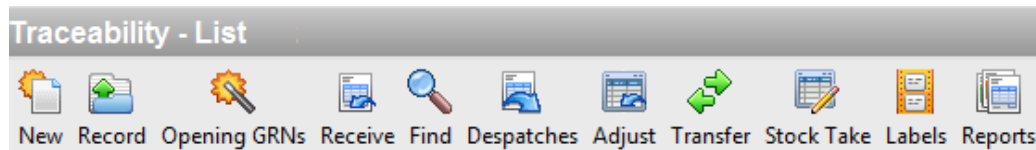# Sage 50 Manufacturing
Traceability Module

What is the traceability module?

- The traceability module is included within Batch Controller, Job Controller or Manufacturing Controller variants of Sage 50 Manufacturing
- The traceability module tracks all material movements through the system
- Manufacturing automatically generates a goods received number (GRN) for incoming deliveries
  - This number cross references to one or more works order numbers
  - As the works order is cross referenced with the sales order and invoice numbers, full traceability of material movements is provided

Note: To maintain material traceability, record your incoming deliveries using Manufacturing and not Accounts

How to use Traceability:

The menu bar:

New
- Use this to create a goods received note without originally raising a purchase order (when they are created automatically).

Record
- Use this to amend and view goods received notes.

Opening GRNs
- Use this option if you are a new Manufacturing user and need to create opening balance GRNs for existing stock already held in your Accounts product file.

Receive
- Use this to receive goods and maintain traceability of materials through the production process.

Find
- Use this option to trace goods received notes.

Despatches
- Use to maintain traceability of materials if you make goods for stock and not as a result of a sales order. This option allows the connection of the works order and sales order once a sales order has been received for stock produced in advance.

Adjust
- Use to adjust a quantity against an individual goods received note (GRN).

Transfer
- Use to move part of the stock associated with a GRN from one location to another.

Stocktake
- Use to enter actual stock figures for a goods received note.

Labels
- Use to produce labels for incoming items.

Reports
- Produce traceability reports.

Receiving Goods:

In order to maintain material traceability all stock must be booked in via Manufacturing instead of Accounts

- To do this click on the receive good button from the top menu bar
- In the "Receive Goods" menu enter the PO number for the incoming products, alternatively you can press the down arrow and manually select the PO (If applicable).

- The relevant information will then be imported from Accounts

- Enter the quantity of each item that is being received in, as well as any other relevant information such as expiry dates and dispatch note no.
- To receive all outstanding stock in tick "Receive all goods" in the bottom right corner of the menu
- Once all data has been added click "Save"

Quarantine:

Note: Quarantine is only available if you have selected "Receive into quarantine" in Traceability defaults

- In order to use the Traceability feature within Sage 50 Manufacturing you need to ensure that "Receive goods into quarantine" is ticked in the traceability defaults menu

- In the quarantine menu click the "receive" button
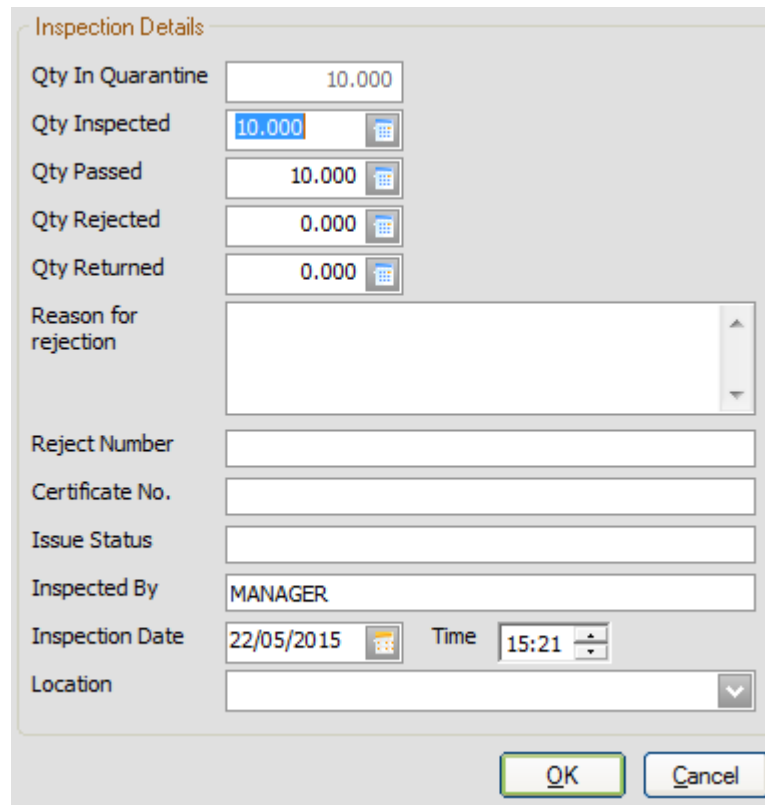

- Enter the purchase order number (If known) or click the down button and select from the list
- Click "Save"
- The items will then be received into quarantine

P.Order Number	Product Code	Description	Quantity	Location
1017	1.DEO	test	10.000	Quarantine

- By double clicking on the PO you can enter the inspection details to process the stock out of quarantine and into the system

- You can then enter the details for the passed and rejected/returned stock
- Click ok and the passed stock will be booked into the system
- If any stock is rejected/returned the PO will not be completed, and the returned stock will show as outstanding

GRN Activity:

- The activity section of the GRN details lists all stock movement from/into that particular GRN.

- Stock movement types
  - GI - Goods Inwards
  - WI - Works Order Issue
  - WC - Works Order Cancellation
  - AI - Adjustment In
  - AO - Adjustment Out

- The Goods Inwards movements are cross-referenced to the relevant purchase order number; similarly Works Order Issues are referenced to the works order number.

- Select a Works Order Issue (WI) to activate the Details button.
  - Click Details to display a list of the sales orders from which the works order originated
  - The GRN cross references to a works order
  - This option can only be used for works orders generated by planning recommendations.

Suppressing GRN Creation

- If the BOM is for a finished product, you can select the Suppress GRN Creation check box
- By ticking suppress GRN creation when stock is received for that particular product it will not be put into a GRN in traceability, however it will be added to stock and will show in product information activity.
- To do this go into the Bill of Material list, double click on the specified BOM to enter the BOM details
- On the right hand side of the menu under the "Type" section will see "Suppress GRN Creation", tick this.

- GRN creation will now be suppressed for this BOM
- **Note:** GRN details are essential to ensure unbroken traceability of sub-assemblies

- You can select to have this suppress GRN creation ticked on all new BOM's by default.
- To do so you need to tick "Suppress GRN Creation" by going to Settings-> Bill of Material Defaults

For further information or a demonstration please contact Red Business Systems
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