# ACPlus Stock System

acplus
making software work

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## ACPlus Stock

The ACPlus Enterprise system includes the ability to carry out stock-based tasks which link in with the Accounts, POPS and SOPS modules in the system, as well as our EPOS program.
Within the stock module you'll have the ability to control stock quantities, locations, pricing and much more, whilst also having access to a range of figures, including transaction history, month and yearly turnover and a comprehensive range of stock reports.

# Common Tasks

# Stock Maintenance

## Creating a Stock Item

Stock items are created in the Stock Maintenance screen. Once you've opened this screen, you'll need to enter the information for the stock code. This includes the description, any product group, prices, nominal codes and any other information that needs storing with the stock item – but don't enter a stock code into the 'Stock Code' box, as you'll create the code later on.
There'll be more information on some of the stock information options later on in this section.

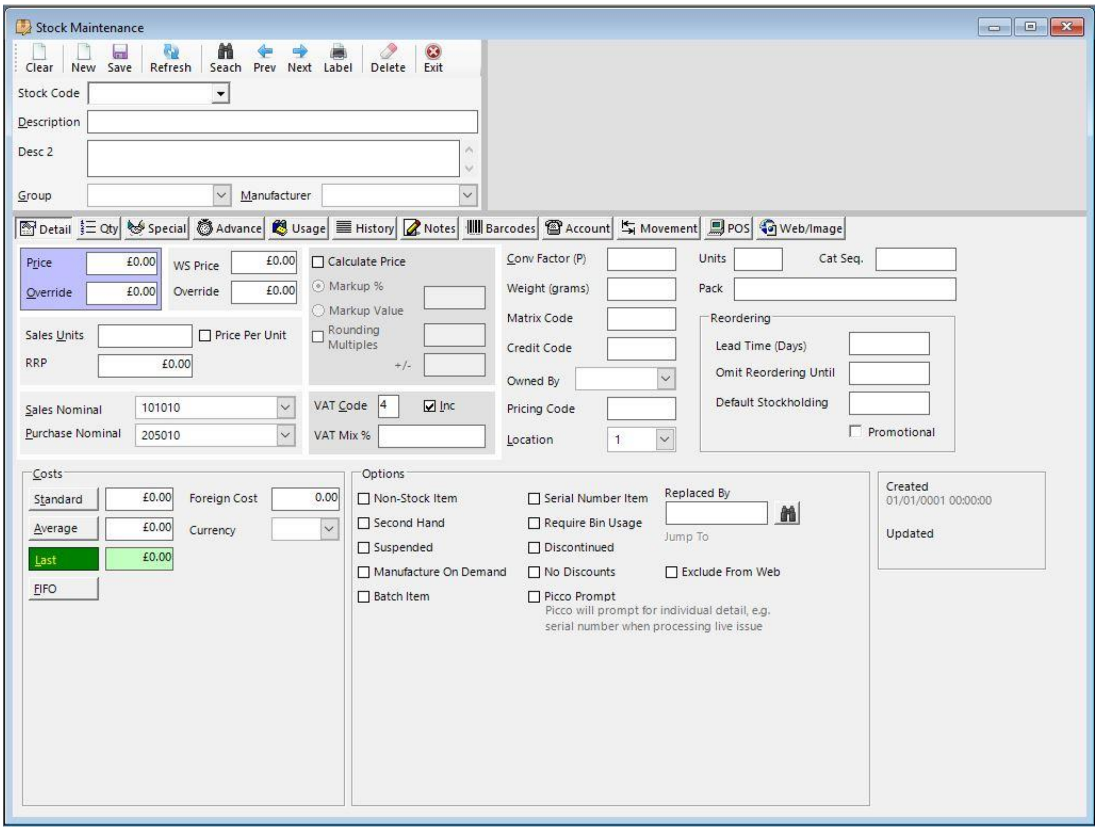



Fig. 1 – The Stock Maintenance screen.

Once you've entered all of the information for the new stock item, press the 'Save' button. You'll now be shown a smaller window with a textbox to enter the stock code for this item.

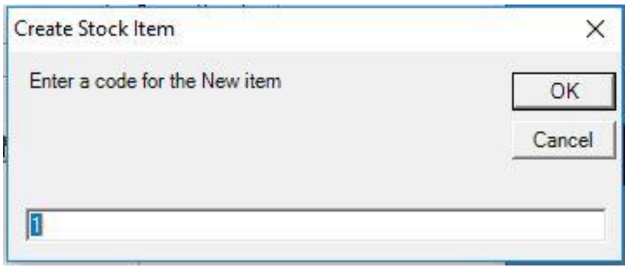



Fig. 2 – The window for entering the stock code.

The stock code should be unique, but don't worry about remembering whether or not the code you wanted has already been used or not, as if it has then you'll be asked to enter a new code.

## Deleting a Stock Item

To delete a stock item, select it from the dropdown list in the 'Stock Code' menu. This list will display all of the saved stock items, with their code in the left-hand column, the description in the middle column and the group (if assigned one) in the right-hand column.
Once you've selected the item that you want to delete, press the 'Delete' button at the top of the page.

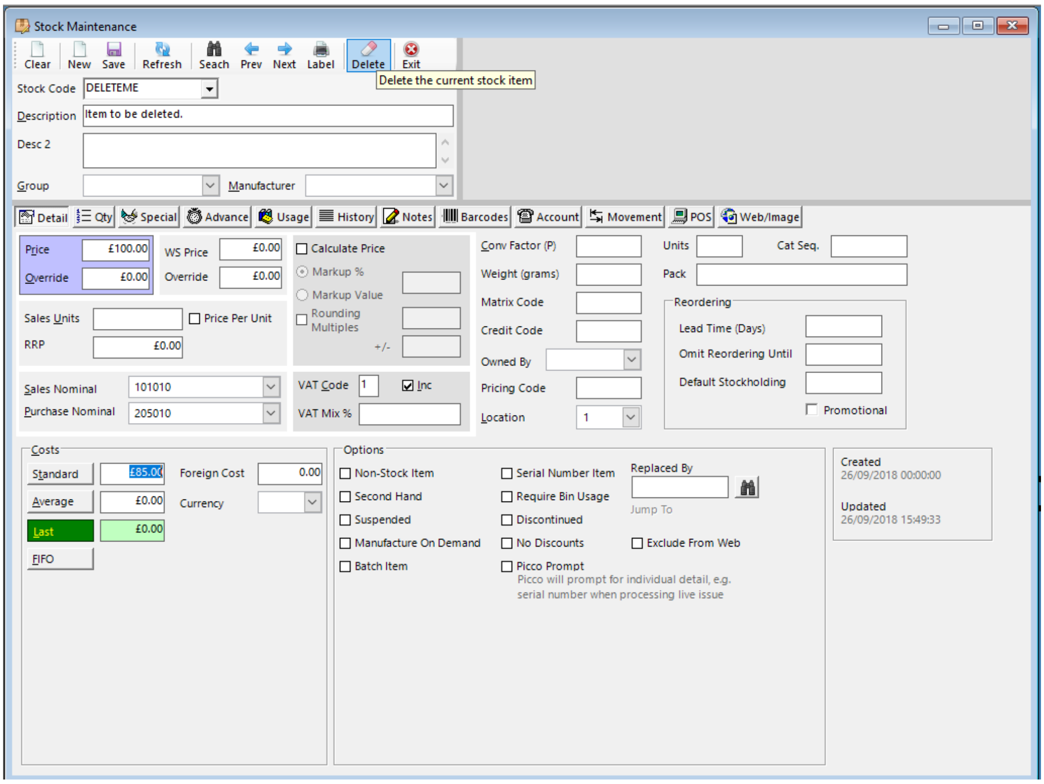
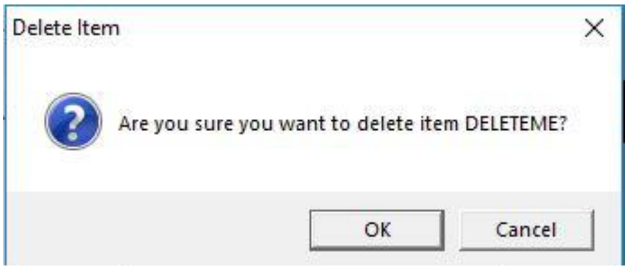



Fig. 3 – An item that needs to be deleted.

You will then be asked to confirm or cancel the deletion – once an item is deleted, this cannot be undone.




Once you’ve pressed “OK”, this item will have been removed from the system.

*You cannot delete a stock item that has a transaction attached to it, or is being used in an open order.*

## Editing a Stock Item

To edit a stock item, select it from the drop-down list in the 'Stock Code' menu.

You'll now be able to edit the information associated with the selected stock item. This includes the description, prices, units and any other information that the system allows for. The only piece of information that cannot be edited is the stock code.

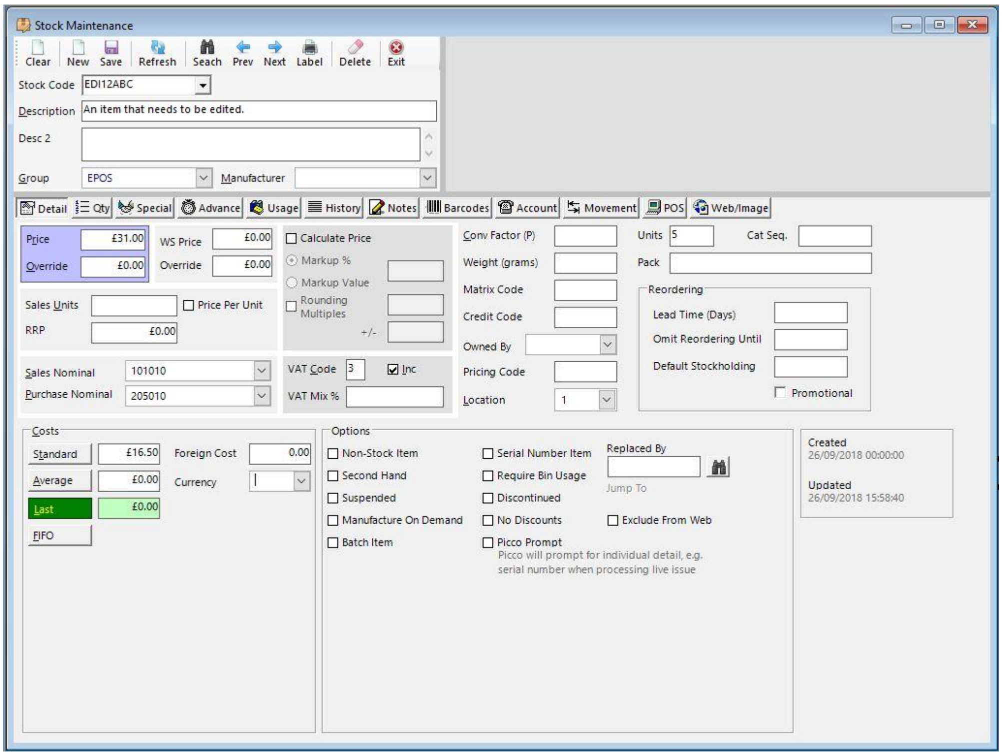



Fig. 4 – An item that needs to be edited.

Once you've pressed the 'Save' button, you'll be notified that the changes have been made successfully – once again, these changes cannot be undone once saved.

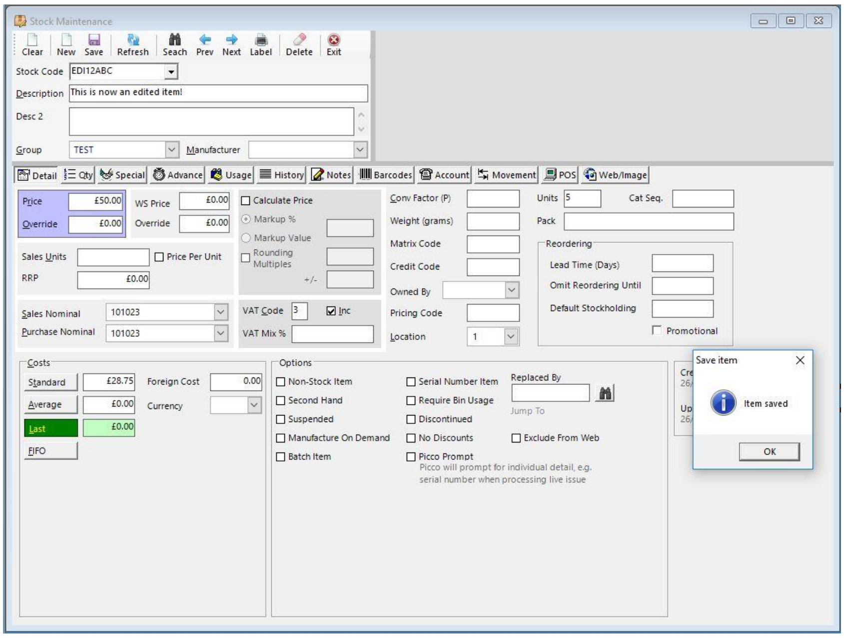



Fig. 5 – The saved item.

## Stock Details

Some of the information on the Stock Maintenance screen is outlined below.

### Price

In the top left of the 'Detail' panel, there are two textboxes inside a purple box. One is captioned 'Price', the other 'Override'.
The 'Price' textbox is used to store the price at which the stock item will be sold.
The 'Override' textbox is used to store an alternative price which is used over all other prices for the product throughout all of the systems. For example, this would be used to save a promotional period price. When an override price is saved, this will not cancel out discounts that are given to customers on this product.

Fig. 6 – The 'Price' and 'Override' textboxes.

### Costs

In the bottom-left of the Stock Maintenance screen, you have the option to save different costs to the stock item. The costs are the prices paid when it is ordered in from your suppliers.

The 'Standard' cost is the cost that is usually paid for the item when it's being ordered in. The 'Average' cost is the cost that is paid on average for the item, if the cost changes occasionally, and the 'Last' cost is what was most recently paid when ordering the item in.
Below this, there's the option to mark the item as FIFO (first in, first out). This would be the case for items with a sell by date.
Finally, there's a box to set any foreign costs with a currency to match where the item has come from. This is used when importing items from a country using a different currency, so that you don't need to keep altering the costs in GBP as the exchange rate changes.

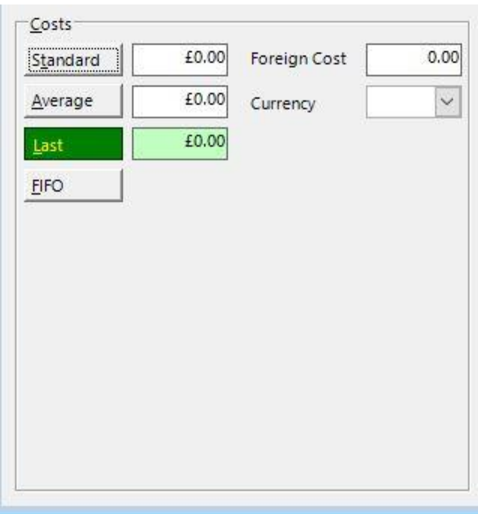


Fig. 7 – The 'Costs' options.

## Price Calculation

If you want the price to be calculated based on the cost of a stock item, rather than having a fixed price, you can do this by putting a tick in the 'Calculate Price' checkbox.

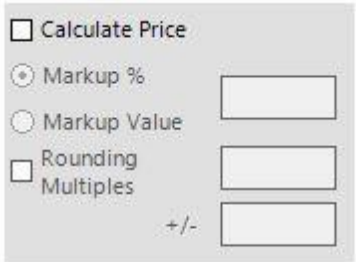



Fig. 8 – Price calculation.

When this box is ticked, the other options below it will become enabled. You'll be able to choose whether to calculate the markup based on a percentage or a set value (with a textbox to save the percentage or value to use) and also select whether or not to use rounding multiples, with textboxes to set the rounding multiples to use.

## VAT

You can save which VAT code a stock item uses by typing it into the 'VAT Code' textbox. Next to this textbox you can enter whether or not the price saved is inclusive or exclusive of VAT – tick the box if your saved price includes VAT, or untick it if your price isn't inclusive of VAT.
The third option here is 'VAT Mix %'. This is used if a stock item has a VAT % that doesn't have its own VAT code.

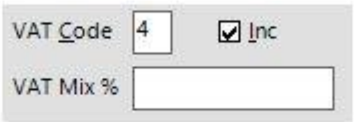



Fig. 9 – VAT options.

## Others

Three other pieces of information that can be saved to a stock item are the conversion factor, item owner and sales units.

The 'Conv Factor (P)' textbox is to calculate how many sales units of an item is included per purchase unit. For example, if you order an item and buy one box containing 10 individual items to sell, the conversion factor would be 10. Then, when you receipt an item on an order, it will multiply the quantity ordered by the conversion factor to work out how many to increment the "Quantity on Hand" value by.

The 'Owned by' drop-down list will display a list of suppliers. If a stock item isn't owned directly by yourselves but is instead sold by a supplier, the supplier selling it should be selected.

Finally, the 'Units' textbox is for you to enter the units that the item is sold in.

## Other Stock Pricing

Stock can also be given different prices based on conditions. These may have to be maintained as the standard item price changes to ensure that all prices change in correlation.

## Quantity Pricing

Quantity pricing can be added by selecting a stock item and opening up the “Qty” tab. From this screen you can set different prices for the item per quantity purchased. For example, if a customer buys just one of an item then the price may be £5, but if they buy 10 then the price may be £42, rather than £50. This is where these discounts are set up.

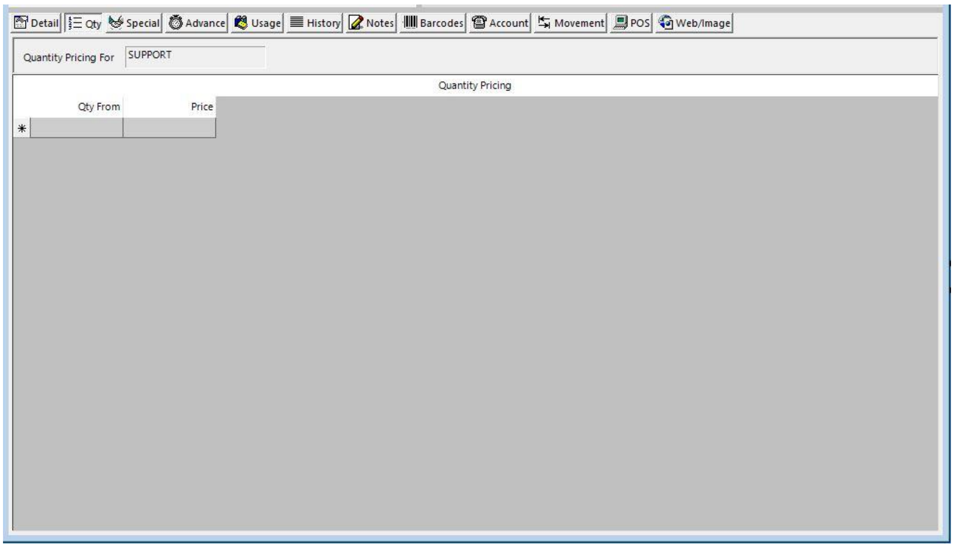



Fig. 10 – Quantity pricing.

## Special Pricing

The "Special" tab is where customer special prices are created, to allow discounts or different prices for certain customers. You'll need to select the customer from the drop-down list before entering either a fixed price that the customer will pay, or a discount percentage to be taken off the price.

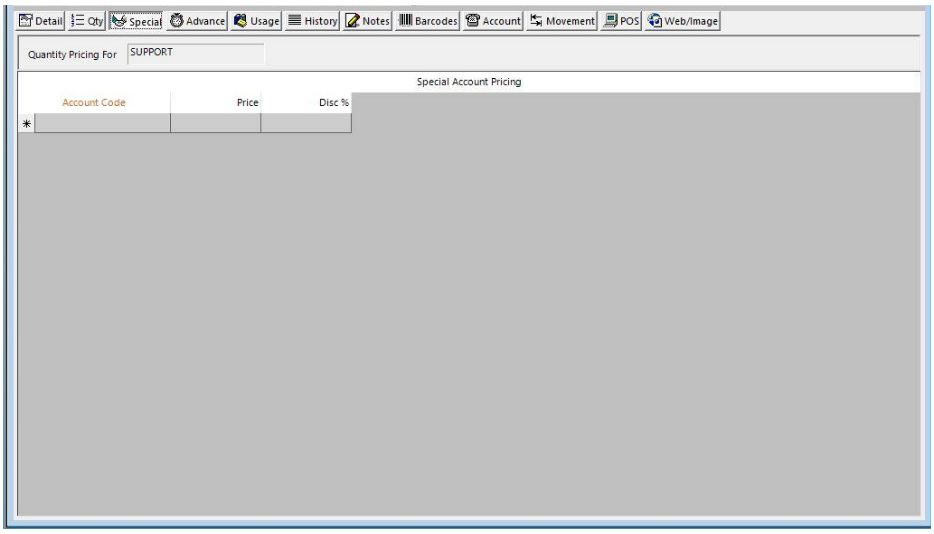



Fig. 11 – Special pricing.

## Advanced Pricing

To set promotional period prices (or a price change as of a certain date) go into the "Advanced" tab.
In here you'll be able to select a date from which the price will be used, along with the new price for the item. If this is a temporary change, you'll need to remember to change it back or delete the rate as it will use this rate indefinitely otherwise.

