Stock Control Guide (Advanced)

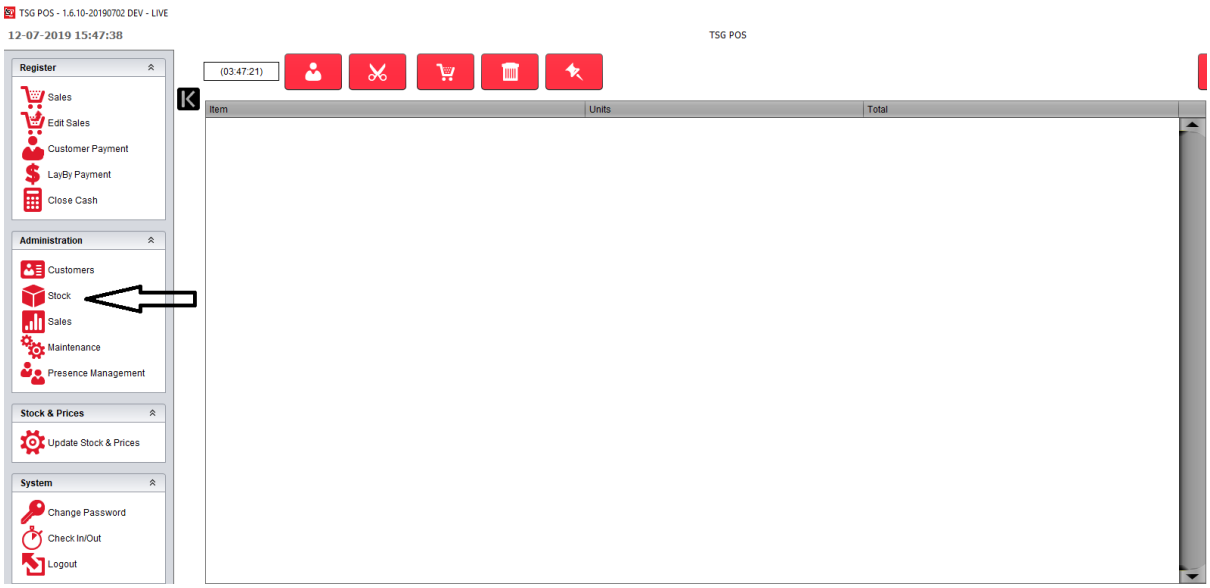
1 Read through the previous stock control guide before you read this.

https://tobaccosg.com/it-tips/pos/stock-control-instructions/

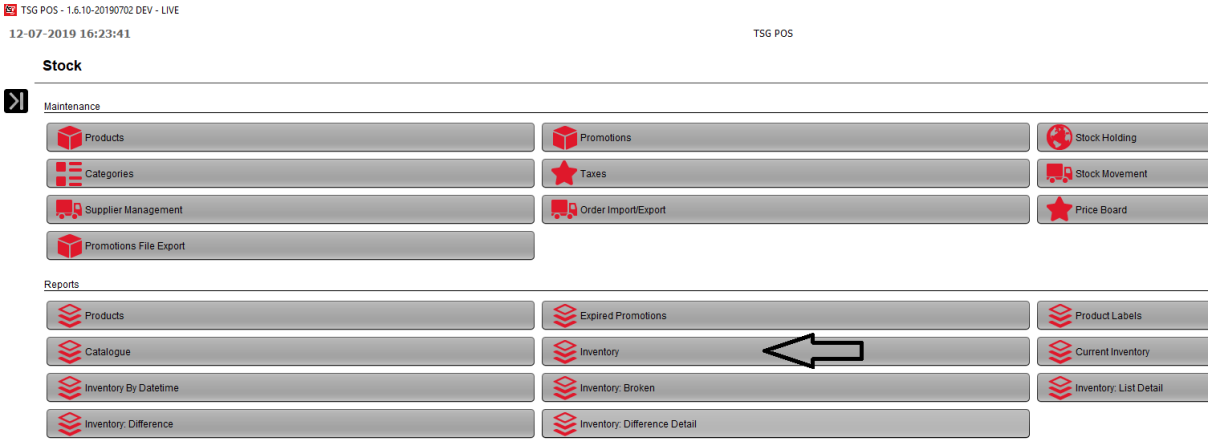
2 How to check the total value of your stock?

Assume you have done stock control and all the figure are correct. Let's find out how much is your stock worth by using inventory report.

