

University of St Andrews

Finance Department
Aptos9 User Notes

Stock Management



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1. Stock Management – Overview

The Aptos Stock Management module is a fully integrated module which enables the accounting entries relating to stock transactions (eg purchases / issues / returns / revaluations / stock-take) to be processed seamlessly as part of entering the transaction.

Stock requisitions can be raised by departments using the Aptos web services module. These requisitions are then passed into the stock module via the requisitions workflow model. Within the stock module, these requisitions are then shown to the store manager so they can be fulfilled.

Within the stock module, stock items are set up. Each item is allocated to a default store – this information is what is used by the workflow model to direct the requisition line to the correct store manager.

1.1. Assumptions

Stock requisitions have been created and approved within the web services requisition application and been directed to the store manager.

The store manager is familiar with the Aptos Purchase Ordering process.

1.2. Accessing Core Aptos

Aptos can be accessed via a web-based product called JTI (Java Thin Interface). To access Aptos via JTI:

- enter the following URL into your browser:
<http://www.st-andrews.ac.uk/staff/money/AptosSystem/>
- select 'Aptos 9 Core system'.

For further information, including information on reporting problems, please see the separate document 'An Introduction to Aptos'.



2. Creating a Stock Product

2.1. Establish if a New Product is Required

Menu Path: PO Management - Materials - Enquiries - Material Search

- Use the 'Long description' field to search for items.
- Enter a wildcard (*) before and after your search phrase.
- RETRIEVE to return any matches

any found appear in the bottom section of the screen

- Click on the drill beside the material code (🔍), to view detailed information.

If no matches are found


- Create the new stock item

2.2. Create the New Product

Menu Path: PO Management - Materials - Update - Materials

- Enter all information marked in bold:



Material:	<p>This is the code for the material.</p> <p>Material codes are in the format XXX-YYY99999 where</p> <ul style="list-style-type: none">XXX indicates if the material is global across the university (eg printer cartridge/paper) or local to a school (eg a chemical)YYY indicates the 'group' the material belongs to (eg ITC for IT consumables, ADV for audio-visual)99999 is the next sequential number for the combination of XXX-YYY <p>➤ Use the next number in the appropriate sequence.</p> <p>To find the appropriate number:</p> <ul style="list-style-type: none">Enter the first part of the sequence in the form XXX-YYY* into the Material fieldClick the drill to retrieve a list of materials in that sequence.Click last occurrence () to go to the last materialNote this last number and then clear the screen to start entering the new material. <p>The appropriate number is the one which follows on from the one you just noted down.</p>
Short	<p>This is a short description for the material. This can be completed. If it is omitted, it will default to the first 20 characters of the long description. It is sometimes easier to see what it defaults to and then overwrite it</p>
Long	<p>➤ Enter the long description of the material</p> <p>(The default short description appears once you move to the next field you're altering.)</p>
Group	<p>➤ Select which group of products is most appropriate.</p> <p>Remember that the group does not indicate use but category. For example, paper may be used for photocopying or printing but it is still paper – so it is stationery.</p>
Sub-Group	<p>Select the appropriate sub-group for the new material</p> <p>The group and sub-group are mandatory as the combination of the two dictates which detail code will be used.</p>
Tax Spec	<p>➤ Enter the appropriate tax spec for the material. This is usually N</p>
Default Ccy	<p>The default currency of any purchase order</p> <p>➤ Select GBP from the drop down list.</p>
Price	<p>➤ Enter the NET price of the item</p> <p>This will be quoted on a purchase order for the material. Make sure you enter the price for the UOM used to order the material from the supplier.</p>
UOM	<p>➤ Enter the unit of measure for the order</p> <p>(for when the store manager orders the material in)</p>



- Now click on the Stock Mgt tab at the top of the screen

Held in Store ➤ change to YES

A message will be displayed saying that store will now be updated by PO receipts

Default Store ➤ Enter the store where the product will be held

Preferred vendor ➤ Enter the vendor code, if a product is always bought from the same vendor

Issue UOM ➤ Enter the issue Unit of measure.

This may be the same as or different to the order unit of measure. Be careful; if a pack of 10 CD's has an order UOM of P10 and an issue UOM of EAC, the CD's are bought as packs but issued as singles.

- Click back to the 'general' tab

The status of the product will be shown as 'new'.

- From the ACTIONS drop-down menu, select 'make material available'.

This will change the status to 'available' ready for use.

