

# Stock transactions.

Jacqui Wilson

Sage



# Housekeeping

The screenshot displays the Sage mobile application interface. On the left, a presentation slide titled "Stock transactions." is shown, featuring the name "Jacqui Wilson" and the Sage logo. The slide content is partially obscured by a video feed of a woman in a white apron working at a laptop in a cafe setting. On the right, a "Questions" sidebar is open, containing several icons: a muted microphone icon, a hand icon, a question mark icon, a document icon, and an information icon. Below these icons is a text input field with the placeholder "Ask the staff a question" and a "Send" button. A "Download Handouts" button is also visible.

← Automatically Muted

← Submit your questions

← Download Handouts

# Contents

**What are stock transactions?**

**Adjustments**

**Goods in/out**

**Returns**

**Damages**

**Movement in /out**

**Write off**

# Poll

Are you submitting a

- **UK VAT Return?**
- **A ROI VAT return?**
- **Both?**

# Glossary.

- **AI** – Adjustment in
- **AO**– Adjustment out
  
- **GI** – Goods in \*
- **GO** – Goods out
- **GR** – Goods returned
  
- **MI** – Movement in
- **MO**– Movement out
  
- **DI** – Damages in\*\*
- **DO** – Damages out \*\*
- **WO** – Write off\*\*

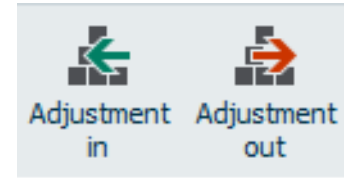
\*Professional only

\*\*Standard and Professional only

# Adjustments in/out



# Adjustments in/out.



- An adjustment in/out is a simple transaction to increase or decrease stock levels.
- This may be used if you are not using the invoices/orders modules.
- AI/AO transactions are also posted as a result of running the stock take feature.

The screenshot shows a software window titled 'Adjustments In'. At the top right of the window are standard window controls (minimize, maximize, close) and a 'Help' button with a question mark icon. Below the title bar is a toolbar with the following icons and labels: 'Clear form', 'Insert row (F7)', 'Remove row (F8)', 'Copy cell above (F6)', 'Copy cell above +1 (Shift + F6)', 'Print list', and 'Send to Excel'. The main area of the window is a data table with the following columns: Product Code\*, Details, Date\*, Ref., Project Ref, Cost Code, Quantity\*, Cost Price, Sale Price, On order, and Free. The first row contains the following data: PRODUCT1, Product1, 05/05/2023, (blank), (blank), (blank), 100.00, 10.00, 0.00, 0.00, 0.00. The 'Cost Price' cell (10.00) is highlighted in green. Below the table are 'Save' and 'Close' buttons.

Product Code*	Details	Date*	Ref.	Project Ref	Cost Code	Quantity*	Cost Price	Sale Price	On order	Free
PRODUCT1	Product1	05/05/2023				100.00	10.00	0.00	0.00	0.00

# Goods in, Goods out and Good returned.





# Goods in.

- A Goods in transaction is only recorded when goods are received during purchase order processing.
- The stock transaction is posted at the point the goods are marked as received and a goods received note (GRN) is created.
- A smart link links back to the order responsible for the GI transaction.

The screenshot displays a software interface for managing goods in transactions. The main area shows a table of transactions for 'Product 2'. A single transaction is highlighted in green, indicating it is selected. The transaction details are as follows:

No	Type	AC Ref	Date	Ref.	Details	Project Ref	Cost Code	Qty In	Qty Out	Qty Used	Cost Price	Sales Price
1	GI		05/05/2023	1	Goods In			10.00				

A confirmation dialog box is overlaid on the interface, titled 'Confirm'. It contains a question mark icon and the text: 'You have selected 1 Purchase Order. Do you wish to update stock and record delivery for the selected order(s)?'. There are two buttons: 'Yes' and 'No'.

