

HOW TO CREATE STOCK RECORDS

The purpose of this document is to provide users with the basic understanding of the *Stock Master* screen and the associated Actions and Views.

The *Stock Master* screen is used to record specific information for:

- Stock for Sale: Quantity-controlled, non-serialised items, usually located in the warehouse or branch
- New Equipment for Sale: Serialised items under preparation for being available for sale. These items are temporarily recorded in the Stock Master during the pre-delivery process
- Parts Issued to Service Jobs - Quantity-controlled, non-serialised items, usually located in the warehouse or branch and issued to service jobs, as required
- Service Charge: Non-quantity controlled items. **For example:** Pick up charges, delivery charges
- Consumables: Non-quantity controlled items. **For example:** Fuel, washers, nails

Every new stock item is entered in the system with zero quantities. These quantities are updated by the following processes:

- Purchase order receipts
- Purchase order returns
- Stock adjustment
- Parts issue
- Stock transfers
- Parts/stock/consumables/new equipment sale and purchase
- Stock take
- Credit notes and returning stock
- Manufacturing

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ADDING STOCK ITEMS

Note: Mandatory and default fields may vary depending on the configuration. Users are required to enter the relevant details accordingly.

1. From the Menu, select **Stock > Stock Master**

This will open the *Stock Master* screen.

2. Click ADD

The following fields will be populated depending on the configuration:

- Type of Item
 - Unit of Measurement
 - Billing Options
 - Date Created
 - Part Type
 - Product Group
 - GST Code
3. Enter the **Item Code** (up to 15 alphanumeric characters in length)
 4. Alternatively, click the # button to generate a unique **Item Code**

The following fields are mandatory:

- Description 1
 - Type of Item
 - Unit of Measurement
 - Part Type
 - Product Group
 - GST Code
5. In the *Pricing Information* panel, enter a **Retail Price** for the stock item
 6. Enter alternative retail prices in the **Sales Price 1**, **Sales Price 2** and **Sales Price 3** fields
 7. Select the relevant **GST Code**, if the default value is not applicable
 8. Click SAVE in the toolbar


Editing Stock Items

1. From the Menu, select **Stock > Stock Master**


This will open the *Stock Master* screen.

2. Enter the relevant **Item Code**
3. Click FILTER

The stock item details will be displayed on the screen.

4. Click EDIT 
5. Make the required changes
6. Click SAVE in the toolbar


Adding Notes

1. From the Menu, select **Stock > Stock Master**
2. Display the relevant stock item
3. Click NOTES  in the toolbar


This will open the *Notes* screen.

4. Click EDIT
5. Enter the required notes
6. Click SAVE in the *Notes* screen
7. Click CLOSE

This will return to the *Stock Master* screen.

The NOTES button icon in the toolbar will now change to white,  indicating that notes are available with the stock item displayed.

Creating Sales Graphs

1. From the Menu, select **Stock > Stock Master**
2. Display the relevant stock record
3. Click GRAPH in the toolbar 

This will open the *Stock Graphs* screen.

4. Select the applicable reporting criterion


Note: Selecting **Floating 12 Months Sales by Product** will activate the **Product** drop down list to allow the user to select the relevant product and view the associated stock sales.

5. Click OK

This will display the stock graph in the *Report Viewer* screen.

The graph can be emailed, faxed or saved to file from this screen.

Deleting Stock Items

1. From the Menu, select **Stock > Stock Master**
2. Display the relevant stock record
3. Click DELETE in the toolbar 

Info: “Are you sure you want to delete this record?”

4. Click YES

The selected stock item will be deleted.

Stock items applied to transactions cannot be deleted. Clicking DELETE for such items will trigger the following message:

Info: “There are Stock Transactions for this Stock Item.”

