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# Overview

Your key to eliminating a paper trail and keeping accurate inventory control

Stock has been designed to minimise the need of a paper trail when managing your inventory items. It provides users with the ability to manage stock across multiple locations or within the one location across multiple stores. This feature is very useful when you have multiple Point of Sale areas whereby you can sell stock from. It also allows you to manage stock in a storeroom, avoiding the issue of your business running out of a particular item.

There are two ways by which stock can be managed in the system. This can be done by ordering and receiving or if you do not wish to use the ordering processes stock can be directly received into the system.

Before the stock module can be utilised products must be setup in Admin with a link to a preferred supplier. For further information on setting up products and assigning them to a preferred supplier, please refer to the Admin manual.

This manual will cover the following main areas of stock and inventory management

- Setting up the purchase orders
- Setting up the stock stores
- Assigning stock to a store for sale
- Creating Purchase Orders
- Receiving purchase orders
- Receiving stock directly from the supplier
- Completing stock take
- Transferring stock across stores
- Making stock adjustments
- Understanding the stock reports



# Setup

There are a few features that need to be setup in the Admin module first before the Stock module can be used to its fullest.

### Purchase Order Address

Admin > Site Menu> Other Site Parameters/Setup Locations

This feature is namely for multiple location sites whereby the address of the business may not match where the items are to be delivered to. It does however need to be added to single location sites also. The field for the stock address is location in the Other Site Parameters or Setup Locations screens depending on what sort of database you are running.

You will see in the screen below that the bottom section contains an address field for Purchase Orders. Enter the address you wish to be displayed on the printed and emailed purchase orders for your site/location.

3. Setup Locations	<b>×</b>
Location: DEMO SITE	
Description: DEMO SITE	
Class Types Sessions Access Points	Classes.Web e-blast Security
Details Stock Stores Tills	Templates Appoint's / Cards Memberships Visit Passes
Stock Stores KENSINGTON RECEPTION KSS STOREROOM	Default Store : KENSINGTON RECEPTION
	Stock Store Name: KENSINGTON RECEPTION
	Update Set To Add
**To choose a Store to be the default, click on the Sto on the 'Set Store as Default' button.	Set Store as Default
This address will be printed on Purchase Orders from th	e Stock Module
Address:	
City:	
State: VI	Post Code:
	Save Delete



# Automatic Purchase Order Generation

### Admin > Products/Services > Stock > Setup

The system can be setup to automatically generate purchase order numbers. You can set which number this starts from to coincide with any purchase order numbers you are currently using. This is an optional feature and if not used, will require the entry of a purchase order manually each time an order is generated.

🔊 admin.link		2	1 × 1	-		-	The Street
File Security	/ Site	Admin	Setup PC	POS	Facility	Classes	Products/Services
						Products	+
			Setup			Stock	÷.
			Suppliers			Services	•
		73	ALL	1	<b>1</b> 1	nactivate/	Reactivate

- 1. Select whether you want purchase order numbering to be automated
- 2. Set the start number

Setup Stock
Automatic Purchase Order Numbering
Purchase Order Number       Start:     1
✓ OK Cancel

3. Click on OK

Setting up Stock Stores

Admin > Site Menu > Other Site Parameters/Setup Locations

You are not required to use the stock stores feature unless you have multiple forms of storage or sale within your place of business. This can be used for controlling stock when you have multiple places of sale for example Snack Bar and Pool Side Café. In many cases you will have one store which is referred to as the default store. This is setup when you first setup your Links database and all products are setup for sale from this default store.

🕒 ad	dmin.link					
File	Security Site Admin Setup PC					
	Site Details					
	Site Setup					
	Setup Locations					
Setup Customer Accounts						

1. Select the Stock Stores tab



Class Types Sessions	Access Points	Classes.Web	e-blast	Security	
Details Stock Stores	Tills	Templates A	ppoint's / Cards	Memberships	Visit Passes
Stock Stores KENSINGTON RECEPTION KSS STOREROOM		Default Store : KE Add Store Stock Store N	ENSINGTON REC	EPTION	
			Add		

- 2. Make sure that the field on the right hand side is titled Add Store
- 3. Enter a store name i.e. Snack Bar
- 4. Click on Add
- 5. You can have as many store as you want although you will need to set a default store

# Changing the default store

To change which store is the default store click on the store you wish to set in the list on the left hand side

Click on Set Store as Default

To save your changes make sure you save the screen with the large save icon at the bottom of the screen

#### Assigning Stores to Tills

Admin > Site Menu > Other Site Parameters/Setup Locations

Once you have setup each of your stores you will also need to assign which tills will be able to sell stock from those stores. Please note you can only have one store allocated to a till, but you can have the same store allocated to many tills. For example Till 1 is assigned to the Snack Bar and Till 2 is also assigned to the Snack Bar, But Till 1 cannot also be assigned to the Pool Side Café.

- 1. Select the till on the left hand side you wish to allocate to a store
- 2. Select the store from the drop down menu on the right hand side
- 3. Click on Update

Class Types	Sessions	Access Points	Ŷ	Classes.Web	$\sum_{i=1}^{n}$	e-blast	Securi	ty È	)
Details	Stock Stores	Tills		Templates	Y4	Appoint's / Cards	Membershi	ps	Visit Passes
Till ADMIN new test TILL1	KENSING	TON RECE TON RECE TON RECE	<b>×</b>	· · ···. · ·	KEI	MIN NSINGTON RECEI	▼ PTION Clear	•	Create Till



# Assign Products to Sale at a Store

Admin > Products/Services > Products (Products Master for Multilocation sites)

When you setup a new product you will need to assign it for sale at the appropriate stores. Further information on setting up new products can be found in the Admin Manual. The following is only guideline for allocating pricing and stock on hand to separate stores.

When you setup a product for sale you will need to allocate which store it is available for sale from. You do not need to have each product for sale at every store. For example you may sell cans of coke at the snack bar but not at reception.

1. Go to the Product Setup screen or Products Location screen

🕹 admin.link	14 -	-	-
File Security S	te Admin Setup PC POS	Facility Classes	Products/Services
	Product Master	Products	۱.
	Product Location	Stock	۱.
(Th)	1 CAL	Services	+

For multi location databases you will need to select which location you are setting the item up for

Note: With multi location sites you can have different prices for the same products at different locations. Please see the notes in the Admin Manual for further details

2. Click on the pricing tab

The screen should look similar to the screen below

Product 66	
Code: CHI03	
Description: SMITHS SALT AND VINIGAR	
Location: DEMO SITE Set Status ACTIVE	
Pricing Reporting Stock Prerequisites	
Pricing     Add to Store       TAX:     10     %       Store     Price,\$     On Hand   Store:	
Avg. Cost (ex TAX): \$ 0.91 Advertised Price (inc TAX): \$	
Stock On Hand:	
Require User Login on Sale Require Customer/Casual Add Clear	
Always print receipt	
Save Delete Clear Clone	

- 3. Select the store you wish to assign the item to
- 4. Enter the sale price including the GST/TAX in the Advertised Price Field



- 5. If you wish to you can add the stock on hand at this time or later if not currently known
- 6. Click on the Add button
- 7. You have now successfully allocated the product for sale at your selected store
- 8. Click on the large SAVE icon to complete the process



# Ordering and Receiving

# Order Entry

Stock > Orders > Orders Entry

This screen is designed to be used to enter an order into the stock system and then for forwarding to your supplier. The user will generate an order for each supplier and can utilise the inbuilt purchase order numbering or this can be overridden. The automated numbering system is numeric only however an alpha numeric leader can be added to the number.

