AC PLUS

STOCK CONTROL

USER GUIDE

Contents

DESCRIPTION	PAGE
Stock Control	2
Stock Identification	2
Stock Code	2
Product Group 2	
Description	2
EPOS Messages	2
Display Only Item	2
Bar Codes	2
Supplier Details	3
Search	3
Stock Code	3
Search by Character Set	3
Search by Supplier Stock Code	3
Quick Stock Entry	4
Sales Details	5
VAT	5
VAT Code	5
VAT Inclusive	5
Second Hand	5
Nominal Code	5
Unit of Measure	5
Price per UoM	5
Price	5
Override	5
Quantity Prices	6
Quantities	7
Total Quantities	7
Locations	7
Set up New Location	7
Bin Locations	7
Set up Bin Locations	7
Stock Levels	8
Stock Usage	9
Stock Usage	9
Stock Last Received / Sold	9
Usage	9
Stock Performance	9

Contents

DESCRIPTION	PAGE
Stock Valuation	10
Costing Methods	10
Last	10
Average	10
Standard	10
FIFO	10
Purchase Conversion Factor	11
Purchase Unit of Measure	11
Purchase Nominal Code	11
Stock Movements	12
Adjustments	12
Order	12
Order Adjustments	12
Allocations	12
De Allocate	12
Issue	12
Receipt	13
Returns In	13
Returns Out	13
Internal Movements	13
Transactions	13
Components	14
Stock Reports	15
Stock List	15
Stock Valuation	15
Stock Profitability	15
Stock Usage	15
Transactions Report	15
Stock Re Ordering Report	15
Price List	15
Price Increase List	15

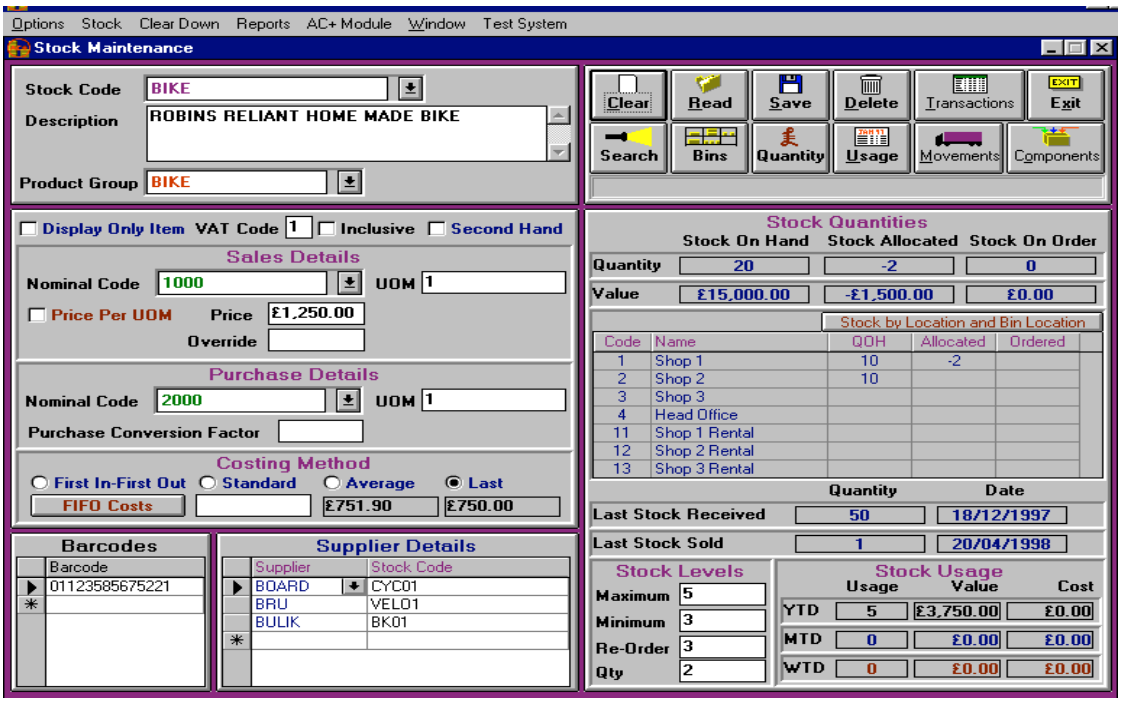
STOCK CONTROL

AC+ MODULE - STOCK CONTROL

The Stock Control program is a stand alone module which is usually linked to the AC+ Accounts, Sales Order and Purchase Order Processing program EPOS. The module provides full Stock Quantity Control including Maximum / Minimum quantities, Unlimited Locations & Bin locations within the main locations. Cost and Valuation methods are complete dealing with Last Cost, Average Cost, Standard Cost and First in / First out Cost, Turnover History, YTD & MTD Turnovers, as well as full display of Monthly and Weekly Storage History.

The system includes comprehensive Transactions History, Pricing, Quantity pricing and a full range of Stock Reports.

