

INVENTORY CONTROL MANUAL



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INVENTORY CONTROL

The **Inventory Control Program** was especially designed for the E Planet Trade system. The user friendly design will assist the daily running of your warehouse. This program has many functions to help you maintain a well kept stock report.



GIFT VOUCHERS

E Planet Trade Gift Vouchers can be used instead of writing a trade cheque. These vouchers are valid for 12 months from the date on the back of voucher. Change is not given for Gift Vouchers.

GST FORMULA (AUSTRALIA ONLY)

If the cost of the item is GST inclusive, divide the full price by 11 and multiply by 10. That will give you the amount before GST.

For example, to calculate the price before GST of an item that costs \$10.00 inclusive of GST, see the example below:

$$\$10.00 \div 11 \times 10 = \$9.09$$

To find the price of the GST:

$$\$9.09 \times 10\% = .90$$

If the cost of the item needs to have GST added, then just add 10% to the price. See example below:

$$\$10.00 + 10\% = \$11.00$$

TRADE / CASH COMPONENT

To work out the percentage of trade and cash on an item, follow these steps. In this example, the product has a 60% Trade portion and a 40% Cash portion. **Remember any government taxes are paid in cash.**

An item is \$100.00 inclusive of GST, and the trade percentage is 60%. Follow steps below:

$$\$100.00 \div 11 \times 10 = \$90.90.$$

$$\text{To work out trade } \$90.90 \times 60\% = \$ 54.54$$

$$\text{To work out cash } \$90.90 \times 40\% = \$ 36.36$$

$$\text{To work out GST } \$90.90 \times 10\% = \$ 9.09$$

$$\text{Total Trade Payable is } \$ 54.54$$

$$\text{Total Cash Payable is } \$ 45.45$$

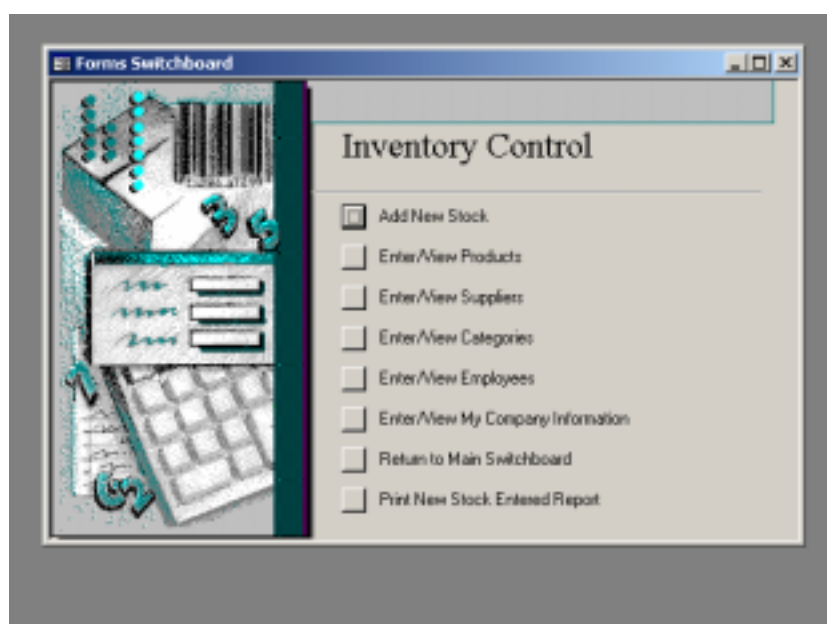
If a supplier wishes to sell stock in the warehouse without GST, then a **Supplier Statement** needs to be completed, signed and dated by the supplier for taxation purposes. This statement should then be attached to the copy of **Stock Entered Report**.

Each time the supplier brings in more stock, another Supplier Statement needs to be completed, even if the stock is the same as the items previously bought in.

Without the Supplier Statement, the supplier **cannot** be paid, or 48% of amount sold can be withheld for taxation purposes.

ENTERING STAFF DETAILS

Entering staff details assists you to maintain records of who invoiced out to customers.






