stock counts for items with negative stock levels

These settings allow you to include negative stock levels when you enter stock take amounts. If you do not select this check box, you will not be able to enter a stock take when the stock quantity at a given location is a negative amount.

In the past it has been possible to overstate stock amounts when you receive stock amounts and when there is a delay in recording the receipt of stock. For example;

- You receive 20 items of stock at your warehouse. The stock receipt is not recorded immediately. The recorded stock level is still 0.
- You sell 3 items and issue them on the system. The recorded stock level is now -3.

- A stock take is undertaken in the warehouse. 17 stock items are recorded on the system as part of the stock take.
- The receipt of the 20 stock items are finally recorded.
- In this example, the stock level is now at 37, overstating the stock levels by 17. By allowing negative stock items, these anomalies can be removed from the stock system.

If the check box is selected, you can enter a stock count as long as there are no outstanding purchase order receipts. If outstanding purchase order receipts are found, you are prevented from entering a stock count for that particular item.

The 'Allow entry of stock counts for negative items with outstanding purchase orders' option allows you to run a stock count, regardless of any outstanding purchase order receipts. When you run the stock count you can enter a stock count value where outstanding purchase orders exist for the stock item. If a stock count is entered, you must confirm that you want to continue.

### Profit calculation

Refers to the profit made on the sale of stock, which is simply the difference between the cost of the stock item and the revenue received. Also referred to as the gross margin, it can be expressed as:

- A percentage of revenue.
- A percentage of cost.

It is a matter of preference which one you choose.

The percentage figures are displayed in the 'View Monthly Trading Figures' screen enquiry. From the enquiry screen you can print the 'Stock Item Monthly Trading Figures' report, which also displays the percentage figures. For more information, see *View monthly trading figures on page 257*.

This setting also governs the type of profit calculation in the Price Book module and the display of profit values when adding standard items to quotations, pro forma invoices and full order entry orders in the Sales Order Processing module. For more information, see your *Sage 200 Sales Order Processing User Guide*.

## Batch and serial numbered items

These settings control the effect of batch/serial numbered items on the receipt and issue/despatch processes within Sage 200.

A batch/serial numbered item must be assigned a batch/serial number before it can be issued or despatched. You can set the system so that the numbers are always assigned to items during the 'goods in' process. Otherwise the numbers are assigned after items have been recorded into stock.

If you intend to record batch/serial numbers for the majority of your stock items during goods in, enable the setting 'Numbers must be recorded when goods are received'. This is a default setting that can be overridden at stock item level. If you enable this setting after creating stock items, the setting is only applied to new stock items, not to existing stock items.

You can also control the selection of batch/serial numbered items for the sales order despatch process. There are two options:

- 'Numbers selected when allocating stock'

This option restricts the despatch process by instructing staff to retrieve specific batch/serial numbers for despatch. Before despatch the batch/serial numbers are allocated to an order. The system suggests the batch/serial numbers to be allocated; these can be amended during the order entry process.

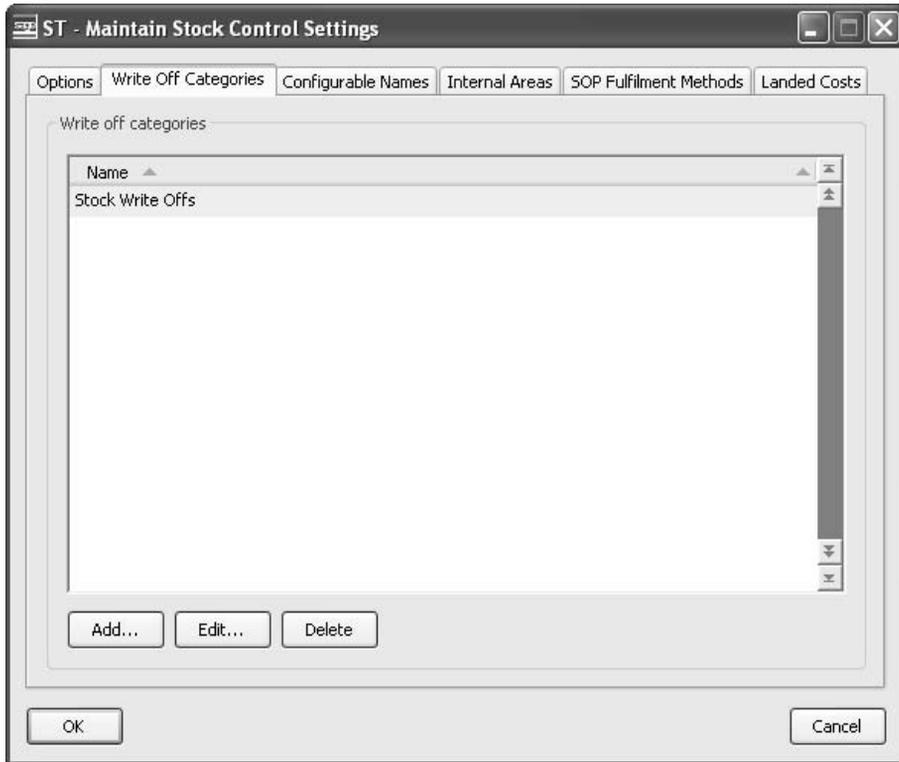
If the Sage 200 picking list is used, the allocated batch/serial numbers and their locations are detailed on the report. The items are selected in accordance with the picking list.

- 'Numbers selected when despatching stock'

This option provides flexibility to the despatch process. A quantity of stock is allocated to the order but specific batch/serial numbers are not allocated. Staff retrieve items irrespective of batch/serial number and then record the retrieved numbers.

**Note:** The setting also affects the Stock Control allocation activities.

## Write Off categories



The system is installed with one write off category, 'Written Off'. This category uses the default nominal account 'Stock Write Off' to post the value of the written off stock for profit and loss purposes.

You can use the installed category to account for all written off stock. However, if you need to monitor in more detail the reasons why stock is written off you can create and use additional write off categories. For example, you may want to monitor reasons such as damaged stock or faulted stock.

Write off categories are created, amended and deleted using the stock system settings.

All write off categories must have:

- A unique name.

- A nominal account assigned to post the written off stock value to, if you are posting to the Nominal Ledger.

## Configurable names

The screenshot shows the 'ST - Maintain Stock Control Settings' dialog box with the 'Configurable Names' tab selected. The dialog contains four main sections for configuring labels:

- Location labels:** Two input fields labeled '1:' and '2:'. The first field contains 'Warehouse' and the second contains 'Bin'.
- Reference labels:** Two input fields labeled '1:' and '2:'. The first field contains 'Reference' and the second contains 'Second ref'.
- Goods in analysis labels:** Three input fields labeled '1:', '2:', and '3:'. All three fields contain 'Analysis code 1', 'Analysis code 2', and 'Analysis code 3' respectively.
- Goods out analysis labels:** Three input fields labeled '1:', '2:', and '3:'. All three fields contain 'Analysis code 1', 'Analysis code 2', and 'Analysis code 3' respectively.

At the bottom of the dialog are 'OK' and 'Cancel' buttons.

This tab is used to customise windows displayed by the system. You can enter labels for the boxes that are meaningful in your organisation. This provides a better prompt for users when selecting or entering information as transactions are recorded.

The system is installed with default labels for each configurable name. The windows continue to display the system labels until they are changed.

### Location labels

These are only applicable if the system is set to use multiple locations.

They cover two levels that can be used to identify where stock is stored.

- Level one: the location as a whole, such as a warehouse, or a large area in or by a building. Other examples are depot and store. The default location is 'Warehouse'.
- Level two: indicates the specific area a stock item is located within a warehouse, for example, bin, bay or shelf. The system installed default location is 'Bin'. If you do not intend to split the warehouse into specific areas you can make the label blank or use a label such as 'n/a'.

## Reference labels

These can be used to assign references to a stock movement transaction, which are unique to the transaction. For example, when issuing stock to an internal area, details such as 'campaign reference' or 'requisition number' can be added to the stock movement. These changes will be reflected throughout your Sage 200 system wherever these labels or column labels are used.

The Stock Control module is installed with two reference labels, 'Reference' and 'Second ref'.

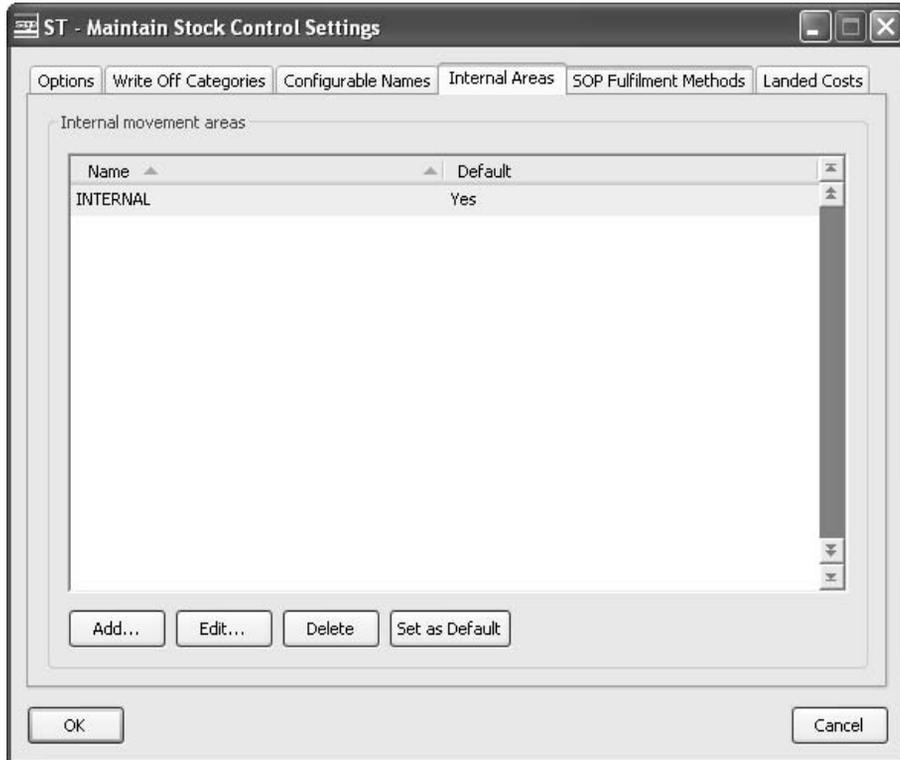
## Analysis labels

Analysis labels can be applied to stock movement transactions to group transactions for analysis and reporting purposes. They are useful when you come to prepare your reports as you can use the analysis codes set up as labels to select the stock transactions you are particularly interested in.

Analysis codes are applied to transactions when buying and selling goods through the Purchase Order Processing module and the Sales Order Processing module. In the Stock Control module they can be applied as goods are moved in and out of the warehouse.

The customer and supplier analysis codes and transaction analysis codes are set up and managed in the Accounting System Manager but the analysis code labels are set up and managed in the Stock Control module. The Stock Control module is installed with three analysis code labels, 'analysis code 1', 'analysis code 2' and 'analysis code 3' for goods in and a further three for goods out.

## Internal areas



Internal areas represent departments such as sales, retail and production. They are used to monitor stock issued for internal use. For example, a company may sell copier paper and use it themselves.

Internal areas are created, amended and deleted using the stock control settings.

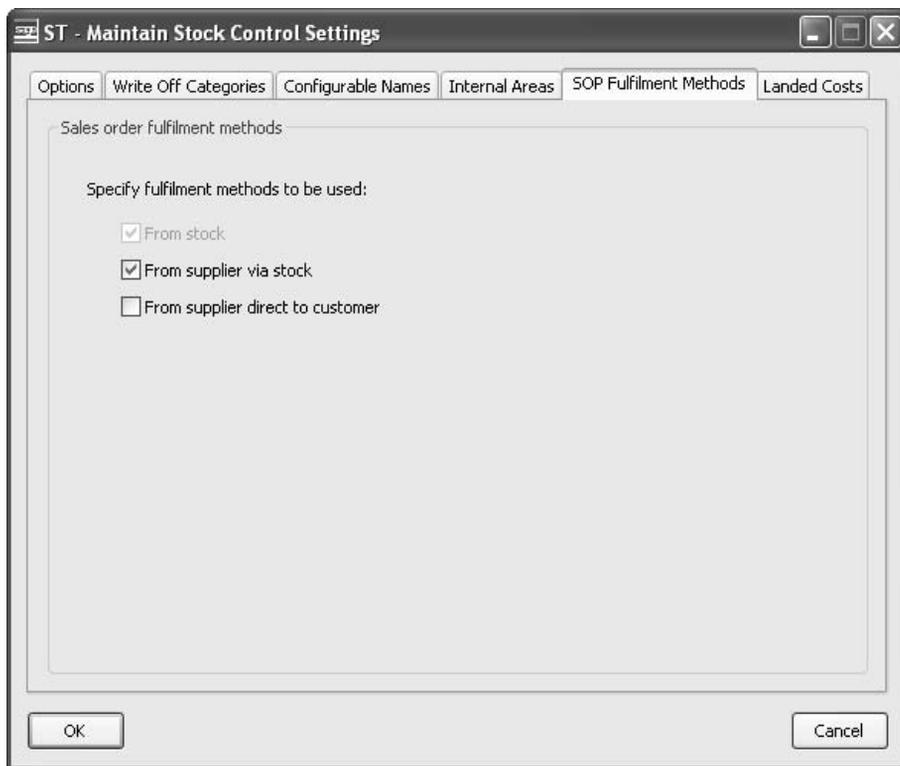
As stock is issued for internal use the relevant internal area is selected and applied to the movement transaction. A report can be produced showing the quantity of goods issued from stock to specific internal areas. For more information, see *Transaction reports on page 265*.

If you intend to create several internal areas you must select a default. The default is the internal area most commonly used. Each time an internal issue is recorded the window offers the default as the area to use. You can override this by selecting another from the 'internal area list' when you record the transaction.

If you have set the Stock Control module to post to the Nominal Ledger you must assign a default nominal account to the internal area. The default nominal accounts are those you would expect to use for nominal posting as a result of an internal movement. When an internal stock movement is recorded, the system offers the default nominal account set for the internal area. The nominal account can be accepted or amended as the transaction is entered.

## SOP Fulfilment Methods

Selection of the 'Sales order fulfilment methods' on this tab, controls which fulfilment methods are available for selection in the Sage 200 Stock and Sales Order Processing modules.



Once this is set up you can maintain your individual stock items or product group fulfilment methods using the 'Stock Item Sales Order Fulfilment Settings'. For more information, see *Maintain sales order fulfilment settings on page 136*.

The following overviews provide a brief summary about the options. For more detail please see the *Sage 200 Sales Order Processing User Guide*.

- 'From stock'

This is the most commonly used type of processing, where a sales order is to be allocated and despatched from the free stock you hold.

- 'From supplier via stock'

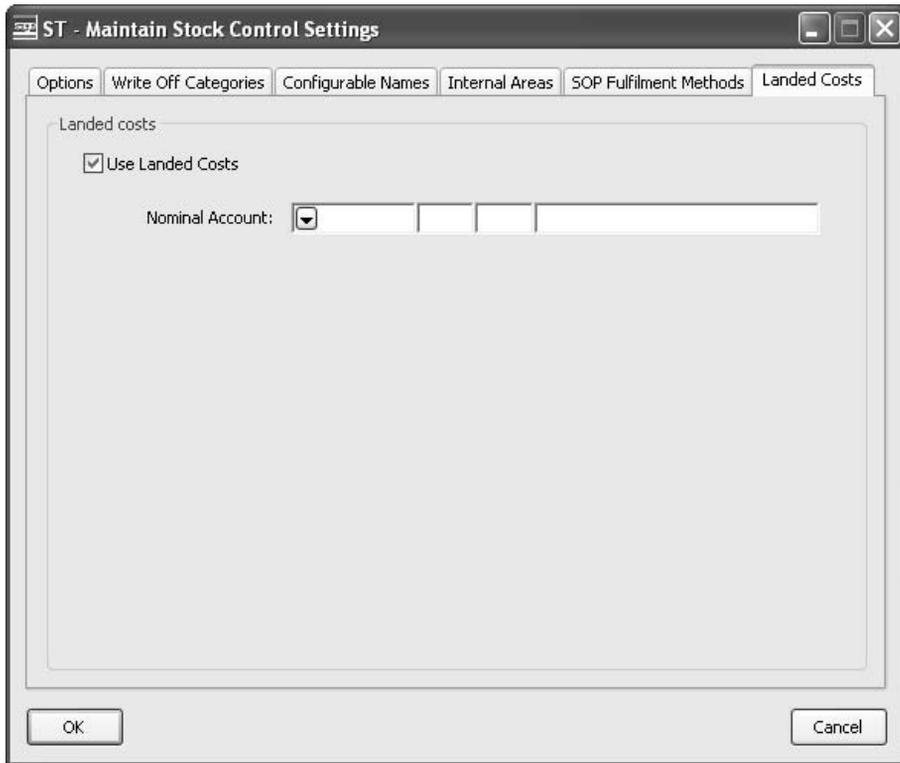
If you want back-to-back processing, select this option. A sales order line (and any quantities you require for stock) are used to generate the purchase order.

- 'From supplier direct to customer'

Stock is delivered direct to the sales order delivery address, rather than to your warehouse. When generating the purchase order, the delivery address on the printed order will be the address of the customer. This allows the purchase order to have many delivery addresses depending on where the stock is to be delivered to.

## Landed Costs

Selection of the 'Use Landed Costs' check box on this tab, controls whether you want to calculate shipping and handling costs separately from the product costs, and, if so, which account in the Nominal Ledger these costs will be charged to.



Once this is set up you can maintain and track your shipping, handling and any importation costs.

**Note:** You can only clear this setting after it has been in use in the Stock Control ledger, and if there are no active Purchase Order Processing orders. If you do clear the setting after it has been in use, all shipping and handling costs entered on all product groups, stock items and item suppliers will be lost.

## Setup Checklist

### Options

#### Configuration

- Display multiple locations
- Allow searching using search categories and values
- Integrate stock management with Nominal Ledger
- Generate cost of sales postings for SOP
- Allow entry of stock counts for items with negative stock levels
- Allow entry of stock counts for negative items with outstanding purchase orders

#### Profit calculation

- Calculate as percentage of revenue
- Calculate as percentage of cost

#### Batch & serial numbered items

- Numbers must be recorded when goods are received

#### Numbers specified when goods issued:

- Numbers selected when allocating stock
- Numbers selected when despatching stock

### Configurable names

Accept, amend or clear the boxes. Configurable names are optional.

#### Location labels

- 1:
- 2:

#### Goods in analysis labels

- 1:

#### Reference labels

- 1:
- 2:

#### Goods out analysis labels

- 1:

2:

2:

3:

3:

**Internal areas**

Name:

Default nominal account  
(if posting to the Nominal Ledger)

**Write off categories**

Name:

Default nominal code  
(if posting to the Nominal Ledger)

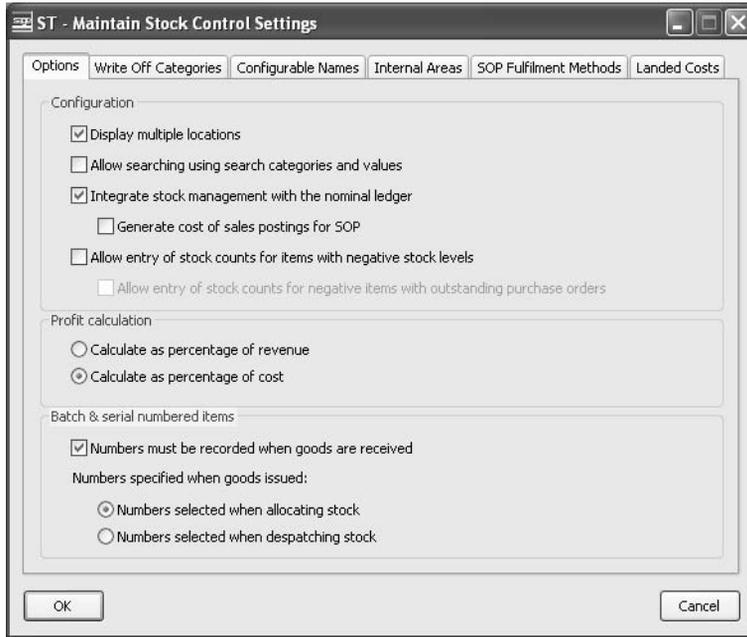
**Landed costs**

Use Landed Costs

Nominal Account .....

## Setup Process

- Choose Utilities > Stock Set Up > Stock Control Settings.



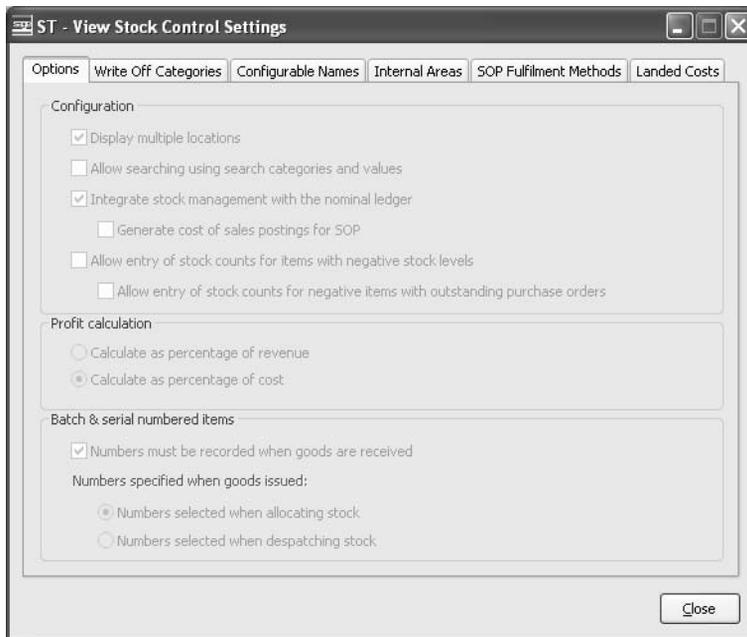
Use the window to activate each setting according to your needs. (Use the *Setup Checklist* on page 47 to keep a copy of the settings you choose).

## View System Settings

This is a view only version of your system settings. You cannot edit any of the settings from this window. You will use this option if you need to provide details of your system settings to the support team whilst you are working in a different window.

### Access the window

- Choose Utilities > System Set Up > View Stock Control Settings.



- Click 'Close' to exit from the window.

# 4

## Set Up Stock Control Support

There are a number of underlying structures required for stock items. These include search categories, units of measure and product groups. Warehouses are also required if you are storing stock at multiple locations. The structures are created and maintained in the Stock Control module.

### Activities:

Manage units of measure

Manage search categories

Manage product groups

Manage warehouses

## Before you begin ...

You must have:

- ✓ Set up the Stock Control module. For more information, see *Chapter 3, Set Up Stock Control*.

**Note:** You must have suitable security privileges to perform these activities. See your system administrator for more information.

## Remember ...

Use your help system. For more information, on using the help system, see the *Sage 200 Operations* documentation

## Manage Units of Measure

A unit of measure consists of a conversion ratio and a label, which gives a general description of the measure. The conversion ratio can be overridden when the unit of measure is applied to a product group or a stock item.

The system is installed with a unit of measure, 'Each'. This measure can be used if it is appropriate to your needs.

### Create units of measure

Use this activity to create the units of measure in which stock items are stored as well as those used when buying or selling items.

#### To create units of measure

- Choose Stock Maintenance > Units of Measure.

Name	Default Ratio
10 Metres	10.0000000
10 Pack	10.0000000
100 Pack	100.0000000
200 m Roll	200.0000000
25 cm	0.2500000
4 Ltr Tin	1.0000000
4 rl pack	4.0000000
5 Metres	5.0000000
50 cm	0.5000000
50 Pack	50.0000000

- Click 'Add'.
- Enter the 'Name' for the measure.
- Enter the conversion ratio in the 'Default Ratio' column.

- Click 'Close'.

## Amend units of measure

You can amend both the name and conversion ratio specified for a unit of measure. The results of this activity are:

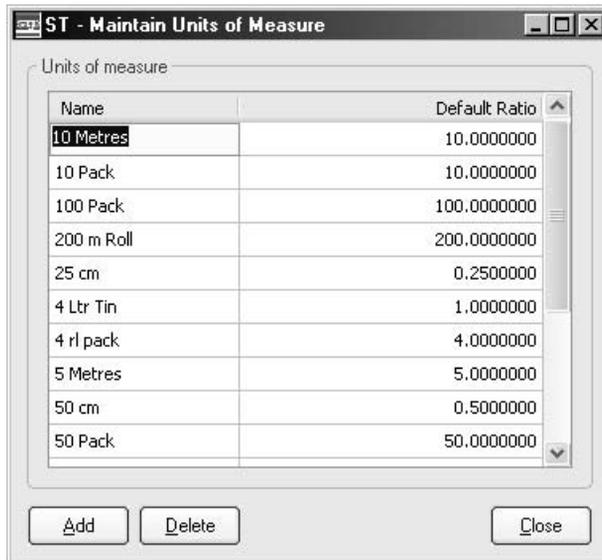
- The measure is updated in the units of measure list.
- If there is a 'Unit name change', product groups and stock items using the measure are updated.
- If there is a 'Conversion ratio change', product groups and stock items are not updated. To apply the new conversion ratio, access the stock item and apply the unit of measure to it again.

To use a different unit of measure for a stock item, access the stock item and apply the appropriate measure.

**Note:** You cannot delete the unit of measure 'Each', which is reserved by the system.

## To amend units of measure

- Choose Stock Maintenance > Units of Measure.



Name	Default Ratio
10 Metres	10.0000000
10 Pack	10.0000000
100 Pack	100.0000000
200 m Roll	200.0000000
25 cm	0.2500000
4 Ltr Tin	1.0000000
4 rl pack	4.0000000
5 Metres	5.0000000
50 cm	0.5000000
50 Pack	50.0000000

- Select the measure you want to amend from those displayed.
- Amend the name and conversion ratio as required.

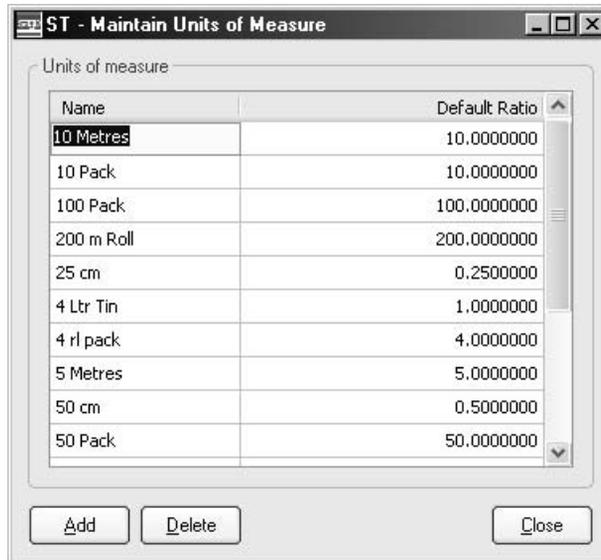
### Delete units of measure

Provided a unit of measure is not linked to a stock item you can delete it from the Stock Control module.

**Note:** You cannot delete the unit of measure 'Each', which is reserved by the system.

### To delete a unit of measure

- Choose Stock Maintenance > Units of Measure.



- Select the unit of measure from those displayed.
- Click 'Delete'.
- Confirm intent to proceed as prompted.

## Manage Search Categories

A search category consists of a category and a value. The category is the attribute type such as colour, size or voltage. The value is used to define the specifics for the category such as 'green', 'red' and 'blue' when dealing with colour as the category.

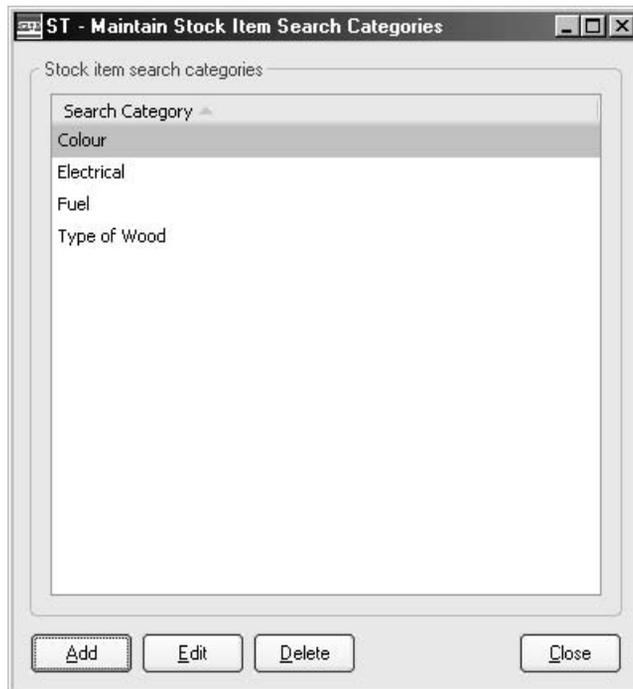
Each search category is created with a value 'None'. This is a system reserved value that always remains with the category. It cannot be amended or deleted and is only visible when you search your stock items and the search returns a value of none.

### Create search categories

Use this activity to create the search categories that will be used to search for stock items in Purchase Order Processing, Sales Order Processing as well as the Stock Control module.

#### To create search categories

- Choose Stock Maintenance > Search Categories.



- Click 'Add'. The 'Add Search Category' window is displayed.



- Enter a unique name for the search category in the 'Category name' box.
- To add a value for the search category, select a blank row in the 'Category value' box and enter the value.
- Click 'OK'.

### Amend search categories

You can amend both the name and default value stored for search category.

The results of this activity are:

- The category type and value are updated in the search category list.
- Stock items and product groups using the category types and values are updated.

To use a different search category for a stock item, access the stock item and apply the appropriate category type or value.

### To amend search categories

- Choose Stock Maintenance > Search Categories.
- Select the search category you want to amend.
- Click 'Edit'. The 'Edit Search Category' window is displayed.



- To amend the category name enter the revised name in the 'Category name' box.
- To amend the category value, select the value from those displayed and enter the revised value.
- Click 'OK' to save the information. The window closes and you return to the 'Maintain Search Category' window.

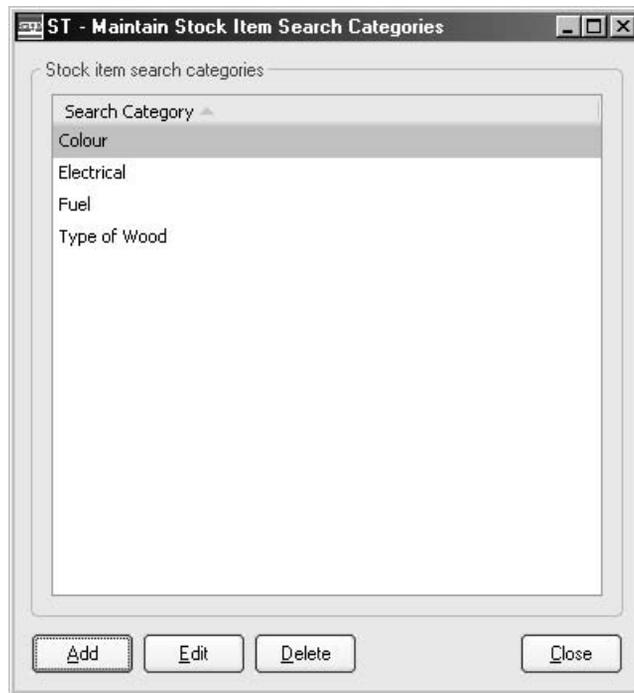
## Delete search categories

You can delete a search category and all its associated values, or you can delete a single category value.

Even if a search category is linked to a stock item it can still be deleted from the Stock Control module and the stock items are updated automatically for you.

### To delete a search category

- Choose Stock Maintenance > Search Categories.



- To delete a search category and its associated values, select the category and click 'Delete'.  
A message box is displayed.
- Click 'Yes' to confirm that you want to delete the search category.

### To delete a search category value

- To delete a search category value, first select the category from the 'Maintain Stock Item Search Category' window
- Click 'Edit'. The 'Edit Search Category' window is displayed.
- Select the value and click 'Delete'.

A message box is displayed.



- Click 'Yes' to confirm that you want to delete the search value.
- Click 'OK' to close this window and return to the 'Maintain Stock Item Search Category' window.

## Manage Product Groups

A product group must have its own unique code and description. The code is limited to 20 characters and the description is limited to 50 characters. Codes and descriptions can contain both numbers and letters.

**Note:** The system reserves certain names such as 'SOP Misc' and 'SOP Serv'. If you try to create a product group using a system reserved name a prompt is displayed, which instructs you to enter an alternative name.

The settings enabled for a product group are applied to any stock item linked to it. Most can be changed once set on a stock item with the exception of the 'Stock code', 'Product type' and 'Costing method'.

The settings for movement history and negative stock levels are set at product group level only. If you are using multiple units, the settings to enable measures in the Sales Order Processing module and Purchase Order Processing module, when generating purchase orders, are also set at product group level.

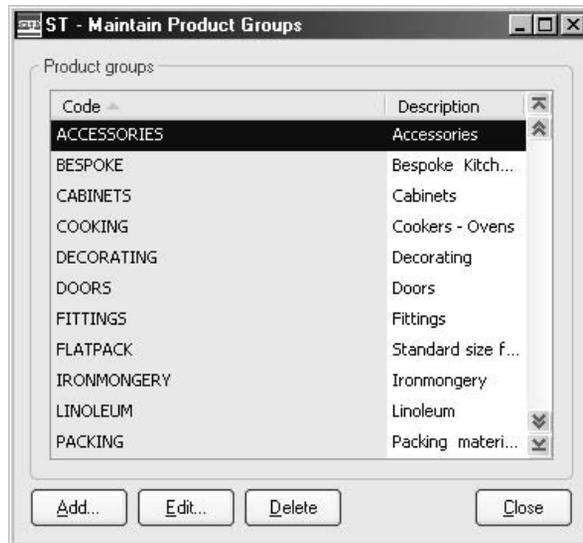
In order to create batch/serial numbered items, you must first enable the setting at product group level. All items linked to such product groups implicitly use batch/serial numbers. The associated settings can be switched on or off at stock item level regardless of those selected at product group level. For example, an item can be set to use batch numbers even if the product group is enabled for serial numbered items. The exception is the setting 'a sale may only be from a single batch'. This must be enabled at product group level to enable it at item level.

## Create product groups

Product groups are used to group together stock items with similar characteristics or requirements. They provide several default settings for stock items. Use this activity to create the product groups required to support your stock items.

### To create product groups

- Choose Stock Maintenance > Product Groups.



- Click 'Add'. The 'Add New Product Group' window is displayed.

The 'Add New Product Group' window is separated into tabbed windows. The number of tabs increases if you are using batch/serial numbers and/or landed costs. The following sections provide detailed information about each tabbed window.

## Details tab

This tab enables you to specify the main product group settings.

The screenshot shows the 'ST - Add New Product Group' dialog box with the 'Details' tab selected. The 'Product group details' section has empty text boxes for 'Code' and 'Description'. The 'Product group settings' section includes a checked checkbox for 'Items use batch or serial numbers', a 'Product type' dropdown set to 'Stock', a 'Costing method' dropdown set to 'FIFO', a 'Stock take every' field set to '0' with 'Days' next to it, and a 'Label printing option' dropdown set to 'Label not required'. The 'Default: nominal codes' section contains a table with the following data:

	A/C Ref	CC	Dept	Description
Stock:	13101			Stocks - Finished Goods
Revenue:	31100			Sales Default
Accrued receipts:	29100			Accruals
Issues:	44100			Stock Issues - Default

At the bottom of the dialog are 'OK' and 'Cancel' buttons.

- Assign a unique 'Code' and 'Description' to the product group.
- To enable batch/serial numbers for the linked stock items select the 'Items use batch or serial numbers' check box. This enables the 'Batch/Serial Numbers' tab for the product group.
- Select the 'Product Type' ('Stock', 'Miscellaneous' or 'Service/Labour'). Batch/serial numbered items by default are assigned the type 'Stock'. If you intend to create a bill of materials for the item, select item type 'Stock'.
- Select the required stock 'Costing method' ('FIFO', 'average', 'standard').
- Specify stocktake cycle by entering a 'Stock take every' number of days greater than or equal to zero.

- If you want to print stock labels for this product group, select whether you want to print labels per item or per batch from the drop-down list. The option 'Label not required' is selected by default.
- Specify the need to store a movement history for linked stock items. This is already selected. If you do not want a movement history, clear the check box. You cannot switch off this setting if the product is enabled for batch/serial numbers.
- If applicable to the linked stock items, select 'Allow negative stock'.

Non traceable items: Enable this setting to allow the stock item to be allocated, issued or despatched from other modules when there is insufficient stock available.

Traceable items: Enable this setting to allocate items for sales purposes or to other modules when there is insufficient stock available. If you enable this setting for traceable items you cannot set batch numbered items to be supplied to a customer from a single batch.

**Note:** You cannot enable negative stock if you have selected 'Average' for your stock costing method. Items that do not allow negative stock can still be allocated when there is insufficient stock using processes in the Stock Control module, but they cannot be issued.

- If applicable, select the 'Use item description on orders and invoices' check box.
- If the product group is a collection of stock items that are liable for the government's reverse charge VAT rules, select the checkbox. This option is not applicable for miscellaneous and service/labour stock types.  
**Note:** This option can be overridden in the Stock Item record.
- Specify the default nominal codes for:
  - Stock: Select the Balance Sheet nominal account for stock assets used when recording stock in and out of the system.
  - Revenue: Select the Profit and Loss nominal account used to post the value of stock when it is sold.
  - Accrued receipts: Select the Balance Sheet nominal account used when goods have been received but not invoiced. This type of transaction is recorded in the Purchase Order Processing module.
  - Issues: Select the Profit and Loss nominal account used to post the value of stock issued.

## Batch/serial numbers tab

This tab is only applicable if the product group is enabled for batch/serial numbered items.

ST - Add New Product Group

Details **Batch/Serial Numbers** Searching Units of Measure

Stock items use

Batch numbers

A sale may only be from a single batch

Serial numbers

Allow duplicate numbers

Stock items also use

Alternative references

Sell by dates

Use by dates

Batch attributes

Title	Default Value	Compulsory	In Use
No items to display			

Delete

OK Cancel

- Select either 'Batch numbers' or 'Serial numbers' for the item.

'Batch numbers': to supply the item quantity from the same batch number select the 'A sale may only be from a single batch' check box. This setting can only be enabled if 'Allow negative stock' is not selected. If you leave the check box clear, the required quantity can be made up of several batch numbers.

**Note:** The setting 'A sale may only be from a single batch' is enforced using processes within Sales Order Processing for sales order entry and despatch. It is not applied when recording stock in and out of Sage 200 using the Stock Control module. Such items are excluded from the automated purchase order generation process within Purchase Order Processing.

- To record duplicate batch/serial numbers for the item, select 'Allow duplicate numbers'. Leave it clear to ensure the recorded batch/serial numbers are unique. For example, you would use this option if you are receiving identical stock with the same serial numbers from multiple suppliers.
- To record additional information for the linked items as they are entered into Sage 200, select the required options ('Alternative references', 'Sell by dates' and 'Use by dates').
- If you want to record variations between examples of the same stock item or batch, you can use 'batch attributes'. For example you may have a quality control process you may want to set up attributes for each person who carries out the quality checks on your stock.

**Note:** You can also view and edit your batch and serial attributes from any screen where a stock item's batch and serial numbers are displayed. For example, the Amend batch/Serial Number Details screen. These screens will also display an Attributes button. Click Attributes to display the traceable items attributes.

- Click on the 'Batch attributes' grid.
- Type in the name of the first attribute.

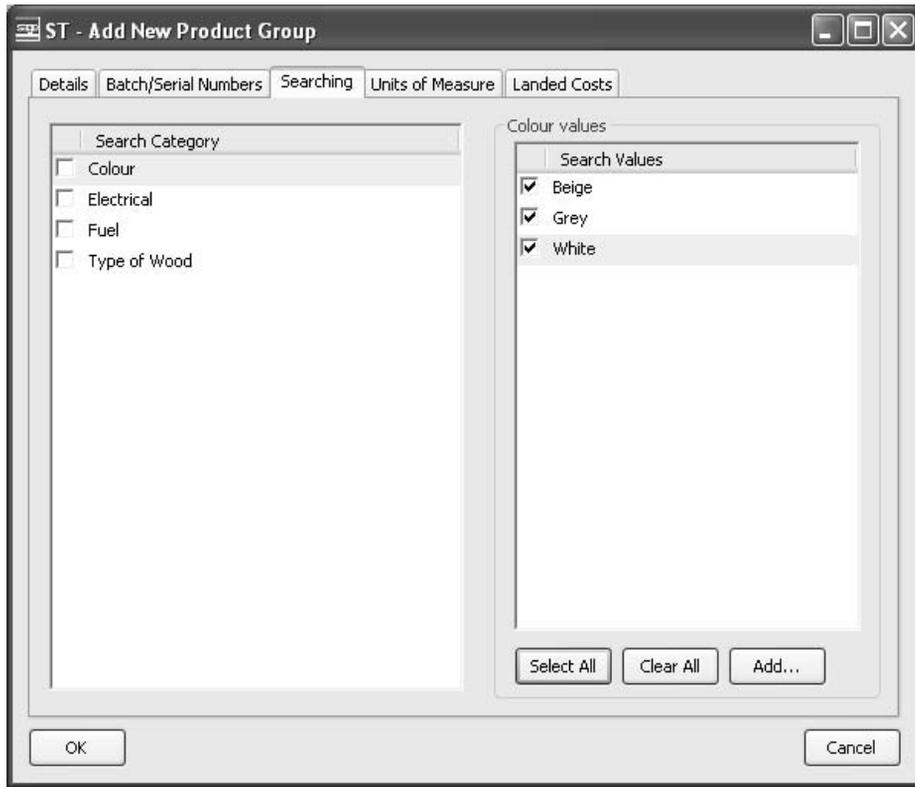
Title	Default Value	Compulsory	In Use
QA 1		<input type="checkbox"/>	<input checked="" type="checkbox"/>
QA 2		<input type="checkbox"/>	<input checked="" type="checkbox"/>
QA 3		<input type="checkbox"/>	<input checked="" type="checkbox"/>

Delete

- If an attribute must be used in the product group, select the 'Compulsory' checkbox.
- The 'In Use' check box is selected by default. This indicates that the system can use the batch attribute. If you do not want to use the attribute in the product group, deselect the check box.

