

# TALLORDER SOLUTIONS DEPARTMENTS

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## **TallOrder / Departments Manual**

### Managing Departments

#### 1. Accessing Department Settings

To manage departments in TallOrder, follow these steps:

- Navigate to your account settings.
- Select the "Departments" option.

lmyStock test\_Shrine New (4750) 1- Stock Location (4090)

Stock Actions

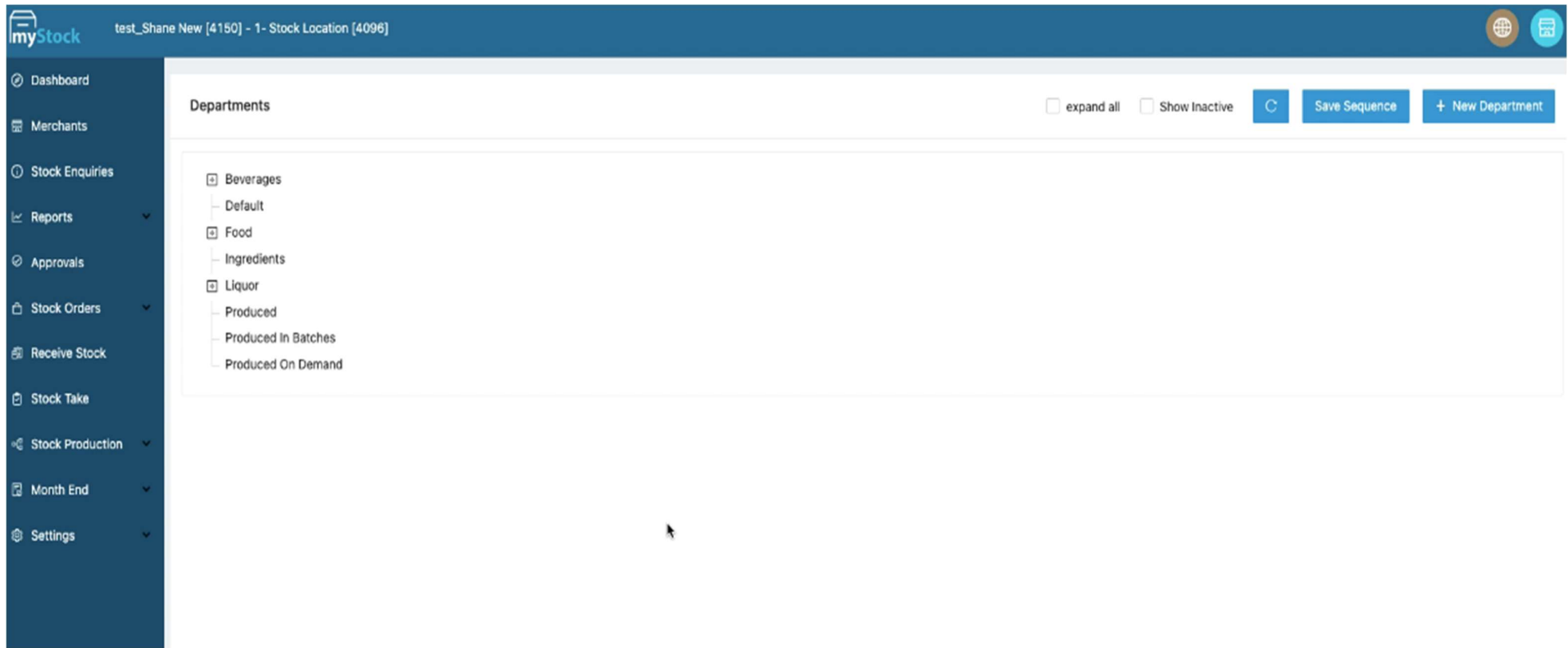
2023-05-29 → 2023-06-05 Filter 23

Created	Stock Action	Status	Reference	Created By	Destination	Source	Links
2023-05-30 12:19	Stock Take	Complete	<a href="#">STK-4096-1018</a>	Anna Test	1- Stock Location	1- Stock Location	
2023-05-30 12:23	Stock Take	Complete	<a href="#">STK-4096-1019</a>	Anna Test	1- Stock Location	1- Stock Location	
2023-05-30 12:27	Stock Take	Complete	<a href="#">STK-4096-1020</a>	Anna Test	1- Stock Location	1- Stock Location	
2023-05-30 12:30	Stock Take	Rejected	<a href="#">STK-4096-1021</a>	Anna Test	1- Stock Location	1- Stock Location	

