

1 Stock & Suppliers mini Guide

1.1 Getting Started with Stock

Prior to using the Kitomba™ stock module we recommend you:

1. Set your preference for the stock valuation system you will use (do this in the Preferences section under the Admin tab). If you are unsure, we suggest you select FIFO (First in First Out) until you discuss with your Accountant.
2. Create your key Suppliers (if not already done) (see 5.2)
3. Update your product entries. To do this go to the Cards tab and select each product in turn and
 - i. Enter in the price and standard cost
 - ii. Update the bar code information
 - iii. Enter in the ideal minimum and maximum stock levels
 - iv. Enter in the Supplier whom you normally purchase these items off.
NOTE: this is important for using the automatic ordering process.
 - v. Delete any unwanted/unused product or service entries. If you cannot delete them, deactivate these unwanted entries.
4. At the end of a day (or at a quiet period), run the stock take report. This shows the quantities that Kitomba™ thinks you have for your stock items. Print out the Stock Take report and use it to record the actual stock quantities for your Stock.
5. After your stock take, but before you sell any items, create a Stock Adjustment to record the actual quantities for all your Stock items (see 5.3).

You are now up & running with stock!



1.2 Creating a Supplier

To create a Supplier click the Create Supplier Icon on the Cards tab and fill in their details. The create Supplier button has an icon that looks like a supply box on it. Suppliers can be accessed using the Customer/Supplier toggle button at the bottom of the search window on the Cards tab.

Having Suppliers entered in Kitomba™ allows you to:

- Track which products you purchase from which Suppliers
- Book new stock into your business as it arrives from your supplier
- Generate Auto-Orders for each supplier (an Auto-Order is a separate purchase order - suitable for print/fax/email - for each supplier for stock re-ordering).



1.3 Creating a Stock Adjustment

A Stock Adjustment is used to adjust the stock quantity to a particular level. It is normally performed after a Stock Take to adjust for shrinkage. To create a Stock Adjustment:

1. Click the Stock Adjustment button
2. Enter in the product code/descriptions
3. Enter in the actual quantity on hand
4. If no standard cost is entered into the Product Screen for this product, you will have to manually enter the cost/price you want this item adjusted at.

The first time you use Kitomba™ stock you will have to create an adjustment to tell Kitomba™ what quantities of stock you have - see 5.1 - Getting Started with Stock.

1.4 Stock Reports

There are a number of useful stock reports in Kitomba™ - these are all located in the Reports Tab.

Product/Service List Displays a list of all products and services. This includes professional, retail, services and vouchers. Deactivated products are not displayed. This report is very useful for checking details on stock (and services) e.g., Supplier.

The following reports all begin with the word 'Stock':

Auto Order This displays separate purchase orders (suitable for printing/faxing) for each supplier for stock re-ordering purposes. Only stock items that have a Supplier identified are included in this report.

Ordering This lists products with suggested re-ordering quantities based upon selected criteria. Deactivated products or products with a minimum level of zero are considered to be discontinued and are not shown on the report.

Movement Summary This report provides you a summary of stock movements for the selected date range (adjustments, shrinkage, internal use, receipts & returns are recorded).

Statistics This provides you a list of all product items that have been sold during the nominated date range. The report output can be sorted by quantity sold, product name, gross profit, margin or value.

Take This provides you with a list of expected product levels for stock-taking purposes. Products can be selected by category. Deactivated products are not displayed.

Value This shows current value of stock using the accounting method set in the preferences section of the Admin tab.



1.5 Ordering new Stock

The simplest way to order stock is to select the Supplier you wish to order from and then automatically generate an order. To order using this process we suggest following these steps:

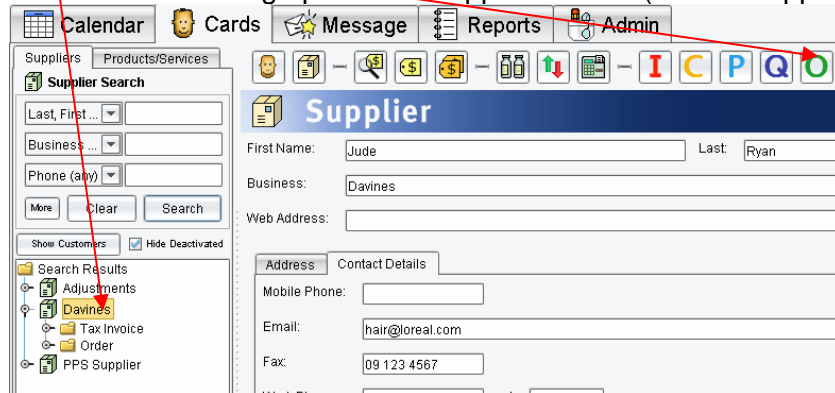
1. View your Suppliers. To do this go to the cards tab, select the customers tab and click on the Show Suppliers button. You can toggle between viewing customers and suppliers by clicking on these buttons: *(at the top of the Search window).*

