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Opera 3 Traceability

Accreditation
Training Courseware

Pegasus Software Ltd
Accreditation Training Courseware

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Contents

INTRODUCTION ..... **III**

ABOUT OPERA 3 III
ABOUT THIS GUIDE III
INTRODUCING THE MODULE III
FEEDBACK IV
KEY IV
TRAINING LITERATURE RELEASES IV

MODULE MENU STRUCTURE ..... **V**

GLOSSARY (OF MENU STRUCTURE) ..... **VII**

THE MODULE **1**

INTRODUCTION 1
Serial numbered: *2*
Batch numbered: *2*
What Effect Does Traceability Have in the System? *2*
Integration Chart (Stock & BOM) *3*

1 SET-UP **4**

1.1 RECOMMENDED ORDER OF SET-UP 4
1.2 ACTIVATING TRACEABILITY 5
1.3 SET OPTIONS (UNDER STOCK) 5
1.4 CHANGES IN THE STOCK MODULE 8
1.4.1 Stock Profiles *8*
1.4.2 Stock Processing *10*

2 MAINTENANCE **12**

3 PROCESSING **13**

3.1 STOCK ITEM CREATION (IN MORE DETAIL) 13
3.1.1 Prerequisites *13*
3.1.2 Model Stock Items and Defaults *14*
3.1.3 Important Stock Record elements *14*
3.1.4 To Define Stock records *15*
3.1.4.1 General Form 16
3.1.4.2 Options 18
3.1.4.3 Price/Discounts 20
3.1.4.4 Suppliers 21
3.1.4.5 EC VAT 21
3.1.4.6 Linking Warehouse 22
3.2 TRACEABLE ASSEMBLIES 24
3.3 ASSIGNING SERIAL AND BATCH NUMBERS TO STOCK 25
3.3.1 Basic Procedure for Assigning Serial Numbers *26*
3.3.2 Basic Procedure for Assigning Batch Numbers *29*
3.3.3 GRNs Created for Traceable Receipts *32*
3.3.3.1 Using GRNs to Assign and Release Traceable Stock 34
3.3.3.2 Stock Receipts for Traceable items 37
3.3.3.3 Purchase Orders Receipts 39
3.3.4 Using the Assignment Command *41*
3.3.5 Releasing Traceable Items From Quarantine *42*
3.3.5.1 Releasing Serial Traceable Items 43
3.3.5.2 Releasing Batch Traceable Items 43
3.3.5.3 Auto Release from Quarantine 44

3.3.5.4 Transfer from Quarantine Warehouse – Batched items 44
3.3.5.5 Transfer from Quarantine Warehouse – Serial Items 45
3.4 ISSUING AND RETURNING TRACEABLE STOCK 45
3.4.1 Basic Procedure for Picking Batch Numbered Items 46
3.4.2 Basic Procedure for Picking Serial Numbered Items 47
3.4.3 Returning Traceable Items into Stock 49
3.5 RETURNING TRACEABLE ITEMS TO VENDORS 50
3.6 PICKING BATCH/SERIAL NUMBERS IN INVOICING/SOP 56
3.6.1 Credit Notes 58
3.7 BATCH PROCESSING IN INVOICING AND SOP MODULES 61
3.8 REPEAT INVOICES IN INVOICING AND SOP MODULES 64
3.9 TRACEABLE STOCK IN BOM ASSEMBLIES 66
3.10 TRANSFERRING TRACEABLE STOCK 67

4 REPORTS 69

4.1 SUMMARY OF TRACEABLE ENQUIRIES 69
4.2 PUBLISHING A REPORT 70
4.3 LIST OF REPORTS 71
4.4 STOCK VIEW OPTIONS 74
4.4.1 View 74
4.5 PROCESSING VIEW 77
4.6 TRACEABLE STOCK ENQUIRIES 80
4.6.1 Stock Transactions 80
4.6.2 Traceable History 80
4.6.3 Batch/Serial 81

5 UTILITIES 83

5.1 GLOBAL PRICE CHANGES 83
5.2 PERIOD END 84
5.2.1 Period End Options 85

APPENDIX 87

APPENDIX A – TRACEABILITY FAQS 87
APPENDIX B – NOTES 89
Automatic Notes Creation 90
Note Reports 90
Prerequisites 90
Note Entries 91
APPENDIX C - OBJECT LINKING AND EMBEDDING 92
APPENDIX D - WHAT'S REVERSE CHARGE VAT ACCOUNTING FOR GOODS? 93
Definition of mobile phones and computer chips 93
APPENDIX E – DATA STRUCTURES & TECHNICAL INFORMATION 94
Joins Information 97
Codes of interest 100
Pegasus Opera 3 Enterprise VFP Database Structures (C Tables) 101

OTHER GUIDES AND HELP 116

README FILE 116
RELEASE GUIDE 116
INSTALLATION GUIDE 116
DEMONSTRATION DATA GUIDE 116
IMPLEMENTATION GUIDE 116
SYSTEM REQUIREMENTS GUIDE 116
HELP 116
DOCUMENT MANAGEMENT & EXECUTIVE DASHBOARDS GUIDES 116

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Introduction

About Opera 3

Opera 3 is the most versatile and user-friendly accounting, supply chain management, payroll & HR, manufacturing and reporting solution from Pegasus Software. A modular solution, Opera 3 enables you to select the components that match your current business model, whilst making it possible to add further functionality as requirements change. This means that the capability or capacity of a system can be seamlessly expanded whilst safeguarding the investment.

For more information about Opera 3, select the Solutions link on the Pegasus web site.

About this Guide

This Accreditation Training Courseware offers an accompanying guide to the accreditation training course.

If you are new to Opera 3, read the Getting Started section of the Opera 3 Help that covers the application in more detail. You can access this from the Windows Start menu, or by using the F1 Key or Help menu when you have logged in to the product.

Opera 3 is available for both Visual FoxPro and SQL Server database platforms. This Accreditation Training Courseware applies to both database platforms, however, there are certain elements that are only included in one or the other database, and as such, the relevant sections or paragraphs are clearly identified with the following labels:

> **[SQL]** – only relevant if you are running the application on an SQL Server database.
>
> **[VFP]** – only relevant if you are running the application on a Visual FoxPro database.

Sections that are not identified with these labels are relevant to both database types.

For more information, see the section Functional Differences between Opera 3 Enterprise & Opera 3 Enterprise SQL section in the release guide.

Introducing the module

Traceability is an optional feature of Opera 3 that provides the controls and functions you need to record and process traceable stock.

Traceable stock are items that are identified either as unique (by means of a serial number) or are belonging to a batch of two or more similar items (by means of a batch number)

Companies that deal in high value products, for example computers, electrical equipment etc., have a keen interest in being able to have a unique reference for *every item* in their possession so that a check can be made at anytime of its whereabouts within the company. *Serial Number traceability* will give them this ability. Every item that comes into their company is given a unique serial number that remains with it until it leaves the company, either by being sold or possibly returned to the supplier.

However, a company involved in for example the meat trade would be likely to want to be able to keep track of a batch of meat that comes into their company. *Batch traceability* will give them this ability. When a quantity of meat comes into their company, that whole quantity can be given a unique batch number, or the quantity broken down into many smaller batches, each with a unique batch number.

Whichever method of tracking is chosen, once the batch/serial number is assigned it can be traced throughout the system, giving an accurate record of the warehouse it was delivered to and who it was delivered by. Any transfers between warehouses that take place whilst in your possession can also be traced. When the stock is finally issued, the exact batch/serial numbers involved are recorded making it possible to know exactly what customers have received which items. This means that if there is ever a product re-call or investigation it is a simple matter to know exactly what customers are involved.

Feedback

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Please note that product support is not offered through the above email address.

Key

Icon	Meaning
Example – Examples	Useful Hint, Tip or Note. General Comments / Notes
	Useful Report obtained from clicking on the print icon while sitting on the form
	During the literature, some basic Question and Answer / Troubleshooting points are discussed. May include a few did you knows…
	Website link
	Exercises / Example solution
	Report to XLS
	Potential Report Enhanced from Opera 3 (more than simple field adjustments)
Question *Answer* FAQ	FAQs - Only

Training Literature Releases

Release	Added Information
R1.0	Originating document – Introduced in O3 v1.40 & Chapter numbering uplift

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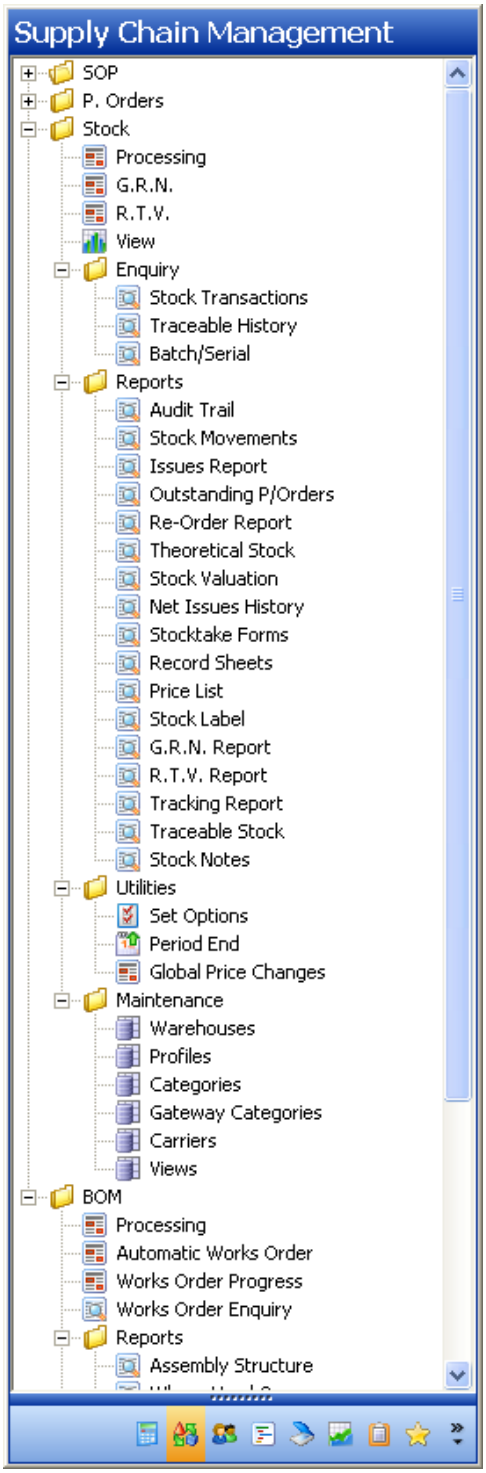
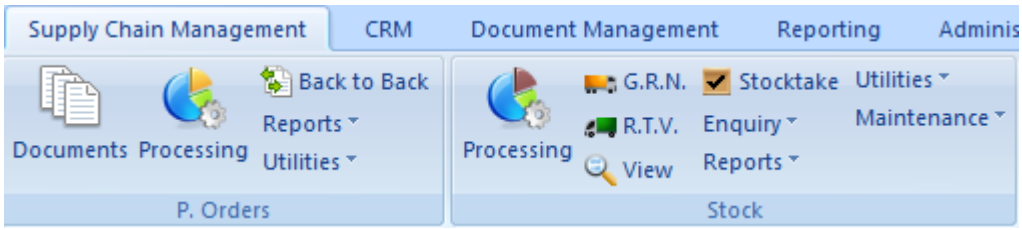
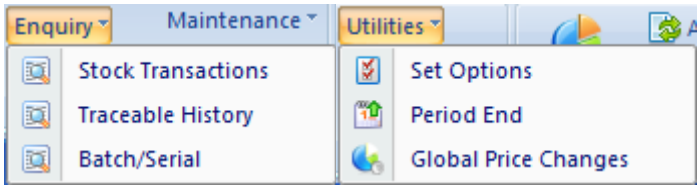
Module Menu Structure

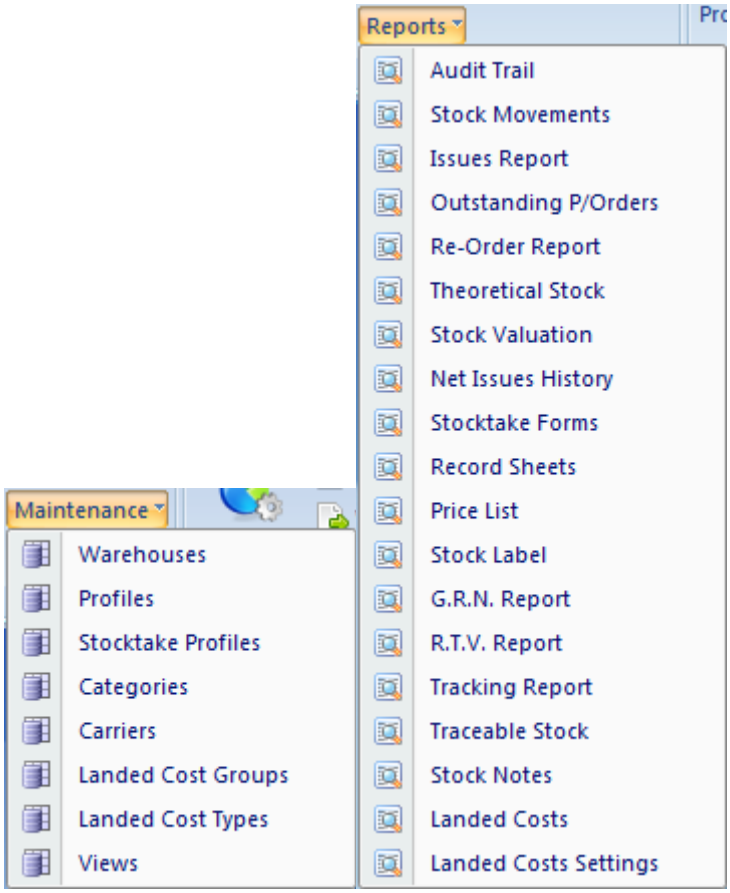
The following sections will cover the functionality of the options in this module as outlined in the image below which shows each menu option contained in this module.



Set-up in Stock (/BOM) and is used through the modules which integrate with Stock and BOM.


Supply Chain Management
CRM
Document Management
Reporting
Adminis
Documents
Processing
Back to Back
Reports
Utilities
P. Orders
Processing
G.R.N.
R.T.V.
View
Stocktake
Enquiry
Reports
Utilities
Maintenance
Stock


Enquiry
Maintenance
Utilities
Stock Transactions
Traceable History
Batch/Serial
Set Options
Period End
Global Price Changes


Reports
Audit Trail
Stock Movements
Issues Report
Outstanding P/Orders
Re-Order Report
Theoretical Stock
Stock Valuation
Net Issues History
Stocktake Forms
Record Sheets
Price List
Stock Label
G.R.N. Report
R.T.V. Report
Tracking Report
Traceable Stock
Stock Notes
Landed Costs
Landed Costs Settings
Maintenance
Warehouses
Profiles
Stocktake Profiles
Categories
Carriers
Landed Cost Groups
Landed Cost Types
Views

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Glossary (of Menu Structure)

Navigator Folder	Command	Purpose
Processing	Processing	Create Traceable stock
Maintenance	Profile	Set up Traceable stock profiles
Reports	All Reports	The commands on the Report Submenu provide listings or reports maintained in the Stock Control module.
Utilities	The commands on the Utilities Submenu provide a number of processes	
	Set Options	Set Options contain a number of options that define the way Traceability works.

Notes

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The Module

Introduction

Traceability is an optional facility that provides the controls and functions you need to record and process **traceable stock**. When we refer to traceable stock, we mean stock items that are identified either as unique (by means of a **serial number**), or belonging to a batch of two or more similar items (by means of a **batch number**).

You may be familiar with serial numbers and batch numbers on products in everyday life. For example, a domestic appliance, such as a microwave oven, will probably have a serial number that uniquely identifies that particular item, even though it may have been manufactured on a production line along with many others. You may have seen batch numbers on rolls of wallpaper you buy from a DIY store, or on medicines, such as tablets, you buy from the pharmacy.

The purpose of assigning serial and batch numbers to products is to make them traceable. So if a problem is identified with a particular product, it can be traced to its source of supply or manufacture.

Serial and batch numbers usually originate from the production process. The method of production often determines which is the most appropriate form of product identification. Typically serial numbers appear on items of equipment from pocket calculators to automobiles, and are especially useful where any malfunction in an individual product can be traced to its point of manufacture.

There is no need to identify all the individual tablets in a packet of painkillers, but it might be useful for a pharmaceutical company to know from which production batch the tablets originated, just in case a quality issue arises. You have probably heard about ‘product recalls’ where a manufacturer or retailer has identified a problem in a particular item and advised members of the public who have bought similar items to return them as a safety precaution. Batch numbers help in these cases by limiting the recall to only those products most likely to be associated with the problem. Without the means to trace stock in such circumstances, manufacturers would have little idea about whether the problem was isolated or widespread; so the ability to trace products can be very important.

Being able to trace individual stock items is also useful for those companies who are not part of the manufacturing process. Suppose a company buys microwave ovens of the same type from more than one supplier to sell on to other establishments; if one of the items needs to be returned, a serial number might be the only means of identifying the supplier from which the particular oven originated (provided this information was recorded when the goods were received).

Being able to check batch numbers is also useful for the retail buyer. When you buy two or more rolls of printed wallpaper, you need to know that the rolls belong to the same batch because slight colour variations can arise between different production runs. You simply check that each roll has the same batch number.

Notes

Batch controlled items also have other attributes that you can monitor. For example, for perishable goods, you can record a ‘sell by’ and ‘use by’ date. Here are a few examples of items that are typically serial and batch controlled:

Serial numbered:

- Electrical goods, like TVs, videos, computers and peripherals, etc.
- Cars and other vehicles (the ‘serial’ number is often called the Vehicle Identification Number or VIN)
- Machinery and engines
- Components
- Technical instruments
- Watches

Batch numbered:

- Materials such as rolls of fabric or wallpapers
- Pharmaceutical products such as medicines and tablets
- Foodstuffs
- Liquids, such as chemicals including paints, dyes, and so on
- Clothing
- Processed raw materials, such as steel, glass, and so on

You can no doubt think of many other examples. In some cases, companies, such as manufacturers, might handle many different types of materials, components and finished goods and need to be able to trace all serial and batch numbered stocks passing through the business. You can record, maintain and monitor traceable items of different types from the source of supply, through warehouse storage, to delivery using the features within the system.

What Effect Does Traceability Have in the System?

When you use Traceability, some new options, fields and commands appear in the software:

- Options that control how traceable stock is managed;
- New fields and forms to identify traceable items and store information about them;
- Commands you use to record, process and monitor traceable stock.

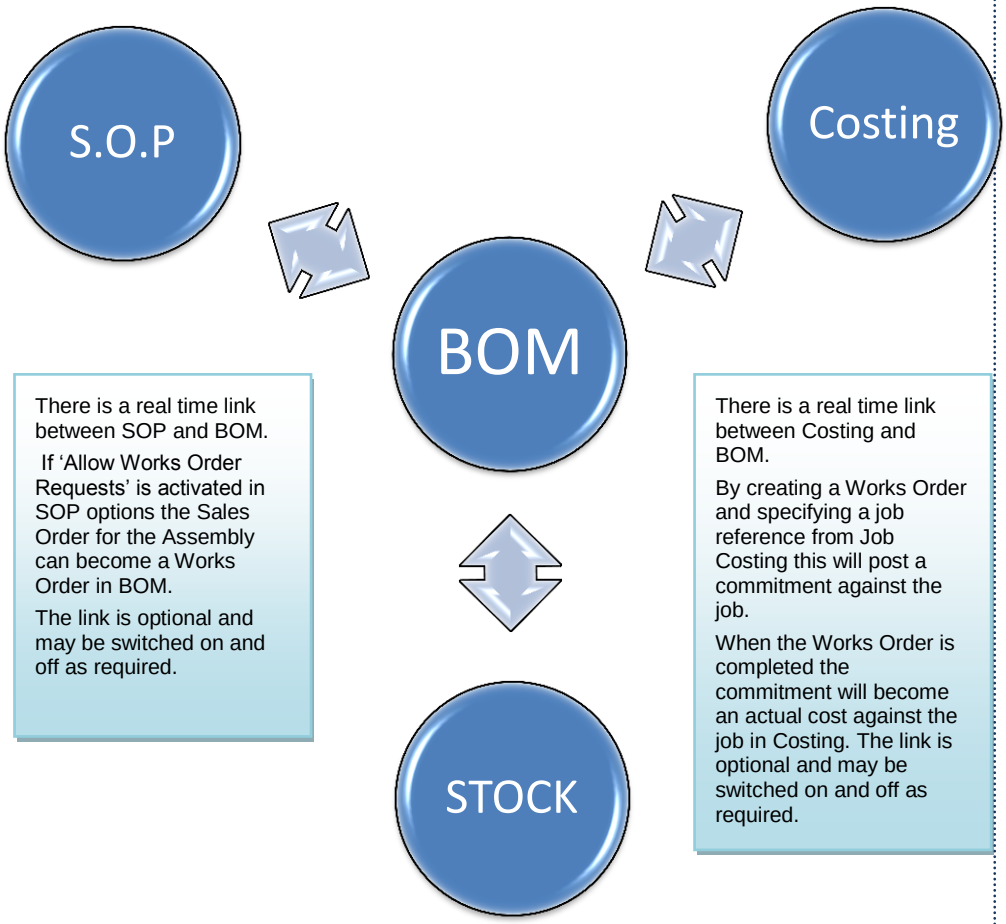
Most of the changes are noticeable in the Stock module, since this is the module to which most of the new options and commands have been added. However, other modules are affected too, including Invoicing, Sales Order Processing and Purchase Order Processing. This is because these modules also affect the ‘movement’ (issues, returns and receipts) of stock items.

Notes

To be able to handle traceable stock, the application provides the means to:

- Identify whether a stock item is traceable.
- Identify whether a traceable stock item uses serial or batch number control.
- Assign serial and batch numbers to traceable stock (either at the time it is booked into stock or at a later date).
- Choose a particular serial numbered item or batch whenever stock is issued or returned.
- Keep track of the traceable stock items so you know where they are and what has happened to them.

Integration Chart (Stock & BOM)



Stock Control must be present. BOM will automatically bolt onto Stock and use stock items as Assemblies, Sub-Assembles and Components in BOM. Additional fields on the stock header and in options will appear in the Stock module and will assist the User in maintaining Component stock levels. This will also allow the User to automatically create Works Orders based on the reorder level for assemblies

Traceability integrates with both Stock and BOM.

Notes

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1 Set-Up

1.1 Recommended Order of Set-up

It is suggested that you set up the Stock in the following way:

System Manager	• Exchange Rates - relevant currencies are created for foreign Customers. • VAT rates - create relevant rates within VAT Processing. • Company Profile - select relevant links between modules and appropriate options • **Module integration etc.**
EC VAT (If Applicable)	• If user has EC Vat module – Home Currency needs to be specified
Nominal / Sales Ledger / Purchase Ledger	• If the Nominal Ledger is present and is to be linked to the Stock Control module, ensure that all relevant Control Accounts for Stock movements are specified within Set Options. • If the Sales Ledger module is also being used, ensure that all relevant Sales Codes have been created first. • If the Purchase Ledger module is also being used, ensure that all relevant Supply Codes have been created first.
Stock / BOM (Opt)	• Have to have stock activated and set-up. BOM also if required or used.
Traceability	

Integrated Modules

- Switch on Traceability feature (in company profiles)
- Stock Options - Set up Traceable options
- Stock Profiles - Create a new stock profile that will allow you to create traceable items
- Stock Processing - Create traceable items and/or Set-up next batch/serial numbers

Set-up

Notes

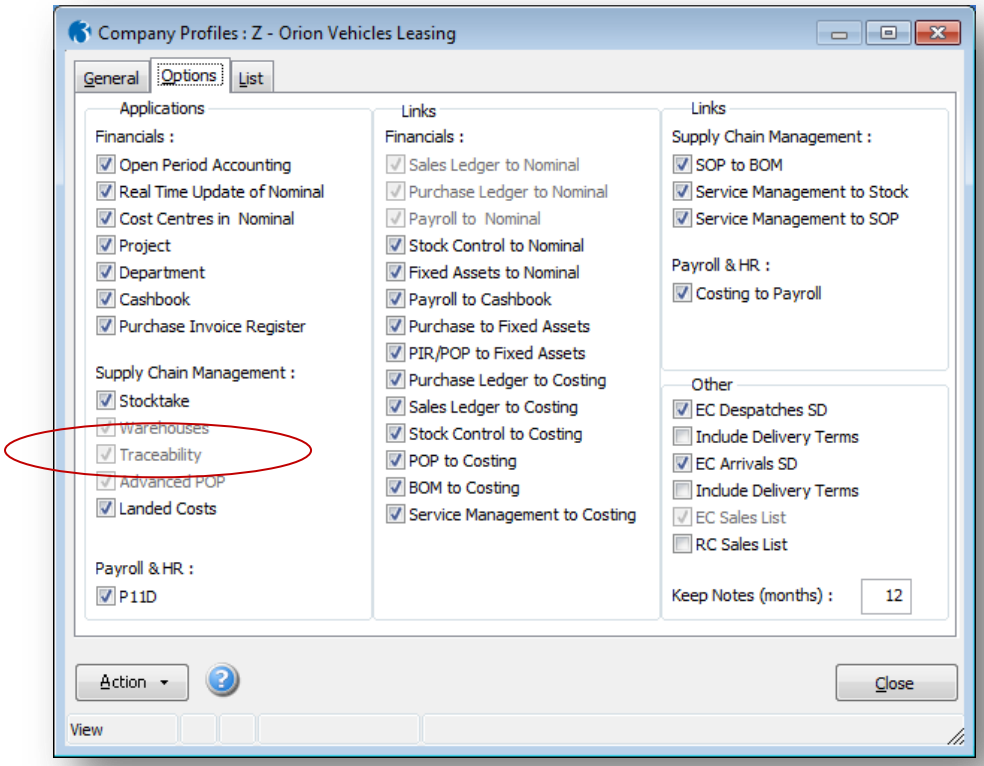
1.2 Activating Traceability

Traceability is an optional feature. If the feature is not 'switched on', you cannot maintain or process traceable stock. You might see one or two boxes or controls that apply to traceability, but they will be unavailable (usually being 'greyed out' on the screen). If the feature is 'switched on', all the traceable controls and options will become available in the modules affected.

The option that determines whether traceability is used is on the **Options** tab of the **Company Profiles** form in the System module. This means the option applies at 'company level'. So if you maintain more than one company database, you can choose whether to use traceability for the companies separately. The option is called **Use Traceability**.

Having activated the traceability feature, you can then turn to the Stock module for the next stage.

Note: Once this option has been activated and traceable stock transactions exist on the system this option will be greyed out and it cannot be switched off.



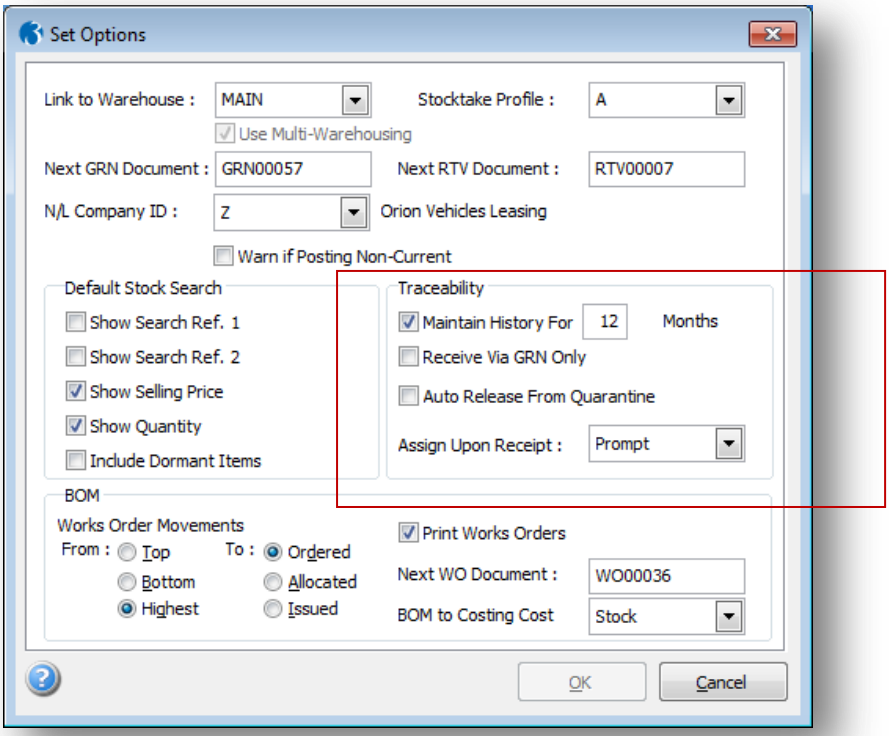
1.3 Set Options (Under Stock)

This section goes through the records that are required to be set-up within the Utilities group. This includes Set Options which offer various settings that govern the workings of the module. This is an essential part of the set-up process.

Notes

Use **Set Options** command to specify options and controls that affect the operation of the BOM module's processes and functions. Your setup strategy will determine the order in which you complete the option settings. You do not need to complete all options before you begin, however some settings may require other records to have been created beforehand. For example, if you have the multi-warehouses feature activated, you cannot identify a warehouse code unless the corresponding warehouse record already exists. Once you begin using the system, you should be very wary of changing any options. For example, amending the settings after transactions have been processed might have an adverse affect on the way existing data is presented or processed. The **Set Options** command is an exclusive process.

That means you cannot change option settings while other forms or processes that involve the BOM module are active.



To set up stock options

1. Open the **Stock** folder, click **Utilities** and then click **Set Options**.
2. In the boxes provided, complete the settings for the options.
3. To store the option settings, click **OK**.

Box	Description
Maintain History for…Months	This option concerns the length of time records associated with traceable stock are retained within the database. When completed transactions become older than the number of months you enter here, they are deleted from the database when you use the Period End command in the Stock module. You can keep records for up to 999 months.
Receive via GRN Only	This is an important option because it controls how much freedom you have in recording the inward movement of traceable stock records. With the option selected, you can only record the receipt of traceable stock using the G.R.N. command in the Stock module. Creating a new GRN document will place the traceable items into a quarantine warehouse.

Notes

Receive via GRN Only…	Because you cannot issue traceable stock from a quarantine warehouse directly, you must then 'release' traceable stock into a non-quarantine warehouse having assigned the serial or batch numbers to the items concerned. If you clear the option called Receive via GRN's Only, much more flexibility is afforded in the way in which you can record receipts and transfers of traceable stock. Instead of being limited to using the G.R.N. command, inward movements of traceable items can be recording using the Receipts command in either the Stock or Purchase Orders modules as well as GRNs and into any Warehouse that allows receipts. Two other benefits arise: • You can record such receipts directly into a non-quarantine warehouse. • You can carry out the assignment of serial or batch numbers at any time after booking in the stock using the separate Assignments command. All you have to remember is that you cannot issue traceable stock until you have assigned serial or batch numbers; so the quantity of traceable stock available for outward movements is dependent on whether you have assigned serial or batch number. The main difference in having the Receive via GRNs Only cleared is that the inward movement of traceable items can be recorded using any of the three receipt functions: stock receipts, GRNs and POP receipts. Another difference is that the stock can be booked directly into any warehouse; regardless of whether it is a quarantine or non-quarantine warehouse (but provided the warehouse allows receipts in the first place). You can assign serial or batch numbers at the time of booking in the stock, or do this later. Worth noting here, is that all receipt processes that involve traceable stock result in the creation of a GRN document. In other words, even when you use the purchase order receipts or stock receipt functions, GRN documents are automatically generated. You can find out more about this later in the guide in the sections that cover the assignment of serial and batch numbers.
Auto Release from Quarantine	This option is available for selection provided the Receive via GRN Only option is cleared. When you select Auto Release from Quarantine option, the process of releasing traceable stock in the quarantine warehouse is done automatically. That is, you do not need to carry out the release operation as a specific step in the GRN process. **Note:** This will allow traceable receipts to be automatically marked as released when assigned a serial or batch number. For example, suppose you have created a direct stock receipt for some traceable items into a quarantine warehouse; when you assign serial or batch numbers (either at the time of the receipt, or later as a separate assignment process), the application also releases the items automatically. If the option were not selected, the assigned items would remain in the quarantine warehouse 'unreleased'. To release them, you would have to use the Release command on the GRN processing form. Released items can be transferred to another warehouse manually, if you want to issue them from a non-quarantine warehouse.
Assign Upon Receipt	You can assign serial or batch numbers to traceable items at the time you record the receipt of stock, or you can make the assignments at a later date if you prefer. This particular option setting determines what options are given when you record a receipt. Select Prompt and a prompt is displayed when you create a stock receipt for a traceable item (that is, one assigned to a traceable stock profile) asking if you want to assign serial or batch numbers. So, if you want to proceed with the assignment process, you click Yes. If you don't want to assign traceable items yet, you click No.

Notes

Assign Upon Receipt…

If you choose the No button, you can make the assignments at a later date using the Assignments command on the Action menu of the stock record's Processing form or the Assign command on the Action menu associated with the GRN processing form.

Select Don't Prompt and no prompt is displayed when you create a stock receipt, but the application assumes you do want to assign serial or batch numbers, so the assignment process begins straight away, without any message. Select No and the application assumes that you do not want to assign serial and batch numbers when you create a receipt record, but will always carry this out as a separate process.

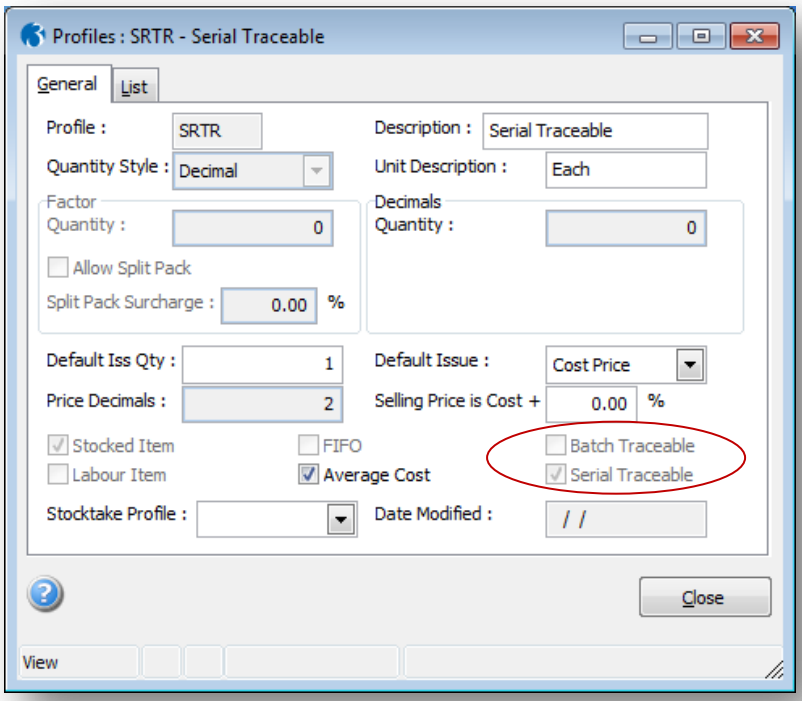
- No – No assignment will be made at the time of posting the Receipt and the user will need to use Stock Assign or Assign from within GRN's.
- Prompt – The system will prompt the user to assign serial or batch numbers after entering in the receipt.
- Don't Prompt – The system will automatically open an assignment form.

1.4 Changes in the Stock Module

When the Traceability feature is activated the user can expect to see the following changes to the Stock Control module.

1.4.1 Stock Profiles

New flags have been added to the Stock Profile screen, allowing the identification of items specifically to be used as Batch or Serial traceable.



You will need to create one or more traceable stock profiles. All stock records are assigned a profile unless they are 'description-only' records. Profiles are records that comprise sets of controls and attributes common to one or more types of stock record.

Notes

For traceable stock records, you must define profile that has one of the following two options selected:

- Batch Traceable
- Serial Traceable

You choose the option according to the type of traceable records you want. (See the section *What is Traceability About?* in the Guide to Traceability topic for more information about the differences between batch- and serial-numbered items.)

There are a few things to bear in mind about creating profiles for traceable items:

- When you create a batch traceable profile, you will notice that the **Stocked Item** option is automatically selected and cannot be changed. This is because the application will not allow you to have traceable records unless the items are treated as 'full' stock items with stock level management.
- You can only create a serial traceable profile if the **Quantity Style** option is set to 'Decimal' and the **Decimals Quantity** setting is zero. In other words, you cannot have serial traceable profiles for factored items or decimal items unless stored as integers (whole numbers). The **Serial Traceable** option on the **Profiles** form will not be available unless these conditions are satisfied.
- First In, First Out (FIFO) stock management does not apply to either serial- or batch-numbered items. This is because you issue such stock items by batch or serial number and the concept of FIFO is not applicable. Consequently, when you create a profile and select either the **Batch Traceable** or **Serial Traceable** options, the FIFO option is automatically disabled, leaving **Average Cost** as the only alternative costing option you can select.
- You can only select one of the traceable options on a profile. In other words, if you need to process both batch- and serial-numbered items; you must create at least one profile for each method.

Field	Relation to Traceability
Quantity Style	The system will prevent Profiles that have a quantity style of "Factor" from indicating Serial Traceability. By its nature, Serial Traceability assumes individual items, assigning serial numbers to something that is packed, stored and sold in anything other than single units is not plausible.
Quantity Decimals	For the same reason as above, it is also not possible to have Serial Traceability on items that are dealt with in anything other than whole units. Therefore the system will again prevent Profiles that do not have this field set to zero from indicating Serial Traceability.
Stocked Item	The profile must have the Stocked Item flag set on.
FIFO	The FIFO option will automatically become disabled for a traceable profile.
Batch Traceable	This is checked ON to indicate that stock items linked to this profile use Batch Traceability. This option may be edited up to the point of the profile being attached to a stock item.
Serial Traceable	This is checked ON to indicate that stock items linked to this profile use Serial Traceability. This option may be edited up to the point of the profile being attached to a stock item.

Note: An item can use *either* Batch or Serial Traceability. It *cannot* use both.

1.4.2 Stock Processing

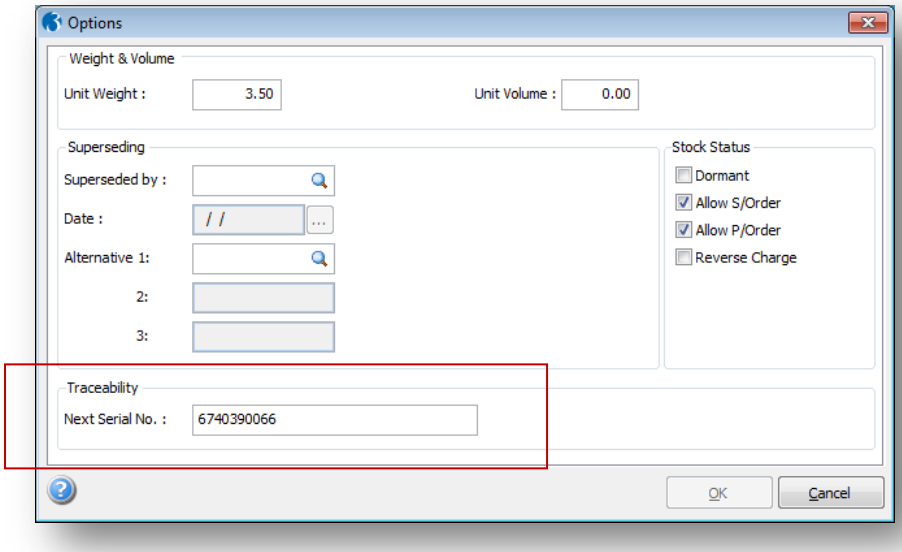
Notes

You need to have stock records for all your traceable items. You need to assign them to a traceable profile (one with either the Batch Traceable or Serial Traceable options selected). When you do this, the Stock form shows that you have selected a batch or serial profile by displaying the word 'Serial' or 'Batch' in brackets after the profile description. Once you have assigned such a profile, the application will know that transactions involving that stock item may require additional processing so you can assign or select serial or batch numbers so that a traceable history is maintained. How and when you are prompted to maintain or process traceable transactions will depend on how you have set the options for traceability in the Stock module.

Note: The stock item will also display a 'Traceable' icon

The remainder of your stock record is created like any other stock item with one further exception. You can specify a 'next' serial or batch number per stock item. You can find this on the Options form associated with the stock record.

The 'next' number is used when you allow the application to 'auto assign' serial or batch numbers to traceable stock. For example, if you set the Next Serial Number to 1000. Then this is the starting point used by the application when it assigns serial numbers automatically (either when you book the items into stock or as part of a separate assignment process). If you processed three items, the application would assign numbers 1000, 1001 and 1002 to these. The stock record would then be updated automatically so that the entry in the Next Serial Number box would read 1004.



Note: For items given a profile indicating that *serial* traceability is required, this field holds the Next Serial No. This is the reference that the system will offer as a default when auto assigning serial numbers to traceable items received into stock. If this number ends in numeric's the system will automatically increment it each time a serial number is assigned.

Notes

You don't have to assign a next serial number, nor do you have to accept the default 'next' number. When you assign numbers to traceable stock, you will always be able to override defaults or make manual adjustments.

In order for the application to be able to increment automatically, the serial or batch number should end in numerals. You can have other characters in the serial or batch number, but if it does not end in numbers, or once the sequence of numbers is exhausted, the application attempts to generate a unique serial or batch number with a numeric ending. Here are some examples:

Next Number	Point at Which Sequence is Exhausted	Application Suggests
00000001	99999999	99999999000000000000000000000001
0000-001	0000-999	0000-9990000000000000000000000001
ABCD001	ABCD999	ABCD9990000000000000000000000001
ABCDEFG1	ABCDEFG9	ABCDEFG9000000000000000000000001
ABCDEGFH	Immediately	ABCDEFGH0000000000000000000000001

If you are using multiple warehouses with your Stock module, don't forget to link all the relevant warehouses to your traceable stock records. If you are adopting strict controls over traceable stock, for example but adopting the principle of receiving via GRNs only into quarantine stock, you will need to link traceable records to both a quarantine warehouse and at least one non-quarantine warehouse.

If you not receiving via GRNs only, make sure any warehouse you want to use to receive traceable stock allows for stock receipts. This is set using the Movements option on the warehouse record itself (maintained using the Warehouses command in the Stock module).

Notes

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2 Maintenance

Various Maintenance records may be created for Processing and Analysis purposes. These records are often associated to processing records created such as “Stock Profiles”.

In regards to specific maintenance records for Traceability – the profiles to be created are covered in chapter 1.

Notes

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3 Processing

The next section covers the processing aspect of the module, including creating new records and processing them respectively.

3.1 Stock Item Creation (In more detail)

Stock item records define the items you buy, sell and use. You maintain stock item records using the **Stock** form in the Stock module. You can record descriptions, prices and analysis information that will enable you to enter movements and adjustments to stock levels, complete order documents efficiently and report on sales and usage.

3.1.1 Prerequisites

Some prerequisites are optional, but if you want to complete the corresponding boxes on the forms associated with the **Processing** command, you must first create the record(s) on which your selections will be based. For some records, defaults can be defined in other modules.

Box	Prerequisite
Sales Code	At least one sales code record must be created using the **Sales Codes** form in the Sales module before you can identify a default sales code for the stock item.
Supplier Code	At least one supply code record must be created using the **Supply Codes** form in the Purchase module before you can identify a default supply code for the stock item.
Category	At least one category record must be created using the **Categories** form in the Stock module before you can assign a category to the stock item.
Profile	At least one profile record must be created using the **Profiles** form in the Stock module before you can assign a profile to the stock item.
Superseded by and Alternative 1, 2 and 3	At least one other stock item record must exist before you can identify an alternative stock item or one that supersedes the stock item.
Warehouse	If you have the multi-warehouses feature activated, you may want to create warehouse records in addition to the defaults supplied using the **Warehouses** form in the Stock module before you link stock items to warehouses.
Country (EC VAT form)	At least country record must be created using the **Countries** form in the EC VAT module. This only applies if you have the EC VAT module installed and activated.
Commodity Code (EC VAT form)	At least one commodity code record must be created using the **Commodity Codes** form in the EC VAT module. This only applies if you have the EC VAT module installed and activated.
Picture File (Gateway Options form)	You need to have created the image file used for product if you want to identify one for an item that is to be extracted. This only applies if you have the Gateway module installed and activated (and have the **Gateway** option selected on the **Options** tab of the **Company Profiles** form in the System module).

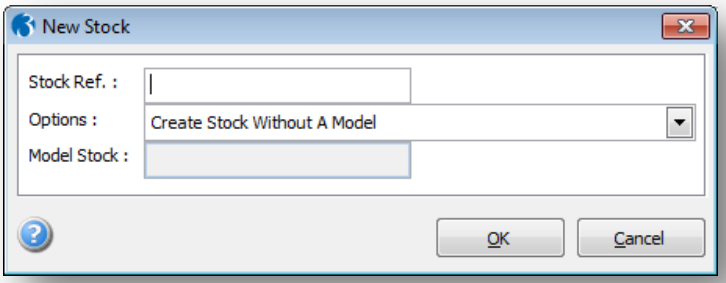
Processing

Notes

Thumbnail File (Gateway Options form)	You need to have created the thumbnail image file for a used for product if you want to identify one for an item that is to be extracted. This only applies if you have the Gateway module installed and activated (and have the **Gateway** option selected on the **Options** tab of the **Company Profiles** form in the System module).
Gateway Category (Gateway Options form)	At least one gateway category record must be created using the Gateway Categories form in the Stock module before you can assign a gateway category to the stock item. This only applies if you are using the Gateway module (and so have the **Gateway** option selected on the **Options** tab of the **Company Profiles** form in the System module).

3.1.2 Model Stock Items and Defaults

You can use existing stock items as templates when you create new stock records.



When you create a new stock record, the **Options** list on the **Add New Stock** dialog box provides two options:

- Create Stock Without a Model
- Create Stock Using an existing Stock Item as a Model

Provided you have created at least one other stock item, you can use the **Create Stock Using an existing Stock Item as a Model** option to determine default entries for most of the boxes on the Stock form and its associated forms. These defaults can be overridden to customise the record before saving.

3.1.3 Important Stock Record elements

Stock References	A unique reference or number in the **Stock Ref.** box identifies each stock item record. In addition to this main stock item ID, two search references are supplied. The search references can be used as an alternative means of locating a stock item record elsewhere in the system, while the other stock item numbers are used for alternative IDs that may be included on order processing documents or used for selection purposes on reports. For example, a supplier's number for an item may be different to the one you use.
Description	In addition to a short 40-character description for the item, you can use the **Extended Description** tab to maintain a more comprehensive description. The extended description does not have to be associated with a stock item so it can be used as a text paragraph on any document. When you retrieve the stock item on documents, the standard description appears as the first line followed by the extended description. If using the extended description, but you must take into account stationery designs used for documents to ensure the layout will enable you to print from a practical point of view.

