

User Guide

UNISOLV Version 8 - Stock Program

Document Version: 06.08.17



In this module you are shown how to:






-  Maintain departments and bin locations
 -  Create new stock items
 -  Amend existing stock items
 -  Receive stock from wholesalers and do returns
 -  How and when to process stock adjustments
-

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1. Logging into the System



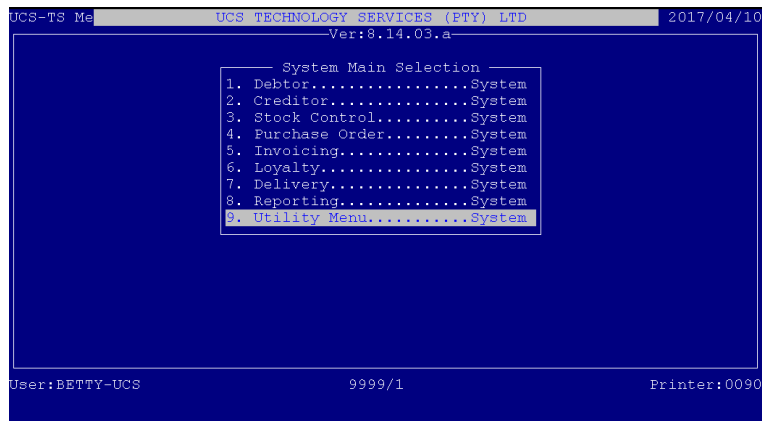
To Log in enter the user number at this point.

Also enter the printer number (if required) that you would be using to print reports to, should you print any reports.

This will take you to the UNISOLV Main Menu.

From the UNISOLV Main Selection, select:

< Utility Menu >



From the UNISOLV Master Menu, select:
< 4 > Stock Program

```
UCS TECHNOLOGY SERVICES (PTY) LTD 2017/04/10
Ver:8.14.03.a
***** UNISOLV MASTER MENU *****
1. .... Pharmacy Program
2. .... Debtors Program
3. .... Creditors Program
4 -->.... Stock Program
5. .... Invoicing Program
6. .... Purchasing Program
7. .... Loyalty Program
8. .... Claim Settlement Program
9. .... CLAIMS PROCEDURES
10. .... DAILY / WEEKLY ROUTINES MENU
11. .... MANAGER'S UTILITY MENU
12. .... MONTH-END PROCEDURES
13. .... MONTH-END REPORTS IN BACKUP AREA
14. .... BACK-UP UTILITY MENU
15. .... CUSTOMISED UTILITY MENU
16. .... LINUX UTILITIES MENU

Menu No: 001          Enter Selection Number 1-16          <Esc> to Exit.
User: BETTY-UCS      9999/1                               Printer: 0090
```

This will take you into the UNISOLV Stock Program.

2. Departments

Before stock can be added onto the system, you would first have to create departments to link the stock to.

From the Stock Program Main Menu, select:

< 1 > Maintain
< Q > Maintain Department File

```
1. MAINTAIN 2.Process 3.Reporting 4.Sub-Systems 5.Management
File Maintenance
A. Enquire Stock Codes
B. Amend Stock Codes
C. Delete Stock Codes
D. Enquire Stock Range
E. Take on Stock Codes

G. Price Updates
H. Consolidate Referred Codes
I. Generate Location Records

K. Maintain Explosion File
L. Maintain Sales Kit File
M. Maintain Replacement Cost
N. Maintain Reorder Factors
O. Maintain Bin/Manf for Items
P. Maintain Serial Numbers
Q. Maintain Department File
R. Maintain Bin Name File
S. Maintain Manufacturer File
T. Change Department Number
```

Main Department:

A main department is created in order to group smaller departments / categories together as one and stock should not be linked to these as it could give incorrect figures on reports. (eg. 100000 Cosmetics)

Sub Department:

The sub departments are used to link the stock to and they are grouped in smaller sections than the main departments. (eg. 100001 Revlon Eye Shadow)

```

MAINTAIN DEPARTMENT FILE

Dept Code      : 
Dept Legend    :
Default Tax Code :           Loyalty Points Type :
Default I-Duty Code:         Loyalty Points Value:
Default Disc-Matrix:       Promotion Factor.....:
Default Markup   :           Promotion Points Type :
Default Max. Disc :         Promotion Points Value:
Default Rebate   :
Default Surcharge :           Promotion Discount % :
Default High-Level:
Default Order Level:
Cred Alloc Code :
GL Cost of Sales CD:
GL Sales..... CD:

```

Field:	Description:
Dept. Code:	Create a code that would be used for each of the departments. This code can be split up into sub-departments later on if needed.
Dept. Legend:	This is the name which you want to give to the department.
Default Tax-Code:	In the parameters of the stock program, certain tax parameters would have been set up. For each department you are able to select which tax code to use.
Default I-Duty Code:	Import Duty Code. If this is set up in the parameters and you are going to be using it, it could be stipulated in this field.
Default Disc-Matrix:	This will be the discount that would be used for the department
Default Mark up:	This will be the mark up that will be used for the specific department.
Default Max. Disc:	This is the max discount that would be allowed for items within this department.
Default High Level:	This is the highest level the stock should be within this department.
Default Order Level:	When the stock in this department reaches the stock on hand quantity as specified, it will automatically create an order that can be printed at a later stage.
Cred Alloc Code:	This is the code that will be used if the department is linked to a creditor's account.
GL Cost of Sales CD:	If a General Ledger is in use – this will be the code that will be used for the department. (For data extract purposes only)
GL Sales CD:	If a General Ledger is in use – this will be the code that will be used for the department. (For data extract purposes only)
Loyalty Points Type:	For use with Loyalty Module.
Loyalty Points Value:	For use with Loyalty Module.
Promotion Factor:	For use with Loyalty Module.
Promotion Points Type:	For use with Loyalty Module.
Promotion Points Value:	For use with Loyalty Module.
Promotion Discount %:	The percentage entered here will be the discount allocated to any item within the department when sold at the point of sale

3. Creating new Stock Items

Before a new stock item can be created you should first have your creditor accounts, for your suppliers, set up. (See Module 5 – Creditors Program)

From the UNISOLV Stock Program Main Menu, select:

< 1 > **Maintain**

< E > **Take on Stock codes**

```

1.MAINTAIN  2.Process  3.Reporting  4.Sub-Systems  5.Management
  File Maintenance
A. Enquire Stock Codes
B. Amend Stock Codes
C. Delete Stock Codes
D. Enquire Stock Range
E. Take on Stock Codes
G. Price Updates
H. Consolidate Referred Codes
I. Generate Location Records
K. Maintain Explosion File
L. Maintain Sales Kit File
M. Maintain Replacement Cost
N. Maintain Reorder Factors
O. Maintain Bin/Manf for Items
P. Maintain Serial Numbers
Q. Maintain Department File
R. Maintain Bin Name File
S. Maintain Manufacturer File
T. Change Department Number
    
```

```

TAKE-ON EXISTING STOCK (STK009)
Stock Code:      Dept:      Description :
Refer Code:      Bar-Code... :
Long Description :
Preferred Supplier:      Bin:      Opening Balance:
Supplier Prod Cd :      MTD Adjustments:
Unit Size/Measure:      MTD Purchases :
Pack Size :      MTD Sales Qty :
Unit of Issue :      Label Type:      Closing Balance:
Sales Tax (0-4) :      Import Tax (0-4) :      Committed Qty :
Matrix / Max Disc:      Rebate%:      Intransit Qty :
Reorder Level :      Promotion Qty :
High Level :
Average Cost (Ex):      On Hand Qty :
Last Cost (Ex):

-----Markup %-----Selling Excl-----Selling Incl---Qty Breaks---
Selling Price-1 :
Selling Price-2 :

Promotion Price :
    
```

This will take you to the following screen:

