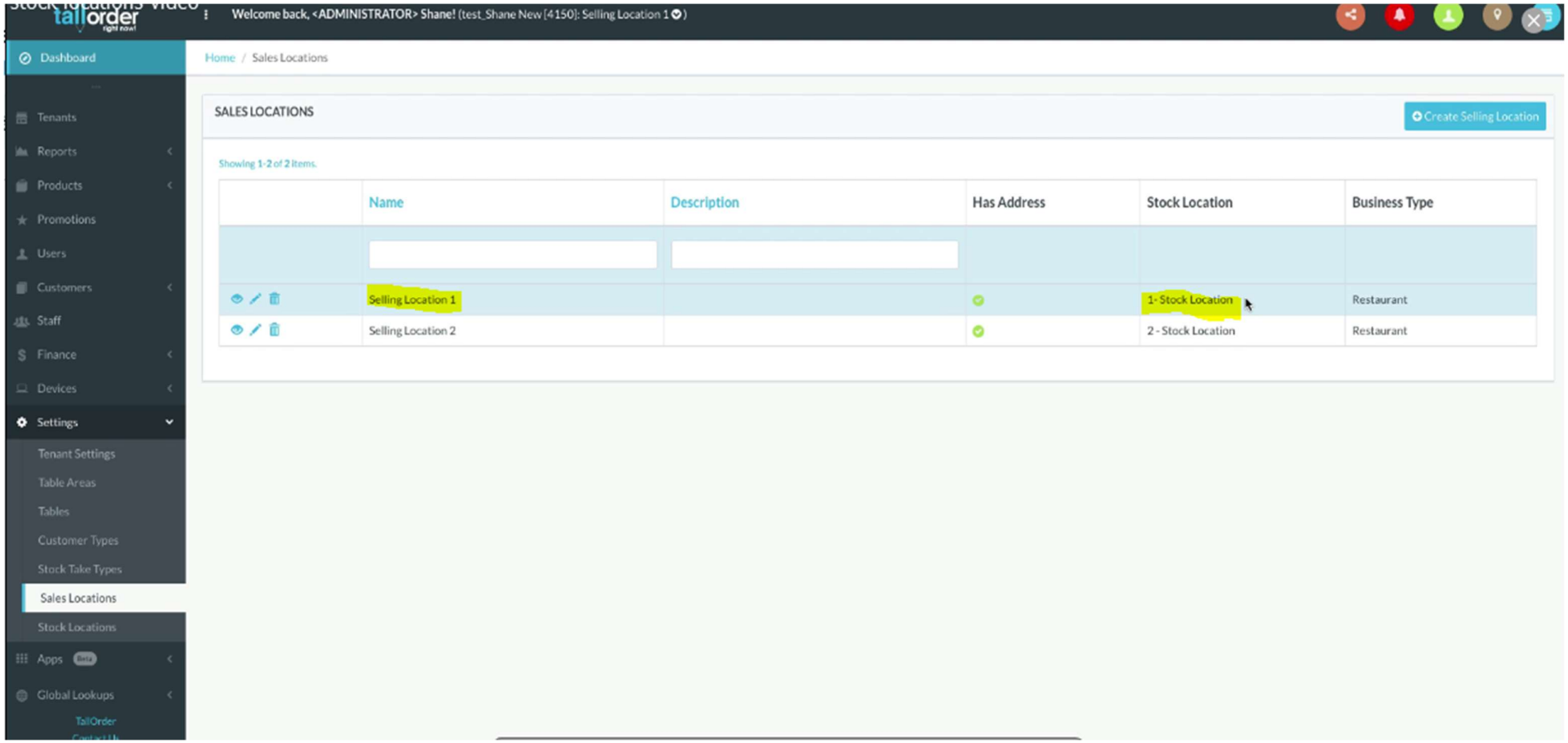
TALLORDER SOLUTIONS

STOCK LOCATIONS

TallOrder / Stock Locations Manual

In this manual, we will explore the stock locations feature in TallOrder and learn how to effectively manage them.



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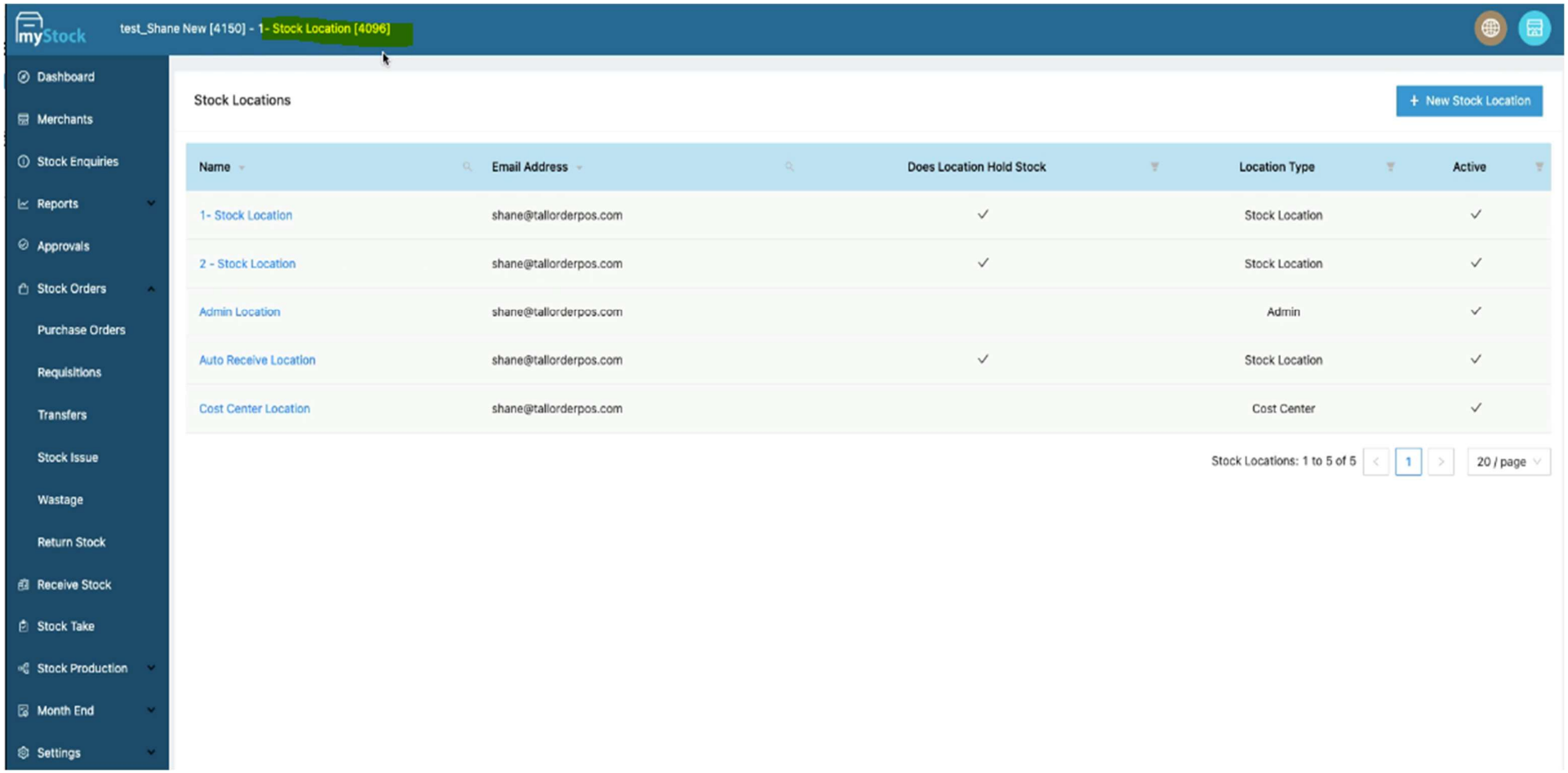
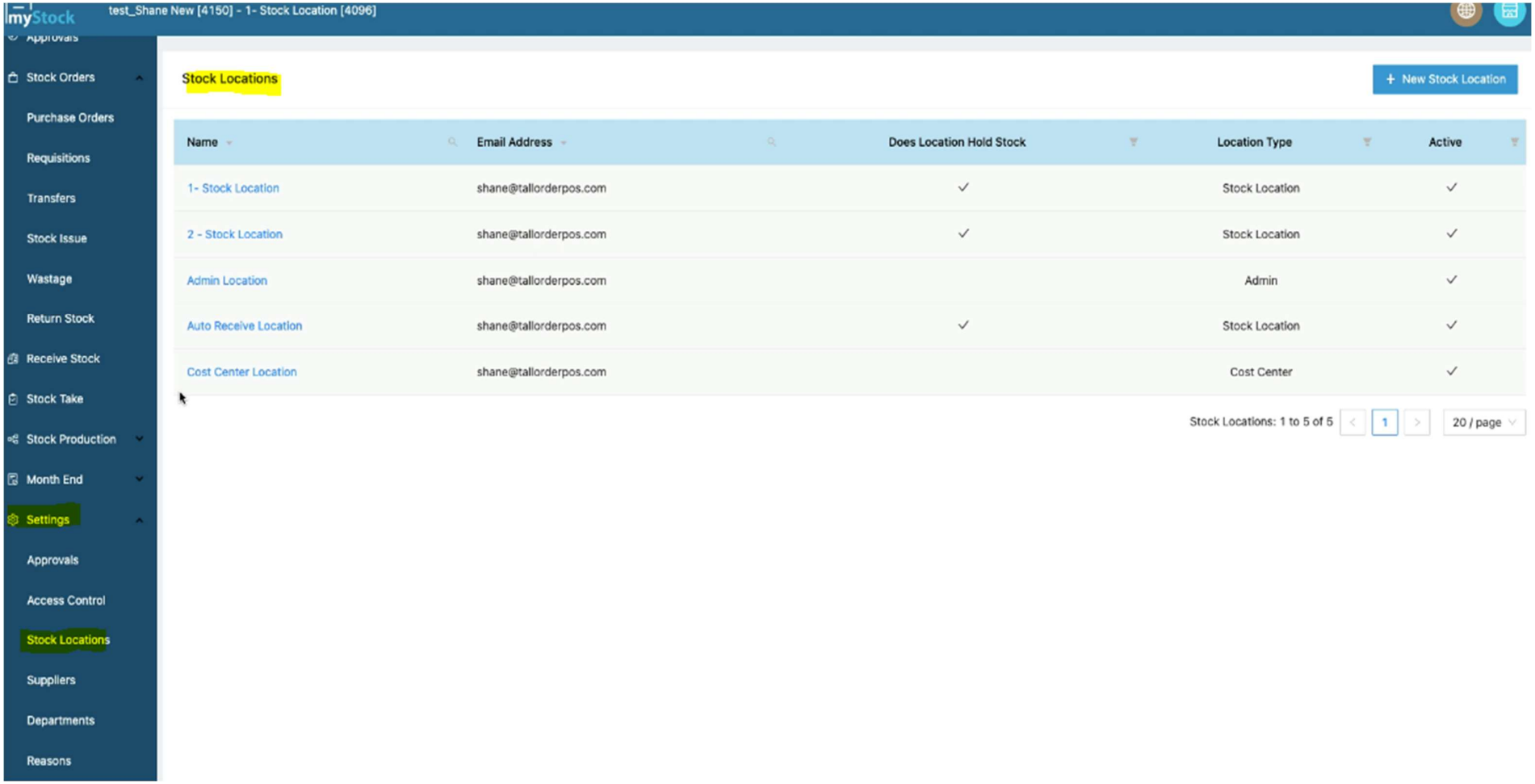
To manage stock locations in myStock, follow these steps:

