

Stock Control Guide

1 Complete a stock take and put down the quantity of your existing stocks.



It's time to take stock...

2 Zero stock (To make sure the stock level back to 0)

Click stock in the menu



Click stock movement

| 🔤 TSG | TSG POS - 1.6.10-20190702 DEV - LIVE | | | | | | |
|-------|--------------------------------------|------------------------------|-------------------------------|--|--|--|--|
| 12-0 | 7-2019 15:49:04 | TSG POS | | | | | |
| | Stock | | | | | | |
| Х | Maintenance | | | | | | |
| | Products | Promotions | Stock Holding | | | | |
| | Categories | Taxes | Stock Movement | | | | |
| | Supplier Management | Crder Import/Export | Price Board | | | | |
| | Promotions File Export | | | | | | |
| | Reports | | | | | | |
| | Products | Expired Promotions | Product Labels | | | | |
| | Catalogue | Sectory | Securrent Inventory | | | | |
| | Finventory By Datetime | Serventory: Broken | Sector Inventory: List Detail | | | | |
| | Inventory: Difference | Inventory: Difference Detail | | | | | |
| | | | | | | | |

Click zero stock

| 🗐 TSG | POS - 1.6.10-20190702 DEV - LIVE | | |
|-------|--|--|---|
| 12-0 | 7-2019 15:55:24 | | TSG POS |
| | Stock Movement | | |
| X | Date 12/07/2019 3:55:00 PM Reason (In) Purch | ase 🔹 Stock | Inventory Management |
| | Item Stock Level Units Cost Inc GST | C C 7 4 1 C Product Search Zero Stock Max Stock | * • 8 9 • 5 6 • 2 3 = • • • |

Select all stock and click ok (If you like to do one category at a time, please select specific category and click ok)





If you never use stock control before, your stock level may be minus.

Before zero stock

| CGCTN | | | | | |
|-------------|---------------------------------|-------------|----------|--------------|-------|
| | Name | | | | Units |
| Barcode | Cost | Total Cost | Retail | Total Retail | |
| 93107049022 | 7 Alpine Is 25/200 Filter Ctn | | | | -5 |
| | \$283.44 | -\$1,417.18 | \$291.94 | -\$1,459.70 | |
| 93107049023 | 5 Alpine Is 25/200 Fine Ctn | | | | -6 |
| | \$283.44 | -\$1,700.62 | \$291.94 | -\$1,751.64 | |
| 93107049022 | 9 Alpine Is 25/200 Original Ctn | | | | -3 |
| | \$283.44 | -\$850.31 | \$291.94 | -\$875.82 | |
| 93107049023 | 1 Alpine Is 25/200 Rich Ctn | | | | -8 |
| | \$283.44 | -\$2,267.50 | \$291.94 | -\$2,335.52 | |
| 93107049023 | 9 Alpine Is 25/200 Supreme Ctn | | | | -1 |
| | \$283.44 | -\$283.44 | \$291.94 | -\$291.94 | |

After zero stock

| | Name | | | | Units |
|-------------|----------------------------------|------------|----------|--------------|-------|
| Barcode | Cost | Total Cost | Retail | Total Retail | |
| 93107049022 | 27 Alpine Is 25/200 Filter Ctn | | | | 0 |
| | \$283.44 | \$0.00 | \$291.94 | \$0.00 | |
| 93107049023 | 35 Alpine Is 25/200 Fine Ctn | | | | 0 |
| | \$283.44 | \$0.00 | \$291.94 | \$0.00 | |
| 93107049022 | 29 Alpine Is 25/200 Original Ctn | | | | 0 |
| | \$283.44 | \$0.00 | \$291.94 | \$0.00 | |
| 93107049023 | 31 Alpine Is 25/200 Rich Ctn | | | | 0 |
| | \$283.44 | \$0.00 | \$291.94 | \$0.00 | |
| 93107049023 | 39 Alpine Is 25/200 Supreme Ctn | | | | 0 |
| | \$283.44 | \$0.00 | \$291.94 | \$0.00 | |

Make sure the inventory report looks like this in order to confirm that the zero stock was successful.

How do I get such inventory report?

3 Check stock level by running Inventory report

Click stock in the menu



Click Inventory

| 🔤 TSG | POS - 1.6.10-20190702 DEV - LIVE | | |
|-------|----------------------------------|-------------------------------|------------------------|
| 12-0 | 7-2019 16:23:41 | TSG POS | |
| | Stock | | |
| Х | Maintenance | | |
| | Products | Promotions | Stock Holding |
| | Categories | Taxes | Stock Movement |
| | Supplier Management | Creer Import/Export | Price Board |
| | Promotions File Export | | |
| | Reports | | |
| | Products | Expired Promotions | Product Labels |
| | Catalogue | | Current Inventory |
| | Inventory By Datetime | Sel Inventory: Broken | Inventory: List Detail |
| | Inventory: Difference | Virventory: Difference Detail | |