## Searching tab

This option is only applicable if you intend to use search categories.



- Select the required search categories for linked stock items by selecting the check boxes of those categories displayed.
- Select the search values you want available for selection on linked stock items. To do this select the check box of each required search value.

You can create a new value which is added to the search category list.

**Note:** The product group details must be saved before you can add search values.

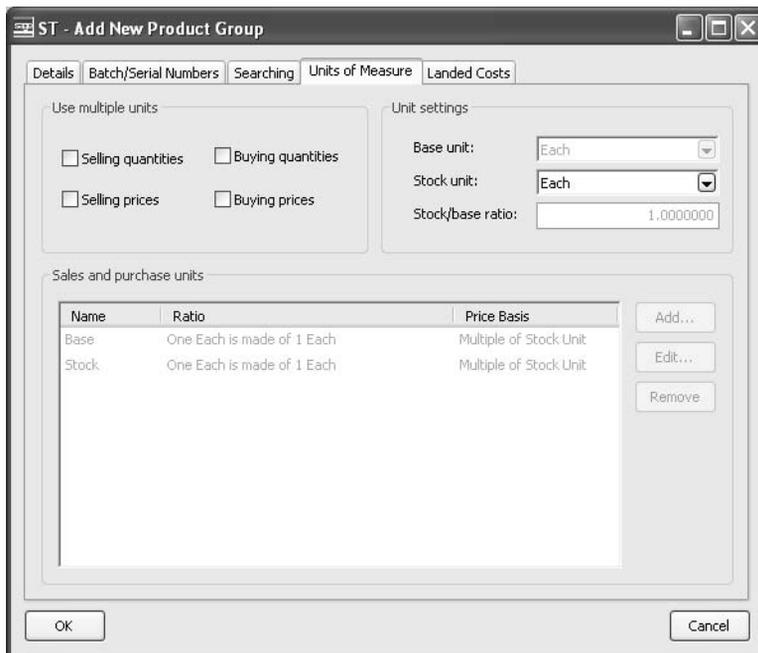
- Click 'Add'. The 'Add New Search Value' window is displayed.



- Enter the value 'Name'.
- Click 'OK'. The 'Add New Search Value' window closes and the value is displayed in the 'Search Value' list.

### Units of measure tab

These settings are applicable if stock items linked to the product group are bought and sold using multiple units (buying and selling in quantities different to those used to count stock). If the linked stock items are not bought or sold using multiple units, you can set the 'stock unit' at stock item level when creating a stock item.



- Select the required 'Use multiple units' settings to enable the measures in the Sales Order Processing module and Purchase Order Processing module ('Selling quantities', 'Buying quantities', 'Selling prices' and 'Buying prices'). These are not applicable when dealing with serial numbered items.
- Using the 'Base unit' drop-down, select the measure you want to use to convert the different quantities in which you buy or sell stock into that used to store stock.
- Select the measure used to store the items using the 'Stock unit' drop-down.
- Check the 'Conversion ratio' displayed and amend if necessary.
- Add the units of measure for sales and purchases by clicking 'Add'.

The 'Add Unit for Item' window is displayed.

ST - Add Unit for: Workto...

Unit name

Conversion ratio

One x is made up of :

1,000000

Each

Price basis

Multiple of the stock unit  
i.e. sales price =  
25,00000 x stock unit

Specific price for this unit  
i.e. sales price = individual  
price for this unit

OK Cancel

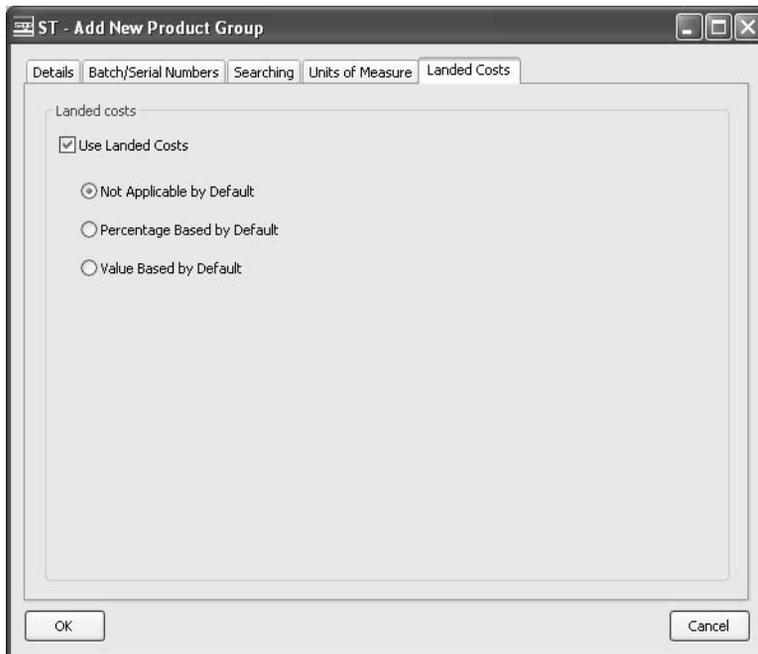
- Select the measure from the 'Unit name' drop-down.
- Accept or amend the displayed 'Conversion ratio'.

- If you are dealing with a unit of measure used when selling the stock item, select the required price basis. The Price Book module employs this setting when processing stock selling prices. This is described along with the Sales Order Processing module. For more information, see your *Sage 200 Sales Order Processing User Guide*.
- Click 'OK'. The 'Add Units' window closes and you return to the 'Product Group' window.
- To save the product group click 'OK'.

### Landed costs tab

This tab is only displayed if landed costs have been enabled in the 'Stock Control Settings'. This enables you to set up the default way the product group handles landed costs.

**Note:** Selecting this setting only affects items added to the product group subsequently. All existing items will still be set not to use landed costs.



- Select the 'Use Landed Costs' check box to enable landed costs, then select how items in the product group will deal with landed costs by default.

- Not Applicable by Default: Select this if the product group items do not need to handle landed costs by default.
- Percentage Based by Default: Select this to add a percentage of the product group item cost to cover landed costs. You must also enter the percentage.

**Note:** You must select this option if multiple units of measure are in use.

- Value Based by Default: Select this to add a value to the product group item cost to cover landed costs. You must also enter the value.

**Note:** You can select this option if multiple units of measure are not in use.

## Amend product groups

Amending product groups in Sage 200 can affect all stock items associated with the product group or you can select a slightly different process which amends a product group for one specific stock item. For more information, about the second option, see *Amend a product group for a single stock item on page 75*.

The main process to change product groups can have a dramatic impact on your stock items as all stock items are linked to a product group. The following explains what can be changed and the effect of changes:

- 'Product type': This can only be changed provided the product group does not support batch/serial numbered items and there are no stock items linked to the product group.
- 'Costing methods': All stock items linked to the product group are updated to use the new costing method. However, the costing method cannot be changed if the method is standard and stock items linked to the product group have cost variance values stored. You must clear the stored cost variance before you can change the costing method. For more information, about cost variance see your *Sage 200 Purchase Order Processing User Guide*. If the product group is enabled for batch/serial numbered items, the costing method cannot be amended as there will be a movement history stored for any item linked to the product group.

**Note:** Changing the costing method for a stock item can cause discrepancies between the value of stock posted in the Nominal Ledger and that in the stock valuation reports. This is only applicable if the Stock Control module is set to update the Nominal Ledger.

- 'Stock count frequency': This has no retrospective effect; changes are applied to new stock items when they are created.
- 'Movement history': If this setting is removed from the product group all histories for linked stock items are deleted from the Stock Control module. It cannot be deactivated if the product group supports batch/serial numbered items.
- 'Negative stock levels': This can only be cleared if stock items linked to the product group do not have negative stock values.
- 'Default nominal codes': This has no retrospective effect; changes are applied to new stock items when they are created.
- 'Search categories': If removed from the product group all search categories within linked stock items are removed. Amendments to existing search categories do not affect linked stock records, changes only apply when new stock items are created.
- 'Units of measure': This cannot be removed if orders exist for linked items. If they are removed from the product group they are also removed from linked stock items. Amendments to existing units of measure do not affect linked stock items, changes only apply when new stock items are created. Multiple units cannot be enabled if the product group supports serial numbered items.
- 'Batch/serial numbered items': These cannot be enabled for an existing product group. If the setting is cleared, linked items no longer use batch/serial numbers. The traceable information for these items is removed and if the product group is set to use 'actual' costing, the method is amended to 'FIFO'. If the setting is cleared at product group level, it cannot be enabled at a later date.

Enabling the setting that requires batch/serial numbers to be recorded whilst goods are recorded into stock, can only be done provided there are no temporary numbers stored for stock items.

To remove the setting 'A sale may only be from a single batch', the equivalent setting for all linked stock items must be cleared.

You can change between batch or serial numbers for an item, existing linked items remain unchanged only new items are affected.

**Note:** To change a product group from batch to serial numbers, you must clear the multiple unit settings. This can only be done when there are no outstanding orders for the linked items. When the multiple units are removed, existing linked items remain unchanged but it will not be possible to amend the multiple unit settings for these items.

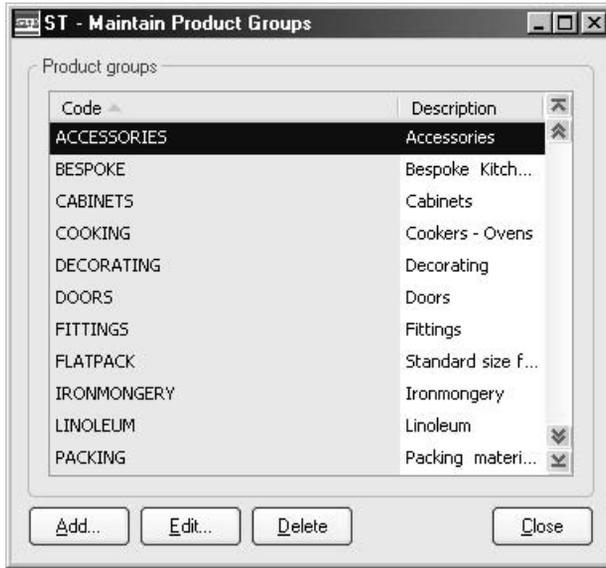
- 'Landed costs': You can enable these for an existing product group but the costs will only apply to new items added to the group. All existing product group items will not use landed costs by default.

If you change the default type or the value of landed costs applicable within the product group, again the changes will only apply to new items added to the group.

If you clear the check box and stop using landed costs for a product group that has been using them, all landed costs information is removed from all stock items in this group. In order to do this there must be no active POP orders using this product group stock items and the information cannot be retrieved once it has been removed.

## To amend a product group

- Choose Stock Maintenance > Product Groups.



- Select the product group you want to amend.

- Click 'Edit'. The 'Edit Details' window is displayed.

Default nominal codes				
	A/C Ref	CC	Dept	Description
Stock:	13103			Stocks - Bought In Parts
Revenue:	31100	SAL	VAL	Sales - Value Added
Accrued receipts:	29100			Accruals
Issues:	44100	SAL	VAL	Materials - Purchases Resale V

- Select the relevant tab and amend the information displayed. For more information, see *Create product groups on page 62*.
- Click 'OK' to save the changes. The window closes and you return to the 'Maintain Product Groups' window.

## Amend a product group for a single stock item

The 'Amend Stock Item Product Group' window enables you to change a product group associated with a single stock item.

Please consider the following when changing the product group for a single item. Sage 200 advises you of these conditions as required.

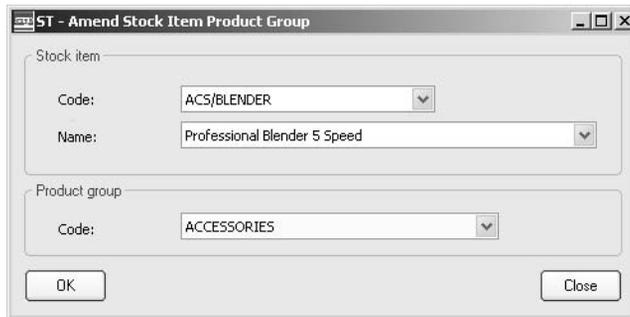
Sage 200 will not accept the product group change if any of the following apply to your stock item:

- The stock item has negative stock levels and the product group you're changing it to does not allow negative stock.
- The change of product group means that the stock item type would change.
- The new product group requires a stock item configured to use batch/serial numbers, and the stock item you've chosen does not use traceability.
- The new product group requires a stock item that uses 'actual' costing when it already has some stock.

**Note:** If the change of product group means that the stock item will now use 'units' or the stock item will use 'standard' costing where it hasn't previously, please check the product record after the change.

### To amend a product group for a single stock item

- Choose Stock Maintenance > Amend Stock Item Product Group.



The screenshot shows a dialog box titled "ST - Amend Stock Item Product Group". It is divided into two main sections: "Stock item" and "Product group". In the "Stock item" section, the "Code" field is a dropdown menu showing "ACS/BLENDER" and the "Name" field is a text box containing "Professional Blender 5 Speed". In the "Product group" section, the "Code" field is a dropdown menu showing "ACCESSORIES". At the bottom of the dialog, there are two buttons: "OK" on the left and "Close" on the right.

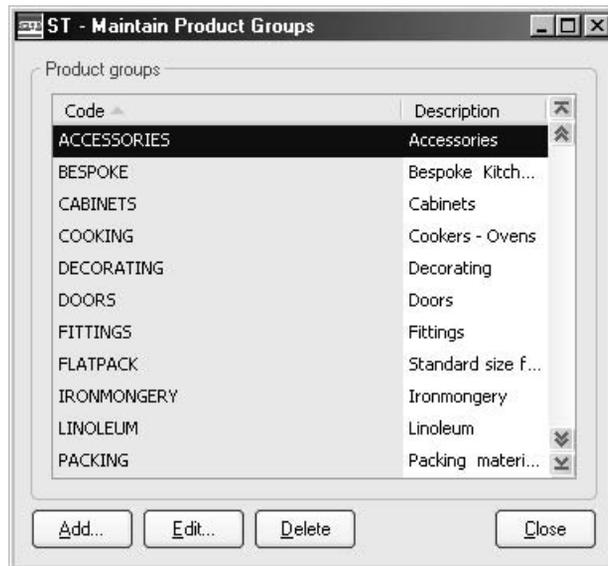
- In the 'Stock item' section, select the stock item 'Code' and/or 'Name'.
- In the 'Product group' section, select the product group you require from the 'Code' drop-down list.
- Click 'OK' to confirm the change.

## Delete product groups

You can only delete a product group if there are no stock items linked to it.

### To delete a product group

- Choose Stock Maintenance > Product Groups.



- Select the product group from those displayed.
- Click 'Delete' and confirm intent to proceed when prompted.

## Import Product Groups

You can create product groups by importing data from another software package into Sage 200 or from one Sage 200 company to another.

To import stock items you need to prepare an import file using a suitable ASCII format. Sage 200 can import data in CSV or XML file formats. For more information, see *Appendix A, Import Information*.

You can validate the import file before committing the data to the Stock Control module or you can proceed with the import once the file has been prepared. To do this there are two options available during the import activity.

- The 'Validate records only' option checks the import file is correctly prepared. It checks the database identifiers are specified correctly and the data is compatible with existing data in your system's database, for example the product type and costing methods are valid. If invalid records are found, a report is generated detailing why the records have failed.
- The 'Validate and import records' option checks the import file is correctly prepared as previously described, and then creates the new product group records from the valid data. Invalid records are removed during the validation process. A report is generated detailing successful records and those that have failed.

If you intend to use batch/serial numbered items in your product groups, you must ensure a product group enabled for numbered items is specified for the relevant stock items. You cannot enable batch/serial numbers for a product group once it has been created.

### To import a product group

- Choose Utilities > Import Product Groups

**ST - Import Product Groups**

Record validation

Validate records only     Validate and import records

Default values:

Keep movement history

Use item description on orders and invoices

Default nominal codes

Stock:	13101		Stock Default
Revenue:	31100		Sales Default
Accrued receipts:	29100		Accrued Receipts
Issues:	44100		Purchases Default

OK    Cancel

- To check the import file, select the 'Validate records only' option.
- To import the product group records, select the 'Validate and import records' option'.
- Select whether the imported product group will have a movement history by selecting the appropriate check box.
- Select whether you want to include any item descriptions on any order or invoices from this product group by selecting the appropriate checkbox.
- Use the drop-down lists to select the default nominal codes for the product group. These are the nominal codes that will be posted to when transactions generated from the imported product groups are used.
- Click 'OK'.
- Click 'Yes' to confirm the start of the import process.
- Locate the CSV or XML file that you want to import and click 'Open'.

The import process will start. Once completed a report will appear informing you if the import has been successful.

- Click OK to confirm the results of the import routine and return to the Import Product Groups window.

**Note:** If failures have occurred, see the generated report, investigate further and re-enter the stock item details.

## Manage Warehouses

This information is only relevant if you have set up your Stock Control module to manage stock at multiple locations. Multiple locations provide two levels of locations indicating where stock is stored.

- Level one: This indicates the location as a whole, such as a warehouse, or a large area in or by a building.
- Level two: This indicates the area within the warehouse where the stock item is stored, such as a bin. Level two locations can only exist if they are linked to a stock item. They can only be created once your stock items are established. For more information, see *Enter a new stock item on page 114*.

This activity focuses on creating and maintaining warehouse locations, the top level location available.

**Note:** For the purposes of this document a level one location is referred to as 'warehouse' and a level two location is referred to as 'bin'.

Familiar names such as depot, bay or shelf, can be applied to each level to make them meaningful. For more information, see *Configurable names on page 41*.

The system reserves certain names such as 'Returns' and 'Home'. The 'Home' warehouse is only accessible if you do not use multiple locations. The 'Returns' warehouse is only displayed when viewing item balances, provided items have been returned to the supplier.

If you want to stop using multiple locations, you can switch them off in the Stock Control module settings by clearing the 'Display multiple locations' check box. The system will move all stock items to the default 'Home' warehouse. The allocations file is also updated to reflect this.

**Note:** Once the system is in use, all stocktake information will be deleted if the multiple locations setting is changed.

## Create warehouse

Warehouses can be used to record the physical location of stock. They can also be used to differentiate stock according to other criteria such as those for internal use only or for bonded goods.

Use this activity to create warehouses that suit the needs of your organisation.

**Note:** The system reserves certain names such as 'Returns' and 'Home'. If you try to create a warehouse using a system reserved name, you are prompted to enter an alternative name.

### To create a warehouse

- Choose Stock Maintenance > Locations.



- Click 'Add'. The 'Add New Warehouse' window is displayed.

The screenshot shows a dialog box titled "ST - Add New Warehouse". It is divided into two sections. The "Warehouse details" section has a "Warehouse name" text box, a "Description" text box, and two checkboxes: "Use for sales trading" (checked) and "Valid for component source" (checked). The "Postal address" section has a "Postal name" text box, a larger "Address" text box, and several smaller text boxes for "Post code", "Contact", "Telephone", "Fax", "E-mail", and "Web site". There is also a "Country code" dropdown menu. At the bottom, there are three buttons: "OK", "MFG Contacts...", and "Cancel".

- Enter a unique 'Warehouse name'.
- Enter a description of the warehouse (optional).
- Set the intended use for the warehouse.
  - Select the 'Use for sales trading' check box if you want to sell stock items from the warehouse using the Sales Order Processing module.
  - Clear the 'Use for sales trading' check box if you do not sell stock from this location. You would use this option if this location was a warehouse where you stored stock before moving it to your shops.
- **Manufacturing users only:** If you are using the Sage 200 Manufacturing application, the 'Valid for component source' check box appears. Within Manufacturing, works orders can be

raised for specific locations. Select the check box to allow this warehouse to be used in the Manufacturing application.

- Enter the 'Postal name', 'Address', 'Contact name', 'Telephone' and 'Fax number', 'E-mail' and 'Web site' address (optional).
- Select the 'Country code' for the warehouse.
- Click 'OK' to close this window and return to the 'Maintain Warehouses' window.
- **Manufacturing users only:** You can set up a list of contacts for the warehouses that are used your manufacturing application. Click on the MFG Contacts button to enter the contact details.

## Amend warehouse

You can change the details stored for a warehouse; this includes the warehouse name, provided it is unique and you do not use a system reserved name. You can only edit the default warehouse named 'Home' if you are using multiple locations. If you are using try to name a warehouse using a system reserved name, you are prompted to enter an alternative name.

To set a warehouse so that it no longer allows sales, there must be no sales orders for stock items stored at the warehouse and there must be no sales order processing users with user permissions set to use the warehouse as a default location during order entry.

### To amend a warehouse

- Choose Stock Maintenance > Locations.



- Select the warehouse from the displayed list and click 'Edit'. The warehouse details are displayed.
- Amend the details displayed as required. For more information, see *Create warehouse on page 82*.
- Click 'OK' to return to the maintain warehouse window.

### Delete warehouse

This activity is only applicable if you are using multiple locations.

You can only delete a warehouse if there are no stock items linked to it. You can check if any stock items are linked to the warehouse by preparing a status report. For more information, see *Status reports on page 263*.

**Note:** You cannot delete the only remaining warehouse. This can only be achieved by switching off the multiple locations setting. The system will then automatically delete the last warehouse for you.

### To delete warehouse

- Choose Stock Maintenance > Locations.



- Select the warehouse from the displayed list.
- Click 'Delete' and confirm intent to proceed when prompted.

# 5

## Establish and Maintain Stock Items

This section explains what stock items consist of, how they are created and maintained.

### Activities:

Create new stock items

Entering stock prices

Copy stock items

Import stock items

Amend stock items

Delete stock items

Manage stock item status

Export stock items

Enter opening balances

Manufacturing options

## Before you begin ...

You must have:

- ✓ Created your units of measure list. For more information, see *Chapter 4, Set Up Stock Control Support*.
- ✓ Created your search category list if you intend to search for stock items using categories. For more information, see *Chapter 4, Set Up Stock Control Support*.
- ✓ Created your product groups. For more information, see *Chapter 4, Create product groups*.
- ✓ Created your warehouses, if you intend to manage stock at multiple locations. For more information, see *Chapter 4, Create warehouse*.

**Note:** You must have suitable security privileges to perform these activities. See your system administrator for more information.

## Remember ...

Use your help system. For more information, on using the help system, see the *Sage 200 Operations* documentation

**Note:** The screen shots of windows used to illustrate the activities are a representative sample of those within Sage 200. System settings do influence the overall appearance of windows.

## Understand Stock Items

Each stock item is unique; this is achieved using a code and name, which is exclusive to the item. A system for assigning stock codes is recommended. For more information, see *Stock Codes on page 30*.

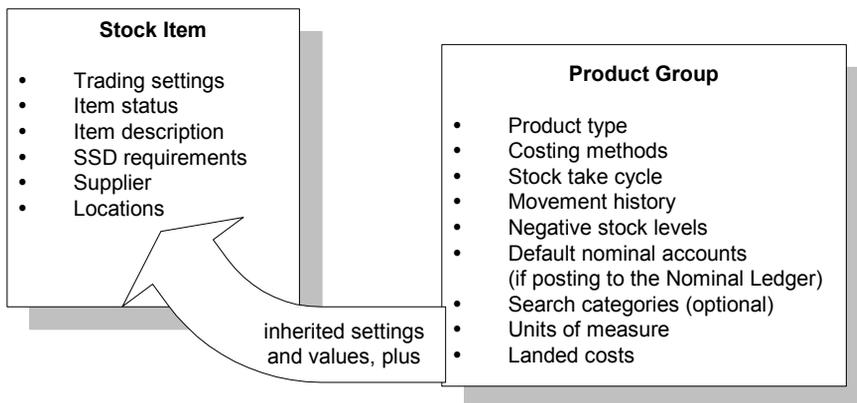
Stock items operate within the system according to the settings enabled for them. Settings are enabled:

- From the product group, which is used to group stock items together with similar characteristics or requirements. They provide several default settings for stock items. The settings can then be amended, if required, with the exception of the 'Product type' and 'Costing method'.

The settings for movement history and negative stock levels are set at product group level only. If you are using multiple units, the settings to enable measures in the Sales Order Processing module and Purchase Order Processing module, when generating purchase orders, are also set at product group level.

Batch/serial numbered items are only enabled at product group level. The associated settings can be switched on or off at stock item level regardless of those selected at product group level. For example an item can be set to use batch numbers even if the product group is enabled for serial numbered items. The exception is the setting 'A sale may only be from a single batch'. This must be enabled at product group level in order to enable it at item level.

- On the stock item, by entering further values on the record itself such as item description, tax rate and suppliers or by applying a setting outside the record such as the default sales order fulfilment method for the item.



Stock item records are split into several sections using tabs. The 'Attachments', 'Memo' and 'Comments' tabs are used to attach files, add text memos and comments to your stock items.

## Code and name

Each stock item must have its own unique 'Code' and 'Name'. The code is limited to 30 characters and the name is limited to 60 characters. Codes and names can contain both numbers and letters. For more information, see *Stock Codes on page 30*.

## Details tab

The screenshot shows the 'ST - Enter New Stock Item' dialog box. At the top, there are fields for 'Code' and 'Name'. Below these are several tabs: 'Details', 'Batch/Serial Nos', 'Analysis', 'Suppliers', 'Attachments', 'Alternatives', 'Locations', 'Memo', 'Comments', and 'Manufacturing'. The 'Details' tab is active. The form is organized into several sections:

- Item classification:** Product group (dropdown: BATCH), Product type (text: Stock).
- Item status:** Current status (dropdown: Active), Inactivation date (text:).
- Trading settings:** Stock unit (dropdown: Each), Tax rate (dropdown: 1 - Standard Rate).
- Manufacturer details:** Manufacturer (text:), Part no. (text:).
- Label printing options:** Label printing option (dropdown: Label not required).
- Sales orders:** Allow sales orders (checkbox:).
- Costing method:** Cost method (text: FIFO), Average buying price: £ (text: 0.0000).
- Item description:** A large text area for the item description, with a checkbox 'Use item description on orders and invoices' below it.
- BOM details:** Radio buttons for Component (selected), Built item, Phantom item, and Built/Bought.

At the bottom of the dialog are buttons for 'Save', 'Clear', 'Duplicate...', 'Selling Prices', 'Contact Details...', and 'Close'.

## Item classification

This covers two settings:

- 'Product group': This is used to link a product group to the stock item. When linked, the stock item inherits the settings of the product group. For more information, see *Product Groups on page 19*.
- 'Product type': This is a setting inherited from the product group and cannot be changed on the stock item. For more information, see *Product type on page 20*.

## Trading settings

This covers two settings:

- 'Stock unit': This is a setting inherited from the 'Product group'; it can be overridden. It defines the measure used to store the stock item. For more information, see *Units of Measure on page 15*.
- 'Tax rate': This is used to apply the most likely tax or VAT rate for a stock item. The tax rate set for the stock item is offered when transactions such as invoices, credit notes, sales orders and purchase orders are entered into Sage 200. The system automatically assigns the first non-zero rated code defined in the Accounting System Manager to the stock item. The tax code can be overridden on the stock item as a transaction is recorded for the item.

## Item status

This is used to manage the status of the stock item. It indicates whether the stock item is 'Active' and therefore stock movements can be recorded against it. To stop the movement of a particular stock item set this setting to 'Inactive' and the item will not appear in any drop-down lists in Sage 200 (for example, when recording a stock movement, sales order or purchase order). While marked as 'Inactive', stock items are still included in the stock 'valuation' reports and are available for stocktake. For more information, see *Status reports on page 263*.

The 'Inactivation Date' field is only used for reporting purposes. The product will not be made 'Inactive' on this date.

## Manufacturer details

In some industry sectors, it is common practice for a manufacturer to license the design of a particular component or item to other suppliers. Each supplier may have their own name or product code for the item, but fundamentally they are all the same. In these situations, it is often useful to store the manufacturer's name and part number against each item. This can be used for reporting purposes when updating details of the item.

## Label printing options

Use this option to control the way that Print Labels option works in the Purchase Order Processing module.

Select one of the following options; Label not required, Label required per item or Label required per batch depending on how the stock item is stored in the warehouse or sold.

For more information about printing labels, please refer to your *Sage 200 Purchase Order Processing User Guide*.

## Sales orders

Use this option to allow this stock item to be used in a sales order.

If the stock item is a component of a larger item and you do not want to sell this item separately, clear the check box. Clearing the check box will prevent you from being able to use this stock item in a sales order.

## Costing method

This setting is inherited from the product group, and cannot be changed. It dictates how the cost of sales for an item is calculated. It also influences how the stock item value is represented in the stock 'valuation' reports. For more information, see *Costing method on page 22*.

**Note:** If 'standard' costing is the method used to calculate the cost of sales for the item, the 'Standard cost price' box is made available on the stock item to record the item price.

## Item description

This is optional and is used to describe an item in detail. This allows you to enter more text than is available in the Name field and can be used on order and invoice documentation. It is particularly useful if you intend to create stock information for a website.

The extended description can be used when printing sales order processing documents.

## BOM details

This is applicable if your system is integrated with the Bill of Materials module. The settings are displayed for product type 'stock' only and are used to specify how the stock items within a bill of materials.

- 'Component': This is a single stock item. These are used as part of a finished stock item. This option is selected by default.
- 'Built item': This is a stock item that is assembled from one or many components/sub assemblies to create a finished stock item.
- 'Phantom item': This is used in a finished item; if it is an item that you would not sell to your customers or keep in stock. Phantoms are typically used to segment large BOMs and to assist in planning how to build the finished item. For more information, see your *Sage 200 Bill of Materials* documentation.
- 'Built/Bought' (Manufacturing users only): This is a stock item that can be built from other stock items or be bought in from another supplier. The 'From Stock' option is used as the fulfilment method by default.

## Batch/Serial Nos tab

This tab is only applicable if batch/serial numbers are enabled for the item via the product group.

## Stock item uses

These are the settings that dictate whether the item uses batch (grouped items) or serial (single item) numbers.

Batched items can be set so that the quantity required for a customer can be supplied from a single batch, provided the same setting has been enabled at product group level. Alternatively the item can be set so that the required quantity is supplied from several batches.

**Note:** The setting 'A sale may only be from a single batch' is enforced using processes within Sales Order Processing for sales order entry and despatch. It is not applied when recording stock in and out of Sage 200 using the Stock Control module. Items with this setting enabled are excluded from the automated purchase order generation process within Purchase Order Processing.  
You cannot use negative stock on these items.

Batch/serial numbered items can be allocated to an internal area or to a customer free of charge using Stock Control processes when there is insufficient stock. It is possible to allocate batch/serial numbered items for sales purposes or to other modules when there is insufficient stock, provided the item supports negative stock levels. Although it may be possible to do this, you cannot issue or despatch such items unless the stock is available.

To trace items effectively, unique serial or batch numbers are required. However, if you intend to record the manufacturer's batch or serial numbers, marked on the goods you receive, you cannot be sure the numbers are always unique. Depending on the amount of control you require you can set batch/serial numbered items to use unique numbers or allow duplicate numbers.

### Batch/Serial number automatic generation options

Your company may use the same batch and serial numbers that your suppliers use.

However it is possible to automatically generate batch and serial numbers for your goods. Use the options on the Batch/Serial numbers tab to choose the format that your batch or serial numbers will take.

For more information about see *Batch and Serial Number Generation on page 160*.

### Stock item also uses

Additional information can be captured as batch/serial numbered items are recorded into Sage 200. This information includes alternative references, which can be applied to the transaction. This allows you to record an additional reference code or description to your stock item records.

Further information covers 'sell by' and 'use by' date. These dates can be used as a visual aid to indicate when an item has passed its 'sell by' or 'use by' date as the item is selected for sale or issue. Setting these date options will not prevent you from selling or issuing these stock items, but a message will appear on screen as a warning.

By enabling the settings the relevant columns are displayed as items are recorded into Sage 200, although entering information at that point is optional.

## Processing

Batch/serial numbers for an item can be recorded either during or following goods in.

- 'During goods in': unless a number is entered the goods cannot be recorded into Sage 200.
- 'Following goods in': Sage 200 marks the items as 'unassigned' when they are recorded into stock. While an item is 'unassigned', it can be allocated, but it cannot be issued or despatched until a batch/serial number is assigned to it. The assigning of the batch/serial numbers occurs as a separate activity. For more information, see *Assign batch/serial item number on page 229*.

Batch/serial numbers for an item can be displayed on the stocktake sheet. For more information, see *Perform a stocktake on page 235*.

## Analysis tab

Analysis settings are not applicable for a 'phantom item' assembled using a bill of materials (BOM).

Stock item

Code:  Name:

Details Batch/Serial Nos Analysis Suppliers Units of Measure Alternatives Locations Attachments Memo Comments

Item search values

Search Category	Search Value
Colour	<NONE>

Default nominal codes

	A/C Ref	CC	Dept
Stock:	13103		Stocks - Bought In Parts
Revenue:	31100	SAL	COM Sales - Kitchens Components
Accrued receipts:	29100		Accruals
Issues:	44100	SAL	COM Materials - Purchases Resale C

Legislative information

Commodity code:  Weight:

Use supplementary units  Suppress mass on declaration:

Supplementary unit ratio:  Use reverse charge VAT rules:

Country of origin:  WEEE Item:

Stock take cycle

Stock take every:  Days

Save Clear Duplicate... Selling Prices Close

### Item search values

These are search categories and values. They are relevant if you want to search for stock items without the need to know stock item codes. For more information, see *Searching for Stock Items on page 13*.

Search categories and values are set in the product group, which enables them on stock items. The categories are displayed on the stock items whereas the associated values are selected from a drop-down list.

If a value does not exist you can create it and apply it to the stock item as you establish the stock item.

### Default nominal codes

Default nominal codes are inherited from those set in the product group and can be overridden on the stock item. They are the nominal accounts you would expect to use in most instances

when stock values are posted to the Nominal Ledger. Once set on the stock item the system displays the default nominal accounts relevant to the type of transaction you are recording, whether you are recording the transaction in Stock Control, Sales Order Processing or the Purchase Order Processing module.

When recording stock movements or making adjustments in the Stock Control module you can override the displayed nominal accounts as you record the transactions. When recording an order entry in either the Sales Order Processing or Purchase Order Processing module you can override the displayed nominal accounts, if these modules have been set to allow this.

**Note:** If the Stock Control module is not set to update the Nominal Ledger, then the nominal postings selection boxes are shaded and you cannot make entries in them when recording stock movements.

There are four default nominal codes, two for Balance Sheet postings and two for Profit and Loss postings.

The Balance Sheet nominal accounts are:

- 'Stock': This is the nominal account for stock assets used when recording stock in and out of the system.
- 'Accrued receipts': This is the liability account used when goods have been received but not invoiced. This type of transaction is recorded in the Purchase Order Processing module.

The Profit and Loss nominal accounts are:

- 'Revenue': This is the nominal account used to post the value of stock when it is sold.
- 'Issues': This is the nominal account used to post the value of stock issued.

### Legislative information

This is only relevant if you need to prepare an Intrastat Declaration' (formerly known as an SSD). For more information, about intrastat requirements see your *Sage 200 Accounting System Manager User Guide*.

- 'Commodity code': Enter the code as in accordance with HM Revenue and Customs or Irish Revenue Commissioners, where applicable.
- 'Weight': Enter the weight of the item (per stock unit). The value is used to calculate the total net weight of goods supplied or acquired.

- 'Use supplementary units': Select this check box if you are creating Intrastats for the stock item.
- 'Supplementary unit ratio': The supplementary units are in addition to the 'Use supplementary units' check box. This allows you to map alternative units of measure to your usual units of measure. For example, if you sell fuel by the gallon but are required to report it by the litre.
- 'Suppress net mass on declaration': This depends on whether you are required to provide details of the net mass for a commodity code in your intrastat returns. To show the net mass on your declaration, clear the check box. To stop the net mass showing in the declaration, select the check box.
- 'Country of origin' (Irish legislation): If you are producing intrastat reports, select where this stock item has been manufactured.

The Stock Control module also includes the following legislative areas:

- 'Use reverse charge VAT rules': If this stock item is one of those listed by the government as a product that could be liable to abuse of VAT regulations (carousel fraud), select this check box. All future transactions for this stock module will fall under the reverse charge VAT rules. For more information about Reverse Charge VAT rules, see *Use Reverse Charge VAT Rules on page 24*.
- 'WEEE Item': If the stock item is one that is listed as part of the EC directive on Waste Electrical and Electronic Equipment (WEEE), select the check box. This refers to equipment that have a negative impact on the environment when they are disposed of. Such items include household appliances like freezers and computers.

### Stocktake cycle

This setting is inherited from the product group, and can be overridden. It indicates how often a stock count is required for an item. For more information, see *Stock take every on page 22*.

## Suppliers tab

Supplier settings are not applicable for a 'phantom item' assembled using a bill of materials (BOM).

- This tab is used to indicate the supplier(s) of an item.
- There is no limit to the number of suppliers you can list for an item.
- The first supplier added to the item is set as the preferred supplier. Where one supplier is used this is your preferred supplier by default. Where several suppliers are used, you can set which one you want to use as the preferred supplier for the item.
- You can only assign suppliers recorded in the Purchase Ledger.

The supply details defined for a supplier are maintained on the stock item. This is accessed by clicking 'Edit' on the stock item's 'Suppliers' tab.

**ST - Edit Supply Details for Item: ACS/FILTER-COFFEE**

**Supplier**

A/C ref: JCH002  
 Short name: Johns Im  
 Postcode: N18 4GH

**Supply details**

Supplier stock code: RTF-TU-565  
 Lead time: 15 Day(s)  
 Usual order quantity: 50.00000  
 Minimum order quantity: 0.00000

**Supplier pricing**

Supplier list price: £ 0.00  
 List price updated: / /  
 List price expiry: / / (€)  
 Price source: Last Buying Price

**Order history**

Quantity year to date: 130.00000  
 Value year to date: £ 13780.00000  
 Last order date: 30/11/2006  
 Last order quantity: 50.00000  
 Last Order Price: £ 24.45600  
 Currently on order: 0.00000

**Landed costs**

Not Applicable  
 Percentage Based  
 Value Base

OK Cancel

The supply details that are maintained on a stock item are:

- 'Supplier stock code': This can be printed on the purchase order in place of, or as well as, your own stock code.
- 'Lead time': This is the number of days between placing an order for stock and its delivery.
- 'Usual order quantity': This must be equal to or greater than minimum order quantity.
- 'Minimum order quantity': This is the smallest amount required when placing an order. The minimum order quantity is used when generating reports and when generating purchase orders within Purchase Order Processing. It does not prevent an order below this amount from being recorded.
- 'Supplier pricing': These details reflect the supplier pricing information for the stock item. You can enter details of the 'Supplier list price'. The 'Price source' indicates which price you

want to display for the stock item in future. This will be either the list price (even if it has expired) or the last buying price.

- 'Order history': This provides a summary of the purchase activity between you and your supplier in terms of total quantity and value purchased to date, the last order activity (date, quantity and order price), and the quantity of goods currently on order, if applicable.
- 'Landed costs': This indicates whether landed cost charges are applicable to the stock item and, if so, whether the costs are applied using a percentage uplift or a value uplift.

The supplier details are used when creating purchase orders in the Purchase Order Processing module. When the purchase order is created, the details of the preferred supplier are suggested for use in the purchase order.

## Units of Measure tab

The screenshot shows the 'ST - Enter New Stock Item' window. At the top, there are fields for 'Code:' and 'Name:'. Below these are several tabs: 'Details', 'Batch/Serial Nos', 'Analysis', 'Suppliers', 'Units of Measure' (which is selected), 'Alternatives', 'Locations', 'Attachments', 'Memo', 'Comments', and 'Landed Costs'. The 'Unit settings' section contains a 'Base unit:' dropdown menu set to 'Roll', a 'Stock unit:' text box containing 'Roll', and a 'Stock/base ratio:' text box containing '1.0000000'. The 'Sales and purchase units' section contains a table with three columns: 'Name', 'Ratio', and 'Price Basis'. Below the table are 'Add...', 'Edit...', and 'Remove' buttons. At the bottom of the window are 'Save', 'Clear', 'Duplicate...', 'Selling Prices', and 'Close' buttons.

Name	Ratio	Price Basis
Base	One Roll is made of 1 Roll	Specific Price
Stock	One Roll is made of 1 Roll	Specific Price
4 rl pack	One 4 rl pack is made of 4 Roll	Multiple of Stock Unit
50 rl batc	One 50 rl batc is made of 50 Roll	Multiple of Stock Unit

The settings on this tab are only relevant if you are dealing with multiple units (buying and/or selling in a different measure to that used to store the item). For more information, see *Units of measure on page 28*.

The settings are inherited from the product group and you can override these on the stock item.

**Note:** The four settings which indicate when the conversion is required are not displayed on a stock item. The four settings are 'Selling quantities', 'Selling prices', 'Buying quantities' and 'Buying prices'. They are maintained on the product group.

## Alternatives tab

ST - Enter New Stock Item

Stock item

Code:  Name:

Details Batch/Serial Nos Analysis Suppliers Units of Measure Alternatives Locations Attachments Memo Comments Landed Costs

Alternative items

Item Code	Item Name	Preferred
There are no alternative items.		