At the bottom right of the interface, there are four input fields for stock management:

Quantity on Order	0.00	Quantity in Stock	10.00
Quantity Allocated	0.00	Quantity Available	10.00

# Goods out.

- Goods out transaction is only recorded when goods are sold during sales order processing or using the invoices and credits module.
- The stock transaction is posted at the point the goods are despatched when using Sales orders module, Or ledgers are updated in invoices.
- A smart link in the ref column provides access to the related order.

The screenshot displays a software interface for managing goods out transactions. At the top, there are icons for 'Clear form', 'Delete', 'View item', 'Print list', and 'Send to Excel'. Below these are input fields for 'Product Code' (PRODUCT2), 'Description' (Product 2), 'Cat Number' (1), and 'Category Name'. A 'Show:' dropdown is set to 'All Transactions', and the 'Date:' range is '01/01/1980 to 31/12/2099'. A table lists transactions with columns: No, Type, AC Ref, Date, Ref., Details, Project Ref, Cost Code, Qty In, Qty Out, Qty Used, Cost Price, and Sales Price. The table contains two rows: a 'Goods In' transaction (No: 1, Date: 05/05/2023, Qty In: 10.00, Qty Used: 1.00) and a 'Goods Out' transaction (No: 2, AC Ref: CUST001, Date: 09/05/2023, Qty Out: 1.00, Sales Price: 20.00). A 'Confirm' dialog box is overlaid on the bottom, asking 'Do you wish to create invoice details, update stock and record despatch for the selected order(s)?' with 'Yes', 'No', and 'Cancel' buttons. At the bottom right, there are summary fields: 'Quantity on Order' (0.00), 'Quantity in Stock' (9.00), 'Quantity Allocated' (0.00), and 'Quantity Available' (9.00).

No	Type	AC Ref	Date	Ref.	Details	Project Ref	Cost Code	Qty In	Qty Out	Qty Used	Cost Price	Sales Price
1	GI		05/05/2023	1	Goods In			10.00		1.00		
2	GO	CUST001	09/05/2023	1	Goods Out				1.00			20.00

# Goods Returned.

- Goods returned (GR) is posted when a product credit note is posted within the Invoices and credits module.
- Goods are be placed back in stock ready to be used again using the last cost price on the record.

Product Code: PRODUCT1  
Description: Product1  
Cat Number: 1 Category Name:   
Show: All Transactions Date: 01/01/1980 to 31/12/2099 Type: All

No	Type	AC Ref	Date	Ref.	Details	Project Ref	Cost Code	Qty In	Qty Out	Qty Used	Cost Price	Sales Price
1	GI		09/05/2023	1	Goods In			1.00		1.00	10.00	
2	GI		09/05/2023	2	Goods In			2.00		1.00	15.00	
3	GO	CUST001	09/05/2023	3	Goods Out				2.00		12.50	
4	GR		09/05/2023	4	Goods Returned			1.00			15.00	

# Movement in / Movement out



# Movement in/out.

Movements in and Movements out will only appear if using the professional version of the software.

They occur when using the Bill of materials (BOM) feature and a stock transfer is processed.

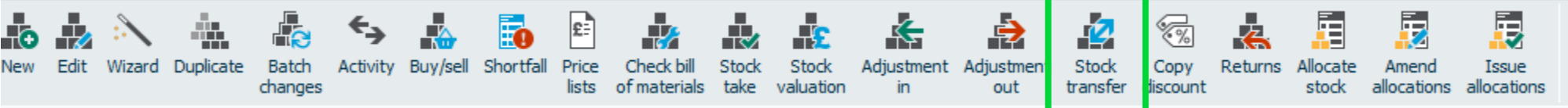
Movement out (MO)  
Appear on the subcomponents  
of a BOM

Movement In (MI)  
Will Appear on the activity of  
End product of a BOM

No	Type	AC Ref	Date	Ref.	Details	Project Ref	Cost Code	Qty In	Qty Out	Qty Used	Cost Price	Sales Price
10	AI		09/05/2023	O/BAL	Bfwd Product			10.00		3.00	5.00	
12	MO		09/05/2023		SUB1				1.00		5.00	
17	MO		09/05/2023		SUB1				2.00		5.00	

