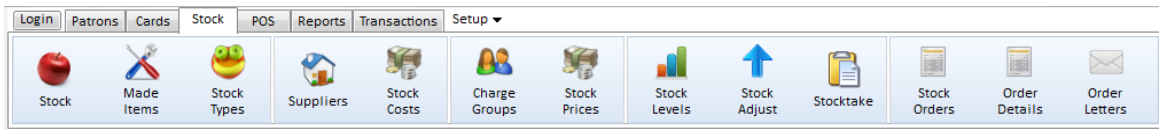


Total Control Stock Overview



1. **Stock** – Stock Items. Stock Items can be split to enable other Stock Items to be made.
2. **Made Items** – Stock Items made from combining other Stock Items.
3. **Stock Types** – Stock Types. Each Stock Item is of a Stock Type.
4. **Suppliers** – Suppliers of Stock Items.
5. **Stock Costs** – The cost at which Stock Items are bought from each Supplier.
6. **Charge Groups** - Categories used to determine a different Sale Price for Stock Items.
7. **Stock Prices** - The Sale Price for each Stock Item per Charge Group (Price Category).
8. **Stock Levels** - Current level of each Stock Item.
9. **Stock Adjustment** – Manual adjustment of the level of a Stock Item.
10. **Stocktake** – Record the actual value count (as volume or quantity) for each Stock Item against the expected value count (as volume or quantity).
11. **Stock Orders** – Order required Stock Items from a given Supplier.
12. **Order Details** – Details of a Stock Order.
13. **Order Letters** – Stock Order Letters created from Stock Orders.

Stock

Create a Stock Item

1. Select the 'Add' button from the right hand toolbar. The 'Create Stock' screen is displayed as shown below.
2. Complete the required details as described below.
3. Select the 'OK' button to create the Stock Item.

Create Stock

Stock Details

Name:

Stock Type:

Scan Code 1:

Scan Code 2:

Sale

Sell Price: Sell Price GST:

Available from Locations: ☐ BAR

Quantity Tracking

☒ Tracked

Desired Minimum: Desired Maximum:

Supply

Preferred Supplier:

☐ Item is Made (from other stock items)

☐ Make on Demand (if tracked)

Reward Points

Cost:

This is number of reward points required to purchase this item. A value of 0 indicates the item cannot be purchased with points.

Credit:

This is number of reward points given to a patron who purchases this item.

Volume Tracking

Full Volume (mL):

Split From:

Split Quantity

Splits From:

Split Quantity:

☐ Split on Demand (if tracked)

OK Cancel

Stock Details:

1. **Name:** Name of the Stock Item.
2. **Stock Type:** The Type of Stock (e.g. Drink/Food/Merchandise etc.). The Stock Type must be created via the 'Stock Types' screen before it can be selected.
3. **Scan code 1 and 2:** The Stock Item's corresponding Scan Codes when using a barcode/card reader.

Supply:

1. **Preferred Supplier:** The default Supplier used when placing an order for this Stock Item.
2. **Item is Made:** Denotes whether this Stock Item is made by combining other Stock Items.
3. **Make on Demand:** Denotes whether this Stock Item is made 'on demand' rather than being pre-made.

Sale:

1. **Sell Price:** The default price at which the Stock Item is sold.
2. **Sell Price GST:** Denotes the GST Status of the Stock Item.
3. **Available at Locations:** The location[s] at which this Stock Item is available.

Reward Points:

1. **Cost:** The number of Reward Points required to purchase this Stock Item. A value of 0 denotes that this Stock Item cannot be purchased with Reward Points.
2. **Credit:** The number of Reward Points earned by the Patron when purchasing this Stock Item.

Quantity Tracking:

1. **Tracked:** Denotes whether this Stock Item is tracked by Stock Counting.
2. **Desired Minimum:** The minimum quantity of this Item required in stock.
3. **Desired Maximum:** The maximum quantity of this Item required in stock.

Volume Tracking:

1. **Full Volume:** The number of milliliters (if appropriate) contained within this Stock Item.
2. **Split From:** Denotes whether the number of milliliters entered as 'Full Volume' is split from another Stock Item (e.g. where a glass of wine is split from a bottle of wine).

Split Quantity:

1. **Splits From:** Denotes from what other Stock Item this Stock Item is split from (e.g. a bottle of beer is split from a six-pack of beer).
2. **Split Quantity:** Denotes how many individual Stock Items can be split from the parent Stock item entered above (e.g. 6 beers in 1 six-pack).
3. **Split on Demand:** Denotes whether this Stock Item is split 'on demand' rather than being pre-split.

Edit a Stock Item

1. Select the Stock Item to edit from the Stock Item list.
2. Select the 'Edit' button from the right hand toolbar. The 'Edit Stock' screen is displayed.
3. Update details as required.
4. Select the 'OK' button to save the changes.

Copy a Stock Item

1. Select the Stock Item to copy from the Stock Item list.
2. Select the 'Copy' button from the right hand toolbar. The 'Edit Stock' screen is displayed.
3. Enter the 'Name' of the new Stock Item to create.
4. Update any other details as required.
5. Select the 'OK' button to create the new Stock Item.

