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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

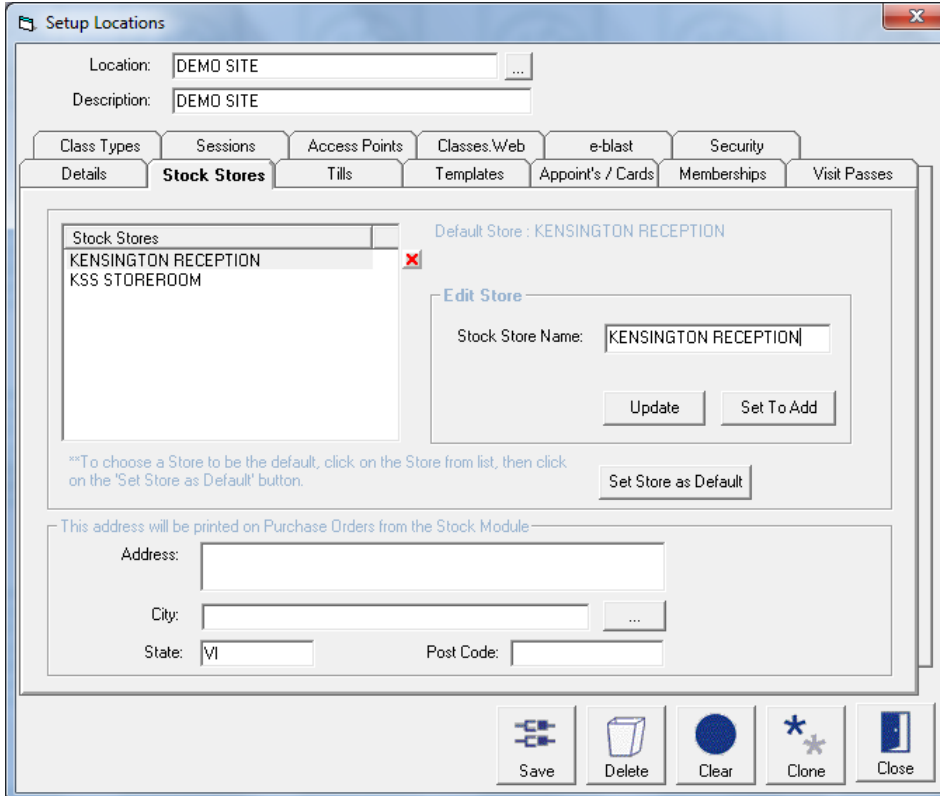
There are a few features that need to be setup in the Admin module first before the Stock module can be used to its fullest.

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.

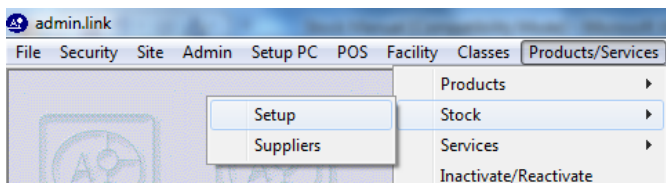
You will see in the screen below that the bottom section contains an address field for Purchase Orders. Enter the address you wish to be displayed on the printed and emailed purchase orders for your site/location.



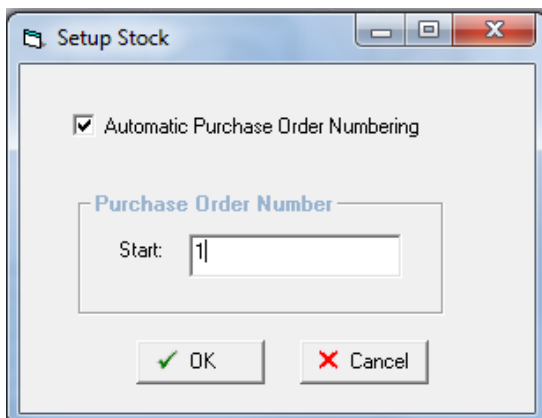
Automatic Purchase Order Generation

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.



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

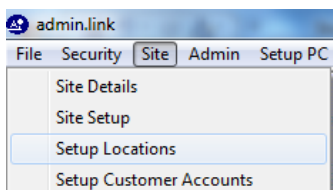


3. Click on OK

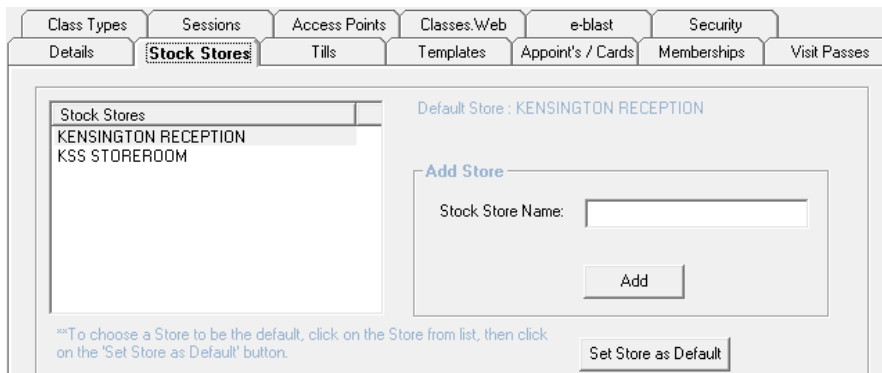
Setting up Stock Stores

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.



1. Select the Stock Stores tab



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
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

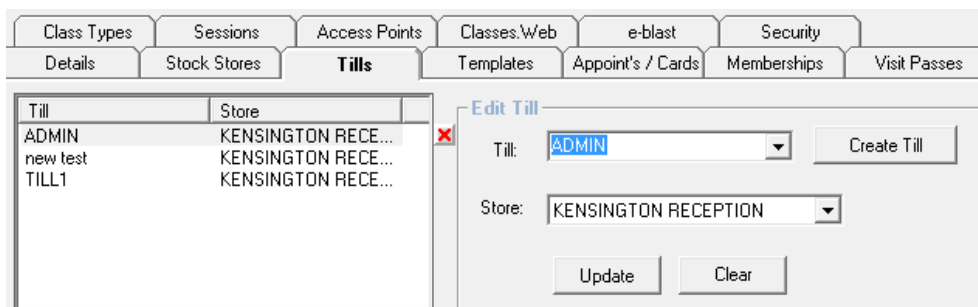
To save your changes make sure you save the screen with the large save icon at the bottom of the screen

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



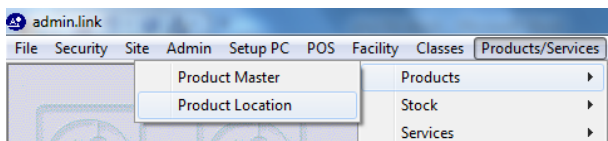
Assign Products to Sale at a Store

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

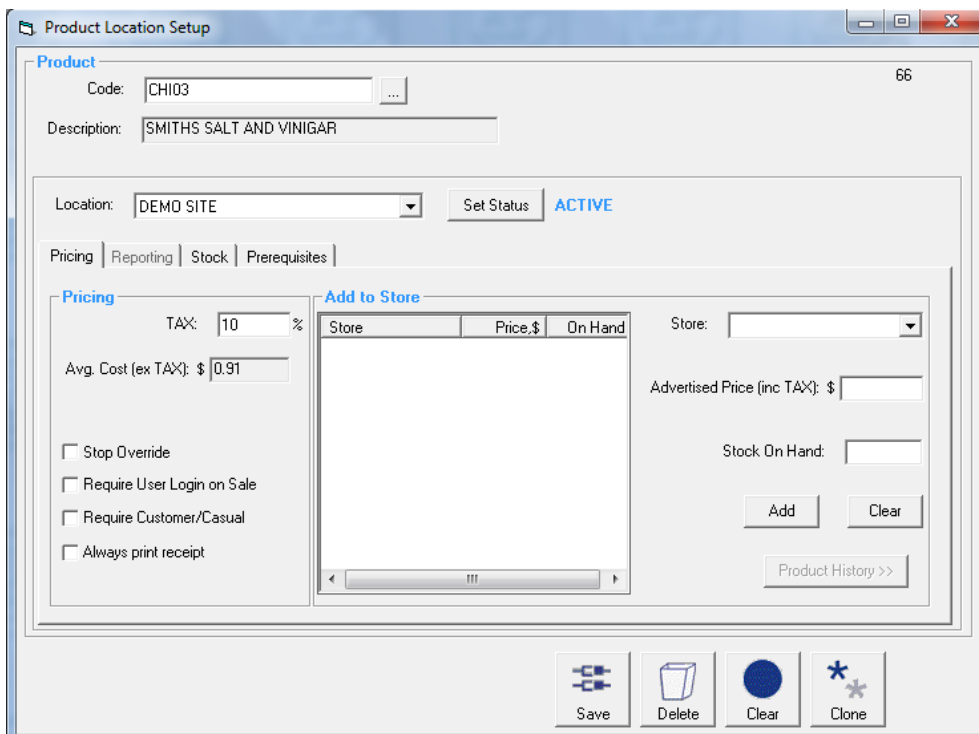


For multi location databases you will need to select which location you are setting the item up for

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



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



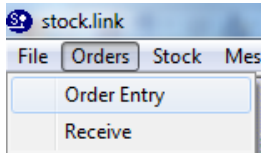
5. If you wish to you can add the stock on hand at this time or later if not currently known
6. Click on the  button
7. You have now successfully allocated the product for sale at your selected store
8. Click on the large SAVE icon to complete the process

