



STOCK PROCESS, FROM STOCKTAKE TO INVOICE RECEIPT



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Completing stocktakes in BOSSII allows us to do a number of procedures subsequent to the stocktake. Such as:

- **Records** the amount of stock of any particular item that the venue has in its possession at time of stocktake. **End Result: Midori 3.4 bottles on hand**
- **Compares** the stock level that BOSSII calculates **should be** present (taken from invoices, sales and deliveries) compared with the stock levels that the user counts and records **that is actually** present. The stocktake variance is the difference between these two values. **End Result: Midori -2 bottles**
- **Values** the stock holding that the venue has within the venue. **End Result: Midori \$185.40**
- **Purchase** stock based on the quantity that we have recorded from the stocktake compared to the items PAR level. **End Result: Midori 3 bottles required**

There are a number of procedures in the stock process:

1. Counting and recording the stock levels in BOSSII Admin
2. Completing the variance report
3. Creating Purchase Orders
4. Recording receipt of delivery of stock via delivery dockets or supplier invoices

The below document details the 4 procedures above



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Before starting the stocktake process:

Have ALL of the goods that have been delivered to the venue between last stocktake and this stocktake had their supplier invoices entered into BOSSII?

If not, do this first! If you don't, then BOSSII has no idea that stock has been received into stock.

If completed, move to steps below.

Step 1: Print Count Sheet

1. Before you start counting the stock you need to have printed the stocktake report
2. Click on MANAGEMENT
3. Click on REPORTS
4. Choose PRODUCT REPORTS
5. Click on COUNT SHEET
6. Double Click on the major category group that you want to Stocktake
7. Double Click on the location group that you want to Stocktake
8. Choose to print the report in Portrait or Landscape format
9. Click OK
10. Click Print Report file

Step 2: Count Stock

1. Now its time to lock the stock levels at this point in time. If you are going to do the stocktake while the shift is open, then you must ensure that you start the stock take before the shift starts & Click on SAVE. This will allow you to do the stocktake while the business is open for business. It is prudent practice to lock the stock levels when completing a stocktake.
2. Click PRODUCTS
3. Click STOCKTAKE
4. Click NEW
5. Click the major category that you are stocktaking
6. Click the location that you are stocktaking (if any)
7. Click SAVE
8. Now you can go count the stock



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Step 3: Enter the Stocktake

1. Click on PRODUCTS
2. Click on STOCKTAKE
3. Choose the stocktake that you started previously and double click
4. Click on the box directly under Package Qty, this is the number of cartons that you have counted.

Nb:

- **-1 appears by default within the cell that the user is on**
- **-1 also means to leave that items stock level unchanged from last stocktake, (if you do not wish to update the stock level from last time then leave this field blank)**
- **If you have found from your count that you have Zero stock on hand of a particular item you must enter a 0.**
- **If you are counting in single units you only need to enter a Zero in the Unit Qty Column.**

Complete this process until you have done all the stock to the bottom of the report.

5. If you want to save where you are up to & come back to it later click on SAVE.
6. If you have finished the stocktake and wish to view the Variance report then Click SAVE and view the variance report by using the steps in Step 3 below.

Nb: It is prudent to never press SAVE & PROCESS until you are entirely satisfied that the stocktake has been counted correctly and that the variances that exist are actual variances and not counting errors.

7. If you have further changes to the stocktake prior to pressing SAVE & PROCESS then find your saved stocktake and make those changes. If you want to view the Variance report again once these subsequent changes have been made then Click SAVE and view the Variance Report by using the steps in Step 3 below.
8. If you are finally content that the stocktake is correct, then at this point you can process the stocktake by Clicking on SAVE & PROCESS.

Nb: It is also critical that a valid stocktake must be processed on the day of creation not days or weeks later. Processing a stocktake days or weeks later will only create confusion when looking at the Variance report and will create incorrect on hand quantity amounts for your next stocktake.

9. If after processing the stocktake you wish to make further corrections to the stock levels of a particular product or a number of products, you must redo a new stocktake and only change the products that you require updated stock levels for, leaving all other items blank and unchanged. Completing a stocktake variance report after this will redo the variance report based on the unchanged stock levels and also the newly changed product stock levels.



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The new stock level value that is to be recorded in the new stocktake should be the newly discovered quantity for that product for both the package quantity and unit quantity columns.

