

库存管理指南

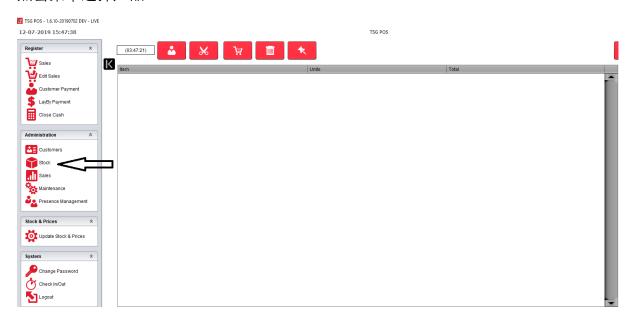
1 清点所有的货品并记录下每种货品的数量

It's time to take stock...

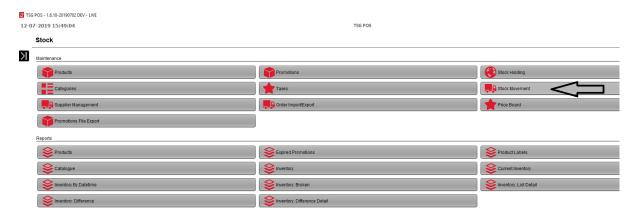


2 清零(以确保货品库存回到 0)

点击菜单选择产品



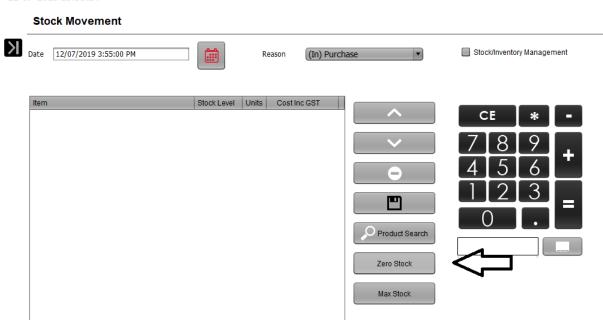
点击货品进出记录



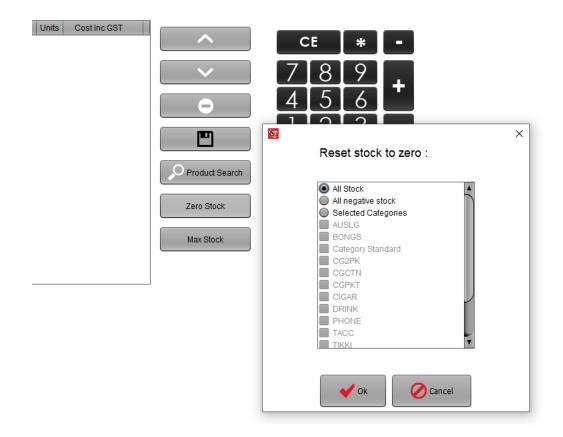
点击清零

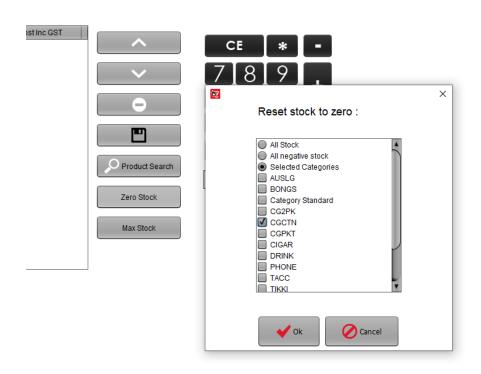
STSG POS - 1.6.10-20190702 DEV - LIVE

12-07-2019 15:55:24 TSG POS



选择全部货品然后点击 OK(你可以选择具体目录,例如条装或者包装)





如果你从来没有用过库存管理,货品数量可能为负数

清零之前

	Name				Units
Barcode	Cost	Total Cost	Retail	Total Retail	
931070490227	Alpine Is 25/200 Filter Ctn				-5
	\$283.44	-\$1,417.18	\$291.94	-\$1,459.70	
931070490235	Alpine Is 25/200 Fine Ctn				-6
	\$283.44	-\$1,700.62	\$291.94	-\$1,751.64	
931070490229	Alpine Is 25/200 Original Ctn				-3
	\$283.44	-\$850.31	\$291.94	-\$875.82	
931070490231	Alpine Is 25/200 Rich Ctn				-8
	\$283.44	-\$2,267.50	\$291.94	-\$2,335.52	
931070490239	Alpine Is 25/200 Supreme Ctn				-1
	\$283.44	-\$283.44	\$291.94	-\$291.94	

