

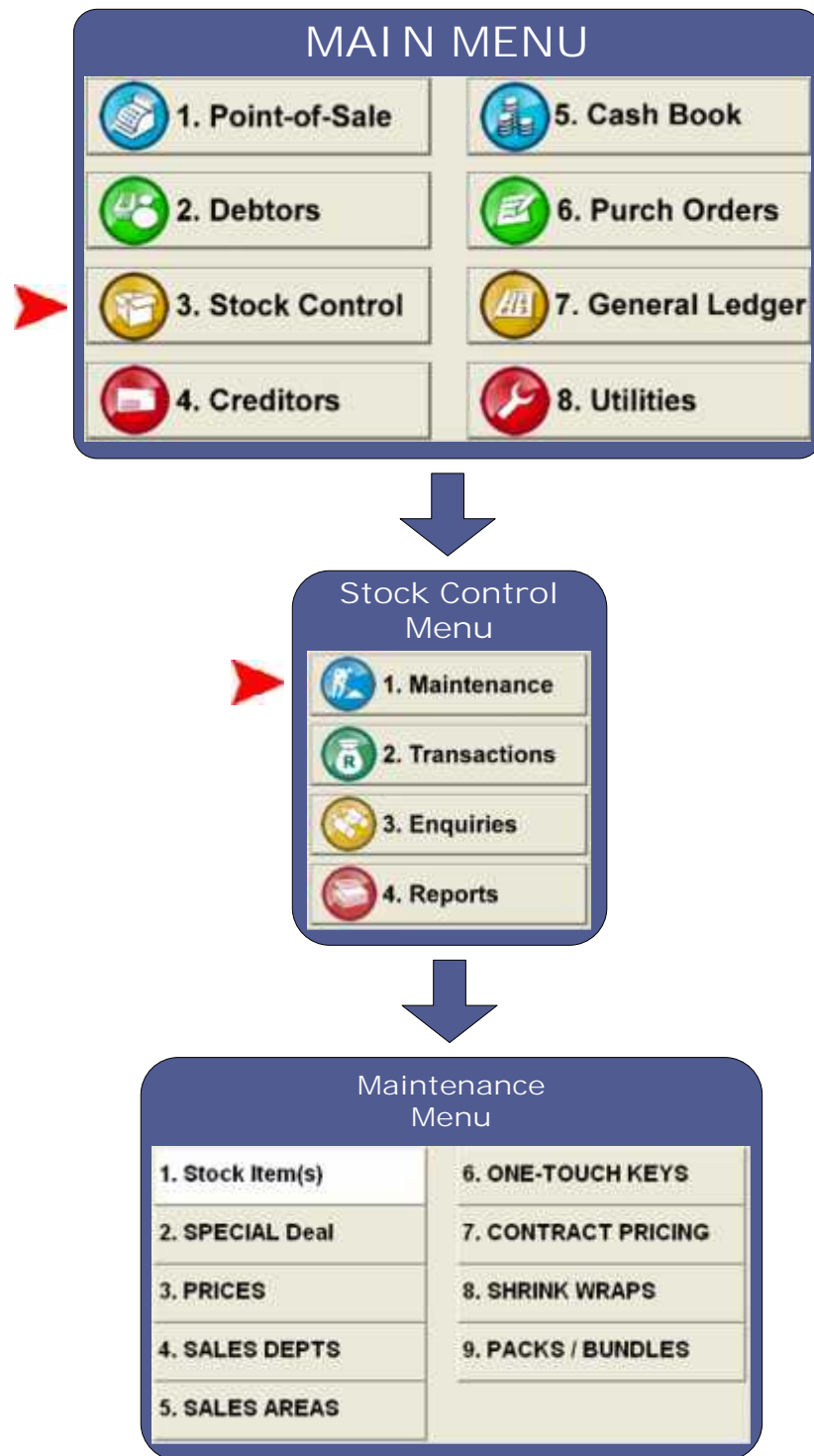


### 3. Stock Control





# Stock Control - Maintenance





## 1. Maintain Stock Item(s)

### Maintain Stock Items Options:



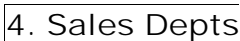


- ☞ Preparation of Creditors Accounts
- ☞ Creating Sales Departments
- ☞ Stock Item Maintenance



### Preparation of Creditors Accounts:

It is advisable to create the Creditors accounts maintenance (\* Please refer to Creditors Maintenance) and Sales Departments, BEFORE preparing the stock file.

#### 1. Creating Sales Departments

- (a) From the Main Menu, select 
- (b) From the Stock Control Menu, select 
- (c) From the Maintenance Menu, select 
- (d) At the Department Number prompt, enter a new Department number. Press [Enter]
- (e) At the Department Name prompt, enter a description. Press [Enter].
- (f) At the Insertion prompt, click on .
- (g) Click on  and return to the Stock Control Maintenance Menu.



### Stock Item Maintenance

- (a) At the Stock Items Maintenance screen, the system will prompt for the following information:

Prompt	Action
Stock Code	Enter a 1-13 alpha numeric number.




## 1. Maintain Stock Item(s)

Prompt	Action
Item Description	
Department Number	Enter a valid sales department number to which sales of this item will be categorised. Use the select facility to view and select from the current Sales Department listing.
Tax Code	Enter the tax code applicable to this stock item. i.e. 1 = 14% 2. = 0%.  Accpick displays the default tax code: 1 = 14%.
Re-order Quantity	Enter the level at which , or below which, the stock code is to appear on the re-order report.
Supplier Number	Enter a Supplier number or use the select facility to view and select from the current Supplier listing.
Default Selling Quantity	Accpick defaults to 1. Automatic Returns: May be set to -1 when the stock item is an automatic stock return e.g. an empty bottle in a bottle store.
Allow Negative Quantities	If No is selected, Accpick will not allow a stock item with zero quantity on hand to be processed at Point of Sale.
Supplier Code	Enter the Supplier's re-order number or stock code.
Cost Price	Enter the cost price per unit exclusive of vat.
Maximum Discount % Allowed	Enter the maximum discount allowed on the stock item when processed at Point of Sale.



## 1. Maintain Stock Item(s)


Prompt	Action
Mark-Up%	Enter the desired Mark-up % on each of the selected price levels. This results in an automatic recommended selling price. This is a recommendation only. The selling price can be amended by the operator as necessary. The Mark-Up % will be adjusted accordingly.

- (b) Click on  Accept All(CTL-W) to save the stock item's information.
- (c) At the save prompt, enter:
- Yes/ No to save
  - Count to enter quantity on hand for this new stock item
  - Multi to copy code to multiple companies automatically
  - Repeat to repeat the information for the next stock item because it has almost identical information to the current stock item.

Note: The C and M functions only apply at initial stock capture.

 INSERT MODE

will appear on the top right hand corner when the system recognises an entry as a new stock item.

 Modify Mode

 Delete(PgDn)

will appear on the top right hand corner when the system recognises an existing stock code.

To Delete a Stock Item once the Item is displayed: Press Page Down key. Accpick only allows a stock item to be deleted when there is no stock on hand, nor any stock movement for the current period.

- (d) Click on  End(ESC) to return to the Stock Control Maintenance Menu.



## 2. Special Deal Maintenance





Special Deal Maintenance allows the creation of a “special price file” for price changes for a specified period of time.

### Special Deal Maintenance Options:

- 1. Individual Stock Items
- 2. Entire Departments



### 1. Individual Stock Items

- (a) At the Stock Code prompt, enter the stock code or alternatively use the select facility to view the current Stock Code listing. The Stock Code details will be displayed.
- (b) At the Cost Price prompt, enter the “special cost price”
- (c) At the Special Start and End Dates prompts, enter the period for which the special deal will run.
- (d) At the Mark-up % prompt, enter the mark-up percentage amounts. The recommended Selling prices will automatically be displayed; where these are amended the mark up % amounts will automatically be adjusted.
- (e) At the Save prompt, click on .
- (f) Click on  to return to the Stock Control Maintenance Menu.



### 2. Entire Departments



Note: It is recommended that a backup be done prior to this process.

- (a) At the Department listing select a department to which the “special pricing” will apply.
- (b) At the Increase / Decrease prompt, enter + to increase all prices or – to decrease all prices.



## 2. Special Deal Maintenance

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- (c) At the Percentage / Rand Value prompt, enter P to adjust all prices by a % value or R to adjust all prices by a rand value.
- (d) At the Amount prompt, enter the % amount or rand value amount that the prices have to be adjusted by depending on the selection above.
- (e) At the Select Sales Price level prompt, enter the Sales price levels to which this special deal applies. 1.2.3 for Levels 1,2,3 or 9 for ALL levels.
- (f) At the Special Start and End Dates prompts, enter the period for which the special deal will run.
- (g) At the Continue prompt, click on  to confirm the adjustment.
- (h) Click on  to return to the Stock Control Maintenance Menu.




