Stock Management User Guide

May 2019

V1.30

Revision History

Date	Version	Author	Changes
20/01/2015	1.0	Tom Leeman	Created draft guide.
09/02/2015	1.1	Tom Leeman	Updated 4 and 5 to include purchase unit update.
12/02/2015	1.2	Tom Leeman	Updated section 5 for delivery-only ordering.
24/02/2015	1.3	Tom Leeman	Added section 7.12 and **Error! Reference source not found.**. Updated 2.6.
16/03/2015	1.4	Tom Leeman	Added section 4.1.10.
18/03/2015	1.5	Tom Leeman	Updated section 8 and 4.7.
25/03/2015	1.6	Tom Leeman	Added section 3.
26/03/2015	1.7	Tom Leeman	Updated section 4.1.2, 4.1.10. Added section 4.1.14.
02/04/2015	1.8	Tom Leeman	Updated section 8.
08/04/2015	1.9	Tom Leeman	Updated section 8.
17/04/2015	1.10	Tom Leeman	Updated section 4.1.7.
11/05/2015	1.11	Tom Leeman	Added Central Catalogue documentation.
19/05/2015	1.12	Tom Leeman	Updated Table 1, section 0. Added 4.10.
27/05/2015	1.13	Tom Leeman	Updated section 4.10. Added section 4.11.
29/06/2015	1.14	Tom Leeman	Updated sections; 4, 4.2, 4.10, 4.12, 4.15. Added sections; 4.3, 4.4.
03/07/2015	1.15	Tom Leeman	Updated 7.12.1.
20/07/2015	1.16	Tom Leeman	Added sections 4.1.11 and 6.1.4.
27/07/2015	1.17	Tom Leeman	Updated section 4. Added section 7.4.
11/08/2015	1.18	Tom Leeman	Added section 7.12.3.
26/08/2015	1.19	Tom Leeman	Updated section 4.2.
10/11/2015	1.20	Tom Leeman	Updated sections. Added sections 5.6, 6.2, 7.5 and 7.8.

21/01/2016	1.21	Tom Leeman	Updated sections 2, 4, 4.8, 5.3 and 5.6.
21/03/2016	1.22	Tom Leeman	Updated entire user guide.
21/09/2016	1.23	Tom Leeman	Updated entire user guide.
31/10/2016	1.24	Tom Leeman	Updated Recipe, Stock Period and Ordering sections.
22/02/2017	1.25	Tom Leeman	Updated entire user guide.
28/07/2017	1.26	Tom Leeman	Updated entire user guide.
26/09/2017	1.27	Tom Leeman	Updated user guide for virtual sale and account transfer updates.
01/11/2017	1.28	Tom Leeman	Auto Usage update.
05/12/2017	1.29	Tom Leeman	AVCO update for tracking gross cost price.
29/05/2019	1.30	Ffion Mitchell	Revised user guide.

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1. Getting Started

Stock Management (SM) is an online web application which is part of the Tevalis suite of online applications. SM allows single or multi-site operators to keep stock information up-to-date and in real-time allowing streamlined supply chain processes, from recipe management through to detailed stocktakes and order management.

1.1. Launching the Web Application

To access SM you must login to your account through the Tevalis Portal. To access the Portal, type or copy and paste the following address into your preferred web browser.

- http://tevalis.co.uk

Once logged into the Portal you can launch directly into SM by pressing on the SM logo. If the logo is greyed out, this identifies that the application is currently unavailable to your account. Reasons for an application being unavailable are;

- The app has not been purchased by your company.
- The application is not available with any groups your account is associated with.

For more information about the Portal, please see the *Tevalis Portal User Guide*.

1.2. Requirements

Before accessing SM there are two further requirements;

- Your account is authorised to access SM.
- Your account is a member of at least one group containing at least one site (see the Tevalis Portal User Guide for more information on groups).

If your account is not authorised to access SM, the unauthorised screen will be displayed and the following message shown in Figure 1 will be displayed. Whilst your account is unauthorised, you will unable to access other areas of the application.

If your account is not a member of at least one group containing at least one site, the zero sites screen will be displayed, and the following message shown in Figure 2 will be displayed. Whilst your account has access to zero sites, you will be unable to access other areas of the application.

You Are Not Authorised

You are seeing this page because you are not authorised to view this application. If your company has purchased Stock Management, please confirm that your account has the correct privilleges to access Stock Management.

If you are unable to resolve your issue, please contact Tevalis Support via email at support@tevalis.com, or by phone on +44 (0)1923 294446.

Figure 1: The message displayed when your account is not authorised to access Stock Management

Your Account Has 0 Sites Associated With It

You are seeing this page because your account has access to 0 sites. To correct this, please contact your administrator asking them to include your account (demoaccount@tevalis.com) into a group which has access to at least 1 site.

You may need to log back into your account once granted access to your group.

If you are unable to resolve your issue, please contact Tevalis Support via email at support@tevalis.com, or by phone on +44 (0)1923 294446.

Figure 2: The message displayed when your account has access to zero sites

2. Common Functions

2.1. Filtering

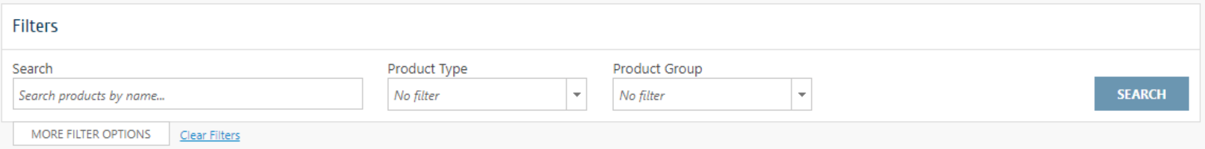


Figure 3: Example of the Filters configuration panel.

One common function seen throughout the SM is the ability to filter through information easily using the Filters configuration panel. The filters available are dependent upon the information viewed. The example shown in Figure 3 above displays the filters available for the Product List screen (*see section 4.1.1*).

Additional filters for a page can be viewed by pressing the *More Filter Options* button. After pressing the button, additional filters will be displayed as seen in Figure 4 below. To clear any existing filters, press the *Clear Filters* link. Pressing this link will clear every filter from the configuration panel. To apply the filters, press the *Search* button. Pressing the search button will filter the information displayed on the screen, which will typically be in the form of a table as seen in the Product List screen (*see section 4.1.1*).

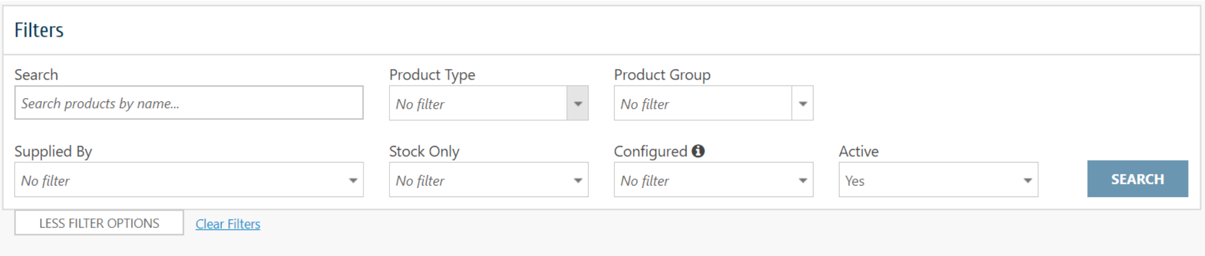


Figure 4: Example of the Filters configuration panel expanded.

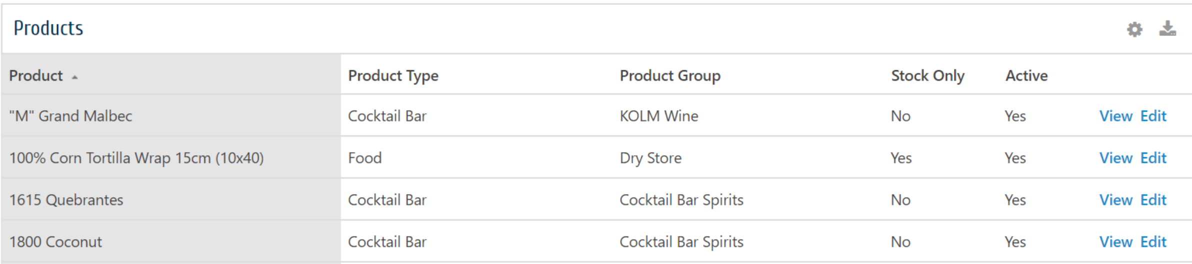
2.2. Table Pagination

When tables are present on the screen, quite often the data is separated into pages of data. The default page size is 10 records, meaning that at most ten records will be displayed in a table by default. However, the page size may be altered by selecting a new page size in the *Page Size* dropdown list shown below. The options available are 10, 20 and 50 records. A new default page size may also be set through the My Account screen.

Figure 5: Example of table pagination.

2.3. Table Sorting

When tables are present on the screen, the system offers the ability to sort selected columns in either ascending or descending order, for example sorting products Z-A on their name. Columns can be sorted by pressing the column header such as *Product* in the example in Figure 6 below. The first press of a column header will sort the table by that column in ascending order, the next press will sort in descending order and the third press will reset the table to its default sort order.



Product	Product Type	Product Group	Stock Only	Active	
"M" Grand Malbec	Cocktail Bar	KOLM Wine	No	Yes	View Edit
100% Corn Tortilla Wrap 15cm (10x40)	Food	Dry Store	Yes	Yes	View Edit
1615 Quebrantes	Cocktail Bar	Cocktail Bar Spirits	No	Yes	View Edit
1800 Coconut	Cocktail Bar	Cocktail Bar Spirits	No	Yes	View Edit

Figure 6: Example of sorting a column in descending order.

2.4. Tooltips

Whilst many fields in Stock Management are self-explanatory, there are a few instances when some clarification is needed. Tooltips have been introduced to help clarify in these cases. Tooltips can be found by the icon displayed on the screen. To view the tooltip message, hover over the icon as seen in Figure 7 below.

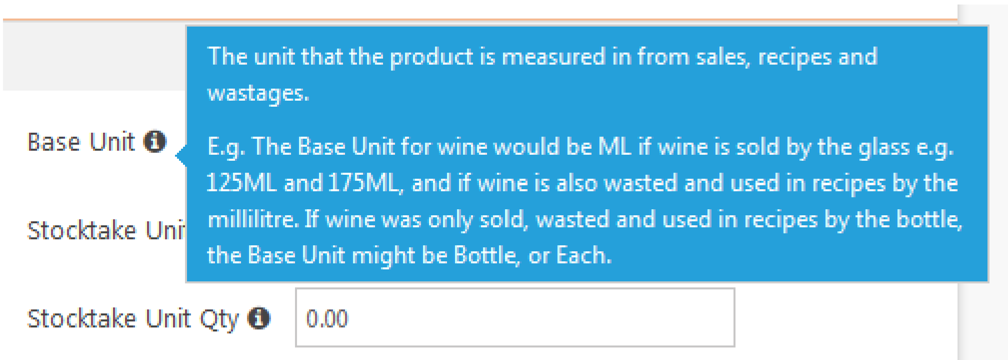


Figure 7: Hovering over the tooltip for the Base Unit field.

2.5. CSV Exports

To allow easy access to your data for further analysis or for exporting into third party programs – the system offers the ability in many modules to export data into CSV format. The data to be exported may be filtered prior to the export or filtered afterwards using your preferred CSV reader. To filter the data prior to the export, select the filters to apply in the Filter Configuration Panel (if present) and press the *Export CSV* hyperlink.

Figure 8: An example of the Export CSV hyperlink present in many areas of SM

2.6. Alerts

There are four types of alert in SM; red, green, blue and yellow. Each colour represents a different type of alert. Red alerts show an error, blue alerts show useful information, green alerts indicate success and yellow alerts show a warning.

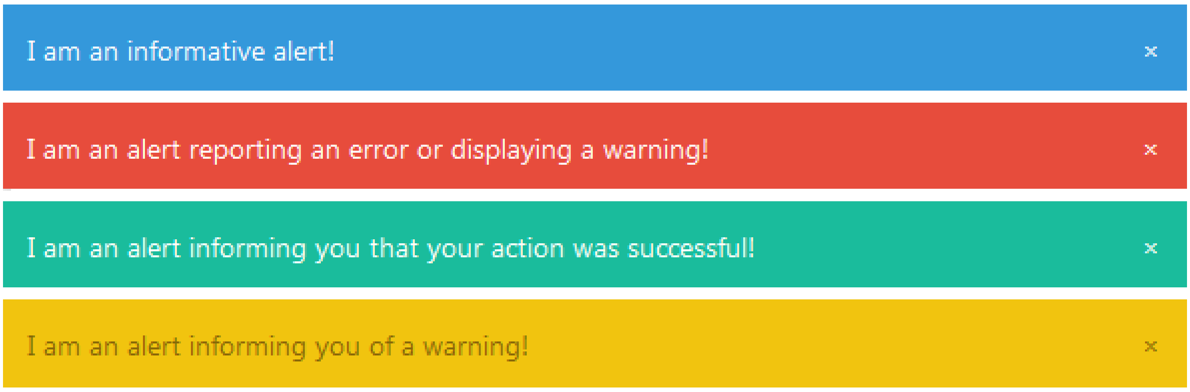


Figure 9: An example of the three types of alert used in SM.

2.7. Advanced Product Searches

Several modules in the system which have auto-complete product searches for finding products also feature an *advanced product search* which helps to search for and add products in bulk. The modules which currently support advanced product searches are as follows;

- Transfer
- Wastage

- Ordering

The advanced product search is available by pressing the *Advanced Product Search* link above one of the supported modules product auto-complete search boxes as seen below in Figure 10 for the Transfer module.

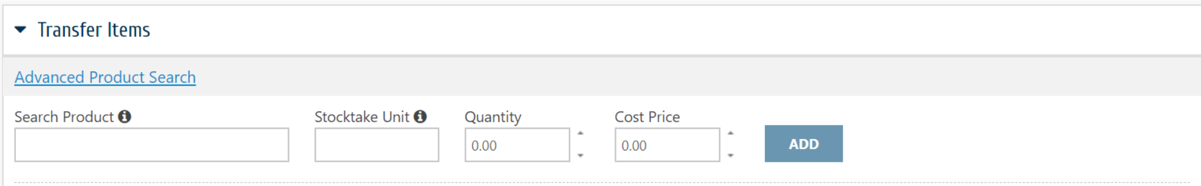
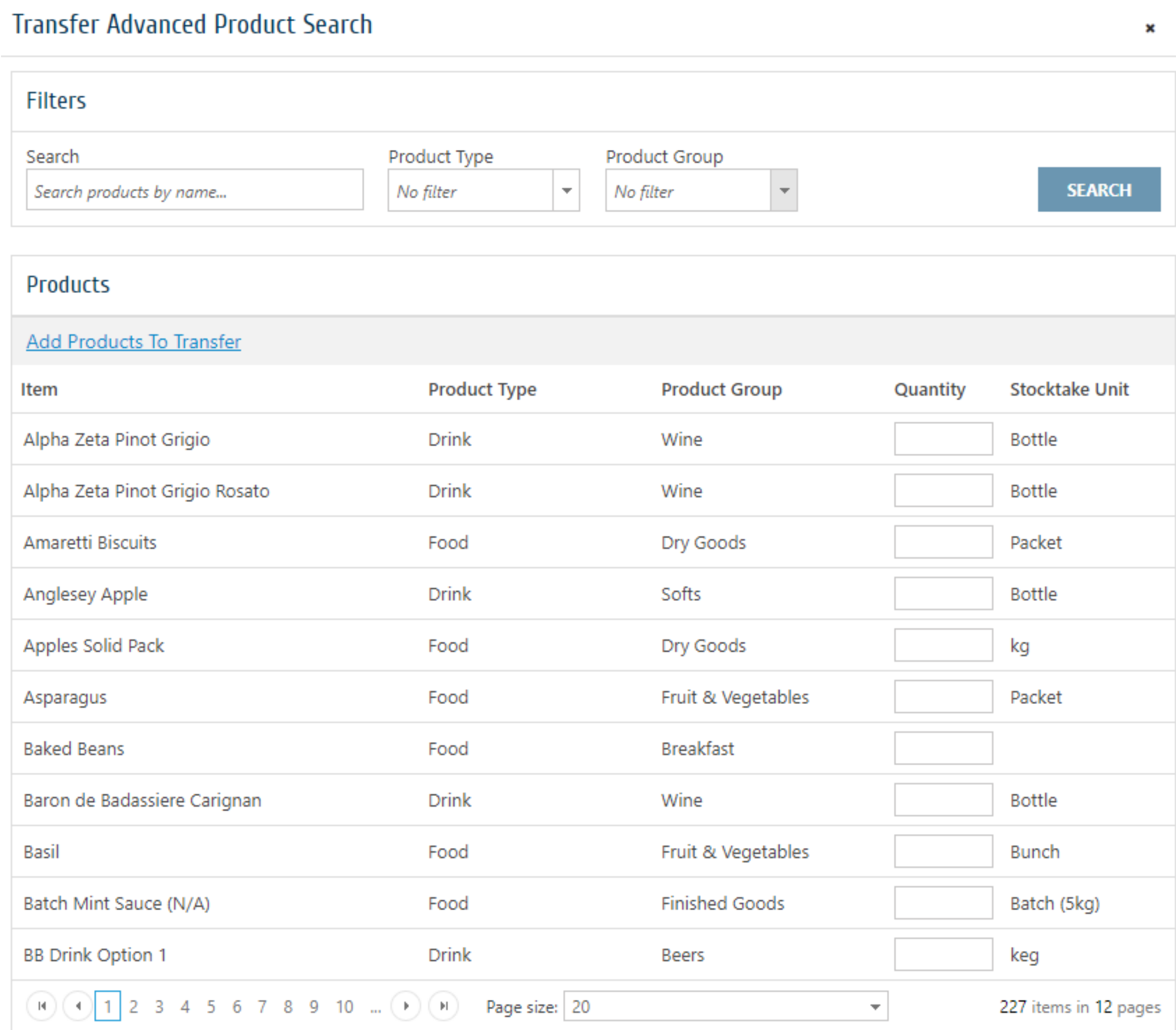


Figure 10: An example of the Advanced Product Search hyperlink in the Transfer module.



Item	Product Type	Product Group	Quantity	Stocktake Unit
Alpha Zeta Pinot Grigio	Drink	Wine		Bottle
Alpha Zeta Pinot Grigio Rosato	Drink	Wine		Bottle
Amaretti Biscuits	Food	Dry Goods		Packet
Anglesey Apple	Drink	Softs		Bottle
Apples Solid Pack	Food	Dry Goods		kg
Asparagus	Food	Fruit & Vegetables		Packet
Baked Beans	Food	Breakfast		
Baron de Badassiere Carignan	Drink	Wine		Bottle
Basil	Food	Fruit & Vegetables		Bunch
Batch Mint Sauce (N/A)	Food	Finished Goods		Batch (5kg)
BB Drink Option 1	Drink	Beers		keg

Figure 11: Example of the Advanced Product Search for the Transfer module.

In the example above in Figure 11, to add products in bulk to the transfer – enter the quantity of the product to transfer in the *Quantity* textbox for each of the products to add then press the *Add Products To Transfer* button. Please note; only products on the current page will be added to the transfer.

2.8. Selectable Columns

When tables are present in various areas of the system, the system offers the ability to choose the columns of data to be shown on screen. To change the visible columns, press the icon and select or deselect the columns to show. To save the selection of columns so the view will be defaulted to next time you enter the screen, press the icon.

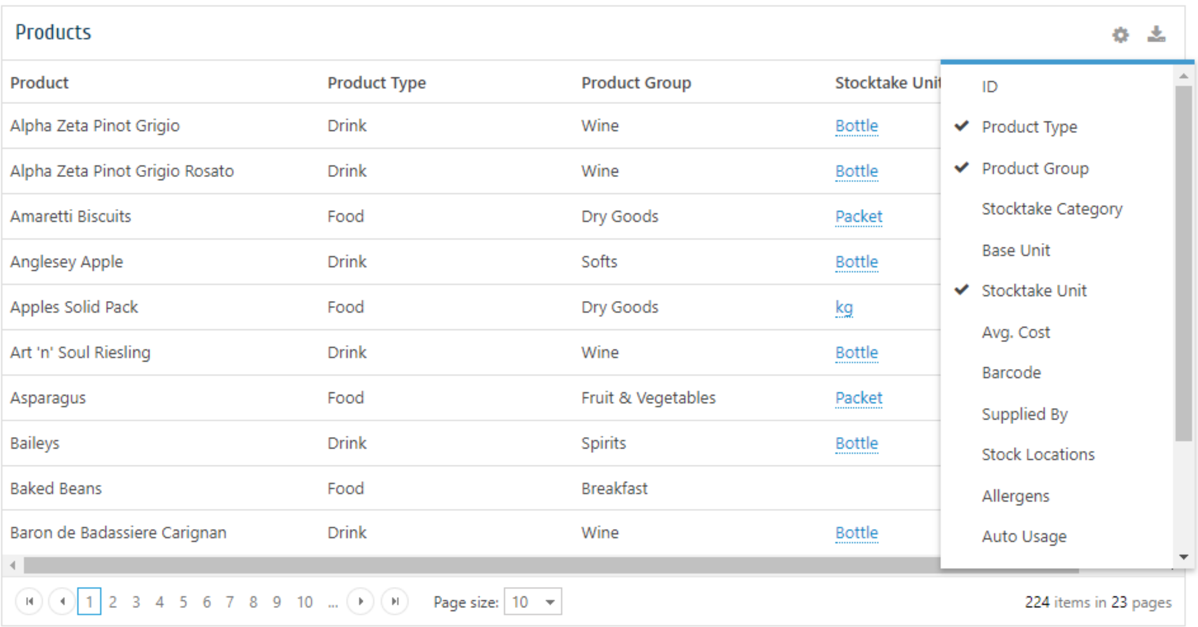


Figure 12: Example of selecting the columns to show on the Product List screen.

3. Dashboard

3.1. Inventory Dashboard

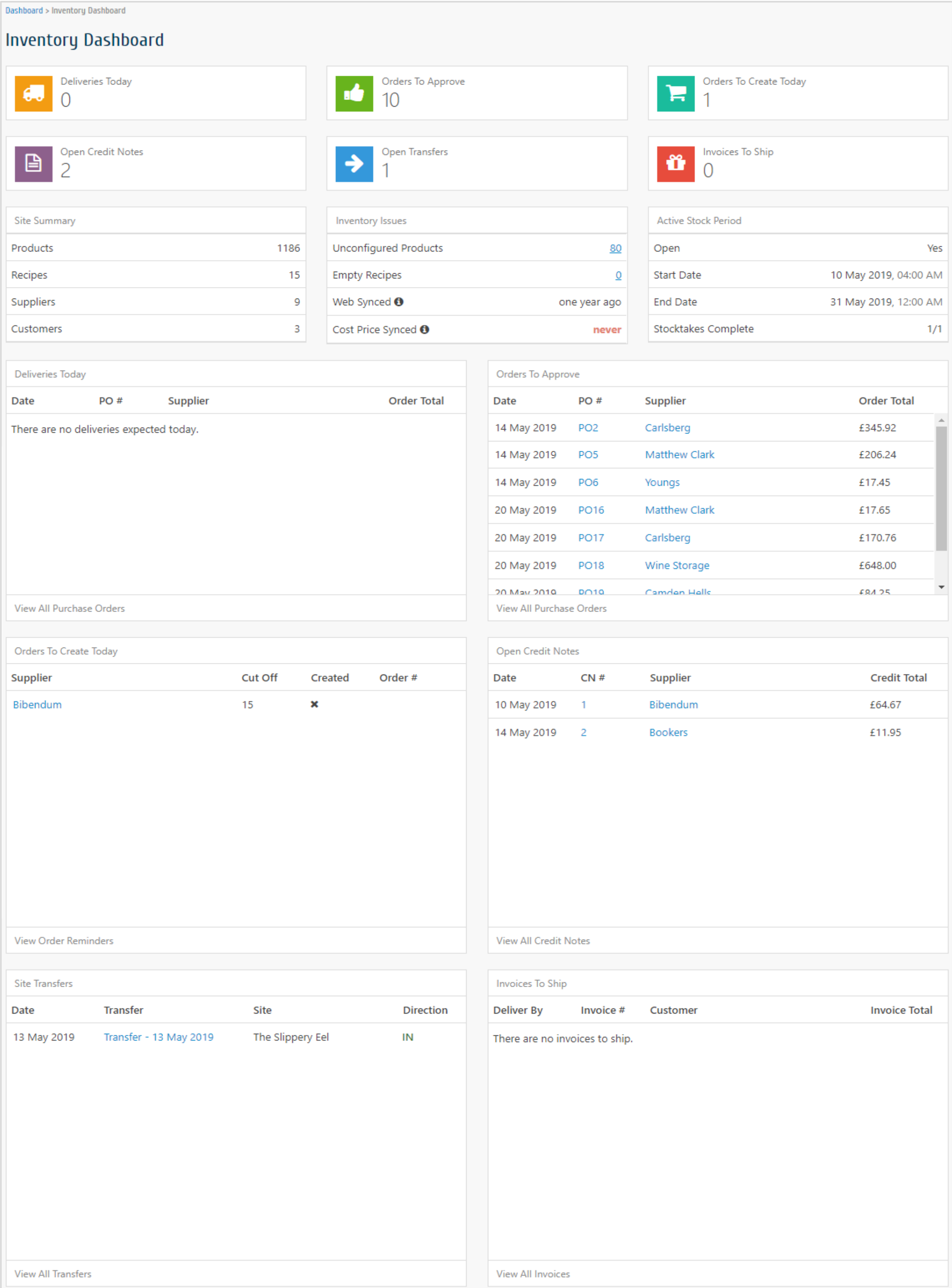
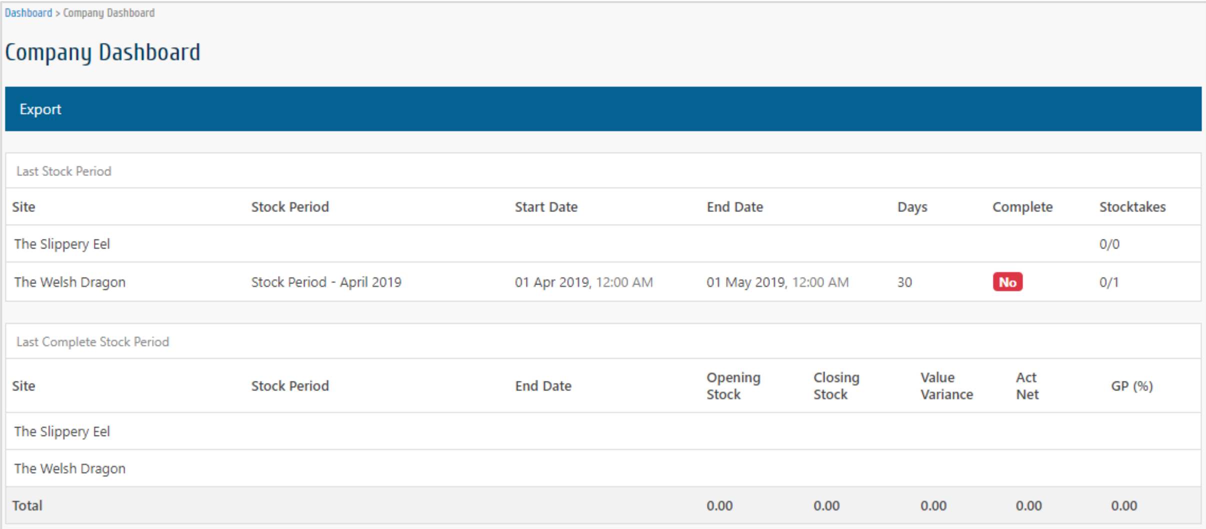


Figure 13: Screenshot of the Inventory Dashboard

The Inventory Dashboard presents an overview at the site level of the current inventory status and actions that may need to be taken today at site. It presents a quick flash of information such as deliveries that are expected today and any issues found with your inventory setup such as unconfigured products and recipes without any items.

3.2. Company Dashboard


Dashboard > Company Dashboard

Company Dashboard

Export

Last Stock Period

Site	Stock Period	Start Date	End Date	Days	Complete	Stocktakes
The Slippery Eel						0/0
The Welsh Dragon	Stock Period - April 2019	01 Apr 2019, 12:00 AM	01 May 2019, 12:00 AM	30	No	0/1

Last Complete Stock Period

Site	Stock Period	End Date	Opening Stock	Closing Stock	Value Variance	Act Net	GP (%)
The Slippery Eel							
The Welsh Dragon							
Total			0.00	0.00	0.00	0.00	0.00

Figure 14: Screenshot of the Company Dashboard screen.

The Company Dashboard provides an overview at a company level which details the status of each sites most current stock period and their last completed stock period along with totals. For users with the Centralised Catalogue enabled (see 7.12.1) there are also five exportable reports available within the blue sub-menu which can be generated for multiple sites and span multiple stock periods.

Report	Description
Stock Period Report	A multi-site, multi-stock period version of the Stock Period Report. See 4.8.5.
Stock Period Breakdown	A multi-site, multi-stock period report which breaks down various sections of the stock period by site and product type. Each entry provides a detail of the value aggregated by site, product type and combinations of. Entries available in this report are sections of the stock period such as Opening Stock Value, Gross Profit, Net Sales etc.
Management Summary	A multi-site, multi-stock period version of the Management Summary Report. See 4.8.
Company Stock Period Summary	A multi-site, multi-stock period summary which breaks down various sections of the management summary by site. Each entry provides a detail of the value combined by site and product type. Entries available in this report are sections of the management summary such as, Opening and Closing Stock Value, Gross Profit, Epos Sales, Theoretical Per Sales etc.
Company Stocktake Summary	A multi-site, multi-stocktake summary which breaks down various sections of the management summary by site. Each entry provides a detail of the value combined by site and product type. Entries available in this report are sections of the management summary such as, Opening and Closing Stock Value, Gross Profit, Epos Sales, Theoretical Per Sales etc.

3.3. Stock Period Dashboard

The Stock Period Dashboard provides an overview of the stock period information such as inventory, ordering and sales information during a specific stock period (*see section 4.8 for more information on stock periods*).

To change the stock period which the dashboard is viewing, use the *Stock Periods* dropdown at the top of the screen. By default, the last ten stock periods are shown – to search for stock periods prior to the default, press the *Show more results* button at the bottom of the dropdown menu which will begin loading the next ten stock periods into the list of available stock periods.

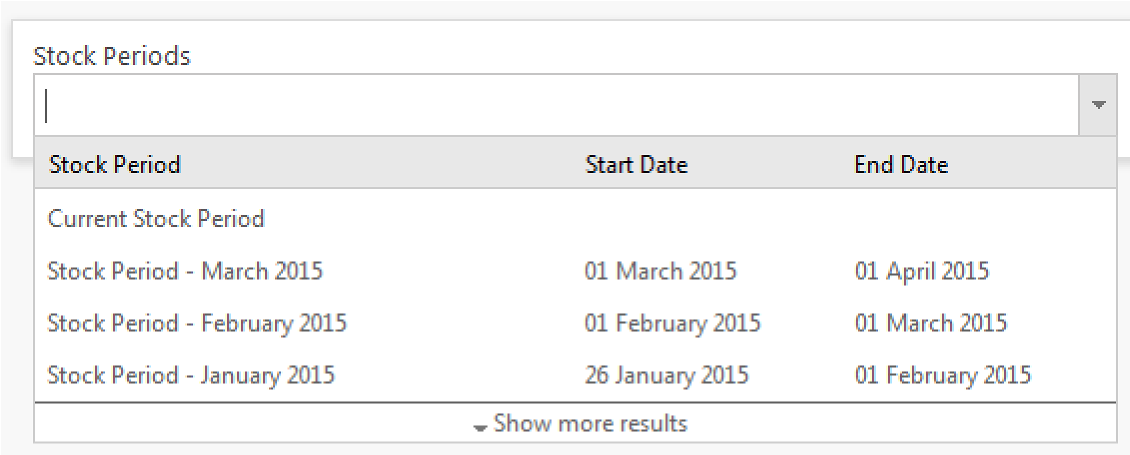


Figure 15. An example of the Stock Periods dropdown list displaying the first three stock periods.

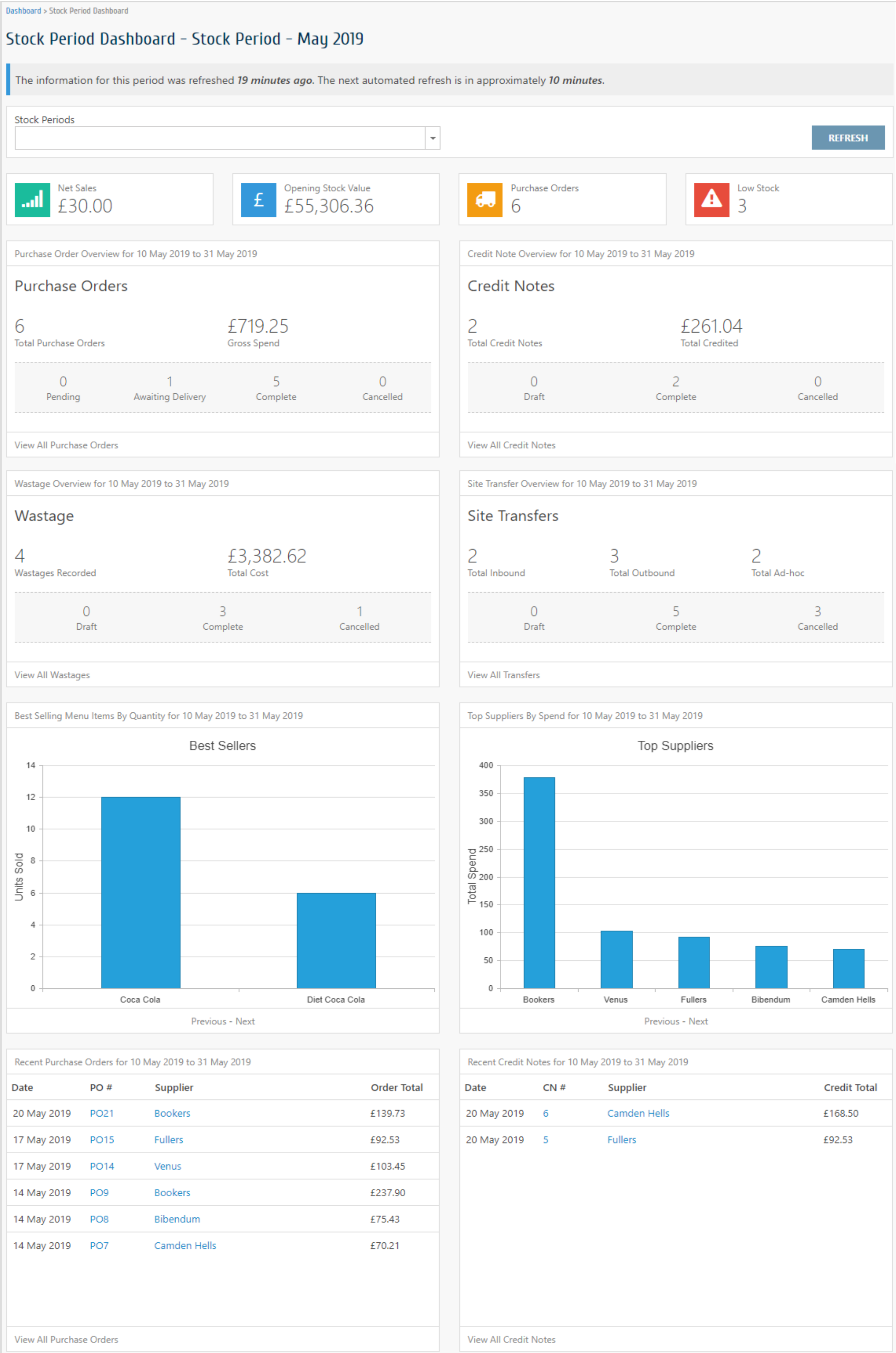


Figure 16: Screenshot of the Company dashboard.

4. Inventory

4.1. Products

4.1.1. Product List

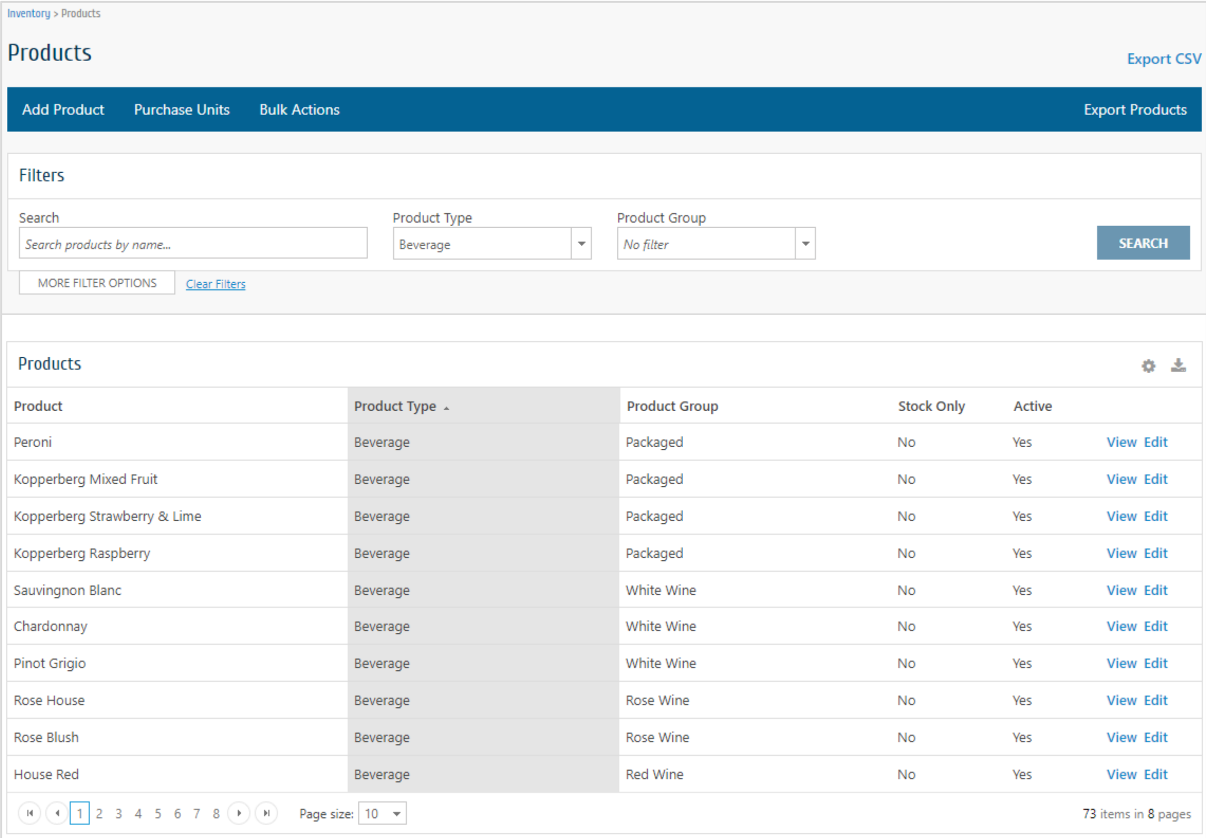


Figure 17: Screenshot of the Product List screen.

The Product List screen is used to quickly search and find products in your inventory. New products can be created by pressing the *Add Product* button in the blue sub-menu. Existing products can be viewed or edited by pressing the corresponding hyperlink in the products table.

The products shown in inventory are a collection of both the products uploaded from your e-POS system and those created within the SM application. When you first start using the system you may notice that your cocktails and food recipes appear in the products module. To convert an existing product into a recipe you may use the recipe module as explained in section 4.2. Once a product has been converted into a recipe, the product will no longer appear in the Product List and will instead appear in the Recipe List.

It is important to be aware that products created in SM are classified as *Stock Only* products – meaning they only exist within SM and will not be available on the Tevalis e-POS. Typically the products created in SM are recipe only ingredients such as flour, eggs, lettuce etc. If the product to add will be a product sold via your e-POS, the product must be created on the e-POS first or through the Tevalis Centralised Management module. New products on the e-POS are picked up by routine data syncs every 15 minutes.

4.1.2. Product Details

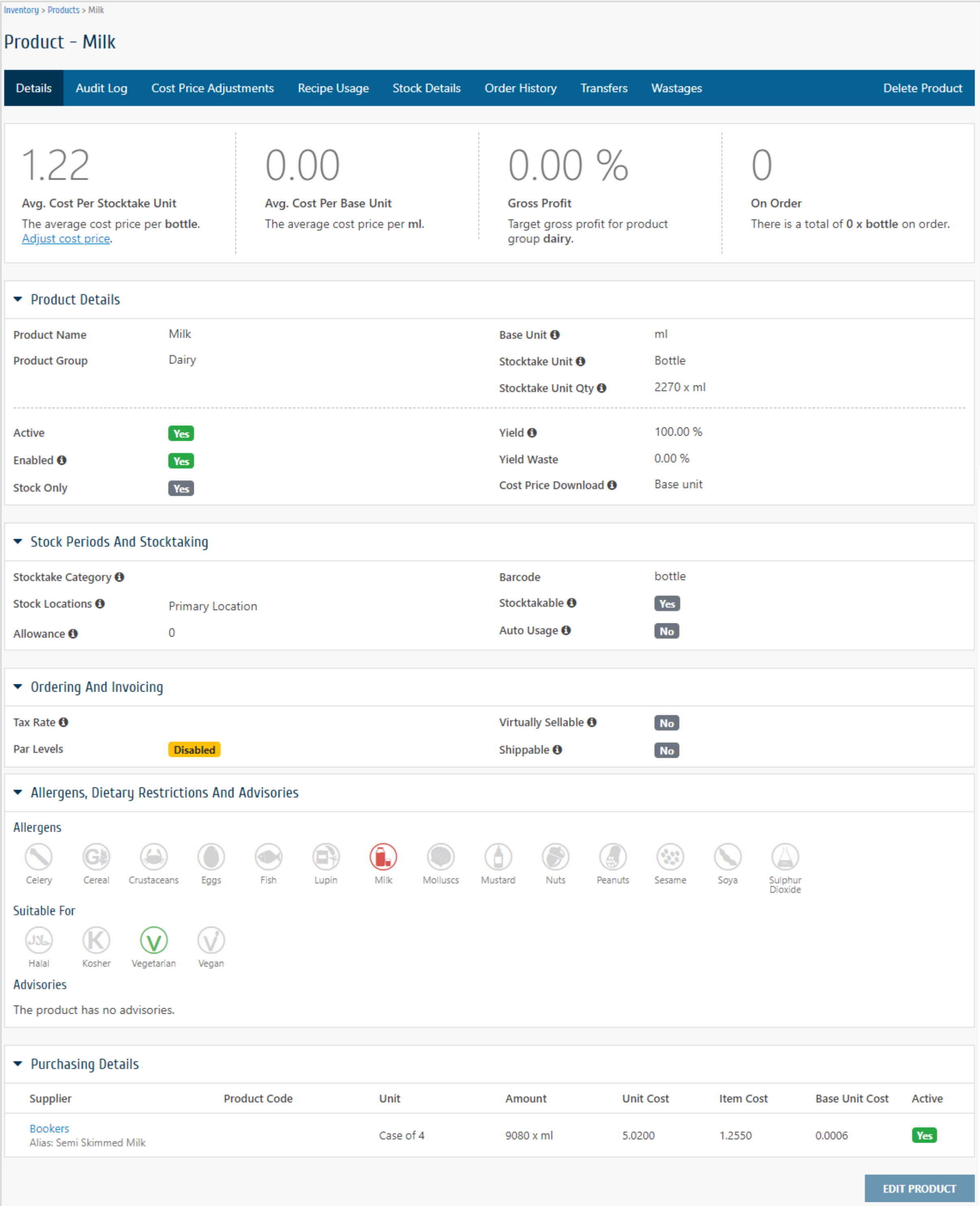


Figure 18: An example of the Product Details screen for the product Milk.