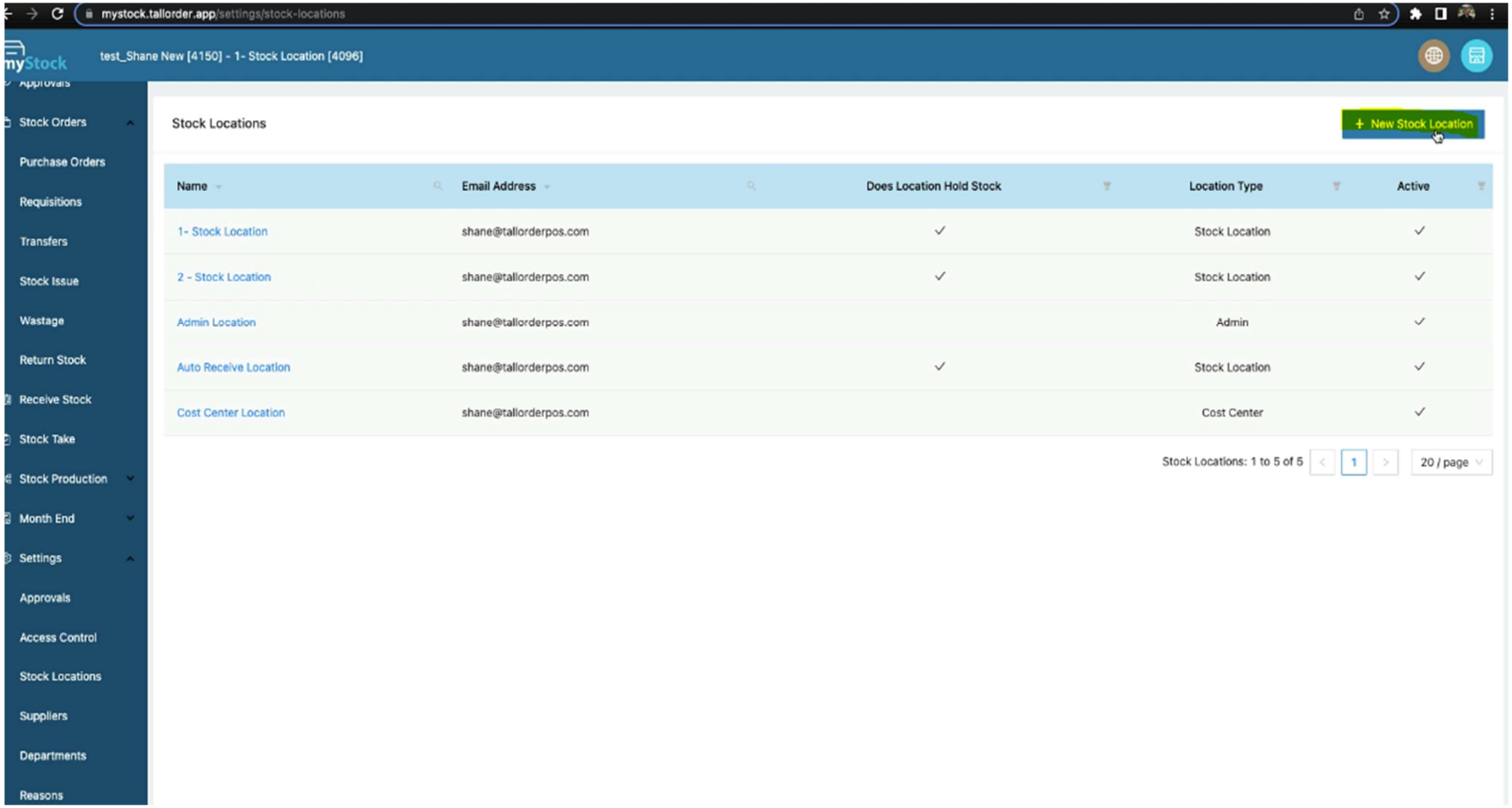
1. When you sign into myStock, you are automatically signed into the default stock location linked to the selling location.

