Admin Stock

Category Codes, Supplier Codes and Stock Types are mandatory and must be set, all other Stock Codes are optional. Those that are optional work in conjunction with options taken or set in System and Station Defaults. If you decide to use any or all of the optional codes you will need to set up the required codes in this area and then enable the use of those codes within System or Station Defaults. While many Australian Music Industry codes are provided with WinSTORE, you are able to create and maintain as many additional codes as you may require. The Artist Names and Link Stock options are maintenance facilities.

To access Stock Codes:

1) Select Alt A Admin from the Main Menu
2) Select F7 for Stock from the Admin menu

Options include:

- Category Codes - Codes and control for each stock format, e.g. CD's, Cassettes etc.
- Suppliers - Codes and controls for all your Suppliers.
- Sections - Codes and controls for sections, e.g. A-Z or New Releases.
- Refill Codes - Codes and controls for suggested reorder quantities
- Departments - Codes and controls for store departments
- Purchase Types - Codes and controls for purchase type, e.g. SOR, SOE, Firm Sale etc.
- Stock Types - Codes for stock types, e.g. Albums, Singles, Videos, Clothing etc.
- Genre Codes - Code for classifying stock into music styles.
- Artist Names - Review and correct Artist Names from your stock file
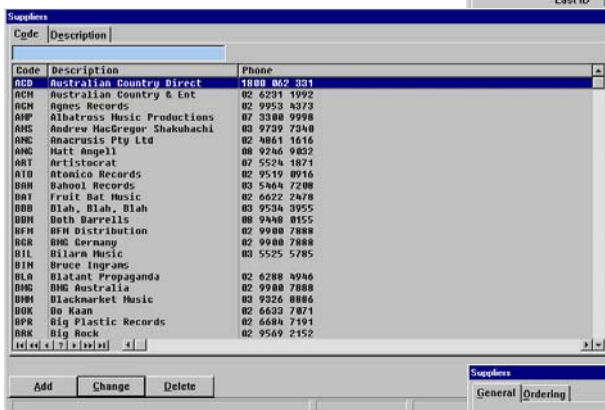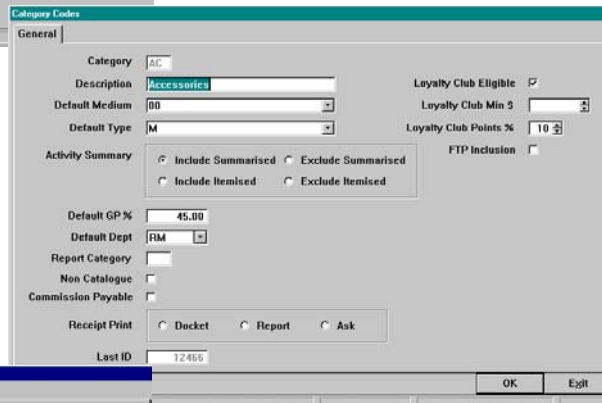- Link Stock - Relink your stock file to your catalogue data - use with caution.

