
How to create Stock Lists using 'List Builder'

Issue 1: October 2005

Objective:

To make it practical to manage hundreds, if not thousands, of products, products in Sage Line 50 are compiled into different Stock Lists.

Defining a 'Stock-List'.

The Stock List is defined as a group of stock-items to be included in a Stock Take.

In the simplest of examples, a Stock List could be ALL Stock Items in Sage Line 50 but, more often than not, a chosen subset - such as just all items of the same stock category, or stock located at a particular location, or only goods purchased from specific suppliers.

Once created, Stock Lists can be reused time-and-time again.

You may choose to create different Stock Lists for use at different times of the year, at Month End, Quarter End, and End-Of-Year.

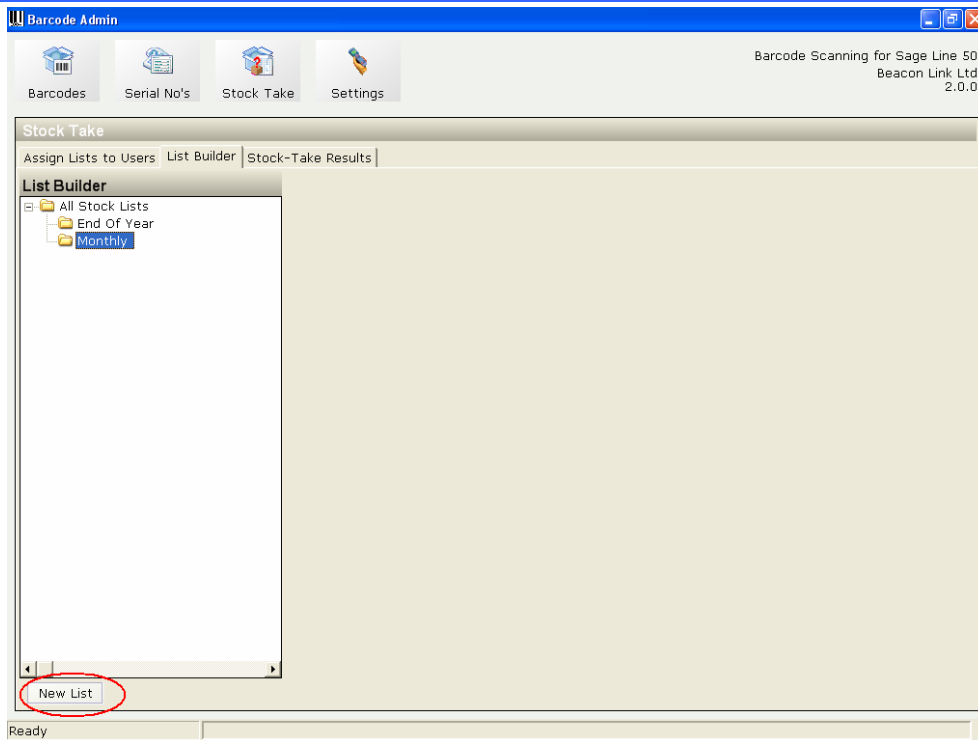
Different stock-lists can also be assigned to different employees. There is no limit to the number of different Stock Lists that you can have.

To Make a New Stock List

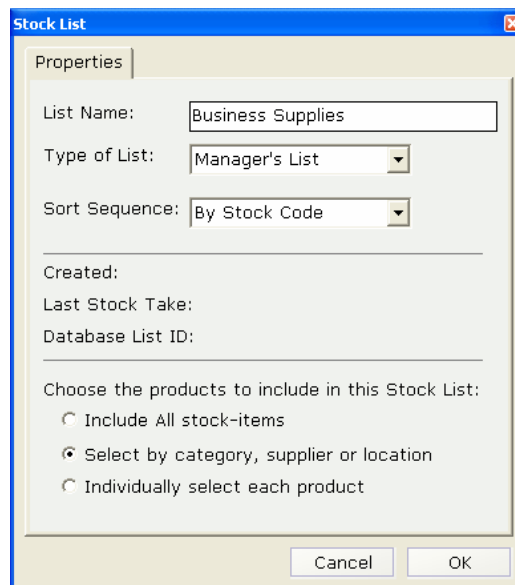
Select the 'Stock Take' icon.

Select the 'List Builder' tab.

High-light the Folder in which you wish the new list to be added, and then press 'New List' (or right-click and select New List).



First select the Folder in which to save the new List.



Press OK to save

Enter the properties for this Stock List as follows:

List Name:

A meaningful name for this list. The following are good examples of Stock List names.

- All Stock Items
- Quarterly Stock List
- Top 100 high-value items
- Aisles A to E
- Stock purchased from XYZ

Paper and Stationery
Showroom Stock

Type Of List:

There are 3 different types of Stock Take

BLIND STOCK-TAKE

This is a standard Stock-Take to be given to employees. It is referred to as 'Blind' because the current stock levels from Sage Line 50 are hidden from operator.

MANAGER STOCK-TAKE

Unlike the 'Blind' Stock-Take, the current In-Stock quantity from Sage Line 50 will be visible to the operator.

