

Wastage

Track wastage items by creating a new wastage item and flagging it a wastage item.

Wastage item is activated on an item or custom item

Setup the Wastage Item in Inventory Setup

Tick the Wastage item box to activate Wastage Item under the Extra Details Tab

Tick the boxes of the perimeters for your wastage item (Quantity, Length, Weight, Width, Height, Ratio)

Press the Wastage Item Button to open up new menu to show all linked wastage items

The screenshot shows the 'Edit Inventory Item' window with the 'Inventory Detail' tab selected. The 'Inventory Code' is 'Wastage' and the 'Description' is 'Wastage'. The 'Extra Details' tab is active, showing fields for 'Width', 'Height', 'Length', 'Cut Length', and 'Task Hide Line'. A red box highlights the 'Wastage Item' checkbox, which is checked, and the 'Wastage Item' button. Below this, there are checkboxes for 'Quantity', 'Length', 'Weight', 'Width', 'Height', and 'Ratio', all of which are checked. The 'Save & New', 'Save & Close', 'Save', 'Close', and 'Recalculate Item' buttons are visible at the bottom.

When this item is added to a job, which is flagged as Wastage item.

Then the user would need to select which wastage item that is been used.

A formular is used to work out what quantity to use to log the item quantity.

Item will then be marked as status - Out, once used

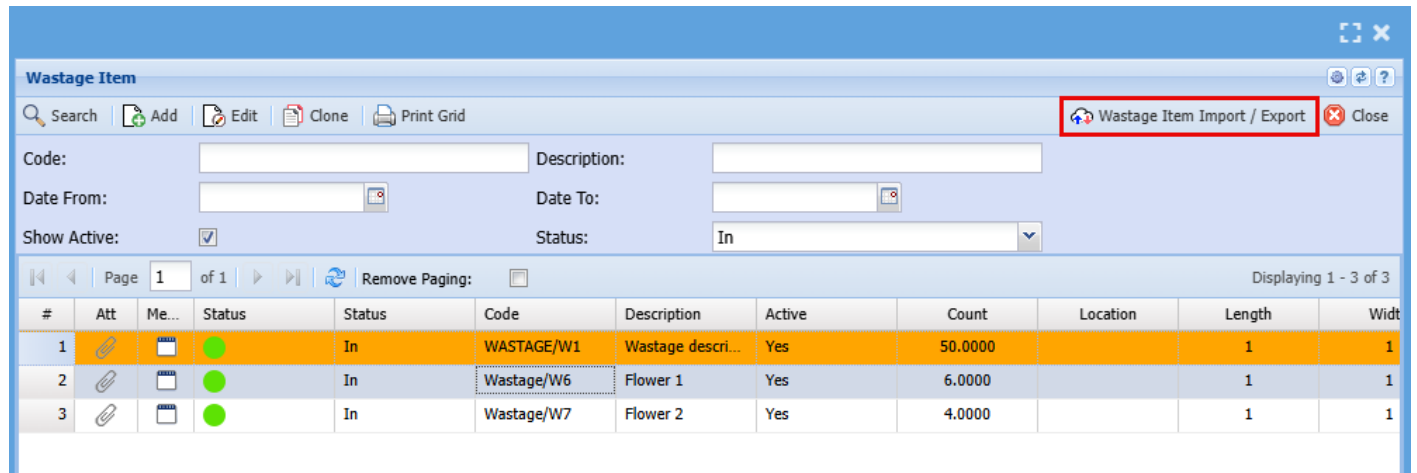
Wastage List

Button will open up a new window that shows wastage items linked to main item

There are three statuses on wastage item

1. In
2. Out
3. Completed

Allow for an import of wastage items



The screenshot shows a software window titled "Wastage Item". It features a toolbar with buttons for Search, Add, Edit, Clone, and Print Grid. A "Wastage Item Import / Export" button is highlighted with a red box. Below the toolbar are input fields for Code, Description, Date From, Date To, Show Active (checked), and Status (set to In). At the bottom, a table displays three wastage items.

#	Att	Me...	Status	Status	Code	Description	Active	Count	Location	Length	Widt
1				In	WASTAGE/W1	Wastage descri...	Yes	50.0000		1	1
2				In	Wastage/W6	Flower 1	Yes	6.0000		1	1
3				In	Wastage/W7	Flower 2	Yes	4.0000		1	1

Manually Adjust Quantity

You can manually adjust the quantity of a specific item by clicking Qty Adjustment.

Select whether you are wanting to increase or decrease the quantity, add a quantity you are adjusting and click apply.

