F&B Sales Item Routines
Stock Routines
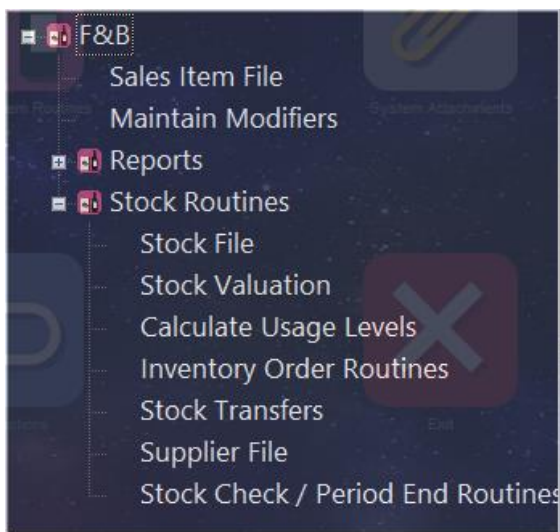
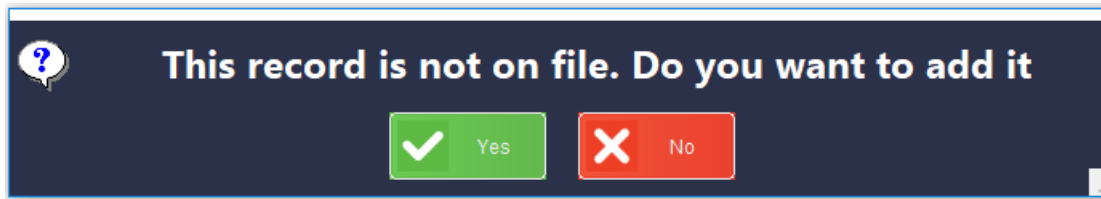## Table of Contents

1. Creating Stock Files
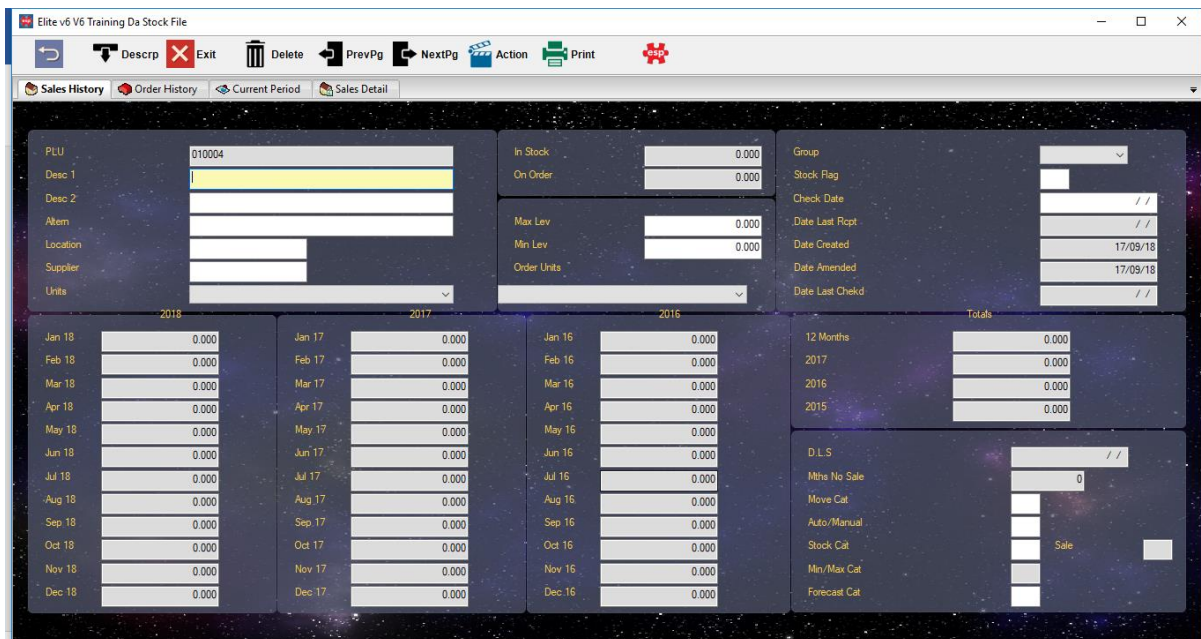

Select – **Sales Item Routines**

Select – **Stock File**

Enter a Stock Code for the stock file you wish to create. The code should follow a consistent format.