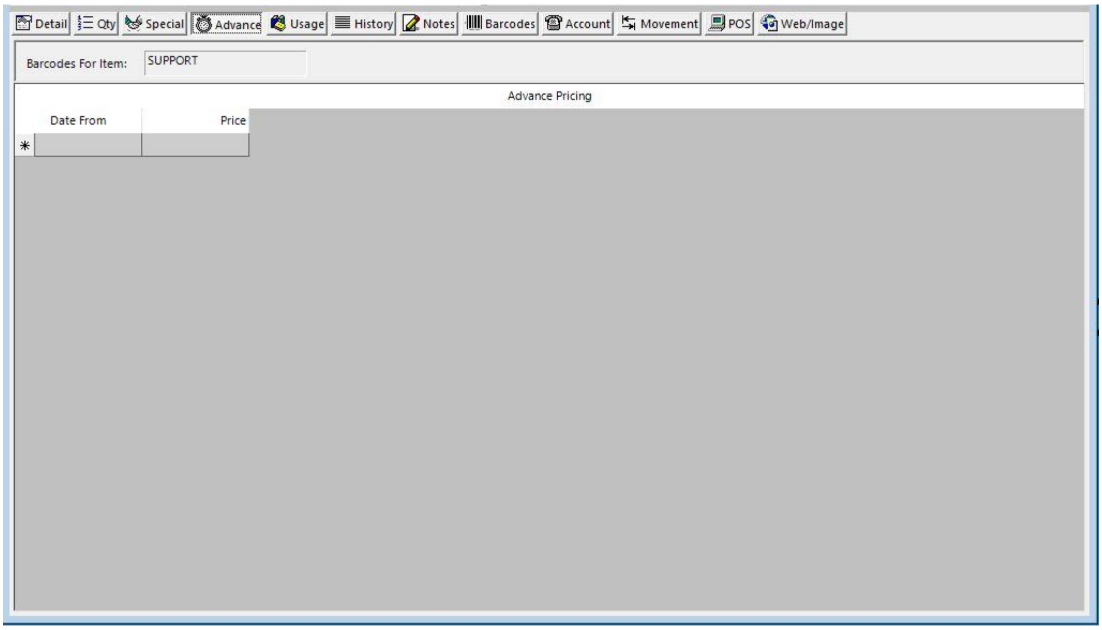



Fig. 12 – Advanced pricing.

To delete a rate from either the quantity, special or advanced pricing sections, use the row selector to select the row and then press the 'Del' or 'Delete' key on your keyboard. Once you've confirmed the deletion, the rate will be gone – the changes won't be confirmed until you've saved the stock item, so you can always reload the stock item if you delete the wrong price.

To save the prices you can either use the regular 'Save' button at the top of the Stock Maintenance page, or when deleting a rate there'll be new red button that can be used to save the change – either of these will work, the red one is just there as a reminder to save the deletion.


Fig. 13 – The additional save button for saving price deletions.

## Other Stock Functions

### Stock Quantities

The grid in the top-right corner of the Stock Maintenance screen is used to show quantity values for the stock item. There'll be one line for each location in the system, with the two left-most columns showing the location code and name respectively. The next column along is the "Quantity" column, which is where you can enter the current number of the stock item that you have in stock. "Allocated" will show the number allocated to orders that haven't yet been despatched (a view of these can be seen by clicking in the grid cell), with the "Free Stock" being the total number of stock minus the allocated stock. "On Order" will display how many of the item have been ordered (but not yet delivered), with the final two values being reorder values – one for the reorder quantity and the final one the maximum reorder quantity.

### Stock Usage

Under the "Usage" tab you have the ability to view information on sales and orders figures for the selected stock item. The screen includes a graph of monthly figures for that selected item, information on incoming and outgoing numbers in terms of value and quantity and also offers the ability to print a physical copy of this information.

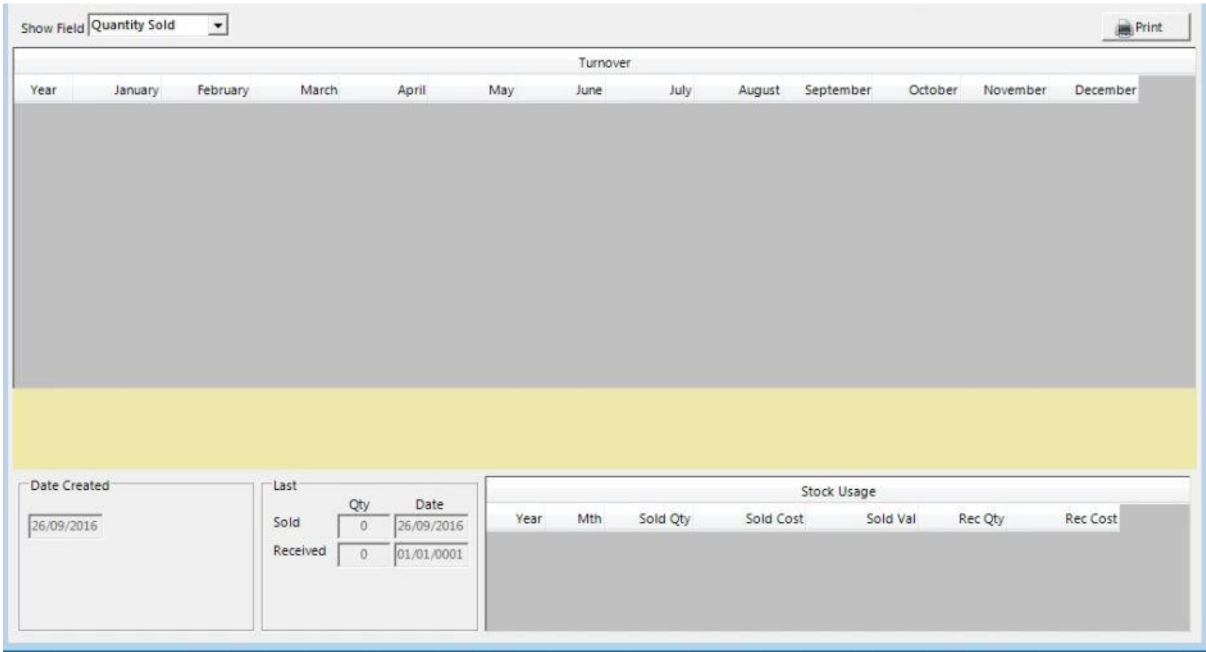
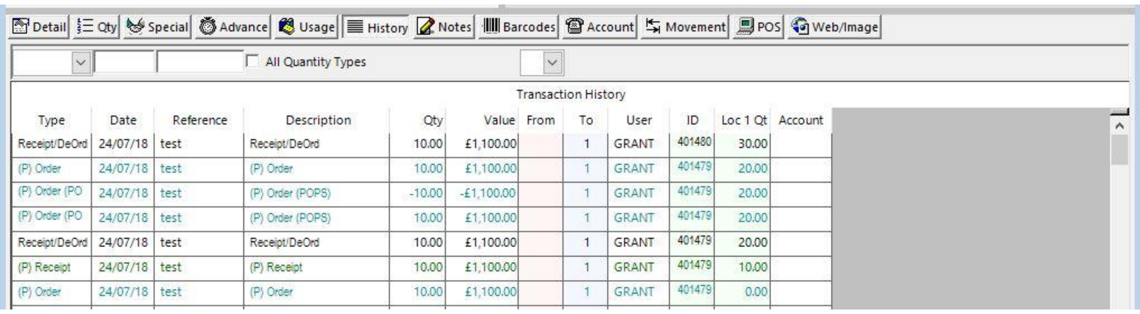



Fig. 14 – The Usage area.

## Stock History

To view a full history of the transactions attached to a stock item, go into the “History” tab. From here you’ll be able to see all of the transactions that have been processed for the selected stock item, with the ability to view transactions done from a specific location, view just a selected transaction type as well as search by date and transaction reference.




| Type | Date | Reference | Description | Qty | Value | From | To | User | ID | Loc 1 Qt | Account |
|---|---|---|---|---|---|---|---|---|---|---|---|
| Receipt/DeOrd | 24/07/18 | test | Receipt/DeOrd | 10.00 | £1,100.00 | | 1 | GRANT | 401480 | 30.00 | |
| (P) Order | 24/07/18 | test | (P) Order | 10.00 | £1,100.00 | | 1 | GRANT | 401479 | 20.00 | |
| (P) Order (PO | 24/07/18 | test | (P) Order (POPS) | -10.00 | -£1,100.00 | | 1 | GRANT | 401479 | 20.00 | |
| (P) Order (PO | 24/07/18 | test | (P) Order (POPS) | 10.00 | £1,100.00 | | 1 | GRANT | 401479 | 20.00 | |
| Receipt/DeOrd | 24/07/18 | test | Receipt/DeOrd | 10.00 | £1,100.00 | | 1 | GRANT | 401479 | 20.00 | |
| (P) Receipt | 24/07/18 | test | (P) Receipt | 10.00 | £1,100.00 | | 1 | GRANT | 401479 | 10.00 | |
| (P) Order | 24/07/18 | test | (P) Order | 10.00 | £1,100.00 | | 1 | GRANT | 401479 | 0.00 | |

Fig. 15 – Transaction history examples.

## Notes

The “Notes” section is for adding any notes about the stock item that may be needed. This could be reminders of price changes, a more detailed description of the product, or anything else you need to keep a note of.

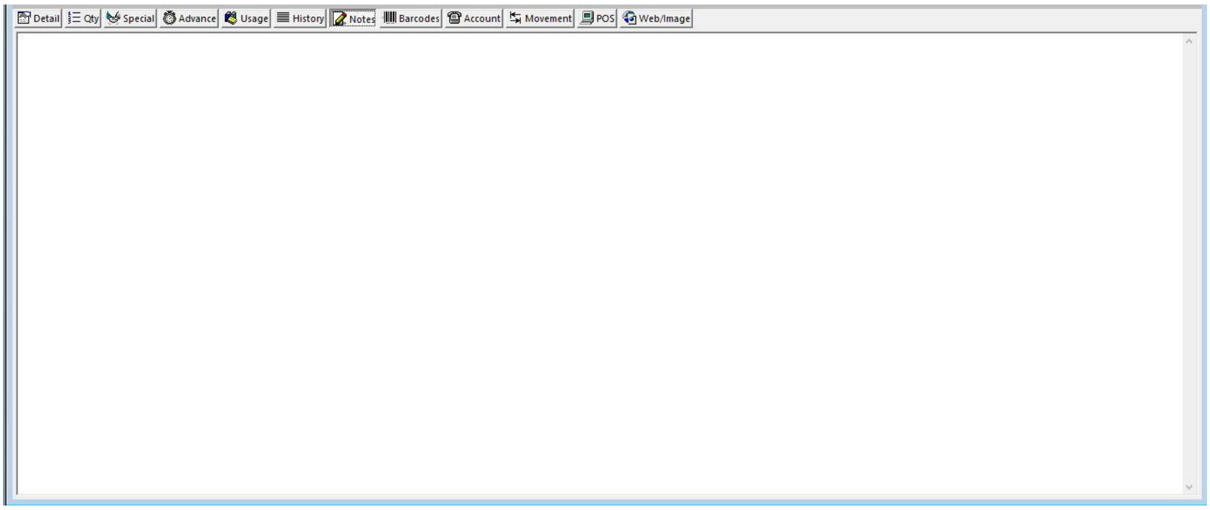



Fig. 16 – The “Notes” section.

## Barcodes

This is the area you'll need to go to in order to enter any barcodes for the selected stock item. When scanning a barcode in EPOS, if the barcode isn't assigned to a stock item then it will check to see if a stock item exists where the stock code matches the barcode of the scanned item.

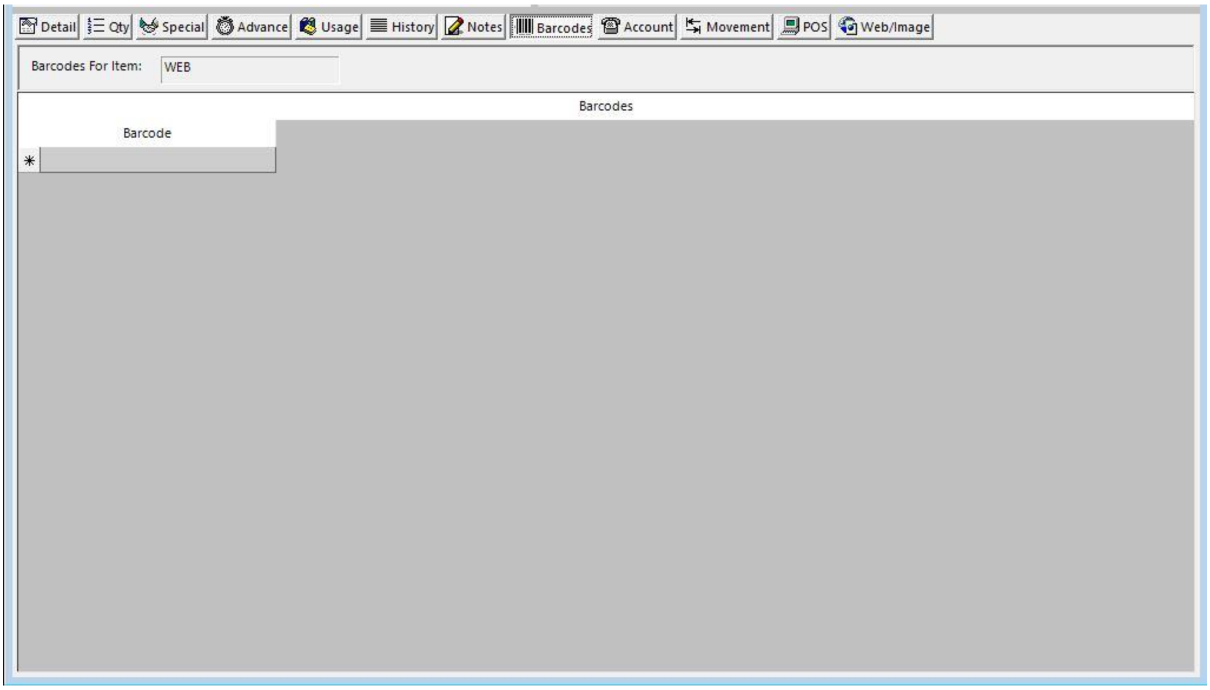



Fig. 17 – The barcode entry screen.

## Account

The "Account" tab is used for entering information regarding stock items that need to be purchased from another company. You'll be able to enter the supplier, along with the stock code for the item that the supplier uses, and the price that is paid when being ordered from that supplier. There is also the ability to enter the supplier department that would handle the ordering of that item, an automatic reorder quantity and the choice of marking your preferred supplier.

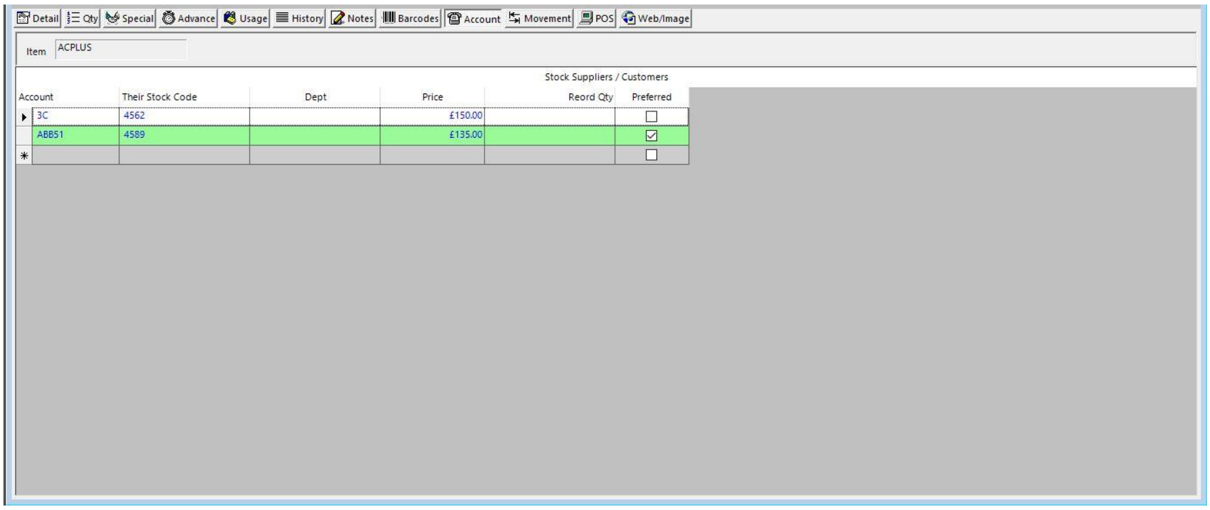



Fig. 18 – Example supplier account details.

## Movement

To process a stock movement, you'll need to use the "Movements" tab. You'll need to enter the movement information, including the movement type and date, a reference and description, the quantity being moved and more. To the right-hand side of the screen there's also a basic overview of the selected item.

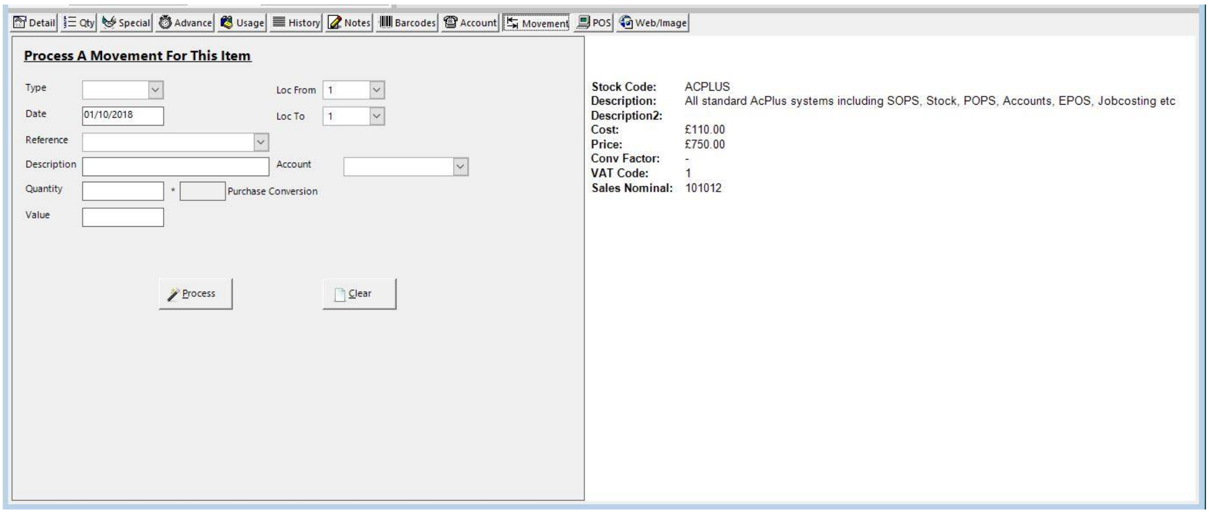


Fig. 19 – The screen to process a stock movement.

## POS

The "POS" tab will enable you to view writeoffs, set up multibuy information and enter other details regarding the way a sale of the item is processed. You'll be able to link documents and set up vouchers in this screen.

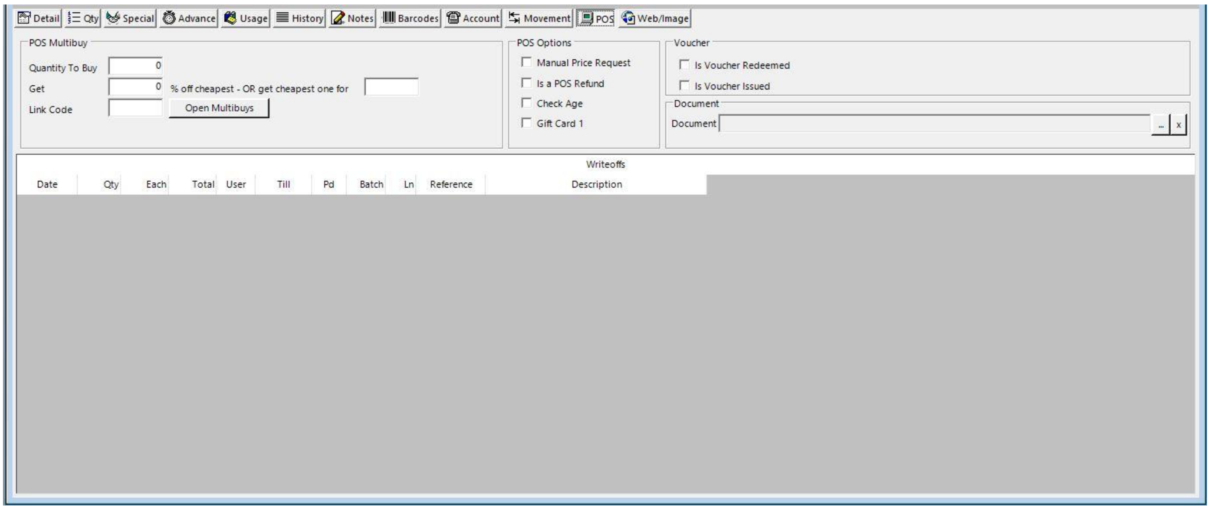


Fig. 20 – The "POS" screen.

