



Inventory Control

OneOffice Inventory Control provides full logistics support, maintains records of stock movements and balances at multiple locations and can post changes in stock values to the General Ledger or Contract Costing modules. It supports scenarios where stock is held at local company level or shared between companies within a group.

Key Features at a Glance

- Manages stock issuing and receipts
- Stock can be held at one location or be shared across multiple locations
- Conforms to ISO 9000 batch traceability
- Dynamic Free Stock option

Benefits

- Efficient management of stock
- Sharing stock between locations can improve stock turn
- Use of Dynamic Free Stock can reallocate stock to make the best use of available stock while still maintaining existing customer commitments

Introduction

The stock allocation system maintains balances on a variety of different stock types. In addition the enquiry system provides real-time information on future stock and historical usage of products can be presented in a numerical or graphical format.

Stock issues and receipts can be entered directly into OneOffice but more typically the Inventory Control module will be used in conjunction with Purchase Order Processing, Sales Order Processing and Works Order Processing systems. Stock Requisition facilities enable internal orders, transfers and suggested write-offs to be recorded for future allocation.

Inventory Control maintains details for stock products, services and extras, together with details of assemblies and accessory lists. The system can also automatically reserve purchase orders and facilitates trial kitting.

Batch traceability for ISO 9000 conformance is provided together with individual item and range serial numbering.

Using Inventory Control

OneOffice Inventory Control can be used to initiate and manage a wide range of processes and transactions including:

- Multiple transaction types including issues, receipt, transfers and returns
- Automatic reservation of purchase orders

- Trial kitting to issue the components of an assembly, or bill of materials, which can optionally be received back as the finished item
- Allocation of stock in advance of issue (for Inventory Control purposes)
- Stock requisition for recording planned stock movements
- Product search by code, enquiry code, group or part of the description
- Obsolete or superseded products with alternatives
- Logging of returns and write-offs for quality control tracking

Dynamic Free Stock Maximization

This is an optional extension to Inventory Control which aims to maximizing the actual free stock available at any point without risking a failure to deliver goods to the customer. Dynamic Free Stock enables this by automatically linking sales orders to supply orders (purchase orders, works orders and stock transfer requisitions).

The Dynamic Free Stock monitors each order and stock processing activity which could affect product availability. It then automatically makes the appropriate reservations to ensure that available stock is used as effectively as possible while at the same time ensuring that each customer gets their order as planned.



Key Features

Inventory Control offers a comprehensive range of features for the effective management of stock within single of multiple locations. These features include:

- Multiple locations. Costs for stock can be assigned to individual locations or contracts if required
 - Facilities which allow for the sharing of stock between companies, with full inter-company accounting for all stock movements where appropriate
 - Customer specific catalogues for managing customers' own product codes
 - Pack handling managing a number of items in pack, transfer and sales
- units
 - Each location can have multiple bins each containing one or several products. Each bin has a status such as normal, inspection or quarantined, with up to 26 user defined statuses
 - Batch traceability through batch number, description, batch reference and expiry date (shelf life) controls for BS5750 conformance
 - Any number of lines of extended description
 - Stock valuation and cost of sales by standard, average or FIFO
 - Stock allocation system maintains balances for:
 - Book
 - Allocated