Notes

Pricing and Discounting	Each stock item record includes a normal cost and selling price. The cost price can be used in conjunction with the selling price to calculate markups. The selling price can be overridden by sale and next prices or be subject to various discounts according to the entries in **Price / Discounts** forms associated with the **Stock** form.
BOM Details	If you have the BOM module and you have an assembly record selected in the **Stock** form, you can use the **BOM Details** command on the **Action** menu to display the following information on the **BOM Details** form: • Material cost • Labour cost • Lead time • Yield quantity (This cannot be edited. All component quantities entered will be the amount needed to make whatever is shown here) • Warehouse code (if you are using warehouses) • Kitting flag These details are also on the assembly structure record available using the BOM module's **Processing** command.
Where Used	If you have the BOM module and you have a subassembly record selected in the **Stock** form, you can use the **Where Used** command on the **Action** menu to display the **Where Used** form. This lists the assemblies on which the subsassembly is identified as a component record. The **Expand All** or **Collapse All** commands are then available on an **Action** menu which you can use to show or hide the component breakdown of the assembly records listed in the grid.
View	Use the **View** command on the **Action** menu to display information concerning the currently selected stock item. You can choose from a range of information forms. If you have multiple warehouses in use, you can choose warehouse view which gives details of stock held at different warehouses. You can use the commands on the **Action** menu to display additional information or double-click an item in the view to 'drill down'. Note that the view is also available by double-clicking the Spyglass in the **In Stock** box.
OLE	You can link objects to be associated with stock records. A representation or placeholder for an object is inserted on the **O.L.E.** form associated with the stock record. The object exists in the source file and, when it is changed, the linked object is updated to reflect these changes.

3.1.4 To Define Stock records

1. Open the **Stock** folder, and then click **Processing**.
2. On the **Record** menu, click **New**. The **Add New Stock** dialog box appears.
3. In **Stock Ref.**, type a unique code to identify the stock record.
4. In the **Options** list, click to select whether you want to create a stock item with or without a model. If you choose to create a stock item using a model, click to select an existing stock item to be used in the **Model Stock** list.
5. Click **OK**. In the boxes provided, enter the stock item details.
6. On the **Record** menu, click **Save**.

Notes: Relevant forms are opened automatically for you to complete additional stock record details. You can also gain access to these forms using the **Link / Edit Warehouse**, **Options**, **Price / Discounts**, **Gateway**, **EC VAT**, **Supplier**, **BOM Details** and **Where Used** commands, where applicable, on the **Action** menu.

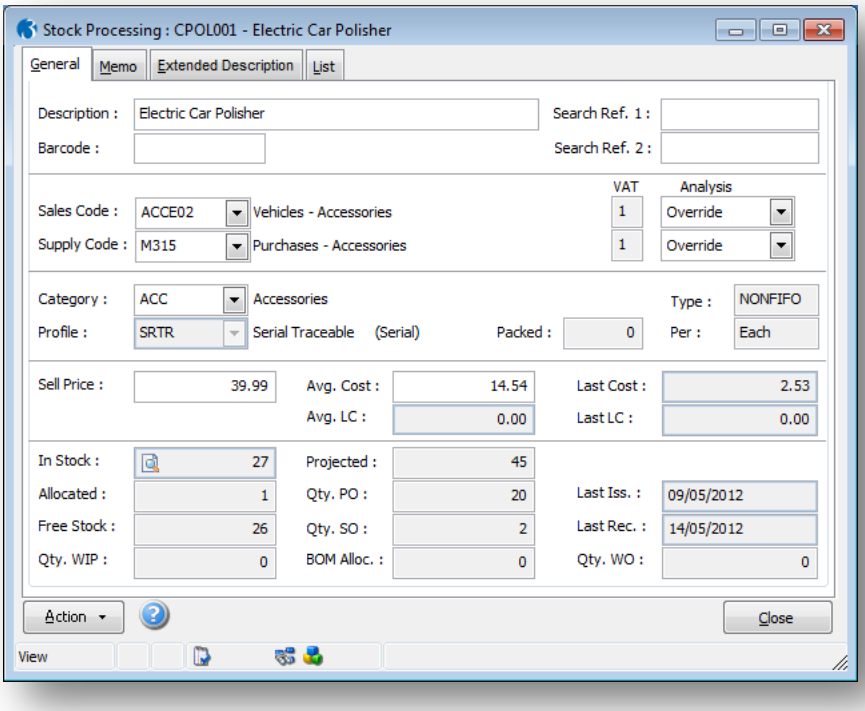
Notes

Click the **Memo** tab to maintain a notepad of information associated with the stock item.

Click the **Extended Description** tab to maintain additional lines of description.

Traceable stock only applies if you have the traceability feature activated. If you need to process stock records that are traceable by serial or batch numbers, refer to the Traceability section for information.

3.1.4.1 General Form



Box	Description
Stock Ref.	A unique reference to identify the stock item using up to 16 characters.
Description	The standard description of the stock item using up to 40 characters. This is used to identify the stock item on reports and enquiries and it appears as the first line of description on documents such as invoices, delivery notes and so on. When processing movements for the item, you can alter or override this description. **Note:** If this stock item is used on a Special Price List and you change the description here, as long as the stock item's description on the Special Price was the same as this description before the change, the Special Price description is also changed.
Search Ref. 1 and 2	Two additional stock references, each using up to 16 characters. These are alternative identities to the main code which you can use to find an item by a code other than by the stock reference field. They are useful where you have long, complex stock references but where you want to search on a text alternative. These references are used for searching purposes only — reports and analyses are based on the content of the **Stock Ref.** box.
Barcode	The barcode for the stock reference. You can enter any characters up to a maximum of 13.
Sales Code	A reference that identifies the default sales analysis code for this item. If you have the Sales module activated, you can select from a list. Sales codes are defined using the **Sales Codes** command on the **Maintenance** menu in the Sales module. The code is used within the Sales module to analyse sales of the item. If you have the Sales module activated and you leave this code blank, the application assumes the stock item to be a description-only item and it ignores all subsequent boxes. If you do not have the Sales module activated, you can enter any code in this box.

Notes

Supplier Code	A reference that identifies the default supply code for this item. If you have the Purchase module activated, you can select from a list. Supply codes are defined using the **Supply Codes** command on the **Maintenance** menu in the Purchase module. The code is used within the Purchase module to analyse purchases of the item. If you do not have the Purchase module activated, you can enter any code in this box.
Analysis	An option that determines whether you can override the analysis code in document processing. You can select **Override** or **Fixed** from a list.
Category	A reference that determines the category to which the stock item is assigned. You can select from a list. The stock category is a stock analysis mechanism and category records are defined using the **Categories** command on the **Maintenance** menu in the Stock module. If one or more category records exist, you must select a category.
Profile	A reference that determines the profile to which the stock item is assigned. You can select from a list. The profile determines the processing characteristics of the stock item and profile records are defined using the **Profiles** command on the **Maintenance** menu in the Stock module. You must select a profile otherwise all items will be 'description only'. **Note:** You cannot amend the profile once receipts, issues, transfers or supplier product records exist for the stock item.
Sell Price	The standard selling price. For items that are factored or sold in fractions, enter the price per factored quantity. For example, lemonade might come in crates of twelve bottles. Enter the selling price per crate. Provided the **Allow Split Pack** option is selected on the profile associated with the item, you may sell less than a whole crate, in which case the system calculates the price by dividing the crate price by twelve and multiplying by the number of bottles sold. This is the price charged to all customers (less any relevant discounts) unless they are subject to a special price from within a price list, or warehouse if you have this feature. Selling prices are entered to the number of decimal places set on the profile. However, if using foreign currency customers or suppliers, the number of decimals depends on the setting of the **Use Calculated Foreign Price Unit Decimals** option on the **System Preferences** form in the System module. If selected, the application automatically calculates the number of decimal places to use for sell and cost prices where foreign currencies are involved using the setting in the stock profile. Without the option selected, these are based on the decimal places held for the currency on the **Exchange Rates** form for foreign customers or suppliers and from the **Stock Profile** form for home currency customers and suppliers. By selecting this option, both foreign and home customer and supplier postings allow for the same degree of accuracy in decimal precision. **Note**: If the stock item's profile indicates that the Sell Price is a fixed percentage of the cost price, this field will not be accessible to the user. It will initially be set to 0.00 and the status bar will be flagged Sale Price ***AUTO***. The system will then calculate and display the sell price after the cost price has been entered and the record saved.
Std/Avg. Cost	The cost price of this item. This cost price, or one from a warehouse if you use this feature, is used to calculate the value of stock-in-hand and the gross profit margin of each invoice/credit note line, subject to the method of costing employed. You can enter the cost price when you enter receipts into stock. Prices are entered to the number of decimal places set on the stock profile. See the Stock Profiles Help topic for details on how Average Costs are calculated. **Foreign Prices** If you have foreign currency customers or suppliers, the number of decimals displayed depends on the **Use Calculated Foreign Price Unit Decimals** option in the System - Utilities - System Preferences command. By selecting this option, both foreign and home customer and supplier postings allow for the same degree of accuracy in decimal precision. If the option is selected, the application automatically calculates the number of decimal places for foreign sell and cost prices based on an algorithm that uses both the foreign currency and stock profile settings. With the option cleared, the number of decimal places for foreign sell and cost prices is the same as for the currency in the System - Maintenance - Exchange Rates command. For example; if a foreign currency is set to two decimal places but stock cost prices are set to three decimal places, the prices will be rounded to two decimal places

	when you post a transaction. **Note:** If a User does not have Manager Rights they can expect to see the entries in these fields as '*'s only.
Last Cost	This field is not accessible to the user: It is automatically updated by the system and displays the last cost price that was used for receipts of this item into stock. If a User does not have Manager Rights they can expect to see the entries in these fields as '*'s only.
The In Stock, Allocated, Free Stock, Projected, Qty. PO and Qty. SO fields at the bottom of the processing form are automatically maintained by the system. If multi-warehouses are being used, these figures are totals for all warehouses at which the stock item is held.	

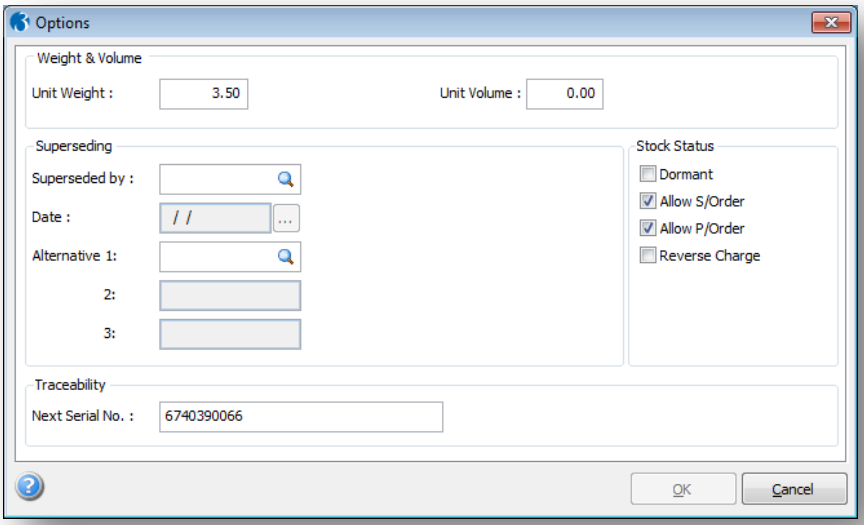
Notes

Once all the relevant details have been entered on the Stock Processing form, the user must save the record either by clicking on the Save icon on the record toolbar or by pressing CTRL + S.

3.1.4.2 Options

The system will then prompt the user to fill in the relevant details in the Options and Price / Discounts forms and, if using Multi-Warehouses, to link the stock item to a warehouse.

Note: Once a stock item has been saved to the system, the Options, Price / Discounts and Link Warehouse screens are available via the Action button.



Box	Description
Unit Weight	The weight of the stock item in the form that it is sold (item, pack). You can record the unit weight for reference, or reporting if you use the Reporter module.
Unit Volume	The volume of the stock item in the form that it is sold (item, pack). You can record the unit volume for reference, or reporting if you use the Reporter module.
Superseded by	A reference that identifies a stock item that supersedes the current stock item. This reference is used in the SOP or Purchase Orders modules, from the date specified in the **Date** box beneath. A message is displayed to inform you that an item is superseded if you subsequently select it after that date. **Note:** It will then offer both the original and the new stock references and allows the user to choose which to use.
Alternative 1, 2, 3	References that identifies up to three alternative stock items. If you run out of stock of one item, you can issue a predefined alternative. The application offers the

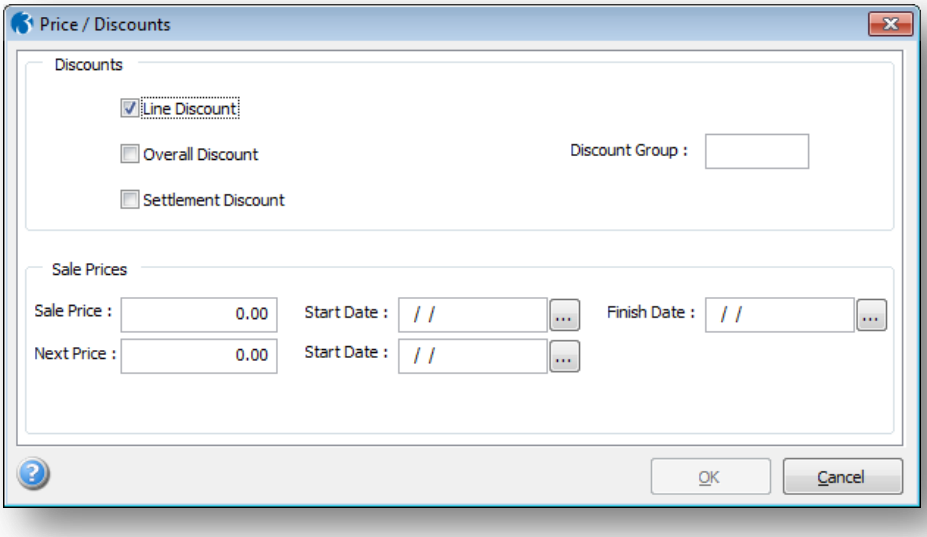
Figures may be recorded by the user for reference purposes and used in the calculation of delivery charges.

Notes

	alternative in turn, depending on stock availability.
Traceability	The next serial or batch number to be assigned to a traceable stock item. Traceable stock only applies if you have the traceability feature activated. If you need to process stock records that are traceable by serial or batch numbers, refer to the Traceability section for information.
Dormant	An option that determines whether the stock item is in use. For stock items you no longer supply or are otherwise disused, you can mark them as 'dormant'. The stock record details remain, but the item cannot be transacted and is excluded from most other processes. For example, 'dormant' items cannot be added to price lists, or supplier-product associations. They cannot be included on stock GRNs or RTVs or linked with a cost code record in the Costing module and so on. On the **Action** menu associated with the **Stock** form, only the **View**, **O.L.E.** and **Options** commands are available for use with 'dormant' stock items. When a stock item is marked as 'dormant', it is excluded from most reports except those that provide an option to include 'dormant' items specifically (such as the issues history report). You can also prevent 'dormant' stock items from being shown in stock searches by clearing the **Include Dormant Items** option on the **Stock/BOM Options** form or on the **Search** form displayed when you use the **Search for records matching criteria** toolbar button. You can only select the **Dormant** option for items that have zero balances. This includes the quantity in stock, allocated on salesor works orders, or in work in progress; the quantity on sales or purchase orders and therefore the projected and free stock quantities. This restriction applies to all warehouses at which the stock is held, where balances must also be zero. Other conditions preclude the item being marked as 'dormant'. For example, the item cannot be a component of a bill of materials assembly or subassembly; nor can it be included within sales order documents, *pro forma* invoices, quotations or model purchase orders. If necessary, you will need to remove the item from any such records before you are permitted to select the **Dormant** option. If you want to reinstate a disused stock item, simply clear the **Dormant** option on the **Options** form.
Allow S/Order	An option that determines whether the stock item can be included on a sales order. If this option is cleared, the stock item is effectively on hold until you subsequently release the item by reselecting the option.
Allow P/Order	An option that determines whether the stock item can be included on a purchase order or uncommitted purchase order document. If this option is cleared, the stock item is effectively on hold until you subsequently release the item by reselecting the option.
Note: If one of the above options has been deactivated the item could not be selected for the document. Within Invoicing/SOP this means any document type (Document, Quote, Pro-Forma, Order), within POP this means Purchase Orders or Model Orders. Items that have been put 'On Stop' will still appear in look-up tables when processing a document. Any Alternatives specified in the Stock Header Options form could be selected if appropriate.	
Reverse Charge	An option that determines whether the stock item is a certain high value item that, assuming a transaction for a VAT registered domestic customer or supplier is above a certain value, must be accounted for VAT using Reverse Charge accounting. Once the option is selected, you cannot clear it if the item is used on an existing transaction. You can identify a Reverse Charge item by the icon that appears in the form's status bar.

3.1.4.3 Price/Discounts

Notes

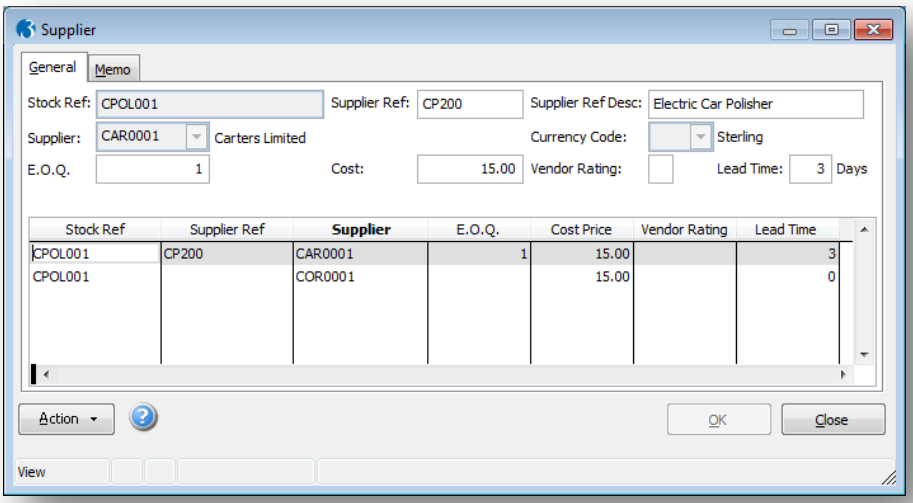


Box	Description
Line Discount	An option that determines whether the default for line discount is presented for this stock item when it is included on orders, invoices and so on. If this option is cleared, no default line discount will be provided, but one can be entered manually. In any case, any default value for line can be changed. If the stock item exists on a special price table, then this option setting can be overridden by the **Line** option on the **Special Prices Details** form.
Overall Discount	An option that determines whether the value for this stock item is included in the total for calculating overall discount, if the stock item is included on orders, invoices and so on. If the stock item exists on a special price table, then this option setting can be overridden by the **Overall** option on the **Special Prices Details** form.
Settlement Discount	An option that determines whether the value for this stock item is included in the total for calculating settlement discount, if the stock item is included on orders, invoices and so on. If the stock item exists on a special price table, then this option setting can be overridden by the **Settlement** option on the **Special Prices Details** form.
Discount Group	A reference that identifies the discount group to which the item belongs. You can use this to apply customer group discounting.
Sale Price	A sale or special offer price for the item. This price is applied to the stock item during the period defined by the range of dates you enter in the **Start Date** and **Finish Date** boxes alongside. During that period, the sale price overrides the standard selling price specified on the **General** tab of the **Stock** form. **Note:** When the Period End routine has been run after the Sale Price Finish Date takes effect, this field will revert back to 0.00.
Next Price	The next selling price. This will replace the standard selling price specified on the **General** tab of the **Stock** form from the date specified in the **Start Date** box alongside, so you can determine price changes in advance. When you use Period End or Reorganise commands in Stock, Invoicing, or SOP, and this next price takes effect, the standard selling price is replaced by this next price, and the next price is then zeroised. The commands affected are: Stock >> Utilities >> Period End, Invoicing >> Utilities >> Reorganise and SOP >> Utilities >> Reorganise.

Notes

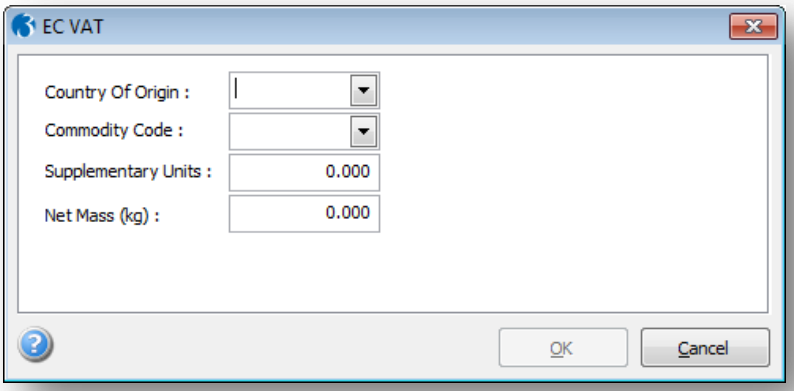
3.1.4.4 Suppliers

Use the **Suppliers** command (or clicking yes whilst creating a new stock item at the appropriate prompt) to link stock items with purchase order suppliers and record economic order quantities, vendor ratings and lead times for analysis purposes. You can also control the creation of purchase orders to ensure the right supplier is selected for particular products.



3.1.4.5 EC VAT

This only applies if you have the EC VAT module installed and activated.



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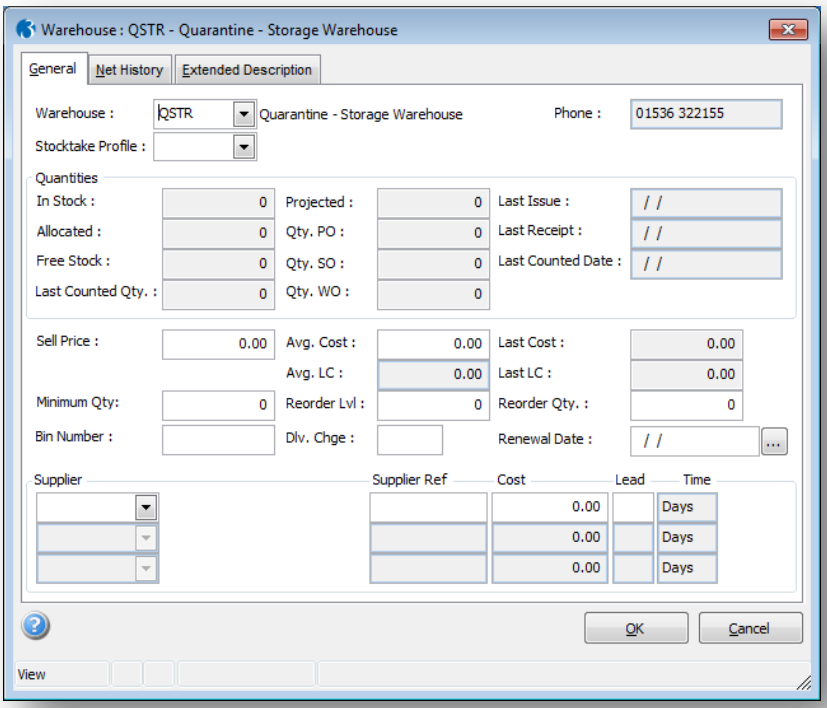
Box	Description
Country of Origin	A reference that identifies the country of origin of the item. You can select from a list. Country codes are defined using the **Countries** command in the EC VAT module. This default is presented when the item is included on documents, such as orders and invoices.
Commodity Code	A number that identifies the default commodity code for the item. This is presented when the item is included on documents, such as orders and invoices, and is used on the SD to classify types of goods and related services. You can select from a list. Commodity codes are maintained using the **EC VAT - Maintenance - Commodity Codes** command.
Supplementary Units	The supplementary units (second quantity). This default is presented when the item is included on documents, such as orders and invoices. This applies where a commodity code has an entry in the **2nd Qty. Description** box indicating that a second quantity is required (in line with HMRC regulations).
Net Mass (kg)	The net mass, in kilograms, for this item. This value is included on the SD. This default is presented when the item is included on documents, such as orders and invoices.

3.1.4.6 Linking Warehouse

Multiple warehouses are only available if you have the multi-warehouses feature activated.



Box	Description
Warehouse	A reference that identifies the warehouse to which the stock item is linked. If you enter transactions for a warehouse that the item is not linked to, the application displays a warning. This acts as a check to prevent you selecting the wrong warehouse; however, you can choose to ignore the warning and continue with the transaction entry and in doing so, create a link. If you want to remove the link between the item and a warehouse, select the **Remove Inactive Stock From Warehouses** option on the **Period End Options** form when you use the **Period End** command in the Stock module.
Sell Price	The selling price if the stock item is issued from this warehouse. If you leave this box blank, the main selling price is used. This price is used whenever the product is

Notes

	issued or included on an order, invoice, quote or pro forma, in preference to the selling price on the **General** tab of the **Stock** form (provided it is not zero) and will be subject to discounts according to how the item is processed and the way in which you have configured the pricing structure.
Std. Cost	The cost price if the stock item is received at this warehouse. If you leave this box blank, main stock cost price is to be used. This cost price is used in preference to the cost price on the General tab of the **Stock** form (provided it is not zero). It may be used on the **Stock Valuation** report if required. Note you cannot amend the value in the **Last Cost** box alongside which displays the last cost price recorded for this stock item from a receipt of stock for this particular warehouse.
Minimum Qty	The minimum stock quantity for this stock item. When a stock movement causes the stock to fall below this quantity, the application displays a warning. You can then decide whether to proceed with the transaction.
Reorder Lvl	The quantity at which the system will alert you to reorder this item. When the stock level falls to or below this quantity, the application displays a warning.
Reorder Qty	The normal reorder quantity. This quantity is offered as a default when you create purchase orders for this item, but you can override the quantity on the order. **Note:** The quantity entered here will be the suggested quantity on the Reorder Report.
Bin Number	A reference that identifies the bin number where this stock is located. This default bin number is offered when you enter transactions for this stock item. The bin number is available on reports to identify the item's location. Note that if you have the multiple warehouse feature, goods are initially received into a quarantine warehouse. The quarantine warehouse may have a different bin number from the destination warehouse, so on receipts this default bin number is not accessed at that time. When the goods are released from the quarantine warehouse, the bin number you enter here is offered as the default.
Dlv. Chge	The standard delivery charge for the item. **Note:** This is a text field that may be used to record the delivery charge of the stock item in to the company. Although the system does not use this field for any of its calculations, the figure may be used for reference purposes.
Renewal Date	The date on which the stock item should be renewed.
Supplier	A reference that identifies the supplier. You can select from a list. Suppliers are maintained using the **Processing** command in the Purchase module. You can identify up to three suppliers in order of preference. **Note:** These fields allow the entry of details for up to three preferred suppliers of the stock item to this warehouse. Details entered include the Supplier's stock reference, Cost Price and Lead Time. These details are then included on the Reorder Report. The suppliers specified here must have been created in the Purchase Ledger beforehand.
Net History	The amount of stock issued for the current period and each of the previous 12 accounting periods. This information is available for comparative period reporting. The application automatically updates these figures when you post stock movements.
Extended Description	An additional description.

The Memo Tab

This is where the user can attach a memo to a stock record. If a stock item has a memo attached, the Status Bar will flag the processing form accordingly.

The Extended Description Tab

This option can hold an optional description of unlimited size. When the stock item is used in the Invoicing /SOP module, the extended description will be displayed on screen at which point the user can elect to amend / delete it and to include it on the printed document.

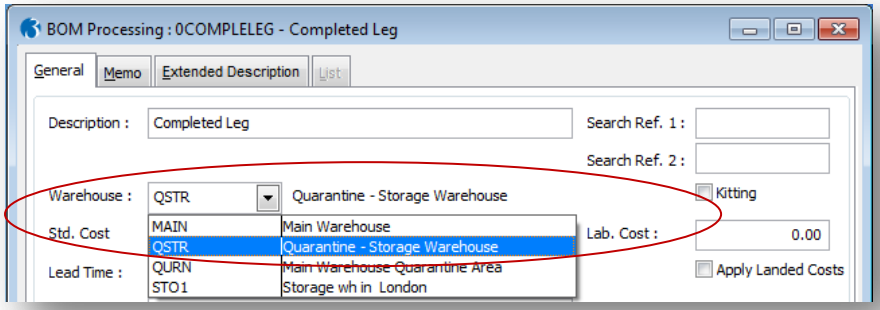
NB: If a stock item has a memo or extended description attached, the Status Bar will flag the processing from accordingly.

3.2 Traceable Assemblies

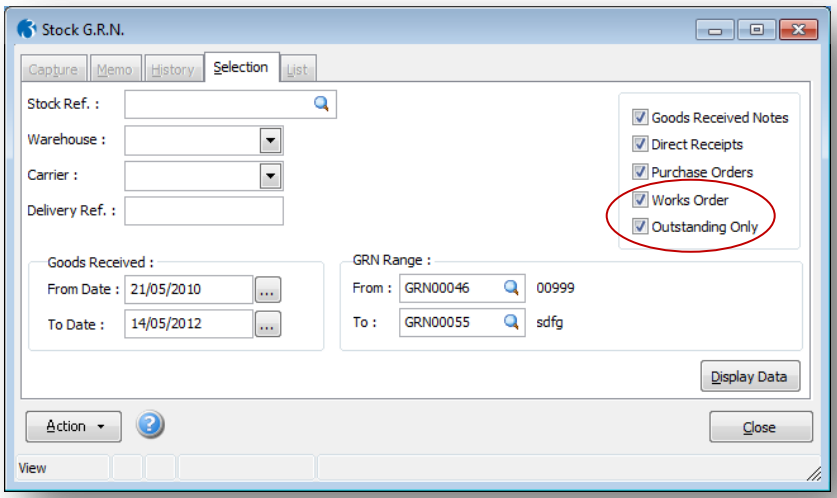
Notes

Assembly structures may be defined as 'Traceable' by ensuring that the Stock Profile selected when creating the Stock Item has Serial Traceable activated.

If the 'Receive Via GRN Only' option is activated in the Stock module the traceable assembly must be received into a Quarantine Warehouse once built. The product will restrict the look-up to include only traceable warehouses.



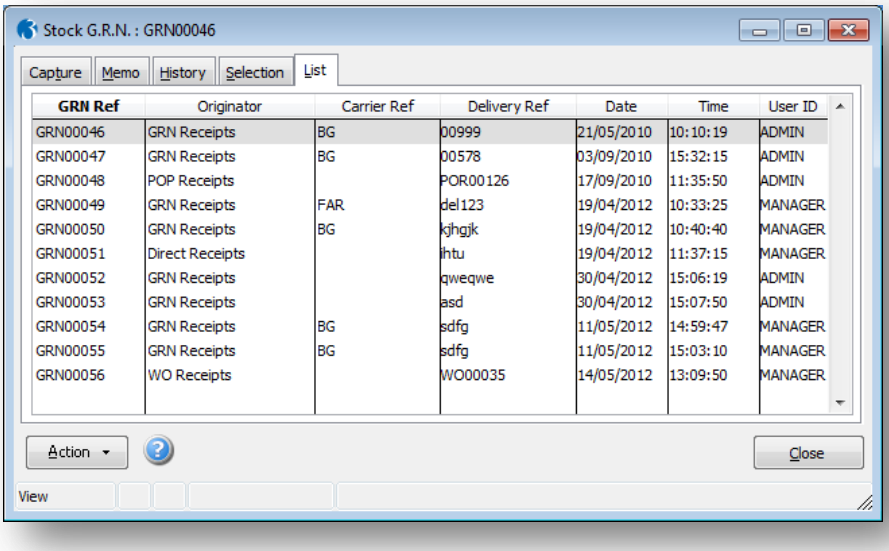
When the Works Order for a traceable Assembly is 'Completed' the product will automatically receive the Assemblies into stock under a Quarantine Warehouse and create a GRN.



The GRN Selection criteria screen in Stock will include a Works Order originator field whenever Bill of Material is included on the activation key.

Notes

The GRN must then be 'Processed (F7)' and serial numbers assigned to the finished Assemblies before they may be released from Quarantine.



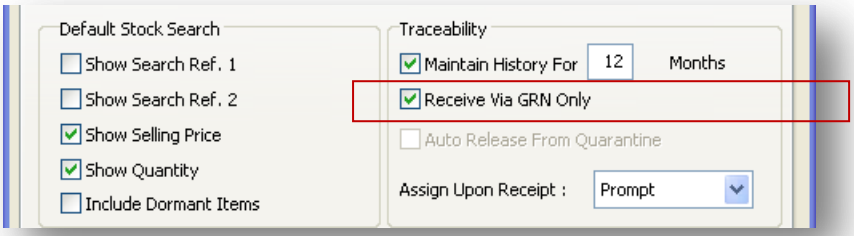
GRN Ref	Originator	Carrier Ref	Delivery Ref	Date	Time	User ID
GRN00046	GRN Receipts	BG	00999	21/05/2010	10:10:19	ADMIN
GRN00047	GRN Receipts	BG	00578	03/09/2010	15:32:15	ADMIN
GRN00048	POP Receipts		POR00126	17/09/2010	11:35:50	ADMIN
GRN00049	GRN Receipts	FAR	del123	19/04/2012	10:33:25	MANAGER
GRN00050	GRN Receipts	BG	kjhgjk	19/04/2012	10:40:40	MANAGER
GRN00051	Direct Receipts		ihtu	19/04/2012	11:37:15	MANAGER
GRN00052	GRN Receipts		qweqwe	30/04/2012	15:06:19	ADMIN
GRN00053	GRN Receipts		asd	30/04/2012	15:07:50	ADMIN
GRN00054	GRN Receipts	BG	sdfg	11/05/2012	14:59:47	MANAGER
GRN00055	GRN Receipts	BG	sdfg	11/05/2012	15:03:10	MANAGER
GRN00056	WO Receipts		WO00035	14/05/2012	13:09:50	MANAGER

If the 'Receive Via GRN Only' option is not set in Stock options the traceable assembly may be received into any warehouse once completed and also the 'Auto-Release from Quarantine' option may be set. If the finished Assemblies are booked into a Quarantine warehouse, once the assignment of trace numbers has been carried out the system will automatically mark the GRN line as being 'Released' from Quarantine.

The Assemblies may then be transferred from quarantine into a 'normal' warehouse.

3.3 Assigning Serial and Batch Numbers to Stock

Once you have stock profile and stock item records designed for traceability, the next stage involves assigning serial or batch numbers to the items you have in stock. How you do this will depend on whether the **Receive via GRN Only** option is selected on the Stock module's **Set Options** form.



If the **Receive via GRN Only** is selected, you can assign serial or batch numbers using the 'process' stage for GRN records. You might do this at the same time as creating a GRN record, or later using the **Process** command associated with the GRN record. In either case, you will be assigning serial and batch numbers to stock items that are being held in a quarantine warehouse, and then releasing them subsequently to a non-quarantine warehouse.

Notes

If the **Receive via GRN Only** option is cleared, you have more opportunities to assign serial and batch numbers, including any process that records the receipt of stock (direct receipts, purchase order receipts, GRNs, and so on) as well as using the **Assignments** command associated with the traceable stock record itself.

Regardless of when you assign serial batch numbers, or the particular function you use to do it, the basic procedure is similar. There are some differences between GRNs and other processes and these will be discussed separately.

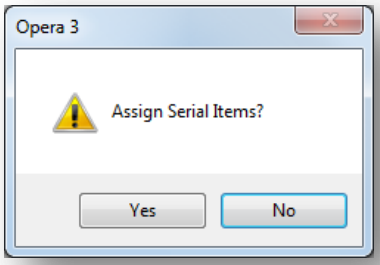
Note: The assignment of batch and serial numbers to traceable stock items before they are issued from any warehouse is mandatory and can be performed through the G.R.N. function.

Once the relevant GRN has been highlighted the user should select the Process (F7) sub-menu from the main Action button.

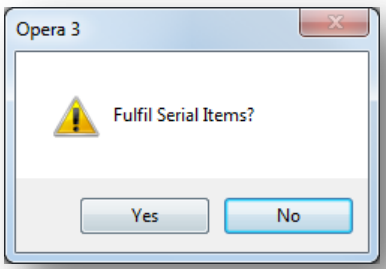
3.3.1 Basic Procedure for Assigning Serial Numbers

This basic procedure applies to all circumstances where you assign serial numbers as part of a goods-inwards procedure; that is, direct stock receipts, purchase order receipts, works order issues and GRNs.

1. The application first detects that you are processing traceable stock records. It does this by checking whether item has a profile with either the **Batch Traceable** or **Serial Traceable** option is set. The following steps are applicable for items that are serial numbered.
2. The application then checks the setting of the **Assign Upon Receipt** option on the Stock module's **Set Options** form. If this is set to 'Prompt', a dialog box will appear asking if you want to assign serial numbers. If it is set to 'Don't Prompt', the next stage of the assignment begins immediately without a prompt. If it is set to 'No', there will be no assignment process for receipts or traceable stock and you will have to use the **Assignments** command on the stock processing form instead.

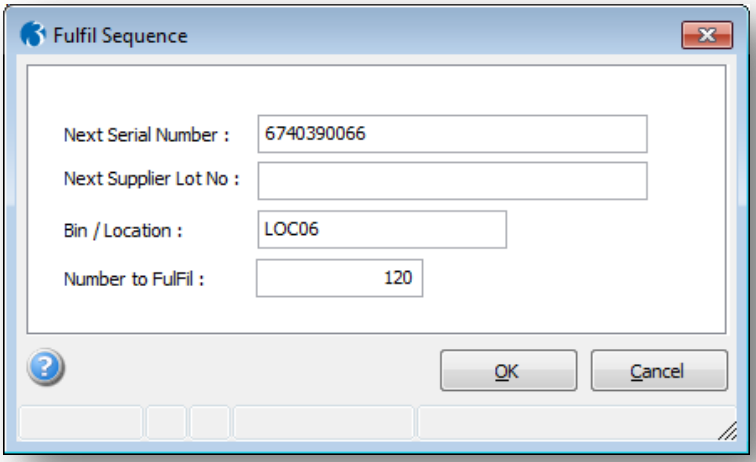


3. Assuming the assignment process continues, you are now asked if you want to 'fulfil' the serial numbers.



Notes

'Fulfilling' means automatically assigning numbers in sequence, starting with a particular serial number. For example, if you are booking in five items and their serial numbers are in sequence, you can start with the first number, say, 1001 and the application will fulfil the assignment of the next four automatically, using numbers 1002, 1003, 1004 and 1005.



If you choose not to fulfil numbers, you will need to assign serial numbers for each receipt quantity as a manual process. For this, move on to step 4.

You complete the entries on the **Fulfil Sequence** form. The **Next Serial Number** box will already display any number stored on the stock record for the item (see also the section Creating Stock Records for Traceable Items).

You can accept this or override it if you want the numbering to begin with something different. You can also record a supplier lot number and bin number for all of the items in the receipt (if these details vary for each item, you might prefer to carry out a manual assignment of serial numbers instead.)

In the **Number to Fulfil** box, the application shows the quantity being received. You can assign numbers to all the items being received or a fraction of that number as required.

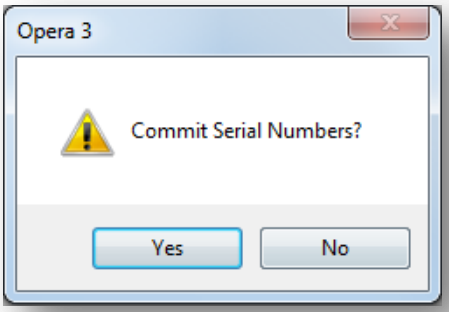
Note: This will default to the quantity received on the GRN line and may be amended as required. Should the quantity be amended to that of less than the quantity received the system will fulfil only those serial numbers.

Next Supplier Lot No *If the Supplier has given details of his lot/batch number for the goods that have been delivered this may be entered here too. This will be extremely useful if at anytime a product recall is required, as the Supplier may only give this number as a reference for what should be recalled.*

Bin/Location *A bin or location may be specified for the items*

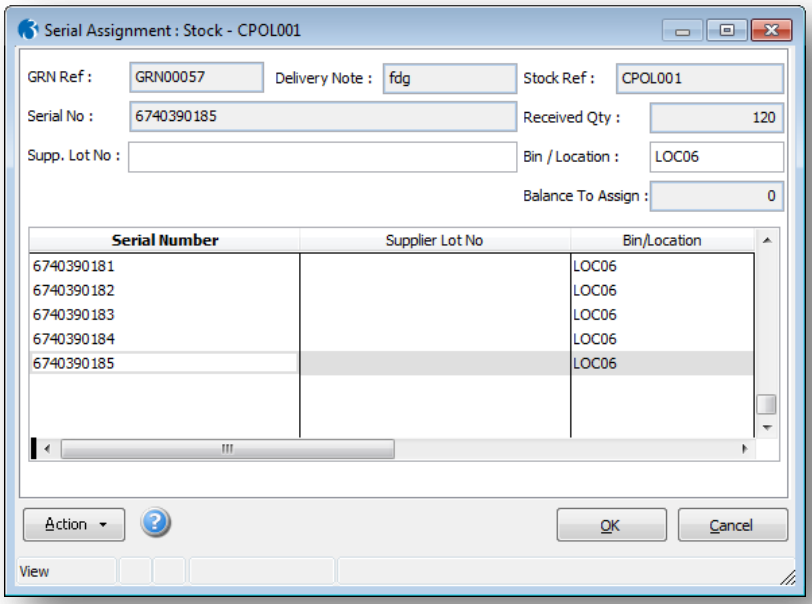
Notes

When you click **OK**, the application will ask if you want to commit the assignment.



When you click **Yes**, or if no prompt is required, the assignment will be done and the receipt process is completed provided all items have been satisfied. If you have only partly fulfilled the receipt quantity, or if the application is unable to carry out the assignment automatically, you will be given the opportunity to complete the process manually as described in step 4.

4. This step concerns the manual assignment of serial numbers. A form appears in which you can enter the serial number, supplier lot number and bin location for each item in the receipt. The form shows the quantity received and each time you assign a new number, the balance to assign reduces by one. The first serial number will be based on the **Next Serial Number** setting on the stock record. You can override this. Subsequent serial numbers are then automatically incremented by one, if possible. You can always override the default number.



If at any point you decide you want to complete the rest of the assignments automatically, you can use the **Fulfil** command on the **Action** menu. This will carry out the automatic assignment as described in step 3.

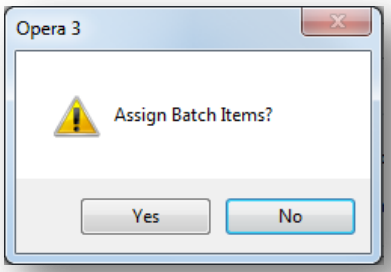
When the **Balance to Assign** box shows zero, the **OK** command button is available and you can store the assignments by clicking **OK**.

3.3.2 Basic Procedure for Assigning Batch Numbers

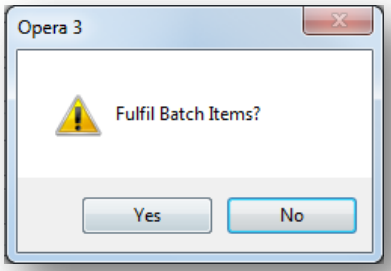
Notes

This basic procedure applies to all circumstances where you assign batch numbers as part of a goods-inwards procedure; that is, direct stock receipts, purchase order receipts, works order issues and GRNs.

1. The application first detects that you are processing traceable stock records. It does this by checking whether item has a profile with either the **Batch Traceable** or **Serial Traceable** option is set. The following steps are applicable for items that are batch numbered.
2. The application then checks the setting of the **Assign Upon Receipt** option on the Stock module's **Set Options** form. If this is set to 'Prompt', a dialog box will appear asking if you want to assign batch numbers. If it is set to 'Don't Prompt', the next stage of the assignment begins immediately without a prompt. If it is set to 'No', there will be no assignment process for receipts or traceable stock and you will have to use the **Assignments** command on the stock processing form instead.

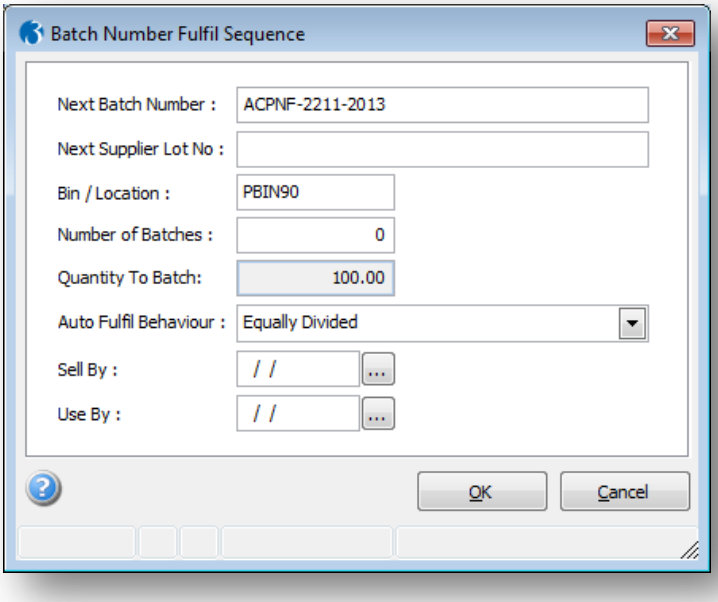


3. Assuming the assignment process continues, you are now asked if you want to 'fulfil' the batch numbers.



'Fulfilling' means automatically assigning numbers in sequence, starting with a particular batch number. For example, if you are booking in five batches and their batch numbers are in sequence, you can start with the first number, say, 1001 and the application will fulfil the assignment of the next four automatically, using numbers 1002, 1003, 1004 and 1005.

Notes



If you choose not to fulfil numbers, you will need to assign batch numbers for each lot as a manual process. For this, move on to step 4.

You complete the entries on the **Batch Number Fulfil Sequence** form. The **Next Batch Number** box will already display any number stored on the stock record for the item (see also the section Creating Stock Records for Traceable Items). You can accept this or override it if you want the numbering to begin with something different. You can also record a supplier lot number and bin number for all of the items in the receipt (if these details vary for each item, you might prefer to carry out a manual assignment of batch numbers instead.)

