



Stock Control Guide (Advanced)

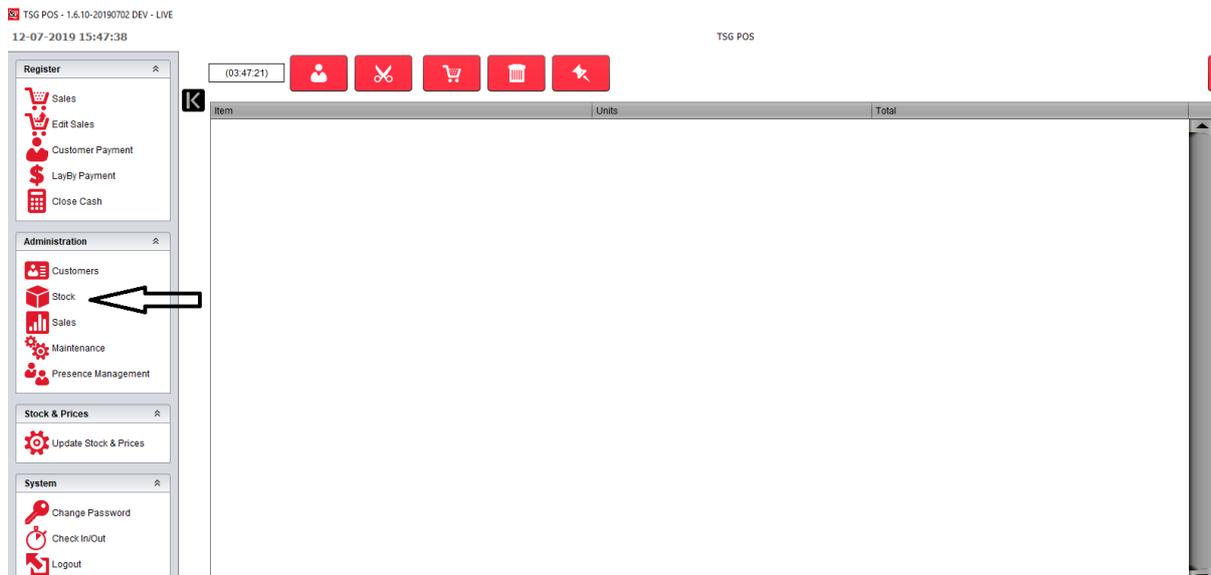
It's time to take stock...



- 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

TSG POS - 1.6.10-20190702 DEV - LIVE
12-07-2019 16:23:41

TSG POS

Stock

Maintenance

- Products
- Categories
- Supplier Management
- Promotions File Export
- Promotions
- Taxes
- Order Import/Export
- Stock Holding
- Stock Movement
- Price Board

Reports

- Products
- Catalogue
- Inventory By Datetime
- Inventory Difference
- Expired Promotions
- Inventory
- Inventory Broken
- Inventory Difference Detail
- Product Labels
- Current Inventory
- Inventory List Detail

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).

TSG POS - 1.6.15-20191002 - LIVE
10-10-2019 14:18:31

TSG POS

Inventory

By Barcode

Barcode

By Form

Category

Sub Category: BH20

By Supplier

Supplier

Remove zero unit stock

Page 1 of 1

Inventory: Location and Category

Printed 10/10/2019 1:59 PM

General						
CGCTN						
Barcode	Name	Cost	Total Cost	Retail	Total Retail	Units
931079700200	Benson & Hedges 20/200 Classic Hd Ctn	\$291.63	\$291.63	\$303.30	\$303.30	1
931079724361	Benson & Hedges 20/200 Fine Hd Ctn	\$291.63	\$874.90	\$303.30	\$909.89	3
931079700250	Benson & Hedges 20/200 Smooth Hd Ctn	\$291.63	\$583.26	\$303.30	\$606.59	2
CGPKT						
Barcode	Name	Cost	Total Cost	Retail	Total Retail	Units
93208932	Benson & Hedges 20 Classic HI/Pkt	\$29.16	\$116.64	\$30.62	\$122.48	4
931079724360	Benson & Hedges 20 Fine HI/Pkt	\$29.16	\$116.64	\$30.62	\$122.48	4
93208949	Benson & Hedges 20 Smooth HI/Pkt	\$29.16	\$116.64	\$30.62	\$122.48	4
			\$2,099.72		\$2,187.21	

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.