Qty Adjust

Qty Increase:

☒ Increase
 ☐ Decrease

Qty:

Apply

Close

Bulk Wastage Items Import

Allows to import Wastage items and link to items

Inventory Module

Configuration

- Inventory Setup
- Group Codes
- Category Setup
- Brand Make Model Setup
- Units of Measure Setup
- Item Grouping
- Warehouse Setup
- Boxes
- Inventory Expenses Property
- Change Control Where Used
- Bill of Materials Setup

Inventory Setup

Search

Add

Edit

Clone

Delete

Inventory Overview

View Image

Serial No. Options

Functions

Print

Import & Export

Search by Item Code

Custom Search

Expand

Item Code:

wast

Item Description:

Barcode:

Suppliers Item Code:

Group Code:

Suppliers Name:

Order By:

Stock Code

Category:

All

Active:

☒

BOM Items:

☐

Serialised Items:

☐

Total Stock

186

Total Custom

32

Total Service

26

Fixed Assets

3

Total BOM

6

Main

Cost Price

Supplier Cost Price

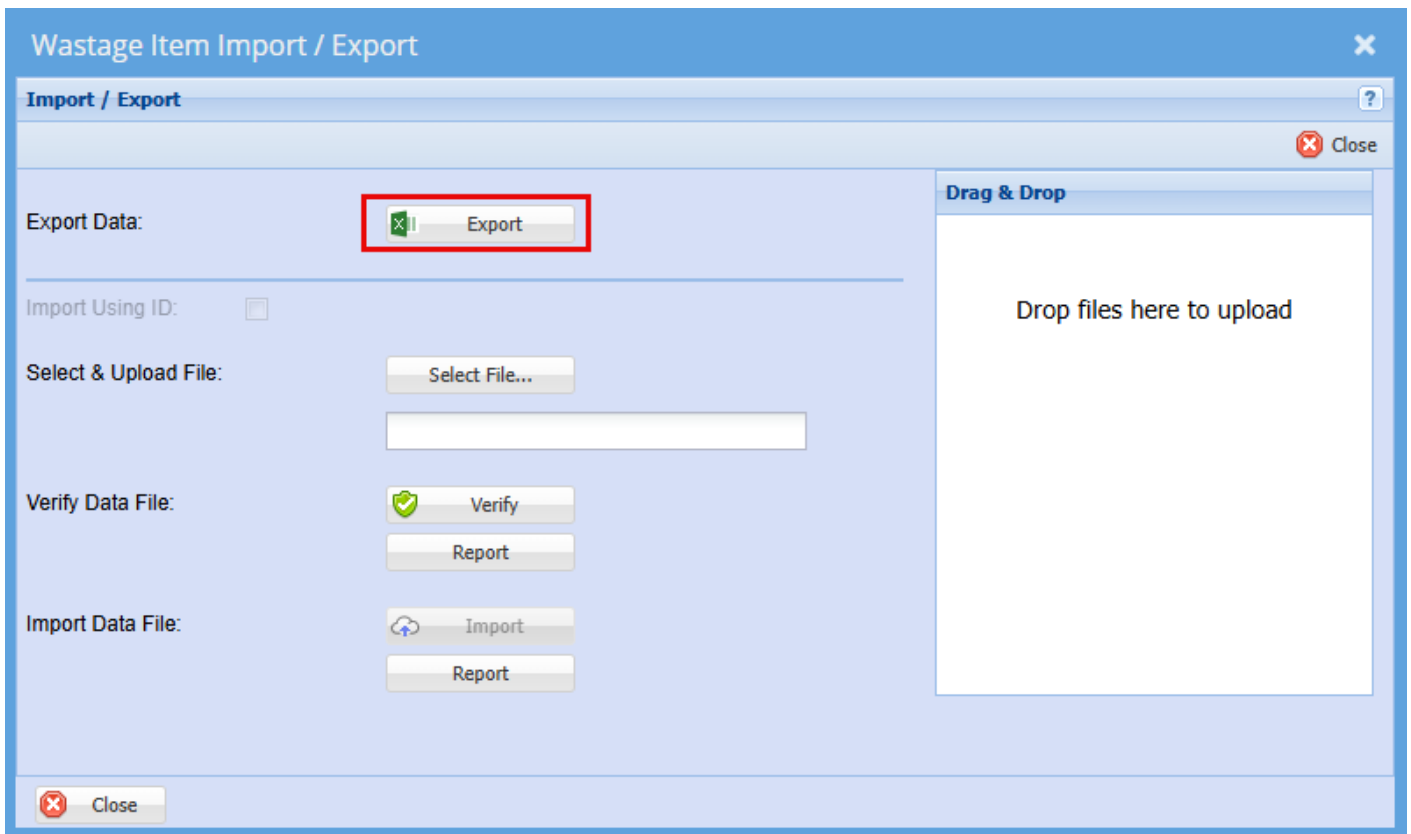