Delete a Stock Item

1. Select the Stock Item to delete from the Stock Item list.
2. Select the 'Delete' button from the right hand toolbar. The 'Delete Confirmation' dialog box is displayed.
3. Select the 'Yes' button to delete the Stock Item.

Split a Stock Item

A Stock Item that is defined as being 'Split' from a parent Stock Item can be created using the Split Stock screen.

1. Select the 'Split' button from the right hand toolbar. The 'Split Stock' screen is displayed as shown below.
2. Select the 'Stock' you wish to create by splitting from its parent Stock Item (e.g. Glass House White Wine).
3. Select the 'Number to Split'. Selecting 1 will create 7 'Glass House White Wine' Stock Items and reduce the parent Stock Item (e.g. Bottle House White Wine) by 1.
4. Select the 'OK' button to split the parent Stock Item creating the new child Stock Items.

Split Stock

Split Into		Split From	
Stock	Glass House White Wine	Stock	Bottle House White Wine
Number to Split	1	Current Quantity	10
Split Quantity	7	New Quantity	9
Current Quantity	0		
New Quantity	7		

OK Cancel

Merge a Stock Item

A Stock Item that has been previously 'Split' from a parent Stock Item can be merged back to create a parent Stock Item.

1. Select the 'Merge' button from the right hand toolbar. The 'Merge Stock' screen is displayed as shown below.
2. Select the 'Stock' you wish to merge back to its parent Stock Item (e.g. Glass House White Wine).
3. Select the 'Number to Merge'. Selecting 1 will merge 7 'Glass House White Wine' Stock Items and increase the parent Stock Item (e.g. Bottle House White Wine) by 1.
4. Select the 'OK' button to merge the child Stock Item back to the parent Stock Item.

Merge Stock

Merge From		Merge Into	
Stock	Glass House White Wine	Stock	Bottle House White Wine
Number to Merge	1	Current Quantity	10
Split Quantity	7	New Quantity	11
Current Quantity	7		
New Quantity	0		

OK Cancel

Made Items

Many Stock Items can be combined to make another Stock Item. The 'Made Items' screen determines what existing Stock Items are used as 'ingredients' to create another Stock Item.

For example, a Hot Chocolate can be made from Chocolate and Milk. Chocolate can be sold as a Stock Item, as can Milk. The two Stock Items combined can make the third Stock Item Hot Chocolate.

The Stock Item 'Milk Chocolate Square' has been defined as a Stock Item that Splits in Quantity from the Stock Item 'Milk Chocolate'. The Split Quantity has been defined as '10' meaning that the Stock Item 'Milk Chocolate' splits into 10 'Milk Chocolate Squares'.

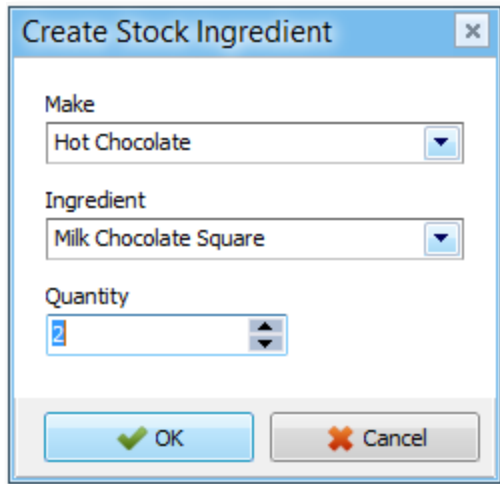
The Stock Item 'Milk Portion' has been defined as a Stock Item that Splits in Volume from the Stock Item 'Milk'. 'Milk' has been defined to contain '1000' ml Full Volume. 'Milk Portion' has been defined as '200' ml Full Volume Split From 'Milk'.

The Stock Item 'Hot Chocolate' has been defined as 'Item is Made' and 'Make on Demand'.

The following instructions describe how to define the Ingredient List required to make the Stock Item 'Hot Chocolate':

Create Stock Ingredient

1. Select the 'Add' button from the right hand toolbar. The 'Create Stock Ingredient' screen is displayed as shown below.
2. Select the Stock Item being made from the 'Make' List (e.g. Hot Chocolate).
3. Select the Stock Item being defined as an ingredient from the 'Ingredient' list (e.g. Milk Chocolate Square).
4. Enter the 'Quantity' of the Stock Item Ingredient required.
5. Select the 'OK' button to save the Stock Item as an Ingredient.



Create Stock Ingredient

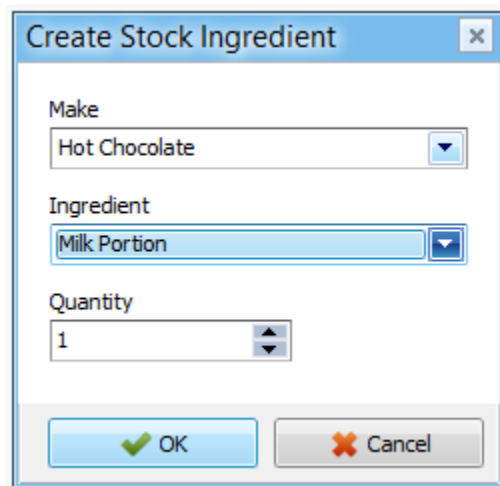
Make
Hot Chocolate

Ingredient
Milk Chocolate Square

Quantity
2

OK Cancel

6. Select the 'Add' button from the right hand toolbar to create the remainder of the ingredients required. The 'Create Stock Ingredient' screen is displayed.
7. Select the Stock Item being made from the 'Make' List as before (e.g. Hot Chocolate).
8. Select the next Stock Item being defined as an ingredient from the 'Ingredient' list (e.g. Milk Portion).
9. Enter the 'Quantity' of the Stock Item Ingredient required.
10. Select the 'OK' button to save the Stock Item as an Ingredient.



