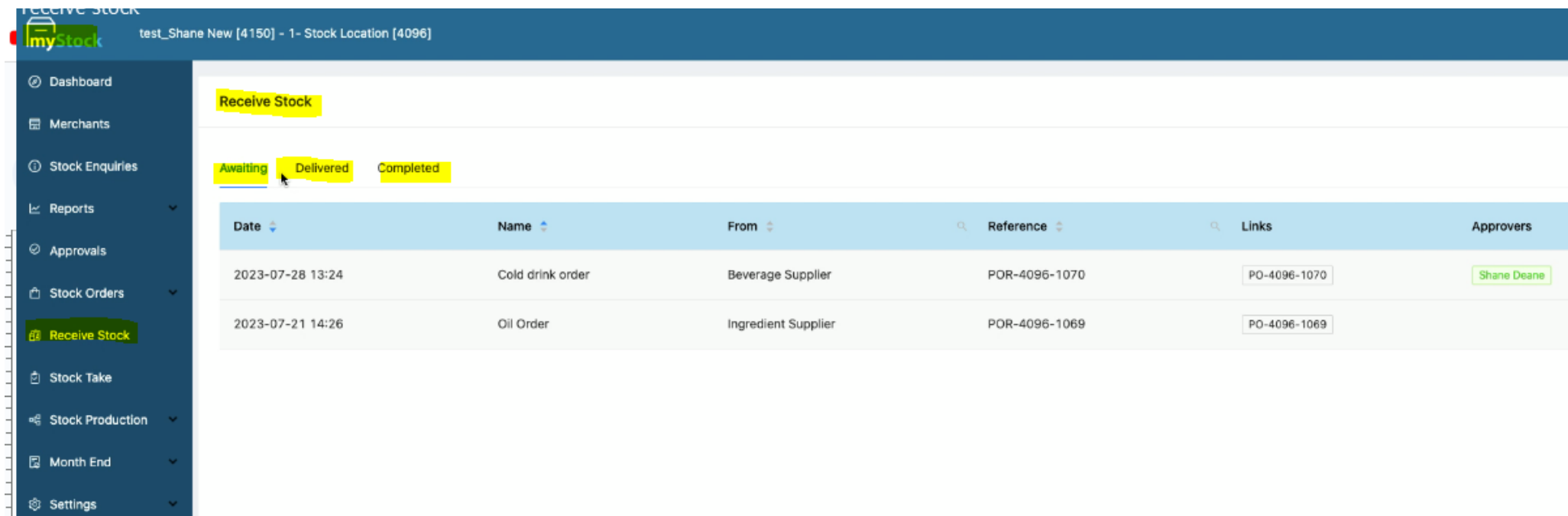


TALLORDER SOLUTIONS

MYSTOCK RECEIVE STOCK MANUAL

This training content covers the processes for managing stock related to two distinct actions: Purchase Orders and Stock Requisitions.

- The first stock action pertains to Purchase Orders. When you initiate a Purchase Order with a supplier and the ordered products successfully arrive from the supplier, the next step is to receive the stock into your inventory.
- The second stock action involves Stock Requisitions. This occurs when a stock location places a requisition for items from another location. Upon approval, the supplying location initiates a stock transfer, and upon completion of the transfer, you will receive the requested stock on your end.
- **Navigation to Stock Management:**
 - Navigate to the myStock Menu located on the left-hand side of your screen.
 - From the myStock Menu, choose the "Receive Stock" option.



Receive Stock

test_Shane New [4150] - 1- Stock Location [4096]