Select **Enter**, you will then receive a prompt, 'This record is not on file. Do you want to add it?'

Select **Yes**. A new stock file will now be open as above.

Enter the **Description** in **Desc 1**. This will be as the description will appear on the point-of-sale screen, customer receipts and stock-take sheets.

Desc 2 is available for additional information to be entered regarding the product. This description does not print on any of the reports or receipts. If you wish to be able to offer an alternative product if this item is unavailable, a description/product code can be entered in the **Altern** field.

Loc allows you to specify a location within the store room, e.g. a specific shelf, aisle etc. Enter the **Supplier Code** in the Supp Field. Enter the **Units** in which you want to count the item during a Stock Take, e.g. Gallons, Bottles, Litres etc.

The **Max/Min Levels** can be used as a guideline to the maximum and minimum stock levels to be kept in stock.
Enter the **Units** in which you will order the item from your Supplier. Select the relative **Stock Group** from the drop-down box.
If you wish the item to be shown on the replenishment report, place an 'R' in the **Stock Flag** box.

On the Current Period Page: Enter the **Cost Price** for the amount it would cost to buy 1 stock unit (not order unit). Once the information has been completed, select **F2 Exit**.
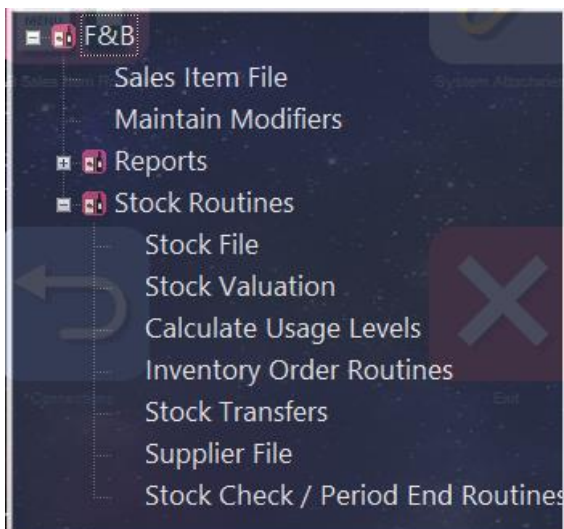
2. Finding Stock Items

There are 4 different methods of searching for Stock Records available from the Filter Screen

- Finding by **Stock Number**.

- Finding by **Product Description.**

- Finding by **Stock Group**.

- Finding by **Supplier.**

Finding by Stock Number

Select – **F&B Sales Item Routines**

Select – **Stock File**

Select the tab – **Stock Number**

As you start to enter the Stock Code for the item you wish to view, the screen will filter the items out.

If you want to see all the items which are linked to a specific group of products, e.g. Lager, you can select the option from the drop-down box at the top of the filter screen.

Finding by Product Description

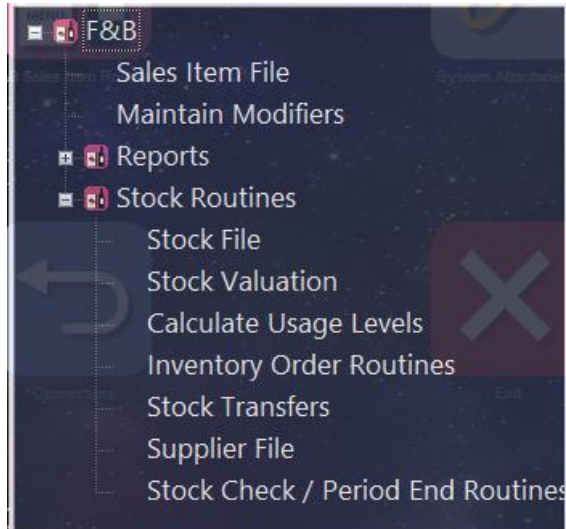Select – **F&B Stock Routines**

Select – **Stock File**

Select the tab – **Description**

As you start to enter the Product Description for the item you wish to view, the screen will filter the items out.

