

Stock Capture



User Guide

Barcode Scanning for:

- Stock takes
- Receipt stock from production & suppliers
- Issue stock to job and assembly orders
- Transfer stock between warehouses & locations

Developed for use with :



For more information contact your Ostendo Partner or

Solution Management Ltd. support@solutionm.co.nz

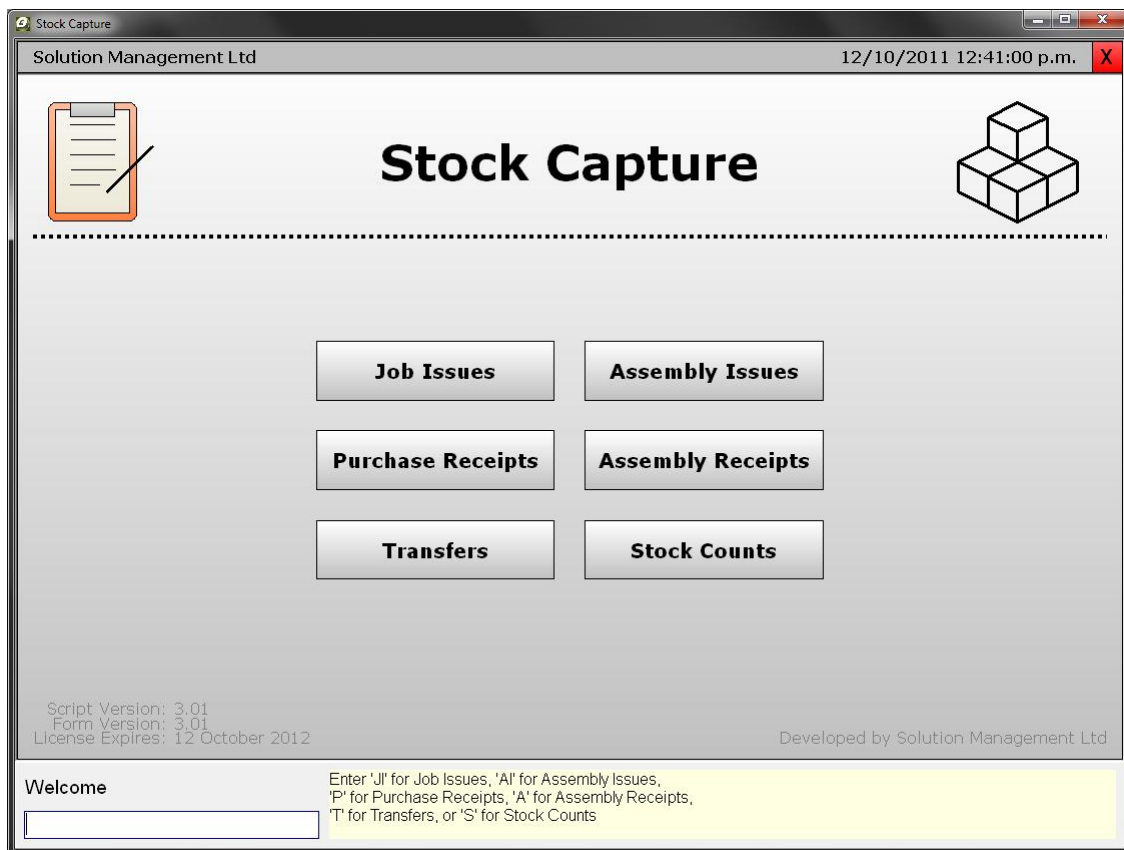
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STOCK CAPTURE - USER GUIDE

RUNNING STOCK CAPTURE

To run Stock Capture, select it from under the 'Data Screens' submenu found under the 'Custom' menu'

THE MAIN SCREEN



On running Stock Capture you will be presented with the main screen, shown above. From the main screen you can access each of the 6 modules that make up the Stock Capture application by clicking the appropriate button.

ISSUING MODULE

30 Day Trial Licence **Issuing** 16/09/2011 3:00:44 p.m. X

Batch: 13 **Order:** JOB400001 **Change Order**
Ref: Stock Issue - 2011-09-16 **Task:** Job **Change Task**
Change Batch **From:** Vans - DE1882 **Change** **Item Default**

Order	Code	Issue	Quantity	Unit		
JOB400001 Job	Item Code 100-2002	Washer-Mild Steel-10mm From: Main - Primary	30	Each	Qty	Del
JOB400001 Job	Item Code 805-2180	Wheel Nut-Mild Steel-25mm From: Main - Primary	13	Each	Qty	Del

Toggle Code Type **Prev** **Page 1 of 1** **Next** **Post...**

Enter item code Please scan or enter the item code

The 'Issuing' module handles both job issues and assembly issues, and supports the issuing of both item codes and descriptor codes.

After creating/selecting an issue batch, you will be prompted to enter the assembly order and step, or job order and task. To speed up data entry the entered job or assembly will be remembered as you enter each of the issues, when you wish to switch to a new job or assembly, press the 'Change Order' button.

The warehouse the issues are sourced from follows a similar process, requiring entry only when it changes.