Ordering and Receiving

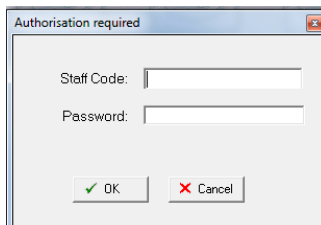
Order Entry

Stock > Orders > Orders Entry

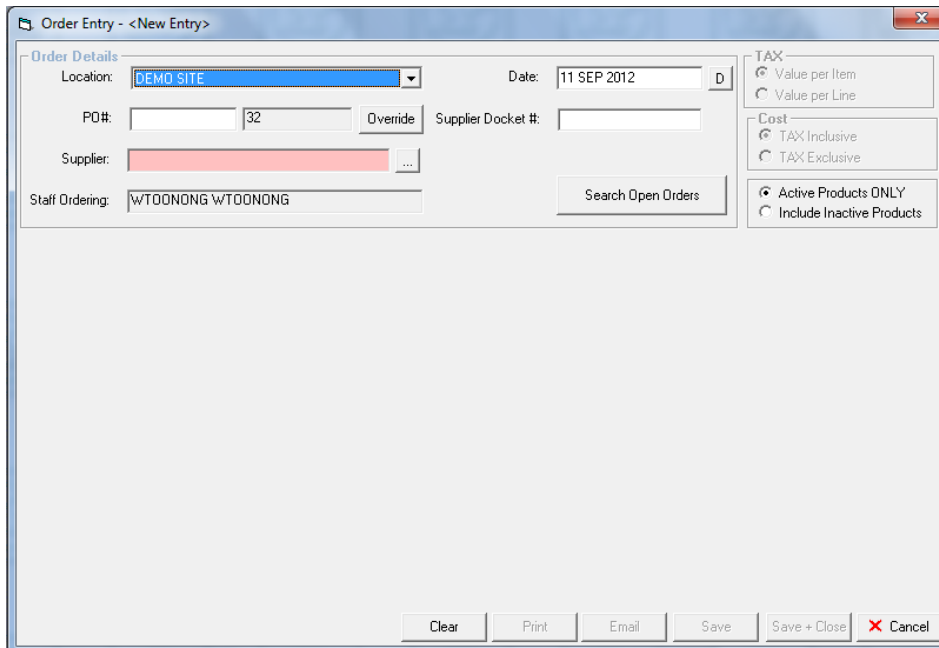
This screen is designed to be used to enter an order into the stock system and then for forwarding to your supplier. The user will generate an order for each supplier and can utilise the inbuilt purchase order numbering or this can be overridden. The automated numbering system is numeric only however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



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



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



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>

Order Details

Location: DEMO SITE Date: 11 SEP 2012

PO#: LJ 32 Override Supplier Docket #:

Supplier: SMITHS CHIPS

Staff Ordering: WTOONONG WTOONONG Search Open Orders

TAX: Value per Item Value per Line

Cost: TAX Inclusive TAX Exclusive

Active Products ONLY Include Inactive Products

Products | Comments / Delivery Instructions

Product Details [9 records found]

	Product Code	Description	ReOrder Point	Quantity	Cost, \$	TAX, \$	Total, \$	TAX %	Active
▶	CHI02	TWISTIES CHEESE	0		1.00	0.09		10	Y
	CHI03	SMITHS SALT AND VINIGAR	0		1.00	0.09		10	Y
	CHI04	SMITHS CHEESE AND ONION	0		1.00	0.09		10	Y
	CHI05	SMITHS BURGER RINGS	0		1.00	0.09		10	Y
	CHI06	SMITHS CHICKEN	0		1.00	0.09		10	Y
	CHI07	SMITHS ORIGINAL	0		1.00	0.09		10	Y
	CHI08	SMITHS BBQ	0		1.00	0.09		10	Y
	CHI09	DORITOS NACHO CHEESE	0		1.00	0.09		10	Y
	CHI10	DORITOS CHEESE SUPREME	0		1.00	0.09		10	Y

** Double click on Row to view Product Details ** Need to save first before Print / Email is available

Save Default Order Get Default Order Add Product to List Clear Print 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

Products | Comments / Delivery Instructions

Product Details [9 records found]

	Product Code	Description	ReOrder Point	Quantity	Cost, \$	TAX, \$	Total, \$	TAX %	Active
	CHI02	Twisties	0	10	10.00	0.90	10.90	10	Y
	CHI03	SMITHS	0		1.00	0.09		10	Y
	CHI04	SMITHS	0		1.00	0.09		10	Y
	CHI05	SMITHS	0		1.00	0.09		10	Y
	CHI06	SMITHS	0		1.00	0.09		10	Y
	CHI07	SMITHS	0		1.00	0.09		10	Y
	CHI08	SMITHS	0		1.00	0.09		10	Y
	CHI09	DORITO	0		1.00	0.09		10	Y
	CHI10	DORITO	0		1.00	0.09		10	Y

LinksStock

i The Minimum Order for Product 'TWISTIES CHEESE' is 50.

You have only ordered a quantity of 10.


This may effect the cost, so it is recommended you check with your Supplier.

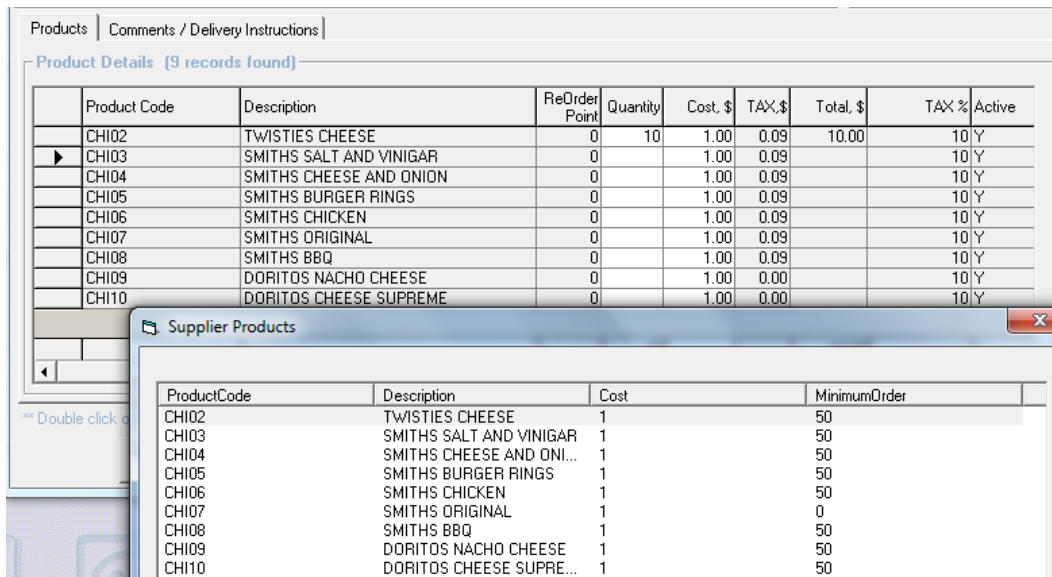
OK

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  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



The screenshot shows a 'Product Details' window with 9 records found. The main table lists products with columns for Product Code, Description, ReOrder Point, Quantity, Cost, TAX, Total, TAX %, and Active. A 'Supplier Products' dialog box is overlaid on top, showing a list of products with columns for ProductCode, Description, Cost, and MinimumOrder.

Product Code	Description	ReOrder Point	Quantity	Cost, \$	TAX, \$	Total, \$	TAX %	Active
CHI02	TWISTIES CHEESE	0	10	1.00	0.09	10.00	10	Y
CHI03	SMITHS SALT AND VINIGAR	0		1.00	0.09		10	Y
CHI04	SMITHS CHEESE AND ONION	0		1.00	0.09		10	Y
CHI05	SMITHS BURGER RINGS	0		1.00	0.09		10	Y
CHI06	SMITHS CHICKEN	0		1.00	0.09		10	Y
CHI07	SMITHS ORIGINAL	0		1.00	0.09		10	Y
CHI08	SMITHS BBQ	0		1.00	0.09		10	Y
CHI09	DORITOS NACHO CHEESE	0		1.00	0.00		10	Y
CHI10	DORITOS CHEESE SUPREME	0		1.00	0.00		10	Y

ProductCode	Description	Cost	MinimumOrder
CHI02	TWISTIES CHEESE	1	50
CHI03	SMITHS SALT AND VINIGAR	1	50
CHI04	SMITHS CHEESE AND ONI...	1	50
CHI05	SMITHS BURGER RINGS	1	50
CHI06	SMITHS CHICKEN	1	50
CHI07	SMITHS ORIGINAL	1	0
CHI08	SMITHS BBQ	1	50
CHI09	DORITOS NACHO CHEESE	1	50
CHI10	DORITOS CHEESE SUPRE...	1	50

You will now see the product added to the order list

Default Orders

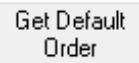
Saving a default order

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

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

Retrieving a 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



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.

TAX

Value per Item

Value per Line

Cost

TAX Inclusive

TAX Exclusive

Active Products ONLY

Include Inactive Products

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

	Product Code	Description	ReOrder Point	Quantity	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

	Product Code	Description	ReOrder Point	Quantity	Cost, \$	TAX,\$	Total, \$	TAX %	Active
	CHI02	TWISTIES CHEESE	0	10	1.00	0.91	10.00	10	Y
	CHI03	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	Quantity	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



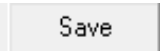
Showing the product cost as GST exclusive will subtract the tax item from the item and display it as without the tax

	Product Code	Description	ReOrder Point	Quantity	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  icon
3. The Print and Email buttons will now become activated



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 V EIN: 1234567890
To Supplier : SMITHS CHIPS	
Staff Member : WTOONONG WTOONONG Date of Order : 12 SEP 2012 Purchase Order# : 33	


Item Code	Item Description	Item Quantity	Item Value	Line Total
CHI02	TWISTIES CHEESE	50	1.00	50.00
CHI03	SMITHS SALT AND VINIGAR	50	1.00	50.00
CHI04	SMITHS CHEESE AND ONION	50	1.00	50.00
CHI05	SMITHS BURGER RINGS	50	1.00	50.00
CHI06	SMITHS CHICKEN	50	1.00	50.00
CHI07	SMITHS ORIGINAL	50	1.00	50.00
CHI08	SMITHS BBQ	50	1.00	50.00
CHI09	DORITOS NACHO CHEESE	50	1.00	50.00
CHI10	DORITOS CHEESE SUPREME	50	1.00	50.00
TOTAL:		450		450.00

