



Stock

Planon Software Suite

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About this Document

Intended Audience

This document is intended for *Planon Software Suite* users.

Contacting us

If you have any comments or questions regarding this document, please send them to: support@planonsoftware.com.

Document Conventions

Bold

Names of menus, options, tabs, fields and buttons are displayed in bold type.

Italic text

Application names are displayed in italics.

CAPITALS

Names of keys are displayed in upper case.

Special symbols



	Text preceded by this symbol references additional information or a tip.
	Text preceded by this symbol is intended to alert users about consequences if they carry out a particular action in Planon.

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About Stock

Stock is about keeping track of goods you maintain in a warehouse or a distribution point so that optimum stock levels are maintained at all times. The goal is to be able to deliver the requested products as soon as possible against a certain cost, so business processes are not disrupted by a shortage of products.

The Stock TSI enables you to have a clear and structured overview of your stock. As a Stock Manager, you can maintain products in stock, view stock requests, reorder/replenish products and so on. In short, using the Stock TSI you can track, store and distribute material to accommodate the needs of all the other departments in your organization.

Stock - Concepts

The following concepts are explained in this section:

- [Distribution point](#)
- [Stock item](#)
- [Storage type](#)
- [Storage location](#)
- [Stock request](#)
- [Replenishment](#)
- [Replenishment window](#)
- [Stock transfer](#)
- [Stock position](#)
- [Stock modification](#)
- [Stock valuation](#)
- [Stock valuation methods](#)

Distribution point

A physical location where products are stored in an organization. A distribution point is also referred to as a store or a warehouse.

A distribution point contains defined storage sections for specific storage types, which are further divided into smaller units like bins, racks, pallets and other storage units. Products of a specific distribution point become stock items in that particular store. An organization may have multiple distribution points.

In Planon ProCenter > Stock , every distribution point is registered with the property where it is located. You can also *link* other properties to a distribution point. These are the properties to which the distribution point can *deliver* the products.

If you use **Planon AppSuite - Field Services** with a *PMFS PRO* user license, you can use the **Materials** module, which allows for the configuration of 'mobile stores' and 'self-managed stores'.

- A mobile store is a distribution point that is located in the vehicle of the field engineer. You can make the mobile store functionality work by entering the *owner* of the mobile store (who should be registered as a PMFS PRO user) in the **Mobile store owner** field of a 'mobile' distribution point. If this condition is met, the owner can use the materials in the mobile store as regular stock items. Mobile stores can serve many properties, there is no restriction. Therefore, it is not advised to link properties to a mobile store via the action panel. By

the way, every mobile store is registered on a property (by filling in the mandatory **Property** field), but this is purely administrative and merely means that the vehicle belongs to that building.

- A self-managed store is a distribution point that allows field engineers to add products to their jobs without relying on administration by a store manager in Planon ProCenter . Field engineers can directly issue products themselves, which will be registered on the order. To mark a store / distribution point as 'self-managed', you must set the **Self-managed store?** field of a distribution point to **Yes**.



For more information on configuring **Planon AppSuite - Field Services**, see the *Planon AppSuite - Field Services - Configuration Guide*.

Stock item

A product stored in a distribution point which can be requested, reserved and issued.

A product can be available in multiple distribution points as a stock item.

For every stock item, you can register its minimum stock level (replenishment quantity), Replenishment window, Replenishment quantity Replenishment level and so on.

For more information, see [Viewing stock item quantities](#).

A stock item can be assigned the following statuses:

- **In preparation** - in this status the stock item cannot yet be requested.
- **Active** - the stock item can be requested.
- **Blocked** - the stock item can be requested, but no stock movements can be done on this item temporarily.
- **Discontinued** - in this status, the stock item can be requested until there is no stock left. The stock item will not be replenished.

Storage type

The environment a product must be stored in. The storage type describes the nature of the product being stored.

The storage types can be as follows:

- Fast moving material
- Hazardous products
- Rack storage products
- Pallet storage products
- Cold storage products

You can maintain the storage types in the Stock > Filters step.

Storage location

The physical location where a stock item is stored in a distribution point, so that you can easily locate it.

The storage location can be an area, a shelf, a plastic box, a rack uniquely defined to store items in a distribution point.

The storage locations can be maintained in the Stock > **Stock items** > **Storage locations** step.

Stock request

A stock request is a request to a store manager, to deliver a certain product (stock item) on a requested date.

A stock request is created automatically on accepting a requisition containing a requisition line for a stock item. A stock request is also created when a requisition line that was added to a work order or planned maintenance order is accepted.

A stock request needs to be reserved to confirm the availability of the requested stock items, before making it ready for issuing. If there is not enough stock for the requested items, a partial delivery of the stock request can be made till the remaining quantity is replenished.

Replenishment

Replenishment is the re-ordering of products whose stock level is no longer sufficient. As a stock manager, you can assess the stock levels and order stock replenishment, so that adequate stock levels are maintained to meet demand.

Typically, for replenishing stock in your warehouse you must assess the following:

- Based on the replenishment window (for example the next 2 weeks) and the delivery time of the product, what do you expect *to go into stock* (due to existing replenishment suggestions and purchase orders) and
- what do you expect *to go out of stock* (due to the requisitions).

Replenishment of stock items can be done in two ways:

- **Manually:** allows you to specify the quantity of a selected stock item to be replenished. See [Replenishing stock from a vendor](#).
- **Automatic:** allows you to periodically replenish all stock items in a selected distribution point based on the [Replenishment window](#) and the minimum replenishment quantity required in the stock. See the information about the **Automatic replenishment** field in [Automatic replenishment fields](#). If stock positions are reaching the minimum, a replenishment suggestion will automatically be created with a

suggested delivery date equal to the system date plus the delivery time of the product.