清零之后

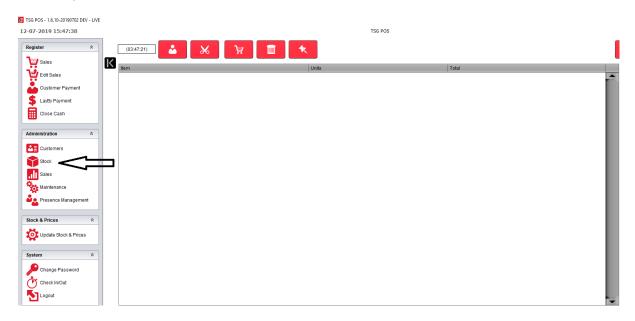
	Name	T-1-1 01		T-4-1 D-4-11	Units
Barcode	Cost	Total Cost	Retail	Total Retail	
931070490227	Alpine Is 25/200 Filter Ctn				0
	\$283.44	\$0.00	\$291.94	\$0.00	
93107049023	Alpine Is 25/200 Fine Ctn				0
	\$283.44	\$0.00	\$291.94	\$0.00	
931070490229	Alpine Is 25/200 Original Ctn				0
	\$283.44	\$0.00	\$291.94	\$0.00	
93107049023	Alpine Is 25/200 Rich Ctn				0
	\$283.44	\$0.00	\$291.94	\$0.00	
931070490239	Alpine Is 25/200 Supreme Ctn				0
	\$283.44	\$0.00	\$291.94	\$0.00	

请确保你的库存报告如上。货品数量为 0.

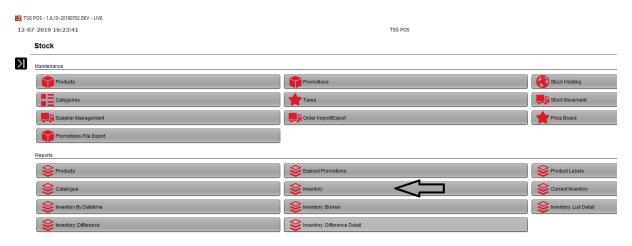
如果找到上述的库存报告?

3 如何使用库存报告

点击菜单选择产品

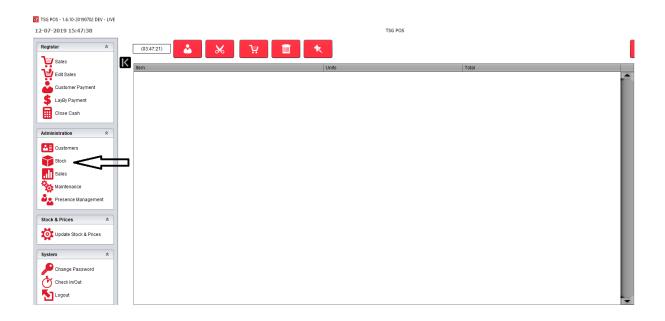


点击库存报告

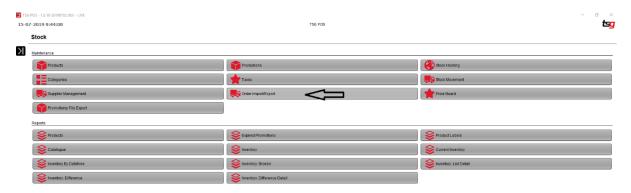


4 导入货品数量到 TSG 系统

在确保清零成功之后,点击菜单选择产品



点击订单导出/导入



选择一个供应商然后导出订单. 这次我们用 BATA 作为例子.