### 3. Prices

#### Price Maintenance Options:

- ☞ 1. Individual Stock Items
- ☞ 2. Range of Stock Items
  - By Department
  - By Supplier
- ☞ 3. Future Pricing
  - Set and Maintain
  - Update and Print
- ☞ 4. Set Maximum Discount
  - By Department
  - By Supplier
- ☞ 5. View Maximum Discounts



#### 1. Individual Stock Items

- (a) At the Stock Code prompt, enter the stock code or alternatively use the select facility to view and select from the current Stock listing. The Stock details will be displayed.
- (b) Accpick allows adjustments to be made to the Cost Price, Mark Up% amounts and the Selling Prices of individual stock items. Make the necessary adjustments to the prices where applicable by clicking on the field and inserting the new price/s.
- (c) At the Save prompt, enter Y. Press [Enter].
- (d) Click on  to return to the Stock Control Maintenance Menu.







### 3. Prices

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#### 2. Range of Items



By Department:

- (a) At the Department listing select a department for which price adjustments need to be made.
- (b) At the Increase / Decrease prompt, enter + to increase all prices or – to decrease all prices. Press [Enter].
- (c) At the Percentage / Rand Value prompt, enter P to adjust all prices by a % value or R to adjust all prices by a rand value. Press [Enter].
- (d) At the Cost or Selling Price prompt, enter C to adjust all Cost Prices or S to adjust all Selling Prices. Press [Enter].
- (e) At the Amount prompt, enter the % amount or rand value amount that the prices have to be adjusted by depending on the selection above. Press [Enter].
- (f) At the Select Sales Price level prompt, enter the Sales Price levels to which the adjustments apply. 1.2.3 for Levels 1,2,3 or 9 for ALL levels. Press [Enter].
- (g) At the Continue prompt, click on  to confirm the price adjustment/s.
- (h) Accpick will update the prices.
- (i) Click on  to return to the Stock Control Maintenance Menu.

By Supplier:

- (a) At the Creditor listing select a Creditor for which price adjustments need to be made.
- (b) At the Account Options prompt, click on [Yes Correct].
- (c) At the Increase / Decrease prompt, enter + to increase all prices or – to decrease all prices. Press [Enter].
- (d) At the Percentage / Rand Value prompt, enter P to adjust all prices by a % value or R to adjust all prices by a rand value.
- (e) At the Cost or Selling Price prompt, enter C to adjust all Cost Prices or S to adjust all Selling Prices. Press [Enter].



- (f) At the Amount prompt, enter the % amount or rand value amount that the prices have to be adjusted by depending on the selection above. Press [Enter].
- (g) At the Select Sales Price level prompt, enter the Sales Price levels to which the adjustments apply. 1.2.3 for Levels 1,2,3 or 9 for ALL levels. Press [Enter].
- (h) At the Continue prompt, click on  to confirm the price adjustment/s.
- (i) Accpick will update the prices.
- (j) Click on  to return to the Stock Control Maintenance Menu.

Note: Mark up % is not automatically adjusted. Re-index your data in order that the % markup may be adjusted by selecting:



Current Month

5. All Data

Re-indexing is a single user operation.



### 3 Future Pricing

Accpick allows future prices to be set and then updated on selected stock items. Accpick automatically updates the future prices for the following day when Day End procedures are run. A list of the price changes may be printed. Where Day End is not normally processed, use the "Update" facility (see further).



Set and Maintain Future Prices:

- (a) At the Stock Code prompt, enter the stock code or alternatively use the select facility to view the current Stock Code listing. The Stock Code details will be displayed.
- (b) At the Cost Price prompt, enter the cost price. Press [Enter].
- (c) At the Future Start Date prompt, enter the date from which the new prices are effective.
- (d) At the Mark-up % prompt, enter the mark-up percentage amounts. The recommended Selling prices will automatically



### 3. Prices

be displayed; where these are amended the mark up % amounts will automatically be adjusted.

- (e) At the Save prompt, click on .
- (f) Click on  to return to the Stock Control Maintenance Menu.

Update and Print Future Prices:

Select the Update option to automatically update the current stock file with the selling prices prepared in the Set and Maintain section above.

In Set and Maintain where the Future Start Date is set at 01/06/06, then the update facility will be for Prices dated later than 31/05/06 i.e. one day prior.

Set and Maintain Facility:

Future Start Date	01/06/2006
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

Update Facility:

Print any Updated Prices (Y/N)?	<input checked="" type="checkbox"/>
For Prices Dated later than	31/05/2006





### 4. Set Maximum Discount

By Department:

- (a) At the Department listing select a department for which maximum discounts need to be set.
- (b) At the Maximum Discount % prompt, enter the percentage amount. Press [Enter].
- (c) At the Continue prompt, click on  to confirm the discount adjustment/s.
- (d) Accpick will update the discount %.
- (e) Click on  to return to the Stock Control Maintenance Menu.



By Supplier:

- (a) At the Creditor listing select a Creditor for which price adjustments need to be made.
- (b) At the Account Options prompt, click on [Yes Correct].
- (c) At the Maximum Discount % prompt, enter the percentage amount. Press [Enter].
- (d) At the Specific Department prompt, enter Y/N.
- (e) Yes – prompts for the specific department number.
- (f) At the Continue prompt, click on  to confirm the discount adjustment/s.
- (g) Accpick will update the discount %.
- (h) Click on  to return to the Stock Control Maintenance Menu.



#### 5. View Maximum Discounts per Supplier



- (a) At the Supplier prompt, enter the supplier number or alternatively use the select facility to view and select from the Supplier listing.
- (b) At the Department prompt, enter Yes or No for a specific department. If Yes , select the required department from the listing.
- (c) Maximum Discount Settings for the selected Supplier will be displayed.



## 4. Sales Departments





### Create a New Sales Department.

- (a) At the Sales Department File Maintenance screen, use the search facility to view your current Sales Department listing. These are displayed in alphabetical order; right click on "Dept" to display in numerical order (1-99). Decide on a Department number and click/press [Escape] twice. Enter the new Department number and press [Enter].
- (b) At the Sales Department Name prompt, type in the new Department name. Press [Enter].
- (c) At the Insertion Option prompt, click on .
- (d) Click  to return to the Stock Control Maintenance Menu.



### Modify a Sales Department.



- (a) At the Sales Department number prompt, enter the Sales Department number requiring modification or, use the search facility to view and select from your current Sales Department Listing.
- (b) Make the correcting adjustments. Press [Enter].
- (c) At the Replacement request, click on .
- (d) Click on  to return to the Stock Control Maintenance Menu.



## 5. Sales Areas





### Add a New Sales Area/Salesman

- (a) At the Sales Area / Salesman Number prompt, enter a new Sales Area / Salesman number or alternatively, use the search facility to view your current Sales Area / Salesman Listing. These are displayed numerically (1-99). Right click to display alphabetically. Click/Press [Escape] twice.
- (b) At the Number prompt, press the [Page Down] key to allocate the next available Sales Area / Salesman number or enter the number you have selected and press [Enter].
- (c) At the Name prompt, type in the new Sales Area / Salesman name. Press [Enter].
- (d) At the Insertion Option prompt, click on .
- (e) Click on  to return to the Stock Control Maintenance Menu.



### Modify an Existing Sales Area/Salesman

- (a) At the number prompt, enter the Sales Area / Salesman number requiring modification or, use the search facility to view and select from the current Sales Area / Salesman Listing.
- (b) Make the correcting adjustments.
- (c) At the Replacement request, click on .
- (d) Press  to return to the Stock Control Maintenance Menu.



## 6. One-Touch Look-Up Keys

This facility allows one to link the alphabet keys on the keyboard to stock codes for fast access at POS.

Customisation only.

Note: Use Capital Letters only.



### Set up

- (a) Press the shift (for capital) + alpha key (e.g. A).
- (b) At the Stock Code Prompt, enter the stock code or alternatively use the search facility to view and select from the current Stock Code listing.
- (c) At the Save prompt, enter Yes. Press [Enter].

To view current alpha settings:

Press [?] to display current alpha settings.

To clear all current alpha settings:

Press [-] to clear all alpha settings.



### Fast Access at POS:

- (a) Instead on clicking on INSERT to insert line items, enter your fast access key and the stock details linked to the fast access key will be displayed.
- (b) Continue entering the transaction details.



## 7. Contract Pricing



Contract Pricing enables Debtors to be linked to contract prices on:

- ✓ specific stock code(s), i.e. per line item
- ✓ specific % discount or markup on selected departments
- ✓ specific % discount on sales related to specific suppliers
- ✓ specific % discount on specific supplier for selected department(s)

The Contract Price will automatically be displayed at POS. The Contract Price takes priority over all master file prices and special-deal pricing.


- (a) At the Account Number prompt, enter the Debtor's account number or alternatively use the search facility to view the current Debtor listing.
- (b) At the Fixed Pricing prompt, enter Yes or No.

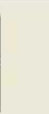
### Fixed Pricing

If set to Yes, the POS routines may NOT attract lower or higher discounts than those set in the contract pricing for the customer.



### Setting a Price per Line Item (Specific Stock Code)

- (a)  selects the method for pricing:

Method for Pricing	
<input type="text" value="Set actual price"/>	
<input type="text" value="Calculate Price using Cost, Mup%, Gp%"/>	

Select as required.