To enter staff details:

- Click on **Enter/View Other Information**
- Select **Enter/ View Employees**
- Fill out details required
- The new employee will automatically be issued with an ID number

ENTER/VIEW OTHER INFORMATION



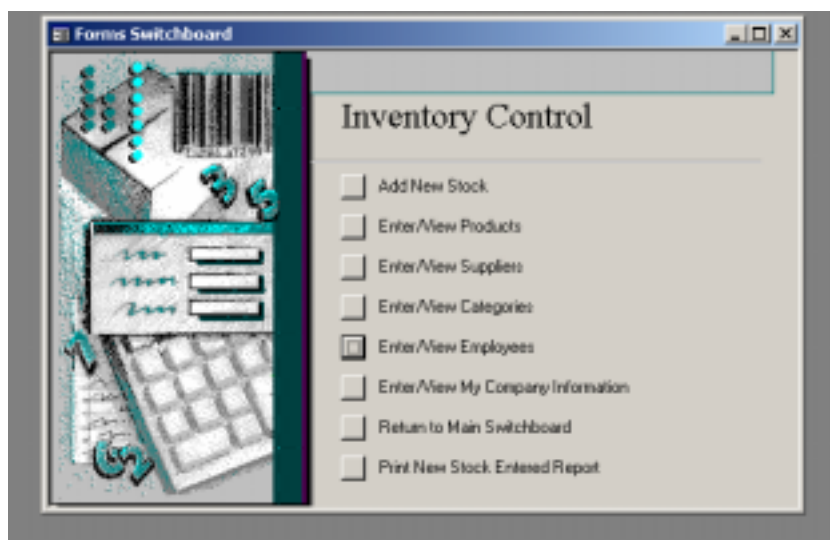
By clicking on Enter/View other information on the main menu, it will take you to this selection of categories where you have the options to enter or change details. For more information on these sections, refer to page... in your manual

1. Add new stock- This is where you add stock to go onto inventory control whether it is consignment stock or E Planet Trade stock. For further directions on how to use this section please go to page in your inventory manual.
2. Enter/View Products – This button is where you go to find information on products e.g. code, price, trade percent, stock on hand.

3. Enter/View Suppliers – Click on this button and you can enter new suppliers or view existing suppliers. In this section, you can also update changes of details to the supplier. All sections must be filled out.
4. Enter/View Categories – This section is where you can enter a new category e.g. Outdoor Accessories. When you enter new stock you could place specific items that correspond with this category into Outdoor Accessories.
5. Enter/View Employees- This section is for new employees using the inventory control. It should be a must that every employee using Inventory Control has their own name & details for future references.
6. Enter/View Company Information – This section to be filled out by any new licensee using E Planet Trade Inventory Control. Click on this button and fill out all details.
7. Return to Main Switch Board - This will take you back to the main menu of Inventory Control.
8. Print New Stock Report – After you have added stock into Inventory Control, click on this button. Type in date & who the supplier is and print out stock. This should then be attached to the invoice or stock sheet that you have received for future reference. You should then file the paperwork in either the consignment or E Banc Stock folder.

ENTERING SUPPLIER NAME AND DETAILS

This section record details of the members who will have consignment stock in your warehouse. Please be sure to fill out all details. Once a consignment sale has been made in the warehouse, you can print a list of stock sold that displays all details you have filled out in this section, e.g. name, phone, company registration number.