Stock Available

Serial Numbers

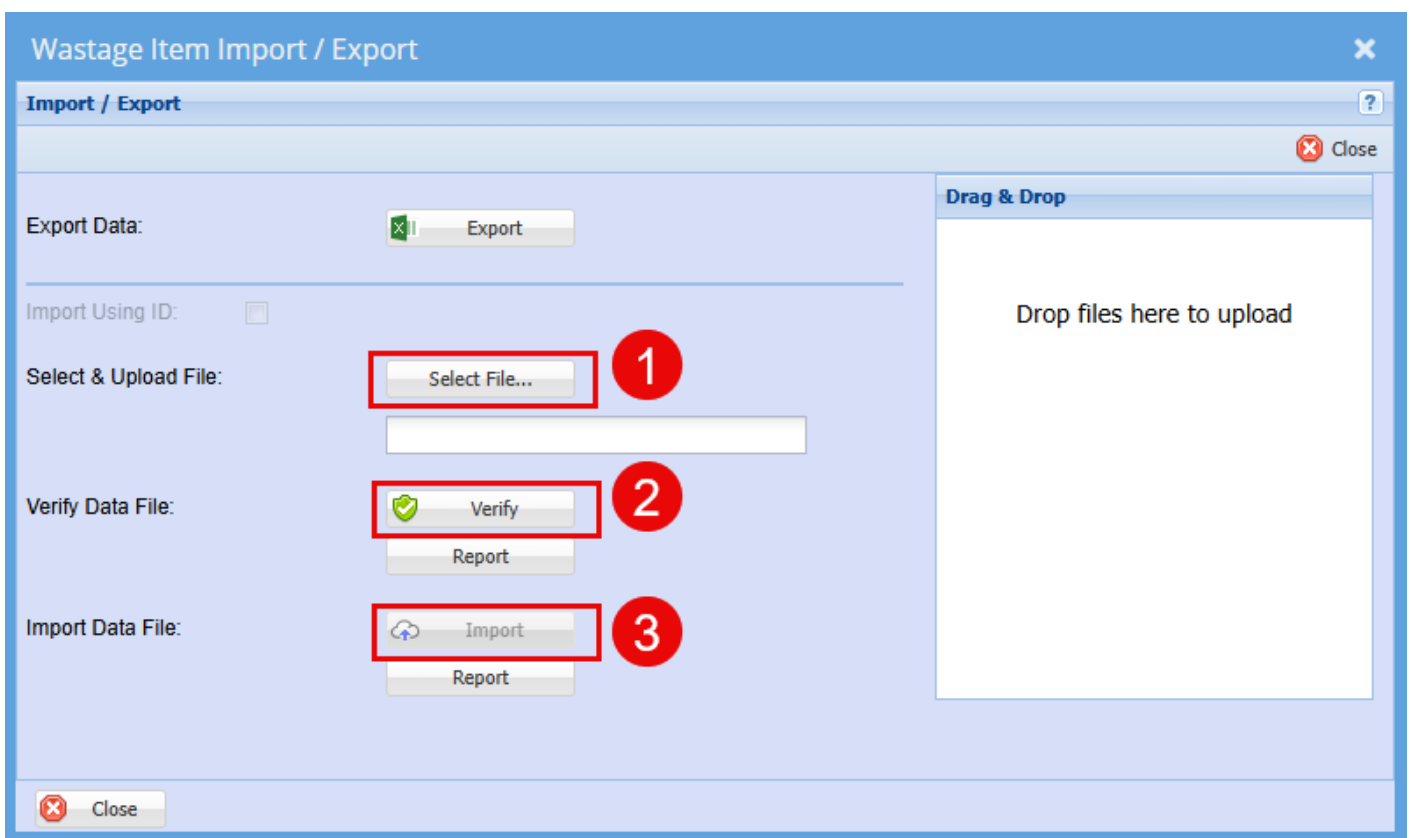
#	Att	Memo	Status	Stock Code	Short Description	Qty On Hand	Stock Type	Suppliers	Group Code	Pricing Level
1				Sheet A Wastage	Sheet A Wastage		Stock	Rectron		Default
2				Wastage	Wastage	4	Stock	Rectron		DEFAULT

- Inventory Import/Export
- Basic Inventory Import / Export
- Inventory Properties Import / Export
- Bin Location Import / Export
- Bulk Offers Import / Export
- Bulk Discount Import / Export
- Item Sales Rep Comm Import / Export
- Fact List Import / Export
- Family Tree Import / Export
- Pricing Level Import / Export
- Replacement Item Import / Export
- Unit Of Measure Link Import / Export
- Supplier Item Link Import / Export
- Customer Item Code Import / Export
- Wastage Item Import / Export
- Xero check duplicate items
- Shopify check duplicate items

Click Export to get the template for your import, transfer your data to this excel template.