Show Suppliers

Show Customers

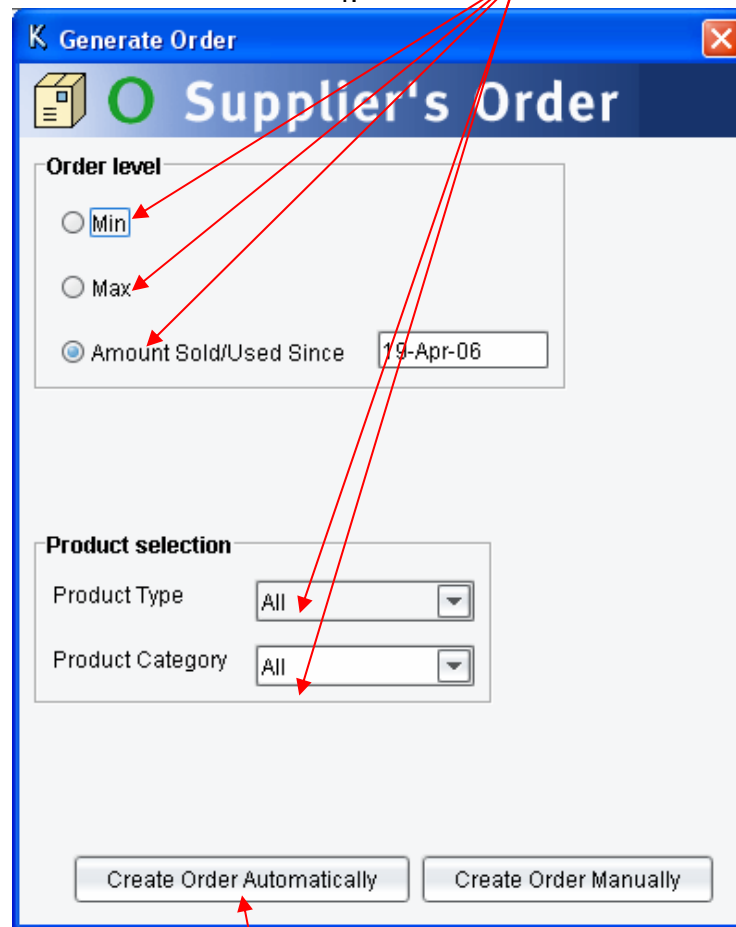
The screenshot shows the Kitomba software interface. At the top, there are tabs for 'Calendar', 'Cards', 'Message', 'Reports', and 'Admin'. The 'Cards' tab is active, and the 'Customer Search' window is open. The 'Customer Search' window has a 'Product/Service' sub-tab selected. The search criteria are: Last, First (a), Business (Retail), and Phone (any). The search results list includes: Abbot, Chris; Ackers, Kathryn; Adlam, Jocelyn; Ainsworth, Jan; Alexander, Jane; Allen, Belinda; and Allen, John. The 'Show Suppliers' button is highlighted with a red arrow. The 'Product/Service' details for 'Bain Elasto-Curl Shampoo' are displayed, including Type (Retail), Code (3474635002406), Name, Description, Web Address, Price (includes GST) (\$30.00), and Standard Cost (Excl GST) (\$13.34).

2. Select the Supplier from whom you'd like to order stock (click on them) and then click on the **O** icon. This will bring up a blank Suppliers Order (for that supplier).



3. A window will pop up, select the options for your Supplier's Order.

4.



- **Min** - this selects all products for this supplier which are below their minimum level and orders enough to bring the level up to the minimum level
- **Max** - this selects all products for this supplier which are below their maximum level and orders enough to bring the level up to the maximum, or
- **Amount sold/used since** - this option will base your order upon the quantities of product you've used since a certain date (either sold or used internally). If this option is selected a date field appears. You need to enter the date in the following format: dd/mm/yyyy (e.g. 12/10/2005) The default is for the last month.

Once you are done Select "Create Order Automatically."

Once you click the “Create Order Automatically.” button, Kitomba™ will automatically populate your order with the quantities that match your selection. You can then manually edit these quantities to increase/decrease the quantities or delete items as you wish. If you want to go back and ask Kitomba™ to create the order again select the “O” again.

Supplier's Order

Business Unit: Address: Status:

Supplier: Document No:

Email: Date:

Reference:

Code	Description	On Hand	Qty	Price	Disc%	Total
9415599002570	Jo Cool	-5	1	\$14.62		\$14.62
743877018029	Active Express Shampoo	-43	45	\$9.95		\$443.25
743877038010	Active Express Conditioner	-24	29	\$10.64		\$308.56
743877038034	Active Express Speed Control	-7	1	\$10.64		\$10.64

Comment:

Sub Total:

Discount(%):

GST:

Total:

Login: Level One

5. When you are happy with the quantities click commit. You can then either print or pdf the order.

NOTE:

This ordering process will only include stock items for which the supplier has been defined. Please run the Product/Service List report to identify which products do not have suppliers defined.