The Product Details screen provides a read-only look at the product’s basic information, stocktaking, ordering and purchasing details. The product may be edited by pressing the *Edit Product* button to the right of the screen.

4.1.3. Cost Price Adjustments

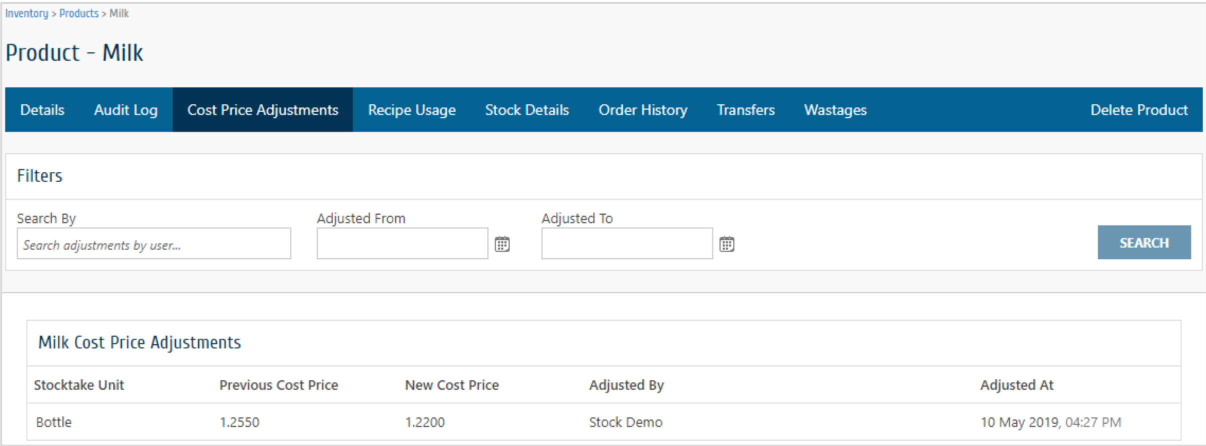


Figure 19: An example of the Cost Price Adjustments screen for the product Milk.

The Cost Price Adjustments screen shows all manual adjustments to a products cost price. For each adjustment, the previous and the new cost price is displayed along with the date and time the adjustment was made and the user who performed the adjustment. See section 4.1.14 for more information on manual cost price adjustments.

4.1.4. Recipe Usage

The Product Recipe Usage screen shows all the recipes in which the product is used as an ingredient. For each recipe, the amount used and the cost price of using the product in the recipe is shown. The recipe can be viewed or edited by pressing the corresponding hyperlinks in the recipe usage table.

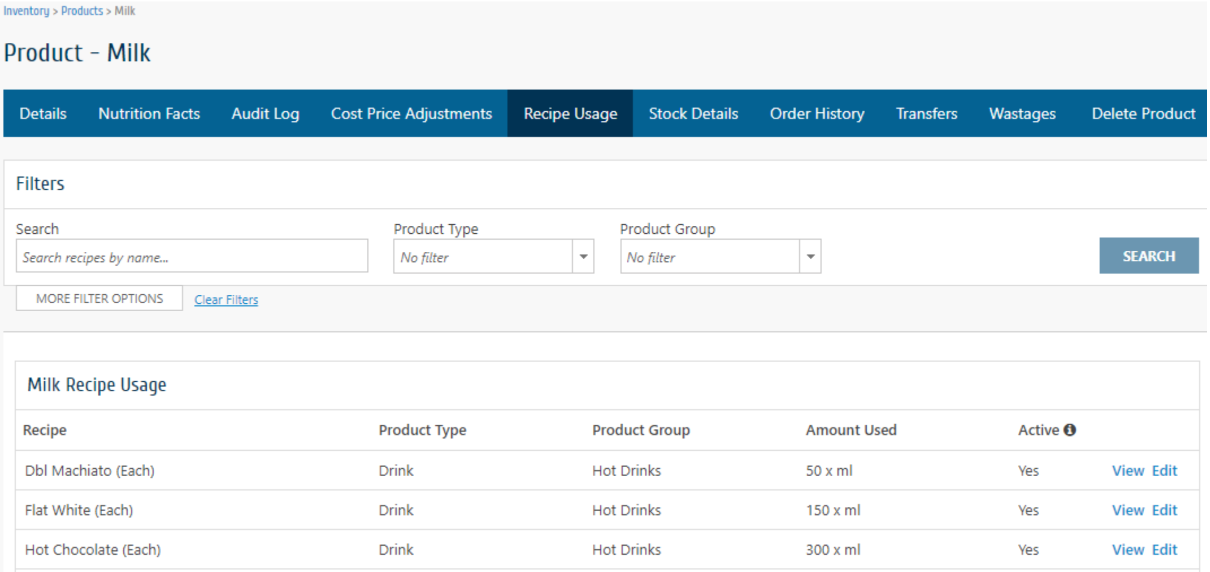


Figure 20: An example of the Recipe Usage screen for the product Milk.

4.1.5. Stock Details

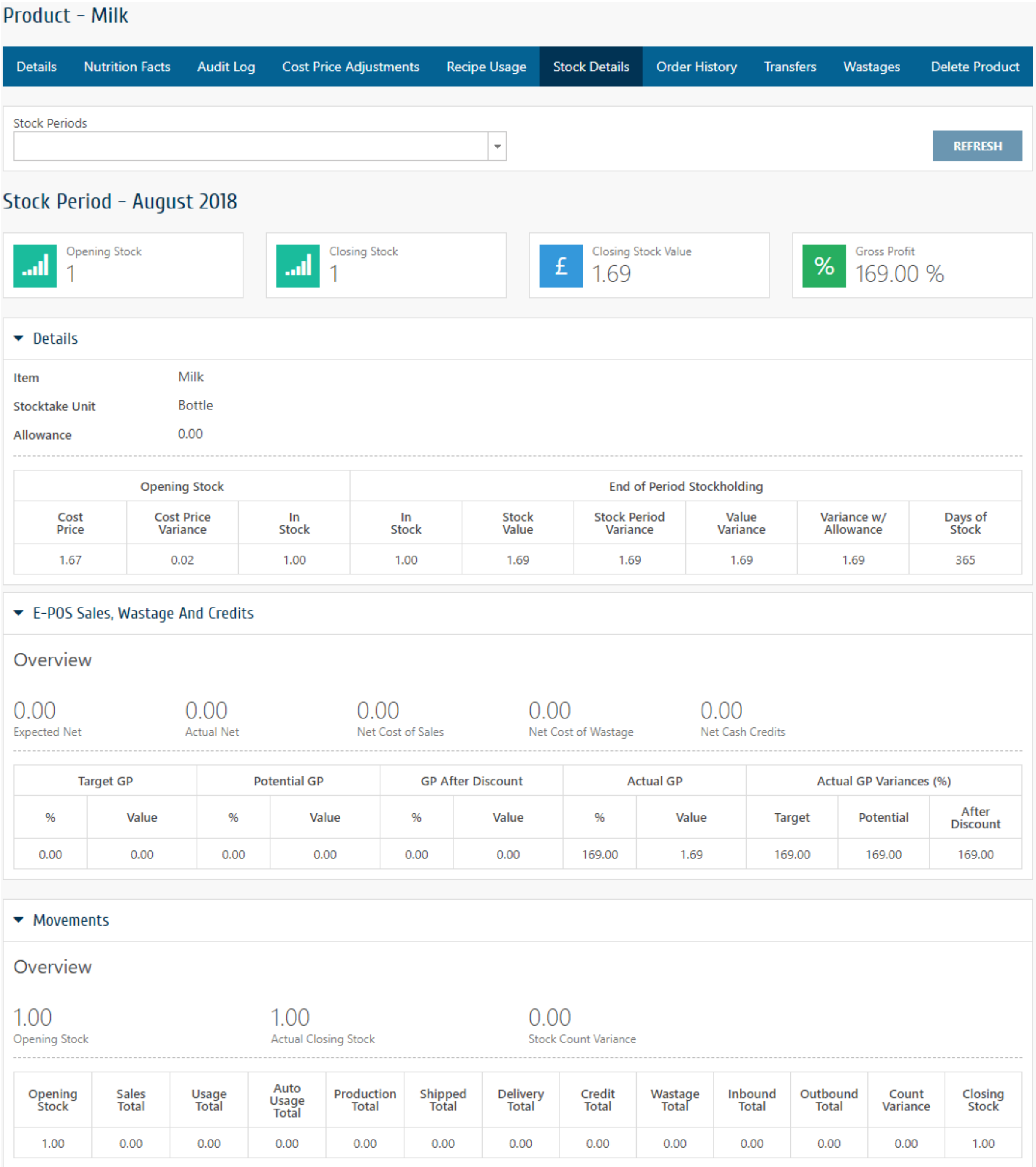


Figure 21: An example of the Stock Details screen for the product Milk.

The Product Stock Details screen provides an overview of inventory information and movements during a specific stock period. By default, details from the most recent stock period will be loaded. To change the stock period which the details screen is viewing, use the *Stock Periods* dropdown at the top of the screen and press *Refresh* after selecting a stock period. An overview of the stock periods filter is explained in section 3.

4.1.6. Order History

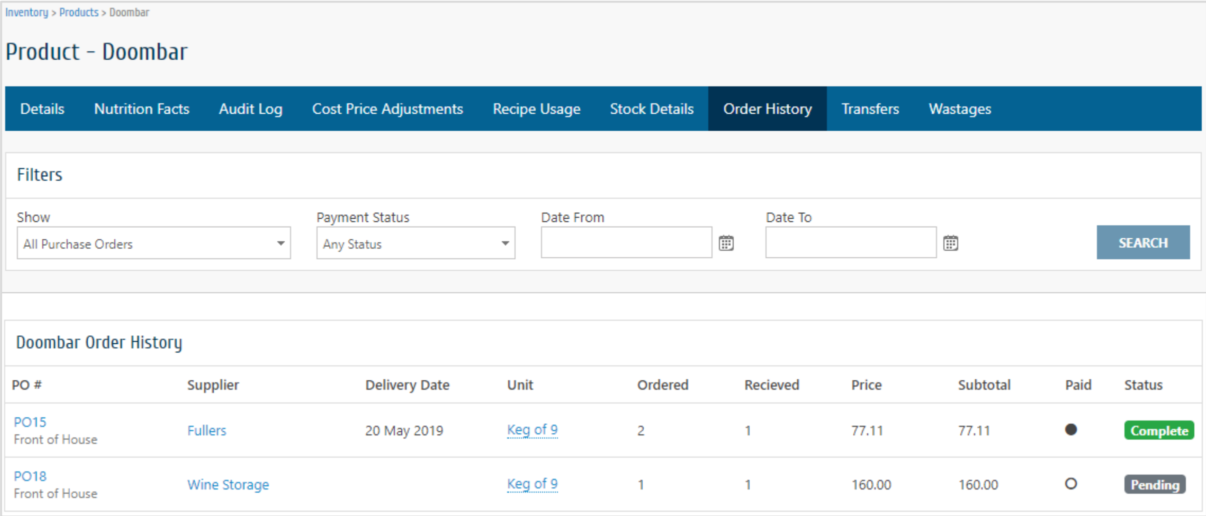


Figure 22: An example of the Order History screen for the product Doombar.

The Product Order History screen shows all orders containing the product being viewed. In the example above, all orders containing the product Becks Blue are shown, along with the stock location it was delivered into. For each order, the purchase unit of the product is shown in addition to the quantity ordered and received, the cost price of purchasing each unit and the line subtotal. The order can be viewed or edited by pressing the corresponding hyperlinks in the order history table.

4.1.7. Adding Products

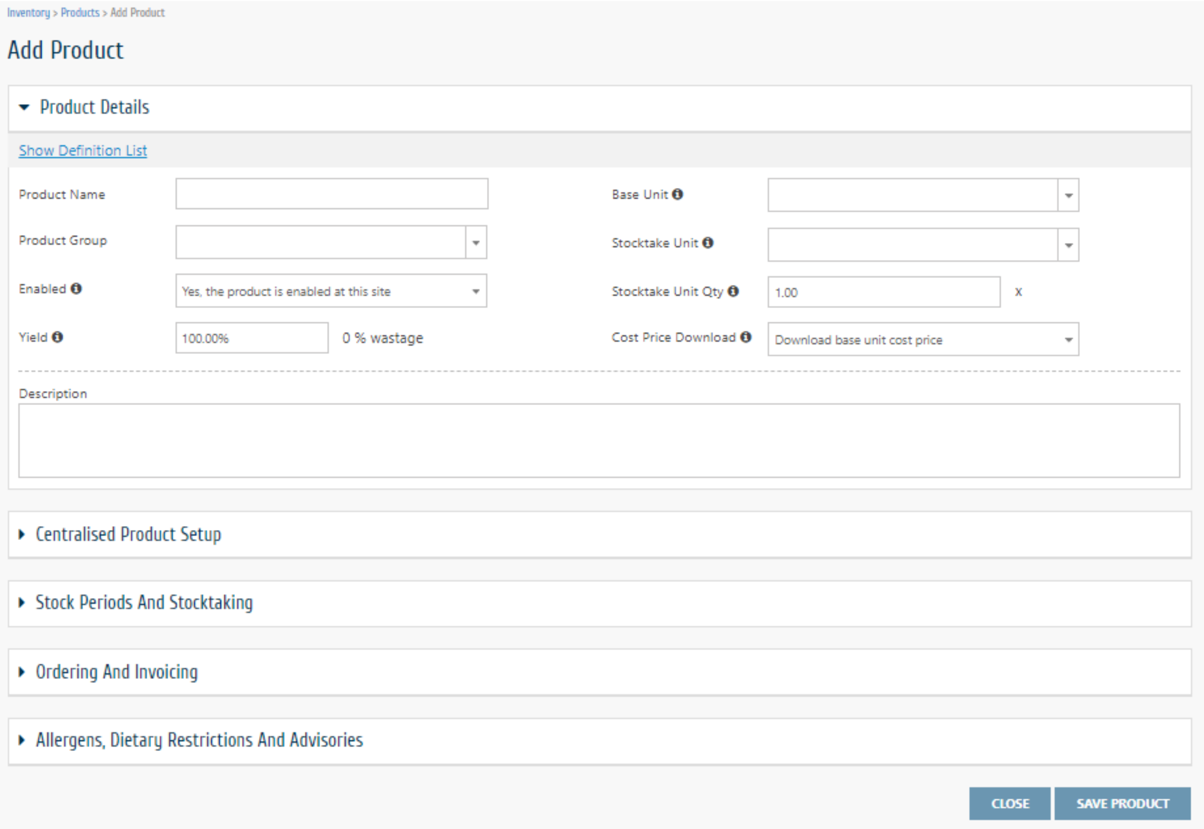


Figure 23: An example of adding a new product.

The Add Product screen is typically used to add new stock-only products into the system. However, optionally for companies using the Centralised Catalogue add-on, an e-POS product may be created using the Centralised Product Setup section of the form.

To create a new product in stock-only, press *Add Product* on the blue sub-menu. This will take you to the Edit Product screen (explained in the next section). In this screen you can add all of the required information, and enter the supplier and purchasing details. To cancel out of any changes and return to the Product List screen (*see section 4.1.1*) press the *Close* button.

When creating a product, the information to enter is separated into sections. Some sections contain a link *Show Definition List* which when pressed will slide-down with a definition of each field that has a tooltip next to it. This is useful if you wish to view the definition for all fields at one time, rather than hovering over each individual tooltip.

Field	Definition
Enabled	Determines whether the product is enabled for use throughout the system on a site by site basis. Disabled products will not appear in other modules of the system such as in Orders or in Stock Periods. Disabling products can be useful when using the Centralised Management system with one package shared across multiple sites.
Yield	The usable amount of the product as a percentage after preparation – i.e. the usable weight. E.g. For bottled beers, the yield would be 100%. However, for ingredients such as carrots the yield might be 90% after removing the skin of the carrot during preparation.
Allergens, Dietary Restrictions & Advisories	Any allergen(s) that the product contains e.g. Gluten, Celery or Peanuts. Specify whether the product is suitable for Halal, Kosher, Vegetarian or Vegan. Any advisories for the product e.g. Onions
Base Unit	The unit that the product is measured in from sales, recipes and wastages. E.g. The Base Unit for wine would be ML if wine is sold by the glass e.g. 125ML and 175ML, and if wine is also wasted and used in recipes by the millilitre. If wine was only sold, wasted and used in recipes by the bottle, the Base Unit might be Bottle, or Each.
Stocktake Unit	The unit that the product is counted in when performing a stocktake. E.g. The Stocktake Unit for wine would be Bottle, if wine is counted by the bottle in stocktakes.
Stocktake Unit Qty	How many Base Units equal one Stocktake Unit. E.g. If the Base Unit for wine is ML, the Stocktake Unit is Bottle, the Stocktake Unit Qty would be 700 if the bottle size to count in stocktakes is 700ml.
Cost Price Download	Determines whether the cost price downloaded onto the Tevalis e-POS by the cost price download service will be the base unit or the stocktake unit cost price.
Stocktake Category	The category the product will be assigned to within stock periods.
Available Stock Locations	The stock locations which the product will be assigned to when performing stocktakes in that location. The available stock locations for a product are overridden by product groups and product types.
Allowance	A monetary allowance for the product in a stock period.

	E.g. There may be a £20.00 allowance on draught beers due to line cleaning.
Barcode	The barcode of the product to be used if using the TevStock application.
Stocktakable	Whether the product will be available in Stock Periods and Stocktakes. Products which are not stocktakable will not appear in any inventory reports.
Auto Usage	Whether the product will be automatically consumed based on stock counts. This is used for items such as table sauces which are not directly sold either as a product or as a recipe, but which still are used. Enabling auto usage will reduce any variance on the item to 0.
Auto-Use Sessions	Auto-used items such as those in a buffet may not be available at all times of the day, and this setting is used to record that information. It is used by the Auto Usage Analysis report to more accurately calculate the total number of covers per auto-used item by reducing the cover total by excluding covers from sessions that item is not recorded as being available in. This is setup on a per site basis.
Allergens, Dietary Restrictions & Advisories	Any allergen(s) that the product contains e.g. Gluten, Celery or Peanuts. Specify whether the product is suitable for Halal, Kosher, Vegetarian or Vegan. Any advisories for the product e.g. Onions
Enable Par Levels*	Whether Par Level ordering is enabled for the product. *Site dependent. This is not synchronised if using the Centralised Catalogue Add-on.
Par Level*	This is the minimum quantity of the product that should be on hand at all times. This quantity is based on the Stocktake Unit of the product. Products which fall below their par level can be ordered using the Auto Fill option when creating an order. E.g. If the Base Unit is ML and the Stocktake Unit Qty is 1000, setting the Par Level to 5.00 would set the par level to 5000ML or 5 litres. *Only visible when Enable Par Levels is set to Yes. *Site dependent. This is not synchronised if using the Centralised Catalogue Add-on.
Reorder Level*	The quantity which will be reordered to when creating an order based upon low stock levels using the Auto Fill option. E.g. If the Base Unit is ML and the Stocktake Unit Qty is 1000, setting the Reorder Level to 9.50 would set the reorder level to 9500ML or 9.5 litres. *Only visible when Enable Par Levels is set to Yes. *Site dependent. This is not synchronised if using the Centralised Catalogue Add-on.
Virtually Sellable	Whether the product can be sold within the Virtual Sales module.

Is Shippable	Whether the product can be included in an invoice to a customer.
Net Sale Price*	The default net sale price of the product when sold to a customer in an invoice. This sale price is based on the stocktake unit of the product. E.g. if the Stocktake Unit is KG, entering a value of 5.00, would define the product as selling for 5.00 per kilogram in customer invoices. *Only visible when Is Shippable is set to Yes.

Table 1: Product data definition list.

4.1.8. Editing Products

The Edit product screen is used to update the details of existing products including purchasing information, such as the suppliers who supply the product. To save the products main details, press the *Save Product* button. This will save all form fields which appear above the button, which are the same fields shown in the *Add Product* screen (*see section 4.1.7*). To close the form and return to the Product Details screen (*see section 4.1.2*) press the *Close* button.

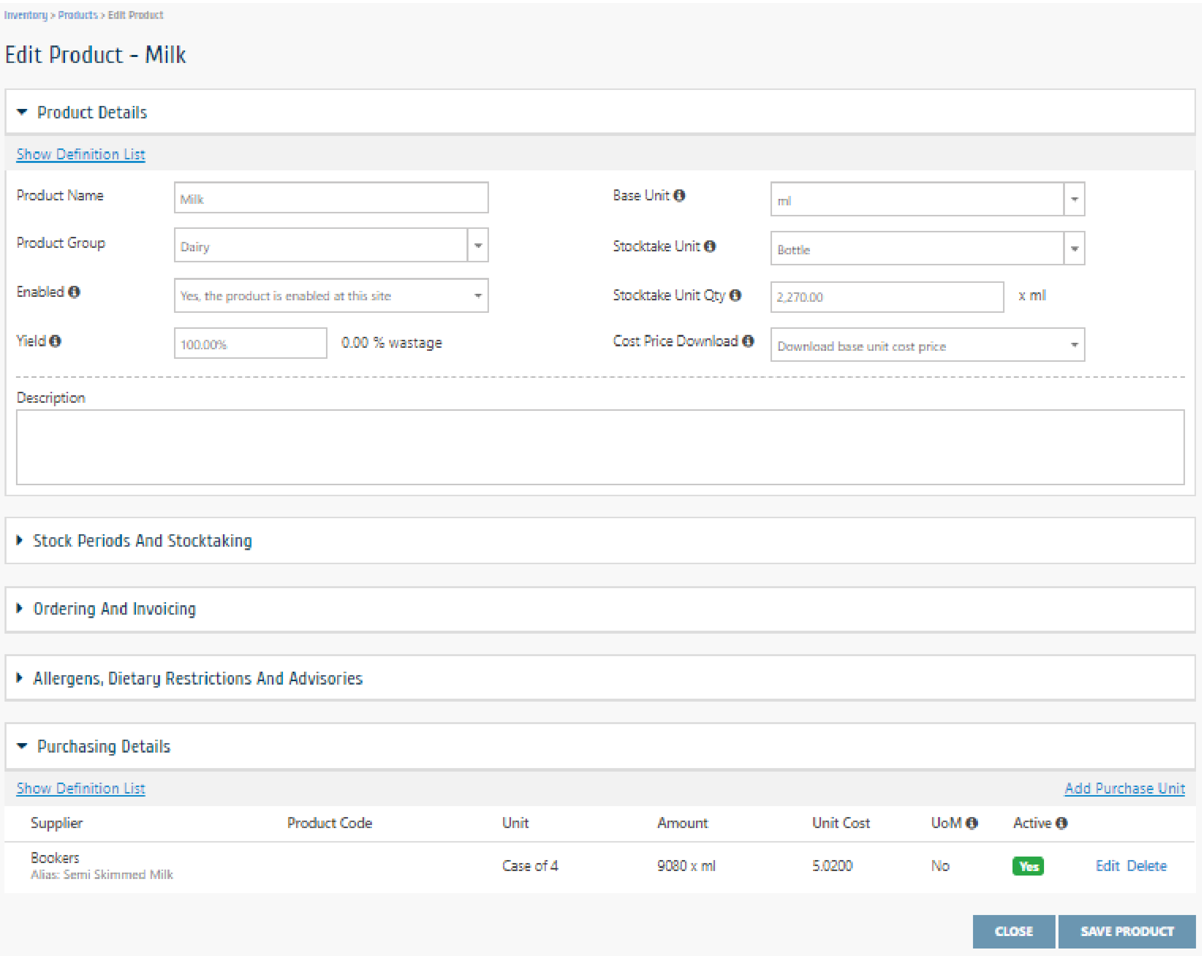


Figure 24: An example of editing the product Milk.

To record which supplier's supply the product and their available purchasing units (box, case, each etc.); press the *Add Purchase Unit* link within the *Purchasing Details* section. Pressing the link will open up a new window as seen in Figure 25 where you may enter the details of the purchase unit. To delete an existing purchase unit, press the corresponding link next to the purchase unit.

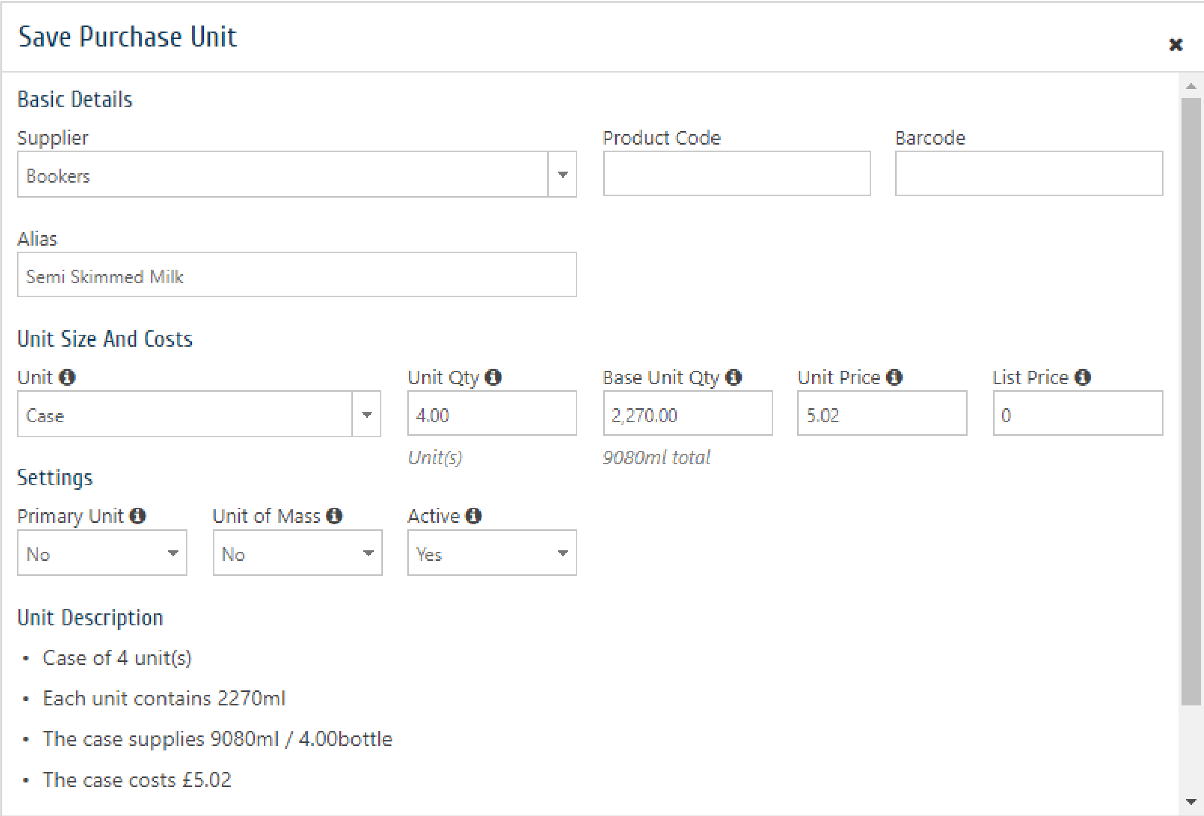


Figure 25: An example of entering a new purchase unit for the product Milk.

Field	Definition
Supplier	The supplier who supplies the product.
Product Code	The suppliers' unique code for the product.
Barcode	The barcode attached to the Purchase Unit.
Alias	Replaces the name of the product on the Purchase Order and Credit Note documents.
Primary Unit	Specifies whether the purchase unit is the primary or preferred purchase unit for the product at the current site. A primary purchase unit will override the default par level ordering logic and will also be identifiable by a ★ icon when creating purchase orders.
Unit of Mass	Specifies whether the purchase unit represents a unit of mass e.g. cost per kilogram, cost per litre. When creating an auto-filled order (*see section 5.1.3*), units of mass will be ordered rounded-up to the nearest 0.1 of the stocktake unit. Otherwise the product will be ordered in whole units.
Active	Whether the purchase unit is active. Whilst inactive a purchase unit cannot be added to a new purchase order and will not be included in standing orders.

Purchase Unit	The unit that the product is ordered in e.g. crate, each, box.
Purchase Unit Qty	The amount of products in the purchase unit, e.g. crate of 6, box of 12.
Base Unit Qty (Per Item)	How many Base Units equal one product in the Purchase Unit. E.g. if purchasing a crate of 6x700ml bottles of wine, the Purchase Unit would be Crate and the Purchase Unit Qty would be 6. If the Base Unit for wine is ML, the Base Unit Qty Per Item would be 700. If the Base Unit for wine was Bottle or Each, the Base Unit Qty Per Item would be 1.
Unit Cost Price	This is the cost of the entire purchase unit. E.g. if purchasing a crate of 6x700ml bottles of wine, the Cost Price Per Purchase Unit would be the price the supplier sells the entire crate of wine for. Not the cost price of each individual bottle of wine.
Unit List Price	This is the list price (recommended retail price) of the entire purchase unit. It is the price that the supplier would typically sell the unit for.

Table 2: Purchase Unit definition list

4.1.9. Things to Consider When Setting Up Products

When setting up products information, you should consider how the product will be sold (if applicable), wasted and used in recipes. For example, whilst the Base Unit for vodka could be bottle, it would cause using vodka in recipes to be complicated and error prone as the system would record the amount used in recipes by the bottle. To clarify, this would mean, instead of entering 50ml of vodka into a recipe, the system would require 0.05 to be entered if each bottle of vodka was 1 litre.

To help explain the setup of products in regard to base units, stocktake units and purchase units, several examples are shown below.

Example 1: Purchasing 1 litre bottles of vodka that are purchased in a crate of 6 bottles which costs £8.50. When stocktaking, count the vodka by 1 litre bottles.

Field	Value	Reason
Base Unit	ml	Vodka is sold, wasted and used in recipes by the ml.
Stocktake Unit	Bottle	We count by the bottle.

Stocktake Unit Qty	1000	Each bottle in the stocktake is 1 litre.
Purchase Unit	Crate	
Purchase Unit Qty	6	There are 6 bottles per purchase unit (crate).
Base Unit Qty (Per Item)	1000	There is 1000ml per bottle of vodka.
Unit Cost Price	8.50	A crate of six 1 litre bottles of vodka costs £8.50.

Example 2: Purchasing potatoes in a 5kg sack costing £3.20. When stocktaking, count potatoes by the kilogram.

Field	Value	Reason
Base Unit	g	Potatoes are wasted and used in recipes by the gram.
Stocktake Unit	kg	We count potatoes by the kilogram.
Stocktake Unit Qty	1000	
Purchase Unit	Sack	
Purchase Unit Qty	1	We are purchasing 1 sack.
Base Unit Qty (Per Item)	5000	Each sack contains 5000g / 5kg.
Unit Cost Price	3.20	A 5kg sack of potatoes costs £3.20.

Example 3: Purchasing 700ml bottles of wine that are purchased individually costing £1.85 each. When stocktaking, count by the 700ml bottle.

Field	Value	Reason
Base Unit	ml	Wine is sold, wasted and used in recipes by the ml.
Stocktake Unit	bottle	We count wine by the bottle.
Stocktake Unit Qty	700	Each bottle in the stocktake is 700ml.
Purchase Unit	bottle	
Purchase Unit Qty	1	We are purchasing 1 bottle.
Base Unit Qty (Per Item)	700	Each bottle contains 700ml.

Unit Cost Price	1.85	Each bottle costs £1.85.

Example 4: Purchasing bottled beer purchased in a crate of 24 bottles costing £14.99. When stocktaking, count by the bottle.

Field	Value	Reason
Base Unit	bottle	Bottled beer is sold, wasted and used in recipes by the bottle.
Stocktake Unit	bottle	We count bottled beer by the bottle.
Stocktake Unit Qty	1	One *base unit* bottle is equal to one *stocktake unit* bottle.
Purchase Unit	Crate	
Purchase Unit Qty	24	Each crate contains 24 bottles.
Base Unit Qty (Per Item)	1	Each item in the crate is equal to one (base unit) bottle.
Unit Cost Price	14.99	Each 24 bottle crate costs £14.99.

4.1.10. Bulk Updating Products

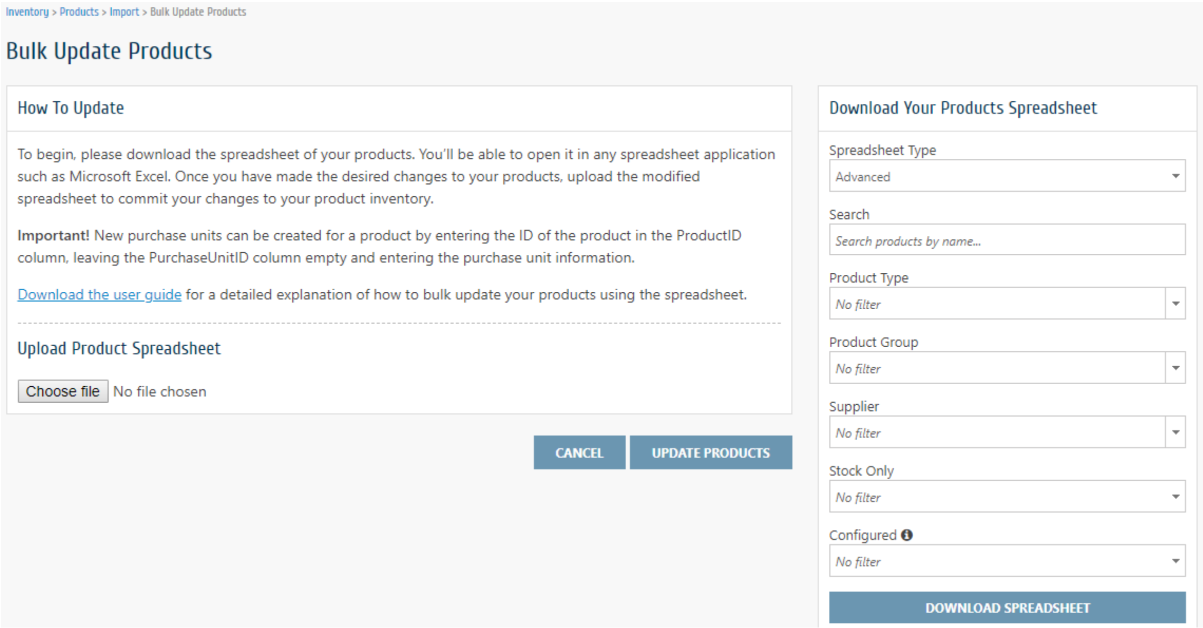


Figure 26: Screenshot of the product bulk update screen.

To update your product inventory in bulk, navigate to the product bulk update screen by hovering over *Bulk Actions* and pressing the *Bulk Update* menu item in the blue sub-menu in the Product List screen.

There are 5 different types of update sheets.

Type	Definition
Basic	Contains just the basic information required to get your inventory configured such as base unit, stocktake unit and purchase unit information.
Advanced	Contains all the possible information to be set against product and purchase unit except for nutritional information.
Site Specifics	Contains just the information for items which are setup on a per site basis such as available stock locations and whether the item is stocktakable.
Par Levels	Allows par levels to be assigned in bulk and provides the quantity of the item used in the last two stock periods.
Nutritional	Contains all nutritional information, allergens, dietary restrictions and advisories.

To begin, select the type of update you want you complete, and download the spreadsheet of your products using the *Download Your Products Spreadsheet* section as seen in Figure 26. You'll be able to open it in any spreadsheet application such as Microsoft Excel. Once you have made the desired changes to your products, upload the modified spreadsheet to commit your changes to your product inventory by selecting the spreadsheet via the *Upload Product Spreadsheet* file uploader and then pressing the *Update Products* button. If you are not sure what should go in each field in the spreadsheet, review sections 4.1.7 – 4.1.9.

Important! Entering a value into the *AvgCostPricePerStocktakeUnit* cell will adjust the weighted average cost price of the product to the value entered. Adjusting the cost price of a product will affect the product going forwards and will adjust the product in the last open stock period. The average cost price at the beginning of the last open stock period will not be affected. If you do not wish to alter the average cost price of the product, **<u>do not</u>** enter a value in this cell.

To create new purchase units (see section 4.1.8 for more information on purchase units) during the update process, enter the ID of the product in the ProductID column, leave the PurchaseUnitID column empty or set to 0 and enter the remaining purchase unit information in cells to the right of the PurchaseUnitID column.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	ProductID	ProductName	ProductGroup	BaseUnit	StocktakeUnit	StocktakeUnitQty	DefaultTaxTypeCode	PurchaseUnitID	Supplier	ProductCode	PurchaseUnit	PurchaseUnitQty	ItemBaseUnitQty	UnitNetCostPrice
2	1062	Bombay Saphire	Gin	ml	Bottle	700		28	Matthew Clark		Case	6	700	83.25
3	1062								Venus		Bottle	1	700	18.21
4	1062								Carlsberg		Bottle	1	700	19.36
5	1062								Bookers		Bottle	1	700	17.99

If there are any issues with the upload itself SM will notify via the Alert system. If there are any issues with the data supplied, SM will redirect to an errors page containing all errors which are preventing the bulk update from completing as shown below in Figure 27.

There were 7 errors found in the import. No changes were made to your data. Please correct the errors in the import spreadsheet and try again. ×

Inventory > Products > Import > Import Errors

Import Errors

Errors

Row #	Error Message
2	The Name field is required.
2	The BaseUnit field is required.
2	Validation for PurchaseUnits failed!
2	The Name field is required.
2	The BaseUnit field is required.

Figure 27: Bulk update validation errors.

4.1.11. Bulk Importing Stock Only Products

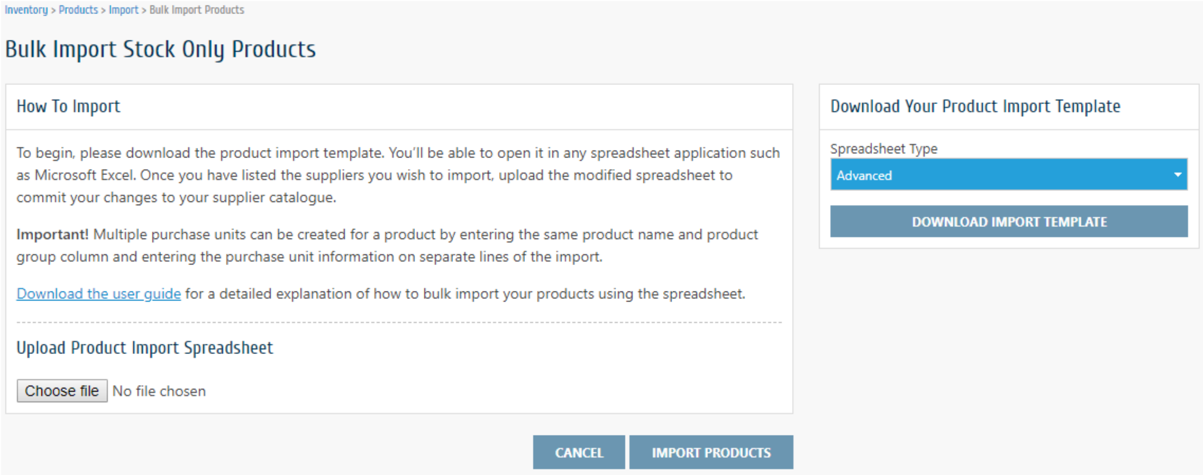


Figure 28: Screenshot of the product Bulk import screen.

To update your product inventory in bulk by importing stock-only products, navigate to the product bulk import screen by hovering over *Bulk Actions* and pressing the *Bulk Import* menu item in the blue sub-menu in the Product List screen. There are 2 versions of these sheets.

Type	Definition
Basic	Contains just the basic information required to get your inventory configured such as base unit, stocktake unit and purchase unit information.
Advanced	Contains all the possible information to be set against product and purchase unit except for nutritional information.

Importing stock-only products is very similar to bulk updating your product inventory as explained in section 4.1.10; *Bulk Updating Products*. Simply download the product import template, enter in the information for the product(s) you wish to import into the system and then upload the completed product import file.

Multiple purchase units can be created for a product by entering the product name in the *ProductName* column and entering the purchase unit information in the required cells. Therefore, we recommend that if there are multiple products with the same name being imported into SM in a single import then a new name should be assigned to the other products to uniquely identify those products in the import.

Important! This import is for bulk importing stock-only products i.e. products that only exist within SM and will not be available on the Tevalis e-POS. If the product will be sold via the e-POS directly, then the product must be created on the e-POS first or through the Tevalis Centralised Management module.

4.1.12. Bulk Updating Barcodes

To attach barcodes to products by bulk, you can use this bulk update sheet which will attach the barcode to a product once the spreadsheet is uploaded. Like importing and updating your product details, bulk updating barcodes is managed through exporting and importing a CSV file which can be downloaded on the Bulk Update screen.

Importing your new product barcodes is the same as importing and updating your product details. Simply download the CSV file containing your products barcode information, make the desired changes/imports and then upload the completed import file.

Column	Definition	Editable
Product ID	An identifier for the product. Do not modify.	No
Product	The name of the product.	No
Product Type	The product type of the product.	No
Product Group	The product group of the product.	No
Item Type	Whether this would be a Product or Recipe.	No
Barcode	The barcode which is attached to the individual product.	Yes
Purchase Unit ID	A unique number which the system generates when the purchasing details are entered.	No
Supplier	The name of the supplier	No
Unit	The unit that the product is ordered in e.g. crate, each, box.	No
Unit Qty	The quantity which you order this product in.	No
Unit Barcode	The barcode which is attached to the Unit (not individual product) i.e. the box, case.	Yes

4.1.13. Bulk Updating Par Levels

To provide an easy method to manage your products par levels, bulk updating for par levels has been introduced. Like importing and updating your products details, bulk updating product par levels is managed through exporting and importing a CSV file which can be downloaded on the Bulk Update screen.

Importing your new product par levels is the same as importing and updating your product details. Simply download the CSV file containing your products par level information, make the desired changes and then upload the completed import file. To help determine the par level and reorder level for your products, the downloaded file contains the consumption of each exported product during the last two completed stock periods.

Column	Definition	Editable
Product ID	An identifier for the product. Do not modify.	No
Product	The name of the product.	No
Product Type	The product type of the product.	No
Product Group	The product group of the product.	No
Par Levels Enabled	Whether par levels are enabled for this product.	Yes
Unit	The unit that consumption is measured in for the product. This unit refers to the consumption over the last two stock periods and for the par level and reorder level.	No
Qty Used Second To Last Period	The quantity of the product used two completed stock periods ago.	No
Qty Used Last Period	The quantity of the product used during the last complete stock period.	No
Par Level	This is the minimum quantity of the product that should be on hand at all times.	Yes
Reorder Level	The quantity which will be reordered to when creating an order based upon low levels of stock (par level order).	Yes

Table 3: Column definitions for the Par Level Bulk Update CSV file.

4.1.14. Manual Cost Price Adjustments

Manual adjustments to a products cost price may be required in some situations, such as;

- **Initial product setup:** If the cost of the product should be different than the average cost of the products purchase units.
- **Changes to the base/stocktake units**: For example, changing a products *base unit* from grams to kilograms would require a manual cost price adjustment because the average cost price in for the product would still be recorded in grams.
- **Incorrect orders**: If purchase orders are completed with the product setup being incorrect (e.g. purchase units set to purchase 100kg of cheese rather than 100g) the average cost price of the product will be thrown out of sync. A manual adjustment to the product would be required to correct the average cost of the product.

There are two methods to manually adjust the average cost price of a product;

- **Method 1:** Via the bulk updater as explained in section 4.1.10 *Bulk Updating Products*.
- **Method 2:** Via the Product Details screen shown in section 4.1.2 by pressing the *Adjust cost price* link within the *Avg. Cost Price Per Stocktake Unit* widget which will open up the *Adjust Average Cost Price Per Stocktake Unit* window as seen in 31 below.