When your data file (Excel Spreadsheet) is ready go back to the Wastage Import/Export Tab, select your File, Click Verify and then Import.



Wastage Stock Level Adjustment and Adding New Wastage Item

Inventory Module > Activity > Stock Level Adjustment

Click Add

Add a Short Description for what you are adding e.g. Stock, off cuts, or be specific to the item being adjusted.

Then click Save

[image.png](#)

Once you click Save the Add, Edit and Delete buttons will become available.

[image.png](#)

1. Click Add to add a new wastage item.
2. Search for your wastage code in the drop-down menu.
3. Add the total quantity of stock you are increasing by
4. Click the Wastage Button

Inventory Module

Configuration

Activity

Stock Forecast

Repackage

Barcode Count

Stock Count

Stock Request

Stock Request - Stores

Stock Level Adjustment

Fixed Asset Audit

Stock Value Adjustment

Stock Take

Warehouse Transfer

Warehouse Receive

Location Transfer

Bill of Materials Manufacture

Change Control

Selling Price Update

Analysis

Stock Level Adjustment

Search

Add

Edit

Delete

Verify

Process

Post Status

Print / Import

Stock Level Import / Export

Description:

Reference:

Date From: 2024-11-04

Date To: 2025-02-04

Add Stock Level Adjust

Attachment

Verify

Process

Print

Import

Close

Stock Journal Number:

Date: 2025-02-04

Short Description: New Stock Code

Long Description:

Reference:

Debtors:

Projects:

Job Number:

Division: All

Region: All

Page 1 of 1

Add

Edit

Delete

Remove Paging:

Displaying 1 - 1 of 1

#	Code	Description	Warehouse	Barcode	Increase/Decrease	New Qty
1	Wastage	Wastage	Master Warehouse		Increase	5

Add Stock Quantity Lines

Item Code: Wastage - Wastage

Item Description: Wastage

Warehouse: MAST - Master Warehouse

Stock Increase: ☒ Increase ☐ Decrease

Warning: Increase - adds to your existing quantity on hand example: If you have 3 on hand and your increased quantity is 2 then your total quantity on hand will be 5

Quantity: 5

Reason:

Debtors:

Save & New

Save & Close

Close

0

Total Value: 100.0000

This window shows you all your existing wastage code that you currently have along with their quantities, but we are adding a new wastage item.

Wastage Item

Search **Add** Clone

Close

Wastage Item Movement

Code: Description:

Date From: Date To:

Show Active: ☒

Page 1 of 1 Remove Paging: ☐ Displaying 1 - 16 of

#	Select	Att	Me...	Status	Code	Description	Active	Count	Use Qty	Location
1	☐	☐	☐	In	Wastage/W16	1m	Yes	1	1	
2	☐	☐	☐	In	Wastage/W17	1m	Yes	1	1	
3	☐	☐	☐	In	Wastage/W18	5M Length	Yes	2	2	
4	☐	☐	☐	Pending	Wastage/W6	Flower 1	Yes	0	0	
5	☐	☐	☐	Pending	Wastage/W7	Flower 2	Yes	36	1	
6	☐	☐	☐	In	Wastage/W10	Flower 3	Yes	10	10	
7	☐	☐	☐	In	Wastage/W11	Flower 4	Yes	10	10	
8	☐	☐	☐	In	Wastage/W12	Flower 5	Yes	10	10	
9	☐	☐	☐	In	Wastage/W13	Flower 6	Yes	6	6	
10	☐	☐	☐	In	Wastage/W9	Flower 7	Yes	10	10	
11	☐	☐	☐	In	Wastage/W15	Flower 9	Yes	5	5	
12	☐	☐	☐	In	Wastage/W8	Flowers 2	Yes	3	1	
13	☐	☐	☐	In	Wastage/W19	Special Cable	Yes	11	11	
14	☐	☐	☐	Pending	Wastage/W4	Wastage 4 - 200mm	Yes	4	1	
15	☐	☐	☐	Pending	WASTAGE/W1	Wastage description	Yes	0	0	
16	☐	☐	☐	In	Wastage/W14	flower 8	Yes	5	5	

Save & Close Close

Click the Add button, a new window will open Called Wastage Item Add.

The wastage code will auto populate with the next code in sequence.

In this section you will add perimeters for your wastage item such as Quantity, Length, Weight, Width, Height, Ratio.

Tick the box next to each of the perimeters you want to apply to this wastage item, or it will not be taken into account when you click save

Be specific in your Description as this will be what tells the next person what this item is.