myStock

Dashboard

Merchants

Stock Enquiries

Reports

Approvals

Stock Orders

Receive Stock

Stock Take

Stock Production

Month End

Settings

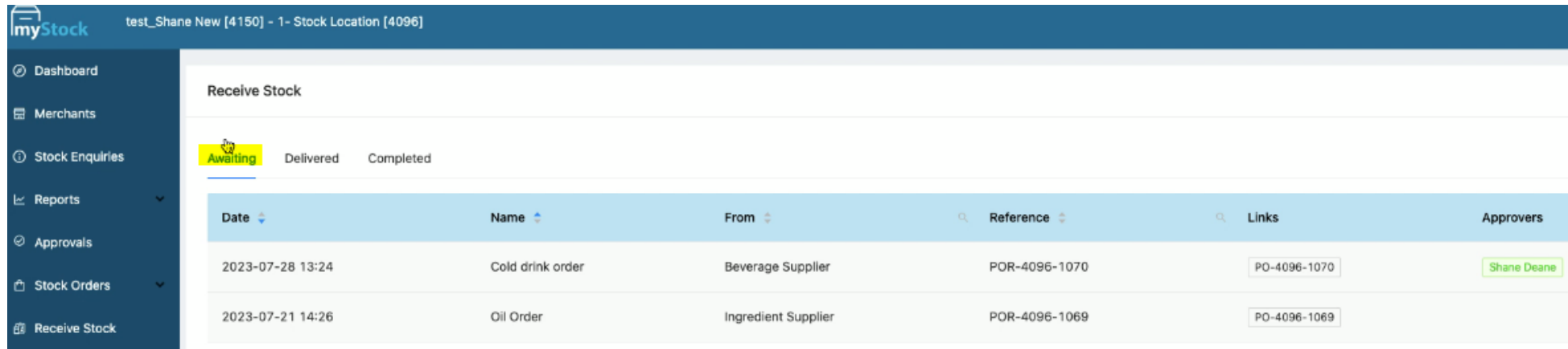
Receive Stock

Awaiting Delivered Completed

Date	Name	From	Reference	Links	Approvers
2023-07-28 13:24	Cold drink order	Beverage Supplier	POR-4096-1070	PO-4096-1070	Shane Deane
2023-07-21 14:26	Oil Order	Ingredient Supplier	POR-4096-1069	PO-4096-1069	

- The "Receive Stock" page encompasses three distinct states, each reflecting the progress of stock-related processes: Awaiting, Delivered, and Completed.

- In the "Awaiting" state, the page displays all pending Purchase Orders and ongoing stock transfers. These are items that are in transit or are yet to be fully received into your inventory.



The screenshot shows the 'Receive Stock' section of the MyStock interface. The left sidebar contains a menu with options: Dashboard, Merchants, Stock Enquiries, Reports, Approvals, Stock Orders, and Receive Stock. The main content area is titled 'Receive Stock' and features a tabbed interface with 'Awaiting' (selected), 'Delivered', and 'Completed'. Below the tabs is a table with the following data:

Date	Name	From	Reference	Links	Approvers
2023-07-28 13:24	Cold drink order	Beverage Supplier	POR-4096-1070	PO-4096-1070	Shane Deane
2023-07-21 14:26	Oil Order	Ingredient Supplier	POR-4096-1069	PO-4096-1069	

- Once you've initiated a Purchase Order and the supplier has successfully delivered the products to your designated location, the final step involves receiving the stock into your inventory.
- **Navigating to Receive Stock:**
 - Access your MyStock Menu.
 - Click on the "Receive Stock" option within the menu.
- Within the "Receive Stock" section, locate the list of orders categorised as "Awaiting." From this list, proceed with the following:
 - Identify the specific order that you intend to receive.
 - Select and open the chosen order to initiate the receiving process.

imyStock test_Shane New [4150] - 1- Stock Location [4096]

Receive Stock

Awaiting Delivered Completed

Date	Name	From	Reference	Links	Approvers
2023-07-28 13:24	Cold drink order	Beverage Supplier	POR-4096-1070	PO-4096-1070	Shane Deane
2023-07-21 14:26	Oil Order	Ingredient Supplier	POR-4096-1069	PO-4096-1069	

- When you open the drawer corresponding to the chosen order, you will gain access to the order's detailed information.
- The initial entry in the drawer is dedicated to the "Invoice number." It's essential to input a valid invoice number, as without this information, the "Receive" button will not be actionable. However, you still have the option to select the "Delivered" tab, indicating the delivery without finalising the receiving process.
- Proceed to select and input the relevant dates in the provided fields. This includes the "Invoice Date," representing the date on the invoice, and the "Received Date," which signifies the date the products physically arrived at your location.
- If the supplier possesses a tax reference number, it will be indicated as "Bevref" on the order, providing clarity on the tax-related aspects.

POR-4096-1070: Beverage Supplier to 1- Stock Location

Invoice Number:

Date of invoice:

Received Date:

Supplier Tax Reference:

Invoice Discount %:

Shipping (Incl Tax):

Enter Inc or Excl Unit Prices:

Currency: South African rand

Placed

Item	Quantities	Unit Price	Extended*	Discount*	Shipping*	Total Cost*	Includes Taxes	Net Unit*
Cold drinks Coca-Cola 330ml	Order: 6 x Each Accept: 0 x Each	18.00	0.00	0.00	0.00	0.00	0.00	0.00
Cold drinks Cream Soda 330ml	Order: 5 x Each Accept: 0 x Each	17.50	0.00	0.00	0.00	0.00	0.00	0.00
Total Excluding Tax								0.00
Taxes								0.00
Discount								0.00
Shipping (Incl Tax)								150.00
Total Value								0.00

Creator:

Approvers:

- To accommodate any invoice-based discounts, utilise the designated "Invoice discount %" tab. For instance, if there's a discount of 10%, you can enter "10" in this field.
- If the invoice encompasses shipping expenses, input the relevant amount in the "Shipping (Including Tax)" tab. As an example, you might type "150" to reflect a shipping cost of 150 units.
- You can easily manage the visibility of tax within unit prices. Utilise the grey toggle labeled "Including" or "Excluding" located on the right.

