

Stock Control

All screenshots in this document are from P-2. Items on orders are received using the **GRN** and despatched using the **Despatch Note**. The two are created using the same screen.

This screen-shot shows a GRN being created for 2 stock items and a non-stock item from a single order

Item ID	External ID	Description	Quantity Remaining	Quantity Delivered	UoM	Stock Sublocation	Dely Comp
BUYSTAT		KF26040 BLACK PENS	0		ea	No stock records	<input checked="" type="checkbox"/>
BUYSTAT		RICOH TONER 885266	0		ea	No stock records	<input checked="" type="checkbox"/>
BUYSTAT		KF34047 BLUE PENS	0		ea	No stock records	<input type="checkbox"/>

Receiving goods is as simple as this:

- select the correct order to work from
- enter the supplier's delivery note number
- select the main location (e.g. warehouse) and sub-location (e.g. rack)
- enter the quantities received
- optionally mark or unmark items as complete

Subject to the authority given to a user's group, (i) orders can be marked complete if they are known to be short delivered, (ii) over-deliveries can be accepted or (iii) items can be added to a GRN which were not on the original order.

Despatching goods against a sales order is an identical process, despatch notes also being derived from a parent order. In a very similar way **Customer Returns** and **Supplier Returns** can be created based on a previously saved despatch note or GRN. The returns process is again identical to that shown above.

All the standard documents mentioned on this page can also be created 'manually', i.e. not based on a parent document, but created from scratch.

Stock Control

Once a stock item has been received on a GRN, you can view the stock balance in the **Item Enquiry** screen, which shows the balance of a selected item at each main location and sub-location.

The image shows two overlapping software windows. The top window is titled 'Item Enquiry - ACBLN/M20'. It has a search method set to 'Item List' and a criteria of 'Item ID'. The main area shows a breakdown of stock for item ACBLN/M20 across different sub-locations. The bottom window is titled 'Stock Enquiry' and shows a list of items in stock at sublocation 201C, with ACBLN/M20 highlighted.

Item Enquiry - ACBLN/M20

Search Method: Group Tree Item List

Criteria: Description Item ID Supplier Ref External ID

ACBLN/M20

Item ID	Description
ACBLN/M20	M20 x 1.5mm Pitch B

Summary Locations Documents Usage Suppliers Illustration Hide tab headings

Break down of the selected item by stock location and sub - location. Item Id: ACBLN/M20

Location:	Sub-Location:	Quantity (ea)
Camberley	201B	0
	201C	406,147
	ZRack 20	0
Sub total:		406,147

Stock Enquiry

Stock Locations

- 201B
- 201C
- 201D
- 202A
- 202B
- 202C
- 202D
- 203A
- 203B
- 203C
- 203D
- 204A
- 204B
- 204C

Items in Stock Hide tab Headings

Items currently held in stock at sublocation : 201C

Item ID	Description	Quantity	UoM
ACBET/M20	M20 Brass Earth Tag [Marked Peppers]	72,509.00	ea
ACBLN/M20	M20 x 1.5mm Pitch Brass Locknut	406,147.00	ea
ACBTU/M20	M20 Brass Earth Tag [Unmarked]	2,365.00	ea
ACFSW/M20	M20 Fibre Sealing Washer	6,337.00	ea
ACNSW/M20	M20 Nylon Sealing Washer	75,662.00	ea
ACSPVC/EL30	20mm Black PVC Long Shroud [for 30mm Hex Gla	8,778.00	ea
ACSSW/M20	M20 St-Steel 316L Serrated Washer	94,706.00	ea

The **Stock Enquiry** screen shows stock balances of all items by location. Right-click menus on these screens show the stock balance summary screen or provide the ability to browse or print a **Stock Transactions** listing.

Stock transactions are created for all stock items when any one of the stock documents described in this brochure is saved as an authorised document. When stock transactions are created for receipts from suppliers, the average price of an item is updated. The price from a purchase order feeds by this means through the GRN to the average price.

The average price is the value generally used when items are removed from stock, for example when issued to a department for consumption or when sold to a customer. The value of items on some stock documents can be posted to Dream or PS Financials depending on the P-2 version.

P-2 from Suddensource

Stock Control

Stock can be moved from one location to another (or from one sub-location to another within a location) using a **Stock Transfer** document, resulting in a different stock distribution, as shown in the inset.