** Item Value is Inclusive of TAX.

Total Order Amount \$450.00

Approval : _____

Date : / /

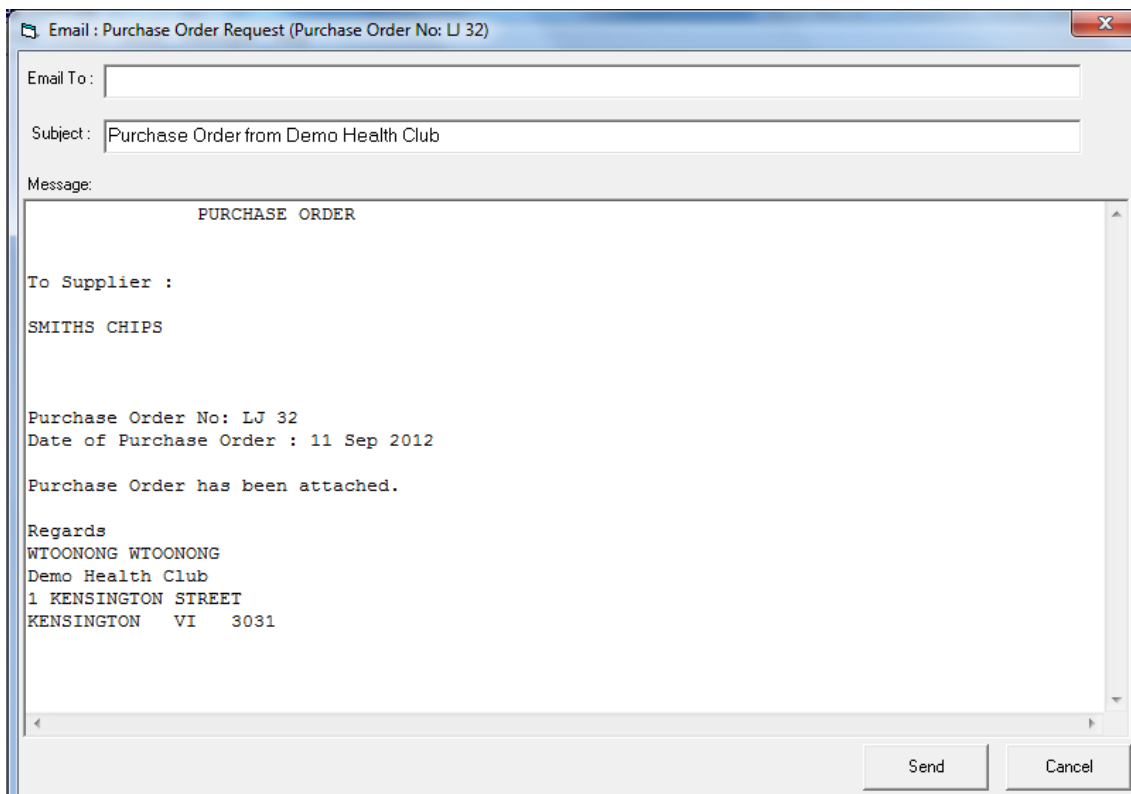
To email the order select the  button

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: LJ 32)

Email To:

Subject: Purchase Order from Demo Health Club

Message:

PURCHASE ORDER

To Supplier :
SMITHS CHIPS


Purchase Order No: LJ 32
Date of Purchase Order : 11 Sep 2012

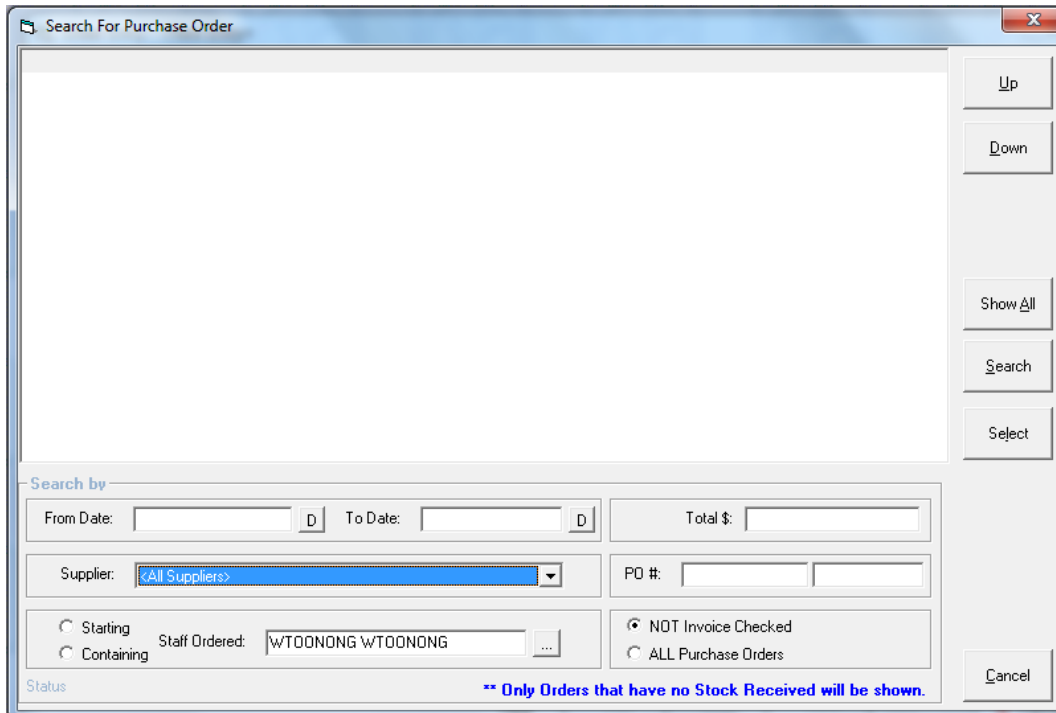
Purchase Order has been attached.

Regards
WIOONONG WIOONONG
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  button in the order entry screen. The following search screen will display



You can search by;

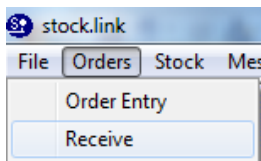
- Date
- Total Amount
- Supplier
- Staff Ordered
- Purchase Order
- Enter the filter as required
- Click on the SEARCH button
- Locate the order you wish to update
- Double click the line or single left mouse click and click on the select button

Receiving an Order

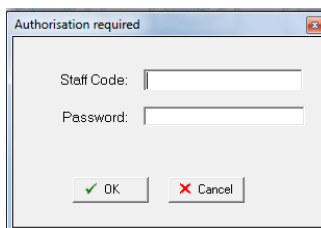
Stock > Orders > Receive

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.

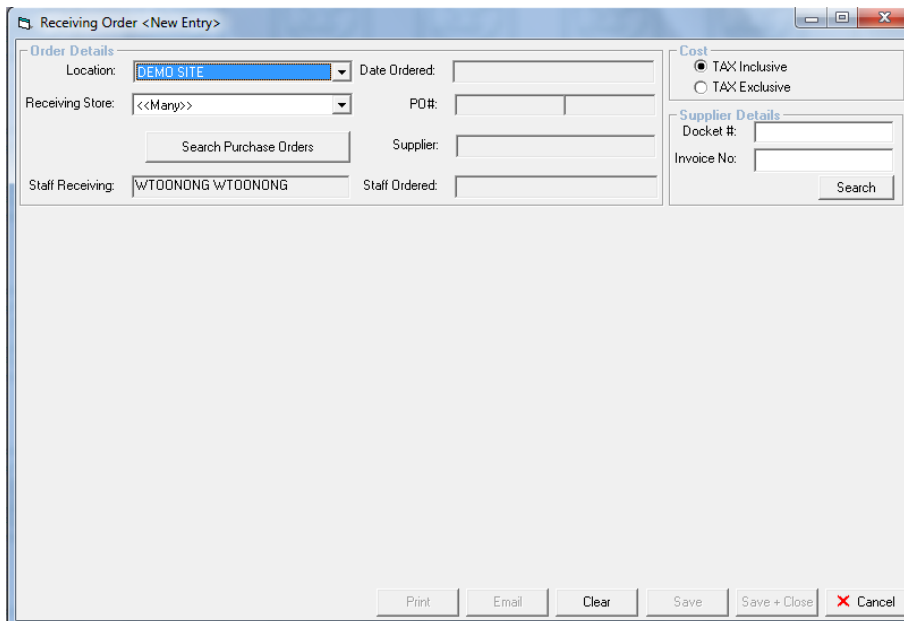
Locating an Order



1. Enter your staff ID and Password



The Receiving Orders screen will be displayed

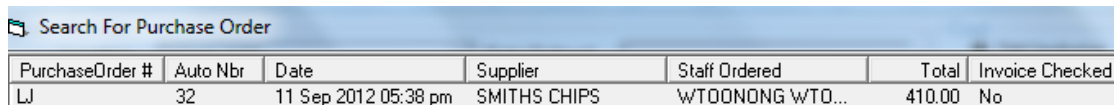


2. Click on the  button and the following search screen will be displayed

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

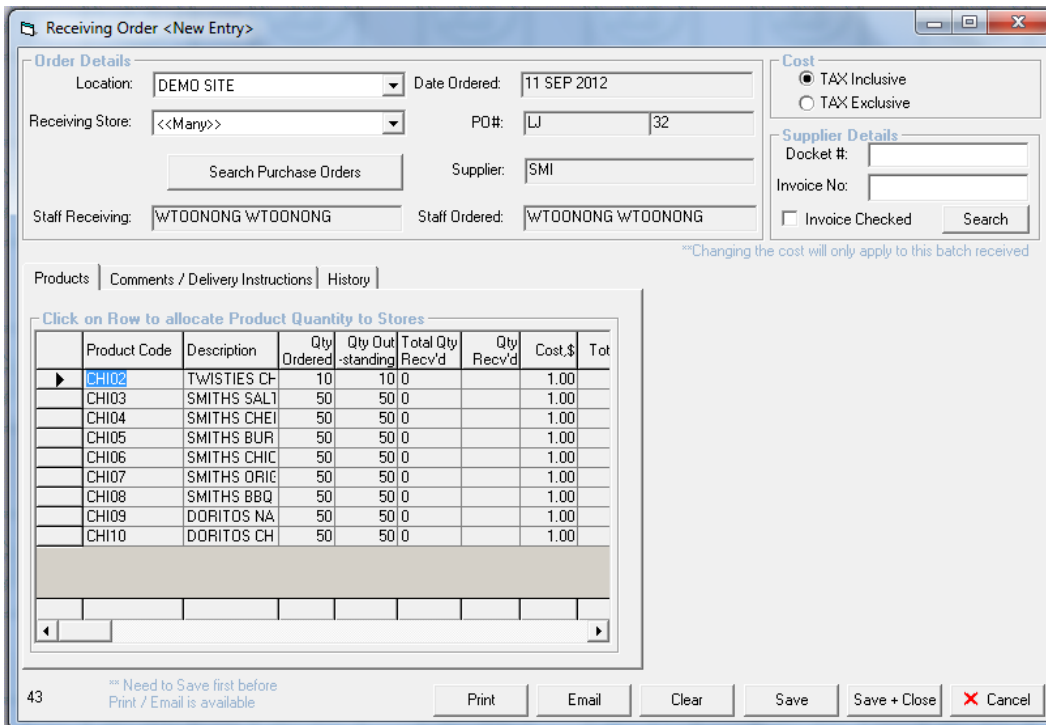


PurchaseOrder #	Auto Nbr	Date	Supplier	Staff Ordered	Total	Invoice Checked
LJ	32	11 Sep 2012 05:38 pm	SMITHS CHIPS	WTOONONG WTO...	410.00	No

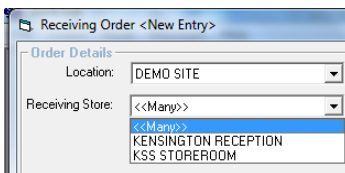
5. Double click the line to return the information to the receive screen