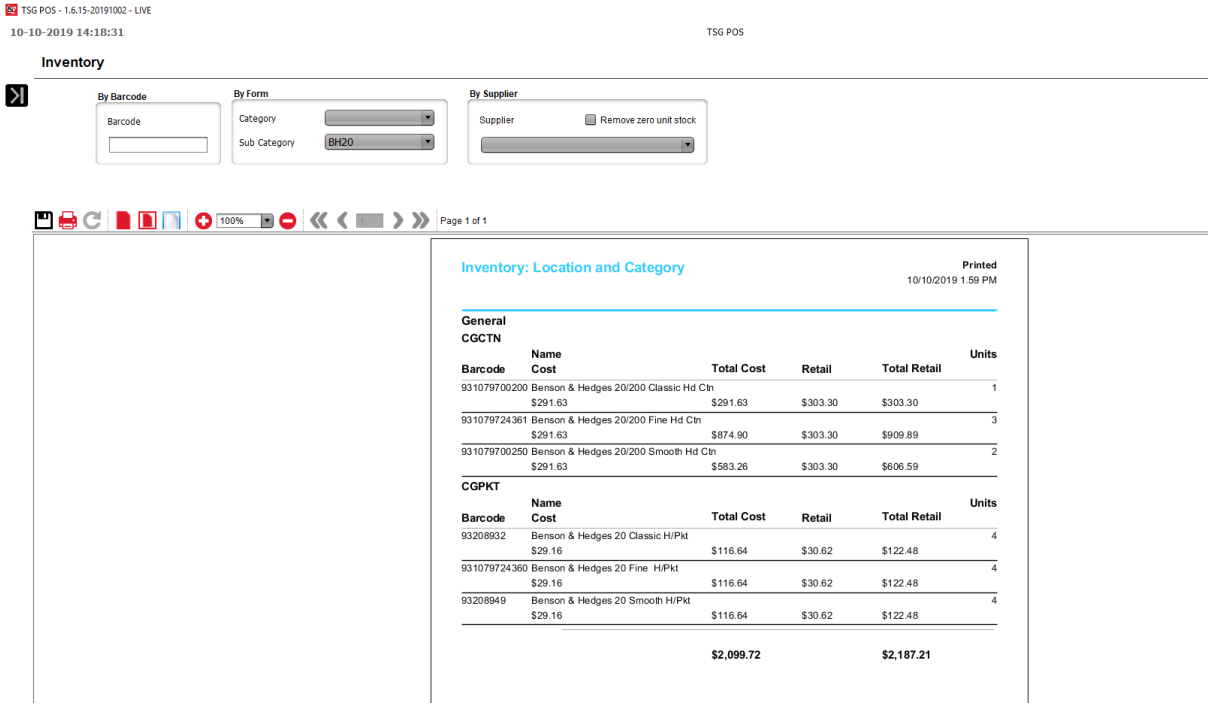
Click stock in the menu



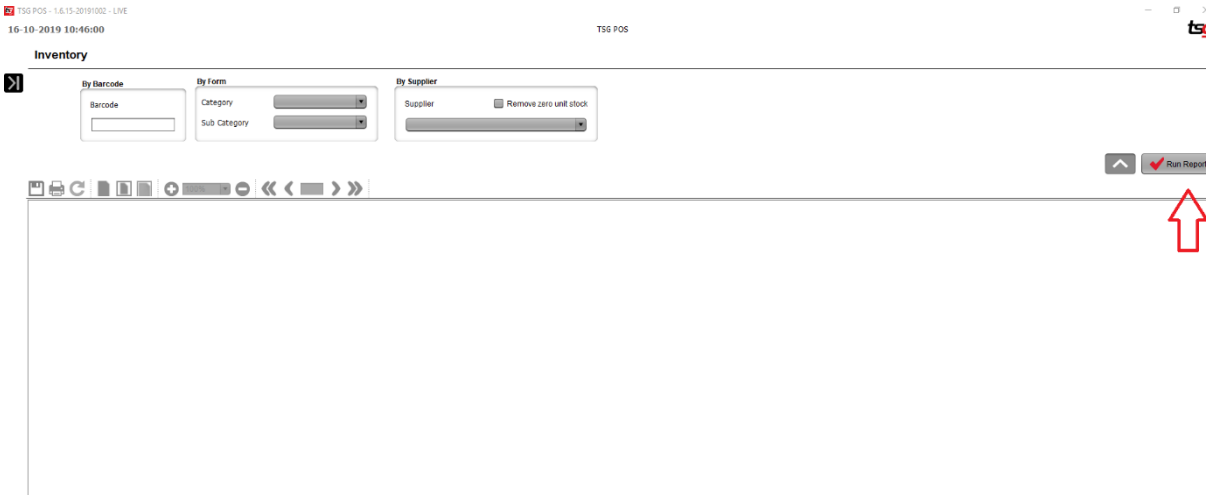
Click Inventory



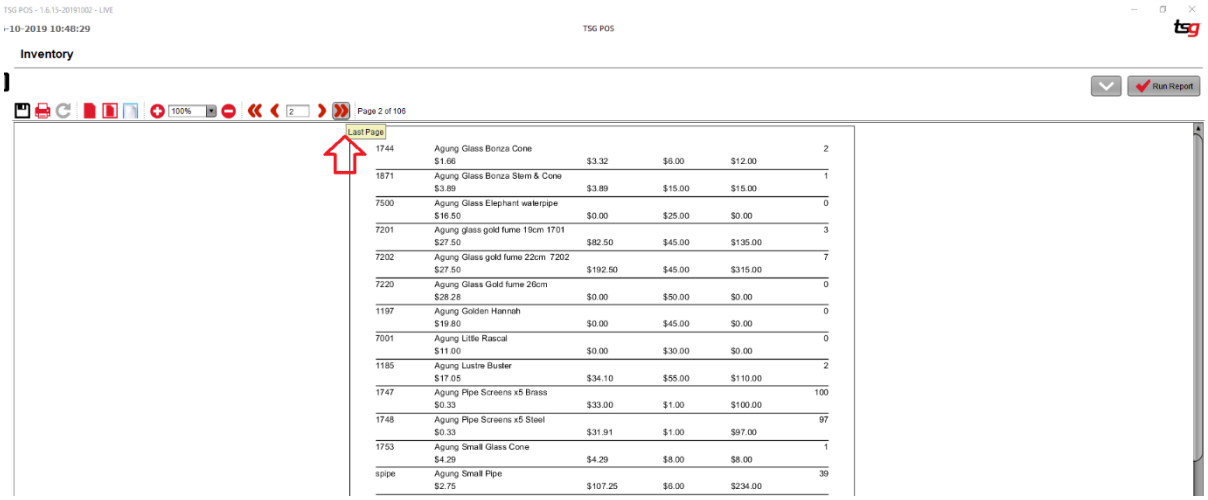
You can find out your stock level for specific product, sub-category or supplier. In this case, we put in bh20 in the sub-category. From the report, you can find out the stock level for Bbh20 as well as the total value of BH20 products (including packet and carton).



You can also find out your total stock value (total cost and total retail) by doing following steps. Run the inventory but leave all the fields blank.



Go to the last page.



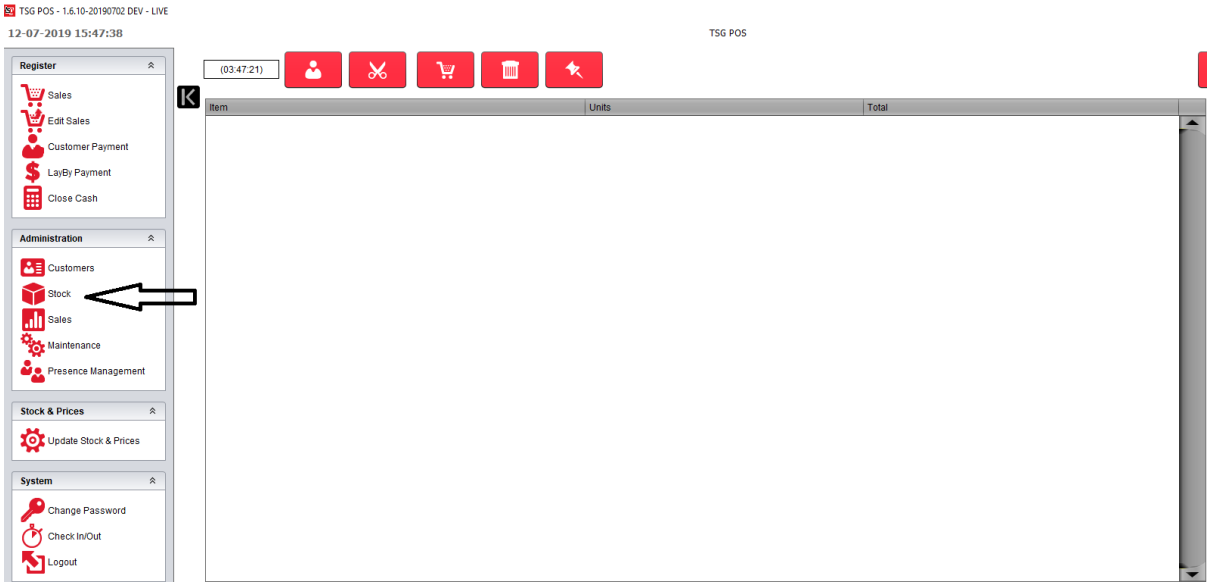
Check the total stock value (cost price and retail price)

$153,592.81 **$185,675.94**

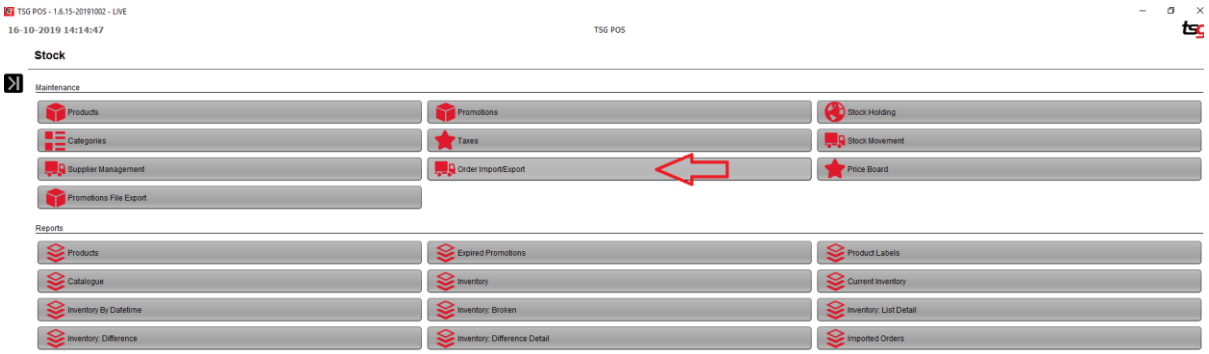
3 How to order stock depends how much you have sold?

Sometimes we need to keep stock at certain level, then we need to order stock depends on how much we have sold in a certain period. To do this, you will need to use the function “export order to document”.