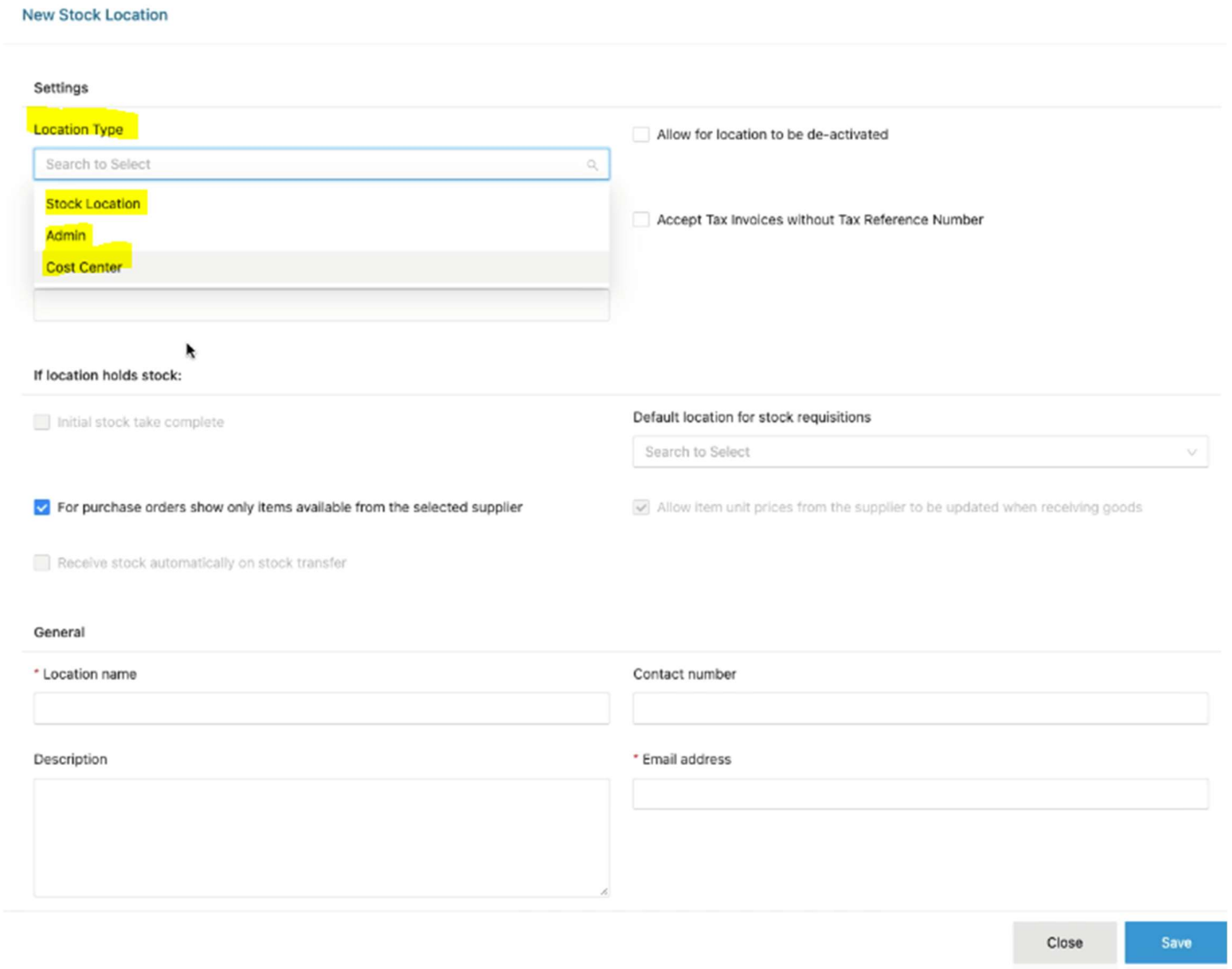


To access the stock locations page, go to Settings in myStock and select Stock Locations. Here, you can view all your stock locations, including their names, email addresses, stock holding status, location types, and activation statuses. There is no limit to the number of stock locations you can have.



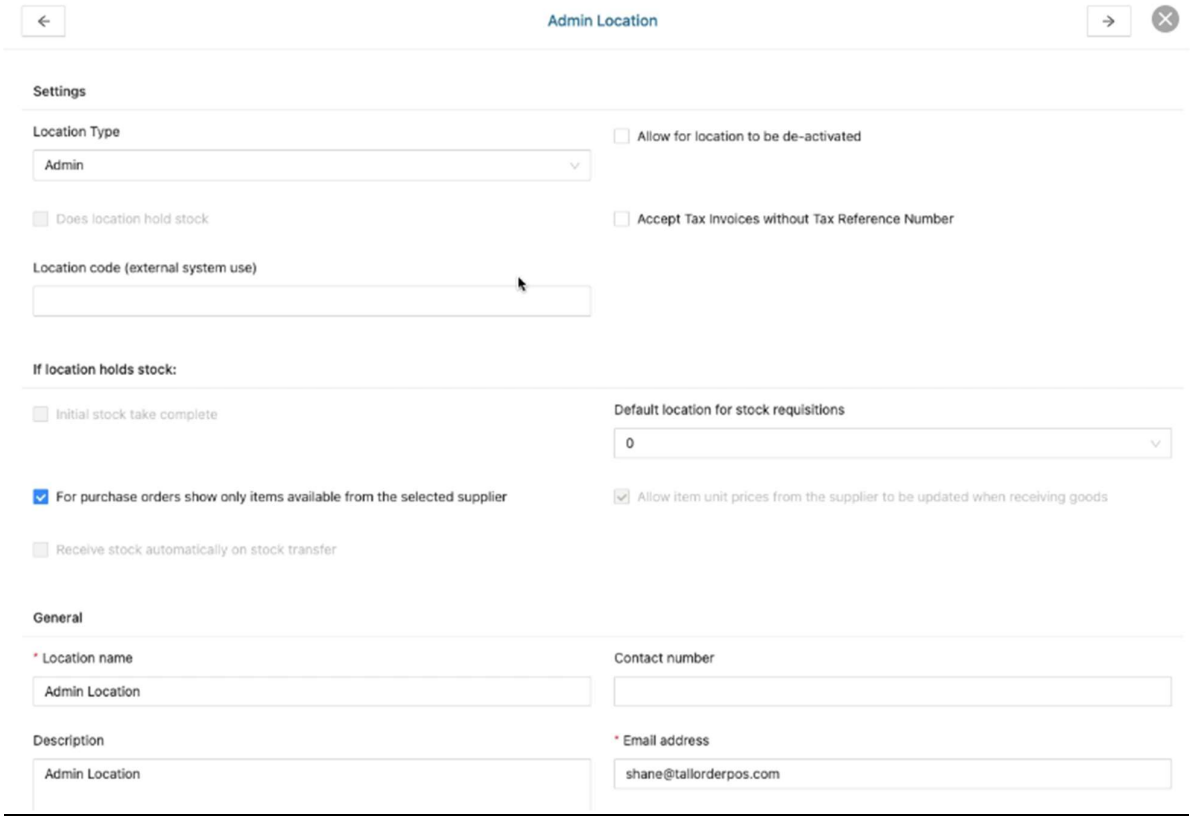
To create a new stock location, click "New Stock Location" at the top right of the screen. Fill out all the relevant information for the location, including its name and type.



