

Changing the accounting of stock levels from item to variations or reverse

If an item and its variations do not have stock level in any of the departments the change is a simple change of the Stocks checkbox in the Item within the Goods & Service form.

If the item or any of its variations have a stock level in any of the departments the following procedure needs to be followed:

1. Using the Stock list PDF report identify item for which the change of stocks accounting is requested and note the stock levels. Repeat this for all departments where there might be stocks for the item in question.
2. Open a job card (type: Internal Finishing or Manufacturing order)
3. Issue the whole available stock of variations and/or parent item
4. Change the Stocks checkbox (in the Item form) to be whatever is needed (even if it does not need changing, change it there and back anyway)
5. Close the job card
6. Get the proper item back into stock with a goods receipt from the relevant job card. Choose the department depending on where you want the stocks to go, or do separate goods receipts for each department you want the stocks to go into, taking into mind the total available quantity and value available in the job card.
7. Check the stock levels in the Stock list PDF report.

From:

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Last update: **13/12/2024 05:24**

