Manage stock (F5 Inventory Module)

Introduction

POSperfect's inventory functions bring goods in and out of your inventory, move goods around within it, alter and update item prices and run Stocktakes.

Order, Receive, Transfer and Stocktake documents can be viewed by type, by date, or by completion status and their contents previewed before editing.

The procedures in this chapter begin from the Inventory Movement window. To get to the Inventory Movement window, start the Inventory (F5) module from the Command Centre screen, and log in with your Operator Number and password.
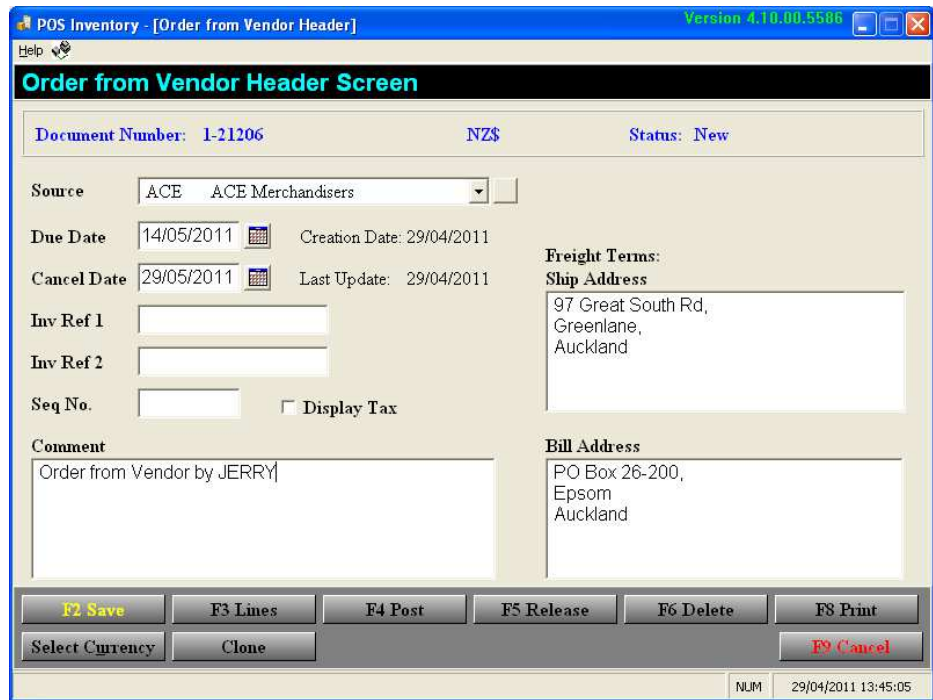

- Inventory Header

Ordering Goods

PROCEDURE:	1. Double-click **Order/Receive - From Vendor** (or **From Warehouse** if applicable). in the menu pane.

2. Click **F4 Create**.

[1] *If it is a new Vendor the name needs to be setup in the Maintenance module beforehand.*

3. Select the Vendor from the list[1].

4. Input Due and Cancel dates (and Invoice reference and sequence numbers if required.)

[2] *Lines refer to products supplied by that vendor.*

5. Click **F3 Lines**[2].

[3] *When inputting items, press or click F3 to choose an existing Sku/Plu form this Vendor.*