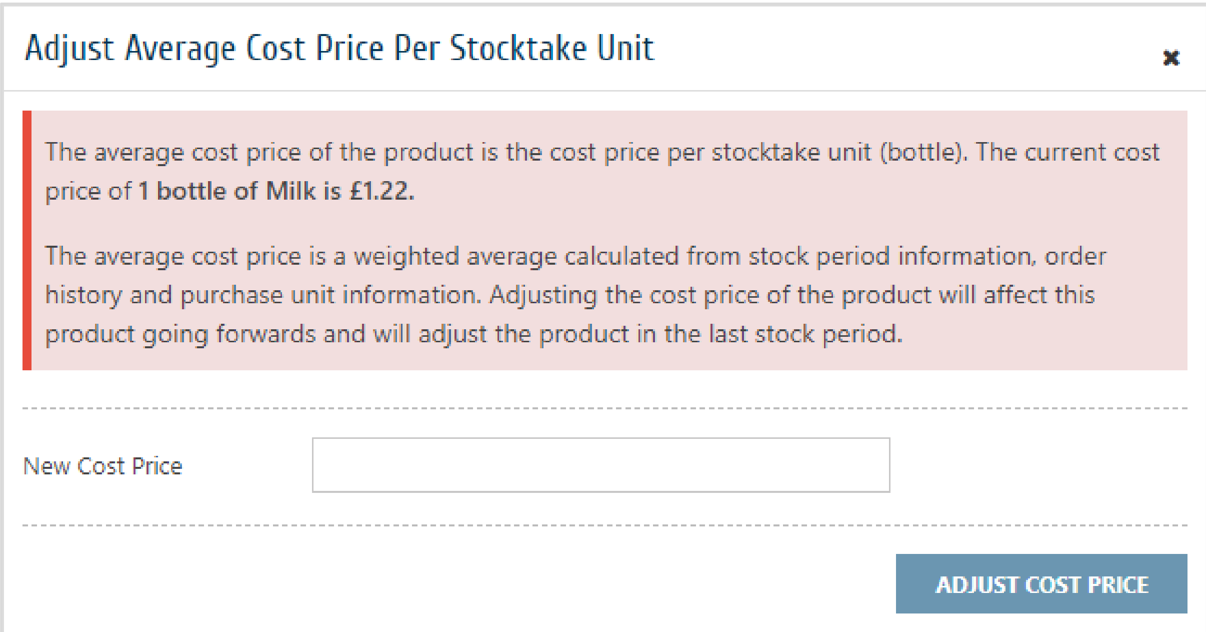


Figure 31: Example of the Adjust Average Cost Price Per Stocktake Unit window for the product Milk.

4.2. Recipes

4.2.1. Recipe List

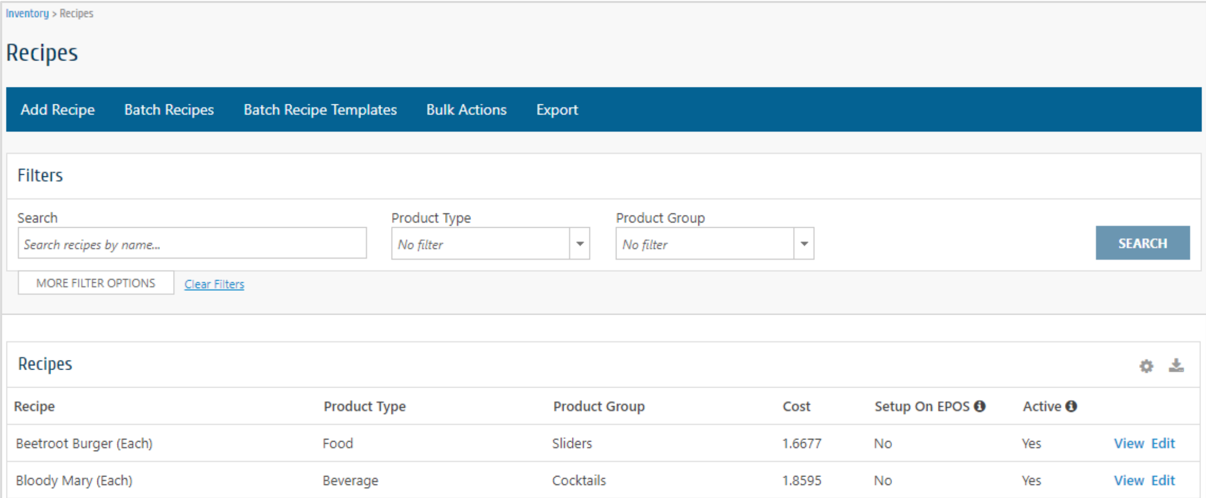


Figure 29: Screenshot of the Recipe List screen.

The Recipe List screen is used to quickly search and find recipes. Existing products can be converted into recipes by pressing the *Add Recipe* button in the blue sub-menu. Existing recipes can be viewed or edited by pressing the corresponding hyperlink in the recipe table. Recipe cards may be exported in bulk via the *Export* menu item with the option to export recipe based on their product type and product group.

4.2.2. Recipe Details

The Recipe Details screen provides a read-only look at the recipe's basic information and ingredient list. The recipe details can be edited by pressing the *Edit Details* button and the ingredients can be edited by pressing the *Edit Items* button. Below these is a link to *Copy Recipe* as explained in section 4.2.6 *Creating a Recipe.*

Recipes may also be deleted by pressing the *Delete Recipe* button in the blue sub-menu. Deleting a recipe cannot be undone and a confirmation is presented before the recipe is deleted. When a recipe is deleted, the recipe is converted back to its underlying product and if used as an ingredient within another recipe, will also delete those ingredient usages also. In the example below in Figure 31, the recipe Homemade Lasagne would be converted back to a product named Homemade Lasagne which would be visible in the Product List screen.

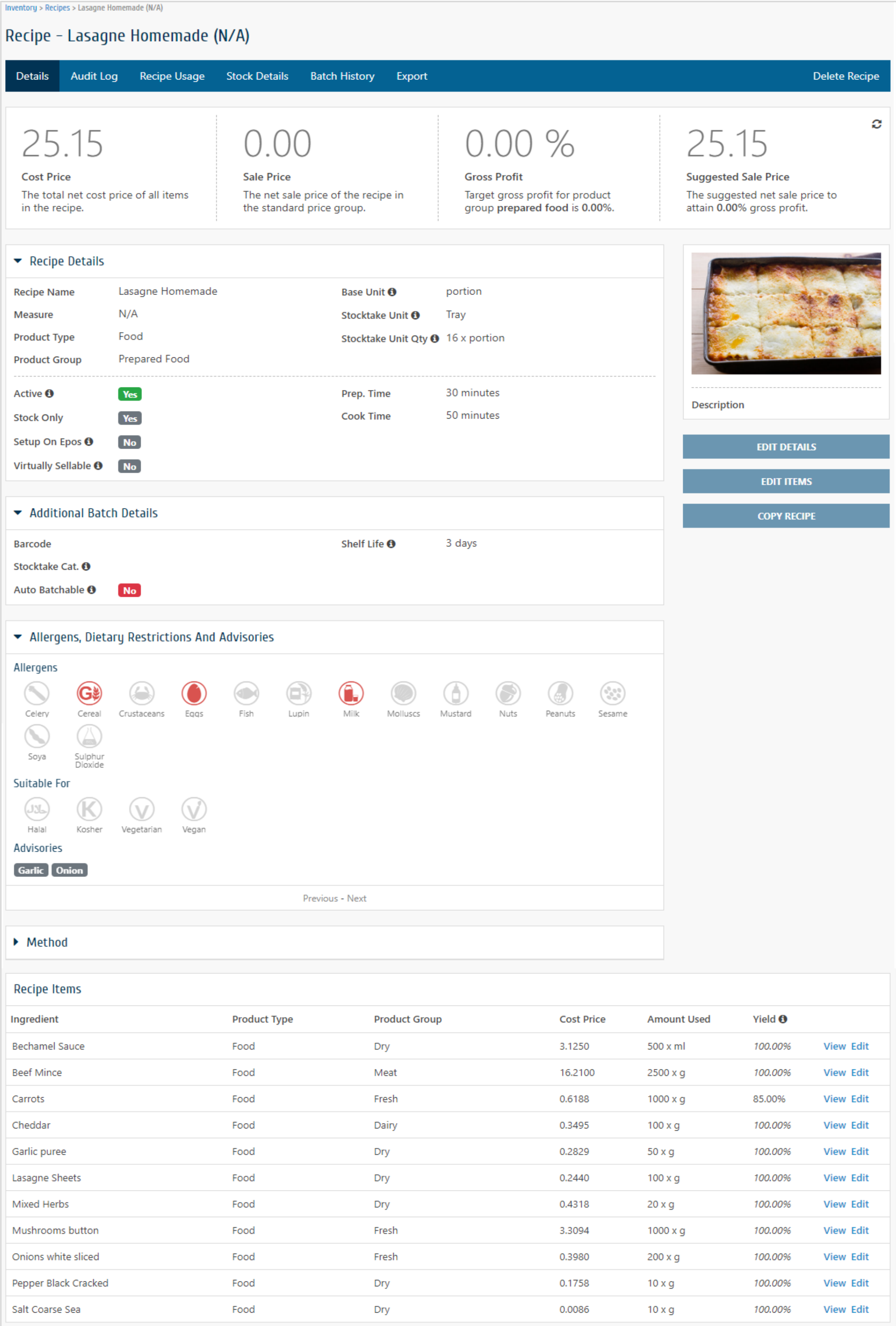


Figure 30: An example of the Recipe Details screen for the Homemade Lasagne recipe.

4.2.3. Recipe Usage

The Recipe Usage screen shows all the recipes which the recipe itself is used as an ingredient in. The function of this screen is identical to that the of the Product Recipe Usage screen explained in section 4.1.4.

4.2.4. Stock Details

The Recipe Stock Details screen provides an overview of inventory information and movements during a specific stock period. This screen is available only to batch recipes as non-batch recipes are not included in stock periods. The function of this screen is identical to that of the Product Stock Details screen explained in section 4.1.5.

4.2.5. Batch History

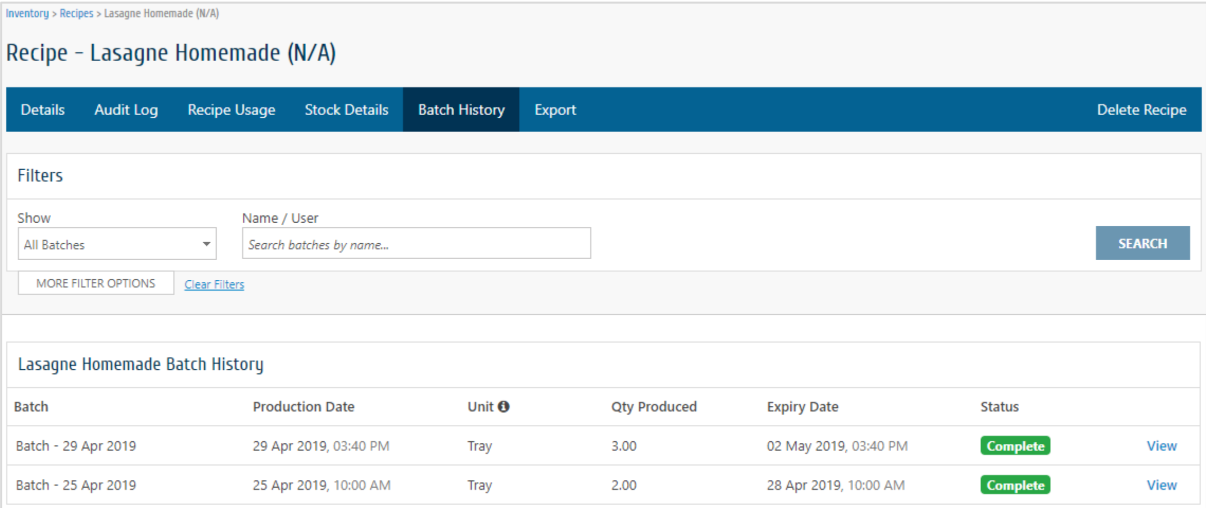


Figure 31: An example of the Batch History screen for the recipe Homemade Lasagne.

The Recipe Batch History screen shows all batches containing the recipe being viewed. This screen is only available when a batch recipe is selected. In the example above, all batches containing the batch recipe Homemade Lasagne are shown. For each batch, the production date and expiry date is shown along with the quantity of the recipe produced. The batch can be viewed by pressing the corresponding hyperlink in the Batch History table.

4.2.6. Creating a Recipe

To create a new recipe, the recipe must be based on an existing product in your inventory and its measure which will be converted into a recipe. To begin, start typing the name of the product to convert into the *Search Product* textbox. After three or more characters have been entered a search will be performed to find all available products matching the search criteria as seen below in Figure 35. Inactive products, products not managed by Stock Management and products and measure combinatations which are already recipes will not be returned by the search.

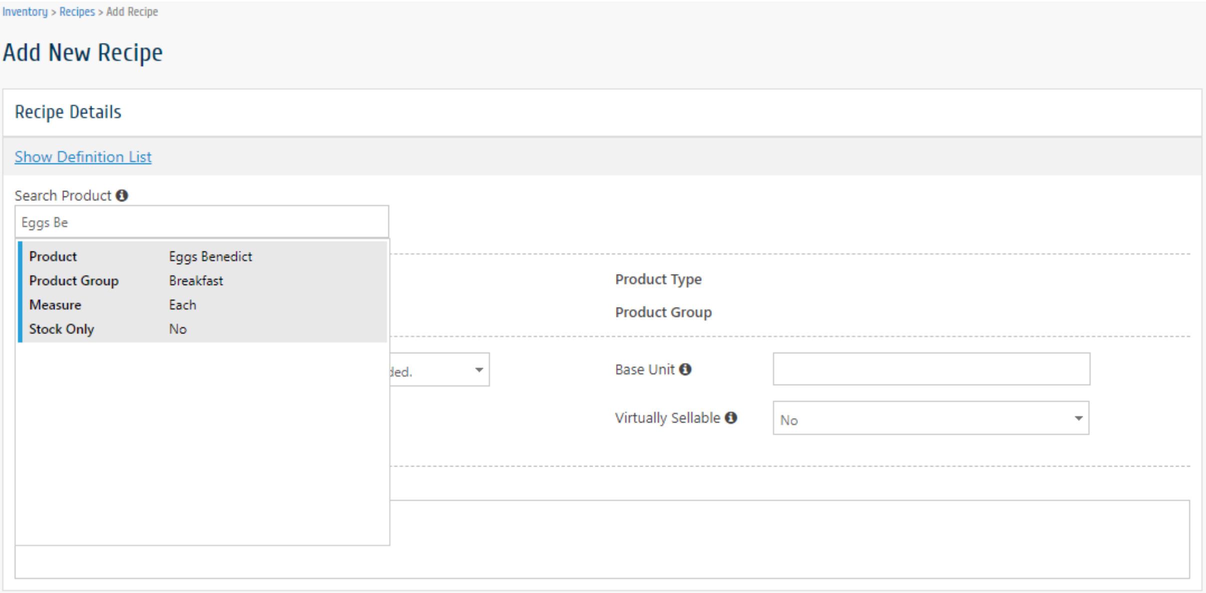


Figure 32: Searching for the product Eggs Benedict to convert to a recipe.

After selecting the product to convert, the details of the product will be populated on the form below. Simply fill in the form and press *Save Recipe*.

It is possible to create a copy of an existing recipe to save time when creating recipes for Large and Small versions of the same recipe e.g. Large and Small Cappucino. To copy an existing recipe, navigate to the recipes Detail screen and press the *Copy Recipe* button which will redirect to the Add New Recipe screen with the details of the recipe auto-filled onto the form. When the recipe is saved, all items from the recipe to copy will be added to the newly created recipe.

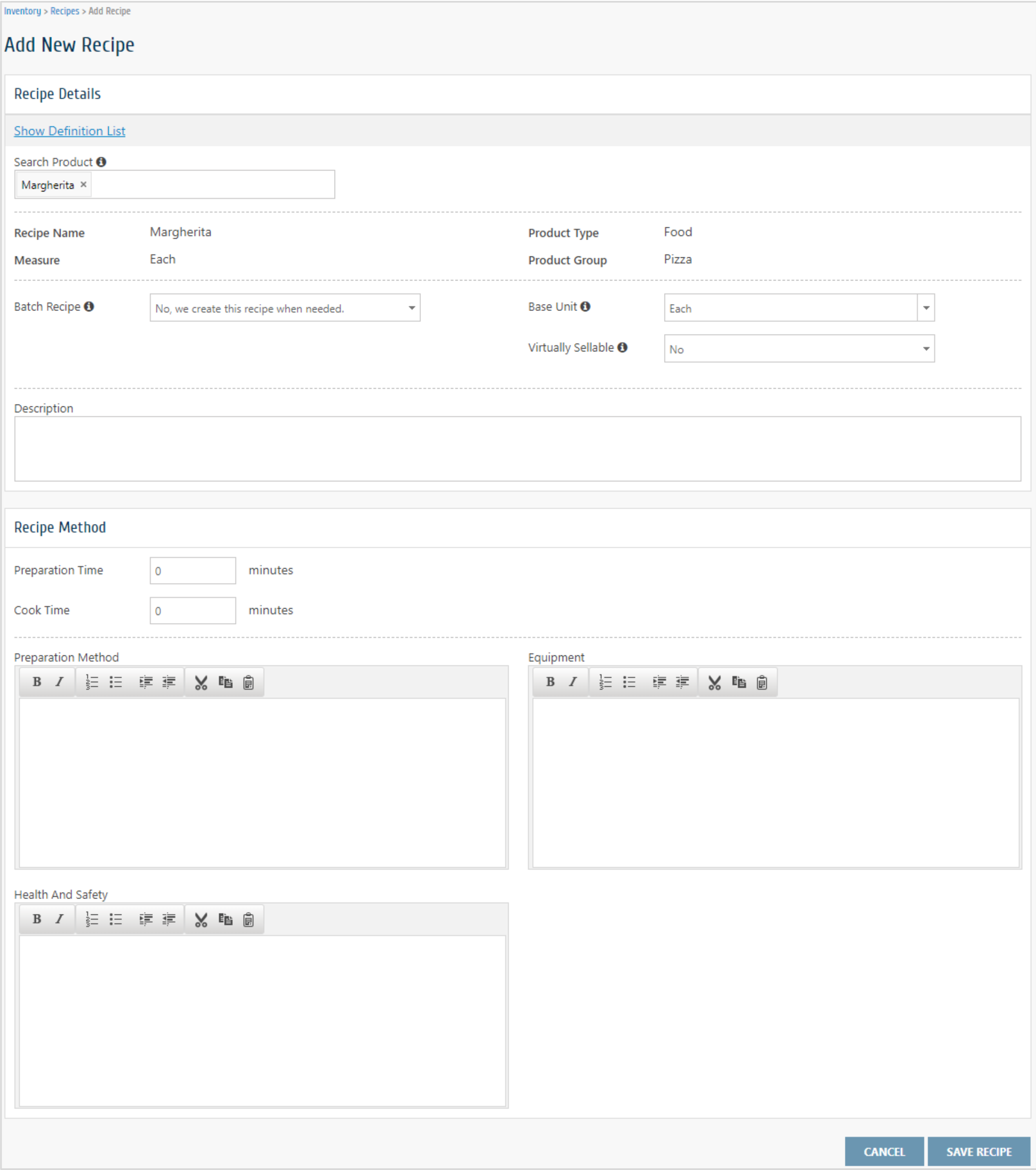


Figure 33: The product ready to be converted to a recipe.

Field	Definition
Batch Recipe*	Whether the recipe will be produced in batches before service, for example cooking a tray of lasagne or baking a cake. Or whether the recipe is produced when required for a sale, for example cocktails and burgers. Batch recipe management is explained in section 4.3. *Only stock-only products have the option to be declared as a batch recipe. *Batch recipes will be included in stock periods.

Base Unit	The unit that the recipe is measured in from sales, recipes and wastages. E.g. The Base Unit for a batch of BBQ Sauce would be ML if the sauce is sold by the ML, used in other recipes and wasted by the ML. E.g. The Base Unit for cocktails such as a Martini would be Each if the cocktail is sold, wasted and used in other recipes by the whole unit.
Stocktake Unit*	The unit that the recipe is counted in when performing a stocktake. E.g. The Stocktake Unit for a batch of BBQ Sauce would be Bottle if the sauce is poured into a bottle and counted by the bottle in stocktakes – or Litre if the BBQ Sauce is counted by the litre in stocktakes. E.g. The Stocktake Unit for a batch of Lasagne would be Tray if lasagne is counted by the tray – or Slice if Lasagne is counted by each individual slice in stocktakes. *Only visible when creating a batch recipe.
Stocktake Unit Qty*	How many Base Units equal one Stocktake Unit. E.g. If the Base Unit for BBQ Sauce is ML, the Stocktake Unit is Bottle, the Stocktake Unit Qty would be 700 if the bottle size to count in stocktakes is 700ml. E.g. If the Base Unit for Lasagne is slice, the Stocktake Unit is Tray, the Stocktake Unit Qty would be 12 if each tray of lasagne contains 12 slices. *Only visible when creating a batch recipe.
Auto Batchable	When the Auto Batch Recipe add-on is enabled, this setting determines whether the recipe will be automatically created. When this setting is enabled it is possible to specify per recipe whether the recipe should Auto Batch. *Only visible when creating a batch recipe.
Barcode	The barcode which is associated with the batch recipe.
Shelf Life*	The number of days the recipe can be used for after creation. Used to infer the expiry date when the batch recipe is recorded. *Only visible when creating a batch recipe.
Virtually Sellable	Whether the recipe can be sold within the Virtual Sales module. *Only visible when creating a non-batch recipe.

Table 4: Recipe definition list.

4.2.7. Editing a Recipes Ingredient List

To edit the ingredient list of a recipe, simply search for the ingredient to add in the *Search Product* textbox within the *Recipe Items* section of the screen. After selecting an ingredient, the *Base Unit* of the ingredient will be auto-populated in the *Base Unit* textbox. Enter the quantity to add in the *Quantity* textbox and press the *Add* button. As an example, when selecting Cheese with a Base Unit of g, entering 250 into the quantity textbox will add 250g of Cheese to the recipe.

To edit the quantity of an existing ingredient, simply change the value within the quantity textbox in the ingredient table. To remove an ingredient, either enter 0 within the quantity textbox in the ingredient table or press the ✖ button.

An override yield may also be set against recipe items which are not recipes themselves. An override yield *overrides* the base yield set against the product which in some cases may be different depending on the type of recipe. An example may be potatoes, in some recipes the skin is left on which would be a 100% yield whereas in other recipes the skin of the potato is peeled resulted in a yield less than 100%. In such an example, the base yield may be set to 100% on the product potatoes and an override yield set when a recipe calls for peeled potatoes.

Whenever the recipe is changed, the recipe widget data shown above the *Recipe Items* section will be automatically updated. For recipes originating from the e-POS, the sale price, gross profit and a suggested sale price will be displayed.

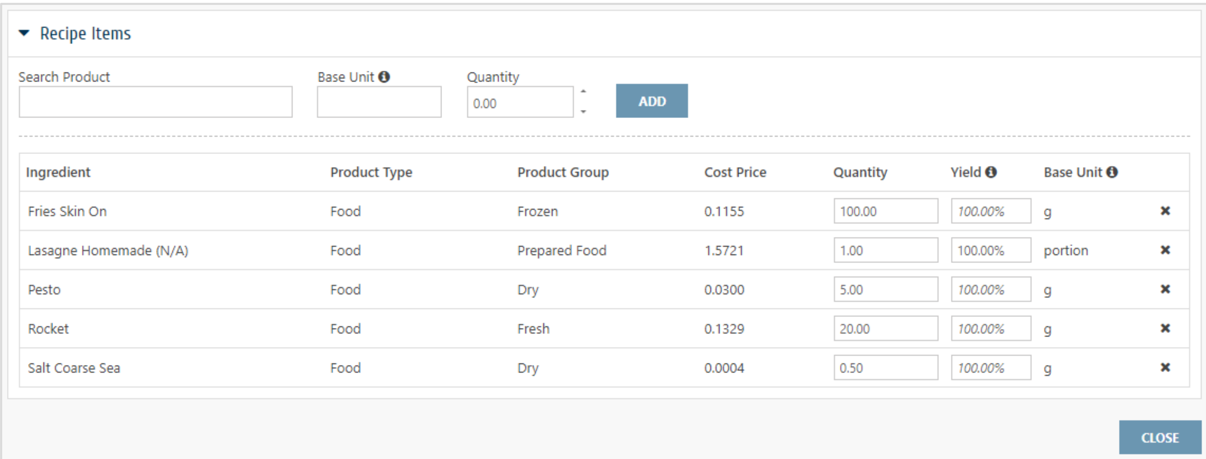


Figure 34: An example of the recipe Lasagne & Fries after entering its ingredients.

4.3. Batch Recipes

4.3.1. Batch Recipes List

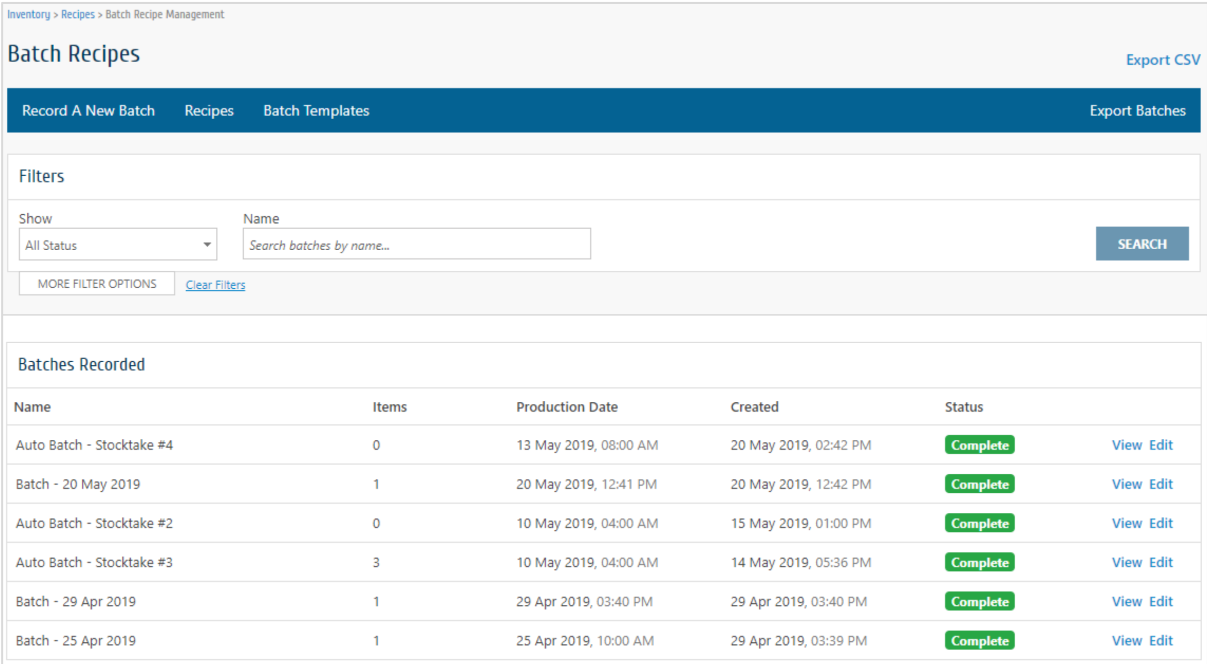


Figure 35: Screenshot of the Batch Recipes List screen.

The Batch Recipes List screen is used to search for the production of batch recipes. Batches already recorded can be viewed or edited by pressing the corresponding hyperlink in the *Batches Recorded* table. To record the creation of new batch recipes, press the *Record A New Batch* button and to setup Batch Templates (*explained in section 4.4*) press the *Batch Templates* button.

By default, the system accepts the manual creation of batches. System administrators have the option to enable the Auto Batch Recipe add-on (see 7.12.4) which automatically records the production of batches upon completion of a stocktake based on the level of stock entered. When using this add-on, manual batches can be recorded if Auto-Batchable is No when you created the batch recipe. If Auto-Batchable is Yes, Auto Batch Recipe add-on will automatically create the batch for you on completing a stocktake.

4.3.2. Recording the Production of Batch Recipes

To begin recording the production of batch recipes, press the *Record A New Batch* button on the Batch Recipes List screen, this will redirect you to the create batch form. Simply will in the form and press *Save Batch*. An overview of the fields in the form can be viewed below.

Field	Definition
Name / Reference	A name or reference used to identify the batch.
Auto Fill	Auto fill the batch with recipes matches the auto fill criteria. Opting to not auto-fill the batch will create a blank batch entry. Once created, recipes can be manually searched for and recorded. Auto-filling by a template will auto-fill the batch with all recipes listed in the selected batch template.
Notes	Additional notes regarding the batch.

Table 5: A field definition list for the Record A New Batch screen.

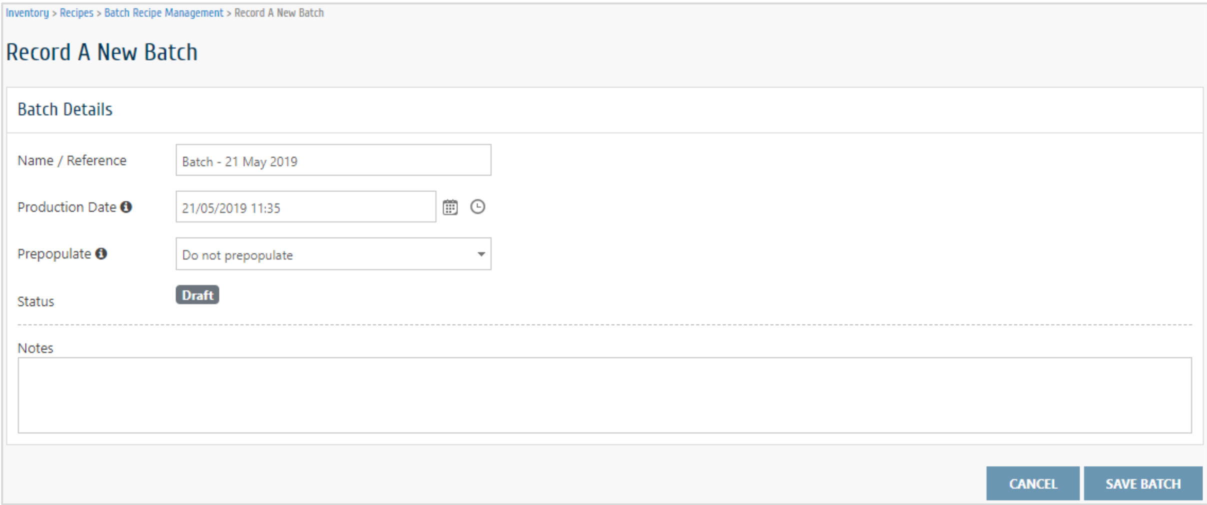


Figure 36: An example of recording a new non-auto-filled set of batch recipes.

Important! It is important to regularly record the production of batch recipes in the system to keep inventory levels for your products up to date. Unlike non-batch recipes (e.g. cocktails) which update the systems theoretical inventory level when sold via the e-POS – the ingredients used in a batch recipe are not deducted upon sale of the recipe but instead by the production of the batch recipe via the Batch Recipes module.

After pressing the *Save Batch* button, the production of your batch recipes is ready to be entered into the system. To add additional items to the batch, simply search for the recipe to add in the *Search Recipes* textbox within the *Batch Items* section. After selecting a recipe, enter the quantity of the batch recipe produced in terms of the recipes stocktake unit in the *Qty Produced* textbox and then press the *Add* button to add the recipe to the batch. To clarify, the stocktake unit for the batch recipe *Homemade Lasagne* is set to *Tray* and the base unit is set to *Slice* – entering a quantity produced of *4* will record that *4 trays* of lasagne have been produced and not 4 slices. The expiry date of the batch is automatically set to the production date of the batch plus the recipes declared *days of shelf life* setup in the recipes details (*see section 4.2.6*).

To modify the quantity of a recipe produced, change the value within the *Qty Produced* textbox in the Batch Items table and to modify the expiry date of the recipe, change the value within the *Expiry Date* textbox. To remove a recipe from the batch, press the ✖ button. If the batch is ready to be completed and the systems inventory levels updated, press the *Complete Batch* button – otherwise press the *Close* button which will redirect to the Batch Details screen.

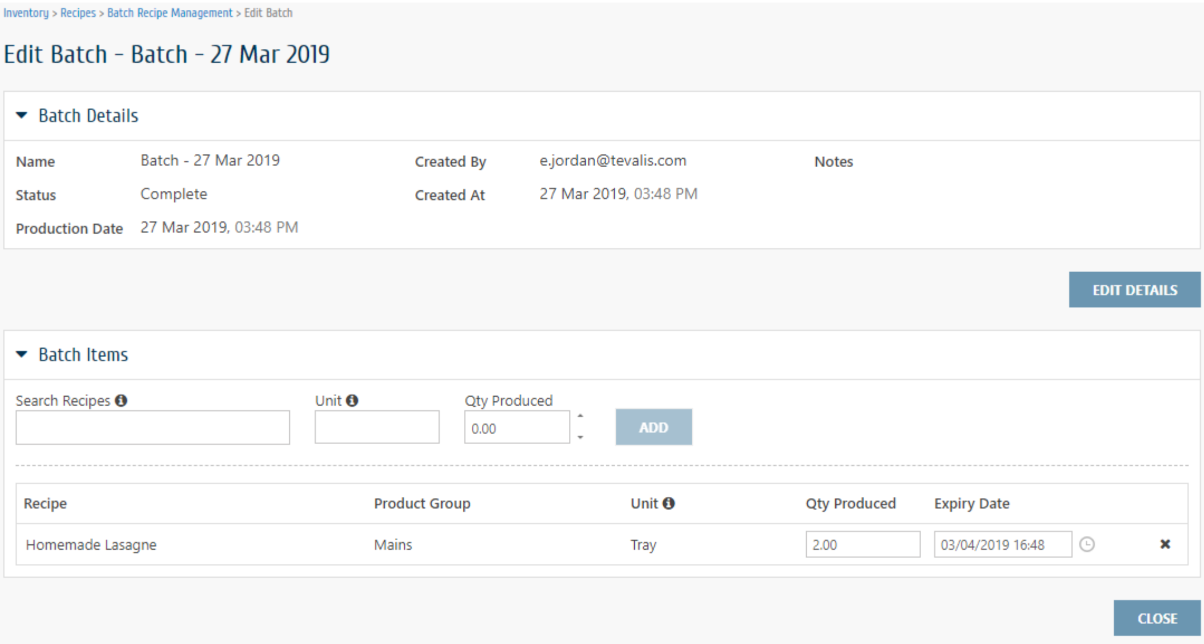


Figure 37: An example of recording the batch recipes produced.

4.3.3. Batch Recipe Details

The Batch Recipe Details screen provides a read-only look at the basic information of the batch including a full list of all recipes created in the batch production. Whilst the batch is still in the status of *draft*, the recipes produced can be modified by pressing the *Edit Batch* button and the main details modified by pressing *Edit Details*. When the batch is complete, the batch may be reopened by pressing the Reopen Batch button in the same menu.

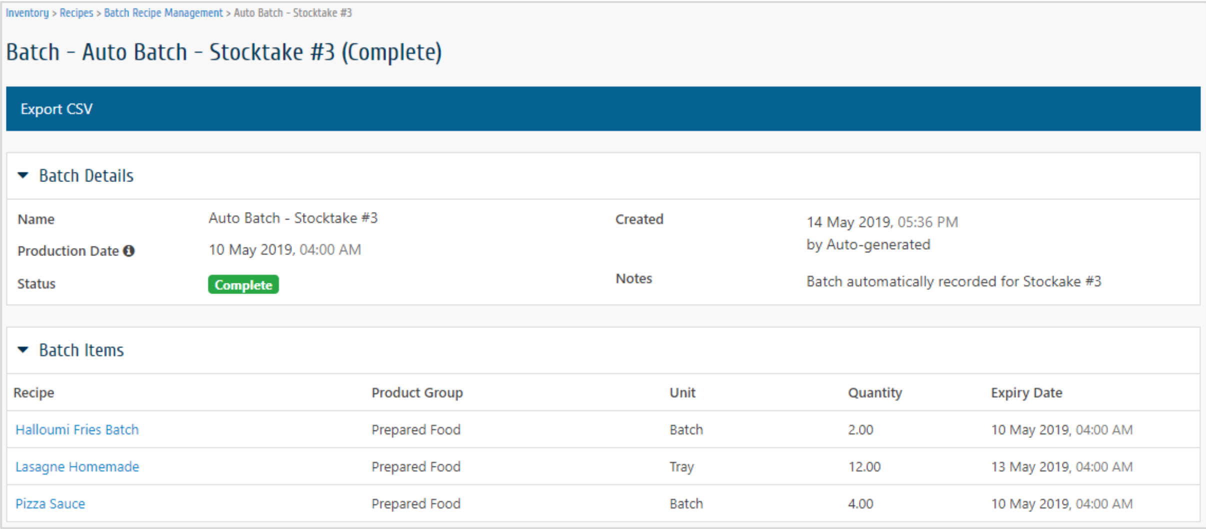


Figure 38: An example of the Batch Recipe Details screen for a draft batch.

4.4. Batch Recipe Templates

4.4.1. Batch Recipe Template List

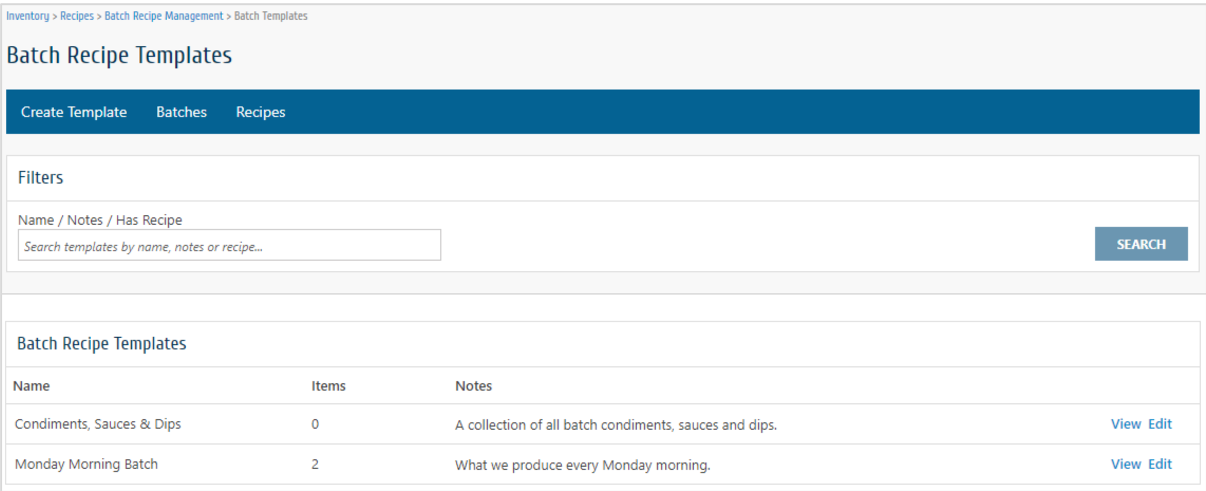


Figure 39: Screenshot of the Batch Recipe Template list screen.

The Batch Recipe Templates List screen is used to search for existing batch recipe templates. Existing templates can be viewed or edited by pressing the corresponding hyperlink in the batch recipe templates table. New templates can be created by pressing the *Create Template* button.

4.4.2. Creating and Modifying Templates

To begin creating a new batch recipe template, press the *Create Template* button on the Batch Recipe Templates List screen. Pressing the button will redirect to the Create Batch Template screen – simply fill in the form and press *Save Template*.

After pressing *Save Template* you will be redirected to the Edit Items screen where the recipes contained in the template can be modified as seen in Figure 40 below. To add recipes to the template, select the method to add the recipes by and press the *Add Item(s)* button to add the recipes to the template. There are two methods which can be used to add items to the template which are listed below.

- **Recipe Search:** Search for a specific batch recipe in your inventory to add to the template by its name.
- **Product Group:** Adds all batch recipes from a specific product group into the template.

To remove a recipe from the template, press the ✖ button next to the recipe to remove in the batch template items table.

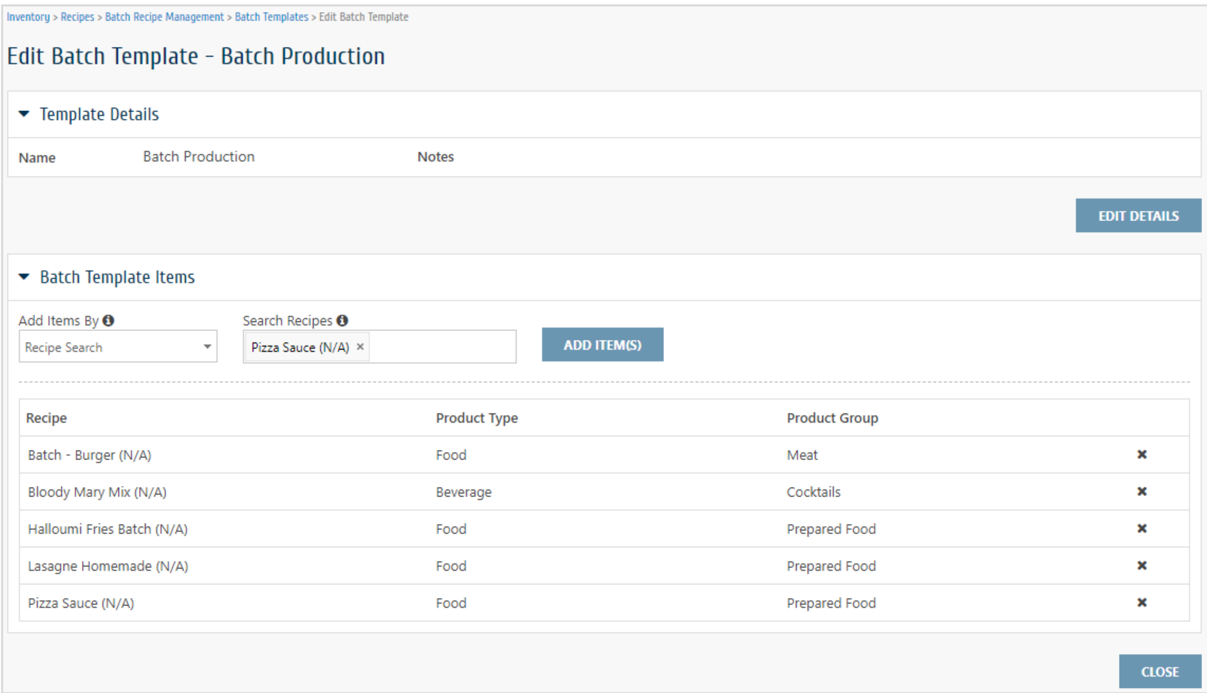


Figure 40: Modifying the recipes in a batch recipe template.

4.4.3. Batch Recipe Template Details

The Batch Recipe Template Details screen provides a read-only view of the template's basic information and template items. The details of the template can be modified by pressing the *Edit Details* button and the recipes includes in the template can be modified by pressing the *Edit Template Items* button.

Templates may also be deleted by pressing the *Delete Template* button in the blue sub-menu. Deleting a template cannot be undone and a confirmation is presented before the template is deleted.