Note: The Next Batch Number that was originally specified on the stock header screen for this item will be displayed and will increment each time a batch is assigned. If this is overridden, the new batch number will be incremented for the remainder of the assignment and will be used as the default from that point onwards.

In the **Number of Batches** box, you need to enter the number of batches within the receipt quantity. For example, suppose you receive 24 items, but they comprise 3 batches of 8 items each. You enter 3 in the **Number of Batches** box. The application will then assign three batch numbers altogether.

The **Auto Fulfil Behaviour** option affects what happens when the receipt quantity is not a straightforward multiple of the number of batches.

Equally Divided	The receipt quantity is equally divided between the number of batches. So, for example, if 100 items are received in 2 batches, there will be 50 items per batch and two batch numbers assigned. In this example, two batch numbers are used up. **Note:** The User will not be able to select 'Equally Divided' if the 'Batch Qty.' cannot be divided equally by the 'Number of Batches'.
Equally Divided and New Batch for Remainder	Where the number of batches does not divide into the receipt quality without leaving a remainder, this option treats the remainder as a new batch. For example, if 101 items are received in 2 batches, the application will assign two batch numbers to the first two 50s, and then assign a third batch to the remainder of 1. In this example, three batch numbers are used up.

Notes

Equally Divided Remainder Added to Last Batch	Where the number of batches does not divide into the receipt quality without leaving a remainder, this option treats the remainder as an extension to the last batch. For example, if 101 items are received in 2 batches, the application will assign one batch number to the first 50 items, and then assign a second batch to the remaining 51 items. In this example, two batch numbers are used up; the odd item having been added to the last batch.
Custom	You select this option if you decide want to make batch number assignments manually. The application will not assign batch numbers at this stage.

Next Supplier Lot No *If the Supplier has given details of his lot/batch number for the goods that have been delivered this may be entered here too.*

- *This will be extremely useful if at anytime a product recall is required, as the Supplier may only give this number as a reference.*
- *The Lot Number entered on the first assignment line is kept as a default for the other assignments but may be overridden if required.*

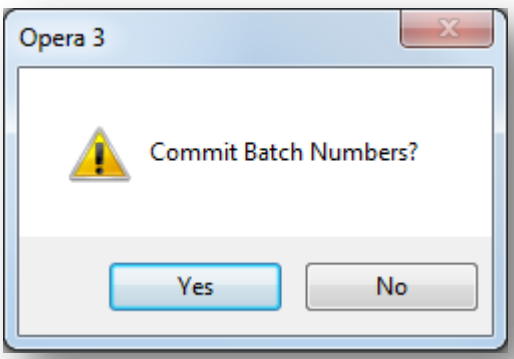
Bin/Location *Enter an optional Bin or Location*

Number of Batches *Enter the quantity that this batch is to consist of.*

Batch Qty *This field will show the received quantity from the original GRN line.*

Sell By/Use By *These are two dates that the system can record for this batch to be reported upon later if required.*

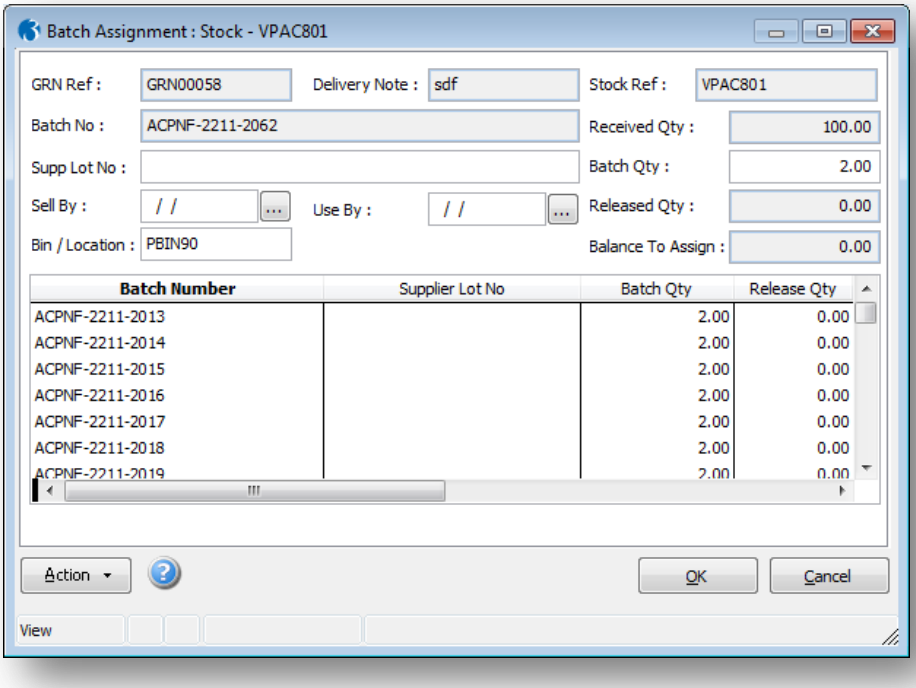
When you click **OK**, the application will ask if you want to commit the assignment.



When you click **Yes**, or if no prompt is required, the assignment will be done and the receipt process is completed provided all items have been satisfied. If you have only partly fulfilled the receipt quantity, or if the application is unable to carry out the assignment automatically, you will be given the opportunity to complete the process manually as described in step 4.

4. This step concerns the manual assignment of batch numbers. A form appears in which you can enter the batch number, supplier lot number, bin location, batch number, sell by and use by dates for each item in the receipt. The form shows the quantity received and each time you assign a new number, the balance to assign reduces by the batch quantity. The first batch number will be based on the **Next Batch Number** setting on the stock record. You can override this. Subsequent batch numbers are then automatically incremented by one, if possible. You can always override the default number.

Notes



If at any point you decide you want to complete the rest of the assignments automatically, you can use the **Batch Auto Fulfil** command on the **Action** menu. This will carry out the automatic assignment as described in step 3. When the **Balance to Assign** box shows zero, the **OK** command button is available and you can store the assignments by clicking **OK**.

Note: The next Batch No in the sequence will be offered, and can be overtyped as required. As each batch is assigned the "Balance To Assign" figure will be reducing until the whole receipt quantity has been entered into batches. The Balance to Assign must match the Received Qty before the OK button is available. When the required quantity has been assigned, amendments to each batch can be made before clicking on OK.

3.3.3 GRNs Created for Traceable Receipts

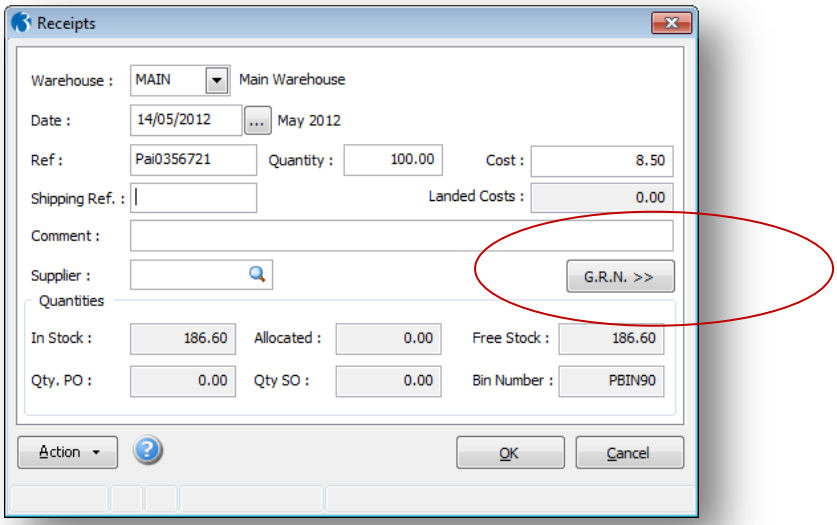
All traceable receipts result in the creation of a GRN record, even if you are not using the main GRN facility to create them. If the **Receive via GRN** Only option is cleared on the Stock module's **Set Options** form, you will be able to record the receipt of traceable items using purchase order receipts and direct stock receipts as well as the GRN facility. Direct stock receipts and purchase order receipts also result in a GRN document whenever traceable stock is involved. The reason for this is so you can use the RTV procedure to record the return of traceable items or the **Release** procedure to move traceable stock from a quarantine warehouse, if used, to a non-quarantine warehouse.

Note: If the user has selected to 'Receive Via GRN Only' in Options ALL Traceable items must be booked into a Quarantine Warehouse. Once the goods have been checked, the relevant batch and serial numbers must be assigned before they can be released from Quarantine.

Additional boxes are provided for this purpose when you create the receipt record. For example, when creating a direct stock receipt for a traceable item an additional **G.R.N.** command button is available on the form. You can use this button if you want to complete additional information about the GRN record. That is, you can add the kind of information you would normally include on a normal GRN record, such as carrier, consignment weight, quality, and so on. This extra information is optional.

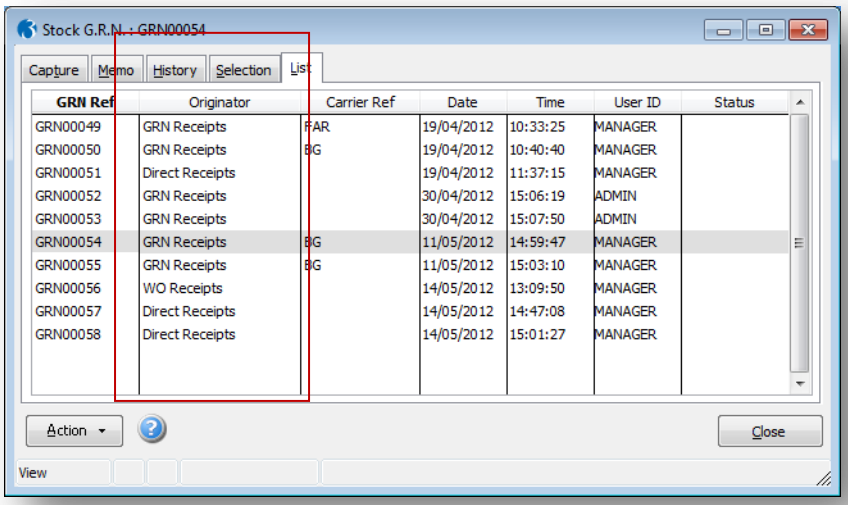
A GRN record will be created whether you complete this information or not; but you do have the opportunity to add the extra details as if you were creating a full GRN document.

Notes



In the case of direct stock receipts, you can enter a supplier code in the **Supplier** box, although you can still create an RTV for returns at a later date, even if no supplier is identified here. When GRN records are created in this way, the application automatically assigns the next GRN numbers from the Stock module's **Set Options** form.

Although the GRN records are created for each type of traceable receipt record, you do not have to use the GRN **Process** or **Release** commands to maintain the GRN records. For example, you can use the **Assignment** command on the stock record to assign serial or batch numbers (if you have not already done so), instead of using the **Process** command on the GRN form. And if you have selected the **Auto Release from Quarantine** option on the Stock module's **Set Options** form, there is no need to use the **Release** command on the GRN form for stocks you have booked into a quarantine warehouse.

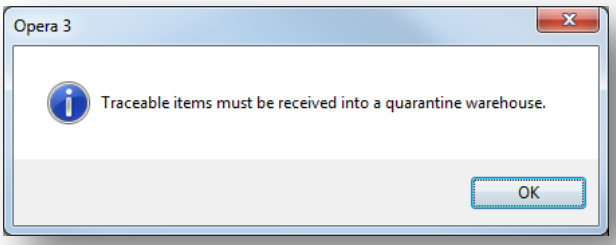


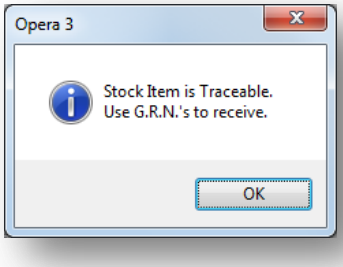
NB: The creation of a GRN for a Traceable stock item is exactly the same as for a 'normal' stock item. Enter the warehouse into which the item on this line of the G.R.N. is to be received. This must be a quarantine warehouse if the user has selected the Receive via GRN only option and the item is traceable. If the item is traceable the traceable icon will be displayed against the line on the GRN.

3.3.3.1 Using GRNs to Assign and Release Traceable Stock

Notes

If the **Receive via GRN Only** option is selected on the Stock module's **Set Options** form, all traceable stock must received using GRNs created using the **G.R.N.** command. You will not be able to use other stock receipt functions. You will also be forced to place traceable stock into a quarantine warehouse.



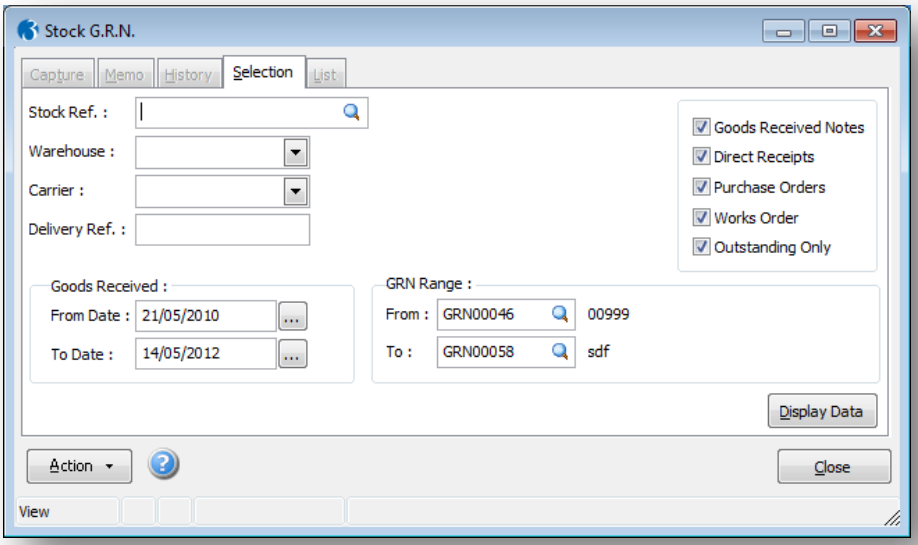


This means you will need to use the **Release** command associated with GRN documents to move stock from the quarantine warehouse to a non-quarantine warehouse before it is available for issue.

If the **Receive via GRN Only** option is cleared, the use of GRNs for traceable stock processing is optional, but remember that GRN documents are created even if you use other methods of receiving stock. If you want to review or maintain such GRN documents, you select the **G.R.N.** command in the Stock module. The Selection tab on the **GRN** form includes options to enable you to select on the basis of the source receipt transaction that created the GRN.

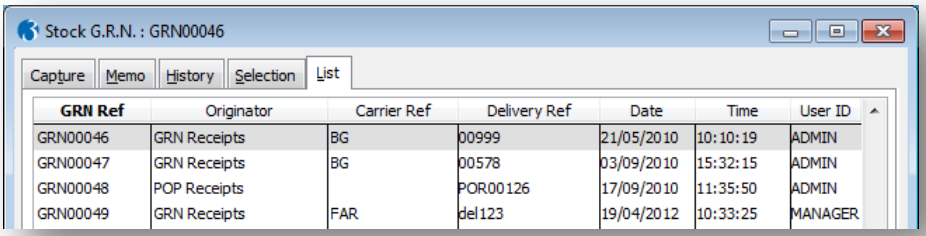
You can choose between 'Goods Received Notes' (that is, GRN documents created using the **G.R.N.** command itself), Direct Receipts (those created using the **Receipts** command on the **Action** menu associated with the **Stock** processing form) or 'Purchase Orders' (those created using the **Receipts** command on the **Action** menu associated with the **Purchase Order Processing** form.

You can include any combination in the selection. By default, all are selected, but if you wanted to see only the GRN documents creating for direct stock receipts, you would clear the other options leaving only **Direct Receipts** selected. If you select **Outstanding Only**, the GRNs selected will include only those with items awaiting release.

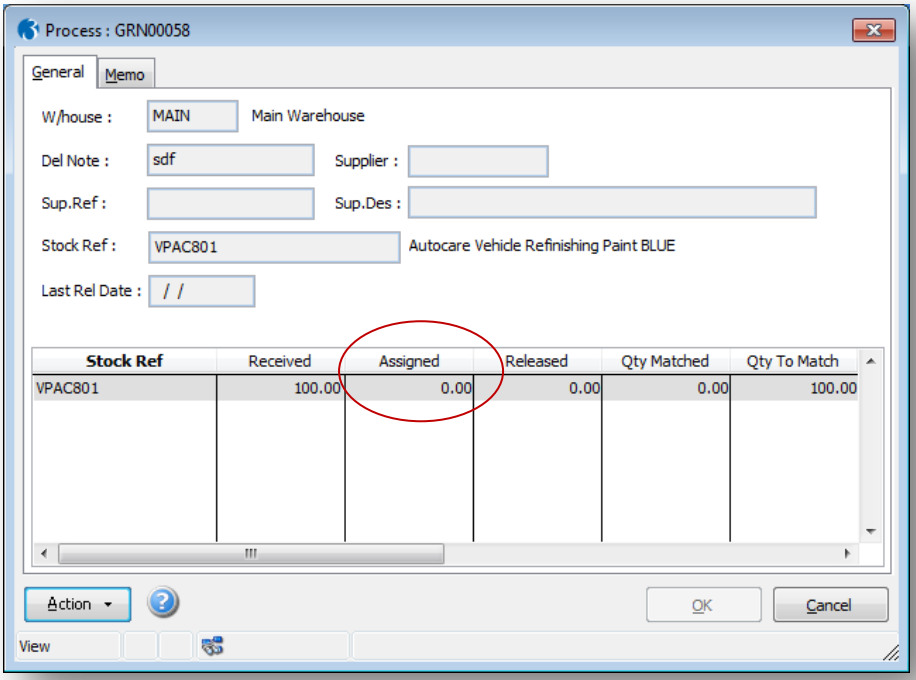


Notes

For receipts where you have not already assigned serial or batch numbers, you can do this using the **Process** and **Assign** commands associated with the **G.R.N.** command. This is regardless of whether you have the **Receive via GRN Only** option selected or not.



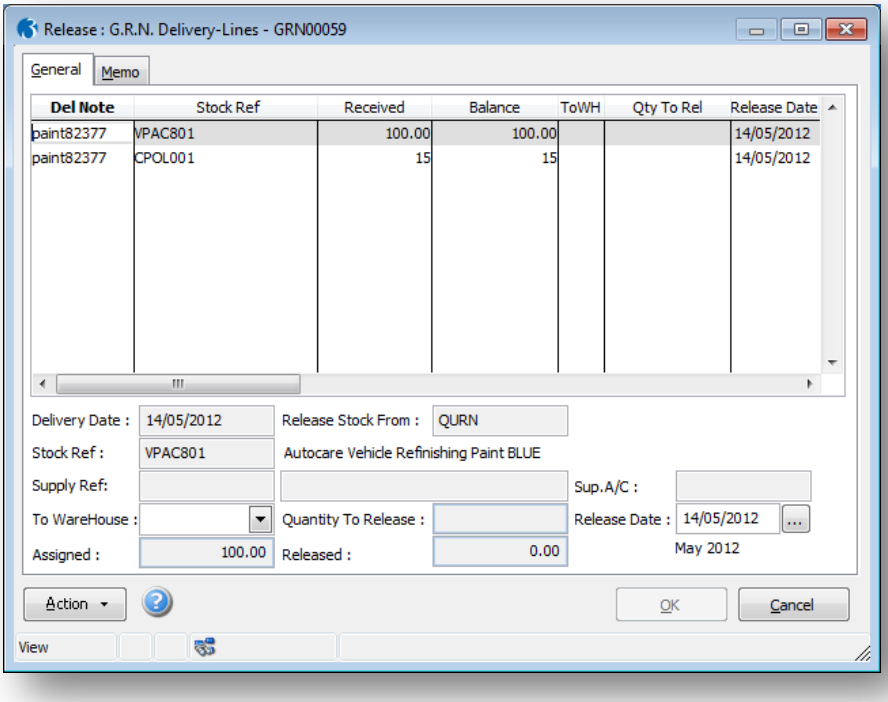
You use the **Selection** tab to display the GRNs you want to list, then select the one you want to use for serial or batch assignment. The details of the GRN show how many of the items are already assigned. This is displayed in the **Assigned** column.



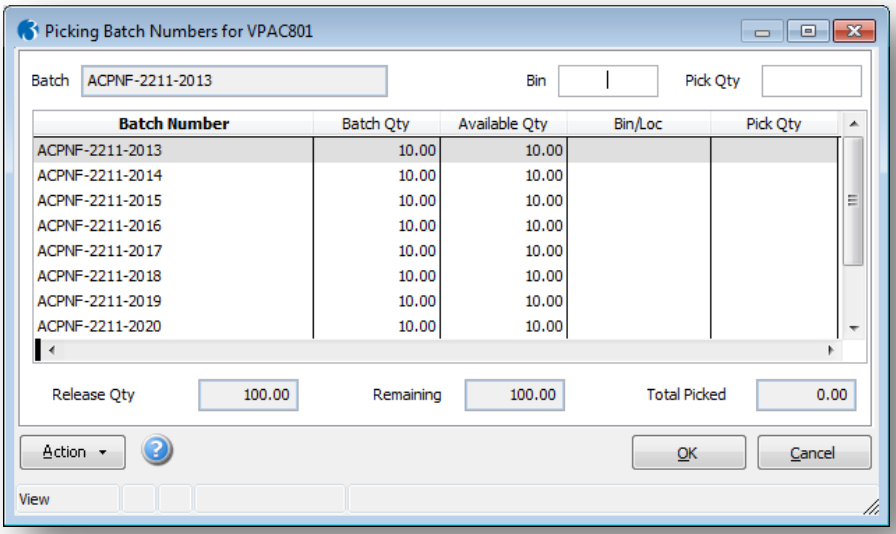
To assign serial or batch numbers to the selected GRN line, you select the line in the grid and then click the **Assign** command on the **Action** menu. You will then be given the option to fulfil the serial or batch numbers automatically or manually. See also the general information about assignments in the sections Basic Procedure for Assigning Serial Numbers and Basic Procedure for Assigning Batch Numbers. If the **Receive via GRN Only** option is selected, your traceable stock will remain in a quarantine warehouse until it is 'released' into a non-quarantine warehouse. To do this, you must use the **Release** command when you have selected the appropriate GRN document on the **List** tab of the **GRN** form.

Notes

If the **Receive via GRN Only** option is cleared, you don't have to store traceable stock in a quarantine warehouse, but it will still have to be 'released' before it can be issued. There are two ways you can do this. One involves selecting the **Auto Release from Quarantine** option on the Stock module's **Set Options** form. If this is selected, stock placed in quarantine is automatically released when you assign serial or batch numbers. You can then transfer it to another warehouse, if appropriate, before issuing. The other method involves using the **Release** command when you have selected the appropriate GRN document on the **List** tab of the **GRN** form.



When you use the **Release** command, the application displays a form listing the detail items (delivery lines) of the GRN document. For each line, you can choose a warehouse into which the stock is released and the quantity to be released.



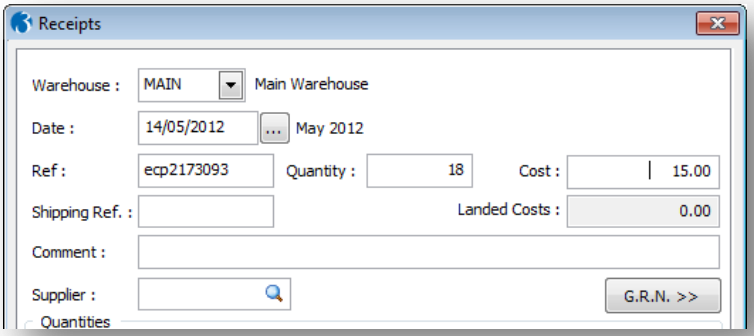
You can also enter a release date, which defaults to the current processing date. Once the process of releasing stock from a quarantine warehouse to a non-quarantine warehouse is complete, that stock is available for issue.

3.3.3.2 Stock Receipts for Traceable items

Notes

If the User un-checks the 'Receive via GRNs only' option, inward movements of traceable items can be recorded using the Receipts function in the Stock module or the Purchase Orders module, as well as GRNs. All receipt processes that involve traceable stock result in the creation of a GRN document automatically.

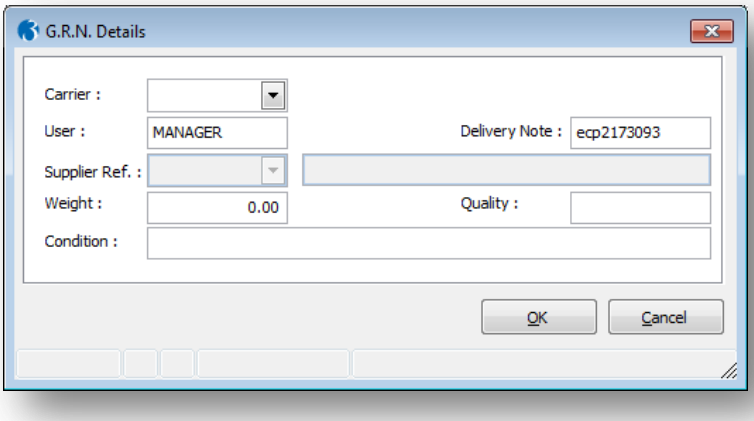
The user may also record receipts into a non-quarantine warehouse and carry out the assignment of serial or batch numbers at any time after booking in the stock, using a separate Assignments command. You will not be able to issue traceable stock items until you have assigned serial or batch numbers.



Choose the Warehouse into which the goods have been received. *Remember, this does not have to be a Quarantine Warehouse.* The selected warehouse's current In Stock quantities will be displayed in the lower section of the window.

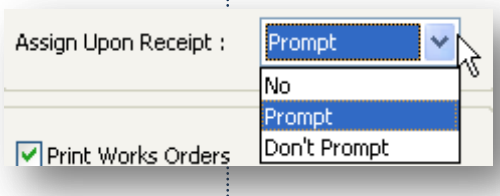
G.R.N >>

All receipt processes that involve traceable stock result in the creation of a GRN document automatically. This button will allow the user to enter in specific details for that GRN. An entry in this screen is not mandatory.



Upon clicking OK, the user will be returned to the receipts screen and the user will be asked to confirm the receipt. Dependant on the setting in Options the user will have the ability to assign trace numbers to the received items.

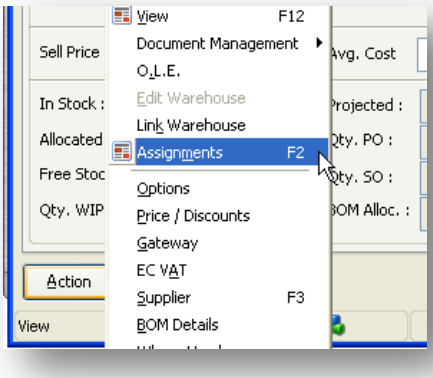
- No – No assignment will be made at the time of posting the Receipt and the user will need to use Stock Assignment function or Assign from within GRN's.
- Prompt – The system will prompt the user to assign serial or batch numbers after entering in the receipt.
- Don't Prompt – The system will automatically open an assignment form.



Option set to 'No'

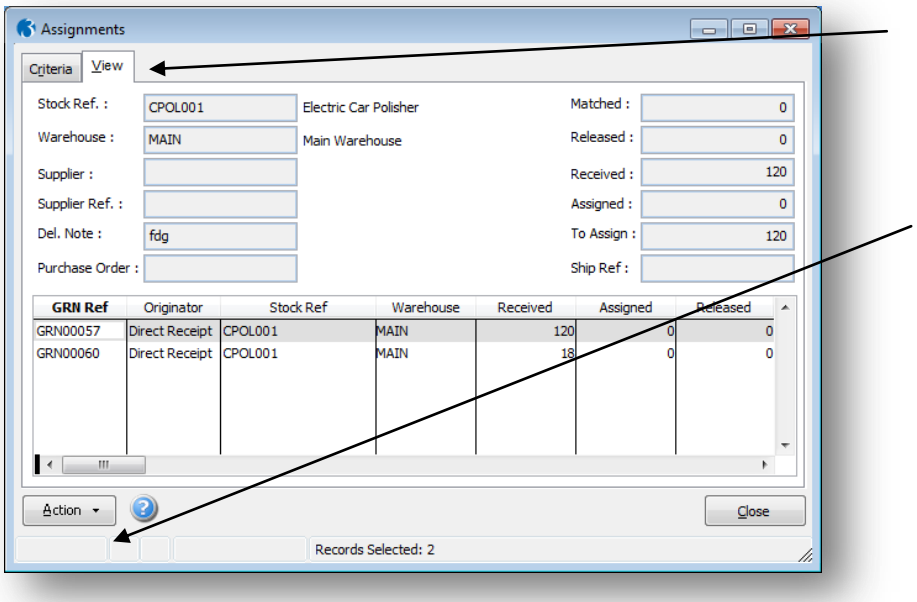
Notes

If the Option is set to No, no assignment will be made at the time of posting the Receipt and the user will need to use Stock Assignments (F2) or Assign from within GRN's.



Stock Assignments is only available is the user is not 'Receiving Via GRN's Only'.

Upon selecting Assignment F2 from the Action menu, the system will display a list of receipts of the particular stock item that have an unassigned quantity outstanding. The receipts displayed may be as a result of a GRN or a Direct Receipt or a POP Receipt.



The Assignment of serial or batch numbers may only be done from the Action menu if the user is on the View tab. Select the receipt line you would like to process first and select Assignment (F6) from the Action menu

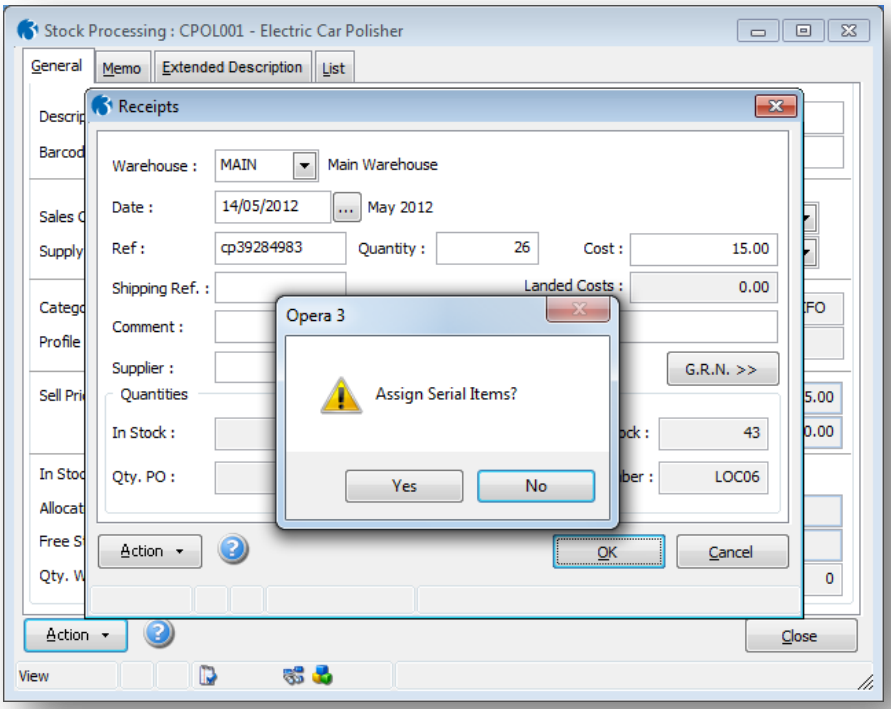
You will be given the option to Fulfil the Serial or Batch Items. See sections in previous pages entitled Assigning Batch Numbers and Assigning Serial numbers.

The Criteria tab is very similar to the GRN Selection criteria tab. It allows the user to select another stock item to assign trace numbers to and also allows the Originator to be defined.

Notes

Option set to 'Prompt'

The system will prompt the user to assign serial or batch numbers IMMEDIATELY after entering in the receipt. A response of Yes will also return the Fulfil? message



If the user selects the No response, they will need to use the Assignments F2 menu option or the Assign sub-menu in the Stock GRN's function. Remember, the assignment of Serial or Batch numbers must take place before the items can be issued.

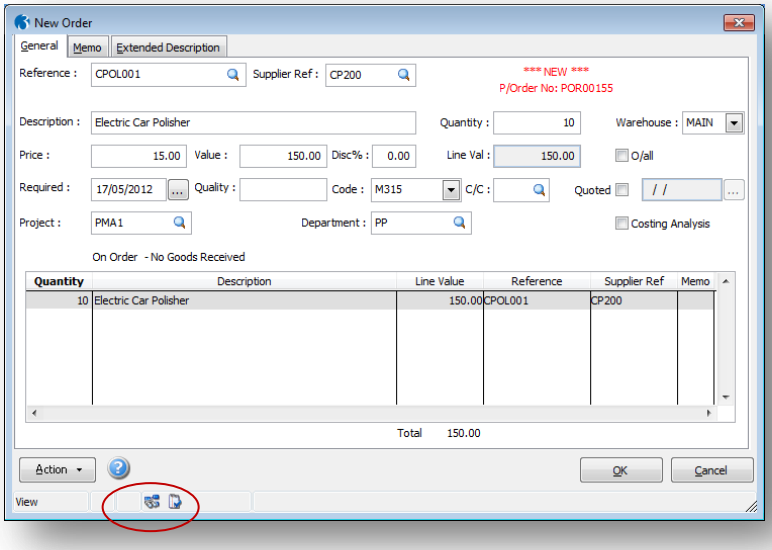
Option set to Don't Prompt

The system will automatically take the user into the assignment process, the first prompt being the Fulfil Batch Items?

3.3.3.3 Purchase Orders Receipts

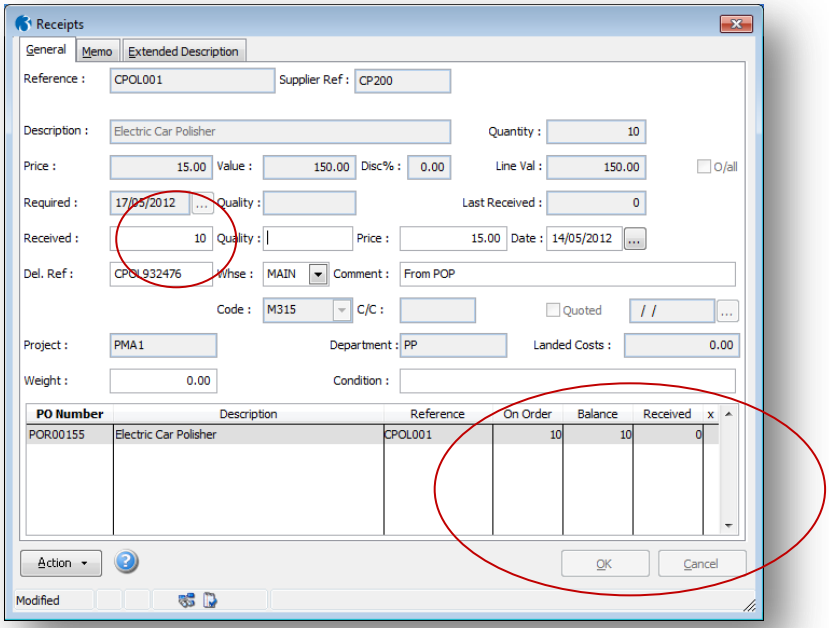
If the Purchase Orders module is activated, the user can record the receipt of traceable items using the 'quick' receipts function. Remember, this form of Receipt will automatically create a GRN in the Stock module.

Notes



The above screen shot is an order against Carters Limited for traceable items. The traceable item icon is clearly displayed at the bottom of the order. From the main Action menu, select the Receipts F5 sub-menu to record the delivery. Select the required Purchase Order (if known), the receiving warehouse and delivery reference. The Carrier field will be used on the automatic GRN creation for traceable items.

The screen will display any outstanding order lines

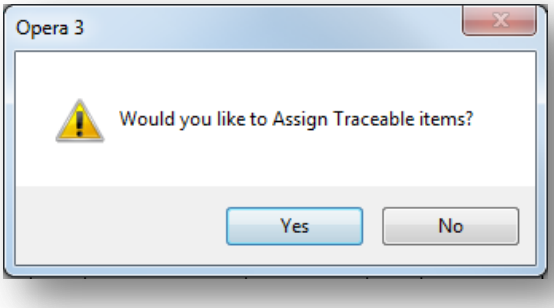


If the full quantity has been received the user may select the Tick/Untick (F7) sub-menu from the Action button or enter a received quantity into the Received field. The Received column will be updated when the user clicks the OK button to confirm the received line

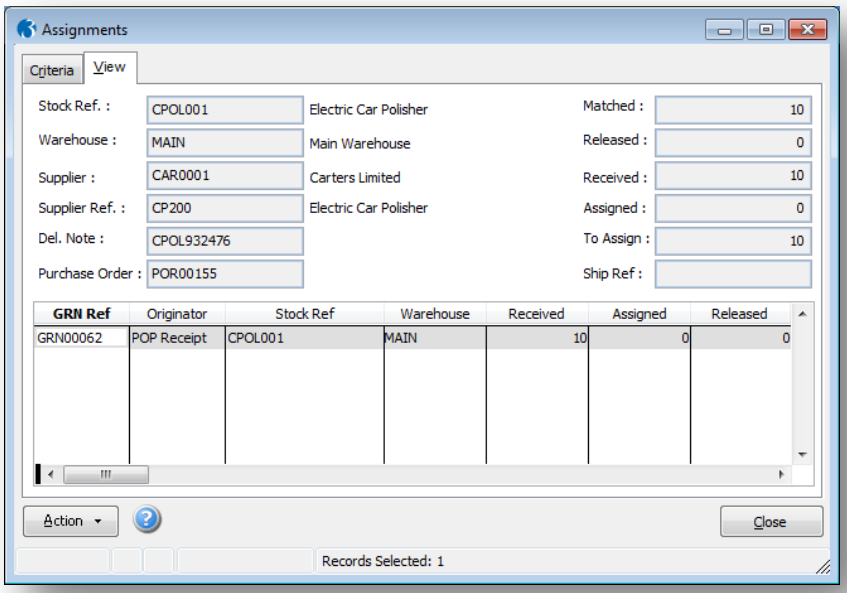
If the user has set the Assign Upon Receipt option in the Stock module to 'Prompt' the 'Assign Traceable Items?' prompt will be displayed. Should the user choose No, no assignment of serial or batch numbers will take place in the Purchase Orders module. The user will need to use Assignment in Stock processing or Assign in Stock GRN's.

If the user has set the Assign Upon Receipt Stock Option to 'Don't Prompt' they will be taken immediately into the assignment screen.

Notes



The assignment screen is exactly the same screen as seen previously in Stock Assignments (F2).



The Assignment (F6) sub-menu is available to complete the assignment of the serial or batch numbers. The option to Fulfil is also available

This process of receiving traceable items into stock will automatically generate a GRN in the Stock module and will be available immediately.

3.3.4 Using the Assignment Command

This method of assigning batch or serial numbers only applies if the **Receive via GRN Only** option is cleared. If you do not assign serial or batch numbers at the time of recording receipts, you can carry out the assignment either using the GRN **Process** and **Assign** commands as described above, or using the **Assignment** command on the **Action** menu associated with the stock record itself.

Using the **Processing** command in the Stock module, you can retrieve the stock record for a traceable item. Using the **Assignments** command on the **Action** menu, you can open the **Assignments** form from which you can assign serial or batch numbers.

A **Criteria** tab is available so you can select which outstanding records you want to process. This is similar to the selection criteria available for GRNs when you use the **G.R.N** command in the Stock module. The default selection for the **Criteria** tab is all GRN records for the currently selected stock item. In fact, the **Criteria** tab is not displayed first if there are outstanding records awaiting assignment, so you if want to change what appears on the **View** tab, you must first click to select the **Criteria** tab.

Notes

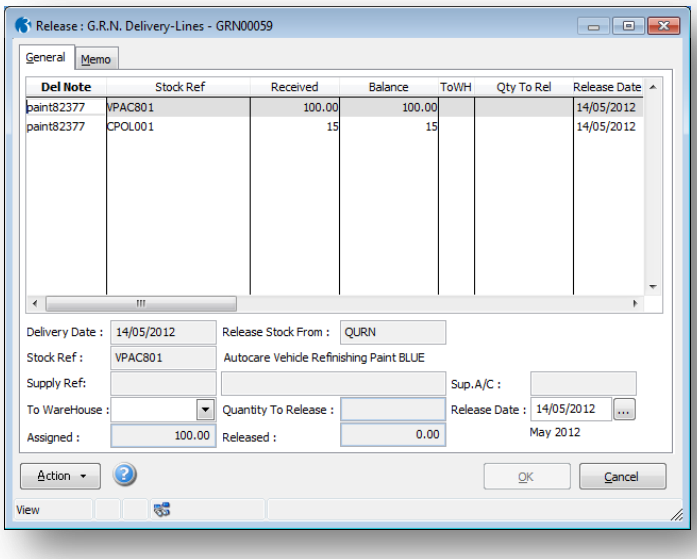
The **View** tab shows the outstanding GRN lines according to the criteria. From here you can assign the serial or batch numbers as required. You begin by select the GRN line you want to process. The grid shows the quantity received in the **Received** column and the quantity assigned so far in the **Assigned** column. The quantity remaining to be assigned (the difference between the receipt and assigned quantities) appears in the **To Assign** box in the top-half of the form. Select the **Assignment** command on the **Action** menu. You will then be given the option to fulfil the serial or batch numbers automatically or manually. See also the general information about assignments in the sections Basic Procedure for Assigning Serial Numbers and Basic Procedure for Assigning Batch Numbers.

3.3.5 Releasing Traceable Items From Quarantine

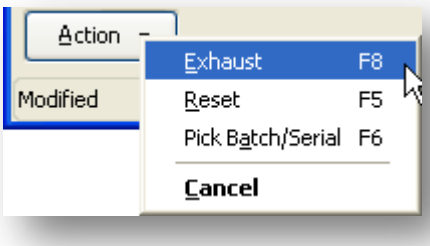
Before stock that has been received into a Quarantine warehouse can be used by the stock control system, it must be released. Remember, if the user has not selected the Receive via GRN's only option, traceable items may be received into any warehouse AND THE OPTION CAN BE SET TO AUTO-RELEASE. In the case of traceable stock items, this is only possible for the items that have had batch or serial numbers assigned to them. At the time of releasing it is necessary to specify which of the batches or serial numbers are being released.

The release of stock from a quarantine warehouse is performed within the G.R.N. function within the main Stock Control menu. Once the relevant G.R.N. document has been highlighted, the Release F8 Action sub-menu will allow lines on the G.R.N. to be released from Quarantine into a 'Normal' warehouse, where it can be used properly by the rest of Stock Control.

The Release screen shows the stock items that were received on the G.R.N



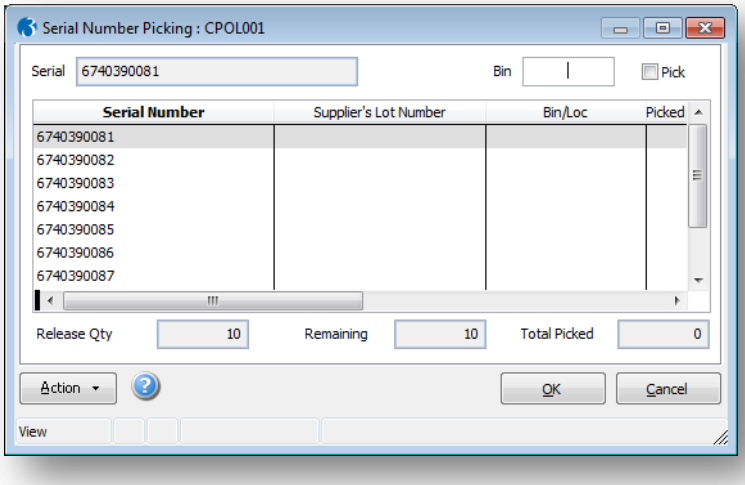
For each item that is to be released the user must specify the warehouse to which it is being released and the quantity involved. The system will then display the 'Pickings' screen from which it is necessary to choose the batch/serial numbers that make up the quantity being released. Alternatively, the user may select the Exhaust (F8) Action which will match the Assigned quantity to the Quantity To Release field.



3.3.5.1 Releasing Serial Traceable Items

Notes

In the 'Pickings' window the assigned Serial Numbers are listed and are available for picking

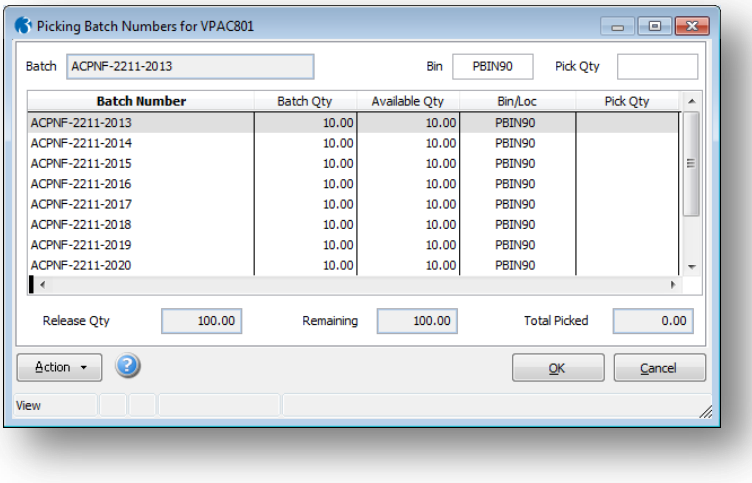


The user may enter in an optional Bin location and mark the Serial Number as Picked.

When the Release Qty matches the Total Picked quantity the user may select OK.

The user will be returned to the original delivery lines screen and should confirm the release date and commit the release to stock.

3.3.5.2 Releasing Batch Traceable Items



In the 'Pickings' window the system will display the assigned batches and available quantities that may be picked. The user may enter an optional Bin location.

They may also choose the split the batch into smaller quantities.

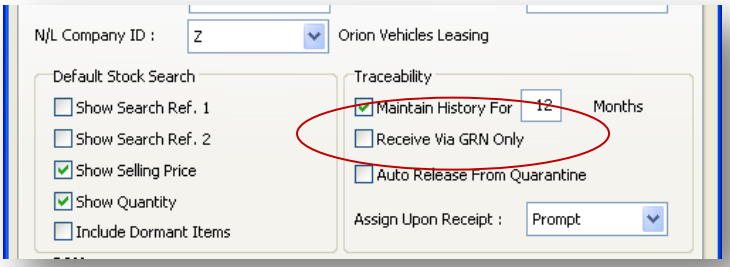
When the Release Qty matches the Total Picked quantity the user may select OK.

The user will be returned to the original delivery lines screen and should confirm the release date and commit the release to stock.