Create Stock Ingredient

Make
Hot Chocolate

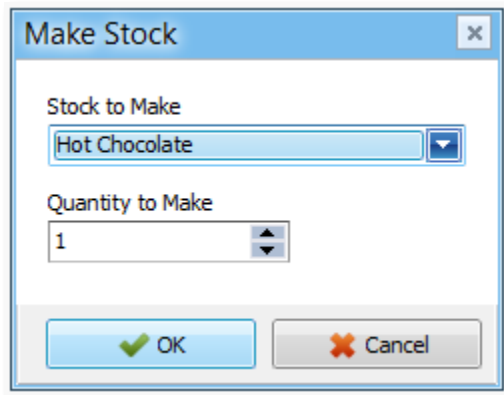
Ingredient
Milk Portion

Quantity
1

OK Cancel

Make Stock

1. To 'Make' a Stock Item from the Ingredients Listed Select the 'Make' button from the right hand toolbar. The 'Make Stock' screen is displayed as shown below.
2. Select the Stock Item to make from the 'Stock to Make' list.
3. Enter the 'Quantity to Make'.
4. Select the 'OK' button to make the Stock Item.
5. The 'Stock On Hand' column of the 'Made Items' list for that Stock Item will be updated appropriately.



Edit Stock Ingredient

1. Select the Stock Ingredient to edit from the Made Items list.
2. Select the 'Edit' button from the right hand toolbar. The 'Edit Stock Ingredient' screen is displayed.
3. Update details as required.
4. Select the 'OK' button to save the changes.

Copy Stock Ingredient

1. Select the Stock Ingredient to copy from the Made Items list.
2. Select the 'Copy' button from the right hand toolbar. The 'Edit Stock Ingredient' screen is displayed.
3. Update details as required.
4. Select the 'OK' button to create the new Stock Ingredient.

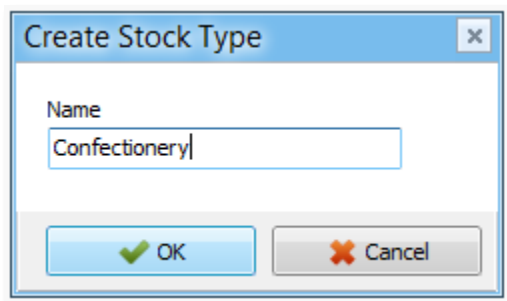
Delete Stock Ingredient

1. Select the Stock Ingredient to delete from the Made Items list.
2. Select the 'Delete' button from the right hand toolbar. The 'Delete Confirmation' dialog box is displayed.
3. Select the 'Yes' button to delete the Stock Ingredient.

Stock Types

Create a Stock Type

1. Select the 'Add' button from the right hand toolbar. The 'Create Stock Type' screen is displayed as shown below.
2. Enter a 'Name' for the new Stock Type.
3. Select the 'OK' button to create the Stock Type.



Edit a Stock Type

1. Select the Stock Type to edit from the Stock Type list.
2. Select the 'Edit' button from the right hand toolbar. The 'Edit Stock Type' screen is displayed.
3. Update the Stock Type 'Name'.
4. Select the 'OK' button to save the change.

Delete a Stock Type

1. Select the Stock Type to delete from the Stock Type list.
2. Select the 'Delete' button from the right hand toolbar. The 'Delete Confirmation' dialog box is displayed.
3. Select the 'Yes' button to delete the Stock Type.

Suppliers

Create a Supplier

1. Select the 'Add' button from the right hand toolbar. The 'Create Supplier' screen is displayed as shown below.
2. Enter the Supplier's details.
3. Select the 'OK' button to create the Supplier.

Create Supplier

Supplier

Supplier Name

Account (Name or Number)

Address

Street

Suburb

State

Post Code

Contact

Contact Name

Work Phone

Mobile Phone

Fax

Email

OK Cancel

Edit a Supplier

1. Select the Supplier to edit from the Suppliers list.
2. Select the 'Edit' button from the right hand toolbar. The 'Edit Supplier' screen is displayed.
3. Update details as required.
4. Select the 'OK' button to save the changes.

