TALLORDER SOLUTIONS

MYSTOCK REPORTS MANUAL

Navigating through the myStock Reports offers a range of insights and data analysis. Follow these steps to access different report types:

1. Begin by accessing the myStock Menu.
2. Within the menu, select "Reports." This action will reveal a diverse selection of report categories:
    - **myReports:** Comprehensive reports tailored to your needs.
    - **Inventory:** Insights into your inventory status and levels.
    - **Stock Take:** Reports for auditing and monitoring stock during inventory counts.
    - **Production:** Data related to production processes and outputs.
    - **Suppliers:** Reports providing vendor-specific information and analytics.
    - **Purchase Orders:** Reports focused on your purchase order activities.
    - **Transfers:** Reports covering the transfer of stock between different locations.

These reports will give you with valuable information to facilitate effective decision-making and strategic planning within your stock management operations.

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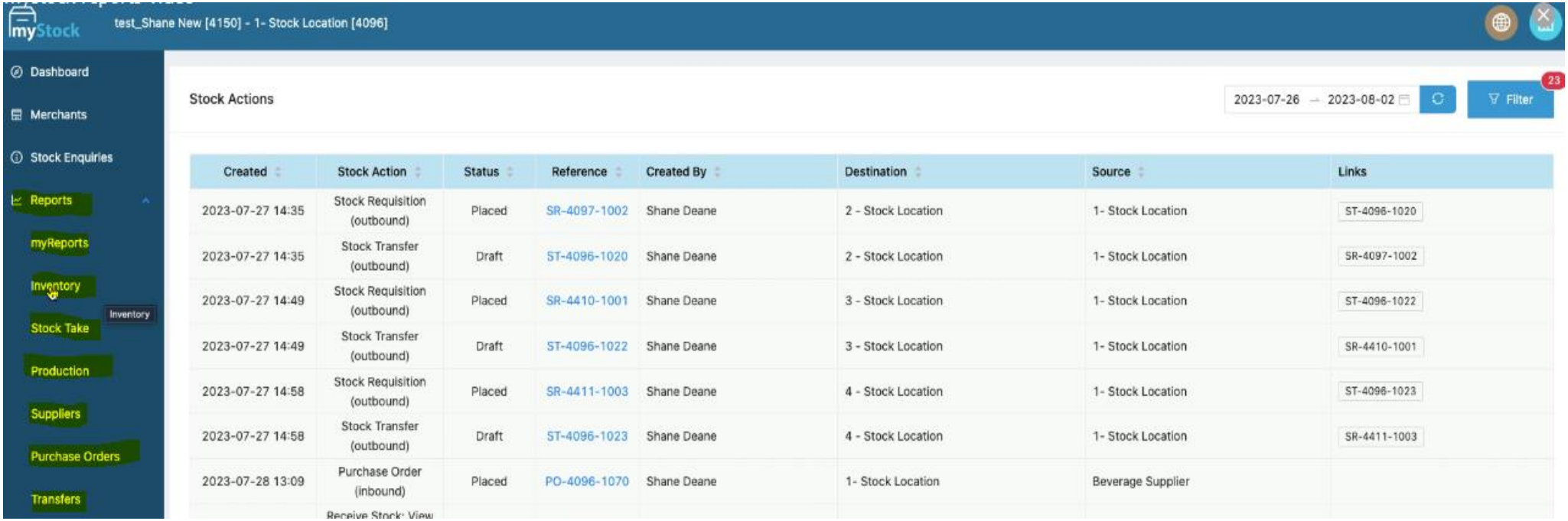

Inventory Reports

Accessing inventory insights through myStock Reports is straightforward. Here's how to obtain valuable data about your inventory:

1. Begin by navigating to the myStock Menu.
2. From the menu, select "Reports."
3. In the Reports section, choose and click on "Inventory."

This action will lead you to the "Inventory" page, where you can generate the following informative reports:

- **Current Inventory:** This report offers a real-time snapshot of your inventory status.
    - Select "Current Inventory" from the available options.
    - Click on the downward arrow located next to the "All Items" tab.

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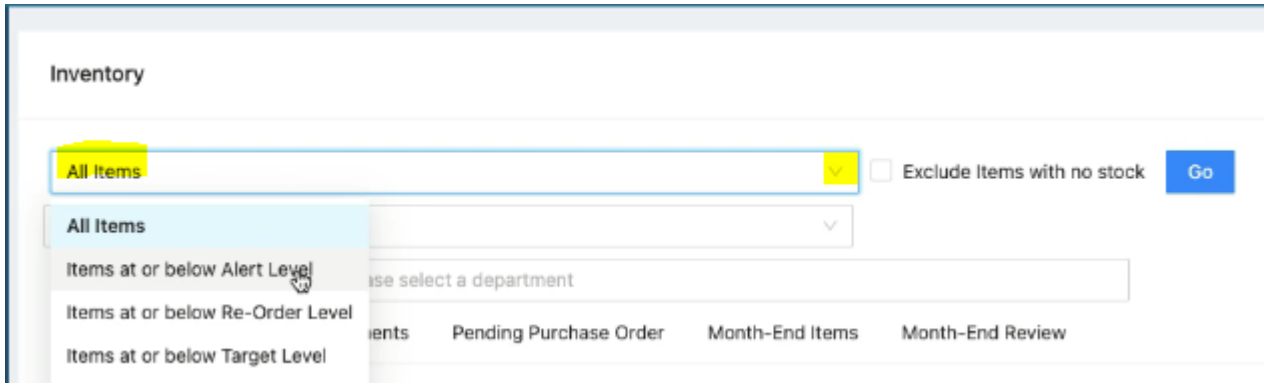
- Choose your preferred data subset from the list:
  - All Items
  - Items at or below alert level
  - Items at or below re-order level
  - Items at or below target level

These reports gives you the insights necessary for informed inventory management decisions.



To further refine your inventory report, you can focus on specific stock locations. Follow these steps:

1. While on the "Current Inventory" report page:
2. Click on the downward arrow next to the "Stock Location" tab.
3. From the provided list, make a selection based on your reporting needs:
   - Choose a specific stock location if you want to concentrate on items within a particular storage area.
   - Opt for multiple locations if you're interested in comparing inventory across different storage areas.

This customisation allows you to generate a detailed report that aligns with your specific inventory tracking requirements.

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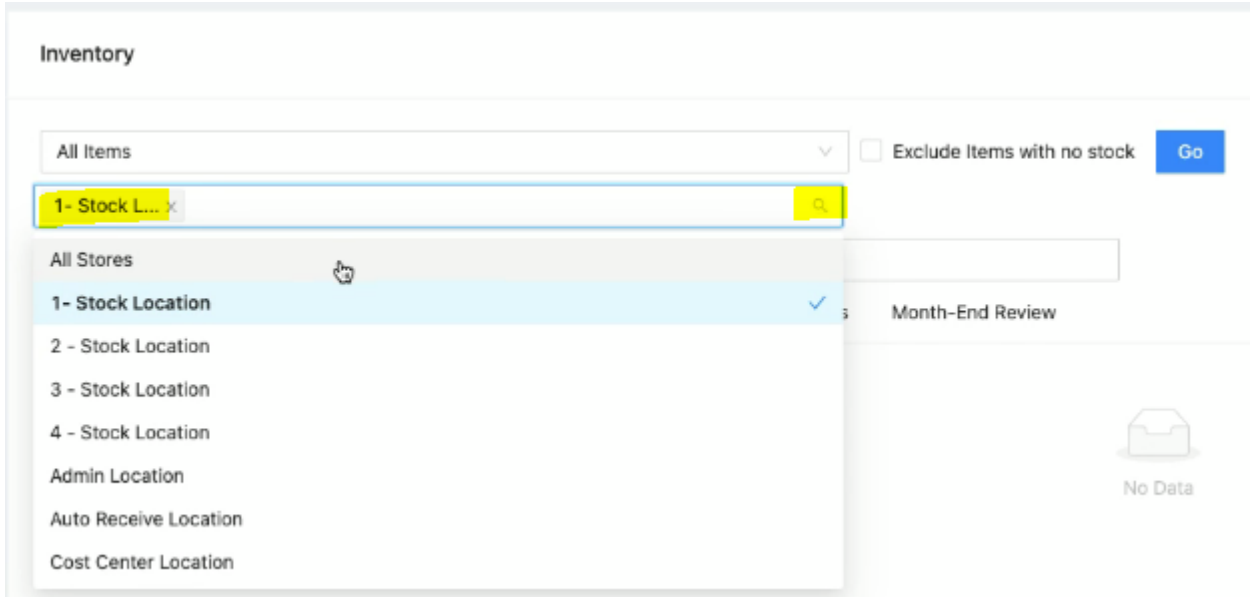

For a more streamlined inventory report, you have the option to exclude items that currently have no stock. Here's how:

1. While configuring your "Current Inventory" report:
2. Locate the tick box labeled "Exclude Items with no stock."
3. By checking this box, you can filter out items that you do not want to see in the report.

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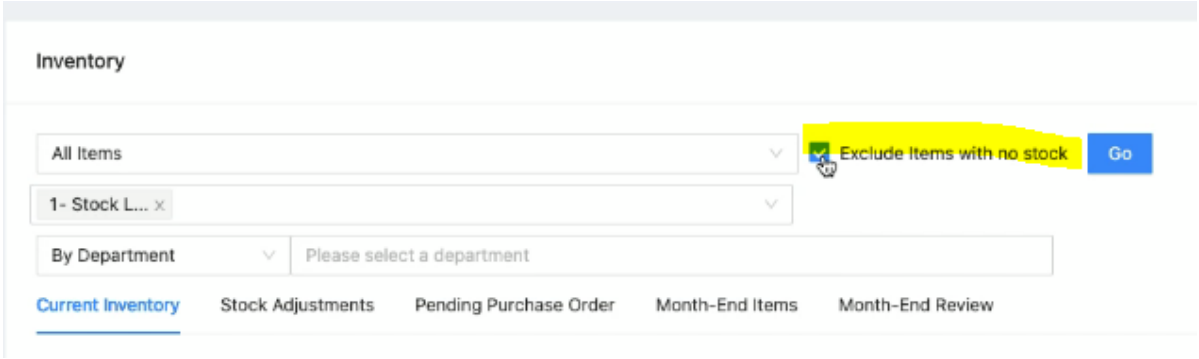
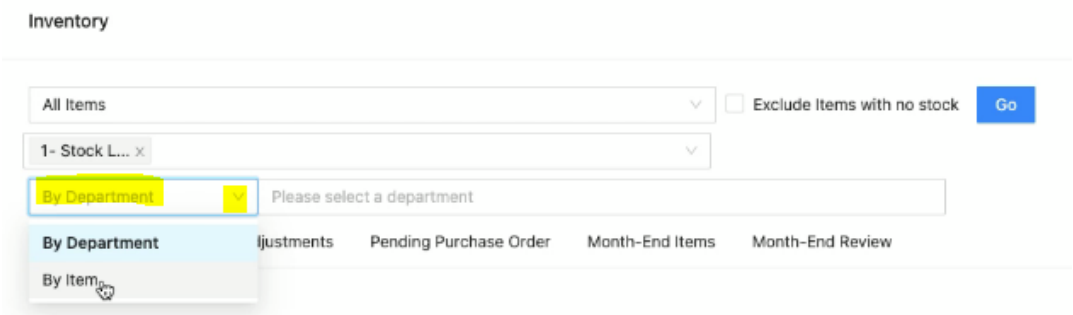


To organise your inventory report based on departments or individual items, follow these steps:

1. While configuring your "Current Inventory" report:
2. Click on the downward arrow adjacent to the "By Department" tab.
3. From the options presented, choose your preferred grouping criteria:
    - **By Department:** This option organises the report based on different departments or categories.
    - **By Item:** Opting for this selection arranges the report according to individual items.



