



Farmplan
gatekeeper

Stock & Trading

Using the stock and trading modules in
Gatekeeper

Proagrica

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Introduction to the stock and trading modules

This first section of the guidebook gives some information on how the stock and trading modules work together. The following sections then go through methods of use for both modules. It is recommended to read the first section before proceeding as it contains some important information.

What are stock and trading?

All products used in a field's records have the ability to be priced, should the user wish to do so. This enables field records to display margin information as well as creating an application record.

The value of a product may be arrived at in one of two ways: either the user decides a single unit price to attach to each product; or, details of each purchase or sale of a product can be entered, and Gatekeeper will automatically calculate the average unit price of the product.

The stock module keeps track of how much of each product is in stock at any one time, and the unit value of each.

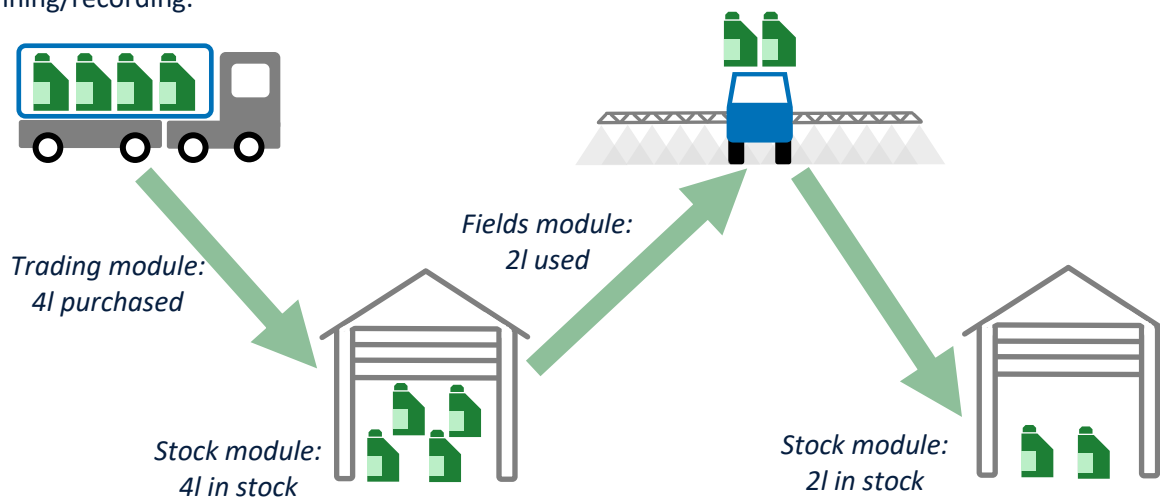
The trading module enables product purchases and sales to be entered. Its use is optional depending on business requirements.

How do they work?

Unlike the field records section of Gatekeeper, stock and trading are not confined to the cropping year. All data entry in stock or trading is controlled by calendar date. This means that you do not need to move between cropping years to enter data for different seasons in stock or trading.

The focus on calendar date also means that it is possible to backdate information when required. For example, if a user's field records have been kept up to date but the trading module has not, the stock module would show negative stock levels. The situation can be rectified by entering the missing trading data; as long as the dates of deliveries and invoices are entered correctly, Gatekeeper will slot that information into its correct position in the product history and the records can be corrected.

It can also be helpful to bear in mind that when full stock modes are used, the stock module is showing the difference between the trading module (products purchased or sold) and fields module (products used or grown). If a discrepancy arises in the stock module, its cause is almost always in trading or planning/recording.



Principles of use

The key to effective use of the stock and trading modules in Gatekeeper is understanding what information you want to be able to record and report on. The stock module is capable of highly complex stock recording and monitoring, but not all users require this level of record-keeping.

If you are new to Gatekeeper, or your business needs have changed, and you are not sure how you want to handle your stock and product pricing, there is a decision tree available in [Appendix 1](#) (p.34). Alternatively, the support team are happy to discuss your needs and the appropriate program settings for your business.

How do I want to use stock and trading?

There are four main stock modes available in Gatekeeper. A brief description of the modes may be found below, but for help deciding which mode is most appropriate for your needs, and certain other key considerations, please consult the decision tree.

If you have just started using Gatekeeper, it is advisable to make this decision before beginning data entry, so that you can make sure you don't enter information unnecessarily.

Different types of product can use different stock modes, so it is common to use a combination of modes across a business.

Stock modes in Gatekeeper	
Price list	Basic stock
Each product may be given a single unit price, which is what will be used each time the product is used on fields. No stock levels are recorded.	A pared back option which gives current stock positions and an average unit price, without deliveries or invoices being entered. Each time product comes on farm, the user simply enters how much has been delivered and its unit value.
Full stock average price	Full stock latest price
Full stock management; using this option, the stock module keeps track of current stock levels by balancing products delivered and products used on fields. Products are priced with their average value.	Full stock management; using this option, the stock module keeps track of current stock levels by balancing products delivered and products used on fields. Products are priced with their last entered value at the point the job is recorded.

Broadly speaking, it is common to use 'Price List' mode for any fixed costs which will be recorded (e.g., cost of ploughing, rolling, spraying per ha in a season) and any field inputs which are costed on a per unit basis (e.g., lime delivered and spread; applications of organic manures).

Some users chose to also use 'Price List' for their inputs (seed, fertilisers, sprays), adding a unit price to be used over the season. Others prefer to use the 'Full stock average price' mode so that Gatekeeper is keeping track of stock levels and calculating the product price based on invoices.

Where 'Full stock' modes are used, it can be useful to consider whether the level of information given by Gatekeeper can help to reduce the coding burden of any finance software in use.

Stock modes can be changed if needed – it's not a permanent choice. Therefore if you are unsure of your needs, but know you want to have a level of product pricing, you may wish to start with all headings set to 'Price List', and then assess whether this gives you the depth of information required.

Product use

Every product in Gatekeeper can be given a unit price, which is then allocated to any fields each time the product is used.

You do not have to have a product in stock to be able to record it against field records; the system will let you use a product with a negative balance. In other words, if your stock records are not quite up to date, this will not stop you recording field activities.

You also don't need to have product prices entered straight away. You can record product use against fields without a value at the point of entry if the information is not available. When a product price is later entered, it will be backdated to any field record using the product within the appropriate date range.

This can be particularly useful for recording the costs of field operations – products that Gatekeeper would call 'Fixed costs'. These are things like the cost of spraying, ploughing, drilling, etc for the year, which may not be finalised until the end of the financial year. As long as the jobs have been recorded using the product, the cost can be entered at a later date and will be populated back into field records as required.

On occasion, you may record a job where you do not wish to use the calculated average unit price for a product – for example, if it is applied by a contractor and you have a single 'supplied and applied' price. In this case, the 'Job' pricing option should be used – please refer to the [support centre](#) or contact the support team for further information.

Product headings

The product list in Gatekeeper is organised into headings, which group similar types of products together – for example, fungicides, or herbicides. The headings control a number of settings across Gatekeeper, not just the stock module, but they are particularly important in stock control because they are also the level at which the user carries out any stock control activities.

Each product heading has a stock mode allocated to it, and any reconciliations or stock periods are carried out at the heading level.

The default list of headings automatically splits any products added into your products lists into a number of standard categories, but it is possible to add to the default product headings if required. This is most commonly necessary to enable different pricing modes to be used on types of products.

For example, by default there is a single nutrition heading called 'Organic Manure', which is often set to 'Price List' because the value given to products like cattle manures or livestock slurries is often nominal. If a user started to buy in biosolids, which came from outside the farm, and wanted to enter the invoices for these products for traceability purposes, they could add an additional heading under 'Organic Manure' called 'Biosolids and Digestates', which could then use a different stock mode.

Product headings settings are accessed from the main Gatekeeper screen by going to *Setup > Headings*.

Stock periods and reconciliations

Stock periods and reconciliations are two separate processes in Gatekeeper. A stock period controls the dates between which a product is allocated a certain cost; a reconciliation is the process of correcting the Gatekeeper stock levels to what is actually in the shed.

In order to correctly allocate product costs to field records, stock periods should be closed at least once per cropping year, regardless of which stock mode(s) you are running.

For any headings using full stock modes, you will also need to carry out a reconciliation before you can close the stock period. You must always reconcile before closing a period, but you do not always have to close a period after reconciling.

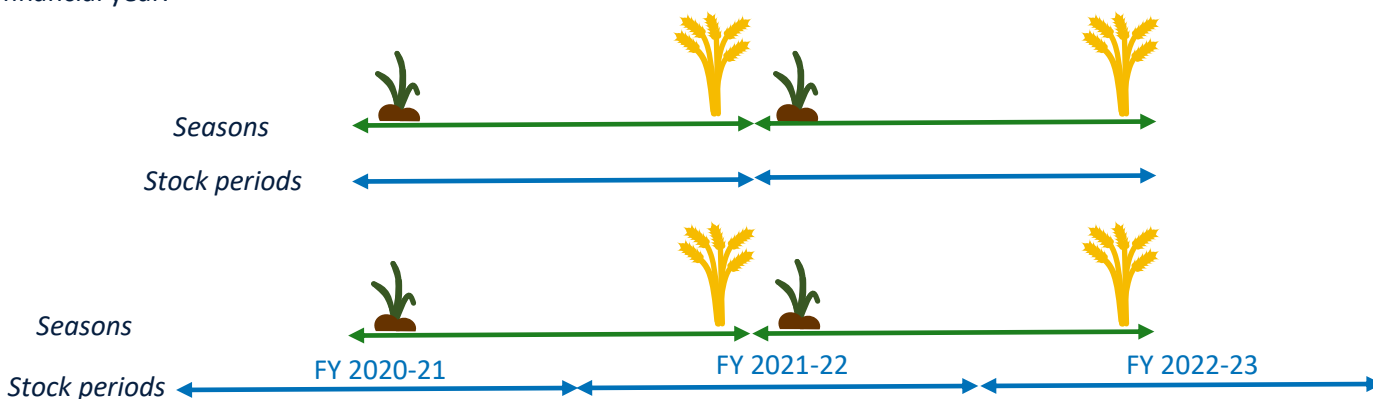
Stock periods

The stock period has a fundamental effect on how products are priced in Gatekeeper. They allow you to manage the period of time over which the same product uses a particular unit price.

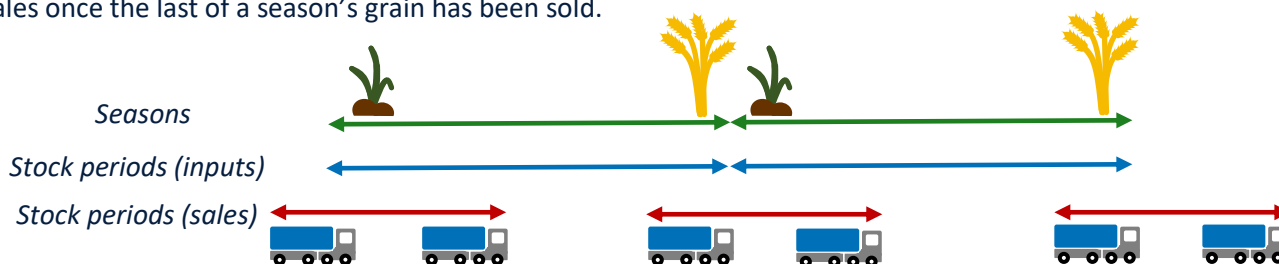


This means there is no need to add duplicates of a product in order for it to carry a specific price.

Stock periods are completely independent of the cropping season; some customers chose to end stock periods in line with the end of the cropping year, while others prefer to close them to match the end of the financial year.



Stock periods are closed by the product heading (see [Product headings](#), p.6), which gives additional flexibility in managing costs allocated to cropping records. For example, it is common to close the stock period for any input purchases near the end of the cropping year (after final applications have been made, so you know there are no further costs to allocate to field record), but to close stock periods for output sales once the last of a season's grain has been sold.



