



Portal User Guide

Procurement and Stock Control

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Managing procurement

You can use the Portal to manage as much or as little of your procurement as you'd like. The Portal can automatically integrate information across different modules to track your entire process, from debts and payments to suppliers, requisitions, purchase order approvals, stock receipting and stocktaking, or you can simply track when stock arrives from different suppliers and print labels for your items.

See *Printing labels* on page 220.

You can also transfer stock between sites using inter branch transfers (IBT). See *Managing inter-branch transfers (IBT)* on page 248.

For more information on how the Portal can help manage suppliers, creditors and contracts, see *Managing suppliers and contracts*.

Receipts only

The different procurement modules of the Portal can function independently, so you can use a simpler approach if that works best for your company. At the simplest level, you can receipt stock when it comes in, updating the stock-on-hand, and use periodic stocktakes to confirm stock-on-hand numbers. See *Managing stock receipts* on page 157.

Note: If you do not want to use the Portal to track supplier debts and payments, your stock receipts must be Delivery Dockets. See *Stock Receipts screen* on page 203.

Receipts and purchase orders

If you want to use the Portal to manage purchase orders, you can:

- Create purchase orders manually.
- Generate purchase orders automatically according to fulfilment configurations.
- Use a PDT to scan items to order from a site.

Additionally, the Portal's purchase ordering module allows you to:

- Require purchase orders to be authorised before finalisation.
- Email orders directly to suppliers.
- Track items on order or backorder from suppliers.
- Receipt the stock when it arrives and check for discrepancies.

For more information on purchase orders, see *Managing purchase orders* on page 54.

Receipts, purchase orders and requisitions

If you need additional control over purchase orders, or to consolidate purchase orders from different sites into group orders for suppliers, you can use requisitions to:

- Vet requests for stock and suppliers before creating a purchase order.
- Control the creation of purchase orders by requiring requisitions to be authorised.
- Easily list all items required for purchase in the same requisition, regardless of supplier.
- Request specific suppliers for items.
- Automatically generate purchase orders for required suppliers by finalising the requisition.
- Combine requisitions from multiple sites into a single purchase order to the supplier.
- Allocate stock amounts of an item to different sites.
- Allow individual sites to receipt stock as they receive it.

For more information on requisitions, see *Managing requisitions* on page 19.

Finding a creditor or supplier

Find a creditor when you want to:


- View or edit the creditor's details.
- Create a purchase order for the creditor.
- Receipt stock from that creditor.
- Perform another task that requires specifying the creditor.

You can either:

- List all creditors starting with a chosen letter.
- Search for a creditor by typing information in the search fields.

Opening the Find Creditor window

To open the Find Creditor window:

1. Press  **Products** in the main menu bar.
2. Press **Suppliers > Administration > Edit Suppliers**.



The Find Creditor window is displayed.



Listing all creditors by letter:

To list creditors that start with a specific letter alphabetically:

1. Press the corresponding letter of the alphabet at the top of the search screen.



Find Creditor

Custom: A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Please choose a field to search on

Name:

Creditor Number:

Search

The creditors that start with that letter are listed alphabetically.



Find Creditor

Custom: A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Names starting with 'A'

ACMEx Products (5001)

Search

Searching for creditors

You can search for a creditor based on their name or creditor number. The Portal searches for matches:

- Anywhere within the words of the field.

For example, **APP** matches both **apple**, and **pineapple**. If a field contains multiple words, it matches any word in the field.

- From the start of the creditor number.

For example, a search for a creditor number of **3** returns all creditor numbers starting with 3, not all creditor numbers that contain 3.

- Using the first search field that contains data.

For example, if you type **APP** in the **Name** field and **3** in the **Creditor Number** field, the Portal ignores the **Creditor Number** field and searches for matches to the creditor name.

To search for creditors:

1. If the custom search fields are not displayed, press the Custom tab.

2. Type the term you want to search on in the search fields.

Note: Because the Portal uses the first field with data that it finds, you should only search for creditors using one search field at a time.


3. Press **Search**.

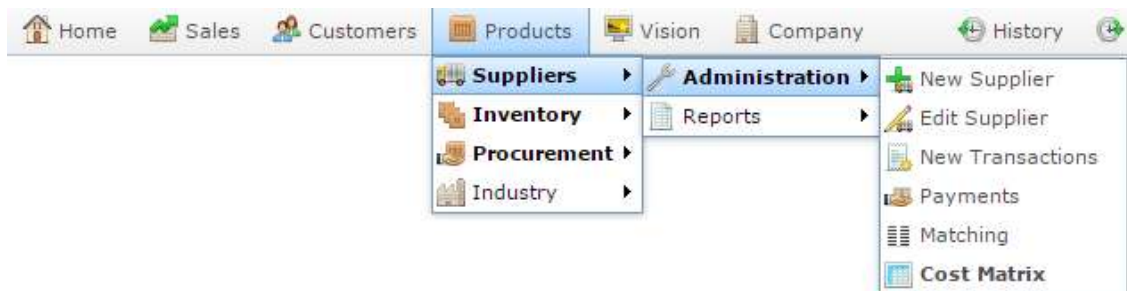
The search results are displayed.

Editing a supplier's email address

Edit a supplier's email address to specify the email address that purchase orders are sent to by the Portal.

To edit the supplier's email address:

1. Press  **Products** in the main menu bar.
2. Press **Suppliers > Administration > Edit Suppliers**.



The Find Creditor window is displayed.



3. Search for the creditor you want.
See *Finding a creditor or supplier* on page 11.
The Creditor Maintenance screen is displayed

Creditor Maintenance

Creditor Code: 5001
 Name: ACMEx Products

Name: ACMEx Products Telephone: 95887965
 ABN / ACN: 1245984385754 Alt. Telephone:
 Contact Name: Jason Acmax Facsimile:
 Address: 391 High street Road Alt. Facsimile:
 Monash Email: Hello@ACMEX.com
 Post Code: 3,4r Reference:
 Comment:

4. Type the email address into the **Email** field.

Creditor Maintenance

Creditor Code: 5001
 Name: ACMEx Products

Name: ACMEx Products Telephone: 95887965
 ABN / ACN: 1245984385754 Alt. Telephone:
 Contact Name: Jason Acmax Facsimile:
 Address: 391 High street Road Alt. Facsimile:
 Monash Email: Hello@ACMEX.com
 Post Code: 3,4r Reference:
 Comment:

5. Press .

The changes are saved.

Adding supplier cross-references for items

You can configure a supplier cross-reference for an item, to record the supplier's item code. With a supplier cross reference you can:

- Send purchase orders using the supplier's item codes to streamline your ordering process.
- Search for and add items to requisitions, purchase orders and stock receipts by the supplier's code for easier ordering and receipting.
- Use the Portal Data Interchange (PDI) function to streamline your procurement.

See *Using the Portal Data Interchange (PDI)* on page 467.

Note: Each item can have several item codes for each supplier, if required.

To add a supplier cross-reference for an item:

1. Find the item in Item Maintenance.

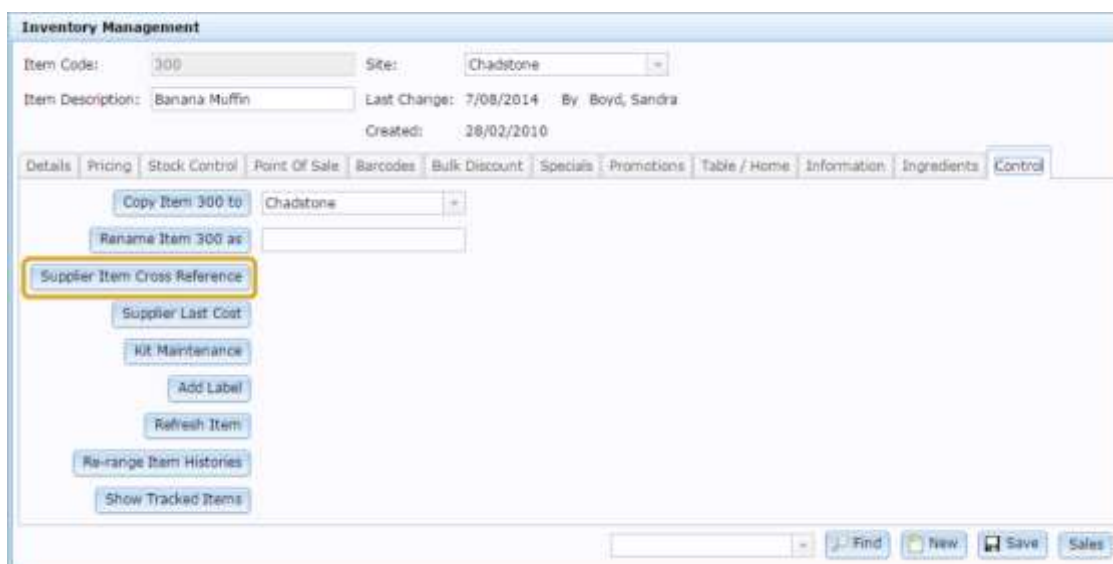
See *Finding an item using the search screen*.

The Details tab of Item Maintenance is displayed.

2. Press the Control tab.

The Control tab of Item Maintenance is displayed.

3. Press **Supplier Item Cross Reference**.



The Creditor Cross Reference screen is displayed.

Creditor Cross Reference

Item: 300
Description: Banana Muffin

Cross Reference

Creditor: ACMEx Products (5001) -

Cross Reference: 8977

Creditor #	Name	Cross Reference Item
5001	ACMEx Products	3459788
5001	ACMEx Products	8977

See *Creditor Cross Reference* screen.

4. Select the supplier you want to add a reference number for from the Creditor drop-down list.
5. Type the supplier's code for the item in the Cross Reference field.
6. Press .

The cross reference code is added to the item.

Editing a supplier cross-reference for an item

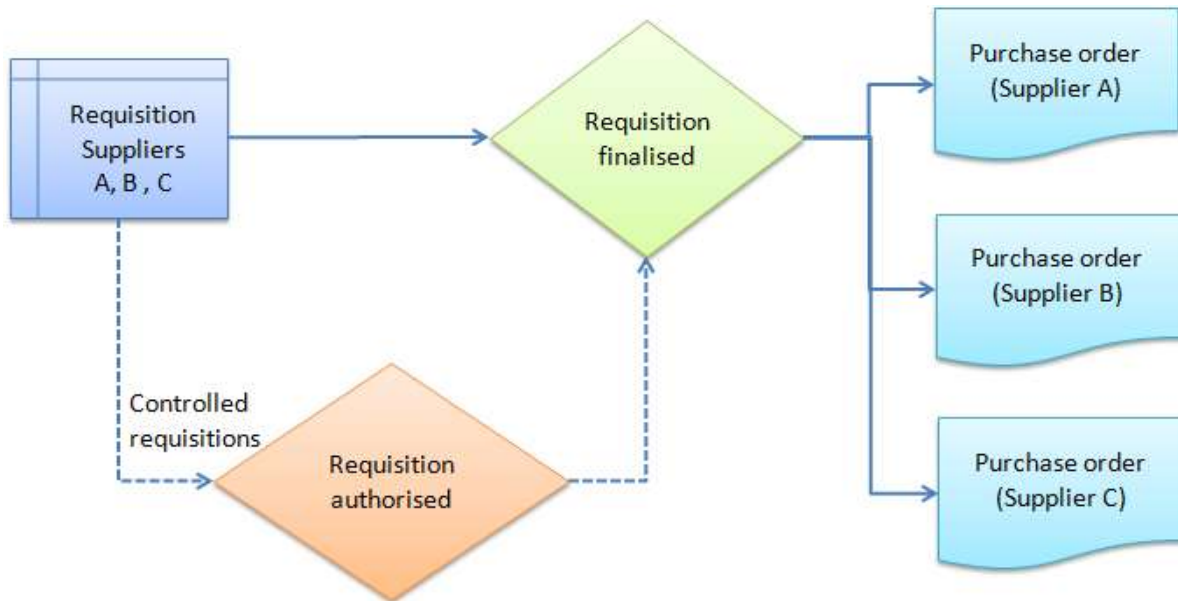
Cross references for items cannot be edited once they have been added. If you need to change the cross reference for an item, delete the incorrect cross reference and add the correct one.

See:

- *Deleting supplier cross-references for items.*
- *Adding supplier cross-references for items* on page 16

Managing requisitions

Requisitions are the precursors to purchase orders. They list the items and quantities you want to order for a site, and the suppliers from which you want to order them. When finalised, requisitions automatically open purchase orders with each required suppliers for the requested items and quantities.



See:

- *Requisition screen* on page 45.
- *Requisition Summary report* on page 51.


What you can do:

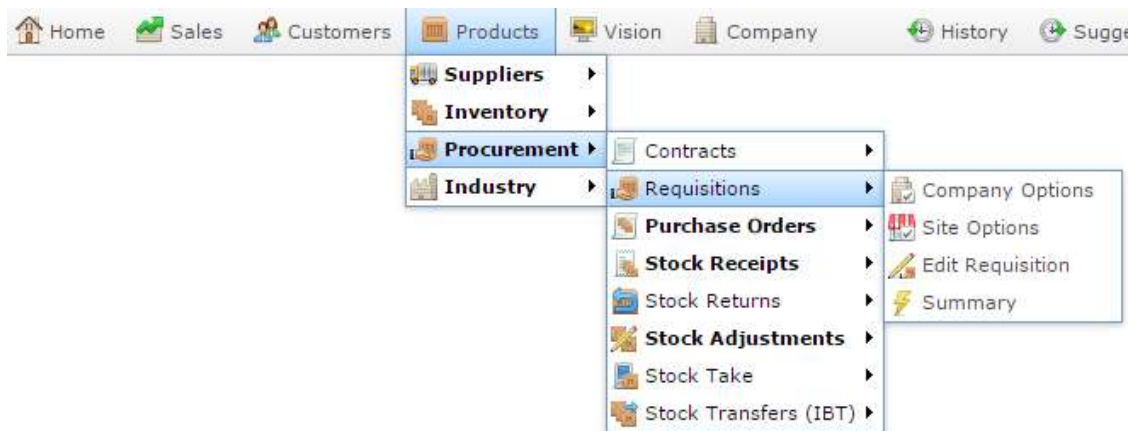
- *Creating a requisition* on page 21.
- *Finding a requisition* on page 24.
- *Editing a requisition* on page 26.
- *Adding items to requisitions* on page 27
- *Editing item quantities in requisitions* on page 29.
- *Editing item suppliers in requisitions* on page 30.
- *Removing items from requisitions* on page 32.
- *Requesting authorisation for a requisition* on page 33.
- *Authorising a requisition* on page 35.
- *Printing a requisition* on page 37.
- *Finalising a requisition* on page 39.
- *Reprinting a requisition* on page 41.
- *Deleting a requisition* on page 43.

Creating a requisition

Create a requisition to list all items you'd like to order without having to list items by supplier.

To create a requisition:

1. Press  **Products** in the main menu bar.
2. Press **Procurement > Requisitions > Edit Requisition**.



The Requisition screen is displayed.

The Requisition screen displays the following information:

- Requisition: New Requisition
- Site: Richmond
- Available Credit: \$0.00
- Requisition Total: \$0.00
- Status: Pending

Details

Date: 29/12/2014
 Due: 30/12/2014
 Instructions:
 Item Code:
 Find Add
 Supplier: ACME Products
 Description:
 Unit Price:
 Stock On Hand:
 Stock On Order:

Description	Item	Requested	Ordered	Cost	Supplier	Total
No Items			0	0	\$0.00	\$0.00

Buttons: Change Supplier, Update, Delete, Print

Note: If there is an open requisition for the selected site, the open requisition is displayed.

3. Select the Site you want to create a requisition for from the Site drop-down list.

The screenshot shows a web application window titled "Requisition". At the top, there are two dropdown menus: "Requisition:" set to "New Requisition" and "Site:" set to "Richmond". To the right, it displays "Available Credit: \$0.00", "Requisition Total: \$0.00", and "Status: Pending". Below these is a "Details" section with several input fields: "Date:" (29/12/2014), "Due:" (30/11/2014), "Instructions:" (empty text area), "Item Code:" (empty dropdown), "Supplier:" (ACME Products), "Description:", "Unit Price:", "Stock On Hand:", and "Stock On Order:". Below the details is a table with the following data:

Description	Item	Requested	Ordered	Cost	Supplier	Total
No Items		0	0	\$0.00		\$0.00

At the bottom right of the form, there are buttons for "Change Supplier", "Update", "Delete", and "Print".

4. If you have an existing requisition open for that site and you want to create a new one, select **New Requisition** from the **Requisition** drop-down menu.

Requisition

Requisition: **New Requisition** Available Credit: \$0.00
 Site: **Richmond** Requisition Total: \$0.00
 Status: **Pending**

Details

Date: 29/12/2014
 Due: 30/12/2014
 Instructions:
 Item Code:
 Find Add
 Supplier: **ACME Products**
 Description:
 Unit Price:
 Stock On Hand:
 Stock On Order:

Description	Item	Requested	Ordered	Cost	Supplier	Total
No Items		0	0	\$0.00		\$0.00

Change Supplier Update Delete Print

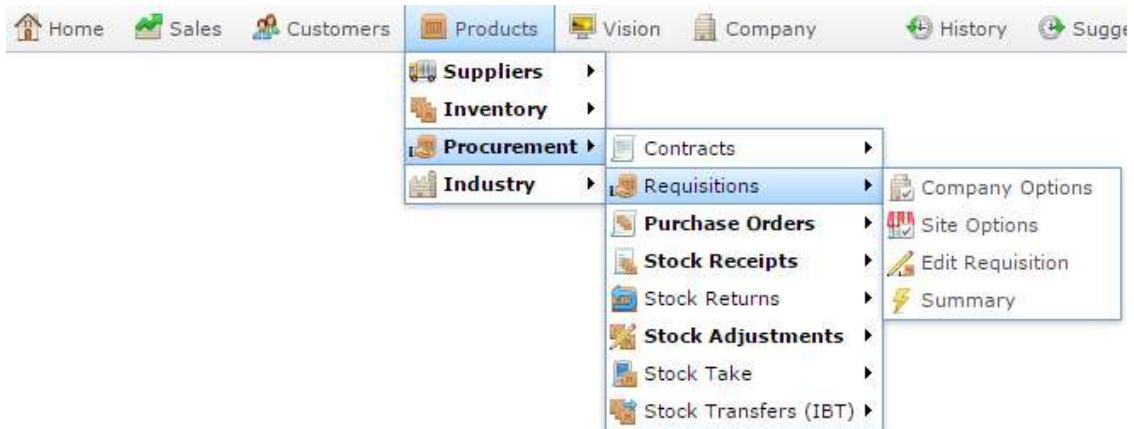
5. Add items to your requisition.
 See *Adding items to requisitions* on page 27.

Finding a requisition

Find a requisition to edit, authorise, or add or remove items.

To find a requisition:

1. Press  **Products**.
2. Press **Procurement > Requisitions > Summary**.



The Requisition Order Report is displayed.

Requisition Order Report - All Requisition Orders							
Order Number	Site	Status	Order Date	User	Amount		
2	Chadstone	Finalised	20-Oct-2014	Example	\$44.85		
Total:					\$44.85		

3. Use the filters to find the requisition you want to open.
See *Requisition Summary report* on page 51.
4. Press the order number of the requisition you want to open.
A popup menu is displayed.

Requisition Order Report - All Requisition Orders							
Order Number	Site	Status	Order Date	User	Amount		
	Richmond	Finalised	20-Oct-2014	Example	\$671.35		
	Chadstone	Finalised	20-Oct-2014	Example	\$44.85		
Total:					\$716.20		

5. Press **Display Requisition Order**.

The requisition is displayed.

Requisition

Requisition: 3 Available Credit: \$0.00
 Site: Chadstone Requisition Total: \$71.91
 Status: **Pending**

Details

Date: 19/11/2014
 Due: 20/11/2014
 Instructions:
 Item Code:
 Find Add
 Supplier: ACMEx Products
 Description:
 Unit Price:
 Stock On Hand:
 Stock On Order:

Description	Item	Requested	Ordered	Cost	Supplier	Total
Turkey - Frozen	233	12	0	\$5.99	ACMEx Products	\$71.91

Change Supplier Update Delete
 Print Finalise Email HQ Delete Order

Editing a requisition

Edit a requisition to change the date, instructions, included items or item quantities.

Note: Requisitions cannot be edited once they have been finalised.

To edit a requisition:

1. Find the requisition you want to edit.

See *Finding a requisition* on page 24.

The requisition is displayed.

Description	Item	Requested	Ordered	Cost	Supplier	Total
Turkey - Frozen	233		12	\$5.99	ACME Products	\$71.91

2. Make the required changes by changing the fields, adding or removing items.

See:

- *Adding items to requisitions* on page 27.
- *Editing item quantities in requisitions* on page 29
- *Removing items from requisitions* on page 32.

3. Press .

The requisition changes are saved.

Adding items to requisitions

Add items to requisitions to request them from head office, or build a list of suppliers and items for which to create purchase orders.

Note: You cannot add kits, including manufactured kits, to requisitions as they are created on-site. You must order the component parts individually. Referred items can be ordered by either the Stock or Selling item; the Portal automatically updates the Stock item from either during receipt.

Note: Unlike stock receipts and purchase orders, requisitions can contain items from different suppliers.

To add an item to a requisition:

1. Open the requisition.

See *Finding a requisition* on page 24.

2. Type the item code, description or item barcode into the Item field.

Requisition

Requisition: 3 Available Credit: \$0.00
 Site: Chadstone Requisition Total: \$71.91
 Status: Pending

Details

Date: 19/11/2014
 Due: 20/11/2014
 Instructions:
 Item Code:
 Find Add
 Supplier: ACMEx Products
 Description:
 Unit Price:
 Stock On Hand:
 Stock On Order:

Description	Item	Requested	Ordered	Cost	Supplier	Total
Turkey - Frozen	233	12	0	\$5.99	ACMEx Products	\$71.91

Change Supplier Update Delete
 Print Finalise Email HQ Delete Order

Tip: If you have a scanning device attached to your computer, you can scan item barcodes into this field.

See *Find an item with a search field*.

3. Select the preferred supplier from the **Supplier** drop-down list.

The screenshot shows a 'Requisition' form with the following details:

- Requisition: 3
- Site: Chadstone
- Available Credit: \$0.00
- Requisition Total: \$71.91
- Status: Pending

The 'Details' section includes:

- Date: 19/11/2014
- Due: 20/11/2014
- Instructions: (empty text area)
- Item Code: (empty dropdown)
- Buttons: Find, Add
- Supplier: ACMEx Products (highlighted with a yellow box)
- Description: (empty)
- Unit Price: (empty)
- Stock On Hand: (empty)
- Stock On Order: (empty)

Description	Item	Requested	Ordered	Cost	Supplier	Total
Turkey - Frozen	233		12	0	\$5.99 ACMEx Products	\$71.91

Buttons at the bottom: Change Supplier, Update, Delete, Print, Finalise, Email HQ, Delete Order.

4. Press .

The item is added to the requisition and is displayed in the item grid.

Editing item quantities in requisitions

You can edit the quantities of items included in requisitions.

To edit an item quantity in a requisition:

1. Open the requisition.
See *Finding a requisition* on page 24.
2. Find the item in the item grid.

Requisition

Requisition: 3 Available Credit: \$0.00
 Site: Chadstone Requisition Total: \$71.91
 Status: Pending

Details

Date: 19/11/2014
 Due: 20/11/2014
 Instructions:
 Item Code:
 Find Add
 Supplier: ACME Products
 Description:
 Unit Price:
 Stock On Hand:
 Stock On Order:

Description	Item	Requested	Ordered	Cost	Supplier	Total
Turkey - Frozen	233	12	0	\$5.99	ACME Products	\$71.91

Change Supplier Update Delete
 Print Finalise Email HQ Delete Order

3. Press the **Requested** field for the item you want to edit.
4. Type the new quantity.

Note: If your organisation uses packs or ordering and receiving, make sure you are receiving the correct pack quantity. See *Configuring packs for your site*. Also see *Inventory Management - Details tab*.

5. Press  Update.

The item quantity is updated.

Editing item suppliers in requisitions

You can edit the requested supplier of items in requisitions.

To edit an item supplier in a requisition:

1. Open the requisition.
See Finding a requisition on page 24.
2. Press the item in the item grid to select it.

The screenshot shows a 'Requisition' form with the following details:

- Requisition: 3
- Site: Chadstone
- Available Credit: \$0.00
- Requisition Total: \$71.91
- Status: Pending

The 'Details' section includes:

- Date: 19/11/2014
- Due: 20/11/2014
- Instructions: (empty text area)
- Item Code: (empty dropdown)
- Buttons: Find, Add
- Supplier: ACME Products
- Description: (empty)
- Unit Price: (empty)
- Stock On Hand: (empty)
- Stock On Order: (empty)

The item grid below shows one item:

Description	Item	Requested	Ordered	Cost	Supplier	Total
Turkey - Frozen	233		12	0	\$5.99 ACME Products	\$71.91

At the bottom of the form are several action buttons: Change Supplier, Update, Delete, Print, Finalise, Email HQ, and Delete Order.

3. Select the new requested supplier from the **Supplier** drop-down list.

Requisition

Requisition: 3 Available Credit: \$0.00
 Site: Chadstone Requisition Total: \$71.91
 Status: **Pending**

Details

Date: 19/11/2014
 Due: 20/11/2014
 Instructions:
 Item Code:
 Find Add
 Supplier: **ACMEx Products**
 Description:
 Unit Price:
 Stock On Hand:
 Stock On Order:

Description	Item	Requested	Ordered	Cost	Supplier	Total
Turkey - Frozen	233		12	0	\$5.99 ACMEx Products	\$71.91

Change Supplier Update Delete
 Print Finalise Email HQ Delete Order

4. Press **Change Supplier**.

The item supplier is changed to the selected supplier.

Removing items from requisitions

You can remove items included in requisitions if you no longer need to order the item.

To remove an item from a requisition:

1. Open the requisition, purchase order or stock receipt.
See *Finding a requisition* on page 24.
2. Press the item in the item grid.

The screenshot shows a 'Requisition' form with the following details:

- Requisition: 3
- Site: Chadstone
- Available Credit: \$0.00
- Requisition Total: \$71.91
- Status: Pending

The 'Details' section includes:

- Date: 19/11/2014
- Due: 20/11/2014
- Instructions: (empty text area)
- Item Code: (empty dropdown)
- Buttons: Find, Add
- Supplier: ACMEx Products
- Description: (empty)
- Unit Price: (empty)
- Stock On Hand: (empty)
- Stock On Order: (empty)

The 'Item Grid' table is highlighted with a yellow border:

Description	Item	Requested	Ordered	Cost	Supplier	Total
Turkey - Frozen	233		12	0	\$5.99 ACMEx Products	\$71.91

At the bottom of the form, there are several action buttons: Change Supplier, Update, Delete, Print, Finalise, Email HQ, and Delete Order.

3. Press  Delete.

The item is removed.

Requesting authorisation for a requisition

Request authorisation for a requisition if you need approval from head office to finalise the requisition. Requesting authorisation sends an email to head office with a link to follow so they can authorise the requisition.

Note: Depending on your Portal configuration, you may not need to have requisitions authorised before they can be finalised. If a requisition requires authorisation it displays **Pending Authorisation** as its status until authorised. See *Authorising a requisition* on page 35.

To request authorisation for a requisition:

1. Find the requisition you want authorised.

See *Finding a requisition* on page 24.

The requisition is displayed.

Requisition

Requisition: 3 Available Credit: \$0.00
 Site: Chadstone Requisition Total: \$71.91
 Status: **Pending**

Details

Date: 19/11/2014
 Due: 20/11/2014
 Instructions:
 Item Code:
 Find Add
 Supplier: ACME Products
 Description:
 Unit Price:
 Stock On Hand:
 Stock On Order:

Description	Item	Requested	Ordered	Cost	Supplier	Total
Turkey - Frozen	233	12	0	\$5.99	ACME Products	\$71.91

Change Supplier Update Delete
 Print Finalise Email HQ Delete Order

2. Press .

Managing requisitions

Requisition

Requisition: 3 Available Credit: \$0.00
Site: Chadstone Requisition Total: \$71.91
Status: **Pending**

Details

Date: 19/11/2014
Due: 20/11/2014
Instructions:
Item Code:
Find Add
Supplier: ACMEx Products
Description:
Unit Price:
Stock On Hand:
Stock On Order:

Description	Item	Requested	Ordered	Cost	Supplier	Total
Turkey - Frozen	233		12	0	\$5.99 ACMEx Products	\$71.91

Change Supplier Update Delete
Print Finalise Email HQ Delete Order

The authorisation request email is sent.

Authorising a requisition

Authorise a pending requisition to finalise it and convert it into a purchase order.

Note: If your Portal configuration does not use controlled requisitions, you do not need to authorise your requisitions and can finalise them instead. See *Finalising a requisition* on page 39. Also see *Configuring requisition options for your company*.

Note: You can also authorise a requisition by following the link in the authorisation request email.

To authorise a requisition:

1. Find the requisition you want to authorise.

See *Finding a requisition* on page 24.

Note: If you are following a link from an authorisation request, this step is unnecessary.

The requisition is displayed.

Requisition

Requisition: 3 Available Credit: \$0.00
 Site: Chadstone Requisition Total: \$71.91
 Status: Pending

Details

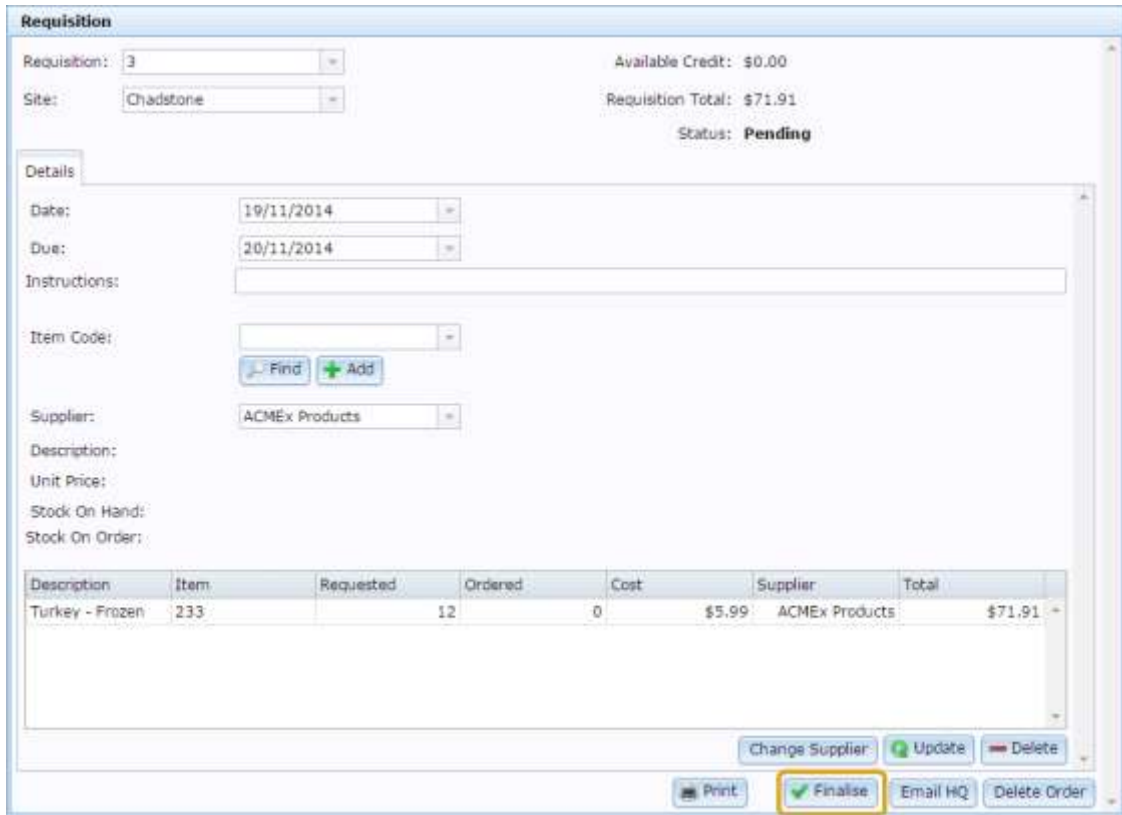
Date: 19/11/2014
 Due: 20/11/2014
 Instructions:
 Item Code:
 Find Add
 Supplier: ACME Products
 Description:
 Unit Price:
 Stock On Hand:
 Stock On Order:

Description	Item	Requested	Ordered	Cost	Supplier	Total
Turkey - Frozen	233	12	0	\$5.99	ACME Products	\$71.91

Change Supplier Update Delete
 Print Finalise Email HQ Delete Order

Managing requisitions

2. Press .



Requisition

Requisition: 3 Available Credit: \$0.00
Site: Chadstone Requisition Total: \$71.91
Status: **Pending**

Details

Date: 19/11/2014
Due: 20/11/2014
Instructions:
Item Code:
Find Add
Supplier: ACMEx Products
Description:
Unit Price:
Stock On Hand:
Stock On Order:

Description	Item	Requested	Ordered	Cost	Supplier	Total
Turkey - Frozen	233	12	0	\$5.99	ACMEx Products	\$71.91

Change Supplier Update Delete
Print **Finalise** Email HQ Delete Order

The requisition is authorised, finalised and converted into a purchase order.

Printing a requisition

Print a requisition when you want a physical copy for your records.

To print a requisition:

1. Find the requisition you want to print.

See *Finding a requisition* on page 24.

The requisition is displayed.

Requisition

Requisition: 3 Available Credit: \$0.00
 Site: Chadstone Requisition Total: \$71.91
 Status: **Pending**

Details

Date: 19/11/2014
 Due: 20/11/2014
 Instructions:
 Item Code:
 Find Add
 Supplier: ACMEx Products
 Description:
 Unit Price:
 Stock On Hand:
 Stock On Order:

Description	Item	Requested	Ordered	Cost	Supplier	Total
Turkey - Frozen	233	12	0	\$5.99	ACMEx Products	\$71.91

Change Supplier Update Delete
 Print Finalise Email HQ Delete Order

2. Press  Print.

Managing requisitions

Requisition

Requisition: 3 Available Credit: \$0.00
Site: Chadstone Requisition Total: \$71.91
Status: **Pending**

Details

Date: 19/11/2014
Due: 20/11/2014
Instructions:
Item Code:
Find Add
Supplier: ACMEx Products
Description:
Unit Price:
Stock On Hand:
Stock On Order:

Description	Item	Requested	Ordered	Cost	Supplier	Total
Turkey - Frozen	233		12	0	\$5.99 ACMEx Products	\$71.91

Change Supplier Update Delete
Print Finalise Email HQ Delete Order

The requisition is sent to the printer.

Finalising a requisition

Finalise a requisition when you want to send it to the supplier. Requisitions cannot be changed once they have been finalised.

Note: Depending on your Portal configuration, you may need to have requisitions authorised before they can be finalised. If a requisition requires authorisation it displays **Pending Authorisation** as its status until authorised. See *Authorising a requisition* on page 35.

To finalise a requisition:

1. Find the requisition you want to finalise.

See *Finding a requisition* on page 24.

The requisition is displayed.

Requisition

Requisition: 3 Available Credit: \$0.00
 Site: Chadstone Requisition Total: \$71.91
 Status: **Pending**

Details

Date: 19/11/2014
 Due: 20/11/2014
 Instructions:
 Item Code:
 Find Add
 Supplier: ACMEx Products
 Description:
 Unit Price:
 Stock On Hand:
 Stock On Order:

Description	Item	Requested	Ordered	Cost	Supplier	Total
Turkey - Frozen	233		12	0	\$5.99 ACMEx Products	\$71.91

Change Supplier Update Delete
 Print Finalise Email HQ Delete Order

2. Press .

Managing requisitions

Requisition

Requisition: 3 Available Credit: \$0.00
Site: Chadstone Requisition Total: \$71.91
Status: **Pending**

Details

Date: 19/11/2014
Due: 20/11/2014
Instructions:
Item Code:
Find Add
Supplier: ACMEx Products
Description:
Unit Price:
Stock On Hand:
Stock On Order:

Description	Item	Requested	Ordered	Cost	Supplier	Total
Turkey - Frozen	233		12	0	\$5.99 ACMEx Products	\$71.91

Change Supplier Update Delete
Print **Finalise** Email HQ Delete Order

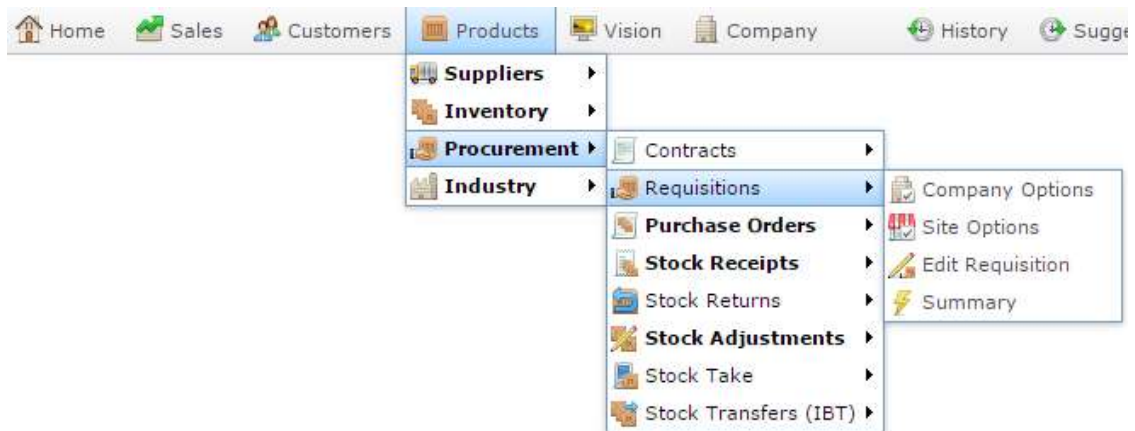
The requisition is finalised.

Reprinting a requisition

Reprint a requisition when you have finalised it, but want another printed copy.

To reprint a requisition:

1. Press  **Products**.
2. Press **Procurement > Requisitions > Summary**.



The Requisition Order Report is displayed.

Requisition Order Report - All Requisition Orders

Order Number	Site	Status	Order Date	User	Amount
2	Chadstone	Finalised	20-Oct-2014	Example	\$44.85
Total:					\$44.85

Filters on the left: Site: Chadstone, By: Dav, Date: 20/10/2014, Type: All.

3. Use the filters to find the requisition you want to open.
See *Requisition Summary report* on page 51.
4. Press the order number of the requisition you want to open.
A popup menu is displayed.

Requisition Order Report - All Requisition Orders

Order Number	Site	Status	Order Date	User	Amount
	Richmond	Finalised	20-Oct-2014	Example	\$671.35
	Chadstone	Finalised	20-Oct-2014	Example	\$44.85
					\$716.20

Filters on the left: Site: All, By: Month, Date: 1/10/2014, Type: All.

A popup menu is displayed over the first row, with options: Display Requisition Order and Reprint Requisition Order.

Managing requisitions

5. Press **Reprint Requisition Order**.

The requisition is sent to the printer.

Deleting a requisition

Delete a requisition when you want to cancel the requisition and remove it from your records.

Note: Requisitions that have been finalised cannot be deleted.

To delete a requisition:

1. Find the requisition you want to delete.

See *Finding a requisition* on page 24.

The requisition is displayed.

Requisition

Requisition: 3 Available Credit: \$0.00
 Site: Chadstone Requisition Total: \$71.91
 Status: **Pending**

Details

Date: 19/11/2014
 Due: 20/11/2014
 Instructions:
 Item Code:
 Find Add
 Supplier: ACMEx Products
 Description:
 Unit Price:
 Stock On Hand:
 Stock On Order:

Description	Item	Requested	Ordered	Cost	Supplier	Total
Turkey - Frozen	233	12	0	\$5.99	ACMEx Products	\$71.91

Change Supplier Update Delete
 Print Finalise Email HQ Delete Order

2. Press **Delete Order**.

Managing requisitions

The screenshot shows a 'Requisition' window with the following details:

- Requisition: 3
- Site: Chadstone
- Available Credit: \$0.00
- Requisition Total: \$71.91
- Status: Pending

The 'Details' tab is active, showing:

- Date: 19/11/2014
- Due: 20/11/2014
- Instructions: (empty text area)
- Item Code: (empty dropdown)
- Buttons: Find, Add
- Supplier: ACMEx Products
- Description: (empty)
- Unit Price: (empty)
- Stock On Hand: (empty)
- Stock On Order: (empty)

Description	Item	Requested	Ordered	Cost	Supplier	Total
Turkey - Frozen	233		12	0	\$5.99 ACMEx Products	\$71.91

At the bottom right, there are several action buttons: Change Supplier, Update, Delete, Print, Finalise, Email HQ, and Delete Order (highlighted with a yellow box).

A confirmation screen is displayed.

3. Press .


The requisition is finalised.

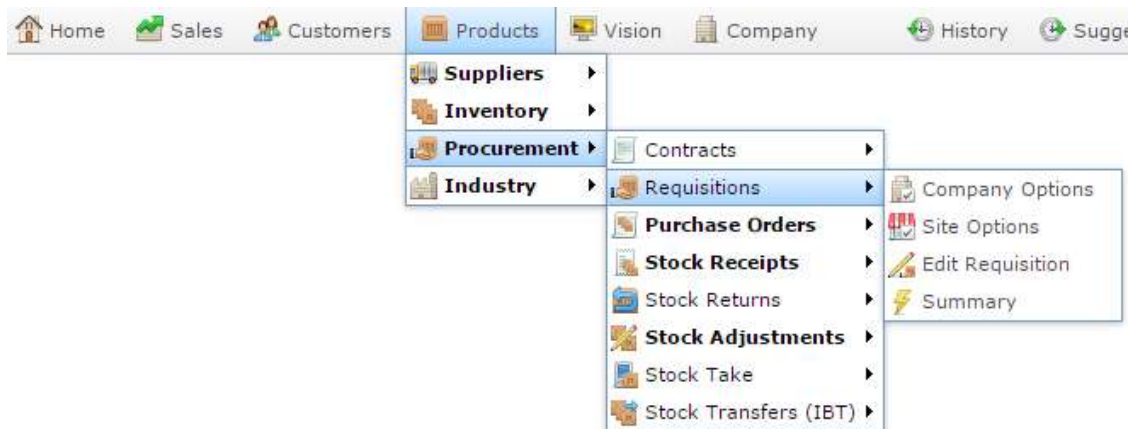
Requisition screen

Use the Requisition screen to view, create and edit requisitions for items.

Opening the Requisition screen

To open the Requisition screen:

1. Press  **Products** from the main menu bar.
2. Press **Procurement > Requisition > Edit Requisition**.



The Requisition screen is displayed.

Requisition

Requisition: Available Credit: \$0.00
 Site: Requisition Total: \$71.91
 Status: **Pending**

Details

Date:
 Due:
 Instructions:
 Item Code:

 Supplier:
 Description:
 Unit Price:
 Stock On Hand:
 Stock On Order:

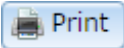

Description	Item	Requested	Ordered	Cost	Supplier	Total
Turkey - Frozen	233	12	0	\$5.99	ACMEx Products	\$71.91

Requisition screen key fields and buttons

Requisition area

Use this area to:

- Identify the number, status and totals of the requisition.
- Print the requisition.
- Request authorisation for the requisition.
- Finalise the requisition.
- Delete the requisition.



Field	Description
Requisition	Number identifying the requisition. <div style="border: 1px solid #ccc; background-color: #e6f2ff; padding: 5px;"> <p>Note: To create a new requisition, select New requisition from the drop-down list. See <i>Creating a requisition</i> on page 21.</p> </div>
Site	Site the requisition is created for. <div style="border: 1px solid #ccc; background-color: #e6f2ff; padding: 5px;"> <p>Note: Select another site from the drop-down list to view, edit or create a requisition from another site.</p> </div>
Requisition Total	Total cost of the requisition.
Status	Status of the requisition.
 Print	Print the requisition. See <i>Printing a requisition</i> on page 37.
 Finalise	Finalise the requisition.

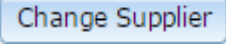
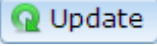
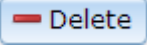
Field	Description
	See <i>Finalising a requisition</i> on page 39.
	Note: Depending on your Portal configuration, you may need supervisor's authorisation before a requisition can be finalised.
Email HQ	Email the requisition to head office for authorisation. See <i>Requesting authorisation for a requisition</i> on page 33.
Delete Order	Delete the requisition. See <i>Deleting a requisition</i> on page 43.

Details area

Use this area to:

- Nominate delivery dates.
- Add delivery instructions.
- Search for items to add to the requisition.

Field	Description
Date	<p>Date the requisition was created.</p> <div style="border: 1px solid #ccc; background-color: #e6f2ff; padding: 5px; margin-top: 10px;"> <p>Note: You can edit this date for your convenience.</p> </div>
Due	<p>Date the requisition needs to be delivered.</p>
Instructions	<p>Delivery instructions for the requisition. For example, the preferred delivery address.</p>
Item Code	<p>Code of the item to be added to the requisition.</p> <div style="border: 1px solid #ccc; background-color: #fff9c4; padding: 5px; margin-top: 10px;"> <p>Tip: If you have a barcode scanner attached to your computer, you can scan barcodes into this field.</p> </div> <div style="border: 1px solid #ccc; background-color: #e6f2ff; padding: 5px; margin-top: 10px;"> <p>Note: Use this field to search for items to add. See <i>Find an item with a search field</i>.</p> </div>
<div style="border: 1px solid #ccc; background-color: #e6f2ff; padding: 5px; width: fit-content; margin-bottom: 5px;">  Find </div>	<p>Find an item to add to the requisition.</p> <p>See <i>Find an item with a search field</i>.</p>
<div style="border: 1px solid #ccc; background-color: #e6f2ff; padding: 5px; width: fit-content; margin-bottom: 5px;">  Add </div>	<p>Add the selected item to the requisition.</p> <p>See <i>Adding items to requisitions</i> on page 27.</p>

Field	Description
Supplier	Use the drop-down list to select the supplier you want to order the item from.
Description	Description of the selected item.
Unit Price	Price per unit of the selected item.
Stock On Hand	Stock-on-hand of the selected item.
Stock On Order	Number of units already on order of the selected item.
	Change the requested supplier of the selected item. See <i>Editing item suppliers in requisitions</i> on page 30.
	Update the item quantities to be ordered. See <i>Editing item quantities in requisitions</i> on page 29.
	Remove the selected item from the requisition. See <i>Removing items from requisitions</i> on page 32.

Item grid area

Use this area to:

- Edit the quantity of items ordered.
- Change the supplier for an item.
- Remove items from the requisition.

Field	Description
Description	Description of the item.
Item	Code identifying the item.
Requested	Number of units requested.
Ordered	Number of units already on order. <div data-bbox="395 1155 1394 1285" style="background-color: #d9e1f2; padding: 5px;">Note: This field is only populated once the purchase order linked to this requisition has been finalised.</div>
Cost	Cost to order a single unit of the item. <i>See Inventory Management - Pricing tab.</i>
Supplier	The requested supplier for this item.
Total	Cost to order the selected Quantity of items.

Requisition Summary report


Use the Requisition Summary report to view a summary of requisitions created by site, date or requisition status.

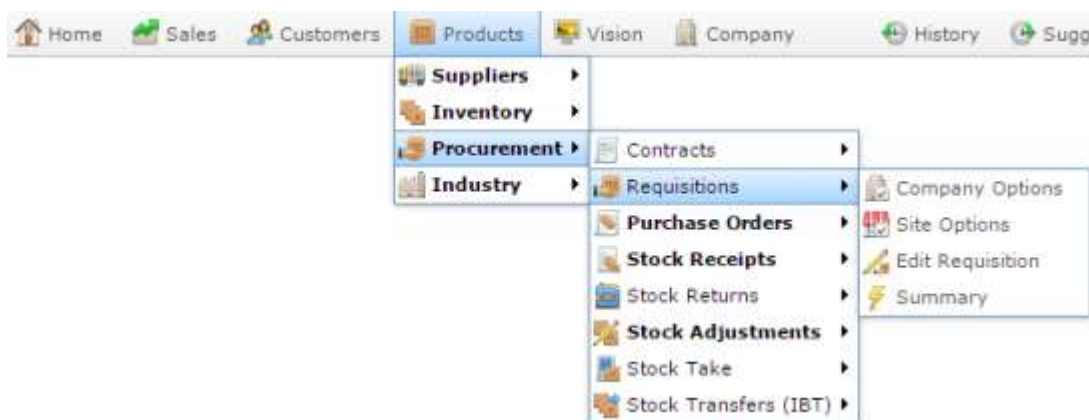
Press the order number of a requisition to:

- Open the requisition.
- Reprint the requisition.

Opening the Requisition Summary report

To open the Requisition Summary report:

1. Press  **Products** from the menu bar.
2. Press **Procurement > Requisitions > Summary**.



The Requisition Summary report is displayed.

Requisition Order Report - All Requisition Orders

Order Number	Site	Status	Order Date	User	Amount
2	Chadstone	Finalised	20-Oct-2014	Example	\$44.85
Total:					\$44.85

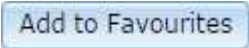
Filters on the left side of the report:

- Site:** Chadstone
- By:** Day
- Date:** 20/10/2014
- Type:** All

Requisition Summary report key fields

Filters area

Use this area to filter the results shown in the report.

Field	Description										
	Press to add this report to your Portal favourites for easier access.										
Site	Select the site to report on.										
By	Select to display the report for a specific day, week or month.										
Date / Date From and Date To / As of	Select the date or date period to report on.										
Type	Select the type of requisition to report on: <table border="1" data-bbox="582 1377 1380 1960"> <tbody> <tr> <td>Pending</td> <td>Display requisitions that have not yet been finalised.</td> </tr> <tr> <td>Finalised</td> <td>Display requisitions that have been finalised.</td> </tr> <tr> <td>Submitted</td> <td>Display requisitions that are awaiting authorisation.</td> </tr> <tr> <td>All</td> <td>Display all requisitions except deleted requisitions.</td> </tr> <tr> <td>Deleted</td> <td>Display requisitions that have been deleted.</td> </tr> </tbody> </table>	Pending	Display requisitions that have not yet been finalised.	Finalised	Display requisitions that have been finalised.	Submitted	Display requisitions that are awaiting authorisation.	All	Display all requisitions except deleted requisitions.	Deleted	Display requisitions that have been deleted.
Pending	Display requisitions that have not yet been finalised.										
Finalised	Display requisitions that have been finalised.										
Submitted	Display requisitions that are awaiting authorisation.										
All	Display all requisitions except deleted requisitions.										
Deleted	Display requisitions that have been deleted.										

Report area

This area displays report information.

Note: Not all fields may be displayed at once. Some fields depend on your filter field selections.

Field	Description
Order Number	Requisition identifier.
Site	Site where the requisition originated.
Status	Status of the requisition.
Order Date	Date the requisition was created.
User	Portal operator who created the requisition.
Amount	Total dollar value of the requisition.

Managing purchase orders

Purchase orders are documents sent to a specific supplier listing the items and quantities your organisation wants to purchase, and at what cost.

Purchase orders within the Portal can be created a number of ways:

- A requisition finalised by a site.
See *Managing requisitions* on page 19.
- Multiple requisitions finalised from several sites, combined into a group purchase order.
See *Managing group purchase orders* on page 108.
- Items scanned in by a PDT at a site.
See *Managing PDT pending purchase orders* on page 121.
- A purchase order created automatically by the Portal replenishment configurations.
See *Creating an automatic purchase order* on page 60.
- A purchase order created manually for a supplier.
See *Creating a manual purchase order* on page 56.

You can use any or all of these methods to create purchase orders at any time.

How purchase orders work

Purchase orders list the items and quantities you intend to order from particular suppliers. When you finalise a purchase order:

- The supplier is notified of your order, either by email or print.
- The Portal records your order, including the date, items, quantities, cost and any delivery instructions, for future reference and reports.
- The Portal updates the number of units on order of each item, so you know how much stock is coming in.
- If you are tracking financials such as credit limits and payments with your suppliers, the Portal updates your account with the supplier.
- When stock is received, you can link your delivery docket or invoice to one or more purchase orders, and easily compare what you received to what you ordered, to find price or quantity discrepancies, missing or unordered items.

Note: The Portal does not require you to use purchase orders to track stock intake; if you simply want to track your current stock-on-hand, you can use stock receipts without using purchase orders or requisitions.

Also see:

- *Purchase Order screen on page 87.*
- *Purchase Order Summary report on page 99*
- *Purchase Order Supplier Summary Report on page 104.*
- *Pending Purchase Order Generation Selection screen on page 95*

What you can do:


- *Finding a purchase order on page 62.*
- *Creating a manual purchase order on page 56.*
- *Creating an automatic purchase order on page 60*
- *Editing a purchase order on page 64.*
- *Adding an item to a purchase order or requisition on page 67.*
- *Editing item quantities in purchase orders on page 70.*
- *Removing an item from a purchase order on page 71.*
- *Requesting authorisation of a purchase order on page 73.*
- *Authorising a purchase order on page 75.*
- *Emailing a purchase order to a supplier on page 80.*
- *Printing a purchase order on page 77.*
- *Finalising a purchase order on page 82.*
- *Deleting a purchase order on page 84.*

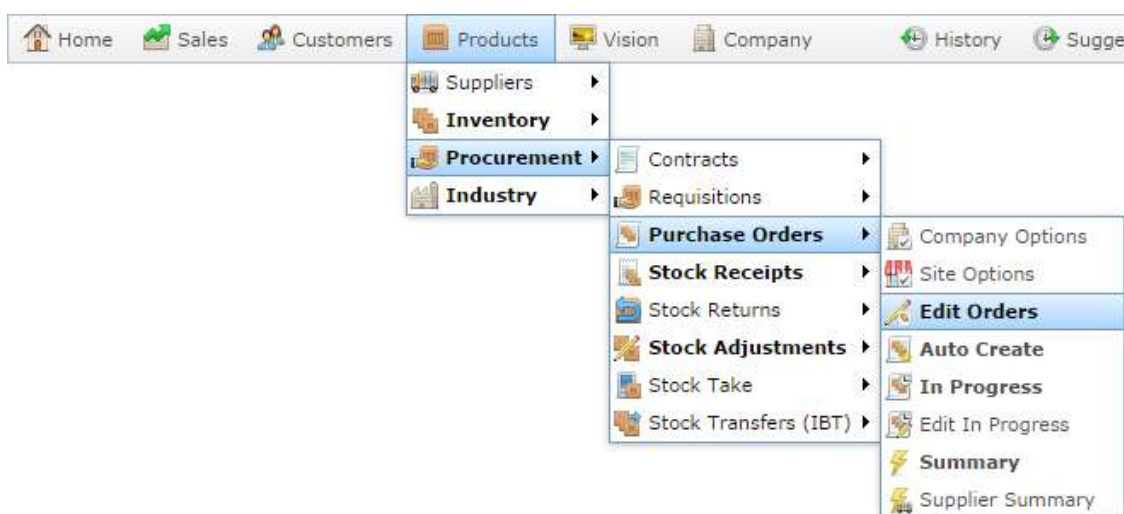
Creating a manual purchase order

Create a manual purchase order when you want to select specific items and to order from an individual supplier.

Note: This procedure is for creating a purchase order for a single supplier and selecting each item to order individually. If you want to assign items scanned using a PDT to purchase orders for multiple suppliers, see *Creating purchase orders using a PDT* on page 123. If you want to create a purchase order automatically from stock-on-hand and replenishment rules, or based on the item's sales history, see *Creating an automatic purchase order* on page 60.

To create a manual purchase order:

1. Press  **Products** in the main menu bar.
2. Press **Procurement > Purchase Orders > Edit Orders**.



The Find Creditor screen is displayed.



3. Search for and select the supplier you want to create a purchase order for.

See *Finding a creditor or supplier* on page 11

The Purchase Order screen is displayed.

Purchase Order (Creditor Contracts Enabled)

Supplier: ACMEx Products Available Credit: \$50,000.00
 Code: 5001 Order Total: \$0.00
 Order Number: New Purchase Order Order Status: **Pending**
 Site: Chadstone Order Type: **Normal**

Details

Date: 16/10/2014
 Due: 23/10/2014
 Instructions:
 Item Code:
 Description:
 Unit Price:
 Stock On Hand:
 Stock On Order:

Description	Item	Quantity	Max	Cost	Total
No Items			0	99	\$0.00 \$0.00

Buttons: Find, Add, Find By Cross Reference, Load Style, Update, Delete, Print

Note: Some fields may appear differently or not at all, depending on your Portal configuration. See *Purchase Order screen* on page 87.

4. Select the **Site** you want to create a purchase order for.

Purchase Order (Creditor Contracts Enabled)

Supplier: ACMEx Products Available Credit: \$50,000.00
 Code: 5001 Order Total: \$0.00
 Order Number: New Purchase Order Order Status: **Pending**
 Site: Chadstone Order Type: **Normal**

Details

Date: 16/10/2014
 Due: 23/10/2014
 Instructions:
 Item Code:
 Description:
 Unit Price:
 Stock On Hand:
 Stock On Order:

Description	Item	Quantity	Max	Cost	Total
No Items			0	99	\$0.00 \$0.00

Buttons: Find, Add, Find By Cross Reference, Load Style, Update, Delete, Print

Managing purchase orders

5. Select the date the stock must be delivered in the **Due** field.
6. Add any delivery **Instructions** to be sent to the supplier.

For example, **Please use the second loading bay.**

Purchase Order (Creditor Contracts Enabled)

Supplier: ACME Products Available Credit: \$50,000.00
Code: 5001 Order Total: \$0.00
Order Number: New Purchase Order Order Status: **Pending**
Site: Chadstone Order Type: **Normal**

Details

Date: 16/10/2014
Due: 23/10/2014
Instructions:

Item Code:
Find Add Find By Cross Reference

Description:
Unit Price:
Stock On Hand:
Stock On Order:

Description	Item	Quantity	Max	Cost	Total
No Items		0	99	\$0.00	\$0.00

Load Style Update Delete Print

7. Add the items and quantities you want to order.
See *Adding an item to a purchase order or requisition* on page 67.
8. When the purchase order is ready to be authorised and sent to the supplier, press

Email HQ

Note: If you have permission to authorise your own purchase orders, see *Finalising a purchase order* on page 82.

9. Press Update

Purchase Order (Creditor Contracts Enabled)

Supplier: ACMEx Products Available Credit: \$50,000.00
 Code: 5001 Order Total: \$1,752.34
 Order Number: 3 Order Status: **Pending**
 Site: Chadstone Order Type: **Normal**

Details

Date: 16/10/2014
 Due: 23/10/2014
 Instructions:
 Item Code:
 Find Add Find By Cross Reference
 Description: Sausage - Lamb
 Unit Price: \$7.99
 Stock On Hand: 0
 Stock On Order: 0

Description	Item	Quantity	Max	Cost	Total
Chicken	396		30	99	\$22.46 \$1,123.13
Bba Lamb	433		45	99	\$5.99 \$269.66
Sausage - Lamb	169		60	99	\$5.99 \$359.55

Load Style Update Delete
 Print Finalise Email HQ Email Supplier Delete Order

The purchase order is saved.

From this point, you can:

- Authorise the purchase order.
 See *Authorising a purchase order* on page 75.
 See *Finalising a purchase order* on page 82.
- Print or send the purchase order to the supplier.
 See *Printing a purchase order* on page 77.
 See *Emailing a purchase order to a supplier* on page 80.

Creating an automatic purchase order


Create an automatic purchase order if you want the Portal to calculate what items to order using either your chosen calculation method or the item's restocking rules. You can restrict the generation of purchase orders to specific sites, item types, departments or suppliers.

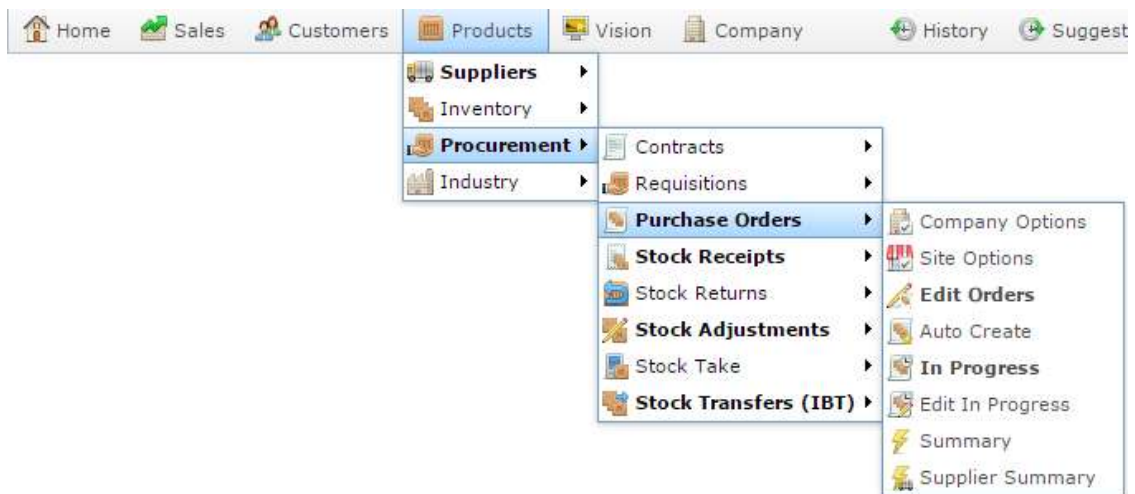
The Portal creates a purchase order for each required supplier, using the item's preferred supplier as listed in the Stock Control tab of Item Maintenance. If an open purchase order already exists for a supplier, the portal adds the items to the existing open purchase order.

Note: Once created, automatic purchase orders can be edited as if they were manual orders. Automatic purchase orders merely speed up the process of adding a lot of different items to an order, and behave in every other respect like manual purchase orders.

Note: In order to use automatic purchase order calculations, each item must have its restocking rules configured on the Stock Control tab of Item Maintenance. See *Inventory Management - Stock Control tab*.

To automatically generate purchase orders:

1. Press  **Products** from the main menu bar.
2. Press **Procurement > Purchase Orders > Auto Create**.



The Pending Purchase Order Generation Selection screen is displayed.

Command	Comments
All	Generate Pending Order based on each Item's Replenishment Setting
Maximum	Generate Pending Order based on Maximum, for items with Fixed Replenishment Setting. Quantities will be added to the pending order to match Maximum setting of Items
Minimum	Generate Pending Order based on Minimum, for items with Fixed Replenishment Setting. Quantities will be added to the pending order to match Minimum setting of Items
Dynamic	Generate Pending Order Based on Target Model Stock, for Items set for Dynamic Replenishment. The system will scan back over the sales and match the future expected sales (simplified) considering the lead time and model stock figures
Sales	Generate Pending Order based on Sales for Items with Sales Replenishment Setting. The system will scan sales of the item for the period specified in Inventory Maintenance. If a record already exists for the Item in the pending orders, sales since the entry will be added to the total. This option is 'sell it, replace it' replenishment method
Forecasting	Generate Pending Order Based on Forecast Formula, for Items set for Forecast Movement Replenishment

3. If you want to restrict the purchase orders to particular suppliers, departments, item types, or sites, select them in the drop-down lists on the left.

See *Pending Purchase Order Generation Selection* screen on page 95.

4. Press the button corresponding to the calculation method you want to use to generate purchase orders.

Note: Each calculation method may result in different amounts of different items being ordered.

The purchase orders are generated and can be viewed, edited and finalised as normal.

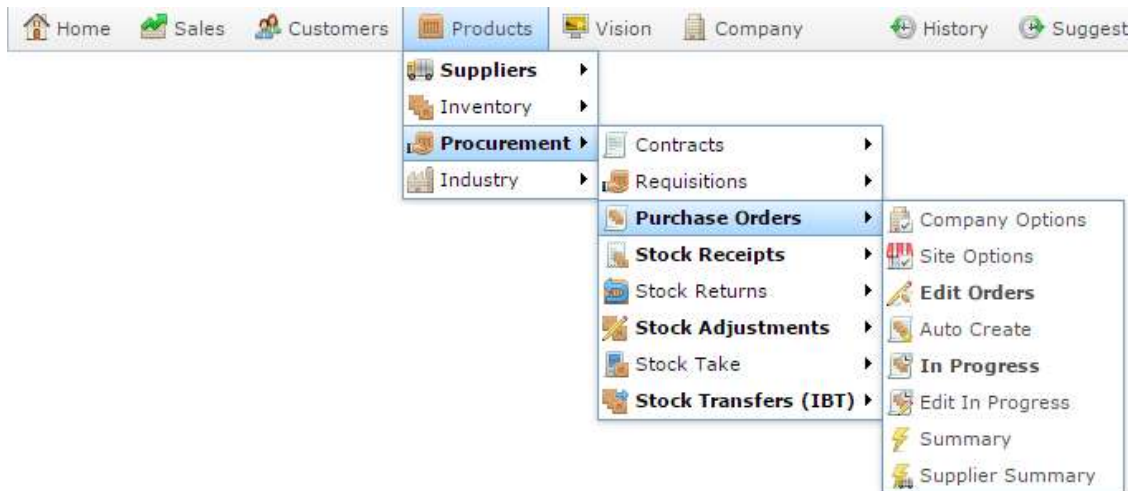
See *Finding a purchase order* on page 62.

Finding a purchase order

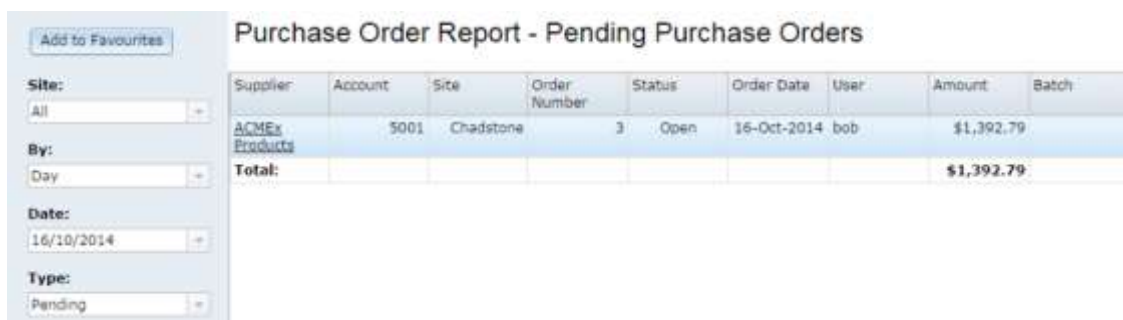
Find a purchase order to edit, authorise, or add or remove items.

To find a purchase order:

1. Press  **Products**.
2. Press **Procurement > Purchase Orders > Summary**.



The Purchase Order Report is displayed



The screenshot shows a 'Purchase Order Report - Pending Purchase Orders' with a filter panel on the left and a table of results. The filter panel includes fields for Site (All), By (Day), Date (16/10/2014), and Type (Pending). The table has columns for Supplier, Account, Site, Order Number, Status, Order Date, User, Amount, and Batch.

Supplier	Account	Site	Order Number	Status	Order Date	User	Amount	Batch
ACMEx Products	5001	Chadstone	3	Open	16-Oct-2014	bob	\$1,392.79	
Total:							\$1,392.79	

3. Use the filters to find the purchase order you want to open.
See Purchase Order Summary report on page 99.
4. Press the supplier of the purchase order you want to open.
A popup menu is displayed.

Purchase Order Report - All Purchase Orders

Add Report to Favourites

Site: Chadstone

By: Month

Date: 3/09/2014

Type: All

Supplier	Account	Site	Order Number	Status	Order Date	User	Amount	Batch
ACMEx Products	5001	Chadstone	2	Received	24-Sep-2014	Example	\$75.00	
Total							\$75.00	

Context menu options:

- Edit Supplier
- Display Purchase Order
- Reprint Purchase Order

5. Press **Display Purchase Order**.

The purchase order is displayed.

Purchase Order (Creditor Contracts Enabled)

Supplier: ACMEx Products Available Credit: \$50,000.00
 Code: 5001 Order Total: \$1,752.34
 Order Number: 3 Order Status: **Pending**
 Site: Chadstone Order Type: **Normal**

Details

Date: 16/10/2014
 Due: 23/10/2014
 Instructions:
 Item Code:
 Description: Sausage - Lamb
 Unit Price: \$7.99
 Stock On Hand: 0
 Stock On Order: 0

Description	Item	Quantity	Max	Cost	Total
Chicken	396		50	99	\$22.46
Bbq Lamb	433		45	99	\$5.99
Sausage - Lamb	169		60	99	\$5.99

Buttons: Load Style, Update, Delete, Print, Finalise, Email HQ, Email Supplier, Delete Order

Editing a purchase order

Edit a purchase order to change the due date or delivery instructions, or alter the quantity of items to be ordered.

Note: Purchase orders can't be edited after they have been finalised.

You can also:

- Add or remove items.

See *Adding an item to a purchase order or requisition* on page 67.

See *Removing an item from a purchase order* on page 71.

- Authorise a purchase order.

See *Finalising a purchase order* on page 82.

- Email a purchase order to a supplier.

See *Emailing a purchase order to a supplier* on page 80.


- Print a purchase order.

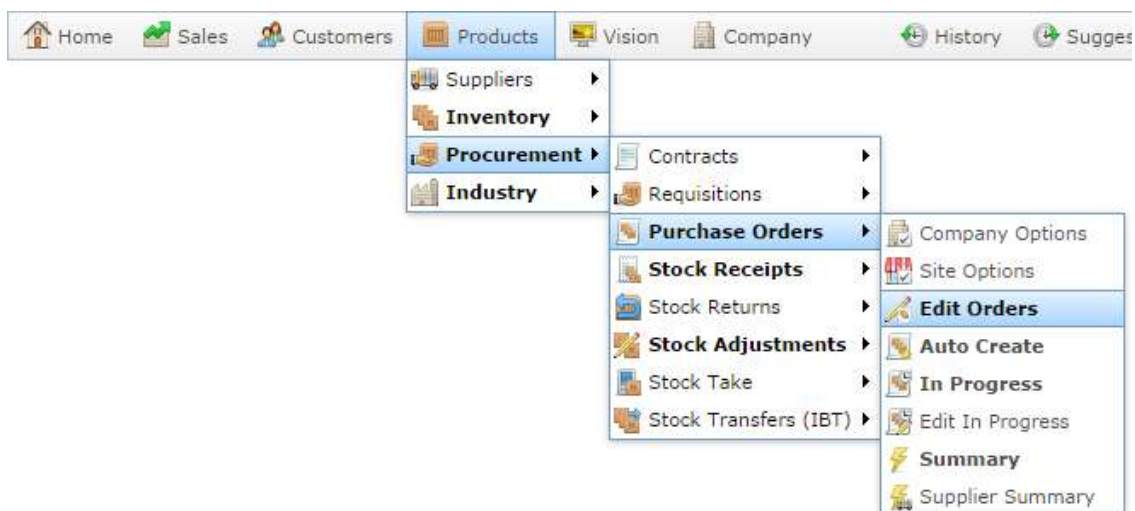
See *Printing a purchase order* on page 77.

- Delete a purchase order.

See *Deleting a purchase order* on page 84.

To edit a purchase order:

1. Press  **Products** in the main menu bar.
2. Press **Procurement > Purchase Orders > Edit Orders**.



The Purchase Order Report is displayed.

Supplier	Account	Site	Order Number	Status	Order Date	User	Amount	Batch
ACMEx Products	5001	Chadstone	3	Open	16-Oct-2014	bob	\$1,392.79	
Total:							\$1,392.79	

3. Press the purchase order you want to edit.

A context menu is displayed.

Supplier	Account	Site	Order Number	Status	Order Date	User	Amount	Batch
ACMEx Products	5001	Chadstone	3	Open	16-Oct-2014	bob	\$1,392.79	
Total:							\$1,392.79	

4. Press **Edit Purchase Order**.

The Purchase Order screen is displayed.

Purchase Order (Creditor Contracts Enabled)

Supplier: ACMEx Products Available Credit: \$50,000.00
 Code: 5001 Order Total: \$1,752.34
 Order Number: 3 Order Status: **Pending**
 Site: Chadstone Order Type: **Normal**

Details

Date: 16/10/2014
 Due: 23/10/2014
 Instructions:
 Item Code:
 Description: Sausage - Lamb
 Unit Price: \$7.99
 Stock On Hand: 0
 Stock On Order: 0

Description	Item	Quantity	Max	Cost	Total
Chicken	396		50	99	\$22.46 \$1,123.13
Bbq Lamb	433		45	99	\$5.99 \$269.66
Sausage - Lamb	169		60	99	\$5.99 \$359.55

Buttons: Load Style, Update, Delete, Print, Finalise, Email HQ, Email Supplier, Delete Order

See *Purchase Order* screen on page 87.

Note: Some fields may appear differently or not at all, depending on your Portal configuration. See *Purchase Order* screen on page 87.

5. Edit the purchase order as required.

Tip: You can change the quantity of items to be ordered by editing the **Quantity** field in the item grid.

6. Press .

The changes are saved.

Adding an item to a purchase order or requisition

Add an item to a purchase order or requisition to request a specific quantity of the item from the supplier.

Note: You cannot add kits, including manufactured kits, to purchase orders as they are created on-site. You must order the component parts individually. Referred items can be ordered either by either the Stock or Selling item; the Portal automatically updates the Stock item from either during receipt.

Note: You cannot add items to purchase orders or requisitions that have been finalised.

To add an item to a purchase order or requisition:

1. Open the purchase order or requisition you want to add the item to.

See *Editing a purchase order* on page 64

2. Find the item you want to order.

See *Find an item with a search field*.

The item information, including stock on hand and stock on order, is displayed.

3. Press .

The item is added to the Items grid.

4. Select the **Quantity** field of item in the Items grid.

Managing purchase orders

Purchase Order (Creditor Contracts Enabled)

Supplier: ACMEx Products Available Credit: \$50,000.00
Code: 5001 Order Total: \$1,752.34
Order Number: 3 Order Status: **Pending**
Site: Chadstone Order Type: **Normal**

Details

Date: 16/10/2014
Due: 23/10/2014
Instructions:
Item Code:
Description: Sausage - Lamb
Unit Price: \$7.99
Stock On Hand: 0
Stock On Order: 0

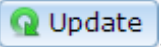
Find Add Find By Cross Reference

Description	Item	Quantity	Max	Cost	Total	
Chicken	396		50	99	\$22.46	\$1,123.13
Bba Lamb	433		45	99	\$5.99	\$269.66
Sausage - Lamb	169	60	60	99	\$5.99	\$359.55

Load Style Update Delete

Print Finalise Email HQ Email Supplier Delete Order

Note: If your organisation uses packs or ordering and receiving, make sure you are ordering the correct pack quantity. See *Configuring packs for your site*. Also see *Inventory Management - Details tab*.

5. Type the quantity you want to order.
6. Press .

Purchase Order (Creditor Contracts Enabled)

Supplier: ACMEx Products Available Credit: \$50,000.00
 Code: 5001 Order Total: \$1,752.34
 Order Number: 3 Order Status: **Pending**
 Site: Chadstone Order Type: **Normal**

Details

Date: 16/10/2014
 Due: 23/10/2014
 Instructions:
 Item Code:
 Description: Sausage - Lamb
 Unit Price: \$7.99
 Stock On Hand: 0
 Stock On Order: 0

Description	Item	Quantity	Max	Cost	Total
Chicken	396		30	99	\$22.46 \$1,123.13
Bbq Lamb	433		45	99	\$5.99 \$269.66
Sausage - Lamb	169		60	99	\$5.99 \$359.55

Buttons: Load Style, Update, Delete, Print, Finalise, Email HQ, Email Supplier, Delete Order

The item quantity is saved in the purchase order or requisition.

Editing item quantities in purchase orders

You can edit the quantities of items included in purchase orders.

To edit an item quantity in a purchase order:

1. Open the purchase order.
See Finding a purchase order on page 62.
2. Find the item in the item grid.

Purchase Order (Creditor Contracts Enabled)

Supplier: ACMEx Products Available Credit: \$50,000.00
Code: 5001 Order Total: \$1,752.34
Order Number: 3 Order Status: **Pending**
Site: Chadstone Order Type: **Normal**

Details

Date: 16/10/2014
Due: 23/10/2014
Instructions:
Item Code:
Description: Sausage - Lamb
Unit Price: \$7.99
Stock On Hand: 0
Stock On Order: 0

Description	Item	Quantity	Max	Cost	Total
Chicken	396		50	99	\$22.46
Bbq Lamb	433		45	99	\$5.99
Sausage - Lamb	169		60	99	\$5.99

Buttons: Load Style, Update, Delete, Print, Finalise, Email HQ, Email Supplier, Delete Order

3. Press the **Quantity** for the item you want to edit.
4. Type the new quantity.
5. Press **Update**.

The item quantity is updated.

Removing an item from a purchase order

Remove an item from a purchase order or requisition if you no longer want to order it.

Note: You cannot remove items from purchase orders or requisitions that have been finalised.

To remove an item from a purchase order or requisition:

1. Open the purchase order or requisition you want to add the item to.

See *Editing a purchase order* on page 64

2. Select the item you want to remove.

Purchase Order (Creditor Contracts Enabled)

Supplier: ACMEx Products Available Credit: \$50,000.00
 Code: 5001 Order Total: \$1,752.34
 Order Number: 3 Order Status: **Pending**
 Site: Chadstone Order Type: **Normal**

Details

Date: 16/10/2014
 Due: 23/10/2014
 Instructions:
 Item Code:
 Description: Sausage - Lamb
 Unit Price: \$7.99
 Stock On Hand: 0
 Stock On Order: 0

Find Add Find By Cross Reference

Description	Item	Quantity	Max	Cost	Total
Chicken	396		50	99	\$1,123.13
Bbq Lamb	433		45	99	\$269.66
Sausage - Lamb	169		60	99	\$359.55

Load Style Update Delete

Print Finalise Email HQ Email Supplier Delete Order

3. Press .

Managing purchase orders

Purchase Order (Creditor Contracts Enabled)

Supplier: ACMEx Products Available Credit: \$50,000.00
Code: 5001 Order Total: \$1,752.34
Order Number: 3 Order Status: **Pending**
Site: Chadstone Order Type: **Normal**

Details

Date: 16/10/2014
Due: 23/10/2014
Instructions:
Item Code:
Description: Sausage - Lamb
Unit Price: \$7.99
Stock On Hand: 0
Stock On Order: 0

Find Add Find By Cross Reference

Description	Item	Quantity	Max	Cost	Total	
Chicken	396		30	99	\$22.46	\$1,123.13
Bba Lamb	433		45	99	\$5.99	\$269.66
Sausage - Lamb	169		60	99	\$5.99	\$359.55

Load Style Update Delete

Print Finalise Email HQ Email Supplier Delete Order

The item is removed from the purchase order.

Requesting authorisation of a purchase order

Email head office with a request to authorise the purchase order so it can be finalised and sent to the supplier.

Note: Depending on your Portal configuration, purchase orders may not need authorisation before being finalised. See *Configuring purchase orders for your company*.

To email a purchase order for authorisation:

1. Find the purchase order you want authorised.

See *Finding a purchase order* on page 62.

The purchase order is displayed.

Purchase Order (Creditor Contracts Enabled)

Supplier: ACMEx Products Available Credit: \$50,000.00
 Code: 5001 Order Total: \$1,752.34
 Order Number: 3 Order Status: **Pending**
 Site: Chadstone Order Type: **Normal**

Details

Date: 16/10/2014
 Due: 23/10/2014
 Instructions:
 Item Code:
 Find Add Find By Cross Reference
 Description: Sausage - Lamb
 Unit Price: \$7.99
 Stock On Hand: 0
 Stock On Order: 0

Description	Item	Quantity	Max	Cost	Total
Chicken	396		50	99	\$22.46 \$1,123.13
Bbq Lamb	433		45	99	\$5.99 \$269.66
Sausage - Lamb	169		60	99	\$5.99 \$359.55

Print Finalise Email HQ Email Supplier Delete Order

2. Press .

Managing purchase orders

Purchase Order (Creditor Contracts Enabled)

Supplier: ACMEx Products Available Credit: \$50,000.00
Code: 5001 Order Total: \$1,752.34
Order Number: 3 Order Status: **Pending**
Site: Chadstone Order Type: **Normal**

Details

Date: 16/10/2014
Due: 23/10/2014
Instructions:
Item Code:
Description: Sausage - Lamb
Unit Price: \$7.99
Stock On Hand: 0
Stock On Order: 0

Find Add Find By Cross Reference

Description	Item	Quantity	Max	Cost	Total
Chicken	396		30	99	\$22.46 \$1,123.13
Bba Lamb	433		45	99	\$5.99 \$269.66
Sausage - Lamb	169		60	99	\$5.99 \$359.55

Load Style Update Delete
Print Finalise **Email HQ** Email Supplier Delete Order

The purchase order authorisation request is emailed to the person responsible for authorising purchase orders.

Authorising a purchase order

Authorise a pending purchase order to finalise it and send it to the supplier.

Note: If your Portal configuration does not use controlled purchase orders, you do not need to authorise your purchase orders and can finalise them instead. See *Finalising a purchase order* on page 82. Also see *Configuring purchase orders for your company*.

Note: You can also authorise a purchase order by following the link in the authorisation request email.

To authorise a purchase order:

1. Find the purchase order you want to authorise.

See *Finding a purchase order* on page 62.

Note: If you are following a link from an authorisation request, this step is unnecessary.

The purchase order is displayed.

Purchase Order

Supplier: ACME Products Available Credit: \$50,000.00
 Code: 5001 Order Total: \$9.00
 Order Number: 2 Order Status: **Pending Authorisation**
 Site: Richmond Order Type: **Normal**

Details

Date: 9/12/2014
 Due: 16/12/2014
 Instructions:
 Item Code:
 Description: Plum Puddings Small
 Unit Price: \$14.00
 Stock On Hand: 0
 Stock On Order: 0

Description	Item	Quantity	Max	Cost	Total
Plum Puddings Small	231	1		\$9.00	\$9.00

Buttons: Load Style, Update, Delete, Print, **Finalise**, Email HQ, Email Supplier, Delete Order

2. Press .

Managing purchase orders

Purchase Order

Supplier: ACMEx Products Available Credit: \$50,000.00
Code: 5001 Order Total: \$9.00
Order Number: 2 Order Status: **Pending Authorisation**
Site: Richmond Order Type: **Normal**

Details

Date: 9/12/2014
Due: 16/12/2014
Instructions:
Item Code:
Description: Plum Puddings Small
Unit Price: \$14.00
Stock On Hand: 0
Stock On Order: 0

Description	Item	Quantity	Max	Cost	Total
Plum Puddings Small	231	1		\$9.00	\$9.00

Print Finalise Email HQ Email Supplier Delete Order

The purchase order is authorised, finalised and can be emailed to the supplier.

Printing a purchase order

Print a purchase order when you want to send a physical copy to the supplier or keep one for your records.

Note: You can print a purchase order before or after it has been finalised. Purchase orders that have not been finalised display **Draft** under the header when printed .

Account :					
To: ACMEx Products				Purchase Order 6	
Atten: Jason Acemex				Site: Chadstone	
391 High street Road				Address: 1341 Dandenong Road	
Monash 3469				Chadstone	
				Victoria 3148	
				Australia	
				Phone: 03 9569 4177	
				Account: 5001	
				Date: 28-Apr-2015	
				Total Ex: 352.25	
				GST: 35.22	
				Total Inc: \$387.47	
Draft					
Description	Item	Unit Cost	Discount	Quantity	Line Total
Loin Pork Chop	126	\$9.74	\$0.00	25.00	\$243.56
Pork Leg- Boned & Rolled	123	\$11.99	\$0.00	12.00	\$143.91
Total					\$387.47

To print a purchase order:

1. Find the purchase order you want to print.

See *Finding a purchase order* on page 62.

The purchase order is displayed.