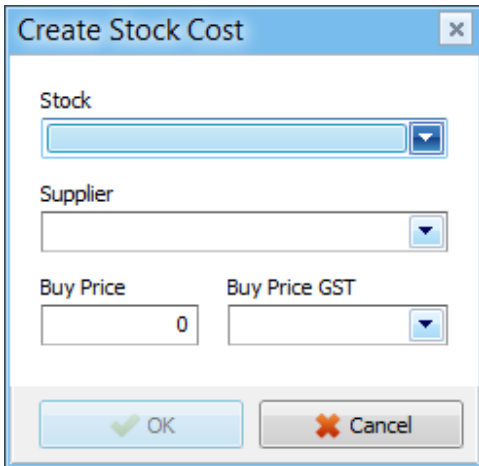
Delete a Supplier

1. Select the Supplier to delete from the Suppliers list.
2. Select the 'Delete' button from the right hand toolbar. The 'Delete Confirmation' dialog box is displayed.
3. Select the 'Yes' button to delete the Supplier.

Stock Costs

Create a Stock Cost

1. Select the 'Add' button from the right hand toolbar. The 'Create Stock Cost' screen is displayed as shown below.
2. Complete the required details:
 - a. Select the Stock Item for which this Stock Cost applies.
 - b. Select the Supplier for which this Stock Cost applies.
 - c. Enter the Price at which the Stock Item is purchased from the Supplier.
 - d. Select the appropriate GST Type.
3. Select the 'OK' button to create the Stock Cost.



The screenshot shows a 'Create Stock Cost' dialog box with the following fields and controls:

- Stock:** A dropdown menu.
- Supplier:** A dropdown menu.
- Buy Price:** A text box containing the value '0'.
- Buy Price GST:** A dropdown menu.
- Buttons:** 'OK' (with a green checkmark icon) and 'Cancel' (with a red X icon).

NOTE: Each Stock Item can have multiple Suppliers each charging a different price. Repeat this process for each Supplier. The 'Copy' Stock Cost can be used.

Edit a Stock Cost

1. Select the Stock Cost to edit from the Stock Costs list.
2. Select the 'Edit' button from the right hand toolbar. The 'Edit Stock Cost' screen is displayed.
3. Update details as required.
4. Select the 'OK' button to save the changes.

Copy a Stock Cost

1. Select the Stock Cost to copy from the Stock Costs list.
2. Select the 'Copy' button from the right hand toolbar. The 'Edit Stock Cost' screen is displayed.
3. Update details as required.
4. Select the 'OK' button to create the new Stock Cost.

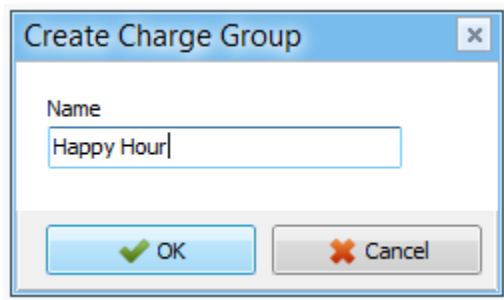
Delete a Stock Cost

1. Select the Stock Cost to delete from the Stock Costs list.
2. Select the 'Delete' button from the right hand toolbar. The 'Delete Confirmation' dialog box is displayed.
3. Select the 'Yes' button to delete the Stock Cost.

Charge Groups

Create a Charge Group

1. Select the 'Add' button from the right hand toolbar. The 'Create Charge Groups' screen is displayed as shown below.
2. Enter a 'Name' for the Charge Group.
3. Select the 'OK' button to create the Charge Group.



Edit a Charge Group

1. Select the Charge Group to edit from the Charge Groups list.
2. Select the 'Edit' button from the right hand toolbar. The 'Edit Charge Group' screen is displayed.
3. Update the Charge Group 'Name'.
4. Select the 'OK' button to save the changes.

Delete a Charge Group

1. Select the Charge Group to delete from the Charge Groups list.
2. Select the 'Delete' button from the right hand toolbar. The 'Delete Confirmation' dialog box is displayed.
3. Select the 'Yes' button to delete the Charge Group.