Add Remove Set as Preferred

Save Clear Duplicate... Selling Prices Close

Suitable items can be offered as alternatives when a requested stock item is unavailable. This is achieved by defining a list of alternatives on the stock item with one item set as the preferred alternative item. When stock is issued through the Sales Order Processing module the system checks the stock levels. If the stock is unavailable, the preferred alternative is suggested provided sufficient stock is available; if not, a the second alternative is suggested, and so on. The second and subsequent alternatives are suggested in alphabetical order.

**Note:** Alternative items are not offered when recording stock movement in the Stock Control module. Also, if item A is an alternative for item B, it does not follow that the reverse is true.

## Locations tab

Location settings are not applicable for a 'phantom item' assembled using a bill of materials (BOM).

ST - Enter New Stock Item

Stock item

Code:  Name:

Details Batch/Serial Nos Analysis Suppliers Units of Measure Alternatives **Locations** Attachments Memo Comments Landed Costs

Warehouses

Name	Re-order	Minimum	Maximum	Qty in St...
There are no warehouses associated				

Add... Edit... Remove

Bins

Name	Qty in Stock
------	--------------

Add... Edit... Remove

Save Clear Duplicate... Selling Prices Close

**Note:** For the purposes of this document, a level one location is referred to as a warehouse and a level two location is referred to as a bin.

All item types ('stock', 'miscellaneous', 'service/labour') require a location. The location indicates where the item is stored or is associated with. Locations are dealt with differently depending on whether you are using multiple locations.

- 'Multiple location users': You must specify the required warehouse(s) for the item. You can also use the 'Locations' tab to create bins for item type 'stock'.
- Non multiple location users: The system uses the 'Home' warehouse to indicate the item's location.

The system also creates a default bin called 'Unspecified' for the warehouse. You can rename this bin by clicking 'Edit' and entering a new name in the window. This bin can also be deleted, as long as there is still one bin remaining in the Stock module.

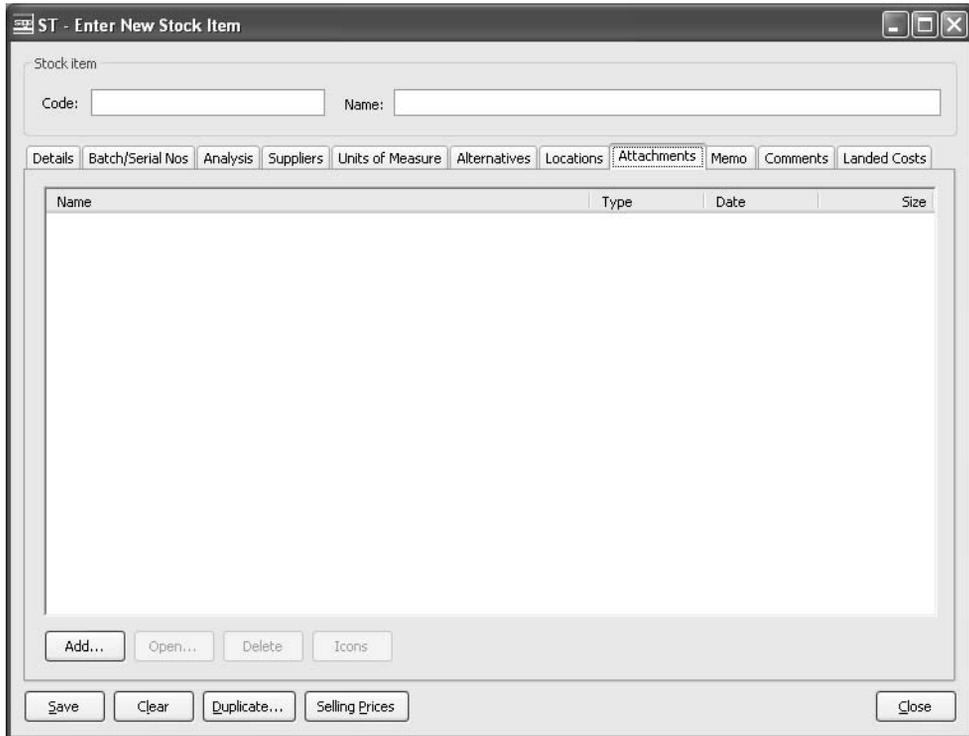
The 'Locations' tab is also used to indicate the quantity of stock stored for an item and to specify its stock control levels. This is applicable for item type 'stock'. These levels apply at warehouse level and not bin level.

- 'Maximum' stock level: This is used to indicate when the stock level for an item has exceeded the maximum level. This can occur when you enter returns in the Stock Control module.
- 'Minimum' stock level: This is used to indicate when the stock level has fallen below the minimum amount for a stock item.
- 'Re-order' level: This is used to indicate the need to order the stock item. The re-order level is used when generating reports and when generating purchase orders within Purchase Order Processing.

When stock levels are exceeded, a warning is displayed as you record stock in and out of the system. Also stock items that exceed the specified stock level are shown in reports. For more information, see *Status reports on page 263*.

## Attachments tab

You can attach files that are external to Sage 200, to the stock item record. So, for example, you could attach an image of the stock item, a document, or a spreadsheet. The files you attach are placed in a folder that is linked to the record.



- To add an attachment, click 'Add'. Browse for the file to attach and click 'Open'. The selected file is added to the 'Attachments' list.
- To view a file in the 'Attachments' list, double-click on the file, or select the file and click 'Open'.
- To delete a file in the 'Attachments' list, select the file and click 'Delete'.
- Click the 'Icons' button to display just icons and filenames in the 'Attachments' list. Click 'Details' to display the full details of files in the 'Attachments' list.

## Memo tab

Use the 'Memo' tab to enter text notes on the stock item you have selected. The text you enter here is stored in a memo file.

ST - Enter New Stock Item

Stock item

Code:  Name:

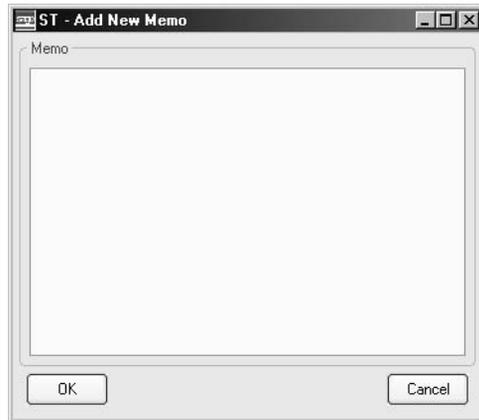
Details Batch/Serial Nos Analysis Suppliers Units of Measure Alternatives Locations Attachments **Memo** Comments Landed Costs

Memos

Date	User	Text	Active
No items to display			

Show detail

- To add a memo, click 'Add', then type in the memo and click 'OK'. The date, time and user name will be stamped underneath the text entry.

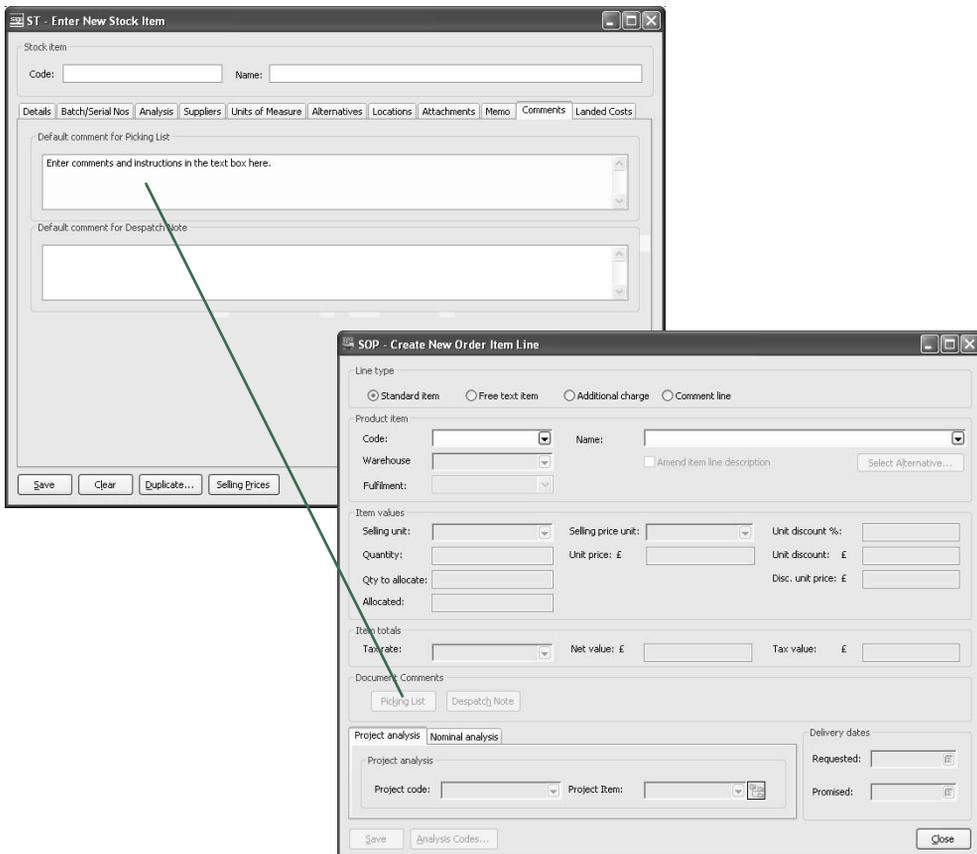


- To edit a memo, select the memo from the list and click 'Edit' (or double-click the memo).
- To delete a memo, select the memo from the list and click 'Delete'.
- To set a memo as 'inactive' or 'active', select the memo from the list and click 'Set as Inactive' or 'Set as Active'.
- To display the text of a selected memo, select the 'Show detail' check box.

## Comments tab

The 'Comments' tab provides a facility for you to enter comments and instructions for individual stock items. The comments appear against the relevant stock item details on the picking lists and despatch notes when they are printed from the Sales Order Processing module.

When you create a new order line in Sales Order Processing, the 'Report Comments' section enables you to view and/or modify (if you have the appropriate permissions) the comments you enter in the stock item record. For more information, see the *Sage 200 Sales Order Processing User Guide*.



Sales Order Processing: 'Create New Order Item Line'

- From the 'Comments' tab, click in the 'Default Comment for Picking List' or 'Default Comment for Despatch Note' text box and enter the comments you require.
- Click 'Save' to save the comments to the stock item.
- You can remove or amend the comments when an order line is added to an order.

## Landed Costs tab

ST - Enter New Stock Item

Stock item

Code:  Name:

Details | Batch/Serial Nos | Analysis | Suppliers | Units of Measure | Alternatives | Locations | Attachments | Memo | Comments | Landed Costs

Landed Costs

Not Applicable

Percentage Based Percentage:

Value Based

Save Clear Duplicate... Selling Prices Close

The settings on this tab are only relevant if you are using landed costs. The tab is only displayed if landed costs are enabled on that stock item's product group. For more information, see *Landed costs on page 27*.

The settings are inherited from the product group and you can override these on the stock item.

- To change the default settings, select the required landed costs type.
  - Not Applicable: Select this if landed costs are not applicable to the stock item.
  - Percentage Based: Select this to add a percentage of the item cost to cover landed costs. You must also enter the percentage.
  - Value Based: If the item does not use multiple units of measure, select this to add a value to the item cost to cover landed costs. You must also enter the value.
 

**Note:** You cannot select this if multiple units of measure are enabled.

## Manufacturing tab

The screenshot shows the 'ST - Enter New Stock Item' dialog box with the 'Manufacturing' tab selected. The 'Stock item' section has 'Code' and 'Name' input fields. Below are several tabs: 'Details', 'Batch/Serial Nos', 'Analysis', 'Suppliers', 'Alternatives', 'Locations', 'Attachments', 'Memo', 'Comments', and 'Manufacturing'. The 'Manufacturing' tab contains the following sections:

- Works Order batch quantities:** 'Minimum batch size' and 'Maximum batch size' both set to 0.00000.
- MRP related information:**
  - Works Order cancellation options:** 'MRP can cancel Works Orders' and 'MRP can cancel Purchase Orders' are both checked.
  - MRP Make Recommendation Location:** 'Use demand/completion warehouse' is selected.
  - MRP Component Replenishment:** 'Use warehouse hierarchy' is selected.
- MRP general options:** 'Aggregate Demand (days)' is set to 0, and 'Allow linked under MRP' is unchecked.
- MRP replenishment options:** 'MRP Replenishment option' is set to 'Exact quantity' and 'Multiples quantity' is set to 0.00000.

At the bottom, there are buttons for 'Save', 'Clear', 'Duplicate...', 'Selling Prices', 'Contact Details...', and 'Close'.

**Note:** The Manufacturing tab only appears if you are using the Sage 200 Manufacturing application.

It allows you to set up the stock options that will be used by the Manufacturing application.

- Enter the minimum and maximum batch sizes for the stock item. You will be unable to create works orders using more or less than the figures entered here.

The rest of the options on the tab relate to the way that the stock item relates to the materials requirements planning (MRP) in the Manufacturing option.

- Works Order cancellation options

Select if you can cancel a works order or purchase from the MRP when this stock item is listed.

- MRP general options

Select the check box if you want to group demand for like products. You can also choose to link the aggregate demand to the MRP by selecting the check box.

- MRP Make Recommendation Location

Select where you want the finished goods to be stored. Select the 'Use demand/completion warehouse' to record the stock items in the warehouse specified on the work order. Alternatively, select the 'Use default warehouse' option to use the default warehouse set in the Manufacturing module.

- MRP Component Replenishment

Select where you want the system to check whether you have enough items in stock. Select the 'Use demand/completion warehouse' to check for the stock items in the warehouse specified on the work order. Alternatively, select the 'Use default hierarchy' option to use the default warehouse as set in the Manufacturing module.

- MRP replenishment options

When recommending quantities for use in the MRP, select the method of replenishing the goods. You can select one of the following methods:

- Exact quantity
- Supplier minimum order quantity
- Multiple of supplier minimum order quantity
- Multiple of given quantity

Enter the amount in the 'Multiple quantity' box.

## Create Stock Items

There are several ways to create a stock item record. You can:

- Create a new stock item record, using a product group to provide many default values.
- Copy an existing stock item record (this does not copy the stock code, name or associated stock movements). For more information, see *Copy an existing stock item on page 131*.
- Import stock items.

### Enter a new stock item

This activity involves selecting a product group to provide the default values for the stock item.

#### To enter a new stock item

- Choose Stock Records > Enter New Stock Item.
- Enter a unique 'Code' for the item.
- Enter a unique 'Name' for the item.
- On the 'Details' tab, select a 'Product group' using the drop-down. Once applied, the item displays the settings of the product group.

## Specify the item details

- Ensure the item 'Current status' is set to 'Active'.
- Accept or amend the 'Stock unit' measure.
- Accept or amend the 'Tax rate' used when the stock item is sold.

The 'Tax rate' displayed by the routine is the first non-zero rate defined in the tax rate table, which is maintained in the Accounting System Manager.

- Enter the 'Manufacturer details' for the stock item (optional).
- It is possible to print labels for your stock items. Select how and if you want the stock details to be printed per item or per batch. By default the option is set to 'Label not required'.

- Select whether you want to allow the stock item to be used in sales orders.
- If the 'Cost method' is 'standard', enter the cost price.
- Enter an 'Item description' (optional). To use the description entered on order or invoice documentation, select the 'Use item description on orders and invoices' check box.
- If you are using the Bill of Materials module, select how this stock item will be used in a bill of materials.

If the stock item is used to make up a finished bill of materials, select the 'Component' option.

If the item is a finished bill of materials, select the 'Built item' option.

If the item is used in the finished bill of materials, but it is not kept in stock to be sold, select the 'Phantom item' option.

Manufacturing users only: If the stock item is a part that is bought in or built from another set of stock items, select 'Built/Bought'.

For more information, about creating a bill of materials see your *Sage 200 Bill of Materials* documentation.

## Specify the batch/serial number requirements

If you have set up the 'Stock Control Settings' to allow batch and serial numbers, and the product group uses batch or serial numbers, an additional 'Batch/Serial Nos' tab is displayed.

- If applicable, enter your batch and serial requirements for the stock item.
- Select the use of either serial or batch numbers for the item.

**Note:** You cannot use serial numbered items in conjunction with multiple units of measure.

- Batch numbered item: the 'A sale may only be from a single batch' setting is only enabled provided the same setting is enabled on the linked product group. If you do not want to supply the item from the one batch, clear the check box.

**Note:** The 'A sale may only be from a single batch' setting is enforced using processes within Sales Order Processing for sales order entry and despatch. It is not applied when recording stock in and out of Sage 200 using the Stock Control module. Items with this setting enabled are excluded from the automated purchase order generation process within Purchase Order Processing.

- To allow duplicate numbers select the 'Allow duplicate numbers' check box. Otherwise leave it clear to ensure the recorded batch/serial numbers are unique.
- If you create your own batch and serial numbers for your stock items, use the 'Batch/Serial number automatic generation options'. For more information see *Batch and Serial Number Generation on page 160*.
- To capture additional information as the item is recorded, select the required 'Stock item also uses' options.
- To assign batch/serial numbers when the item is recorded into Sage 200, select the 'Batch & serial numbers must be recorded when goods are received' check box. Otherwise, leave the check box clear and the batch/serial numbers can be assigned after goods are brought into stock.

## Specify the analysis details

ST - Enter New Stock Item

Stock item

Code:  Name:

Details | Batch/Serial Nos | **Analysis** | Suppliers | Units of Measure | Alternatives | Locations | Attachments | Memo | Comments

Item search values

Search Category	Search Value
Colour	<NONE>

Default nominal codes

	A/C Ref	CC	Dept
Stock:	13103		Stocks - Bought In Parts
Revenue:	31100	SAL	COM Sales - Kitchens Components
Accrued receipts:	29100		Accruals
Issues:	44100	SAL	COM Materials - Purchases Resale C

Legislative information

Commodity code:  Weight:

Use supplementary units  Suppress mass on declaration:

Supplementary unit ratio:  Use reverse charge VAT rules:

Country of origin:  WEEE Item:

Stock take cycle

Stock take every:  Days

Save Clear Duplicate... Selling Prices Close

Analysis settings are not applicable for a 'phantom item' assembled using a bill of materials (BOM).

- Select the 'Analysis' tab.

The search categories displayed depend on the product group that you selected for the stock item on the 'Details' tab.

- Click in the 'Search Value' column for each category as appropriate and select the required search value from the drop-down list displayed.
- To create a new category value, click in the 'Search Value' column. At the end of the drop-down list click 'New' and enter the new search value name in the add new search value window.

- Accept or amend the displayed default nominal accounts.
- Enter the 'Intrastat declaration details'.
  - Enter the 'Commodity code'.
  - Enter the 'Weight'. This option is necessary when dealing with countries in the EC.

**Note:** In accordance with the H.M. Revenue & Custom rules for intrastat submissions, any weights must be recorded in kilograms.

- Set your intrastat declaration requirement by selecting the 'Suppress mass on declaration' check box or leaving it clear. If you deal with countries in the EC, you would use this option when producing Supplementary Statistical Declarations.
- Enter the Supplementary unit ratio
- (Irish users only): Enter the country of origin information.
- If the stock item is liable for reverse charge VAT, select the 'Use reverse charge VAT rules'.
- Select the WEEE Item check box if the stock item is liable to the Waste Electrical and Electronic Equipment directives. This check box is for reference only.
- Accept or amend the 'Stocktake cycle' number of days.

## Assign suppliers

Supplier settings are not applicable for a 'phantom item' assembled using a bill of materials (BOM).

The screenshot shows the 'ST - Enter New Stock Item' window with the 'Suppliers' tab selected. The window has a title bar with standard window controls. Below the title bar, there are two input fields: 'Code:' and 'Name:'. A tabbed interface follows, with 'Suppliers' highlighted. The main area contains a table with the following columns: 'P...', 'A/C Ref', 'Name', 'Lead Time', 'Invoiced YTD', and 'Currently on Order'. The table is currently empty, displaying the message 'There are no suppliers set up.' Below the table are four buttons: 'Add...', 'Edit...', 'Remove', and 'Set as Preferred'. At the bottom of the window are five buttons: 'Save', 'Clear', 'Duplicate...', 'Selling Prices', and 'Close'.

P...	A/C Ref	Name	Lead Time	Invoiced YTD	Currently on Order
There are no suppliers set up.					

- Select the 'Suppliers' tab.

- Click 'Add'. The 'Add New Supplier for Item...' window is displayed.

ST - Add New Supplier for Item: EDD/01Grip

Supplier

A/C ref:

Short name:

Postcode:

Supply details

Supplier stock code:

Lead time:

Usual order quantity:

Minimum order quantity:

Supplier pricing

Supplier list price: £

List price updated:

List price expiry:

Price source:

Order history

Quantity year to date:

Value year to date: £

Last order date:

Last order quantity:

Last Order Price: £

Currently on order:

Landed costs

Not Applicable

Percentage Based

Value Based

Intrastat

Country of Origin:

OK Cancel

- Select the supplier using the 'A/C ref' drop-down. This is the code that the supplier uses, if it is different than the code that you use.
- Enter the 'Supplier stock code'.
- Enter the 'Lead time'.
- Enter the 'Usual order quantity'.
- Enter the 'Minimum order quantity'.
- Enter the 'Supplier list price'.
- Enter the 'List price expiry' date.

- Select 'List Price' as the 'Price Source' if you want the list price to be the source of future prices even if it has expired. Otherwise, select 'Last Buying Price' as the 'Price Source'.
- Select whether 'Landed Costs' are applicable to this item and if so whether 'Percentage Based' or 'Value Base'. If percentage or value, you must also enter the percentage or value uplift for the landed costs.
- Irish users only: If you produce Intrastat reports, select the country where this stock item is produced, from the drop-down list.
- Click 'OK'. The window closes and you return to the 'Stock Item' window.
- Continue to add suppliers of the item to the stock item as required.
- To change the item's preferred supplier, select the required supplier from the list and click 'Set as Preferred'.

## Assign the units of measure

Only applicable if you are dealing with multiple units (buying and/or selling in a different measure to that used to store the item). Multiple units of measure cannot be used in conjunction with serial numbered items.

ST - Enter New Stock Item

Stock item

Code:  Name:

Details Batch/Serial Nos Analysis Suppliers **Units of Measure** Alternatives Locations Attachments Memo Comments Landed Costs

Unit settings

Base unit:  Stock unit:  Stock/base ratio:

Sales and purchase units

Name	Ratio	Price Basis
Base	One Roll is made of 1 Roll	Specific Price
Stock	One Roll is made of 1 Roll	Specific Price
4 rl pack	One 4 rl pack is made of 4 Roll	Multiple of Stock Unit
50 rl batc	One 50 rl batc is made of 50 Roll	Multiple of Stock Unit

Add... Edit... Remove

Save Clear Duplicate... Selling Prices Close

- Select the 'Units of Measure' tab.
- Accept the displayed 'Base unit' or select another from the drop-down.
- Accept or amend the displayed stock/base conversion ratio.
- Add the required units of measure used when buying and/or selling the stock item by clicking 'Add'. The 'Add Unit for Item' window is displayed.

ST - Add Unit for item :

Unit name

Conversion ratio

One x is made up of :

1.0000000

Roll

Price basis

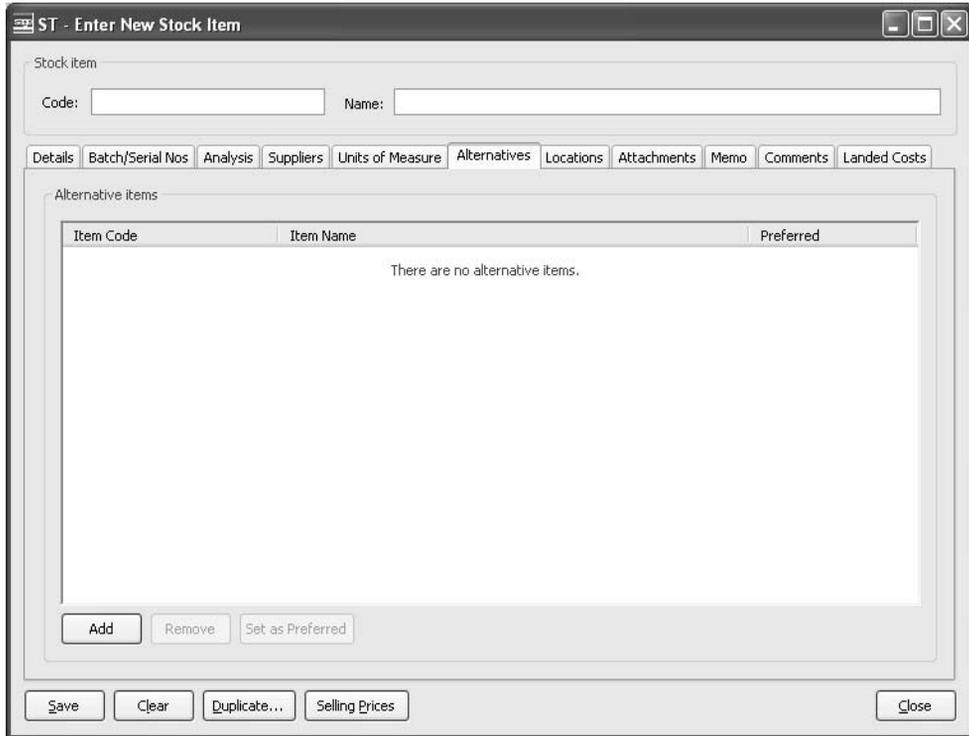
Multiple of the stock unit  
i.e. sales price =  
25.00000 x stock unit

Specific price for this unit  
i.e. sales price = individual  
price for this unit

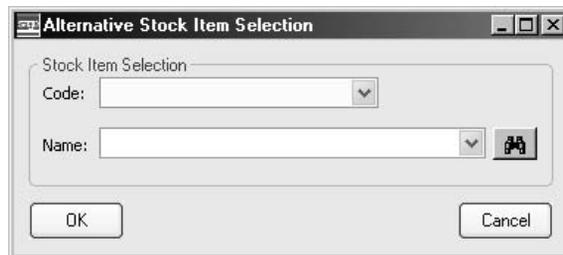
OK Cancel

- Select the unit of measure using the 'Unit name' drop-down.
- Accept or amend the displayed 'Conversion ratio'.
- If you are dealing with a unit of measure used when selling the stock item, select the required 'Price basis'. The Price Book module uses this setting when processing stock selling prices.
- Click 'OK'. The window closes and you return to the 'Stock Item' window.

## Specify the alternative items



- Select the 'Alternatives' tab.
- Click 'Add'. The 'Alternative Stock Item Selection' window is displayed.



- Select the alternative item and click 'OK'.

**Note:** If the selected alternative is a different product type a warning is displayed.

- If more than one alternative item is specified you must indicate the preferred alternative. To do this, select the preferred alternative and then click 'Set as Preferred'. The 'Preferred' column is set to 'Yes'.

## Specify item location(s) and stock levels

Location settings are not applicable for a 'phantom item' assembled using a bill of materials (BOM).

The screenshot shows the 'ST - Enter New Stock Item' dialog box. At the top, there are fields for 'Code' and 'Name'. Below these are several tabs: 'Details', 'Batch/Serial Nos', 'Analysis', 'Suppliers', 'Units of Measure', 'Alternatives', 'Locations' (which is selected), 'Attachments', 'Memo', 'Comments', and 'Landed Costs'. The 'Locations' tab contains two main sections: 'Warehouses' and 'Bins'. The 'Warehouses' section has a table with columns 'Name', 'Re-order', 'Minimum', 'Maximum', and 'Qty in St...'. The table is currently empty, with the text 'There are no warehouses associated' centered in it. To the right of the table are buttons for 'Add...', 'Edit...', and 'Remove'. The 'Bins' section has a table with columns 'Name' and 'Qty in Stock', also currently empty, with 'Add...', 'Edit...', and 'Remove' buttons to its right. At the bottom of the dialog are buttons for 'Save', 'Clear', 'Duplicate...', 'Selling Prices', and 'Close'.

## Multiple location users

- Select the 'Locations' tab.

- Specify where the stock item is stored or the location the item is associated with by clicking 'Add' in the 'Warehouse' section. The 'Add Warehouse for item' window is displayed.



The screenshot shows a dialog box titled "ST - Add Warehouse for item : WF/100". It has a close button in the top right corner. The dialog is divided into two main sections. The first section, labeled "Warehouse", contains a dropdown menu with the label "Warehouse". The second section, labeled "Warehouse stocking levels", contains three input fields: "Re-order:" with the value "0.00000", "Minimum:" with the value "0.00000", and "Maximum:" with the value "0.00000". At the bottom of the dialog are two buttons: "OK" on the left and "Cancel" on the right.

- Select the 'Warehouse' used to store the stock item from the drop-down.
- Enter the 'Warehouse stocking levels' for the item (applicable for item type 'stock'). These stocking levels do not prevent you from ordering stock. You will only receive an on-screen warning.
- Click 'OK'. The window closes and you return to the 'Stock Item' window.
- To create a bin within the warehouse (applicable for item type 'stock'), select the warehouse and then click 'Add' in the 'Bins' section. The 'Add New Location for item' window is displayed.



The screenshot shows a dialog box titled "ST - Add New Location for item: WF/100". It has a close button in the top right corner. The dialog is divided into a "Location" section. This section contains two input fields: "Warehouse:" with the value "Garage" and "Bin:" which is empty. At the bottom of the dialog are two buttons: "OK" on the left and "Cancel" on the right.

- Enter the 'Bin' name.
- Click 'OK'. The window closes and you return to the 'Stock Item' window, where the new bin is displayed.

**Note:** Without a location an item is set to 'inactive'. To activate the stock item choose Stock Records > Amend Stock Item Details, access the stock item, specify the location for the item and then change the 'Current status' setting to 'active'. The exceptions are stock items assembled using a phantom BOM. Such items are not associated with locations.

### Non multiple location users

- Select the 'Locations' tab.
- Specify the stocking levels for the item (applicable for item type 'stock'). To do this, select the 'Home' warehouse and click 'Edit' in the 'Warehouse' section. The 'Edit Warehouse Detail' window is displayed.
  - Enter the 'Warehouse stocking levels' for the item.
  - Click 'OK'. The window closes and you return to the 'Stock Item' window.
- Click 'Save' to record the new stock item details.

## Entering your stock item prices

To enter the selling price of a new stock item, from the 'Enter New Stock Item' or 'Amend Stock Item' window, click 'Selling Prices'.

Price Band Name	Use Std	Price	Currency
Standard	<input checked="" type="checkbox"/>	0.00000	Pounds Sterling
Selling Band 2	<input type="checkbox"/>	0.00000	Pounds Sterling
Selling Band 3	<input type="checkbox"/>	0.00000	Pounds Sterling
Selling Band 4	<input type="checkbox"/>	0.00000	Pounds Sterling
Selling Band 5	<input type="checkbox"/>	0.00000	Pounds Sterling

From the 'Prices for Stock Item' window you can assign prices to the new stock item.

- Enter new prices for any new products, or amend prices for an existing products.
- Click 'Save' to record the new price band information.

For more information, about pricing, please refer to the Price Book information in your *Sage 200 Sales Order Processing User Guide*.

## Copy an existing stock item

You can copy an existing stock item and then amend the copied item to suit. You can copy:

- All details for an existing stock item, except the code and name.
- Limited details for an existing stock item as follows:
  - The basic settings stored on the 'Details' tab of the stock item ('Product group', 'Trading settings', 'Costing method', 'Item status', 'Manufacturer details', 'Stocktake cycle', 'Item

description') are copied, including batch/serial numbered item settings if applicable. In addition, the settings for movement history and negative stock levels although not displayed on the stock item are also copied.

- The settings for 'Units of measure', 'Locations', 'Supplier details' and alternative items can be copied if required.

**Note:** Copying an existing stock item does not copy stock movement details. If the item is assembled using a bill of materials, the BOM type is set to 'Component', the bill of materials is not copied.

### To copy an existing stock item

- Choose Stock Records > Enter New Stock Item.

The screenshot shows the 'ST - Enter New Stock Item' dialog box. At the top, there are fields for 'Code' and 'Name'. Below this is a 'Details' section with several sub-sections: 'Item classification' (Product group, Product type), 'Item status' (Current status, Inactivation date), 'Trading settings' (Stock unit, Tax rate), 'Manufacturer details' (Manufacturer, Part no.), 'Costing method' (Cost method, Average buying price), 'Item description' (text area, checkbox for 'Use item description on orders and invoices'), and 'BOM details' (radio buttons for Component, Built item, Phantom item). At the bottom are buttons for 'Save', 'Clear', 'Duplicate...', 'Selling Prices', and 'Close'.

- Enter the item code and item name that you want for the copy item.
- Select the 'Product group:' and click 'Duplicate'. The duplication window is displayed.

- Select the stock item you want to copy.
- To see the details of the selected stock item, click 'View Detail'.
- Select the required 'Duplication details'; either 'Duplicate all details', or 'Duplicate basic details, plus' and select the additional details required.
- Click 'OK' and the new stock item is displayed.
- Accept or amend the copied settings.
- If applicable, click 'Selling Prices' to edit the stock item price.
- Click 'Save' to store the settings of the new stock item.

### Import stock items

You can create stock items by importing data from another software package into Sage 200 or from one Sage 200 company to another.

To import stock items you need to prepare an import file using a suitable ASCII format. Sage 200 can import data in CSV or XML file formats. For more information, see *Appendix A, Import Information*.

You can validate the import file before committing the data to the Stock Control module or you can proceed with the import once the file has been prepared. To do this there are two options available during the import activity.

- The 'Validate stock records only' option checks the import file is correctly prepared. It checks the database identifiers are specified correctly and the data is compatible with existing data in your system's database, for example the cost centres and departments are valid. If invalid records are found, a report is generated detailing why the records have failed.
- The 'Validate and import stock records' option checks the import file is correctly prepared as previously described, and then creates the new stock item records from the valid data. Invalid records are removed during the validation process. A report is generated detailing successful records and those that have failed.

All stock item types ('Stock', 'Miscellaneous', 'Service' and 'Labour') can be created. The stock type is determined from the product group you specify for a stock item in the import file. Other settings that are not specified in the import file but are derived from the product group are the search categories, 'units of measure' and 'costing method'.

If you are using multiple locations, the stock item locations are not specified in the import file. During the import activity you are prompted to select the warehouse(s) you intend to store the items in.

If you intend to use batch/serial numbered items, you must ensure a product group enabled for numbered items is specified for the relevant stock items. You cannot enable batch/serial numbers for a stock item once it has been created.

Bill of material (BOM) details cannot be included with the stock item using this activity. To import bill of materials details, see your *Sage 200 Bill of Materials* documentation.

Successful records are immediately applied to the Stock Control module and marked as 'active'. Where the import file specifies a valid supplier and/or alternative item for a stock item, those details are marked as 'preferred' on the stock item record.

After completing the import activity, you may need to access the new stock item records and make minor changes to the settings. For example, assign further suppliers or alternative items to the stock record or activate the required search categories for individual items.

**Note:** You cannot add information to an existing account using import. The activity only creates new records for Sage 200.

## To import stock items

- Choose Utilities > Import and Export > Import Stock Records.



- To check the import file, select the 'Validate stock records only' and click 'OK'. Check for errors in the generated log.
- To import stock records, select the 'Validate and import stock records' option and click 'OK'.



- Multiple location users: Select the warehouse(s) used to store the stock item from the list.

- Click 'OK'.
- Specify the import file name and file type then click 'OK'.

**Note:** If failures have occurred, see the generated report, investigate further and re-enter the stock item details.

## Maintain sales order fulfilment settings

The default fulfilment methods for each stock item are maintained within the 'Stock Order Fulfilment' window rather than within the stock item record itself. Once the stock items and product groups are established, you can use the 'Stock Order Fulfilment' window to view the default fulfilment methods and change the defaults as required either on a product group or single item basis.

The 'Generate purchase orders' method prepares a list of suggested purchases by checking the stock re-order level set for stock items. With fulfilment preferences specified for each item, it also suggests stock items to be purchased in order to satisfy outstanding sales orders, providing the sales orders specify a promised date.

For more information, about the fulfilment methods and implications see *SOP Fulfilment Methods on page 44* and the *Sage 200 Sales Order Processing User Guide*.

You cannot set 'From Supplier via Stock' or 'From Supplier Direct to Customer' preferences for an item if the item is:

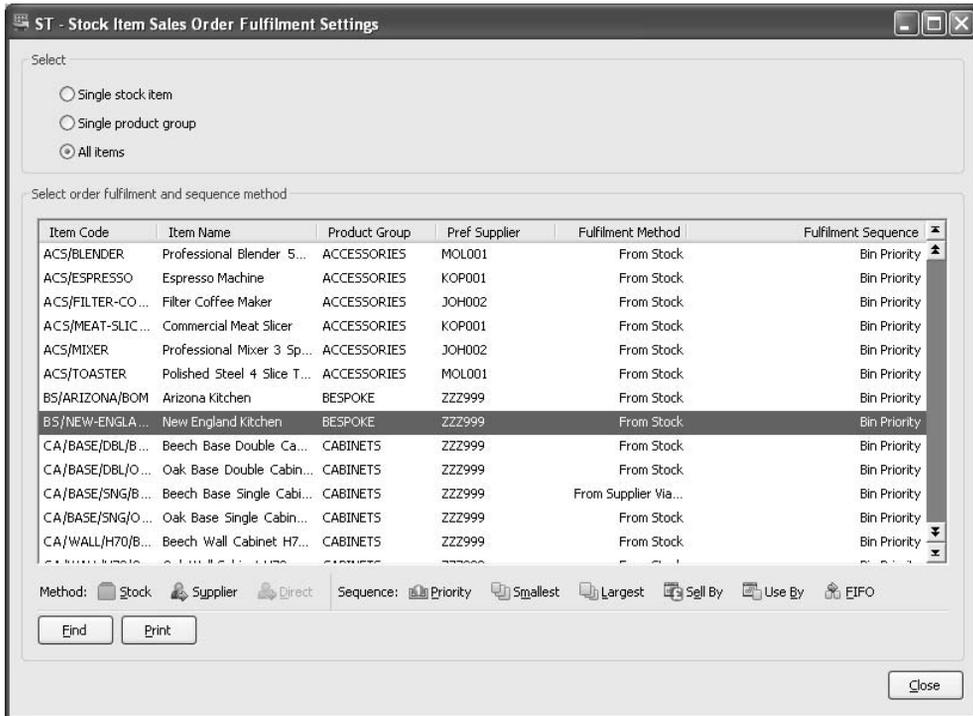
- Assembled using a bill of materials (BOM). 'Generate purchase orders' excludes such items.
- A batched item that is set to be sold from a single batch.

**Note:** You can only set fulfilment preferences for items that have a preferred supplier specified for them and are item type stock. As you maintain your order preferences, those items with a preferred supplier are displayed.

### To maintain order preferences

- Choose Stock Records > Stock Order Fulfilment.
- Specify a single item or product group to display all the items it contains. You can also use the 'Find' button if you need to locate a specific item.

- Select the item or multiple items from the list if you want to change the fulfilment method. By default, it will be set to 'From Stock'.



- Change the fulfilment method for the selected item(s) by selecting the item and then selecting the appropriate Method or Sequence icon.
- To generate a report to show all items with order preferences, click 'Print'.

## Maintain Stock Items

There are various maintenance activities you can perform to keep your stock item records up to date. These activities range from amending the details of a stock item, putting an item on hold through to deleting items when they become redundant.

### Amend a stock item

It is important to maintain accurate stock item records. Item details such as suppliers of an item or the alternatives offered can change over time. If you are using multiple locations you may also need to amend the warehouses and bins used to store your stock items. If your Sage 200 system includes the Bill of Materials module, you can also create or amend a bill of materials for an item.

You can change most item details with the exception of the item code. There are some item details set and maintained at product group level and cannot be amended at item level, they are the 'product type', 'costing method', 'movement history' and 'negative stock levels'. If you are using multiple units, the settings used to indicate when to convert quantities or prices when buying or selling the stock item are also maintained at product group level.

Batch/serial numbered items can only be cleared at product group level. You can also switch off numbered items by assigning a product group to the stock item that is not enabled for batch/serial numbers. It is not possible to enable batch/serial numbers for an existing stock item.

As you amend a stock item you may be prompted to confirm the revised information and in some cases apply preferences such as the preferred alternative for the item.

### Amend stock item details

Changing the product group linked to a stock item can have a dramatic impact on the item. All new default values applied to the stock item must be checked to ensure they are appropriate.

## To amend stock item details

- Choose Stock Records > Amend Stock Item Details.

The screenshot shows the 'ST - Amend Stock Item Details' window. At the top, the 'Stock item' section contains a 'Code' field with the value 'WW/DISWASHER/SLIM' and a 'Name' field with the value 'Dishwasher slimline'. Below this is a tabbed interface with the 'Details' tab selected. The 'Details' tab is divided into several sections:

- Item classification:** 'Product group' is set to 'WWRE' and 'Product type' is 'Stock'.
- Item status:** 'Current status' is 'Active' and 'Inactivation date' is empty.
- Trading settings:** 'Stock unit' is 'Each' and 'Tax rate' is '1 - Std Rate'.
- Manufacturer details:** 'Manufacturer' is empty and 'Part no.' is 'WS-1600-66655/44'.
- Costing method:** 'Cost method' is 'FIFO' and 'Average buying price: £' is '76.00000'.
- Item description:** A large text area is empty, and the checkbox 'Use item description on orders and invoices' is unchecked.
- BOM details:** Radio buttons are present for 'Component' (selected), 'Built item', and 'Phantom item'.

At the bottom of the window, there are three buttons: 'Save', 'Selling Prices', and 'Close'.

- Select the stock item to be amended.
- On the 'Details' tab, amend the displayed details.
- If necessary, click 'Selling Prices' to edit the prices of the stock item.
- Click 'Save'.