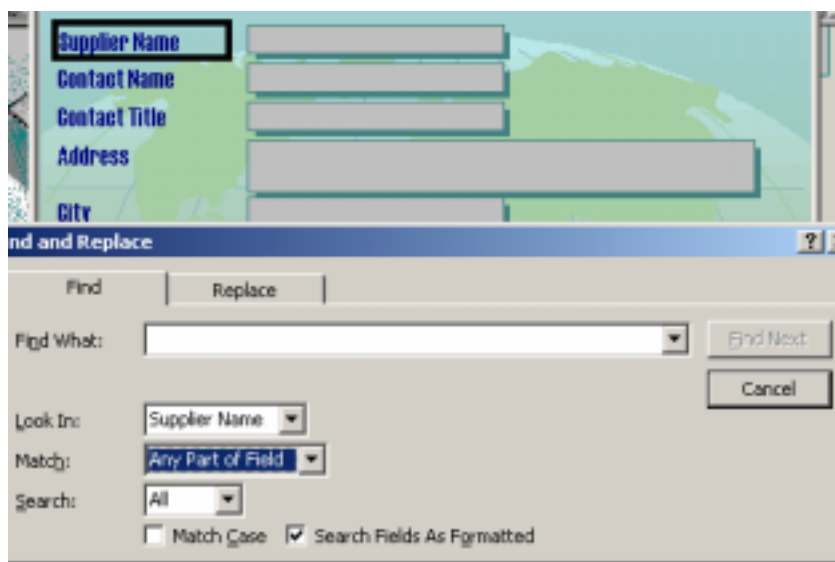


To Enter a New Supplier:

- Click on **Enter/View Other Information**
- Click on **Enter/View New Suppliers**
- Fill out **ALL** details. Where there is no tax on the product, make sure you have a completed Supplier Statement. In this case, type Supplier Statement in the ABN field.

- There is a Notes field at the bottom of this section. Include anything of interest about the supplier, e.g. Trade negotiable - no more than 60% Trade on items.

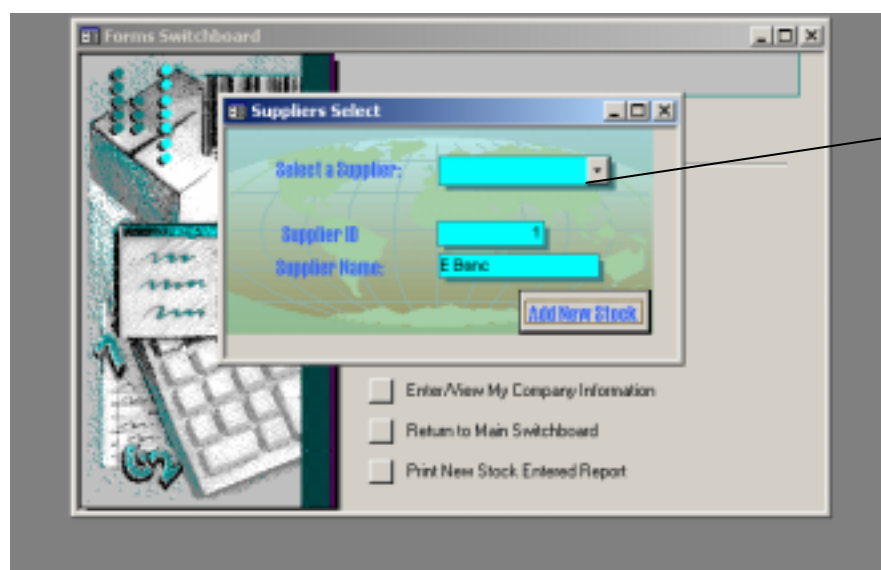
At any stage you can update details of the supplier, e.g. new address, phone number. An easy way to do this is click on **Enter/View Other Information**, click on supplier name and use buttons 'Control F'. A box will appear where you can type in the name of supplier.



You can change any part of a field. Simple select Control and F on the keyboard and this will let you do a keyword search, e.g. type in 'brown' and all instances of 'brown' will display. Once you have found the right supplier, you can update details. Once you have clicked out of this section, it will automatically save your new updates.

ENTERING STOCK

When entering stock into inventory control, make certain you are entering the stock into the correct supplier's section.



Enter name of supplier, then click on 'Add New Stock'.

If the product is new stock, double click in **Product ID**. That will take you to the section where you will be issued a new code for the product. Once you start typing in the **Product Name** field, you will automatically be given a product code.

Suppliers Sales

Supplier Name: [Text Box] Supplier ID: [Text Box]

Contact Name: [Text Box] Address: [Text Box]

Phone Number: [Text Box] City: [Text Box]

Fax Number: [Text Box] Postal Code: [Text Box]

Email Address: [Text Box] State/Province: [Text Box]

Notes: [Text Box]

ProductID	ProductName	UnitsReceived	UnitPrice	TradeF	Gst

Record: 1 of 1 (Filtered)

All sections must be filled out. If the goods are E Planet Trade stock, you need to insert the buyer's name in the **Description** field for future reference. In the **Purchase Price** field, please insert the amount you paid for the item.