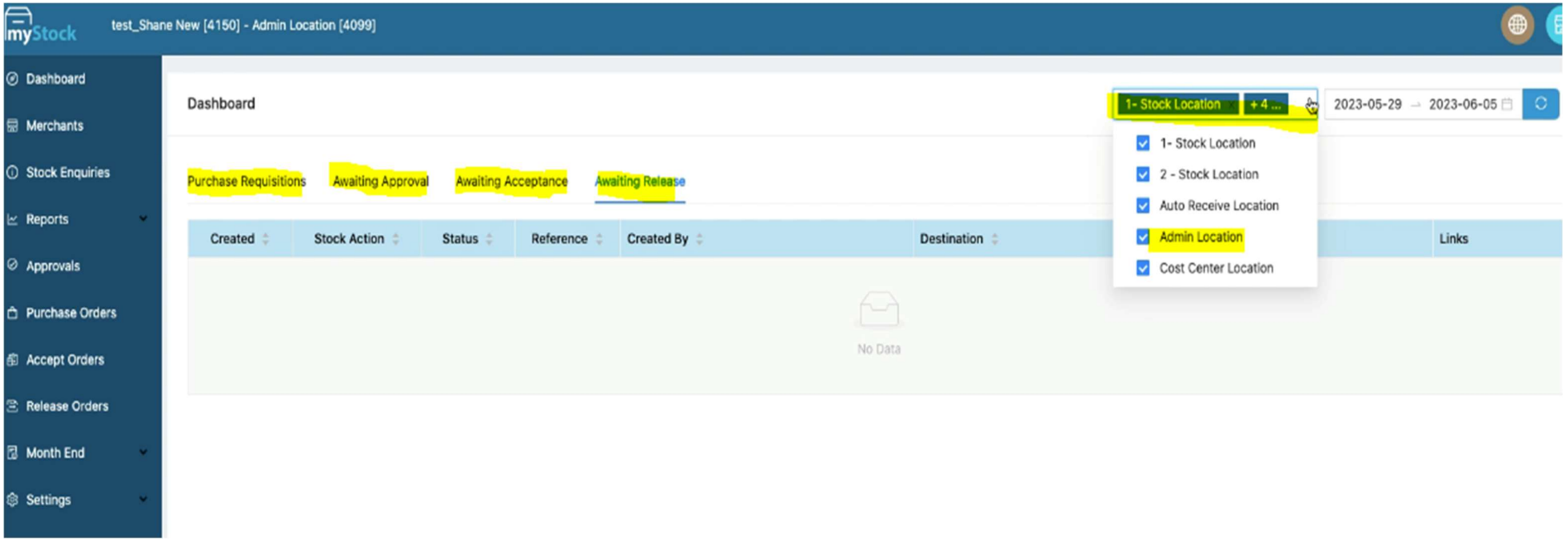


There are three types of stock locations:

1. Normal Stock Location:
    - This type of location typically holds stock.
    - It allows for stock orders, purchase orders, requisitions, transfers, stock issues, wastage, returning stock to suppliers, receiving stock, stock takes, stock production, and month-end processing.
    - Normal stock locations offer all the features and capabilities of myStock, making them the most common and preferred type of location.



1. Admin Location:
    - Admin locations do not hold any stock but can place purchase orders on behalf of other locations.
    - They manage and release shipments for the ordering locations.
    - Admin locations create purchase orders from the pending purchase order list (PPO list) and cannot place purchase orders independently.
    - They cannot perform stock transfers, wastage, supplier returns, stock takes, month-end processing, or edit the quantity of PPO order items.
    - Admin locations are commonly used in scenarios such as lodges, where orders are accepted and held without physically receiving the stock until the next delivery.



1. Cost Center:
    - Cost centers do not hold stock but can request stock from other locations.
    - Stock received by a cost center is immediately issued out, resulting in an expense against the cost center.
    - Cost centers cannot place purchase orders, perform stock transfers, wastage, supplier returns, stock takes, or month-end processing.

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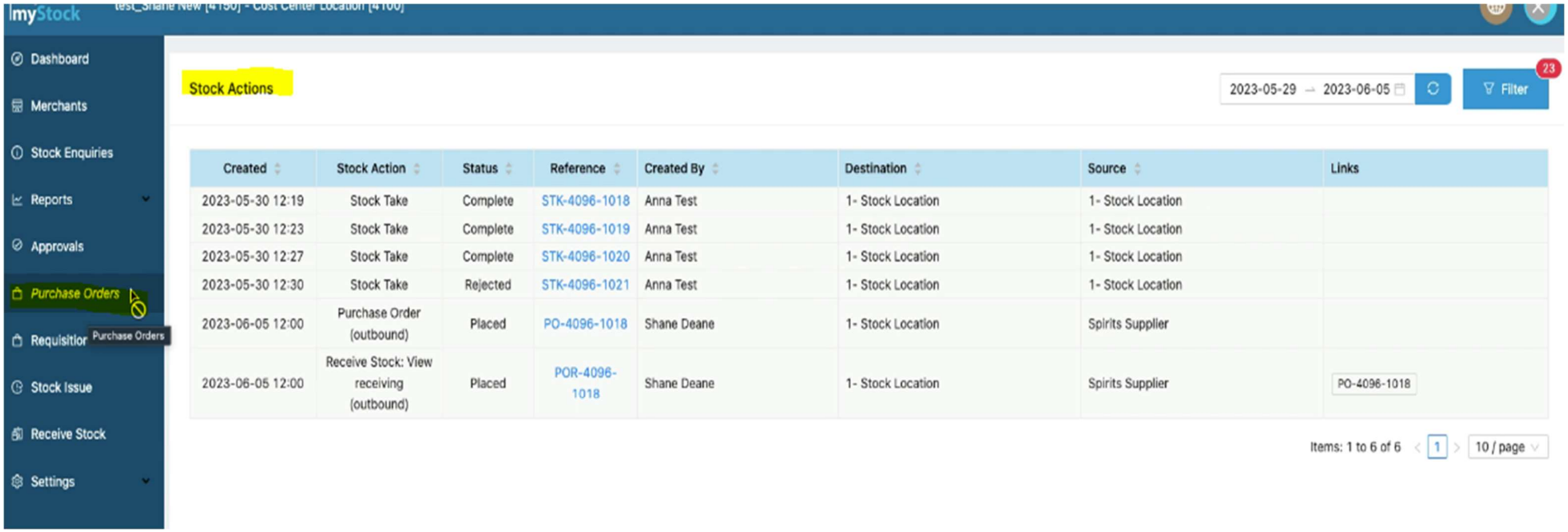
- The menu options available for cost centers are limited compared to other location types.



