

Training Manual

Humint O Lite Version 16

Inventory



Overview

		Inventory	Overview	Operations	Master Data	Reporting	Configuration		¢•	•	Spectacle Warehouse Hillfox *	×	🕒 Philip V	Nerther *
	Inve	entory Overview			_	_		Þ	uch.,					Q
	/			\sim				1	nors * ≡ Oroup Dy * ★ Favorites				1-3/3	< >
(R	eceipts pectacle Warehouse Hillfox		Λ	Internal Tra Spectacle Wa	nsfers rehouse Hilli	-	ΛI	Delivery Orders Speciacle Warehouse Hillon					
\langle	ŀ	1 TO PROCESS	ste	V	01074000	55	1	Υ	13 TO PROCESS Usiting		1			
			/				\sim		\frown					

Receipts

Here you will be validating any receipts that have been created by the system; these receipts are the receipts you get when you are receiving stock from vendors.

	Inventory	Overview Operations Mast	er Data Reporting Configuration		C. C. Spectade	Warehouse Hilliox - 🗙	🕒 Philip Venter -
Inv	entory Overview /	Spectacle Warehouse Hillfo	x: Delivery Orders	Operation Type Spectacle Warehow	Q,		
0	REATE			¥Filters * ≣ Group By * ★Favo	rites *	1-80/3002 4	> = = m
	Reference	Destination Location	Partner	Scheduled Date	Source Document	Back Order of	Status
	Spect/OUT/00001	Pariner Locations/Customers	CASH SALE	10/12/2020 14:58:22	80014		Caroolled
	Spect/007/00002	Partner Locations/Customers	CASH SALE	10/12/2020 10:30:21	80015		Concelled
	Spect/OUT/00003	Partner Locations/Customers	Nomoa Ngubani	10/19/2020 09:57:47	INV/2020/0004		Draft
	Spect/OUT/00009	Partner Locations/Customers	CASH SALE	10/19/2020 15:43:28	INV/2020/0007		Carcelled
	Spect/OUT/00017	Partner Locations/Customers	Fernando Rodrigues	10/20/2020 09:10:33	BNV/2020/0012		Druft
	Spect/OUT/00039	Partner Locations/Customers	CASH SALE	11/02/2020 14:56:20	90057		Done
	Spect/OUT/00040	Partner Locations/Customers	CASH SALE	11/02/2020 16:50:11	INV/2020/0025		Done
8	Spect/OUT/00041	Partner Locations/Customers	CASH SALE	11/02/2020 17:00:22	50058	BARDA GEORGE DE	Done
	Spect/IN/01009	HFWH/Stock	Opectacle Warehouse Bellville	12/10/2020 15:59:01	P001609		Ready

Internal Transfer

Internal Transfers: It is stock being moved from one Internal location e.g., the stockroom, to a different internal location e.g. the show floor

Delivery Orders

Inventory Overview Operations Master Data Reporting Configuration	C. 1 🔍 Dectacle Warehouse Hillfox - 🗙	🥥 Phillip Venter 🝷
Inventory Overview / Spectacle Warehouse Hillfox: Internal Transfers	Operation Type Spectacle Warehouse Hillfox: Internal Transfers X T Ready X Search	Q
CREATE IMPORT	▼ Filters *	i≡ II ∰
N		
	•	
	•	



Delivery Orders are automatically created when an invoice is made out. You need to validate these to remove the stock from the inventory.

Operations

Operations	Master Data					
Inventory L	ines					
Stock Take						
Transfers	Transfers					
Inventory A	djustments					
Scrap	Scrap					
Run Sched	uler					

Inventory Lines

Invento	ory ow	erview Operations Mast	er Data Reporting Configuration			C1	👥 s	pectacle Wareł	iouse Atterbury - 🗙	🚺 Phi	llip Ven	
Inventory Lines	5			Search								Q
				▼ Filters ▼	rites *				1-80 / 16043	< >	≡	=
Date	Stock Name	Adjustment Reason	Product	Location	Orig Qty	Checked Quantity	Unit Value	Variance	Total Value Status	By Who		^
01/28/2021			[00 49-18 BLACK] Moleskine M03103	Physical Locations/KWWH /Stock	2,000	0.000	0.00	-2.00	0.00	Karen Bar	tes	
01/27/2021			[02] b Realvision SV clear hardcoated	BVWH/Stock Room	14.000	0.000	0.00	-14.00	0.00	Sonja Mor	olman	
01/27/2021			[03] c Realvision SV HMC low cyl	BVWH/Stock Room	28.000	0.000	0.00	-28.00	0.00	Sonja Mor	olman	
01/27/2021			[07] g Realvision SV Photo HMC	BVWH/Stock Room	62.000	0.000	0.00	-62.00	0.00	Sonja Mor	olman	
01/28/2021			[10055] Free Form FFA702 Brn 50/16-130	HFWH/Stock	1.000	0.000	0.00	-1.00	0.00	Candice Christian		

Here you will find all of the stock adjustments that have been made. You can see when it was adjusted, the reason why it was adjusted, the products, and in which location it was, as well as by who it was adjusted.