## Amend analysis settings

Use the analysis settings to amend the item's 'Default nominal codes', 'Intrastat declaration details', 'Stocktake cycle' and search categories.

If you are using search categories, those displayed for the stock item depend on the product group it is linked to. To remove a search category for a stock item, you must clear the search category at product group level.

### To amend the analysis settings

- Choose Stock Records > Amend Stock Item Details.
- Select the stock item to be amended.
- Click the 'Analysis' tab.

ST - Amend Stock Item Details

Stock item

Code: WW/DISWASHER/SLIM Name: Dishwasher slimline

Details Batch/Serial Nos Analysis Suppliers Alternatives Locations Attachments Memo Comments Landed Costs

Item search values

Search Category	Search Value
Electrical	Dishwasher

Default nominal codes

	A/C Ref	CC	Dept	Description
Stock:	13103			Stocks - Bought In Parts
Revenue:	31100	SAL	VAL	Sales - Value Added
Accrued receipts:	29100			Accruals
Issues:	44100	SAL	VAL	Materials - Purchases Resale V

Intrastat declaration details

Commodity code: 84501111 Weight: 302.0000

Suppress mass on declaration

Stock take cycle

Stock take every: 0 Days

Save Selling Prices Close

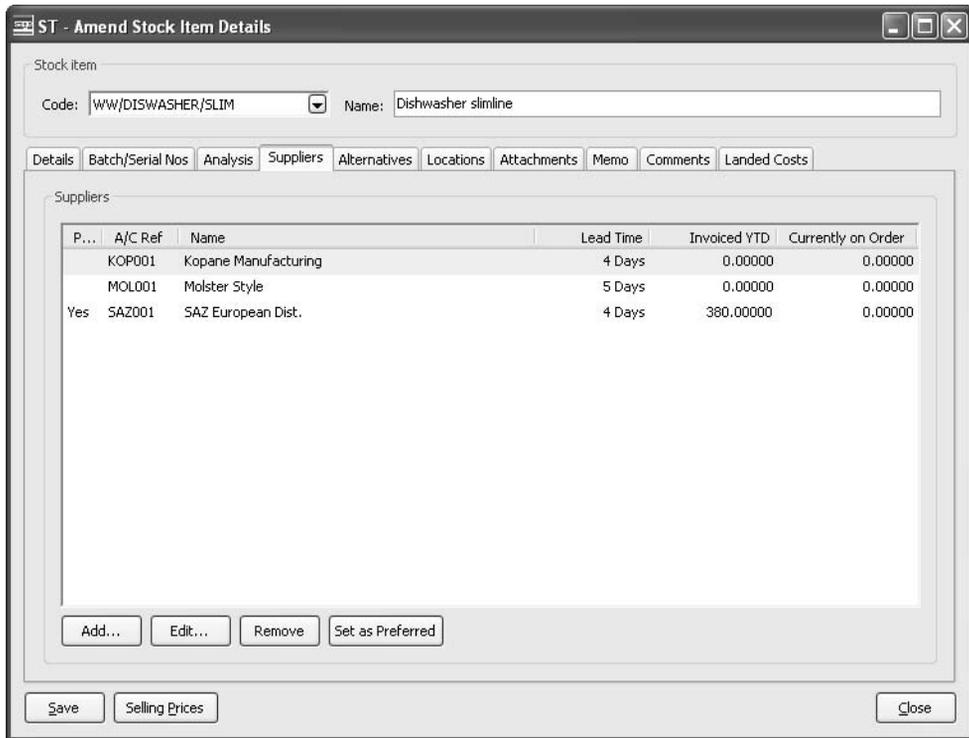
- To amend a search value click in the 'Search Value' column for each category as appropriate and select the required search value from the drop-down list displayed.
- To create a new category value, click in the 'Search Value' column. At the end of the drop-down list click 'New' and enter the new search value name in the 'Add New Search Value' window.
- To amend the 'Default nominal codes' select other codes using the drop-downs.
- To amend the 'Intrastat declaration details':
  - Enter the revised 'Commodity code'
  - Enter the revised 'Weight'.
  - Set your intrastat declaration requirement by selecting the 'Suppress mass on declaration' check box or leaving it clear.
- To amend the 'Stocktake cycle' enter the revised value.

### **Amend assigned suppliers**

When amending supplier details you cannot remove a supplier from an item if there are outstanding orders with the supplier.

#### **To amend assigned suppliers**

- Choose Stock Records > Amend Stock Item Details.
- Select the stock item to be amended.
- Click the 'Suppliers' tab.



- To add a supplier click 'Add'. The 'Add New Supplier for Item' window is displayed.

ST - Add New Supplier for Item: WW/DISWASHER/SLIM

Supplier

A/C ref: 3GT001

Short name: BGT Dist

Postcode: DY10 5KK

Supply details

Supplier stock code:

Lead time: 0 Day(s)

Usual order quantity: 0

Minimum order quantity: 0

Supplier pricing

Supplier list price: £ 0.00

List price updated: //

List price expiry: //

Price source: Last Buying Price

Order history

Quantity year to date: 0

Value year to date: £ 0

Last order date: //

Last order quantity: 0

Last Order Price: £ 0.00000

Currently on order: 0

Landed costs

Not Applicable

Percentage Based

Value Base

OK Cancel

- Select the supplier using the 'A/C ref' drop-down.
- Enter the 'Supplier stock code'.
- Enter the 'Lead time'.
- Enter the 'Usual order quantity'.
- Enter the 'Minimum order quantity'.
- Click 'OK'. The window closes and you return to the 'Amend Stock item Details' window.
- Continue to add suppliers of the item to the stock item as required.
- To edit a supplier's details select the supplier from those displayed.

- Click 'Edit' and the supplier details for the item are displayed.
- Enter the revised supplier details and click 'OK'.
- To change the item's preferred supplier, select the required supplier from the list and click 'Set as Preferred'.
- To remove a supplier, select the supplier from those displayed and click 'Remove'. Confirm the removal of the supplier when prompted.

### **Amend an item's units of measure**

Use this activity to change the units measures for 'base', 'sales' and 'purchases' set for an item. The stock unit measure for the item can be changed on the 'Details' tab. A unit of measure cannot be removed from a stock item if the measure is used as the 'base' or 'stock' unit, or in a sales or purchase order.

### **To amend an items units of measure**

- Choose Stock Records > Amend Stock Item Details.
- Select the stock item to be amended.
- Click the 'Units of Measure' tab.

ST - Amend Stock Item Details

Stock Item  
 Code: DEC/PAPER/WHITE Name: Wallpaper White

Details Batch/Serial Nos Analysis Suppliers Units of Measure Alternatives Locations Attachments Memo Comments Landed Costs

Unit settings  
 Base unit: Roll Stock unit: Roll Stock/base ratio: 1.000000

Sales and purchase units

Name	Ratio	Price Basis
Base	One Roll is made of 1 Roll	Specific Price
Stock	One Roll is made of 1 Roll	Specific Price
4 rl pack	One 4 rl pack is made of 4 Roll	Multiple of Stock Unit
50 rl batc	One 50 rl batc is made of 50 Roll	Multiple of Stock Unit

Add... Edit... Remove

Save Selling Prices Close

- To amend the base unit measure, select another using the 'Base unit' drop-down.
- To amend the displayed stock/base conversion ratio, enter the revised value.
- To add a sales or purchase measure click 'Add'. The 'Add Unit for Item' window is displayed.

ST - Add Unit for item : Wallpaper...

Unit name

Conversion ratio

One x is made up of :

1.000000

Roll

Price basis

Multiple of the stock unit  
i.e. sales price =  
25.00000 x stock unit

Specific price for this unit  
i.e. sales price = individual  
price for this unit

OK Cancel

- Select the unit of measure using the 'Unit name' drop-down.
- Accept or amend the displayed 'Conversion ratio'.
- If you are dealing with a unit of measure used when selling the stock item, select the required 'Price basis'. The Price Book module employs this setting when processing stock selling prices. For more information, see your *Sage 200 Sales Order Processing User Guide*.
- Click 'OK'.
- To amend a sales or purchase measure click 'Edit'. Enter the revised details into the 'Edit Unit item' window.
- To remove a sales or purchase measure select the measure from those displayed and click 'Remove'. Confirm intent to proceed when prompted.

## Amend the alternatives for an item

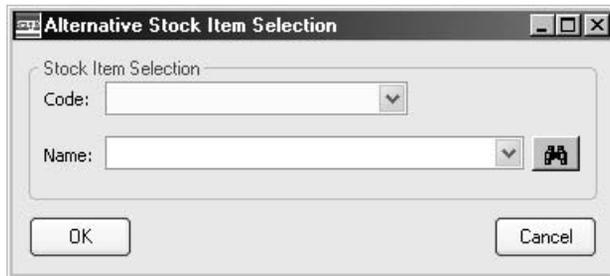
Use this activity to add, remove or reset the preferred alternative set for a stock item.

### To amend the alternatives for an item

- Choose Stock Records > Amend Stock Item Details.
- Select the stock item to be amended.
- Click the 'Alternatives' tab.

The screenshot shows a window titled "ST - Amend Stock Item Details". At the top, there are fields for "Stock item" with "Code: DEC/PAPER/WHITE" and "Name: Wallpaper White". Below this is a tabbed interface with tabs for "Details", "Batch/Serial Nos", "Analysis", "Suppliers", "Units of Measure", "Alternatives", "Locations", "Attachments", "Memo", "Comments", and "Landed Costs". The "Alternatives" tab is selected, showing a table with columns "Item Code", "Item Name", and "Preferred". The table is empty, with the text "There are no alternative items." centered below the header. At the bottom of the table area are buttons for "Add", "Remove", and "Set as Preferred". At the bottom of the window are buttons for "Save", "Selling Prices", and "Close".

- To add an alternative click 'Add'. The 'Alternative Stock Item Selection' window is displayed.



- Select the alternative item and click 'OK'.

**Note:** A warning is displayed if the selected alternative is a different product type.

- To remove an alternative item, select the alternative item from those displayed and click 'Remove'. Confirm intent to proceed when prompted.
- To set a preferred alternative item, select an alternative item from those displayed and then click 'Set as Preferred'. The 'Preferred' column is set to 'Yes'.

### Amend stock item locations

This activity covers adding and removing warehouses for a stock item. When dealing with warehouses you can also set and maintain the stock level for stock items, applicable to item type stock. Also covered are creating, deleting and renaming bins.

#### To amend stock item locations

You can access the information in two ways, either

- Choose Stock Records > Amend Stock Item Details, or
- Choose Stock Records > Stock Locations.

**Note:** To access the menu option Stock Records > Stock Locations, your system must be set to use multiple locations.

## To link a warehouse to a stock item

- Choose Stock Records > Stock Locations.
- Select the stock item.

ST - Amend Stock Item Details

Stock Item  
Code: DEC/PAPER/WHITE Name: Wallpaper White

Details | Batch/Serial Nos | Analysis | Suppliers | Units of Measure | Alternatives | Locations | Attachments | Memo | Comments | Landed Costs

Warehouses

Name	Re-order	Minimum	Maximum	Qty in St...
FACTORY	50.00000	10.00000	150.00000	296.00000
WAREHOUSE	20.00000	5.00000	50.00000	40.00000

Bins at FACTORY

Name	Qty in Stock
Unspecified	296.00000

Save Selling Prices Close

- Click 'Add' in the 'Warehouses' section. The 'Add Warehouse for item' window is displayed.

The screenshot shows a dialog box titled "ST - Add Warehouse for item : DEC/PAPER/WHITE". It contains two main sections. The first section, "Warehouse", has a label "Warehouse" and a dropdown menu. The second section, "Warehouse stocking levels", has three labels: "Re-order:", "Minimum:", and "Maximum:", each followed by a text input field containing the value "0.00000". At the bottom of the dialog are two buttons: "OK" and "Cancel".

- Select the 'Warehouse' used to store the stock item.
- Enter the stock levels for the item at that warehouse; 'Re-order', 'Minimum' and 'Maximum'.
- Click 'OK' to save the information. The window closes and you return to the 'Stock Item Location' window.

## To remove a warehouse linked to a stock item

You can remove a warehouse linked to a stock item provided the stock item has a zero balance, no allocations or outstanding orders.

- Choose Stock Records > Stock Locations.
- Select the stock item.

ST - Amend Stock Item Details

Stock Item  
Code: DEC/PAPER/WHITE Name: Wallpaper White

Details Batch/Serial Nos Analysis Suppliers Units of Measure Alternatives Locations Attachments Memo Comments Landed Costs

Warehouses

Name	Re-order	Minimum	Maximum	Qty in St...
FACTORY	50.00000	10.00000	150.00000	296.00000
WAREHOUSE	20.00000	5.00000	50.00000	40.00000

Bins at FACTORY

Name	Qty in Stock
Unspecified	296.00000

Save Selling Prices Close

- Click 'Remove' in the 'Warehouses' section, then confirm intent to proceed when prompted.

## To create a stock item bin

To create a bin for a stock item, the item must already exist in the Stock Control module.

When you create a bin for a stock item, the system automatically creates a default bin called 'Unspecified'. If necessary, you can rename this bin to make it more meaningful to your company. You can also delete this bin, as long as there is at least one bin recorded in the Stock module.

- Choose Stock Records > Stock Locations.

ST - Amend Stock Item Details

Stock item  
Code: DEC/PAPER/WHITE Name: Wallpaper White

Details Batch/Serial Nos Analysis Suppliers Units of Measure Alternatives Locations Attachments Memo Comments Landed Costs

Warehouses

Name	Re-order	Minimum	Maximum	Qty in St...
FACTORY	50.00000	10.00000	150.00000	296.00000
WAREHOUSE	20.00000	5.00000	50.00000	40.00000

Bins at FACTORY

Name	Qty in Stock
Unspecified	296.00000

Save Selling Prices Close

- Select the stock item.
- Select the warehouse in which the stock item is stored.

- Click 'Add' in the 'Bins at WAREHOUSE' section. The 'Add New Location for item' window appears.



The screenshot shows a dialog box titled "ST - Add New Location for item: DEC/PAPER/WHITE". The dialog contains a "Location" section with two input fields: "Warehouse" (containing "WAREHOUSE") and "Bin" (empty). At the bottom are "OK" and "Cancel" buttons.

- Enter the 'Bin' name.
- Click 'OK'. The window closes and you return to the 'Stock Item Location' window.

### To amend a stock item bin

You can change the name of a bin provided the new name is unique.

- Choose Stock Records > Stock Locations.

Stock item

Code: DEC/PAPER/WHITE Name: Wallpaper White

Details Batch/Serial Nos Analysis Suppliers Units of Measure Alternatives Locations Attachments Memo Comments Landed Costs

Warehouses

Name	Re-order	Minimum	Maximum	Qty in St...
FACTORY	50.00000	10.00000	150.00000	296.00000
WAREHOUSE	20.00000	5.00000	50.00000	40.00000

Bins at FACTORY

Name	Qty in Stock
Unspecified	296.00000

Save Selling Prices Close

- Select the 'Stock' item.
- Select the warehouse the bin is specified within.
- Select the bin you want to amend.
- Click 'Edit' in the 'Bins at WAREHOUSE' section. The 'Edit Location for item' window appears.

ST - Edit Location for item: DEC/PAPER/WHITE

Location

Warehouse: WAREHOUSE

Bin: A3

OK Cancel

- Amend the 'Bin' name.
- Click 'OK'. The window closes and you return to the 'Stock Item Location' window.

### To delete a stock item bin

You can delete a bin provided the stock item linked to the bin has a zero balance, no outstanding allocations and no outstanding orders.

Bins can be deleted on an individual basis or you can delete all bins within a warehouse.

**Note:** There must always be at least one bin associated with each warehouse. You cannot delete the last bin.

- Choose Stock Records > Stock Locations.

ST - Amend Stock Item Details

Stock item

Code: DEC/PAPER/WHITE Name: Wallpaper White

Details Batch/Serial Nos Analysis Suppliers Units of Measure Alternatives Locations Attachments Memo Comments Landed Costs

Warehouses

Name	Re-order	Minimum	Maximum	Qty in St...
FACTORY	50.00000	10.00000	150.00000	296.00000
WAREHOUSE	20.00000	5.00000	50.00000	40.00000

Add... Edit... Remove

Bins at FACTORY

Name	Qty in Stock
Unspecified	296.00000

Add... Edit... Remove

Save Selling Prices Close

- Select the 'Stock item'.

- Select the warehouse that holds the bin or bins.
- To delete all bins linked to the stock item within the selected warehouse, click 'Remove' in the 'Warehouses' section. Confirm intent to proceed when prompted.

**Note:** This action also removes the link between the warehouse and the stock item; it does not delete the warehouse.

- To delete a single bin, select the bin from those displayed then click 'Remove' in the 'Bin at WAREHOUSE' section. Confirm intent to proceed when prompted.

### Amend a stock item memo

Use this tab to change or add any additional files to the stock item record. For example you may want to attach an image of the stock item, a document, or a spreadsheet.

- To edit a memo, select the memo from the list and click 'Edit' (or double-click the memo).
- To delete a memo, select the memo from the list and click 'Delete'.
- To set a memo as 'inactive' or 'active', select the memo from the list and click 'Set as Inactive' or 'Set as Active'.
- To display the text of a selected memo, select the 'Show detail' check box.

### Amend a stock item comment

Use this tab to add comments and instructions for individual stock items.

- From the 'Comments' tab, click in the 'Default Comment for Picking List' or 'Default Comment for Despatch Note' text box and enter the comments you require.
- Click 'Save' to save the comments to the stock item.
- You can remove or amend the comments when an order line is added to an order.

## Amend a stock item's landed costs

If your stock records are set up to use landed costs, use this tab to change the way that landed costs are calculated for this stock item.

- From the 'Landed Costs' tab, select whether the stock item uses a percentage based, or value based landed costs. Alternatively, if the stock item no longer uses landed costs, select the 'Not Applicable' option.
- Click 'Save' to save the landed costs information.

## Amend a stock item's manufacturing details

**Note:** This tab only appears if you are using the Sage 200 Manufacturing application.

The screenshot shows the 'ST - Amend Stock Item Details' window. The 'Stock item' section displays 'Code: ACC/HELMET' and 'Name: Helmet'. The 'Manufacturing' tab is selected, showing various options for Works Order batch quantities, MRP related information, and MRP replenishment options.

Stock item  
Code: ACC/HELMET Name: Helmet

Details Analysis Suppliers Alternatives Locations Attachments Memo Comments Manufacturing

Works Order batch quantities  
Minimum batch size: 0.00000 Maximum batch size: 0.00000

MRP related information

Works Order cancellation options  
 MRP can cancel Works Orders  
 MRP can cancel Purchase Orders

MRP general options  
Aggregate Demand (days) 0  
Allow linked under MRP

MRP Make Recommendation Location  
 Use demand/completion warehouse  
 Use default warehouse

MRP Component Replenishment  
 Use demand/completion warehouse  
 Use warehouse hierarchy

MRP replenishment options  
MRP Replenishment option: Exact quantity Multiples quantity: 0.00000

Save Selling Prices Contact Details... Close

- From the tab, you can edit the following:
  - Works order quantities.
  - MRP information.
  - MRP replenishment options.
- If necessary you can also edit the selling prices and contact details by clicking on the appropriate button to access the screen.
- Once you have made your changes, click Save.

### **Amend batch/serial numbered requirements for an item**

It is possible to change from batch to serial numbers and vice versa. Changing from serial to batch, Sage 200 converts existing serial numbers to batches with a quantity of '1'. Changing from batch to serial can only be done when there is no stock or allocations for the item.

If dealing with a batch numbered item the setting to sell from a single batch can only be enabled provided the same setting is enabled at product group level, there are no sales orders for the item and the item is not set with a fulfilment method of 'From Stock'. The setting is enforced using processes within Sales Order Processing for sales order entry and despatch. It is not applied when recording stock in and out of Sage 200 using the Stock Control module.

You can switch off duplicate numbers. Existing duplicate numbers that may be recorded in Sage 200 are not affected and are processed as normal.

You can remove the need to record batch/serial numbers during receipt of goods into stock provided all items have assigned numbers.

## To amend batch/serial numbered requirements for an item

- Choose Stock Records > Amend Stock Item Details.
- Select the 'Stock Item' to be amended.
- Select the 'Batch/Serial Nos' tab.

The screenshot shows the 'ST - Amend Stock Item Details' window. The 'Stock item' section displays 'Code: YELPAINT' and 'Name: Yellow Paint'. The 'Batch/Serial Nos' tab is active. Under 'Stock item uses', 'Batch numbers' is selected, with options for 'A sale may only be from a single batch' (unchecked), 'Serial numbers' (unselected), and 'Allow duplicate numbers' (unchecked). The 'Batch/Serial number automatic generation options' section includes 'Automatic number generation: Use sequence number', 'Separator character: - Hyphen', 'Batch/Serial number prefix: YEL', 'Next available number: 1', and 'Padding length: 0'. The 'Stock item also uses' section has 'Alternative references', 'Sell by dates', and 'Use by dates' (all unchecked), and a 'Shelf life' field. The 'Processing' section has 'Batch & serial numbers must be recorded when goods are received' checked. At the bottom are 'Save', 'Selling Prices', and 'Close' buttons.

- Amend the displayed details.
- Click 'Save'.

## Batch and Serial Number Generation

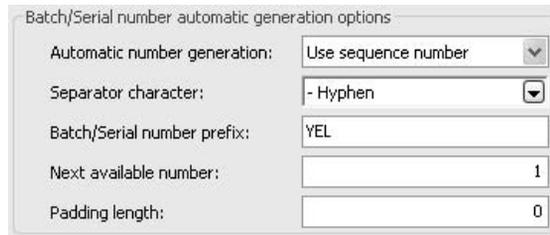
If you use batch and serial numbers, it is possible to set up the numbers so that they are the same as those used by your supplier or product manufacturer.

Alternatively, you may want to use your own batch and serial numbers.

### To generate your batch and serial numbers

- From the New Stock Item Details or Amend Stock Item Details enter the stock item information on the Details tab.
- Click on the 'Batch/Serial Nos' tab.

The Batch/Serial number automatic generation options control the format of your batch or serial numbers.



Batch/Serial number automatic generation options	
Automatic number generation:	Use sequence number
Separator character:	- Hyphen
Batch/Serial number prefix:	YEL
Next available number:	1
Padding length:	0

- Enter the following information:

**Automatic number generation** - Select the format of the batch/serial number. You can use a sequence number, date and sequence number or the order number and sequence number.

**Separator character** - Select a separator for the batch/serial number. For example if you select the date and sequence number and the forward slash character, the batch number would be 200070707/0001

**Batch/Serial number prefix** - If you want to use a prefix on the batch or serial number, whatever you enter here will be used before any automatically generated number.

**Next available number** - You can force Sage 200 to start on a specific sequence number, by entering it here. By default it is set to 1

Padding length - You can choose to leave a gap in the numbers that make up the batch/serial numbers. By default there will be no gaps.

- Click Save to record the details.

### **Manage the status of a stock item**

From time to time you may need to suspend a stock item until a query is answered or a problem solved. This is achieved by changing the status of the stock item. The status on the stock item can either be 'active' or 'inactive'. By setting the status to 'inactive' you cannot:

- Sell the stock item through the Sales Order Processing module.
- Buy the stock item through the Purchase Order Processing module.
- Transfer the stock item through the Stock Control module.
- Write off the stock item through the Stock Control module.

### **To put a stock item on hold**

- Choose Stock Records > Amend Stock Item Details.

ST - Amend Stock Item Details

Stock item  
Code: DEC/PAPER/WHITE Name: Wallpaper White

Details Batch/Serial Nos Analysis Suppliers Units of Measure Alternatives Locations Attachments Memo Comments Landed Costs

Item classification  
Product group: DECORATING  
Product type: Stock

Item status  
Current status: Inactive  
Inactivation date:

Trading settings  
Stock unit: Roll  
Tax rate: 1 - Std Rate

Manufacturer details  
Manufacturer:  
Part no:

Costing method  
Cost method: FIFO Average buying price: £ 0.61300

Item description  
Use item description on orders and invoices

BOM details  
 Component  
 Built item  
 Phantom item

Save Selling Prices Close

- Select the 'Stock item'.
- Using the 'Current status' drop-down, select 'Inactive'.
- Click 'Save' to save the amended settings.

### To activate a stock item

- Choose Stock Records > Amend Stock Item Details.
- Select the 'Stock item'.
- Using the 'Current status' drop-down, select 'Active'.
- Click 'Save' to save the amended settings.

## Amending your stock item prices

You can enter the selling price of a new stock item by clicking on the 'Selling Prices' button.

From the 'Prices for Stock Item' window you can change the prices of the stock item.

For more information, about pricing, please refer to the *Price Book* information in the *Sage 200 Sales Order Processing User Guide*.

## Delete a stock item

This activity removes the stock item from the system. Additionally it will remove the item movement history, if a history has been maintained for the stock item.

You can delete a stock item provided:

- The item's stock level is zero.
- There are no outstanding sales or purchase orders for the stock item.
- There are no cost variance values stored for the stock item (relevant when the item uses the 'standard' costing method). You must clear the stored cost variance before you can delete the item. For more information, about cost variances, see your *Sage 200 Purchase Order Processing User Guide*.
- There are no allocations within the Bill of Materials module for the stock item.

## To delete a stock item

- Choose Stock Records > Delete Stock Item.

The screenshot shows a window titled "ST - Delete Stock Item". It is divided into two main sections: "Stock item to delete" and "Item status".

**Stock item to delete:**

- Code: WF/100 (dropdown menu)
- Name: Water Filter (dropdown menu)
- View Detail... button

**Item status:**

- Deletion status: **May be deleted**
- Current status: Inactive (dropdown menu)
- Inactivation date: 12/12/2006 (text box)
- Total quantity: 0.00000 (text box)
- On-order: 0.00000 (text box)
- Allocated: 0.00000 (text box)
- Free stock: 0.00000 (text box)
- Unposted standard cost variances: No (text box)

Buttons at the bottom: Delete, Close.

- Select the 'Stock item' to delete.
- Click 'Delete'.

## Export stock items

Stock item settings can be extracted from the Stock Control module into CSV or XML format. You cannot export stock transactions (movement history) or bill of material (BOM) details.

The settings are exported in the same sequence as that required when importing items. To see the data sequence see *Import file identifiers - stock items on page 313*.

Information not exported covers the 'stock type', 'search categories', 'units of measure', 'costing method', 'locations' (warehouses and bins), 'attachments' or the current status of the stock item ('active' or 'inactive').

You can export the settings for all stock items, by 'product group' or a 'single' stock item.

Where a stock item has more than one supplier, the name of the 'preferred' supplier is exported. Where the item has more than one alternative, the code of the 'preferred' alternative item is exported.

### To export stock items

- Choose Utilities > Import and Export > Export Stock Records.

ST - Export Stock Records

This routine will export the stock records stored within the stock system to an external file.

Select items to export:

Single stock item:

Code:

Name:

Single product group:

Code:

Description:

All stock items

OK Cancel

- Specify the range of items you want to export using the 'Select items to export' options.
- Click 'OK'.
- Specify a name for the export file and the required file type (CSV or XML) then click 'Save'.

## Enter opening balances

Opening balances represent the financial position of your organisation on the day you start entering live transactions into the Stock Control module. Whatever date you choose you are likely to have an opening balance, whether your organisation is just starting up or changing from another accounting system.

Opening balances are applicable to item type 'stock', with the exception of 'phantom BOM' built items. An opening balance is applied to each individual stock item and the quantities are shown at warehouse and bin level.

**Note:** If the system is not set to use multiple locations, the default 'Home' warehouse and 'Unspecified' bin are used to display the opening balances.

Opening balances can only be entered once for a stock item bin. You can enter opening balances by:

- Recording the value for individual stock items.
- Importing the opening balances.

### Record an opening balance for a stock item

This activity records the opening balance on an individual basis. The activity results in:

- Stock level update for the item.
- Nominal posting, if the system is integrated with Nominal Ledger.
- An entry added to the history file, if the stock item is set to maintain a movement history.

You can enter an opening balance of 'nil' for a stock item, however the system warns you before completing the activity.

While recording an opening balance you can also:

- Enter a new stock item and apply an opening balance (item type 'stock' only).
- Add a new location for an existing stock item and apply the opening balance.

## To specify the opening balance of a stock item

- Choose Utilities > System Set Up > Opening Balances at Locations.

Warehouse

Name: FACTORY Description: Factory

Opening stock suspense account

Suspense account: 94999 A/C Ref: 94999 CC: ADM Dept: ADM Description: Suspense Account

Narrative:

Stock holdings at FACTORY

Item Code	Bin	Opening Quantity	Unit	Unit Cost Price	Asset Nominal Code
CA/BASE/SNG/BEECH	Unspecified		Each	0.00000	13101 Stocks - Finished Goods
CA/BASE/DBL/BEECH	Unspecified		Each	0.00000	13101 Stocks - Finished Goods
CA/WALL/H70/BEECH	Unspecified		Each	0.00000	13101 Stocks - Finished Goods
CA/WALL/H92/BEECH	Unspecified		Each	0.00000	13101 Stocks - Finished Goods
CA/BASE/SNG/OAK	Unspecified		Each	0.00000	13101 Stocks - Finished Goods
CA/BASE/DBL/OAK	Unspecified		Each	0.00000	13101 Stocks - Finished Goods
CA/WALL/H70/OAK	Unspecified		Each	0.00000	13101 Stocks - Finished Goods
CA/WALL/H92/OAK	Unspecified		Each	0.00000	13101 Stocks - Finished Goods
WT/WHITE/LAM/60	Unspecified		Each	0.00000	13101 Stocks - Finished Goods

OK New Stock Item... New Item Location... Cancel

- Select the 'Warehouse' which you want to record opening balances.
- If you are updating to the Nominal Ledger, accept or amend the displayed default nominal account for stock suspense.
- From the list of stock items displayed, select the item you want to apply an opening balance to.
- Enter the opening balance for the item in the 'Opening Quantity' column.
  - Batch/serial numbered items only: Enter the batch or serial numbers in the displayed batch/serial number entry window. Depending on the stock control settings, enter the alternative reference, sell by and use by dates where applicable.
- If updating to the Nominal Ledger, accept or amend the stock item's nominal code for asset of stock postings which is displayed in the 'Asset Nominal Code' column.
- Click 'OK' to save the information.

## Import opening balances

You can import opening balances, which have been created in another software package or in another Sage 200 company, into the Stock Control module.

To do this, you must prepare an import file using a suitable ASCII format. The correct data format is CSV. For more information, on opening balance file formats, see *Appendix A, Import Information*.

**Note:** If the Stock Control module is set to update the Nominal Ledger, a 'suspense account' must exist on the Nominal Ledger before you import opening balances. For more information, see your *Sage 200 Nominal Ledger User Guide*.

There are two options you can choose when importing opening balances:

- 'Validate only': This checks the import file.

This option checks the import file is correctly prepared. It checks the database identifiers are specified correctly and the data is compatible with existing data in your system's database.

- 'Validate and import records': This checks the import file and applies valid data to the Stock Control module.

This option checks the import file is correctly prepared and then applies the opening balances to the stock items. Invalid records are rejected.

Stock levels for items are updated.

Provided the Stock Control module is set to use multiple locations, you can create new bins for stock items. The system uses the bin name specified in the import file to create the location.

If the Stock Control module is integrated with Nominal Ledger, nominal postings are generated. The nominal postings incorporate a narrative. This can come from the import file by specifying a narrative for each record in the import file. The alternative is to leave the narrative fields blank in the import file and enter a narrative as you start to import. This way the system applies one narrative to nominal postings. This may save time when preparing the import file.

Where stock items maintain a movement history, an entry is added to the history file.

Regardless of which option you choose the system displays a brief summary of the results. This indicates the number of successful records and the number that failed. Those records that failed can be viewed in an attached error log.

### To import opening balances

There are two methods to import opening balances. One to deal with batch/serial numbered (traceable) item opening balances, the other non traceable item opening balances.

- Select the import method dependant on the item type.
  - Choose Utilities > Import and Export > Import Opening Balances.
  - Choose Utilities > Import and Export > Import Batch/Serial No Opening Balances.

Opening stock suspense account				
	A/C Ref	CC	Dept	Description
Suspense account:	94999			Migration created Suspense Account
Narrative:				

- Select the required import option.
  - If you are using multiple locations and want to create bins for stock items, select the 'Create Bins automatically if they have not already been set up in the Stock System' check box. Each time the system finds a bin in the import file that does not exist in the Stock Control module a new bin is created for the associated stock item.

- If the system is set to update the Nominal Ledger, specify the 'suspense account' when prompted. If the narrative fields are blank in the import file, enter the narrative to be applied to the generated nominal postings.
- Click 'OK' and specify the path of the import file.
- On completing the requested action, the system displays the results.



- Check the displayed results. If errors have occurred click 'View Error Log' and take any necessary corrective action.

# 6

## Move and Allocate Stock

In most instances stock is moved in and out of the system using Sage 200 integrated modules such as Sales Order Processing, Purchase Order Processing and Bill of Materials. There are exceptions to this when the Stock Control module is used to record the movement of stock directly. This process covers those exceptions.

Included are the instances when the Stock Control module is used to allocate and issue stock for internal use or when dealing with customer free of charge items. Allocating stock you intend to sell to customers is managed in the Sales Order Processing module. The Stock Control module is also used to record the return of items that you want replaced, or repaired, to a supplier.

Also covered is the transfer of stock from one location to another if you are using multiple locations.

### Activities

Record stock out

Record stock in

Allocate stock

Transfer stock

Amend a stock allocation

## Before you begin ...

You must have:

- ✓ Entered stock items. For more information, see *Chapter 5, Establish and Maintain Stock Items*.

**Note:** You must have suitable security privileges to perform these activities. See your system administrator for more information.

## Remember ...

Use your help system. For more information, on using the help system, see the *Sage 200 Operations* documentation

**Note:** The screen shots of windows used to illustrate the activities are a representative sample of those within Sage 200. System settings do influence the overall appearance of windows.

For the purposes of this document a level one location is referred to as a 'warehouse' and a level two location is referred to as a 'bin'.

## Record Stock Outgoing

Use the Stock Control module to record stock out of storage when you want to:

- 'Issue stock internally': This releases stock items to an internal area within the organisation.
- 'Return stock to a supplier for repair': This lets you control rejected stock items you want the supplier to replace.

The stock items are moved into the 'Returns' warehouse, which is a system reserved warehouse. You cannot access the 'Returns' warehouse. To check the quantities returned for an item you can prepare a stock status report. For more information, see *Status reports on page 263*. Or you can view the quantities returned when checking stock item balances. For more information, see *View stock item balances on page 259*. While the items are recorded in the 'Returns' warehouse they cannot be sold, transferred or written off.

**Note:** To return goods to a supplier that you do not want replaced, use the Purchase Order Processing module.

- 'Issue stock free of charge': This lets you release stock items intended for customers where no charge will be made for the items.
- 'Write off a stock item': This lets you account for obsolete or damaged stock as a loss.

Recording stock outwards produces the following results:

- The overall stock level for the stock item is decreased.
- The location where the stock item is stored is updated.
- New entries are added to the stock item's history, if the stock item is set to keep a movement history.
- Nominal postings are generated for selected nominal accounts, if the system is set to update the Nominal Ledger. The value of stock when dealing with written off, customer free of charge or internally issued stock items is posted to the Nominal Ledger.

The exception is a supplier return. Reducing the value of the stock in the Nominal Ledger is not required as you own the goods and expect the supplier to replace those you intend to return.

- If dealing with returning goods, the specified stock items are added to the system 'Returns' warehouse.

When recording stock out the total quantity of stock stored for an item is displayed, this includes free stock and allocated stock. If you are using multiple locations this is relative to the selected location. Allocated stock is not used when recording stock out, the required stock is taken from free stock.

Stock levels checks are performed by Sage 200 when recording goods out of stock. Restrictions can apply if the requested quantity exceeds the free stock. If you are dealing with a non traceable item, provided the item is set to 'Allow negative stock' you can proceed to issue the required amount. Batch/serial numbered items cannot be issued unless there is sufficient free stock available, regardless of the negative stock setting.

Requests for goods that cause the stock quantity to fall below the re-order level or the minimum stock level are highlighted but not prevented.

When dealing with batch/serial numbered items, the system indicates those items that have exceeded their sell by and use by dates.

Batch/serial numbered items displayed as available during goods out can be allocated or issued by other Sage 200 processes. As you select the numbered items the system checks if this has occurred. If so, the numbered item is displayed red. You will need to select another numbered item from the displayed list.

## Internal Issue

Use this activity to issue unallocated stock items to an internal area. To issue previously allocated items see *Issue allocated stock on page 220*.

### To issue stock internally

- Choose Issues > Internal Issue.

**ST - Record Internal Stock Issue**

Stock item  
 Code: IR/HINGE Name: Hinge

Details Analysis Stocking Levels

Stock location  
 Warehouse: FACTORY Bin: Unspecified  
 Allocated stock: 0.00000  
 Free stock: 650.10000

Issued to  
 Internal area: INTERNAL  
 Current allocation: 0.00000

Quantity  
 Quantity: 0.00000  
 Stock unit: 100 Pack

References  
 Date: 12/12/2006  
 Reference:  
 Second ref:

Save Clear Close

- Select the 'Stock item'.

### On the Details tab

- If you are using more than one location to store your stock, select the location where the stock item is stored using the 'Warehouse' drop-down.
- Accept the displayed default 'Internal area' or select another using the drop-down.
- Enter the 'Quantity of stock' to be issued (up to five decimal places).
- Accept or amend the movement 'Date'.
- Enter 'References' for the movement (optional).

## On the Analysis tab

The screenshot shows the 'ST - Record Internal Stock Issue' window with the 'Analysis' tab selected. The window contains the following fields and sections:

- Stock item:** Code: IR/HINGE, Name: Hinge.
- Analysis codes:** Three input fields for analysis code 1, 2, and 3.
- Memo:** A large text area for supplementary information.
- Nominal posting:** A table with columns A/C Ref, CC, Dept, and Description.
 

	A/C Ref	CC	Dept	Description
Stock account:	13102			Stocks - Raw Materials
Issues account:	41100	SAL	BES	Cost of Sales - Materials Bes
Narrative:	Out /			

Buttons at the bottom include 'Save', 'Clear', and 'Close'.

- Select the 'Analysis codes' for the movement (optional).
- Enter text into the 'Memo' box to supply supplementary information about the transaction (optional).
- If the system is set to post to the Nominal Ledger, specify the 'Nominal posting' accounts.
  - Accept or amend the displayed nominal accounts.
  - Enter a narrative 'Description' to be applied to the nominal postings (optional).

## On the Stocking Levels tab

If you want to enquire on warehouse stocking levels use this tab.

ST - Record Internal Stock Issue

Stock item

Code: IR/HINGE Name: Hinge

Details Analysis Stocking Levels

Warehouse

Warehouse: FACTORY

Total in stock: 650.10000

Warehouse stocking levels

Reorder level: 50.00000

Minimum level: 20.00000

Maximum level: 200.00000

Save Clear Close

- Select the 'Warehouse' you want to enquire on, using the drop-down. The warehouse stocking levels are displayed.
- Click 'Save' or 'Proceed' for batch/serial numbered items.

## Record batch/serial numbered items for issue

ST - Serial Numbers for Item: WW/WASHERDRY1600

Select serial numbers (Fulfilment Sequence: Bin Priority)

Serial No	Bin	Supplier	Received	Sell By	Allocated
<input checked="" type="checkbox"/> Washd1600-512	Unspecified	ERN001	28/05/2004		No
<input type="checkbox"/> Washd1600-513	Unspecified	ERN001	28/05/2004		No
<input type="checkbox"/> Washd1600-514	Unspecified	ERN001	28/05/2004		No
<input type="checkbox"/> Washd1600-515	Unspecified	ERN001	28/05/2004		No
<input type="checkbox"/> Washd1600-516	Unspecified	ERN001	28/05/2004		No
<input type="checkbox"/> Washd1600-517	Unspecified	ERN001	28/05/2004		No
<input type="checkbox"/> Washd1600-518	Unspecified	ERN001	28/05/2004		No
<input type="checkbox"/> Washd1600-519	Unspecified	ERN001	28/05/2004		No
<input type="checkbox"/> Washd1600-520	Unspecified	ERN001	28/05/2004		No
<input type="checkbox"/> Washd1600-521	Unspecified	ERN001	28/05/2004		No
<input type="checkbox"/> Washd1600-522	Unspecified	ERN001	28/05/2004		No
<input type="checkbox"/> Washd1600-523	Unspecified	ERN001	28/05/2004		No
<input type="checkbox"/> Washd1600-524	Unspecified	ERN001	28/05/2004		No
<input type="checkbox"/> Washdry1600-030	Unspecified	ERN001	06/09/2004		No
<input type="checkbox"/> Washdry1600-031	Unspecified	ERN001	06/09/2004		No
<input type="checkbox"/> Washdry1600-032	Unspecified	ERN001	06/09/2004		No
<input type="checkbox"/> Washdry1600-033	Unspecified	ERN001	06/09/2004		No
<input type="checkbox"/> Washdry1600-034	Unspecified	ERN001	06/09/2004		No
<input type="checkbox"/> WASHDRY1600-040	Unspecified	ERN001	21/09/2004		No
<input type="checkbox"/> WASHDRY1600-041	Unspecified	ERN001	21/09/2004		No

Attributes... Find... Auto Select... Refresh

Show details

Serial numbers selected: 0.00000

Total quantity: 2.00000

OK Cancel

- Select the batch/serial numbered items to be issued by selecting the check box to the left of each required item.
- 'Batch only': in the 'New Quantity' column enter the amount required expressed in the item's stock unit.
- Click 'OK' to save the information.