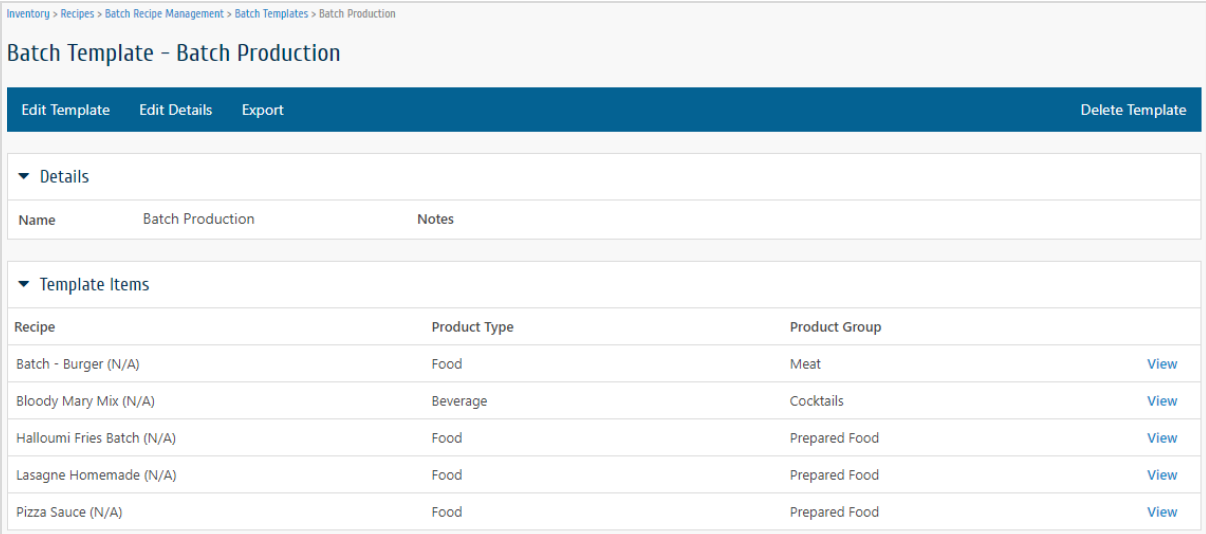


Figure 41: Screenshot of the Batch Recipe Template Details screen.

4.5. Bulk Actions

4.5.1. Switch Ingredient

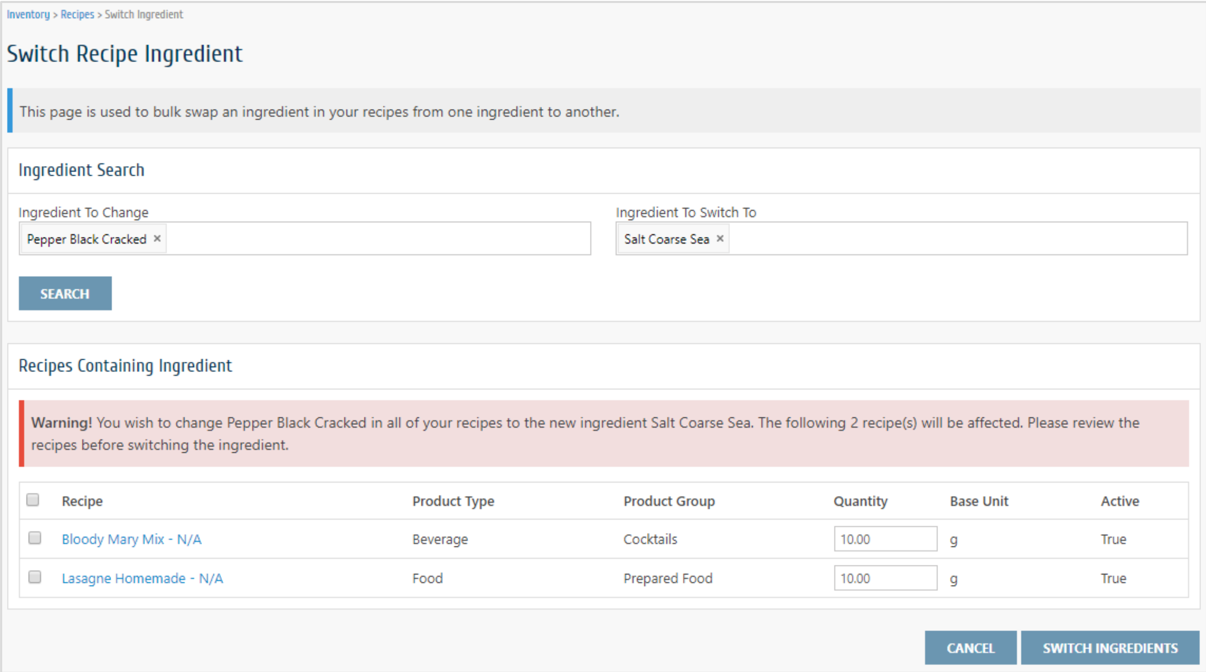


Figure 42: Screenshot of the Switch Ingredient screen.

This feature allows you to switch ingredients included in recipes in bulk. Hover over *Bulk Actions* on the blue sub-menu and click on *Switch Ingredient*. On the next screen fill in the ingredient to change and the ingredient to switch to, click on *Search*. The system will then list all recipes including the ingredient to change. Tick the box if you want to change it, and the quantity can also be adjusted.

4.5.2. Remove Ingredient

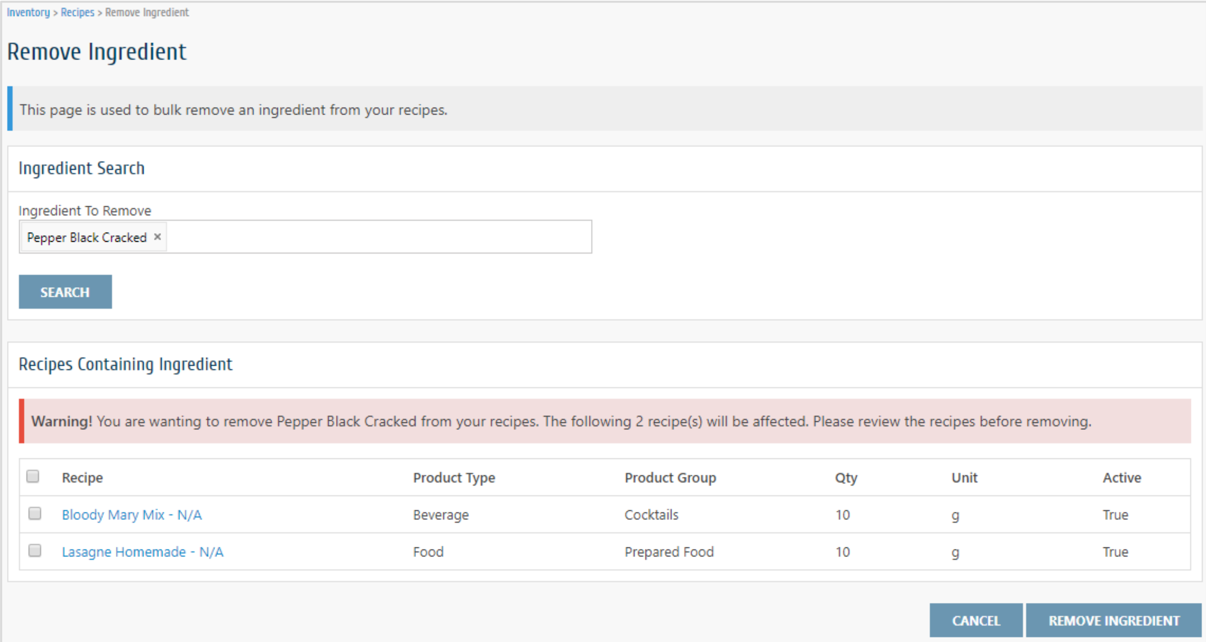


Figure 43: Screenshot of the Remove Ingredient screen.

This feature allows you to remove ingredients included in recipes in bulk. Hover over *Bulk Actions* on the blue sub-menu and click on *Remove Ingredient*. On the next screen fill in the ingredient to remove and click on *Search*. The system will then list all recipes including the ingredient to remove. Tick the box if you want to remove it.

4.6. Product Types

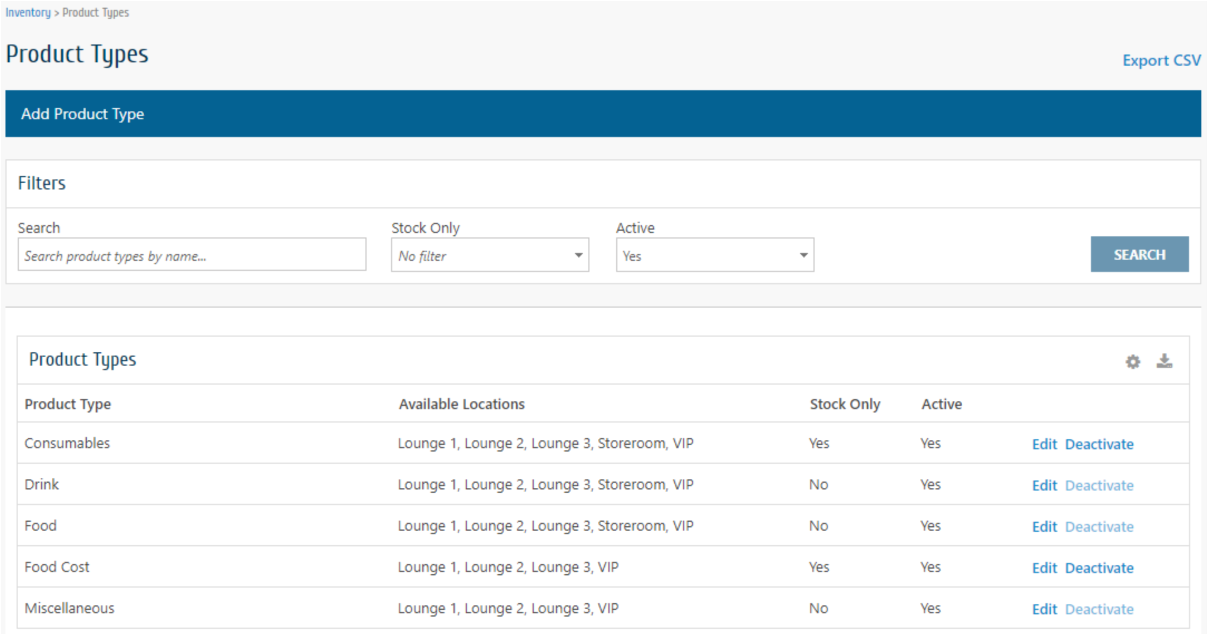


Figure 44: Screenshot of the Product Type List screen.

The Product Type List screen is used to manage the product types in the system. The Product Types shown are both Product Types synchronised with your e-POS and those created within SM. Only *Stock Only* Product Types can be deactivated, to manage product types originating from the e-POS, please edit these records on the e-POS or within the Centralised Management module. Changes will be synchronised routinely every 15 minutes.

To create a new Product Type, press the *Add Product Type* button in the blue sub-menu. A new form will open within the product types table as seen in Figure 45. Fill in the form and press *Add* to save or press *Close* to cancel any changes. To edit or deactivate Product Types, press the corresponding hyperlink in the product types table. An overview of the fields in the form can be seen below in Table 6.

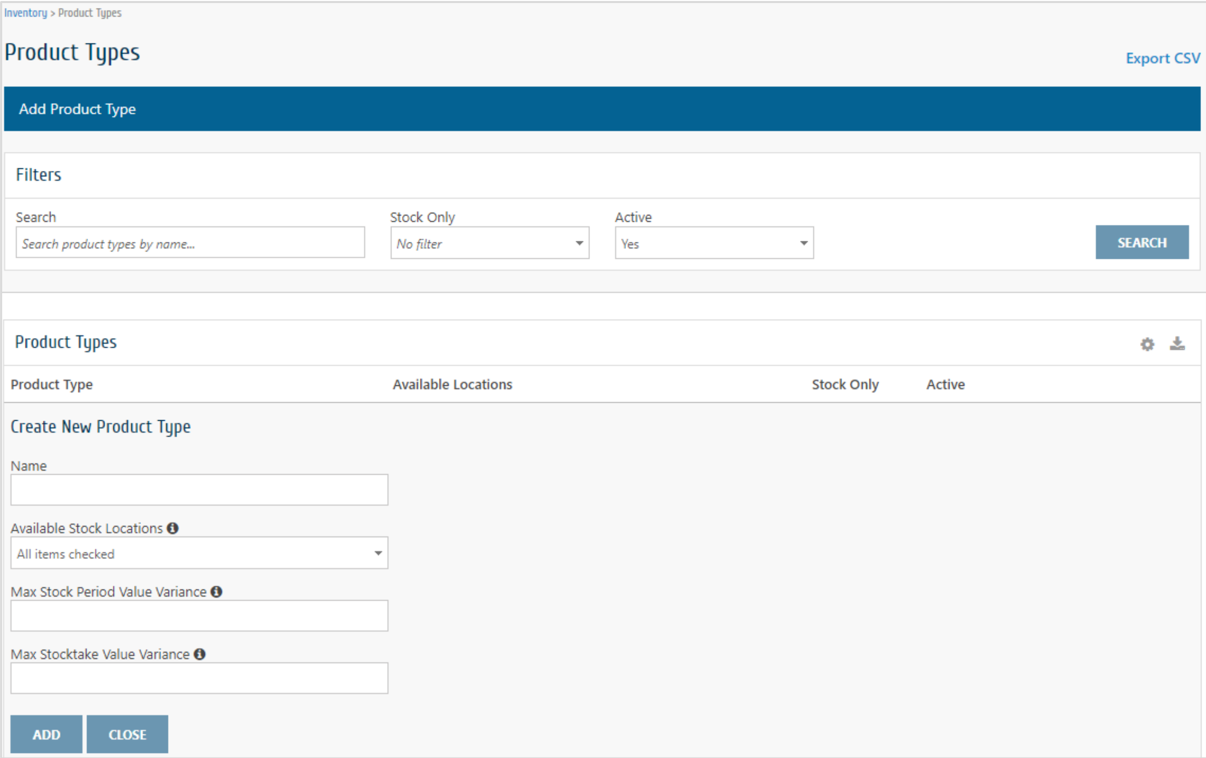


Figure 45: An example of the Create Product Type form.

Field	Definition
Name*	The name of the product type. *Only stock only product type names can be modified.
Available Stock Locations	The stock locations that products and batch recipes will be assigned to when performing stocktakes in that location. **Important!** Excluding stock locations at the product type level will override inclusions to the stock location at both the product group and product level.
Max Stock Period Value Variance	The maximum value variance (positive and negative) that is allowed for this product type during a stock period. Variances which are violated will prevent a stock period being completed.
Max Stocktake Value Variance	The maximum value variance (positive and negative) that is allowed for this product type during any stocktake. Variances which are violated will prevent a stocktake being completed.

Table 6: Product Type data definition list.

4.7. Product Groups

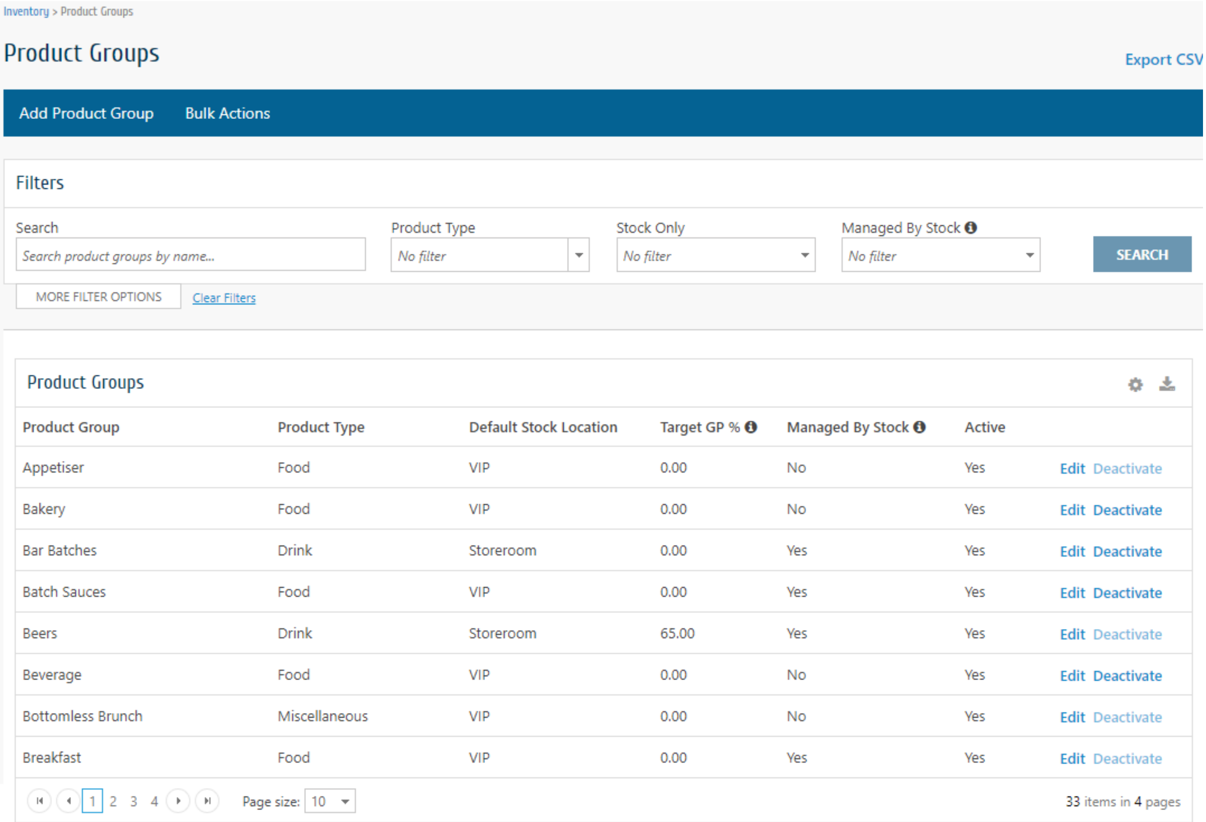


Figure 46: Screenshot of the Product Group List screen.

The Product Group List screen is used to manage the Product Groups in the system. The Product Groups shown originate both from the e-POS via routine data synchronisations and those created within SM. Like Product Types, all Product Groups may be edited but still, only *Stock Only* types can be deactivated within SM. For additional management of Product Groups, please edit the product groups on the Tevalis e-POS or through the Centralised Management module.

To create a new product group, press the *Add Product Group* button in the blue sub-menu. A new form will open within the product groups table as seen in Figure 47. Press *Add* to create a new group, or *Close* to cancel any changes. To edit and deactivate existing product groups, press the corresponding hyperlink in the product groups table.

Making changes to the setup of Product Groups can be completed in bulk. Hover over *Bulk Actions* and press the *Bulk Update* menu item in the blue sub-menu in the Product List screen. On the next page you can download a spreadsheet and update the information within it, as detailed in Table 7.

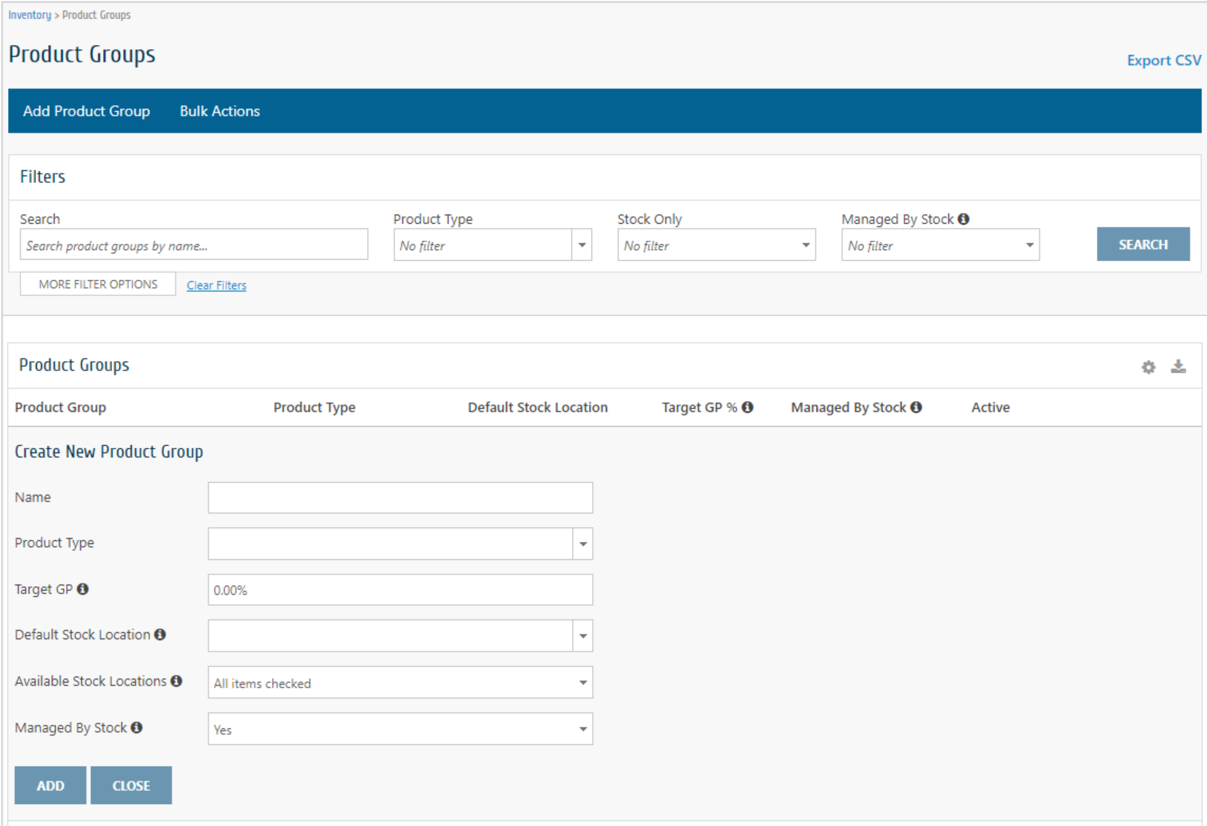


Figure 47: An example of the Create Product Group form.

Field	Definition
Name*	The name of the product type. *Only stock only product group names can be modified.
Product Type*	The product type which categorises the group. E.g. the group 'Spirits' may be categorised by a type named 'Beverage'. *Only stock only product group product types can be modified.
Target GP	This is the target gross profit (GP) percentage that products and recipes within the product group should aim to achieve.
Default Stock Location	The default stock location which deliveries, site transfers, batch recipes and customer invoices will be assigned to.
Available Stock Locations	The stock locations that products and batch recipes will be assigned to when performing stocktakes in that location. **Important!** Excluding stock locations at the product group level will override inclusions to the stock location at the product level.

Managed By Stock*	Whether products and recipes within the group will be available within SM. When set to 'No', products belonging to the group will be hidden in the Product List, Recipe List and will not be included in Stock Periods etc.
	*Site dependent, this field is uniquely set for each site.

Table 7: Product group data definition list.

4.8. Stock Periods

4.8.1. Stock Period List

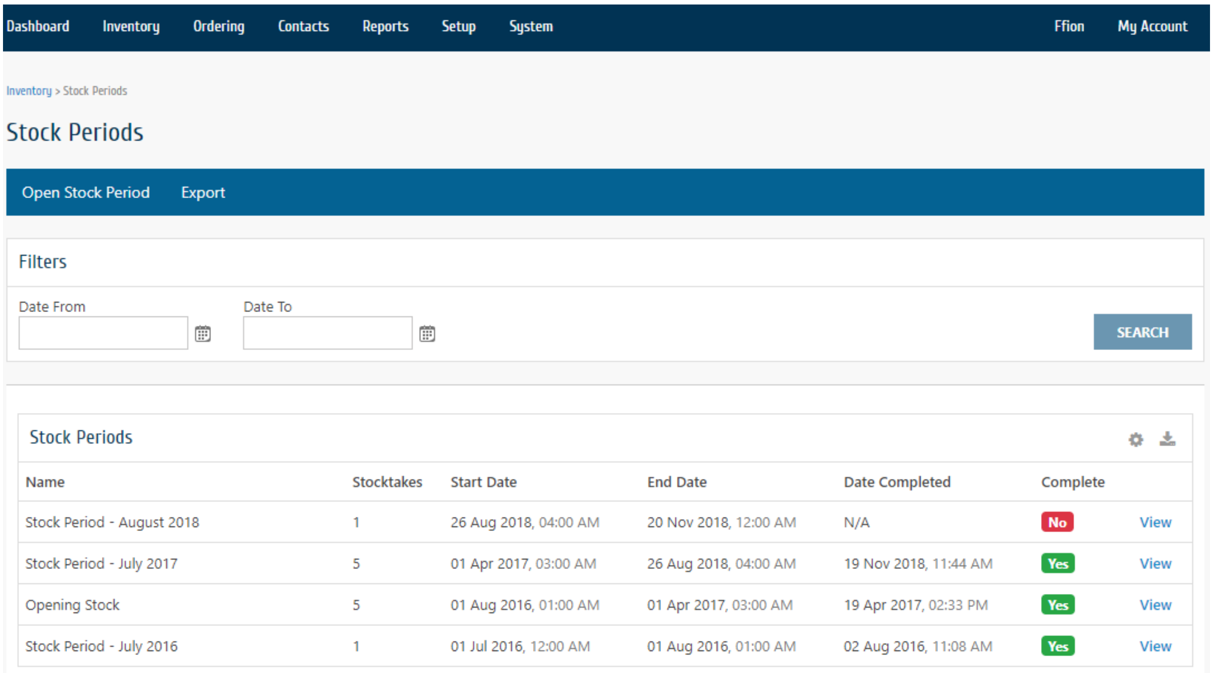


Figure 48: Screenshot of the Stock Period List screen

The Stock Period List screen is used to search for historical stock periods, open the current stock period (by pressing the *View Current Stock Period* button) or to redirect to the form to create a new stock period (by pressing the *Open Stock Period* button). A consolidated Stock Period report which spans across multiple Stock Periods may be generated from under the Export menu item.

During a Stock Period, it is possible to perform multiple stocktakes for each stock location setup in your system. However, there is no requirement to perform any stocktakes during a stock period i.e. a stock location can have multiple stocktakes performed on it, or none.

4.8.2. Creating a New Stock Period

Only one stock period may be open at any one time. Once a stock period has been completed, the next stock period can be opened. To create a new stock period, press the *Open Stock Period* button on the Stock Period List screen which will redirect to the New Stock Period screen. Enter the name and the end date of the stock period and press the *Save Stock Period* button. For the first stock period created, the start date of the stock period will be editable – this allows for your first stock period to be backdated if required. For all subsequent stock periods, the start date will be automatically set to the end date of the previous stock period.

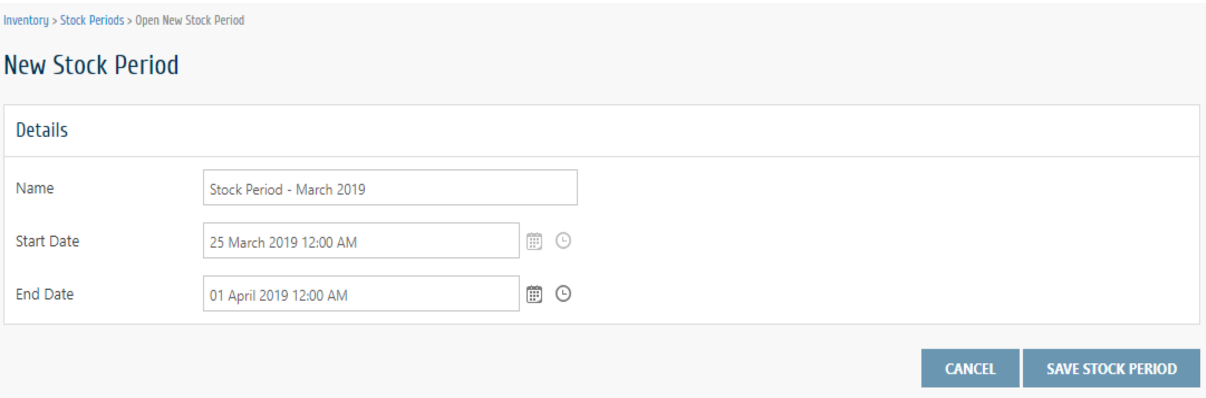


Figure 49: Opening a new stock period.

4.8.3. Stock Period Details

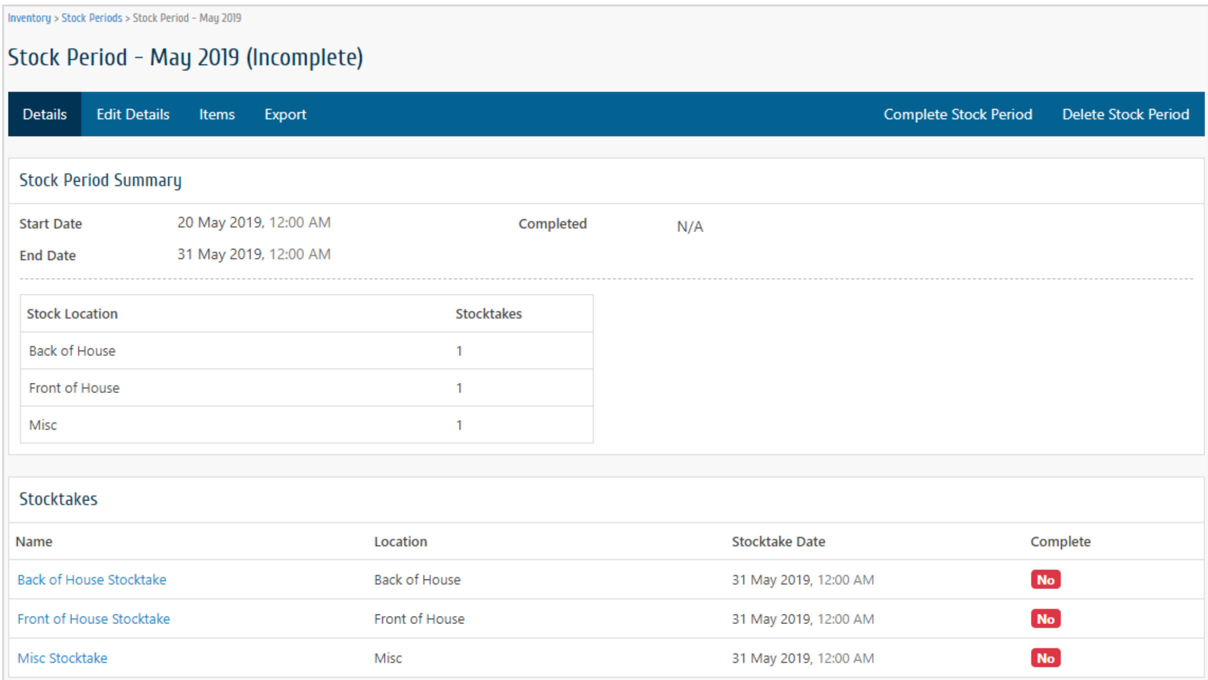


Figure 50: An example of the Stock Period Details screen

The Stock Period Details screen is used to review the current and historical stock periods, export useful documents relating to the stock period and to complete the stock period by pressing the *Complete Stock Period* button. There are several documents that can be exported through the *Export* menu item in the blue sub-menu when viewing the stock period. An overview of the exportable documents available for an individual stock period are presented below.

Export/Document	Overview
CSV	A CSV export of all items in the stock period. Useful for further analysis of a stock period. When the stock period is open, the CSV file will contain all items and their opening stock level. When the stock period is complete, the CSV file will contain all information present in the Stock Period Report.
Stock Period Report	An Excel export of all products in the stock period, grouped by product type and group. Provides a detailed report on stock movements during the stock period in addition to stock valuation figures.
Loss and Gain	An Excel export of all products in the stock period, grouped by product type and group. Provides an overview of any loss or gain (stock or financial) for each product.
Management Summary	An Excel export providing information such as the Opening Stock, Purchases, Closing Stock, Consumption, GP% etc of all product types along with a consolidated total. This export is available when the stock period is complete.
Financial Summary	An excel export providing a high-level summary of the financial figures during the stock period for each product type along with a consolidated total. This export is available when the stock period is complete.

Table 8: An overview of each exportable document available from the Stock Period Details screen.

Also available when on the Stock Period screen are multi stock period reports. These are presented below.

Export/Document	Overview
Stock Reconciliation	This report will export movement data for all items in all stock periods which were completed on a specific date.

Multi Stock Period Report	Ability to export a consolidated stock period that runs across multiple stock periods.

4.8.4. Item Search

The Stock Period Item Search screen shows all items available during the stock period. For each item the product group and stocktake category for the item is shown along with the opening and closing stock level of the item. Whilst the stock period is open, the value in the *Closing Qty* column will be hidden.

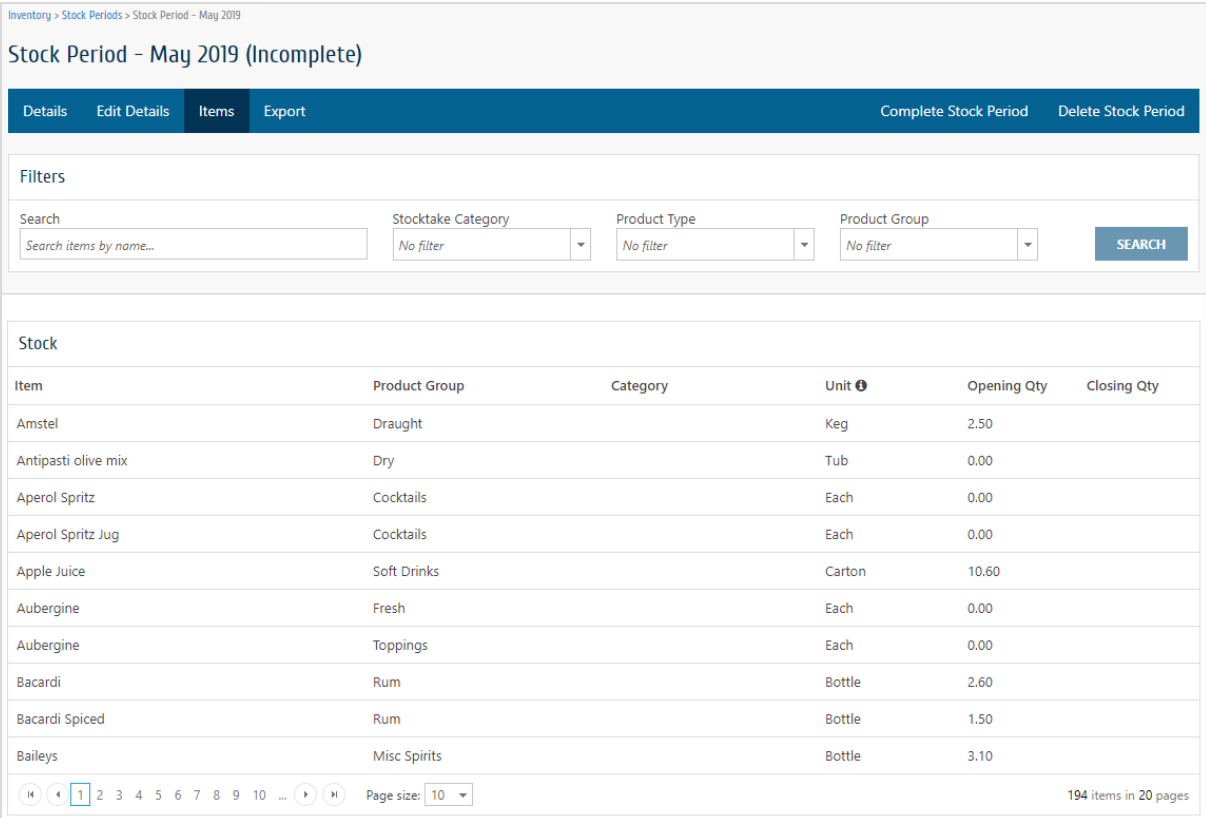


Figure 51: Screenshot of the Stock Period Search Items screen

4.8.5. Understanding the Stock Period Report

The Stock Period report provides a detailed account of the end of period stockholding for each item in the stock period along with stock movements and stock valuation figures. The report is split into two main sections, a product type summary at the top of the report and a detail section below which categorises the items in the stock period by product type and product group.

Details Section: Item Info

Beverage / Bottled Beer	Unit	Allowance
Big Hug Himalayan Red Rye	Bottle	0.00
Hop Stuff Jasmine Pale Ale	Bottle	0.00
Lervig Blonde Ale	Bottle	0.00
Group Total		**0.00**

- **Unit:** The stocktake unit of the item. All stock figures for the item will be based on this unit e.g. if the stocktake unit is Bottle and the delivered quantity is 5 – that represents 5 bottles delivered.
- **Allowance:** The monetary allowance for the item in the stock period.

Details Section: Opening Stock

Opening Stock						
Cost Price	Cost Price Variance	Net Sale Price	Net Sale Price Variance	Gross Sale Price	Gross Sale Price Variance	Opening Stock
1.59	0.00	4.16	0.00	5.16	0.00	0.00
1.59	0.00	4.16	0.00	5.16	0.00	0.00
1.51	0.00	3.74	0.00	4.74	0.00	0.00
	0.00	**37.4988**	**0.00**	**40.49**	**0.00**	**0.00**

- **Cost Price:** The cost price per unit at the end of the stock period.
- **Cost Price Variance:** The variance in the cost price per unit at the end of the stock period.
- **Net Sale Price:** The Net sale price at the end of the stock period.
- **Net Sale Price Variance:** The variance in the net sale price at the end of the stock period.
- **Gross Sale Price:** The Gross sale price at the end of the stock period.
- **Gross Sale Price Variance:** The variance in the gross sale price at the end of the stock period.
- **In Stock:** The stock level across all stock locations at the beginning of the stock period.

Details Section: Inventory Movements

Inventory Movements								
Sales Total	Usage Total	Auto Usage Total	Production Total	Shipped Total	Delivery Total	Wastage Total	Inbound Total	Outbound Total
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2.00	2.00	0.00	0.00	0.00	12.00	0.00	0.00	0.00

4.00	4.00	0.00	0.00	0.00	12.00	0.00	0.00	0.00
6.00	**6.00**	**0.00**	**0.00**	**0.00**	**24.00**	**0.00**	**0.00**	**0.00**

- **Sales Total:** Quantity of the item sold via the e-POS either directly or indirectly via recipe sales.
- **Usage Total:** Quantity of the item used both through selling the item on the e-POS and by creating batches of the item (applicable to batch recipes only).
- **Auto Usage Total:** Quantity of the item automatically used based on stock counts of the product, see section 4.1.7.
- **Shipped Total:** Quantity of the item shipped to customers via the customer invoicing module.
- **Delivery Total:** Quantity of the item delivered via the ordering module or via ad-hoc transfers.
- **Wastage Total:** Quantity of the item wasted via the e-POS and on the stock system either directly or indirectly via recipe wastage.
- **Inbound Total:** Quantity of the item received into site from site to site transfers and account transfers.
- **Outbound Total:** Quantity of the item sent out of site from site to site transfers and account transfers.

Details Section: Stock Consumption

Stock Consumption		
Qty	**Value**	**Yield (%)**
97.00	137.41	86.60
13.00	20.67	146.15
57.00	67.83	73.68
167.00	**225.91**	**81.45**

- **Qty:** Quantity of the item consumed during the stock period.
- **Value:** The value of the item consumption; *Qty * Cost Price*.
- **Yield (%):** Sales over consumption; *Sales Total / Consumption Qty*.

Details Section: End of Period Stockholding

End of Period Stockholding							
Exp Stock	**Closing Stock**	**Stock Value**	**Stock Period Variance**	**Value Variance**	**Retail Value Variance**	**Variance w/ Allowance**	**Days of Stock**
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0
28.00	27.00	43.47	-1.0	-1.61	-2.61	-1.61	8

20.00	21.00	32.50	+1.00	1.54	2.54	1.54	5
48.00	**48.00**	**75.72**	**0.0000**	**-0.075**	**-0.075**	**-0.075**	

- **Exp Stock:** Quantity of the item expected in stock across all stock locations at the end of the stock period.
- **Closing Stock:** Quantity of the item in stock across all locations at the end of the stock period.
- **Stock Value:** The value of the item in stock; *Quantity * Cost Price*.
- **Stock Period Variance:** The sum of the variance between the expected and the actual quantity in stock at the end of the stock period.
- **Value Variance:** The net value of the stock period variance; *Stock Period Variance * Cost Price*.
- **Retail Value Variance:** The gross value of the stock period variance at retail; *Stock Period Variance * Gross Sale Price*.
- **Variance With Allowance:** The value of the stock count variance with allowances included; *Value Variance + Allowance*.
- **Days of Stock:** The number of days stock remaining based on the daily consumption of the item during the stock period. If the item was not consumed during the period, days of stock will default to 365 days.

Details Section: e-POS Sales / Financials

e-POS Sales & Wastage					
Exp Net	Act Net	Net Cost	Net Purchases	Net Cash Credits	Net Wastage
0.00	0.00	0.00	2.40	0.00	0.00
8.33	8.33	3.22	2.37	0.00	0.00
16.67	14.58	6.12	0.00	0.00	0.00
25.00	**22.92**	**9.34**	**4.77**	**0.00**	**0.00**

- **Exp Net:** Expected net sales total from product and recipe sales before any complementary sales, discounts etc. have been applied.
- **Actual Net**: Actual net sales total from product and recipe sales after complementary sales, discounts etc. have been applied.
- **Net Cost**: Net cost of sales.
- **Net Purchases:** Net cost of all purchases of the product.
- **Net Cash Credits:** Net value of cash credit lines from credit notes associated with the product.
- **Net Wastage:** Net cost of wastage via the e-POS and through the stock wastage module.

Details Section: GP by Percentage and Value

Target GP		Potential GP		GP After Discount		Actual GP	
%	Value	%	Value	%	Value	%	Value
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.00	0.00	61.36	5.11	61.36	5.11	42.04	3.50
0.00	0.00	63.28	10.55	58.03	8.46	68.56	10.00
0.00	**0.00**	**62.64**	**15.66**	**59.24**	**13.58**	**58.92**	**13.50**

- **Target GP:** The target GP by percentage and value which the item should have aimed to achieve during the stock period based on the actual net sales of the item. The Target GP is setup at the product group level (*see section 4.7*).
- **Potential GP:** This is the margin by percentage and value which could have been achieved if there were no complementaries, discounts etc.;

  <u>Formula:</u> *(Expected Net – Net Cost) / Expected Net*
- **GP After Discount:** This is the margin by percentage and value that was attained after the application of complementaries, discounts etc.;

  <u>Formula:</u> *(Actual Net – Net Cost) / Actual Net*
- **Actual GP:** This is the margin by percentage and value that was attained after the application of complementaries, discounts etc. including the cost of wastage and stock count variances;

  <u>Formula:</u> *(Actual Net – ((Net Cost + Net Cost of Wastage) – (Stock Period Value Variance + Net Cash Credits))) / Actual Net*

Details Section: Actual GP Variances

Actual GP Variances (%)		
Target	Potential	After Discount
0.00	0.00	0.00
+42.04	-19.32	-19.32
+68.56	+5.28	+10.53
+58.92	**-3.72**	**-0.33**

- **Target:** The percentage variance from the Actual GP to the Target GP.
- **Potential:** The percentage variance from the Actual GP to the Potential GP.
- **After Discount:** The percentage variance from the Actual GP to the After Discount GP.

When exporting the report, you have the ability to choose which columns are hidden and which are visible. The system saves the selection based on the user login details, therefore the selection does not need to be repeated each time the report is exported. The report can also be filtered by Product Group. See below in Figure 52.

