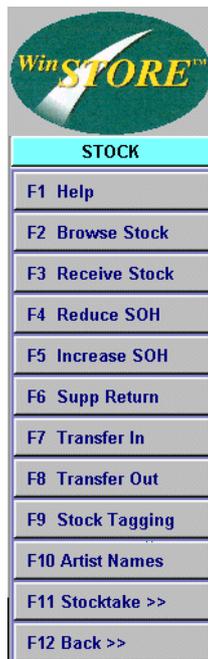

Stock

Your stock file comprises details of every item that you have, or ever have had in stock, (unless an item was manually deleted from the system). The detailed stock information offers the benefits of tracking sales of items as well as complete receipt and maintenance history. The stock file may also contain 'Value Only' items such as Postage and Labour charges or Petty Cash.

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Stock Menu Overview

To access Stock select Alt S Stock from the Main Menu.



- F1 Help - On-line help.
- F2 Browse Stock - Search stock items
- F3 Receive Stock - Manually receive stock items.
- F4 Reduce SOH - Adjust stock on hand quantity down
- F5 Increase SOH - Adjust stock on hand quantity up.
- F6 Supp Return - Return stock to suppliers.
- F7 Transfer In - Receive stock from another store.
- F8 Transfer Out - Send stock to another store.
- F9 Stock Tagging - Producing specialised reports and mass updating stock details.
- F10 Artist Names - Modify or maintain inconsistencies in artist name format .
- F11 Stocktake>> - Stocktake Menu
- F12 Back>> - Back to Main Menu.

Browse Stock

F2 from Stock Menu

All stock items are listed, sorted by the tab selections along the top. Refer to Admin-Station Settings for default tab selection. This screen shows Title, Artist, Category, Supplier, Catalogue Number, Genre (if used), Section (if used), Retail Price, Stock On Hand and Stock On Order

1 Bar Code	2 Stock ID	3 Cat. Number	4 Title	5 Artist	6 Second Artist	7 Pre-Orders	8 Alarm Date
MASSIVE							
Artist	Title	ID	Sup	Catalogue No.	Genre	Sect	Retail
MASSIVE ATTACK	BLUE LINES	CD	ENI	7862282	POP		31.00
MASSIVE ATTACK	HEZZAHINE	CD	ENI	8454807	POP		31.00
MASSIVE ATTACK	PROTECTION	CD	ENI	8402900	POP		19.95
MASSIVE ATTACK	PROTECTION	CD	ENI	8398832	POP		31.00
MASSIVE ATTACK	TEARDROP	DS	ENI	8349882	POP		8.95
MASSIVE ATTACK	MASSIVE	DK	LAR	MASSIVE	POP		5.95
MASSIVE APPRENTICE	20th ANNIVERSARY	CD	ENI	8144362	POP		31.00
MASSIVE P.	MP 30 LAST DAY	CD	ENI	8368389	POP		31.00
MASSIVE P.	MP 10 MITY	CD	ENI	8476942	POP		31.00
MASSIVE APPRENTICE	VERY BEST, THE	CD	ENI	8394592	POP		19.95
MATCHBOX 20	LIVE FROM AUSTRALIA	HD	WAA	833653083	POP		38.00
MATCHBOX 20	LONG DAY	DS	WAA	756795432	HEM		8.95
MATCHBOX 20	YOURSELF OR SOMEONE	CD	WAA	756792719	POP		31.00
MATCHBOX 20	YOURSELF OR SOMEONE	CA	WAA	756792719	POP		31.95
MATISSE JOHNNY	FOR CHRISTMAS	CD	BHM	8383899886	CHRIS		5.95
MATT FINISH	BY HEART	CD	BMC	422115824	HEM		21.00
MATT FINISH	BEFORE THESE CROWDS	CD	BMC	37833676682	POP		24.95
MATT FINISH	DON'T DRINK THE WATE	DS	BMC	78323572912	POP		8.95
MATTHEWS, WENDY	CD/VIDEO PACK	HD	WAA	863812172	POP		39.95
MATTHEWS, WENDY	CRISIS	CD	BMC	7432348432	POP		19.95
MATTHEWS, WENDY	GHOST	CD	BMC	74323518892	HEM		31.00
MATTHEWS, WENDY	STEPPING STONES	CD	BMC	74323648252	POP		31.00
MATTHEWS, WENDY	STEPPING STONES	CD	BMC	74323648252	POP		31.00