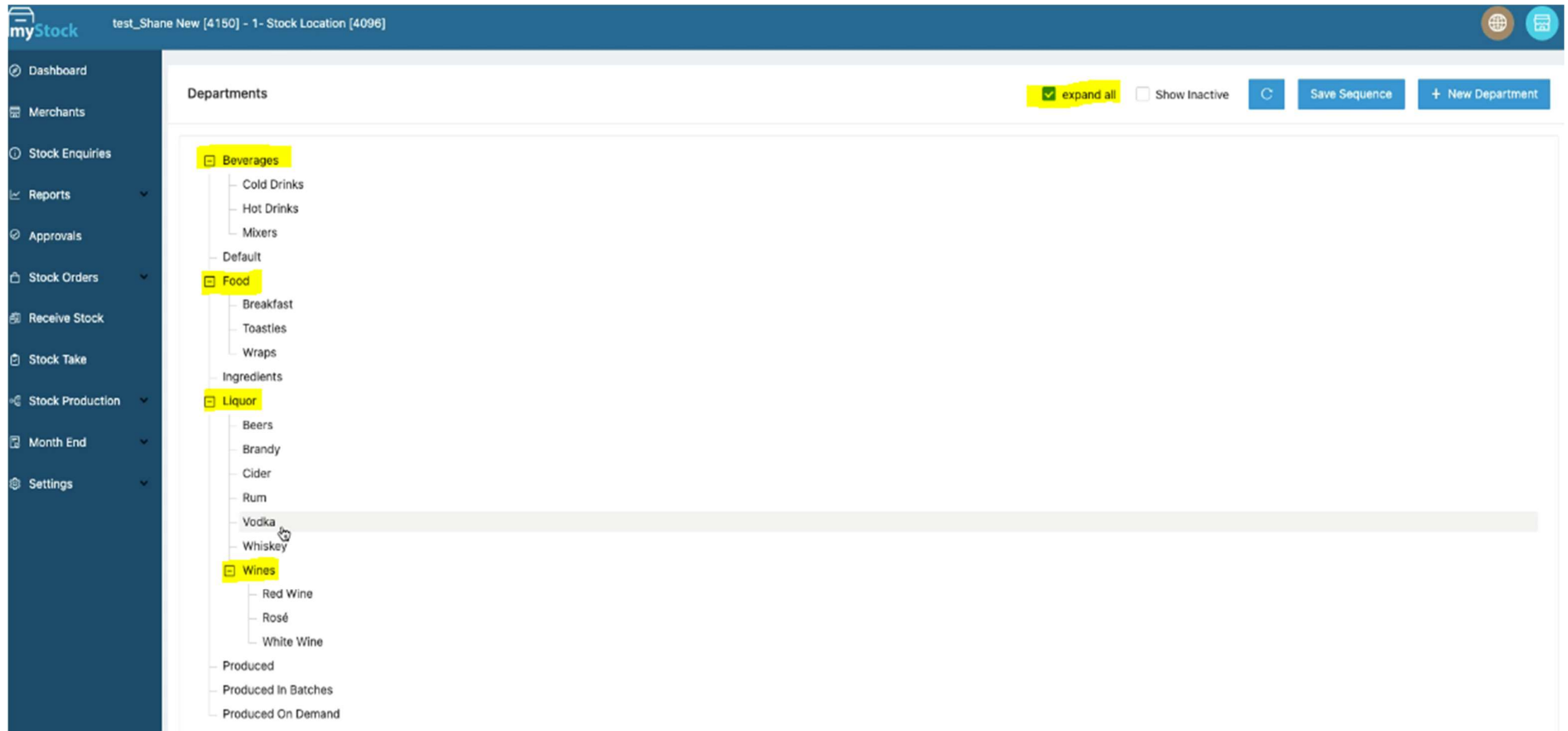
Items: 1 to 4 of 4 1 10 / page

Dashboard  
Merchants  
Stock Enquiries  
Reports  
Approvals  
Stock Orders  
Receive Stock  
Stock Take  
Stock Production  
Month End  
Settings  
Approvals  
Access Control  
Stock Locations  
Suppliers  
Departments  
Reasons

- You'll be brought to the departments' page where you will see a page displaying all the departments that hold stock items. This page allows users to view, edit, and rearrange the sequencing of departments to meet the specific needs of their business.



- Departments are listed in a sequence that reflects their overall arrangement.
- You can expand all departments to have a comprehensive view.
- Departments consist of both department heads and sub-departments.

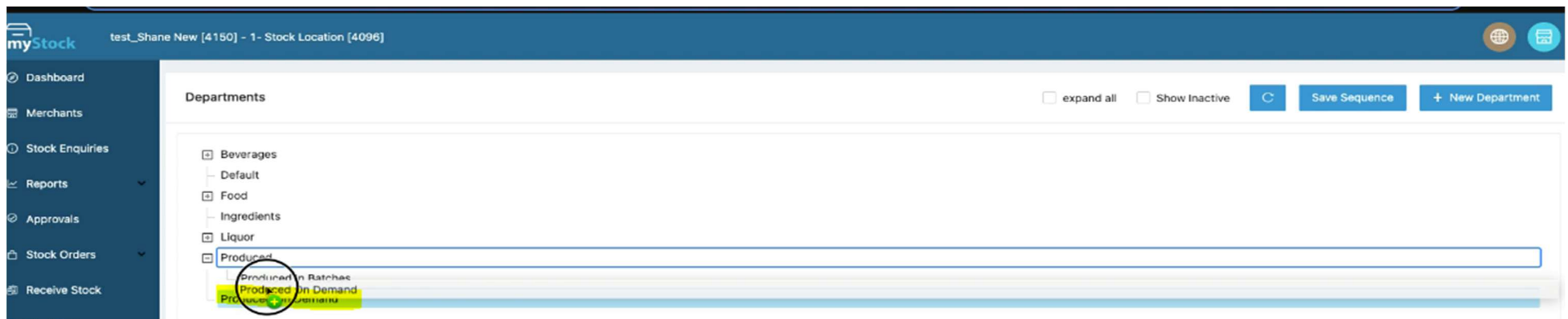


## Placing Departments within a Department

- If you want to include two departments, such as "Produced in Batches" and "Produced on Demand," within the "Produced" department, follow these steps:




- Select the department you wish to move into another department.
- Click and hold the department, then drag it into the desired department.
- Release the department to drop it into the target department.
- The target department will be highlighted with a blue square to indicate the drop location.



Note: If you do not save the sequence, the departments will not be rearranged permanently.