Receiving the Order

a. Receiving too Many Stores

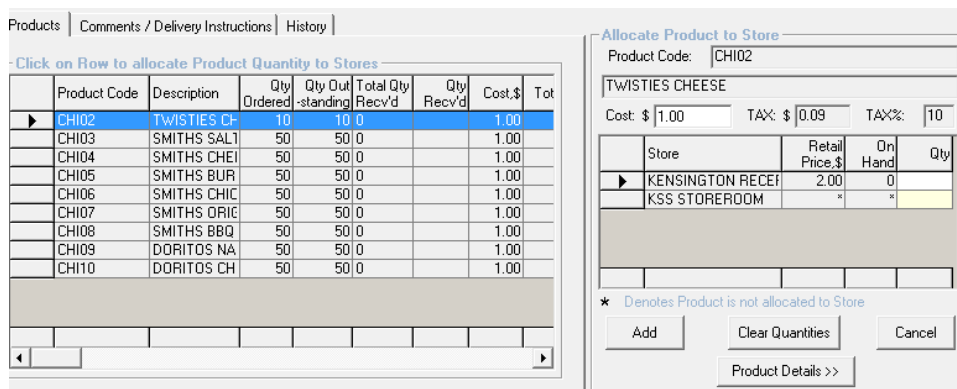


1. Select the receiving store as Many



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



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

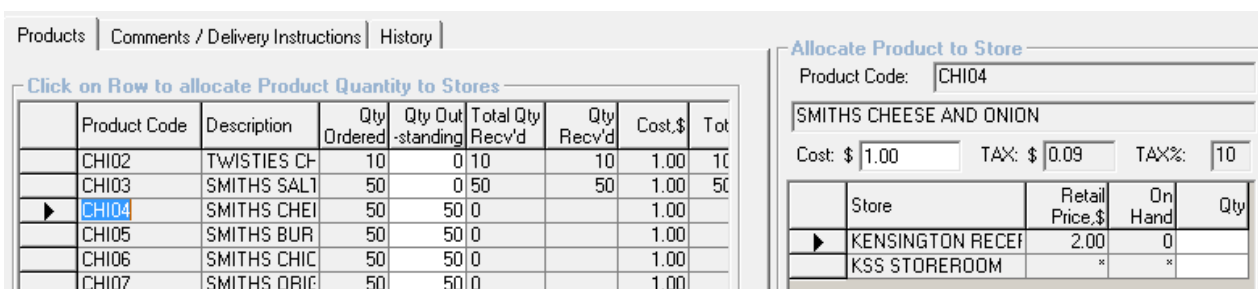
Note: If there is a * in the retail price and on hand fields then the products has not been setup for sale at that store

- You can access the product details if required by selecting the

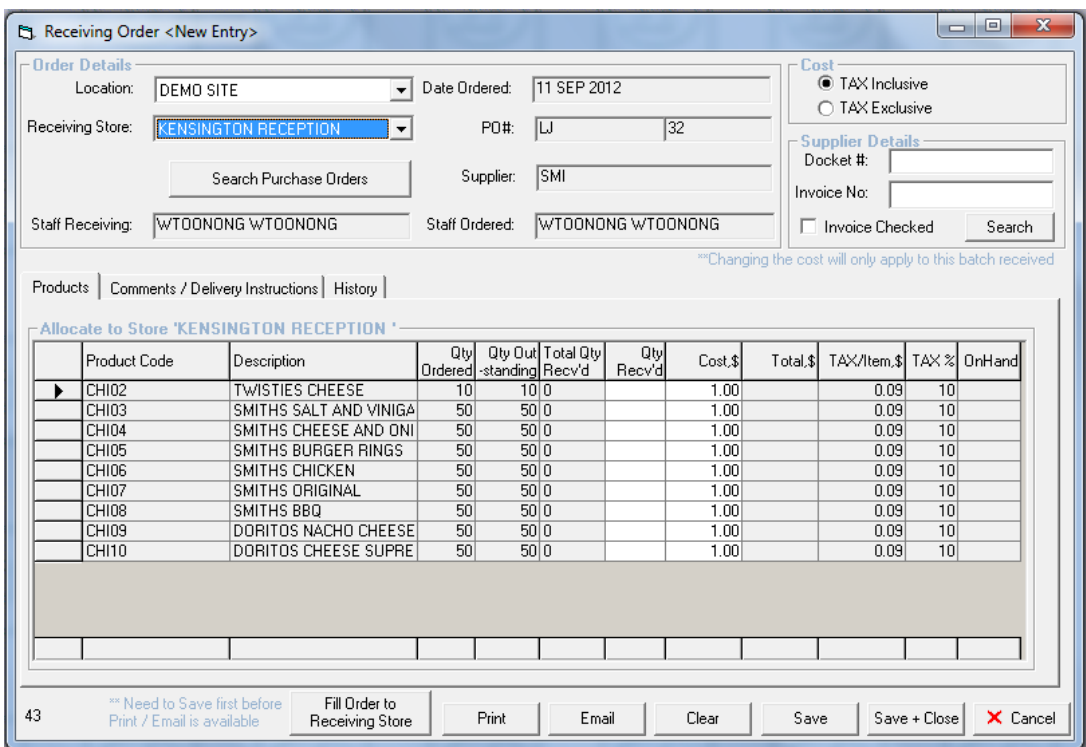
Product Details >>

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

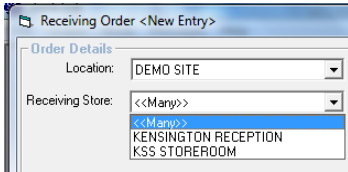
Note: As you update each row the stock on hand will be updated in the database




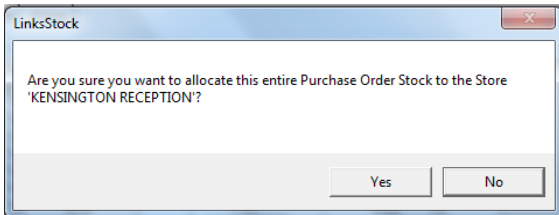
b. Receiving to One Store



- Select the receiving store



2. Select the Fill Order to Receiving Store button . This will receive the amounts EXACTLY as ordered



3. Select Yes or No

4. Select 

Partially Receiving an Order

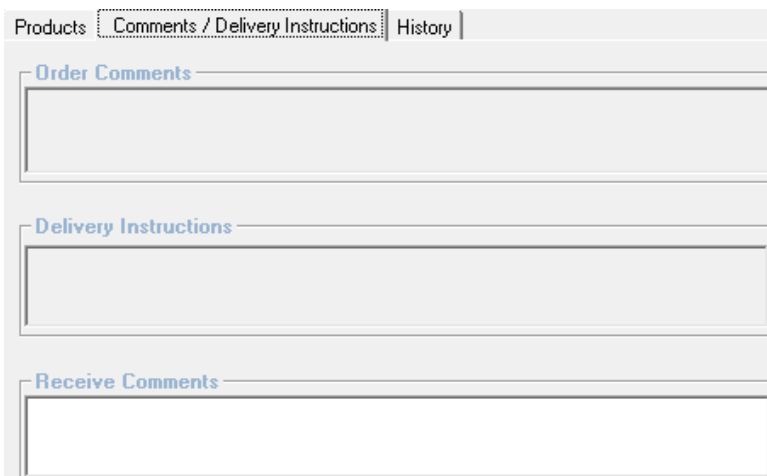
At any point you can save your progress and return to the screen to complete it at a later time

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

Store	Date	Product Code	Description	Qty	Cost,\$	Recv'd,\$	Staff
KENSINGTON RE...	11 Sep 2012	CHI02	TWISTIES CHEESE	10	1.00	10.00	WTOONONG WTOONC
KENSINGTON RE...	11 Sep 2012	CHI02	TWISTIES CHEESE	10	1.00	10.00	WTOONONG WTOONC
KENSINGTON RE...	11 Sep 2012	CHI03	SMITHS SALT AND VINI...	50	1.00	50.00	WTOONONG WTOONC

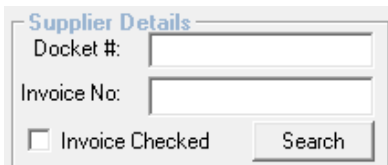
You can view the comments and delivery instruction of the order as well as add comments to the receiving of the order

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



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



Supplier Details

Docket #:

Invoice No:

Invoice Checked

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

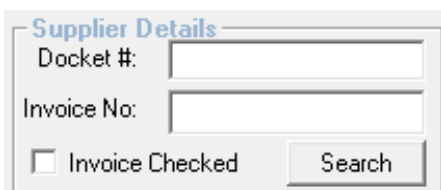
When the supplier sends you an invoice you usually want to check that you have been invoiced for what was delivered. This invoice will usually contain 3 unique numbers

- 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 button
2. Enter your purchase order number into the search field
 PO #:
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



Supplier Details

Docket #:

Invoice No:

Invoice Checked

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

2. Click on 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 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

option NOT Invoice Checked 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

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
 Staff Ordered : WTOONONG WTOONONG

Store : KENSINGTON RECEPTION

DateTime	Product Code	Description	Quantity	Cost	Value Received
12 Sep 2012	CH102	TWISTIE S CHEESE	50	1.00	50.00
12 Sep 2012	CH103	SMITHS SALT AND VNIGAR	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	CH110	DORITOS CHEESE SUPREME	50	1.00	50.00

Total Received at KENSINGTON RECEPTION : 450.00

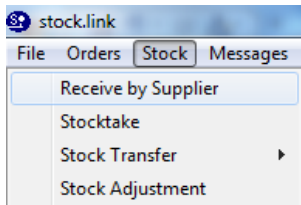
Grand Total Received : 450.00

Receiving Directly from a Supplier

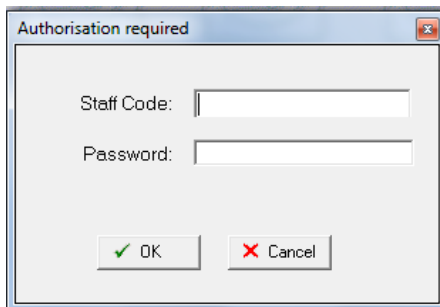
Receive by Supplier

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.