The Pre-ordering Tab is only available if Pre-ordering has been enabled within System Defaults. Refer later in this section for information on the use of Pre-Orders.

The Alarm Date Tab will list only those items with an alarm date set. Refer later in this section for information on the use of Alarm Dates.

Searching the Stock File

There are two ways of searching for individual stock items.

- 1) Directly by sorting from the tabs
- 2) The Item Button (Alt I).

1. Search Input Prompt

To find an item by Artist select Alt 5 and then start typing the artist name, as each letter is typed the search continues, to find an item by barcode, select Alt 1 and scan the item, etc.

When searching on Barcode, Catalogue Number or Stock ID, if an exact match is not located, the nearest match will be highlighted.



The screenshot shows the 'Stock File' application window. The 'Artist' tab is selected, and the search input field contains 'MASSIVE'. The search results are displayed in a table with columns: Artist, Title, ID, Sup, Catalogue No., Genre, Sect, Retail, SNN, and SDD. The first result, 'MASSIVE ATTACK BLUE LINES', is highlighted. A red circle highlights the search input field and the first few rows of the table.

Artist	Title	ID	Sup	Catalogue No.	Genre	Sect	Retail	SNN	SDD
MASSIVE ATTACK	BLUE LINES	CD	FHI	7462782	POP		31.00		
MASSIVE ATTACK	MEZZANINE	CD	EHI	8458032	POP		19.95		
MASSIVE ATTACK	PROTECTION	CD	EHI	8399832	POP		31.00		
MASSIVE ATTACK	TEARDROP	DS	EHI	8999832	POP		8.95		
MASSIVE MAGAZINE	MASSIVE	DK	LAR	MASS100	POP		5.95	5	
MASSIVE APPRENTICE	POP 20th ANNIVERSARY	CD	EHI	8166322	POP		31.00		
MASSIVE P.	POP DA LAST SON	CD	EHI	8404322	POP		31.00		
MASSIVE P.	WHO U WIT?	CD	EHI	8476982	POP		31.00	1	
MASSIVE APPRENTICE	VERY BEST, THE	CD	EHI	8994922	POP		19.95	1	
MATCHBOX 20	LIVE FROM AUSTRALIA	DS	MAR	813631883	POP		24.00		
MATCHBOX 20	LONG DRIV	DS	MAR	7567956152	POP		8.95		

2. Item Action Button

Select Alt I Item to open the Item Locate Box. The search method may then be selected by using the standard Alt 1-6 keys as in sales input. If an item matches your search criteria, that item is found and opened to full view. If more than one item matches the search, all matched items are listed. Select the required item by using the arrow keys then press enter to display the item.



From the stock browse screen a number of functions are available.

- Alt O Order** Opens the Item Order box enabling the item to be ordered for either stock or customer.
- Alt T Tag** Tags the item for later reporting. Refer to Tagging later in this section.
- Alt I Item** Item Locate as previously described.
- Alt A Add** To manually add a new stock item.
- Alt V View** To view the full details of the currently highlighted item
- Alt D Delete** To completely deletes an item from the system.
***WARNING* Not Reversible**
- Alt C Change ID** To change the ID of an item, e.g. If an item is incorrectly created as a CD (compact disc) when it should be a DS (CD Single).
- Alt L Labels** To print barcode labels for an item. Available only if the Label printing extension has been purchased.
- Alt X Exit** To exit the Stock Browse Screen.

Viewing Individual Stock Item Details

To view an individual stock item's details, highlight the required item line within Stock Browse then select Alt V to View. If the Alt I Item search is used, this screen is opened automatically on locating the item.