Points to Note:

- Internal store requisitions can only be placed for 'available' products
- If a material is not allocated to a store, orders for that product will not be receipted into the store so there will be no goods to issue
- Stock levels for the material will be updated by purchase orders being receipted and by the issue of goods

To discontinue an item

- Select 'discontinue material' from the ACTIONS drop-down menu.



3. Creating Requisitions from the Barcoding System

3.1. Validate the Barcode File

Menu Path: Stock Management – SM Setup – Import Consumer Stock

Filename	➤	Browse to select the file to import
Disable automatic production of reqs	➤	Leave unticked
Delimiter	➤	Leave as 'comma'
Exception report	➤	Select WINDISPLAY
Run Mode	➤	Validate only

- Click INITIATE

Aptos will check the file and display a report showing any errors or which confirms the file as error-free

If there are errors in the file

- Resolve any errors in the file
- Repeat the process until the file is error free

If there are no errors

- Proceed to section 3.2

3.2. Import the Barcode File

Complete the import consumer stock screen as described in section 3.1 except

- Select “validate and run” for the run mode

Aptos will import the file and produce a report showing details including the number of the requisition created

The items on the requisition created by the import can now be issued via the monitor requisition screen (see section 4)



4. Issuing Stock Using the Monitoring Requisitions Screen

4.1. Viewing Outstanding Requisitions

Menu Path: Stock Management – Update – Monitor requisitions

The Monitor requisition screen displays all requisitions that are awaiting issue from the store. This window is used to issue items from store.

X	Prefix	No.	Ref.	Consumer	Dlvry...	REQ. Date	Status	Pick...	Material	Description	UOM	Quantity	Frozen	Qty...
<input type="checkbox"/>	ITS	71	smkk	CCM0	ITS003	26-May-2005	AUT		UNI-ITC001	APPLE LASEF	EAC	1	<input type="checkbox"/>	-1
<input type="checkbox"/>	ITS	73	smkk	CCM0	ITS003	26-May-2005	AUT		UNI-ITC001	HP LASERJET	EAC	1	<input type="checkbox"/>	5
<input type="checkbox"/>	ITS	75	smkk	CCM0	ITS001	30-May-2005	AUT		UNI-ITC001	HP LASERJET	EAC	2	<input type="checkbox"/>	5
<input checked="" type="checkbox"/>	ITS	88	smkk	CCM1	ITS003	20-Dec-2005	AUT		UNI-ITC003	May's test IT	EAC	12	<input type="checkbox"/>	100

Store	➤	The store shown here is defaulted from the stores setup. To change your default store contact aptospom@st-andrews.ac.uk stating which store you would like as a default.
Criteria Name	➤	This is defaulted from your user defaults.
Grid definition	➤	Leave as default

4.2. Using the Monitor Requisitions Screen

- Tick the selection box next to any line to select it.

To easily select other items from the list which share a common element such as material id or same consumer:

- Use the 'select lines with the same...' option from the actions menu:

- Check the in-store availability of an item by selecting Actions – Check in Store Availability, with the appropriate requisition line highlighted.

Material	Stores	Store	UOM	In Stock	Approved POs	Unapproved POs	Submitted SM	Frozen	Reserved Qty
A100	Wood Framed Notice Board	STORE1	EAC	80.00	0.00	0.00	62.00	0.00	0.00



4.3. Issuing Stock Requisitions

4.3.1. Generate a Picklist

- From the monitor requisitions screen, select the items to be issued
- From the Actions menu choose Generate Picklist

The screenshot shows the 'Monitor Requisitions' window. The 'Actions' menu is open, and 'Generate Pick List...' is highlighted. Below the menu, there are fields for 'Store:', 'Criteria Name:', and 'Grid Definition:'. To the right, there is a 'Favourite Selection Criteria' section with a table:

Criteria Name	Description
ALL	

Below this, there is a table of requisitions with columns: X, Prefix, No., Ref., Consumer, Divry..., REQ. Date, Status, Pick L..., Material, Description, UOM, Quantity, Frozen, Qty In... The table contains several rows of requisition data.

- Click yes, when asked whether 'are you sure you want to generate a picklist for these requisitions'.

Printing a Picklist is a mandatory requirement.

The dialog box 'Select Issue Note Print Definition - DP5C276' has a checkbox 'Produce Picklist' which is checked. Below it, there are two dropdown menus: 'Issue Note Definition:' and 'Picklist Definition:'. The 'Picklist Definition:' dropdown is set to 'STKPICK', which corresponds to 'Stock Picking List'. At the bottom are 'OK' and 'Cancel' buttons.