Finding by Stock Group

Select - **F&B Sales Item Routines**
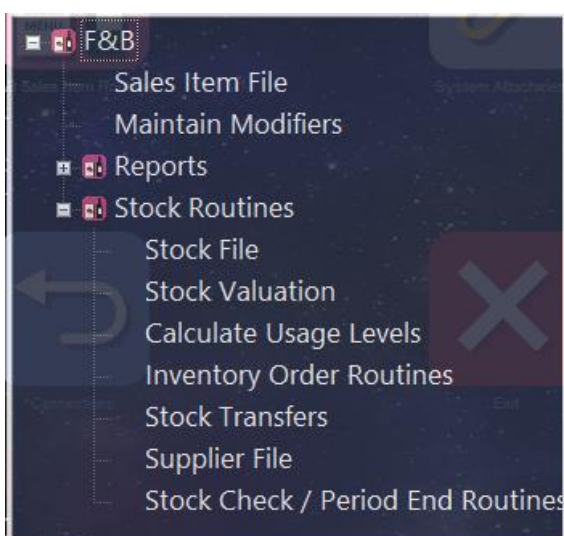
Select – **Stock File**

Select the tab – **Stock Group**

Select the stock group from the drop-down list to view a list of all the products linked to that stock group.

By Supplier

Select – **F&B Sales Item Routines**

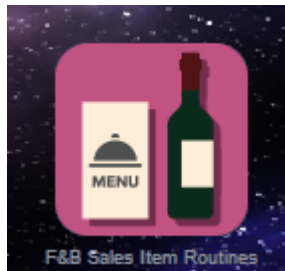Select – **Stock File**

Select the tab – **Supplier**

Enter the Supplier Code to view a list of all the products linked to that supplier.
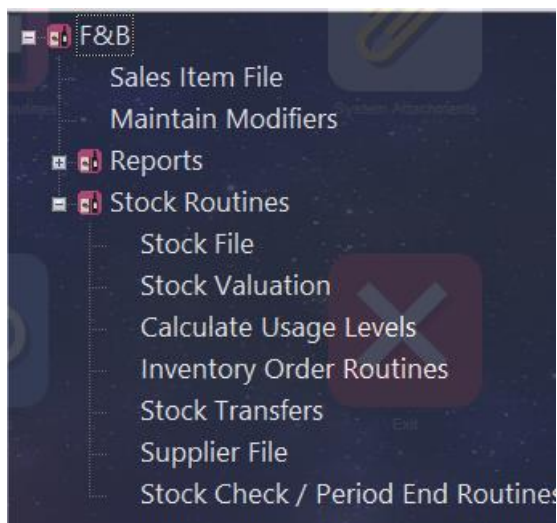
3. Stock Valuation