Stock test\_Shane New [4150] - 1- Stock Location [4096]

Departments ☒ expand all ☐ Show Inactive  Save Sequence + New Department

- Beverages
  - Cold Drinks
  - Hot Drinks
  - Mixers
- Default
- Food
  - Breakfast
  - Toasties
  - Wraps
- Ingredients
- Liquor
  - Beers
  - Brandy
  - Cider
  - Rum
  - Vodka
  - Whiskey
- Wines
  - Red Wine
  - Rosé
  - White Wine
- Produced
- Produced In Batches
- Produced On Demand

To ensure your department sequencing is correct, follow these steps:

- Verify that the departments are arranged as desired.
- Click on "Save Sequence."

myStock test\_Shane New [4150] - 1- Stock Location [4096]

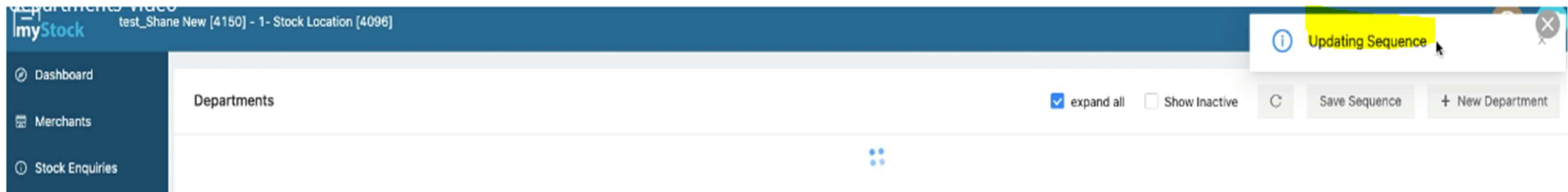
Departments

☒ expand all ☐ Show Inactive C Save Sequence + New Department

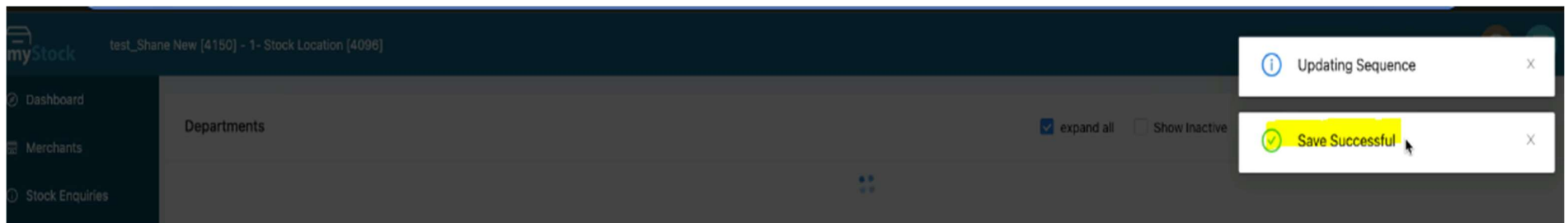
- [-] Beverages
  - Cold Drinks
  - Hot Drinks
  - Mixers
- [-] Default
- [-] Food
  - Breakfast
  - Toasties
  - Wraps
- [-] Ingredients
- [-] Liquor
  - Beers
  - Brandy
  - Cider
  - Rum
  - Vodka
  - Whiskey
- [-] Wines
  - Red Wine
  - Rosé
  - White Wine
- [-] Produced
  - Produced In Batches
  - Produced On Demand



- Wait for the update to complete.



- Once the update finishes, you will see a "Save Successful" message.



## Deactivating Departments

If you need to deactivate a department, whether due to seasonal changes or other reasons, follow these steps:

- Click on the department you want to deactivate.

The screenshot shows the 'myStock' application interface. On the left, a sidebar contains a tree view of departments. The 'Liquor' department is expanded, and 'Beers' is selected. The main panel displays the 'Beers' settings form. The form includes a 'Department Name' field with the value 'Beers', an 'Active' section with radio buttons for 'Yes' (selected) and 'No', a 'Target GP Margin %' field with the value '80', an 'Accounting Settings' section with fields for 'Current Asset Account', 'Cost of Sales Account', and 'Expense Account', and an 'Active Stock Locations' section with a list of locations: '1 - Stock Location', '2 - Stock Location', 'Admin Location', 'Auto Receive Location', and 'Cost Center Location'.

- Set the "Active" option to "No." Select "Save" to deactivate that specific department.

myStock test\_Shane New [4150] - 1- Stock Location [4096]

**Departments**

- Beverages
  - Cold Drinks
  - Hot Drinks
  - Mixers
- Default
- Food
  - Breakfast
  - Toasties
  - Wraps
  - Ingredients
- Liquor
  - Beers**
  - Brandy
  - Cider
  - Rum
  - Vodka
  - Whiskey
- Wines
  - Red Wine
  - Rosé
  - White Wine
- Produced
  - Produced In Batches
  - Produced On Demand

**Beers**

\* Department Name: Beers

Active: ☒ Yes ☐ No

Target GP Margin %: 80

**Accounting Settings**

Current Asset Account:

Cost of Sales Account:

Expense Account:

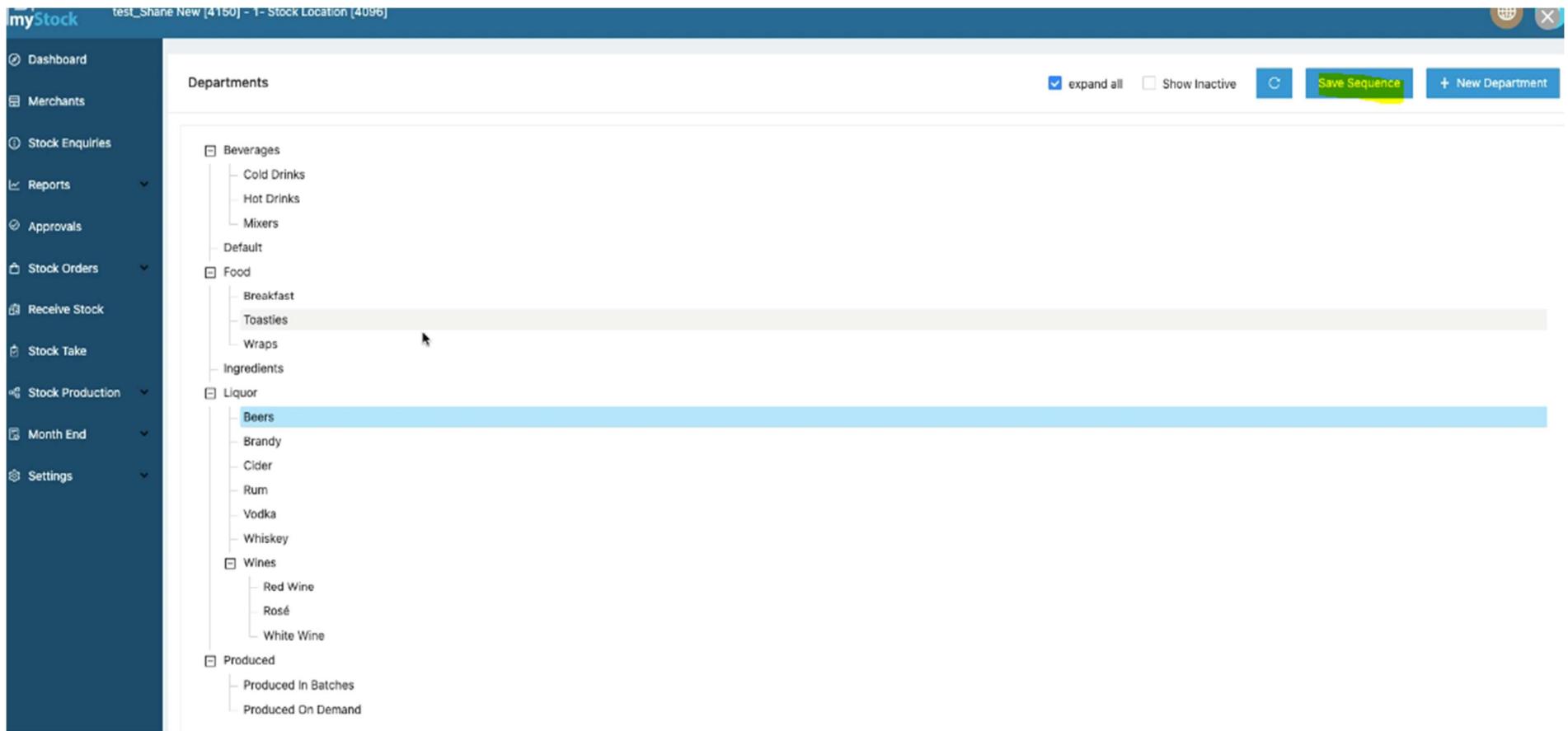
**Active Stock Locations**

1- Stock Location x 2- Stock Location x Admin Location x Auto Receive Location x Cost Center Location x