Select Stock / Stock Maintenance



STOCK IDENTIFICATION

Stock Code
A 30 digit alpha numeric code, user defined. – Each Stock Code must be unique and should be as short as is practicably possible, but should also be easily identified by the user. e.g. A 40W electric desk lamp supplied by Bloggs & Co. The system could cope with a code Bloggs & Co Desk lamp 40W but this would be very difficult for the operator to remember and enter in exactly, every time one is sold (there are search facilities in all AC+ Programs to help with this). On the other hand a code such as L40, although easy to enter and remember, may not contain enough information (if this is your only 40 watt lamp however it may) so usually there is a compromise with a code like BCDL40. A similar 60 watt lamp would then be BCDL60 or a 40 watt lamp from Smith Ltd. would be SLDL40 and a floor standing 100 watt lamp supplied by Bloggs & Co. would be BCFL60. It is often useful to utilise the manufacturer's codes or part of the manufacturer's code where practicable to do so.

Product Group
Up to 20 characters – Use product groups to link together Stock items for Reporting and Management figures etc. Some common types of grouping are Supplier (less commonly used now that supplier's names are added to the Stock Screen separately), Product Type e.g. Electrical, Department e.g. Household. It is not necessary to 'set up' product groups in this system, simply entering a new product group in the box will add it to the 'Product Group' list.

Description
Although there are no limits to the number of characters available in the description, like the Stock Code, it is sensible to keep it within reasonable bounds, especially when stock is to be linked with EPOS. You should bear in mind that Receipt printers are usually only 40 characters wide and some of that will be used by the price therefor the important part of the description should come first. e.g. You are selling black & white checked Dulux vinyl emulsion in 1.5 litre tins, if it is described as above you would only get possibly the first 30 characters which would not include the most important information, but 1.5l Dulux emulsion B&White checked perhaps gives more relevant information i.e. the first 30 characters.

EPOS Messages
If you leave any blank lines in the description panel prior to line '5', the Electronic Point of Sale screen will display on a special display panel the next few lines without including them on the receipt. This enables the stock controller to put messages on the tills such as 'this machine does not include batteries' etc.

Display Only Item
When this box is checked the item does not have quantities on hand etc. and when the Sales Order Processing program is set to allow despatch of items with 'on hand' quantities only, this item is excluded and will be despatched regardless. Often used for Delivery charges, Labour charges etc.

Bar Codes
The system allows for 1 or more bar codes to be attached to each Stock Code. When selling this item via EPOS you can use either the Bar Code or the Stock Code to sell the item.

Supplier Details

You may attach a supplier or suppliers to a Stock Code simply by using the drop down arrow to select the supplier's name followed by the supplier's Stock Code. This code can be used from within SOPS and EPOS to find this product. When selling the product there is no limit to the number of suppliers that can be attached to a Stock Code.

SEARCH

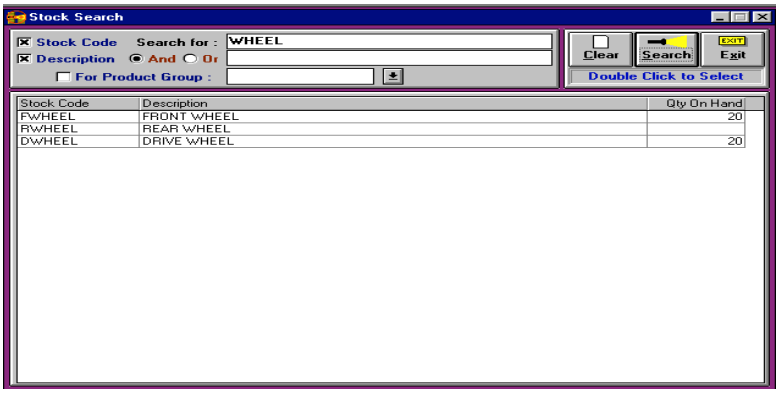
Stock Code

If you wish to search for a particular Stock Code, with the cursor on the box click on the arrow down button on the right of the field to reveal a drop down list which you can scroll through. By entering the first part of the code you can search from that point onwards.

Search by Character Set

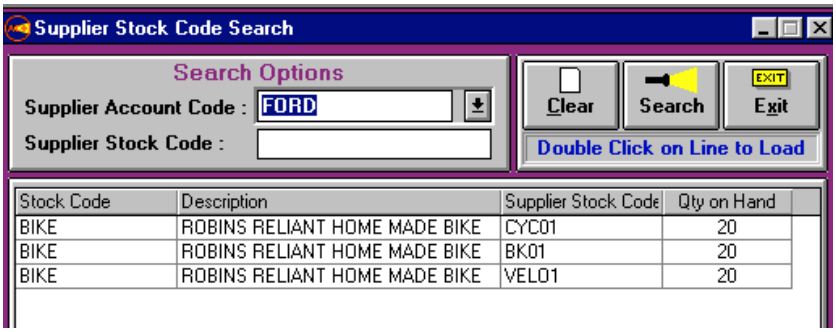
If you select the search button the system reveals the Stock Search Screen. This screen will search for any character set (group of letters) and display any Stock item that includes this set. You may search the description, stock code or both for 1 or 2 different sets of characters, searching for stock that includes either of the 2 sets or only if they include both. You may search through all product groups or just 1 product group.