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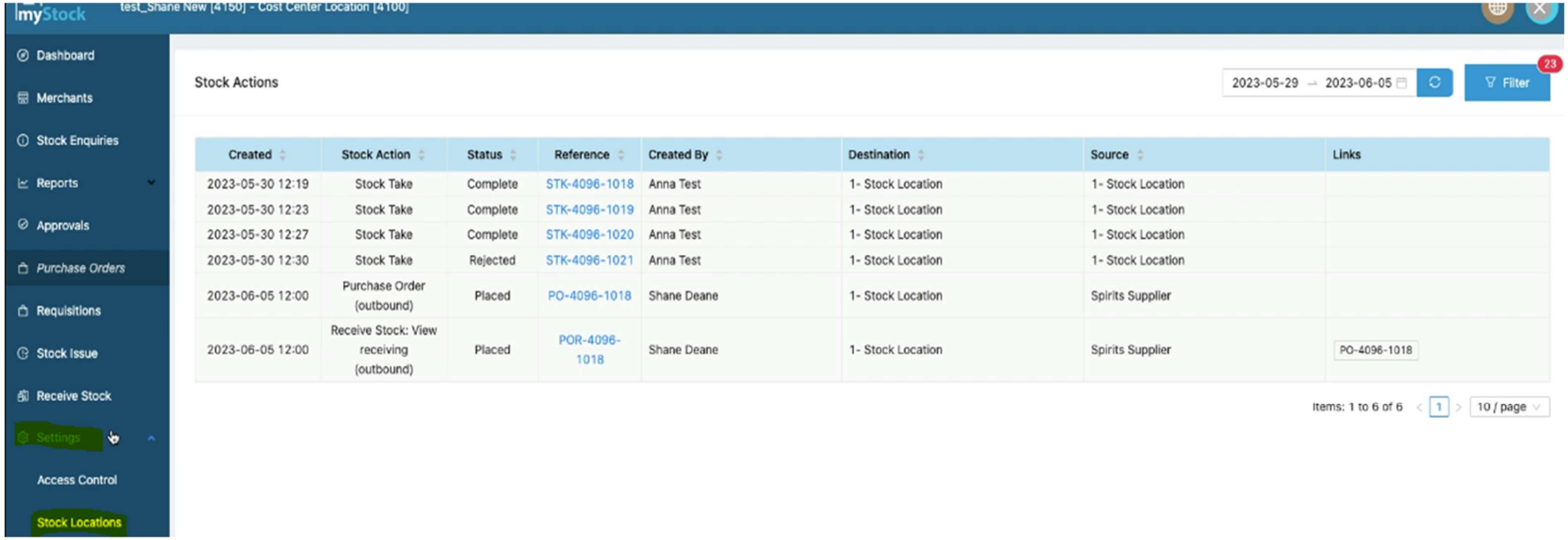
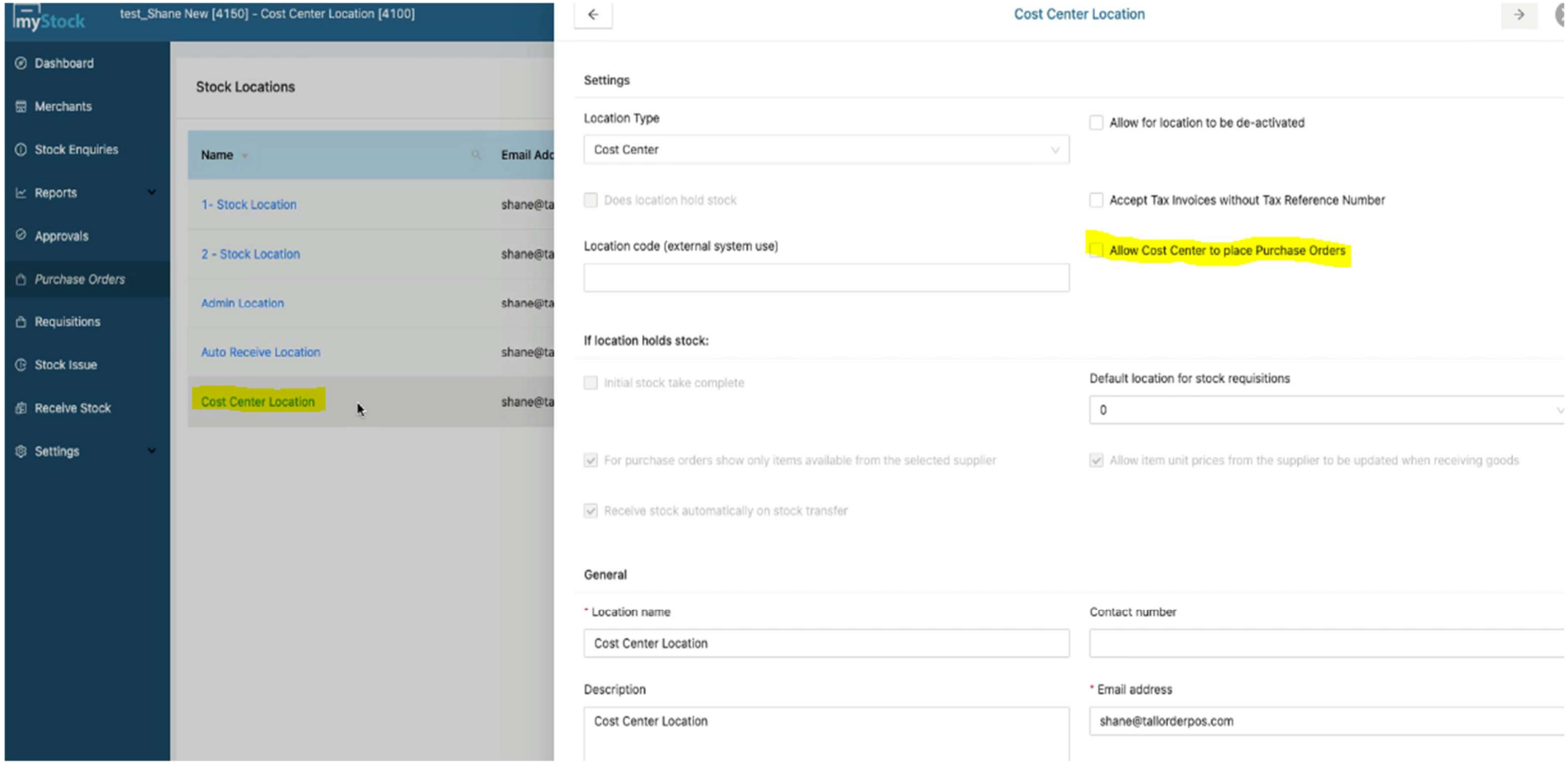
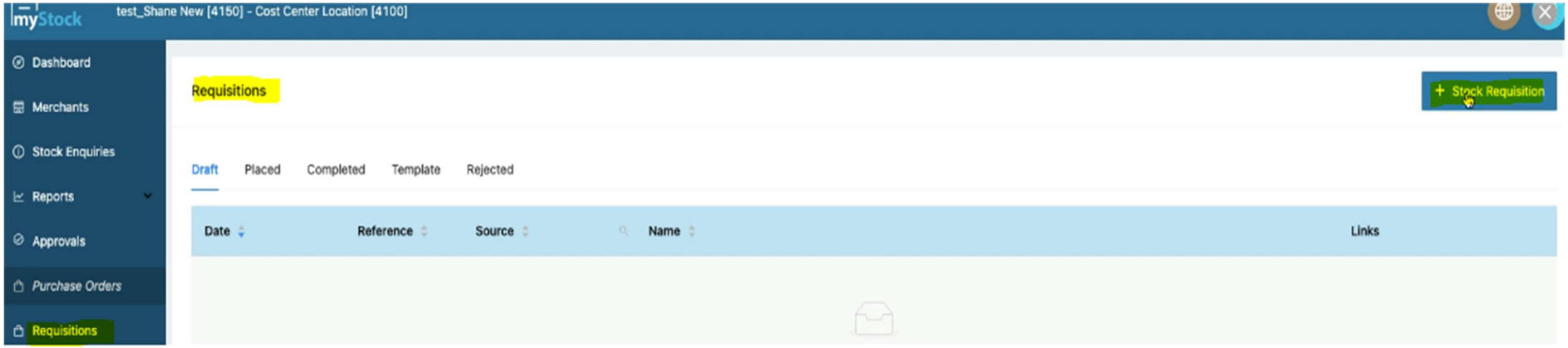


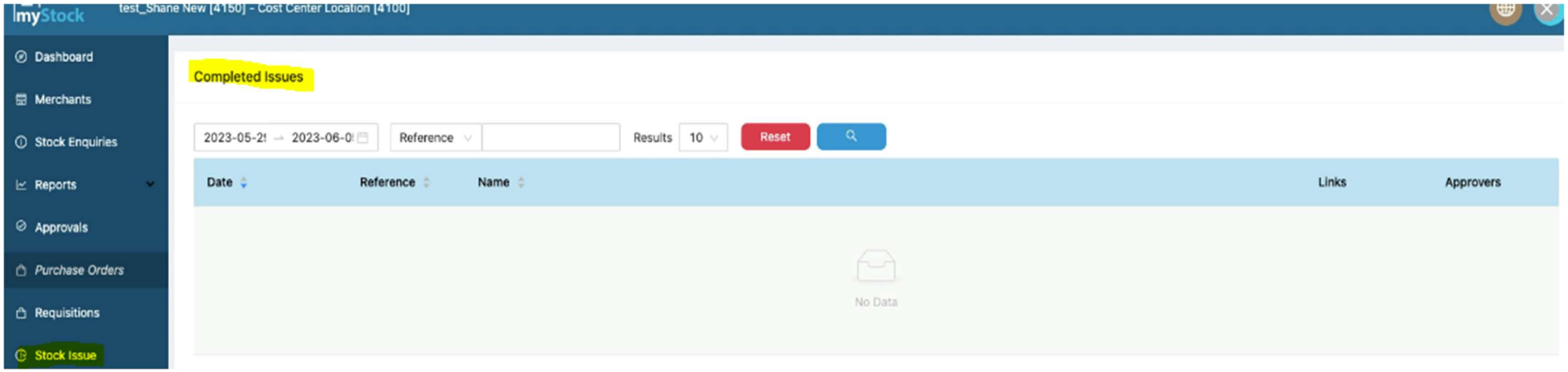
- Select the cost center location. There is a toggle here to allow cost centers to place purchase orders.