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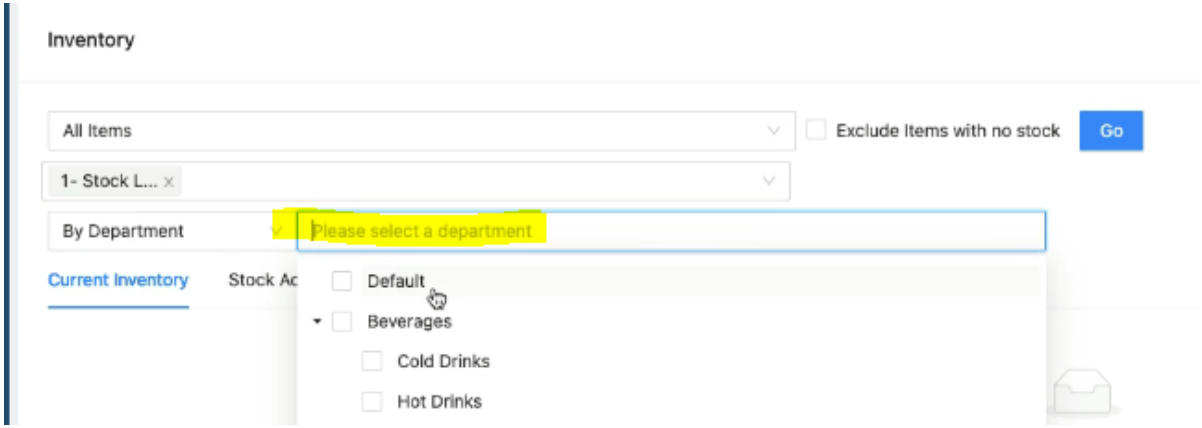
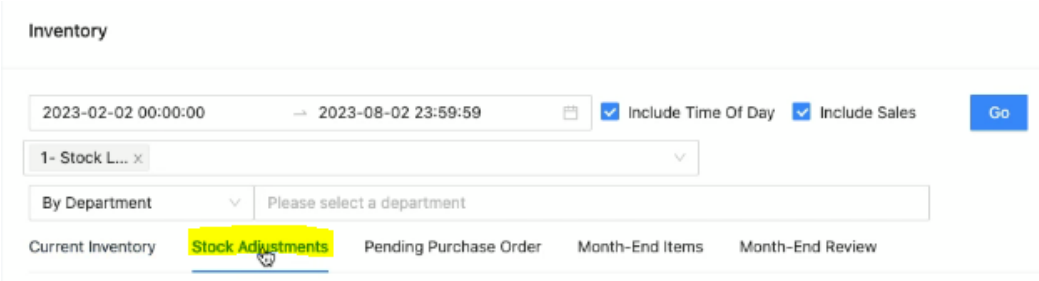


To gain insights into **stock adjustments**, follow these steps:

1. On the "Inventory" page:
2. Click on the "Stock Adjustments" option.



To generate a comprehensive stock adjustments report, follow these steps: On the "Stock Adjustments" page:

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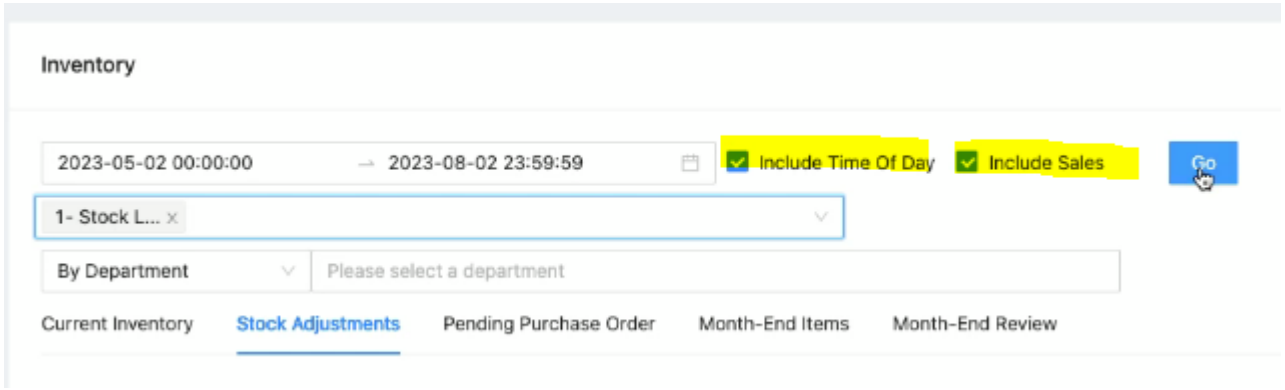
1. Enter the desired date range, such as "3 months," to filter the report accordingly.
2. Click on the downward arrow next to the "Stock Location" tab and choose from the list to define the locations for the report.
3. Similarly, click on the downward arrow next to the "By Department" tab to select whether you want to organise the report "By Department" or "By Item."
4. To add further depth to your report, consider these options:
    - Tick the box next to "Include Time Of Day" if you wish to incorporate timestamps in your report.
    - Tick the box next to "Include Sales" if you want to integrate sales-related data into the report.
5. Finally, initiate the report generation process by clicking the blue "Go" tab.



When you access the Stock Adjustment Report, you'll find various tools at your disposal to customise and refine your insights:

1. **Column Heading Filters:** Click on a column heading to apply a filter, aiding you in locating specific information.
2. **Ascending or Descending Order:** Tailor the sorting of your data by selecting either ascending or descending order, ensuring a view that suits your needs.
3. **Search by Item or Department:** Utilise the magnifying glass icon located beside the column to manually enter an item or department name you're interested in viewing.
4. **Advanced Filtering Options:** Clicking the magnifying glass icon also unveils a range of filtering options:
    - Contains
    - Does not contain

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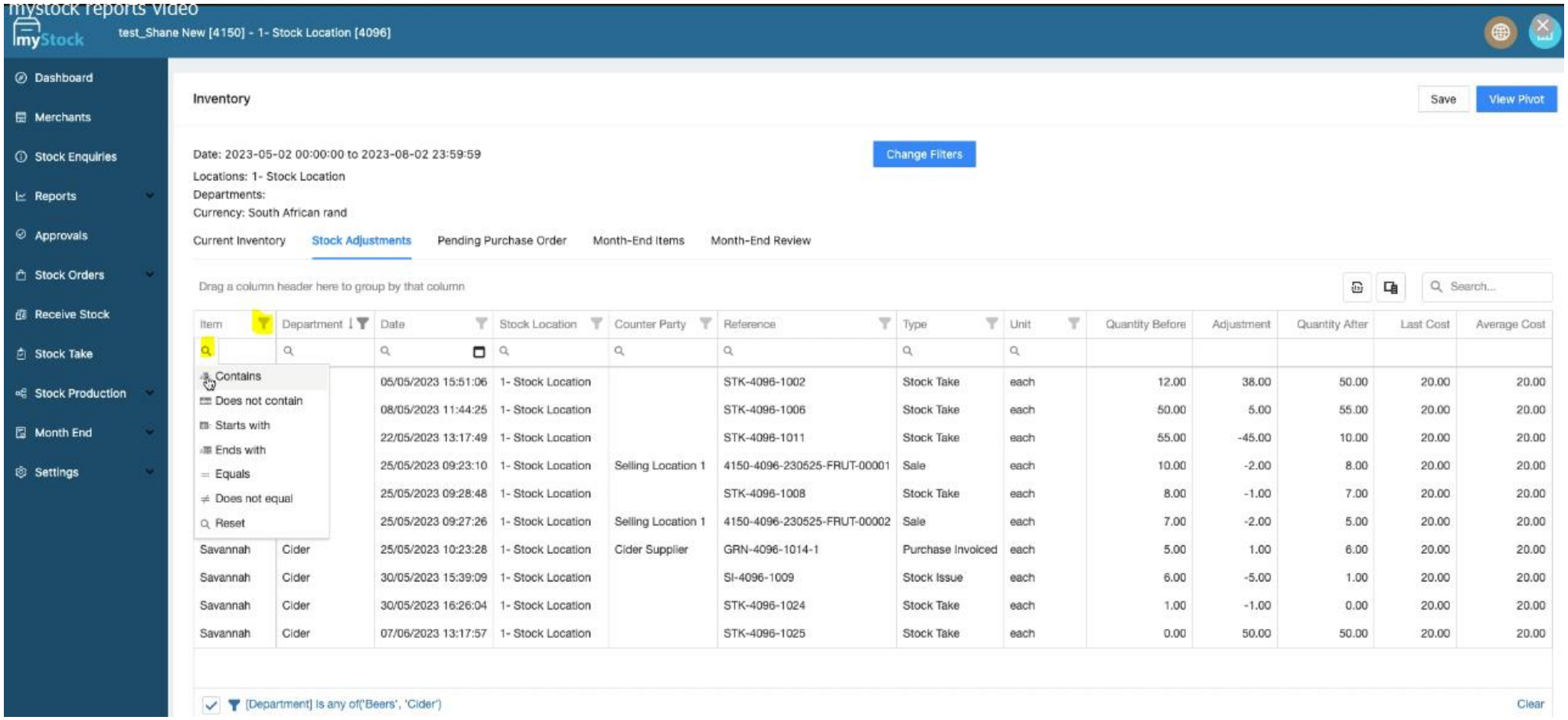
- Starts with
- Ends with
- Equal
- Does not equal
- Reset



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To manage date-related details within the Stock Adjustment Report, follow these steps:

1. **Accessing Date Information:**
    - Click on the calendar icon located in the "Date" column of the report.
2. **Navigating Through Months:**
    - Use the left and right arrows to smoothly navigate through different months, aiding in pinpointing specific dates.
3. **Time of Report Inclusion:**
    - If you recall the approximate time of the transaction, consider entering this information in the time field. This added detail can enhance the accuracy of your report.