If the delivery time of the product is longer than the replenishment window, a replenishment suggestion is created with a suggested purchase date in the past, so that the suggested delivery date lies at the end of the replenishment window. Therefore, the replenishment window should be longer than the delivery time of the product used for replenishment, because any replenishment suggestions with a suggested purchase date in the past, may lead to the stock replenishment not being executed in time.

Replenishment window

Replenishment window (a period, current date + the window) is relative to the current date and is used to determine which stock movements have to be considered in determining whether or not the stock item needs to be replenished.

Replenishment window determines replenishment quantity, based on the demand of the stock item within the organization in order to assure delivery without delays.

The replenishment window can be determined on the basis of the product quantity that arrives at regular intervals versus the product quantity that is issued to the requestors.

The following factors could be considered, while defining the replenishment window:

- Minimum stock quantity
- Average demand for the product
- Delivery time of the supplier
- Quantity expected to go into stock due to existing replenishment suggestions and purchase orders (considered during automatic replenishment.)
- Quantity expected to go out of stock due to product issues to the requestors (considered during automatic replenishment).



It is recommended that the replenishment window should always be smaller than the delivery time, if not the replenishment suggestions are created that actually cannot be delivered in time.

For more information, see [Replenishment](#).

Stock transfer

Partially or completely moving stock of a particular item from one distribution point to another to reduce stock levels appropriately in a warehouse. Stock transfers are also done to make the stock available when it is in more demand in other distribution points.

In a warehouse, there may be some unnecessary stock items that are not in active use. As a Stock Manager, you can transfer such items to another warehouse where they may be utilized in a better manner.

Movement of products (goods) between storage locations can also arise due to storage limitations, future needs, reclassification of stock and other reasons.

Stock position

The Stock position is the total quantity in stock, plus the quantity that is expected to move into the distribution point (e.g. due to receipts of replenishments) minus the quantity that is expected to move out of the distribution point (e.g. due to issue of requested products.)

Stock position = Total quantity + Quantity expected to move in - Quantity expected to move out.

The stock position in a distribution point is used to determine the quantity to be replenished through automatic replenishment.

Stock modification

Changes in the stock at a distribution point: The following stock modification types are available:

- Stocktaking
- Stock adjustment

Stocktaking

Physical counting and verification of stock quantities currently held in a warehouse.

Stocktaking can be performed to assure that the registered stock quantity corresponds with the quantity that is physically present in a warehouse.

After stocktaking, if a difference in quantity is registered, the quantity in Planon ProCenter is set to the quantity counted physically, upon confirmation.

Stock adjustment

Stock adjustment is the process of adding or removing individual products from the stock. For example, when the shelf life of the product has passed.

Stock valuation

Stock valuation determines how the movement of products from a distribution point (in and out) affects the total and average value of the products in stock.

To perform a stock valuation, you must enable the **Valuation method(s)** on the product. This will apply stock valuation of this product in **all** distribution points in which the product is present.

For more information, see [Stock valuation methods](#).

Stock item batch

A stock item batch is created for every 'movement in' of a product.

A stock item batch of a product is created in the following instances:

- On confirming a purchase order receipt.
- On confirming a (positive) stock mutation/taking.
- On confirming an issue return.
- On receiving a stock transfer.

Additionally, an 'initial' stock item batch is created at the moment that stock valuation is turned on. This batch represents the value of the products that are currently in stock.

You can view the stock item batches in Stock > Stock Movements > Stock item batches.

The stock valuation related fields on a stock item are recalculated in case:

- A stock item batch is created or when its price/VAT is changed.
- A stock item batch modification is created.

Initial valuation batch

An initial valuation batch for a product is created at the moment stock valuation is turned on.

The initial valuation batch represents the current value of the products in stock.



An initial batch is also created in case the quantity in stock is zero.

Stock item batch modifications

A stock item batch modification is created every time there is a product movement.

A stock item batch is created in the following cases:

- On confirming a purchase order return
- On confirming a (negative) stock mutation/taking
- On confirming the issuing of a product
- On shipping a stock transfer



If there is no **Price excl. VAT** available on the default purchase item or if there is no (default) purchase item available and you change the **Valuation method** of the product,

you will receive a warning for the batch modification. If you choose to proceed, a batch is created with 'zero' as its price.

Stock valuation methods

Accounting techniques used to determine the value of the products in a distribution point.

Planon ProCenter supports four different stock valuation methods:

First-in First-out (FIFO)

A valuation method in which the product that moves into the distribution point first, also moves out first.

FIFO is often used for products which have an expiry date or products that degrade in quality with time.

For more information, see Adding a Product > [Stock valuation methods](#).

With FIFO, the value of the stock item is calculated from the sum of the (rounded) remaining value of the (non-depleted) batches.

For more information, see [Rounding of the average stock value](#).

Example: the following example illustrates how FIFO based stock valuation is calculated.

- Purchase price(s) of a product as on:
1st January = 100 and 1st June = 110
- Ordered items **received** (total 30 items) on:
 - - 5th of January = 10
 - - 5th of June and = 10
 - - 5th of August = 10
- 2 items are **issued** on 1st February.
10 items are **issued** on 1st of July.

Stock value based on FIFO:

- **5th Jan:** $10 * 100 = 1000$ (average price $(1000 / 10) = 100$)

- **1st Feb:** $(10 - 2) * 100 = 800$ (average price $(800 / 8) = 100$)

- **5th June:** $(10 - 2) * 100 = 800$ (batch of 5th Jan)

$(10 * 110) = 1,100$ (batch of 5th June)

- Total stock value = 1,900 (average price $(1900 / 18) = 105, 5556$)

- **1st July:** $(10 - 2 - 8) * 100 = 0$ (batch of 5th Jan - all issued/sold)

$(10 - 2) * 110 = 880$ (batch of 5th June)

Total value 880 (average price $(880 / 8) = 110$)

- **5th August:** $(10 - 2 - 8) * 100 = 0$ (batch of 5th Jan - all issued/sold)

$(10 - 2) * 110 = 880$ (batch of 5th June)

$(10 - 0) * 110 = 1,100$ (batch of 5th August)

Total value 1.980 (average price (1,980 / 18) = 110)



The value of the delivered products is determined on the basis of the batch from which they are taken.