Once you happy with what you have added you can click "Save & Close"

[image.png](#)

Wastage Code	This code is Automatically added with the next numerical code.
Description	Make sure to add the detail needed to identify this item at a glance, add colour, size, product name etc.
Location	If you have locations set up you can add where one would find this item
Quantity	Add how many of this item you are adding
Weight	Add the weight if needed
Ratio	This feature is used to track and sell various lengths of your waste items. For instance, when managing stock and using different lengths of the stock item to achieve the total length needed for your project, knowing the length of each piece is crucial. You will input the length in millimeters, then tick the ratio, length, and quantity boxes (as shown in the above screenshot). This will display the length in meters on your invoice.
Bin Location	The bin location is a certain box that the wastage item may be in within the location it would be found.
Status	
Active	This tick will automatically be ticked, however if you would want this item to be inactive, untick this box
Length	Add the length of this item if needed
Width	Add the width of this item if needed
Hight	Add the height of this item if needed
Comments	This is a text box so any extra notes can be added here.

Once you have clicked Save & Close you will see your item added to the previous screen with its quantity.

[image.png](#)

Click Close, you will then see the Add Stock Quantity Lines window, click Save & Close

[image.png](#)

Once you have clicked save and Close, you will go back to the Add Stock Level Adjustment window, you will see the stock item you have added.

From here you can choose to add another stock item by repeating the above steps, or you can click the process button at the top of the screen to complete this process >Refresh Status > Close.

[image.png](#)

Now that you have processed your new Wastage item you can go see it In Inventory Setup

Inventory >Configuration> Inventory Setup

Add your Wastage code to the Item Code Box and click "Search"

Double click on your Wastage Item, the Edit Inventory Item window will open.

Click on the Extra Details Tab

Click the "Wastage Item" button.

[image.png](#)

The Below window will open and here you will be able to see your new wastage item along with the quantity added.

[image.png](#)

Wastage Stock Level Adjustment to an Existing Wastage Item

Adding stock to an existing wastage item is a twostep process. First step is to add stock, and the second will be to allocate the stock.

Step 1

1. Click Add to add a new wastage item.
2. Search for your wastage code in the drop-down menu.
3. Add a quantity to increase by.

This should be the total quantity, no matter the description as you will allocate the quantities to the specific items in the next step.

At this point click the "Save and Close"

[image.png](#)

Click the "Process" button at the top of the screen to complete this process >Refresh Status > Close.

[image.png](#)

Step 2

Now that you have added stock to an existing wastage item you to allocate the stock to a specific wastage item

Inventory > Configuration > Inventory Setup

1. Add your Wastage code to the Item Code Box and click "Search"
2. Double click on your Wastage Item, the Edit Inventory Item window will open.
3. lick on the "Extra Details" Tab
4. Click the "Wastage Item" button.

[image.png](#)

When click the wastage button the Wastage item window will open.

You will see that the quantity added will increase the Quantity on Hand but will be out by the quantity added when you see the total of the current allocated quantities.

[image.png](#)

You now need to allocate the quantity that you processed in your stock level adjustment.

e.g.: if your Stock Level Adjustment quantity was 5:

2x is for Flowers 3
2x is for 1m and
1x is for Special Cable.