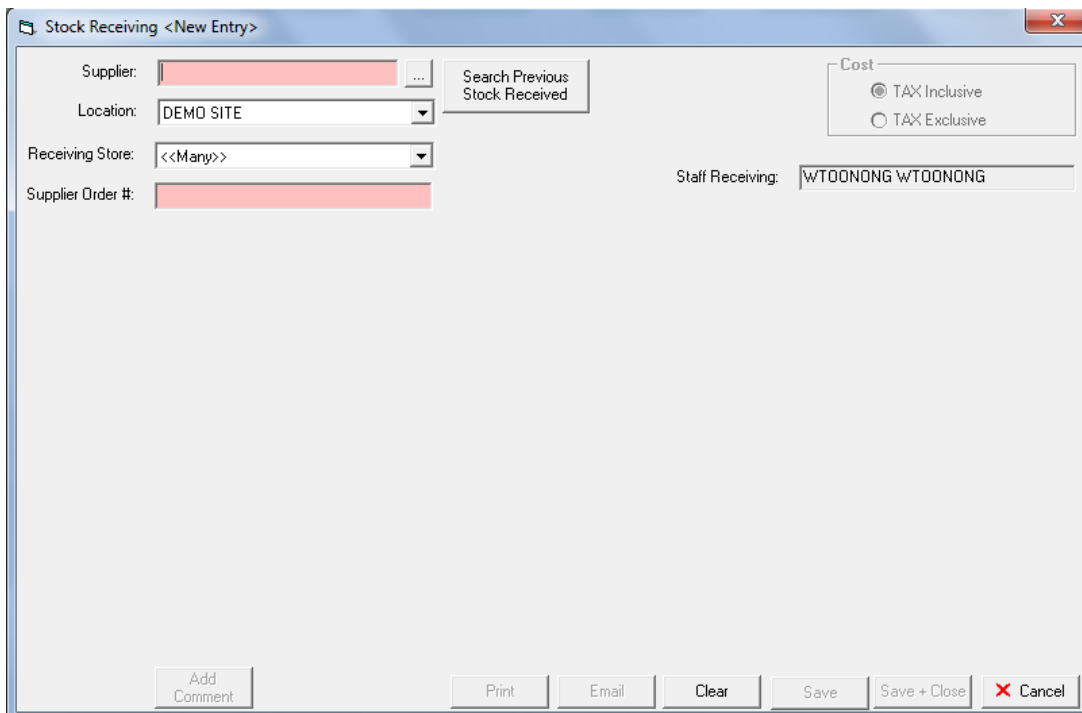
Stock > Stock > Receive by Supplier



1. Enter your staff ID and password



2. The following screen will display



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)

Stock Receiving <New Entry>

Supplier:

Location:

Receiving Store:

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

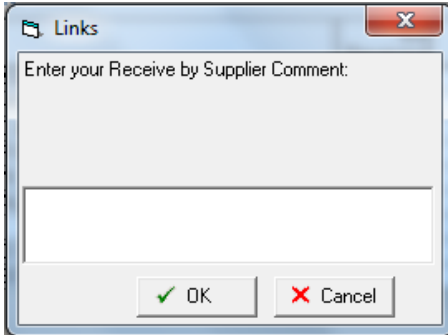
Click on Row to allocate Product Quantity to Stores						Allocate Product to Store			
	Product Code	Description	Qty Receiving	Cost,\$	Total,\$	Product Code: CHI02			
▶	CHI02	TWISTIES CHEESE		1.00		TWISTIES CHEESE			
	CHI03	SMITHS SALT AND VINIGAR		1.00		Cost: \$ 1.00	TAX: \$ 0.09	TAX %: 10	
	CHI04	SMITHS CHEESE AND ONION		1.00					
	CHI05	SMITHS BURGER RINGS		1.00					
	CHI06	SMITHS CHICKEN		1.00					
	CHI07	SMITHS ORIGINAL		1.00					
	CHI08	SMITHS BRQ		1.00					

	Store	Retail Price,\$	On Hand	Qty
▶	KENSINGTON REC	2.00	20	
	KSS STOREROOM	*	*	

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

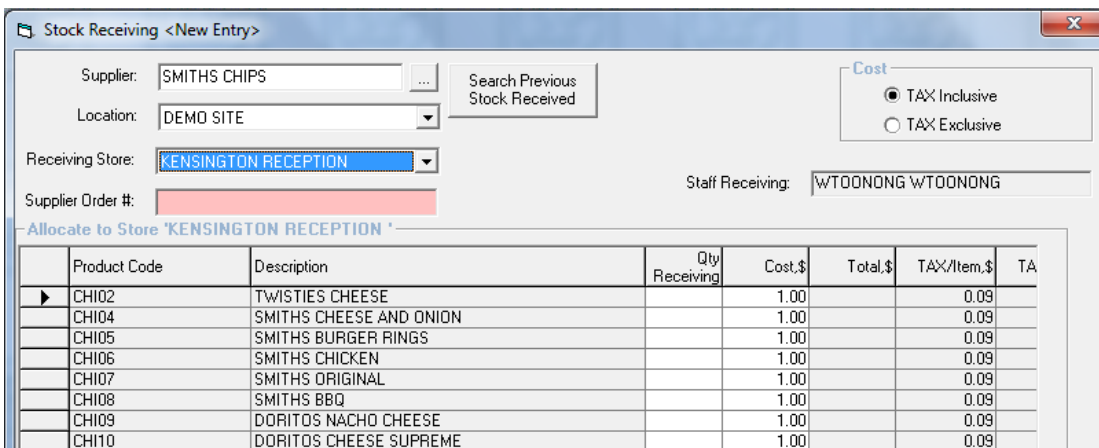
- Once you have completed the entry of all of the stock quantities you can add a comment if required by selecting the  button. The comments entry screen will appear




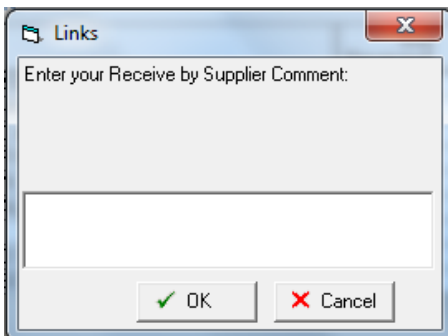
- Once you have entered all necessary details click on the  button

Entering the stock received for One Store

- Select the Receiving Store



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



- Once you have entered all necessary details click on the  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



button. An example of the print out is show below

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

Supplier Order # : 254744

Performed by WTOONONG WTOONONG
 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 standard part of any business inventory control and is usually completed monthly.

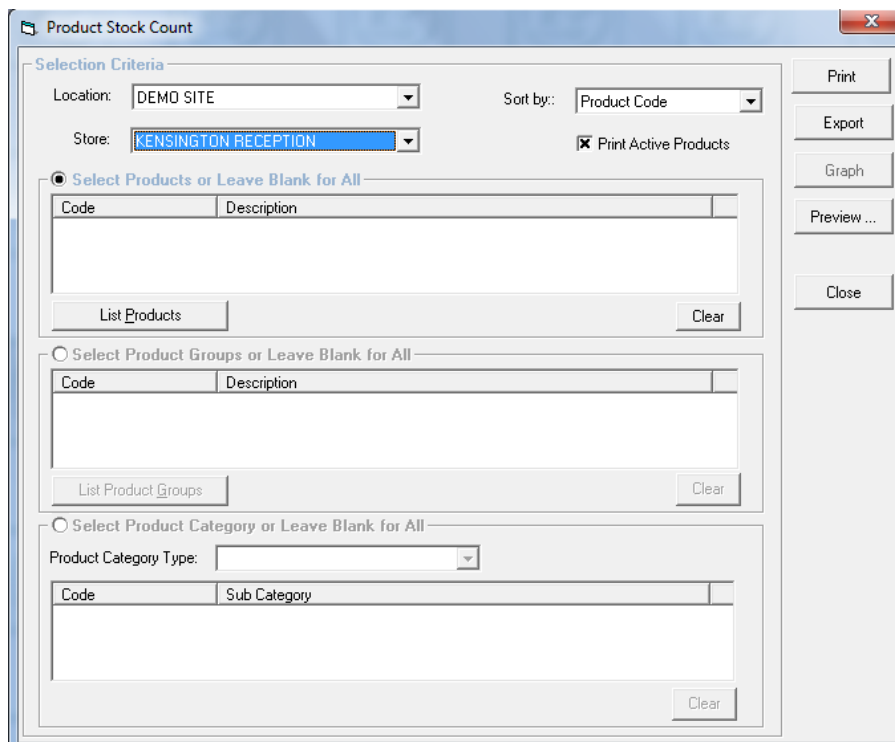
Printing your stock on hand report

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 column on the report for you to write down what your actual stock is. For those of you 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



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
CH110	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.

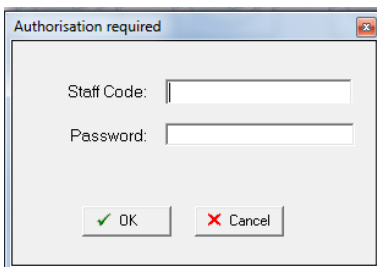
Complete your physical count of stock and hand ready for entry into Stock.

Entering your stock on hand

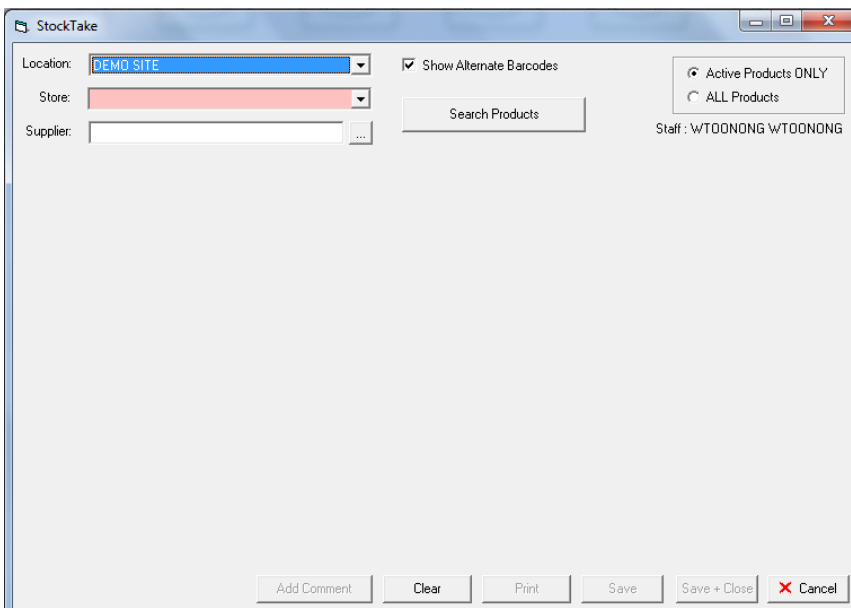
Now that you have your actual stock on hand amounts, which you hope exactly match your on hand as listed in Stock, you are ready to update the stock on hand in Stock.