Product ID: (AutoNumber) Search by Supplier [Icon]

Product Name: [Text Box]

Description: [Text Box] Unit Price: [Text Box]

Category: [Dropdown] Gst: [Text Box]

Suppliers Name: [Dropdown] Units on Hand: [Text Box]

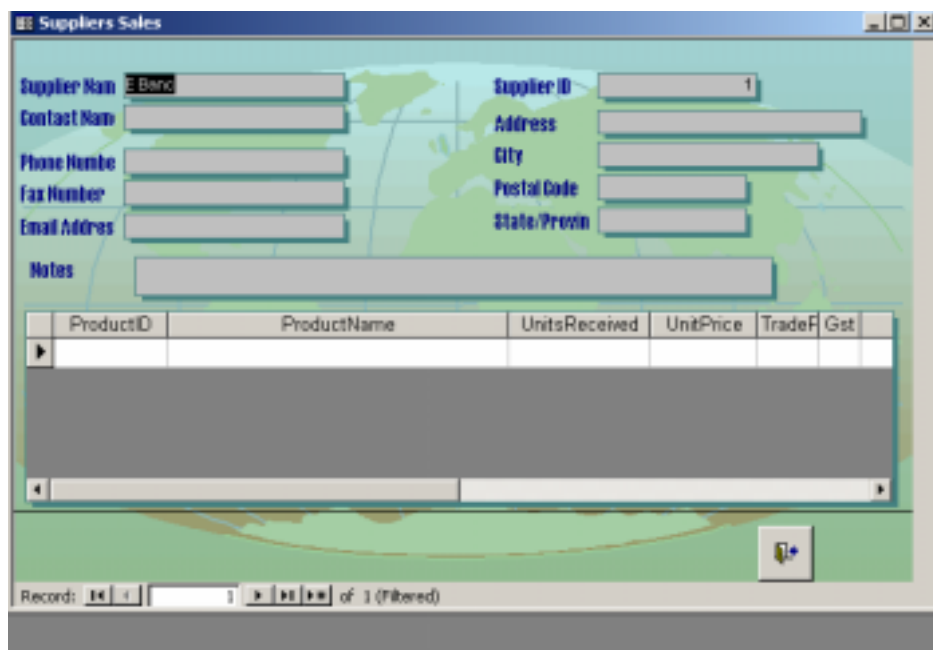
Trade %: [Text Box] ☐ Second Hand Purchase Price: [Text Box]

Date	PO ID	Description	# Received	# Sold	Description
13/11/2003	0		0	0	

Purchase Orders... [Left Arrow] [Right Arrow] [Refresh] [Add]

Once all categories are filled out, click this box

This section is where you will enter the amount of stock you are putting in Inventory control. Type in the **Product ID** then the amount of items you are putting in stock in the **Units Received**. Once you click out of this section, your Inventory Control will update your records.



ProductID	ProductName	UnitsReceived	UnitPrice	TradeF	Gst

Record: 1 of 1 (Filtered)

NOTE: To do an adjustment of stock, e.g. broken or damaged goods, follow same prompts on this page but put a minus in front of the quantity. Once you click out of this section your inventory control will update for you. In text column please type in why you are doing a minus figure, e.g. broken, damaged.