Field	Description
Stock Code	If you wish to create your own stock number for the stock you are capturing, you are able to enter it here, otherwise press <ENTER> to automatically go to the next available number. NB! DO NOT USE THE BARCODE AS A STOCK CODE!!!
Stock Indicator	This field is between the Stock code and the Dept. This is to indicate the schedule number of the item, if it is a pharmacy item.
Department	This is used to group all the stock into different categories.
Description (Short)	A short description could be entered in this field.
Refer Code	If the item you are capturing is sold as a smaller pack instead of the complete pack, the "referred" code could be entered here and the stock would be taken off the bigger pack size.
Barcode	If the item you are capturing has a barcode and you are using scanners you can enter the barcode here, to make future look-ups easier.
Long Description	This field is used for the full description of the item.
Preferred Supplier	This is where you receive the stock from. You need to enter a

	creditor's account number (as captured in the creditor's module) in this field. If you do not know the account number, press <TAB> to search for it.
Supplier Product Code	If you wish to enter the code the supplier uses for the item, do so in this field.
Bin	This field is used to group things together by shelves or gondolas. This can be used to make stock takes easier and faster.
Unit Size / Measure	Enter past, the system will default to "UNIT".
Unit	Enter past, the system will default to "1".
Pack size	To be able to link the stock and pharmacy programs correctly, the pack size entered in this field should be the same as the pack size used in pharmacy.
Unit of Issue	Enter past, the system will default to "1".: This should always be one in pharmacy
Import Tax (0-4)	This has been set up in the system parameters. 0 is setup for items which are tax exempted and 1 would be 14% but if other tax applies you could set up your parameters accordingly and then select the correct Tax field here.
Min GP	If this is set, the item cannot be sold if the GP calculated on the sale is less than stipulated in the stock field.
Matrix	If you wish to block the item from any discount given, this field can be set to "M1" which makes the item a nett item.
Reorder Level	This is used to enable the customer to do orders through the system. As soon as the stock has reached this level, the item will reflect in the re-order report and an order can be created, which can be edited in the purchasing system.
Stock Factor	This is to indicate how long the stock will be on the shelves. (1 = 1 month)
High Level	This is used in conjunction with the re-order level. The system creates an order (when printing the re-order report) when the re order level is reached but it only orders the difference between the re-order level, the high level and the quantity on hand.
Lead time	This is to indicate how long the supplier takes to deliver the goods. (1 = 1 month)
Average Cost	This is the average cost for the item. Most of the reports in the system use this amount.
Last Cost	This is the cost the item was received at the last time.
Replacement Cost	This is the cost of the item should you wish to replace it completely.
Selling Price GP% / MU%	Depending on your parameter setup, you can stipulate whether this should be GP% or MU%. You are able to stipulate the % for each individual item.
Selling Price Excl	This is the selling price exclusive of VAT
Selling Price Incl	This is the selling price inclusive of VAT

After you have completed entering all the fields, you will be able to set specific "Flags" on the item.

```

TAKE-ON EXISTING STOCK (STK009)
>> CJ PHARMACEUTICALS <<
Item Flags - 1
N : Code is followed by another Code (Y/N/C=Container)
N : Use Serial Number tracking (Y/N)
N : Capture Check Number (Y/N)
N : Ingredient Item (Y/N)
N : Item Blocked for Ordering and Receiving (Y/N)
N : Item Blocked for Sales (Y/N/R/P)
N : Non-Stock item with zero cost (Y/N)
N : Non-Stock item with cost (Y/N)
N : Allow Decimal Quantities when selling (Y/N)
N : Auto repeat item when selling (Y/N)
N : Item Use Batch and Expiry Detail (Y/N)
N : Linked to Customer Promotion System (Y/N)
N : Order Item Online (Y/N)
N : Item price is negotiated with supplier (Y/N)
N : Open priced Item (Y/N)
N : Allow rep's commission on this code (Y/N/P/M)
N : Zero priced Item (Y/N)
N : Item Sold on Scales (Not Weight/Priced) (Y/N)
N : Flag Item as Deleted (Y/N)
N : Consumable Item (Y/N)
: Press <Enter> to continue, <A>mend.

```



```

TAKE-ON EXISTING STOCK (STK009)
> CJ PHARMACEUTICALS <<
Item Flags - 2
N : Allow Selling Below Cost (Y/N)
N : Block Refunding this Item (Y/N)
N : Robot Stocked Item (Y/N)
N : Electronic Shelf Talker (Y/N)
N : Virtual Stock Item (Y/N)
N : Block Point Rounding in Receiving (Y/N)
N : Seasonal Item? (Y/N)
N : Block item in cost plus sales (Y/N)
: KVI Item (0-2)

: Press <Enter> to continue, <A>mend.

```

Code is followed by another code	This is mainly used when one item is sold and another item needs to be sold at the same time. This can be set up to be sold automatically at POS.
Use Serial Nr tracking	When batch receiving, the system will require the user to enter a serial number for each of the items received. When selling, the cashier would also have to enter the serial number of the item being sold.
Capture Check Number	For Restaurant use only.
Ingredient Item	For Restaurant use only.
Item blocked for ordering and receiving	This is set to "Y", when you still have stock on the shelf of an item you do not wish to order or receive. This will allow sales of the item but the item would not be able to be ordered or received on the system.
Item blocked for Sales	Once all the stock on the item has been sold and you wish to block it, set this to Y and this will block all sales to this item. R and the item will be RED Flagged ie WARNING P the item cannot be sold unless a password is entered
Non-Stock item with zero cost	This item will never have a qty on hand and will not record a cost price in the transactions.
Non-stock item with cost	This item will never have a qty on hand but the transactions will record the cost of the item.
Allow decimal quantities when selling	When this is set to "Y", the cashier would be able to sell "broken packs" as well as "full packs".
Auto repeat item when selling	When this item is sold, it would automatically be sold again on the next line. Used with serial numbers
Item use Batch and Expiry Detail	When this is set to "Y" – when this item is received, a batch number and an expiry date would have to be entered for each item received. When selling, the cashier would also have to enter the batch number and expiry date of the item being sold.

Linked to Customer Promotion System	Not used
Order item Online	Used for reference purposes.
Item price is negotiated with supplier	Used for reference purposes.
Open price item	This is an item that does have a cost but the selling price is blank at the point of sale. When sold at the till, the cashier needs to enter the price for this item. It does have a quantity on hand.
Allow rep's commission on this code	Only to be used when reps are in use. When this is set to "Y" and this item is sold, the system will prompt the cashier for the rep code.
Zero Priced item	An item cannot be captured in the stock system with a cost or selling price of zero. This item keeps a quantity on hand but when sold at the till, it is sold for R0.
Item sold on scales	Only used where scales are in use.
Flag item as deleted	When a stock item is deleted from the stock master file, it is not removed from the file, it is flagged as deleted.
Consumable Item	For example: bags. Bags are received together with other goods on an invoice from a supplier. This has to be received in the system to update the creditor correctly but should not influence stock or any valuations. The stock is adjusted out automatically when the GRV is updated. The movements are recorded as received in and adjusted out
Allow Selling Below Cost	It is good practise for a business to block selling items where the selling price is less than the cost price. However if there are items that are allowed to be sold at a price less than cost, this flag should be set to "Y".
Block Refunding this item	This item cannot be refunded.
Robot Stocked Item	Stock Items that are dispensed by the ROWA or APSTORE Dispensing robots
Electronic Shelf Talker	Electronic labels.
Virtual Stock Item	Virtual stock item
Block Point Rounding in Receiving	Item will not be rounded to the prices set in the Price Rounding Table
Seasonal Item	Reorder levels will be calculated at 3 months regardless of the averages reflected on the history screen in enquiry.
Block Item in Cost Plus sales	Item will not be sold at cost on type R accounts or on cost plus accounts
KVI Item	Known Value Item 0 or Blank Item is Not Flagged as a KVI 1 Category 1 Item Low Markup Items 2 Category 2 Item Higher GP Items