Available Actions

Alt E Edit

To edit certain details, e.g. Retail Prices etc. Not all fields are able to be altered. Costs and stock on hand quantities can only be altered by performing transactions from the sales screen or receiving orders.

Alt O Order

Opens the Item Order box to place the item on order for stock or a customer.

Alt G Sales Grid

Alters the way that the sales history is viewed, by days, weeks or months.

OK

Saves any changes you have made and returns to the Stock Browse Screen.

Exit

Exits from the stock view. If you have made any changes, a confirmation box will appear giving the option of exiting with or without saving the changes, select YES to exit without saving the changes.

Stock Item View - Details Tab

Title, Artist 1 & Artist 2

The first three fields contain the description of the product. The Artist 2 field can be particularly handy for classical music where you might have a composer in Artist 1 and the orchestra or conductor in Artist 2. Alternately for non-music product, use Title for the product type, e.g. Colour Television - 48cm and the Artist for the brand name, e.g. Toshiba. When later searching for a customer enquiry all fields are active and could then give you a more comprehensive search result.

Supplier

Every item must have a valid supplier.



Refer to the Administration - Stock Menu manual for information about creating new suppliers.

Genre

Genre allocation is optional although recommended. Genres allow for items to be categorised into different music or product styles for both reporting ability and stock location. Genres can be useful for non-music product, e.g. Accessories can be categorised into Storage, Cleaning etc.

 Refer to the Administration - Stock Menu manual for information about setting up Genres.

Department

Although optional, departments can be used as an upper level reporting area, 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. Using departments provides the ability to produce detailed sales reports for these different areas.

 Refer to the Administration - Stock Menu manual for information about setting up Departments.

Purchase Type

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. See also Alarm Date.

 Refer to the Administration - Stock Menu manual for information about setting up Purchase Types.

Section

Sections assist in allocating your stock into various sections within each department (if in use), e.g. Female Vocal (as a genre) may be located in the Pop Section within the Recorded Music Department.

 Refer to the Administration - Stock Menu manual for information about setting up Sections.

Refill Code

Refill Codes assist with the calculation of suggested reorder quantities.

 Refer to the Administration - Stock Menu manual for information about setting up and using Refill Codes.

Message

Any text entered here will appear on the sales screen when this particular item is sold. As an example you might have a 'free poster giveaway', enter this here and when the item is scanned at point of sale the operator will be prompted with that message.

Retail 2

Any item may have two different retail prices. You may for instance have a bulk quantity of an item and you have kept one on the rack at full price and put the rest out the front at a reduced price. Check this box and this item will always scan at point of sale at the Retail 2 price, leave this box unchecked and the operator will select from Retail 1 or Retail 2 when scanned at point of sale.

Value Only

Leave unchecked for all physical stock. Use this setting for Petty Cash, Labour Charges, Postage Fees and other things where you charge a customer or take money out but there is no physical movement of stock.

↻ Refer later in this section for further information on setting up Value Only stock items.

Pre Order

Used to set up new release items prior to receiving the stock where a pre-sell order has been placed and multiple customer orders are being taken.

↻ Refer later in this section for further information on setting up Pre Order stock items.

No Discount

If checked, this will prevent this item from being discounted at point of sale.

Stock Method

These three selections determine how GST is handled when this product is received or sold.

Owned Set normal product to 'Owned', this calculates GST in the normal manner being one eleventh of the retail price or ten percent of the cost price.

Consignment With Consignment stock, the GST collected and posted to your GST summary is one ninth of your profit dollars, not the full retail. If a product is on consignment you should also input your cost price into the 'Tax Free' field.

Agency This allows for any item that you want to exclude from any GST calculation, eg, petty cash pay outs or maybe ticket sales where you have another computer system tracking the GST component for these sales.

Retail

The normal retail selling price, including GST. If you have two retail prices for one item this should be the higher of the two prices.