Last-in First-out (LIFO)

LIFO is a valuation method in which the products purchased (and delivered) last are sold first. LIFO refers to the assumption that the value of the stock is kept at the lowest level, as the latest received products are usually at a higher price. This means that the products with the lowest value will remain.

In LIFO, the cost of goods sold is based upon the cost of material bought towards the end of the period, resulting in costs that closely approximate current costs. The stock, however, is valued on the basis of the cost of materials bought earlier in the year.

For more information, see Adding a Product > [Stock valuation methods](#).

Example: the following example illustrates how a LIFO based stock valuation is done.

- Purchase price(s) of a product as on:
1st January = 100 and 1st June = 110
- Items are **ordered** and **received** (total 30 items) on:
 - - 5th of January = 10
 - - 5th of June and = 10
 - - 5th of August = 10
- 2 items are **issued** on 1st February.
10 items are **issued** on 1st of July.

Stock value based on LIFO:

- **5th Jan:** $10 * 100 = 1000$ (average price (1000 / 10) = 100)

- **1st Feb:** $(10 - 2) * 100 = 800$ (average price (800 / 8) = 100)

- **5th June:** $(10 - 2) * 100 = 800$ (batch of 5th Jan)

$(10 * 110) = 1,100$ (batch of 5th June)

- Total stock value = 1,900 (average price (1900 / 18) = 105,5556)

- **1st July:** $(10 - 2) * 100 = 800$ (batch of 5th Jan)

$(10 - 10) * 110 = 0$ (batch of 5th June)

Total value 800 (average price (800 / 8) = 100)

- **5th August:** $(10 - 2) * 100 = 800$ (batch of 5th Jan)

$(10 - 10) * 110 = 0$ (batch of 5th June)

$(10 - 0) * 110 = 1,100$ (batch of 5th August)

Total value 1.900 (average price (1,900 / 18) = 105.5556)



In LIFO, the last received batches will be used to deliver and value the products. That is the reason that the batch received on June 5th is used to issue the goods on July 1st. Note that with LIFO, the value of the stock item is calculated from the sum of the (rounded) remaining value of the (non-depleted) batches.

Average price

A valuation method which uses the average purchase price of all goods delivered (received).

Also known as **Average Cost** method, this method of costing uses the average purchase price of all goods delivered (received). In other words, movements out are valued against the average stock item price.

For more information, see Adding a Product > [Stock valuation methods](#).

The average stock value = total received batch value/total number of received items (from start date defined on the product).

The total stock value = this average stock value * the number of items in stock.

Moving average costs

Also known as **Weighted Average Price** method, this valuation method uses the average purchase price of all products currently in stock.

In this approach, the movements out are valued against the average stock item price (while for FIFO/LIFO this is done against the value of the batch the items were retrieved from.) this method uses the actual value (quantity) in stock and the value (quantity) of the (new) batch.



It is recommended that you increase the scale of the average price in order to reduce rounding differences in calculating total stock values.

Rounding of the average stock value

On adding a batch, its value is added to the total value in stock. Then the average value is calculated by dividing this by the number of items in stock. However, due to rounding, the total value may no longer correspond with the average value times the number of items in stock.

If total stock value is not recalculated, it could result in a non-zero stock value while no products are in stock.

For example:

- Total stock value = 10 euro. Number of items in stock = 10
- Now a batch of 10 items with a total value of 9,95 is added.
- If no recalculation would be done, this would result in a stock value of

$10 + 9.95 = 19.95$ euro.

- The average price of total stock - $19.95/20 = 0.9975$ which is rounded to 1 euro.

When you issue all the products (against 1 euro) it may result in a negative stock value of 0.05. Therefore a recalculation is required.

Hence, on recalculating, the stock value will be: $20 * 1 = 20,00$ euro.

Hence, it is recommended that a more detailed scale should be defined for the average value in order to prevent these rounding differences as much as possible.

For example, if in the example above, the scale of the average value is defined as 4 digits, on recalculating the stock value, the rounding difference will not affect the stock value.

The recalculated stock value will now be $20 * 0.9975 = 19.95$

Working with Stock

The following procedures are explained in this section:

- [Linking properties to a distribution point](#)
- [Linking products to a distribution point](#)
- [Stock items](#)
- [Stock movements](#)
- [Replenishing stock from a vendor](#)
- [Replenish stock from a distribution point](#)
- [Receiving stock items](#)
- [Issuing stock items](#)
- [Stock modifications](#)
- [Transferring stock items](#)

Linking properties to a distribution point

Linking properties to a distribution point enables you to request stock items (of the distribution point) from these properties.



When you link a main property to a distribution point, the distribution point is also applied to its subproperties.

To link properties to a distribution point

Procedure

1. Go to Distribution points.
2. In the element list, select a distribution point for which you want to link properties.
3. Click Link properties on the action panel.

The Link properties dialog box appears.

4. Select the properties you want to link and move them to the In use section.
5. Click OK. The selected properties are linked to the distribution point. The name, sequence and property code of the linked properties are displayed in the data section.

When a requisition line is created, the Sequence defines which distribution point should be found first to deliver the requested product.



You can link one or more distribution points to a property, through a similar action on the **Properties** level.

Linking products to a distribution point

As a stock manager, you can easily define all the products available in a distribution point in one go, so you do not have to create individual stock items for each product in that distribution point.

Procedure

1. Go to Distribution points.
2. In the element list, select a distribution point to which you want to link products.
3. Click Link products on the action panel. The Link products dialog box appears.