Stock periods are also the range in which any changes made by a stock reconciliation are effective over.

Stock reconciliations

During a reconciliation, the stock level that Gatekeeper has calculated for each product (on the basis of amount of product bought [in trading module] minus the amount of product used [in fields module] = balance of product in stock) is corrected to match the physical stocks in store.

The following scenario gives an idea of why the reconciliation is a necessary process:

20 litres of Product A are delivered to be sprayed at 1.25l/ha over 4 fields which the agronomist believes total 16ha. In fact, the area of the fields to be sprayed is a total of 15.6ha, so the operator loads 19.5l of Product A into the sprayer, and 0.5l is left in the spray shed.

Spray shed reality: 20l of Product A was delivered, 19.5l were used, 0.5l remains

In Gatekeeper: the invoice for 20l of Product A is entered, so the stock module shows 20l purchased. If field records show a total size of 16ha, then $16 \times 1.25 = 20l$ of Product A will be used and taken out of stock.

Gatekeeper stock module: 20l of Product A was delivered, 20l were used, no product left over.

There is therefore a discrepancy of 0.5l between the physical stocks and Gatekeeper stock module to be dealt with.

Ensuring accuracy in other areas of Gatekeeper can help to reduce the need for reconciliations, and to minimise the difference between Gatekeeper and physical stocks. It is always preferable to correct any errors that have led to a product discrepancy, rather than using the reconciliation to just 'lose' or 'find' product.

When carrying out a reconciliation, there are a number of ways for Gatekeeper to adjust the level of product in stock. These are called [Reconciliation Discrepancy Allocation Methods](#), and full details can be found on page 28.

As a default, reconciliations and stock periods are assumed to be correct up until midnight of the date selected. For users with extreme stock traceability requirements, it is possible to record stock takes and periods by date and time. This setting can be found in *Tools > Options > Business – General*, although it is recommended to speak to a member of the support team before activating this option.

Stock centres

All Gatekeeper users with the stock module have the option to use full stock modes should they wish. This gives a single stock centre to add stock into, or use stock from. Each product can hold onto a single unit price at one time.

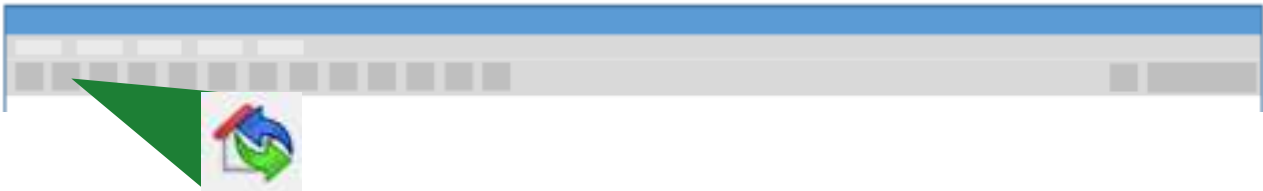
If you need to record stock into multiple stock centres, or you wish to be able to allocate a different price to the same product depending on which fields it is used on, you will need to add the contract business(es) option into your Gatekeeper. For further details please don't hesitate to contact the support team who will be able to advise on your specific requirements.

Trading module

The trading module in Gatekeeper allows the entry of stock trades (both purchases and sales). Any stock bought or sold will automatically update stock levels accordingly.

You only need to enter information in the trading module if you are using a 'Full Stock' stock method. Users who have decided to use [price list](#) or [basic stock](#) modes will not use the trading module. Please see [Appendix 1](#) (p.34) or contact the support team if you are not sure which mode is best for you.

The trading module is opened from the main Gatekeeper screen with the icon shown below:



Transactions

All activities entered in the trading module sit within a structure called a transaction. This has been designed to give users the flexibility to record as much or as little information as they need. Transactions may be sale or purchase transactions.

A transaction is made up of multiple components, each providing a different function - but you do not need to use each component if you don't wish to.



For example, you could decide to create an order and use it to create a report which can be emailed to your supplier. When the product arrives on farm, you return to the same transaction and create a delivery to record the fact the product is now on farm. Then, once the invoice is received, you return once more to record what was paid.

Alternatively, you may not know what has been ordered by your agronomist before it turns up on farm, in which case you do not need to add an order. You might choose to add a delivery once the delivery ticket comes to the office, and then match to the invoice afterwards; or you might choose to simply enter the invoice once it arrives.

The key thing to remember with transactions and the stock module is that it is the **delivery** that puts the product into stock as far as Gatekeeper is concerned. Therefore if you want your Gatekeeper stocks to be

as up-to-date as possible to match spray store contents, you will need to add deliveries rather than wait and just enter invoices.

If you elect to enter invoices only (which is fine if it suits your business), be aware that Gatekeeper will automatically create a delivery in the same transaction in order to put the product into stock.

A single transaction may contain multiple deliveries or invoices – for example, you may have created an order, and the products required arrived in two separate deliveries, a week apart with different references. In this example, you would enter both deliveries into the transaction.

Transaction direction

Many of the examples in this guidebook are for product purchases, since that accounts for the majority of data entry in the trading module. However, transactions can be entered for purchases or sales as required:

	Order	Delivery	Invoice
Product Purchase	<i>Acts as a record of purchase order</i>	<i>Records delivery of products onto farm</i>	<i>Records price paid for products</i>
Product Sale	<i>Acts as record of grain contract, other harvest sale, or product sale</i>	<i>Records delivery of products off farm to buyer</i>	<i>Records price received for products.</i>

Setting up companies and contacts

When transactions are entered, the trading company is selected. Companies may be added:

1. Either
 - a. from the main screen by going to *Setup > Companies > Stock*, or
 - b. from the company selector screen by clicking 'Setup Company' in the bottom left.
2. Click 'Add'
3. Enter company name and click 'OK' to save.

It is only necessary to add contacts to companies if you wish to email reports (e.g., purchase orders) directly from Gatekeeper to that contact. To add a contact to a company:

1. Click 'Setup Contacts'
2. Click 'Add'
3. Enter contact name
4. Click on 'Details' subtab and enter email address
5. Click 'OK' to save and close

If your own business has multiple delivery locations that you wish to be able to specify on purchase orders, add each location to your own business as follows, from the main Gatekeeper screen:

1. Go to *Setup > Businesses*
2. Click 'Setup Contacts'
3. Click 'Add'
4. Enter a contact name (this can be either a person, or a location – e.g., 'Church Farm store')
5. *Optional:* add location address on 'Address' subtab
6. *Recommended:* click on 'Details' subtab and enter a contact telephone number
7. *Optional:* add further delivery instructions on 'Instructions' subtab.
8. Repeat for further locations if required, or click 'OK' to save and close.

Adding a transaction

To add a transaction:

- Open the trading module
- Click 'Add Transaction'

The 'Add New Transaction' window will appear. The options are explained below:

Section	Selection	Functionality
1	Trade With	<i>(Only visible if contract business functionality is switched on)</i> Select 'External Company' to trade with another party, or 'Internal business' to trade between main and contract business(es)
2	New Transaction details	A reference may be entered if required; this is the reference for the whole transaction, each component may also be separately labelled (e.g., to match supplier delivery ticket or invoice number). The reference number automatically increases by one as each new transaction is added. The date is similarly for the whole transaction, and each component part can have its own separate date. By default it will show today's date; you may wish to adjust for future or past purchases if you are entering future grain sales or backdating your details.
3	Start With	Select the correct starting point for the transaction you are entering. For more details of the order builder options , see p.15 For details of using the rebate function , please see p.14.
4	Packs	Select 'On' to use packs when entering product details.
5	Type	See p.12 for an explanation of the packs functionality in trading. Controls the direction of movement – purchase adds to stock, sale removes from stock.

6	Add New Delivery/ Invoice Method	<p><i>(Only visible if 'Delivery' or 'Invoice' is selected for the 'Start With' setting)</i></p> <p>Select 'From buffer' only if you are using the product buffer and have details to enter. For more information on the product buffer please see p.16.</p>
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The transaction wizard will pull you through the process of adding a transaction. The steps will vary depending on your selection made at the first step, but the most common scenarios can be found below.

Packs in transactions

The packs option is designed to make it easier to enter invoice data, if the supplier has provided details for products in the pack size delivered rather than per unit cost. It is usually only useful when entering invoices, rather than orders or deliveries.

Whether to use the option depends entirely on the layout of the invoices to be entered. For example, an invoice for chemicals supplied could be laid out as either:

15l of product supplied at £21/l – packs not needed
3 x 5l of product supplied at £105 per 5l unit – packs useful

Packs can be selected when a transaction is created, but can also be changed in the transaction itself as required by switching the 'Packs On/Off' selector in the top right of the screen.

Transaction pricing options

Two options sit on the 'Transactions' tab to prevent a transaction affecting product pricing information:

- The 'Payment on account' tickbox can be used where advanced payments have been made which would otherwise affect the products average price calculations. It will automatically untick when additional deliveries are added to the transaction.
- The 'Do not include' tickbox can be used on a more general basis to exclude the contents of the specific transaction from average price calculations.

Add a transaction starting with an order

From the 'Add New Transaction' window:

1. *If required:* enter a transaction reference (this is not the same as the order reference, which will be added shortly)
2. Select transaction date
3. Ensure the 'Start With' selector is on 'Order'
4. Ensure the 'Packs' selector is on the required option (typically 'Off' for orders)
5. Ensure the 'Type' selector is on the required option
6. Click 'OK'
7. *Customers with contract businesses only:* select purchasing business
8. Select supplying business – if the supplying business is not set up, please see [Setting up Companies](#), p.10
9. Select product(s) to be ordered and enter quantities
10. Click 'OK'

11. Enter order reference in the 'Reference' box:



12. *Optional:* if the order is a future contract and should not be included in any stock calculations, tick 'Future contract'
13. Click 'Issue Order'
14. Click 'OK' to save and close

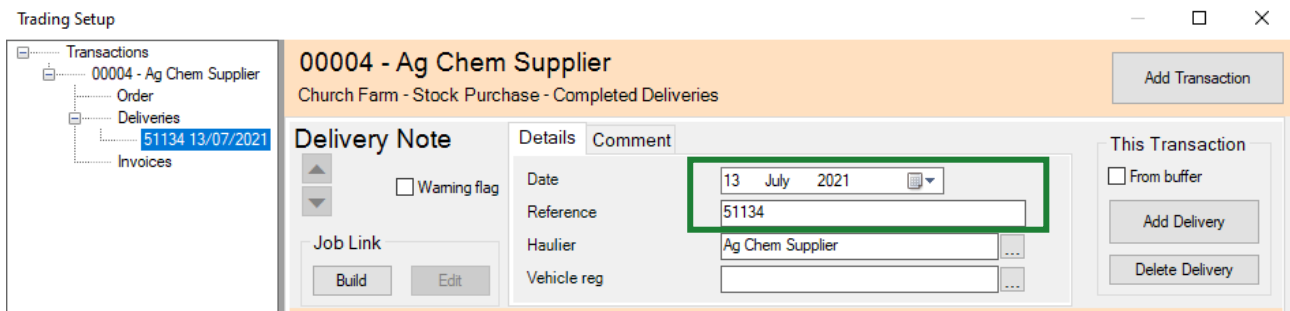
Next steps:

- For details of how to [view this order](#), please see p.18.
- For details of how to [add a delivery or invoice](#) to this transaction, please see p.19.