4 Export your stock takes to the POS

Click stock in the menu



Click stock on the menu

| 150 15-0 | POS - 1.6.10-20190702 DEV - LIVE 7-2019 9:44:08 | TSG POS | - ª × tsg |
|-------------|--|---------------------------------|--------------------------|
| | Stock | | |
| К | Maintenance | | |
| | Products | Promotions | Stock Holding |
| | Categories | Taxes | Stock Movement |
| | Supplier Management | Criter Import/Export | Price Board |
| | Promotions File Export | | |
| | Reports | | |
| | Products | Septred Promotions | Separate Product Labels |
| | Catalogue | Set Inventory | Securent Inventory |
| | Riventory By Datetime | Set Inventory: Broken | Senteritory: List Detail |
| | Se Inventory: Difference | Se Inventory: Difference Detail | |
| | | | |

Choose the supplier and click export order. This time, we will take BATA as an example.

| G POS - 1.6 | 10-20190702 DEV - LIVE | | |
|-------------|------------------------|---|---------|
| 07-2019 | 9:47:16 | | TSG POS |
| Orde | r Import/Export | | |
| Export | Drder To Document | | |
| Supplier | <default></default> | | |
| Date Fron | 15/06/2019 12:00:00 AM | Date To 15/07/2019 11:59:59 PM | |
| Import | Order From Document | CSV SAMPLE FORMAT | |
| | | Product Name, Units xyz Pipe, 1 abc Pipe, 1 | |
| | Import Order | def Pipe, 2 | |
| Export | Blank Supplier Order | | |
| Supplier | <default></default> | Export Order | |
| | <default></default> | | |
| | RATA | | |
| Export | Coca Cola Ptv Ltd | | |
| LAPOICI | Easy Vape | | |
| Supplier | iGear | Export Order | |
| | Imperial | | |
| | Lisa Bollock | | |

| छ TS 15-(| G POS - 1.6.10-20190702 DEV - LIVE)7-2019 9:52:14 | | TSG POS |
|--------------|--|------------------------------------|--|
| | Order Import/Export | | |
| Х | Export Order To Document | | |
| | Supplier <pre><pre>Supplier</pre> <pre><pre></pre></pre></pre> | | |
| | Date From 15/06/2019 12:00:00 AM | Date To 15/07/2019 11:59:59 PM | Export Order |
| | Import Order From Document | CSV SAMPLE FORMAT | |
| | | Product Name, Units xyz Pipe, 1 | |
| | Import Order | def Pipe, 2 | |
| | Export Blank Supplier Order | | Custom Onice Templates Template_2019-06-12.csv.csv Power BI Desktop Table 2019-06-12.csv.csv |
| | Suppler BATA Expo | rt Order | Blank-BATA csv MaxLevel-StockDlff-BATA.csv Template_2019-06-12.csv |
| | Export Max Level - Stock Difference Order | | File Name: Blank-BATA Files of Type: CSV file |
| | Supplier <default> Expo</default> | rt Order | Save |
| | | | |

By default, the file will be saved in my Document. But you can modify that path. By default, the file will be called Blank-Bata. But you can modify the file name. Click save to confirm Open the excel file.

| Import Character set Western Europe (Windows-1252/WinLatin 1) Language Default - English (Australia) From row 1 | OK Cancel <u>H</u> elp | |
|---|------------------------------|---|
| Character set Western Europe (Windows-1252/WinLatin 1) Language Default - English (Australia) From row 1 | OK Cancel <u>H</u> elp | |
| Language Default - English (Australia) | Cancel <u>H</u> elp | |
| From row 1 | <u>H</u> elp | _ |
| Senseter entires | | |
| separator options | | |
| ○ <u>F</u> ixed width | | |
| | | |
| □ <u>I</u> ab <u>Comma</u> <u>O</u> ther | | |
| Semicolon Space | | |
| ☐ Merge <u>d</u> elimiters Te <u>x</u> t delimiter " ✓ | | |
| Other options | | |
| Quoted field as text | | |
| Detect special <u>n</u> umbers | | |
| Fields | | |
| Column type | | |
| Standard Standard Standard Standard | | |
| 1 Product Name Units Unit Cost Total | | |
| 2 B&H 20 Multi Pack Card 0 0.00 =C2*B2 | | |
| 3 Benson & Hedges 20 Classic H/Pkt 0 26.39 =C3*B3 | | |
| 4 Benson & Hedges 20 Fine H/Pkt 0 26.39 =C4*B4 | | |
| 5 Benson & Hedges 20 Smooth H/Pkt 0 26.39 =C5*B5 | | |
| 6 Benson & Hedges 20/200 Classic Hd Ctn 0 263.90 =C6*B6 | | |
| 7 Benson & Hedges 20/200 Fine Hd Ctn 0 263.90 =C7*B7 🗸 | | |
| | | |

Select separated by Comma. Click Ok.