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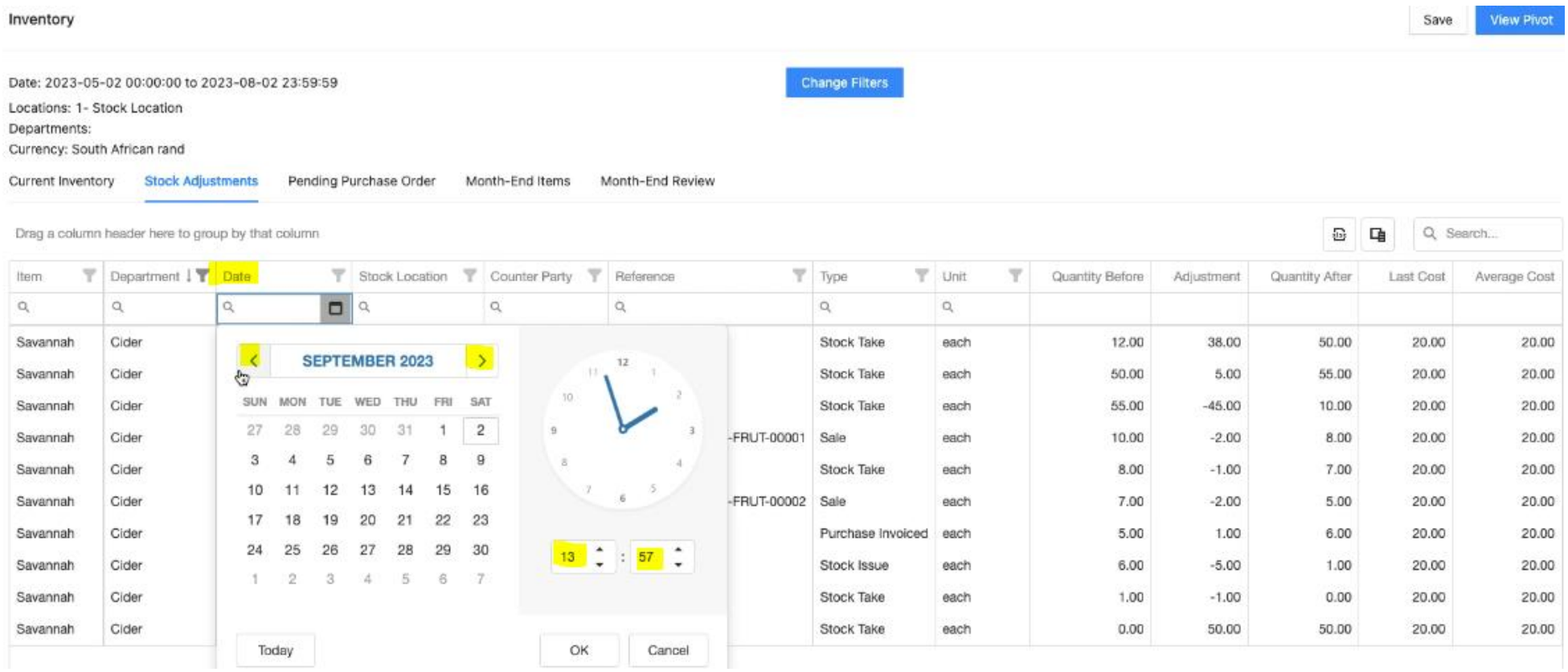
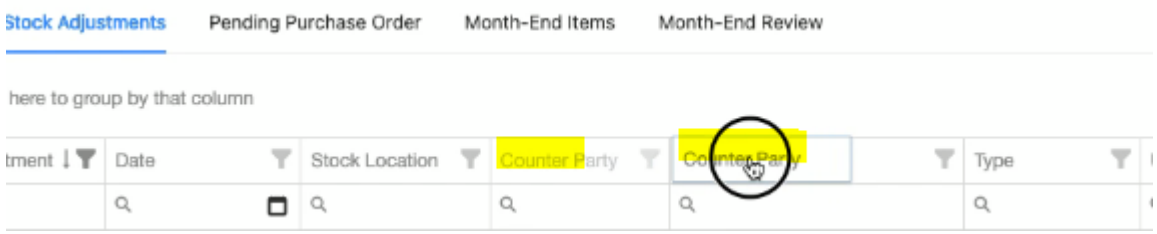


To tailor your Stock Adjustment Report to your preferences, you can easily customise the display of columns.

- Click on a column heading and then drag and drop the heading to rearrange the columns in the report.



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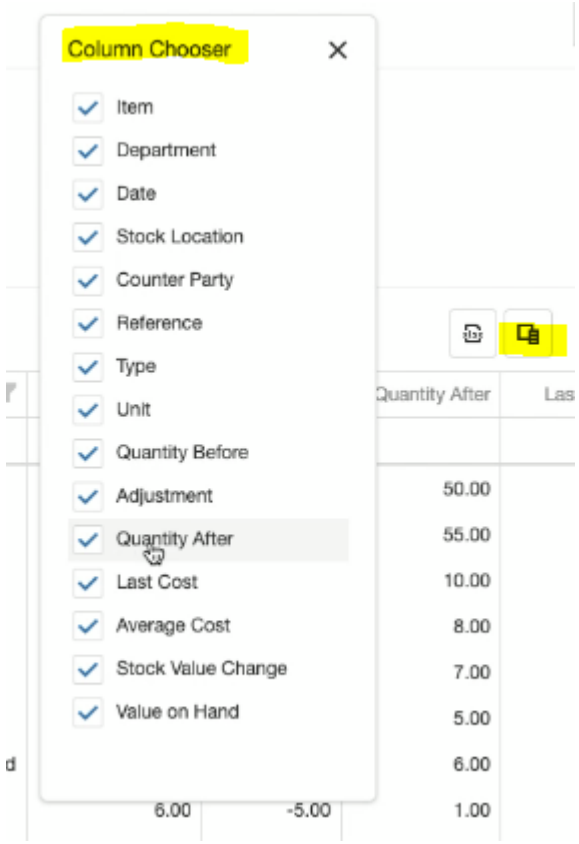
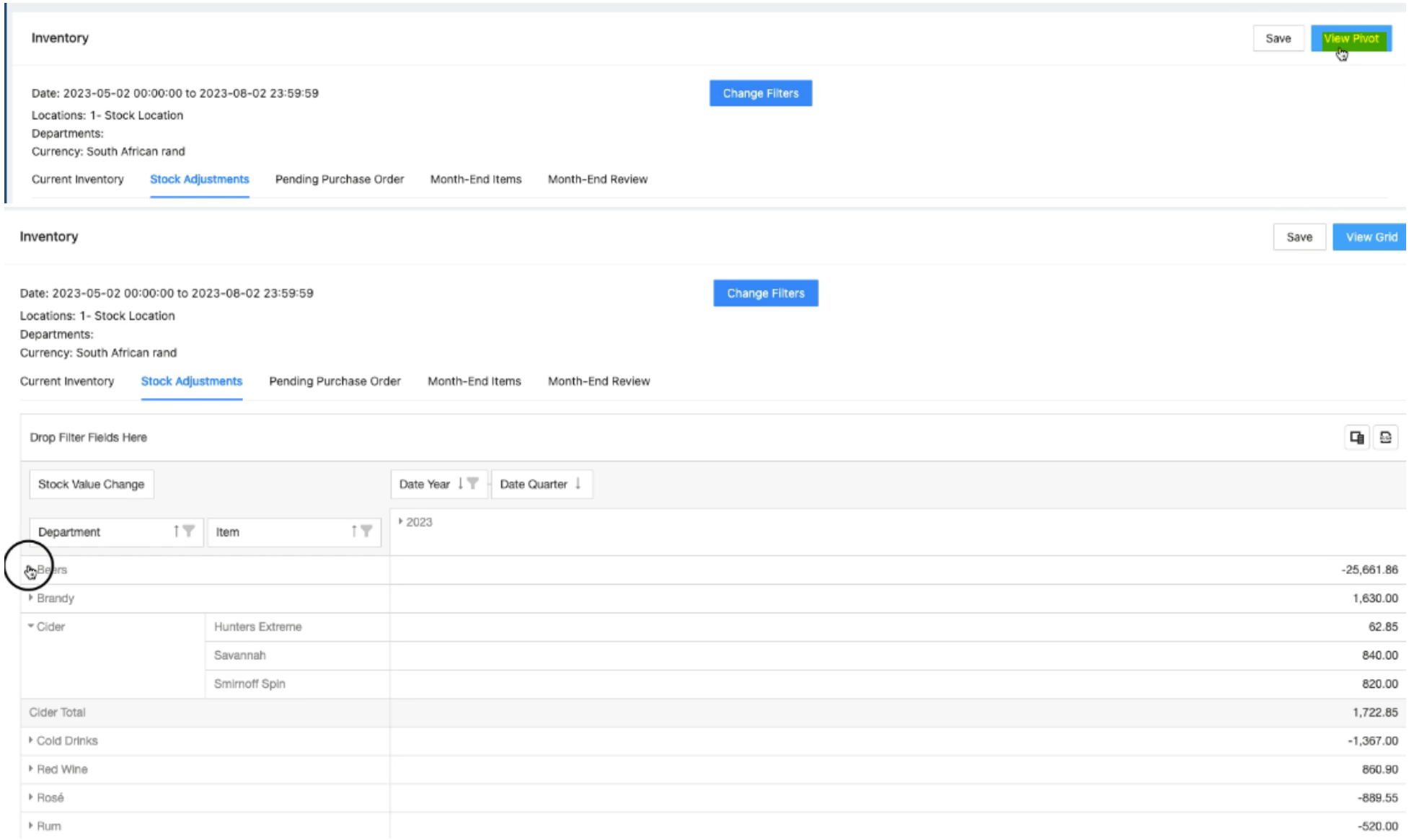
- Locate the square icon on the right-hand side (usually represented by a grid or list icon).
- Click on this icon to expand and reveal all the available column headings that you can choose from.