To set up a multibuy, enter the quantity that needs to be purchased for the multibuy discount to be activated. Next, enter the discount percentage that is taken off the cheapest price, or alternatively the fixed price that the cheapest item will cost.
The link code is the unique code for this multibuy. When creating a multibuy on a stock item and giving it a code of, for example, A1, you'll be able to link other stock items to this to a multibuy by using the same link code, A1. This will then discount one of the cheapest stock item in the purchase.

## Web/Image

This is the area of the system from which a stock item can be linked to a website. It includes a textbox for entering the web page URL as well as the image URL, plus the location of the image on the local network. Once a local image file has been selected for use, it can be viewed both as it looks locally as well as how it looks on the web page.

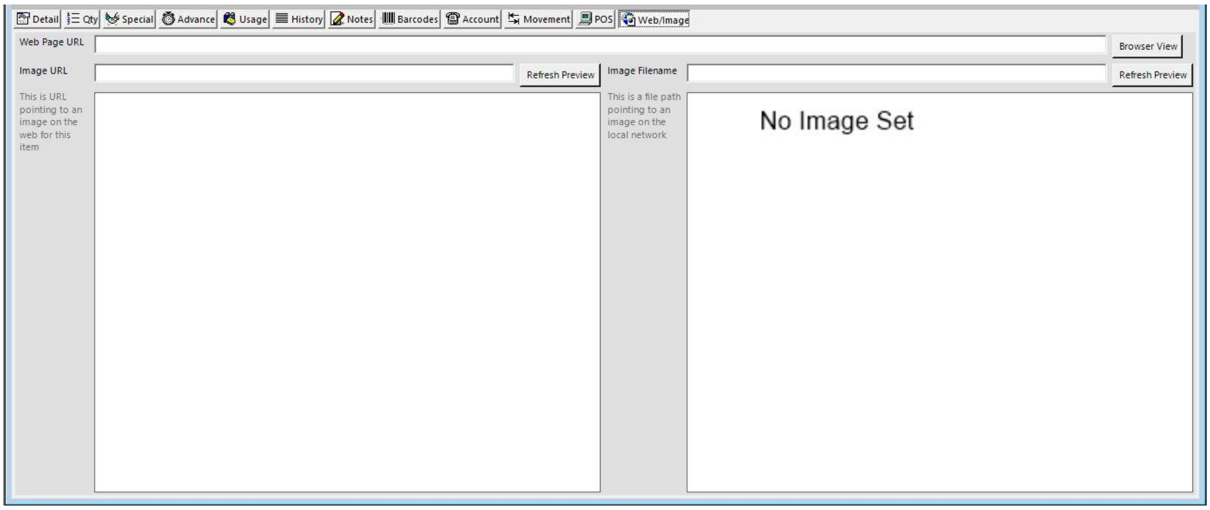



Fig. 21 – The “Web/Image” screen.

## Movements

Stock movements can be processed by using the Movements screen. This will offer the ability to enter a more in-depth record of a stock movement than the Stock Maintenance screen.
You’ll be able to mark the movement batch type, the movement type, the date and reference, as well the location that stock is being moved to and from, the stock group and the supplier.

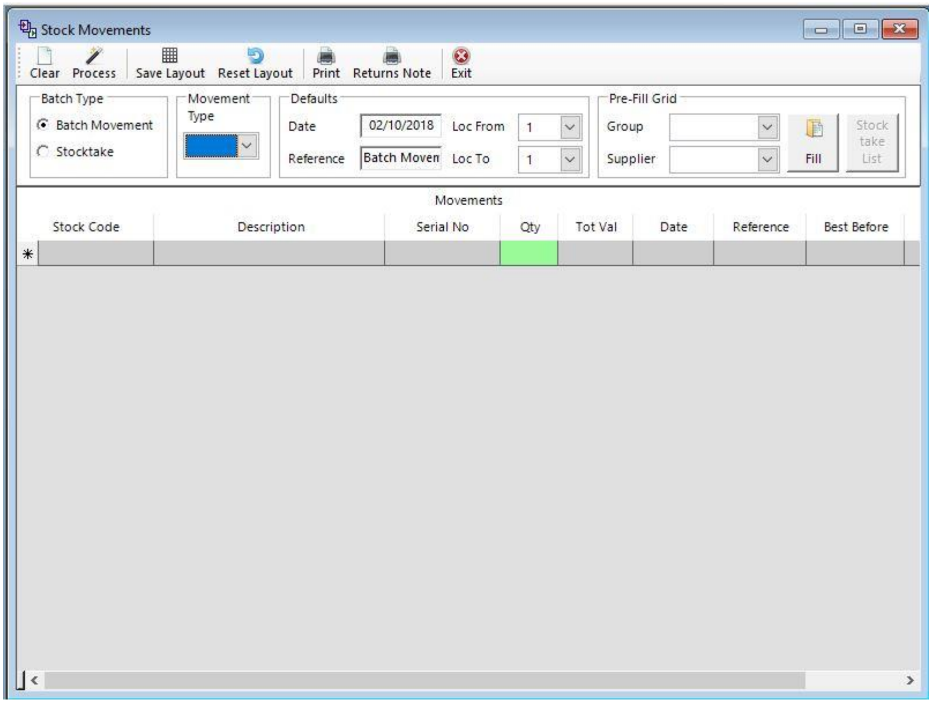



Fig. 22 – The Movements screen.

If you have selected a stock group or a supplier, pressing the 'Fill' button will automatically populate the grid with all of the items for the selected group/supplier, or if populating both of the criteria then it will fill the grid with all of the items in the chosen group, which are linked to the chosen supplier.

To add a new line to the movement, select the stock item from the drop-down list in the "Stock Code" column. Then for each item, fill in all of the details ('Qty' is a required field) that you have for the movement.

Once all of the lines have been entered and you're ready to process the movement, press the 'Process' button at the top of the screen.

## Location Replenishment

Location Replenishment will allow you to insert, edit and delete records marking stock movements from a warehouse to a location.

You'll not only be able to create a new replenishment record, but also view, edit and delete existing replenishments as well as print the selected replenishment.

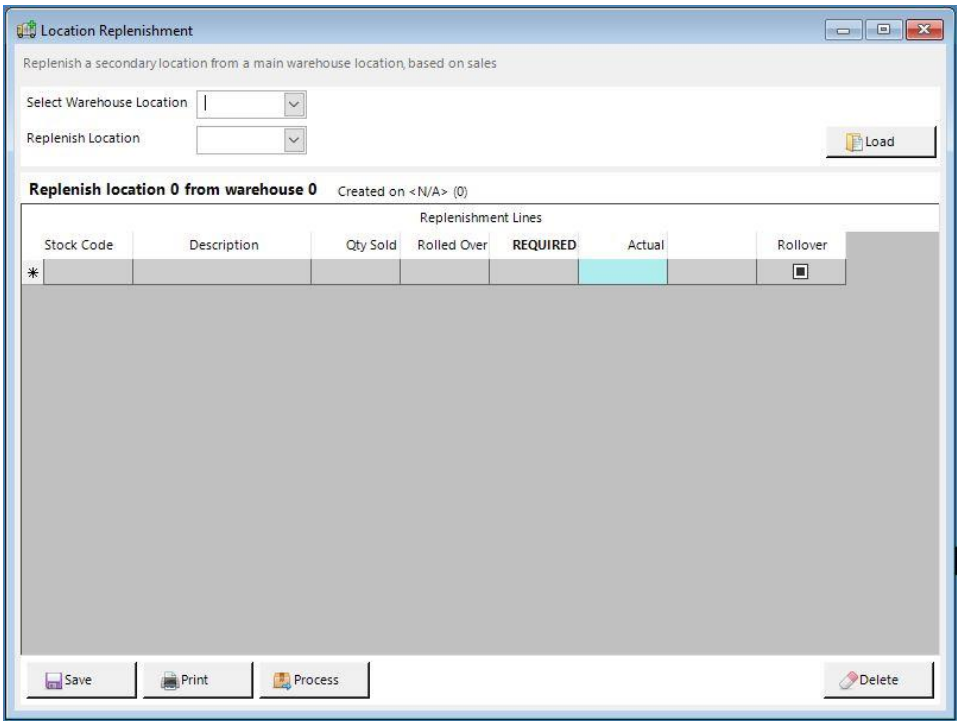



Fig. 23 – Location Replenishment.

In the two drop-down lists at the top of the page, the options will be the locations that you've set up. In the top box, select the location that stock is being moved from and in the bottom one select the location that stock is being moved to.

When creating a new replenishment (i.e. a replenishment from one location to another that stock hasn't been replenished between before), a red 'Create' button will appear in the place of the 'Load' button. Click this button to create a replenishment relationship between the two locations.
As this is the first replenishment for this location, you'll be shown a new screen with all of the transactions processed at the location that you're replenishing. The next step here is to select the first sales of the date range you wish to replenish (e.g. if you wish to replenish from September $1^{st}$ to September $10^{th}$, select the first sale for September $1^{st}$ and the first sale for September $10^{th}$).

This is something that you'll only need to do once, as subsequent replenishments will follow on from this first one.

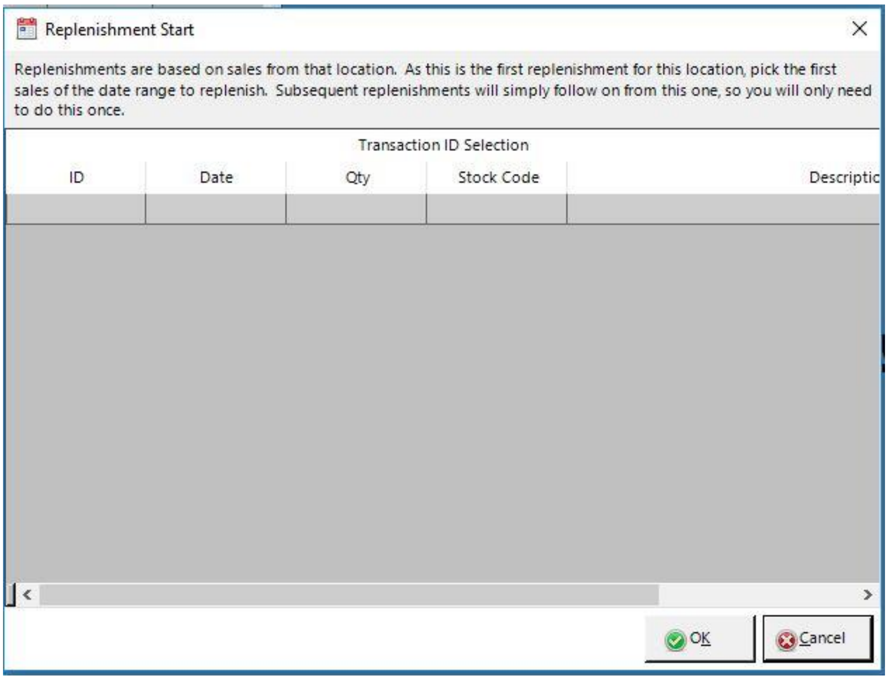



Fig. 24 – Replenishment Start screen

Once you've selected the required transactions, press the 'OK' button. Then, save the replenishment using the 'Save' button in the bottom-left corner, before processing it using the 'Process' button.

When loading an existing replenishment, select the warehouse and locations in the same way as when creating the replenishment and press the 'Load' button. Then select the stock items to replenish. The system will then calculate how many times that stock item has been sold since the last replenishment and populate the information in the grid accordingly. Once all of the items have been replenished, save and process the replenishment.

## Groups

To create a stock group, go into the Groups screen. This screen is fairly simple. You'll have a list of the stock groups that currently exist, displaying the code, description, master group and any notes that are stored for the group, along with the zone and count of items within that group. At the bottom of the screen there's a series of buttons: 'Delete', 'New', 'Edit', 'Refresh', 'Rename' and 'Close'.
The 'Close' button will close the screen. The 'Rename' button will allow you to change the selected stock group code. The 'Refresh' button will refresh the list of stock groups, whilst 'Edit' and 'Delete' will allow you to edit the information for the stock group or delete the stock group respectively. 'New' will allow you to create a new group – this will open an additional window which will allow the group information to be entered. The 'Edit' button will open the same window, but the code won't be editable, this is instead changed using the 'Rename' button.

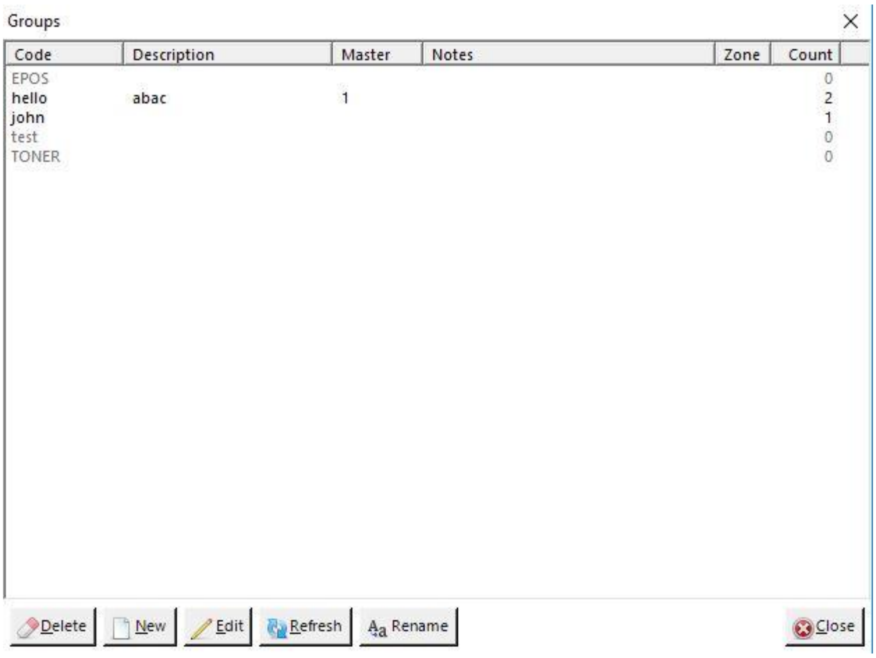



Fig. 25 – Stock groups.

When adding a stock group, there's also the option to set a 'Default Put Zone' which is the zone into which incoming stock items in this group should be stored.

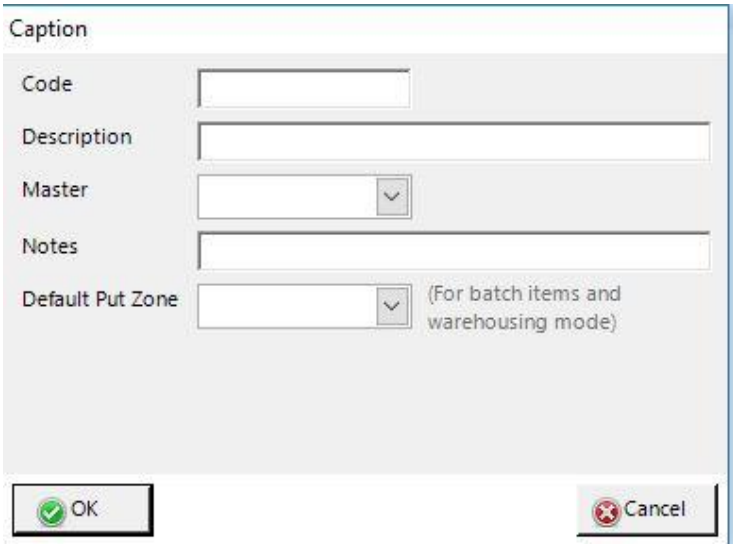



Fig. 26 – The window to create a new group. The 'Edit' function will also use this window, but with the current details populating their respective controls.

## Master Groups

A master group is a group that contains stock groups within it. An example of how this may be used is having a master group of “Drinks” and then within that, having more specific groups for types of drinks, such as “Hot Drinks”, “Alcohol”, “Fizzy Drinks” and “Soft Drinks”.

Master groups work in the same way as regular stock groups. The screen will list the master groups that already exist, displaying their code, name and the number of child stock groups within them. The buttons are displayed in the same order and way as on the Groups screen: ‘Delete’, ‘Edit’, ‘New’, ‘Refresh’, ‘Rename’, ‘Cancel’.

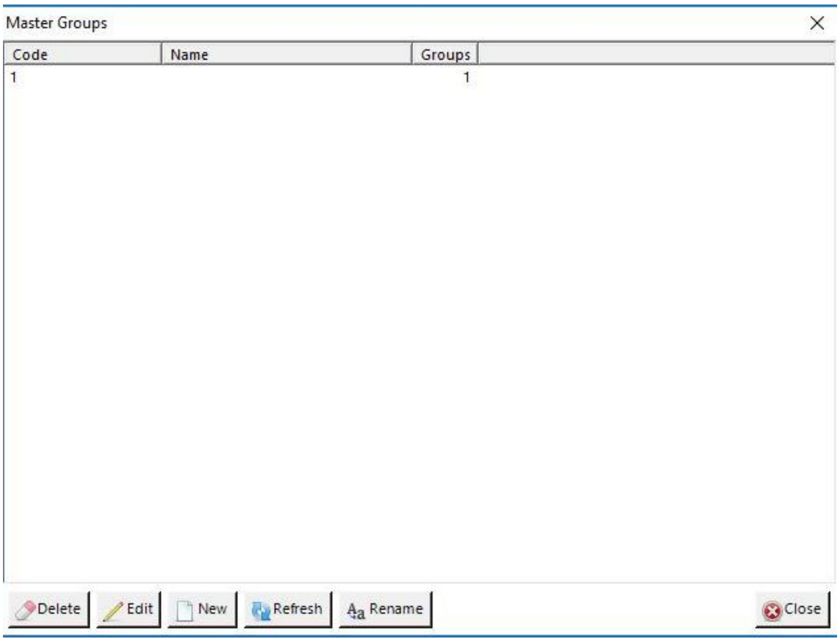



Fig. 27 – Master Groups.

As with the Groups screen, the ‘New’ and ‘Edit’ buttons will open a separate window, from which a master group can be created or modified. The ‘Edit’ window will populate the data, but the code won’t be editable, as again the ‘Rename’ button will allow this to be done.

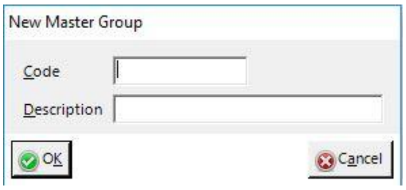



Fig. 28 – Creating a new master group.

## Manufacturers

To create a manufacturer open the Manufacturers screen. A manufacturer can be applied to a stock item in the Stock Maintenance screen. Similarly to Groups and Master Groups, Manufacturers is just a simple screen that will display a list of any existing manufacturer codes and their description, with the buttons required to create a new manufacturer, delete a manufacturer, edit a manufacturer, rename a manufacturer or close the screen.

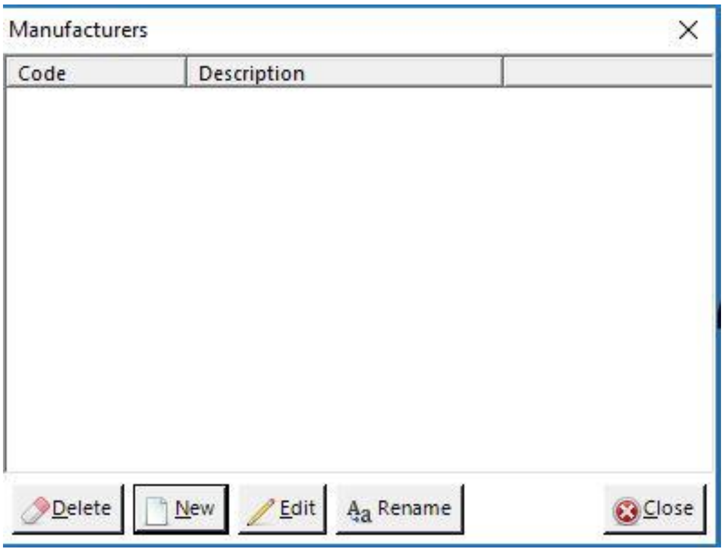


Fig. 29 – Manufacturers.

When creating or editing a manufacturer, a separate window will appear for entering or changing the manufacturer information.

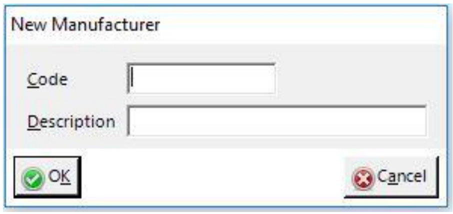


Fig. 30 – Creating a manufacturer.

As with groups and master groups, the code can be changed using the 'Rename' button.

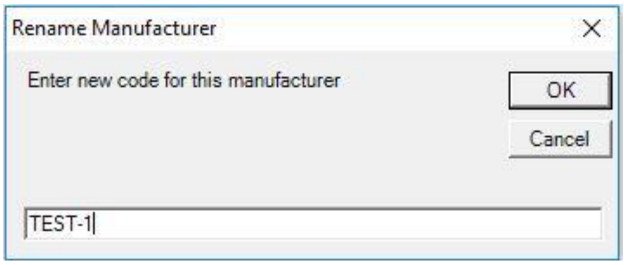


Fig. 31 – Changing a manufacturer code.

## Locations

Locations are an important part of the stock system and are set up using the Locations screen.
This screen will have a list of the existing locations, along with buttons to create, edit or delete a location, along with close the screen.