No	Type	AC Ref	Date	Ref.	Details	Project Ref	Cost Code	Qty In	Qty Out	Qty Used	Cost Price	Sales Price
15	MI		09/05/2023		Endproduct			1.00				15.00
18	MI		09/05/2023		Endproduct			2.00				15.00

# Movement in/out.

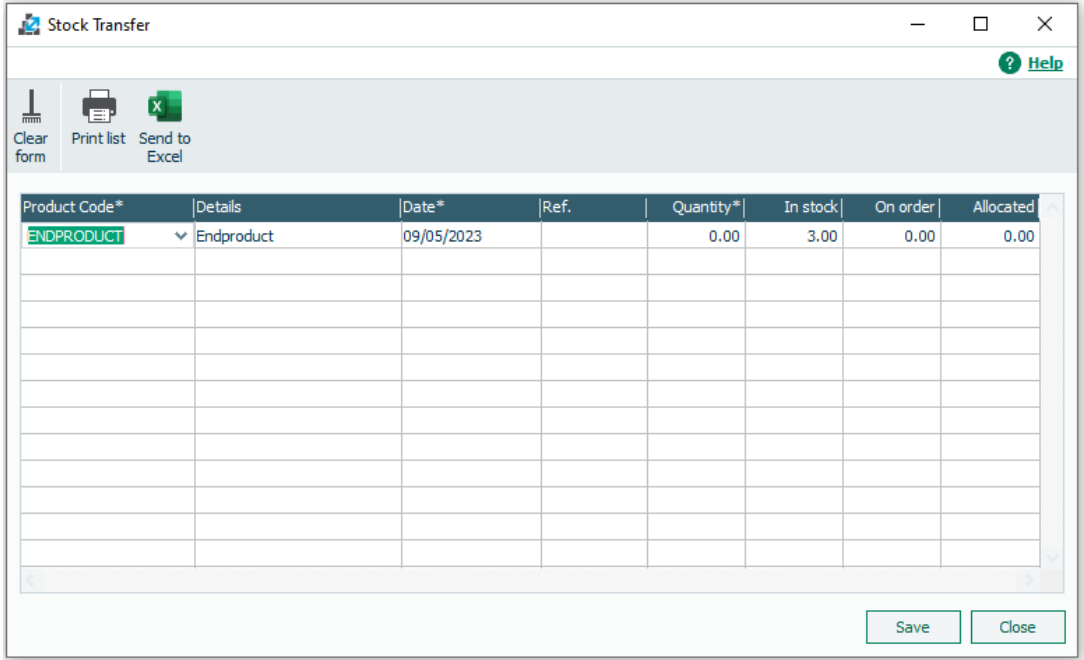


To perform a stock transfer into the assembled/ end product select the record > stock transfer icon.

In the stock transfer window Enter the Quantity of the End product required.

Stock is transferred from the subcomponent records using a MO transaction

If there are multiple levels of sub assemblies the items may be transferred from these skipping any intermediary components.