| 🗃 Blank-BATA.csv - OpenOffice Calc | | | | | | | | | |
|------------------------------------|---|-------|-----------|------------|---|--|--|--|--|
| <u>F</u> ile | <u>Eile Edit View Insert Format Tools D</u> ata <u>W</u> indow <u>H</u> elp | | | | | | | | |
| 1 | 🗃 • 😕 • 🖬 👒 🕑 🗟 🖴 🖎 🏷 👟 😹 🖻 • 🛷 ୭ • @ • @ | | | | | | | | |
| 9. | Prial ✓ 10 ✓ B I U ≡ Ξ ≡ ≡ ↓ 10 9 | | | | | | | | |
| F10 | F10 \checkmark $\mathcal{F}_{\mathbf{x}} \Sigma =$ | | | | | | | | |
| | A | B | С | D | E | | | | |
| 1 | Product Name | Units | Unit Cost | Total Cost | | | | | |
| 2 | B&H 20 Multi Pack Card | 1 | 0 | 0 | | | | | |
| 3 | Benson & Hedges 20 Classic H/Pkt | _ J | 26.39 | 0 | | | | | |
| 4 | Benson & Hedges 20 Fine H/Pkt | | 26.39 | 0 | | | | | |
| 5 | Benson & Hedges 20 Smooth H/Pkt | 0 | 26.39 | 0 | | | | | |
| 6 | Benson & Hedges 20/200 Classic Hd Ctn | 1 | 263.9 | 263.9 | | | | | |
| 7 | Benson & Hedges 20/200 Fine Hd Ctn | 2 | 263.9 | 527.8 | | | | | |
| 8 | Benson & Hedges 20/200 Smooth Hd Ctn | 3 | 263.9 | 791.7 | | | | | |
| 9 | Benson & Hedges 23 Demi Classic Pkt | 0 | 14.78 | 0 | | | | | |
| 10 | Benson & Hedges 23 Demi Smooth Pkt | 0 | 14.78 | 0 | | | | | |
| 11 | Benson & Hedges 23 Gold Pkt | 0 | 30.37 | 0 | | | | | |
| 12 | Benson & Hedges 23/138 Demi Classic Ctn | 0 | 88.68 | 0 | | | | | |
| 13 | Benson & Hedges 23/138 Demi Smooth Ctn | 0 | 88.68 | 0 | | | | | |
| 14 | Benson & Hedges 23/184 Gold Ctn | 0 | 242.94 | 0 | | | | | |
| 15 | Roncon & Hodgos 25 Classic Pkt | 0 | 35 65 | 0 | | | | | |

Put in your stock take. This time, we assume that the stock level for 3 of the Benson & Hedges products are 1,2 and 3 accordingly. Save the document.

5 Import your stock takes to the POS

1.6.10-20190702 DEV - LIVE 12-07-2019 15:47:38 TSG POS Register ₩ ¥ 🔟 2 (03:47:21) Sales Edit Sales Customer Payment K S LayBy Payment Close Cash Administration Customers Stock < Sales Maintenance Presence Management Stock & Prices \$ Update Stock & Prices System â Change Password Logout

Click stock in the menu

Click stock on the menu

| 15-0 | POS - 1.6.10-20190702 DEV - LIVE 7-2019 9:44:08 | TSG POS | - ° × ts g |
|------|--|---------------------------------|----------------------|
| _ | Stock | | |
| Х | Maintenance | | |
| | Products | Promotions | Stock Holding |
| | Categories | Taxes | Stock Movement |
| | Supplier Management | Drder Import/Export | Price Board |
| | Promotions File Export | | |
| | Reports | | |
| | Products | Expired Promotions | Product Labels |
| | Catalogue | Set Inventory | Securrent Inventory |
| | Set Inventory By Datetime | Se inventory; Broken | Sentory: List Detail |
| | Inventory: Difference | Se Inventory, Difference Detail | |

Locate file that you have modified (My document) and import the order



Make sure the import is successful.

6 Check imported orders report to make sure the correct product and quantity has been imported.

Click stock in the menu

| TSG POS - 1.6.10-20190702 DEV - LIV | Έ | | | | | | |
|-------------------------------------|---|------------|------|------------|---------|-------|---|
| 12-07-2019 15:47:38 | | | | | TSG POS | | |
| Register | | (03:47:21) | ₩ 19 | k l | | | |
| Sales | K | tom | | Linita | | Total | _ |
| Edit Sales | | terri | | Units | | Total | |
| Customer Payment | | | | | | | |
| S LayBy Payment | | | | | | | |
| Close Cash | | | | | | | |
| | | | | | | | |
| Administration * | | | | | | | |
| Customers | | | | | | | |
| Stock | | | | | | | |
| Sales | | | | | | | |
| Maintenance | | | | | | | |
| Presence Management | | | | | | | |
| | | | | | | | |
| Stock & Prices | | | | | | | |
| Update Stock & Prices | | | | | | | |
| | | | | | | | |
| System | | | | | | | |
| Change Password | | | | | | | |
| Check In/Out | | | | | | | |
| Logout | | | | | | | - |
| | | | | | | | |

Click on imported orders report.