Pre Tax, GST & Avg GP

These three fields cannot be altered directly, they are calculated from the Retail 1 and the cost price as set in Admin-System Settings-System Defaults-Details 3.

Item Cost

The normal cost of the item, excluding freight and GST (depending on setting in Admin-System Codes-Stock Codes-Suppliers). This can be manually altered (edited) and does not automatically update from any other process. This is the cost that will be displayed when doing any stock transactions at point of sale, e.g. transfers or supplier returns.

Avg. Cost

The average cost of all quantity on hand, including freight, excluding GST. For system integrity and security reasons, this cost cannot be edited. The average cost will automatically update when a stock transaction is performed, e.g. F5 Increase Stock, F3 Receive Stock or an order is processed from Receive Orders.

Last Cost

The last purchase cost, including freight, excluding GST. For system integrity and security reasons, this cost cannot be edited. The last cost will automatically update when a stock transaction is performed, e.g. F5 Increase Stock, F3 Receive Stock or an order is processed from Receive Orders.

Tax Free

Left blank for all but consignment stock. For consignment stock, this should be the same as your cost price.

Retail 2

Leave blank if you only have one retail price or input the lower retail price if you have two prices. See later in this section for set up and use of Retail 2 pricing.

Date Cutoff & Qty Cutoff

Pertaining to use of Retail 2. See later in this section for set up and use of Retail 2 pricing.

Alarm Date

If a product is Sale Or Return (SOR) or Sale Or Exchange (SOE) and marked as such in Purchase Type, you can enter a date to prompt return of the product. Stock Tagging can then be used to create a report of product with an alarm date, see Stock Tagging later in this section. Product with alarm dates can also be viewed from Browse Stock using the Alarm Date Tab.

Quantity Fields

SOH - The current stock on hand quantity of the item. This cannot be edited unless initially manually adding the item as new stock. To alter the stock on hand quantity a transaction must be performed or an order must be received.

SOO - Stock on order for this item. This is linked to Receive Orders, if this item is in any outstanding (unreceived) order or on backorder, the total quantity on order for stock will show here. This will not include any on order for customers.

Min - The minimum stock you want to keep at any one time. Depending on setting in Admin-System Settings-System Defaults-Details 1, may be used to determine when the item will be prompted for reorder. Refer to Supplier Orders-Place Orders for further information.

Max - No longer relevant, will be removed in later versions.

Cust. Orders - Total quantity of received customer orders for this item.

Layby - Total quantity of laybys for this item.

Acquired

The date that this item was originally created. This will automatically input the date when creating an item, although you can edit if you wish. This date is used when running aged stock reports.

Deleted

The deletion date of this item. If detected from the Industry Catalogue that it is a deleted item, it will insert the date that it was deleted. You may clear this field or input a date if you believe it is relevant. If a date is inserted, the supplier and catalogue number will appear in red on the stock browse screen.

Points %

Relevant only if you are running a loyalty club. Refer to Loyalty later in this manual for information regarding operation of loyalty club.

Cat. No

The catalogue number or model number of the item. When entering catalogue numbers leave out any dots, dashes or spaces, use letters and numbers only. This field is mandatory, every item must have a catalogue number.

Barcode

The barcode number of the item. This field may be left blank if the item does not have a barcode.

Stock Item View - Sales History

The sales history as seen on the lower half of the screen can be filtered to show only days, weeks or months. In the status bar below the grid is also the total sales quantity, the last sale date (S), the last received date (R) and the stock ID.

Current	1	2	3	4	5	6	7	8	9	10	11	12	13	
D														
W														
M		2	1	1				1	1			1		
	Nov	Oct	Sept	Aug	Jul	Jun	May	Apr	Mar	Feb	Jan	Dec	Nov	Oct

Buttons: Edit, Order, Sales Grid, OK, Exit

Status Bar: Sold 5, S 26/09/2000, R 12/09/2000, CD3694



If the Sales Grid (Alt D) has been selected, only the Sales Grid Action Buttons are available until the Exit Action button is selected. After Exiting from the Sales Grid, all other Action Button options are again available.