Inventory

By Barcode: Barcode
By Form: Category, Sub Category
By Supplier: Supplier, Remove zero unit stock

Run Report



Go to the last page.

Inventory

100% Page 2 of 106



1744	Agung Glass Bonza Cone	\$3.32	\$0.00	\$12.00	2	
	\$1.66					
1871	Agung Glass Bonza Stem & Cone	\$3.89	\$15.00	\$15.00	1	
7500	Agung Glass Elephant waterpipe	\$16.50	\$0.00	\$25.00	0	
7201	Agung glass gold fume 19cm 1701	\$27.50	\$82.50	\$45.00	\$135.00	3
7202	Agung Glass gold fume 22cm 7202	\$27.50	\$192.50	\$45.00	\$315.00	7
7220	Agung Glass Gold fume 26cm	\$28.28	\$0.00	\$50.00	\$0.00	0
1197	Agung Golden Hennsh	\$19.80	\$0.00	\$45.00	\$0.00	0
7001	Agung Little Rascal	\$11.00	\$0.00	\$30.00	\$0.00	0
1185	Agung Lustre Buster	\$17.05	\$34.10	\$55.00	\$110.00	2
1747	Agung Pipe Screens x5 Brass	\$0.33	\$33.00	\$1.00	\$100.00	100
1748	Agung Pipe Screens x5 Steel	\$0.33	\$31.91	\$1.00	\$97.00	97
1753	Agung Small Glass Cone	\$4.29	\$4.29	\$8.00	\$8.00	1
spipe	Agung Small Pipe	\$2.75	\$107.25	\$8.00	\$234.00	38

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

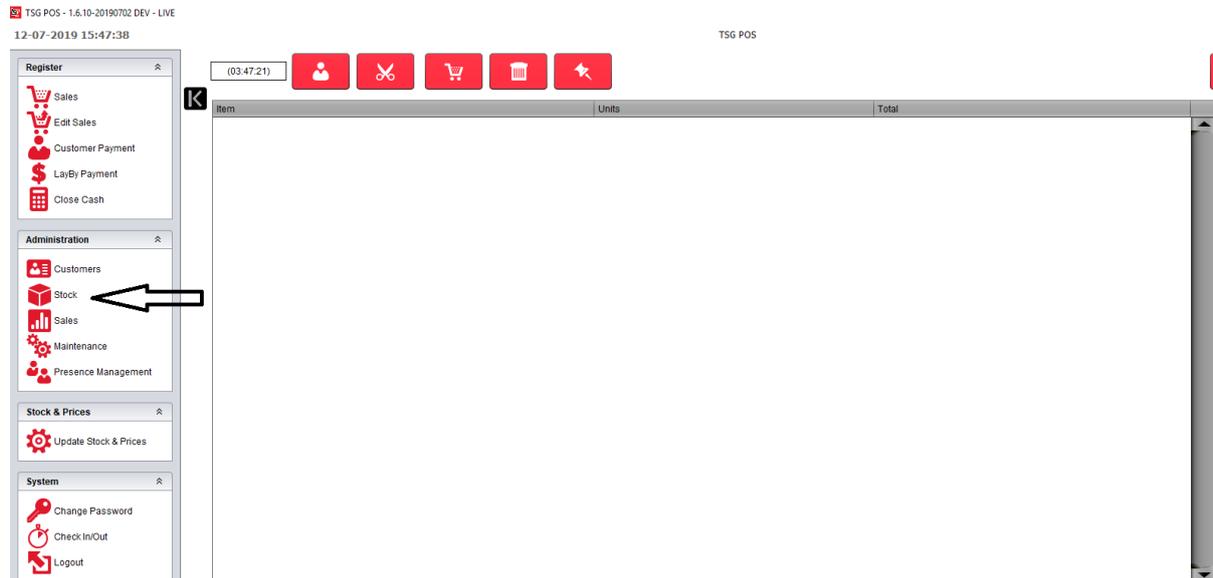
\$153,592.81

\$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.