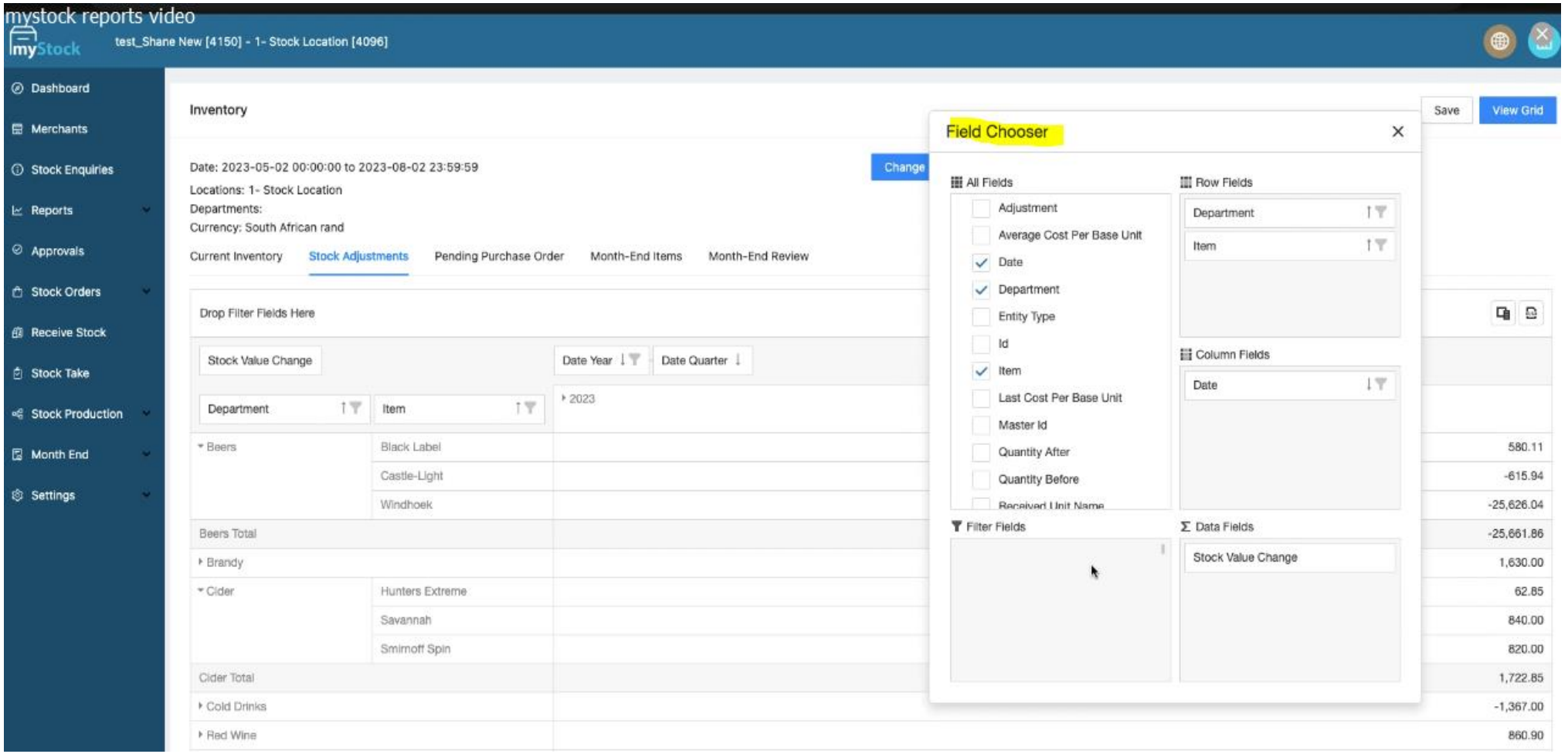
- Select the number of items you want to see displayed in the report from the available options.

- Click on the blue "Pivot Table" tab to initiate the generation of a pivot table report.

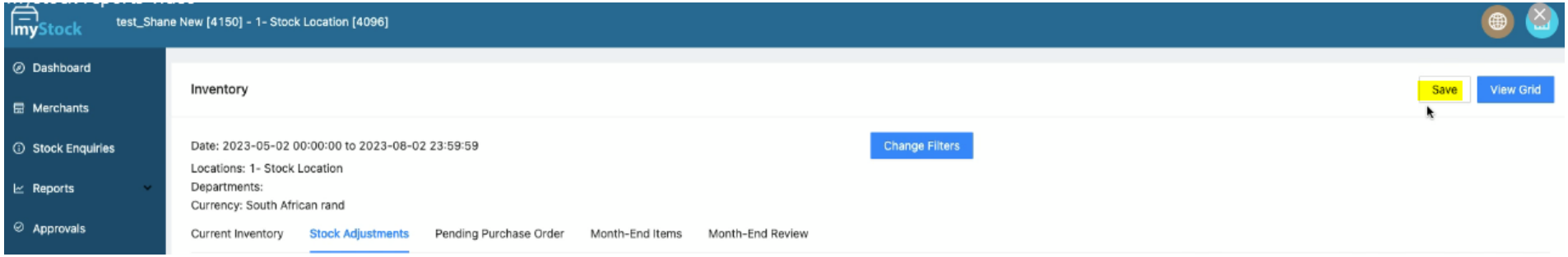


- Click on the square icon located on the right-hand side to open the "Field Chooser."

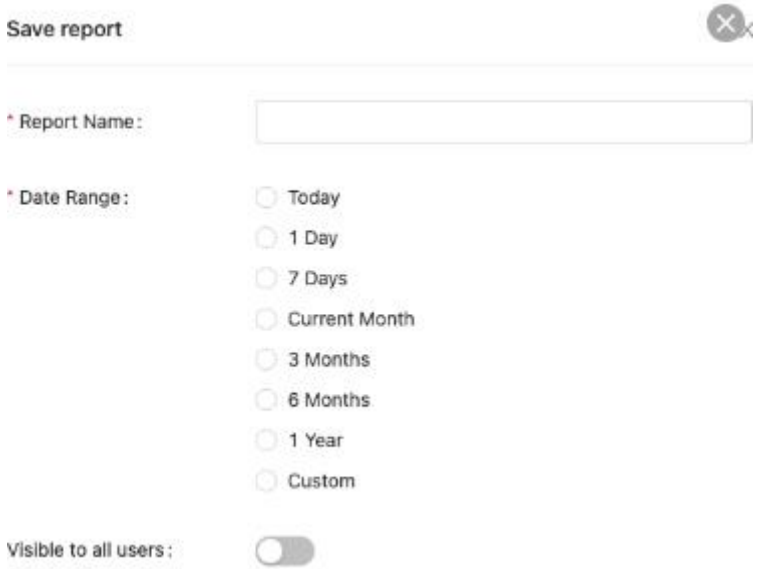
- From the "Field Chooser," select the specific fields that you want to include in your Pivot Table report. This allows you to customise the report's content based on your requirements.
- You can also directly interact with the column headings in the Pivot Table.
- Click on the headings and drag them to rearrange or customise the order of the columns.



- Click on the "Save" tab to initiate the saving process.



- After customising the report according to your preferences, click on the "Save" tab.



Generating Pending Purchase Orders, Month-End Items, and Month-End Review Reports:

1. Access the myStock Menu.
2. Click on "Reports."
3. Select the desired inventory report from the following options:
    - Pending Purchase Orders
    - Month-End Items
    - Month-End Review