ⓘ Maintenance to the Stock Codes may be performed from any workstation although changes will not become active on other stations until WinSTORE is closed and restarted on those stations.
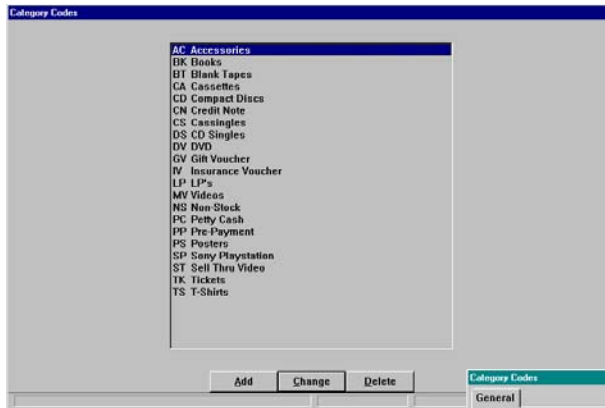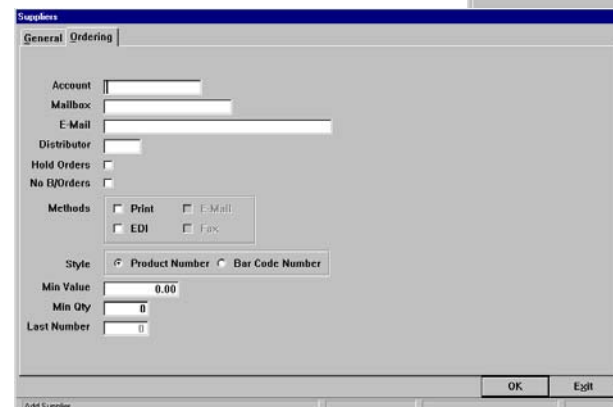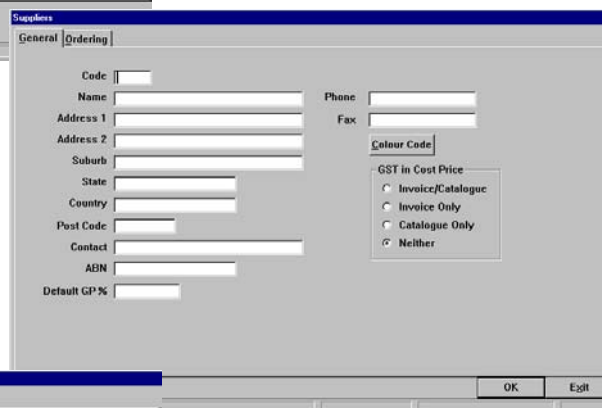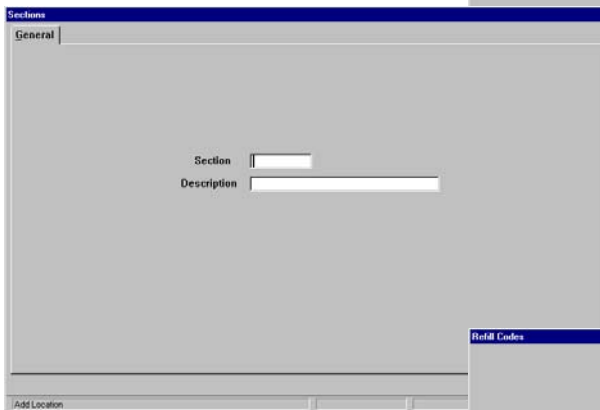
Categories