3.3.5.3 Auto Release from Quarantine

Notes

If the user has de-selected the Receive Via GRN Only option, they will be able to select the Auto Release From Quarantine option.

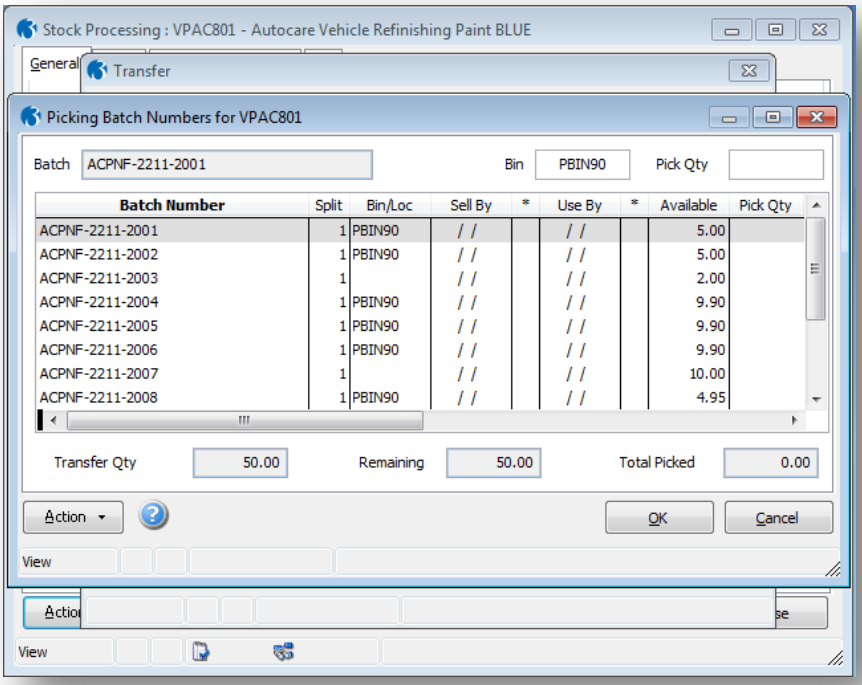


This option allows Traceable receipts to be automatically marked as released when assigned. The traceable items should then be transferred to another warehouse in order for them to be issued AS YOU CANNOT ISSUE from a quarantine status warehouse.

3.3.5.4 Transfer from Quarantine Warehouse – Batched items

If the user has selected the Auto Release From Quarantine option, they will not have to perform the Release function in Stock GRN's. The system will automatically mark the items as released once they have had their serial or batch number assignment.

Because you may not Issue goods from a quarantine warehouse, they must be transferred into a warehouse that allows Issues. Transfer F11 is a sub-menu from the Action button.



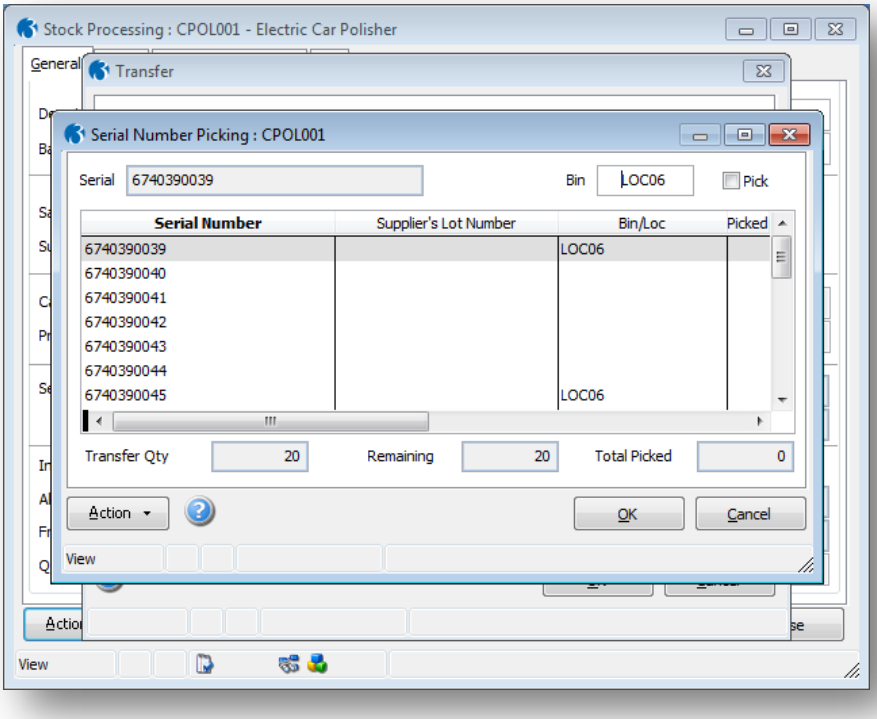
The user may then pick quantities from any of the available batches. This allows for the original batch quantity to be split as required. When the Transfer Qty and Total Picked quantity matches the OK button will be available.

After selecting the warehouse from which the goods are being transferred and confirming the date of the transfer, the user must enter a reference. They must then enter the quantity of goods that are required to be transferred. The system will search for all available batch numbers held at the warehouse.

3.3.5.5 Transfer from Quarantine Warehouse – Serial Items

Notes

After selecting the warehouse from which the goods are being transferred and confirming the date of the transfer, the user must enter a reference. They must then enter the quantity of goods that are required to be transferred. The system will search for all available serial numbers held at the warehouse.



The user may then pick which serial numbers they require to transfer to another warehouse. When the Transfer Qty and Total Picked quantity matches the OK button will be available.

3.4 Issuing and Returning Traceable Stock

Traceable stock can only be issued when it has been assigned and released. The process of assignment is the one in which you give the items their serial or batch numbers, and this is done either at the time of booking in the stock receipts, or subsequently, using one of the assignment functions described earlier in this guide.

Note: Regardless of the setting of the **Receive via GRN Only** option, you cannot issue traceable stock from a quarantine warehouse. See also the topic Setting Options for Stock Module.

There is an option on the **Set Options** forms for the SOP and Invoicing modules called **Select Traceable Numbers on Quantity**. If this is selected, the picking process for traceable items takes place when you enter the quantity required in the document detail lines of the invoice or credit note. In other words, you select the serial or batch numbers on a line-by-line basis. If the option is cleared, the picking process takes place after you have finished all detail lines for the document.

Notes

Issues of traceable stock can be managed from several different functions. The following lists the areas within the system that result in the issue and return of stock during which traceable items can be processed:

- Stock module receipts
- Stock module returns
- SOP or Invoicing module invoices (or delivery notes, depending on which results in a stock issue)
- SOP or Invoicing module credit notes
- SOP or Invoicing module batch processing (when processing documents to the level at which stock is issued which will be either invoice or delivery note)
- SOP or Invoicing module repeat invoices
- BOM module works order issues (in the case of assemblies that contains traceable components)

Regardless of which process you use, the basic procedure for picking traceable stock is similar. This basic procedure is described below; first for batch numbered items, then for serial numbered items.

3.4.1 Basic Procedure for Picking Batch Numbered Items

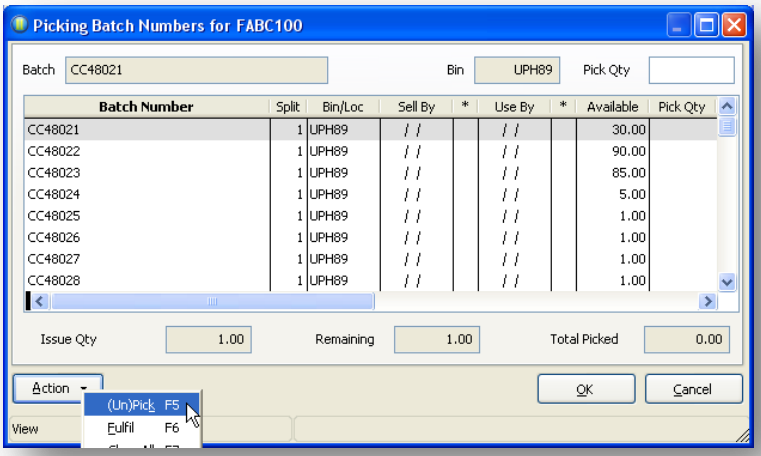
This basic procedure applies to all circumstances where you pick batch numbered stock items.

1. The application first detects that you are processing traceable stock records. It does this by checking whether item has a profile with either the **Batch Traceable** or **Serial Traceable** option is set. The following steps are applicable for items that are batch numbered.
2. On the basis of the warehouse you have chosen from which the stock will be issued, the application checks that the warehouse contains assigned and released records. Even if the warehouse shows a free stock figure for the traceable item, that stock will not be available for issue unless it has also been assigned and released. If no such records exists, a message appears.

You will then have to choose a different warehouse, or abandon the issue and carry out the assignment and release processes.

3. Assuming that the application finds traceable records you can issue, you can continue with the transaction entry and you will be prompted to pick the batch number(s) for the issue. For direct issues, this will occur as soon as you have entered the quantity to be issued. For other transactions, such as SOP documents, an option setting determines whether picking is done when entering the quantity or after all detail lines have been completed. For batch processing in SOP or Invoicing module, the picking process is done in one go.
4. You use the commands on the Action menu process the batches. You use the **(Un)Pick** command to select individual batches selected in the grid. The same command unpicks from the batch if you have already selected it for picking. Alternatively, if you want to pick only part of a particular batch, you can enter the number in the **Pick Qty** box and press TAB to save the line. Any remaining unpicked quantity will then be shown in the **Remaining** box.

Notes



The **Fulfil** command automatically fulfils the pick quantity from the available batches in one process.

The **Clear All** command clears all the picked batches so you can start again. As you use the commands, the total quantity picked is displayed in the **Pick Qty** box.

When you have finished picking the batches, click **OK** to update the transaction. If the quantity you've picked doesn't match the quantity you intended to issue (as entered on the preceding form), the application will ask if you want to update the issue quantity to match the actual quantity of batch items you picked.

5. The remainder of the issue transaction process is the same as non-traceable items.

Note: The process if issuing batch traceable items is very similar to that of serial trace items. After selecting the quantity the system will search for all available items at the warehouse selected. All available items will be displayed, with the assigned batch numbers and available quantities. If the user has entered in Sell By and Use By dates against the batches they will also be displayed. If the date is past the current system date an '*' will clearly show in the relevant column.

3.4.2 Basic Procedure for Picking Serial Numbered Items

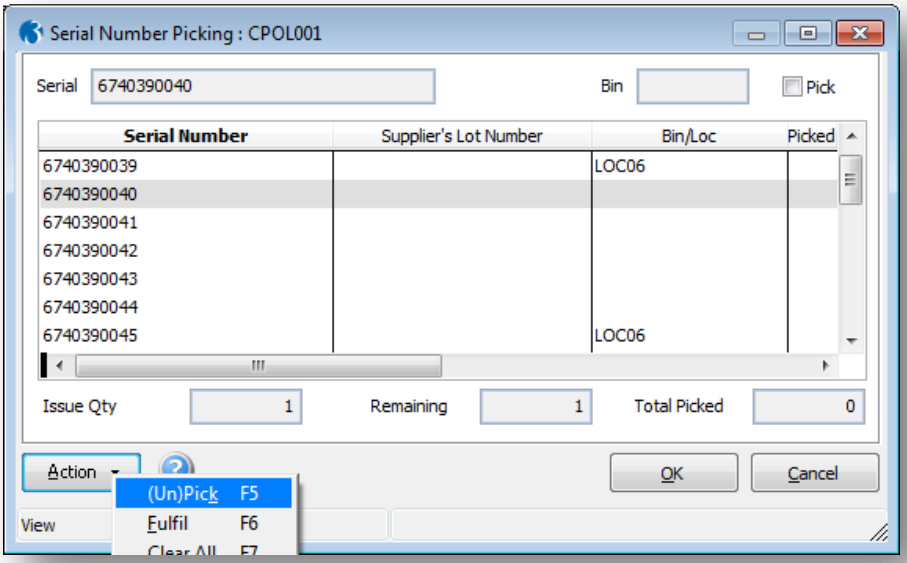
This basic procedure applies to all circumstances where you pick serial numbered stock items.

1. The application first detects that you are processing traceable stock records. It does this by checking whether item has a profile with either the **Batch Traceable** or **Serial Traceable** option is set. The following steps are applicable for items that are serial numbered.
2. On the basis of the warehouse you have chosen from which the stock will be issued, the application checks that the warehouse contains assigned and released records. Even if the warehouse shows a free stock figure for the traceable item, that stock will not be available for issue unless it has also been assigned and released. If no such records exists, a message appears.

You will then have to choose a different warehouse, or abandon the issue and carry out the assignment and release processes.

Notes

3. Assuming that the application finds traceable records you can issue, you can continue with the transaction entry and you will be prompted to pick the serial number(s) for the issue. For direct issues, this will occur as soon as you have entered the quantity to be issued. For other transactions, such as SOP documents, an option setting determines whether picking is done when entering the quantity or after all detail lines have been completed. For batch processing in SOP or Invoicing module, the picking process is done in one go.
4. You use the commands on the Action menu process the items. You use the **(Un)Pick** command to select individual serial numbers from in the grid. The same command unpicks the item if you have already selected it for picking. You can also click the **Pick** option at the top of the form; again, this picks the currently selected item in the grid. You can press TAB to save the line and update the screen totals.



The FulFil command automatically fulfils the pick quantity from the available serial numbers in sequence.

The Clear All command clears all the picked items so you can start again.

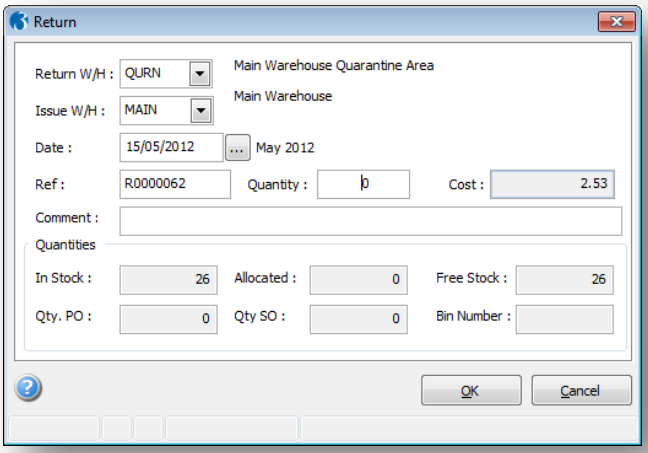
As you use the commands, the total quantity picked is shown in the Total Picked box and the Picked option is selected once the process is complete.

5. When you have finished picking the serial numbers, click **OK** to update the transaction. If the quantity you've picked doesn't match the quantity you intended to issue (as entered on the preceding form), the application will ask if you want to update the issue quantity to match the actual quantity of batch items you picked.
6. The remainder of the issue transaction process is the same as non-traceable items.

3.4.3 Returning Traceable Items into Stock

Notes

When you return traceable stock, there is a similar procedure involved in that you need to identify the batch or serial number for the item(s) being returned to stock. The application finds and displays a list of all traceable items that have been issued from the warehouse specified, and you can pick from that list the one(s) you want to return to stock. You can return traceable stock to any warehouse. It does not have to be returned to the issuing warehouse. This means you identify both the returning warehouse and the issuing warehouse, since they can differ. The process of picking for returns is similar to that of issues, except that you can also identify the bin location in which the returned items will be stored.



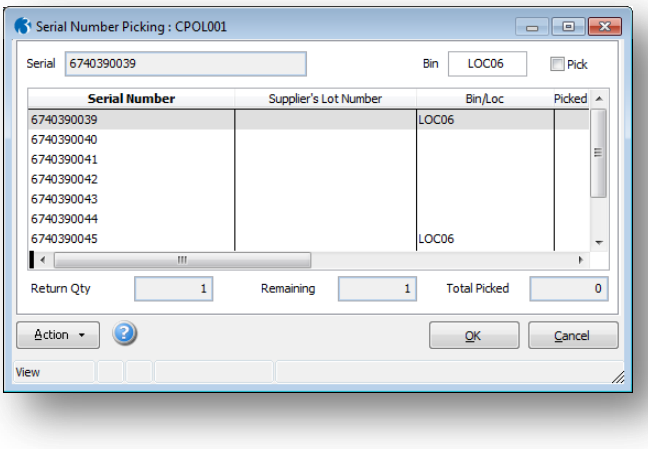
Return W/house

Select the Warehouse into which the goods are to be returned. Only those warehouses that have their movement indicator set to allow returns will be available.

Issue W/house

Select the warehouse from which the goods were originally issued.

The user may adjust the return date accordingly and enter in a mandatory return reference. After confirming the quantity of the item(s) that is being returned, the system will search for traceable transactions and display a picking screen allowing the user to select which traceable item(s) have been returned.



If the goods are faulty, or perhaps have been part of a product recall they may require a Return To Vendor document to be raised in order to return them to the supplier.

3.5 Returning Traceable Items to Vendors

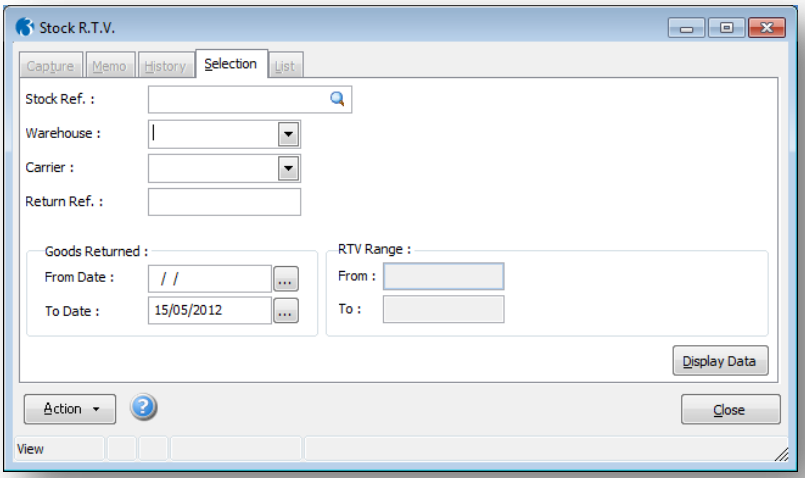
Notes

When using the RTV process to record the return of traceable stock to vendors, you can pick the items from an existing GRN record. This includes those GRNs created automatically by the system when traceable items received through purchase orders and direct stock receipts. The RTV process provides a number of features that are of specific help when processing traceable items. In particular, when returning items that have are being picked from GRNs, additional search criteria can be used to find the item you want to return. For example, you can create an RTV record for traceable item where you know the serial or batch number, but have no idea where it came from or on which GRN record it was booked in. You simply enter the serial or batch number and the application will find the record.

Note: A RTV document may be raised from any warehouse.

When you create a new RTV record, you are prompted for the main RTV details first, including carrier, supplier, reference and so on. If you then choose to pick from GRNs, the **GRN Criteria** form appears and some of the options are particular to traceable stock as summarized below:

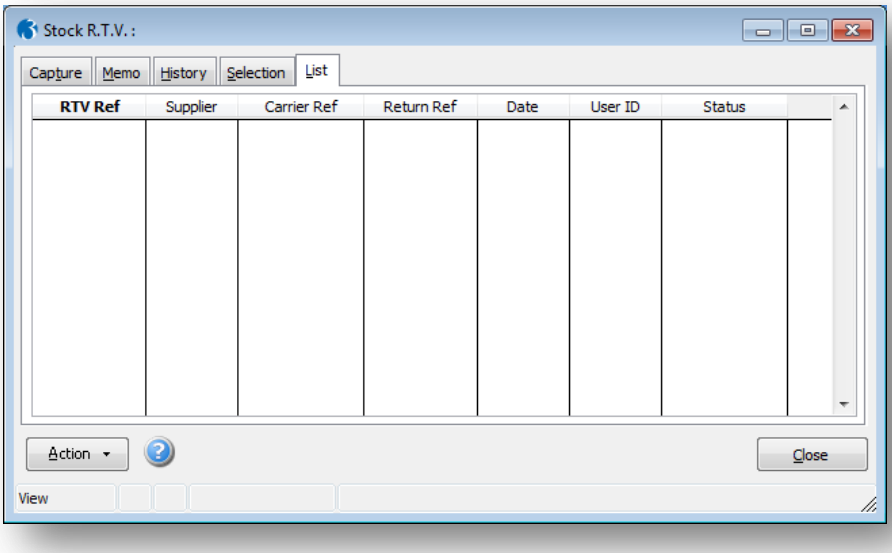
Criterion	Description
G.R.N. Ref	You can specify a range of GRN documents by entering the start and end references; the default being all references.
Include	If you select **Batch**, you can enter a batch number for a traceable item and the application will include that item in the RTV. Similarly, you can enter a specific serial number if you select the **Serial** option. If you select **Batch and Serial**, then GRNs will be included in the picking list for the RTV if they contain either batch or serial numbered items. If you don't want non-traceable items in the GRN selection, you clear the **Non Trace Items** option. If you don't want to include GRNs for which no supplier has been identified, you clear the **GRNs With No Supplier** option.
Dates	You can select GRNs for the RTV picking process on the basis of the GRN dates. The default is all.
Warehouses	You can specify the received into and returning from warehouses. The received into warehouse is the one in which the goods were booked when first received into stock. However, the return to vendor can be from a different location, so you can also specify the warehouse from which the items will be returned.



Notes

Once the GRN delivery lines are displayed, the form separates the information associated with GRN from the new RTV.

You will be able to return traceable items regardless of whether they have been assigned serial or batch numbers. Because of this, the RTV quantities are broken down so you can see how many are assigned and released as well as available to pick. If not all of the items have been assigned, you need to instruct the application what proportion of the assigned or unassigned items are being returned. For example, if you have six items in stock, three of which have been assigned serial or batch numbers, and you are returning less than six items, you have to indicate what proportion of the quantity being returned are assigned. Suppose you are returning four items; there are many possible configurations, such as one assigned with three unassigned or vice versa, two assigned with two unassigned, three assigned with one unassigned and so on.



Once you have completed these details, if the RTV includes assigned items, the application will then display the picking form so you can choose which serial or batch numbers are being returned. This picking form works in the same way as the process used for stock issues. When you have finished picking the items, you can post the RTV document and complete the transaction in the same way as normal RTVs.

The initial Selection screen is very similar to the GRN selection screen. The user may be specific about a Stock Reference, Warehouse, Carrier and Return reference.

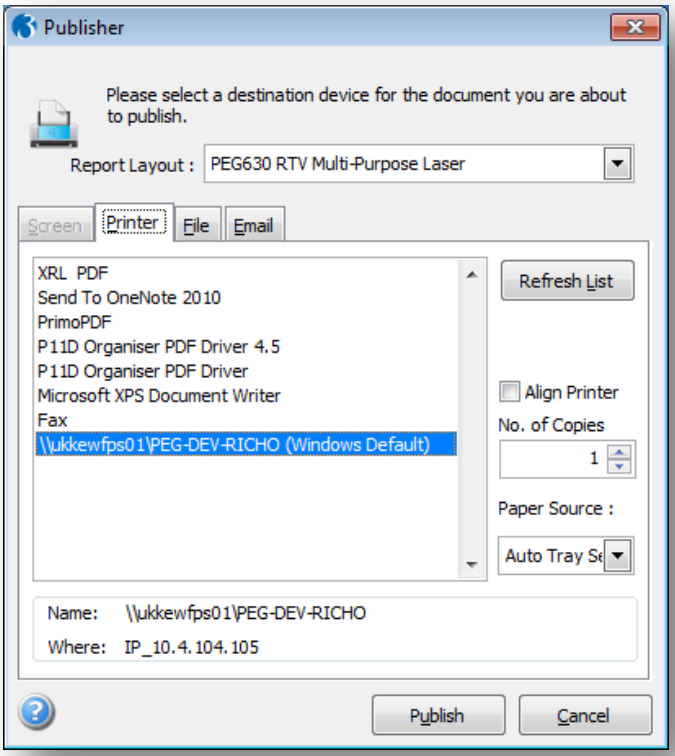
The system will, by default, display a date range of Goods Returned from the oldest remaining RTV currently held on the system to the current system date. This date range may be modified.

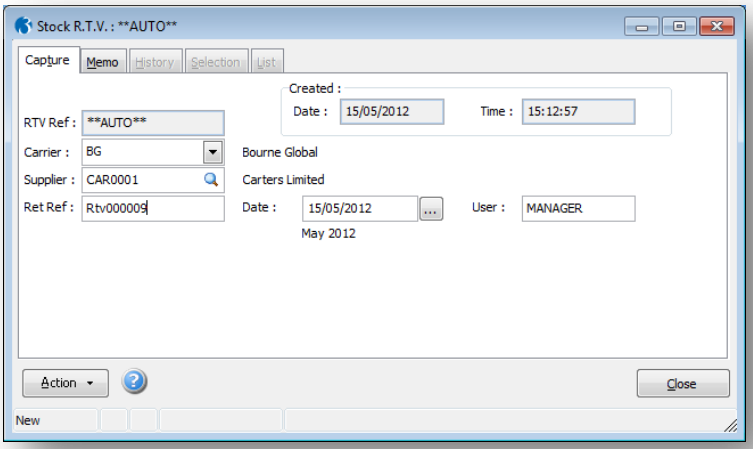
The RTV range will, by default, display all of the RTV documents currently held on the system.

Only when the user has selected the Display Data button will they be able to create a new RTV document.

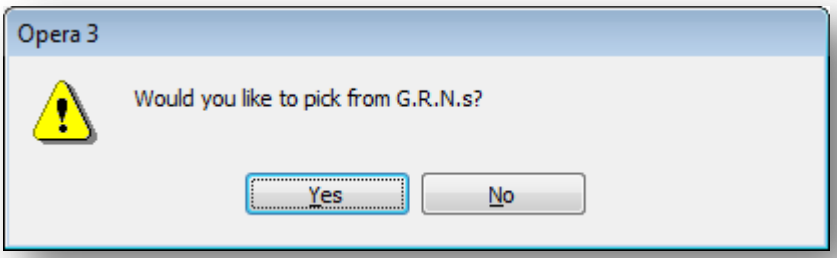
The software will immediately show the Publisher screen, in which the user can select the Report Layout and destination of the document. This document is designed to be enclosed with the returned goods.

Notes





The user must select a Carrier and a Supplier reference, to whom the goods are to be returned. A Return Reference is mandatory. The Date will default to the system date and the User to the current login ID.

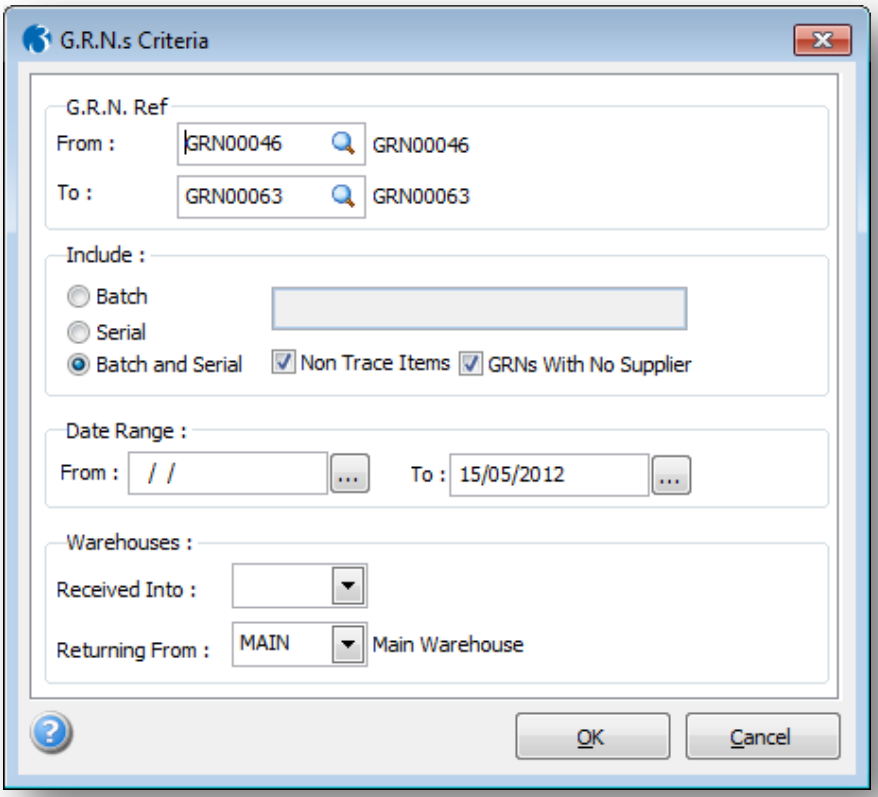


If the User is creating an RTV for a traceable item they **must** select YES in response to the Pick From G.R.N's? prompt. All receipts for traceable items automatically generate a GRN.

A GRN Criteria screen will be displayed, in order for the user to input specific GRN details

A GRN Criteria screen will be displayed, in order for the user to input specific GRN details.

Notes



GRN Ref:

The From: and To: fields will automatically default to show all available GRN's currently held by the system.

Include:

The user can be specific about the GRN's to be considered by selecting the appropriate radio buttons:

- *Batch - and entering in a specific Batch number.*
- *Serial - and entering in a specific Serial number.*
- *Batch and Serial, which will grey out the above two fields.*
- *Non Trace Items*
- *GRNs with No Supplier*

Date Range:

The user can specify a date range. The 'To' field will default to the current system date.

Warehouses:

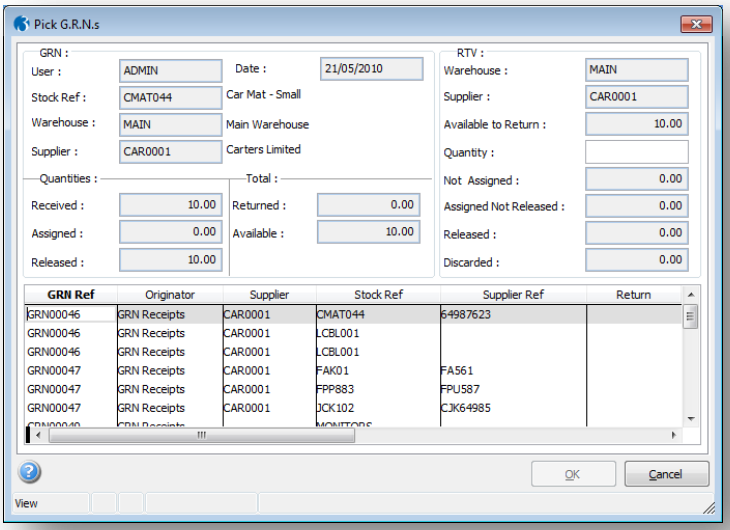
Received Into: Select the Warehouse into which the goods were originally received. This can be left blank if required

Returning From:

Select the Warehouse from which the goods are being returned.

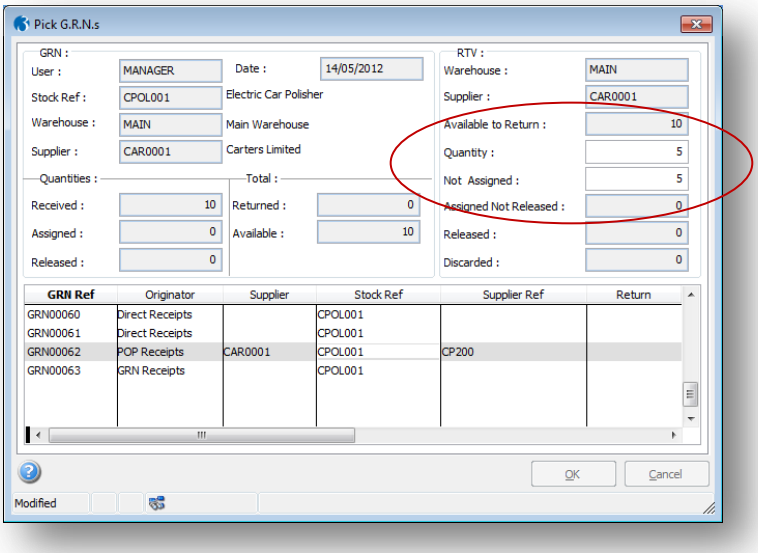
Notes

The system will then display all GRN Delivery lines that match the criteria just entered by the user. Only those items supplied by the Supplier reference specified on the initial screen will be considered if the option GRN's With No Supplier is un-checked.



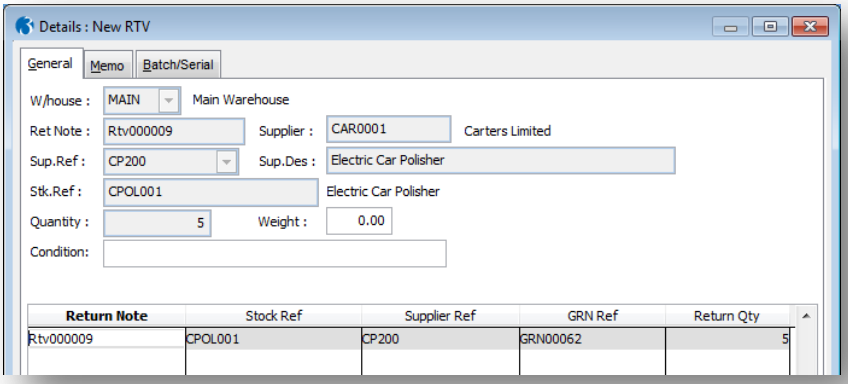
The screen will show GRN details, Quantities and RTV details specific to each line. If the item is traceable the line will display the traceable icon. Traceable items can be returned when they have a status of Not Assigned, Assigned Not Released and Released. The Quantity field will be unavailable if there are no quantities available to return.

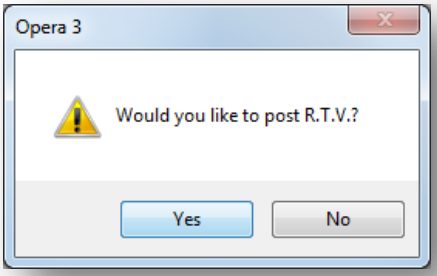
If the Quantity entered matches the Received quantity the system will automatically take the assigned serial or batch numbers and attach them to the RTV detail. This is called Auto-Picking.

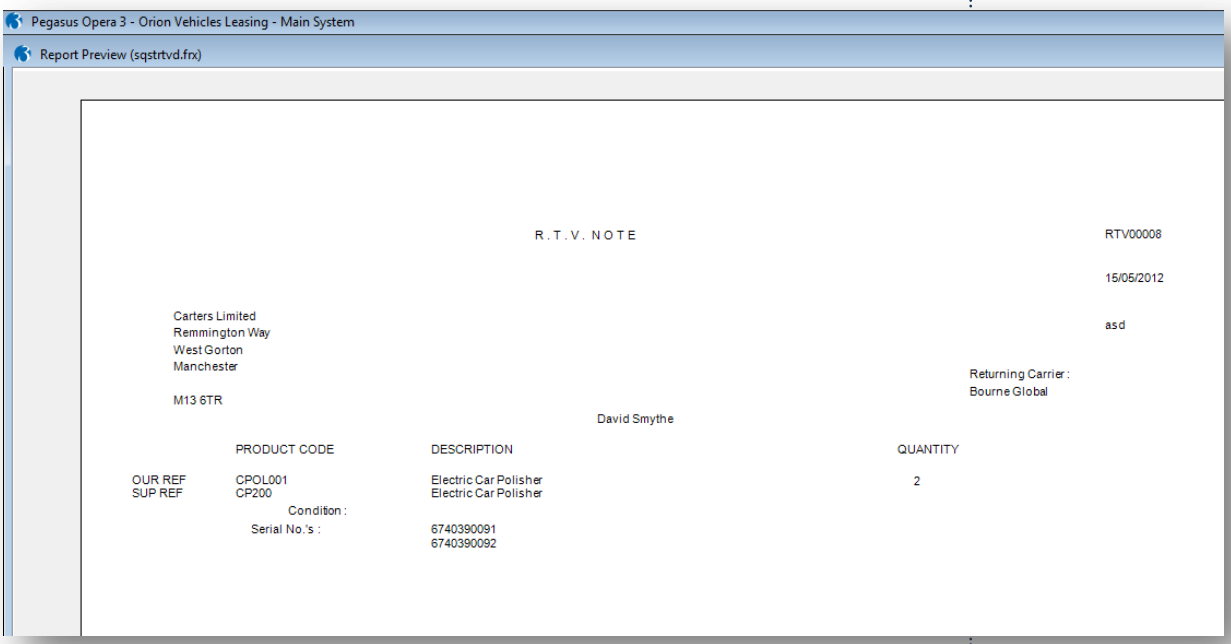


If the Quantity entered differs from the Received Quantity the system will ask the user to confirm from where the returning quantity should be picked, Not Assigned, Assigned Not Released and Released fields. If the traceable items have not yet had any serial or batch number assignments carried out on them, the returning quantity will be replicated in the Not Assigned field. The quantity to be returned may not be greater than the Available to Return quantity.

Notes


Details : New RTV
General
Memo
Batch/Serial
W/house :
MAIN
Main Warehouse
Ret Note :
Rtv000009
Supplier :
CAR0001
Carters Limited
Sup.Ref :
CP200
Sup.Des :
Electric Car Polisher
Stk.Ref :
CPOL001
Electric Car Polisher
Quantity :
5
Weight :
0.00
Condition:
Return Note
Stock Ref
Supplier Ref
GRN Ref
Return Qty
Rtv000009
CPOL001
CP200
GRN00062
5


Opera 3
Would you like to post R.T.V.?
Yes
No


Pegasus Opera 3 - Orion Vehicles Leasing - Main System
Report Preview (sqstrtvd.frx)
R.T.V. NOTE
RTV00008
15/05/2012
asd
Carters Limited
Remmington Way
West Gorton
Manchester
M13 6TR
Returning Carrier :
Bourne Global
David Smythe
PRODUCT CODE
DESCRIPTION
QUANTITY
OUR REF
CPOL001
Electric Car Polisher
2
SUP REF
CP200
Electric Car Polisher
Condition :
Serial No.'s :
6740390091
6740390092

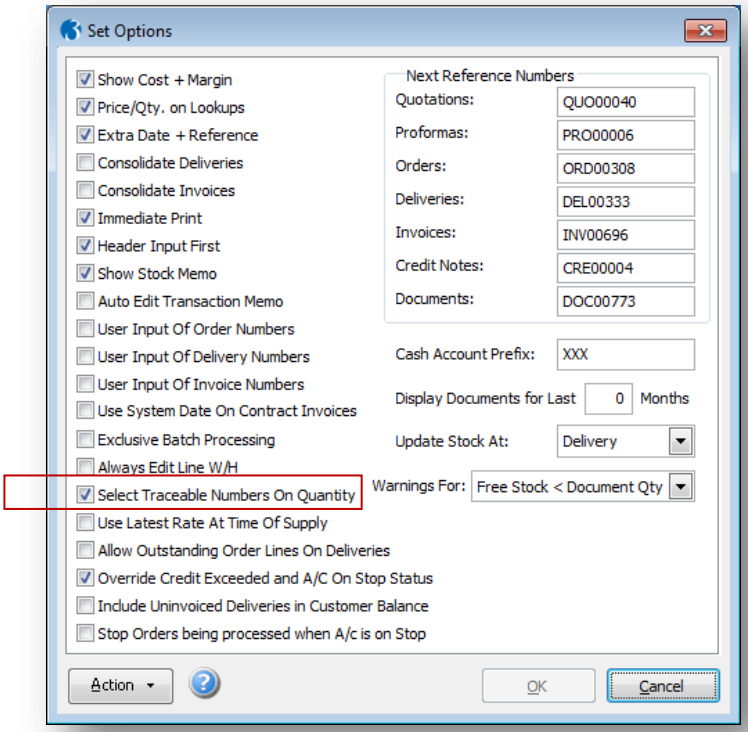
3.6 Picking Batch/Serial Numbers In Invoicing/SOP

Notes

In the same way and for the same reasons as Stock movement transactions, it is necessary to specify exactly which batch/serial numbers are leaving, being returned to stock or discarded when the source of the stock transaction is from the Invoicing/SOP modules.

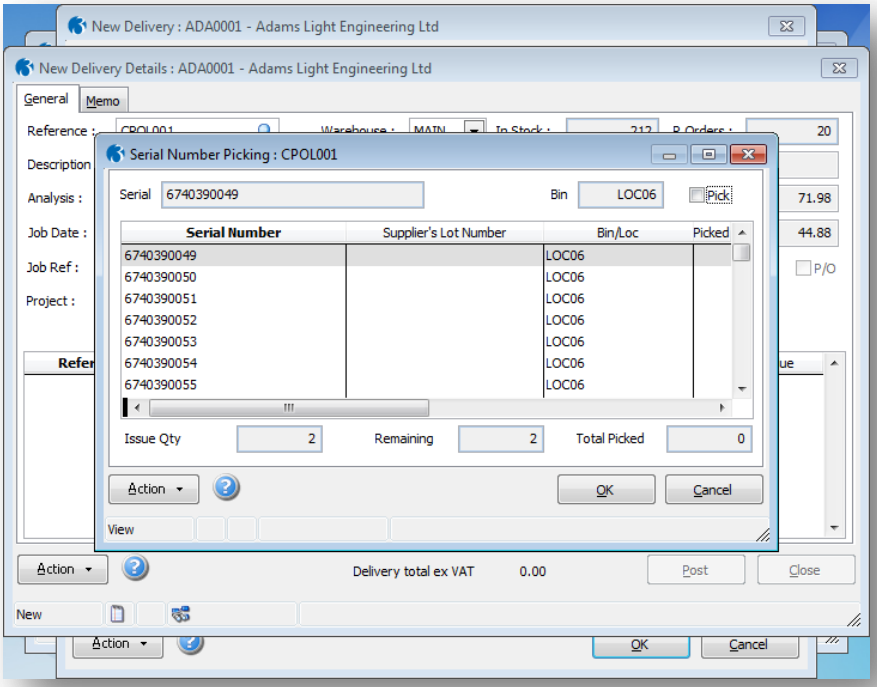
In Options the user may select to 'Select Traceable Numbers On Quantity'. The system will display the picking form of available serial or batch numbers after tabbing from the quantity field when raising an Invoice.

Note: This option will only be applicable if the Delivery Process is not in use in Advanced Options or if raising an Invoice from new or progressing a document through to the Invoice stage, disregarding the Delivery process

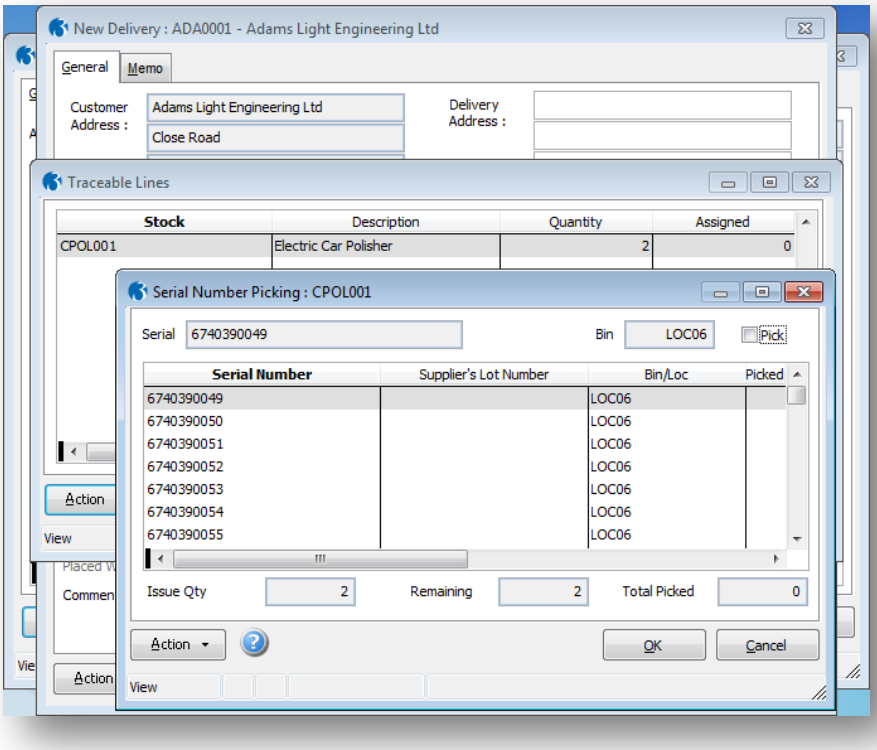


Upon raising an Invoice which includes a traceable stock item, the system will immediately display the picking form after tabbing over the quantity field.

Notes

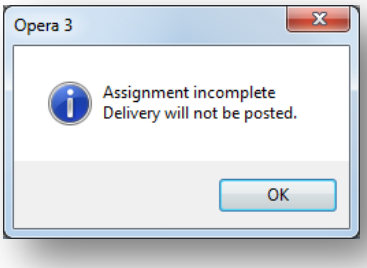


If the system is set to Update Stock At: Delivery in Options, and the user is raising a Delivery Note, this will force the Allocations screen regardless of whether the 'Select Traceable Numbers On Quantity' box is checked on. After confirming the quantity of the order to be delivered the Traceable Lines screen will be available to Assign the relevant serial or batch numbers (see below)



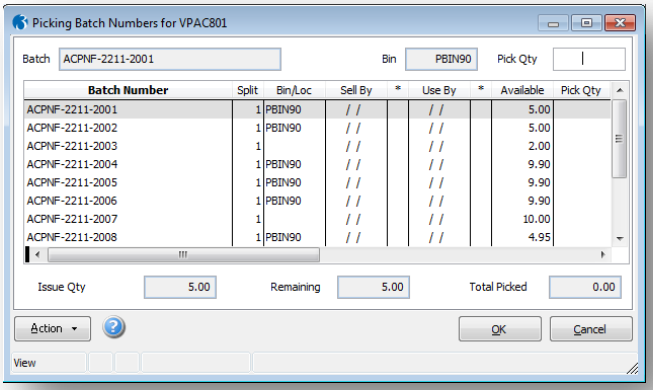
Notes

Should the user cancel at this stage and not Assign any serial or batch numbers to the delivered items they will see the following prompt.



The Document will remain at the Order stage and will not be progressed through to a Delivery Note.

When picking Batch items the user must firstly confirm the required amount and the use the Assign sub-menu to pick the Batch numbers to be Delivered/Invoiced.