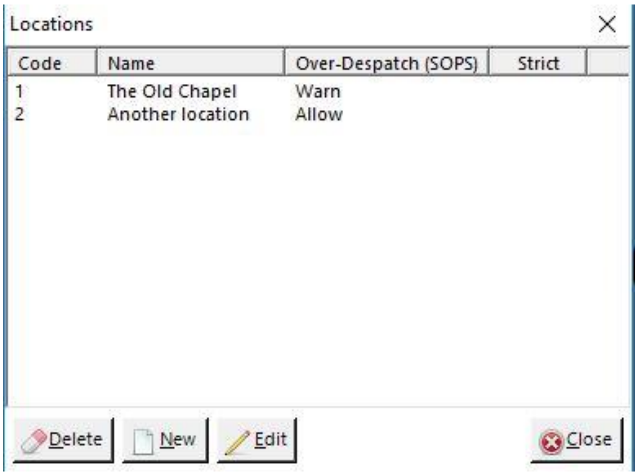



Fig. 32 – Locations.

To create a new location, click the ‘New’ button, which will open a small window with options for adding various pieces of information about the location.

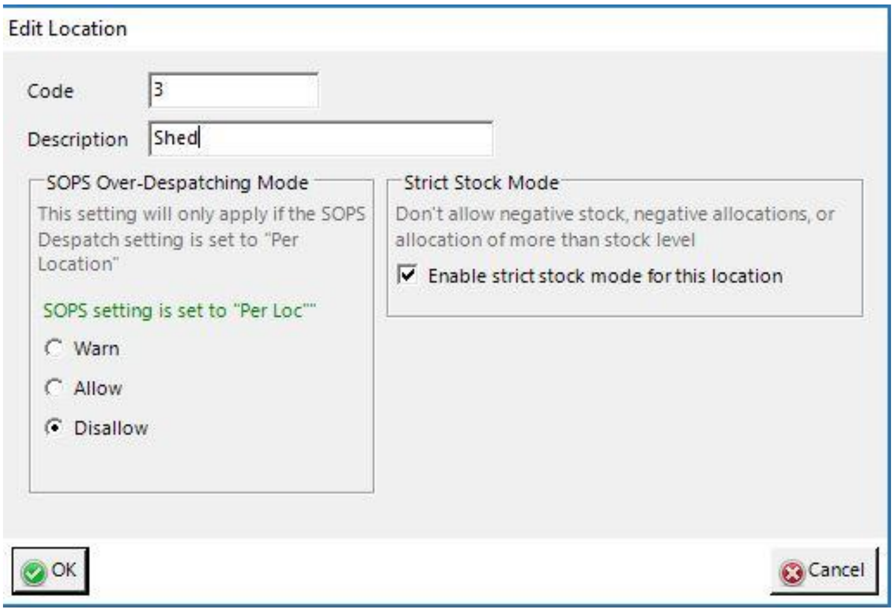



Fig. 33 – Location details.

Along with entering a code and description for the location, you’ll be able to customise the stock settings for the location.
The first of these settings is the action for over-despatching a stock item from this location. In other words, if a location has 5 of an item in stock, but a user despatches 7, should the system warn the user about this, allow them to do it without warning, or not enable them to do it at all. This will be set to ‘Allow’ by default.
The second setting controls whether or not this location can have a negative stock, negative allocation or over-allocation done to it. This will be left unticked (or off) by default.

## Warehouse Management

When carrying out tasks related to warehousing, you'll need to have setup bins, zones and shelf locations. This section will cover how to set up each of these and what they're used for.

### Bin Maintenance

A location may have bins within the shelves that stock is stored on. To set up a bin, use the Bin Maintenance screen. When a stock item is selected to use Bins, every time you move stock in or out the bin will need to be specified.

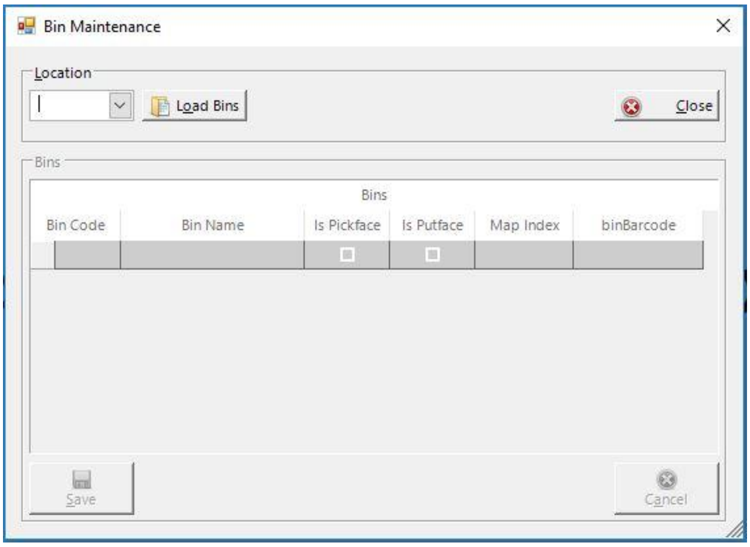



Fig. 34 – Bin Maintenance.

To create a new bin, select the location that the bin exists in using the drop-down list and click 'Load Bins'. This will load a list of all of the bins that exist in the location.

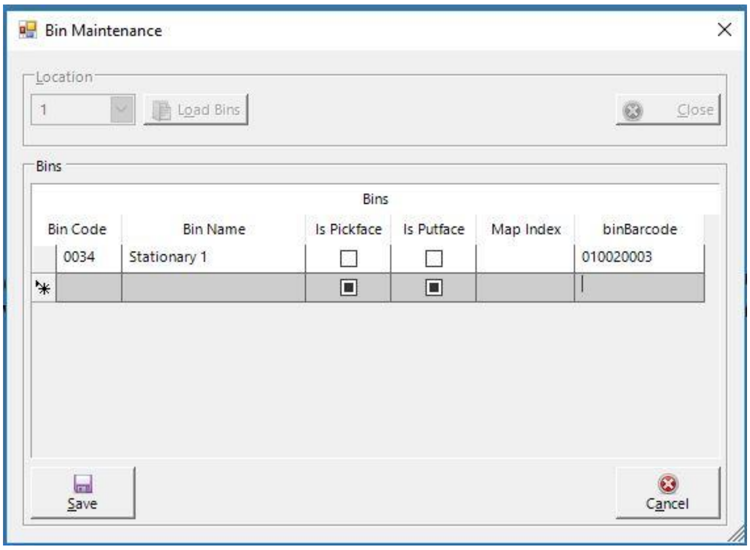



Fig. 35 – The bins in location 1.

Once the location has been chosen, enter the bin code and bin name along with the bin barcode (if applicable) into the new (grey coloured) row. Then click 'Save'.
To edit a bin, just change the details for that bin – everything can be changed, including the bin code. Once you've made the changes, click 'Save' again.
To delete a location, select the bin in the grid (light-grey row selector to the left of the bin code) and press the

'Del' or 'Delete' key on your keyboard before pressing save. When deleting a row, you'll be asked to confirm the deletion to ensure that this is the bin you want to delete. This cannot be undone.

## Setup Zones

Zones are the areas in the warehouse that keep groups of stock together, e.g. biscuits, tinned food and dairy.

To setup a zone, go into the 'Warehousing' tab and then from the extended menu select 'Setup Zones'.

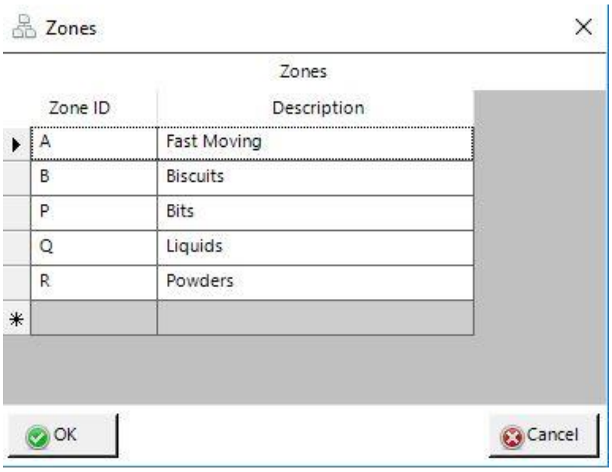



Fig. 36 – Zones.

To add a new zone, enter the zone ID and description into the grey coloured row. Once you've added all of the zones, press 'OK' to save them.
Editing a zone is just as simple. Open up the same screen and click the zone ID or description that you want to edit – both can be changed. Once your changes have been entered, save them using the 'OK' button.
Finally to delete a zone, select the row using the light-grey row selector to the left of the zone ID and press the 'Del' or 'Delete' key on your keyboard and confirm the delete when prompted. Press 'OK' to save it.
The changes cannot be undone once you've saved them.

## Setup Shelf Locations

To setup a shelf for items to be stored on in a warehouse, use the 'Setup Shelf Locations' option, which is an extension of the 'Warehouse' tab.

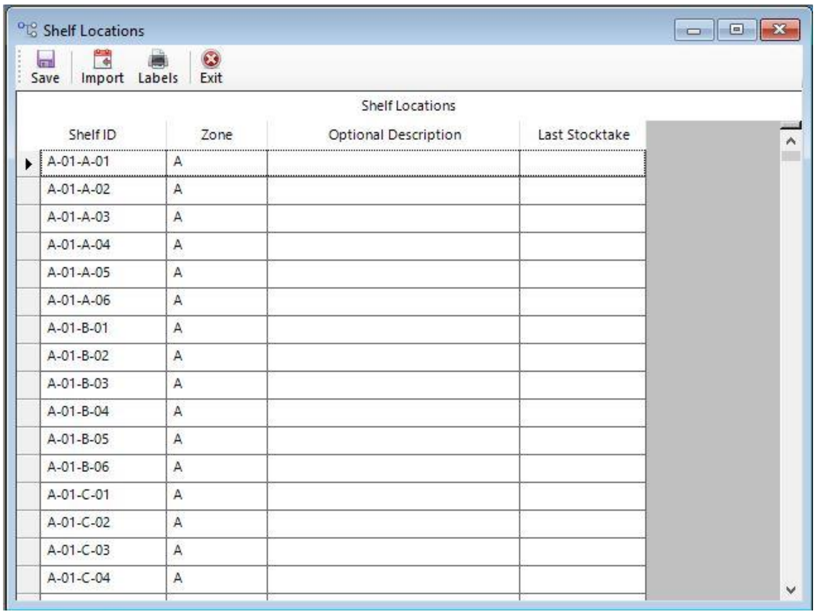


Fig. 37 – Shelf Locations.

Shelf locations can either be imported from a .CSV file or setup manually. To import them, click the 'Import' button and select "OK" when prompted with the message box. This will then bring up a File Explorer window so that you can navigate to and select the .CSV file to import. The import will overwrite all of the existing shelves, so make sure the .CSV includes the existing shelves that you need to keep.

Alternatively, create a shelf manually by using the grey coloured row (this will be at the bottom of the shelf list) to enter the shelf ID into the left-hand column and choosing the zone that the shelf is in from the drop-down list in the next column along. The description is then optional, as is the date of the last stock take for that shelf.
Once you've created all of the shelves that you need, use 'Save' to save the changes.
Shelves can be edited in the same way. Find the shelf you want to edit and make the required changes – the ID can be edited. These changes will be confirmed once you've pressed 'Save' and cannot be undone.
Deleting a shelf can be done by selecting the shelf (again using the light-grey row selector to the left of the shelf ID) and pressing the 'Del' or 'Delete' key on the keyboard. Confirm or cancel the delete using the message box that will then appear. The deletion won't be saved until the 'Save' button is pressed bu,t once it is, this change can't be undone.

You can print labels for the shelves by using the ‘Labels’ button. This will present you with a new window with all of the labels listed, from which you can either print the labels or email the list as a PDF.

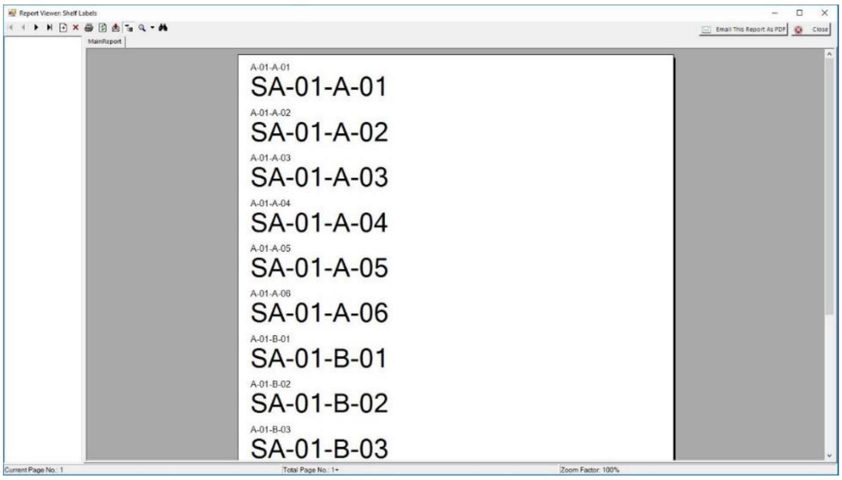



Fig. 38 – Shelf label printing window.

## Picco Stocktake

Selecting ‘Picco Stocktake’ via the ‘Warehousing’ menu will allow you to enter a reference for a stock take when you’re about to start one. A stocktake can then be carried out using the Picco program and the handheld picco devices.

## View Stock on Shelves

To view the stock that is currently on a shelf, go into the ‘View Stock on Shelves’ screen, from the ‘Warehousing’ menu. From this screen, select a location and zone from the respective drop-down lists at the top of the page. This will then display a list of all of the shelves in that zone for that location.

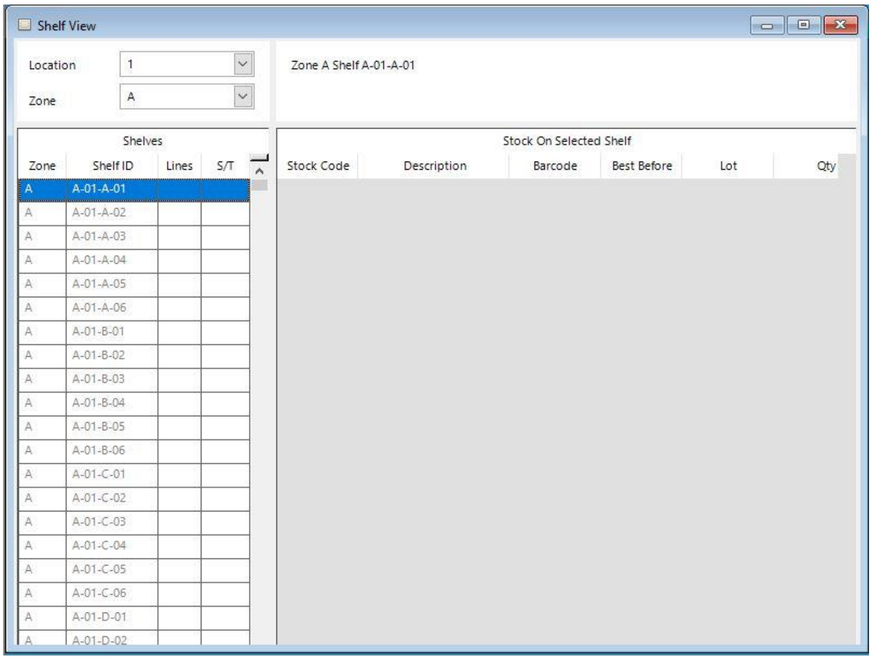



Fig. 39 – Shelf View.

Double-clicking on one of the shelves will show you a detailed breakdown of the stock that is on that shelf. It will show all of the stock codes, the stock description, barcode, sell by date, the lot number and the quantity. This is all information that is entered when doing a put away or goods-in transaction after receiving an order.

## Barcode Lookup

The barcode lookup screen will allow you to enter either a barcode or a stock code as well as a date and use the ‘Read’ button to get the information for that code. If the system cannot find a match for that code, a message box will appear to inform the user of this. However if it does find a match in the stock code then it will provide a basic summary for the stock item, along with a history of transactions for that item. You’ll also be able to edit the lot number for the item and open the item in the Stock Maintenance screen by clicking the ‘Load’ button.

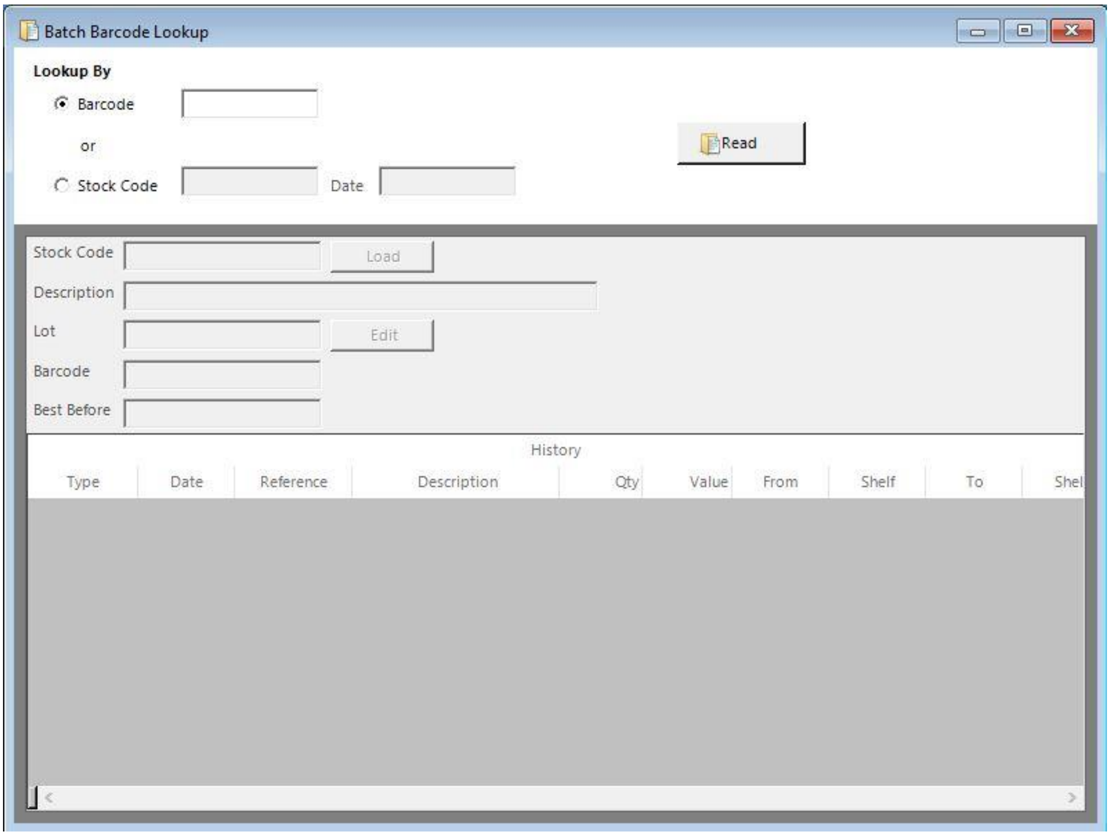



Fig. 40 – Barcode Lookup.

## Data Corrections

The Data Corrections option will give you the ability to alter a lot number, GRN number or update a picking note status.

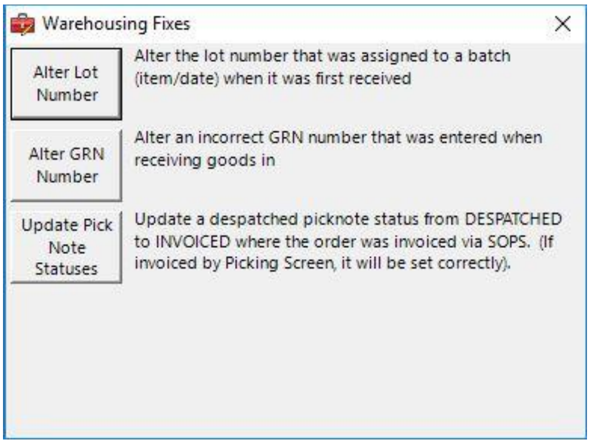



Fig. 41 – The 3 options within Data Corrections.

### Alter Lot Number

When you click on 'Alter Lot Number', you'll be prompted to enter the barcode for the lot that you want to alter. Once you've entered this (and it has found the lot assigned to the barcode) you'll be able to change the lot number.

### Alter GRN Number

When you click on 'Alter GRN Number', you'll be prompted to enter the POPS number for the order that requires altering. Once you've entered a valid order number, you'll be able to change the GRN number.

### Update Pick Note Statuses

When you click on 'Update Pick Note Statuses', the system will update all pick note status' from "Despatched" to "Invoiced", where the order was invoiced via the SOPS program. If the order was invoiced using the picking screen then the pick note status will already be set correctly.

## Kits

To set up a kit, go into the 'Kits' screen. In here, you'll see a list of all of the saved kits in the top-left grid. To create a new kit, enter the stock code into the first column in the grid captioned "Grid Items", at the bottom of the screen. This can either be typed manually, or clicking on the square button on the right of the column which will bring up a search screen (see fig. 42).

Kits are used in the SOPS module of the system. In the SOPS screen there is a 'Kit Search' button that will allow you to search for a kit. The items within that kit will then be loaded into the SOPS order for the price saved.


Fig. 42 – The button to open the stock search.

From the Stock Search screen, you'll be able to enter the stock code (or a part of a stock code) to search for, or click on 'Advanced Search' to display more search options. Once you've entered the search criteria, use the 'Search' button or press the 'Enter' key to find any matches. Double-click on a stock item to add it to the kit.