TRANSFERS MODULE

30 Day Trial Licence **Transfers** 16/09/2011 3:03:24 p.m. X

Batch: 7
Ref: Stock Transfer - 2011-09-16
Change Batch

From: Use Item Default
To: Vans: DE1882
Change **Item Default**
Change **Item Default**

Item Code	Transfer	Quantity	Unit		
100-2002	Washer-Mild Steel-10mm [Main: Primary] to [Secondary: Bulk]	45	Each	Qty	Del
				Loc	
1105-2184	Handle Assembly [Main: Primary] to [Vans: DE1882]	6	Each	Qty	Del
				Loc	

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Enter Item Code Please scan or enter the Item Code

The 'Transfers' module handles the transfer of stock between warehouses. To use the Transfers module you would first select the source and destination locations, and then enter the detail and quantity for each item you wish to transfer between the locations.

ASSEMBLY RECEIPTS MODULE

30 Day Trial Licence **Assembly Receipts** 16/09/2011 3:04:48 p.m. X

Batch: 10
 Ref: Asm Rec - 2011-09-16
 Order: WO200012
 To: Vans: DE1882

Change Batch Change Order
 Change Item Default

Order	Item Code	Receipt	Quantity	Unit
WO200014	WAGON-2189	Standard Green Wagon To: Main: Primary	3	Each
WO200012	1800-2190	Rear Wheel Assembly To: Vans: DE1882	2	Each

Qty Del
 Loc Del

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Quantity Enter the receipt quantity

The 'Assembly Receipts' module handles the receipt of items from a particular assembly order. To use this module you first select the appropriate assembly order, then repeatedly enter the receipt details for each receipt, such as the quantity and any relevant tracking information like serial numbers.

Assembly orders are specific to one item code so as long as you are in the same Assembly order you will only be prompted for the quantity being received.

PURCHASE RECEIPTS MODULE

30 Day Trial Licence **Purchase Receipts** 16/09/2011 3:20:45 p.m. X

Receipt No: 46 **Purchase Order:** PO100018
Reference: Receipts for PO:PO10001 **Supplier:** City Council

Change Order

Type : Code	Unit	Quantity	Tax	Rec. Price	Unit Price
Item Code : 100-2002 Washer-Mild Steel-10mm	Each	14 / 14	GST	0.06	0.06
Item Code : 200-2107 Bolt-Mild Steel-16mmx75mm	Each	5 / 5	GST	0.33	0.33
Item Code : 2000-2189 Standard Green Wagon	Each	2 / 2	GST	89.95	0

Edit Selected

Change Receipt Qty Change Price Edit Allocations... Prev **Page 1** Next

Change Tax Delete Add Line Post...

The 'Purchase Receipts' module handles the receipting of items on a selected purchase order. After scanning or entering the purchase order number you will be shown the current receipt lines or prompted to create a receipt batch if one does not exist.

Line details can be modified by selecting the line and using the buttons in the lower left.

From this module you can also access the allocations for each of the lines by double-clicking a line or selecting 'Edit Allocations', this will take you to the purchase allocations module where you can edit the allocation details.

PURCHASE ALLOCATIONS SUBMODULE

Stock Capture 16/09/2011 3:21:33 p.m. [Back](#)

Purchase Allocations

Batch: 46 **Line Type:** Item Code
Reference: Receipts for PO:PO100018 **Line Code:** 100-2002
Purchase Order: PO100018 **Line Unit:** Each
Supplier: City Council **Receipt Qty:** 14
Receipt Warehouse: Vans **Allocation Type:** Inventory [Change](#)
Receipt Location: DE1882 [Change](#) **Allocation Ref:** [Change](#)

Warehouse : Location	Quantity	Tracking	Type/Reference
Main : Primary	10		Inventory
Secondary : Bulk	4		Inventory

[Edit Location](#) [Edit Quantity](#) [Edit Type](#) [Delete](#) [Prev](#) **Page 1** [Next](#)

Enter Quantity Enter the allocation quantity

The 'Purchase Allocations' sub module is accessed through the 'Purchase Receipts' module and handles manipulation of the allocations relating to a particular purchase receipt line. From this module you can edit the allocation quantities as well as the type and reference, such as allocating to inventory or allocating to a job or sales order.

STOCK COUNT MODULE

30 Day Trial Licence **Stock Counts** 16/09/2011 3:19:24 p.m. X

Batch: 5 **Warehouse:** Main Change Warehouse
Ref: End of August **Location:** Primary Change Location
Change Batch **Show:** All Counted Uncounted Item...

Warehouse	Location	Item	Unit	System	Count		
Main	Primary	800-2179 Wheel-Plastic-250mm	Each	40	40	<input checked="" type="checkbox"/>	Ch
Main	Primary	805-2180 Wheel Nut-Mild Steel-25mm	Each	230	221	<input checked="" type="checkbox"/>	Ch
Main	Primary	840-2181 Axle-Mild Steel-25mmx500mm	Each	40		<input type="checkbox"/>	Ch

Cancel Prev Page 1 Next Post...

Enter Item Code Please scan or enter the item code

The 'Stock Counts' module allows stock takes to be performed efficiently with barcode scanner support.

For this module you will need to create an Inventory Count batch from the main Ostendo screen first (Inventory – Inventory count.)

After selecting the stock count batch, you will be prompted to enter item details such as the unit and any tracking information such as serial numbers, followed by the counted quantity. The module supports filtering the displayed lines to quickly identify any counted/uncounted lines, or review the counts for a particular item code.