🚱 st	ock.link		
File	Orders	Stock	Mes
	Order En	try	Ī
	Receive		

- 1. Select the Order Entry option from the Orders Menu
- 2. Enter your staff ID and password

Authorisation required	
Staff Code:	
Password:	
<b>√</b> 0K	× Cancel

3. The orders screen will be displayed (note for single locations the location filter will not be displayed

C, Order Entry -	<new entry=""></new>			×
- Order Details Location:	DEMO SITE	Date:	11 SEP 2012 D	C Value per Line
PO#:	32 Override	Supplier Docket #:		Cost C TAX Inclusive
Supplier:				C TAX Exclusive
Staff Ordering:	WTOONONG WTOONONG		Search Open Orders	Active Products ONLY     Include Inactive Products
		Clear Prir	it Email Save	Save + Close × Cancel
			ciliai Save	

- 4. Enter a purchase order leader if you wish to (for example staff initials)
- 5. Browse and select the supplier you wish to place an order for



😋, Order Entry -	<new entry=""></new>	-								×
- Order Details Location:	DEMO SITE		•		Date:	11 S	EP 2012		D	AX Value per Item Value per Line
PO#:	© TAX Inclusive						TAX Inclusive			
Supplier:     SMITHS CHIPS       Staff Ordering:     WT00N0NG WT00N0NG         Staff Ordering:     WT00N0NG wt00N0NG										
	C Include Inactive Products									
Produc	t Code	Description			ReOrder Point	Quantity	Cost, \$	TAX.\$	Total, \$	TAX % Active
► CHI02		TWISTIES CH	EESE		0		1.00	0.09		10 Y
CHI03		SMITHS SALT	AND VINIGAR		0		1.00	0.09		10 Y
CHI04		SMITHS CHEE	SE AND ONION		0		1.00	0.09		10 Y
CHI05		SMITHS BURG	GER RINGS		0		1.00	0.09		10 Y
CHI06		SMITHS CHIC			0		1.00	0.09		10 Y
CHI07		SMITHS ORIG	INAL		0		1.00	0.09		10 Y
CHI08		SMITHS BBQ			0		1.00	0.09		10 Y
CHI09		DORITOS NAC			0		1.00	0.09		10 Y
CHI10		DORITOS CHE	EESE SUPREME		0		1.00	0.09		10 Y
						1				
•					· · · · · · · · · · · · · · · · · · ·					•
** Double click or	n Row to view P	roduct Details					×	* Need to	save first b	pefore Print / Email is available
	Save Default Order	Get Default Order	Add Product to List	Clear	Pri	nt	Email		Save	Save + Close 🗙 Cancel

6. Enter the quantities you wish to order

Please note if you enter a quantity lower than the minimum order amount set in the product setup a message similar to the one below will display

Product	s Comments / Deli	ords found) 7		×	D
	Product Code	Descripti	LinksStock		K % Active
Ĵ	CHI02 CHI03	TWISTIE SMITHS	<b>()</b>	The Minimum Order for Product 'TWISTIES CHEESE' is 50.	10 Y 10 Y
	CHI04 CHI05	SMITHS SMITHS		You have only ordered a quantity of 10.	10 Y 10 Y
	CHI06 CHI07	SMITHS SMITHS		This may effect the cost, so it is recommended you check with your Supplier.	10 Y 10 Y
	CHI08 CHI09	SMITHS DORITO			10 Y 10 Y
	CHI10	DORITO		ОК	10 Y

7. Continue to complete the quantities required for each product from this supplier



# Adding products to an order

If a particular item is not appearing for the supplier it may be because this supplier has not been set as the preferred supplier. You will need to go to admin and update the product details for future orders

You can add the item/s to this order by selecting the Add Product to List button found on the bottom row of the screen. The following screen will then appear from which you can select and add the product from

Pro	oduct Co	de	Description		ReOrder Point		Cost, \$	TAX,\$	Total, \$	TAX % Active
CHI	102		TWISTIES CHEESE		0	10	1.00	0.09	10.00	10 Y
🕨 СНІ	103		SMITHS SALT AND	VINIGAR	0		1.00	0.09		10 Y
CHI	104		SMITHS CHEESE A	ND ONION	0		1.00	0.09		10 Y
CHI	105		SMITHS BURGER I	RINGS	0		1.00	0.09		10 Y
CHI	106		SMITHS CHICKEN		0		1.00	0.09		10 Y
CHI	107		SMITHS ORIGINAL		0		1.00	0.09		10 Y
CHI	108		SMITHS BBQ		0		1.00	0.09		10 Y
CHI	109		DORITOS NACHO		0		1.00	0.00		10 Y
CHI	110		DORITOS CHEESE	SUPREME	0		1.00	0.00		10 Y
		, Supplier	Products				_	_	-	
		ProductC	ode	Description		Cost			MinimumOrd	er
	ck o	CHI02		TWISTIES CHEESE		1			50	
uble clic		CHI03		SMITHS SALT AND		1			50	
uble clic				SMITHS CHEESE A	ND UNI	1			50	
uble clic		CHI04				-				
uble clic		CHI04 CHI05 CHI06		SMITHS BURGER F	RINGS	1			50 50	

You will now see the product added to the order list

# Default Orders

#### Saving a default order

If you have a regular order than you place, you can save a default order for ease of data entry

- 1. Enter the quantities you usually order
- 2. Make sure that the costs are accurate

### Save Default

3. Click on the Order button on the bottom of the screen to save your entry as a default

Retrieving a Default Order

Get Default Order

To retrieve a default order in future, when you enter the screen click on the button and the previously saved values will be retrieved.



# Comments and Delivery Instructions

There are two free text fields available for entering order comments and delivery instructions. Delivery instructions are included on the purchase order

Products	Comments / Delivery Instructions
C Order (	Comments

# Pricing and Tax Information

When viewing an order the screen will default to show the GST/TAX value per product and the cost of the product as GST/TAX inclusive.



Showing the value per Item will display the GST/TAX for each product

Product Code	Description	ReOrder Point		Cost, \$	TAX,\$	Total, \$	TAX %	Active
CHI02	TWISTIES CHEESE	0	10	1.00	0.09	10.00	10	Y
CHI03	SMITHS SALT AND VINIGAR	0	50	1.00	0.09	50.00	10	Y

Showing the value per line will display the GST/TAX as a total for the line based on the quantity you have entered

Pri	roduct Code	Description	ReOrder Point		Cost, \$	TAX,\$	Total, \$	TAX %	Active
CH	HI02	TWISTIES CHEESE	0	10	1.00	0.91	10.00	10	Y
CH	HI03	SMITHS SALT AND VINIGAR	0	50	1.00	4.55	50.00	10	Y

Showing the product cost as GST inclusive will display the cost of the item as you have entered in the product setup

Product Code	Description	ReOrder Point		Cost, \$	TAX,\$	Total, \$	TAX % Active
CHI02	TWISTIES CHEESE	0	10	1.00	0.09	10.00	10 Y
CHI03	SMITHS SALT AND VINIGAR	0	50	1.00	0.09	50.00	10 Y



Showing the product cost as GST exclusive will subtract the tax item from the item and display it as without the tax

Product Code	Description	ReOrder Point	LUUannuu	Cost, \$	TAX,\$	Total, \$	TAX %	Active
CHI02	TWISTIES CHEESE	0	10	0.91	0.09	10.00	10	Y
CHI03	SMITHS SALT AND VINIGAR	0	50	0.91	0.09	50.00	10	Y

Including inactive products will include any products that have previously been made inactive. This may be useful if you are looking for an item that you expect to be in the suppliers list

# Emailing and Printing the Purchase Order

Once you have completed your order you can email or print the order for your supplier. If you email the order the purchase order will be attached to the email as an HTML document which can be opened by anyone who has Internet Explorer.