rder

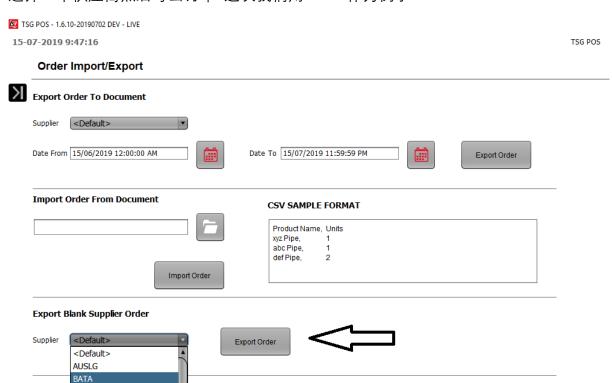
Export Order

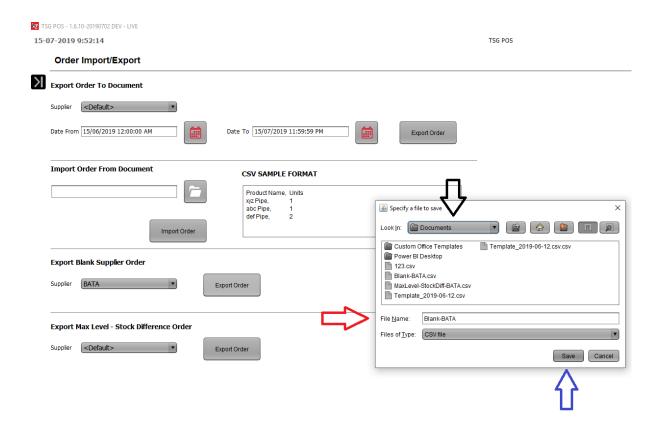
Export M Coca Cola Pty Ltd

Imperial Lisa Pollock

Supplier

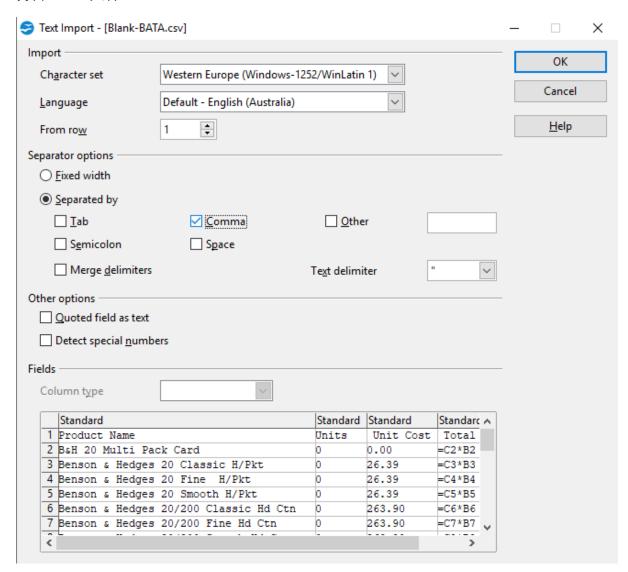
Easy Vape iGear



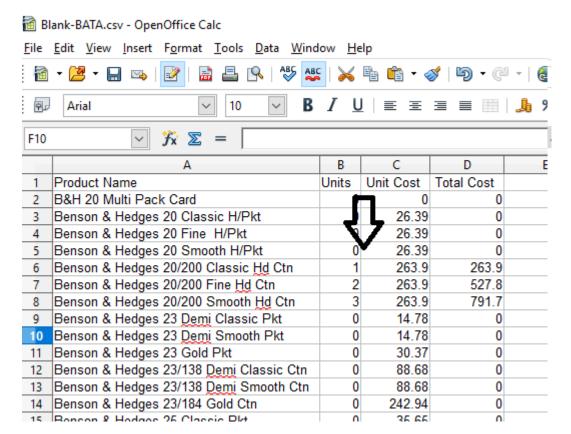


把 excel 文件存到我的文档,你可以修改文件的名字或者存到另外的文档 点击保存

打开 excel 文件



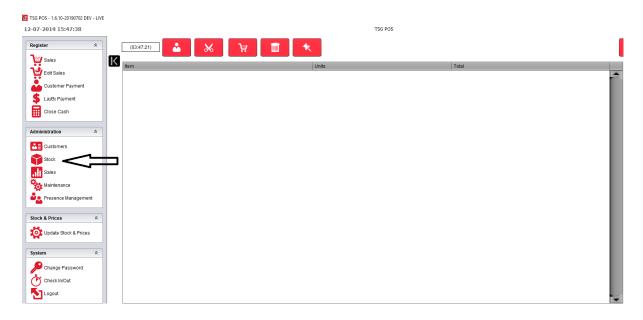
只在 comma 旁边的框里打勾, 其他不选



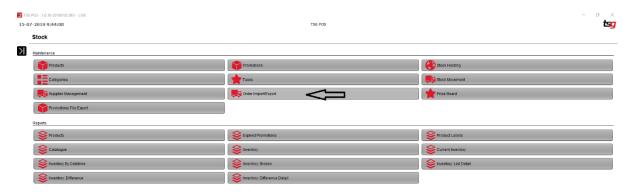
输入你货品的清点数量,这次我们假设条装 Benson & Hedges 数量为 1, 2, 3, 输入之后保存文件。