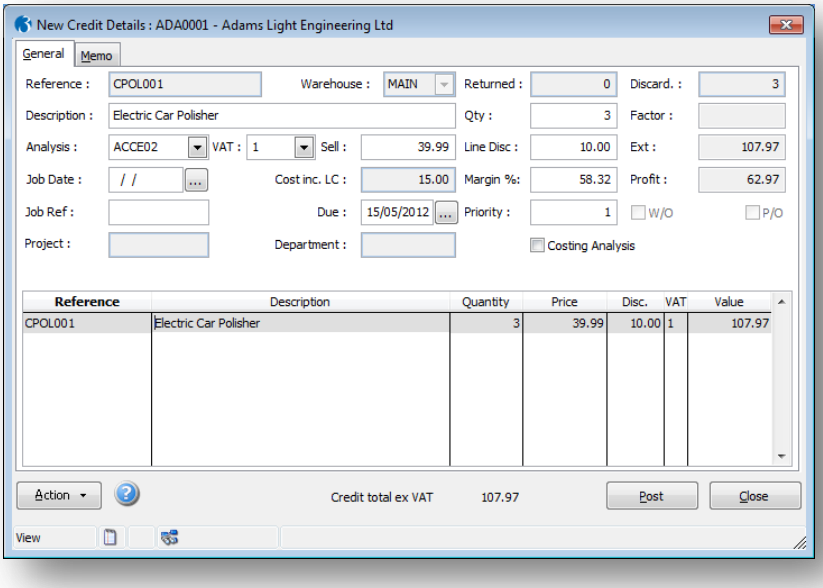
If the Sell By or Use By dates on Batch items a prior to the current system date the user can expect to see an '*' in the column next to the relevant date.

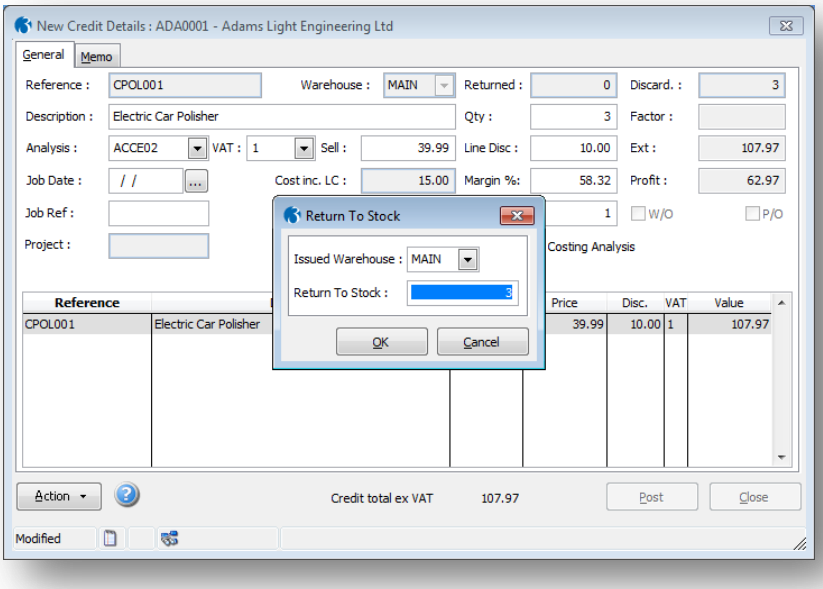
3.6.1 Credit Notes

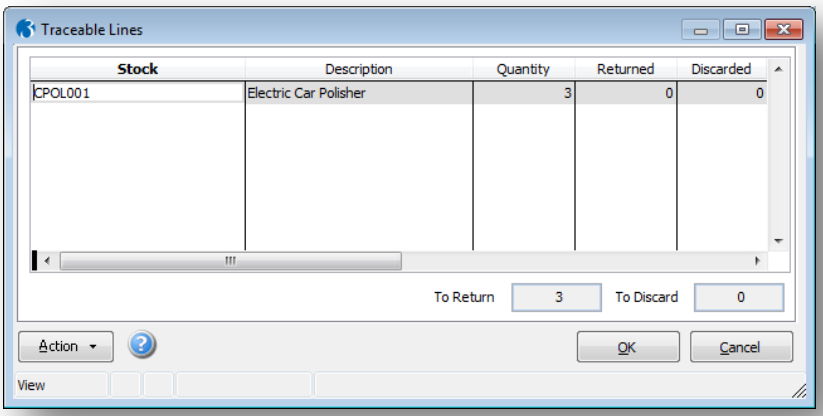
If a Credit Note is being created and items are being Returned To Stock or Discarded, then the batch/serial numbers of the items being returned or discarded must be confirmed.

If an invoice for a quantity of 3 of the same traceable items, is being progressed into a Credit Note. If the original quantity of 3 is to be credited and discarded the user may select Post without editing the Qty field. If the items are to be returned the quantity must be edited.

Notes



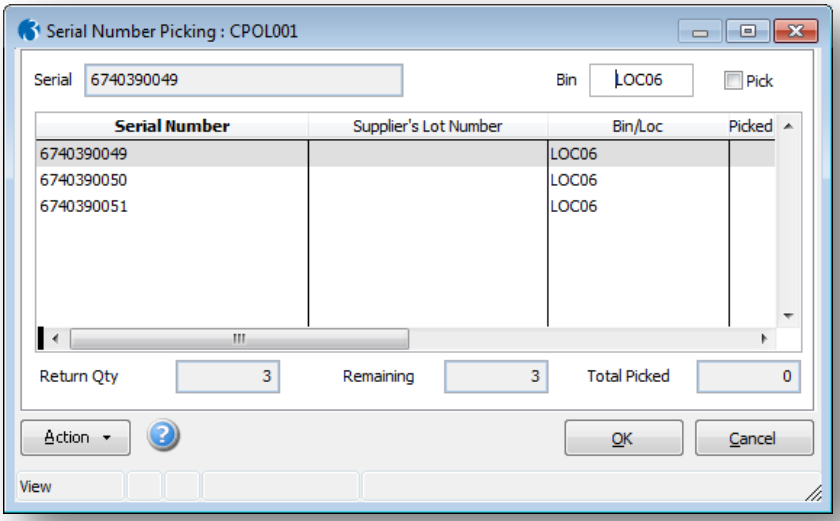




The Traceable Lines screen will automatically be displayed, in order for the user to confirm which serial or batch numbers are to be discarded

The trace numbers available to pick will be those that were previously issued to that customer.

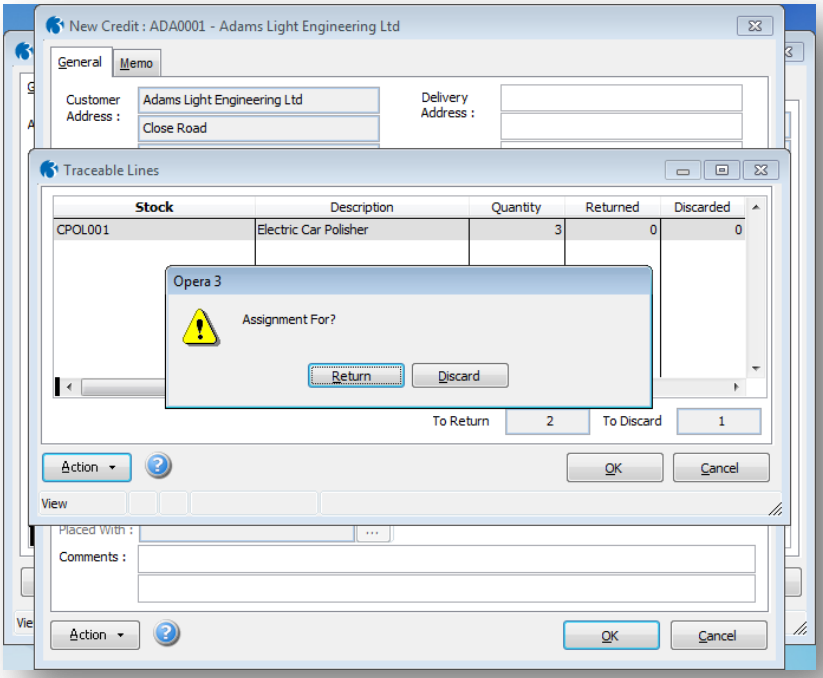
Notes



The Discard Qty must match the Total Picked quantity before the user can select OK. This will return the user to the Traceable Lines screen and the Credit Note will be generated.

If the items are to be returned rather than discarded the user must edit the Qty field. The user may choose to return the full quantity, or discard a proportion of the quantity.

For example, to discard a quantity of 1 of the original quantity, the user must edit the Qty field. This will prompt the Return To Stock window. To discard the item, enter 0 in the Return To Stock field.



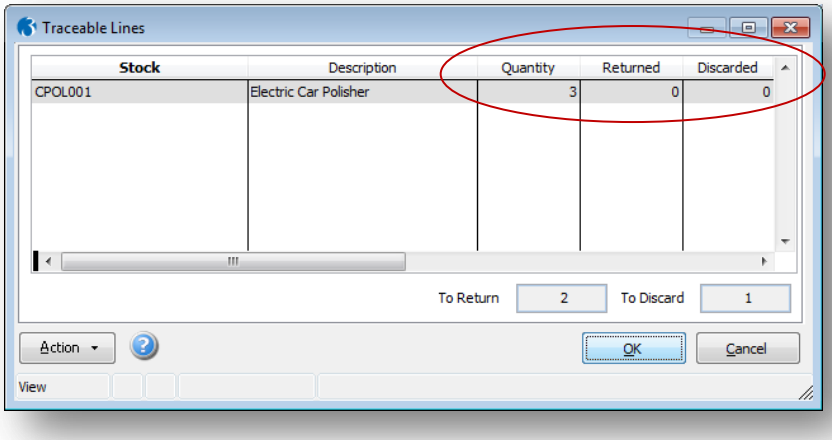
This will amend the Discard figure to 1 and the line Quantity to 1.

To return the remaining 2 traceable items on the line the user may now add a second line to the Credit Note detailing the quantity to be returned to stock.

The Credit Note is now ready to be posted.

On selecting Post, the Traceable Lines screen will be displayed for the user to confirm the serial or batch numbers to be discarded or returned using the Assign sub-menu from the main Action menu. The trace numbers available to pick will be those that were previously issued to that customer

Once fully assigned the Traceable Lines screen will be updated with the Returned and Discarded quantities.



Notes

A Traceable History Enquiry in the Stock Module will confirm the quantity of the traceable items that has been discarded plus the serial or batch numbers involved.

3.7 Batch Processing in Invoicing and SOP Modules

When you use the Batch Processing command in the Invoicing or SOP modules, the progression of a document to either delivery or invoicing stage (whichever results in stock issues) can involve traceable items. On the Batch Processing Options form, you can select the Include Traceable Items option if you want to include documents in the batch that have serial or batch traceable items within the detail lines. By default, the option is cleared, which means any such documents are excluded.

The Include Traceable Items option is cleared by default

With the Include Traceable Items option selected, then, assuming they match other criteria you specify, traceable records are highlighted in the Suggested Deliveries List by an ‘X’ appearing in the T column on the far right of the grid.

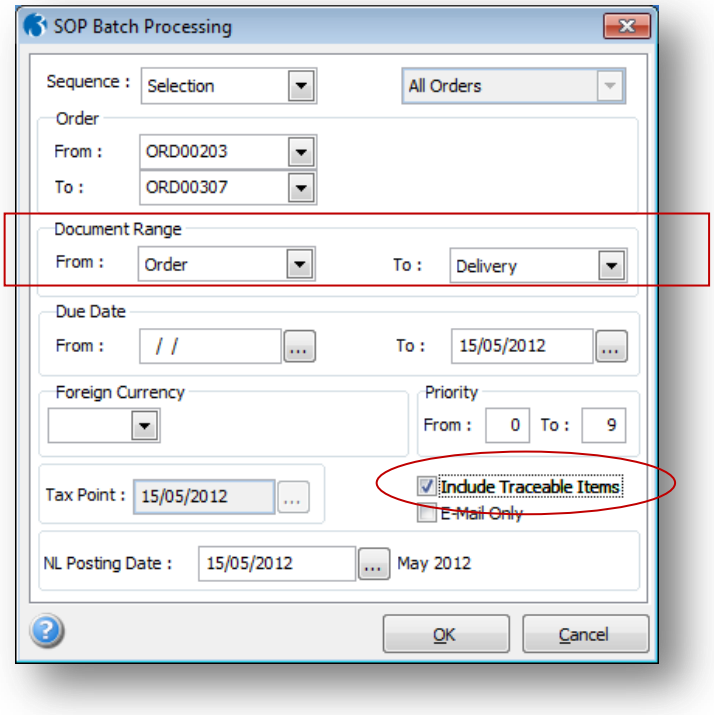
You can assign serial or batch numbers in one of two ways. If you select the Fulfil Traceable Items command on the Action menu, traceable documents are automatically selected and numbers assigned automatically starting with the next serial or batch number. If you use the (De)Select command on the Action menu for an individual document, the application displays the Traceable Lines form and you can carry out assignments manually using the Assign command on the Action menu of that form.

When you have finished assigning serial or batch numbers for the corresponding items, you can continue to process the batch in the same way as non-traceable documents.

The Batch Processing function from the main Invoicing / SOP menu allows multiple documents of one type to be progressed to another.

Notes

When Batch Processing is selected, the following form appears on screen. Here, the user is given the opportunity to filter out unwanted documents from the process by selecting ranges of due dates and priorities and specifying the type of progression that is to be done.

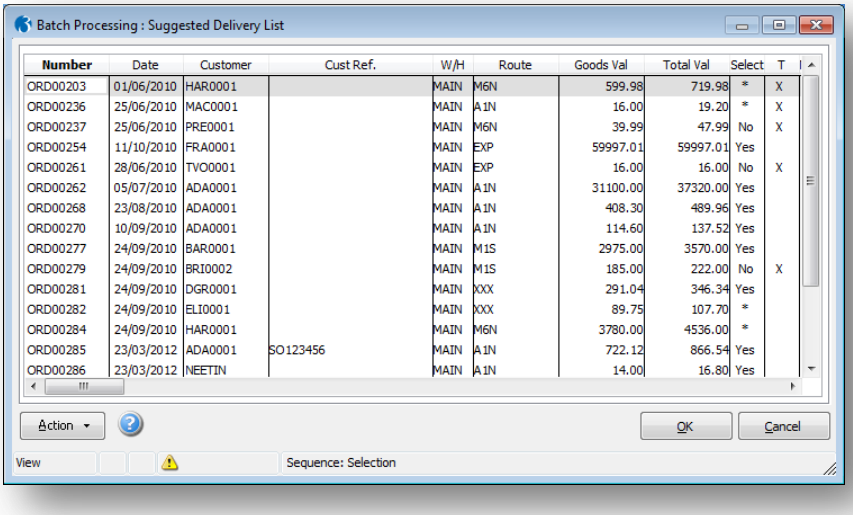


Document Range

Use the drop-down list provided to select the progression to be performed. In the above example, all orders that match the above sequence, due date and priority level range will be progressed into deliveries.

If you wish to Include Traceable Items you must check the box indicated above. This check box will only be available if the user is progressing to Delivery if Use Delivery process is active in Advanced options, or to Invoice stage.

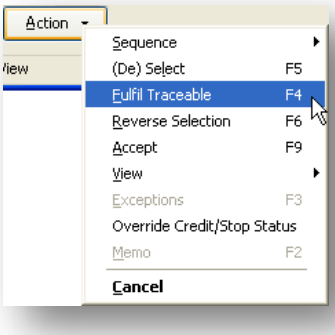
If traceable items are included in the Batch Processing procedure, you must assign serial or batch numbers as they are progressed.



Number	Date	Customer	Cust Ref.	W/H	Route	Goods Val	Total Val	Select	T
ORD00203	01/06/2010	HAR0001		MAIN	M6N	599.98	719.98	*	X
ORD00236	25/06/2010	MAC0001		MAIN	A1N	16.00	19.20	*	X
ORD00237	25/06/2010	PRE0001		MAIN	M6N	39.99	47.99	No	X
ORD00254	11/10/2010	FRA0001		MAIN	EXP	59997.01	59997.01	Yes	
ORD00261	28/06/2010	TVO0001		MAIN	EXP	16.00	16.00	No	X
ORD00262	05/07/2010	ADA0001		MAIN	A1N	31100.00	37320.00	Yes	
ORD00268	23/08/2010	ADA0001		MAIN	A1N	408.30	489.96	Yes	
ORD00270	10/09/2010	ADA0001		MAIN	A1N	114.60	137.52	Yes	
ORD00277	24/09/2010	BAR0001		MAIN	M1S	2975.00	3570.00	Yes	
ORD00279	24/09/2010	BRI0002		MAIN	M1S	185.00	222.00	No	X
ORD00281	24/09/2010	DGR0001		MAIN	XXX	291.04	346.34	Yes	
ORD00282	24/09/2010	ELI0001		MAIN	XXX	89.75	107.70	*	
ORD00284	24/09/2010	HAR0001		MAIN	M6N	3780.00	4536.00	*	
ORD00285	23/03/2012	ADA0001	SO123456	MAIN	A1N	722.12	866.54	Yes	
ORD00286	23/03/2012	NEETIN		MAIN	A1N	14.00	16.80	Yes	

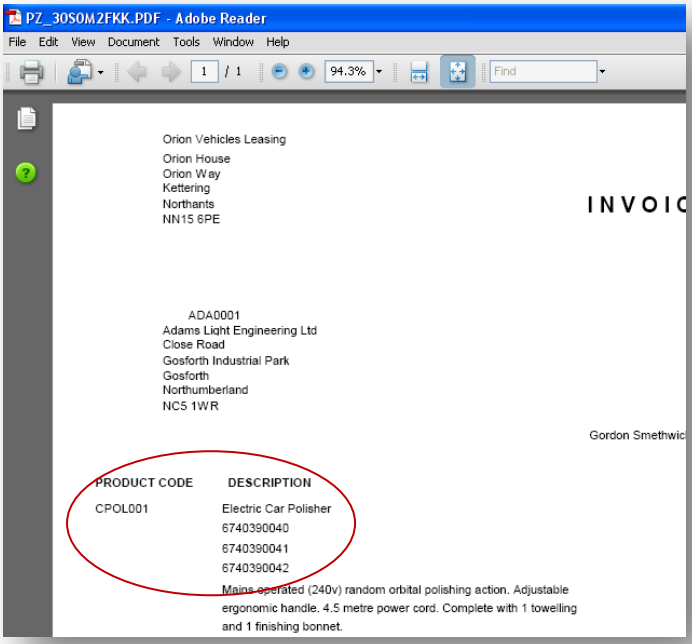
Notes

A Suggested Delivery list will appear, clearly showing a 'T' for lines which include traceable items. These lines will not automatically be selected to progress and will display a 'No'.

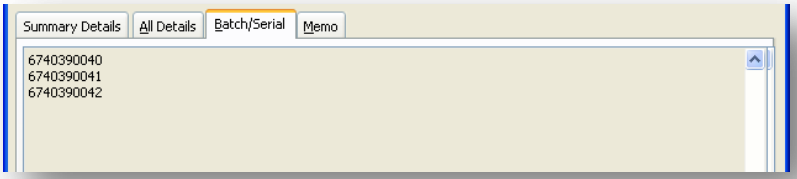


The user can either Select F5 each line in turn from the Action button, which will introduce the Traceable Items Assignment screen followed by the Picking screen, and pick the serial or batch numbers for the line or alternatively use the Fulfil Traceable F4 option. This will simply pick the next available serial or batch numbers from the warehouse indicated on the line.

The associated Delivery Note will clearly show the assigned serial/batch number(s)



From the main Processing screen, the Status F12 sub-menu will provide a breakdown of all Documents for the customer. If a particular Document contains traceable items, the View – Lines F12 from the main Action menu will give the user a breakdown by tab of Summary Details, All Details, Delivery Details, Batch/Serial numbers picked and Memo.



Each individual tab is introduced into the users view by single-clicking on the appropriate line.

Notes

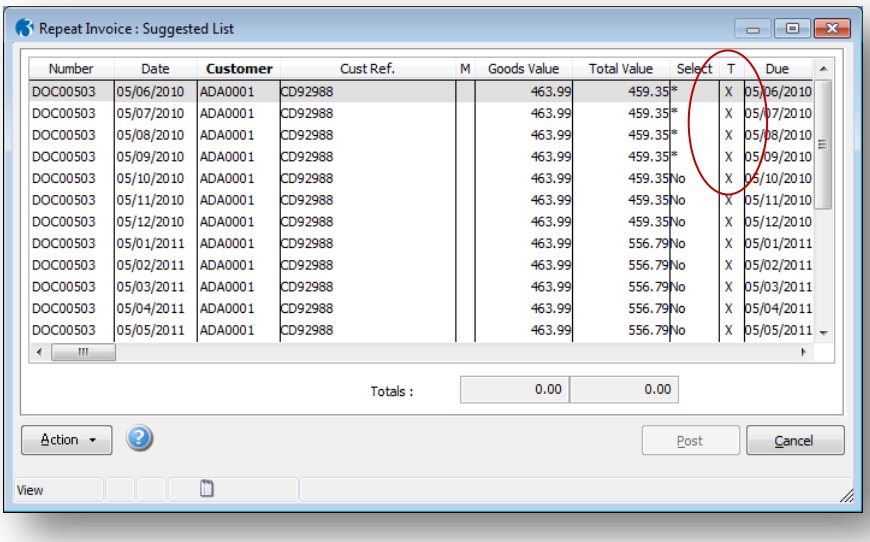
3.8 Repeat Invoices in Invoicing and SOP Modules

When you use the Repeat Invoice command in the Invoicing or SOP modules, the production of invoices that include traceable items means that you assign serial or batch numbers at the time you select the repeat documents for processing. Once you have selected the documents for processing the Suggested Repetitive Invoices List form will highlight any documents that contain traceable items by an 'X' appearing in the T column on the far right of the grid. To assign serial or batch numbers, use the (De)Select command on the Action menu for the document concerned and the application displays the Traceable Lines form. Here you can carry out assignments manually using the Assign command on the Action menu of that form.

When you have finished assigning serial or batch numbers for the corresponding items, you can continue to process the repeat invoice in the same way as non-traceable documents.

The user may select traceable items to appear on a Repeat Invoice if required.

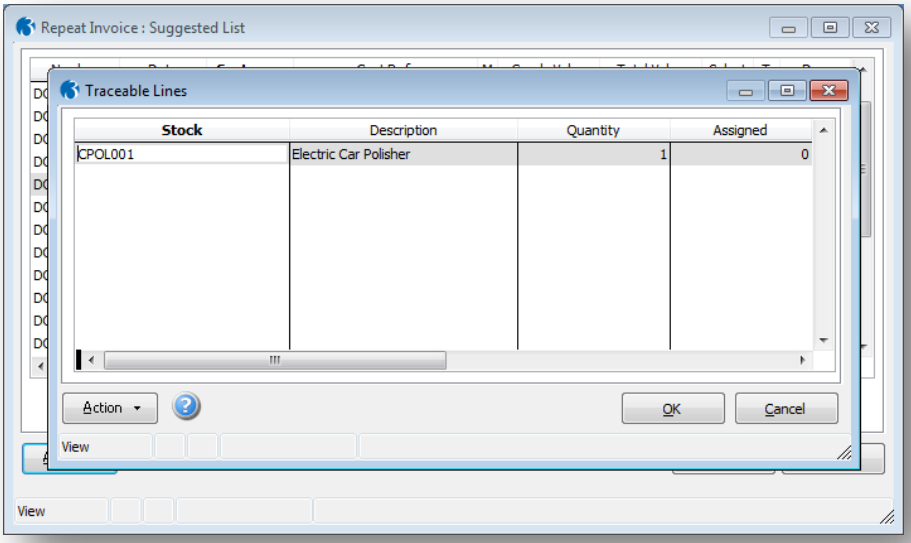
On running the Repeat Invoice utility the Suggested Repetitive Invoices List will clearly show if the Invoice contains traceable items by placing an 'X' in the 'T' column.



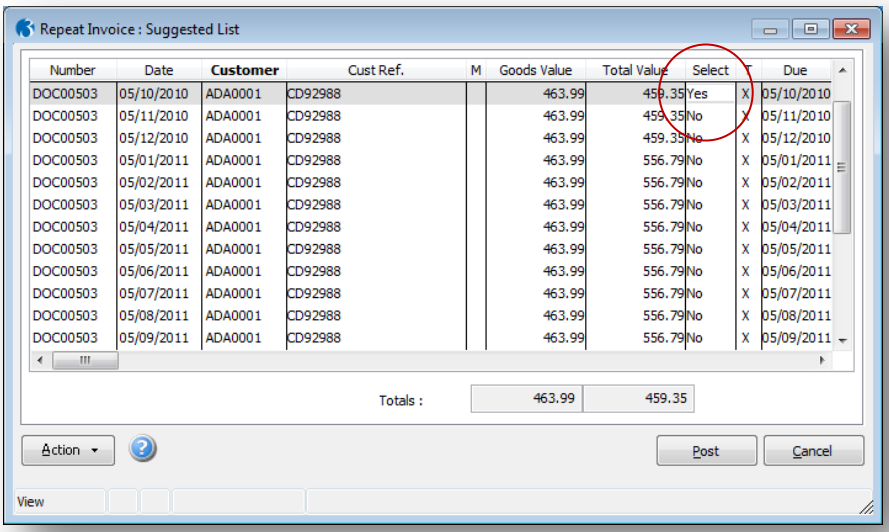
If traceable items appear the user must select each line in turn and pick the serial or batch number. The (De) Select F5 is a sub-menu from the main Action menu.

Upon selecting a line, the Traceable Lines screen will appear, from which the user must Assign F5 the serial or batch number (s) to be invoiced. The Issue Qty and Total Picked qty must match before the user may select OK.

Notes



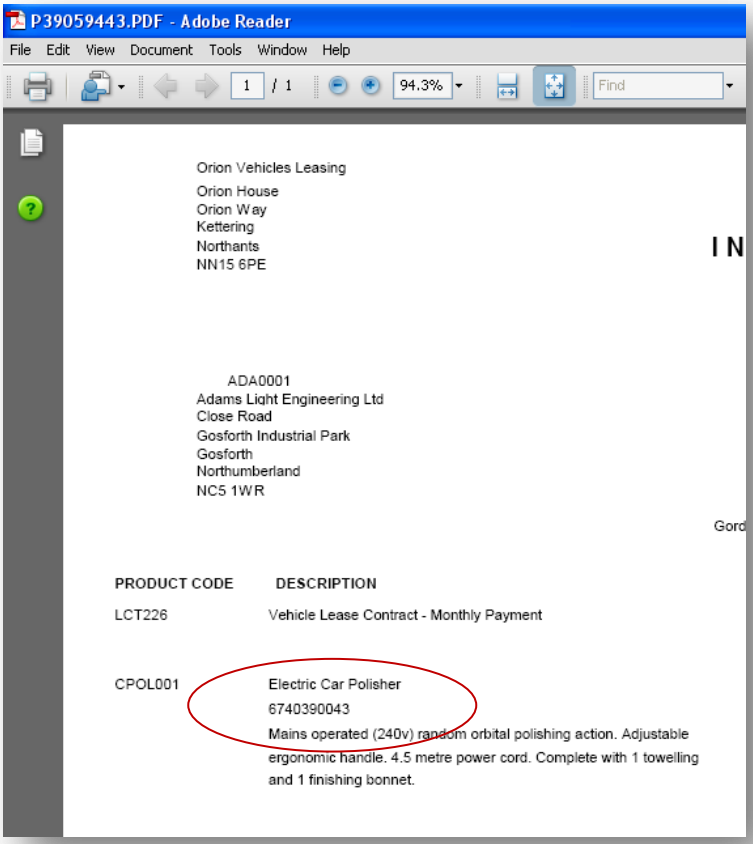
Once the serial or batch number(s) have been assigned the Suggested Repetitive Invoices List 'Select' column will read 'Yes' to confirm that the assignment has taken place.



The user may then Post the Invoice(s).

Notes

The Invoice will display the assigned serial/batch number(s)



3.9 Traceable Stock in BOM Assemblies

If the setting on the **Stock/BOM Options** under **Works Order Movements** is set to **Issued**, then the creation of works orders, either manually or when using the **Automatic Works Order** command, can result in the issue of an assembly with traceable components which is the stage at which serial or batch numbers are assigned.

If the setting is either **Ordered** or **Allocated**, then the assignment of serial or batch numbers for traceable stock takes place at the point of progressing the works orders to the issued stage. This might be done using the **Issue** command on the BOM module's **Processing** menu in the case of manual works order progression, or when batches of works orders are progressed to the issued stage when you use the **Works Order Progress** command.

Notes

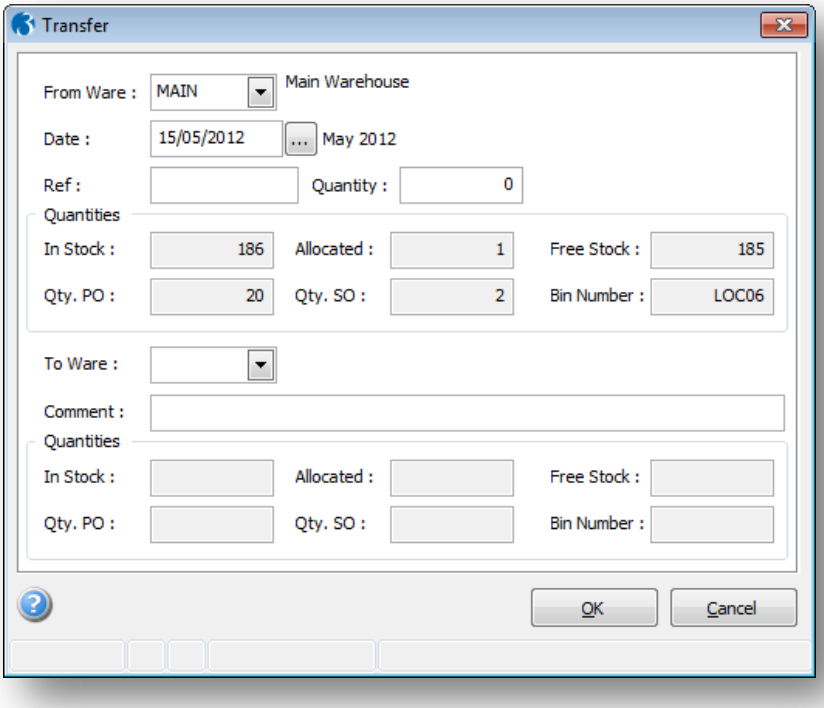
When traceable stock associated with BOM assemblies are issued, you have the opportunity of assigning batch or serial numbers accordingly. The method of assignment is similar to the general instructions given in the sections **Basic Procedure for Picking Batch Numbered Items** and **Basic Procedure for Picking Serial Numbered Items**.

When progressing works orders in batches using the **Works Order Progress** command, the 'T' column in the grid that lists the selected works orders is used to indicate which assemblies contain traceable stock. These works orders must be selected manually for processing. For example, by default, none of the works orders in the grid are selected for progression, but you can use the **Reverse Selection** command on the **Action** menu to select all works orders. However, works orders containing traceable stock are **not** selected under these circumstances, so you must select them individually.

When you manually select a works order containing traceable stock, you are then presented with the **Traceable Lines** form which you can use to carry out the batch or serial number assignments.

3.10 Transferring Traceable Stock

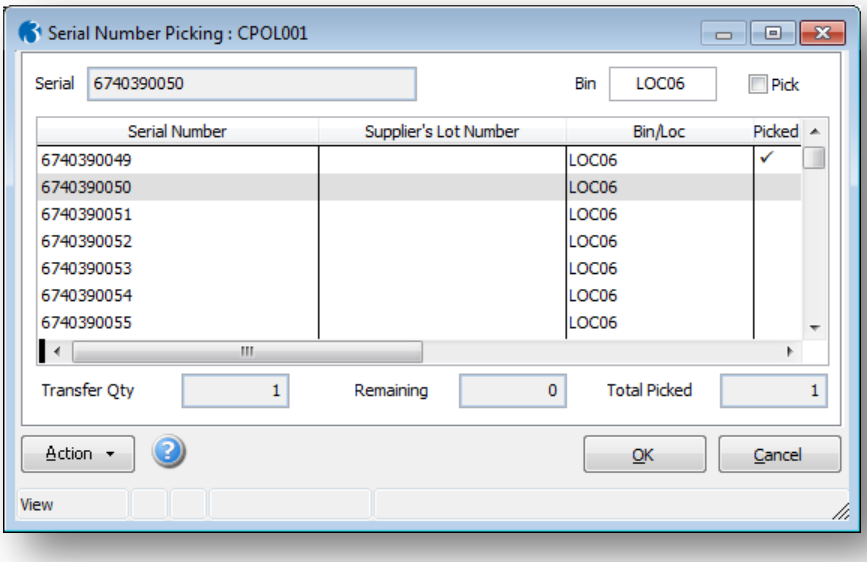
If you have traceable stock in one warehouse and you want to transfer it to another, you can pick specific serial or batch numbers to move. You use the **Transfer** command on the **Action** menu associated with the stock processing form just as you would for any other stocked item. You choose the warehouse from which the item will be taken and then identify the new warehouse location.



The only restriction is that you cannot move traceable items from one warehouse to another if none of that stock is assigned. In other words, until you have assigned serial or batch numbers to the traceable records, they cannot be moved from their current warehouse location. If no traceable records can be found in the source warehouse, a message appears to inform you of this and you cannot continue with the transfer.

Notes

Assuming traceable items do exist in the source warehouse, you complete the reference and quantity details as you would for any other item, and then the picking form appears. The form displayed will depend on whether you are processing a serial or batch traceable item. The process of picking is similar to that described for issuing traceable stock as described in the Issuing Traceable Stock section.



Once you have fulfilled the transfer quantity by picking the corresponding number of serial or batch items, you can identify the target warehouse (the one to which the items will be moved).

Notes

Accreditation Training Courseware

4 Reports

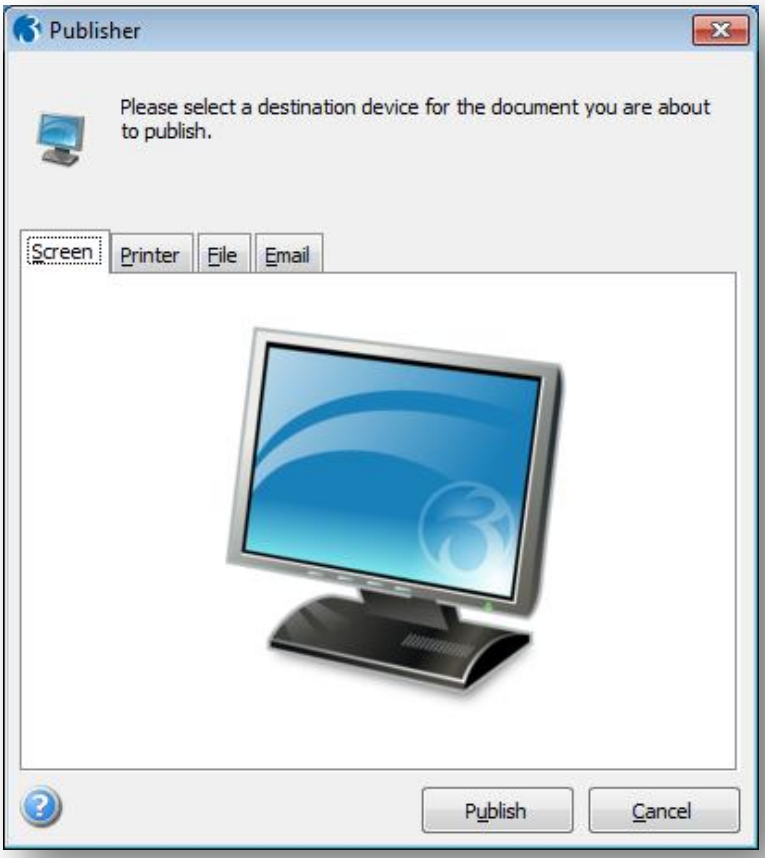
4.1 Summary of Traceable Enquiries

Enquiry Type	What You Can Use
List of all serial/batch number transactions per warehouse	View command on the Action menu of the Processing form. Select the Stock Transactions submenu. Choose the warehouse and then click Traceable History on the Action menu. You can also use the Stock Transactions command on the Stock module's Enquiry menu. You can also use the Stock Transactions or Batch/Serial commands on the Stock module's Enquiry menu.
List of Serial/Batch numbers assigned to a particular stock transaction	Stock Transactions command on the Enquiry menu. Use the Batch/Serial tab to view the assignments once you have selected one of the traceable records.
History of all transactions for a particular serial or batch number	Traceable History command on the Enquiry menu. Enter the serial or batch number you want to trace on the Criteria tab. You can also use the Batch/Serial command on batch number the Enquiry menu.
List of traceable transactions for a particular stock item	Tracking Report. Select the stock item first and then you can limit the report content by range of serial or batch numbers and transaction dates.
Find the true stock available according to in stock and unassigned quantities	Batch/Serial command on the Enquiry menu. Also the Traceable Stock command on the Reports menu. Both these functions offer information about stock levels for the traceable items and the figure currently awaiting serial or batch number assignment.

4.2 Publishing a Report

Notes

Sales Ledger reports can be accessed via the Reports Menus in the respective Module. It is possible to tailor the layout of these reports under development mode (ADMIN). Once your report criteria has been selected and any matching data found, a Publisher form will be presented allowing a choice of Screen, Printer, File or Email output.



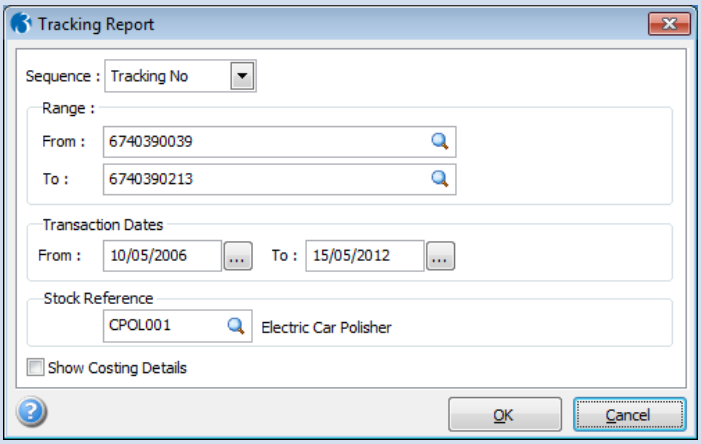
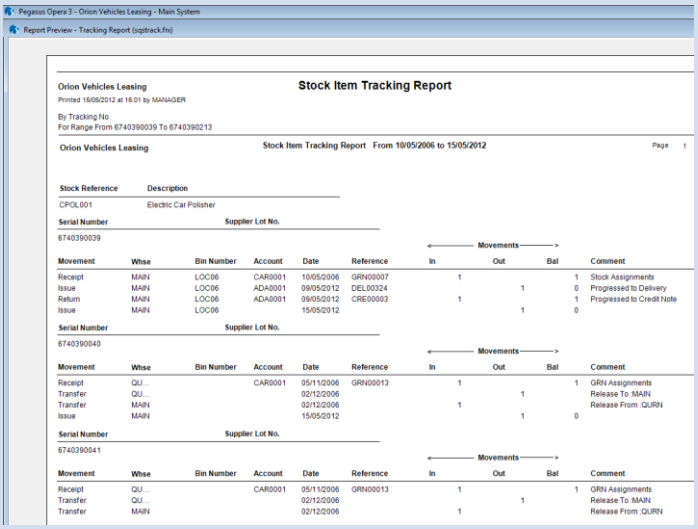
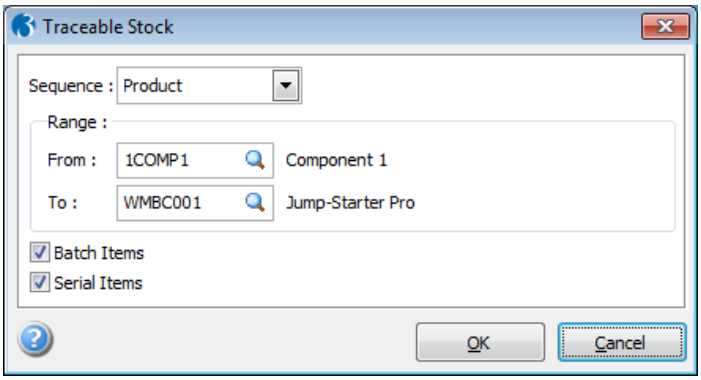
To print a report;

1. Open the required module folder, click Reports and then click appropriate report
2. Define the range of records you want included in the report by entering From and To values.
3. Click OK.

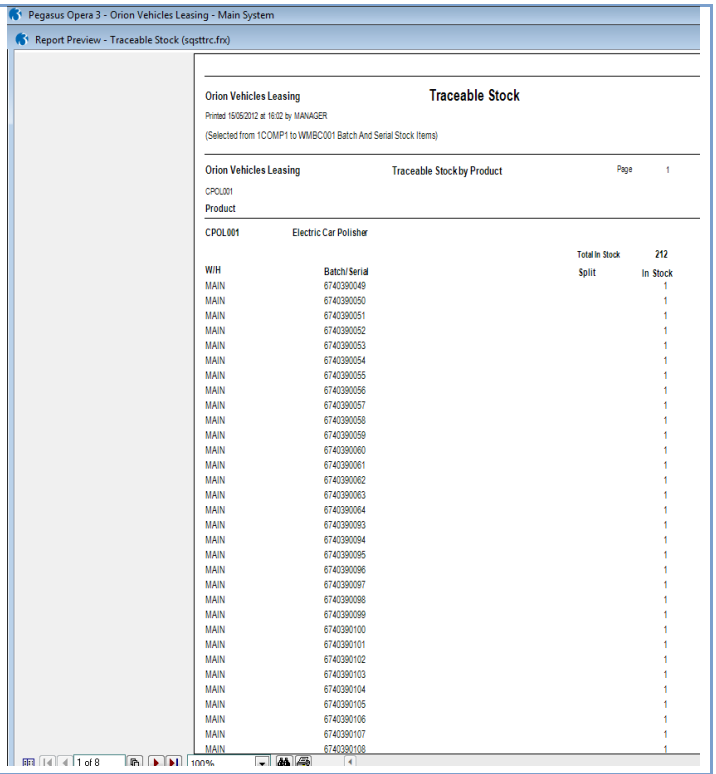
4.3 List of Reports

Notes

Traceable records can be monitored through reports. In the Stock module, some reports have options especially for traceable records, and there is a **Tracking Report** which you can use to report on traceable items only, based on a range criteria and a **Traceable Stock** report that shows quantities in stock and unassigned.

Name & Description	Example
Tracking Report The **Tracking Report** command offers a selection form in which you can choose a range of serial or batch numbers and transaction dates for a specific stock record. You can choose to include costing details by selecting the **Show Costing Details** option. The report will show movements in and out and balances for the traceable item.	 
Traceable Stock The **Traceable Stock** command offers a selection form in which you can choose a range of products, warehouses or categories and list all serial or batch number records. Whether serial and batch numbers are included in the same report depends on whether you select the **Batch Items** or **Serial Items** options. You can also produce the report in bin location sequence without range selections. The report will show the selected traceable records including stock and unassigned figures. In addition to the above reports that are specifically for traceable items, you can also choose whether traceable records are included in other stock reports. However, the serial or batch numbers are not listed in the detail of such report.	

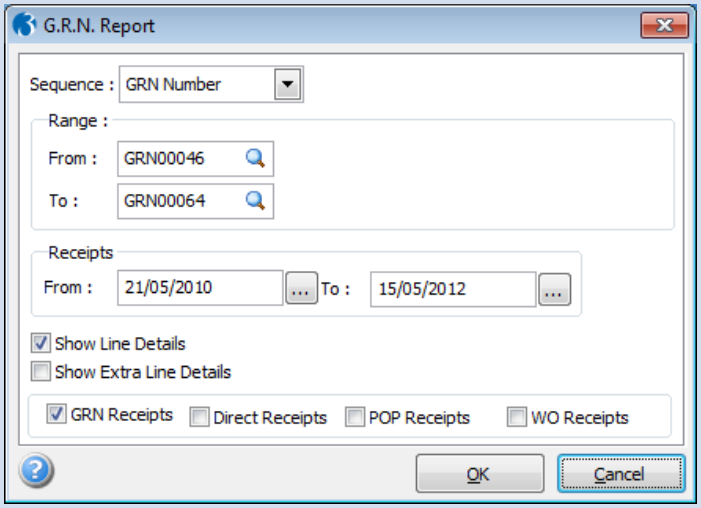
For example, on the **Stocktake Forms** report, you can choose whether to include traceable records.

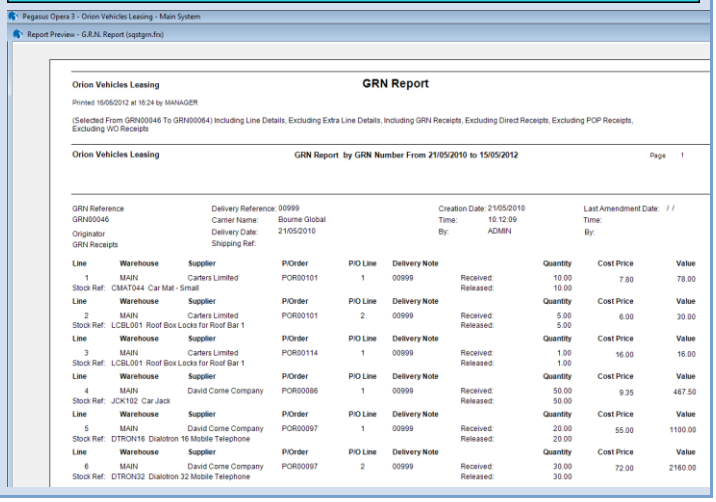


Notes

GRN Report

On the selection screen for the **G.R.N. Report**, you can select the types of GRN records to include. These can be those created by direct stock receipts and purchase orders as well as the **G.R.N.** command itself. If you also select the **Show Extra Line Details** option, the report will include a quantity assigned if any serial or batch numbers were assigned to the items in the GRN document concerned. This option applies regardless of whether you have the **Receive via GRN Only** option selected.