EMPTY LIST

This is a stock-take without any pre-selected items. It is akin to someone starting with a blank sheet of paper, and being asked to compile a list of all the items found.

Sort Sequence:

The Stock List can be presented to the user in 1 of 3 different sort orders:

- Sorted in order of Stock Code
- Sorted alphabetically by Product Description
- Sorted by the Location field in Sage Line 50

The operator can actually scan items in any order, but for display purposes we suggest choosing the sort sequence that provides the most efficient route for the operator through the warehouse.

Created:

Shows you when you created this Stock List.

Last Stock Take:

Shows you when this Stock List was last completed.

Database List ID:

For information only, shows the database record number for this Stock List.

Choose the Products to be included in this List

There are 3 options:

All Stock Items:

This is the simplest option, and will incorporate ALL Stock-Items from Sage Line 50. Products set as Non-Stock Items and Service Items are excluded because these cannot have stock levels in Sage Line 50.

Select By Category, Supplier, or Location

This is the recommended option. It allows you to create lists based on selecting groups of products that belong in the same Category, are stored in the same Location, or purchased from the same supplier.

Individually select each Stock Item

Choose this option if you wish to build a Stock list by individually selecting each Stock Item.

All Stock Items:

A preview of all the Stock Items in Sage Line 50 is shown. Having chosen 'All Stock Items' there is no option to edit the list.

Select By Category, Supplier, or Location

There are 4 fields in Sage Line 50 that can be used to compile a Stock List. These are shown below:

The screenshot shows the Sage Line 50 'Product Record' window for 'Calculator - Printing Rolls'. The 'Product Details' section includes fields for Product Code (CALC004), Description (Calculator - Printing Rolls), Category (2 Office Supplies), IntraStat Com. Code, Com. Code Description, Location (Warehouse), and Weight (kg) (0.00). The 'Defaults' section includes Nominal Code (4000), Supplier A/C (CON001), Department (1 Sales), Tax Code (T1 17.50), and Part No. (C21221). The 'Status' section shows In Stock (159.00), Free Stock (159.00), Re-order Level (100.00), Allocated (0.00), and On Order (3.00). The 'Ordering' section shows Last Cost Price (Standard) (0.00), Last Cost Price (Discounted) (0.00), Last Ord Qty (5.00), and Last Ord Date (04/07/2005). The 'Sales Price' section shows Price (6.00) and Unit of Sale (10 Pack). The 'Stock Take' section shows Date (31/12/1999) and Quantity (98.00). Buttons for Save, Discard, Delete, Previous, Next, Print List, and Close are visible at the bottom.

Screenshot showing the 4 fields in Sage Line 50 which can be used to compile a Stock List.

A panel will appear with the distinct list of different Stock Categories, Departments, Locations and Suppliers read from your Sage Line 50.

Tick the check-box alongside each grouping that you wish to include in your Stock List. Each product that meets your

The colour of the text identifies whether the product has already been included in another Stock List:

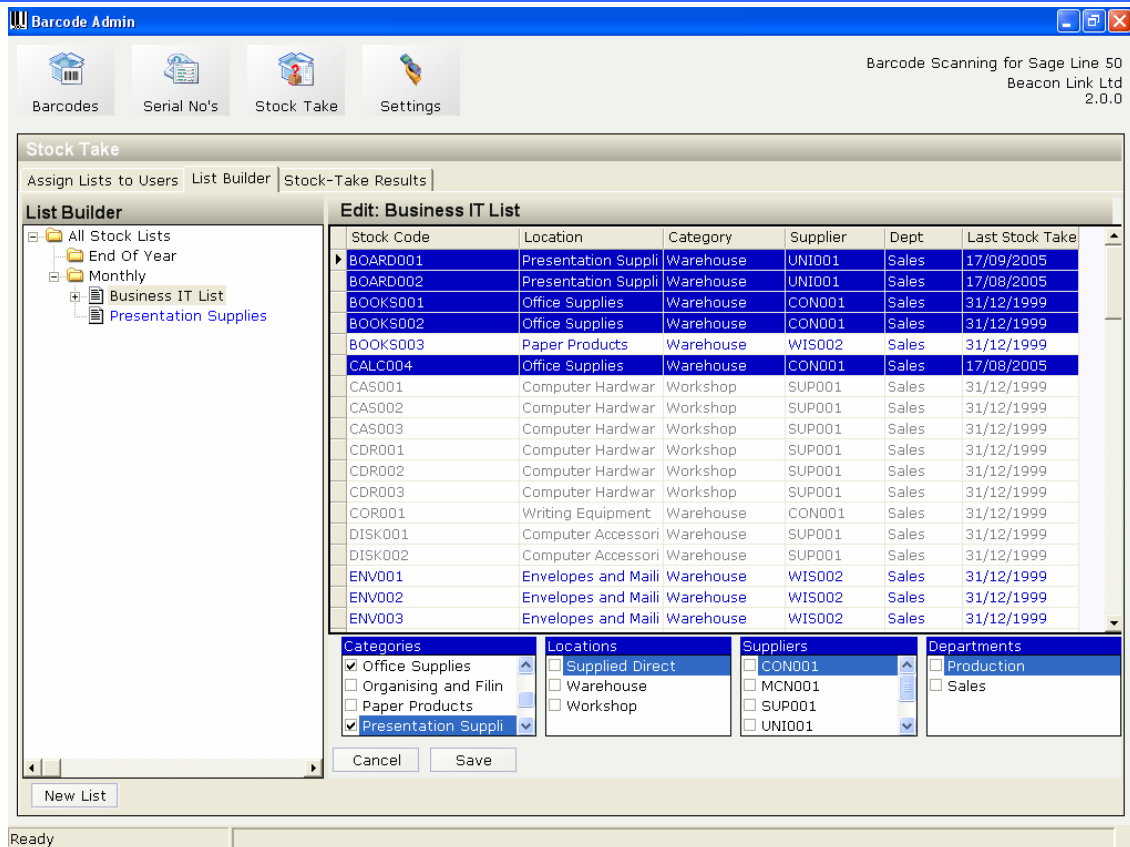
**White on Blue
(highlighted):
Text is Blue:**

