



## Sales Stock Management

**Manual adjustment of Sales Stock Quantity is **NOT** recommended**

**unless you are aware of the following first!**

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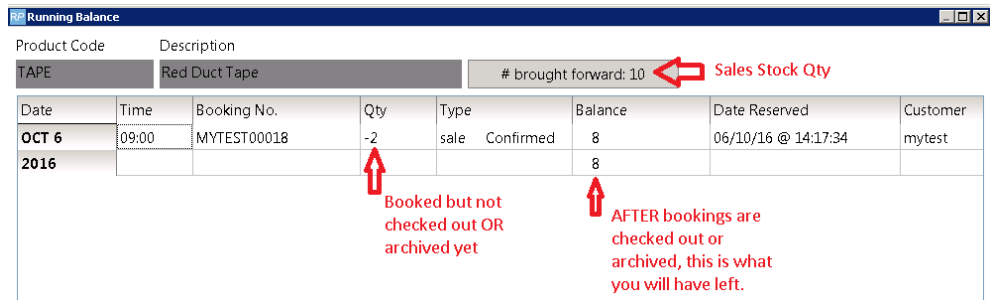
## 1. What does the Sales Stock Quantity Reflect?

Sales Stock Quantity reflects the quantity of a given stock item INCLUDING quantities of that item that are BOOKED but NOT checked out yet.

- Sales Stock Quantity will only be reduced once the bookings are checked out or archived.

For instance, if you start with a stock quantity of 10 and enter a booking that will sell 2 of that product:

- ❖ the stock quantity in Inventory Setup will remain at 10
- ❖ The running balance will show that 2 will go out at a certain time.
- ❖ Once the booking is checked out, 2 will be removed from stock and will no longer show on the running balance.

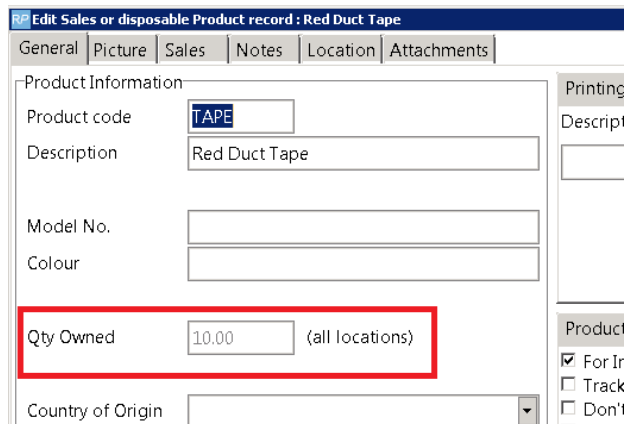


Running Balance								
Product Code		Description		# brought forward: 10 ← Sales Stock Qty				
TAPE		Red Duct Tape						
Date	Time	Booking No.	Qty	Type	Confirmed	Balance	Date Reserved	Customer
OCT 6	09:00	MYTEST00018	-2	sale	Confirmed	8	06/10/16 @ 14:17:34	mytest
2016						8		

Booked but not checked out OR archived yet

AFTER bookings are checked out or archived, this is what you will have left.

### ❖ Inventory Setup



Edit Sales or disposable Product record : Red Duct Tape

General | Picture | Sales | Notes | Location | Attachments

Product Information

Product code: TAPE

Description: Red Duct Tape

Model No.:

Colour:

Qty Owned: 10.00 (all locations)

Country of Origin:

Printing

Description:

Product

☒ For Ir

☐ Track

☐ Don't

- If the booking is not checked, the quantity sold will only be removed from stock once the booking is archived.

## 2. Maintaining Accurate Sales Stock Quantity

- ✓ If the items were not checked out because they weren't sent to the customer, then they should be removed from the booking.
- ✓ Companies that use the checkout window to checkout stock should make sure that any sale product that leaves the warehouse is checked out OR removed from the booking if not sent.
- ✓ Companies that don't use the checkout windows should archive complete bookings in order for the sales stock quantity to be reduced.