6. Input the item code for the item you want to order[3].

[4] *Default cost for each item is automatically loaded..*

7. Input the quantity to order and amend the unit cost if necessary[4,5, 6].

[5] *If the item has a size/colour chart this will automatically appear.*

8. Press **Enter** and repeat steps 5 and 6 for the rest of the items you want to order.

[6] *Press F10 Sales Info for Sales history*

9. Click **F2 Save**[7].

[7] *Incorrect Entries have to be 'Cancelled' thru F7 Batch*

10. Click **F5 Release** to release the order to the system[8].

[8] *The system now shows the lines as being "On Order"*

11. Select from the Print Options and Click **F2 Finish**.

12. Click **F9 Exit** to return to POS Inventory screen.

This process can be automated by using 'Suggested Order Report' – selecting Vendor and checking box 'Create Order from Vendor Document for this Report'
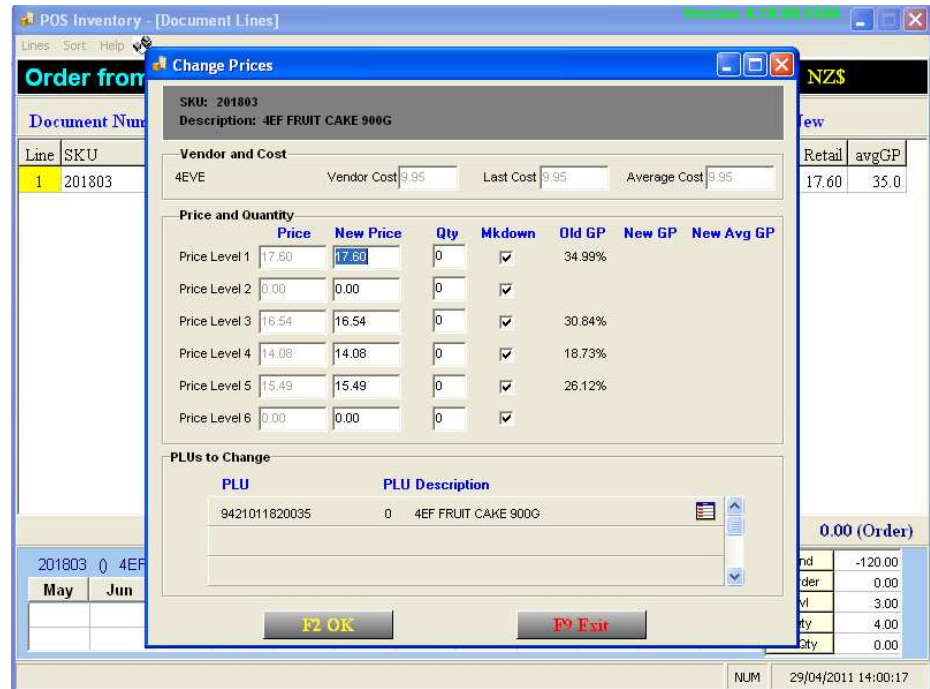
Receiving Ordered Goods

PROCEDURE:

1. Double-click **Order/Receive - From Vendor** (or **From Warehouse)** in the menu pane.

2. In the document list, click the order document for the stock received.

3. Click **F3 Open Lines**.

If the item has a size/colour chart this will automatically appear.
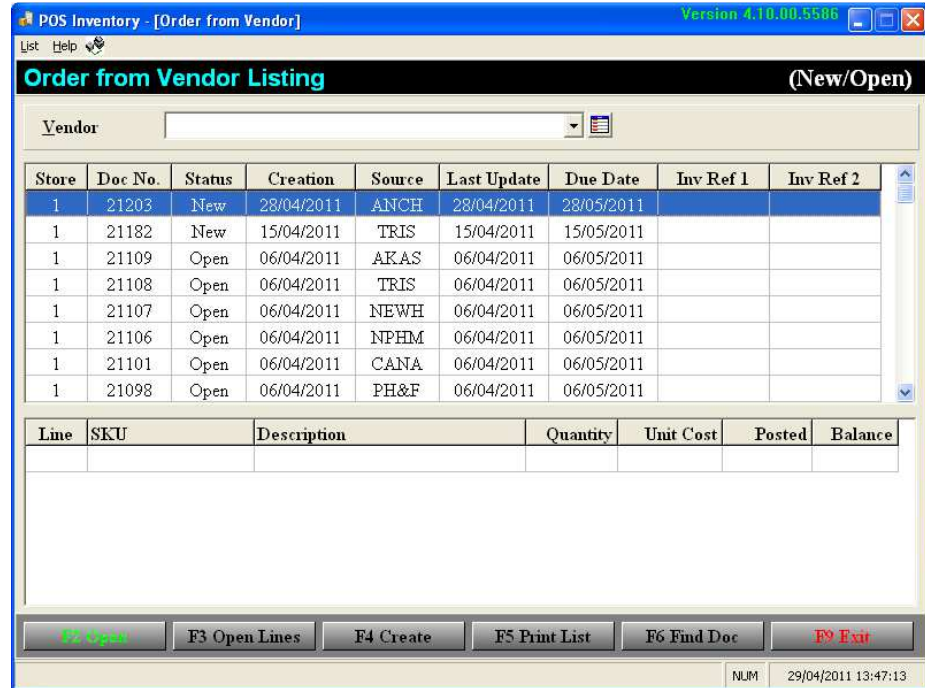
4. Select line required that matches received goods.