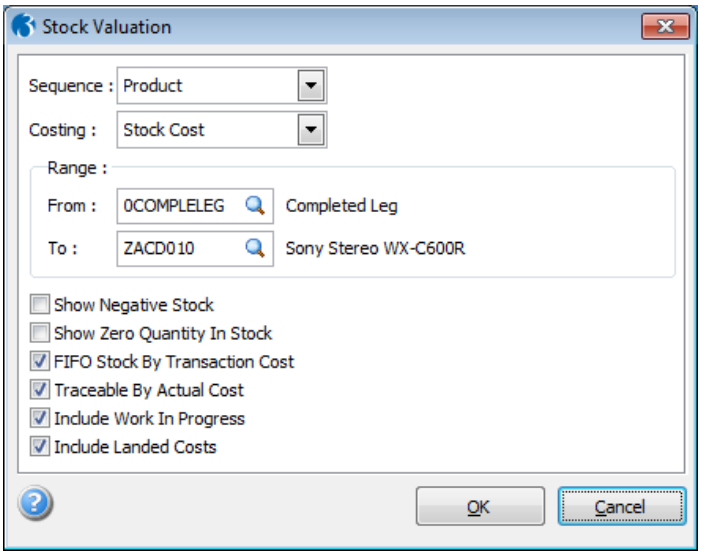


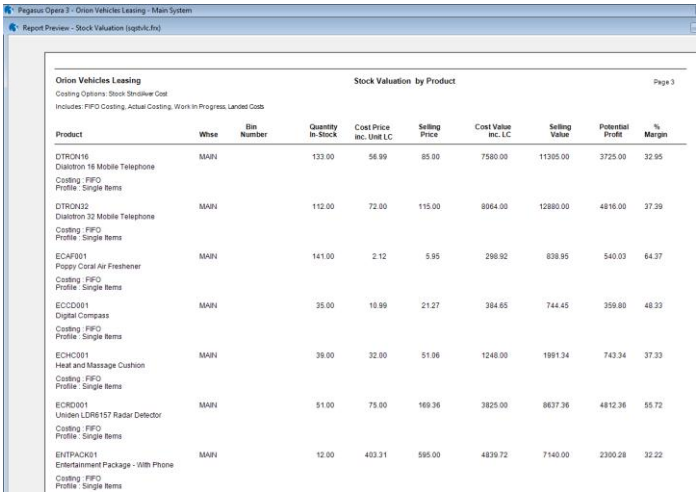


Notes

Stock Valuation

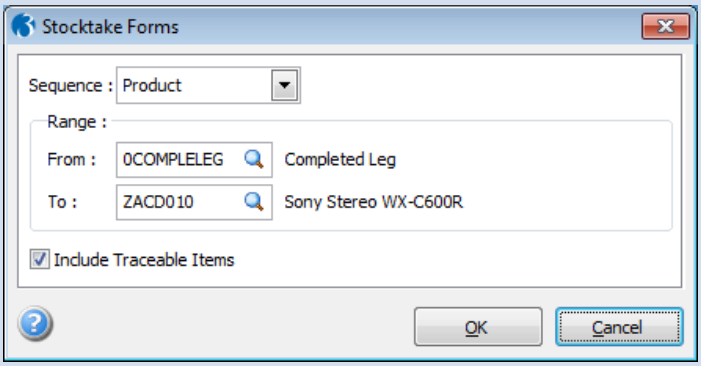
When you use the **Stock Valuation** command to produce a stock valuation report, an additional option applies for traceable stock. The **Traceable by Actual Cost** option can be selected if you want to value traceable stock by its actual cost. If the option is cleared, the costing method used depends on your selection of the other costing options.

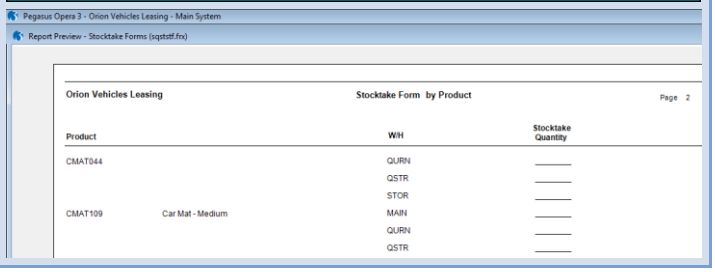




Stocktake Forms

Use this report command to produce forms for stocktaking purposes. You can produce the report in product, bin location, warehouse* or category sequence. *This only applies if you have multi-warehouses feature activated. The report includes information about reference, description, warehouse and bin location, and includes spaces for manually recording the physical quantity. If you are using traceability, you can choose whether to include traceable items. For more information about stock records that are traceable by serial or batch numbers, refer to the Traceability Guide within the Stock documentation for information.





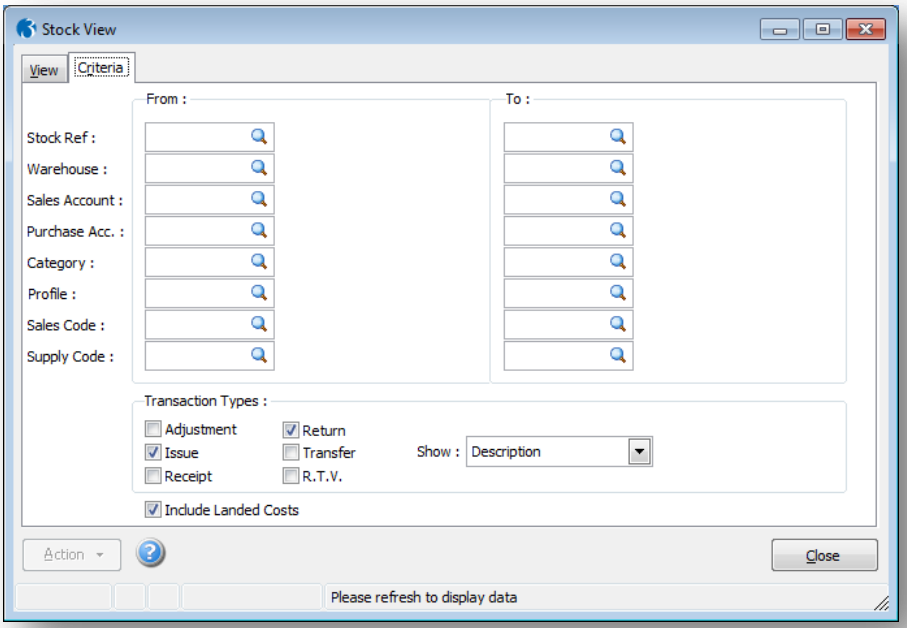
4.4 Stock View options

Notes

There are various “views” of information within the stock module. This section covers what views are available.

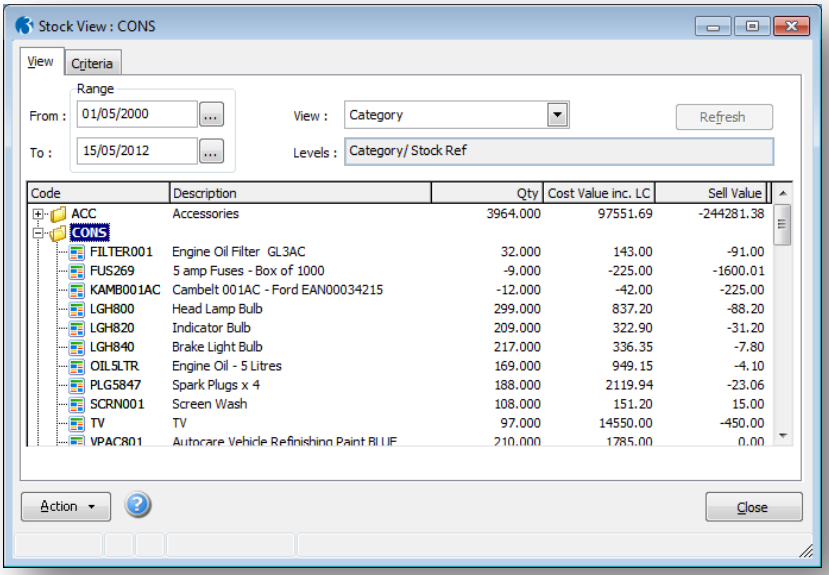
4.4.1 View

Use the **View** command to display enquiries of stock item transactions. The views available depend on those defined using the **Views** command on the **Maintenance** submenu. Two predefined views are provided. One for stock item issues listed by stock reference; the other for stock item within category. You can create you own views using up to six levels of analysis dimension. You can specify a date range for transactions to be selected that make up the analysis. If you want to specify further selection criteria, you can use the filters provided on the **Criteria** tab. This tab offers range boxes for each of the analysis information types available as well as options that enable you to choose which transaction types are included in the results.



Once you have selected one of the view definitions in the **View** list box, you click **Refresh** to see the stock item transactions. To see other levels, where applicable, you click the higher level in the tree and you will see the names of the analysis classifications at the next level down. For each level, you see summary stock movement quantities and values. You can drill down to see further detail. For example, you can display the transactions that make up a particular total. You can also zoom a particular transaction to see its details.

Notes



Once you have generated a view, you can use the **Graph** tab to display a 3D bar graph. For each highest level of category in the view, the graph will show up to three columns for selling value, cost value and quantity. Use the option buttons on the **Graph** tab to determine which columns are shown.

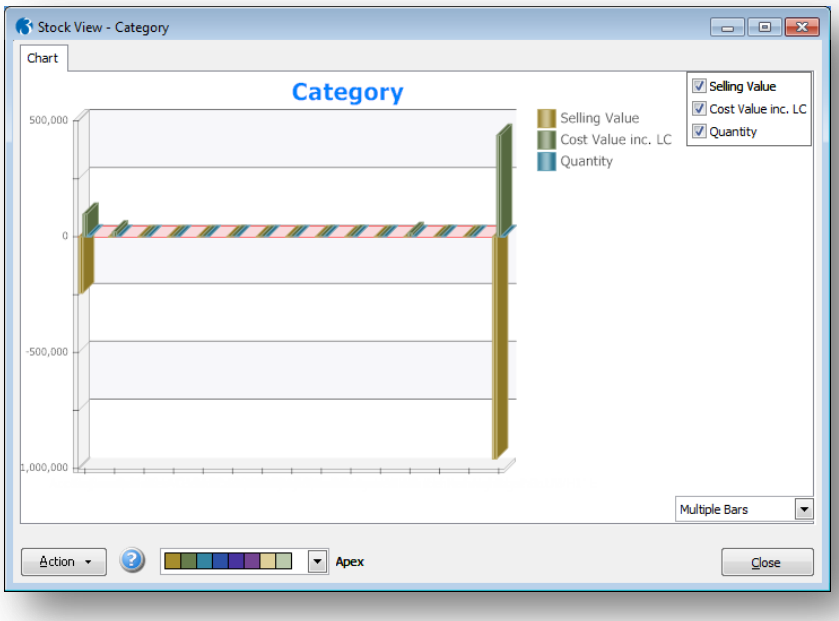
Actions

Use this command	To
Transactions	Drill down to display a list of the transactions that make up the selected stock item total, or you can simply double-click the item in the view.
Select Colour	Change the colour of the views by using the **Select Colour** command on the **Action** menu. You can then pick a standard colour or create a custom colour from the **Colour** form to use as the background colour for the tree view and any subsequent grid forms displayed using the drill down facilities. **Note:** If you want the colour you select to be retained next time you load the **View** form, you need to ensure the **Remember form positions and sizes** option is selected on the **Preferences** form in the System module.
Copy Data	Copy the view data to the Windows clipboard, for example, to place in a Microsoft Word or Microsoft Excel document.

To view the stock transaction analysis

1. Open the **Stock** folder, and then click **View**.
2. Under **Range**, define the date range for which you want to analyse the stock item transactions. The default is the start of the current month to the current system processing date.
3. If required, use the filters on the **Criteria** tab to define more detailed selection criteria. In the **Show** list box, select Description, Code, or Code/Description to display the stock items' descriptions, codes, or both on the **View** tab.
4. Retrieve the view that you want to display using the **View** list box.
5. Click **Refresh**.
6. To close the **View** form, click **Close**.

Notes

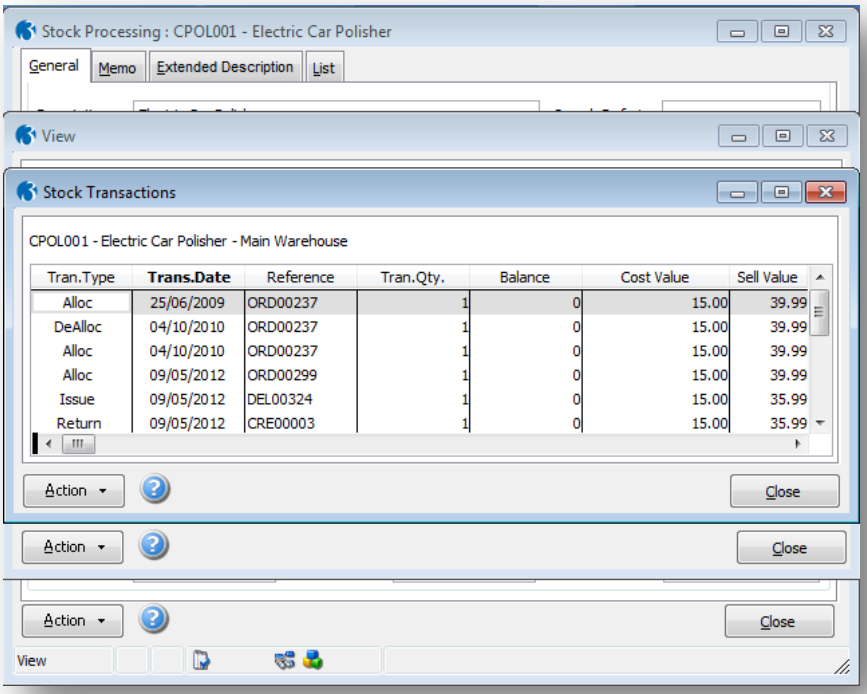


- **Notes:**
- You can view a graph of the selected data using the Graph tab. If the graph has more than one page, you can navigate between the pages using the forward and backward arrows on the toolbar.
- You can print a copy of the view using the Print toolbar button.
- You can copy the view data to the Windows clipboard, for example, to place in a Microsoft Word or Microsoft Excel document by pressing CTRL+C.
- You can copy the graph by clicking the Copy data icon on the toolbar. To print the graph, you must copy it to the Windows clipboard first, then paste it into another document.
- Default Selling, Cost and Quantity Values may be de-selected if required.
- To zoom in on a particular area drag the mouse pointer across the graph in a top left to bottom right direction, holding the left mouse button down.
- To reset the graph drag from bottom right to top left, or alternatively use the ‘Refresh’ option.
- Multiple pages must be copied singularly.

4.5 Processing View

Notes

"Stock" view will take you to the stock view. By selecting View, the system will bring up a Warehouse Transaction View form.



This displays a table containing a line for each of the warehouses linked to the stock item and summary information for that item at each warehouse. For example, whereas the stock header screen shows the total in stock figure for all warehouses, this summary screen breaks this down and the shows the stock figures, purchase orders and sales orders per warehouse. Use the scroll bar to see further details.

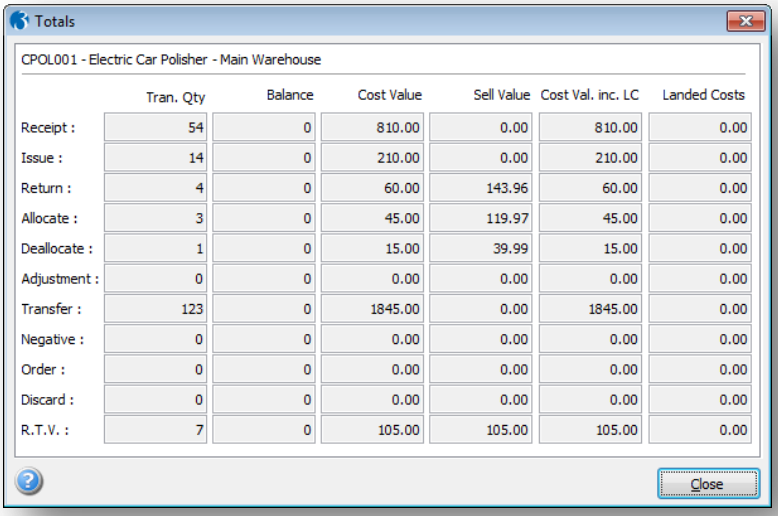
Print

Once the Warehouse Transaction View form is open, the print icon on the record toolbar becomes active, allowing the user to print a hard copy of the item's warehouse summary details.

F3 Totals

This displays a window showing a breakdown of stock figures for the stock item at the currently highlighted warehouse.

Notes



Totals

CPOL001 - Electric Car Polisher - Main Warehouse

	Tran. Qty	Balance	Cost Value	Sell Value	Cost Val. inc. LC	Landed Costs
Receipt :	54	0	810.00	0.00	810.00	0.00
Issue :	14	0	210.00	0.00	210.00	0.00
Return :	4	0	60.00	143.96	60.00	0.00
Allocate :	3	0	45.00	119.97	45.00	0.00
Deallocate :	1	0	15.00	39.99	15.00	0.00
Adjustment :	0	0	0.00	0.00	0.00	0.00
Transfer :	123	0	1845.00	0.00	1845.00	0.00
Negative :	0	0	0.00	0.00	0.00	0.00
Order :	0	0	0.00	0.00	0.00	0.00
Discard :	0	0	0.00	0.00	0.00	0.00
R.T.V. :	7	0	105.00	105.00	105.00	0.00

Close

F2 Memo

This will allow the user to view the Memo entered against this warehouse in the Warehouses function.

F6 Edit

This will take you to the Warehouse Detail screen of the item for the warehouse currently being highlighted.

It is by this method that the per warehouse details such as re-order levels and quantities are entered for warehouses that were linked automatically during stock item creation.

F7 PO Transactions

This will display all transactions that have been created by processing performed within the POP module.

F8 SO Transactions

This will display all transactions that have been created by processing performed within the SOP module. This is useful when searching for allocation transactions caused by producing sales orders.

F10 ~Works Order

This will display all Works Order transactions that have occurred for the BOM item at the highlighted warehouse.

F12 Stock Transactions

This will display all transactions that have occurred for the stock item at the highlighted warehouse. They are initially displayed in date order but may be re-ordered and grouped into transaction types by clicking on the column heading.

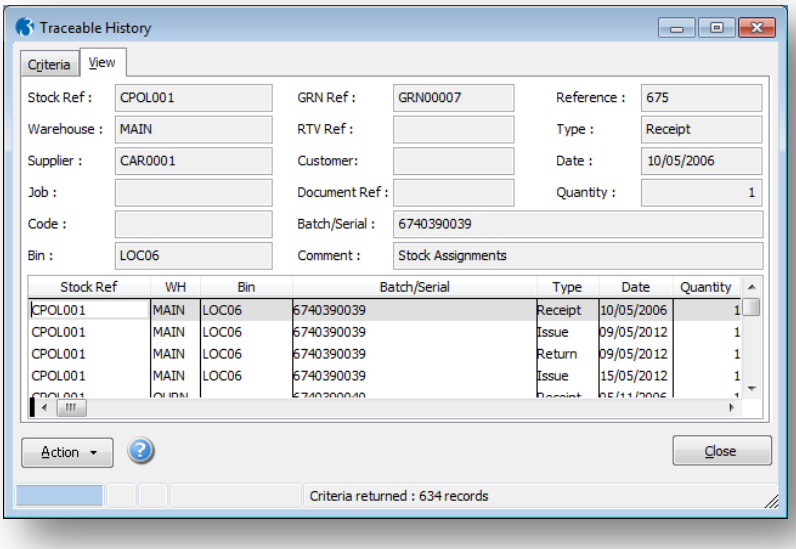
When using the stock processing form, you can use the **View** command on the **Action** menu to display transactions by warehouse for the currently selected stock item. When the **Warehouse Transactions View** form is displayed, the **Stock Transactions** command on the **Action** menu displays the **Stock Transactions** form. The **Action** menu on this form includes a **Traceable History** command to list the transactions involving the traceable item. This transaction view of traceable items lists all the batch and serial numbers for the currently selected transaction.

Provided the source transaction still exists on file, you can use the **Zoom** command on the action menu of the **Traceable History** form to 'drill down' to the PDF for SOP issue or credit transactions.

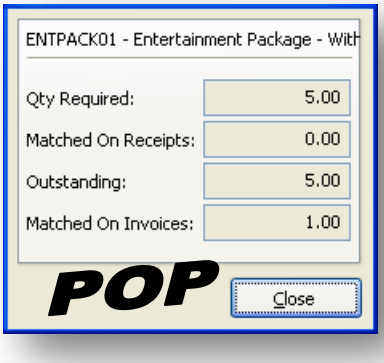
Menu route to traceable history from **Processing**:

Notes

1. Processing **>** Action **>** View **>**Warehouse Transactions **form**
2. Warehouse Transactions **form** **>** Action **>** Stock Transactions **>** Stock Transactions **form**
3. Stock Transactions **form >** Action **>** Traceable History



From these screen, it is possible to select F3 Stock Transaction Totals from the Action button. This will give further details of transactions for the stock item at that particular warehouse, including individual transaction quantities, balances and values.



4.6 Traceable Stock Enquiries

Notes

Stock enquiries are available using the commands on the **Enquiry** menu. There are three menu commands:

4.6.1 Stock Transactions

If you select the **Stock Transactions** command, the **Stock Transactions** form appears with the **Criteria** tab selected. You can use this to control which stock records are included in the list displayed on the **View** tab. You can learn more about this by reading the *Stock Enquiries* topic associated with the Stock module.

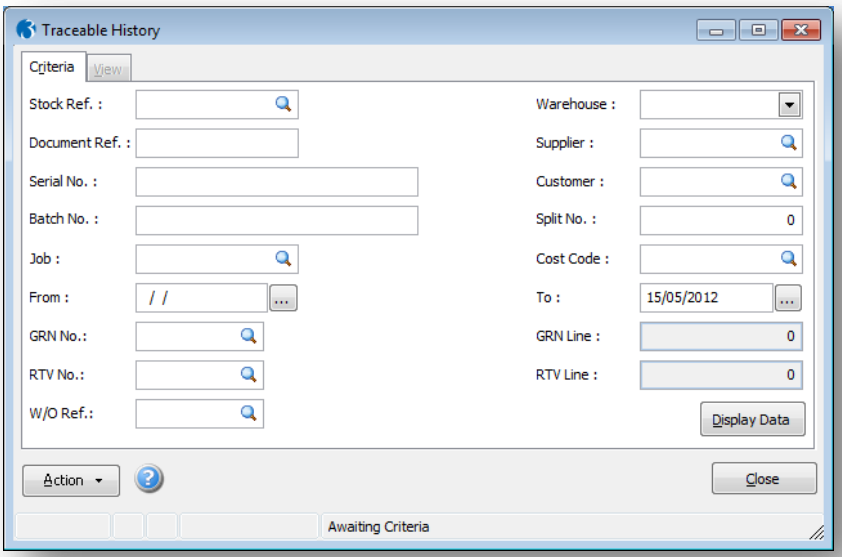
Once you have chosen your selection, the **View** tab lists all matches to the criteria and if any of these items are traceable, two things become apparent. Firstly, a column headed 'T' in the grid is used to highlight any traceable transactions. If a transaction is for a traceable item, an 'X' appears in the 'T' column. Secondly, the **Batch/Serial** tab becomes available so you can view the serial or batch numbers that have been assigned. For traceable items, an 'X' appears in the 'T' column and the **Batch/Serial** tab is available. When you click the **Batch/Serial** tab, the application lists the assignments of serial or batch numbers for the currently selected transaction. If no assignments have been done, the form will be blank.

Note: Use the **Print** command on the **Action** to print details of the transactions on view.

A **Batch/Serial** tab is also available for traceable items. Traceable stock only applies if you have the traceability feature activated. If you need to process stock records that are traceable by serial or batch numbers, refer to the Traceability section for information.

4.6.2 Traceable History

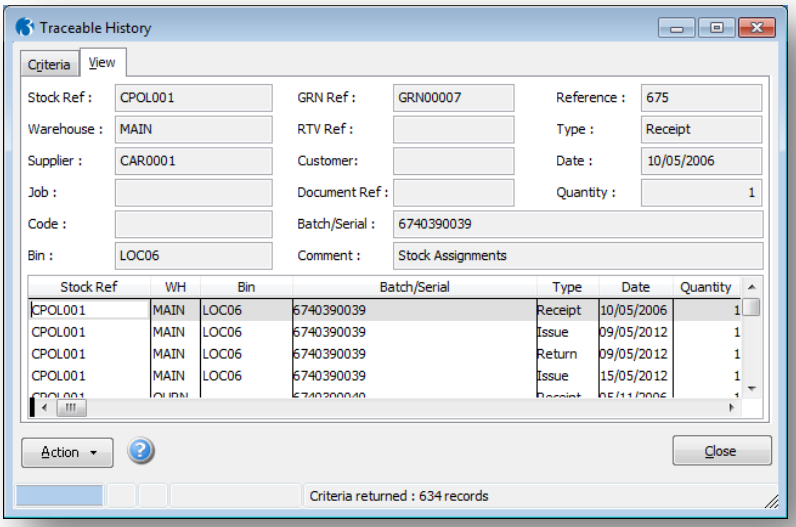
If you use the **Traceable History** command on the **Enquiry** menu, a selection screen similar to the one used for the **Stock Transactions** enquiry appears. Here you can use the options to limit the range of traceable items selected for listing on the **View** tab. Most of the criteria are similar to the normal stock transaction enquiry, but with the additional facility to enter a specific serial or batch number. This means you can view all the transaction records relating to a particular serial or batch number. You can pick a single serial or batch number for enquiries.



Notes

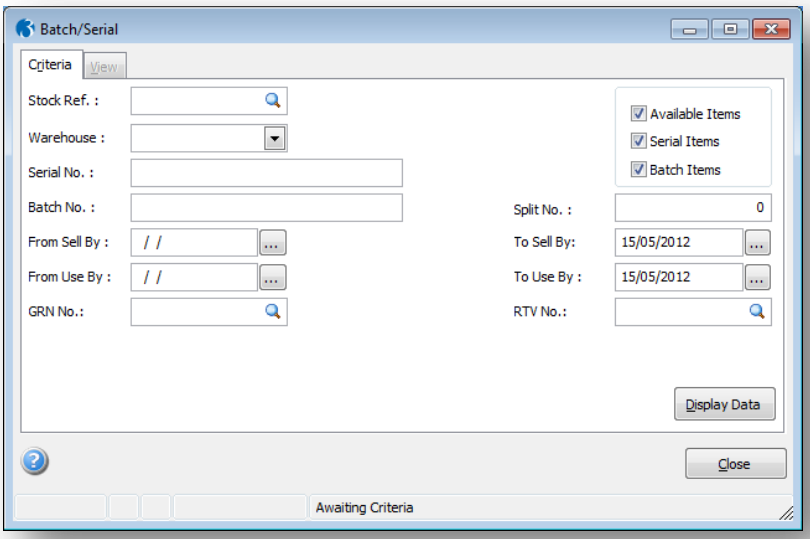
When you have selected the record you want to display, you click the **Display Data** command button and the **View** tab appears with the selection. For some transactions, like invoices, you can use the **Zoom** command on the **Action** menu to display the document to which the traceable transaction relates.

This will depend on whether the original transaction image has been retained in your database.



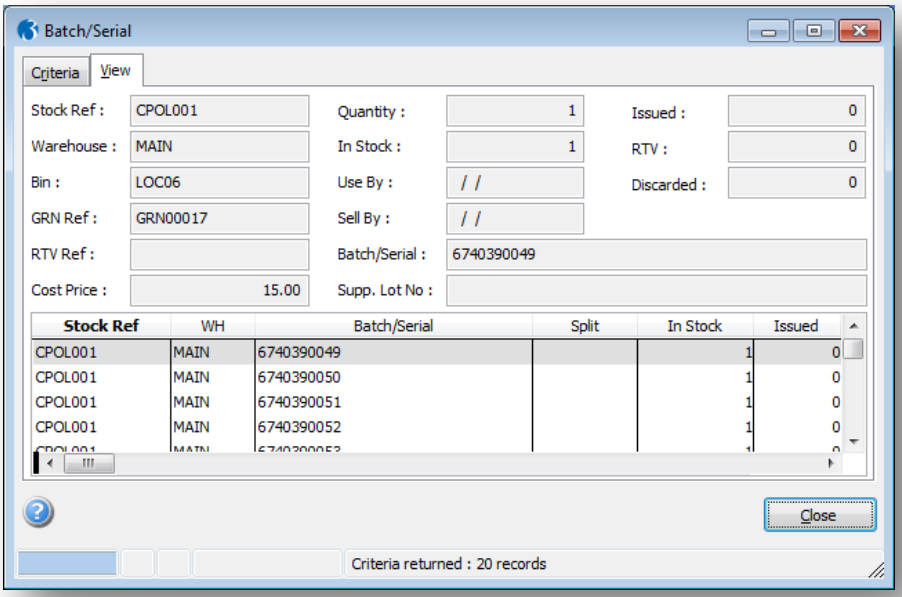
4.6.3 Batch/Serial

If you use the **Batch/Serial** command on the **Enquiry** menu, the application displays a selection form in which you can use a variety of criteria to locate the traceable records you want to view. You can be as specific or vague as you want. The more specific the criteria, the more targeted will be the results selected for viewing. For example, you might want to see all the traceable records for a particular serial number. You simply enter the number in the **Serial No.** box and click **Display Data** and all outstanding records involving that serial number are available on the **View** tab. In the case of batch numbered items, in addition to the batch number, you can also specify the split number and a range of use by and sell by dates. You can also search on the basis of GRN or RTV numbers.



Notes

The enquiry results are displayed on the View tab. The enquiry displays the trace numbers in stock according to the criteria, so a true available quantity can be determined. You can print the details of the enquiry using the **Print** command on the toolbar.



Note: Sell By and Use By dates can optionally be entered when batch numbers are assigned to a stock receipt. They are not mandatory so if they are not entered they are saved as empty dates. This means that even if you enter dates in the From/To Sell By & From/To Use By boxes assignments without dates will be displayed.

For example, if you want to see the batch numbers assigned that have sell by dates of '31/12/2012', these will be displayed with other batch numbers with blank sell by dates.

Notes

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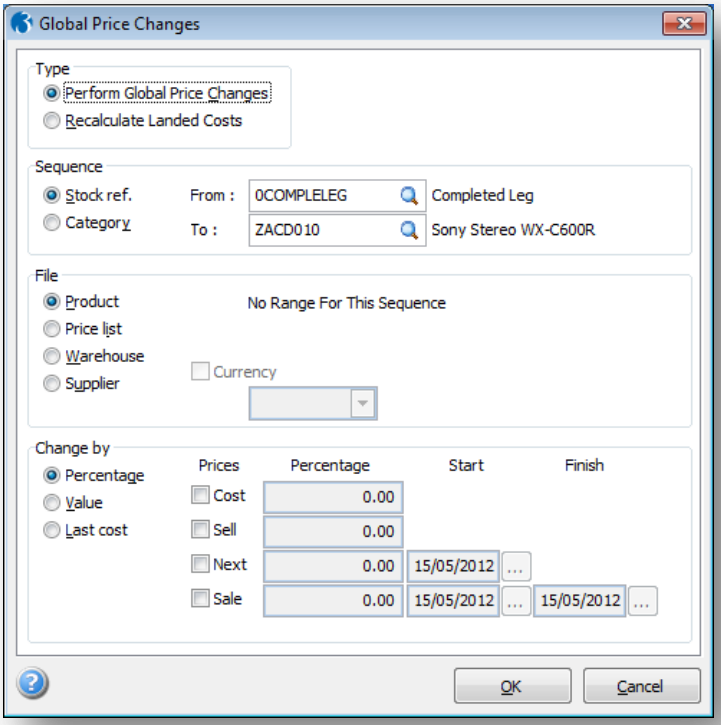
5 Utilities

5.1 Global Price Changes

Use the Global Price Changes command on the Utilities menu to update cost and/or selling prices on the stock/warehouse or product records or special price lists. This provides an effective way of updating cost and selling prices for stock or product records based on a variety of criteria. You can also update cost and selling prices on warehouse records if you have multi-warehouses feature activated and you have selected the Use Multi-Warehouse option on the Set Options form in the Stock module. Once you have specified your price change criteria, the system calculates the new prices and updates the files automatically and produces a report.



To update prices globally

1. Open the SOP folder, double-click Utilities and then click Global Price Changes.
2. In the boxes provided, complete the options that determine which prices are changed and by what means.
3. To update the prices, click OK, then click Yes when the report is produced.

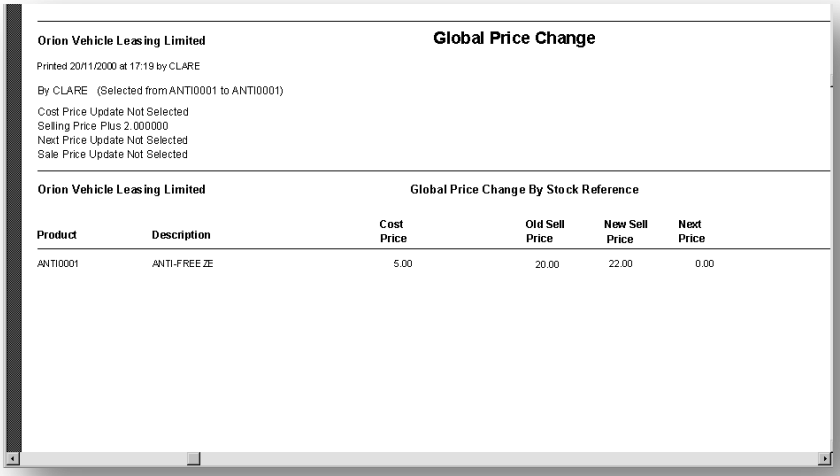
Notes: If you choose to update a price list, you can select the currency to be updated by selecting the **Currency** option and then selecting a currency from the list box. The **Cost** and **Last Cost** options under **Change by** will be unavailable.

If you have multi-warehouses feature activated and you choose to update warehouse prices, the **Next** and **Sale** options under **Change by** will be unavailable.

Utilities

Notes

If you choose to update supplier prices, the **Last Cost**, **Sell**, **Next** and **Sale** options under **Change by** will be unavailable.



Orion Vehicle Leasing Limited — Global Price Change

Printed 20/11/2000 at 17:19 by CLARE

By CLARE (Selected from ANTI0001 to ANTI0001)

Cost Price Update Not Selected
Selling Price Plus 2.000000
Next Price Update Not Selected
Sale Price Update Not Selected

Orion Vehicle Leasing Limited — Global Price Change By Stock Reference

Product	Description	Cost Price	Old Sell Price	New Sell Price	Next Price
ANTI0001	ANTI-FREEZE	5.00	20.00	22.00	0.00

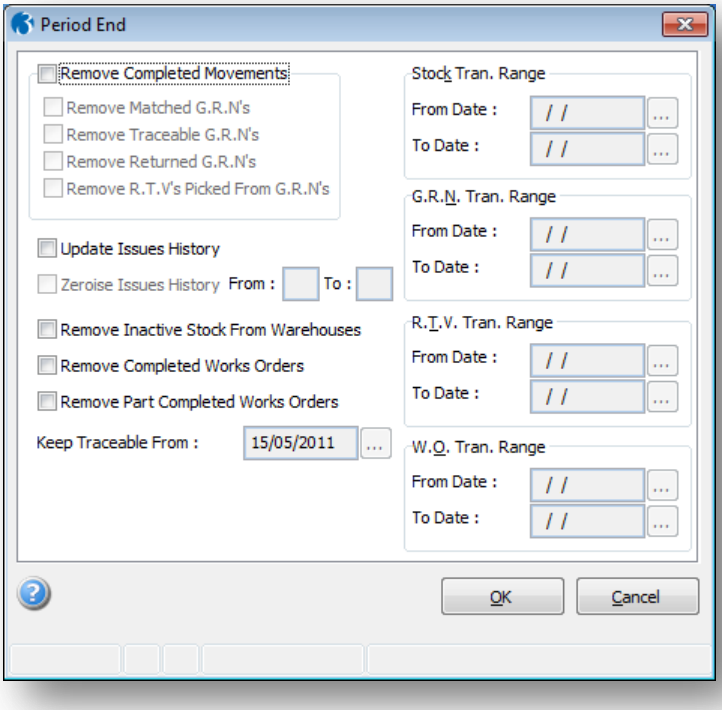
Note: File Options that determine the files to be updated. These are: Product (price change details are written to the selected stock or product records); Price List (price change details are written to the range of price lists you specify); Warehouse (if you have multi-warehouses feature activated, price change details are written to the range of warehouses you specify in the From and To boxes that appear) and Supplier (price change details are written to the range of supplier records you specify).

5.2 Period End

At the end of each accounting period, you use the **Period End** command to perform the following actions:

- Increment the stock accounting period by one.
- Accumulate issues and returns quantities for the period and store them as a period total in the previous period's net issues history.
- Remove receipts, transfers in, negative adjustments or returns which have been fully issued according to your selection criteria.
- Remove completed GRNs and RTVs according to your selection criteria.
- Remove traceable GRNs according to your selection criteria. Traceable stock only applies if you have the traceability feature activated. If you need to process stock records that are traceable by serial or batch numbers, refer to the Traceability section for information.
- Remove from the files any stock items or description only items that have been marked for deletion.
- Remove from the file any categories, gateway categories, profiles or warehouses that have been marked for deletion. Warehouses only apply if you have multi-warehouses feature activated
- Removes completed or part-completed works order records that have been processed in the BOM module.
- Update the relevant balances on the **Monitor Companies** form in the System module with the current stock valuation. This only takes account of stock items that have a positive in-stock balance. Any stock items with a negative stock balance are ignored.

Notes



5.2.1 Period End Options

When you use the **Period End** command, the **Period End Options** screen appears and you can select the processing options accordingly.

Box	Description
Remove Completed Movements	An option that determines whether you enter a stock transaction date range that controls the removal of completed stock movements; that is all transaction lines that have a zero balance, such as a FIFO receipt that has been fully issued. All non-FIFO transactions will be removed for the date range selected because they will have transaction lines with zero balances anyway. Dates are calculated on the basis of the dates on the transaction database and the GRN database and these are offered as defaults. If the GRN database is blank, the GRN transaction ranges will be unavailable.
Transaction Date Ranges	See above.
Remove Matched GRNs	An option that determines whether GRN documents, within the date range specified and that have been matched to purchase orders, are removed.
Remove Traceable GRNs	An option that determines whether completed GRN documents containing traceable items within the date range, are removed. Traceable stock only applies if you have the traceability feature activated. If you need to process stock records that are traceable by serial or batch numbers, refer to the Traceability section for information.
Remove Returned GRNs	An option that determines whether GRN documents, within the date range specified and that have been returned in full through RTVs, are removed.
Remove RTVs Picked from GRNs	An option that determines whether RTV documents, within the date range specified and that have been picked from GRNs, are removed.
Update Issues History	An option that determines whether the issues history is moved back by one period.

Notes

Zeroise Issues History	An option that determines whether the issues history for the periods selected is zeroed. You can only select this option is you have selected the **Update Issues History** option. You can enter the start period in the **From** box. The **To** box will always be set to '12', so the oldest history is cleared.
Remove Inactive Stock From Warehouses	An option that determines whether stock records are removed from warehouses where the allocated, and free stock, projected stock and quantity on sales and purchase orders are all zero. This only applies if you have the multi-warehouses feature activated and have selected the **Use Multi-Warehousing** option on the **Set Options** form. **Note**: Such stock items are removed from each warehouse where these conditions are met. That is, when this setting is switched on, it will break the link between a stock item and a warehouse as created by the F7 Link process.
Remove Completed Works Orders	An option that determines whether the application removes completed works order records that have been processed in the BOM module. A works order transaction date range is provided so you can specify the range of completed works orders to be removed from the files.
Remove Part Completed Works Orders	An option that determines whether the application removes partly-completed works orders. This is for those circumstances where works orders are never completed but still need to be cleared down.
Keep Traceable From	The date from which traceable records will be retained. This is a display only field. The date depends on the number of months you want to retain traceable history and this is defined in the **Maintain History For...Months** box under the **Traceability** group heading on the Stock module's **Set Options** form Traceable stock only applies if you have the traceability feature activated. If you need to process stock records that are traceable by serial or batch numbers, refer to the Traceability section for information.

Note: We recommend you produce any period reports you want before you use the **Period End** command. We also recommend you take a backup of your data files.

In addition, Period End will also carry out the following tasks:

- Removes any stock items which have been marked for deletion.
- Removes any categories, profiles or warehouses that have been marked for deletion.

To carry out the stock period end process

1. Open the **Stock** folder, click **Utilities** and then click **Period End**.
2. On the **Period End Options** form, complete the details that determines the actions taken by the process.
3. Click **OK**

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Appendix

Appendix A – Traceability FAQs

Why do I get the message 'Stock Item is Traceable Use GRN's to Receive'?

There is an option on the Stock module's **Set Options** form called **Receive via GRN Only**. If this option is selected, the only way you can record the receipt of traceable items (whether serial or batch numbered) is by creating a new GRN record using the **G.R.N.** command on the Stock menu. If you want to record receipts by other means, you need to clear this option. Once the option is cleared, traceable items can be received using other methods, such as purchase order receipts, stock receipts, and so on, as well as through GRNs.

Can I 'Switch On' Traceability at any time?

Yes. There is no need to have traceability features in use unless you need them. There are no restrictions about when you can select the **Use Traceability** option on the **Company Profiles** form in the System module.

Can I 'Switch Off' Traceability at any time?

No. If you have already selected the **Use Traceability** option on the **Company Profiles** form in the System module, you can only change your mind provided no traceable stock transactions exist. That means you can switch the option on, create traceable stock profiles and records and then switch it off, but as soon as you have created one or more transactions (such as a receipt, issue, release or other movement) involving a traceable item, the **Use Traceability** option becomes unavailable (it is 'greyed out') and you cannot switch it off.

I have been using the application with the Receive via GRNs Only option selected in the Stock module's options. Can I change this without and detrimental effect on stock?

Yes. You can clear the option setting at any time; there is no effect on existing GRN records. You will then be able to record receipts of traceable items using direct stock receipts as well as purchase order receipts. Note that if you also select the **Auto Release from Quarantine** option (which is only available when you clear the **Receive via GRN** option), the application will not automatically release any existing GRNs.

I already have stock records for items I want to trace with serial and batch numbers. How do I convert them to traceable items?

There is no 'conversion' of non-traceable items to traceable items. Whether a stock item is traceable or not depends on the profile assigned to the stock record. You cannot change the profile assigned to a stock record once transactions have been created for that item. In these circumstances, you will have to create new stock records for any items you want to be traceable and assign a batch- or serial-traceable profile accordingly.

The message The Current Serial(Batch) No. Sequence Has Been Exhausted has appeared. What does this mean?

This message would only appear if you are trying to automatically fulfil serial or batch numbers when assigning them to traceable stock, and the application can no longer increment the 'next' number. For example, if the next serial number is A9998 and you need to assign numbers to three more items, the application will only be able to fulfil two records A9998 and A9999 before the numbering sequence is exhausted. When this happens, the application will not create a serial number A10000 but instead suggest the creation of a new number using the full extend of the serial number field, which in this example would be A9999000000000000000000000000001. In most cases, this is likely to be unacceptable and you might need to check whether your starting number is correct or appropriate; but the application does at least give the option of fulfilling the assignment with unique numbers.

The message No Serial/Batch Numbers found at warehouse is displayed. What does this mean?

The application cannot detect any serial or batch numbers for traceable items in the warehouse you have chosen for picking. This indicates that, even though you may have booked receipts of traceable items into the warehouse you have chosen, you have not yet assigned and serial or batch numbers to the stock.

Why can't I gain access to the Assignments command on the Action menu of the Stock form?

There is an option on the Stock module's **Set Options** form called **Receive via GRN only**. If this option is selected, the only way to assign traceable numbers is using the **G.R.N.** command in on the **Stock** menu.

When processing invoices in the Invoice or SOP module, why don't I get the chance to select trace numbers having press TAB on the Quantity box?

There is an option on the Invoicing or SOP module's **Set Options** form called **Select Traceable Numbers on Quantity**. With this selected, you can select serial or batch numbers when you press TAB on the **Quantity** box.

How do I ascertain how much traceable stock is available to be issued?

Use the **Batch/Serial** command on the **Enquiry** menu. You can use this to investigate traceable items that have been assigned. The availability of stock for issue depends on the warehouse in which the stock resides.

Appendix B – Notes

Most maintenance forms have a Memo tab you can use to record notes about the record currently displayed on screen. You can also use object linking and embedding to attach documents or images. In addition to these facilities, further notes can be attached to certain master records which are more structured, and that can be used to record and monitor actions or tasks to be carried out by someone else. Notes can also be generated automatically as a result of a particular process; for example, putting an account on stop.

Notes are created, edited and viewed by selecting the Notes button on the toolbar, or by pressing CTRL+O, once you have retrieved the master record concerned. The facility is not available for all records, or under all circumstances. You can only create or view notes for a record when this button is available on the toolbar.

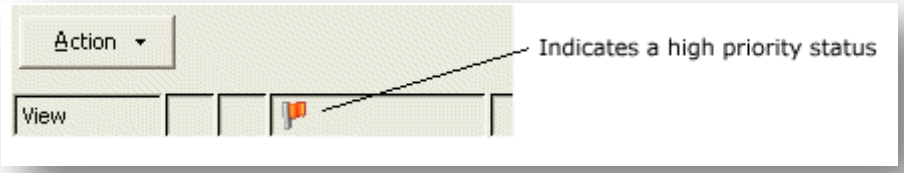
For each note record you create, you can enter a subject heading and the details of the note. The default date of the note will be the processing date and the originator's user name is also recorded. You can assign a priority to the note, depending on it's level of importance (low, normal or high). If the note relates to a task or action to be undertaken by someone else, you can select one of the persons identified on the People Profiles form and record a date by which the action should be completed. If that person record has an e-mail address associated with it, or if you type an e-mail address on the note record, the application will automatically generate an e-mail message, using your default MAPI-compliant e-mail software, when the note is saved.

The note can be retrieved for viewing or editing at any time when the master record is displayed using the same Notes toolbar button used to create it. You can create many notes for the same master record; each one is summarized in the grid in the bottom half of the Notes form. A report is available to list the notes created for the master records.

If the note relates to an action, you can record when the action has been done using the (Un)Complete command on the Action menu associated with the Notes form.

You can identify when a record has a note attached by an icon that appears in the form's status bar:

If a note has been assigned a high-priority status, this is indicated by an exclamation mark in the status bar of the Notes form, provided that note is the one currently selected in the grid:



You can mark a note for deletion by retrieving the note record concerned and using one of the normal record delete functions. Records marked for deletion are removed using the Reorganise System Files command in the System module. You select the Tidy Notes option on the Reorganise System Files form for this purpose.

Automatic Notes Creation

Some processes result in the automatic creation of a notes record, including:

- On production of a sales statement.
- When a sales or purchase account is put on stop or subsequently released.
- When a sales or purchase invoice is marked as being in dispute or subsequently released.
- When an e-mail is produced for a customer or supplier via the Processing menu.
- Optionally when producing e-mails from the Customer Contacts or Supplier Contacts reports, provided the Note of E-Mails option is selected.

Automatically generated notes do not have corresponding actions; no entries are made in the Action For, E-Mail, or Done By fields. However, the Completed field is updated with the same date as the note's creation date.