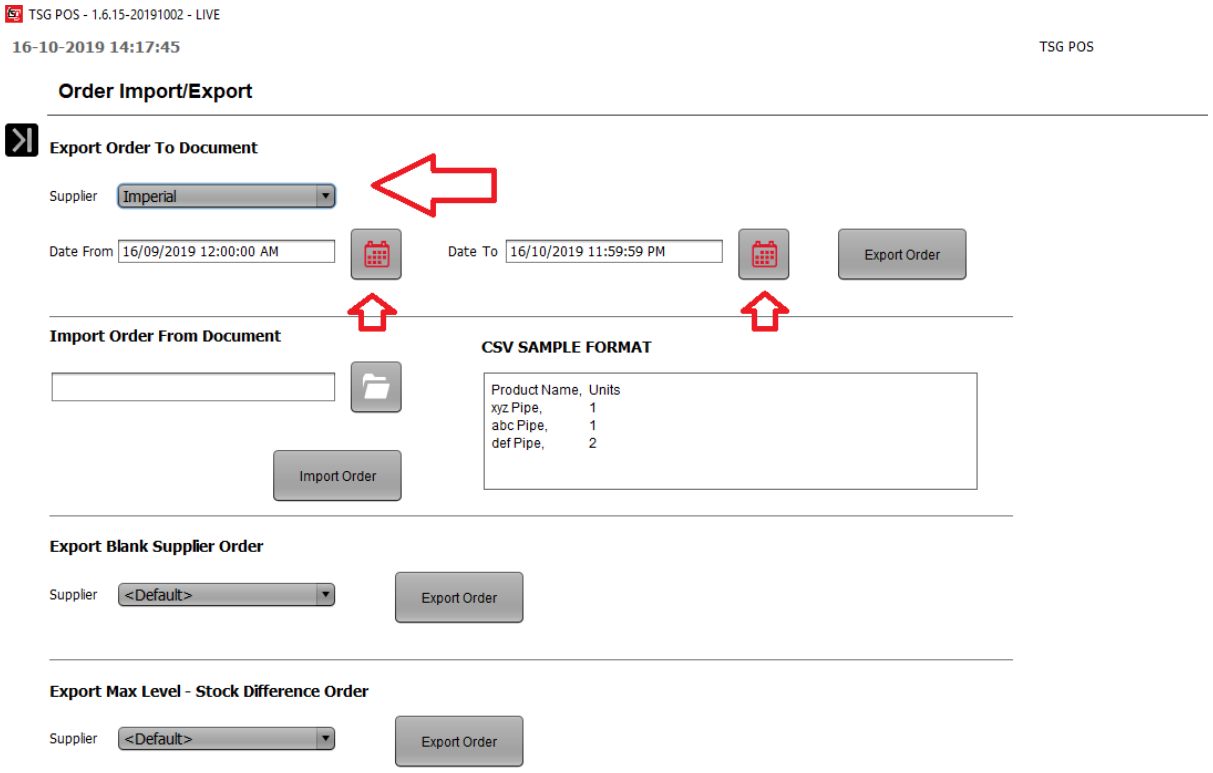
Click stock in the menu



Click on order import/export

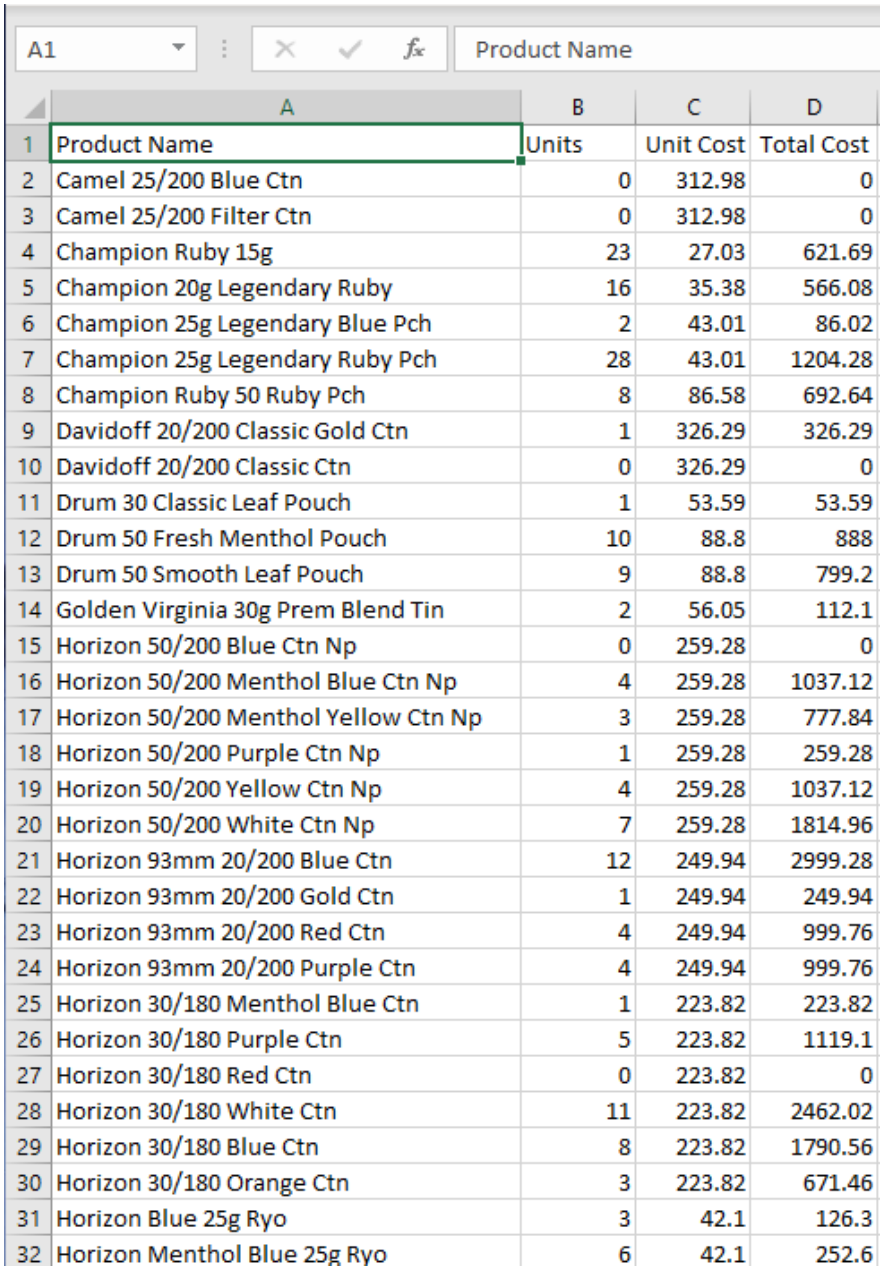


Select supplier, select the time frame and click export order.



Save the file to your computer.

Open the excel file.