- 1. Complete the order including all of the quantity details and cost details
- 2. Click on the Save icon
- 3. The Print and Email buttons will now become activated

Email

4. Select Print to print out the order so that an authorizing signature can be included on the order before mailing or faxing to the supplier

Example Printed Purchase Order

PURCHASE ORDER								
Sender : Demo Health Club								
VI EIN: 1234567890								
To Supplier :								
SMITHS CHI	PS							
	TOONONG WTOONONG							
Date of Order : 12	2 SEP 2012							
	2 SEP 2012							
Date of Order : 12	2 SEP 2012							
Date of Order : 12	2 SEP 2012							
Date of Order : 12	2 SEP 2012	Item Quantity	Item Value	Line Total				
Date of Order : 12 Purchase Order#	2 SEP 2012 : 33	Item Quantity 50	Item Value 1.00	Line Total 50.00				
Date of Order : 12 Purchase Order # Item Code	2 SEP 2012 : 33 Item Description							
Date of Order : 12 Purchase Order # Item Code CHI02	2 SEP 2012 : 33 Item Description TWISTIES CHEE SE	50	1.00	50.00				
Date of Order : 12 Purchase Order # Item Code CHI02 CHI03	2 SEP 2012 : 33 Item Description TWISTIES CHEE SE SMITHS SALT AND VINIGAR	50 50	1.00 1.00	50.00 50.00				
Date of Order : 12 Purchase Order # Item Code CHI02 CHI03 CHI04	2 SEP 2012 : 33 Item Description TWISTIES CHEESE SMITHS SALT AND VINIGAR SMITHS CHEESE AND ONION	50 50 50	1.00 1.00 1.00	50.00 50.00 50.00				
Date of Order : 12 Purchase Order # Item Code CHI02 CHI03 CHI04 CHI05	2 SEP 2012 : 33 Item Description TWISTIES CHEE SE SMITHS SALT AND VINIGAR SMITHS CHEE SE AND ONION SMITHS BURGER RINGS	50 50 50 50	1.00 1.00 1.00 1.00	50.00 50.00 50.00 50.00				
Date of Order : 12 Purchase Order # Item Code CHI02 CHI03 CHI04 CHI05 CHI06	2 SEP 2012 : 33 Item Description TWISTIES CHEESE SMITHS SALT AND VINIGAR SMITHS CHEESE AND ONION SMITHS CHEREN SMITHS CHEREN	50 50 50 50 50 50	1.00 1.00 1.00 1.00 1.00 1.00 1.00	50.00 50.00 50.00 50.00 50.00 50.00				
Date of Order : 12 Purchase Order # Item Code CH102 CH103 CH104 CH105 CH106 CH106 CH107	2 SEP 2012 33 Item Description TWISTIES CHEESE SMITHS SALT AND VINIGAR SMITHS CHEESE AND ONION SMITHS CHEESE AND ONION SMITHS CHICKEN SMITHS CRIGINAL	50 50 50 50 50 50 50 50	1.00 1.00 1.00 1.00 1.00	50.00 50.00 50.00 50.00 50.00 50.00 50.00				
Date of Order : 12 Purchase Order # Item Code CHI02 CHI03 CHI04 CHI05 CHI06 CHI07 CHI08	2 SEP 2012 33 Item Description TWISTIES CHEE SE SMITHS SALT AND VINIGAR SMITHS CHEE SE AND ONION SMITHS BURGER RINGS SMITHS ORIGINAL SMITHS BBQ	50 50 50 50 50 50 50 50	1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00	50.00 50.00 50.00 50.00 50.00 50.00 50.00 50.00				
Date of Order : 12 Purchase Order # Item Code CH102 CH103 CH104 CH105 CH106 CH107 CH108 CH108 CH108	2 SEP 2012 33 Item Description TWISTIES CHEESE SMITHS SALT AND VINIGAR SMITHS CHEESE AND ONION SMITHS CHICKEN SMITHS CHICKEN SMITHS CHICKEN SMITHS BBQ DORITOS NACHO CHEESE	50 50 50 50 50 50 50 50 50 50 50	1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00	50.00 50.00 50.00 50.00 50.00 50.00 50.00 50.00 50.00				

\*\* Item Value is Inclusive of TAX.

Total Order Amount \$450.00

Approval : \_

Date: / /



To email the order select the

Email button

Note: Your PC must be set to Email (Admin > Setup PC > Setup For PC > Can Email)

The email address of your supplier if entered in the supplier's setup details will be automatically inserted into the to field

The purchase order similar to the one printed will be attached as a HTML document.

Note: The approval fields will not be included as it is an electronic document

😫 Email : Purchase Order Request (Purchase Order No: 🛛 32)		x
Email To :		
Subject : Purchase Order from Demo Health Club		
Message:		
FURCHASE ORDER		*
To Supplier :		
SMITHS CHIPS		
Purchase Order No: LJ 32 Date of Furchase Order : 11 Sep 2012		
Purchase Order has been attached.		
Regards WTOONONG WTOONONG Demo Health Club 1 KENSINGTON STREET		
KENSINGTON VI 3031		_
	Send	Cancel



# Altering an Order

Until an order is received you can alter the details of the order. To find the open order select

the Search Open Orders button in the order entry screen. The following search screen will display

Search For Purchase Order	×
	<u>U</u> р
	Down
	Show <u>A</u> ll
	<u>S</u> earch
	Seject
- Search by	
From Date: D To Date: D Total \$:	
Supplier: CAll Suppliers>	
C Starting C Containing Staff Ordered: WTOONONG WTOONONG	
Status ••• Only Orders that have no Stock Received will be shown.	<u>C</u> ancel

You can search by;

- Date
- Total Amount
- Supplier
- Staff Ordered
- Purchase Order
- Enter the filter as required
- Click on the SEARCH button
- Locate the order you wish to update
- Double click the line or single left mouse click and click on the select button



# **Receiving an Order**

Stock > Orders > Receive

Once an order has been entered and saved to the database you will then need to receive that order to update your stock on hand. You can part receive the order if required and make comments to the order that there are still items to be received. Once you have received the order in full you can also leave it to be invoice checked if required. This feature is designed to circumvent the need to keep the delivery docket until an invoice has arrived for cross checking.

Locating an Order

🚱 st	ock.link		
File	Orders	Stock	Mes
	Order En	try	
	Receive		

1. Enter your staff ID and Password

Authorisation required	i 💌
Staff Code: Password:	
<b>√</b> 0K	Cancel

The Receiving Orders screen will be displayed

Receiving Ord	der <new entry=""></new>		
- Order Details - Location:	DEMO SITE		TAX Inclusive     TAX Exclusive
Receiving Store:	< <many>&gt; PO#:</many>		- Supplier Details
	Search Purchase Orders Supplier:		Docket #:
Staff Receiving:	WT00N0NG WT00N0NG Staff Ordered:		Search
	Print	Email <b>Clear</b>	Save Save + Close X Cancel
	Search Pur	chase Orders	

2. Click on the be displayed

button and the following search screen will



Search For Purchase Order	×
	<u>U</u> р
	<u>D</u> own
	Show <u>A</u> ll
	Search
	Select
- Search by	
From Date: D To Date: D Total \$:	
From Date:     D     To Date:     D       Supplier:     (All Suppliers>)     PD #:	
C Starting C Containing Staff Ordered: WTOONONG WTOONONG	1
Status *** Only Orders that have no Stock Received will be shown.	<u>C</u> ancel

- 3. You can search by
- Date
- Supplier
- Total Amount
- Staff Ordered
- Purchase Order number

Use the filter to narrow down your search for order (hopefully your supplier has included your purchase order number for easy searching

4. Locate the order in the list

😋 Search For Pu	urchase Orde	er			_	_
PurchaseOrder #	Auto Nbr	Date	Supplier	Staff Ordered	Total	Invoice Checked
IJ	32	11 Sep 2012 05:38 pm	SMITHS CHIPS	WTOONONG WTO	410.00	No

5. Double click the line to return the information to the receive screen



# Receiving the Order

# a. Receiving too Many Stores

C, Receiving Ord	er <new entry=""></new>						- O X
Corder Details - Location: Receiving Store:	DEMO SITE		Date Ordered:     PO#:	11 SEP 2012	32	Cost     TAX Inclu     O TAX Exclu	usive
	Search Pur	- chase Orders	Supplier:	SMI		Docket #:	
Staff Receiving: Products Comm	WTOONONG WTO		Staff Ordered:	WTOONONG W		g the cost will only app	cked Search
Product 0 ■ DH102 CH103 CH104 CH105 CH106 CH107 CH108 CH108 CH109 CH109 CH101 CH109 CH101 CH104 CH105	to allocate Produc Code Description TWISTIES CH SMITHS SALT SMITHS BUR SMITHS BUR SMITHS DRIC SMITHS DRIC SMITHS BRO DORITOS NA DORITOS CH	Qy Qy Ou Ordered -standin 10 11 50 55 50 55 50 55 50 55 50 55 50 55 50 55 50 55	it Total Qty G	1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00			
	ed to Save first before / Email is available		Print	Email	Clear	Save Save	e + Close 🗙 Cancel

