

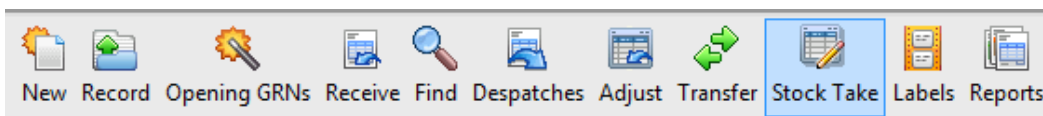
Sage 50 Manufacturing

How to Perform a Stock Take with Traceability

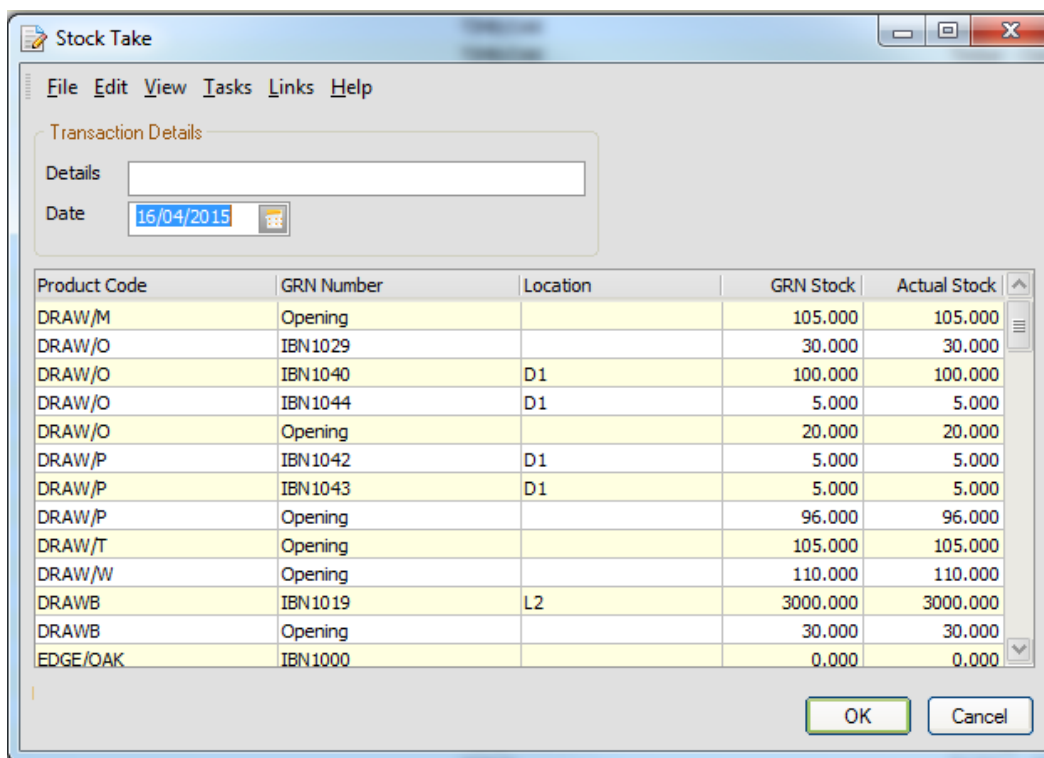


How do I perform a stock take?

- In the Traceability module within Sage 50 Manufacturing click the “Stock Take” button in the top menu bar:



- The stock module will then appear which includes all the products within your Sage 50 Manufacturing system and their current stock levels



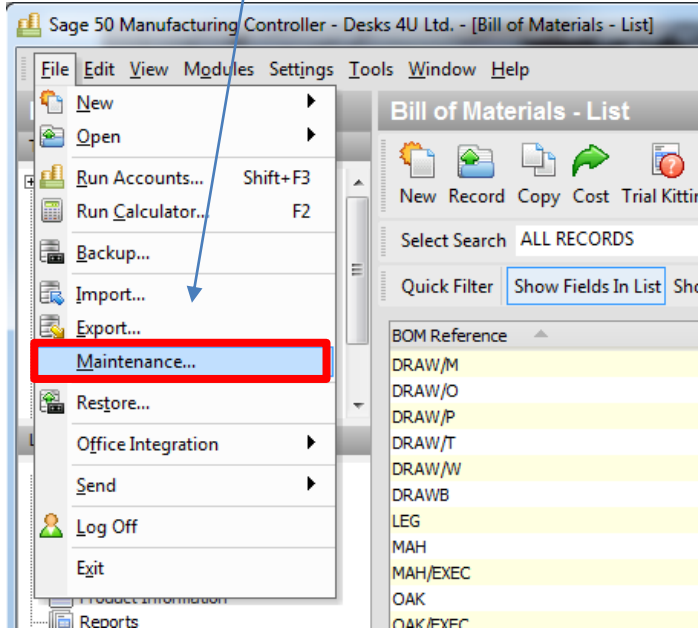
- The GRN stock level is what Sage thinks it currently has in stock, and the actual stock level is the level you wish to change it to;
- By default the Actual stock level is the same as the GRN stock level, so you only need to change what is incorrect;
- It is very important when doing a stock take to check each item one by one and to ensure not only that the current stock levels are correct, but that any changes are correct also;
- Once all the figures are correct click “Ok” to update stock levels

