

Chapter One

THE STOCK RECORDS

About this Chapter

This Chapter provides a broad overview of Stock Management and of its role in relation to the other modules on the Stock Control system. It shows how Stock Records are set up, describes their content and introduces the concept of the Product Group.

All intending users of the Stock Management module should read and study this Chapter.

Introduction

The Stock Management module is the central element in the Kerridge Stock Control system. Within Stock Management you can:

- Create, define and manage the Stock Records which are used by the other modules on your Stock Control system, modules such as Purchase Control, Sales Order Entry, Batch and Serial Numbers, Bill of Materials and so on. (See Chapters Five and Six).
Information on each of your stock lines is contained on its associated Stock Record, each Record having a unique Product Code (sometimes called Part Number and Description).
- Update, correct or otherwise amend the details held on your Stock Records in the light of any new information. For example, information on prices and costs (Chapter Eleven), Forward and Back Orders (Chapter Twelve), stock locations (Chapter Thirteen), stock sales history (Chapter Fourteen), and Stock Record text (Chapter Fifteen).
- In addition to commands which enable to you edit specific types of information, a global update command, **Set Stock entries**, may be used to update user-specified details on a required range of Stock Records (see Chapter Seven).
- Book items of a stock line in and out of stock, and transfer then between different locations, without going through Purchase Control and Sales Order Entry modules, which would be the typical route for such Stock movements (see Chapter Eight).

- Create define and manage Product Groups, which bring together a range of individual Stock Records, and assign to them certain common features (see Chapter Nine).
- Calculate desirable Maximum Stock and Minimum Stock levels for each stock line. As items of the stock line move in and out, the system can re-determine new upper and lower limits in the light of the transaction information (Chapter Ten).
- Generate reports on your stock lines; for example, general stock reports (Chapter Nineteen), stock valuation reports (Chapter Twenty), Purchase Order and Back Order reports (Chapter Twenty-One) and general enquiries (Chapter Twenty-Two).
- Convert non-stock lines, which have been created through programs on other Stock Control modules, into proper Stock Records (Chapter Five).
- Perform certain house-keeping type tasks, including file reorganisation, consolidation, verification and merging, which will maintain the smooth operation of the Stock Control system. (See Chapters Five, Six and Sixteen).

The Stock Records

Each stock line on your Stock Control system has a Stock Record. The purpose of the Stock Record is to store all the relevant information about its corresponding stock line.

Examples of the information stored on a Stock Record would be details about the supplier of the stock line, about the nature the Stock line itself and about transactions performed on that stock line.

Stock Records may be created in either of two ways

- One is to use the **Stock file maintenance** command to insert the new Record. With this command, you must input details to a number of critical fields on the Stock Record. (See Chapter Five).
- A second faster method is to use the **Quick stock file entry** command to create a 'quick' Record which needs only its Product Code and Description defined. (See Chapter Six). Additional information about the stock line may be entered into the quick Stock Record at a later time, typically with **Set Stock entries** (See Chapter Seven).

Transactions may be performed on Stock Records using the **Book in/book out stock** command to receive, issue or transfer stock between the various locations which you may have set up on your Stock Control System.

Various methods of reporting on the details stored on Stock Records are available through commands such as **General Stock reports** (Chapter Nineteen), **Stock valuation** (Chapter Twenty), **PO and B/O reports** (Chapter Twenty-One) and the **Ad-hoc stock enquiries** (Chapter Twenty-Two).

Record Pages and Data Fields

Each Stock Record is composed of a number of screens or 'pages' of information, up to a maximum of seventeen. Each of these pages holds a particular category of data, described by the title of the page. Examples of page titles are Master Stock Record page, Stock Allocations page and Sales History page.

Within each page of a Stock Record are a number of data fields. A data field stores a single item of information regarding a particular stock line. Examples of data field names are Average Cost, Bin Location, VAT Code and Date Last Moved.

To view the data fields on a particular page of a Stock Record, select the **Display stock record** command, specify the Record you require, and then press the function key which corresponds to the page you wish to display. To see the third page of a Stock Record, for example, press function key **F3**.

Product Code and Description

Two of the most important fields on a Stock Record are Product Code (sometimes called Part Number) and Description. The content of both fields is unique to the particular Stock Record and distinguish it from the records of all other stock lines on the Stock Control System.

You assign a Product Code and a Description to a Record at the line you Create it, either with the **Stock file maintenance** or the **Quick stock file entry** command.

Depending on your system, Product Codes may consist solely of numeric characters (numbers) or of a combination of numeric and alphabetic characters (numbers and letters). Examples of the first type might be Product Codes 317 or 4249, examples of the Second might be Product Codes P17 or A836.