Add a transaction starting with a delivery note

From the 'Add New Transaction' window:

1. *If required:* enter a transaction reference (NB this is not the same as the delivery reference, which will be added shortly)
2. Select transaction date
3. Ensure the 'Start With' selector is on 'Delivery'
4. Ensure the 'Packs' selector is on the required option (typically 'Off' for deliveries – see [p.12](#) for more details)
5. Ensure the 'Add New Delivery Method' is on the required option (typically 'Product Picker' – for more information about the product buffer, please see [p.16](#)).
6. Ensure the 'Type' selector is on the required option
7. Click 'OK'
8. *Customers with contract businesses only:* select purchasing business
9. Select supplying business – if the supplying business is not set up, please see [p.10](#)
10. Select product(s) delivered and enter quantities (NB if you have selected the packs on option, you will not be able to enter quantities in this screen. Continue and enter the quantities once you reach the next screen.)
11. Click 'OK'
12. Ensure that delivery date matches the date the product came into stock
13. Enter the delivery reference in the reference box:



14. If required, edit haulier or vehicle registration details

15. *Customers using produce module only:* if stores are being used for output sales, select store(s) as required.
16. Click 'OK' to save and close

Next steps:

- For details of how to [view this delivery](#), please see p.18.
- For details of how to [add an invoice](#) to this transaction, please see p.20.
- For information on the [job link functionality](#), please see p.17.

Add a transaction starting with an invoice

From the 'Add New Transaction' window:

1. *If required:* enter a transaction reference (NB this is not the same as the invoice reference, which will be added shortly)
2. Select transaction date
3. Ensure the 'Start With' selector is on 'Invoice'
4. Ensure the 'Packs' selector is on the required option (see [p.12](#) for more details)
5. Ensure the 'Add New Delivery Method' is on the required option (typically 'Product Picker' – for more information about the product buffer, please see [p.16](#)).
6. Ensure the 'Type' selector is on the required option
7. Click 'OK'
8. *Customers with contract businesses only:* select purchasing business
9. Select supplying business - if the supplying business is not set up, please see [p.10](#).
10. Select product(s) invoiced:
 - a. If you have selected packs off, you will also be able to enter quantities and values at this point
 - b. If you have selected packs on, you are not able to enter quantities in this screen
11. Click 'OK'
12. Ensure that delivery date matches the date the product came into stock
13. Enter the delivery and invoice references in the reference boxes
14. If you previously selected packs on: enter product details (pack size, number of packs, and a value)
Please note: when entering values, you may choose to enter either the product unit price, or total value (or, if using packs, one of pack price, unit price, or total value), whichever is easiest. The remaining fields will be automatically calculated for you
15. Check invoice value (bottom right corner) matches values on invoice
16. *Customers using produce module only:* if stores are being used for output sales, select store(s) as required.
17. Click 'OK' to save and close

Next steps:

- For details of how to [view this invoice](#), please see p.18.
- For information on the [job link functionality](#), please see p.17.

When entering invoices, note that entering any details on the 'Adjustments' tab will **not** automatically adjust the invoice value as required.

Add a transaction starting with a rebate

The rebate option allows the value of products already applied to fields to be adjusted to reflect any rebates received.

When a rebate is added, any products purchased from the selected supplier which have had an invoice entered and a unit value against them are identified. The selected field groups are searched to find any fields which have had those products applied. The value of the rebate is divided proportionately across the fields concerned.

To add a rebate, from the main trading page:

1. Click 'Add Transaction'
2. *If required:* enter a transaction reference
3. Select 'Start With' option 'Rebate'
4. Click 'OK'
5. *Customers with contract businesses only:* select receiving business
6. Select supplying business
7. The 'Rebate Setup' window will open:
 - a. Enter a product name (this is how the rebate will be shown in field records) – for example, 'Fertiliser rebate'
 - b. If required, add comment
 - c. Enter rebate value
 - d. Select the start and end dates for the rebate to apply to
 - e. Click 'Refresh and Validate Data'
 - f. Any products purchased from the supplying company will be populated into the screen. If required, select specific products
 - g. Select which field group(s) the rebate should be applied to
 - h. Click 'Refresh and Validate Data' again
 - i. Click 'Build Rebate'
8. You will be taken to the rebate screen, but all options will be greyed out. Click 'OK' to save and close

Rebates will be visible in the field record on the operations tab, with the heading 'Rebates' and the product name entered during the process above. They are also visible in field margin records and analysis reports within the 'Rebates' heading.

Add a transaction using the order builders

In addition to creating orders from scratch, there are two options to help you build orders automatically.

The plan based order builder allows you to select issued plans, and calculates the amount of products required to fulfil those plans. It is therefore useful in situations where work plans have been created, and the product must now be ordered for purchase.

The plan based order builder can also be accessed through the planning module, by clicking 'Order'.

The product based order builder allows you to select the products you wish to order, and to then refer to the site or organisation catalogue (as applicable), and use the automated options available to select which supplier(s) should be used to fulfil the order. It is therefore useful in situations where you do not yet know who you will purchase from, but does depend on the catalogue being present and correct.

Plan based order builder

To use the plan based order builder, from the 'Add New Transaction' window:

1. *If required:* enter a transaction reference (NB this is not the same as the order reference, which will be added shortly)
2. Select transaction date

3. Ensure the 'Start With' selector is on 'Plan based order builder'
4. Click 'OK'
5. Select the plan(s) to be built into the order
6. The order builder window will open. Make selections as required, and click 'Build Orders'
For a full explanation of the order builder window functions, please see [Appendix 2](#) –p.35.
7. You now have an order(s) based on the plans and suppliers selected and can continue as required. Customers with contract businesses also will have a separate order for each purchasing business.

Product based order builder

To use the product based order builder, from the 'Add New Transaction' window:

1. *If required:* enter a transaction reference (NB this is not the same as the order reference, which will be added shortly)
2. Select transaction date
3. Ensure the 'Start With' selector is on 'Product based order builder'
4. Click 'OK'
5. *Customers with contract businesses only:* select purchasing business
6. Select product(s) and quantities required
7. The order builder window will open. Make selections as required, and click 'Build Orders'
For a full explanation of the order builder window functions, please see [Appendix 2](#) – p.35.
8. You now have an order(s) based on the products and suppliers selected and can continue as required. Customers with contract businesses will also have a separate order for each purchasing business.

Using the product buffer

The transaction structure is designed so that when entering data, you select the supplying company. On occasion, you may know that products have come onto farm, and know who delivered the products, but not who the invoicing company will be. In this instance, you can choose to add the delivered products into the buffer.

Deliveries into the buffer adjust the stock level as required, and effectively 'wait' there until they can be associated to an invoice. Buffers may also be used for product sales if required.

To add a delivery to the buffer, from the main trading page:

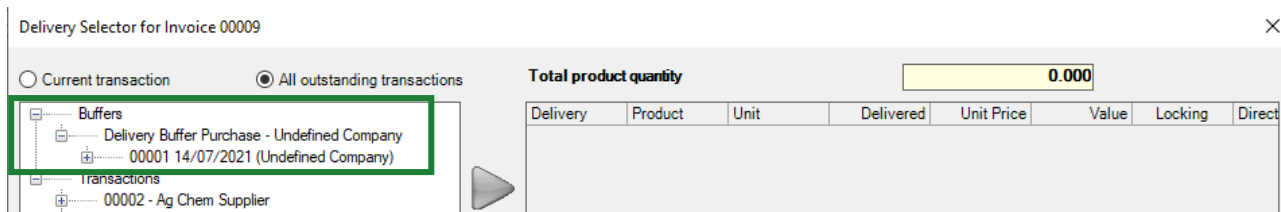
1. Click 'Add Buffer'
2. Ensure 'Type' is correctly selected
3. Select packs on or off as required
4. Ensure 'New Delivery Method' is set to 'Product Picker'
5. Click 'OK'
6. Select product(s) delivered
 - a. If packs are off, you can also enter product quantities in this screen
 - b. If packs are on, you cannot enter product quantities at this point
7. Ensure that delivery date matches the date the product came into stock
8. Enter the delivery reference in the reference box
9. Click 'OK' to save and close

Purchases into the buffer will have the type 'Delivery Buffer Purchase' associated, which will be visible in the transaction window and the tree view.

To add an invoice for products which are in the buffer, from the main trading page:

1. Click 'Add Transaction'

2. *If required*: enter a transaction reference (NB this is not the same as the invoice reference, which will be added shortly)
3. Select transaction date
4. Ensure the 'Start With' selector is on 'Invoice'
5. Ensure the 'Packs' selector is on the required option (see [p.12](#) for more details)
6. Ensure the 'Add New Delivery Method' is on 'From buffer'
7. Ensure the 'Type' selector is on the required option
8. Click 'OK'
9. *Customers with contract businesses only*: select purchasing business
10. Select supplying business
11. In the 'Delivery Selector' window, select the required delivery from the 'Buffers' section of the tree view:



12. Enter remaining invoice information as required (see [p.14](#))

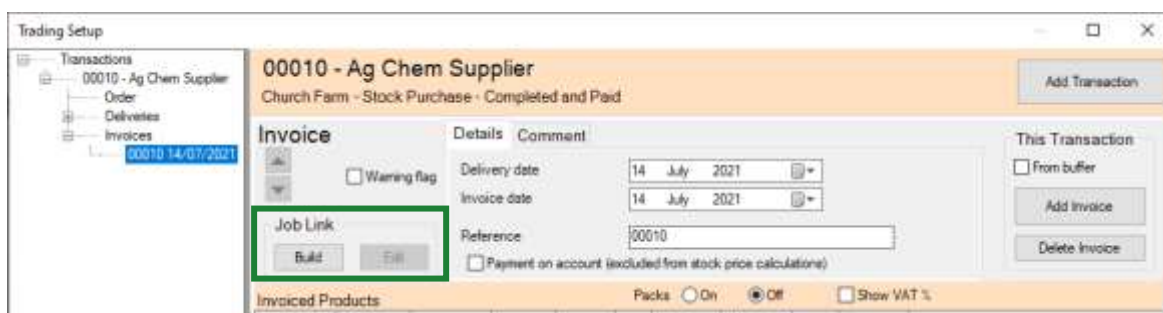
Please note: it is possible to add more than one buffer delivery into a single invoice. However it is not possible to split a single delivery sitting in the buffer – if the product quantity is adjusted at the invoice stage, any outstanding product will be lost.

Building linked jobs

The job link functionality allows you to allocate the products entered in a delivery or invoice directly to fields, by creating a job. It is primarily designed to handle immediate sales of harvested produce, so that you can create the sale of the product and the field harvest record at the same time.

To create a linked job, enter the delivery or invoice as normal, and then:

1. Click 'Build':



2. Select the appropriate pricing method:
 - a. Job price – the product price for any jobs created will be taken from the specific price of the delivery being linked. The transaction will not be included in any average stock price calculations of the same product.
 - b. Stock price – the average price for the stock period will be used for jobs created.
3. Click 'OK'
4. Select field(s)
5. A recording job will be created, using the transaction date for the field record, and the product total from the delivery/invoice.

The job created will be referenced with the transaction and delivery reference, and will be identified with the trading module icon.

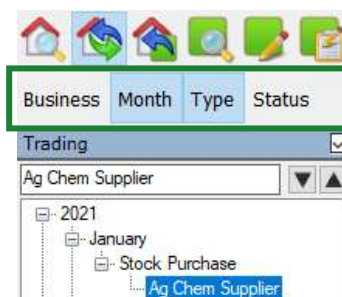
Once a job has been created using the job link, product quantities and job dates should be edited in the originating trade, not the job record.

To edit delivery or invoice details, and update the linked job, locate and open the transaction and then:

1. Edit transaction details as required
2. Ensure you are on the 'Delivery' tab
3. Click 'Update' to update changes into the linked job without viewing
4. If required: click 'Edit' to open and view the linked job.
5. Click 'OK' to save and close.