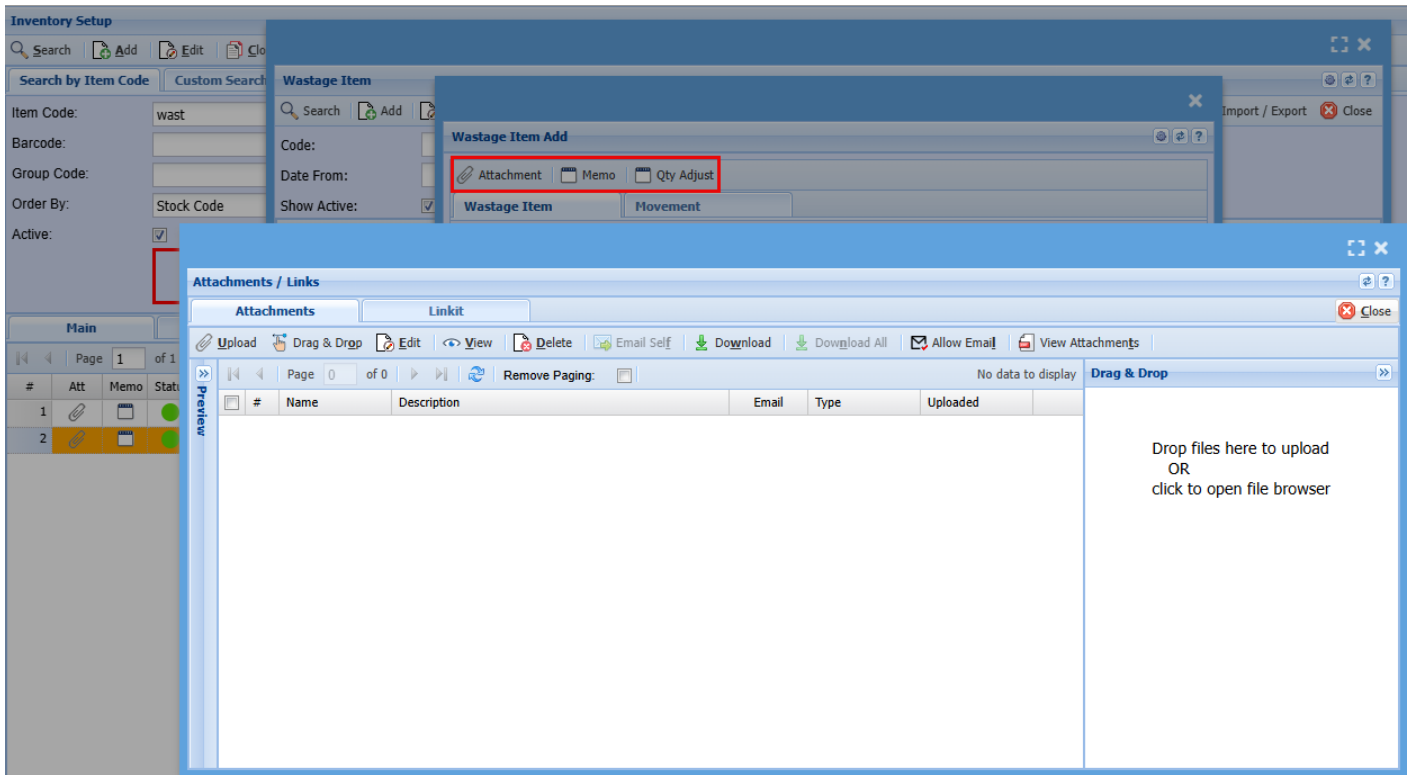
Double click on each of those items, make the adjustments and click "Save & Close"

Your Quantity on hand and your count total should be the same.

[image.png](#)

Photos and memo notes

Take photos of the wastage and make notes on wastage items



Managing Wastage on Documents

Wastage is managed on the following documents

1. Invoice out
2. Credit notes in
3. Manage job Scope Creep and Cost to Company - wastage out
4. Item setup - manage new wastage items marked as in

Invoice

Invoice lines activated for Wastage out

Add an invoice as normal, when you want to add a wastage item, select your wastage item from the Stock Item drop down, then click on the Wastage button as shown below.

Your Quantity will always default to 1

Add Invoice Item
QTY: 0

Inventory Overview
View Image
Task link
Functions
Currency: NZD - NZ Dollar

DetailsNotesUOMBuild kit

Stock Item:

Wastage - Wastage

▼

Description:

Wastage

Item Group:

▼

Back Order:

☐

Qty:

1

Warehouse:

MAST - Master Warehouse

▼

⚠

Pricing Structure:

Default

▼

UOM Type:

▼

Selling Ex GST:

50

UOM:

▼

Selling Inc GST:

☐

57.5

Line Discount:

0

Promotion:

☐

Sub Total Selling:

50.00

GST Type:

01 Invoice GST:15

▼

⌂

GST Value:

7.50

Mark-up %:

150.00

☐

Total Selling:

57.50

Cost Per Unit:

20.0000

Line Reference:

Profit Cost / Unit:

30.00

Sequence No:

2.4

Total Cost:

20.0000

Select the item/Items you want to add to the invoice

You can manually change the quantity in the "Use Qty" column by clicking in the block and changing the quantity you want to add to the invoice.

Click Save & Close

Check your quantity ties up to the quantity of items you are adding to your invoice

Wastage Item

Search Add Clone Close

Wastage Item **Movement**

Code: Description:

Date From: Date To:

Show Active: ☒

Page 1 of 1 Remove Paging: Displaying 1 - 4 of 4

#	Select	Att	Me...	Status	Code	Description	Active	Count	Use Qty	Location	Length
1	☐			In	WASTAGE/W1	Wastage descri...	Yes	0	0		1
2	☐			Pending	Wastage/W4	Wastage 4 - 20...	Yes	4	2		200
3	☒			In	Wastage/W6	Flower 1	Yes	1	1		1
4	☒			In	Wastage/W7	Flower 2	Yes	8	4		1

Count = Quantity on hand
Use Qty = What will be added to the invoice

Save & Close Close

If you would like to see what was added to this invoice, click on the Movement tab

Here you can also remove any items by ticking the box of the specific item and then click Revert.