## 7. Contract Pricing

Set Actual Price:

- (b) At the Stock Code prompt, enter the stock code or alternatively, at the Description prompt, press the [Page Down] key to view and select from the Stock Listing. Right click to toggle the stock search order by Stock Code, Supplier Code or Stock Description and select required item.

Calculate Price using Cost, Mup% and GP%

Select Stock Code or search by description as indicated above

Enter the Mup% - the GP% will automatically appear.

Amend the Selling Price if required and save.

- (c) At the Exclusive Price prompt, enter the contract price.

Specific Discount/Markup on Selected Department:



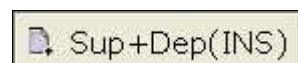
to insert discount % or markup % for specific Department.

Specific Discount/Markup on Sales from a Specific Supplier:



to insert discount % or markup % for selected Supplier

Specific Discount/Markup on Specific Supplier for Selected Department:



to select Supplier and Department followed by discount % or markup %

Options exist for :



to adjust contract price.



to print contract listing.



to locate contract item by Code/Description.



to delete contract price.



## 8. Shrink Wraps

### Shrink Wrap Options:

- 🔗 Shrink Wraps Maintenance
- 🔗 View / Print Shrink Wrap Relationships



Where items are bought in bulk and sold in shrinks or units, this facility creates the relationship between the "bulk" and the "shrinks".

A stock code must exist for each type of unit relating to the bulk:

Stock Code	Description
000-003	BIC PENS 48PACK
000-005	BIC PENS SINGLE

Bulk            000-003        Bic Pens 48Pack

Shrink        000-005        Bic Pens Single



### Shrink Wrap Maintenance

Shrink Pack Code	000-005
Shrink Description	BIC PENS SINGLE
Bulk Pack Code	000-003
Bulk Descriptor	BIC PENS 48PACK

- At the Shrink Pack Code prompt, enter the shrink pack stock code or alternatively, use the select facility to view and select from the current stock listing.
- At the Bulk Pack Code prompt, enter the bulk pack stock code or alternatively, use the select facility to view and select from the current stock listing.
- At the quantity of Shrink in Bulk prompt, enter the quantity of shrinks in the bulk.. To calculate quantity: divide the bulk quantity (48) by the shrink quantity (1) .g.  $48 / 1 = 48$
- At the Save prompt, click on Yes.



## 8. Shrink Wraps

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- (e) Click on  to return to the Stock Control Maintenance Menu.

### View / Print Shrink Wrap Relationship

To view / print shrink wrap relationships select:



D. Shrink / Bulks

1. Relationship



## 9. Packs / Bundles

### Packs / Bundles Options:

- ☞ Packs / Bundles Maintenance
- ☞ View Compositions of Packs / Bundles

Where items are grouped together for resale a "finished product" or "recipe" file is created. Any combination of stock items and quantities or part quantities thereof may form part of the finished product maintenance. Stock codes must exist for each of the "ingredients".



### Packs / Bundles Maintenance

To Create a New Pack/Bundle:

- Step 1      Finished Product Maintenance  
Create Stock Code for the finished product.
- Step 2      Ingredient Maintenance  
Insert stock items – "ingredients" – making up the finished product.

#### Finished Product Maintenance




- (a) At the Stock Control Maintenance Menu, select 9. Packs/Bundles
- (b) At the Stock Code prompt, enter the stock code to be allocated to the finished product.
- (c) At the Description prompt, enter the description of the finished product e.g. Ration Pack #1
- (d) At the Department prompt, enter the Department number or alternatively use the select facility to view and select from the current Department listing.
- (e) At the Tax Code prompt, enter the tax code. Defaults to Tax Code 1.
- (f) At the Default Selling Quantity, enter the quantity. Defaults to 1.



## 9. Packs / Bundles

- (g) At the Supplier Number prompt, enter the Supplier called Internal. (Create a supplier called "Internal" in Creditors.)
- (h) At the Allow Negative Quantity prompt, enter Yes or No.
- (i) At the Maximum Discount % Allowed prompt, enter the discount percentage or alternatively leave blank if no block is required.

### Step 2: Ingredient Maintenance

- (j) Click on  to insert stock item codes required in the finished product.
- (k) Complete the line item details by entering the stock code, stock description and quantity. Select stock codes from the Stock Code listing by pressing the [Page Down] key at the description prompt.
- (l) Repeat for all stock items making up the finished product. The value of each "ingredient" and total cost of the product is displayed.
- (m) Click on the  to end ingredient maintenance.
- (n) The cost price of the finished product is displayed.
- (o) At the Update prompt, click on Yes to update.
- (p) At the Markup % and Selling Price prompts enter the required values.
- (q) At the Save prompt, click on Yes.
- (r) Click on  to return to the Stock Control Maintenance Menu.

### View Packs / Bundles

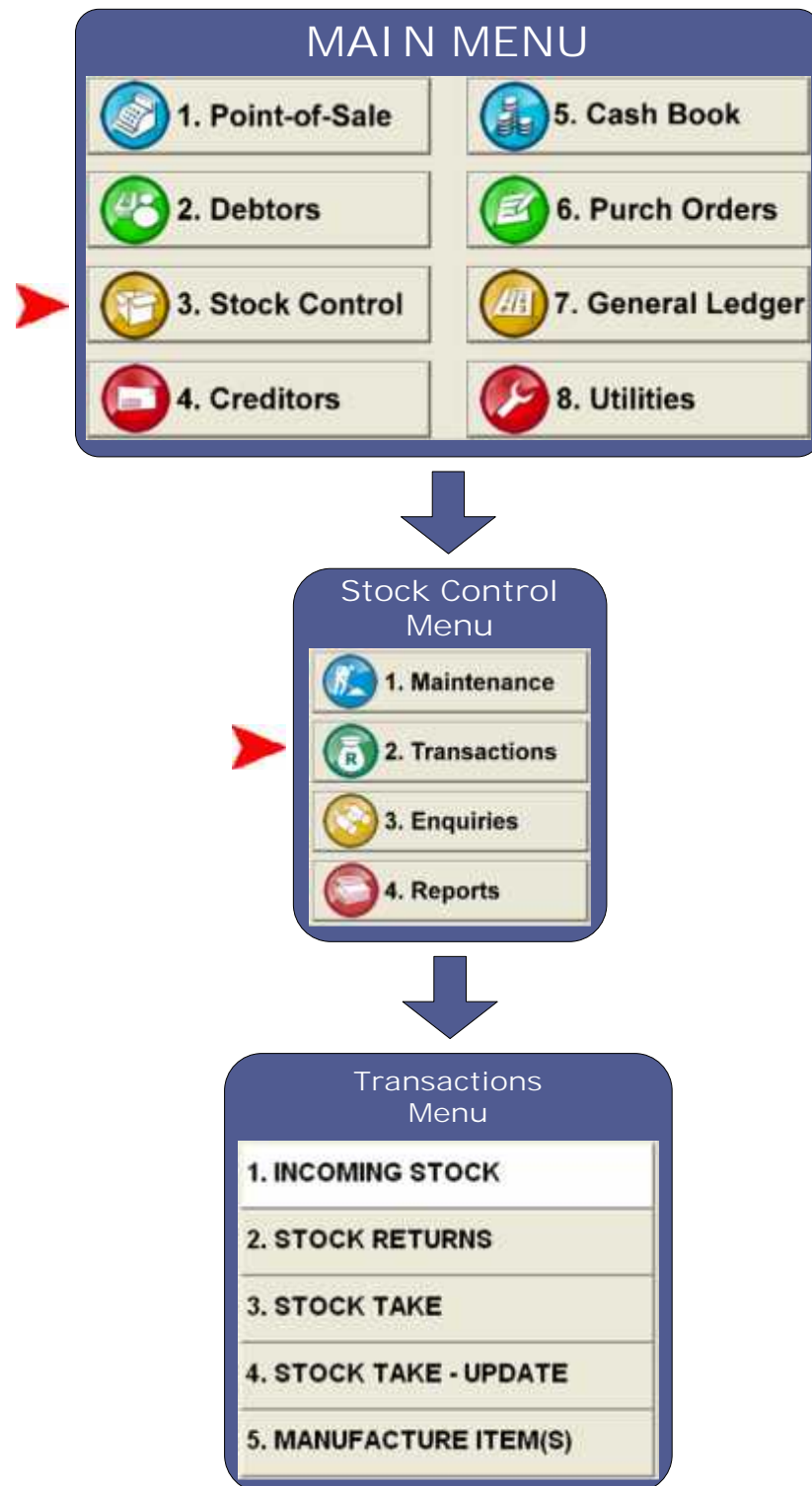
To view composition of a pack / bundle, select:

  , C. Packs/Bundles ,  
1. Composition

Note: See   ,  
 for creation and updating of  
Finished goods.



# Stock Control - Transactions






## 1. Incoming Stock

Note: Updates Stock only.

To Update Stock and Creditors use the Creditors Transaction Receiving Stock Items Option.