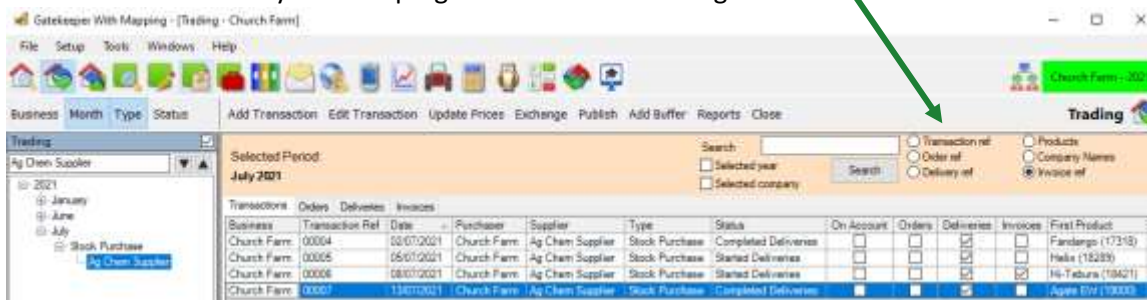
Viewing a transaction's components and status

Once a transaction has been created, it may be viewed by navigating the trading module home page. By default, the list on the left will be split by trading year and supplying company. If required, the list can be further divided by using the filters available above the list.



To find a specific transaction, either:

- Navigate this list to identify the supplying company, and select the specific transaction from the main screen, or
- Use the search facility in the top right corner of the trading module.



The transaction tab shows a summary of the status of each transactions via the 'Status' column and tick box combinations:

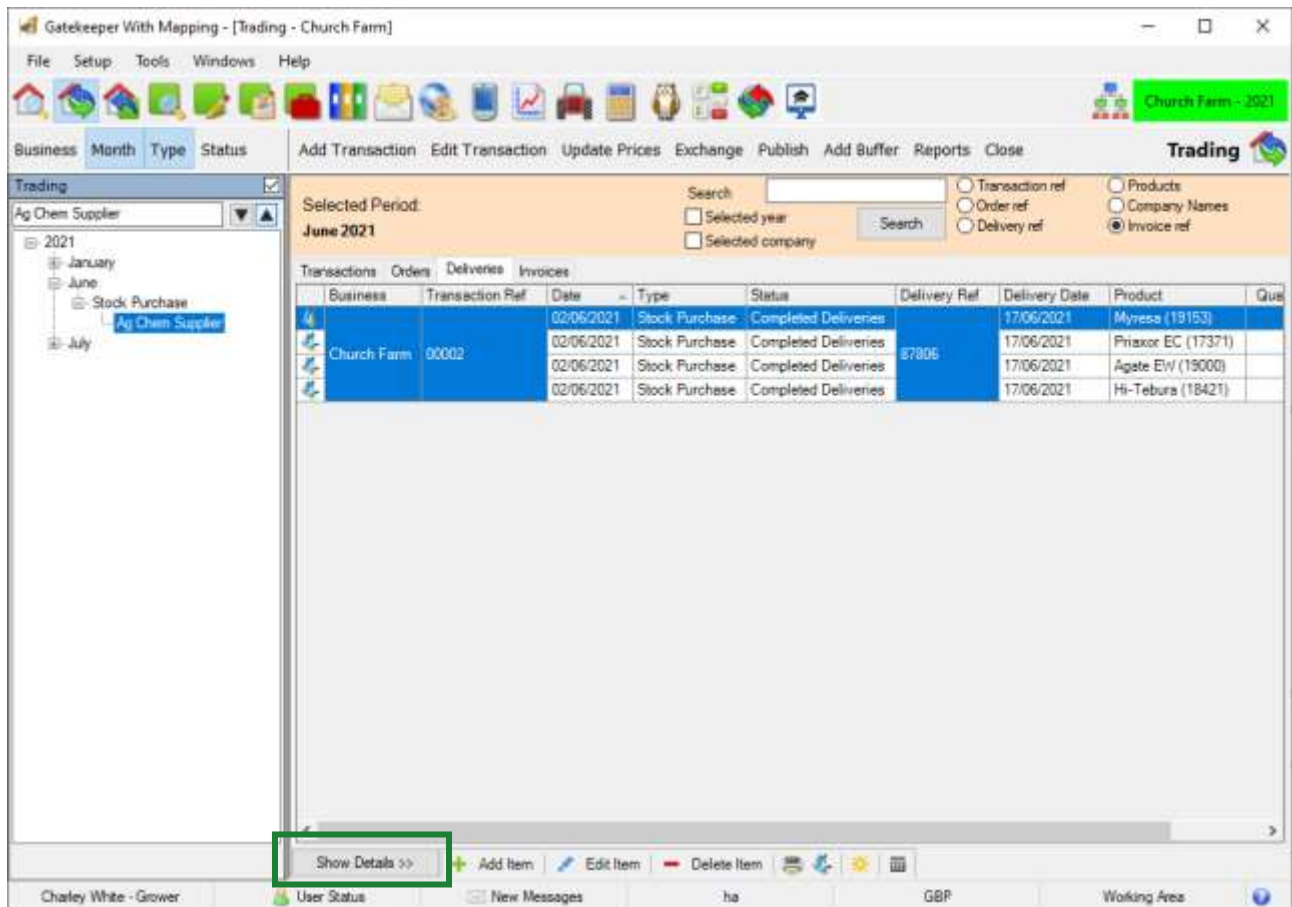
Business	Transaction Ref	Date	Purchaser	Supplier	Type	Status	On Account	Orders	Deliveries	Invoices	First Product	Comment
Church Farm	00002	02/06/2021	Church Farm	Ag Chem Supplier	Stock Purchase	Completed Deliveries	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Myresa (19153)	

The transaction selected here has had an order entered, and a delivery, but not yet an invoice. The first product in the transaction is visible, but not every product. To see further information, click on the 'Orders', 'Deliveries', or 'Invoices' tabs as required:

Business	Transaction Ref	Date	Type	Status	Delivery Ref	Delivery Date	Product	Quantity In	Units
Church Farm	00002	02/06/2021	Stock Purchase	Completed Deliveries	87806	17/06/2021	Myresa (19153)	50.000	L
		02/06/2021	Stock Purchase	Completed Deliveries		17/06/2021	Priaxor EC (17371)	75.000	L
		02/06/2021	Stock Purchase	Completed Deliveries		17/06/2021	Agate EW (19000)	32.000	L
		02/06/2021	Stock Purchase	Completed Deliveries		17/06/2021	Hi-Tebura (18421)	32.000	L

The individual order/delivery/invoice reference will be visible, as well as associated dates, and product amounts and values (invoices only).

Additional information can be viewed by clicking 'Show Details' at the bottom of the screen, and navigating through the tabs as required:



Editing an existing transaction

To edit an existing transaction, locate the transaction and either:

- Double click on the transaction itself to open it, or
- Click once on the transaction to select it, and then click 'Edit Transaction' (top of the screen) or 'Edit Item' (bottom of the screen).

When viewing a transaction, the 'Transaction' tab displays an overview of the information held within the transaction. To add or edit any of the components, select from the 'Order', 'Delivery', or 'Invoice' tabs.

Take care when deleting transactions or their components that you select the correct option. Deleting a transaction will permanently remove all orders, deliveries, or invoices that exist within the transaction. If you wish to delete a single part of the transaction (e.g., one delivery), then navigate to the correct tab first and then select 'Delete Delivery' (or order/invoice as appropriate).

Adding an invoice to a transaction that does not contain a delivery will automatically create a delivery at the same point: if you are backdating your records, there is no need to go through and add the delivery and then the invoice separately.

Adding a delivery note to an existing order

An order must be issued before you are able to add a delivery to the transaction. If the transaction status is 'Draft Order', open the transaction and click 'Issue Order' to proceed.

To add a delivery note, locate and open the transaction which contains the order, and then:

1. Either:
 - a. Click on the 'Delivery' tab and then 'Yes' to the message that appears, or
 - b. Click 'Add Delivery' (top right corner)
2. By default, Gatekeeper will assume that all products in the order have been delivered:
 - a. If this is not the case, edit the 'Delivery Quantity' column as required.
 - b. If a different product has been delivered than was ordered:
 - i. Select the product line
 - ii. Click 'Swap Product'
 - iii. Select the correct product and click 'OK'
3. Enter the delivery date
4. Enter the delivery reference
5. If required: adjust haulier and vehicle registration
6. *Customers using produce module only:* if stores are being used for output sales, select store(s) as required.
7. Click 'OK' to save and close.

If the delivery has completed the order, the 'Completed Delivery' box will be ticked automatically, and the status of the transaction will become 'Completed Deliveries'.

If the delivery was partial and there is outstanding product to be delivered to complete the order, the transaction status will be 'Started Deliveries'. A transaction may contain multiple deliveries or invoices, so when further deliveries are made, they can be added to the transaction following the same steps.

Adding an invoice to an existing delivery

To add an invoice, locate and open the transaction which contains the relevant order and/or deliveries, and then:

1. Either:
 - a. Click on the 'Invoice' tab, or
 - b. Click 'Add Invoice' (top right corner)
2. The 'Delivery Selector' window will open:
 - a. If there are multiple deliveries in the transaction, you can select which deliveries the invoice relates to.
 - b. Similarly, if the invoice is not for all the products in a single delivery, you can select which products are on the invoice you are entering.
 - c. Highlight the required elements on the left hand side, and use the single blue arrow to move them over. Alternatively, if your invoice is for everything available on the left, use the double blue arrows.
3. Enter product values:
 - a. In the delivery selector window, you can add a product line value but not the unit or pack price, then click 'OK'
 - b. If you would prefer to add a unit or pack price, click 'OK' and enter values in the next screen
 - c. The 'Selected deliveries price calculation' can be used when there are multiple deliveries of the same products, and is especially useful when entering grain sale payments. To use:

- i. Tick 'Selected deliveries price calculation'
 - ii. Select either 'Unit Price' or 'Total Value'
 - iii. Enter figures as required
 - iv. Click 'OK'
4. Enter the invoice date
5. Enter the invoice reference
6. *Customers using produce module only:* if stores are being used for output sales, select store(s) as required.
7. Click 'OK' to save and close

Adding a credit note

Credit notes may be added in one of two ways; both methods are detailed here. Both processes should be used in the case of product having been delivered and invoiced, but then returned unused. In the case of products having been used but a partial refund for their value having been received, please see [Adding a rebate](#), p.14.

Adding a credit note as a separate transaction

A credit note may be added in the same way as a product sale, to remove the product(s) and value(s) from stock. Follow the steps shown in [Adding a transaction starting with an invoice](#) (p.14), being sure to select the type 'Sale' at step 6.

Credit notes added in this way will be sorted into 'Stock Sale' rather than 'Stock Purchase' in the tree view on the left of the module when transaction filters are used.

Adding a credit note into the originating transaction

It is also possible to add a credit note to the existing transaction which it relates to. To enter a credit note, locate and open the transaction which contains the relevant deliveries and invoice(s), and then:

1. Click on the 'Invoice' tab
2. Click 'Add Invoice' (top right corner)
3. Select product(s) returned:
 - a. If the transaction has packs off, you will also be able to enter quantities and values at this point
 - b. If the transaction has packs on, you are not able to enter quantities in this screen
4. Click 'OK'
5. Ensure that delivery date matches the date the product left stock
6. Enter the credit reference in the reference box
7. If you previously selected packs on: enter product details (pack size and number of packs)
8. **Essential:** ensure that the product returned has the same value on the credit note as it did on the invoice paid.
9. **Essential:** double click in 'Direction' column and change invoice direction to 'Sale'

Invoiced Products												
Delivery Date	Delivery Reference	Source List	Heading	Product	Unit	Pack Size	Invoiced No of Packs	Invoiced Pack Price	Invoiced Quantity	Invoiced Unit Price	Value	Direction
13/07/2021	00002	Stock	Fungicides	Helix (18289)	L	5.000	3.000	17.500	15.000	3.500	52.500	Sale

10. Check invoice value (bottom right corner) matches values on credit note
11. Click 'OK' to save and close

Credit notes added in this way will remain in the 'Stock Purchase' section of transactions.