5 将你的订单导入系统

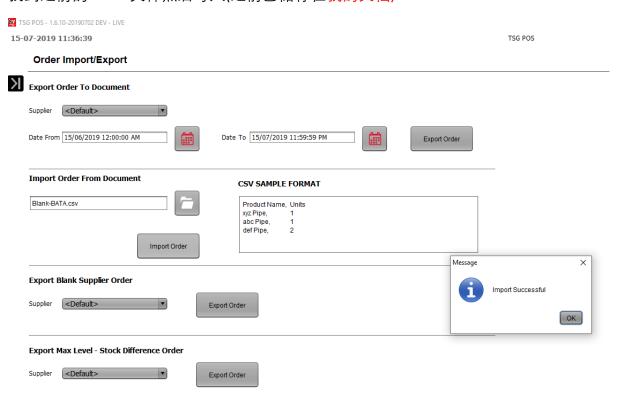
点击菜单选择产品



点击订单导入/导出



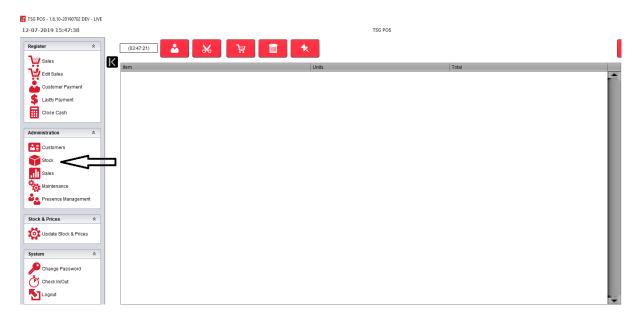
找到之前的 excel 文件然后导入(之前已储存在我的文档)



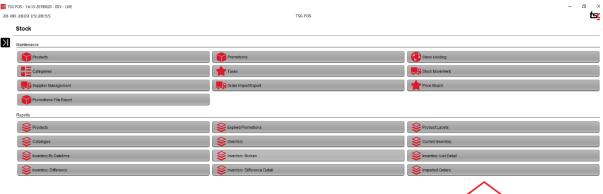
确认导入成功.

6 检查导入货品和数量.

点击菜单选择产品

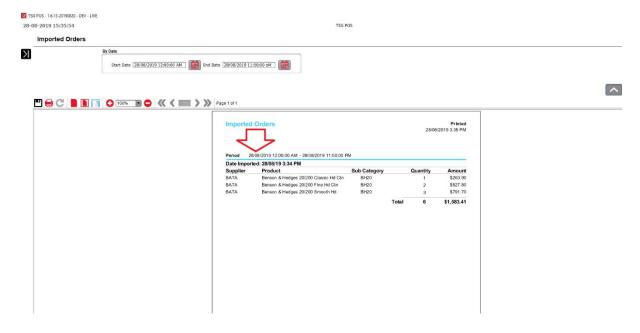


点击导入报告.



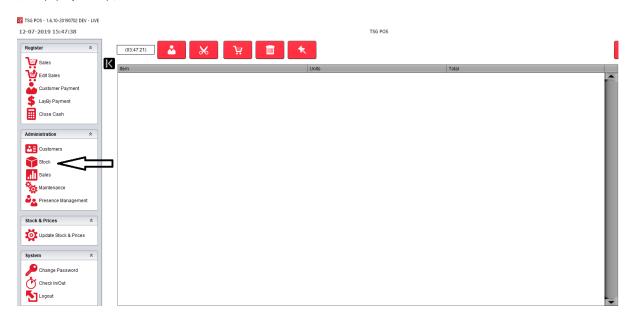


选择日期和时间,检查已导入的订单。如果在同一天导入了不同的订单,就需要用时间去确定订单编号。

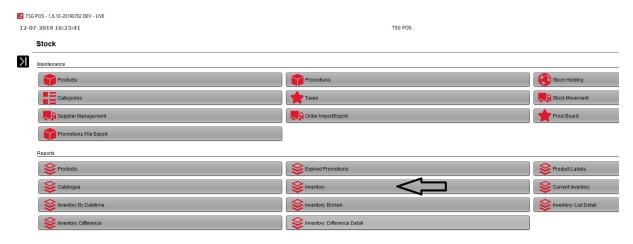


7 使用库存报告来检查已导入货品

点击菜单选择产品



点击库存报告



选择库存报告应该会像这样。

CGCTN

	Name				Units
Barcode	Cost	Total Cost	Retail	Total Retail	
931070490227	Alpine Is 25/200 Filter Ctn				0
	\$283.44	\$0.00	\$291.94	\$0.00	
931070490235	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	
931070490231	Alpine Is 25/200 Rich Ctn				0
	\$283.44	\$0.00	\$291.94	\$0.00	
931070490239	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	
931079724361	Benson & Hedges 20/200 Fine Hd Ctn	ı			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 Class	ic Ctn			0
	\$88.68	\$0.00	\$91.34	\$0.00	
931079728042	Benson & Hedges 23/138 Demi Smoo	th Ctn			0
	\$88.68	\$0.00	\$91.34	\$0.00	
931079728465	Benson & Hedges 23/184 Gold Ctn				0
	\$242.94	\$0.00	\$250.22	\$0.00	
931079700201	Benson & Hedges 25/200 Classic Ctn				0
	\$285.19	\$0.00	\$293.74	\$0.00	

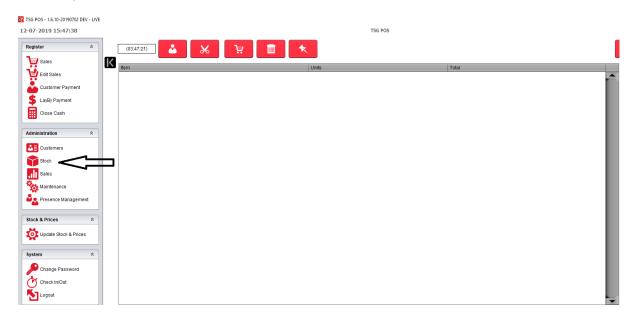
请注意,需经常使用库存报告来检查导入库存的准确性和减少人为错误。例如,导入 错的 excel 文件。

8 盘点货物之后的新货?