ST - Serial Numbers for Item: WW/WASHERDRY1600

Select serial numbers (Fulfilment Sequence: Bin Priority)

Serial No	Bin	Supplier	Received	Sell By	Allocated
<input checked="" type="checkbox"/> Washd1600-512	Unspecified	ERN001	28/05/2004		No
<input type="checkbox"/> Washd1600-513	Unspecified	ERN001	28/05/2004		No
<input type="checkbox"/> Washd1600-514	Unspecified	ERN001	28/05/2004		No
<input type="checkbox"/> Washd1600-515	Unspecified	ERN001	28/05/2004		No
<input type="checkbox"/> Washd1600-516	Unspecified	ERN001	28/05/2004		No
<input type="checkbox"/> Washd1600-517	Unspecified	ERN001	28/05/2004		No
<input type="checkbox"/> Washd1600-518	Unspecified	ERN001	28/05/2004		No
<input type="checkbox"/> Washd1600-519	Unspecified	ERN001	28/05/2004		No
<input type="checkbox"/> Washd1600-520	Unspecified	ERN001	28/05/2004		No
<input type="checkbox"/> Washd1600-521	Unspecified	ERN001	28/05/2004		No
<input type="checkbox"/> Washd1600-522	Unspecified	ERN001	28/05/2004		No
<input type="checkbox"/> Washd1600-523	Unspecified	ERN001	28/05/2004		No
<input type="checkbox"/> Washd1600-524	Unspecified	ERN001	28/05/2004		No
<input type="checkbox"/> Washdry1600-030	Unspecified	ERN001	06/09/2004		No
<input type="checkbox"/> Washdry1600-031	Unspecified	ERN001	06/09/2004		No
<input type="checkbox"/> Washdry1600-032	Unspecified	ERN001	06/09/2004		No
<input type="checkbox"/> Washdry1600-033	Unspecified	ERN001	06/09/2004		No
<input type="checkbox"/> Washdry1600-034	Unspecified	ERN001	06/09/2004		No
<input type="checkbox"/> WASHDRY1600-040	Unspecified	ERN001	21/09/2004		No
<input type="checkbox"/> WASHDRY1600-041	Unspecified	ERN001	21/09/2004		No

Attributes... Find... Auto Select... Refresh

Show details

Serial numbers selected: 0.00000

Total quantity: 2.00000

OK Cancel

## Return to supplier

You can return rejected stock items that you want repaired or replaced, to a supplier using this activity. This option should only be used when you expect to get the same item back. This stock item will be displayed as 'Returns' on the View Stock Item Balances window.

**Note:** This activity does not update the Nominal Ledger. Nominal postings are not generated as you own the goods and expect the supplier to replace those you intend to return.

## To return stock to a supplier

- Choose Issues > Return to Supplier.

ST - Record Stock Return to Supplier for Repair

Stock item

Code: WW/WASHERDRY/1600 Name: Washer Dryer 1600 spin

Details Analysis Stocking Levels

Stock location

Warehouse	Bin
WAREHOUSE	Unspecified

Allocated stock: 0.00000

Free stock: 30.00000

Supplier

A/C ref:

Name:

Short name:

Quantity

Quantity:

Stock unit:

References

Date:

Reference:

Second ref:

Proceed Clear Close

- Select the 'Stock item'.

### On the Details tab

- If you are using more than one location to store your stock, select the location where the stock is stored using the 'Warehouse' drop-down.
- Select the supplier to return the item to, using the 'A/C ref' drop-down.
- Enter the 'Quantity' of stock to be issued (up to five decimal places).
- Accept or amend the movement 'Date'.
- Enter 'References' for the movement (optional).

### On the Analysis tab

- Select the 'Analysis codes' for the movement (optional).

- Enter text into the 'Memo' box if you want to supply supplementary information about the transaction (optional).

### On the Stocking Levels tab

If you want to enquire on warehouse stocking levels use this tab.

- Select the warehouse you want to enquire on using the drop-down. The stocking levels are displayed.
- Click 'Save' or 'Proceed' for batch/serial numbered items.

### Record batch/serial numbered items to be returned

- Select the batch/serial numbered items to be returned by selecting the check box to the left of each item.
- 'Batch only': in the 'New Quantity' column enter the amount to be returned expressed in the item's stock unit.
- Click 'OK' to save the information.

### Customer FOC issue

You can issue unallocated stock items to customers where no charge will be made for the goods, using this activity. To issue previously allocated items, see *Issue allocated stock on page 220*.

Free of Charge items use the nominal codes from the stock item record, so they do not affect the Sales Ledger. Any cost of stock figures are posted to the Profit and Loss accounts automatically.

**Note:** If you want to use additional charges (such as delivery charges), you must use the Sales Order Processing module so that you can generate the required documentation.

### To issue stock free of charge

- Choose Issues > Customer FOC Issue.

The screenshot shows the 'ST - Record Stock Issue FOC to Customer' window. The 'Stock item' section is populated with 'Code: ACS/BLENDER' and 'Name: Professional Blender 5 Speed'. The 'Details' tab is active, showing 'Stock location' with 'Warehouse' and 'Bin' dropdowns, and 'Allocated stock' and 'Free stock' fields both set to 0.00000. The 'Customer' section has 'A/C ref', 'Name', 'Short name', and 'Current allocation' fields, with 'Current allocation' set to 0.00000. The 'Quantity' section has 'Quantity' set to 0.00000 and 'Stock unit' set to 'Each'. The 'References' section has 'Date' set to 13/12/2006, and 'Reference' and 'Second ref' fields are empty. The bottom of the window contains 'Save', 'Clear', and 'Close' buttons.

- Select the 'Stock item'.

### On the Details tab

- If you are using more than one location to store your stock, select the location where the stock item is stored using the 'Warehouse' drop-down.
- Select the customer using the 'A/C ref' drop-down.
- Enter the 'Quantity' of stock to be issued (up to five decimal places).
- Accept or amend the movement 'Date'.
- Enter 'References' for the movement (optional).

### On the Analysis tab

- Select the 'Analysis codes' for the movement (optional).
- Enter text into the 'Memo' box to supply supplementary information about the transaction (optional).

### On the Stocking Levels tab

If you want to enquire on warehouse stocking levels use this tab.

- Select the warehouse you want to enquire on using the drop-down. The stocking levels are displayed.
- Click 'Save' or 'Proceed' for batch/serial numbered items.

### Record batch/serial numbered items to be issued

- Select the batch/serial numbered items to be issued by selecting the check box to the left of each required item.
- 'Batch only': in the 'New Quantity' column enter the amount to be issued expressed in the item's stock unit.
- Click 'OK' to save the information.

### Project Issue

If you are using the Project Accounting module, use this option to issue unallocated stock items to a project.

### To issue stock internally to a project

- Choose Issues > Project Issue.

ST - Record Internal Project Issue

Stock item

Code:  Name:

Details Analysis Stocking Levels

Stock location

Warehouse  Bin

Allocated stock:

Free stock:

Quantity

Quantity:

Stock unit:

Issue to

Project code:

Cost Item:

References

Date:

Reference:

Second ref:

Save Clear Close

- Select the 'Stock item'.

### On the Details tab

- If you are using more than one location to store your stock, select the location where the stock item is stored using the 'Warehouse' drop-down.
- Accept the displayed default 'Project code' and 'Cost Item' or select another one from the drop-down list.
- Enter the 'Quantity of stock' to be issued (up to five decimal places).
- Accept or amend the movement 'Date'.
- If necessary, enter 'References' for the movement of stock for the project.

## On the Analysis tab

ST - Record Internal Project Issue

Stock item

Code:  Name:

Details | **Analysis** | Stocking Levels

Analysis codes

Analysis code 1:

Analysis code 2:

Analysis code 3:

Memo

Nominal posting

	A/C Ref	CC	Dept	Description
Stock account:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Issues account:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Narrative:	<input type="text"/>			

Proceed Clear Close

- Select the 'Analysis codes' for the movement (optional).
- Enter text into the 'Memo' box to supply supplementary information about the transaction (optional).
- If the system is set to post to the Nominal Ledger, specify the 'Nominal posting' accounts.
  - Accept or amend the displayed nominal accounts.
  - If necessary, add any descriptive text in the 'Narrative' box.

## On the Stocking Levels tab

If you want to enquire on warehouse stocking levels use this tab.

ST - Record Internal Project Issue

Stock item

Code:  Name:

Details Analysis **Stocking Levels**

Warehouse

Warehouse:  Total in stock:

Warehouse stocking levels

Reorder level:   
Minimum level:   
Maximum level:

Proceed Clear Close

- Select the 'Warehouse' you want to enquire on, using the drop-down list. The warehouse stocking levels are displayed.
- Click 'Save' (or 'Proceed' if the stock items use batch/serial numbered items).

## Record batch/serial numbered items for issue

If you are using serial/batch numbered stock items when recording an internal project issue, an additional window appears. This shows all serial/batch numbers for the selected stock item.

ST - Serial Numbers for Item: WW/WASHERDRY/1600

Select serial numbers (Fulfilment Sequence: Bin Priority)

Serial No	Bin	Supplier	Received	Sell By	Allocated
<input checked="" type="checkbox"/> Washd1600-512	Unspecified	ERN001	28/05/2004		No
<input type="checkbox"/> Washd1600-513	Unspecified	ERN001	28/05/2004		No
<input type="checkbox"/> Washd1600-514	Unspecified	ERN001	28/05/2004		No
<input type="checkbox"/> Washd1600-515	Unspecified	ERN001	28/05/2004		No
<input type="checkbox"/> Washd1600-516	Unspecified	ERN001	28/05/2004		No
<input type="checkbox"/> Washd1600-517	Unspecified	ERN001	28/05/2004		No
<input type="checkbox"/> Washd1600-518	Unspecified	ERN001	28/05/2004		No
<input type="checkbox"/> Washd1600-519	Unspecified	ERN001	28/05/2004		No
<input type="checkbox"/> Washd1600-520	Unspecified	ERN001	28/05/2004		No
<input type="checkbox"/> Washd1600-521	Unspecified	ERN001	28/05/2004		No
<input type="checkbox"/> Washd1600-522	Unspecified	ERN001	28/05/2004		No
<input type="checkbox"/> Washd1600-523	Unspecified	ERN001	28/05/2004		No
<input type="checkbox"/> Washd1600-524	Unspecified	ERN001	28/05/2004		No
<input type="checkbox"/> Washdry1600-030	Unspecified	ERN001	06/09/2004		No
<input type="checkbox"/> Washdry1600-031	Unspecified	ERN001	06/09/2004		No
<input type="checkbox"/> Washdry1600-032	Unspecified	ERN001	06/09/2004		No
<input type="checkbox"/> Washdry1600-033	Unspecified	ERN001	06/09/2004		No
<input type="checkbox"/> Washdry1600-034	Unspecified	ERN001	06/09/2004		No
<input type="checkbox"/> WASHDRY1600-040	Unspecified	ERN001	21/09/2004		No
<input type="checkbox"/> WASHDRY1600-041	Unspecified	ERN001	21/09/2004		No

Attributes... Find... Auto Select... Refresh

Show details

Serial numbers selected: 0.00000

Total quantity: 2.00000

OK Cancel

- Select the batch/serial numbered items to be issued by selecting the check box to the left of each required item.
- 'Batch only': in the 'New Quantity' column enter the amount required expressed in the item's stock unit.
- Click 'OK' to save the information.

## Write off stock

Use this activity to account for obsolete or damaged stock as a loss.

### To write off a stock item

- Choose Adjustments > Write Off Stock.

The screenshot shows the 'ST - Record Stock Write Off' window. The 'Stock item' section is populated with 'Code: ACS/BLENDER' and 'Name: Professional Blender 5 Speed'. The 'Details' tab is selected, showing the 'Stock location' section with 'Warehouse' and 'Bin' dropdowns, and 'Allocated stock' and 'Free stock' fields both set to 0.00000. The 'Quantity' section has 'Quantity' set to 0.00000 and 'Stock unit' set to 'Each'. The 'Write off account' section has a 'Write off category' dropdown. The 'References' section has 'Date' set to 13/12/2006, and empty fields for 'Reference' and 'Second ref'. At the bottom are 'Save', 'Clear', and 'Close' buttons.

- Select the 'Stock item'.

### On the Details tab

- If you are using more than one location to store your stock, select the location where the stock item is stored using the 'Warehouse' drop-down.
- Select a 'Write off category' using the drop-down.
- Enter the 'Quantity' of stock to be written off (up to five decimal places).

- Accept or amend the movement 'Date'.
- Enter 'References' for the movement (optional).

### **On the Analysis tab**

- Select the 'Analysis codes' for the movement (optional).
- Enter text into the 'Memo' box to supply supplementary information about the transaction (optional).
- If the system is set to post to the Nominal Ledger, specify the nominal posting accounts.
  - Accept or amend the displayed stock account. The system displays the nominal account specified for the stock item.
  - Accept or amend the displayed issues account. The system displays the nominal account set for the selected 'write off category'. If you have not selected a write off category the system displays the default nominal account for stock issues.
  - Enter a narrative description to be applied to the nominal postings (optional).

### **On the Stocking Levels tab**

If you want to enquire on warehouse stocking levels use this tab.

- Select the warehouse you want to enquire on using the drop-down. The stocking levels are displayed.
- Click 'Save' or 'Proceed' for batch/serial numbered items.

### **Record batch/serial numbered items to be written off**

- Select the batch/serial numbered items to be written off by selecting the check box to the left of each item.
- 'Batch only': in the 'New Quantity' column enter the amount to be written off expressed in the item's stock unit.
- Click 'OK' to save the information.

## Record Stock Incoming

Use the Stock Control module to record stock into storage when you have:

- 'Discovered stock': You have found items in the warehouse which are not recorded in the Stock Control module.
- 'An internal return to deal with': Items have been issued to an internal area that are no longer required and have been returned back to the warehouse.
- 'Received supplier returned goods': You have received items from the supplier to replace those that have been rejected and returned to the supplier. You can only record the stock into storage if the stock items have previously been recorded as returned to supplier.

**Note:** There is no provision to record items back into stock that have been issued free of charge to a customer.

Recording stock inwards produces the following results:

- The overall stock level for the stock item is increased.
- The location you choose to store the stock is updated.
- New entries are added to the stock item's history, if the stock item is set to keep a movement history.
- Nominal postings are generated for selected nominal accounts, if the system is set to update the Nominal Ledger.

The exception is supplier returned stock where nominal postings are not made. The stock value is accounted for in the Nominal Ledger when the purchase order was recorded in the Purchase Order Processing module, nominal postings are not made to reduce the value when the stock is returned to the supplier.

- When recording discovered stock, the cost price entered for the stock item updates the item buying price.
- If dealing with a supplier return (replacement goods), the entry made when the rejected goods were returned to the supplier is removed from the system warehouse 'Returns'.

The current stock position for the stock item is displayed when recording stock inwards. If the addition of the stock causes the overall stock level to exceed the specified level for the stock item, a warning is displayed by the system. This does not prevent you recording the stock in.

## Recording batch/serial numbered items into stock

Additional rules apply when dealing with batch/serial numbered items. Depending on how the system is set, batch/serial numbers are either recorded whilst goods are recorded into stock or after. For more information, see *Batch and serial numbered items on page 39*.

If batch/serial numbers are required during goods in this also means they are required when adding discovered stock using Stock Control. The numbers are manually recorded for each item. If you are dealing with an item using serial numbers, provided the first number entered is numeric, it is possible to quickly generate subsequent serial numbers to record the items into stock. This can be done by the system which increments the first serial number avoiding existing batch/serial numbers.

As you record batch/serial numbers, the system checks for duplicate numbers and displays warnings when a duplicate number is found. Duplicate numbers can only be recorded if the item is set to allow duplicates. If a duplicate batch number is found, you have the option to add the quantity to the existing batch.

When batch/serial numbers are not required during goods in, the system automatically marks the items as 'unassigned'. Unassigned items cannot be issued or despatched but they can be allocated by processes from Stock Control or Sales Order Processing or recorded as returned to supplier. Assigning numbers in this instance is performed as a separate activity. For more information, see *Assign batch/serial item number on page 229*.

**Note:** If an item has been over committed as a result of allocations in Stock Control or Sales Order Processing, pre-receipts for the item will have been generated. As the item is recorded into stock, any pre receipts for the item are resolved allowing the allocations to be satisfied.

## Add stock

Use this activity to add stock items that have been found in the warehouse, which are not recorded in the Stock Control module.

### To record discovered stock

- Choose Adjustments > Add Stock.

**ST - Record Addition of Stock**

Stock item

Code: WW/FRIDGE/265/RET Name: Fridge Freezer Retro 265 Litre

Details Analysis Stocking Levels

Stock location

Warehouse	Bin
<input type="text"/>	<input type="text"/>

Allocated stock:

Free stock:

Quantity

Quantity:

Stock unit:

Unit cost price: £

Total cost price £

References

Date:

Reference:

Second ref:

Proceed Clear Close

- Select the 'Stock item'.

### On the Details tab

- If you are using more than one location to store your stock, select the location you intend to record the stock item to using the 'Warehouse' drop-down.
- Enter the 'Quantity' of stock discovered (up to five decimal places).

- Accept or amend the 'Unit cost price'.
- Accept or amend the movement 'Date'.
- Enter 'References' for the movement (optional).

### On the Analysis tab

ST - Record Addition of Stock

Stock item

Code: WW/FRIDGE/265/RET Name: Fridge Freezer Retro 265 Litre

Details Analysis Stocking Levels

Analysis codes

analysis code 1:

analysis code 2:

analysis code 3:

Memo

Nominal posting

	A/C Ref	CC	Dept	Description
Stock account:	13103			Stocks - Bought In Parts
Issues account:	44100	SAL	VAL	Materials - Purchases Resale V
Narrative:	In / Discovery			

Proceed Clear Close

- Select the 'Analysis codes' for the movement (optional).
- Enter text into the 'Memo' box to supply supplementary information about the transaction (optional).
- If the system is set to post to the Nominal Ledger, specify the 'Nominal posting' accounts.
  - Accept or amend the displayed nominal accounts.
  - Enter a 'Narrative' description to be applied to the nominal postings (optional).

## On the Stocking Levels tab

If you want to enquire on warehouse stocking levels use this tab.

The screenshot shows a software window titled "ST - Record Addition of Stock". At the top, there are two dropdown menus: "Code: WW/FRIDGE/265/RET" and "Name: Fridge Freezer Retro 265 Litre". Below these are three tabs: "Details", "Analysis", and "Stocking Levels", with "Stocking Levels" being the active tab. The "Stocking Levels" section contains two main areas: "Warehouse" and "Warehouse stocking levels". The "Warehouse" area has a "Warehouse:" dropdown menu and a "Total in stock:" text box containing "0.00000". The "Warehouse stocking levels" area has three text boxes: "Reorder level:" (0.00000), "Minimum level:" (0.00000), and "Maximum level:" (0.00000). At the bottom of the window are three buttons: "Proceed", "Clear", and "Close".

- Select the warehouse you want to enquire on using the drop-down. The stocking levels are displayed.
- Click 'Save'.  
If the stock items use batch/serial numbered items, the button is renamed 'Proceed'. Click 'Proceed' to assign the batch/serial numbers.

## Assigning serial/batch numbers to traceable stock items

ST - Serial Numbers for Item: WW/FRIDGE/265/RET

Enter serial numbers

Serial No	Sell By
1	

Delete Auto Create Nos...

Serial numbers entered: 0.00000

Total quantity: 5.00000

OK Cancel

This is only applicable if the item is set to require batch/serial numbers during the 'goods in' process. The details displayed, depend on the type of stock and whether it has associated batch or serial numbers.

- Enter a batch/serial number for each item.
- Enter the additional information if applicable ('alternative ref', 'sell by date' and 'use by date').
- 'Batch item only': in the 'Quantity' column enter the batch quantity expressed in the item's stock unit.
- Click 'OK'.

## Internal return

To record stock items issued to an internal area back into the stock, use this activity.

When dealing with batch/serial numbered items the items previously issued to the area are displayed. From the displayed list the items that have been returned are selected and recorded back into stock. Items that appear not to have been issued to the internal area can be recorded into stock during this activity. When recording batched items into stock, the batch quantity cannot exceed the quantity originally issued.

### To record an internal return

- Choose Returns > Internal Return.

The screenshot shows the 'ST - Record Internal Stock Return' dialog box. At the top, the 'Stock item' section contains a 'Code' dropdown set to 'WW/WASHERDRY/1600' and a 'Name' dropdown set to 'Washer Dryer 1600 spin'. Below this are three tabs: 'Details', 'Analysis', and 'Stocking Levels'. The 'Details' tab is selected and contains several input fields: 'Stock location' with 'Warehouse' set to 'WAREHOUSE' and 'Bin' set to 'Unspecified'; 'Allocated stock' set to '0.00000' and 'Free stock' set to '30.00000'; 'Returned from' with 'Internal area' set to 'INTERNAL'; 'Quantity' with 'Quantity' set to '0' and 'Stock unit' set to 'Each'; and 'References' with 'Date' set to '13/12/2006', and empty fields for 'Reference' and 'Second ref'. At the bottom of the dialog are three buttons: 'Proceed', 'Clear', and 'Close'.

- Select the 'Stock item'.

### On the Details tab

- If you are using more than one location to store your stock, select the location you want to record the stock item return to using the 'Warehouse' drop-down.
- Select the 'Internal area' the item has been returned from, using the drop-down.
- Enter the 'Quantity' of stock returned (up to five decimal places).
- Accept or amend the movement 'Date'.
- Enter 'References' for the movement (optional).

### On the Analysis tab

- Select the 'Analysis codes' for the movement (optional).
- Enter text into the 'Memo' box if you want to supply supplementary information about the transaction (optional).
- If the system is set to post to the Nominal Ledger, specify the 'Nominal posting' accounts.
  - Accept or amend the displayed nominal accounts.
  - Enter a 'Narrative' description to be applied to the nominal postings (optional).

### On the Stocking Levels tab

If you want to enquire on warehouse stocking levels, use this tab.

- Select the location you want to enquire on from the 'Warehouse' drop-down. The stocking levels are displayed.
- Click 'Save' or 'Proceed' for batch/serial numbered items.

## Record returned batch/serial numbered items

- Select the returned batch/serial numbered items by clicking the check box to the left of an item record.
- 'Batch only': Enter the returned batch quantity in the 'New Quantity' column, expressed in the item's stock unit.

During this activity other processes can access and secure the displayed batch/serial numbered items. When this occurs, the numbered item is displayed red. You will need to select another numbered item from the displayed list.

- To record additional items, click 'Add New'.
  - Enter a batch/serial number for each item and the additional information if applicable ('alternative ref', 'sell by date' and 'use by date').
  - 'Batch item only': Enter the batch quantity, expressed in the item's stock unit.
- Click 'OK'.

## Return from supplier

Use this activity to record stock items received from a supplier that replace those previously rejected. You can only do this if the stock items have previously been recorded as returned to the supplier. The quantity returned to stock cannot exceed the quantity despatched to the supplier.

**Note:** Nominal postings are not made regardless of the system settings. The stock value is accounted for in the Nominal Ledger when the purchase order was recorded in the Purchase Order Processing module; nominal postings are not made to reduce the value when the stock is returned to the supplier.

### To record a supplier return

- Choose Returns > Return from Supplier.

The screenshot shows the 'ST - Record Stock Return from Supplier' window. The 'Stock item' section has 'Code: WWW/WASHERDRY/1600' and 'Name: Washer Dryer 1600 spin'. The 'Details' tab is active, showing 'Stock location' with 'Warehouse: WAREHOUSE' and 'Bin: Unspecified'. Below this, 'Allocated stock' is 0.00000 and 'Free stock' is 32.00000. The 'Supplier' section shows 'A/C ref: BGT001', 'Name: BGT Distribution Ltd', and 'Short name: BGT Dist'. The 'Quantity' section has 'Quantity: 1' and 'Stock unit: Each'. The 'References' section has 'Date: 13/12/2006', 'Reference: ' (empty), and 'Second ref: ' (empty). At the bottom, there are 'Proceed', 'Clear', and 'Close' buttons.

- Select the 'Stock item'.

### On the Details tab

- If you are using more than one location to store your stock, select the location you want to return the stock item to using the drop-down list.
- Select the supplier the item has been returned from, using the 'A/C ref' drop-down.
- Enter the 'Quantity' of stock returned from the supplier (up to five decimal places).
- Accept or amend the movement 'Date'.
- Enter 'References' for the movement (optional).

### Analysis tab

- Select the 'Analysis codes' for the movement (optional).
- Enter text into the 'Memo' box to apply supplementary information about the transaction (optional).

### Stocking Levels tab

If you want to enquire on warehouse stocking levels use this tab.

- Select the warehouse you want to enquire on using the drop-down list. The stocking levels are displayed.
- Click 'Save' or 'Proceed' for batch/serial numbered items.

## Record returned batch/serial numbered items

ST - Serial Numbers for Item: WW/WASHERDRY/1600

Select serial numbers (Fulfilment Sequence: Bin Priority)

Serial No	Issued Date	Sell By
-----------	-------------	---------

Attributes... Find... Add New Select All...

Show details

Serial numbers entered: 0.00000

Total quantity: 3.00000

OK Cancel

- Select the returned batch/serial numbered items by clicking the check box to the left of an item.
- 'Batch only': Enter the returned batch quantity in the 'New Quantity' column, expressed in the item's selling unit.

During this activity other processes can access and secure the displayed batch/serial numbered items. When this occurs the numbered item is displayed red. You will need to select another numbered item from the displayed list.

- Click 'OK'.

## Project Return

Use the Project Return option to record stock items, issued to an internal project, back into your stock records.

When dealing with batch/serial numbered items the items previously issued to the area are displayed. From the displayed list the items that have been returned are selected and recorded back into stock. Items that appear not to have been issued to the internal area can be recorded into stock during this activity. When recording batched items into stock, the batch quantity cannot exceed the quantity originally issued.

### To record an internal project return

- Choose Returns > Project Return.

The screenshot shows a software window titled "ST - Record Internal Project Return". At the top, there are "Code:" and "Name:" dropdown menus. Below these are three tabs: "Details", "Analysis", and "Stocking Levels". The "Details" tab is selected and contains several input fields:

- Stock location:** "Warehouse" (dropdown), "Bin" (text box), "Allocated stock:" (text box), "Free stock:" (text box).
- Returned from:** "Project code:" (dropdown), "Cost Item:" (dropdown).
- Quantity:** "Quantity:" (text box), "Stock unit:" (text box).
- References:** "Date:" (text box with calendar icon), "Reference:" (text box), "Second ref:" (text box).

At the bottom of the window are three buttons: "Save", "Clear", and "Close".

- Select the 'Stock item'.

### On the Details tab

- If you are using more than one location to store your stock, select the location you want to record the stock item return to using the 'Warehouse' drop-down.
- Select the 'Project code' and 'Cost item' that the item has been returned from, using the drop-down lists.
- Enter the 'Quantity' of stock returned (up to five decimal places).
- Accept or amend the movement 'Date'.
- Enter 'References' for the movement if necessary.

### On the Analysis tab

- Select the 'Analysis codes' for the movement (optional).
- Enter text into the 'Memo' box if you want to supply supplementary information about the transaction (optional).
- If the system is set to post to the Nominal Ledger, specify the 'Nominal posting' accounts.
  - Accept or amend the displayed nominal accounts.
  - If required, enter a description of the nominal posting in the 'Narrative' box.

### On the Stocking Levels tab

If you want to enquire on the stock levels in your warehouses, use this tab.

- Select the location you want to enquire on from the 'Warehouse' drop-down. The stocking levels are displayed.
- Click 'Save'. (If you are using batch/serial numbered items, click Proceed.)

## Record returned batch/serial numbered items

ST - Serial Numbers for Item: WW/WASHERDRY/1600

Select serial numbers (Fulfilment Sequence: Bin Priority)

Serial No	Bin	Supplier	Received	Sell By	Allocated
<input checked="" type="checkbox"/> Washd1600-512	Unspecified	ERN001	28/05/2004		No
<input type="checkbox"/> Washd1600-513	Unspecified	ERN001	28/05/2004		No
<input type="checkbox"/> Washd1600-514	Unspecified	ERN001	28/05/2004		No
<input type="checkbox"/> Washd1600-515	Unspecified	ERN001	28/05/2004		No
<input type="checkbox"/> Washd1600-516	Unspecified	ERN001	28/05/2004		No
<input type="checkbox"/> Washd1600-517	Unspecified	ERN001	28/05/2004		No
<input type="checkbox"/> Washd1600-518	Unspecified	ERN001	28/05/2004		No
<input type="checkbox"/> Washd1600-519	Unspecified	ERN001	28/05/2004		No
<input type="checkbox"/> Washd1600-520	Unspecified	ERN001	28/05/2004		No
<input type="checkbox"/> Washd1600-521	Unspecified	ERN001	28/05/2004		No
<input type="checkbox"/> Washd1600-522	Unspecified	ERN001	28/05/2004		No
<input type="checkbox"/> Washd1600-523	Unspecified	ERN001	28/05/2004		No
<input type="checkbox"/> Washd1600-524	Unspecified	ERN001	28/05/2004		No
<input type="checkbox"/> Washdry1600-030	Unspecified	ERN001	06/09/2004		No
<input type="checkbox"/> Washdry1600-031	Unspecified	ERN001	06/09/2004		No
<input type="checkbox"/> Washdry1600-032	Unspecified	ERN001	06/09/2004		No
<input type="checkbox"/> Washdry1600-033	Unspecified	ERN001	06/09/2004		No
<input type="checkbox"/> Washdry1600-034	Unspecified	ERN001	06/09/2004		No
<input type="checkbox"/> WASHDRY1600-040	Unspecified	ERN001	21/09/2004		No
<input type="checkbox"/> WASHDRY1600-041	Unspecified	ERN001	21/09/2004		No

Attributes... Find... Auto Select... Refresh

Show details

Serial numbers selected: 0.00000

Total quantity: 2.00000

OK Cancel

- Select the returned batch/serial numbered items by clicking the check box to the left of an item record.
- 'Batch only': Enter the returned batch quantity in the 'New Quantity' column, expressed in the item's stock unit.

During this activity other processes can access and secure the displayed batch/serial numbered items. When this occurs, the numbered item is displayed red. You will need to select another numbered item from the displayed list.

- To record additional items, click 'Add New'.
  - Enter a batch/serial number for each item and the additional information if applicable ('alternative ref', 'sell by date' and 'use by date').
  - 'Batch item only': Enter the batch quantity, expressed in the item's stock unit.
- Click 'OK'.

## Transfer Stock

Transferring stock is relevant if your system is set to use multiple locations. You can transfer stock between both warehouses and bins.

The system checks the effect the transfer will have on the stock levels set for the stock item at its current location and target location. Warnings are displayed if the quantity requested at the current location:

- Exceeds the total quantity in store. This includes free stock and allocated stock.
- Exceeds the free stock at the store.
- Causes the stock quantity to fall below the re-order level.
- Causes the stock quantity to fall below the minimum stock level.

You can continue to transfer the requested quantity or amend it so that the transfer quantity is within the stock levels specified for the item. However, you can only transfer a quantity that exceeds the total quantity in store provided the item is enabled for negative stock levels.

If the transfer includes allocated items, the allocation requirement remains at the current warehouse. However, batch/serial numbered items where the batch/serial numbers have been assigned to an order or issue prior to releasing items cannot be transferred.

Batch/serial numbered items displayed as available during the activity can be allocated or issued by other Sage 200 processes. When an item is selected the system checks for this. If the item is in use by another process, the item is displayed red. You will need to select another numbered item from the displayed list.

The system also checks the effect of transferring stock to the target location. If the transfer causes the overall stock quantity to exceed the specified level for the stock item, a warning is displayed. You can continue to transfer the specified quantity or amend it so that the overall quantity remains within the stock levels specified for the item.

**Note:** You cannot transfer an 'inactive' stock item.

## To record a stock transfer

- Choose Adjustments > Transfer Stock.

- Select the 'Stock item'.

### On the Details tab

- Select the location you want to transfer the stock item from, using the 'Stock location - Warehouse' drop-down.
- Select the location you intend to transfer the stock to, using the 'Warehouse' drop-down in the 'Transferred to' section.
- Enter the 'Quantity' of stock to be transferred (up to five decimal places).
- Accept or amend the transfer 'Date'.
- Enter 'References' for the transfer (optional).

## On the Stocking Levels tab

If you want to enquire on warehouse stocking levels use this tab.

**Note:** The stocking levels for the source warehouse (transferred from) are displayed.

- Select the 'Warehouse' you want to enquire on using the 'Warehouse' drop-down. The stocking levels are displayed.
- Click 'Save' or 'Proceed' for batch/serial numbered items.

## Record the batch/serial numbered items to transfer

Select serial numbers (Fulfilment: Sequence: Bin Priority)

Serial No	Bin	Supplier	Received	Sell By	Allocated
<input checked="" type="checkbox"/> Washd1600-512	Unspecified	ERN001	28/05/2004		No
<input type="checkbox"/> Washd1600-513	Unspecified	ERN001	28/05/2004		No
<input type="checkbox"/> Washd1600-514	Unspecified	ERN001	28/05/2004		No
<input type="checkbox"/> Washd1600-515	Unspecified	ERN001	28/05/2004		No
<input type="checkbox"/> Washd1600-516	Unspecified	ERN001	28/05/2004		No
<input type="checkbox"/> Washd1600-517	Unspecified	ERN001	28/05/2004		No
<input type="checkbox"/> Washd1600-518	Unspecified	ERN001	28/05/2004		No
<input type="checkbox"/> Washd1600-519	Unspecified	ERN001	28/05/2004		No
<input type="checkbox"/> Washd1600-520	Unspecified	ERN001	28/05/2004		No
<input type="checkbox"/> Washd1600-521	Unspecified	ERN001	28/05/2004		No
<input type="checkbox"/> Washd1600-522	Unspecified	ERN001	28/05/2004		No
<input type="checkbox"/> Washd1600-523	Unspecified	ERN001	28/05/2004		No
<input type="checkbox"/> Washd1600-524	Unspecified	ERN001	28/05/2004		No
<input type="checkbox"/> Washdry1600-030	Unspecified	ERN001	06/09/2004		No
<input type="checkbox"/> Washdry1600-031	Unspecified	ERN001	06/09/2004		No
<input type="checkbox"/> Washdry1600-032	Unspecified	ERN001	06/09/2004		No
<input type="checkbox"/> Washdry1600-033	Unspecified	ERN001	06/09/2004		No
<input type="checkbox"/> Washdry1600-034	Unspecified	ERN001	06/09/2004		No
<input type="checkbox"/> WASHDRY1600-040	Unspecified	ERN001	21/09/2004		No
<input type="checkbox"/> WASHDRY1600-041	Unspecified	ERN001	21/09/2004		No

Attributes... Find... Auto Select... Refresh

Serial numbers selected: 0.00000

Show details Total quantity: 2.00000

OK Cancel

- Select the batch/serial numbered items to be transferred by clicking the check box to the left of each required item.
- 'Batch only': In the 'New Quantity' column (not shown on the example window here) enter the amount required expressed in the item's stock unit.
- Click 'OK' to save the transfer record.

## Allocate Stock

Stock intended for internal use or customer 'free of charge' items can be reserved. When the items are required, they are then released for use. For more information about processing the allocation in Sage 200, see *Issue allocated stock on page 220*.

While the allocation is pending issue, it can be reduced or removed. For more information, see *Amend an allocation on page 216*.

Non traceable items and traceable (batch/serial numbered) items behave differently during stock allocation.

- 'Non traceable items': When there is insufficient stock the allocation can still be recorded regardless of an items negative stock level setting. An item's negative stock level setting is only enforced as Sage 200 processes require the item to be allocated for sale, issued or despatched.
- 'Traceable items': When there is insufficient stock the allocation can only be recorded regardless of the negative stock setting. However, unless there is sufficient free stock available at issue they cannot be recorded out of stock. Batch/serial numbered items can be allocated with or without an assigned batch/serial number.

Depending on your system settings, allocating stock can involve recording the batch/serial numbers required for the allocation. If your system is set to assign batch/serial numbers to the issue prior to releasing items, then during the allocation activity you will need to record the required batch/serial numbers by selecting them from a displayed list. It is also possible that a batch/serial numbered item displayed as available during the activity can be allocated or issued by other Sage 200 processes. As you select items the system checks if this has occurred. If so, the item is displayed red. You will need to select another numbered item from the displayed list.

If your system is not set to assign batch/serial numbers prior to issue, the system automatically allocates the required quantity and the batch/serial numbers are recorded when the items are issued from stock.

When allocating stock the stock levels at the warehouse are displayed, and if you are using bins, the quantities held within the bins are also displayed.

Allocating stock produces the following results:

- The allocation quantity within the stock location is updated.
- New entries are added to the stock item's history, if the stock item is set to keep a movement history.
- The allocations file is updated with details of the item, and quantities are assigned to either an internal area or a customer.
- Batch/serial numbered items only: If the stock allocation is recorded when there is insufficient stock the system generates a 'pre receipt'. The Pre-receipts for an item are resolved when the item is recorded into Sage 200. This allows the allocations to be satisfied.

To identify outstanding allocations use the Stock Allocations report. For more information, see *Status reports on page 263*.

### **Allocate stock to an internal area**

Use this activity to allocate stock to any internal area specified within the Stock Control module. For example, your company may save one item of stock so that a member of the sales team can use it as a demonstration model. For more information, see *Internal areas on page 43*.

#### **To allocate stock to an internal area**

- Choose Allocations > Internal Allocation.
- Select the item.

## On the Details tab

ST - Allocate Stock to Internal Area

Stock item

Code: WWW/WASHERDRY/1600 Name: Washer Dryer 1600 spin

Details Analysis Stocking Levels

Stock location

Warehouse	Bin
WAREHOUSE	Unspecified

Allocated stock: 0.00000

Free stock: 32.00000

Allocated to

Internal area: INTERNAL

Quantity

Quantity: 2

Stock unit: Each

References

Date: 13/12/2006

Reference:

Second ref:

Proceed Clear Close

- If you are using more than one location to store your stock, select the location from which you intend to allocate the stock item using the 'Warehouse' drop-down.
- Select the 'Internal area' to allocate the stock item to, using the drop-down.
- Enter the 'Quantity' of stock to be allocated (up to five decimal places).
- Accept or amend the movement 'Date'.
- Enter 'References' for the movement (optional).

## On the Analysis tab

The screenshot shows a software window titled "ST - Allocate Stock to Internal Area". At the top, under "Stock item", there are two dropdown menus: "Code:" with the value "WW/WASHERDRY/1600" and "Name:" with the value "Washer Dryer 1600 spin". Below this, there are three tabs: "Details", "Analysis" (which is selected), and "Stocking Levels". The "Analysis" tab contains two main sections. On the left, under "Analysis codes", there are three input fields labeled "analysis code 1:", "analysis code 2:", and "analysis code 3:". On the right, there is a large text area labeled "Memo" with a vertical scrollbar. At the bottom of the window, there are three buttons: "Proceed", "Clear", and "Close".

- Select the 'Analysis codes' for the movement (optional).
- Enter text into the 'Memo' box to supply supplementary information about the transaction (optional).

## On the Stocking Levels tab

If you want to enquire on warehouse stocking levels, use this tab.

The screenshot shows a software window titled "ST - Allocate Stock to Internal Area". It has three tabs: "Details", "Analysis", and "Stocking Levels", with "Stocking Levels" selected. The "Stock item" section contains a "Code" dropdown with "WWW/WASHERDRY/1600" and a "Name" dropdown with "Washer Dryer 1600 spin". Below this are three sub-sections: "Warehouse" with a "Warehouse" dropdown set to "WAREHOUSE" and a "Total in stock" text box containing "32.00000"; "Warehouse stocking levels" with three text boxes: "Reorder level" (6.00000), "Minimum level" (4.00000), and "Maximum level" (14.00000). At the bottom are three buttons: "Proceed", "Clear", and "Close".

- Select the 'Warehouse' you want to enquire on using the 'Warehouse' drop-down. The stocking levels are displayed.
- Click 'Save' or 'Proceed' for batch/serial numbered items.

## Record batch/serial numbered items

This is only applicable if your system is set to allocate batch/serial numbers prior to despatch.

ST - Serial Numbers for Item: WW/WASHERDRY1600

Select serial numbers (Fulfilment Sequence: Bin Priority)

Serial No	Bin	Supplier	Received	Sell By	Allocated
<input checked="" type="checkbox"/> Washd1600-512	Unspecified	ERN001	28/05/2004		No
<input type="checkbox"/> Washd1600-513	Unspecified	ERN001	28/05/2004		No
<input type="checkbox"/> Washd1600-514	Unspecified	ERN001	28/05/2004		No
<input type="checkbox"/> Washd1600-515	Unspecified	ERN001	28/05/2004		No
<input type="checkbox"/> Washd1600-516	Unspecified	ERN001	28/05/2004		No
<input type="checkbox"/> Washd1600-517	Unspecified	ERN001	28/05/2004		No
<input type="checkbox"/> Washd1600-518	Unspecified	ERN001	28/05/2004		No
<input type="checkbox"/> Washd1600-519	Unspecified	ERN001	28/05/2004		No
<input type="checkbox"/> Washd1600-520	Unspecified	ERN001	28/05/2004		No
<input type="checkbox"/> Washd1600-521	Unspecified	ERN001	28/05/2004		No
<input type="checkbox"/> Washd1600-522	Unspecified	ERN001	28/05/2004		No
<input type="checkbox"/> Washd1600-523	Unspecified	ERN001	28/05/2004		No
<input type="checkbox"/> Washd1600-524	Unspecified	ERN001	28/05/2004		No
<input type="checkbox"/> Washdry1600-030	Unspecified	ERN001	06/09/2004		No
<input type="checkbox"/> Washdry1600-031	Unspecified	ERN001	06/09/2004		No
<input type="checkbox"/> Washdry1600-032	Unspecified	ERN001	06/09/2004		No
<input type="checkbox"/> Washdry1600-033	Unspecified	ERN001	06/09/2004		No
<input type="checkbox"/> Washdry1600-034	Unspecified	ERN001	06/09/2004		No
<input type="checkbox"/> WASHDRY1600-040	Unspecified	ERN001	21/09/2004		No
<input type="checkbox"/> WASHDRY1600-041	Unspecified	ERN001	21/09/2004		No

Attributes... Find... Auto Select... Refresh

Show details

Serial numbers selected: 0.00000

Total quantity: 2.00000

OK Cancel

- Select the batch/serial numbered items to be allocated by clicking the check box to the left of each required item.
- 'Batch only': In the 'New Quantity' column enter the amount required expressed in the item's stock unit.
- Click 'OK' to save the allocation record.