- (a) At the Invoice Date prompt, enter the invoice date. Suggest date is entered as date on which goods are received into stock. Press [Enter].
- (b) At the Inclusive / Exclusive of Vat prompt, enter [I] or [E] to enter the transactions Inclusive or Exclusive of Vat. Press [Enter] to accept the default selection.
- (c) At the Invoice Number prompt, enter the Supplier's invoice number.
- (d) At the Additional Reference prompt, enter any additional information. Suggestion: Enter Supplier's Name
- (e) At the Goods Received Note screen, click on  to insert the transaction lines on the Supplier's invoice.
- (f) The stock may be captured by:
  1. Stock Code
  2. Description.
- (g) At the Stock Code prompt, enter the stock code or alternatively, at the Description prompt, press the [Page Down] key to view and select from the Stock Listing. Right click to toggle the stock search order by Stock Code, Supplier Code or Stock Description.

Note: Once the Stock Code and Stock Description have been entered an information window is displayed on the right hand side listing the Stock Item's current quantity on hand, monthly sales to date and the Supplier's Code.

- (h) At the Quantity prompt, enter the number of units received.
- (i) At the Tax Code prompt, Accpick will default to the tax status for this stock code which was set up in Stock Maintenance. This Tax Code can however be overwritten. Press [Enter] to accept the default tax status.



## 1. Incoming Stock

- (j) Accpick will automatically calculate the unit cost inclusive or exclusive of vat depending on the option selected above. If the Cost Price per Unit displayed is different to the invoice price, enter the new cost price at the Cost prompt. Press [Enter].

Note: New Cost Prices.

When the System registers a new cost price and the Supplier's Maintenance option: Update Selling Price on Stock Receipts, is set to YES, an Update Selling Price prompt will be displayed.

Last Cost changed		Update Selling ?
<input type="button" value="Now"/>	<input type="button" value="Don't Update"/>	<input type="button" value="Later Date"/>

When NOW is selected, a Pricing Update screen is displayed with the new cost price, the current % markup for Selling Price 1,2 and 3. Adjustments to the markup % results in adjustments to the relative Selling Prices and vice versa. Press [Enter] to return to the Goods Received Note screen.

- (k) When all the line items have been entered and the total quantity received, total vat and total inclusive amount on the Goods Received Note balances with the Supplier's invoice, click on  to update the Goods Received Note.

- (l) If the Goods Received Note and the Supplier's Invoice do not balance, use the arrow keys to move the incorrect transaction line/s to the top of the listing. Click on  or  to make the correcting adjustments. Once correct, click on  to update the Goods Received Note.

- (m) The Update Options Menu will be displayed:

Update Options			
<input type="button" value="Update"/>	<input type="button" value="Abandon"/>	<input type="button" value="Continue"/>	<input type="button" value="Surcharge"/>





Note: Surcharge.

e.g. Transport Charges

This option allows the Supplier's surcharge to be apportioned to all line items and printed on the Goods Received Note. This amount is exclusive of vat.

- (n) Click on to update the transaction and display the Print Options Menu.

- (o) At the Print Options Menu, click on the required print options:

Selling Price

Selling Price, Markup and Gross Profit %

Selling Price and Gross Profit Value

No print

- (p) The Goods Received Note entry screen will be displayed.  
Continue entering further invoices by entering the invoice date.


- (q) Once completed click on to return to the Stock Control Transaction Menu.



## 2. Stock Returns



Note: Updates Stock only





- (a) At the Document Date prompt, enter the date. Press [Enter].
- (b) At the Inclusive / Exclusive of Vat prompt, enter [I] or [E] to enter the transactions Inclusive or Exclusive of Vat. Press [Enter] to accept the default selection.
- (c) At the Document Number prompt, enter the Supplier's Credit Note number.
- (d) At the Additional Reference prompt, enter any additional information.
- (e) At the Goods Returned Note screen, click on  to insert the transaction line/s on the Supplier's Credit Note.
- (f) The stock may be captured by:
  - 1. Stock Code
  - 2. Description.
- (g) At the Stock Code prompt, enter the stock code or alternatively, at the Description prompt, press the [Page Down] key to view and select from the Stock Listing. Right click to toggle stock search order by Stock Code, Supplier Code or Stock Description.

Note: Once the Stock Code and Stock Description have been entered an information window is displayed on the right hand side listing the Stock Item's current quantity on hand, monthly sales and the Supplier's Code.



- (h) At the Quantity prompt, enter the number of units to be returned.
- (i) At the Tax Code prompt, Accpick will default to the tax status for this stock code which was set up in Stock Maintenance. This Tax Code can however be overwritten. Press [Enter] to accept the default tax status.
- (j) Accpick will automatically calculate the unit cost inclusive or exclusive of vat depending on the option selected above.



## 2. Stock Returns

- (k) When all the line items have been entered and the total quantity returned, total vat and total inclusive amount on the Goods Returned Note balances with the Supplier's credit note, click on  to update the Goods Returned Note.
- (l) If the Goods Return Note and the Supplier's Credit Note do not balance, use the arrow keys to move the incorrect transaction line/s to the top of the listing. Click on  or  to make the correcting adjustments.
- (m) Once correct, click on  to update the Goods Returned Note.
- (n) The Update Options Menu will be displayed:



- (o) Click on  to update the transaction and display the Print Options Menu.
- (p) Accpick will update the transaction and display the print options prompt. Click on [Yes] to print the Goods Returned Note.
- (q) Once completed, click on  to return to the Stock Control Transaction Menu.



### 3. Stock Take and

### 4. Stock Take - Update

Stock Take Procedure:

- A Print Stock Take Forms
- B Stock Take
- C Stock Variance Report
- D Stock Valuation – Qty Counted (Optional)
- E Daily Backup
- F Stock Take Update
- G Stock Valuation Report – Actual Qty on Hand
- H Stock Adjustments Report



#### A Print Stock Take Forms

(a) Select Stock Control



(b) Select

**B. STOCK Take Forms**

(c) Select order:

Stock Take Forms	
1.	By Department
2.	By Supplier
3.	By Code range
4.	By Description
5.	By Bin Number
0.	Return

(d) Select Report Options: e.g. by Department



### 3. Stock Take and 4. Stock Take - Update

Start at Department	1
End at Department	999
Spaces between lines	1
Active / Every Item(s) (A/E)	A
New Page / Department (Y/N)	N

Note: We suggest "Active" Items only.

(e) Select Sort order options:

Sort Order Options	
Dept Description	
Dept Code	
Dept Supplier Code	
Dept SupNo + Descrip	



#### B Stock Take

(a) Select Stock Control  **2. Transactions**

(b) Select **3. STOCK TAKE**

(c) Select Stock Take Options, according to order of Stock Take Forms printed in A.

(d) The Stock Code and Stock Item Description is displayed. At the Quantity Counted prompt, enter then quantity counted. Press [Enter] to display the next stock item.

(e) Repeat for all Stock items.

[Page Down] skips stock items.

[Page Up] to view previous stock item.

Counting from Multiple Locations:

Where there are multiple locations from which stock quantities for a specific item are to be counted, the system allows for this condition with the following prompt at the second and subsequent entries:

### 3. Stock Take and 4. Stock Take - Update



"Previous Quantity counted = x"

"To add this quantity to quantity, press +"

"To replace with new Quantity, press [Enter]"



#### C Stock Variance Report.

This will report on the quantities and values of all items counted where the stock quantity counted is not equal to the computer's quantity on hand.

(a) Select Stock Control



4. Reports

(b) Select

**E. STOCK Variance**

(c) Select Report Order, Department Order and Sort Order.

(d) Check report for all variances. Make the necessary correcting adjustments:

Replacing a counted quantity with a subsequent count.

Select Stock Control



2. Transactions

Select

**3. STOCK TAKE**

Select 5. Individually.

Enter the Stock Code and new quantity.

Where a previous quantity is being overridden by a subsequent quantity prior to stock take update, select the option prompt:

Previous Qty counted	=	2.00
To add this Qty Press	+	
To replace with new Qty	<Enter>	

To replace with new quantity, press [Enter].



#### D Print Stock Valuation of Quantity Counted (Optional).

This is important for obtaining a Stock Valuation where Stock Take Update is effected AFTER TRADING or where input needs to be verified..

(a) Select Stock Control



4. Reports



### 3. Stock Take and 4. Stock Take - Update

(b) Select

#### **D. STOCK Valuation**

(c) Select 2. Quantity Counted.

Valuation Options	
1. Actual Qoh	
2. Qty Counted	
3. All Values	

#### E Daily Back Up

Note: Make sure ALL users have logged out of Accpick.

Invoke the Back Up procedure by clicking on the Accpick Backup icon on the Desktop.



#### F Stock Take Update.

Replaces the quantity on hand on the computer with the quantity counted.

This should only be effected once the final stock variance report has been successfully extracted.

(a) Select Stock Control



#### **2. Transactions**

(b) Select 4. Stock Take - Update.

(c) Select Stock Take Options:

Update Options	
1. Before Trading	
2. After Trading	
3. Item Adjustment	

#### 1. Before Trading

Where Stock Take has been performed and no trading has taken place since the Stock Take.

The Stock Take Update will update all stock records accessed in the stock take routine; i.e. physical stock counted becomes the new stock-on-hand.

### 3. Stock Take and 4. Stock Take - Update



Reset negative values to zero?: Yes or No depending on your requirements. Suggest NO as these ought to be analysed.