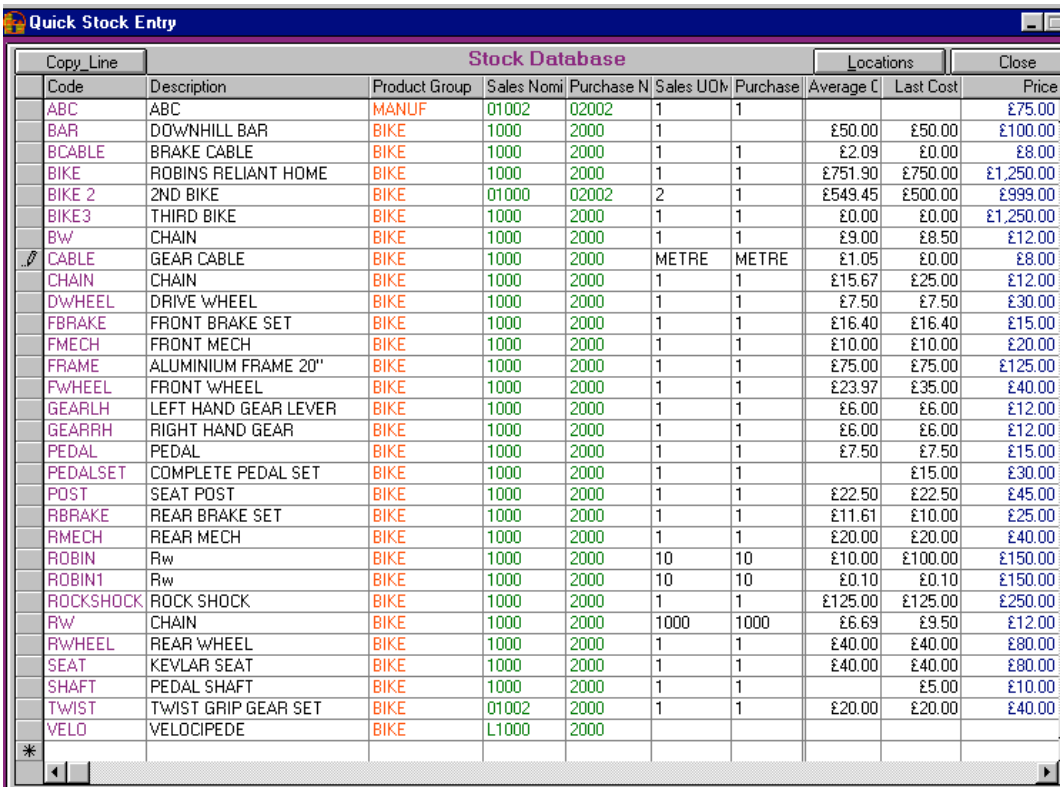
Select **Search** to start the search, you may now double check on one of the listed items to reveal its details. This screen is available from **SOPS** & **EPOS** programs.



Search by Supplier Stock Code

Click on Stock (on task bar at top of screen) and then search by supplier to reveal the Supplier Stock Code search screen. You may enter a supplier code or select a supplier from the drop down list then click on search to reveal a list of stock supplied by that supplier with the system stock code and the supplier stock code. You may also enter a supplier's stock code and search for the system details.