Managing purchase orders

Purchase Order (Creditor Contracts Enabled)

Supplier: ACMEx Products Available Credit: \$50,000.00
Code: 5001 Order Total: \$1,752.34
Order Number: 3 Order Status: **Pending**
Site: Chadstone Order Type: **Normal**

Details

Date: 16/10/2014
Due: 23/10/2014
Instructions:
Item Code:
Description: Sausage - Lamb
Unit Price: \$7.99
Stock On Hand: 0
Stock On Order: 0

Description	Item	Quantity	Max	Cost	Total	
Chicken	396		50	99	\$22.46	\$1,123.13
Bbq Lamb	433		45	99	\$5.99	\$269.66
Sausage - Lamb	169		60	99	\$5.99	\$359.55

Buttons: Load Style, Update, Delete, Print, Finalise, Email HQ, Email Supplier, Delete Order

2. Press  **Print**.

Purchase Order (Creditor Contracts Enabled)

Supplier: ACMEx Products Available Credit: \$50,000.00
Code: 5001 Order Total: \$1,752.34
Order Number: 3 Order Status: **Pending**
Site: Chadstone Order Type: **Normal**

Details

Date: 16/10/2014
Due: 23/10/2014
Instructions:
Item Code:
Description: Sausage - Lamb
Unit Price: \$7.99
Stock On Hand: 0
Stock On Order: 0

Description	Item	Quantity	Max	Cost	Total	
Chicken	396		50	99	\$22.46	\$1,123.13
Bbq Lamb	433		45	99	\$5.99	\$269.66
Sausage - Lamb	169		60	99	\$5.99	\$359.55

Buttons: Load Style, Update, Delete, **Print**, Finalise, Email HQ, Email Supplier, Delete Order

The purchase order is sent to the printer.

Account :

To: ACMEx Products

Atten: Jason Acemex

391 High street Road
Monash 3469

Purchase Order 6

Site: **Chadstone**
 Address: 1341 Dandenong Road
 Chadstone
 Victoria 3148
 Australia
 Phone: 03 9569 4177
 Account: 5001
 Date: 28-Apr-2015

Total Ex: 352.25
 GST: 35.22
Total Inc: \$387.47

Description	Item	Unit Cost	Discount	Quantity	Line Total
Loin Pork Chop	126	\$9.74	\$0.00	25.00	\$243.56
Pork Leg- Boned & Rolled	123	\$11.99	\$0.00	12.00	\$143.91
Total					\$387.47

Emailing a purchase order to a supplier

Email a purchase order to a supplier to send it electronically.

Note: Depending on your Portal configuration, you may need to have purchase orders authorised before they can be emailed. See *Authorising a purchase order* on page 75.

Note: To email a purchase order to a supplier, you must have the email address configured for that supplier. See *Editing a supplier's email address* on page 14.

To email a purchase order to the supplier:

1. Find the purchase order you want to email.

See *Finding a purchase order* on page 62.

The purchase order is displayed.

Purchase Order (Creditor Contracts Enabled)

Supplier: ACMEx Products Available Credit: \$50,000.00
Code: 5001 Order Total: \$1,752.34
Order Number: 3 Order Status: **Pending**
Site: Chadstone Order Type: **Normal**

Details

Date: 16/10/2014
Due: 23/10/2014
Instructions:
Item Code:
Description: Sausage - Lamb
Unit Price: \$7.99
Stock On Hand: 0
Stock On Order: 0

Description	Item	Quantity	Max	Cost	Total
Chicken	396		50	99	\$22.46 \$1,123.13
Bbq Lamb	433		45	99	\$5.99 \$269.66
Sausage - Lamb	169		60	99	\$5.99 \$359.55

Buttons: Load Style, Update, Delete, Print, Finalise, Email HQ, **Email Supplier**, Delete Order

2. Press **Email Supplier**.

Purchase Order (Creditor Contracts Enabled)

Supplier: ACMEx Products Available Credit: \$50,000.00
 Code: 5001 Order Total: \$1,752.34
 Order Number: 3 Order Status: **Pending**
 Site: Chadstone Order Type: **Normal**

Details

Date: 16/10/2014
 Due: 23/10/2014
 Instructions:
 Item Code:
 Description: Sausage - Lamb
 Unit Price: \$7.99
 Stock On Hand: 0
 Stock On Order: 0

Description	Item	Quantity	Max	Cost	Total
Chicken	396		30	99	\$22.46 \$1,123.13
Bba Lamb	433		45	99	\$5.99 \$269.66
Sausage - Lamb	169		60	99	\$5.99 \$359.55

Buttons: Load Style, Update, Delete, Print, Finalise, Email HQ, **Email Supplier**, Delete Order

The purchase order is emailed to the supplier.

Finalising a purchase order

Finalise a purchase order when you want to send it to the supplier. Purchase orders cannot be changed once they have been finalised.

Note: Depending on your Portal configuration, you may need to have purchase orders authorised before they can be finalised. If a purchase order requires authorisation it displays **Pending Authorisation** as its status until authorised. See *Authorising a purchase order* on page 75.

To finalise a purchase order:

1. Find the purchase order you want to finalise.

See *Finding a purchase order* on page 62.

The purchase order is displayed.

Purchase Order (Creditor Contracts Enabled)

Supplier: ACMEx Products Available Credit: \$50,000.00
Code: 5001 Order Total: \$1,752.34
Order Number: 3 Order Status: **Pending**
Site: Chadstone Order Type: **Normal**

Details

Date: 16/10/2014
Due: 23/10/2014
Instructions:
Item Code:
Description: Sausage - Lamb
Unit Price: \$7.99
Stock On Hand: 0
Stock On Order: 0

Description	Item	Quantity	Max	Cost	Total
Chicken	396		30	99	\$22.46
Bbq Lamb	433		45	99	\$5.99
Sausage - Lamb	169		60	99	\$5.99

Buttons: Load Style, Update, Delete, Print, **Finalise**, Email HQ, Email Supplier, Delete Order

2. Press  **Finalise**.

Purchase Order (Creditor Contracts Enabled)

Supplier: ACMEx Products Available Credit: \$50,000.00
 Code: 5001 Order Total: \$1,752.34
 Order Number: 3 Order Status: **Pending**
 Site: Chadstone Order Type: **Normal**

Details

Date: 16/10/2014
 Due: 23/10/2014
 Instructions:
 Item Code:
 Description: Sausage - Lamb
 Unit Price: \$7.99
 Stock On Hand: 0
 Stock On Order: 0

Description	Item	Quantity	Max	Cost	Total
Chicken	396		30	99	\$22.46 \$1,123.13
Bba Lamb	433		45	99	\$5.99 \$269.66
Sausage - Lamb	169		60	99	\$5.99 \$359.55

Buttons: Load Style, Update, Delete, Print, **Finalise**, Email HQ, Email Supplier, Delete Order


The purchase order is finalised.

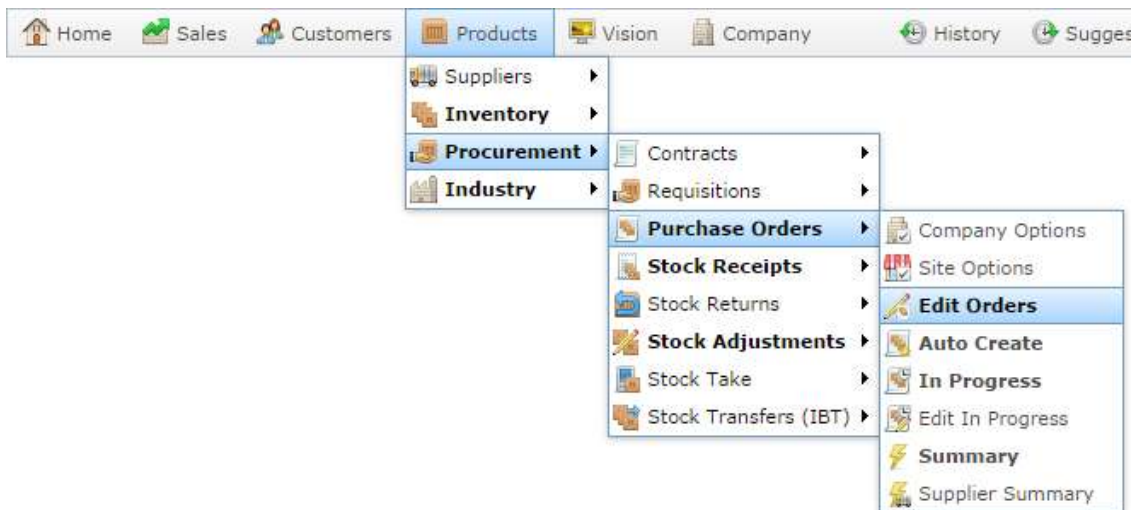
Deleting a purchase order

Delete a purchase order to remove it from the Portal database. If you want to remove an item from the purchase order, see *Removing an item from a purchase order* on page 71.

Note: If you delete a purchase order that was created from one or more requisitions, the requisitions remain finalised and are not re-opened.

To delete a purchase order:

1. Press  **Products** in the main menu bar.
2. Press **Procurement > Purchase Orders > Edit Orders**.

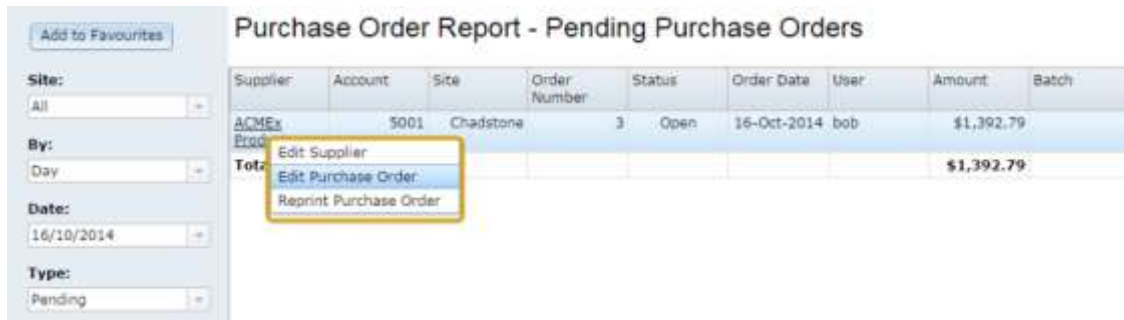


The Purchase Order Report is displayed.

Purchase Order Report - Pending Purchase Orders									
Supplier	Account	Site	Order Number	Status	Order Date	User	Amount	Batch	
ACME Products		5001 Chadstone	3	Open	16-Oct-2014	bob	\$1,392.79		
Total:							\$1,392.79		

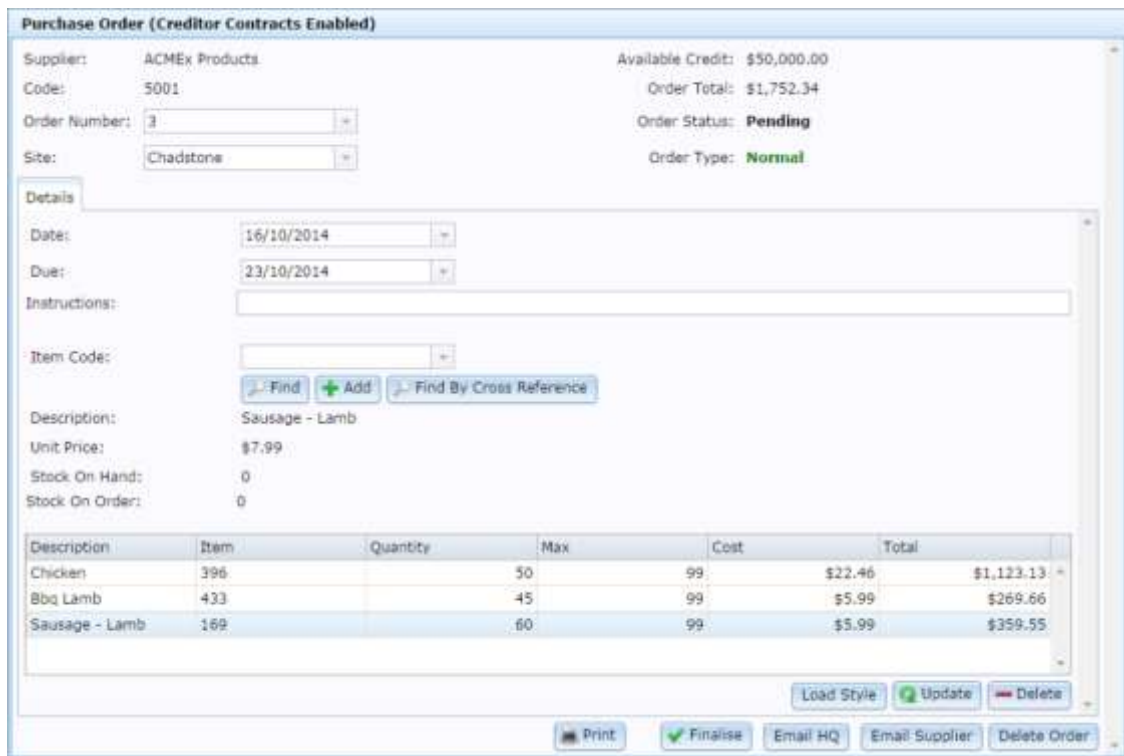
3. Press the purchase order you want to delete.

A context menu is displayed.



4. Press **Edit Purchase Order**.

The Purchase Order screen is displayed.



See *Purchase Order* screen on page 87.

Note: Some fields may appear differently or not at all, depending on your Portal configuration. See *Purchase Order* screen on page 87.

5. Press **Delete Order**.

Managing purchase orders

Purchase Order (Creditor Contracts Enabled)

Supplier: ACMEx Products Available Credit: \$50,000.00
Code: 5001 Order Total: \$1,752.34
Order Number: 3 Order Status: **Pending**
Site: Chadstone Order Type: **Normal**

Details

Date: 16/10/2014
Due: 23/10/2014
Instructions:
Item Code:
Description: Sausage - Lamb
Unit Price: \$7.99
Stock On Hand: 0
Stock On Order: 0

Description	Item	Quantity	Max	Cost	Total
Chicken	396		30	99	\$22.46
Bba Lamb	433		45	99	\$5.99
Sausage - Lamb	169		60	99	\$5.99

Buttons: Load Style, Update, Delete, Print, Finalise, Email HQ, Email Supplier, **Delete Order**

A confirmation screen is displayed.

6. Press **OK**.


The order is deleted.

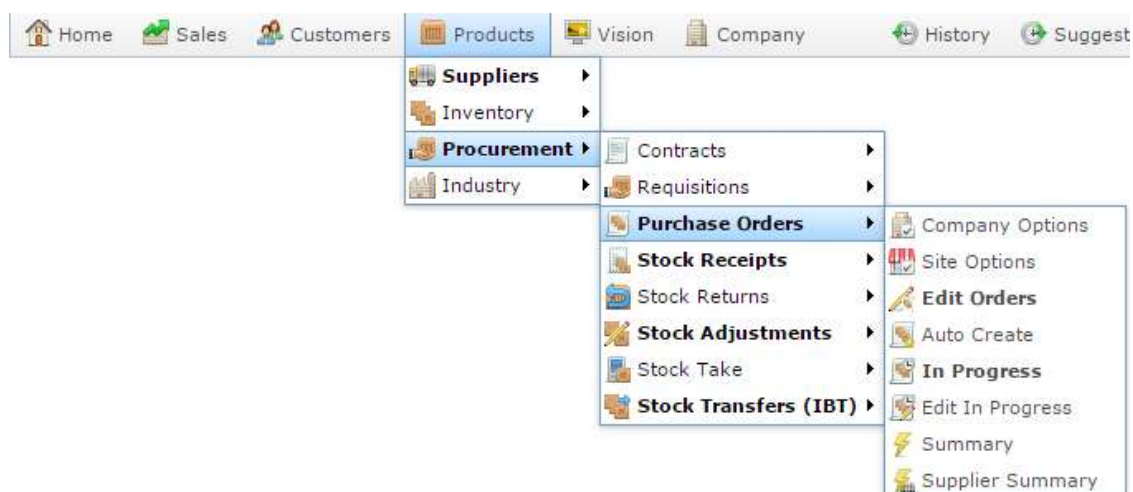
Purchase Order screen

Use the Purchase Order screen to view, create and edit purchase orders to a specific supplier.

Opening the Purchase Order screen

To open the Purchase Order screen:

1. Press  **Products** from the main menu bar.
2. Press **Procurement > Purchase Orders > Edit Orders**.



The Find Creditor screen is displayed.

The screenshot shows the 'Find Creditor' screen. At the top, there is a 'Custom' dropdown menu with a list of letters from A to Z. Below this, the text 'Please choose a field to search on' is displayed. There are two input fields: 'Name:' and 'Creditor Number:'. A 'Search' button is located at the bottom right of the form.

3. Search for the creditor whose purchase order you want to open.

See *Finding a creditor or supplier* on page 11.

4. Select the creditor.

Either:

- The most recent open purchase order is displayed.
- A new purchase order is displayed if there are no open purchase orders for this creditor.

Managing purchase orders

Purchase Order (Creditor Contracts Enabled)

Supplier: ACMEx Products Available Credit: \$50,000.00
 Code: 5001 Order Total: \$2,468.53
 Order Number: 3 Order Status: **Pending**
 Site: Chadstone Order Type: **Group Purchase Order**

Details

Date: 16/10/2014
 Due: 23/10/2014
 Instructions:
 Item Code:
 Find Add Find By Cross Reference

Description:
 Unit Price:
 Stock On Hand:
 Stock On Order:

Description	Item	Quantity	Allocated	Max	Cost	Total
Chicken	396		50	0	99	\$1,123.13
Bbq Lamb	433		45	0	99	\$269.66
Sausage - Lamb	169		60	0	99	\$359.55
Economy Bacon	244		52	52	99	\$350.61
Teriyaki Medallions	344		55	55	99	\$123.34
Monterey Smoked Pork	422		12	12	99	\$44.01

Load Style Unallocate Allocate To Sites Update Delete
 Print Finalise Email HQ Email Supplier Delete Order






Purchase Order screen key fields and buttons

Purchase Order area

Use this area to:

- Identify the number, supplier, type and status of the purchase order.
- Switch between purchase orders of the same supplier.
- Print the purchase order.
- Request authorisation for the purchase order.
- Email the purchase order to the supplier.
- Finalise the purchase order.
- Delete the purchase order.


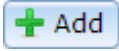
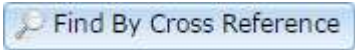
Field	Description
Supplier	Name of the supplier the purchase order is intended for.
Code	Code identifying the supplier the purchase order is intended for.
Order Number	Number identifying the purchase order. <div style="border: 1px solid #0056b3; background-color: #e6f2ff; padding: 5px; margin-top: 10px;"> <p>Note: To create a new purchase order, select New Purchase Order from the drop-down list. See <i>Creating a manual purchase order</i> on page 56.</p> </div>
Site	Site the purchase order is created for. <div style="border: 1px solid #0056b3; background-color: #e6f2ff; padding: 5px; margin-top: 10px;"> <p>Note: Select another site from the drop-down list to view, edit or create a purchase order from another site.</p> </div>
Available Credit	Credit available from the supplier.

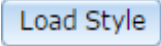
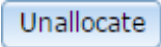
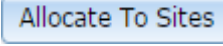
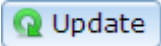
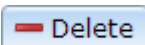
Field	Description
Order Total	Total cost of the purchase order.
Order Status	Status of the purchase order.
Order Type	Type of purchase order: <ul style="list-style-type: none"> ▪ Normal. ▪ Group Purchase Order automatically generated from multiple requisitions from other sites.
 Print	Print the purchase order. See <i>Printing a purchase order</i> on page 77.
 Finalise	Finalise the purchase order. See <i>Finalising a purchase order</i> on page 82.
<p>Note: Depending on your Portal configuration, you may need supervisor's authorisation before a purchase order can be finalised.</p>	
 Email HQ	Email the purchase order to head office for authorisation. See <i>Requesting authorisation of a purchase order</i> on page 73.
 Email Supplier	Email the purchase order to the supplier. See <i>Emailing a purchase order to a supplier</i> on page 80.
 Delete Order	Delete the purchase order. See <i>Deleting a purchase order</i> on page 84

Details area

Use this area to:

- Nominate delivery dates.
- Add delivery instructions.
- Search for items to add to the purchase order.

Field	Description
Date	Date the purchase order was created. Note: You can edit this date for your convenience.
Due	Date the purchase order needs to be delivered.
Instructions	Delivery instructions for the purchase order. For example, instructing on the correct delivery address.
Item Code	Code of the item to be added to the purchase order. Note: Use this field to search for items to add. See <i>Find an item with a search field</i> .
 Find	Find an item to add to the purchase order. See <i>Find an item with a search field</i> .
 Add	Add the selected item to the purchase order. See <i>Adding an item to a purchase order or requisition</i> on page 67.
 Find By Cross Reference	Search for an item by the supplier's item code.

Field	Description
Description	Description of the selected item.
Unit Price	Price per unit of the selected item.
Stock On Hand	Stock-on-hand of the selected item.
Stock On Order	Number of units already on order of the selected item.
	<p>Open the Style Matrix screen to add orders for different sizes, colours and styles of the item easily to the purchase order.</p> <p>Note: This button is not currently in use.</p>
	<p>Remove any allocation of unit quantities to sites.</p> <p>Note: This appears for group purchase orders only.</p>
	<p>Allocate quantities of units to individual sites.</p> <p>See <i>Allocating items to sites from a group purchase order</i> on page 110.</p> <p>Note: This appears for group purchase orders only.</p>
	<p>Update the item quantities to be ordered.</p> <p>See <i>Editing item quantities in purchase orders</i> on page 70.</p>
	<p>Remove the selected item from the purchase order.</p>

Field	Description
<i>Removing an item from a purchase order on page 71.</i>	

Item grid area

Use this area to:

- Edit the quantity of items ordered.
- Add a style matrix of items to the order.
- Allocate ordered items to sites in group purchase orders.
- Remove items from the purchase order.

Field	Description
Description	Description of the item.
Item	Code identifying the item.
Quantity	Number of units to order.
Allocated	Number of units allocated to sites. Note: This appears for group purchase orders only.
Max	Maximum stock-on-hand allowed for this item. <i>See Inventory Management - Stock Control tab.</i>
Cost	Cost to order a single unit of the item. <i>See Inventory Management - Pricing tab.</i>
Total	Cost to order the selected Quantity of items.


Pending Purchase Order Generation Selection screen

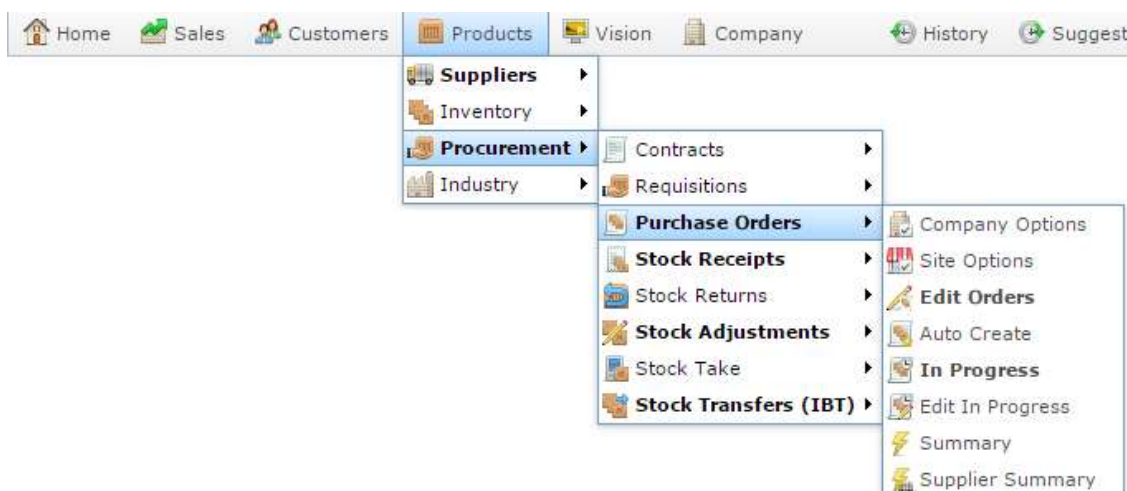
Use this screen to automatically generate a purchase order according to each item's stock replenishment rules. Generated purchase orders can be restricted to selected sites, suppliers, item types or departments.

For more information on generating purchase orders, see *Creating an automatic purchase order* on page 60.

Opening the Pending Purchase Order Generation Selection screen

To open the Pending Purchase Order Generation Selection screen:

1. Press  **Products** from the main menu bar.
2. Press **Procurement > Purchase Orders > Auto Create**.



The Pending Purchase Order Generation Selection screen is displayed.



Pending Purchase Order Generation Selection screen key fields and buttons

Filter area

Use this area to filter the generation of purchase orders to a particular supplier, department, item type or site.

Field	Description
Site	Select the site for which you want to generate purchase orders.
Item Type	Select the item type you want to generate purchase orders for.
Department	Select the department you want to generate purchase orders for.
Supplier	Select the supplier you want to generate purchase orders for.

Report area

This area displays the different calculation methods available to generate purchase orders. Press the corresponding button to generate purchase orders with this method.

Note: The quantity ordered of an item is determined by that item's replenishment method and the Maximum, Minimum and Target stock levels configured for the specific item. See *Inventory Management - Stock Control tab*.

Field	Description
All	<p>Generate the purchase orders by following the stock replenishment rules configured for each item in the Stock Control tab of Item Maintenance.</p> <p>See <i>Inventory Management - Stock Control tab</i>.</p>
Maximum	<p>Generate the purchase orders for items that use the fixed stock replenishment method and order enough to bring each item to its maximum stock levels.</p> <p>Note: Items that do not use the fixed stock replenishment method are excluded from the generated purchase orders. See <i>Inventory Management - Stock Control tab</i>.</p>
Minimum	<p>Generate the purchase orders for items that use the fixed stock replenishment method and order enough to bring each item to its minimum stock levels.</p> <p>Note: Items that do not use the fixed stock replenishment method are excluded from the generated purchase orders. See <i>Inventory Management - Stock Control tab</i>.</p>
Dynamic	<p>Generate the purchase orders for items that use the dynamic stock replenishment method and order enough to bring each item to its target stock level.</p> <p>Note: Items that do not use the dynamic stock replenishment method are excluded from the generated purchase orders. See <i>Inventory Management - Stock Control tab</i>.</p>

Field	Description
<p><i>Management - Stock Control tab.</i></p>	
<p>Sales</p>	<p>Generate the purchase orders for items that use the sales stock replenishment method and order the same quantity of items as were sold within the period specified in the Stock Control tab of Item Maintenance.</p> <p>Note: Items that do not use the sales stock replenishment method are excluded from the generated purchase orders. See <i>Inventory Management - Stock Control tab.</i></p>
Forecasting	<p>Generate purchase orders using a custom forecasting formula provided by your organisation.</p> <p>Note: If no button is available, your organisation has not provided a custom forecasting formula to use.</p>

Purchase Order Summary report

Use the Purchase Order Summary report to quickly view a summary of purchase orders.

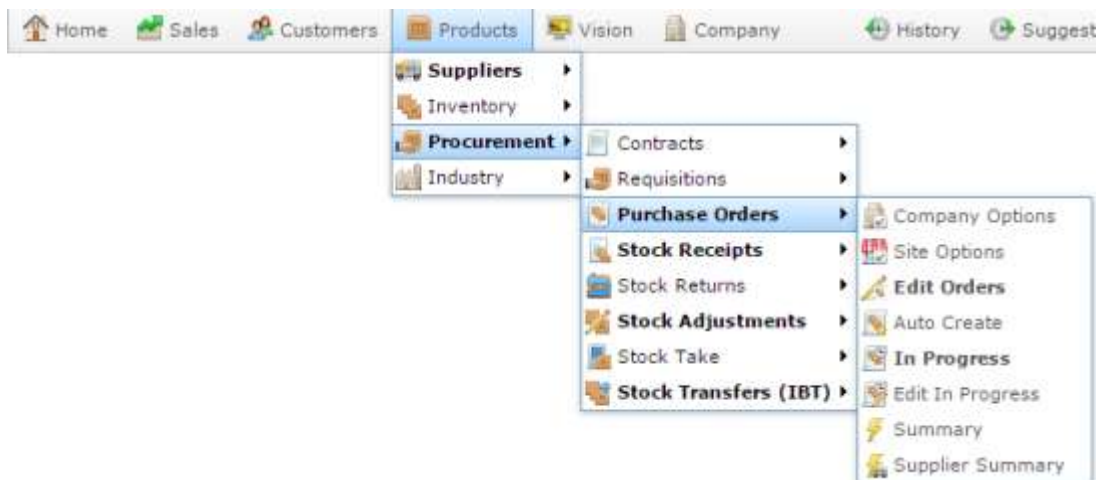
Press the supplier of a specific purchase order to:

1. View or edit the purchase order details.
2. Reprint the purchase order.
3. Edit the details of the supplier for the purchase order.

Opening the Purchase Order Report

To open the Purchase Order Report:

1. Press  **Products**.
2. Press **Procurement > Purchase Orders > Summary**.



The Purchase Order Report is displayed

Purchase Order Report - Pending Purchase Orders

Supplier	Account	Site	Order Number	Status	Order Date	User	Amount	Batch
ACME Products	5001	Chadstone	3	Open	16-Oct-2014	bob	\$1,392.79	
Total:							\$1,392.79	

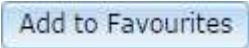
Filters on the left:

- Site: All
- By: Day
- Date: 16/10/2014
- Type: Pending

Purchase Order Report key fields and buttons

Filters area

Use this area to filter the results shown in the report.

Field	Description										
	Press to add this report to your Portal favourites for easier access.										
Site	Select the site to report on.										
By	Select to display the report for a specific day, week or month.										
Date / Date From and Date To / As of	Select the date or date period to report on.										
Type	Select the type of purchase order to report on: <table border="1" data-bbox="523 1339 1378 1944"> <tbody> <tr> <td>Pending</td> <td>Display purchase orders that have not yet been finalised.</td> </tr> <tr> <td>Finalised</td> <td>Display purchase orders that have been finalised.</td> </tr> <tr> <td>Received</td> <td>Display purchase orders that have had stock received.</td> </tr> <tr> <td>Submitted</td> <td>Display purchase orders that are awaiting authorisation.</td> </tr> <tr> <td>Group</td> <td>Display group purchase orders.</td> </tr> </tbody> </table>	Pending	Display purchase orders that have not yet been finalised.	Finalised	Display purchase orders that have been finalised.	Received	Display purchase orders that have had stock received.	Submitted	Display purchase orders that are awaiting authorisation.	Group	Display group purchase orders.
Pending	Display purchase orders that have not yet been finalised.										
Finalised	Display purchase orders that have been finalised.										
Received	Display purchase orders that have had stock received.										
Submitted	Display purchase orders that are awaiting authorisation.										
Group	Display group purchase orders.										

Field	Description
All	Display all purchase orders except deleted purchase orders.
Deleted	Display purchase orders that have been deleted.

Note: Deleted purchase orders are only displayed if **Non-Destructive Delete** is configured for your site. See *Configuring purchase order options for your site*

Report area

This area displays report information.

Note: Not all fields may be displayed at once. Some fields depend on your filter field selections.

Field	Description
Name / Creditor / Supplier	Name of the creditor or supplier.
Creditor Code / Number / Account	Unique code identifying the creditor.
Site	Site where the purchase order originated.
Order Number	Purchase order identifier.
Status	Status of the purchase order:
Order Date	Date the purchase order was created.
User	Portal operator who created the purchase order.
Amount	Total dollar value of the purchase order.

Field	Description
Batch	The batch number used when ordering through a buying group such as Metcash.

Purchase Order Supplier Summary Report


Use the Purchase Order Supplier Summary report to view the total amount ordered from each supplier for a specified time period.

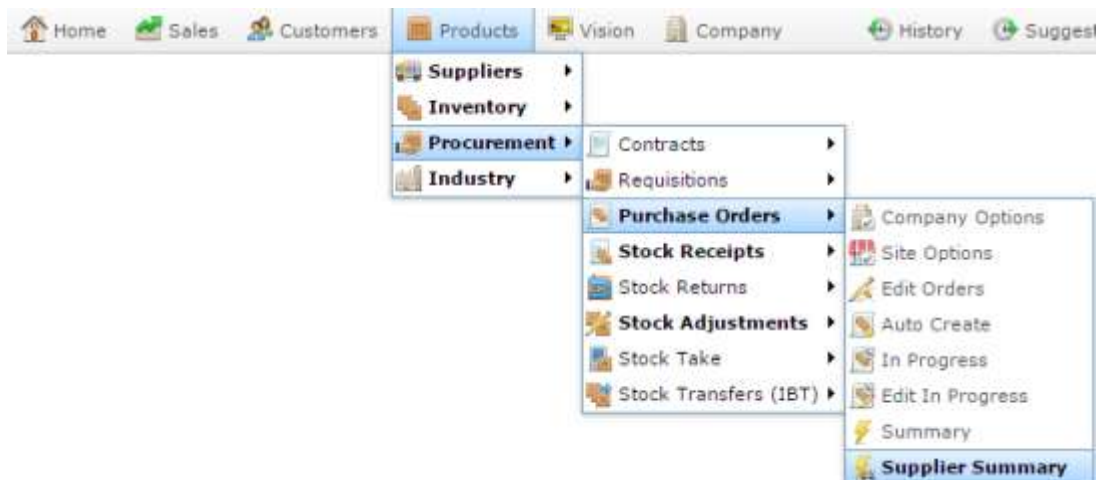
Press a supplier to open a popup menu to:

1. Edit the supplier's details.
2. Show the ten most-ordered items from this supplier.
3. Open the most recent purchase order for this supplier.

Opening the Purchase Order Supplier Summary report

To open the Purchase Order Supplier Summary report:

1. Press  **Products** from the menu bar.
2. Press **Procurement > Purchase Orders > Supplier Summary**.



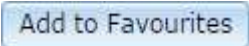
The Purchase Order Supplier Summary report is displayed.

Purchase Order Report - Pending Purchase Orders								
Supplier	Month End 31-May- 2014	Month End 30-Jun- 2014	Month End 31-Jul-2014	Month End 31-Aug- 2014	Month End 30-Sep- 2014	Month End 31-Oct- 2014	Month End 30-Nov- 2014	Total
ACME Products	\$2,468.53	...	\$2,468.53
Total:	\$2,468.53	...	\$2,468.53

Purchase Order Supplier Summary report key fields

Filters area

Use this area to filter the results shown in the report.

Field	Description										
	Press to add this report to your Portal favourites for easier access.										
Site	Select the site to report on.										
By	Select to display the report for a specific day, week or month.										
Date / Date From and Date To / As of	Select the date or date period to report on.										
Type	Select the type of purchase order to report on: <table border="1" data-bbox="523 1339 1378 1944"> <tbody> <tr> <td>Pending</td> <td>Display purchase orders that have not yet been finalised.</td> </tr> <tr> <td>Finalised</td> <td>Display purchase orders that have been finalised.</td> </tr> <tr> <td>Received</td> <td>Display purchase orders that have had stock received.</td> </tr> <tr> <td>Submitted</td> <td>Display purchase orders that are awaiting authorisation.</td> </tr> <tr> <td>Group</td> <td>Display group purchase orders.</td> </tr> </tbody> </table>	Pending	Display purchase orders that have not yet been finalised.	Finalised	Display purchase orders that have been finalised.	Received	Display purchase orders that have had stock received.	Submitted	Display purchase orders that are awaiting authorisation.	Group	Display group purchase orders.
Pending	Display purchase orders that have not yet been finalised.										
Finalised	Display purchase orders that have been finalised.										
Received	Display purchase orders that have had stock received.										
Submitted	Display purchase orders that are awaiting authorisation.										
Group	Display group purchase orders.										

Field	Description
All	Display all purchase orders except deleted purchase orders.
Deleted	Display purchase orders that have been deleted.

Note: Deleted purchase orders are only displayed if **Non-Destructive Delete** is configured for your site. See *Configuring purchase order options for your site*

Report area

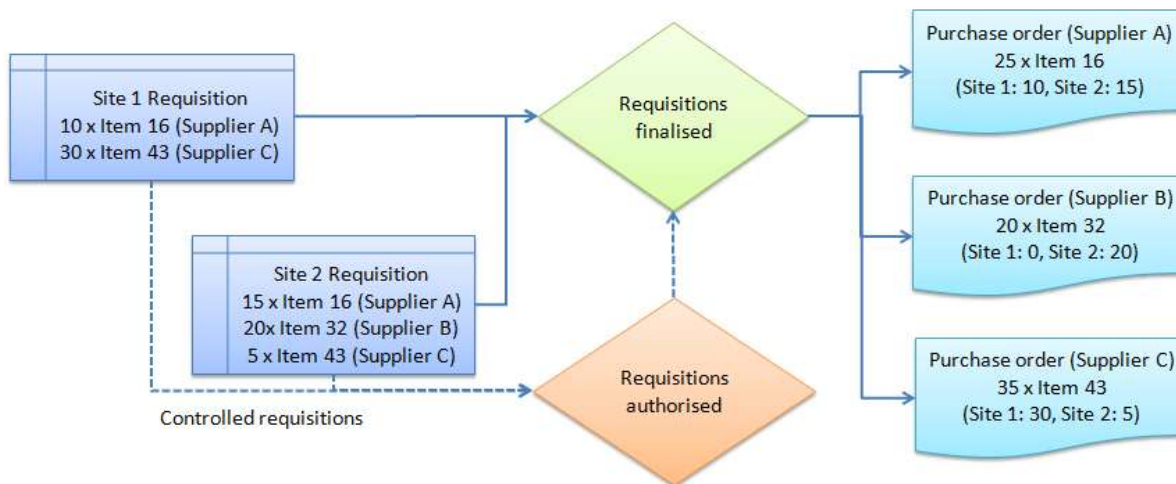
This area displays report information.

Note: Not all fields may be displayed at once. Some fields depend on your filter field selections.

Field	Description
Supplier	Name of the supplier.
Day	Total dollar amount of stock ordered for the selected day, week or month.
Week End	
Month End	

Managing group purchase orders

Group purchase orders allow you to combine requisitions from multiple sites into a single purchase order, and allocate how many units of each item each site should receive. In all other respects, group purchase orders behave the same as normal purchase orders, and the same procedures apply. See *Managing purchase orders* on page 54.



Note: Group purchase orders must be configured for your company in your Portal configuration. See *Controlling requisitions and purchase orders*.

Also see *Purchase Order Allocation screen* on page 114.

What you can do:

- *Creating a group purchase order* on page 109.
- *Allocating items to sites from a group purchase order* on page 110.

Creating a group purchase order

Group purchase orders are created automatically by the Portal when:

- Group purchase orders are enabled for your company in the Portal configuration.
See *Configuring purchase orders for your company*.
- Two or more sites create and finalise a requisition for stock.
See *Creating a requisition* on page 21.

Note: Group purchase orders is handled separately to controlled requisitions and purchase orders. Whether or not your requisitions or purchase orders must be authorised has no impact on whether or not you can use group purchase orders. See *Configuring the procurement security for your company*.

You can still create normal purchase orders when group purchase orders are enabled:

- When a site finalises a requisition and there are no purchase orders open for the relevant suppliers, a normal purchase order is created. This is exactly the same behaviour as if group purchase orders was not enabled.
- If no other site finalises a requisition for the same suppliers during that time, the purchase order remains a normal purchase order.
- If another site finalises a requisition for the same supplier, their request is combined with the first site's to create a group purchase order.

Note: You cannot create group purchase orders manually. However, if you have group purchase ordering enabled, you can still allocate stock to sites from within normal purchase orders as if it were a group purchase order.

See *Allocating items to sites from a group purchase order* on page 110.

Also see *Purchase Order screen* on page 87.

Allocating items to sites from a group purchase order

If you have group purchase ordering enabled for your company, you can allocate stock to sites from both a normal purchase order or a group purchase order. This determines how much stock each site should receive from a purchase order. See *Configuring purchase orders for your company*.

For example, if you are ordering 50 units of an item, you can allocate the stock so that site A receives 15 units, and site B receives 35 units.

Note: The total units of stock allocated to all sites must match the number of units being ordered from the supplier. You must make sure all the allocation quantities of an item equal the quantity ordered before you can finalise the purchase order.

If you do not allocate stock to sites, the normal stock allocation rules are followed:

- Group purchase orders created from requisitions have the stock pre-allocated according to each site's requisition. You can override this allocation.
- Normal purchase orders assume all stock is allocated to the site creating the requisition, unless otherwise allocated.

Tip: You can also add items to the purchase order and allocate them from the Purchase Order Allocate screen by typing the description or item code in the **Item to Add** field. See *Adding an item to a purchase order or requisition* on page 67.

To allocate stock to a site:

1. Find the purchase order you want to allocate stock for.

See *Finding a purchase order* on page 62.

The Purchase Order screen is displayed.

Purchase Order (Creditor Contracts Enabled)

Supplier: ACMEx Products Available Credit: \$50,000.00
 Code: 5001 Order Total: \$2,468.53
 Order Number: 3 Order Status: **Pending**
 Site: Chadstone Order Type: **Group Purchase Order**

Details

Date: 16/10/2014
 Due: 23/10/2014
 Instructions:
 Item Code:
 Find Add Find By Cross Reference

Description:
 Unit Price:
 Stock On Hand:
 Stock On Order:

Description	Item	Quantity	Allocated	Max	Cost	Total
Chicken	396		50	0	99	\$22.46 \$1,123.13
Bbq Lamb	433		45	0	99	\$5.99 \$269.66
Sausage - Lamb	169		60	0	99	\$5.99 \$359.55
Economy Bacon	244		52	52	99	\$6.74 \$350.61
Teriyaki Medallions	344		55	55	99	\$2.24 \$123.34
Monterey Saus. Pork	422		12	12	99	\$3.74 \$44.91

Load Style Unallocate Allocate To Sites Update Delete
 Print Finalise Email HQ Email Supplier Delete Order

2. Select the item you want to allocate in the item grid.

Purchase Order (Creditor Contracts Enabled)

Supplier: ACMEx Products Available Credit: \$50,000.00
 Code: 5001 Order Total: \$2,468.53
 Order Number: 3 Order Status: **Pending**
 Site: Chadstone Order Type: **Group Purchase Order**

Details

Date: 16/10/2014
 Due: 23/10/2014
 Instructions:
 Item Code:
 Find Add Find By Cross Reference

Description:
 Unit Price:
 Stock On Hand:
 Stock On Order:

Description	Item	Quantity	Allocated	Max	Cost	Total
Chicken	396		50	0	99	\$22.46 \$1,123.13
Bbq Lamb	433		45	0	99	\$5.99 \$269.66
Sausage - Lamb	169		60	0	99	\$5.99 \$359.55
Economy Bacon	244		52	52	99	\$6.74 \$350.61
Teriyaki Medallions	344		55	55	99	\$2.24 \$123.34
Monterey Saus. Pork	422		12	12	99	\$3.74 \$44.91

Load Style Unallocate Allocate To Sites Update Delete
 Print Finalise Email HQ Email Supplier Delete Order

Managing group purchase orders

- 3. Press **Allocate To Sites**.

Purchase Order (Creditor Contracts Enabled)

Supplier: ACMEX Products Available Credit: \$50,000.00
Code: 5001 Order Total: \$2,468.53
Order Number: 3 Order Status: **Pending**
Site: Chadstone Order Type: **Group Purchase Order**

Details

Date: 16/10/2014
Due: 23/10/2014
Instructions:
Item Code:
Description:
Unit Price:
Stock On Hand:
Stock On Order:

Description	Item	Quantity	Allocated	Max	Cost	Total
Chicken	396		50	0	99	\$22.46
BBQ Lamb	433		45	0	99	\$5.99
Sausage - Lamb	169		60	0	99	\$5.99
Economy Bacon	244		52	52	99	\$6.74
Teriyaki Medallions	344		55	55	99	\$2.24
Mince	433		13	13	99	\$3.74

Buttons: Load Style, Unallocate, **Allocate To Sites**, Update, Delete, Print, Finalise, Email HQ, Email Supplier, Delete Order

Tip: If you want to clear the allocations of stock for this item, press **Unallocate**.

The Purchase Order Allocation screen is displayed.

Purchase Order Allocation (Creditor Contracts Enabled)

Supplier: ACME Products Available Credit: \$50,000.00
 Code: 5001 Order Total:
 Order Number: 3 Item Total: \$0.00
 Site: Chadstone New Quantity: 0
 Old Quantity: 45

Details

Current Item: Bbq Lamb (433)
 Item To Add:
 Find Add Find By Cross Reference

Description:
 Unit Price:
 Stock On Hand:
 Stock On Order:

Site	Site #	Quantity	Cost	Total
Chadstone	500	0	\$5.99	\$0.00
Richmond	502	0	\$5.99	\$0.00

Submit

See *Purchase Order Allocation* screen on page 114.

- Select the **Quantity** of each site in the item grid and type the quantity to allocate each site.

Note: If the combined quantity of the each site is greater or less than the original quantity, the total quantity is updated.

- Press .

The quantities are allocated to each site.

- Either:
 - Select a new item to allocate from the **Current Item** drop-down list.
 - Add a new item to the purchase order using the **Item to Add** field.
 See *Adding an item to a purchase order or requisition* on page 67.
 - Press your browser's back button to return to the Purchase Order screen.


Purchase Order Allocation screen

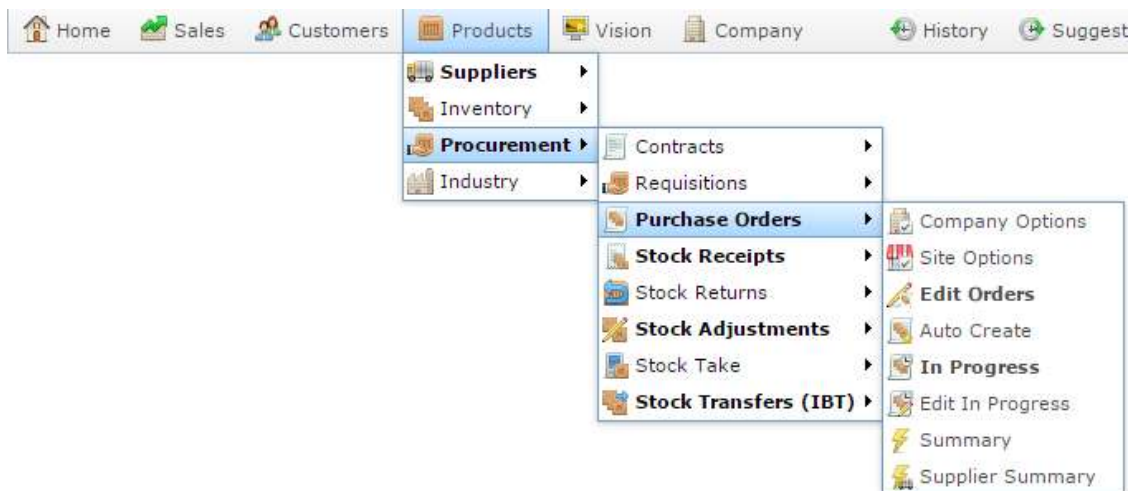
Use the Purchase Order Allocation screen to add items to a purchase order and allocate items to sites.

Note: This screen is only available if you have group purchase orders configured for your company. See *Configuring purchase orders for your company*.

Opening the Purchase Order Allocation screen

To open the Purchase Order Allocation screen:

1. Press  **Products** from the main menu bar.
2. Press **Procurement > Purchase Orders > Edit Orders**.



The Find Creditor screen is displayed.



3. Search for the creditor whose purchase order you want to open.
See *Finding a creditor or supplier* on page 11.
4. Select the creditor.
Either:

- The most recent open purchase order is displayed.
- A new purchase order is displayed if there are no open purchase orders for this creditor.

Purchase Order (Creditor Contracts Enabled)

Supplier: ACMEx Products Available Credit: \$50,000.00
 Code: 5001 Order Total: \$2,468.53
 Order Number: 3 Order Status: **Pending**
 Site: Chadstone Order Type: **Group Purchase Order**

Details

Date: 16/10/2014
 Due: 23/10/2014
 Instructions:
 Item Code:
 Description:
 Unit Price:
 Stock On Hand:
 Stock On Order:

Description	Item	Quantity	Allocated	Max	Cost	Total
Chicken	396		50	0	99	\$1,123.13
Bbq Lamb	433		45	0	99	\$269.66
Sausage - Lamb	169		60	0	99	\$359.55
Economy Bacon	244		52	52	99	\$350.61
Teriyaki Medallions	344		55	55	99	\$123.34
Money Sm. Desk	433		17	17	99	\$44.01

Buttons: Load Style, Unallocate, Allocate To Sites, Update, Delete, Print, Finalise, Email HQ, Email Supplier, Delete Order

5. Press **Allocate To Sites**.

The Purchase Order Allocation screen is displayed.

Managing group purchase orders

Purchase Order Allocation (Creditor Contracts Enabled)

Supplier: ACMEx Products Available Credit: \$50,000.00
Code: 5001 Order Total:
Order Number: 3 Item Total: \$0.00
Site: Chadstone New Quantity: 0
Old Quantity: 45

Details

Current Item: Bbq Lamb (433)
Item To Add:
Find Add Find By Cross Reference

Description:
Unit Price:
Stock On Hand:
Stock On Order:

Site	Site #	Quantity	Cost	Total
Chadstone	500	0	\$5.99	\$0.00
Richmond	502	0	\$5.99	\$0.00


Submit

Purchase Order Allocation screen key fields and buttons

Purchase Order area

Use this area to:


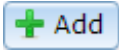
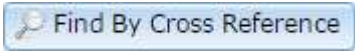
- Identify the number, supplier, and totals of the purchase order.
- Submit the new stock allocation.

Field	Description
Supplier	Name of the supplier the purchase order is intended for.
Code	Code identifying the supplier the purchase order is intended for.
Order Number	Number identifying the purchase order.
Site	Site the purchase order is created for.
Available Credit	Credit available from the supplier.
Order Total	Total cost of the purchase order.
Item Total	Total cost of ordering this number of units.
New Quantity	Number of units to order, total number of units allocated across all sites.
Old Quantity	Number of units on order prior to allocation.
 Submit	Save the updated allocation of stock to the purchase order.

Details area

Use this area to:

- Select a new item from the purchase order to allocate.
- Add an item to the purchase order and allocate it.
- View the details and allocations of an item in the purchase order.

Field	Description
Current Item	Description and item code of the item currently being allocated.
Item to Add	Type an item description or code to add to the purchase order. <i>See Find an item with a search field.</i>
	Find an item to add to the purchase order. <i>See Find an item with a search field.</i>
	Add the selected to the purchase order. <i>See Adding an item to a purchase order or requisition on page 67.</i>
	Search for an item by the supplier's item code.
Description	Description of the selected item.
Unit Price	Price per unit of the selected item.
Stock On Hand	Stock-on-hand of the selected item.

Field	Description
Stock On Order	Number of units already on order of the selected item.

Item grid area

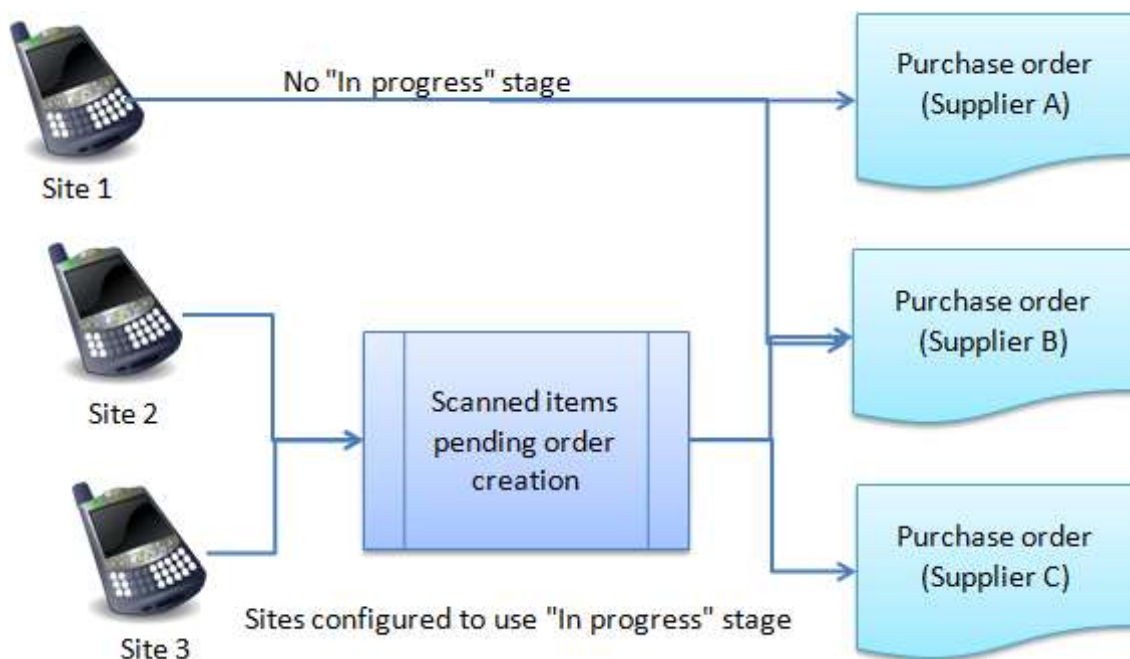
Use this area to edit the quantity of items ordered for each site.

Field	Description
Site	Description of the site to allocate to.
Site #	Code identifying the site to allocate to.
Quantity	Number of units to allocate.
Cost	Cost to order a single unit of the item. <i>See Inventory Management - Pricing tab.</i>
Total	Cost to order the selected Quantity of items.

Managing PDT pending purchase orders

PDT pending purchase orders allow you to scan items using a Portable Data Terminal (PDT) to create a purchase order. Depending on your site's Portal configuration, items scanned by a PDT may be added directly to a new or existing purchase order, or be sent to an 'in progress' stage, where purchase orders can be created for specific suppliers or departments.

Note: This configuration may be site-dependent. Some sites may send their scanned items straight to purchase orders while others send them to the "in progress" stage. See *Configuring purchase order options for your site*.



Once past the "in progress" stage, purchase orders created by PDTs behave exactly like normal purchase orders, and the usual procedures apply. See *Managing purchase orders* on page 54.

Also see:

- *Pending Purchase Order Edit screen* on page 148.
- *Items Pending Order screen* on page 153.

What you can do:

- *Creating purchase orders using a PDT* on page 123.
- *Finding a PDT pending purchase order* on page 127.
- *View all PDT-scanned items* on page 126.
- *Adding items to a PDT pending purchase order* on page 130.
- *Changing item quantities in PDT pending purchase orders* on page 131.
- *Changing item suppliers in PDT pending purchase orders* on page 134.
- *Removing an item from a PDT pending purchase order* on page 138.
- *Removing all items from a PDT pending purchase order* on page 140.
- *Clearing error messages from a PDT pending purchase order* on page 143.
- *Finalising a PDT pending purchase order* on page 145.

Creating purchase orders using a PDT


You can create purchase orders by scanning stock at your site with a PDT and uploading it to the Portal.

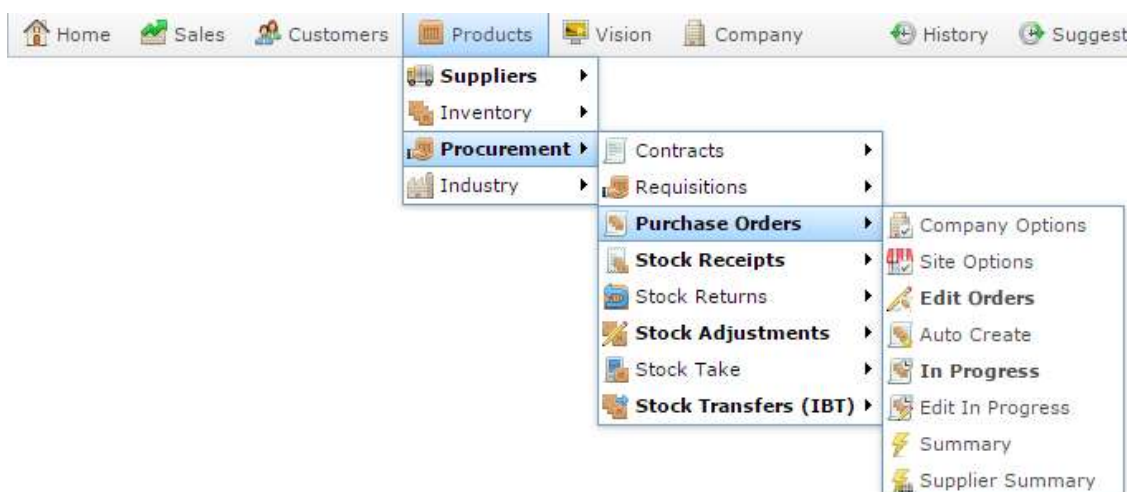
Note: Depending on your Portal configuration, items scanned by a PDT can either be added directly to a purchase order, or be sent to an "in progress" area to be checked before the order is created. See *Configuring purchase order options for your site*.

To create a purchase order using a PDT:

1. Scan the items in via the PDT

Note: If your Portal is configured to add scanned items directly to purchase orders, this procedure is complete. You can now find, edit and finalise the purchase order as normal. See *Finding a purchase order* on page 62.

2. Press  **Products** in the main menu bar.
3. Press **Procurement > Purchase Orders > Edit In Progress**.



The Pending Purchase Order Edit screen is displayed.

Pending Purchase Order Edit - Creditor Contracts Enabled

Site: Chadstone
Supplier: ACMEx Products
Department: All
New Supplier: ACMEx Products

Pending Total: \$33.75

Details

Include Unallocated Suppliers

Site	Item	Description	On Order	On Hand	Department	Supplier	Date	Quantity	Cost	Margin	Mag	Total
Chadstone	300	Banana Muffin	0	-14		ACMEx Products	30-Dec-2014	25	\$1.35	90.40%		\$33.75

Clear Messages Update Change Supplier Create Order Delete Delete All

4. Select the site you want to create a purchase order for from the **Site** drop-down list.

Pending Purchase Order Edit - Creditor Contracts Enabled

Site: Chadstone
Supplier: ACMEx Products
Department: All
New Supplier: ACMEx Products

Pending Total: \$33.75

Details

Include Unallocated Suppliers

Site	Item	Description	On Order	On Hand	Department	Supplier	Date	Quantity	Cost	Margin	Mag	Total
Chadstone	300	Banana Muffin	0	-14		ACMEx Products	30-Dec-2014	25	\$1.35	90.40%		\$33.75

Clear Messages Update Change Supplier Create Order Delete Delete All

5. Filter the displayed items by supplier or department if required.

Note: Purchase orders are only created for the displayed items. If you select a specific department, only that department's items are added to purchase orders.

6. Edit any item quantities as required.
See Changing item quantities in PDT pending purchase orders on page 131.
7. Edit any item suppliers as required.
See Changing item suppliers in PDT pending purchase orders on page 134.
8. Select **Include Unallocated Suppliers** to check for scanned items that must be allocated a supplier.

Pending Purchase Order Edit - Creditor Contracts Enabled

Site: Chadstone
 Supplier: ACMEx Products
 Department: All
 New Supplier: ACMEx Products

Pending Total: \$33.75

Details

Include Unallocated Suppliers

Site	Item	Description	On Order	On Hand	Department	Supplier	Date	Quantity	Cost	Margin	Mag	Total
Chadstone	300	Banana Muffin	0	-14		ACMEx Products	30-Dec-2014	25	\$1.35	90.40%		\$33.75

Clear Messages Update Change Supplier Create Order Delete Delete All


Note: A purchase order cannot be created for an item without a supplier.

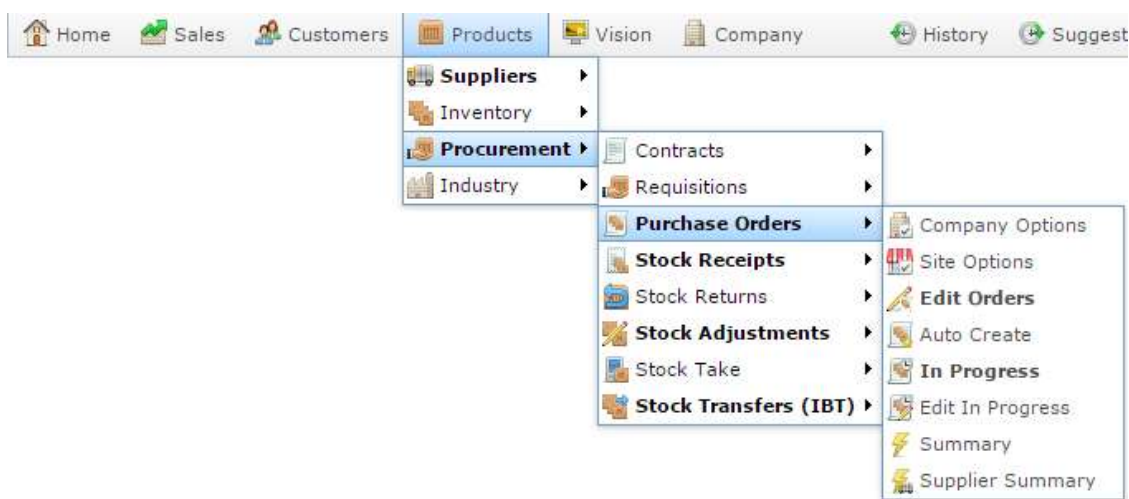
9. Remove any items as required.
 See *Removing an item from a PDT pending purchase order* on page 138.
10. Check and clear error messages
 See *Clearing error messages from a PDT pending purchase order* on page 143.
11. Create the purchase order.
 See *Finalising a PDT pending purchase order* on page 145.

View all PDT-scanned items

You can view all items that have been scanned in for purchase order via PDT with the Items Pending Order report.

To view all PDT-scanned items:

1. Press  **Products** in the main menu bar.
2. Press **Procurement > Purchase Orders > In Progress**.



The Items Pending Order screen is displayed.

Items Pending Order

Add Report to Favourites

Site: Chadstone

Department: All

Supplier: All


Item	Pack	Create Date	Last Change	Depart	Preferre	On Supplier Hand	On Order	Collecte	Entry	Quantity	Cost	Retail	Margin	Total Cost	
Banana Muffin	1	30-Dec-2014	30-Dec-2014		ACME	Products	-14.0	0.0	\$0.00	1	25.0	\$1.35	\$2.57	90.40%	\$33.75
Total															\$33.75

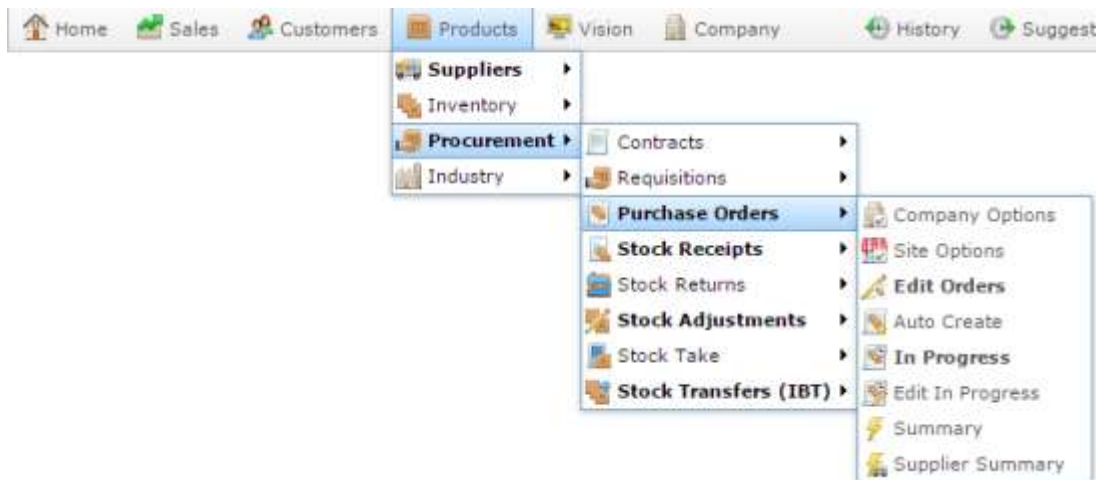
3. Use the **Site**, **Department** and **Supplier** filters to control which items are displayed.
4. See *Items Pending Order* screen on page 153.

Finding a PDT pending purchase order

Find a PDT pending purchase order to change item quantities or remove items before converting it into a purchase order.

To find a PDT pending purchase order:

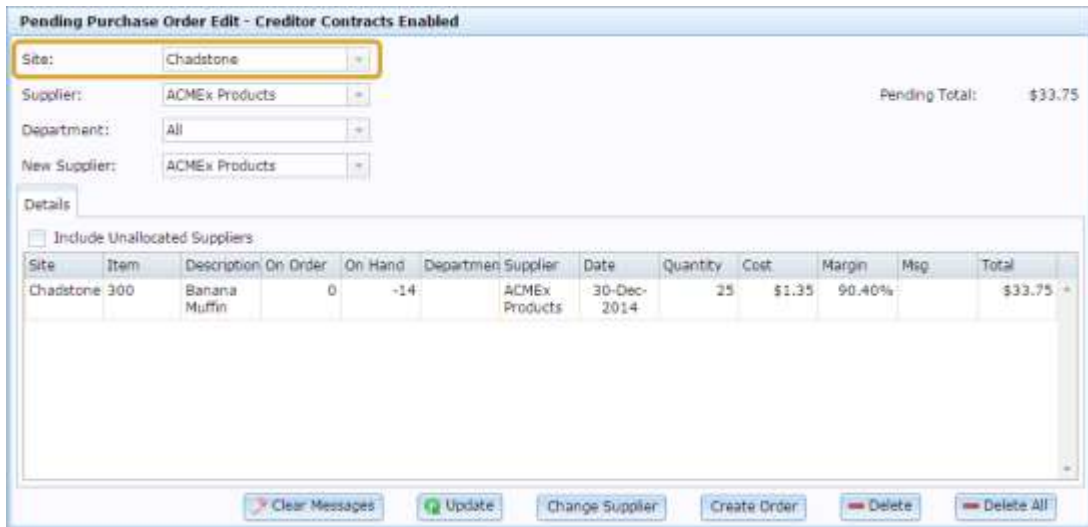
1. Press  **Products** in the main menu bar.
2. Press **Procurement > Purchase Orders > Edit In Progress**.



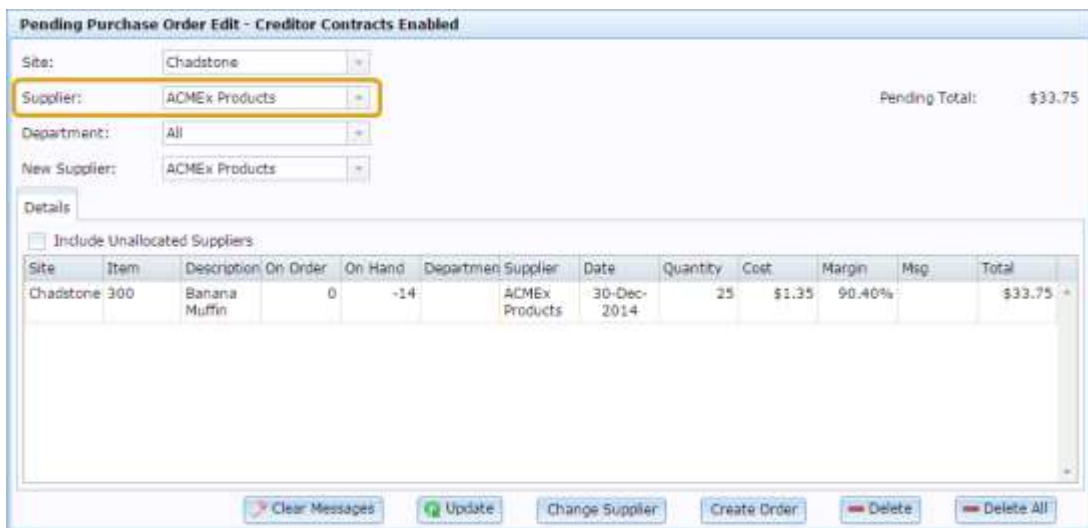
The Pending Purchase Order Edit screen is displayed.



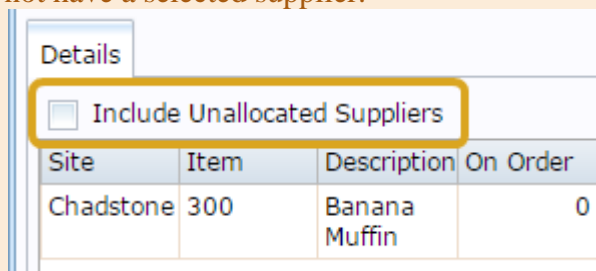
3. Select the site you want to view the PDT pending purchase order for from the **Site** drop-down list.



4. Select the supplier whose scanned items you want to view from the **Supplier** drop-down list, or select **All** to view scanned items from all suppliers.



Tip: Select **Include Unallocated Suppliers** to display scanned items which do not have a selected supplier.



5. Select the department whose scanned items you want to view from the **Department** drop-down list, or select **All** to view scanned items from all departments.

Pending Purchase Order Edit - Creditor Contracts Enabled

Site: Chadstone

Supplier: ACMEx Products Pending Total: \$33.75

Department: All

New Supplier: ACMEx Products

Details

Include Unallocated Suppliers

Site	Item	Description	On Order	On Hand	Department	Supplier	Date	Quantity	Cost	Margin	Msg	Total
Chadstone	300	Banana Muffin	0	-14		ACMEx Products	30-Dec-2014	25	\$1.35	90.40%		\$33.75

Adding items to a PDT pending purchase order

Items cannot be added to a PDT pending purchase order from the Portal. If you need to add items to a PDT purchase order, you can either:

- Scan the item at the site using a PDT.
- Finalise the pending purchase order in the Pending Purchase Order Edit screen and then add the items the same as you would to a normal purchase order.

See *Finalising a PDT pending purchase order* on page 145.


Adding an item to a purchase order or requisition on page 67.

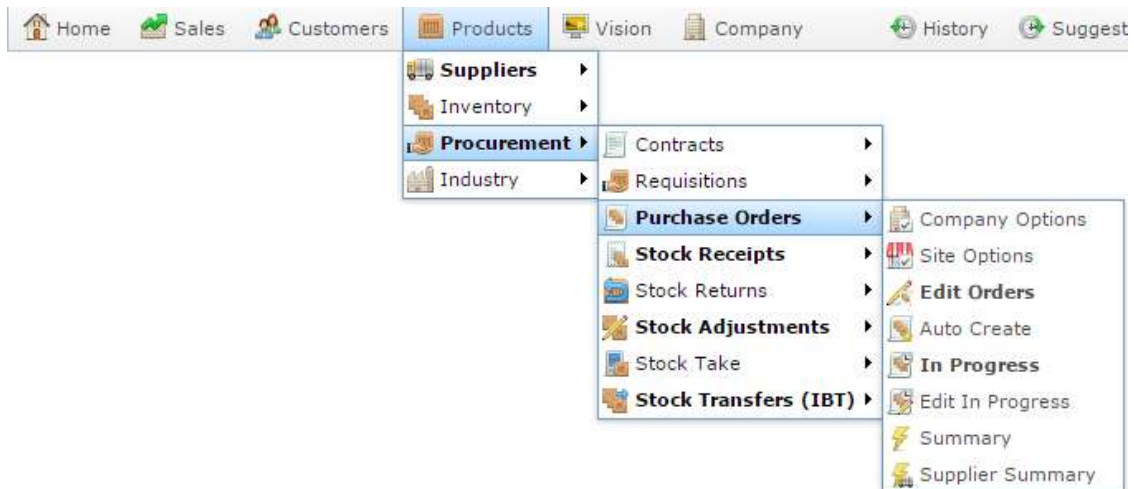
Changing item quantities in PDT pending purchase orders

Change the item quantity in a PDT pending purchase order if the wrong quantity was scanned in, or you want to edit the quantity before creating the purchase order.

Note: You can edit item quantities after the purchase order has been created. See *Editing item quantities in purchase orders* on page 70.

To change an item's quantity in a PDT pending purchase order:

1. Press  **Products** in the main menu bar.
2. Press **Procurement > Purchase Orders > Edit In Progress**.



The Pending Purchase Order Edit screen is displayed.

Pending Purchase Order Edit - Creditor Contracts Enabled

Site: Chadstone
 Supplier: ACMEx Products
 Department: All
 New Supplier: ACMEx Products

Pending Total: \$33.75

Details

Include Unallocated Suppliers

Site	Item	Description	On Order	On Hand	Department	Supplier	Date	Quantity	Cost	Margin	Mag	Total
Chadstone	300	Banana Muffin	0	-14		ACMEx Products	30-Dec-2014	25	\$1.35	90.40%		\$33.75

Buttons: Clear Messages, Update, Change Supplier, Create Order, Delete, Delete All

3. Select the site you want to view the PDT pending purchase order for from the **Site** drop-down list.

Pending Purchase Order Edit - Creditor Contracts Enabled

Site: Chadstone
 Supplier: ACMEx Products
 Department: All
 New Supplier: ACMEx Products

Pending Total: \$33.75

Details

Include Unallocated Suppliers

Site	Item	Description	On Order	On Hand	Department	Supplier	Date	Quantity	Cost	Margin	Mag	Total
Chadstone	300	Banana Muffin	0	-14		ACMEx Products	30-Dec-2014	25	\$1.35	90.40%		\$33.75

Buttons: Clear Messages, Update, Change Supplier, Create Order, Delete, Delete All

4. Select the supplier whose scanned items you want to edit from the **Supplier** drop-down list, or select **All** to view scanned items from all suppliers.

Pending Purchase Order Edit - Creditor Contracts Enabled

Site: Chadstone
 Supplier: ACMEx Products
 Department: All
 New Supplier: ACMEx Products

Pending Total: \$33.75

Details

Include Unallocated Suppliers

Site	Item	Description	On Order	On Hand	Department	Supplier	Date	Quantity	Cost	Margin	Mag	Total
Chadstone	300	Banana Muffin	0	-14		ACMEx Products	30-Dec-2014	25	\$1.35	90.40%		\$33.75

Buttons: Clear Messages, Update, Change Supplier, Create Order, Delete, Delete All

Tip: Select **Include Unallocated Suppliers** to display scanned items which do not have a selected supplier.

Details

Include Unallocated Suppliers

Site	Item	Description	On Order
Chadstone	300	Banana Muffin	0

5. Select the **Quantity** field of the item you want to edit in the item grid.

Pending Purchase Order Edit - Creditor Contracts Enabled

Site: Chadstone
 Supplier: ACMEx Products
 Department: All
 New Supplier: ACMEx Products

Pending Total: \$33.75

Details

Include Unallocated Suppliers

Site	Item	Description	On Order	On Hand	Department	Supplier	Date	Quantity	Cost	Margin	Mag	Total
Chadstone	300	Banana Muffin	0	-14		ACMEx Products	30-Dec-2014	25	\$1.35	90.40%		\$33.75

Clear Messages Update Change Supplier Create Order Delete Delete All

6. Type the new quantity.

7. Press .

Pending Purchase Order Edit - Creditor Contracts Enabled

Site: Chadstone
 Supplier: ACMEx Products
 Department: All
 New Supplier: ACMEx Products

Pending Total: \$33.75

Details

Include Unallocated Suppliers

Site	Item	Description	On Order	On Hand	Department	Supplier	Date	Quantity	Cost	Margin	Mag	Total
Chadstone	300	Banana Muffin	0	-14		ACMEx Products	30-Dec-2014	25	\$1.35	90.40%		\$33.75

Clear Messages Update Change Supplier Create Order Delete Delete All


The item quantity is updated.

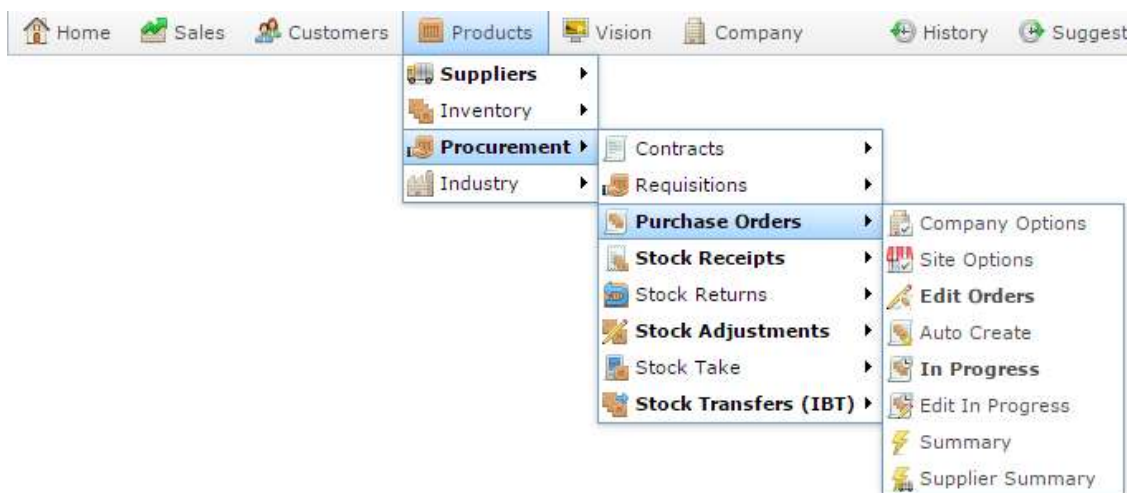
Changing item suppliers in PDT pending purchase orders

Change the item supplier in a PDT pending purchase order if the wrong supplier was scanned in.

Note: You cannot edit the item's supplier after the purchase order has been created. If you create purchase orders with the wrong supplier, you must manually remove the items from the incorrect supplier's purchase order, and add them to the correct supplier's purchase order. See *Adding an item to a purchase order or requisition* on page 67. Also see *Removing an item from a purchase order* on page 71.

To change an item's supplier in a PDT pending purchase order:

1. Press  **Products** in the main menu bar.
2. Press **Procurement > Purchase Orders > Edit In Progress**.



The Pending Purchase Order Edit screen is displayed.

Pending Purchase Order Edit - Creditor Contracts Enabled

Site: Chadstone ▾

Supplier: ACMEx Products ▾ Pending Total: \$33.75

Department: All ▾

New Supplier: ACMEx Products ▾

Details

Include Unallocated Suppliers

Site	Item	Description	On Order	On Hand	Department	Supplier	Date	Quantity	Cost	Margin	Mag	Total
Chadstone	300	Banana Muffin	0	-14		ACMEx Products	30-Dec-2014	25	\$1.35	90.40%		\$33.75

Clear Messages Update Change Supplier Create Order Delete Delete All

3. Select the site you want to view the PDT pending purchase order for from the **Site** drop-down list.

Pending Purchase Order Edit - Creditor Contracts Enabled

Site: Chadstone ▾

Supplier: ACMEx Products ▾ Pending Total: \$33.75

Department: All ▾

New Supplier: ACMEx Products ▾

Details

Include Unallocated Suppliers

Site	Item	Description	On Order	On Hand	Department	Supplier	Date	Quantity	Cost	Margin	Mag	Total
Chadstone	300	Banana Muffin	0	-14		ACMEx Products	30-Dec-2014	25	\$1.35	90.40%		\$33.75

Clear Messages Update Change Supplier Create Order Delete Delete All

4. Select the supplier whose scanned items you want to edit from the **Supplier** drop-down list, or select **All** to view scanned items from all suppliers.

Managing PDT pending purchase orders

Pending Purchase Order Edit - Creditor Contracts Enabled

Site: Chadstone

Supplier: ACMEx Products Pending Total: \$33.75

Department: All

New Supplier: ACMEx Products

Details

Include Unallocated Suppliers

Site	Item	Description	On Order	On Hand	Department	Supplier	Date	Quantity	Cost	Margin	Mag	Total
Chadstone	300	Banana Muffin	0	-14		ACMEx Products	30-Dec-2014	25	\$1.35	90.40%		\$33.75

Clear Messages Update Change Supplier Create Order Delete Delete All

Tip: Select **Include Unallocated Suppliers** to display scanned items which do not have a selected supplier.

Details

Include Unallocated Suppliers

Site	Item	Description	On Order
Chadstone	300	Banana Muffin	0

5. Select the item you want to change the supplier of in the item grid.

Pending Purchase Order Edit - Creditor Contracts Enabled

Site: Chadstone

Supplier: ACMEx Products Pending Total: \$33.75

Department: All

New Supplier: ACMEx Products

Details

Include Unallocated Suppliers

Site	Item	Description	On Order	On Hand	Department	Supplier	Date	Quantity	Cost	Margin	Mag	Total
Chadstone	300	Banana Muffin	0	-14		ACMEx Products	30-Dec-2014	25	\$1.35	90.40%		\$33.75

Clear Messages Update Change Supplier Create Order Delete Delete All

Tip: You can select more than one item by holding the **Ctrl** key while you press items.

6. Select the new supplier you want from the **New Supplier** drop-down list.

Pending Purchase Order Edit - Creditor Contracts Enabled

Site: Chadstone
 Supplier: ACMEx Products
 Department: All
 New Supplier: ACMEx Products

Pending Total: \$33.75

Details

Include Unallocated Suppliers

Site	Item	Description	On Order	On Hand	Department	Supplier	Date	Quantity	Cost	Margin	Msg	Total
Chadstone	300	Banana Muffin	0	-14		ACMEx Products	30-Dec-2014	25	\$1.35	90.40%		\$33.75

Clear Messages Update Change Supplier Create Order Delete Delete All

7. Press **Change Supplier**.

Pending Purchase Order Edit - Creditor Contracts Enabled

Site: Chadstone
 Supplier: ACMEx Products
 Department: All
 New Supplier: ACMEx Products

Pending Total: \$33.75

Details

Include Unallocated Suppliers

Site	Item	Description	On Order	On Hand	Department	Supplier	Date	Quantity	Cost	Margin	Msg	Total
Chadstone	300	Banana Muffin	0	-14		ACMEx Products	30-Dec-2014	25	\$1.35	90.40%		\$33.75

Clear Messages Update **Change Supplier** Create Order Delete Delete All

The supplier is updated.

Note: If your Portal configuration has enabled supplier contracts, you may not be able to order an item from a supplier without a contract. If the item's **Supplier** does not seem to update, check the **Msg** field to see if any error messages are displayed. See *Items Pending Order* screen on page 153. Also see *Clearing error messages from a PDT pending purchase order* on page 143.


Supplier	Date	Quantity	Cost	Margin	Msg	Total
ACMEx Products	30-Dec-2014	500	\$1.35	90.40%	No Valid Contract	\$675.00

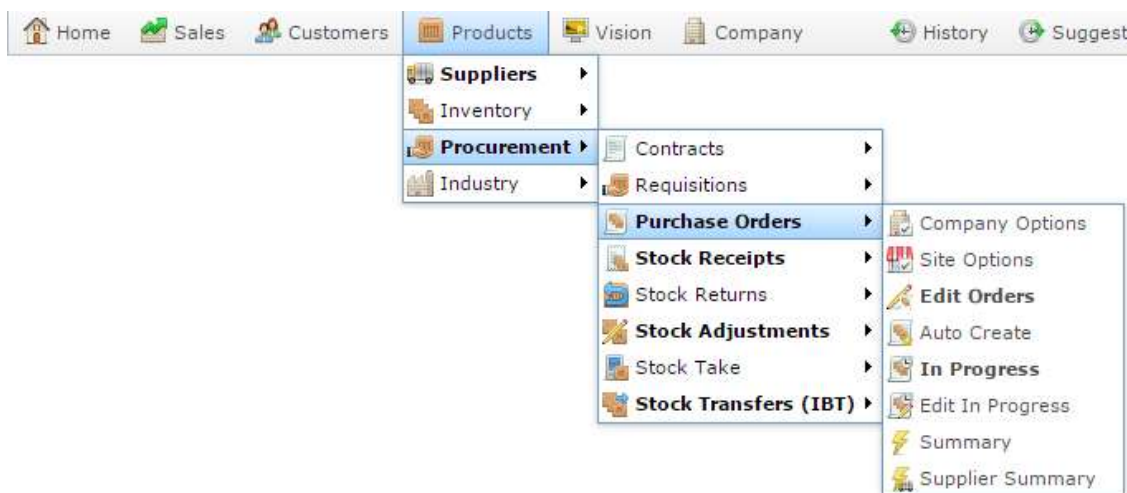
Removing an item from a PDT pending purchase order

Remove an item from a PDT pending purchase order if you do not want to order it.

Note: You can also remove all items from a PDT pending purchase order. See *Removing all items from a PDT pending purchase order* on page 140.