Stock Take

1. Navigate to the myStock Menu.
2. Click on "Reports."
3. Select "Stock Take."

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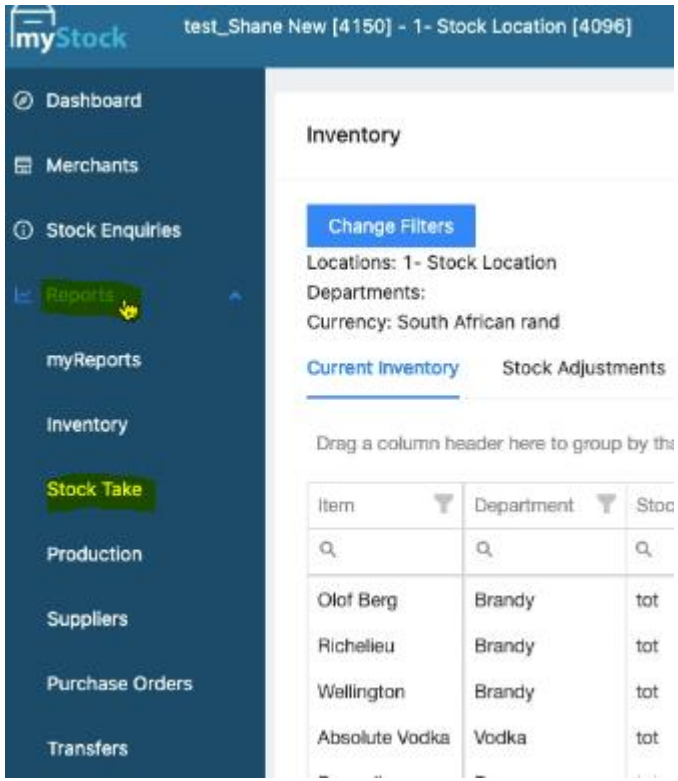
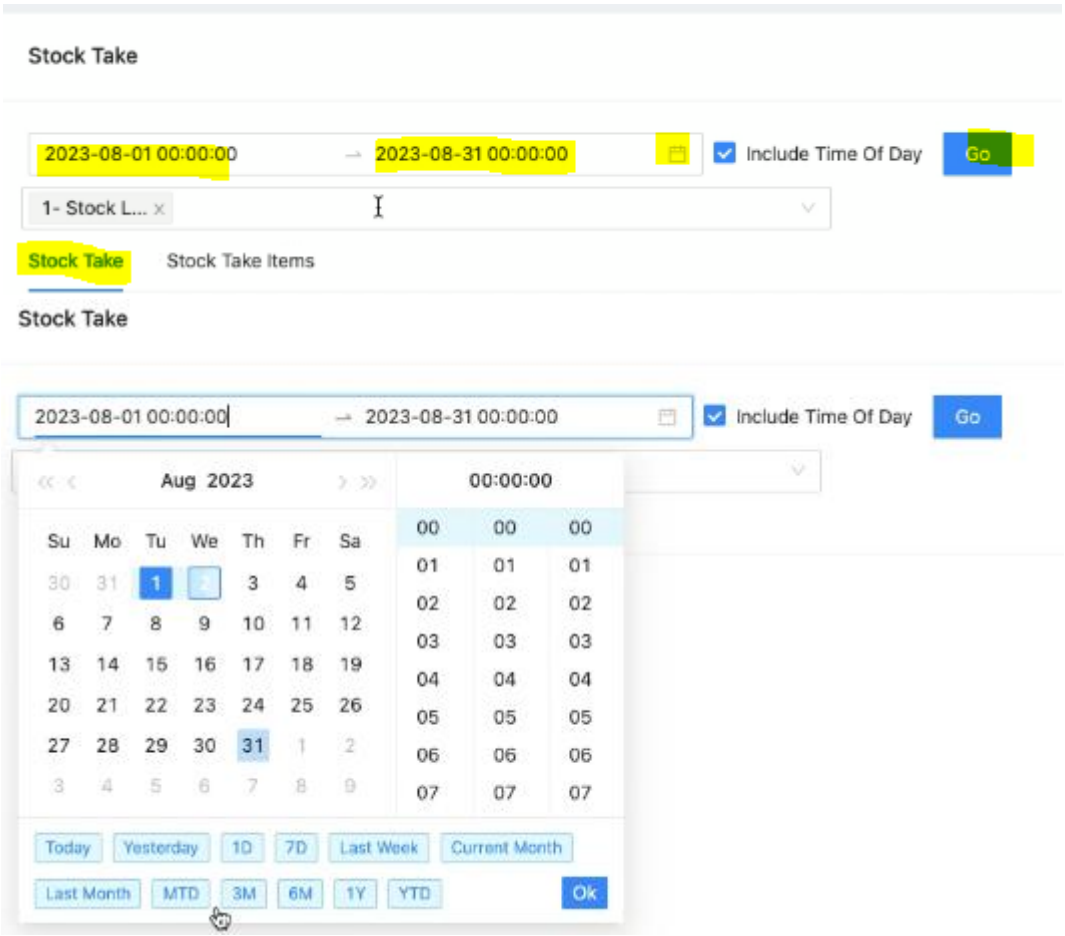
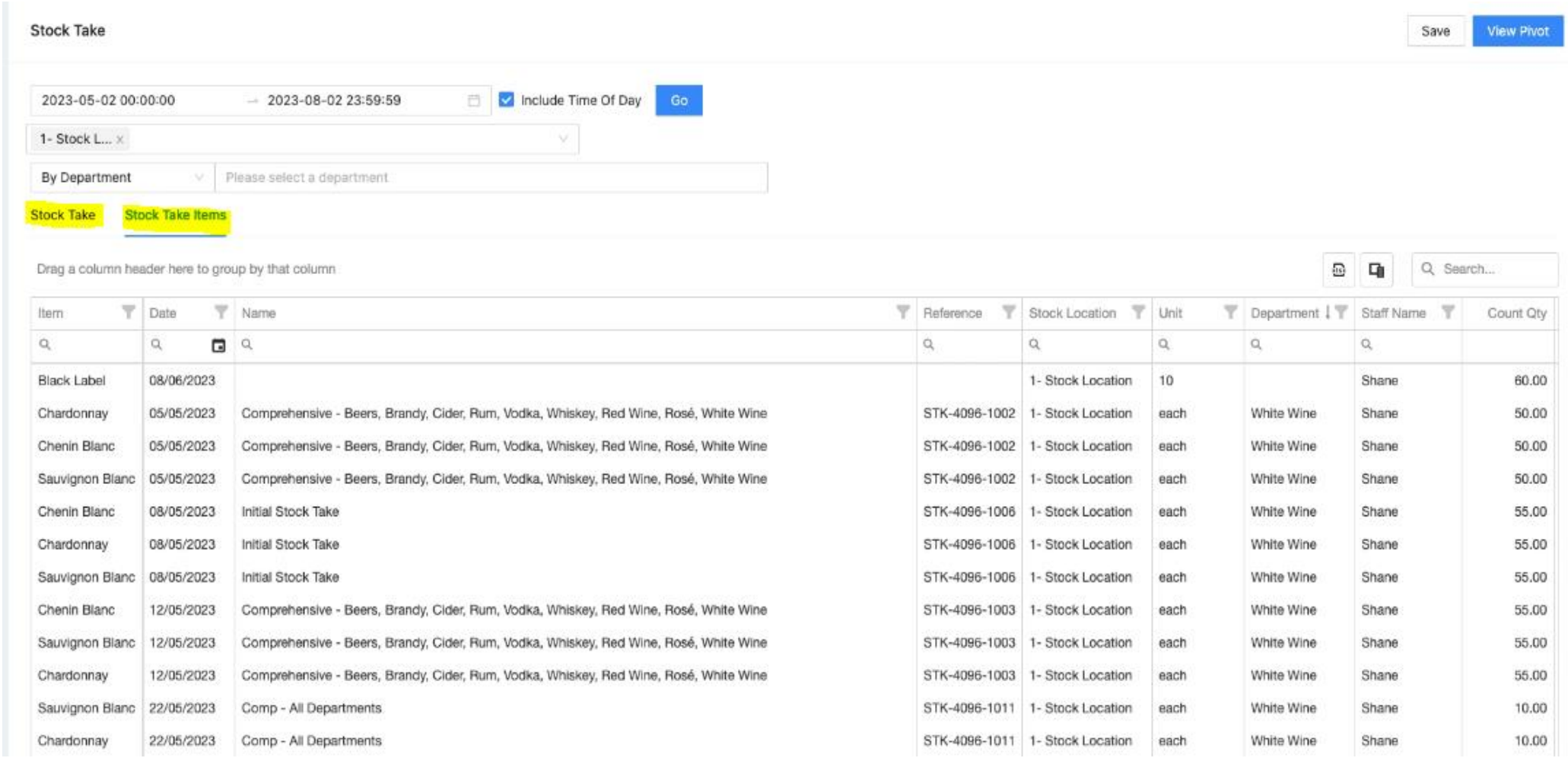


- Choose between "Stock Take" and "Stock Take Items".
- Choose the date range for the stock-taking activities.
- Specify the stock location for which you want to conduct the stock take.



- Click on the blue "Go" tab located at the top right of your screen. This will trigger the generation of the stock take report based on your selected parameters.
- After the report is generated, you'll have multiple options for further customisation and analysis:
  - Change filters to refine the data.
  - Rearrange columns by using drag-and-drop functionality.
  - Create a pivot table for more in-depth analysis.
  - Save the report with your customisations for later reference.

- Explore the "Stock Take Items" for detailed information about each item's stock take data.

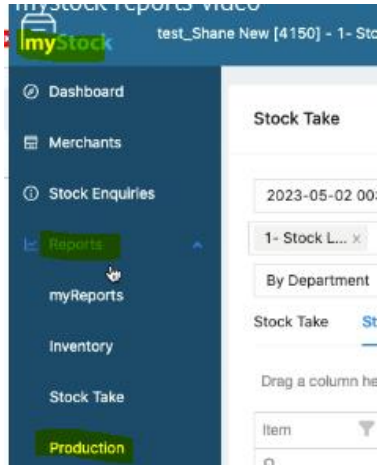


Item	Date	Name	Reference	Stock Location	Unit	Department	Staff Name	Count Qty
Black Label	08/06/2023			1- Stock Location	10		Shane	60.00
Chardonnay	05/05/2023	Comprehensive - Beers, Brandy, Cider, Rum, Vodka, Whiskey, Red Wine, Rosé, White Wine	STK-4096-1002	1- Stock Location	each	White Wine	Shane	50.00
Chenin Blanc	05/05/2023	Comprehensive - Beers, Brandy, Cider, Rum, Vodka, Whiskey, Red Wine, Rosé, White Wine	STK-4096-1002	1- Stock Location	each	White Wine	Shane	50.00
Sauvignon Blanc	05/05/2023	Comprehensive - Beers, Brandy, Cider, Rum, Vodka, Whiskey, Red Wine, Rosé, White Wine	STK-4096-1002	1- Stock Location	each	White Wine	Shane	50.00
Chenin Blanc	08/05/2023	Initial Stock Take	STK-4096-1006	1- Stock Location	each	White Wine	Shane	55.00
Chardonnay	08/05/2023	Initial Stock Take	STK-4096-1006	1- Stock Location	each	White Wine	Shane	55.00
Sauvignon Blanc	08/05/2023	Initial Stock Take	STK-4096-1006	1- Stock Location	each	White Wine	Shane	55.00
Chenin Blanc	12/05/2023	Comprehensive - Beers, Brandy, Cider, Rum, Vodka, Whiskey, Red Wine, Rosé, White Wine	STK-4096-1003	1- Stock Location	each	White Wine	Shane	55.00
Sauvignon Blanc	12/05/2023	Comprehensive - Beers, Brandy, Cider, Rum, Vodka, Whiskey, Red Wine, Rosé, White Wine	STK-4096-1003	1- Stock Location	each	White Wine	Shane	55.00
Chardonnay	12/05/2023	Comprehensive - Beers, Brandy, Cider, Rum, Vodka, Whiskey, Red Wine, Rosé, White Wine	STK-4096-1003	1- Stock Location	each	White Wine	Shane	55.00
Sauvignon Blanc	22/05/2023	Comp - All Departments	STK-4096-1011	1- Stock Location	each	White Wine	Shane	10.00
Chardonnay	22/05/2023	Comp - All Departments	STK-4096-1011	1- Stock Location	each	White Wine	Shane	10.00

Production

To access production reports within your myStock system, follow these steps:

- Go to the myStock Menu.
- Click on "Reports."
- From the list of report categories, click on "Production" to explore production-related insights.

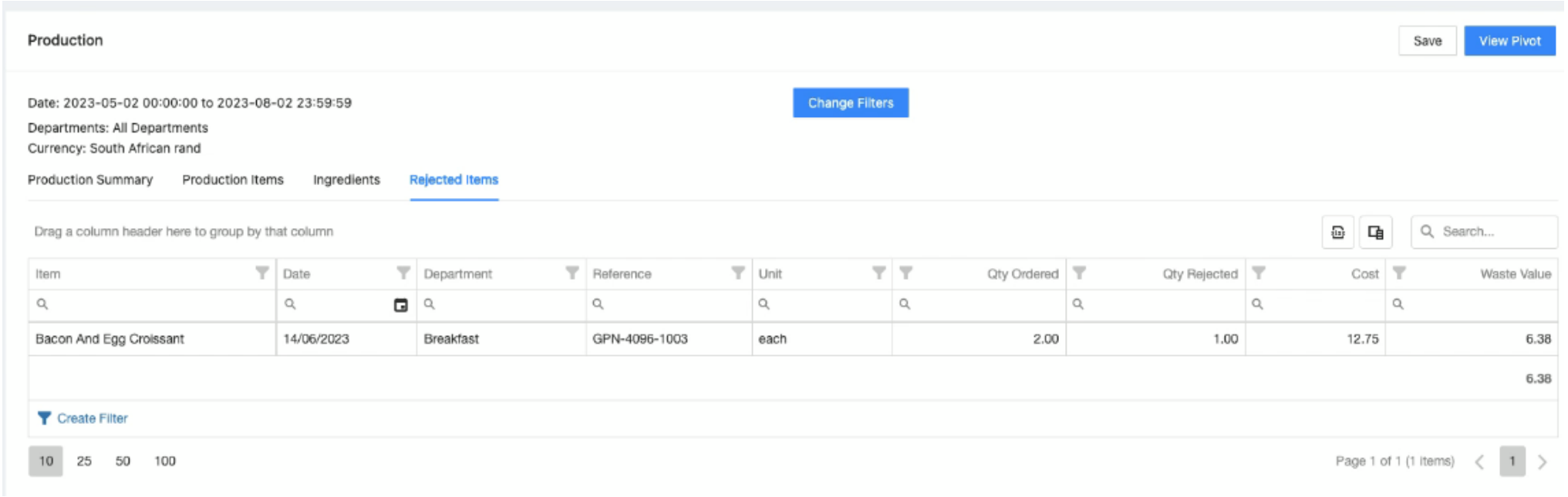


Under the "Production Reports" section, you have access to various reports that provide insights into your production processes. Here's a list of the available reports:

- Production Summary
- Production items
- Ingredients
- Rejected Items

To generate and interact with production reports, follow these steps:

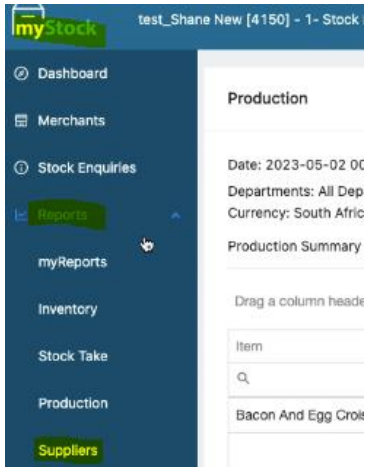
- Choose the specific production report you want to generate from the available options.
- Enter the date range for which you want to generate the report.
- Click on the blue "Go" tab located at the top right of your screen.
- Once the report is generated, you can perform various actions for analysis and customisation:
    - Change filters to refine the displayed data.
    - Rearrange columns by using drag-and-drop functionality.
    - Create a pivot table to analyse the data in different ways.
    - Save the customised report for future reference.