Categories - General

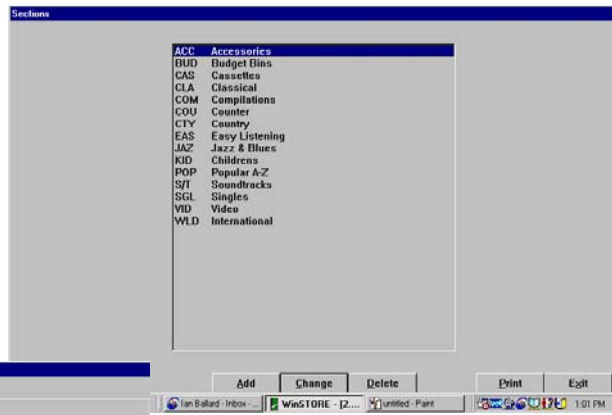*Suppliers*

Suppliers - General

Suppliers - Ordering

Sections

Sections - General

Refill Codes
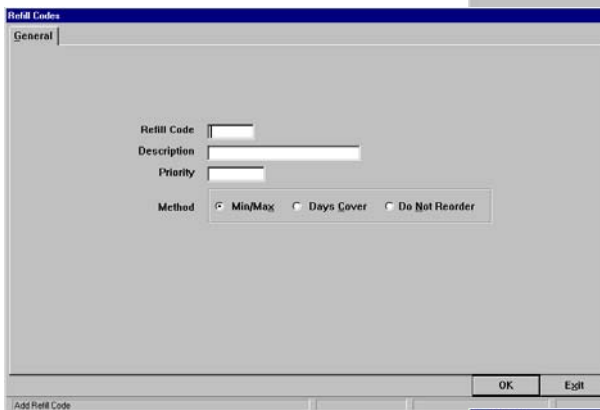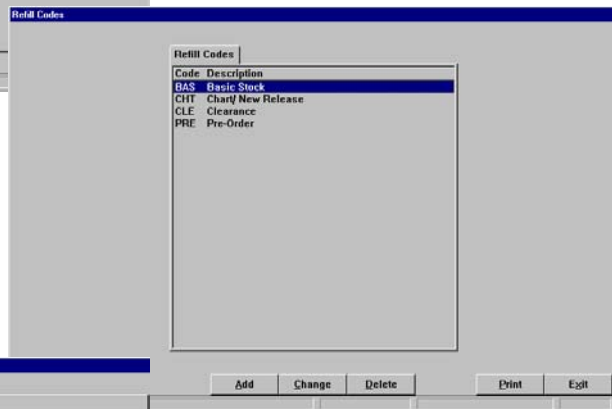
Refill Codes - General

Departments
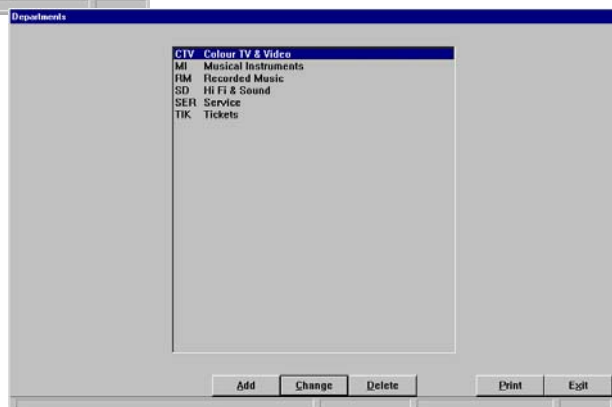
Department Codes

General

Department [____]
Description [_____]
Consolidate Dept [____]

Add Department

Departments - General

Purchase Types

Purchase Types

CUS   Customer Order
FRM   Firm Sale
SOE   Sale Or Exchange
SOR   Sale Or Return

Add   Change   Delete   Print   Exit

Purchase Types

General

Purchase Type [____]
Description [_____]
Default Min SOH [0]

Add Purchase Type

Purchase Types - General

Stock Types

Stock Types

A Album
B Accessory
C Clothing
M Miscellaneous
S Single
V Video/ Movie

Add   Change   Delete   Print   Exit

Stock Types

General

Stock Type [_____]
Description [_____]

OK   Exit

Add Stock Type

Stock Types - General

Genre Codes
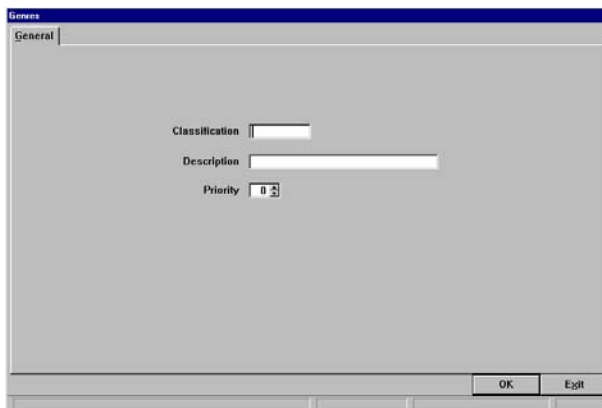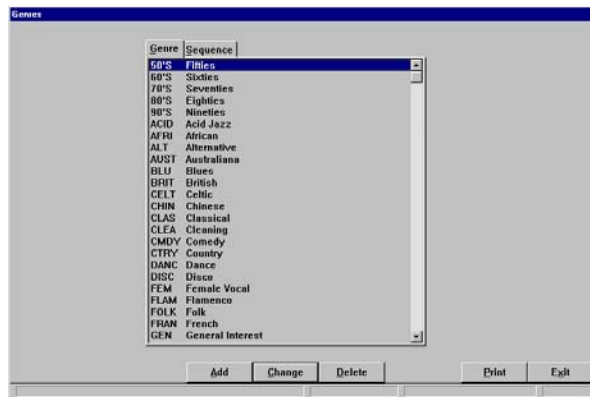
Genre Codes - General

