Stocktaking in
memsec
EPoS

7

Orders, Deliveries & Other Stock Movements

With all relevant products assigned in the appropriate sizes for both sale and purchase it's now time to look at orders and deliveries. These have to be entered so that the till knows of incoming stock as well as outgoing sales. The process within MemSec EPoS has been designed to mimic your workflows in as much as an order has to be placed with a supplier some time before that supplier delivers the goods as per the order. In theory you'll compose your order in the MemSec EPoS system and then communicate it to the supplier via phone or email. When the delivery arrives you record the order as having been delivered, making any necessary changes where items have either been added or missed off the delivery.

Orders

To speed up the ordering process we provide 4 different bases for a stock order;

1) A system suggested order. The system calculates likely requirements based on sales in the immediate past for each product
2) Copy a recent order – copy any of the 3 most recent orders placed to a supplier
3) Standard template – you can save an order as a template for its supplier, then simply change quantities each time
4) a blank order, which you complete from a drop down list of all the products from the supplier in question

All of the first 3 options allow you to alter quantities and add or remove products to those generated so it should be relatively simple to use one of these options to provide the basis for any order.

You can set the next delivery date and delivery frequency for each supplier in the suppliers screen. This information is required for the suggested ordering function as the calculations have to take into account the time until the next likely delivery.

Each order has a unique reference in the system. When adding products to the order you can either select them from the full list available or use the filter

button to help find the item you're looking for next. Once an item is selected in the drop down just enter the quantity required and click 'Add to Order'.

You can edit the quantity of items already added by simply clicking on the relevant line in the grid of items and changing the number. If you change it to zero or remove the number the item will be removed from the order when you click away from the list.

At any time you can save the order you're working on and come back to it later. Only when you've saved and then confirmed the order will it be available to record as a delivery. Once you've saved an order you'll also then have the option to save it as a template for future orders. This will retain the details of the items on the order but not their quantities, so that you can amend those each time from a default value of 1. Similarly each confirmed order is added to the list of recent orders available to be copied (up to 3 most recent).

On confirming the order you'll be asked how you wish to communicate it to the supplier; by fax, by email, by Telephone or none. The telephone option prints a list with tick boxes for you to cross off each item as you go. If you choose to email the order the system will ask for both the suppliers email address (if not stored in the Suppliers screen) and a reply address for you, and will then send the email. Both addresses will be stored for future orders. The fax option is there as a legacy and prints the order with a fax header, again using the fax number if stored for the supplier. Naturally if you select the final option the order will just be stored on your system on the assumption that you've already communicated it to the supplier.

Because it's quite often the case that people like to do all their ordering in a single sitting the system will ask if you want to create another order once one is confirmed. If you answer 'No' the form will close.

Historic orders can be viewed under 'View Orders' but can't be edited once confirmed.

Deliveries

Recording a delivery is a very simple process once the order is created. If all items are delivered as ordered it's simply a question of entering the delivery note number and recording the date and time of the delivery. If there are variations to quantities or items delivered these can easily be reflected before saving the delivery, in exactly the same way as items are added to an order or quantities changed.

In the deliveries screen you can either select the relevant supplier from the supplier drop down or you can view all outstanding orders from all suppliers. Once you've selected the right order its details will be listed for you to check before clicking 'Next'

Each delivery comes with its own delivery note number which you're asked next to record along with the date and time of the arrival of the delivery. Because stocktakes have strictly defined periods it's important to record the timing of all deliveries that arrive in a stocktake period as accurately as possible. Once a stocktake has been started it's not possible to record a delivery outside of that stocktake period until the stocktake has been finalised, thereby starting the new stocktake period. This is why you might be told by the system that the time you're attempting to record for a delivery isn't allowed.

Once you've entered the delivery note number and set the delivery time, clicking next will allow you to edit any quantities that may have changed from the order (1 in the image below) or add any other items (2).

If there are any items being delivered whose delivery size is configured to have a return item, the Return Items button will be enabled. Clicking this will change the grid to display a list of those return items with columns for quantities delivered and returned.

The delivered column is populated automatically but the returned column is for you to manually enter the number of containers you've sent back to the supplier. You also have a drop down list, quantity box and Add button to select any return items not automatically added from the delivery. Recording the movement of return items is an optional extra to the delivery process but can help identify stock loss more quickly and so is recommended.

Once you're happy that the grids accurately reflect all the items delivered and all the return item movements, click on Finish to record those items into stock. You'll be asked to confirm the VAT due which ought to be as calculated unless you know of any items included that don't attract VAT. Click OK to complete the delivery.

View/Edit Deliveries

After a delivery has been recorded it's sometimes necessary to edit it either because the delivery wasn't recorded correctly or because the invoice has arrived and shows price differences. Any deliveries in the current stock period can be retrospectively altered to amend quantities or prices paid, or to add or remove products.

The View Deliveries/Returns screen shows a list of deliveries by supplier and whether they're open or closed. Any delivery can be viewed. If a delivery is open, so available to be altered, the Edit button will be enabled. Clicking this will enable editing of the grid to alter quantities and will change the Edit button to say 'Alter Cost'. This option allows you to alter the cost of each item on this particular delivery and then asks whether the new price should be the future price for that item from the supplier in question. Answer yes if there has been a permanent price change and no if this is a one-off discount or other variation. The drop down list of supplier items and quantity boxes also appear alongside an add button so that you can add any items not originally shown in the order. To remove an item from the delivery set the amount to zero.

Quick Deliveries

Because we recognise that many suppliers are proactive and call you for your regular order we've provided a means of shortcutting the order and delivery process where appropriate. You can generate a delivery from scratch using exactly the same method as a blank order from within the deliveries screen. Simply select the relevant supplier and then choose 'Create Blank Delivery' from the Outstanding Orders drop down (only available when no order is outstanding for the selected supplier).

Other Stock Movements

Returns are also sometimes required and can be set up in exactly the same way as deliveries, excepting of course that you don't need an order.

Wastage can be recorded in the till or back office programs in order to let you account for known stock loss from spillage, line cleaning etc.

You can also set draught products to automatically allow for line cleaning. This is reliant on counting stock in units and sub-units and allows a daily allowance measured in the selected sub-units (typically pints).