When clicking on one of the lines, the following details come up

tock Name		Date	01/28/2021 09:29:01	
djustment Reaso	n	Orig Qty	2.000	
Product	[00 49-18 BLACK] Moleskine MO3103	Checked Quantity	0.000	
ocation	Physical Locations/KWWH/Stock	Unit Value	0.00	
Variance	-2.00			
Total Value	0.00			
By Who	Karen Bartes			

Stock Name: Last Stocktake

Adjustment Reason: The reason why the adjustment has been made.

Product: The Product that has been adjusted

Location: The location that the Product is stored at

Date: The date of the adjustment

Original QTY: The Quantity of the item was before the adjustment

Checked Quantity: Scanned in the last Stocktake

Unit Value: The value of the Product

Variance: It is by how much it has been changed.



Total Value: It is the value of the item after the adjustment By Who: The person who has adjusted the stock item.

Stock Take

Stock Take		Search		Q
CREATE IMPORT		▼ Filters ▼ ≡ Group By ▼ ★ Favorites ▼		1-8/8 🔇 📏
Name	Note	Inventory Batches	State	
Bellville Nov 2020		No records	Draft	
TEST		1 record	Draft	
Hillfox test		No records	In Progress	
Bellville Dec 2020		No records	Draft	
Inventory fix		1 record	Draft	
TEST 26/01		No records	Draft	
Monthly		1 record	Draft	
Monthly January		No records	Draft	

Under Stocktake you can see what stocktakes are open and in a draft and which have been validated Please refer to the Stocktake Module as to how Stocktake works.

Transfers

Transfers			Bearoh				Q
CREATE IMPORT			♥ Filters ▼		1-80 / 8071	< > ≡ =	
Reference	Destination Location	Partner	Scheduled Date	Source Document	Back Order of	Status	^
Spect/OUT/01160	Partner Locations/Customers		11/20/2020 16:22:21			Draft	
Spect/OUT/00001	Partner Locations/Customers	CASH SALE	10/12/2020 12:30:35	S0011		Cancelled	
Spect/OUT/00002	Partner Locations/Customers	CASH SALE	10/12/2020 12:36:10	S0012		Cancelled	
Spect/0UT/00003	Partner Locations/Customers	Maria Christina Hattingh	10/12/2020 12:54:31	S0013		Done	
Spect/IN/00001	ATTWH/Stock	Vision Corner	10/13/2020 14:38:56	P000004		Done	
Spect/OUT/00004	Partner Locations/Customers	Maria Christina Hattingh	10/13/2020 16:00:37	INV/2020/0008		Done	
Spect/IN/00002	ATTWH/Stock	Lenscape.	10/14/2020 09:13:50	BILL/2020/1864		Done	

Transfers are where all the stock that has been received and been invoiced out gets moved in and out of the system.

Partner	Maria C	hristina Hattingh	Scheduled Date	10/12	2/2020 12:54:31
Source Location	ATTWH	/Stock	Effective Date	11/20	0/2020 13:07:06
Operation Type	Spectad	ele Warehouse Atterbury: Delivery Orders	Source Document Owner	SO01	3
Operations Add	litional Info	Note			
Product			Initial Dem	and	Done Unit of Measure
52706] Stepper STS	30022 F550	52/14		1.000	1.000 Unit(s)

Spect/OUT/00003 is the number of the stock move Partner: The Person the stock has been made out too Source Location: The location of where the item originated from Operation Type: this determines if the stock comes in or out Scheduled Date: The date the order was made out



HUMINT

Operations Tab Product: Here it shows the products in the transfer Initial Demand: the demand was for Done: the amount that has been processed

Unit of Measure: The unit the item is measured in

Operations /	Additional Info	Note		
Shipping Policy	As soon	as possible	Company	Spectacle Warehouse Atterbury
			Procurement Group	S0013
			Priority	Normal

Additional Info Tab

Shipping Policy: How this Product will be shipped

Company: The Company the order has been made from Procurement Group: The source document Priority: the priority of the document

Note Tab

Here you can make a note that will be printed on the picking operations sheet.