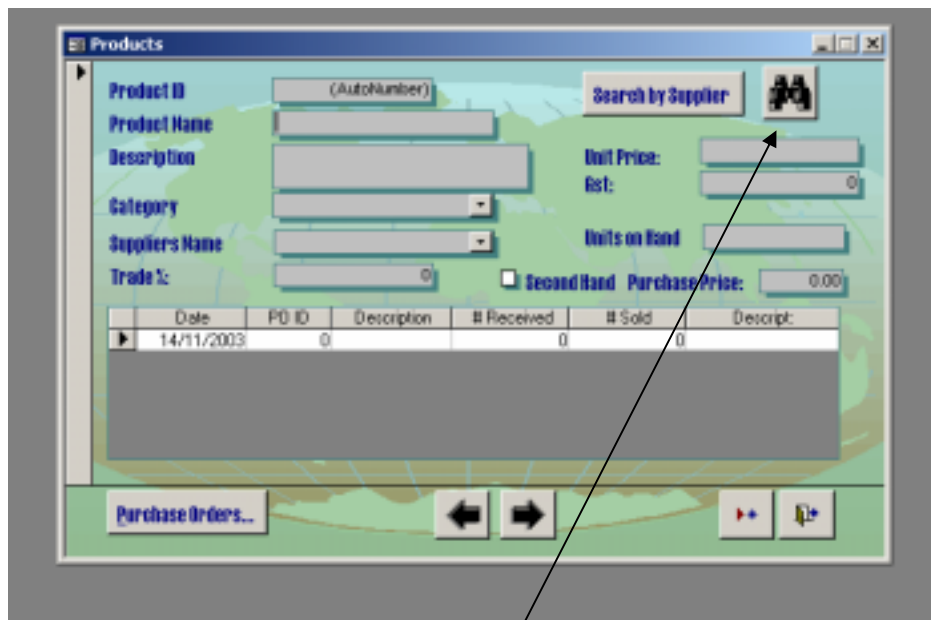
After you have finished putting your stock in inventory, click out of this section. Click on **Print New Stock Received**. Put in the date and double click. This page will display what you have put into stock. Print out the report and attach it to the invoice of goods for future reference.

FINDING A PRODUCT



To find a product code or item click on this button

There are a few different ways to find a product. If you know the product code then click **Product ID**, then click on the 'binoculars'. Type the code number in the box that appears. This will search for your code and bring it up in the box below with details, e.g. price, whose stock, amount of stock on hand.



The other way to search is to type in a key word of the product and click **Find Next**. Click on **Products**, and then click on the 'binoculars'. Type a keyword in the search section of the box that appears. Use the drop down box and pick any part of field. That helps to find the product more quickly. (There will possibly be more than one item with the same keyword. By pressing enter it will take you to every product with the particular keyword you have typed.)

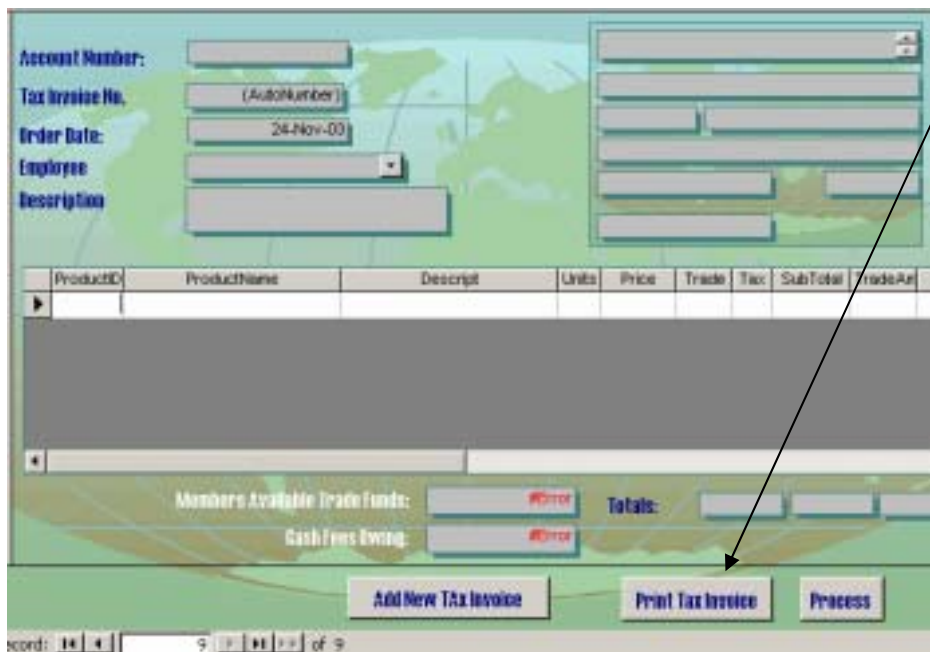
Once the product has come up you will see when it was put into stock, units on hand, what invoices numbers are, and the date when sold. You can also click on the button **Search by Supplier**, and type in the supplier's name. A list will appear of all stock that has been sold from the warehouse. By clicking on **Print Stock**, inventory will print stock units on hand only. This is also a good way of doing a stock report for a supplier's stock on hand.