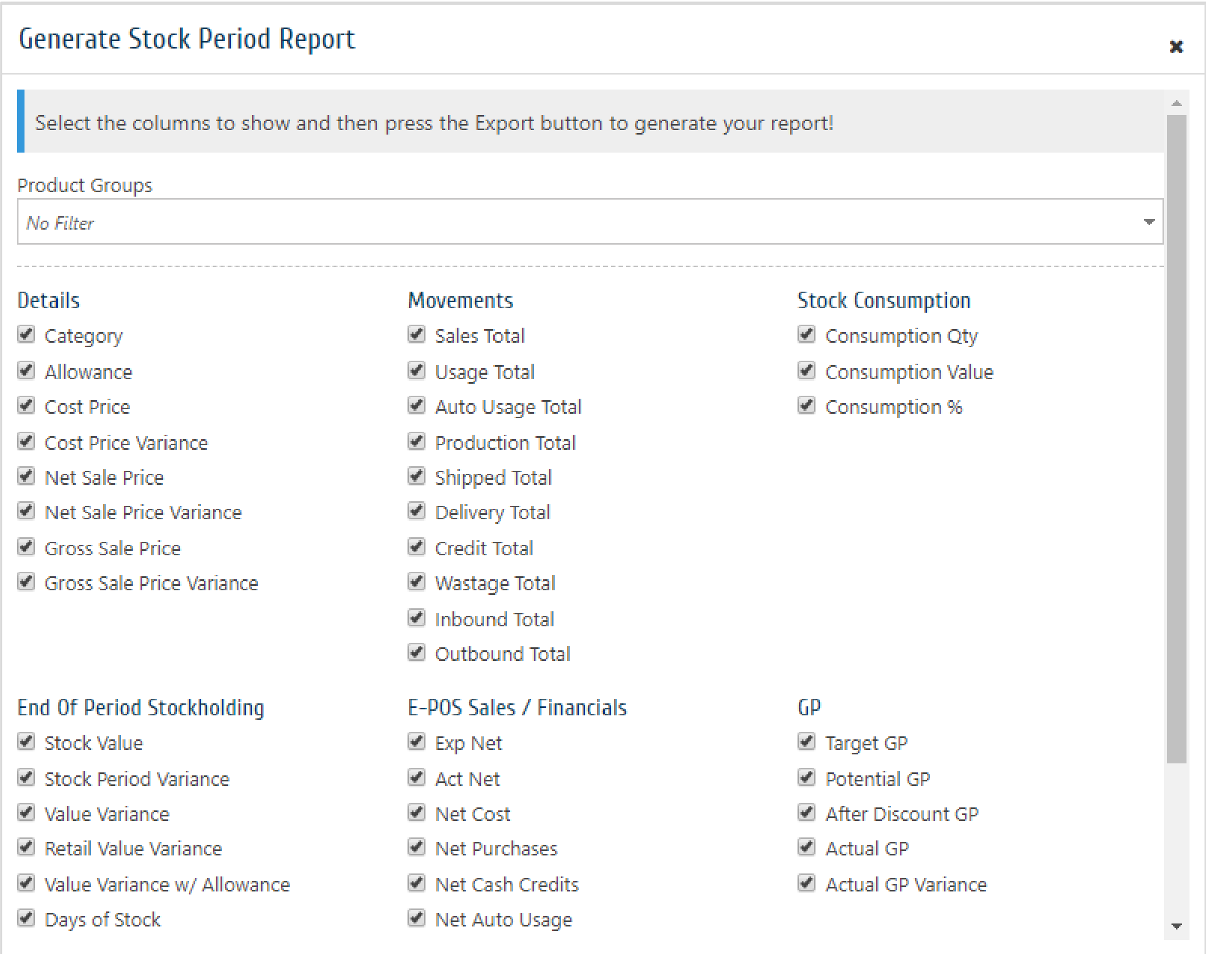


Figure 52: Exporting the Stock Period Report.

4.9. Stocktakes

4.9.1. Stocktake List

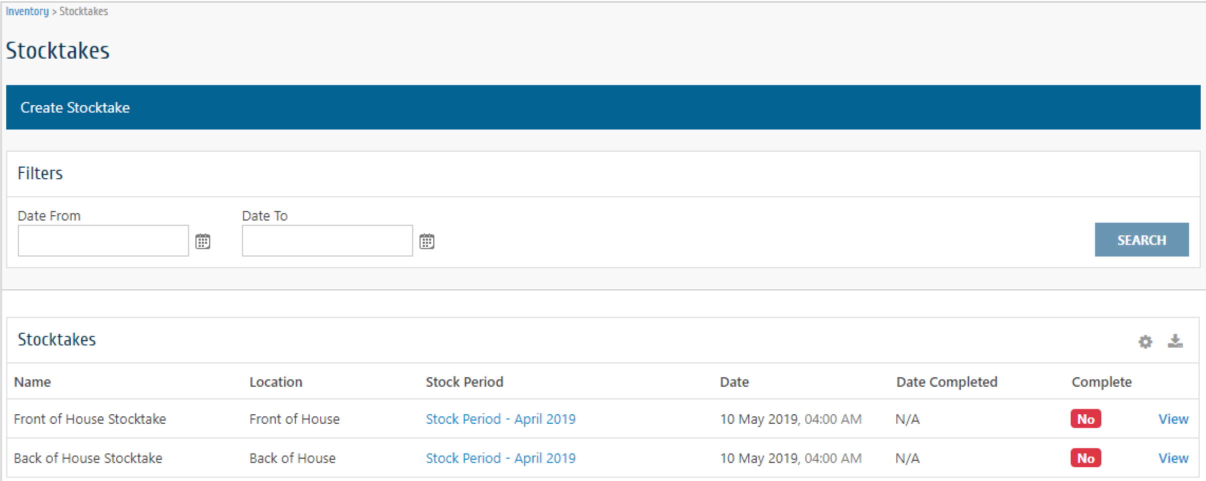


Figure 53: Screenshot of the Stocktake List screen

The Stocktake List screen is used to search for current and historical stocktakes or to create a new stocktake by pressing the *Create Stocktake* button in the blue sub-menu.

As explained previously in section 4.8 Stock Periods; during a stock period it is possible to perform multiple stocktakes per location – or none at all. This allows the flexibility to;

- Perform all stocktakes at the end of a stock period.
- Perform stocktakes on a weekly basis i.e. stocktake Bar 1 in the first week of the stock period, and then stocktake Bar 2 in the second week of the stock period etc.
- Keep stock levels active in a temporarily inactive stock location. For example, a secondary bar in a restaurant may be inactive during a stock period but stock is still stored in that location. Simply do not stocktake that location and the inventory levels for the secondary bar will be carried into the next stock period.

4.9.2. Creating and Entering Your Stocktake

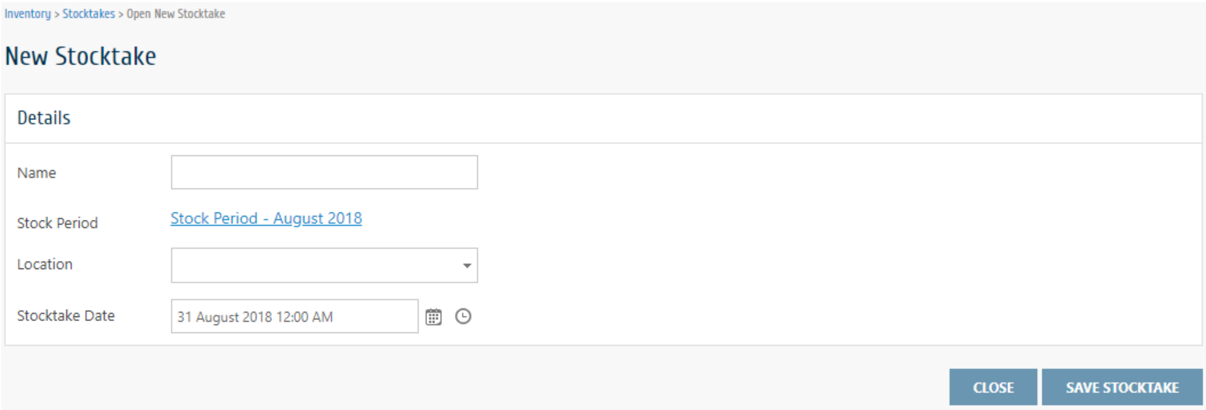


Figure 54: Screenshot of the Create Stocktake form.

To begin creating your stocktake, press the *Create Stocktake* button in the blue sub-menu of the Stocktake List screen (*see 4.9.1*) which will redirect to the create stocktake form. To create the stocktake, enter the name or reference for the stocktake, select the stock location to stocktake and the date the stocktake was performed and then press the *Save Stocktake* button.

The stocktake created will be automatically associated with the currently active stock period at the site logged into. If there is no active stock period, then a stocktake may not be created. Upon creating the stocktake, all available products and batch recipes in the stock location selected will be automatically added into the stocktake and afterwards you will be redirected to the stocktake details screen where you may export a stocktake sheet or begin entering your stocktake by pressing the *Enter Stocktake* button in the blue sub-menu.

How to enter your stocktake;

1. Work through the stocktake item grid or select the stocktake category and/or product group to enter the stocktake counts for within the Filters section and press *Search*. Note – the number next to the stocktake category and product group in brackets shows the number of uncounted items.
2. Enter the count for each item. If required, you may switch between counting in the stocktake unit and the base unit for each item.
3. Press the *Save* button to save the count counts for the selected stocktake category and/or product group and repeat steps 1 and 2 for the remaining items. Alternatively, press *Save and Exit* to save the count for the current product group and be redirected to the stocktake details screen.

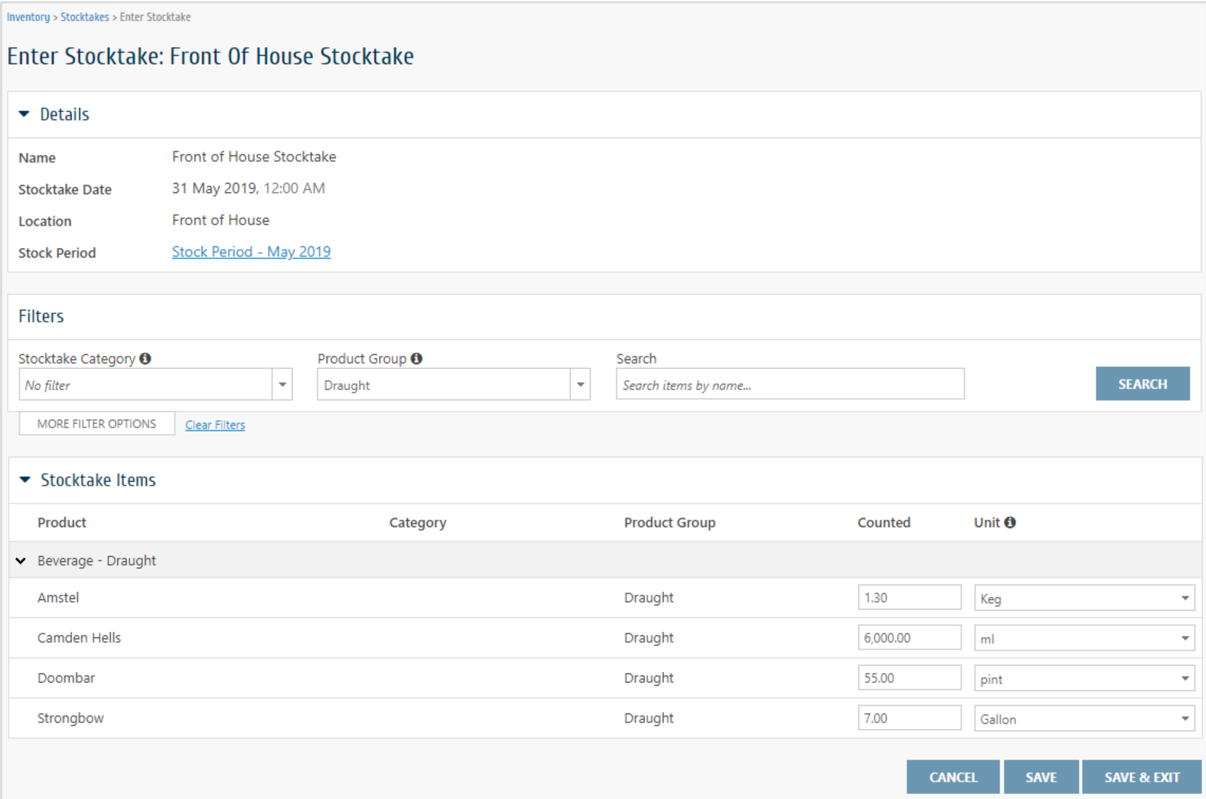


Figure 55: Entering the stocktake

You can also bulk import the stocktake via a CSV file. Once the stocktake has been created you'll see *Bulk Import* on the blue sub-menu. Click on this and it'll take you to the next screen where you can download the import template. This is unique to each stocktake, therefore a new one must always be downloaded for each stocktake. Once the figures have been entered, save the sheet and upload. If a mistake has been made, the file can be amended and re-imported.

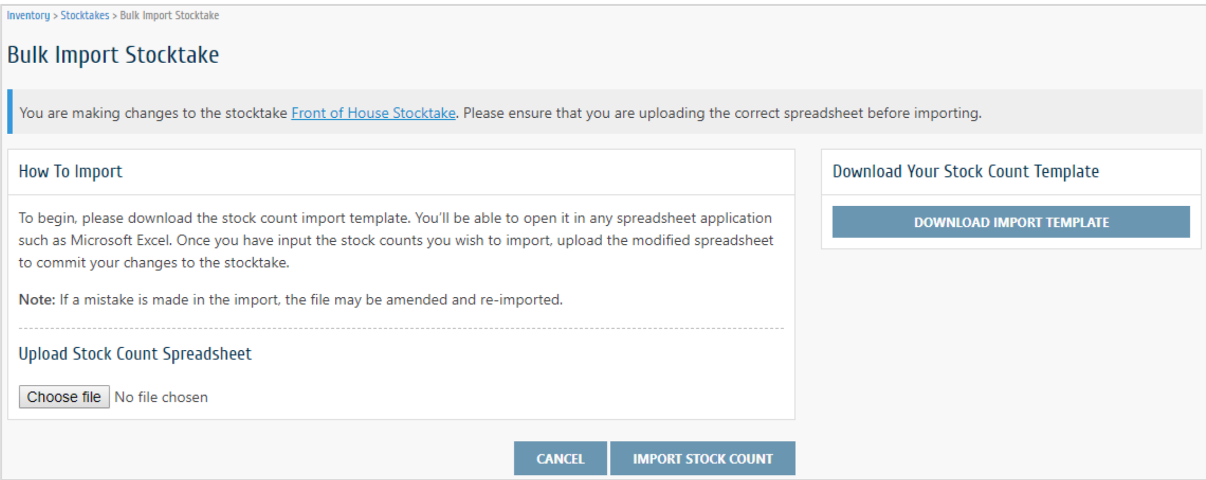


Figure 56: Downloading the Bulk Import Stocktake sheet

4.9.3. Stocktake Details

The Stocktake Details screen is used to review current and historical stocktake, export useful documents relating to the stocktake, and to complete and reopen a stocktake. There are several documents that can be exported through the *Export* menu item in the blue sub-menu. An overview of these exportable documents is presented below.

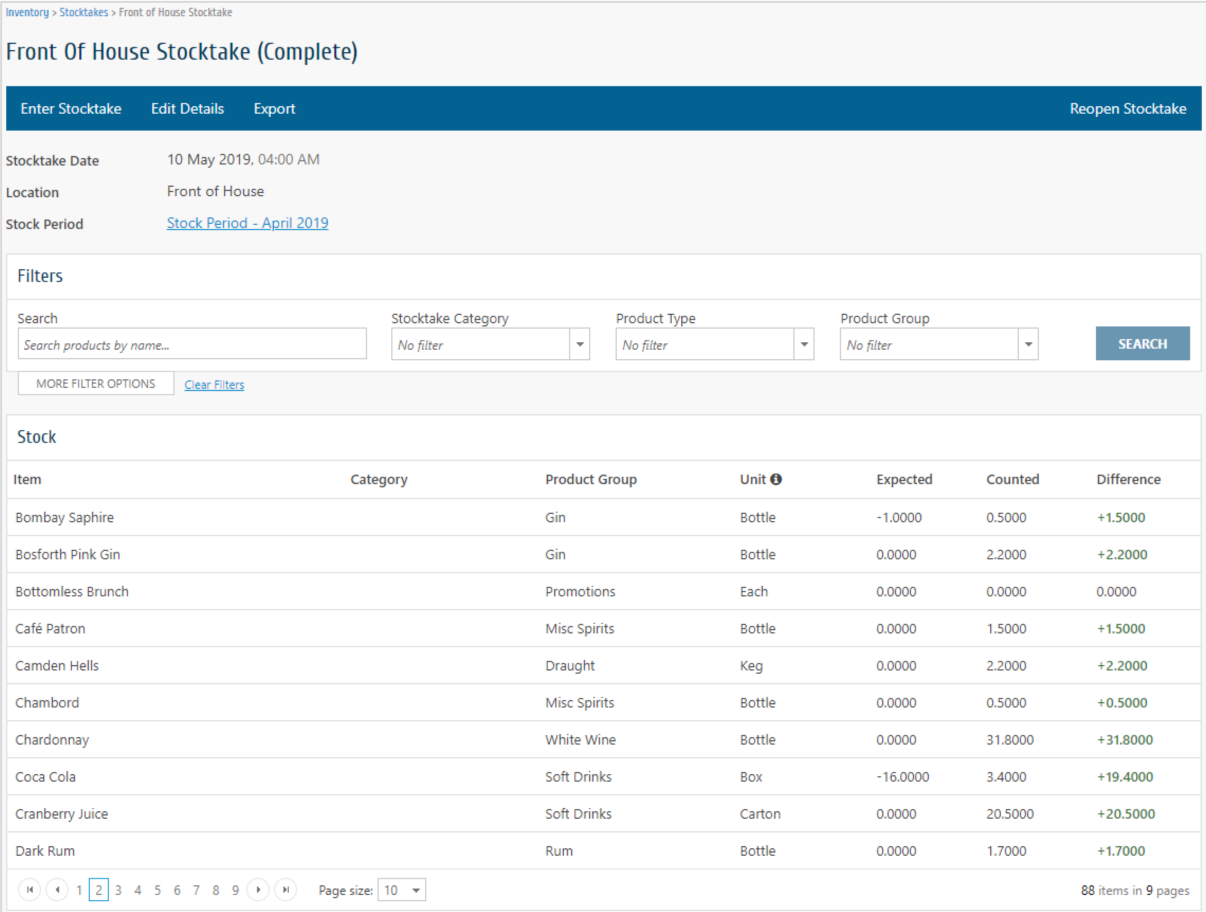


Figure 57: Screenshot of the Stocktake Details screen.

Export/Document	Overview
CSV	A CSV export of all items in the stocktake. Useful for further analysis of a stocktake. When the stocktake is open, the CSV file will contain all items with the quantity counted and the user who counted the item. When the stocktake is complete, the CSV file will also contain the expected quantity and any variances.
Stocktake Sheet	A PDF export of all items in the stocktake. This report can both be exported and grouped by Product Type and Product Group or by Stocktake Category. For each line in the stocktake sheet there is a

	‘Count’ area for entering stock counts. This sheet is useful for printing out and hand-writing your stock counts.
Stocktake Report	An Excel export of all items in the stocktake, grouped by product type and group. Provides a detailed report on the stocktake including the count of each item, who counted each item, and any variances to the expected stock level at the time of the stocktake. It also includes additional sections such as Epos Sales. Each column can be shown or hidden based on user preference (see Figure 52 in Section 4.8.5).
Loss and Gain	An Excel export of all products in the stocktake, grouped by product type and group. Provides an overview of any loss or gain (stock or financial) for each product. This report can be sorted either by product or magnitude. This report also highlights the Top 10 losses and gains.
Management Summary	An Excel export providing a high-level summary of the financial figures during the stocktake for each product type along with a consolidated total. This export is available when the stocktake is complete.
Stocktake Audit	A PDF export providing a detailed account of each time a stocktake is reopened and why – and the items changed whilst reopened.

Table 9: An overview of each document which can be exported from the Stocktake Details screen.

Whilst the stocktake is incomplete, within the *Stock Grid*, the values in the *Expected* and *Difference* columns will be hidden. After the stocktake is completed, these values are populated (Figure 58).

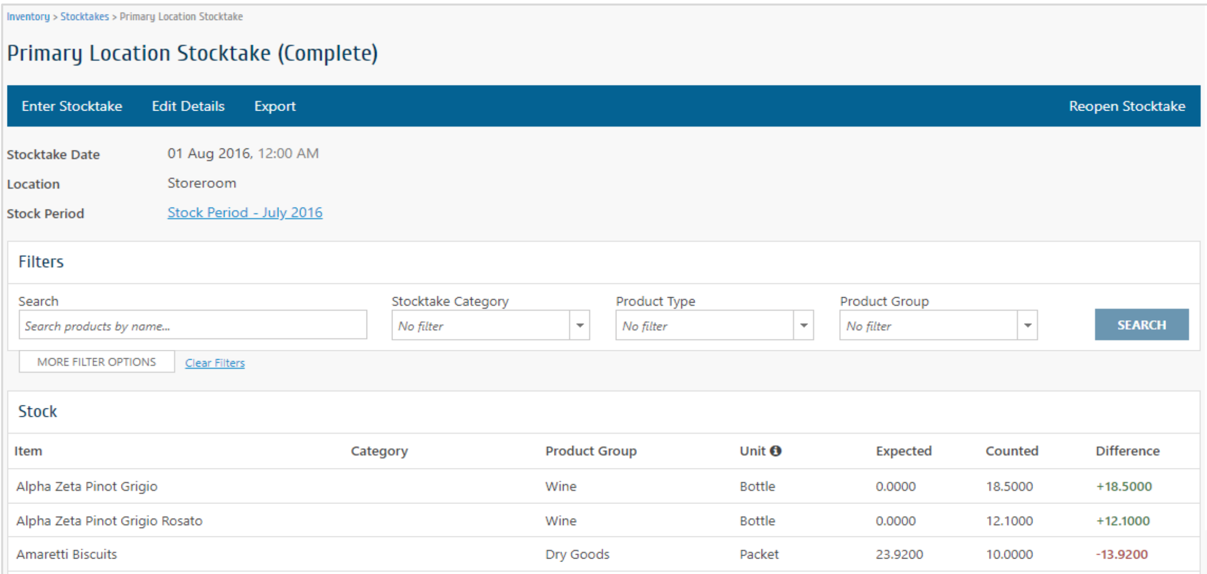


Figure 58: An example of the stock table for a completed stocktake showing positive and negative variances.

4.9.4. Completing and Reopening Stocktakes

After entering your stock counts, the stocktake may be completed by pressing the *Complete Stocktake* button. If all items have been counted, SM will begin completing the stocktake. It may take several minutes to complete the stocktake. If there are items which do not have a count entered, you will be presented with several options for completing the stocktake as seen below in Figure 59.

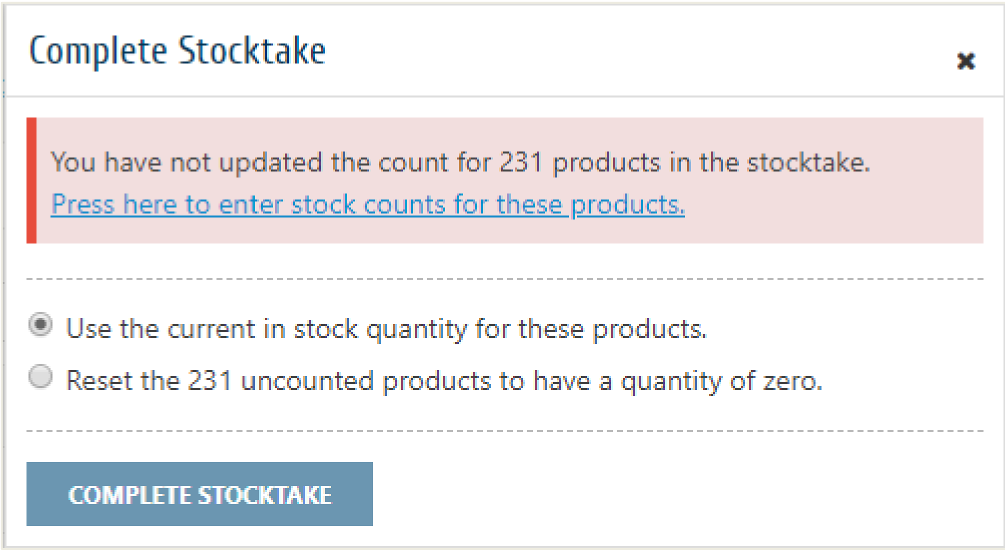


Figure 59: An example of the options presented when completing a stocktake with uncounted items

The options presented for completing a stocktake with uncounted items are as follows;

1. Using the in-stock quantity for uncounted items. This is the theoretical stock level at the stocktakes location based upon sales, deliveries, wastages etc. occurring between the last stocktake in the same location to the current stocktake date. An asterisk will be shown next to items counted using the in-stock quantity.
2. Setting uncounted items to have a zero count in the stocktake.
3. Exiting and entering a count for the uncounted items.

Stock Management allows the last stocktake for a stock location to be reopened if the stock period the stocktake resides in is still open. Previous stocktakes may not be reopened to prevent subsequent stocktakes being affected by changes to stock counts. To reopen a stocktake, press the *Reopen Stocktake* button. After pressing the button, you will be prompted for a reason why the stocktake is being reopened a shown below in Figure 60.

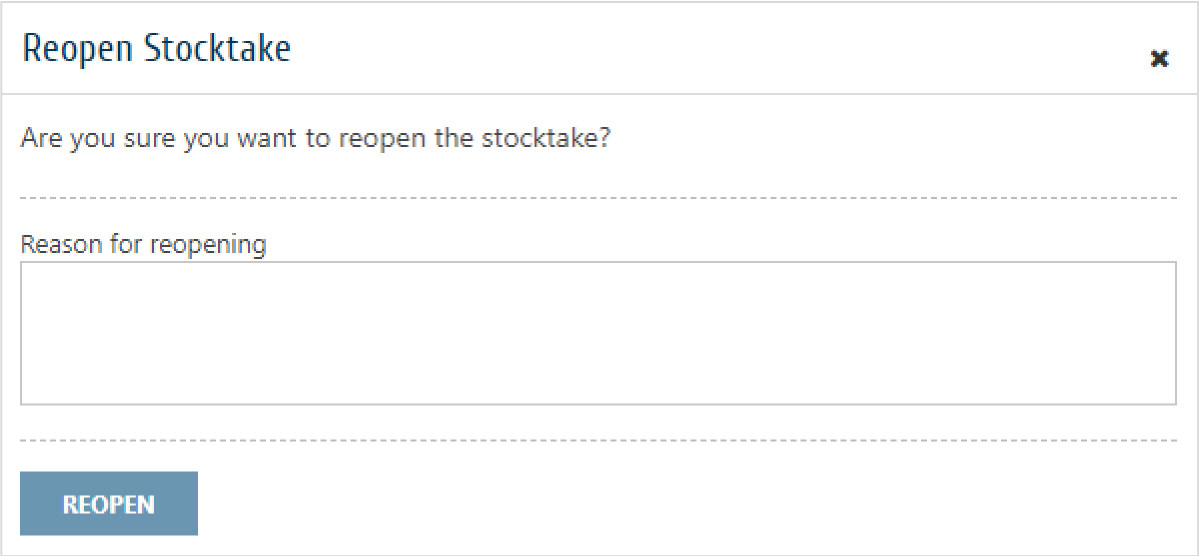


Figure 60: The prompt shown before reopening a stocktake.

When a stocktake is reopened, SM will begin recording any change made to the stock counts in the stocktake. A detailed report of each time a stocktake is reopened can be seen in the Stocktake Audit report which can be exported from *Export* menu item in the blue sub-menu.

4.9.5. Validation Errors

Stock Periods and Stocktakes now automatically validate the data upon completion to highlight any potential areas of misconfiguration either on Stock Management or on the Tevalis e-POS. Any validation errors will be visible on completion of the Stock Period and Stocktake, and can be exported for investigation. Any errors found will not prevent you from being able to complete either the Stock Period or Stocktake.

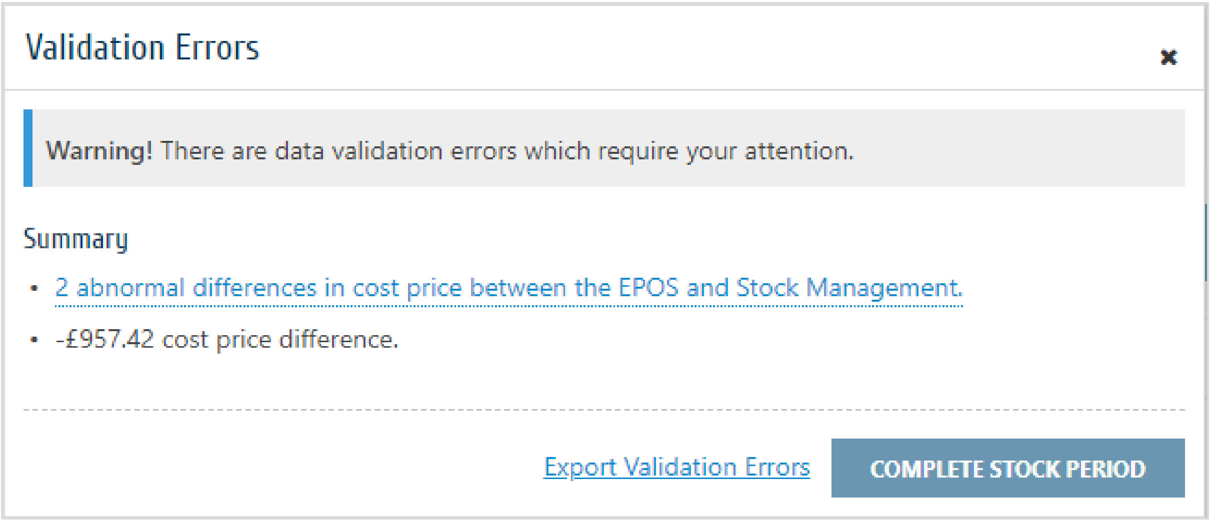


Figure 61: Example of validation error warning.

Listed below are the different validation errors and their definition.

Type	Definition
Cost Price Difference	Differences in cost price greater than 5% between Stock Management and the e-POS.
Ingredient Inactive	Ingredients sold via a recipe sale where the ingredient is inactive.
Recipe Not Created	Recipes which have been sold on the e-POS but not yet created on Stock Management.
Ingredient/Product Sale Excluded	Product or ingredient sales (via a recipe) excluded from the location they were sold in (stocktakes only).

4.10. Line Checks

4.10.1. Line Check List

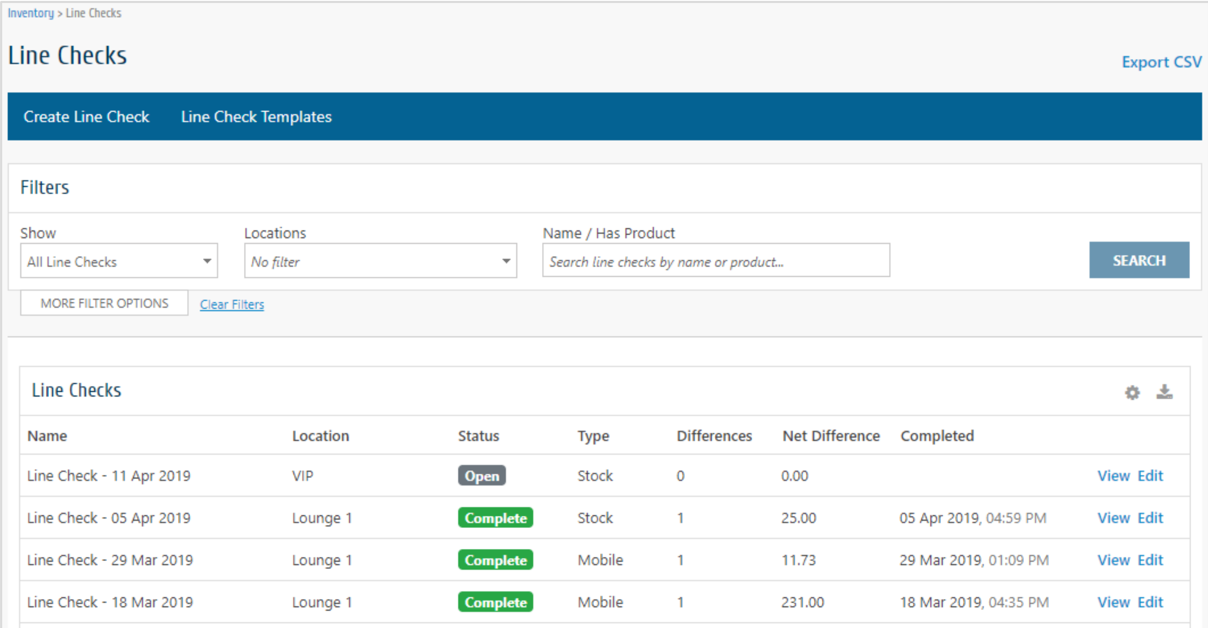


Figure 62: Screenshot of the Line Check List screen.

The Line Check List screen is used to search for existing line checks created both through the Stock Management website and via your e-POS. Existing line checks can be viewed by pressing the corresponding hyperlink in the line checks table. Once completed they are no longer editable. New line checks can be created in SM by pressing the *Create Line Check* button and line check templates (*explained in section 4.11*) can be viewed by pressing the *Line Check Templates* button.

4.10.2. Line Check Details

The Line Check Details screen provides a read-only look at line checks basic information and the items included in the line check. It is used for reviewing current and historical line checks, exporting useful documents related to the line check, and to manage the status of the line check through completing and cancelling line checks. The items in the line check can be amended by pressing the *Edit Line Check* button and the main details can be edited by pressing *Edit Details* in the blue sub-menu.

Line checks can be completed or cancelled by pressing the *Complete Line Check* or *Cancel Line Check* buttons. Any user may create, modify, cancel and complete line checks. Whilst the line check is open, the values in the Expected, Difference and Value Difference columns in the line check items table and in the CSV export will be hidden. Upon completing a line check, these values will be populated as seen in Figure 63.

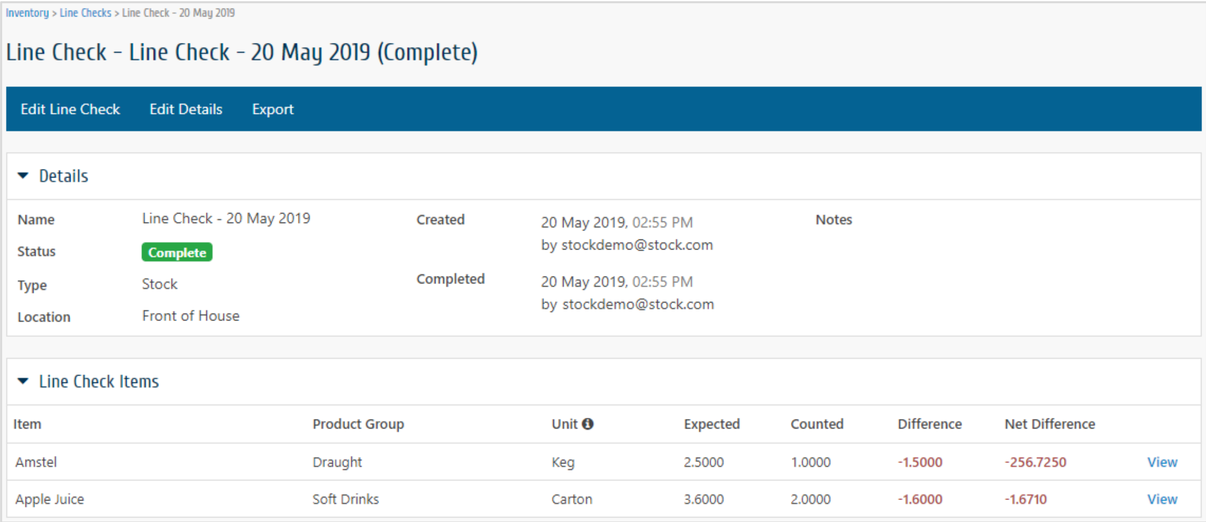


Figure 63: An example of the Line Check Details screen for a complete line check.

There are several documents that can be exported through the *Export* menu item in the blue sub-menu. An overview of the documents is presented below.

Export/Document	Overview
CSV	A CSV export of all items in the line check. Useful for further analysis of a line check
Line Check Sheet	A PDF export of all items in the line check, grouped by product type and group with a 'Count' area for entering stock counts. Useful for printing out and hand-writing your line checks.

Table 10: An overview of each document which can be exported from the Line Check Details screen.

4.10.3. Creating a Line Check

To begin creating a line check from the Stock Management web-application, press the *Create Line Check* button on the Line Check List screen, this will redirect you to the create line check form. Simply fill in the form and press *Save Line Check*. An overview of the fields in the form can be viewed below.

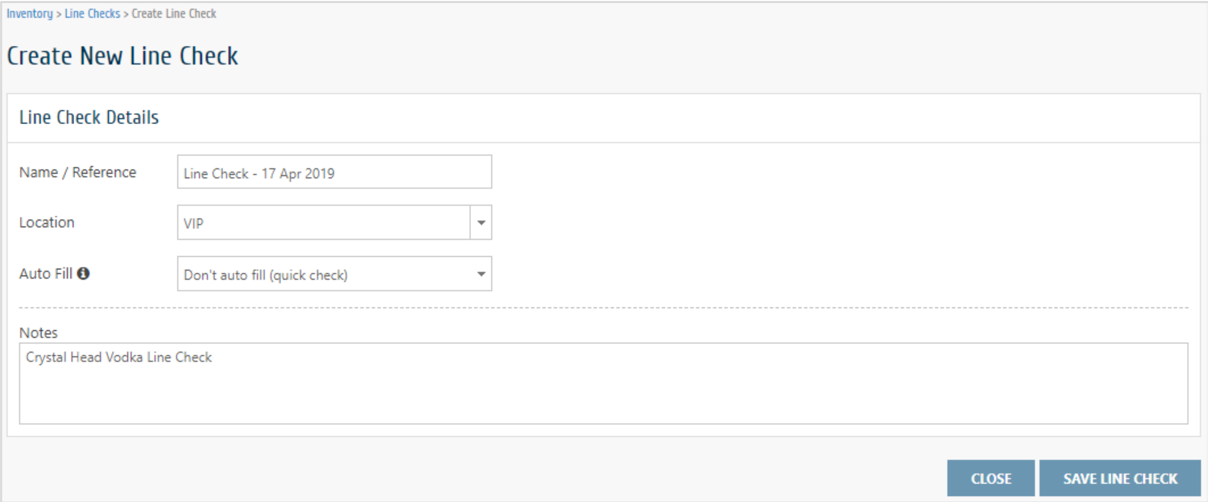


Figure 64: An example of creating a line check auto-filled with products in the Red Wine product group.

Field	Definition
Name	A name or reference used to identify the line check.
Location	The stock location to line check.
Auto Fill	Auto fill the line check with products matching the auto fill criteria. The **Quick Check** option will create a blank line check. Once created, items can be manually searched for and added into the line check. The **Product Group** option will auto fill the line check with all products and batch recipes categorised by the selected product group available in the selected stock location. Selecting this option will prompt for the product group to auto-fill. The **Template** option will auto fill the line check with all items listed in the selected template. Selecting this option will prompt for the template to copy.
Notes	Additional notes regarding the transfer.

Table 11: A data definition list for the Create Line Check screen.

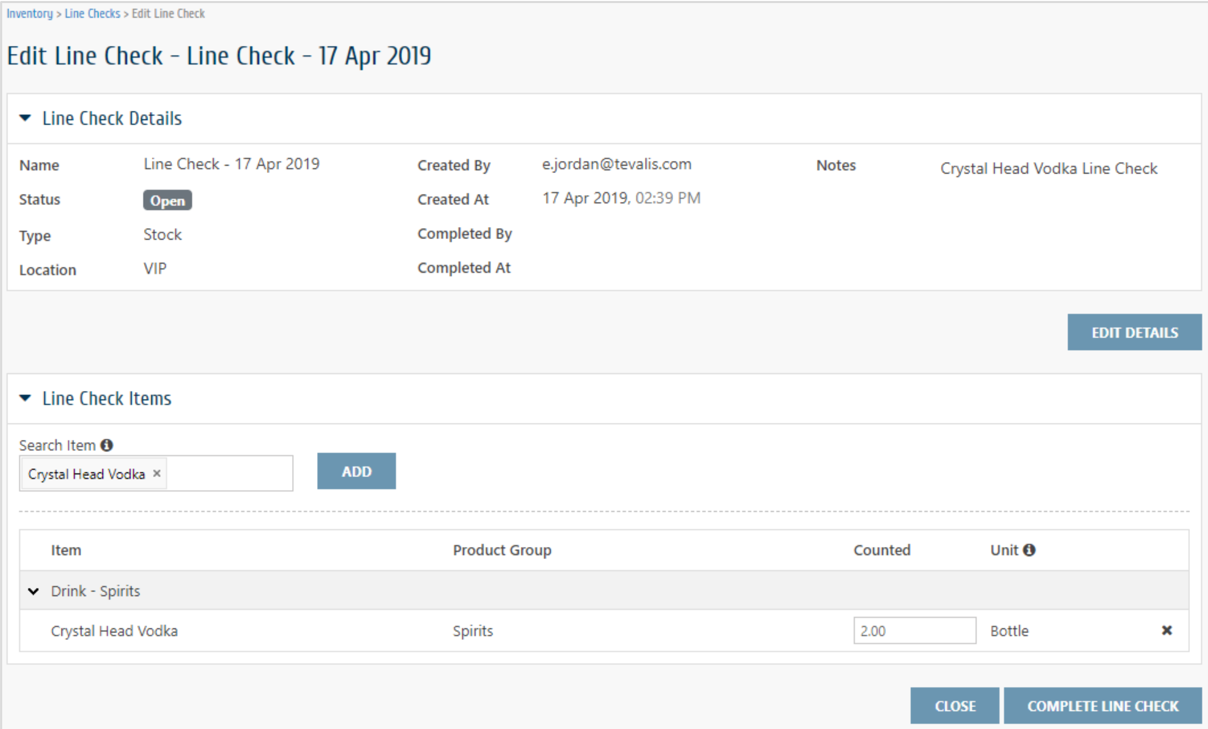


Figure 65: An example of entering the line check for the product Crystal Head Vodka.

After pressing *Save Line Check*, the line check is ready to be counted or for items to be added to the line check. To add additional items to a line check, simply search for the product or batch recipe to check in the *Search Product* textbox within the *Line Check Items* section. After selecting an item, press the *Add* button to add the product into the line check.

To enter the count for a line check item, change the value within the line check items table under the *Counted* column. To remove an item from the line check, press the ✖ button.

4.11. Line Check Templates

4.11.1. Line Check Template List

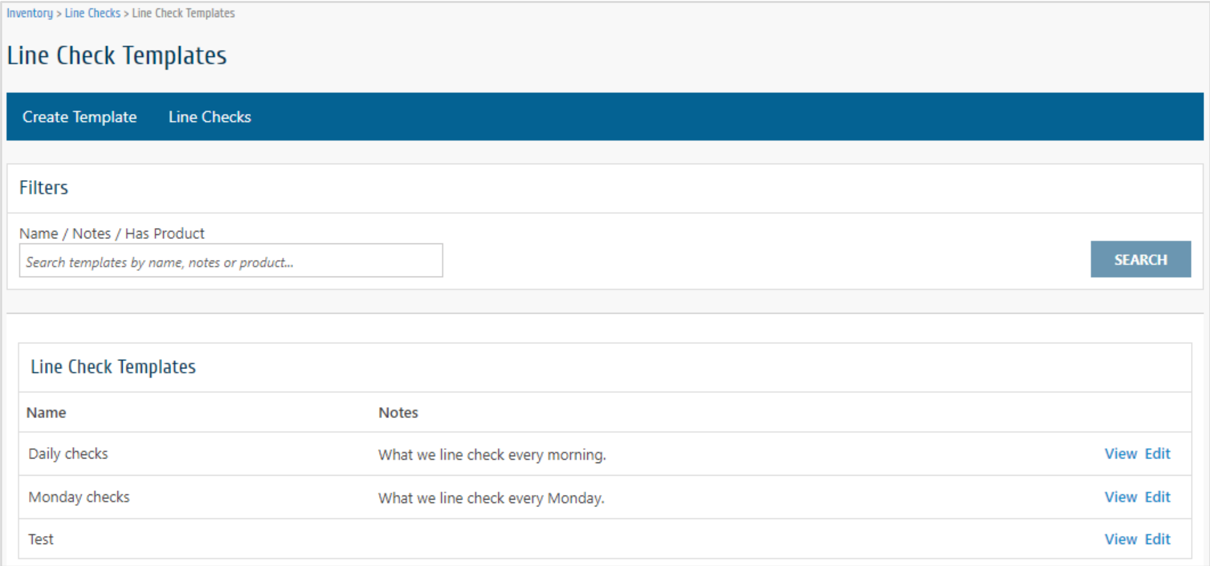


Figure 66: Screenshot of the Line Check Template List screen.