- Leave the 'Produce Picklist' box checked
- Use the appropriate Picklist Definition.



4.3.2. Manual Pick of Stock Items

- Make sure the items you selected for the picklist are still selected on the Monitor requisitions screen
- From the actions menu choose Manual Pick Confirmation

Requisition	Consumer	Required	Req UOM	Requested	Outstanding	Reason	Issue Date	Time	Material	Issue UOM	Issue	Picked By
SM 000000003	JM	21-Jan-2003	EAC	2.00	0.00		19-Oct-2004	16:44:30	A100	EAC	2.00	

Stock Level
Material: A100
Available: EAC 76.00
Store: STORE1
Available: EAC 76.00

Reasons and pickers ('picked by') are mandatory.

- Enter reasons and pickers
 - either on a line-by-line basis
 - or if there are many lines, use the 'generic reason' and 'generic picker' options from the actions menu.
- If necessary, adjust the issue quantity

If this is done the 'stock level' values at the bottom of the screen are updated.

4.3.3. Issuing Items

Once all lines are completed:

- Select 'issue items' from the actions menu.

You will be prompted to print an issue note.

☒ Produce Issue Note

Issue Note Definition: STKISSUE
Picklist Definition: Stock Issue Note

OK Cancel

- Ensure the 'Produce Issue Note' box is checked.
- Use the appropriate issue note definition

The system will automatically produce an individual issue note for each delivery location relating to the lines. The issue note should be sent with the goods to the requesting department and can be used as an address label

At the same time, Aptos generates a voucher charging the goods to the department which ordered them. This voucher is automatically posted by the system. The voucher number can be seen in the Aptos message frame.



5. Issuing Stock Without a Requisition

If you need to, you can issue items from a store without the need for an SM requisition.

Menu Path: Stock Management – Update – Issue without SM Req

Material	Description	Consumer	UCM	Quantity	Reason	Default Override Account
1515	A4 Copier	HR	REM	5.00	Issue Stock	

- Select the material to be issued.

Using the actions menu it is possible to 'check In Store Availability' before issuing the materials.

- Select the consumer to issue to
- Enter quantity to be issued
- Enter reason
- Override the account code if necessary based on the authority requesting the issue.
- From the actions menu choose Issue.
- Ensure the 'Produce Issue Note' box is checked.
- Use the issue note definition STKISSUE
- Click OK

Aptos will now process the issue and generate a voucher charging the goods to the department which ordered them. This voucher is automatically posted by the system. The voucher number can be seen in the Aptos message frame.



6. Handling Returns of Stock Issues

It will sometimes be necessary for departments to return goods which have been issued.

Departments **must** provide a copy of the issue note relating to the goods being returned as this simplifies the return process on Aptos.

Menu Path: Stock Management - Update - Consumer Returns

- Complete the STORE and MATERIAL fields.

If the consumer is known it can be entered as it narrows down the items retrieved. The requisition number is especially useful.

- Click the **returns** tab bring up the list of issues.

Iss...	R...	D...	U...	Iss...	E...	Le...	Iss...	Retur...	Mater...	Store...	Cons...	R...
FIN 3/1	17-Ju...	EAC	1	GL	1-CF...	UNS-I...	ST-IT...	CFN1	0			
FIN 2...	20-Oct...	EAC	1	GL	1-CF...	UNS-I...	ST-IT...	CFN1	0			
FIN 1...	31-M...	EAC	1	GL	1-CF...	UNS-I...	ST-IT...	CFN1	0			

- Select the required issue
- Select Receive Return from the actions menu.

Aptos generates both the accounting entries relating to the return and the necessary stock entries. The account to credit is taken from the original issue so the credit is automatically processed to the account originally charged.



7. Stock Adjustments

It is possible to do stock adjustments for quantity or value if required. The system records any adjustments made through this process – it should not be used lightly.