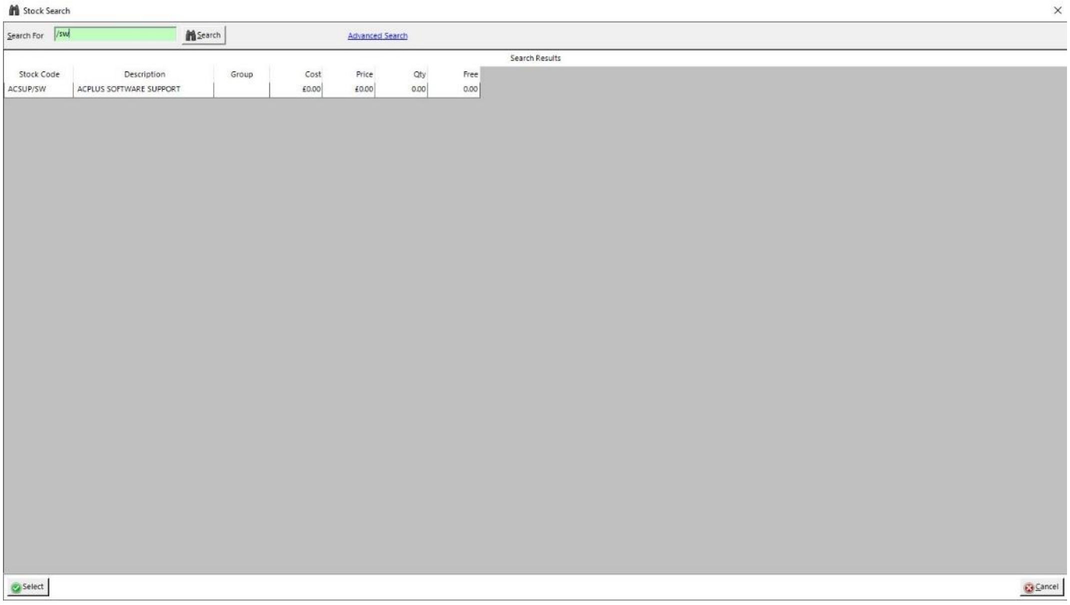



Fig. 43 – Simple stock search.

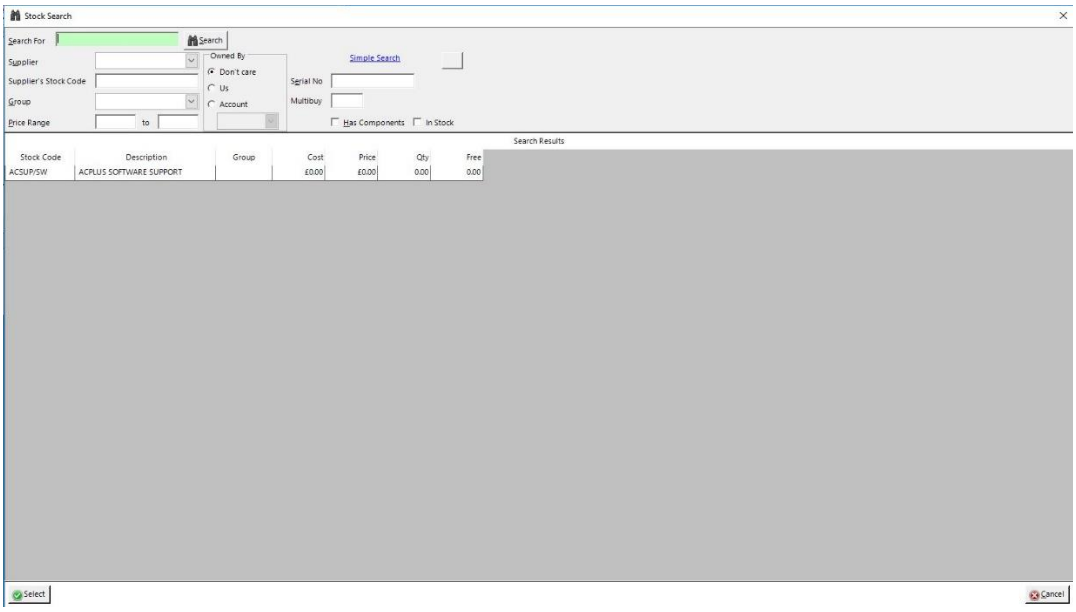



Fig. 44 – Advanced stock search.

Once you've added your stock item, enter the quantity in the kit and the price. Once all of your stock items have been added, press the 'Save' button at the top of the screen. You'll then be asked to enter a code for this kit. This will need to be unique, but the system will tell you if you enter an existing code.
The kit will be saved once you've pressed "OK" after entering a valid code.

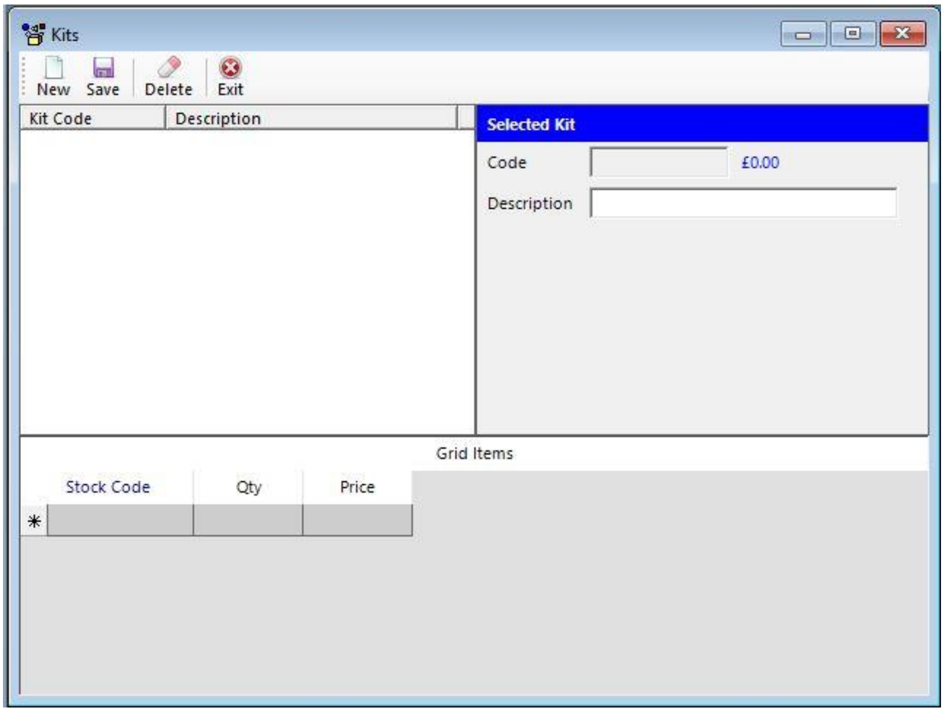



Fig. 45 – The Kits screen.

To delete a kit, select the kit in the top-left grid before clicking 'Delete'. You'll be asked to confirm the delete. Once you press "OK", the kit will be deleted. This change cannot be undone.

To edit a kit, select it in the top-left grid. The only information that you'll be able to edit is the kit description. Press 'Save' to save the changes.

## Adjustment References

When processing a stock movement there will a drop-down list to select a reference for the adjustment. These are set up using the Adjustment References screen.

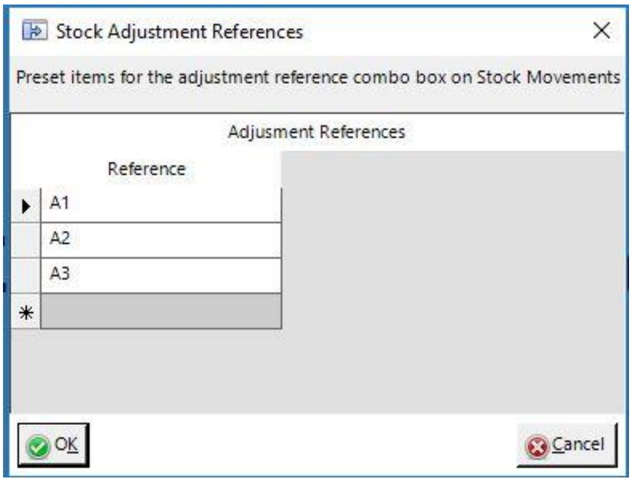



Fig. 46 – Stock adjustment references.

To create a new reference, enter it into the grey coloured row and press 'OK'. Each reference must be unique – the system will notify you of any duplicates.

To delete a reference, use the light-grey row selector to the left of the reference you wish to delete before pressing the 'Del' or 'Delete' key on your keyboard. After selecting "Yes" on the message box, the reference will have been removed from the grid, but the delete won't be saved until the 'OK' button is pressed. Once saved, this cannot be undone.

To edit a reference, just change the reference in the column and click 'OK'. As with deletions, this cannot be undone once saved.

## Sequencing

The Stock Sequencing screen will allow you to customise the order in which stock items appear on reports and other screens. By default, they will appear in alphanumeric order, but this may not be suited to what you need. To tailor this, use the Stock Sequencing feature to set your own order.

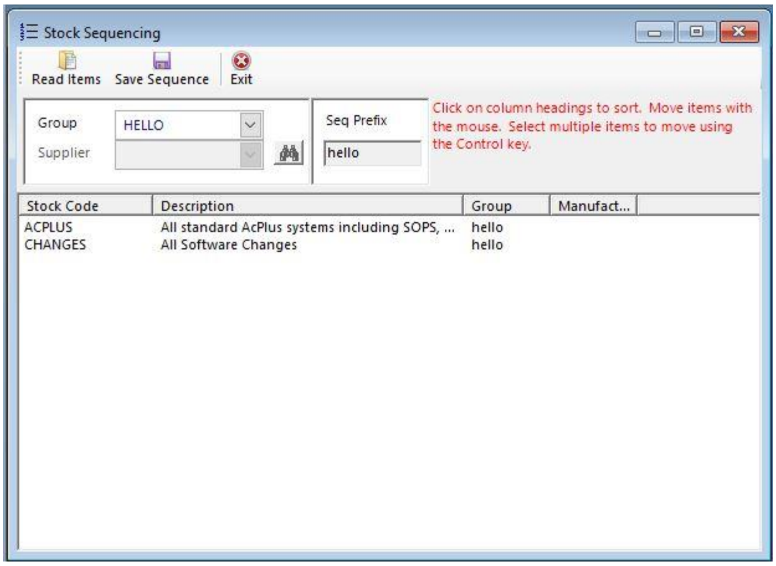



Fig. 47 – Stock Sequencing.

To set the order of stock items, select the stock group that you wish to customise the order of. Then click 'Read Items' to load the stock items for this stock group.
You can click on the column headings to change from ascending to descending order and vice versa for that column, and you can resize columns by clicking on and dragging the column heading separators.
To set the order in a more customised way than just ascending or descending, click on a stock item and drag it into the desired location. You can also move multiple stock items at once by holding down the 'Ctrl' key and clicking on all of the stock items you want to move, then dragging them into the desired location.

Once you've set the order for this stock group, use the 'Save' button to save the setting.

## Account Pricing

The Account Pricing screen will allow you to set stock prices at a different price for different account customers.

First, select the customer account in the drop-down list, or alternatively use the 'Search' button to search for the customer account. Your options now are to either add account quantity pricing (the price paid for a stock item if a certain quantity is purchased), account special pricing (the price for that stock item) or a group discount percentage (the discount % received when purchasing an item from the chosen stock group).

### Account Quantity Pricing

To set account quantity pricing, use the left-most grid captioned "Account Quantity Pricing". First, either type in the required stock code or select the stock item using the stock search function, which can be accessed by clicking the light-grey coloured square in the right-hand side of the "Stock Code" column.

Fig. 48 – The button to access stock search.

Once you've selected the stock item, enter the purchase quantity required to activate the price along with the price the customer will pay *for all of the items collectively, not each one individually*.

Once all of the items have been added and prices set up, click the 'Save' button to save the pricing scheme.

### Account Special Pricing

To set the prices of individual stock items, use the middle grid captioned "Account Special Pricing Items". Just as with quantity pricing, either type the stock code of the item you want to add, or search for it in the stock search facility, which can be accessed using the same button as seen in Fig. 48. Then, enter the price or the discount percentage *to take off the regular price* for that item and use the 'Save' button to save the price scheme.

### Group Discounts

To apply a discount percentage to a customer for all stock items under a certain stock group, use the grid on the right captioned "Group Discounts" to select the stock group from the drop-down list in the "Group" column, as well as the percentage to take off the items in that group. Use the 'Save' button to save the pricing.

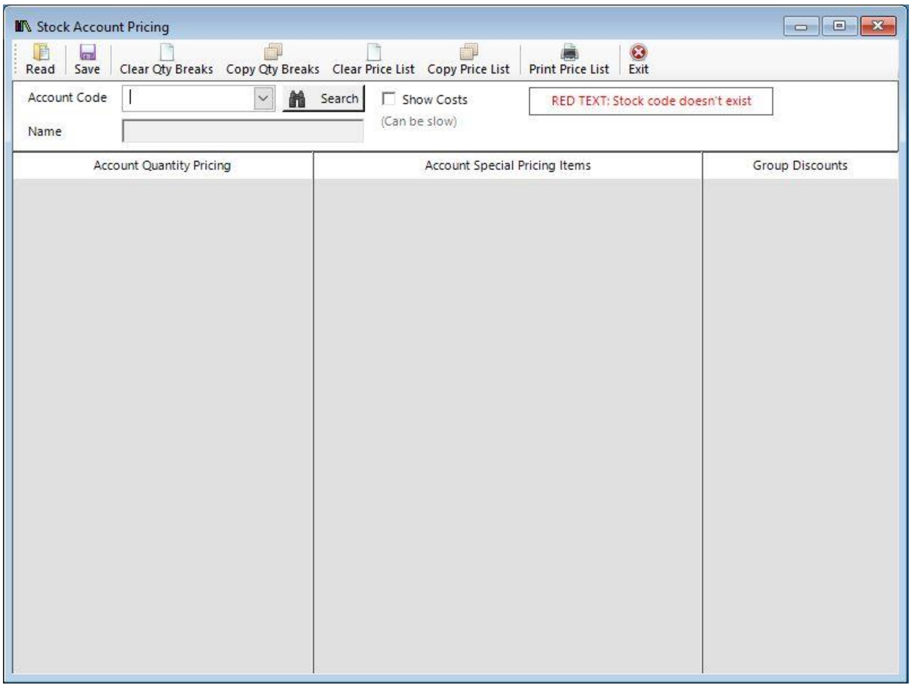



Fig. 49 – Account Pricing.

There are also 5 other buttons that you may find useful on this screen.

The first of these is the 'Clear Qty Breaks' button. This will clear the whole of the "Account Quantity Pricing" grid.
The 'Clear Price List' button will do the same for the "Account Special Pricing Items" grid.

There's also a 'Copy Qty Breaks' button. This button will allow you to apply the same quantity pricing scheme to the selected account as already exists for another. This will save you entering the same data twice. Clicking this button will allow you to select the account with the pricing scheme you wish to use via an account search facility. This feature may also be useful when you want to copy most or part of a pricing scheme, but make a few additions or changes.
The 'Copy Price List' button will allow you to do the same thing but for special account pricing schemes, rather than quantity pricing.

The final button on this screen is the 'Print Price List' button, which will display a list of prices and price scheme information for the selected account.

# Pricing Schemes

## Edit Pricing Schemes

From the 'Pricing Schemes' menu item, there'll be an extended menu, with the top item being 'Edit Pricing Schemes'. This will allow you to set up pricing schemes for stock groups as well as stock codes, with discount percentages or price increase percentages applied.

To create a new pricing scheme, enter a code for the price scheme in the 'Scheme' box along with a name/description for the pricing scheme in the 'Scheme Name' box. Then, optionally select either the 'Retail LESS' option (for a discount scheme) or the 'Cost PLUS' option (price increase scheme) and the % at which to increase or discount the prices. Use the 'Save' button to finish creating the scheme.

You'll then be able to apply different groups to the pricing scheme. To add master groups to the pricing scheme, select the group from the drop-down list in the "Master Group" column of the "Master Groups" grid, on the left of the screen. Then enter the type using the drop-down list in the "Type" column. Finally, enter the amount to increase or discount the selected master group by in the % column.

To add regular stock groups to the pricing scheme, select the stock group using the "Product Group" column of the "Product Groups" grid – the middle group of the 3 – before choosing the type (C or R) in the "Type" grid and then finally the price change percentage in the final column.

Adding individual stock items is the same process in the "Stock Codes" grid, except that you will have the choice between entering a price change percentage, or a set price for the item.

Use the 'Save' button to apply the changes, or the 'Delete' button to delete a price scheme.

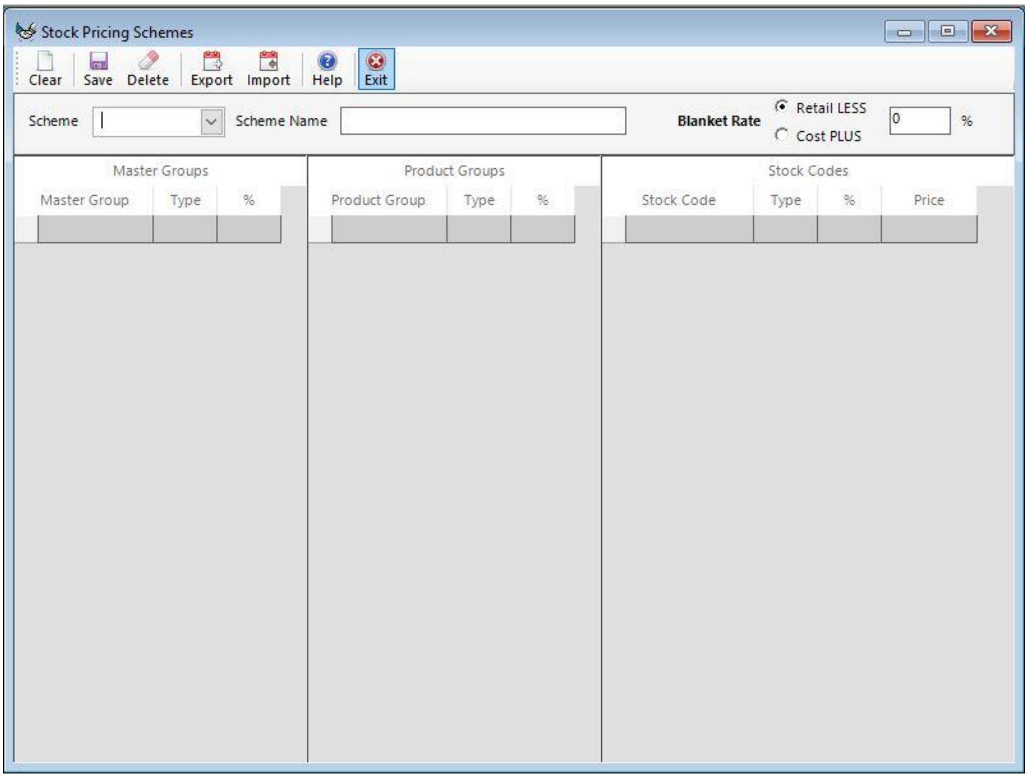



Fig. 50 – Pricing Schemes.

There's also the ability to import and export pricing schemes to and from .CSV files. To do this, either open a pricing scheme and click the 'Export' button before selecting the location and file name to export to, or select the pricing scheme that you wish to overwrite, click 'Import' and find the file that you wish to import the data from.

## Promotions

Promotions can be created using the 'Promotions' option from the extended 'Pricing Schemes' menu.

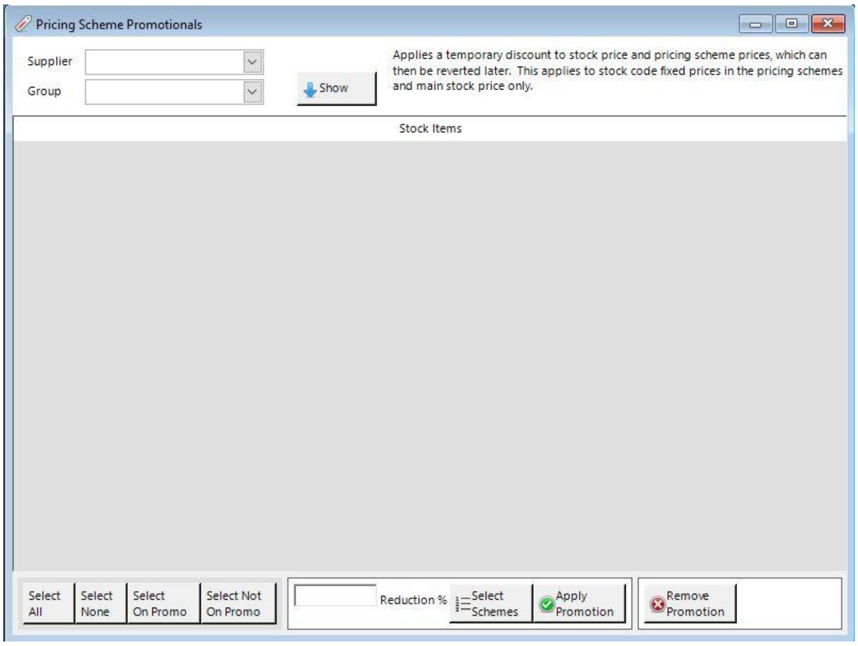



Fig. 51 – Promotions screen.