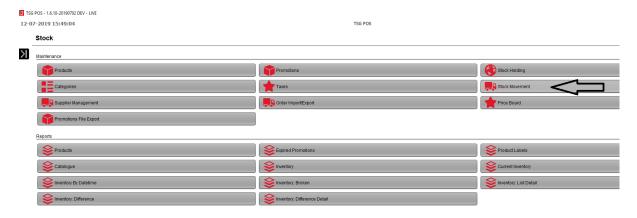
在盘点货物之后,每当你需要购买新的货品,你将需将每一次的订单都输入系统来维持库存管理的准确性。

解决方法 1: 货品进出记录

点击菜单选择产品

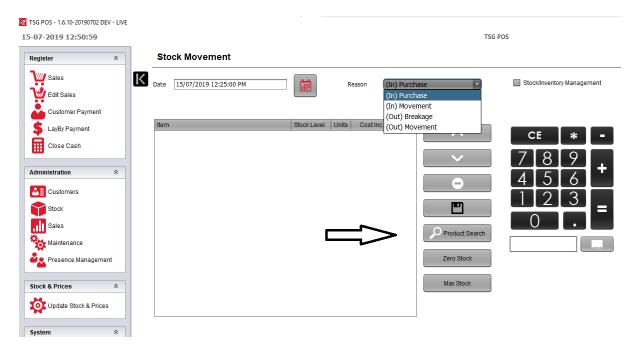


点击货品进出记录

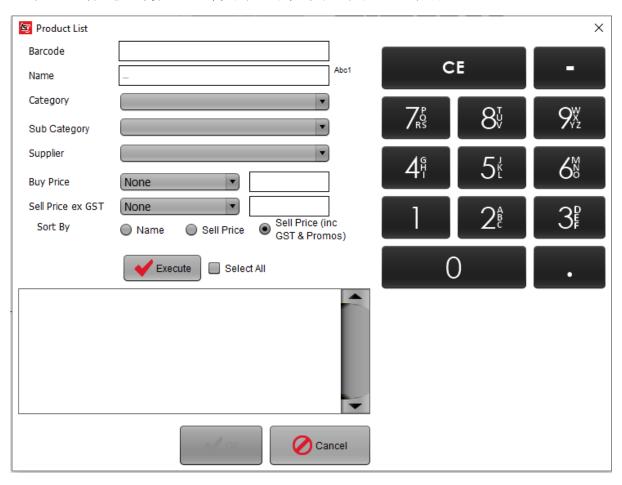


选择货品进去的理由(购买,转移(转入),损坏,转移(转出),

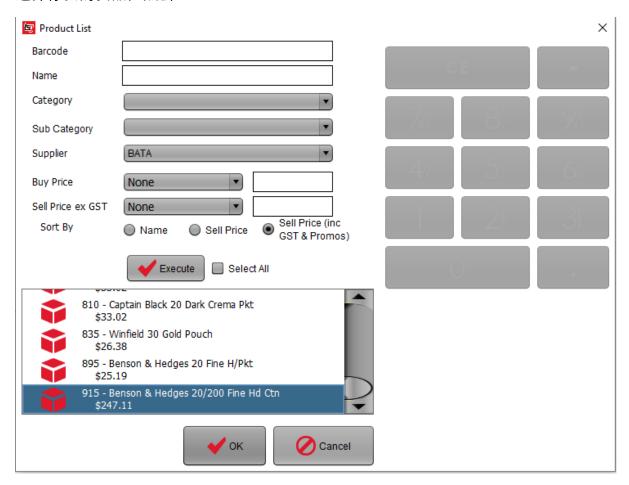
点击货品搜索



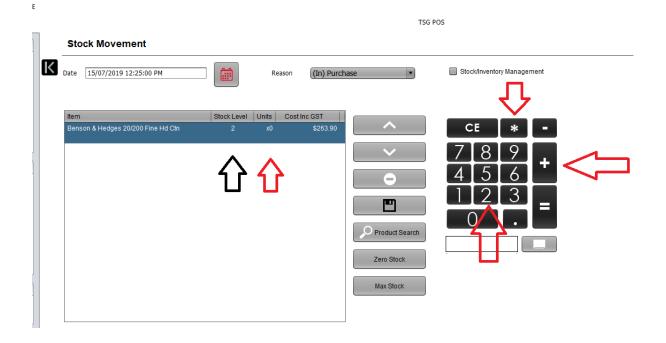
扫码货品或者按供应商, 目录(条装, 包装)来搜索, 然后点击执行



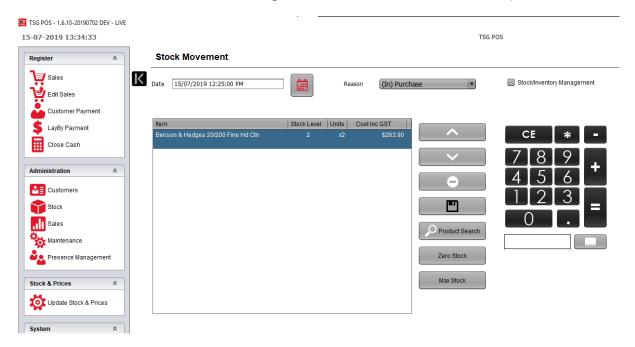
选择你要的货品,点击 ok