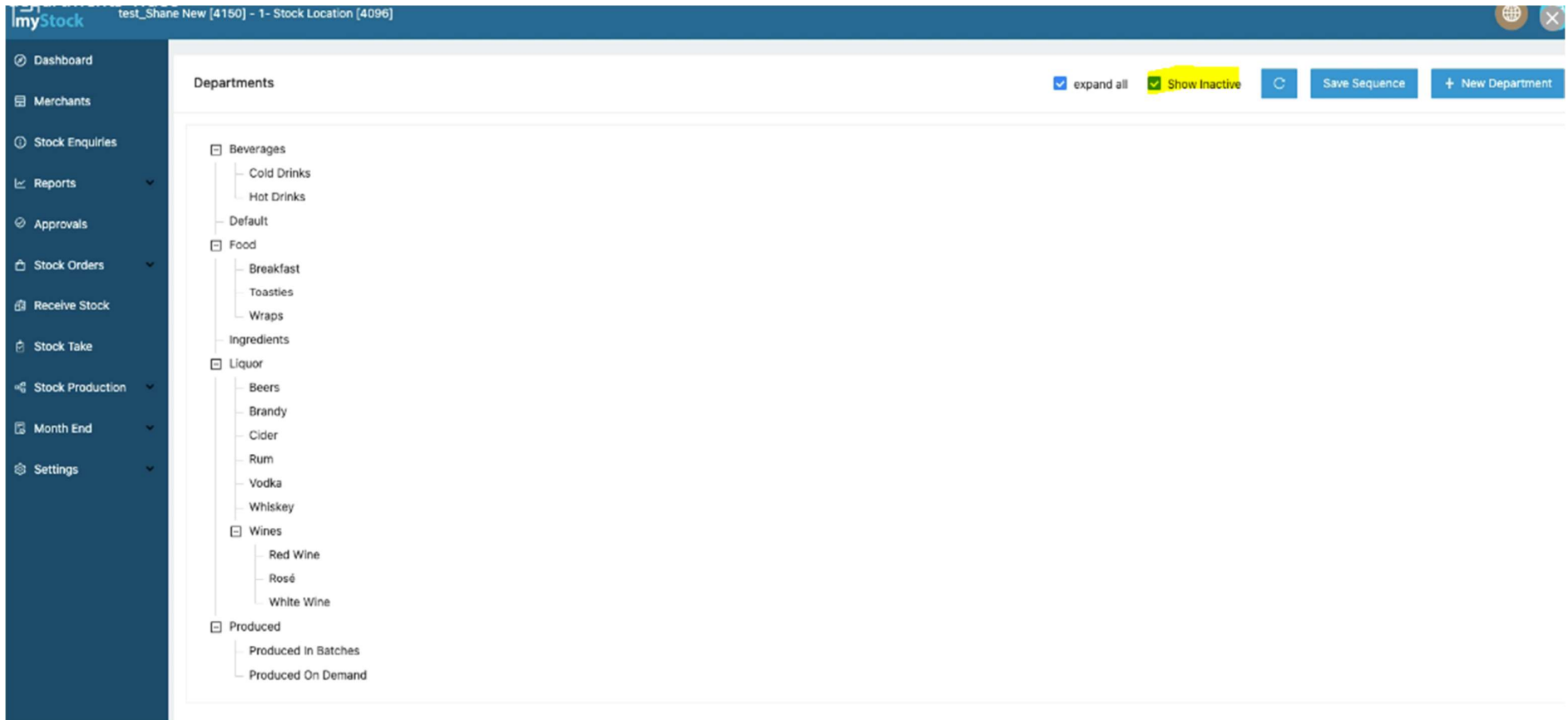
Close Save

- Click on "Save" to deactivate the specific department.

Note: After deactivating a department, remember to save the sequence for the changes to take effect.



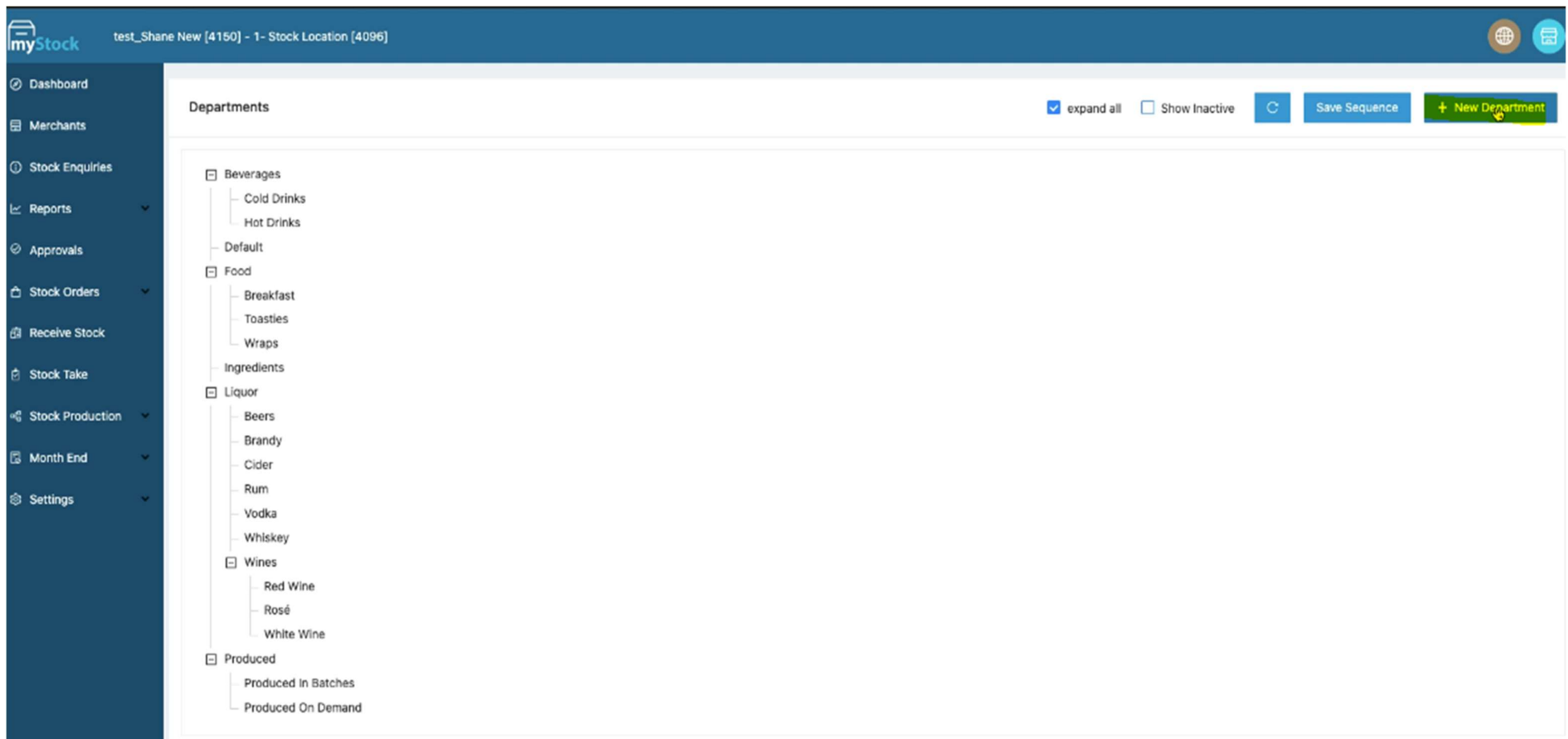
- If you want to view inactive departments, use the inactive toggle, and the system will display all departments that are no longer active.



## Creating New Departments

To create a new department in TallOrder, follow these steps:

- Click on the "New Department" button located at the top right of the screen.



- Provide a name for the department.
- Set the department as active.
- Optionally, input a target GP margin percentage for the department. This percentage defines the desired margin for all items within the department.
- Configure the account settings for the department.
- Select the active locations and stock locations where this department will be active. You can choose multiple locations by clicking on them.
- Click "Save" to create and save the new department in the selected locations.