Using the 'Update Prices' functionality

The 'Update Prices' option allows users to quickly add a single unit price to products which have been delivered within a time frame. The user selects the product(s) and the date range, and Gatekeeper applies the unit price to any existing invoices, or adds invoices where none have been created.

Before use, be aware that using 'Update Prices' will adjust the price of the products involved over the price range selected – including any details already entered by adding invoices.

To update prices, from the main trading window:

1. Click 'Update Prices'
2. Enter the date range in the 'Delivered Dates' box
3. If required, filter by:
 - a. Heading
 - b. Transaction company (contract business users only: and transaction business)
 - c. Payment status tick boxes
4. Enter required prices in 'New Unit Price'
5. Click 'OK' to action and close.

Intra-business transactions (contract businesses only)

An internal transaction moves products between main and/or contract businesses.

Intra-business mark ups

A standard mark-up figure may be set to apply to all inter-business trades, if required. To set a mark-up figure, from the main Gatekeeper page:

1. Go to *Setup > Contract Businesses*
2. Enter the figure required in 'Percentage markup for Intra Business trading'
3. Click 'OK' to save and close.

Adding an intra-business transaction

To add an intra-business transaction, from the main trading page:

1. Click 'Add Transaction'
2. In the 'Trade With' section, select 'Internal business'
3. *If required:* enter a transaction reference (NB this is not the same as the invoice or delivery reference, which will be added shortly)
4. Select transaction date
5. Select packs on or off
6. Click 'OK'
7. Select supplying business
8. Select purchasing business
9. The 'Calculate Outstanding Products' window will open. Either:
 - a. Use the tool to calculate the products and quantities that need to be balanced between businesses by:
 - i. Either
 1. Clicking 'Select all FC & VC' to look across all fixed and variable cost headings, or

2. Clicking 'Select Headings' and selecting the heading(s) to balance
 - ii. Selecting a date to calculate up to
 - iii. If required, adding a % mark up to purchasing prices
 - iv. Clicking 'OK' (NB – if the product picker screen appears next, no products were identified that required balancing between businesses).
 - b. Or, if you do not wish to use the tool and already know which products you want to trade:
 - i. click 'OK' without making any selections
 - ii. Select products as required from the product picker screen
10. Continue as normal to complete the transaction.

Import & export to accounting software packages

Gatekeeper users may choose to exchange transaction information between Gatekeeper and either Farmplan Business Manager, or Landmark KEYPrime Account packages.

*Due to the range of possible business practices, we would strongly recommend contacting the Gatekeeper support team to discuss the suitability of the link for your specific circumstances **before** setting up an import-export link between Gatekeeper and either Business Manager or KEYPrime Accounts.*

Details on setting up the link between Gatekeeper and accounts package, please refer to your account package provider's separate documentation. Farmplan Business Manager users can find their supporting document [here](#).

To import from accounts package

From the main trading window:

1. Click 'Exchange'
2. Select the 'Import' tab
3. Ensure path is selected correctly
4. Data to import will populate the screen.

To export to accounts package

From the main trading window:

1. Click 'Exchange'
2. Select the 'Export' tab
3. Ensure path is selected correctly
4. Select data to export using the available filters
5. Click 'Export Resources' or 'Export Transactions' as appropriate.

Stock Module

Your use of the stock module will vary dramatically depending on which stock mode(s) are in use across your Gatekeeper setup.

The following section has been divided according to the different stock modes, but you may need to refer to more than one of these sections if you have multiple stock modes in use.

Regardless of your stock mode, you should be aiming to close the stock periods at least once a year, preferably in line with the end of a cropping season.

The stock module is opened from the main Gatekeeper screen with the icon shown below:



The tree view is navigated by stock period (with the open period always at the top of the list) and then into heading subdivisions. Selecting a heading will populate the main screen with the available data.

The 'Show details' button and the tabs available when it is used are particularly useful in the stock module:

The screenshot shows the 'Stock Management' window in Gatekeeper. The left-hand tree view is expanded to 'Fungicides' under 'Open Stock Period'. The main area displays a table of stock data for various products. A 'Show Details >>' button is highlighted with a green box at the bottom of the table.

Product Name	Units	In Stock Quantity	In Stock Value	Delivered In Total	Quantity Uninvoiced	Used Quantity	Actual Unit Price	Estimated Unit Price	Adjustments Trading	Quantity Stock
Agate EW (19000)	L	72,000	0.00	72,000	32,000	0,000	0,000		0,000	0,000
Fandango (17318)	L	(17,100)	0.00	110,000	60,000	127,100	0,000		0,000	0,000
Helix (18289)	L	60,000	0.00	60,000	0,000	0,000	0,000		0,000	0,000
Hi-Tebura (18421)	L	102,000	0.00	102,000	32,000	0,000	0,000		0,000	0,000
Manitoba (16539)	L	(41,250)	0.00	0,000	0,000	41,250	0,000		0,000	0,000
Myress (19193)	L	50,000	0.00	50,000	50,000	0,000	0,000		0,000	0,000
Prinox EC (17371)	L	90,000	0.00	90,000	90,000	0,000	0,000		0,000	0,000

Centralised purchasing

Where contract businesses are in use, the centralised purchasing option allows users to view the status of the stock centres combined into a single total. It displays quantities but not prices (as prices may vary between contract businesses).

This option can be useful where individual businesses purchase and maintain their own stock levels and ownership, but there is only one physical shed in use. It is less likely to be useful if each business has its own store and products are never shared or stored in a communal location.

Centralised purchasing is enabled for each contract business by default. To remove a business from the centralised purchasing view, from the main Gatekeeper screen:

1. Go to *Setup > Contract Businesses*
2. Select the contract business
3. Untick the option 'Include in centralised purchasing'
4. 'OK' to save and close.

Stock mode 1 - Price List

Where 'Price List' mode is in use, each product used on a field is given a single unit price. This price is used every time the product is used on the field within the open stock period; therefore when you wish to change the price of a product, it is necessary to close the relevant stock period.

Closing stock periods for price list mode headings

Before beginning, you may find it useful to run the analysis module report 'Farm Products Used Summary' – this will give you a list of all products that you need to have unit prices available for.

When closing stock periods for any 'Price List' headings, you are entering the price to be used up to the date entered as the end of stock period. Therefore if you need to close consecutive periods, you must start by entering the earliest prices and dates, and working forwards.

There is no need to carry out a reconciliation for price list headings.

To close a stock period for a 'Price List' heading, from the stock module:

1. Select the first heading to close from the 'Open Period' section of the list on the left hand side
2. Click 'Stock Management'
3. *Users with contract businesses only:*
 - a. select 'Single business' to close the stock period for the selected business, or
 - b. select 'Multi business individual stock taking' to close for more than one business at once.
4. Enter product prices in the yellow 'Actual Unit Price' column
5. If any products should not be brought forward into the new stock period, take the tick out of the 'Active' box
6. Click 'Add New Stock Period'
7. Select the date the period should end on
8. Select a locking method – see [Stock period locking](#), p.32
9. Click 'Add New Stock Period'

Repeat as required for additional headings.

Stock mode 2 - Basic stock

The basic stock mode has been designed for use where some stock quantity control is required, without the detail and input required from the full stock modes. When product is delivered to farm, you simply record the amount of product received and its value; there is no detail of supplier, delivery or invoice numbers, etc.

Where 'Basic Stock' mode is in use, each product used on a field has an average unit price calculated across the open stock period. If the unit price changes then all fields using the product in the open stock period will be automatically updated.

Recording product movements in basic stock mode

When basic stock mode is in use, no transactions are added in the trading module. Instead, any product coming into or out of stock is recorded in the stock module as follows:

1. Open the stock module
2. Select the first heading to edit from the 'Open Period' section of the list on the left hand side
3. Click 'Stock Management'
4. *Users with contract businesses only:*
 - a. select 'Single business' to enter stock for the selected business, or
 - b. select 'Multi business individual stock taking' to enter for more than one business at once.
5. For the first product to adjust, double click in the 'Basic Stock Purchased' column:

Product	Product		In Stock	Unit	Opening		Trading Purchased	Basic Stock		Field Used	Actual Unit Price	Estimated Unit Price	Total Traded Per Business	
	Flag	Active			Stock	Unit Price		Purchased	Unit Price				Quantity	Value
Biopower	<input type="checkbox"/>	<input checked="" type="checkbox"/>	65.441	L			(9.559)	75.000	3.583	0.000	3.583		0.000	0.00
Methylated seed oil	<input type="checkbox"/>	<input checked="" type="checkbox"/>	48.000	L	48.000	7.500	0.000			0.000	7.500		0.000	0.00
Mineral oil	<input type="checkbox"/>	<input checked="" type="checkbox"/>	33.000	L	33.000	12.857	0.000			0.000	12.857		0.000	0.00
Toil	<input type="checkbox"/>	<input checked="" type="checkbox"/>	48.000	L	48.000	10.500	0.000			0.000	10.500		0.000	0.00
X-Change	<input type="checkbox"/>	<input checked="" type="checkbox"/>	20.000	L	40.000	15.000	(20.000)			0.000	15.000		0.000	0.00

6. In the window that opens:
 - a. Enter the quantity of product to move
 - b. Enter a unit price or total value
 - c. Click 'Purchase' or 'Sell' as appropriate

7. Click 'OK' to save and close.

Reconciling stock and closing periods in basic stock mode

The reconciliation and period closing methods are the same as for full stock modes – please see below.

Stock modes 3 & 4 - Full stock

There are two full stock modes in Gatekeeper; full stock average price calculates the average unit price of a product across a stock period, while full stock last price uses the last price entered for a product. Both modes require the input of delivery notes and/or invoices to update the stock levels, and give a higher level of reporting and traceability for products.

Where 'Full Stock Average Price' is used, the unit price of products is calculated as an average of each purchase of the product within the open stock period.

Where 'Full Stock Last Price' is used, the last delivered price (by invoice date) is used when a job is recorded (by job end date). This means that if this mode is used, invoices must be entered before field jobs are recorded to ensure the most recent unit price is used.

A third full stock mode, 'Full stock batch mode', is available only for output products, and allows for greater detail in pricing product sales. For further information, please refer to the Produce module handbook through the [support centre](#).

Carrying out a reconciliation

The reconciliation is the process of correcting Gatekeeper stock to the physical stock levels. You can carry out a reconciliation at any point during an open stock period as required; you do not have to close the stock period each time you reconcile, but you must reconcile before you will be able to close a stock period.

For example: some users will reconcile once a year, before closing stock periods. Other users will reconcile monthly, alongside monthly stock counts; but may only close stock periods quarterly, or annually.

When reconciling it is key to keep in mind that everything in the stock module runs solely on calendar date. It is rarely advisable to try and carry out a reconciliation in Gatekeeper on the same date as the physical stock count took place, since it is unlikely that all field records will be 100% up to date and all invoices received for any recent deliveries.

Instead, you may wish to carry out the physical stock count, and then wait a number of weeks to be sure that all field records are up to date and invoices have had a chance to arrive.

Preparing for a reconciliation

To carry out a reconciliation, you will need to:

- Take a full count of any stock on farm, for the date in question. Be sure to include any stock in different locations, including spray bowsers etc.
- Ensure field records are up to date right up to the date of the stock count. Double check any jobs that have not made their way back to the office; check if there were any jobs undertaken without a record; ensure any product swaps or movements have been recorded.
- Make sure all deliveries right up to the date of the stock count are entered. If you are planning to close stock periods after the reconciliation, you will also need invoices to be entered up to the date.

You may wish to print a stock taking sheet out to make the process of stock counting easier. To do this, from the stock module window:

1. Click 'Reports'
2. Select 'Stock Taking Sheet' from the list on the left hand side
3. Select the stock take date
4. Select headings and business(es) as required, and appropriate tick box options as preferred
5. Click 'Run Report'
6. Save or print as usual.