To remove an item from a PDT pending purchase order:

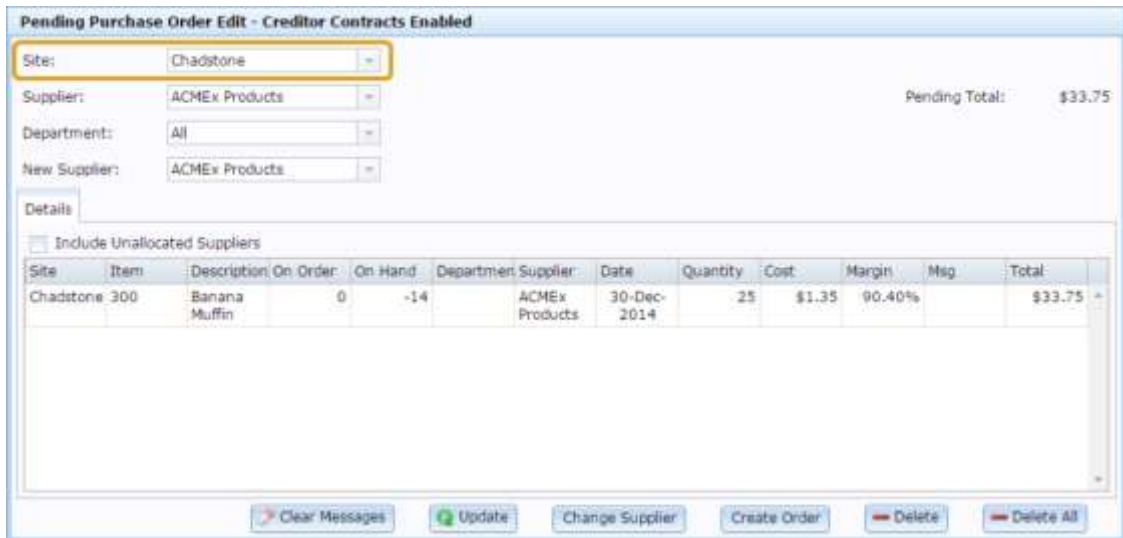
1. Press  **Products** in the main menu bar.
2. Press **Procurement > Purchase Orders > Edit In Progress**.



The Pending Purchase Order Edit screen is displayed.



3. Select the site you want to view the PDT pending purchase order for from the **Site** drop-down list.



4. Select the item you want to remove in the item grid.



Note: If you cannot see the item, check that you have selected **All** from the **Supplier** and **Department** drop-down lists, and select **Include Unallocated Suppliers**.




5. Press .

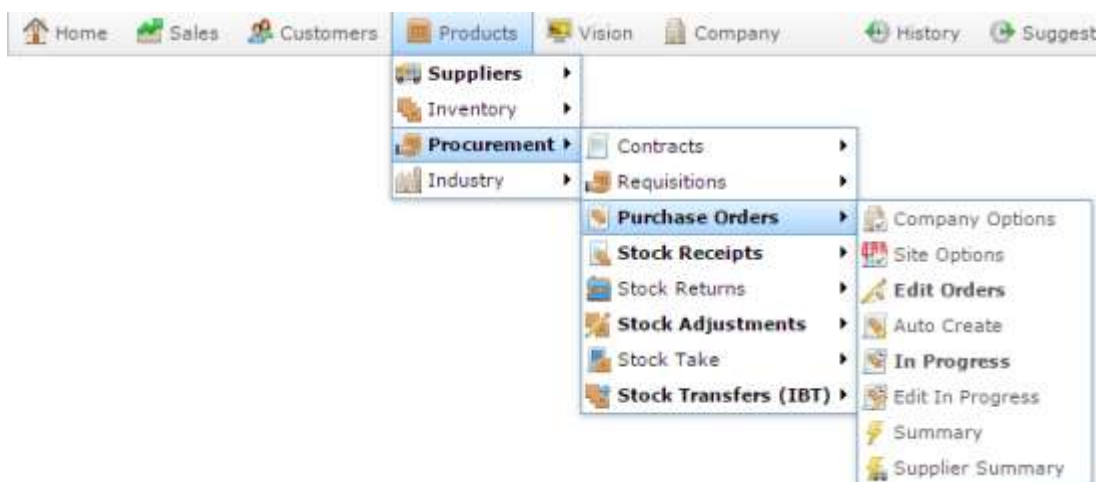
The item is removed.

Removing all items from a PDT pending purchase order

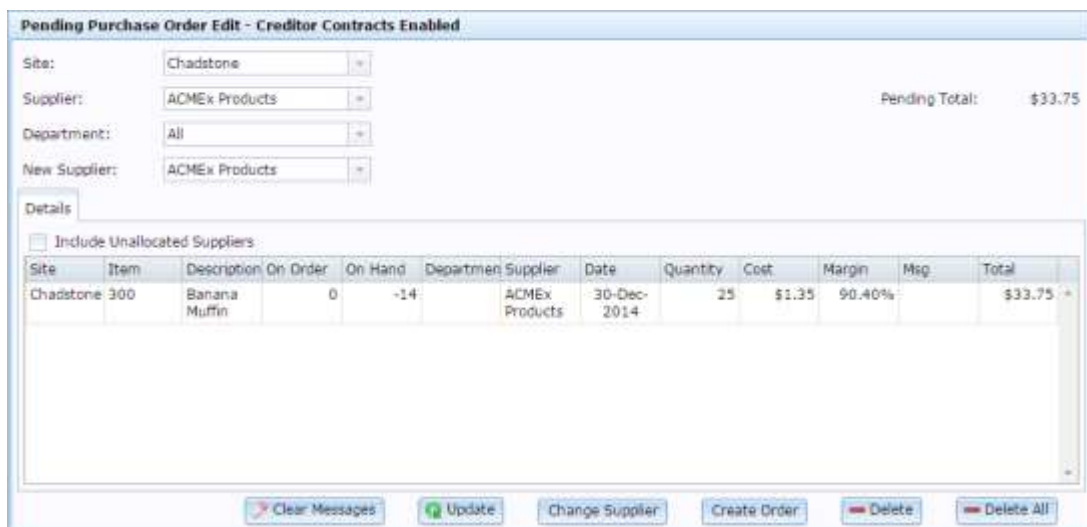
A PDT pending purchase order is just a list of scanned items categorised by department, supplier and site; it doesn't exist as an actual purchase order until the order is created from the Pending Purchase Order Edit screen. However, you can remove all scanned items from the selected site, supplier or department.

To remove all items from a PDT pending purchase order:

1. Press  **Products** in the main menu bar.
2. Press **Procurement > Purchase Orders > Edit In Progress**.



The Pending Purchase Order Edit screen is displayed.



3. Select the site you want to clear the scanned items for from the **Site** drop-down list.

Pending Purchase Order Edit - Creditor Contracts Enabled

Site: Chadstone
 Supplier: ACMEx Products Pending Total: \$33.75
 Department: All
 New Supplier: ACMEx Products

Details

Include Unallocated Suppliers

Site	Item	Description	On Order	On Hand	Department	Supplier	Date	Quantity	Cost	Margin	Msg	Total
Chadstone	300	Banana Muffin	0	-14		ACMEx Products	30-Dec-2014	25	\$1.35	90.40%		\$33.75 +

Clear Messages Update Change Supplier Create Order Delete Delete All

Note: You cannot remove all items from all sites at once.

4. Select the supplier whose scanned items you want to clear from the **Supplier** drop-down list, or select **All** to clear scanned items from all suppliers.

Pending Purchase Order Edit - Creditor Contracts Enabled

Site: Chadstone
 Supplier: ACMEx Products Pending Total: \$33.75
 Department: All
 New Supplier: ACMEx Products

Details

Include Unallocated Suppliers

Site	Item	Description	On Order	On Hand	Department	Supplier	Date	Quantity	Cost	Margin	Msg	Total
Chadstone	300	Banana Muffin	0	-14		ACMEx Products	30-Dec-2014	25	\$1.35	90.40%		\$33.75 +

Clear Messages Update Change Supplier Create Order Delete Delete All

Tip: Select **Include Unallocated Suppliers** to include scanned items which do not have a selected supplier.

Details

Include Unallocated Suppliers

Site	Item	Description	On Order
Chadstone	300	Banana Muffin	0

Managing PDT pending purchase orders

5. Select the department whose scanned items you want to clear from the **Department** drop-down list, or select **All** to clear scanned items from all departments.

Pending Purchase Order Edit - Creditor Contracts Enabled

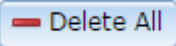
Site: Chadstone
Supplier: ACMEx Products
Department: All
New Supplier: ACMEx Products
Pending Total: \$33.75

Details

Include Unallocated Suppliers

Site	Item	Description	On Order	On Hand	Department	Supplier	Date	Quantity	Cost	Margin	Msg	Total
Chadstone	300	Banana Muffin	0	-14		ACMEx Products	30-Dec-2014	25	\$1.35	90.40%		\$33.75

Buttons: Clear Messages, Update, Change Supplier, Create Order, Delete, Delete All


6. Press .
7. The displayed scanned items are cleared.

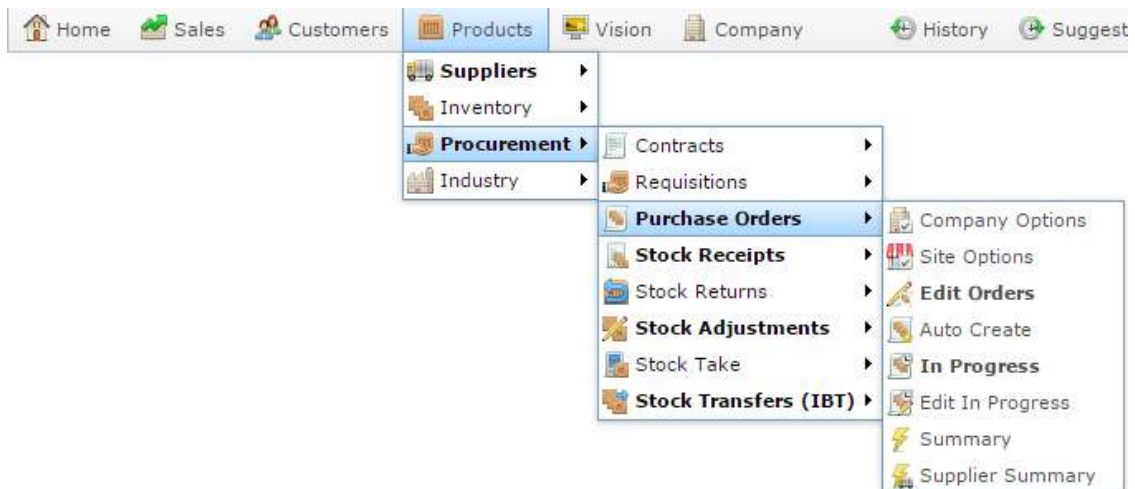
Clearing error messages from a PDT pending purchase order

Clear the warning messages from the PDT pending purchase order so you can continue with the PDT pending purchase order. Warning messages are displayed in the **Msg** field of the item grid.

Note: You can still create a purchase order from the PDT pending purchase order if there are warnings.

To clear the warnings from a PDT pending purchase order:

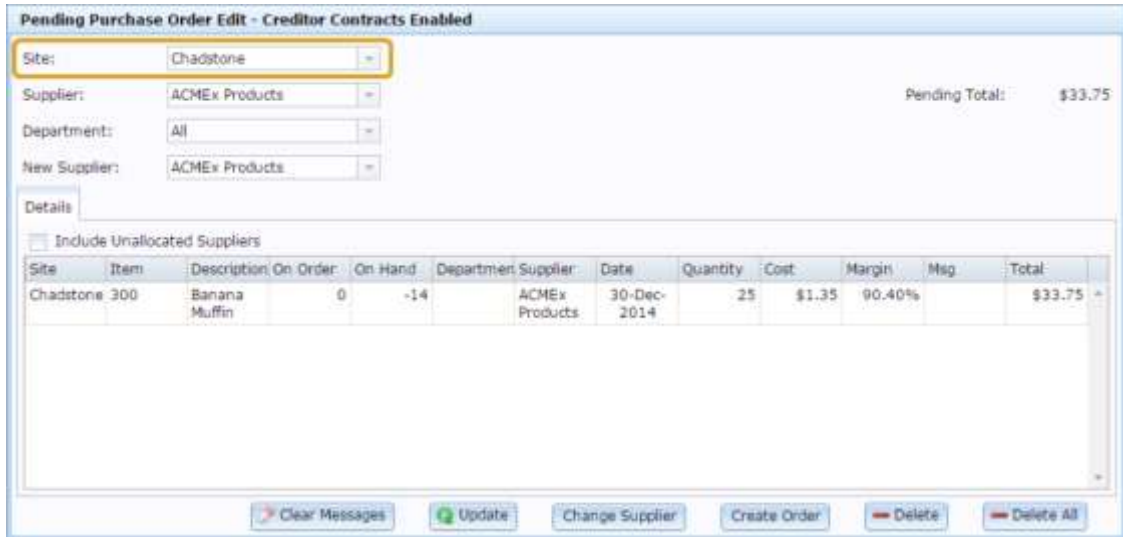
1. Press  **Products** in the main menu bar.
2. Press **Procurement > Purchase Orders > Edit In Progress**.



The Pending Purchase Order Edit screen is displayed.

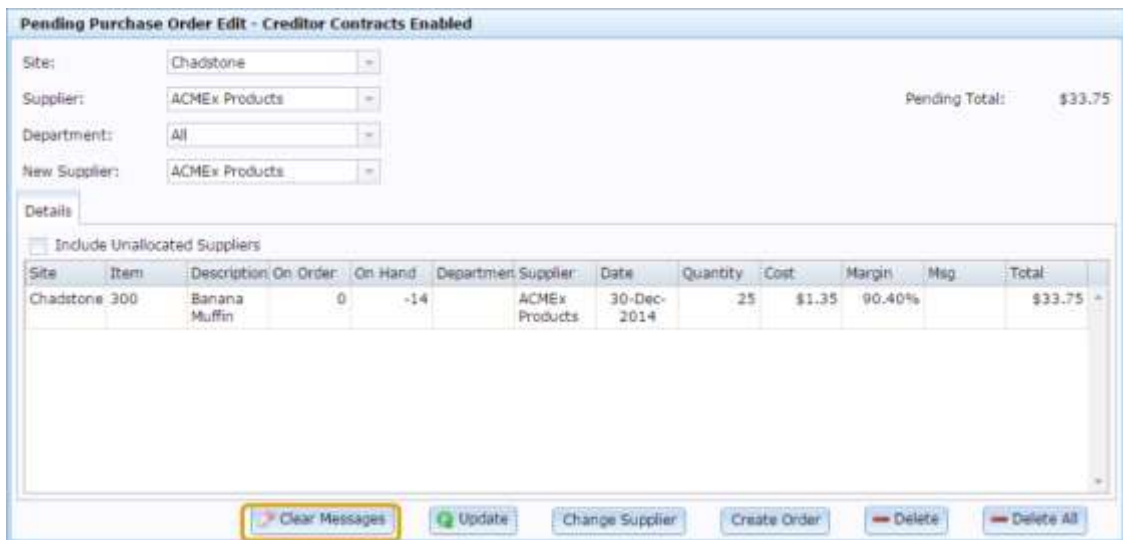


3. Select the site you want to view the PDT pending purchase order of from the **Site** drop-down list.



4. Filter the items by department or supplier if required.
See *Finding a PDT pending purchase order* on page 127.

5. Press .



The warnings are cleared.


Finalising a PDT pending purchase order

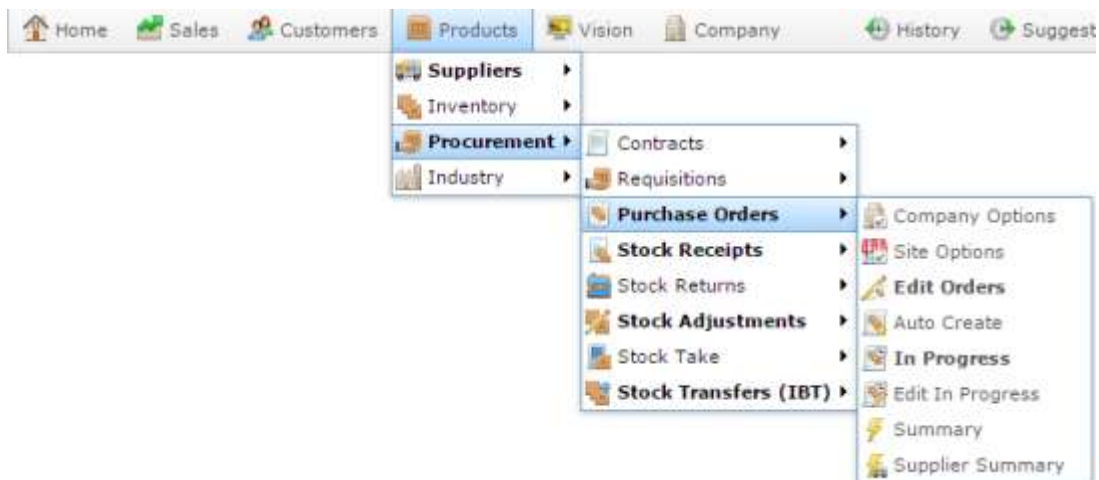
A PDT pending purchase order is a list of scanned items categorised by department, supplier and site; it doesn't exist as an actual purchase order until the order is created from the Pending Purchase Order Edit screen.

When you finalise the PDT pending purchase order, the scanned items and their quantities are added to any open purchase orders for that supplier and site. If no purchase order is open, the Portal automatically creates one.

Note: You can limit which items are used to create the orders using the filters.

To create a purchased order from a PDT pending purchase order:

1. Press  **Products** in the main menu bar.
2. Press **Procurement > Purchase Orders > Edit In Progress**.



The Pending Purchase Order Edit screen is displayed.

Pending Purchase Order Edit - Creditor Contracts Enabled

Site: Chadstone
 Supplier: ACMEx Products
 Department: All
 New Supplier: ACMEx Products

Pending Total: \$33.75

Details

Include Unallocated Suppliers

Site	Item	Description	On Order	On Hand	Department	Supplier	Date	Quantity	Cost	Margin	Msg	Total
Chadstone	300	Banana Muffin	0	-14		ACMEx Products	30-Dec-2014	25	\$1.35	90.40%		\$33.75

Buttons: Clear Messages, Update, Change Supplier, Create Order, Delete, Delete All

3. Select the site you want to create the order for from the **Site** drop-down list.

Pending Purchase Order Edit - Creditor Contracts Enabled

Site: Chadstone
Supplier: ACMEx Products
Department: All
New Supplier: ACMEx Products

Pending Total: \$33.75

Details

Include Unallocated Suppliers

Site	Item	Description	On Order	On Hand	Department	Supplier	Date	Quantity	Cost	Margin	Msg	Total
Chadstone	300	Banana Muffin	0	-14		ACMEx Products	30-Dec-2014	25	\$1.35	90.40%		\$33.75

Clear Messages Update Change Supplier Create Order Delete Delete All

4. Select the supplier whose scanned items you want to order from the **Supplier** drop-down list, or select **All** to create orders for all displayed suppliers.

Pending Purchase Order Edit - Creditor Contracts Enabled

Site: Chadstone
Supplier: ACMEx Products
Department: All
New Supplier: ACMEx Products

Pending Total: \$33.75

Details

Include Unallocated Suppliers

Site	Item	Description	On Order	On Hand	Department	Supplier	Date	Quantity	Cost	Margin	Msg	Total
Chadstone	300	Banana Muffin	0	-14		ACMEx Products	30-Dec-2014	25	\$1.35	90.40%		\$33.75

Clear Messages Update Change Supplier Create Order Delete Delete All

5. Select the department whose scanned items you want to order from the **Department** drop-down list, or select **All** to order scanned items from all departments.

Pending Purchase Order Edit - Creditor Contracts Enabled

Site: Chadstone
 Supplier: ACMEx Products
 Department: All
 New Supplier: ACMEx Products

Pending Total: \$33.75

Details

Include Unallocated Suppliers

Site	Item	Description	On Order	On Hand	Department	Supplier	Date	Quantity	Cost	Margin	Msg	Total
Chadstone	300	Banana Muffin	0	-14		ACMEx Products	30-Dec-2014	25	\$1.35	90.40%		\$33.75

Clear Messages Update Change Supplier Create Order Delete Delete All

6. Press **Create Order**.
7. The purchase order(s) are created.

Pending Purchase Order Edit screen


Use this screen to edit the list of items that have been scanned by PDT, and create purchase orders from the list.

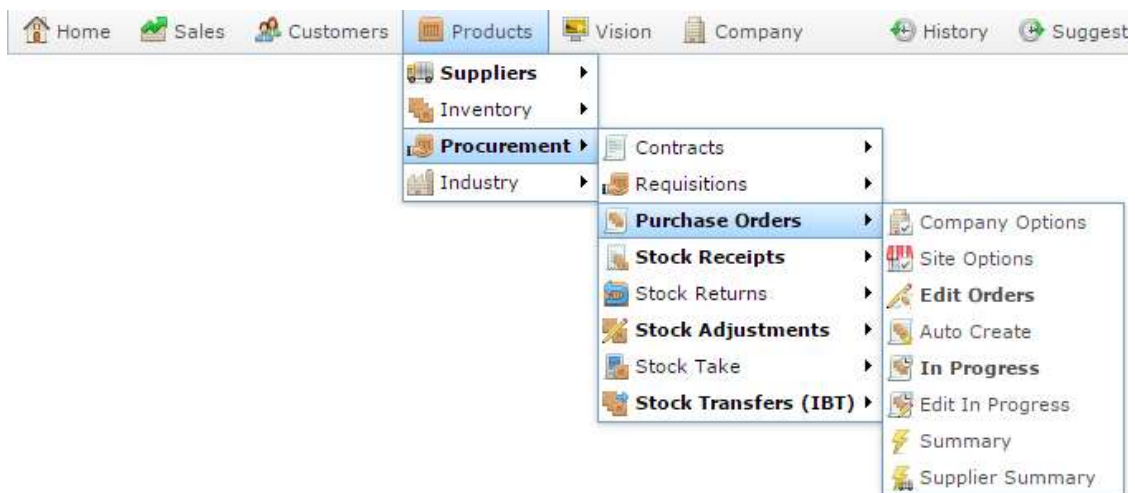
See:

- *Changing item quantities in PDT pending purchase orders* on page 131.
- *Changing item suppliers in PDT pending purchase orders* on page 134.
- *Creating purchase orders using a PDT* on page 123.

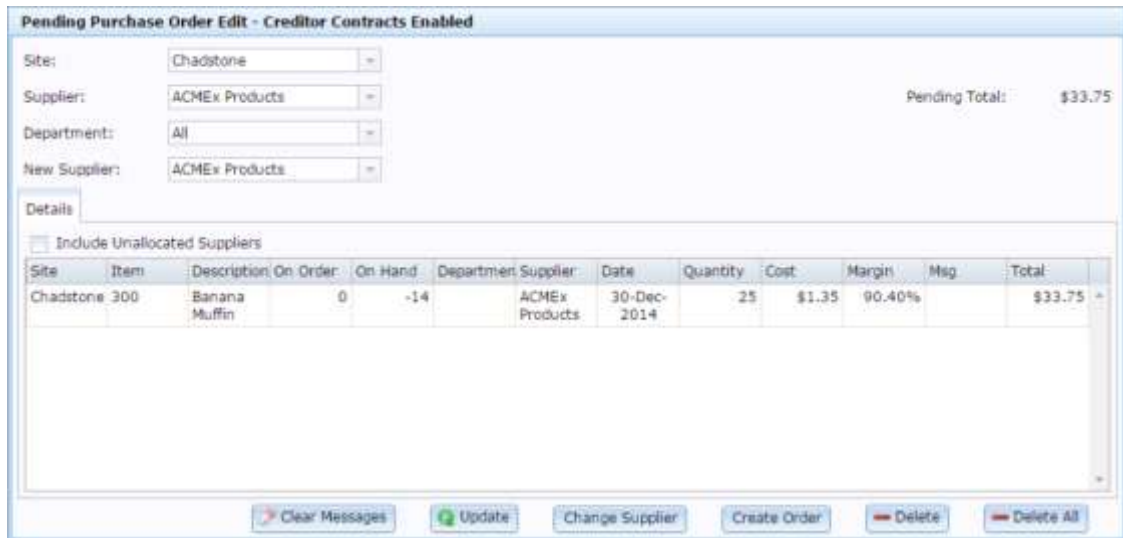
Opening the Pending Purchase Order Edit screen

To open the Pending Purchase Order Edit screen:

1. Press  **Products** in the main menu bar.
2. Press **Procurement > Purchase Orders > Edit In Progress**.



The Pending Purchase Order Edit screen is displayed.



For a list of tasks you can perform with this screen, see *Managing PDT pending purchase orders* on page 121.

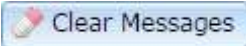
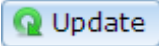
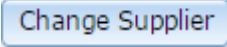
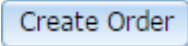
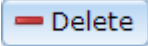
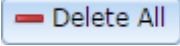
Pending Purchase Order Edit screen key fields and buttons

Selection area

Use this area to:

- Select the site you want to create purchase orders for.
- Limit the displayed items by supplier or department.
- Select a new supplier for an item.

Field	Description
Site	Select the site to view scanned items for.
Supplier	Select the supplier whose items you want to view, or select All to view all scanned items allocated to a supplier.
	Note: Items that were not allocated to a supplier are not displayed.
Department	Select the department of the items you want to view, or select All to view all departments' items.

Field	Description
New Supplier	<p>Select the new supplier you want to allocate an item to.</p> <p>See <i>Changing item suppliers in PDT pending purchase orders</i> on page 134.</p>
Pending Total	<p>The total cost of the quantities of displayed items.</p>
	<p>Clear the Msg field in the item grid.</p> <p>See <i>Clearing error messages from a PDT pending purchase order</i> on page 143.</p>
	<p>Save changes in item quantities.</p> <p>See <i>Changing item quantities in PDT pending purchase orders</i> on page 131.</p>
	<p>Change the item's supplier to the supplier selected in the New Supplier drop-down list.</p> <p>See <i>Changing item suppliers in PDT pending purchase orders</i> on page 134.</p>
	<p>Create purchase orders for the selected items and suppliers.</p> <p>See <i>Finalising a PDT pending purchase order</i> on page 145.</p>
	<p>Remove the selected item from the item grid.</p> <p>See <i>Removing an item from a PDT pending purchase order</i> on page 138.</p>
	<p>Remove all displayed items from the items grid.</p> <p>See <i>Removing all items from a PDT pending purchase order</i> on page 140.</p>

Details area

Use this area to:

- Change whether items that don't have suppliers allocated are displayed.
- View the items scanned for order.
- Change the quantity or supplier of an item scanned for order.
- Remove items from the order.

Field	Description
Site	Site the item was scanned at.
Item	Code identifying the item.
Description	Item description.
On order	Quantity of this item already on order for this site.
On Hand	Stock-on-hand level of this item at this site.
Department	Department the item belongs to.
Supplier	Supplier selected to order this item from.
	<p>Note: You can change which supplier the item is ordered from. See <i>Changing item suppliers in PDT pending purchase orders</i> on page 134.</p>
Date	Date the item was scanned.
Qty	Quantity of the item to be ordered. See <i>Changing item quantities in PDT pending purchase orders</i> on page

Field	Description
131.	
Cost	Cost to order one unit of this item from this supplier.
Margin	Margin calculated for this item. <i>See Inventory Management - Pricing tab.</i>
Msg	Any errors related to ordering this item or changing its quantity or supplier. These errors may be caused by missing or corrupted information and must be corrected before the pending purchase order can be finalised.
Total	Total cost of ordering the quantity of this item from the selected supplier.


Items Pending Order screen

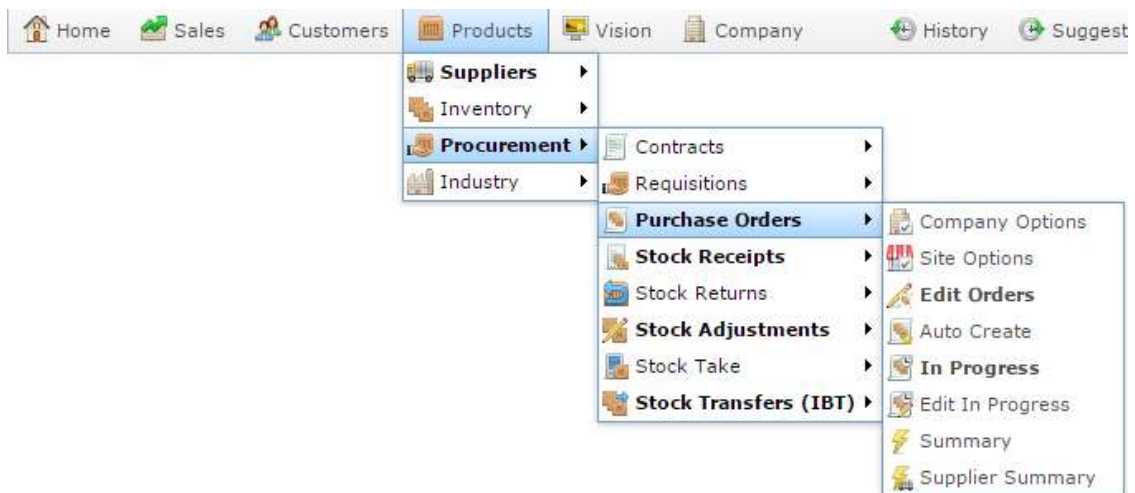
Use this screen to view items that have been scanned in for order by PDTs.

See *View all PDT-scanned items* on page 126.

Opening the Items Pending Order screen

To open the Items Pending Order screen:

1. Press  **Products** in the main menu bar.
2. Press **Procurement > Purchase Orders > In Progress**.



The Items Pending Order screen is displayed.

Items Pending Order

Add Report to Favourites

Site: Chadstone

Department: All

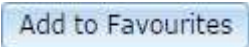
Supplier: All

Item	Pack	Create Date	Last Change	Departm	Preferre	On Supplier Hand	On Order	Collecte	Entry Order	Quantit	Cost	Retail	Margin	Total Cost	
Banana Muffin	1	30-Dec-2014	30-Dec-2014		ACME	Products	-14.0	0.0	\$0.00	1	25.0	\$1.35	\$2.57	90.40%	\$33.75
Total															\$33.75

Items Pending Order screen key fields and buttons

Filters area

Use this area to filter the results shown in the report.

Field	Description
	Press to add this report to your Portal favourites for easier access.
Site	Select the site to report on.
Supplier / Creditor	Select to restrict the report to a particular supplier, or to items where the supplier has not been selected.
Department	Select to filter the report by department.

Report area

This area displays report information.

Field	Description
Item	Description of the item.
Pack	Number of units of item contained in one pack.
Create Date	Date the item was scanned in by a PDT.
Last Change	Date the item was last updated in the Pending Purchase Order Edit screen.
Department	Department the item belongs to.
Preferred Supplier	Selected supplier to order this item from.
On Hand	Stock-on-hand level for this item.
On Order	Number of units currently on order for this site.
Collected Sales	Total dollar value of sales of this item.
Entry Order	Order in which items were scanned by the PDT, for auditing purposes.
Quantity	Quantity currently requested for order.

Field	Description
Requested	
Cost	Cost to order a unit of this item from the preferred supplier.
Retail	Retail price of the item. See <i>Inventory Management - Pricing tab</i> .
Margin	Profit margin of this item at this cost and retail price.
Total Cost	Total cost to order the Quantity Requested of this item from the preferred supplier.

Managing stock receipts

Receipt stock to adjust your stock-on-hand levels for particular items, track unexpectedly-received or back-ordered items and optionally track your creditor accounts.

When you receipt stock, you record the date a shipment was received and the supplier who sent it, as well as optionally recording any delivery fees or charges to add to your creditor account. You then record the items and quantities received, as well as the items and quantities the supplier charged you for. You can view any discrepancies between these to resolve incorrect shipments.

Each shipment from each supplier has an individual stock receipt, just as each supplier has their own purchase order. You can leave a stock receipt open and unfinalised for several days while you process it, but stock-on-hand is not updated until the stock receipt is finalised.

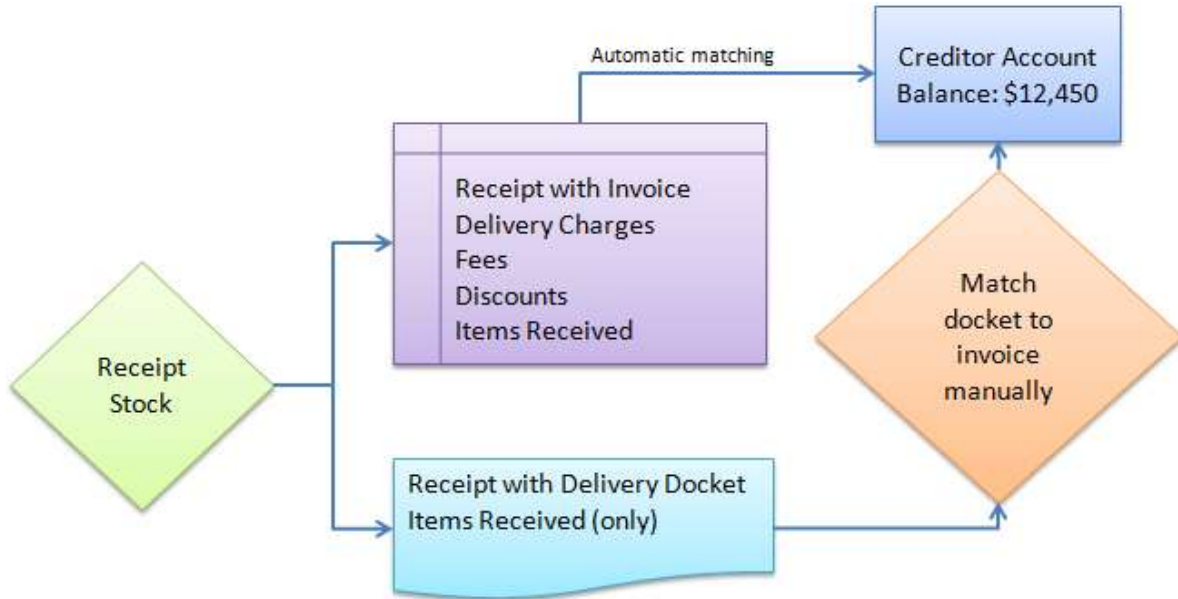
Delivery dockets and invoices

There are two kinds of invoices provided:

- Invoices for tracking creditor debts and payments through the Portal.
- Delivery dockets to track creditor debts and payments either through the Portal or via a separate system.

If you do not want to track creditor money through the Portal, you must use delivery docket stock receipts for your stock receipt. You cannot record delivery fees or charges or shipment discounts in the stock receipt. This is the simplest way to receipt your stock: once you've created your stock receipt, added your items and finalised the stock receipt, the process is complete. See *Receipting stock with a delivery docket* on page 162

If you do want to track creditor money through the Portal, you can use either invoices or delivery dockets. Using invoice stock receipts allows you to record delivery fees, charges and discounts per receipt, and immediately creates a corresponding invoice record against the creditor. If you use a delivery docket receipt, you cannot record delivery fees, charges or discounts, and you must match the delivery docket to a creditor invoice manually at a later date. See *Receipting stock with an invoice* on page 168



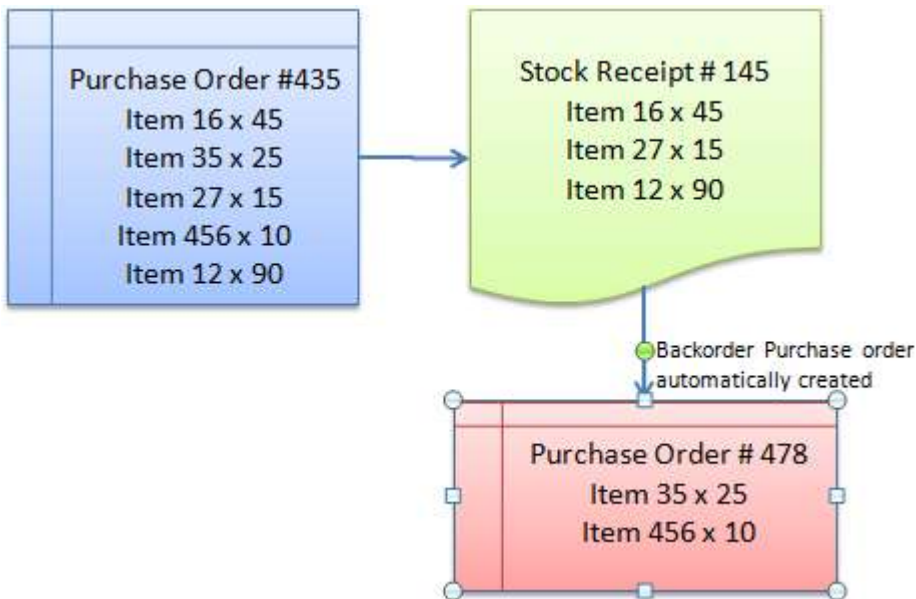
The end results from both delivery docket and invoices are the same; the invoice just allows you to record more information and automates the invoice-matching process.

Also see *Matching a stock receipt to an invoice*.

Back-orders

If you create purchase orders for a supplier, you can link one or more purchase orders to a stock receipt. The Portal can then automatically fill in the items to be received, allowing you to check off items and quantities rather than find and add each item.

Items that were ordered but not received can be automatically extracted into a new purchase order comprising items on back-order. This back-order purchase order functions like a normal purchase order in all other respects, and helps you track items that have not yet been supplied.



Also see:

- *Stock Receipts screen* on page 203
- *Stock Receipt Summary Report* on page 211.
- *Stock Receipt Supplier Summary Report* on page 215.

What you can do:

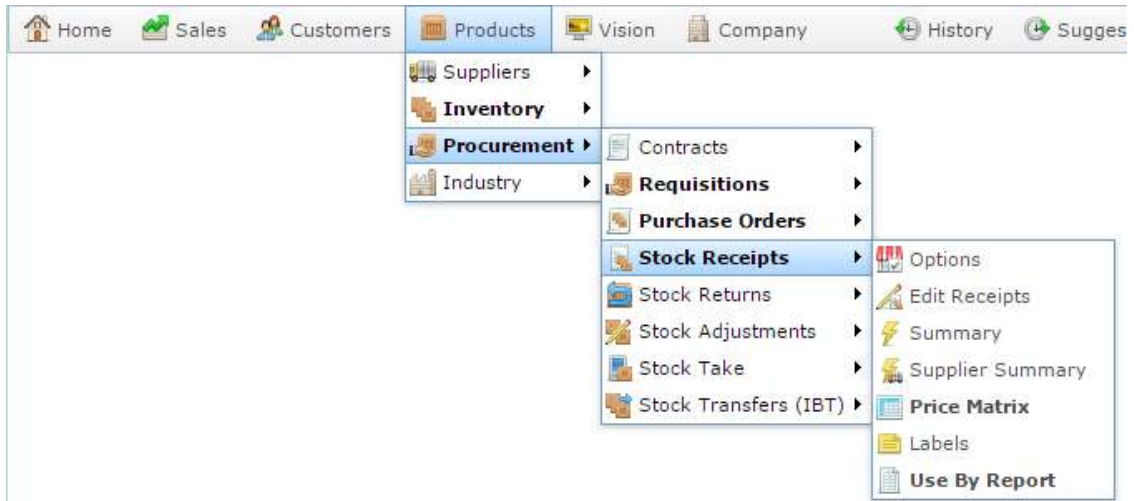
- *Receipting stock with a delivery docket* on page 162.
- *Receipting stock with an invoice* on page 168.
- *Finding a stock receipt* on page 160.
- *Editing a stock receipt* on page 176.
- *Linking a purchase order to a receipt* on page 178
- *Adding items to stock receipts* on page 180.
- *Editing item quantities in stock receipts* on page 182.
- *Removing items from stock receipts* on page 183
- *Printing a stock receipt* on page 190.
- *Printing stock receipt discrepancies* on page 192.
- *Listing items received from a supplier* on page 201.
- *Printing labels via stock receipts* on page 188.
- *Returning items via stock receipts* on page 186.
- *Finalising a stock receipt* on page 195.
- *Reprinting a stock receipt* on page 197.
- *Deleting a stock receipt* on page 199

Finding a stock receipt

Find a stock receipt to edit, authorise, or add or remove items.

To find a stock receipt:

1. Press  **Products**.
2. Press **Procurement > Stock Receipts > Summary**.



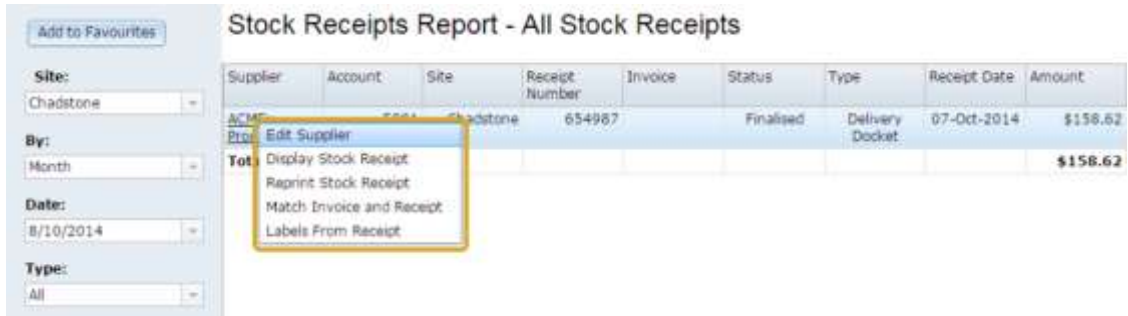
The Stock Receipt Report is displayed.

Stock Receipts Report - All Stock Receipts

Supplier	Account	Site	Receipt Number	Invoice	Status	Type	Receipt Date	Amount
ACME Products		5001	4589872	4589872	Finalised	Invoice	24-Sep-2014	\$74.98
Total:								\$74.98

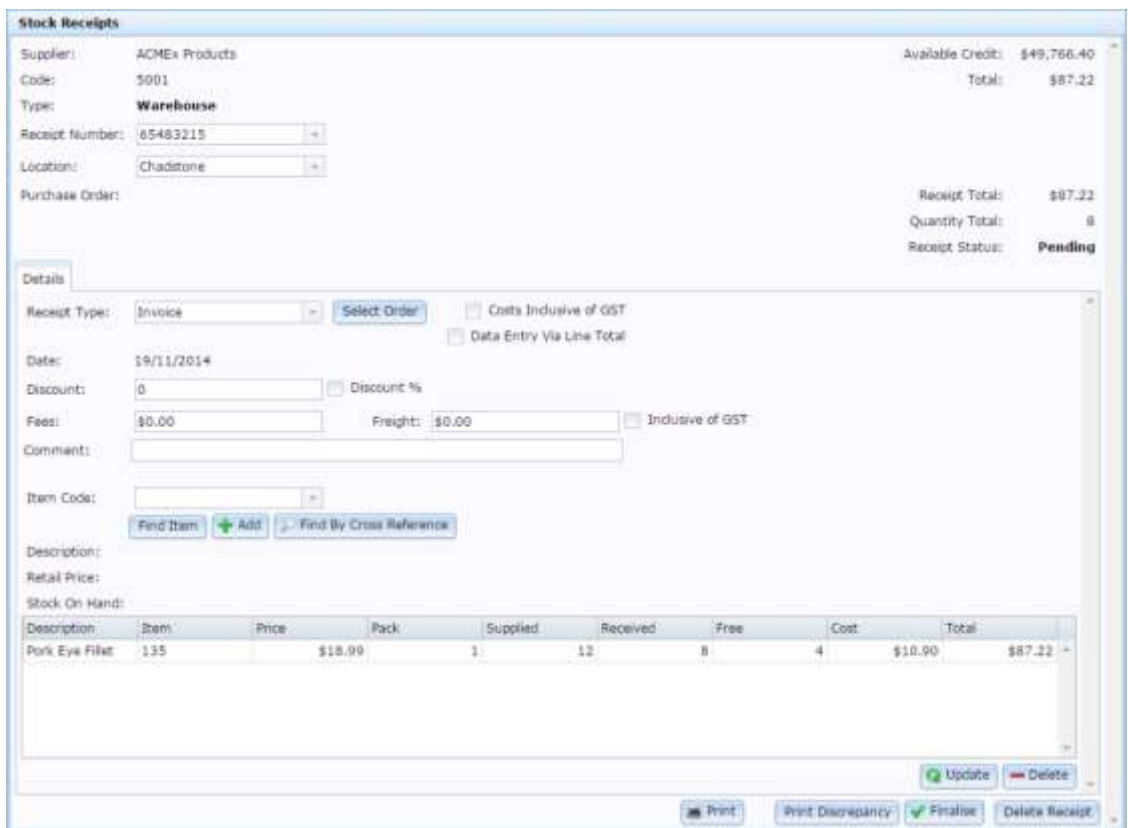
Filters on the left: Site: Chadstone, By: Month, Date: 8/09/2014, Type: All.

3. Use the filters to find the stock receipt you want to open.
See *Stock Receipt Summary Report* on page 211.
4. Press the supplier of the stock receipt you want to open.
A popup menu is displayed.



5. Press **Display Stock Receipt**.


The stock receipt is displayed.

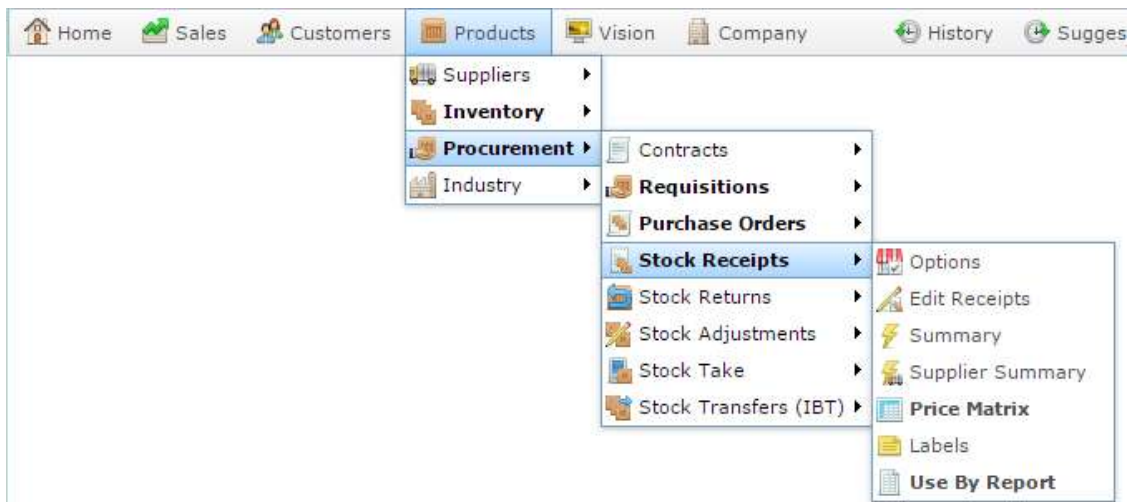


Receipting stock with a delivery docket

Create a stock receipt via a delivery docket to receive stock from a supplier without matching an invoice or tracking supplier payments.

To create a stock receipt with a delivery docket:

1. Press  **Products** in the main menu bar.
2. Press **Procurement > Stock Receipts > Edit Receipts**.



The Find Creditor screen is displayed.



3. Search for and select the supplier you want to receive stock for.

See *Finding a creditor or supplier* on page 11

The Stock Receipts screen is displayed.

Stock Receipts

Supplier: ACME Products Available Credit: \$49,766.40
 Code: 5001 Total: \$0.00
 Type: Warehouse
 Receipt Number: New Receipt
 Location: Chadstone
 Purchase Order:

Receipt Total: \$0.00
 Quantity Total: 0
 Receipt Status: Pending

Details

Receipt Type: Invoice Costs Inclusive of GST
 Data Entry Via Line Total

New Receipt Number:

Date: 9/12/2014
 Discount: 0 Discount %
 Fees: \$0.00 Freight: \$0.00 Inclusive of GST
 Comment:

Item Code:

Description:
 Retail Price:
 Stock On Hand:

Note: Some fields may appear differently or not at all, depending on your Portal configuration. See *Stock Receipts* screen on page 203.

4. Select the site you want to receive stock for from the **Location** drop-down.

Stock Receipts

Supplier: ACME Products Available Credit: \$49,766.40
 Code: 5001 Total: \$0.00
 Type: Warehouse
 Receipt Number: New Receipt
 Location: Chadstone
 Purchase Order:

Receipt Total: \$0.00
 Quantity Total: 0
 Receipt Status: Pending

Details

Receipt Type: Invoice Costs Inclusive of GST
 Data Entry Via Line Total

New Receipt Number:

Date: 9/12/2014
 Discount: 0 Discount %
 Fees: \$0.00 Freight: \$0.00 Inclusive of GST
 Comment:

Item Code:

Description:
 Retail Price:
 Stock On Hand:

5. Select **Delivery Docket** from the **Receipt Type** drop-down list.
 The Delivery Docket stock receipt screen is displayed.

Managing stock receipts

Stock Receipts

Supplier: ACME Products Available Credit: \$49,766.40
Code: 5001 Total: \$0.00
Type: **Warehouse**
Receipt Number: New Receipt
Site: Chadstone
Purchase Order: Receipt Total: \$0.00
Quantity Total: 0
Receipt Status: **Pending**

Details

Receipt Type: Delivery Docket Select Order Costs Inclusive of GST
 Data Entry Via Line Total

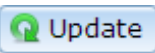
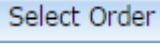
New Receipt Number:
Date: 11/12/2014
Comment:
Driver: Registration:
Item Code:
Find Item Find By Cross Reference

Description:
Retail Price:
Stock On Hand:

Description	Item	Price	Pack	Supplied	Received	Free	Cost	Total
No Items		\$0.00	1	0	0	0	0	\$0.00

Update Delete
Print Print Discrepancy

6. Type the receipt number into the **New Receipt Number** field.

7. Press .
8. If you want to link an existing purchase order to the stock receipt in order to pre-fill the item grid, press .
9. Select the **Cost Inclusive of GST** field if the supplier includes GST in their listed costs.

Note: Each creditor has a default GST configuration in their creditor maintenance. You can override this if required. See *Creditor Maintenance screen*.

10. Select the **Data Entry Via Line Total** field if you want to add item quantities using the total price of the received items, rather than the quantities.

For example, if one unit of an item costs \$2, then using line totals you record receiving \$20 of an item, and the Portal calculates that you received 10 units. Without using line totals, you record receiving 10 units, and the Portal calculates that you received \$20 of an item.

Note: Your Portal configuration may select this field by default, but you can override it for a specific stock receipt. See *Configuring stock receipting options for your site*.

Stock Receipts

Supplier: ACME Products Available Credit: \$49,766.40
 Code: 5001 Total: \$0.00
 Type: Warehouse
 Receipt Number: 4569971235
 Site: Chadstone
 Purchase Order: Receipt Total: \$0.00
 Quantity Total: 0
 Receipt Status: Pending

Details

Receipt Type: Delivery Docket Costs Inclusive of GST
 Data Entry Via Line Total
 Date: 11/12/2014
 Comment:
 Driver: Registration:
 Item Code:

 Description:
 Retail Price:
 Stock On Hand:

Description	Item	Price	Pack	Supplied	Received	Free	Cost	Total
No Items		\$0.00	1	0	0	0	\$0.00	\$0.00

- Record the **Driver** who delivered the stock, the **Registration** number of the vehicle and any **Comments** on the stock delivery.

Stock Receipts

Supplier: ACME Products Available Credit: \$49,786.40
 Code: 5001 Total: \$0.00
 Type: Warehouse
 Receipt Number: 4569871235
 Site: Chadstone
 Purchase Order: Receipt Total: \$0.00
 Quantity Total: 0
 Receipt Status: Pending

Details

Receipt Type: Delivery Docket Costs Inclusive of GST
 Data Entry Via Line Total
 Date: 11/12/2014
 Comment:
 Driver: Registration:

Item Code:

Description:
 Retail Price:
 Stock On Hand:

Description	Item	Price	Pack	Supplied	Received	Free	Cost	Total
No Items		\$0.00	1	0	0	0	\$0.00	\$0.00

12. Add the items you received.

See *Adding items to stock receipts* on page 180.

13. Adjust the quantities you received.

14. Press .


The stock receipt is saved. From this point, you can:

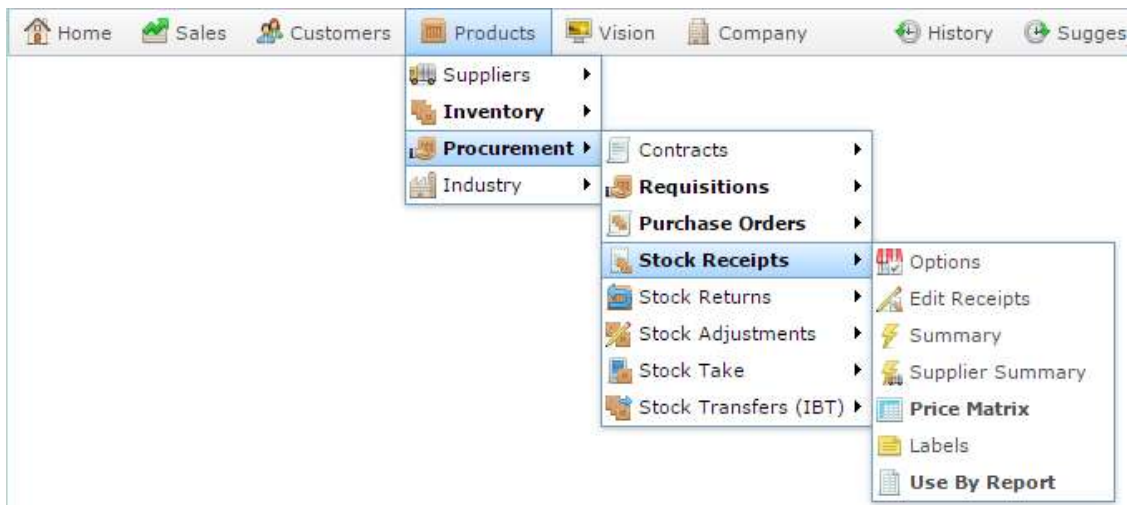
- Print and discrepancy between the stock receipt and the purchase order.
See *Printing stock receipt discrepancies* on page 192.
- Print the stock receipt.
See *Printing a stock receipt* on page 190.
- Finalise the stock receipt to adjust your stock-on-hand levels.
See *Finalising a stock receipt* on page 195.

Receipting stock with an invoice

Create a stock receipt with an invoice to receive stock from a supplier and automatically match it to the supplier's invoices and payments.

To create a stock receipt with an invoice:

1. Press  **Products** in the main menu bar.
2. Press **Procurement > Stock Receipts > Edit Receipts**.



The Find Creditor screen is displayed.



3. Search for and select the supplier you want to receive stock for.

See *Finding a creditor or supplier* on page 11

The Stock Receipts screen is displayed.

Stock Receipts

Supplier: ACME Products Available Credit: \$49,766.40
 Code: 5001 Total: \$0.00
 Type: Warehouse
 Receipt Number: New Receipt
 Location: Chadstone
 Purchase Order: Receipt Total: \$0.00
 Quantity Total: 0
 Receipt Status: Pending

Details

Receipt Type: Invoice Costs Inclusive of GST
 Data Entry Via Line Total
 New Receipt Number:
 Date: 9/12/2014
 Discount: 0 Discount %
 Fees: \$0.00 Freight: \$0.00 Inclusive of GST
 Comment:
 Item Code:

 Description:
 Retail Price:
 Stock On Hand:

Note: Some fields may appear differently or not at all, depending on your Portal configuration. See *Stock Receipts screen* on page 203.

4. Select the site you want to receive stock for from the **Location** drop-down.

Stock Receipts

Supplier: ACME Products Available Credit: \$49,766.40
 Code: 5001 Total: \$0.00
 Type: Warehouse
 Receipt Number: New Receipt
 Location: Chadstone
 Purchase Order: Receipt Total: \$0.00
 Quantity Total: 0
 Receipt Status: Pending

Details

Receipt Type: Invoice Costs Inclusive of GST
 Data Entry Via Line Total
 New Receipt Number:
 Date: 9/12/2014
 Discount: 0 Discount %
 Fees: \$0.00 Freight: \$0.00 Inclusive of GST
 Comment:
 Item Code:

 Description:
 Retail Price:
 Stock On Hand:

5. Select **Invoice** from the **Receipt Type** drop-down list.
 The Invoice stock receipt screen is displayed.

Managing stock receipts

Stock Receipts

Supplier: ACMEx Products Available Credit: \$49,766.40
Code: 5001 Total: \$0.00
Type: **Warehouse**
Receipt Number: New Receipt
Site: Chadstone
Purchase Order: Receipt Total: \$0.00
Quantity Total: 0
Receipt Status: **Pending**

Details

Receipt Type: Invoice Costs Inclusive of GST
 Data Entry Via Line Total
New Receipt Number:
Date: 20/01/2015
Discount: 0 Discount %
Fees: \$0.00 Freight: \$0.00 Inclusive of GST
Comment:
Driver: Registration:
Item Code:

Description:
Retail Price:
Stock On Hand:

Description	Item	Price	Pack	Supplied	Received	Free	Cost	Total
No Items		\$0.00	1	0	0	0	\$0.00	\$0.00

6. Type the receipt number into the **New Receipt Number** field.

Stock Receipts

Supplier: ACMEX Products Available Credit: \$49,766.40
 Code: 5001 Total: \$0.00
 Type: **Warehouse**
 Receipt Number: New Receipt
 Site: Chadstone
 Purchase Order: Receipt Total: \$0.00
 Quantity Total: 0
 Receipt Status: **Pending**

Details

Receipt Type: Invoice Costs Inclusive of GST
 Data Entry Via Line Total
 New Receipt Number:
 Date: 20/01/2015
 Discount: 0 Discount %
 Fees: \$0.00 Freight: \$0.00 Inclusive of GST
 Comment:
 Driver: Registration:
 Item Code:

 Description:
 Retail Price:
 Stock On Hand:

Description	Item	Price	Pack	Supplied	Received	Free	Cost	Total
No Items		\$0.00	1	0	0	0	\$0.00	\$0.00

- Press underneath the item grid.

Retail Price:
 Stock On Hand:

Description	Item	Price	Pack	Supplied	Received	Free	Cost	Total
No Items		\$0.00	1	0	0	0	\$0.00	\$0.00

Note: You may need to scroll down to see the button.

- If you want to link an existing purchase order to the stock receipt in order to pre-fill the item grid, press .

See *Linking a purchase order to a receipt* on page 178.

- Select the **Cost Inclusive of GST** field if the supplier includes GST in their listed costs.

Note: Each creditor has a default GST configuration in their creditor maintenance. You can override this if required. See *Creditor Maintenance screen*.

10. Select the **Data Entry Via Line Total** field if you want to add item quantities using the total price of the received items, rather than the quantities.

For example, if one unit of an item costs \$2, then using line totals you record receiving \$20 of an item, and the Portal calculates that you received 10 units. Without using line totals, you record receiving 10 units, and the Portal calculates that you received \$20 worth.

Note: Your Portal configuration may select this field by default, but you can override it for a specific stock receipt. See *Configuring stock receipting options for your site*.

Stock Receipts

Supplier: ACMEx Products Available Credit: \$49,766.40
 Code: 5001 Total: \$0.00
 Type: Warehouse
 Receipt Number: 98745642
 Site: Chadstone
 Purchase Order: Receipt Total: \$0.00
 Quantity Total: 0
 Receipt Status: Pending

Details

Receipt Type: Invoice Select Order: Costs Inclusive of GST
 Data Entry Via Line Total
 Date: 20/01/2015
 Discount: 0 Discount %
 Fees: \$0.00 Freight: \$0.00 Inclusive of GST
 Comment:
 Driver: Registration:
 Item Code:
 Find Item Add Find By Cross Reference
 Description:
 Retail Price:
 Stock On Hand:

Description	Item	Price	Pack	Supplied	Received	Free	Cost	Total
No Items		\$0.00	1	0	0	0	\$0.00	\$0.00

Print Print Discrepancy Finalise Delete Receipt

11. If the supplier has applied any discount to the invoice, type the amount in the **Discount** field.
12. If the discount is a percentage of the total invoice price, select the **Discount %** field.

For example, if the supplier has applied a 15% discount to the invoice, type **15** into the **Discount** field and select the **Discount %** field. If the supplier has applied a \$50 discount to the invoice, type **50** into the **Discount** field and leave the **Discount %** field unselected.

Stock Receipts

Supplier: ACMEx Products Available Credit: \$49,766.40
 Code: 5001 Total: \$0.00
 Type: Warehouse
 Receipt Number: 98745642
 Site: Chadstone
 Purchase Order: Receipt Total: \$0.00
 Quantity Total: 0
 Receipt Status: Pending

Details

Receipt Type: Invoice Costs Inclusive of GST
 Data Entry Via Line Total
 Date: 20/01/2015
 Discount: 0 Discount %
 Fees: \$0.00 Freight: \$0.00 Inclusive of GST
 Comment:
 Driver: Registration:
 Item Code:

Description:
 Retail Price:
 Stock On Hand:

Description	Item	Price	Pack	Supplied	Received	Free	Cost	Total
No Items		\$0.00	1	0	0	0	\$0.00	\$0.00

13. Type any fee or additional surcharge the supplier has imposed in the **Fee** field.
14. Type the cost of the freight delivery in the **Freight** field.
15. If the supplier has included GST in these charges, select **Inclusive of GST**.

Managing stock receipts

Stock Receipts

Supplier: ACMEx Products Available Credit: \$49,766.40
Code: 5001 Total: \$0.00
Type: **Warehouse**
Receipt Number: 98745642
Site: Chadstone
Purchase Order: Receipt Total: \$0.00
Quantity Total: 0
Receipt Status: **Pending**

Details

Receipt Type: Invoice Costs Inclusive of GST
 Data Entry Via Line Total
Date: 20/01/2015
Discount: 0 Discount %
Fees: \$0.00 Freight: \$0.00 Inclusive of GST
Comment:
Driver: Registration:
Item Code:

Description:
Retail Price:
Stock On Hand:

Description	Item	Price	Pack	Supplied	Received	Free	Cost	Total
No Items		\$0.00	1	0	0	0	\$0.00	\$0.00

- Record the **Driver** who delivered the stock, the **Registration** number of the vehicle and any **Comments** on the stock delivery.

Stock Receipts

Supplier: ACMEx Products Available Credit: \$49,766.40
 Code: 5001 Total: \$0.00
 Type: Warehouse
 Receipt Number: 98745642
 Site: Chadstone
 Purchase Order: Receipt Total: \$0.00
 Quantity Total: 0
 Receipt Status: **Pending**

Details

Receipt Type: Invoice Costs Inclusive of GST
 Data Entry Via Line Total
 Date: 20/01/2015
 Discount: 0 Discount %
 Fees: \$0.00 Freight: \$0.00 Inclusive of GST
 Comment:
 Driver: Registration:
 Item Code:

 Description:
 Retail Price:
 Stock On Hand:

Description	Item	Price	Pack	Supplied	Received	Free	Cost	Total
No Items		\$0.00	1	0	0	0	\$0.00	\$0.00

17. Add the items you received.

See *Adding items to stock receipts* on page 180.

18. Adjust the quantities you received.

See *Editing item quantities in stock receipts* on page 182.

19. Press .

The stock receipt is saved. From this point, you can:

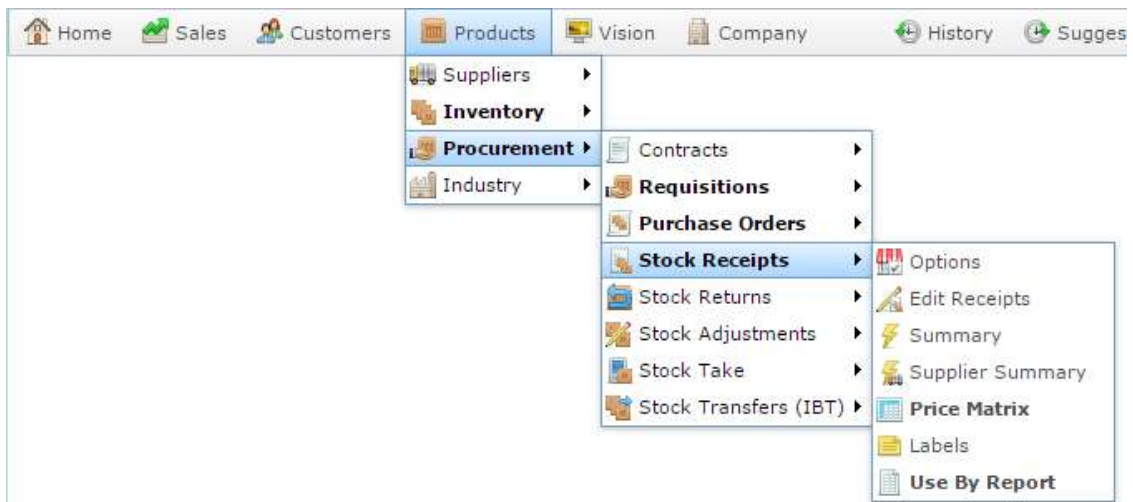
- Print and discrepancy between the stock receipt and the purchase order.
See *Printing stock receipt discrepancies* on page 192.
- Print the stock receipt.
See *Printing a stock receipt* on page 190.
- Finalise the stock receipt to adjust your stock-on-hand levels.
See *Finalising a stock receipt* on page 195.

Editing a stock receipt

Find a stock receipt to add a comment, link purchase orders or edit the delivery fees and charges.

To edit a stock receipt:

1. Press  **Products**.
2. Press **Procurement > Stock Receipts > Summary**.



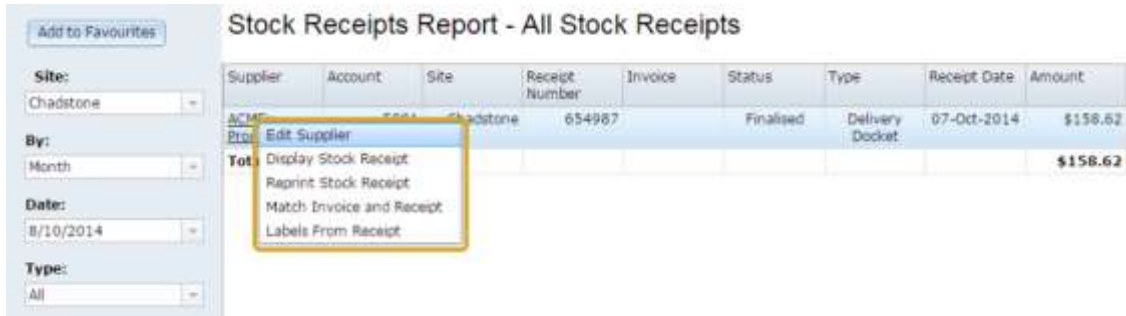
The Stock Receipt Report is displayed.

Stock Receipts Report - All Stock Receipts

Filters: Site: Chadstone, By: Month, Date: 8/09/2014, Type: All

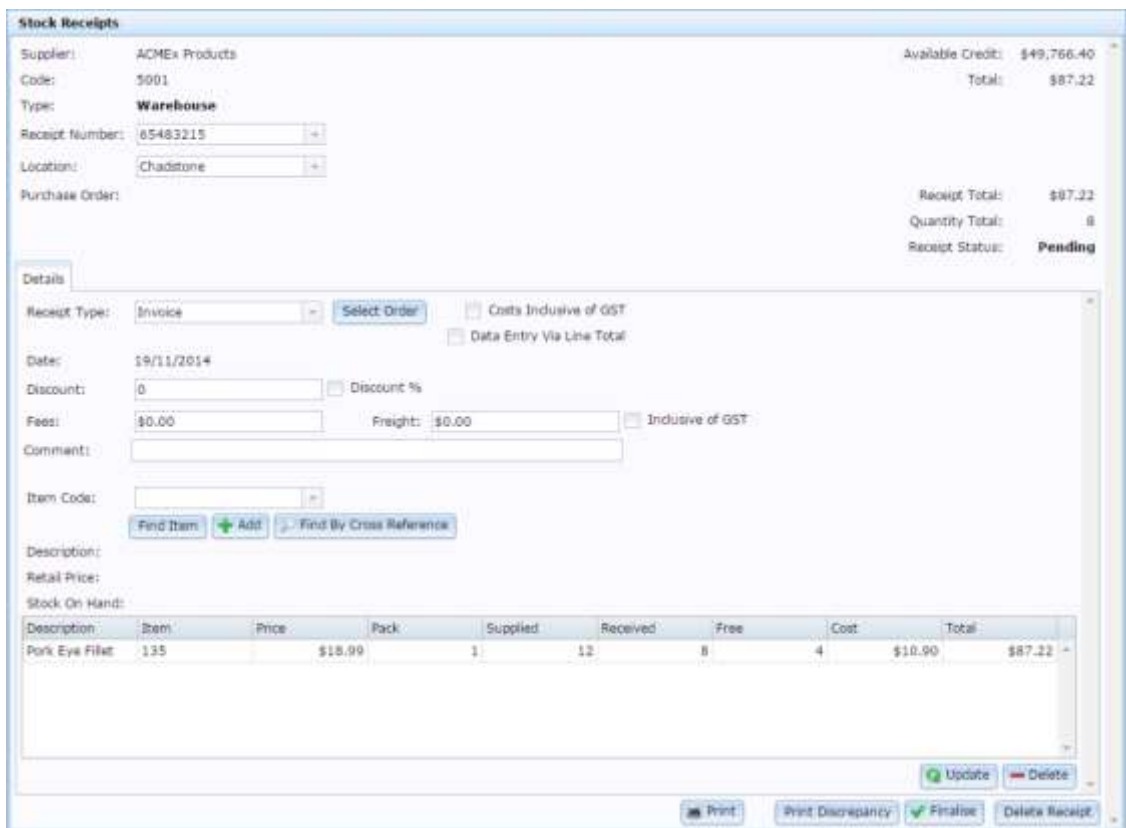
Supplier	Account	Site	Receipt Number	Invoice	Status	Type	Receipt Date	Amount	
ACMEs Products		5001	Chadstone	4589872	4589872	Finalised	Invoice	24-Sep-2014	\$74.98
Total:									\$74.98

3. Use the filters to find the stock receipt you want to open.
See *Stock Receipt Summary Report* on page 211.
4. Press the supplier of the stock receipt you want to open.
A popup menu is displayed.



5. Press **Display Stock Receipt**.

The stock receipt is displayed.



6. Edit the stock receipt as required.

See *Stock Receipts* screen on page 203.

Tip: You can change the quantity of items received by editing the **Quantity** field in the item grid.

7. Press  **Update**.

The changes are saved.

Linking a purchase order to a receipt

Link a purchase order to a receipt if you want to:

- Pre-fill the items and quantities of a stock receipt for verification.
- Match a delivery to an invoice for supplier account tracking.
- Automatically track items on back-order.
- Print a list of discrepancies between what was ordered and what was supplied.

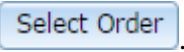
Note: Your Portal configuration may not allow you to receive items that were not in the linked purchase order. See *Configuring stock receiving options for your site*.

To link a purchase order to a receipt:

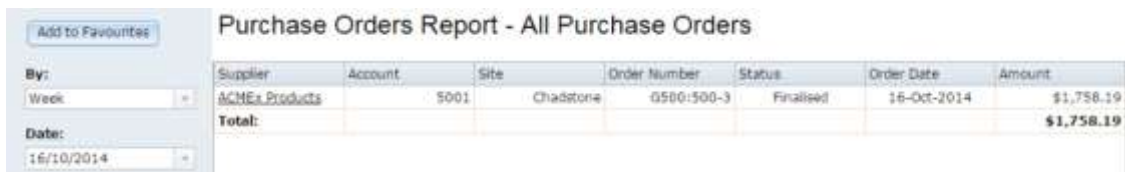
1. Open the stock receipt.

See *Finding a stock receipt* on page 160.

The stock receipt is displayed.

2. Press .

The Purchase Orders Report is displayed.

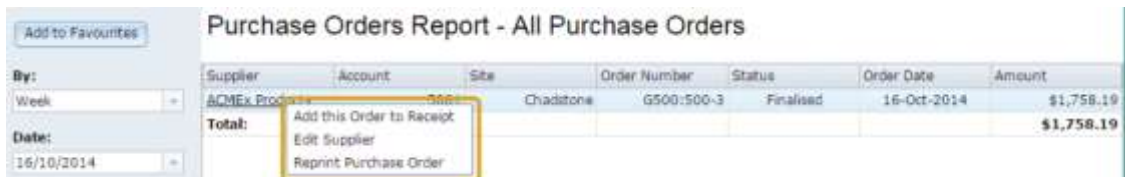


Supplier	Account	Site	Order Number	Status	Order Date	Amount
ACMEx Products	5001	Chadstone	G500:500-3	Finalised	16-Oct-2014	\$1,758.19
Total:						\$1,758.19

See *Purchase Order Summary report* on page 99.

3. Press the supplier name of the purchase order you want to link to the stock receipt.

A popup menu is displayed.



Supplier	Account	Site	Order Number	Status	Order Date	Amount
ACMEx Products	5001	Chadstone	G500:500-3	Finalised	16-Oct-2014	\$1,758.19
Total:						\$1,758.19

4. Select **Add this Order to Receipt**.

The order is added to the stock receipt. The Portal pre-fills the item grid with the items and quantities from the purchase list.

Stock Receipts

Supplier: ACMEx Products Available Credit: \$49,766.40
 Code: 5001 Total: \$1,685.57
 Type: **Warehouse**
 Receipt Number: 65483215
 Site: Chadstone
 Purchase Order: G500:500-3

Receipt Total: \$1,685.57
 Quantity Total: 183
 Receipt Status: **Pending**

Details

Item Code:

Find Item Find By Cross Reference

Description:
 Retail Price:
 Stock On Hand:

Description	Item	Price	Pack	Supplied	Received	Free	Cost	Total
Pork Eye Fillet	135	\$16.99	1	12	8	4	\$10.90	\$87.22
Chicken	396	\$29.95	1	50	50	0	\$20.42	\$1,021.02
Bbq Lamb	433	\$6.99	1	10	10	0	\$5.45	\$54.48
Calamari	440	\$7.00	1	25	25	0	\$5.45	\$330.00

Update Delete

Print Print Discrepancy Finalise Delete Receipt

Note: Your portal may be configured to require a stock count. When you link an invoice, the Supplied field is populated from the purchase order, but the Received field is set to zero. You must manually type in the received quantity of each item. See *Configuring stock receipting options for your site*.

Adding items to stock receipts

Add items to stock receipts to receive them or return them, and adjust your stock-on-hand accordingly.

Note: Your Portal configuration may not allow you to receive items that were not in the linked purchase order. See *Configuring stock receipting options for your site*.

Note: When receipting Referred items, the Portal automatically converts Selling item receipts into the equivalent Stock item quantity. See *Managing referrals and kits*.

Note: Depending on your Portal configuration, you can return items via a stock receipt by using negative quantities. See *Configuring stock receipting options for your site*.

To add an item to a stock receipt:

1. Open the stock receipt.

See *Finding a stock receipt* on page 160.

2. Type the item code, description or item barcode into the Item field.

The screenshot shows the 'Stock Receipts' form. The 'Item Code' field is highlighted with a yellow box, and the 'Add' button is also highlighted. The form includes fields for Supplier (ACME Products), Code (5001), Type (Warehouse), Receipt Number (New Receipt), Location (Chadstone), and Purchase Order. It also shows summary information like Available Credit (\$40,766.40), Total (\$0.00), Receipt Total (\$0.00), Quantity Total (0), and Receipt Status (Pending). The 'Details' section includes fields for Receipt Type (Invoice), New Receipt Number, Date (9/12/2014), Discount (0), Fees (\$0.00), Freight (\$0.00), and Comment. There are also checkboxes for 'Costs Inclusive of GST', 'Data Entry Via Line Total', and 'Inclusive of GST'. At the bottom, there are 'Print' and 'Print Discrepancy' buttons.

See *Find an item with a search field*.

Tip: You can also search by the item's supplier **Cross Reference**. This is the item code used by the supplier. See *Inventory Management - Control tab*.

3. Press .

The item is added to the stock receipt and is displayed in the item grid.

Editing item quantities in stock receipts

You can edit the quantities of items included in stock receipts.

To edit an item quantity in a stock receipt:

1. Open the stock receipt.
See *Finding a stock receipt* on page 160.
2. Find the item in the item grid.

Stock Receipts

Supplier: ACME Products Available Credit: \$49,766.40
 Code: 5001 Total: \$87.22
 Type: Warehouse
 Receipt Number: 65483215
 Location: Chadstone
 Purchase Order: Receipt Total: \$87.22
 Quantity Total: 8
 Receipt Status: Pending

Details

Receipt Type: Invoice Costs Inclusive of GST
 Data Entry Via Line Total
 Date: 19/11/2014
 Discount: 0 Discount %
 Fees: \$0.00 Freight: \$0.00 Inclusive of GST
 Comment:
 Item Code:

 Description:
 Retail Price:
 Stock On Hand:

Description	Item	Price	Pack	Supplied	Received	Free	Cost	Total
Pork Eye Fillet	135	\$18.99	1	12	8	4	\$10.90	\$87.22

3. Press the **Quantity** for the item you want to edit.
4. Type the new quantity.

Note: If you are use line totals to manage stock receipt quantities, press the **Total** for the item and type a new line total.

5. Press .

The item quantity is updated.

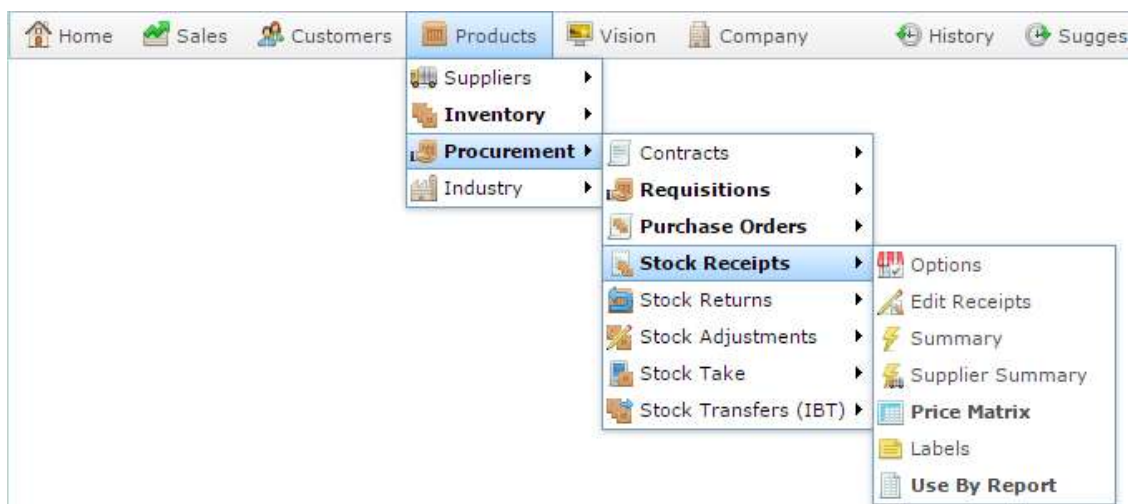
Removing items from stock receipts

You can remove items from stock receipts if you added them incorrectly.

Note: To keep reporting clear, if an item was ordered but not supplied, you should type **0** as the supplied quantity rather than removing the item from the receipt.

To remove an item from a stock receipt:

1. Press  **Products**.
2. Press **Procurement > Stock Receipts > Summary**.



The Stock Receipt Report is displayed.

Stock Receipts Report - All Stock Receipts

Filters: Site: Chadstone, By: Month, Date: 8/09/2014, Type: All

Supplier	Account	Site	Receipt Number	Invoice	Status	Type	Receipt Date	Amount	
ACMEs Products		5001	Chadstone	4589872	4589872	Finalised	Invoice	24-Sep-2014	\$74.98
Total:									\$74.98

3. Use the filters to find the stock receipt you want to open.
See *Stock Receipt Summary Report* on page 211.
4. Press the supplier of the stock receipt you want to open.
A popup menu is displayed.

Managing stock receipts

Supplier	Account	Site	Receipt Number	Invoice	Status	Type	Receipt Date	Amount
ACME Products	5001	Chadstone	654987		Finalised	Delivery Docket	07-Oct-2014	\$158.62
Tot								\$158.62

5. Press **Display Stock Receipt**.

The stock receipt is displayed.

Description	Item	Price	Pack	Supplied	Received	Free	Cost	Total
Pork Eye Fillet	135	\$18.99	1	12	8	4	\$10.90	\$87.22

6. Press the item in the item grid.

Stock Receipts

Supplier: ACME Products Available Credit: \$49,766.40
 Code: 5001 Total: \$87.22
 Type: Warehouse
 Receipt Number: 65483215
 Location: Chadstone
 Purchase Order: Receipt Total: \$87.22
 Quantity Total: 8
 Receipt Status: Pending

Details

Receipt Type: Invoice Costs Inclusive of GST
 Data Entry Via Line Total
 Date: 19/11/2014
 Discount: 0 Discount %
 Fees: \$0.00 Freight: \$0.00 Inclusive of GST
 Comment:
 Item Code:

 Description:
 Retail Price:
 Stock On Hand:

Description	Item	Price	Pack	Supplied	Received	Free	Cost	Total
Pork Eye Fillet	135	\$18.99	1	12	8	4	\$10.90	\$87.22

7. Press .

The item is removed.

Returning items via stock receipts

You can return items by adding them to stock receipts in negative quantities. When the stock receipt is finalised, the Portal reduces the item's stock-on-hand accordingly, and credits the cost to your account with the supplier.

Note: Stock returns do not take effect until the stock receipt has been finalised.

To return an item via a stock receipt:

1. Open the stock receipt.

See *Finding a stock receipt* on page 160.

2. Type the item code, description or item barcode into the Item field.

See *Find an item with a search field*.

Tip: You can also search by the item's supplier **Cross Reference**. This is the item code used by the supplier. See *Inventory Management - Control tab*.

3. Press .

The item is added to the stock receipt and is displayed in the item grid.

4. Press the **Quantity** for the item you want to edit.
5. Type a minus sign (-) followed by the quantity you want to return.

Note: If you are using line totals to manage stock receipt quantities, press the **Total** for the item and type a new line total.

6. Press .

The item return is recorded in the stock receipt.

Printing labels via stock receipts

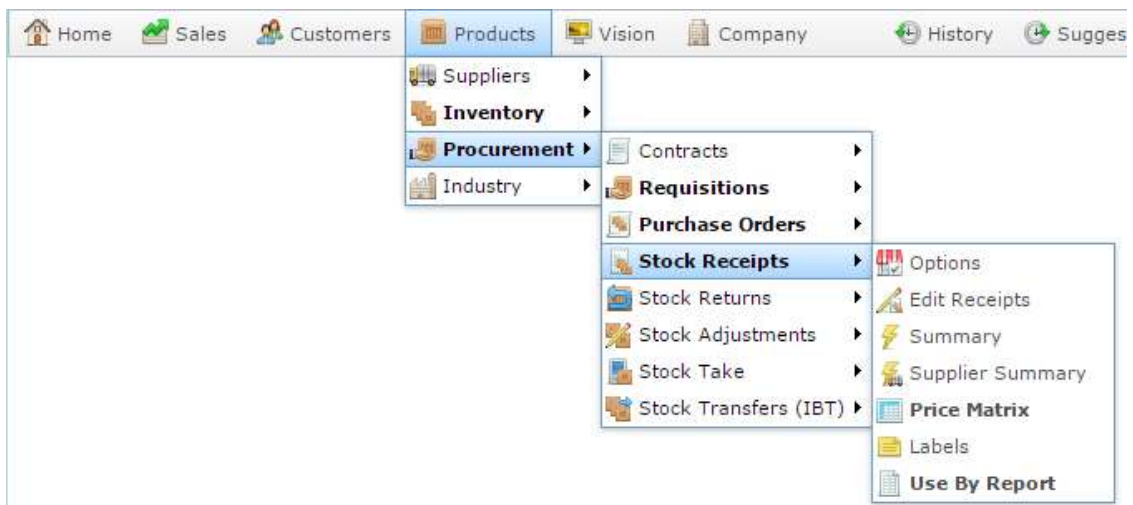
You can print all the labels for items received in a stock receipt from the Receipt Label Management screen.

See *Printing labels* on page 220.

Note: You can print labels from a stock receipt even if the stock receipt hasn't been finalised.