New Department

Department Name

Active

☒ Yes
 ☐ No

Target GP Margin %

0

Accounting Settings

Current Asset Account

Cost of Sales Account

Expense Account

Active Stock Locations

1 - Stock Location x 2 - Stock Location x Auto Receive Location x

1 - Stock Location

✓

2 - Stock Location

✓

Admin Location

Auto Receive Location

✓

Cost Center Location

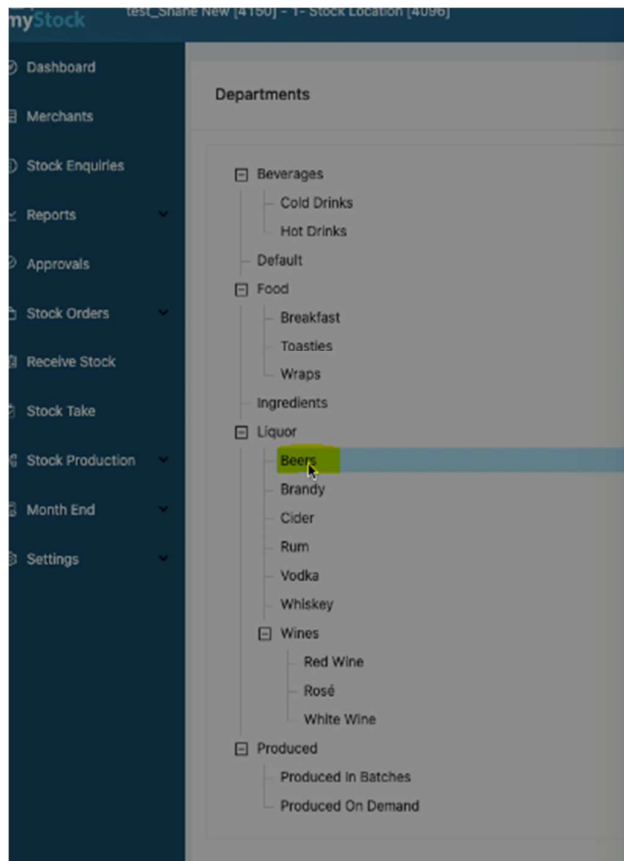
Close

Save

## GP Margins Example

- If you set the "Beers" department to have an 80 percent GP margin percentage, all products within that department will have an 80 percent target margin.





Beers

\* Department Name: Beers

Active: ☒ Yes ☐ No

Target GP Margin %: 80

Accounting Settings

Current Asset Account:

Cost of Sales Account:

Expense Account:

Active Stock Locations

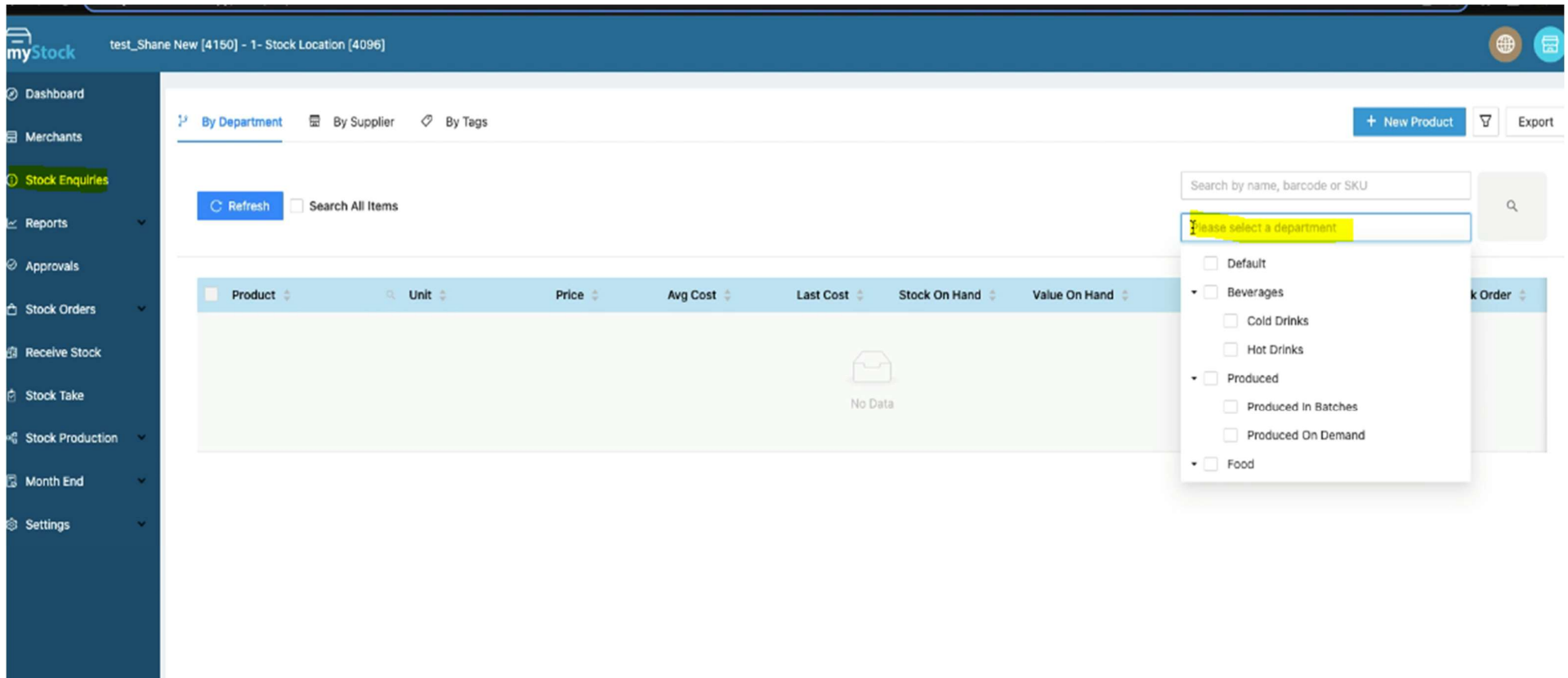
1 - Stock Location x 2 - Stock Location x Admin Location x Auto Receive Location x Cost Center Location x