Wastage Item

Search Add Clone Close

Wastage Item **Movement**

Page 1 of 1 Remove Paging: Revert

Displaying 1 - 2 of 2

#	Select	Status	Code	Description	Doc Type	Source Doc No	Captured By	Captured DT	Count
1	☐	Pending	Wastage/W6	Flower 1	Invoice		Pamela Dean	2025-01-29 08:...	1
2	☐	Out	Wastage/W7	Flower 2	Invoice		Pamela Dean	2025-01-29 08:...	4

On your invoice you will see an item of wastage and a quantity however if you open the wastage item and go into the Notes tab, a description on the wastage item will be copied there.

AttachmentsMemoCreate ReminderCheck Stock QtysFunctionsImportOrder History

Invoice

DetailAddressExtrasLinkShippingActionScan

Invoice Number:

Debtors: ADV001

Debtors Name: New custome1

Sales Rep.: Dealer

Invoice Date: 2025-01-29

Due Date: 2025-02-20 20 Net 20th after EOM

Debtor Status:

Invoice Status: Preparation

Description: Order One

Reference:

Order Number:

Currency View: Document Currency

Exchange Rate: 1 NZD - NZ Dollar

Comment:

Save

Close

View Quote

Print Invoice

Process Invoice

T & Cs

Payments

Items

Page 1 of 1

PagingAddNoteEditDeleteQuickBarcodeShow/Hide

Displaying 1 -

#	Line Ref.	Seq. No.	LS	Status	Type	Code	Description	Warehouse	Qty	Pricing level	Sales Rep
1		1			Stock	Wastage	Wastage	Master Wareho...	5.0000	Default	DEALER

Edit Invoice Item QTY: 4

Invoice Item

Inventory OverviewView ImageTask LinkFunctionsCurrency: NZD - NZ DollarCategory: StockClose

DetailsNotesUOMBuild kit

Notes:
Wastage/W6 - Flower 1
Wastage/W7 - Flower 2

Credit Notes

Credit note lines activated for Wastage in

Add Credit Note Item QTY: 0

Credit Note Item

Inventory Overview |
 View Image |
 Functions |
 Currency: NZD - NZ Dollar |
 Points:

Details |
 Notes |
 UOM |
 Specs |
 Build Kit

Stock Item: Wastage - Wastage
 ▼ 🔍 ↺ ⛶

Description: Wastage

Item Group: ▼

Qty: 1
 Warehouse: MAST - Master Warehouse ▼

Pricing Structure:	Default ▼	UOM Type:	▼
Selling Ex GST:	50	UOM:	▼
Selling Inc GST:	☐ 57.50	Line Discount:	0 Promotion: ☐
Sub Total Selling:	50.00	GST Type:	02 Credit Note GST:15 ▼ ↺
GST Value:	7.50	Mark-up %:	150.00 ☐
Total Selling:	57.50	Cost Per Unit:	20.0000
Line Reference:		Profit Cost / Unit:	30.00

Job lines SC and CTC

Manage wastage usage on jobs

Manage Job

Search

Memo

Attachments

Create Reminder

Info

Workflow

Ready For Invoice

Other

Job Number:

JOB10.01

Debtors Name:

Hair rise one

Days to Completion:

Header

All Job Lines

Stock

Service

Custom

Tasks

Basic

Filter

Functions

Date Details

JOB10.01

NEW-8

QT257

Short Description:

Completed:

100%

->

0%

✓

Reference:

Charge Up (SC):

☐

Assembly:

☐

Order No:

Prepriced (CTC):

☐

Internal Job:

☐

Sales Rep:

Sub Job Link:

JOB10

▼

Status/Position:

Comment:

Asset Item:

Manage

Sales Docs

Purchase Docs

Scheduling

Job Lines

Planned Time

Job Line History

Sub Job Link

BOM Links

Notes

Page 1 of 1

Remove Paging:

☐

1 Manage line

A Cost To Company

B Scope Creep

#	To Inv	Notes	Line Type	QT No	Status	Unit Sell	Days Req	Due	Task Code	Group N
1			SC		✓	90	-103	⚠		

Adding a wastage line to a job

Cost To Company

Detail **Manage**

Item Code: Wastage - Wastage Tasks: ☐

Item Description: Wastage

Quantity: 1 Warehouse: MAST - Master Warehouse

Selling per unit: 0 Line Discount: 0.00

Line Total Ex: 0 GST: 01 Invoice GST:15

GST Value: 0 Mark Up: -100

Total Selling Inc: 0 Cost per unit: 20

Employee: Malcolm Granville Total Cost: 20

Line Ref: Unit Of Measure: 0

Department: Order Date:

Function: Reminder Date:

Required Date: 2024-09-03 Time Log Link Barcode: ☐

Save and New Save and Close Close

Selecting Wastage onto a document

When selecting wastage onto a document, wastage looks at all wastage marked as In.