Inventory Adjustments

Inventory Adjustments	Bearch	Bearch			
CREATE IMPORT	▼ Filters ▼	▼ Filters ▼			
Inventory Reference -	Inventory Date	Inventoried Location	Status		
INV: [49095] ACS Comfort Drops Plus	01/28/2021 15:37:44	ATTWH/Stock	Validated		
INV: [27775] KRYPTIC KT43 BROWN 56-16	01/28/2021 12:43:12	ATTWH/Stock	Validated		
INV: [70000] Single Vision 1.50 UC Base	01/28/2021 12:21:08	ATTWH/Stock	Validated		
INV: [29209] TITAN PROJECT T1005-BRN-5118	01/28/2021 11:51:43	ATTWH/Stock	Validated		
INV: [29334] MOONSTONE MS2GB1 51 19	01/28/2021 10:11:09	ATTWH/Stock	Validated		
INV: [51844] Cando Plue ABBY Pink Ladiae Metal 51-17	01/28/2021 00:28:50	ATTIWH/Stock	Validated		

Here you can make big inventory adjustments

Inventory Adjustments

IMPORT

Here you can create the Inventory Adjustments



CREATE

INV: [49095] ACS Comfort Drops P

RTINVENTORY							DRAFT	IN PROGRESS	VALIDATED
	Inventory Reference	Move							
	Stock Take	Inventory Move	<u> </u>	Inventory Date	01/28/2021 20:27:56				
	Inventoried Location	ATTWH/Stock	- 2	Accounting Date					
	Inventory of	All products		Company	Spectacle Warehouse Atterbury	* C*			
		One product category							
		One product only							
		Select products manually							
		One owner only							
		One product for a specific owner							
		One Lot/Serial Number							
		A Pack							

Inventory Reference: What the reason for the move is

Stock take: to where it moved

Inventoried Location: Where the Inventory will be moved too

Inventory Of:

All Products: Sets all of the products to be scanned.

One Product Category: Only Frames, lenses, or Accessories, etc.

One Product Only: Take stock take of only one Product.

Select Products Manually: Select the products you will be using for stock take.

One Owner only: Only one owner

One Product for a specific owner: It is one Product for one owner One Lot/Serial Number: One place, or location (Best if it's for multiple warehouses) A Pack: One combined set of products

Inventory Date: This will be set automatically when the adjustment has been created Accounting Date: This should be the date of the Actual stock take.

Company: Should be only your Company (e.g., Spectacle Warehouse Atterbury)

Please Refer to Example Below to ensure it is correctly configured.

DRY					DRAFT	IN PROGRESS
Inventory Reference						
January 2	2021					
Stock Take	Monthly	- C	Inventory Date	01/26/2021 13:40:27		
Inventoried Location	ATTWH/Stock	• 2	Accounting Date	01/26/2021	•	
Inventory of	All products		Company	Spectacle Warehouse Atterbury	- Z ^a	
	One product category					
	One product only					
	 Select products manually 					
	One owner only					
	One product for a specific owner					
	One Lot/Serial Number					
	A Pack					

Save

Start Inventory – Starting the Transfer

After clicking on Start Inventory, you'll be greeted by the following screen.

INVENTORY	CANCEL INVENTORY LOAD ALL PRODUCTS RUN COMPARISON						DRAFT	IN PROGRESS	VAL
					Details	IIII Ban	code		
	Inventory Reference								
	January 2021								
	Stock Take Monthly	<u> </u>	Inventory Date	01/26/2021 14:01:40					
	Inventoried Location ATTVH/Stock Inventory of Select products manually		Company Scanned Location	Spectacle Warehouse A	Atterbury				
	Inventory Details All Products								
	Product UoM Location Lot/Serial Number	Pack	c Owner	Theoretical	I Quantity	= Set quantitie Real Quanti	s to 0 ity		
	Add a line								

On this list, you will see all of the scanned items.

Theoretical Quantity is the amount that is currently in stock Real Quantity is the amount that has been currently scanned.

If a barcode is not picking up, wait until the loading has stopped and then add a line and put it in the barcode.

							⇒ Set quantities to 0
Product	UoM	Location	Lot/Serial Number	Pack	Owner	Theoretical Quantity	Real Quantity
	Unit(s)	ATTWH/Stock				1.000	1.000 💼
🕂 [15733] JULBO OP13764714 Santiago Black	Unit(s)	ATTWH/Stock				1.000	1.000 💼
🕂 [33091] Moonstone MSTE1 Crystal Grey 47-16 135	Unit(s)	ATTWH/Stock				8.000	1.000 💼
33091	Un - 🛛	ATTWH/Ste Z		- ,		0.000	8.000 💼
Immericity augustrements for a products.	ureoretica	and the checked	quantities.	ation.			

When all of the products have been entered, that needs to be moved.

You can press VALIDATE, and all of the items will be moved to the location specified.