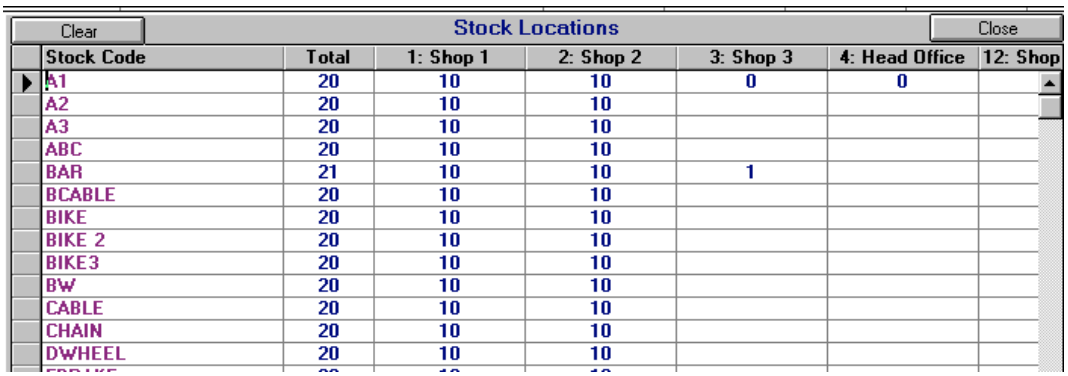




Code	Description	Product Group	Sales Nomi	Purchase N	Sales UOM	Purchase	Average C	Last Cost	Price
ABC	ABC	MANUF	01002	02002	1	1			£75.00
BAR	DOWNHILL BAR	BIKE	1000	2000	1		£50.00	£50.00	£100.00
BCABLE	BRAKE CABLE	BIKE	1000	2000	1	1	£2.09	£0.00	£8.00
BIKE	ROBINS RELIANT HOME	BIKE	1000	2000	1	1	£751.90	£750.00	£1,250.00
BIKE 2	2ND BIKE	BIKE	01000	02002	2	1	£549.45	£500.00	£999.00
BIKE3	THIRD BIKE	BIKE	1000	2000	1	1	£0.00	£0.00	£1,250.00
BW	CHAIN	BIKE	1000	2000	1	1	£9.00	£8.50	£12.00
CABLE	GEAR CABLE	BIKE	1000	2000	METRE	METRE	£1.05	£0.00	£8.00
CHAIN	CHAIN	BIKE	1000	2000	1	1	£15.67	£25.00	£12.00
DWHEEL	DRIVE WHEEL	BIKE	1000	2000	1	1	£7.50	£7.50	£30.00
FBRAKE	FRONT BRAKE SET	BIKE	1000	2000	1	1	£16.40	£16.40	£15.00
FMECH	FRONT MECH	BIKE	1000	2000	1	1	£10.00	£10.00	£20.00
FRAME	ALUMINIUM FRAME 20"	BIKE	1000	2000	1	1	£75.00	£75.00	£125.00
FWHEEL	FRONT WHEEL	BIKE	1000	2000	1	1	£23.97	£35.00	£40.00
GEARLH	LEFT HAND GEAR LEVER	BIKE	1000	2000	1	1	£6.00	£6.00	£12.00
GEARRH	RIGHT HAND GEAR	BIKE	1000	2000	1	1	£6.00	£6.00	£12.00
PEDAL	PEDAL	BIKE	1000	2000	1	1	£7.50	£7.50	£15.00
PEDALSET	COMPLETE PEDAL SET	BIKE	1000	2000	1	1		£15.00	£30.00
POST	SEAT POST	BIKE	1000	2000	1	1	£22.50	£22.50	£45.00
RBRAKE	REAR BRAKE SET	BIKE	1000	2000	1	1	£11.61	£10.00	£25.00
RMECH	REAR MECH	BIKE	1000	2000	1	1	£20.00	£20.00	£40.00
ROBIN	Rw	BIKE	1000	2000	10	10	£10.00	£100.00	£150.00
ROBIN1	Rw	BIKE	1000	2000	10	10	£0.10	£0.10	£150.00
ROCKSHOCK	ROCK SHOCK	BIKE	1000	2000	1	1	£125.00	£125.00	£250.00
RW	CHAIN	BIKE	1000	2000	1000	1000	£6.69	£9.50	£12.00
RWHEEL	REAR WHEEL	BIKE	1000	2000	1	1	£40.00	£40.00	£80.00
SEAT	KEVLAR SEAT	BIKE	1000	2000	1	1	£40.00	£40.00	£80.00
SHAFT	PEDAL SHAFT	BIKE	1000	2000	1	1		£5.00	£10.00
TWIST	TWIST GRIP GEAR SET	BIKE	01002	2000	1	1	£20.00	£20.00	£40.00
VELO	VELOCIPEDE	BIKE	L1000	2000					

Quick Stock Entry

Select ‘Stock – Quick Entry’ or ‘CTRL F11’ to select the quick entry screen. This screen allows you to quickly enter stock items when you are first setting up the system. Entries here **do not add to the transaction listing,** therefore this screen should be used with **extra caution**. We would suggest that this screen **is not used** for general alterations to the stock. When you first set up the system and need to enter a lot of information quickly you will find that this screen is very useful as all of the basic information required to set up a stock item can be entered here simply by filling in the grid. Moving off a line will automatically save that line. If you select **locations** you can enter the stock quantities for each stock location, again click off the line to save the information.



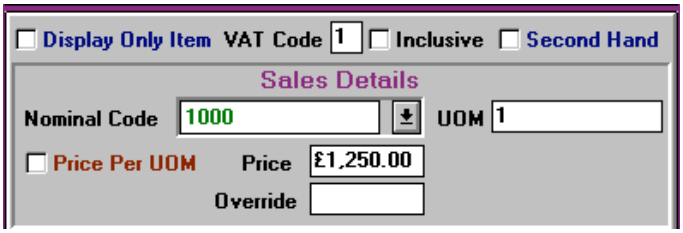
Stock Code	Total	1: Shop 1	2: Shop 2	3: Shop 3	4: Head Office	12: Shop
A1	20	10	10	0	0	
A2	20	10	10			
A3	20	10	10			
ABC	20	10	10			
BAR	21	10	10	1		
BCABLE	20	10	10			
BIKE	20	10	10			
BIKE 2	20	10	10			
BIKE3	20	10	10			
BW	20	10	10			
CABLE	20	10	10			
CHAIN	20	10	10			
DWHEEL	20	10	10			

WARNING

Stock can also be deleted from this screen

This screen should only be available to the administrator once the system is in operation.