The **Available** list displays all the non-archived products for which stock items are not yet available in the selected distribution point.

4. Select one or more products and move them to the In use section.
5. Click OK. For every product moved to the In use list, a stock item is created in the selected distribution point.

If you move products from the **In use** back to the **Available** list, the corresponding stock item is no longer available in the selected distribution point.



You can link multiple distribution points to a product, through a similar action on the **Products** level in the Products TSI. Newly created stock items are in **In preparation** status by default. You must change the status to **Active** in order to be able to use them.

Stock items

Viewing stock item quantities

As a Stock Manager, you can view the available quantities of every product in your distribution point, in order to be able to replenish/issue products on time and in the appropriate amounts.

To view the available stock quantities:

Procedure

1. Go to Distribution points.

2. In the element list, select a distribution point to view the available stock levels of the stock items.
3. Drill down to Stock items. The available stock items in that distribution point are displayed.
If you do not select any specific distribution point, and then drill down to Stock items, all available products in your warehouse are displayed.
4. For a description of the different quantity fields, refer to Stock item quantity fields.

For a description of the fields which can be maintained for a stock item, refer to [Stock item maintenance fields](#).

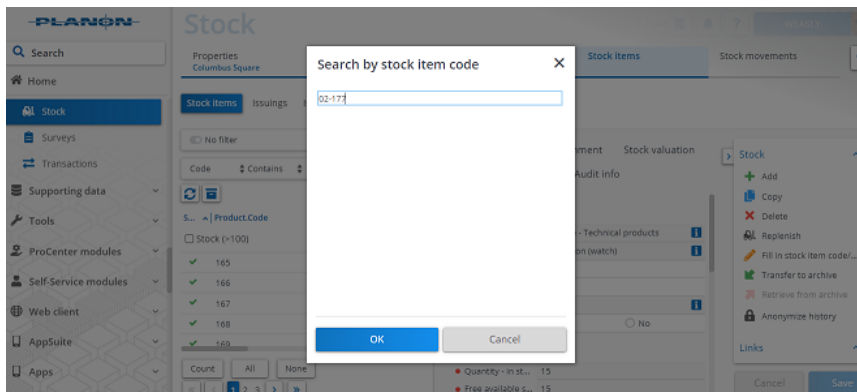
Searching by stock item code

As a stock manager, you can find a stock item by its code, using the **CTRL + space** short cut key in the Stock TSI, regardless of the level/step you are at.

This feature is available for stock items in all relevant levels and steps in Stock .

Procedure

1. Go to Stock items.
2. Press CTRL + space on the key board.
3. In the search bar, enter the code of the stock item that you want to find.



4. Click OK.

The specific stock item is highlighted.

Linking storage locations to stock items

You can define the precise storage locations within a distribution point where stock items are stored. You can do this by linking a stock item to one or more storage locations within a distribution point. You can add new storage locations at **Stock items** >

Storage locations step. The storage locations can be linked to stock items by following this procedure:

Procedure

1. In the **Stock** TSI, navigate to the Stock items level.
2. Select a stock item which you want to link to a storage location.
3. On the action panel, click Link storage locations.

The Link storage locations dialog box appears.

4. Select one or more storage locations in the Available list and move them to the In use section.
Archived storage locations are not displayed.
5. Click OK.

The stock item is linked to the selected storage location(s). The links between stock items and their storage locations can also be maintained at Stock movements > Storage locations.

Stock movements

Stock requests

Process

1. When a **Product requisition** status is moved to Accepted, stock requests are created for every requisition line.
2. If a requisition line is related to a **Work order** or **Planned maintenance order**, stock requests are created when the requisition lines themselves are moved to the Accepted status.

For more information on creating a requisition or requisition line, see Work Orders : Adding orders and Requisition line fields.

3. You can view the stock requests for the requested items in Stock movements > Stock requests.

The Stock request fields are populated with the information provided on the related requisition in Work Orders .



The **Suggested delivery date** and the **Suggested issuing date** of the stock request are calculated on the basis of the **Internal delivery time** required on the stock item.
Suggested delivery date = the Requested delivery date of the requisition.
Suggested issuing date = the Suggested delivery date - Internal delivery time.
If the **Suggested issuing date** is changed/modified:
Suggested delivery date = the Suggested issuing date + Internal delivery time.

Stock request statuses

When a stock request is created, it is in the **Open** status.

1. Before a stock request can be processed for issuing, you must first reserve the requested stock items.

The following the statuses are available for a stock item:

2. Open -- > Reserved -- > Ready to issue -- > Issued .

Reserving a stock request

Stock managers can reserve requested stock items in a distribution point and issue them to the requestors later.

When a stock request is set to the **Reserved** status the system verifies if sufficient stock is available. If not an alert is displayed.

Reserving stock items in a distribution point

1. Go to Stock requests.
2. Select a stock request with the Open status.
3. Click Reserve on the action panel.

You can only reserve a stock request if there is sufficient stock available for the quantity requested.

- If the stock is available, the stock request will be directly processed for issuing to the requestor.
 - If there is not enough stock available, a partial delivery is made for those items if partial delivery is allowed on their requisition lines.
 - If partial delivery is not allowed for the product, the stock request cannot be set to **Reserved** and the delivery will be delayed until the stock is replenished.
4. When the stock request status is **Reserved**, the stock quantities are recalculated for the related stock items.



It is possible to reduce the reserved quantity for a stock request with status **Reserved**, to free up stock for other stock requests. In that case, a partial delivery will be made for the original stock request.

Replenishing stock from a vendor

Stock managers regularly replenish stock items and make these available for reservations or issuing. Efficient stock replenishment means reducing storage costs. The following procedure is about *manual* stock replenishment. If required, you can also make

settings for *automatic replenishment* of the stock items in the **Automatic replenishment** fields. For an explanation of the fields, see [Automatic replenishment fields](#).