The screenshot shows two SAP windows. The top window is 'Transfer - STFR13914 (Provisional Number)'. It has tabs for 'Header' and 'Comments'. The 'Header' tab is active, showing fields for 'Transfer No' (STFR13914), 'Transfer From' (Camberley), 'Transfer To' (Camberley), 'Date' (08/07/2023), 'Default Sublocation' (201C), and 'Default Sublocation' ([default]). There are checkboxes for 'Authorised' and 'Print on Save'. Below the header is a table of 'Stock Transfer Items'.

Item Id	Description	From Sublocation	Stock Quantity	Transfer Quantity	UOM	Transfer To Sublocation
ACBLN/M20	M20 x 1.5mm Pitch Brass Locknut	201C	406,147	1,000	Unit	201B

The bottom window is 'Item Enquiry - ACBLN/M20'. It has tabs for 'Summary', 'Locations', 'Documents', 'Usage', 'Suppliers', and 'Illustration'. The 'Summary' tab is active, showing a breakdown of the selected item by stock location and sub-location. The 'Item ID' is ACBLN/M20. The table below shows the stock distribution:

Location:	Sub-Location:	Quantity (ea)
Camberley	201B	1,000
	201C	405,147
	ZRack 20	0
Sub total:		406,147

The screenshot shows the 'Internal Stock Issue - INSI2485 (Provisional Document No)' window. It has tabs for 'Header', 'Comments', and 'Delivery Address'. The 'Header' tab is active, showing fields for 'Issue No' (INSI2485), 'Issue date' (08/07/2023), 'Location' (Camberley), and 'Sublocation' (201C). There are checkboxes for 'Post on Save', 'Mail on Save', and 'Print on Save', and a field for 'Authorised'. Below the header is a table of 'Stock Issue Items'.

Item ID	External ID	Description	Quantity Issued	UoM	Price	Issued From Sublocation
ACBLN/M20		M20 x 1.5mm Pitch Bra	200	ea	0.06	201C

If stock is not sold on a despatch note then it can be issued for internal use on an **Internal Issue** type document as shown (left).

This will remove the quantity from stock and record the value against the department to which the stock was issued.

A similar **Internal Receipt** can be used to return items to stock which are unused.

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Stock Control

Stock needs to be checked periodically, and **Stocktake** documents can be created by several means.

Stock Take Document - STAK9286 (Provisional Document No)

Header Comments Items

Document No
STAK9286

Item Filters
Active Items Only Hide Obsolete Locs

Item Selection
 ABC Classes
All Classes
 Item Id

Location Camberley Sub-Locations
201A
201B
201C
201D
202A
202B

Exclude items counted since

Print on Save
 Stock Take Complete
Completion Date

The screen to the left shows the standard method in P-2 for creating a stocktake. Items are selected by stocktake class or individually and a stocktake is performed for a particular main location. All sub-locations can be included.

The screen below shows how the counted quantities are entered. Against each item a new quantity can be entered or the book (existing) figure can be accepted.

If the stocktake is flagged as 'complete' when saved then the transactions are processed as receipts or issues to bring the stock to the counted figure.

Stock Take Document - STAK9286 (Provisional Document No)

Header Comments Items

Hide items with zero book quantity Blank Quantity Is
Book Qty Not Counted

Stock Take Items:

Item Id	Description	ABC Class	Last Stock Take	Book Quantity	Counted Quantity	UoM	Accept Book
201B ACBLN/M20	M20 x 1.5mm Pitch Brass Locknut	Super-vitaly hc	30/Dec/2012	1,000		ea	<input type="checkbox"/>
201C ACBLN/M20	M20 x 1.5mm Pitch Brass Locknut	Super-vitaly hc	30/Dec/2012	405,147		ea	<input type="checkbox"/>

In addition to entering stocktakes as above, stock balances can be imported from stock lists saved as Excel files. These Excel files can be generated using P-Ex .

P-Ex can also create all the transaction types shown in this brochure. Screens in P-Ex are quite different. Ask for a demo!

Suddensource has developed a web portal for one client which allows online access to stock levels. If your company is happy to have your clients see your stock levels, we will happily talk to you about rolling this out for you.

For more information about P-2, please download one of our other P-2 brochures:

- Overview
- Order Processing
- Invoicing
- Utilities



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