**TECH AFRICA – STOCKS DATABASE**

**COSTINGS MODULE – DESIGN BRIEF**

**Work-flow (General)**

* The duties information from the ordering process will be updated to reflect the information on the bill of entry
* Count sheets printed for checking the order received
* Counts entered and variances dealt with
* Costs will be entered for the import
* Selling Price comparisons will be done and updated
* The price update procedure will be run if there are changes
* Costing reports printed off
* Stock captured in pastel
* Tracking of special orders

**Functions / Working Parameters**

* The duties information from the ordering process will be updated to reflect the information on the bill of entry
  + Will need another cross tab query and form for this based on the bill of entry line number and information
* Count sheets printed for checking the order received
* Counts entered and variances dealt with
  + If extra and over a certain value, then request invoice from supplier and track this with reminders until received
  + If short
    - and over a certain value put in a claim for this and track until credit note received
    - put quantity back into ordering process
* Costs will be entered for the import
  + A form has been started for this
  + All costs converted to USD as costings are all stated in USD landed
* Selling Price comparisons will be done and updated
  + Form needed for this, grouped on –
    - Needs a price increase
    - New products prices
      * Looks at cost of current stock to ensure it does not go below that
    - Can be decreased
  + Will have check boxes for MD to select which price to use
    - Goes on a new table so MD can change mark-ups and buffers, and fields will recalculate when he changes a field
  + On completion updates the stock master file with changes, as well as change parameters for the price updates table
* The price update procedure will be run if there are changes
  + Has its own brief
  + New selling prices will be passed into the selling prices archive table, for the price lists to pick up from
* Costing reports printed off
  + There must be 2 – the actual and the theoretical
    - Duties an BV are where the differences are and theory is for selling prices, actual for pastel entry
    - Also be handy to have one for actual ZWL
    - Summary of costs
    - Need a screen to select closed costings for printing, but cannot be changed
  + At this stage the flag for the order header will be set to true for costing closed
    - All forms related to costings and orders must not allow any changes if the costing is flagged as closed
* Stock captured in pastel
* Tracking of special orders
  + Need to flag as supplied and closed once the invoice number is entered