Clicking the 'Show' button will display a list of all stock items in the system, so that you can start creating promotional rates for individual items. You can also filter the search results by entering a supplier and/or a group to search by – if entering both a supplier and a group, it will shows results for items by the chosen supplier, within the chosen group.

You can select all of the items displayed in the grid by clicking the 'Select All' button and deselect all using the 'Select None' button. 'Select on Promo' will select all of the items that are currently on promotion, whilst 'Select Not On Promo' will select the items not currently in a promotion.

To add a promotion to an item, enter the discount percentage in the textbox at the bottom of the screen. Next, choose the pricing scheme(s) that you want to apply the promotion to. To do this, use the 'Select Schemes' button to open a list of all of the pricing schemes. Tick the box on the left of the scheme code of each pricing scheme to apply the promotion to. Alternatively, you can select all of the items in the grid that you want to put on promotion by clicking on the item, which will highlight the row in blue.
Finally, click 'Apply Promotion' and confirm the change.
To remove a promotion, select the items that you wish to take off promotion and click 'Remove Promotion'.

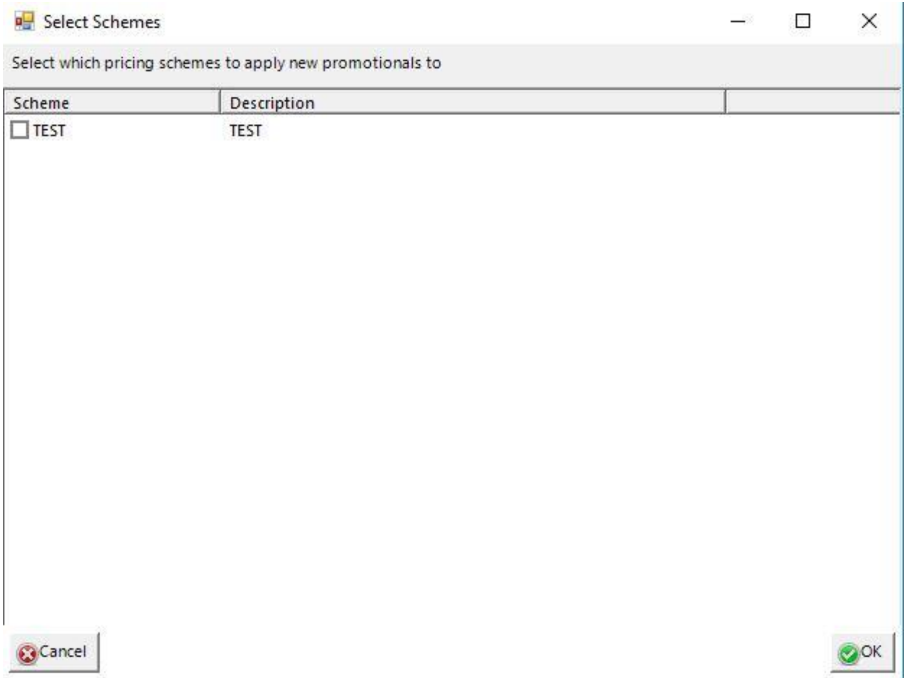



Fig. 52 – Window for selecting a pricing scheme.

## Stock Reports

The stocks system offers an extensive range of reports which will allow you to see a clear breakdown and overview of various datasets; each report can be filtered to provide specific data on a more concise report.

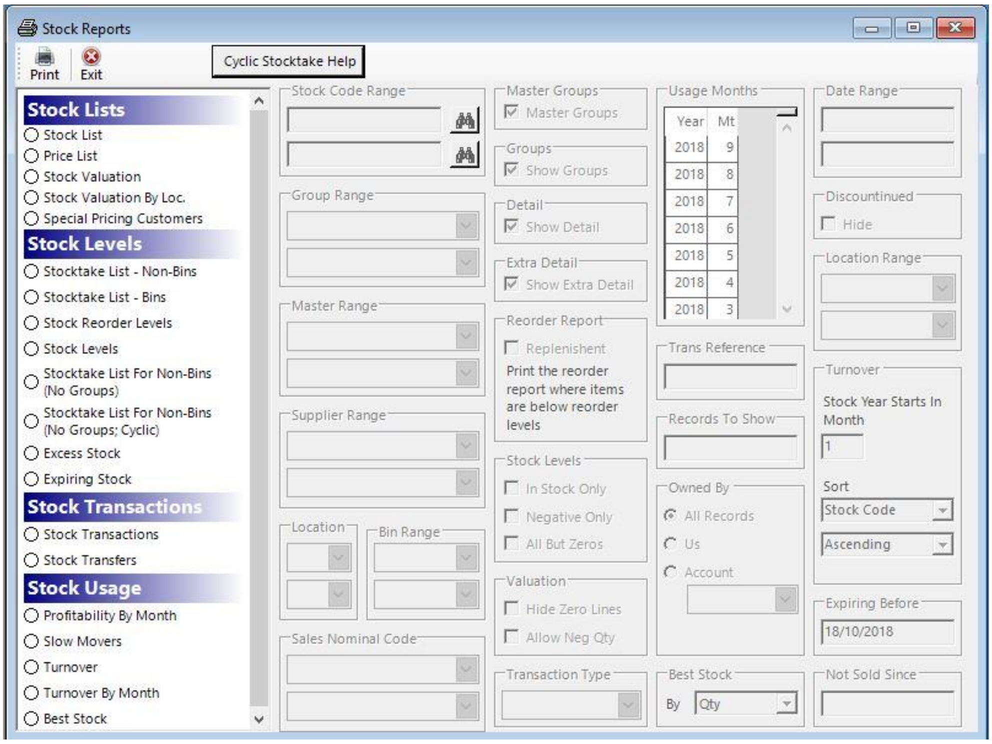



Fig. 53 – Stock Reports.

There are 4 categories of stock reports within the screen: Stock Lists, Stock Levels, Stock Transactions and Stock Usage.
Stock List reports will give you the choice between various lists that show basic information that has been entered into the system, such as price breakdowns and stock value.
Stock Levels will report on figures within the system regarding stock takes, expiring stock and other warehouse-based information.
Stock Transactions offers two reports, one of which will display the transactions attached to each stock item, whilst the second will show the transfers made for that stock item.
The Stock Usage reports will cover the details on what your best-selling stock is, which ones aren’t selling particularly well, as well as turnover and profitability figures.

As mentioned before, these can all have filters applied to search by stock range, date range, groups and much more.

To view a report, select the report option on the left-hand side of the screen, apply any filters that you wish to set and then press ‘Print’ in the top-left corner.

From the report window, you’ll be able to print the report, export the report, or email it as an attachment (in .PDF format).
To export the report, click on the envelope icon with the red arrow (see Fig. 54, below) and choose your required file type. Then, set the file name and location to export to.
To print the report, click on the printer icon and choose the printer you want to print it to.
To email the report as a .PDF attachment, click the button in the top-right of the screen (see Fig. 55, below) captioned ‘Email This Report As PDF’. Once you’ve done this, enter the email address to send it to and click ‘OK’.

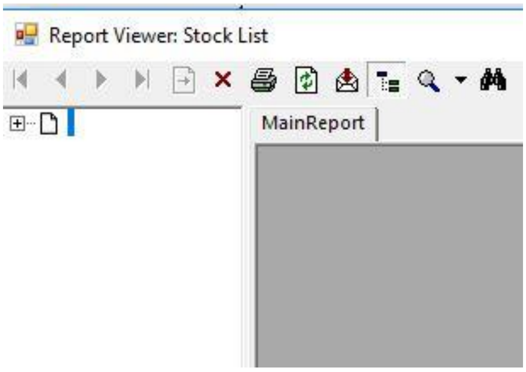



Fig. 54 – Report options.

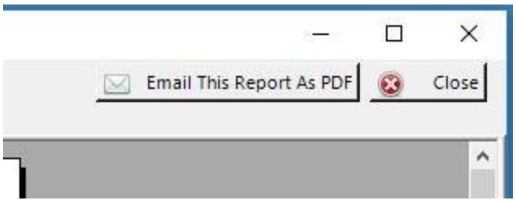



Fig. 55 – Email button.

# Export

## Price Lists

To export the price list, click ‘Price Lists’ from the extended ‘Export’ menu. This will bring up a File Explorer window so that you can navigate to where you want to export the price list to, as well enter a name for the file. The file will export upon clicking ‘Save’.

## EPOS Writeoffs

In this screen, you’ll see a list of all of the stock that has been written off. Columns can be sorted in both ascending and descending order. Stock items can’t be written off from this screen, however, as this is done using the Picco program.

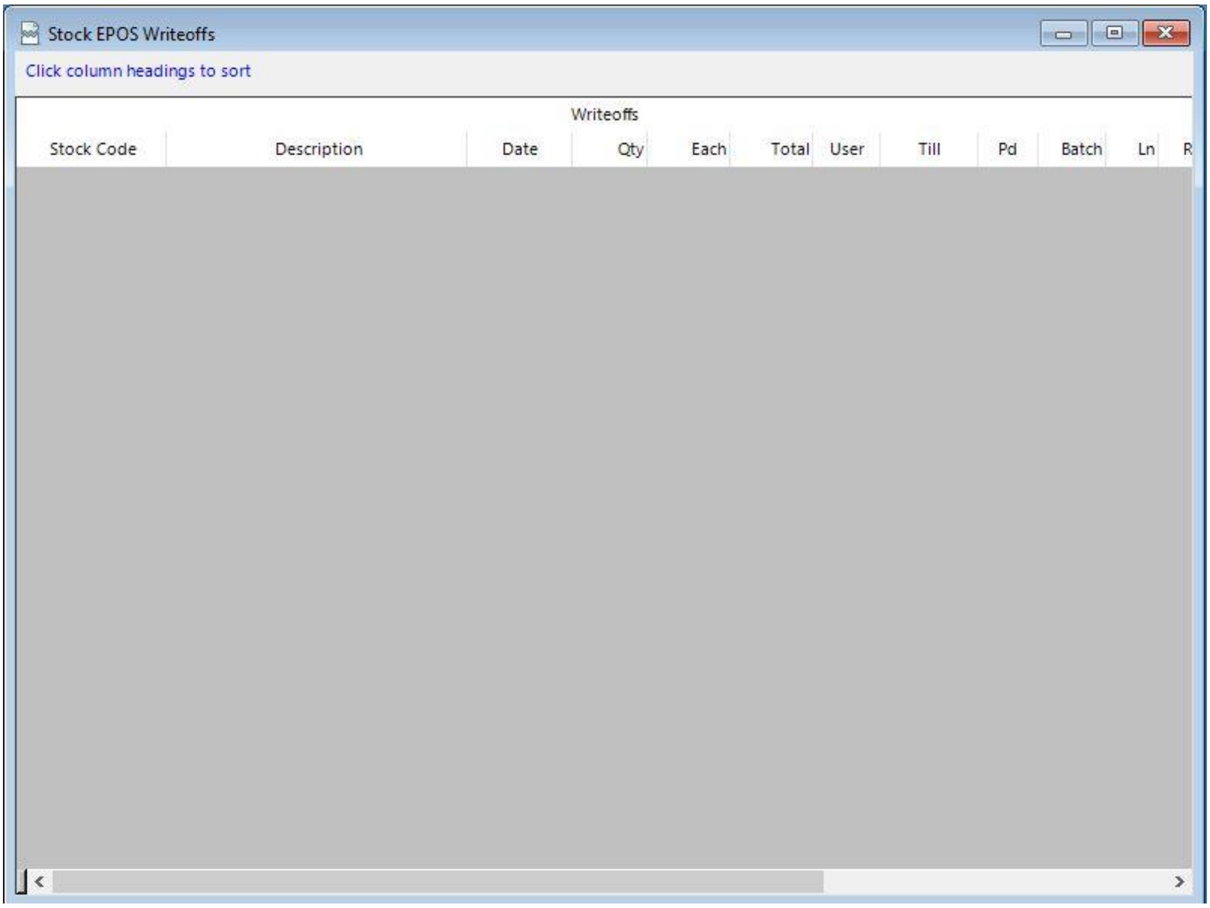



Fig. 56 – EPOS Writeoffs.

# Valuation Snapshot

There are two options within the Valuation Snapshot extended menu.

## Take Valuation Snapshot

Taking a valuation snapshot will store a snapshot and overview of all of the stock items saved in the database currently. Each snapshot can then be compared against each other in order to view how stock valuations have changed over time.

## Compare Snapshots

After clicking this menu item, a window will appear with a list of snapshots that have been taken. Select a snapshot to compare against another by either double-clicking the snapshot, or single-clicking it before using the 'OK' button. The same window will then be shown again, but this time the selected snapshot won't be listed. Select another snapshot to compare with the previously selected one.
Next, choose whether or not to include stock item details in the comparison using the message box that will appear.

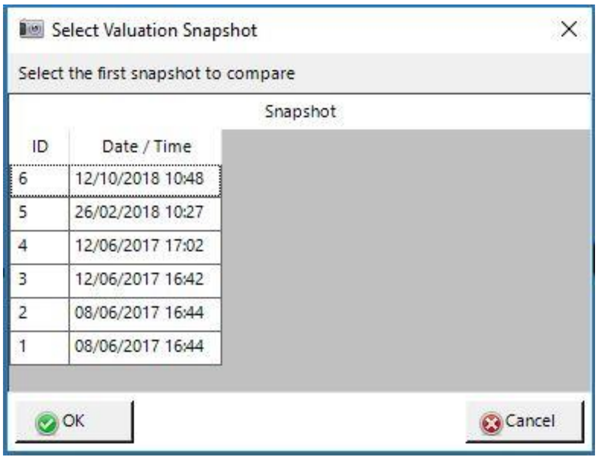
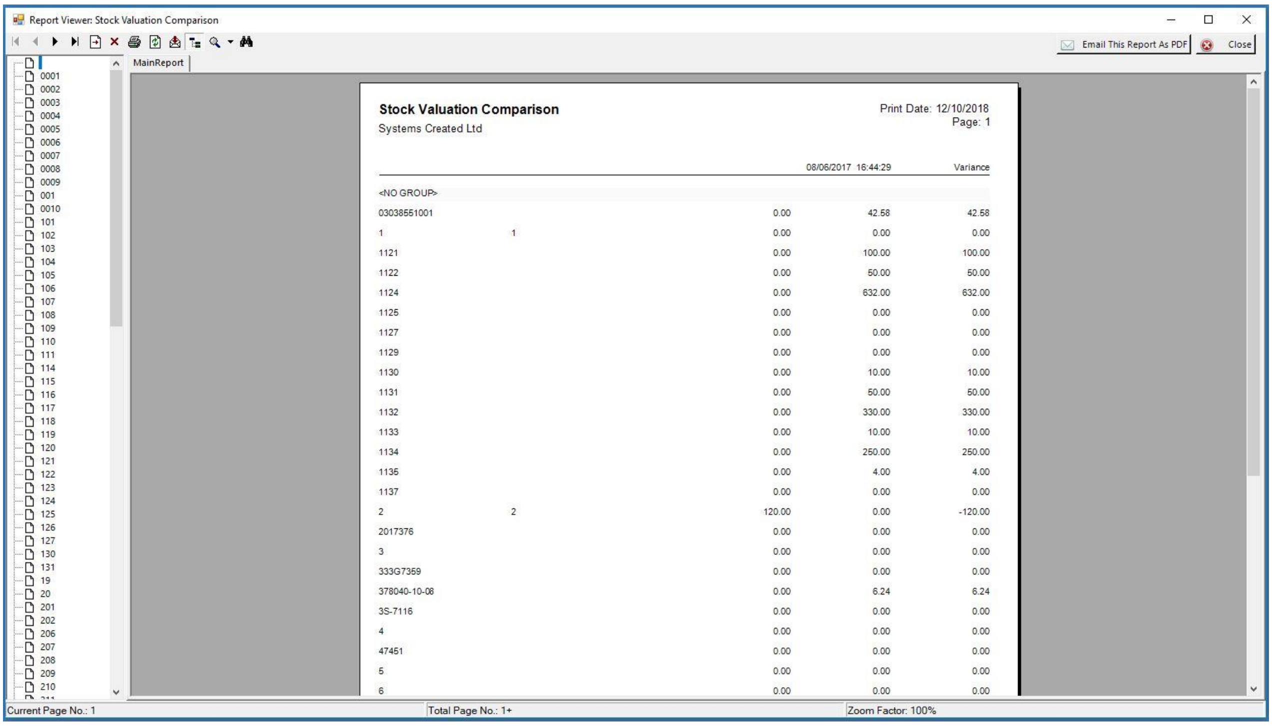



Fig. 57 – Snapshot list.

Finally, a report will be displayed with the stock items or stock groups, depending on whether you opted to include stock details or not, the value when the first snapshot was taken, the value when the second snapshot was taken, along with the difference.

The report will display the stock items in their stock groups and will have a date & time stamp above the value columns to show when that snapshot was taken.



Report Viewer: Stock Valuation Comparison

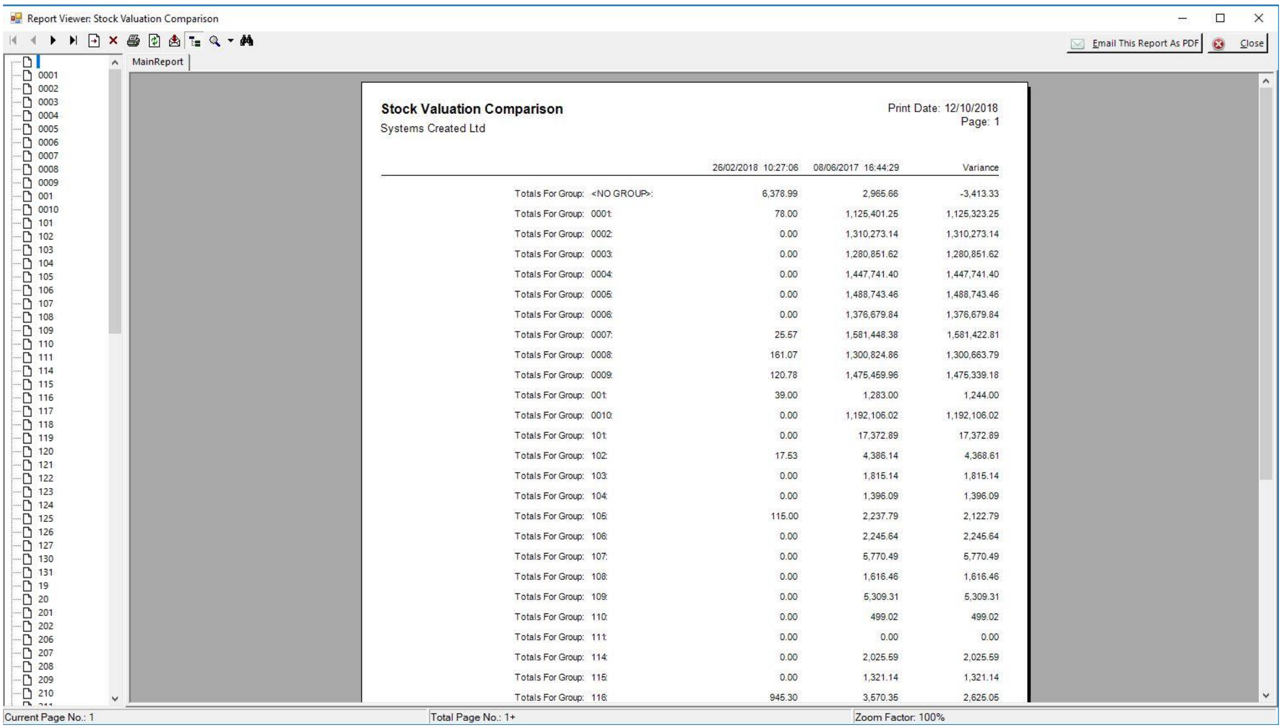
**Stock Valuation Comparison**
Systems Created Ltd

Print Date: 12/10/2018
Page: 1

| | | | 08/06/2017 16:44:29 | Variance |
|---|---|---|---|---|
| <NO GROUP> | | | | |
| 03038551001 | | 0.00 | 42.58 | 42.58 |
| 1 | 1 | 0.00 | 0.00 | 0.00 |
| 1121 | | 0.00 | 100.00 | 100.00 |
| 1122 | | 0.00 | 50.00 | 50.00 |
| 1124 | | 0.00 | 632.00 | 632.00 |
| 1125 | | 0.00 | 0.00 | 0.00 |
| 1127 | | 0.00 | 0.00 | 0.00 |
| 1129 | | 0.00 | 0.00 | 0.00 |
| 1130 | | 0.00 | 10.00 | 10.00 |
| 1131 | | 0.00 | 50.00 | 50.00 |
| 1132 | | 0.00 | 330.00 | 330.00 |
| 1133 | | 0.00 | 10.00 | 10.00 |
| 1134 | | 0.00 | 250.00 | 250.00 |
| 1135 | | 0.00 | 4.00 | 4.00 |
| 1137 | | 0.00 | 0.00 | 0.00 |
| 2 | 2 | 120.00 | 0.00 | -120.00 |
| 2017376 | | 0.00 | 0.00 | 0.00 |
| 3 | | 0.00 | 0.00 | 0.00 |
| 333G7359 | | 0.00 | 0.00 | 0.00 |
| 378040-10-08 | | 0.00 | 6.24 | 6.24 |
| 3S-7116 | | 0.00 | 0.00 | 0.00 |
| 4 | | 0.00 | 0.00 | 0.00 |
| 47451 | | 0.00 | 0.00 | 0.00 |
| 5 | | 0.00 | 0.00 | 0.00 |
| 6 | | 0.00 | 0.00 | 0.00 |

Current Page No.: 1 Total Page No.: 1+ Zoom Factor: 100%

Fig. 58 – Sample stock snapshot comparison (*with* stock details).