SALES DETAILS



VAT

VAT Code
Enter the VAT code to use when selling this item. The codes are set up and their values attached in Accounts – VAT – VAT Register.

VAT Inclusive
If this box is checked the sales price for this stock item will be including VAT when sold via EPOS, SOPS or Accounts Invoicing.

Second Hand
When checked this box indicates that the item is second hand and will be sold calculating VAT at the selected rate but based on the profit at the time of sale only.

Nominal Code (Sales)
This is the nominal code to which sales of this item will be booked in the Accounts program. Sales Nominal Codes are used in the Accounts program to separate types of sales for management reporting and profit & loss purposes.

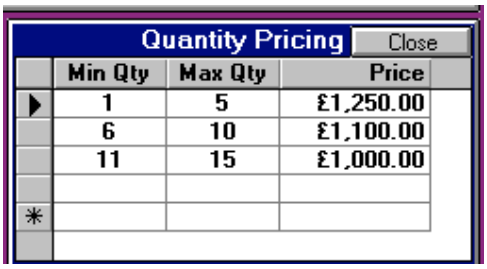
UoM
Unit of Measure is the number or description of the units this item is sold in, for instance 1, each, 12, 10, doz, box etc.

Price per UoM
If the item's UoM is numeric i.e. 1, 10, 12 etc checking this box will cause the system to sell it at a 'price per' whatever the unit of measure is, for instance £1. per 10.

Price
The selling price of this stock item can be including or excluding VAT, per each or per UoM as described above.

Override
Temporary price change, the price entered here will override the usual selling price.

Quantity Prices

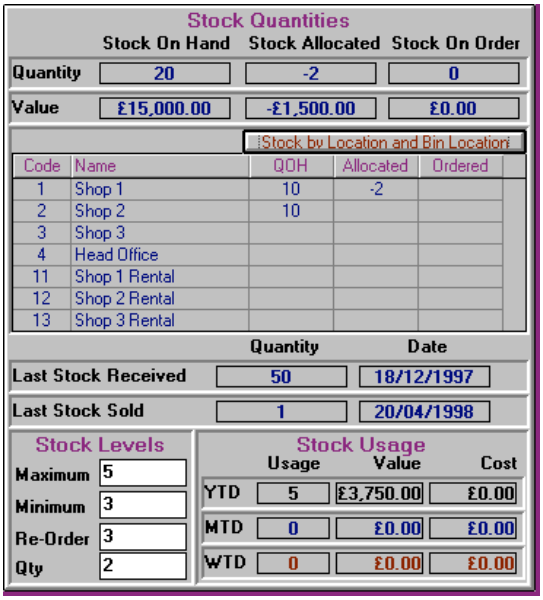


Click the £ Quantity prices button to reveal a small panel in which you can enter a minimum or maximum quantity and a price for that Quantity Range. There is no limit to the number of quantity breaks you can set up.

Global Price Update

Select 'Stock – Pricing' to reveal the global price change panel. This enables you to change the prices for Stock or all Stock in a selected product group by either the percentage or standard value entered.

QUANTITIES



Total Quantities
The Stock quantities panel shows the total Quantity on hand (including those allocated) at all stock locations, Allocated (order taken but not despatched) and On order.

Locations
The stock by location grid shows the Quantity in stock, Allocated and On order at each location.

Set up New Location
Select 'Stock – Stock Locations'
To set up a New Stock Location enter the location code (up to 4 digit numeric) and the location name. If this is to be the default stock location, i.e. the location automatically used by the system when no other location is selected, click on the check box, select save and confirm 'Create New Location'. There is no limit to the number of locations that can be used.

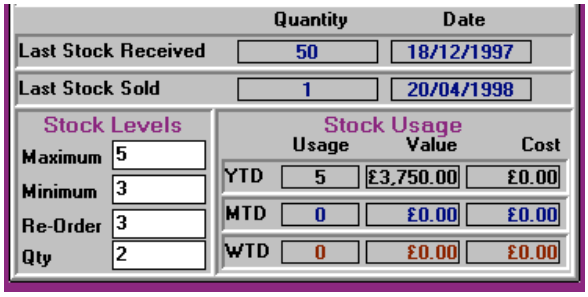
Bin Locations
A bin location is the position within the Stock Location at which this stock item is held. It may refer to a particular rack or shelf etc. You can allocate stock to a number of bin locations at each stock location if required. To reveal the bin locations and stock on hand at each bin location, first select the stock location you wish to view by clicking on the grid (the selected grid turns blue), then click on the Stock by Bin Location button. This will show stock on hand for each bin location in this stock location (only locations with stock will be shown).

Set up Bin Locations
Select 'Stock – Bin Locations'
To set up New Bin Locations first enter the stock location to which the bin location is to be attached and a grid of existing bin locations will appear. You may now click on the first blank line and enter the bin location code and name, **click off the line** to save the new location.

Stock Levels

This is where you enter the Minimum / Maximum Re order and Order quantities to be used by the system when reporting on Stock Order Requirements. When the stock falls below the minimum quantity the report suggests you order the re order quantity.

