

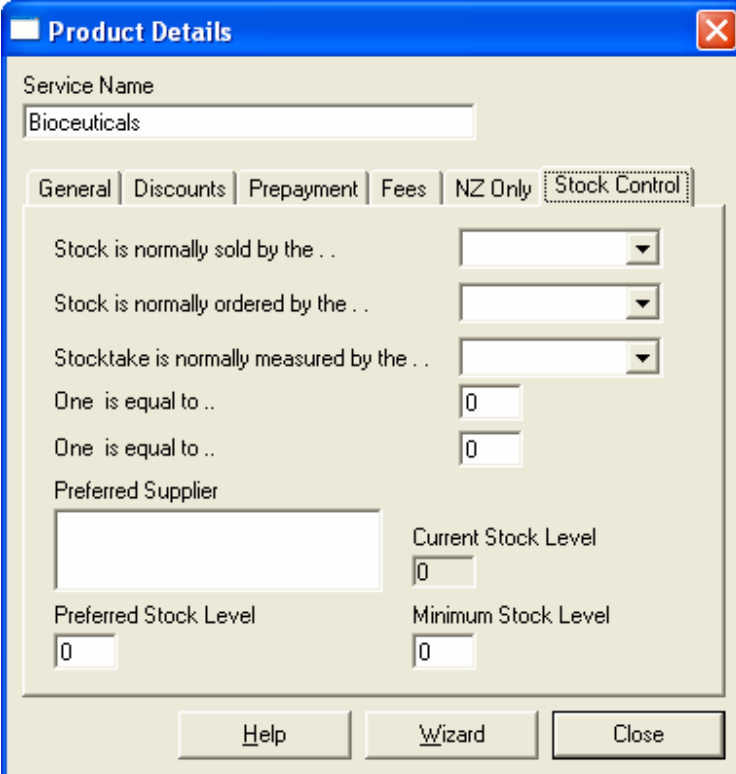
Stock Control Module

The Capable 21C Stock Control Module allows you to track stock levels and sales of product. The system manages incoming and outgoing stock, and identifies stock losses (e.g theft, giveaways, broken stock).

There essential elements of the Stock Control Module are:

- 1) Setup Products
- 2) Setup Suppliers
- 3) Stocktaking
- 4) Stock Ordering
- 5) Receiving Stock
- 6) Invoicing Stock
- 7) Bar-coding Stock
- 8) Stock Reporting

1) Setup Products



Product Details

Service Name
Bioceticals

General | Discounts | Prepayment | Fees | NZ Only | **Stock Control**

Stock is normally sold by the . . []

Stock is normally ordered by the . . []

Stocktake is normally measured by the . . []

One is equal to .. [0]

One is equal to .. [0]

Preferred Supplier []

Current Stock Level [0]

Preferred Stock Level [0]

Minimum Stock Level [0]

Help | Wizard | Close

Products can be entered according to the way they are normally, sold, ordered, and measured. Preferred suppliers can be recorded, as well as the minimum and preferred stock levels. Automatic orders will be generated for products that fall below their minimum stock level. Items for the same supplier that have fallen below their preferred stock level will also be automatically added to the order.

2) Setup Suppliers

When setting up suppliers, you can record their name and address details, special comments to appear on orders (including your customer code), which products are ordered from this supplier, and whether you would like this supplier to be the default supplier for orders of that product.



Supplier Short Name
New Supplier

General | Ordering | Products

Supplier Full Name
[Empty text box]

Address
[Empty text box]

Suburb Region Postcode
[Empty text box] [Empty text box] [Empty text box]

Close Cancel Apply



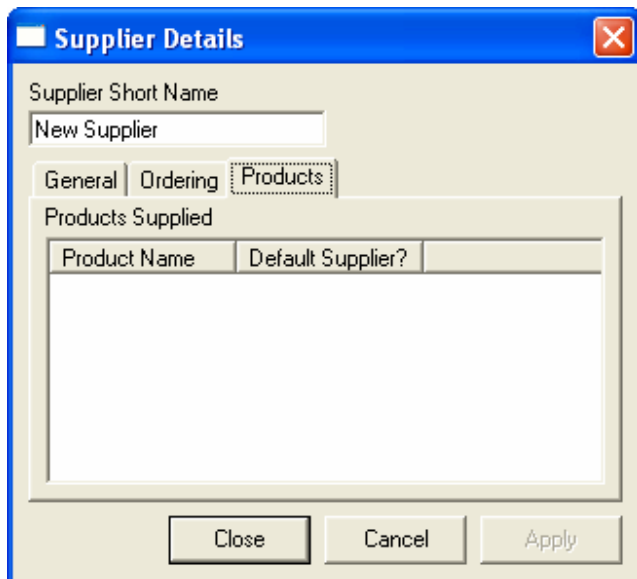
Supplier Short Name
New Supplier

General | Ordering | Products

Comments (to appear on every order)
[Empty text area]