Artist Names
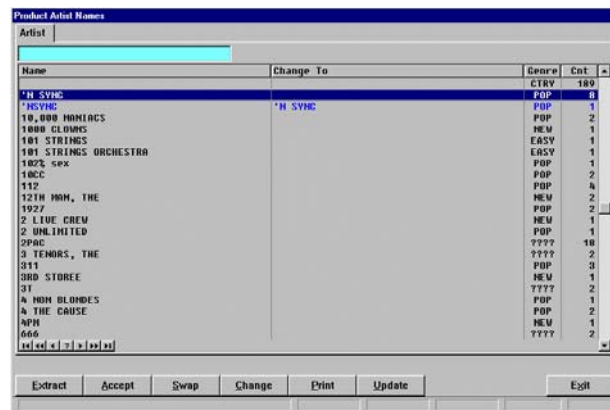
Stock - Category Codes

These codes control the main categories or stock formats. They also form the basis for all sales and stock reporting. E.g., AC - Accessories, CD - Compact Discs, GS - Games, DV - DVD, etc.

Add   Select to create a new code

Change   Select to alter the detail of an existing code

Delete   Select to remove an existing code (Do not delete a code if stock items exist. Delete the stock items first)

Print   Select to print a list of all current codes and their full description (name) and their Loyalty club details.

Exit   Select to return to the main Admin menu

Category Code
A 2 character (alpha only, not numeric) to represent this category.

Description
The description or name of this category.

Default Medium
An Industry standard code that is linked to the industry catalogue. Select an appropriate code for this category. Every category must have a medium code selected, if no appropriate code is listed select 00 Miscellaneous.

Default Type
Set the stock type for this category. More stock types may be added from Stock Codes - Stock Types. Every category must have a stock type selected.

Activity Summary
Determines how and where sales within this category are included, (or excluded),in the End Of Day Activity reports, e.g. Gift Vouchers, (GV) are a category but would not necessarily be reported as sales when issued, the sale would be recorded on redemption. Similarly, Petty Cash, (PC) may be a category but not reported as sales.

Include Summarised	Items will be included in 'Net Sales' but will not appear on the Item tab.
Exclude Summarised	Items will be excluded from 'Net Sales' nor will they appear on the item tab.
Include Itemised	Items will be included in 'Net Sales' and will appear individually on the Item tab.
Exclude Itemised	Items will be excluded from 'Net Sales' but will appear individually on the item tab. Particularly useful for Cash Outs, Petty Cash, Agency Sales.

Default GP %
The default gross profit percentage for this category. Used in conjunction with the percentages set in System Settings - Details 1 and also against each supplier to calculate suggested retail prices on items when adding to stock.

Default Dept.
The default department for this category. Only relevant if departments have been selected in System Settings - Details 1.

Report Category
Allows this category to be combined with another category for reporting purposes only. To increase the flexibility of sales reporting facilities, several categories may be grouped together for reporting purposes. For example, there may be separate categories for accessories, tickets and posters but for sales reporting, these categories may not be required to be separated. By inserting the code for accessories into this field on the tickets and posters categories, the combined sales for these three categories would be reported under accessories.

Non Catalogue

Determines whether items in this category are listed in the catalogue enquiry, e.g. Tickets, due to their nature and short life, should probably not appear in a catalogue enquiry.