- Opting for "Excluding" indicates that the unit price displayed doesn't include the tax component.
- When you choose "Including," an asterisk will appear beside the "Unit Price" column. This signifies that the shown unit price already incorporates applicable taxes.
- By clicking on a specific product, you can select and open a new drawer dedicated to receiving that product within the order. This process facilitates the precise management of incoming products.

POR-4096-1070: Beverage Supplier to 1- Stock Location
✕

Invoice Number:

Date of invoice:

2023-07-28

Received Date:

2023-07-28

Supplier Tax Reference:

BevRef

Invoice Discount %:

10

Shipping (Incl Tax):

150

Enter Inc or Excl Unit Prices:

Including

Currency: South African rand

* Tax Inclusive

Placed

Item	Quantities	Unit Price*	Extended*	Discount*	Shipping*	Total Cost*	Includes Taxes	Net Unit*
Cold drinks Coca-Cola 330ml	Order: 6 x Each Accept: 0 x Each	18.00	0.00	0.00	0.00	0.00	0.00	0.00
Cold drinks Cream Soda 330ml	Order: 5 x Each Accept: 0 x Each	17.50	0.00	0.00	0.00	0.00	0.00	0.00

- **Managing Received Quantity:** The received quantity can be updated either by manual entry or by using the increase and decrease tabs. At the top of the drawer, you'll find a summary such as "6 of each @ 18 Ordered: 2 Outstanding," providing a quick view of the received items, the total ordered, and the remaining outstanding quantity.
- **Quantity Rejection:** In cases where the full order hasn't been received, the outstanding quantity should be entered as "Quantity rejected." This accurately reflects the remaining items pending reception.
- **Adjusting Extended Total Cost (Excl):** If the supplier's invoice varies from the anticipated total cost of the products in the order, the "Extended total cost (Excl)" field allows you to reconcile this difference. By inputting the invoice amount, the "Cost per unit" value will automatically adjust accordingly.

Coca-Cola 330ml

6 of each @ 18.00 Ordered : 2 Outstanding

Received Unit
Each

Qty Received

−

+

Cost Per Unit Received (Excl)

19.166667

Please enter either the Exclusive Cost per each OR the Exclusive Total for 6 x each

Extended total cost (Excl)

☐ Excl

115

Price (incl)

20

Qty Rejected

−

+

⊙ GP Margin vs Department GP Target:

-5.18% vs 80%

<
Done
>

To effectively monitor your Gross Profit (GP) margin in relation to the Department GP target, follow these steps:

1. Click to open a new drawer, providing access to the relevant details.
2. Within this drawer, update the GP margin as needed.
3. **GP Margin Update:** If adjustments are required to align the GP margin with your goals, you can modify it within this context.
4. **Alternate GP Margin Update:** Additionally, you have the option to update the GP margin through the "Stock Enquiries" section, offering flexibility in managing this metric.

Coca-Cola 330ml [each] Price Update ✕

Name	Incl Tax	Excl Tax	GP Margin
Cost per Invoice	22.04	19.17	
Price	20.00	17.39	-10.21 %
Price at 80% GP Margin	110.21	95.83	80 %
Suggested Price	<input type="text" value="110.00"/>	95.65	79.96 %

Update Sales Locations: ☒ Apply New Price to Selected: ☐

<input type="checkbox"/>	Sales Location	Current Price Inc Tax	New Price Incl Tax	GP Margin
<input type="checkbox"/>	Selling Location 1 Main Menu	20.00	<input type="text" value="20.00"/>	-10.21 %

