

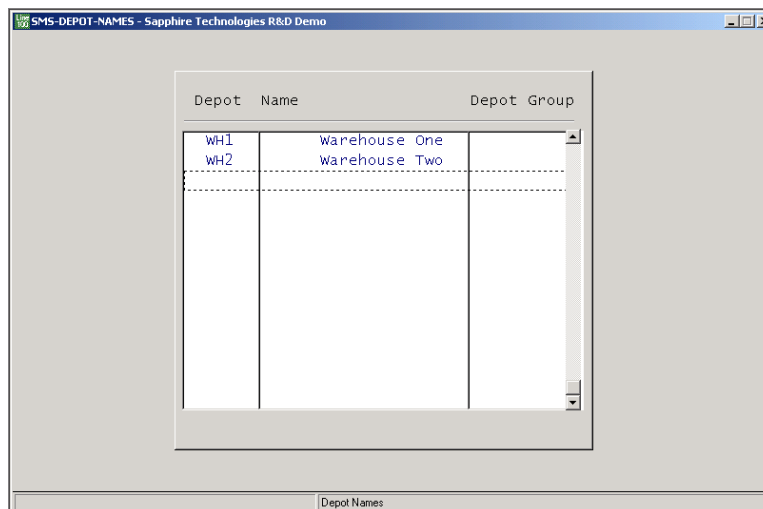
**CAUTION !! All new procedures and processes should be checked in the 'Test' environment before being applied to the 'Live' business system.**

## **STOCK PARAMETERS – Ver 2**

This document lists the basic stock parameters that need to be considered before creating or adding stock items to the system. For the more advanced or specific parameters reference should be made to other datasheets.

### ***Stock Control, Utilities, Parameters, Depot Names***

Note! The only essential requirement is to set up one Depot and Name. Other information is optional.

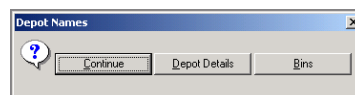


The Depot table lists the available depots/warehouses on the system. To enter a new depot, click the next available line as shown.

Press 'Return' to highlight the Depot, and enter the depot code

Press 'Return' and enter the Name

Press 'Return' and enter the Depot Group if required. 'Return' to display the base menu



Esc, Esc, to return to the main menu

From the base menu shown above,

**Continue**

Allows the entry of additional depots

**Depot Details**

Allows VAT and Duty details to be specified for the depot

VAT Applicable	<input type="checkbox"/> YES
Duty Paid	<input type="checkbox"/> NO

**Bins**

Enables entry of data on Bins within the Depot

The screenshot shows a window titled 'SMS-DEPOT-NAMES - Sapphire Technologies R&D Demo'. It contains a table with the following data:

Bin	Description	Weight	Volume
A1234	First Row	20.0000	10.0000

Below the table, there are three input fields: Height (1.0000), Width (2.0000), and Depth (5.0000). The window title bar includes standard OS controls (minimize, maximize, close).

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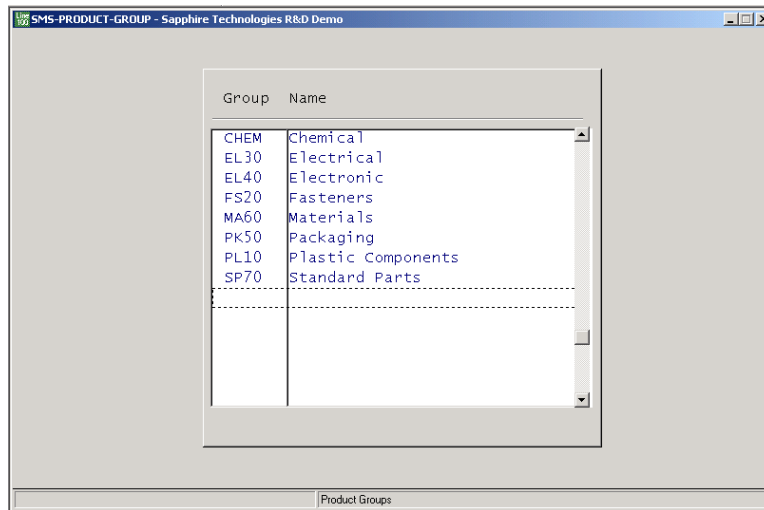
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## Stock Control, Utilities, Parameters, Product Groups

Note! The only essential requirement is to set up one Group and Name. Other information is optional.