Stock Prices

Stock Prices									
Stock Filter									
Stock	Stock Type	Preferred Supplier	Buy Price	Sell Price	Discount Rate	Happy Hour	Private Function	Take Away	Wastage
3696892557	Events/Fees			\$0.00	\$0.00				
ANGEL COVE MARLB SAUV BL 6CASE	Wine - Cartons	TREASURY WINE ESTATES	\$0.00	\$0.00					
ANGEL COVE MARLB SAUVB BOTT	Wine - Bottles			\$15.00	\$14.25	\$14.00	\$18.00	\$12.00	
ANGEL COVE MARLB SAUVB GLASS	Wine - Glasses			\$4.20	\$3.99	\$4.00	\$5.00		
ANGOSTA BITTERS 4ML	Soft Drinks			\$0.00	\$0.00				
ANGOSTURA BITTERS 200ML	Soft Drinks	CASH & CARRY	\$0.00	\$0.00	\$0.00	\$15.00	\$15.00	\$15.00	
ANNIVERSARY CLOTH	Club Misc			\$5.00	\$4.75	\$4.00	\$5.00	\$3.10	
ART SALES - BARBARA O'BRIEN	Events/Fees			\$0.00	\$0.00				
ART SALES - BETH MCCORMACK	Events/Fees			\$0.00	\$0.00				
ART SALES - EILEEN MCRAE	Events/Fees			\$0.00	\$0.00				
ART SALES - HAZEL ARTER	Events/Fees			\$0.00	\$0.00				
ART SALES - PETER ROBSON	Events/Fees			\$0.00	\$0.00				
ART SALES - SANDY HOGG	Events/Fees			\$0.00	\$0.00				
ASSET SALES - CLUB EQUIPMENT	Events/Fees			\$0.00	\$0.00				
B52	Liquor			\$8.00	\$7.60	\$7.00	\$10.00		
BACARDI BREEZER - WATERMELON	Spirits - Pre-Mix (RTDs)			\$6.40	\$6.08	\$5.90	\$6.80	\$3.60	
BACARDI RUM - 700ML BOTT	Spirits - Bottles	HARBOTTLE ON PREMIS	\$0.00	\$39.00	\$37.05				
BACARDI RUM - HALF NIP	Spirits - Half Nips			\$2.90	\$2.76	\$2.50	\$3.30		
BAILEYS IRISH CREAM - 1L BOTT	Spirits - Bottles	HARBOTTLE ON PREMIS	\$0.00	\$38.00	\$36.10				
BAILEYS IRISH CREAM - HALF NIP	Spirits - Half Nips			\$2.90	\$2.76	\$2.50	\$3.30		
BARBARESSO OUZO - 1/2 NIP	Spirits - Half Nips			\$2.90	\$2.76	\$2.50	\$3.30		
BARBARESSO OUZO - BOTT	Spirits - Bottles	HARBOTTLE ON PREMIS	\$0.00	\$35.00	\$33.25				
BECKS STUBBY	Stubbies			\$5.00	\$4.75	\$4.50	\$6.00	\$3.20	
BECKS STUBBY - 6 PACK	Stubbies - 6 Packs			\$25.00	\$23.75			\$17.00	
BECKS STUBBY - CARTON	Stubbies - Cartons	100 ING HOME DELIVERY	\$0.00	\$25.00	\$23.75				

The Stock Prices screen enables the Buy Price, Sell Price and all Charge Group Prices to be set/updated.

1. **Stock:** The Stock Item. For reference only. Cannot be updated on this screen.
2. **Stock Type:** The Type of Stock Item. For reference only. Cannot be updated on this screen.
3. **Preferred Supplier:** Preferred Supplier of the Stock Item. For reference only. Cannot be updated on this screen
4. **Buy Price:** The Price at which the Stock Item is bought from the Supplier. Can be updated on this screen.
5. **Sell Price:** The standard Price at which the Stock Item is sold. Can be updated on this screen.
6. **Charge Groups:** The Price at which the Stock Item is sold per Charge Group. The Charge Groups shown above as an example are: Discount Rate, Happy Hour, Private Function, Take Away and Wastage. The Price for all Charge Groups can be updated on this screen.

Colour Codes:

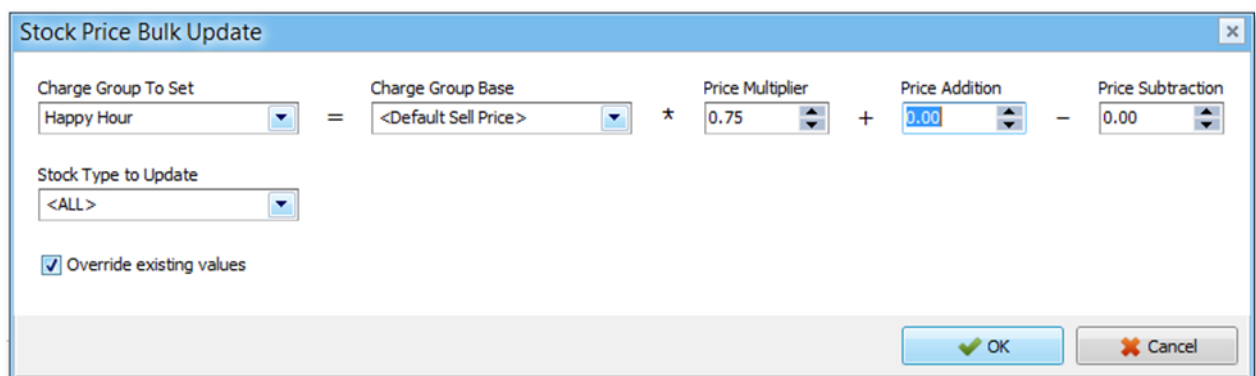
The Colour Codes used to identify Stock Prices requiring update are:

1. **Black:** No Buy Price is currently set for this Stock Item.
2. **Yellow:** This Stock Item has a \$0.00 Buy Price or the Price for a Charge Group has not been set.
3. **Red:** This Stock Item has a \$0.00 Standard Sell Price.
4. **Green:** This Stock Item has a Sell Price set for the Charge Group.

Update a Sell Price for a Stock Item

1. Select the Price in the column to be updated.
2. Enter the new Price in the Price column.
3. Select the Price in the next column to be updated.
4. Select the 'OK' button to save all Price updates.