After all the individual flags have been set, you will be able to amend the “Extended settings” on the item.

```

TAKE-ON EXISTING STOCK (STK009)
>> CJ PHARMACEUTICALS <<
Stock Code: 0000000000000019 Dept: 000123 Description : MISSING DESC
Extended Settings
Maintain By.....: BETTY-UCS          Recom Sell-Incl : 0.00
Creation Date....: 2017/04/10         Comp Unit Price : 0.00
Category.....:                          Comp Unit Size  :
Min-Order Pack...: 0.000                               Comp Unit Meas  :
Recommend Disc...: 0.00                                Weight in KG    : 0.00
Manufacturer.....: 000000                               Volume SQ-m     : 0.00
Unit Factor.....: 0.000                                Xfer Case-Code : None
Dept Category....:                                Xfer after Every: 00
Days Shelf Life..: 000                                Promotion Group : 0
GL Cost of SaleCD:                                Voucher Discount: 0.00
GL Sales.....CD:                                <-----Loyalty Settings----->
Points Type.....: F                                Points Type.....: F
Points Value.....: 0.00                            Points Value.....: 0.00
Promotion Factor : 0.00                            Comm Type (R/P) : F
Prom-Points Type : F                                Comm Value      : 0.00
Prom-Points Value: 0.00
: Press <Enter> to continue, <A>mend.

```

The only important fields that need to be filled in / amended are the following:

Maintain by	This will default to the user logged into the system but can be changed.
Creation date	This will be defaulted to the date the item is created on but can be changed. NOT RECOMMENDED.

When this has been completed, you will have the following options:

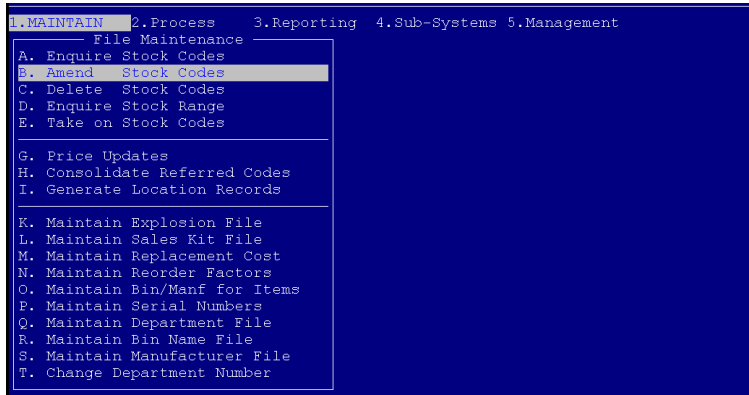
- <ENTER> **If all the details on the item captured are correct, press <ENTER> to store these details.**
- <A>mend **This will allow you to amend all of the fields as above.**
- <C>ancel **This will exit out of the item’s details captured and not store the details.**
- <E>xtend **This will allow you to change any of the details in the extended details.**
- <F>lags **This will allow you to change any of the flags for the item.**

4. Amending a Stock Code

When amending a stock item, you are able to amend any of the fields except for the Balances and quantities.

From the Stock Program Main Menu, select:

- < 1 > Maintain
- < B > Amend Stock Codes



If you are using barcode scanners you are able to scan the item at this point. You are also able to enter the stock code if it is known to you.



If you do not have any of the above information, press <ENTER> to search for the item via description.

```

AMEND STOCK RECORD (STK005)
SEARCH BY STOCK-CODE
Stock Code: Dept: Description :
STOCK ENQUIRY
Description .... : BETTY
1.BETTY (Excl) (Incl) (Qty) (Bin)
0000000000000021 75.00 T1 85.50 0.000

Please Specify Line Number : █

Promotion Price :
: <Enter> if correct, <A>mend, <C>ancel, <E>xtend, <F>lags, <N>WC

```

Description:

Type the first couple of characters for the item you are looking for and press <ENTER>. This will display a list of items with matching descriptions. If the item you are looking for is displayed in the list, press the corresponding line number to select it, otherwise press <ENTER> to continue searching.

```

AMEND STOCK RECORD (STK005)
Stock Code: 0000000000000021 Dept: 000123 Description : BETTY
Refer Code: Bar-Code... : 123456
Long Description : BETTY
Preferred Supplier: 000003 Bin: Opening Balance: 0.000
Supplier Prod Cd : 0000000000000021 MTD Adjustments: 0.000
Unit Size/Measure: 0.000 UNIT MTD Purchases : 0.000
Pack Size : 1.00 MTD Sales Qty : 0.000
Unit of Issue : 1 Label Type: Closing Balance: 0.000
Sales Tax (0-4) : 1 Import Tax (0-4) : 0 Committed Qty : 0.000
Matrix / Max Disc: 0.00 Rebate%: 0.00 Intransit Qty : 0.000
Reorder Level : 0.000 Stock Factor Promotion Qty : 0.000
High Level : 0.000 0.000
Average Cost (Ex): 50.000 Lead Time On Hand Qty : 0.000
Last Cost (Ex): 50.000 0.000

-----Markup %-----Selling Excl-----Selling Incl---Qty Breaks---
Selling Price-1 : 50.00 75.00 85.50
Selling Price-2 : 0.00 0.00 0.00 000000

Promotion Price :
█ : <Enter> if correct, <A>mend, <C>ancel, <E>xtend, <F>lags, <N>WC, <B>ins

```

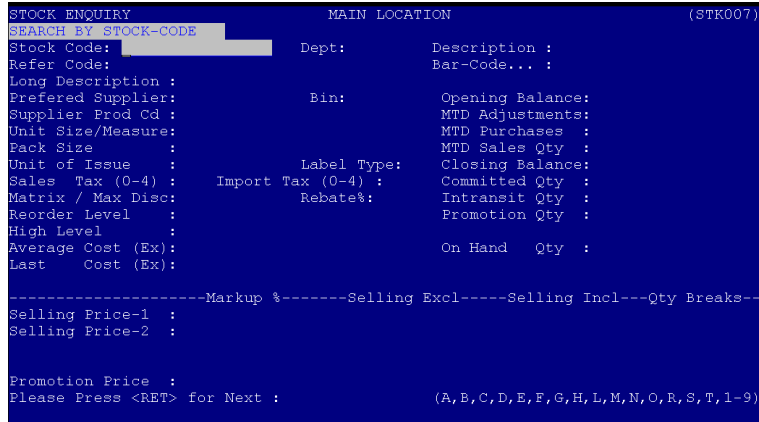
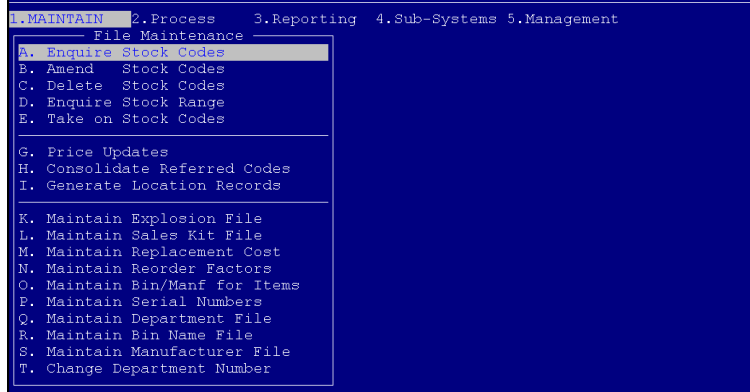
The item you have selected will be displayed on the screen. If it is the correct item, press <A> to amend or otherwise press < C > or <ENTER> to search again. You are also able to amend the "Flags" and "Extended details" at this point.