Stock > Stock > Stocktake

1. Enter your staff ID and password



The following screen will appear



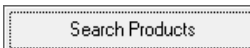
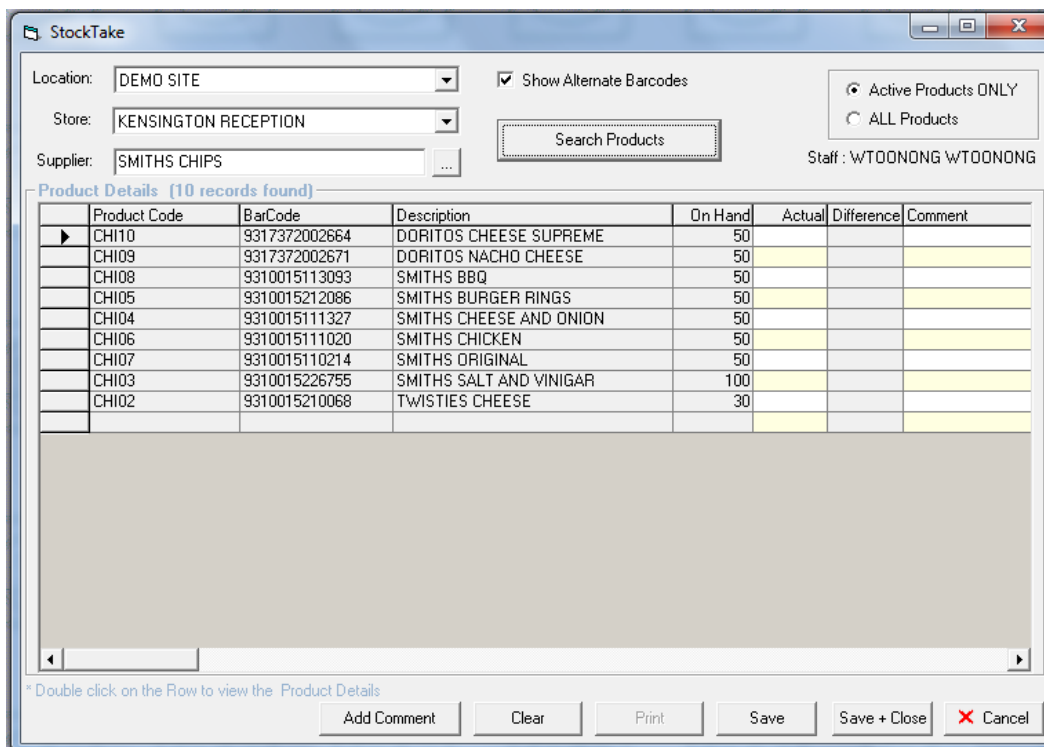
2. Select the store you wish to update the stock on hand for

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

The screenshot shows the 'StockTake' application window. At the top, there are dropdown menus for 'Location' (DEMO SITE), 'Store' (KENSINGTON RECEPTION), and 'Supplier' (SMITHS CHIPS). There is a 'Search Products' button and a 'Show Alternate Barcodes' checkbox. Below these are radio buttons for 'Active Products ONLY' and 'ALL Products'. The main area contains a table with 10 records found, listing product codes, barcodes, descriptions, and on-hand quantities. At the bottom, there are buttons for 'Add Comment', 'Clear', 'Print', 'Save', 'Save + Close', and 'Cancel'.

Product Code	BarCode	Description	On Hand	Actual	Difference	Comment
CHI10	9317372002664	DORITOS CHEESE SUPREME	50			
CHI09	9317372002671	DORITOS NACHO CHEESE	50			
CHI08	9310015113093	SMITHS BBQ	50			
CHI05	9310015212086	SMITHS BURGER RINGS	50			
CHI04	9310015111327	SMITHS CHEESE AND ONION	50			
CHI06	9310015111020	SMITHS CHICKEN	50			
CHI07	9310015110214	SMITHS ORIGINAL	50			
CHI03	9310015226755	SMITHS SALT AND VINIGAR	100			
CHI02	9310015210068	TWISTIES CHEESE	30			

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



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 : KENSINGTON 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	

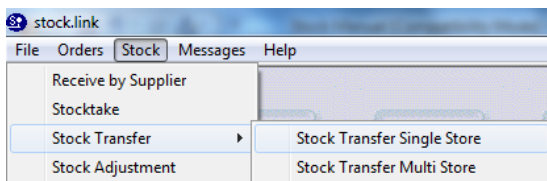
Stock Transfers

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.

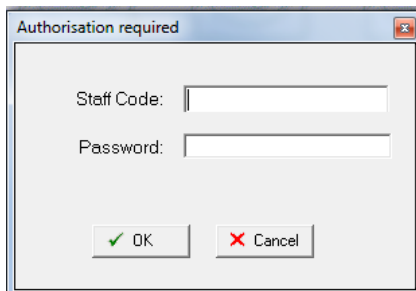
You can choose to transfer stock from one store to another store or from one store to many stores. There are two different screen depending on which way you which to operate

Transferring stock to a single store

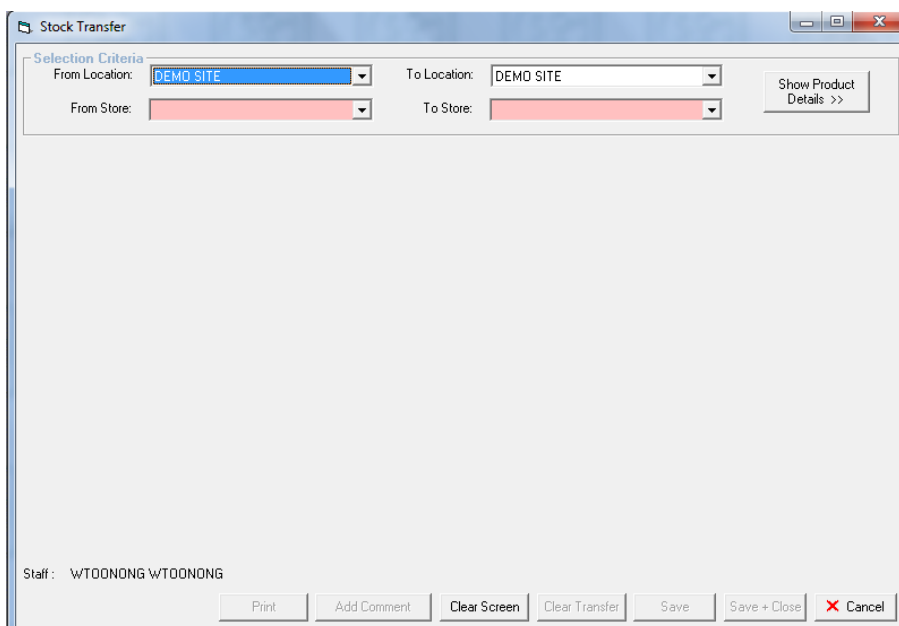
Stock > Stock > Stock Transfers> Stock Transfer Single Store



1. Enter your staff ID and password

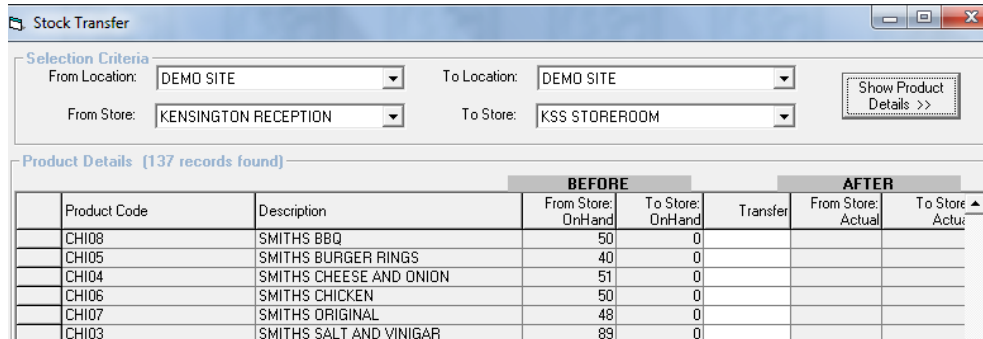


The following screen will display



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



The screenshot shows the 'Stock Transfer' window with the following details:

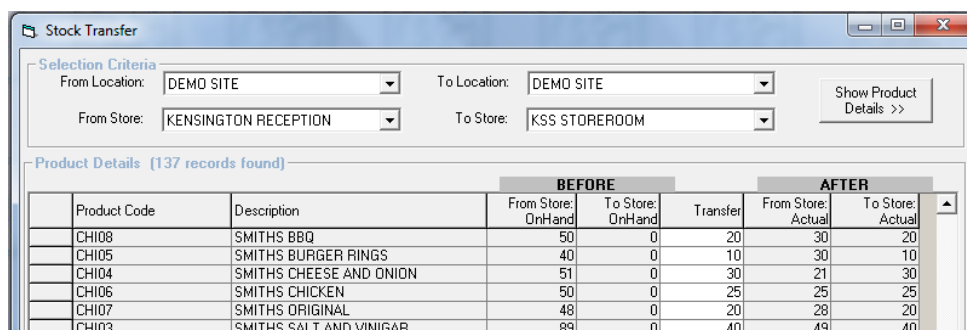
- Selection Criteria:** From Location: DEMO SITE, To Location: DEMO SITE, From Store: KENSINGTON RECEPTION, To Store: KSS STOREROOM. A 'Show Product Details >>' button is visible.
- Product Details (137 records found):** A table with columns: Product Code, Description, BEFORE (From Store: OnHand, To Store: OnHand), Transfer, AFTER (From Store: Actual, To Store: Actual).

Product Code	Description	BEFORE		Transfer	AFTER	
		From Store: OnHand	To Store: OnHand		From Store: Actual	To Store: Actual
CHI08	SMITHS BBQ	50	0			
CHI05	SMITHS BURGER RINGS	40	0			
CHI04	SMITHS CHEESE AND ONION	51	0			
CHI06	SMITHS CHICKEN	50	0			
CHI07	SMITHS ORIGINAL	48	0			
CHI03	SMITHS SALT AND VINIGAR	89	0			

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;

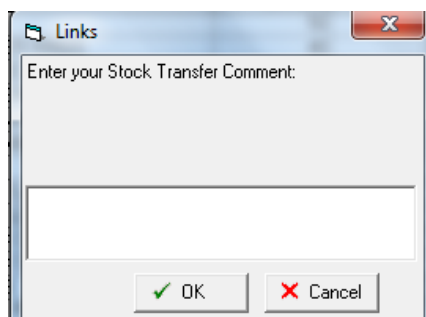


The screenshot shows the 'Stock Transfer' window with transfer amounts entered in the 'Transfer' column:

Product Code	Description	BEFORE		Transfer	AFTER	
		From Store: OnHand	To Store: OnHand		From Store: Actual	To Store: Actual
CHI08	SMITHS BBQ	50	0	20	30	20
CHI05	SMITHS BURGER RINGS	40	0	10	30	10
CHI04	SMITHS CHEESE AND ONION	51	0	30	21	30
CHI06	SMITHS CHICKEN	50	0	25	25	25
CHI07	SMITHS ORIGINAL	48	0	20	28	20
CHI03	SMITHS SALT AND VINIGAR	89	0	40	49	40

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 **Clear Transfer** 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



The screenshot shows a pop-up dialog box titled 'Links' with the text 'Enter your Stock Transfer Comment:'. It contains a text input field and two buttons at the bottom: 'OK' and '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	Date : 12 Sep 2012
From Location : DEMO SITE	To Location : DEMO SITE
From Store : KENSINGTON RECEPTION	To Store : KSS STOREROOM

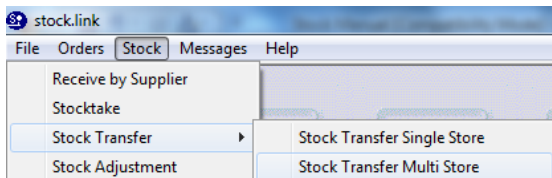
Products that have been transfered :

Product Code	Description	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

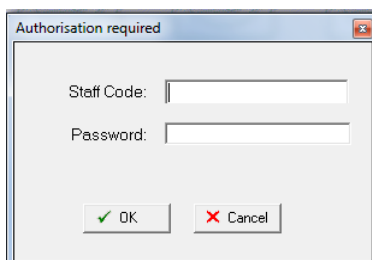
Transferring Stock to Multiple Stores

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.