1.6 Receiving Stock from a Supplier

To automatically receipt stock from a Supplier follow the following steps:

1. On the Cards tab navigate to the supplier's order that has just arrived and click on it. The order should appear in the right hand side of the screen.

Supplier's Order

Business Unit: Sonique Address: 123 Happy St
Central Auckland Status: Committed

Supplier: Davnes Document No: ORD1011
Email: haig@oreal.com Date: 03-May-08

Code	Description	On Hand	Qty	Price	Disc%	Total
841559902570	Jo Cool	-5	1	\$14.62		\$14.62
743877018029	Active Express Shampoo	43	45	\$9.85		\$443.25
743877038010	Active Express Conditioner	-24	29	\$10.64		\$308.56
743877038034	Active Express Speed Control	-7	1	\$10.64		\$10.64

Sub Total: \$777.07
Discount(%):
GST: \$86.33
Total: \$863.40

Buttons: Check In, Transfer, PDF, Print, Delete, Commit, Cancel

2. Then click the 'Check In' button. This will generate a Suppliers Invoice/Receipt Stock. Then edit the Suppliers Invoice/Receipt Stock (increase/decrease quantities or delete items) so the quantities shown on the screen reflect what stock is being received at your business.

Suppliers Invoice / Receipt Stock

Business Unit: Sonique Address: 123 Happy St
Central Auckland Status: Uncommitted

Supplier: Davnes Document No: INV2517
Email: haig@oreal.com Date: 03-May-08

Code	Description	Qty	Price	Disc%	Total
841559902570	Jo Cool	1	\$14.62		\$14.62
743877018029	Active Express Shampoo	45	\$9.85		\$443.25
743877038010	Active Express Conditioner	29	\$10.64		\$308.56
743877038034	Active Express Speed Control	1	\$10.64		\$10.64

Sub Total: \$777.07
Discount(%):
GST: \$86.33
Total: \$863.40

Buttons: Generate Labels, PDF, Print, Delete, Commit, Cancel

3. Once the quantities are correct click the commit button.
4. To generate bar code labels (with retail prices) for the stock you are checking in click on the "generate labels" button. Then go to the reports tab - the bar codes should be displayed on the screen. To print these click on the print button.

To **manually** receipt stock from a Supplier:

- i. Select the Supplier. Toggle between viewing customers and suppliers click these buttons: (at the top of the Search window).
- ii. Click the “I” button - this will generate a Supplier Invoice/Receipt Stock.
- iii. Enter in the stock items and their quantities being received
- iv. If no standard cost is entered into the Product Screen for this product, you should manually enter the cost/price you want this item to be received at. If no standard cost is recorded on the Product file and you do not manually enter a price the item will be receipted at zero cost.



1.7 Returning Stock to a Supplier

To return stock to a Supplier that you have already receipted into Kitomba:

1. Select the Supplier and click the “C” button to generate a Supplier Credit Note.
2. Enter in the stock items and their quantities being returned
3. The standard cost for the product will automatically display in the Price column. You should ensure the price is the same value as the Supplier is crediting you.



1.8 Creating a Supplier Quote

To record in Kitomba™ a Quote that a Supplier has given you:

1. Select the Supplier and click the Q button
2. Enter item(s) that are to be quoted
3. Commit (and print if desired).

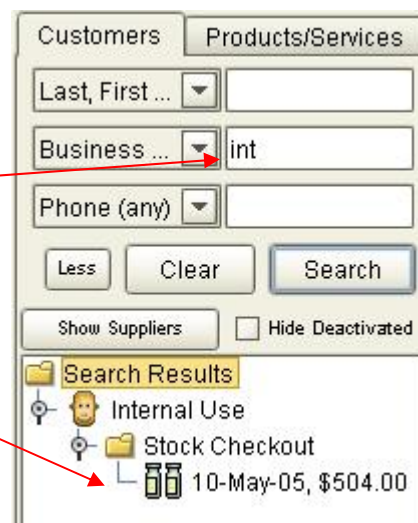


1.9 Checking Out Stock for Internal Use

To check out stock for internal use (using inside your business) go to the Cards tab and click the check out stock for internal use button. Then fill in the products that are being used (scan them etc). These are booked to the business at their cost value. If no standard cost is entered into the Product Screen for this product, you will have to manually enter the cost/price you want this item booked to your business at.

To search on stock that has been checked out for internal use go to the Cards Tab and while on the Customers tab search on “Business Unit Name” = Internal Use.

You can also report on stock being used internally using the Stock Movement Summary report (in the Reports tab).



The screenshot shows the 'Customers' tab in the Kitomba software. The search criteria are set to 'Business ...' with the value 'int'. The search results show a folder named 'Internal Use' containing a sub-folder 'Stock Checkout' with a date of '10-May-05' and a value of '\$504.00'. Red arrows point from the text in the previous block to the search criteria and the search results.