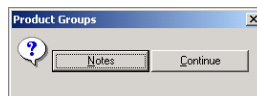
To enter a new Product Group, click the next available line as shown.

Press 'Return' to highlight the Group, and enter the Group code

Press 'Return' and enter the Name

Press 'Return' to display the base menu

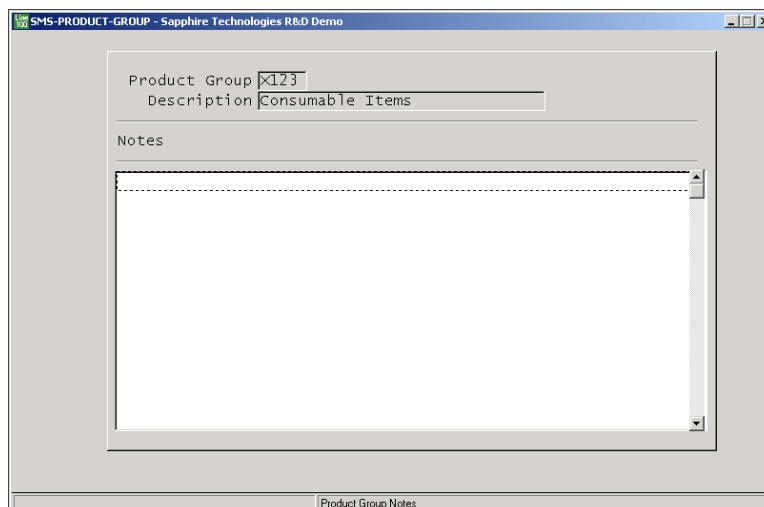
Note ! to remove a Product Group scroll down to highlight the line, press 'Return' to highlight the Group and then press the Delete key



**Continue**

Allows the entry of additional groups

**Notes**



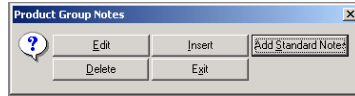
Press 'Return' to highlight the line and enter notes about the Product Group, 'Esc' to move to the base menu

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Standard Notes are initially set up in

*Sales Order Processing, Utilities, Parameters, Standard Notes*

and can be added to the Product Group by using the Add Standard Notes button and selecting from the table

When exiting the Product Group screen, the groups will be sorted into alphanumeric order

**Note ! The Product Group can be sub divided into Product Family and Sector**

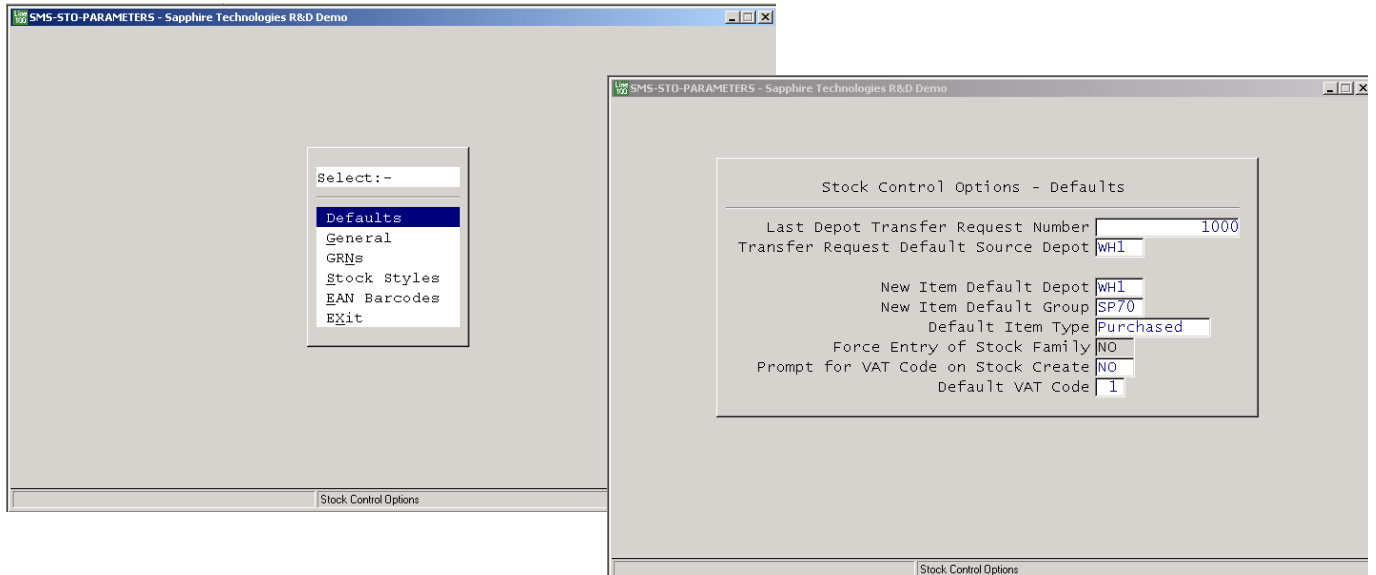
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## Stock Control, Utilities, Parameters, Options