Set items not counted to zero? Yes or No. Suggest No.

#### 2. After Trading

Where stock has been performed at a specific date, but not yet captured in the system, and there has been trading since Stock Take.

The Stock Take Update will update all stock records accessed in the Stock Take routine i.e. physical stock counted becomes the new stock-on-hand at a specified date.

Note: Should you require a Stock Valuation of the quantity Counted this must be printed before the AFTER TRADING UPDATE.

(a) Select Stock Control  4. Reports

(b) Select

(c) Select

(a) Reset negative values to zero?: Yes or No depending on your requirements. Suggest NO as these ought to be analysed.

(b) Set items not counted to zero?: Yes or No. Suggest No.

Date of first working day AFTER STOCK COUNT  
Time that Trading Started

(c) At the prompts, enter the first working day after stock count and the time trading started. This will insert the stock count to just prior to the time and date entered and re-adjusts all subsequent stock movement to arrive at the current stock holding.

#### G. Print Stock Valuation Report:

 3. Stock Control,  4. Reports,

#### H. Print a Stock Adjustment Report:





## 3. Stock Take and 4. Stock Take - Update

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### Stock Item Adjustment

This facility allows a stock take update on a selected item without going through the process of a stock count.

All adjustments processed in this manner report to the Stock Adjustment Report.



Note: Recommend that this procedure, as with all Stock Take update procedures, be password controlled.



## 5. Manufacture Item(s)

This procedure updates stock of manufactured goods (bundle codes) and depletes the stock of the ingredient codes.

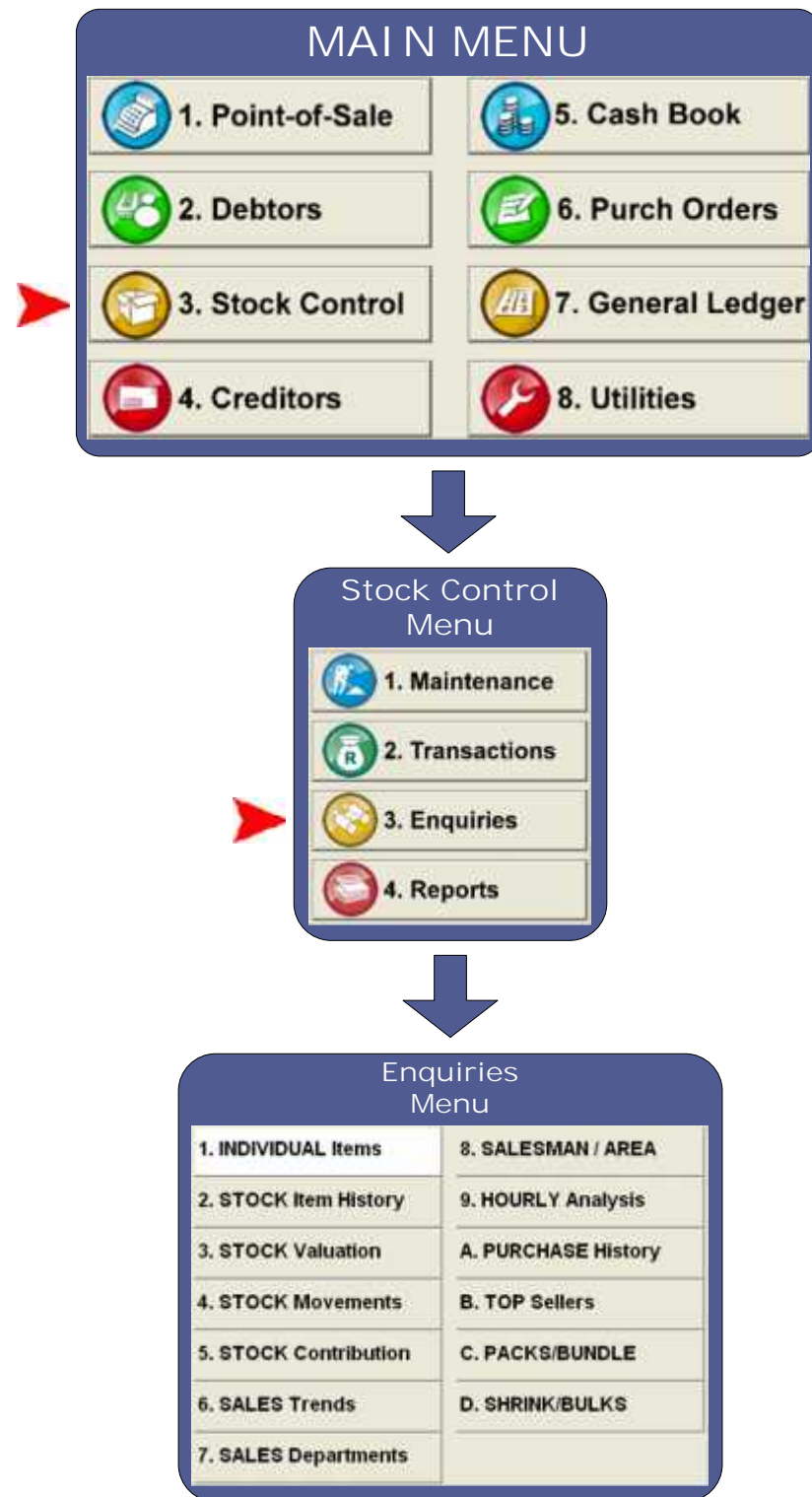
The Packs / Bundles Listing is displayed.



- (a) Locate the required Pack/Bundle using
- (b) Use the and to move the Pack / Bundle to the top of the listing.
- (c) View the ingredient details:  
Click   
Press [M] to manufacture this item.  
Enter quantity manufactured  
Option to warn on items out of stock  
Enter the Date of manufacture  
Press [Escape] and [M] to confirm manufacture  
Option to print list of ingredients used.
- (d) Click on to return to the Stock Control Maintenance Menu.
- (e) Details are recorded in the Stock Movement Enquiry. To view:  
Select: Stock Control ,



# Stock Control - Enquiries





# 1. Individual Stock Item(s)

## Current vs Archive Enquiries

### Data Status

C:\TEST

On the Enquiries Menu, the Data Status window will indicate from which directory the enquiries are being extracted.

The default directory is the current directory.

Click on the Quick Functions drop down menu at the top of the screen to access archive directories

## Individual Stock Item Enquiry.

ACCPICK - Xcellence  
STOCK ITEM ENQUIRY

09-Jan-11

Stock Code	002-002-VW SPECIAL TOOL			
Description	POSALA PIPER PIPOLIO			
Preferred Supplier	LX BUSIS			
Department	sel Qty 100			
Average Cost	4.100	Std Markup %	170.00	
Current Cost Price	4.100	Per Markup %	62.00	
Selling Price	100.80	100.80	4.100	
Inc Admin	000.00	000.00	400.00	
Qty on Hand	Value on Hand		41.00	
On Sales Order	On Purch Order		0	
	On Order Qty		0	
Sales Statistics	YTD to Date	Year to Date	last Purchased	Last Sold
Quantity Sold	2	2	09-Jan-11	09-Jan-11
Value of Sales	201.60	201.60		
Gross Profit	100.80	100.80	Q.Purch MTD	0
Gross Margin %	60.00	60.00	Q.Purch YTD	0



Individual Stock Item Enquiry will detail the following information:


Stock Code	Quantity on Hand and Value thereof
Stock Description	
Preferred and Last Supplier	Quantity on Sales Order and Purchase Order
Department	
Average Cost	Sales Statistics for MTD and YTD:
Current Cost Price	Sales Quantity,
Standard Mark up %	Gross Profit Value
Selling Price – exclusive and inclusive	Gross Profit %
Projected Gross Profit Margin.	Date Stock last purchased and last Sold




## 1. Individual Stock Item(s)

---

 Next(Pg Dn)  Previous(Pg Up) to view previous stock item or the following stock item as per the stock listing.

 Sales Details(D) to view Current Sales Details for selected stock code by: Date, Time, Transaction Type, Debtor, Quantity, Unit Cost Price and Unit Selling Price.

 Hist Purchases(H) to view purchase history of the selected stock code by Month and Total Value.



## 2. Stock Item History

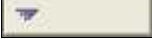
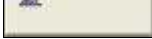



- At the Stock Code prompt, enter the Stock Code or alternatively use the search facility to view and select from the current Stock listing.
- At the "To and From" Date prompts, enter the required dates. Archives are scanned for the selected dates requested.
- At the Sales or Purchase History prompt enter S for Sales history and P for Purchase history.
- Sales**  
If Sales is selected, the system prompts for sales history
  - for a specific Debtor or across all Sales,
  - from a specific Salesman / Sales Area or across all Salesmen / Sales Areas.
- The Sales History for the selected stock code will be displayed by Date, Transaction details, Customer Details, Quantity and Total Profit.

Stock Item	000-070 000-070 NEW FIFE EXPENDER			
Current Cost	57.00		Net Qty Sold	10
Current Selling	1551.25		Total Profit	2771.50
Date	Transaction Details	Customer Details	Quantity	Total Profit
01/12/2005	SR	13115RCDLECTONE	10	2771.50

- Purchases**  
If Purchases is selected, the purchase history for the selected stock code will be displayed by Date, Transaction Details, Supplier Details, Quantity and Unit Cost.