Reconciliation discrepancy allocation methods

When you enter a stock reconciliation, you will need to select a discrepancy allocation method. This controls how Gatekeeper handles the difference between the in-stock figure in the program, and your actual physical stock levels. The options and their effects are shown below:

Discrepancy Method	Function	Notes	Suitable for use if...
Stock adjustment	The difference in stock quantities is adjusted. The quantity entered to stock adjustment will be visible in the stock module	This method effectively 'loses' or 'finds' products as required.	There is a large discrepancy which cannot be identified or rectified through correcting field or trading records
Trading adjustment	The difference in stock quantities is adjusted. The quantity entered to trading adjustment will be visible in the stock module	Similar to stock adjustment but with its basis in trading	The issue is known to be somewhere in trading (rather than field records) but cannot be identified to be rectified.
Field operation wastage	Gatekeeper looks back over the open stock period for every occasion the product in question has been used. Any jobs using that product will have their wastage adjusted to lose/find the product as required, and field records will be adjusted accordingly. The job rate and quantity is not adjusted, and wastage figures do not appear on any traceability reports.	Cost of product is correctly allocated to fields in question. Cannot be used if product has not been used in open stock period.	Stock is under control and amount to be reconciled is small. This method is often appropriate for plant protection product headings where the difference is small and caused by rounding errors, product lost to tank washings, etc, but the actual job rate should not be adjusted.
Field operation rate	Gatekeeper looks back over the open stock period for every occasion the product in question has been used. Any jobs using that product will have their actual rate and quantity adjusted to lose/find the product as required, and the field records will be adjusted accordingly. The job rate and quantity is adjusted.	Cost of product is correctly allocated to fields in question. Cannot be used if product has not been used in open stock period. Jobs are not automatically re-verified.	Stock is under control and amount to be reconciled is small. This method is often appropriate for seed and fertiliser headings, where the difference is small and caused by rounding errors but all product was used on fields in question so the

			actual job rate can be adjusted.
Opening stock	Acts as a 'fresh start' for stock levels.	Ability to adjust both product quantities and average values.	Suitable for use if you are new to Gatekeeper and need to enter opening stock levels, or Gatekeeper has been used but the stock has got into a muddle that cannot be fixed and a new start is required

Carrying out a reconciliation

PLEASE NOTE BEFORE PROCEEDING: *if you have multiple Gatekeeper standalone sites, it is essential that all users synchronise their sites before proceeding. Stock control data entry should only be performed on one site. If you have a Gatekeeper network installation, it is essential that no users enter data while a reconciliation is being performed.*

Once you have the information required to enter a reconciliation, from the stock module window:

1. Select the first heading to edit from the 'Open Period' section of the list on the left hand side
2. Click 'Stock Management'
3. *Users with contract businesses only:*
 - a. select 'Single business' to enter stock for the selected business, or
 - b. select 'Multi business individual stock taking' to enter individual stock levels for each business, or
 - c. select 'Multi business combined stock taking...' to enter a combined stock level and for Gatekeeper to automatically generate intra-business trades to level stock between businesses where possible.

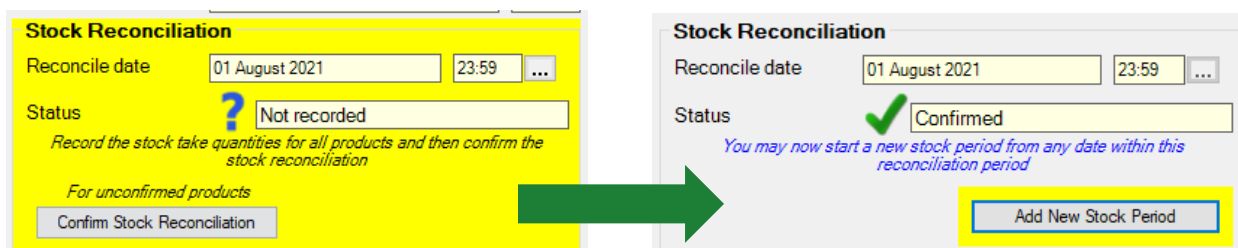
4. Click 'New Reconciliation'
5. Select the reconciliation date (date of the stock count)
6. Select the correct reconciliation discrepancy allocation method
7. The 'In Stock' quantities will be recalculated for your reconciliation date. Enter the stock take figures from your count into the yellow 'Stock Take' column for all products that you wish to use the selected discrepancy allocation method for.

If any discrepancies exist:

- a. Consider the scale of the difference. If it is significant, it may highlight an issue with either product purchases (trading module) or usage (planning/recording modules). You may find it useful to run the 'Product Audit' report to see all details for that product in the open stock period:
 - i. Ensure the product in question has its line selected
 - ii. Click 'Reports' (top right corner)
 - iii. Select report 'Product Audit' from the list on the left
 - iv. *Users with contract businesses only:* select businesses required to report
 - v. Click 'Run Report'
- b. If required, adjust field or trading records. You may find it useful to use the ['Show Details'](#) tab – see p.18 for more details.
- c. If you are happy that the difference between Gatekeeper and physical stocks is appropriate to reconcile away, continue to enter stock levels

You may also wish to use the buttons at the bottom of the screen to 'Accept all in stock', 'Accept in stock', 'Zero stock take', or 'Zero and inactive' as appropriate.

8. Once products using the same discrepancy allocation method have their stock level entered,
 - a. Select required heading locking method (see [Reconciliation locking](#), p.31)
 - b. Click 'Confirm Stock Reconciliation' and accept the warning message.
 - c. If more than one discrepancy allocation method is being used, repeat steps 6-8 until all products are confirmed.
9. Your reconciliation is **not complete** until the yellow warning box disappears:



If the yellow box is still present, the reconciliation has not been confirmed. Do not pass go, do not collect \$200, go directly to jail. You must rectify any errors before proceeding further – details of common issues at this stage can be found at [Reconciliation trouble shooter](#), p.32.

10. *Users with contract businesses only:* if you selected 'Multi business combined stock taking' at step 3, you will now need to:
 - a. Click 'Stock balancing'
 - b. Check options and click 'Confirm Balancing Transfers and Transactions' – for more information on the options available on this screen, please check [Appendix 5](#), p.42
11. You may now [add a new stock period](#) (p.32), reconcile the next heading, or close the stock management window as required.

Using more than one discrepancy allocation method for the same heading

It is possible to use more than one reconciliation discrepancy allocation method within a single heading while performing a reconciliation. To use more than one method, you will need to:

1. Identify which product(s) require a different method
2. Enter figures into the 'Stock Take' column **for these products only**
3. Select the required discrepancy method
4. Click 'Confirm reconciliation'
5. Enter figures into 'Stock Take' for all other products
6. Select the second required discrepancy method
7. Click 'Confirm reconciliation' again

Correcting a mistake in a confirmed reconciliation

When an error has been entered and confirmed during a reconciliation using discrepancy methods 1) Stock adjustment or 2) Trading adjustment, so that there is a quantity present in the 'Trading – purchased adjustment' or 'Stock adjustment' column, it may be reversed through the following steps:

1. Select the heading to edit from the 'Open Period' section of the list on the left hand side
2. Click 'Stock Management'
3. *Users with contract businesses only:*
 - a. select 'Single business' to enter stock for the selected business, or
 - b. select 'Multi business individual stock taking' to enter individual stock levels for each business.
4. Click 'New Reconciliation'

5. Select the reconciliation date – this can be the date following the incorrect reconciliation
6. Select the product line that requires amending
7. Click 'Clear Adjustments'. The amount that was previously reconciled away (shown in 'Trading – purchased adjustment' or 'Stock adjustment' column will now be added into the 'Stock Take' column.
8. Confirm in-stock figures for all other products
9. Click 'Confirm stock reconciliation'.

Performing reconciliations with contract businesses

For customers with contract businesses: where the business mode 'Multi business combined stock taking with Intra Business Stock Balancing' is selected, you will only be able to use the reconciliation discrepancy methods 'Field operation wastage' or 'Field operation rate'.

Therefore where you know you will need to use a different discrepancy method, you must select either 'Single business' or 'Multi business individual stock taking' modes.

Deleting reconciliations

Deleting a reconciliation **does not** remove the adjustments created by the reconciliation being deleted.

If you wish to correct an incorrect reconciliation, please see [Correcting a mistake in a confirmed reconciliation](#) (p.30), or you may need to carry out a second reconciliation to overwrite the effects of the first.

Reconciliation locking

Each time a reconciliation is carried out, a locking method may be chosen. This is designed to stop any additional data entry after the reconciliation has been carried out that would affect the stock levels being confirmed by the reconciliation.

In addition, where multiple reconciliations will be carried out in a single stock period, locking a reconciliation ensures that subsequent reconciliations are only effective up to the point of the previous reconciliation (rather than being active over the whole open stock period).

Locking a reconciliation only affects product quantities, not values – values can only be locked by closing a stock period. The locking options available are:

Locking Method	Effect
No locking	The reconciliation is not locked. Gatekeeper will not stop you from entering field or trading records within the period affected by the reconciliation, even though this action would adjust the stock levels entered and contradict the stock reconciliation.
Unauthorised users locked out	Unauthorised users cannot edit or add field or trading records within the period of the reconciliation. Authorised users may edit or add, but will be shown a warning message to check if they wish to proceed.
All users locked out	Records falling within the period of the reconciliation may not be edited or added by any user. An authorised user must delete the stock reconciliation if data entry is required.

The authorisation for users to reconcile stock, edit stock in a locked period, or lock, unlock and delete periods is set in the Tools > User Manager window, in the 'Stock' section of each user's permissions.

Reconciliation trouble shooter

The table below shows the most commonly encountered issues during a reconciliation, and their resolutions.

Issue	Cause	Resolution
Message: 'Un-invoiced movements exist for this stock period'	There are deliveries present within the date range being reconciled which have not had invoices added yet	No action necessary if you are reconciling without closing the stock period. If you also wish to close the stock period, you will need to add missing invoice data.
Message: 'Data missing or invalid' (followed by numbers)	The Gatekeeper stock levels have been altered (via trading or field records) <u>after</u> the in-stock amount was added during the open reconciliation	Re-type the correct in-stock figure to be used.
Reconciliation won't confirm	The discrepancy allocation method selected cannot be used (i.e., a 'field operation' method has been selected, but there are no field jobs within the open period to be adjusted	Select a different reconciliation method for the outstanding product(s)
Number entered into stock-take column disappears after typing	The discrepancy allocation method selected cannot be used (i.e., a 'field operation' method has been selected, but there are no field jobs within the open period to be adjusted	Select a different reconciliation method for the outstanding product(s)
Not all discrepancy allocation methods are available	Multi-business combined stock taking has been selected, which means only field operation and field wastage are available	Either, use field operation or field rate modes, or delete the current reconciliation, and begin again choosing the 'Single business' or 'Multi-business individual stock taking' options.

Closing stock periods

After carrying out a reconciliation;

1. Ensure any products no longer required have had the tick taken out of their 'Active' box
2. Click 'Add New Stock Period'
3. Check the period end date and adjust if required
4. Select a locking method – see [Stock period locking](#), below
5. Click 'Add New Stock Period'

Stock period locking

Each time a stock period is closed, a locking method may be chosen. This is designed to stop any additional data entry taking place after the stock period has been closed that would affect the product pricing calculated when the period was closed.

Locking a stock period affects the quantities and values of products confirmed when the stock period is closed.

Locking Method	Effect
No locking	The stock period is not locked. Gatekeeper will not stop you from entering field or trading records within the closed stock period, even though this action would adjust the stock levels entered and contradict the stock reconciliation.
Unauthorised users locked out – quantities only	Unauthorised users cannot edit or add field or trading records within the period of the reconciliation that would affect product quantities. It will still be possible to enter trading records that would affect product values. Authorised users may edit or add field or trading records, but will be shown a warning message to check if they wish to proceed. <i>Given that stock periods are generally ended in order to lock prices into a stock period, the 'value and quantity' option may be more useful when closing a stock period.</i>
Unauthorised users locked out – value and quantity	Unauthorised users cannot edit or add field or trading records within the period of the reconciliation that would affect product quantities or values. Authorised users may edit or add, but will be shown a warning message to check if they wish to proceed.
All users locked out	Records falling within the period of the reconciliation may not be edited or added by any user. An authorised user must delete the stock period if data entry is required.

