**PDI STOCK CONTROL AND RECONS**

To ensure that the cost of the components is always updated in Access, and so the PDI value in costings is always at the current costs, I propose the following: -

* All the oils/lubes/fuel, need to have a pastel and Acccess stock code.
  + I would suggest the following codes:
    - PDI-Oil
    - PDI-Petrol
    - PDI-Diesel
    - PDI-Coolant
  + I would also open a separate category for this stock group, as well as a store PDI, so that these cannot be invoiced.
* When a PDI order (To SOS) is raised in Access, then an inventory journal will be done in pastel to remove the stocks given to SOS to carry out the PDI.
  + If what he needs is not matching, then this will mean that an adjustment may be needed to the generators PDI specs.
  + If he needs, say extra oil, as a one off, then a MOS can be done to deduct that from stock and done in access and pastel.
* All future incoming stocks, will then be done as a local purchase order so that the costs can be updated, and the stocks can be entered in pastel
* A monthly recon of the pastel stocks balances for PDI stocks must be done against what is physically there.

This means that the final month-end recon, will solely be based on the labour to be billed and not the other elements.

* This means that the PDI control account will be credited with the amount to be paid for labour only

**MARCE TO COMPLETE:**

* Create codes in access and pastel. Please put these as not for price lists.
* Let me have the stocks that are hand, as well as their cost, so that I can get these on access.
* Enter the open stock in pastel with the relevant cost

**PEARL TO DO ON ACCESS:**

* Create a report to put on the access costings when generators are imported the labour amount for accruals purposes for each machine
* With a local purchase order, when prices are changed for these to also effect the change on the PDI elements costs.
  + NB – if the previous cost was higher, then the cost will not be changed, and the higher cost will continue to be used.
* Put in opening stocks in access
* Scripts to: -
  + Reduce the stocks on hand when a PDI order is raised.