Stock Item View - Suppliers Tab

The Suppliers Tab retains the previous supplier of an item if the main supplier has been altered.

9/05/2000 Stock File Station 2				
Details Suppliers Aliases Prices Orders Transactions				
CD5959 NO PROTECTION / MASSIVE ATTACK				
Supplier	Catalogue No	Price	Released	
EMI MUSIC	0402902	0.00	20/03/1995	

Stock Item View - Aliases Tab

The Aliases Tab retains the previous catalogue number and/ or barcode number if either of these have been altered on the Details Tab. This ensures that any stock on hand that may still have the previous catalogue or barcode number will still be identified at point of sale.

Stock Item View - Orders Tab

The orders tab shows any current orders for the item and the date that they were placed

Stock Item View - Transaction Tab

All transactions for this item, the most recent at the top the oldest at the bottom. The Filter button (Alt F) allows you to filter the transactions by type. Initially you will see all transactions. Select Alt F to toggle through each transaction type as indicated next to the Filter button.

Stock File							
Details Suppliers Aliases Orders Transactions							
CD3030 WORDS AND MUSIC / KELLY, PAUL							
Month	Docket	Type	Cost	Sold Price	Qty	Reference	
2000 JUN	14114501	WPRO					
2000 JUN	14112802	RECD		31.73	10		
2000 JUN	14112830	SALE	17.96	31.00	1		
2000 JUN	14112312	LEDD	17.96	31.00	1	KUSTOMER, KYLIE	
2000 JUN	14112240	LEDD	17.96	31.00	1	KUSTOMER, KYLIE	
2000 JUN	14112006	SALE	17.96	31.00	1		

- | | | |
|----------------|-------------|--|
| 1. Alt F once | Receipts | All stock received |
| 2. Alt F again | Adjustments | All adjustments (SOH + and SOH -) |
| 3. Alt F again | Credits | All credits (Customer Returns) |
| 4. Alt F again | Sales | All sales |
| 5. Alt F again | Transfers | All transfers (to and from other stores) |
| 6. Alt F again | Maintenance | All maintenance |
| 7. Alt F again | Orders | All Supplier Orders |
| 8. Alt F again | All | Back to all transactions |

⌂ Refer to the Operation - Trading manual for further information on reading and interpreting transaction types.

Pre-Orders

Pre-Orders can be a handy facility to keep track of bulk orders placed for new releases prior to the release date (pre-sell orders), and prompts the operator with an expected in-store date when placing a customer order.

The general process for using this facility is as follows....

1. Create the item using information from release sheets or sales rep.
2. Place the order on the supplier
3. Take customer orders as required
4. Receive the order

Create The Item

Manually create the item in your stock file using the Add (Alt A) option in Stock-Browse Stock. Where you obtain the product information from is not relevant, you may have a release sheet from a supplier, it may be from a new release enquiry in your catalogue or you might have a rep in your store. If you don't have all the information, simply create the item with the information you do have, other details can be added later when you receive the stock. The only detail you must have is a catalogue number, if you do not have the correct number input something relevant to the product, e.g. the artist name or title.

Title	ODYSSEY NUMBER FIVE / POWDERFINGER	Retail	20.95	SOH	0
Artist 1	POWDERFINGER	Pre Tax	24.32	SOO	0
Artist 2		GST	2.63	Min	1
Supplier	UMA	Avg GP	0.00%	Max	0
Genre	POP	Item Cost	0.00	Cost. Orders	0
Dept	RM	Avg Cost	0.00	Layby	0
Section	POP	Last Cost	0.00	Acquired	15/12/2000
Message		Tax Free	0.00	Deleted	
Retail 1		Retail 2	0.00	Points %	10
Value Only	<input type="checkbox"/>	Date Cutoff		Cat. No	POWDERFINGER
Pre Order	<input checked="" type="checkbox"/>	Qty Cutoff		Barcode	
Stock Method	<input type="checkbox"/>	Alarm Date			
Owned	<input type="checkbox"/>				
Consignment	<input type="checkbox"/>				
Agency	<input type="checkbox"/>				

Select PreOrder as the Refill code and check the PreOrder box. Input the Acquired Date as the date you expect to receive the stock.