Commission Payable

Determines whether items in this category attract a payable commission. Works in conjunction with settings in POS Codes - Operators.

Receipt Print

Determines whether items sold within this category will print a receipt on the Docket printer, Report printer or whether the option of either printer will be offered at POS. Works in conjunction with settings in Station Settings - Printing.

Last ID

Display only, maintenance is not permitted. Shows the last system created stock ID issued for the category.

Loyalty Club Eligible

Determines if item sales from this category are eligible for points accrual for loyalty club. Only relevant if Loyalty club is active in System Settings - Loyalty.

Loyalty Club Min $

Determines the minimum dollar value allowable for an item of this category to accrue loyalty club points. If there is no minimum $ value for an item of this category, leave the field blank. Only relevant if Loyalty club is active.

Loyalty Club Points %

Determines the amount of points accrued on sales of items within this category. Percentage is based on retail price excluding GST.

Stock - Suppliers

Supplier Codes contain all the detail of your suppliers and all the controls for how you order and receive product from them.

To Access Supplier Codes:

1) Select Alt A from the Main Menu
2) Select F7 Stock from the Admin Menu
3) Select F3 Suppliers

A list of all current Supplier Codes is displayed. There are two tabs to sort suppliers by code or by name. Select from one of the available actions to maintain your Supplier Codes.

Add	Select to create a new Supplier
Change	Select to alter the details of an existing Supplier
Delete	Select to remove an existing Supplier code (Do not delete a supplier if stock items or orders exist)
Print	Select to print a list of all Suppliers
Exit	Select to return to the main Admin menu

The General tab contains all general details of the supplier.
Code
A 3 character code to represent the Supplier.

Name, Address 1, Address 2, Suburb, Phone, Fax, ABN etc.
The full details of the supplier..

Contact
The name of the general contact person or the name of your representative.

Default GP %
The default Gross Profit percentage for the supplier. This will take precedence over the GP% set in System Defaults-Details 1 and in Stock-Category Codes.

Colour Code
Enables the use of specific screen colours for specific suppliers. The selected colour is visible when an item is input at POS and also in stock maintenance.

GST in Cost Price
Determines how costs are displayed and entered, and how retails are calculated. Generally speaking, most music suppliers include GST within the cost price in the catalogue. Supplier invoices vary.

Invoice/ Catalogue	Cost prices on Supplier invoices are entered inclusive of GST. Cost prices in Catalogue are inclusive of GST.
Invoice Only	Cost prices on Supplier invoices are entered inclusive of GST. Cost prices in Catalogue are exclusive of GST.
Catalogue Only	Cost prices on Supplier invoices are entered exclusive of GST. Cost prices in Catalogue are inclusive of GST.
Neither	Cost prices on Supplier invoices are entered exlusive of GST. Cost prices in Catalogue are exclusive of GST.

The Ordering Tab contains details on handling orders.
Account
Your account number with this supplier, this number will print on orders.

Mailbox
Not available in this release.

E-mail
The supplier's e-mail address.

Distributor
The distributor of the supplier if (and only if) the supplier does not invoice their own product, e.g. In the case of BFM, BFM should be entered into this field on the suppliers concerned, i.e FES, FMR, MSH, BMG, MDS & ZRA. The distributor must also be created as a supplier. Do not include a distributor against suppliers that do invoice their own product, e.g. EDC.

Hold Orders
Prevents ordering for this supplier. Orders may still be generated as 'On Hold' but not able to be printed until this option has been disabled.

No B/Orders
Determines whether backorders are accepted by this supplier.

Methods

Nominates the possible ordering methods for this supplier.

Print	The order can be printed (for subsequent faxing)
EDI	Option no longer available
E-mail & Fax	Not available in this release

Style

Nominates which number is printed and the sort order for printed orders.

Product No.	Print and sort by catalogue number
Barcode No.	Print and sort by barcode number

Min Value

The minimum order value for the supplier. If set, will warn operators (not disallow) if an order is below this value before generating.