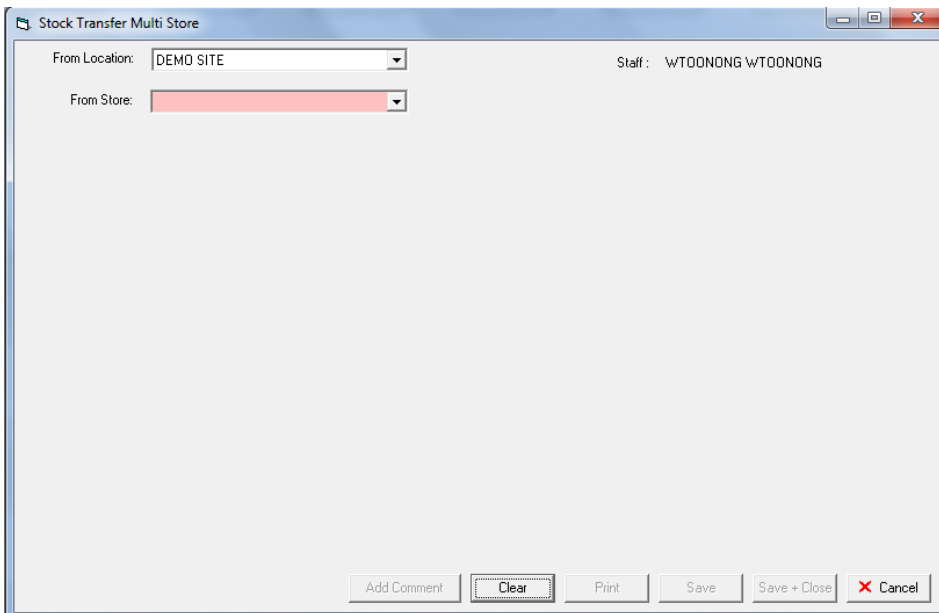
Stock > Stock > Stock Transfers > Stock Transfer Multi Store



1. Enter your staff ID and password

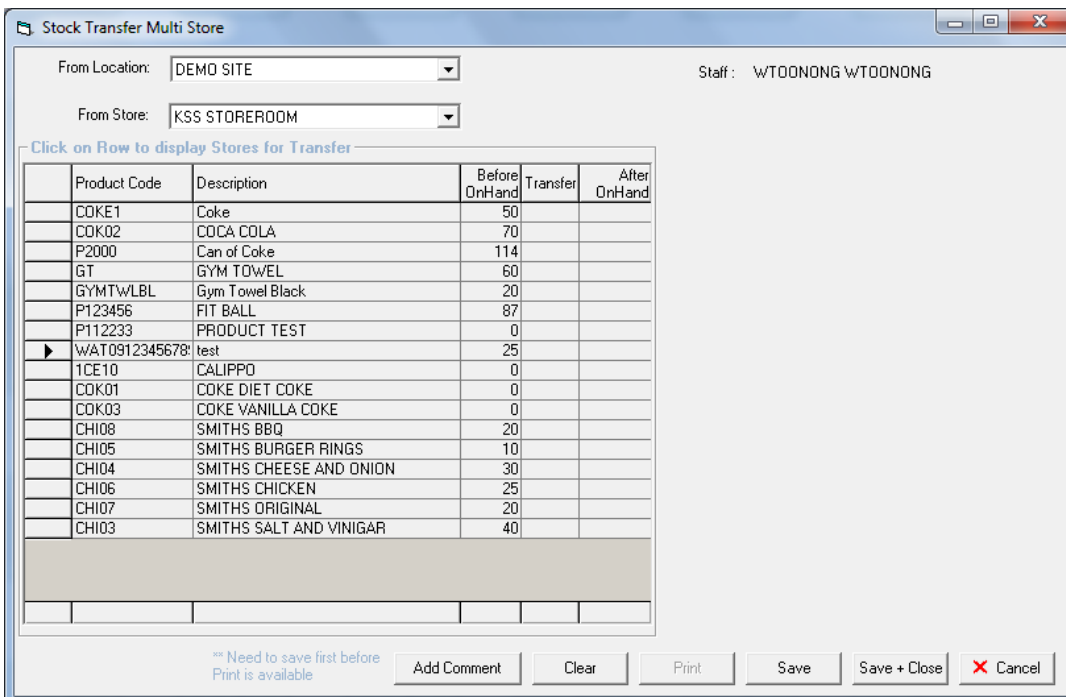


The following screen will appear



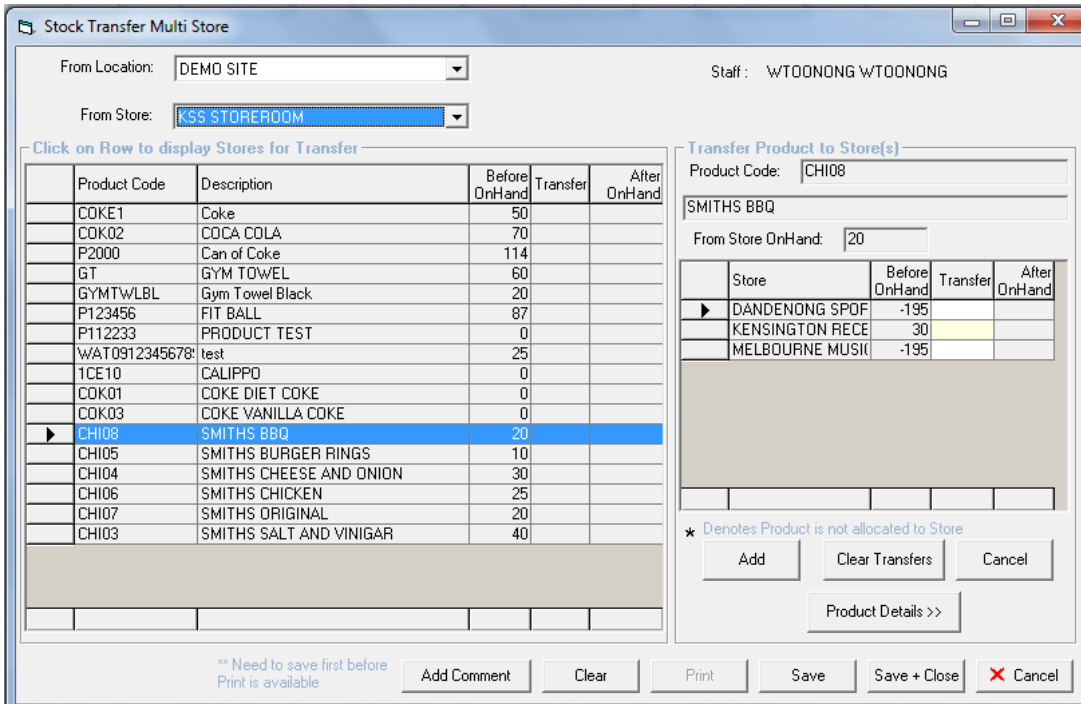
2. Select the location the from store is located at if applicable
3. Select the store you wish to transfer from

The screen will now look as follows



Product Code	Description	Before OnHand	Transfer	After OnHand
COKE1	Coke	50		
COK02	COCA COLA	70		
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		
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		

- Click on a product row to populate the store details



From Location: DEMO SITE Staff: WTOONONG WTOONONG

From Store: KSS STOREROOM

Click on Row to display Stores for Transfer

Product Code	Description	Before OnHand	Transfer	After OnHand
COKE1	Coke	50		
COK02	COCA COLA	70		
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		
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		

Transfer Product to Store(s)

Product Code: CHI08

SMITHS BBQ

From Store OnHand: 20

Store	Before OnHand	Transfer	After OnHand
DANDENONG SPOF	-195		
KENSINGTON RECE	30		
MELBOURNE MUSIK	-195		

* Denotes Product is not allocated to Store

Add Clear Transfers Cancel

Product Details >>

** Need to save first before Print is available

Add Comment Clear Print Save Save + Close Cancel

- Enter the stock amount you wish to transfer to each store in the transfer field on the right hand side
- Click on **Add** to save your transfer and continue to the next product
- You can add comments by clicking on the **Add Comment** comment field and these comments will be saved against these transfer changes and are viewable in the history
- To view or update product details you can click on the **Product Details >>** button
- 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) :

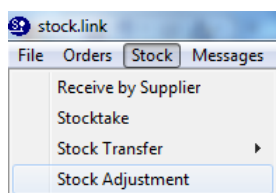
To Store : KENSINGTON RECEPTION

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

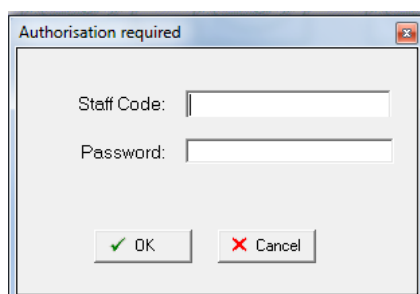
Stock Adjustments

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.