Stock Item	000-070 000-070 NEW FIFE EXPENDER			
Current Cost	174.80		Net Qty Purch	30
Current Selling	1551.25			
Date	Transaction Details	Supplier Details	Quantity	Unit Cost
01/12/2005	SR	13115RCDLECTONE	30	57.00

- Use the  and  to navigate through the listings.
- Click on  End(ESC) to return to the Stock Control Enquiries Menu.



### 3. Stock Valuation

The system prompts for:

- ✓ Stock Valuation for Quantity on Hand or Quantity Counted
- ✓ Option to Scroll through the entire stock file (S) or view totals only (T).
- ✓ Quantity Selection: All Stock Items (A), skip zero stock quantities (S) or view negative quantities only (N).
- ✓ Order Selection: Where Scroll is selected, select Code or Description order.
- ✓ Stock Valuation for a specific Department or for All stock items.

Scroll Stock File Option:

Scroll through entire stock file displays the stock holding by stock code, description, quantity on hand, average/last cost price and value of quantity on hand.

ACCPICK - Xcellence				
STOCK HOLDING ENQUIRY				
Page 1				
Code	Description	Qty on Hand	Avg Cost	Value on Hand
1	GROUP	-0.50	0.000	0.00
350	BALANCE STANDARD	-16	0.000	0.00
300	BATTERY-100 CASSET	1	81.000	81.00
3150	BATTERY-100 CASSET	1	242.500	242.50
3000	BATTERY-100 CASSET	2	251.900	503.80
3100	BATTERY-100 CASSET	1	400.150	400.15

View Totals Option:

View Totals option displays total quantity and total value:

<b>Total Qty</b>	<b>631</b>
<b>Total Value</b>	<b>453309.85</b>



## 4. Stock Movements

The system prompts for:

- ✓ Stock Code
- ✓ Specific Start and End Dates.


Stock Movement / Cardex for 000 078 NEW PIPE EXPANDER						
Date	Movement Details	Trans.#	Qty In	Qty Out	Balance	Per Unit
	Balance B/Forward				1	
02/ 12/ 2003	ADJ. OPENING BALANCE	10	1		1	1551.80
12/ 12/ 2003	INVT. REGULATE CHARGE	7		5	2	1551.85

Stock Movement Enquiry displays the Item Description, Transaction Date, Movement Details, Transaction Number, Quantity In, Quantity Out, Quantity Balance and Value per Unit.


Balance Brought Forward is the opening stock balance in units, at the beginning of the month: thereafter stock balance in chronological order:

- ✓ Stock received via Stock or Creditors
- ✓ Stock returned via Stock or Creditors
- ✓ Stock sold
- ✓ Sales returns
- ✓ Stock count updated by station number
- ✓ Stock used in bundle/pack number
- ✓ Stock issued from bulk item number
- ✓ Stock issued to and from lay-byes
- ✓ Stock issued to and from job cards
- ✓ Stock issued to and from RFC's

(a) Use the  and  keys to navigate through the Listing.

(b) Use the  Locate(\) to find stock movement by date.

(c) Click on  Print(\*) to Print Listing.

(d) Click on  Exit(Esc) to return to the Stock Control Enquiry Menu.





## 5. Stock Contribution

Stock Contribution Options:

- ☞ Departmental Sales and Stock Holding
- ☞ Sales Units by Department
- ☞ Sales Units by Supplier



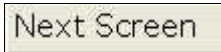


### Departmental Sales and Stock Holding

The system prompts for:

- ☞ Cost (C) or Selling Price (S) Valuation
- ☞ Include (Y) or Ignore (N) Negative Cost Quantities

ACCPICK - Xcellence Departmental Sales & Stock Holding				
Department	Value Sold	% of Total	Value on Hand	% of Total
01 STOCKS	0.00	0.00	000.00	0.00
02 EXHIBITS	0.00	0.00	12330.00	3.37
03 BOOKS AND MAGAZINES	0.00	0.00	0.00	0.00
04 GIFTS	0.00	0.00	0.00	0.00
05 OTHER	0.00	0.00	000.00	0.00

Department Sales and Stock Holding lists the Departments, Total Value Sold, % of Total Value Sold based on selected reporting of (C) or (S) and, Value on Hand and % Total of Value on Hand.

- (a) Click on  to navigate through the listing.
- (b) Total Value Sold and Total Value on Hand are displayed at the end of the listing.
- (c) Click on  to Print Listing.
- (d) Click on  to return to the Stock Control Enquiry Menu.



## 5. Stock Contribution




### Sales Units by Department


Unit Sales by Department				
Department	Quantity	Value	Gross Profit	GP%
ENTERED	6.0	1535.76	51.00	33.17
STANDARD	11.0	1156.00	69.00	59.64
TOWNS	3.0	650.72	15.51	23.83
THREE-LOCK KEY	6.0	1175.00	1025.00	86.89
THREE-LOCK KEY	48.0	2880.00	2272.44	78.90

Unit Sales by Department displays Departments, Quantity Sold, Value, Gross Profit and GP%.

- (e) Use the  and  keys to navigate through the listing.

- (f)  **Toggle Display(Tab)** to view listing by  
 Quantity, Gross Profit and Gross Profit %,  
 Quantity, % of Total Value  
 Quantity, Value, Gross Profit and % of Total Gross Profit

- (g) Click on  **Print(\*)** to Print Listing.

- (h) Click on  **Exit(Esc)** to return to the Stock Control Enquiry Menu.




### Sales Units by Supplier


Unit Sales by Supplier				
Supplier	Quantity	Value	Gross Profit	GP%
BOSWELL & CO LTD	1.0	1750.00	750.00	42.86

Unit Sales by Supplier displays Supplier, Quantity Sold, Value, Gross Profit and GP%.

- (a) Use the  and  keys to navigate through the listing.

- (b)  **Toggle Display(Tab)** to view listing by  
 Quantity, Value, Gross Profit and Gross Profit %,  
 Quantity, Value, % of Total Value  
 Quantity, Gross Profit and % of Total Gross Profit  
 Quantity and % of Total Quantity

- (c) Click on  **Print(\*)** to Print Listing.

- (d) Click on  **Exit(Esc)** to return to the Stock Control Enquiry Menu.



## 6. Sales Trends




- (a) At the Stock Code prompt, enter the Stock Code or alternatively use the search facility to view and select from the Stock listing.
- (b) The Monthly Statistics for the selected Stock Code will be displayed showing Quantity, % of Total Quantity, Value Sold, % of Total Value, Profit and % of Total Profit.

Sales Trends Enquiry					
Stock Code	000 078		Another item Next Stock Code Graph Sales		
Stock Description	000-078 NEW 2PL EXHIBITOR				
Quantity	% Total	Value Sold	% Total	Profit	% Total

- (c) The system will prompt for:

Another item
Next Stock Code
Graph Sales

- (d) Click on  Exit(Esc) to return to the Stock Control Enquiry Menu.

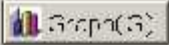




## 7. Sales Departments

View monthly sales analysis and year-to-date performance of selected departments. This is a calendar month analysis.



- (a) At the Department Number Prompt, enter the Department number or use the search facility to view and selected from the Department listing. To view total for ALL Departments, press the page down key at the department prompt.
- (b) The Sales Totals with the proportionate % of the total sales ratio will be displayed for the selected department.

Department Number	2	
Department Name	EXHAUSTS	
	Value	% of Total
January	0.00	0.00
February	0.00	0.00
March	1020.88	18.82
April	9074.44	14.33
May	6673.06	10.64
June	5001.68	7.90
July	9573.66	15.12
August	1368.07	17.05
September	6912.12	10.91
October	2806.93	4.40
November	0.00	0.00
December	0.00	0.00
Total Year to Date	60306.64	

- (c) Use the  facility to display a graphical representation of the data.
- (d) Click on  to return to the Stock Control Enquiry Menu.





## 8. Salesman / Area Enquiry

View month-by-month and year-to date performance of selected Salesmen/Areas.



- (a) At the Salesman Number Prompt, enter the Salesman number or use the search facility to view and selected from the Salesman listing.
- (b) The Sales Totals with the proportionate % of the total sales ratio will be displayed for the selected Salesman.

Salesman Number	4	
Salesman Name	MARTIN	
	Value	% of Total
January	0.00	0.00
February	0.00	0.00
March	0.00	0.00
April	0.00	0.00
May	0.00	0.00
June	4122.80	1.77
July	81618.17	35.00
August	63141.30	27.08
September	80591.28	34.56
October	3690.75	1.58
November	0.00	0.00
December	0.00	0.00
Total Year-to-Date	233164.30	

- (c) Use the  Graph(G) facility to display a graphical representation of the data.
- (d) Click on  Exit to return to the Stock Control Enquiry Menu.



## 9. Hourly Analysis

View hourly sales values for all stock



- (a) At the Start and end Date prompts, enter the date range for the selected month.
- (b) An hourly analysis of stock sales is displayed showing Sales Value, % of Total Sales, Profit and % of Total profit.