Bulk Update of Prices for a Stock Item



The screenshot shows a dialog box titled "Stock Price Bulk Update". It contains the following fields and controls:

- Charge Group To Set:** A dropdown menu with "Happy Hour" selected.
- Charge Group Base:** A dropdown menu with "<Default Sell Price>" selected.
- Price Multiplier:** A numeric input field with "0.75" and up/down arrows.
- Price Addition:** A numeric input field with "0.00" and up/down arrows.
- Price Subtraction:** A numeric input field with "0.00" and up/down arrows.
- Stock Type to Update:** A dropdown menu with "<ALL>" selected.
- Override existing values:** A checked checkbox.
- Buttons:** "OK" (with a green checkmark icon) and "Cancel" (with a red X icon).

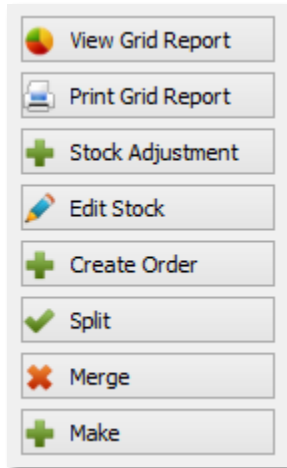
The Stock Price Bulk Update enables multiple Prices to be set using a formula as shown below:

1. **Charge Group to Set** – The Charge Group for which the Price will be updated.
2. **Charge Group Base** – The Charge Group used as the base price for the formula
3. **Price Multiplier** – The Multiplier used against the base price to calculate the Price for the Charge Group to set.
4. **Price Addition** – A constant value added to the base price to calculate the Price for the Charge Group to set.

5. **Price Subtraction** – A constant value subtracted from the base price to calculate the Price for the Charge Group to set.
6. **Stock Type to Update** – The Stock Type to which the Price update should be applied. <ALL> denotes that Stock Items for all Stock Types will be updated.
7. **Override existing values** – Denotes whether all existing Prices should be replaced or only Prices that have not currently been set.

Stock Levels

The Stock Levels screen displays the current levels of each Stock Item. Functions available from the right hand tool bar are shown below:



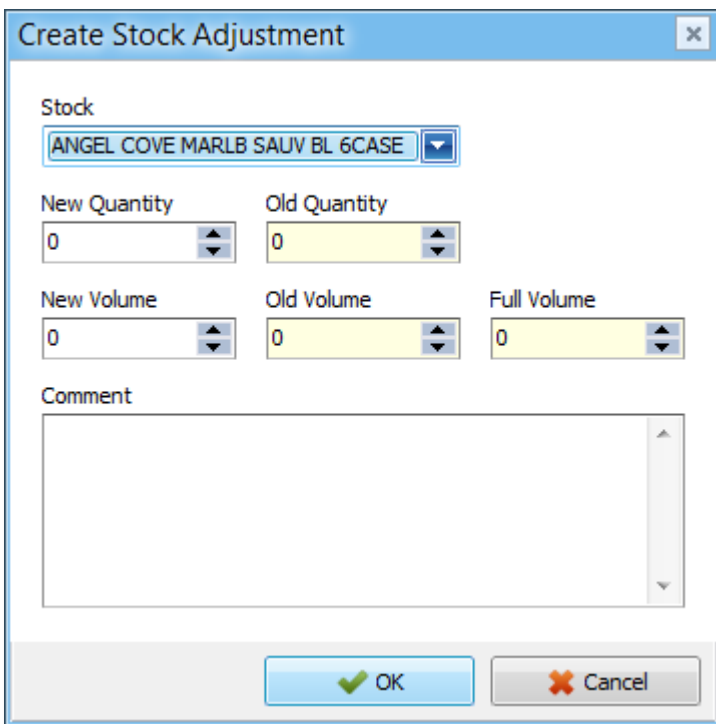
1. **Stock Adjustment** – Displays the 'Create Stock Adjustment' screen described in the *Stock Adjust* section below.
2. **Edit Stock** – Displays the 'Edit Stock' screen described in the *Stock* section above.
3. **Create Order** – Displays the 'Create Stock Order' screen described in the *Stock Orders* section below.
4. **Split** – Displays the 'Split Stock' screen described in the *Stock* section above.
5. **Merge** – Displays the 'Merge Stock' screen described in the *Stock* section above.
6. **Make** – Displays the 'Make Stock' screen described in the *Made Items* section above.

Stock Adjust

Select either the 'Stock Adjustment' right hand toolbar button from the 'Stock Levels' screen or the 'Add' right hand toolbar button from the 'Stock Adjustments' screen.

Create Stock Adjustment

1. Select the Stock Item you wish to adjust from the 'Stock' list.
2. Enter the new Stock 'Quantity' or new Stock 'Volume' as required.
3. Enter a 'Comment' to describe the Stock Adjustment.
4. Select the 'OK' button to save the Stock Adjustment.



The 'Create Stock Adjustment' dialog box contains the following fields and controls:

- Stock:** A dropdown menu showing 'ANGEL COVE MARLB SAUV BL 6CASE'.
- New Quantity:** A numeric input field with a spinner, currently set to 0.
- Old Quantity:** A numeric input field with a spinner, currently set to 0.
- New Volume:** A numeric input field with a spinner, currently set to 0.
- Old Volume:** A numeric input field with a spinner, currently set to 0.
- Full Volume:** A numeric input field with a spinner, currently set to 0.
- Comment:** A large text area for entering a description of the adjustment.
- Buttons:** 'OK' (with a green checkmark icon) and 'Cancel' (with a red X icon) buttons at the bottom.