Menu Path: Stock Management – Update – Adjustments

- Use the Criteria Tab to narrow the range of materials to be adjusted

7.1. Quantity Adjustments

There are four different quantity adjustment types:

- Damaged
- Misc Adjustment
- Expired
- Stock Take – DO NOT USE

Material	Old Qty	UOM	New Qty	Adj +/-	Reason	Frozen	Date	Time
TS15	9.99	EAC			Damaged	<input checked="" type="checkbox"/>	26-Feb-2005	21:34:34
A100	68.00	EAC			Damaged	<input type="checkbox"/>	26-Feb-2005	21:34:34
A200	25.00	EAC			Damaged	<input type="checkbox"/>	26-Feb-2005	21:34:34
A300	200.00	EAC			Damaged	<input type="checkbox"/>	26-Feb-2005	21:34:34
A400	10.00	EAC			Damaged	<input type="checkbox"/>	26-Feb-2005	21:34:34
A500	22.00	EAC			Damaged	<input type="checkbox"/>	26-Feb-2005	21:34:34
A600	215.00	EAC			Damaged	<input type="checkbox"/>	26-Feb-2005	21:34:34
TEST	0.06	EAC			Damaged	<input type="checkbox"/>	26-Feb-2005	21:34:34
TEST2	0.06	EAC			Damaged	<input type="checkbox"/>	26-Feb-2005	21:34:34
TEST3	1,600.00	EAC			Damaged	<input type="checkbox"/>	26-Feb-2005	21:34:34

- Toggle between Material Description and Material ID using the menu options 'View – Material' or 'View – Material Desc'
- Select the appropriate activity and default reason.
- Enter a value in either the 'New Quantity' field or the 'Adj +/-' field

The system will check that the differences do not breach any Tolerances defined – if they do an error message will be displayed.

- From the Actions menu Submit

A voucher will be created to reflect the adjustments made.



7.2. Value Tab

There is only one value activity:

- Price Adjustment

- Toggle between Material Description and Material ID using the menu options 'View - Material' or 'View - Material Desc'
- Select the 'Price Adjustment' activity and default reason.
- Enter a value in either the 'New Average Price' field or the 'Adj +/-' field

The value entered should be the new gross price for the item; obviously if the item is VAT exempt this will be the same as the net value/

The system will check the Tolerances set up and if they are exceeded an error message will be displayed.

- Select Actions Submit



8. Reordering

The store manager should reorder stock using the Purchase Order process. There are a couple of slight differences when creating the PO lines.

8.1.1. Purchase Order Lines

- For each line, enter all the information below:

Material	Enter the material id of the item to be ordered
Description	Populated by the material long description.
UOM	This is populated from the material set-up.
Quantity	Enter the number of items to be ordered.
Price	Populated from the stock information.
Amount	Will be automatically calculated based on Quantity and Price.

When you have completed a line

- Click the Add Occurrence icon to create a new line
- Continue in this way until you have entered all the lines on the Purchase Order.
- For stock items, code the relevant PO line(s) to the stock control account 1-ZBS0-000000-8400.

It is possible to have non-material lines on the same order as material lines but these should be coded to the departmental code rather than the stock control account.

If the unit price of the goods does not include delivery,

- Enter carriage costs as a separate line.

Each store belongs to a department, school or central unit

- Carriage costs should be charged to a code within the department or school the store belongs to.
 - In the case of a store belonging to a central unit which supplies other university departments, the 'home' unit pays the carriage charge.
- Store the Purchase Order.

The order remains at the status of In Progress, and can still be amended at any time prior to its approval.



9. Maintaining Stock in Store

Menu Path: Stock Management – Update – SM Item In Store

- Use the criteria tab to enter the search criteria.

SM Maintain Item In Store - OP5G310

Criteria Items

Store: STORE1 Store Room 1

Material Group: From: To:

Material Sub-Group: From: To:

Material: From: To:

Order By

☒ Material Within Group

☐ Material Description Within Group

9.1. Freezing and Unfreezing Materials in a Store

Menu Actions

Delete

Freeze

Freeze At Location Level

UnFreeze

View Stats

Select All

Invert

Deselect All

SM M

Store: Store Room 1

Material Description: Frozen Frozen Description

Material	Description	Frozen	Frozen Description
<input checked="" type="checkbox"/> 1515	A4 Copier	<input checked="" type="checkbox"/>	Frozen for Stocktaking purposes
<input type="checkbox"/> A100	Notice Board	<input checked="" type="checkbox"/>	Frozen for Stocktaking purposes
<input type="checkbox"/> A200	Display Board	<input checked="" type="checkbox"/>	Frozen for Stocktaking purposes
<input type="checkbox"/> A300	Year Planner	<input checked="" type="checkbox"/>	Frozen for Stocktaking purposes
<input type="checkbox"/> A400	Clear Binders	<input checked="" type="checkbox"/>	Frozen for Stocktaking purposes
<input type="checkbox"/> A500	Springback Binder	<input checked="" type="checkbox"/>	Frozen for Stocktaking purposes

9.1.1. Freezing Items

- On the Items Tab, select the materials to be frozen.
- From the actions menu choose 'freeze'.
- Select the 'freeze' reason.
- Click OK.