1. Select the receiving store as Many

5. Receiving Ord	er <new entry=""></new>	-
Order Details - Location:	DEMO SITE	•
Receiving Store:	< <many>&gt;</many>	•
	<pre>&lt;<many>&gt; KENSINGTON RECEPTION KSS STOREROOM</many></pre>	

2. Click on a row to allocate the items to a store

You will see that when you click on the row the right hand side of the screen is activated

Product	s Comments /	/ Delivery Instru	ctions   H	listory			Allo	cate Produ	ict to Store			
- Click	on Row to all	locate Produc	t Quant	ity to Stores –			Pro	duct Code:	CHI02			
	Product Code	Description	Qty Ordered	QtyOut Total ( -standing Recv'		Tot	1	ISTIES CHEI				
•	CHI02	TWISTIES CH	10	10 0	1.00		Cos	t\$ 1.00	TAX:	\$ 0.09	TAX%:	10
	CHI03	SMITHS SAL1	50	50 0	1.00			1.		Retail	On	
	CHI04	SMITHS CHEI		50 0	1.00			Store		Price,\$	Hand	Qty
	CHI05	SMITHS BUR	50	50 0	1.00			KENSING	TON RECEP		0	-
	CHI06	SMITHS CHIC		50 0	1.00		<u> </u>		REROOM	*	*	
	CHI07	SMITHS ORIG	50	50 0	1.00							
	CHI08	SMITHS BBQ	50	50 0	1.00							
	CH109	DORITOS NA	50	50 0	1.00							
	CHI10	DORITOS CH	50	50 0	1.00					<u>г г</u>		
							I					
							* [	Denotes Proc	luct is not allo	cated to Sto	re	
		-			 			Add	Clear ()	luantities	Ca	ncel
								~~~		adriades		1001
						•			Product	Details >>		

3. Enter the quantity received in the QTY column on the far right hand side and click on Add



Note: If the order is received exactly as it is ordered you can utilize the RECEIVE ORDER IN FULL option. This will receive the amounts EXACTLY as ordered and you will not be able to edit the details

Note: If there is a \* in the retail price and on hand fields then the products has not been setup for sale at that store

4. You can access the product details if required by selecting the button in the allocate products to store section of the screen.

Product Details >>

As each item is updated it will be displayed on the left hand side of the screen

Note: As you update each row the stock on hand will be updated in the database

Produc	oducts Comments / Delivery Instructions History										
- Click	on Row to all	ocate Produc	t Quant	itu to Ste	ntes —						
Chok	1	Description	Qty		Total Qty	Qty Recv'd	Cost,\$	Tot			
	CHI02	TWISTIES CH	10	Ū	10	10	1.00	10			
	CHI03	SMITHS SAL1	50	0	50	50	1.00	50			
$\rightarrow$	CHI04	SMITHS CHEI	50	50	0		1.00				
	CHI05	SMITHS BUR	50	50	0		1.00				
	CHI06	SMITHS CHIC	50	50	0		1.00				
	CHI07	SMITHS ORIG	50	50	0		1.00				

	te Product to Store ct Code: CHI04								
SMITH	SMITHS CHEESE AND ONION								
Cost: 3	Cost: \$ 1.00 TAX: \$ 0.09 TAX%: 10								
	Store	Retail Price,\$	On Hand	Qty					
	KENSINGTON RECEF	2.00	0						
	KSS STOREROOM	×	×						

# b. Receiving to One Store

C. Receiving Ord	er <new entry=""></new>	-							-/2		. <b>.</b> X
- Order Details - Location:	DEMO SITE	•	Date Oro	dered:	11 SEP 20	12			st TAX Inclus TAX Exclu		
Receiving Store:	KENSINGTON REC	EPTION		PO#:	W		32	Su	pplier Detai		
	Search Pure	chase Orders	Su	applier:	SMI			Invo	ice No:		
Staff Receiving:	WTOONONG WTO	DNONG	Staff Or	dered:	WTOONO	NG WTO			Invoice Chec		Search batch received
	nents / Delivery Instruc	1 21					Griding	-19 the 60st	and only appr	, 10 110	
Product 0	Code Descript	ion	Qty Ordered		ıt Total Qty g Recv'd	Qty Recv'd	Cost,\$	Total,\$	TAX/Item,\$	TAX %	OnHand
▶ CHI02 CHI03 CHI04 CHI05 CHI06 CHI07 CHI08 CHI08 CHI09 CHI10	SMITHS SMITHS SMITHS SMITHS SMITHS SMITHS DORITO	S CHEESE SALT AND VINIGA CHEESE AND ONI BURGER RINGS CHICKEN ORIGINAL BBQ S NACHO CHEESE S CHEESE SUPRE	10 50 50 50 50 50 50 50	5 5 5 5 5 5 5 5	0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0		1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00		0.09 0.09 0.09 0.09 0.09 0.09 0.09 0.09	10 10 10 10 10 10 10 10	
	ed to Save first before 'Email is available	Fill Order to Receiving Store		Print	Ema	ail	Clear	Save	e Save	+ Close	× Cancel

1. Select the receiving store



E. Receiving Ord	er <new entry=""></new>	-
Order Details - Location:	DEMO SITE	•
Receiving Store:	< <many>&gt;</many>	•
	< <many>&gt; KENSINGTON RECEPTION KSS STOREROOM</many>	

Fill Order to

2. Select the Fill Order to Receiving Store button Receiving Store. This will receive the

# amounts EXACTLY as ordered

LinksStock	×
Are you sure you want to allocate this entire Pur 'KENSINGTON RECEPTION'?	chase Order Stock to the Store
	Yes No

- 3. Select Yes or No
- 4. Select Save

Partially Receiving an Order

At any point you can save your progress and return to the screen to complete it at a later time

You will see that anything previously entered is shown in the history tab of the screen

Pr	Products Comments / Delivery Instructions History								
Previous Stock received for Purchase Order : LJ 32									
	Store	Date	Product Code	Description	Qty	Cost,\$	Recv'd,\$ Staff		
	KENSINGTON RE 11 Sep 2012 CHI02		CHI02	TWISTIES CHEESE	10	1.00	10.00 WTOONONG W	TOONC	
	KENSINGTON RE	11 Sep 2012	CHI02	TWISTIES CHEESE	10	1.00	10.00 WTOONONG W	TOONC	
	KENSINGTON RE	11 Sep 2012	CHI03	SMITHS SALT AND VINI	50	1.00	50.00 WTOONONG W	TOONC	

You can view the comments and delivery instruction of the order as well as add comments to the receiving of the order

Comments may be useful when you have items on your order that are no longer available or have been backordered.

Products Comments / Delivery Instructions History
Order Comments
Delivery Instructions
Receive Comments



# Entering the Supplier Sales Order Number

Usually a supplier will supply you with a delivery docket that includes both your purchase order and a suppliers sales order number. For ease of searching through your past orders as well as matching orders to invoices Stock provides you with the ability to enter this sales number. The field is located in the top right hand corner of the receive orders screen

Docket #:	
Invoice No:	
🗖 Invoice Checke	ed Search

This is an option field of the order system but may be very useful for future reference.

When you receive the order enter the suppliers sales order number in the Order No field

The invoice number and invoice checked fields will be used when checking against the invoice

# Checking the Order against the supplier invoice

When the supplier sends you an invoice you usually want to check that you have been invoiced for what was delivered. This invoice will usually contain 3 unique numbers

- Your purchase order number
- The suppliers sales order number
- The invoice number

Sometimes the supplier does not supply your purchase order number depending on their systems. With Stock you can search by both your purchase order number and the supplier's sales order number.