ENTERING A NEW PURCHASE

Click on **Enter New Purchase**. This will take you to the section where you will prepare the customer invoice. Type the member's account number in the first field. The system will then automatically generate an invoice number. In the **Employee's Section**, fill in the name of the staff member who is creating the invoice. (This is for future reference).

Then type in the code number of the product you are invoicing. It will bring up the description, price, trade, cash and GST amount. Include the quantity of items that you are selling in the **Units** field. This system works out total price for you.

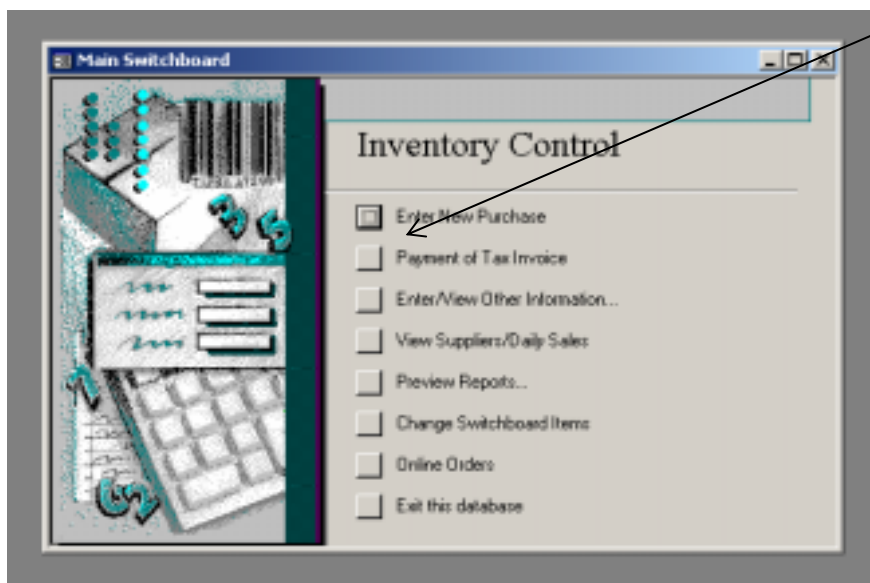
If you need to change the trade component, just type in how much trade you are charging and the system will work it out for you and adjust the prices accordingly.



Click on **Print Tax Invoice** after you have finished entering in stock that you are selling. If the customer is paying for the goods immediately, click **Process**. Fill out all amounts exactly, or the invoice will not be included in the end of day sales, and you takings will not balance.

If the customer is taking the stock without paying, then click **Process** then click **Save**. You will need to click **Yes** four times to save the invoice. If the customer is not paying for the goods immediately, you also click **Process** and **Save**. Click **Yes** again four times. This will then save the invoice to unpaid invoices (you can find this invoice in Reports - Unpaid Invoices).

In the trade column, you can adjust the trade percentage to suit. You can also adjust the price. Once you have done that, it will automatically update trade and cash components for you.



To pay an outstanding tax invoice, click on **Payment of Tax Invoice**.

Enter the invoice number and click **Process**. A box will appear with trade, cash and the GST components. This section must be filled out exactly, or your end of day sales will not balance. If the customer has not given you the invoice with the payment, click on **Preview Reports**, then click on **Unpaid Tax Invoices** and it will be displayed in this section.

Please note: Once an invoice has been paid, the invoice will still be in **Unpaid Tax Invoices** until **End of Day Sales** has been updated.

VIEW SUPPLIER SALES

This section of Inventory Control allows you to view member sales of items on consignment, and to calculate payment for items sold.