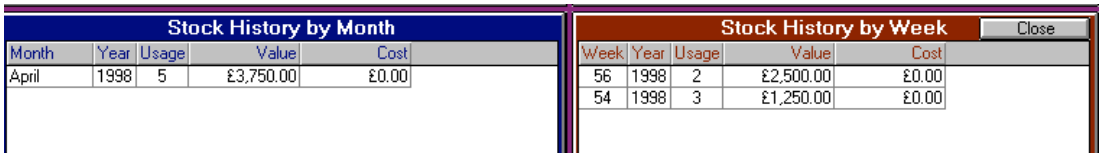
STOCK USAGE



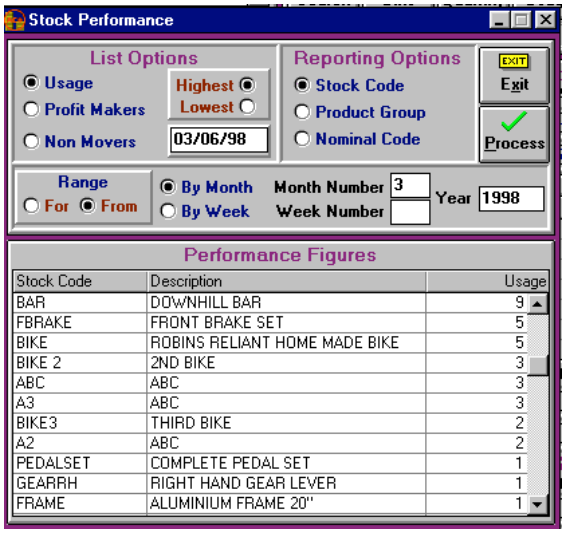
Stock Usage
The stock usage panel shows the Year to date, Month to date and Week to Date Sales number, Value and Cost value of those Sale quantities.

Stock Last Received / Sold
The system shows the quantity and date stock was last received or sold, this provides an instant indication of slow moving stock.

Usage
If you click the usage button you will see a complete history of this stock item's sales by both week and month.



Stock Performance
Select 'Stock - Performance ' or 'CTRL E' to show the Stock Performance screen.



This screen lists the Stock Code description of the stock item in either ascending or descending order according to the number sold. (Select either the highest or lowest) The system can list Stock Codes, Product Groups or Nominal Codes and the Date shown can be for or from a given week or month. After making your criteria selection press Process to display performances.

Also use this screen to show items which have not moved since a given date. Simply by selecting the Non Movers button.

STOCK VALUATION

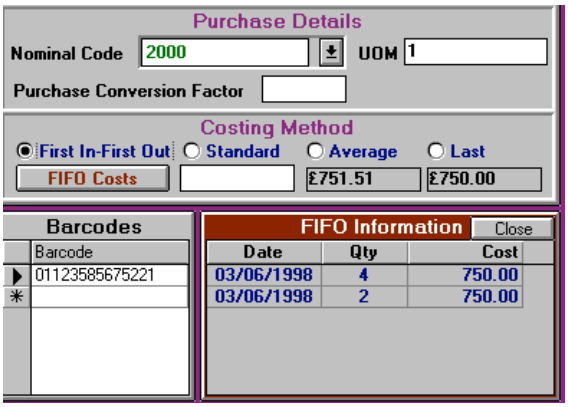
Costing Methods

Last
Last Cost is the cost per item calculated or entered when last receiving this stock. When selected the value displayed on screen is calculated by multiplying Qty on hand by the last cost as shown.

Average
The Average Cost is re calculated each time the stock is received, adjusting the new Average Cost taking into account all previous deliveries and costs and adjusting the average price accordingly. If selected the Value on hand is calculated by multiplying Qty on hand by average cost.

Standard
The Standard Cost is an entry field allowing you to enter or alter the cost manually. When selected the Value on hand is calculated by multiplying the Qty on hand by this value.

FIFO
First In First Out. Click the FIFO button to reveal a list of Purchase dates, Quantities and Cost prices. The system sells these items in strict date order, reducing quantities on the earliest deliveries first until it reaches zero and is removed from the screen. This is the most accurate method of obtaining the Value of Stock on hand as it calculates the number remaining in stock from each delivery by the cost of that delivery.



Purchase Conversion Factor

When purchasing stock that is bought in different quantities to the quantity in which it is sold, the number in which it is bought is entered as a Purchase Conversion Factor. For instance if an item is bought in boxes of ten and priced per box of ten but is sold as each, the purchase conversion factor would be 10, i.e received 1 x Box of 10 @ £10.00 per box.