Stocktake

Stock Details			Volume (mL)			Quantity	
Stock	Stock Type	Days Since Stocktake	Full	Expected	Measured	Expected	Counted
3696892557	Events\Fees	156	0	0	0	0	0
ANGEL COVE MARLB SAUV BL 6CASE	Wine - Cartons	72	0	0	0	0	0
ANGEL COVE MARLB SAUVB BOTT	Wine - Bottles	72	750	0	0	-99	0
ANGEL COVE MARLB SAUVB GLASS	Wine - Glasses	76	150	0	0	0	0
ANGOSTA BITTERS 4ML	Soft Drinks	41542	4	0	0	0	0
ANGOSTURA BITTERS 200ML	Soft Drinks	72	200	0	0	16	0
ANNIVERSARY CLOTH	Club Misc	156	0	0	0	0	0
ART SALES - BARBARA O'BRIEN	Events\Fees	156	0	0	0	0	0
ART SALES - BETH MCCORMACK	Events\Fees	156	0	0	0	0	0
ART SALES - EILEEN MCRAE	Events\Fees	156	0	0	0	0	0
ART SALES - HAZEL ARTER	Events\Fees	156	0	0	0	0	0
ART SALES - PETER ROBSON	Events\Fees	156	0	0	0	0	0
ART SALES - SANDY HOGG	Events\Fees	156	0	0	0	0	0
ASSET SALES - CLUB EQUIPMENT	Events\Fees	156	0	0	0	0	0
B52	Liquor	156	0	0	0	-1	0
BACARDI BREEZER - WATERMELON	Spirits - Pre-Mix (RTDs)	72	0	0	0	7	0
BACARDI RUM - 700ML BOTT	Spirits - Bottles	72	700	0	0	-86	0
BACARDI RUM - HALF NIP	Spirits - Half Nips	156	15	0	0	0	0
BAILEYS IRISH CREAM - 1L BOTT	Spirits - Bottles	72	1000	400	0	1	0
BAILEYS IRISH CREAM - HALF NIP	Spirits - Half Nips	156	15	0	0	0	0
BARBARESSO OUZO - 1/2 NIP	Spirits - Half Nips	156	15	0	0	0	0
BARBARESSO OUZO - BOTT	Spirits - Bottles	72	700	685	0	1	0
BECKS STUBBY	Stubbies	72	0	0	0	6	0
BECKS STUBBY - 6 PACK	Stubbies - 6 Packs	91	0	0	0	0	0
BECKS STUBBY - CARTON	Stubbies - Cartons	72	0	0	0	1	0
BECKS STUBBY - HALF CARTON	Stubbies - Half Cartons	156	0	0	0	0	0
BETTS BOWL GRIP 20G	Club Misc	72	0	0	0	9	0

Enter Stocktake details

1. Select the required Stock Item Line in the Stocktake screen.
2. Enter the actual 'Measured' Volume or the actual 'Counted' Quantity for the Stock Item
3. Update all the required Stock Items as described above.
4. Select the 'OK' button to save the Stocktake values.

Stock Orders

Create a Stock Order

1. Select the 'Create Order' button from the right hand toolbar. The 'Create Stock Order' screen is displayed as shown below.
2. Select the 'Supplier' to whom the order should be placed. The Stock Items supplied by the chosen 'Supplier' will be displayed in the Stock Items grid.
3. Enter an 'Expected Delivery' date if required.
4. Enter an order 'Comment' if required.
5. Enter the 'Order' quantity required for each Stock Item in the Stock Items grid.
6. Select the 'OK' button to save the Stock Order.

Stock	Max	Min	Quantity	Order	Buy Price	Total
ANGOSTURA BITTERS 200ML	0	0	16	0	\$0.00	\$0.00
BIC LIGHTERS	0	0	0	0	\$0.00	\$0.00
CHERRY RIPE 52G	0	0	87	0	\$0.00	\$0.00
GRENADINE	0	0	1	0	\$0.00	\$0.00
JUICE CARTON	0	0	5	0	\$0.00	\$0.00
LEMON LIME & BITTERS CARTON	0	0	0	0	\$0.00	\$0.00
LIFE SAVERS - PEPPERMINT - 34g	0	0	9	0	\$0.00	\$0.00
MARS BARS 80G	0	0	16	0	\$0.00	\$0.00
NOBBIES CASHEWS	0	0	27	0	\$0.00	\$0.00
NOBBYS SALTED PEANUTS 50g	0	0	28	0	\$0.00	\$0.00
PIE - ANGUS 4 20 CARTON	0	0	1	0	\$0.00	\$0.00
PORK CRACKLE - BACON FLAVOUR	0	0	0	0	\$0.00	\$0.00
PORK CRACKLE - ROAST FLAVOUR	0	0	-12	0	\$0.00	\$0.00
POWERADE CARTON	0	0	8	0	\$0.00	\$0.00
QUICK-EZE	0	0	29	0	\$0.00	\$0.00
RED BULL CARTON	0	0	2	0	\$0.00	\$0.00
SAMBOY POTATO CHIPS - BBQ 45GM	0	0	-12	0	\$0.00	\$0.00
SAMBOY POTATO CHIPS - S&V 45G	0	0	-17	0	\$0.00	\$0.00
SMITHS POTATO CHIPS - ORIG 45G	0	0	11	0	\$0.00	\$0.00
			0			\$0.00

7. On completion of a Stock Order a Stock Order Letter will be created. This Stock Order Letter can be viewed and printed from the 'Order Letters' screen as described in the *Order Letters* section below.