Report Viewer: Stock Valuation Comparison

**Stock Valuation Comparison**
Systems Created Ltd

Print Date: 12/10/2018
Page: 1

| | 26/02/2018 10:27:06 | 08/06/2017 16:44:29 | Variance |
|---|---|---|---|
| Totals For Group: <NO GROUP>: | 6,378.99 | 2,965.66 | -3,413.33 |
| Totals For Group: 0001: | 78.00 | 1,125,401.25 | 1,125,323.25 |
| Totals For Group: 0002: | 0.00 | 1,310,273.14 | 1,310,273.14 |
| Totals For Group: 0003: | 0.00 | 1,280,851.62 | 1,280,851.62 |
| Totals For Group: 0004: | 0.00 | 1,447,741.40 | 1,447,741.40 |
| Totals For Group: 0005: | 0.00 | 1,488,743.46 | 1,488,743.46 |
| Totals For Group: 0006: | 0.00 | 1,376,679.84 | 1,376,679.84 |
| Totals For Group: 0007: | 25.57 | 1,581,448.38 | 1,581,422.81 |
| Totals For Group: 0008: | 161.07 | 1,300,824.86 | 1,300,663.79 |
| Totals For Group: 0009: | 120.78 | 1,475,459.96 | 1,475,339.18 |
| Totals For Group: 001: | 39.00 | 1,283.00 | 1,244.00 |
| Totals For Group: 0010: | 0.00 | 1,192,106.02 | 1,192,106.02 |
| Totals For Group: 101: | 0.00 | 17,372.89 | 17,372.89 |
| Totals For Group: 102: | 17.53 | 4,386.14 | 4,368.61 |
| Totals For Group: 103: | 0.00 | 1,815.14 | 1,815.14 |
| Totals For Group: 104: | 0.00 | 1,396.09 | 1,396.09 |
| Totals For Group: 105: | 115.00 | 2,237.79 | 2,122.79 |
| Totals For Group: 106: | 0.00 | 2,245.64 | 2,245.64 |
| Totals For Group: 107: | 0.00 | 5,770.49 | 5,770.49 |
| Totals For Group: 108: | 0.00 | 1,616.46 | 1,616.46 |
| Totals For Group: 109: | 0.00 | 5,309.31 | 5,309.31 |
| Totals For Group: 110: | 0.00 | 499.02 | 499.02 |
| Totals For Group: 111: | 0.00 | 0.00 | 0.00 |
| Totals For Group: 114: | 0.00 | 2,025.59 | 2,025.59 |
| Totals For Group: 115: | 0.00 | 1,321.14 | 1,321.14 |
| Totals For Group: 116: | 945.30 | 3,570.35 | 2,625.05 |

Current Page No.: 1 Total Page No.: 1+ Zoom Factor: 100%

Fig. 59 – Sample stock snapshot comparison (*without* stock details).

## Quick Entry

The Quick Entry function enables you to enter a stock item in less detail and with all of the information being entered in a single grid line, rather than the broader range of information that can be entered for a stock item across different tabs in Stock Maintenance.

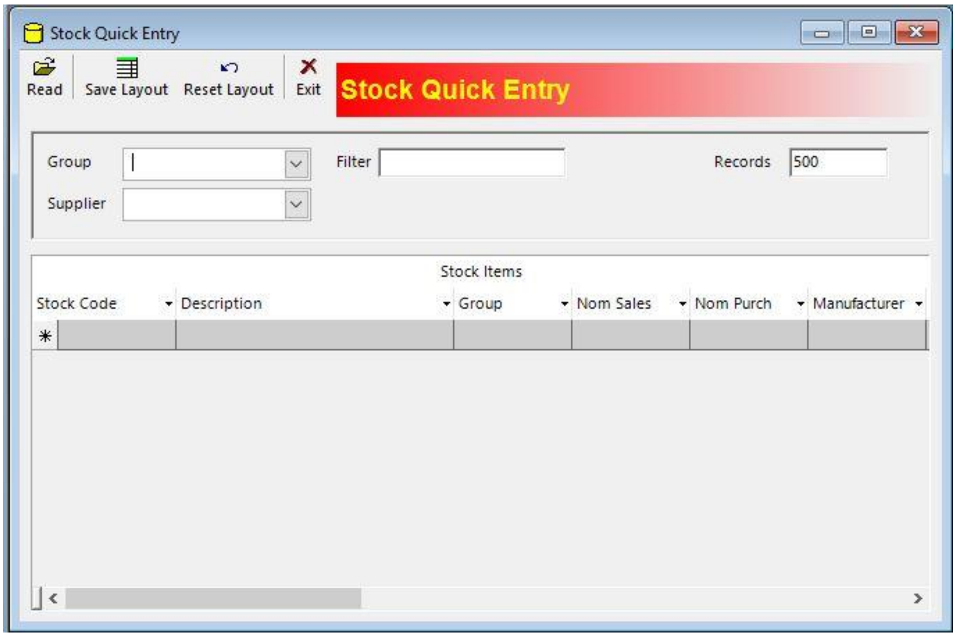



Fig. 60 – Quick Entry.

To enter a stock item, select the stock group, supplier and filter for the stock item (if required). Next, enter a stock code, description and any other information. The stock item will be entered automatically, so there is no designated save button.
If you enter a stock code that already exists, the system will not save the new entry.

The 'Read' button will load all of the existing stock items into the grid.

'Save Layout' and 'Reset Layout' will save the current grid layout (column order and column width) and reset the layout back to the default layout respectively.

## Batch Stock Update

From the Batch Stock Update screen, you'll be able to update some of the stock information for stock items at the same time.

You'll have the ability to increase or decrease prices and costs by a set percentage or to a fixed value, as well as edit stock group and supplier information.

To change figures for stock prices and stock costs, select either the 'Percent' or 'Value' option in the top-left 'Adjust Values By' box, and enter the percentage to change the figures by, or the fixed value to change the items to. Next, select which fields you want to change within the 'Adjust Fields' box at the top of the screen – you can select as many of these as you want.

To update all of the stock items in the system, click 'Process' and confirm the change – this cannot be undone.

If you instead want to only update certain stock groups or suppliers, select the stock groups, master stock groups and suppliers that you want to update. You can select as many of these as you like. If you want to select multiple suppliers, stock groups or master groups, use the 'Ctrl' button on your keyboard and click all of the records you want to update.

Finally, click 'Process' and confirm the change, which cannot be undone.

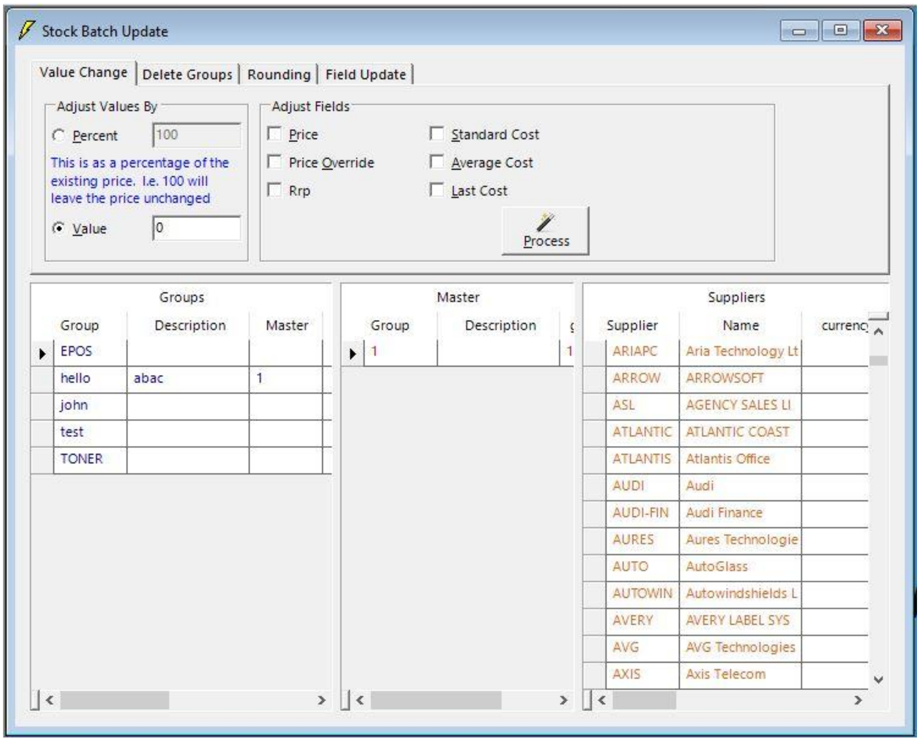



Fig. 61 – Stock Batch Update.

You can also delete groups using this screen. To do this, go into the 'Delete Groups' tab at the top of the page. Then, select the group(s) you want to delete (including master groups) and click 'Delete'. This change cannot be undone, and will delete the stock group, all of the stock items within the group, transaction history, turnover and anything else attached to the stock items within the group.

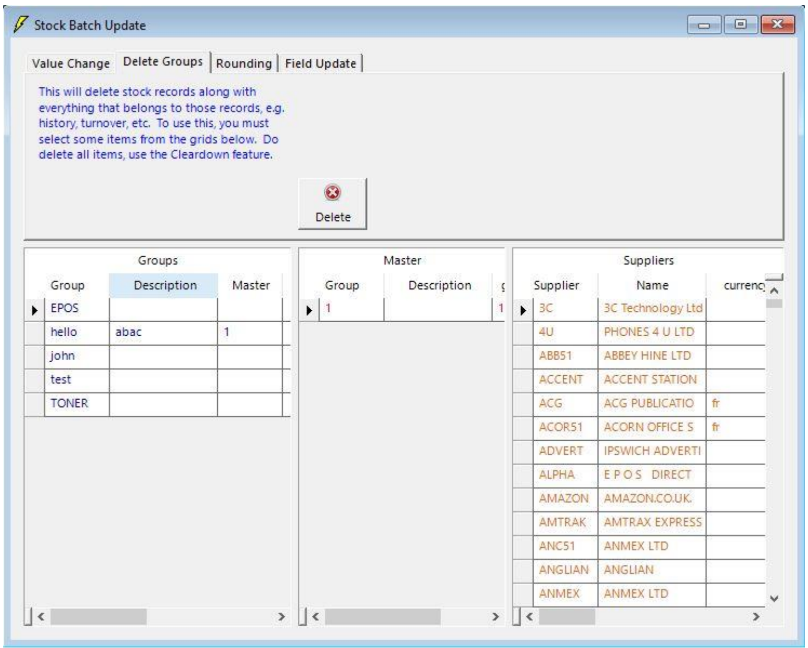



Fig. 62 – Stock group delete.

If you want to round stock prices up or down, this can be done using the ‘Rounding’ tab. Select one of or both of the options in the ‘Adjust Fields’ box to round the price and/or price override field of the stock item(s). Then, in the textbox within the ‘Round To’ box, enter the interval(s) that you wish to round figures to. For example, to round prices to either .00, .50 or 0.75, enter these decimal values one-by-one, pressing ‘Add’ after each. Next, select the stock groups, master groups or suppliers to apply the change to, before clicking ‘Process’ to execute the change. This change cannot be undone.

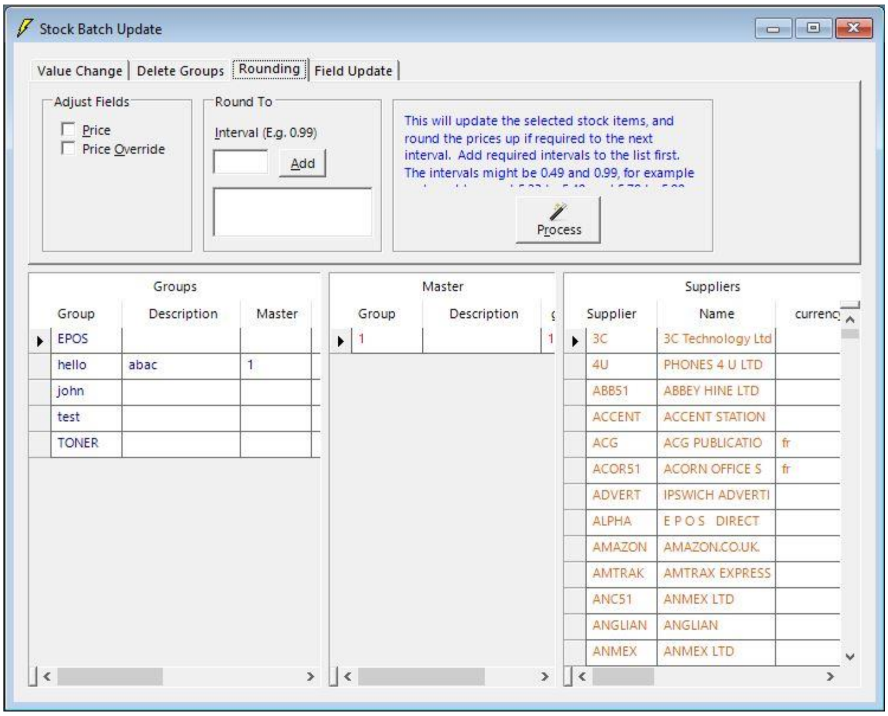



Fig. 63 – Rounding in the Stock Batch Update screen.

The final tab on this screen is to update different fields. This is where you can update product groups, VAT details, nominal codes, costs and price calculations.

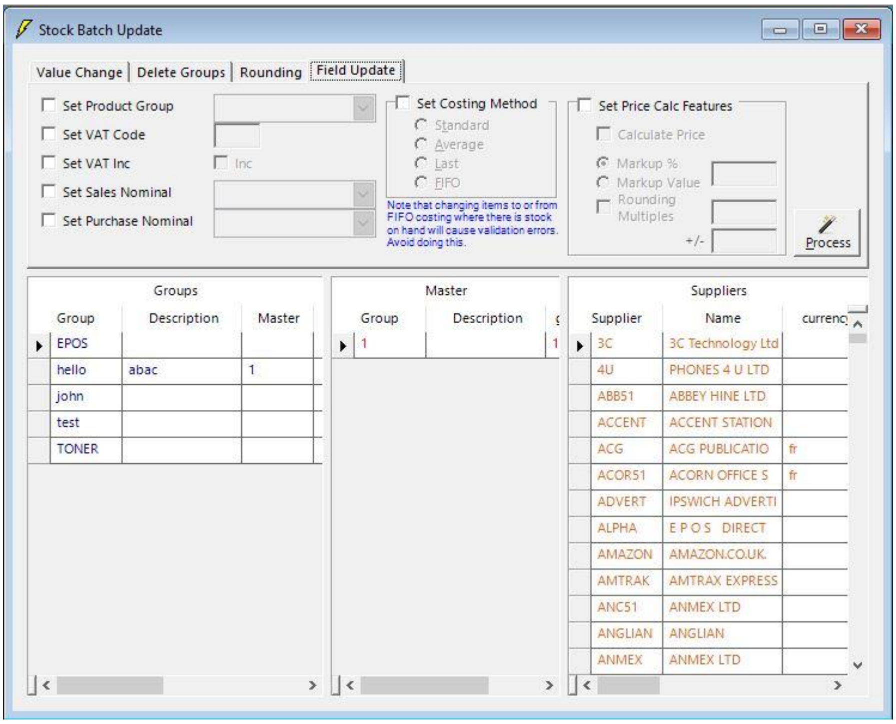



Fig. 64 – Field Update tab.

Tick the boxes representing the fields that you want to update, then enter the new values in the corresponding boxes to the right of the fields. To update the costs or the price calculation details, put a tick in the tickbox at the top of the corresponding box and select the field(s) you want to set. If the field requires additional information, enter this.

The last step is to select the groups, master groups and suppliers you want to make these changes to before clicking 'Process' and confirming the changes. These changes cannot be undone.

## Text File Stock Update

To import stock items from a text file, go into the 'Text File Stock Update' option. You'll need to have a tab delimited text file which contains one row of column headings ready to import. Use the 'Browse' button to locate and select this file.

*NB: The column headings must match the name and order of the columns listed in the 'Available Fields' list.*

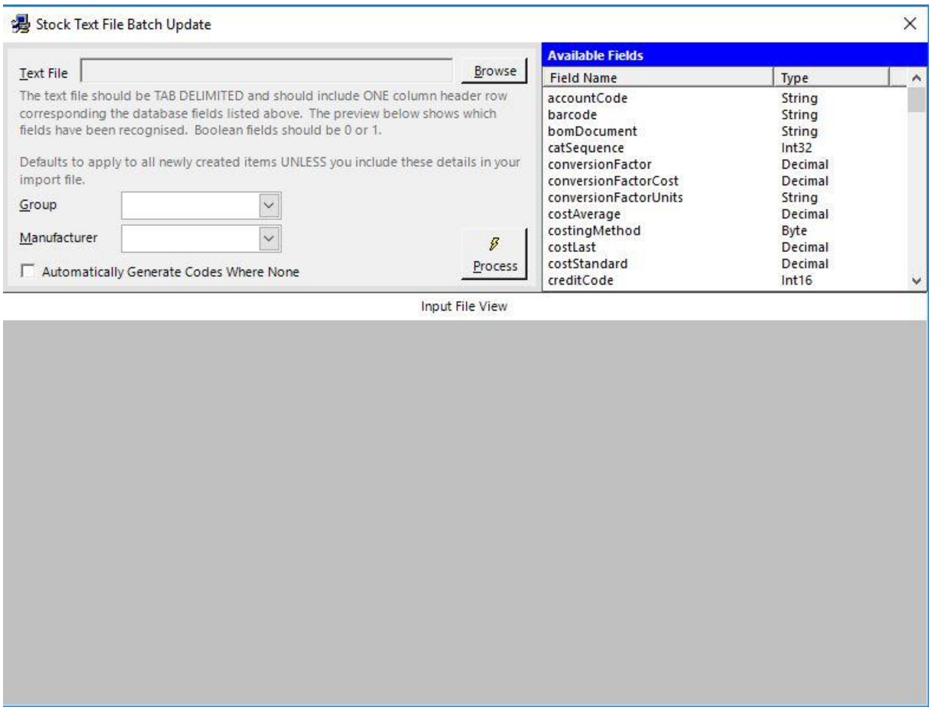



Fig. 65 – Text File Stock Update.

Enter a default group or manufacturer (if required) to use for any records that don't have one assigned. Putting a tick in the tickbox captioned "Automatically Generate Codes Where None" will automatically generate codes for items without one, otherwise leaving it unticked will skip the records.

Click 'Process' to begin the import.

## Suppliers Price Update

To update supplier prices, the current prices will need to be exported to a .CSV file, edited in the .CSV file and then re-imported into the database to overwrite the existing data.

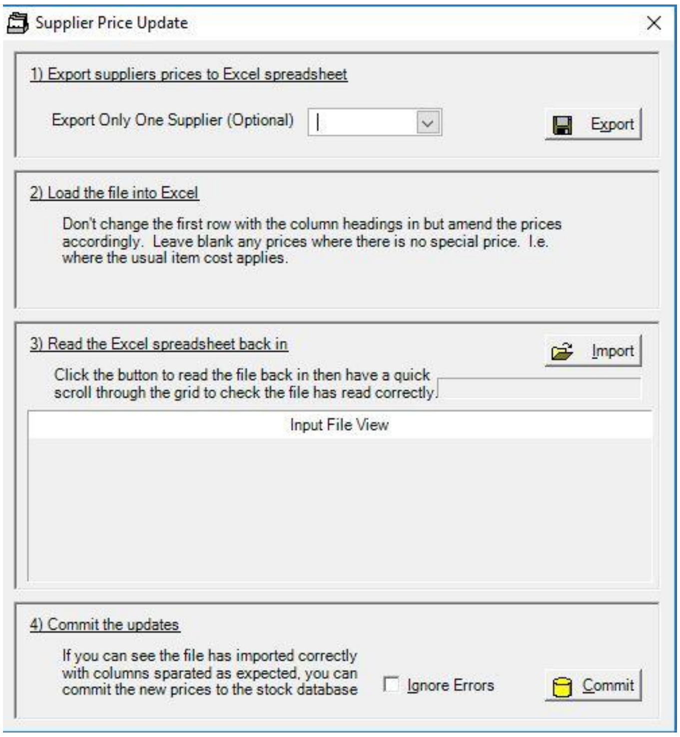



Fig. 66 – Supplier Price Update.

To export supplier prices to a .CSV file, either select the supplier whose prices you wish to update using the drop-down list at the top of the screen, or alternatively leave it blank to export all suppliers. Click 'Export' to export the figures to a selected directory and file name.

Next, follow the instructions for step 2 to adjust the prices.

Finally, click 'Import' to find and select the .CSV file that you have just updated. A view of this file will be displayed in the "Input File View" grid.
Once you're happy with the prices, click 'Commit' to confirm the changes. If there are errors that you can see, you can ignore these by putting a tick in the 'Ignore Errors' tickbox.

## Stock Web Tags

This is the place to go to set up web information for stock items. You'll have the ability to set tags, stock web images and linked items, as well as add tags to batches of stock items at the same time.