Suppliers

To access supplier-related reports within your myStock system, follow these steps:

- Go to the myStock Menu.
- Click on "Reports."
- From the list of report categories, click on "Suppliers" to explore reports related to your suppliers.



- Under the "Suppliers Reports" section, you can access valuable information about your suppliers and their contact details.

Suppliers

Search...

Name	Contact Person	Phone	Email	Website	Add Line 1	Add Line 2	Add Line 3	City	Zip	Country
Beer Supplier	Mr Beer	+27 72 123 4567	test@beersupplier.com		123 Bev Road			The Shire	1111	Antarctica
Beverage Supplier	Mr Bev	+27 72 123 6575	test@beveragesupplier.com		49 High Level Road			Paarl	7646	South Africa
Cider Supplier	MR Cider	+27 72 123 5674	test@cidersupplier.com		Intersection R45 and Klapmuts Road			Simondium	7670	South Africa
Ingredient Supplier	Mrs Ingredient	+27 72 123 2363	test@ingredientsupplier.com		15th Avenue			New York	5474GG	United States
No Tax Supplier	Mr Tax Free		test@notaxsupplier.com							
Spirits Supplier	Mr Spirits	+27 72 123 2262	test@spiritsupplier.com		123 Bev Road			Paarl	2225	Chile
Wine Supplier	Ms Wine	+27 72 123 1111	test@winesupplier.com		22 Baguette Rd			Paris	345-FR	France

Create Filter

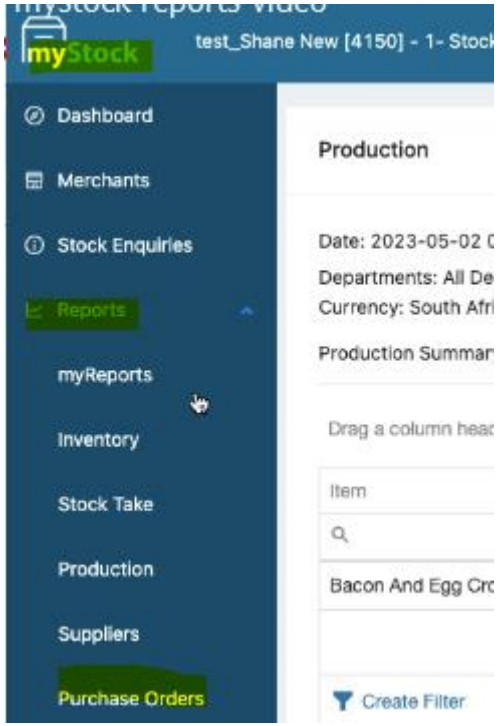
10 25 50 100

Page 1 of 1 (7 items) 1

Purchase Orders

To access reports related to purchase orders within your myStock system, follow these steps:

- Go to the myStock Menu.
- Click on "Reports."
- From the list of report categories, click on "Purchase Orders" to explore reports specifically related to your purchase order activities.



Under the "Purchase Orders Reports" section, you have access to these reports:

- Purchase Orders
- Purchase Orders Items

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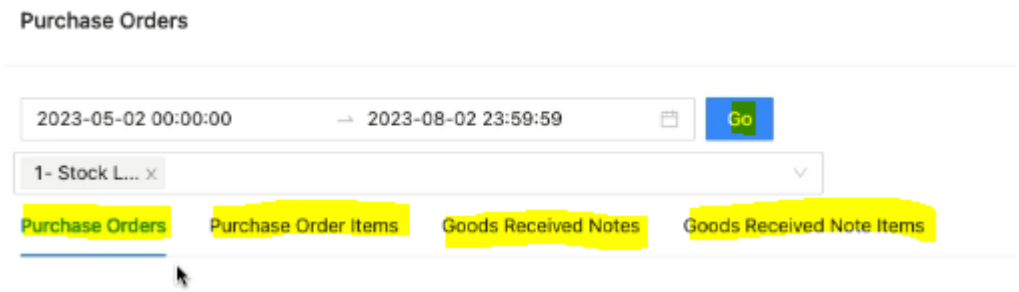
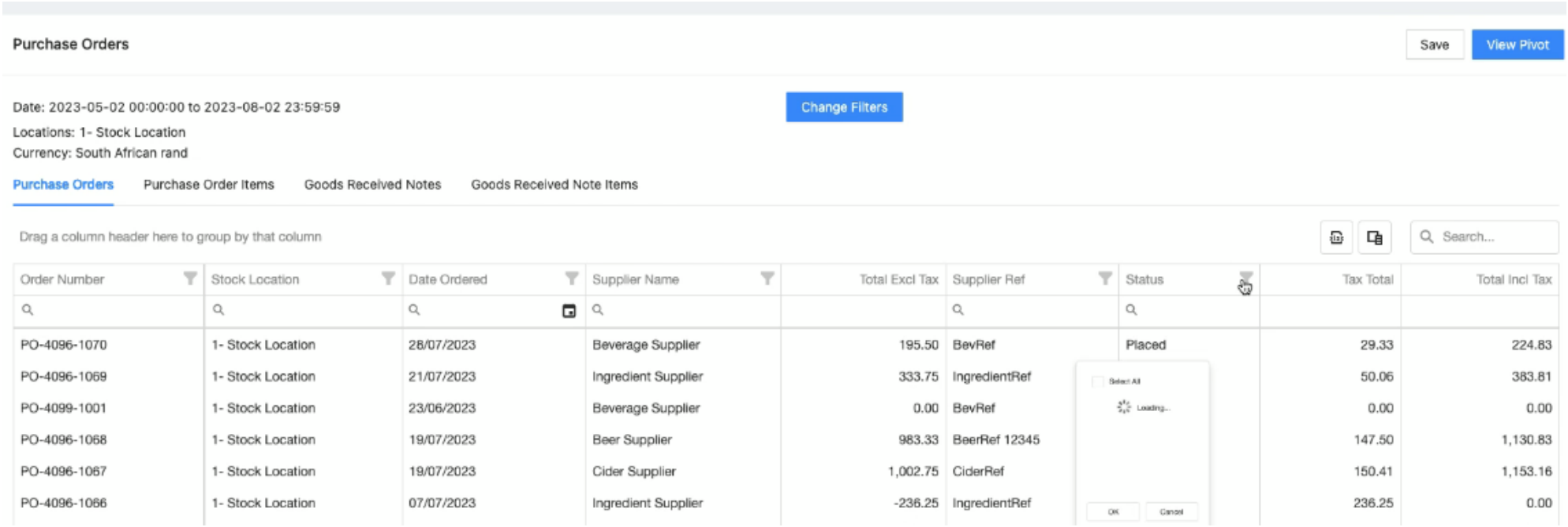
- Goods Received Notes
- Goods Received Notes Items



To view and generate the selected purchase order report, follow these steps:

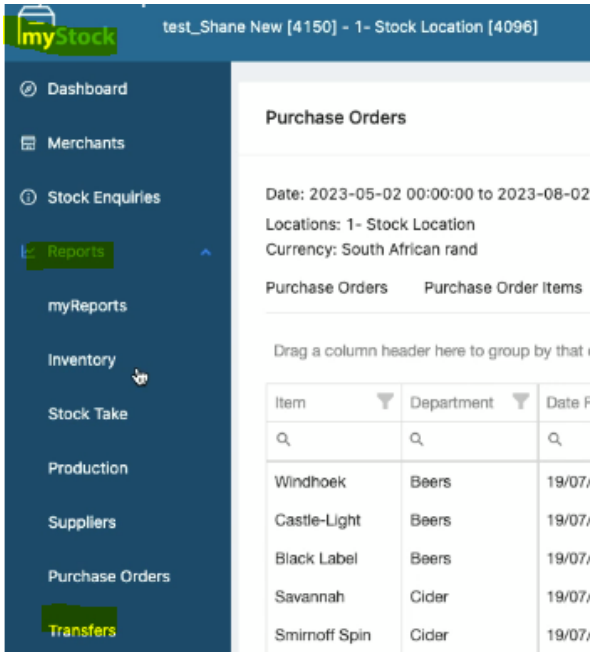
- Click on the specific purchase order report you want to view from the available options.
- Enter the desired date range for the report's data.
- Specify the relevant location for the report, if applicable.
- Click on the blue "Go" tab located at the top right of your screen. This action triggers the generation of the selected purchase order report based on your provided parameters.



Transfers

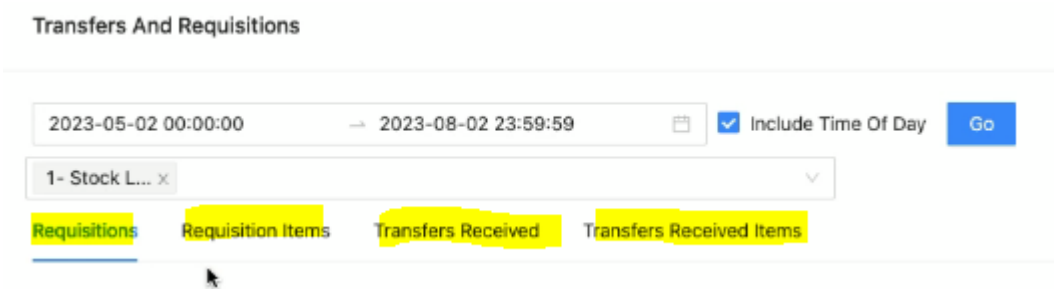
To access reports related to stock transfers within your myStock system, follow these steps:

- Go to the myStock Menu.
- Click on "Reports."
- From the list of report categories, click on "Transfers" to explore reports specifically related to stock transfers between different locations.