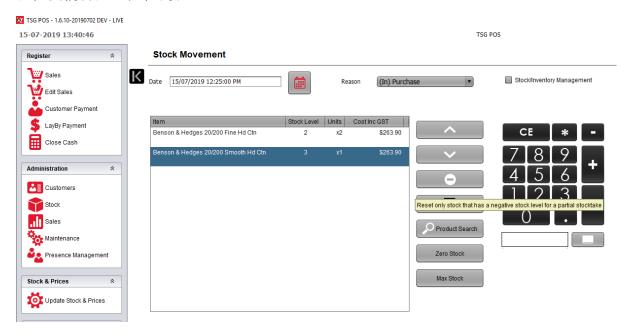
现在你可以看到货品的现有库存。假如我们现在加如两条 Benson& Hedges 20, 我们需要按 "2*+"



现在系统将会加入两条 Benson& Hedges 20,系统需要点击 "="来确认订单。



现在我们再加入其他的货品



当订单完成的时候,请点击"="来确认最终订单。

Confirm

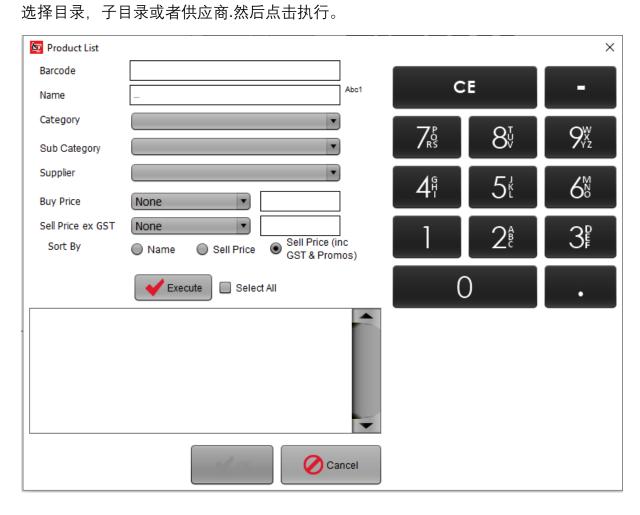


Are you sure you are done with stock movement. Please Confirm?

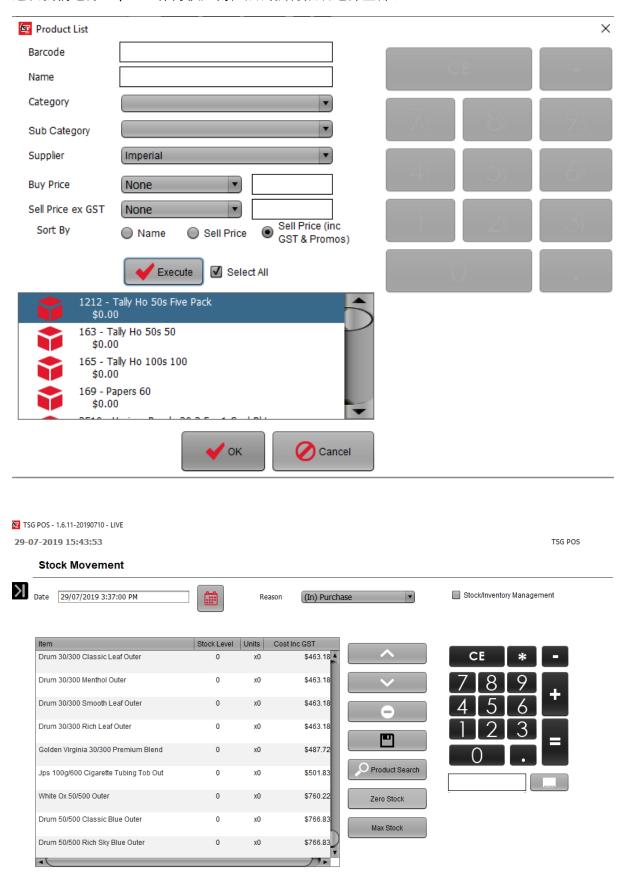
Yes	<u>N</u> o
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确认订单.