Note Reports

For those modules where notes can be maintained, you can print the notes created for master records using the appropriate command on the Reports menu. You can use selection criteria to determine which note records are listed. For example, you can restrict the list to a range of master records, persons identified in the Action For box, user records (those responsible for creating the notes) and action dates. You can also select by priority level and optionally include notes not intended for action, or that have already been marked as complete.

Prerequisites

Before you create a note record, you need to have created the master record to which the note will be attached. If you want to record an action for a specific individual in the Action For box, you must create the person record using the People Profiles command in the System module. In order to make it possible to generate a default e-mail message when the E-Mail box is used, you must have a MAPI-compliant e-mail software application installed on your PC.

To create a note record

1. Retrieve the record for which you want to create a note record.
2. On the toolbar, click Notes.
3. On the Record menu, click New.
4. In the boxes provided, enter the details of the note record.
5. If you have entered an e-mail address, on the Record menu, click Save. (You do not need to use the Save command if the record has been created without an e-mail address.)
6. To close the Notes form, click Close.

Note: If an entry is made in the E-Mail box, saving the note will result in the application starting your default e-mail software and generating a default e-mail message.

Note Entries

Box	Description
User	The user name of the person creating the note. This is automatically based on the name used to log on and recorded in the User Profiles form of the System module. You cannot override this on the note record.
Date	The date on which the note was created. The default is the current processing date. If you want to change this, type a new date or use the calendar button alongside the box to select an alternative. Once the note record is stored, you will not be able to amend this creation date.
Priority	An option that determines the level of importance for the note. You can select 'Low', 'Normal' or 'High' from a list. The default selection is 'Normal'. Once the note record is stored, this priority level is reflected in the grid in the bottom half of the Notes form in the column headed P. 'L' means 'low', 'H' means 'high' and no entry in this column means 'normal'.
Action For	A reference that identifies someone on the People Profiles form in the System module to whom the note relates. You can select from a list. If the note is not relevant to a particular individual, or the person does have a corresponding record in the System module, leave this box blank. If you do select a person record and they have a corresponding e-mail address, that address will appear in the following box.
E-Mail	The e-mail address of the person for whom the note is intended. This may be shown automatically if one exists on the person record. If not, you can type an e-mail address. When the note record is saved, the application will automatically generate an e-mail message using your default e-mail software. If you do not want an e-mail created, leave this box blank.
Done By	A date by which the action or task should be completed. You can leave this blank if the note has no deadline or time restriction. You can use the calendar button alongside the box to select a date. Once the note record is saved, this date will appear in the Be Done By column of the grid in the bottom half of the Notes form.
Subject	The subject of the note. This is also used as the default subject line if an e-mail is generated. A default subject heading will appear in the note has been generated automatically.
Note	The detail of the note. This will appear as the message text if an e-mail is generated, preceded by the ID and name of the record to which the note relates. A default message will appear in the note has been generated automatically.

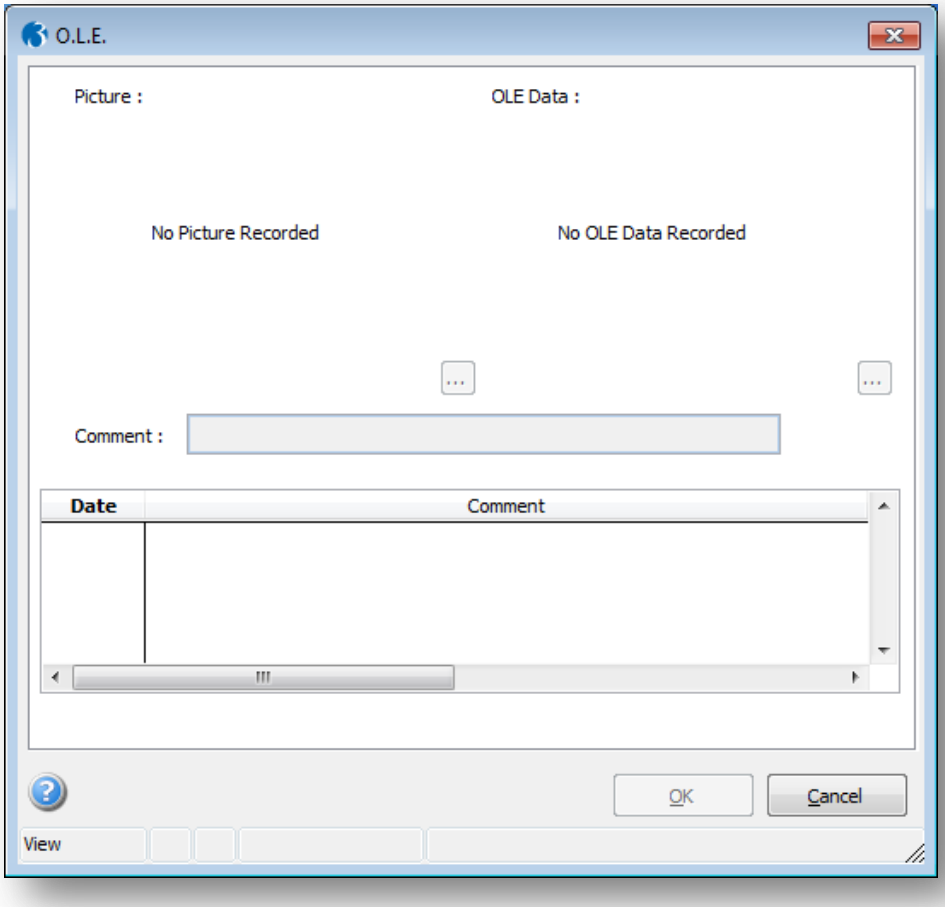
To mark a note as completed

1. Retrieve the record for which you want to update the note record.
2. On the toolbar, click Notes.
3. On the Action menu, click (Un)Complete. The current processing date appears in the Completed column of the grid in the bottom half of the Notes form.
4. To close the Notes form, click Close.

Note: You can reinstate a note to its incomplete state by reselecting the (Un)Complete command on the Action menu associated with the Notes form. This causes the date in the Completed column of the grid on the Notes form to be removed.

Appendix C - Object Linking and Embedding

You can link objects to be associated with records such as customers, suppliers, stock items, employees and so on. A representation or placeholder for an object is inserted on the O.L.E. form associated with the record. The object exists in the source file and, when it is changed, the linked object is updated to reflect these changes. You can attach a picture as well as an object placeholder. This can be associated with the OLE data object or be independent. You can link several objects to each record. Double-clicking on the icon associated with the OLE Data heading will start the application used to create the object, assuming the application and document is available to you. Right-clicking on an icon associated with an OLE Data heading displays a shortcut menu. The menu options on the shortcut menu are dependent on the type of object, and provide the ability to edit the object and/or edit the package using Object Packager.



To link objects

1. Open the relevant module folder, and then click Processing.
2. Retrieve the record for which you want to store object details, click Action and then click O.L.E. The O.L.E. form appears.
3. On the Record menu, click New.
4. Under Picture, click the browse button to locate the file that contains the image you want to link.
5. Under OLE Data, click the browse button to locate the file that contains the document you want to link.
6. In Comment, type a comment that identifies the objects you have linked.
7. To store the object details, click OK.

Notes: An icon appears on the status bar of the record processing form to show that an object record exists. You can use the New command button on the toolbar to add additional objects. To start the application used to maintain a data object, double-click the icon under OLE Data. To delete an OLE entry, click to highlight in the list and then click the Delete command button on the toolbar. Both picture and OLE data objects are removed as one item. Deleted OLE files are removed when you use the Reorganise System Files command in the System module with the Tidy System Files option selected.

Appendix D - What's Reverse Charge VAT Accounting for Goods?

The Reverse Charge accounting procedure was first introduced by HMRC to combat Missing Trader intra-community (MTIC) fraud, also know as carousel fraud, in business-to-business (b2b) transactions in the United Kingdom. It applies when a supply of mobile telephones or computer chips exceeds the HMRC de minimis level of £5000, exclusive of VAT. In this situation the buyer rather than the seller must account for the Output VAT to HMRC. Full details of the procedure are available on the HMRC web site.

A report called the Reverse Charge Sales List (RCSL) has been added to the System - Maintenance - VAT Processing form. This report is designed to be submitted electronically via the HMRC web site and the Government Gateway. Once you declare to HMRC that you need to use the Reverse Charge accounting procedure, the RCSL must be submitted to HMRC for each VAT period, even when no Reverse Charge supplies are traded.

Important: Supplies to customers in the United Kingdom who are not VAT registered are unaffected by Reverse Charge accounting; as the supplier you must account for the output VAT in the normal way.

Definition of mobile phones and computer chips

Mobile Phones

For the purpose of the reverse charge, mobile telephones include:

- Any handsets that have a mobile phone function (i.e. the transmitting and receiving of spoken messages), whether or not they have any other function - it therefore includes other communication devices, such as Blackberrys.
- Mobile phones supplied with accessories (such as a charger, battery, cover or hands-free kit) as a single package and Pay As You Go mobile phones.

The reverse charge does not apply to the following:

- Mobile phones that are supplied with contracts for air time.
- Mobile phone accessories which are supplied separately from a mobile phone.
- 3G data cards or Wi-Fi cards.

Computer Chips

As a guide, all computer chips covered by the reverse charge fall within the tariff commodity code 8542 3190 00. The term covers the following:

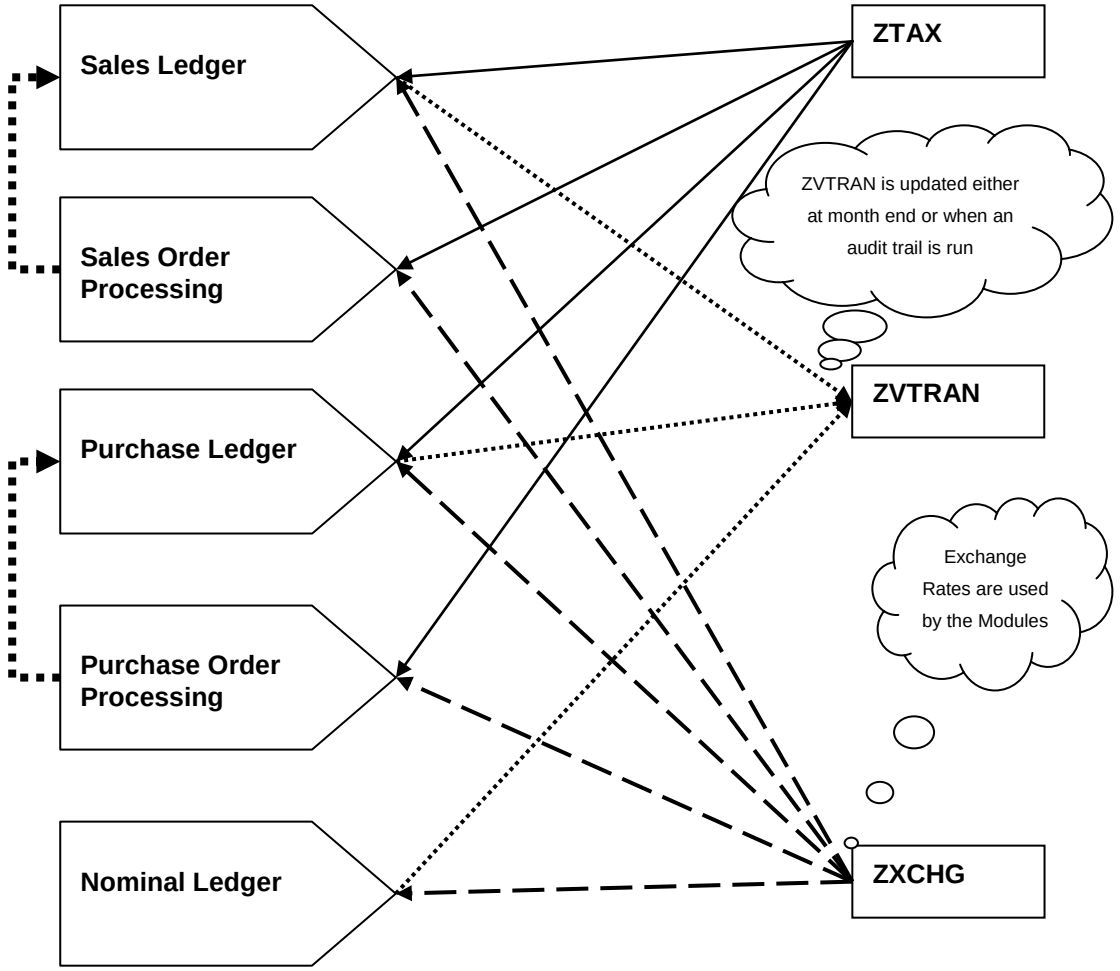
- Small integrated circuits (Central Processing Units or CPUs)
- Discrete integrated circuit devices (Microprocessors or Microprocessor Units - MPUs)
- Microcontrollers or Microcontroller Units (MCUs)
- Chipsets - the dedicated cluster of integrated circuits that support MPUs.

The reverse charge applies to such items when they are in a state prior to integration into end user products. Items such as computer servers, laptops or desktop units are excluded from the scope of the reverse charge.

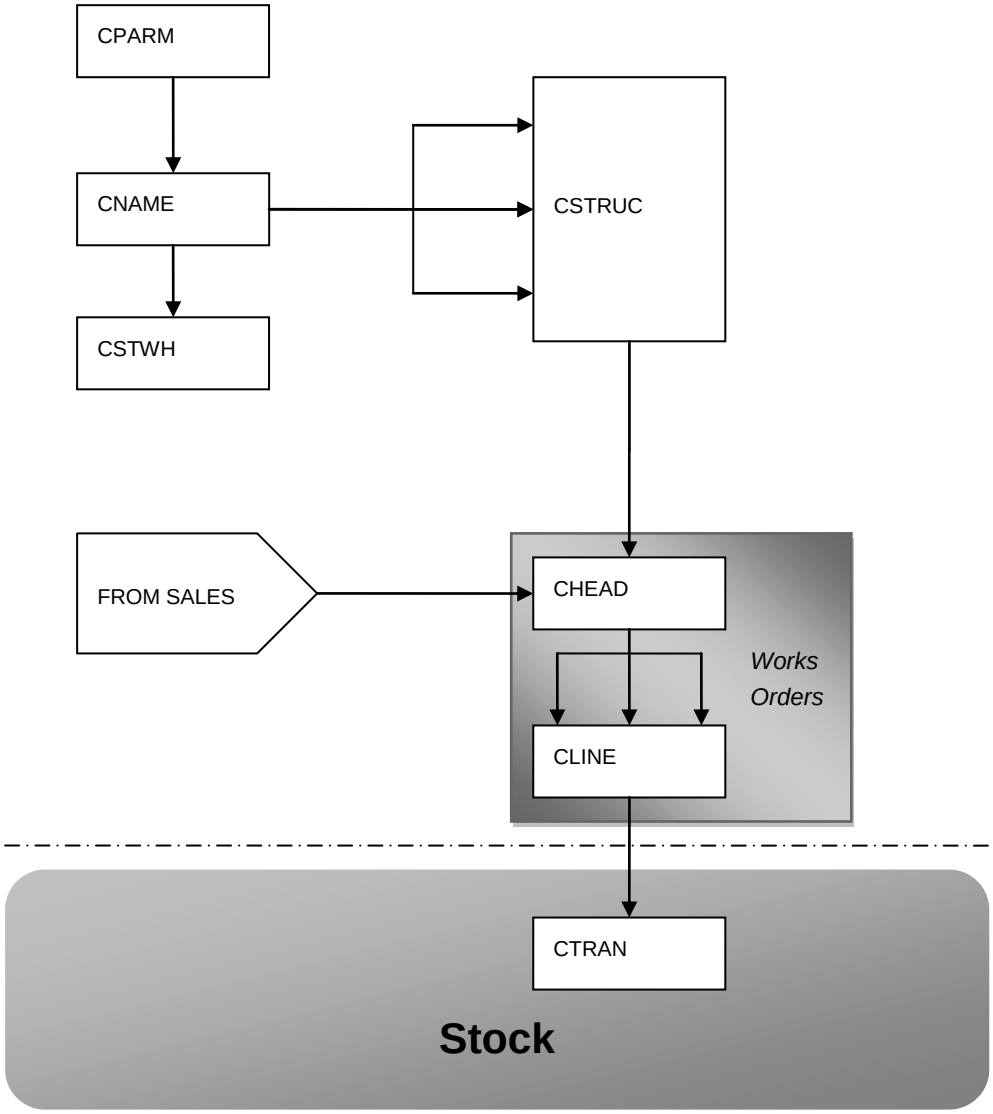
Appendix E – Data Structures & Technical Information

The following pages contain the Database Structures & Technical Information of the Invoicing/SOP Ledger Module as of the 6.70.00 release.

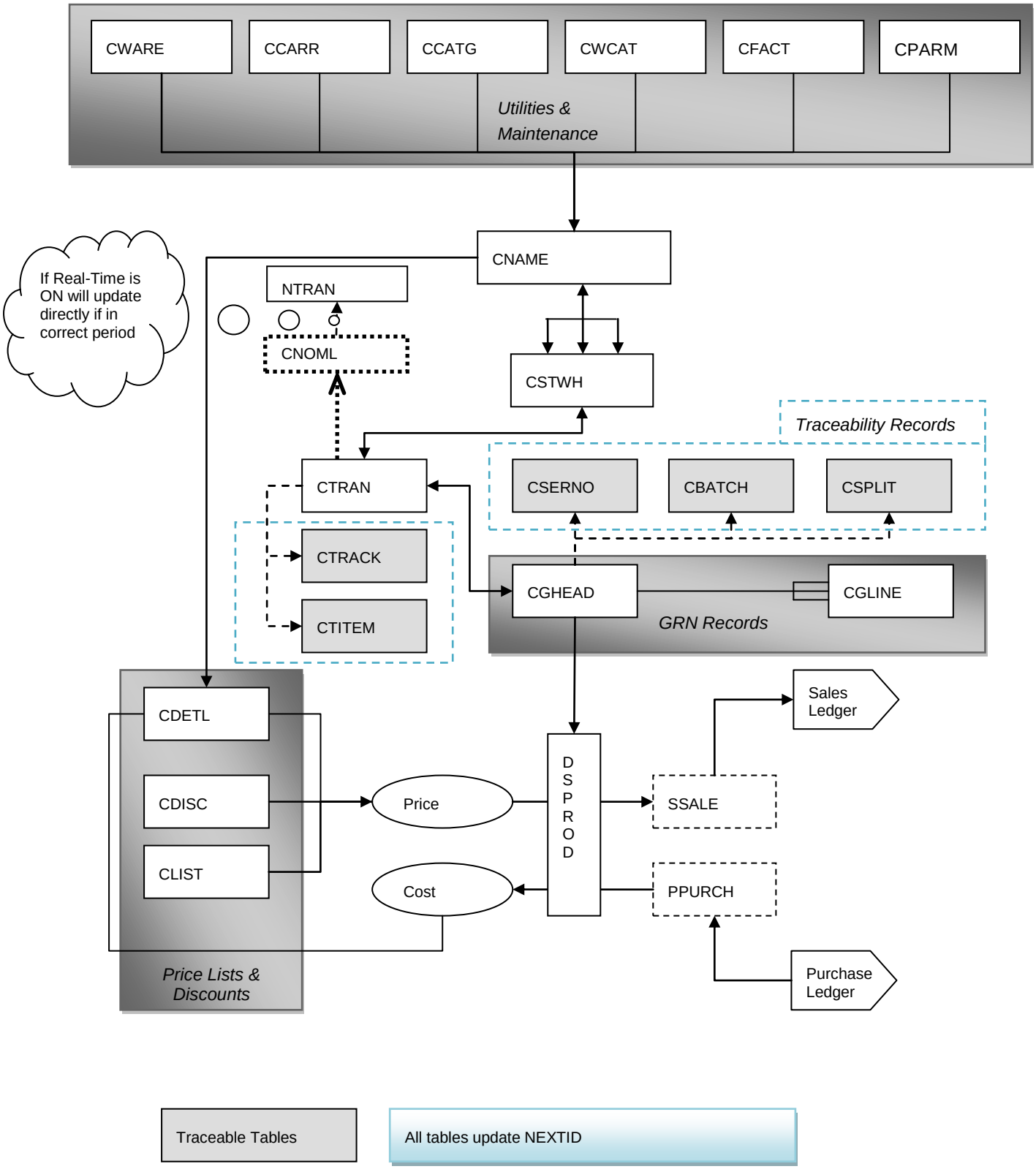
VAT & Exchange Rates



BOM (Into Stock)



Stock



Traceable Tables

All tables update NEXTID

Joins Information

TABLE	JOIN
ccarr	LEFT JOIN ccarr ON cghead.ch_dcref=ccarr.cc_ref
ccarr	LEFT JOIN ccarr ON crhead.rh_dcref=ccarr.cc_ref
ccarr	LEFT JOIN ccarr ON crhead.rh_dcref=ccarr.cc_ref
ccarr	LEFT JOIN ccarr ON cghead.ch_dcref=ccarr.cc_ref
ccatg	LEFT JOIN ccatg ON cname.cn_catag=ccatg.cg_code
ccatg	LEFT JOIN ccatg ON cname.cn_catag=ccatg.cg_code
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cfact	LEFT JOIN cfact ON cname.cn_fact=cfact.cf_code
cfact	LEFT JOIN cfact ON cname.cn_fact=cfact.cf_code
cfact	LEFT JOIN cfact ON cname.cn_fact=cfact.cf_code
cfact	LEFT JOIN cfact ON cname.cn_fact=cfact.cf_code

cfact	LEFT JOIN cfact ON cname.cn_fact=cfact.cf_code
cfact	LEFT JOIN cfact ON cname.cn_fact=cfact.cf_code
cfact	LEFT JOIN cfact ON cname.cn_fact=cfact.cf_code
cfact	LEFT JOIN cfact ON cname.cn_fact=cfact.cf_code
cfact	LEFT JOIN cfact ON cname.cn_fact=cfact.cf_code
cfact	LEFT JOIN cfact ON cname.cn_fact=cfact.cf_code
cfact	LEFT JOIN cfact ON cname.cn_fact = cfact.cf_code
cfact	LEFT JOIN cfact ON cname.cn_fact = cfact.cf_code
cfact	LEFT JOIN cfact ON cname.cn_fact = cfact.cf_code
cfact	left join cfact on cname.cn_fact = cfact.cf_code
cfact	left join cfact on cname.cn_fact = cfact.cf_code
cfact	left join cfact on cname.cn_fact = cfact.cf_code
cghead	LEFT JOIN cghead ON cgline.ci_chref=cghead.ch_ref
cghead	LEFT JOIN cghead ON cgline.ci_chref=cghead.ch_ref
cgline	LEFT JOIN cgline ON cmatch.cm_chref=cgline.ci_chref AND cmatch.cm_ciline=cgline.ci_line
cgline	LEFT JOIN cgline ON cbatch.cb_chref=cgline.ci_chref AND cbatch.cb_cgline=cgline.ci_line
chead	LEFT JOIN chead ON cline.cy_cxref=chead.cx_ref
clist	LEFT JOIN clist ON cdetl.cd_code=clist.cl_code AND cdetl.cd_curr=clist.cl_curr
clist	LEFT JOIN clist ON cdetl.cd_code=clist.cl_code AND cdetl.cd_curr=clist.cl_curr
cname	LEFT JOIN cname ON cstruc.cv_compone=cname.cn_ref
cname	LEFT JOIN cname ON chead.cx_assembl=cname.cn_ref
cname	LEFT JOIN cname ON chead.cx_assembl=cname.cn_ref
cname	LEFT JOIN cname ON cgline.ci_cnref=cname.cn_ref
cname	LEFT JOIN cname ON ctrack.ck_cnref=cname.cn_ref
cname	INNER JOIN cname ON ctran.ct_ref=cname.cn_ref
cname	LEFT JOIN cname ON csplit.cz_cnref=cname.cn_ref
cname	INNER JOIN cname ON cstwh.cs_ref=cname.cn_ref
cname	LEFT JOIN cname ON crline.ri_cnref=cname.cn_ref
cname	LEFT JOIN cname ON cgline.ci_cnref=cname.cn_ref
cname	LEFT JOIN cname ON cbatch.cb_cnref=cname.cn_ref
cname	LEFT JOIN cname ON cdetl.cd_ref=cname.cn_ref
cname	LEFT JOIN cname ON drline.dl_cnref=cname.cn_ref
cname	LEFT JOIN cname ON dsprod.ds_cnref=cname.cn_ref
cname	LEFT JOIN cname ON doline.do_cnref=cname.cn_ref
cname	LEFT JOIN cname ON ialloc.it_stock=cname.cn_ref
cname	LEFT JOIN cname ON itran.it_stock=cname.cn_ref
cname	LEFT JOIN cname ON jwipr.jw_stref=cname.cn_ref
cname	LEFT JOIN cname ON jeline.jd_stref=cname.cn_ref
cname	LEFT JOIN cname ON jccode.ja_stref=cname.cn_ref
cname	LEFT JOIN cname ON jbline.jb_stref=cname.cn_ref
cname	LEFT JOIN cname ON jccode.ja_stref=cname.cn_ref
cname	LEFT JOIN cname ON jcline.jd_stref=cname.cn_ref

cname	LEFT JOIN cname ON litran.lt_stock=cname.cn_ref
cname	LEFT JOIN cname ON lcprod.lc_cnref=cname.cn_ref
cname	LEFT JOIN cname ON pline.pl_cnref=cname.cn_ref
cname	LEFT JOIN cname ON doline.do_cnref=cname.cn_ref
cname	LEFT JOIN cname ON hsanal.sa_product=cname.cn_ref
cname	LEFT JOIN cname ON sanal.sa_product=cname.cn_ref
cname	LEFT JOIN cname ON cdetl.cd_ref=cname.cn_ref
cname	LEFT JOIN cname ON cserno.ce_cnref=cname.cn_ref
cname	LEFT JOIN cname ON cname.cn_ref=LEFT(znotes.zn_account,8)
cname	LEFT JOIN cname ON dmline.do_cnref=cname.cn_ref
cname	LEFT JOIN cname ON dmactiv.stockref=cname.cn_ref
cname	LEFT JOIN CNAME ON dmestruc.partcode = cname.cn_ref
cname	LEFT JOIN CNAME ON DMKNOWL.PSTK= CNAME.CN_REF
cname	left join cname on dmactiv.stockref=cname.cn_ref
cname	left join cname on dmestruc.partcode = cname.cn_ref
cname	left join cname on dmknowl.pstk= cname.cn_ref
crhead	LEFT JOIN crhead ON crline.ri_rhref=crhead.rh_ref
cstruc	LEFT JOIN cstruc ON chead.cx_assembl=cstruc.cv_assembl
cstruc	LEFT JOIN cstruc ON chead.cx_assembl=cstruc.cv_assembl
cstwh	LEFT JOIN cstwh ON ctrack.ck_cnref=cstwh.cs_ref AND cstwh.cs_whar=ctrack.ck_loc
cstwh	LEFT JOIN cstwh ON ctran.ct_ref=cstwh.cs_ref AND ctran.ct_loc=cstwh.cs_whar
cstwh	LEFT JOIN cstwh ON doline.do_cnref=cstwh.cs_ref AND doline.do_cwcode=cstwh.cs_whar
cstwh	LEFT JOIN cstwh ON itran.it_stock=cstwh.cs_ref AND itran.it_cwcode=cstwh.cs_whar
cstwh	LEFT JOIN cstwh ON jwipr.jw_stref=cstwh.cs_ref AND jwipr.jw_stwh=cstwh.cs_whar
cstwh	LEFT JOIN cstwh ON jbline.jb_stref=cstwh.cs_ref AND jbline.jb_stwh=cstwh.cs_whar
cstwh	LEFT JOIN cstwh ON litran.lt_stock=cstwh.cs_ref AND lihead.lh_loc=cstwh.cs_whar
cstwh	LEFT JOIN cstwh ON dmline.do_cnref=cstwh.cs_ref AND dmline.do_cwcode=cstwh.cs_whar
ctran	LEFT JOIN ctran ON ctran.id=ctrack.ck_ctranid
cware	LEFT JOIN cware ON cgline.ci_bkware=cware.cw_code
cware	LEFT JOIN cware ON ctrack.ck_cwref=cware.cw_code
cware	LEFT JOIN cware ON ctran.ct_loc=cware.cw_code
cware	LEFT JOIN cware ON csplit.cz_cwref=cware.cw_code
cware	LEFT JOIN cware ON cstwh.cs_whar=cware.cw_code
cware	LEFT JOIN cware ON crline.ri_retware=cware.cw_code
cware	LEFT JOIN cware ON cgline.ci_bkware=cware.cw_code
cware	LEFT JOIN cware ON doline.do_cwcode=cware.cw_code
cware	LEFT JOIN cware ON ialloc.it_cwcode=cware.cw_code
cware	LEFT JOIN cware ON ihead.ih_loc=cware.cw_code
cware	LEFT JOIN cware ON jwipr.jw_stwh=cware.cw_code
cware	LEFT JOIN cware ON jbline.jb_stwh=cware.cw_code
cware	LEFT JOIN cware ON lihead.lh_loc=cware.cw_code
cware	LEFT JOIN cware ON sname.sn_dwar=cware.cw_code

cware	LEFT JOIN cware ON dmline.do_cwcode=cware.cw_code
cware	LEFT JOIN cware ON sname.sn_dwar = cware.cw_code
cware	left join cware on sname.sn_dwar = cware.cw_code

Codes of interest

Breakdown of Codes	
Transaction Types (CTRAN)	
Type	***Description***
I	Issue
R	Receipt
T	Return
J	Adjustment
X	Transfer
V	R.T.V
N	Negative
A	Allocation
W	Discard
D	Deallocate
O	Order

Database Structures

Pegasus Opera 3 Enterprise VFP Database Structures (C Tables)

Table : **CBATCH** Table Description : **Batch Numbers**

Field Name	Description	Type	Length	DPs	Further information
CB_CNREF	Stock Reference	C	16	0	Stock Reference.
CB_CUBREF	Batch No.	C	32	0	Batch Number.
CB_SLOTNO	Supplier's Lot No.	C	32	0	Supplier's Lot No.
CB_QTY	Batch Quantity	N	9	0	Batch Quantity
CB_MOVED	Moved Quantity	N	9	0	Moved Quantity
CB_QTYRET	Return Quantity	N	9	0	Return Quantity
CB_USEBY	Use by Date	D	8	0	Use by Date
CB_SELLBY	Sell by Date	D	8	0	Sell by Date
CB_STATUS	Used By Applications	L	1	0	Should ONLY BE USED by Traceability Applications.
CB_RETURN	Has Been R.T.V.'d	L	1	0	Should ONLY BE USED by Traceability Applications.
CB_CHREF	G.R.N. Reference	C	10	0	Master File CGHEAD
CB_CGLINE	Delivery Line No.	N	7	0	Delivery Line Number. Master File CGLINE
CB_CRREF	RTV Reference	C	10	0	RTV Reference
CB_CRLINE	RTV Line Number	N	7	0	RTV Line Number
CB_COST	Cost Price	N	9	0	Cost Price.
ID	Unique ID	N	10	0	
			Default Value :		NEWID(ALIAS())

Table : **CBATSE** Table Description : **Stock Batched/Serial**

Field Name	Description	Type	Length	DPs	Further information
CA_CNREF	Stock Reference	C	16	0	Stock Reference
CA_CUBREF	Batch Number	C	32	0	Batch Number
CA_CUSREF	Serial Number	C	32	0	Serial Number
CA_CWREF	Warehouse Ref.	C	4	0	Warehouse Ref.
CA_SLOTNO	Supplier's Lot No.	M	10	0	Supplier's Lot No.
CA_SUPPSN	Supplier's Serial No	M	10	0	Supplier's Serial No
CA_RELSED	Released To Stock	L	1	0	Released To Stock
CA_LOC	Location Bin No.	C	10	0	Location Bin No.
ID	Unique ID	N	10	0	
			Default Value :		NEWID(ALIAS())

Table : **CBAUD** Table Description : **Cashbook Audit File**

Field Name	Description	Type	Length	DPs	Further information
CE_UNIQUE	Unique Reference	N	8	0	
CE_REPONLY	Report-Only Entry	L	1	0	
CE_ACCOUNT	Account	C	12	0	
CE_RECTYPE	Record Type	N	1	0	
CE_OLDCURR	Old Currency Code	C	3	0	
CE_MEMO	Additional Text	M	10	0	
CE_TRDATE	Transaction Date	D	8	0	
CE_TRREF	Transaction Ref.	C	10	0	
CE_TRTYPE	Transaction Type	C	2	0	
CE_FCVAL1	Foreign Value #1	N	11	0	
CE_FCVAL2	Foreign Value #2	N	11	0	
CE_FCDEC	Foreign Decimals	N	1	0	
CE_EURVAL1	Euro Value #1	N	11	0	
CE_EURVAL2	Euro Value #2	N	11	0	
CE_RATE	Exchange Rate	N	11	6	

CE_CONDATE	Conversion Date	D	8	0
CE_CONBY	Converted By	C	8	0
CE_ARCHIVE	Archive account	C	12	0

Table : **CCARR** Table Description : **Carriers**

Field Name	Description	Type	Length	DPs	Further information
CC_REF	Carrier Reference	C	10	0	Carrier Reference *Rule :* "Carrier Reference cannot be blank" *Rule Expression :* .NOT. EMPTY(cc_ref)
CC_NAME	Carrier Name	C	30	0	Carrier Name *Rule :* "Carrier Name cannot be blank" *Rule Expression :* LEN(ALLTRIM(cc_name))>0
CC_ADDR1	Address Line 1	C	30	0	Address Line 1
CC_ADDR2	Address Line 2	C	30	0	Address Line 2
CC_ADDR3	Address Line 3	C	30	0	Address Line 3
CC_ADDR4	Address Line 4	C	30	0	Address Line 4
CC_PSTCODE	Post Code	C	8	0	Post Code
CC_CONTACT	Contact	C	30	0	Contact
CC_TELENO	Telephone No.	C	20	0	Telephone No.
CC_FAXNO	Fax No.	C	20	0	Fax No.
SQ_MEMO	Comments	M	10	0	Comments

Table : **CCATG** Table Description : **Categories**

Field Name	Description	Type	Length	DPs	Further information
CG_CODE	Category Code	C	4	0	Stock Category Code.(Primary Key)Related field in CNAME. *Rule :* "Category Code cannot be blank" *Rule Expression :* .NOT. EMPTY(cg_code)
CG_DESC	Category Description	C	20	0	Description of Stock Category. *Rule :* "Category Description cannot be blank" *Rule Expression :* LEN(ALLTRIM(cg_desc))>0
CG_ESTORE	Allow Gateway	C	1	0	
CG_STGDIA	Goods In A/C	C	8	0	Nominal Goods In Account
CG_STGDOA	Goods Out A/C	C	8	0	Nominal Goods Out Account
CG_STOCKA	Stock A/C	C	8	0	Nominal Stock Account
CG_BOMWIMA	BOM WIP Move A/C	C	8	0	Nominal BOM WIP Movement Account
CG_BOMWIA	BOM WIP A/C	C	8	0	Nominal BOM WIP Account
CG_STTRIN	Transfers In	C	8	0	Stock Transfers In
CG_STTROUT	Transfers Out	C	8	0	Stock Transfers Out

Table : **CDETL** Table Description : **Price Details**

Field Name	Description	Type	Length	DPs	Further information
CD_CODE	Price Group Code	C	8	0	Stock Price List Code.(Secondary Key)Related to primary table CLIST.
CD_REF	Stock Reference	C	16	0	Stock Reference.Related to CNAME.
CD_DESC	Description	C	40	0	Description of Stock Price List.
CD_SELL	Selling Price	N	9	0	Selling Price.
CD_SDATE1	Start Sale Date	D	8	0	Start of Sale Date.
CD_SDATE2	End Sale Date	D	8	0	Finish of Sale Date.
CD_SSELL	Sale Price	N	9	0	Sale Price.
CD_NSELL	Next Selling Price	N	9	0	Next Selling Price.
CD_NDATE	Next SP Date	D	8	0	Start Date of Next Price.
CD_SETT	Sett. Discount	L	1	0	Settlement discount flag.
CD_LINE	Line Discount	L	1	0	Line Discount flag.
CD_OVER	Overall Discount	L	1	0	Overall discount flag.
CD_QUAN1	Qty Brk 1	N	6	0	Quantity Brake 1.
CD_QUAN2	Qty Brk 2	N	6	0	Quantity Brake 2.
CD_QUAN3	Qty Brk 3	N	6	0	Quantity Brake 3.
CD_QUAN4	Qty Brk 4	N	6	0	Quantity Brake 4.
CD_QUAN5	Qty Brk 5	N	6	0	Quantity Brake 5.
CD_QUAN6	Qty Brk 6	N	6	0	Quantity Brake 6.
CD_QUAN7	Qty Brk 7	N	6	0	Quantity Brake 7.

CD_QUAN8	Qty Brk 8	N	6	0	Quantity Brake 8.
CD_QUAN9	Qty Brk 9	N	6	0	Quantity Brake 9.
CD_QUAN10	Qty Brk 10	N	6	0	Quantity Brake 10.
CD_SELL1	Qty Brk 1 Sell.Price	N	10	0	Selling Price For Quantity 1 Brake.
CD_SELL2	Qty Brk 2 Sell.Price	N	10	0	Selling Price For Quantity 2 Brake.
CD_SELL3	Qty Brk 3 Sell.Price	N	10	0	Selling Price For Quantity 3 Brake.
CD_SELL4	Qty Brk 4 Sell.Price	N	10	0	Selling Price For Quantity 4 Brake.
CD_SELL5	Qty Brk 5 Sell.Price	N	10	0	Selling Price For Quantity 5 Brake.
CD_SELL6	Qty Brk 6 Sell.Price	N	10	0	Selling Price For Quantity 6 Brake.
CD_SELL7	Qty Brk 7 Sell.Price	N	10	0	Selling Price For Quantity 7 Brake.
CD_SELL8	Qty Brk 8 Sell.Price	N	10	0	Selling Price For Quantity 8 Brake.
CD_SELL9	Qty Brk 9 Sell.Price	N	10	0	Selling Price For Quantity 9 Brake.
CD_SELL10	Qty Brk 10 Sell.Pric	N	10	0	Selling Price For Quantity 10 Brake.
CD_SSELL1	Qty Brk 1 Sale Price	N	10	0	Sale Price For Quantity 1 Brake.
CD_SSELL2	Qty Brk 2 Sale Price	N	10	0	Sale Price For Quantity 2 Brake.
CD_SSELL3	Qty Brk 3 Sale Price	N	10	0	Sale Price For Quantity 3 Brake.
CD_SSELL4	Qty Brk 4 Sale Price	N	10	0	Sale Price For Quantity 4 Brake.
CD_SSELL5	Qty Brk 5 Sale Price	N	10	0	Sale Price For Quantity 5 Brake.
CD_SSELL6	Qty Brk 6 Sale Price	N	10	0	Sale Price For Quantity 6 Brake.
CD_SSELL7	Qty Brk 7 Sale Price	N	10	0	Sale Price For Quantity 7 Brake.
CD_SSELL8	Qty Brk 8 Sale Price	N	10	0	Sale Price For Quantity 8 Brake.
CD_SSELL9	Qty Brk 9 Sale Price	N	10	0	Sale Price For Quantity 9 Brake.
CD_SSELL10	Qty Brk 10 Sale Pric	N	10	0	Sale Price For Quantity 10 Brake.
CD_NSELL1	Qty Brk 1 Next Price	N	10	0	Next Price For Quantity 1 Brake.
CD_NSELL2	Qty Brk 2 Next Price	N	10	0	Next Price For Quantity 2 Brake.
CD_NSELL3	Qty Brk 3 Next Price	N	10	0	Next Price For Quantity 3 Brake.
CD_NSELL4	Qty Brk 4 Next Price	N	10	0	Next Price For Quantity 4 Brake.
CD_NSELL5	Qty Brk 5 Next Price	N	10	0	Next Price For Quantity 5 Brake.
CD_NSELL6	Qty Brk 6 Next Price	N	10	0	Next Price For Quantity 6 Brake.
CD_NSELL7	Qty Brk 7 Next Price	N	10	0	Next Price For Quantity 7 Brake.
CD_NSELL8	Qty Brk 8 Next Price	N	10	0	Next Price For Quantity 8 Brake.
CD_NSELL9	Qty Brk 9 Next Price	N	10	0	Next Price For Quantity 9 Brake.
CD_NSELL10	Qty Brk 10 Next Pric	N	10	0	Next Price For Quantity 10 Brake.
CD_STATUS	Status	C	1	0	Status Field To Indicate 'Added,Edited andInserted'
CD_CURR	Currency Code	C	3	0	Foreign Currency Code.
CD_FUNDEC	Foreign Unit Decimal	N	1	0	Foreign Unit Number of Decimals
CD_DATE	Date Created/updated	D	8	0	
CD_TIME	Time Created/updated	C	8	0	
cd_oldpl	Old Price Group Code	C	8	0	
CD_DESCOVR	Description override	L	1	0	
			Default Value :		.F.
CD_DESCUDS	Description run by UDS	L	1	0	
			Default Value :		.F.

Table : **CDISC** Table Description : **Disc. Matrix**

Field Name	Description	Type	Length	DPs	Further information
SD_CODE	Discount Code	C	12	0	Discount Matrix Code.(Primary Key) First 8 Characters Related to SNAME Last 4 Characters Related to CNAME
SD_DESC	Description	C	20	0	Price Matrix Description.
SD_DISC	Discount	N	5	2	Discount Percentage.
SD_QUAN1	Qty Brk 1	N	6	0	Quantity Brake 1.
SD_QDIS1	Qty Brk 1 Discount	N	5	2	Discount for quantity brake 1.
SD_QUAN2	Qty Brk 2	N	6	0	Quantity Brake 2.
SD_QDIS2	Qty Brk 2 Discount	N	5	2	Discount for quantity brake 2.
SD_QUAN3	Qty Brk 3	N	6	0	Quantity Brake 3.
SD_QDIS3	Qty Brk 3 Discount	N	5	2	Discount for quantity brake 3.
SD_QUAN4	Qty Brk 4	N	6	0	Quantity Brake 4.
SD_QDIS4	Qty Brk 4 Discount	N	5	2	Discount for quantity brake 4.
SD_QUAN5	Qty Brk 5	N	6	0	Quantity Brake 5.
SD_QDIS5	Qty Brk 5 Discount	N	5	2	Discount for quantity brake 5.
SD_QUAN6	Qty Brk 6	N	6	0	Quantity Brake 6.
SD_QDIS6	Qty Brk 6 Discount	N	5	2	Discount for quantity brake 6.