Procedure for manual replenishment

1. Go to Stock items and select the product that you want to replenish.
2. On the action panel, click Replenish.

You can also multiple stock items using Action on selection.

3. Enter the quantity of the stock item(s) to be replenished.
4. Click OK.

A replenishment suggestion is created in Stock movements > Replenishment suggestions.

The new replenishment suggestion becomes available in the Purchase suggestions step to be processed into a purchase order in Purchasing . If the Distribution point for replenishment field has a value, a stock transfer is created instead of purchase suggestions.



For more information, see [Purchase suggestions](#) in the user documentation.

Replenish stock from a distribution point

Stock managers regularly replenish the stock items in a distribution point and make the stock items available for reservations or issuing.

Replenishing stock from a distribution point:

1. Go to Stock > Distribution points.
2. Select a distribution point for which you want to replenish stock.
3. On the action panel, click Replenish stock.

This will initiate a background action.

All stock items in the selected distribution point whose **Automatic replenishment** field is set to **Yes**, are checked for stock replenishment. For a description of the fields, refer to [Automatic replenishment fields](#).

Receiving stock items

When the products are delivered due to a purchase order, as a Stock Manager, you want to receive the products and register them as stock items.

Registering receipt of stock items

1. Go to **Stock items** > Receipts.
2. Click Stock receipt on the action panel.

The **Purchase order** dialog box opens.

3. Select the purchase that is related to the receipt.

Only purchase orders with the Accepted status and belonging to the selected distribution point(s) are displayed.

4. Click OK.

The **Product receipt dialog box** appears.

5. In the Receiving field, fill in the number of items received.

If not all ordered items are received, only enter the actual received number of items.

6. Click OK.

A stock receipt is created with receipt lines for every received item. In each receipt line, the **Quantity received** is set to the value entered in **Product receipt dialog box**.

The **Code**, **Name** and **Line number** of the receipt line are set to the code and name of the purchase order line it was based upon.

7. The receipt lines can be found on the Stock Movements > Receipt lines step.
8. Click Confirmed on the action panel. When the receipt is confirmed, the stock quantities are updated.

Once the receipt has been confirmed, it is no longer possible to add/remove receipt lines or to change the quantity of a receipt line.

It is also possible to add a receipt with receipt lines on the **Stock items > Receipts** and **Stock Movements > Receipt lines** steps, by clicking **Add** on the action panel.



If a stock valuation method is defined for the product (stock item), the following process starts: upon confirming the receipt of the stock item, a stock item (valuation) batch is created and the stock valuation related fields on the stock item are updated per receipt line.

Issuing stock items

Stock managers can set the status of reserved products to **Ready to be issued** and hand the items over to the requestor.

This automatically creates issuings with issuing lines in the **Reported** status. When multiple stock-items are selected for the same product requisition, work order or planned maintenance order, multiple issuing lines will be added.

Issuing stock items to a requestor

1. Go to Stock requests.
2. Select the stock request that is ready to be issued.

3. Click Ready to be issued on the action panel. The following actions are carried out:
 - If the reserved quantity is less than the requested quantity, then a new **Open** stock request is created for the non-reserved products and the quantity of the existing stock request is updated.
 - An issuing line is created in **Stock movements > Issuing lines**. The issuing line displays information, such as the product name and code, the distribution point to which the product is linked to, the quantity of the product that is ready to be issued and the date of issuing.



If there is a reported issuing present for the requisition, work order or planned maintenance order, the issuing line is added to that issuing. If there is no reported issuing, no new issuing will be created for the requisition.



You can cancel a product issuing, by deleting its issuing line. If an issuing line of a stock item is deleted, the status of the related stock request is set back to **Reserved**.

Direct issuing of products

It is possible to directly issue stock items without an existing requisition, work order or planned maintenance order. This allows you skip the regular procedure of issuing stock items.

Procedure

1. Go to Stock items > Issuings.
2. On the action panel, click Direct issue.

The Direct issuing wizard appears.

3. On the Define issue step, you can choose to:
 - **Add issue to an existing order** (any type).



- When selecting a work order or planned maintenance order, you have the option to add the issuings directly to the selected order or add them to a subrequisition.

- Selecting Yes will add the issuings to the selected work order or planned maintenance order. Selecting No will enable the Select standard requisition field, where you can select a standard requisition and the issuings will be added to the created subrequisition.

- If a unique requisition already exists as a suborder, the issuings are directly added to it without creating a new subrequisition. However, if there is more than one subrequisition, the Select standard requisition field is enabled where you can select a new standard requisition.

- If a sub work order or subrequisition is selected, the issuings will be added directly to it.

• If the requisition, work order or planned maintenance order is Administratively completed or Canceled, any created purchase suggestions and stock requests are removed.

Or

- **Add issue without an existing order.**

The system creates a (product) requisition. It also creates the issuing that is linked to the newly created requisition order.

If the existing order is not a requisition, work order or planned maintenance order or if issuing is done without an existing order, you must select a standard requisition as the basis for the requisition from which the issuings will be made.

- Additionally, select the distribution point (store) of the stock item.
- Click **Next**.

4. On the Select products step, you can add new products for which an issuing should be made.

- Select stock item(s) for which an issuing should be made. You can filter **All/Available** products in the list.
- Enter the quantity to be issued.
- Click the **Add to list** button.

For every product added in step 2, a requisition line is created under the requisition that was selected or created at step 1.

- Click **Next**.

5. On the Complete order step you can complete/change the requisition that was selected or created at step 1.

- On clicking **Next** the requisition is accepted.
- If the requisition selected/created at step 1 has a **Reported** or **Confirmed** status, a stock request is created for all requisition lines (even if not selected in step 2).
- If the requisition has already been accepted, a stock request with the status **Open** is created for every new product that was added in step 2.