Scrap										
Scrap Orders				Search						Q
CREATE IMPORT				▼ Filters ▼ ≡ Group	By 👻 🚖 Favorites 👻		1-3/3 🔇	>	≣	=
Reference	Create Date	Product	Quantity	Unit of Measure	Location	Scrap Location		Stat	19	
New	01/25/2021 15:18:02	[17530] Biofinity	2.0	0 Unit(s)	Partner Locations/Customers	Virtual Locations/Scrapped		Done		
New New	01/12/2021 13:34:42	[500504] CUBE NOSE BRIDGE CB 2003	1.0	0 Unit(s)	BVWH/Stock Room	Virtual Locations/Scrapped		Done		
New New	01/05/2021 14:30:08	[46932] Omega 3 60's	48.0	0 Unit(s)	ATTWH/Stock	Virtual Locations/Scrapped		Done	,	

Here you can see a list of all of the items that have been scrapped

Scrap Orders

You can create a Scrap Orders to get rid of stock that has either expired or got broken or whatever reason you need to get rid of stock.

CREATE IMPORT



Product: The Product you want to scrap Quantity: How much of the Product you want to scrap Lot: Location which you can create Eg. Shelf 1 (Warehouse setup) Package: If the Product is included In a package, you will include the package here Owner: Who the stock belongs too Location: Where the Product is

DATE					
	New				
	Product		- Lot		
	Quantity	1.00	 - Package		•
			Owner		*
			Location	ATTWH/Stock	
			Scrap Location	Virtual Locations/Scrapped	- 2
			Source Document		
			Expected Date	01/28/2021 20:44:54	*

Scrap Location: Where the Product will be scrapped too Source Document: Where the file originated from Expected Date: The date it will be scrapped

Run Scheduler

To run the scheduler, a reordering rule will need to be set up on the Product.

🗯 Run Schedu	ler	×
The stock will be	reserved for oper	rations waiting for availability and the reordering rules will be triggered.
RUN SCHEDULE	CANCEL	
Master Data		
Master Data	Reporting	
Products		

Product Variants
Reordering Rules
Lots/Serial Numbers
Packages

Products

Products		Products x Search		Q
CREATE IMPORT		▼ Filters ▼ Ξ Group By *	* 🛊 Favorites *	1-80 / 15278 < > 11 🗮
(291681) MOONSTONE MSRH3 5315 BURGUNDY(Price: R 425.00	0060092841 Price: R 1.00	03/555 Safety PIs Green/Grey 53-15 482421 Price: 8 870.00 On hand: 1 000 Unit(s)	1.00 S/V ASPHERIC Price: R 1.00	1.60 S/V SPHERICAL Price: R 1.00
1.61 ASPHERIC SHMC Price: R1.00	1062. Price: R1.00	1088 Price: R 1.00	11/2008 sport Band Silicone [44342] Price: R 25:00 On hand: 0.000 Unit(s)	11QMS05 36 Sunglasses 11QMS05 Bost-al Price: R 499.00 On hand: 1.000 Unit(6)
1337 Price: R 1.00	13565451 Price: R 1.00	14-0842 Powerview 8x42 Roof prism MC (p0497) Price: R 1,920.00 On hand: 1.000 Uhri(s)	Price: R 1.00	15436Sightique K127A C1 Mens Acetate Mat Black 53- Price: R 1.00
15453Sightique K127A C1 Mens Acetate Mat Black 53-	15734 Price: R 1.00	15767ASG Fr101000 Ergo Nose Pads Blk	15800 Price: R 1.00	15809 Price: R 1.00

Products

	On Han	unit(s) id	Forecast	n(s) ‡	Moves	C Reordering R	O Routes	Purchased	More +
Product Name									-
Product N	lame								
Can be Sold Can be Purchased	85								
General Information	Variants	Sales	eCommerce	Purchase	Inventory	Accounting			
roduct Type	Storable P	roduct			3	Sales Price	1.00		
roduct Category	All				- 13	Customer Taxes	(Sales Tax 15.00% #)	
nternal Reference						Cost	0.00		
arcode						Unit of Measure	Upit(s)	e Atterbury	• 6
R Code						Purchase Unit of	Unit(s)		- 12
					Ð				
nternal Notes					\oplus				
nternal Notes	erna purposei	5)		<u>12</u> - 200 100	(
nternal Notes he note is only for inte CD,NAPPI Code	ene pupose es & Prop	erties			Ð				
nternal Notes his note is only for inte CD,NAPPI Code ommon ICD	ernel purposet	erties				SAOA Code			
nternal Notes Tris note is only for inte CD,NAPPI Code tommon ICD IAPPI Code	enal purposes es & Prop	erties			(1)	SAOA Code PPN1 Code			
nternal Notes Inis note is only for inte CD,NAPPI Code Iommon ICD IAPPI Code ens Material	ene purpose es & Prop	erties			(1)	SAOA Code PPN1 Code Old Code			•