To receive only part of a document, click the text box in the Receive column and Input the received quantities.(see following page note)

5. Click **F7 Batch** > **Complete Current Line** (or **Complete All lines** if delivery is 100%as ordered). The ordered quantities will be copied into the Receive column. If unit cost of new shipment is not the same as system cost then double click the Unit Cost box and input new cost.

6. Press **Enter** button to accept new cost. Click back on the line (or a box on the line) then click on the **Change Prices** button.

With rounding there will be subtle changes to G.P.%

[1]*If Line Discount is activated click the Unit cost column and press the Enter button to input detail*

[2] *If you are running a Sku/Plu system then scroll down on the 'Change Prices' window to alter the Plu prices*

7. Click **F2 OK** to accept the new changes or make manual adjustment then click **F2 OK**.[1] [2]

8. Click **F2 OK**.

9. Click **F4 Post** in Vendor Header Screen and respond to the Creditors Invoice window as appropriate. Please enter detail of Invoice number, posting date, discount allowed, etc.

10. Click **F2 OK**

11. Print reports and Barcodes as required.

12. Click **F2 Finish.**

13. Click **F9 Exit** to return to the POS Inventory screen.

Note: When vendor has short supplied but billed for full supply (along with credit note) then you must POST the full amount and create a 'Return to Vendor' document for the shortfall. Creditors and Multi-Store modules rely on this information to balance Inventory and Payments.

Receiving Unordered Goods

PROCEDURE:

1. Double-click **Order/Receive From Vendor** (or **From Warehouse** on the menu pane.

2. Click **F4 Create**.

3. Select the Source Vendor for the goods.

4. Set due date for date received and invoice and sequence numbers if required.

5. Click **F3 Lines**.

When inputting SKUs, click F3 to find a SKU.

6. Input the item code for the stock you have received.

The default cost for each item automatically loads.

7. Input the quantity received into the "Order" and the "Receive" fields and check Unit Cost (Change if necessary)[1].

[1]*If the item has a size/colour chart this will automatically appear. Refer*

8. Repeat steps 5 through 7 for the rest of the items you have received.

to previous page re pricing updating.

9. Click **F2 OK**.

10. Click **F4 Post** and respond to the Creditors Invoice window. Please enter detail of Invoice number, posting date, discount allowed, etc.

11. Print reports and barcodes as required.

12. Click **F2 Finish.**

13. Click F9 Exit to Return to the Inventory Screen

Transfer Stock to other Stores

Procedure:	
	1. Select **Transfer** – **To other Store** from the menu pane
	2. Click **F4 Create**.
[1] *This can be any five digit location code if your store is not part of a multi-store setup*	3. Select Destination of Transfer[1].
	4. Input Due, Cancellation, Reference and Sequence numbers if applicable.
	5. Click **F3 Lines.**
	6. Input code of item to be transferred.
[2]*If the item has a size/colour chart this will automatically appear.*	7. Input quantity of selected item[2].
	8. Adjust Unit Cost if required.
	9. Click **F2 Save.**
	10. Click **F4 Post** to transfer items out immediately or **F5 Release** to release the document only.
	11. Select Print options then click **F2 Finish.**
	12. Click **F9 Exit** to return to the Inventory screen.

Transfer Stock From Another Store

Procedure:

1. Select **Transfer** – **From other Store** from the menu pane.

2. Highlight document from listing.

3. Click **F3 Open Lines**
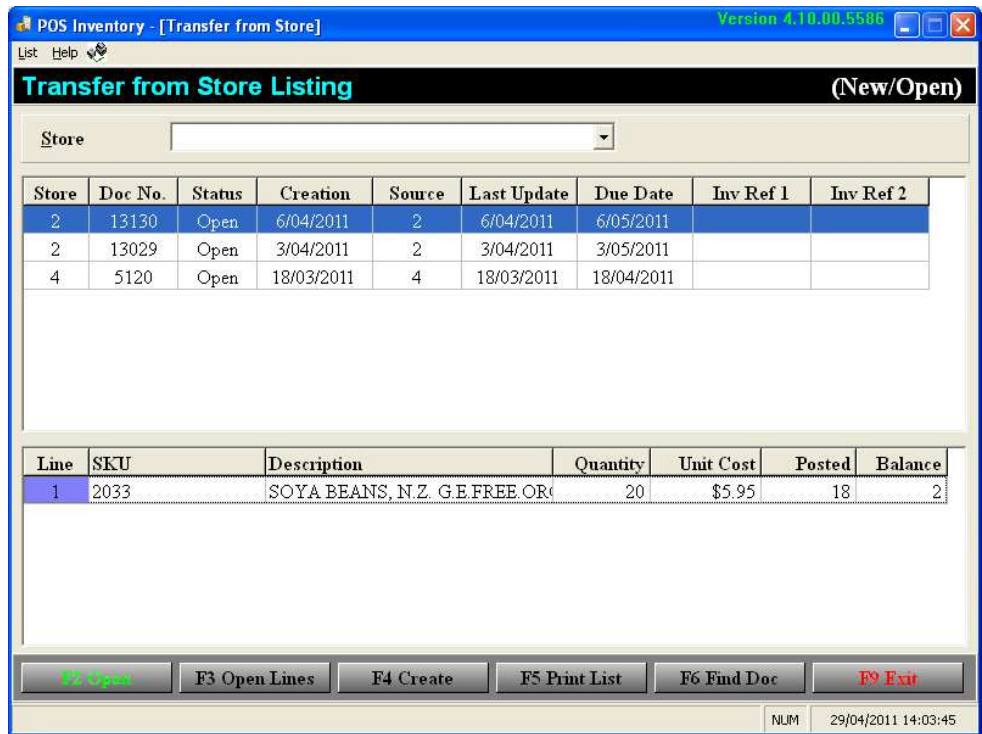
4. Input the Quantity received.

5. Click **F2 Save**

6. Click **F4 Post**

7. Select Print Options and click **F2 Finish**

8. Click **F9 Exit** to return to Inventory screen.

Returning Goods

PROCEDURE:	1. Double-click **Return - To Vendor** (or **To Warehouse)** on the menu pane.
	2. Click **F4 Create**.
	3. Select the Destination Vendor for the receiver of the goods.
	4. Click **F3 Lines**.
When entering SKUs, press F3 to find a SKU.	5. Input the item code for the item you are returning
The default item cost is recorded automatically.	6. Input the quantity returned into the "Return" and "Now" fields.
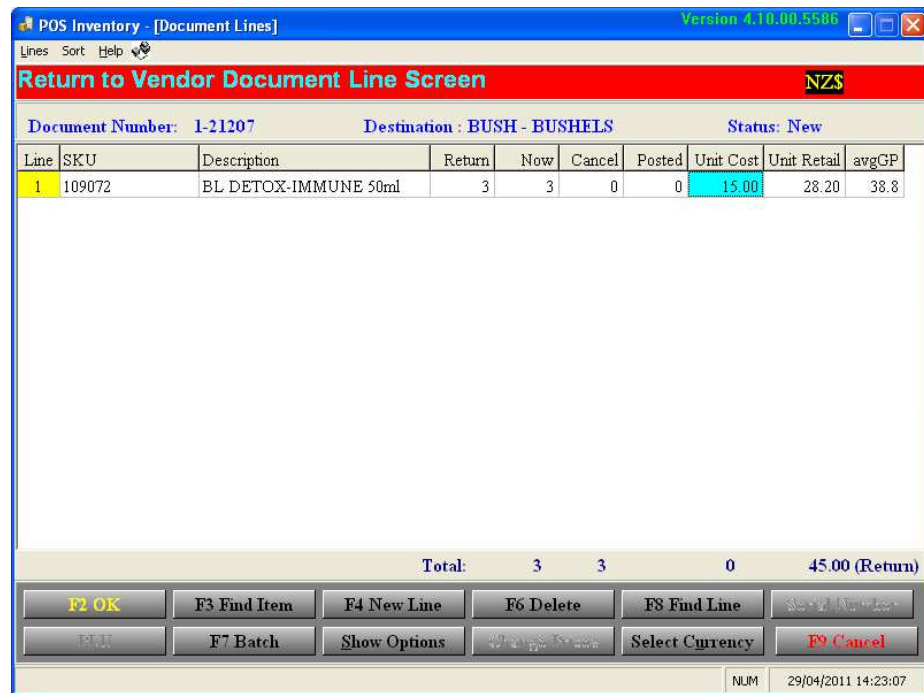
If the item has a size/colour chart this will automatically appear.	7. Repeat steps 5 and 6 for the rest of the items you are returning.
	8. Click **F2 Save**.
The returned quantities are posted to the inventory and	9. Click **F4 Post**.
On Hand quantities updated. A copy of the	10. Select Report options then Click **F2 Finish.**
return document will be printed.	11. Click **F9 Exit** to return to the Inventory screen.