'Freeze' will prevent items being issued. A flag will appear against frozen items in a store on the 'Adjustments' and 'Monitor Requisitions' forms.

Once a Material is frozen the above screen is displayed with a tick in the Frozen box.

9.1.2. Unfreezing Items

- On the Items Tab, select the materials to be unfrozen (released).
- Select the unfreeze option from the Actions pull down menu, to unfreeze materials.
- Select the 'Release' reason
- Click OK

'Unfreeze' will remove the 'frozen' flag and allow issues once more.



When 'Freezing', and 'Unfreezing', Stock Management history records are created each time the activity is performed.

9.2. Delete Materials from a Store

The same screen used to Freeze Materials may also be used to Delete Materials from the selected Store:

- It is only possible to delete records for which the quantity and value are zero and there are no outstanding requisitions or transfer requests.
 - When 'Delete' is used Stock Management history records are created
 - The Delete function will remove the item in store but it will not remove the history records for that item.
-
- On the Items Tab, select the materials to be deleted.
 - Select the delete option from the Actions pull down menu.
 - Select the 'delete' reason
 - Click OK



10. Stock Take

Before running a stock take:

- Ensure the 'Monitor Requisitions' screen is clear, i.e. check all requisitions have been fully processed.
- Ensure all incoming stock has been fully receipted and shelved.

During stock take:

- When counting items on shelves, double check the count to ensure accuracy.
- Do not issue stock from the store.
- Do not accept further stock deliveries into the store.

10.1. Produce a Stock Take Report

Menu Path: Stock Management – Enquiries – Stock Take Report

- Select the store and the range of material groups, sub-groups or materials to include in the stock take.
- Enter the ID of the approver.

This is the person who will be appointed to approve the details of the stock count.

- Turn on the radio button that corresponds to the unit of measure to be used within the report:
 - The UOM specified as the lowest-level UOM for the store.
 - The UOM specified as the Issue UOM on the Material/Stock Management window.
 - The UOM specified as the Purchase Order UOM on the Material/General window.
 - A specific UOM, which you must then enter or select in the UOM field alongside.



- Turn on the radio button that matches the way you want stock items to be ordered within the report
- Select 'no weighting' so all stock items are counted.
- Select the output model of printer.
- When the screen is complete, select the initiate button.
- Select 'Foreground', when prompted.

OP5H266 SM Stock Take Sheet 31-Jan-2005 12:25

All Items Listed Below Are Now Frozen For Stock Taking Purpose. No Other Activity Is Possible Until Items Are Approved Or Cancelled
Items Listed Below May Not Include All Locations

Stock Take Report Number 3

From To

Selection Criteria: Material Group:
Material Sub-Group:
Material:
Random Selection: No Weighting

Store: STORE1 Store Room 1

Approver: SYS

Stock Taker: _____

Aisle Time	Group	Sub-Group	Item	UOM	Quantity Adj +/- Reason	Date
AA0001	STATIONERY 2000	1515	A4 Copier	EAC	_____	____/____/____
AA0002	STATIONERY 2000	1515	A4 Copier	EAC	_____	____/____/____
AA1000	CHRISTMAS DECORATION	TEST	test	EAC	_____	____/____/____
AA1000	CHRISTMAS DECORATION	TEST2	test2	EAC	_____	____/____/____

10.2. Entering stock take information

When a stock taker has counted the stock levels as per the stock take report, the values need to be entered onto Aptos.

Menu Path: Stock Management – Update – SM Stock Take

- Enter the 'Stock take report number', as shown on the top of the stock take sheet.

The details of the materials will then be displayed:

Stock Take Update - OP5G330

Stock Take ID: [Field]
Store: STORE1 [Field] Store Room 1 [Field]
Default Reason: [Field]
Assigned Approver: SYS [Field] Anne [Field]
Stock Takers: [Field]
Approved Date: [Field]
Entered By: SYS [Field]
Status: In Progress [Field]