Under products, you can view all of the products that are on the system

You can create products Products

Product Type	Storable Product	-
Product Category	Consumable	
Internal Reference	Service	ľ
Barcode	Storable Product	

Product Name: The description of the Products Can be Sold: The item can be sold to customers Can Be Purchased: The item can be purchased from vendors

General Information Tab

Products Type

Consumable - items that are not in stock Service – fees that you charge for service provided Storable Products – Stock that is usually counted during a stocktake

Product Category

Product Category	- 14
Internal Reference	Accessories
Barcode	Addons
QR Code	All
QR Code Image	Contact Lenses
	Fees
	Frames
	Lenses
	Search More

Each product type can have its own product category, which will have its own set of accounting and inventory rules



Internal Reference – It is the reference of the Product Barcode – This barcode is what gives the Product a unique identifier, the barcode can be used to invoice instead of the Product name

QR Code – the code is used to generate a QR image that can be scanned by most smart devices QR Code Image – The image that gets generated by the QR code Sales Price – The price that will be displayed on the invoice Customer Taxes – Taxes that will be added on the invoice Cost – the cost of the Product for the Company Company – The Company that this Product is assigned to Units of Measure – The unit the Product is measured in Purchase of Units of Measure – the unit the Product is purchased in

Internal Notes - Notes about the Product that only staff can see

ICD, NAPPI Codes & Properties

Common ICD – you can select the ICD code from the dropdown list NAPPI Code – You can select the Nappi Code from the dropdown list Lens Material



The Material of the lens can be chosen here; if it's not a lens, this can be left blank

Lens Type

Internal Notes	BiFocal
This note is only for intern	Colorimeter
	MultiFocal
	False
ICD NAPPI Codes	Coating
100,147411100400	Contact Lenses
Common ICD	Accommodative Support
NAPPI Code	Search More
Lens Material	Create and Edit
Lens Type	

The Lens Type can be chosen, but if it's not a lens, this can be left open

SAOA Code – you can select the SAOA code from the dropdown list PPN1 - you can select the PPN code

from the dropdown list Old Code - you can select the Old code from the dropdown list

Variants Tab Here you will be able to add variants to the current products

	General Information	Variants	Sales	eCommerce	Purchase	Inventory	Accounting	
1	Attribute					Attribute Va	alues	
1	Add a line							
1	Naming: adding or delet	ing attributes	will delet	e and recreate ex	isting variants	and lead to ti	he loss of their p	ossible customizations.

Sales Tab

Here you can set up the Pricelist for the Product by Clicking on ADD A LINE

General Information	Variants	Sales	eCommerce	Purchase	Inventory	Accounting	
Pricing	Mir	Quantity	Start Date	End Date		Invoicing Invoicing Policy	 Ordered quantities
Add a line		. Quantity	Start Date	Lind Date		Contraction in the Contraction	Delivered quantities
						Re-Invoice Policy	No No
							At cost
							Sales price
Options							
Optional Products							
Description for (Custome	rs					
This note will show up o	n sales order	s & invoice	12				
Warning when S	elling thi	s Produ	uct				
100000							

Options – Products that can be used instead of the current products

Description for Customers - A description that will explain to the customer what the Product is

Warning when Selling this Product - You can set up a warning when this Product is sold

Invoicing

Invoicing Policy:

- Ordered Quantities – Quantities that have been invoiced will be ordered - Delivered Quantities - Quantities that have been ordered will be invoiced

Re-invoice Policy

- No Cannot re-invoice it
- At Cost gets re-invoiced at cost
- Sales Price gets re-invoiced at sales price

eCommerce Tab

General Information	Variants	Sales	eCommerce	Purchase	Inventory	Accounting
Shop						
Website					-	
Categories					-	
Availability	Show inve	ntory on w	vebsite and preve	ent sales if not	enough st	
Alternative Products					-	
Accessory Products					-	
Styles					-	
Extra Images						
ADD						