1. Click on **View/Supplier's Sales**
2. Click on **View Supplier's Sales**
3. Browse the drop down box to find the supplier

4. A list of sales for that member will display
5. Click on **Mark as Paid**
6. A message will come up to update. Click **NO**
7. Print out a copy and click **Mark as Paid** again
8. This time click on **Yes**. It will prompt, 'Are you about to update'. Click **Yes**.
9. This procedure will automatically update the files for the supplier, so that payment is not duplicated.

END OF DAY SALES

Carry out this procedure at the end of each working day. It maintains an accurate record of stock sold and sales made for the day. To carry out this procedure, please follow these steps:

1. Click on **View/Suppliers Sales**
2. Click **End of Day Sales** (A minimised view of daily sales will display. To maximise the view, just click once on **Sales**)
3. A box will appear asking for you to update. Click **No**
4. Print out the **Daily Sales**
5. Click on **End of Day Sales** again and this time when the box asks you to update, select **Yes**.
6. Count the float left in the till. Add up trade cheques, cash EFTPOS, gift vouchers, cash cheques and cash fee payment, if any.
7. The totals should balance with the figures displayed on the right hand side. Remember to take into account that no change is given for Gift Vouchers. This may affect the trade totals because of a difference between the trade component of a sale price and the trade amount tendered via a Gift Voucher. For example, trade on the invoice might be \$9.50, but a \$T10 gift voucher was tendered, leaving a .50c difference.
8. Record information in all the spaces provided and forward to the Finance Department.

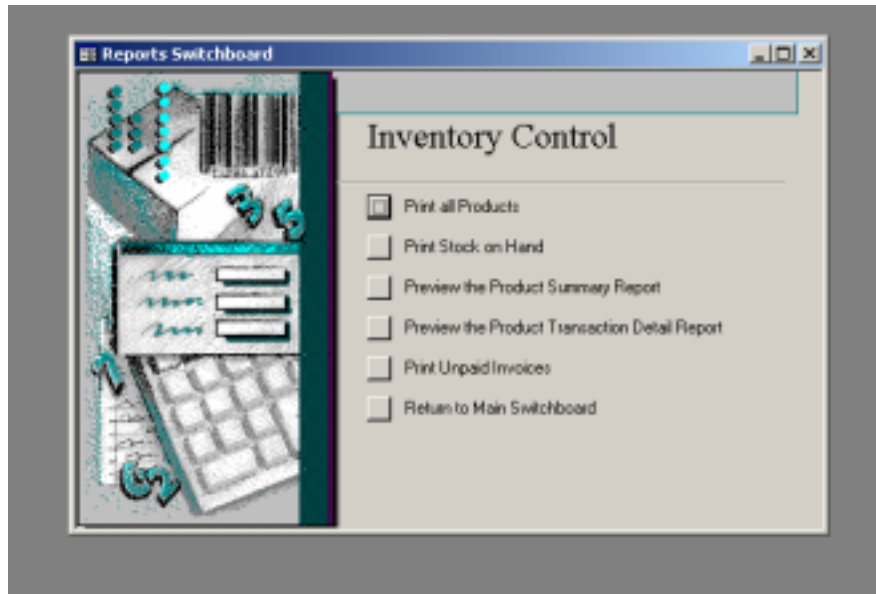
Note: If the **End of Day Sales** do not balance, here are a few tips.

- Make sure all invoices have been processed. You may have to go back into Payment of Invoice to make sure invoices have been processed as paid. Remember, if the amounts paid on the invoice are not identical to the amounts listed as owing, the invoice will not display on **End of Day Sales**.
- Make sure all trade cheques have been accounted for by checking trade cheques against processed invoices.
- Check invoices against **End of Day Sales** records.

The button under **View End of Day Sales** is **VIEW OLD SALES**. This allows you to print out previous sales. Click on **Old Daily Sales**, type in the date, and a copy of sales for that date will display.

PREVIEW REPORTS

Selecting **Preview Reports** will take you to the section where you can check unpaid invoices, view suppliers sales and print stock on hand.



1. **Print all Products** will print out all of the E Planet Trade stock.
2. **Stock on Hand** will print all stock on hand by categories in inventory control.
3. **Print Unpaid Invoices** will print all outstanding tax invoices.
4. **Return to Main Switchboard** will take you back to main page of inventory control.