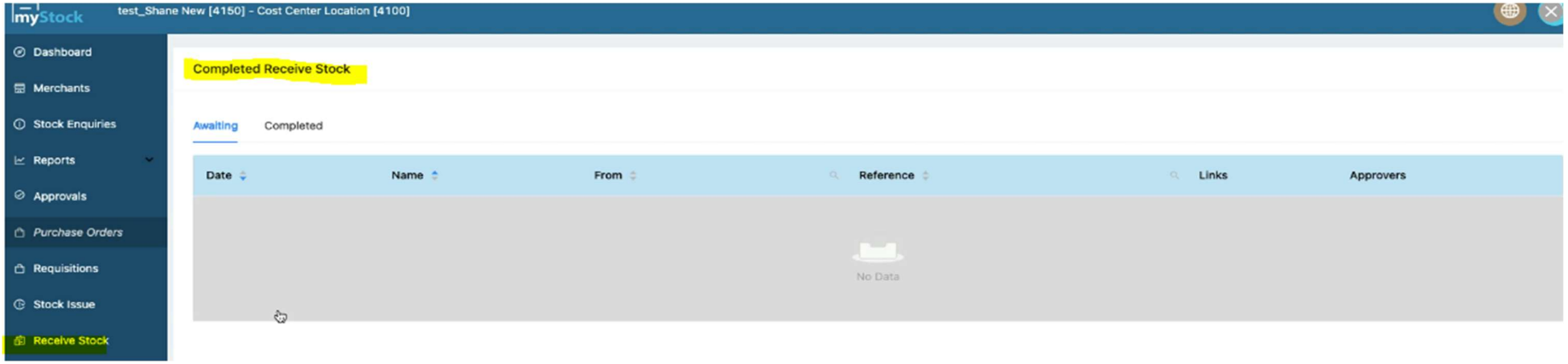
- Click on Requisitions. You will see that you will be able to place stock requisitions.



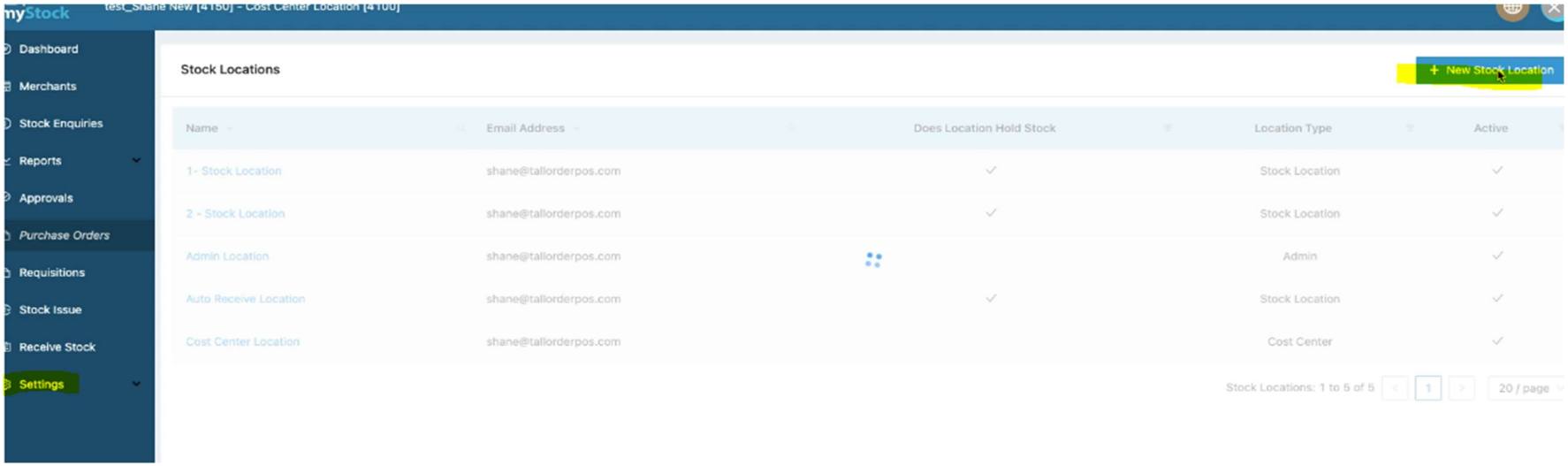
- Click on Stock Issue to look at completed issues.



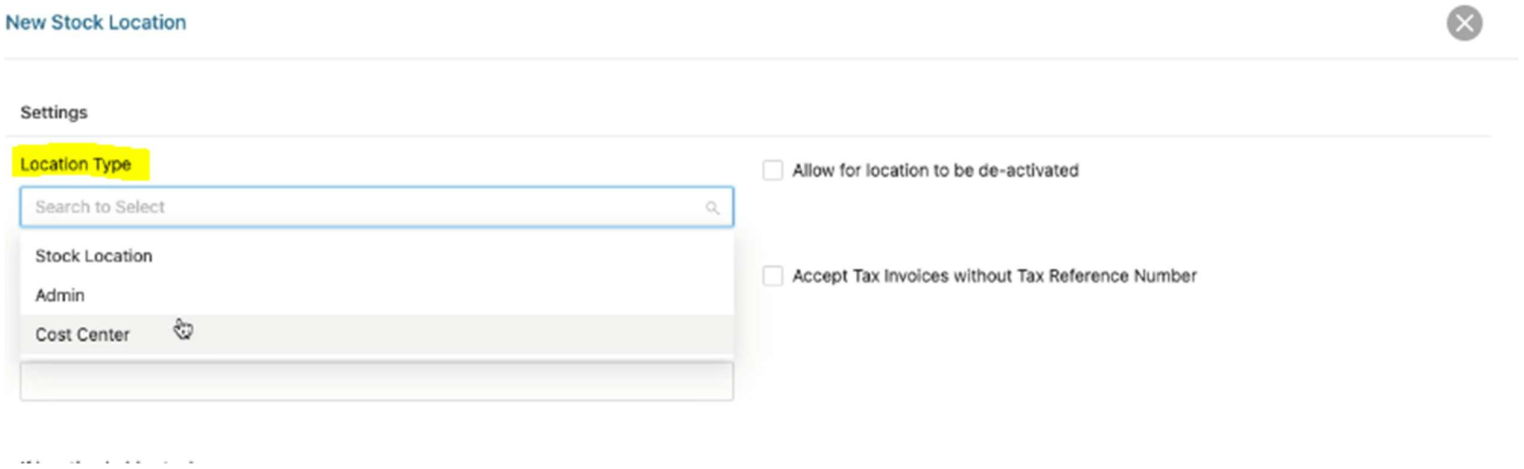
- Click on received stock to look at completed and awaiting received stock.



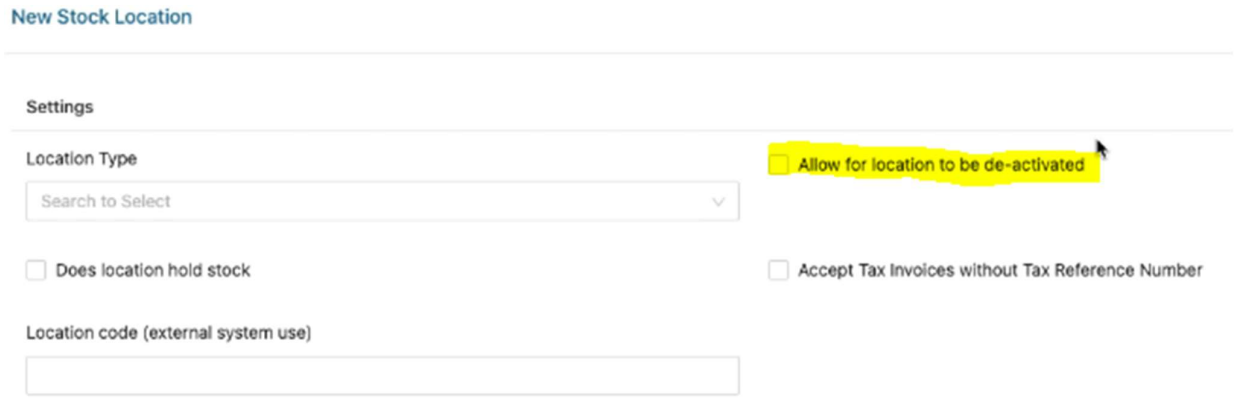
- Examples for cost centers would be something like office stationary where the stock gets immediately issued and expensed out. It is never sold.
- When you want to add a new location go to settings and click on Stock Location. Click on "New Stock Location'".