| 🖭 TS | G POS - 1.6.13-20190820 - DEV - LIVE | | - 0 > |
|------|--------------------------------------|---------------------------------|----------------------------|
| 28-0 | 8-2019 15:28:55 | TSG POS | ts <u>i</u> |
| | Stock | | |
| Χ | Maintenance | | |
| | Products | Promotions | Stock Holding |
| | Categories | Taxes | Stock Movement |
| | Supplier Management | Crder Import/Export | Price Board |
| | Promotions File Export | | |
| | Reports | | |
| | Products | Expired Promotions | Product Labels |
| | Catalogue | Se Inventory | Securrent Inventory |
| | See Inventory By Datetime | inventory: Broken | See Inventory: List Detail |
| | Se Inventory: Difference | Se Inventory: Difference Detail | Se Imported Orders |
| | | | \sim |
| | | | 4 2 |
| | | | |

Select the date and run report, double check what you just have imported. If you import multiple time on the same day. Also check the date and time.

| TSG POS - 1.6.13-2019 | 90820 - DEV - LIVE | | | | | 205 | | | | | |
|-----------------------|--------------------|-----------------------|--------------------|--------------------|---|--------------|-------|----------|--------------------------|--|---|
| 20-00-2019 13:33 | | | | | 1307 | -03 | | | | | |
| Imported | Orders | | | | | | | | | | |
| Х | | By Date | | | | | | | | | |
| | | Start Date 28/08/2019 | 12:00:00 AM End Da | ate 28/08/2019 11: | 00:00 DM | | | | | | |
| | | | // _ \ \ | | | | | | | | ^ |
| | | | | Imported | Orders | | | 28/08 | Printed V2019 3.35 PM | | |
| | | | | Pariod 28 | 18/2019 12:00:00 AM - 28/08/2019 11:00:00 I | 204 | | | | | |
| | | | | Date Importe | ed: 28/08/19 3:34 PM | | | | | | |
| | | | | Supplier | Product | Sub Category | | Quantity | Amount | | |
| | | | | BATA | Benson & Hedges 20/200 Classic Hd Ctn | BH20 | | 1 | \$263.90 | | |
| | | | | BATA | Benson & Hedges 20/200 Fine Hd Ctn | BH20 | | 2 | \$527.80 | | |
| | | | | BATA | Benson & Heages 20/200 Smooth Ha | BH2U | | 3 | 5/91.70 | | |
| | | | | | | | rotar | 6 | \$1,363.41 | | |
| | | | | | | | | | | | |
| | | | | | | | | | | | |
| | | | | | | | | | | | |
| | | | | | | | | | | | |

7 Check stock level by running Inventory report again to make sure the import was successful



Click stock in the menu

Click Inventory

| 📴 TSG POS - 1.6.10-20190702 DEV - LIVE | | | | | | | |
|--|---------------------------|--|------------------------|--|--|--|--|
| 12-07 | 7-2019 16:23:41 | TSG POS | | | | | |
| | Stock | | | | | | |
| Х | Maintenance | | | | | | |
| | Froducts | Promotions | Stock Holding | | | | |
| | Categories | Taxes | Stock Movement | | | | |
| | Republic Management | Crder Import/Export | Price Board | | | | |
| | Promotions File Export | | | | | | |
| | Reports | | | | | | |
| | Products | Expired Promotions | Product Labels | | | | |
| | Catalogue | liventory | Current Inventory | | | | |
| | See Inventory By Datetime | Se Inventory: Broken | Inventory: List Detail | | | | |
| | See Inventory. Difference | Selection for the selection of the selec | | | | | |

Now the inventory report should look like this.

| CGCIN | | | | | |
|--------------|---------------------------------------|------------|----------|--------------|-------|
| | Name | | | | Units |
| Barcode | Cost | Total Cost | Retail | Total Retail | |
| 93107049022 | 7 Alpine Is 25/200 Filter Ctn | | | | 0 |
| | \$283.44 | \$0.00 | \$291.94 | \$0.00 | |
| 93107049023 | 5 Alpine Is 25/200 Fine Ctn | | | | 0 |
| | \$283.44 | \$0.00 | \$291.94 | \$0.00 | |
| 931070490229 | Alpine Is 25/200 Original Ctn | | | | 0 |
| | \$283.44 | \$0.00 | \$291.94 | \$0.00 | |
| 93107049023 | Alpine Is 25/200 Rich Ctn | | | | 0 |
| | \$283.44 | \$0.00 | \$291.94 | \$0.00 | |
| 93107049023 | Alpine Is 25/200 Supreme Ctn | | | | 0 |
| | \$283.44 | \$0.00 | \$291.94 | \$0.00 | |
| 931079700200 |) Benson & Hedges 20/200 Classic Hd (| Ctn | | | 1 |
| | \$263.90 | \$263.90 | \$271.82 | \$271.82 | |
| 93107972436 | Benson & Hedges 20/200 Fine Hd Ctn | | | | 2 |
| | \$263.90 | \$527.80 | \$271.82 | \$543.64 | |
| 931079700250 | Benson & Hedges 20/200 Smooth Hd | Ctn | | | 3 |
| | \$263.90 | \$791.70 | \$271.82 | \$815.45 | |
| 931079728040 |) Benson & Hedges 23/138 Demi Classi | c Ctn | | | 0 |
| | \$88.68 | \$0.00 | \$91.34 | \$0.00 | |
| 931079728042 | 2 Benson & Hedges 23/138 Demi Smoot | h Ctn | | | 0 |
| | \$88.68 | \$0.00 | \$91.34 | \$0.00 | |
| 93107972846 | 5 Benson & Hedges 23/184 Gold Ctn | | | | 0 |
| | \$242.94 | \$0.00 | \$250.22 | \$0.00 | |
| 93107970020 | Benson & Hedges 25/200 Classic Ctn | | | | 0 |
| | \$285.19 | \$0.00 | \$293.74 | \$0.00 | |