To print labels via a stock receipt:

1. Press  **Products**.
2. Press **Procurement > Stock Receipts > Summary**.



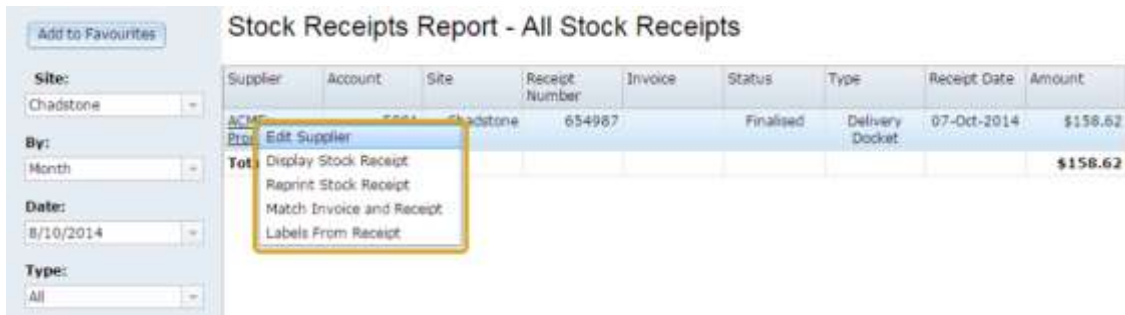
The Stock Receipt Report is displayed.



The screenshot shows the 'Stock Receipts Report - All Stock Receipts' screen. On the left, there are filters for Site (Chadstone), By (Month), Date (8/09/2014), and Type (All). The main table displays the following data:

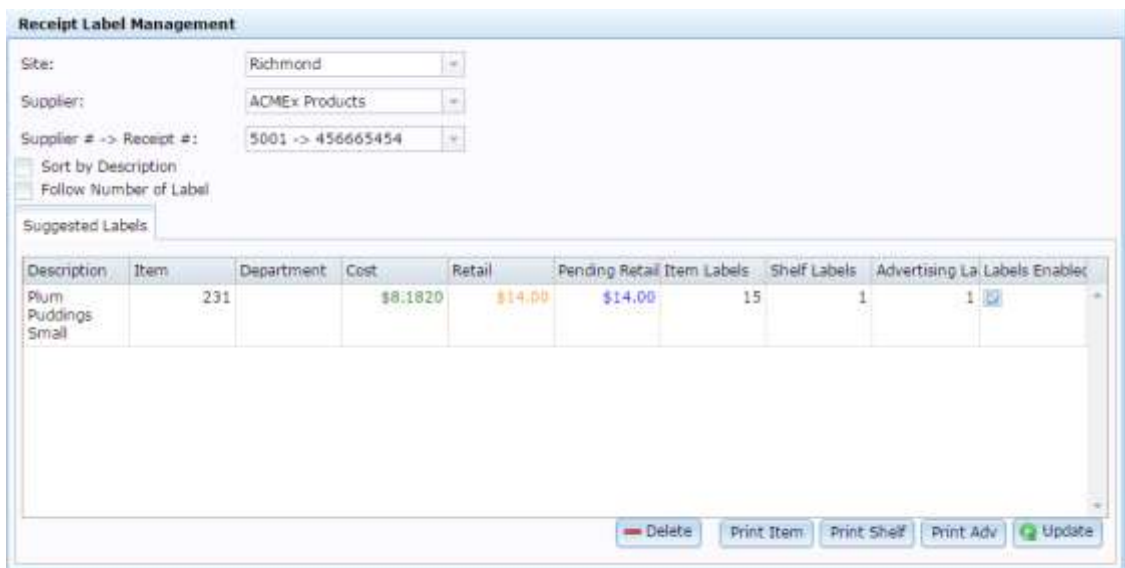
Supplier	Account	Site	Receipt Number	Invoice	Status	Type	Receipt Date	Amount
ACMEs Products	5001	Chadstone	4589872	4589872	Finalised	Invoice	24-Sep-2014	\$74.98
Total:								\$74.98

3. Use the filters to find the stock receipt you want to open.
See *Stock Receipt Summary Report* on page 211.
4. Press the supplier of the stock receipt you want to open.
A popup menu is displayed.



5. Press **Labels From Receipt**.

The Receipt Label Management screen is displayed with the site, supplier and receipt pre-selected.



6. Print your labels. See:

- *Receipt Label Management screen on page 242.*
- *Printing item labels on page 222.*
- *Printing shelf labels on page 226.*
- *Printing advertising labels on page 233.*

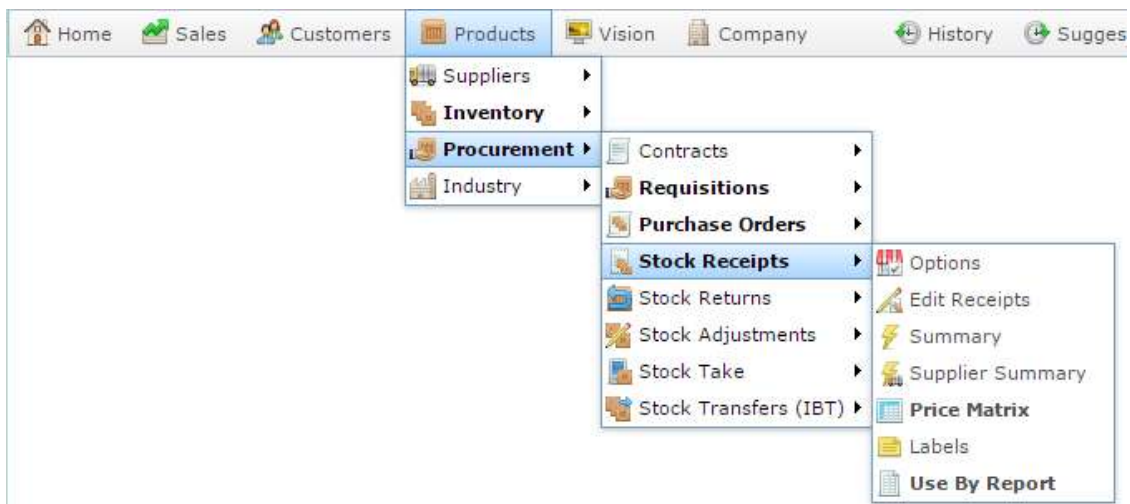
Printing a stock receipt

Print a stock receipt when you want a physical copy for your records.

Note: Stock receipts that have been finalised cannot be printed using this procedure. See *Reprinting a stock receipt* on page 197.

To print a stock receipt:

1. Press  **Products**.
2. Press **Procurement > Stock Receipts > Summary**.



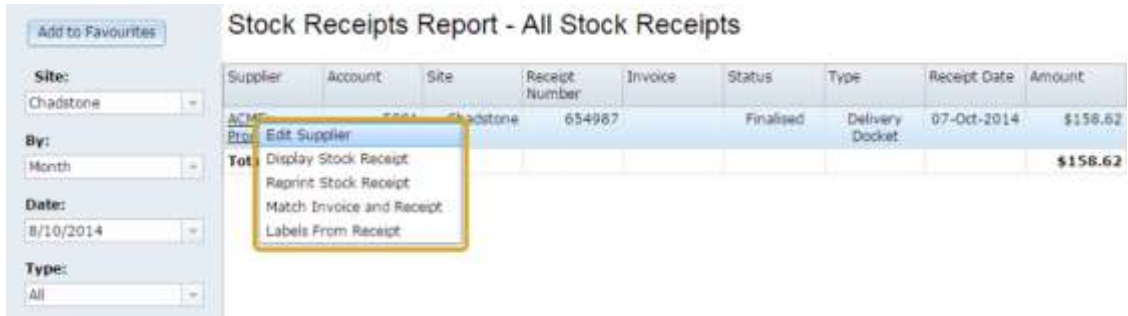
The Stock Receipt Report is displayed.

Stock Receipts Report - All Stock Receipts

Filters: Site: Chadstone, By: Month, Date: 8/09/2014, Type: All

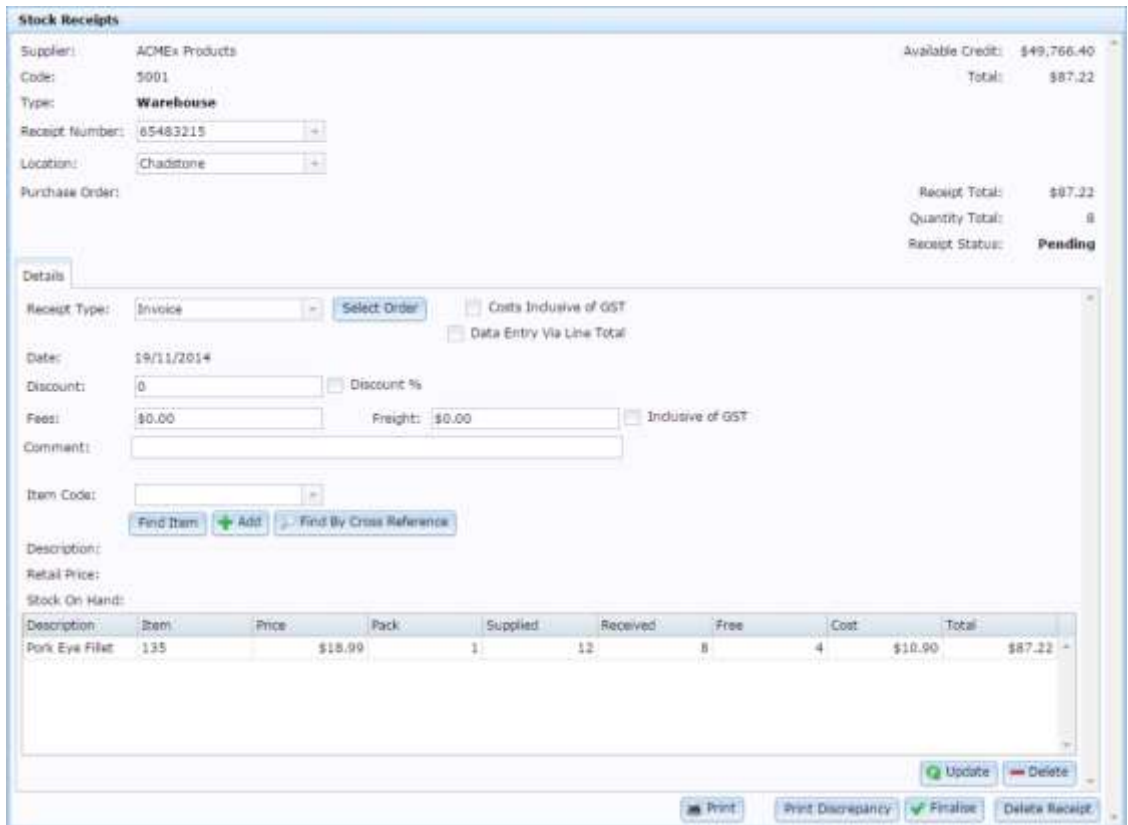
Supplier	Account	Site	Receipt Number	Invoice	Status	Type	Receipt Date	Amount	
ACMEs Products		5001	Chadstone	4589872	4589872	Finalised	Invoice	24-Sep-2014	\$74.98
Total:									\$74.98

3. Use the filters to find the stock receipt you want to open.
See *Stock Receipt Summary Report* on page 211.
4. Press the supplier of the stock receipt you want to open.
A popup menu is displayed.



5. Press **Display Stock Receipt**.

The stock receipt is displayed.



6. Press  **Print**.

The stock receipt is sent to the printer.

Printing stock receipt discrepancies

Print a stock discrepancy to see a report of discrepancies between the delivery docket or invoice and the stock supplied, including where:

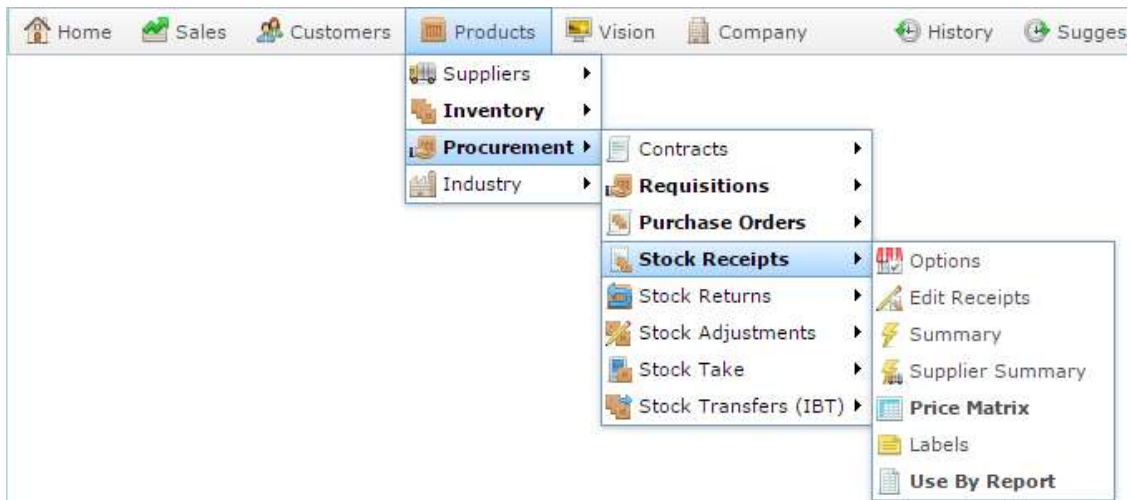
- A different number of items were supplied than indicated on the invoice or delivery docket.
- Additional items were supplied that were not on the invoice or delivery docket.
- Units of the item were rejected from supply for defect or other reasons.

The report displays a line for each affected item, with the following information:

Field	Description
Description	Item's description.
Item	Your internal item code identifying the item.
Cost	The cost of one unit of the item, including GST.
Received	The total number of units received.
Bonus	The number of units received without charge.
Supplied	The number of units indicated on the invoice or delivery docket.
Rejected	Any additional units supplied in excess of what the supplier listed on the invoice or delivery docket.
Line Total	The total cost for the number of units accepted for supply.

To print stock receipt discrepancies:

1. Press  **Products**.
2. Press **Procurement > Stock Receipts > Summary**.



The Stock Receipt Report is displayed.

Stock Receipts Report - All Stock Receipts

Supplier	Account	Site	Receipt Number	Invoice	Status	Type	Receipt Date	Amount
ACME Products		5001 Chadstone	4589872	4589872	Finalised	Invoice	24-Sep-2014	\$74.98
Total:								\$74.98

Filters on the left: Site: Chadstone, By: Month, Date: 8/09/2014, Type: All.

3. Use the filters to find the stock receipt you want to open.
See *Stock Receipt Summary Report* on page 211.

4. Press the supplier of the stock receipt you want to open.

A popup menu is displayed.

Stock Receipts Report - All Stock Receipts

Supplier	Account	Site	Receipt Number	Invoice	Status	Type	Receipt Date	Amount
ACME Products		5001 Chadstone	654987		Finalised	Delivery Docket	07-Oct-2014	\$158.62
Total:								\$158.62

Filters on the left: Site: Chadstone, By: Month, Date: 8/10/2014, Type: All.

Popup menu for 'ACME Products':

- Edit Supplier
- Display Stock Receipt
- Reprint Stock Receipt
- Match Invoice and Receipt
- Labels From Receipt

5. Press **Display Stock Receipt**.

Managing stock receipts

The stock receipt is displayed.

The screenshot shows a 'Stock Receipts' form with the following details:

- Supplier: ACME Products
- Code: 5001
- Type: Warehouse
- Receipt Number: 65483215
- Location: Chadstone
- Purchase Order: (empty)
- Available Credit: \$49,766.40
- Total: \$87.22
- Receipt Total: \$87.22
- Quantity Total: 8
- Receipt Status: Pending

The 'Details' section includes:

- Receipt Type: Invoice (with 'Select Order' button)
- Costs Inclusive of GST:
- Data Entry Via Line Total:
- Date: 19/11/2014
- Discount: 0 (with 'Discount %' checkbox)
- Fees: \$0.00
- Freight: \$0.00
- Inclusive of GST:
- Comment: (text area)
- Item Code: (dropdown)
- Buttons: Find Item, Add, Find By Cross Reference
- Description: (text area)
- Retail Price: (text area)
- Stock On Hand: (text area)

Description	Item	Price	Pack	Supplied	Received	Free	Cost	Total
Pork Eye Fillet	135	\$18.99	1	12	8	4	\$10.90	\$87.22

Buttons at the bottom: Update, Delete, Print, Print Discrepancy, Finalise, Delete Receipt.

6. Press **Print Discrepancy**.

The discrepancy report is displayed and can be printed or saved from your browser.

Finalising a stock receipt

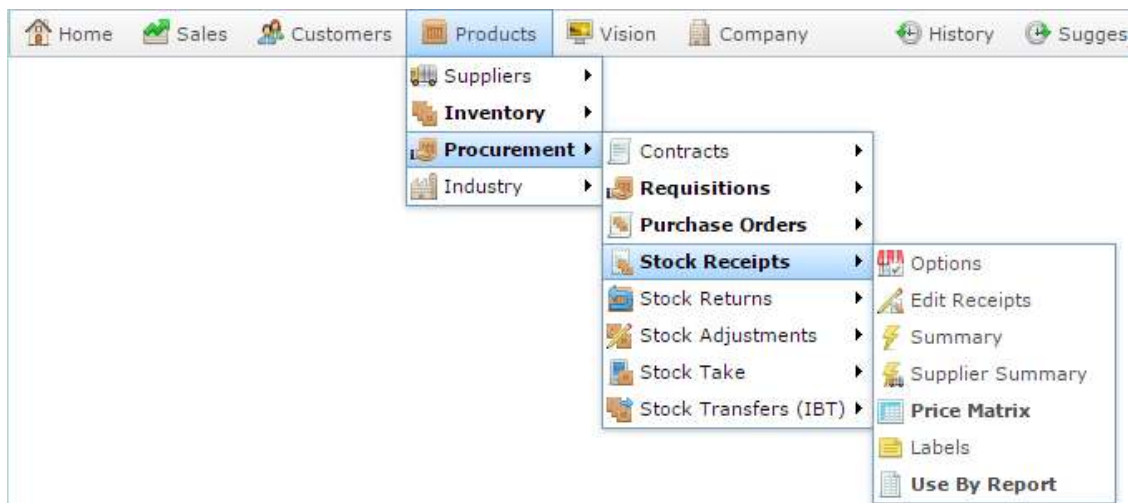
Finalise a stock receipt to close it off. When you finalise a stock receipt, the Portal:

- Updates the stock-on-hand for items listed.
- Updates the on-order for items on back-order.
- Updates creditor accounts for any item returns.

Note: Stock receipts cannot be edited after they have been finalised.

To finalise a stock receipt:

1. Press  **Products**.
2. Press **Procurement > Stock Receipts > Summary**.



The Stock Receipt Report is displayed.

Stock Receipts Report - All Stock Receipts

Filters: Site: Chadstone, By: Month, Date: 8/09/2014, Type: All

Supplier	Account	Site	Receipt Number	Invoice	Status	Type	Receipt Date	Amount
ACME's Products	5001	Chadstone	4589872	4589872	Finalised	Invoice	24-Sep-2014	\$74.98
Total:								\$74.98

3. Use the filters to find the stock receipt you want to open.
See *Stock Receipt Summary Report* on page 211.
4. Press the supplier of the stock receipt you want to open.
A popup menu is displayed.

Managing stock receipts

Stock Receipts Report - All Stock Receipts

Add to Favourites

Site: Chadstone

By: Month

Date: 8/10/2014

Type: All

Supplier	Account	Site	Receipt Number	Invoice	Status	Type	Receipt Date	Amount
ACME Products	5001	Chadstone	654987		Finalised	Delivery Docket	07-Oct-2014	\$158.62
Tot								\$158.62

Edit Supplier

Display Stock Receipt

Reprint Stock Receipt

Match Invoice and Receipt

Labels From Receipt

5. Press **Display Stock Receipt**.

The stock receipt is displayed.

Stock Receipts

Supplier: ACME Products Available Credit: \$49,766.40
Code: 5001 Total: \$87.22
Type: **Warehouse**
Receipt Number: 65483215
Location: Chadstone
Purchase Order: Receipt Total: \$87.22
Quantity Total: 8
Receipt Status: **Pending**

Details

Receipt Type: Invoice **Select Order** Costs Inclusive of GST
 Data Entry Via Line Total

Date: 19/11/2014
Discount: 0 Discount %
Fees: \$0.00 Freight: \$0.00 Inclusive of GST
Comment:

Item Code:
Find Item **+ Add** **Find By Cross Reference**

Description:
Retail Price:
Stock On Hand:

Description	Item	Price	Pack	Supplied	Received	Free	Cost	Total
Pork Eye Fillet	135	\$18.99	1	12	8	4	\$10.90	\$87.22

Update **Delete**
Print **Print Discrepancy** **Finalise** **Delete Receipt**

6. Press **Finalise**.

The stock receipt is finalised.

Note: Depending on your Portal configuration, you may be prompted to create labels for the items after finalising a stock receipt. See *Printing labels* on page 220. Also see *Configuring stock receipting options for your site*.

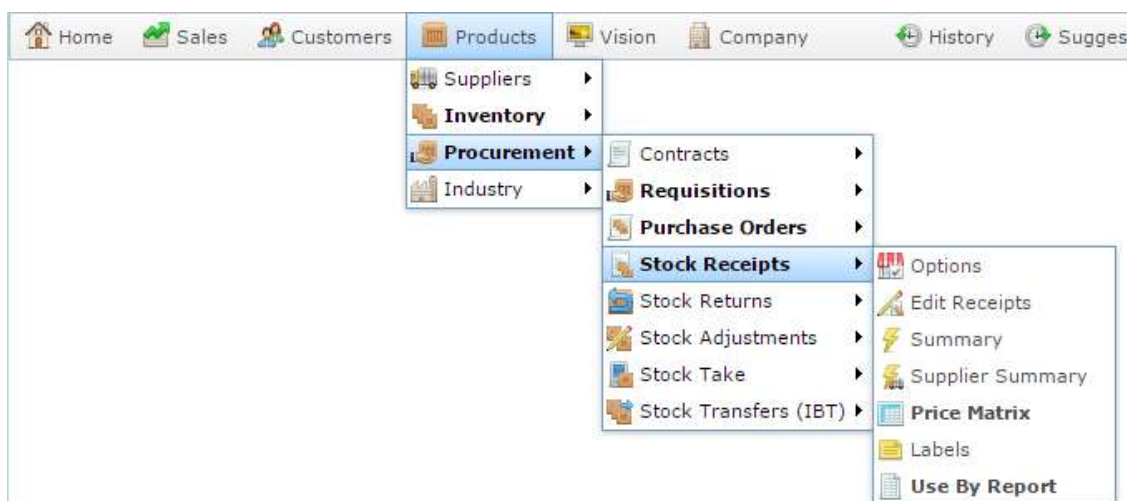
Reprinting a stock receipt

Reprint a stock receipt if it has been finalised and you want a physical copy for your records.

Note: If the stock receipt has not been finalised, you must print it from the Stock Receipts screen. See *Printing a stock receipt* on page 190.

To reprint a stock receipt:

1. Press  **Products**.
2. Press **Procurement > Stock Receipts > Summary**.



The Stock Receipt Report is displayed.

Stock Receipts Report - All Stock Receipts

Supplier	Account	Site	Receipt Number	Invoice	Status	Type	Receipt Date	Amount
ACME's Products	5001	Chadstone	4589872	4589872	Finalised	Invoice	24-Sep-2014	\$74.98
Total:								\$74.98

Filters on the left:

- Site: Chadstone
- By: Month
- Date: 8/09/2014
- Type: All

3. Use the filters to find the stock receipt you want to open.
See *Stock Receipt Summary Report* on page 211.
4. Press the supplier of the stock receipt you want to open.
A popup menu is displayed.

Managing stock receipts

Supplier	Account	Site	Receipt Number	Invoice	Status	Type	Receipt Date	Amount
ACME	5554	Chadstone	654987		Finalised	Delivery Docket	07-Oct-2014	\$158.62
Tot								\$158.62

5. Press **Reprint Stock Receipt**.

The stock receipt is sent to the printer.

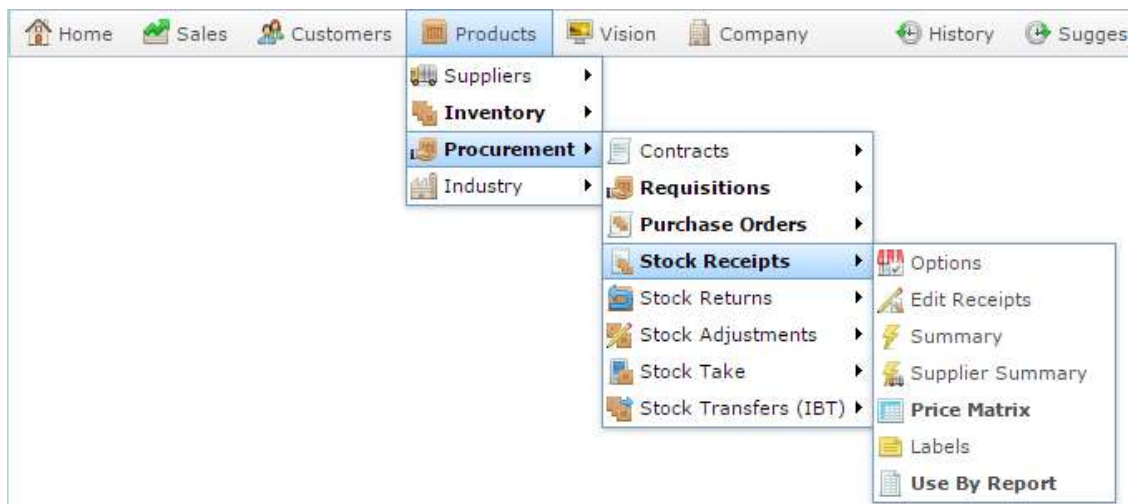
Deleting a stock receipt

Delete a stock receipt to remove it from the Portal.

Note: The stock receipt information is not deleted, but is automatically removed from reports unless explicitly searched for.

To delete a stock receipt:

1. Press  **Products**.
2. Press **Procurement > Stock Receipts > Summary**.



The Stock Receipt Report is displayed

Stock Receipts Report - All Stock Receipts

Filters: Site: Chadstone, By: Month, Date: 8/09/2014, Type: All

Supplier	Account	Site	Receipt Number	Invoice	Status	Type	Receipt Date	Amount	
ACMEs Products		5001	Chadstone	4589872	4589872	Finalised	Invoice	24-Sep-2014	\$74.98
Total:									\$74.98

3. Use the filters to find the stock receipt you want to open.
See *Stock Receipt Summary Report* on page 211.
4. Press the supplier of the stock receipt you want to open.
A popup menu is displayed.

Managing stock receipts

Supplier	Account	Site	Receipt Number	Invoice	Status	Type	Receipt Date	Amount
ACME Products	5001	Chadstone	654987		Finalised	Delivery Docket	07-Oct-2014	\$158.62
Tot								\$158.62

5. Press **Display Stock Receipt**.

The stock receipt is displayed.

Description	Item	Price	Pack	Supplied	Received	Free	Cost	Total
Pork Eye Fillet	135	\$18.99	1	12	8	4	\$10.90	\$87.22

6. Press **Delete**.

The stock receipt is deleted.

Listing items received from a supplier

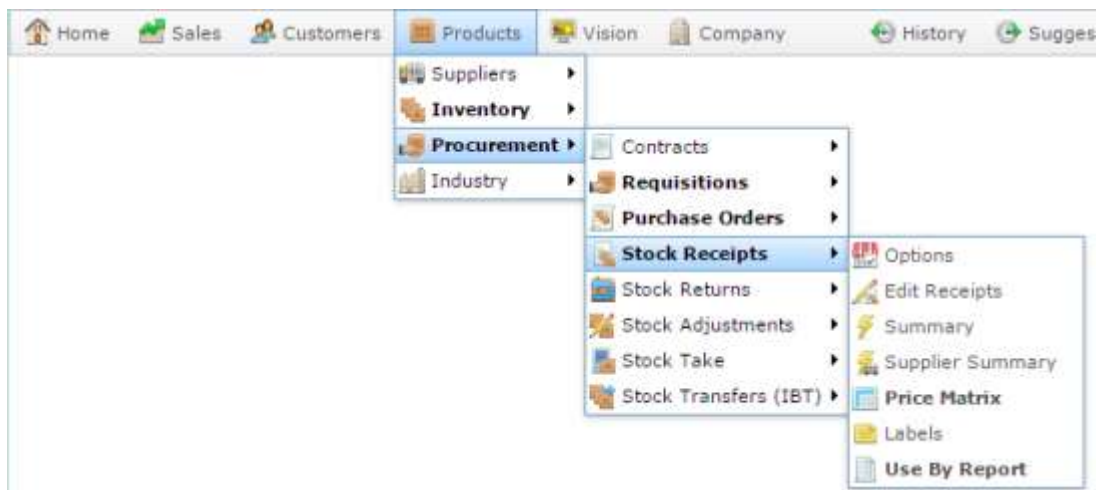
You can list all items received from a supplier for audit purposes.

To list all items received from a supplier:

Opening the Stock Receipt Supplier Summary report

To open the Stock Receipt Supplier Summary report:

1. Press  **Products** from the menu bar.
2. Press **Procurement > Stock Receipts > Supplier Summary**.



The Stock Receipt Supplier Summary report is displayed.

Supplier Summary - Stock Receipts Report - All Receipts

Supplier	Month End 31-Dec-2014	Month End 31-Jan-2015	Month End 28-Feb-2015	Month End 31-Mar-2015	Month End 30-Apr-2015	Month End 31-May-2015	Month End 30-Jun-2015	Total
ACME Products	\$0.00				\$0.00		\$155.36	\$155.36
Total:	\$0.00				\$0.00		\$155.36	\$155.36

Site: Chadstone

By: Month

Date: 9/06/2015

Type: All

Add to Favourites

A popup menu is displayed.

Supplier Summary - Stock Receipts Report - All Receipts

Supplier	Month End	Month End	Month End	Month End	Month End	Month End	Month End	Total
ACMEx	31-Dec-2014	31-Jan-2015	28-Feb-2015	31-Mar-2015	30-Apr-2015	31-May-2015	30-Jun-2015	\$155.36
					\$0.00			\$155.36
								\$155.36

ACMEx \$0.00 \$0.00 \$155.36 \$155.36

P Edit Supplier

T Show Items Received from this Supplier
Select Stock Receipt for this Supplier

Site
Chadstone

By
Month

Date
9/06/2015

Type
All

Add to Favourites

3. Press **Show Items Received from this Supplier.**

The Top 10 Records for the supplier are displayed.


Stock Receipts screen

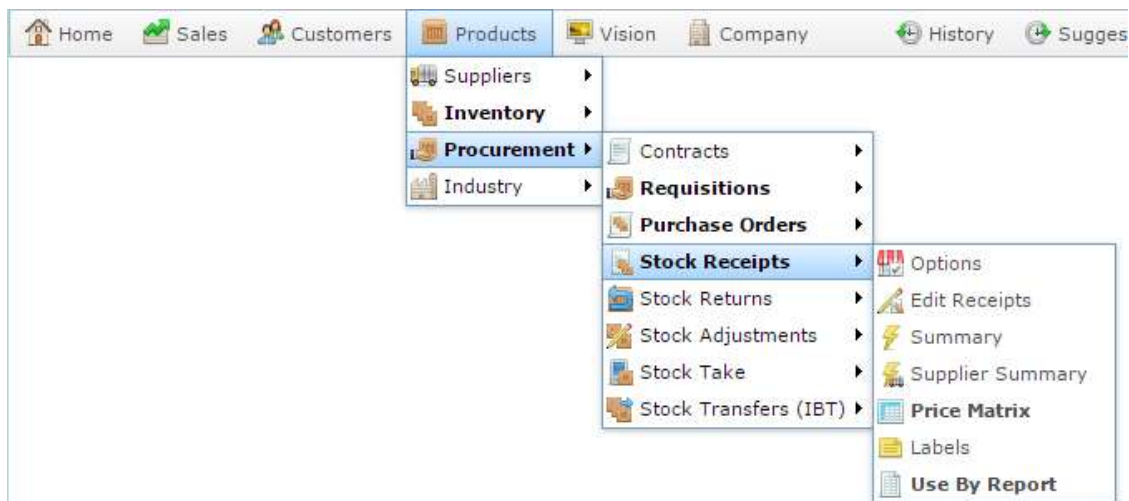
Use the Stock Receipts screen to:

- Receipt stock from a specific supplier.
- View or edit open stock receipts.

Opening the Stock Receipts screen

To open the Stock Receipts screen:

1. Press  **Products** from the main menu bar.
2. Press **Procurement > Stock Receipts > Edit Receipts**.



The Find Creditor screen is displayed.



3. Search for the creditor whose stock receipt you want to open or create.

See *Finding a creditor or supplier* on page 11.

4. Select the creditor.

Either:

- The most recent open stock receipt is displayed.

Managing stock receipts

- A new stock receipt is displayed if there are no open stock receipts for this creditor.

Stock Receipts

Supplier: ACME Products Available Credit: \$49,766.40
Code: 5001 Total: \$87.22
Type: **Warehouse**
Receipt Number: 65483215
Location: Chadstone
Purchase Order:

Receipt Total: \$87.22
Quantity Total: 8
Receipt Status: **Pending**

Details

Receipt Type: Invoice Costs Inclusive of GST
 Data Entry Via Line Total

Date: 19/11/2014
Discount: 0 Discount %
Fees: \$0.00 Freight: \$0.00 Inclusive of GST
Comment:

Item Code:

Description:
Retail Price:
Stock On Hand:

Description	Item	Price	Pack	Supplied	Received	Free	Cost	Total
Pork Eye Fillet	135	\$18.99	1	12	8	4	\$10.00	\$87.22



Stock Receipts screen key fields and buttons

Stock Receipt area

Use this area to:

- Identify the number, supplier, type, totals and status of the stock receipt.
- Switch between stock receipts of the same supplier.
- Switch between sites for stock receipts.
- Print the stock receipt.
- Finalise the stock receipt.

Field	Description
Supplier	Name of the supplier the stock receipt is intended for.
Code	Code identifying the supplier the stock receipt is intended for.
Type	Record whether the stock is being received from a: <ul style="list-style-type: none"> ▪ Warehouse. ▪ Debtor.
Receipt Number	Number identifying the stock receipt. <div style="border: 1px solid #0056b3; background-color: #e6f2ff; padding: 10px; margin-top: 10px;"> <p>Note: To create a new stock receipt, select New receipt from the drop-down list. See <i>Receipting stock with a delivery docket</i> on page 162. Also see <i>Receipting stock with an invoice</i> on page 168.</p> </div>
Location	Site the stock receipt is created for. <div style="border: 1px solid #0056b3; background-color: #e6f2ff; padding: 10px; margin-top: 10px;"> <p>Note: Select another site from the drop-down list to view, edit or create a stock receipt from another site.</p> </div>

Field	Description
Purchase Order	The code of the purchase order the stock receipt is linked to. See <i>Linking a purchase order to a receipt</i> on page 178.
Available Credit	Credit available from the supplier.
Total	Total cost of the stock receipt.
Receipt Total	Total cost of all items received.
Quantity Total	Total number of item units received.
Receipt Status	Status of the stock receipt.
 Print	Print the stock receipt. See <i>Printing a stock receipt</i> on page 190.
 Print Discrepancy	Print any discrepancies between the supplier's receipt and the stock received. See <i>Printing stock receipt discrepancies</i> on page 192.
 Finalise	Finalise the stock receipt. See <i>Finalising a stock receipt</i> on page 195.
 Delete Receipt	Delete the stock receipt. See <i>Deleting a stock receipt</i> on page 199.

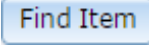
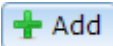

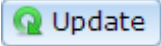
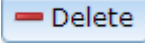
Details area

Use this area to:

- Nominate whether the stock receipt is an invoice or delivery docket.
- Add any delivery charges, fees or discounts to the stock receipt.
- Match the stock receipt to one or more purchase orders.
- Add comments.
- Search for items to add to the stock receipt.

Field	Description
Receipt Type	<p>Select the type of stock receipt, either delivery docket or invoice.</p> <p>See <i>Managing stock receipts</i> on page 157.</p> <p>Also see <i>Receipting stock with an invoice</i> on page 168 and <i>Receipting stock with a delivery docket</i> on page 162.</p>
<div style="border: 1px solid #ccc; border-radius: 4px; padding: 2px 10px; display: inline-block; margin-bottom: 5px;">Select Order</div>	<p>Select a purchase order to link with the stock receipt.</p> <p>See <i>Linking a purchase order to a receipt</i> on page 178.</p>
Cost Inclusive of GST	<p>Select if the item costs are inclusive of GST.</p> <div style="border: 1px solid #ccc; background-color: #e6f2ff; padding: 10px; margin-top: 10px;"> <p>Note: Each creditor has a default GST configuration in their creditor maintenance. You can override this if required. See <i>Creditor Maintenance screen</i>.</p> </div>
Data Entry Via Line Total	<p>Select if you want to type the line totals of received items rather than the quantities.</p> <div style="border: 1px solid #ccc; background-color: #e6f2ff; padding: 10px; margin-top: 10px;"> <p>Note: Your Portal configuration may select this field by default, but you can override it for a specific stock receipt. See <i>Configuring stock receipting options for your site</i>.</p> </div>

Field	Description
<p>New Receipt Number</p>	<p>Type a code to identify the receipt.</p> <p>Note: This field is only displayed if New Receipt is selected from the Receipt Number drop-down field.</p>
<p>Date</p>	<p>Date the stock receipt was created.</p>
<p>Discount</p>	<p>Type any discount to be applied to the stock receipt.</p> <p>Note: This field is only displayed for invoice stock receipts.</p>
<p>Discount %</p>	<p>Select if the discount amount is a percentage. If not selected, the discount amount is deducted as a flat amount.</p> <p>Note: This field is only displayed for invoice stock receipts.</p>
<p>Fees</p>	<p>Type in any additional fees for delivery.</p> <p>Note: This field is only displayed for invoice stock receipts.</p>
<p>Freight</p>	<p>Type in any freight charges.</p> <p>Note: This field is only displayed for invoice stock receipts.</p>
<p>Inclusive of GST</p>	<p>Select whether fees and freight charges include GST.</p> <p>Note: This field is only displayed for invoice stock receipts.</p>

Field	Description
Comment	Type any comment on the stock receipt.
Item Code	Code of the item to be added to the stock receipt. Note: Use this field to search for items to add. See <i>Find an item with a search field</i> .
	Find an item to add to the stock receipt. See <i>Find an item with a search field</i> .
	Add the selected item to the stock receipt. See <i>Adding items to stock receipts</i> on page 180.
	Search for an item by the supplier's item code.
Description	Description of the selected item.
Retail Price	Price per unit of the selected item.
Stock On Hand	Stock-on-hand of the selected item.
	Update the item quantities received. See <i>Editing item quantities in stock receipts</i> on page 182.
	Remove the selected item from the stock receipt. See <i>Removing items from stock receipts</i> on page 183.

Item grid area

Use this area to:

- Record units of items supplied and charged for.
- Record units of items supplied by the supplier at no charge.
- Update the cost of the supplied item.
- Remove items from the stock receipt.

Field	Description
Description	Description of the item.
Item	Code identifying the item.
Price	Retail price of the item.
Pack	Number of units supplied in one pack of the item.
Supplied	Total number of units supplied by the supplier, including free units.
Received	Number of units received and charged for on the supplier's receipt.
Free	Number of units received but not charged for by the supplier.
Cost	Supplier cost of the item.
	<p>Note: You can edit this field if the supplier has charged a different price on the receipt.</p>
Total	Total supplier cost of the Received units that have been charged for.

Stock Receipt Summary Report


Use the Stock Receipt Summary report to view a summary of stock receipts by type, site or date.

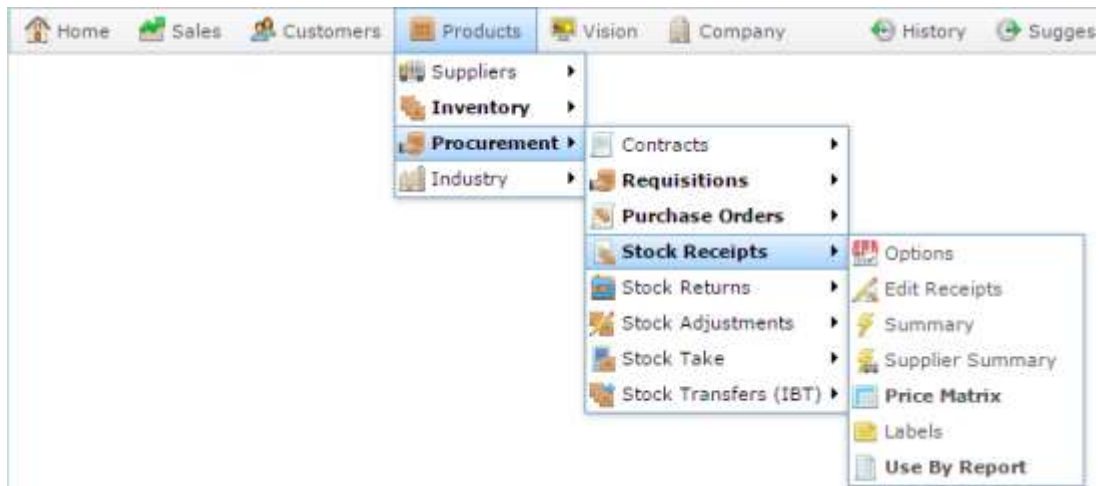
Press the supplier of a stock receipt in the report to:

- Load the stock receipt.
- Reprint the stock receipt.
- Print labels from the stock receipt.
- Edit the details of the supplier linked to the stock receipt.

Opening the Stock Receipt Summary report

To open the Stock Receipt Summary report:

1. Press  **Products** from the menu bar.
2. Press **Procurement > Stock Receipts > Summary**.




The Stock Receipt Summary report is displayed.

Stock Receipts Report - All Stock Receipts									
Supplier	Account	Site	Receipt Number	Invoice	Status	Type	Receipt Date	Amount	
ACMEx Products	5001	Chadstone	4589872	4589872	Finalised	Invoice	24-Sep-2014	\$74.98	
Total:								\$74.98	

Stock Receipt Summary report key fields

Filters area

Use this area to filter the results shown in the report.

Field	Description								
	Press to add this report to your Portal favourites for easier access.								
Site	Select the site to report on.								
By	Select to display the report for a specific day, week or month.								
Date / Date From and Date To / As of	Select the date or date period to report on.								
Type	Select the type of stock receipt to report on: <table><tbody><tr><td>Pending</td><td>Display stock receipts that have not yet been finalised.</td></tr><tr><td>Finalised</td><td>Display stock receipts that have been finalised.</td></tr><tr><td>All</td><td>Display all stock receipts except deleted receipts.</td></tr><tr><td>Requiring Matching</td><td>Display all stock receipts that need to be matched to invoices.</td></tr></tbody></table>	Pending	Display stock receipts that have not yet been finalised.	Finalised	Display stock receipts that have been finalised.	All	Display all stock receipts except deleted receipts.	Requiring Matching	Display all stock receipts that need to be matched to invoices.
Pending	Display stock receipts that have not yet been finalised.								
Finalised	Display stock receipts that have been finalised.								
All	Display all stock receipts except deleted receipts.								
Requiring Matching	Display all stock receipts that need to be matched to invoices.								

Field	Description
Deleted	Display stock receipts that have been deleted.

Report area

This area displays report information.

Note: Not all fields may be displayed at once. Some fields depend on your filter field selections.

Field	Description
Supplier	Name of the supplier.
Account	Creditor code of the supplier.
Site	Site where the stock was received.
Receipt Number	Stock receipt identifier.
Invoice	Identifier of the invoice linked to the stock receipt.
Status	Status of the stock receipt.
Type	Type of stock receipt, either: <ul style="list-style-type: none">▪ Invoice.▪ Delivery docket.
Receipt Date	Date the stock was received.
Amount	Total dollar value of the receipted goods.

Stock Receipt Supplier Summary Report

Use the Stock Receipt Supplier Summary report to:


- View a summary of stock receipts per supplier over a period of days, weeks or months.

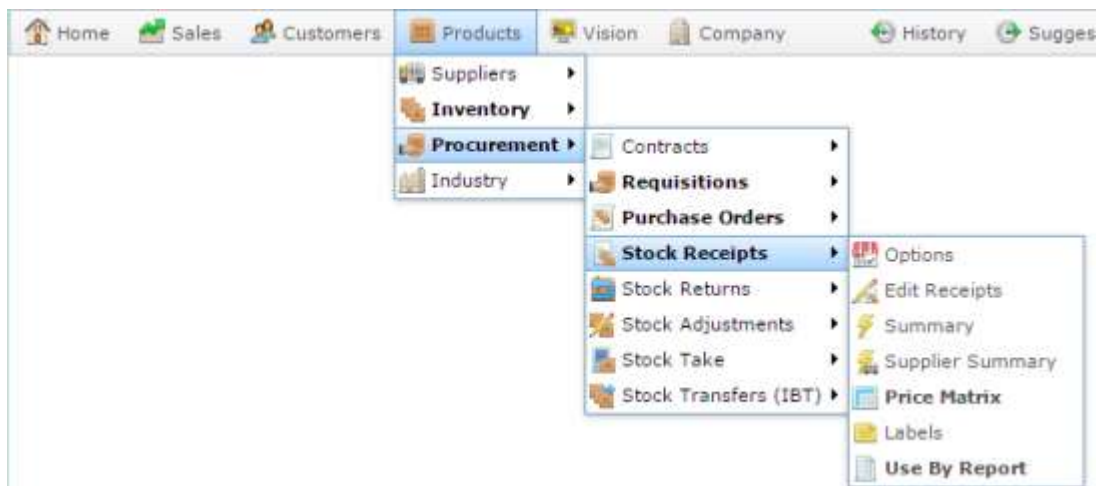
Press the supplier in the report to:

- View items received from the supplier.
- View stock receipts for the supplier.
- Edit the supplier details.

Opening the Stock Receipt Supplier Summary report

To open the Stock Receipt Supplier Summary report:

1. Press  **Products** from the menu bar.
2. Press **Procurement > Stock Receipts > Supplier Summary**.



The Stock Receipt Supplier Summary report is displayed.

Supplier Summary - Stock Receipts Report - All Receipts

Supplier	Month End 31-Dec-2014	Month End 31-Jan-2015	Month End 28-Feb-2015	Month End 31-Mar-2015	Month End 30-Apr-2015	Month End 31-May-2015	Month End 30-Jun-2015	Total
ACMEx Products	\$0.00				\$0.00		\$155.36	\$155.36
Total:	\$0.00				\$0.00		\$155.36	\$155.36

Site
Chadstone

By
Month

Date
9/06/2015

Type
All

Add to Favourites

Stock Receipt Supplier Summary report key fields

Filters area

Use this area to filter the results shown in the report.

Field	Description
<div style="border: 1px solid #ccc; padding: 2px; display: inline-block;">Add to Favourites</div>	Press to add this report to your Portal favourites for easier access.
Site	Select the site to report on.
By	Select to display the report for a specific day, week or month.
Date / Date From and Date To / As of	Select the date or date period to report on.
Type	Select the type of stock receipt to report on:
Pending	Display stock receipts that have not yet been finalised.
Finalised	Display stock receipts that have been finalised.
All	Display all stock receipts except deleted receipts.
Requiring Matching	Display all stock receipts that need to be matched to invoices.

Field	Description
Deleted	Display stock receipts that have been deleted.

Report area

This area displays report information.

Note: Not all fields may be displayed at once. Some fields depend on your filter field selections.

Field	Description
Supplier	Name of the supplier.
Day	Total dollar amount of stock received for the selected day, week or month.
Week End	
Month End	
Total	Total dollar amount of stock received for the displayed period.

Printing labels

You can print labels for items in your inventory. Labels can be generated as:

- Item-specific labels, for second-hand or tracked items.
- Identical labels to be put on individual items.
- Shelf labels.
- Advertising labels.

Generated labels are downloaded as a .dbf (database file) and can be opened in mail merge programs for further customisation. You can also produce shelf labels as a PDF for immediate printing.

Item labels automatically include the item's description and price-per-unit. You can specify more information to include on a per-item basis using Inventory Maintenance.

See *Inventory Management - Information tab*. Also see *Inventory Management - Ingredients tab*.

Selecting items for label printing

As labels are printed as a batch process, you can use a number of methods to select items for label printing:

Manual You can request labels for items through Inventory Maintenance or from the Point of Sale. For example, if you have edited the item name or changed the price directly, without using a Global Price Change. Only labels that have been manually requested appear in this list, and you can print labels for all or some of the items listed.

New / Changed You can print labels for items that you have:

- Imported into your Portal inventory using the Inventory Import feature.
- Created pending price changes for using Global Price Change.

This allows you to prepare to change labels in advance before the price change takes effect. You can configure how far ahead the Portal looks for upcoming price changes and print all or some of the labels in the list.

Stocktake You can print labels for items that have had a label requested when scanned with a Portable Data Terminal (PDT).

Tracked You can print individual item-specific labels for tracked items such as

second-hand goods when dealing with microsales and microloans. When you select this option, all tracked items are displayed in the list. You can select to print labels or all or some of the listed items.

Fixture	You can print labels for an entire fixture or gondola at once. To print labels this way, you must have configured the fixtures and assigned items to a fixture. By selecting this option, you can print all or some items from a selected fixture.
----------------	--

Receipt number	When you have opened a stock receipt, you can print labels for all or some of the items received. All items for which you received a positive quantity are automatically included in the label list, and the number of individual item labels required is updated to reflect the number of stock received. Stock receipts do not need to be finalised for you to print labels from them.
-----------------------	--

Also see *Receipt Label Management screen* on page 242.


What you can do:

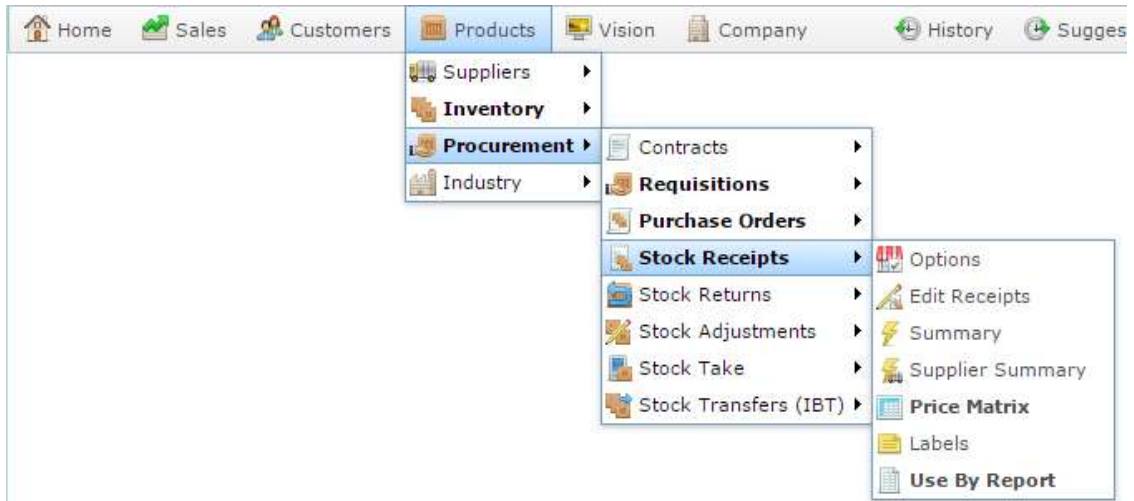
1. *Printing item labels* on page 222.
2. *Printing shelf labels* on page 226.
3. *Printing shelf labels in a PDF* on page 230.
4. *Printing advertising labels* on page 233.

Printing item labels

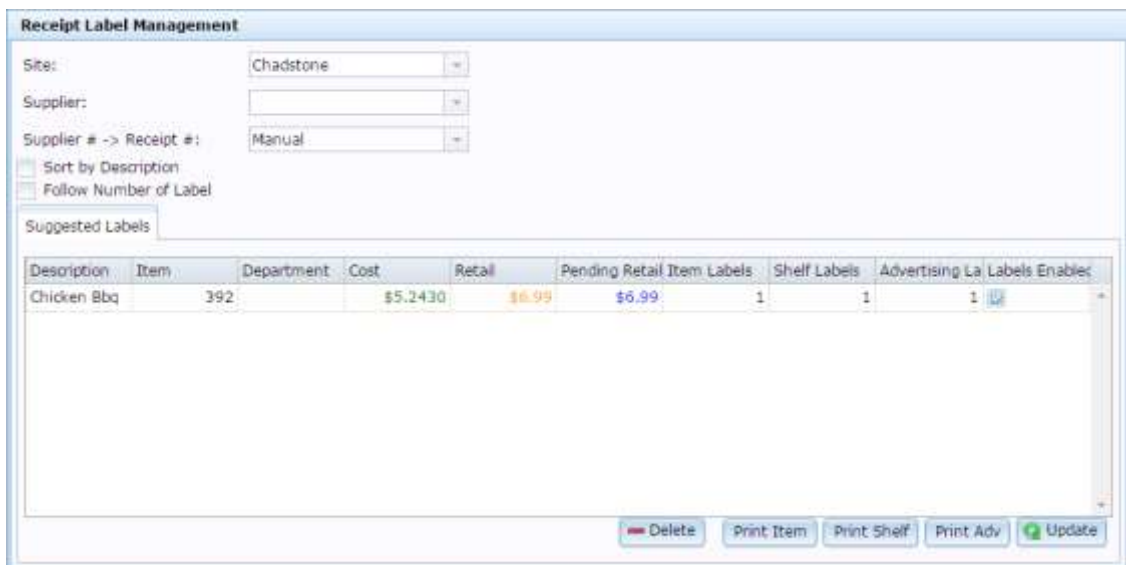
Print item labels if you want to fix labels to items individually.

To print individual labels for items:

1. Press  **Products** from the main menu bar.
2. Press **Procurement > Stock Receipts > Labels**.



The Receipt Label Management screen is displayed



3. Select the **Site** you want to print labels for from the drop-down list.

Receipt Label Management

Site: Chadstone

Supplier:

Supplier # -> Receipt #: Manual

Sort by Description

Follow Number of Label

Suggested Labels

Description	Item	Department	Cost	Retail	Pending Retail	Item Labels	Shelf Labels	Advertising La	Labels Enablec
Chicken Bbq	392		\$5.2430	\$6.99	\$6.99	1	1	1	

Delete Print Item Print Shelf Print Adv Update

- If you want to print labels for items only from a particular supplier, select them from the **Supplier** drop-down list.

Receipt Label Management

Site: Chadstone

Supplier:

Supplier # -> Receipt #: Manual

Sort by Description

Follow Number of Label

Suggested Labels

Description	Item	Department	Cost	Retail	Pending Retail	Item Labels	Shelf Labels	Advertising La	Labels Enablec
Chicken Bbq	392		\$5.2430	\$6.99	\$6.99	1	1	1	

Delete Print Item Print Shelf Print Adv Update

- Select the group of items you want to print labels for from the **Supplier # -> Receipt #** drop-down list.

Printing labels

Receipt Label Management

Site: Chadstone

Supplier:

Supplier # -> Receipt #: Manual

Sort by Description

Follow Number of Label

Suggested Labels

Description	Item	Department	Cost	Retail	Pending Retail	Item Labels	Shelf Labels	Advertising La	Labels Enabled
Chicken Bbq	392		\$5.2430	\$6.99	\$6.99	1	1	1	<input checked="" type="checkbox"/>

Buttons: Delete, Print Item, Print Shelf, Print Adv, Update

See *Receipt Label Management* screen on page 242.

Either:

- Select **Follow Number of Label** to print labels for all stock on hand of each item.
- Clear **Follow Number of Label** to print the receipt quantity.
- Specify the number of labels to print in the **Item Labels** field.

Receipt Label Management

Site: Chadstone

Supplier:

Supplier # -> Receipt #: Manual

Sort by Description

Follow Number of Label

Suggested Labels

Description	Item	Department	Cost	Retail	Pending Retail	Item Labels	Shelf Labels	Advertising La	Labels Enabled
Chicken Bbq	392		\$5.2430	\$6.99	\$6.99	1	1	1	<input checked="" type="checkbox"/>

Buttons: Delete, Print Item, Print Shelf, Print Adv, Update

6. Adjust the quantity of labels you want to print in each item's **Item Labels** field.

Suggested Labels

Description	Item	Department	Cost	Retail	Pending Retail	Item Labels	Shelf Labels	Advertising La	Labels Enabled
Chicken Bbq	392		\$5.2430	\$6.99	\$6.99	1	1	1	<input checked="" type="checkbox"/>

Note: If you are printing labels from a stock receipt, the Item Labels quantity defaults to the quantity of this item you received.

7. Clear the **Labels Enabled** field for any items in the list you don't want to print labels for.

Description	Item	Department	Cost	Retail	Pending Retail	Item Labels	Shelf Labels	Advertising La	Labels Enabled
Chicken Bbq	392		\$5.2430	\$6.99	\$6.99	1	1	1	<input type="checkbox"/>

8. Press

Print Item

Receipt Label Management

Site: Chadstone

Supplier:

Supplier # -> Receipt #: Manual

Sort by Description

Follow Number of Label

Description	Item	Department	Cost	Retail	Pending Retail	Item Labels	Shelf Labels	Advertising La	Labels Enabled
Chicken Bbq	392		\$5.2430	\$6.99	\$6.99	1	1	1	<input type="checkbox"/>

Buttons: Delete, **Print Item**, Print Shelf, Print Adv, Update


The individual labels file is generated and downloaded.

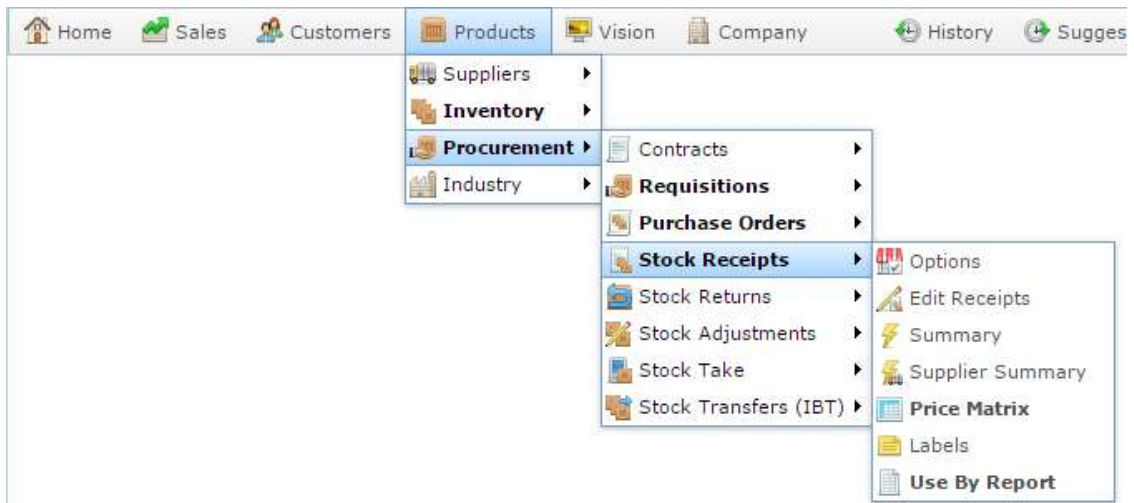
Note: The Portal does not automatically remove items once the labels are printed. If you want to remove items from the list, see *Deleting or excluding items from label printing* on page 238.

Printing shelf labels

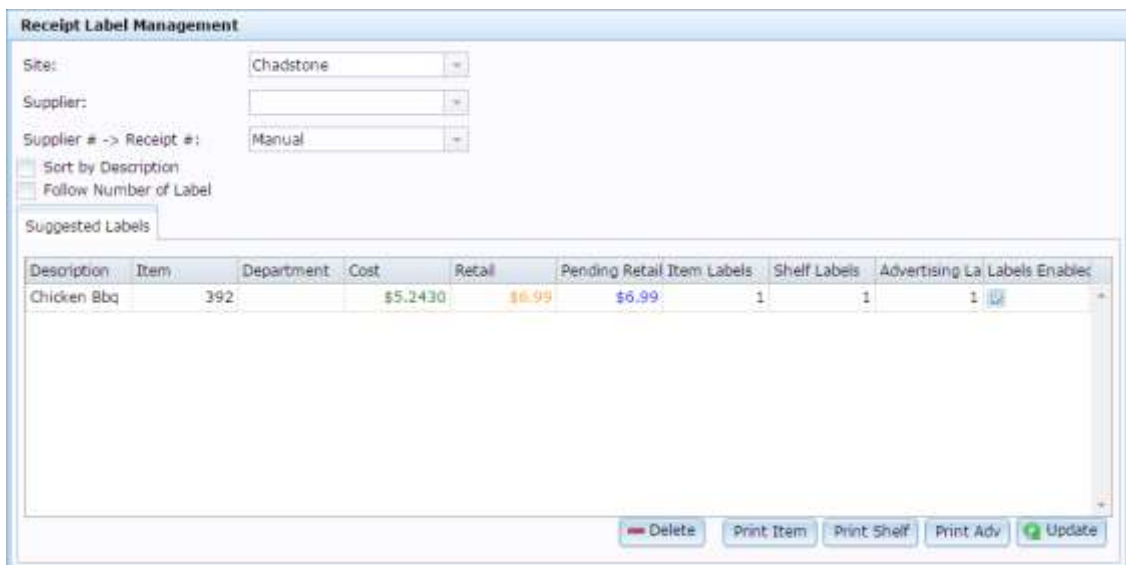
Print shelf labels to display a single label on a fixture where the item is stored.

To print shelf labels for items:

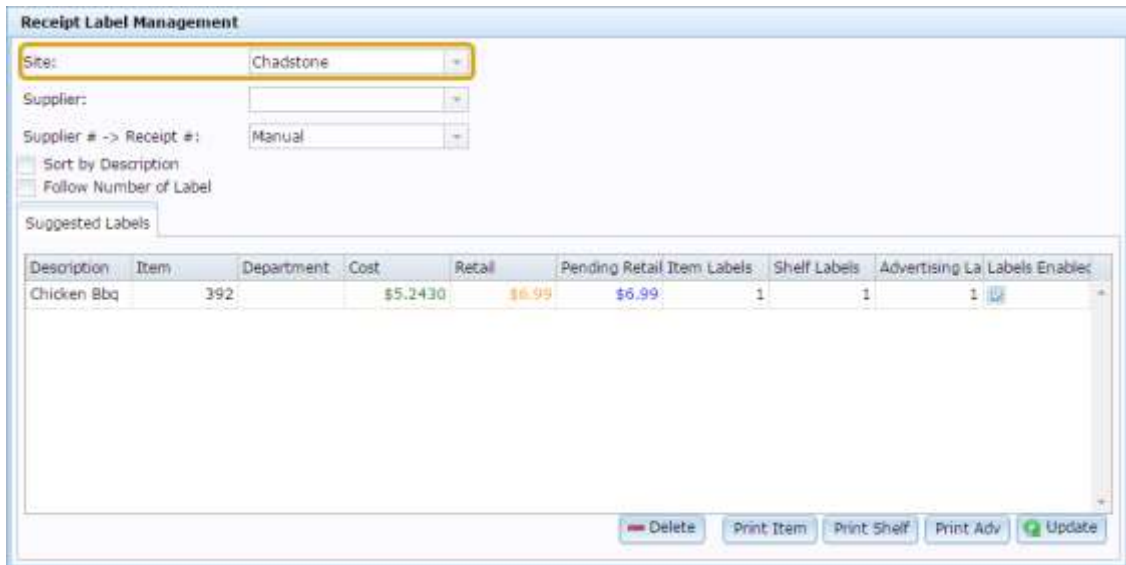
1. Press  **Products** from the main menu bar.
2. Press **Procurement > Stock Receipts > Labels**.



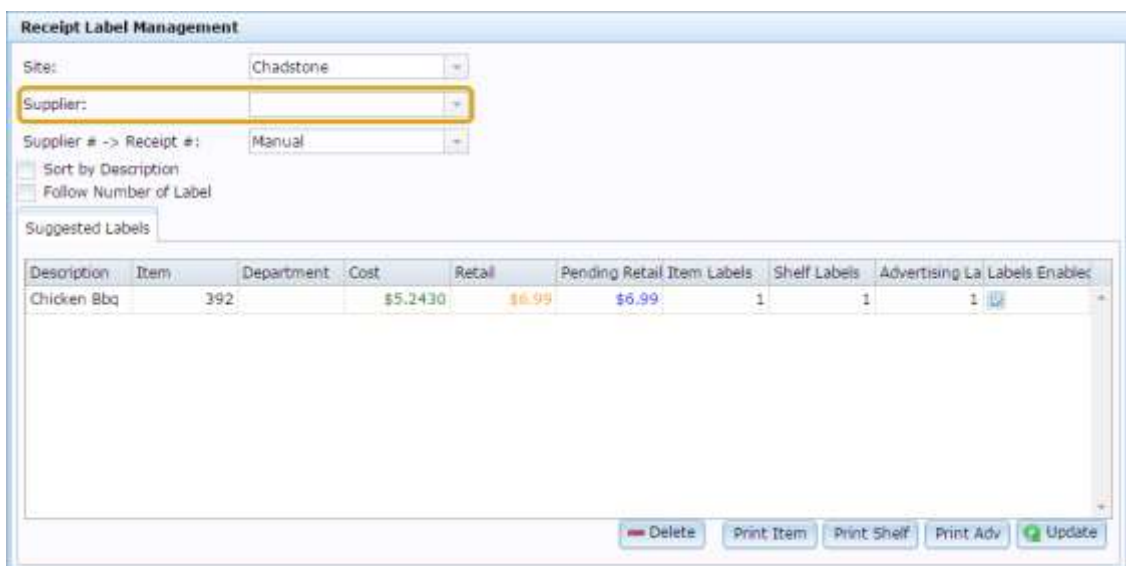
The Receipt Label Management screen is displayed



3. Select the **Site** you want to print labels for from the drop-down list.



4. If you want to print labels for items only from a particular supplier, select them from the **Supplier** drop-down list.



5. Select the group of items you want to print labels for from the **Supplier # -> Receipt #** drop-down list.

Printing labels

Receipt Label Management

Site: Chadstone

Supplier:

Supplier # -> Receipt #: Manual

Sort by Description

Follow Number of Label

Suggested Labels

Description	Item	Department	Cost	Retail	Pending Retail	Item Labels	Shelf Labels	Advertising La	Labels Enabled
Chicken Bbq	392		\$5.2430	\$6.99	\$6.99	1	1	1	<input type="checkbox"/>

Buttons: Delete, Print Item, Print Shelf, Print Adv, Update

See *Receipt Label Management* screen on page 242.

- Adjust the quantity of labels you want to print in each item's **Shelf Labels** field.

Suggested Labels

Description	Item	Department	Cost	Retail	Pending Retail	Item Labels	Shelf Labels	Advertising La	Labels Enabled
Chicken Bbq	392		\$5.2430	\$6.99	\$6.99	1	1	1	<input type="checkbox"/>

- Clear the **Labels Enabled** field for any items in the list you don't want to print labels for.

Suggested Labels

Description	Item	Department	Cost	Retail	Pending Retail	Item Labels	Shelf Labels	Advertising La	Labels Enabled
Chicken Bbq	392		\$5.2430	\$6.99	\$6.99	1	1	1	<input type="checkbox"/>

- Press **Print Shelf**.

Receipt Label Management

Site: Chadstone

Supplier:

Supplier # -> Receipt #: Manual

Sort by Description

Follow Number of Label

Suggested Labels

Description	Item	Department	Cost	Retail	Pending Retail	Item Labels	Shelf Labels	Advertising La	Labels Enabled
Chicken Bbq	392		\$5.2430	\$6.99	\$6.99	1	1	1	<input type="checkbox"/>

Buttons: Delete, Print Item, Print Shelf, Print Adv, Update

The shelf labels file is generated and downloaded.


Note: The Portal does not automatically remove items once the labels are printed. If you want to remove items from the list, see *Deleting or excluding items from label printing* on page 238.

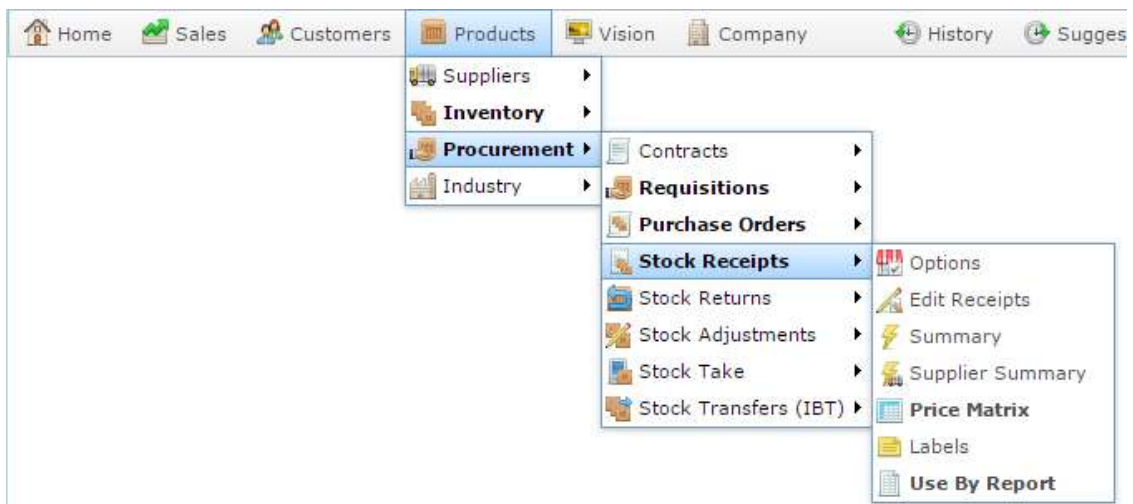
Printing shelf labels in a PDF

Print shelf labels as a PDF to print a ready-to-cut A4 PDF of labels for a fixture where the item is stored.

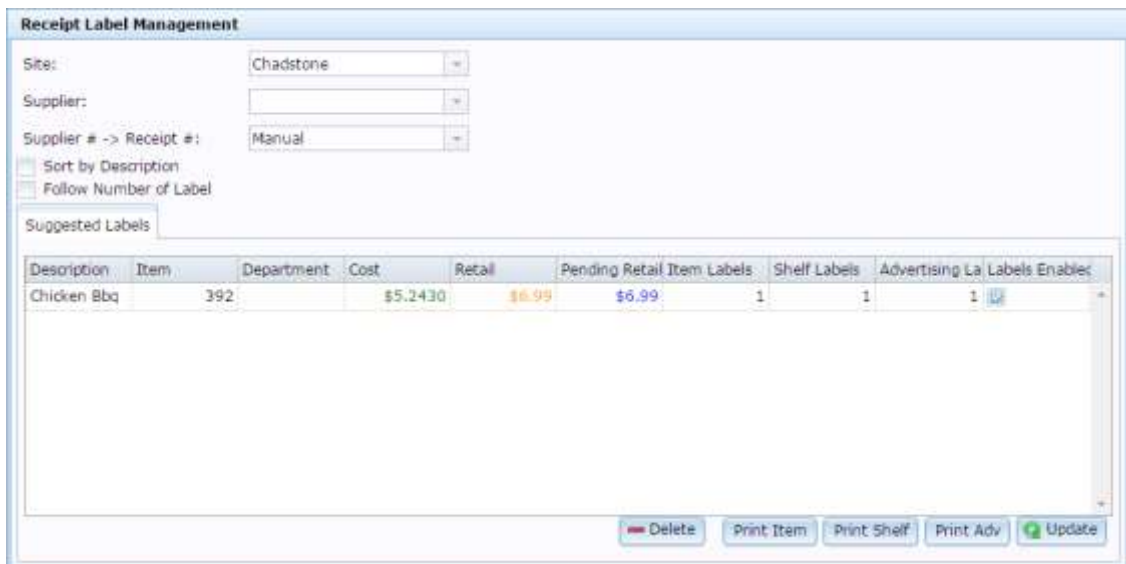
Note: Shelf labels can only be printed as a PDF when printing from a stock receipt.

To print shelf labels in a PDF:

1. Press  **Products** from the main menu bar.
2. Press **Procurement > Stock Receipts > Labels**.



The Receipt Label Management screen is displayed



3. Select the **Site** you want to print labels for from the drop-down list.

Receipt Label Management

Site: Chadstone

Supplier:

Supplier # -> Receipt #: Manual

Sort by Description

Follow Number of Label

Suggested Labels

Description	Item	Department	Cost	Retail	Pending Retail	Item Labels	Shelf Labels	Advertising La	Labels Enablec
Chicken Bbq	392		\$5.2430	\$6.99	\$6.99	1	1	1	

Delete Print Item Print Shelf Print Adv Update

- If you want to print labels for items only from a particular supplier, select them from the **Supplier** drop-down list.

Receipt Label Management

Site: Chadstone

Supplier:

Supplier # -> Receipt #: Manual

Sort by Description

Follow Number of Label

Suggested Labels

Description	Item	Department	Cost	Retail	Pending Retail	Item Labels	Shelf Labels	Advertising La	Labels Enablec
Chicken Bbq	392		\$5.2430	\$6.99	\$6.99	1	1	1	

Delete Print Item Print Shelf Print Adv Update

- Select the stock receipt you want to print labels for from the **Supplier # -> Receipt #** drop-down list.

Printing labels

Receipt Label Management

Site: Chadstone
Supplier:
Supplier # -> Receipt #: Manual
 Sort by Description
 Follow Number of Label

Suggested Labels

Description	Item	Department	Cost	Retail	Pending Retail	Item Labels	Shelf Labels	Advertising La	Labels Enabled
Chicken Bbq	392		\$5.2430	\$6.99	\$6.99	1	1	1	<input type="checkbox"/>

Buttons: Delete, Print Item, Print Shelf, Print Adv, Update

See *Receipt Label Management* screen on page 242.

- Adjust the quantity of labels you want to print in each item's **Shelf Labels** field.

Suggested Labels

Description	Item	Department	Cost	Retail	Pending Retail	Item Labels	Shelf Labels	Advertising La	Labels Enabled
Chicken Bbq	392		\$5.2430	\$6.99	\$6.99	1	1	1	<input type="checkbox"/>

- Clear the **Labels Enabled** field for any items in the list you don't want to print labels for.

Suggested Labels

Description	Item	Department	Cost	Retail	Pending Retail	Item Labels	Shelf Labels	Advertising La	Labels Enabled
Chicken Bbq	392		\$5.2430	\$6.99	\$6.99	1	1	1	<input type="checkbox"/>

- Press **Print Shelf**.

Receipt Label Management

Site: Richmond
Supplier:
Supplier # -> Receipt #: 5001 -> 456665454
 Sort by Description
 Follow Number of Label

Suggested Labels

Description	Item	Department	Cost	Retail	Pending Retail	Item Labels	Shelf Labels	Advertising La	Labels Enabled
Plum Puddings Small	231		\$8.1820	\$14.00	\$14.00	15	1	1	<input type="checkbox"/>


Buttons: Print Shelf (PDF), Print Item, Print Shelf, Print Adv, Update

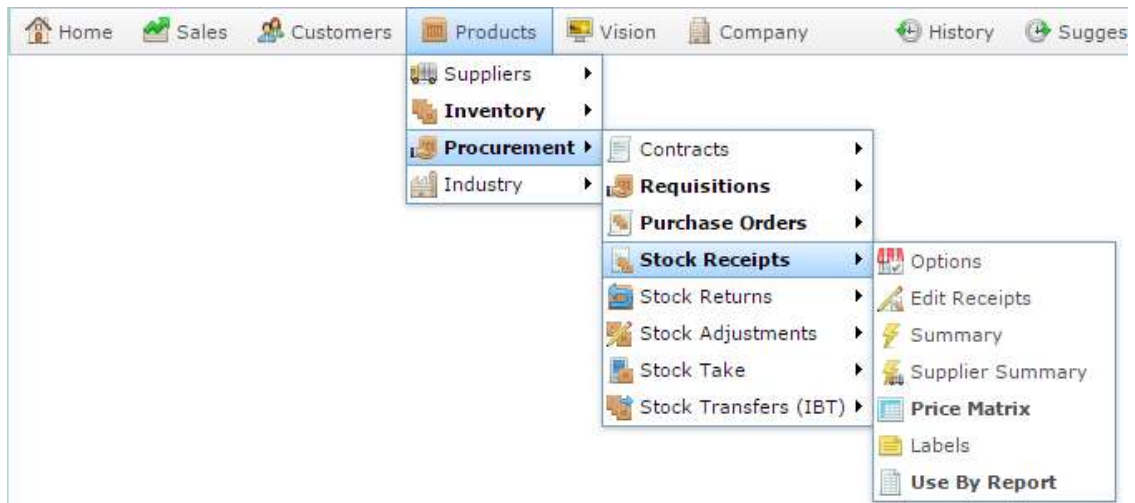
The shelf labels file is generated and downloaded.

Printing advertising labels

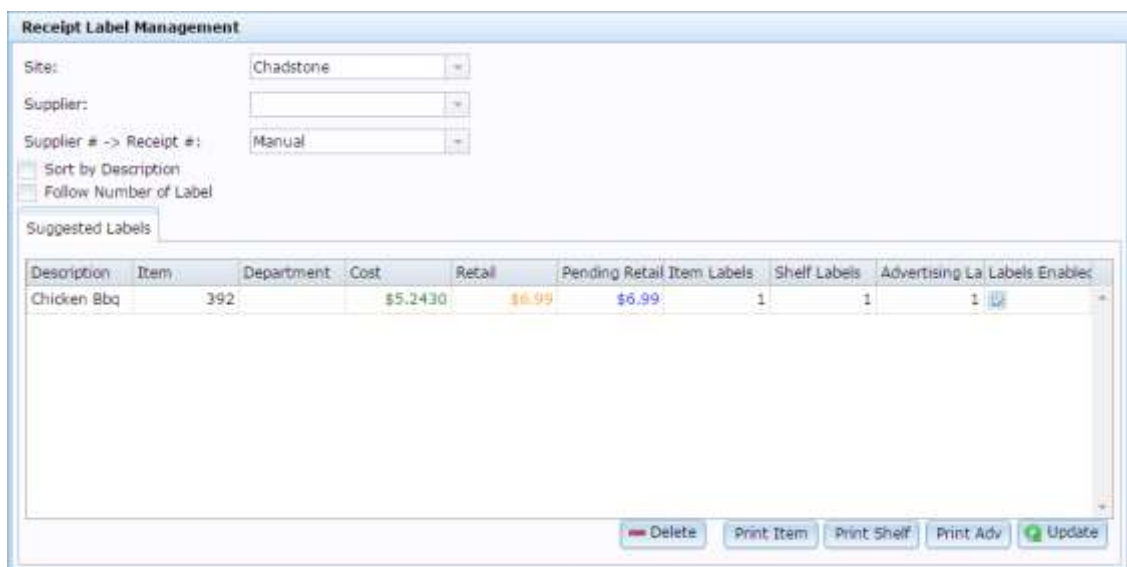
Print advertising labels to print a single large label to advertise the price of an item.

To print advertising labels for items:

1. Press  **Products** from the main menu bar.
2. Press **Procurement > Stock Receipts > Labels**.



The Receipt Label Management screen is displayed



3. Select the **Site** you want to print labels for from the drop-down list.

Printing labels

Receipt Label Management

Site: Chadstone

Supplier:

Supplier # -> Receipt #: Manual

Sort by Description

Follow Number of Label

Suggested Labels

Description	Item	Department	Cost	Retail	Pending Retail	Item Labels	Shelf Labels	Advertising La	Labels Enablec
Chicken Bbq	392		\$5.2430	\$6.99	\$6.99	1	1	1	

Delete Print Item Print Shelf Print Adv Update

4. If you want to print labels for items only from a particular supplier, select them from the **Supplier** drop-down list.

Receipt Label Management

Site: Chadstone

Supplier:

Supplier # -> Receipt #: Manual

Sort by Description

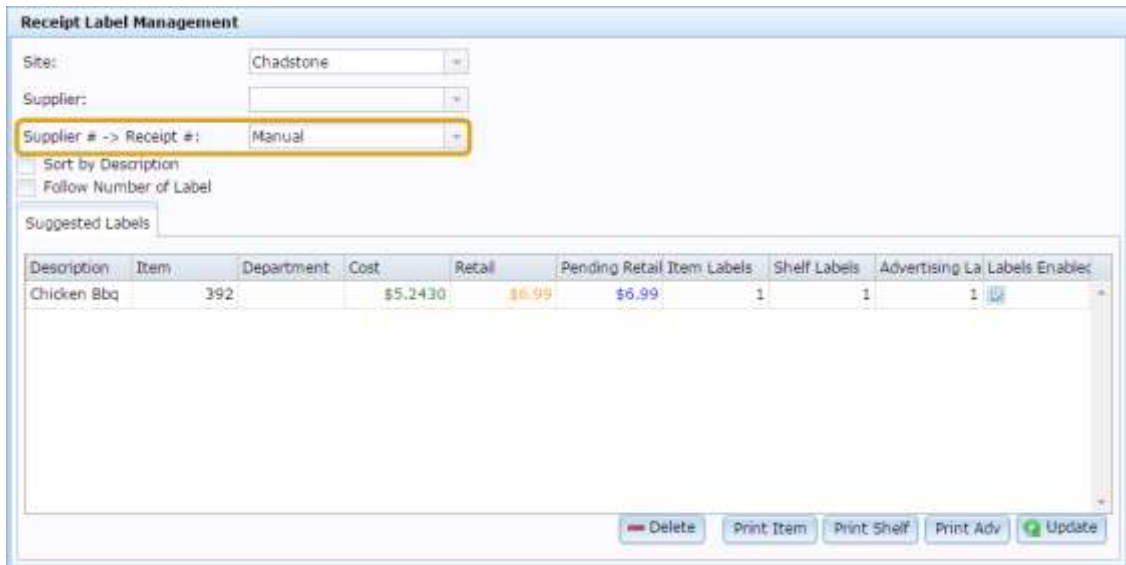
Follow Number of Label

Suggested Labels

Description	Item	Department	Cost	Retail	Pending Retail	Item Labels	Shelf Labels	Advertising La	Labels Enablec
Chicken Bbq	392		\$5.2430	\$6.99	\$6.99	1	1	1	

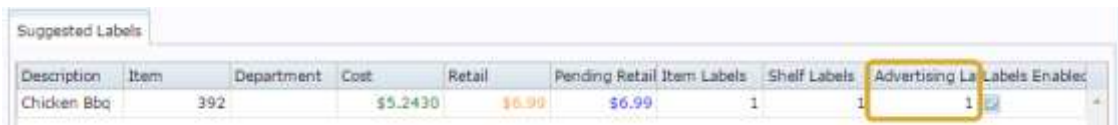
Delete Print Item Print Shelf Print Adv Update

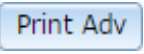
5. Select the group of items you want to print labels for from the **Supplier # -> Receipt #** drop-down list.

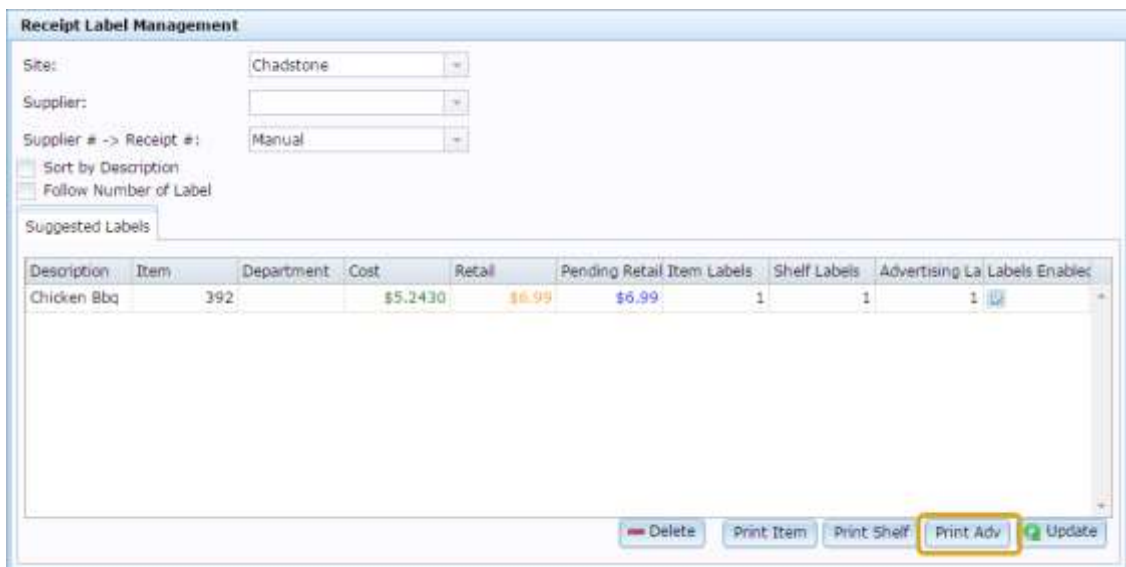


See Receipt Label Management screen on page 242.