1. To search by your purchase order number open the receive orders screen and select

the Search Purchase Orders button

- 2. Enter your purchase order number into the search field
- 3. Click on the SEARCH button and double click the line to return it to the receiving orders screen

To search by the suppliers sales orders go straight to the Supplier Details section of the receiving orders screen

Docket #:	
Invoice No:	
Invoice Checked	Search

1. Enter the Suppliers Sales Number in the Order No. field



- 2. Click on Search The order will be automatically returned to the screen
- 3. Check the originally entered receive details against the invoice you have received

### Closing off an Order

If you are happy to close off the order and send the invoice for payment enter the invoice number for future reference into the INVOICE NO. field and mark the Invoice Checked field

Click on Save and the order will now be considered closed

You will not by default see this purchase order on the search screens unless you select the

NUT Invoice Checked

option C ALL Purchase Orders when searching for purchase orders

#### Emailing and Printing the received order

You may have an in-house procedure that requires you to show proof that the good were received before your accounts department or book keeper will pay the invoice. For this reason you have the ability to print or email the details of the order being received. Once you have saved the details of the order you can use the print and email button to utilize

these features	Print	Email

The email will appear with no email address so that you can email it to the appropriate personnel i.e. Accounts Department.

#### ORDER RECEIVED PURCHASE ORDER #: 33

Location : DEMO SITE Date: 12 Sep 2012 Staff Receiving : WTOONONG WTOONONG

Supplier Details : SMI Supplier Order No : Supplier Invoice No:

Invoice Checked : NO StaffOrdered : WTOONONG WTOONONG

#### Store: KEN SINGTON RECEPTION

DateTime	Product Code	Description	Quantity	Cost	Value Received
12 Sep 2012	CH102	TWISTIES CHEESE	50	1.00	50.00
12 Sep 2012	CH103	SMITHS SALT AND VINIGAR	50	1.00	50.00
12 Sep 2012	CH104	SMITHS CHEESE AND ONION	50	1.00	50.00
12 Sep 2012	CH105	SMITHS BURGER RINGS	50	1.00	50.00
12 Sep 2012	CH106	SMITHS CHICKEN	50	1.00	50.00
12 Sep 2012	CH107	SMITHS ORIGINAL	50	1.00	50.00
12 Sep 2012	CH108	SMITHS BBQ	50	1.00	50.00
12 Sep 2012	CH109	DORITOS NACHO CHEESE	50	1.00	50.00
12 Sep 2012	CHI10	DORITOS CHEESE SUPREME	50	1.00	50.00

#### Total Received at KENSINGTON RECEPTION: 450.00

Grand Total Received: 450.00



# Receiving Directly from a Supplier

# **Receive by Supplier**

If you do not wish to utilise the purchase order features in Stock you can use the direct receive from the supplier features. This may be useful when a supplier orders for you and you do not control what is actually ordered each time.

Stock > Stock > Receive by Supplier

Stock.link								
File	Orders Stock Messages							
Receive by Supplier								
Stocktake								
Stock Transfer								
Stock Adjustment								

1. Enter your staff ID and password

Authorisation required						
Staff Code: Password:						
✓ ОК	X Cancel					

2. The following screen will display

B. Stock Receivin	g <new entry=""></new>			X
Supplier: Location:	DEMO SITE	Search Previous Stock Received		Cost TAX Inclusive O TAX Exclusive
Receiving Store: Supplier Order #:	< <many>&gt;</many>		Staff Receiving:	WTOONONG WTOONONG
	Add Comment	Print Email	Clear	Save + Close X Cancel



- 3. Search for the supplier you wish to enter stock received for Supplier:
- 4. Enter a Receiving Store, if you have more than one store and wish to allocate this order to more than one store select Many otherwise select the store you wish to receive the order
- 5. If you wish to enter a supplier order number for future reference (you can search using this number in the future if you wish to)

5, Stock Receivir	ng <new entry=""></new>	
Supplier:		Search Previous
Location:	DEMO SITE	Stock Received
Receiving Store:	< <many>&gt;</many>	
Supplier Order #:		

6. If running a multiple location database you can chose which database you wish to receive stock for

The products setup with the selected supplier as their preferred supplier will be displayed

Note: You cannot receive stock for an item that is not setup with a preferred supplier through this screen

Entering the stock received for many Stores

- 1. Select the Receiving Store as Many
- 2. Click on a product to activate the allocate to a store frame

- Click	- Click on Row to allocate Product Quantity to Stores					Alloc	ate Prod	uct to Sto	re ———		
	Product Code	Description	Qty Receiving	Cost,\$	Total,\$		uct Code:				
•	CHI02	TWISTIES CHEESE		1.00		TWIS	TIES CHE	ESE			
	CHI03	SMITHS SALT AND VINIGAR		1.00		Cost	\$ 1.00	ΤA	<: \$ 0.09	TAX %:	10
	CHI04	SMITHS CHEESE AND ONION		1.00			1				<u> </u>
	CHI05	SMITHS BURGER RINGS		1.00			Store		Retail	. On	Qty
	CHI06	SMITHS CHICKEN		1.00			KENGINK		Price,\$	Hand	
	CHI07	SMITHS ORIGINAL		1.00		⊫►	_	GTON REC	2.00	20	_
	СНІЛЯ	SMITHS BBQ		1.00			IKSS STU	REROOM	×	*	

3. Enter the quantity you wish to receive for the product for each store if applicable

4. Click on Add to move to the next product

Note: An \* in the retail price and on hand field means that the product is not setup for sale at this store



5. Once you have completed the entry of all of the stock quantities you can add a comment if required by selecting the Comment button. The comments entry screen will appear

🔄, Links	×
Enter your Receive by	Supplier Comment:
✓ 0ł	< X Cancel

6. Once you have entered all necessary details click on the Save button

Entering the stock received for One Store

1. Select the Receiving Store

🔄 Sto	ck Receivin	ig <new entry<="" th=""><th>&gt;</th><th></th><th></th><th></th><th></th><th></th><th>×</th></new>	>						×
	Supplier:	SMITHS CHI	PS	Search Previous			- Cost -		
	Location:	DEMO SITE		Stock Received				TAX Inclusive	
	ving Store: er Order #:	KENSINGTO	N RECEPTION		Staff F	leceiving:	WTOONONG	G WTOONONG	
		e 'KENSING'	TON RECEPTION '						
	Product Co	de	Description		Qty Receiving	Cost,\$	Total,\$	TAX/Item,\$	TA
	CHI02		TWISTIES CHEESE			1.00		0.09	
	CHI04		SMITHS CHEESE AND ONIO	N		1.00		0.09	
	CHI05		SMITHS BURGER RINGS			1.00		0.09	
	CHI06		SMITHS CHICKEN			1.00		0.09	
	CHI07		SMITHS ORIGINAL			1.00		0.09	
	CHI08		SMITHS BBQ			1.00		0.09	
	CHI09		DORITOS NACHO CHEESE			1.00		0.09	
	CHI10		DORITOS CHEESE SUPREM	E		1.00		0.09	

- 2. Enter the quantity you wish to receive for the product
- 3. Once you have completed the entry of all of the stock quantities you can add a comment if required by selecting the Comment button. The comments entry screen will appear

🖏 Links
Enter your Receive by Supplier Comment:
✓ OK X Cancel

4. Once you have entered all necessary details click on the Save button



# Emailing and Printing the Receive by Supplier Details

For internal use you may wish to email or print what has been received from the supplier. To do this you must receive all of the stock and save your progress before you can email or print

the details. Once you have saved, select either the example of the print out is show below

Print Email button. An

#### Stock Receiving Report for Supplier : SMITHS CHIPS At Location : DEMO SITE

#### Supplier Order # : 254744

Performed by WTOON ONG WTOON ONG On 12 Sep 2012 02:46 pm

#### Store: KENSINGTON RECEPTION

DateTime	Product Code	Description	Quantity	Cost	Value Received
12 Sep 2012	CHI02	TWISTIES CHEESE	50	1.00	50.00
12 Sep 2012	CHI04	SMITHS CHEESE AND ONION	20	1.00	20.00
12 Sep 2012	CHI05	SMITHS BURGER RINGS	20	1.00	20.00
12 Sep 2012	CHI06	SMITHS CHICKEN	20	1.00	20.00
12 Sep 2012	CHI07	SMITHS ORIGINAL	20	1.00	20.00
12 Sep 2012	CHI08	SMITHS BBQ	20	1.00	20.00
12 Sep 2012	CHI09	DORITOS NACHO CHEESE	20	1.00	20.00
12 Sep 2012	CHI10	DORITOS CHEESE SUPREME	20	1.00	20.00

Total Received at KENSINGTON RECEPTION : \$190.00

Grand Total Received : \$190.00



# Stocktake

Although links can manage your expected stock on hand at the end of the day you will still need to physically count your stock on a regular basis to check that what you have at your place of business matches what stock.link expects you to have. This is a stadard part of any business inventory control and is usally completed monthly.