Aisle	Material	Old Qty	UOM	New Qty	Qty Diff.	Value	Value Diff.	Reject/Cancel	Date	Time	Status	Approver	Date	Voucher
AA1000	TEST	0.06	EAC			0.00	48.00		31-Jan-2005	13:23	INP			
AA1000	TEST2	0.06	EAC			0.00	48.00		31-Jan-2005	13:23	INP			
AA1000	TEST3	1,600.00	EAC			0.00	48.00		31-Jan-2005	13:23	INP			
AA0001	1515	0.00	EAC			0.00	0.00		31-Jan-2005	13:23	INP			
AA0002	1515	0.00	EAC			0.00	0.00		31-Jan-2005	13:23	INP			
AA1000	A100	3.00	EAC			0.00	90.00		31-Jan-2005	13:23	INP			
AA1000	A200	26.00	EAC			0.00	750.00		31-Jan-2005	13:23	INP			
AA1000	A300	200.00	EAC			0.00	11,803.96		31-Jan-2005	13:23	INP			
AA1000	A400	10.00	EAC			0.00	11.20		31-Jan-2005	13:23	INP			
AA1000	A500	22.00	EAC			0.00	80.96		31-Jan-2005	13:23	INP			
AA1000	A600	215.00	EAC			0.00	406.50		31-Jan-2005	13:23	INP			
AA1000	WIDG001	100.00	EAC			0.00	500.00		31-Jan-2005	13:23	INP			

Value Totals: 0.00 13,786.62



- Enter a reason:
 - enter a default reason from the available list
 - or enter a free format description in the field.
- Enter the names of the people who performed the count.
 - Use F3 or insert occurrence to add more users.
- Enter the new quantities against each line.

The approver can now complete the stock take

10.3. Approving the Stock Take

Once the stock take information has been entered, the approver can complete the stock take.

If the stock take screen is not already open

- Open it as described in section 10.2

Once the stock take screen is open, the approver can now complete the stock take

If a line is to be rejected (eg for a recount)

- Select the appropriate line
- Select 'reject stock take' from the actions menu

This will change the status of the line to REJ (rejected) to allow a revised count to be entered

If a line is to be cancelled (eg material no longer in store)

- Select the appropriate line
- Select 'cancel stock take' from the actions menu

This will change the status of the line to CAN (cancelled)

If a line is to be approved (the approver is happy with the count)

- Select the appropriate line
- Select 'submit for approval' from the actions menu

This will change the status of the line to STP (approved)

Stock Take Update - OP5G330

Stock Take ID: 4
Store: STORE1
Default Reason: January Count
Assigned Approver: SYS
Stock Takers: PHIL

Approved Date:
Entered By: SYS
Status: In Progress

Aisle	Material	Old Qty	UOM	New Qty	Qty Diff.	Value	Value Diff.	Reject/Cancel	Date	Time	Status	Approver	Date	Voucher
AA1000	TEST	0.06	EAK	5.00	4.94	4,000.00	3,952.00	Can't be right	31-Jan-2005	13:23	REJ			
AA1000	TEST2	0.06	EAK	5.00	4.94	4,000.00	3,952.00		31-Jan-2005	13:23	AAP			
AA1000	TEST3	1,600.00	EAK	1,600.00	=	48.00	0.00		31-Jan-2005	13:23	STP	SYS	31-Jan-2005	
AA0001	1515	0.00	EAK	0.00	=	0.00	0.00		31-Jan-2005	13:23	STP	SYS	31-Jan-2005	
AA0002	1515	5.00	EAK	5.00	=	48,687.56	0.00		31-Jan-2005	13:23	STP	SYS	31-Jan-2005	
AA1000	A100	5.00	EAK	5.00	=	150.00	0.00		31-Jan-2005	13:23	STP	SYS	31-Jan-2005	
AA1000	A200	30.00	EAK	30.00	=	865.38	0.00		31-Jan-2005	13:23	STP	SYS	31-Jan-2005	
AA1000	A300	200.00	EAK	200.00	=	11,803.96	0.00		31-Jan-2005	13:23	STP	SYS	31-Jan-2005	
AA1000	A400	20.00	EAK	20.00	=	22.40	0.00		31-Jan-2005	13:23	STP	SYS	31-Jan-2005	
AA1000	A500	40.00	EAK	40.00	=	147.20	0.00		31-Jan-2005	13:23	STP	SYS	31-Jan-2005	
AA1000	A600	300.00	EAK	300.00	=	570.00	0.00		31-Jan-2005	13:23	STP	SYS	31-Jan-2005	
AA1000	WMDG001	120.00	EAK	120.00	=	600.00	0.00		31-Jan-2005	13:23	STP	SYS	31-Jan-2005	

Value Totals: 70,894.51 57,105.89



When every line on the stock take is approved or cancelled the status of the overall stock take will change to stock take approved:

Approved Date:	31-Jan-2005
Entered By:	SYS <input type="button" value="A"/>
Status:	Stock Take Approved

- 'Accept' out of the screen