- Adjust the quantity of labels you want to print in each item's **Advertising Labels** field.



- Press .



The advertising labels file is generated and downloaded.

Note: The Portal does not automatically remove items once the labels are printed. If you want to remove items from the list, see *Deleting or excluding items from label printing* on page 238.

Requesting a label for an item

You can request a label to be printed for an item. Requested labels can then be printed in a batch as shelf, advertising or individual labels.

Note: Newly-created or imported items and items with pending price changes are automatically added to the New / Changed list of Receipt Label Management and do not need to be requested manually.

To request a label for an item:

1. Find the item.

See *Finding an item using the search screen*.

2. Press the Control tab.

The Control tab of Inventory Maintenance is displayed.

See *Inventory Management - Control tab*.

3. Press **Add Label**.

The item is added to the manual label list.

Deleting or excluding items from label printing

You can delete or exclude items from label generation.

Deleting items


Deleting items removes them from the list completely. Items that have been deleted from a label list must be re-added manually if you want to print labels for them. Use this option if you have finished printing labels for this item.

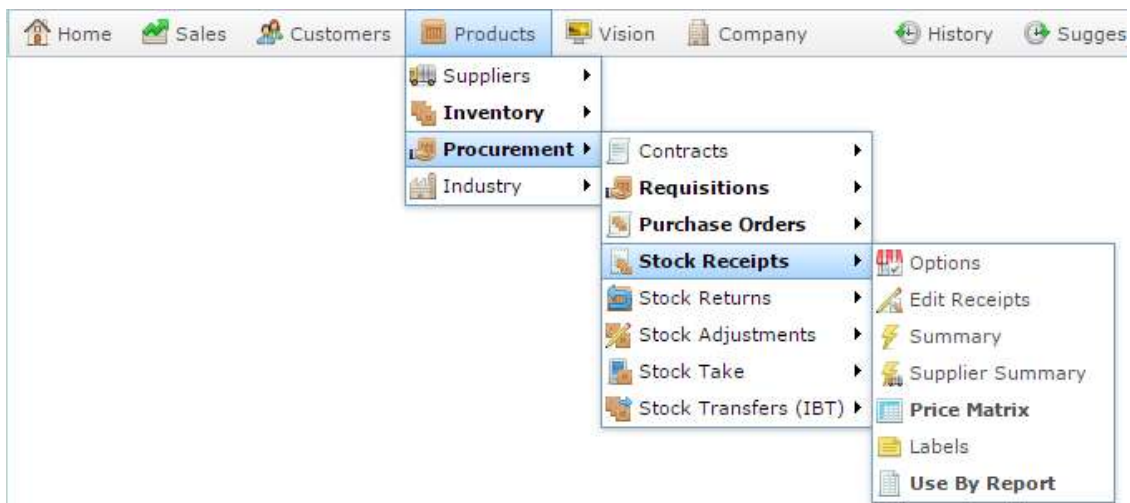
Excluding items

Excluding an item prevents the label being generated, but keeps that item in the list. Use this option if you want to segregate the label generation into several files. For example, to print specific items on coloured labels.

Note: The Portal does not automatically remove items from label lists. Remove an item from a list by deleting it once you have finished printing labels for it. Labels can always be manually requested for individual items later. See *Requesting a label for an item* on page 237.

To delete or exclude an item:

1. Press  **Products** from the main menu bar.
2. Press **Procurement > Stock Receipts > Labels**.



The Receipt Label Management screen is displayed

Receipt Label Management

Site: ▾

Supplier: ▾

Supplier # -> Receipt #: ▾

Sort by Description

Follow Number of Label

Suggested Labels

Description	Item	Department	Cost	Retail	Pending Retail	Item Labels	Shelf Labels	Advertising La	Labels Enablec
Chicken Bbq	392		\$5.2430	\$6.99	\$6.99	1	1	1	<input type="checkbox"/>

3. Select the **Site** you want to print labels for from the drop-down list.

Receipt Label Management

Site: ▾

Supplier: ▾

Supplier # -> Receipt #: ▾

Sort by Description

Follow Number of Label

Suggested Labels

Description	Item	Department	Cost	Retail	Pending Retail	Item Labels	Shelf Labels	Advertising La	Labels Enablec
Chicken Bbq	392		\$5.2430	\$6.99	\$6.99	1	1	1	<input type="checkbox"/>

4. If you want to print labels for items only from a particular supplier, select them from the **Supplier** drop-down list.

Printing labels

Receipt Label Management

Site: Chadstone

Supplier: []

Supplier # -> Receipt #: Manual

Sort by Description

Follow Number of Label

Suggested Labels

Description	Item	Department	Cost	Retail	Pending Retail	Item Labels	Shelf Labels	Advertising La	Labels Enabled
Chicken Bbq	392		\$5.2430	\$6.99	\$6.99	1	1	1	<input checked="" type="checkbox"/>

[Delete] [Print Item] [Print Shelf] [Print Adv] [Update]

5. Select the group of items you want to print labels for from the **Supplier # -> Receipt #** drop-down list.

Receipt Label Management

Site: Chadstone

Supplier: []

Supplier # -> Receipt #: Manual

Sort by Description

Follow Number of Label

Suggested Labels

Description	Item	Department	Cost	Retail	Pending Retail	Item Labels	Shelf Labels	Advertising La	Labels Enabled
Chicken Bbq	392		\$5.2430	\$6.99	\$6.99	1	1	1	<input checked="" type="checkbox"/>

[Delete] [Print Item] [Print Shelf] [Print Adv] [Update]

See *Receipt Label Management* screen on page 242.

6. Select the item you want to exclude or delete in the item grid.
7. To exclude the item, clear the **Labels Enabled** field.

Suggested Labels

Description	Item	Department	Cost	Retail	Pending Retail	Item Labels	Shelf Labels	Advertising La	Labels Enabled
Chicken Bbq	392		\$5.2430	\$6.99	\$6.99	1	1	1	<input checked="" type="checkbox"/>

8. To delete the item, press .

Receipt Label Management

Site: Chadstone

Supplier:

Supplier # -> Receipt #: Manual

Sort by Description

Follow Number of Label

Suggested Labels

Description	Item	Department	Cost	Retail	Pending Retail	Item Labels	Shelf Labels	Advertising La	Labels Enable
Chicken Bbc	392		\$5.2430	\$6.99	\$6.99	1	1	1	

9. Continue printing your labels as normal.

See *Printing labels* on page 220.

Receipt Label Management screen


Use this window to print labels for items. Labels are created as database files (.dbf) which can be opened with Microsoft Excel or with external mail-merge applications such as Labels Unlimited and Averypack.

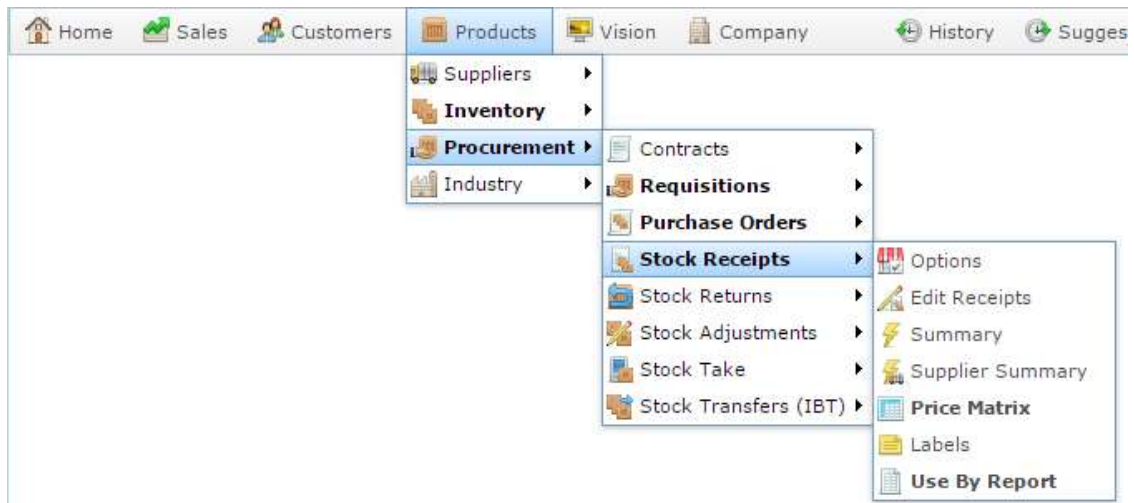
You can use a number of methods to select which items to print labels for, including:

- Manually selecting items.
- Printing items from stock receipts.
- Printing items from stocktakes.
- Printing labels for new or changed items.
- Printing labels for items being tracked.
- Printing items for a fixture.

Opening the Receipt Label Management screen

To open the Receipt Label Management screen:

1. Press  **Products** from the main menu bar.
2. Press **Procurement > Stock Receipts > Labels**.



The Receipt Label Management screen is displayed

Receipt Label Management

Site:

Supplier:

Supplier # -> Receipt #:

Sort by Description

Follow Number of Label

Suggested Labels

Description	Item	Department	Cost	Retail	Pending Retail	Item Labels	Shelf Labels	Advertising La	Labels Enable
Chicken Bba	392		\$5.2430	\$6.99	\$6.99	1	1	1	


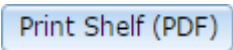
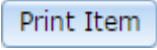
For more information, see *Printing labels* on page 220.

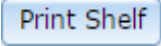
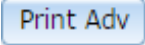
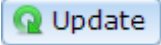
Receipt Label Management screen key fields and buttons

Selection area

Use this area to select the site, supplier and method of item selection.

Field	Description										
Site	Select the site to print labels for.										
Supplier	Select the supplier whose items you want to print labels for.										
Supplier # -> Receipt #	Select a method of listing items to print labels for: <table border="1" data-bbox="518 974 1380 1960"> <tbody> <tr> <td>Manual</td> <td>List items you have manually requested label printing for in Inventory Maintenance or through the Point of Sale.</td> </tr> <tr> <td>Stocktake</td> <td>List items that have had a label request sent in from a PDT.</td> </tr> <tr> <td>New / Changed items</td> <td> List items that: <ul style="list-style-type: none"> ▪ Have been imported into your inventory since the last label print run. ▪ Have pending price changes through a Global Price Change. <div data-bbox="735 1543 1374 1715" style="border: 1px solid #4a7ebb; background-color: #d9e1f2; padding: 5px; margin-top: 10px;"> <p>Note: This selection does not include items you have manually edited through Inventory Maintenance.</p> </div> </td> </tr> <tr> <td>Tracking</td> <td>List items marked for individual tracking, such as second-hand goods.</td> </tr> <tr> <td>Fixture</td> <td>List all the items of the selected fixture.</td> </tr> </tbody> </table>	Manual	List items you have manually requested label printing for in Inventory Maintenance or through the Point of Sale.	Stocktake	List items that have had a label request sent in from a PDT.	New / Changed items	List items that: <ul style="list-style-type: none"> ▪ Have been imported into your inventory since the last label print run. ▪ Have pending price changes through a Global Price Change. <div data-bbox="735 1543 1374 1715" style="border: 1px solid #4a7ebb; background-color: #d9e1f2; padding: 5px; margin-top: 10px;"> <p>Note: This selection does not include items you have manually edited through Inventory Maintenance.</p> </div>	Tracking	List items marked for individual tracking, such as second-hand goods.	Fixture	List all the items of the selected fixture.
Manual	List items you have manually requested label printing for in Inventory Maintenance or through the Point of Sale.										
Stocktake	List items that have had a label request sent in from a PDT.										
New / Changed items	List items that: <ul style="list-style-type: none"> ▪ Have been imported into your inventory since the last label print run. ▪ Have pending price changes through a Global Price Change. <div data-bbox="735 1543 1374 1715" style="border: 1px solid #4a7ebb; background-color: #d9e1f2; padding: 5px; margin-top: 10px;"> <p>Note: This selection does not include items you have manually edited through Inventory Maintenance.</p> </div>										
Tracking	List items marked for individual tracking, such as second-hand goods.										
Fixture	List all the items of the selected fixture.										

Field	Description
	<p>Receipt number List all items received in the selected receipt.</p>
<p>Fixture</p>	<p>If printing labels for fixtures, select the fixture to print labels for.</p> <p>Note: This field is only displayed if you have selected Fixture from the Supplier # -> Receipt # drop-down list.</p>
<p>Sort by Description</p>	<p>Select to sort the items by description in the item grid.</p>
<p>Follow Number of Label</p>	<p>When printing individual labels for each item:</p> <ul style="list-style-type: none"> ▪ Select this field to print enough labels to cover the item's stock-on-hand. ▪ Clear this field to print enough labels to cover the quantity of items in the current stock receipt. <p>Note: This field is ignored if you specify a number of item labels to print in the item grid.</p>
<p> Delete</p>	<p>Remove the selected item from the list of labels to print.</p> <p>See <i>Deleting or excluding items from label printing</i> on page 238.</p> <p>Note: You cannot delete item labels from a stock receipt. Use the Labels Enabled field in the item grid to exclude them from printing.</p>
<p> Print Shelf (PDF)</p>	<p>Print shelf labels as an A4 PDF that you can guillotine yourself.</p> <p><i>Printing shelf labels in a PDF</i> on page 230.</p>
<p> Print Item</p>	<p>Print individual item labels.</p> <p>See <i>Printing item labels</i> on page 222.</p>

Field	Description
	Print shelf labels. <i>Printing shelf labels on page 226.</i>
	Print advertising labels. <i>Printing advertising labels on page 233.</i>
	Update the item grid after changing any quantities or fields.

Item grid

Use this area to select items to print labels for and specify the number of labels to print.

Field	Description
Description	Description of the item you plan to print labels for.
Item	Code identifying the item.
Department	Department the item belongs to, if any.
Cost	Cost of the item.
Retail	Retail price of the item.
Pending Retail	Future retail price of the item.

Note: You can configure how far ahead the Portal looks for price changes in the Site Options - Labels section.

Field	Description
	<i>See Configuring labels for your site.</i>
Item Labels	Number of individual item labels to print.
Shelve Labels	Number of shelf labels to print.
Advertising Labels	Number of advertising labels to print.
Labels Enabled	Select to include this item in the current label print run.

Tip: Use this to exclude items from a print run without deleting them. For example to print some items on coloured labels.

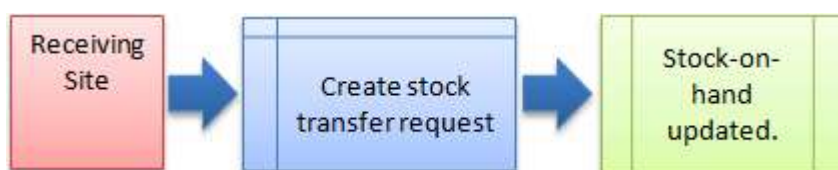
Managing inter-branch transfers (IBT)

Inter-branch transfers allow you to transfer items from one site to another. The exact procedure you follow depends on the IBT level configured for your Portal. See *Finding your IBT level* on page 250.

Each transfer is identified by a code, called an IBT Number. The Portal tracks the progress of each transfer according to your configuration, so the correct request, supply or receipt screen is opened automatically when you open the transfer.

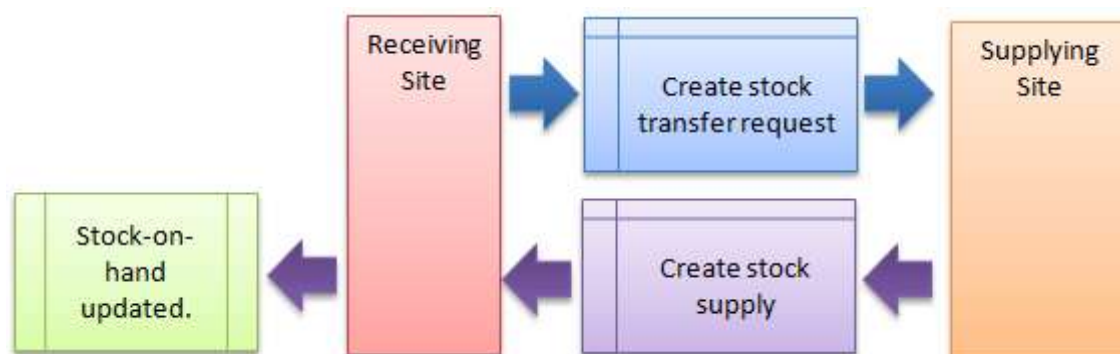
Level 1

At the simplest level, the Portal moves the stock from one site to another when the inter-branch transfer request from the receiving site is finalised. There is no input or authorisation from the site sending the stock. This level assumes the same person controls both sites, and is simply reallocating stock.



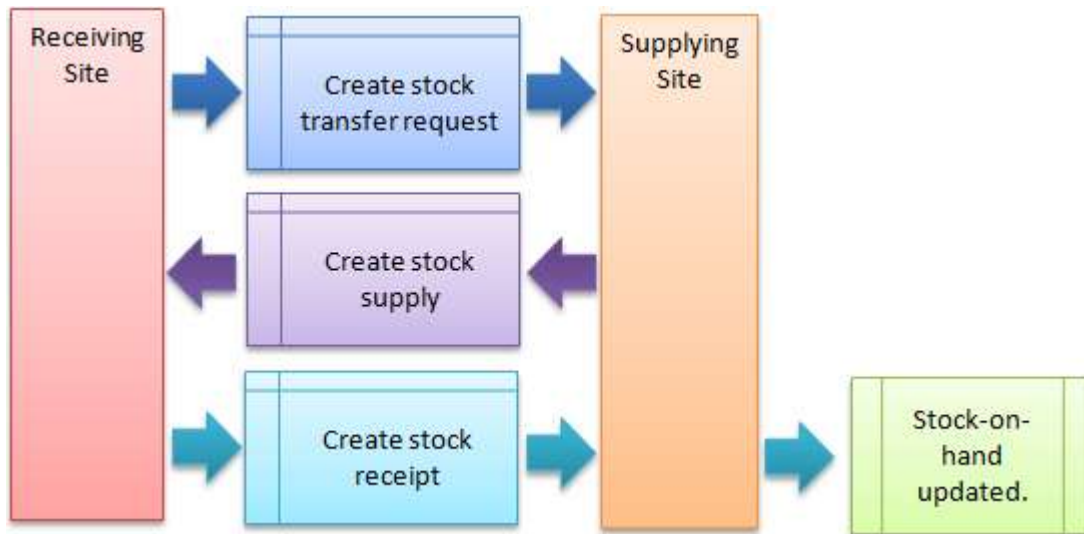
Level 2

At the intermediate level, the receiving site creates an inter-branch transfer to request stock from the sending site. When the request is finalised, the sending site must record how much stock they are actually sending to the receiving site. When this stock transfer from the sending site is finalised, the Portal moves the stock.



Level 3

At the most secure level, the receiving site creates their inter-branch transfer to request stock. The sending site receives the request and creates their transfer record of how much stock they are sending. The receiving site records how much stock they actually received from the sending site. When the receiving site has finalised this stock receipt, the Portal moves the stock.



Also see:

- *Stock Inter Branch Transfer screen* on page 282.
- *Stock Transfers report* on page 289.
- *Stock Transfer Details report* on page 294.

What you can do:

- *Finding your IBT level* on page 250.
- *Creating an inter-branch transfer request* on page 255.
- *Creating an inter-branch transfer supply* on page 258.
- *Creating a inter-branch transfer receipt* on page 262.
- *Finding an inter-branch transfer* on page 253.
- *Adding items to an inter-branch transfer* on page 269.
- *Editing the item quantity of inter-branch transfers* on page 271.
- *Removing items from inter-branch transfers* on page 274.
- *Editing the sites of an inter-branch transfer* on page 266.
- *Printing an inter-branch transfer* on page 276.
- *Finalising an inter-branch transfer stage* on page 278.
- *Deleting an inter-branch transfer* on page 280.

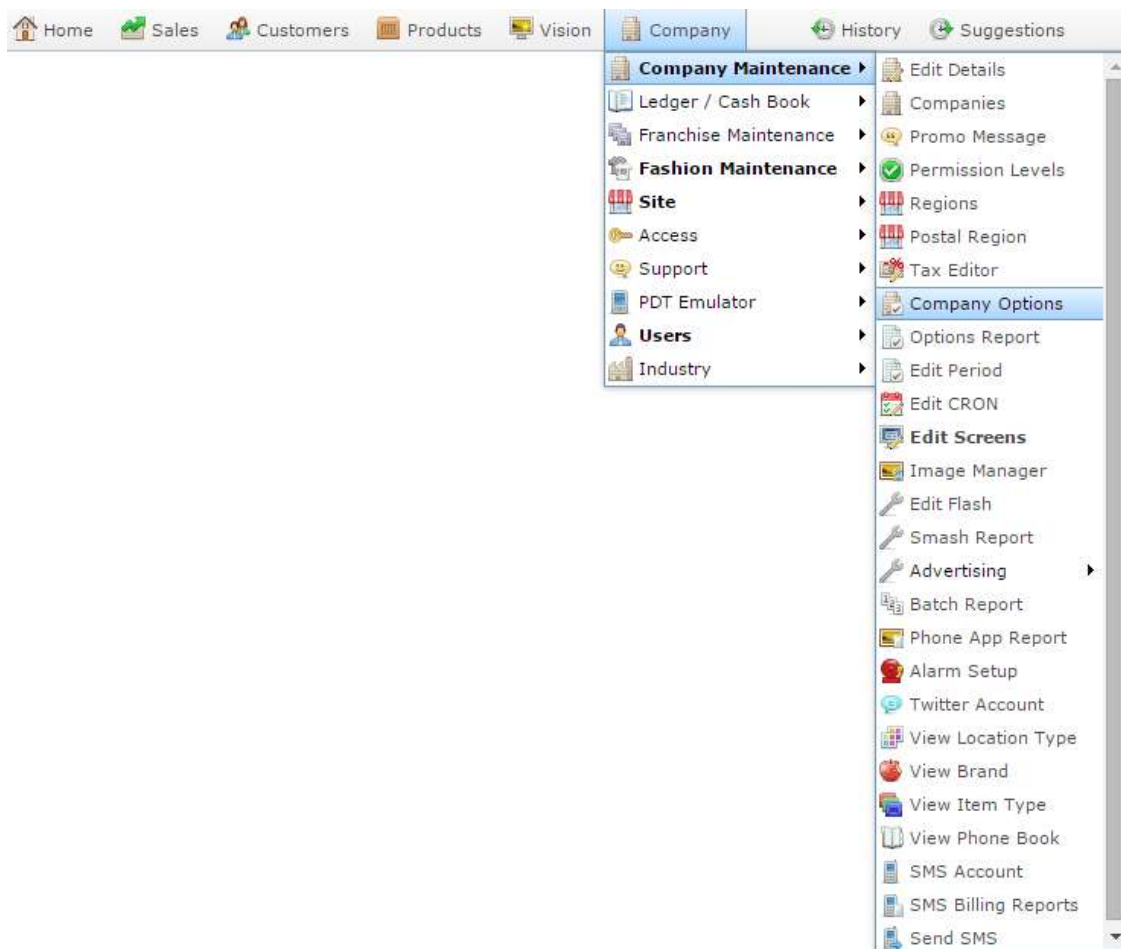
Finding your IBT level

The Portal can be configured with three different IBT levels, which determine how an inter-branch transfer functions. Though the procedures are very similar between the IBT levels, if needed you can look up how many IBT levels your configuration uses to know which procedure to follow.

See *Configuring inter-branch transfers for your company*.

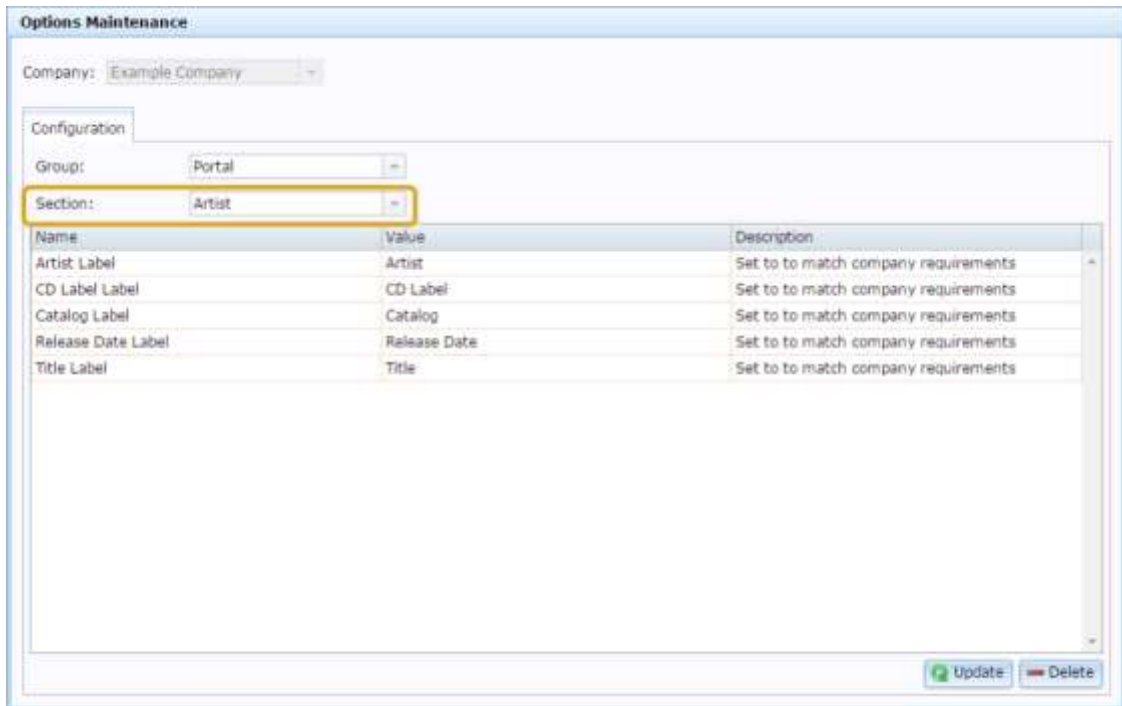
To look up your IBT level:

1. Press  **Company**.
2. Press **Company Maintenance > Company Options**.



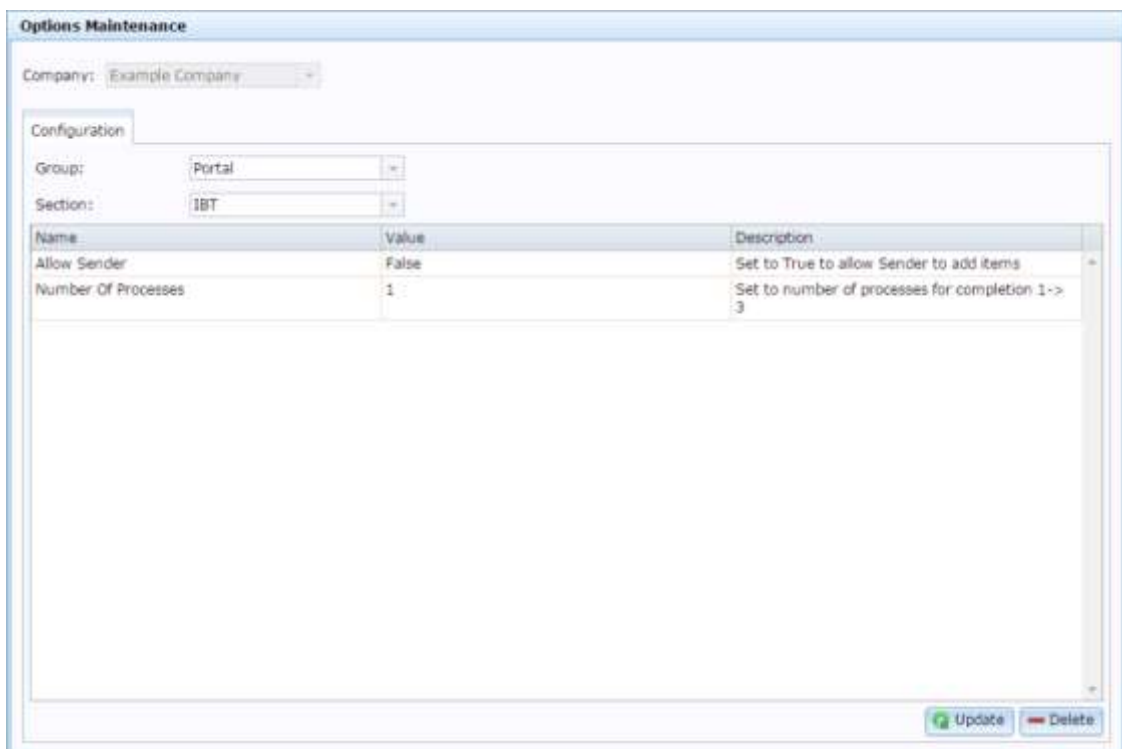
The Artist section of the Company Options screen is displayed.

3. Open the **Section** drop-down list.



4. Press IBT from the **Section** drop-down list.

The IBT section is displayed.




Your IBT level is displayed in the **Number Of Processes** field.

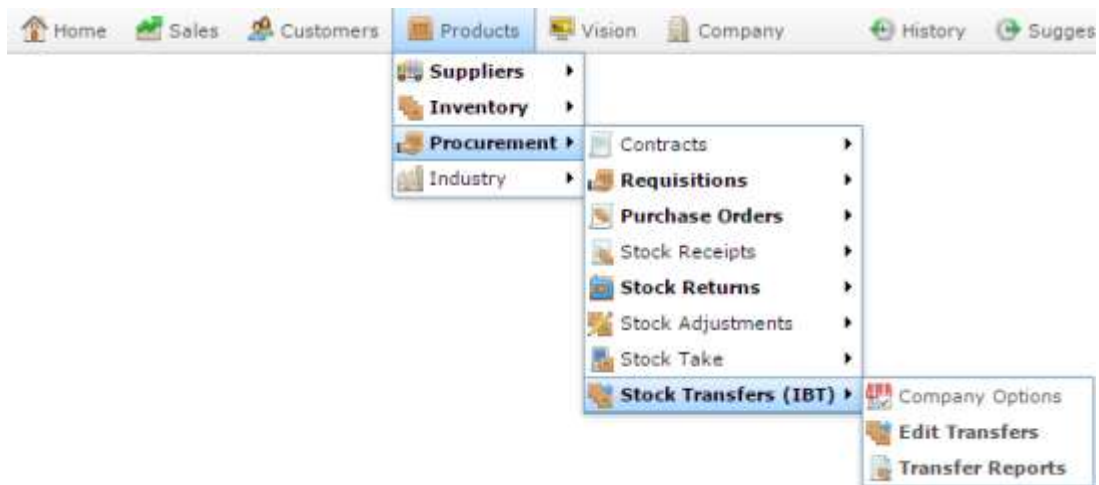
IBT Level	Transfer process
Level 1	Stock is transferred at the finalisation of a transfer request. See <i>Creating an inter-branch transfer request</i> on page 255.
Level 2	Stock is transferred at the finalisation of a transfer supply. See: <ol style="list-style-type: none"><li data-bbox="451 678 1214 710">1. <i>Creating an inter-branch transfer request</i> on page 255.<li data-bbox="451 730 1214 761">2. <i>Creating an inter-branch transfer supply</i> on page 258.
Level 3	Stock is transferred at the finalisation of a transfer receipt. See: <ol style="list-style-type: none"><li data-bbox="451 907 1214 938">1. <i>Creating an inter-branch transfer request</i> on page 255.<li data-bbox="451 958 1214 990">2. <i>Creating an inter-branch transfer supply</i> on page 258.<li data-bbox="451 1010 1201 1041">3. <i>Creating a inter-branch transfer receipt</i> on page 262.

Finding an inter-branch transfer

Find a transfer if you want to add, remove or edit the quantities of items, or finalise the transfer into the next stage.

To find an inter-branch transfer.

1. Press  **Products** from the menu bar.
2. Press **Procurement > Stock Transfers (IBT) > Transfer Reports**.



The Stock Inter Branch Transfer screen is displayed.

Stock Inter Branch Transfer

IBT Number: 2
 Source Site: Chadstone
 Destination Site: Richmond

IBT Total: \$119.76
 IBT Total Ex: \$0.00
 IBT Status: **Pending Request**

Details

Create Date: 26/11/2014
 Comment:
 Item Code:
 Find Item + Add
 Description: Boneless Bbq
 Unit Price: \$16.99
 Stock On Hand: 0

Description	Item	Qty Ask	Qty Send	Qty Recv	Cost Send	Price	Total Cost	Total Retail
Boneless Bbq	342	32	0	0	\$3.74	\$16.99	\$119.76	\$543.68

Update Delete
 Print Finalise Delete IBT

3. Select the transfer number you want to open from the **IBT Number** drop-down list.

Managing inter-branch transfers (IBT)

The screenshot shows the 'Stock Inter Branch Transfer' application window. At the top, the title bar reads 'Stock Inter Branch Transfer'. Below the title bar, there are several input fields and summary information:

- IBT Number:** 2 (highlighted with a yellow box)
- Source Site:** Chadstone
- Destination Site:** Richmond
- IBT Total:** \$119.76
- IBT Total Ex:** \$0.00
- IBT Status:** Pending Receiving

Below these fields is a 'Details' section with the following information:

- Create Date:** 26/11/2014
- Comment:** (empty text box)
- Item Code:** (empty dropdown menu)
- Description:** (empty text box)
- Unit Price:** (empty text box)
- Stock On Hand:** (empty text box)

Below the details section is a table with the following data:

Description	Item	Qty Ask	Qty Send	Qty Recv	Cost Send	Price	Total Cost	Total Retail
Boneless Bkg	342	32	32	32	\$3.74	\$16.99	\$119.76	\$543.68


At the bottom of the window, there are several buttons: 'Update', 'Delete', 'Print', 'Finalise', and 'Delete IBT'.

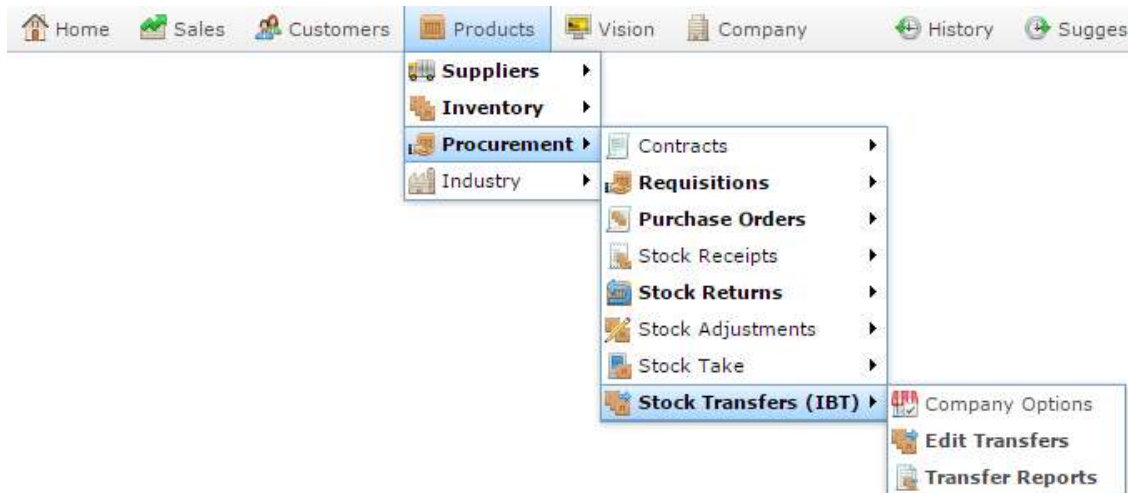
The transfer is opened.

Creating an inter-branch transfer request

Create an inter-branch transfer request when you want to move stock from one site to another site. The stock transfer request is the first step in transferring stock, and is required for all IBT level configurations.

To create an inter-branch transfer request:

1. Press  **Products** from the menu bar.
2. Press **Procurement > Stock Transfers (IBT) > Transfer Reports**.



The Stock Inter Branch Transfer screen is displayed.

The screenshot shows the 'Stock Inter Branch Transfer' screen. It includes the following fields and data:

- IBT Number: 2
- Source Site: Chadstone
- Destination Site: Richmond
- IBT Total: \$119.76
- IBT Total Ext: \$0.00
- IBT Status: Pending Request
- Create Date: 26/11/2014
- Item Code: (empty)
- Description: Boneless Bbq
- Unit Price: \$16.99
- Stock On Hand: 0

Description	Item	Qty Ask	Qty Send	Qty Recv	Cost Send	Price	Total Cost	Total Retail
Boneless Bbq	342	22	0	0	\$3.74	\$16.99	\$119.76	\$543.68

Buttons at the bottom: Update, Delete, Print, Finalise, Delete IBT.

3. Select **New IBT** from the **IBT Number** drop-down list.

Managing inter-branch transfers (IBT)

Stock Inter Branch Transfer

IBT Number: 2
Source Site: Chadstone
Destination Site: Richmond

IBT Total: \$119.76
IBT Total Ex: \$0.00
IBT Status: **Pending Receiving**

Details

Create Date: 26/11/2014
Comment:
Item Code:
Description:
Unit Price:
Stock On Hand:

Description	Item	Qty Ask	Qty Send	Qty Recv	Cost Send	Price	Total Cost	Total Retail
Boneless Bkg	342	-32	32	32	\$3.74	\$16.99	\$119.76	\$543.68

Update Delete Print Finalise Delete IBT

A new transfer is created.

4. Select the site that you want to receive the stock from the **Destination Site** drop-down list.

Stock Inter Branch Transfer

IBT Number: New IBT
Source Site: Chadstone
Destination Site: Richmond

IBT Total: \$0.00
IBT Total Ex: \$0.00
IBT Status: **Pending Receiving**

Details

Create Date: 30/01/2015
Comment:
Item Code:
Description:
Unit Price:
Stock On Hand:

Description	Item	Quantity	Cost	Cost Ex	Price	Total Cost Ex	Total Cost	Total Retail
No Items		0	\$0.00	\$1.36	\$0.00	\$0.00	\$0.00	\$0.00

Update Delete

Note: The destination site cannot be edited later. If you select the incorrect destination site, you must delete the transfer and create a new one.

5. Select the site you want to supply the stock from the **Source Site** drop-down list.

Stock Inter Branch Transfer

IBT Number: New IBT
 Source Site: Chadstone
 Destination Site: Richmond

IBT Total: \$0.00
 IBT Total Ex: \$0.00
 IBT Status: Pending Receiving

Details

Create Date: 30/01/2015
 Comment:
 Item Code:
 Description:
 Unit Price:
 Stock On Hand:

Description	Item	Quantity	Cost	Cost Ex	Price	Total Cost Ex	Total Cost	Total Retail
No Items		0	\$0.00	\$1.36	\$0.00	\$0.00	\$0.00	\$0.00

Update Delete

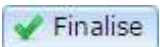
6. Add any additional items you want to transfer.

See *Adding items to an inter-branch transfer* on page 269.

7. If necessary, change item quantities or remove items from the transfer.

See:

- *Editing the item quantity of inter-branch transfers* on page 271.
- *Removing items from inter-branch transfers* on page 274.

8. When all items have been added in the correct quantity, press .


Note: If your Portal configuration uses IBT level 1, this completes the stock transfer, and the stock-on-hand is updated for both sites. If your Portal configuration uses IBT levels 2 or 3, the supplying site must create a stock supply. See *Creating an inter-branch transfer supply* on page 258. Also see *Finding your IBT level* on page 250.

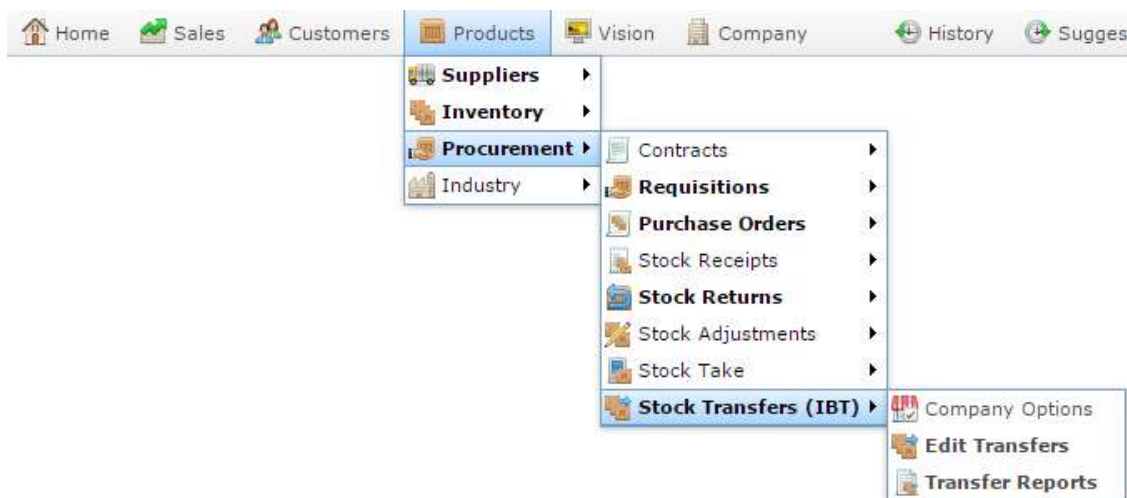
Creating an inter-branch transfer supply

Create an inter-branch transfer supply when you have received a request from another site, and are sending stock to that site. You must have received a transfer request to be able to create a transfer supply.

Note: This procedure is only relevant if your Portal configuration uses IBT levels 2 or 3. IBT level 1 does not use this procedure. See *Finding your IBT level* on page 250.

To create an inter-branch transfer supply:

1. Press  **Products** from the menu bar.
2. Press **Procurement > Stock Transfers (IBT) > Transfer Reports**.



The Stock Inter Branch Transfer screen is displayed.

Stock Inter Branch Transfer

IBT Number: 2
 Source Site: Chadstone
 Destination Site: Richmond

IBT Total: \$119.76
 IBT Total Est: \$0.00
 IBT Status: **Pending Request**

Details

Create Date: 26/11/2014
 Comment:
 Item Code:
 Description: Boneless Bbq
 Unit Price: \$16.99
 Stock On Hand: 0

Description	Item	Qty Ask	Qty Send	Qty Recv	Cost Send	Price	Total Cost	Total Retail
Boneless Bbq	342	32	0	0	\$3.74	\$16.99	\$119.76	\$543.68

Update Delete Print Finalise Delete IBT

- Select the transfer number you want to open from the **IBT Number** drop-down list.

Stock Inter Branch Transfer

IBT Number: 2
 Source Site: Chadstone
 Destination Site: Richmond

IBT Total: \$119.76
 IBT Total Est: \$0.00
 IBT Status: **Pending Receiving**

Details

Create Date: 26/11/2014
 Comment:
 Item Code:
 Description: Boneless Bbq
 Unit Price: \$16.99
 Stock On Hand: 0

Description	Item	Qty Ask	Qty Send	Qty Recv	Cost Send	Price	Total Cost	Total Retail
Boneless Bbq	342	32	32	32	\$3.74	\$16.99	\$119.76	\$543.68

Update Delete Print Finalise Delete IBT

The transfer is opened.

Managing inter-branch transfers (IBT)

Stock Inter Branch Transfer

IBT Number: 2
 Source Site: Chadstone
 Destination Site: Richmond


IBT Total: \$119.76
 IBT Total Ex: \$0.00
 IBT Status: Pending Send

Details

Create Date: 26/11/2014
 Comment:
 Item Code:
 Description:
 Unit Price:
 Stock On Hand:

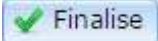
Description	Item	Qty Ask	Qty Send	Qty Recv	Cost Send	Price	Total Cost	Total Retail
Boneless Bbg	342	32	32	0	\$3.74	\$15.99	\$119.76	\$543.68

Buttons: Update, Delete, Print, Finalise, Delete IBT

 **Important Note:** In order to create a supply transfer, the status of the transfer must be **Pending Send**. For more information on IBT status meanings, see the field definition in *Stock Inter Branch Transfer screen* on page 282.

Stock Inter Branch Transfer

IBT Number: 2 IBT Total: \$119.76
 Source Site: Chadstone IBT Total Ex: \$0.00
 Destination Site: Richmond **IBT Status: Pending Send**

4. Update the items and quantities supplied if different to the transfer request:
5. Add any additional items you want to transfer.
 See *Adding items to an inter-branch transfer* on page 269.
6. If necessary, change item quantities or remove items from the transfer.
 See:
 - *Editing the item quantity of inter-branch transfers* on page 271.
 - *Removing items from inter-branch transfers* on page 274.
7. When all items are have been added in the correct quantity, press .


Note: If your Portal configuration uses IBT level 2, this completes the stock transfer, and the stock-on-hand levels of both the supplying and receiving site are updated. If your Portal configuration uses IBT level 3, the requesting site must create a transfer receipt before the stock-on-hand is updated. See *Creating a inter-branch transfer receipt* on page 262. Also see *Finding your IBT level* on page 250.

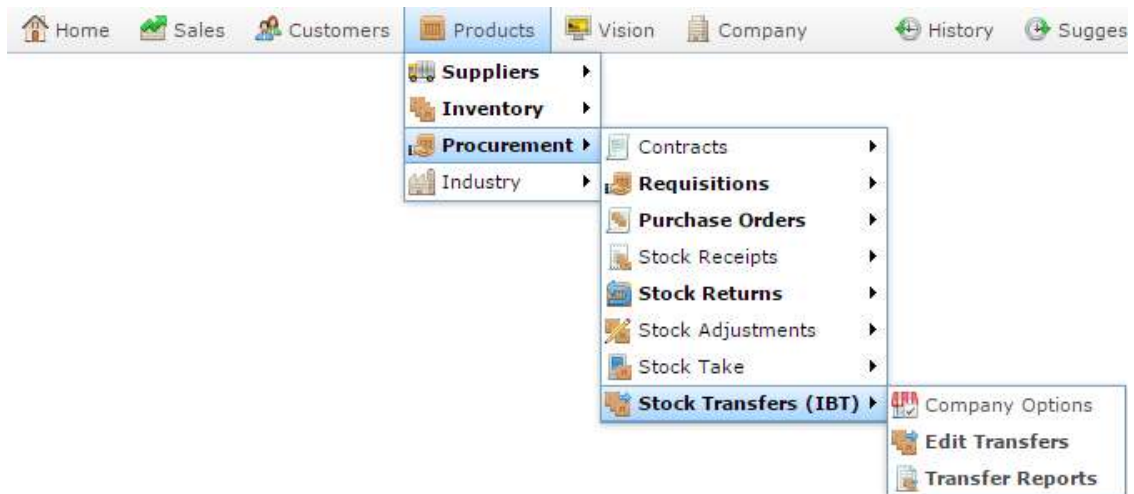
Creating a inter-branch transfer receipt

Receipt an inter-branch transfer to check the physical stock supplied against the transfer supply sent from the supplying site. You must have received a transfer supply from the supplying site in order to create a receipt. When the receipt is finalised, the stock transfer is complete and stock-on-hand for both sites is updated.

Note: This procedure is only relevant if your Portal configuration uses IBT level 3. IBT levels 1 and 2 do not use this procedure. See *Finding your IBT level* on page 250.

To create an inter-branch transfer receipt:

1. Press  **Products** from the menu bar.
2. Press **Procurement > Stock Transfers (IBT) > Transfer Reports**.



The Stock Inter Branch Transfer screen is displayed.

Stock Inter Branch Transfer

IBT Number: 2 IBT Total: \$119.76
 Source Site: Chadstone IBT Total Est: \$0.00
 Destination Site: Richmond IBT Status: **Pending Request**

Details

Create Date: 26/11/2014
 Comment:
 Item Code:
 Find Item + Add
 Description: Boneless Bbq
 Unit Price: \$16.99
 Stock On Hand: 0

Description	Item	Qty Ask	Qty Send	Qty Recv	Cost Send	Price	Total Cost	Total Retail
Boneless Bbq	342	32	0	0	\$3.74	\$16.99	\$119.76	\$543.68

Update Delete
 Print Finalise Delete IBT

3. Select the transfer number you want to open from the **IBT Number** drop-down list.

Stock Inter Branch Transfer

IBT Number: 2 IBT Total: \$119.76
 Source Site: Chadstone IBT Total Est: \$0.00
 Destination Site: Richmond IBT Status: **Pending Receiving**

Details

Create Date: 26/11/2014
 Comment:
 Item Code:
 Find Item + Add
 Description:
 Unit Price:
 Stock On Hand:

Description	Item	Qty Ask	Qty Send	Qty Recv	Cost Send	Price	Total Cost	Total Retail
Boneless Bbq	342	32	32	32	\$3.74	\$16.99	\$119.76	\$543.68

Update Delete
 Print Finalise Delete IBT

The transfer is opened.

Managing inter-branch transfers (IBT)

Stock Inter Branch Transfer

IBT Number: 2 IBT Total: \$119.76
 Source Site: Chadstone IBT Total Ex: \$0.00
 Destination Site: Richmond IBT Status: **Pending Receiving**

Details

Create Date: 26/11/2014
 Comment:
 Item Code:
 Find Item Add
 Description:
 Unit Price:
 Stock On Hand:

Description	Item	Qty Ask	Qty Send	Qty Recv	Cost Send	Price	Total Cost	Total Retail
Boneless Bkg	342	-32	32	32	\$3.74	\$16.99	\$119.76	\$543.68


Update Delete
 Print Finalise Delete IBT



Important Note: In order to create a receipt transfer, the status of the transfer must be **Pending Receiving**. For more information on IBT status meanings, see the field definition in *Stock Inter Branch Transfer* screen on page 282.

Stock Inter Branch Transfer

IBT Number: 2 IBT Total: \$119.76
 Source Site: Chadstone IBT Total Ex: \$0.00
 Destination Site: Richmond **IBT Status: Pending Receiving**

4. Check the items you have received against the items and quantities supplied in the transfer supply.
5. Add any additional items you want to transfer.
 See *Adding items to an inter-branch transfer* on page 269.
6. If necessary, change item quantities or remove items from the transfer.
 See:
 - *Editing the item quantity of inter-branch transfers* on page 271.
 - *Removing items from inter-branch transfers* on page 274.
7. When all items are have been added in the correct quantity, press .

The transfer is finalised and the stock-on-hand updated for both sites.

Editing the sites of an inter-branch transfer


An inter-branch transfer requires two different sites:

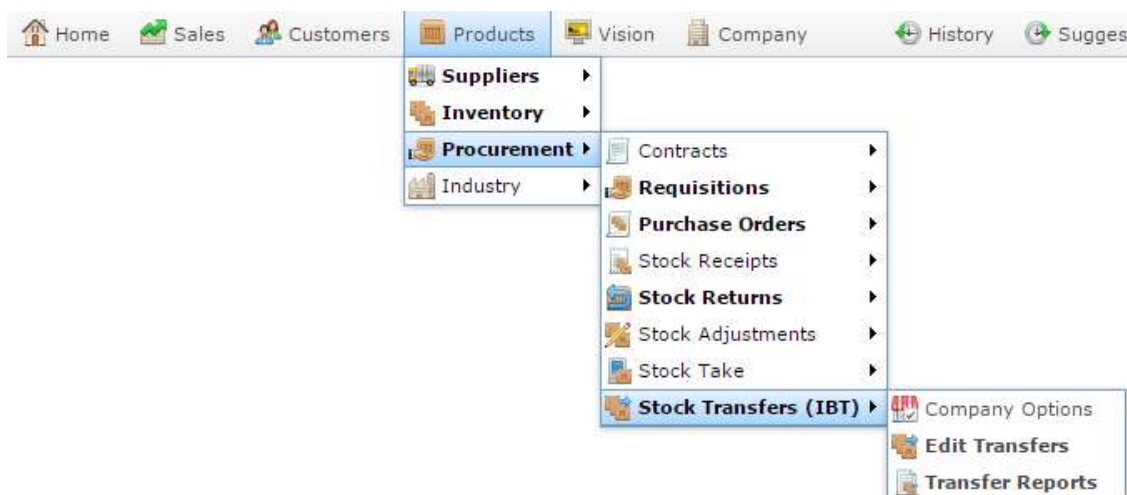
- The site supplying the items.
- The site requesting and receiving the items.

The supplying can be changed at any stage of the transfer by selecting a new site from the **Source Site** drop-down list.

Note: The receiving site cannot be changed once the initial transfer request has been created. If you have created a transfer using the wrong receiving site, you must delete the transfer and start again. See *Deleting an inter-branch transfer* on page 280.

To edit the supplying site:

1. Press  **Products** from the menu bar.
2. Press **Procurement > Stock Transfers (IBT) > Transfer Reports**.



The Stock Inter Branch Transfer screen is displayed.

Stock Inter Branch Transfer

IBT Number: 2 IBT Total: \$119.76
 Source Site: Chadstone IBT Total Est: \$0.00
 Destination Site: Richmond IBT Status: **Pending Request**

Details

Create Date: 26/11/2014
 Comment:
 Item Code:
 Find Item + Add
 Description: Boneless Bbq
 Unit Price: \$16.99
 Stock On Hand: 0

Description	Item	Qty Ask	Qty Send	Qty Recv	Cost Send	Price	Total Cost	Total Retail
Boneless Bbq	342	32	0	0	\$3.74	\$16.99	\$119.76	\$543.68

Update Delete
 Print Finalise Delete IBT

3. Select the transfer number you want to open from the **IBT Number** drop-down list.

Stock Inter Branch Transfer

IBT Number: 2 IBT Total: \$119.76
 Source Site: Chadstone IBT Total Est: \$0.00
 Destination Site: Richmond IBT Status: **Pending Receiving**

Details

Create Date: 26/11/2014
 Comment:
 Item Code:
 Find Item + Add
 Description:
 Unit Price:
 Stock On Hand:

Description	Item	Qty Ask	Qty Send	Qty Recv	Cost Send	Price	Total Cost	Total Retail
Boneless Bbq	342	32	32	32	\$3.74	\$16.99	\$119.76	\$543.68

Update Delete
 Print Finalise Delete IBT

The transfer is opened.

4. Select the new supplying site from the **Source Site** drop-down list.

Managing inter-branch transfers (IBT)

Stock Inter Branch Transfer

IBT Number: New IBT
Source Site: Chadstone
Destination Site: Richmond

IBT Total: \$0.00
IBT Total Ex: \$0.00
IBT Status: Pending Receiving

Details

Create Date: 30/01/2015
Comment:
Item Code:
Description:
Unit Price:
Stock On Hand:

Description	Item	Quantity	Cost	Cost Ex	Price	Total Cost Ex	Total Cost	Total Retail
No Items		0	\$0.00	\$1.36	\$0.00	\$0.00	\$0.00	\$0.00

Update Delete

Note: The **Source Site** must be a different site to the **Destination Site**.


5. Press .

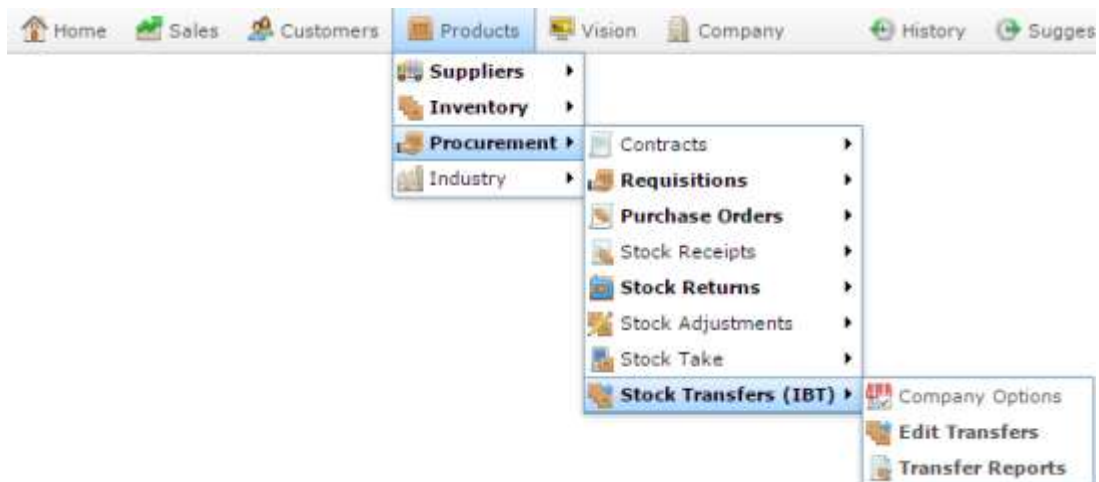
The new supplying site is saved.

Adding items to an inter-branch transfer

Add items to an inter-branch transfer to transfer them to another site. Items can be added at any stage of an unfinalised transfer.

To add items to an inter-branch transfer.

1. Press  **Products** from the menu bar.
2. Press **Procurement > Stock Transfers (IBT) > Transfer Reports**.



The Stock Inter Branch Transfer screen is displayed.

The screenshot shows the 'Stock Inter Branch Transfer' screen. At the top, there are fields for IBT Number (2), Source Site (Chadstone), and Destination Site (Richmond). To the right, there are summary fields: IBT Total (\$119.76), IBT Total Ex (\$0.00), and IBT Status (Pending Request). Below these is a 'Details' section with fields for Create Date (26/11/2014), Comment, Item Code, Description (Boneless Bbq), Unit Price (\$16.99), and Stock On Hand (0). There are 'Find Item' and 'Add' buttons. At the bottom, there is a table with the following data:

Description	Item	Qty Ask	Qty Send	Qty Recv	Cost Send	Price	Total Cost	Total Retail
Boneless Bbq	342	32	0	0	\$3.74	\$16.99	\$119.76	\$543.68

At the bottom right of the screen, there are buttons for 'Update', 'Delete', 'Print', 'Finalise', and 'Delete IBT'.

3. Select the transfer number you want to open from the **IBT Number** drop-down list.

Managing inter-branch transfers (IBT)

Stock Inter Branch Transfer

IBT Number: 2
Source Site: Chadstone
Destination Site: Richmond

IBT Total: \$119.76
IBT Total Ex: \$0.00
IBT Status: Pending Receiving

Details

Create Date: 26/11/2014
Comment:
Item Code:
Description:
Unit Price:
Stock On Hand:

Description	Item	Qty Ask	Qty Send	Qty Recv	Cost Send	Price	Total Cost	Total Retail
Boneless Bkg	342	32	32	32	\$3.74	\$16.99	\$119.76	\$543.68

Buttons: Find Item, + Add, Update, Delete, Print, Finalise, Delete IBT

The transfer is opened.

4. Search for the item to add in the Item Code field.

See *Find an item with a search field*.

5. Press .


The item is added to the transfer.

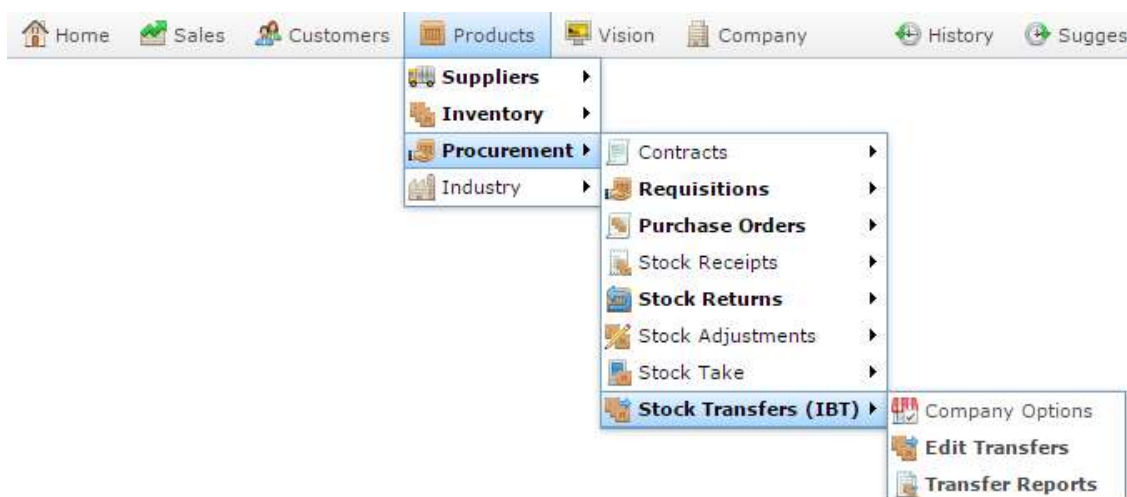
Editing the item quantity of inter-branch transfers

Change the quantity of items in a transfer if you want to edit how many items are being requested, supplied or received. Item quantities can be changed at any stage of an unfinalised transfer.

Note: Depending on the IBT level selected in your Portal configuration and the stage of the transfer, there may be several quantity fields. You can only update the quantity field for the current stage of the transfer. For example, if your Portal is configured to use IBT level 3 and your transfer is at the receiving stage, you can edit the **Qty Recv** field, indicating the quantity you have received, but you cannot edit the **Qty Ask** or **Qty Send** fields. See *Finding your IBT level* on page 250. Also see *Stock Inter Branch Transfer screen* on page 282.

To change item quantities in an inter-branch transfer.

1. Press  **Products** from the menu bar.
2. Press **Procurement > Stock Transfers (IBT) > Transfer Reports**.



The Stock Inter Branch Transfer screen is displayed.

Managing inter-branch transfers (IBT)

The screenshot shows the 'Stock Inter Branch Transfer' form. At the top, the 'IBT Number' is set to 2, 'Source Site' is Chadstone, and 'Destination Site' is Richmond. Summary statistics on the right show 'IBT Total' as \$119.76, 'IBT Total Ex' as \$0.00, and 'IBT Status' as 'Pending Request'. The 'Details' section includes 'Create Date' (26/11/2014), a 'Comment' field, an 'Item Code' field with 'Find Item' and 'Add' buttons, 'Description' (Boneless Bbq), 'Unit Price' (\$16.99), and 'Stock On Hand' (0). Below this is a table with columns: Description, Item, Qty Ask, Qty Send, Qty Recv, Cost Send, Price, Total Cost, and Total Retail. The table contains one row for 'Boneless Bbq' with Item 342, Qty Ask 32, Qty Send 0, Qty Recv 0, Cost Send 0, Price \$3.74, Total Cost \$119.76, and Total Retail \$543.68. At the bottom right, there are buttons for 'Update', 'Delete', 'Print', 'Finalise', and 'Delete IBT'.

3. Select the transfer number you want to open from the **IBT Number** drop-down list.

This screenshot shows the same 'Stock Inter Branch Transfer' form, but the 'IBT Number' dropdown is highlighted with a yellow box. The 'IBT Status' has changed to 'Pending Receiving'. In the table, the 'Qty Send' and 'Qty Recv' values are now 32. The 'Finalise' button is now active and highlighted in green. The 'Update' and 'Delete' buttons are still present.

The transfer is opened.

4. Select the appropriate quantity field of the item you want to update in the item grid.

Stock Inter Branch Transfer

IBT Number: 2
 Source Site: Chadstone
 Destination Site: Richmond

IBT Total: \$119.76
 IBT Total Ex: \$0.00
 IBT Status: **Pending Receiving**

Details

Create Date: 26/11/2014
 Comments:
 Item Code:
 Description:
 Unit Price:
 Stock On Hand:

Description	Item	Qty Ask	Qty Send	Qty Recv	Cost Send	Price	Total Cost	Total Retail
Boneless Bkg	342	-32	32	32	33.74	\$16.99	\$119.76	\$543.68

Update Delete

Print Finalise Delete IBT

5. Type the new quantity.


6. Press .

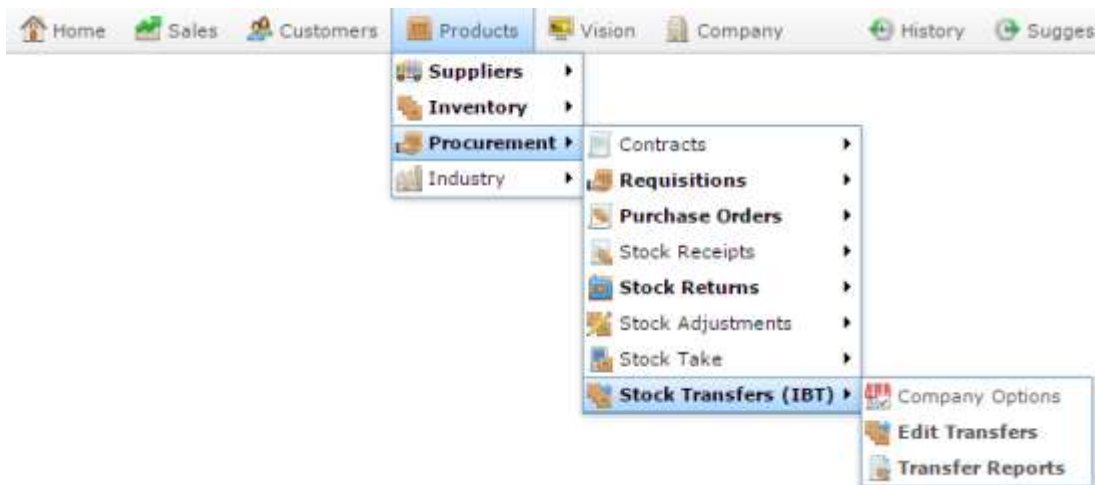
The item quantity is updated in the transfer.

Removing items from inter-branch transfers

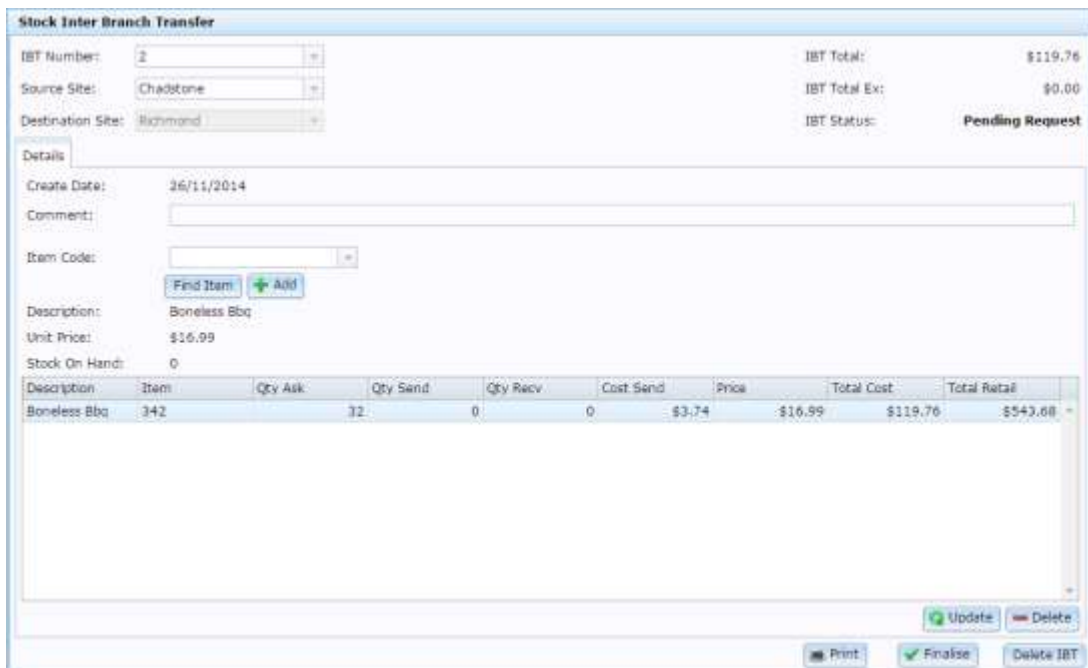
Remove items from a transfer if you do not want to transfer them. Items can be removed at any stage of an unfinalised transfer.

To remove items from an inter-branch transfer.

1. Press  **Products** from the menu bar.
2. Press **Procurement > Stock Transfers (IBT) > Transfer Reports**.



The Stock Inter Branch Transfer screen is displayed.



3. Select the transfer number you want to open from the **IBT Number** drop-down list.

Stock Inter Branch Transfer

IBT Number: 2
 Source Site: Chadstone
 Destination Site: Richmond

IBT Total: \$119.76
 IBT Total Ex: \$0.00
 IBT Status: Pending Receiving

Details

Create Date: 26/11/2014
 Comment:
 Item Code:
 Description:
 Unit Price:
 Stock On Hand:

Description	Item	Qty Ask	Qty Send	Qty Recv	Cost Send	Price	Total Cost	Total Retail
Boneless Bbq	342	32	32	32	\$3.74	\$16.99	\$119.76	\$543.68

Buttons: Update, Delete, Print, Finalise, Delete IBT

The transfer is opened.

4. Select the item you want to remove in the item grid.

Stock Inter Branch Transfer

IBT Number: 2
 Source Site: Chadstone
 Destination Site: Richmond

IBT Total: \$119.76
 IBT Total Ex: \$0.00
 IBT Status: Pending Receiving

Details

Create Date: 26/11/2014
 Comment:
 Item Code:
 Description:
 Unit Price:
 Stock On Hand:

Description	Item	Qty Ask	Qty Send	Qty Recv	Cost Send	Price	Total Cost	Total Retail
Boneless Bbq	342	32	32	32	\$3.74	\$16.99	\$119.76	\$543.68


Buttons: Update, Delete, Print, Finalise, Delete IBT

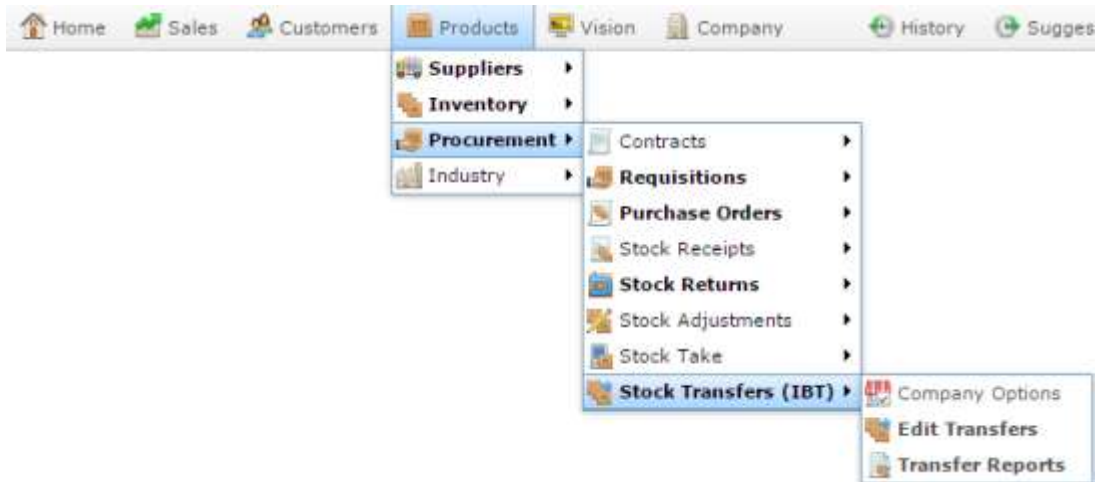
5. Press  Delete.

The item is removed from the transfer.

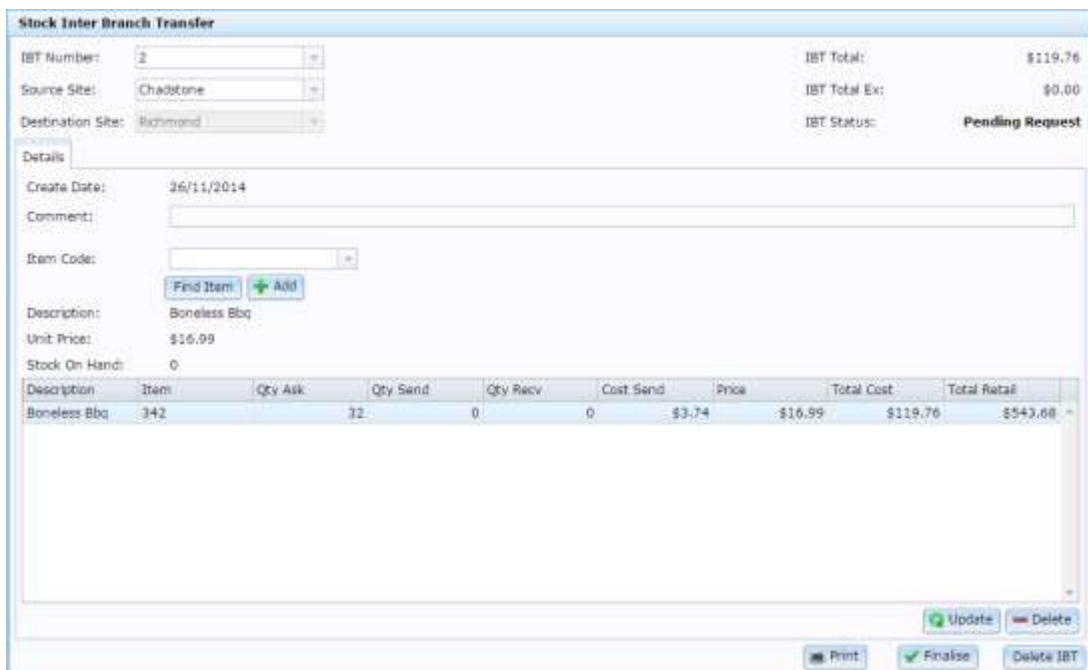
Printing an inter-branch transfer

Print a transfer when you want a paper copy for your records.

1. Press  **Products** from the menu bar.
2. Press **Procurement > Stock Transfers (IBT) > Transfer Reports**.



The Stock Inter Branch Transfer screen is displayed.



The screenshot shows the 'Stock Inter Branch Transfer' screen. The top section displays the following information:

- IBT Number: 2
- Source Site: Chadstone
- Destination Site: Richmond
- IBT Total: \$119.76
- IBT Total Ex: \$0.00
- IBT Status: Pending Request

The 'Details' section shows:

- Create Date: 26/11/2014
- Comment: (empty text area)
- Item Code: (empty dropdown)
- Description: Boneless Bbq
- Unit Price: \$16.99
- Stock On Hand: 0

The 'Details' section also contains a table with the following data:

Description	Item	Qty Ask	Qty Send	Qty Recv	Cost Send	Price	Total Cost	Total Retail
Boneless Bbq	342	32	0	0	\$3.74	\$16.99	\$119.76	\$543.68

At the bottom of the screen, there are buttons for 'Update', 'Delete', 'Print', 'Finalise', and 'Delete IBT'.

3. Select the transfer number you want to open from the **IBT Number** drop-down list.

Stock Inter Branch Transfer

IBT Number: 2
 Source Site: Chadstone
 Destination Site: Richmond

IBT Total: \$119.76
 IBT Total Ex: \$0.00
 IBT Status: **Pending Receiving**

Details

Create Date: 26/11/2014
 Comment:
 Item Code:
 Find Item Add

Description:
 Unit Price:
 Stock On Hand:

Description	Item	Qty Ask	Qty Send	Qty Recv	Cost Send	Price	Total Cost	Total Retail
Boneless Bkg	342	32	32	32	\$3.74	\$16.99	\$119.76	\$543.68

Update Delete

Print Finalise Delete IBT

The transfer is opened.

4. Press  Print.


The transfer is displayed for printing.

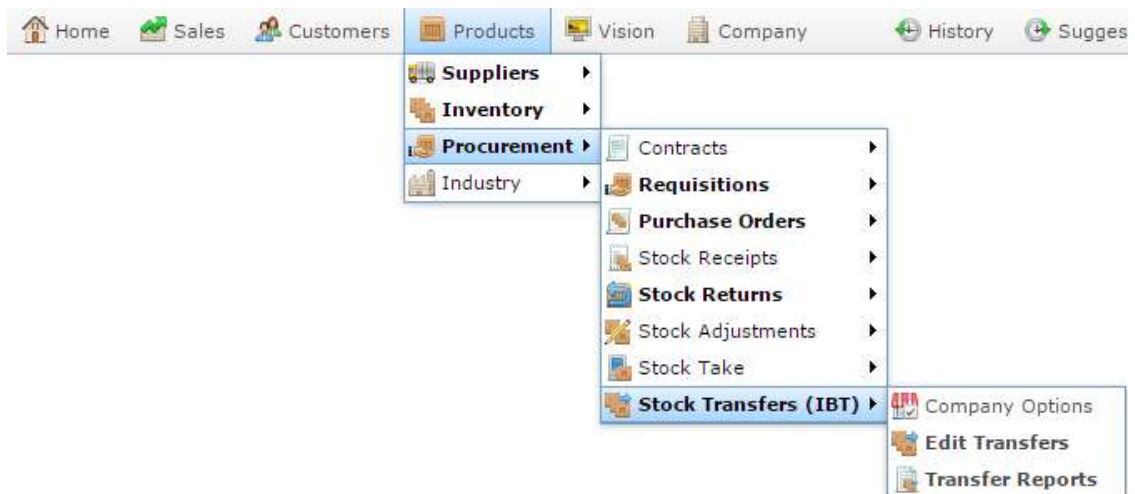
Finalising an inter-branch transfer stage

Finalise a transfer stage to take it to the next stage.

Note: What happens when you finalise a transfer stage depends on your Portal configuration and what stage the transfer is currently in. If the current stage is the last stage that your Portal is configured to use for transfers, the stock-on-hand is updated and the transfer is complete. If your Portal is configured to require another stage after the current one, the next stage is automatically opened. See *Finding your IBT level* on page 250.

To finalise a transfer stage:

1. Press  **Products** from the menu bar.
2. Press **Procurement > Stock Transfers (IBT) > Transfer Reports**.



The Stock Inter Branch Transfer screen is displayed.

Stock Inter Branch Transfer

IBT Number: 2
 Source Site: Chadstone
 Destination Site: Richmond

IBT Total: \$119.76
 IBT Total Est: \$0.00
 IBT Status: **Pending Request**

Details

Create Date: 26/11/2014
 Comment:
 Item Code:
 Description: Boneless Bbq
 Unit Price: \$16.99
 Stock On Hand: 0

Description	Item	Qty Ask	Qty Send	Qty Recv	Cost Send	Price	Total Cost	Total Retail
Boneless Bbq	342	32	0	0	\$3.74	\$16.99	\$119.76	\$543.68

Update Delete
 Print Finalise Delete IBT

- Select the transfer number you want to open from the **IBT Number** drop-down list.

Stock Inter Branch Transfer

IBT Number: 2
 Source Site: Chadstone
 Destination Site: Richmond

IBT Total: \$119.76
 IBT Total Est: \$0.00
 IBT Status: **Pending Receiving**

Details

Create Date: 26/11/2014
 Comment:
 Item Code:
 Description: Boneless Bbq
 Unit Price: \$16.99
 Stock On Hand: 0

Description	Item	Qty Ask	Qty Send	Qty Recv	Cost Send	Price	Total Cost	Total Retail
Boneless Bbq	342	32	32	32	\$3.74	\$16.99	\$119.76	\$543.68

Update Delete
 Print Finalise Delete IBT

The transfer is opened.

- Press **Finalise**.

The transfer stage is finalised.


Deleting an inter-branch transfer

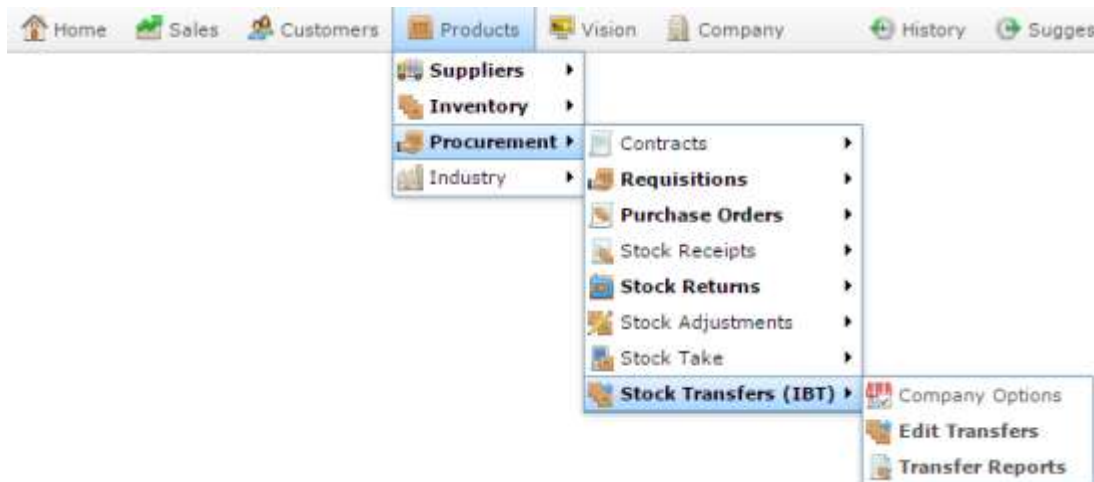
Delete an inter-branch transfer if you do not want the transfer to take place. For example:

- You have selected the wrong Destination Site and want to create a new transfer for the correct site.
- An error was made in a previous stage of the transfer and you need to create a new transfer.
- You no longer need the items being transferred to the Destination Site.

Note: Deleting an inter-branch transfer deletes all stages of the transfer. There is no way to regress a transfer back to a preceding stage.

To delete an inter-branch transfer:

1. Press  **Products** from the menu bar.
2. Press **Procurement > Stock Transfers (IBT) > Transfer Reports**.



The Stock Inter Branch Transfer screen is displayed.

Stock Inter Branch Transfer

IBT Number: 2 IBT Total: \$119.76
 Source Site: Chadstone IBT Total Ex: \$0.00
 Destination Site: Richmond IBT Status: **Pending Request**

Details

Create Date: 26/11/2014
 Comment:
 Item Code:
 Find Item
 Description: Boneless Bbq
 Unit Price: \$16.99
 Stock On Hand: 0

Description	Item	Qty Ask	Qty Send	Qty Recv	Cost Send	Price	Total Cost	Total Retail
Boneless Bbq	342	32	0	0	\$3.74	\$16.99	\$119.76	\$543.68

Update Delete
 Print Finalise Delete IBT

- Select the transfer number you want to open from the **IBT Number** drop-down list.

Stock Inter Branch Transfer

IBT Number: 2 IBT Total: \$119.76
 Source Site: Chadstone IBT Total Ex: \$0.00
 Destination Site: Richmond IBT Status: **Pending Receiving**

Details

Create Date: 26/11/2014
 Comment:
 Item Code:
 Find Item
 Description: Boneless Bbq
 Unit Price: \$16.99
 Stock On Hand: 0

Description	Item	Qty Ask	Qty Send	Qty Recv	Cost Send	Price	Total Cost	Total Retail
Boneless Bbq	342	32	32	32	\$3.74	\$16.99	\$119.76	\$543.68

Update Delete
 Print Finalise Delete IBT

The transfer is opened.

- Press .


The entire inter-branch transfer is deleted.

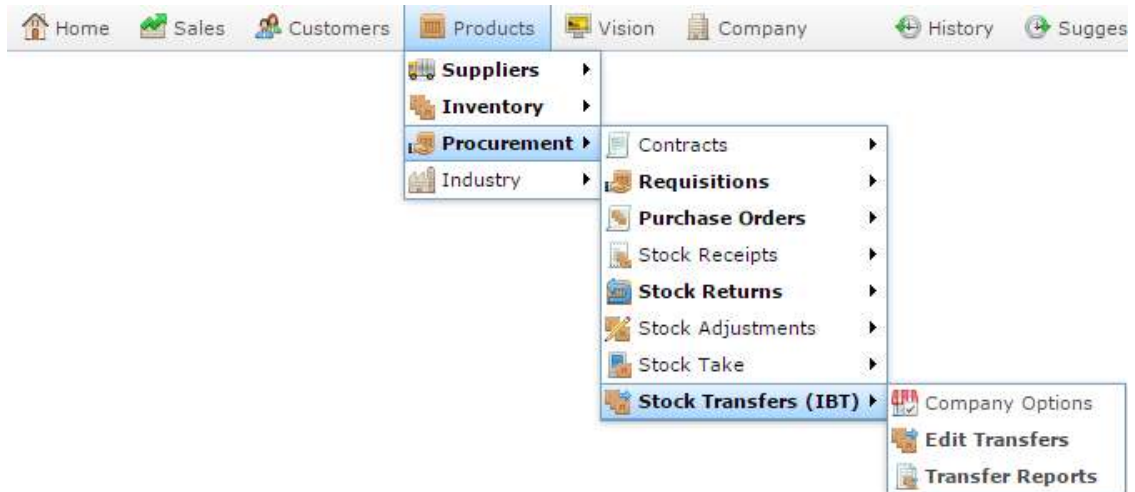
Stock Inter Branch Transfer screen

Use the Stock Inter Branch Transfer screen to request, send and receive stock between sites.