6. On the Complete new lines step you can complete/change the requisition lines that were created for the products added in step 2.

- Only those fields are editable which are allowed to be changed for an **Accepted** requisition line.
- Click **Next**.

On the Confirm step, the actions to be taken are displayed.

7. Click Complete.

The issuings will be created for the selected products.

Confirming the issuing of stock items

Stock Managers can confirm the issuing of a requested product, once the product is delivered to the requestor or to the tradesperson / field engineer for whom it was requested.

Go to Stock items > Issuings and click **Confirmed** on the action panel.

When you confirm the issuing of the stock item, the following actions are carried out:

- The issuing date is set to the system date.
- The **People** field is populated with the name of the requestor. If the product issuing is linked to a work order or planned maintenance order, this field remains empty, since the requestor is not necessarily the person picking up the product. It will be picked up by a tradesperson / field engineer.
- The stock quantities and **Last issue** field of related stock items are updated.



At this point, it is no longer possible to add/remove receipt lines or to change the quantity of a receipt line once the receipt has been confirmed.

Registering issue reversal

Stock managers can easily revert the issuing of a stock item.

Typical reasons for such a reversal are:

- the wrong product was issued
- the issued product is defective
- too many products were delivered

Registering issue returns in one go

1. Go to Stock items > Issue returns.
2. Click Stock return on the action panel.

The Order dialog box appears.

3. Select the order for which you want to make the return.



Only requisitions, work orders or planned maintenance orders that meet the following criteria are displayed:
the orders must have the **Accepted/In progress/Technically completed** status.
They should also have at least one requisition line for which one or more issues are created. Finally, the orders must have a distribution point.

4. Click OK.


The Stock return dialog box appears.


Stock return ✕

Issue

Code: ret01

Name: Return draught excluder

Return date: 6/30/2022 

Order: 251.00, Cleaning order 

Comment: wrong type

Issue line

Name	Distribution point	Unit	Ordered	Issued	Returned	Returning
Draught Excluder Rubber Self Ad...	03	01	1	1	0	1

Reset

OK Cancel

5. Complete the fields in the dialog box.

For a description of these fields, refer to [Issue return – Stock return fields](#). Note that the **Issue line field > Returning** column is crucial, because it is where you enter the number of returned items.

6. Click OK.

An Issue return with return lines is created.


The **Issue return lines** can be viewed in **Stock movements > Issue return lines** step.

7. Click Confirmed on the action panel. The stock quantities are updated.

Creating issue returns manually

Procedure

1. In **Stock items > Issue returns** step, click **Add** on the action panel.
2. In the data section, fill in the relevant fields. For a description of these fields, refer to [Issue returns - fields](#).
3. Click **Save**.
An **Issue return** is created.
4. Click **Confirmed** on the action panel.
The stock quantities are updated.

 When an **Issue return** is confirmed, products are added to one or more stock item batches related to the **Issue**. This is done for every **Issue return line** that is linked to a stock item for which stock valuation must be registered.

Creating an issue return line

For every **Issue return**, you must create an **Issue return line** to register the returned product.

Procedure

1. Go to **Issue return line**.
2. Click **Add** on the action panel.
3. In the data section, fill in the relevant fields. For a description of these fields, refer to [Issue return line - fields](#).
4. Click **Save**.
An **Issue return line** is created.
5. Click **Confirmed** on the **Issue** level action panel.
The following actions are carried out:
 - An **Open** stock request is created, with a **Requested quantity** equal to the quantity in the issue return lines.
 - When an **Issue return** is confirmed, stock valuation is updated for the stock item on which the return is made.

Returning a stock item to the supplier / vendor

Stock managers can register the returns of product(s) to the vendor and remove these product(s) from stock.

Procedure

1. Go to Returns.
2. Click Stock item return on the action panel.
The Purchase order dialog box appears.
3. Select a purchase order for which a return should be made.



Only purchase orders in the **Accepted** or **Technically completed** status and with at least one confirmed receipt, are displayed in the dialog box.

4. Click OK.
The Stock item return dialog box opens.
5. For a description of the fields, refer to Stock item return fields.
6. Fill in the fields and click OK.

A purchase order return is created for the item that is linked to the selected purchase order.

For every individual purchase order line with a return quantity, a return line is created, which is linked to the purchase order line. The code / name on the return line are identical to those on the purchase order line.

7. Click Confirmed on the action panel.

On confirming a stock item return:

- The stock quantities are updated.

- Returns are valued against the value of the related Receipt batch (regardless the valuation method).



Once the return has been confirmed, it is no longer possible to add/remove return lines or to change the quantity of a return line.



You can also add a return with individual return lines by clicking **Add** on the action panel at **Stock items > Returns** and **Stock Movements > Return lines**.

Stock modifications

Stocktaking

Stocktaking is about registering currently held stock quantities in a distribution point, in order to validate if the registered quantities of the stock items are up-to-date.

Procedure

1. Go to Stock movements > Stock modifications
2. Click Add stocktaking (Stock cycle-count) on the action panel.
3. In the data section, fill in the relevant fields.
4. For a description of these fields, refer to Stocktaking - stock modification fields.
5. Click Save.

The stocktaking is completed.

6. On the action panel, click Confirmed. The stock quantities are re-calculated based on the Actual quantity arrived at after the counting and the initial quantity available in the warehouse.

The **Quantity in stock** field of the selected stock item is updated.



Once the stocktaking is confirmed, the actual quantity can no longer be modified, nor can you delete a stock modification (stocktaking) once it is confirmed.



If a stock valuation method is defined for the product of the stock item, the stock valuation related fields on the stock item are updated upon confirming a stock modification (stocktaking).

Stock adjustments

Stock adjustments are performed when adding stock as an initial record or when adjusting your stock.



