

# Sage 50 Manufacturing

## Traceability Module



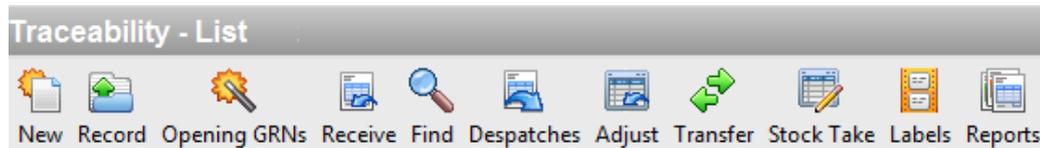
### What is the traceability module?

- 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).

File Edit View Links Help

Purchase Order Details

P.Order No. [ ] Reference [ ]  
Received 18/05/2015 Due Date [ / / ]  
A/C [ ] Order Date [ / / ]  
Name [ ] Order Value 0.00

Product Code	Description	Ordered	Delivered	Outstanding	This Delivery	S
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Needed By [ ]  Receive all goods  
 Print labels

Save Discard Close

- The relevant information will then be imported from Accounts

File Edit View Links Help

Purchase Order Details

P.Order No. 1013 Reference [ ]  
Received 18/05/2015 Due Date 10/02/2015  
A/C TIM001 Order Date 09/02/2015  
Name Wood Timber Ltd. Order Value 117.50

Product Code	Description	Ordered	Delivered	Outstanding	This Delivery	S
STUDS	Rubber leg studs	50.000	40.000	10.000	10.000	

Needed By [ ]  Receive all goods  
 Print labels

Save Discard Close

- 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

Numbering Receiving Goods/Labels

Receiving Goods

Default quantity to:  O/S Quantity  Zero

Automatically allocate incoming stock to Works Orders

Receive into quarantine

Use multiple locations

Restrict location entry to List/Accounts Location

Labels

Default to quantity received

Default to zero

Default to

- In the quarantine menu click the “receive” button

File Edit View Links Help

Purchase Order Details

P.Order No.

Received 22/05/2015

A/C

Name

Reference

Due Date

Order Date

Order Value

Product Code	Description	Ordered	Delivered	Outstanding	This Delivery
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Needed By

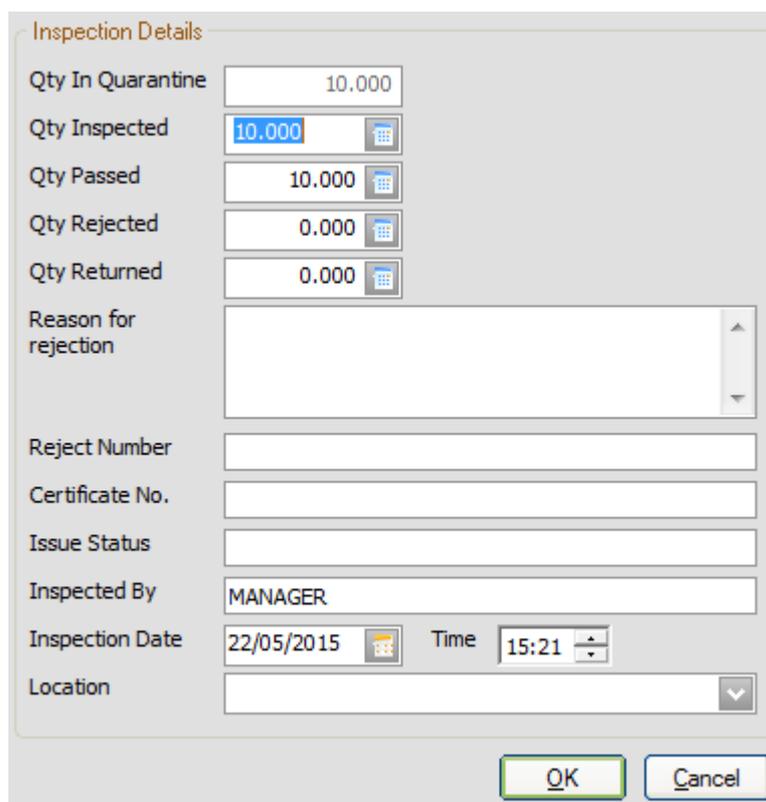
Receive all goods

Print labels

- 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.DE0	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



The 'Inspection Details' dialog box contains the following fields:

- Qty In Quarantine: 10.000
- Qty Inspected: 10.000
- Qty Passed: 10.000
- Qty Rejected: 0.000
- Qty Returned: 0.000
- Reason for rejection: (empty text area)
- Reject Number: (empty text field)
- Certificate No.: (empty text field)
- Issue Status: (empty text field)
- Inspected By: MANAGER
- Inspection Date: 22/05/2015
- Time: 15:21
- Location: (empty dropdown menu)

Buttons: OK, Cancel

- 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.

Type	Reference	Date	Qty In	Qty Out	Qty Reversed	Supplier Batch
WI	WO WO5010	30/01/2015	0.000	25.000	0.000	
GI	USER ADJ:	21/02/2015	35.000	0.000	0.000	
AO	ADJUSTMENT	21/02/2015	0.000	10.000	0.000	

- 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.

Header Details Components Operations Attached Files Drawings Latest Costs Custom Fields Analysis Codes

Main Details

BOM Reference WALNUT

Description Office Desk - Walnut

Revision

Manufacturing Instructions This field is for global manufacturing instructions, or QA procedures etc.

Dates

Entered 13/10/2010

Last Updated 28/05/2015

Valid From / /

Valid To / /

Type

Suppress GRN Creation

Phantom

Private

Quality Standard/Defaults

Quality Standard

Markup 50.00 Default

Costing Quantity 100.000 Default

Scrap Percent 0.00

Unit of Sale Each

- 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

Bill of Material Defaults

General Resequencing Costing/Trial Kitting Labels

Record

Base qty for costing 100.000 Markup Percentage 40.00

Set 'Suppress GRN Creation' flag

Warn when adding duplicate components

Ask for recost when saving

Transfer/Maximum Build

Post operation costs when performing transfer

Return decimal place maximum build quantities

For further information or a demonstration please contact Red Business Systems  
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