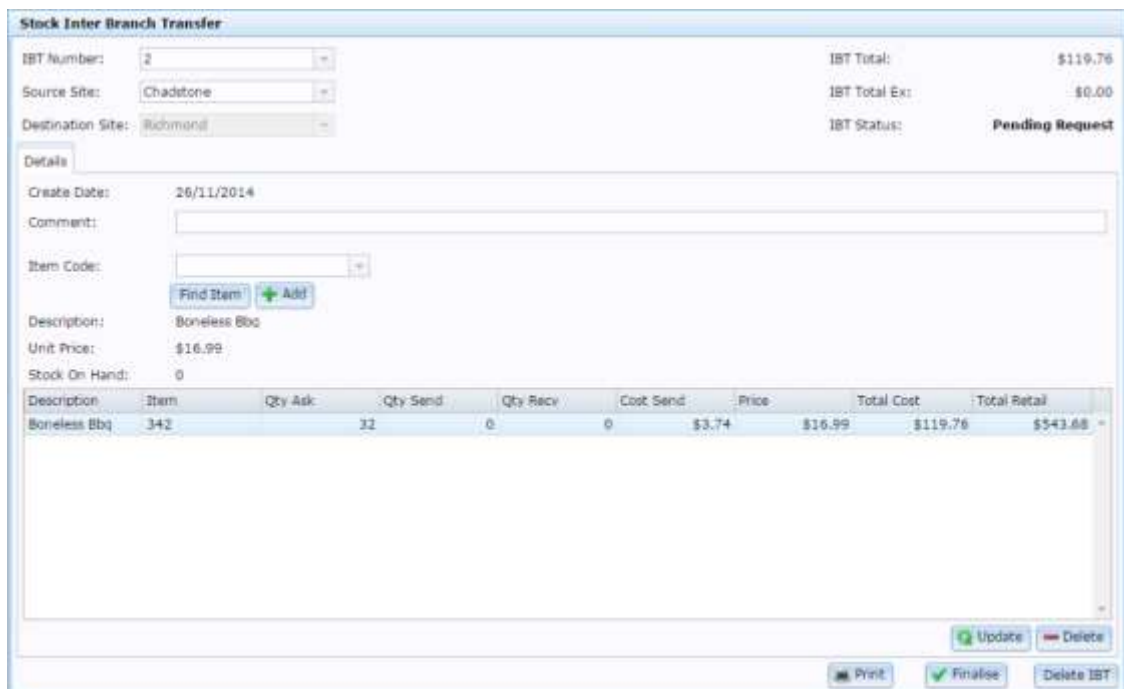
Opening the Stock Inter Branch Transfer screen

To open the Stock Inter Branch Transfer screen:

1. Press  **Products** from the menu bar.
2. Press **Procurement > Stock Transfers (IBT) > Transfer Reports**.



The Stock Inter Branch Transfer screen is displayed.



The screenshot shows the 'Stock Inter Branch Transfer' screen. It includes fields for IBT Number (2), Source Site (Chadstone), and Destination Site (Richmond). Summary statistics show IBT Total: \$119.76, IBT Total Ex: \$0.00, and IBT Status: Pending Request. The 'Details' section shows Create Date: 26/11/2014, Comment: (empty), Item Code: (empty), Description: Boneless Bbq, Unit Price: \$16.99, and Stock On Hand: 0. A table below shows the item details:

Description	Item	Qty Ask	Qty Send	Qty Recv	Cost Send	Price	Total Cost	Total Retail
Boneless Bbq	342	12	0	0	\$3.74	\$16.99	\$119.76	\$543.68

Buttons at the bottom include Update, Delete, Print, Finalise, and Delete IBT.



Stock Inter Branch Transfer screen key fields and buttons

Transfer area

Use this area to:

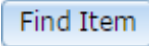
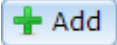
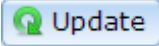
- Select an inter-branch transfer to view or edit.
- Select the source or destination sites.
- View the transfer totals and status.

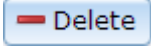
Field	Description
IBT Number	Number identifying the stock transfer. Note: Select another transfer number to view it, or select New IBT to create a new stock transfer.
Source Site	Site sending the stock. See <i>Editing the sites of an inter-branch transfer</i> on page 266. Note: You can change the site sending the stock after the transfer has been requested.
Destination Site	Site requesting the stock. See <i>Editing the sites of an inter-branch transfer</i> on page 266. Note: The site receiving the stock cannot be changed once the transfer has been created.
IBT Total	Total retail price of all stock to be sent.
IBT Total Ex	Total retail price, excluding tax, of all stock to be sent.

Field	Description
IBT Status	Current status of the stock transfer. <div data-bbox="453 461 1329 566"><p>Note: The Portal can be configured to use one, two or three steps in an inter-branch transfer. This configuration affects the statuses you see.</p></div>
 Print	Print the stock transfer. See <i>Printing an inter-branch transfer</i> on page 276.
 Finalise	Finalise the current step of the stock transfer. See <i>Finalising an inter-branch transfer stage</i> on page 278. <div data-bbox="453 996 1361 1102"><p>Note: The Portal can be configured to use one, two or three steps in an inter-branch transfer. This configuration affects what happens after a step is finalised.</p></div>
Delete IBT	Delete the stock transfer. See <i>Deleting an inter-branch transfer</i> on page 280.

Details tab

Use this area to add or remove items from the inter-branch transfer.

Field	Description
Create Date	Date the stock transfer was created.
Comment	Add a comment or additional information about the transfer.
Item Code	Type an item to add it to the stock transfer.
	Find an item to add to the stock transfer. See <i>Find an item with a search field</i> .
	Add the selected item to the stock transfer. See <i>Adding items to an inter-branch transfer</i> on page 269.
Description	Description of the selected item.
Unit Price	Price per unit of the selected item.
Stock On Hand	Stock on hand of the selected item at the active site. <div style="border: 1px solid #4a7ebb; padding: 10px; margin-top: 10px;">Note: The active site is the site currently adding items to the transfer. Which site is active depends on the stage of the transfer and your Portal configuration settings. See <i>Managing inter-branch transfers (IBT)</i> on page 248.</div>
	Press to save any changes made to item quantities.

Field	Description
	<i>See Editing the item quantity of inter-branch transfers on page 271.</i>
	Press to remove the selected item from the transfer. <i>See Removing items from inter-branch transfers on page 274.</i>

Item grid

Use this area to change the quantities of items being transferred.

Note: Fields in this area may appear differently, depending on the IBT level of your Portal configuration. See *Configuring inter-branch transfers for your company*.

Field	Description
Description	Item description.
Item	Code identifying the item.
Qty Ask	Number of units the receiving store requests.
Qty Send	Number of units the supplying store sends. Note: This column is only displayed if your Portal configuration uses two or more steps for stock transfers. See <i>Configuring inter-branch transfers for your company</i>
Qty Recv	Number of units the receiving store receives. Note: This column is only displayed if your Portal configuration uses three steps for stock transfers. See <i>Configuring inter-branch transfers for your company</i>
Cost	Cost of the item per unit for the site supplying the items.
Cost Send	
Cost Ex	Cost of the item per unit for the site supplying the items, excluding tax.

Field	Description
Price	Retail price of the item.
Total Cost	Total cost of all units of the item being sent.
Total Cost Ex	Total cost of all units of the item being sent, excluding tax.
Total Retail	Total retail price of all units of the item being sent.


Stock Transfers report

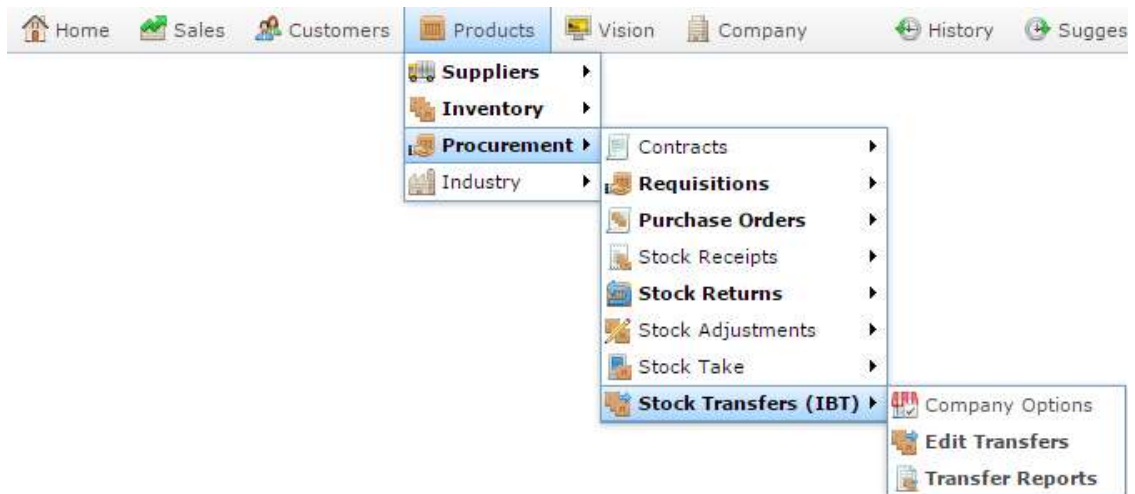
Use the Stock Transfers report to view open, pending and finalised inter-branch store transfers.

You can also view the details of an individual transfer. See *Stock Transfer Details report* on page 294.

Opening the Stock Transfers report

To open the Stock Transfers report:

1. Press  **Products** from the menu bar.
2. Press **Procurement > Stock Transfers (IBT) > Transfer Reports**.



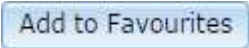
The Stock Transfers report is displayed.

All Transfers												
Destination Site	Source Site	Number	Date Created	Date Requested	Date Sent	Date Received	Cost Ex	Cost	Retail	Item Count	Status	Comment
Richmond	Chadstone 2		26-Nov-2014	26-Nov-2014	26-Nov-2014	26-Nov-2014	\$108.86	\$119.76	\$543.68	1.0	Finalised	
Total							\$108.86	\$119.76	\$543.68			

Stock Transfers report key fields

Filters area

Use this area to filter the results shown in the report.

Field	Description								
	Press to add this report to your Portal favourites for easier access.								
Site	Select the site to report on.								
By	Select to display the report for a specific day, week or month.								
Date / Date From and Date To / As of	Select the date or date period to report on.								
Type	Select the status of stock transfer to report on: <table border="1" data-bbox="539 1384 1378 1944"> <tbody> <tr> <td>Open</td> <td>Display all unfinalised stock transfers, including open ask, send or receive requests.</td> </tr> <tr> <td>Finalised</td> <td>Display all finalised stock transfers.</td> </tr> <tr> <td>Open Ask Request</td> <td>Display only stock transfers that are awaiting the finalisation of an ask request from the receiving site.</td> </tr> <tr> <td>Open Send Request</td> <td>Display only stock transfers that are awaiting finalisation of a send request from the supplying site.</td> </tr> </tbody> </table>	Open	Display all unfinalised stock transfers, including open ask, send or receive requests.	Finalised	Display all finalised stock transfers.	Open Ask Request	Display only stock transfers that are awaiting the finalisation of an ask request from the receiving site.	Open Send Request	Display only stock transfers that are awaiting finalisation of a send request from the supplying site.
Open	Display all unfinalised stock transfers, including open ask, send or receive requests.								
Finalised	Display all finalised stock transfers.								
Open Ask Request	Display only stock transfers that are awaiting the finalisation of an ask request from the receiving site.								
Open Send Request	Display only stock transfers that are awaiting finalisation of a send request from the supplying site.								

Field	Description
Open Receive Request	Display only stock transfers that are awaiting finalisation of stock receipt by the receiving site.
All	Display all open and finalised stock transfers.

Report area

This area displays report information.

Note: Not all fields may be displayed at once. Some fields depend on your filter field selections.

Field	Description
Destination Site	Site the stock is being transferred to.
Source Site	Site the stock is being transferred from.
Number	Stock transfer identifier. Press to open a popup menu.
Date Created	Date the stock transfer was created.
Date Requested	Date the stock transfer request was finalised.
Date Sent	Date the stock transfer send was finalised.
Date Received	Date the stock transfer receipt was finalised.
Cost Ex	Nett cost of all items transferred, excluding tax.
Cost	Cost of all items transferred, including tax.


Field	Description
Retail	Total retail amount of all stock transferred.
Item Count	Number of different items included. <div data-bbox="427 551 1391 680">Note: This is not the total number of units. For example, 10 apples and 14 bananas would have an item count of 2, not 24.</div>
Status	Status of the stock transfer.
Comment	Comment added for explanation or additional information.

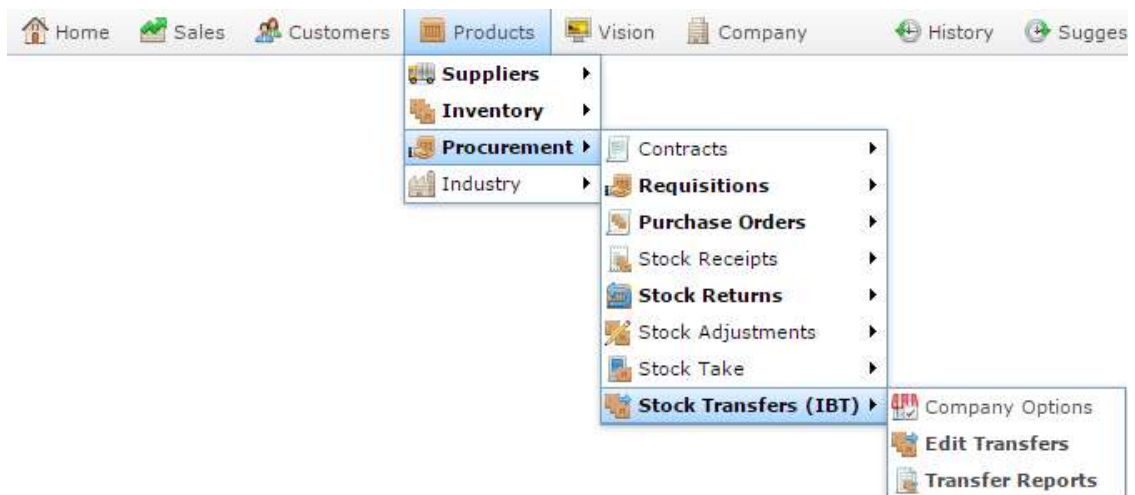
Stock Transfer Details report

Use the Stock Transfer Details report to view the items included in open, pending and finalised inter-branch stock transfers.

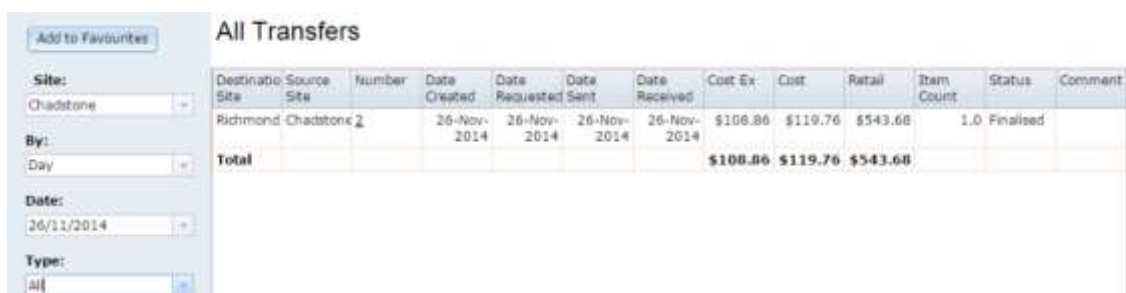
Opening the Stock Transfer Details report

To open the Stock Transfer Details report:

1. Press  **Products** from the menu bar.
2. Press **Procurement > Stock Transfers (IBT) > Transfer Reports**.



The Stock Transfer Details report is displayed.



The screenshot shows the 'All Transfers' report with a table of data. The table has the following columns: Destination Site, Source Site, Number, Date Created, Date Requested, Date Sent, Date Received, Cost Ex, Cost, Retail, Item Count, Status, and Comment. The data row shows a transfer from Richmond to Chadstone 2, created on 26-Nov-2014, requested on 26-Nov-2014, sent on 26-Nov-2014, and received on 26-Nov-2014. The total cost is \$108.86, and the retail value is \$543.68.

Destination Site	Source Site	Number	Date Created	Date Requested	Date Sent	Date Received	Cost Ex	Cost	Retail	Item Count	Status	Comment
Richmond	Chadstone 2		26-Nov-2014	26-Nov-2014	26-Nov-2014	26-Nov-2014	\$108.86	\$119.76	\$543.68	1.0	Finalised	
Total							\$108.86	\$119.76	\$543.68			

3. If necessary, use the filters to help find the stock transfer you want to view.

See *Stock Transfers report* on page 289.

4. Press the number of stock transfer you want to view details for.

A popup menu is displayed.

Destination Site	Source Site	Number	Date Created	Date Requested	Date Sent	Date Received	Cost Ex	Cost	Retail	Item Count	Status	Comment
Richmond	Chadstone	26-Nov-2014	26-Nov-2014	26-Nov-2014	26-Nov-2014	\$108.86	\$119.76	\$543.68	1.0	Finalised		
Total							\$108.86	\$119.76	\$543.68			

5. Press **Display Details**.

The Stock Transfer Details report is displayed.

Item	Description	Quantity Request	Quantity Sent	Quantity Received	Cost Ex	Total Cost Ex	Cost	Total Cost	Retail Price	Total Retail
252	Boneless Bco	32.0		32.0	\$3.40	\$108.86	\$3.74	\$119.76	\$16.99	\$543.68
Total						\$108.86		\$119.76		\$543.68

Stock Transfer Details report key fields

Filters area

Use this area to filter the results shown in the report.

Field	Description
	Press to add this report to your Portal favourites for easier access.

Report area

This area displays report information.

Note: Not all fields may be displayed at once. Some fields depend on your filter field selections.

Field	Description
Item	The item code of the transferred item. <div style="background-color: #e6f2ff; padding: 5px; margin-top: 5px;">Note: Click on the item code to open Item Maintenance.</div>
Description	Description of the item.
Quantity Request	The number of units requested by the receiving site.
Quantity Sent	The number of units sent to the receiving site.
Quantity Received	The number of units received by the receiving site.
Active	The status of the item.
Cost (Ex) / Cost Ex	The item cost, not including tax. See <i>Inventory Management - Pricing tab</i> .
Total Cost (Ex) / Total Cost Ex	Total cost, not including tax, of all transferred units of the item.
Cost	The item cost including tax.

Field	Description
	<i>See Inventory Management - Pricing tab.</i>
Total Cost	Total cost, including tax, of all transferred units of the item.
Retail	The retail price of the item.
Retail Price	<i>See Inventory Management - Pricing tab.</i>
Total Retail	The total retail price of all transferred units of the item.

Managing stock adjustments and write-offs

Stock adjustments and write-offs allow you to adjust an item's stock-on-hand levels. You can adjust stock-on-hand levels down to account for damaged, soiled, lost or expired stock. Depending on your Portal configuration, you can also adjust stock-on-hand levels up for found stock.

Stock adjustments and stock write-offs function exactly the same way; the only difference is that a stock adjustment allows you to either increase or decrease your stock-on-hand levels, whereas a write-off can only decrease your stock-on-hand levels. Your Portal configuration may make either or both screens available to you. See *Configuring stock adjustments for your company*.

Also see:

- *Stock Adjustment screen* on page 321.
- *Stock Write Off screen* on page 327.
- *Stock Adjustments report* on page 334.
- *Stock Adjustment Details report* on page 339.

What you can do:


- *Adjusting stock* on page 299.
- *Writing off stock* on page 301.
- *Finding a stock adjustment or write-off* on page 303.
- *Adding items to stock adjustments and write-offs* on page 304.
- *Editing item quantities in stock adjustments and write-offs* on page 307.
- *Editing an item's adjustment reason* on page 310.
- *Removing items from stock adjustments and write-offs* on page 311.
- *Printing stock adjustments and write-offs* on page 313.
- *Finalising stock adjustments and write-offs* on page 315.
- *Deleting stock adjustments and write-offs* on page 317.
- *Viewing a stock adjustment or write-off* on page 319.

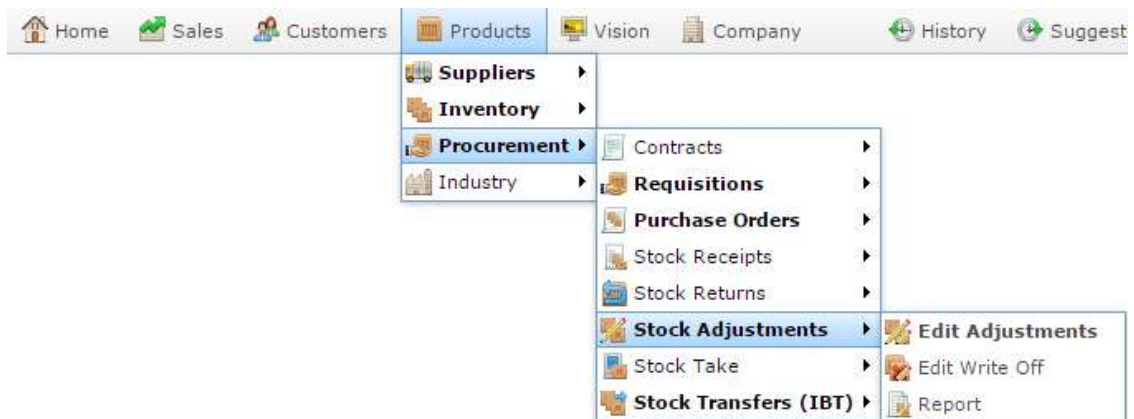
Adjusting stock

Adjust your stock levels if you need to add found stock or remove damaged, soiled or expired stock.

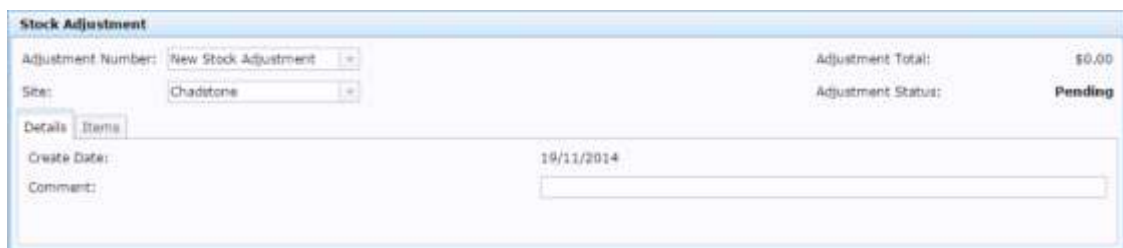
Note: You can only use the Stock Adjustment screen if your Portal configuration has enabled it. See *Configuring stock adjustments for your company*.

To adjust your stock-on-hand levels:

1. Press  **Products** from the main menu bar.
2. Press **Procurement > Stock Adjustments > Edit Adjustments**.



The Stock Adjustment screen is displayed



3. Add items to the stock adjustment.
See *Adding items to stock adjustments and write-offs* on page 304.
4. If necessary, edit the quantities and reasons.
See *Editing item quantities in stock adjustments and write-offs* on page 307.
Also see *Editing an item's adjustment reason* on page 310.
5. If you need a hard copy for your records, print the stock adjustment.
See *Printing stock adjustments and write-offs* on page 313.

6. Finalise the stock adjustment.

Note: Stock on hand levels are not changed until the stock adjustment is finalised.

See *Finalising stock adjustments and write-offs* on page 315.

Writing off stock


Write off stock to remove damaged, soiled or expired stock from your stock-on-hand levels.

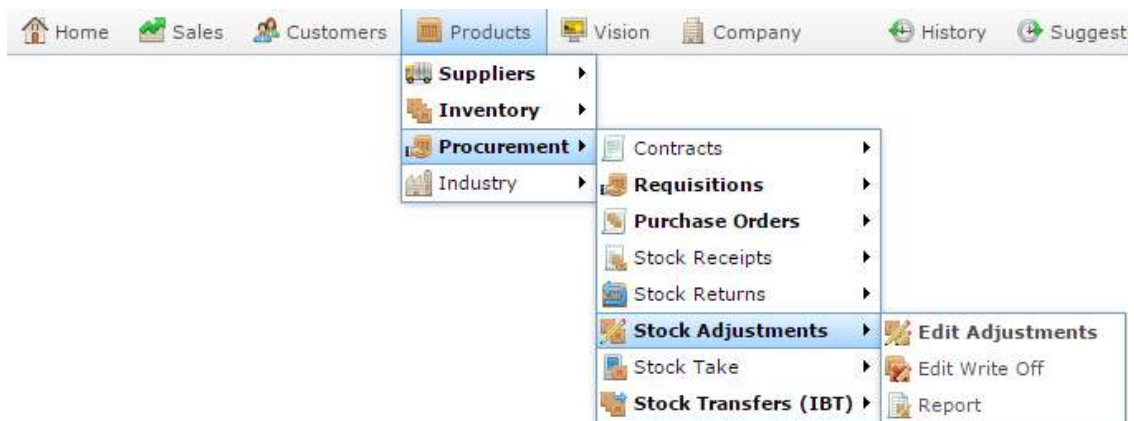
Use the Stock Write Off screen to decrease the stock-on-hand of an item.

Note: You cannot increase the stock-on-hand of an item using the write-off screen. To increase the stock-on-hand of an item, use the Stock Adjustment screen. See *Stock Adjustment screen* on page 321.

Note: You can only use the Stock Write Off screen if your Portal configuration has enabled it. See *Configuring stock adjustments for your company*.

To write off stock:

1. Press  **Products** from the main menu bar.
2. Press **Procurement > Stock Adjustments > Edit Write Off**.



The Stock Write Off screen is displayed

Managing stock adjustments and write-offs

The screenshot shows a web-based form titled "Stock Write Off". At the top, there are two columns of fields. The left column contains "Write Off Number:" with a dropdown menu showing "New Stock Adjustment" and "Site:" with a dropdown menu showing "Chadstone". The right column contains "Write Off Total:" with the value "\$0.00" and "Write Off Status:" with the value "Pending". Below these fields are two tabs: "Details" (which is selected) and "Items". Under the "Details" tab, there is a "Create Date:" field with the value "19/11/2014" and a "Comment:" field with an empty text input box.

3. Add items to the stock write-off.

See *Adding items to stock adjustments and write-offs* on page 304..

4. If necessary, edit the quantities and reasons.

See *Editing item quantities in stock adjustments and write-offs* on page 307.

Also see *Editing an item's adjustment reason* on page 310.

5. If you need a hard copy for your records, print the stock write-off.

See *Printing stock adjustments and write-offs* on page 313.

6. Finalise the stock write-off.


See *Finalising stock adjustments and write-offs* on page 315.

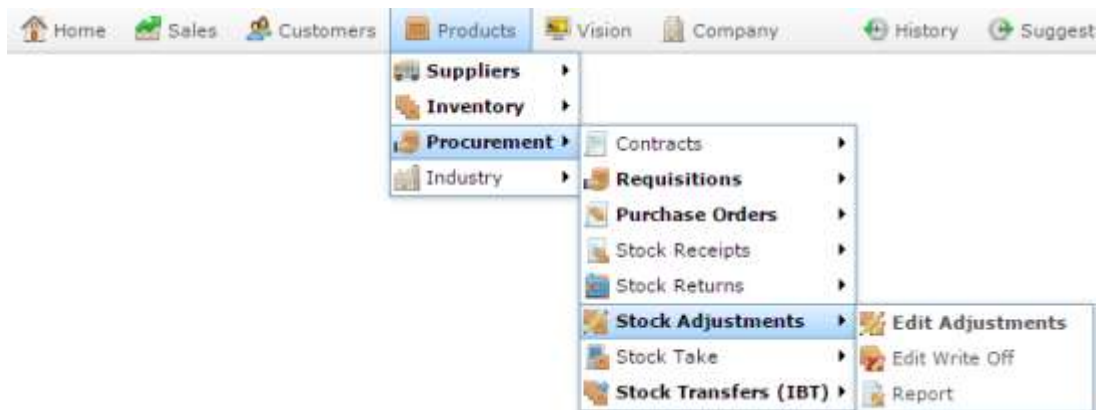
Finding a stock adjustment or write-off

Find a stock adjustment when you want to edit, print or finalise it.

Note: Your Portal configuration may require you to use either the Stock Adjustment or Stock Write-off screen. This procedure uses the Stock Adjustment screen as an example, but whichever screen you use, the procedures are the same. See *Configuring stock adjustments for your company*.

To find a stock adjustment:

1. Press  **Products** from the main menu bar.
2. Press **Procurement > Stock Adjustments > Edit Adjustments**.



The Stock Adjustment screen is displayed

Stock Adjustment			
Adjustment Number:	new Stock Adjustment	Adjustment Total:	\$0.00
Site:	Chadstone	Adjustment Status:	Pending
Details Items			
Create Date:	19/11/2014		
Comment:	<input type="text"/>		

3. Select the **Adjustment Number** or **Write Off Number** you want to open.


Stock Adjustment			
Adjustment Number:	new Stock Adjustment	Adjustment Total:	\$0.00
Site:	Chadstone	Adjustment Status:	Pending
Details Items			
Create Date:	19/11/2014		
Comment:	<input type="text"/>		

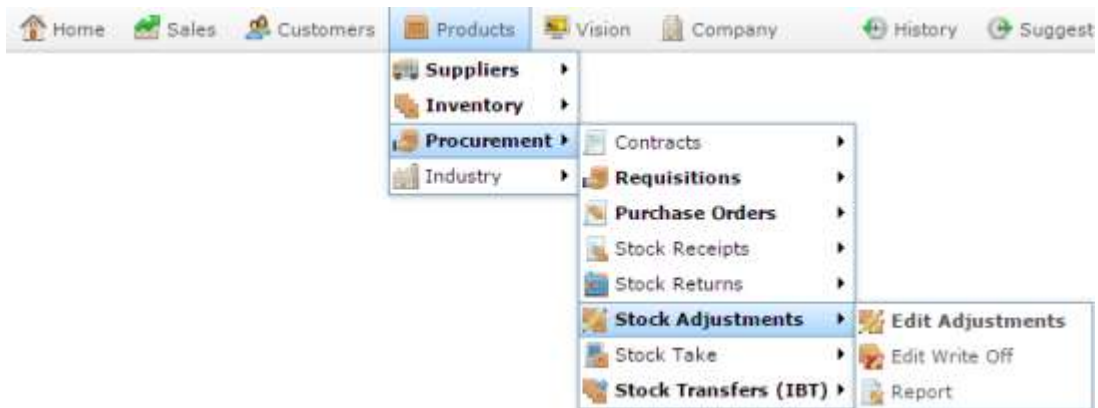
Adding items to stock adjustments and write-offs

Add items to stock adjustments or write-offs when you need to vary your stock-on-hand numbers to account for damaged, lost, stolen or found stock.

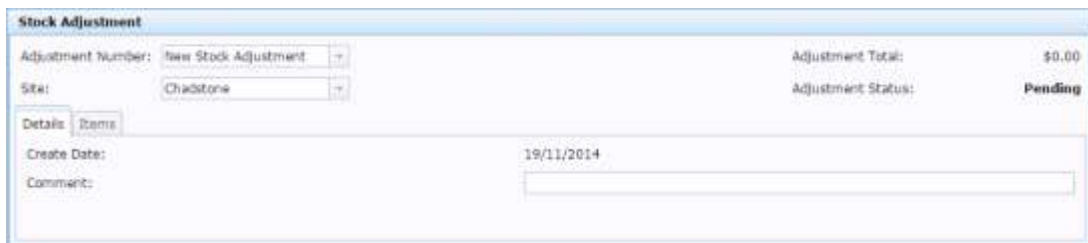
Note: Your Portal configuration may require you to use either the Stock Adjustment or Stock Write-off screen. This procedure uses the Stock Adjustment screen as an example, but whichever screen you use, the procedures are the same. See *Configuring stock adjustments for your company*.

To add items to a stock adjustment or write-off:

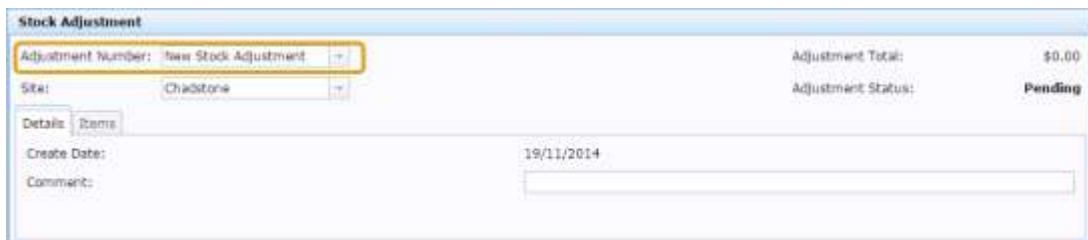
1. Press  **Products** from the main menu bar.
2. Press **Procurement > Stock Adjustments > Edit Adjustments**.



The Stock Adjustment screen is displayed



3. Select the **Adjustment Number** or **Write Off Number** you want to open.



4. Press the Items tab.

The Items tab is displayed.



5. Search for the item to add in the **Item Code** field.

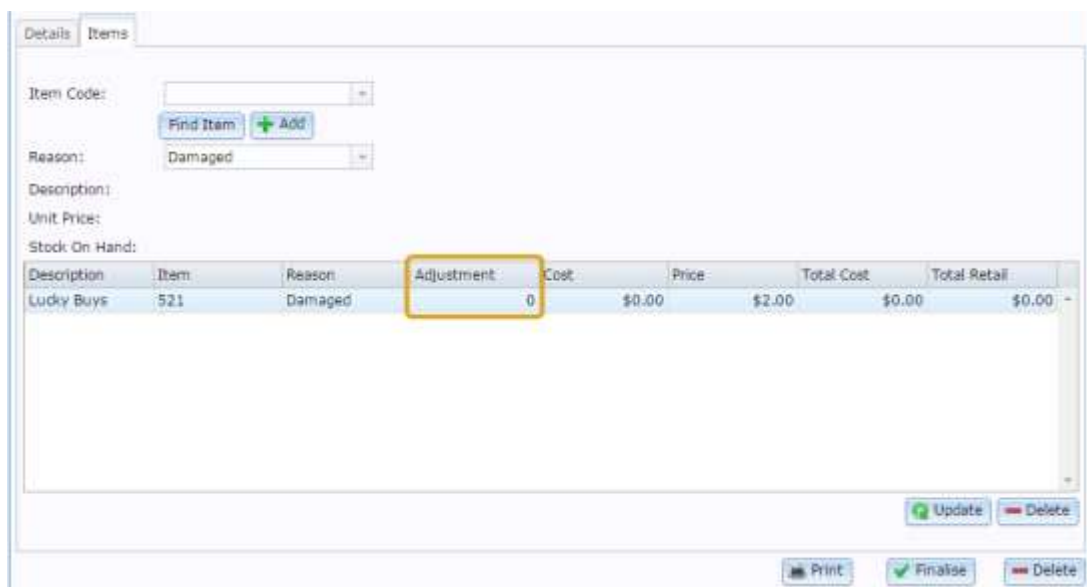
See *Find an item with a search field*.

6. Select the reason for the adjustment from the **Reason** drop-down list.

7. Press .

The item is added to the adjustment or write off with zero quantity.

8. Press the **Adjustment** field of the item in the item grid.



9. Type the quantity to adjust.

Note: Positive quantities reduce the stock-on-hand. If your stock-on-hand is 20 and you make an adjustment or write-off of **5**, the stock-on-hand is 15. This is the case in both stock adjustments and stock write-offs. If you need to record an increase in stock-on-hand for found stock, use a negative number, such as **-5**.

10. Press .

The item quantity is updated.


Note: Stock on hand levels are not changed until the stock adjustment is finalised.

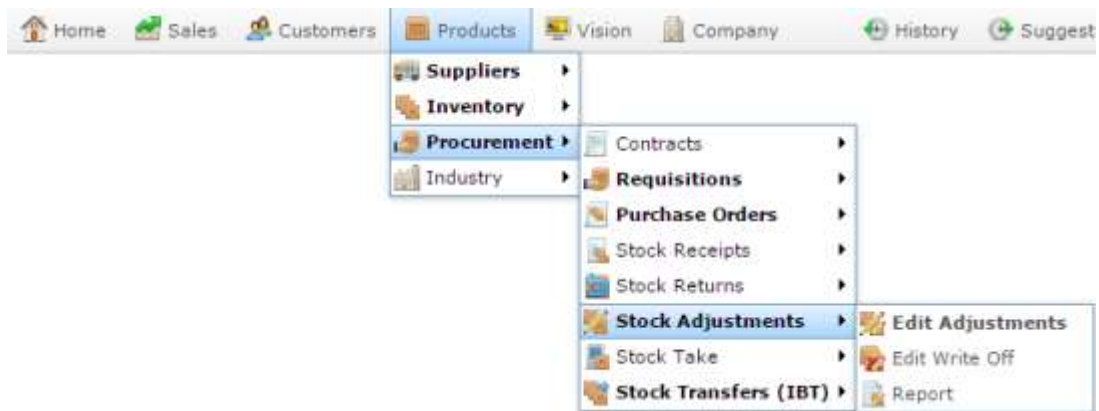
Editing item quantities in stock adjustments and write-offs

Edit the quantity of items in an adjustment or write-off if you need to change how many items are being added or removed.

Note: Your Portal configuration may require you to use either the Stock Adjustment or Stock Write-off screen. This procedure uses the Stock Adjustment screen as an example, but whichever screen you use, the procedures are the same. See *Configuring stock adjustments for your company*.

To edit the quantity of an item in a stock adjustment or write-off:

1. Press  **Products** from the main menu bar.
2. Press **Procurement > Stock Adjustments > Edit Adjustments**.



The Stock Adjustment screen is displayed

Stock Adjustment	
Adjustment Number: <input type="text" value="New Stock Adjustment"/>	Adjustment Total: \$0.00
Site: <input type="text" value="Chadstone"/>	Adjustment Status: Pending
<div style="display: flex; justify-content: space-between;"> Details Items </div>	
Create Date:	19/11/2014
Comment:	<input type="text"/>

3. Select the **Adjustment Number** or **Write Off Number** you want to open.

Stock Adjustment	
Adjustment Number: <input style="border: 2px solid orange;" type="text" value="New Stock Adjustment"/>	Adjustment Total: \$0.00
Site: <input type="text" value="Chadstone"/>	Adjustment Status: Pending
<div style="display: flex; justify-content: space-between;"> Details Items </div>	
Create Date:	19/11/2014
Comment:	<input type="text"/>

4. Press the Items tab.

The Items tab is displayed.

Quantities will reduce stock on finalisation, set quantity as negative for stock found.

Item Code:

Find Item

Reason:

Description:

Unit Price:

Stock On Hand:

Description	Item	Reason	Adjustment	Cost	Price	Total Cost	Total Retail
No Items			0	\$0.00	\$0.00	null	null

5. Press the **Adjustment** field of the item in the item grid.

Item Code:

Find Item

Reason:

Description:

Unit Price:

Stock On Hand:

Description	Item	Reason	Adjustment	Cost	Price	Total Cost	Total Retail
Lucky Buys	521	Damaged	0	\$0.00	\$2.00	\$0.00	\$0.00

6. Type the quantity to adjust.

Note: Positive quantities reduce the stock-on-hand. If your stock-on-hand is 20 and you make an adjustment or write-off of **5**, the stock-on-hand is 15. This is the case in both stock adjustments and stock write-offs. If you need to record an increase in stock-on-hand for found stock, use a negative number, such as **-5**.

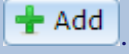
7. Press .

The item quantity is updated.

Note: Stock on hand levels are not changed until the stock adjustment is finalised.

Editing an item's adjustment reason

You cannot edit an item's adjustment reason once it has been added to a stock adjustment or write off. If you have added an item with the wrong reason or need to change the reason, you must delete the item and re-add it with the correct reason.

Note: When adding items, make sure you select the adjustment or write-off reason before you press .


See *Removing items from stock adjustments and write-offs* on page 311.

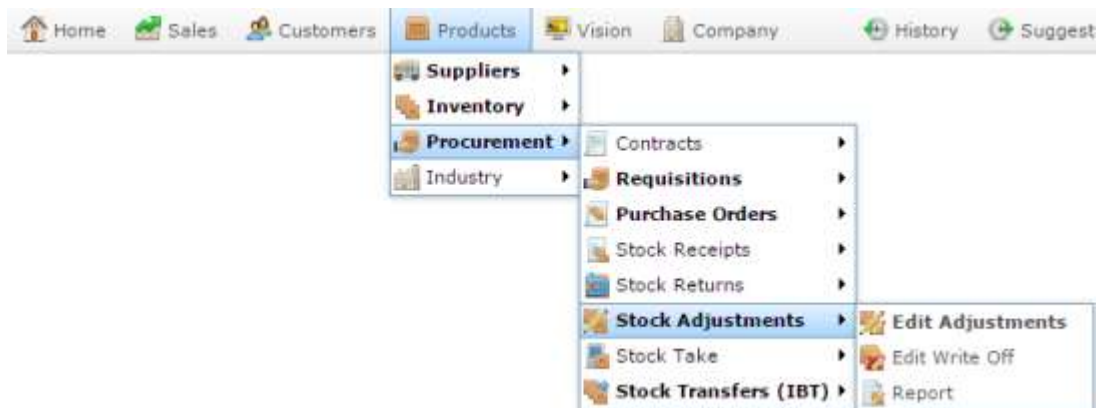
Also see *Adding items to stock adjustments and write-offs* on page 304.

Removing items from stock adjustments and write-offs

Remove an item from a stock adjustment or write-off if you no longer need to adjust the stock-on-hand, or you want to change the adjustment reason.

To remove an item from a stock adjustment or write-off:

1. Press  **Products** from the main menu bar.
2. Press **Procurement > Stock Adjustments > Edit Adjustments**.



The Stock Adjustment screen is displayed

3. Select the **Adjustment Number** or **Write Off Number** you want to open.

4. Press the **Items** tab.

The **Items** tab is displayed.

Managing stock adjustments and write-offs

Quantities will reduce stock on finalisation, set quantity as negative for stock found.

Item Code:

Find Item

Reason:

Description:

Unit Price:

Stock On Hand:

Description	Item	Reason	Adjustment	Cost	Price	Total Cost	Total Retail
No Items			0	\$0.00	\$0.00	null	null

5. Press the **Adjustment** field of the item in the item grid.

Item Code:

Find Item

Reason:

Description:

Unit Price:

Stock On Hand:

Description	Item	Reason	Adjustment	Cost	Price	Total Cost	Total Retail	
Lucky Buys	521	Damaged	0		\$0.00	\$2.00	\$0.00	\$0.00

6. Press .


The item is removed.

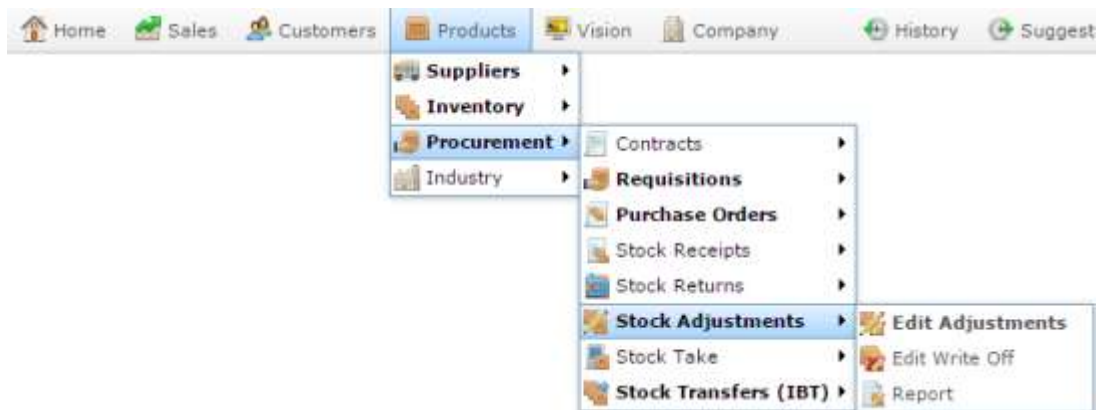
Printing stock adjustments and write-offs

Print a stock adjustment or write-off if you want a hard copy for your records.

Note: Your Portal configuration may require you to use either the Stock Adjustment or Stock Write-off screen. This procedure uses the Stock Adjustment screen as an example, but whichever screen you use, the procedures are the same. See *Configuring stock adjustments for your company*.

To print a stock adjustment or write-off:

1. Press  **Products** from the main menu bar.
2. Press **Procurement > Stock Adjustments > Edit Adjustments**.



The Stock Adjustment screen is displayed

Stock Adjustment	
Adjustment Number: <input type="text" value="New Stock Adjustment"/>	Adjustment Total: \$0.00
Site: <input type="text" value="Chadstone"/>	Adjustment Status: Pending
<div style="display: flex; justify-content: space-between;"> Details Items </div>	
Create Date: 19/11/2014	
Comment: <input type="text"/>	

3. Select the **Adjustment Number** or **Write Off Number** you want to open.

Stock Adjustment	
Adjustment Number: <input style="border: 2px solid orange;" type="text" value="New Stock Adjustment"/>	Adjustment Total: \$0.00
Site: <input type="text" value="Chadstone"/>	Adjustment Status: Pending
<div style="display: flex; justify-content: space-between;"> Details Items </div>	
Create Date: 19/11/2014	
Comment: <input type="text"/>	

4. Press  **Print**.

Managing stock adjustments and write-offs


The stock adjustment or write-off is printed.

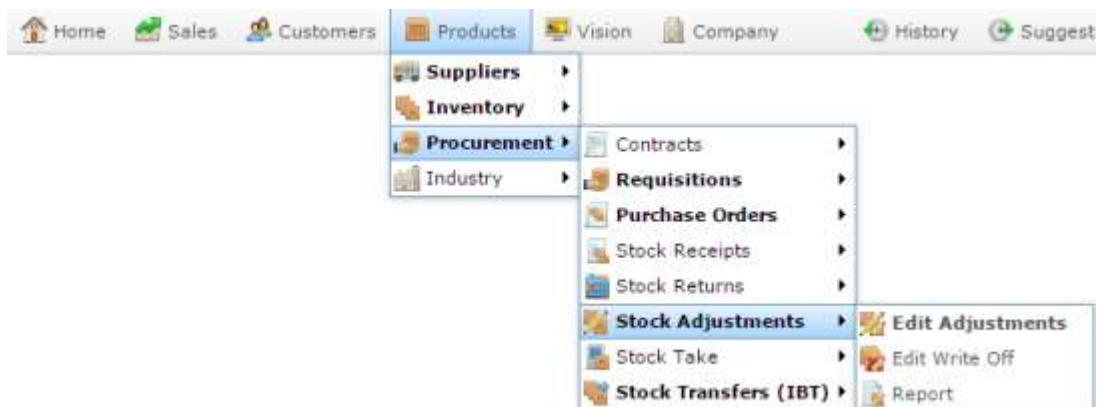
Finalising stock adjustments and write-offs

Finalise a stock adjustment or write-off when you have finished adding and editing items and want your stock-on-hand levels to be updated.

Note: Your Portal configuration may require you to use either the Stock Adjustment or Stock Write-off screen. This procedure uses the Stock Adjustment screen as an example, but whichever screen you use, the procedures are the same. See *Configuring stock adjustments for your company*.

To print a stock adjustment or write-off:

1. Press  **Products** from the main menu bar.
2. Press **Procurement > Stock Adjustments > Edit Adjustments**.



The Stock Adjustment screen is displayed

3. Select the **Adjustment Number** or **Write Off Number** you want to open.

4. Press .

Managing stock adjustments and write-offs

The stock adjustment or write-off is finalised.


Deleting stock adjustments and write-offs

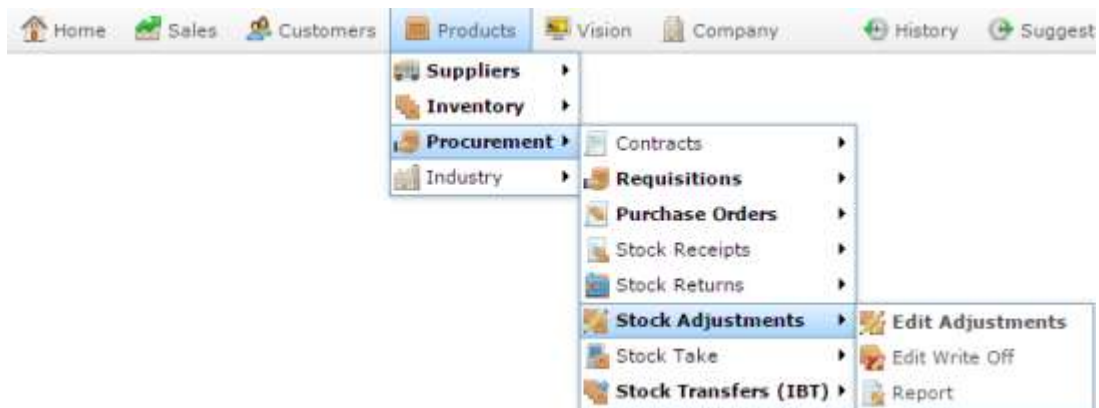
Delete a stock adjustment or write-off when you want to cancel the adjustment and remove all items from it.

Note: You cannot delete a stock adjustment that has been finalised. If you need to correct an error in a finalised stock adjustment, create a new adjustment and note the error you are correcting in the comment.

Note: Your Portal configuration may require you to use either the Stock Adjustment or Stock Write-off screen. This procedure uses the Stock Adjustment screen as an example, but whichever screen you use, the procedures are the same. See *Configuring stock adjustments for your company*.

To print a stock adjustment or write-off:

1. Press  **Products** from the main menu bar.
2. Press **Procurement > Stock Adjustments > Edit Adjustments**.



The Stock Adjustment screen is displayed

Stock Adjustment	
Adjustment Number: New Stock Adjustment	Adjustment Total: \$0.00
Site: Chadstone	Adjustment Status: Pending
<div style="display: flex; justify-content: space-between;"> Details Items </div>	
Create Date:	19/11/2014
Comment:	<input type="text"/>

3. Select the **Adjustment Number** or **Write Off Number** you want to open.

Managing stock adjustments and write-offs

The screenshot shows a 'Stock Adjustment' form with the following details:

Stock Adjustment	
Adjustment Number: New Stock Adjustment	Adjustment Total: \$0.00
Site: Chadstone	Adjustment Status: Pending
Details Items	
Create Date:	19/11/2014
Comment:	


4. Press  .

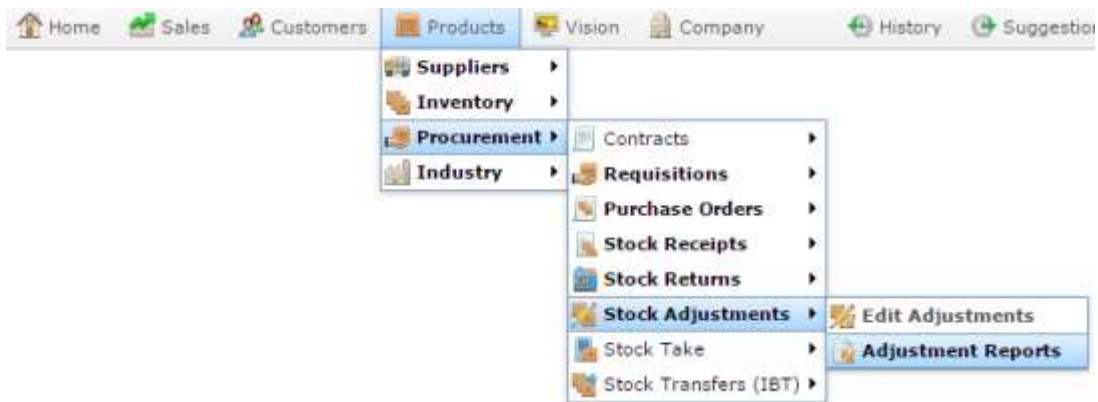
The stock adjustment or write-off is deleted.

Viewing a stock adjustment or write-off

You can view the details of a stock adjustment or write-off after it has been finalised, and print it from your browser if you want to place a copy with the stock.

To view the details of a stock adjustment or write-off:

1. Press  **Products** from the menu bar.
2. Press **Procurement > Stock Adjustments > Adjustment Reports**.



The Stock Adjustments Summary report is displayed.

All Stock Adjustments

Site	Number	Date Created	Date Finalised	Cost	Retail Cost	Item Count	Status	Comment
Chadstone	4	12-Nov-2014	12-Nov-2014	(\$190.40)	(\$265.86)	3.0	Finalised	
Total				(\$190.40)	(\$265.86)			

3. Press the **Number** of the specific stock adjustment you want to view and select **Display Details** from the popup menu.

Finalised Stock Adjustments

Site	Number	Date Created	Date Finalised	Cost	Retail Cost	Item Count	Status	Comment
Chadstone	4	Nov-2014	12-Nov-2014	(\$190.40)	(\$265.86)	3.0	Finalised	
Total				(\$190.40)	(\$265.86)			

Managing stock adjustments and write-offs

The Stock Adjustment Details report is displayed.

[Add Report to Favourites](#)

Finalised Stock Adjustments

Site	Number	Date Created	Date Finalised	Cost	Retail Cost	Item Number	Description	Quantity	Reason	Status	Comment
Chadstone		12-Nov-2014	12-Nov-2014	(\$190.40)	(\$265.86)	125	Loin Of Pork	-4		Finalised	
Chadstone		12-Nov-2014	12-Nov-2014	(\$190.40)	(\$265.86)	315	Rib Eye Roast	12	Dated Recall	Finalised	
Chadstone		12-Nov-2014	12-Nov-2014	(\$190.40)	(\$265.86)	469	Merlot & Pepper	6	Dated Recall	Finalised	
Total				(\$571.21)	(\$797.58)						

Site: Chadstone

Show: Detail Report

By: Day

Date: 12/11/2014

Type: Finalised


Stock Adjustment screen

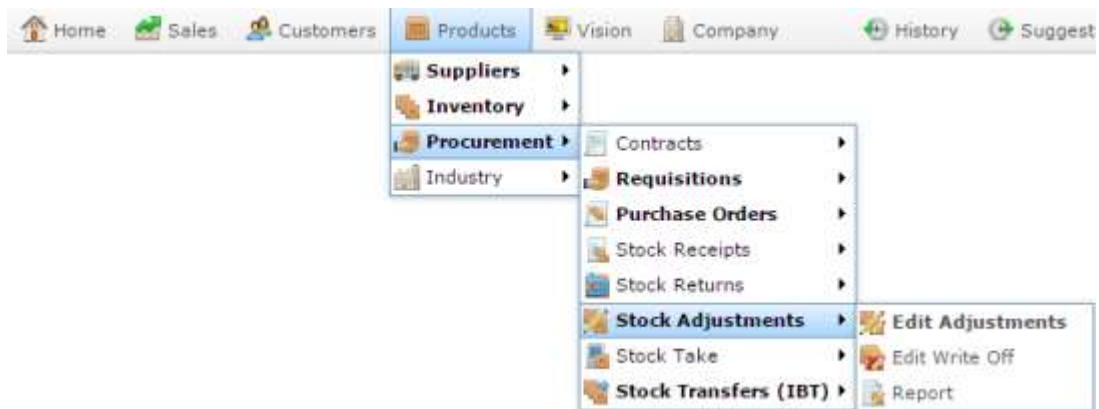
Use the Stock Adjustment screen to increase or decrease the stock-on-hand of an item.

Note: You can only use the Stock Adjustment screen if your Portal configuration has enabled it. See *Configuring stock adjustments for your company*.

Opening the Stock Adjustment screen

To open the Stock Adjustment screen:

1. Press  **Products** from the main menu bar.
2. Press **Procurement > Stock Adjustments > Edit Adjustments**.



The Stock Adjustment screen is displayed

Stock Adjustment	
Adjustment Number: New Stock Adjustment	Adjustment Total: \$0.00
Site: Chadstone	Adjustment Status: Pending
<div style="display: flex; justify-content: space-between;"> Details Items </div>	
Create Date:	19/11/2014
Comment:	<input type="text"/>

Stock Adjustment screen key fields and buttons

Stock Adjustment area

Use this area to select the stock adjustment and site, and view the adjustment total and status.

Field	Description
Adjustment Number	Code identifying the stock adjustment. Select New Stock Adjustment to create a new stock adjustment.
Site	Select the site to create the stock adjustment for.
Adjustment Total	The nett price of the stock adjustment.
Adjustment Status	The status of the stock adjustment, either pending or finalised.

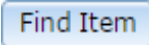
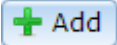
Details tab

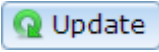
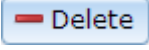
Use this tab to add a comment to a stock adjustment.

Field	Description
Create Date	Date the stock adjustment was created.
Comment	Type a comment to help identify the reason for the adjustment.

Items tab

Use this tab to add items and their quantities to the stock adjustment

Field	Description
Item Code	Code identifying the item.
	Search for an item to add to the stock adjustment. See <i>Find an item with a search field</i> .
	Add the item to the stock adjustment.
Reason	Select the reason the stock is being adjusted.
Description	The description of the selected item.
Unit Price	The price for one unit of the selected item.
Stock On Hand	The stock on hand of the selected item.

Field	Description
 Update	Update the stock adjustment after editing the quantities of items.
 Delete	Remove the selected item from the stock adjustment.

Items grid

Use this tab to adjust item quantities in the stock adjustment

Field	Description
Description	The description of the selected item.
Item	Code identifying the item.
Reason	Select the reason the stock is being adjusted.
Adjustment	Type the number of units of stock to reduce by. <div style="border: 1px solid #0056b3; background-color: #e6f2ff; padding: 5px; margin-top: 5px;">Note: Stock on hand is reduced by the number you type. If you want to show an increase in stock, type a negative number.</div>
Cost	Supplier cost of the item.
Price	The price for one unit of the selected item.
Total Cost	Supplier cost multiplied by the adjustment number.
Total Retail	Retail price multiplied by the adjustment number.

Stock Write Off screen


Use the Stock Write Off screen to decrease the stock-on-hand of an item.

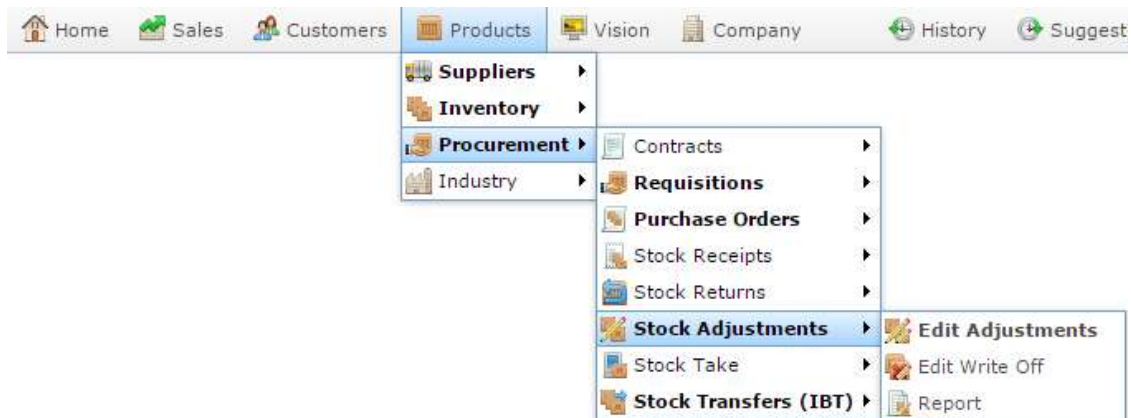
Note: You cannot increase the stock-on-hand of an item using the write-off screen. To increase the stock-on-hand of an item, use the Stock Adjustment screen. See *Stock Adjustment screen* on page 321.

Note: You can only use the Stock Write Off screen if your Portal configuration has enabled it. See *Configuring stock adjustments for your company*.

Opening the Stock Write Off screen

To open the Stock Write Off screen:

1. Press  **Products** from the main menu bar.
2. Press **Procurement > Stock Adjustments > Edit Write Off**.



The Stock Write Off screen is displayed

Managing stock adjustments and write-offs

Stock Write Off

Write Off Number:	New Stock Adjustment	Write Off Total:	\$0.00
Site:	Chadstone	Write Off Status:	Pending

Details | **Name**

Create Date: 19/11/2014

Comment:

Stock Write Off screen key fields and buttons

Stock Write Off area

Use this area to select the stock write-off number and site, and view the write-off total and status.

Field	Description
Write-off Number	Code identifying the Stock Write Off. Select New Stock Write Off to create a new Stock Write Off.
Site	Select the site to create the Stock Write Off for.
Write-off Total	The nett price of the Stock Write Off.
Write-off Status	The status of the Stock Write Off, either pending or finalised.

Managing stock adjustments and write-offs


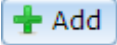
Details tab

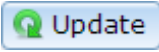
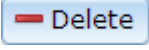
Use this tab to add a comment to a Stock Write Off.

Field	Description
Create Date	Date the Stock Write Off was created.
Comment	Type a comment to help identify the reason for the write-off.

Items tab

Use this tab to add items and their quantities to the Stock Write Off

Field	Description
Item Code	Code identifying the item.
 Find	Search for an item to add to the Stock Write Off. <i>See Find an item with a search field.</i>
 Add	Add the item to the Stock Write Off.
Reason	Select the reason the stock is being adjusted.
Description	The description of the selected item.
Unit Price	The price for one unit of the selected item.
Stock On Hand	The number of units of the selected item the site has in stock.

Field	Description
 Update	Update the Stock Write Off after editing the quantities of items.
 Delete	Remove the selected item from the Stock Write Off.

Items grid

Use this tab to adjust item quantities in the Stock Write Off

Field	Description
Description	The description of the selected item.
Item	Code identifying the item.
Reason	Select the reason the stock is being adjusted.
Adjustment	Type the number of units of stock to reduce by.
	<div style="border: 1px solid #4a7ebb; background-color: #d9e1f2; padding: 5px;"> <p>Note: Stock-on-hand is reduced by the number you type. Stock-on-hand cannot be increased by a stock write-off.</p> </div>
Cost	Supplier cost of the item.
Price	The price for one unit of the selected item.
Total Cost	Supplier cost multiplied by the adjustment number.
Total Retail	Retail price multiplied by the adjustment number.


Stock Adjustments report

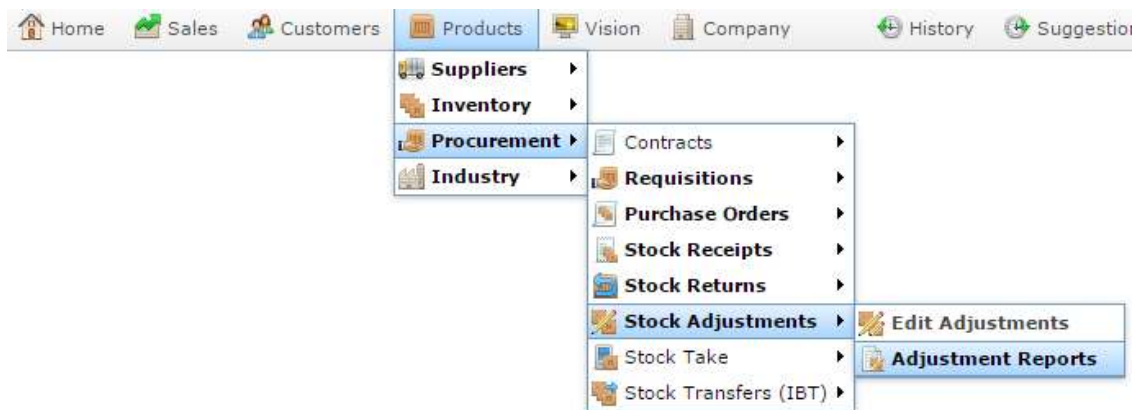
Use the Stock Adjustments report to view summaries and details of found and written-off stock by site, month and adjustment type.

For more information on Stock Adjustments, see *Managing stock adjustments and write-offs* on page 298

Opening the Stock Adjustments report

To open the Stock Adjustments report:

1. Press  **Products** from the menu bar.
2. Press **Procurement > Stock Adjustments > Adjustment Reports**.



The Stock Adjustments report is displayed.

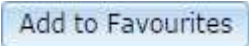
The screenshot shows the 'All Stock Adjustments' report interface. On the left, there are filters for Site (Chadstone), Show (Summary Report), By (Day), Date (12/11/2014), and Type (All). The main table displays the following data:

Site	Number	Date Created	Date Finalised	Cost	Retail Cost	Item Count	Status	Comment
Chadstone		12-Nov-2014	12-Nov-2014	(\$190.40)	(\$265.86)	3.0	Finalised	
Total				(\$190.40)	(\$265.86)			

Stock Adjustment Summary report key fields

Filters area

Use this area to filter the results shown in the report.

Field	Description
	Press to add this report to your Portal favourites for easier access.
Site	Select the site to report on.
Show	Select to display either: <ul style="list-style-type: none"> ▪ A summary of the nett dollar value of adjusted stock in each adjustment. ▪ Details on each item that has been adjusted in a stock adjustment.
By	Select to display the report for a specific day, week or month.
Date / Date From and Date To / As of	Select the date or date period to report on.
Type	Select the type of stock adjustment to report on: <ul style="list-style-type: none"> Open Display stock adjustments that have not yet been finalised. Finalised Display stock adjustments that have been finalised.

Field	Description
All	Display all stock adjustments.
Type	Select the type of PDI communication to report on: <ol style="list-style-type: none"><li data-bbox="600 577 946 611">1. Processed transactions.<li data-bbox="600 629 852 663">2. Failed attempts.<li data-bbox="600 680 815 714">3. All attempts.
Offer	Select a specific customer offer to report on.
Job	Select the type of email communication record to display: <ul style="list-style-type: none"><li data-bbox="608 981 699 1014">▪ All.<li data-bbox="608 1032 852 1066">▪ Loyalty Events.<li data-bbox="608 1084 951 1117">▪ Lost Loyalty Password.<li data-bbox="608 1135 847 1169">▪ User Messages.<li data-bbox="608 1187 751 1220">▪ Alarms.<li data-bbox="608 1238 855 1272">▪ Support Emails.<li data-bbox="608 1290 895 1323">▪ Debtor Statements.<li data-bbox="608 1341 863 1375">▪ Franchise Event.<li data-bbox="608 1393 836 1426">▪ Franchise Fee.<li data-bbox="608 1444 956 1478">▪ Purchase Order Submit.<li data-bbox="608 1496 986 1529">▪ Purchase Order Response.<li data-bbox="608 1547 1010 1581">▪ Purchase Order Requisition.<li data-bbox="608 1599 783 1632">▪ Scheduler.<li data-bbox="608 1650 767 1684">▪ Lay Buy.<li data-bbox="608 1702 807 1736">▪ Micro Loan.

Report area

This area displays report information.

Note: Not all fields may be displayed at once. Some fields depend on your filter field selections.

Field	Description
Site	Site where the stock levels were adjusted.
Number	Stock adjustment identifier. Press to open a popup menu.
Date Created	Date the stock adjustment was created.
Date Finalised	Date the stock adjustment was finalised.
Cost	Nett cost of the stock adjustment by the items' supplier cost. <div data-bbox="413 1339 1394 1469" style="border: 1px solid #ccc; background-color: #e6f2ff; padding: 5px; margin-top: 5px;"> <p>Note: The cost accounts for both found stock and written-off stock. If the cost is a net loss it is displayed in red font inside brackets.</p> </div>
Retail Cost	Net cost of the adjustment by the item's retail price. <div data-bbox="413 1550 1394 1680" style="border: 1px solid #ccc; background-color: #e6f2ff; padding: 5px; margin-top: 5px;"> <p>Note: The cost accounts for both found stock and written-off stock. If the cost is a net loss it is displayed in red font inside brackets.</p> </div>
Description	Item description of the item adjusted.
Item Count	Number of different items included.


Field	Description
<p>Note: This is not the total number of units. For example, 10 apples and 14 bananas would have an item count of 2, not 24.</p>	
Status	Status of the stock adjustment.
Comment	Comment added for explanation or additional information.

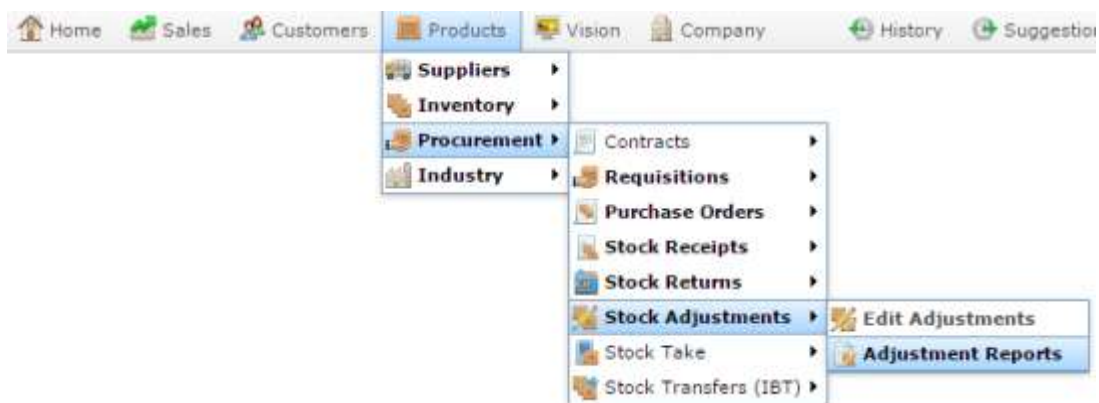
Stock Adjustment Details report

Use the Stock Adjustment Details report to view quantities of found and written-off stock by site, month and adjustment type.

Opening the Stock Adjustment Details report

To open the Stock Adjustments Details report:

1. Press  **Products** from the menu bar.
2. Press **Procurement > Stock Adjustments > Adjustment Reports**.



The Stock Adjustments Summary report is displayed.

All Stock Adjustments									
Site	Number	Date Created	Date Finalised	Cost	Retail Cost	Item Count	Status	Comment	
Chadstone	4	12-Nov-2014	12-Nov-2014	(\$190.40)	(\$265.86)	3.0	Finalised		
Total				(\$190.40)	(\$265.86)				

On the left side of the table, there are several filters:

- Add Report to Favourites** (button)
- Site:** Chadstone
- Show:** Summary Report
- By:** Day
- Date:** 12/11/2014
- Type:** All

3. Either:
 - Select **Detail Report** from the **Show** drop-down list to display details of all stock adjustments.
 - Press the Number of the specific stock adjustment you want to view and select **Details**.

Managing stock adjustments and write-offs

Finalised Stock Adjustments

Site	Number	Date Created	Date Finalised	Cost	Retail Cost	Item Count	Status	Comment
Chadstone		Nov-2014	12-Nov-2014	(\$190.40)	(\$265.86)	3.0	Finalised	
Total				(\$190.40)	(\$265.86)			

Note: A yellow box highlights the 'Display Details' link in the Chadstone row.

The Stock Adjustment Details report is displayed.


Finalised Stock Adjustments

Site	Number	Date Created	Date Finalised	Cost	Retail Cost	Item Number	Description	Quantity	Reason	Status	Comment
Chadstone	4	12-Nov-2014	12-Nov-2014	(\$190.40)	(\$265.86)	125	Loin Of Pork	-4		Finalised	
Chadstone	4	12-Nov-2014	12-Nov-2014	(\$190.40)	(\$265.86)	315	Rib Eye Roast	12	Dated Recall	Finalised	
Chadstone	4	12-Nov-2014	12-Nov-2014	(\$190.40)	(\$265.86)	469	Merlot & Pepper	6	Dated Recall	Finalised	
Total				(\$571.21)	(\$797.58)						

Stock Adjustment Details report key fields

Filters area

Use this area to filter the results shown in the report.

Field	Description
	Press to add this report to your Portal favourites for easier access.
Site	Select the site to report on.
Show	Select to display either: <ul style="list-style-type: none"> ▪ A summary of the nett dollar value of adjusted stock in each adjustment. ▪ Details on each item that has been adjusted in a stock adjustment.
By	Select to display the report for a specific day, week or month.
Date / Date From and Date To / As of	Select the date or date period to report on.
Type	Select the type of stock adjustment to report on: <ul style="list-style-type: none"> Open Display stock adjustments that have not yet been finalised. Finalised Display stock adjustments that have been finalised.

Field	Description
All	Display all stock adjustments.
Type	Select the type of PDI communication to report on: <ol style="list-style-type: none"> 1. Processed transactions. 2. Failed attempts. 3. All attempts.
Offer	Select a specific customer offer to report on.
Job	Select the type of email communication record to display: <ul style="list-style-type: none"> ▪ All. ▪ Loyalty Events. ▪ Lost Loyalty Password. ▪ User Messages. ▪ Alarms. ▪ Support Emails. ▪ Debtor Statements. ▪ Franchise Event. ▪ Franchise Fee. ▪ Purchase Order Submit. ▪ Purchase Order Response. ▪ Purchase Order Requisition. ▪ Scheduler. ▪ Lay Buy. ▪ Micro Loan.

Report area

This area displays report information.

Note: Not all fields may be displayed at once. Some fields depend on your filter field selections.

Field	Description
Site	Site where the stock levels were adjusted.
Number	Stock adjustment identifier. Press to open a popup menu.
Date Created	Date the stock adjustment was created.
Date Finalised	Date the stock adjustment was finalised.
Cost	Nett cost of the stock adjustment by the items' supplier cost. <div data-bbox="413 1339 1391 1469" style="border: 1px solid #ccc; background-color: #e6f2ff; padding: 5px; margin-top: 5px;"> <p>Note: The cost accounts for both found stock and written-off stock. If the cost is a net loss it is displayed in red font inside brackets.</p> </div>
Retail Cost	Net cost of the adjustment by the item's retail price. <div data-bbox="413 1550 1391 1680" style="border: 1px solid #ccc; background-color: #e6f2ff; padding: 5px; margin-top: 5px;"> <p>Note: The cost accounts for both found stock and written-off stock. If the cost is a net loss it is displayed in red font inside brackets.</p> </div>
Item Number	Item code of the item adjusted.
Description	Item description of the item adjusted.

Field	Description
Quantity	Number of units the item stock was adjusted by. <div data-bbox="414 430 1394 521" style="background-color: #e6f2ff; padding: 5px;">Note: Negative quantity indicates found units.</div>
Reason	Reason the for the stock adjustment of this item. For example, Damaged stock.
Status	Status of the stock adjustment.
Comment	Comment added for explanation or additional information.

Managing stock returns

The stock return system allows you to return stock to suppliers for credit, supplying a reason for the return, such as stock arriving damaged or being recalled. You can print the stock return to send with the goods back to the supplier.

Stock returns are different from stock adjustments or write-offs in that:

- An individual stock return is created for each supplier you want to return stock to.
- The Portal credits the cost of returned items to your credit balance with the supplier.
- If you are using creditor contracts, a contract may influence how and when you can return certain items to a supplier.

Also see *Stock Returns Maintenance screen* on page 363.


What you can do:

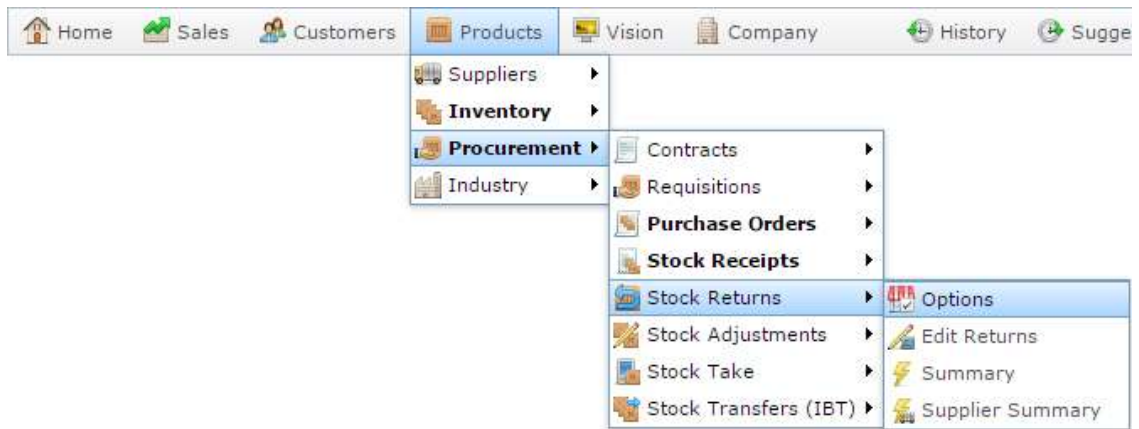
- *Creating a stock return* on page 346.
- *Adding items to a stock return* on page 351.
- *Editing item quantities in a stock return* on page 348.
- *Changing the reason of an item return in a stock return* on page 353.
- *Removing items from a stock return* on page 354.
- *Printing a stock return* on page 357.
- *Finalising a stock return* on page 359.
- *Deleting a stock return* on page 361.

Creating a stock return

Create a stock return if you want to return stock to a supplier.

To create a stock return:

1. Press  **Products** in the main menu bar.
2. Press **Procurement > Stock Returns > Edit Returns**.



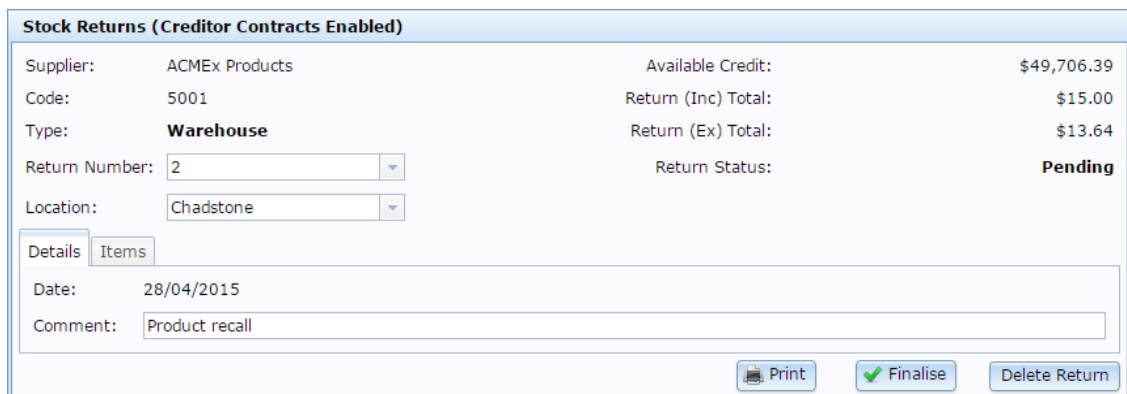
The Find Creditor screen is displayed.



3. Search for the creditor you want to return stock to.

See *Finding a creditor or supplier* on page 11.

The Stock Returns Maintenance screen is displayed.



- In the **Return Number** drop-down list, select New Stock Return.

A blank stock return is created.

Stock Returns (Creditor Contracts Enabled)

Supplier:	ACMEX Products	Available Credit:	\$49,706.39
Code:	5001	Return (Inc) Total:	\$0.00
Type:	Warehouse	Return (Ex) Total:	\$0.00
Return Number:	New Return	Return Status:	Pending
Location:	Chadstone		

Details Items

Date: 28/04/2015

Comment:

Tip: You can load an existing open stock return by selecting its **Return Number** instead.

- Add a description if required in the **Comment** field.
- Press the Items tab.
- Add the items you want to return.

See *Adding items to a stock return* on page 351.

- The stock return is created.


Note: Item stock on hand is not updated until the return is finalised.

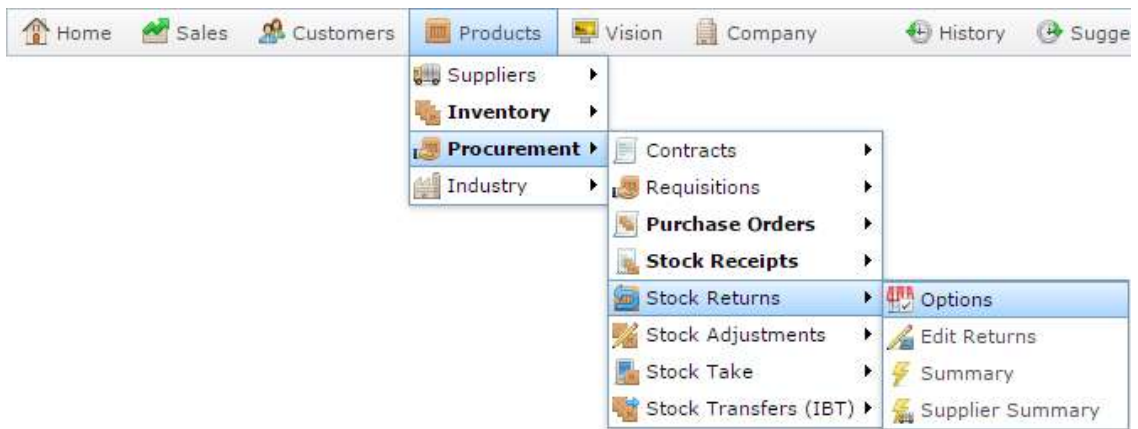
See *Finalising a stock return* on page 359.

Editing item quantities in a stock return

Edit the quantities of items if you want to change how many units of an item you're returning to a supplier.

To edit the quantity of items in a stock return:

1. Press  **Products** in the main menu bar.
2. Press **Procurement > Stock Returns > Edit Returns**.



The Find Creditor screen is displayed.



3. Search for the creditor you want to return stock to.

See *Finding a creditor or supplier* on page 11.

The Stock Returns Maintenance screen is displayed.

Stock Returns (Creditor Contracts Enabled)

Supplier: ACMEx Products Available Credit: \$49,706.39
 Code: 5001 Return (Inc) Total: \$15.00
 Type: **Warehouse** Return (Ex) Total: \$13.64
 Return Number: 2 Return Status: **Pending**
 Location: Chadstone

Details Items

Date: 28/04/2015
 Comment: Product recall

Print Finalise Delete Return

4. In the **Return Number** drop-down list, select the stock return you want to edit the item quantities of.
5. Press the Items tab.

The Items tab is displayed.

Stock Returns (Creditor Contracts Enabled)

Supplier: ACMEx Products Available Credit: \$49,706.39
 Code: 5001 Return (Inc) Total: \$15.00
 Type: **Warehouse** Return (Ex) Total: \$13.64
 Return Number: 2 Return Status: **Pending**
 Location: Chadstone

Details **Items**

Item Code:
 Find Item + Add
 Reason: Damaged
 Description:
 Unit Price:
 Stock On Hand:

Description	Item	Reason	Quantity	Cost	Price	Total
Sausage Meat	345	Dated Recall	10	\$1.50	\$2.00	\$15.00

Update Delete

Print Finalise Delete Return

6. Select the item you want to edit in the Item grid.

Managing stock returns

Stock Returns (Creditor Contracts Enabled)

Supplier: ACMEx Products Available Credit: \$49,706.39
Code: 5001 Return (Inc) Total: \$15.00
Type: **Warehouse** Return (Ex) Total: \$13.64
Return Number: 2 Return Status: **Pending**
Location: Chadstone

Details **Items**

Item Code:

Reason: Damaged
Description:
Unit Price:
Stock On Hand:

Description	Item	Reason	Quantity	Cost	Price	Total
Sausage Meat	345	Dated Recall	10	\$1.50	\$2.00	\$15.00

7. Type the number of units in the **Quantity** field.


8. Press .

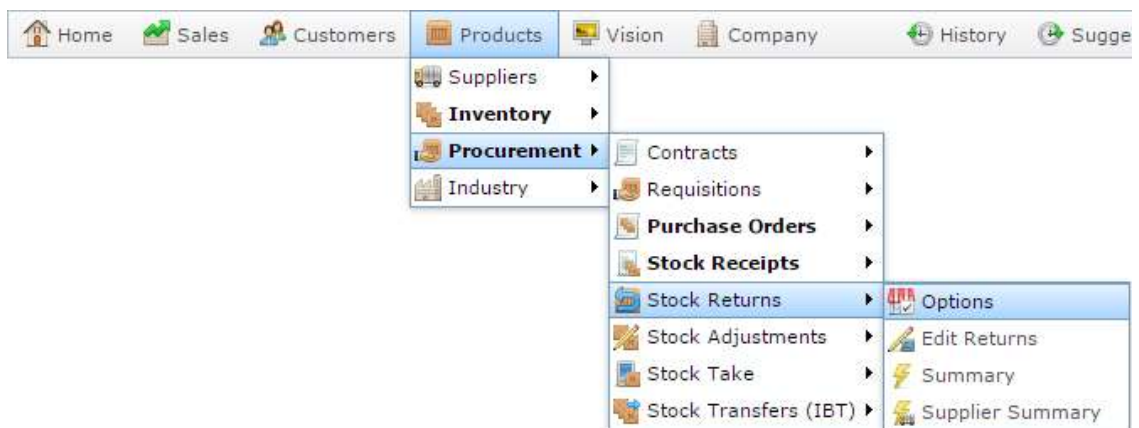
The item quantity is edited.