Creating Count sheets for a Stocktake

PROCEDURE:	1. Double-click **Stocktake/ Count Sheets** on the Quick Start..
	2. On the Range tab input the first department to include in the **Department From** text box.
	3. Input the last department to include in the **Department To** text box.

To change the grouping of products on the count sheets, click the Options tab, and select a Group By option using the radio buttons

To create count sheets with multiple stock locations, click the Options tab and click a Locations check box, then Input the location name.

Count Sheet Criteria

Range | SKU List | Options

Group Level
- Department
- Class
- Vendor
- ● None

Locations
1 ☑ Shop
2 ☑ Window
3 ☑ Store
4 ☐
5 ☐

Sort By ● SKU   ○ Description

Show options
- ☑ Show Item Retail Price
- ☐ Show OnHand
- ☐ Show Barcode
- ☐ Show Vendor stock Code
- ☐ Show stock code and vendor stock code
- ☑ Show Zero onHand SKUs(as at current date)
- ☐ Expand Desc when select less locations

☑ Generate Stocktake Document
☐ Generate PLU Stocktake Document

Get Options.
Save Options.   **Start**   **Exit**

Click the selector buttons to choose groups from a list.

In later versions sku code and description will be bold where they have size/colour or plu.

If stock is barcoded and those are used as plus then generate plu stocktake document

4. Repeat steps 2 & 3 for the **Class, Vendor,** and **SKU** text boxes. To include all of a group, leave the **From** and **To** text boxes blank.

5. Click the Options tab.

Select options required. Note: Checking the Generate Stocktake Document box will generate a printable count sheet/s complete with Sku numbers as well as creating the stocktake document.

6. Click **Start** to generate the document.

7. **Note:** For staff who are not familiar with Sku numbers it is helpful to have the Retail Price alongside the item description.

Stocktake Maintenance (Full Stocktake or rolling count)

PROCEDURE:

1. Double-click **Stocktake- Maintenance** on the menu pane.

2. Double-Click the Stocktake document created from the count sheet production[1].

3. Click on **F7 Count Date**.

4. Answer 'Yes' to pop-up window and select date and time-of-day of the count.

5. Click **F3 Lines**.

[1] *If a stocktake count sheet has not been created then there refer to previous page on creating this document.*

To set count time to end of day click another date.
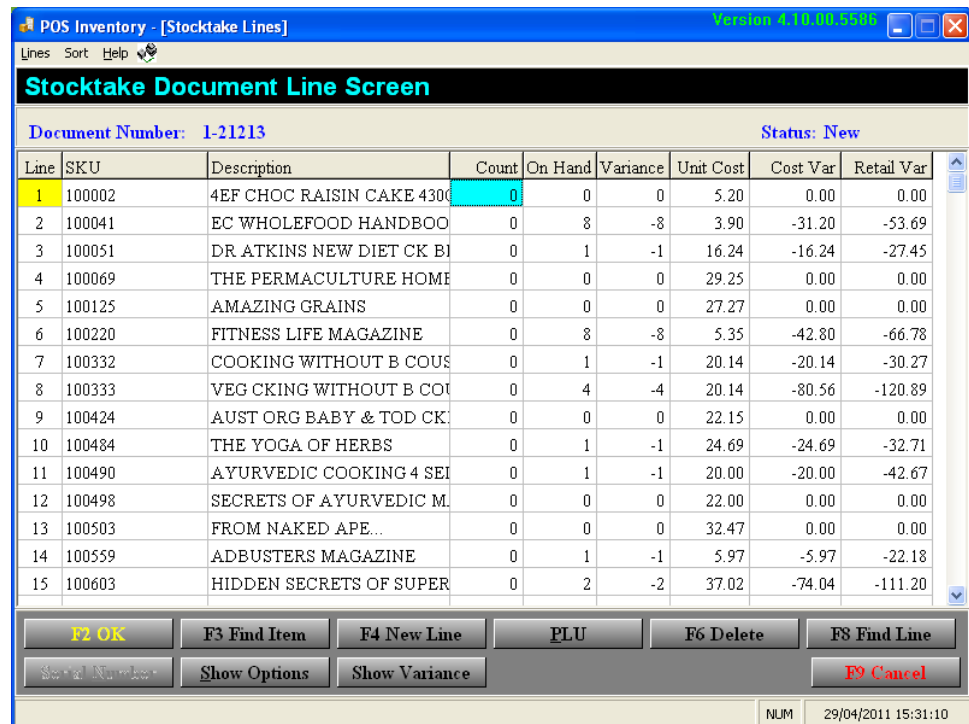
6. Input the count for each item that has been counted.