The authorisation for users to reconcile stock, edit stock in a locked period, or lock, unlock and delete periods is set in the Tools > User Manager window, in the 'Stock' section of each user's permissions.

The default locking method for each heading can be set via *Setup > Headings*.

Deleting stock periods

Deleting a stock period may be necessary if a heading has been reconciled and had its period closed before all invoices were entered, so that average unit prices are incorrect – and any stock carried forward into the next period will have an incorrect value. In this case, it will be necessary to delete the stock period, enter the missing data, re-reconcile, and close the stock period again.

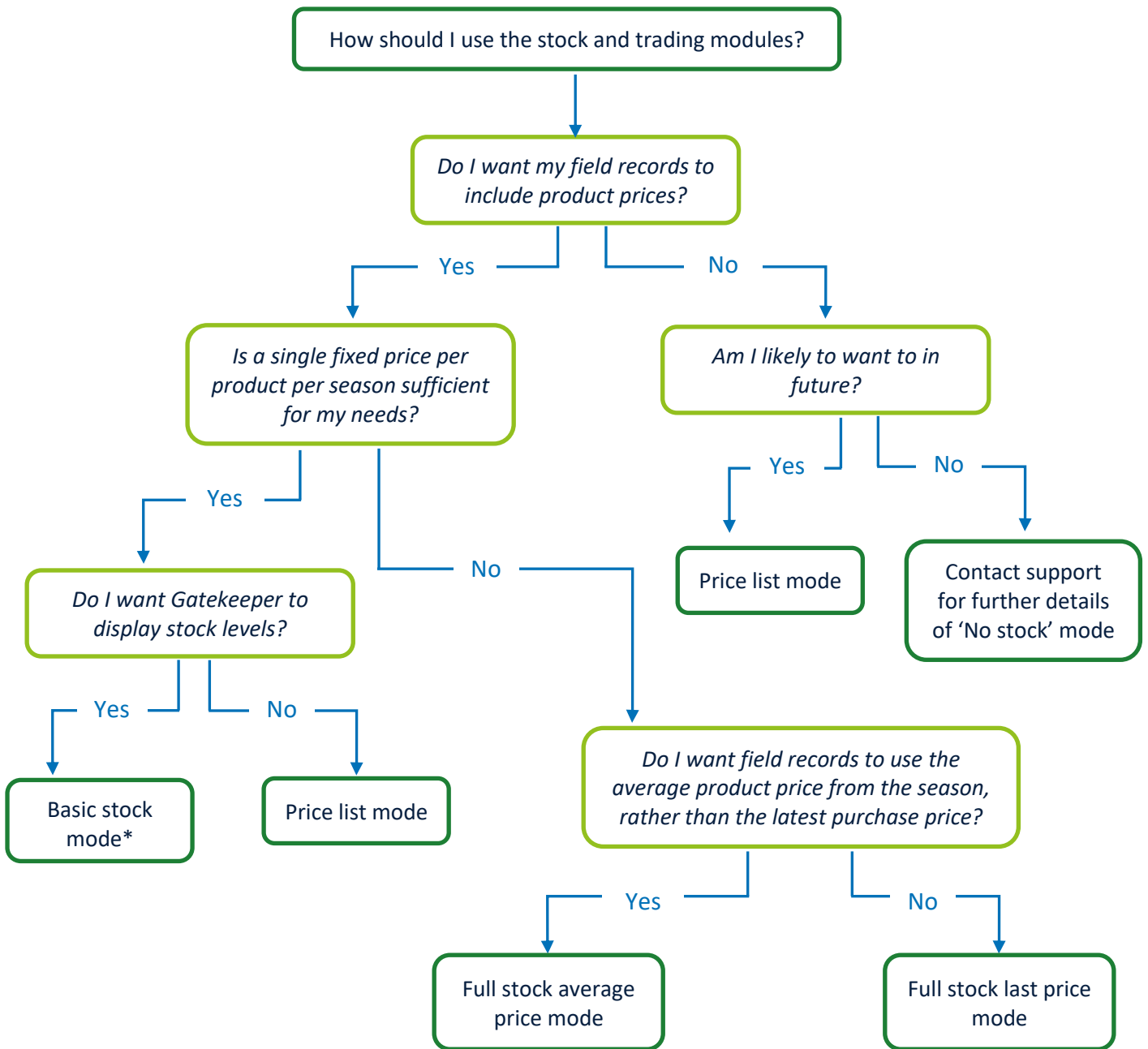
If a user had not locked their stock periods, and simply entered the missing invoices into the closed period, the product unit price would not be corrected for the opening of the open stock period.

To delete a stock period:

1. From the main stock screen, select the closed stock period from the list on the left hand side
2. Click 'Stock Management'
3. Click 'Delete Stock Period' (top right corner)
4. Accept warning messages.

You may wish to contact the support team before deleting stock periods to ensure all effects of doing so have been considered.

Appendix 1 – stock mode decision support



Additional considerations:

- Do I want my field records to include fixed costs (e.g., cost of sprayer going through field)?
 - If yes – will need to setup fixed costs and use via jobs or implements
- Do I need to record multiple stock centres with separate inventories? Or,
- Do I need to be able to give the same product different prices for different fields?
 - If yes – add contract business(es) to setup
- Do I need to be able to record storage locations of harvested products, and/or treatments to stored crops?
 - If yes – produce module.

Appendix 2 – Order Builder

The ability to build an order can be accessed from both the trading and planning modules. The general process for [adding an order](#) is covered from p.15, but further details of some of the order building screen options are provided below.

The following steps are provided for growers; agronomist users may wish to refer to our separate support document.

Order Builder - Add Planning Order For Linked Plan

Price list, output, machinery costs and use up first products have not been included

Requirements for Testing farm Detailed columns

Product	Unit	Checked Stock	Requirement To Buy	Override To Buy	Supplying Company	Include	Prices from Source List
Activator 90			0.000			<input checked="" type="checkbox"/>	Site
Adexar (17441)			0.000			<input checked="" type="checkbox"/>	
Agate EW (19000)			0.000			<input checked="" type="checkbox"/>	
Amistar (18039)	L		0.000			<input checked="" type="checkbox"/>	Stock
Biopower (92144)			0.000			<input checked="" type="checkbox"/>	
Comet 200 (12639)			0.000			<input checked="" type="checkbox"/>	Site
Myresa (19153) + Syrex (18908)	ha Dose		27.750			<input checked="" type="checkbox"/>	Stock
Terpal (17440)	L		0.000			<input checked="" type="checkbox"/>	Site

Pick Plans Pick Company Pick Company for All [Printer] [Refresh] [Sun] [Calendar]

Plans Businesses

00050 Tank mix Edit Plan

Use plan reference in order
 Use plan number only
 Update picked plan target prices

Requirement Options

Centralised purchase (inc negative in stocks)

Ignore in stock quantities
 Ignore outstanding ordered quantities
 Ignore outstanding job quantities

Best Buy Companies

Search in picked source list only
 Search in all catalogue source lists

Clear and Recalculate All Companies

Fulfilment Method

Job target price (lowest price no packs)
 Cheapest unit price, no pack breakdown
 Cheapest unit price pack breakdown
 Cheapest total value pack combination
 Priority pack combination

Best buy companies are cleared and auto recalculated only when changing to or from Job Target Price method

Automatically issue generated orders
 Pick specific contacts for selected companies Build Orders Cancel

1 – Requirements section

- Based on the plan(s) selected, the grid is populated with the requirement to buy based on plan amounts and stock levels. The 'Requirement to Buy' column is calculated and cannot be adjusted.
- Ticking 'Detailed columns' will display further columns which all count into how the 'Total to be ordered' figure is arrived at.
- Any adjustments should be made using the alternative options detailed below.
- To adjust the plan(s) used, click 'Pick Plans' and adjust as required
- If there is a known quantity of available stock (different to the current Gatekeeper stock level), this can be added in the 'Checked Stock' column.
- If you wish to override the calculated quantity to buy (for example, 10l extra of a product is needed to treat pony paddocks not in Gatekeeper so not included in the order calculations), enter the quantity in 'Override to Buy' column.
- Select the supplying company/ies that the order will be created for either by:

- Selecting in the 'Supplying Company' column
- Selecting a product line and then clicking 'Pick Company'
- Clicking 'Pick Company for All'

2 – Plan links

- The plan(s) used to create the order will be visible. If any plan requires adjustment, click 'Edit Plan'. When you click 'OK', the order requirement will be automatically updated
- Tick 'Use plan reference in order' if you wish the order to include details of its linked plan(s)

3 – Requirement options

- *Contract business users only*: the order being created will automatically show main and contract business(es) requirements separately. If you are happy to move stock between businesses before ordering extra product, tick 'Centralised purchase'.
- Tick 'Ignore in stock quantities' if you want to order the entire job requirement, rather than adjusting for the product levels in stock.
- Tick 'Ignore outstanding ordered quantities' if you do not want Gatekeeper to take into account any outstanding orders (which may include the same products)
- Tick 'Ignore outstanding job quantities' if you do not want Gatekeeper to take into account any outstanding jobs (which may have a requirement for the same products)

4 – Best buy and fulfilment methods

These options are only relevant if you are using catalogues to record the various prices of the same product when purchased from multiple suppliers.

A full breakdown of the fulfilment options may be found in either the program in-built help text, or the agronomist guide to orders, linked above.

5 – Final options

Clicking 'Build Orders' will create the order(s) required in the trading module. Product requirements will be split into separate orders for each supplier (and purchasing business, if contract businesses are present).

Appendix 3 – Entering opening stocks

The following steps are specifically for users who have just begun using Gatekeeper, and need to enter the figures of stock physically in the store to start their records. If you are an existing Gatekeeper user who wishes to perform a stock 're-set', please see [Appendix 4](#), p.40.

To give a 'starting' stock level in Gatekeeper, you will need to know the name (and MAPP where appropriate) of each product, and their in-stock quantity on a specified date. You will also need a unit price so that Gatekeeper knows the value of the product. It will be easier to enter the information if you have a single stock take (one date) for the whole stock list, but if this is not possible then focus on having details for entire headings at a time (e.g., do all sprays on one date, all fert and seeds on another, etc).

Entering opening stocks, from the same date as field records begin

Use this method when you have a stock count that precedes or matches the dates that field records started in Gatekeeper.

PLEASE NOTE BEFORE PROCEEDING: *if you have multiple Gatekeeper standalone sites, it is essential that all users synchronise their sites before proceeding. Stock control data entry should only be performed on one site. If you have a Gatekeeper network installation, it is essential that no users enter data while a reconciliation is being performed.*

To enter opening stocks, from the main stock page:

1. Select the first heading from the list on the left hand side
2. Click 'Stock Management'
3. *Users with contract businesses only:*
 - a. select 'Single business' to enter stock for a single selected business, or
 - b. select 'Multi business individual stock taking' to enter individual stock levels for each business at the same time
4. Select the reconciliation date (date of the stock count to start stock records off from)
5. Ensure the reconciliation discrepancy allocation method is set to '5) Opening stock'
6. For each product:
 - a. Enter the quantity in stock in the yellow 'Stock Take' column
 - b. Enter the unit price in the yellow 'Unit Price' column

If you have a product in your stock list that is not visible in the product list:

- a. Click 'Setup Product'
 - b. Look for the required product in the product list and:
 - i. If it is not present, add in the usual way
 - ii. Tick the box under 'Initialise product for the following businesses'
 - iii. Click 'OK' to save and close
 - c. When all products have a quantity and unit price, click 'Confirm stock reconciliation' and accept the warning message
7. Repeat for other headings as required. For each heading, be sure to check:
 - a. Reconciliation date
 - b. Discrepancy allocation method
 - c. Product quantities
 - d. Product values.