This item will be included in your Stock List

This item will NOT be included in your Stock List, but for your information, it has been included in another Stock List

Text is Light Grey:

This item has not been selected on any Stock List



Example of compiling a Stock List for Two Stock Categories.

Individually select each Stock Item

Tick the column alongside each product that you wish to include in your Stock List.

The colour of the text identifies whether a product is included in your Stock List:

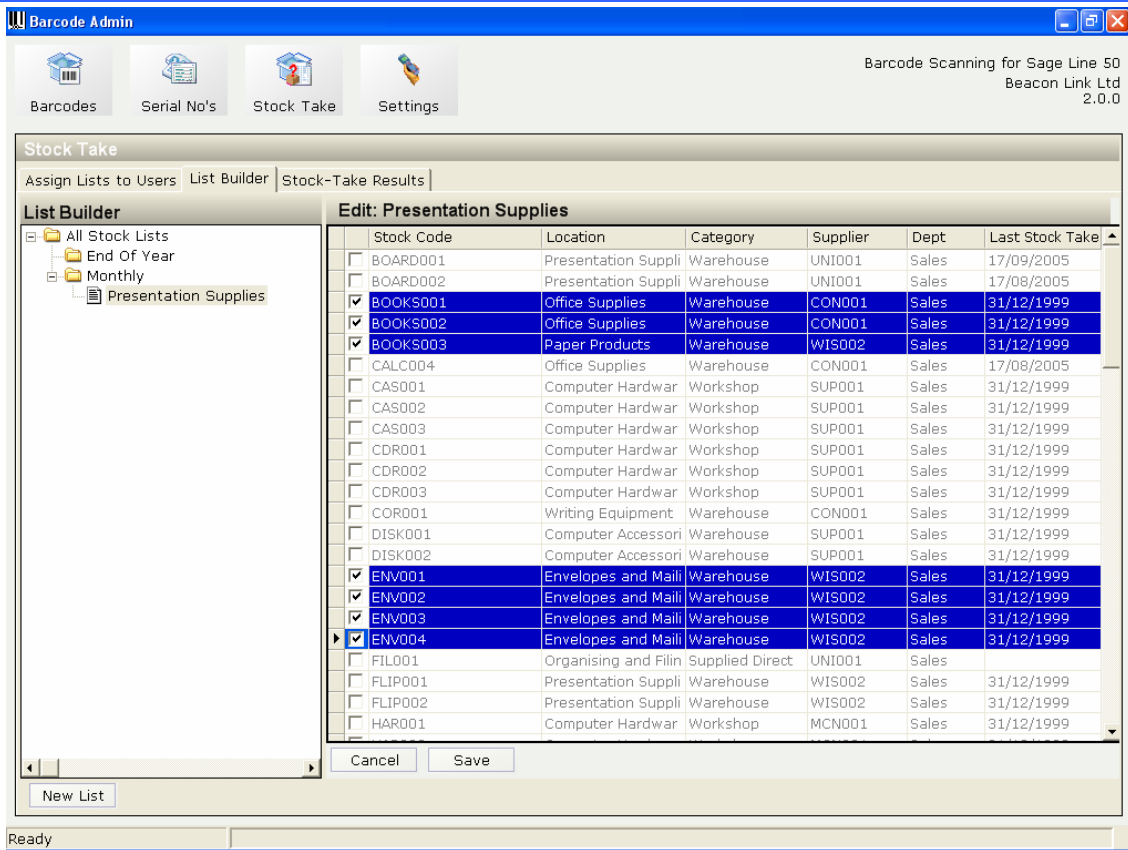
**White on Blue
(highlighted):
Text is Blue:**

This item will be included in your Stock List

This item will NOT be included in your Stock List, but for your information, it has been included in another Stock List.

Text is Light Grey:

This item has not been selected on any Stock List



Example of compiling a Stock List containing only Books and Envelopes.

- END -