## Using Departments in myStock

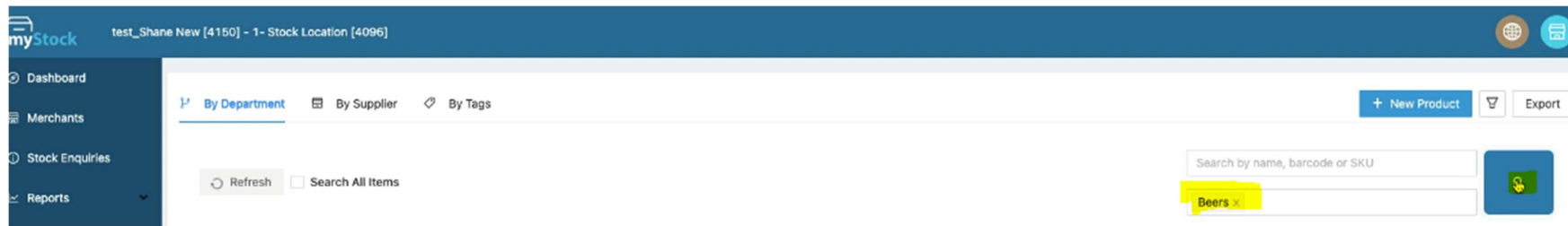
### 1. Accessing Stock Inquiries

To access stock inquiries in myStock, follow these steps:

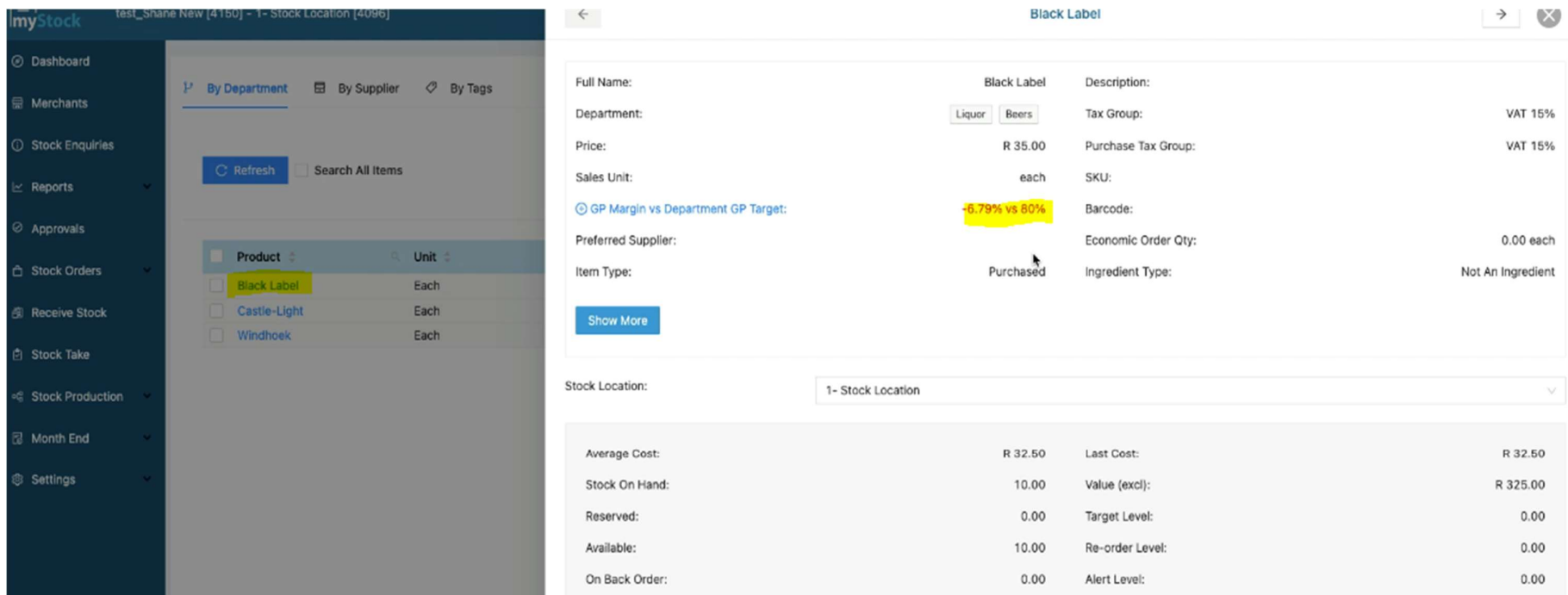
- Go to the "Stock Inquiries" section.
- Click on "Please select a department."
- The departments will be displayed based on the sequencing configured in the department page. You can collapse specific departments to streamline the flow.



- Select the "Beers" department that had an 80 percent GP.
- Click on the blue "Search" tab.



- Select and open the item.
- You will see that you will have an 80 percent GP. It means that every single item in this department has got an 80 percent GP margin percentage.