### DEFAULTS

#### Last Depot Transfer Request Number

#### Transfer Request Default Source Depot

#### New Item Default Depot

The Depot entered here is automatically added to a new Stock Item during the Create Item process.

#### New Item Default Group

The Product Group entered here is automatically added to a new Stock Item during the Create Item process.

#### Default Item Type

The default values are Manufactured or Purchased, and are transferred to the field Item Type located in the Item Master when creating an item.

#### Force Entry of Stock Family

#### Prompt for VAT Code on Stock Create

#### Default VAT Code

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## GENERAL

Stock Control Options - General	
Show pricing information during Single Item Issue/Return	YES
WO/Contract link optional on Single Item Issue/Return	YES
Link Issues/Returns To	Allow Selection
Stock Dimension Unit Of Measure	Metres
Pack Quantity Description	1 Each
Allow non-unique Barcodes	YES
Barcode Stock Issue type	GRN Number
Use Supplier's Due Date On Supply Demand	NO
Number Of Ageing Periods for Aged Stock Value Report	3
Ageing Period 1	30
Ageing Period 2	60
Ageing Period 3	90
Ageing Period 4	
Ageing Period 5	
Ageing Period 6	
Ageing Period 7	
Ageing Period 8	
Faulty Depot for Credit Returns	
Allow Receive During Quick Process Transfer Request	YES
Print Batch Details on Transfer Requests	NO
Auto-calculate Average Cost during Invoice/Receipt	NO

### Show Pricing Information during Single Item Issue/Return

When set to 'Yes' Sapphire will display the cost information of the relevant batch (that the user is issuing goods from or returning goods to), during the Single Item Issue or Single Item Return menu. If set to 'No' cost information will not be displayed

### WO/Contract link optional on Single Item Issue/Return

If set to 'No' then when the user Issues Stock using the Single Item Issue transaction or Returns Stock using Single Item Return, they are forced to link that particular transaction to a Works Order or Contract.

If the option is set to 'Yes' then it is optional as to whether the user picks a Works Order/Contract to link. The user may then enter over the Works Order/Contract field on the Stock Issue and Stock Return screen. This would leave the field empty or the user may enter a free-text Order Number.

**Note !** This linkage mechanism is essential to the integrated Works Order costing facilities of Sapphire. All Issues and Returns of Material Items should be made to a Works Order, to maintain accurate job costing information and control all material issues. For example, even R&D projects could be given a valid Works Orders within Sapphire, with material control personnel then forced to select a valid Job Number to record all material movements.

### Link Issues/Returns To

Used in conjunction with the above parameter to specify if the link should be made to a Works Order, Contract or Selection made during transaction entry.

### Stock Dimension Unit of Measure

The Item Analysis option contains fields that are used to define physical attributes of a Stock Item. Use this parameter to define the measurement used in these fields to metric or imperial. (Metres or Inches). Item volume is then computed based on Height x Width x Depth in cubic metres or cubic feet

### Pack Quantity Description

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## **Allow non-unique Barcodes**

### **Barcode Stock Item Issue type**

At present, the value entered into this field only affects the SOP module. The Barcode Stock Item Issue Type parameter can be defined as GRN Number, Batch/Serial Number, Item Number or Item Barcode.