Order Import/Export



Export Order To Document

Supplier:



Date From:



Date To:



Import Order From Document



CSV SAMPLE FORMAT

```
Product Name, Units
xyz Pipe, 1
abc Pipe, 1
def Pipe, 2
```

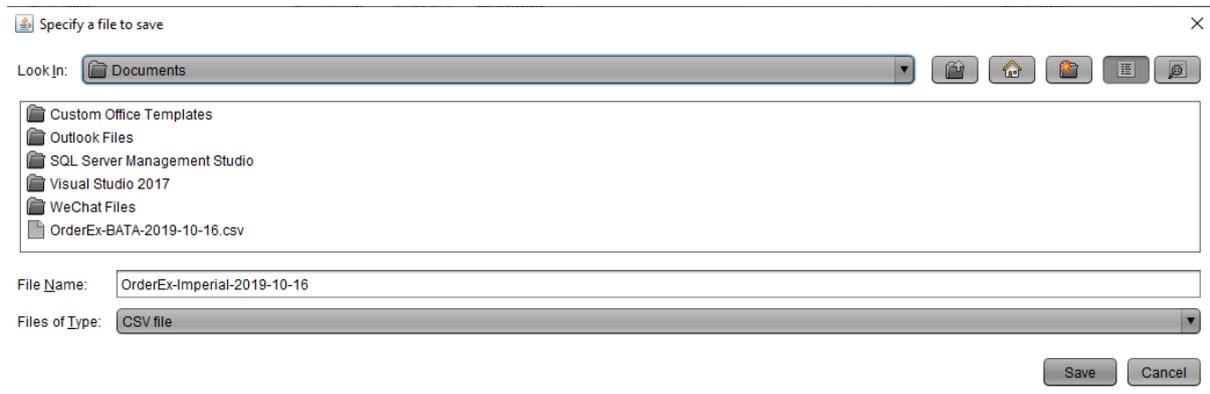
Export Blank Supplier Order

Supplier:

Export Max Level - Stock Difference Order

Supplier:

Save the file to your computer.



Open the excel file.

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.

Order Import/Export

Export Order To Document

Supplier: <Default>

Date From: 16/09/2019 12:00:00 AM Date To: 16/10/2019 11:59:59 PM Export Order

Import Order From Document

OrderEx-Imperial-2019-10-16.csv Import Order

CSV SAMPLE FORMAT

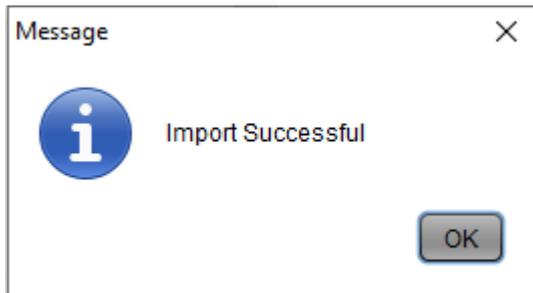
Product Name	Units
xyz Pipe,	1
abc Pipe,	1
def Pipe,	2

Export Blank Supplier Order

Supplier: <Default> Export Order

Export Max Level - Stock Difference Order

Supplier: <Default> Export Order



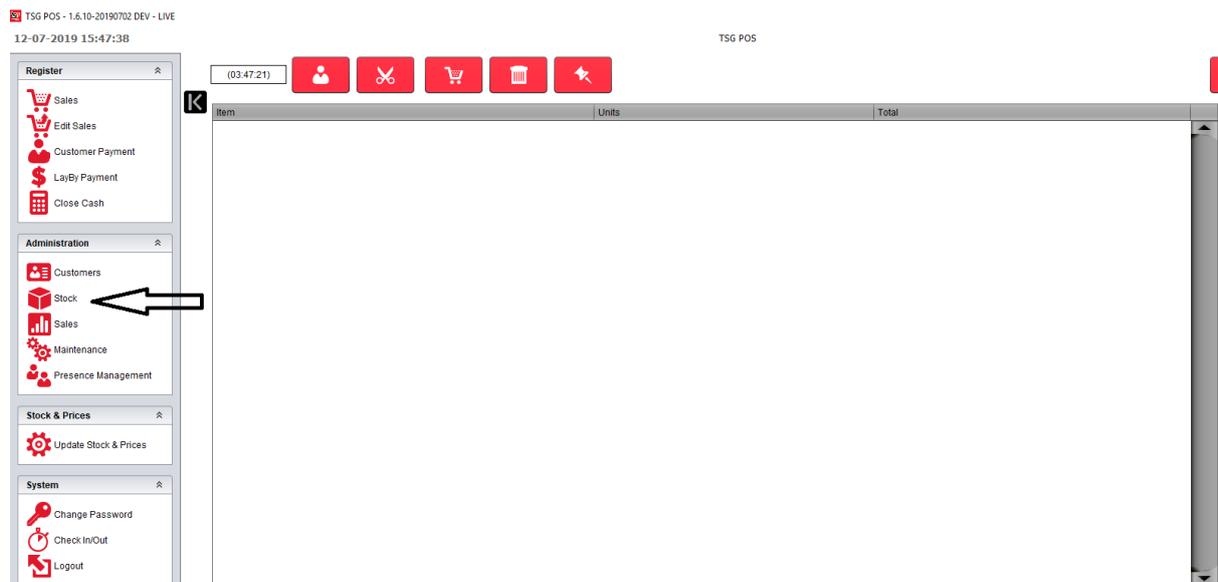
4 How do you disable discontinued product and remove unused product from stock control?