## Allocate stock to a customer

Use this activity to allocate stock to a customer.

### To allocate stock to a customer

- Choose Allocations > Customer Allocation.
- Select the item.

**ST - Allocate Stock to Customer**

Stock item

Code: WW/WASHERDRY/1600 Name: Washer Dryer 1600 spin

Details Analysis Stocking Levels

Stock location

Warehouse	Bin
▼	
Allocated stock:	0.00000
Free stock:	0.00000

Customer

A/C ref: ▼

Name:

Short name: ▼

Quantity

Quantity:

Stock unit:

References

Date: 13/12/2006

Reference:

Second ref:

Proceed Clear Close

### On the Details tab

- If you are using more than one location to store your stock, select the location from which you intend to allocate the stock item using the 'Warehouse' drop-down.
- Select the customer the stock item is being allocated to, using the 'A/C ref' drop-down.
- Enter the 'Quantity' of stock to be allocated (up to five decimal places).

- Accept or amend the movement 'Date'.
- Enter 'References' for the movement (optional).

### **On the Analysis tab**

- Select the 'Analysis codes' for the movement (optional).
- Enter text into the 'Memo' box to supply supplementary information about the transaction (optional).

### **On the Stocking Levels tab**

If you want to enquire on warehouse stocking levels use this tab.

- Select the 'Warehouse' you want to enquire on using the 'Warehouse' drop-down. The stocking levels are displayed.
- To save the record click 'Save' or 'Proceed' for batch/serial numbered items.

### **Record batch/serial numbered items**

This is only applicable if your system is set to allocate batch/serial numbers prior to despatch.

- Select the batch/serial numbered items to be allocated by clicking the check box to the left of each required item.
- 'Batch only': In the 'New Quantity' column enter the amount required expressed in the item's stock unit.
- Click 'OK' to save the allocation record.

## Amend an allocation

This activity involves amending the quantity of stock assigned to an internal area or to a customer where the item is 'free of charge'. An allocation cannot be increased but it can be removed or reduced.

If you are dealing with batch/serial numbered items where the batch/serial numbers are assigned to the issue before they are released, you are required to select the batch/serial numbers that are no longer required for the allocation. You can also amend the batch/serial numbers assigned to the allocation. However, when amending the allocation it is possible that the batch/serial numbered items displayed as available during the activity can be allocated or issued by other Sage 200 processes. As you select items the system checks if this has occurred. If so, the item is displayed red. You will need to select another numbered item from the displayed list.

Reducing or removing an allocation produces the following results:

- The amount of free stock is increased for the stock item.
- New entries are added to the stock item's history, if the stock item is set to keep a movement history.

### To amend a stock allocation

Allocations are listed in alphabetical order by item code. Each allocation details the allocation quantity, the location of the stock and whom the stock is allocated to. You can filter the displayed list by stock item or the area the allocation is linked to. As you reduce or remove allocations the list is refreshed automatically.

- Choose Allocations > Amend Allocation.
- Select the allocations that you want to view on-screen, by selecting on of the following options in the 'Allocation selection' area:
  - Stock item: Select this option to show any stock allocation for stock items.
  - Customer: Select this option to show customer stock allocations.
  - Internal area: Select this option to show any stock allocations assigned internally.
  - Project: If you are using Project Accounting, select this option to show all stock allocations for your projects.

**Note:** The window displays the relevant drop-down list for the 'Allocation selection' option picked.

A/C Ref	Name	Quantity Allocated	Unit	Date	Warehouse	Bin
BET001	Better Kitchens	3.00000	Each	13/12/2006	WAREHOUSE	Unspecified
Total		3.00000				

## Remove the allocation

- Select the allocation you want to remove from those displayed.
- Click 'Remove Allocation'. The 'Remove Allocation for item' window is displayed.

- Accept or amend the 'Date'.

- Enter a 'Description' for removing the allocation (optional).
- Click 'OK' to save the changes. The 'Remove Allocation for Item' window closes and you return to the 'Amend Stock Allocation' window.

### Reduce an allocation

This method is used for non traceable items. It is also used for batch/serial numbered items (traceable) when your system is not set to assign batch/serial numbers to the issue prior to releasing the items.

- Select the allocation you want to amend from those displayed.
- Click 'Reduce Allocation'. The 'Reduce Allocation for Item' window is displayed.

The screenshot shows a dialog box titled "ST - Reduce Allocation for Item: ACS/ESPRESSO". Inside the dialog, there is a section titled "Allocation reduction details" which contains four input fields: "Current allocation" with the value "6.00000", "New allocation" with the value "3.00000", "Date" with a dropdown menu showing "13/12/2006", and "Description" which is currently empty. At the bottom of the dialog, there are two buttons: "OK" on the left and "Cancel" on the right.

- Enter the 'New allocation' amount.
- Accept or amend the 'Date'.
- Enter a 'Description' for reducing the allocation (optional).
- Click 'OK' to save the changes. The 'Reduce Allocation for Item' window closes and you return to the 'Amend Stock Allocation' window.

## Amend/reduce an allocation

This method is used for batch/serial numbered items where the batch/serial numbers are assigned to the issue prior to the release of the items.

- Select the allocation you want to amend.
- Click 'Amend Allocation'. The 'Amend Allocation' window is displayed.

ST - Reduce Allocation for Item: WW/WASHERDRY/1600

Amendment details:

Current allocation: 3.00000      Date of change: 13/12/2006

New allocation: 3.00000      Description:

Deselect serial numbers to match new allocation

Serial No	Bin	Supplier	Received	Sell By	Allocated
<input checked="" type="checkbox"/> WashD1600-301	Unspecified	ERN001	13/10/2006		Yes
<input checked="" type="checkbox"/> WashD1600-302	Unspecified	ERN001	13/10/2006		Yes
<input checked="" type="checkbox"/> WashD1600-303	Unspecified	ERN001	13/10/2006		Yes

Find...    Auto Select...    Refresh     Show details      Serial numbers selected: 3.00000

OK      Cancel

- Enter the revised quantity in the 'New allocation' box.
- Accept or amend the 'Date of change'.
- Enter a 'Description' for amending the allocation (optional).
- Click the check box to the left of an item to add or remove the item from the allocation.
- 'Batch only': In the 'New Quantity' column enter the amount required expressed in the item's stock unit. The 'New Allocation' quantity must match the total quantity allocated.

- Click 'OK' to save the allocation record.

### **Issue allocated stock**

This activity releases stock items allocated for internal use or for a customer where there will be no charge made for the items.

Issuing allocated stock uses the same rules enforced when goods are recorded out of the Stock Control module. For more information, see *Record Stock Outgoing on page 173*. In addition to these rules, allocations can be part issued but you cannot exceed the allocated quantity.

Issuing allocated stock for a batch/serial numbered item requires additional tasks. These items are referred to as traceable items and the activity to issue them is described separately to that for other stock items referred to as non traceable.

### **Issue allocated stock (non traceable item)**

You can only issue more stock than is displayed as available provided the item is set to 'Allow negative stock' levels.

### **To issue allocated stock**

- Choose Allocations > Issue Allocation.

ST - Issue Stock Allocation

Stock item selection

Code: ACS/BLENDER

Name: Professional Blender 5 Speed

Allocation selection

All

Allocations

A/C Ref	Name	Quantity Allocated	Unit	Date	Warehouse	Bin
BET001	Better Kitchens	5.00000	Each	13/12/2006	SHOWROOM	Unspecified
Total		5.00000				

Issue Allocation... Close

- Select the stock item to be issued.
- To refine the displayed list use the 'Allocation selection' options.
- Select the allocation to be issued and click 'Issue Allocation'.

ST - Issue Allocation for Item: ACS/BLENDER

Issue details

Current allocation: 5.00000

Quantity to issue: 5.00000

Issue Date: 13/12/2006

OK Cancel

- Enter the 'Quantity to issue' (cannot exceed the current allocation).
- Accept or amend the 'Issue Date' and click 'OK'.

## Issue allocated stock (traceable item)

Although an allocation can be recorded for a batch/serial numbered item when there is insufficient stock, the allocation quantity cannot be issued until there is sufficient free stock available and this stock must have assigned batch/serial numbers. Otherwise it may only be possible to part issue the required quantity.

During the activity you can view details of the item such as the batch/serial number, supplier of the item and any 'sell by' or 'use by' dates, if applicable.

## To issue allocated stock (traceable item)

- Choose Allocations > Issue Allocation.

A/C Ref	Name	Quantity Allocated	Unit	Date	Warehouse	Bin
ABB001	Abbey Retail Ltd	3.00000	Each	13/12/2006	WAREHOUSE	Unspecified
Total		3.00000				

- Select the stock item to be issued.
- To refine the displayed list, use the 'Allocation selection' options.
- Select the allocation to be issued and click 'Issue Allocation'.

ST - Serial Numbers for Item: WW/WASHERDRY/1600

Issue details:

Allocated quantity: 3.00000      Date of issue: 13/12/2006

Quantity to issue: 3.00000      Description:

Serial numbers allocated for issue

Serial No	Bin	Supplier	Received	Sell By

Find...     Show details      Serial numbers selected: 3.00000

OK      Cancel

- Enter the 'Quantity to issue' (cannot exceed current allocation). By default, the maximum amount is already entered for you.
- Accept or amend the displayed 'Date of issue'.
- Record the items to be issued.
  - Batch/serial numbers assigned to an issue prior to releasing the items: Those numbers recorded during allocation are pre selected. To part issue, clear the check box to the left of those items that are not to be issued.
  - Batch/serial numbers not assigned to the issue prior to release: Select the batch/serial items to be issued by clicking the check box to the left of each required item record.
- 'Batch only': enter the issue quantity for each selected batch in the 'Quantity to issue' box, expressed in the stock unit. The amount in the 'Quantity to issue' box must match the total 'Quantity to Issue'.

Click 'OK'.

## Project Allocation

Use this option to issue unallocated stock items to a specific project.

### To allocate stock to a project

- Choose Allocations > Project Allocation.
- Select the stock item from the 'Code' drop-down list.

### On the Details tab

- If you are using more than one location to store your stock, select the location from where you intend to allocate the stock item using the 'Warehouse' drop-down.
- Select the project that the stock item is being allocated to, using the 'Project code' drop-down. If you are using cost items for your projects, you can also select this from the 'Cost Item' drop-down.
- Enter the 'Quantity' of stock to be allocated (up to five decimal places).

- Accept or amend the movement 'Date'.
- Enter any additional 'References' for the movement if necessary. If you are frequently allocating stock within Sage 200, this will help you identify this stock allocation among the other stock allocation postings.

### **On the Analysis tab**

- Select the 'Analysis codes' for the movement (optional).
- Enter text into the 'Memo' box to supply supplementary information about the transaction (optional).

### **On the Stocking Levels tab**

If you want to enquire on warehouse stocking levels use this tab.

- Select the 'Warehouse' you want to enquire on using the 'Warehouse' drop-down. The stocking levels are displayed.
- To save the record click 'Save' or 'Proceed' for batch/serial numbered items.

### **Record batch/serial numbered items**

This is only applicable if your system is set to allocate batch/serial numbers prior to despatch.

- Select the batch/serial numbered items to be allocated by clicking the check box to the left of each required item.
- 'Batch only': In the 'New Quantity' column enter the amount required expressed in the item's stock unit.
- Click 'OK' to save the allocation record.



## Record Serial/Batch Numbers

This describes the activities you can use to record batch or serial numbers to facilitate stock item traceability.

### Activities

Assign batch/serial number

Amend batch/serial number

## Before you begin ...

You must have:

- ✓ Recorded batch/serial numbered items in the Stock Control module. See *Chapter 6, Move and Allocate Stock*. or recorded stock movements in the Purchase Order Processing module.

**Note:** You must have suitable security privileges to perform these activities. See your system administrator for more information.

## Remember ...

Use your help system. For more information, on using the help system, see the *Sage 200 Operations* documentation

## Maintain Batch/Serial Numbers

Serial/batch numbers must be recorded for batch/serial numbered items before they can be issued or despatched. The batch or serial numbers are recorded during or after goods in depending on your system settings. The recorded numbers can be amended if required.

### Assign batch/serial item number

This activity is relevant if your system is set to record batch/serial numbers after the goods have been recorded into Sage 200. The activity changes an item record from unassigned to 'assigned'. Once items have assigned numbers they can be issued or despatched.

Batch/serial numbers are manually recorded for each item. If you are dealing with an item using serial numbers, provided the first number entered is numeric, it is possible to quickly generate subsequent serial numbers to record the items into stock. This can be done by the system which increments the first serial number, avoiding the duplication of existing serial numbers.

Recorded batches can be split to create several batches if required. However if the stock item is set to sell items from a single batch and that batch is allocated, it cannot be split. Once a batch number has been assigned to the batch, the batch cannot be split.

As you record batch/serial numbers the system checks for duplicate numbers and displays warnings when a duplicate number is found. Duplicate numbers can only be recorded if the item is set to allow duplicates. If a duplicate batch number is found you have the option to add the quantity to the existing batch.

While assigning the batch/serial number, additional information can be recorded for the item provided the item has been set to require this detail. This covers the 'sell by' and 'use by' dates as well as a second reference.

## To assign a batch/serial item number

- Choose Batch/Serial Nos > Assign Batch/Serial Nos.

ST - Assign Batch/Serial Numbers

Stock Item

Code:  Name:

Warehouse:

Enter number details (Fulfilment Sequence: Bin Priority)

Number	Warehouse	Bin	Alternative Ref	Supplier	Received
--------	-----------	-----	-----------------	----------	----------

Print labels now Total quantity:

Show details

- Select the item using the 'Code' or 'Name' drop-down.
- Multiple location user: Use the 'Warehouse' drop-down to view the item at a specific location.
- Enter the batch/serial number and additional information if applicable ('Alternative Ref', 'Sell By' date and 'Use By' date) for each item.
- Batch item only: Enter the batch quantity expressed in the item's stock unit.
- Click 'OK'.

## Amend batch/serial item number

Use this activity to amend a batch/serial number or the 'Sell By', 'Use By' and reference assigned to an item.

A batch quantity cannot be amended using this activity. If you need to amend a batch quantity, use the Purchase Order Processing module.

A duplicate number check will be performed if you change the batch/serial number. If the item does not allow duplicate numbers you cannot proceed until the number has been revised. If a duplicate batch number is found, you have the option to add the quantity to the existing batch.

### To amend a batch/serial item number

- Choose Batch/Serial Nos > Amend Batch/Serial Nos.

ST - Amend Batch/Serial Number Details

Stock Item

Code: >EC/PAPER/BEIGE Name: Wallpaper Beige

Warehouse: All  Show all items  Show non-issued only

Batch number details (Fulfillment Sequence: Bin Priority)

Batch No	Sell By	Quantity
Bge001	18/12/2004	490.00000
Bge002		100.00000
PapBge110		100.00000
PaperBge210		250.00000
PprBg-100		70.00000
PprBge345		250.00000

Attributes... Find...  Print labels now

Show details

OK Cancel

- Select the item using the 'Code' or 'Name' drop-down.
- Multiple location user: Use the 'Warehouse' drop-down to view the item at a specific location.
- To filter the displayed list, select the required show option.

- Select the item record from those displayed and amend the details.
- If required, select the 'Print labels now' to print labels for the stock.

# 8

## Manage Stock Counts and Value

This describes the activities you can use to adjust both your stock levels and stock value.

### Activities

Manage stocktaking

Revalue stock

## Before you begin ...

You must have:

- ✓ Recorded stock movements in either the Stock Control module, (see *Chapter 6, Move and Allocate Stock*) or in the Purchase Order Processing or Sales Order Processing modules.

**Note:** You must have suitable security privileges to perform these activities. See your system administrator for more information.

## Remember ...

Use your help system. For more information, on using the help system, see the *Sage 200 Operations* documentation

**Note:** The screen shots of windows used to illustrate the activities are a representative sample of those within Sage 200. System settings do influence the overall appearance of windows.

## Adjust Stock Levels and Value

To maintain accurate stock records you may need to realign the recorded stock levels and values with actual stock levels and values. To do this you can:

- Perform a stocktake to determine actual stock levels and, where required, adjust the levels accordingly.
- Revalue stock to reflect either an increase or a decrease in the market value of a stock item.

### Perform a stocktake

A stocktake is performed at warehouse level. If your system is not set to use multiple locations, the system warehouse 'Home' is displayed and stock items are selected from this warehouse for the stocktake.

Items of type 'stock' are subject to a stocktake. However, stock items with a 'phantom bill of materials' (BOM) are not subject to a stocktake.

Before starting a stocktake, we recommend that the processing of your 'goods received items' are up-to-date. Otherwise, stock levels could be exaggerated for items from stocktake adjustments that are then increased by goods receipt update. An example can be seen in the section, *Allow entry of stock counts for items with negative stock levels on page 37*.

Unless the appropriate setting has been selected on the 'Maintain Stock Control Settings' window, stock counts cannot be recorded for an item if the expected stock level is less than 0. For more information, see *Allow entry of stock counts for items with negative stock levels on page 37*.

The basic stocktaking activities cover the following:

- Preparing the stocktake sheets: Selected stock items are counted and stocktake sheets generated to record the findings.

You can either select all items in the warehouse or select individual items of particular interest.

Stocktake sheets display stock items in bin order, then item short name order. Expected stock quantities can be displayed on the stocktake sheets, if required.

If you are dealing with batch/serial numbered items, batch and serial numbers can be displayed on the stocktake sheets if required. For more information, see *Batch/Serial Nos tab on page 94*.

- Counting the stock.

You use the stocktake sheets to record the results. If you are using the Bill of Materials module, you need to count the BOM work in progress for the warehouse and add these values to the stock counts. Items required for BOM assembly are not recorded out of stock until the finished stock item is recorded into Stock Control. While work is in progress the system expects the BOM components to be stored in the warehouse, although they will have been retrieved from stock.

- Entering stock counts.

You record the actual quantities found. There is a quick method of recording stock counts. The expected quantities are copied to the actual quantities. You can then make individual changes. This is useful if most of your actual counts are the same as those expected.

A variance report detailing the actual quantities against those expected is available for viewing and printing. Any stock items that have no counted quantities are displayed separately.

Adjustments required as a result of discrepancies for batch/serial numbered items must be made manually. See *Chapter 6, Move and Allocate Stock*.

- Closing stocktaking.'

Applying the findings and making any necessary adjustments could result in:

- Stock movements being created if a variance between expected and actual quantities is found. The stock movements are labelled 'stocktake', to indicate the cause of the adjustment.
- If the system is set to integrate with the Nominal Ledger, nominal postings are generated for the stock movements.
- If the stock item is set to keep a movement history, an entry is added to the history file.
- Provided an actual count is entered for a stock item, the item's stocktake date is updated.
- The stocktaking status for the warehouse is set to 'complete'.

The status of a stocktake is managed for you as you carry out each activity. The status covers selecting items, sheets printed, entering counts and completion. No stocktake indicates there has been no stocktaking performed at that warehouse.

To identify stock items due for stocktake, prepare the appropriate report. For more information, see *Stocktake reports on page 266*.

**Note:** You can abandon a stocktake and start a new one at any time. This does not cause problems if your system is set to update the Nominal Ledger, as postings are only generated if you complete the stocktake.

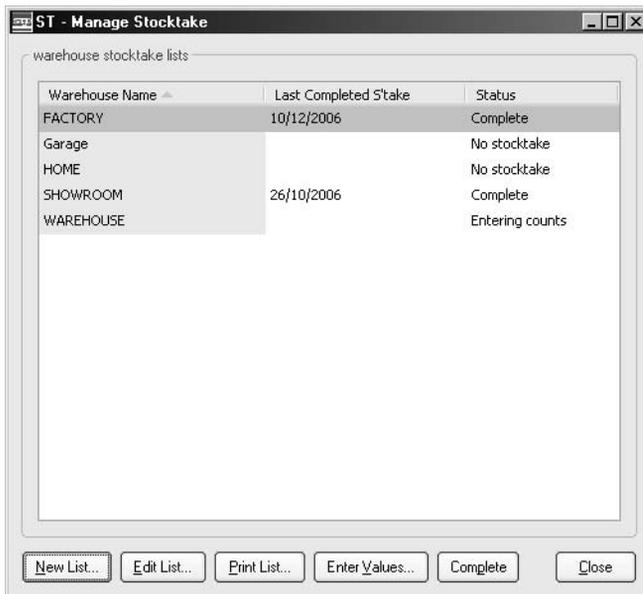
### Prepare stocktake sheets

Use this activity to select stock items that will be counted during the stocktake and to generate the counting sheets used to record the stocktake findings.

Once you have prepared a stocktake sheet, it can be amended or re-printed provided no stock counts have been entered for the stocktake.

### To a prepare stocktake sheet

- Choose Adjustments > Manage Stocktake.



- Select the warehouse to be checked and click 'New List'.

**Note:** To amend an existing stocktake sheet select the stocktake and click 'Edit List'.

Warehouse: WAREHOUSE    Last stocktake date: 10/06/2005    Stocktake status: Selecting items

Item Code	Item Name	Product Group	Quantity	Average Buy P...	Value of Stock	Last Stocktake
DEC/PAPER/W...	Wallpaper White	DECORATING	40.00000	0.61300	227.46003	
FL/KITCHENET...	Standards kitchen pa...	FLATPACK	0.00000	251.66622	0.00000	
FL/LARGE-KITC...	Standard kitchen pac...	FLATPACK	1.00000	927.19859	1316.68350	
FL/SMALL-KITC...	Standard kitchen pac...	FLATPACK	0.00000	369.40353	0.00000	
FL/STANDARD:...	Standard kitchen pac...	FLATPACK	0.00000	447.33500	0.00000	
LNO/LINOLEUM	Linoleum	LINOLEUM	15.25000	181.31899	1813.18989	10/06/2005
PAINT/BEIGE/G...	Paint gloss beige	PAINT	40.00000	1.20000	24.00000	

Buttons: Find, Clear All, Select All, Auto Select..., Show expected quantities on stocktake sheets (checkbox), OK, Save & Print..., Cancel

A list of stock items is displayed. Traceable items are identified by a traceable icon (  ).

- From the list of stock items displayed select those you want to count. To do this:
  - Select those you are interested in on an individual basis by selecting the check box to the left of an item.
  - Click 'Select All' to select all of the items.
  - Click 'Auto Select' to select items based on a range of criteria or from previously prepared criteria templates.

**Note:** If any stock items have been selected before you click 'Auto Select' then these items remain selected. To select items which are based on specified criteria only, click 'Clear All' before you click 'Auto Select'.

The 'Auto selection criteria' window is displayed.

**Auto selection criteria**

Choose a template

Select by Product Group  
 Select items for stocktake by product group

Code	Description
<input type="checkbox"/> ACCESSORIES	Accessories
<input type="checkbox"/> BESPOKE	Bespoke Kitchens
<input type="checkbox"/> CABINETS	Cabinets
<input type="checkbox"/> COOKING	Cookers - Ovens
<input type="checkbox"/> DECORATING	Decorating

Select by dates  
 Select items for stocktake by the date they were last sold  
 Sold since:

Select items for stocktake by due date  
 Date stocktake due:

Select by stock quantity  
 Select items for stocktake by quantity in stock  
 Quantity from:  Quantity to:

Select by traceable type  
 Select items for stocktake by traceable type  
 Select by:

Select by stock value  
 Select items for stocktake by value  
 Select by:   
 Select top:

Apply Save Save As Delete Cancel

- If you have previously saved templates, choose a template from the drop-down list. The criteria in the template are displayed.

**Note:** To delete a template, click 'Delete' once the template criteria are displayed.

You can use the template criteria, or amend the criteria as you want.

- If you are interested in product groups, select the 'Select items for stocktake by product group', then select the relevant product group codes from the list.

- If interested in dates, select the 'Select items for stocktake by the date they were last sold' check box or the 'Select items for stocktake by due date' check box, then choose the sold since or stocktake due date.
- If you are interested in quantities, select the 'Select items for stocktake by quantity in stock' check box, and enter the quantity from and quantity to values.
- If you are interested in traceable items, select the 'Select items for stocktake by traceable type' check box and select the traceable type from the drop-down list.
- If you are interested in values, select the 'Select items for stocktake by value' check box, then 'Select by' average buying price or total holding value and enter a number to 'Select top' items in this range. For example, select average buying price and enter the value of ten to get the top ten average buying prices.
- To save your selections as an existing template, click 'Save' and enter the template name.
- To save your selections as a new template, click 'Save as' and enter the template name.
- To apply the criteria selected, click 'Apply'. The 'Auto selection criteria' window closes and the results are displayed in the 'Create New Stocktake List' window.
- To remove a stock item from the list, clear the check box to the left of the item.
- To display expected quantities click the 'Show expected quantities on stocktake sheets' check box.

If you are dealing with batch/serial numbered items, the expected serial numbers are displayed on the stocktake sheets. Batch items always display the batch number and expected quantity.

- Click 'Save & Print'. The stocktake sheets are printed and the status of the stocktake is moved to sheets printed.

**Note:** You can print the stocktake sheets at another time. You can also amend and re-print the sheets provided no stock counts have been entered for the stocktake.

## Enter stock counts

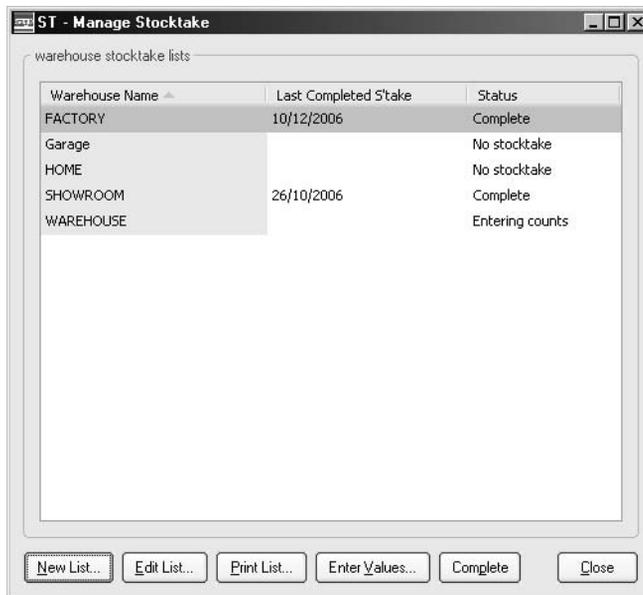
To record the actual quantities found during the stocktake.

Stock counts cannot be recorded for an item if the expected stock level is below zero. This can be resolved by adding stock to bring the item's stock level to its correct level or to zero, prior to entering stock counts. See *Add stock on page 192*.

Stock counts are recorded for batch/serial numbered items but adjustments for discrepancies must be recorded manually. See *Chapter 6, Move and Allocate Stock*.

## To enter stock counts

- Choose Adjustments > Manage Stocktake.



- Select the warehouse you want to add stock count values to and click 'Enter Values'.
- If stock counts have not previously been entered for the warehouse you are prompted to say whether you want to pre-fill the actual counts with their expected values. If the majority of your actual counts are the same as those expected and you want to fill the actual counts with the expected values, click 'Yes'. The prompt closes and the 'Stocktake' window is displayed.

ST - Enter Stocktake Values

Warehouse: FACTORY Current stocktake date: 22/01/2008

Nominal code to be used for stocktake variances

A/C Ref	CC	Dept	Description
44100			Stock Issues - Default

Narrative:

Stock Items

Item Code	Item Name	Bin	Actual Qty	Discrepancy	Narrative
PA/SHELF/SNG/...	Shelf Single 45c...	Unspecified	154.00000	<input type="checkbox"/>	
 PAINT/BEIGE/G...	Paint gloss beige	Unspecified	50.00000	<input type="checkbox"/>	
 PAINT/BEIGE/M...	Paint beige Matt	Unspecified	75.00000	<input type="checkbox"/>	
 PAINT/WHITE/G...	Paint White Gloss	Unspecified	40.00000	<input type="checkbox"/>	
 PAINT/WHITE/...	Paint White Matt	Unspecified	14.00000	<input type="checkbox"/>	
PANEL/BASE/DB...	Base Panel Dbl...	Unspecified	190.00000	<input type="checkbox"/>	
PANEL/BASE/SN...	Base Panel Singl...	Unspecified	65.00000	<input type="checkbox"/>	

Find Location... Clear All

Display expected quantities and variances

OK Save & Print... Cancel

- For each stock item enter the stocktake amount in the 'Actual Qty' column, expressed in an item's stock unit.
- Traceable items are indicated with a traceable icon (). For each traceable item with a discrepancy, select the 'Discrepancy' box and enter a description of the problem in the 'Narrative' box.

**Note:** The 'Discrepancy' box is used to identify traceable item discrepancies only.

- Click 'Save & Print' and select the required print option when prompted. The stocktake status is moved to 'entering counts' and the 'Stocktake Results' report is generated.
- If integrating with the Nominal Ledger, accept or amend the nominal account displayed. Enter a narrative if required and click 'OK'.

**Note:** You can also use the following when entering stocktake values:  
 Select the 'Display expected quantities and variances' check box to view these values with the actual quantity entered for each stock item.  
 Use the 'Find Location' to find a bin within those displayed.  
 Use 'Clear All' to remove the quantities entered, if errors have been made.

## Complete stocktake

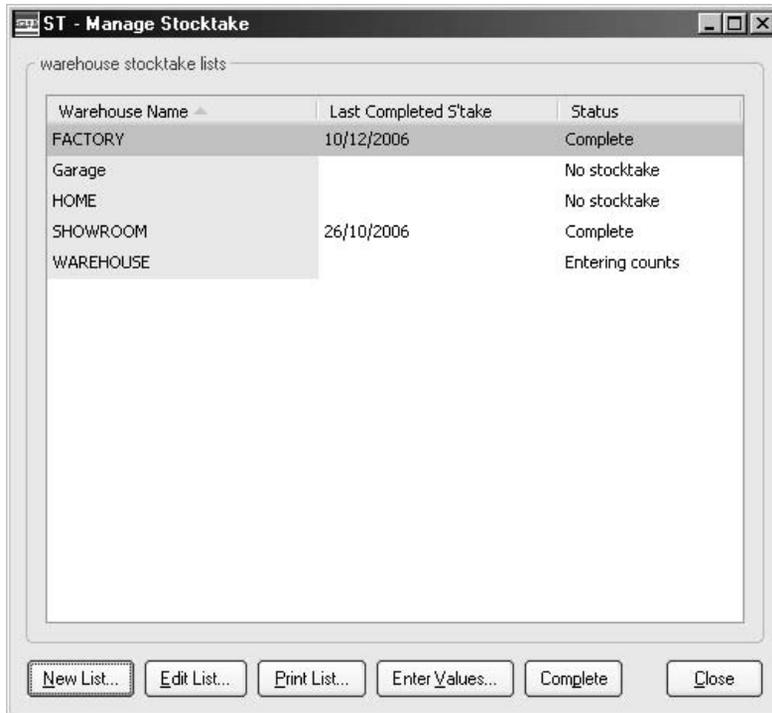
This finishes the stocktake at a warehouse and sets the status of the stocktake to 'Complete'.

You can only complete a stocktake provided there are stock counts entered for the stocktake. Any stock items with no stock counts are not updated.

**Note:** You can abandon a stocktake by creating a new stocktake list. Any stock counts for the stocktake are discarded. If you intend to abandon a stocktake we recommend the status of the stocktake is not left as 'Enter Value' as it may be accidentally updated.

## To complete the stocktake

- Choose Adjustments > Manage Stocktake.



- Select the warehouse from those displayed and click 'Complete'. The status of the stocktake is moved to 'Complete'. If there were any traceable items in the stocktake that were marked as having a discrepancy, the Stocktake results report is run and shows the discrepancies only.

## Revalue stock

'Stock' item types can be revalued with the exception of 'phantom BOM' built items.

Revaluing stock provides the means to reflect either an increase or a decrease in the market value of a stock item. Revaluation is performed on an individual item basis for those items using 'average' or 'FIFO' costing methods, but not for 'standard' or 'actual'.

A stock item can have several different buying prices assigned to it, if the buying prices have varied between the purchases. This gives rise to an average buying price displayed when you revalue a stock item. By specifying a new price the stock item is revalued as follows.

- The entire holding of the stock item is assigned the new buying price.
- The average cost of the stock item is set to the new buying price.
- If the system is set to integrate with the Nominal Ledger, nominal postings are generated.

**Note:** To revalue stock, the stock level and the new buying price must be greater than zero.

### To revalue stock

- Choose Adjustments > Revalue Stock.

**ST - Revalue Stock Item**

Stock item

Code: ACS/BLENDER Name: Professional Blender 5 Speed

Average price

Current price: £ 135.10818

New price: £ 135.10818

Nominal posting

Stock account: 13103 Stocks - Bought In Parts

Revaluation Account:

Narrative:

OK Cancel

- Select the 'Stock Item'.
- Enter the new buying price.
- If the system is set to post to the Nominal Ledger, specify the 'Nominal posting' accounts.
  - Accept or amend the displayed nominal accounts.
  - Enter a 'Narrative' description to be applied to the nominal postings (optional).
- Click 'OK'.



## Monitor Stock

This process covers the various ways you can find and analyse stock information. This includes enquiries and preparing stock reports.

### Activities

View stock information

Prepare stock reports

## Before you begin ...

You must have:

- ✓ Recorded stock movements in either the Stock Control module (see *Chapter 6, Move and Allocate Stock*) or in the Purchase Order Processing or Sales Order Processing modules.

**Note:** You must have suitable security privileges to perform these activities. See your system administrator for more information.

## Remember ...

Use your help system. For more information, on using the help system, see the *Sage 200 Operations* documentation

## View Stock Item Information

The following provides access to information about individual stock items. A stock item can be found by either:

- Entering the code for the stock item.
- Searching for the item using the drop-down list.
- Searching for the item using search categories, provided search categories are established and maintained for the system. For more information, see *Searching for Stock Items on page 13*.

## View stock item details

The stock item settings and associations on the stock item are displayed, such as item type, locations and alternatives.

### To view stock item details

- Choose Enquiries > View Stock Item Details.

- Select the stock item.

## View stock item history

A stock item history is available if the stock item is set to maintain a movement history.

You can view both current and archived transactions. The transactions are displayed in chronological order based on the date they were recorded. The information provided covers the movement type, quantity, location and references used. Movement type covers:

---

Goods in	Record of goods received using Purchase Order Processing; also sales returns recorded within Sales Order Processing.
Goods out	Record of goods despatched using Sales Order Processing; includes goods returned to suppliers that are not required within Purchase Order Processing.
Allocations	Details allocations assigned to sales orders. Also details current and issued allocations recorded using Stock Control.
Internal issues	Goods issued to an internal area, using Stock Control.
Customer free of charge	Goods issued to a customer, using Stock Control.
Return to supplier	Goods returned to a supplier, that you want replaced or repaired as recorded in Stock Control.
Stock additions	Goods that have been discovered and added to stock, using Stock Control.
Write offs	Stock values that are written off within Stock Control.
Transfers	Relevant if using multiple locations; details the movement of stock between warehouses and bins.
Stocktake adjustments	Details stock updates as a result of completing a stocktake, using Stock Control.
Opening balances	Details the opening balances for an item as recorded in Stock Control.

Breakdown for a transaction provides information such as unit cost price, value and analysis codes used.

An advanced selection filter provides a means of selecting movement transactions by account type (customer, supplier, internal or all) and/or analysis codes.

A printed version of the movement history can be generated from the 'enquiry' window.

## To view stock item history

- Choose Enquiries > View Stock Item History.

Item history selection

Code: ACS/BLENDER Name: Professional Blender 5 Speed

Type: All Warehouse: All Date from: 01/10/2006 to: 01/03/2007

Current History Archived History

Date	Movement Type	Quantity	A/C Ref	Reference	Second ref	Warehouse	Bin
13/12/2006...	Allocation - Cust...	5.00000	BET001			SHOWROOM	Unspecified
12/12/2006...	Out - Internal	2.00000	INTERNAL			SHOWROOM	Unspecified

Show details

- Select the stock item using the 'Item history selection' options.
- Select the 'Current History' or 'Archived History' tab to view the transactions you are interested in.
- Batch/serial numbered item: click 'Serial No Details' or 'Batch No Details' to view further details such as the item's batch/serial numbers and, if available, the 'Sell By' and 'Use By' dates.
- To view the breakdown for a transaction, select the transaction from those displayed and then select the 'Show details' check box.
- To generate a printed copy of a transaction, select the transaction from the displayed list and click 'Print'.

- To refine the displayed list use the 'Item history selection' options.
  - To view transactions for a particular warehouse, select it from the 'Warehouse' drop-down.
  - To view transactions within a date range, enter the date range from and to into the date boxes.
  - To filter the displayed list by 'Movement type', 'Account type' or 'Analysis codes' click 'Advanced Selection'. The 'Show Item History Advanced' window is displayed.

**ST - Stock Item History Advanced Selection**

**Movement selection**

Movement type: All

Warehouse: All

**Date selection**

Date from : 01/10/2006

to : 13/03/2007

**Account selection**

Account type: All

A/C ref:

Name:

Short name:

**Analysis code selection**

analysis code 1:

analysis code 2:

analysis code 3:

Apply Close

- Enter the selection requirements using the drop-down lists.
- Click 'Apply'. The window closes and the results are displayed in the 'View Stock Item History' window.
- To search within the displayed list click 'Find'. The 'Find' window is displayed.

**Find**

**Find details**

Find: Find First

In column: Date Find Next

Match: Whole Close

- Enter text that can be used to search for the transaction in the 'Find' box.
- Select the column you want the search performed within.
- Select the 'Match' criteria (any, start and whole).
- Click 'Find First' and then 'Find Next' until you find the transaction you are searching for.
- Click 'Close'. The window closes and you return to the 'View Stock Item History' window.

### View batch/serial number details

This enquiry is only applicable if you are using batch/serial numbered items.

You can view the batch/serial numbers assigned to a stock item, the supplier's name and any additional information that may be recorded, such as the 'sell by' and 'use by' dates. If your system is set to require batch/serial numbers after 'goods in', such items, pending a serial/batch number, are marked unassigned.

Provided the information is available you can also view the following:

- 'Receipt details': These determine the purchase order, the date the goods were received and the goods received number.

Only the original receipt details are available. Associated return details are not displayed using this view, but are available from stock history. See *View stock item history on page 250*.

- 'Issue details': These determine the customer who purchased the goods, the sales order number, the despatch number and date.

Only the original issue details are available. Associated return details are not displayed using this view, but are available from stock history. See *View stock item history on page 250*.

- Location details for those using multiple locations.

Allocation details are available if your system is set to allocate batch/serial numbers prior to issue/despatch. For more information, see *Batch and serial numbered items on page 39*.

## To view batch/serial number details

- Choose Enquiries > View Batch/Serial No Details.
- Select the 'Stock item'.

The 'Current Serial number details' tab or 'Current Batch details' tab is displayed, depending on whether the selected stock item uses serial or batch numbering.

Stock Item

Code: WW/WASHERDRY/1600 Name: Washer Dryer 1600 spin

Warehouse: All

Current Serial number details Archived Serial number details

Serial No	Warehouse	Bin	Supplier	Received	Sell By	Allocated	Issued
Washdry1600-001	WAREHOUSE	Unspecified	SAZ001	08/03/2004		No	Yes
Washdry1600-002	WAREHOUSE	Unspecified	SAZ001	08/03/2004		No	Yes
WASHDRY1600-041	WAREHOUSE	Unspecified	ERN001	21/09/2004		No	No
WASHDRY1600-042	WAREHOUSE	Unspecified	ERN001	21/09/2004		No	No
WASHDRY1600-043	WAREHOUSE	Unspecified	ERN001	21/09/2004		No	No
WASHDRY1600-044	WAREHOUSE	Unspecified	ERN001	21/09/2004		No	No
WashDry1600-003	WAREHOUSE	Unspecified	SAZ001	08/03/2004		No	Yes
WashDry1600-004	WAREHOUSE	Unspecified	SAZ001	08/03/2004		No	Yes
WashDry1600-005	WAREHOUSE	Unspecified	SAZ001	08/03/2004		No	Yes
WashDry1600-006	WAREHOUSE	Unspecified	SAZ001	08/03/2004		No	Yes
Washdry1600-007	WAREHOUSE	Unspecified	SAZ001	08/03/2004		No	Yes
Washdry1600-008	WAREHOUSE	Unspecified	SAZ001	08/03/2004		No	Yes

Attributes... Find... Total quantity: 40

Show details

Print Labels Select All Deselect All Close

- Multiple location users: To view an item at a specific location use the 'Warehouse' drop-down.
- To view the receipt, issue or location details for a displayed item record, select the item record and select the 'Show Details' check box.
- To search within the displayed list, click 'Find' and enter the details required for the search.
- To search for a specific stock item detail, click 'Attributes' and enter the details required for the search. The receipt, allocation, issue or location details are displayed in the list at the bottom of the window depending on your selection.

- If you have archived any batch or serial numbers and want to see these details, click the 'Archived Serial number details' tab.

### **View archived batch/serial number details**

This enquiry is only applicable if you are using batch/serial numbered items.