## **Use Suppliers Due Date On Supply Demand**

### **Number of Ageing Periods for Aged Stock Value Report**

The parameter 'Number of Ageing Periods for Aged Stock Value Report' controls the 'Aged Stock Value Report'. This report scans all Batches of Stock in the system and analyses their value according to defined ageing periods. The number of ageing periods and the duration in days is defined by this parameter.

[Note ! All Stock is Booked In with a unique Batch Record, which is date and time stamped, with the Cost Price recorded. Stock Issues are made from these Batch Records \(although FIFO Stock Control is an option\) and a record is held of the Stock in each of these Batches with their actual age and Cost Price](#)

As an example of this function, assume that a Batch of 100 items were received 6 months ago with a unit Cost Price of £3.45 and to date 65 of those items have actually been sold. There are therefore 35 in stock with a current unit value of £3.45. This stock can therefore now be aged by this report according to the ageing periods as defined in this parameter.

Within Sapphire, the user is also able to directly change the unit cost (current value) of each of these Batches at any time if they wish to allow for revaluation.

### **Ageing Period ( 1-8)**

The fields 1-8 hold the Ageing Periods in days used in the Aged Stock Value Report. The user may enter a value up to 999 in each field but the next occurring numerical field may not contain a value less than or equal to a previous field.

For example, if 30 days was entered into the field 'Ageing Period 1' then the user must enter more than 30 days into the next field 'Ageing Period 2'.

## **Faulty Depot for Credit Returns**

## **Allow Receive During Quick Process Transfer Request**

## **Print Batch Details on Transfer Requests**

## **Auto-calculate Average Cost during Invoice/Receipt**

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## GRNS

The screenshot shows a window titled 'SMS-STO-PARAMETERS - Sapphire Technologies R&D Demo' with a sub-title 'Stock Control Options - GRNs'. The window contains the following fields and options:

- Automatic GRN Numbering:
- Last GRN Number:
- Batch/Serial Number Prefix:
- Last Batch/Serial No:
- Batch/Serial Number Length:
- Label File Name:
- Path to Label File:
- Automatically place new GRNs on hold:
- Unique GRNs:
- Calculate available quantity when using View GRNs:
- Allow held GRNs to be moved:
- Adjust GRN Original Qty during Stock Move:
- Batch Number is Mandatory:
- Check for unique serial/batch numbers on generating GRN:
- Allow user defined Depot/Bin Locations:
- Single Depot GRN allocation:
- Default Depot:
- GRN Price Obtained From:

### Automatic GRN Numbering

If set to 'Yes' a unique GRN number will be generated automatically for each batch of items received into stock. This is the recommended way of operating Sapphire.

If set to 'No' then when Stock is received the user is able to enter a free text user defined GRN number.

There is another alphanumeric field available within Sapphire, the Batch/Serial number. This number is user definable, and is often used to record the supplier's batch number.

### Last GRN Number

This is the starting number for the Automatic GRN Numbering sequence, and will be incremented each time that a new batch of stock is received.

### Batch/Serial Number Prefix

Used to add up to a 10 character alphanumeric prefix code to the Batch/ Serial number

### Last Batch/Serial Number

The Last Batch/Serial Number parameter is the number from which the automatic Batch/Serial Number for each new GRN will be created

### Label File Name

Used to enter the DOS name of the Label file.

### Path to Label File

Used to enter the network path to the Label File.

### Automatically place new GRNs on Hold

If set to 'YES' all GRN's will be placed on 'Hold' immediately they are generated. A held GRN may not be moved (also depending on parameter 'Allow held GRNs to be moved'), split or issued.

### Unique GRNs

If the parameter 'Automatic GRN Numbering' (defined above) is set to 'No' and this parameter is set to 'Yes' then Sapphire will check whenever you enter a new GRN that the GRN number entered is unique. If it is set to 'No' then the software will actually allow the user to enter non-unique numbered GRNs. This is not generally recommended.