- Learn the necessary steps to complete a stock take
- Learn how to ensure Accounts and Manufacturing have the same stock levels

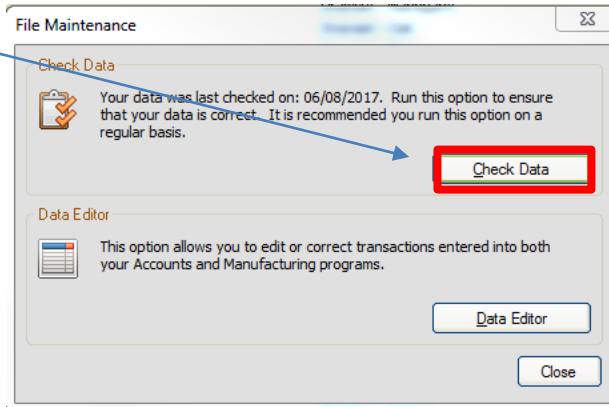


What do I need to do next?

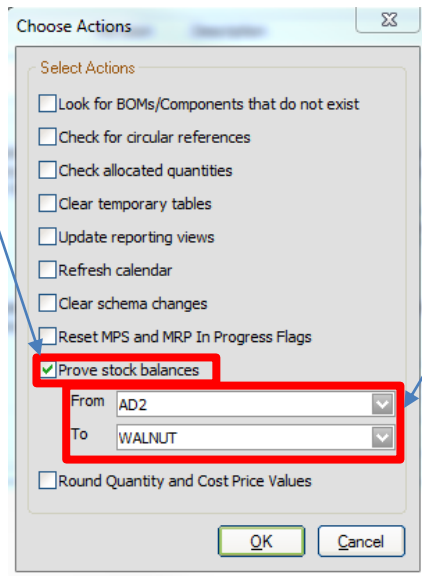
- It is essential when changing stock levels in a stock take to ensure that Sage 50 Accounts is also updated, and we can do this by running “Prove Stock Balances”, which will update the account stock levels
- To do this click “File” then select “Maintenance”;



- Next select “Check Data”:



- Now un-tick all tick boxes except “Prove Stock Balances”, and select the range of products you would like to check stock for and press “OK”;

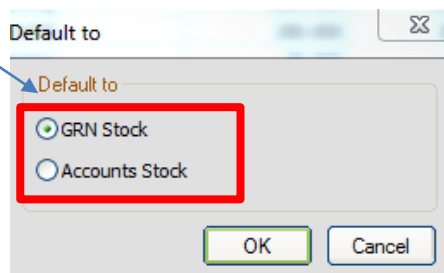


- Now check stock quantities - any abnormalities will appear in red:
 - Accounts stock is the stock level in Sage 50 Accounts, GRN stock is the Sage 50 Manufacturing Stock;
- To set the new stock level, enter the correct quantity into the “Set To” Column;

Product Code	GRN Number	Accounts Stock	GRN Stock	Set To
PLY	Opening	475.000	475.000	475.000
SCREWS	Opening	1200.000	1200.000	1200.000
SOCB	IBN 1008	250.000	250.000	250.000
SOCB	Opening	40.000	40.000	40.000
SOCBGE	IBN 1009	250.000	250.000	250.000
SOCBGE	Opening	35.000	35.000	35.000
STUDS	Opening	30.000	30.000	30.000
TEAK	IBN 1010	70.000	75.000	75.000
TEAK	IBN 1034	30.000	30.000	30.000
TEAK/EXEC	NO GRN	40.000	0.000	0.000
TIMB/MAH	Opening	12.000	12.000	12.000
TIMB/OAK	IBN 1025	0.000	0.000	0.000
TIMB/OAK	IBN 1035	25.000	25.000	25.000
TIMB/OAK	IBN 1036	175.000	175.000	175.000

Buttons: Print, Default, OK, Cancel

- When all stock has been checked and adjusted click “Ok” and the new quantities will be adjusted in both programmes;
- By pressing the “Default” button you can choose to automatically adjust all conflicting quantities to either the Accounts or Manufacturing stock;



- As you know all of your GRN stock will be correct because you have just done a stock take, default the stock to “GRN Stock”, but always double check the GRN stock is correct before doing so

WARNING: Changing the Accounts or GRN/Manufacturing stock level is a permanent process, once applied it cannot be reversed other than restoring a previous back-up so always ensure any changes are correct before proceeding, and any changes are done so at the users own risk.

For further information or a demonstration please contact Red Business Systems
www.redbusinesssystems.com . Tel 01242 516885.