SD_QUAN7	Qty Brk 7	N	6	0	Quantity Brake 7.
SD_QDIS7	Qty Brk 7 Discount	N	5	2	Discount for quantity brake 7.
SD_QUAN8	Qty Brk 8	N	6	0	Quantity Brake 8.
SD_QDIS8	Qty Brk 8 Discount	N	5	2	Discount for quantity brake 8.
SD_QUAN9	Qty Brk 9	N	6	0	Quantity Brake 9.
SD_QDIS9	Qty Brk 9 Discount	N	5	2	Discount for quantity brake 9.
SD_QUAN10	Qty Brk 10	N	6	0	Quantity Brake 10.
SD_QDIS10	Qty Brk 10 Discount	N	5	2	Discount for quantity brake 10.
SD_CDIS1	Qty Brk 1 Disc %	N	5	2	Discount Percentage for quantity brake 1.
SD_CDIS2	Qty Brk 2 Disc %	N	5	2	Discount Percentage for quantity brake 2.
SD_CDIS3	Qty Brk 3 Disc %	N	5	2	Discount Percentage for quantity brake 3.
sd_lupdate	Last Updated Date	D	8	0	
sd_luptime	Last Updated Time	C	8	0	

Table : **CFACT** Table Description : **Profiles**

Field Name	Description	Type	Length	DPs	Further information
CF_CODE	Profile Code	C	4	0	Stock Profile Code.(Primary Key)Related to CNAME
				Rule :	"Profile Code cannot be blank"
				Rule Expression :	.NOT. EMPTY(cf_code)
CF_NAME	Description	C	20	0	Stock Profile Description.
				Rule :	"Description cannot be blank"
				Rule Expression :	LEN(ALLTRIM(cf_name))>0
CF_FACTOR	Factor	N	6	0	Factor Quantity.
CF_DESC	Unit Description	C	8	0	Unit Description.
CF_FACTDP	F.Decimal or Factor	C	1	0	Indicator for 'F' factor or 'D' decimal quantity.
				Default Value :	"D"
CF_SPLIT	Split Pack	L	1	0	Flag for Split pack or not, for factored items.
CF_DPS	Q.Decimal Places	N	1	0	Quantity decimal places for non factored items.
				Default Value :	2
CF_UPLIFT	Split Pack Surcharge	N	5	2	Split pack surcharge percenatage.
CF_SELLDPS	P.Decimal Places	N	1	0	Price decimal places.
				Default Value :	2
CF_FIFO	FIFO	L	1	0	FIFO/NONFOFO item indicator.
CF_AVER	Average Cost	L	1	0	Average/Standard costing flag.
				Default Value :	.T.
CF_STOCK	Stock Item	L	1	0	Stocked/Non Stocked Items(Service type items)
				Default Value :	.T.
CF_SELLUPL	SP.Up Lift	N	6	2	Selling price uplift from cost price.
				Default Value :	0.00
CF_ISQTY	Issue Qty Default	N	9	0	Default issue quantity.
				Default Value :	0
CF_MODDATE	Last Modified	D	8	0	Last modifield date of profile.
CF_DFPRICE	Default Issue Price	C	1	0	Default Issue Price in Stock Processing to beStd/Average Cost, Last Cost or Selling.
				Default Value :	"C"
CF_BATCH	Batch Traceable	L	1	0	Flage for Batch Traceable Stock Items.
CF_SERIAL	Serial Traceable	L	1	0	Flag For Serial Traceability Stock Items.
CF_LABOUR	Labour Item	L	1	0	Labour/Material Items

Table : **CGHEAD** Table Description : **G.R.N. Header**

Field Name	Description	Type	Length	DPs	Further information
CH_REF	GRN Reference	C	10	0	GRN Reference
				Rule :	"GRN Reference cannot be blank"
				Rule Expression :	.NOT. EMPTY(ch_ref)
CH_STATUS	Status	C	1	0	Status
CH_DCREF	Carrier Reference	C	10	0	Carrier Reference
CH_DATE	Delivery Date	D	8	0	Delivery Date
				Rule :	"Delivery Date cannot be blank"
				Rule Expression :	.NOT. EMPTY(ch_date)
CH_TIME	Delivery Time	C	8	0	Delivery Time
CH_DELCHG	Delivery Charge	N	9	2	Delivery Charge

CH_VAT	Delivery VAT	N	9	2	Delivery VAT
CH_USER	Receiver's User Id	C	8	0	Receiver's User Id
				Rule :	"Receiver User Id cannot be blank"
				Rule Expression :	.NOT. EMPTY(ch_user)
CH_DREF	Delivery Ref.	C	10	0	Delivery Ref.
				Rule :	"Delivery Ref. cannot be blank"
				Rule Expression :	.NOT. EMPTY(ch_dref)
SQ_CRDATE	Date Created	D	8	0	Date Created
SQ_CRTIME	Time Created	C	8	0	Time Created
SQ_CRUSER	User Created	C	8	0	User Created
SQ_AMDATE	Date Last Amendment	D	8	0	Date Last Amendment
SQ_AMTIME	Time Last Amendment	C	8	0	Time Last Amendment
SQ_AMUSER	User Last Amended	C	8	0	User Last Amended
SQ_MEMO	Comments	M	10	0	Comments
CH_CREATOR	GRN Originator	C	10	0	GRN Creator Process ID

Table : **CGLINE** Table Description : **G.R.N. Lines**

Field Name	Description	Type	Length	DPs	Further information
CI_CHREF	GRN Reference	C	10	0	GRN Reference
CI_LINE	Line Number	N	7	0	Line Number
CI_DNOTE	Delivery Note. Ref.	C	10	0	Delivery Note. Ref.
CI_ACCOUNT	Supplier Account	C	8	0	Supplier Account
CI_SUPREF	Supplier Stock Ref	C	16	0	Supplier Stock Ref
CI_DESC	Supp's description	C	40	0	Supp's description
CI_CNREF	Stock Reference	C	16	0	Stock Reference
CI_WEIGHT	Weight Received	N	6	2	Weight Received
CI_CONDIT	Receipt Condition	C	30	0	Receipt Condition
CI_QTYRCV	Quantity Received	N	9	0	Quantity Received
CI_ASSGND	Quantity Assigned	N	9	0	Quantity Assigned
CI_QTYREL	Quantity Released	N	9	0	Quantity Released
CI_QTYRET	Quantity RTV'd	N	9	0	Quantity Returned To Vendor
CI_QTYMAT	Quantity Matched	N	9	0	Quantity Matched Against Purchase Orders.
CI_COST	Unit cost	N	12	0	Unit cost
CI_VALUE	Value of Delivery	N	12	0	Value of Delivery
CI_BKWARE	W'house b'ked into	C	4	0	W'house b'ked into
CI_RELDATE	Last Released Date	D	8	0	Last Released Date
CI_TOWH	Destination W/H	C	4	0	Application Specific Work Field.
CI_BALQTY	Balance Quantity	C	11	0	Work Field
CI_RELQTY	Quantity To Release	C	11	0	Work Field
CI_SFIED	Satisfied	L	1	0	Work Field
CI_DCREF	Picked P.O. Ref	C	10	0	Progresed P.O Ref. Work Field
CI_DCLINE	Picked P.O. Line	N	7	0	Progresed P.O Line. Work Field
CI_DELQUAL	Last Del Quality	C	10	0	Last Del Quality
SQ_MEMO	Comments	M	10	0	Comments
CI_CREATOR	GRN Originator	C	10	0	GRN Creator Process ID
CI_WOREF	Picked W.O. Ref	C	10	0	Progresed W.O Ref. Work Field

Table : **CHEAD** Table Description : **Work Orders**

Field Name	Description	Type	Length	DPs	Further information
CX_REF	W/Order Reference	C	10	0	Order Key
CX_ASSEMBL	Assembly Ref.	C	16	0	Assembly item stock code
CX_CANCEL	Cancelled Order	L	1	0	Cancelled Indicator
CX_CWCODE	Intended Warehouse	C	4	0	Warehouse Code
CX_CUSNAM	Customer Name	C	30	0	Customer Name
CX_CUSAD1	Customer Address 1	C	30	0	Customer Address
CX_CUSAD2	Customer Address 2	C	30	0	
CX_CUSAD3	Customer Address 3	C	30	0	
CX_CUSAD4	Customer Address 4	C	30	0	
CX_CUSADPC	Customer Post Code	C	8	0	Customer Post Code
CX_CUSTELE	Customer Phone No.	C	20	0	Customer Telephone Number
CX_CUSFAX	Customer Fax Number	C	20	0	Customer Fax Number
CX_NARR1	Narrative Line 1	C	75	0	Narrative Line 1
CX_NARR2	Narrative Line 2	C	75	0	Narrative Line 2

CX_CMPDATE	Completed	D	8	0	Work order completed date
CX_TOTVAL	Total Value	N	18	6	Total value for order as calcualted fromcomponents
CX_MATVAL	Material Value	N	18	6	Material value of order as calculated fromcomponents
CX_LABVAL	Labour Value	N	18	6	Labour value of order as calculated fromcomponents
CX_REF2	Reference	C	15	0	
CX_ORDQTY	Qty. Ordered	N	9	0	Quantity Ordered
CX_MADEQTY	Qty. Made	N	9	0	Quantity Made
CX_ORDDATE	Date Ordered	D	8	0	Date Ordered
CX_DUEDATE	Date Due	D	8	0	Date Due
CX_WOSTAT	Status	C	1	0	Work order status
CX_SALEACC	Sales A/C	C	10	0	Sales Account Number
CX_SOREF	Sales Order Ref	C	10	0	Sales Order Ref.
CX_KITTING	Kitting Flag	L	1	0	Kitting Flag
SQ_CRDATE	Date Created	D	8	0	
SQ_CRTIME	Time Created	C	8	0	
SQ_CRUSER	User Created	C	8	0	
SQ_AMDATE	Date Last Amendment	D	8	0	
SQ_AMTIME	Time Last Amendment	C	8	0	
SQ_AMUSER	User Last Amended	C	8	0	
SQ_MEMO	Comments	M	10	0	
CX_WIPQTY	Qty. WIP	N	9	0	Quantity Work In Progress
CX_ALLOQTY	Qty. Allocated	N	9	0	Quantity Allocated
CX_PRICE	Cost Price	N	9	0	Assembly Cost Price
CX_MATCOST	Material Cost	N	9	0	Assembly Material Cost Price
CX_JCSTDOC	Job	C	10	0	Costing Job Number Key
CX_JPHASE	Phase	C	3	0	Costing Phase Key
CX_JCCODE	Cost Code	C	16	0	Costing Code Code Key
CX_JLINE	Job Line	C	10	0	Costing Job Line Number
CX_DESC	Description	C	40	0	Assembly item description.
CX_EXTEND	Extended Description	M	10	0	Assembly item extended description.
CX_LABCOST	Labour Cost	N	9	0	Assembly Labour Cost Price
CX_QCWCODE	Quarantine Warehouse	C	4	0	Quarantine warehouse for traceable assembly item
CX_REVIS	W/Order Revision	C	1	0	Revision of W/Order, when it was last printed /updated.
CX_DISCQTY	Qty. Discarded	N	9	0	Quantity Discarded
CX_SODOC	Sales Order Doc. No.	C	10	0	Sales Order Document No.

Table : **CLINE** Table Description : **W/Order Lines**

Field Name	Description	Type	Length	DPs	Further information
CY_CXREF	W/Order Ref.	C	10	0	Work Order Key
CY_CVRECNO	Structure Record No.	N	10	0	Record number of component in structure file
CY_ASSEMBL	Assembly Ref.	C	16	0	Assembly Reference Code, parent (sub-)assembly ofthis component
CY_LINENO	Line Number	N	7	0	Line Number for HEader details
CY_CNREF	Stock Reference	C	16	0	Stock Reference
CY_DESC	Description	C	40	0	Description
CY_EXTEND	Extended Description	M	10	0	
CY_CWCODE	Intended Warehouse	C	4	0	Warehouse Code
CY_REQQTY	Quantity Required	N	12	0	Required Quantity
CY_CMPLQTY	Quantity Completed	N	12	0	Quantity Completed, stock progressed from WIP tofinished assembly
CY_REQDATE	Date Required	D	8	0	Required Date
CY_ISSDATE	Date Issued	D	8	0	Component Issue Date
CY_PRICE	Price	N	12	0	Order Price
CY_VALUE	Value	N	18	6	Line value
CY_ISASSM	Not used	L	1	0	Not used
CY_CXREF2	Reference	C	17	0	Works Order 2nd Reference
CY_CVCOREF	Component Ref.	C	15	0	Component Reference
CY_PATH	Component Level	C	80	0	Component Level

CY_SUBASSM	Sub Assembly Flag	C	1	0	Sub Assembly Flag.Allows component to be treated as a sub-assembly:It can expanded or contracted on works orderdepending on the current state of this flag.'+' = expandable, '-' = expanded (can becontracted), otherwise cannot be expanded orcontracted.
CY_PHASSM	Phantom Flag	L	1	0	Phantom Assembly Flag
CY_TOMAKE	Qty. To Make	N	12	0	Quantity To Make
CY_FROMST	Qty. From Stock	N	12	0	Quantity From Stock
SQ_AMUSER	User Last Amended	C	8	0	
SQ_MEMO	Comments	M	10	0	
SQ_CRDATE	Date Created	D	8	0	
SQ_CRTIME	Time Created	C	8	0	
SQ_CRUSER	User Created	C	8	0	
SQ_AMDATE	Date Last Amendment	D	8	0	
SQ_AMTIME	Time Last Amendment	C	8	0	
CY_ALLOQTY	Qty. Allocated	N	12	0	Component quantity allocated
CY_WIPQTY	Qty. WIP	N	12	0	Component quantity on work in progress
CY_COQUANT	Qty. Component	N	12	0	Quantity required to make minimum number ofcomponent's immediate assembly
CY_TOPROCE	Qty. To Process	N	12	0	Quantity of sub-assembly required to be made fromcomponents.NOTE: For use in calculations within headerdetails. Holds no useful information about thestatus of the order or the stock items.
CY_ASSMMIN	Assembly Minimum	N	12	0	Minimum that can be made of this component'sassembly (CY_ASSEMBL)
CY_SHOW	Display Line	L	1	0	Display line in browse windows
CY_LABOUR	Labour Item	L	1	0	Labour/Material Item
CY_STOCK	Stock Item	L	1	0	Stocked item
CY_CXASSM	W/Order Assembly	C	16	0	Assembly item being made on works order
CY_WIPVAL	Component WIP Value	N	12	2	Component WIP Value

Table : **CLIST** Table Description : **Price List**

Field Name	Description	Type	Length	DPs	Further information
CL_CODE	Price List Code	C	8	0	Stock Price list Code(Primary key)Related to CDETL. *Rule :* "Price List Code cannot be blank" *Rule Expression :* .NOT. EMPTY(cl_code)
CL_DESC	Description	C	30	0	Description of price list. *Rule :* "Description cannot be blank" *Rule Expression :* LEN(ALLTRIM(cl_desc))>0
CL_CURR	F.Currency Code	C	3	0	Currency code.
CL_FCDEC	Decimal Places	N	1	0	Foreign Currency decimal places.

Table : **CMATCH** Table Description : **G.R.N. Lines Matched**

Field Name	Description	Type	Length	DPs	Further information
CM_CHREF	GRN Reference	C	10	0	GRN Reference
CM_CILINE	Delivery Line No.	N	7	0	Delivery Line No.
CM_DCREF	Order Reference	C	10	0	Order Reference
CM_DCLINE	Order Line	N	7	0	Order Line
CM_QTY	Matched Quantity	N	9	0	Matched Quantity
SQ_CRDATE	Date Created	D	8	0	Date Created
SQ_CRTIME	Time Created	C	8	0	Time Created
SQ_CRUSER	User Created	C	8	0	User Created

Table : **CNAME** Table Description : **Names (Stk)**

Field Name	Description	Type	Length	DPs	Further information
CN_REF	Stock Reference	C	16	0	Stock Reference.(Primary Key)(secondary Keys) CN_CATAG,CN_FACTRelated to CSTWH,CFACT,CATAG *Rule :* "Stock Reference cannot be blank" *Rule Expression :* .NOT. EMPTY(cn_ref)

CN_CAT	Search Ref 1	C	16	0	Alternative part number, Manufacturers code,Catalog number or Barcode number.
CN_CAT2	Search Ref 2	C	16	0	Alternative part number, Manufacturers code,Catalog number or Barcode number.
CN_DESC	Description	C	40	0	Stock Description.
				Rule :	"Stock Description cannot be blank"
				Rule Expression :	.NOT. EMPTY(cn_desc)
CN_ANAL	Analysis Code	C	8	0	Sales Analysis Code.EMPTY for Descriptive Items.
CN_CATAG	Category Key	C	4	0	Stock category.Related to CCATG.
CN_FACT	Factor	C	4	0	Stock Profile code.Related to CFACT.
CN_SELL	Selling Price	N	9	0	Selling price.
CN_COST	Cost Price	N	9	0	Cost Price.
CN_LCOST	Last Cost Price	N	9	0	Last Cost price.
CN_DISCMAT	Discount Matrix Code	C	4	0	Discount matrix code.
CN_ALT1	Alt. Code 1	C	16	0	Alternative Stock Reference code 1.
CN_ALT2	Alt. Code 2	C	16	0	Alternative Stock Reference code 2.
CN_ALT3	Alt. Code 3	C	16	0	Alternative Stock Reference code 3.
CN_EXTEN	Extension Desc.	M	10	0	Extended Stock Description.
CN_SSELL	Sale Price	N	9	0	Sale Price.
CN_SDATE1	Sale Start Date	D	8	0	Sale Start date.
CN_SDATE2	Sale End Date	D	8	0	Sale Finish Date.
CN_NSELL	Next Price	N	9	0	Next Price.
CN_NDATE	Next Price Start	D	8	0	Start date for Next Price.
CN_SETT	Sett. Disc	L	1	0	Settlement discount flag.
CN_LINE	Line Disc.	L	1	0	Line discount flag.
CN_OVER	Overall Disc.	L	1	0	Overall discount flag.
CN_OANAL	Anal Code Override	L	1	0	Overide Analysis code flag.
CN_UNITW	Unit Weight	N	6	2	Unit Weight.
CN_UNITV	Unit Volume	N	6	2	Unit Volume.
CN_NTMASS	Net Mass Qty	N	8	3	Netmass quantity foe EEC VAT module.
CN_INSTOCK	Quantity In Stock	N	9	0	Total Instock Quantity for the Stock Item.
CN_FREEST	Free Stock Quantity	N	12	0	Total Free Stock for stock item.
CN_ALLOC	Quantity Allocated	N	9	0	Total allications for the item.
CN_ONORDER	Quantity On Order	N	9	0	Total Purchase orders raised.
CN_SALEORD	Sales Order Qty	N	9	0	This is the total quantity in all warehouses ofthis product waiting to be processed by the SOPsystem. This figure is increased when an order ordelivery is entered and reduced when that order ordelivery is invoiced.
CN_SUPER	Superseded By	C	16	0	Super seeded by this stock reference on a givendate.
CN_SUPDATE	Superseded Date	D	8	0	Super seeded on this date.
CN_LASTISS	Last Issued	D	8	0	Last Issue date.
CN_LASTRCT	Last Receipt	D	8	0	Last receipt date.
CN_COMCODE	Commodity Code	C	11	0	Stock commodity code. Requirement for EEC VATmodule.
CN_CNTORIG	Origin Country	C	2	0	Country of origin of stock item. Required for EECVAT moule.
CN_MEMO	Memo	M	10	0	Stock Memo.
CN_SETTSAL	Sett. Disc for SP	L	1	0	Settlement discount for sale price.
CN_OVERSAL	Over. Disc for SP	L	1	0	Overall discount for Sale price.
CN_LINESAL	Line Disc for SP	L	1	0	Line discount for Sale price.
CN_LINEOVR	Override L.Disc SP	L	1	0	Overide Line discount for Sale price.
CN_SUPUNIT	Supp. Units	N	8	3	Supplementary Units For EC-VAT
CN_PANAL	Purchase Code	C	8	0	Purchase Code
CN_OPANAL	PAnal Code Override	L	1	0	PAnal Code Override
CN_NBATCH	Next Batch Number	C	32	0	Next Batch Number
CN_NSERIAL	Next Serial Number	C	32	0	Next Serial Number
CN_BARCODE	Bar Code	C	13	0	Barcode used on this product. Intended for usewithin EDI module.

CN_PACSIZE	Default Pack Size	N	5	0	Default pack size to be used when receipt of EDISales Order. Sales Orders maybe received in packsize and require to be multiplied by a pack sizefor internal order quantities. (This does noteffect Factoring). EDI Sales Orders received inunit quantites may require to be ordered in Packsize, this value will then divide into thequantity.
CN_KEY1	Key 1 Field	C	5	0	Record search key - do not alter.
CN_KEY2	Key 2 Field	C	5	0	Record search key - do not alter.
CN_KEY3	Key 3 Field	C	5	0	Record search key - do not alter.
CN_KEY4	Key 4 Field	C	5	0	Record search key - do not alter.
CN_ASSMFLG	Assembly Item	L	1	0	Assembly Item Flag
CN_MATCOST	Material Cost	N	9	0	Material cost
CN_LABCOST	Labour Cost	N	9	0	Labour cost
CN_WOALLOC	WO Allocated	N	9	0	Quantity allocated for works orders
CN_WORKORD	Works Order Qty	N	9	0	Quantity on works order
CN_COMPWIP	Component WIP	N	9	0	Component Work In Progress
CN_KITTING	Kitting	L	1	0	Kitting flag
CN_MANTIME	Manufacturing Time	N	4	0	Manufacturing time
CN_ASSMMIN	Minimum	N	9	0	Minimum assembly quantity
CN_DEFWH	Default W/H	C	4	0	Default assembly/component warehouse
CN_PHASSM	Phantom	L	1	0	Phantom assembly flag
CN_DRAWREF	Drawing Reference	C	40	0	BOM Drawing Reference
CN_REVISN	Drawing Revision	C	40	0	Drawing Revision
CN_MODEL	Model	L	1	0	
			Default Value :		.F.
CN_ESTORE	Gateway flag	C	1	0	balnk if never used Y if used, N If used previously
CN_LUPDATE	Update date	D	8	0	
CN_LUPTIME	Update time	C	8	0	
cn_pict	Picture	M	4	0	
cn_thumb	Thumbnail	M	4	0	
cn_wcat	Gateway Category	C	20	0	
CN_ALLOWSO	Allow S/Order	L	1	0	Allow item on Sales Orders
			Default Value :		.T.
CN_ALLOWPO	Allow P/Order	L	1	0	Allow item on Purchase Orders
			Default Value :		.T.
CN_DORMANT	Dormant	L	1	0	Is the item dormant
			Default Value :		.F.
CN_LUPDBOM	BOM Edit Last Update	T	8	0	Time of last update of a BOM edit
CN_REVCHRG	Reverse Charge Indicator	L	1	0	Reverse Charge Indicator
			Default Value :		.F.

Table : **CNOML** Table Description : **Stk Nominal Transfer**

Field Name	Description	Type	Length	DPs	Further information
CX_NACNT	Account	C	8	0	Nominal Account
CX_NCNTR	Cost Centre	C	4	0	Nominal Cost Centre
CX_TYPE	Stock Type	C	1	0	Stock Type
CX_DATE	Stock Tran. Date	D	8	0	Stock Transaction Date
CX_VALUE	Value	N	12	2	Cost Value - the price received/issued at.
CX_TREF	Reference	C	40	0	Reference (Stock code + Warehouse + Tran. Ref)
CX_COMMENT	Comment	C	40	0	Comment (Account + 2nd Stock Ref)
CX_DONE	Transferred	C	1	0	Transferred to Nominal yet?
CX_SRCCO	Source Company	C	1	0	Source Company ID
CX_CDESC	Item Description	C	40	0	Stock Description
ID	Unique ID	N	10	0	Unique ID
			Default Value :		NEWID(ALIAS())
CX_UNIQUE	Unique ID	C	8	0	Unique ID
CX_JRNL	Journal Number	N	8	0	Nominal Journal Number
CX_TRANID	Transaction ID	C	10	0	Transaction ID (for stock to nominal link)
CX_PROJECT	Nominal Project	C	8	0	Nominal Project (for stock to nominal link)
CX_JOB	Nominal Department	C	8	0	Nominal Department (for stock to nominal link)
CX_MTYPE	Movement Type	C	10	0	Movement Type (for stock to nominal link).

Table : **CPARM** Table Description : **Stock Parameters**

Field Name	Description	Type	Length	DPs	Further information
CP_GRNREF	Goods Received Note	C	10	0	Goods Received Note
				Rule :	"Goods Received Note cannot be blank"
				Rule Expression :	.NOT. EMPTY(cp_grnref)
CP_TRACK	Track Stock History	L	1	0	Track Stock History. Number of months to keepctrack records for.
CP_LOCFLAG	Use Multi-Warehouse	L	1	0	Use Multi-Warehouse
CP_RTVREF	Return To Vendor	C	10	0	Return To Vendor
				Rule :	"Return To Vendor cannot be blank"
				Rule Expression :	.NOT. EMPTY(cp_rtvref)
CP_DEFWARE	Def.Link Warehouse	C	4	0	Default Link Warehouse. Used During Stock AddProcess.
CP_KEEPTRC	Keep Trace Items	N	3	0	Keep Completed Traceable Items For SpecifiedNumber Of Months.
CP_PROCESS	Special Process	C	8	0	Special Process
CP_WOREF	Works Order Number	C	10	0	Works Order Number
CP_BOMLEV	BOM Issue Level	C	1	0	BOM Issue Level: T=top level, B=bottom level,H=highest level
CP_BMISAL	BOM Issue/Alloc	C	1	0	BOM Allocations or Issues.A= allocate stock on creation Works Order.I= issue stock to WIP on creation of Works Order.
CP_WOPRINT	Print Works Order	L	1	0	If true, works order to be printed oncreation/amendment.
CP_BMJCCST	BOM Costing Cost	N	1	0	BOM to Costing Cost - This determines which costis used when creating costs inthe costing module.1 = Stock items cost price.2 = Material cost price.3 = Total of material + labour price.
CP_SUBWKO	Sub Works Order	L	1	0	Create Sub Works Order - This determines whetherseparatesub orders are to be created for sub assemblies ina Work Order.It is only active if the BOM Issue level is bottomlevel ormulti level.
CP_FRCGRN	Force Quarantine Warehouse	L	1	0	Force Quarantine Warehouse For Traceable Items.
				Default Value :	.T.
CP_ASGNRCT	Prompt Assignment	N	1	0	Prompt Option To Assign At Receipt. Used by Direct Receipt and POP. 0 - Don't Prompt Assign later 1 - Prompt for assignment 2 - Don't Prompt But Assign
				Default Value :	2
CP_QRNREL	Auto Release From Quarantine	L	1	0	Auto release stock items if received into a quarantine warehouse
				Default Value :	.F.
CP_SHOWSP	Show Selling Price	L	1	0	
CP_SHOWQTY	Show Quantity	L	1	0	
CP_SHOWRF1	Show Search Ref. 1	L	1	0	
CP_SHOWRF2	Show Search Ref. 2	L	1	0	
CP_INCDORMANT	Include Dormant Items	L	1	0	Include dormant items on Stock/BOM enquiries
				Default Value :	.F.
CP_NLCOID	Stock - Nominal Link	C	1	0	Company ID for Stock to Nominal Link

Table : **CRHEAD** Table Description : **R.T.V. Header**

Field Name	Description	Type	Length	DPs	Further information
RH_REF	RTV Reference	C	10	0	RTV Reference
				Rule :	"RTV Reference cannot be blank"
				Rule Expression :	.NOT. EMPTY(rh_ref)
RH_STATUS	Status	C	1	0	Status
RH_DCREF	Carrier Reference	C	10	0	Carrier Reference
RH_ACCOUNT	Supplier Account	C	8	0	Supplier Account
RH_DATE	Delivery Date	D	8	0	Delivery Date
				Rule :	"Delivery Date cannot be blank"
				Rule Expression :	.NOT. EMPTY(rh_date)

RH_TIME	Delivery Time	C	8	0	Delivery Time
RH_DELCHG	Delivery Charge	N	9	2	Delivery Charge
RH_VAT	Delivery VAT	N	9	2	Delivery VAT
RH_USER	Receiver's User Id	C	8	0	Receiver's User Id
				Rule :	"Receiver's User Id cannot be blank"
				Rule Expression :	.NOT. EMPTY(rh_user)
RH_DREF	Delivery Ref.	C	10	0	Delivery Ref.
				Rule :	"Delivery Ref. cannot be blank"
				Rule Expression :	.NOT. EMPTY(rh_dref)
SQ_CRDATE	Date Created	D	8	0	Date Created
SQ_CRTIME	Time Created	C	8	0	Time Created
SQ_CRUSER	User Created	C	8	0	User Created
SQ_AMDATE	Date Last Amendment	D	8	0	Date Last Amendment
SQ_AMTIME	Time Last Amendment	C	8	0	Time Last Amendment
SQ_AMUSER	User Last Amended	C	8	0	User Last Amended
SQ_MEMO	Comments	M	10	0	Comments

Table : **CRLINE** Table Description : **R.T.V. Lines**

Field Name	Description	Type	Length	DPs	Further information
RI_RHREF	RTV Reference	C	10	0	RTV Reference
RI_LINE	Line Number	N	7	0	Line Number
RI_CGREF	GRN Reference	C	10	0	GRN Reference
RI_CGLINE	GRN Line Number	N	7	0	GRN Line Number
RI_RNOTE	Return Note. Ref.	C	10	0	Return Note. Ref.
RI_ACCOUNT	Supplier Account	C	8	0	Supplier Account
RI_SUPREF	Supplier Stock Ref	C	16	0	Supplier Stock Ref
RI_DESC	Supp's description	C	40	0	Supp's description
RI_CNREF	Stock Reference	C	16	0	Stock Reference
RI_WEIGHT	Weight Received	N	6	2	Weight Received
RI_CONDIT	Receipt Condition	C	30	0	Receipt Condition
RI_QTYRET	Quantity RTV'd	N	9	0	Quantity Returned To Vendor
RI_RETWARE	W'hse returned from	C	4	0	W'hse returned from
RI_RETDATE	Last Returned Date	D	8	0	Last Returned Date
RI_COST	Unit Cost	N	12	0	Unit Cost
RI_VALUE	Value of Delivery	N	12	0	Value of Delivery
RI_STATUS	Status	C	1	0	Status
RI_BTCHSER	Batch/Serial Nos	M	10	0	Batch/Serial Nos
SQ_CRDATE	Date Created	D	8	0	Date Created
SQ_CRTIME	Time Created	C	8	0	Time Created
SQ_CRUSER	User Created	C	8	0	User Created
SQ_AMDATE	Date Last Amendment	D	8	0	Date Last Amendment
SQ_AMTIME	Time Last Amendment	C	8	0	Time Last Amendment
SQ_AMUSER	User Last Amended	C	8	0	User Last Amended
SQ_MEMO	Comments	M	10	0	Comments

Table : **CSERNO** Table Description : **Stock Serial Numbers**

Field Name	Description	Type	Length	DPs	Further information
CE_CNREF	Stock Reference	C	16	0	Stock Reference
CE_CUSREF	Serial Number	C	32	0	Serial Number
CE_CWREF	Warehouse Ref.	C	4	0	Warehouse Ref.
CE_SUPPSN	Supplier's Serial No	C	32	0	Supplier's Serial No
CE_RELSED	Released To Stock	L	1	0	Released To Stock
CE_ISSUED	Issued Indicator	L	1	0	Issued Indicator
CE_LOC	Location Bin No.	C	10	0	Location Bin No.
CE_STATUS	Used By Applications	L	1	0	Should ONLY BE USED by Traceability Applications.
CE_RETURN	Has Been R.T.V.'d	L	1	0	Has Been R.T.V.'d
CE_CHREF	G.R.N. Reference	C	10	0	Master File CGHEAD
CE_CGLINE	Delivery Line No.	N	7	0	Delivery Line Number. Master File CGLINE
CE_CRREF	RTV Reference	C	10	0	RTV Reference
CE_CRLINE	RTV Line Number	N	7	0	RTV Line Number
CE_DISCARD	Discard	L	1	0	Discard
CE_COST	Cost Price	N	9	0	Cost Price.

ID	Unique ID	N	10	0	Unique ID
			Default Value :		NEWID(ALIAS())

Table : **CSPLIT** Table Description : **Batch Splits**

Field Name	Description	Type	Length	DPs	Further information
CZ_CNREF	Stock Reference	C	16	0	Stock Reference
CZ_CUBREF	Batch Number	C	32	0	Batch Number
CZ_SPLIT	Split Number	N	4	0	Split Number
CZ_CWREF	Warehouse Ref.	C	4	0	Warehouse Ref.
CZ_QTY	Batch Part Quantity	N	9	0	Batch Part Quantity
CZ_QTYISS	Issued Quantity	N	9	0	Issued Quantity
CZ_QTYRET	R.T.V. Quantity	N	9	0	R.T.V. Quantity
CZ_DATE	Released Date	D	8	0	Released Date
CZ_RETURN	Has Been R.T.V.'d	L	1	0	Has Been R.T.V.'d
CZ_LOC	Location Bin No.	C	10	0	Location Bin No.
CZ_CRREF	RTV Reference	C	10	0	RTV Reference
CZ_CRLINE	RTV Line Number	N	7	0	RTV Line Number
CZ_DISCARD	Discard	N	9	0	Discard
ID	Unique ID	N	10	0	
			Default Value :		NEWID(ALIAS())
cz_RetDsrd	Return Discard	N	9	0	Return Discard

Table : **CSTRUC** Table Description : **Assembly Components**

Field Name	Description	Type	Length	DPs	Further information
CV_ASSEMBL	Assembly Item Code	C	16	0	Assembly Item Code
CV_COMPONE	Component Code	C	16	0	Component Code
CV_COQUANT	Component Quantity	N	9	0	Component Quantity
CV_SEQNO	Sequence	C	4	0	Position on assembly
CV_SUBSEQ	Sub-Sequence	C	4	0	Hidden sub-sequence number
CV_COREF	Reference	C	15	0	Component reference code
CV_SUBASSM	Sub-Assembly	L	1	0	Sub-Assembly Flag
CV_PHASSM	Phantom	L	1	0	Phantom assembly flag
CV_CODESC	Description	C	40	0	Component description
CV_NOTES	Notes	M	10	0	Notes
CV_LOC	Component Warehouse	C	4	0	Component warehouse/location.

Table : **CSTWH** Table Description : **Stock Per Warehouse**

Field Name	Description	Type	Length	DPs	Further information
CS_WHAR	Warehouse Code	C	4	0	Stock Warehouse code(Composit Key) CS_REF+CS_WHAR ----->TAG=CSTWH1 CS_WHAR ----->TAG=CSTWH2Related to CWHAR,CTRAN,CNAME
				Rule :	"Warehouse Code cannot be blank"
				Rule Expression :	.NOT. EMPTY(cs_whar)
CS_REF	Stock Reference	C	16	0	Stock Reference Code.(Composit Key) CS_WHAR+CS_REF ----->TAGST1 CS_REF ----->TAGST2Related to CNAME,CWARE,CTRAN
				Rule :	"Stock Reference cannot be blank"
				Rule Expression :	.NOT. EMPTY(cs_ref)
CS_INSTOCK	Quantity In Stock	N	9	0	Total instock quantity For This Warehouse.
CS_FREEST	Free Stock	N	12	0	Total free stock Quantity For This Warehouse.
CS_ALLOC	Quantity Allocated	N	9	0	Total Allocations for this Warehouse.
CS_ORDER	Quantity On Order	N	9	0	Purchase Order Quantity For This Warehouse.
CS_SALEORD	Sales Order Quantity	N	9	0	This is the total quantity for this warehouse ofthis product waiting to be processed by the SOPsystem. This figure is increased when an order ordelivery is entered and reduced when that order ordelivery is invoiced.
CS_EXTEN	Extended Description	M	10	0	Extended Stock Description.
CS_BIN	Bin Number	C	10	0	Bin Number.

CS_REORDL	Reorder Level	N	8	0	Reorder Level.
CS_REORDQ	Reorder Quantity	N	8	0	Reorder quantity.
CS_MINST	Minimum Stock	N	8	0	Minimum stock quantity.
CS_DELCH	Delivery Charge Code	C	4	0	Delivery Charge Code.
CS_SUPP1	Supp. 1 Account Code	C	8	0	Prefered Supplier Account Code.
CS_SUPP2	Supp. 2 Account Code	C	8	0	Prefered Supplier Account Code.
CS_SUPP3	Supp. 3 Account Code	C	8	0	Prefered Supplier Account Code.
CS_SUPCOD1	Supp. 1 Stock Ref	C	16	0	Prefered Supplier Stock Reference Code.
CS_SUPCOD2	Supp. 2 Stock Ref	C	16	0	Prefered Supplier Stock Reference Code.
CS_SUPCOD3	Supp. 3 Stock Ref	C	16	0	Prefered Supplier Stock Reference Code.
CS_SUPCOS1	Supp. 1 Cost	N	9	0	Prefered Supplier cost.
CS_SUPCOS2	Supp. 2 Cost	N	9	0	Prefered Supplier cost.
CS_SUPCOS3	Supp. 3 Cost	N	9	0	Prefered Supplier cost.
CS_SUPLTM1	Supp. 1 Lead Time	N	3	0	Prefered Supplier Lead time in days.
CS_SUPLTM2	Supp. 2 Lead Time	N	3	0	Prefered Supplier Lead time in days.
CS_SUPLTM3	Supp. 3 Lead Time	N	3	0	Prefered Supplier Lead time in days.
CS_ISS1	Per.Cur.Issue Total	N	11	0	Current Issue Period Total.
CS_ISS2	Per. 1 Issue Total	N	11	0	Issue history period 1.
CS_ISS3	Per. 2 Issue Total	N	11	0	Issue history period 2.
CS_ISS4	Per. 3 Issue Total	N	11	0	Issue history period 3.
CS_ISS5	Per. 4 Issue Total	N	11	0	Issue history period 4.
CS_ISS6	Per. 5 Issue Total	N	11	0	Issue history period 5.
CS_ISS7	Per. 6 Issue Total	N	11	0	Issue history period 6.
CS_ISS8	Per. 7 Issue Total	N	11	0	Issue history period 7.
CS_ISS9	Per. 8 Issue Total	N	11	0	Issue history period 8.
CS_ISS10	Per. 9 Issue Total	N	11	0	Issue history period 9.
CS_ISS11	Per. 10 Issue Total	N	11	0	Issue history period 10.
CS_ISS12	Per. 11 Issue Total	N	11	0	Issue history period 11.
CS_ISS13	Per. 12 Issue Total	N	11	0	Issue history period 12.
CS_LASTISS	Last Issue Date	D	8	0	Last Issue Date.
CS_LASTRCT	Last Receipt Date	D	8	0	Last Receipt date.
CS_SHELF	Shelf Life	N	3	0	Shelf Life in days.
CS_SALETIM	Sale Lead Time	N	3	0	Lead time for sale (no. days)
CS_WARDATE	Warrenty Date	D	8	0	Expire/Warrenty Date Of Item. Could be used as areminder date for reporting.
CS_SHLDCST	Stock Holding Cost	N	9	0	Stock Holding Cost.
CS_COST	Stock Cost Price	N	9	0	Stock Item Cost Price.
CS_SELL	Stock Selling Price	N	9	0	Stock Item Selling Price.
CS_LCOST	Last Cost Price	N	9	0	Last Cost Price.
CS_WOALLOC	WO Allocated	N	9	0	Allocated to works orders for stock in warehouse
CS_WORKORD	Works Order Qty	N	9	0	Quantity on works orders for stock in warehouse
CS_COMPWIP	Component WIP	N	9	0	Component Work In Progress from Warehouse
CS_MATCOST	Material Cost	N	9	0	Warehouse material cost
CS_LABCOST	Labour Cost	N	9	0	Warehouse labour cost
cs_lupdate	Last Updated Date	D	8	0	
cs_luptime	Last Updated Time	C	8	0	

Table : **CTITEM** Table Description : **Stock Traceable Item**

Field Name	Description	Type	Length	DPs	Further information
CU_CNREF	Stock Reference	C	16	0	Stock Reference
CU_BREF	Batch Number	C	32	0	Batch Number
CU_SREF	Serial Number	C	32	0	Serial Number
CU_CHREF	GRN Reference	C	10	0	GRN Reference
CU_CGLINE	Delivery Line	N	7	0	Delivery Line
CU_ALLISS	Exhausted	L	1	0	Exhausted
CU_ACCOUNT	Supplier Account	C	8	0	Supplier Account

Table : **CTRACK** Table Description : **Tracking of Items**

Field Name	Description	Type	Length	DPs	Further information
CK_CNREF	Stock Reference	C	16	0	Stock Reference
CK_CUBREF	Batch Number	C	32	0	Batch Number
CK_CUSREF	Serial Number	C	32	0	Serial Number
CK_CZSPLIT	Split Number	N	4	0	Split Number

CK_CWREF	Warehouse Reference	C	4	0	Warehouse Reference
CK_LOC	Bin Number	C	10	0	Bin Number
CK_CTTYPE	Transaction Type	C	1	0	Transaction Type
CK_QTY	Transaction Quantity	N	9	0	Transaction Quantity
CK_CTDATE	Transaction Date	D	8	0	Transaction Date
CK_REFEREN	Transaction Ref.	C	10	0	Transaction Ref.
CK_CTCOMNT	Transaction Comment	C	45	0	Transaction Comment
CK_ACCOUNT	Account	C	8	0	Account
CK_GRNREF	GRN Reference	C	10	0	GRN Reference
CK_LINENO	GRN Line Number	N	7	0	GRN Line Number
CK_JCSTDOC	Job Costing Document	C	16	0	Job Costing Document
CK_JPHASE	Job Costing Phase	C	3	0	Job Costing Phase
CK_SLDATE	Sell By Date	D	8	0	Sell By Date
CK_USEBY	Use By Date	D	8	0	Use By Date
CK_CRREF	RTV Reference	C	10	0	RTV Reference
CK_CRLINE	RTV Line Number	N	7	0	RTV Line Number
SQ_CRDATE	Date Created	D	8	0	Date Created
SQ_CRTIME	Time Created	C	8	0	Time Created
SQ_CRUSER	User Created	C	8	0	User Created
CK_DELIVRY	Delivery Note Ref.	C	10	0	Delivery Note Ref.
CK_JCCODE	Costing code ref	C	16	0	
CK_INVOICE	Invoice Ref.	C	10	0	Invoice Ref.
CK_JLINE	Costing line ref	C	10	0	
CK_CRDNOTE	Credit Note Ref.	C	10	0	Credit Note Ref.
CK_DOCUMNT	S.O.P. Document Ref.	C	10	0	S.O.P. Document Ref.
CK_SLOTNO	Supplier's Lot No.	C	32	0	Supplier's Lot No.
CK_SUPPSN	Supplier's Serial No	C	32	0	Supplier's Serial No
CK_CZPSPLIT	Parent Split ID	N	4	0	Parent Split ID
CK_CTRANID	Foreign Key To Ctran	N	10	0	Foreign Key To Ctran
CK_PDF	PDF Image File	C	200	0	PDF Image File name for SOP Invoice/Credit Note and POP Orders
CK_DCREF	POP Reference	C	10	0	POP Reference
CK_DCLINE	POP Line Number	N	7	0	POP Line Number
CK_WOREF	Works Order Reference	C	10	0	BOM Works Order Reference
CK_PATH	Define Position in BOM	C	80	0	Define Position in BOM

Table : **CTRAN** Table Description : **Transactions**

Field Name	Description	Type	Length	DPs	Further information
CT_REF	Stock Ref	C	16	0	Stock Reference Code.(Composite Key) CT_REF+CT_LOC+DTOA(CT_DATE)Related to CSTWH
CT_LOC	Warehouse	C	4	0	Stock Warehouse Location.
CT_TYPE	Trans Type	C	1	0	Stock Movement/Transaction type.
CT_DATE	Date	D	8	0	Transaction date.
CT_CRDATE	Creation Date	D	8	0	Transaction Creation Date.
CT_QUAN	Quantity	N	9	0	Transaction Quantity.
CT_MOVED	Quantity Moved	N	9	0	Quantity Moved From Receipt for FIFO items.
CT_REFEREN	Reference	C	10	0	Transaction reference.
CT_ACCOUNT	Account	C	8	0	Sales/Purchase Account Number.
CT_COST	Cost Price	N	12	0	Transaction Cost value. (Receipt type).
CT_SELL	Selling Value	N	10	3	Sales Transaction Value (Issue Type).
CT_DUE	Due Date P/Orders	D	8	0	Only used by stock purchase orders. Due date ofpurchase order.
CT_REF2	Second Stock Ref.	C	10	0	Second transaction reference.
CT_TIME	Time Stamp	C	8	0	Transaction time stamp.
CT_COMNT	Comment	C	35	0	Transaction Comment.
CT_GRNREF	GRN Reference	C	10	0	GRN Reference
CT_LINENO	Line Number	N	7	0	Line Number
CT_JCSTDOC	Job	C	16	0	@JOB
CT_JPHASE	Phase	C	3	0	@PHASE
CT_JCCODE	Cost Code	C	16	0	Cost Code
CT_JLINE	Job Line	C	10	0	@JOB Line
CT_BTCHSER	Batch/Serial Nos	M	10	0	Batch/Serial Nos
CT_CRREF	RTV Reference	C	10	0	RTV Reference

CT_CRLINE	RTV Line Number	N	7	0	RTV Line Number
ID	Unique ID	N	10	0	
			Default Value :		NEWID(ALIAS())
CT_PDF	PDF Image File	C	22	0	PDF Image File name for SOP Invoice/Credit Note and POP Orders
CT_WOREF	Works Order Reference	C	10	0	Works Order Reference
CT_UNIQUE	Unique Tran ID	C	10	0	Unique Transaction ID (for stock to nominal link)

Table : **CVIEW** Table Description : **Stock View**

Field Name	Description	Type	Length	DPs	Further information
CV_CODE	View Code	C	3	0	
CV_NAME	View Name	C	30	0	
CV_SYSVIEW	System View	L	1	0	
CV_LVL1	Level 1 View	C	20	0	
CV_LVL2	Level 2 View	C	20	0	
CV_LVL3	Level 3 View	C	20	0	
CV_LVL4	Level 4 View	C	20	0	
CV_LVL5	Level 5 View	C	20	0	
CV_LVL6	Level 6 View	C	20	0	
CV_DEFAULT	Default View	L	1	0	

Table : **CWARE** Table Description : **Warehouses**

Field Name	Description	Type	Length	DPs	Further information
CW_CODE	Warehouse Code	C	4	0	Stock Warehouse Code.(Primary Key)Related to CSTWH
				Rule :	"Warehouse Code cannot be blank"
			Rule Expression :		.NOT. EMPTY(cw_code)
CW_DESC	Description	C	40	0	Warehouse Description.
				Rule :	"Warehouse Description cannot be blank"
			Rule Expression :		LEN(ALLTRIM(cw_desc))>0
CW_ADDR1	Address Line 1	C	30	0	Warehouse Address Line.
CW_ADDR2	Address Line 2	C	30	0	Warehouse Address Line.
CW_ADDR3	Address Line 3	C	30	0	Warehouse Address Line.
CW_ADDR4	Address Line 4	C	30	0	Warehouse Address Line.
CW_POST	Post Code	C	10	0	Warehouse Post Code.
CW_CTACT	Contact	C	30	0	Contact Person in Warehouse.
CW_PHONE	Telephone Number	C	20	0	Warehouse Phone Number.
CW_FAX	FAX Number	C	20	0	Warehouse FAX number.
CW_EDI	EDI/Modem Number	C	20	0	Warehouse EDI/Modem Number.
CW_REC	Rec.Block Movements	L	1	0	Movement BLOCKING flag.
CW_ISS	Iss.Block Movements	L	1	0	Movement BLOCKING flag.
CW_RET	Ret.Block Movements	L	1	0	Movement BLOCKING flag.
CW_TRANF	Trf.Block Movements	L	1	0	Movement BLOCKING flag.
CW_NOTES	Memo	M	10	0	Warehouse Memo.
CW_RESNEG	Restrict NegTransfer	L	1	0	Negative Qty Is Restricted On Transfer 'FromWarehouse' During Stock Transfer Process.
CW_QUANT	Quarantine Indicator	L	1	0	Quarantine Indicator
CW_CNTR	Cost Centre	C	4	0	Nominal Cost Centre

Table : **CWCAT** Table Description : **Gateway Category**

Field Name	Description	Type	Length	DPs	Further information
cg_code	Category Code	C	20	0	
cg_desc	Category Description	C	50	0	
cg_lupdate	Last Updated Date	D	8	0	
cg_luptime	Last Updated Time	C	8	0	

Accreditation Training Courseware

Other Guides and Help

The following user documents are also provided with the respective software. Guides are available from various sources including Answerlink, the Opera 3 CD and from the Opera 3 Client installation's main folder, normally *C:\Program Files\Pegasus\Client XXX\User documents (where XXX is either VFP or SQL)*. Some guides are also available from the Opera 3 Help menu or respective software Help menu.

Readme File

The Readme file is an HTML document. It contains late breaking news and any other release specific important information.

Note: This file can also be accessed from the Opera 3 CD Installation Menu with regards to Opera 3.

Release Guide

When new versions are released such as Opera 3, they are normally accompanied by a Release Guide that contains information such as What's New in this Release, Release History, and Functional Differences between versions.

Note: This guide can also be accessed from the Opera 3 CD Installation Menu with regards to Opera 3.

Installation Guide

The Installation Guide is provided to help you install the application in your chosen Windows environment. It contains technical information and advice to ensure the installation process is successful.

Demonstration Data Guide

This guide is provided to assist the use of the demonstration data and contains pertinent information that is not contained elsewhere in the product documentation. It is recommended that the Help be used at the same time.

Implementation Guide

The Implementation Guide provides a high-level view of an application such as Opera 3 and how to approach an implementation. It details how the modules are integrated, and recommends the order in which elements should be set up.

System Requirements Guide

The System Requirements Guide details the minimum and recommended computer hardware and software requirements that are required to install and use software such as Opera 3 Enterprise and Opera 3 Enterprise SQL.

It also includes guidance on using Opera 3 Enterprise and Opera 3 Enterprise SQL in a Terminal Services environment run in Windows Server 2003 and Windows Server 2008 (32-bit & 64-bit).

Help

F1 Help provides details of all the functions available in the application.

Document Management & Executive Dashboards Guides

Installation Guides are available for both Document Management and Executive Dashboards. A user guide is also available for Executive Dashboards. Help for Document Management is in the Opera 3 Help.

Note: The guides are in the respective folders on the Opera 3 CD and can be accessed from the Opera 3 CD Installation Menu.