This product will now appear on the Pre Order tab in Browse Stock.

Artist	Title	TO	Sup	Catalogue No.	Genre	Sect	Retail	SOH	Pre-Ord
POWDERFINGER	ODYSSEY NUMBER FIVE	CD	UMA	POWDERFINGER	POP	POP	20.95		

Place The Order

Place the order on the supplier as normal.

- Refer to the Operation - Supplier Orders manual for information on generating orders.

Take Customer Orders As Required

When customer orders are taken for this product, whether from a stock enquiry or a catalogue enquiry, the operator will be prompted with the expected in-store date.



() Refer to the Operation - Sales manual for information on placing customer orders.

Receive The Order

Receive the order as normal. All customer orders taken will be filled first, any quantity remaining will be put into stock. While receiving the order, ensure that all the stock details correct, specifically the catalogue number and barcode, and uncheck the PreOrder box to remove it from the PreOrder browse tab.

() Refer to the Operation - Supplier Orders manual for information on receiving orders.

Value Only

A stock item is marked as Value Only when there is no physical stock, e.g. postage or labour charges. When marked as such, the stock on hand quantity will always remain at zero but all other aspects remain the same, i.e., sale and receipt history, GST collection etc. Value Only can also be used for tracking petty cash and other incidental costs.

If you decide to use this Value Only option you need to ensure that you have set up Categories and Suppliers and, if necessary, Departments, Genres and Purchase Types for these items.

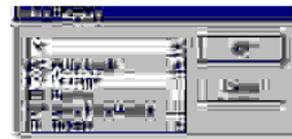
☞ Refer to the Administration - Stock Menu manual for information about setting up Categories, Suppliers, Departments, Genres and Purchase Types.

For Categories you might set one category for all this type of item, e.g. CH Charges, or you might have several for different types, e.g. PS Postage, LA Labour or SV Service Charges.

For Supplier, you might set your own store up as a supplier for this type of item.

Steps to set up a Value Only item for Postage that you charge to your customers:

1. Select Stock (Alt S) from the Main Menu
2. Select F2 Browse Stock
3. Select Add (Alt A) to add a new stock item
☞ The Category selection box opens.
4. Press the down arrow and select the category that you have set for Postage. Select OK.
☞ The Extract Item box will open.
5. Press enter to change to catalogue number.
Enter POSTAGE as the catalogue number.
6. A search for the catalogue number is performed. Obviously it won't be found, select OK to close the dialogue box
☞ This will return you to a blank "Extract Item" window
7. Press enter at the blank "Extract Item" window and a blank stock item screen opens to allow the manual input of the required information.
8. Input 'Postage' as the Title, select the Supplier, Genre, Department and Purchase Type that you have set up for this product type.



9. Tick the Value Only option.
10. Leave all Retails and Costs at zero, unless you have only one amount for postage charges you can enter that in Retail and leave the costs at zero.
11. This is now all the information required, select OK to save it.

The screenshot shows the 'Stock File' window with the 'Details' tab selected. The item name is 'Postage'. The 'Value Only' checkbox is checked. The 'Retail' field is set to 0.00. The 'Cat. No' is 'POSTAGE'. Other fields like 'Supplier', 'Genre', and 'Dept' are also visible.

Steps to use this Postage item at Point Of Sale:

When required to charge postage simply select Alt 3 to input an item by catalogue number, type POSTAGE and then use the F10 Price Override function to input the price.

Steps to set up a Value Only item for Petty Cash:

Set up in the same way as the previous example only substituting the Category of PC, and use PETTYCASH as the catalogue number. You may set up as many different Value Only Stock Items for Petty Cash as you wish, using different Catalogue Numbers for each but they must all have the Category of PC.