如果你导入具体供应商或者目录的货品。你也可以做一下步骤。



这次我们选择 imperial 作为供应商,点击执行然后选择全部。

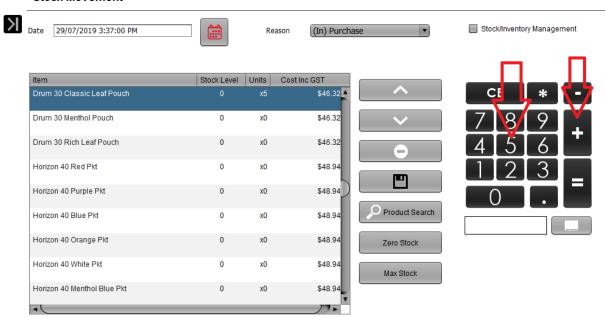


选择需要修改的产品。按5然后按+号,现在产品数量已经从0变为5.你可以使用"+""-"号 来增加或减少产品数量。



TSG POS

Stock Movement

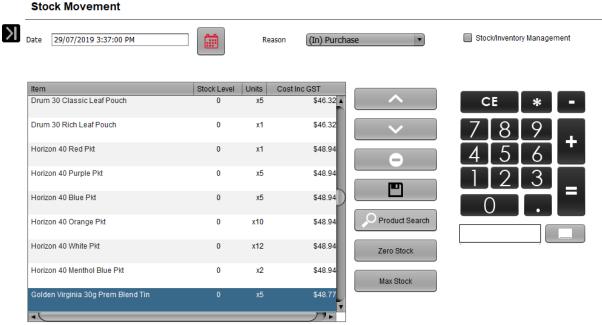


修改所有产品的数量然后按"="确认产品进出订单。

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

TSG POS

Stock Movement





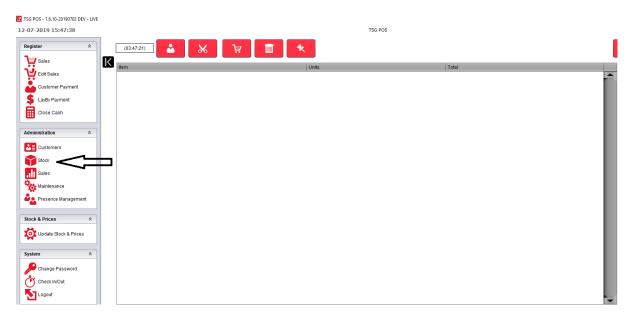
按 yes 确认。 你的打印机会打出一份导入的订单。你可以用此来核对你的订单。

方法 2: 导入新的货品

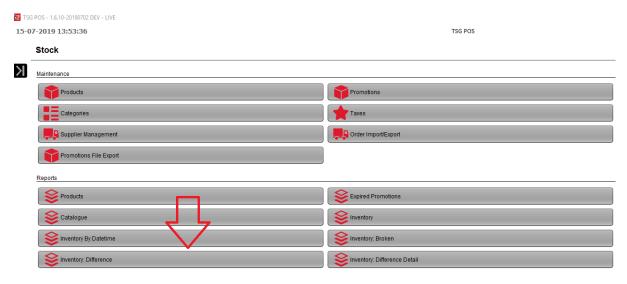
重复步骤 4-7.