Adding items to a stock return

Add items to a stock return to return them to the supplier. You must specify a quantity and return reason for each item. You can add items multiple times with different return reasons.

To add an item to a stock return:

1. Press  **Products** in the main menu bar.
2. Press **Procurement > Stock Returns > Edit Returns**.



The Find Creditor screen is displayed.

The screenshot shows the 'Find Creditor' screen. At the top, there is a 'Custom' dropdown menu and a search bar with letters A through Z. Below this, the text 'Please choose a field to search on' is displayed. There are two input fields: 'Name:' and 'Creditor Number:'. A 'Search' button is located at the bottom right of the form.

3. Search for the creditor you want to return stock to.

See *Finding a creditor or supplier* on page 11.

The Stock Returns Maintenance screen is displayed.

Managing stock returns

Stock Returns (Creditor Contracts Enabled)

Supplier:	ACMEX Products	Available Credit:	\$49,706.39
Code:	5001	Return (Inc) Total:	\$15.00
Type:	Warehouse	Return (Ex) Total:	\$13.64
Return Number:	2	Return Status:	Pending
Location:	Chadstone		

Details Items

Date: 28/04/2015

Comment: Product recall

Print Finalise Delete Return

4. In the **Return Number** drop-down list, select the stock return you want to add items to.
5. Press the Items tab.

The Items tab is displayed.

Stock Returns (Creditor Contracts Enabled)

Supplier:	ACMEX Products	Available Credit:	\$49,706.39
Code:	5001	Return (Inc) Total:	\$15.00
Type:	Warehouse	Return (Ex) Total:	\$13.64
Return Number:	2	Return Status:	Pending
Location:	Chadstone		

Details **Items**

Item Code:

Find Item + Add

Reason: Damaged

Description:

Unit Price:

Stock On Hand:

Description	Item	Reason	Quantity	Cost	Price	Total
Sausage Meat	345	Dated Recall	10	\$1.50	\$2.00	\$15.00

Update Delete

Print Finalise Delete Return

6. Search for the item you want to add in the **Item Code** field.
See *Finding an item with a search field*.
7. Select the reason you are returning the item from the **Reason** drop-down list.
8. Press **+ Add**.

The item is added to the stock return.

Changing the reason of an item return in a stock return

You cannot change an item's return reason once it has been added to a stock return. If you need to modify the reason after you have added an item:


1. Remove the item from the stock return.
See *Removing items from a stock return* on page 354.
2. Add the item to the stock return again.
See *Adding items to a stock return* on page 351.

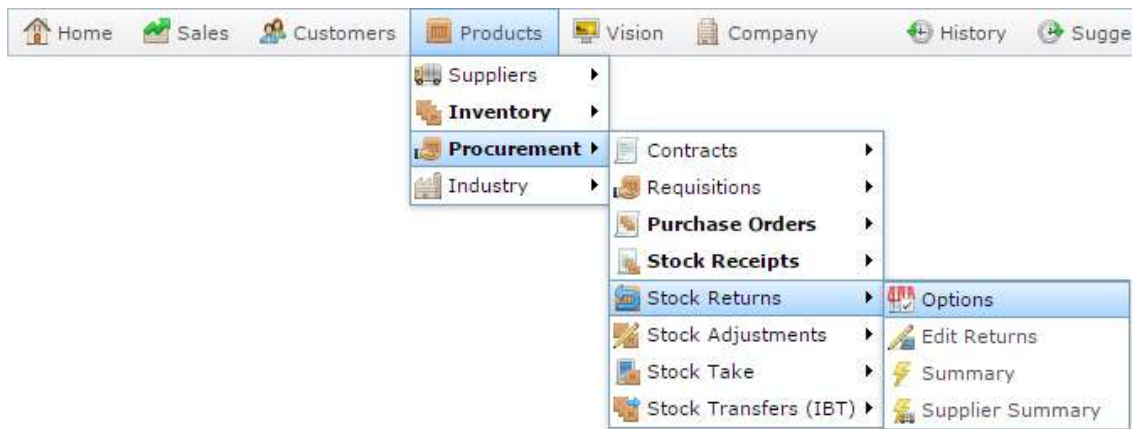
Note: Make sure you select the correct return reason before you press .

Removing items from a stock return

Remove an item when you want to correct the return reason or you don't want to return it to the supplier.

To remove an item from a stock return:

1. Press  **Products** in the main menu bar.
2. Press **Procurement > Stock Returns > Edit Returns**.



The Find Creditor screen is displayed.



3. Search for the creditor you want to return stock to.

See *Finding a creditor or supplier* on page 11.

The Stock Returns Maintenance screen is displayed.

Stock Returns (Creditor Contracts Enabled)

Supplier: ACMEx Products Available Credit: \$49,706.39
 Code: 5001 Return (Inc) Total: \$15.00
 Type: **Warehouse** Return (Ex) Total: \$13.64
 Return Number: 2 Return Status: **Pending**
 Location: Chadstone

Details Items

Date: 28/04/2015
 Comment: Product recall

Print Finalise Delete Return

4. In the **Return Number** drop-down list, select the stock return you want to remove items from.
5. Press the Items tab.

The Items tab is displayed.

Stock Returns (Creditor Contracts Enabled)

Supplier: ACMEx Products Available Credit: \$49,706.39
 Code: 5001 Return (Inc) Total: \$15.00
 Type: **Warehouse** Return (Ex) Total: \$13.64
 Return Number: 2 Return Status: **Pending**
 Location: Chadstone

Details **Items**

Item Code:
 Find Item + Add
 Reason: Damaged
 Description:
 Unit Price:
 Stock On Hand:

Description	Item	Reason	Quantity	Cost	Price	Total
Sausage Meat	345	Dated Recall	10	\$1.50	\$2.00	\$15.00

Update Delete

Print Finalise Delete Return

6. Select the item you want to remove in the Item grid.

Managing stock returns

Stock Returns (Creditor Contracts Enabled)

Supplier: ACMEx Products Available Credit: \$49,706.39
Code: 5001 Return (Inc) Total: \$15.00
Type: **Warehouse** Return (Ex) Total: \$13.64
Return Number: 2 Return Status: **Pending**
Location: Chadstone

Details **Items**

Item Code:
Find Item

Reason: Damaged

Description:
Unit Price:
Stock On Hand:

Description	Item	Reason	Quantity	Cost	Price	Total
Sausage Meat	345	Dated Recall	10	\$1.50	\$2.00	\$15.00

Update Delete

Print Finalise Delete Return


7. Press .

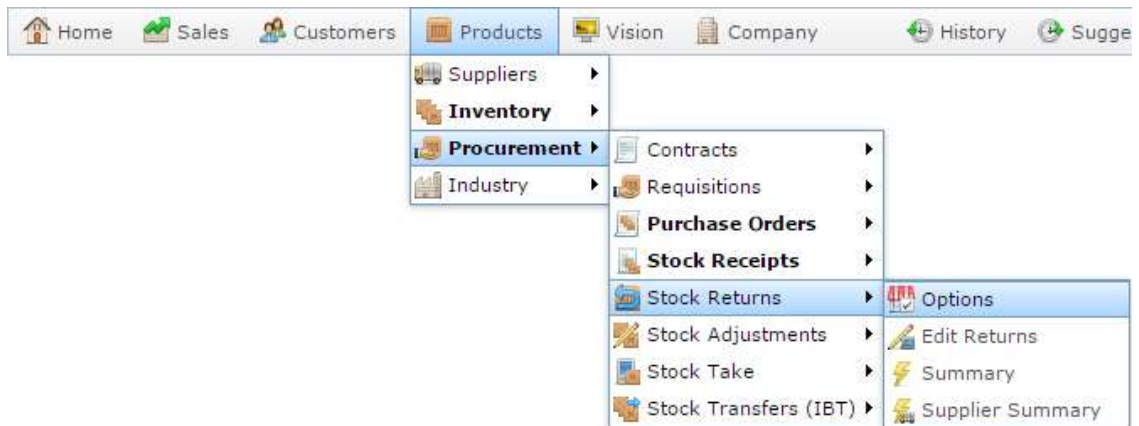
The item is removed from the stock return.

Printing a stock return

Print a stock return to produce a hard copy for your records.

To print a stock return:

1. Press  **Products** in the main menu bar.
2. Press **Procurement > Stock Returns > Edit Returns**.



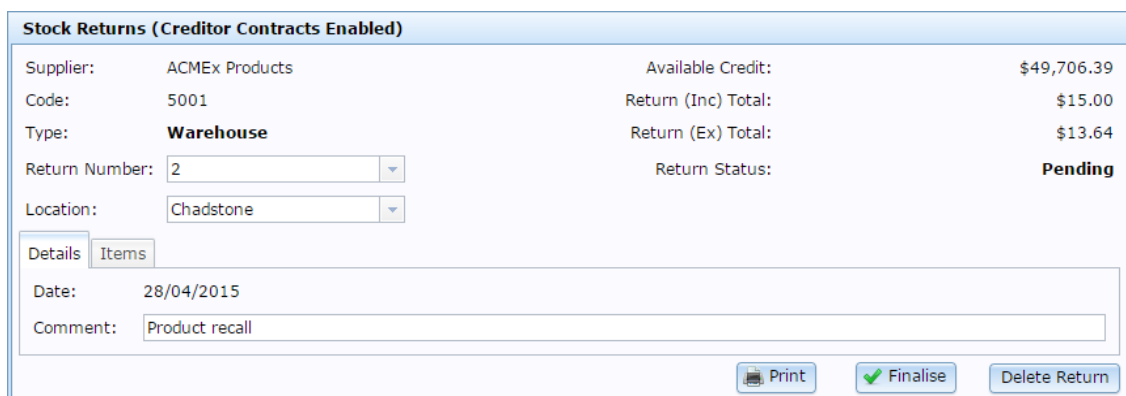
The Find Creditor screen is displayed.



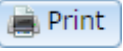
3. Search for the creditor you want to return stock to.

See *Finding a creditor or supplier* on page 11.

The Stock Returns Maintenance screen is displayed.



Managing stock returns


4. If necessary, select the correct stock return from the **Return Number** drop-down list.
5. Press .

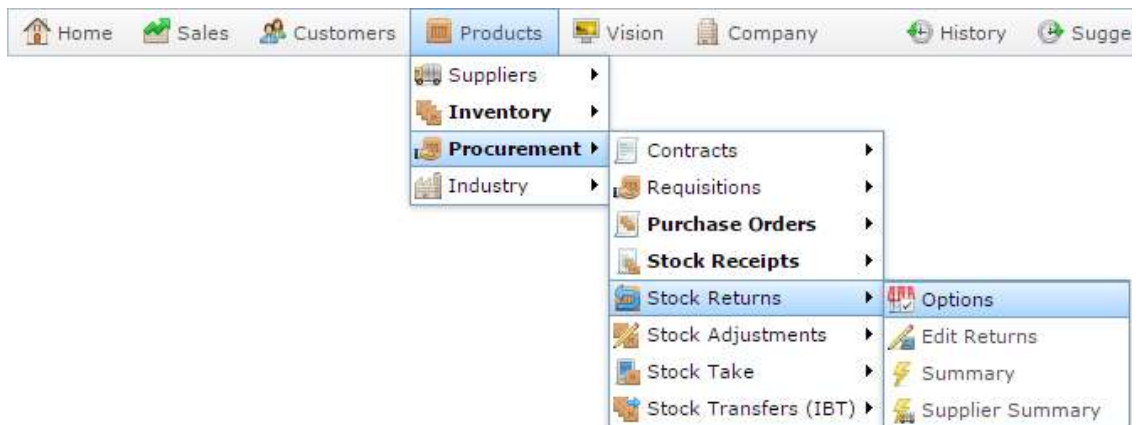
The stock return is printed.

Finalising a stock return

Finalise a stock return once you have added all the items you need to. Stock returns cannot be changed once they have been finalised. Stock-on-hand for all returned items is updated after finalisation.

To finalise a stock return:

1. Press  **Products** in the main menu bar.
2. Press **Procurement > Stock Returns > Edit Returns**.



The Find Creditor screen is displayed.


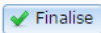
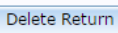
The screenshot shows the 'Find Creditor' screen. At the top, there is a 'Custom' dropdown menu with a grid of letters A through Z. Below this, the text 'Please choose a field to search on' is displayed. There are two input fields: 'Name:' and 'Creditor Number:'. A 'Search' button is located at the bottom right of the form.

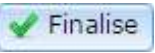
3. Search for the creditor you want to return stock to.

See *Finding a creditor or supplier* on page 11.

The Stock Returns Maintenance screen is displayed.

Managing stock returns

Stock Returns (Creditor Contracts Enabled)			
Supplier:	ACMEX Products	Available Credit:	\$49,706.39
Code:	5001	Return (Inc) Total:	\$15.00
Type:	Warehouse	Return (Ex) Total:	\$13.64
Return Number:	2	Return Status:	Pending
Location:	Chadstone		
Details Items			
Date:	28/04/2015		
Comment:	Product recall		
  			

4. If necessary, select the correct stock return from the **Return Number** drop-down list.
5. Press .


The stock return is finalised. Creditor accounts and stock-on-hand are updated for all returned items.

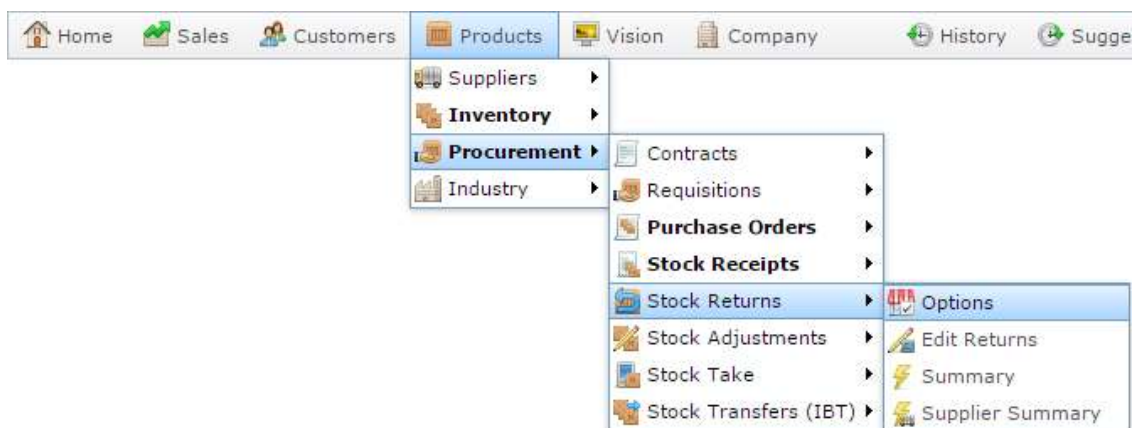
Deleting a stock return

Delete a stock return if you do not want to return stock to this supplier.

Note: Stock on hand levels are not adjusted until a stock return is finalised. Deleting a stock return does not change your stock on hand levels.

To delete a stock return:

1. Press  **Products** in the main menu bar.
2. Press **Procurement > Stock Returns > Edit Returns**.



The Find Creditor screen is displayed.

3. Search for the creditor you want to return stock to.

See *Finding a creditor or supplier* on page 11.

The Stock Returns Maintenance screen is displayed.

Managing stock returns


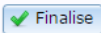
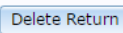
Stock Returns (Creditor Contracts Enabled)

Supplier:	ACMEX Products	Available Credit:	\$49,706.39
Code:	5001	Return (Inc) Total:	\$15.00
Type:	Warehouse	Return (Ex) Total:	\$13.64
Return Number:	2	Return Status:	Pending
Location:	Chadstone		

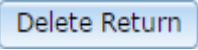
Details Items

Date: 28/04/2015

Comment: Product recall

 Print  Finalise  Delete Return

4. If necessary, select the correct stock return from the **Return Number** drop-down list.

5. Press .


The stock return is deleted.

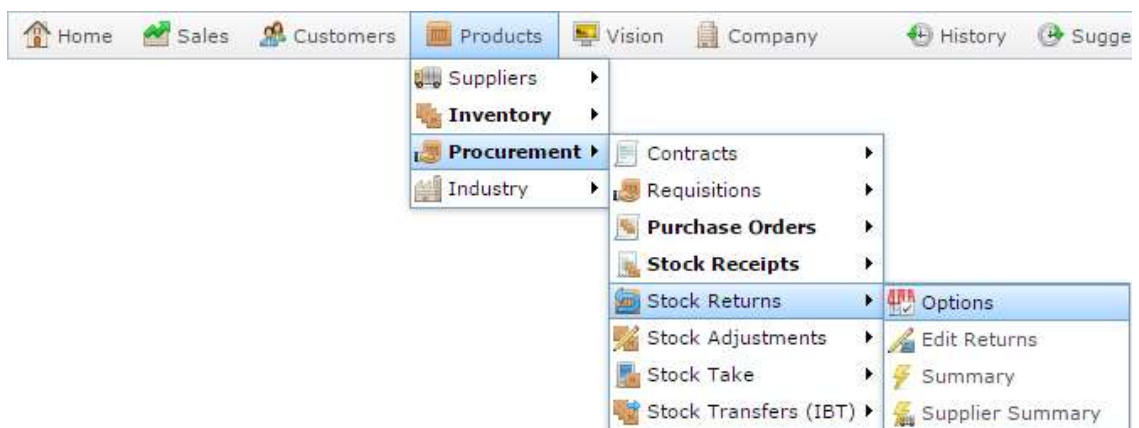
Stock Returns Maintenance screen

Use the Stock Returns Maintenance screen to return faulty, recalled or otherwise unwanted stock to suppliers for a refund.

Opening the Stock Returns Maintenance screen

To open the Stock Returns Maintenance screen:

1. Press  **Products** in the main menu bar.
2. Press **Procurement > Stock Returns > Edit Returns**.



The Find Creditor screen is displayed.


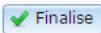


3. Search for the creditor you want to return stock to.

See *Finding a creditor or supplier* on page 11.

The Stock Returns Maintenance screen is displayed.



Managing stock returns

Stock Returns (Creditor Contracts Enabled)			
Supplier:	ACMEX Products	Available Credit:	\$49,706.39
Code:	5001	Return (Inc) Total:	\$15.00
Type:	Warehouse	Return (Ex) Total:	\$13.64
Return Number:	2	Return Status:	Pending
Location:	Chadstone		
Details Items			
Date:	28/04/2015		
Comment:	Product recall		
 Print  Finalise Delete Return			

Stock Returns Maintenance screen key fields and buttons

Common fields

Field	Description
Supplier	Name of the supplier
Code	Unique code identifying the supplier.
Type	Type of supplier, either Warehouse or Debtor Supplier.
Return Number	Unique code identifying this stock return.
	<p>Note: You can switch to another stock return by selecting it from this drop-down list, or create a new one for this supplier by selecting New Stock Return.</p>
Location	Site the stock return is for.
Available Credit	The amount of credit your company has with this supplier, accounting for any outstanding debts.
Return (Inc) Total	The total cost of the items listed for return, including tax.
Return (Ex) Total	The total cost of the items listed for return, excluding tax.
Return Status	The status of this return. For example, Pending or Finalised.

Field	Description
 Print	Press to print this return.
 Finalise	Press to finalise this return. No changes can be made once a return is finalised.
Delete Return	Press to delete this return.

Details tab

Use this area to view the date of the return and make a comment if required.


Field	Description
Date	Date the return was created.
Comment	Comment or description of the return.

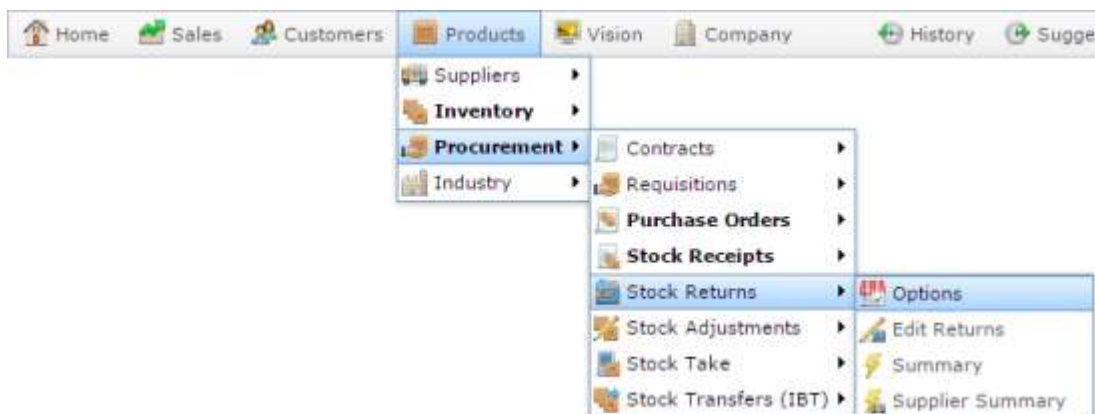
Stock returns report

Use the Stock Returns report to view stock returns for all suppliers.

Opening the Stock Returns report

To open the Stock Returns report:

1. Press  **Products** in the main menu bar.
2. Press **Procurement > Stock Returns > Summary**.



The Stock Returns report is displayed.

Stock Returns Report - Pending Stock Returns

Supplier	Account	Site	Return Number	Status	Return Date	Amount
ACMEx Products	5001	Chadstone	2	Open	28-Apr-2015	\$15.00
Total:						\$15.00

Site
Chadstone

By
Day

Date
28/04/2015

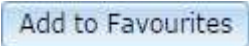
Type
Pending

[Add to Favourites](#)

Stock Returns report key fields

Filters area

Use this area to filter the results shown in the report.

Field	Description
	Press to add this report to your Portal favourites for easier access.
Site	Select the site to report on.
By	Select to display the report for a specific day, week or month.
Date / Date From and Date To / As of	Select the date or date period to report on.
Type	Select the type of stock return to report on: <ul style="list-style-type: none"> Pending Display stock returns that have not been finalised yet. Finalised Display stock returns that have been finalised. All Display all stock returns. Deleted Display stock returns that have been deleted.
<div style="border: 1px solid #4a7ebb; background-color: #d9e1f2; padding: 10px; margin: 10px auto; width: 80%;"> <p>Note: Deleted stock returns are only displayed if your Portal is configured to use Non Destructive Delete. See <i>Configuring stock returns for your site</i>.</p> </div>	

Report area

This area displays report information.

Note: Not all fields may be displayed at once. Some fields depend on your filter field selections.


Field	Description
Account	Unique code identifying the supplier.
Site	Site the items were returned from.
Return Number	Unique code identifying the return.
Status	Status of the return.
Return Date	Date the stock return was created.
Amount	Total cost of the stock return.

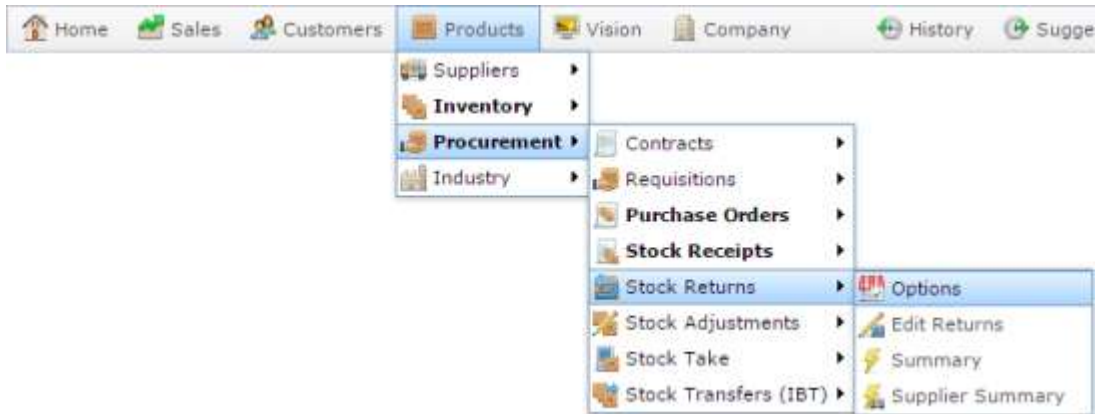
Stock returns Supplier Summary Report

Use the Stock Returns Supplier Summary Report to view stock returns by supplier.

Opening the Stock Returns Supplier Summary Report

To open the Stock Returns Supplier Summary Report:

1. Press  **Products** in the main menu bar.
2. Press **Procurement > Stock Returns > Summary**.



The Stock Returns Supplier Summary Report is displayed.

Stock Returns Report - Pending Returns

Supplier	Monday 27-Apr- 2015	Tuesday 28-Apr- 2015	Wednesday 29-Apr- 2015	Thursday 30-Apr- 2015	Friday 01-May- 2015	Saturday 02-May- 2015	Sunday 03-May- 2015	Total
ACME Products		\$15.00						\$15.00
Total:		\$15.00						\$15.00

Site: Chadstone

By: Day

Date: 28/04/2015

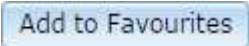
Type: Pending

Add to Favourites

Stock Returns Supplier Summary Report key fields

Filters area

Use this area to filter the results shown in the report.

Field	Description
	Press to add this report to your Portal favourites for easier access.
Site	Select the site to report on.
By	Select to display the report for a specific day, week or month.
Date / Date From and Date To / As of	Select the date or date period to report on.
Type	Select the type of stock return to report on: <ul style="list-style-type: none"> Pending Display stock returns that have not been finalised yet. Finalised Display stock returns that have been finalised. All Display all stock returns. Deleted Display stock returns that have been deleted.
<div style="border: 1px solid #0056b3; background-color: #d9e1f2; padding: 10px; margin: 10px auto; width: 80%;"> <p>Note: Deleted stock returns are only displayed if your Portal is configured to use Non Destructive Delete. See <i>Configuring stock returns for your site</i>.</p> </div>	

Report area

This area displays report information.

Note: Not all fields may be displayed at once. Some fields depend on your filter field selections.

Field	Description
Supplier	Name of the supplier the items are being returned to.
Day	Total dollar amount of stock returned for the selected day, week or month.
Week End	
Month End	

Managing stock takes

Stock takes allow you to count the quantity of items at a site and adjust the Portal's stock-on-hand to keep track of stock availability and shrinkage.

Fixtures

You can use fixtures to group your items into more manageable sections, such as by gondola, shelf or location within your site.

Fixtures must be configured and created before you begin counting stock. If you don't want to use fixtures, you can just scan and add items directly into your stock take.

Modes of stock take

The Portal allows you to count your stock in one of two ways:

- **Financial stock take:** manually entering items into the stock take via the web browser in a single session, while the store is not trading.
- **Continuous stock take:** scanning items in batches via the PDT across one or more sessions while the store is trading.

These two modes cannot be used together. The mode you use depends on whether you want to continue selling stock while performing a stock take.

Financial stock take

To perform a financial stock take, you must add each item and its quantity individually via a web browser. You may find this option easiest if most of your items do not have barcodes, or you have a small range of products.

You can edit quantities and items as you go until the count is finalised. The Portal assumes that your final quantity count of each item is the total stock-on-hand for your site, and resets the stock-on-hand for each item accordingly when the stock take is finalised.



Important note: If an item is not counted during stock take, its stock-on-hand is set to zero when the stock take is finalised.



Important note: You should not trade or receive items during a single-session stock-take, because if items are sold or received after that item's quantity is counted, the final count is not accurate.

Continuous stock take with PDT scanned batches

Managing stock takes

Instead of manually entering items, you can scan items in to your stock take using PDTs. Each PDT scans into a batch, noting the fixture, side and shelf the item was scanned at, so you can manage large stock takes easily and cross-check your counts. Fixtures can be scanned in multiple batches, recording the user and order, even if items are located in several different fixtures. The Portal automatically adds counts of the same item across multiple batches and fixtures.

A stock take is added to by PDT, the Portal accounts for any item sales or receipts between the time the item was first scanned, and the time the stock take is finalised, so if an item is sold after it has been counted, the final stock-on-hand count is still accurate.

Snap counts

Snap counts allow you to perform stock-on-hand reports before or during stock take. When you perform a snap count, the Portal loads all items within the area you are snap counting (fixture, supplier, department, etc), and records the current stock-on-hand.

You can snap count specific fixtures, departments or suppliers to prepare reports or continuous stock takes for those areas specifically, or snap count all items at your site to prepare for a full continuous or financial stock take.

See:

- *Fixture Maintenance screen* on page 414.
- *Stock Take screen* on page 447.
- *Stock Take Snap Count Options screen* on page 463.
- *Fixture report* on page 419.
- *Fixture Detail report* on page 423.
- *Fixture Batch report* on page 428.
- *PDT Batch report* on page 432.
- *PDT Batch Detail report* on page 436.
- *PDT Batch Detail Manual Counts report* on page 441.
- *Stock Take report* on page 450.
- *Stock Take Detail report* on page 454.
- *Stock Take Detail Prep report* on page 459.

What you can do:

- *Performing a stock take* on page 376.
- *Creating a new fixture* on page 377.
- *Editing a fixture* on page 379.
- *Clearing all items from a fixture* on page 381.
- *Deleting a fixture* on page 383.
- *Creating a new stock take* on page 385.
- *Editing a financial stock take* on page 387.
- *Adding an item to a financial stock take* on page 389.
- *Editing the quantity of items in a financial stock take* on page 392.
- *Changing an item's fixture in a financial stock take* on page 395.
- *Removing items from a financial stock take* on page 396.
- *Deleting a stock take* on page 401.
- *Snap counting a fixture* on page 404.
- *Snap counting a department* on page 406.
- *Snap counting a department within a fixture* on page 408.
- *Snap counting all items* on page 412.
- *Snap counting a supplier* on page 410.

Performing a stock take

Perform a stock take to accurately count all your stock and update your stock-on-hand levels.

To perform a stock take:

1. Configure your site for stock take.

See *Configuring stock take for your site*.

Note: If you want to use fixtures to group your items, ensure **Enable Fixtures** is set to **True**.

2. Create any fixtures you require.

See *Creating a new fixture* on page 377.

3. Create a stock take.

See *Creating a new stock take* on page 385.

4. Add items to the stock take either manually using the web browser or by scanning batches in via PDT.

See *Adding an item to a financial stock take* on page 389.

Note: You cannot perform a financial stock take while the site is trading. If you want to continue trading during your stock take, you must use PDT scanning.

5. If necessary, take snap counts of fixtures, departments or suppliers.

See *Stock Take Snap Count Options screen* on page 463.

6. When you have finished adding items, finalise the stock take.


See *Finalising a stock take* on page 399.

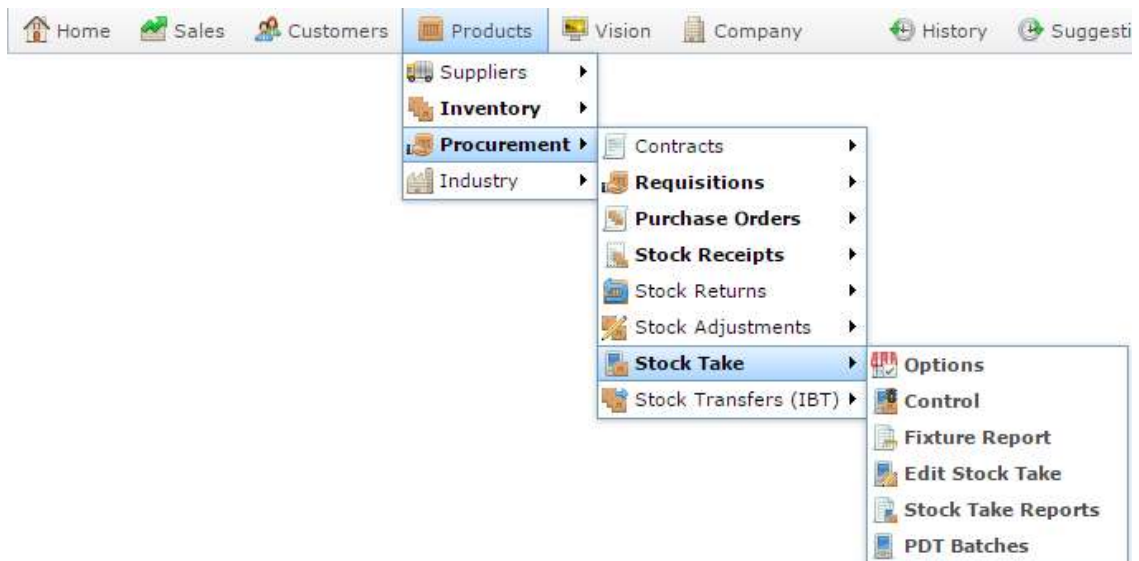
Stock-on-hand and shrinkage counts are updated automatically by the Portal.

Creating a new fixture

Create a new fixture to represent an area, container, gondola or basket that contains stock in your site.

To create a new fixture:

1. Press  **Products** in the main menu bar.
2. Press **Procurement > Stock Take > Fixture Report**.



The Fixture report is displayed.



3. Press **Create New Fixture**.



4. The Fixture Maintenance screen is displayed.

The screenshot shows a 'Fixture Maintenance' window. At the top, there is a 'Fixture Id' text box and a 'Site' dropdown menu set to 'Chadstone'. Below this are three tabs: 'Name', 'Stock Takes', and 'PDT Batches'. The 'Name' tab is active, showing a 'Description / Name' text box. Underneath are four pairs of text boxes: 'Number Of Sides' (value 1) and 'Number Of Shelves' (value 1); 'Shelf Height' and 'Shelf Width'; 'Shelf Depth' and 'Maximum Shelf Weight'. At the bottom left of the form area are four checkboxes: 'To Hold Stock' (checked), 'Refrigerator', 'Cool Room', and 'Dry Goods Only'. At the bottom right of the window are five buttons: 'Save', 'New', 'Delete', 'Clear', and 'Snap'.

5. Type a unique code to identify the fixture in the **Fixture Id** field.
For example, **REF1**. You can use any naming scheme you like provided each fixture has a unique identity.
6. Type a name to describe the fixture in the **Description / Name** field.
For example, **Shopfront Left**.
7. Type the fixture dimensions in the **Shelf Height**, **Shelf Depth**, **Shelf Width** and **Maximum Shelf Weight** fields.
8. Select any additional relevant fields such as **Refrigerator** or **Dry Goods Only**.

Note: Currently these fields are used for reporting only, and are optional.

See *Fixture Maintenance* screen on page 414.


9. Press  **Save**.

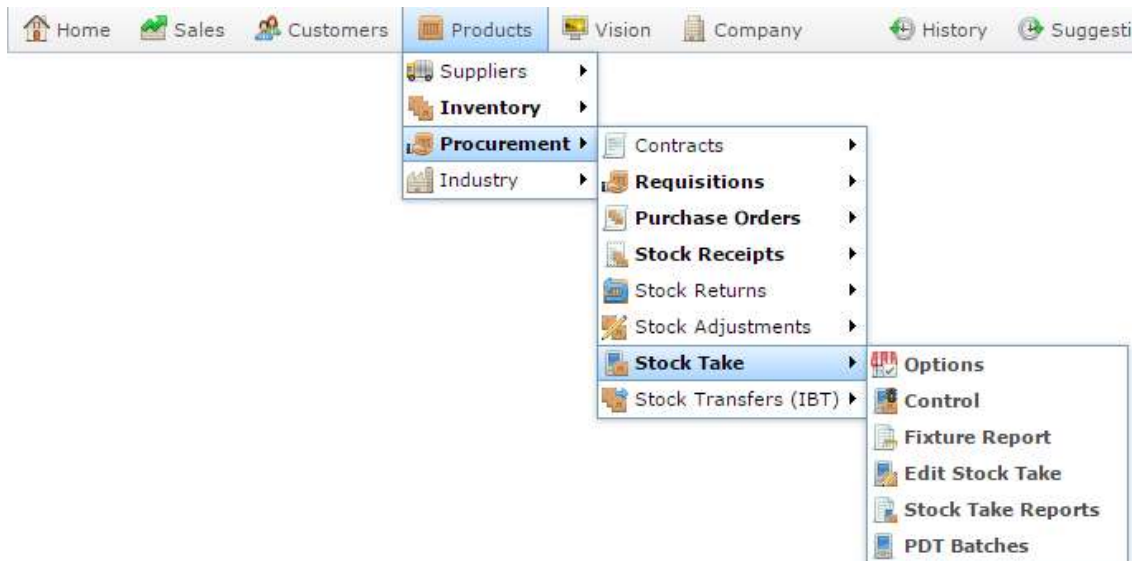
The fixture is created.

Editing a fixture

Edit a fixture to change its dimensions, description, or attributes.

To edit a fixture:

1. Press  **Products** in the main menu bar.
2. Press **Procurement > Stock Take > Fixture Report**.



The Fixture report is displayed.

Fixture Report

Descr:	Fixture	Site	Number Of Sides	Number Of Shelves	Shelf Height	Shelf Width	Shelf Depth	Shelf Max Weight	Holding Stock	Refridg	Cool Room	Dry Goods Only
Create New Fixture		Chadst										
Front left	Δ1	Chadst	4	4	40	180	40	50	✓			

Site: Chadstone

Add to Favourites

3. Press the **Fixture** field of the fixture you want to open.
A popup menu is displayed.

Managing stock takes

Fixture Report

Descr	Fixture	Site	Number Of Sides	Number Of Shelves	Shelf Height	Shelf Width	Shelf Depth	Shelf Max Weight	Holding Stock	Refridg	Cool Room	Dry Goods Only
Create New Fixture		Chadst										
Front left	A1	Chadst	4	4	40	180	40	50	✓			

Site: Chadstone

Add to Favourites

Edit Fixture Details
Show Items In Fixture
Show Batches In Fixture

4. Press **Edit Fixture Details**.

The Fixture Maintenance screen is displayed.

Fixture Maintenance

Fixture Id: A1

Site: Chadstone

Name: Stock Takes | PDT Batches

Description / Name: Front left

Number Of Sides: 4 | Number Of Shelves: 4

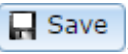
Shelf Height: 40 | Shelf Width: 180

Shelf Depth: 40 | Maximum Shelf Weight: 50

To Hold Stock:
 Refrigerator:
 Cool Room:
 Dry Goods Only:

Save New Delete Clear Snap

See *Fixture Maintenance* screen on page 414.


5. Make the required changes.
6. Press .

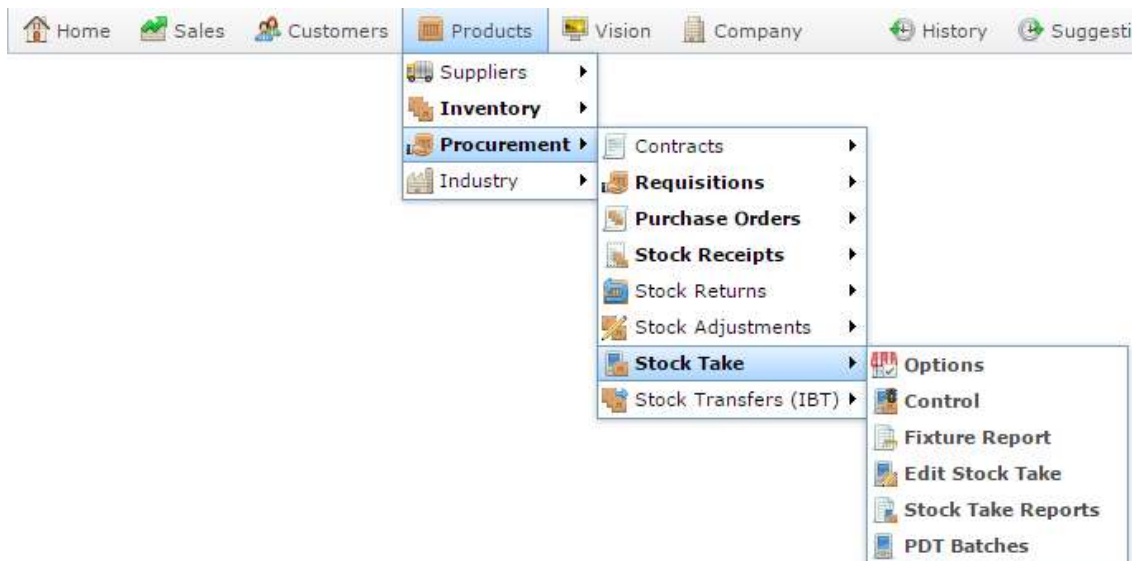
The fixture is saved.

Clearing all items from a fixture

Clear all items from a fixture if you want to reset it in a stock take. For example, if you have changed your store layout or rearranged the items located in fixtures.

To clear all items from a fixture:

1. Press  **Products** in the main menu bar.
2. Press **Procurement > Stock Take > Fixture Report**.



The Fixture report is displayed.



3. Press the **Fixture** field of the fixture you want to open.
A popup menu is displayed.

Managing stock takes

Fixture Report

Descr	Fixture	Site	Number Of Sides	Number Of Shelves	Shelf Height	Shelf Width	Shelf Depth	Shelf Max Weight	Holding Stock	Refridg	Cool Room	Dry Goods Only
Create New Fixture		Chadst										
Front left	A1	Chadst	4	4	40	180	40	50	✓			

Site: Chadstone

Add to Favourites

Edit Fixture Details
Show Items In Fixture
Show Batches In Fixture

4. Press **Edit Fixture Details**.

The Fixture Maintenance screen is displayed.

Fixture Maintenance

Fixture Id: A1

Site: Chadstone

Name: Stock Takes | PDT Batches

Description / Name: Front left

Number Of Sides: 4 | Number Of Shelves: 4

Shelf Height: 40 | Shelf Width: 180

Shelf Depth: 40 | Maximum Shelf Weight: 50

To Hold Stock:
 Refrigerator:
 Cool Room:
 Dry Goods Only:

Save New Delete Clear Snap

See *Fixture Maintenance* screen on page 414.

5. Press .


All items are removed from the fixture.

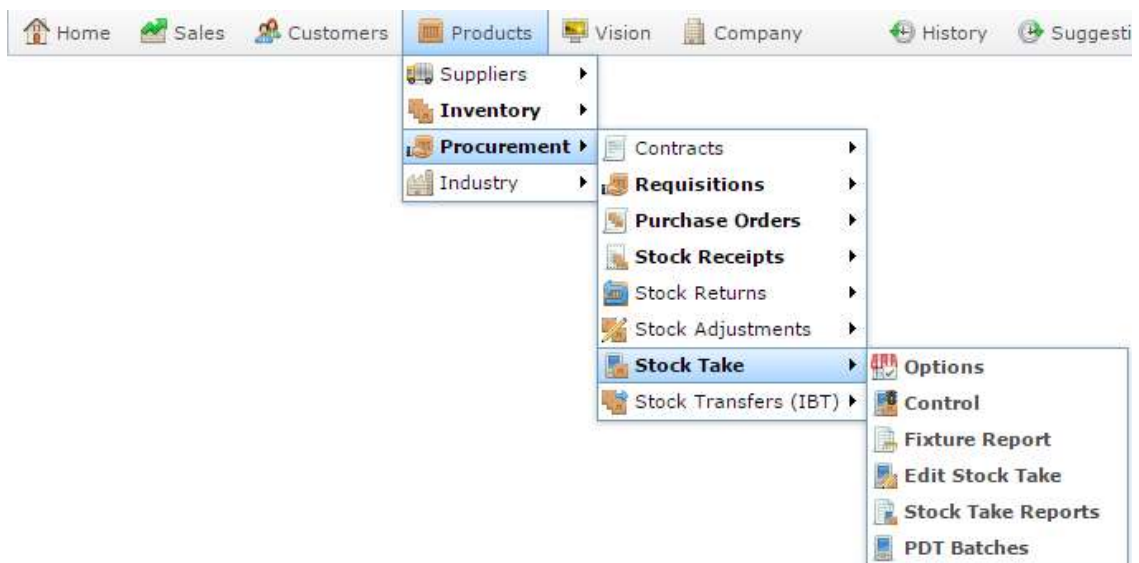
Deleting a fixture

Delete a fixture if you want to remove it from the stock take, or prevent it being used in future stock takes. For example, if you have changed the layout of your site and removed the fixture from the floor.

Note: Deleting a fixture deletes the stock count of all items counted to the fixture.

To delete a fixture:

1. Press  **Products** in the main menu bar.
2. Press **Procurement > Stock Take > Fixture Report**.



The Fixture report is displayed.



3. Press the **Fixture** field of the fixture you want to open.
A popup menu is displayed.

Managing stock takes

Fixture Report

Descr	Fixture	Site	Number Of Sides	Number Of Shelves	Shelf Height	Shelf Width	Shelf Depth	Shelf Max Weight	Holding Stock	Refridg	Cool Room	Dry Goods Only
Create New Fixture		Chadst										
Front left	A1	Chadst	4	4	40	180	40	50	✓			

Site: Chadstone

Add to Favourites

Edit Fixture Details
Show Items In Fixture
Show Batches In Fixture

4. Press **Edit Fixture Details**.

The Fixture Maintenance screen is displayed.

Fixture Maintenance

Fixture Id: A1

Site: Chadstone

Name: Stock Takes | PDT Batches

Description / Name: Front left

Number Of Sides: 4 | Number Of Shelves: 4

Shelf Height: 40 | Shelf Width: 180

Shelf Depth: 40 | Maximum Shelf Weight: 50

To Hold Stock:
 Refrigerator:
 Cool Room:
 Dry Goods Only:

Save New Delete Clear Snap

See *Fixture Maintenance* screen on page 414.


5. Press **Delete**.

The fixture is deleted.

Creating a new stock take

Create a new stock take to count stock at a particular site.

To create a new stock take:

1. Press  **Products** in the main menu bar.
2. Press **Procurement > Stock Take > Edit Stock Take**.



The Stock Take screen is displayed.

Stock Take

Stock Take Number: Value: \$0.00

Site: Status: **Open**

Create Date: 23/01/2015 Snap Date: 30/12/1899

Items

Item Code:

Fixture:

Description:

Unit Price:

Description	Item	Fixture	Pack	Count	Cost	Price	Total
Park Butterfly	132	Front left		1	0	\$12.74	\$24.21
							\$0.00

3. Select **New Stock Take** in the **Stock Take Number** drop-down list.

Managing stock takes

4. Select the site you want to stock take in the **Site** drop-down list.

A new stock take is created.

The screenshot shows the 'Stock Take' application window. At the top, there are several fields: 'Stock Take Number' with a dropdown menu showing 'New Stock Take', 'Value' set to '\$0.00', 'Site' with a dropdown menu showing 'Richmond', 'Status' set to 'Pending', 'Create Date' set to '13/05/2015', and 'Snap Date' set to '30/12/1899'. Below these fields is an 'Items' section. It contains an 'Item Code' dropdown menu with '354' selected, a 'Find Item' button, and an 'Add' button with a green plus sign. Below the buttons are fields for 'Fixture' (set to 'Undefined'), 'Description' (set to 'Sweet Chilli And'), and 'Unit Price' (set to '\$8.99'). At the bottom of the 'Items' section is a table with the following columns: 'Description', 'Item', 'Pack', 'Count', 'Cost', 'Price', and 'Total'. The table contains one row with the text 'No Items' in the 'Description' column, and '0' in the 'Count', 'Cost', 'Price', and 'Total' columns. At the bottom right of the application window are two buttons: 'Update' and 'Delete Items'.


5. Search for an item to add to the stock take.

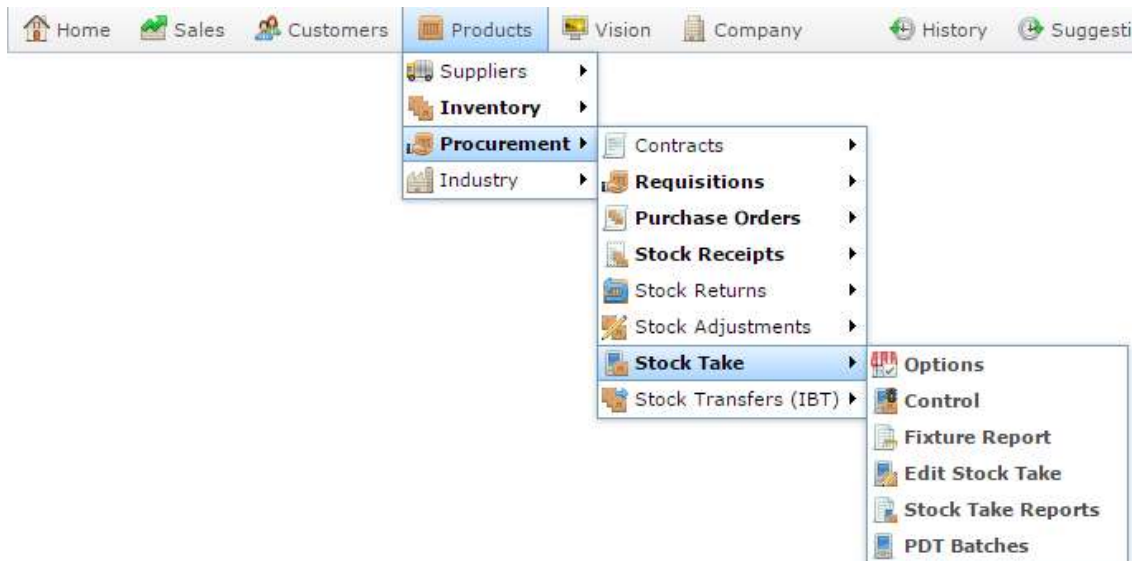
Note: The stock take is automatically saved when an item is added. If you close the Stock Take screen before you add an item, the stock take creation is cancelled.

Editing a financial stock take

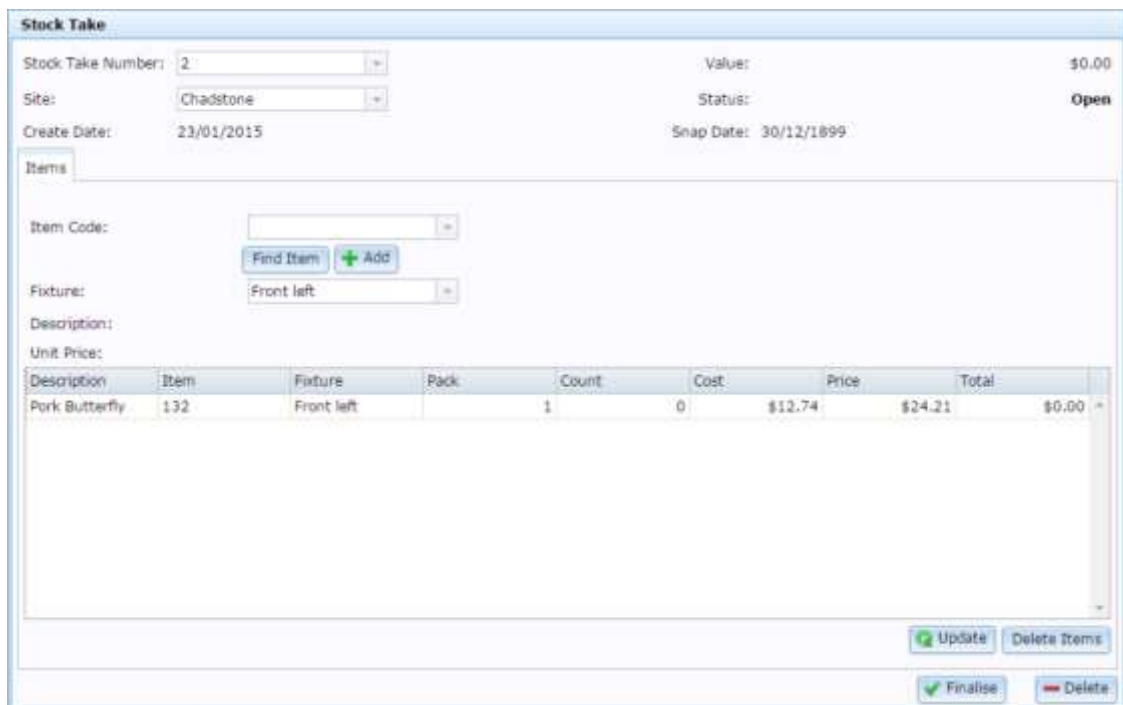
Edit a stock take to add, edit or remove the items it contains.

To edit a stock take:

1. Press  **Products** in the main menu bar.
2. Press **Procurement > Stock Take > Edit Stock Take**.



The Stock Take screen is displayed.



3. Select the stock take you want to edit in the **Stock Take Number** drop-down list.

Managing stock takes

4. Select the site you want to edit the stocktake of in the **Site** drop-down list.

The Stock Take screen is displayed.

The screenshot shows the 'Stock Take' interface. At the top, there are fields for 'Stock Take Number' (2), 'Site' (Chadstone), 'Create Date' (23/01/2015), 'Value' (\$0.00), 'Status' (Open), and 'Snap Date' (30/12/1899). Below these is an 'Items' section with an 'Item Code' field, 'Find Item' and '+ Add' buttons, and a 'Fixture' dropdown set to 'Front left'. A table below shows the current items:

Description	Item	Fixture	Pack	Count	Cost	Price	Total
Pork Butterfly	132	Front left		1	0	\$12.74	\$24.21

At the bottom right, there are buttons for 'Update', 'Delete Items', 'Finalise', and 'Delete'.

See *Stock Take screen* on page 447.

5. Add or remove the items as required.

See *Adding an item to a financial stock take* on page 389.


Also see *Removing items from a financial stock take* on page 396.

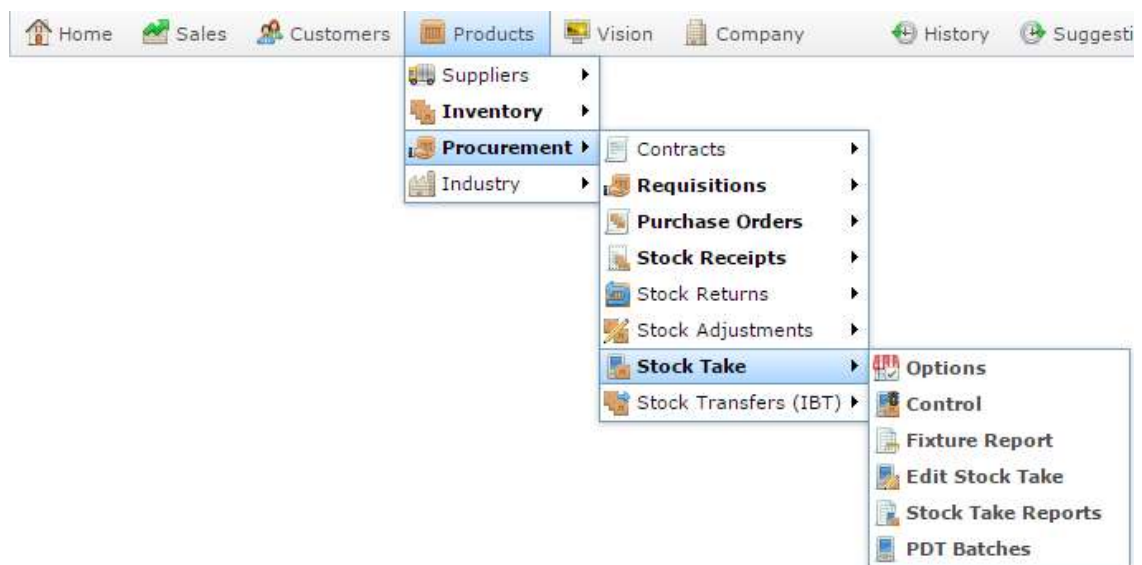
Adding an item to a financial stock take

You can add items to a financial stock take using the stock take screen.

Note: You cannot use this screen to add items to a continuous stock take. You must scan items in using a PDT.

To edit a stock take:

1. Press  **Products** in the main menu bar.
2. Press **Procurement > Stock Take > Edit Stock Take**.



The Stock Take screen is displayed.

Managing stock takes

The screenshot shows the 'Stock Take' interface. At the top, there are fields for 'Stock Take Number' (2), 'Site' (Chadstone), 'Create Date' (23/01/2015), 'Value' (\$0.00), 'Status' (Open), and 'Snap Date' (30/12/1899). Below these are input fields for 'Item Code', 'Fixture' (Front left), and 'Description'. A table lists the items:

Description	Item	Fixture	Pack	Count	Cost	Price	Total
Pork Butterfly	132	Front left		1	0	\$12.74	\$24.21

At the bottom right, there are buttons for 'Update', 'Delete Items', 'Finalise', and 'Delete'.

3. Select the stock take you want to add items to in the **Stock Take Number** drop-down list.
4. Select the site you want to add items to in the **Site** drop-down list.

The Stock Take screen is displayed.

This screenshot is identical to the one above, showing the 'Stock Take' interface with the same fields and table. The table contains one item: Pork Butterfly.

See *Stock Take screen* on page 447.

5. Type the item code of the item you want to add in the **Item Code** field.

See *Finding an item with a search field*.

6. If you are using fixtures, select the **Fixture** for the item in the **Fixture** drop-down list.

Note: You cannot edit the fixture the item is assigned to once the item is added. If you forget to select the correct fixture, remove the item and add it again. See *Removing items from a financial stock take* on page 396.

7. Press .

The item is added to the stock take.


You can edit the item's quantity in the item grid.

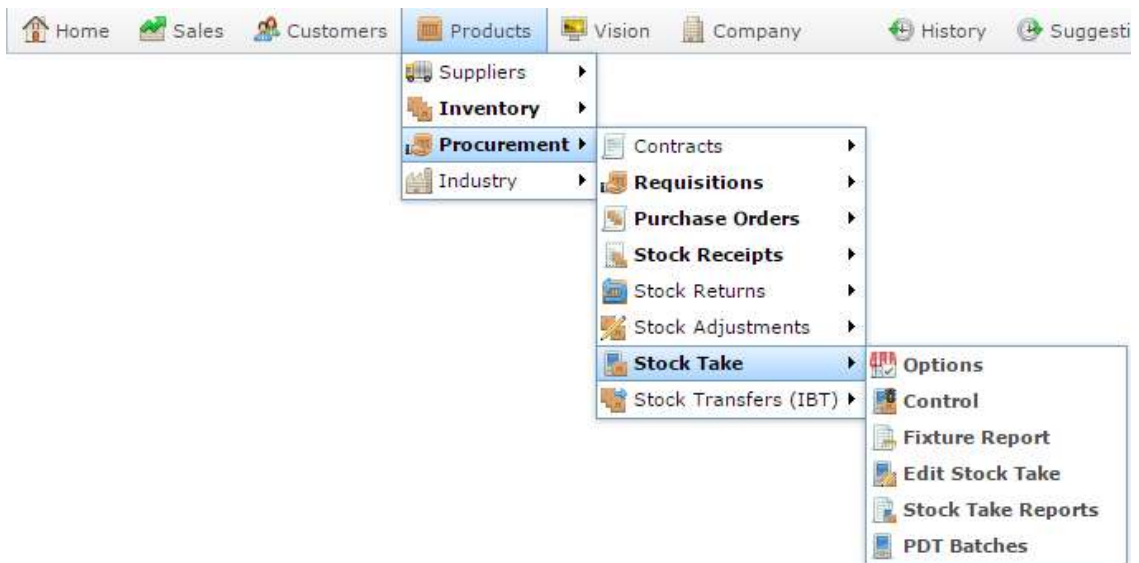
See *Editing the quantity of items in a financial stock take* on page 392.

Editing the quantity of items in a financial stock take

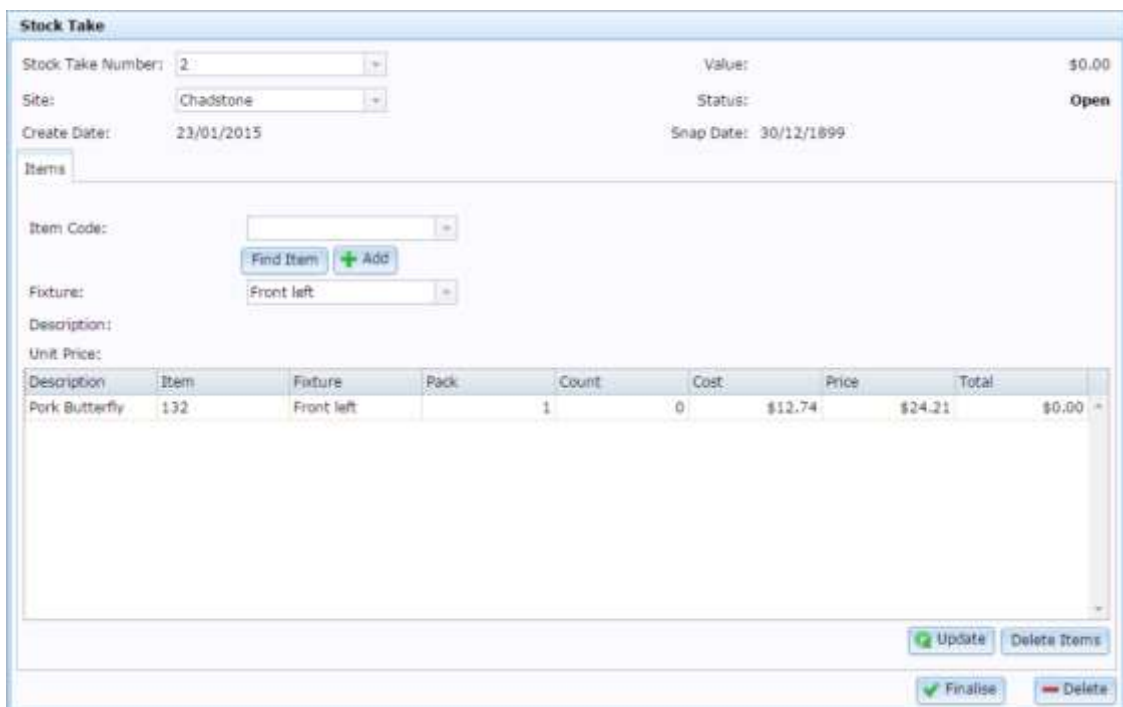
Edit the quantity of items in a stock take if you want to increase or decrease the number of units counted of that item.

To edit the quantity of items in a stock take:

1. Press  **Products** in the main menu bar.
2. Press **Procurement > Stock Take > Edit Stock Take**.



The Stock Take screen is displayed.



3. Select the stock take you want to edit in the **Stock Take Number** drop-down list.
4. Select the site you want to edit the stock take of in the **Site** drop-down list.

The Stock Take screen is displayed.

The screenshot shows the 'Stock Take' interface. At the top, there are fields for 'Stock Take Number' (2), 'Site' (Chadstone), 'Create Date' (23/01/2015), 'Value' (\$0.00), 'Status' (Open), and 'Snap Date' (30/12/1899). Below these is an 'Items' section with input fields for 'Item Code', 'Fixture' (Front left), and 'Description'. A table below contains one row of data:

Description	Item	Fixture	Pack	Count	Cost	Price	Total
Pork Butterfly	132	Front left		1	0	\$12.74	\$24.21

At the bottom right, there are buttons for 'Update', 'Delete Items', 'Finalise', and 'Delete'.

See *Stock Take screen* on page 447.

5. Select the item in the item grid you want to edit.

This screenshot is identical to the previous one, but the first row of the table, 'Pork Butterfly', is highlighted with a yellow background, indicating it is selected for editing.

Managing stock takes

6. Type the new quantity into the **Count** field.

7. Press .

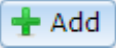
The item quantity is updated.

Changing an item's fixture in a financial stock take

You cannot change the fixture of an item once it has been added to a stock take. If you have added an item with the wrong fixture, you must remove and re-add the item:

1. Remove the item from the stock take

See *Removing items from a financial stock take* on page 396.


2. Add the item to the stock take again. Ensure you select the correct fixture before you press .

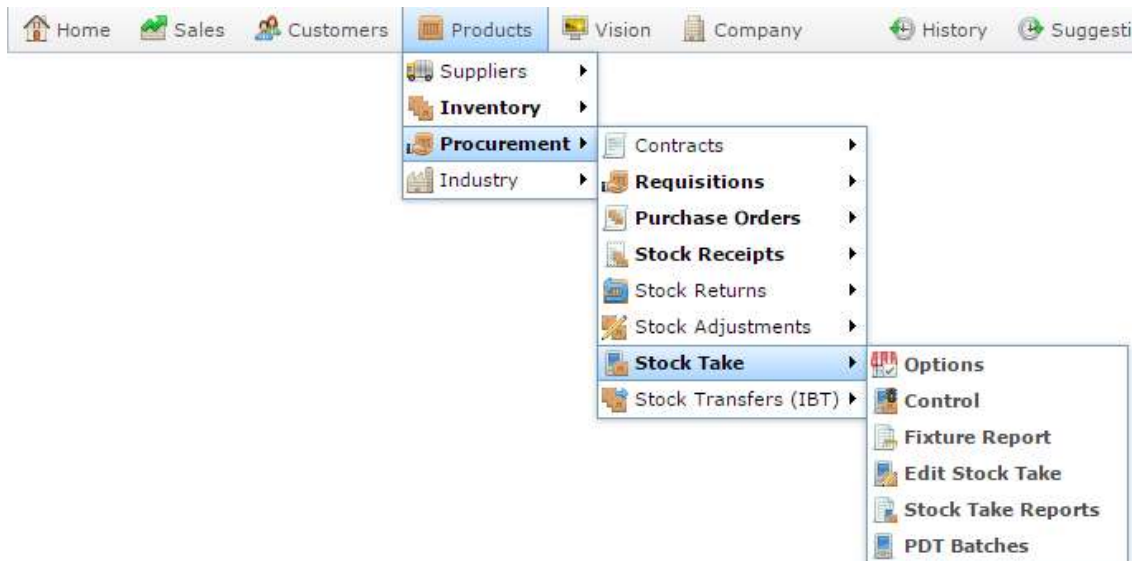
See *Adding an item to a financial stock take* on page 389.

Removing items from a financial stock take

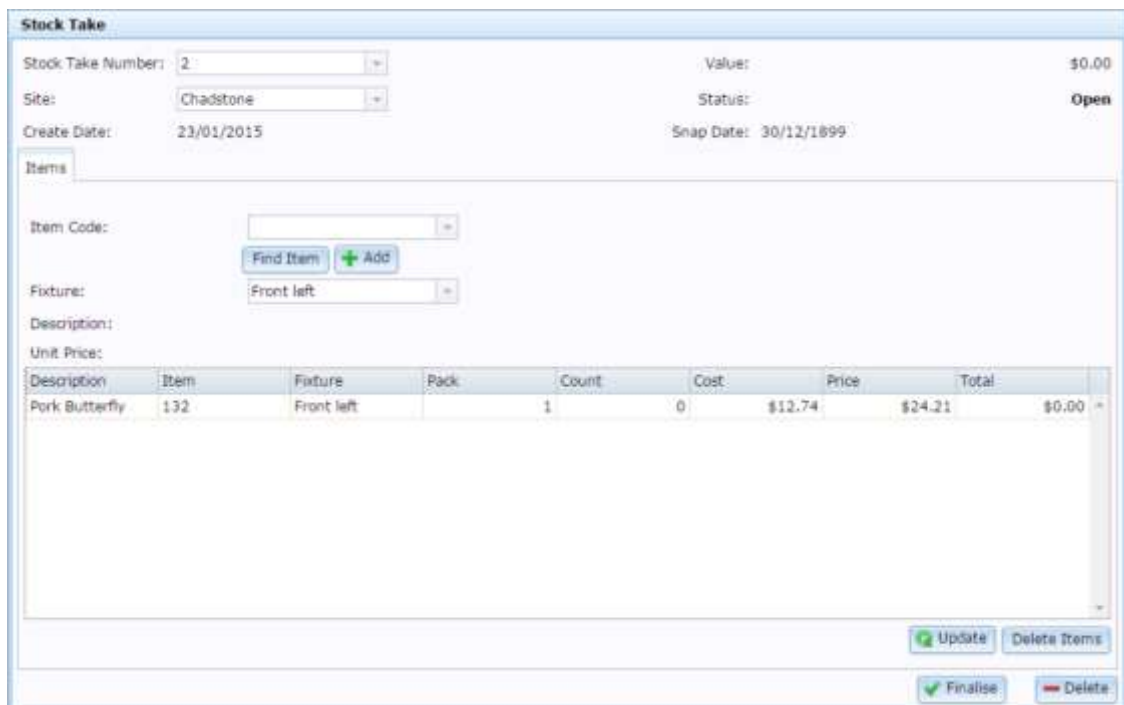
Remove items from a stock take if you do not want to count them.

To remove items from a stock take:

1. Press  **Products** in the main menu bar.
2. Press **Procurement > Stock Take > Edit Stock Take**.



The Stock Take screen is displayed.



3. Select the stock take you want to edit in the **Stock Take Number** drop-down list.

4. Select the site you want to edit the stock take of in the **Site** drop-down list.

The Stock Take screen is displayed.

Stock Take

Stock Take Number: 2 Value: \$0.00
 Site: Chadstone Status: Open
 Create Date: 23/01/2015 Snap Date: 30/12/1899

Items

Item Code:
 Find Item + Add
 Fixture: Front left

Description:
 Unit Price:

Description	Item	Fixture	Pack	Count	Cost	Price	Total
Pork Butterfly	132	Front left		1	0	\$12.74	\$24.21

Update Delete Items
 Finalise Delete

See *Stock Take* screen on page 447.

5. Select the item in the item grid you want to remove

Stock Take

Stock Take Number: 2 Value: \$0.00
 Site: Chadstone Status: Open
 Create Date: 23/01/2015 Snap Date: 30/12/1899

Items

Item Code:
 Find Item + Add
 Fixture: Front left

Description:
 Unit Price:

Description	Item	Fixture	Pack	Count	Cost	Price	Total
Pork Butterfly	132	Front left		1	0	\$12.74	\$24.21

Update Delete Items
 Finalise Delete

Press

Managing stock takes


The item is removed.

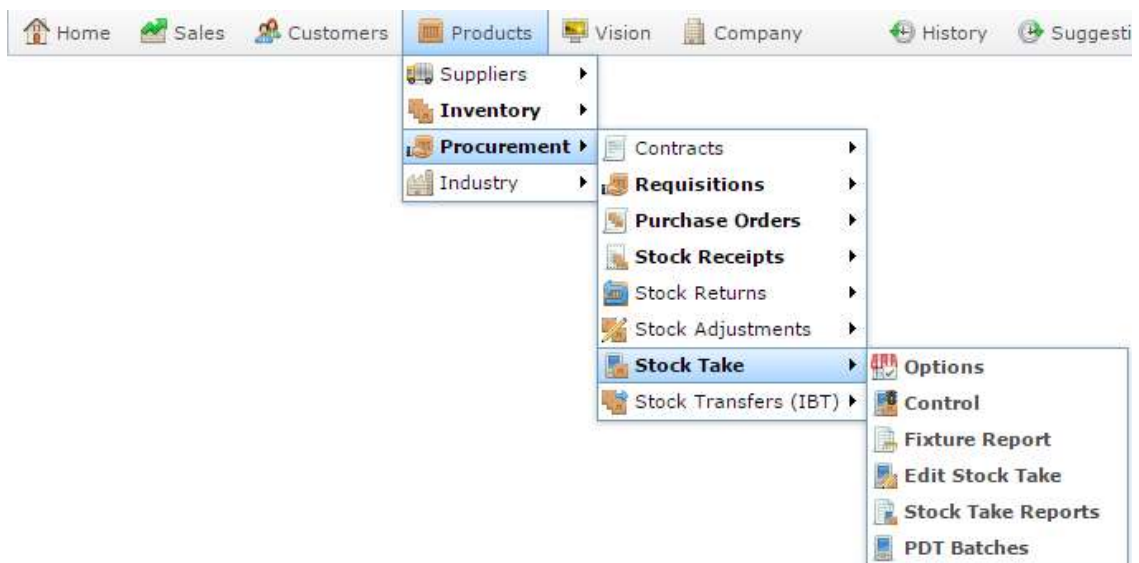
Finalising a stock take

Finalise a stock take to close it off and update all stock-on-hand and shrinkage costs.

Note: You must close off all PDT batches before you finalise a stock take. To prevent a stock take being finalised while a site is still counting, a stock take cannot be finalised with open PDT batches.

To finalise a stock take:

1. Press  **Products** from the menu bar.
2. Press **Procurement > Stock Take > Stock Take Reports**.



The Stock Take report is displayed.

Stock Take Report - Pending Stock Takes

Number	Site	Status		Create Date	Finalise Date	Snap Date	Cost Value	Cost Delta Value	Retail Value	Retail Delta Value	Lines
Create New Stock Take	Chadstone										
2	Chadstone	Open	Edit / Control	23-Jan-2015			\$574.04	\$0.00	\$771.56	\$0.00	34
Total:							\$574.04	\$0.00	\$771.56	\$0.00	34

Site
Chadstone

Date From
8/06/2010

Date To
18/05/2015

Type
Pending

[Add to Favourites](#)

3. Press **Edit / Control** of the stock take you want to finalise.

Managing stock takes

A popup menu is displayed.

Number	Site	Status	Create Date	Finalise Date	Snap Date	Cost Value	Cost Delta Value	Retail Value	Retail Delta Value	Lines
Create New Stock Take	Chadsto									
2	Chadsto	Open	23-Jan-			\$574.04	\$0.00	\$771.56	\$0.00	34
Total:										

- Edit Stock Take
- Finalise Stock Take
- Report Items In Stock Take
- Report Stock Items In Stock Take
- Report PDT Items In Stock Take
- Stock Take Control Options
- PDT Errors In Stock Take
- PDT Manual Counts In PDT Batches

Site: Chadstone

Date From: 8/05/2010

Date To: 18/05/2015

Type: Pending

Add to Favourites

4. Press **Finalise Stock Take**.

The stock take is finalised. Stock-on-hand and shrinkage counts are updated.


Note: You can also finalise a stock take from the Stock Take screen if you want to view or edit the stock take before you finalise it. Using the Stock Take Report means you don't have to wait for the Portal to load all your items. See *Stock Take screen* on page 447

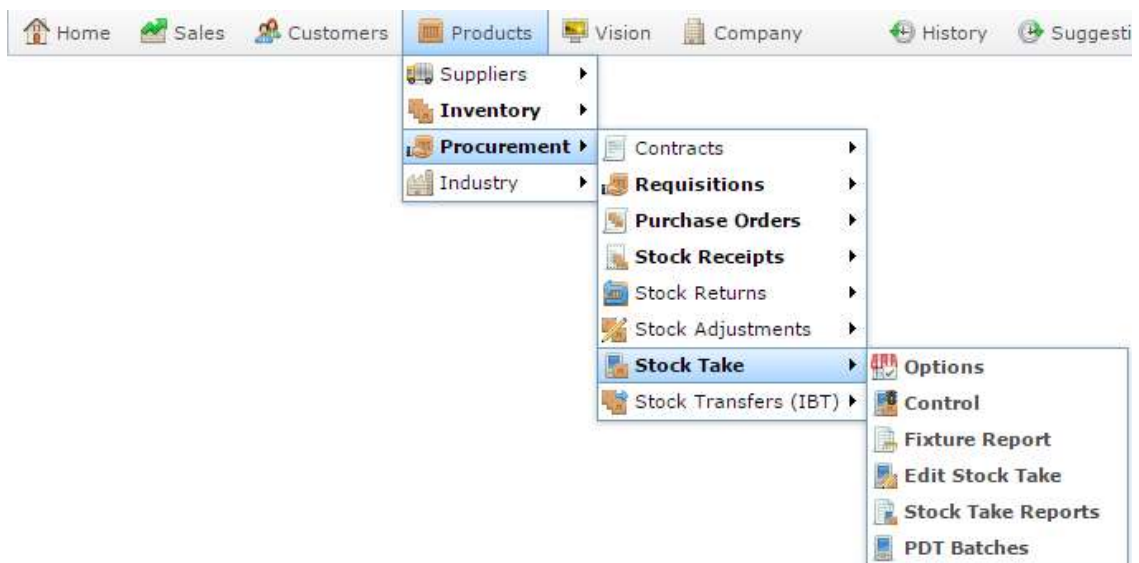
Deleting a stock take

Delete a stock take to remove all items and cancel the stock take. For example, if you have started a financial stock take and want to cancel it to commence trading.

Note: You can delete a finalised stock take. Deleting a finalised stock take does not change your stock on hand levels.

To delete a stock take:

1. Press  **Products** in the main menu bar.
2. Press **Procurement > Stock Take > Edit Stock Take**.



The Stock Take screen is displayed.

Managing stock takes

The screenshot shows the 'Stock Take' interface. At the top, there are fields for 'Stock Take Number' (2), 'Site' (Chadstone), 'Create Date' (23/01/2015), 'Value' (\$0.00), 'Status' (Open), and 'Snap Date' (30/12/1899). Below these are input fields for 'Item Code', 'Fixture' (Front left), and 'Description'. A table lists the items with columns: Description, Item, Fixture, Pack, Count, Cost, Price, and Total. The table contains one row: 'Pork Butterfly', '132', 'Front left', '1', '0', '\$12.74', '\$24.21', '\$0.00'. At the bottom right, there are buttons for 'Update', 'Delete Items', 'Finalise', and 'Delete'.

Description	Item	Fixture	Pack	Count	Cost	Price	Total
Pork Butterfly	132	Front left		1	0	\$12.74	\$24.21

3. Select the stock take you want to delete in the **Stock Take Number** drop-down list.
4. Select the site you want to delete the stock take of in the **Site** drop-down list.

The Stock Take screen is displayed.

This screenshot is identical to the one above, showing the 'Stock Take' interface with the same fields and table content.

See *Stock Take* screen on page 447.

5. Press  **Delete**.


The stock take is deleted.

Snap counting a fixture

Use snap counts to record the current stock-on-hand for a set of items for later calculations, or when preparing for stock take. You can snap count different sets of items, such as specific fixtures or departments, if you want to calculate stock or stock take just those areas at this time, or you can snap count all items at your site in preparation for a full financial stock take.

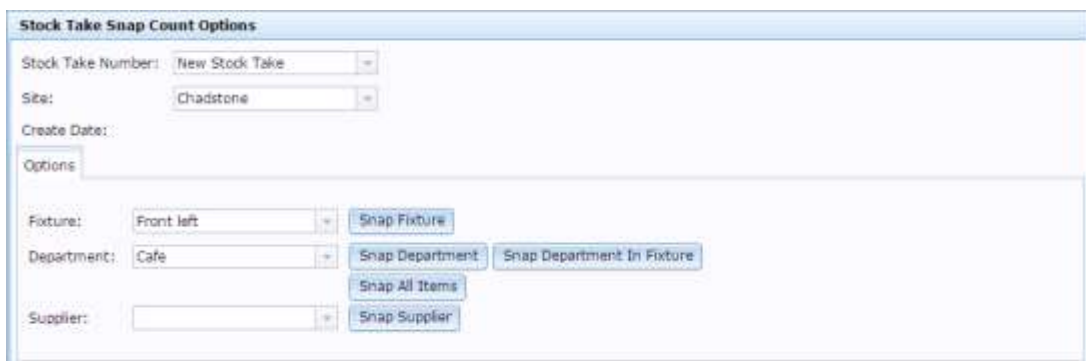
Note: For best accuracy, snap counts should only be used when the site is not trading.

To snap count a fixture:

1. Press  **Products** in the main menu bar.
2. Press **Procurement > Stock Take > Control**.

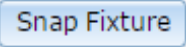


The Stock Take Maintenance screen is displayed.



3. Select the stock take you want to snap count in the **Stock Take Number** drop-down list.
4. Select the site of the stock take in the **Site** drop-down list.

5. Select the fixture you want to snap count in the **Fixture** drop-down list.

6. Press .


The snap count is recorded.

Snap counting a department

Use snap counts to record the current stock-on-hand for a set of items for later calculations, or when preparing for stock take. You can snap count different sets of items, such as specific fixtures or departments, if you want to calculate stock or stock take just those areas at this time, or you can snap count all items at your site in preparation for a full financial stock take.

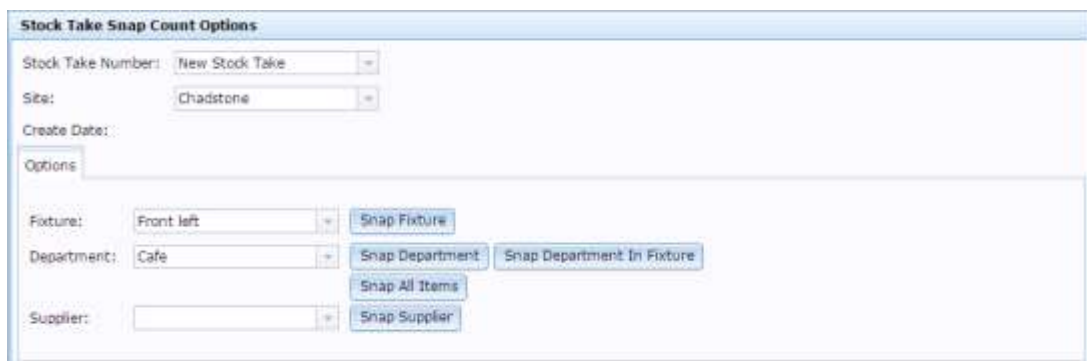
Note: For best accuracy, snap counts should only be used when the site is not trading.

To snap count a department:

1. Press  **Products** in the main menu bar.
2. Press **Procurement > Stock Take > Control**.

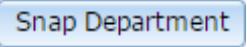


The Stock Take Maintenance screen is displayed.



3. Select the stock take you want to snap count in the **Stock Take Number** drop-down list.
4. Select the site of the stock take in the **Site** drop-down list.

5. Select the department you want to snap count in the **Department** drop-down list.

6. Press .


The snap count is recorded.

Snap counting a department within a fixture

Use snap counts to record the current stock-on-hand for a set of items for later calculations, or when preparing for stock take. You can snap count different sets of items, such as specific fixtures or departments, if you want to calculate stock or stock take just those areas at this time, or you can snap count all items at your site in preparation for a full financial stock take.

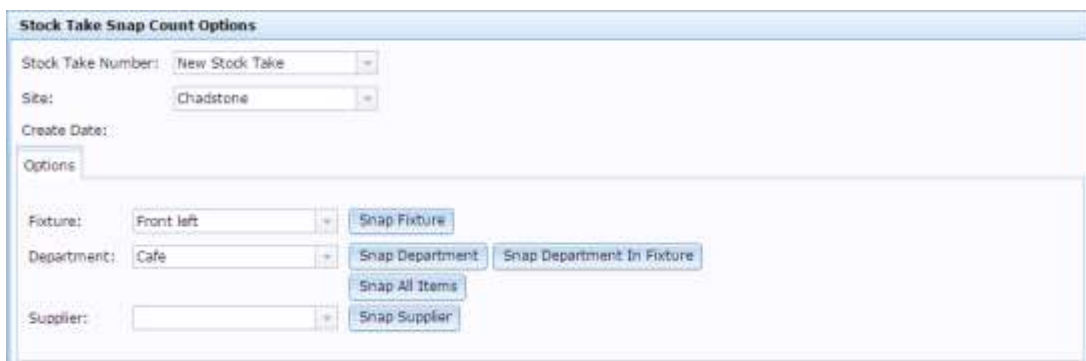
Note: For best accuracy, snap counts should only be used when the site is not trading.

To snap count a department within a fixture:

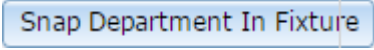
1. Press  **Products** in the main menu bar.
2. Press **Procurement > Stock Take > Control**.



The Stock Take Maintenance screen is displayed.



3. Select the stock take you want to snap count in the **Stock Take Number** drop-down list.
4. Select the site of the stock take in the **Site** drop-down list.

5. Select the fixture you want to snap count in the **Fixture** drop-down list.
6. Select the department you want to snap count in the **Department** drop-down list.
7. Press .


The snap count is recorded.

Snap counting a supplier

Use snap counts to record the current stock-on-hand for a set of items for later calculations, or when preparing for stock take. You can snap count different sets of items, such as specific fixtures or departments, if you want to calculate stock or stock take just those areas at this time, or you can snap count all items at your site in preparation for a full financial stock take.