# Printing your stock on hand report

Firstly you need to print your stock on hand report to see what stock.link expects you to have on hand. There is also a blank coloumn on the report for your to write down what your actual stock is. For those of your that own a tablet PC for your on deck supervisors can actually complete stock take directly into the system and can proceed straight to the entering stock on hand section.

- 1. Go to Reporting > Stock > Product Stock Count
- 2. Select the store you wish to run the report for

Note: If you are running multiple locations you will also need to select which location you are running this report for

3. Select any filters you wish to utilise, however in most cases you will go directly to PREVIEW

C Product Stock Count	×
Selection Criteria	Print
Location: DEMO SITE   Sort by:: Product Code	
Store: KENSINGTON RECEPTION	Export
Select Products or Leave Blank for All	Graph
Code Description	Preview
List Products Clear	Close
O Select Product Groups or Leave Blank for All     Code     Description	
List Product <u>G</u> roups	
C Select Product Category or Leave Blank for All	
Product Category Type:	
Code Sub Category	
Clear	



The report will look similar to the one below

#### Product Stock Count for LOCATION : DEMO SITE STORE : KENSINGTON RECEPTION Sorted By : Product Code

Product Code	Product Description	Active	On Hand	Cost,\$	Value,\$	Count	Supplier
CH103	SMITHS SALT AND VINIGAR	Y	100	0.91	91.00		SMITHS CHIPS
CH104	SMITHS CHEESE AND ONION	Y	50	0.91	45.45		SMITHS CHIPS
CH105	SMITHS BURGER RINGS	Y	50	0.91	45.50		SMITHS CHIPS
CH106	SMITHS CHICKEN	Y	50	0.91	45.50		SMITHS CHIPS
CH107	SMITHS ORIGINAL	Y	50	0.91	45.45		SMITHS CHIPS
CH108	SMITHS BBQ	Y	50	0.91	45.50		SMITHS CHIPS
CH109	DORITOS NACHO CHEESE	Y	50	0.91	45.50		SMITHS CHIPS
CHI10	DORITOS CHEESE SUPREME	Y	50	0.91	45.50		SMITHS CHIPS

You will see that there is a count column with no values listed ready for you to physically count and record your actual stock on hand.

Complete your physical count of stock and hand ready for entry into Stock.

# Entering your stock on hand

Now that you have your actual stock on hand amounts, which you hope exactly match your on hand as listed in Stock, you are ready to update the stock on hand in Stock.

Stock > Stock > Stocktake

1. Enter your staff ID and password

Authorisation required	e e e e e e e e e e e e e e e e e e e
Staff Code: Password:	
<b>√</b> 0K	Cancel

The following screen will appear

🖪, StockTa	ake						• X
Location:	DEMO SITE	•	🔽 Show Alter	nate Barcodes		Active Prod	ucts ONLY
Store:		•	Sear	h Products	1	C ALL Produc	ts
Supplier:					] 9	Staff : WTOONONG	WTOONONG
		Add Comment	Clear	Print	Save	Save + Close	× Cancel



2. Select the store you wish to update the stock on hand for

Note: For multi location databases you will also need to select which location you are updating details for

You have the option of selecting products from a supplier from the search button or leave it blank for all suppliers

By default the product code and alternate barcodes are displayed, however you can only show the product code if the alternate barcodes field is not required

3. Select Search Products button

🖪, StockTa	ake	2					
Location:	DEMO SITE		▼ Show Alternate Barcod	es	[	<ul> <li>Activ</li> </ul>	e Products ONLY
Store:	KENSINGTON RE	CEPTION	Search Products			O ALL F	
Supplier:	SMITHS CHIPS Details (10 recor	ds found)	]		Sta	ff : WTOON	IONG WTOONONG
	roduct Code	BarCode	Description	On Hand	Actual	Difference	Comment
	HI10	9317372002664	DORITOS CHEESE SUPREME	50			
CI	HI09	9317372002671	DORITOS NACHO CHEESE	50			
CI	HI08	9310015113093	SMITHS BBQ	50			
	HI05	9310015212086	SMITHS BURGER RINGS	50			
CI	HI04	9310015111327	SMITHS CHEESE AND ONION	50			
CI	HI06	9310015111020	SMITHS CHICKEN	50			
	HI07	9310015110214	SMITHS ORIGINAL	50			
CI	HI03	9310015226755	SMITHS SALT AND VINIGAR	100			
CI	HI02	9310015210068	TWISTIES CHEESE	30			
							Þ
	ak an the Dow to view	w the Product Details					<u> </u>
Double clic	ck on the MOW to Vie	Add Co	omment Clear Print	Sa	ve	Save + Cl	ose 🗙 Cancel

- 4. Enter the actual stock amounts as calculated by your manual count and recorded on your stock take report print out. Any differences will be displayed
- 5. If you wish to you can assign a comment to the stocktake for example "Inventory controller on holidays so completed by me instead"
- 6. Once you have entered all of the amounts you will need to save the details to the database. Note: Once the screen is saved the new on hand amounts are updated in the database



Once the values have been saved you can print a report of the stock take by selecting the

Print

button at the bottom of the screen

A stock take report print will look something similar to this

# StockTake Discrepancy Report for Location : DEMO SITE Store : KENSING TON RECEPTION As at 12 Sep 2012 04:35 pm

The following report shows the Products where a discrepancy has been found between the Stock OnHand and the Actual Amount counted.

Product Code	Description	On Hand	Actual	Difference	Comment
CHI10	DORITOS CHEESE SUPREME	110	109	-1	
CHI09	DORITOS NACHO CHEESE	114	110	-4	
CHI05	SMITHS BURGER RINGS	95	94	-1	
CHI04	SMITHS CHEESE AND ONION	86	89	3	
CHI06	SMITHS CHICKEN	90	88	-2	
CHI07	SMITHS ORIGINAL	93	94	1	
CHI02	TWISTIES CHEESE	123	120	-3	
Nbr Products with Discrepancies				7	



# Stock Transfers

When you are setup to have stock allocated to more than one store you may need to transfer stock from one store to another. You may choose to receive all of your stock to the default store and then allocate it to different stores or you may have different areas within your facility that sell the same products and you choose to move stock around when you run out in a particular store.

You can choose to transfer stock from one store to another store or from one store to many stores. There are two different screen depending on which way you which to operate

# Transferring stock to a single store

Stock > Stock > Stock Transfers> Stock Transfer Single Store

🚱 st	tock.link	State Owner Competing, State
File	Orders Stock Messages	Help
	Receive by Supplier	
	Stocktake	annant, fannannand b
	Stock Transfer	Stock Transfer Single Store
	Stock Adjustment	Stock Transfer Multi Store

1. Enter your staff ID and password

Authorisation required
Staff Code:
Password:
✓ OK X Cancel

#### The following screen will display

🖪, Sto	ck Transfer									
	rom Location: From Store:	DEMO SITE		•	To Location: To Store:	DEMO SI	TE		• Show De	v Product tails >>
Staff :	WTOONONG	WTOONONG	Print	Add Comm	ent Clear	Screen	Clear Transfer	Save	Save + Close	× Cancel



- 2. Select the location you wish to transfer from and to if applicable
- 3. Select the store to transfer from and to

### The screen will now show as follows

election Criteria From Location:	DEMO SITE		•	To Location:	DEMO SITE		•		Product
From Store:	KENSINGTON	RECEPTION	•	To Store:	KSS STORER	ООМ	-	Deta	ails >>
roduct Details (	137 records fo	աով) — — —							
		,			всторе			45750	_
Product Code		Description			BEFORE From Store: OnHand	To Store: OnHand	Transfer	AFTER From Store: Actual	To Store
Product Code					From Store:		Transfer	From Store:	To Store
	:	Description	R RINGS		From Store: OnHand		Transfer	From Store:	To Store
CHI08		Description SMITHS BBQ		DN	From Store: OnHand 50	OnHand O	Transfer	From Store:	To Store
CHI08 CHI05		Description SMITHS BBQ SMITHS BURGE	E AND ONIC	0N	From Store: OnHand 50 40	OnHand 0 0	Transfer	From Store:	To Store Actua
CHI08 CHI05 CHI04		Description SMITHS BBQ SMITHS BURGE SMITHS CHEES	E AND ONIC EN	)N	From Store: OnHand 50 40 51	OnHand 0 0	Transfer	From Store:	To Store

