



# Stock Control

Stock Control lies at the heart of the OneOffice 3000 distribution suite, providing central stock handling facilities: multi-location stock records, stock allocation and valuation, batch and serial number tracking and a full range of reports and enquiries.

## Key Features at a Glance

- Unit handling
- Batch tracking
- Serial number tracking
- Expiry date checking
- Oncost handling
- Multi-location

A key feature of OneOffice 3000 Stock Control is unit handling. Each product is associated with a unit group, which defines any number of related units of measure and conversion factors (e.g. 12 'ITEM's to the 'BOX', 8 'BOX's to the 'PALLET' etc). A product is set up with default units from its group for sales, purchase, stock and costing quantities, but any of these can be overridden with another unit from the same group. The default selling unit, for example, might be 'ITEM', but you can override this for a given sales order line with 'BOX', 'PALLET' or even 'CONTAINER'. The same unit code - BOX, for example - can mean different things for different unit groups.

customers exactly when customers want them. When used in conjunction with Purchase Order Processing and Sales Order Processing, OneOffice 3000 Stock Control provides possibly the most flexible 'just in time' stock management system available on the market. You can decide on a product by product basis, or even for a specific order line, whether to allocate stock off the shelf or use a stock queue mechanism which ensures goods are purchased at the latest sensible point. The combination of product-specific stock strategies and consolidated purchasing ensures the best possible service for the least stock overhead.

## Benefits

- Optimise stock holding with JIT stock management
- Allows stock to be priced, sold, held and purchased in a variety of units of measure
- Provides full details of movements to assist with ISO 9000/BS 5750

Distribution businesses today face ever increasing pressure to reduce stock levels but at the same time deliver goods to

Many organisations need to run requisitioning systems, either standalone or side by side with normal order processing. OneOffice 3000 Stock Control

The screenshot displays the OneOffice 3000 Stock Control interface. The main window is titled 'ANTLBPB Antec Toner Cartridge SX 511 (ITEM)'. It features a 'Location' table with columns for Location, Bin Location, and Stock Levels. The 'Stock Levels' table shows values for Book Stock (610), Allocated (5), Restricted (0), Free Stock (605), Back Order (0), Fwd Order (0), Requested (0), Reserved (0), On Order (0), and Expected (//). The 'Details' section includes fields for Value (38706.32 GBP), Latest Cost (634.53 GBP per BOX), Last Sale (20/02/05), Last Receipt (15/02/05), Last Stock Check, Stock Check Category (C), Minimum (30), and Reorder (80).

A secondary window titled 'Movements for location MID Midlands and Wales' displays a table of transaction history:

Date	Doc Ref	Account	User Ref	Type	Batch Ref	Quantity	Value (GBP)
20/02/2005	ORD00056	ANDE001		Invoice	ANTL/2987	100.000	6,345.30
15/02/2005	POM00013	ANTU015		Receipt	ANTLP/2957	100.000	6,345.30
11/02/2005	ORD00045	WATS010		Invoice	ANTL/2987	20.000	1,269.06
11/02/2005	ORD00040	ANDR001		Invoice	ANTL/2987	10.000	634.53
16/01/2005	ORD00014	PEAK001		Invoice	ANTL/2987	50.000	3,172.65
16/01/2005	ORD00011	ANDE001		Invoice	ANTL/2987	50.000	3,172.65
15/01/2005	ORD00007	BROW0...		Invoice	ANTL/2987	50.000	3,172.65
15/01/2005	ORD00002	NEAL015		Invoice	ANTL/2987	10.000	634.53
15/01/2005	ORD00002	NEAL015		Invoice	ANTL/5002	10.000	602.80
15/01/2005	ORD00002	NEAL015		Invoice	ANTL/4223	10.000	602.80

The 'Movement Details' section includes fields for From/To Batch (0), Proof List No (0), Source Module (S.O.P), Customer Name (Anderton Ltd), Reason, Batch (18), and Movement Number (34).

Figure 1. Detailed movement history is recorded for all products providing ISO 9000 conformance for user of OneOffice 3000 Stock Control. The customer/supplier, document reference and batch reference may be held against each transaction.





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handles the full range of stock requisitioning functions, with all the flexibility as to how stock is allocated that your organisation requires. Whether you want to delay allocation, to maximise your buying power via bulk purchasing, or allocate stock off the shelf the second a requisition line is entered, you have the choice. No comparable system offers as much.

OneOffice 3000 Stock Control reflects 20 years experience in real-life business system design. Combining depth of functionality with ease of use and wide integration, it offers your business genuine competitive advantage via better stock management.