The Line Check Template List screen is used to search for existing line check templates. Existing templates can be viewed or edited by pressing the corresponding hyperlink in the line check templates table. New templates can be created by pressing the *Create Template* button.

4.11.2. Creating and Modifying Templates

To begin creating a new line check template, press the *Create Template* button on the Line Check Template List screen. Pressing the button will redirect to the Create Line Check Template screen – simply fill in the form and press *Save Template*.

After pressing *Save Template* you will be redirected to the Edit Items screen where the items contained in the template can be modified as seen in Figure 67 below. To add items to the template, select the method to add the items by and press the *Add Items(s)* button to add the items to the template. There are three methods which can be used to add items to the template which are listed below.

- **Product Search:** Search for a specific product or batch recipe to add to the template by its name.

- **Product Group:** Add all products and batch recipes from a specific product group into the template.
- **Supplier:** Add all products supplied from a specific supplier into the template.

To remove an item from the template, press the ✖ button next to the item to remove in the line check template items table.

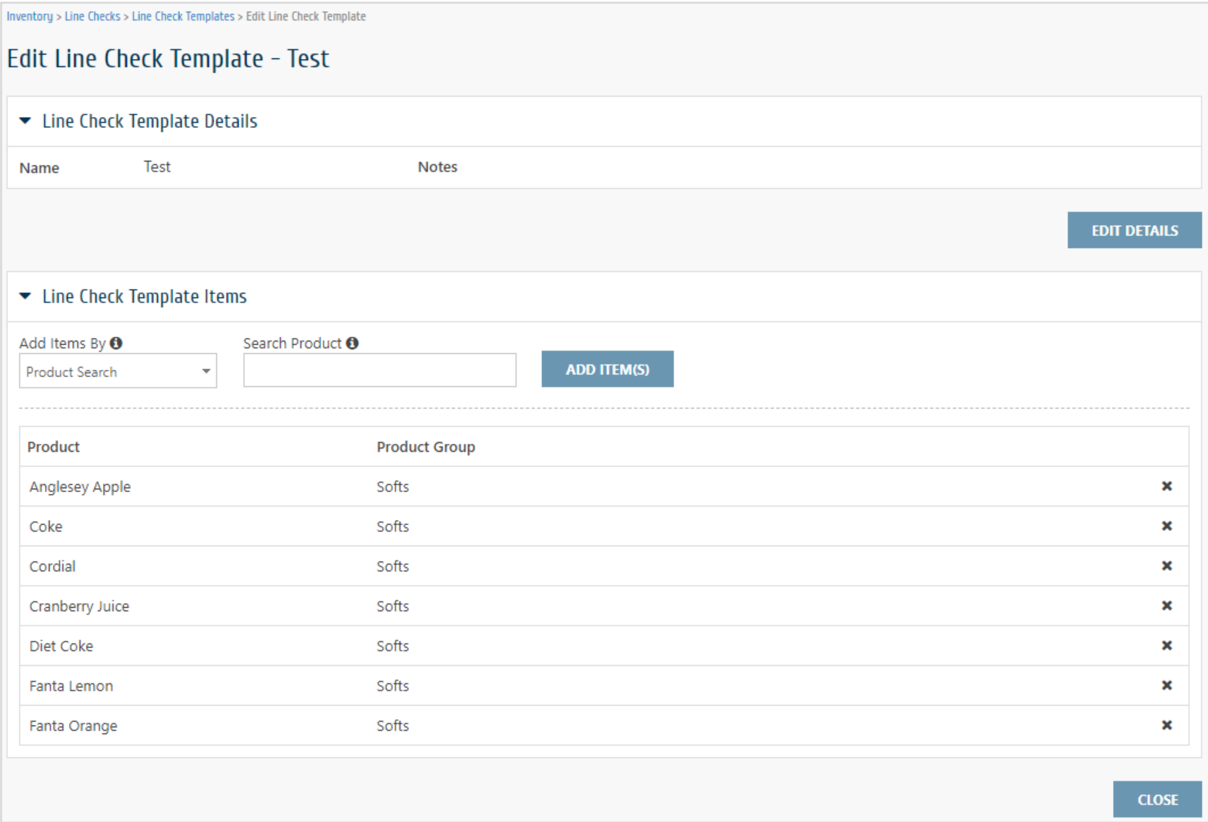


Figure 67: Modifying the items in a line check template.

4.11.3. Line Check Template Details

The Line Check Template Details screen provides a read-only view of the template's basic information and template items. The details of the template can be modified by pressing the *Edit Details* button and the items included in the template can be modified by pressing the *Edit Template Items* button.

Templates may also be deleted by pressing the *Delete Template* button in the blue sub-menu. Deleting a template cannot be undone and a confirmation is presented before the template is deleted.

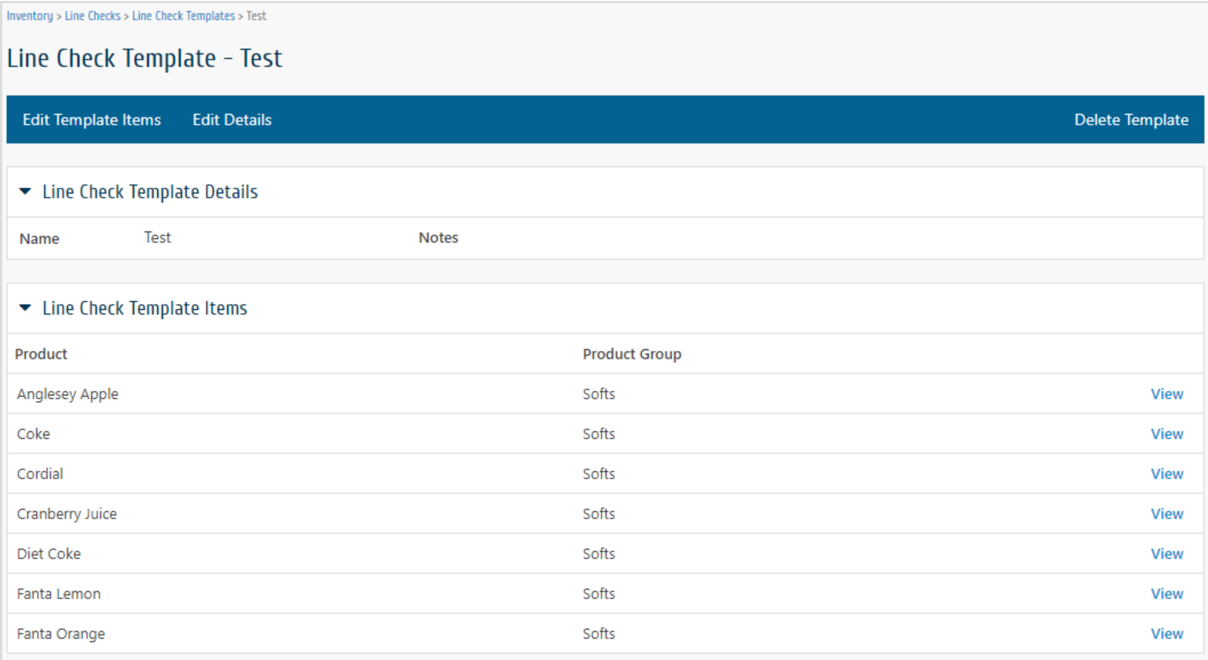


Figure 68: Screenshot of the Line Check Template Details screen.

4.12. Transfers

4.12.1. Transfer List

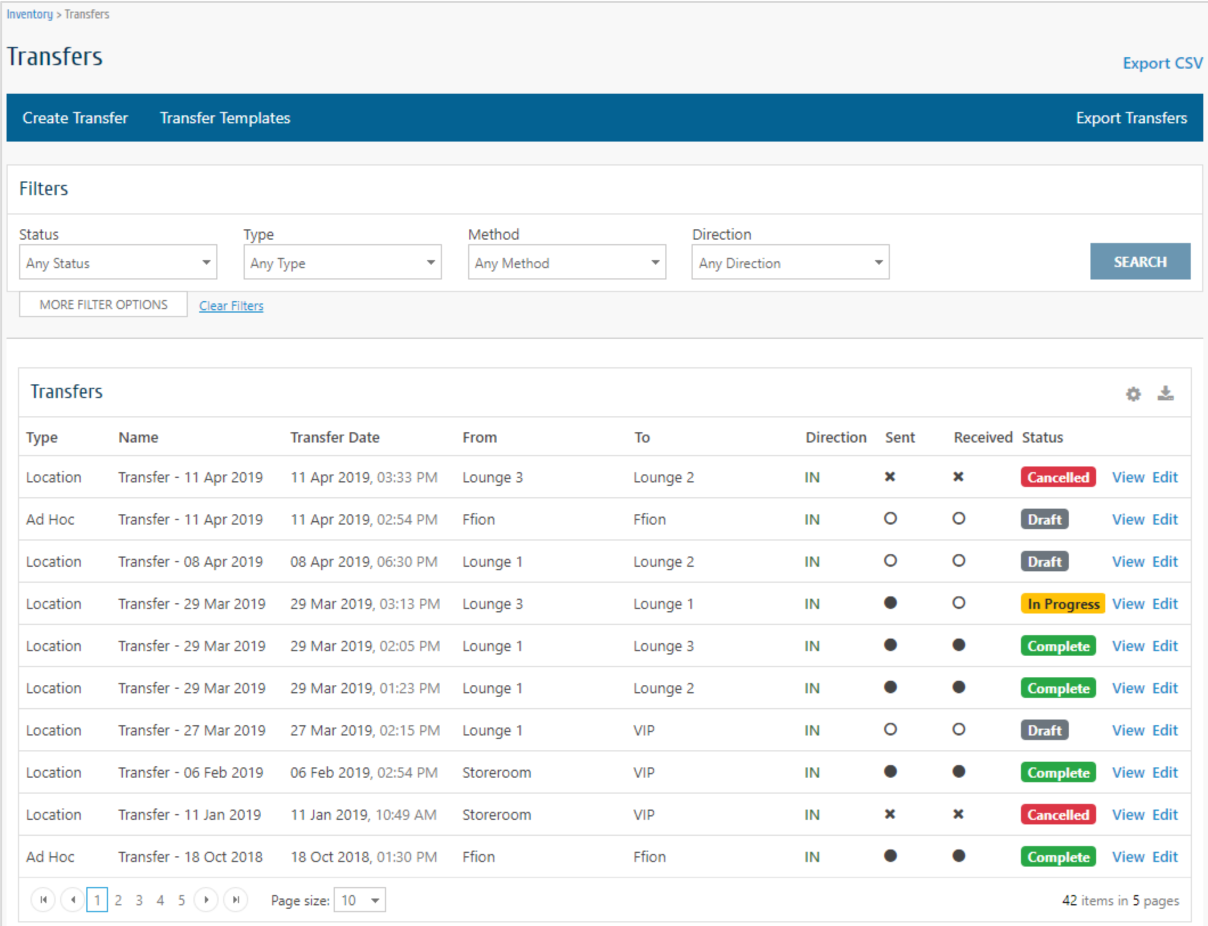


Figure 69: Screenshot of the Transfer List screen.

The Transfer List screen is used to search for existing transfers created both through the Stock Management website and via your e-POS. Existing transfers can be viewed or edited by pressing the corresponding hyperlink in the transfers table, new transfers can be created by pressing the *Create Transfer* button, and templates can be accessed by pressing the *Transfer Templates* button.

4.12.2. Transfer Details

The Transfer Details screen provides a read-only look at a transfer's basic information and items transferred. It is used for reviewing current and historical transfers, exporting useful documents related to the transfer, and to manage the status of the transfer through submitting, completing and cancelling the transfer. The items in the selected transfer can be amended by pressing the *Edit*

Transfer button and the main details of the transfer edited by pressing *Edit Details* in the blue sub-menu.

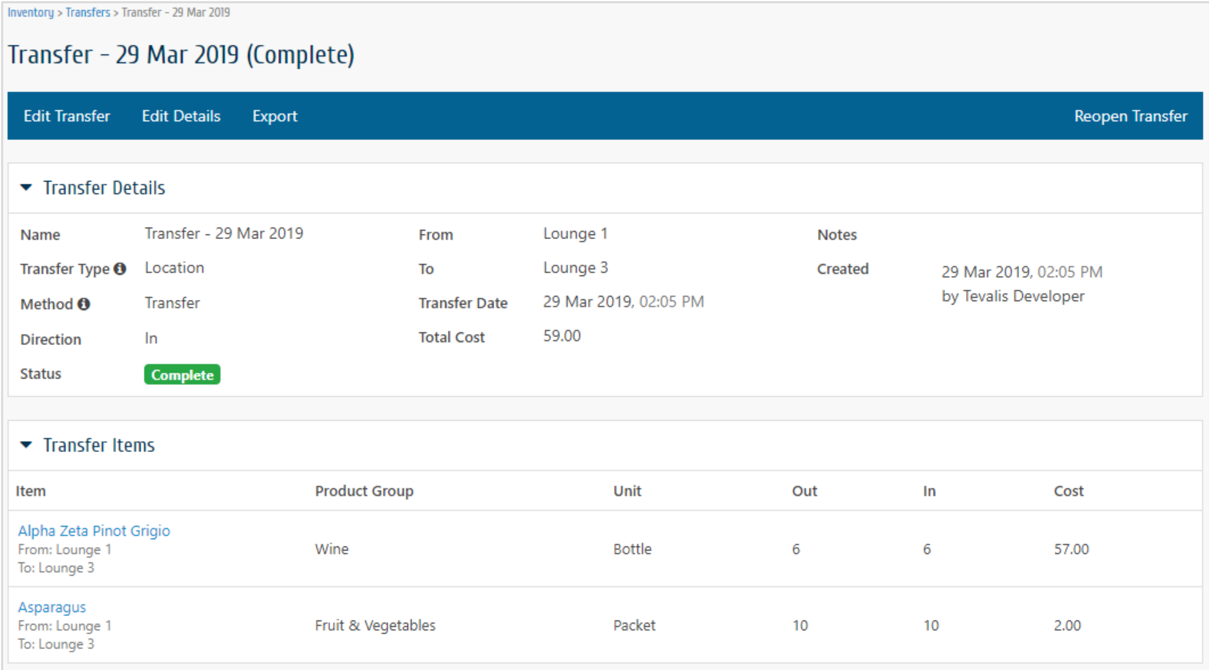


Figure 70: An example of the Transfer Details screen.

There are several documents that can be exported through the *Export* menu item in the blue sub-menu. An overview of the documents is presented below.

Export/Document	Overview
CSV	A CSV export of all items in the transfer. Useful for further analysis of a transfer
Transfer Form	A PDF export of the details of the transfer.

Table 12: An overview of each exportable document available from the Transfer Details screen

4.12.3. Creating a Transfer

To begin creating a transfer, press the *Create Transfer* button on the Transfer List page, this will redirect you to the create transfer form. Simply fill in the form and press *Save Transfer*. An overview of the fields in the form can be viewed below.

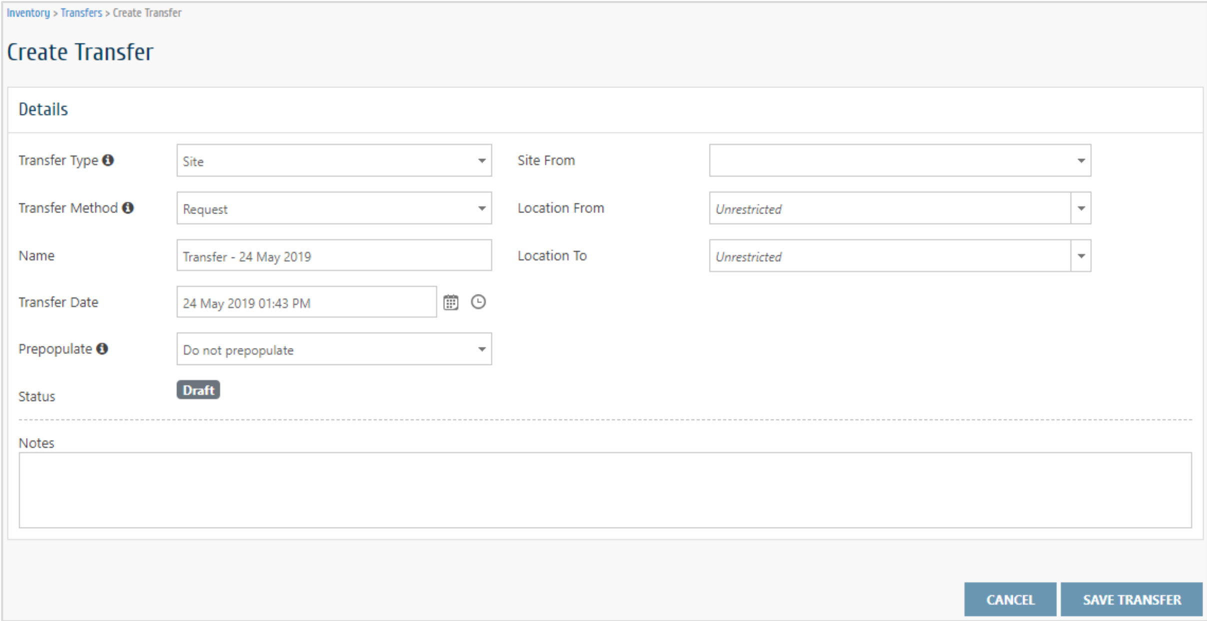


Figure 71: An example of creating a Site transfer.

Field	Definition
Name	A name or reference used to identify the transfer.
Transfer Type	The type of transfer to create. **Site transfers** *[1] are used to transfer inventory between different sites within the same Company in Tevalis. If the Central Catalogue add-on is enabled, the transfer of inventory will be automatically processed on completion of the transfer. If the Central Catalogue add-on is not enabled, there needs to be a manual transfer out of inventory from the sending site, and a manual request in at the receiving site. **Location transfers** are used to record inventory moved internally within your site from one stock location to another. **Ad Hoc transfers** are used to record inventory purchased outside of the ordering system. For example, an Ad Hoc transfer would be created after purchasing from a local market which is not setup as a supplier within this application, or as a supplier of the products purchased. *[1] These transfers will prompt for the site to transfer from or to, and allow you to specify the stock location at both sites
Transfer Method	Site transfers can set the method of the transfer to be either a transfer of inventory out of stock to another site, or a request for inventory from another site
Transfer Date	The date of the transfer.
Auto Fill	Auto fill the transfer with items matching the auto-fill criteria.

	Don't auto fill will create a blank transfer. Once created, items can be manually searched for and added to the transfer. **Auto fill by template** will auto fill the transfer with all items listed in the selected template. Selecting this option will prompt for the template to copy. **Auto fill by purchase order** will auto fill the transfer with all items listed in the purchase order. Selecting this option will prompt for the purchase order to copy. Note, only complete purchase orders can be auto-filled.
Status	The status of the transfer. All transfers start as *draft* transfers which must be either completed or cancelled.
Notes	Additional notes regarding the transfer.

Table 13: A field definition list for the Create Transfer screen.

4.12.4. Recording the Products Transferred

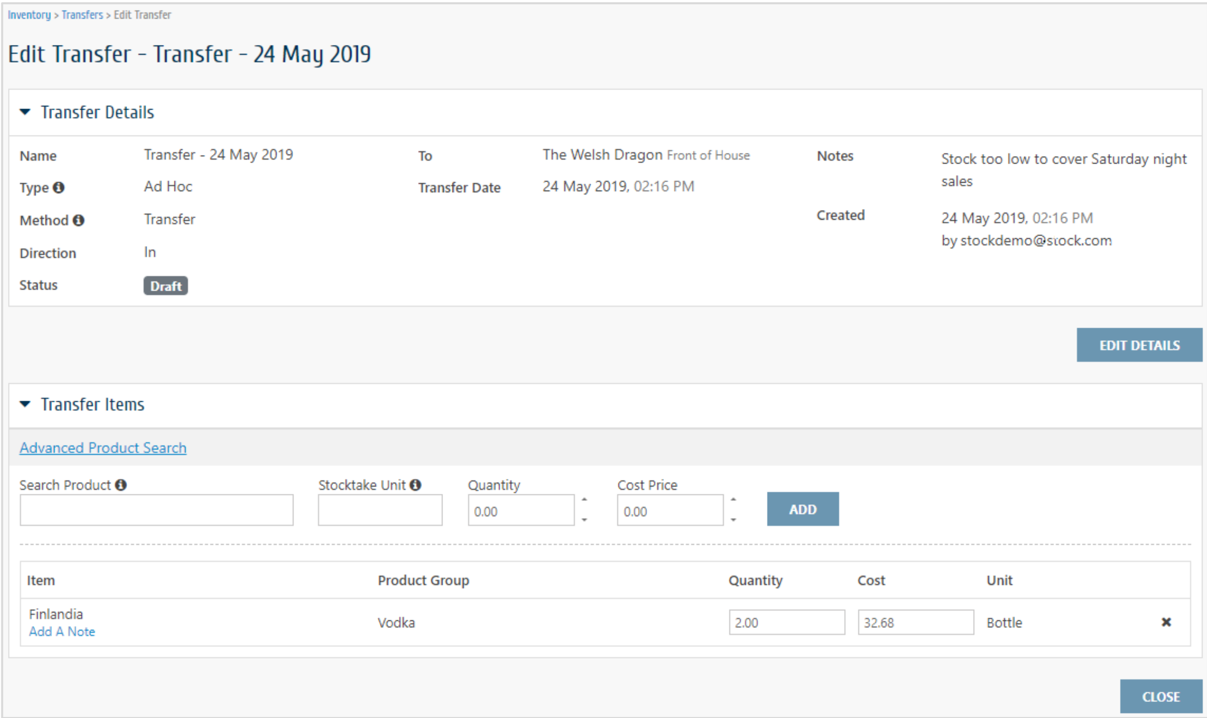


Figure 72: An example of an Ad Hoc Transfer of Finlandia.

To edit the items included in a transfer, simply search for the product to include in the *Search Product* textbox within the Transfer Items section of the screen. After selecting a product, the Stocktake Unit of the product will be auto-populated in the Stocktake Unit textbox. Enter the quantity to transfer in the Quantity textbox and press the *Add* button. For Ad-Hoc transfers you will also be prompted to enter the cost price of the transfer. As an example, when selecting Finlandia

Vodka with a Stocktake Unit of Bottle, entering 2 as the quantity and 32.68 as the cost price, it will record two bottles purchased for 32.68. The average cost price of the product will be affected by the cost price in an Ad Hoc Transfer.

Important! When a batch recipe is included in an outbound transfer, only the recipe itself will be transferred to the transfer site and not the recipes ingredients. Before completing an outbound transfer including a batch recipe, ensure that a record of the batch being produced has been completed in the batch recipe module (*see section 4.3*) to ensure inventory levels are kept up to date.

To edit existing transfer items, change the values within the transfer and cost price text boxes within the transfer items table. To remove a transfer item, enter 0 within the transferred quantity textbox or press the ✖ button.

4.13. Transfer Templates

4.13.1. Transfer Template List

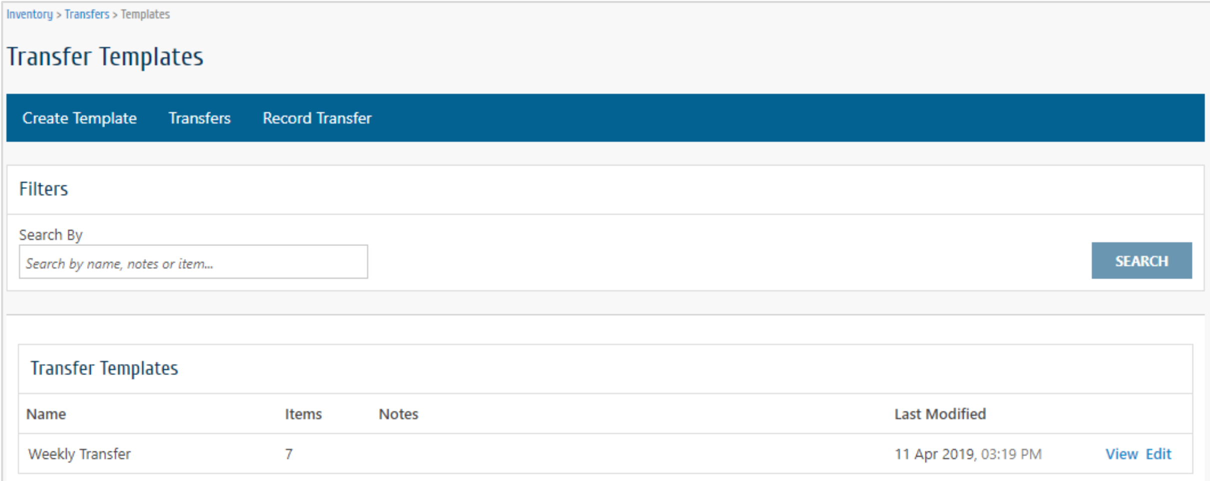


Figure 73: Screenshot of the Transfer Template List screen.

The Transfer Template List screen is used to search for existing transfer templates. Existing templates can be viewed or edited by pressing the corresponding link in the transfer templates table. New templates can be created by pressing the *Create Template* button in the blue sub-menu.

4.13.2. Creating and Modifying Templates

To begin creating a transfer template, press the *Create Template* button on the Transfer Template List screen. Pressing the button will redirect to the Create Transfer Template screen – simply fill in the form and press *Save Template*.

After pressing *Save Template* you will be redirected to the Edit Items screen where the items contained in the template can be modified as seen in Figure 74 below. To add items to the template, select the method to add the items by and press the *Add Item(s)* button to add the items to the template. There are two methods which can be used to add items to the template which are listed below.

- **Item Search:** Search for a specific product or batch recipe to add to the template by its name.
- **Product Group:** Add all products and batch recipes from a specific product group into the template.

To remove an item from the template, press the ✖ button next to the item to remove in the template items table.

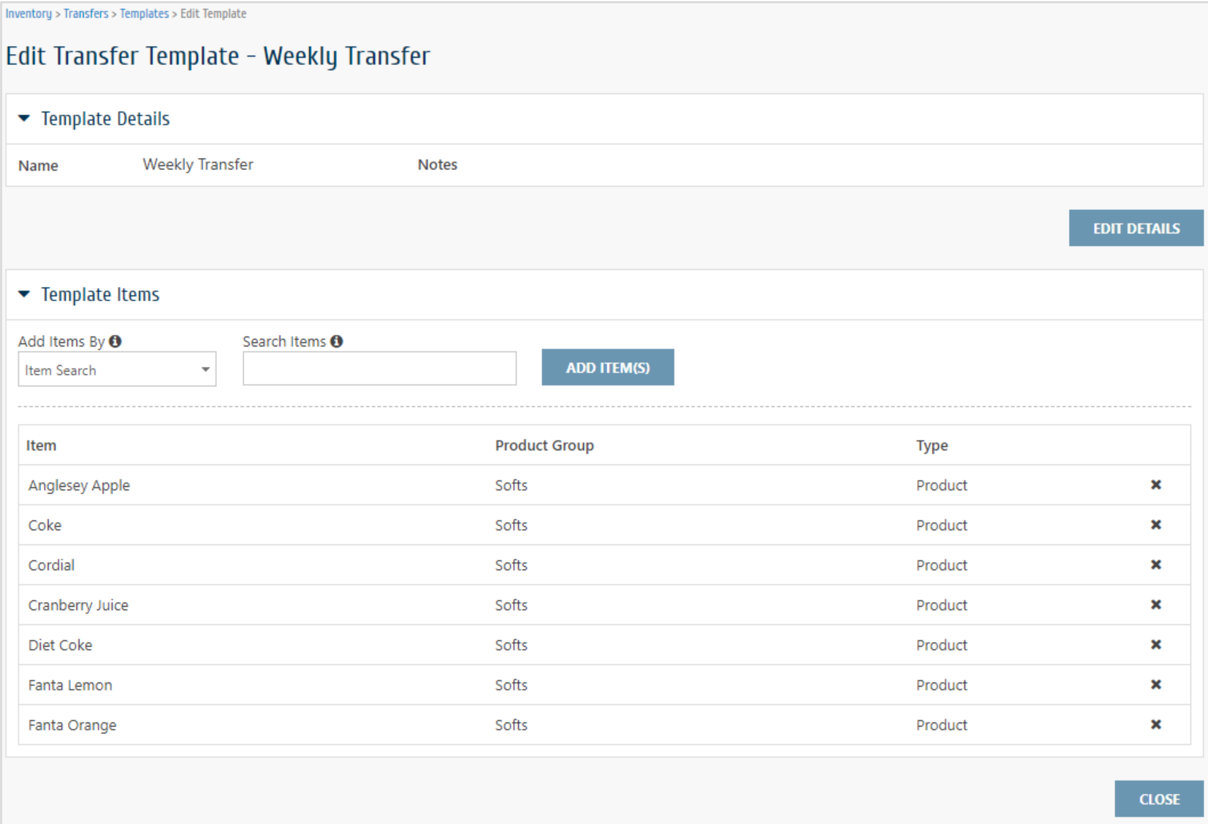


Figure 74: Modifying the items in a transfer template.

4.13.3. Transfer Template Details

The Transfer Template Details screen provides a read-only view of the templates basic information and template items. The details of the template can be modified by pressing the *Edit Details* button and the items included in the template modified by pressing the *Edit Template Items* button.

Templates may also be deleted by pressing the *Delete Template* button in the blue sub-menu. Deleting a template cannot be undone and a confirmation is presented before the template is deleted.

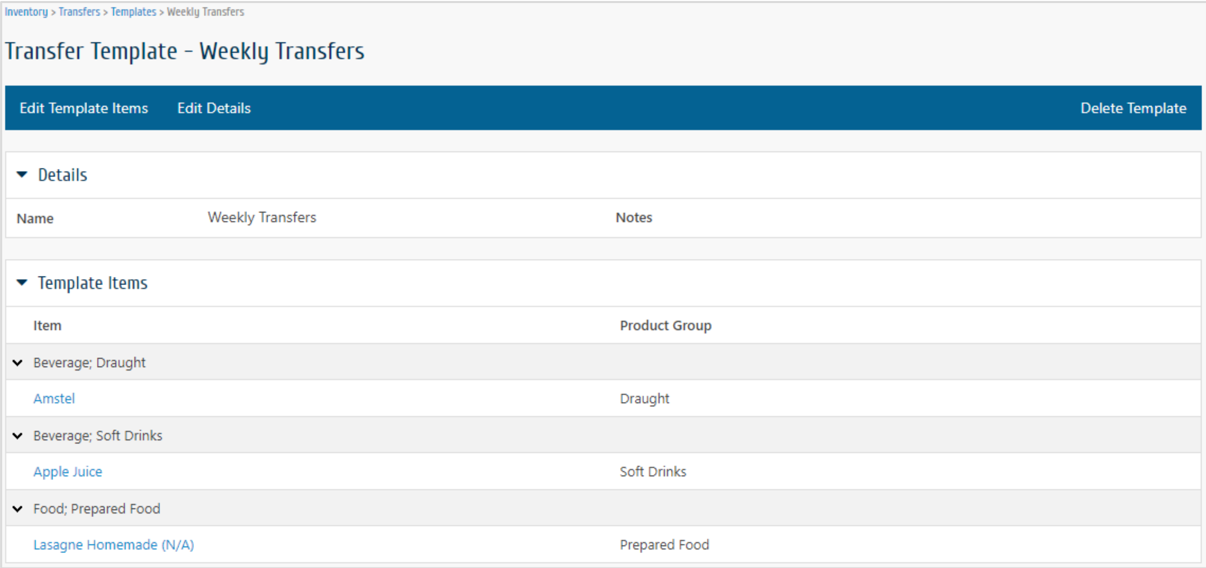
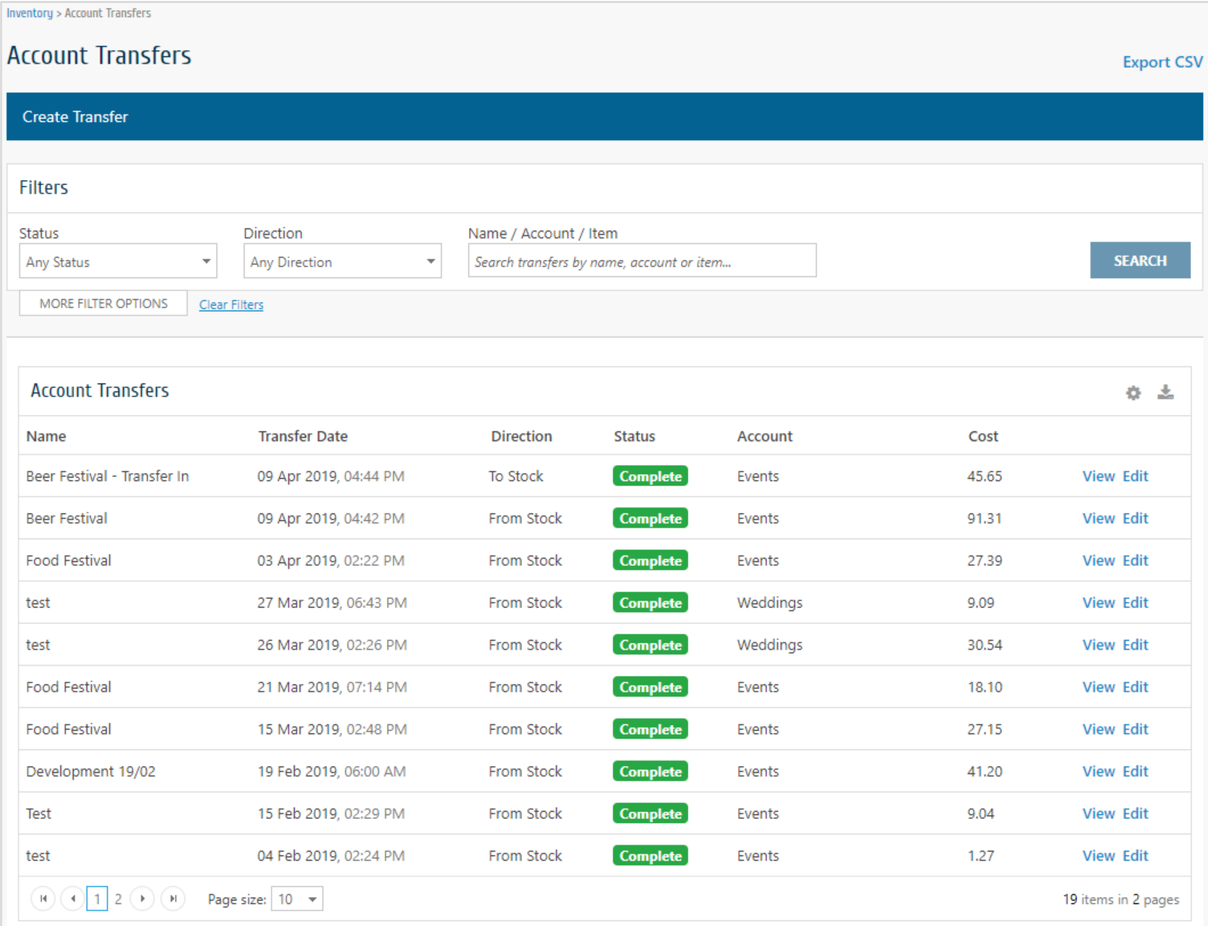


Figure 75: Screenshot of the Transfer Template Details screen.

4.14. Account Transfers

4.14.1. Account Transfer List



Name	Transfer Date	Direction	Status	Account	Cost	
Beer Festival - Transfer In	09 Apr 2019, 04:44 PM	To Stock	Complete	Events	45.65	View Edit
Beer Festival	09 Apr 2019, 04:42 PM	From Stock	Complete	Events	91.31	View Edit
Food Festival	03 Apr 2019, 02:22 PM	From Stock	Complete	Events	27.39	View Edit
test	27 Mar 2019, 06:43 PM	From Stock	Complete	Weddings	9.09	View Edit
test	26 Mar 2019, 02:26 PM	From Stock	Complete	Weddings	30.54	View Edit
Food Festival	21 Mar 2019, 07:14 PM	From Stock	Complete	Events	18.10	View Edit
Food Festival	15 Mar 2019, 02:48 PM	From Stock	Complete	Events	27.15	View Edit
Development 19/02	19 Feb 2019, 06:00 AM	From Stock	Complete	Events	41.20	View Edit
Test	15 Feb 2019, 02:29 PM	From Stock	Complete	Events	9.04	View Edit
test	04 Feb 2019, 02:24 PM	From Stock	Complete	Events	1.27	View Edit

Figure 76: Screenshot of the Account Transfers List screen.

An Account Transfer is used to account for stock that has entered or left the sites stock holding but which has not been purchased from a supplier, transferred to another site, or sold to a customer. The types of accounts available are configured in the setup section (see 7.3), typical accounts are *events* or *marketing*.

The Account Transfer List screen is used to search for these types of transfer. Existing entries can be viewed or edited by pressing the corresponding hyperlink in the account transfers table and new account transfers can be recorded by pressing the *Create Transfer* button.

4.14.2. Account Transfer Details

The Account Transfer Details screen provides an overview of the transfer including its main details and items transferred. It is used for reviewing current and historical transfers, exporting useful documents related to the transfer, and to manage the status of the transfer through completing, cancelling and reopening the transfer. The items in the transfer can be modified by pressing the *Edit Transfer* button and the main details of the transfer edited by pressing *Edit Details*.

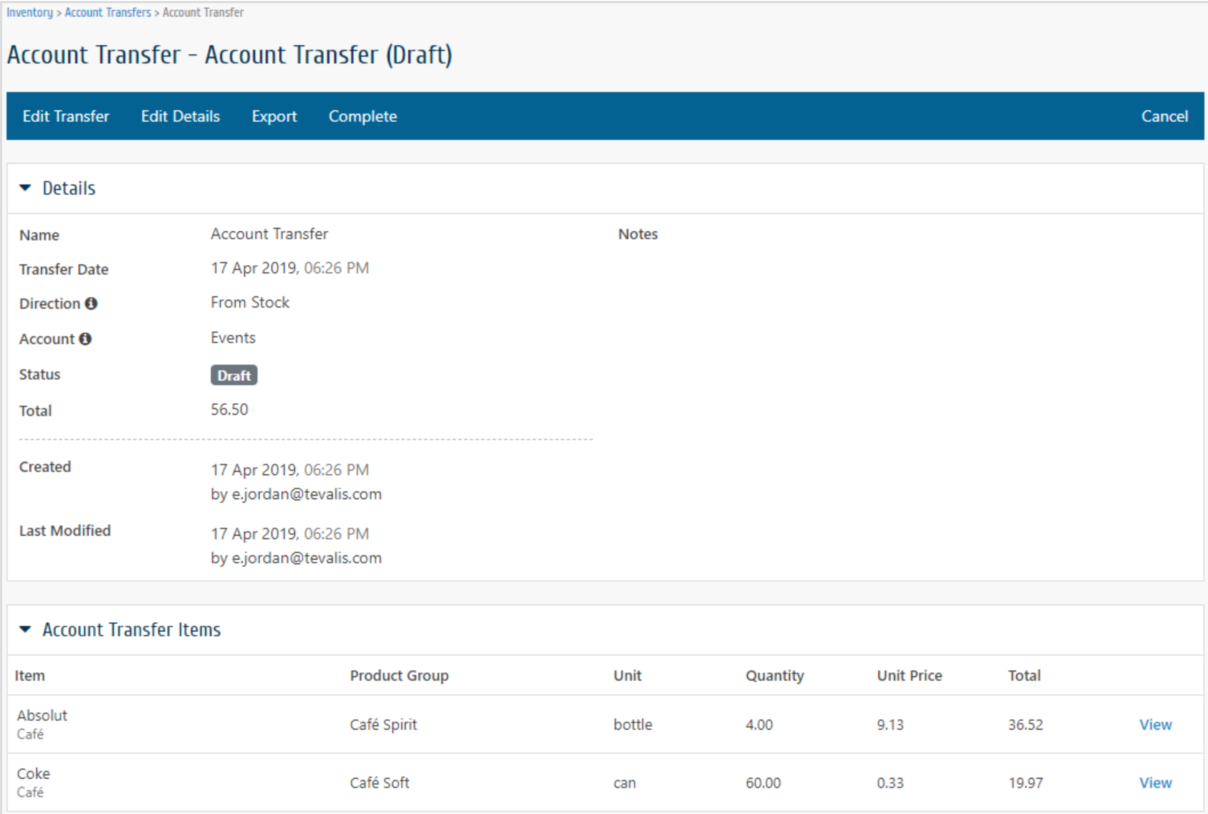


Figure 77: An example of the Account Transfer Details screen.

4.14.3. Recording an Account Transfer

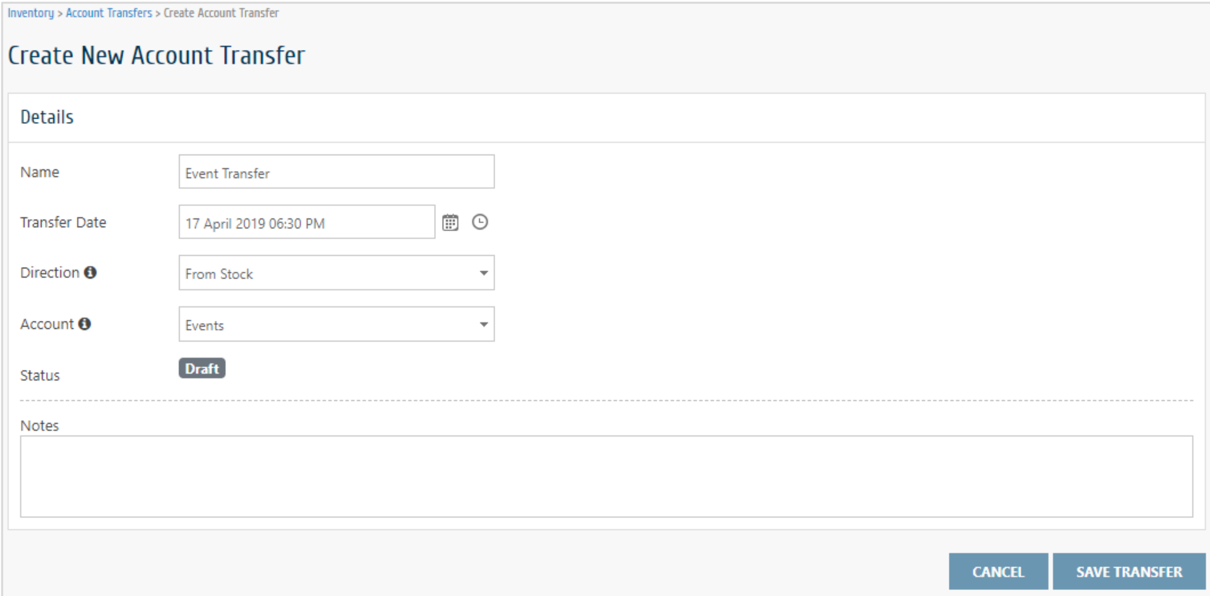


Figure 78: An example of creating an Account Transfer

To begin creating an account transfer, press the *Create Transfer* button on the Transfer List screen, this will redirect to the create account transfer form. Simply fill in the form and press *Save Transfer*. An overview of the fields in the form can be viewed below.