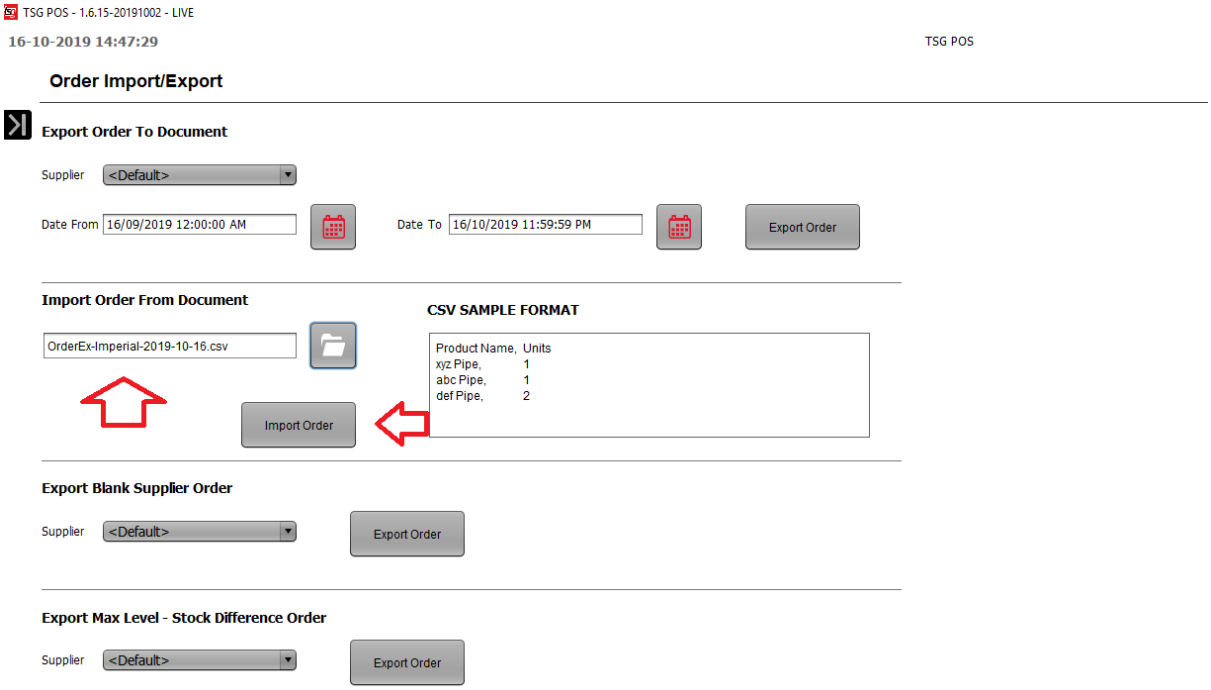


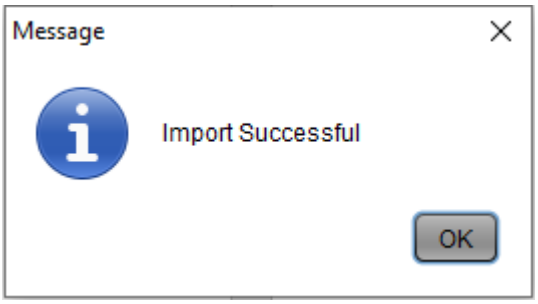
A1 | Product Name

	A	B	C	D
1	Product Name	Units	Unit Cost	Total Cost
2	Camel 25/200 Blue Ctn	0	312.98	0
3	Camel 25/200 Filter Ctn	0	312.98	0
4	Champion Ruby 15g	23	27.03	621.69
5	Champion 20g Legendary Ruby	16	35.38	566.08
6	Champion 25g Legendary Blue Pch	2	43.01	86.02
7	Champion 25g Legendary Ruby Pch	28	43.01	1204.28
8	Champion Ruby 50 Ruby Pch	8	86.58	692.64
9	Davidoff 20/200 Classic Gold Ctn	1	326.29	326.29
10	Davidoff 20/200 Classic Ctn	0	326.29	0
11	Drum 30 Classic Leaf Pouch	1	53.59	53.59
12	Drum 50 Fresh Menthol Pouch	10	88.8	888
13	Drum 50 Smooth Leaf Pouch	9	88.8	799.2
14	Golden Virginia 30g Prem Blend Tin	2	56.05	112.1
15	Horizon 50/200 Blue Ctn Np	0	259.28	0
16	Horizon 50/200 Menthol Blue Ctn Np	4	259.28	1037.12
17	Horizon 50/200 Menthol Yellow Ctn Np	3	259.28	777.84
18	Horizon 50/200 Purple Ctn Np	1	259.28	259.28
19	Horizon 50/200 Yellow Ctn Np	4	259.28	1037.12
20	Horizon 50/200 White Ctn Np	7	259.28	1814.96
21	Horizon 93mm 20/200 Blue Ctn	12	249.94	2999.28
22	Horizon 93mm 20/200 Gold Ctn	1	249.94	249.94
23	Horizon 93mm 20/200 Red Ctn	4	249.94	999.76
24	Horizon 93mm 20/200 Purple Ctn	4	249.94	999.76
25	Horizon 30/180 Menthol Blue Ctn	1	223.82	223.82
26	Horizon 30/180 Purple Ctn	5	223.82	1119.1
27	Horizon 30/180 Red Ctn	0	223.82	0
28	Horizon 30/180 White Ctn	11	223.82	2462.02
29	Horizon 30/180 Blue Ctn	8	223.82	1790.56
30	Horizon 30/180 Orange Ctn	3	223.82	671.46
31	Horizon Blue 25g Ryo	3	42.1	126.3
32	Horizon Menthol Blue 25g Ryo	6	42.1	252.6

In this case, these are the stock that the store has sold from 16/09/2019 to 16/10/2019 (In cartons and tobacco only, the packets would convert to carton as well). This file can be helpful for your next order if you want to maintain your stock at a certain level. Also, this excel file can also be used in import order from document function if you use stock control in the POS.

Locate the file and click import order.