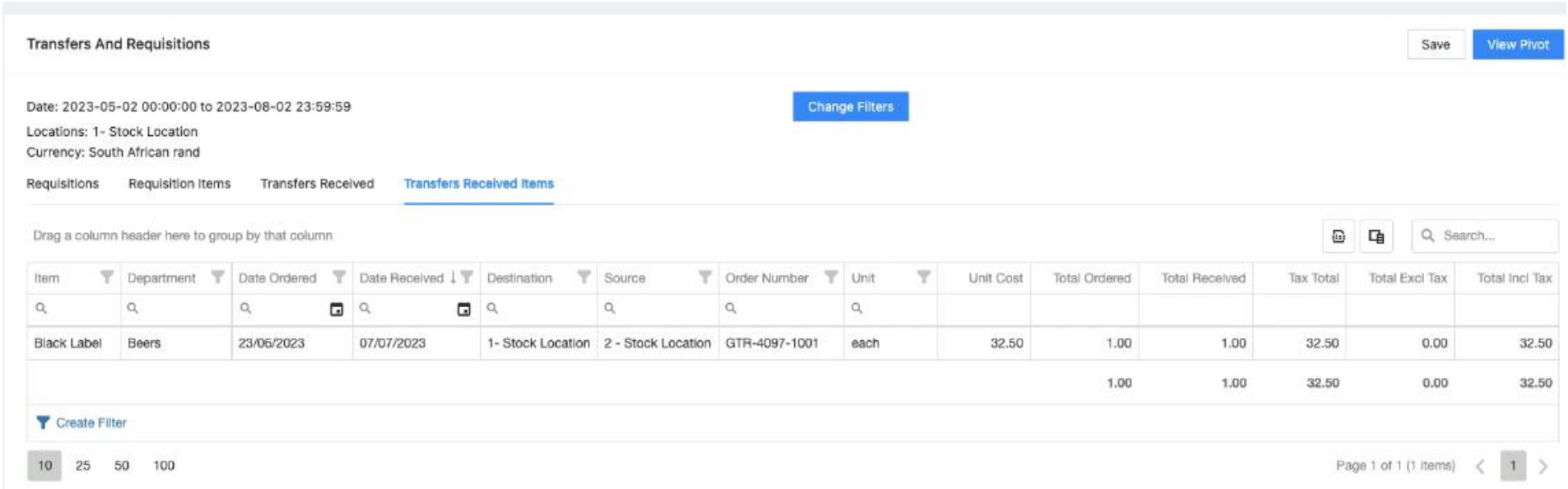


Under the "Transfers Reports" section, you have access to various reports that provide insights into your stock transfer processes. These are the available reports:

- Requisitions
- Requisition Items
- Transfers Received
- Transfer Received Items

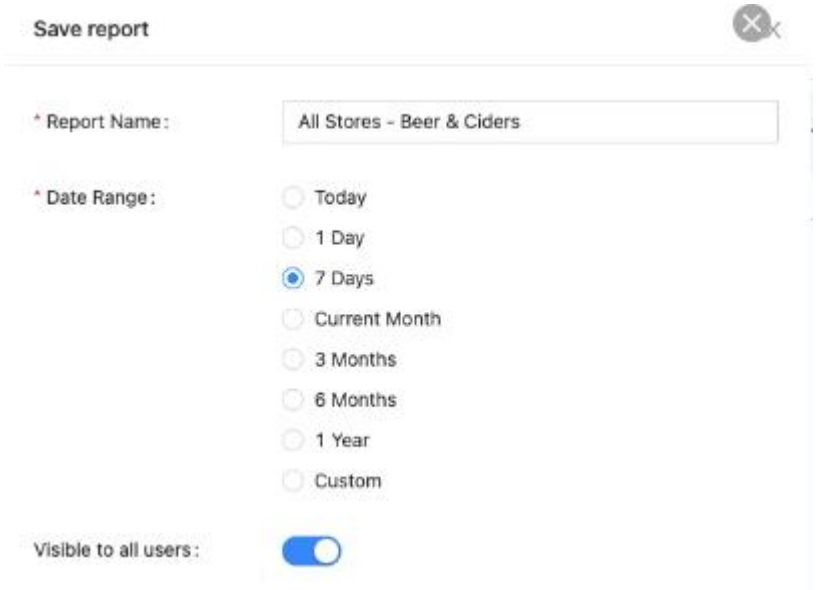


- Click on the specific transfer report you want to view from the available options.
- Enter the desired date range for the report's data.
- Specify the relevant location for the report, if applicable.
- Click on the blue "Go" tab located at the top right of your screen. This action triggers the generation of the selected transfer report based on your provided parameters.



myReports

- Go to the myStock Menu.
- Click on "Reports."
- Within the Reports section, click on "myReports."
- Create a customised report from your myStock Reports Menu as you normally would.
- Click on the top right-hand side blue "Save" tab.
- Specify a name for the report template you're creating. For instance: "All Stores - Beers and Ciders."
- Select the desired date range for the report. For example: "Current Month."
- Decide if you want the report to be "Visible to all users." You can also toggle to restrict access to the report for other users if needed.
- Click on the blue "Save" tab at the bottom of your screen to save the customised report template.



To access and manage your saved reports using the myReports feature, follow these steps:

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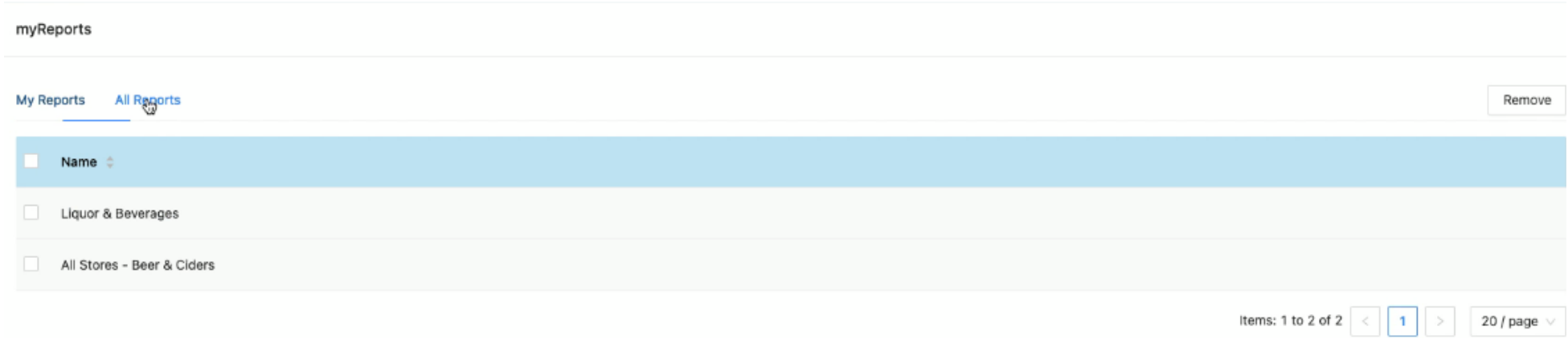
- Go to the myStock Menu.
- Click on "Reports."
- Within the Reports section, click on "myReports."
- Click on the specific report you want to open from the list.



- Once you've selected and opened a saved report from the myReports section, the customised report you've created will be displayed on the screen.

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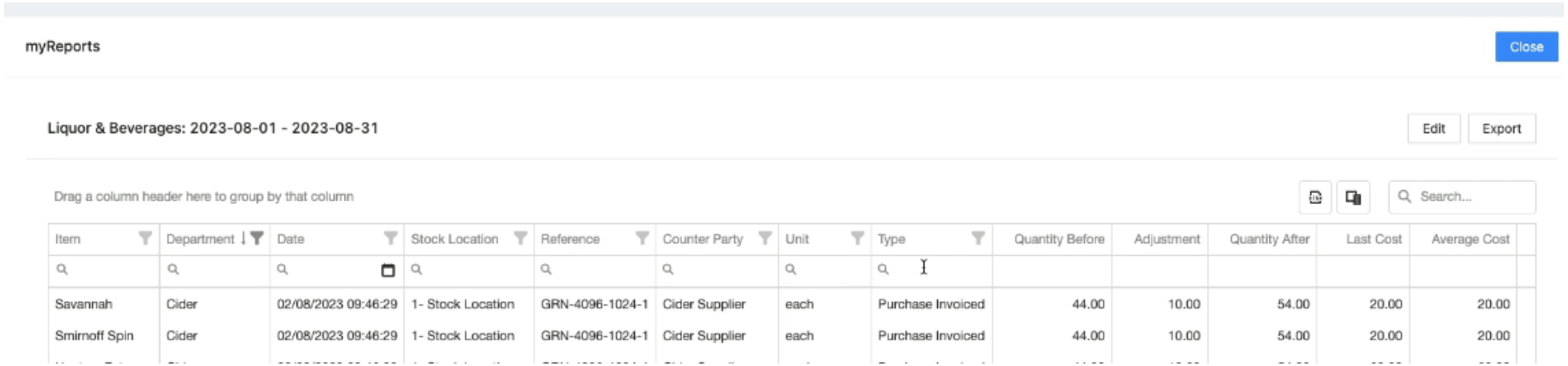
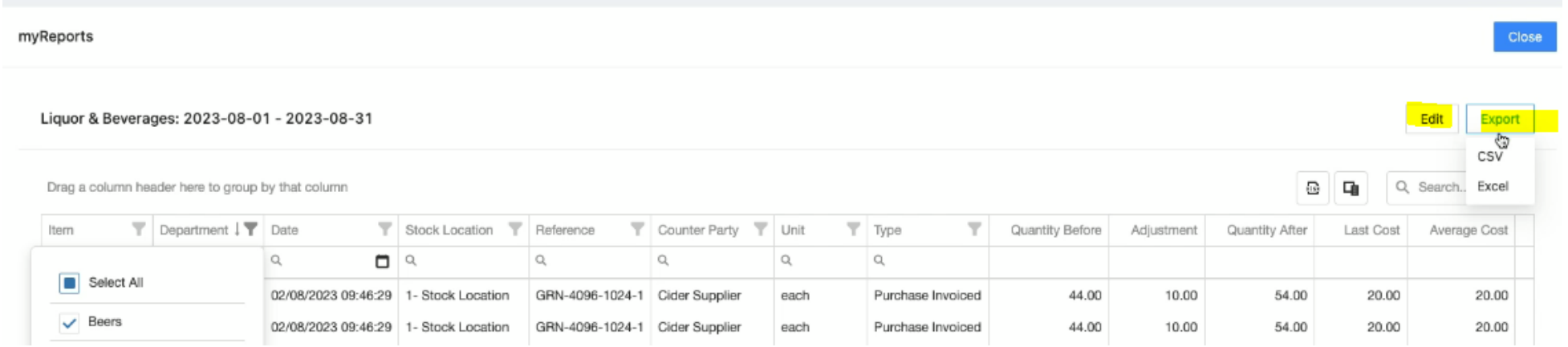