Attention, please check the inventory report after you import an excel file in order to make sure you did not import the wrong file.

8 What do we do when new stocks come in?

In a week or a month after your first stock take, there will be new stocks coming in. You must keep your stock level up to date by doing following.

SG POS - 1.6.10-20190702 DEV - LIVE 12-07-2019 15:47:38 TSG POS Register \$ (03:47:21) ₩ Sales K -Edit Sales Customer Payment Close Cash Administration \$ Customers Stock < Sales Presence Management Stock & Prices â Update Stock & Prices System Change Password

Solution 1: By stock movement Click stock in the menu

Click stock movement

| SC TSC | ST 55 P05 - 1.5.10-2019/072 DEV - LIVE | | | | | | | | |
|--------|--|------------------------------|-------------------------|--|--|--|--|--|--|
| 12-0 | 7-2019 15:49:04 | TSG POS | | | | | | | |
| | Stock | | | | | | | | |
| X | Maintenance | | | | | | | | |
| | Products | Promotions | Stock Holding | | | | | | |
| | Categories | Taxes | Stock Movement | | | | | | |
| | Supplier Management | Crder Import/Export | Price Board | | | | | | |
| | Promotions File Export | | | | | | | | |
| | Reports | | | | | | | | |
| | Products | Expired Promotions | Serveduct Labels | | | | | | |
| | Catalogue | Se Inventory | Securrent Inventory | | | | | | |
| | Inventory By Datetime | Se Inventory: Broken | Sinventory: List Detail | | | | | | |
| | Winnertory: Difference | inventory: Difference Detail | | | | | | | |

Choose a reason for the stock movement (move in or out)

Click product search

| SG POS - 1.6.10-20190702 DEV - LIVE | | |
|---|---|------------------------------|
| 15-07-2019 12:50:59 | | TSG POS |
| Register 🌣 | Stock Movement | |
| Sales Customer Payment | Date 15/07/2019 12:25:00 PM Image: Constraint of the second seco | E Stock/Inventory Management |
| LayBy Payment | Item Stock Lever Onits Cost me (Out) Movem | CE * - |
| Administration ≈ Customers Stock Sales | | |
| Stock & Prices * Update Stock & Prices | | Zero Stock Max Stock |
| System A | | |

Scan your product or search it by category, sub-category or supplier. Click execute.

| 😰 Product List | | | | × |
|-----------------------|--|------|----------------|----------------|
| Barcode | | | Ē | |
| Name | Abc1 | | · E | |
| Category | ▼ | 78 | Q | Qw |
| Sub Category | • | / RŜ | Ov | /YZ |
| Supplier Buy Price | None | 4ª | 5 ť | 6 ^M |
| Sell Price ex GST | None | | | |
| Sort By | Name Sell Price Sell Price (inc GST & Promos) | | 2 ⁸ | \$ |
| | Execute Select All | (|) | • |
| | | | | |
| | Cancel | | | |

Select the product that you want, click Ok.

| 😰 Product List | | | × |
|---------------------|--|-----------------------------|-------|
| Barcode | | | |
| Name | | U E | |
| Category | • | -7^{θ} O^{\dagger} | 0.4 |
| Sub Category | • | Zig OV | - XÝz |
| Supplier | BATA | 48 53 | 7.8 |
| Buy Price | None | | 08 |
| Sell Price ex GST | None | | |
| Sort By | Name Sell Price Sell Price (inc GST & Promos) | <u> </u> | UF . |
| | Execute Select All | 0 | |
| 810 - Cap | ptain Black 20 Dark Crema Pkt | | |
| 835 - Wir \$26.3 | nfield 30 Gold Pouch 8 | | |
| 895 - Ber \$25.1 | nson & Hedges 20 Fine H/Pkt 9 | | |
| 915 - Bei \$247. | nson & Hedges 20/200 Fine Hd Ctn | | |
| | V OK Cancel | | |