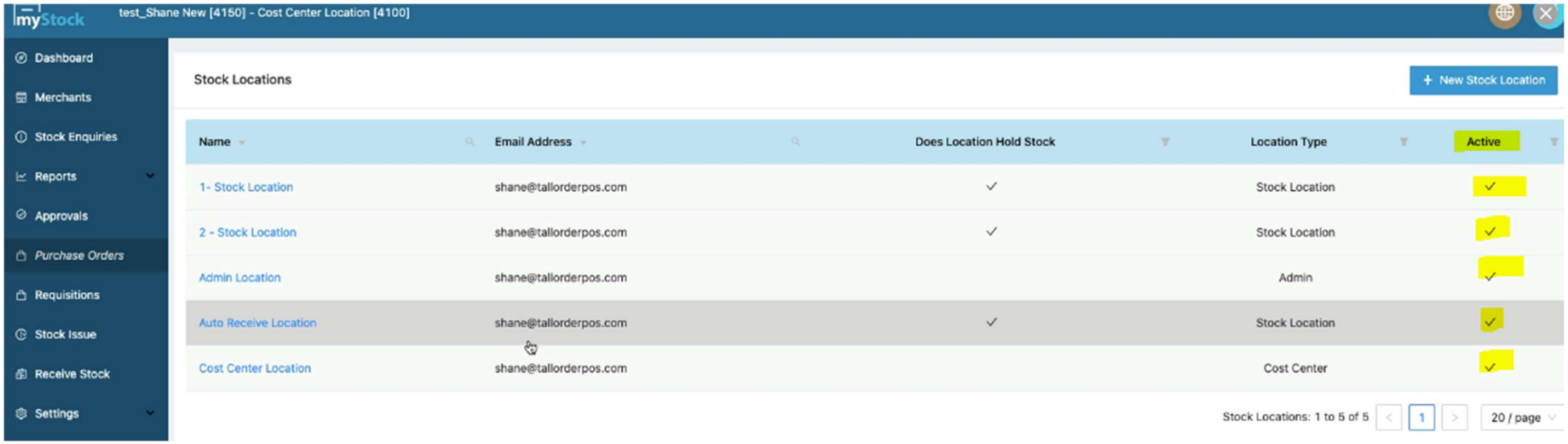
- Select which location I want to use.



- You have the option to allow the location to be deactivated. When you select deactivated it will no longer show on your system.



- It will show in the stock locations over but it will be deactivated. On the right hand side of your screen you will have the active column. It will not have a tick.



- You can choose to accept tax invoices without a tax reference number.
- You can choose to have it allow it to hold stock or not to hold stock. When it doesn't hold stock there are certain things that are greyed out. When you select it, you can choose for the stock location to have its initial stock take completed. You have the option to select a default location for any requisitions. You can choose to have the stock location be deactivated. When you select a certain location, it will be the default location that you will place requisitions on.
- You can choose for purchase orders to show only items available from the selected supplier or allow item unit prices from the supplier to be updated when receiving goods and you can also select to receive stock automatically on stock. It means that any transfer that is placed on this location will automatically be received.
- You can enter the general information of the location name and give it an address.