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## **Calculate available quantity when using View GRNs**

### **Allow held GRNs to be moved**

If set to 'YES', then a GRN may be moved when on Hold. If set at 'NO' then the GRN may not be moved.

### **Adjust GRN Original Qty during Stock Move**

### **Batch Number is Mandatory**

### **Check for unique serial/batch numbers on generating GRN**

Controls the way in which Sapphire works with the second of the batch reference numbers. The 'Batch/Serial Number' is generally the only user-definable number for a GRN with the option for 'Automatic GRN Numbering' normally being set to 'Yes'. This parameter, if set to 'Yes' will ensure that Sapphire checks that the Batch/Serial Number entered by the user is unique i.e. has not been used for any other stock batch records previously created.

### **Allow user defined Depot/Bin Locations**

If set to 'Yes' then the user has the ability, when entering a batch of Stock, to generate a new Bin location (not Depot) for the relevant Stock Item. The user may then book the new Batch of Stock directly to this location.

For example, the user is able to book in a batch of Stock from a Purchase Order. During the goods in process they may allocate a new Bin location where that stock will be stored. The new Depot/Bin location is then added to the Stock Item Record as a new available location for storing the Item.

If the parameter is set to 'No' then the user is forced to only book stock into pre-defined Depot/Bin locations. Depot/Bin locations can be added to stock items using the Sapphire 'Create/Amend Stock Item' menu option

### **Single Depot GRN Allocation**

This parameter controls the way that Sales Order Processing confirms stock onto Despatch Notes, the way in which Works Order Issue controls Issues of Materials to Works Orders and the way that Bills of Materials Issue controls Issues to a BOM.

If the option is set to 'Yes', then during each of these issuing mechanisms a 'pop-up' message box asks the user to select the relevant Depot from which the Stock will be Issued. Sapphire will then only select stock from that particular Depot i.e. it will scan all the GRN's for the Stock Item and select only those GRN's that are within the Depot specified.

For example, the Sapphire menu options Works Order Issue and Sales Order Confirm Picking List, have automatic Issue options. These automatic options will only use GRNs within the selected depot if this option is set to 'Yes'.

If the option is set to 'No' then the user or Sapphire (during automatic mode) is free to select stock from any GRN, independent of the Depot in which it is stored.

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### Default Depot

This is the default for the 'Single Depot GRN Allocation' parameter defined above. It allows the user to specify the default issuing Depot. If the 'Single Depot GRN Allocation' parameter is set to 'Yes' then when the software asks for a Depot to Despatch it will default to the Depot defined here.

### GRN Price Obtained From

This parameter is used to contain the user preference for the GRN Cost Price. The possible selections are 'Standard Cost' or 'Last Buy Price'.

**Note !** There are potentially 3 unique transaction reference numbers within Sapphire

The **SMS Ref** is an internally generated unique transaction number used by the system.

The **GRN Number** is (normally) a system generated incremented number that will be used on documents and is the main batch identifier

The **Batch/Serial** number can be automatically generated and incremented, being defined by the above parameters, or manually entered depending on the GRN routine used.

Basic GRN	manual entry of Batch/Serial Number
Advanced GRN	manual entry of Batch/Serial Number
Serial/Multi-Batch GRN	manual or auto numbering

The screenshot shows a software window titled "MCN-GRN-DISPLAY - Sapphire MRP Data". It contains several input fields and labels:

- GRN Number: 7501
- SMS Ref: 30
- Date In: 28 Jan 2005
- Batch/Serial No: x2501
- Time In: 11:57
- Hold: NO
- Stock Number: LP130
- Depot: WH1
- Description: Low Energy Lamp 9W ES
- Bin Number: LP130
- Pallet: (empty)
- Purch/Sales Order: (empty)
- Supplier Account: (empty)
- Name: (empty)
- Expiry Date: (empty)
- Best Before: (empty)
- Inspection Code: (empty)
- Quantity Received: 5.0000
- In Stock Now: 5.0000
- Cost Price: 1.4900
- Available Stock: 5.0000
- Stocked In: Each

At the bottom of the window, there is a "Notes:" section with two empty text boxes and a "View GRNs" button.

### STOCK STYLES

Please see separate datasheet

### EAN BARCODES

Please see separate datasheet

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