Field	Definition
Name	A name or reference used to identify the transfer.
Transfer Date	The date of the transfer.
Direction	Whether the items in the transfer are moving to an account and therefore out of the sites stock holding (From Stock), or from an account and therefore back in to the sites stock holding (To Stock).
Account	The account associated with the transfer.
Status	The status of the transfer. All account transfers begin as *draft* transfers which must be either completed or cancelled.
Notes	Additional notes regarding the transfer.

Table 14: A field definition list for the Create Account Transfer Screen.

After pressing *Save Transfer*, the transfer is ready for items to be added to it. To add new items to the transfer, either search for items to add in the *Search Items* textbox or use the *Advanced Product Search* feature. For each item to add, enter the total quantity of that item being transferred. When an item is added to the transfer, its stockholding will be adjusted in its default stock location and will also default to its average stocktake unit cost price. For users with privilege to do so, the unit price (NET) can be amended once the item is added to the transfer.

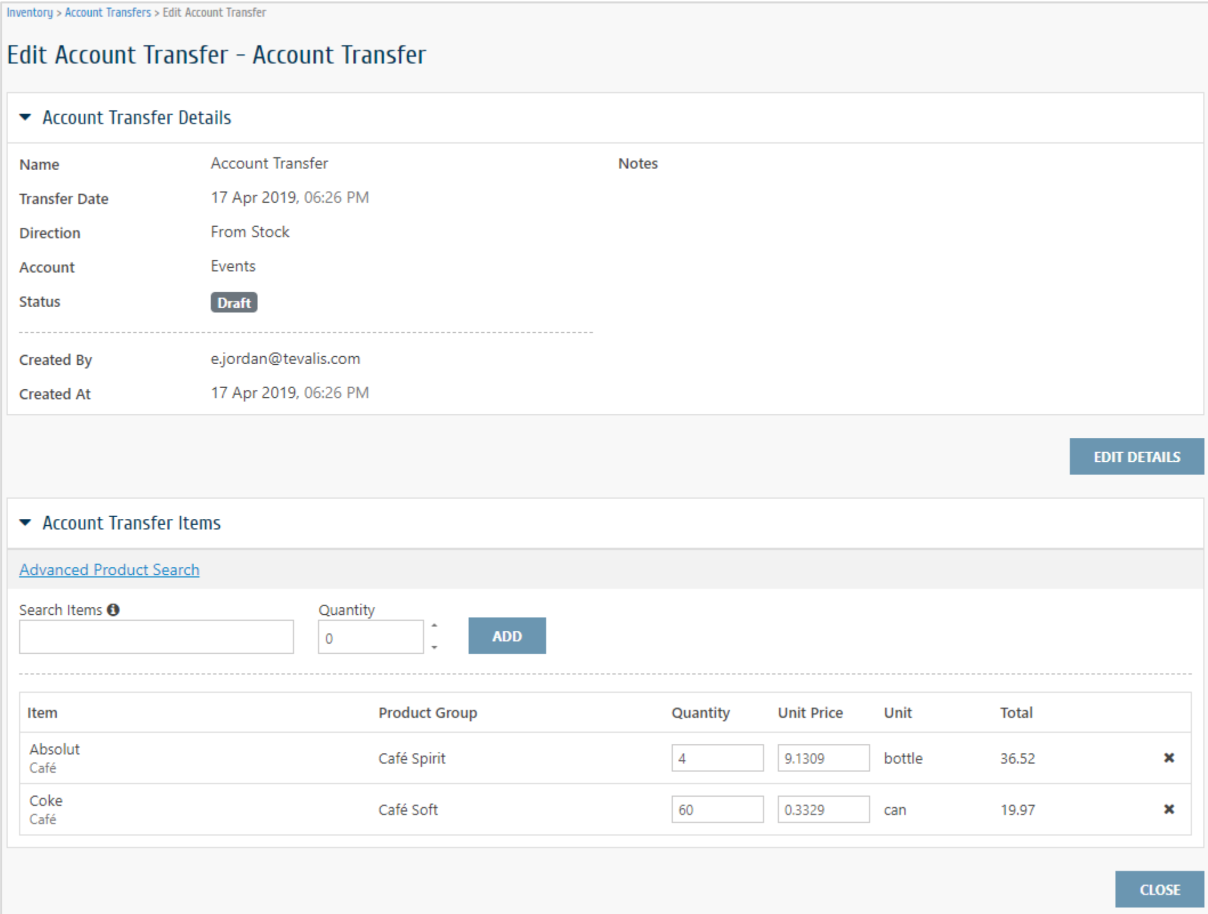


Figure 79: An example of recording the transfer of items to the Events account.

4.15. Wastages

4.15.1. Wastage List

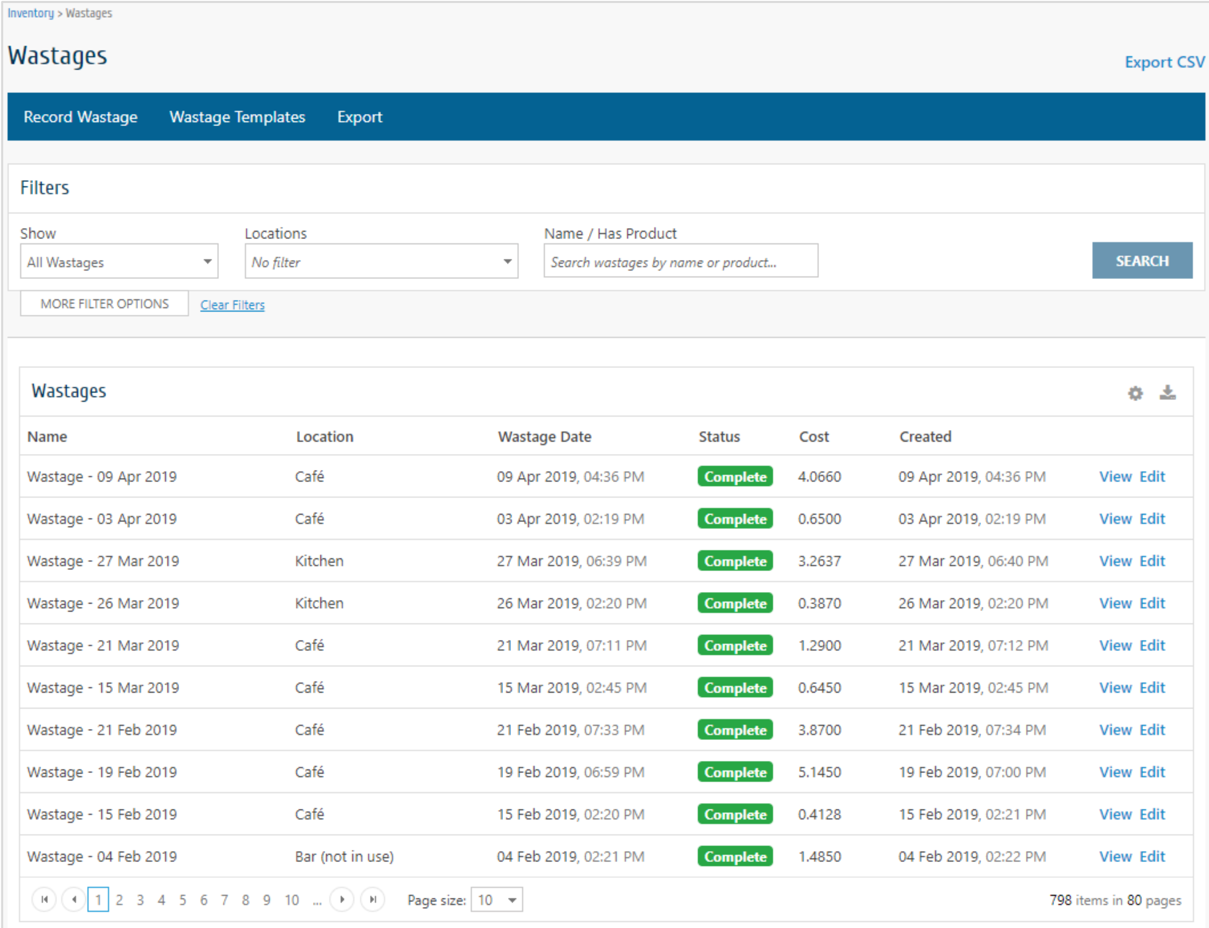


Figure 80: Screenshot of the Wastage List screen.

The Wastage List screen is used to search for existing wastages created within Stock Management and via the Tevalis e-POS. Existing wastages can be viewed or edited by pressing the corresponding hyperlinks in the wastages table. Wastages recorded on the e-POS are not editable. New wastages can be recorded by pressing the *Record Wastage* button or through the e-POS using the wastage function key or the stock wastage module.

4.15.2. Wastage Details

The Wastage Details screen provides a read-only look at a wastage's basic information and items wasted. The wastage items can be amended by pressing the *Edit Wastage* button and the main details can be edited by pressing *Edit Details*. The wastage may be completed or cancelled by pressing the corresponding buttons in the blue sub-menu; *Complete Wastage* and *Cancel Wastage*.

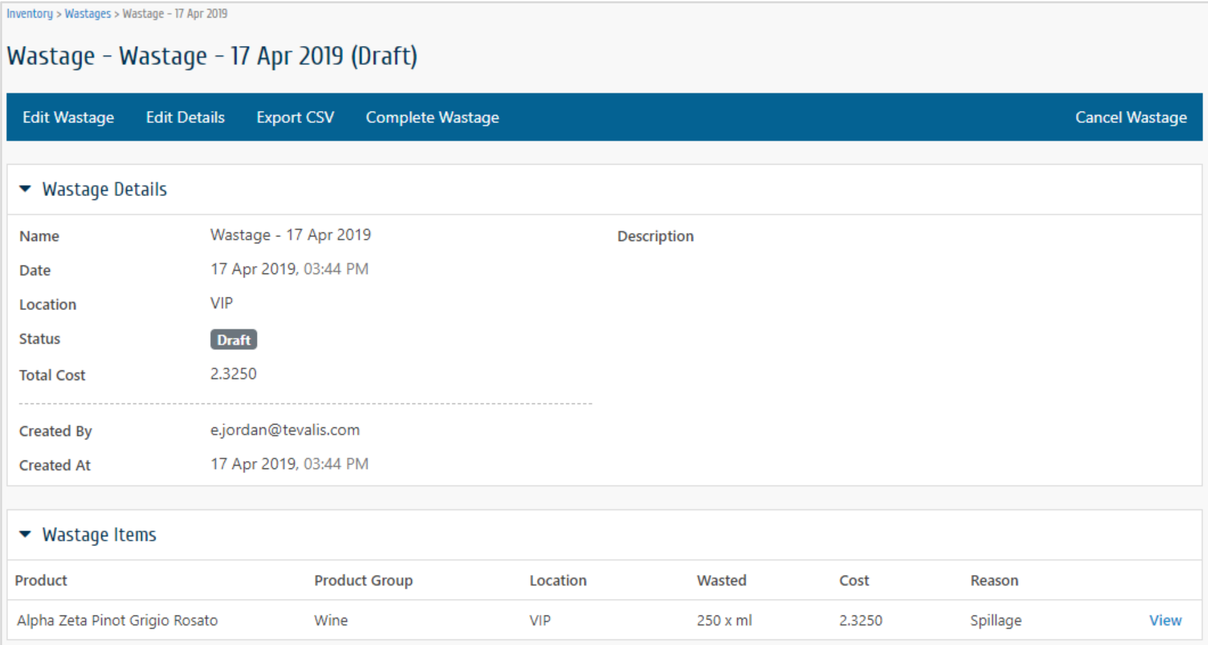


Figure 81: An example of the Wastage Details screen.

4.15.3. Recording Wastage

For employees without access to Stock Management or for use in service a wastage template can be downloaded from the Wastage List page and printed out by pressing the *Download Wastage Template* button in the blue sub-menu.

To begin recording wastage, press the *Record Wastage* button on the Wastage List screen which will redirect to the Record Wastage screen. Simply fill in the form and press *Save Wastage*. An overview of the fields in the form can be viewed below.

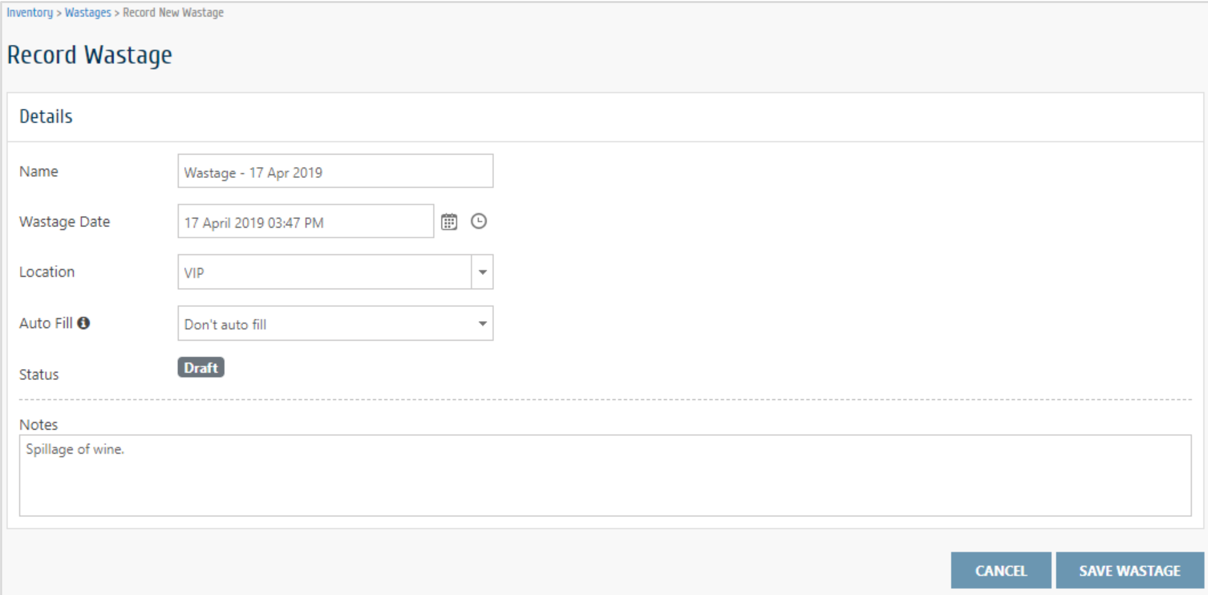


Figure 82: Recording a new wastage.

Field	Definition
Name	A name or reference used to identify the wastage.
Wastage Date	The date of the wastage.
Location	The stock location that the wastage occurred in.
Auto Fill	Auto-fills the wastage with items matching the auto-fill criteria. **Don't auto fill** will create a blank wastage. Once created, items can be manually searched for an added to the wastage. **Auto fill by template** will auto-fill the wastage with all items listed in the selected template which are available at the selected site and stock location. When this option is chosen a prompt for a wastage template will appear.
Status	The status of the wastage. All wastages start as *draft* wastage which must be either completed or cancelled.
Notes	Additional notes regarding the wastage.

Table 15: Data definition list for the Record Wastage screen.

After pressing *Save Wastage*, the wastage is ready for items to be added to the draft wastage. To add new items to the wastage, simply search for the product to waste in the *Search Product* textbox within the Wastage Items section.

After selecting a product, the Base Unit and Stocktake Unit of the product are populated into the Unit text box. Select the unit to waste in (e.g. g, kg, ml, litre), enter the quantity of that unit to waste into the Quantity textbox and select the reason why the item is being wasted from the Reason dropdown list. Afterwards, press the Add button to assign the item to the wastage. Additional wastage reasons can be created in the Setup area of SM.

As an example, when selecting Gordon’s Gin with a Base Unit of ml, entering a quantity of 50 will record 50ml of waste. Similarly, with a Stocktake Unit of Bottle, entering a quantity of 50 will record 50 bottles of waste.

Important! When a batch recipe is wasted, only the recipe itself will be wasted, the ingredients in the recipe will not be wasted as it is assumed that the batch recipe has already been produced. Before completing a wastage including a batch recipe, ensure that a record of the batch being produced has been completed in the batch recipe module (*see section 4.3*) to ensure inventory levels are kept up to date. If Auto Batch Recipe is enabled, on completing the stocktake, the system will produce enough batches to accommodate for the wasted batches.

To edit existing wastage items, change the values within the wastage items table. To remove a wastage item, enter 0 within the wasted amount textbox or press the ✖ button.

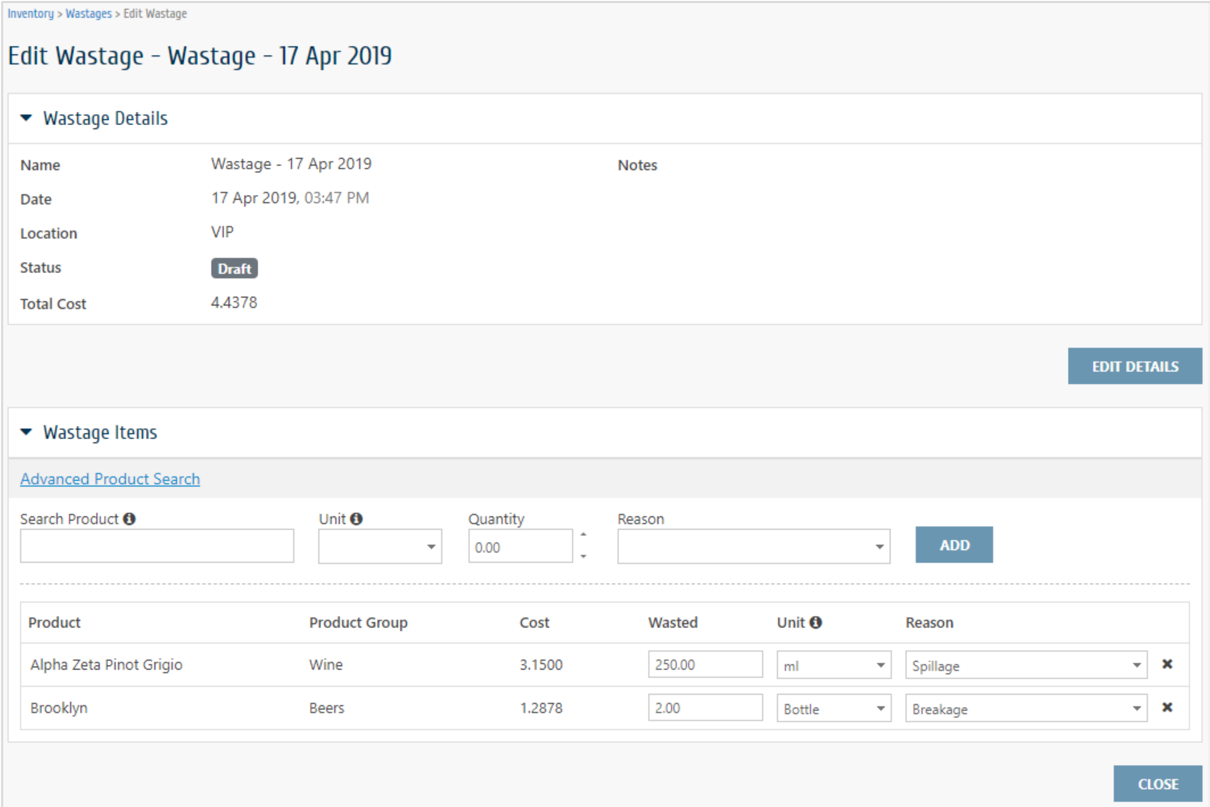


Figure 83: An example of recording wastage

4.16. Wastage Templates

4.16.1. Wastage Template List

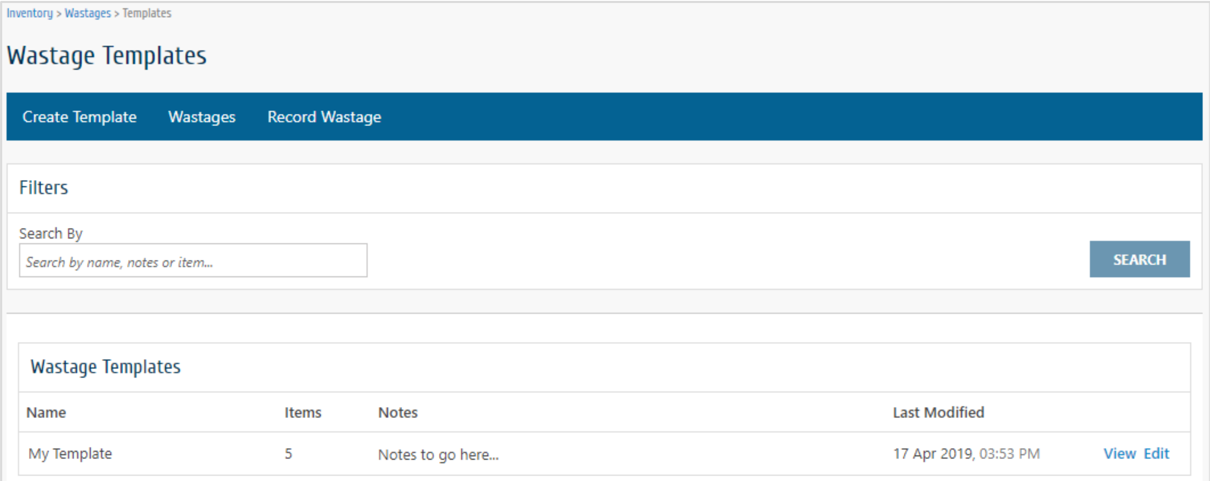


Figure 84: Screenshot of the Wastage Template List screen.

The Wastage Template List screen is used to search for existing wastage templates. Existing templates can be viewed or edited by pressing the corresponding link in the wastage templates table. New templates can be created by pressing the *Create Template* button in the blue sub-menu.

4.16.2. Creating and Modifying Templates

To begin creating a wastage template, press the *Create Template* button on the Wastage Template List screen. Pressing the button will redirect to the Create Wastage Template screen – simply fill in the form and press *Save Template*.

After pressing *Save Template* you will be redirected to the Edit Items screen where the items contained in the template can be modified as seen in Figure 85 below. To add items to the template, select the method to add the items by and a default reason for the wastage and then press the *Add Item(s)* button to add the items to the template. There are two methods which can be used to add items to the template which are listed below.

- **Item Search:** Search for a specific product or batch recipe to add to the template by its name.
- **Product Group:** Add all products and batch recipes from a specific product group into the template.

To remove an item from the template, press the ✖ button next to the item to remove in the template items table. To assign a default quantity wasted for each item in the template, enter a value into the Default Wasted column.

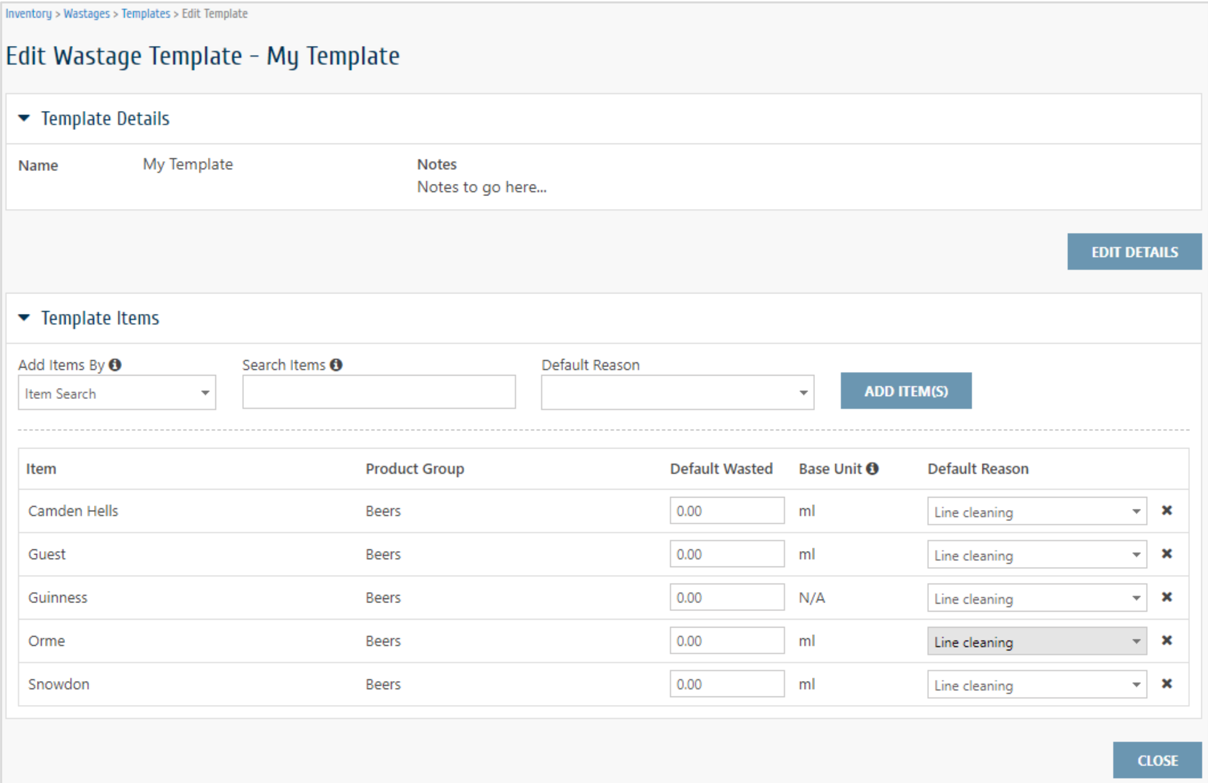


Figure 85: Modifying the items in a wastage template.

4.16.3. Wastage Template Details

The Wastage Template Details screen provides a read-only view of the templates basic information and template items. The details of the template can be modified by pressing the *Edit Details* button and the items included in the template modified by pressing the *Edit Template Items* button.

Templates may also be deleted by pressing the *Delete Template* button in the blue sub-menu. Deleting a template cannot be undone and a confirmation is presented before the template is deleted.

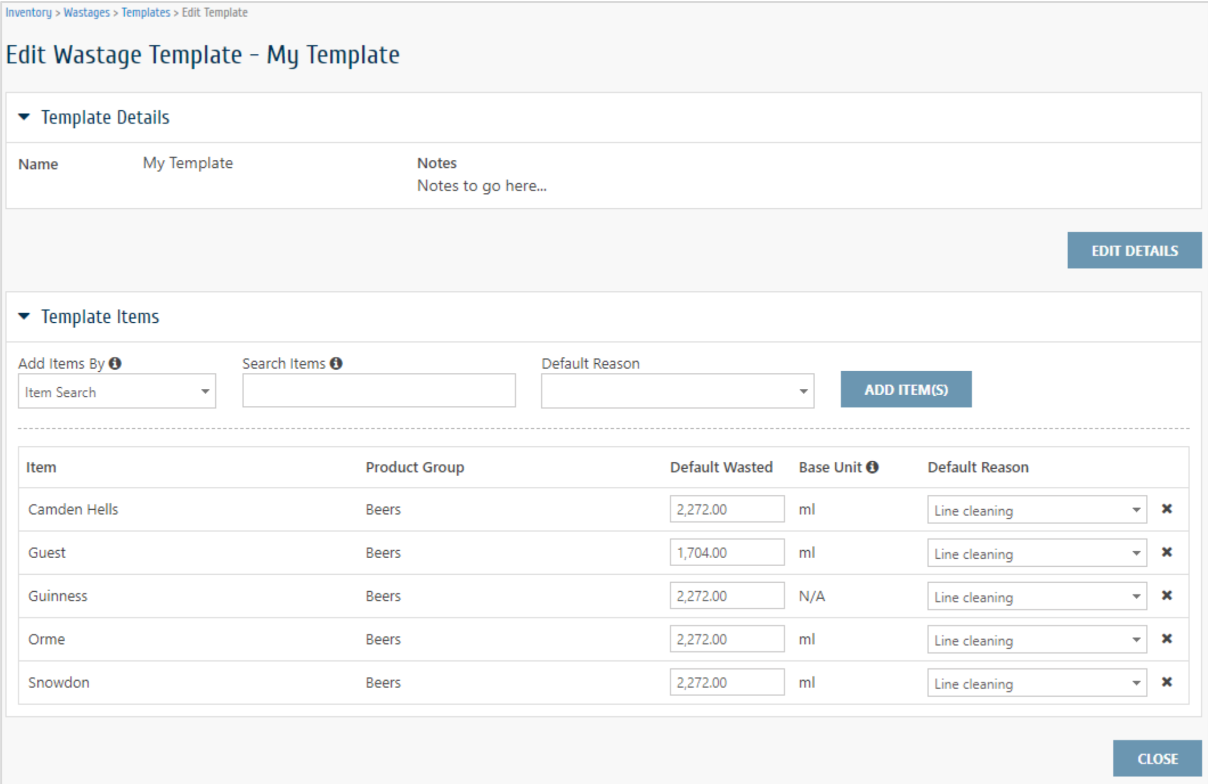


Figure 86: Screenshot of the Wastage Template Details screen.

5. Orders

5.1. Orders

5.1.1. Order List

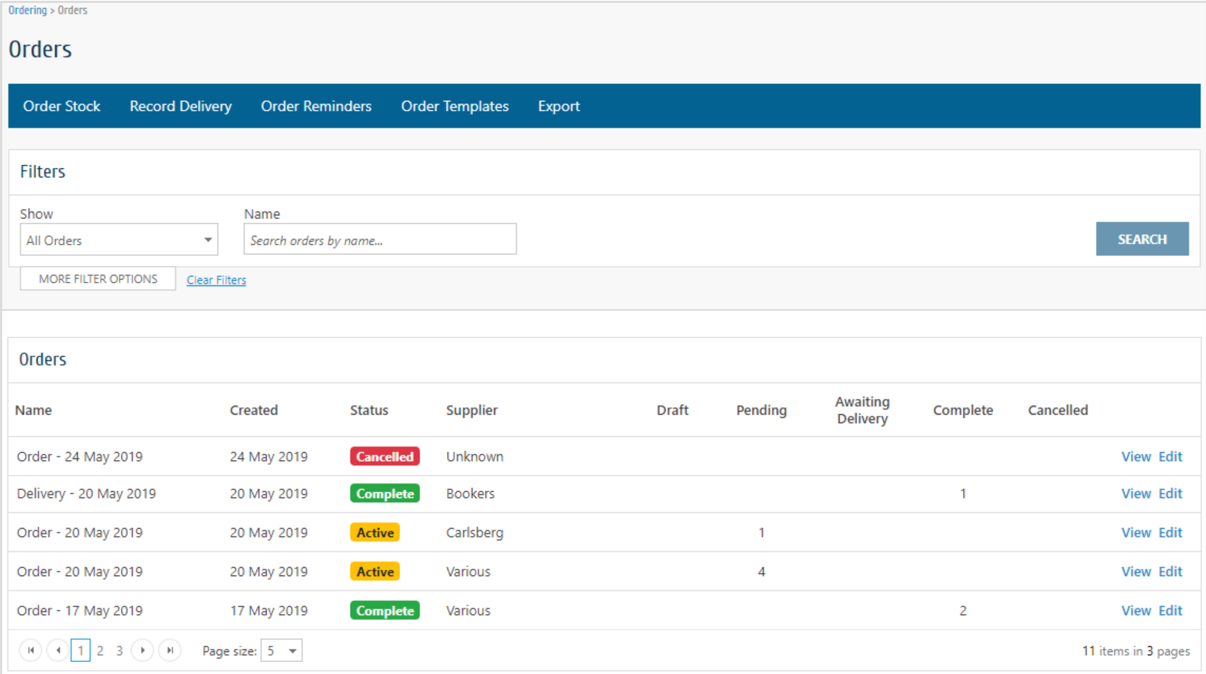


Figure 87: Screenshot of the Order List screen.

Stock Management allows orders to be created for;

- A single supplier.
- Multiple suppliers where the *master order* will be collated into multiple individually managed purchase orders based on the products ordered after the master order is submitted for approval.
- Delivery-only orders for a single supplier which record the delivery of products from an existing supplier within the system. Delivery-only orders do not go through the usual ordering process and instead are booked straight into stock upon confirmation.

The Order List screen is used to search for these master orders and to view and edit existing orders and deliveries by pressing the corresponding hyperlink in the orders table. To begin creating a new order, press the *Order Stock* menu item. To record a delivery-only order, press the *Record Delivery* menu item.

For each master order displayed in the orders table, the status of the order is shown along with the number of purchase orders in each status. For example, the first order shown in Figure 87 shows one complete order and the fifth order shows two complete orders from a multi-supplier order.

On this screen, the *Supplier Order Sheet* can be downloaded via the *Export* menu item. This document is a PDF export listing all products sold by a specific supplier categorised by product type and group with a column to write the quantity to order which can be generated in either a daily or weekly format. It is useful for printing out for employees without access to the system such as chefs who may wish to record the products required to be ordered which can be entered into the system by an employee managing stock orders at a later date.

5.1.2. Order Details

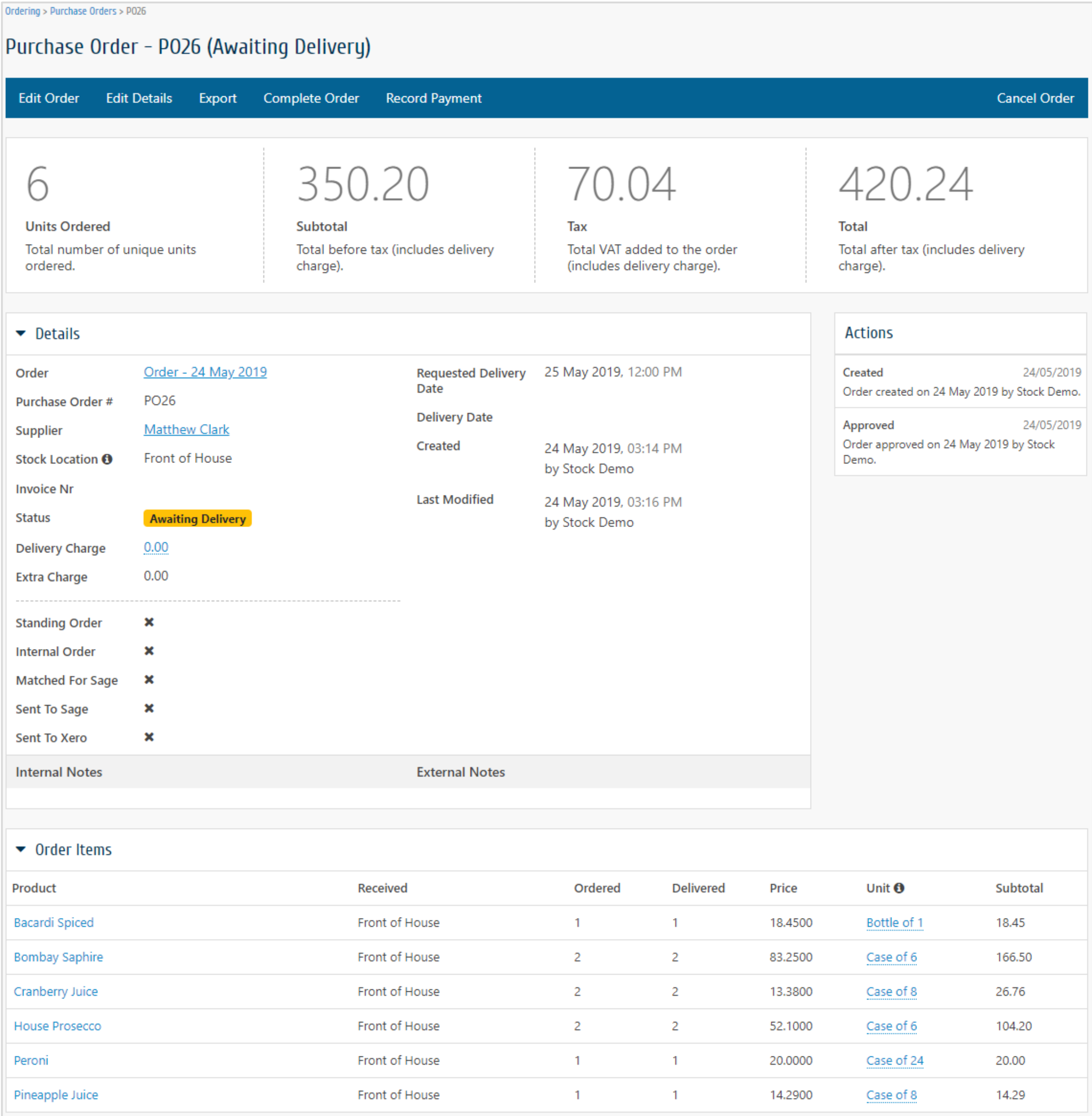


Figure 88: An example of the Order Details screen for an active order.

The Order Details screen provides a read-only look at the master order. Whilst the order is in the status *Draft*, the order can be submitted for approval by pressing the *Submit Draft* button in the blue sub-menu, or cancelled by pressing the *Cancel Draft* button in the same sub-menu. Additionally, the master order can still be edited whilst in draft.

After the order is submitted for approval, the Order Details screen will display the master orders details within the Order Details section and each purchase order associated with the master order beneath the heading *Purchase Orders*. Additionally, after submitting for approval the master order cannot be edited – instead the individual purchase orders created upon submission will need to be edited instead.

5.1.3. Creating an Order

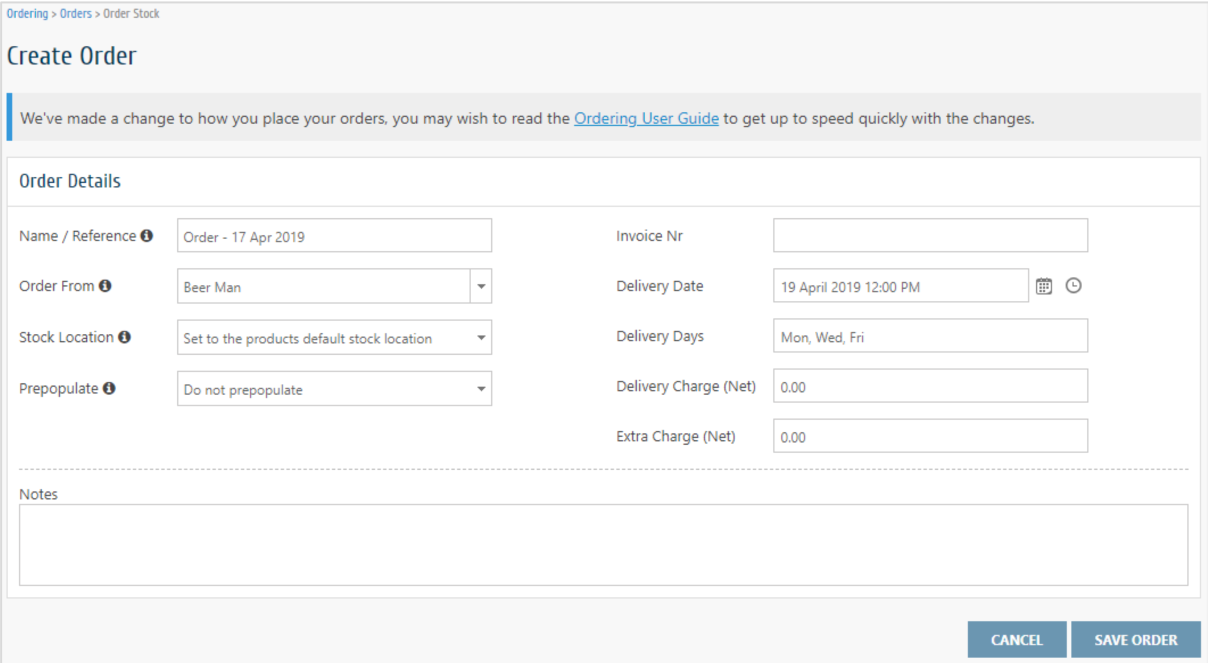


Figure 89: Creating a new order.

To begin creating a new order, press the *Order Stock* button on the Order List screen which will redirect to the Create New Order form. Simply fill in the form and press *Save Order*. An overview of the fields in the form can be viewed below.

Field	Definition
Name / Reference	A name or reference used to identify the order.
Order From	The supplier to order from. When set to *Any Supplier*, this will enable multiple supplier ordering.
Prepopulate	Auto fills the order with products based on either; • Low levels of stock • Consumption **Low levels of stock** adds to the order, products which have low stock levels for the supplier selected. Only products which have *Enable Par Levels*

	turned on (*see Table 2*) can be auto-filled. Can be filtered by Product Type and Product Group. **Consumption** prompts for the number of days of consumption that should be ordered for each applicable product and the number of stock periods to calculate daily consumption levels for. For example, entering 5 days consumption and 3 stock periods would auto-fill the order with enough stock to cover the next 5 days of trade based on daily consumption data from the last 3 complete stock periods and current forecasted inventory levels (stock on hand and orders awaiting delivery). Consumption ordering now includes par level in the calculation. The system will now recommend stock to fulfil the next 'X' number of days including the quantity required in stock to remain at par. Can be filtered by Product Type and Product Group. For products with multiple purchase units, the system will determine the cheapest purchase unit to buy based upon the amount required to return to the products reorder level.
Invoice Nr*	The invoice/delivery note number of the order/purchase order. The system checks that the invoice number entered is not a duplicate invoice number associated with another purchase order from that supplier. *Visible only when Any Supplier is selected in the Order From field. For multiple supplier orders, the delivery date can be set when the purchase order is created and before approving for delivery.
Delivery Date*	The date which the supplier(s) should aim to deliver by. *Visible only when Any Supplier is selected in the Order From field. For multiple supplier orders, the delivery date can be set when the purchase order is created and before approving for delivery.
Delivery Charge*	Any delivery charge associated with the order. *Visible only when Any Supplier is selected in the Order From field. For multiple supplier orders, the delivery date can be set when the purchase order is created and before approving for delivery.
Notes	Additional notes regarding the order.

Table 16: Create order data definition list.

After pressing *Save Order*, the master order is ready for products to be added to the draft master order. To include items in the order, simply search for the product to purchase in the *Search Product* textbox within the Order Items section.

After selecting a product, the available Purchase Units of the product will be auto-populated in the Purchase Unit drop-down. Select the unit to purchase, enter the quantity of that unit to purchase and press the *Add* button to add the product and purchase unit to the order. As an example, when selecting Gordon's Gin with a Purchase Unit of *Bottle of 1*, entering 4 into the Quantity textbox will order 4 bottles of Gordon's Gin.

To edit existing order items, change the values within the order items table. Changing the value under the Cost Price column will allow products to be ordered at a different cost price than what is setup within the Products section. Permanent changes to a purchase unit's cost price should be recorded by editing the product as shown in section 4.1.7. To remove an item from the order, enter 0 within the Quantity textbox or press the ✖ button.

To submit the order for approval by an administrator, press the *Submit Draft* button. To return to the order later, press the *Close* button.

You can also create the order by using the *Advanced Product Search* option. This allows you to view all products available from the selected supplier (if creating an order for 1 supplier), or all products available in Stock Management (if creating an order from all suppliers), in the same format as the *Supplier Order Sheet*.

Add in a quantity next to each product and when you've added all items, click on *Add Products to Order*.