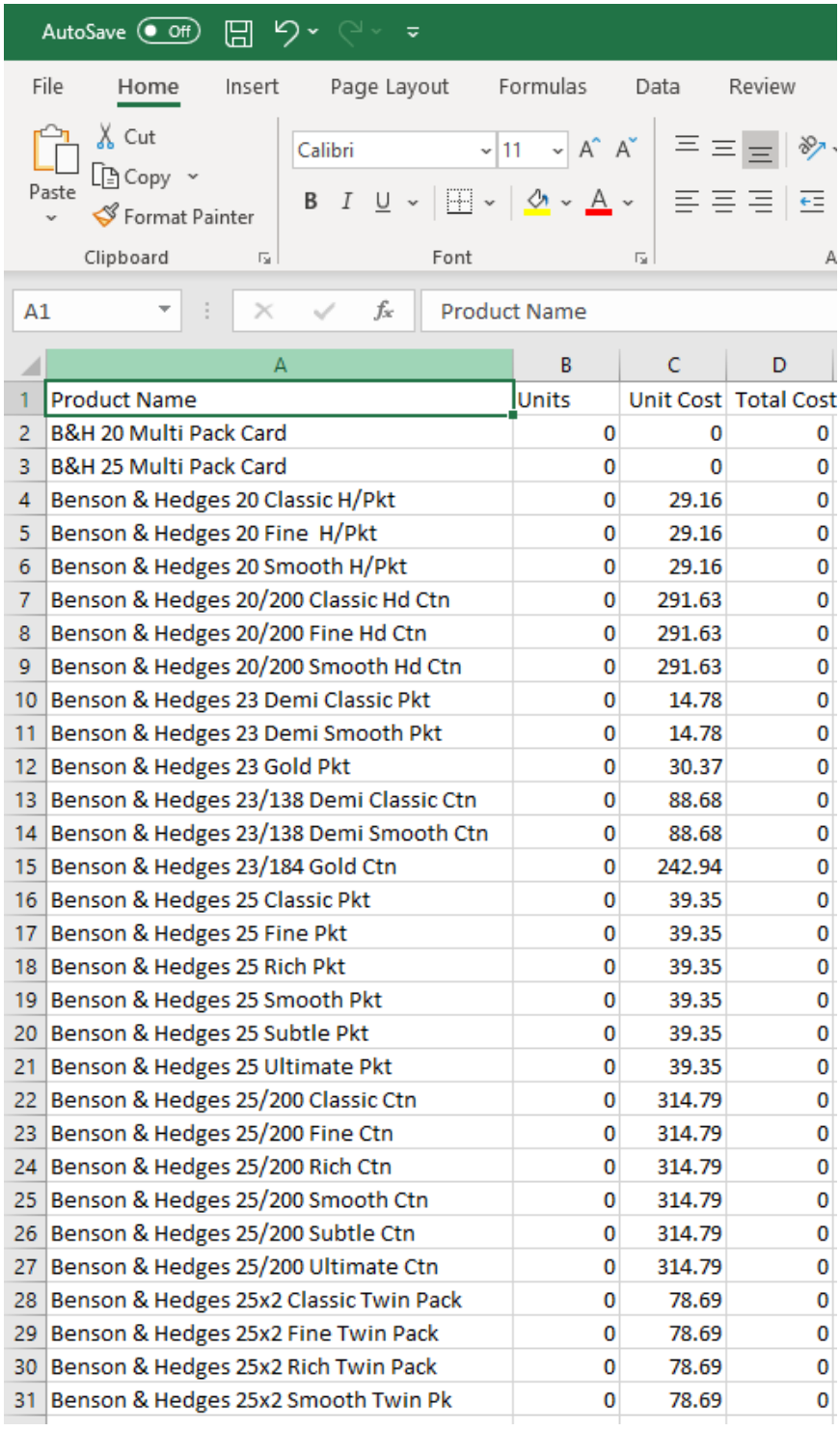




4 How do you disable discontinued product and remove unused product from stock control?

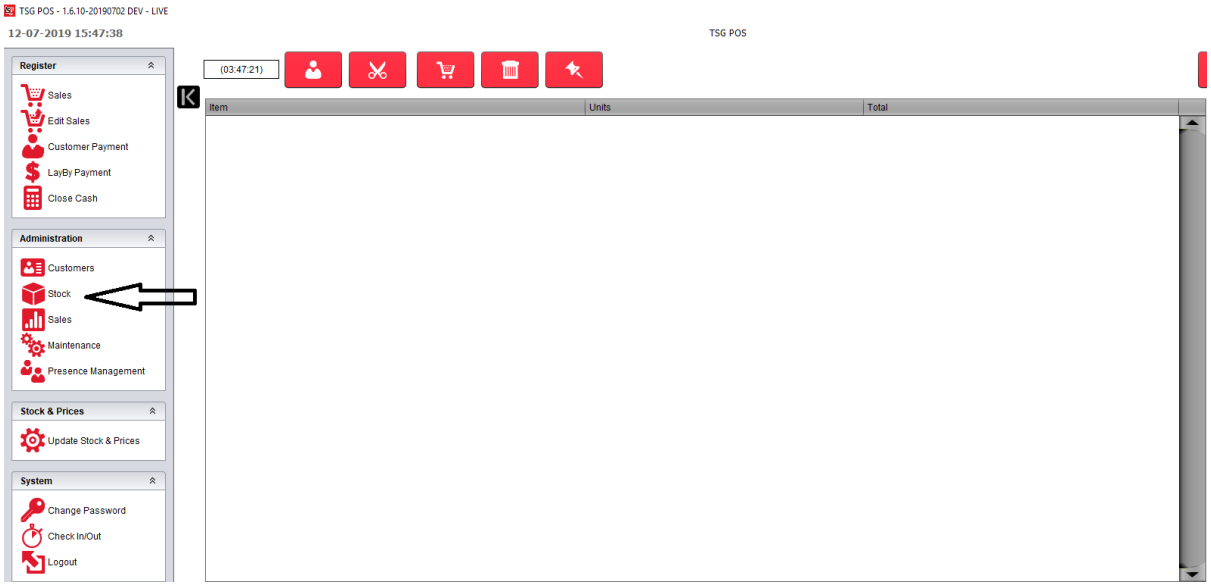
If you use stock control regularly (No matter you are using import/export or stock movement). You would notice that there are many discontinued and unused products on the product list. To remove those products on the list, you need to change the status of the product to inactive.

If we export a product list of BATA, we can see that a lot of products has not been used for a long time such as multi pack card, Benson & Hedges 23 etc. In order to shorten the list, we will disable product for this supplier.

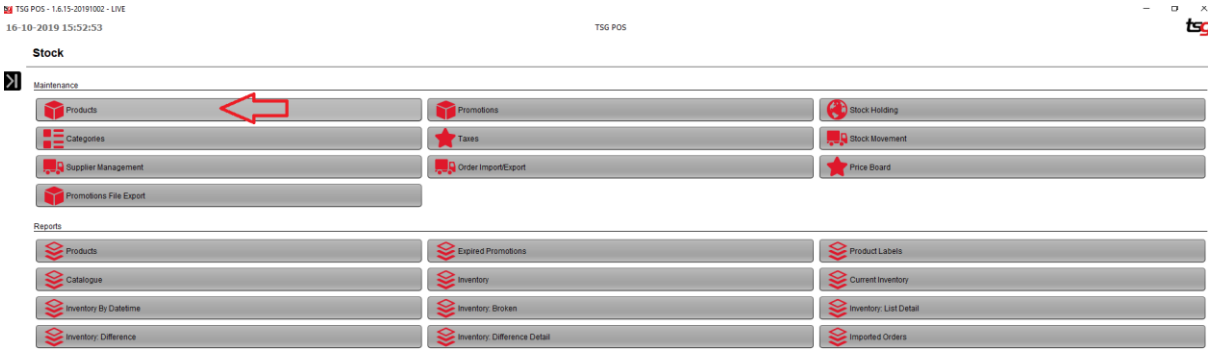


	A	B	C	D
1	Product Name	Units	Unit Cost	Total Cost
2	B&H 20 Multi Pack Card	0	0	0
3	B&H 25 Multi Pack Card	0	0	0
4	Benson & Hedges 20 Classic H/Pkt	0	29.16	0
5	Benson & Hedges 20 Fine H/Pkt	0	29.16	0
6	Benson & Hedges 20 Smooth H/Pkt	0	29.16	0
7	Benson & Hedges 20/200 Classic Hd Ctn	0	291.63	0
8	Benson & Hedges 20/200 Fine Hd Ctn	0	291.63	0
9	Benson & Hedges 20/200 Smooth Hd Ctn	0	291.63	0
10	Benson & Hedges 23 Demi Classic Pkt	0	14.78	0
11	Benson & Hedges 23 Demi Smooth Pkt	0	14.78	0
12	Benson & Hedges 23 Gold Pkt	0	30.37	0
13	Benson & Hedges 23/138 Demi Classic Ctn	0	88.68	0
14	Benson & Hedges 23/138 Demi Smooth Ctn	0	88.68	0
15	Benson & Hedges 23/184 Gold Ctn	0	242.94	0
16	Benson & Hedges 25 Classic Pkt	0	39.35	0
17	Benson & Hedges 25 Fine Pkt	0	39.35	0
18	Benson & Hedges 25 Rich Pkt	0	39.35	0
19	Benson & Hedges 25 Smooth Pkt	0	39.35	0
20	Benson & Hedges 25 Subtle Pkt	0	39.35	0
21	Benson & Hedges 25 Ultimate Pkt	0	39.35	0
22	Benson & Hedges 25/200 Classic Ctn	0	314.79	0
23	Benson & Hedges 25/200 Fine Ctn	0	314.79	0
24	Benson & Hedges 25/200 Rich Ctn	0	314.79	0
25	Benson & Hedges 25/200 Smooth Ctn	0	314.79	0
26	Benson & Hedges 25/200 Subtle Ctn	0	314.79	0
27	Benson & Hedges 25/200 Ultimate Ctn	0	314.79	0
28	Benson & Hedges 25x2 Classic Twin Pack	0	78.69	0
29	Benson & Hedges 25x2 Fine Twin Pack	0	78.69	0
30	Benson & Hedges 25x2 Rich Twin Pack	0	78.69	0
31	Benson & Hedges 25x2 Smooth Twin Pk	0	78.69	0