Shop

Website – The website URL should be hosted

Categories – The category it belongs to

Availability – can set to show even if the stock is finished so it can be ordered, or it can get hidden

when there is not enough stock

Alternative Products – Products that are similar to this Product

Accessory Products – products that work with this Product

Styles – Different styles of the products

Extra Images

ADD - you can put on additional pictures that will show on the website

Purchase Tab

ndor Proc	uct Variant		Mini	imal Quantity	Unit of Mea	asure	Price Currency	Start Date	End Date
Add a line									
endor Bills									
/endor Bills endor Taxes	Purchases	Tax 15.00	% Input x)		÷				
/endor Bills endor Taxes control Policy	(Purchases On orde	Tax 15.00 red quanti	% Input x)		•				
/endor Bills endor Taxes control Policy	 Purchases On orde On receiption 	Tax 15.00 red quanti ived quant	% Input x) ties ities						
/endor Bills endor Taxes ontrol Policy	Purchases On orde On recei	: Tax 15.00' red quanti ived quant	% Input x) ties ities						
/endor Bills /endor Taxes control Policy	(Purchases On orde On rece	: Tax 15.00 red quanti ived quant	% Input x) ties ities						
Vendor Bills Vendor Taxes Control Policy Description fo	Purchases On orde On received Vendors	Tax 15.00 red quanti ived quant	% Input ¥) ties itles						
Vendor Bills Vendor Taxes Control Policy Description fo	Purchases On orde On received Vendors	Tax 15.00 red quanti ived quant rders.	% Input X) ties ities						
/endor Bills rendor Taxes control Policy Description fo	Purchases On orde On received Vendors on purchase o	Tax 15.000 red quanti ived quant	% Input ¥) ties ities						
Vendor Bills Vendor Taxes Control Policy Description fo This note will show u	Purchases On orde On received Vendors o on purchase of Purchasein	r Tax 15.00 red quanti ived quant rders.	<u>% Input x)</u> ties ties						

Here, you will be able to add your vendors by clicking on ADD A LINE

Vendor Bills

Vendor Taxes - Taxes your Company pays on purchases

- Control Policy On ordered Quantities
 - On Received Quantities

Description for Vendors - Description that will appear on your purchase order

Warning when purchasing this Product - can set a warning when this is purchased at the vendor **Inventory Tab**

	Variants	Sales	eCommerce	Purchase	Inventory	Accounting	
Operations						Traceat	ility
Routes	E Buy					Tracking	By Unique Serial Number
	Make To	o Order					By Lots
Sustomer Lead Time	0.00		days				No Tracking
Logistics							
Weight	0.00						
Volume	0.00				m³		
Responsible	Phillip Vent	ter			- (3	
Add a line							
Add a line							
Add a line							
Add a line Description for [Delivery C	Orders					
Add a line Description for E This note will show up o	Delivery C	Drders					
Add a line Description for E This note will show up o Description for F	Delivery C on delivery or Receipts	Orders ders					
Add a line Description for E This note will show up o Description for F This note will show up o	Delivery C In delivery or Receipts	Drders ders			e werehouse)		
Add a line Description for E This note will abov up o Description for F This note will abov up o	Delivery C in delivery or Receipts	Drders ders ers (e.g. w	bere to store the	product in th	e warehouse).		
Add a line Description for E This note will show up o Description for F This note will show up o Description for F	Delivery C Delivery or Receipts in receipt ord	Orders ders ers (e.g. w	here to store the	product in the	e warehouse).		



Operations

Routes:

Buy – the customer walks out of the store with the item Make to Order – the customer will need to wait a few days for the item Customer lead time – how long the customer will wait

Logistics

Weight – how much it weighs Volume – how big it is Responsible – the person responsible for the logistics

Traceability

Tracking – By Unique Numbers – gets tracked by unique numbers given the package -By Lots – Serial numbers given to a range of packages -No Tracking - doesn't get tracked/delivered

Packaging ADD A LINE – defines the packaging materials

Accounting Tab

The accounting tab will be managed by the product category; if data is filled in here, it will not use the data filled in by the product category

Receivables

Income account -_Account where the Money comes in Deferred Revenue Type

Payables

Expense Account – Account where Money goes out Price Difference Account Asset Type

Stock Valuation Stock Input Account – account where stock gets added



Y Products X Search	Stock Output Account – account where stock gets removed
▼ Filters ▼ ≡ Group By ▼ ★ Fa	Services – Every Product that has been marked as a service will show
Services	Products – (default filter) Every Product that has been marked as a product or
Published	consumable will show under this filter
Can be Sold Can be Purchased	Published – All the products that have been published on the website will
Archived	show here
Available Products Negative Forecasted Quantity	Can Be Sold – if the Product can be sold
Late Activities	Can Be Purchased – if the Product can be purchased
Today Activities Future Activities	Archived – All the dormant or unused items will show under this filter
+ Add Custom Filter	Available Products – Products with a positive quantity Negative Forecasted Quantity – Products that the forecasted
negative amount	Quantity is a

Late Activities – if the Product has an activity on, and its past due Today Activities – if the Product has an activity on, and it's due today Future Activities – if the Product has an activity on, but it's for tomorrow or after that Add Custom Filter – Adding a filter that you have the needs for