Now, you can see the current stock level. We assume that we are adding 2 extra Cartons for the Benson Hedges. We should click "2 * +"

| E | 1 | | | | | TSG | POS |
|---|---|--|-----------------|--------------------|--------------------|-------------------------------|----------------------------|
| | _ | Stock Movement | | | | | |
| | K | Date 15/07/2019 12:25:00 PM | | Reason | (In) Purch | ase 🔹 | Stock/Inventory Management |
| | | Item Benson & Hedges 20/200 Fine Hd Ctn | Stock Level U | nits Cost li x0 | nc GST \$263.90 | ^ | CE * - |
| | | | $\hat{\Lambda}$ | $\hat{\mathbf{h}}$ | | ✓O | 789+ |
| | | | - | | | | |
| | | | | | | Zero Stock | |
|] | | | | | | Max Stock | |

Now, you should able to see the Units has been changed from 0 to 2.

| TSG POS - 1.6.10-20190702 DEV - LIVE 15-07-2019 13:34:33 | | TSG P | os |
|---|---|-------------------------------------|----------------------------|
| Register * | Stock Movement | | |
| Sales | Date 15/07/2019 12:25:00 PM | Reason (In) Purchase 🔹 | Stock/Inventory Management |
| LayBy Payment Close Cash | Item Stock Lew Benson & Hedges 20/200 Fine Hd Ctn 2 | el Units Cost Inc GST / x2 \$263.90 | CE * - |
| Administration * | | | 456 123 0. |
| Maintenance | | Zero Stock | |
| Stock & Prices System Stock & Prices | | Max Stock | |

Now, we are adding another product.

| inagement |
|------------------------|
| * - |
| 9 6 + |
| artial stocktake |
| |
| |
| |

When all the stock movement is done. Click "=".

Confirm



Click yes.

If you are importing multiple products from specific supplier or category. You can also do the following.

 \times

Scan your product or search it by category, sub-category or supplier. Click execute.

| 😰 Product List | | | | × | | | |
|-----------------------|---------------------------------------|----------------|----|----------------|--|--|--|
| Barcode | | | E | | | | |
| Name | Abc1 | | | | | | |
| Category | • | 78 | Q | Qw | | | |
| Sub Category | v | / RŠ | Oĭ | /vz | | | |
| Supplier Buy Price | None | 4 ^ª | 5 | 6 ^M | | | |
| Sell Price ex GST | None | | | | | | |
| Sort By | Name Sell Price (inc GST & Promos) | | 28 | J | | | |
| | Execute Select All | (|) | • | | | |
| | | | | | | | |
| Cancel | | | | | | | |

| 😰 Product List | | | | | | | × |
|---------------------------------|---------------------------|----------------|------------------------|---------------------------|--------|--------------------|------------|
| Barcode | | | | | | | |
| Name | | | | | | | |
| Category | | | | • | 78 | | 0.99 |
| Sub Category | | | | • | , ∕ RS | Ö | - Yôz |
| Supplier | Imperial | | | • | 4.8 | 51 | 2.91 |
| Buy Price | None | • | | | 41 | | 08 |
| Sell Price ex GST | None | • | | | | 01 | 28 |
| Sort By | 🔘 Name 🛛 🔘 | Sell Price | Sel GS ⁻ | Price (inc F & Promos) | | ے ت | |
| | V Execute | Select | t All | | | 0 | |
| 1212 - ⁻ \$0.0 | Tally Ho 50s Five Pa 0 | ck | | Ĵ | | | |
| \$0.0 | ally Ho 50s 50 O | | | | | | |
| 165 - T \$0.0 | ally Ho 100s 100 0 | | | | | | |
| 169 - P \$0.0 | apers 60 0 | | | - | | | |
| | | 🗸 ок | | Cancel | | | |
| The screen shoul | d look like this | now. | | | | | |
| 📴 TSG POS - 1.6.11-20190710 - L | IVE | | | | | | |
| 29-07-2019 15:43:53 | | | | | | | TSG POS |
| Stock Moveme | ent | | | | | | |
| Date 29/07/2019 3:33 | 7:00 PM | | Reason | (In) Purchase | T | Stock/Inventory Ma | nagement |
| Item | S | tock Level Uni | its Cost Ir | nc GST | | | |
| Drum 30/300 Classic L | eaf Outer | 0 | x0 | \$463.18 | | CE | |
| Drum 30/300 Menthol O | eaf Outer | 0 | x0 | \$463.18 | \sim | | / + |
| Drum 30/300 SHIOUITE | | U | | 9703.10 | • | 4 5 (| |

This time we select Imperial as supplier, click execute and tick the box "Select All". Click OK

Drum 30/300 Rich Leaf Outer 0 x0 \$463.18 12 3 = Golden Virginia 30/300 Premium Blend \$487.72 0 x0 0 Product Search Jps 100g/600 Cigarette Tubing Tob Out 0 \$501.83 x0 0 x0 White Ox 50/500 Outer \$760.22 Zero Stock Drum 50/500 Classic Blue Outer 0 x0 \$766.83 Max Stock Drum 50/500 Rich Sky Blue Outer 0 x0 \$766.83 / 7 ► •

Select the product that you would like to modify and highline it. Click 5 and +, and now the units have changed from 0 to 5. You can use "+" to increase the number of units or "-" to reduce the number of units.