5. Stock Enquiries

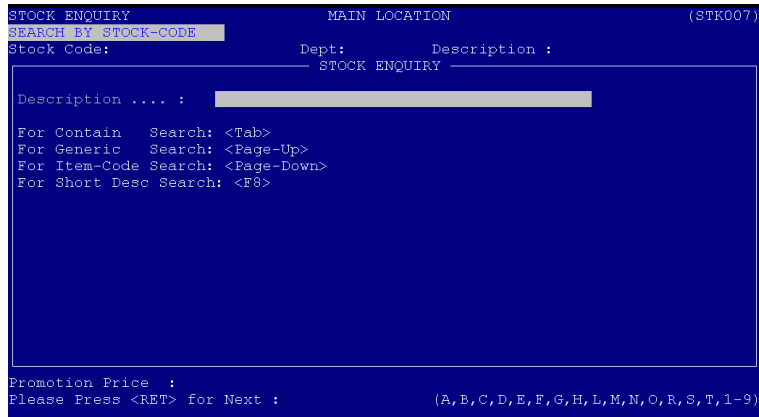
From the Stock Program Main Menu, select:

< 1 > **Maintain**

< A > **Enquire Stock Codes**



If the stock item has a barcode (and you have barcodes linked) scan the item. If not you are able to type in the stock code, if known, otherwise press <ENTER> to search via description.



Description:

Type the first couple of characters for the item you are looking for and press <ENTER>. This will display a list of items with matching descriptions. If the item you are looking for is displayed in the list, press the corresponding line number to select it, otherwise press <ENTER> to continue searching.

```

STOCK ENQUIRY                MAIN LOCATION                (STK007)
      > CJ PHARMACEUTICALS                <<
Stock Code: 0000000000000021  Dept: 000123  Description : BETTY
Refer Code:                    Bar-Code... : 123456
Long Description : BETTY
Preferred Supplier: 000003 Bin:          Opening Balance: 0.000
Supplier Prod Cd : 0000000000000021    MTD Adjustments: 0.000
Unit Size/Measure: 0.000 UNIT           MTD Purchases : 0.000
Pack Size : 1.00                        MTD Sales Qty : 0.000
Unit of Issue : 1 Label Type:           Closing Balance: 0.000
Sales Tax (0-4) : 1 Import Tax (0-4) : 0 Committed Qty : 0.000
Matrix / Max Disc: 0.00 Rebate%: 0.00  Intransit Qty : 0.000
Reorder Level : 0.000 Stock Factor     Promotion Qty : 0.000
High Level : 0.000 0.000
Average Cost (Ex): 50.000 Lead Time    On Hand Qty : 0.000
Last Cost (Ex): 50.000 0.000           Stock Value : 0.000
                                         On Order Qty : 0.000
-----Markup %-----Selling Excl-----Selling Incl---Qty Breaks---
Selling Price-1 : 50.00 75.00 85.50
Selling Price-2 : 0.00 0.00 0.00 0.00 000000

Promotion Price :
Please Press <RET> for Next : █          (A,B,C,D,E,F,G,H,L,M,N,O,R,S,T,1-9)

```

The details for the item you have selected will be displayed on the screen. If it is not the correct item press <ENTER> to continue searching or <ESC> to type a new description.

The options on the bottom of the screen are as follows:

Option	Description
A	If parameters are set up – this will allow you to view the barcode as well as the nappi code linked to the item.
C	This will display the cost of sales and the sales value for the specific item for the last 12 months for ALL locations (consolidated).
D	If there are deals set up for the item it will display these.
E	This will display the extended detail for the stock item.
F	This will display the flags set for the item.
H	This will display the sales history (cost of sales and the sales value) for the last 12 months for a SINGLE location.
L	This will display the stock quantity for ALL locations.
M	This will display all transactions (Movements) for current and history.
O	This will display any outstanding orders for the item.
P	This will display any “Future prices” loaded for the item.
R	If replacement costs have been set up on the stock item this will be displayed.
S	This option will display the sales statistics for the month, this year and last year.
T	If parameters are set up this option will display serial numbers that have been captured for the item.
V	When a “message” has been captured on the stock item, press “V” to view it.
1 - 9	When 6 is entered, it will display all the stock items in the system where the first 6 digits are the same.

6. Deleting of Stock

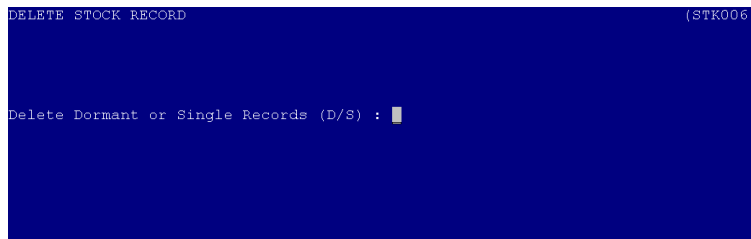
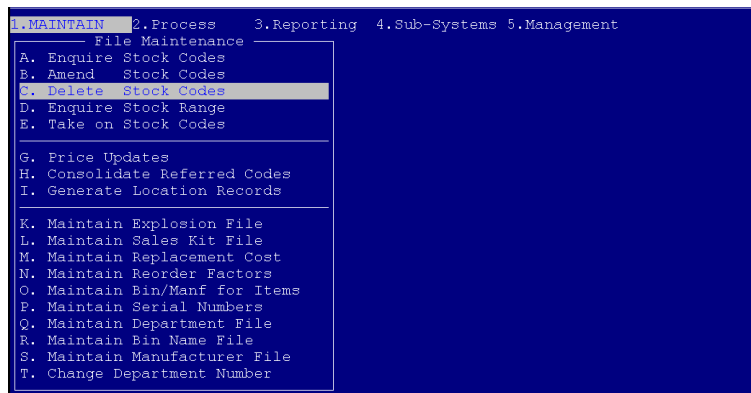
This can only be done if the stock item has been dormant for one month and the quantity on hand is zero.

***** Items do not get "REMOVED" from the stock file but a flag is set to mark it as "DELETED". *****

From the Stock Program Main Menu, select:

< 1 > Maintain

< C > Delete Stock Codes



Dormant or single Records <D/S>: **Dormant – this will flag all dormant stock items from the Stock file according to specifications.**
Single – this will allow you to flag a single item only (if dormant and zero on hand quantity).

If you selected single record, you will be prompted for the stock code. The stock item can be scanned at this point, or the stock code could be entered. If you do not have the stock code, press <ENTER> to search via description.


```

DELETE STOCK RECORD (STK006)
Stock Code: Dept: Description :
          STOCK ENQUIRY
Description .... : BETTY
1.BETTY (Excl) (Incl) (Qty) (Bin)
0000000000000021 75.00 T1 85.50 0.000
Please Specify Line Number : █
Promotion Price :
Please Press <Enter> to Delete :

```

Description:

Type the first couple of characters for the item you are looking for and press <ENTER>. This will display a list of items with matching descriptions. If the item you are looking for is displayed in the list, press the corresponding line number to select it, otherwise press <ENTER> to continue searching.

```

DELETE STOCK RECORD (STK006)
Stock Code: 0000000000000021 Dept: 000123 Description : BETTY
Refer Code: Bar-Code... : 123456
Long Description : BETTY
Preferred Supplier: 000003 Bin: Opening Balance: 0.000
Supplier Prod Cd : 0000000000000021 MTD Adjustments: 0.000
Unit Size/Measure: 0.000 UNIT MTD Purchases : 0.000
Pack Size : 1.00 MTD Sales Qty : 0.000
Unit of Issue : 1 Label Type: Closing Balance: 0.000
Sales Tax (0-4) : 1 Import Tax (0-4) : 0 Committed Qty : 0.000
Matrix / Max Disc: 0.00 Rebate%: 0.00 Intransit Qty : 0.000
Reorder Level : 0.000 Stock Factor Promotion Qty : 0.000
High Level : 0.000 0.000
Average Cost (Ex): 50.000 Lead Time On Hand Qty : 0.000
Last Cost (Ex): 50.000 0.000 Stock Value : 0.000
On Order Qty : 0.000
-----Markup %-----Selling Excl-----Selling Incl---Qty Breaks---
Selling Price-1 : 50.00 75.00 85.50
Selling Price-2 : 0.00 0.00 0.00 000000
Promotion Price :
Please Press <Enter> to Delete : █

```

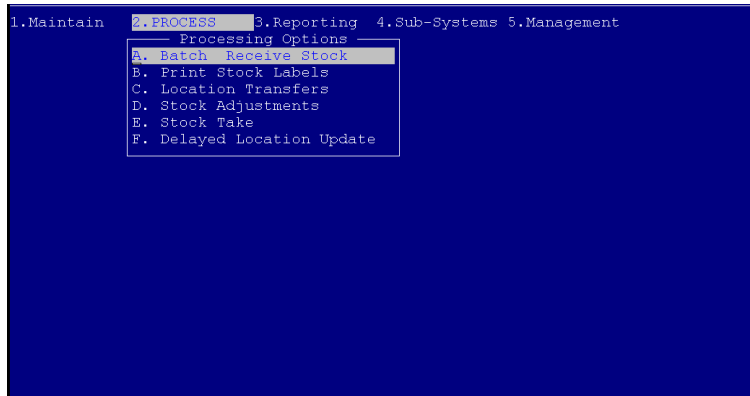
The item you have selected will be displayed on the screen. If it is the correct item, press <ENTER> and the item will be flagged as deleted.