Nb: Also note that if you purchase an item in multiple ways and that is the item you wish to correct within your stocktake then you MUST amend not only the corrected way that you buy this item but also every other way you buy that item. For example: Midori is purchased 4 ways and the following quantities are your initial stock count findings:

By 700ml Bottle	4 bottles
By 1000ml Bottle	2 bottles
By Carton of 12 700ml Bottles	1 carton
By Carton of 12 1000ml Bottles	2 cartons

If your initial count of 700 ml bottles was incorrect and you find you now have 6 bottles of 700ml Midori, then to correct this mistake, start a new stocktake and find Midori in the new stocktake and enter 6 bottles for the 700ml field. BUT ALSO enter your other 3 quantities for Midori, even though the quantities are still correct.

Step 4: Viewing Stocktake Variances

1. Click on PRODUCTS
2. Click on STOCKTAKE
3. Double Click on the stocktake that you want to have a look at to see the variances
4. Click on REPORTS
5. Double Click on STOCKTAKE VARIANCE
6. Click on either DETAIL or SUMMARY to select report type
7. Click on down arrow next to All major categories
8. Click on the required category
9. Click on OK
10. Click on GO to print the report

Periodic Stocktake Variance Report

If you have completed and processed a number of stocktakes on the shift day due to count errors, you can view an all encompassing variance report that aggregates all stocktakes to give you a final variance quantity and value between all stocktakes completed on the day. This should only be used when you have multiple stocktakes on the one shift date.

1. Click MANAGEMENT



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2. Click REPORTS
3. Click PRODUCT REPORTS
4. Double Click PERIODIC STOCKTAKE VARIANCE REPORT
5. Make the start and finish dates the day you processed your stocktake (usually the same day)
6. Choose in DETAIL or in SUMMARY and Choose to view items above their allocated variance percentage
7. Click on GO to print the report

Nb: The key to getting low stock variances will always be that:

- **The item has been setup to allow it to be decremented correctly**
- **Your staff correctly press the right buttons on the POS to decrement the right stock**
- **The setup of all your coupons, void reasons are all set up correctly to decrement the stock when they should be decremented**
- **The supplier invoices have been inputted into BOSSII Admin as soon as the stock comes into the venue**
- **The stock is counted correctly when doing the stocktake count**
- **All giveaways, promos and discounted stock gets entered into the POS correctly**

If all this is done, your variance report will read true and you will have more of a considered chance to work out where the variances are coming from.

Step 5: Viewing the Value of a Stocktake

1. Click on Products
2. Click on Stocktake
3. Double Click on the week you want to have a look at to see the variances
4. Click on Reports
5. Double Click on Stocktake Value
6. Click on either detail or Summary View Radio Buttons to select report type
7. Click on down arrow next to All major categories
8. Click on the required category
9. Click on OK
10. Click on GO to print the report
11. If you need to email the report Click on the down to the right of Print Report File & then click on Email PDF File
12. Click on Go



Step 6: Viewing What Orders Are Still Outstanding

1. Click on Management
2. Click on Reports
3. Click on the down arrow on the right and Find "Purchasing Reports"
4. Double click on "Outstanding Orders" Report
5. Choose which Suppliers Outstanding orders you wish to view or Click on ok for all suppliers
6. Click on Go at the top of the screen to print the report

Once "Outstanding Orders" report is printed...

7. Click on Suppliers
8. Click on Purchase Orders
9. Find each outstanding order from the Outstanding Orders report and if you are no longer waiting for that item to be delivered then open the Purchase Order number as listed on the Outstanding Orders report and tick the item that you have been waiting to be delivered as "Completed"

Step 7: Viewing What Products I Need To Purchase

Shows a quick view of what items are listed as required to be ordered to meet the PAR levels

1. Click on Management
2. Click on Reports
3. Double click on "Stock to Order" Report
4. Click on the "Suppliers" button & Choose a specific supplier or Click on "OK" for all suppliers
5. Click on Go at the top of the screen to print the report

Step 8: Create Purchase Orders

1. Click on Suppliers
2. Click on Purchase Order
3. Click on NEW
4. Click on Supplier button
5. Double Click on the required supplier
6. Click on YES
7. This will automatically create an order based on your stock levels & accuracy of your stock takes