## 3. How do I see an Actual Sales Stock Quantity?

- a. The stock report will give the actual stock level as far as the system is concerned since it removes the bookings that are booked but not checked out.

Columns in the stock report

- ❖ On Hand - starting stock value entered in product properties
  - ❖ Qty Sold - quantity of items booked that have yet to be checked out or archived
  - ❖ Total Stock - 'on hand' quantity less 'Qty Sold'
  - ❖ 'Booked Out' - quantity rented that is currently out of the warehouse ( ZERO for sales products)
  - ❖ 'In Warehouse' - 'Total Stock' less 'Booked Out' quantity
- b. Bookings appear on the Stock Report based on the value of the 'Include bookings as of' option. Sales Stock will show from:
    - i. CONFIRMED bookings with....
    - ii. SALES gear NOT checked out AND.....
    - iii. The booking has a Warehouse-OUT date ON OR BEFORE the 'Include Bookings as of' date

## RP Stock Report

### Sequence

- ☐ Sequence Number
- ☒ Product Code
- ☐ Sub Category Code
- ☐ Category Code
- ☐ Group Code

### Starting Product Code



### Ending Product Code


☐ Exclude Products with No Stock

☒ Print Booking Transactions

### Location Scope

☒ All Locations ☐ Consolidated

☐ Select Location



### Product Type

- ☐ Hire Equipment
- ☒ Sales and disposables

### Print to

- ☐ Printer
- ☒ Screen
- ☐ Word processor
- ☐ CSV file

### Include bookings as of



❖ Three Bookings, TAPE has been booked on each one:

RP RentalPoint 11.1.8.11

Actions Reports Crystal Reports Assets Setup Others Help

Code	Company	Out	Date	Time	In	Date	Time	Booking Type	Progress Status
MYTEST00018	mytest	Thu	06-10-2016	09:00	Fri	07-10-2016	18:00	Hire	Confirmed
MYTEST00019	mytest	Fri	07-10-2016	09:00				Sale	Confirmed
MYTEST00020	mytest	Mon	17-10-2016	09:00	Tue	18-10-2016	18:00	Hire	Confirmed



❖ 2 Rolls of tape were checked out MYTEST00018

RP Previous checkout session information for booking : MYTEST00018

Equipment Out		Returned				
Product	Barcode	Description	Qty *	Date Out	Time Out	Operator
TAPE	Non bar code tracked or Sub	Red Duct Tape	2	06-10-2016	16:51	RP

- ❖ while 5 rolls of tape are confirmed booked on MYTEST00019

Modify booking

Out 06/10/16 0900 Sale MYTEST00019 Location 0 - Toronto

Customer Calendar Equipment Crew Venue Notes Payments Attachments Show Details Status Follow Up

Products Tree Pricing Product Info Actions

Code	Description	Quantity	Avail	Short	Unit Cost Price	Unit Rate	%disc	Price	Stat	L	Prep/Die-pre	Out	In
MSR100	8" Powered Speaker - Yamaha MSR100	1	0	1	505.00	399.00	0.00	399.00	5ng5			0	0
TAPE	Red Duct Tape	5	8	0	0.00	10.00	0.00	50.00	5ng5			0	0

Not checked out yet

- ❖ 2 Rolls of Tape CONFIRMED booked on MYTEST00020 but note the Warehouse OUT date

Modify booking

Out 17/10/16 0900 MYTEST00020 Location 0 - Toronto

Customer Calendar Equipment Crew Venue Notes Payments Attachments Show Details Status Follow Up

Products Tree Pricing Product Info Actions

Code	Description	Quantity	Avail	Short	Sub hire	Unit Rate	%disc	Price	Stat	L	Prep/Die-pre	Out	In
TAPE	Red Duct Tape	2	3	0	0.00	100.00	0.00	200.00	5ng5			0	0

NOT checked out yet

Report Display

First Page Page Last Go To Print Email

Page : 1 of 13

Printed : 17/10/16 Stock Report 17/10/16 Page : 1

Location : Toronto  
Product Type : Sales

Product Code	Description	On Hand	Qty Sold	Trans In	Trans Out	Total Stock	Booked Out	In Warehouse
TAPE	Red Duct Tape	8	7	0	0	1	0	1
	Booking No.	Qty Booked	Booking Type					
	MYTEST00019	5	Sale					
	MYTEST00020	2	Sale					