≡ Group By 🔹 ★ Favorites 🔹

To Group By is to group by a certain attribute for example, by product type

1-80 / 15278 < 🕻 📰 📰

You can select Kanban view (4 Square block) (default View)

select list view to	see more	details o	of the p	roducts

Products					Y Produc	ts 🗙 Search						Q
CREATE IMPORT					▼ Filters ▼	🕶 🗏 Group By 👻 🛔	Favorites 👻		1-80 / 15278 🔇	>	==	≔
Internal Reference	Name	Website	Sales Price	Cost	Product Category	Product Type	Customer Taxes	Quantity On Hand	Forecasted Unit of Quantity Measure		QR Code	^
•	(291681] MOONSTONE MSRH3 5315 BURGUNDY(425.00	0.00	All	Consumable	No records		Unit(s)			
□ +	0060092841		1.00	0.00	All	Consumable	No records		Unit(s)			
48342	03/555 Safety PIs Green/Grey 53-15		870.00	378.00	Frames	Storable Product	1 record	1.000	1.000 Unit(s)			
□ •	1.60 S/V ASPHERIC		1.00	0.00	All	Consumable	No records		Unit(s)			
□ +	1.60 S/V SPHERICAL		1.00	0.00	All	Consumable	No records		Unit(s)			
□ +	1.61 ASPHERIC SHMC		1.00	0.00	All	Consumable	No records		Unit(s)			
□ +	1062.		1.00	0.00	All	Consumable	1 record		Unit(s)			
□ +	1088		1.00	0.00	All	Consumable	1 record		Unit(s)			
44342	11/2008 sport Band Silicone		25.00	18.89	Accessories	Storable	1 record	0.000	0.000 Unit(s)			

Product Variants

Product Variants		Search				Q
CREATE IMPORT		▼ Filters ▼ ≡ Group By	y 👻 🚖 Favorites 👻	1-80 /	15385 < >	= =
Internal Reference	Name	Website Attribute Values Sale Price	Cost Quantity On Hand	Forecast Quantity Unit of Measure	e Barcode QR	Code ^
00 49-18 BLACK	Moleskine M03103	1,990.00	0.00 0.000	0.000 Unit(s)	61547	
0027E C2 52-17	CUBE CB0027E C2 52-17 GLITTER GOLD	1,250.00	0.00 0.000	0 0.000 Unit(s)	61553	
02	b Realvision SV clear hardcoated	20.00	0.00 0.000	-4.000 Unit(s)		
03	c Realvision SV HMC low cyl	50.00	0.00 0.000	0.000 Unit(s)	700003	
07	g Realvision SV Photo HMC	105.00	0.00 0.000	0 0.000 Unit(s)		
10019	Rudy Magster Polycarbonate lenses SN661006 Smoke Black	550.00	0.00 0.000	0.000 Unit(s)	10019	
10055	Free Form FFA702 Brn 50/16-130	1,710.00	0.00 0.000	0.000 Unit(s)	10055	
10080	INDIGO EDDY 5218 LT BROWN BARGAIN BOX	200.00	0.00 0.000	0.000 Unit(s)	10080	

Exactly the same as products but shows a list view of all of the products with the variant as a separate product

Reordering Rules



A reordering rule is to automatically order in an item if the stock is either finished or has low quantity



You can click on create, to create your own rule

				Active
Run the scheduler	nanually to trigger the reordering rules right now.			
Name		Warehouse	Spectacle Warehouse Atterbury	-
Product		Product Unit of Measure		
		Location	ATTWH/Stock	• [
		Procurement Group		*
		Company	Spectacle Warehouse Atterbury	
Rules		Misc		
Minimum Quantity	0.000	Lead Time	1 Day(s) to purchase	-
Maximum Quantity	0.000			

Name – Name of the re-ordering rule Product – Product that needs to be re-ordered Rules



Minimum Quantity – Minimum it should be before ordering new ones Maximum Quantity – May not order if there is more that Quantity Multiple – The procurement qty will be rounded up to this multiple. If it is 0, the exact quantity will be used Warehouse – Location of the warehouse where stock is stored

Product unit of measure – the way they measure certain items

Location – Location of the stock

Procurement Group – Moves created through this order point will be put in this procurement group Company – a current Company you are working in

Miscellaneous:

Customer lead times – Number of days after the order point is triggered to receive the products or to order to the vendor

Lots/Serial Numbers

Here you will be able to add a lot/serial number

Lots/Serial Numbers	Product x Search_	Q
CREATE IMPORT	¥ Filters - ≡ Group By - ★ Favorites -	
	Add a lot/serial number	
	This is the list of all the production lots you recorded. When you select a lot, you can get the	
When creating	traceability of the products contained in lot.	