7. Alter 'Unit Cost' if necessary by clicking in cell and overwriting with new cost.

8. Press **Enter** to accept the new cost for the item.

9. Repeat steps 6 through 8 for the rest of the items counted.

10. When finished click on 'Lines' on the menubar and click 'Zero Uncounted Lines'

11. Click the 'All' field unless otherwise necessary. Click **F2 OK**

12. Click **F2 Save**.

13. Click **F4 Post** and respond to the pop-up question[2].

[2] *If you answer 'Yes' to the pop-up "Is this a Full Stock-Take?" and you have not Zeroed Uncounted items the system will prompt you to go back.*

14. Select Print options then Click **F2 Finish** then **F9 Exit**.

Note: Database size and Computer speed will determine processing time.

Stocktake Maintenance (Selected Lines)

PROCEDURE:	1. Double-click **Stocktake- Maintenance** on the menu pane.

2. Click **F4 Create**[1].

3. Select store number and Stock Count date.

4. Click **F3 Lines**.

[1] *If a stocktake count sheet has already been created then there is no need to create another. Click on F2Open and F3 Lines to view and input counts.*
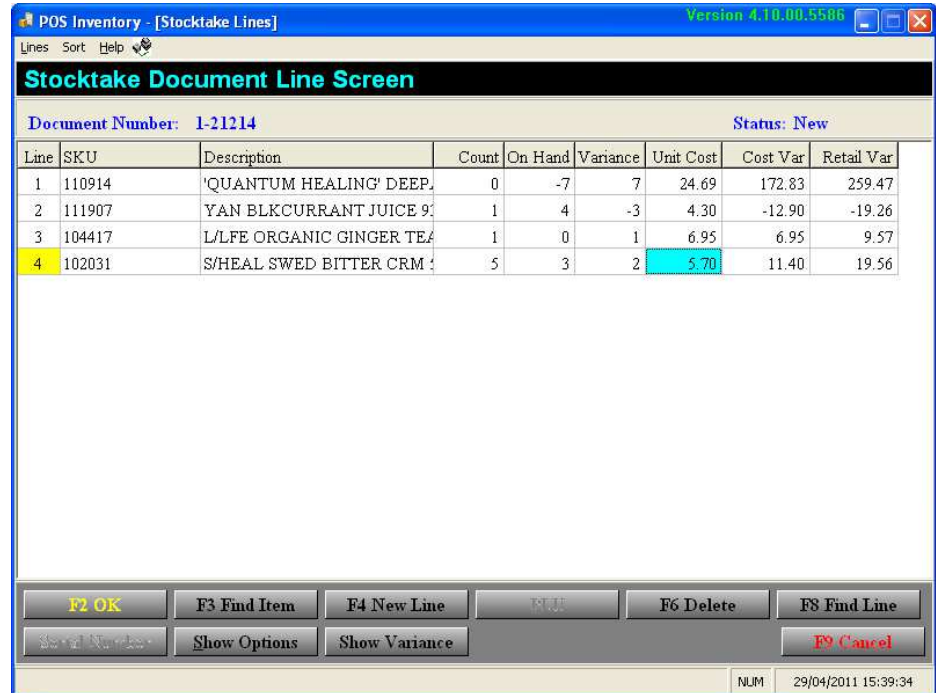
When entering SKUs click F3 to find a SKU.