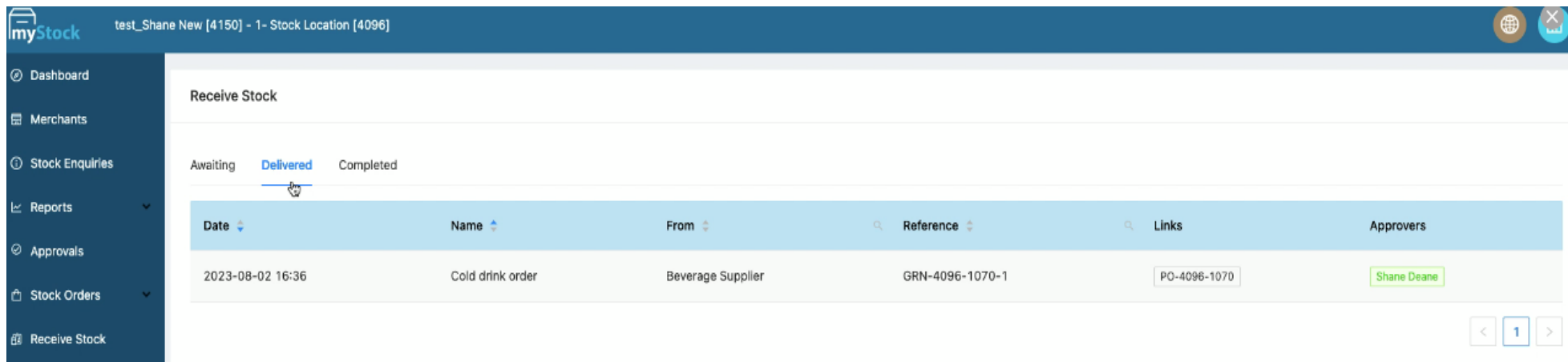
GP Based on Average Cost ☒ GP Based on Cost per Invoice ☐

- Upon finishing the entry of item-specific information, proceed by selecting the "Done" option. This allows you to wrap up the current item's details and smoothly transition to the next one.

- Efficiently navigate between different items using the navigation buttons situated at the top left and right corners of the screen. This feature streamlines your movement through the order's various components.
- After inputting all the relevant invoice details for the entire order, the system will present you with the comprehensive total value of the order. This aggregated sum offers a clear overview of the financial aspects of the complete order.



- **Order Notes:** Access any notes associated with the order by choosing the "Notes" tab. This provides a convenient way to review any additional information or remarks related to the order.
- **Efficient Quantity Entry with iCount:** For scenarios involving a substantial quantity of items, you can opt for the "iCount" feature. This facilitates faster and more streamlined entry of large quantities.
- **Printing the Order:** When you intend to produce a hard copy of the order, simply select the "Print" option. This generates a printed version of the order for your records or reference.
- **Transitioning Order States:** By selecting the "Delivered" option, you initiate a state change for the order. It shifts from the "Awaiting" state to the "Delivered" state, signifying successful reception and processing.



myStock test_Shane New [4150] - 1- Stock Location [4096]

Receive Stock

Awaiting **Delivered** Completed

Date	Name	From	Reference	Links	Approvers
2023-08-02 16:36	Cold drink order	Beverage Supplier	GRN-4096-1070-1	PO-4096-1070	Shane Deane

< 1 >

- Click on the delivered order to select and open.
- To finalise the order:
 - Input a valid invoice number to accurately document the transaction.
 - Click on the "Receive" tab, indicating the successful reception and completion of the order.

GRN-4096-1070-1: 2023-08-02 Beverage Supplier to 1- Stock Location

Invoice Number:

12345

Date of invoice:

2023-08-02

Received Date:

2023-07-28

Supplier Tax Reference:

BevRef

Invoice Discount %:

10

Shipping (Incl Tax):

150

Enter Inc or Excl Unit Prices:

☐ Excluding

Currency: South African rand

* Tax Inclusive

Delivered

Item	Quantities	Unit Price	Extended*	Discount*	Shipping*	Total Cost*	Includes Taxes	Net Unit*
Cold drinks Coca-Cola 330ml	each x 4 / 2 / 4	18.00	82.80	8.28	67.71	142.23	10.80	35.56
Cold drinks Cream Soda 330ml	each x 5 / 0 / 5	17.50	100.63	10.06	82.29	172.85	13.13	34.57
Total Excluding Tax								159.50
Taxes								23.93
Shipping (Incl Tax)								150.00
Discount								18.34
Total Value								315.08

< 1 >

Creator:

Approver:

Shane Nkomo

+ Notes

Print

Receive

- Following the successful completion of the order, you will observe a transition in the order's status. Specifically, the order will progress from the "Delivered" status to the "Completed" status.

myStock test_Shane New [4150] - 1- Stock Location [4096]

Receive Stock

Awaiting Delivered **Completed**

2023-07-21 → 2023-08-01 Reference Results 10

Date	Name	From	Reference	Links	Approvers
2023-08-02 16:36	Cold drink order	Beverage Supplier	GRN-4096-1070-1	PO-4096-1070	Shane Deane
2023-08-02 10:35		Spirits Supplier	GRN-4096-1071-1	PO-4096-1071	Shane Deane