Keep adding units of product to the list until it is completed then press the "=" to complete the stock movement.

TSG POS - 1.6.11-20190710 - LIVE 30-07-2019 15:41:16

| 7-2019 15:41:16 | | | | | TSG PC |
|------------------------------------|-------------|-------|---------------|----------------|----------------------------|
| Stock Movement | | | | | |
| Date 29/07/2019 3:37:00 PM | | Reas | on (In) Purch | ase 🔻 | Stock/Inventory Management |
| Item | Stock Level | Units | Cost Inc GST | | |
| Drum 30 Classic Leaf Pouch | 0 | x5 | \$46.32 | ^ | CE * = |
| Drum 30 Rich Leaf Pouch | 0 | x1 | \$46.32 | | 789 |
| Horizon 40 Red Pkt | 0 | x1 | \$48.94 | | 4 5 6 |
| Horizon 40 Purple Pkt | 0 | x5 | \$48.94 | | 123 |
| Horizon 40 Blue Pkt | 0 | х5 | \$48.94 | | |
| Horizon 40 Orange Pkt | 0 | x10 | \$48.94 | Product Search | |
| Horizon 40 White Pkt | 0 | x12 | \$48.94 | Zero Stock | |
| Horizon 40 Menthol Blue Pkt | 0 | x2 | \$48.94 | Max Stock | |
| Golden Virginia 30g Prem Blend Tin | 0 | x5 | \$48.77 | | |
| -(| | | <u></u> | | |



Click yes. And you docket printer will print out a list of products that you just imported.

Solution 2: By importing new stock Repeat step 4 to step 7.

9 Check stock level by running Inventory report (step 3) or by checking Inventory: Difference

Click stock in the menu



Click Inventory: Difference

| 😨 TSG | POS - 1.6.10-20190702 DEV - LIVE | |
|-------|----------------------------------|---------------------------------|
| 15-0 | 7-2019 13:53:36 | TSG POS |
| | Stock | |
| X | Maintenance | |
| | Products | Promotions |
| | Categories | Taxes |
| | Supplier Management | Conter Import/Export |
| | Promotions File Export | |
| | Reports | |
| | Products | Expired Promotions |
| | Security Catalogue | See Inventory |
| | Search Inventory By Datetime | See Inventory: Broken |
| | Se Inventory: Difference | Se Inventory: Difference Detail |

Select a field if you need it. And run report

| 5-07-2019 16:24:23 | 2 DEV - LIVE | T5G P05 | - ~ |
|--------------------|--|--|------------|
| Inventory: D | ifference | | |
| 1 | By Date Start Date 15/07/2019 12:00:00 AM | Chad Darke [154977016 11 55-59 FM] | |
| By Barcoo | By Form | | |
| Barcode | Category Sub Category | Suppler | |
| Bec | | (in) Purchase (in) Retund (in) Worement (cout) Sele (cout) Retund (cout) Retund | Run Ruppor |
| | | (Cur,) Novement | |
| | | | |
| | | | |

| inventory | Difference | | | 15/07/2019 4.26 PM | |
|------------------|----------------------------------|------------------------|----------------------|--------------------------------|--|
| Period: | 15/07/2019 - 15/07/2019 | | | | |
| General CGCTN | | | | | |
| Barcode | Name | In | Out | Difference | |
| 931079700200 |) Benson & Hedges 20/200 Classic | 1 | -0 | | |
| | | \$263.90 | -\$0.00 | \$263.9 | |
| 93107972436 | Benson & Hedges 20/200 Fine | 4 | -0 | | |
| | | \$1,055.60 | -\$0.00 | \$1,055.6 | |
| 931079700250 |) Benson & Hedges 20/200 | 4 | -0 | | |
| | | \$1,055.60 | -\$0.00 | \$1,055.60 | |
| | | \$2,375.11 | -\$0.00 | \$2,375.1 | |
| | | Total In \$2,375.11 | Total Out -\$0.00 | Total Difference \$2,375.11 | |

10 You may wonder how the system works, such as, how the system deducts packets from a carton?

Take Benson & Hedges 20 as an example, if we search sub-category "BH20", we will able to find 6 products in the sub-category.

| TS 16-0 | 5 POS - 1.6.10-20190702 DEV - LIVE 7 -2019 9:56:59 | TSG POS |
|------------|---|---|
| | Products | |
| N | By Barcode By Form Barcode Category Sub Category Sub Category <t< th=""><th>Suppler 1/6 1/6 Status Active 1/6 Seneral Optomal Stock Button Image Status Reference 537 Barcode 93208932 Name Benson & Hedges 20 Clasic H/Pkt Suppler BATA Category GGPKT Sup Price 527.71 Sel Price Suppler Buy Price S26.39 Buy Price ex GST S23.99</th></t<> | Suppler 1/6 1/6 Status Active 1/6 Seneral Optomal Stock Button Image Status Reference 537 Barcode 93208932 Name Benson & Hedges 20 Clasic H/Pkt Suppler BATA Category GGPKT Sup Price 527.71 Sel Price Suppler Buy Price S26.39 Buy Price ex GST S23.99 |
| | | Apply to Category 5% Apply to Sub Category |