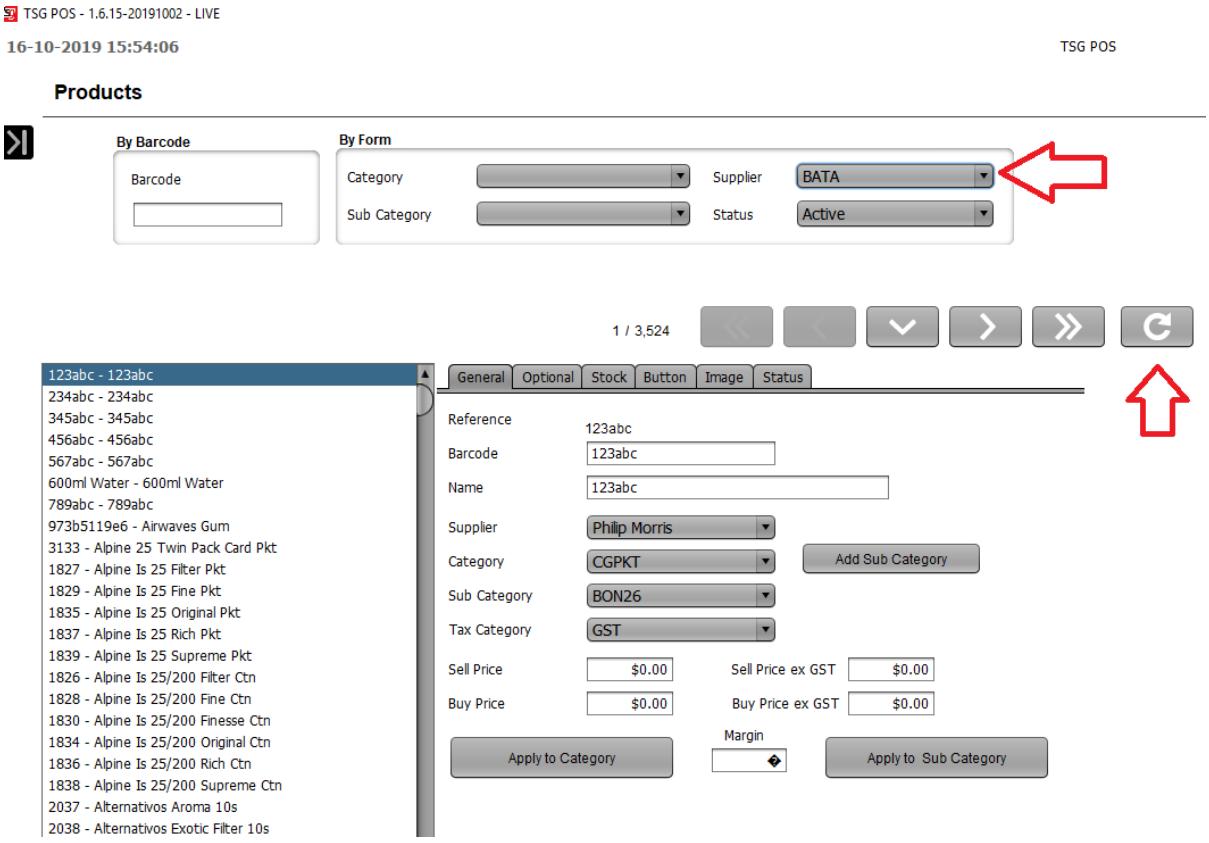
Click stock in the menu



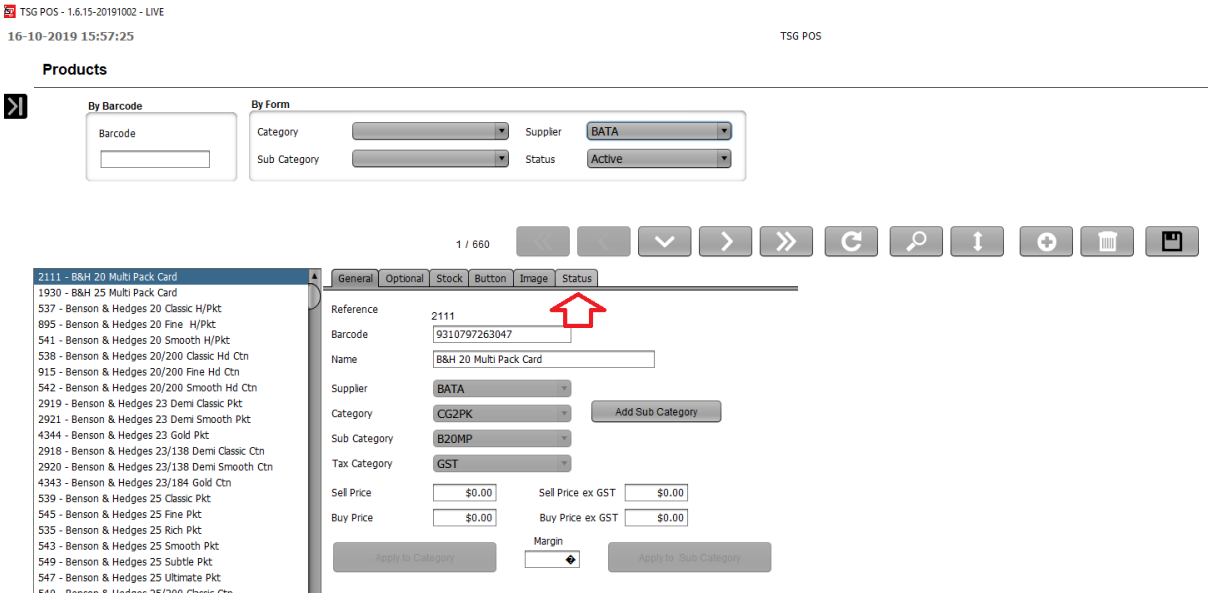
Click on stock

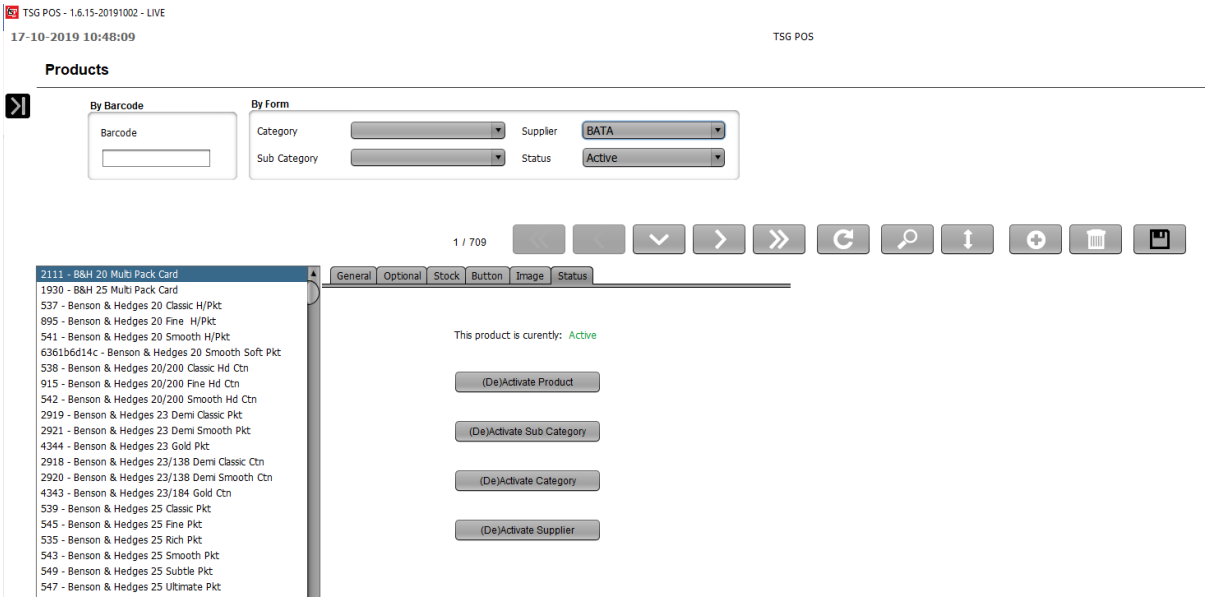


Select BATA as supplier and click refresh button.



Now the product list will only show BATA product, now click on status.





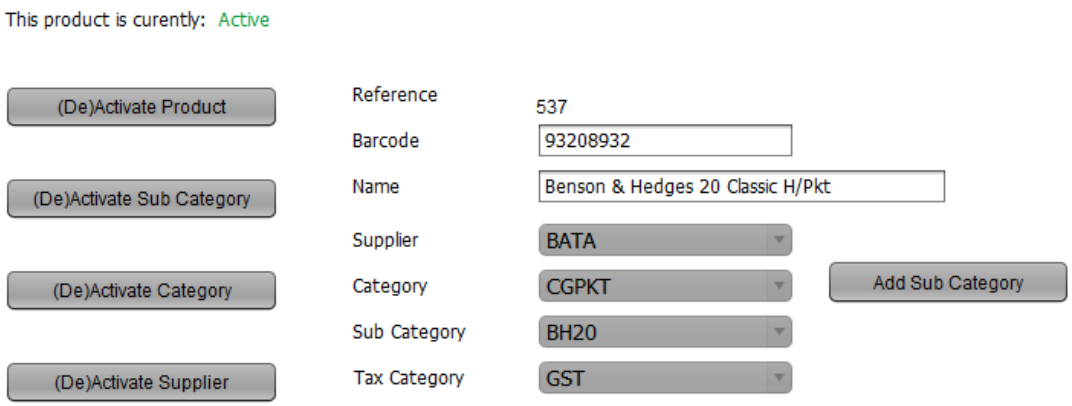
There are four ways to disable/enable product.

Activate/Deactivate product

Activate/Supplier

Activate/Category

Activate/Sub-category



In this case, we take Benson & Hedges 20 as an example.