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.

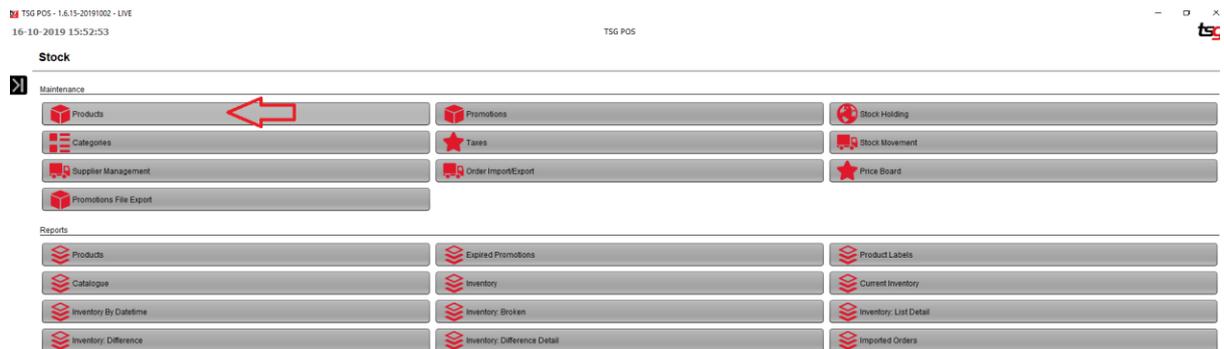
If we export a product list of BATA, we can see that a lot of products has not been used for a long time such as multi pack card, Benson & Hedges 23 etc. In order to shorten the list, we will disable product for this supplier.

	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.

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16-10-2019 15:54:06

TSG POS

Products

By Barcode: Barcode

By Form: Category Supplier **BATA**  Status **Active**

Sub Category

1 / 3,524 

123abc - 123abc

- 234abc - 234abc
- 345abc - 345abc
- 456abc - 456abc
- 567abc - 567abc
- 600ml Water - 600ml Water
- 789abc - 789abc
- 973b5119e6 - Airwaves Gum
- 3133 - Alpine 25 Twin Pack Card Pkt
- 1827 - Alpine Is 25 Filter Pkt
- 1829 - Alpine Is 25 Fine Pkt
- 1835 - Alpine Is 25 Original Pkt
- 1837 - Alpine Is 25 Rich Pkt
- 1839 - Alpine Is 25 Supreme Pkt
- 1826 - Alpine Is 25/200 Filter Ctn
- 1828 - Alpine Is 25/200 Fine Ctn
- 1830 - Alpine Is 25/200 Finesse Ctn
- 1834 - Alpine Is 25/200 Original Ctn
- 1836 - Alpine Is 25/200 Rich Ctn
- 1838 - Alpine Is 25/200 Supreme Ctn
- 2037 - Alternativos Aroma 10s
- 2038 - Alternativos Exotic Filter 10s

General Optional Stock Button Image Status 

Reference: 123abc

Barcode:

Name:

Supplier: **Philip Morris**

Category: **CGPKT**

Sub Category: **BON26**

Tax Category: **GST**

Sell Price: Sell Price ex GST:

Buy Price: Buy Price ex GST:

Margin:

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

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16-10-2019 15:57:25

TSG POS

Products

By Barcode: Barcode

By Form: Category Supplier **BATA** Status **Active**

Sub Category

1 / 660 

2111 - B&H 20 Multi Pack Card

- 1930 - B&H 25 Multi Pack Card
- 537 - Benson & Hedges 20 Classic H/Pkt
- 895 - Benson & Hedges 20 Fine H/Pkt
- 541 - Benson & Hedges 20 Smooth H/Pkt
- 538 - Benson & Hedges 20/200 Classic Hd Ctn
- 915 - Benson & Hedges 20/200 Fine Hd Ctn
- 542 - Benson & Hedges 20/200 Smooth Hd Ctn
- 2919 - Benson & Hedges 23 Demi Classic Pkt
- 2921 - Benson & Hedges 23 Demi Smooth Pkt
- 4344 - Benson & Hedges 23 Gold Pkt
- 2918 - Benson & Hedges 23/138 Demi Classic Ctn
- 2920 - Benson & Hedges 23/138 Demi Smooth Ctn
- 4343 - Benson & Hedges 23/184 Gold Ctn
- 539 - Benson & Hedges 25 Classic Pkt
- 545 - Benson & Hedges 25 Fine Pkt
- 535 - Benson & Hedges 25 Rich Pkt
- 543 - Benson & Hedges 25 Smooth Pkt
- 549 - Benson & Hedges 25 Subtle Pkt
- 547 - Benson & Hedges 25 Ultimate Pkt
- 540 - Benson & Hedges 25/200 Classic Ctn

General Optional Stock Button Image Status 

Reference: 2111

Barcode:

Name:

Supplier: **BATA**

Category: **CG2PK**

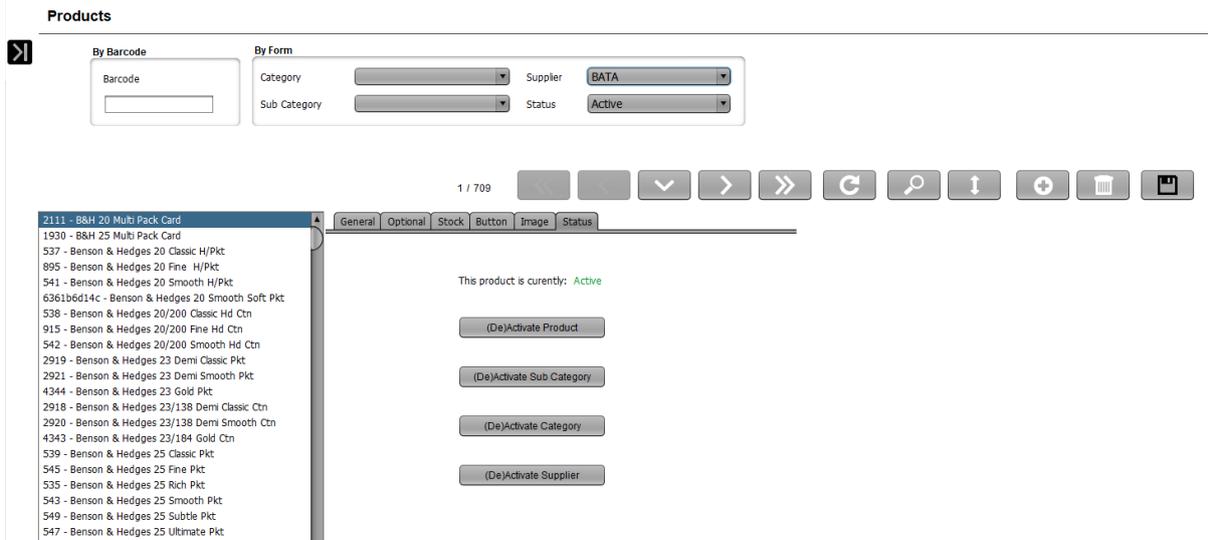
Sub Category: **B20MP**

Tax Category: **GST**

Sell Price: Sell Price ex GST:

Buy Price: Buy Price ex GST:

Margin:



There are four ways to disable/enable product.

Activate/Deactivate product

Activate/Supplier

Activate/Category

Activate/Sub-category

This product is currently: **Active**

<input type="button" value="(De)Activate Product"/>	Reference	537
<input type="button" value="(De)Activate Sub Category"/>	Barcode	<input type="text" value="93208932"/>
<input type="button" value="(De)Activate Category"/>	Name	<input type="text" value="Benson & Hedges 20 Classic H/Pkt"/>
<input type="button" value="(De)Activate Supplier"/>	Supplier	<input type="text" value="BATA"/>
	Category	<input type="text" value="CGPKT"/> <input type="button" value="Add Sub Category"/>
	Sub Category	<input type="text" value="BH20"/>
	Tax Category	<input type="text" value="GST"/>

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.