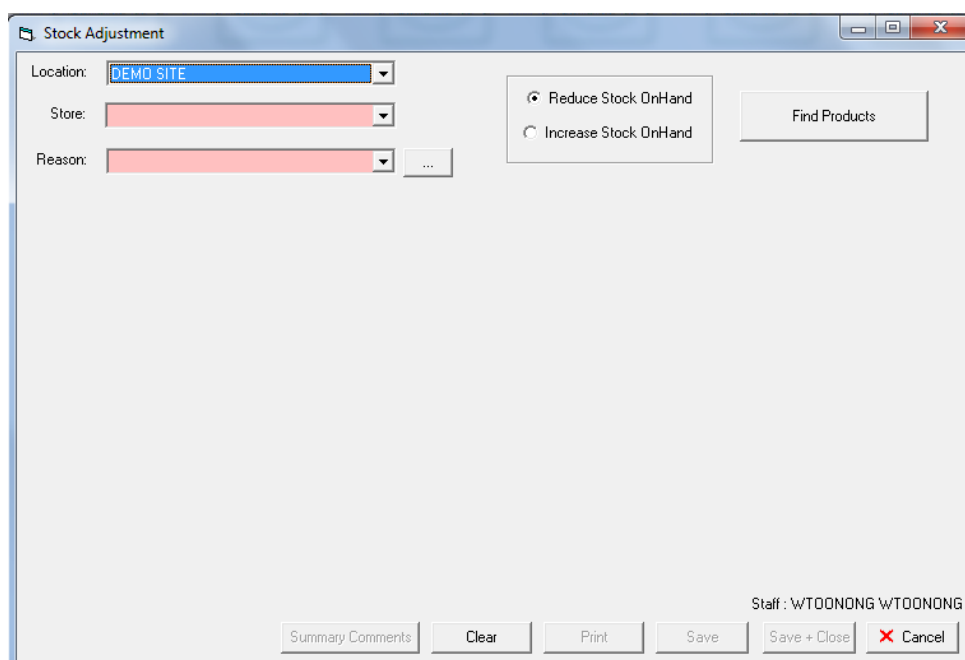
Stock > Stock > Stock Adjustment




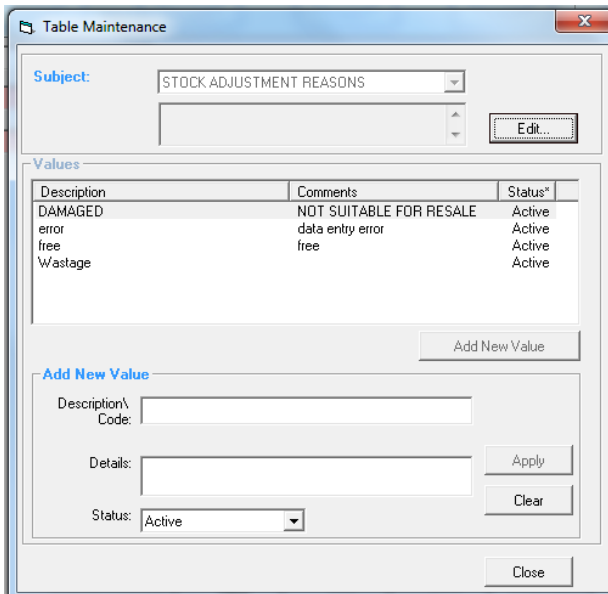
1. Enter your staff ID and password



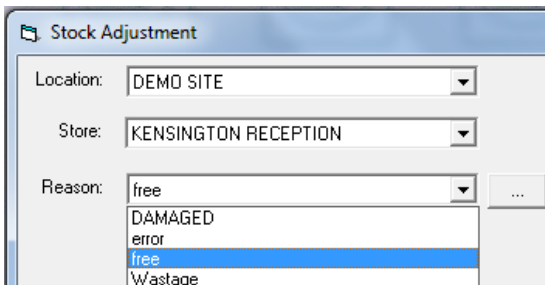
The following screen will appear



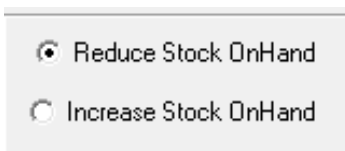
2. Select the location to adjust store for if applicable
3. Select the store you wish to adjust the stock on hand for
4. Select your reason for adjusting stock
5. If you have not setup reasons click on the  button and the following screen will appear
6. Enter a description code in the bottom section 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

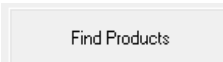


For example you may have the screen look similar to the one below

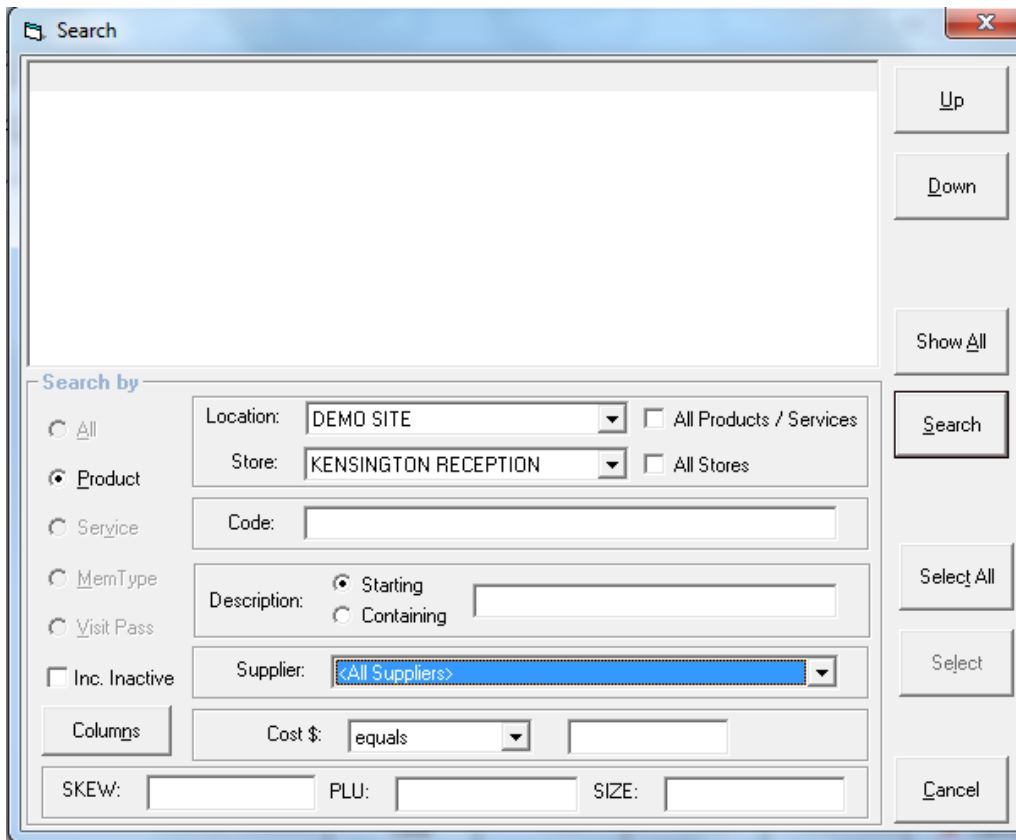


8. Select whether you wish to decrease or increase stock on hand



9. Click on 

The following screen will appear



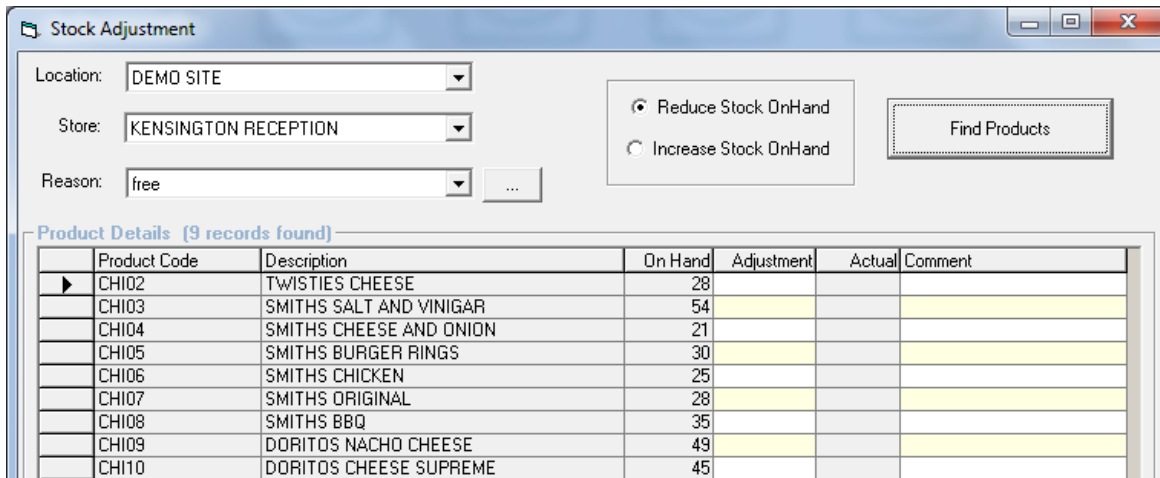
10. Use the filters to help your search for your products

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

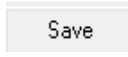
11. Once you have located your product in the list, double click the item to return it to the list.


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;



Product Code	Description	On Hand	Adjustment	Actual	Comment
CHI02	TWISTIES CHEESE	28			
CHI03	SMITHS SALT AND VINIGAR	54			
CHI04	SMITHS CHEESE AND ONION	21			
CHI05	SMITHS BURGER RINGS	30			
CHI06	SMITHS CHICKEN	25			
CHI07	SMITHS ORIGINAL	28			
CHI08	SMITHS BBQ	35			
CHI09	DORITOS NACHO CHEESE	49			
CHI10	DORITOS CHEESE SUPREME	45			

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

Once the transferred have been saved you can click on the  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

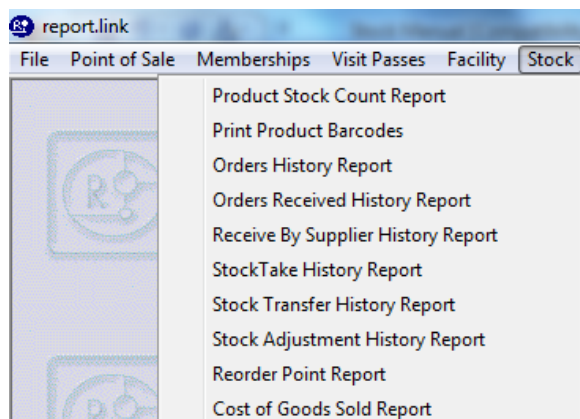
Reason for Adjustment: free

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

Product Code	Description	On Hand	Adjustment	Actual	Comment
CHI02	TWISTIES CHEESE	28	5	23	
CHI03	SMITHS SALT ANDVINGAR	54	5	49	
CHI04	SMITHS CHEESE AND ONION	21	5	16	
CHI05	SMITHS BURGER RINGS	30	5	25	
CHI06	SMITHS CHICKEN	25	5	20	
CHI07	SMITHS ORIGINAL	28	5	23	
CHI08	SMITHS BBQ	35	5	30	
CHI09	DORTOS NACHO CHEESE	49	5	44	
CHI10	DORTOS CHEESE SUPREME	45	5	40	
Nbr Products 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 of any orders completed within a given timeframe. You can also regenerate the purchase orders details including each item that was ordered. To regenerate the actual 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.