7. Receiving of Stock

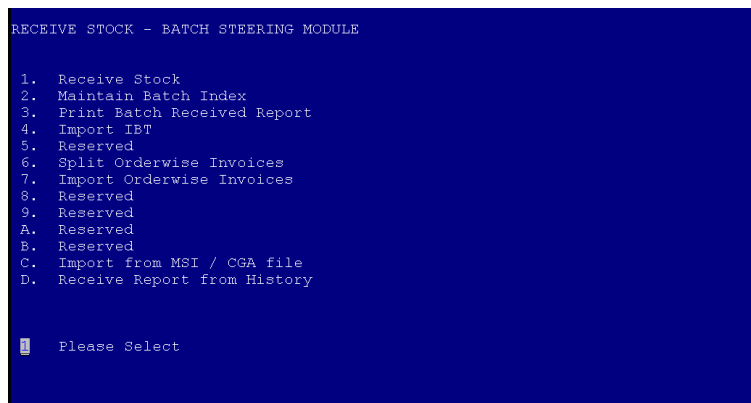
This option is used to enter the stock received from suppliers onto the system and update the creditors at the same time.

From the Stock Program Main Menu, select:

- < 2 > Process
- < A > Batch Receive Stock

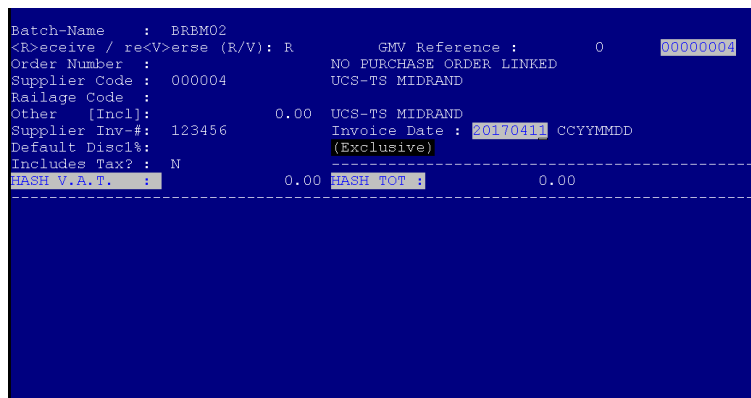


< 1 > Receive Stock



Batch Name:

Starting with BR, type a name (numeric or alpha numeric) that you can use for future reference.



The options are as follows:

Field	Description
Receive or Reverse	This is to select whether you are receiving stock from a supplier or sending it back to a supplier. <R> to receive stock <V> o return stock to the supplier
GMV Reference	This number is automatically generated by the system and will be printed on the goods received note. This number can be used to reprint the document at a later stage.
Order number	This is used when the purchasing program is in use.
Railage Supplier code	If there is railage for the items you are receiving you have to select the creditors account number you wish to update this to.
Supplier Code	This is the creditors account number for the supplier.
Reference	Type the invoice number of the supplier in this field.
Default disc%	If there is any discount to be given, enter it here and it will automatically allocated
Includes Tax	If the invoice from the supplier is exclusive of VAT, say "N", otherwise say "Y". This is important for the creditors account to be calculated correctly.
Invoice Date	This is the date the stock has been invoiced to you.
Delivery Date	This is the date that the stock arrived in the store.
HASH VAT	Type the VAT amount, as on the invoice in this field. This will be used as a double check to make sure you received the stock correctly.
HASH Total	Type the total for the invoice in this field. This will be used as a double check to make sure you received the stock correctly. Whilst receiving, the system calculates the actual total for the stock being received. If this total is different to the hash total a discount with the difference will be written to the creditor.

```

SUPPLIER:000004      UCS-TS MIDRAND      Ref:123456  RECEIVE  (STK092)
-----
Batch-Name  :  BRM02  HASH TOT:          0.00          0.00  BATCH TOT
W-----
Stock Code  :  _____

-- From:    --- Line 0001 of 0000 -Line Tot:      0.000 +          0.000 -
Qty        :
Bonus      :
Pack Size  :
G/Coast [Excl] :
Disc%      :
T/Rail [Excl] :
T/Other [Excl] :
L/Coast [Excl] :
A/Coast [Excl] :
Remarks..... Labels:      Bin No:
Disc / Matrix :  ( ) Label Type :
Markup1%      :  ( ) Price-1[In]:  ( )
Markup2%      :  ( ) Price-2[In]:  ( )

Markup On    :
Enter <CODE>, <ESC>, <TAB>, <UP>, <D>, <V>, <RET> , <O> OR <SCROLL>

```

Stock Code:

If you have barcodes and barcode scanners set up, scan the item, otherwise if the stock code is known, type it in the field and press <ENTER>. If you do not have a barcode or a stock code, press <ENTER> to search via description.

```

SUPPLIER:000004 UCS-TS MIDRAND Ref:123456 RECEIVE (STK092)
-----
Batch-Name : BRMO2 HASH TOT: 0.00 0.00 BATCH TOT
-----
STOCK ENQUIRY
Description .... : BETTY
1.BETTY (Excl) (Incl) (Qty) (Bin)
0000000000000021 75.00 T1 85.50 50.000
2.BETTY 123 180.00 T1 205.20 0.000
0000000000000022

Please Specify Line Number : █

Markup On :
Enter <CODE>, <ESC>, <TAB>, <UP>, <D>, <V>, <RET>, <O> OR <SCROLL>

```

Description:

Type the first couple of characters for the item you are looking for and press <ENTER>. This will display a list of items with matching descriptions. If the item you are looking for is displayed in the list, press the corresponding line number to select it, otherwise press <ENTER> to continue searching.

```

TAKE-ON EXISTING STOCK (STK009)
Stock Code: █ Dept: Description :
Refer Code: Bar-Code... :
Long Description :
Preferred Supplier: Bin: Opening Balance:
Supplier Prod Cd : MTD Adjustments:
Unit Size/Measure: MTD Purchases :
Pack Size : MTD Sales Qty :
Unit of Issue : Label Type: Closing Balance:
Sales Tax (0-4) : Import Tax (0-4) : Committed Qty :
Matrix / Max Disc: Rebate%: Intransit Qty :
Reorder Level : Promotion Qty :
High Level :
Average Cost (Ex): On Hand Qty :
Last Cost (Ex):

-----Markup %-----Selling Excl-----Selling Incl---Qty Breaks---
Selling Price-1 :
Selling Price-2 :

Promotion Price :