Min Qty

The minimum order quantity for the supplier. If left blank, the minimum order value will be based on the Minimum Value.

Last Number

Not maintainable. Displays the last order number used for the Supplier.

Stock - Sections

Section Codes allow you to allocate item into various locations or sections within each department (if in use) within your store, e.g., Female Vocal (as a genre) may be located in the Popular section within the Recorded Music Department.

Add	Select to create a new section
Change	Select to alter the details of an existing section
Delete	Select to remove an existing section (do not delete a section if there are stock items attached to that section)
Print	Select to print a list of all current sections
Exit	Select to return to the main Admin menu

Section

A 3 character code to represent this section.

Description

The description or name of the section.

Stock - Refill Codes

Refill Codes assist with the calculation of suggested reorder quantities.

Refill code

A 3 character code to represent the refill type.

Description

The description or name of the refill type.

Priority

If more than one Refill code is in use, set the priority to the order in which you wish them to appear.

Method

Sets the way in which a suggested reorder quantity is calculated.

Min/ Max	Suggested order based on the Minimum stock on hand as set on the stock item.
Days Cover	Suggested order based on the number of units sold within the period as set in System Settings, Details 1, Order Formula Weeks.
Do Not Reorder	Does not prompt for reorder.

Stock - Department Codes

Departments are an upper level reporting area which are useful if your store has easily distinguishable departments, for example Musical Instruments, Pre Recorded Music and Hi Fi, or alternately if your store is on different levels you might have Upstairs and Basement as your departments. Department codes provide the ability to produce detailed sales reports for these different areas.

A list of all current Department Codes is displayed. Select from one of the available action buttons to maintain your Department Codes.

Add	Select to create a new Department
Change	Select to alter the details of an existing Department
Delete	Select to remove an existing Department code (do not delete a department if there are stock items attached to that department)
Print	Select to print a list of all current Departments
Exit	Select to return to the main Admin menu

Department Code
A 3 character code to represent the department.

Description
The description or name of the department.

Consolidate Department
Specialised use. Consult your software vendor for more information.

Stock - Purchase Types

Purchase Types are the type or terms of purchase between your store and your suppliers, e.g. SOR (Sale or Return) and SOE (Sale or Exchange). Purchase Types may also be used for marking products as Basic Stock or Markdown or Clearance Stock. A system generated purchase type of CUS (Customer Order) is fixed and not able to be deleted.

Add	Select to create a new Purchase Type
Change	Select to alter the details of an existing Purchase Type
Delete	Select to remove an existing Purchase Type (do not delete a purchase type if there are stock items attached to that type)
Print	Select to print a list of all current Purchase Types
Exit	Select to return to the main Admin menu

Purchase Type
A 3 character code to represent the purchase type.

Description
The description or name of the purchase type

Default Min SOH
The default minimum SOH level for each stock item created using this purchase type.

Stock - Stock Types

Stock Types are a single letter code representing the product or stock type of items or groups of items and will appear in catalogue enquiries. The initial codes are derived from the industry catalogue although you may add as many as you may require. Examples of Stock types may include:

A	Album
S	Single
G	Game
C	Clothing
V	Video

Stock Type
A single character code to represent the stock type.

Description
The description or name of the stock type.

Stock - Genre Codes

Genre codes allow identification of different music or product styles for reporting ability.

Add	Select to create a new Genre
Change	Select to alter the details of an existing Genre
Delete	Select to remove an existing Genre (do not delete a Genre if there are stock items attached to that genre)
Print	Select to print a list of all current Genres
Exit	Select to return to the main Admin menu

Classification
A 3 or 4 character code to represent this Genre.

Description
The description or name of the genre.

Priority
If a priority of any number greater than 0 is set on a Genre, this genre will then appear on the Genre Tab within a Customer Account. This enables tracking of customer music style preferences. Genres appearing on customer account tabs will be displayed in the order that these priorities are numbered.