9 用库存报告来检查和确认你的库存

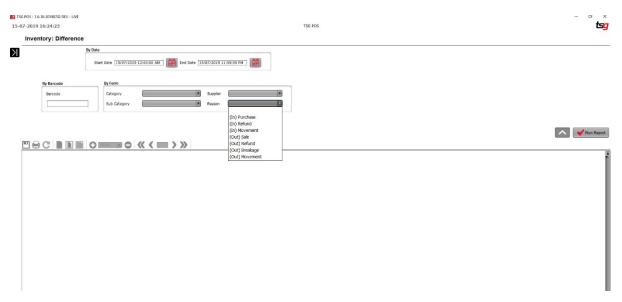
点击菜单选择产品



点击库存差别报告



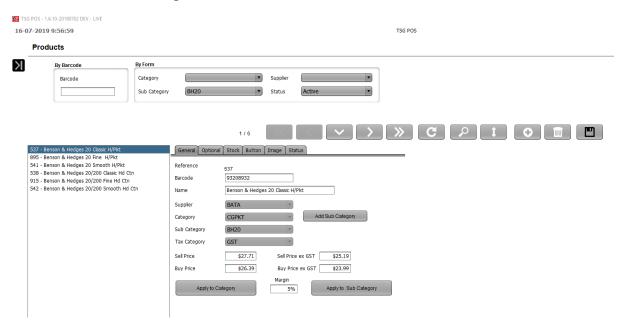
选择一个原因(如需要)然后建立报告,如果



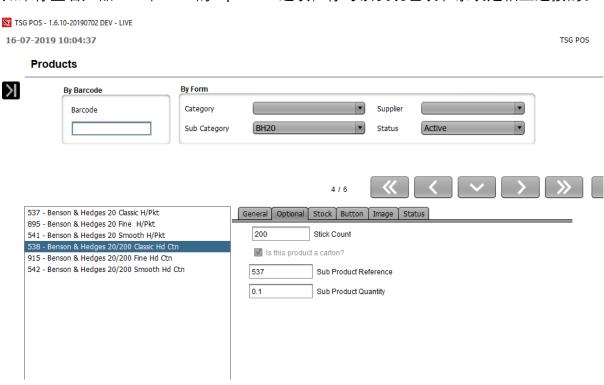
Inventory	Difference			Printed 15/07/2019 4.26 PM
Period:	15/07/2019 - 15/07/2019			15/07/2019 4.20 PW
General				
CGCTN				
Barcode	Name	In	Out	Difference
931079700200	Benson & Hedges 20/200 Classic	1	-0	1
		\$263.90	-\$0.00	\$263.90
931079724361	Benson & Hedges 20/200 Fine	4	-0	4
		\$1,055.60	-\$0.00	\$1,055.60
931079700250	Benson & Hedges 20/200	4	-0	4
		\$1,055.60	-\$0.00	\$1,055.60
		\$2,375.11	-\$0.00	\$2,375.11
		Total In \$2,375.11	Total Out -\$0.00	Total Difference \$2,375.11

10 你或者会对系统有疑问,例如系统怎么从一条烟里拆分成包装?

我们再拿 Benson & Hedges 20 作为例子,如果搜索"BH20",我们会找到 6 个产品。



如果你查看产品 537 和 538 的"optional"选项,你可以发现包装和条装是相互连接的。



我们卖一包 Benson & Hedges 20 classic 然后再看一下库存。

我们库存报告 inventory report (步骤 3)在子目录输入 BH20, 你会发现条装从 1 变到 0 并且包装从 0 变成了 9. (一条有 10 包)

Inventory	rentory: Location and Category Printed 16/07/2019 10.17 AM						
General	eral						
CGCTN							
	Name				Units		
Barcode	Cost	Total Cost	Retail	Total Retail			
93107970020	00 Benson & Hedges 20/200 Classic Ho	d Ctn			(
	\$263.90	\$0.00	\$271.82	\$0.00			
93107972436	61 Benson & Hedges 20/200 Fine Hd C	tn			4		
	\$263.90	\$1,055.60	\$271.82	\$1,087.27			
93107970025	50 Benson & Hedges 20/200 Smooth H	d Ctn			4		
	\$263.90	\$1,055.60	\$271.82	\$1,087.27			
CGPKT							
	Name				Units		
Barcode	Cost	Total Cost	Retail	Total Retail			
93208932	Benson & Hedges 20 Classic H/Pkt				9		
	\$26.39	\$237.50	\$27.71	\$249.38			
93107972436	60 Benson & Hedges 20 Fine H/Pkt				(
	\$26.39	\$0.00	\$27.71	\$0.00			
93208949	Benson & Hedges 20 Smooth H/Pkt				(
	\$26.39	\$0.00	\$27.71	\$0.00			
		\$2,348.71		\$2,423.92			

那如果我们退掉刚卖出去的一包呢?如果你再从新查看你的库存报告,包装又从9包变成10包。

Printed 11.17 AM	16/07/2019 1			y: Location and Category	Inventory
					General
					CGCTN
Units				Name	
	Total Retail	Retail	Total Cost	Cost	Barcode
(Ctn	00 Benson & Hedges 20/200 Classic Hd	93107970020
	\$0.00	\$271.82	\$0.00	\$263.90	
4			n	31 Benson & Hedges 20/200 Fine Hd Ct	93107972436
	\$1,087.27	\$271.82	\$1,055.60	\$263.90	
4			l Ctn	50 Benson & Hedges 20/200 Smooth Ho	93107970025
	\$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	
C				0 Benson & Hedges 20 Fine H/Pkt	93107972436
	\$0.00	\$27.71	\$0.00	\$26.39	
C				Benson & Hedges 20 Smooth H/Pkt	93208949
	\$0.00	\$27.71	\$0.00	\$26.39	

\$2,375.10

\$2,451.63