You will see that the before and after values are displayed

The from store on hand is displayed as well as the to store on hand

4. You will now need to enter a transfer amount for example;

Selection Criteria From Location:	DEMO SITE		•	To Locati	on: DEMO S	ITE		•	Show Product	1
From Store:	KENSINGTON	N RECEPTION	•	To Sto	re: KSS STC	REROOM		• _	Details >>	
Product Details (	137 records fr	ound) ————								
riouace Details (	TOT TOCOTOS IN	oundj								
Froquet D'etalis (		oundy			BEF	ORE		AF	TER	Ľ.
Product Code		escription			BEF From Store: OnHand	To Store: OnHand	Transfer	AF From Store: Actual	TER To Store: Actual	
	De				From Store:	To Store:	Transfer 20	From Store:	To Store:	
Product Code	De SN	escription	RINGS		From Store: OnHand	To Store:		From Store: Actual	To Store: Actual	
Product Code CHI08	De Sh Sh	escription MITHS BBQ			From Store: OnHand 50	To Store:	20	From Store: Actual 30	To Store: Actual 20	
Product Code CHI08 CHI05	De SM SM SM	escription MITHS BBQ MITHS BURGER F			From Store: OnHand 50 40	To Store:	20 10	From Store: Actual 30 30	To Store: Actual 20 10	
Product Code CHI08 CHI05 CHI04	De SM SM SM SM SM SM	escription MITHS BBQ MITHS BURGER F MITHS CHEESE A			From Store: OnHand 50 40 51	To Store:	20 10 30	From Store: Actual 30 30 21	To Store: Actual 20 10 30	

You will see now that the after amounts are populated with what will be the actual amounts after the transfer is completed

- 5. Click on Save to save your changes
- 6. If you wish to clear the transfers then click on the <sup>Clear Transfer</sup> button and your changes will not be saved
- 7. If you wish to add a comment to the transfer you can by selecting the Add Comment field and the following pop up box will display

🖏 Links 📉 🔀	
Enter your Stock Transfer Comment:	
V OK X Cancel	
V OK X Cancel	



Once your transfer amounts have been saved you can print a report usually used for attaching to the stock when it is physically transferred to the other location or store.

An example of the stock transfer report looks as seen below

#### Stock Transfer Report

Staff : WTOONONG WTOONONG From Location : DEMO SITE From Store : KENSINGTON RECEPTION Date : 12 Sep 2012 To Location : DEMO SITE To Store : KSS STOREROOM

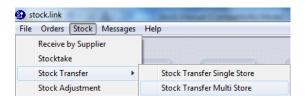
#### Products that have been transfered :

Product Code	Desc ription	From Store OnHand	To Store OnHand	Transfer	From Store Actual	To Store Actual
CHI08	SMITHS BBQ	100	15	10	90	25
CHI05	SMITHS BURGER RINGS	94	10	10	84	20
CHI04	SMITHS CHEESE AND ONION	89	30	10	79	40
CHI06	SMITHS CHICKEN	88	25	10	78	35
CHI07	SMITHS ORIGINAL	94	20	10	84	30

#### Transferring Stock to Multiple Stores

You may choose to receive stock to a central location and then transfer it to each location or store using this screen. This screen enables you to dispatch stock from a central location to multiple store in one process.

Stock > Stock > Stock Transfers > Stock Transfer Multi Store



1. Enter your staff ID and password

Authorisation required	E E
Staff Code: Password:	
<b>√</b> 0K	X Cancel



The following screen will appear

🔄, Stock Transfer M	lulti Store					
From Location:	DEMO SITE	•		Staff :	WTOONONG WTOONONG	
From Store:		•				
		Add Comment	Clear	Print	Save Save + Clo	e 🗙 Cancel

- 2. Select the location the from store is located at if applicable
- 3. Select the store you wish to transfer from

The screen will now look as follows

🔄, Stock Transfer Multi S	Store							
From Location: DE	EMO SITE	•			Staff :	WTOONONG	WTOONONG	
From Store: KS	SS STOREROOM ay Stores for Transfer	•			]			
Product Code	Description	Before OnHand		After OnHand				
COKE1	Coke	50						
COK02	COCA COLA	70	1					
P2000	Can of Coke	114						
GT	GYM TOWEL	60						
GYMTWLBL	Gym Towel Black	20						
P123456	FIT BALL	87						
P112233	PRODUCT TEST	0						
WAT0912345678	test	25						
1CE10	CALIPPO	0						
COK01	COKE DIET COKE	0	I					
COK03	COKE VANILLA COKE	0						
CHI08	SMITHS BBQ	20						
CHI05	SMITHS BURGER RINGS	10						
CHI04	SMITHS CHEESE AND ONION	30						
CHI06	SMITHS CHICKEN	25						
CHI07	SMITHS ORIGINAL	20						
CHI03	SMITHS SALT AND VINIGAR	40						
	** Need to save first before Ad	d Comment	Cle	ar	Print	Save	Save + Close	× Cancel



4. Click on a product row to populate the store details

🔄 Stock Transfer Mu	ulti Store		
From Location:	DEMO SITE	-	Staff: WT00N0NG WT00N0NG
From Store: Click on Row to d	KSS STOREROOM	•	Transfer Product to Store(s)
Product Code	Description	Before Transfer Afte	A
COKE1	Coke	50	SMITHS BBQ
COK02	COCA COLA	70	From Store OnHand: 20
P2000	Can of Coke	114	
GT	GYM TOWEL	60	Store Before Transfer After
GYMTWLBL	Gym Towel Black	20	UnHand UnHand
P123456	FIT BALL	87	DANDENONG SPOF -195
P112233	PRODUCT TEST	0	KENSINGTON RECE 30
WAT0912345	678! test	25	MELBOURNE MUSIC -195
1CE10	CALIPPO	0	
COK01	COKE DIET COKE	0	
COK03	COKE VANILLA COKE	0	
CHI08	SMITHS BBQ		
CHI05	SMITHS BURGER RINGS	10	
CHI04	SMITHS CHEESE AND ONION	30	
CHI06	SMITHS CHICKEN	25	
CHI07	SMITHS ORIGINAL	20	
CHI03	SMITHS SALT AND VINIGAR	40	★ Denotes Product is not allocated to Store
			Add Clear Transfers Cancel
	** Need to save first before Print is available	Comment Clear	Print Save Save + Close X Cancel

- 5. Enter the stock amount you wish to transfer to each store in the transfer field on the right hand side
- 6. Click on Add to save your transfer and continue to the next product

Add

- 7. You can add comments by clicking on the **Comment** comment field and these comments will be saved against these transfer changes and are viewable in the history
- 8. To view or update product details you can click on the **Product Details >>** button
- 9. Once you have completed the necessary transfers click on Save to ensure all changes are saved to the database

Note: transfer amounts for each item are saved to the database when you click on the ADD button for each product



Print Once all changes have been saved you can print a report using the

button

A stock transfer report will look similar to the one below

#### Stock Transfer Report From Location : DEMO SITE

Performed by WTOONONG WTOONONG On 12 Sep 2012 04:41 pm

#### Transferred From Store : KSS STOREROOM

Product Code	Description	Before OnHand	Transfer (Remove)	After OnHand
CHI04	SMITHS CHEESE AND ONION	40	35	5
CHI05	SMITHS BURGER RINGS	20	20	0
CHI05	SMITHS BURGER RINGS	20	0	20
CHI06	SMITHS CHICKEN	35	35	0
CHI08	SMITHS BBQ	25	25	0

# Transferred To the following Store(s) :

#### To Store: KENSINGTON RECEPTION

Product Code	Description	Before OnHand	Transfer (Add)	After OnHand
CHI04	SMITHS CHEESE AND ONION	79	35	114
CHI05	SMITHS BURGER RINGS	104	20	124
CHI05	SMITHS BURGER RINGS	84	20	104
CHI06	SMITHS CHICKEN	78	35	113
CHI08	SMITHS BBQ	90	25	115



# Stock Adjustments

Particularly for those sites selling food items it will be necessary to make stock adjustments (sometimes referred to as wastage). You may also make stock adjustments when items are used for promotional purposes or for in house use, for example goggles are taken to be given to a child in swim lessons. As a user you have the ability to setup different table validated reasons as to why stock has been adjusted. The stock adjustment feature not only allows you to reduce stock on hand but also to increase stock on hand in the case for example of promotional stock being returned to sale stock.

