Stocktaking in
memsec
EPoS 7

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<u>Orders, Deliveries & Other Stock Movements</u>

With all relevant products assigned in the appropriate sizes for both sale and purchase it's now time to look at orders and deliveries. These have to be entered so that the till knows of incoming stock as well as outgoing sales. The process within Memsec7 has been designed to mimic your workflows in as much as an order has to be placed with a supplier some time before that supplier delivers the goods as per the order. In theory you'll compose your order in the Memsec7 system and then communicate it to the supplier via phone or email. When the delivery arrives you record the order as having been delivered, making any necessary changes where items have either been added or missed off the delivery.

<u>Orders</u>

To speed up the ordering process we provide 4 different bases for a stock order;

1) A system suggested order. The system calculates likely requirements based on sales in the immediate past for each product
2) Copy a recent order – copy any of the 3 most recent orders placed to a supplier
3) Standard template – you can save an order as a template for its supplier, then simply change quantities each time
4) a blank order, which you complete from a drop down list of all the products from the supplier in question

All of the first 3 options allow you to alter quantities and add or remove products to those generated so it should be relatively simple to use one of these options to provide the basis for any order.

You can set the next delivery date and delivery frequency for each supplier in the suppliers screen. This information is required for the suggested ordering function as the calculations have to take into account the time until the next likely delivery.

Each order has a unique reference in the system. When adding products to the order you can either select them from the full list available or type in part of the name to filter that list to help find the item you're looking for next. Once

an item is selected in the drop down just enter the quantity required and click 'Add to Order'.

You can edit the quantity of items already added by simply clicking on the relevant line in the grid of items and changing the number. If you change it to zero you will be asked if the item should be removed from the order when you click away from the list.

At any time you can save the order you're working on and come back to it later. Only when you've saved and then confirmed the order will it be available to record as a delivery. Once you've saved an order you'll also then have the option to save it as a template for future orders. This will retain the details of the items on the order but not their quantities, so that you can amend those each time from a default value of 1. Similarly each confirmed order is added to the list of recent orders available to be copied (up to 3 most recent).

On confirming the order you'll next have the options to Print or Email it. The print option simply prints the grid as shown with order details above. If you choose to email the order the system will ask for both the suppliers email address (if not stored in the Suppliers screen) and a reply address for you, and will the email when you click 'Send'. Both addresses will be stored for future orders. Naturally if you don't select either option the order will just be stored on your system on the assumption that you've already communicated it to the supplier.

Because it's quite often the case that people like to do all their ordering in a single sitting the Save button will change to 'New Order'.

Historic orders can be viewed under 'Stock>Orders>View Orders' but can't be edited once confirmed.

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Deliveries

Recording a delivery is a very simple process once the order is created. If all items are delivered as ordered it's simply a question of entering the delivery note number and recording the date and time of the delivery. If there are variations to quantities or items delivered these can easily be reflected before saving the delivery, in exactly the same way as items are added to an order or quantities changed.

In the deliveries screen you can either select the relevant supplier from the supplier drop down or you can view all outstanding orders from all suppliers. Once you've selected the right order its details will be listed for you to check before clicking 'Next'

Each delivery comes with its own delivery note number which you're asked next to record along with the date and time of the arrival of the delivery. Because stocktakes have strictly defined periods it's important to record the timing of all deliveries that arrive in a stocktake period as accurately as possible. Once a stocktake has been started it's not possible to record a delivery outside of that stocktake period until the stocktake has been finalised, thereby starting the new stocktake period. This is why you might be told by the system that the time you're attempting to record for a delivery isn't allowed.

Once you've entered the delivery note number and set the delivery time, clicking 'Create Delivery' will allow you to edit any quantities that may have changed from the order (1 in the image below) or add any other items (2).

At the bottom left of the screen you'll see an 'Apply Discount' button, which as its name suggests allows you to apply a discount to the delivery. You'll be prompted to enter the discount percentage which will then be applied to all costs within the delivery.

Once you're happy that the grid accurately reflects all of the items delivered and the associated costs click on 'Save' to record those items into stock.
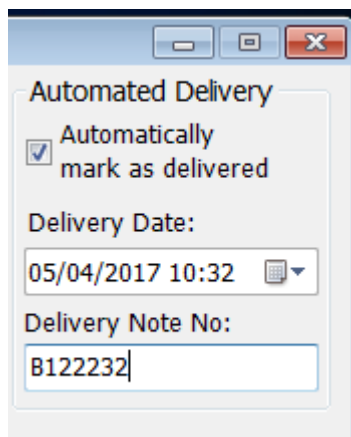
View/Edit Deliveries

After a delivery has been recorded it's sometimes necessary to edit it either because the delivery wasn't recorded correctly or because the invoice has

arrived and shows price differences. Any deliveries in the current stock period can be retrospectively altered to amend quantities or prices paid, or to add or remove products.

The View Deliveries screen (Stock>Deliveries>View Deliveries) shows a list of deliveries by supplier and whether they're open or closed. Any delivery can be viewed. If a delivery is open, so available to be altered, the Edit button will be enabled. Clicking this will enable editing of the grid to alter quantities and/or unit costs. On changing the cost of an item on a delivery you'll be asked whether the new price should be the future price for that item from the supplier in question. Answer yes if there has been a permanent price change and no if this is a one-off discount or other variation. There is also a button 'Add items to Delivery' which will display the drop down list of supplier items and quantity box so you can add any items missed. To remove an item from the delivery set the amount to zero.

Quick Deliveries

Because we recognise that many suppliers are proactive and call you for your regular order we've provided a means of shortcutting the order and delivery process where appropriate. In the top right hand corner of the new order screen there's a check box to Automatically mark the order as delivered. Tick this, enter the delivery note number and when you Confirm the order it will be saved as both order and delivery. You can still amend the delivery in View Deliveries.

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Other Stock Movements

Returns

Returns are also sometimes required and can be set up in exactly the same way as deliveries. Under Stock>Returns>Create New Return you have the option of selecting a recent delivery to base a return on. Enter a reason, date & time and Credit Note Number then click Create Return. You can then enter any relevant quantities returned of the items in the selected delivery. Once you've recorded the quantities click 'Save'.

Wastage

Wastage is recorded in the till program. Log in with relevant permission and click Menus. The Wastage button is at the bottom left and will place the till in wastage mode in order to let you account for known stock loss from spillage, line cleaning etc.

Ordinarily this involves recording one or more sale items as wastage. However, for categories such as Draught Beers this may not be appropriate as the quantity wasted may not exactly equate to a pint or half pint. In this sort of instance you can set the category to allow custom wastage. With this option selected you'll see an additional sale measure at the top of the sale item buttons, as below, when the till is in wastage mode;

If you select this measure then pressing one of the sale item buttons will generate a prompt asking you what volume of the smallest sale measure for the related product has been wasted.