When creating

Here you will be able to create a serial number You will be able to assign it to the Company itself

Packages

In packages, you can combine certain items to sell them as a package

Packages				Search
CREATE IMPOR	रा			▼ Filters ▼ ≡ Gr
Humint O - Lite		PACK0000002		
Reporting				
Reporting Config	uration			
Warehouse Dashb	oard			
Inventory Report Inventory Valuatio	n		+‡+ Locate	A Traceability Report
Product Moves				
0000001				
Product				
Quantity	[00 49-18 BLACK] Moleskine I	MO3103		
Internal Reference	[0027E C2 52-17] CUBE CB00	127E C2 52-17 GLITTER GOLD		
	[02] b Realvision SV clear hard	icoaled		
	[03] c Realvision SV HMC low	cyl		
	[07] g Realvision SV Photo HM	IC .		

Inventory Report

You will be able to draw a report of your stock's current quantities

rehouse Dashboard / Inventory						Q,				
	▼Filters = 20 Group Dy = 20 Favorites =			-		an a				
Product	Location	Lot/Serial Number	Package	Owner	Reserved	On Hand	Unit of Measure	Company	r	^
+ [10366] Ass Uber Readem(Copy) (1)					0.00	15.00				
> [10606] Gases (1)					0.00	4.00				
+ [11174] Adidas Lenses per pair (1)					0.00	1.00				
+ [11494] Intran 11/084 Clip On Intran Polarized Flip Up Brown (1)					0.00	-2.00				
+ [11547] Valmax 6583 077 5317 (1)					0.04	1.00				
+ [12096] OLD Complete Revitaleon 240ml (1)					0.04	-2.00				
+ (13494) Multigreenive II 1.8 Saffre Ultra (1)					0.00	4.00				
+ [13736] TOTAL CARE 120ML(Copy) (1)					0.00	-2.00				
+ [13720] Total Care 120rd (1)					0.04	39.00				
133786] Seven Street 5050 08M Apric Yellow 51–16 135 (1)					0.04	1.00				
+ [13785] Gaussie Lina Satin Brown 47-20 140 (1)					0.00	-1.00				
+ [13796] Valmax 6588 535 51-17 135 (1)					0.00	1.00				

Here you'll see your stock quantities You can filter it by the following: Internal locations – The locations inside the shop Transit Locations – The locations outside the shop Negative Stock – Stock that the total is less than 0 Positive stock – Stock That the total is more than 0 Reservations – Stock that has been reserved for customers that haven't been invoiced yet



Inventory Valuations

Here you can view the value of your stock

You can add your own filters and groups to view only the stock you want to view

Click on retrieve the inventory valuation. Then you will see this screen:

Make sure that all the products are listed by changing the qty 1-590/590 in the right-hand corner. Your total inventory will show at the bottom right corner of the screen.

Inventory Adjustments / Junie 2021_2 / Inventory Valuation / Inventory Valuation	Search		Q,
	▼ Fitters *		1-590/590 < >
Display Name	Quantity	Unit of Measure	Value *
[6817] LA17-367SA C4 51.18 140	1.0	Unit(s)	R 196.66
[6818] Jeep JAB1553 C2 54 15 135	1.0	D Linit(s)	R 699.00
[6819] Jeep JAB1594 C2 60.15 140	1.0	Unit(s)	R 699.00
[6820] Jeep JAB1596 C2 60.17 140	1.0	Unit(s)	R 699.00
[6621] Jeep JAB1596 C2 58.15 150	1.0	Unit(n)	R 699.00
[6622] Jeep JCS1811 C2 51.18 149	1.0	Unit(n)	R 655.00
[6023] Jeep JEA3044 C3 56.18 148	1.0	Unit(s)	R 196.68
[6024] David Groan PLANET 51/17 Navy Matal	10	Unit(s)	R 599.00
[6025] Moonstone Diamond MODH 52/15 Pur Crystal	10	Unit(s)	R 314.10
[774] Ethix Dusign AJ4006 49-17 col 1594	1.0	Unit(s)	R 238.50
[776] Ethix Design AJ4006 49-17 col 1593.	1.0	Unit(x)	R 238.50
[840] Readers	4.0	Unit(s)	R 100.00
[641] Readers Funky	2.0	Unit(s)	R 100.00
[866] Mascan Smithy Panep MWine 51/17 135	1.0	Unit(s)	R 20.00
[873] Ethix Chica 1450 52/16 135	10	Unit(s)	R 20.00
[943] Carrera CA7513 Eck 01 53/19 140	1.0	Unit(s)	R 257.00
			369 164 80

You can export this sheet by selecting all the products in the tick box far right at the top, then action and Export, or you can print this report CTRL + P.