Stock > Stock > Stock Adjustment

🕑 st	ock.link
File	Orders Stock Messages
	Receive by Supplier
	Stocktake
	Stock Transfer
	Stock Adjustment

1. Enter your staff ID and password

Authorisation required	d 💌
Staff Code: Password:	
🗸 ОК	Cancel

The following screen will appear

🖪, Stock A	djustment			
Location: Store: Reason:	DEMO SITE	▼ ▼ 	Reduce Stock OnHand     Increase Stock OnHand	Find Products
				Staff : WTOONONG WTOONONG
		Summary Comments	lear Print Save	Bave + Close X Cancel



- 2. Select the location to adjust store for if applicable
- 3. Select the store you wish to adjust the stock on hand for
- 4. Select your reason for adjusting stock
- 5. If you have not setup reasons click on the \_\_\_\_\_ button and the following screen will appear
- 6. Enter a description code in the bottom section and click on apply to add it to the list
- 7. To use the value close the screen and it will be available in your drop down menu

🖪. Table Maintenan	ce			×
Subject:	STOCK ADJUSTMEN	T REASONS		Edit
Values				
Description		Comments		Status*
DAMAGED		NOT SUITABLE FO	R RESALE	Active
error		data entry error		Active
free Wastage		free		Active Active
			Add Ne	ew Value
Add New Value				
Description\ Code:				
Details:				Apply
Status: A	ctive	•		Clear
				Close

For example you may have the screen look similar to the one below

🔄, Stock A	djustment	
Location:	DEMO SITE	
Store:	KENSINGTON RECEPTION	
Reason:	free  DAMAGED error free Wastage	

8. Select whether you wish to decrease or increase stock on hand





The following screen will appear

🔄 Search		×
		Up
		<u>D</u> own
		Show <u>A</u> ll
-Search by	Location: DEMO SITE   All Products / Services	
		<u>S</u> earch
• Product	Store: KENSINGTON RECEPTION  All Stores	
C Ser <u>v</u> ice	Code:	
C MemType	Starting	Selec <u>t</u> All
C ⊻isit Pass	Description: C Containing	
Inc. Inactive	Supplier: KAll Suppliers>	Select
Colum <u>n</u> s	Cost \$: equals	
SKEW:	PLU: SIZE:	<u>C</u> ancel

10. Use the filters to help your search for your products

Note: The description field if selected as starting must contain the exact start of the product description. If unsure select the containing option

11. Once you have located your product in the list, double click the item to return it to the list.

Note; You can multi select items using the shift key for multiple items in sequence or ctrl key for random items. Hold down ctrl or shift and single left mouse click the items



The screen should now look something like this;

Location: DEMO SITE	•					
Store: KENSINGTON RECEPTION			Find Products		Find Products	
Reason: free	•					
Product Details (9 rec						
Product Code	Description	On Hand	Adjustment	Actual	Comment	
Product Code     CHI02	Description TWISTIES CHEESE	On Hand 28	Adjustment	Actual	Comment	
			Adjustment	Actual	Comment	
CHI02	TWISTIES CHEESE	28	Adjustment	Actual	Comment	
CHI02 CHI03	TWISTIES CHEESE SMITHS SALT AND VINIGAR	28 54	Adjustment	Actual	Comment	
CHI02     CHI03     CHI04	TWISTIES CHEESE SMITHS SALT AND VINIGAR SMITHS CHEESE AND ONION	28 54 21	Adjustment	Actual	Comment	
CHI02 CHI03 CHI04 CHI05	TWISTIES CHEESE SMITHS SALT AND VINIGAR SMITHS CHEESE AND ONION SMITHS BURGER RINGS	28 54 21 30	Adjustment	Actual	Comment	
► CHI02 CHI03 CHI04 CHI05 CHI05 CHI06	TWISTIES CHEESE SMITHS SALT AND VINIGAR SMITHS CHEESE AND ONION SMITHS BURGER RINGS SMITHS CHICKEN	28 54 21 30 25	Adjustment	Actual	Comment	
► CHI02 CHI03 CHI04 CHI05 CHI05 CHI06 CHI07	TWISTIES CHEESE SMITHS SALT AND VINIGAR SMITHS CHEESE AND ONION SMITHS BURGER RINGS SMITHS CHICKEN SMITHS ORIGINAL	28 54 21 30 25 28	Adjustment	Actual	Comment	

- 12. Enter in the adjustment amounts in the adjustments column
- 13. To add a comment click on the comment field and a add any extra comments i.e. Summer Family Fun Day
- 14. Once you have completed your adjustments click on the Save button

Once the transferred have been saved you can click on the	Print	button to preview
a report similar to the report below		

# Stock Adjustment Report for Location : DEMO SITE Store : KENSINGTON RECEPTION As at 11 Sep 2012 06:12 pm

#### Reason for Adjustment: free

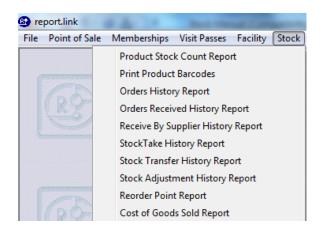
The following report shows the Products Adjustments that have been processed.

Product Code	Description	On Hand	Adjustment	Actual	Comment
CH02	TWISTIES CHEESE	28	5	23	
CH03	SMITHS SALT AND VINGAR	54	5	49	
CHI04	SMITHS CHEESE AND ONION	21	5	16	
CH05	SMITHS BURGER RINGS	30	5	25	
CH06	SMITHS CHICKEN	25	5	20	
CH07	SMITHS ORIGINAL	28	5	23	
CH08	SMITHS BBQ	35	5	30	
CH09	DORITOS NACHO CHEESE	49	5	44	
CHI10	DORITOS CHEESE SUPREME	45	5	40	
Nbr Pitoducts with Adjustments				9	



# Stock Reports

There are a number of reports available to assist you with your inventory management. Any of the reports that you can print from the stock management screens can be re printed at anytime. You can also print a summary of these functions for example how many orders were processed for a particular supplier over the past 30 days.



# **Product Stock Report**

Used for calculating the \$ amount of stock on hand and well as used to assist in the physical process of regular stock take

# Print Product Barcodes

This report/tool will actually assist you in printing barcodes for items that do not come with a pre set barcode. You may wish to print out a barcode sheet for items such as sandwiches, muffins etc.

#### **Orders History Report**

This will give you a complete summary report or any orders completed within a given timeframe. You can also regenerate the purchase orders details including each item that was ordered. To regenerate the actually purchase order this is done from the orders screen.

#### **Orders Received History Report**

This report provides a complete breakdown of what was received against which order and when. This will assist you if someone has double entered stock received for example against an order and directly to the supplier.

#### **Receive by Supplier History Report**

When products are received directly into the database and not through an order they will be able to be reported on using this report. It will provide a complete breakdown of all items received as well as a summary for management overview purposes.

#### Stock take History Report

This report will provide a complete listing and breakdown of all stock takes completed over a given timeframe including the discrepancy amounts.



# Stock Transfer History Report

This report will show what items have been transferred to and from stores over a give time period.

# Stock Adjustment History Report

The stock adjustment report allows you to report on any adjustments made over a give time period. You can sort the report by reasons setup in table validation allowing you to personalize how you report on stock lost or gained.

# Re Order Point Report

This report by default will find all products that have met or fallen below their specified reorder point. You can also select to view all products for a more manual check of stock on hand that may be required to be ordered.

# Cost of Goods Sold Report

This report will detail by your sales categories the amount of income generated along with the cost to you the business for those sales. Very useful for establishing profit margins over a given timeframe.