Stock Item Quantities

The table below shows the effect of various processes on stock quantities:

PROCESS	STOCK INCREASE	STOCK DECREASE
Purchase order receipts	✓	
Purchase order returns		✓
Stock adjustment	✓	✓
Parts/stock issue (Service jobs, Service Mobility device)	✓ (Negative parts issue)	✓
Stock transfer	✓	✓
Sale of parts/stock/consumables (Service jobs, equipment rental, sales quotes, rental mobility)		✓
Sale of new equipment (sales quotes, sales orders)		✓
Stock take	✓	✓
Purchase of new equipment	✓	
Credit note related to returning stock	✓	
Manufacturing	✓	✓

Purchase Orders

A purchase order can be created for Line Type **A** (Assets), Line Type **O** (Other, operational expenses) and Line Type **I** (Inventory/parts).

Please refer to the 'How to Process Purchase Orders' guide for more information.

Selecting a stock item from the **Item Code** field on the *Purchase Orders* screen will populate the following details from the *Stock Master* screen:

- UOM Code
- Description
- Unit Cost excl. GST (provided a preferred item supplier has been configured)

Parts Issues to Service Jobs

When adding part(s) to a service job, the stock quantities will be updated on the *Stock Master* screen, internal costs will be recorded against the equipment and invoice detail lines will be added to the service job (if external i.e. for customer-owned equipment).

Parts may also be issued by the technician from the Service Mobility device. These parts will be issued directly to the service job.

Please refer to the 'How to Process Service Jobs' guide for more information.

Selecting a stock item from the **Part** field on the *Job Parts Issues* screen will populate the following details from the *Stock Master* screen:

- Type
- Part Description

Selecting **Actions > Post for Date** from the *Job Parts Issue* screen will lead the part(s) to appear under the *Actual (F2)* tab in the *Job Details* panel on the *Service Jobs* screen.

The following stock details under the *Actual (F2)* tab are derived from the *Stock Master* screen:

- Type
- Part No.
- Description
- Buy Price
- Retail

- Warranty to Date

The Markup is calculated by $100 * (\text{Retail} - \text{Buy Price}) / \text{Buy Price}$

Sales Orders

The Sales Orders module in Baseplan Enterprise is used for quoting and selling stock items. The *Sales Orders* screen is used for processing serialised and non-serialised equipment items.

Please refer to the 'How to Process Sales Orders' guide for more information.

When creating a sales order, selecting a stock item from the **Item** field on the *Sales Orders* screen will populate the following details from the *Stock Master* screen:

- Unit
- Price (depending on the customer sales group selected and the stock price entered)
- GST Code

Note: After an invoice is generated for a sales order, if the order has not been fulfilled, then the sales order **Status** will be updated to 'BACKORDER'.

For example: The quantity ordered is '12' and quantity available in the warehouse is '10'.

The outstanding item quantities can be fulfilled by:


- Creating purchase orders from the *Sales Orders* screen (**Actions > Create PO**)
- Changing the **Warehouse** in the *Sales Order Information* panel
- Splitting the sales order (Serialised stock items; **Actions > Split Sales Order**)
- Splitting the sales order detail line (Non-serialised stock items; **Actions > Split Line**)
- Stock transfers between warehouses

STOCK LOCATIONS

Adding Stock Locations

1. From the Menu, select **Stock > Stock Master**
2. Display the relevant stock item
3. Click EDIT
4. Click on the *Entry/Edit Details (Alt E)* tab
5. Select the **Warehouse** for the stock item from the drop down list.

Note: **Warehouse** is a mandatory field.

6. Enter additional location details, if required
7. Click SAVE to save the location detail line 
8. Click SAVE in the toolbar

Adding Notes to Stock Locations


1. From the Menu, select **Stock > Stock Master**
2. Display the relevant stock item
3. Click EDIT
4. In the *Location Details* panel, double click on the detail line where the notes are to be entered

5. Click on the NOTES button 

This will open the *Notes* screen.

6. Enter the required notes
7. Click SAVE in the *Notes* screen

This will return to the *Stock Master* screen.

The note pad on the NOTES button in the toolbar will now change to white, indicating that notes are available with the stock item displayed. 