Edit a Stock Order

1. Select the Stock Order to edit from the Stock Order list.
2. Select the 'Edit Order' button from the right hand toolbar. The 'Edit Stock Order' screen is displayed.
3. Update the order details as required.
4. Select the 'OK' button to save the changes

Copy a Stock Order

1. Select the Stock Order to copy from the Stock Order list.
2. Select the 'Copy Order' button from the right hand toolbar. The 'Copy Stock Order' screen is displayed.
3. Update the order 'Comment' and 'Order' quantities as required.
4. Select the 'OK' button to create the new Stock Order.

Place order

Once the Stock Order Letter has been printed from the 'Order Letters' screen and sent to the supply as described in the *Order Letters* section below the order can be marked as 'Placed'.

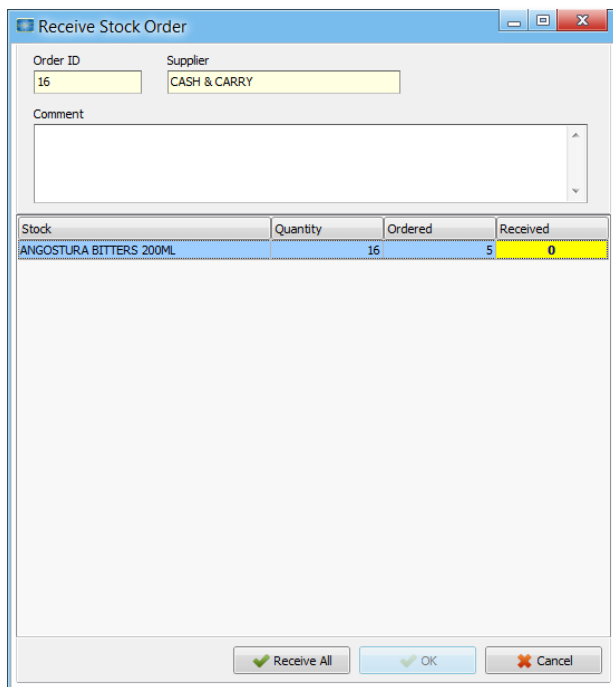
1. Select the Stock Order to mark as 'Placed' from the Stock Order list.
2. Select the 'Place Order' button from the right hand toolbar. The Place Order 'Confirmation' dialog will be displayed.
3. Select the 'Yes' button to confirm that the order should be marked as 'Placed'.

Cancel a Stock Order

1. Select the Stock Order to cancel from the Stock Order list.
2. Select the 'Cancel Order' button from the right hand toolbar. The Cancel Order 'Confirmation' dialog box is displayed.
3. Select the 'Yes' button to cancel the Stock Order.

Receive order

1. Select the 'Receive Order' button from the right hand toolbar. The 'Receive Stock Order' screen is displayed as shown below.
2. Enter a 'Comment' if required.
3. Update the 'Received' column with the actual quantity received from the supplier for each Stock Item ordered, or select the 'Receive All' button to indicate that all ordered Stock Items have been received in full.
4. Select the 'OK' button to save the changes.



Stock	Quantity	Ordered	Received
ANGOSTURA BITTERS 200ML	16	5	0

Order Details

The 'Order Details' screen displays the details of an Order. Enter the ID Number of the Order required in the 'Order ID' search field at the top left hand side of the 'Order Details' screen.

Select the 'Order Summary' button from the right hand toolbar to display the order in the 'Stock Orders' screen as described in the *Stock Orders* section above.

Order Letters

The 'Stock Order Letters' screen displays Stock Order Letters created by the 'Create Stock Order' function of the 'Stock Orders' screen described in the *Stock Orders* section above.

Preview a Stock Order Letter

1. Select the Stock Order Letter to preview from the Stock Order Letter list.
2. Select the 'Preview' button from the right hand toolbar. The 'Stock Letter' print preview screen is displayed. The Letter can be printed from this screen by selecting the 'Print' button.
3. Select the 'Close' button to close the 'Stock Letter' print preview screen.

Print a Stock Order Letter

1. Select the Stock Order Letter to print from the Stock Order Letter list.
2. Select the 'Print' button from the right hand toolbar. The selected Stock Order Letter is sent to the default printer.

Delete a Stock Order Letter

1. Select the Stock Order Letter to delete from the Stock Order Letter list.
2. Select the 'Delete' button from the right hand toolbar. The Delete Stock Order Letter 'Confirmation' screen is displayed.
3. Select the 'Yes' button to delete the Stock Order Letter.