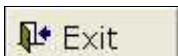
	Sales Value	% of Total	Pro.	% of Total
00:00 - 01:00				
01:00 - 02:00				
02:00 - 03:00				
03:00 - 04:00				
04:00 - 05:00				
05:00 - 06:00				
06:00 - 07:00				
07:00 - 08:00				
08:00 - 09:00	17513.1	3.37	3503.06	1
09:00 - 10:00	10749.54	1.99	1640.04	11.5
10:00 - 11:00	57259.20	10.06	10207.77	12.0
11:00 - 12:00	61703.45	11.72	10807.70	12.55
12:00 - 13:00	62710.00	11.73	10773.89	10.75
13:00 - 14:00	55110.50	10.40	10392.33	10.30
14:00 - 15:00	17847.9	3.30	1081.14	8.84
15:00 - 16:00	7735.73	1.42	11270.12	14.51
16:00 - 17:00	1010.56	0.19	16478.15	11.38
17:00 - 18:00	12597.30	2.30	5701.63	5.2
18:00 - 19:00				
19:00 - 20:00				
20:00 - 21:00				
21:00 - 22:00				
22:00 - 23:00				
23:00 - 24:00				

- (c) The Total Sales Value, Total Profit Value and the Gross Profit for the period is displayed on the right and side of the screen.

From 01/07/2005
To 31/07/2005
Sales Value
526023.03
Profit Value
143594.54
Go for period
21/8/06

- (d) For a graphical representation of the data click on Graph.

- (e) To print, click on print.

- (f) Click on  to return to the Stock Control Enquiry Menu.




## A. Purchase History



- (a) At the date prompts, enter the selected date range or alternatively press [Enter] to accept the default dates. Date range will default to the earliest and latest date on current transaction file.
- (b) At the Scroll / Total prompt, select S to view detailed listing or T to view totals only.
- (c) All stock purchases for the selected period will be displayed by date, transaction number, stock item details, exclusive value, tax value and inclusive value. Total Purchase Values inclusive and exclusive of tax will be displayed at the end of the listing.

Date	Transaction#	Stock Item Details	Value	Tax	Inclusive Value
01/07/2005	4000	000-100 SCUTTER 90	148.00	19.04	167.04
02/06/2005	522	101-100 TOYOTA 77-0	531.00	74.3	605.34
01/07/2005	4000	000-940H PC DSK 1181	89.00	12.46	101.46
02/06/2005	522	710-100 TOYOTA 70-00	133.00	14.33	147.33
01/07/2005	4000	800-100 (1011) 496	1090.00	142.96	1232.96
02/06/2005	522	000-300 FIFE CUTTER	253.00	36.02	289.02
01/07/2005	4000	0000000 AMPHIBIONE	14.00	1.48	15.48
23/06/2005	5677	101-035 10.2U 93-	32.00	4.35	36.35
01/07/2005	4000	000-940H PC DSK 1181	89.00	12.46	101.46
TOTALS >>>			2122.00	277.75	2399.75

- (d) Click on  Print(\*) to print the listing.

- (e) Click on  Exit to return to the Stock Control Enquiries Menu.





## B. Top Sellers



- (a) At the prompts, select the required options to base sales performance on i.e. Month, Day or Year and Value or Quantity.

<input checked="" type="radio"/> Month	<input type="radio"/> Day	<input type="radio"/> Year
<input checked="" type="radio"/> Value	<input type="radio"/> Quantity	

- (b) At the Options prompt, select the category for which to extract top sellers - all items, a specific department or a specific supplier.

Select an Option
All Items
Specific Department
Specific Supplier

Where the "Quantity" option is selected, the system prompts to view Quantity on Hand.

- (c) A list of Top Sellers will be displayed in descending order by Stock Code, Description, Total Sales Value for the Month, Gross Value for the Month, Total Sales Value for the Year and Total Gross Value for the Year.

ACCPICK - Xcellence Top Sellers					Station 12
Stock Code	Stock Description	Value Mth	Gross Mth	Value Year	Gross Year
000000	000000 NEW BIF LBP	1200.00	1200.00	1200.00	1200.00
000001	000001 NEW BIF LBP	1200.00	1200.00	1200.00	1200.00
000002	000002 NEW BIF LBP	1200.00	1200.00	1200.00	1200.00
000003	000003 NEW BIF LBP	1200.00	1200.00	1200.00	1200.00
000004	000004 NEW BIF LBP	1200.00	1200.00	1200.00	1200.00
000005	000005 NEW BIF LBP	1200.00	1200.00	1200.00	1200.00
000006	000006 NEW BIF LBP	1200.00	1200.00	1200.00	1200.00
000007	000007 NEW BIF LBP	1200.00	1200.00	1200.00	1200.00
000008	000008 NEW BIF LBP	1200.00	1200.00	1200.00	1200.00
000009	000009 NEW BIF LBP	1200.00	1200.00	1200.00	1200.00
000010	000010 NEW BIF LBP	1200.00	1200.00	1200.00	1200.00
000011	000011 NEW BIF LBP	1200.00	1200.00	1200.00	1200.00
000012	000012 NEW BIF LBP	1200.00	1200.00	1200.00	1200.00
000013	000013 NEW BIF LBP	1200.00	1200.00	1200.00	1200.00
000014	000014 NEW BIF LBP	1200.00	1200.00	1200.00	1200.00
000015	000015 NEW BIF LBP	1200.00	1200.00	1200.00	1200.00
000016	000016 NEW BIF LBP	1200.00	1200.00	1200.00	1200.00
000017	000017 NEW BIF LBP	1200.00	1200.00	1200.00	1200.00
000018	000018 NEW BIF LBP	1200.00	1200.00	1200.00	1200.00
000019	000019 NEW BIF LBP	1200.00	1200.00	1200.00	1200.00
000020	000020 NEW BIF LBP	1200.00	1200.00	1200.00	1200.00

- (d) At the Options prompt, click on **More** to view further items down the listing or **Continue** to print the listing.
- (e) At the Print Options prompt, click on the required option – no print, print or print with quantity on hand value.





## C. Packs / Bundles




- (a) At the Pack / Bundle Options prompt, select the required option.

**Pack / Bundle**

1. Composition



2. Where Used

- (b) **1. Composition** will display the ingredient stock items making up a specific Pack / Bundle. Click on  **View Details(Enter)** to view ingredient stock item listing.

Packs / Bundles Items Enquiry				
<----- Stock Item Details ----->		Cost of Item	Sell Price 1	
Item	PACK CODE / PACK #	QUANTITY	DESCRIPTION	
Ingredient Details		Qty Used	Unit Cost	Total Cost
92	FLOUR	5.0000	150.00	1150.00
91	SUGAR	5.0000	100.00	1200.00

- (c) **2. Where Used** will display all packs / bundles where a specific stock item is located. At the Stock Code prompt, enter the 'ingredient' stock code and a listing of pack / bundles using the 'ingredient' stock code will be displayed.

Where SUGAR used Enquiry/Report			
<----- Pack/Bundle Code & Description ----->		Qty Used	
99	PACKED PACK # 1	5.0000	1200.0000

- (d) Click on  **Print(\*)** to print the listings.
- (e) Click on  **Exit** to return to the Stock Control Enquiries Menu.



## D. Shrink Wrap / Bulk



(a) At the Shrink Options prompt, select the required option:


1. Relationship will display the quantity of shrinks in each bulk

2. Bulk Sales will display the bulk item sales history by supplier or by department.

Shrink Options	
1. Relationship	
2. Bulk Sales	
3. Return	

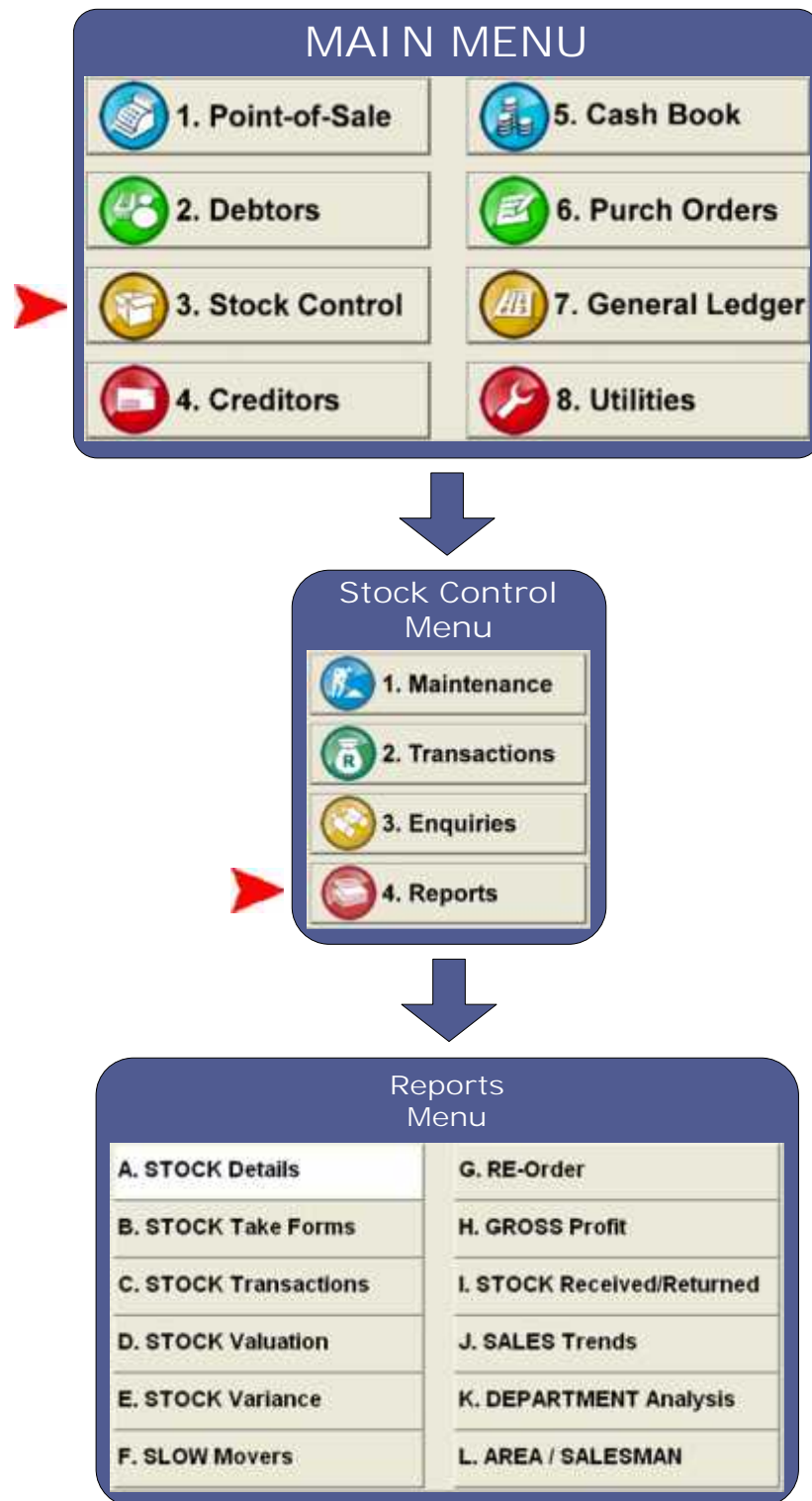
(b) Click on  Print(\*) to print the listings.

(c) Enter Start and Stop Code Range to print.

(d) Click on  Exit to return to the Stock Control Enquiries Menu.



# Stock Control - Reports



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## Reports

On the Stock Control Reports Menu, the Data Status Window will indicate from which directory the reports will be extracted.

The default directory is the current directory.

Data Status
Current Files
C:\TEST

Click on the Quick Functions drop down menu at the top of the screen to access archive directories.

For reports to print, the printer needs to be on-line.

The following reports are available for printing:

Reports	Report Options
A. Stock Details	<p>List Stock Details by:</p> <ol style="list-style-type: none"><li>1.Department</li><li>2.Supplier</li><li>3.Code Range</li><li>4.Descriptor</li><li>5.Contracts</li></ol> <p>Select Report Options:</p> <p>Start at and End At Codes for Department, Supplier and Stock</p> <p>Cost Price – Last / Ave/ Neither.</p> <p>Selling Price – 1/2/3/All/Special/Future</p> <p>Inclusive/Exclusive of Vat</p> <p>New Page per Depart/Supplier Y/N</p> <p>Print Markup and GP % Y/N</p> <p>Include Supplier Name Y/N</p> <p>Which Codes – Own / Supplier/Both</p> <p>Which stock Items – All/Only those with Quantities</p> <p>Select sort order options by:</p> <p>Description</p> <p>Stock Code</p> <p>Supplier Code</p>



## Reports

### Stock Control - Reports

Reports	Report Options
B. Stock Take Forms	<p>Select Report Format:</p> <ol style="list-style-type: none"><li>1.Department</li><li>2.Supplier</li><li>3.Code Range</li><li>4.Descriptor</li><li>5.Bin Number</li></ol> <p>Select Report Options:</p> <p>Start and End Ranges for Departments, Suppliers and Stock Codes</p> <p>Space between line</p> <p>Active /Every Item A/E</p> <p>New Page / Department Y/N</p> <p>Select sort order options:</p> <p>Description</p> <p>Stock Code</p> <p>Supplier Code</p>
C. Stock Transactions	<p>Select Report Format:</p> <ol style="list-style-type: none"><li>1. Detailed</li><li>2. Total Quantities – by Supplier or Department</li><li>3. Special Deals – Detailed or Consolidated</li><li>4. Stock Adjustments – Quantity or Price</li></ol> <p>Select Report Options:</p> <p>Start and End Dates</p> <p>Start and End Codes</p> <p>Detailed or Totals Only</p> <p>Select possible report formats from the listing.</p>
D. Stock Valuation	<p>Select Valuation Options:</p> <ol style="list-style-type: none"><li>1.Actual Quantity on Hand</li><li>2.Quantity Counted</li></ol> <p>Select Sort Options:</p> <ol style="list-style-type: none"><li>1. Department</li><li>2. Stock Code</li><li>3. Description</li><li>4. Supplier</li><li>5. Bin #</li></ol>



Reports	Report Options
	<p>3. All Values i.e. on Hand, On Jobs, Laybyes and RFC's - department range for Detailed or Totals only.</p> <p>Select Report Options:  Print Zero Holding Y/N  Start at and End at Range for Department, Stock Code, Supplier and Bin Number.  Date to print on Report  New Page per Dept Y/N</p>
E. Stock Variance	<p>Select Report Order:  1. Department  2. Supplier  3. Code Range  4. Description  5. Bin #</p> <p>Select Report Options:  Costing Method – Last/ Average/ Selling Price 1/2/3  Print Items with Quantity on Hand but not yet counted  Date on Report.</p> <p>Select Sort Order Options:  Department  Department + Code  Department + Supplier Code  Department + Supplier Number + Description  Department + Description</p>
F. Slow Movers	<p>Select Report Options:  Enter Date for Last Sale Search  Start At and End At Range for Department and Supplier  Print if Quantity on Hand is Zero Y/N  Print in Code or Description order C/D  Consider Date Last Purchased Y/N</p>
G. Re-Order	<p>Select Re-order Options:  1. Items Below Re-Order  2. Historiccal Statistics</p>



## Reports

### Stock Control - Reports

Reports	Report Options
	<p>1. Items Below Re-order Level</p> <p>Select Supplier Type – Preferred or Last</p> <p>Press [Page Down] at the Supplier Number to select order by Description, Stock Code, Supplier Code or Department</p> <p>Ignore items with Zero Quantity on Hand Y/N</p> <p>Ignore Items where Quantity on Hand = re-order level Y/N</p> <p>Consider Sales and Purchase Order Quantity. Date on Report</p> <p>2. Historical Statistics.</p> <p>Select by:</p> <ol style="list-style-type: none"> <li>Supplier</li> <li>Department</li> </ol> <p>Ignore Non Active Items Y/N</p> <p>Number of Lines between</p> <p>Report Options:</p> <p>4 Month Sales</p> <p>3 Month Sales + Average Sales + recommended re-order</p> <p>12 Month Sales Values</p>
H. Gross Profit	<p>Select Report Format:</p> <ol style="list-style-type: none"> <li>Detailed – for selected Department Range</li> <li>Totals Only – Current or for Past 12 months, Include Cost Column Y/N</li> <li>Department and Supplier – Detailed / Totals</li> </ol>
I. Stock Received / Returned	<p>Received / Returned Options:</p> <ol style="list-style-type: none"> <li>By Date</li> </ol> <p>Start and End Dates Range</p> <p>Report Type: Received or Returned</p> <p>Report Type: Detailed or Totals Only</p> <p>For Specific Supplier (Y/N)</p> <p>Transaction Number to Print: Internal GRN Number or Supplier Invoice Number.</p> <ol style="list-style-type: none"> <li>By Department</li> </ol> <p>Received/Returned, Print to Printer or File</p>





Reports	Report Options
	<p>3. By Supplier and Department</p> <p>Net purchases - Detailed or Totals only</p> <p>Print to Printer or File</p>
J. Sales Trends	<p>Report Format:</p> <ol style="list-style-type: none"> <li>1. By Department</li> <li>2. By Supplier</li> <li>3. By Code Range</li> </ol> <p>Select Report Options:</p> <p>Select required range</p> <p>Date on Report</p> <p>Report based on Quantity, Value or Profit.</p>
K. Department Analysis	<p>Report lists sales for the month and % of total sales</p> <p>Report Options:</p> <p>Select Department Range</p> <p>Date to print on Report</p> <p>Print Zero Department Sales (Y/N)</p>
L. Salesman / Area	<p>Report Format:</p> <ol style="list-style-type: none"> <li>1. Year – to – Date</li> <li>2. Detailed Analysis: <ul style="list-style-type: none"> <li>Report Options:</li> <li>For selected area and dates</li> <li>Detailed or Totals Only</li> <li>Sort and Total by Department</li> <li>Option to include GP</li> <li>Cash/Account/Both</li> </ul> </li> </ol>