Select the wastage to be used.

On save and close, the wastage will automatically be assigned to the document or job.

The wastage item will be marked as Out and removed from list view.

Wastage Item

Search

Wastage Item **Movement**

Code: Description:

Date From: Date To:

Show Active: ☒

Page 1 of 1

#	Select	Att	Me...	Status	Code	Description	Active	Count	Location	Length
1	☐			In	WASTAGE/W1	Wastage description	Yes		MAST - ML	
2	☒			In	WASTAGE/W2	Metal sheet 1200 x 250	Yes		MAST - ML	1200

If wrong wastage item selected, then go to the movement tab to revert wastage back to In status.

Highlight the items to move back to In and click on Revert

Wastage Item

Search

Wastage Item **Movement**

Page 1 of 1

Revert

Displaying 1 - 1 of 1

#	Select	Status	Doc Type	Source Doc No	Captured By	Captured DT	Count
1	☒	Out	Invoice		Malcolm Granville	2024-09-03 08:...	1.000000000

Quantity of wastage will be updated to quantity on item line based on tick calculations

In the example below, Quantity and Ratio is ticked, this means that $A \times B$ will make up the quantity to line item.

Quantity to be updated would be 3 because $A - 6 \times B - 0.5 = 3$

This allows for square meters or linear meters etc to be tracked

The screenshot shows a software window titled "Wastage Item Add" with a close button (X) in the top right corner. Below the title bar are three icons: a gear, a refresh symbol, and a question mark. The window has two tabs: "Wastage Item" (selected) and "Movement".

Under the "Wastage Item" tab, the form contains the following fields:

- Wastage Code:** A text box containing "WASTAGE/W1".
- Status:** A text box containing "In".
- Description:** A text box containing "Wastage description".
- Location:** A dropdown menu showing "MAST - ML - MAST - ML".
- Active:** A checkbox that is checked.
- Quantity:** A text box containing "6" with a checked checkbox to its right. A green circle with the letter "A" is overlaid on this checkbox.
- Weight:** A text box containing "0" with an unchecked checkbox to its right.
- Ratio:** A text box containing "0.5" with a checked checkbox to its right. A green circle with the letter "B" is overlaid on this checkbox.
- Length:** A text box containing "0" with an unchecked checkbox to its right.
- Width:** A text box containing "0" with an unchecked checkbox to its right.
- Height:** A text box containing "0" with an unchecked checkbox to its right.
- Other:** A text box containing "0" with an unchecked checkbox to its right.
- Comments:** A large, empty text area.

Future development

Wastage on quotes to set status to Pending

Wastage List

Button will open up a new window that shows wastage items linked to main item

There are three statuses on wastage item

1. In
2. Out
3. Completed

Pending

Pending will be for quotes
When quote is promoted up, it changes the
wastage items linked to out

Allow for an import of wastage items

The screenshot shows a software window titled "Wastage Item". At the top, there is a toolbar with buttons for Search, Add, Edit, and Print Grid. A red box highlights the "Write off" button. Below the toolbar, there are input fields for Code, Description, Date From, Date To, Show Active (checked), and Status (set to "In"). A "Wastage Item Import / Export" button is also visible. Below these fields is a table with the following data:

#	Att	Me...	Status	Status	Code	Description	Active	Count	Location	Length	Width	Help
1				In	WASTAGE/W1	Wastage description	Yes		MAST - ML			
2				In	WASTAGE/W2	Metal sheet 1200 x 250	Yes		MAST - ML	1200	250	1

Below the table, a red box contains the text: "Write off marks the item as completed".

Search list for all wastage items

Inventory Module



Configuration

Activity

Analysis

Stock Enquiry

Inventory Movement

Margin Of Error

Serial Number Search

Stock Journal Batches

Stock Take History

Warehouse Transfer History

BOM History

Stock Weight Log

Wastage List

Wastage Item

Search

Edit

Print Grid

Write off

Wastage Item Import / Export

Close

Code:

Date From:

Show Active:

Description:

Date To:

Status:

Page 1 of 1

Displaying 1 - 2 of 2

#	Att	Me...	Status	Status	Code	Description	Active	Count	Location	Length	Width	Help
1				In	WASTAGE/W1	Wastage description	Yes		MAST - ML			
2				In	WASTAGE/W2	Metal sheet 1200 x 250	Yes		MAST - ML	1200	250	1

Search to filter by item code and description