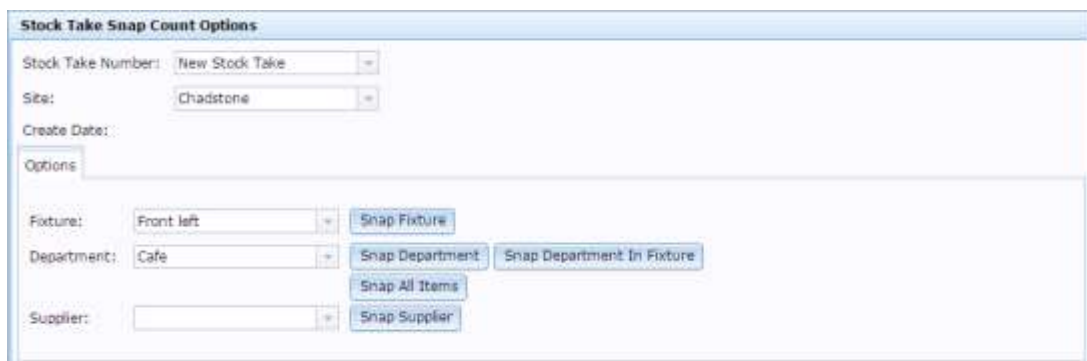
Note: For best accuracy, snap counts should only be used when the site is not trading.

To snap count a supplier:

1. Press  **Products** in the main menu bar.
2. Press **Procurement > Stock Take > Control**.

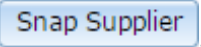


The Stock Take Maintenance screen is displayed.

The image shows a screenshot of the 'Stock Take Snap Count Options' screen. It has a title bar and several input fields and buttons. The fields are: 'Stock Take Number' with a dropdown menu showing 'New Stock Take', 'Site' with a dropdown menu showing 'Chadstone', and 'Create Date:'. Below these is an 'Options' section with a 'Fixture' dropdown menu showing 'Front left' and several buttons: 'Snap Fixture', 'Snap Department', 'Snap Department In Fixture', 'Snap All Items', and 'Snap Supplier'. There is also a 'Supplier' dropdown menu.

3. Select the stock take you want to snap count in the **Stock Take Number** drop-down list.
4. Select the site of the stock take in the **Site** drop-down list.

5. Select the supplier you want to snap count in the **Supplier** drop-down list.

6. Press .


The snap count is recorded.

Snap counting all items

Use snap counts to record the current stock-on-hand for a set of items for later calculations, or when preparing for stock take. You can snap count different sets of items, such as specific fixtures or departments, if you want to calculate stock or stock take just those areas at this time, or you can snap count all items at your site in preparation for a full financial stock take.

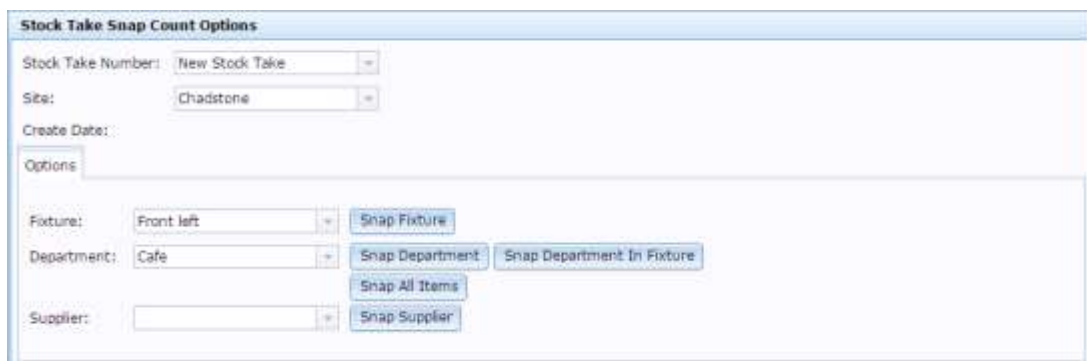
Note: For best accuracy, snap counts should only be used when the site is not trading.

To snap count all items:

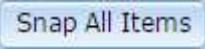
1. Press  **Products** in the main menu bar.
2. Press **Procurement > Stock Take > Control**.



The Stock Take Maintenance screen is displayed.



3. Select the stock take you want to snap count in the **Stock Take Number** drop-down list.
4. Select the site of the stock take in the **Site** drop-down list.

5. Press .

The snap count is recorded.

Fixture Maintenance screen

Use the Fixture Maintenance screen to:

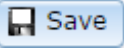
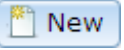
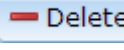
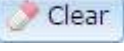
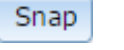
- Edit the details of fixtures, such as dimensions, or whether they're refrigerated.
- View stock takes that have included the fixture.
- View PDT stock take batches.

Fixture Maintenance screen key fields and buttons

Name tab

Use this tab to describe the dimensions and features of the fixture.

Field	Description
Fixture Id	Unique code identifying the fixture.
Site	Site the fixture belongs to.
Description / Name	Description to help identify the fixture within the site.
Number of Sides	Number of sides the fixture can hold items on.
Shelf Height	Height of shelves on the fixture.
Shelf Depth	Depth of shelves on the fixture.
To Hold Stock	Select if this fixture is intended to contain items.
Refrigerator	Select if this fixture is a refrigerated cabinet.
Cool Room	Select if this fixture is a walk-in room kept below zero degrees celcius.
Dry Goods Only	Select if this fixture should only be used to hold dry items.
Number of Shelves	The number of shelves this fixture has per side.

Field	Description
Shelf Width	Width of the shelves on this fixture.
Maximum Shelf Weight	Maximum weight in kilograms that a shelf on this fixture is rated to hold.
 Save	Press to save any changes you've made to the fixture.
 New	Press to create a new fixture. See <i>Creating a new fixture</i> on page 377.
 Delete	Press to delete this fixture.
 Clear	Press to remove all items from the fixture.
 Snap	Press to perform a snap count of items in this fixture to begin a stock take.

Stock Takes tab

Use this tab to view and open stock takes that involve this fixture.

The screenshot shows a software window titled "Fixture Maintenance". It contains several input fields: "Fixture Id" with the value "A1", and "Site" with a dropdown menu showing "Chadstone". Below these are two tabs: "Stock Takes" (which is selected) and "PDT Batches". The "Stock Takes" tab displays a table with two columns: "Stock Take Number" and "Date". The table contains one entry: "2" under "Stock Take Number" and "2015-01-23" under "Date". At the bottom right of the window, there are five buttons: "Save", "New", "Delete", "Clear", and "Snap".

Field	Description
Stock Take Number	Unique number identifying the stock take in your site.
Date	Date the stock take started. Press to view the Stock Take Detail Report for this stock take. See <i>Stock Take Detail report</i> on page 454.

Managing stock takes

PDT Batches

Use this area to open PDT stock take batches that involved this fixture.

The screenshot shows a software interface titled "Fixture Maintenance". It has two input fields: "Fixture Id" with the value "A1" and "Site" with a dropdown menu showing "Chadstone". Below these are two tabs: "Stock Takes" and "PDT Batches", with "PDT Batches" being the active tab. A table is displayed with three columns: "Batch Number", "Active", and "Finalised". The table content shows "No Batches". At the bottom right of the window, there are five buttons: "Save", "New", "Delete", "Clear", and "Snap".


Field	Description
Batch Number	Unique number identifying the PDT batch.
Active	Whether the batch is active.
Finalised	Whether the batch has been finalised.

Fixture report

Use the Fixture report to view details for fixtures and open reports to display the items and batches within the fixtures.

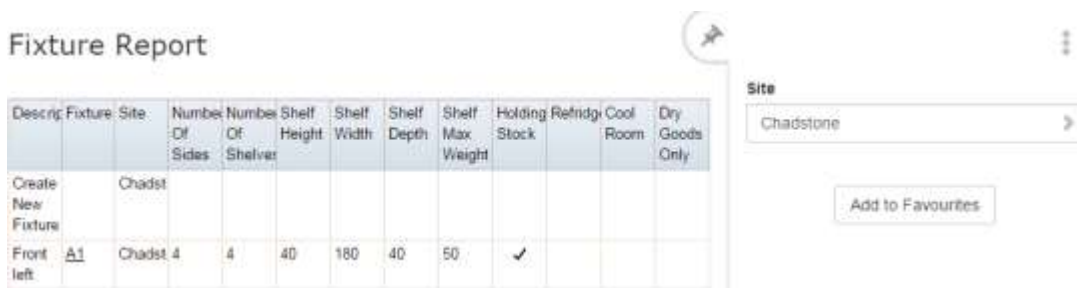
Opening the Fixture report

To open the Fixture report:

1. Press  **Products** in the main menu bar.
2. Press **Procurement > Stock Take > Fixture Report**.



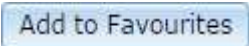
The Fixture report is displayed.



Fixture report key fields

Filters area

Use this area to filter the results shown in the report.

Field	Description
	Press to add this report to your Portal favourites for easier access.
Site	Select the site to report on.

Report area

This area displays report information.

Note: Not all fields may be displayed at once. Some fields depend on your filter field selections.

Field	Description
Description	Name or description to physically identify the fixture.
Fixture	Unique code identifying the fixture.
Site	Site the fixture belongs to.
Number of Sides	Number of sides the fixture can hold items on.
Number of Shelves	The number of shelves this fixture contains per side.
Shelf Height	Height of shelves on the fixture.
Shelf Width	Width of the shelves on this fixture.
Shelf Depth	Depth of shelves on the fixture.
Maximum Shelf Weight	Maximum weight in kilograms that a shelf on this fixture is rated to hold.
Holding Stock	Displays <input checked="" type="checkbox"/> if this fixture is intended to contain items.


Field	Description
Refrigerator	Displays <input checked="" type="checkbox"/> if this fixture is a refrigerated cabinet.
Cool Room	Displays <input checked="" type="checkbox"/> if this fixture is a walk-incool room.
Dry Goods Only	Displays <input checked="" type="checkbox"/> if this fixture should only be used to hold dry items.

Fixture Detail report

Use the Fixture Detail report to view a list of items added to a fixture.

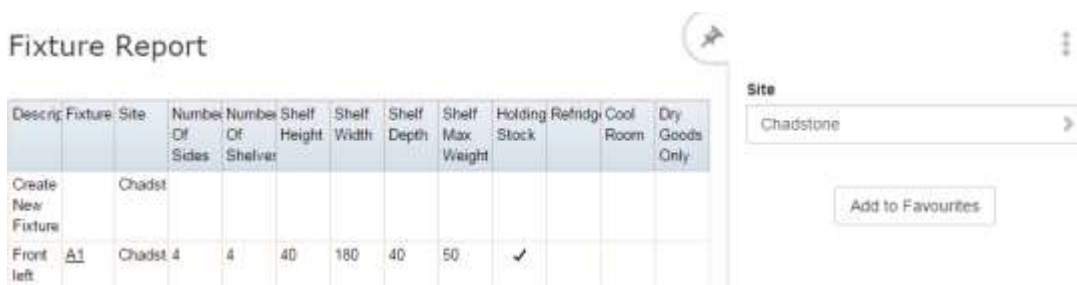
Opening the Fixture Detail report

To open the Fixture Detail report:

1. Press  **Products** in the main menu bar.
2. Press **Procurement > Stock Take > Fixture Report**.



The Fixture report is displayed.



3. Press the **Fixture** field of the fixture you want to open.
A popup menu is displayed.

Managing stock takes

Fixture Report

Descrp	Fixture	Site	Number Of Sides	Number Of Shelver	Shelf Height	Shelf Width	Shelf Depth	Shelf Max Weight	Holding Stock	Refridge	Cool Room	Dry Goods Only
Create New Fixture		Chadst										
Front left	A1	Chadst	4	4	40	180	40	50	✓			

Site: Chadstone

Add to Favourites

Edit Fixture Details
Show Items In Fixture
Show Batches In Fixture

4. Press **Show Items In Fixture**.

The Fixture Details report is displayed

Fixture Detail Report - Front left [A1]

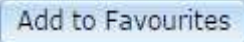
Descrp	Site	Departr #	Departr	Size	Pack	Supplie	Item Type	Brand	Cost (Ex)	Cost (Inc)	Retail
--------	------	-----------	---------	------	------	---------	-----------	-------	-----------	------------	--------

Add to Favourites

Fixture Detail report key fields

Filters area

Use this area to filter the results shown in the report.

Field	Description
	Press to add this report to your Portal favourites for easier access.

Report area

This area displays report information.

Note: Not all fields may be displayed at once. Some fields depend on your filter field selections.

Field	Description
Description	Description of the item. Note: Click on the description to access other options in a popup menu.
Site	Site the item belongs to.
Department # / Department	Unique code identifying the department the item belongs to.
Department	Description of the department the item belongs to.
Size	Size of the item.
Pack	Number of units in a single pack.
Supplier	Supplier of the item.
Item Type	Item type, as defined for your company.


Field	Description
Brand	Brand of the item.
Cost (Ex) /	The item cost, not including tax.
Cost Ex	See <i>Inventory Management - Pricing tab.</i>
Cost (Inc)	The item cost including tax.
	See <i>Inventory Management - Pricing tab.</i>
Retail	The retail price of the item.
Retail Price	See <i>Inventory Management - Pricing tab.</i>

Fixture Batch report

Use the Fixture Batch report to view the details of all batches in a particular fixture.

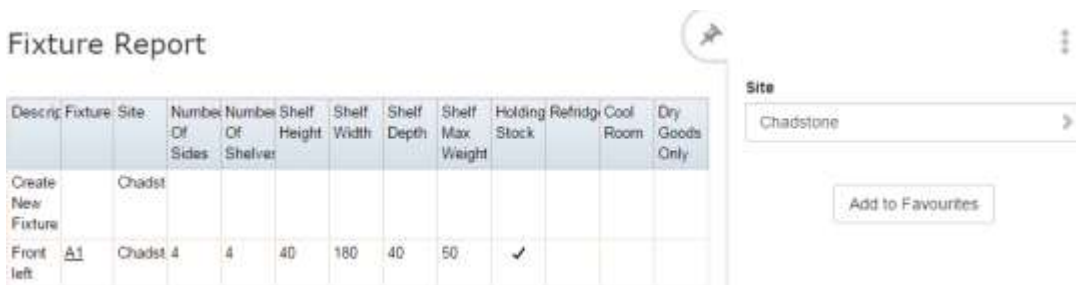
Opening the Fixture Batch report

To open the Fixture Batch report:

1. Press  **Products** in the main menu bar.
2. Press **Procurement > Stock Take > Fixture Report**.



The Fixture report is displayed.



3. Press the **Fixture** field of the fixture you want to open.
A popup menu is displayed.

Fixture Report

Descrp	Fixture	Site	Number Of Sides	Number Of Shelver	Shelf Height	Shelf Width	Shelf Depth	Shelf Max Weight	Holding Stock	Refridge	Cool Room	Dry Goods Only
Create New Fixture		Chadst										
Front left	A1	Chadst	4	4	40	180	40	50	✓			

[Edit Fixture Details](#)
[Show Items In Fixture](#)
[Show Batches In Fixture](#)

Site: Chadstone

Add to Favourites

4. Press **Show Batches in Fixture**.

The Fixture Batch report is displayed

Fixture Batch Report - Front left [A1]


Batch	Site	Stock Take #	Finalised	Active	Batch Date
2	Chadstone	2		✓	12/05/2015
3	Chadstone	2		✓	13/05/2015

Add to Favourites

Fixture Batch report key fields

Filters area

Use this area to filter the results shown in the report.

Field	Description
	Press to add this report to your Portal favourites for easier access.

Report area

This area displays report information.

Note: Not all fields may be displayed at once. Some fields depend on your filter field selections.


Field	Description
Batch / Batch #	Unique number identifying the batch.
Stock Take #	Unique code identifying the stock take.
Site	Site the fixture belongs to.
Finalised	Displays ✓ if this batch has been finalised.
Active	Displays ✓ if this batch is still being used to count. Stock takes cannot be finalised with active batches.
Batch Date	Date the batch was created.

PDT Batch report

Use the PDT Batch report to the summary of all PDT stock take batches.

Opening the PDT Batch report

To open the PDT Batch report:

1. Press  **Products** from the menu bar.
2. Press **Procurement > Stock Take > PDT Batches**.



The PDT Batch report is displayed.

PDT Batch Report [Current Day]

Batch Number	Stock Take	Fixture	Fixture #	Terminal	IP Address	Login	User	Active	Finalised	Batch Date
2	2	Front left	A1	27	198.23.1			✓		12/05/20
3	2	Front left	A1	10	104.156.			✓		13/05/20

Site: Chadstone

From: 4/05/2015

To: 16/05/2015

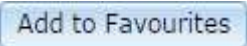
By: All

Add to Favourites

PDT Batch report key fields

Filters area

Use this area to filter the results shown in the report.

Field	Description
	Press to add this report to your Portal favourites for easier access.
Site	Select the site to report on.
Date /	Select the date or date period to report on.
Date From and Date To /	
As of	
By	Select to filter the report to open or closed batches.

Report area

This area displays report information.

Note: Not all fields may be displayed at once. Some fields depend on your filter field selections.

Field	Description
Fixture	Name of the fixture the item has been scanned into.
Batch / Batch #	Unique number identifying the batch.
Stock Take #	Unique code identifying the stock take.
Terminal	Number identifying the terminal that scanned the items.
IP Address	IP address of the terminal that scanned the items.
Login	Login code of the operator who scanned the items.
User	User name of the operator who scanned the items.
Finalised	Displays ✓ if this batch has been finalised.
Active	Displays ✓ if this batch is still being used to count. Stock takes cannot be finalised with active batches.


Field	Description
Batch Date	Date the batch was created.

PDT Batch Detail report

Use the PDT Batch Detail report to view details of PDT stock take batches.

Opening the PDT Batch Detail report

To open the PDT Batch Detail report:

1. Press  **Products** from the menu bar.
2. Press **Procurement > Stock Take > Stock Take Reports**.



The Stock Take report is displayed.

Stock Take Report - Pending Stock Takes

Number	Site	Status		Create Date	Finalise Date	Snap Date	Cost Value	Cost Delta Value	Retail Value	Retail Delta Value	Lines
Create New Stock Take	Chadstc										
2	Chadstc	Open	Edit/Control	23-Jan-2015			\$574.04	\$0.00	\$771.56	\$0.00	34
Total:							\$574.04	\$0.00	\$771.56	\$0.00	34

Site
Chadstone

Date From
8/05/2010

Date To
18/05/2015

Type
Pending

[Add to Favourites](#)

3. Press **Edit / Control** of the stock take you want to view the details of.
A popup menu is displayed.

Stock Take Report - Pending Stock Takes

Number	Site	Status	Create Date	Finalise Date	Snap Date	Cost Value	Cost Delta Value	Retail Value	Retail Delta Value	Lines
Create New Stock Take	Chadstone									
2	Chadstone	Open	23-Jan-2015			\$574.04	\$0.00	\$771.56	\$0.00	34
Total:							\$0.00	\$771.56	\$0.00	34

- Edit Stock Take
- Finalise Stock Take
- Report Items In Stock Take
- Report Stock Items In Stock Take
- Report PDT Items In Stock Take
- Stock Take Control Options
- PDT Errors In Stock Take
- PDT Manual Counts In PDT Batches

Site
Chadstone

Date From
8/05/2010

Date To
18/05/2015

Type
Pending

Add to Favourites

4. Press **Report PDT Items in Stock Take**.

The PDT Batch Detail report is displayed.

PDT Batch Detail Report - Stock Take 2 - All Batches

Batch #	Fixture	Fixture Desc	Item	Barcode	Stock Item	Stock Count	Pack Count	Cost	Price	Depart	Item Found	Error	Error Mess	Key in Order

Batch
All

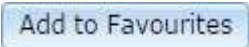
By
All

Add to Favourites

Stock Take Detail report key fields

Filters area

Use this area to filter the results shown in the report.

Field	Description
	Press to add this report to your Portal favourites for easier access.
Batch	Select the batch to display.
By	Select to filter the report to specific PDT batch counts:
[Error]	All Display all items scanned by PDT.
	Error Free Display all PDT scanned items that produced no errors.
	Error Only Display all PDT scanned items that produced errors.
	Manual Counts Display all items manually entered into a stock take.

Report area

This area displays report information.

Note: Not all fields may be displayed at once. Some fields depend on your filter field selections.

Field	Description
Batch / Batch #	Unique number identifying the batch.
Fixture	Unique code identifying the fixture.
Fixture #	Unique code identifying the fixture.
Description	Description of the item.
Item	Unique code identifying the item.
Barcode	Item barcode.
Stock Item	The item used to record the stock-on-hand in the Portal, as opposed to the Selling item, used to record sales. Not all items have stock items. See <i>Managing referrals and kits</i> .
Stock Count	Number of units on hand as calculated by the Portal.
Count	Number of units counted during stock take.


Field	Description
Pack	Number of units per pack of the item.
Cost	Cost per unit of the item.
Price	Price per unit of the item.
Department	Department the item belongs to.
Item Found	Displays ✓ if the barcode of this item was not found when the item was scanned. The correct item for this barcode must be found before the stock take can be finalised.
Error	Error code produced during scan, if any.
Error Message	Message related to error code produced during scan, if any.
Key In Order	Order in which items were scanned by the PDT.

PDT Batch Detail Manual Counts report

Use the PDT Batch Detail Manual Counts report to view details of PDT stock take batches and manual counts.

Opening the PDT Batch Detail Manual Counts report

To open the PDT Batch Detail Manual Counts report:

1. Press  **Products** from the menu bar.
2. Press **Procurement > Stock Take > Stock Take Reports**.



The Stock Take report is displayed.

Stock Take Report - Pending Stock Takes

Number	Site	Status	Create Date	Finalise Date	Snap Date	Cost Value	Cost Delta Value	Retail Value	Retail Delta Value	Lines
Create New Stock Take	Chadstc									
2	Chadstc	Open	23-Jan-2015			\$574.04	\$0.00	\$771.56	\$0.00	34
Total:						\$574.04	\$0.00	\$771.56	\$0.00	34

Site: Chadstone

Date From: 8/06/2010

Date To: 18/05/2015

Type: Pending

Add to Favourites

3. Press **Edit / Control** of the stock take you want to view the details of.
A popup menu is displayed.

Stock Take Report - Pending Stock Takes

Number	Site	Status	Create Date	Finalise Date	Snap Date	Cost Value	Cost Delta Value	Retail Value	Retail Delta Value	Lines
Create New Stock Take	Chadstone									
2	Chadstone	Open	23-Jan-2015			\$574.04	\$0.00	\$771.56	\$0.00	34
Total:							\$0.00	\$771.56	\$0.00	34

- Edit Stock Take
- Finalise Stock Take
- Report Items In Stock Take
- Report Stock Items In Stock Take
- Report PDT Items In Stock Take
- Stock Take Control Options
- PDT Errors In Stock Take
- PDT Manual Counts In PDT Batches

Site
Chadstone

Date From
8/05/2010

Date To
18/05/2015

Type
Pending

Add to Favourites

4. Press **PDT Manual Counts In PDT Batches**.

The PDT Batch Detail Manual Counts report is displayed.

PDT Batch Detail Report - Stock Take 2 - All Batches

Batch #	Fixture #	Fixture Desc	Item	Barcode	Stock Item	Stock Count	Pack Count	Cost	Price	Depar	Item Found	Error	Error Mess	Key in Order
---------	-----------	--------------	------	---------	------------	-------------	------------	------	-------	-------	------------	-------	------------	--------------

Batch
All

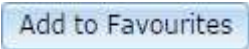
By
All

Add to Favourites

Stock Take Detail report key fields

Filters area

Use this area to filter the results shown in the report.

Field	Description
	Press to add this report to your Portal favourites for easier access.
Batch	Select the batch to display.
By	Select to filter the report to specific PDT batch counts:
[Error]	
All	Display all items scanned by PDT.
Error Free	Display all PDT scanned items that produced no errors.
Error Only	Display all PDT scanned items that produced errors.
Manual Counts	Display all items manually entered into a stock take.

Report area

This area displays report information.

Note: Not all fields may be displayed at once. Some fields depend on your filter field selections.

Field	Description
Batch / Batch #	Unique number identifying the batch.
Fixture	Unique code identifying the fixture.
Fixture #	Unique code identifying the fixture.
Description	Description of the item.
Item	Unique code identifying the item.
Barcode	Item barcode.
Stock Item	The item used to record the stock-on-hand in the Portal, as opposed to the Selling item, used to record sales. Not all items have stock items. <i>See Managing referrals and kits.</i>
Stock Count	Number of units on hand as calculated by the Portal.
Count	Number of units counted during stock take.

Field	Description
Pack	Number of units per pack of the item.
Cost	Cost per unit of the item.
Price	Price per unit of the item.
Department	Department the item belongs to.
Item Found	Displays ✓ if the barcode of this item was not found when the item was scanned. The correct item for this barcode must be found before the stock take can be finalised.
Error	Error code produced during scan, if any.
Error Message	Message related to error code produced during scan, if any.
Key In Order	Order in which items were scanned by the PDT.

Browser Counted Items


Field	Description
Item	Unique number identifying the item.
Description	Description of the item.
Fixture	Unique code identifying the fixture the item was added to.
Count	Units counted for this item.
Department	Name of the department the item belongs to.
Department #	Unique code identifying the department.

Stock Take screen

Use the Stock Take screen to

Opening the Stock Take screen

To open the Stock Take screen:

1. Press  **Products** in the main menu bar.
2. Press **Procurement > Stock Take > Edit Stock Take**.



The Stock Take screen is displayed.

Stock Take

Stock Take Number: Value: \$0.00

Site: Status: **Open**

Create Date: 23/01/2015 Snap Date: 30/12/1899

Items

Item Code:

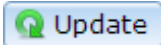
Fixture:

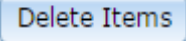
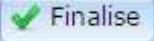
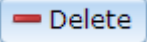
Description:

Unit Price:

Description	Item	Fixture	Pack	Count	Cost	Price	Total
Park Butterfly	132	Front left		1	0	\$12.74	\$24.21
							\$0.00

Stock Take screen key fields and buttons

Field	Description
Stock Take Number	Unique code identifying the stock take.
Site	Site the stock take is for.
Create Date	Date the stock take was created.
Value	Total dollar amount of stock counted.
Status	Status of the stock take.
Snap Date	Date of the last snap count.
Item Code	Type in an item code to search for items to add to the stock take. See <i>Finding an item with a search field</i> .
Fixture	Select the fixture the item belongs to.
Description	Description of the item you have searched for.
Unit Price	Unit price of the item you have searched for.
	Press to update changes made to the stock take.


Field	Description
	Press to remove selected items from the stock take.
	Press to finalise the stock take.
	Press to delete the stock take.

Stock Take report

Use the Stock Take report to view a summary of stock takes and open more details reports.

Opening the Stock Take report

To open the Stock Take report:

1. Press  **Products** from the menu bar.
2. Press **Procurement > Stock Take > Stock Take Reports**.



The Stock Take report is displayed.

Stock Take Report - Pending Stock Takes

Number	Site	Status		Create Date	Finalise Date	Snap Date	Cost Value	Cost Delta Value	Retail Value	Retail Delta Value	Lines
Create New Stock Take	Chadstc										
2	Chadstc	Open	Edit / Control	23-Jan-2015			\$574.04	\$0.00	\$771.56	\$0.00	34
Total:							\$574.04	\$0.00	\$771.56	\$0.00	34

Site
Chadstone

Date From
8/05/2010

Date To
18/05/2015

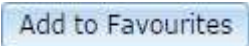
Type
Pending

[Add to Favourites](#)

Stock Take report key fields

Filters area

Use this area to filter the results shown in the report.

Field	Description
	Press to add this report to your Portal favourites for easier access.
Site	Select the site to report on.
Date / Date From and Date To / As of	Select the date or date period to report on.
Type	Select to filter the reports to stock takes that are: <ul style="list-style-type: none"> Pending Display all stock takes that are open. <hr/> Finalised Display all stock takes that have been finalised. <hr/> All Display all stock takes. <hr/> Deleted Display stock takes that have been deleted.

Note: This report can only be populated if **Non Destructive Delete** is selected in your site configuration. See *Configuring stock take for your site*.

Report area

This area displays report information.

Note: Not all fields may be displayed at once. Some fields depend on your filter field selections.

Field	Description
Number	Unique code identifying the stock take.
Site #	The site code of the relevant site.
Status	Status of the stock take, for example Pending or Finalised.
Cost (Inc) Value / Cost Value	Total cost (including tax) of all counted units of the item.
Cost Delta Value	Difference in cost (including tax) between the expected and counted units.
Retail Value	Total retail amount of all counted units of the item.
Retail Delta Value	Difference in retail amount of expected and counted units.
Create Date	Date the stock take was created.
Finalise Date	Date the stock take was finalised.


Field	Description
Snap Date	Date of the last snap count.
Lines	The number of unique items that have been counted.

Stock Take Detail report

Use the Stock Take Detail report to view details of item counts in the stock take.

Opening the Stock Take Detail report

To open the Stock Take Detail report:

1. Press  **Products** from the menu bar.
2. Press **Procurement > Stock Take > Stock Take Reports**.



The Stock Take report is displayed.

Stock Take Report - Pending Stock Takes

Number	Site	Status		Create Date	Finalise Date	Snap Date	Cost Value	Cost Delta Value	Retail Value	Retail Delta Value	Lines
Create New Stock Take	Chadstc										
2	Chadstc	Open	Edit / Control	23-Jan-2015			\$574.04	\$0.00	\$771.56	\$0.00	34
Total:							\$574.04	\$0.00	\$771.56	\$0.00	34

Site
Chadstone

Date From
8/05/2010

Date To
18/05/2015

Type
Pending

[Add to Favourites](#)

3. Press **Edit / Control** of the stock take you want to view the details of.
A popup menu is displayed.

Stock Take Report - Pending Stock Takes

Number	Site	Status	Create Date	Finalise Date	Snap Date	Cost Value	Cost Delta Value	Retail Value	Retail Delta Value	Lines
2	Chadstone	Open	23-Jan-2015			\$574.04	\$0.00	\$771.56	\$0.00	34
Total:							\$0.00	\$771.56	\$0.00	34

- Edit Stock Take
- Finalise Stock Take
- Report Items In Stock Take
- Report Stock Items In Stock Take
- Report PDT Items In Stock Take
- Stock Take Control Options
- PDT Errors In Stock Take
- PDT Manual Counts In PDT Batches

Site
Chadstone

Date From
8/05/2010

Date To
18/05/2015

Type
Pending

Add to Favourites

4. Press **Report Items in Stock Take**.

The Stock Take Detail report is displayed.

Stock Take Detail Report - Stock Take # 2

Descr	Item	Depart	Fixture	Stock Item	Stock Count	Count	Cost (Ex)	Cost (Inc)	Retail	Cost (Ex) Value	Cost (Inc) Value	Retail Value	Count	Create Date
Hama	443		Front	Table		21.0	\$2.72	\$2.99	\$3.99	\$57.14	\$62.85	\$83.75	Yes	2015-05-18
Pork	132		Front	left		10.0	\$11.55	\$12.74	\$24.21	\$115.5	\$127.4	\$242.1	Yes	2015-01-23
Pork	123		Front	Table		12.0	\$10.95	\$11.95	\$13.95	\$130.5	\$143.5	\$167.8	Yes	2015-05-18
Pork	424		Front	left		21.0	\$8.18	\$8.95	\$9.95	\$171.5	\$188.8	\$209.7	Yes	2015-05-13
Sausa	345		Front	Table		34.0	\$1.36	\$1.50	\$2.00	\$46.36	\$51.00	\$68.00	Yes	2015-05-18
Total:						98.0				\$521.5	\$574.0	\$771.5		

Select
Items

Department
All


By
All

Add to Favourites

Stock Take Detail report key fields

Filters area

Use this area to filter the results shown in the report.

Field	Description						
	Press to add this report to your Portal favourites for easier access.						
Department	Select to filter the report by department.						
Select	Select to display a report on: <table><tbody><tr><td>Items</td><td>All items included in the stock take.</td></tr><tr><td>Stock Items</td><td>Only items used to record the stock-on-hand in the Portal, as opposed to the Selling item, used to record sales. <i>See Managing referrals and kits.</i></td></tr><tr><td>Stock Take Prep</td><td>All items, the departments, fixtures and counts, to print out for a manual stock take.</td></tr></tbody></table>	Items	All items included in the stock take.	Stock Items	Only items used to record the stock-on-hand in the Portal, as opposed to the Selling item, used to record sales. <i>See Managing referrals and kits.</i>	Stock Take Prep	All items, the departments, fixtures and counts, to print out for a manual stock take.
Items	All items included in the stock take.						
Stock Items	Only items used to record the stock-on-hand in the Portal, as opposed to the Selling item, used to record sales. <i>See Managing referrals and kits.</i>						
Stock Take Prep	All items, the departments, fixtures and counts, to print out for a manual stock take.						
By [Counted]	Select to display items that have or have not been counted in the stock take.						

Report area

This area displays report information.

Note: Not all fields may be displayed at once. Some fields depend on your filter field selections.

Field	Description
Description	Description of the item. Note: Click on the description to access other options in a popup menu.
Department # / Department	Unique code identifying the department the item belongs to.
Item Number / Item	The item code of the item.
Fixture	Name of the fixture the item has been scanned into.
Stock Item	The item used to record the stock-on-hand in the Portal, as opposed to the Selling item, used to record sales. Not all items have stock items. <i>See Managing referrals and kits.</i>
Stock Count	The Portal's calculated stock-on-hand for this item.
Count	The units counted of this item.


Field	Description
Cost (Ex) / Cost Ex	The item cost, not including tax. See <i>Inventory Management - Pricing tab</i> .
Cost (Inc)	The item cost including tax. See <i>Inventory Management - Pricing tab</i> .
Retail Retail Price	The retail price of the item. See <i>Inventory Management - Pricing tab</i> .
Cost (Ex) Value	Total cost (excluding tax) of all counted units of the item.
Cost (Inc) Value / Cost Value	Total cost (including tax) of all counted units of the item.
Retail Value	Total retail amount of all counted units of the item.
Counted	Indicates whether the item has been counted or not.
Create Date	Date the stock take was created.

Stock Take Detail Prep report

Use the Stock Take Detail Prep report to view a list of items and the departments and fixtures they belong to, to coordinate your stock take preparation.

Opening the Stock Take Detail Prep report

To open the Stock Take Detail Prep report:

1. Press  **Products** from the menu bar.
2. Press **Procurement > Stock Take > Stock Take Reports**.



The Stock Take report is displayed.

Stock Take Report - Pending Stock Takes

Number	Site	Status	Create Date	Finalise Date	Snap Date	Cost Value	Cost Delta Value	Retail Value	Retail Delta Value	Lines
Create New Stock Take	Chadstc									
2	Chadstc	Open	23-Jan-2015			\$574.04	\$0.00	\$771.56	\$0.00	34
Total:						\$574.04	\$0.00	\$771.56	\$0.00	34

Site
Chadstone

Date From
8/06/2010

Date To
18/05/2015

Type
Pending

3. Press **Edit / Control** of the stock take you want to view the details of.
A popup menu is displayed.

Stock Take Report - Pending Stock Takes

Number	Site	Status	Create Date	Finalise Date	Snap Date	Cost Value	Cost Delta Value	Retail Value	Retail Delta Value	Lines
2	Chadstone	Open	23-Jan-2015			\$574.04	\$0.00	\$771.56	\$0.00	34
Total:							\$0.00	\$771.56	\$0.00	34

- Edit Stock Take
- Finalise Stock Take
- Report Items In Stock Take
- Report Stock Items In Stock Take
- Report PDT Items In Stock Take
- Stock Take Control Options
- PDT Errors In Stock Take
- PDT Manual Counts In PDT Batches

Site
Chadstone

Date From
8/05/2010

Date To
18/05/2015

Type
Pending

Add to Favourites

4. Press **Report Items in Stock Take**.

The Stock Take Detail report is displayed.

Stock Take Detail Report - Stock Take # 2

Descr	Item	Depart	Fixture	Stock Item	Stock Count	Count	Cost (Ex)	Cost (Inc)	Retail Value	Cost (Ex) Value	Cost (Inc) Value	Retail Value	Count	Create Date
Herna Gorme	443		Front Table		21.0		\$2.72	\$2.99	\$3.99	\$57.14	\$62.85	\$83.75	Yes	2015-05-18
Pork Butterf	132		Front left		10.0		\$11.56	\$12.74	\$24.21	\$115.6	\$127.4	\$242.1	Yes	2015-01-23
Pork Leg-Boned & Rolled	123		Front Table		12.0		\$10.96	\$11.95	\$13.95	\$130.6	\$143.9	\$167.8	Yes	2015-05-18
Pork Loin Roast	424		Front left		21.0		\$8.18	\$8.99	\$9.99	\$171.6	\$188.8	\$209.7	Yes	2015-05-13
Sausa Meat	345		Front Table		34.0		\$1.36	\$1.50	\$2.00	\$46.36	\$51.00	\$68.00	Yes	2015-05-18
Total:					98.0					\$521.6	\$574.0	\$771.5		

Select
Items

Department
All

By
All

Add to Favourites

5. Select **Stock Take Prep** in the **Select** drop-down list.

The Stock Take Detail Prep report is displayed.

Stock Take Detail Report - Stock Take # 2

Description	Item	Department	Fixture	Counted	Count
Hermans Gormet	443		Front Table	Yes	21.0
Pork Butterfly	132		Front left	Yes	10.0
Pork Leg-Boned & Rolled	123		Front Table	Yes	12.0
Pork Loin Roast	424		Front left	Yes	21.0
Sausage Meat	345		Front Table	Yes	34.0
Total:					98.0

Select
Stock Take Prep

Department
All

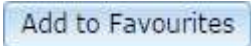
By
All

Add to Favourites

Stock Take Detail Prep report key fields

Filters area

Use this area to filter the results shown in the report.

Field	Description						
	Press to add this report to your Portal favourites for easier access.						
Department	Select to filter the report by department.						
Select	Select to display a report on: <table border="1" data-bbox="501 981 1378 1491"> <tbody> <tr> <td>Items</td> <td>All items included in the stock take.</td> </tr> <tr> <td>Stock Items</td> <td>Only items used to record the stock-on-hand in the Portal, as opposed to the Selling item, used to record sales. <i>See Managing referrals and kits.</i></td> </tr> <tr> <td>Stock Take Prep</td> <td>All items, the departments, fixtures and counts, to print out for a manual stock take.</td> </tr> </tbody> </table>	Items	All items included in the stock take.	Stock Items	Only items used to record the stock-on-hand in the Portal, as opposed to the Selling item, used to record sales. <i>See Managing referrals and kits.</i>	Stock Take Prep	All items, the departments, fixtures and counts, to print out for a manual stock take.
Items	All items included in the stock take.						
Stock Items	Only items used to record the stock-on-hand in the Portal, as opposed to the Selling item, used to record sales. <i>See Managing referrals and kits.</i>						
Stock Take Prep	All items, the departments, fixtures and counts, to print out for a manual stock take.						
By [Counted]	Select to display items that have or have not been counted in the stock take.						

Report area

This area displays report information.

Note: Not all fields may be displayed at once. Some fields depend on your filter field selections.

Field	Description
Description	Description of the item. Note: Click on the description to access other options in a popup menu.
Department	Description of the department the item belongs to.
Item Number / Item	The item code of the item.
Fixture	Name of the fixture the item has been scanned into.

Stock Take Snap Count Options screen


Use the Stock Take Snap Count Options screen to perform snap counts of your stock take across different sections of the site, such as departments, fixtures and suppliers.

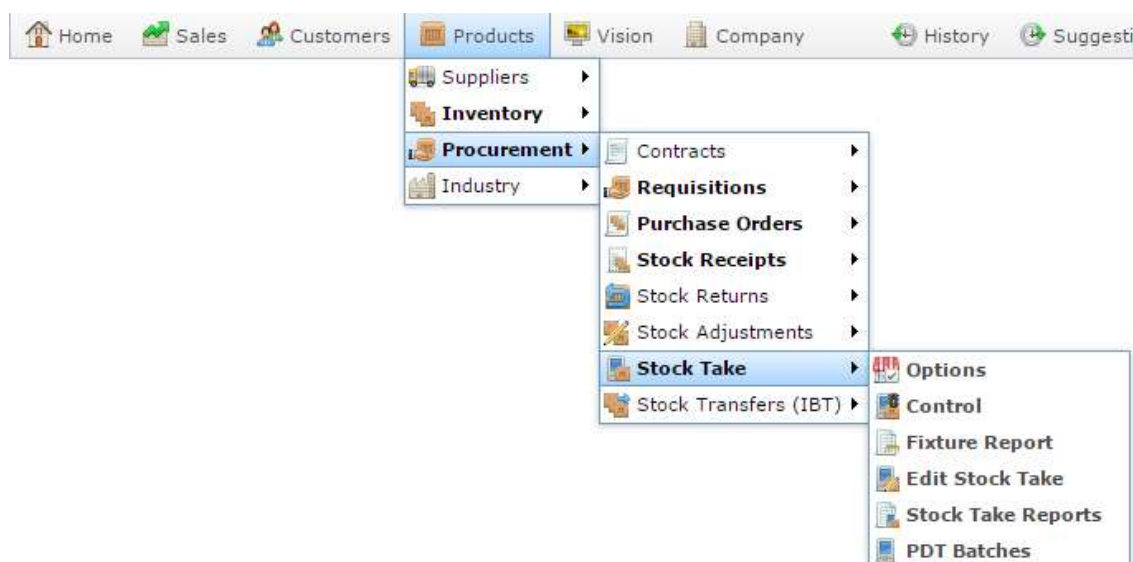
Use snap counts to record the current stock-on-hand for a set of items for later calculations, or when preparing for stock take. You can snap count different sets of items, such as specific fixtures or departments, if you want to calculate stock or stock take just those areas at this time, or you can snap count all items at your site in preparation for a full financial stock take.

Note: For best accuracy, snap counts should only be used when the site is not trading.

Opening the Stock Take Snap Count Options screen

To open the Stock Take Snap Count Options screen:

1. Press  **Products** in the main menu bar.
2. Press **Procurement > Stock Take > Control**.



The Stock Take Maintenance screen is displayed.

Managing stock takes

Stock Take Snap Count Options

Stock Take Number:

Site:

Create Date:

Options

Fixture:

Department:

Supplier:

Stock Take Snap Count Options screen key fields and buttons

Field	Description
Stock Take Number	Unique code identifying the stock take.
Site	Site of the stock take.
Create Date	Date the stock take was created.
Fixture	Select the fixture you want to perform a snap count on.
Department	Select the department you want to perform a snap count on.
Supplier	Select the supplier you want to perform a snap count on.
Snap Fixture	Snap count the selected fixture. <i>See Snap counting a fixture on page 404</i>
Snap Department	Snap count the selected department. <i>Snap counting a department on page 406.</i>
Snap Department In Fixture	Snap count the selected department in the selected fixture. <i>Snap counting a department within a fixture on page 408.</i>
Snap All Items	Snap count all the items. <i>Snap counting all items on page 412.</i>

Field	Description
Snap Supplier	Snap count the selected supplier. <i>Snap counting a supplier on page 410.</i>

Using the Portal Data Interchange (PDI)

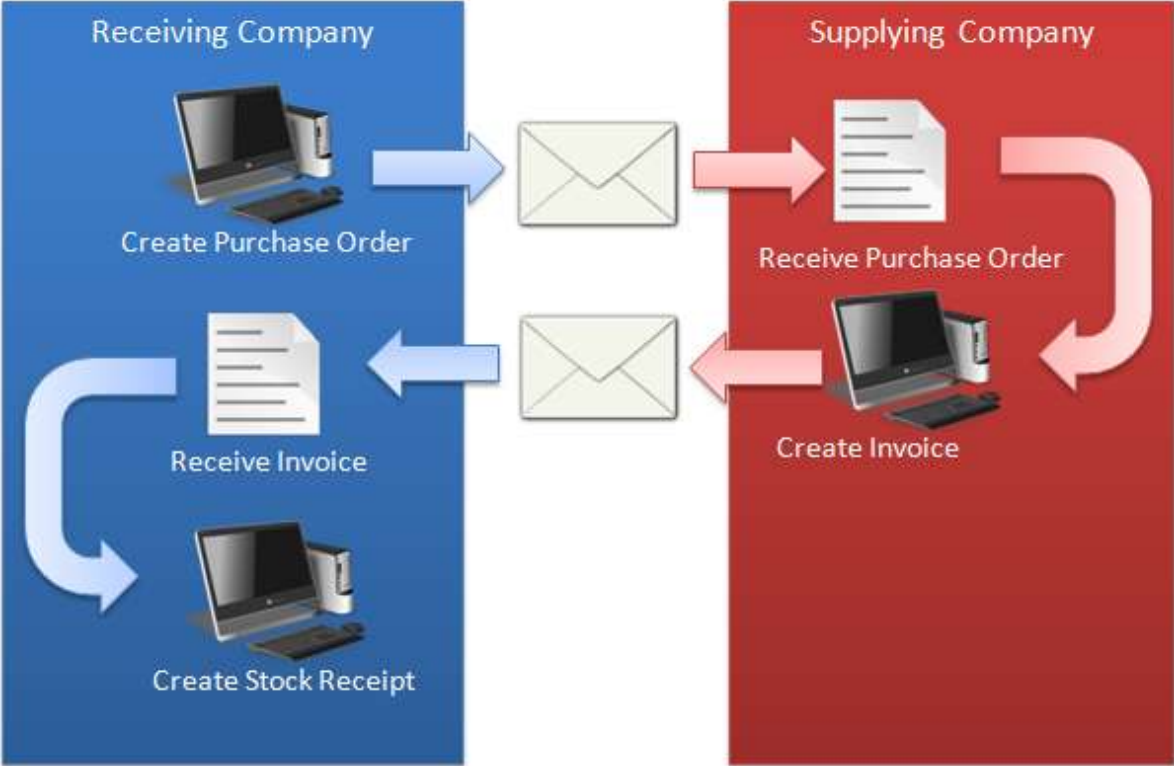
The Portal Data Interchange (PDI) is a Portal feature that allows you to cut down the amount of data entry required when trading with debtors and creditors who also use the AMC Convergent IT Portal. Instead of having to add items and edit quantities each step of the way, PDI allows you to transfer data between companies so that it only needs to be entered once. PDI can be used between any two companies on the same Portal server.

Procurement without PDI

Normally, when ordering stock from a supplier, each stage requires its own data entry:

1. The receiving company creates requisitions and/or purchase orders.
2. The receiving company adds items to the purchase order.
3. The receiving company finalises the purchase order.
4. The receiving company sends the purchase order to the supplying company.
5. The supplying company creates a customer order.
6. The supplying company adds the items to the customer order.
7. The supplying company finalises the customer order.
8. The supplying company sends the invoice or delivery docket for the items to the receiving company.
9. The receiving company creates a stock receipt.
10. The receiving company adds the items to the stock receipt.
11. The receiving company finalises the stock receipt and performs any invoice matching required.

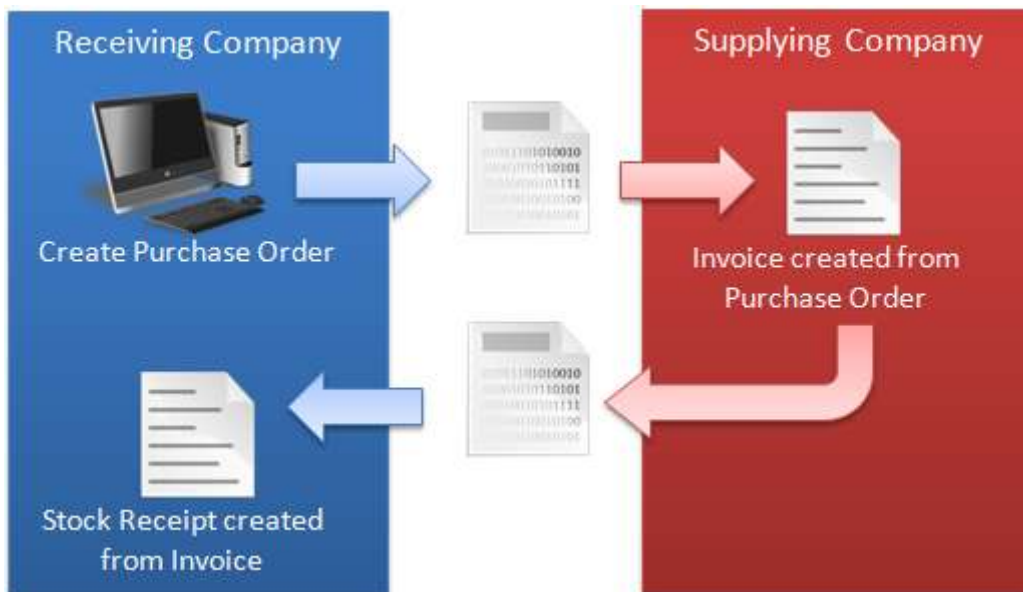
Using the Portal Data Interchange (PDI)



The PDI shortcut

Using PDI, the Portal automatically completes the create and data-entry of each step after the purchase order is finalised:

1. The receiving company creates requisitions and/or purchase orders.
2. The receiving company adds items to the purchase order.
3. The receiving company finalises the purchase order.
4. The Portal opens a customer order on the supplier's Portal with the requested items and quantities using the supplier's in-house item codes.
5. The supplying company fulfils and finalises the customer order.
6. The Portal opens a stock receipt on the receiving company's Portal containing the items and quantities of the supplying company's invoice using the receiving company's in-house item codes.
7. The receiving company finalises the stock receipt.
8. The Portal automatically creates creditor transactions for the company matched to the invoice.



How to set up PDI

PDI can only be used between two companies if:

- Both companies are on the same Portal server.
- The supplying company has configured the PDI tab in Debtor Maintenance for the receiving company's debtor account.

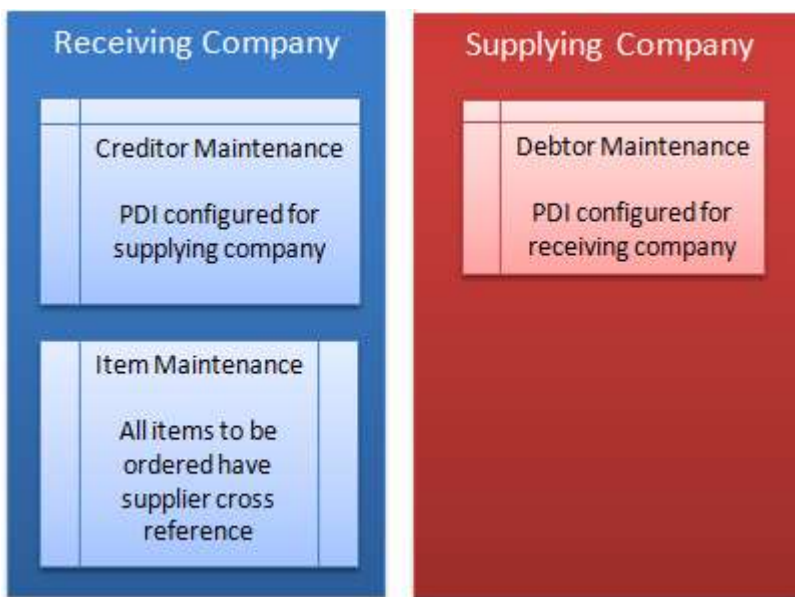
See *Setting up debtors for PDI* on page 474.

- The receiving company has configured the PDI tab in Creditor Maintenance for the supplying company's creditor account.

See *Setting up creditors for PDI* on page 472.

- The receiving company has configured the Supplier Cross Reference codes for all items to be ordered from the supplying company.

See *Adding supplier cross-references for items* on page 16.



Note: If any of these criteria are not met, PDI does not function. If the PDI fails, the data is not transferred, and must be added manually as per normal procurement procedures.

Also see:

- *Creditor Maintenance screen.*
- *Creditor Cross Reference screen.*

What you can do:

- *Setting up creditors for PDI on page 472.*
- *Setting up debtors for PDI on page 474.*
- *Adding supplier cross-references for items on page 16.*
- *Ordering stock via PDI on page 477.*
- *Fulfilling a customer order via PDI on page 478.*
- *Receiving stock via PDI on page 479.*


Setting up creditors for PDI

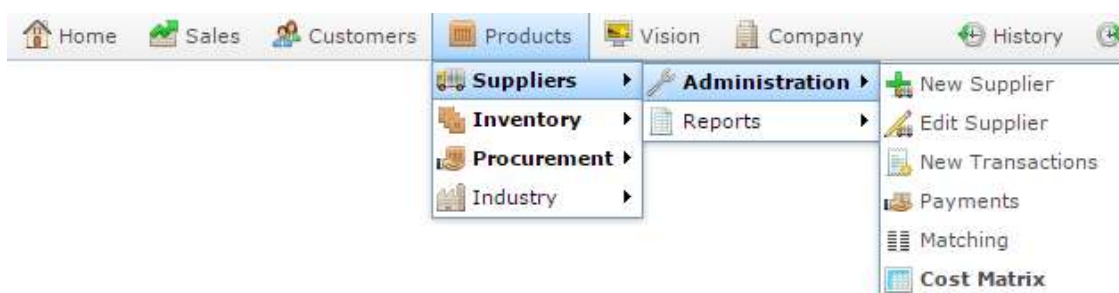
You must configure how the Portal should exchange information with another company in order to use the PDI with a creditor.

Configuring the PDI setup correctly is essential for ensuring your information is sent to the creditor in a format that the creditor's Portal can interpret. The exact configuration required depends on your creditor's setup, and not all fields are required for every creditor. You should request their PDI configuration requirements before proceeding.

Note: The other company must also configure your company as a PDI-enabled debtor. See *Setting up debtors for PDI* on page 474. You must also configure supplier cross-reference numbers for all items you want to purchase from this creditor. See *Adding supplier cross-references for items* on page 16.

To enable PDI for a creditor:

1. Press  **Products** in the main menu bar.
2. Press **Suppliers > Administration > Edit Suppliers**.



The Find Creditor screen is displayed.



3. Search for the creditor you want to edit.
See *Finding a creditor or supplier* on page 11.

The Creditor Maintenance screen is displayed

Creditor Maintenance

Creditor Code: 5001
Name: ACMEx Products

Name and Address | Account Details | PDI Setup | Totals

Name: ACMEx Products Telephone: 95887965
 ABN / ACN: 1245984385754 Alt. Telephone:
 Contact Name: Jason Acmax Facsimile:
 Address: 391 High street Road Alt. Facsimile:
 Monash Email: Hello@ACMEX.com
 Post Code: 341 Reference:
 Comment:

Save New Creditor Report Payment Transactions

4. Press the PDI Setup tab.

The PDI Setup tab is displayed.

Creditor Maintenance

Creditor Code: 5001
Name: ACMEx Products

Name and Address | Account Details | PDI Setup | Totals

Site: Chadstone
PDI URL:

Element Name	Element Tag	Element Value	Description	Enabled
Account	Account			<input checked="" type="checkbox"/>
Cartons	Cartons			<input checked="" type="checkbox"/>
Comment	Comment			<input checked="" type="checkbox"/>
Date	Date			<input checked="" type="checkbox"/>
Description	Description			<input checked="" type="checkbox"/>
Discount	Discount			<input checked="" type="checkbox"/>
DueDate	DueDate			<input checked="" type="checkbox"/>
FREE	FREE			<input type="checkbox"/>

Add Update Delete

Save New Creditor Report Payment Transactions

5. Configure the PDI data to match the creditor's requirements:

- Clear the **Enabled** field of any information that won't be required.
- Type a value into the static information such as the **Account** field and **Cartons** field.
- Leave a field blank if it will vary from order to order, such as **Due Date**.


Setting up debtors for PDI

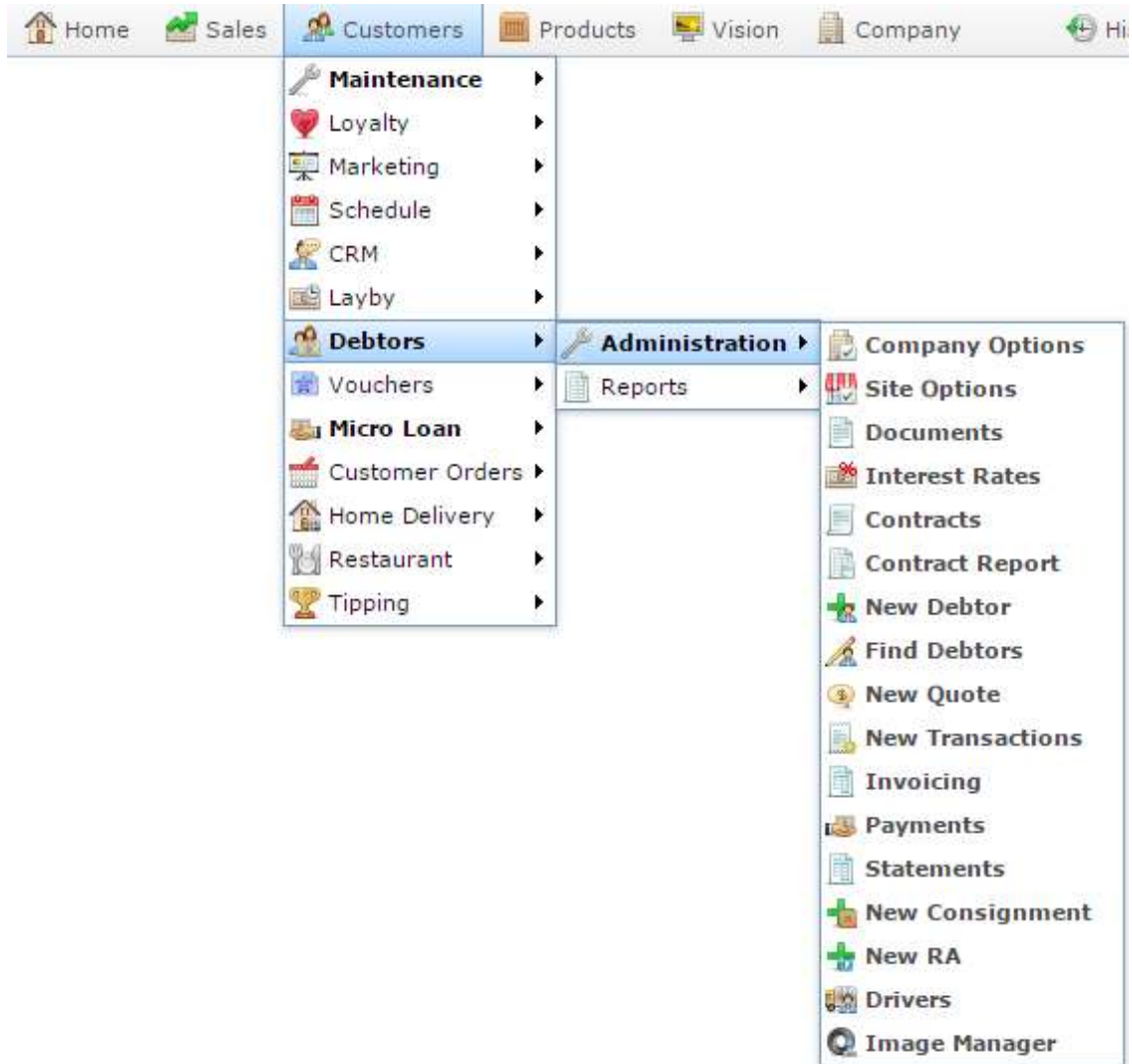
You must configure how the Portal should exchange information with another company in order to use the PDI with a debtor.

Configuring the PDI setup correctly is essential for ensuring your information is sent to the debtor in a format that the debtor's Portal can interpret. The exact configuration required depends on your debtor's setup, and not all fields may be required for every debtor. You should request their PDI configuration requirements before proceeding.

Note: The other company must also configure your company as a PDI-enabled creditor. See *Setting up creditors for PDI* on page 472. You must also provide them with item numbers for all items they will purchase from you.

To enable PDI for a creditor:

1. Press  **Customers** in the main menu bar.
2. Press **Debtors > Administration > Find Debtors** .



The Find Debtor screen is displayed.

3. Search for the debtor to edit and select them.

See *Finding a debtor*.

The Debtor Maintenance screen is displayed

Using the Portal Data Interchange (PDI)

The screenshot shows the 'Debtor File Maintenance' form with the 'PDI Setup' tab selected. The form contains various input fields for debtor information, including Code (5000), Name (Appleseds), Contact (John Smith), Tax No (123456789), and Customer Id (4321). It also includes fields for Billing and Shipping addresses, both set to '1 Applesed Way, Orchard Grove, Victoria, Post Code: 34'. At the bottom, there are buttons for Save, New Debtor, Quotes, Orders, New Invoice, New Transaction, Payment, and Transactions.

4. Press the PDI Setup tab.

The PDI Setup tab is displayed.

The screenshot shows the 'Debtor File Maintenance' form with the 'PDI Setup' tab selected. The 'PDI URL' field is empty. Below it is a table with the following columns: Element Name, Element Tag, Element Value, Description, and Enabled. The table contains the following rows:

Element Name	Element Tag	Element Value	Description	Enabled
Account	Account			<input checked="" type="checkbox"/>
Cartons	Cartons			<input checked="" type="checkbox"/>
Comment	Comment			<input checked="" type="checkbox"/>
Date	Date			<input checked="" type="checkbox"/>
Description	Description			<input checked="" type="checkbox"/>
Details	Details			<input checked="" type="checkbox"/>
Discount	Discount			<input checked="" type="checkbox"/>
DueDate	DueDate			<input checked="" type="checkbox"/>

At the bottom right of the table, there are buttons for Add, Update, and Delete. At the bottom of the form, there are buttons for Save, New Debtor, Quotes, Orders, New Invoice, New Transaction, Payment, and Transactions.

5. Configure the PDI data to match the debtor's requirements:
 - Clear the **Enabled** field of any information that won't be required.
 - Type a value into the static information such as the **Account** field and **Cartons** field.
 - Leave a field blank if it will vary from order to order, such as **Due Date**.

Ordering stock via PDI

Purchase orders for PDI-enabled creditors work exactly the same as regular purchase orders. You can:

- Create a purchase order by finalising a requisition.
See *Managing requisitions* on page 19.
- Create a group purchase order through combining requisitions from several sites.
See *Managing group purchase orders* on page 108.
- Create a purchase order directly using one of several methods.
See *Managing purchase orders* on page 54

When you finalise the purchase order, the Portal automatically forwards the information to the creditor's portal and creates an open customer order with the items and quantities.

Fulfilling a customer order via PDI

When a PDI-enabled debtor finalises a purchase order for your company, a customer order is automatically created by the Portal and linked to their purchase order. You can add or remove items to this order just as for a normal customer order.

Note: Debtors may create group orders, where items are sent to multiple sites.

When you finalise the order, a stock receipt is automatically created in the debtor's Portal containing the items, quantities and costs you have specified.

When finalising this order, you can also select to **Finalise by Debtor Account**.

Receiving stock via PDI

When a PDI-enabled creditor finalises your order, a stock receipt is automatically opened on your Portal and linked to the purchase order and creditor. You can use this stock receipt to check off and receive the items as usual.

Note: As the stock receipt creates a creditor transaction when finalised, the Portal uses an Invoice type stock receipt. See *Receipting stock with an invoice* on page 168. Also see *Managing stock receipts* on page 157.

This stock receipt functions just like a normal stock receipt. The only difference is it has been automatically created by the Portal, instead of created by an operator. You can:

- Add, remove or edit the quantity of items.
See *Adding items to stock receipts* on page 180.
See *Editing item quantities in stock receipts* on page 182.
See *Removing items from stock receipts* on page 183.
- Print the stock receipt, item labels or discrepancies.
See *Printing a stock receipt* on page 190.
See *Printing labels via stock receipts* on page 188
See *Printing stock receipt discrepancies* on page 192.
- Finalise the stock receipt.
See *Finalising a stock receipt* on page 195.

When you finalise the stock receipt from a PDI-enabled creditor, it behaves exactly like a normal stock receipt:

- Your stock-on-hand levels are increased to account for the received stock quantities.
- Your stock-on-order levels are reduced by the received stock quantities.
3. A creditor invoice is created in your Portal and matched to the stock receipt.
4. If you have configured the Portal to automatically open label printing, you are prompted to print labels.

Glossary

Account

An account is a general ledger structure that categorises particular kinds of income or expenditure for financial reports. Accounts may also be called Ledgers in the Portal.

Aged balance

An aged balance is an amount of money owed that has been adjusted to factor an interest rate applied over time. For example: you owe a creditor \$1000, with a 10% interest. You pay \$700, leaving \$300 still to pay. After the interest period elapses, 10% interest is applied to the remaining \$300. Your aged balance is now \$330.

Balance

A balance is the total amount of money owed either by yourself to a creditor, or by a debtor to you. A balance may be:

- Positive, indicating money is owed.
- Zero, indicating no money is owed.
- Negative, indicating the party who owed money has over-paid. For example, if you pay a creditor \$1000 when you only owed \$999, your balance would be -\$1.

Barcode

A barcode is a string of numbers that links to an item. Items can have multiple barcodes assigned to them. Some barcodes called Price Embedded Barcodes encode information such as the quantity, weight or price of the item into the barcode. You can configure different types of price embedded barcodes in the Portal.

Batch (kit manufacture)

When manufacturing kits, a batch identifies a single point in time where a specified number of kits were manufactured together.

Batch (stock take)

When performing a continuous stock take, a batch identifies a collection of items scanned at one time by one or more PDTs.

Brand

A brand is a means of identifying items that belong to the same product line. Items can only have one brand, but items from different suppliers may have the same brand.

Company

A company represents your organisation within the Portal. A company can have one or more sites, representing physical locations of stores, including online stores. Some Portal configurations and features affect the entire company, other configurations can be specified per site.

Complete Order

A customer order is complete when:

- The order has been fulfilled on the Portal.
- The order has been marked as paid in full on the Portal or the customer has paid the remaining amount on the Point of Sale.
- The order has been collected or delivered.

Contract

A contract is a set of rules dictating the price, quantity and incentives offered by a supplier for a specific item, used by the Portal when calculating the best supplier to purchase a particular quantity of that item. Each contract relates to a singly supplier and item, and you can have multiple contracts for each supplier and each item.

Controlled purchase order / Controlled requisition

A controlled purchase order or requisition cannot be finalised until it has been authorised by Head Office.

Cost matrix / price matrix

A cost matrix or price matrix is a means by which the Portal can automatically calculate the price of an item at each price level based on the item's supplier cost. You can create multiple cost levels, so that the price levels of an item that cost \$5 might be calculated very differently from an item that cost \$10.

A price matrix can be:

- Department-based, where all items within a department follow the same cost level rules.
- Supplier-based, where all items from the same supplier follow the same cost level rules.

Only one method can be used. You can also elect to use neither.

Credit adjustment

A credit adjustment adds credit to a balance, decreasing the amount of money owed. For example, if you owed a creditor \$100, a \$10 credit adjustment would mean you owed \$90. Credit adjustments are usually used to correct errors. If you need to decrease money owed due to a refund or return, you should use a credit note instead.

Credit limit

A credit limit is the maximum amount of money a debtor is allowed to owe your organisation at any one time. For example, if a debtor's credit limit is \$1000 and they already owe \$900, they can only go into debt to the value of another \$100.

Credit note

A credit note adds credit to a balance, decreasing the amount of money owed. It is usually created when a balance needs to be adjusted due to a return, refund or rebate.

Creditor

A creditor is an entity to whom your company owes money. They may be a supplier, providing the items your company sells, or they may provide another service, such as a cleaner. The Portal treats suppliers and creditors the same. They have a balance tracking how much you owe them, and a credit limit that determines how much your company is allowed to owe them at a time.

Creditor payment

A creditor payment is a Portal record of paying invoices or debit adjustments. More than one invoice or debit adjustment may be paid either partially or in full in a single payment record. Creditor payments are a Portal record only and are not connected to your bank account.

Cross-reference

A cross-reference records the supplier's internal item code for an item to streamline the ordering process. Cross-references can make stock receipting easier, if suppliers use their internal codes on delivery dockets. Cross-references are also required to use the Portal Data Interchange (PDI) feature.

Colour

A colour is one of the three item variation options under Fashion. An item with a designated style may have a colour defined, as well as a size. The terms colour size and style may be renamed for your Portal configuration.

Customer

A customer is a person or organisation who purchases items in advance, to be collected or delivered at a later date. Customers may also have debtor accounts, where they are allowed to owe money to your organisation and can pay off that debt via the Point of Sale.

Debit adjustment

A debit adjustment debits a balance, increasing the amount of money owed. For example, if you owed a creditor \$100, a \$10 debit adjustment would mean you owed \$110. Debit adjustments are usually only used for corrections. If you need to record a charge due to an order of goods or services, you should use an invoice.

Delivery docket

A delivery docket is a type of stock receipt that records the incoming stock without creating a creditor invoice. Delivery dockets can not record delivery fees or discounts. You can match delivery docket stock receipts to creditor invoices.

Department

A department is a means of categorising items in your inventory. Items can belong to only one department. Depending on your Portal configuration, you may have up to five levels of departments in a hierarchy, by default called Departments, Sub Departments, Categories, Sub Categories and Ranges.

Note: This documentation uses the Portal default names for these levels: Department and Division. Your Portal may be configured to use different names, but the function is the same. You can see the names and levels your Portal uses in the Department Layers tab of Company Maintenance.

Department promotion

A department promotion is a promotion that applies to all items within a specific department. A department promotion allows you to provide a discount for the items purchased, either immediately or as a credit voucher. The promotion can be restricted to only provide a discount if a minimum number of items or minimum sale amount is reached.

Discount

A discount is a reduction in the price of an item. Discounts can apply to:

- A selected item, calculated either per-unit or per-line.
- The whole transaction, calculated per-unit or per-line for every item in the transaction.

Note: Some items may have discount maximums. If the discount you select is greater than the maximum discount allowed for the item, the item is only discounted up to its maximum level.

Per-unit discounts can:

- Reduce an item's price by a percentage of the original price. For example, 10% off.
- Reduce an item's price by a flat amount. For example, \$1 off.
- Set the per-unit price to a set amount. For example, \$5 per item.
- Set the price of the item to its cost price plus a set amount.
- Remove the tax of an item.

Per-line discounts can:

- Cap the total price for an item line to a predetermined amount. For example, the line total may be anything up to a maximum of \$10.
- Set the total price for an item line to a predetermined amount. For example, the line total is \$10.

A discount may also prompt the operator for a discount amount.

Note: The item and transaction discounts available and the item discount maximums are configured in the Portal.

Note: Special discounts such as some senior citizens or disability discounts make an item tax exempt. If a tax exempt discount is applied, the customer must supply their Senior Citizen or Tax Exempt ID during the tender process in order to receive the discount. The Point of Sale displays the discount as if from the normal tax-inclusive price.

Division

Divisions are top-level classifications for departments in your company. The Portal offers two kinds of divisions to support the Oracle financial interfaces: Reporting and Financial. Each department belongs to a single reporting division and a single financial division.

DSD

A DSD is an external supplier that is not part of your company. You may configure different rules and restrictions for direct suppliers than are used for the company warehouse. You can also restrict sites to use only warehouse suppliers and prevent them from ordering from direct suppliers.

Employee

An employee is a member of your company staff that you want to roster on to your staff schedule. Employees may or may not have access to Portal and Point of Sale systems.

Fashion

Fashion is the Portal feature that allows you to create variation of items, such as different colours, sizes and styles of the same item. The default labels of colour, size and style can be changed to something that suits your inventory.

Fixture

A fixture is a physical structure or area within your site that contains stock. This may include gondolas, counters, refrigerators, back-room receipt trolleys, tables, wall sections or any other area that regularly contains stock on your site. Fixtures are used primarily during stock take.

Group promotion

A group promotion is a promotion that applies to all items within a group that you define. A group promotion allows you to provide a free item or a discount for the items purchased, either immediately or as a credit voucher. The promotion can be restricted to only provide a discount if a minimum number of items or minimum sale amount is reached.

Group purchase order

A group purchase order is a purchase order that combines the requisitions from several sites into one purchase order. Stock levels can be allocated to each site during the creation of the order.

Inventory

The inventory is the Portal feature of maintaining all items that you offer for sale in your company.

Invoice

An invoice details an amount owed by an entity such as your company or a debtor, and the goods or services that incurred that cost. An invoice usually details the period of time by which it must be paid.

You can also receipt stock using an invoice. An invoice stock receipt automatically creates an invoice for that creditor in your Portal records, and allows you to record additional information such as delivery fees and discounts.

Inter-branch transfers (IBT)

An inter-branch transfer is a transfer of stock from one site within a company to another.

Item

An item represents a good or service provided by your organisation. Items are added to transactions in order to sell or return them. An item will include information about its:

- Barcode.

Note: An item can have more than one barcode.

- Description.
- Unit of measurement, for example an item may be sold by weight or as individual units.
- Price per unit of measurement.

Items also have additional information stored on the Portal, such as stock on hand, promotions and discount maximums.

Item options

Items can be modified with options to detail the customer's specific request. For example, a coffee order may contain soy milk or extra sugar. The options available for each item must be configured in the Portal.

Item variation

An item variation is an item that uses Fashion variations of colour, size and style. The default labels of colour, size and style may be renamed for your Portal configuration.

Journal

A journal is a unique code identifying a date, site and terminal for a transaction within the Portal.

Kit

A kit is an item that is made up of several other items in your inventory. The kit item itself does not have a stock-on-hand. Instead, when a kit item is sold, the stock-on-hand of the component items is decreased accordingly.

Label

A label is attached to an item and displays information about that item, such as the item's price, best before date and quantity, cooking or nutritional information, or a barcode. Labels can be printed via the Point of Sale.

Ledger

A ledger is a financial category or general ledger grouping that a transaction corresponds to for accounting purposes. For example, Expenses, Staff Salary, etc. The Portal uses a ledger for the Trail Balance Profit report. Your Portal may be configured not to use other ledgers.

Ledger type

A ledger type is a category or grouping of ledgers for accounting and reporting purposes, such as Income or Expenses. Your Portal may be configured not to use ledgers.

Line minimum

A line minimum is the minimum number of different items that must be in a transaction to trigger an effect, such as a promotion. Each unique item in a transaction creates its own line. Multiple units of the same item are recorded on the same line. A line minimum of 3 requires 3 unique items to be purchased.

Manufactured Kit

A manufactured kit is an item that is made up of several other items in your inventory. The kit item must be manufactured on site before it can be sold, and the stock-on-hand of the kit item is tracked by the Portal. When you manufacture a kit, the stock-on-hand of the component items is decreased and the stock-on-hand of the kit item is increased accordingly.

Matching

Matching is the process of linking a delivery docket receipt with a creditor invoice you have created in the Portal. Invoice-type stock receipts automatically create a creditor invoice and do not need to be matched.

Menu area

A menu area is a category of items designed to group items into meal types during table service. For example, coffees, mains, desserts. Menu areas control which modifier items can be applied to which prime items.

Modifier item

A modified item is an item in your inventory that is used to add a modification to another item, such as adding 'soy milk' to a coffee. While modifier items can have costs and add to the price of the item they are modifying, they cannot be sold directly on the Point of Sale.

Open transaction

An open transaction is a transaction that has not yet been finalised. For example, a creditor invoice that has not been paid.

Operator

An operator is a staff member who uses the Point of Sale to process transactions or manage the cash drawer. Each operator is identified by a unique operator code and password that they use to log into the Point of Sale. Operator codes are unique to each site, but do not have to be unique within a company.

Pack

A pack represents the number of units that an item is supplied in. For example, you may sell cans of softdrink individually, but they are ordered in packs of 24 from the supplier. This is different to a referral, where both the single can and the pack of cans are tracked in the inventory.

Pallet

A pallet is a set of cartons containing items that are grouped together as a specific collection so they can be tracked from supplier through to sale via barcodes. A pallet usually has a special barcode that encodes the number of cartons it contains, while each carton has a special barcode detailing the quantity of items it contains and their expiry dates.

Pallet barcodes may also be linked electronically to the carton barcodes.

Payment terms

Payment terms is the number of days after issuing an invoice that a creditor expects to be paid. Common payment terms are 21, 30, 60 or 90.

PDT

A PDT, or portable data terminal, is a small hand-held device with a touchscreen and an in-built scanner that can interact with the Portal to sell, order or count stock via the PDT software interface. PDTs are registered as terminals for a site, just as full Point of Sale terminals are, and require operators to log in to use them.

Portal Data Interchange (PDI)

The Portal Data Interchange (PDI) is a Portal feature that allows two separate companies that both use the AMC Convergent IT Portal to streamline their procurement process by automating the creation of customer orders and stock receipts between the companies.

Permission

A permission is a configuration that determines whether an operator is allowed to perform a specific task. For example, the ability to authorise purchase orders or change employee records may be restricted to certain individuals.

Portal operator

A Portal operator is someone with login credentials to your company's Portal. What a Portal operator can do depends on their permissions. A Portal operator cannot use their Portal login to log into the Point of Sale.

Point of Sale operator

A Point of Sale operator is someone with login credentials to your site's Point of Sale and PDTs. Depending on their permissions, they may have limited access to some Portal functionality through a PDT, but they cannot use their Point of Sale login to log into the Portal.

Point of Sale supervisor

A Point of Sale supervisor is a Point of Sale operator with some additional permissions to do things like authorise changes to the Point of Sale terminal, authorise gift voucher returns, or anything else that your Point of Sale configuration requires a supervisor's authorisation for. Their supervisor status is separate from any Portal permissions they may have. Depending on their permissions, they may have limited access to some Portal functionality through a PDT, but they cannot use their Point of Sale login to log into the Portal.

Price change

A price change updates the Portal with new prices for each price level of an item. Price changes can only be performed by operators with sufficient Portal privileges.

Price level

The Portal inventory system can store multiple price levels. For example, you may have one price level for retail customers and another for corporate or wholesale customers. The Point of Sale can be configured to use the appropriate price level when a debtor or customer is added to the transaction.

Prime item

A prime item is an item that can be sold normally through your Point of Sale. Most of the items in your inventory are likely to be prime items.

Procurement

The procurement system is the set of Portal features that manage and maintain the act of replenishing your stock levels, including managing creditors, contracts, requisitions, purchase orders, stock receipts, returns, adjustments and stock take.

Promotion

A promotion is a Portal feature which lets you create sophisticated rules to offer discounts, free items or rebates when the customer purchases a particular set of or combination of items. The Portal allows you to create promotions based on departments, suppliers, or your own custom item groups.

Promotion group

A promotion group is a group of items you define that either is used to trigger a promotion, or has the effects of the promotion applied to it. You can use the same group for multiple promotions.

Purchase order

A purchase order is a request to an individual supplier to purchase a set quantity of specific items. Purchase orders can be created manually, automatically created from finalised requisitions, or generated using procurement configurations.

Rebate

A rebate is an amount of money offered back to the customer by a supplier as an incentive to purchase. As opposed to a discount, special or promotion, where your company covers the lost profit from the price reduction, the supplier is responsible for reimbursing your company.

Rebate group

A rebate group is a collection of rebate item groups, used to easily control start and end dates of rebates.

Rebate item group

A rebate item group is a collection of rebate items, where each item has its rebate rules defined.

Receipt

A receipt is the printed record of a transaction, including the items, quantities and prices, any loyalty information, the tenders submitted and the operator, the terminal and date the transaction took place at.

Referral

A referral is a connection between two items in your inventory, where one is considered part of the other. For example, if your inventory tracks both individual cans of softdrink and crates of 24 cans, you can use a referral so that purchasing a single can (Selling item) depletes your stock of crates (Stock item) by 1/24th. This is different to using packs, as both individual cans and whole crates of items are tracked in your inventory.

Referred item

A referred item is an item that is depleted by the sale of another item. For example, if your inventory tracks both individual cans of softdrink and crates of 24 cans and sells the cans individually, the referred item is the crate of cans, which is depleted every time an individual can is sold. Referred items are also called Stock items in this documentation.

Requisition

A requisition is a list of items requested by a particular site. Each item is given a requested supplier, and all items are included in a single requisition, even if they are from different suppliers. Finalising a requisition can automatically open a purchase order for the appropriate suppliers. Requisitions from multiple sites may be combined into a group purchase order for a supplier, if your Portal is configured to permit group purchase orders.

Roster

A roster is a schedule of when specific staff members are supposed to work.

Sale minimum

A sale minimum is a minimum transaction amount used to trigger a promotion or other effect. For example, a sale minimum of \$10 requires that at least \$10 of items are purchased in a single transaction.

Selling item

A selling item is an item that uses a referral to track its stock levels on a different item. For example, if your inventory contains both individual cans of softdrink and crates of 24-cans, and your company sells the individual cans but tracks stock of the crates of 24 cans, then the individual can is the selling item.

Size

A size is one of the three item variation options under Fashion. An item with a designated style may have a colour defined, as well as a size. The terms colour size and style may be renamed for your Portal configuration.

Note: This should not be confused with an item's size as defined in the Details tab of Inventory Maintenance, which details how units of an item should be measured and sold.

Snap count

A snap count is a record of the stock-on-hand of an item or set of items at the time of the snap count, as tracked by the Portal. Snap counts are used for calculations and reporting.

Special

A special is a temporary reduced price given to a specific item for a period of time. Where a promotion applies to a group of items, a special applies only to an individual item.

Stock adjustment / write-off

A stock adjustment is a record of increasing or decreasing an item's stock-on-hand, with a reason. For example, stock was found after stock take, or stock has been damaged.

Stock item

A stock item is an item that is referred to by another item, to track the stock-on-hand. For example, if your inventory contains both individual cans of softdrink and crates of 24-cans, and your company sells the individual cans but tracks stock of the crates of 24 cans, then the crate of 24 cans is the stock item.

Stock on hand

Stock on hand is the number of units of a particular item a site currently has. It is updated automatically by stock receipting, transfers, adjustments and sales, and compared against stock take numbers to determine shrinkage.

Stock receipt

A stock receipt is the process of recording stock incoming from a supplier to a site. Stock receipts record the supplier, date, item and quantities, including any items that were received but not ordered, or items that were listed but not delivered. Stock receipts may use a delivery docket, which is a plain record of incoming stock, or an invoice, which creates a corresponding creditor invoice in the Portal to link with the stock receipt.

Stock return

A stock return is the process of returning stock to a supplier because it is faulty or otherwise unsuitable for sale. Stock returns record the date, item and quantity being returned and the reason for each item being returned.

Stock take

A stock take is the process of counting all units of stock at a particular site to obtain an accurate stock-on-hand level. Stock takes can either be continuous, where stock is counted while the site is still open for trading, or manual, where all stock is counted in a single session while the site is closed for trading.

Style

A style is one of the three item variation options under Fashion. An item with a designated style may have a colour defined, as well as a size. The terms colour size and style may be renamed for your Portal configuration.

Supplier

A supplier is a creditor from whom you purchase items in your inventory.

Supplier promotion

A supplier promotion is a promotion that applies to all items marked as purchased from a specific supplier. A supplier promotion allows you to provide a discount or supplier rebate for the items purchased, either immediately or as a credit voucher. The promotion can be restricted to only provide a discount if a minimum number of items or minimum sale amount is reached.

Terminal

A terminal is the tablet or other device that runs the Point of Sale. Each terminal is connected to the site via the base station, and is identified by a unique terminal number, which is recorded in every transaction made by the terminal.

Point of Sale Transaction

A Point of Sale transaction is an exchange of items, which represent goods or services provided by your organisation, for payment. Transactions include all the relevant information about the exchange:

- The date, time, site and location of the transaction.
- The operator who performed the transaction, and which terminal they used.
- The items purchased or returned and in what quantities.
- The amounts and types of payments provided, including any change or reimbursement provided to the customer or redeemed loyalty points.

Note: Transactions cannot be finalised until they balance. That is, the amount owed by the customer is zero, and any amount that has been overtendered has been issued as change.

- The loyalty number linked to the transaction, if applicable.

You can view what is currently included in the transaction in the Transaction list of the Point of Sale.

Note: In the Portal, a transaction also refers to an exchange of money, such as the payment of a creditor, or a debit adjustment.

Transaction line

A transaction line is an entry in the Transaction list that contains an item and its quantity. If more than one unit of an item is added to a transaction, the units are grouped into a single line. Actions such as price overrides, voids, discounts or refunds then apply to all units in the line.

Chicken Drum/stk 6 583kg N x \$2.99/kg	\$19.68
Crown Lamb Roast 1.426kg N x \$12.99/kg	\$18.52
Total:	\$38.20
Credit Card	\$20.00
CASH	\$50.00
Change	\$31.80

Warehouse

A warehouse is a supplier that represents your company's central warehouse, used when sites order some or all of their inventory from Head Office rather than directly from external suppliers. You may configure different rules and restrictions for warehouse suppliers than are used for direct suppliers. You can also restrict sites to use only warehouse suppliers and prevent them from ordering from direct suppliers.