Using departments when creating purchase orders or requisitions:

- Select "Purchase Order" from the menu bar.

myStock test\_Shane New [4150] - 1- Stock Location [4096]

Dashboard Merchants Stock Enquiries Reports Approvals Stock Orders **Purchase Orders** Requisitions Transfers Stock Issue Wastage Return Stock Receive Stock Stock Take Stock Production Month End Settings

By Department By Supplier By Tags

+ New Product Export

Search by name, barcode or SKU

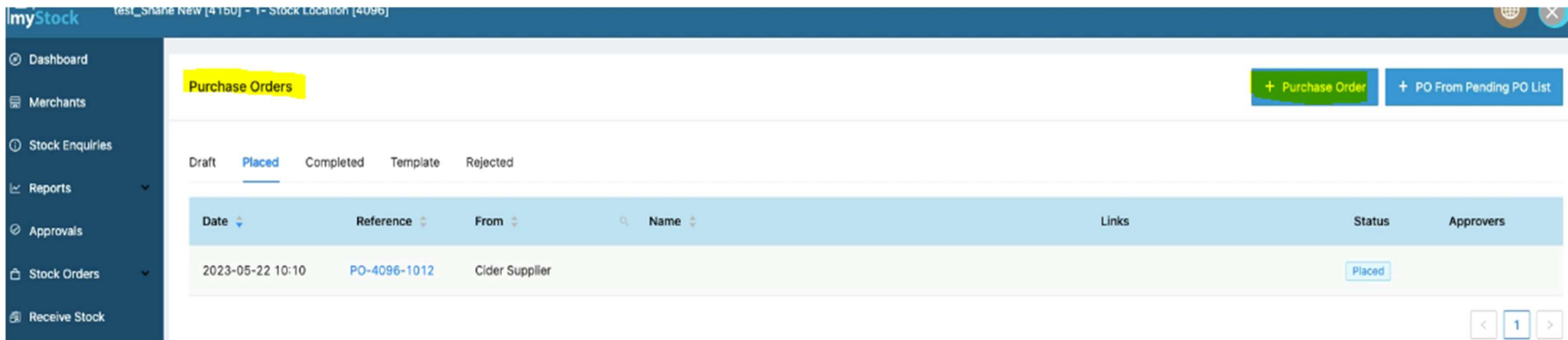
Refresh Search All Items

Beers x

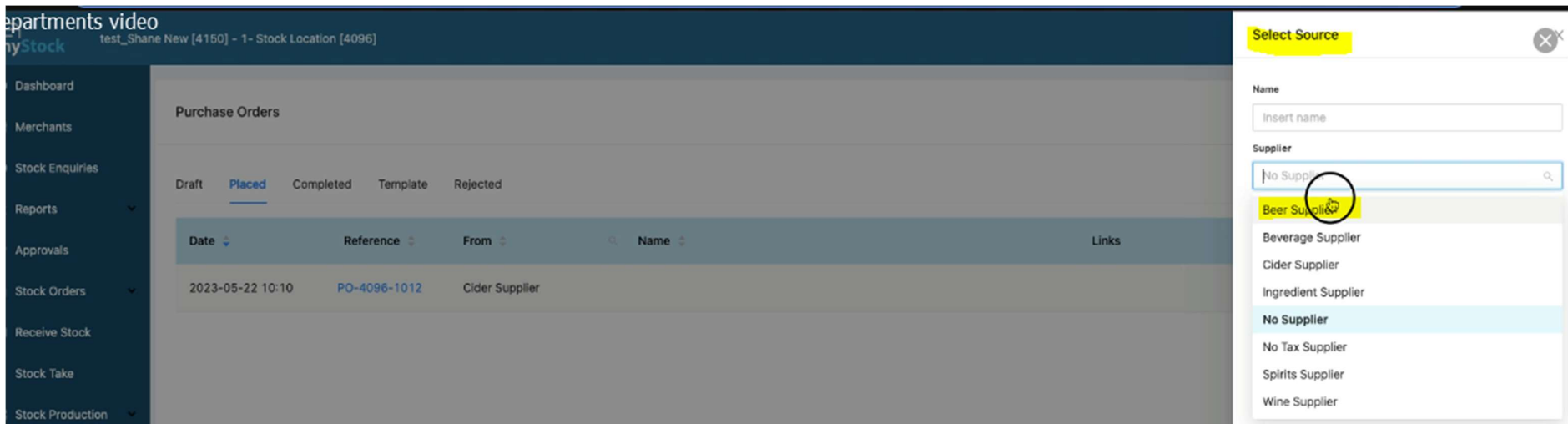
Product	Unit	Price	Avg Cost	Last Cost	Stock On Hand	Value On Hand	Available	Reserved	Back Order
Black Label	Each	35.00	32.50	32.50	10.00	325.00	10.00	0.00	0.00
Castle-Light	Each	35.00	32.50	32.50	10.00	325.00	10.00	0.00	0.00
Windhoek	Each	35.00	33.33	33.33	10.00	333.33	10.00	0.00	0.00

Items: 1 to 3 of 3 < 1 > 20 / page

- Click on the blue "+ Purchase Order" tab.



- Select your suppliers and click on the blue "Add Items" tab.



- You can also search via your departments to add an item.

The screenshot displays the myStock application interface. On the left is a dark sidebar with navigation links: Dashboard, Merchants, Stock Enquiries, Reports, Approvals, Stock Orders, Receive Stock, Stock Take, and Stock Production. The main area shows a 'Purchase Orders' section with tabs for Draft, Placed, Completed, Template, and Rejected. A table lists a purchase order from 'Cider Supplier' dated '2023-05-22 10:10' with reference 'PO-4096-1012'. An overlay modal titled 'Add items to purchase order' is open on the right. It features a 'Department' filter dropdown set to 'Liquor', which is expanded to show a list of items: Ingredients, Beers, Brandy, Cider, Rum, Vodka, and Whiskey. A search bar and a 'Clear All Filters' link are also present in the modal.

- Sequencing is very important for departments because it makes the flow of myStock work more efficient.