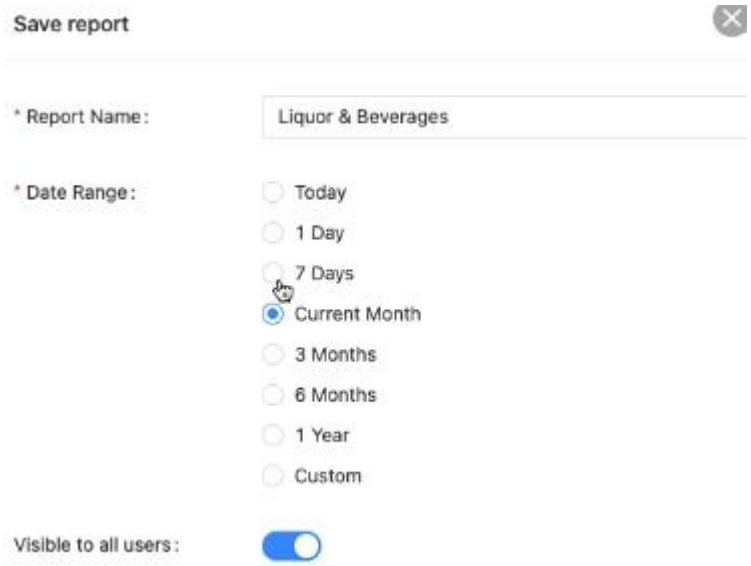
To export your report in either CSV or Excel format, follow these steps:

- While viewing your report, locate the blue "Export" tab at the top left corner of the screen.
- Click on the "Export" tab.
- Choose whether you want to export the file as a CSV or Excel format.
- After selecting the export format, the report will be processed for export.



To make changes to your report, such as modifying the date range, follow these steps:

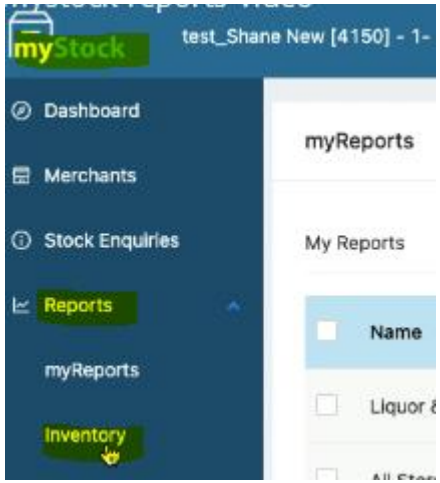
- While viewing your report, locate the top left "Edit" tab.
- Click on the "Edit" tab to enter the editing mode.
- Make the necessary changes to your report, such as adjusting the date range.
- Once you've made the desired changes, ensure to save the modifications.



Excel Export Example:

- Navigate to the myStock Menu.
- Click on "Reports."
- Within the Reports section, click on "Inventory."
- Choose the specific inventory report you want to work with.
- Set the date range and other parameters as needed.
- Click on the blue "Go" tab to generate the report.
- Once the report is generated, locate the blue "Export" tab at the top left corner of the screen.
- Click on the "Export" tab.

- Select "Excel" as the export format.
- The report will be processed and exported as an Excel file.
- Download the Excel file to your pc.



Here's how you can generate a Stock Adjustments report:

- Go to the myStock Menu.
- Click on "Reports."
- Within the Reports section, click on "Stock Adjustments."
- Click on the blue "Go" tab located at the top right of your screen.
- This action will initiate the generation of the Stock Adjustments report based on default or specified parameters.

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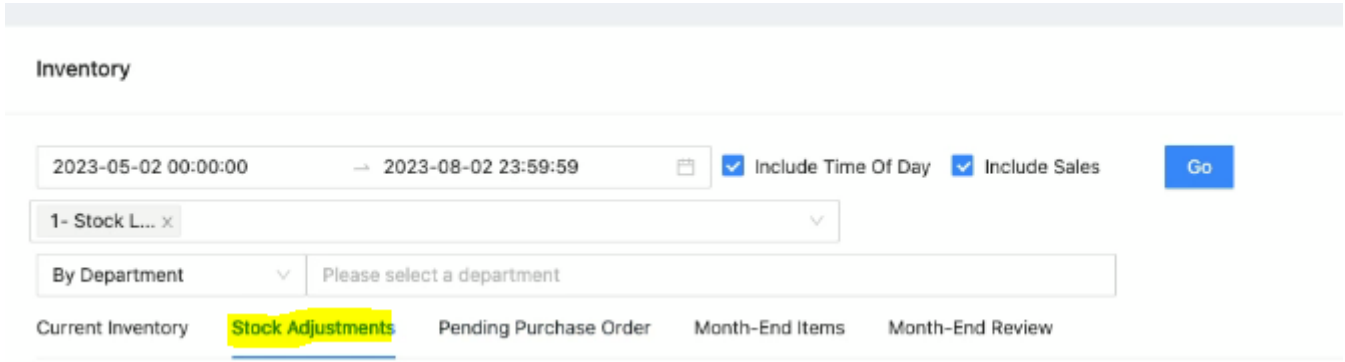
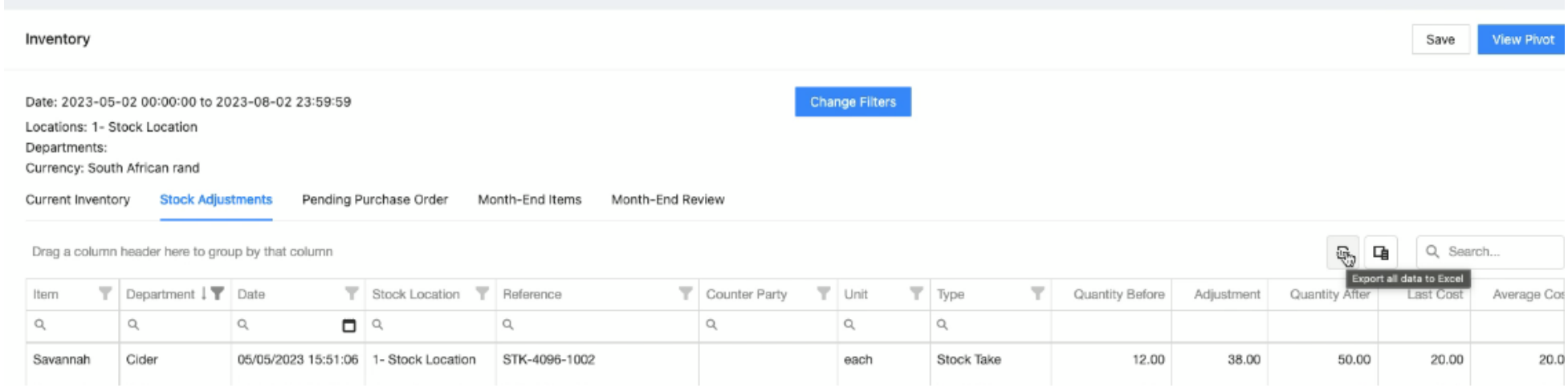
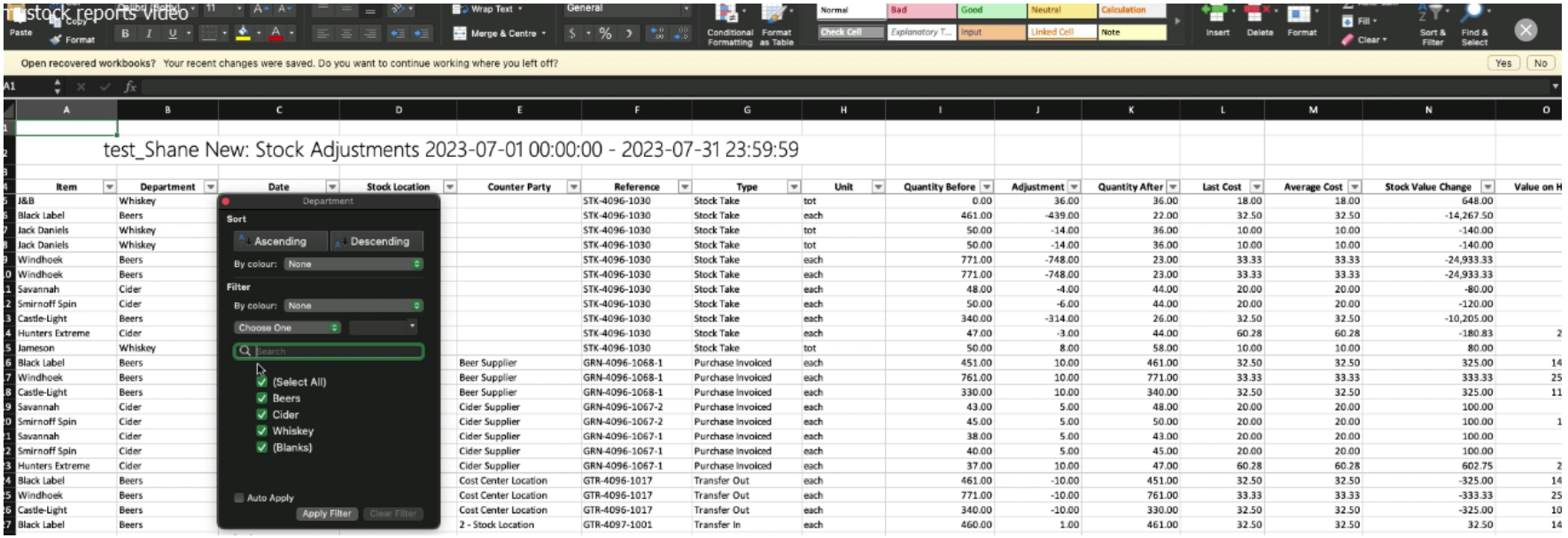


To export the data from a Stock Adjustments report to an Excel spreadsheet, follow these steps:

- Click on the blue "Go" tab to generate the report.
- Once the report is generated, look for the top right-hand corner of the report interface.
- Locate and click on the "Export all data to Excel" icon.
- The system will process the data and create an Excel spreadsheet containing the information from the Stock Adjustments report.
- Download the Excel file to for further analysis or record-keeping.



- You will be able to select and apply the filters as you require.