Entering opening stocks, when the stock count is after the field records begin

It's not always possible to have a stock count that matches the beginning of the field records. For example, if you started using Gatekeeper in December, you may wish to backdate field records to the beginning of the season, but not have a stock take for that period.

Use the following method when you have field records which precede the first available stock count figures.

PLEASE NOTE BEFORE PROCEEDING: *if you have multiple Gatekeeper standalone sites, it is essential that all users synchronise their sites before proceeding. Stock control data entry should only be performed on one site. If you have a Gatekeeper network installation, it is essential that no users enter data while a reconciliation is being performed.*

Part A - calculate product use from the start of field records to the date of the stock count:

1. Open the stock module and click 'Reports'
2. From the list on the left, select the report 'Stock Balancing Between Dates'
3. Make the 'From' date a date that is definitely before field records were started, and the 'To' date the date of the stock count
4. Tick 'Select all' for headings
5. *Users with contract businesses only:* ensure a single business is selected. You will run this report once for each business
6. Click 'Run Report'
7. Save or print this document so that you can refer to it shortly.

This has created a report which shows you which products have been used between the start of field records and the date of the stock count.

Part B - create a false trade to purchase the products used between the beginning of field records and the stock count date:

8. Open the trading module and click 'Add Transaction'
9. *Users with contract businesses only:* ensure the Trade With section has 'External company' selected
10. Select the options as follows:
 - a. If required, enter a reference (you may wish to use this to make it obvious that the transaction is not a true purchase transaction – e.g., 'Starting stocks')
 - b. Adjust date to be the date of the stock count
 - c. Ensure 'Start With' is set to 'Invoice'
 - d. Ensure 'Packs' is set to 'Off'
 - e. Ensure 'Add New Invoice Method' is set to 'Product Picker'
 - f. Ensure 'Type' is set to 'Purchase'
 - g. Click 'OK'
11. *Users with contract businesses only:* select purchasing company
12. Select supplier (as this is a false trade, you may wish to select 'Undefined company')
13. Referring to the stock report created in Part A, select each product that needs to be brought into stock. If the list is large, you may prefer to split it and enter products in a number of transactions rather than one large one.
14. When you are returned to the transaction page:
 - a. Double check that the delivery and invoice dates match the stock count date
 - b. Enter an invoiced quantity to match the product use shown in the report run in Part A
 - c. **Essential:** Enter a unit price for each product

- d. Click 'OK' to save and close; or if you need to enter more products click 'Add Invoice' in the top right corner and repeat from step 13.

This process has now brought into stock all products used before the stock count. You may now proceed to enter the stock take.

Part C - perform an opening stock reconciliation to bring all stock levels correct to the date of the stock count

15. Select the first heading from the list on the left hand side
16. Click 'Stock Management'
17. *Users with contract businesses only:*
 - a. select 'Single business' to enter stock for a single selected business, or
 - b. select 'Multi business individual stock taking' to enter individual stock levels for each business at the same time
18. Select the reconciliation date (date of the stock count to start stock records off from)
19. Ensure the reconciliation discrepancy allocation method is set to '5) Opening stock'
20. For each product:
 - a. Enter the quantity in stock in the yellow 'Stock Take' column
 - b. Enter the unit price in the yellow 'Unit Price' columnIf you have a product in your stock list that is not visible in the product list:
 - d. Click 'Setup Product'
 - e. Look for the required product in the product list and:
 - i. If it is not present, add in the usual way
 - ii. Tick the box under 'Initialise product for the following businesses'
 - iii. Click 'OK' to save and close
 - f. When all products have a quantity and unit price, click 'Confirm stock reconciliation' and accept the warning message
21. Repeat for other headings as required. For each heading, be sure to check:
 - a. Reconciliation date
 - b. Discrepancy allocation method
 - c. Product quantities
 - d. Product values.

Appendix 4 – Stock re-set procedure

The following steps are specifically for users of an existing Gatekeeper, where the stock module contains large amounts incorrect information which cannot be rectified, so a clean start is required. If you have just begun using Gatekeeper, and need to enter your opening stock figures, please see [Appendix 3](#), p.37.

The notes that follow set out the procedure by which it will be possible to correct the stock levels that Gatekeeper currently has, from a specific stock take date (the “re-set date”).

- This process must be carried out in full for each stock heading before the stock is corrected:
- Field records before the re-set date must be complete, or as complete as they will need to be. Adjusting field records before the re-set date after this procedure has been carried out will jeopardise the accuracy of records.
- The efficacy of this procedure depends on the accuracy of the stock take figures. It is essential that:
 - All field records from the re-set date are complete (field applications confirmed with correct dates, rates, and application areas; no outstanding web apps jobs to be confirmed or imported).
 - All stock records from the re-set are complete (deliveries and invoices are entered with correct delivery dates and amounts, any credit notes entered as appropriate).
 - All stock take figures from the specific stock take for the re-set date are correct (no missing details, products without amounts recorded, or products found in shed that weren't on sheet missed out).

Once a stock re-set has been carried out, return to the standard procedures the next time a reconciliation is required.

Fixed cost products

These notes show the process for reconciling stocks of products which use the ‘full stock average pricing’ stock mode. Any fixed cost products do not require reconciling, but should still have their periods closed to ensure a ‘clean break’ in your stock and product pricing. Close the stock periods using the steps in [Closing stock periods for price list mode headings](#), p.25.

Re-setting in stock figures

PLEASE NOTE BEFORE PROCEEDING: *if you have multiple Gatekeeper standalone sites, it is essential that all users synchronise their sites before proceeding. Stock control data entry should only be performed on one site. If you have a Gatekeeper network installation, it is essential that no users enter data while a reconciliation is being performed.*

To enter opening stocks, from the main stock page:

1. Select the first heading from the list on the left hand side
2. Click ‘Stock Management’
3. *Users with contract businesses only:*
 - a. select ‘Single business’ to enter stock for a single selected business, or
 - b. select ‘Multi business individual stock taking’ to enter individual stock levels for each business at the same time
4. Change the reconciliation date to the re-set date
5. Ensure the reconciliation discrepancy allocation method is set to ‘5) Opening stock’

6. For each product:
 - a. Enter the quantity in stock in the yellow 'Stock Take' column
 - b. Enter the unit price in the yellow 'Unit Price' column
 - c. For any product with a stock level of 0 which is historic and no longer required, click 'Zero and Inactive'
7. When all products have a quantity and unit price, click 'Confirm stock reconciliation' and accept the warning message. Ensure the reconciliation confirms and the yellow box has disappeared
8. Click 'Add New Stock Period', and confirm with a sufficient level of locking.
9. Continue to the next heading, repeating from step 6.

Appendix 5 – Intra-business stock balancing

When users with contract businesses select the option 'Multi business combined stock taking' to carry out a reconciliation, the stock quantities of each product across the selected businesses are adjusted so that no business has a negative stock for the product. A stock balancing transaction is created to buy or sell the product from one business to another.

There are four balancing methods available, controlling how products are re-distributed:

Balancing method	Effect
Negative stock made good from the main business	Where a contract business has a negative stock, it will be made good (brought back to 0) by creating a transaction to move the products from the main business into the contract business, even if that adjustment leaves the main business with a negative stock level.
Negative stock made good from the main and or failing that any of the selected businesses	Where a contract business has a negative stock, it will be made good (brought back to 0) by creating a transaction to move the products from the main business into the contract business. However, if the main business does not have enough surplus stock to balance the negative level of the contract business, the other contract businesses will also be adjusted to supply the quantity required. The adjustment will not be allowed to push the main business into a negative stock quantity.
All excess stock sold to and negative stock made good from only the main business	Where a contract business has a negative stock, it will be made good (brought back to 0) by creating a transaction to move the products from the main business into the contract business, even if that adjustment leaves the main business with a negative stock level. In addition, if the contract business holds any surplus stock of a product, this will be transferred into the main business.
All excess stock evenly shared out in proportion to that used/produced	Where a product is in surplus, it is totalled and then transferred between each business in proportion to the amount used or produced in the stock period.

A stock balancing transaction is created to buy or sell the product from one business to another. During the process of creating the balance, the 'Intra Business Stock Balancing' screen contains the following options to manage the stock balancing process.

Intra Business Stock Balancing

Fertiliser stock take completed on 16/08/2021 23:59 Only show products requiring balancing

Product	Business	Current In Stock	Apply Balancing Method	Store Transfers	Transactions	Balanced In Stock	Units	Actual Unit Value	Estimated Unit Value	Use Estimated Unit Value
Chafer 25 (12.5 S)	Testing farm	1200.000	<input checked="" type="checkbox"/>			1200.000	L	0.000	0.000	<input type="checkbox"/>
DAP 18_46_0	Testing farm	1000.000	<input checked="" type="checkbox"/>			1000.000	L	0.000	0.000	<input type="checkbox"/>
Doubletop	Contract Business	(12.000)	<input checked="" type="checkbox"/>		12.000	0.000	t	220.000	220.000	<input type="checkbox"/>
Doubletop	Testing farm	14.000	<input checked="" type="checkbox"/>		(12.000)	2.000	t	220.000	220.000	<input type="checkbox"/>
MOP	Testing farm	4500.000	<input checked="" type="checkbox"/>			4500.000	kg	0.000	0.000	<input type="checkbox"/>
N26 S14.7	Testing farm	0.000	<input checked="" type="checkbox"/>			0.000	L	0.000	0.000	<input type="checkbox"/>
N34	Contract Business	(28000.000)	<input checked="" type="checkbox"/>		28000.000	0.000	kg	0.290	0.290	<input type="checkbox"/>
N34	Testing farm	78000.000	<input checked="" type="checkbox"/>		(28000.000)	50000.000	kg	0.290	0.290	<input type="checkbox"/>
TSP	Testing farm	5000.000	<input checked="" type="checkbox"/>			5000.000	kg	0.000	0.000	<input type="checkbox"/>

All Apply Balancing On | All Apply Balancing Off

Unconfirmed Balancing Transfers and Transaction - Chafer 25 (12.5 S)

From Business	To Business	Store Transfers Quantity	Transactions Quantity	Value	Units

Balancing Method

Negative stock made good from the main business
 Use purchasing business markup percentage

Negative stock made good from the Main and or failing that any other of the selected businesses

All excess stock sold to and negative stock made good from only the main business

All excess stock evenly shared out in proportion to that used / produced

Next transaction reference: 00033

Confirm Balancing Transfers and Transactions

Any stock balancing transactions made can be reported in the Trading module

Add New Stock Period | OK | Cancel | Save

1 – ‘Only show products requiring balancing’

This tick box can be used to limit the stock shown in the grid to only those products requiring balancing

2 – Apply balancing method

Tick boxes control which products should be balanced using the selected balancing method. Individual items may be deselected if required – to bulk select, see item 4

3 – Estimated unit values

By default, the actual unit value will be used in any intra-business trades created. If preferred, a product can be selected to use its estimated unit value. This is drawn from the value entered (if any) in the *Setup > Products* screen, but may be edited in this screen if desired.

4 – All apply balancing options

Clicking ‘All Apply Balancing On’ will select all products which require a balancing method to be applied in the ‘Apply Balancing Method’ column

Clicking ‘All Apply Balancing Off’ will deselect all products in the ‘Apply Balancing Method’ column (may be useful where you wish to select different products to be handled with different balancing methods).

5 – Transaction reference

This is the transaction reference that will be used by the next transaction created by the balancing process. If required, edit before continuing.

6 – Confirm balancing transfers and transactions

Clicking will confirm and create the transfers and transactions required.