Purchase Unit of Measure

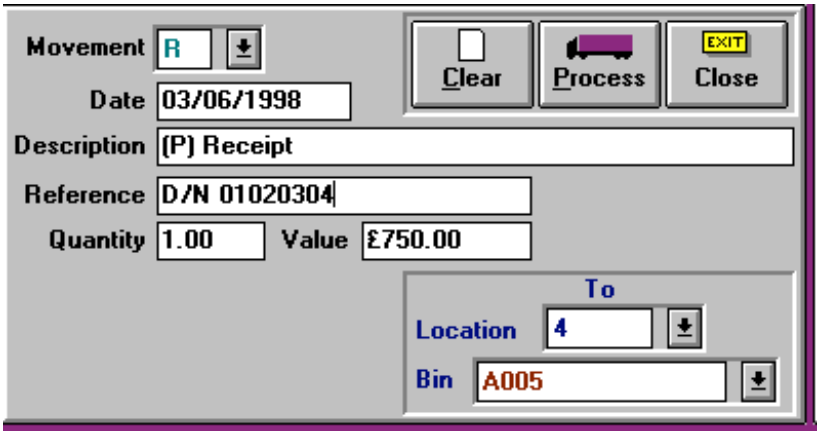
If you purchase an item at £10.00 per 100 you can enter the UoM of 100 and check the price per UoM box. When receiving the goods the system allows you to enter cost as £10.00 and the quantity as 100.

Warning: **Only use this if both cost and sale price is price per UoM.**
This can not be used at the same time as Purchase Conversion Factor.

Purchase Nominal Code

This is the Nominal Code to which purchases of this stock item will be booked when using POPS.

STOCK MOVEMENTS



When Stock Control is linked to Accounts, Sales Order Processing and Purchase Order Processing, most stock movements are carried out automatically by the system. There are times however and certain stock movements where the stock adjustments have to be carried out manually using the Stock Movements Panel.

Select **Movements** – This reveals the Movements panel with fields Movements, Date, Description, Reference, Quality, Value. The Movements field has a drop down arrow next to it, click on this arrow to reveal the list of available options which follow.

A **Adjustments** – Make changes to the number of items in stock.
After selecting 'A' tab to date change if necessary, then to description which defaults to Adjustment but can be added to or changed. Tab to reference and enter a relevant reference (for instance the operator's initials), tab to quantity and enter the number to add or subtract from (enter – minus quantity) the existing quantity. In the case of adjustments **do not enter a value**. Tab to location and select the location to be altered (a default will appear) followed by the Bin No. to be altered if applicable, select Process (Alt P) to update the stock.

O **Order** – Use this to indicate that the number entered has been placed on order, tab through the fields and make alterations as previously described. In this case if you enter the value, that value will be added to the filed on the Stock Quantities panel.

C **Order Adjustments** – Use this to alter the amount on order.

L **Allocations** – Use this to indicate that the amount entered has been allocated to be supplied and use the Reference to indicate to whom the goods have been allocated. Tab through the fields as described above, when you enter the quantities the value will be calculated and entered by the system (this can be over ridden).

D **De Allocate** – Use this to alter the number of items allocated.

I **Issue** – 'Or Sale', this removes the quantity entered from the stock location and bin no. indicated and updates Stock Quantity on hand, Stock Value and FIFO when selected, Stock Usage and Last stock sold.

R **Receipt** – Receives goods into stock. It receives into the Stock, Location and Bin No. indicated and updates Stock on hand, Value on hand, Costing Methods last, Average and FIFO when selected and Last Stock Received.

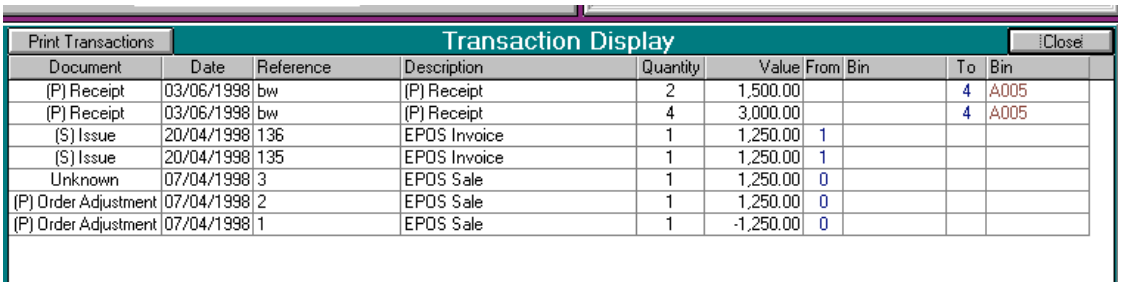
T **Returns In** – Goods returned from customers to stock, updates Stock Quantities by location and Bin.

W **Returns Out** – Returns goods to Supplier, Reduces Stock at location and Bin location, alters Stock usage and value.

U **Internal Movements** – To move stock from one location to another simply tab through the fields as described above, enter both location from and to as well as Qty etc.