Steps to use Cash Out for Petty Cash:

Petty cash is taking cash out of the till similar to a refund.

1. Input a valid Operator ID.
 - ➡ The transaction indicator will display SALE and the Control Menu will change to the Main Menu.
2. Select Alt T Trading from the Main Menu then F9 Cash Out.
 - ➡ The transaction indicator will display CASH OUT and the Control Menu will change to the Sales Menu.
3. Type PC.
 - ➡ If you have set up more than one Petty Cash item you will be prompted to select from a list, if only one petty cash item exists you are prompted to input the amount.
4. Input the amount required.
5. Subtotal (press the + key on the numeric pad).
6. Press enter on Cash and then enter again to complete the transaction.

Dual Retail Pricing

Any item(s) in your stock may have two different retail prices, Retail 1 and Retail 2. There are many uses for this, the most obvious being that you have bulk stock of an item that you wish to mark down. Dual pricing may also be controlled in several ways, manually by letting the operators always decide on which price to select when selling or by setting up cut off dates or quantities to allow selling at the lower price (retail 2).

For manual operator selection, input the normal (higher) retail in the Retail field and the markdown or special (lower) retail in the Retail 2 field. Leave the Date Cutoff and Qty Cutoff fields blank. Anytime this item is then input at point of sale, the operator will be prompted to select which price.

If a date or quantity is entered into the appropriate fields, the operator will still be prompted, but only up until that date or until that quantity is left in stock. After this date or quantity is reached, the item will revert to the normal retail price and the operator will no longer be prompted to select the price.



Stock Transactions

Receiving Stock At POS

The point of sale stock receipt facility allows you a quick receipt process for existing stock items where an order has not been raised. This process is not intended, and should not be used, for the normal receipt of incoming stock, nor can it be used for receiving new stock lines or customer orders.

☞ Refer to the Operation - Supplier Orders manual for the normal ordering and receipt process.

Steps:

1. Input a valid Operator ID.
 - ☛ The transaction indicator will display SALE and the Control Menu will change to the Main Menu.
2. Select Alt S Stock from the Main Menu.
 - ☛ The Main Menu will change to the Stock Menu.
3. Select F3 Receive Stock from the Stock Menu.
 - ☛ The Transaction Indicator will change to RECEIVE.
4. Input the item(s) using any of the input methods.
 - ☛ The costs will be the Item Cost from your stock file.
5. If necessary, select F10 Price Override to alter the cost.
6. Subtotal (press the + key on the numeric pad).
 - ☛ You will be asked whether GST is included or excluded in the costs you have entered. Select to complete the transaction.



The cost may be changed to zero if you are receiving free stock. Any price override will adjust the last cost and the average cost of the item.

Increasing and Reducing SOH

These two functions are purely for adjusting stock on hand quantities if and when they are found to be incorrect. For valid stock movement, i.e. Stock in from suppliers, transfers in or out to other stores, returns to suppliers etc., you should use the correct transaction type to maintain an accurate stock history.

Steps:

1. Input a valid Operator ID.
 - The transaction indicator will display SALE and the Control Menu will change to the Main Menu.
2. Select Alt S Stock from the Main Menu.
 - The Main Menu will change to the Stock Menu.
3. Select F4 Reduce Stock or F5 Increase Stock from the Stock Menu.
 - The Transaction Indicator will change to SOH+ or SOH-.
4. Input the item(s) using any of the input methods.
 - The costs will be the Item Cost from your stock file.
5. If necessary, select F10 Price Override to alter the cost.
6. Subtotal (press the + key on the numeric pad), to complete the transaction.

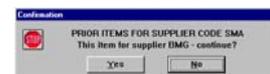
Supplier Returns

The Supplier Return procedure assumes that you have already gained an authority to return the product and are ready to remove the item(s) from stock and send them off. This procedure will print a return form on the main printer.