Your client code with this supplier
[Empty text box]

Close Cancel Apply



Supplier Short Name
New Supplier

General | Ordering | Products

Products Supplied

Product Name	Default Supplier?
[Empty table area]	

Close Cancel Apply

3) Stocktaking

Once you have entered your stock and suppliers into the system, you will want to do a stock-take, so that the system knows how much stock you have. You will then periodically perform stock-takes to check your actual stock levels are what they should be.

boxes to approve those items for this order. Clicking the order button, will then print the order on the printer (optional), and save the order into the system.

5) Receiving Stock

When a stock order arrives, you can note the supplier invoice number, and whether all or part of the order was received.

Product Name	Units	Ordered	Actually Received	Supplier Invoic...
Ice Aid	Box	8	0	

6) Invoicing Stock

When you are in the invoice/receipt screen, all products added to the invoice/receipt are deducted from stock and tracked in the Stock Control module. It's that simple.

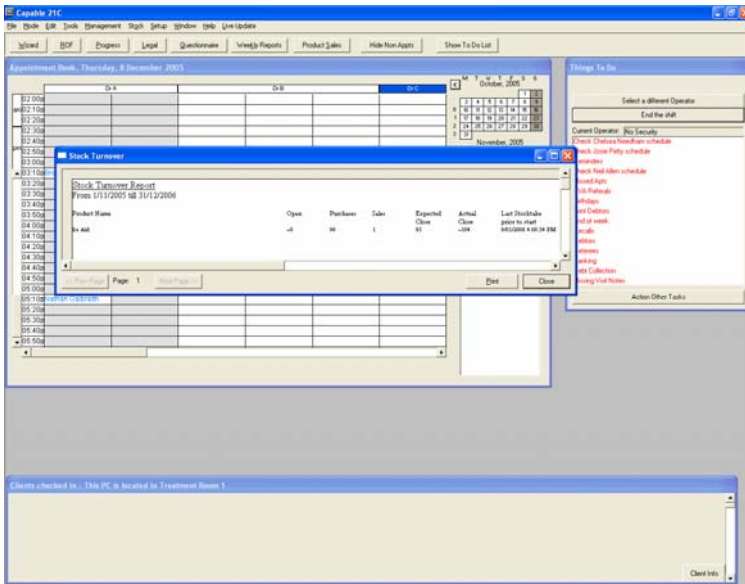
7) Bar-coding Stock

Setting up a stock item for bar-coding is very simple. You need only set up the bar code scanner in the Stock Control Menu. Then when you are entering product, you simply scan the barcode and the system records the code against the product. When you are receipting a product sold, you simply scan the item when you are in the receipt/invoice screen, and the item will be added to the receipt/invoice and deducted from the stock levels.

8) Stock Reporting

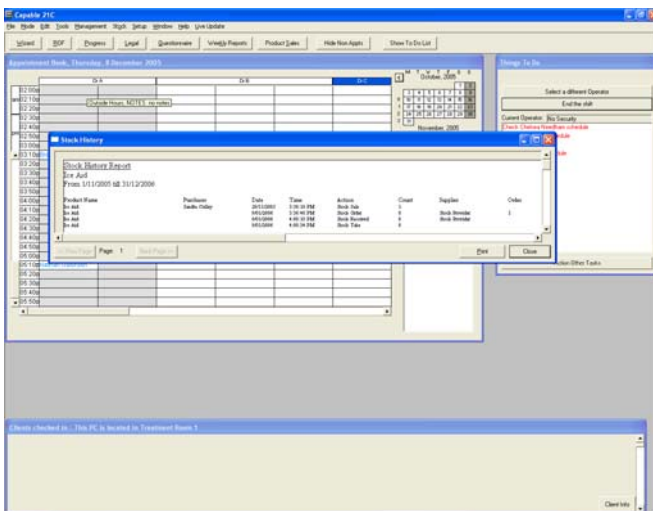
Two stock reports are available from the system.

1. Turnover Report:



The Turnover Report shows stock sold within the designated timeframe. This report shows the opening stock level (balance) for the product as the date of the report (if there is a tilde beside this figure, then there has been stock movement on this item since the date of the last stock-take), the purchases and sales of the stock item, expected and actual stock levels, and the date of the last stock-take.

2. History Report



The History Report shows you all movements for particular stock items. Dates that it was ordered, received, included in a stock-take, sold. Financial statistics regarding stock are contained within other Management Menus within Capable 21C (e.g. total revenue generated (including GST where applicable) for designated timeframes).