In Field definer , Planon application managers can add user-defined types for stock adjustments, as required.

Procedure

1. Go to Stock movements > Stock modifications.
2. Click Add Stock adjustment on the action panel.
3. On the data panel, fill in the relevant fields.
4. For a description of these fields, refer to Stock adjustment fields - stock modifications.
5. Click Save.

A stock adjustment is created.

6. On the action panel, click Confirmed. The stock quantities are re-calculated and updated based on the Mutation quantity.

The **Quantity in stock** field of the selected stock item is updated.



Once the stock adjustment is confirmed, the **Mutation quantity** can no longer be modified, nor can you delete a stock modification (stock adjustment) once it is confirmed.



If a stock valuation method is defined for the product of the stock item, the stock valuation related fields on the stock item are updated upon confirming a stock modification (adjustment).

Transferring stock items

As a stock manager, you may want to transfer products from one distribution point to another.

(Transfers out) shows all outgoing transfers from a source distribution point.

(Transfers to) shows all incoming transfers at a destination distribution point.

Procedure

1. Go to Stock movements > Transfers (out).
2. On the action panel, click Add.
3. In the data section, fill in the relevant fields.
4. For a description of these fields, refer to Stock transfer fields.
5. Click Save.

The stock transfer is created.

Statuses in stock transfers

After creating a stock transfer, to move stock items from one distribution point to another, you can assign the following statuses:

- **Reported** - The stock transfer's status when it is created.
- **Reserved** - Makes the stock items unavailable for other incoming requisitions. You can also move the stock transfer directly from **Reported** to **Shipped**.
- **Shipped** - Click **Shipped** when the stock transfer is actually shipped. The stock quantity at the distribution point is reduced with the quantity that is transferred.
If you change the status of the stock transfer to **Shipped**, the stock valuation related fields on the stock item are updated.
- **Received** - Click **Received** when the stock quantity arrives at the destination distribution point. The stock quantity in the recipient distribution point is increased with the transferred quantity.
- If you change the status of the stock transfer to **Received**, the stock valuation related fields on the stock item are updated.

For more information, refer to [Stock item batch](#).


Stock – Field Descriptions


Stock items - quantity related fields

Field	Description
Automatic reservation	Select Yes to have stock items of the stock request reserved automatically. If sufficient stock is available, all incoming stock requests are automatically changed the to Reserved status. The order in which the stock requests are processed depends on the date on which they were added (first-in-first out).
Quantity in stock (total)	Displays the total number of products that are in stock (including products that have already been reserved, but not issued yet).
Quantity reserved	Displays the sum of the reserved quantity of all Reserved and Ready to issue stock items.
Free available stock	Displays the total number of stock items that have not yet been reserved.
Quantity requested (pending)	Displays the number of products that have been requested and need to be processed (stock still needs to be reserved). That is the total number of requested products minus the products for which stock has already been reserved.
Quantity requested (total)	Displays the sum of all requisitions that have not been issued yet. That is the requested quantity of all Open , Reserved and Ready to issue stock requests for the stock item.
Quantity ready to be ordered	Displays the <i>suggested</i> quantity to be ordered for the product. It displays the sum of the quantity of all non-processed replenishment suggestions and the sum of the quantity of all the linked Reported purchase orders.
Quantity ordered	Displays number of products that have been purchased (for replenishment) and have not yet been received.
Linked storage locations	Displays details such as Code and Name of the linked storage locations of the stock item.

Field	Description
Other distribution points	<p>Displays details such as Code, Name, Free available stock, Quantity requested (pending) and Quantity ordered of the stock item in all the other distribution points where the product is available.</p> <p>This information can help you decide whether you should replenish (purchase) the product, or retrieve it from another distribution point (via a stock transfer).</p>


Stock items - management related fields

Field	Description
Code	<p>If you want to fill in the code for the stock item automatically, click Fill in stock item code/name on the action panel. The code/name format can be specified in the Stock code fill in policy field on the Distribution points level and step.</p> <p>Four different <i>Stock code policies</i> are available:</p> <p><ProductCode> (default) <ProductCode>-< DPCode> < DPCode>-<ProductCode></p> <p>Manual input</p>
Internal delivery time	<p>The period between the issuing of a stock item and the moment the stock item is actually received by the requestor.</p> <p>You can select a period (days, weeks, months, years).</p> <div data-bbox="609 1409 1317 1566" style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p> If this field does not have a value, it is recommended to enter zero as a value. Otherwise, the suggested issuing date of the stock request will not be calculated.</p> </div>
Last receipt	The most recent date that a stock receipt has been populated. This date can be used for managerial purposes (e.g. how often is this stock item used?).
Last issue	The most recent date that a stock issue has been done. This date can be used for managerial purposes (e.g. how often is this stock item used?).
Name	Enter a name for the stock item.

Field	Description
Deviating purchase item	Select an alternative supplier (purchasing item (PIR)) in case replenishment should not be done via the default supplier (purchasing item).
Product	Select the product of the stock item from the list.
Distribution point	Select the distribution point to which the product is linked.
Replenishment window	Set the period for the replenishment window. The default value is two weeks.
Automatic replenishment	Select Yes , to automatically replenish from the distribution point. If you select No , you have to do the replenishment settings manually.
Replenishment method	Select a replenishment method. Maximum quantity is selected by default. The other method of replenishment is Fixed quantity . For more information, refer to Replenishment method .
Replenishment level	Set the replenishment level in a decimal value.
Replenishment quantity	Set the replenishment quantity as required.
Distribution point for replenishment	Select the distribution point that must be used for stock replenishment.
	<div style="border: 1px solid #0070C0; padding: 5px;">  You cannot select the same distribution point here as in the Distribution point field. </div>
Valuation date-time	Date-time of the last valuation change in the time zone of the property (of the distribution point) of the stock item.
Valuation method	Displays information retrieved from the related product in Products .