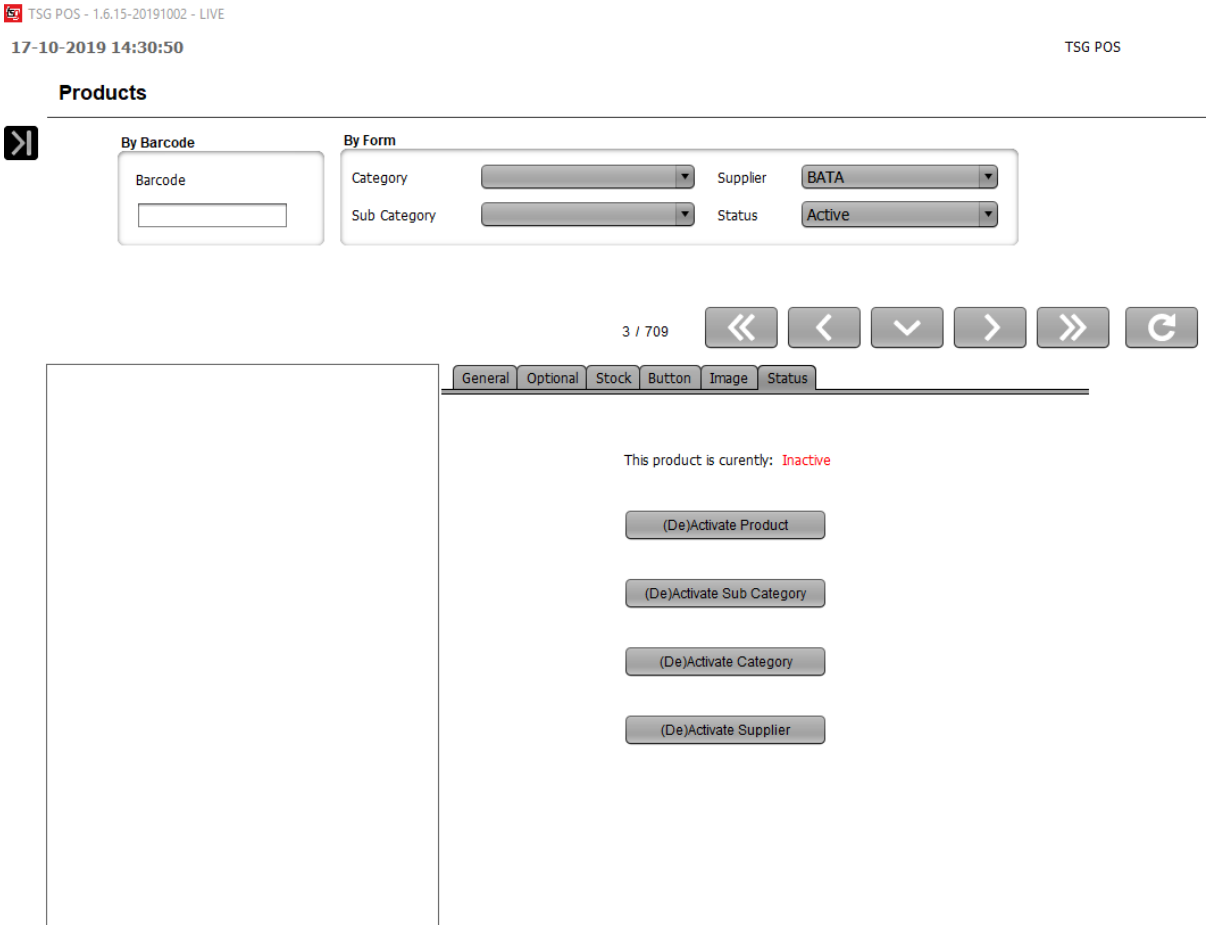
Activate/Deactivate product Disable just Benson & Hedges 20 Classic H/Pkt

Activate/Supplier Disable the product supplier, BATA in this case

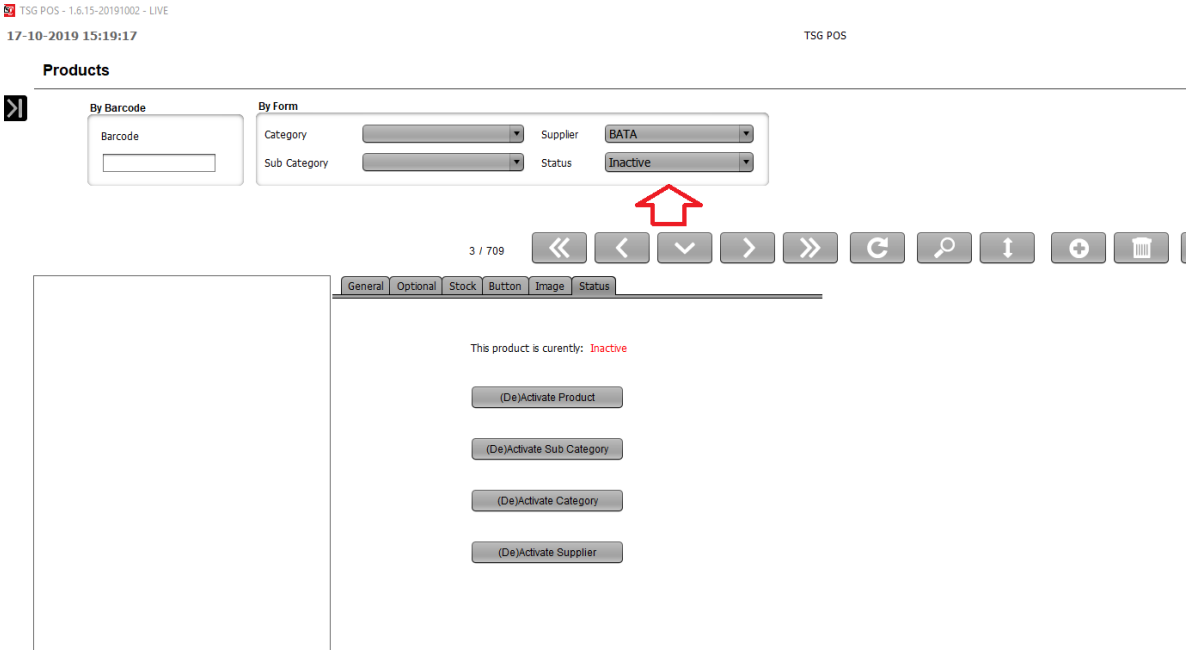
Activate/Category Disable the product category, CGPKT in this case

Activate/Sub-category Disable the product sub-category, BH20 series.

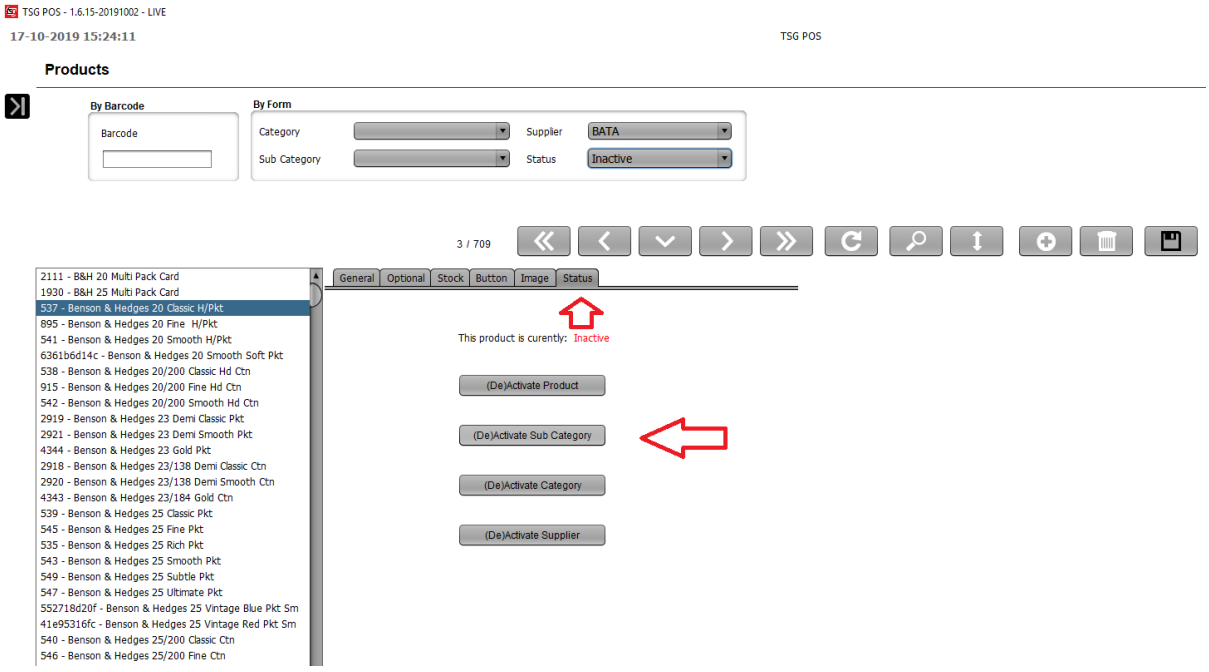
If we click Activate/Supplier, now the product list will be empty as all the BATA Product has been disabled, and the product status now inactive.