# Damages and Write off



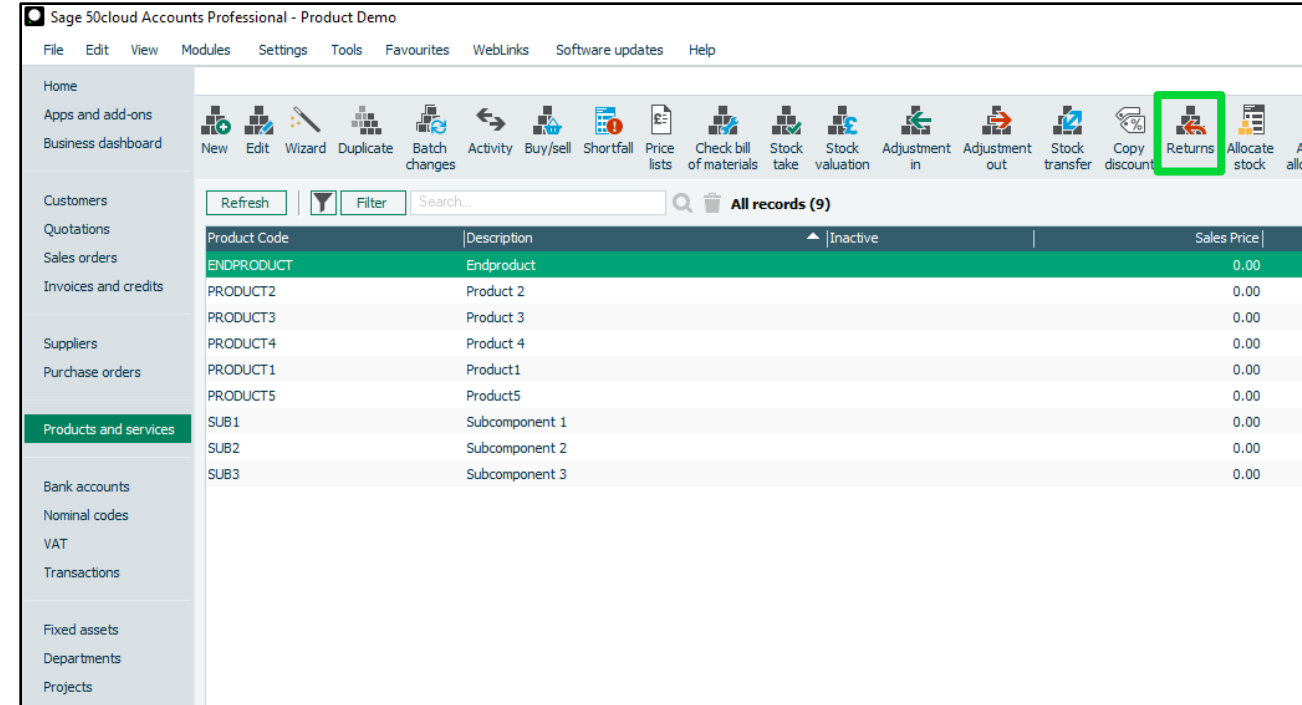
# Stock returns.

These transactions can be used to record damaged or faulty stock items.

The feature can be found in products > Returns

Available in sage 50 Accounts professional only.

If the item needs to be credited or refunded, then a product credit note should be used instead.





# Stock returns.

**Damages in** - Represents goods being returned to your company as damaged or faulty.

**Damages out** - Represents goods you are returning to your supplier for repair or replacement.

**The Qty in stock, sales value and sales qty are not updated as a result of this transaction**

**Write off** - This is to record stock which is being written off. This adjusts the stock levels and has the same impact as an Adjustment out (AO).

Returns

Clear form Memorise Recall Print list Send to Excel

Code*	Description	Type	Ref	Date*	Reason
PRODUCT1	Product1	DI - Damages In		09/05/2023	
		DI - Damages In			
		DO - Damages Out			
		WO - Write Off			

Save

# Summary.

- There are 10 different potential stock transactions for recording stock movements.
- Adjustments in/out are the most simple form of stock movement.
- Goods in/Goods out and goods returned are all posted as a result of using the invoice and ordering modules
- Movements in/Movements out are only used for Stock transfers when using the Bill of materials feature.
- Goods can be recorded as returned using the returns feature DI and DO transactions do not adjust stock as they assume replacement/repair.
- A write off can be used if the item is beyond repair and being written off.
- Stock transactions have no impact on the nominal ledger.

# Upcoming Webinars.

## Upcoming

Products and services

Custom fields

Stock journals

Stock take

What's new in V29

Bill of materials

## Key Topics

### **Stock Take** **Thu May 18 2pm**

Take a look at how to record a stock take within Sage 50 Accounts or use the import option to import Stock take figures.