Products



By Barcode

Barcode

By Form

Category

Supplier

BATA

Sub Category

Status

Active

3 / 709



General Optional Stock Button Image Status

This product is curenly: **Inactive**

(De)Activate Product

(De)Activate Sub Category

(De)Activate Category

(De)Activate Supplier

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.

Products

By Barcode
Barcode

By Form
Category
Sub Category
Supplier: BATA
Status: Inactive

3 / 709

General Optional Stock Button Image Status

This product is currently: **Inactive**

(De)Activate Product
(De)Activate Sub Category
(De)Activate Category
(De)Activate Supplier

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

Products

By Barcode
Barcode

By Form
Category
Sub Category
Supplier: BATA
Status: Inactive

3 / 709

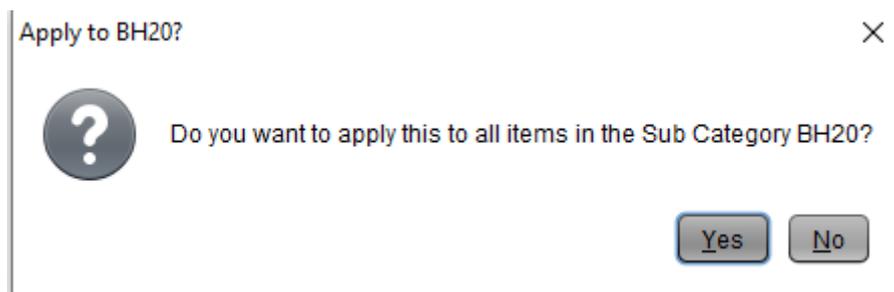
General Optional Stock Button Image Status

2111 - B&H 20 Multi Pack Card
1930 - B&H 25 Multi Pack Card
537 - Benson & Hedges 20 Classic H/Pkt
895 - Benson & Hedges 20 Fine H/Pkt
541 - Benson & Hedges 20 Smooth H/Pkt
6361b6d14c - Benson & Hedges 20 Smooth Soft Pkt
538 - Benson & Hedges 20/200 Classic Hd Ctn
915 - Benson & Hedges 20/200 Fine Hd Ctn
542 - Benson & Hedges 20/200 Smooth Hd Ctn
2919 - Benson & Hedges 23 Demi Classic Pkt
2921 - Benson & Hedges 23 Demi Classic Pkt
4344 - Benson & Hedges 23 Gold Pkt
2918 - Benson & Hedges 23/138 Demi Classic Ctn
2920 - Benson & Hedges 23/138 Demi Smooth Ctn
4343 - Benson & Hedges 23/184 Gold Ctn
539 - Benson & Hedges 25 Classic Pkt
545 - Benson & Hedges 25 Fine Pkt
535 - Benson & Hedges 25 Rich Pkt
543 - Benson & Hedges 25 Smooth Pkt
549 - Benson & Hedges 25 Subtle Pkt
547 - Benson & Hedges 25 Ultimate Pkt
552718d20f - Benson & Hedges 25 Vintage Blue Pkt Sm
41e95316fc - Benson & Hedges 25 Vintage Red Pkt Sm
540 - Benson & Hedges 25/200 Classic Ctn
546 - Benson & Hedges 25/200 Fine Ctn

This product is currently: **Inactive**

(De)Activate Product
(De)Activate Sub Category
(De)Activate Category
(De)Activate Supplier

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.

AutoSave Off

File Home Insert Page Layout Formulas Data Review View

Clipboard Font Alignment

A1 Product Name

	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.

 Product List ×

Barcode

Name

Category

Sub Category

Supplier

Buy Price

Sell Price ex GST

Sort By Name Sell Price Sell Price (inc GST & Promos)

Execute Select All

	6361b6d14c - Benson & Hedges 20 Smooth Soft Pkt	\$30.59
	537 - Benson & Hedges 20 Classic H/Pkt	\$31.64
	541 - Benson & Hedges 20 Smooth H/Pkt	\$31.64
	895 - Benson & Hedges 20 Fine H/Pkt	\$31.64

OK Cancel