If you check the "optional" tab for product 537 & 538, the products are linked to each other by putting in stick counts, sub product reference and sub product quantity.

| 🗐 TS | 5 POS - 1.6.10-20190702 DEV - LIVE | | |
|------|---|--|---|
| 16-0 | 7-2019 10:04:37 | TSG PO | 5 |
| | Products | | |
| К | By Barcode By Form Barcode Catego Sub Ca | y Supplier egory BH20 V Status Active V | |
| | | | |
| | 537 - Benson & Hedges 20 Classic H/Pkt 895 - Benson & Hedges 20 Fine H/Pkt | General Optional Stock Button Image Status | |
| | 541 - Benson & Hedges 20 Smooth H/Pkt | 200 Stick Count | |
| | 915 - Benson & Hedges 20/200 Classic Hd Ctn 915 - Benson & Hedges 20/200 Fine Hd Ctn | ✓ Is this product a carton? | |
| | 542 - Benson & Hedges 20/200 Smooth Hd Ctn | 537 Sub Product Reference | |
| | | 0.1 Sub Product Quantity | |
| | | | |
| | | | |
| | | | |

Let's try to sell a packet of Benson & Hedges 20 classic and check the inventory report after.

If we go to stock >inventory report (Step 3) and put BH20 for the sub-category. Now we can see the carton of Benson & Hedges 20 classic has reduced to 0 and number of packets has increased from 0 to 9. (There are 10 packets in one carton)

| 10.17 AN | 16/07/2019 1 | | | . Location and Category | inventory |
|----------|--------------|----------|------------|--------------------------------------|-------------|
| | | | | | General |
| | | | | | CGCTN |
| Units | | | | Name | |
| | Total Retail | Retail | Total Cost | Cost | Barcode |
| (| | | Ctn | 0 Benson & Hedges 20/200 Classic Hd | 93107970020 |
| | \$0.00 | \$271.82 | \$0.00 | \$263.90 | |
| | | | ı | 1 Benson & Hedges 20/200 Fine Hd Ctr | 93107972436 |
| | \$1,087.27 | \$271.82 | \$1,055.60 | \$263.90 | |
| | | | Ctn | 0 Benson & Hedges 20/200 Smooth Hd | 93107970025 |
| | \$1,087.27 | \$271.82 | \$1,055.60 | \$263.90 | |
| | | | | | CGPKT |
| Unit | | | | Name | |
| | Total Retail | Retail | Total Cost | Cost | Barcode |
| 1 | | | | Benson & Hedges 20 Classic H/Pkt | 93208932 |
| | \$249.38 | \$27.71 | \$237.50 | \$26.39 | |
| | | | | 0 Benson & Hedges 20 Fine H/Pkt | 93107972436 |
| | \$0.00 | \$27.71 | \$0.00 | \$26.39 | |
| | | | | Benson & Hedges 20 Smooth H/Pkt | 93208949 |
| | \$0.00 | \$27.71 | \$0.00 | \$26.39 | |

\$2,348.71

\$2,423.92

What if I refund this product? Let's check the inventory again. The packet has increased from 9 to 10.

| 11.17 AM | 16/07/2019 | | | : Location and Category | Inventory |
|----------|--------------|----------|------------|--------------------------------------|--------------|
| | | | | | General |
| | | | | | CGCTN |
| Units | | | | Name | |
| | Total Retail | Retail | Total Cost | Cost | Barcode |
| 0 | | | Ctn | 0 Benson & Hedges 20/200 Classic Hd | 931079700200 |
| | \$0.00 | \$271.82 | \$0.00 | \$263.90 | |
| 4 | | | 1 | 1 Benson & Hedges 20/200 Fine Hd Ctn | 931079724361 |
| | \$1,087.27 | \$271.82 | \$1,055.60 | \$263.90 | |
| 4 | | | Ctn | 0 Benson & Hedges 20/200 Smooth Hd | 931079700250 |
| | \$1,087.27 | \$271.82 | \$1,055.60 | \$263.90 | |
| | | | | | CGPKT |
| Units | | | | Name | |
| | Total Retail | Retail | Total Cost | Cost | Barcode |
| 10 | | | | Benson & Hedges 20 Classic H/Pkt | 93208932 |
| | \$277.08 | \$27.71 | \$263.89 | \$26.39 | |
| 0 | | | | 0 Benson & Hedges 20 Fine H/Pkt | 931079724360 |
| | \$0.00 | \$27.71 | \$0.00 | \$26.39 | |
| 0 | | | | Benson & Hedges 20 Smooth H/Pkt | 93208949 |
| | \$0.00 | \$27.71 | \$0.00 | \$26.39 | |

\$2,375.10

\$2,451.63