The 'Archived Serial number details tab' on the 'View Batch/Serial No Details' window allows you to see previous batch and serial numbers that have been recorded in the archive process.

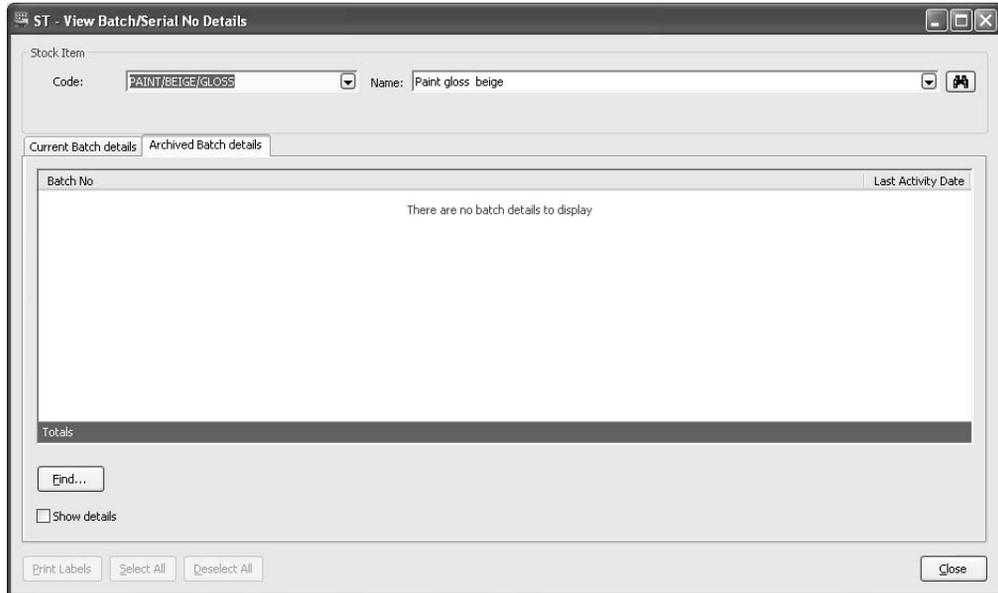
From this tab you can also view the following:

- To whom the traceable item was sold.
- Who purchased the traceable item.

### **To view archived batch/serial number details**

- Choose Enquiries > View Batch/Serial No Details.

By default, the 'Archived Serial number details' tab is displayed (or the 'Archived Batch number details' tab if you select a batch numbered stock item).



- Select the 'Stock item'.
- To view the receipt or issue details for a displayed item record, select the item record and select the 'Show Details' check box.
- To search within the displayed list, click 'Find' and enter the details required for the search. The receipt, allocation, issue or location details are displayed in the list at the bottom of the window depending on your selection.

## View monthly trading figures

Trading figures are the quantities and value of goods bought and sold. These figures are available if a stock item is set to maintain a movement history. Trading figures are not available for phantom BOM built items.

You can view up to five years of trading figures, displayed on a month by month basis. Trading figures for 12 months are displayed by default; this can be changed so that you can view as many or as few months as needed.

Sales and purchase trading figures are displayed separately. Values are displayed in the system's base currency. You can view the transactions that make up the figure for a particular month.

Total trading figures for this period and the previous period are displayed. The system continues to total and display the quantity and value of goods bought and sold for the current period until the period is changed. You can change the period at any time. By doing so, the figures for the current period are added to the previous period, and the values for the current period are set to zero. For more information, see *Reset trading figures on page 269*.

## To view monthly trading figures

- Choose Enquiries > View Monthly Trading Figures.

ST - View Monthly Trading Figures

Stock item

Code: WW/WASHERDRY/1600 Name: Washer Dryer 1600 spin

Sales Analysis Purchase Analysis

Grand totals for full periods

Quantity sold this period:  Quantity sold last period:

Value sold this period:  Value sold last period:

Month	Year	Qty Sold	Value Sold	Av. Selling Price	Cost of Sales	Gross Profit	Gross Profit %
There is no recorded activity for the item for the period.							

View Detail... Print Refine Analysis... Close

- Select the 'Stock item'.
- Select either the 'Sales Analysis' tab or 'Purchase Analysis' tab to view the figures you are interested in.
- To filter the displayed trading figures click 'Refine Analysis'. The 'Trading Analysis Advanced Selection' window is displayed.

- Enter the selection requirements using the drop-down lists.
- Click 'OK'. The 'Trading Analysis Advanced Selection' window closes and the results are displayed in the 'View Monthly Trading Figures' window.
- To view the transactions that make up the figures for a particular month, select the period from those displayed and then click 'View Detail'.
- To generate a printed copy of the displayed trading figures click 'Print'.

## View stock item balances

This shows the total quantity in stock, the amount allocated and the quantity on order for a particular stock item.

If you are using multiple locations, each warehouse and bin used to store the stock item is displayed with the relevant stock quantities. The last stocktake date for the item is also displayed.

If you are not using multiple locations, the system warehouse 'Home' and 'Unspecified' bin are displayed to show the stock quantities and last stocktake date for the item.

Items that have been returned to the supplier are displayed for the 'Returns' warehouse.

The quantities sold this period and last period are shown against those bought this period and last.

While viewing stock item balances you can view the history of transactions within the warehouse or view the details for the stock item such as stock levels.

Stock balances are not applicable for 'phantom BOM' built items.

### To view stock item balances

- Choose Enquiries > View Stock Item Balances.

**ST - View Stock Item Balances**

Stock item

Code: ACS/MEAT-SLICER Name: Commercial Meat Slicer

Trading quantities

Sold this period: 55.00000 Bought this period: 100.00000

Sold last period: 65.00000 Bought last period: 0.00000

Direct delivery on order: 0.00000

Warehouse balances

Name	Quantity on Order	Quantity in Stock	Quantity Allocated	Free Stock
SHOWROOM	0.00000	5.00000	0.00000	5.00000
WAREHOUSE	0.00000	131.00000	0.00000	131.00000
<b>Total</b>	<b>0.00000</b>	<b>136.00000</b>	<b>0.00000</b>	<b>136.00000</b>

Bins at SHDWROOM Warehouse

Name	Last Stocktake	Quantity in Stock	Quantity Allocated	Free Stock
Unspecified		5.00000	0.00000	5.00000
<b>Total</b>		<b>5.00000</b>	<b>0.00000</b>	<b>5.00000</b>

View Item History... View Item Details... Close

- Select the 'Stock item'.
- To view the details of the stock item click 'View Item Details'.
- To view the transactions that make up a balance, select the balance at 'Warehouse balances' level and click 'View Item History'.
- Batch/serial numbered item: If the stock item is a traceable item, click the 'Serial No Details' or 'Batch No Details' button to view the serial and batch number details.

### View stock item buying prices

Buying prices are recorded in the Purchase Order Processing module and can be viewed in the Stock Control module.

Quantities of stock bought at the various buying prices are displayed. The stock receipts that make up the total for that buying price can be viewed individually.

Where a price is not recorded for goods received the label 'unknown' is used. These quantities are not used in the average price calculation.

Figures are displayed in the system's base currency.

A summary of stock quantities received but not invoiced, and stock issued where a receipt has not been processed is provided.

**Note:** The 'Total in stock' value may not match the 'Quantity' total value if goods have been returned.

Buying prices are not applicable for 'phantom BOM' built items.

## To view stock item buying prices

- Choose Enquiries > View Buying Prices.

**ST - View Buying Prices**

Stock item

Code: ACS/MIXER      Name: Professional Mixer 3 Speed

Summary details

Total in stock: 25.00000      Average buying price: £ 145.01137

Buying prices

Buying Price	Quantity	Unit	No. of Stock Receipts
145.00000	5.00000	Each	1
145.01137	20.00000	Each	2
<b>Totals</b>			25.00000

View Receipts...      Close

- Select the 'Stock item'.
- To view the stock receipts that make up the buying price, select the 'Buying price' and then click 'View Receipts'.

## Prepare Stock Reports

The following reports are accessed from the system menu. Additional reports, such as the 'Stock Monthly Trading Figures' report detailed within this guide are generated from on-screen information. Others such as the 'Stock Import Opening Balances' report are automatically generated when the system completes certain processes.

### Status reports

There are many status reports you can use to determine the position of stock in terms of the quantities and values held.

If you are using multiple locations, the quantities are shown for each warehouse and bin.

- 'Stock Levels': This report lists each stock item and the stock quantities. This covers the total quantity in stock, the amount allocated and the amount available as free stock. Stock item values are also provided.
- 'Negative Stock Levels': This report lists all items that have a negative stock value, causing shortfalls in stock levels. This can only occur if the stock item is set to 'Allow negative stock'. The report shows the date the shortfall occurred, the quantity involved and the movement type and destination, which indicates the cause of the shortfall.
- 'Stock Levels Buying Price Breakdown': This report shows the buying price of stock items, the quantities involved and the date of purchase.
- 'Valuation': This report lists stock items, their current stock level and value. You can prepare the report to provide details of stock items that use a standard cost where items are set to use the standing costing method. Alternatively, you can prepare the report to provide details of stock items that use an actual cost for those items that use either average or FIFO costing methods.

**Note:** Stock items with a zero stock level are excluded from the report.

- 'Allocations Outstanding': This report lists all stock items that have allocations outstanding. The recipient and required quantity are shown as well as the date the allocation was recorded.
- 'Below Re-order Levels with Alternatives': This report helps assess the need to replenish stock items that have fallen below their re-order level, bearing in mind alternatives can be issued if required.

Stock items are shown with their current stock level, re-order level and available stock (free stock). Additional details about the preferred supplier are provided. For each stock item the alternative items and their stock levels are listed.

- 'Below Re-order Levels with Suppliers': This report lists stock items that have fallen below their re-order level and have suppliers of the item specified for them.

**Note:** Any item that does not have a supplier specified for it is omitted from the report.

- 'Date of Last Sale': This report lists those items that have not sold since a specified date. The sales date is entered when you initiate the report.
- 'Period Profitability': This report lists each stock item and the profit made from sales. The purchase and sales values (quantity sold/purchased and value sold/purchased) are also provided with each listed stock item.

The profit is shown either as a percentage of revenue or cost, depending on the profit calculation setting for the system. For more information, see *Profit calculation on page 38*.

## Catalogue reports

The catalogue reports are straightforward listing reports.

- 'Stock Items': This report lists all stock items and their related details.
- 'Items with Suppliers': This report lists stock items that have suppliers specified for them. The supplier details are shown with the date of the last order and the last buying price.

**Note:** Any item that does not have a supplier specified for it is omitted from the report.

- 'Items with Search Values': You can only produce this report if you are using search categories and have linked these to stock items. The report lists each stock item linked to a search category. Both the search category and associated values are shown.
- 'Product Group Report': This report lists all product groups detailing the code, description, stock type, costing method and batch/serial type for each product group.
- 'Product Groups Search Categories': You can only produce this report if you are using search categories and have linked them to product groups. For more information, see *Create product groups on page 62*. The report lists each product group that has a search category assigned to it. Both the search category and associated values are shown.

## Batch/serial items

There are several reports available if you are using batch/serial numbered items to trace stock from sales to purchase.

- 'Batch/Serial Locations and Quantities'.
- 'Batch/Serial Item Status'.
- 'Batch/Serial Allocations'.
- 'Item Sell by Date Report'. There are two reports: you can report on all batch/serial numbered items within a warehouse or you can report on an individual item.
- 'Item Use by Date Report'. There are two reports: you can report on all batch/serial numbered items within a warehouse or you can report on an individual item.
- 'Item Settings for Batch/Serial'.
- 'Stock Transactions Batch/Serial Numbers'.
- 'Stock Transactions History (archived) Batch/Serial'.

## Transaction reports

The 'Transaction History' reports list stock items set to use a movement history and any transaction details associated with the items. This includes details such as the item code, quantity and movement type. For more information, see *Keep movement history on page 22*. There are two reports, one for current history and one for archived history.

## Stocktake reports

The following reports provide a means to manage the stocktake process from identifying stock items due for stocktake through to printing the actual stocktake results. For more information, see *Prepare Stock Reports on page 263*.

- 'Stocktake required': This report displays the stock items due for stocktake. This is based on the next stocktake date (stocktake cycle) set for each stock item. The report lists stock items, their stocktake cycle and the date the last stock count occurred for each item. If you are using multiple locations, the stock item bin is also shown.

**Note:** Stock counts cannot be recorded for batch/serial numbered items. The 'Stocktake Required' report lists all items but does not indicate whether an item is a batch/serial numbered item.

- 'Stocktake Status': This report is applicable if you are using multiple locations. The report is a straightforward list that displays the status of the stocktake at each warehouse.

## Setup reports

The following are straightforward listing reports.

- 'Locations': This report is applicable if you are using multiple locations. The report provides a list of all warehouses and bins that exist in the Stock Control module.
- 'Search Categories': This report is applicable if you are using search categories. The report provides a list of all search categories, and their associated values, that exist in the Stock Control module.

## Periodic Maintenance Activities

This process details the activities you can use to maintain your stock transaction records.

### Activities

Reset trading figures

Archive stock item  
history

Delete archived stock  
history

## Before you begin ...

You must have:

- ✓ Recorded stock movements either in the Stock Control module (see *Chapter 6, Move and Allocate Stock*) or in the Purchase Order Processing or Sales Order Processing modules.

**Note:** You must have suitable security privileges to perform these activities. See your system administrator for more information.

## Remember ...

Use your help system. For more information, on using the help system, see the *Sage 200 Operations* documentation

## Housekeeping Activities

The following activities can be used to ensure records are up to date and to optimise the processing speed of the module.

### Reset trading figures

Trading figures represent the quantities and value of goods bought and sold. Trading figures for a stock item are available if the item is set to maintain a movement history.

ST - View Monthly Trading Figures

Stock item

Code: WW/WASHERDRY/1600 Name: Washer Dryer 1600 spin

Sales Analysis Purchase Analysis

Grand totals for full periods:

Quantity sold this period:  Quantity sold last period:

Value sold this period:  Value sold last period:

Month	Year	Qty Sold	Value Sold	Av. Selling Price	Cost of Sales	Gross Profit	Gross Profit %
There is no recorded activity for the item for the period.							

View Detail... Print Refine Analysis... Close

Monthly figures are generated from transactions stored for the stock item. The monthly figures are not stored in the Stock Control module whereas the period figures for the current and last period are. Resetting the trading figures affects the period figures by:

- Clearing the last period and moving the current period figure into the last period.
- Setting the current period figure to zero.

When you decide to reset the figures is entirely up to you. Before doing this you should decide whether you need to keep a printed record of your trading figures. If you do, you should print the 'Stock Item Monthly Trading Figures' report. This produces a report for a single stock item. For more information, see *View monthly trading figures on page 257*.

### To reset trading figures

- Choose Stock Maintenance > Reset Trading Values.



- Confirm you have prepared your reports by selecting the 'All reports have been produced' check box.
- Click 'OK'.

### Archive stock item history

This activity is only applicable if you have set stock items to store a history of transactions. These transactions are initially classed as the current history and can be viewed for individual stock items.

You can move current stock history into archive. Serial or batch numbers associated with batch/serial numbered items are also moved to archive. You can do this for all stock items, stock items linked to a product group or for a single stock item.

While transactions are stored in archive they can be viewed and printed. For more information, see *View stock item history on page 250*.

Once transactions are stored in archive they can then be deleted from the system. For more information, see *Delete archived stock history on page 272*.

### To archive stock history

- Choose Utilities > File Maintenance > Archive Stock Item History.

**ST - Archive Stock Item History**

**Warning:** This routine removes stock item history transactions from the current history file and places them in the archive file

Archive transactions for

Single stock item

Code:

Name:

Single product group

Code:

Description:

All stock items

Date selection

Archive all transactions with a date up to:

Last run details

Last run by: Simon      09/06/2006

- Select the range of items to be moved to archive using the 'Archive transactions for' options.
- Specify the age range of the transactions to be moved to archive in the 'Archive all transactions with a date up to' box.
- Click 'Archive'. A message is displayed when the archiving is complete.

## Delete archived stock history

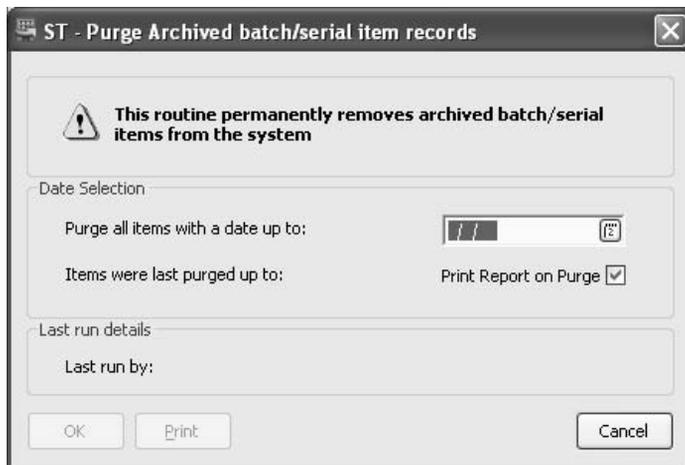
This activity is only applicable if you have set stock items to store a history of transactions and transactions have been moved to archive.

From time to time you need to delete transactions from archive to improve the processing speed of the Stock Control module. Depending on your file space, you may need to perform this activity annually, quarterly or even on a monthly basis.

The archived transactions are selected for deletion by entering a date range.

### To delete archived stock history

- Choose Utilities > File Maintenance > Purge Archived Stock History.



**ST - Purge Archived batch/serial item records**

**Warning:** This routine permanently removes archived batch/serial items from the system

Date Selection

Purge all items with a date up to:

Items were last purged up to:  Print Report on Purge

Last run details

Last run by:

OK Print Cancel

- Specify the age range of archived transactions to be removed in the 'Purge all transactions with a date up to' box.
- Select the 'Print Report on Purge' to view a report of the deleted archived batch and serial item records.
- Click 'OK'.

## Archive batch/serial item history

If you have a number of batch/serial numbered items that are deemed 'inactive' you can archive them to a file so that they are not used again. Inactive batch/serial items are those that:

- Are not linked to a SOP or POP order.
- Have been fully issued.
- Were last used at an earlier date than the date you want to archive up to.

For more information about inactive stock items, see *Manage the status of a stock item on page 161*.

While transactions are stored in archive they can be viewed and printed. For more information, see *View batch/serial number details on page 254*.

Once transactions are archived they can be deleted from the system. For more information, see *Archive batch/serial item history on page 273*.

### To archive stock history

- Choose Utilities > File Maintenance > Archive Batch/Serial Item(s).

**ST - Archive batch/serial item records**

**Warning:** This routine removes batch/serial no's from the current file and places them into the archive file

Archive items for

Single stock item

Code:

Name:

Single product group

Code:

Description:

All Batch/Serial items

Date selection

Archive all items with a date up to:

Last run details

Last run by:

- Select the range of items to be moved to archive using the 'Archive transactions for' options.
- Specify the age range of the transactions to be moved to archive in the 'Archive all transactions with a date up to' box.
- Click 'Archive'.

A confirmation message is displayed when the archiving procedure is complete.

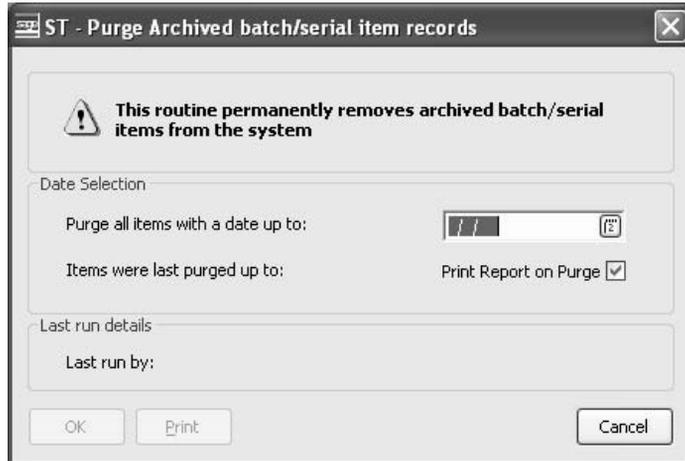
### Delete archived batch/serial history

This activity is only applicable if you have set stock items to store a history of batch/serial numbers and they have been moved to the archive file.

The archived batch/serial numbers are selected for deletion by entering a date range.

## To delete archived stock history

- Choose Utilities > File Maintenance > Purge Archived Batch/Serial Item(s).



- Specify the age range of archived batch/serial item records to be removed in the 'Purge all transactions with a date up to' box.
- Click 'OK'.

The batch/serial items are removed from your Sage 200 system. A report is displayed to show the batch/serial numbers that have been deleted.



## **Glossary of Accounting Terms**

Defines frequently used accounting terms and their meanings.

**In this chapter:**

Glossary

## **Remember ...**

... the Sage 200 help system also contains glossaries.

**A**

<b>Account</b>	The generic term for a set of information relating to a supplier, customer, bank or nominal account record.
<b>Account Balance</b>	The total value of money outstanding on an account at any one time.
<b>Account Code</b>	The account code is made from three parts: the account number, the Cost Centre (CC), and the Department (Dep).
<b>Account Name</b>	The account name associated with a nominal account code, as set up when you enter a new account. This will be displayed on certain windows by the system when you select a nominal account.
<b>Account Number</b>	The unique identifier that relates to a specific account. This can constitute numerical or alphabetic characters or a combination.
<b>Account Type</b>	There are three types of account: automatic allocation, balance forward and open item. Selecting an account type determines how the transactions on the account are processed and stored.
<b>Accounting Equation</b>	The equation at the heart of double entry book-keeping, which states that the liabilities of a business subtracted from its assets equals its capital. It is the reason a Balance Sheet exists.
<b>Accounting Period Status</b>	The accounting periods set up within the Accounting System Manager can have a 'Closed', 'Open' or 'Future' status. This accounting period status determines whether the Nominal Ledger can receive postings into the period.
<b>Accounting Periods</b>	The divisions of the financial year, usually 12 or 13. The periods of time used by the business to process accounting entries when producing certain reports, such as the Profit and Loss and the Balance Sheet. See Open Accounting Periods

<b>Accounting System Manager</b>	The Sage 200 Accounting System Manager module allows you to set up common controls for applications across modules.
<b>Accounts Payable</b>	See Purchase Ledger.
<b>Accounts Receivable</b>	See Sales Ledger.
<b>Accruals</b>	The process of matching expenditure or income to the accounting period in which it was incurred rather than paid; for instance, a rent cheque or utility charges.
<b>Accumulated Profit Account</b>	This nominal account is where the Year End process puts the sum of the Debit-YTD and Credit-YTD figures from the Profit and Loss accounts before setting them to zero. On the 'Year End' report, the Account/CC/DP and Name is shown and the final debit or credit amount calculated by the process.
<b>Actual Cost</b>	The price paid for an individual item as it is invoiced in Purchase Order Processing and used to calculate the cost of stock. Only applicable for batch/serial numbered items.
<b>Additional Charges</b>	Extra charges placed on an order, such as carriage and insurance.
<b>Adjustment Period</b>	A period opened after the Nominal Ledger year end has been run, to enter transactions to adjust the previous year's figures. When the adjustment period is closed, the transactions in this period are included in the opening balance for the current year.
<b>Aged Creditors</b>	Aged Creditors are creditors to whom the business has owed money for a defined period of time.
<b>Aged Debtors</b>	Aged Debtors are debtors who have owed money to the business for a defined period of time.
<b>Aged Creditors Report</b>	The Aged Creditors report analyses amounts owed to suppliers according to the length of time those amounts have remained unpaid.

<b>Aged Debtors Report</b>	The Aged Debtors report analyses amounts owed by customers according to the length of time those amounts have remained unpaid.
<b>Ageing Date</b>	This is the date applied within the ageing reports. These reports provide details on the trader's account transactions for a specific ageing date.
<b>Allocation Date</b>	This is the date a transaction is allocated. You enter the allocation date when you enter the transaction.
<b>Allocation</b>	The process by which payments are matched against purchase invoices and receipts against sales invoices raised.
<b>Allocation Status</b>	See Transaction Status.
<b>Analysis Codes</b>	Analysis codes are used to indicate common sales or purchase accounts. Assigning an analysis code to a sales or purchase account allows you to group transactions for payment or for reporting purposes.
<b>Appropriation Accounts</b>	These show how net profit is distributed between partners in a partnership or between share holders and reserve funds in a company.
<b>Assets</b>	The resources of a business; items it owns and uses, or amounts owed to it. Examples of assets are property, stock, cash and money held in the bank.
<b>Attachments</b>	Any type of file (graphic, text, spreadsheet) associated with an account.
<b>Auditor</b>	A person qualified to inspect, correct and verify business accounts.
<b>Authorised Share Capital</b>	The total value of shares that the company could issue, as distinct from the called up and paid up share capital.

**Automatic Allocation**

Automatic allocation is a type of accounting that combines the features of open item accounting with an automated allocation routine, which is activated at month end. During the month end process, any payments are allocated to invoices on the basis of the oldest outstanding invoices being allocated first. If an invoice is in query, then it is ignored.

**B**

**Back to Back Order**

Settings that trigger the generation of purchase orders to satisfy sales orders when using the 'From supplier via stock' fulfilment method.

**Bad Debt**

A debtor who is not expected to discharge his debt. Bad debts must be written off and hence reduce profit.

**Balance**

The total amount of money outstanding on an account at any one time.

**Balance Forward Accounting**

Balance forward accounting is a type of accounting where all transaction details remain on the ledger in full until the period end routine is run. During the month end procedure all transactions (except those in query which are dealt with separately) are cleared from the file and only a brought forward balance is displayed for the new month. Each period's total creditors balance is carried forward as a single balance figure. The number of balances carried forward depends upon the number of months aged debts you specify for the Purchase Ledger.

When transactions, such as receipts, are posted for a previous month's transaction, they are allocated by month number, so that the appropriate balance is reduced at the month end. The advantage of this type of accounting is its economical use of disk space, which if short on your computer, may influence your choice of accounting method. Balance forward accounting cannot be used for foreign currency accounts.

<b>Balance Ledgers</b>	A routine that ensures all data stored for a Sage 200 module is intact and has not become corrupted in any way.
<b>Balance Sheet</b>	A report that details the various assets and liabilities of a business at a point in time, usually the end of an accounting period. A Balance Sheet must always balance; debits must always equal the credits.
<b>Bank Account Type</b>	Bank accounts may be deposit or current. Deposit accounts are for holding monies longer term, when transactions are not made as regularly as they are for current accounts. Standing orders and direct debits cannot be set up on deposit accounts.
<b>Bank Charges</b>	If trading in foreign currency, you may incur charges as a result of the conversion to the bank account's currency. You may enter these in the Sales/ Purchase Ledger and Cash Book transaction entry routines. These charges are then posted to a bank charges account (profit and loss) within the Nominal Ledger.
<b>Bank Payment</b>	A transaction posted that reflects the payment for goods or services.
<b>Bank Receipt</b>	A transaction posted that reflects the receipt of money for goods or services.
<b>Base Currency</b>	The currency normally used by the Sage 200 user's company to carry out business transactions.
<b>Base Unit</b>	Used to determine the ratios that are applied to calculate the quantitative relationships between an item's units of measure.
<b>Batch Numbered Item</b>	A standard stock item assigned batch numbers, enabling a group of stock items to be traced from purchase through to sales.
<b>Batch Processing</b>	A method of accumulating and processing transactions together in a batch.

<b>Bill of Materials (BOM)</b>	A stock assembly and process costing system, which provides facilities to specify the structure of finished items in terms of sub-assemblies and components.
<b>Bin</b>	Secondary location point where a stock item is stored. The bin is the default secondary location provided with Sage 200 when using multiple locations.
<b>BOM</b>	See Bill of Materials.
<b>Budget</b>	An estimate of expected income or expenditure for expected activities over a specified period of time.
<b>Buying Price Unit</b>	The measure in which a purchased item is priced.
<b>Buying Unit</b>	The measure an item is bought in, such as metre, litre, case.
<b>C</b>	
<b>Call</b>	When shares are issued only part of their cost is usually paid at the time of application and allotment. A call is a demand by the company for part or all of the outstanding sums to be paid.
<b>Called Up Share Capital</b>	The face value of shares for which payment has been called, although not necessarily made.
<b>Capital</b>	Amounts owed by a business to its owners, being the amounts injected in cash by the owners, together with any movement in the value of the business not made up by further cash injections or withdrawals.
<b>Capital Employed</b>	Capital generally defined as the money invested in the business. Shareholder's capital employed refers to share capital and reserves only, whereas total capital employed includes long term loans.
<b>Capital Expenditure</b>	Money spent on the acquisition of an asset, such as premises, motor vehicles, plant or machinery that are used within the business over a period of years.
<b>Capital Gain</b>	Profit made on selling an asset for more than its original purchase price.

<b>Capital Gains Tax</b>	Tax paid on the capital gain (profit) made on selling an asset for more than its original purchase price.
<b>Capitalisation</b>	The accounting process by which expenditures of the business relating to more than one accounting period are created as assets, so that they can be released to the Profit and Loss report in instalments over the accounting periods to which they relate.
<b>Cash Book</b>	<p>A book used to record details of cash moving in and out of the bank accounts.</p> <p>The Cash Book module lets you post cash transactions to nominal bank accounts and appropriate revenue and expense accounts.</p>
<b>Cash Flow</b>	A measure of the liquidity of a business that concentrates on cash in and out rather than accounting profits and losses. Profitable businesses can fail if customers pay more slowly than the business pays its suppliers, and so cash flow, as well as profitability, should always be measured.
<b>Cash Flow Forecast</b>	A forecast of the liquidity or cash in and out of a business.
<b>Cash Payment</b>	A transaction posted that reflects the payment for goods or a service where there has either been no invoice (for example, buying petrol for a car where the money is handed over immediately the goods have been received), or the invoice is paid as soon as it is received thereby removing the need to post an invoice through the ledger. Instead of the money being paid directly out of the bank, the money is paid out of either the petty cash account or till account.
<b>Cash Receipt</b>	A transaction posted that reflects the receipt of money for goods or a service where there has been no invoice (for example, selling goods over the counter, the money is handed over immediately the goods have been received) or the invoice is paid when it is received thereby removing the need to post it through the ledger. Instead of the money being paid directly into the bank the money is paid into either the petty cash or into the till account.

<b>Chart of Accounts</b>	A list of all the categories a business uses to analyse income, expenditure, assets, liabilities and capital, together with the way such categories are assigned to the Balance Sheet or Profit and Loss financial statements.
<b>Closed Accounting Period</b>	The 'Closed' status means that the Nominal Ledger is not able to receive transactions from specific source modules for the accounting period that has been closed.
<b>Closing Balance</b>	The balance of an account at the end, or close, of an accounting period.
<b>Commercials Modules</b>	Commercials modules within Sage 200 comprise the Stock Control and Sales and Purchase Order Processing modules.
<b>Contra Entry</b>	<p>An adjustment made to balance transactions in one ledger with another. For example, outstanding purchase ledger transactions may be balanced against outstanding sales ledger transactions where you sell to and buy from the same company.</p> <p>For example, you have sold goods to XYZ of the value of £200. You have bought goods from XYZ to the value of £100. Overall they owe you £100 (i.e. what they owe you less what you owe them). A contra entry matches up the £100 you owe them against £100 they owe you.</p>
<b>Control Accounts</b>	Accounts to which single balances analysed elsewhere in the accounting system are posted. Often the balances are posted from other ledgers. For example, the debtors control account records the amount of sales recorded in Sage 200. It is reduced by receipts from customers as they are posted into the system.
<b>Consolidation</b>	The process of combining the Nominal Ledger information for a set of different companies, where one is the main company and the other(s) subsidiaries.
<b>Cost Analysis</b>	A review and evaluation of costs.
<b>Cost Centre (CC)</b>	A segment of an organisation for which costs are required to be collected and formally reported on separately; for example, a company division such as sales or production.

<b>Cost of Sales</b>	The direct costs incurred as a result of making sales. For a retail company, this may mean the cost of purchasing goods, net of carriage and purchasing discounts, less the movement in the value of the stock. For a manufacturing company, it may mean the cost of producing the goods sold.
<b>Cost Plus</b>	A job charged as the value of materials and labour uplifted by a percentage.
<b>Cost Variance</b>	The difference between the actual cost paid for an item and the declared standard cost specified on the stock item.
<b>Country Codes</b>	EC countries each have a specific code to identify accounts that belong to that country. These have implications for VAT processing. The VAT implications of trading in EC countries are described in the <i>Sage 200 Accounting System Manager User Guide</i> .
<b>Credit</b>	One side of the double entry process, representing negative figures on the Balance Sheet (reductions in assets; increases in liabilities and capital), and income on the Profit and Loss financial statements.
<b>Credit Control</b>	The process of monitoring and reporting on accounts where money is owed to the business.
<b>Credit Limit</b>	The amount an account is allowed to owe at any one time.
<b>Creditors</b>	Third parties to whom money is owed by the business.
<b>Criteria</b>	Allow you to narrow down the amount of data displayed on a Sage 200 report. When you request a report within Sage 200, you will often be presented with the 'Criteria' window if it is relevant to the report. You can accept the default criteria, which will usually select all possible records, or you can select the output for the report by entering selections. The criteria offered will depend on each report.
<b>CSV</b>	Comma Separated Value file format. Sage 200 can import and export data in the CSV file format.
<b>Current Account Balance</b>	The total value of money outstanding on an account at that time.

**Currency Adjustments**

A gain or loss which emerges as a result of the difference in exchange rates between the time an invoice was issued on foreign currency accounts and payment was made.

**Current Asset**

An asset which can be easily realised. It can also be termed a liquid asset; for example, money in the bank or in petty cash, debtors or stock.

**Current Liability**

A current liability is a debt owed by the company; for example, creditors, accruals or an overdraft that will be cleared in the short term.

**Current Postings**

These are postings that are waiting in the Nominal Ledger current postings file, ready to be updated to the accounts in the 'Update Waiting Postings' routine. These postings have a transaction date earlier than the current Nominal Ledger period end date.

**Current Transactions**

These are the transactions that have not yet been removed from the account by closing the period. The length of time these remain on the account depends on the 'Keep transactions for' setting in the 'Ledger Settings' window.

**Customer and Supplier  
Analysis Codes**

Codes used to group transactions on sales and purchase accounts according to a defined common attribute which can subsequently be used as report selection criteria.

**D**

<b>Data File</b>	Synonymous with company in Sage 200. A data file holds the data for a single company in the Sage 200 system.
<b>Day Book</b>	A book that lists all the transactions in the order that they arise. There is a day book for different types of transactions, for example, a sales day book and a purchase day book.
<b>Debit</b>	One side of the double entry process, representing positive figures on the Balance Sheet (increases in assets; reductions in liabilities and capital), and expenditure on the Profit and Loss financial statement.
<b>Debtors</b>	Third parties from whom money is owed to the business.
<b>Debtors Control</b>	This is the balance sheet account to which postings are made when transactions are added to the Sales Ledger. For example, when you post an invoice, the total value of the invoices is debited to the debtors control account, while the sales analysis account is credited with the net goods value and the VAT output account is credited with the VAT amount.
<b>Default Values</b>	Settings that are used for all accounts unless specifically overridden at account level.
<b>Deferred Postings</b>	Postings whose transaction date is after the current Nominal Ledger period end date. These are stored in the deferred postings file and will not be updated into the ledger during the 'Update Waiting Postings' routines, as current postings are. Closing the period moves postings from the deferred file to the current one when their transaction date becomes earlier than the new period end date.
<b>Delivery Note</b>	Sent to the customer with goods to show what should be on the order. The recipient will normally sign to prove the order has been fulfilled. The document is retained in case of any future dispute.
<b>Department (DP)</b>	A subdivision of a cost centre where costs are required to be collected and reported on separately; for example, a sales area or a manufacturing depot.

<b>Direct Debit</b>	<p>A recurring bank transaction. The first and last payment amounts may differ from the regular payment. They may be subject to VAT and the frequency of payment may be weekly, monthly, quarterly or some other specified period. As with standing orders, the necessary payment or receipt transactions are automatically posted using either a daily or monthly routine.</p>
<b>Direct Delivery</b>	<p>The ability to deliver goods directly to the customer based on the sales orders they raised, or deliver to a customer, supplier or other location not related to an initial sales order.</p>
<b>Direct Expenses</b>	<p>Those expenses that are incurred in the actual manufacture and sale of the product or the sale and provision of the service (the expenses incurred by the business actually trading).</p> <p>For example, the wages of machine operators, the power to run the machines, the wages and commission of sales staff, the cost of advertising and any sales promotions.</p>
<b>Discount</b>	<p>The amount by which a bill is reduced. Discounts can be given for a variety of reasons: buying in bulk, spending large amounts, being a preferred customer or settlement discount.</p>
<b>Dispute Codes</b>	<p>Codes used to mark purchase invoices as disputed.</p>
<b>Distributable Profits</b>	<p>In company accounts these are the sums that are available for dividends to shareholders. While based on the net profit, they may be increased by undistributed profits from the previous year or reduced by the need to retain some for the reserves.</p>
<b>Dividend</b>	<p>The amount paid out per share. Usually described as a percentage of the face value (the original price) of one share. So a 10% dividend on a £1.00 share would be 10p.</p>

<b>Double Entry Bookkeeping</b>	A system of bookkeeping in which every transaction of a business is entered as a debit in one account and as a credit in another. As every transaction must have an equal or zero effect on both sides of the accounting equation, every positive amount entered (debit) must be mirrored by a negative amount or amounts (credit).
<b>Drawings</b>	Cash or goods taken from the business for the owners personal use. Drawings only apply to sole traders and partnerships. Drawings do not count as an expense in the Profit and Loss financial statement and must be included in the 'financed by' section of the Balance Sheet.
<b>Due Date</b>	The date by which an invoice should be paid. This is used for the Aged Creditors or Aged Debtors reports.
<b>E</b>	
<b>EC Country</b>	A country that is in the EC trading area, identified by its country code. These countries are required to follow specific trading procedures. The VAT implications of trading in EC countries are described in the <i>Sage 200 Accounting System Manager User Guide</i> .
<b>Equity</b>	The money invested in a business to get it started, together with any subsequent cash investments net of withdrawals (the interest of ordinary shareholders in a company).
<b>Euro Currency in Transition</b>	This is a currency which has joined the euro but is in a period of transition. During a transitional period both the euro and the country's currency may be used to trade simultaneously.
<b>Exchange Differences</b>	When trading in foreign currencies, changes in exchange rates may affect the profit and loss on a transaction. These exchange differences are posted to the Nominal Ledger 'Exchange Differences' account.
<b>Expenses</b>	Expenses are those items that the company buys which do not go to actually create that company's product or service. For example, stationery, petrol, promotional goods.

## F

<b>Factor House</b>	A third party company that collects a supplier's debts on their behalf.
<b>Factored Pricing</b>	<p>Allows one stock line to be bought, sold and held in stock varying units.</p> <p>For example, aluminium wire could be bought in 2000m lengths, sold in lengths of 100m, 200m and 300m but may be held in stock in 1000m coils. Factored pricing allows you to convert the buying and selling prices from one unit to another, where required.</p>
<b>FIFO</b>	FIFO, or First In First Out, is an assumption that enables the cost of stock to be calculated. When sales are made the items sold are assumed to be the earliest purchased, so the cost of items in stock always reflect the most recent purchases.
<b>Finance Charges</b>	Charges are applied to customers who fail to pay within the time agreed. The charges may escalate depending on the length of time bills are unpaid.
<b>Financials Modules</b>	Financials modules within Sage 200 comprise Sales, Purchase and Nominal Ledgers and the Cash Book.
<b>Fixed Assets</b>	Assets which the business intends to retain for the coming year rather than convert into cash. Typical fixed assets include property, office equipment and motor vehicles.
<b>Fixed Price</b>	The cost of the job is decided up front and is not based on what it has actually cost to complete the job.
<b>Foreign Currency</b>	Any currency other than base currency, in which an account operates. Currency processing implications are described in the <i>Sage 200 Accounting System Manager User Guide</i> .
<b>Free of Charge Issue</b>	Issuing stock to customers where no charge is made for the goods.
<b>Free Stock</b>	The amount of unallocated stock available at a given place, where place can be a location, warehouse or warehouses.

<b>Free Text Item</b>	Items that have not been defined in the Stock or Sales Order Processing module, and which may have lengthy descriptive text to be included in a quotation, pro forma invoice or order.
<b>Full Order Entry</b>	Orders for account customers in Sage 200 Sales Order Processing system. Goods ordered in this way are despatched from the warehouse with a despatch note, and an invoice for payment is generated separately. Such orders may be subject to discount. Some payments may be received and entered at the same time as the order.
<b>Future Accounting Period</b>	Periods marked with a 'Future' status cannot receive any postings. Any transactions posted onto the Nominal Ledger with a date in the future are deferred until the period is opened.
<b>G</b>	
<b>General Ledger</b>	See Nominal Ledger.
<b>Goods Received Number (GRN)</b>	The Goods Received Number, also known as GRN, is assigned to a record when goods or services are confirmed as received. It is also applied to a record when goods are returned to a supplier during the Confirmed Goods Returned activity.
<b>Goodwill</b>	An intangible asset of a business reflecting its commercial reputation and customer connections.
<b>Group Accounts</b>	These are used to group Nominal Ledger accounts for reporting purposes only.
<b>Gross</b>	The amount before any deductions are made.
<b>Gross Margin</b>	A measure of the profitability of a business by which the gross profit is divided by the sales. It is usually expressed as a percentage.
<b>Gross Profit</b>	The difference between total revenue from sales and the total cost of purchases or materials, with an adjustment for stock.

## H

### **Held Journal Entry**

Journal entries that have not yet been completed are called held. They are stored in a special file until such time as they are completed, when the postings within each journal entry will be moved either to the current or deferred postings files depending on their posting date. Entries may be held for several reasons; for example, the entered postings do not balance and further investigation is required, or authorisation is required from another user.