### **Stock Valuation reports** **Fri May 19 11am**

Join us for a webinar stock valuation reports and how these figures are calculated

# What's included as a Sage member?



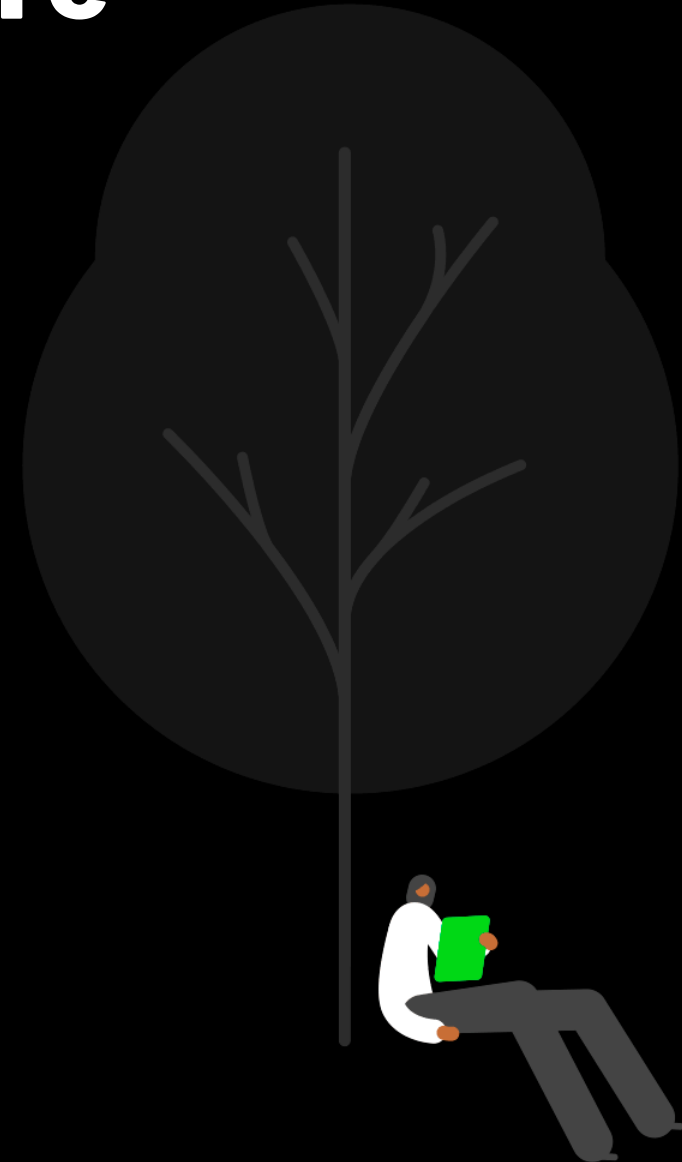
# More than just great software

We know that running a business can be tough and at Sage we want to help you and your business with the many challenges you face.

## That's why Sage goes beyond great software solutions

As a valued Sage customer and member of the Sage community, you'll enjoy benefits that help you and your business by connecting with brilliant experts and industry peers.

**Sage is here to help you grow and your business flow.**



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All included as a member of Sage – FREE

Being a Sage member you get **great software solutions**, expert advice to **get the most from your solutions** and **more help with the business challenges you face**. All wrapped in the **human touch of Sage's community** of customers, partners and colleagues.

