

Stock Management

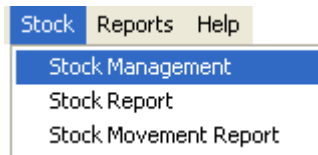
The Stock Management screen is used to track stock for PLU's and scanning PLU's. The stock quantity updates when a Z reading is performed for PLU's or scanning PLU's. This feature only supports standalone ECR's, and bears no relation to managing stock manually. This section explains how to use all features relating to managing stock.

Ensure you setup the following features before going through the examples:

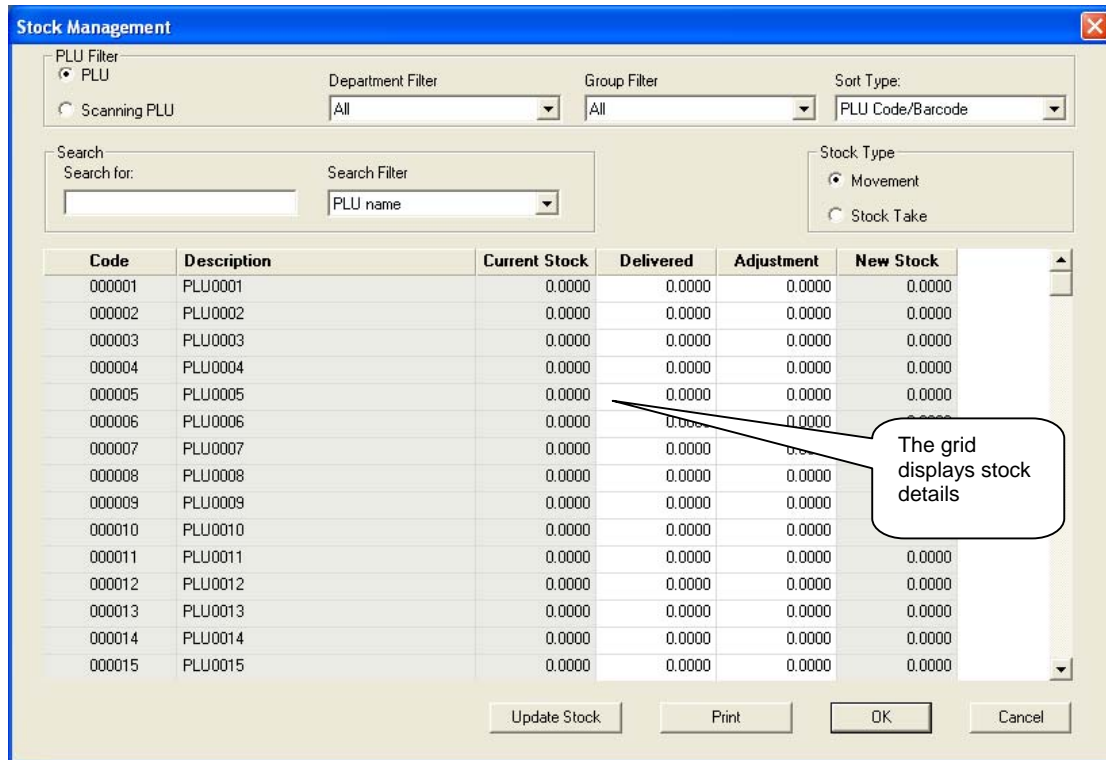
1. PLU's have been created with a description and price. Optional: Link PLU's to departments and groups.
2. Optional: Scanning PLU's have been created with a description and price. Optional: Link Scanning PLU's to departments and groups.
3. On the Sales Collection tab check the tick box to collect reports for PLU's from the Daily area. Optional: Select Scanning PLU's.

To Display The Stock Management Screen

1. Click Stock on the main menu
2. Highlight Stock Management



The Stock Management screen appears:



How to Use The PLU Filter

The PLU Filter option buttons determine whether PLU's or Scanning PLU's are listed in the grid. Use the Department Filter and Group Filter to display the PLU's by department and group links. Leave PLU selected for the purpose of the next example.