8. Click SAVE on the detail line
9. Click SAVE in the toolbar

STOCK VIEWS

The following **Views** are available from the *Stock Master* screen:

- Allocated Stock
- Allocated Stock List
- History
- Periods
- Preferred Item Suppliers
- Purchase Order
- Replacement Parts
- Summary

Allocated Stock

1. From the Menu, select **Stock > Stock Master**
2. Display the relevant stock item
3. Select **Views > Allocated Stock**

The *Allocated Stock* screen displays all the details of the stock items allocated to service jobs (by parts issue), sales orders and transfers.

Stock items can be filtered by **Item Code** and **Warehouse**.

A complete report of the allocated stock can be printed, emailed or faxed by selecting **Views > Allocated Stock List** from the *Stock Master* screen.

History

Selecting **Views > History** from the current stock item record on the *Stock Master* screen, displays the complete history of every relevant stock transaction. Records can be filtered by **Warehouse**.

The Stock History can also be printed or exported to Excel from this screen.

Periods

Selecting **Views > Periods** from the current stock item record on the *Stock Master* screen displays the complete summary of stock transactions by the General Ledger period.

The *Stock Period* screen displays the quantity received and sold, stock adjusted, price value of the amount received and sold, value of the stock adjusted and cost of sales value of the stock item for the General Ledger period. This information can also be printed or exported to Excel from the *Stock Period* screen.

Note: This period is automatically updated when the End of Month (EOM) process is run successfully.

Preferred Item Suppliers

Every stock item can be configured with one or more preferred item suppliers.

1. From the Menu, select **Stock > Stock Master**
2. Display the relevant stock item
3. Select **Actions > Preferred Item Suppliers**
4. Click ADD

The **Item Code** and **Description** will be populated from the *Stock Master* screen.

5. Select the supplier from the **Supplier Code** or **Supplier Name** drop down list
6. Enter the **Supplier Item Code**, if required

Note: The **Supplier Item Code** will default on the purchase order detail line when the relevant stock item and supplier combination has been entered.

7. Enter the price of the stock item in the **Purchase Price 1** field
8. If the supplier has an alternative, quantity purchase price, enter it in the **Purchase Price 2** field

The latest purchase price, if known, can be entered in the **Last Purchase Price** field. Any confirmed purchase order for the supplier will update this field with the **Unit Cost excl. GST**.

9. In case of an overseas supplier, enter the price in terms of the relevant currency in the **Foreign Currency Price** field

10. Enter the **Uplift Factor**, if required

The uplift factor is a percentage of the cost added to the purchase price when receiving the item. The purpose of an uplift factor is to allow the business to use an item immediately without waiting for the actual costs to be known. This means that the receipted cost of an item contains a provision for all expenses and the actual costs are no longer relevant. Often businesses over inflate the uplift percentage to ensure that all costs are covered in the receipted cost of the item.

11. Enter the **Lead Time (Days)**, if required.

The lead time indicates the number of days between the creation and receipt of the purchase order. This is mainly used when planning stock levels in the reorder process.

12. Enter a **Discount%**, if applicable.

13. Click SAVE.

For example:

'Sam's Parts Supplies' is configured as a preferred supplier for the stock item 'Battery'. A purchase price of \$150.00 is entered and the **Supplier Item Code** is 'SamBatt'.

When a purchase order is created for the stock item 'Battery' from the supplier 'Sam's Parts Supplies', the following details populate from the *Preferred Item Suppliers* screen:

- **Supp Item** (Supplier Item)
- **Unit Cost excl GST** – This will be the amount entered in the **Purchase Price 1** field on the *Preferred Item Suppliers* screen

Purchase Order

Selecting **Views > Purchase Order** from the relevant stock item displays the outstanding purchase orders related to the item.

Purchase orders can be confirmed and reopened, depending on the user's security settings.

Replacement Parts

1. From the Menu, select **Stock > Stock Master**
2. Display the relevant stock item
3. Select **Views > Replacement Parts**
4. Click EDIT
5. Click the *Entry/Edit Details (Alt E)* tab
6. Select the **Alternative Part** from the drop down list
7. Select the **Replacement Type**

For example: The part could be a replacement, an alternate or a superseded part for the stock item. These types are configured from the *Replacement Types* screen.