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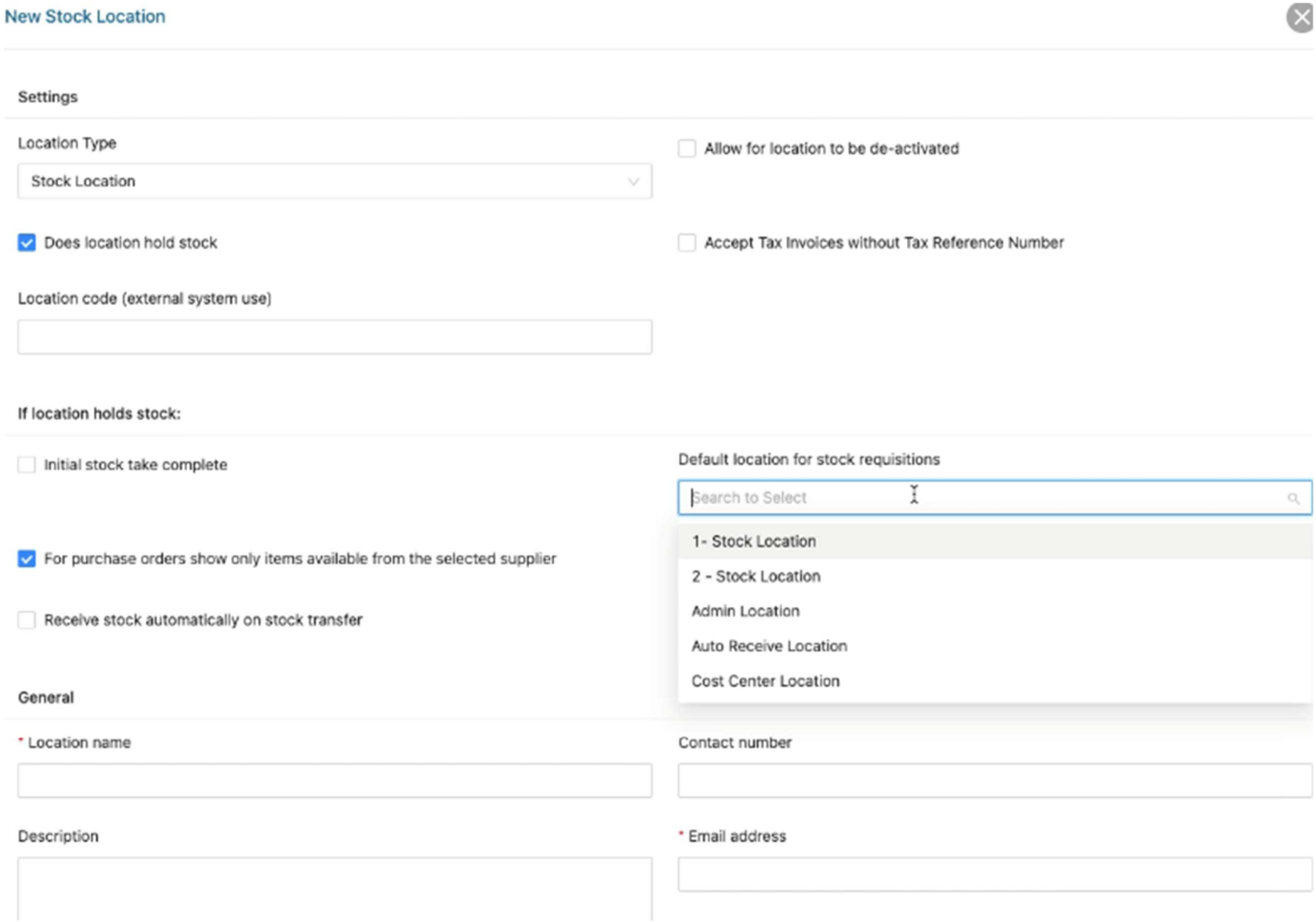
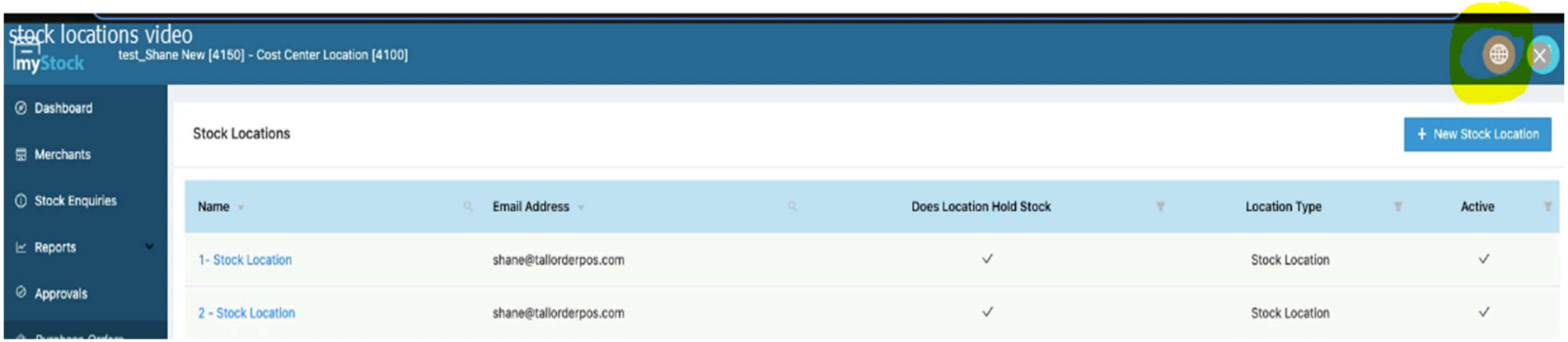
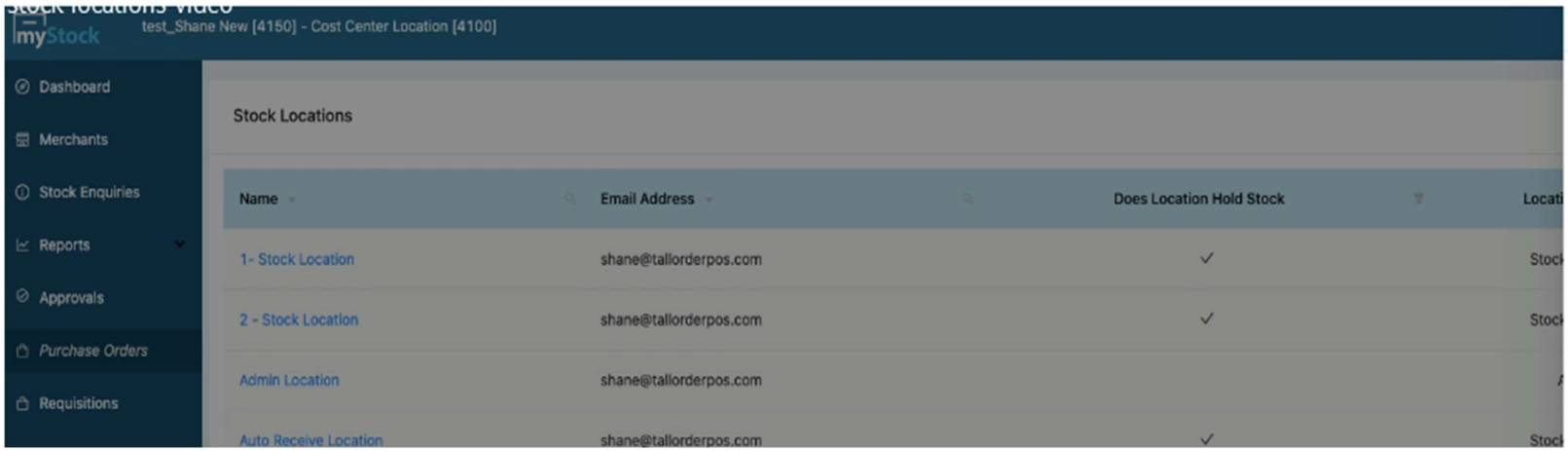
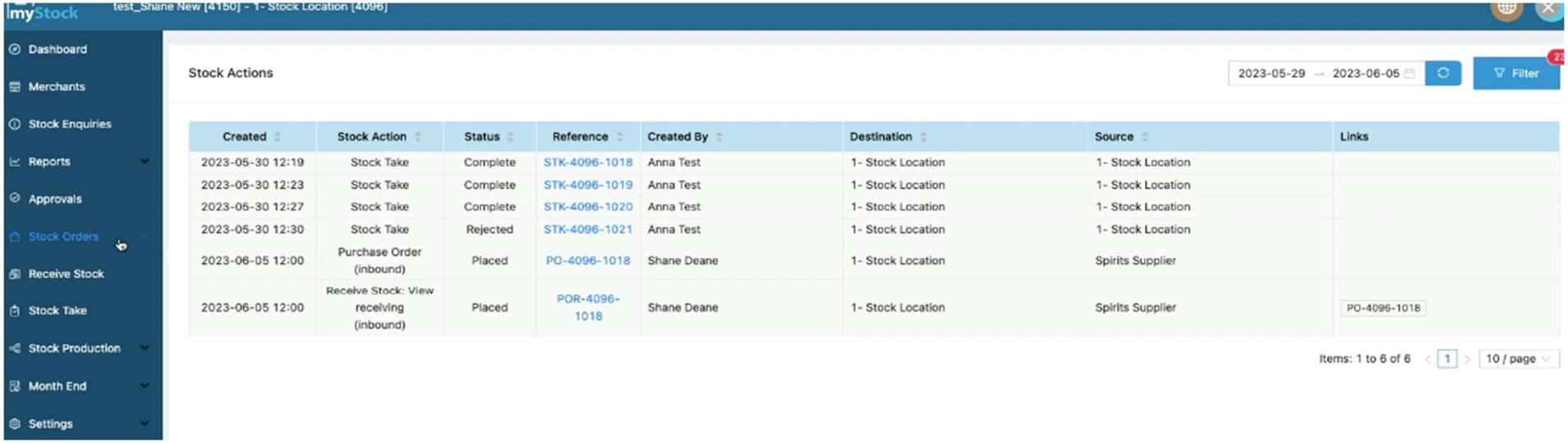

New Stock Location
Settings
Location Type
Stock Location
Allow for location to be de-activated
Does location hold stock
Accept Tax Invoices without Tax Reference Number
Location code (external system use)
If location holds stock:
Initial stock take complete
Default location for stock requisitions
Search to Select
1- Stock Location
2 - Stock Location
Admin Location
Auto Receive Location
Cost Center Location
For purchase orders show only items available from the selected supplier
Receive stock automatically on stock transfer
General
* Location name
Contact number
Description
* Email address

To switch between stock locations, click on the globe icon at the top right of the screen. You can select the required stock location from the drop-down menu, choosing between all locations or recently accessed locations.

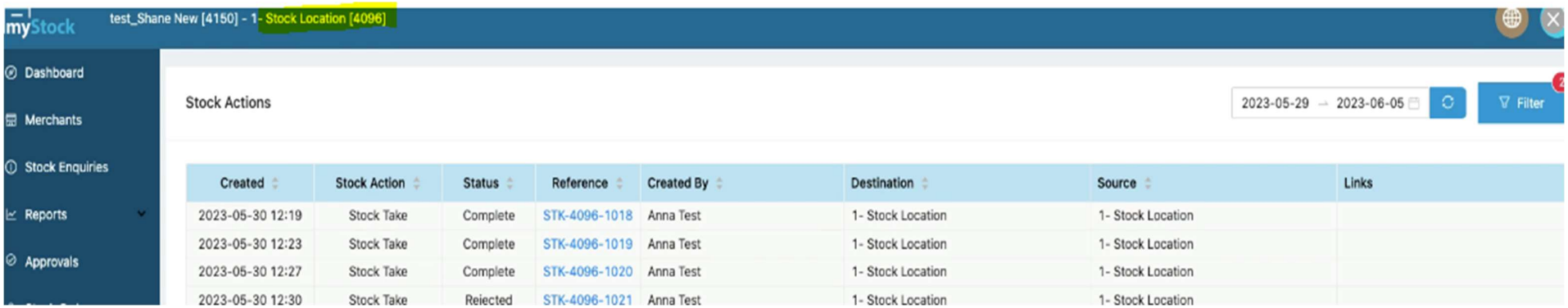






Make sure you are in the correct stock location when performing any stock-related actions to avoid confusion between different locations.

Remember to review and update your stock locations as necessary to maintain accurate inventory management in myStock. If you need further assistance, please contact our support team.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Dashboard
Merchants
Stock Enquiries
Reports
Approvals
Stock Actions
2023-05-29 → 2023-06-05
Filter
Created
Stock Action
Status
Reference
Created By
Destination
Source
Links
2023-05-30 12:19
Stock Take
Complete
STK-4096-1018
Anna Test
1- Stock Location
1- Stock Location
2023-05-30 12:23
Stock Take
Complete
STK-4096-1019
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