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8. Click on the Delivery Date & click on the date you want the delivery to arrive
9. Click on notes. You can enter different delivery instructions for each order if you choose. If you have entered delivery instructions in the supplier's record, they will default on each order
10. If you want to edit a line on the order
 - a. Double Click on the line that you want to change
 - b. Click on the Order Qty & increase or decrease to suite. Enter the number & press enter
 - c. Click on OK
11. If you want to add a new item to the order
 - a. Click on NEW
 - b. Click on Product
 - c. Double click on the Required Item
 - d. Click on the Order Qty & increase or decrease to suite. Enter the number & press enter
 - e. Click on OK
12. Click on SAVE
13. Click on the order you wish to send
14. Click on Reports
15. Double Click on Purchase Order
16. Click on Go to print the order (The order must be printed to be able to receive the stock in)
17. Place all Purchase Orders on a clipboard for stock person to view what was ordered once stock is delivered. This way stock person to match up Purchase Order with the Supplier Invoice or Delivery Docket.

Use the printed Purchase Orders that were printed at time of ordering and compare them to the Supplier Invoices to make sure you have received all the orders that you made and that each item ordered was invoiced correctly.

Step 9: Stock has been received via Delivery Docket not Supplier Invoice

1. Click on Suppliers
2. Click on Receive Deliveries
3. Click on NEW
4. Click on Supplier
5. Double Click on the supplier that you want to receive the order in from
6. Click on the Reference Box & enter the suppliers invoice no (Only receive one invoice in at a time for export purposes)
7. Click on the delivery date button & choose the date the order was received
8. Click on Notes box & add any comments as required
9. If the complete order has arrived Click on Save
10. If part of the order was not received. Click on the check box for the item not receive & the tick will disappear
11. Click on SAVE
12. The unprocessed part of the order will go on backorder



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Step 10: Stock has been received via Supplier Invoice not Delivery Docket

1. Click on Suppliers
2. Click on Suppliers Invoices
3. Click on NEW
4. Click on Supplier
5. Double Click on the supplier that you want to receive the order in from
Click on the Reference Box & enter the suppliers invoice no
6. Click on the Invoice Date button & choose the invoice date
7. Click on the freight box & enter the amount of freight charged
8. If the complete Invoice has arrived Click on Save
9. If part of the Invoice was not received. Click on the Inv check box for the item not receive & the tick will disappear
10. Check to make sure the invoice dollar amount matches the system invoice dollar amount to prevent incorrect processing
11. Click on SAVE
12. If there is any unprocessed part of the invoice, that item(s) will go on backorder into the Outstanding Orders report

Step 11: Stock has been received via Supplier Invoice not Delivery Docket or Purchase Order

NB: Best practice is to have 2 copies of bossii admin open at the time of entering invoices in case you wish to add a new product or amend a product during the process of entering the invoice.

1. Click on Suppliers
2. Click on Suppliers Invoices
3. Click on NEW
4. Click on Supplier
5. Double Click on the supplier that you want to receive the order in from
6. Click on the Reference Box & enter the suppliers invoice no
7. Click on the Invoice Date button & choose the invoice date
8. Click NEW so that you can add a new product to your invoice
9. Click PRODUCT. A new box will open showing all products that are linked to this particular Supplier ONLY.
10. Choose the item you require and type in the Quantity delivered as per the invoice

NB: make note of the manner in which the item is entered into bossii as opposed to how the suppliers own invoice describes. I.E: if the item is setup by bossii as bottle and the suppliers invoice is setup as case then this will require an amendment to the manner in which bossii is setup or type in 6 bottles or 12 bottles as required.

11. Enter the Landed Unit Cost (LUC) in the Unit Cost field
12. "Misc Charge" should only be used for WET tax items such as wines due to the many different ways Wine suppliers invoice



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13. Enter the tax code. If the item attracts GST, enter GST in this field, otherwise make it FRE. If you wish for the change to be permanent then tick "Update tax code on Product".
14. The "Total" field should be the final amount that the supplier is charging for the item inclusive of any taxes.
15. Click OK when happy with the price, quantity and setup.
16. Repeat process for all other items on the suppliers invoice
17. Any freight charges to be added at the bottom right of screen in the FREIGHT field
18. Any balancing amounts to make sure the invoice total matches the bossii total can be added in the MISCELLANEOUS field
19. Check to make sure the invoice dollar amount matches the system invoice dollar amount to prevent incorrect processing **VERY IMPORTANT**
20. Click on SAVE
21. At this point here, bossii will update its new on hand quantity of items