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Masterclass**

**Learning**

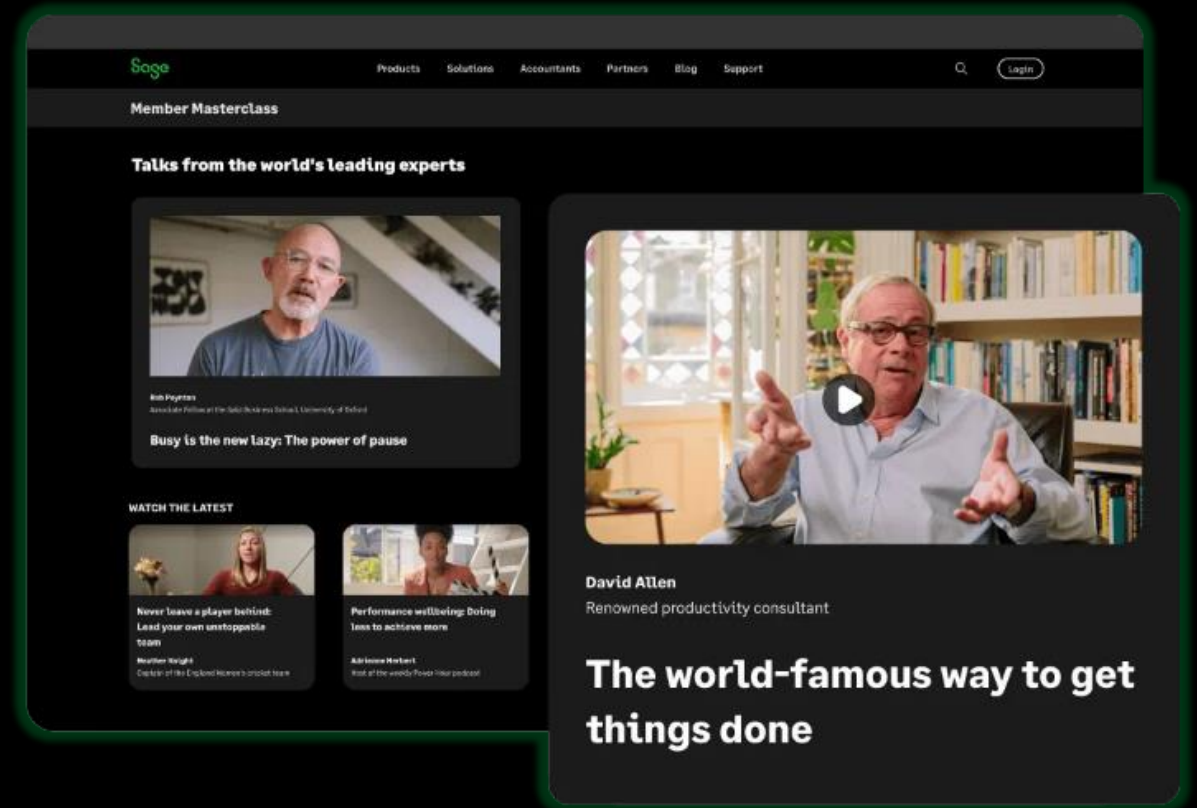
**Community  
Forums**

**Award winning  
support**

**Business Advice**

**Software  
Certification**

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As a Sage customer or partner you have automatic access to exclusive benefits, which includes expert advice and insights with Member Masterclass.

*We asked customers what the most pressing issues and problems are that they face in their business and have built [Member Masterclass](#) to support you with those challenges and help your businesses grow.*

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*Each season includes a keynote talk, plus new talks published each week alongside short articles providing a range of insights, advice and inspiration. Talks are around 15 minutes long and bitesize articles are only a 5-minute read.*

## Season 3 – Building business resilience

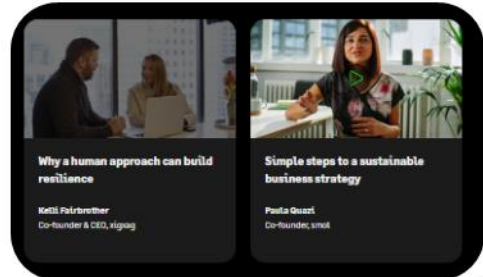
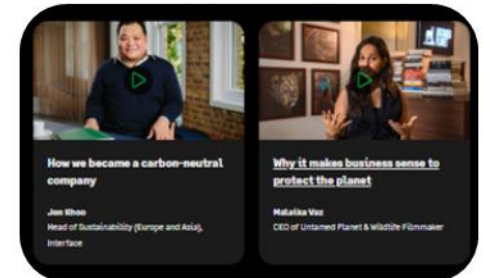
### Why sustainability is your superpower



### Kelli Fairbrother

Co-founder & CEO, xigzag

Kelli is the co-founder and CEO of audiobook platform, xigzag. A London-based mum of two, she has an eclectic background that includes the US Army, McKinsey and sustainable print startup Gelato.



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# Thank you!