To create a new web tag, click 'Setup/Tags'. In the left-hand grid (captioned "Web Tags") enter the tag names that you wish to use. Once you've entered all of the required tags, click the 'Save' button.
From this screen, you'll also be able to enter the local path for pictures, delete tags and rename tags.

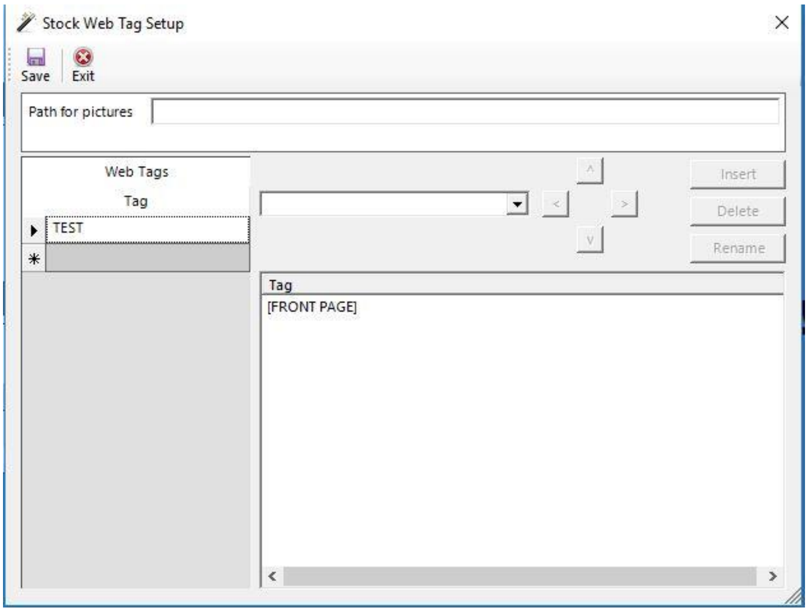



Fig. 67 – Setup/Tags screen.

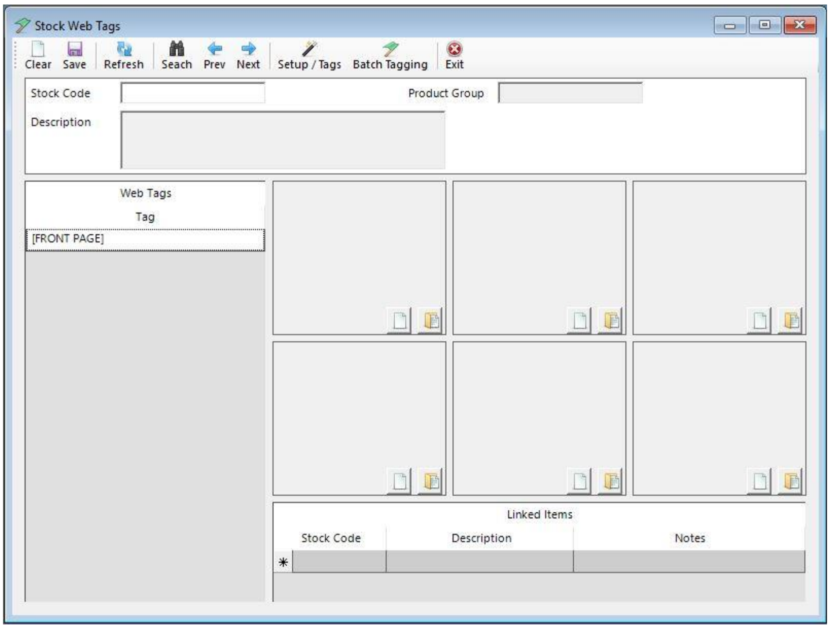



Fig. 68 – Stock Web Tags'.

To assign pictures, tags and linked items to a stock item, enter the stock code into the textbox and press the 'Enter' key on your keyboard, or select the stock item from the list using the search function. You can also navigate between items using the 'Prev' and 'Next' buttons.

To set a web tag, select the tag from the list in the "Web Tags" grid.

To assign (up to 6) images, click on the folder button in the bottom-right of the next available picture box and locate the picture on your computer. To clear the picture and select another one, click on the button with the image of a blank page for that picture box.
Image types must be .PNG, .JPG or .BMP.

Finally to link other items to the selected item, select the stock code to link using the drop-down list in the “Stock Code” column of the “Linked Items” grid at the bottom of the screen. Then, enter any notes that you wish to save with the link.

Use the ‘Save’ button to confirm any changes, all of which are irreversible.

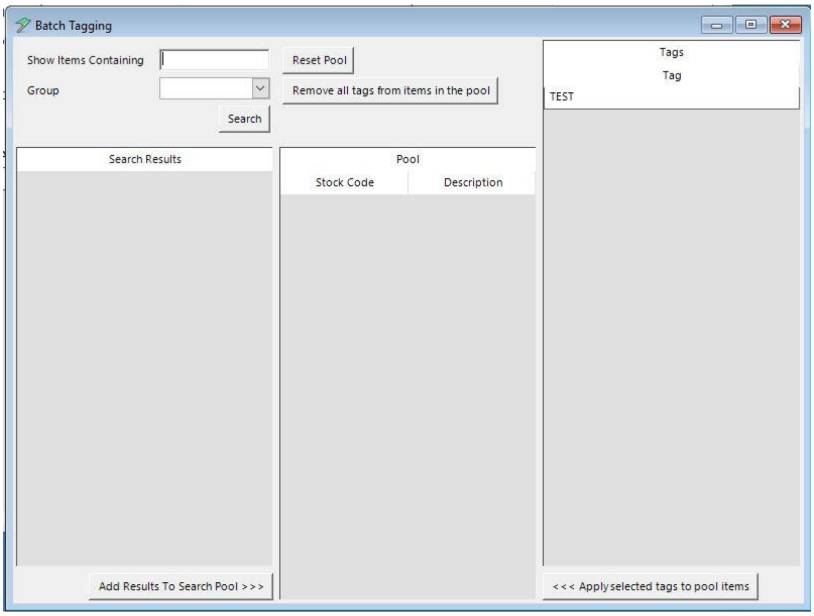



Fig. 69 – Batch Tagging.

Batch tagging will allow multiple items to be assigned the same web tags in the same process. To do this, click on the ‘Batch Tagging’ button, which will bring up a new screen as seen in Fig. 69.

In this screen, you can either search by part stock codes, groups or list all stock items (by clicking ‘Search’ without entering any group or stock codes). Make sure that this search is as narrow as it can be.

Once you have all or some of the items you wish to tag listed in the “Search Results” grid, click ‘Apply Results to Search Pool’. Please note that this will add *all* of the search results to the pool, rather than just selected results.

To clear the results in the “Pool” grid, click ‘Reset Pool’ at the top of the screen. The button below this, ‘Remove all tags from items in the pool’, will remove all of the tags attached to all of the items in the “Pool” grid.

To add tags to the items in the “Pool” grid, select the tags from the “Tags” grid (hold the ‘Ctrl’ key on your keyboard and click the tags to add if adding more than one tag) before clicking ‘Apply selected tags to pool items’.

## Cleardown

Cleardown will clear all transactions for the selected item, items with a selected group or all items. You can also specify a location, reference and date for the cleardown.

***<u>We strongly advise against using this function! Contact Systems Created Ltd. for more information on this function, or if you feel you may need to use it!</u>***

## Stock Settings

In the ‘File’ menu there is an item for ‘Settings’, which will bring up an extended menu. From here, go into ‘Stock Settings’ and there will be various settings that can be saved for use within the stock system.

The first group of settings that you can configure is the stock defaults. This includes setting the default costing method, nominal codes and VAT options, along with multiple other settings.
Most of these are fairly self-explanatory, though the rest may be a little more confusing.

In the “Others” group, there is a setting called ‘Require Bin Usage’. When this is turned on, any new stock items that you create will automatically have ‘Require Bin Usage’ ticked by default. This is handy when most of your stock items need this, as it saves you setting it for each one and instead can just be unset when it isn’t required.
The next setting in this group is ‘Default To Batch Item’. This works in the same way as the above setting. When this is ticked, all new items will be set as batch items by default, unless the user changes this for the item.
The third item in the list is ‘Default To Copy Item’. When set to true, this works in a similar way to the ‘Amend Existing Code When Creating New Item’ setting, which is discussed below. When viewing an existing stock item and clicking ‘New’, the box captioned “Copy description, price etc…” from the current item will be ticked by default, whereas it won’t be ticked if this setting is turned off.
Finally at the bottom of this group there is an ‘Amend Existing Code When Creating New Item’ setting.
When looking at an existing stock item, for example 0000482, clicking ‘New’ would usually default the new stock code to be the next available numeric value. However when this setting is turned on, it will instead set the new stock item code to be the same as the code of the item you’re currently viewing (but won’t let you save the stock code until it’s been changed). This, along with the above setting, would be useful when you have similar items with the same stock code but appended with a different ending (i.e. 0000482-0, 0000482-1 and 0000482-2).

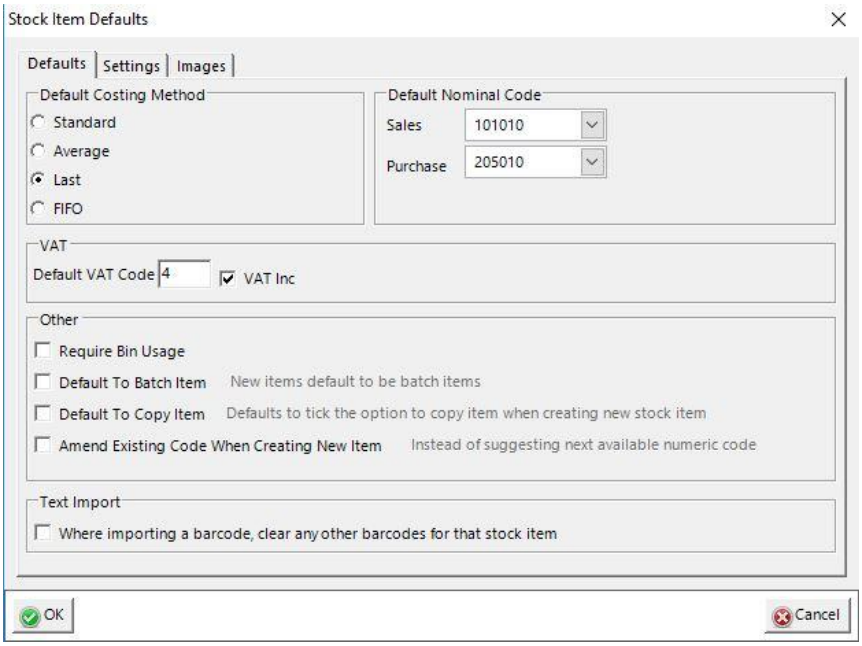


Fig. 70 – Default settings.

In the next tab along (captioned "Settings"), there are settings that apply more generally throughout the system, rather than specifically to the Stock Maintenance screen.

The "Sequencing" groups will control whether stock items are listed by supplier or stock group by default.
"Stock Search" sets whether the Stock Search screen opens in the simplified or advanced search view automatically.
"Stock Maintenance" settings are to control how the Stock Maintenance screen works. The top option controls whether multiple Stock Maintenance windows can be open at the same time, whilst the other controls whether the drop-down list expands when typing a stock code into the box.
"Stock Receipts" has a single setting, which determines whether or not zero value receipts affect last and average cost figures.
"Stock Numbers" determines whether the serial numbers feature is enabled or disabled.
The setting in "Batch Movements" sets whether or not the "Stock Code" column in the "Movements" screen contains a drop-down list or not – if it does, the grid may operate at a slower rate, but if not then stock codes will need to be typed in manually.
"Year Start" is the numerical month that stock years start in.
"Strict Stock Mode" will allow you to turn off the ability to have negative stock figures and allocations.

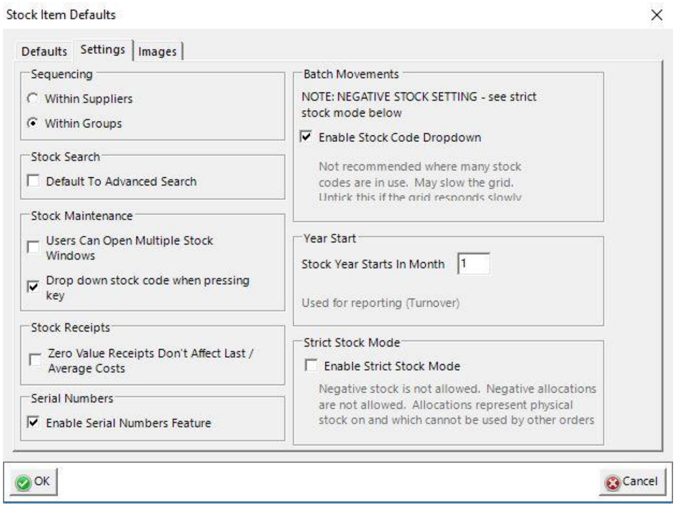


Fig. 71 – Stock Settings.

The other tab is "Images". This is where stock image settings can be configured. There isn't a lot to this tab, but it will allow you to set a default stock image location (so that you don't need to navigate to it every time you add an image to an item), whilst the other settings will control whether the system saves the full image path of images, or just the file name.

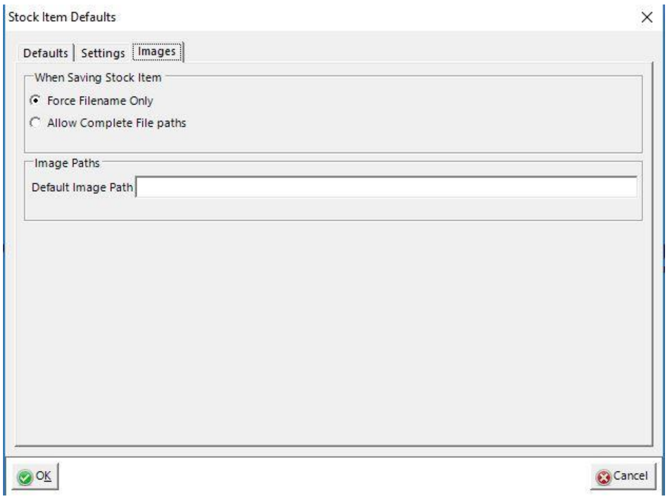


Fig. 72 – Stock Image Settings.

# Stock Imports

There are 3 types of stock imports that the system will allow you to carry out. These are all listed under 'File' > 'Settings' > 'Import'.

## Sage Stock Import

The Sage Stock Import will require a code to be entered, which can be requested by contacting Systems Created Ltd. This will provide the ability to import stock items that exist in a Sage database.

## Import Stock MDB

To import stock from an existing .MDB file, go into 'Import Stock MDB' and type in the .MDB file location and name before clicking 'Go' to begin the import.

## Import Stock CSV

To import stock items from an existing .CSV file, go into 'Import Stock CSV', navigate to and select the .CSV file to import using the 'Load CSV button' and set any default values to import into the 'Group', 'Sales Nominal', 'Purchase Nominal' and 'Manufacturer' fields – these will be used for all records. Alternatively, leave the fields blank if you don't wish to use a default value.
The 'Help' button will explain how to create and format the .CSV to make it compatible with the import routine.

The .CSV file will be displayed on screen so that you can check everything is as you want it.

Finally, use the 'Import' button to begin the import, which can be stopped at any time using the 'Stop' button.

***An example of how to export to send to a supplier and then re-import.***

**To import:**
There are two methods of importing stock. IF we just look at the CSV import. Stock, CSV Import. The help button there gives instruction as to how to use. It requires a text file with the extension .csv.

You can create this by save as in Excel. The first row contains the column headings. You'd need to put these in to match the names on the import. I suggest you put them into the file you send to the supplier. If you create yourself a test file with a couple of entries and import to satisfy yourself you know what is required before going too far.

**To Export.**
Use one of the stock reports. For this example I'm going to suggest the stock list. Print to screen then click the envelope symbol (for export). Select Excel, data only. Save this to a file name in a folder that you can use for this processing. Then open up the file in excel. Remove the columns you don't wish top include (eg Qty, Price.) Send this to the supplier.
When they return it ensure the columns are correct, amend the headings for the import, save as a CSV.

# Stock Permissions

To apply permissions to user accounts, go into 'File' > 'Settings' > 'User IDs'. This will display a list of all of the user IDs that exist in the system. Select one and click 'Permissions' to load the permissions screen and modify the permissions for the user account.

Administrator accounts have access to all of the features, so permissions do not need to be set up.

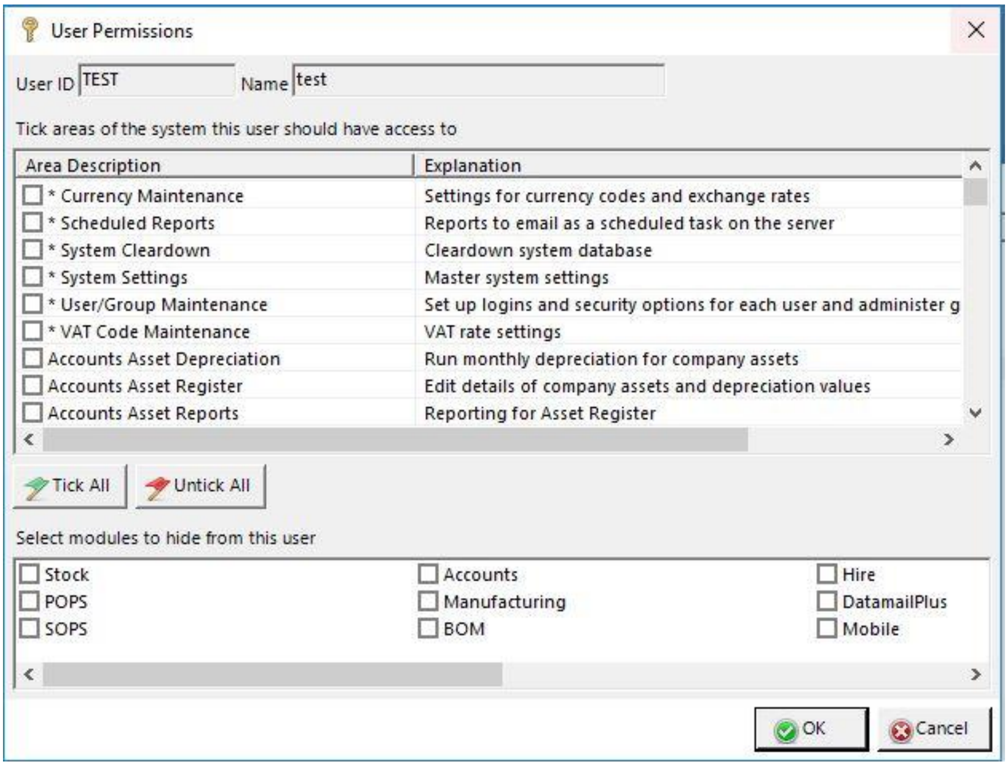



Fig. 73 – User Permissions.

To hide different modules from the user, tick the modules in the bottom grid to keep hidden. If you don't want a user to have access to the Stock modules, tick the 'Stock' box and then click 'OK' to save this.
To give a user permission and access to all of the features, click 'Tick All', or alternatively 'Untick All' to remove all of their permissions.
To set individual permissions, tick all of the features that you want the user account to be able to access in the top grid. Each item has an explanation of what it will allow them to do.

For the stock module, the following options are listed below.

| | |
|---|---|
| Stock Account Pricing | Set up special prices for certain customer/supplier accounts. |
| Stock Adjustment References | Set up list of all references to be selectable in stock adjustments. |
| Stock Advert Lists | Set up price lists specifically for certain adverts (for use in SOPS). |
| Stock Batch Movements | Batch stock movements and stocktakes. |
| Stock Batch Updates | Process mass updates to many stock items at once. |
| Stock Bin Maintenance | Set up bin locations (shelves, areas with a stock location). |
| Stock Catalogue Pricing | Set up catalogue price lists for use in SOPS. |
| Stock EPOS Writeoffs | View stock written off by processing using 'Till Writeoff' function. |

| | |
|---|---|
| Stock Group Maintenance | Set up stock groups. |
| Stock Kit Maintenance | Set up item kits for selling in SOPS. |
| Stock Location Replenishment | Replenish secondary locations from warehouse location, based on sales. |
| Stock Locations | Set up stock locations (branches, warehouses etc.) |
| Stock Lookup Batch Barcodes | Search for barcode/stock/date/lot information. |
| Stock Maintenance | Read access to Stock Maintenance screen. |
| Stock Maintenance Save Item | Ability to save stock items. |
| Stock Manufacturer Maintenance | Set up stock list manufacturers. |
| Stock Master Group Maintenance | Set up master groups. |
| Stock Pricing Schemes Editor | Set up customer pricing schemes (for use in SOPS). |
| Stock Pricing Schemes Maintenance | Temporary promotions to apply on pricing schemes. |
| Stock Quick Entry | Manual entry/update of batches of stock items. |
| Stock Reports | Access to stock reports screen. |
| Stock Sequencing | Set up stock to show in custom order on reports and in previous/next buttons. |
| Stock Settings | View/edit Stock module settings. |
| Stock Shelf Locations | Set up shelf locations within warehouses |
| Stock Supplier Price Update | Access to screen for exporting and reimporting supplier price lists |
| Stock Text File Update | Read in a text file for updating stock information. |
| Stock View Shelf Stock | View what stock is on each shelf. |
| Stock Web Tags | Set up and assign tags, categories and pictures to stock items for websites etc. |
| Stock Zones | Set up warehouse zones. |