```

If the item you are receiving from the supplier is not yet on your system, <ENTER> past the Stock code field and <ESC> from the description. This will then allow you to capture the new item onto the stock file. (As above)

```

SUPPLIER:000004 UCS-TS MIDRAND Ref:123456 RECEIVE (STK092)
-----
Batch-Name : BRM02 HASH TOT: 0.00 0.00 BATCH TOT
-----
Stock Code : 000000000000021 BETTY
123456 [BAR CODE]
From: STK --- Line 0001 of 0000 -Line Tot: 0.000 + UNIT 0.000 -
Qty : ( 50.000 )
Bonus N: 0.000 [EXCLUDE FROM COSTS]
Pack Size : 1.000 ( 1.000 )
G/Cost [Excl] : 50.000
Disc% : 0.00 0.00 0.00
T/Rail [Excl] : 0.000
T/Other [Excl] : 0.000
L/Cost [Excl] : 0.000 50.000
A/Cost [Excl] : 0.000 50.000
Remarks.....: Labels:Y 0000 Bin No:
Disc / Matrix : 0.00 ( 0.00 ) Label Type :
Markup1% : 50.00 ( 50.00 ) Price-1[In]: 85.50 ( 85.50 )
Markup2% : .00 ( 0.00 ) Price-2[In]: 0.00 ( 0.00 )

Markup On :
Enter <CODE>, <ESC>, <TAB>, <UP>, <D>, <V>, <RET>, <O> OR <SCROLL>

```

Options are as follows:

Field	Description
Quantity	Type the number of goods you are receiving in this field (excluding bonus quantities).
Bonus	If you are receiving a bonus for the specific item, type the bonus quantity only in this field. This will recalculate the last and average cost prices automatically (parameter setup). You can press the TAB key to exclude bonus from cost prices.
G/Cost (Excl)	This is the cost for the stock you are receiving.
Disc%	If there is disc% for the item, type it in this field.
Remarks	If there are any remarks you wish to capture for the stock you are receiving, enter it in this field.
Mark-up % 1	This is the mark-up for the selling price 1 (parameter setup)
Price 1 (Incl)	This is selling price 1 inclusive of VAT (parameter setup)
Mark-up % 2	This is the mark-up for the selling price 2 (parameter setup)
Price 2 (Incl)	This is selling price 2 inclusive of VAT (parameter setup)

When you have completed entering all the details for the stock items you are receiving, you have the option to press <ENTER> to continue or <A> to amend if you have made any mistakes.

```

SUPPLIER:000004 UCS-TS MIDRAND Ref:123456 RECEIVE (STK092)
-----
Batch-Name : BRM02 HASH TOT: 150.00 150.00 BATCH TOT
-----
Stock Code : 000000000000021 BETTY
123456 [BAR CODE]
From: STK --- Line 0001 of 0000 -Line Tot: 150.000 + UNIT 0.000 -
Qty : 3.000 ( 50.000 )
Bonus N: 0.000 [EXCLUDE FROM COSTS]
Pack Size : 1.000 ( 1.000 )
G/Cost [Excl] : 50.000
Disc% : 0.00 0.00 0.00
T/Rail [Excl] : 0.000
T/Other [Excl] : 0.000
L/Cost [Excl] : 50.000 50.000
A/Cost [Excl] : 50.000 50.000
Remarks.....: Labels:Y 0003 Bin No:
Disc / Matrix : 0.00 ( 0.00 ) Label Type :
Markup1% : (50.00) ( 50.00 ) Price-1[In]: 85.50 ( 85.50 )
Markup2% : 0.00 ( 0.00 ) Price-2[In]: 0.00 ( 0.00 )

Markup On L/C : 50.00
Please Press <RET> if Correct : ( <A> to Amend : <C> to Cancel )

```

Make sure that the Hash Tot and the Batch totals on the screen are the same. If they are not the same you have made a mistake somewhere and you are able to press the up arrow key to go back and fix the problem.

To view items already captured enter <V> on to the stock code field and the list will be displayed

```

SUPPLIER:000004 UCS-TS MIDRAND Ref:333669 RECEIVE (STK092)
-----
Batch-Name : BRM02 HASH TOT: 0.00 319.38 : BATCH TOT
-----
Stock Code : V
-----
-- From: --- Line 0004 of 0003 -Line Tot: 0.000 + 0.000 -
Qty : ( )
Bonus :
Pack Size : ( )
G/Cost [Excl] :
Disc% :
T/Rail [Excl] :
T/Other [Excl] :
L/Cost [Excl] :
A/Cost [Excl] :
Remarks.....: Labels: Bin No:
Disc / Matrix : ( ) Label Type :
Markup1% : ( ) Price-1[In]: ( )
Markup2% : ( ) Price-2[In]: ( )
Markup On :
Enter <CODE>, <ESC>, <TAB>, <UP>, <D>, <V>, <RET>, <O> OR <SCROLL>

```

```

SUPPLIER:000004 UCS-TS MIDRAND Ref:333669 RECEIVE (STK092)
-----
Batch-Name : BRM02 HASH TOT: 0.00 319.38 : BATCH TOT
-----
NO. STOCK CODE DESCRIPTION QTY BONUS QTY LINE COST
-----
1. 00000000000000021 BETTY 2.000 0.000 100.000
2. 00000000000047788 ACC 200 EFF TAB 200M 5.000 0.000 0.500
3. 00000000000044775 PANADO SYR 120M 16.000 0.000 218.880
-----
Please Specify Line Number

```

After you have entered all the stock items as on the invoice, press <ESC> to continue.

```

SUPPLIER:000004 UCS-TS MIDRAND Ref:123456 RECEIVE (STK092)
-----
Batch-Name : BRM02 HASH TOT: 150.00 150.00 : BATCH TOT
-----
Stock Code :
-----
-- From: --- Line 0002 of 0001 -Line Tot: 0.000 + 0.000 -
Qty : ( )
Bonus :
Pack Size : ( )
G/Cost [Excl] :
Disc% :
T/Rail [Excl] :
T/Other [Excl] :
L/Cost [Excl] :
A/Cost [Excl] :
-----
FINALIZE BATCH
Discount %: Total Items: 3.000
HASH VAT..: 0.000 0.000 Calc VAT
HASH TOTAL: 150.000 150.000 Calc TOT-Dif: 0.000
-----
150.000 150.000
Note: HASH Totals are used to update Creditors and Vat!

```

<A> Amend

If the Hash totals and the calculated totals do not match, press <A> to amend and go back to find the problem.

< S > Save & Exit

If you wish to save the batch and process it to stock at a later stage.

<P> Print

This will print the batch receive report but the stock quantities will not be updated.

<U> Update Stock Now

This will save the batch and update the stock and creditors at the same time. You will be able to print a GRV (Goods Received Voucher) for the items that have been received into stock.

8. Stock Returns

When the stock is to be reversed, you could either reverse the entire invoice or just a single item.

If the whole invoice is to be reversed, the Hash totals for the whole invoice must be used. If a single item or several items are to be reversed, the Hash totals for the particular item or group of items must be calculated and used.

From the Stock Program Main Menu, select:

< 2 > Process

< A > Batch Receive Stock

```
1.Maintain  2.PROCESS  3.Reporting  4.Sub-Systems  5.Management
             Processing Options
             A. Batch Receive Stock
             B. Print Stock Labels
             C. Location Transfers
             D. Stock Adjustments
             E. Stock Take
             F. Delayed Location Update
```

< 1 > Receive Stock

```
RECEIVE STOCK - BATCH STEERING MODULE

1. Receive Stock
2. Maintain Batch Index
3. Print Batch Received Report
4. Import IBT
5. Reserved
6. Split Orderwise Invoices
7. Import Orderwise Invoices
8. Reserved
9. Reserved
A. Reserved
B. Reserved
C. Import from MSI / CGA file
D. Receive Report from History

Please Select

Batch-Name : BREMO2
```

Batch number:

Type in a batch number to fill the field and press <ENTER>.

```

Batch-Name      : BRBM02
<R>eceive / re<V>erse (R/V): V      GMV Reference :      00000008
Order Number   :
Supplier Code  :
Railage Code   :
Other Code     :
Supplier Inv-# :
Default Disc1% :
Includes Tax?  :
HASH V.A.T.    :      HASH TOT :

```

Scan Batch:

N – Say no to this and press <ENTER>.