Current Stock Valuation

When you select the Current Stock Valuation option, you will see the Choose & Print Criteria to allow you to choose the products that you wish to include in your Stock Valuation.
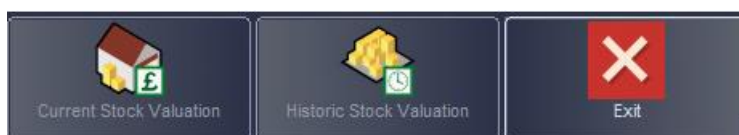
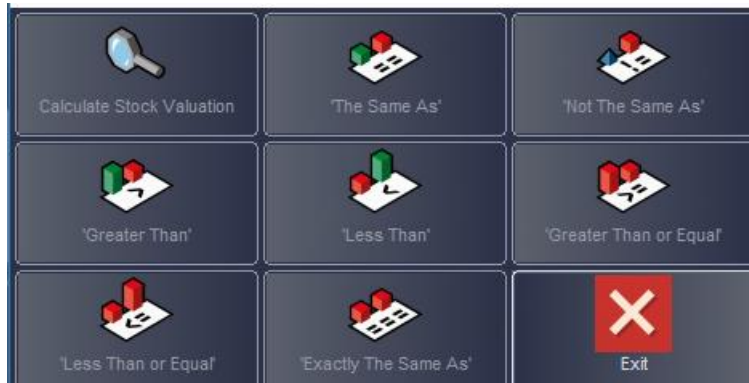If you wish to display a full stock valuation –
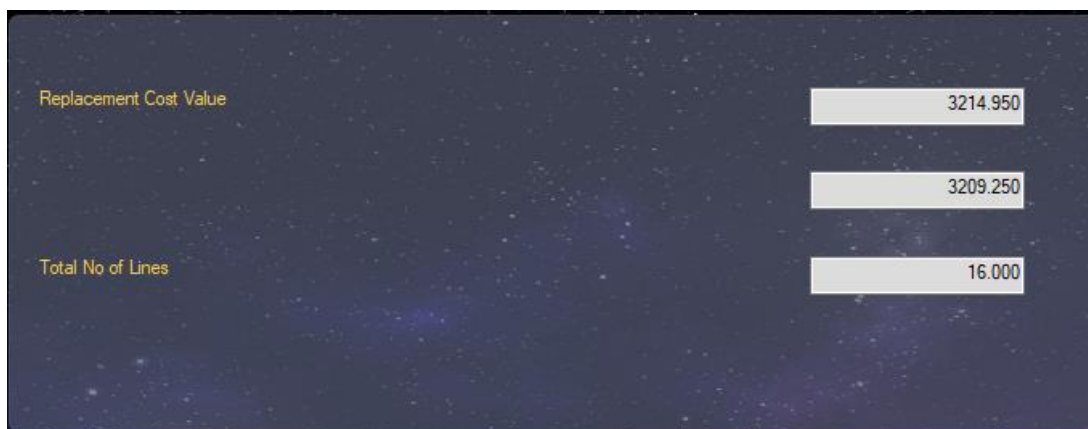

Select – **F&B Sales Item Routines**

Select – **Stock Valuation**

Select – **Current Stock Valuation**

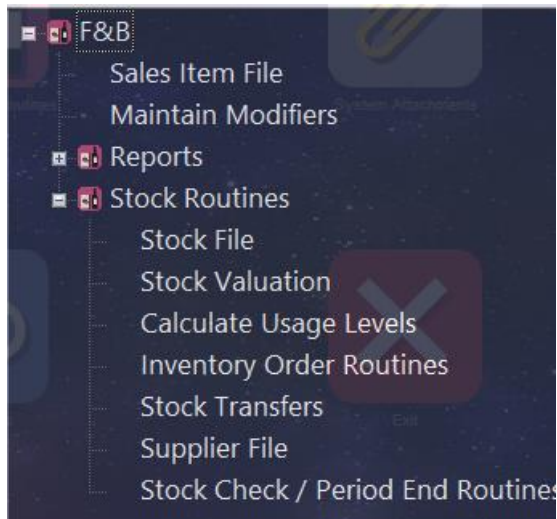Select – **Calculate Stock Valuation. The screen below will be displayed**.

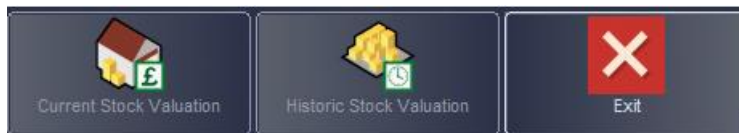## Historic Stock Valuation

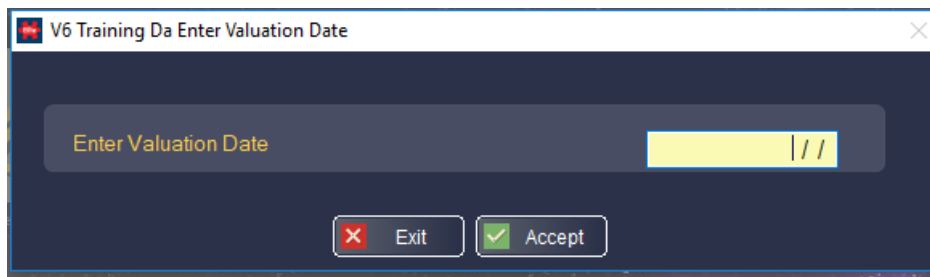To view historic stock valuations –

Select – **F&B Sales Item Routines**

Select – **Stock Valuation**

Select – **Historic Stock Valuation**

Enter the date at which you wish to view the stock valuation up until. The Stock Valuation will be calculated as at the end of the date you enter.

Select – **F3 Accept**. The screen below will be displayed.