[2] *Any one unit cannot be counted more than once in any one day.*

[3] *If the item has a size/colour chart this will automatically appear. Individual size or colour can be counted (from ve.r 4.02 onward)*

5. Input the item code for the item that has been counted[2,3].

6. Input the quantity counted and press **Enter**.

7. Press **Enter** to accept the default cost for the item.

8. Repeat steps 5 through 7 for the rest of the items counted.

[4] *The stocktake quantities* *are* *posted to the* ***inventory*** *and the On Hand quantities will be updated. A copy of the stocktake document will be printed.*

9. Click **F2 Save**.

10. Click **F4 Post** and respond to the pop-up question[4].

11. Select Print options then Click **F2 Finish** then **F9 Exit**.

NOTE: With a large inventory this may take some time, especially if the Master Terminal is also receiving Sales information from the other terminals at the same time.

Stocktaking with a Portable Data Terminal (PDT)

PROCEDURE:

[1]*Ensure the PDT Interface feature is checked, and the appropriate PDT Type is chosen in the POS Setup module before beginning.*

For help with uploading and downloading files to the PDT, consult the PDT documentation.

1. Download the stocktake data from the PDT[1].

2. Start the Inventory module.

3. Click **Maintenance** in the Stocktake folder on the menu pane.

4. Click **F4 Create**.

5. Click **F3 Lines**.

6. From the **Lines** menu on the menu bar, select the **Load PDT** option.

7. Click **F2 Import.**

8. Click **F9 Exit** when the PDT data has been uploaded.

9. Click **F2 Save** then **F4 Post**

10. Select Print options then click **F2 Finish** then **F9 Exit** to return to Inventory screen.

11. Click **F9 Close**.

12. Click **Post**.
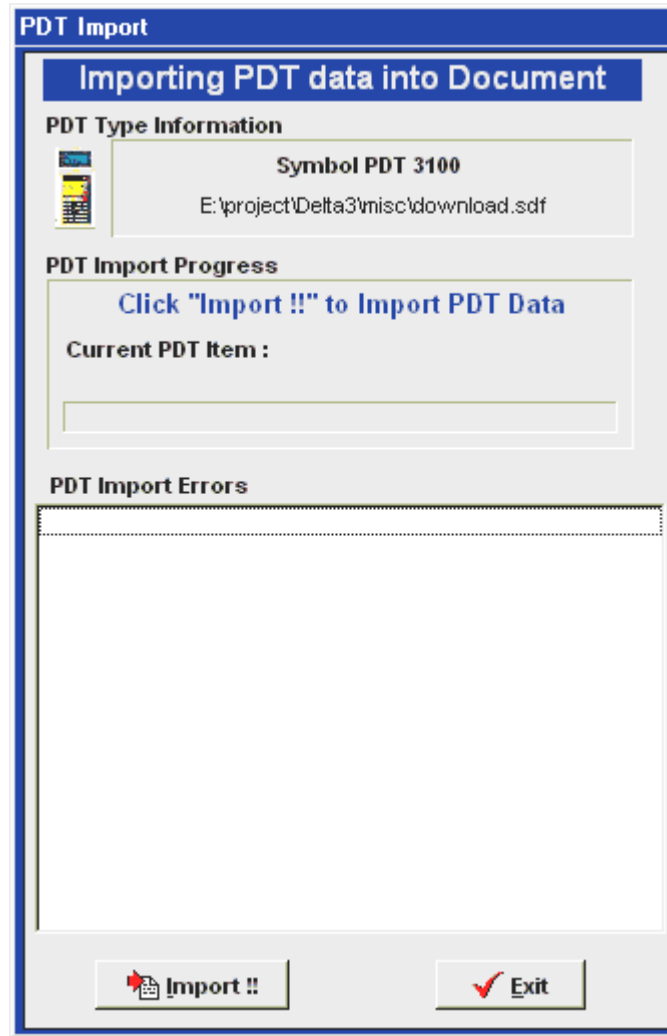
13. Click **Finish.**

The stocktake quantities will be posted to the inventory and the On Hand quantities will be updated. A copy of the stocktake document will be printed.

14. Click **F9 Close**.