Receive / Reverse:

V – REVERSE!

Order number:

If this has been linked to the purchase order program, type the order number that was used and press <ENTER>.

Supplier Code:

Type the suppliers account number you wish to return the stock to. If you do not know it, press <ENTER> to search for the name of the supplier.

Reference:

Type the reference / invoice number you wish to use.

Credit note date:

This is the date you do the reversal of the goods.

Includes Tax:

If the stock you have received includes tax, say “Y” otherwise say “N” to make it tax exclusive.

Hash VAT:

If you said “Y” to “Includes Tax”, type the tax amount in the field for the items to be returned.

Hash Total:

If you want to return the complete invoice, type the total for the invoice. IF you are returning one item only, type the total for that. But if you return more than one item off the same invoice, you would need to calculate the total and make sure you enter it correctly.

```

SUPPLIER:000004   UCS-TS MIDRAND      Ref:456789  REVERSE  (STR092)
-----
Batch-Name      : BRBM02  HASH TOT:      0.00      0.00 : BATCH TOT
V
Stock Code     :
-- From:      -- Line 0001 of 0000 -Line Tot:      0.000 +      0.000 -
Qty           :
Bonus         :
Pack Size     :
G/Coast [Excl] :
Disc%         :
T/Rail [Excl] :
T/Other [Excl] :
L/Coast [Excl] :
A/Coast [Excl] :
Remarks.....:
Disc / Matrix :      ( ) Label Type :
Markup1%      :      ( ) Price-1 [In]:      ( )
Markup2%      :      ( ) Price-2 [In]:      ( )
Markup On     :
Enter <CODE>, <ESC>, <TAB>, <UP>, <D>, <V>, <RET> , <O> OR <SCROLL>

```

Stock Code:

You can either scan the barcode of the item you wish to reverse, or if you know the stock code for

the item you are able to type it in and press <ENTER>, otherwise press <ENTER> to search via description.

```

SUPPLIER:000004 UCS-TS MIDRAND Ref:456789 REVERSE (STK092)
-----
Batch-Name : BRBM02 HASH TOT: 0.00 0.00 BATCH TOT
-----
STOCK ENQUIRY
Description .... : BETTY
                (Excl) (Incl) (Qty) (Bin)
1.BETTY          75.00 T1  85.50  53.000
 000000000000021
2.BETTY 123      180.00 T1  205.20  0.000
 000000000000022

Please Specify Line Number : █

Markup On :
Enter <CODE>, <ESC>, <TAB>, <UP>, <D>, <V>, <RET>, <O> OR <SCROLL>

```

Description: Type the first couple of characters of the item you are looking for and press <ENTER>. This will display a list of matching items. If the item you are looking for is displayed in the list, press the corresponding line number to select it, otherwise press <ENTER> to continue searching.

Options are as follows:

```

SUPPLIER:000004 UCS-TS MIDRAND Ref:456789 REVERSE (STK092)
-----
Batch-Name : BRBM02 HASH TOT: 150.00 150.00 BATCH TOT
-----
Stock Code : 000000000000021 BETTY
123456 [BAR CODE] UNIT
From: STK --- Line 0001 of 0000 -Line Tot: 150.000 +
Qty : 3.000 ( 53.000 )
Bonus N: 0.000 [EXCLUDE FROM COSTS]
Pack Size : 1.000 ( 1.000 )
G/Cost [Excl] : 50.000
Disc% : 0.00 0.00 0.00
T/Rail [Excl] : 0.000
T/Other [Excl] : 0.000
L/Cost [Excl] : 50.000 50.000
A/Cost [Excl] : 50.000 50.000
Remarks.....: Labels:Y 0003 Bin No:
Disc / Matrix : 0.00 ( 0.00 ) Label Type :
Markup1% : (50.00) ( 50.00) Price-1 [In]: 85.50 ( 85.50 )
Markup2% : 0.00 ( 0.00) Price-2 [In]: 0.00 ( 0.00 )

Markup On L/C : 50.00
Please Press <RET> if Correct : █ ( <A> to Amend : <C> to Cancel )

```

Field	Description
Quantity	Type the number of items you are returning in this field (excluding bonus quantities).
Bonus	If you are returning a bonus for the specific item, type the bonus quantity only in this field. This will recalculate the last and average cost prices automatically (parameter setup).
G/Cost (Excl)	This is the cost you are returning the stock for.
Disc%	If there is disc% for the item, type it in this field.
Remarks	If there are any remarks you wish to capture, for the stock you are returning, enter it in this field.
Markup % 1	This is the mark up for the selling price 1 (parameter setup)
Price 1 (incl)	This is selling price 1 inclusive of VAT (parameter setup)

Markup % 2	This is the mark up for the selling price 2 (parameter setup)
Price 2 (incl)	This is selling price 2 inclusive of VAT (parameter setup)

After you have completed adding all the items you wish to credit, press <ESC> to end the transaction.

```

SUPPLIER:000004 UCS-TS MIDRAND Ref:456789 REVERSE (STK092)
-----
Batch-Name : BREMO2 HASH TOT: 150.00 150.00 BATCH TOT
-----
Stock Code :
-----
-- From: --- Line 0002 of 0001 -Line Tot: 0.000 + 0.000 -
Qty : ( )
Bonus :
Pack Size : ( )
G/Cost [Excl] :
Disc% :
T/Rail [Excl] :
T/Other [Excl] :
L/Cost [Excl] :
A/Cost [Excl] :
-----
FINALIZE BATCH
Discount %: Total Items: 3.000
HASH VAT..: 0.000 0.000 Calc VAT
HASH TOTAL: 150.000 150.000 Calc TOT-Dif: 0.000
-----
150.000 150.000
Note: HASH Totals are used to update Creditors and Vat!

```

- Discount%: **If there was any discount, type it in the field.**
- Hash VAT: **Make sure that this amount is the same as the Batch VAT**
- Hash Total: **Make sure that this amount is the same as the Batch total.**

If all the amounts are correct at this stage, press <ENTER> to pass the fields. If the HASH totals and the BATCH totals do not match, you are able to press <Up Arrow> to go back into the transaction and fix the mistake that was made.

```

SUPPLIER:000004 UCS-TS MIDRAND Ref:456789 REVERSE (STK092)
-----
Batch-Name : BREMO2 HASH TOT: 150.00 150.00 BATCH TOT
-----
Stock Code :
-----
-- From: --- Line 0002 of 0001 -Line Tot: 0.000 + 0.000 -
Qty : ( )
Bonus :
Pack Size : ( )
G/Cost [Excl] :
Disc% :
T/Rail [Excl] :
T/Other [Excl] :
L/Cost [Excl] :
A/Cost [Excl] :
-----
FINALIZE BATCH
Discount R: 0.000 Total Items: 3.000
HASH VAT..: 0.000 0.000 Calc VAT 0.000
HASH TOTAL: 150.000 150.000 Calc TOT-Dif: 0.000
-----
150.000 150.000
Finalize.....: ( <A>mend, <S>ave & Exit, <P>rint, <U>date Stock Now )

```

- Amend: **If your hash and batch totals do not balance, you are able to press <A> and go back and fix the problem.**
- Save & Exit: **If a mistake has been made and it cannot be found, you can save the batch and continue with other invoices and fix this at a later stage. This option does not update the stock.**
- Print: **This will print the GRV (Goods Returned voucher) without updating the stock or any other links.**
- Update Stock now: **This will update the stock and other links and print the GRV. This should be kept for reference purposes.**