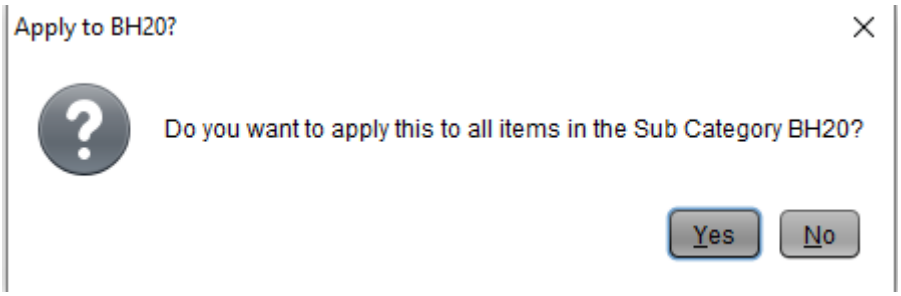
What if I would just want BH20 to be active? Since we have disabled all the product from BATA, we need to find BH20 from the inactive product list. Change the status to inactive or all , refresh the page.



Highlight bh20 product again, select status and click activate subcategory.

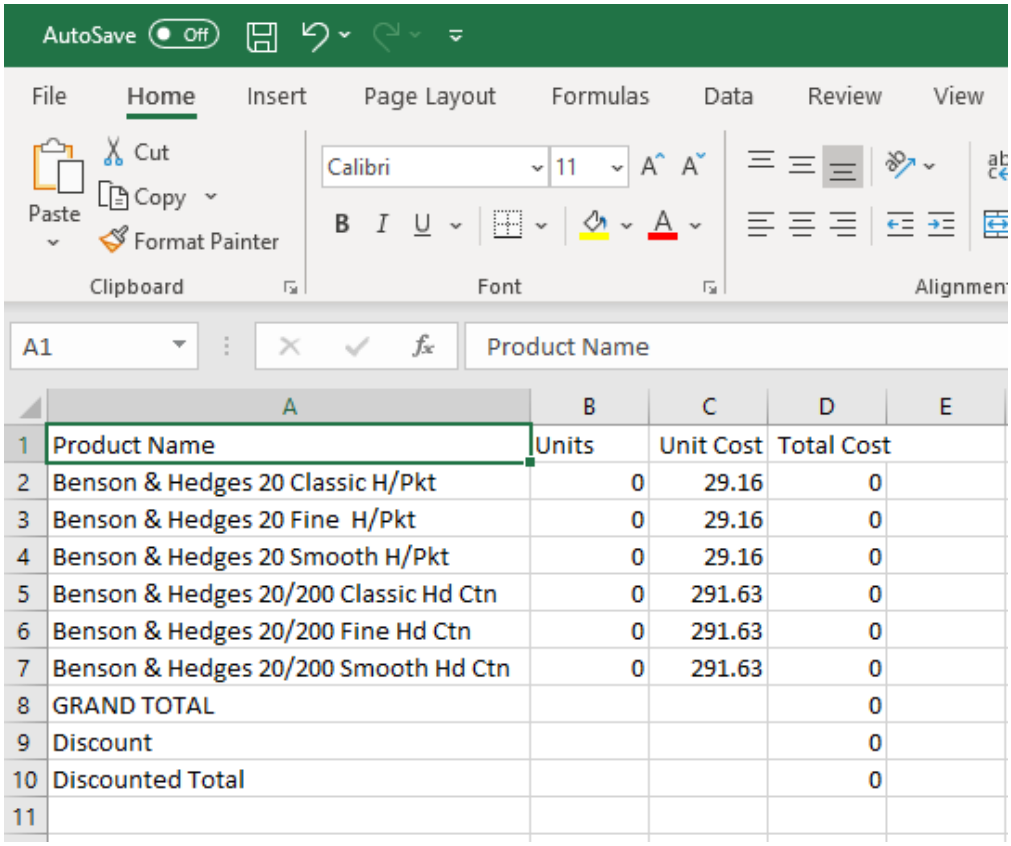


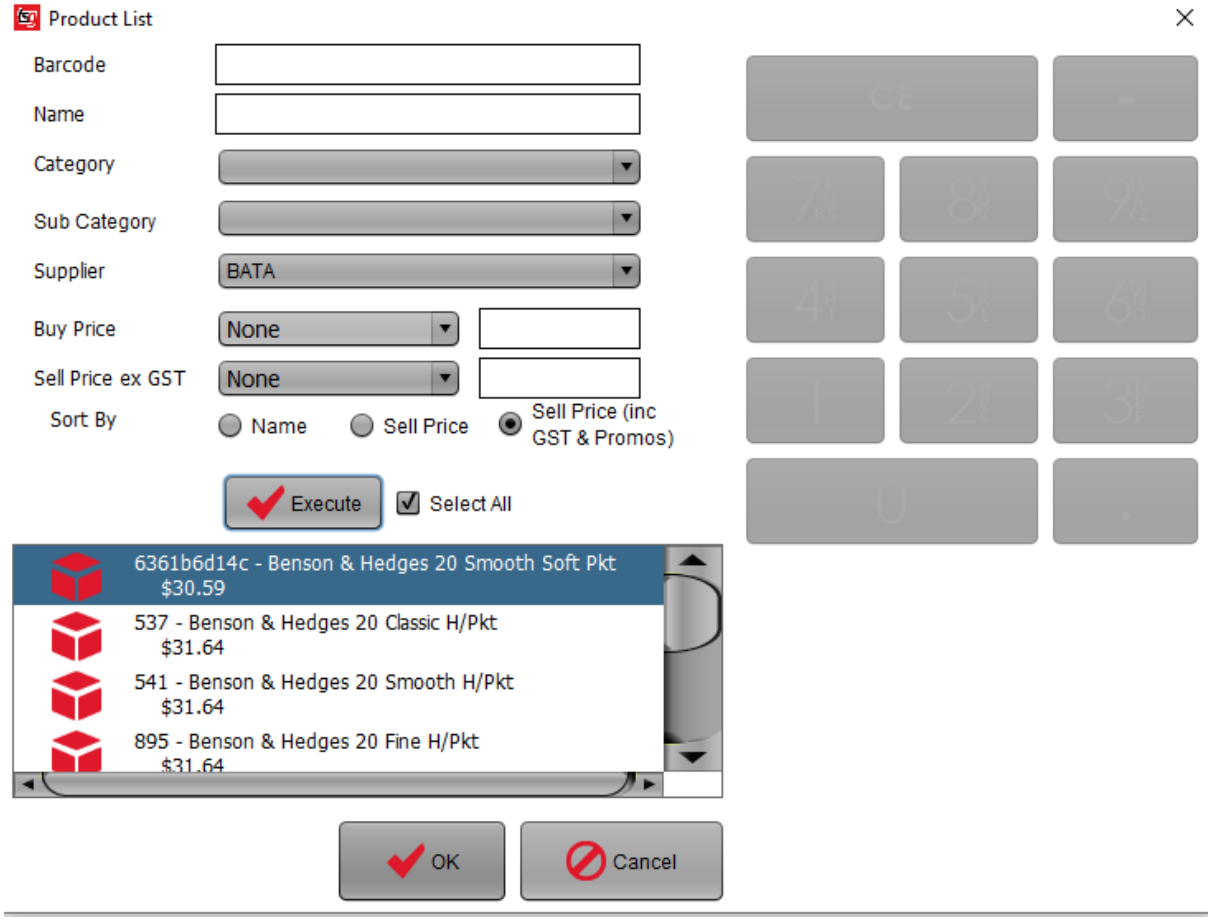
Click yes.



Now the bh20 products are active.

If we generate an export order form for BATA. Only bh20 will be on the product list. It can be very helpful way to shorten the product list by disabling unused products.



	A	B	C	D	E
1	Product Name	Units	Unit Cost	Total Cost	
2	Benson & Hedges 20 Classic H/Pkt	0	29.16	0	
3	Benson & Hedges 20 Fine H/Pkt	0	29.16	0	
4	Benson & Hedges 20 Smooth H/Pkt	0	29.16	0	
5	Benson & Hedges 20/200 Classic Hd Ctn	0	291.63	0	
6	Benson & Hedges 20/200 Fine Hd Ctn	0	291.63	0	
7	Benson & Hedges 20/200 Smooth Hd Ctn	0	291.63	0	
8	GRAND TOTAL			0	
9	Discount			0	
10	Discounted Total			0	
11					

If you use stock movement for stock control. You would only find bh20 product in the product list.