## 4. How Do I Add New Stock?

- By purchasing stock with a PO, when the PO is posted the new stock will be shown available AFTER the required date.
- The stock quantity in setup will go up once the stock is actually received.
- If the date expected goes by without the stock being received into the system, the availability won't show that the stock is expected anymore.
- Stock can of course also be adjusted if stock is purchased but not entered and received as a Purchase Order.

### 5. When Can I Manually Adjust Sales Stock Quantity?

- a. If the value calculated as per 3a above, doesn't correspond to what's on the shelf then the stock qty in product setup can be adjusted.
- b. It will not be ideal to determine stock quantity if there are bookings actively being checked out.
- c. Stock can of course also be adjusted if stock is purchased but not entered and received as a Purchase Order.

To determine how much should be added or removed from the sales stock quantity:

Look at:

- the 'Total Stock' column of the report for sale products or
- the 'In Warehouse' column for rentals.

Also

- be careful to set the 'Include bookings as of' date to the current or previous day, since anything after this date will be considered still in the warehouse (unless it has already been checked out).

### 6. How Does Sales Availability Work?

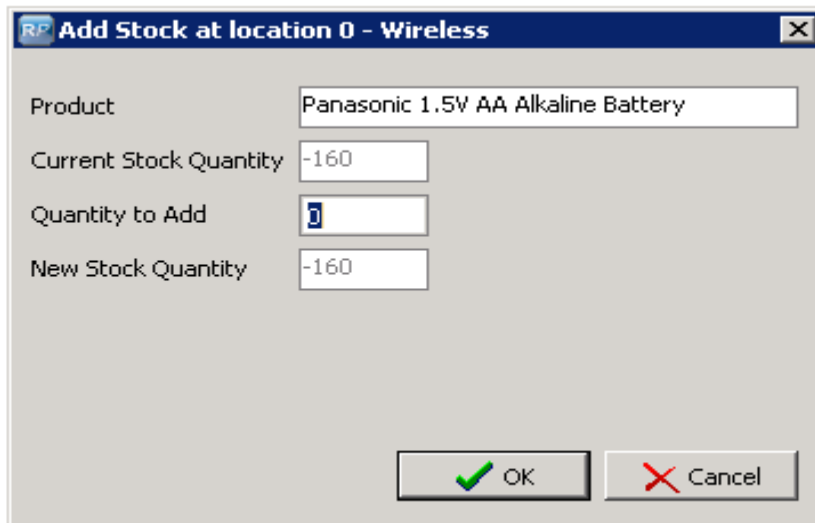
- a. When you first book a sale (in HP/confirmed status) the stock quantity doesn't change but the **availability, running balance etc...** will show that there is less stock available.
- b. The sales availability doesn't require sales bookings to be checked out, but if items are normally checked out then all sales should be checked out for consistency. The stock value is only decremented when you check the booking out OR the booking is archived.
- c. See 3a above for 'New Stock' Availability

### 7. Is There a Log of Sales Stock Adjustments?

- a. The 'SalesStockAdjustments.txt' log file in the DATA/Logs folder records manual stock adjustments.

### 8. How Do I Manually Adjust Sales Stock Quantity?

- a. If you have read and understand ALL of the above and still need to adjust Sales Stock Quantity, then you are in the right place!
- b. You adjust the sales stock quantity from the 'products area' NOT 'product setup'.
  - iv. Go to the products button,
  - v. Go find the appropriate sales item
  - vi. Right click and there is a 'add sales stock' option (a red arrow pointing up)
  - vii. From here you can enter a number to add or subtract from the number in stock.



**Add Stock at location 0 - Wireless**

Product	Panasonic 1.5V AA Alkaline Battery
Current Stock Quantity	-160
Quantity to Add	0
New Stock Quantity	-160

OK Cancel