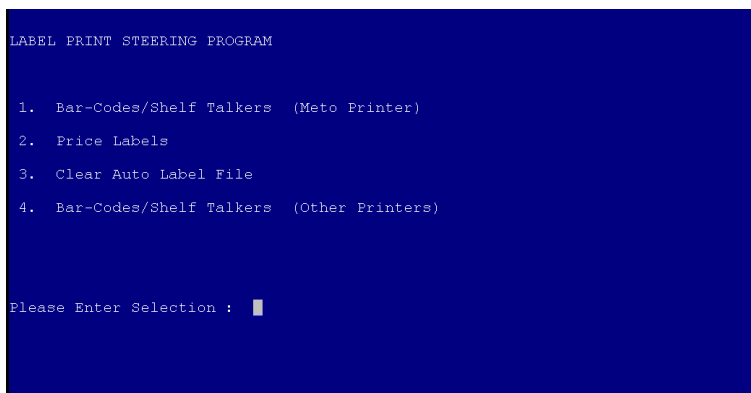
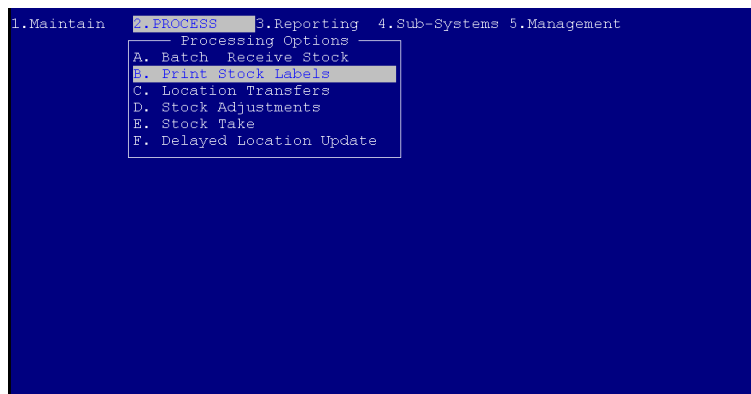
After this has been done a GRV will print and this needs to be kept for reference purposes. This would now have returned the stock quantities for the stock and the creditor would also have been debited.

9. Printing of Labels

Depending on the parameter setup, you might be prompted to print the labels immediately after the transaction has been completed. If you do not wish to print them immediately, you are able to exit and then print them later.

From the Stock Program Main Menu, select

- < 2 > Process
- < B > Print Stock Labels



Choose the correct option – If you are using a Meto Printer to print your stock received labels, select option < 1 >, otherwise select option < 4 > for any other label printer. Enter the printer no. then the label format. (format no. will be given to the customer upon installation of the system)



Type in your correct printer number which you wish to print to and press <ENTER>.

```
LABEL COMMUNICATION LINK
LABEL FORMAT: 01

Print Labels From <S>tock, <M>SI File,<P>repack, Sap<G>rn,
pr<O>motions, <F>uture Prices or <L>abel File (S/M/P/O/F/L/G) : █
```

To be able to print the labels for the stock you have received, press <R>. This will prompt you for a label format (if not set up in the parameters). After this has been done, the labels will start to print to the selected printer.

10. Stock Adjustments

This function will allow the user to increase or decrease the stock quantity. It will adjust the closing balance of the stock.

There are certain times that stock needs to be adjusted. If stock is used by the store, stock is stolen or broken, in the case of nurseries or pet shops there are mortalities and these all need to be taken out of stock but still need to be accounted for. The Stock Adjustment will take or add the stock to the stock file thereby increasing or decreasing the stock value.

From the Stock Program Main Menu, select

- < 2 > **Process**
- < D > **Stock Adjustments**

```
1.Maintain  2.PROCESS  3.Reporting  4.Sub-Systems  5.Management
             Processing Options
             A. Batch Receive Stock
             B. Print Stock Labels
             C. Location Transfers
             D. Stock Adjustments
             E. Stock Take
             F. Delayed Location Update
```

It will show the stock code that you adjusted, old quantity, adjusted quantity and new quantity. The reason for the stock adjusted will also appear on the report. At the top of the report an **ADJ-NO: 0000001** will appear. This is regarded as a journal number and will be needed for audit purposes.

```
CKS-Software Authorized and developed by ComputerKit Systems (Pty) Ltd (STK014)
ADJUST STOCK CLOSING BALANCE

ADJUST OR PRINT A PREVIOUS BATCH? (A/P) P
ADJUSTMENT NUMBER TO PRINT?..: 744
```

```
ADJUST STOCK CLOSING BALANCE

ADJUST OR PRINT A PREVIOUS BATCH? (A/P) A
```

To start adjusting stock choose the < A > option and if you need to print out the previous adjustment then choose the < P > option.

```
ADJUST STOCK CLOSING BALANCE

This Program will Adjust the Closing Balance.
Stock Code      : 
Pack Size       : 
Old Closing Bal. : 
Adjust By Qty.  : 
New Closing Bal. : 
Reference       : 
Remarks        : 
Please Press <RET> to Accept : ( <A> to Amend ; <C> to Cancel )
```

You will need to enter the stock code, scan or search by description, when you search by description you need to choose the line number of the item you need to adjust.

```
ADJUST STOCK CLOSING BALANCE      STOCK ENQUIRY
Description .... : BETTY_
For Contain Search: <Tab>
For Generic Search: <Page-Up>
For Item-Code Search: <Page-Down>
For Short Desc Search: <F8>
```

```

ADJUST STOCK CLOSING BALANCE          STOCK ENQUIRY
-----
Description .... :   BETTY
                (Excl)      (Incl)      (Qty) (Bin)
1.BETTY
0000000000000021          75.00 T1      85.50      50.000
2.BETTY 123
0000000000000022          180.00 T1      205.20      0.000

Please Specify Line Number : █

```

Upon entering the Stock code (can also be scanned), the pack size, and old closing balance will automatically be shown by system.

Adjust by Qty. / <TAB> for unit of Pack

```

ADJUST STOCK CLOSING BALANCE
-----
This Program will Adjust the Closing Balance.
Stock Code      : 0000000000000021 BETTY
Pack Size       :      1.00
Old Closing Bal. :      50.000
Adjust By Qty.  :      10.000
New Closing Bal. :      60.000
Reference       :
Remarks        :
Please Press <RET> to Accept :

Adjustment Types
01. RETURNS
02. N-LINKED
03. MISSING
04. DISP ERR
05. DAMAGED
06. EXPIRED
07. MISCOUNT
08. WRAPPING
09. STK TAKE
10. SALE ERR
11. REPACK
12. REPBONUS
13. MAN.REFD
14. REC ERR
15. CHARITY
( Select Adjustment Type: █ cel )

```

```

ADJUST STOCK CLOSING BALANCE
-----
This Program will Adjust the Closing Balance.
Stock Code      : 0000000000000021 BETTY
Pack Size       :      1.00
Old Closing Bal. :      50.000
Adjust By Qty.  :      10.000-
New Closing Bal. :      40.000
Reference       :
Remarks        :
Please Press <RET> to Accept :

Adjustment Types
01. RETURNS
02. N-LINKED
03. MISSING
04. DISP ERR
05. DAMAGED
06. EXPIRED
07. MISCOUNT
08. WRAPPING
09. STK TAKE
10. SALE ERR
11. REPACK
12. REPBONUS
13. MAN.REFD
14. REC ERR
15. CHARITY
( Select Adjustment Type: █ cel )

```

Here you will need to put in the amount / quantity that you need to adjust your stock levels with, if you need to increase your quantity on hand then you will have to adjust with a positive value and if you need to decrease the quantity then you will have to adjust with a negative value. You also need to choose the reason for the adjustment. File the print out for Audit purposes.

```
ADJUST STOCK CLOSING BALANCE

This Program will Adjust the Closing Balance.
Stock Code      : 000000000000021 BETTY
Pack Size       : 1.00
Old Closing Bal. : 60.000
Adjust By Qty.  : 10.000-
New Closing Bal. : 50.000
Reference       : DISP ERR
Remarks        : BETTY DISPENSED THE WRONG ITEM
Please Press <RET> to Accept :  ( <A> to Amend : <C> to Cancel )
```

The adjusted report will print automatically and needs to be signed and filed for auditing purposes.