Automatic replenishment fields

Field	Description
Automatic replenishment	Select Yes to include the stock item in an automatic replenishment action. The products that must be replenished and the replenish quantity are thus determined automatically.

 The automatic replenishment can only be executed if you define and activate an *action definition* in the

Field	Description
	<p>Alerts TSI. In this definition you must select the Distribution points business object as an alert condition and define the actual distribution points that should be scheduleable in the filter. You must also select the Replenish stock action on the action definition. For more information on creating action definitions, see Adding an action definition.</p>
	<p>If you select No, the stock item is not replenished automatically. In that case, a manual replenishment action must be carried out.</p>
Replenishment method	<p>Select a method for replenishment.</p> <p>Maximum quantity: calculates the quantity to replenish, so that after replenishment the quantity in stock is equal to the replenishment quantity. For example:</p> <p>Replenishment quantity = 50 Replenishment level = 5 Calculated stock position = -15 Quantity to replenish = 65 (from -15 up to and including 50)</p> <p>Fixed quantity: If you select this method, replenishment is done based on a defined fixed quantity (one or multiple times), until the stock position and the quantity to be replenished becomes greater than the replenishment level.</p> <p>Example:</p> <p>Replenishment quantity = 10 Replenishment level = 5 Calculated stock position = -15 Quantity to replenish = 30 (from -15 up to > 5 = 21; this requires 3 x 10 replenishments)</p> <p>For more information, refer to Replenishment.</p>
Replenishment window	<p>Specify the period to be used in calculating the stock position. 2 weeks is specified by default. For more information, refer to Replenishment window.</p>
Replenishment level	<p>Specify a minimum quantity. When reached, the automatic replenishment is triggered.</p>

Issue returns – Stock return dialog fields

Field	Description
Code	Enter a code for the stock return.
Name	Enter a name for the stock return.
Return date	Select a date for the return. The current date is displayed by default.
Order	Displays the order on which the return is made.
Comment	Enter a comment describing the issue return or any other related information.
Issue line	Displays the Code, Name, Distribution point of the issuing lines and the unit of measurement of the product to be returned. It also displays the number of items ordered, number of items issued and also number of items returned, if any, so far. In the Returning column, specify the number of items to be returned.
	<div data-bbox="609 1066 1317 1157" style="border: 1px solid black; padding: 5px;"> If one of the products is not to be returned, you can remove it from the return by making the quantity zero.</div>
Reset button	Resets the quantity to return to zero for all lines.

Issue returns - fields

Field	Description
Order	Select a requisition or a work order or a planned maintenance order for which you want to create an issue return from the list.
Code	Enter the code of the returned product.
Name	Enter the name of the returned product.
Return date	The date on which the product is returned.
Registered by	Select the person registering the returned product(s).

Field	Description
Distribution point	Select the distribution point to which the product is linked.
System status	Displays the status of the return.
Date completed	Enter the date of completion for the return.
Comment	Enter remarks, if any, about the return.

Issue return lines - fields

Field	Description
Issue return	Displays the date, code and name of the issue return.
Line number	Enter a line number for the issue return.
Requisition lines	Displays the name and code of the related requisition line. The Info button gives access to all requisition line details.
Code	Enter code of the issue return line.
Name	Enter name of the issue return line.
Quantity	Displays the quantity to be returned.

Stock item return fields

Field	Description
Code	Enter the code of the product return.
Return date	Enter the date of the return. By default, the current date is filled in.
Comment	Enter remarks, if any, regarding the return.
Return line	All the purchase order lines on which a return is possible are displayed. For every individual purchase order line you can indicate if there are any returns to be made. Enter the quantity to return for purchase order line, if any.





Stocktaking - stock modification fields

Field	Description
Code	Enter code for the stocktaking you want to perform.
Name	Enter a name for this instance of stocktaking.
Comments	Enter remarks, if any.
Stock item	Select the stock item for which stocktaking is done.
Modification date	Enter date of stock modification, in this case, date of stocktaking.
Actual quantity	Enter the actual stock quantity, after the physical counting of the items is done.
Mutation quantity	Displays the difference in quantity between the initial stock quantity (system quantity) registered for the stock item and the actual, physical quantity. A minus sign (-) is used to specify a decrease in the number of stock items.
User-defined status	Select the stock item's status.

Stock adjustment fields - stock modifications

Field	Description
Code	Enter code for the stock adjustment you are going to perform.
Comments	Enter your remarks, if any.
Name	Enter a name for this stock adjustment.
Mutation quantity	Enter the quantity of items you want to remove from stock.
Modification date	Enter the date of the stock modification. In this case, the stock adjustment date.
Stock item	Select the stock item for which you want to do a stock adjustment.
User-defined status	Select a status from the list.

Stock transfer fields

Field	Description
Code	Enter code for the product transfer.
Comments	Enter remarks about the stock transfer, if any.
Name	Enter a name for the product transfer.
Distribution point (from)	Select the distribution point from which you want to transfer products.
	 If you change the Distribution point (from) and the product of the stock transfer is not present as a stock item at the new distribution point, both the Product and Distribution point (to) fields are cleared.
Distribution point (to)	Select the distribution point that you want to transfer products to.
	 If you transfer a stock item that is not defined as a stock item in the Distribution point (to) , a stock item is automatically created in this distribution point as soon as the transfer is confirmed or received.
	 If you change the <i>product</i> of a stock transfer to a product that is not present as a stock item in the Distribution point (to) , this field is automatically cleared.
Product	Select the product that needs to be transferred.
	 If a stock valuation method is defined for the stock item, the stock valuation related fields on the stock item are updated.
Shipment date	The date of shipment for the transfer.
Receipt date	The date of receipt of the transfer.
Quantity	Enter the quantity that needs to be transferred.

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