## Specification

### Integration

OneOffice 3000 Stock Control integrates with the following modules:

- OneOffice 3000 Sales Order Processing
- OneOffice 3000 Purchase Order Processing
- OneOffice 3000 Invoicing
- OneOffice 3000 General Ledger
- OneOffice 3000 Landed Costs
- Global Sales Analysis
- OneOffice 3000 Intrastat

### Product Details

Information held for each product can include:

- 15 character product code spaces
- 13 character enquiry lookup code
- Type - stocked, non-stocked, service, comment or extra
- 4 character product group code, which defines general ledger accounts posted, industry discount, acceptable profit margin, pricing accuracy and group 'oncost' percentage
- Alternate product, and whether a product is obsolete or superseded
- Separate cost, stock, selling and purchase units. Units may be grouped with associated conversion factors
- Amendable 30 character product description
- Long description of any length, for optional printing on sales orders
- Cost, selling and purchase prices. Cost and selling prices may be selectively adjusted
- Stock check category
- Delivery details
- Settlement discount details
- Shipping weight and volume
- Basis of cost (EXW, FOB, CIF, DDP)
- Product oncost percentage



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### Stock Locations

- Full multi-location handling, each location having an associated profit centre which, in combination with the product group involved, defines the General Ledger accounts posted
- Stock usage statistics are held for each product at each location for a user-definable period
- Minimum, reorder and maximum stock levels defined for each product at each location

### Stock Balances

The following balances are held for each product in each location:

- Book stock
- Allocated stock
- Restricted (quarantined) stock
- Back ordered stock
- Forward ordered stock
- Requested stock
- Reserved stock
- Purchase ordered stock

A parameter can be set to permit over-allocation (i.e. free stock going negative) if a product is neither serialised nor batch-traceable and FIFO costing is not in use.

### Stock Valuation

The following valuation methods may be used:

- Standard costing
- Average costing
- FIFO costing with extensive stock revaluation facilities.

### Requisitions (requires OneOffice 3000 Sales Order Processing)

Stock may be requisitioned for transfers between locations, sales issues, write-offs or against a specified General Ledger account. Requisition types include:

- Normal requisitions, for a specified date within the normal lead time
- Repeat requisitions (which can be individually adjusted)
- Direct requisitions (from supplier or external location)

- Immediate requisitions (stock issued as each requisition line is entered)

Stock allocation to requisitions is as flexible as for sales orders, but posted to another location or GL account rather than to customer sales, and no invoicing takes place. Requisitioning can work in tandem with SOP (e.g. picking can be for both requisitions and sales orders, or separate).

### 'Just In Time' Stock

Users can define for each product whether by default it is to be issued to sales orders or stock requisitions from pooled stock or managed via the 'stock queue' mechanism. The stock queue comprises a central, consolidated table of stock requests (for specific products, quantities and dates) and committed purchases which can be matched off against each other.

Allied to an extensive set of user-defined lead times, this enables distributors to manage supply and demand so as to ensure continuity of supply while minimising stock on the floor and the purchasing workload. The stock queue method enables distributors to buy in stock 'just in time' and has the further benefit of rationalising purchasing and maximising buying power.

### Stock Transactions

The following stock transactions are catered for:

- Stock adjustments
- Stock issues
- Stock receipts
- Stock returns
- Stock transfers between locations

Each transaction is given a unique internal reference number.



### Batch Tracking

- Batch numbers auto-allocated on receipt
- Default expiry date may be overridden
- Stock issued or moved selectable by batch
- Batch references kept across stock transfers
- User-definable batch movement history
- Inspection warning at goods receipt
- Batch-traceable stock can be quarantined

### Serial Numbers

- 16 character serial numbers and 30 character narrative applied selectively on receipt or at issue
- Auto generation facility for ranges of numbers
- Duplicates disallowed across multiple locations
- Serial number enquiry shows purchase order number for receipt and sales order for issue
- Optional bulk serial number issue
- Products can be both batch-tracked and serial numbered
- Incorrect serial numbers may be altered

### Stock Reports

Reports include:

- Stock levels
- Products that are understocked, overstocked or below reorder level
- Batches approaching expiry date
- Stock movements
- Batch tracking
- Stock valuation

- Inactive items
- Stock details
- Adjustments, returns and write-offs proof lists

All reports offer extensive selection options.

### Stock Enquiries

Stocked product enquiries include:

- General details
- Serial numbers recorded
- Locations and stock levels
- Batches at a location
- Serial numbers at a location
- Stock transactions by location
- If POP is in use, purchase order details
- If SOP is in use, sales order details
- Stock queue entries

### Help

On-screen help is available at a number of different levels. The help function displays program- and field-level help at every point. Where data entry options are restricted (e.g. to validate supplier codes), standard pop-up windows enable the user to select the one required.

**For more information, visit [www.OneOffice3000.com](http://www.OneOffice3000.com)  
or call us on +44 (0)1628 551345**



Regatta Place, Marlow Road, Bourne End, Buckinghamshire SL8 5TD. United Kingdom  
T: +44 (0)1628 532565 F: +44 (0)1628 551490 E: [info@OneOffice3000.com](mailto:info@OneOffice3000.com)