### **Historical transactions**

These are transactions that have been transferred to the historical transactions file which is controlled by settings within each module.

### **Honorarium**

A voluntary fee paid for a service that is usually free.

## I

### **Intangible Assets**

Assets, especially fixed assets, can be considered as tangible and intangible; tangible assets are physical entities, whereas intangible assets are conceptual. Intangible assets include copyrights, patents, goodwill. They are saleable but do not contain any intrinsic productive value.

### **Internal Issue**

Issuing stock items requested by an internal department.

### **Intrastat**

Supplementary Statistical Declarations (formerly known as SSDs) are necessary for VAT registered businesses with a value of despatches of goods to other EC countries or of arrivals of goods from other countries exceeding a threshold.

### **Inventory Management**

The process of managing your stock control.

### **Invoicing**

The process of billing for payment.

## J

### **Job Costing**

A cost accounting system, which allocates costs to specific jobs.

<b>Journal</b>	A record that holds one or more transactions for posting. Synonymous with batch in batch processing.
<b>Journal Entries</b>	Double entry transactions that can only be entered directly in the Nominal Ledger module. These can be corrections to postings from the other ledgers or additional transactions that do not relate to the other ledgers.
<b>L</b>	
<b>Landed Costs</b>	The costs incurred in shipping and handling products can be calculated separately from the product costs and logged to a separate Nominal Ledger account. If you choose to do this in Sage 200 you can maintain and track your shipping, handling and any importation costs independently.
<b>Ledger Date</b>	This dictates the end of the current period being processed.
<b>Ledgers</b>	The principal book in which the transactions of a business are recorded. The details of customers and their transactions are recorded in the Sales Ledger; purchasers and their transactions are recorded in the Purchase Ledger. All ledgers are amalgamated in the Nominal Ledger by the posting of balances from the individual ledgers. The Nominal Ledger also receives postings from the Cash Book and directly from journal entries for all other accounting transactions.
<b>Liabilities</b>	Amounts owed by a business to third parties including suppliers, banks, tax authorities and employees.
<b>Liquid Asset</b>	See Current Asset.
<b>M</b>	
<b>Margin</b>	The purchase and sale of a goods item may be shown as $\text{Cost Price} + \text{Profit} = \text{Selling Price}$ . The profit when expressed as a fraction or percentage of the selling price is known as the margin.
<b>Mark-up</b>	The purchase and sale of a goods item may be shown as $\text{Cost Price} + \text{Profit} = \text{Selling Price}$ . The percentage added to the cost price to provide a profit is known as the mark-up.

<b>Memo</b>	Free format text entered against a specific account.
<b>Memorandum Accounts</b>	Whenever you are posting transactions to the Nominal Ledger using the journal entry facilities, the total of all postings in the batch needs to balance to ensure accurate double-entry book-keeping. However, any value associated with a memorandum account does not affect either the debit or credit total of the journal. This enables you to analyse values in more than one way without affecting the balance of accounts or the ledger as a whole.
<b>Module</b>	A term which denotes features based in and around an area of accounting. For example, sales are described and contained within the Sage 200 Sales Ledger module.
<b>Month End</b>	A specific processing routine available for each Sage 200 Financials module.
<b>Multiple Locations</b>	Used when stock is stored in several different places; for example, warehouses and bins.
<b>Multiple Units</b>	Used when stock is bought, stored and sold in different measures; for example, cases and bottles.
<b>N</b>	
<b>Net</b>	The amount that remains after all deductions have been made.
<b>Net Book Value</b>	The original value of the asset less any depreciation charged to date.
<b>Net Profit</b>	This is calculated as gross profit less expenses.
<b>Net Realisable Value</b>	The amount that would be received for the immediate sale of stock, after accounting for any costs associated directly with the sale.
<b>Net Worth</b>	The value of a business as represented by subtracting its liabilities from its assets.

<b>Nominal Account</b>	An account within the Nominal Ledger used to collect costs or revenue for inclusion on the Profit and Loss and/or Balance Sheet financial statements.
<b>Nominal Ledger</b>	This ledger is updated by most of the transactions posted in all ledgers. It is the core of the accounting process. The balances on all of the nominal accounts, make up the Trial Balance and therefore the Profit and Loss and the Balance Sheet financial statements.
<b>Non-productive</b>	The job is not invoiced to anyone. The cost is recorded for the company's own reference only.
<b>Non-trading</b>	This refers to nominal accounts and transactions that do not relate to the Sales or Purchase accounts.
<b>Non Traceable Item</b>	Any stock item not set to use batch/serial numbers and therefore cannot be traced from purchase through to sales.
<b>O</b>	
<b>On Hold Flag</b>	An indicator that an account is in a query status for some reason. This prevents certain processing against this account until the flag is cleared.
<b>Open Accounting Periods</b>	Sage 200 now enables the system to have up to 20 accounting periods open at the same time. This status allows the Nominal Ledger to receive transactions from the source modules chosen. If more than one period is open at the same time, Sage 200 uses the date of the transaction to determine which open period will receive the posting.
<b>Opening Balances</b>	The balance of an account when it is initially opened, or the balance carried over from the previous accounting period (the closing balance).
<b>Open Item Accounting</b>	Open item accounting is probably one of the most widely used methods for computerised accounts. It enables all outstanding transactions to remain visible on the account record, until such time as they are allocated and removed when the period is closed. Transactions, such as invoices,

paid when payments are posted to the ledger, can be specifically allocated to the individual transaction to which they relate.

Provided the whole outstanding transaction is allocated in this way, the Month End routine removes it, freeing disk space for new transactions. The details of the transactions however, remain on file until month end. All outstanding amounts, whether they are part allocated payments, disputed transactions or unpaid or part-paid invoices, remain on the ledger from one month to another, showing full details, until such time as they are fully allocated, and have exceeded the time limit denoted in the ledger setting 'Keep transactions for'. For more information, see your *Sales Ledger* documentation and *Purchase Ledger* documentation.

**Operating Profit**

This is calculated from gross profit, less the expenses incurred in trade. It will be the same as the net profit unless the business has other income from investments or expenditure on loan interest. These items are not considered in calculating the operating profit.

**Operating Currency**

Although the Nominal ledger only operates in your base currency, the trading accounts and bank accounts can operate in other currencies, as long as these are set up in your currency table in the Accounting System Manager. The currency each account uses is called their operating currency.

**Order Acknowledgement**

Raised once an order has been received to confirm with the customer that you are able to fulfil the order. An order acknowledgement will show the items along with confirmation of prices.

**Order Line**

The requested goods or services in an order, covering standard items, free text items, additional charges and comments.

**Order Processing**

Activities based around administrating orders and seeing them through to shipment or production.

<b>Overdraft</b>	A bank facility that allows customers credit with the bank so that the customer can use money that they do not currently have available.
<b>Overheads</b>	Business expenses, such as rent, that are not attributable directly to any department or product and can therefore be assigned only arbitrarily.
<b>Overtrading</b>	Engaging in more activities than can be properly financed by the company. This can often lead to bankruptcy and liquidation.
<b>P</b>	
<b>Paid Up Share Capital</b>	That share capital for which all payments have been called up and made.
<b>Payment Method</b>	Used to define the payment types and capture payment values made at the point of sale within Sales Order Processing.
<b>Payment Terms</b>	These are the number of days agreed with a customer or supplier before an invoice must be paid.
<b>Pending Transactions</b>	Transactions that have not yet been posted to the ledgers. If a transaction is on hold (has an on hold flag entered against it) it remains pending until it is released for payment.
<b>Period</b>	The accounting period associated with a transaction. This is usually a calendar month within a year.
<b>Period End Routines</b>	Specific processing routines required for each Sage 200 module, such as the 'Month End' routine.
<b>Phantom Item</b>	An item created from a bill of materials (BOM). They are finished items that you would not sell to your customers or keep in stock. They are typically used to segment large BOMs and to assist in planning how to build a finished item.
<b>Picking List</b>	A list that can be printed to support the sales order despatch process. The list details the stock items and where they are stored.

<b>POP</b>	See Purchase Order Processing.
<b>Posting</b>	The processing of an accounting transaction.
<b>Posting Accounts</b>	These are the only types of account to which a posting may be made which is reflected in the trial balance and other financial statements. This includes all the accounts of the profit and loss and balance sheet.
<b>Posting Date</b>	<p>This is the date you post a transaction to the ledger or to the posting file. For example, if a transaction is posted to the waiting or pending posting file on one date and then updated to the ledger on another date, it is the first date which is classed as the posting date.</p> <p>Generally this is the same as the allocation date but if you give transactions an allocation date that is different from the system or today's date (for example, allocate the transactions retrospectively or put an account on hold), the posting date is the system date when the transaction is physically posted and so will be later than the allocation date.</p>
<b>Prepayments</b>	The process of deferring expenditure and income to the accounting period in which it is incurred. This usually involves setting up an asset on the Balance Sheet for bills paid in advance, and then releasing that asset by instalments to the accounting periods in which the service is actually provided.
<b>Pre Receipt</b>	Specific to batch/serial numbered items that are set to permit negative stock levels, allowing the item to be allocated when there is insufficient stock available. A pre receipt is, in effect, a shortfall for the item that is satisfied when more stock is recorded into Sage 200.
<b>Price Band</b>	A way of offering different sales prices on items to different groups of customers. You define the price bands and then specify which customers belong to each band.
<b>Price Book</b>	A part of the Sage 200 Sales Order Processing module which allows extensive flexibility and control over prices and discounts.

<b>Primary Location</b>	Primary location point where a stock item is stored. The warehouse is the default primary location provided with Sage 200 when using multiple locations.
<b>Product Group</b>	A group of stock items of similar type and processing requirement.
<b>Profit</b>	The excess of revenues over outlays and expenses in a business.
<b>Profit and Loss on Exchange</b>	See Currency Adjustments.
<b>Profit and Loss Financial Statement</b>	A report that categorises the income and expenditure of a business over an accounting period. The profit (or loss) of a business is its income less its expenditure; profit is analysed, along with gross profit (sales less the cost of those sales) and net profit (all income less all expenditure, before and after tax has been deducted).
<b>Pro Forma Invoice</b>	A request for payment before a service has been carried out. Most commonly used for new customers or those who are potential bad debtors.
<b>Provision for Bad Debt</b>	An amount put by for those debts which may not be paid. It appears as an expense on the Profit and Loss financial statement and is deducted from the debtors control account.
<b>Purchase Credit Notes</b>	These are issued by suppliers in order to cancel purchase invoices either in full or in part. They are normally issued when goods or services are faulty or when the purchase invoice was incorrect.
<b>Purchase Discounts</b>	Purchase discounts may be given for a variety of reasons: buying in bulk, spending large amounts, being a preferred customer or settlement discount.
<b>Purchase Invoices</b>	These are issued by suppliers as a request for payment in respect of the supply of goods or services.
<b>Purchase Ledger</b>	The Purchase Ledger keeps track of all invoices, credit notes and discounts sent to you by suppliers. It can be quickly referred to if you want to find the current status of any of the

supplier accounts. The total balance outstanding should equal the balance of the creditors control account in the Nominal Ledger.

### **Purchase Order Processing**

The administrative functions based around processing purchase orders. Purchase orders are documents that state the quantity, description and price of goods and services ordered, agreed terms of payment, discounts, delivery and all other agreements pertinent to the purchase and its supply. The Sage 200 Purchase Order Processing module is where you can manage and track your purchase orders.

### **Purchase Payments**

Payments made to suppliers in respect of invoices for the goods and/or services supplied.

## **Q**

### **Quick Ratio**

The liquid or quick ratio is current assets less stock to current liabilities.

### **Quotation**

A statement of the current market price of a security or commodity.

## **R**

### **Rapid Order Entry**

A fast track method of order entry in Sage 200 Sales Order Processing system. Orders are quickly keyed into the system using default prices and discounts for the customer, which you can change if you have the appropriate user permissions to allow you to do this.

### **Ratio Analysis**

Technique for analysis of the business by comparing selected figures from the accounts.

### **Reconciliation**

The process of agreeing accounting entries from one source, with entries from another source. The most usual reconciliation is a bank reconciliation, which matches

transactions posted against a bank account with the statement received from the bank.

**Recurring Journals**

Journals set up once in the Nominal Ledger, which run automatically each financial period thereafter, according to the financial period specifications which have been set for the journal.

**Report Category**

For final accounts production, this is used in conjunction with the category. A single character code determines whether the account is a profit and loss item (P) or a balance sheet item (B).

**Reserves**

Movements in the value of a business not made up directly from cash injections and withdrawals. Principally, they reflect the net profit or loss of a business, together with any unrealised changes in the value of its assets.

**Retention**

An amount of money retained by a customer for a specified period of time after a service has been provided, to ensure that if anything should subsequently go wrong then it will be rectified.

**Retrospective Aged Creditors/  
Debtors Reports**

The Retrospective Aged Creditors and Debtors reports show outstanding balances on each account, aged over the periods specified, compared with a specific ageing date.

**Returns**

Goods returned to the business by a customer, or by the business to a supplier.

**Revaluation**

A calculation to find the current base currency value of a transaction carried out in a different currency. This calculation produces different results at different times because of fluctuating exchange rates.

**Reverse Transaction**

A method of removing a transaction to correct an error, for example.

## S

<b>Sale or Return</b>	Goods supplied on the understanding that if not sold on (by the customer/retailer) they may be returned without charge. Such transactions are best not recorded in the accounts, until the actual sales figures are known.
<b>Sales Credit Notes</b>	These are issued to customers in order to cancel sales invoices either in full or in part. They are normally issued when goods or services are faulty or when the sales invoice was incorrect.
<b>Sales Discounts</b>	Sales discounts may be allowed for a variety of reasons; for example, buying in bulk, spending large amounts, being a preferred customer or settlement discount.
<b>Sales Ledger</b>	The Sales Ledger keeps track of all invoices, credit notes and discounts sent to customers and all receipts received from customers. It can be quickly referred to if you want to find the status of any of the customer accounts. The total balance outstanding should equal the balance of the debtors control account in the Nominal Ledger.
<b>Sales Order Invoice</b>	VAT invoice sent to the customer, usually after goods have been dispatched. It lists the items received, including quantity, prices and any discounts.
<b>Sales Order Item</b>	A simple type of stock item, created and maintained in the Sales Order Processing module. There is no concept of stock quantity or stock level control associated with these items, and it is not possible to allocate these items.
<b>Sales Order Processing</b>	<p>The administrative functions based around processing sales orders. Sales orders are documents that state the quantity, description and price of goods and services ordered, agreed terms of payment, discounts, delivery and all other agreements pertinent to the sale and its supply.</p> <p>The Sage 200 Sales Order Processing module is where you can manage and track your sales orders.</p>
<b>Sales Receipts</b>	These are made when invoices are paid off by the recipient of the goods or services.

<b>Secondary Location</b>	Secondary location point where a stock item is stored. The bin is the default secondary location provided with Sage 200 when using multiple locations.
<b>Serial Numbered Item</b>	A standard stock item assigned serial numbers enabling single stock items to be traced from purchase through to sales.
<b>Settings</b>	Settings that control the way your Sage 200 modules operate.
<b>Shortfall</b>	An item's stock level that falls below zero. This can occur when the item permits negative stock levels, allowing the item to be deployed when there is insufficient stock available.
<b>SOP</b>	See Sales Order Processing.
<b>Source Modules</b>	The Sales Ledger, Purchase Ledger, Cash Book and Stock modules are all referred to as source modules because they are a source for the transactions accepted by the Nominal Ledger.
<b>Standard Item</b>	Stock, miscellaneous, or labour or service item, used to specify goods or services required on an order.
<b>Stock</b>	<p>The total goods or raw materials held by a business for the purpose of resale. Stock is valued in the balance sheet at the lower of cost or net realisable value.</p> <p>The Sage 200 Stock Control module is where you record stock details and track stock levels.</p>
<b>Stock Unit</b>	The unit of measure used to count the quantity of an item in stock.
<b>Subcontractor</b>	An individual who works on a job but is not employed directly by the company. There are two types of subcontractor: those who hold a certificate entitling them to handle their own income tax, and those who do not. Those with a certificate would not be set up on the company's payroll but would invoice the company direct and normally appear as a supplier in the Purchase Ledger. Those without a

certificate would have their income tax deducted at source via the company's PAYE scheme. In both cases the cost of employing a subcontractor is charged directly to the job.

**Supplementary Statistical Declarations**

See Intrastat.

**Surcharge**

The opposite of discount, resulting in an increase in order value.

**Suspense Account**

The nominal account automatically updated when an invalid account is specified for a transaction. It is also used when you are unsure what to do with a value. The suspense account can be used as a holding account until you decide what to do with the value. The balance on the suspense account should ultimately be zero.

**T**

**Tax**

Tax, normally referred to as Value Added Tax in the UK or Irish VAT in the Republic of Ireland, may be applied to sales and purchase transactions in certain circumstances. These circumstances are described in the *Sage 200 Accounting System Manager User Guide*.

**Time and Materials**

The cost of the job is the value of materials and labour attributed to the job.

**Traceable Item**

A batch/serial numbered item enabling stock items to be traced from purchase through to sales.

**Trade Counter Entry**

Simple order entry in Sage 200 Sales Order Processing system. This is associated with over the counter sales. The customer picks the goods, pays immediately and you then ship the product.

**Trade-ins**

An asset part-exchanged for another asset. This involves a sale and a purchase. The asset being sold has a net book value at the time of sale. If the selling price is more or less than this value, a profit or loss on sale is accounted for in the Profit and Loss financial statement.

The selling price of the asset being disposed of is offset against the asset being acquired, the difference being paid to the supplier of the new asset.

**Trading Account**

Compares sales, stock used, and direct expenses to find the profit or loss made by simply buying and selling.

**Transaction**

A record of an exchange between one party and another, normally between your company and another company, usually a customer or a supplier.

**Transaction Analysis Codes**

Codes used to group items for reporting analysis.

**Transaction e-Mail**

A mechanism for sending and receiving order documentation using e-mail to support the order process in Sales Order Processing and Purchase Order Processing.

**Trial Balance**

A list of all the nominal accounts at a given time, together with their net balances, shown as either a debit or a credit balance. The double entry book-keeping system, if completed correctly, requires that the total of all debits equals the total of all credits. The balances should always be equal.

**Triangulation**

If you are using a foreign bank account but the payment or receipt currency is different to both the bank currency and your base currency, triangulation has to take place, via your base currency, to determine the exchange rate to be used for the transaction. The rate from each currency to the base currency is amalgamated to produce an overall conversion rate that is then used to convert the transaction amount.

When a transaction involves a transitional euro currency (a currency that has agreed to move to the euro but has, for example, three years grace to phase out the country's own currency) the conversion must always be via the euro. The rate from each currency to the euro will be amalgamated to produce an overall conversion rate that is then used to convert the transaction amount.

**Turnover**

(1.) The total sales figures for a company for a set period.

(2.) The rate at which stock is sold and replaced.

## U

### **Unique Reference Number (URN)**

The unique reference number assigned to a complete transaction to assist in tracing the progress of the transaction through Sage 200. This number is 12 digits long and comprises of: 3 digits for the user number, 2 digits for the source module in which the transaction was created, and a 7 digit sequential reference number.

### **Unit of Measure**

The quantity in which a stock item is measured for purchase, sale or storage.

### **Unit Price**

The price paid per unit of item purchased, or charged per unit of item sold.

### **Unpresented Cheques**

Cheques paid out, which are passing through the bank clearing system, but have not yet been presented to the bank where the account is maintained.

### **Unquoted Investments**

Investments not dealt in on a recognised stock exchange.

## V

### **Valuation**

Formal assessment of worth, for example, valuation of property.

### **VAT**

Value Added Tax is applied to sales and purchase transactions in certain circumstances. These circumstances are described in the *Sage 200 Accounting System Manager User Guide*.

### **VAT Invoice**

An invoice issued by a supplier registered for VAT showing the supplier's VAT registration number, the date of issue and the tax point.

### **VAT Outputs and Inputs**

The HM Revenue and Customs department requires all businesses registered for VAT to account to them for all amounts of VAT charged on invoices (outputs) net of amounts incurred on purchase invoices (inputs).

### **VAT Receipt**

A receipt showing the amount of VAT as a separate item, together with the issuer's VAT registration number.

<b>VAT Registration Number</b>	All businesses registered for VAT are given a registration number. This number must be printed on all invoices.
<b>VAT Return</b>	The form on which input and output VAT is declared to HM Revenue and Customs or your local tax authority.
<b>VAT Tax Point</b>	The date on which VAT eligible sales are completed.
<b>W</b>	
<b>Waiting Postings</b>	Transactions that have not yet been posted to the Nominal Ledger. These can be updated using the Nominal Ledger 'Update Waiting Postings' routine.
<b>Warehouse</b>	Primary location point where a stock item is stored. The warehouse is the default primary location provided with Sage 200 when using multiple locations.
<b>Working Capital</b>	The excess of current assets less current liabilities.
<b>Write Off</b>	<i>(1.) To cancel a bad debt or obsolete asset from accounts. (2.) To consider a transaction as a loss or set off (a loss) against revenues. (3.) To depreciate an asset by periodic charges. (4.) To charge a specified amount against gross profits as depreciation of an asset.</i>
<b>X</b>	
<b>XML</b>	Extensible Markup Language file format. Sage 200 can import and export data in the XML file format.
<b>Y</b>	
<b>Yield</b>	The annual income provided by an investment.
<b>Z</b>	
<b>Zero Rated</b>	Denoting goods on which the buyer pays no VAT (tax) although the seller can claim back any VAT (tax) paid.





## Appendix: Import Information

The following builds on the import activities that can be used to move information into the Stock Control module.

### **In this appendix:**

Import stock item records

Import opening balances

Import batch/serial number opening balances

Import product groups

## Import Overview

The following information details the specific database identifiers required to import information into the Stock Control module, as well as the file formats compatible with the import process.

There are different import routines available to import stock information. For information about how each import routine deals with specific import data see the relevant activities (*Import stock items on page 133* and *Import opening balances on page 168*).

### Import file format

You must prepare the import file in ASCII format. You can use:

- Comma Separated Value (CSV), using a text editor.

If you use CSV format to import information, you must include a file header defining the fields (identifiers) you intend to import. Then each new record must start on a new line and each value must be separated from the next by a comma.

You can build your own file using the identifiers defined below to prepare the import file.

- Extensible Markup Language (XML) using an XML editor.

If you use XML format to import information, each value must be separated from the next using tags <FIELD NAME> to define and start the identifier and </FIELD> to define and close the identifier, with the import entry defined between. For example:

```
<FIELD NAME="STOCK ITEM CODE">1</FIELD>.
```

**Note:** You can amend the import layout using Sage Report Designer. For more information, see the Sage Report Designer tool. You can also amend the layout using any text-based editor.

## Import file identifiers - stock items

The import file is split into the file header, which is one line, and record lines of which there may be one or many.

### File header

One header line is required. You would enter the following header line in the file:

"**Stock item code**", "**Stock item name**", "**Product group**", "**Tax code**", "Stock item description", "Manufacturer's name", "Manufacturer's part number", "Commodity code", "Net mass", "Stock take days", "Asset of stock - account number", "Asset of stock - cost centre", "Asset of stock - department", "Revenue - account number", "Revenue - cost centre", "Revenue - department", "Accrued receipts - account number", "Accrued receipts - cost centre", "Accrued receipts - department", "Issues - account number", "Issues - cost centre", "Issues - department", "Supplier", "Supplier lead time", "Supplier lead time unit", "Supplier minimum quantity", "Supplier order quantity", "Supplier part number", "Alternative Item", "Alternative item name".

You can import as many items as you want, although not all columns require an entry. The first four columns are compulsory.

### Record lines

You can have any number of record lines, depending on the number of items you want to create.

The following illustrates the file layout required to create stock item records.

Stock item code	Stock item name	Product group	Tax code
ACS\BLENDER+	Professional blender 10 speed	ACCS	1
ACS\TOASTER(BASIC)	Polished steel 2 slice toaster	ACCS	1

You would enter:

"Stock item code", "Stock item name", "Product group", "Tax code".....  
 "ACS\BLENDER+", "Professional blender 10 speed", "ACCS", "1".....  
 "ACS\TOASTER(BASIC)", "Polished steel 2 slice toaster", "ACCS", "1".....

**Note:** Due to the size of the record line the illustration only shows the first four columns.

## Identifiers summary

In summary, you can use the following identifiers for the header line and the record lines in the import file.

### Notes:

1. The header line identifiers must be exactly as shown in the previous example ('Stock item code', 'Stock item name', 'Product group', 'Tax code', 'Stock item description' and so on, in the system).
2. The record line identifiers are whatever you have defined for the stock item code, stock item name, product group, tax code and so on, in the system.
3. All text identifiers must be enclosed in quotation marks.

Identifier	Format	Description and Comments	Required?
<b>Stock item code</b>	<b>Text 30 chars</b>	<b>The stock item code.</b>	<b>Mandatory</b>
<b>Stock item name</b>	<b>Text 60 chars</b>	<b>The stock item name.</b>	<b>Mandatory</b>
<b>Product group</b>	<b>Text 20 chars</b>	<b>The product group linked to the stock item.</b>	<b>Mandatory</b>
<b>Tax code</b>	<b>Number 2.0</b>	<b>The default VAT (tax) code for the stock item.</b>	<b>Mandatory</b>
Stock item description	Text 255 chars	The extended description for the stock item.	Optional
Manufacturer's name	Text 40 chars	The manufacturer's name.	Optional
Manufacturer's part number	Text 40 chars	The part number assigned by the manufacturer.	Optional
Commodity code	Text 8 chars	The HM Revenue and Customs/Irish Revenue Commissioners code required for Intrastat reporting.	Optional
Net mass	Number 10.4	Required for Intrastat reporting.	Optional

<b>Identifier</b>	<b>Format</b>	<b>Description and Comments</b>	<b>Required?</b>
Stock take days	Number 4	Indicates how often a stock count is required for the item. The value is inherited from the product group but can be overridden at stock item level.	Optional
Asset of stock - account number	Text 8 chars	Default nominal code for postings to the asset of stock account.	Optional
Asset of stock - cost centre	Text 3 chars	Default cost centre for nominal postings to the asset of stock account.	Optional
Asset of stock - department	Text 3 chars	Default department for nominal postings to the asset of stock account.	Optional
Revenue - account number	Text 8 chars	Default nominal code for postings to the revenue account.	Optional
Revenue - cost centre	Text 3 chars	Default cost centre for nominal postings to the revenue account.	Optional
Revenue - department	Text 3 chars	Default department for nominal postings to the revenue account.	Optional
Accrued receipts - account number	Text 8 chars	Default nominal code for postings to the accrued receipts account.	Optional
Accrued receipts - cost centre	Text 3 chars	Default cost centre for nominal postings to the accrued receipts account.	Optional
Accrued receipts - department	Text 3 chars	Default department for nominal postings to the accrued receipts account.	Optional
Issues - account number	Text 8 chars	Default nominal code for postings to the issues account.	Optional
Issues - cost centre	Text 3 chars	Default cost centre for nominal postings to the issues account.	Optional

<b>Identifier</b>	<b>Format</b>	<b>Description and Comments</b>	<b>Required?</b>
Issues - department	Text 3 chars	Default department for nominal postings to the issues account.	Optional
Supplier	Text 8 chars	Supplier's code.	Optional
Supplier lead time	Number 3	The period between placing an order for stock and its delivery.	Optional
Supplier lead time unit	Text either Day(s), Week(s), Month(s) or Year(s)	The period duration in days, weeks, months or years.	Optional
Supplier minimum quantity	Number 7.5	The smallest amount required when placing an order with the supplier.	Optional
<b>Supplier order quantity</b>	<b>Number 7.5</b>	<b>The usual amount supplied. This value should be equal to or greater than the supplier minimum quantity.</b>	<b>Mandatory</b>
Supplier part number	Text 40 chars	The stock code used by the supplier of the item.	Optional
Alternative item	Text 20 chars	The stock item offered as an alternative during order entry.	Optional
Alternative item name	Text 60 chars	The name of the alternative item.	Optional.

## Import file identifiers - opening balances

The import file is split into the file header, which is one line, and record lines of which there may be one or many.

### File header

One header line is required to provide the following layout:

Item	Warehouse	Bin	Quantity	Cost	Narrative	Asset	CC	Dept
------	-----------	-----	----------	------	-----------	-------	----	------

You can import as many items as you want, although not all columns require an entry. The first four columns are compulsory.

You would enter the following header line in the file:

**"Item", "Warehouse", "Bin", "Quantity", "Cost", "Narrative", "Asset", "CC", "Dept".**

### Record lines

You can have any number of record lines, depending on the number of items you want to import opening balances for.

If you wanted to import opening balances for two items it can be achieved using the following file layout:

Item	Warehouse	Bin	Quantity	Cost	Narrative	Asset	CC	Dept
ADDLC011	Leeds	Bin 2	10	18.25	Opening Balance	30012	OPN	STO
SOCDBL04	Leeds Main	1st Floor	20					

you would enter:

"Item", "Warehouse", "Bin", "Quantity", "Cost", "Narrative", "Asset", "CC", "Dept"  
 "ADDLC011", "Leeds", "Bin2", "10", "18.25", "Opening Balance", "30012", "OPN",  
 "STO"  
 "SOCDBL04", "Leeds Main", "1st Floor", "20" ,,,,

## Identifiers summary

In summary, you can use the following identifiers for the header line and the record lines in the import file.

### Notes:

1. The header line identifiers must be exactly as shown in the example above ('Item', 'Warehouse', 'Bin', 'Quantity', 'Cost', 'Narrative', 'Asset', 'CC', 'Dept').
2. The record line identifiers are whatever you have defined for the stock item code, 'warehouse name', 'bin', and so on, in the system.
3. All text identifiers must be enclosed in quotation marks.

Identifier	Format	Description and Comments	Required?
<b>Item</b>	<b>Text 20 chars</b>	<b>The stock item code.</b>	<b>Mandatory</b>
<b>Warehouse</b>	<b>Text 20 chars</b>	<b>The warehouse name.</b>	<b>Mandatory</b>
<b>Bin</b>	<b>Text 20 chars</b>	<b>The bin.</b>	<b>Mandatory</b>
<b>Quantity</b>	<b>Number 12.5</b>	<b>The opening balance.</b>	<b>Mandatory</b>
Cost	Number 18.5	The unit cost of the individual stock unit.	Optional
Narrative	Text 30 chars	The narrative applied to the nominal posting.	Optional
Asset	Text 8 chars	The details of the nominal account to be used for posting	Optional
CC	Text 3 chars	stock level changes.	Optional
Dept	Text 3 chars		Optional

## Import file identifiers - import batch/serial no. opening balances

The import file is split into the file header, which is one line, and record lines of which there may be one or many.

### File header

One header line is required to provide the following layout:

**"Item", "Warehouse", "Bin", "Quantity", "Cost", "Narrative", "Asset", "CC", "Dept", "Type", "Tnumber", "SecondRef", "SellBy", "UseBy"**

You can import as many items as you want, although not all columns require an entry.

### Record lines

You can have any number of record lines, depending on the number of items you want to import opening balances.

If you wanted to import opening balances for two items it can be achieved using the following file layout.

<b>Item</b>	<b>Warehouse</b>	<b>Bin</b>	<b>Quantity</b>	<b>Cost</b>	<b>Narrative</b>	<b>Asset</b>	<b>CC</b>	<b>Dept</b>	<b>Type</b>	<b>Tnumber</b>
A	FAC	One	55	7.55				A	S	BAT01
B	WHS	Two	8	10.50				B	B	SER01

You would enter:

"Item", "Warehouse", "Bin", "Quantity", "Cost", "Narrative", "Asset", "CC", "Dept", "Type"...  
 "A", "FAC", "One", "55", "7.55", " ", " ", " ", "A", "S", "BAT01",.....  
 "B", "WHS", "Two", "8", "10.50", " ", " ", " ", "B", "B", "SER01",.....

**Note:** Due to the size of the record line the illustration only shows the first 11 columns.

## Identifiers summary

In summary, you can use the following identifiers for the header line and the record lines in the import file.

### Notes:

1. The header line identifiers must be exactly as shown in the example ('Item', 'Warehouse', 'Bin', 'Quantity', 'Cost', 'Narrative', 'Asset', 'CC', 'Dept', 'Type', 'Tnumber', 'SecondRef', 'SellBy', 'UseBy').
2. The record line identifiers are whatever you have defined for the stock item code, warehouse name, bin, and so on, in the system.
3. All text identifiers must be enclosed in quotation marks.

Identifier	Format	Description and Comments	Required?
<b>Item</b>	<b>Text 20 chars</b>	<b>The stock item code.</b>	<b>Mandatory</b>
<b>Warehouse</b>	<b>Text 20 chars</b>	<b>The warehouse name.</b>	<b>Mandatory</b>
<b>Bin</b>	<b>Text 20 chars</b>	<b>The bin.</b>	<b>Mandatory</b>
<b>Quantity</b>	<b>Number 12.5</b>	<b>The opening balance. Ignored for items using serial numbers. Import file would accept a quantity of 1 for serial.</b>	<b>Mandatory</b>
<b>Cost</b>	<b>Number 18.5</b>	<b>The unit cost of the individual stock unit.</b>	<b>Mandatory</b>
Narrative	Text 30 chars	The narrative applied to the nominal posting.	Optional
Asset	Text 8 chars	The details of the nominal account to be used for posting stock level changes.	Optional
CC	Text 3 chars	The cost code.	Optional
Dept	Text 3 chars	The department code.	Optional

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<b>Identifier</b>	<b>Format</b>	<b>Description and Comments</b>	<b>Required?</b>
<b>Type</b>	<b>Text 1 char</b>	<b>The item's traceable type. Use 'S' for serial or 'B' for batch.</b>	<b>Mandatory</b>
<b>Tnumber</b>	<b>Text 30 chars</b>	<b>The batch/serial number.</b>	<b>Mandatory</b>
SecondRef	Text 20 chars	Second reference applied to the opening balance.	Optional
SellBy	Date dd/mm/yyyy	The item's sell by date.	Optional
UseBy	Date dd/mm/yyyy	The item's use by date.	Optional

## Import file identifiers - product groups

The import file is split into the file header, which is one line, and record lines of which there may be one or many.

### File header

One header line is required to provide the following layout:

Code	Description	Type	UseTraceability	UseDescriptionOnDocs	CostingMethod
------	-------------	------	-----------------	----------------------	---------------

You can import as many items as you want, although not all columns require an entry. The first three columns are compulsory.

You would enter the following header line in the file:

"Code", "Description", "Type", "UseTraceability", "UseDescriptionOnDocs",  
"CostingMethod".

### Record lines

You can have any number of record lines, depending on the number of items you want to import opening balances for.

If you wanted to import opening balances for two items it can be achieved using the following file layout.

**Note:** Due to the size of the record line the illustration only shows the first 6 columns.

Code	Description	Type	UseTraceability	UseDescription OnDocs	CostingMethod
Glass	Glass panes	Stock	Yes	No	FIFO
Frame	Window frame	Stock	No	No	Actual

you would enter:

"Code", "Description", "Type", "UseTraceability", "UseDescriptionOnDocs",  
"CostingMethod"  
"Glass", "Glass panes", "Stock", "Yes", "No", "FIFOg Balance", "30012", "OPN", "STO"  
"Frame", "Window frame", "Stock", "No", "No", "Actual",,,,,,

## Identifiers summary

In summary, you can use the following identifiers for the header line and the record lines in the import file.

### Notes:

1. The header line identifiers must be exactly as shown in the example.
2. The record line identifiers are whatever you have defined for the product group code, description, type and so on, in the system.
3. All text identifiers must be enclosed in quotation marks.

Identifier	Format	Description and Comments	Required?
<b>Code</b>	<b>Text 20 chars</b>	<b>Product group code</b>	<b>Mandatory</b>
<b>Description</b>	<b>Text 50 chars</b>	<b>Product group description</b>	<b>Mandatory</b>
<b>Type</b>	<b>Text 20 chars</b>	<b>Product group type. Can be one of: Stock Miscellaneous Service/Labour</b>	<b>Mandatory</b>
UseTraceability	Text 3 chars	Product group uses traceability flag: Yes or No	Optional
UseDescriptionOnDocs	Text 3 chars	Use stock item description on orders and invoices flag: Yes or No	Optional
CostingMethod	Text 10 chars	The costing method used by the product group. Must be one of: Standard, FIFO, Average or Actual	Optional

<b>Identifier</b>	<b>Format</b>	<b>Description and Comments</b>	<b>Required?</b>
StocktakeCyclePeriod	Number 5 chars	The number of days between each stock take, for example, 30 or 90	Optional (only required when the type is 'Stock'). If not specified, it defaults to No
KeepMovementHistory	Text 3 chars	Flag to indicate whether the movement history is to be recorded for the product group. Flag = Yes or No.	Optional
AllowNegativeStock	Text 3 chars	Flag to indicate whether negative stock is to be allowed in the product group. Flag = Yes or No.	Mandatory if the costing type is FIFO, Actual or Standard
TraceabilityType	Text 10 chars	Flag to indicate whether the product group uses batch or serial numbers. Flag = Batch or Serial.	Mandatory if UseTraceability = Yes
SalesFromSingleBatch	Text 3 chars	Flag to indicate whether sales can be made from a single batch in the product group. Flag = Yes or No.	Mandatory if TraceabilityType = Batch
AllowDuplicateNumbers	Number 2.0 chars	Flag to indicate if duplicate numbers are allowed for traceable items. Flag = Yes or No.	Optional
UsesAlternativeRef	Text 3 chars	Flag to indicate if alternative references are used for traceable items. Flag = Yes or No.	Optional
UsesSellByDate	Text 3 chars	Flag to indicate if the sell-by dates are used for traceable items. Flag = Yes or No.	Optional
UsesUseByDate	Text 3 chars	Flag to indicate if the use-by dates are used for traceable items. Flag = Yes or No.	Optional

<b>Identifier</b>	<b>Format</b>	<b>Description and Comments</b>	<b>Required?</b>
UseLandedCosts	Text 3 chars	Flag to indicate whether landed costs are used in this product group. Flag = Yes or No.	Optional
LandedCostsType	Text 3 chars	The landed costs calculation type. Must be one of: None, Percent or Value.	Mandatory if UseLandedCosts = Yes
LandedCostsValue	Number 9.2 chars	The value of the landed costs for the product group.	Mandatory if UseLandedCosts = Yes
SearchCategoryName\1... SearchCategoryName\x	Text 40 chars	Name of a search category to be used on the product group. Multiple search categories can be enabled. (x is the number of search categories.)	Optional
StockUnit	Text 20 chars	The stock unit used for the product group. This must be a valid stock unit.	Optional. If not specified, 'Each' is used by default.
DefaultStockAccountNumber	Text 8 chars	The default nominal account for stock. The nominal account must already be set up in Sage 200.	Optional
DefaultStockCostCentre	Text 3 chars	The default cost centre for stock. The cost centre must already be set up in Sage 200.	Optional
DefaultStockDepartment	Text 3 chars	The default department for stock. The department must already be set up in Sage 200.	Optional
DefaultRevenueAccountNumber	Text 3 chars	The default nominal account number for revenue. The revenue nominal account must already be set up in Sage 200.	Optional
DefaultRevenueCostCentre	Text	The default cost centre for revenue. The cost centre must already be set up in Sage 200.	Optional

<b>Identifier</b>	<b>Format</b>	<b>Description and Comments</b>	<b>Required?</b>
DefaultRevenueDepartment	Text 3 chars	Default department for revenue. The department must be set in Sage 200.	Optional
DefaultAccruedReceiptsAccountNumber	Text 8 chars	Default nominal account for accrued receipts. The nominal account must already be set up in Sage 200.	Optional
DefaultAccruedReceiptsCostCentre	Text 3 chars	The default cost centre for accrued receipts. The cost centre must already be set up in Sage 200.	Optional
DefaultAccruedReceiptsDepartment	Text 3 chars	The default department for accrued receipts. The department must be set up in Sage 200.	Optional
DefaultIssuesAccountNumber	Text 8 chars	Default nominal account for stock issues. The nominal account must already be set up in Sage 200.	Optional
DefaultIssuesCostCentre	Text 3 chars	The default cost centre for stock issues. The cost centre must already be set up in Sage 200.	Optional
DefaultIssuesDepartment	Text 3 chars	The default department for stock issues. The department must be set up in Sage 200.	Optional
LabelPrinting	Text 12 chars	The setting to indicate if label printing is required. Must be one of the following: None, Item or Batch.	Optional
AttributeName\1	Text 10 chars	The traceable item attribute name.	Optional. Only applicable if Traceability flag is set.

<b>Identifier</b>	<b>Format</b>	<b>Description and Comments</b>	<b>Required?</b>
AttributeInUse\1	Text 3 chars	The traceable item attribute 'in use' flag. Must be Yes or No.	Mandatory if AttributeName is set.
AttributeCompulsory\1	Text 3 chars	The traceable item attribute compulsory indicator. Must be Yes or No.	Mandatory if AttributeName is set.
AttributeDefaultValue\1	Text 60 chars	The default value for the traceable item attribute.	Optional
AttributeName\2	Text 10 chars	The traceable item attribute name.	Optional. Only applicable if the Traceability flag is set.
AttributeInUse\2	Text 3 chars	The traceable item attribute 'in use' flag. Must be Yes or No.	Mandatory if AttributeName is set.
AttributeCompulsory\2	Text 3 chars	The traceable item attribute compulsory indicator. Must be Yes or No.	Mandatory if AttributeName is set.
AttributeDefaultValue\2	Text 60 chars	The default value for the traceable item attribute.	Optional

**Note:** You can import up to 15 AttributeName, AttributeInUse, AttributeCompulsory and AttributeDefaultValue values.



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