Note: Selecting 'Superseded' as the **Replacement Type** will activate the *Change Item* and *Details to Copy* grids. The user can select if the superseded item must be changed on sales orders, purchase orders and/or service kits. Details from the superseded item such as, supplier information, notes, manual reorder and bin locations can be copied to the alternative item.

8. Enter the **% of History to be used for Alternative Part**, if required
9. Click SAVE
10. Click CLOSE

This will return to the *Stock Master* screen. The **Has alternative Parts** checkbox on the *Item Details* panel will be checked.

Summary

Selecting **Views > Summary** from the relevant stock item record will open the *Movement Summary* screen. This is an information-only screen that displays the quantity and value of the sales, purchases and adjustments for a stock item during the current General Ledger period, by Month to Date, Year to Date, Last Year to Date and All (a total of all the transactions for life to date of the stock item).

STOCK MAIN ENQUIRY

The *Stock Main Enquiry* screen provides one-stop-access to the key stock-related processes listed below:

- Stock Master functions
- Sales orders and customer invoices
- Lost sales
- Purchase orders
- Stock transfers

1. From the Menu, select **Stock > Stock Main Enquiry**
2. Select the item to be queried from the **Item Code** drop down list
3. Alternatively, click the SEARCH button to select the relevant item from the *Advanced Stock Item Search* screen
4. Click FILTER

This will display the stock location details in the *Main Enquiry Details* panel.

Replacement parts for the stock item, if available, will be displayed under the *Alternative/Replacement Parts* tab in the *Main Enquiry Details* panel.

Stock Main Enquiry Actions

Customer Invoices

1. From the Menu, select **Stock > Stock Main Enquiry**
2. Display the relevant stock item
3. In the *Stock Operations* panel, select the required customer from the **Customer Code** or **Customer Name** drop down list

The **Total Balance** field will reflect the total outstanding balance of the customer, along with an account status. The status will be 'CREDIT OK' if there are no overdue invoices or exceeded credit limits. Otherwise, 'NOT OK' will be displayed.

4. Select the customer **Site**
5. Select the **Warehouse** associated with the invoice that needs to be viewed
6. Enter the **Qty** of the stock item to be queried, if known

7. Select **Actions > Customer Invoice**

The relevant invoice will be displayed in the *Customer Invoices/Credit Notes* screen.

If there are no invoices available for the details entered, selecting **Customer Invoice** from the **Actions** Menu will allow the user to create a new invoice from the *Customer Invoices/Credit Notes* screen.

Lost Sales

1. From the Menu, select **Stock > Stock Main Enquiry**
2. Display the relevant stock item
3. Display the relevant customer, if required
4. Select **Actions > Lost Sales**

This will display any lost sales, as per the criteria entered. If there are no lost sales associated, the user will be allowed to enter a new record from the *Lost Sales* screen.

Purchase Orders

1. From the Menu, select **Stock > Stock Main Enquiry**
2. Display the relevant stock item
3. Select **Actions > Purchase Order** if a new purchase order needs to be created for the stock item selected

Existing purchase orders can be queried by entering the relevant details in the *Stock Operations* panel such as, the **Customer Code** or **Customer Name**, **Site**, **Warehouse** (where the purchase order was created), **Qty** and then selecting **Actions > Purchase Order**. This will display the PO in the *Purchase Orders* screen.

Sales Orders

1. From the Menu, select **Stock > Stock Main Enquiry**
2. Display the relevant stock item
3. Select **Actions > Sales Order** if a new sales order needs to be created for the stock item selected

Existing sales orders can be queried by entering the relevant details in the *Stock Operations* panel such as the **Customer Code** or **Customer Name**, **Site**, **Warehouse** (where the purchase order was created), **Qty** and then selecting **Actions > Purchase Order**. This will display the Sales Order in the *Sales Orders* screen.

Stock Main Enquiry Views

VIEW	DESCRIPTION
Stock	Displays the Stock Master record for the current item
Supplier	Displays the preferred item supplier for the current stock item

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