How to Enter Stock

Movement and Stock Take are the two Stock Type options. You can only enter stock when the Movement option is selected.

1. Click the Delivered column for PLU number one
2. Enter 10 then press the Enter key

The Delivered and New Stock columns should look like the screen shot below:

Delivered	Adjustment	New Stock
10.0000	0.0000	10.0000
0.0000	0.0000	0.0000
0.0000	0.0000	0.0000

The New Stock column shows the quantity of stock that will be transferred to the Current Stock column.

1. Click the Update button to transfer the stock.

How to Enter Adjustments

The Adjustment column is used to enter reductions in stock, such as wastage.

1. Click the Adjustment column for PLU number one
2. Enter 2 then press the Enter key
3. Click the Update Stock button

The current stock is updated with the new quantity.

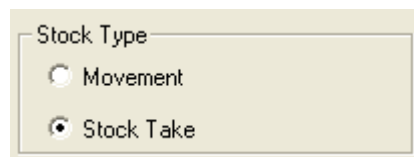
The quantities for PLU number one should look like this screen shot:

Current Stock	Delivered	Adjustment	New Stock
8.0000	0.0000	0.0000	0.0000
0.0000	0.0000	0.0000	0.0000

How to Perform Stock Takes

When you perform a stock take the counted stock figure is used to generate the opening stock for the next stock take.

1. Click on the Stock Take option button.
2. Click the Counted stock column for PLU number one
3. Enter 6 then press Enter
4. Click the Update Stock button
5. Click OK



The screenshots shows the stock take for PLU number one:

Code	Description	Current Stock	Counted stock
000001	PLU0001	6.0000	6.0000
000002	PLU0002	0.0000	0.0000

How to Update Stock Using The ECR

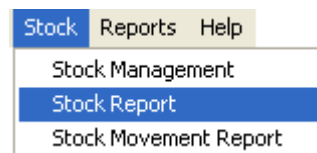
You must perform a Z reading for PLU's and Scanning PLU's to update the stock quantities on the Stock Management screen

1. Click the Report icon on the main screen.
2. Click the Z report option
3. Click the X/Z Read button
4. Click the OK button



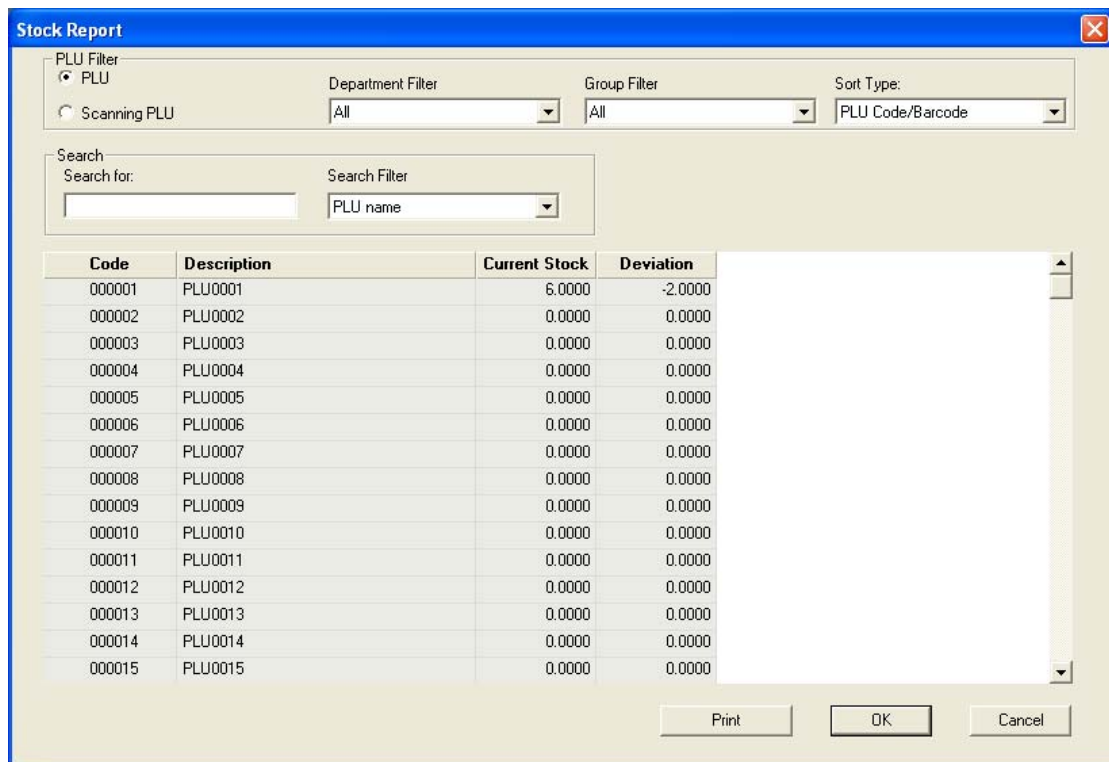
To Display The Stock Report:

1. Click Stock on the main menu
2. Highlight Stock Report



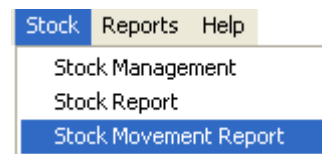
The Stock Report screen displays the current stock for PLU's and Scanning PLU's. When you perform a stock take the current stock is updated. Deviations are displayed when the current stock does not match the counted stock.

The screen shot below shows deviation in stock for PLU number one.



To Display The Stock Movement Report:

1. Click Stock on the main menu
2. Highlight Stock Movement Report



The Stock Movement Report appears:

Stock Movement Report

PLU Filter
 PLU
 Scanning PLU

Department Filter: All
Group Filter: All
Sort Type: PLU Code/Barcode

Search
Search for:
Search Filter: PLU name

Code	Description	Current Stock	Delivered	Adjustment	Date
000001	PLU0001	8.0000	0.0000	2.0000	22/02/2006 17:04:13
000001	PLU0001	6.0000	0.0000	0.0000	22/02/2006 17:06:41

Sort by date Clear File Print OK Cancel

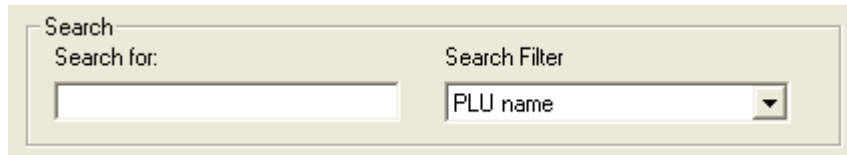
The Stock Movement screen is used to show a history of stock entered, which is stored in date order. There are two additional features available on the Stock Movement Report screen:

- Clear File
- Sort by date

The Clear file button is used to prevent this report from becoming too large. While the Sort by date button is used to sequentially display your stock.

How to Search for Items

The Search for field is used to search for either PLU's or Scanning PLU's. The Search Filter indicates the method selected. You can search by PLU name or by the PLU code/barcode.



The image shows a search interface with a light beige background. It contains two main components: a search input field and a search filter dropdown menu. The search input field is on the left, with the label "Search for:" above it. The search filter dropdown menu is on the right, with the label "Search Filter" above it. The dropdown menu currently displays "PLU name" and has a small downward-pointing arrow on its right side.

Ensure the Search Filter displays PLU name.

1. Enter the first few characters of the PLU name. Once located the PLU is highlighted in blue.

How to Print Stock Details

Use the PLU Filter options to reduce the number of stock details shown on the grid, then click on the Print button to print.