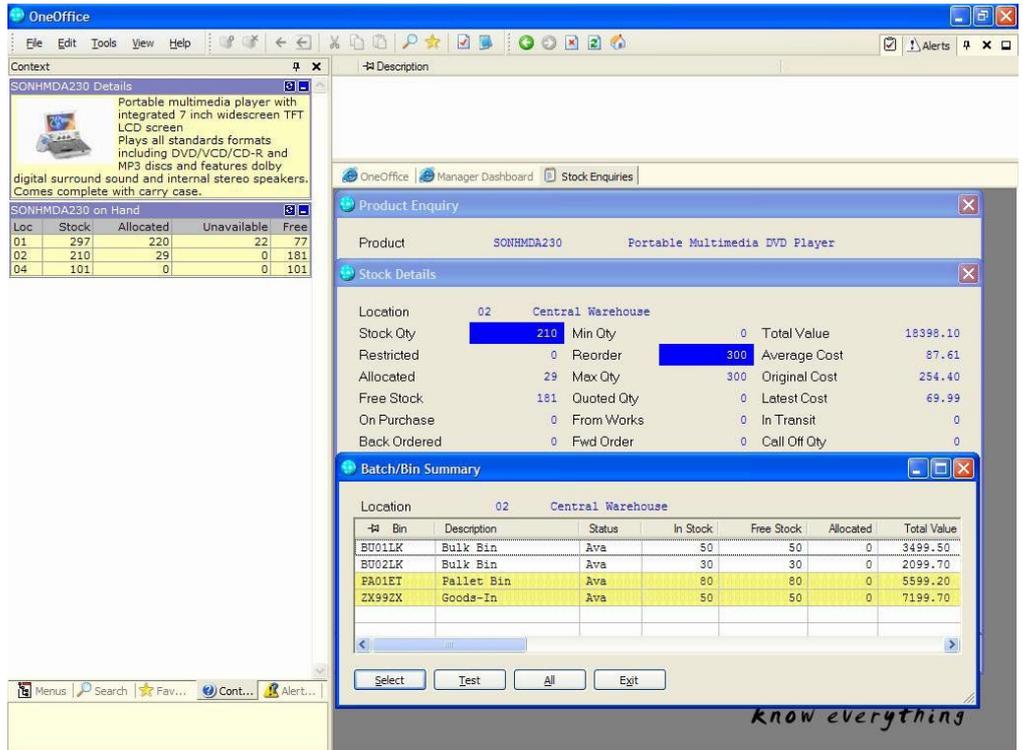


Figure 1. OneOffice Inventory Control includes an extensive range of tools to manage and optimise inventory; this example also illustrates how Active Intelligence™ can further enhance the information a user sees. A stock enquiry on a 'Portable Multimedia DVD Player' in the Central Warehouse (02) shows the quantity, value, status and bin location of the product, Active Intelligence has been used to display stock information at all warehouses and a product description with a picture of the product.



- Back-orders
- Forward-orders
- Scheduled-orders
- Quotation
- Purchase ordered stock
- Works orders
- Stock in transit
- Full stock-taking by location
- Stock revaluation facility for receipts in a foreign currency
- Supplementary information held per product for INTRASTAT reporting
- Serial numbered items with serial numbers recorded either on receipt or at issue, and checking of returns
- Product codes up to 40 characters long
- Options to record ranges of serial numbers
- Four different units per product with separate conversions, plus separate sales and purchase pricing units

On-Screen Enquiries

On-screen enquiries provide current information to support decision making, these include:

- Future stock enquiries
- Powerful enquiry facilities including exploded assembly display, movements, serial number history usage statistics as numbers or graphics

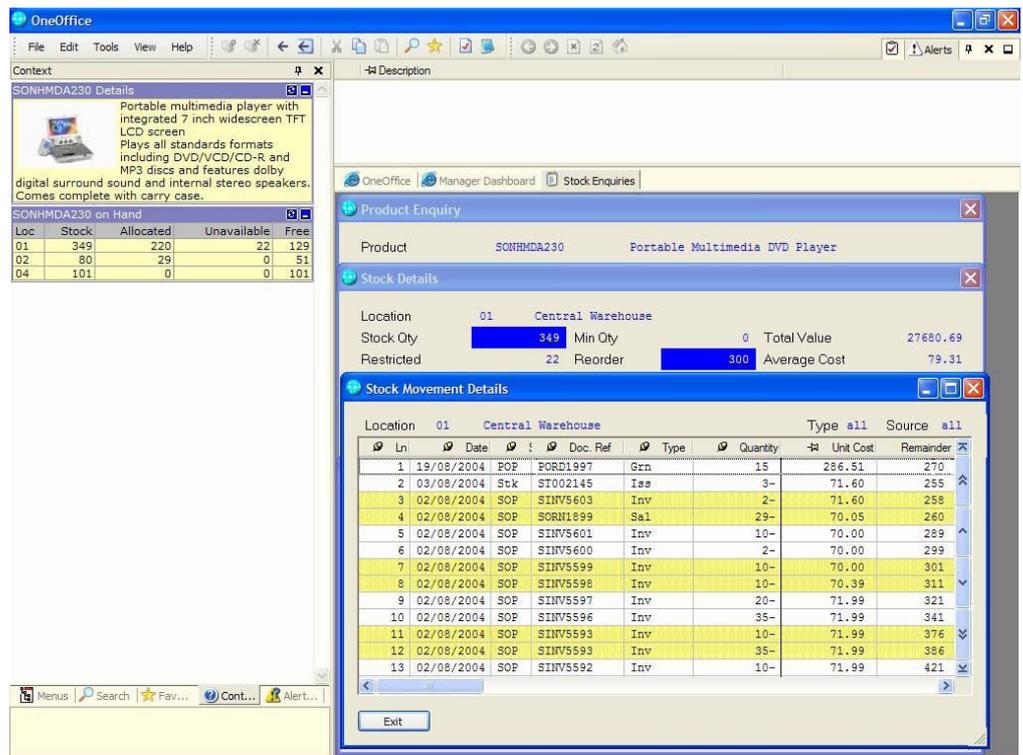


Figure 2. Stock movement information is ready to hand and displayed in a familiar table format. Columns in the table can be reordered, pinned in place or the whole table cut out and dropped into a spreadsheet for further analysis. Active Intelligence displays Stock On Hand information for the product across all warehouse locations and supplementary product information.



Reporting

An comprehensive suite of standard reports include:

- Audit trail of all movements
- Complaints handling
- Stock levels by location, product, group, buyer, etc.
- Stock Level Warning and Replenishment reports - using minimum, maximum or re-order levels
- Batch Tracking to source
- Stock Movement report by product, group and date
- Stock due to expire
- Aged stock (i.e. FIFO) report
- Inactive Item report
- Stock Valuation report - including latest cost option
- Stock Take reports by product, bin and batch
- Stock usage statistics
- Stock Requisition Status report including items in transit
- Users can generate other reports via the STRATEGIX Reporter
- INTRASTAT (EC Trade Statistics) Report

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