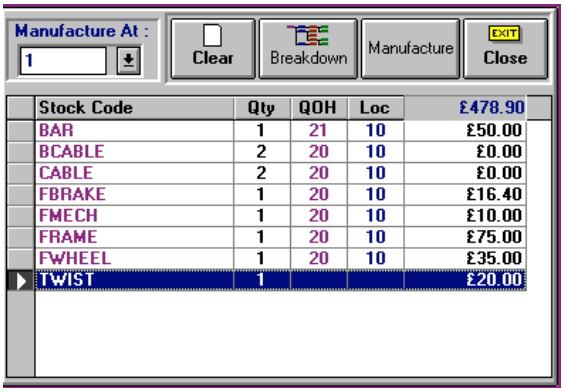
Transactions

All Stock Movements, whether via this Stock Movements panel or via SOPS, POPS EPOS or Accounts Invoicing, **add Transactions** to the Stock Record. To view these transactions select the Transactions button or 'Alt T', the screen shows Document Type, Date, Reference, Movement type, Quantity value, From and To location. You can print the transaction list simply by clicking the Print Transaction button.



Document	Date	Reference	Description	Quantity	Value	From	Bin	To	Bin
(P) Receipt	03/06/1998	bw	(P) Receipt	2	1,500.00			4	A005
(P) Receipt	03/06/1998	bw	(P) Receipt	4	3,000.00			4	A005
(S) Issue	20/04/1998	136	EPOS Invoice	1	1,250.00	1			
(S) Issue	20/04/1998	135	EPOS Invoice	1	1,250.00	1			
Unknown	07/04/1998	3	EPOS Sale	1	1,250.00	0			
(P) Order Adjustment	07/04/1998	2	EPOS Sale	1	1,250.00	0			
(P) Order Adjustment	07/04/1998	1	EPOS Sale	1	-1,250.00	0			

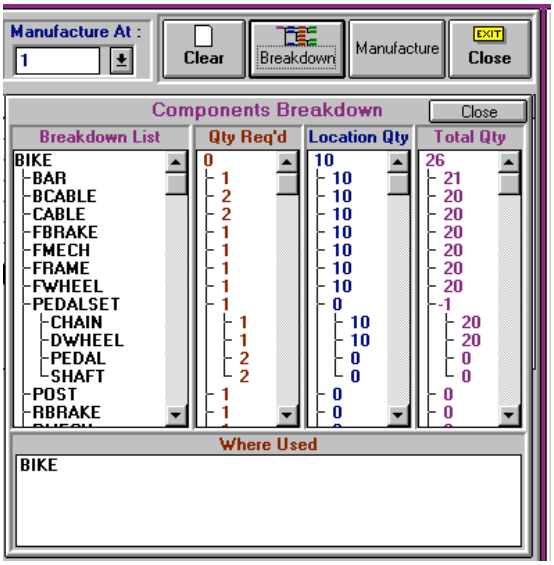
COMPONENTS



The Components feature allows you to link several stock items as components to create a main stock item. Click on Components to display the Components Panel. First select the stock location from which the stock will be taken when manufacturing the main product by clicking on the pull down button and double clicking to select the location required.

Click on Stock Code to reveal the stock code drop down list and select the required code, now enter the quantity required. The value will come from the component parts own stock details. Continue until you have listed all parts required to make one of these products.

If you click on **Breakdown** the system will show a chart of the number of parts required and available to make the item both in the selected location and the stores overall. If you look at the breakdown screen for a component it will list all parts in which this item is used. Select **Manufacture** and enter the number you wish to make, the system will make the necessary alterations to the stock figures. If there are insufficient parts available to manufacture the quantity required the system would let you know.



If you wish to know on which products a particular stock item is used the “Where Used panel provides a list”.

STOCK REPORTS

Select ‘Reports – Stock Reports’ or ‘CTRL T’
Reports can be printed either direct to the printer or via the Windows screen.

All reports can be run for a single Stock Code or Range of Stock Codes and/or for a single Product Group or Range of Product Groups. You may elect to report only on stock with ‘On Hand’ quantities.

Stock List
Lists Stock Code, Description, Qty on Hand, Allocated and On Order.
This report can also be run by listing Stock by Location.

Stock Valuation
Lists Stock Code, Description, Qty on Hand, Standard Average & Last Cost Price and Selling Price. Totalling Product Group and Grand Total.

Stock Profitability
Run in Product Group, Product Code order. Lists profit % per week, month and year for each Product and Product Code when run as a summary report. If selected to run either per week or per month it lists Qty Sold, Value Sold, Cost Sold, Profit £, Mark up %, Profit % per product and per product group.

Stock Usage
Can be run by Month or by Week or as a Summary Report. The summary report lists Product Group and Product Code, Usage number, Value and Cost week to date, month to date and year to date. Totals by group and Grand Totals weekly/monthly. Report lists Qty sold, Value sold, Cost sold for product, Product group and Grand total.

Transactions Report
Lists all Transactions listing Type, Date, Reference, Description of transaction, Qty and Value of transaction.

Stock Re Ordering Report
This report checks the Qty on hand, Qty on order, Minimum / Maximum re order level and Re order qty and reports on those products which need to be re ordered in Product group and Product code order.

Price List
Lists Stock in Product group and Stock code order, listing Standard Average and Last Cost as well as Retail Price.

Price Increase List
This report shows what your new price structure would be if you increased your prices by a given percentage.