🔄 Refer to the Operation - Stock Tagging manual for suggestions on creating 'Request For Return' reports.

Steps:

1. Input a valid Operator ID.
 - The transaction indicator will display SALE and the Control Menu will change to the Main Menu.
2. Select Alt S Stock from the Main Menu.
 - The Main Menu will change to the Stock Menu.
3. Select F6 Supp Return from the Stock Menu.
 - The Transaction Indicator will change to SUP RTN.
4. Input the item(s) using any of the input methods.
 - The supplier of the first item input is noted and all following items are checked that they are from the same supplier, if not a warning will prompt allowing inclusion or not.
5. If necessary, select F10 Price Override to alter the cost.
 - The costs will be the item costs from your stock file.
6. Subtotal (press the + key on the numeric pad), to complete the transaction.



Transfers In an Out

Transfers In and Out will move stock at item cost, excluding GST. This is designed specifically for moving stock between stores that you own. If you supply or receive stock from neighboring stores with different ownership there are GST ramifications and items being sent should be processed as sales and items being received should be processed as if received from suppliers.

The transfers functions may be used with or without the optional MultiStore module of WinSTORE although in either case, the stores must be set up in Admin-Multistore-Store Details.

 Refer to the Extensions - MultiStore manual for information on input of other store details.

Steps:

1. Input a valid Operator ID.
 -  The transaction indicator will display SALE and the Control Menu will change to the Main Menu.
2. Select Alt S Stock from the Main Menu.
 -  The Main Menu will change to the Stock Menu.
3. Select F7 Transfer In or F8 Transfer Out from the Stock Menu.
4. Select the store that you are transferring to or from.
 -  The Transaction Indicator will change to TRF IN or TRF OUT.
5. Input the item(s) using any of the input methods.
 -  The costs will be the Item Cost from your stock file.
6. If necessary, select F10 Price Override to alter the cost.
7. Subtotal (press the + key on the numeric pad), to complete the transaction.

Artist Names

Often, in your stock file, you will find misspellings or the same artist input in different ways, e.g. Jimmy Barnes or Barnes, Jimmy. The Artist Name facility allows easier maintenance to the spelling and format of Artist names within your stock file. Rather than correct items one by one, this facility allows all Artist Names to be 'extracted', maintained in one screen, and then 'updated' back to the stock file.

This process is likely to take you quite a while to page through and accept or adjust all artist names. For this reason, maintenance does not occur until the 'update' option is selected. The 'extract' and 'update' options may be done as often as you wish.

To Access Artist Name Maintenance:

1. Select Alt A Admin from the Main Menu.
2. Select F11 Cleanups from the Admin Menu.
3. Select F5 Artist Names from the Cleanups Menu.

The first step is to Extract the Artist names. Select Alt E Extract .

These Actions are available:

Alt F Auto Fix	Removes spaces around forward slashes.
Alt E Extract	If running for the first time, will extract all Artist names. If re-extracting, only new or changed artist names will be extracted.
Alt A Accept	Select If an artist name and genre is deemed correct. The line colour will turn blue to indicate that the line has been processed.
Alt S Swap	Reverses the format, i.e. Jimmy Barnes becomes Barnes, Jimmy.
Alt C Change	Allows alteration of spelling or genre.
Alt P Print	Prints the artist list with any name changes
Alt U Update	Applies all maintained lines (blue) back to stock file.
Alt L All Accept	Auto accepts all artists that have a count value equal or greater than the quantity entered.
Alt X Exit	Exit Artist Maintenance.

After accepting, swapping or editing, the line colour will change to blue to indicate that this line has been actioned. If you prefer, untick the Show All tick box to hide any artist name that has been accepted. Any artist names that are not actioned in any way, will not be affected when updating back to the stock file. If the extract Artists step is re-run, only new or altered artist names that have since been added to the stock file will be taken up. Artist names already extracted will retain their status.

After updating the artist names, a prompt will inform that the changes made may affect the Catalogue. After updating, a Stock Relink is recommended.