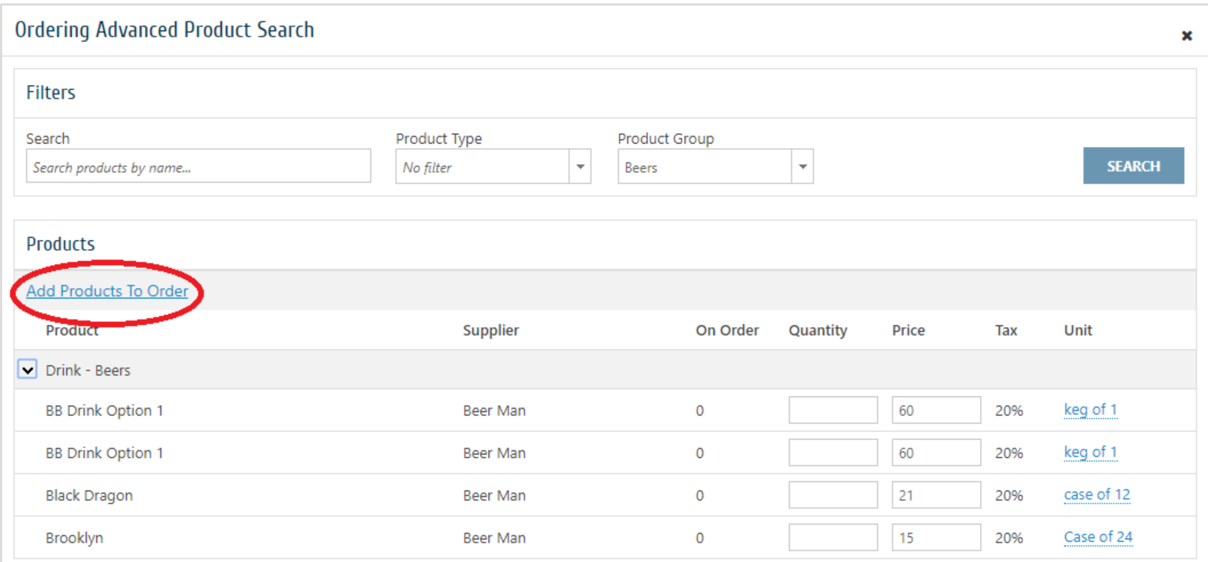


Figure 88: An example of Ordering using the Advanced Product Search.

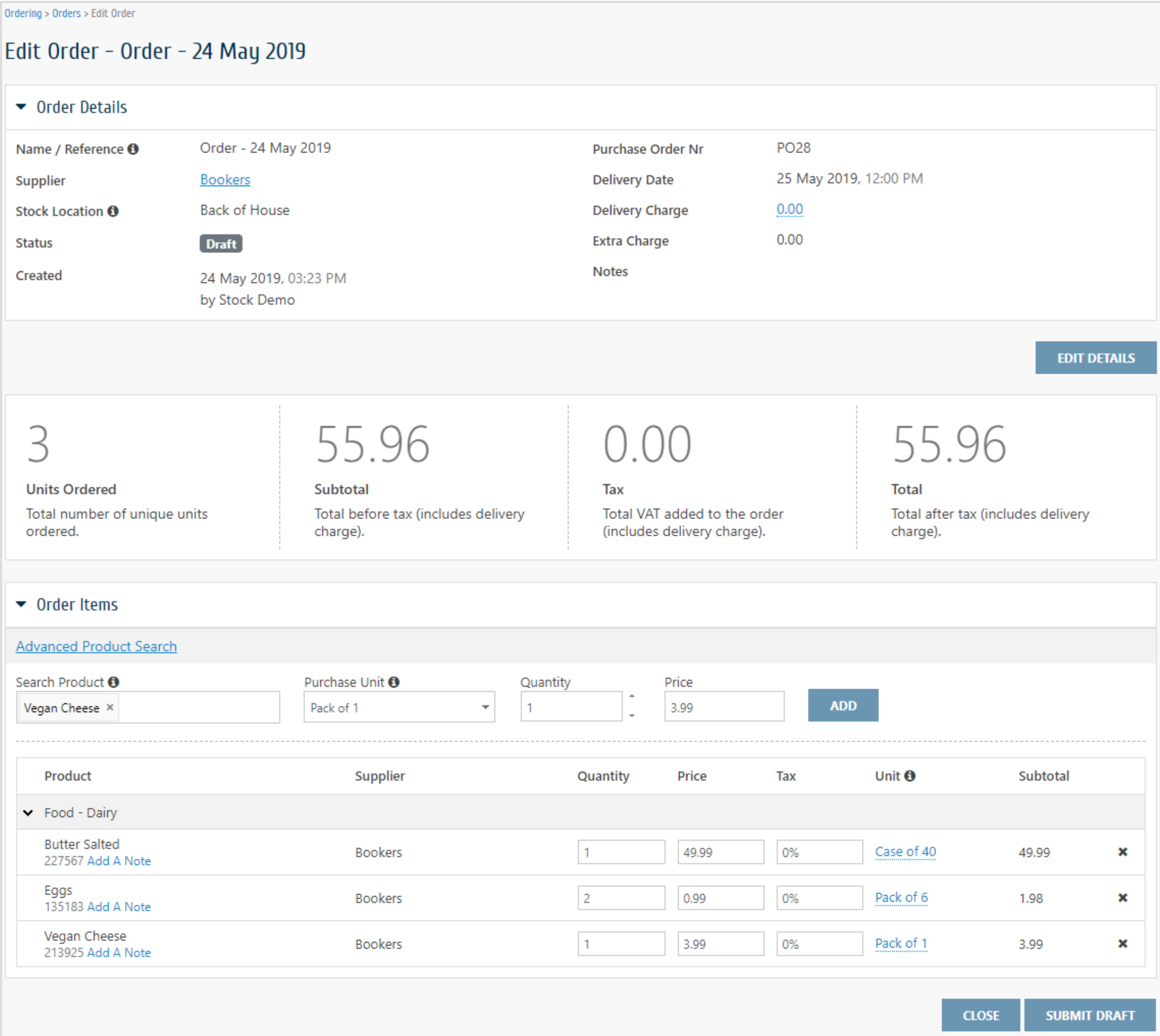


Figure 89: An example of creating an order from the supplier Bookers.

5.1.4. Recording a Delivery

To begin recording a delivery, press the *Record Delivery* button on the Order List screen which will redirect to the Record A Delivery form. Simply fill in the form and press *Save Delivery*. An overview of the fields in the form can be viewed in Table 16 above.

After pressing *Save Delivery*, follow the same process for creating an order as explained in section 5.1.3. To complete the delivery, press the *Complete Delivery* button.

5.1.5. Order Reminders

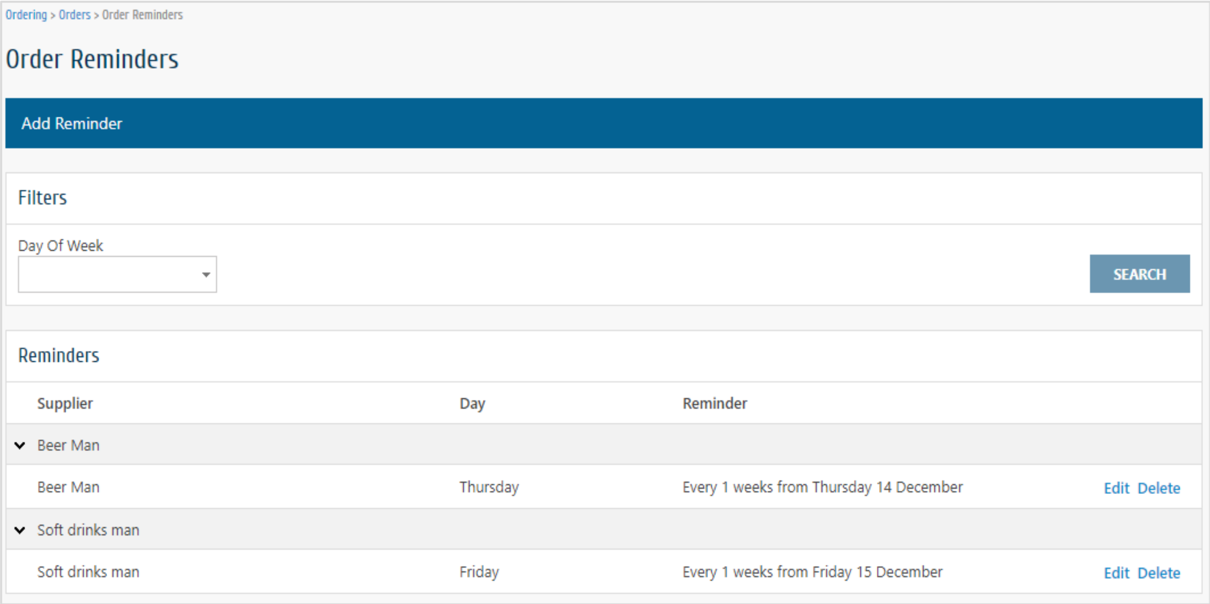


Figure 90: Example of an Order Reminders List Screen

The Order Reminders List screen is used to manage the order reminders for the site, these are notifications that will appear on the Inventory Dashboard as an order to create today. Reminders can be created for any active supplier in the system for a frequency of your choosing.

To create a new reminder, press the *Add Reminder* button in the blue sub-menu. A new form will open within the order reminders table as seen in **Error! Reference source not found.**. Fill in the form a nd press *Add* to create the reminders. To edit or delete an existing reminder, press the corresponding hyperlink in the order reminders table. An overview of the fields in this form is presented below.

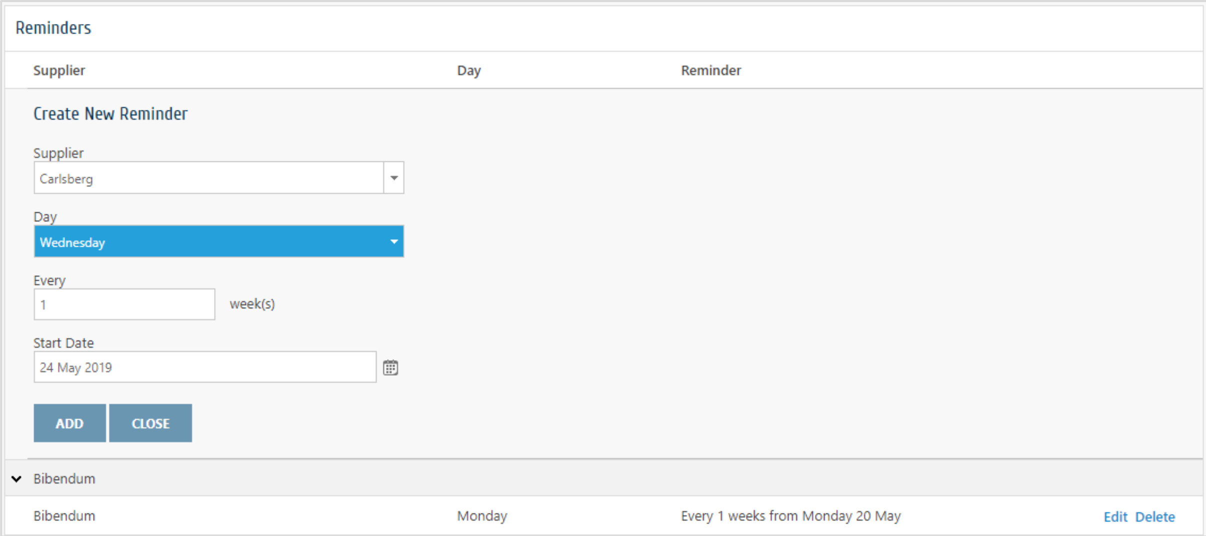


Figure 91: An example of creating an Order Reminder.

Field	Definition
Supplier	The supplier to remind for.
Day	The day of the week to create an order reminder.
Every	The frequency that a reminder should be created on the Inventory Dashboard. Setting a value of 1 will remind every 1 week, a value of 2, every 2 weeks etc.
Start Date	The date that the reminder will become active.

Table 17: Order Reminders data definition list.

5.2. Order Templates

5.2.1. Order Template List

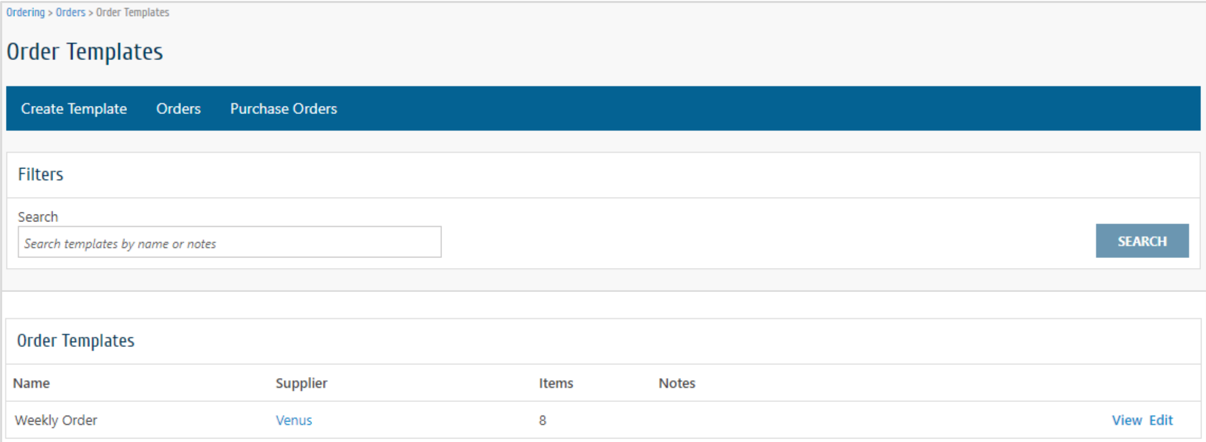


Figure 92: Screenshot of the Order Template List screen.

The Order Template List screen is used to search for existing order templates. Existing templates can be viewed or edited by pressing the corresponding link in the transfer templates table. New templates can be created by pressing the *Create Template* button in the blue sub-menu.

5.2.2. Creating and Modifying Templates

To begin creating a transfer template, press the *Create Template* button on the Order Template List screen. Pressing the button will redirect to the Create Transfer Template screen – simply fill in the form and press *Save Template*.

After pressing *Save Template* you will be redirected to the Edit Items screen where the items contained in the template can be modified as seen in Figure 74 below. To add items to the template, select the method to add the items by and press the *Add Item(s)* button to add the items to the template. There are two methods which can be used to add items to the template which are listed below.

- **Item Search:** Search for a specific product or batch recipe to add to the template by its name.
- **Supplier:** Add all products and batch recipes from the supplier into the template.

To remove an item from the template, press the button next to the item to remove in the template items table.

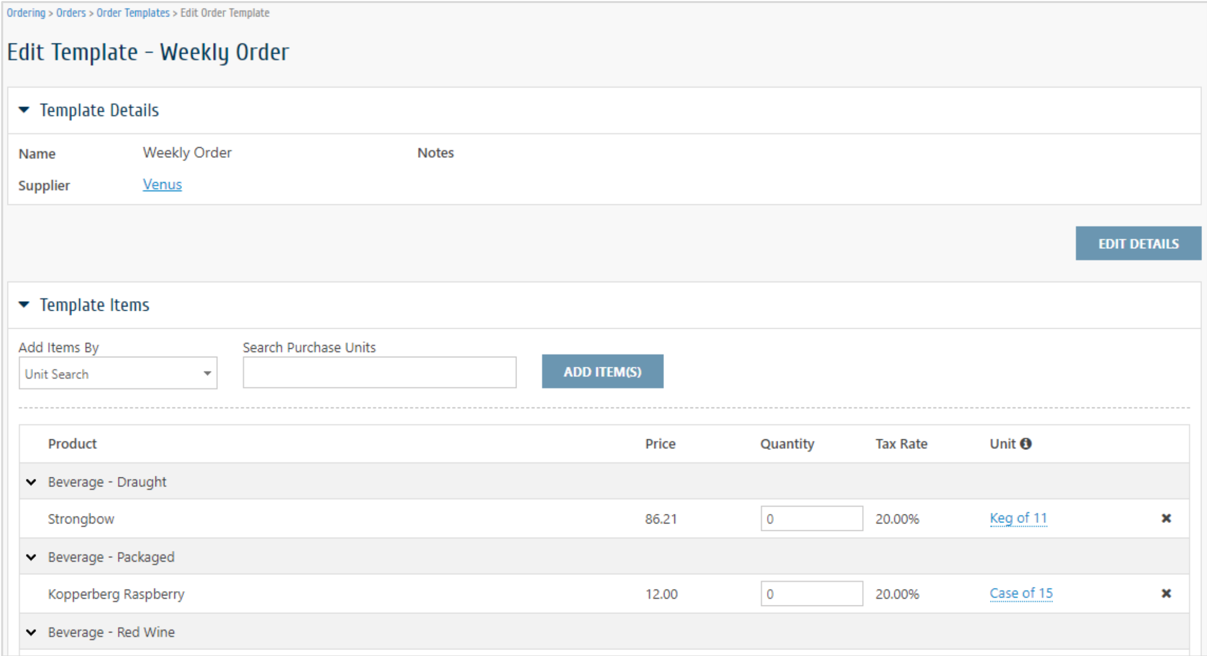


Figure 93: Modifying the items in an order template.

5.2.3. Order Template Details

The Order Template Details screen provides a read-only view of the templates basic information and template items. The details of the template can be modified by pressing the *Edit Details* button and the items included in the template modified by pressing the *Edit Template Items* button.

Templates may also be deleted by pressing the *Delete Template* button in the blue sub-menu. Deleting a template cannot be undone and a confirmation is presented before the template is deleted.

5.3. Purchase Orders

5.3.1. Purchase Order List

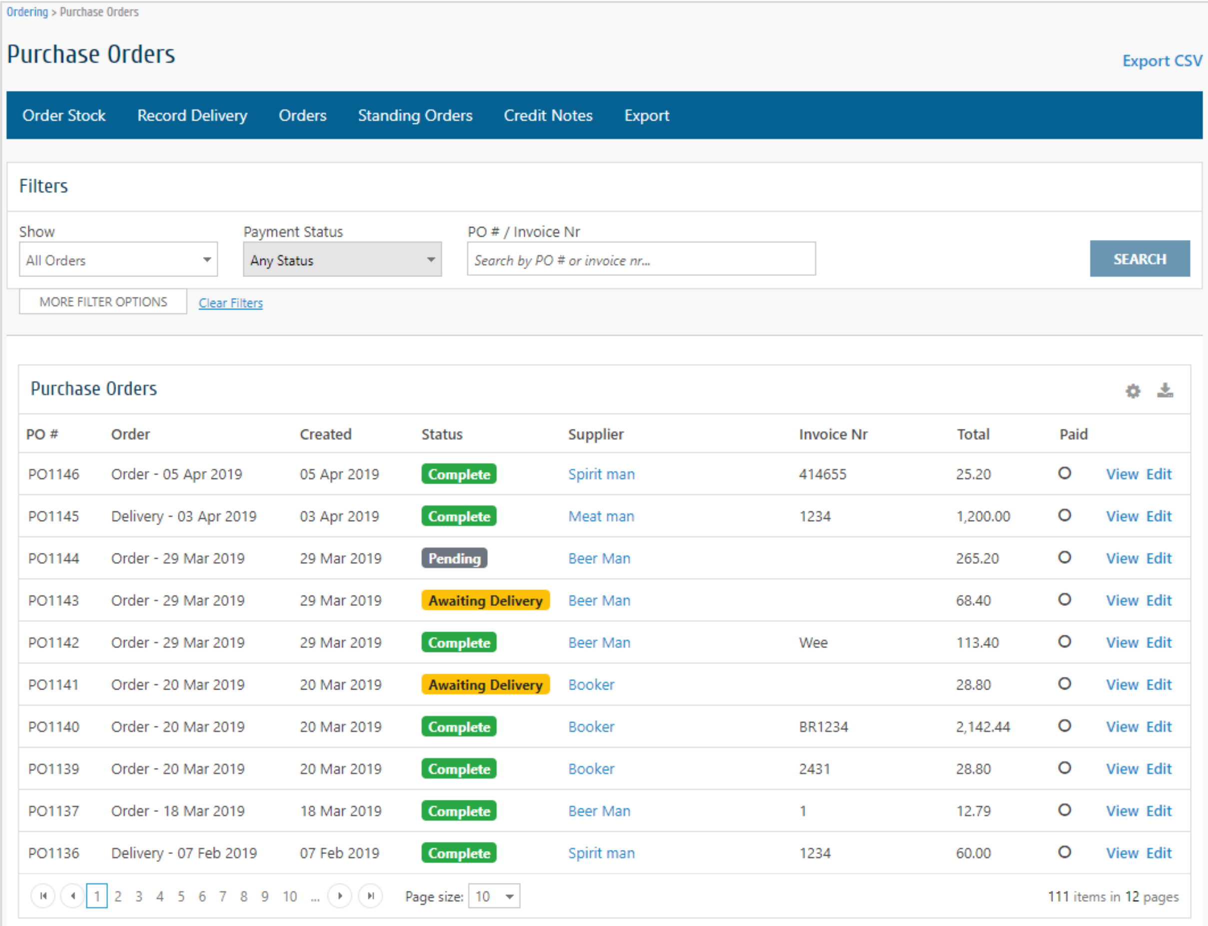


Figure 92: Screenshot of the Purchase Order List screen.

The Purchase Order List screen shows all purchase orders that have been submitted for approval (*see section 5.1.3 for creating and submitting an order for approval*). Purchase orders can be viewed or edited by pressing the corresponding hyperlink in the Purchase Orders table. Purchase order documents may be exported in bulk via the *Export* menu item in the blue sub-menu with the option to filter by date-range and supplier.

5.3.2. Purchase Order Details

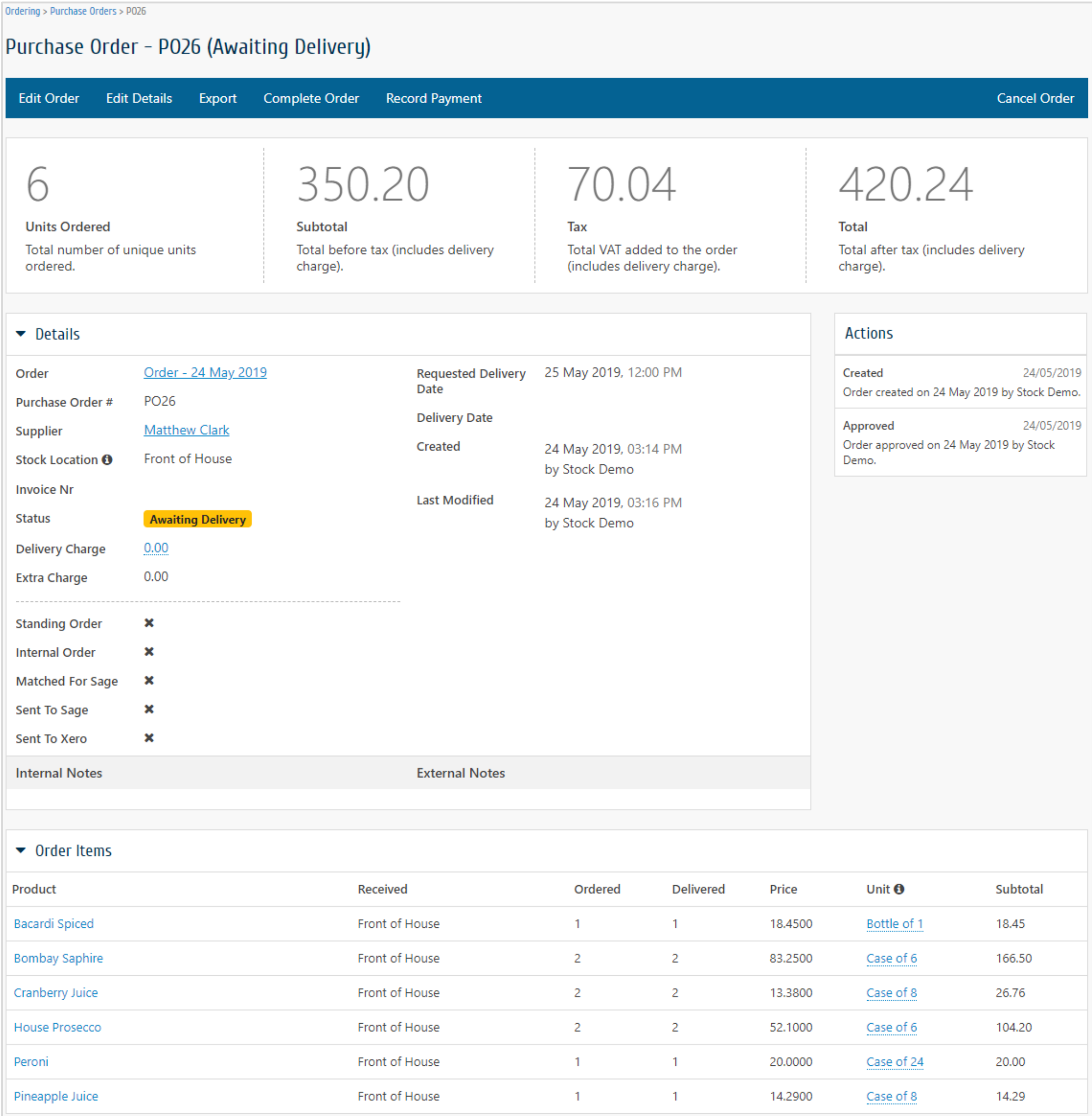


Figure 93: An example of the Purchase Order Details screen for a pending purchase order.

The Purchase Order Details screen provides a read-only look at a purchase order. After submitting an order for approval, the purchase order will be in the status *Pending*. Whilst the purchase order is pending, the items to purchase may be modified prior to approving the purchase order by pressing the *Edit Order* button in the blue sub-menu. The purchase orders main details can be modified by pressing the *Edit Details* button in the same menu.

5.3.3. Managing Purchase Orders

After submitting the master order for approval, the items from the master order are transferred to purchase orders and placed in the Purchase Order List screen as *Pending* purchase orders. At this time, the purchase order may be modified prior to approving the purchase order in the details screen (*see section 5.3.2*). Whilst pending, the purchase order can be approved (raised with the supplier) by an administrator by pressing the *Approve Order* button in the details screen, or cancelled by pressing the *Cancel* button.

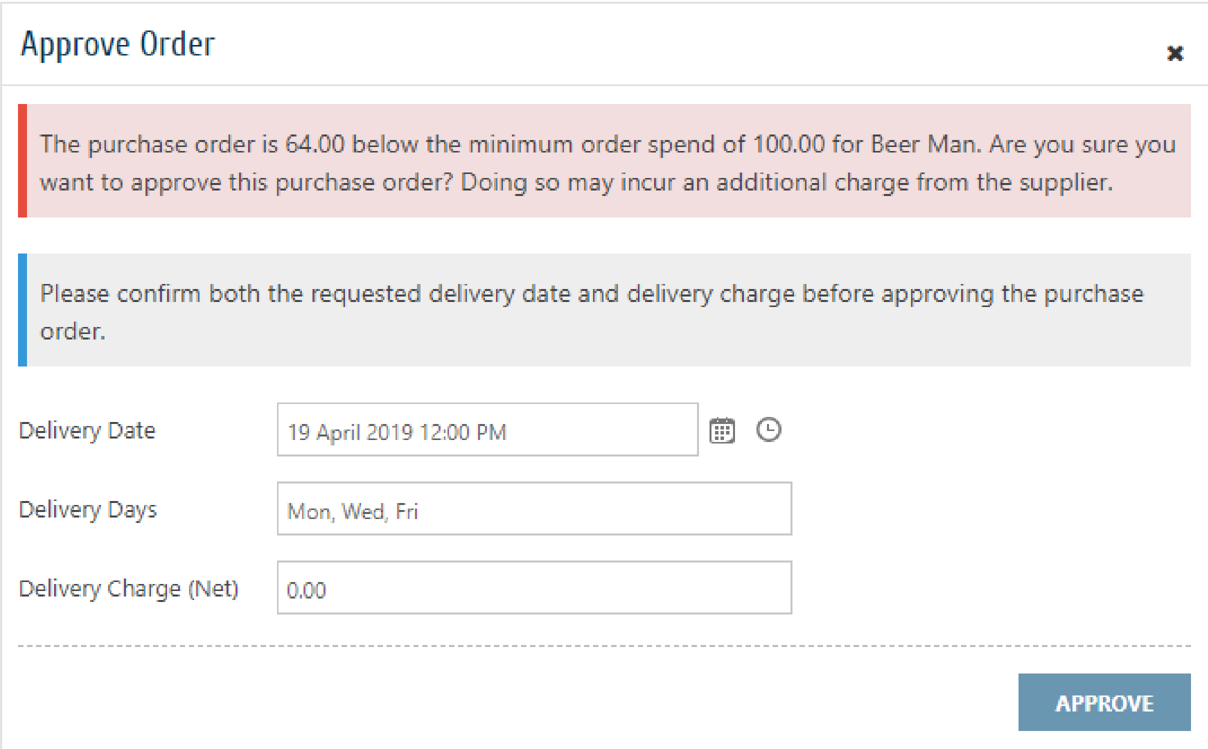


Figure 94: An example of the approve order window when the order total is less than the suppliers' minimum spend.

Before approving a purchase order, a confirmation window is displayed as seen in Figure above. If the total spend of the order is less than the minimum order spend in the suppliers' profile (*see section 6*) a warning is displayed at the top of the window. Prompts for the delivery date and delivery charge are displayed, before approval is the last time these fields can be altered. To approve the order press the *Approve* button, to cancel press *Cancel*.

Upon approval, Stock Management will look at the *Order Method* setup within the suppliers' profile. When the order method is set as *Email*, SM will automatically generate and send the purchase order via email to the supplier – if an issue is encountered when sending the email such as an invalid email address, the purchase order will not be approved and the errors must be corrected before approval. When the order method is *Phone* or *Website*, SM will inform via an alert that the purchase order has been approved on this system but must be raised manually either by phone or through the suppliers' website. Regardless of order method, the purchase order document can be exported through the *Export* menu item in the purchase order details screen.

After approval, the purchase order is moved to the status *Awaiting Delivery*. When the order arrives at site, the purchase order can be automatically booked into stock by pressing the *Complete Order* button in the details screen. If the delivered amounts do not match the ordered amounts, the delivered quantity can be amended by pressing the *Edit Order* button in the details screen and editing the order items. An example of the order items table in this state is shown below.

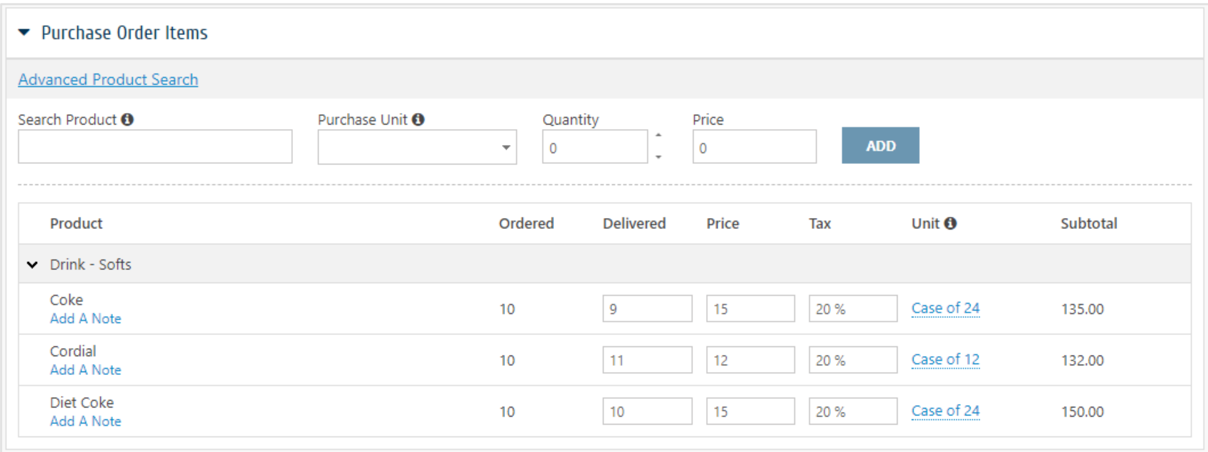


Figure 94: An example of the purchase order items table for a purchase order in the status awaiting delivery.

Once the delivered quantities are corrected, the order may be completed and booked into stock by pressing the *Complete Order* button either in the details screen or in the edit items screen. Before the purchase order can be completed, SM will prompt to confirm the actual delivery date of the order. After confirmation, the purchase order will be completed and new options to record payment, reopen the order and to raise a credit note are shown within the details section of the purchase order. An overview of credit notes is presented in section 0.

5.3.4. Recording Payment

After completion of a purchase order, an option to record the payment of the purchase order is shown in the blue sub-menu of the Purchase Order Details screen. To record payment, press the *Record Payment* button which will open a new window to record the date of payment and the invoice number associated with the order. After confirming the details of the payment, press the *Record Payment* button within the popup window to confirm payment.

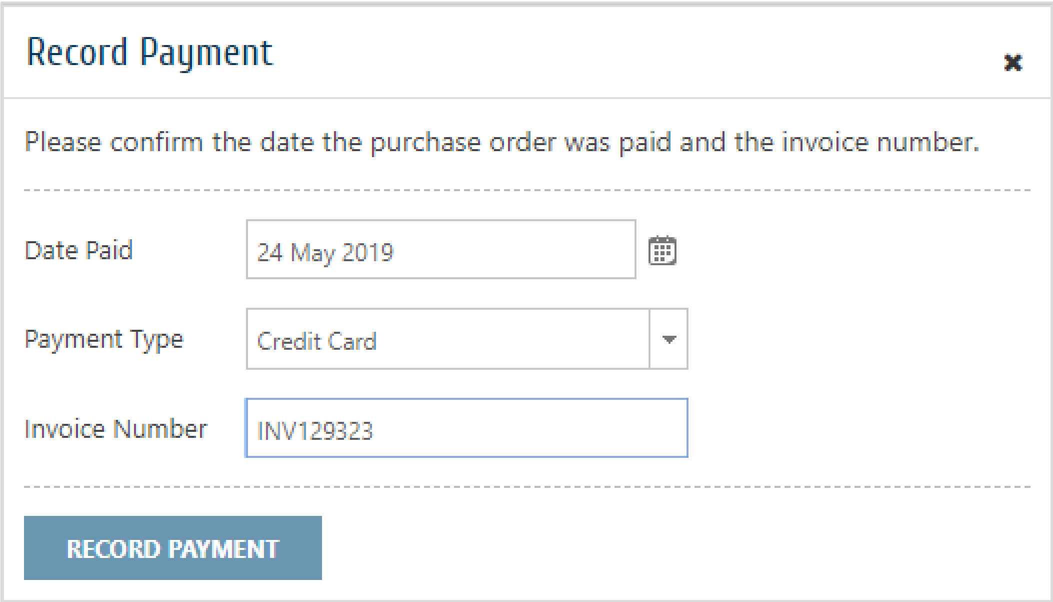


Figure 95: An example of the modal window displayed when recording the payment of a purchase order.

5.3.5. Unit Price Differences

Upon completion of a purchase order or a delivery the system can optionally check for differences in unit price between the delivered unit cost and the current unit cost of an item. This setting is managed at a company level in the Company Settings screen under *Update Unit Price On Delivery* – see 7.1.

If the user who completes the purchase order or delivery has privilege to modify purchase units, the system will prompt with any differences in unit price as shown below. To accept the unit price change, check the checkbox next to the purchase unit and press *Update Unit Prices*. Pressing this button will set the current unit price to the delivered unit price of the product for all checked products.

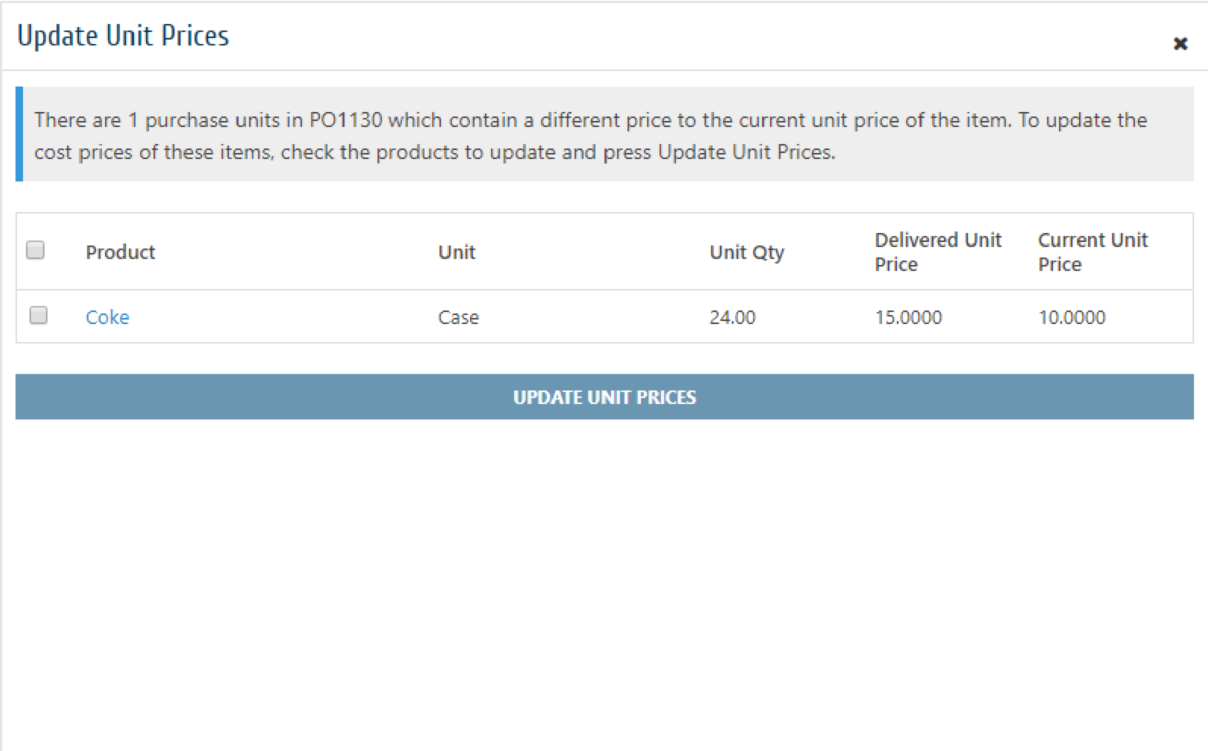


Figure 96: Updating the unit price upon completion of a purchase order.

5.4. Standing Orders

5.4.1. Standing Order List

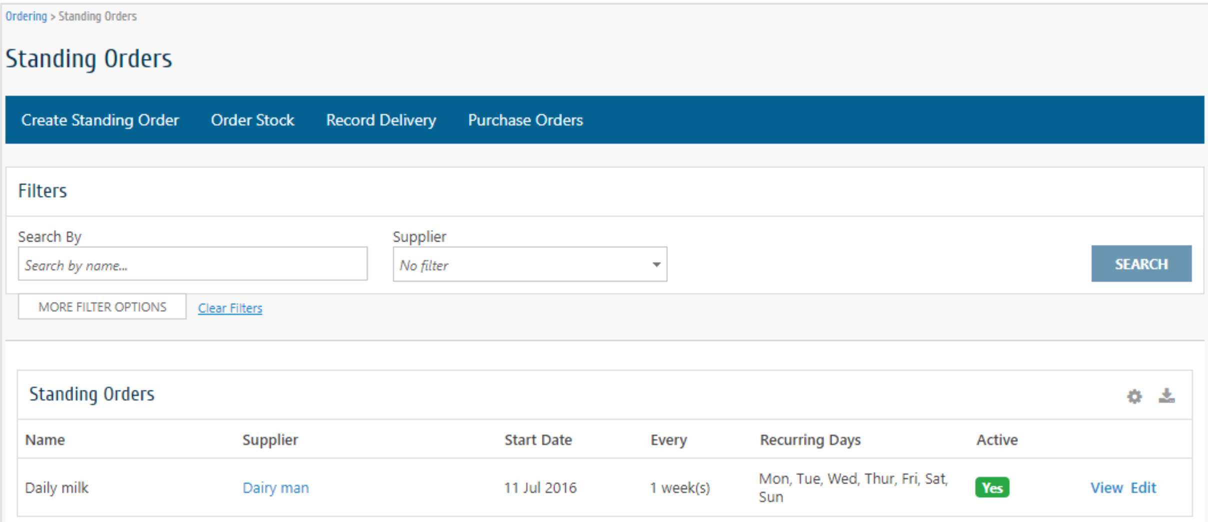


Figure 98: Screenshot of the Standing Order List screen.

The Standing Order List screen displays all standing orders in your stock system. Standing Orders are recurring purchase orders to a specific supplier which will be automatically generated at periodic intervals e.g. a bread order every week on Monday, Wednesday and Friday. When standing orders are generated, the purchase order created will be set to the status *Pending*, allowing the purchase order to be amended if needed and requiring approval before sending the purchase order to the supplier.

On the Standing Order List screen, standing orders can be viewed or edited by pressing the corresponding hyperlink in the Standing Orders table.

5.4.2. Standing Order Details

The Standing Order Details screen provides a read-only view of a standing order. The details of the standing order can be modified by pressing the *Edit Standing Order* button in the blue sub-menu. The standing order may also be activated, deactivated or deleted by pressing the relevant buttons in the same menu. Deactivated standing orders will simply not be generated however deleting a standing order will permanently remove the standing order from the system.

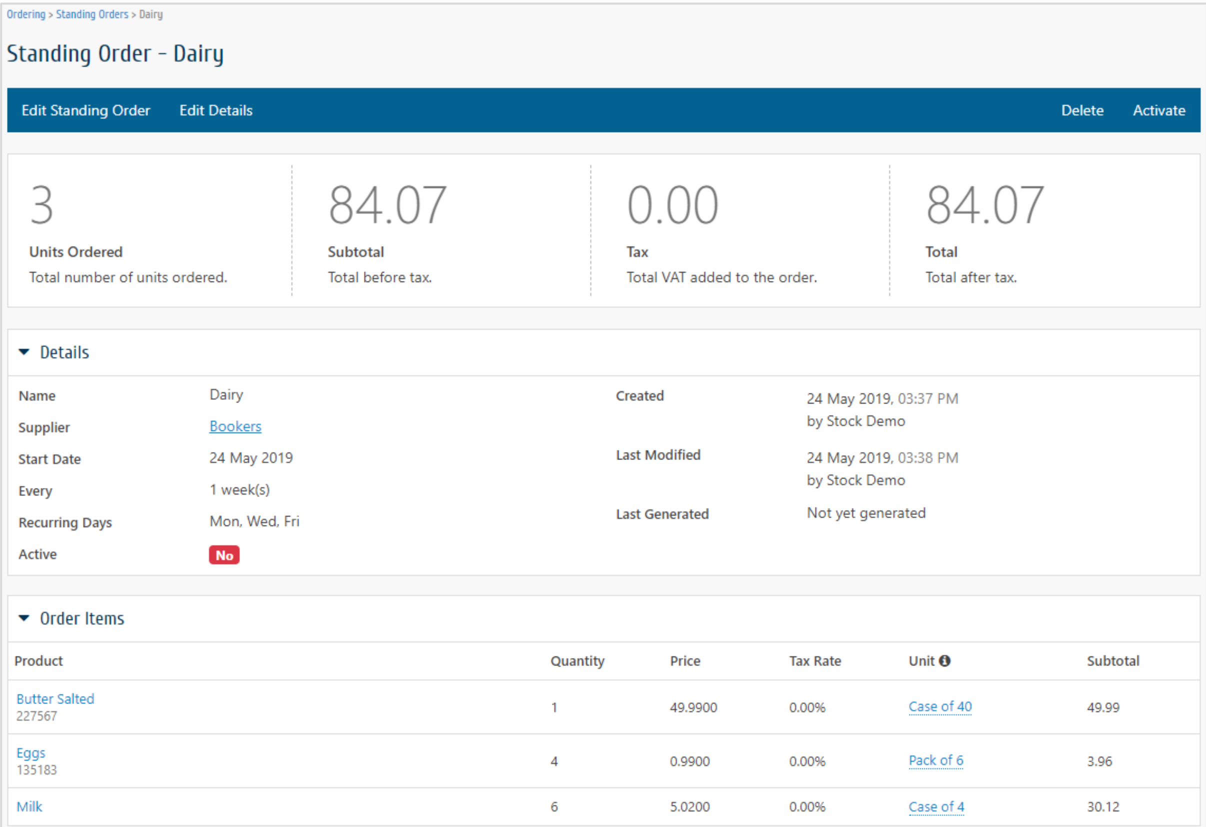


Figure 97: Screenshot of the Standing Order Details screen.

5.4.3. Managing Standing Orders

To begin creating a new standing order, press the *Create Standing Order* button on the Standing Order List screen which will redirect to the Create Standing Order form. To edit an existing standing order, press the *Edit* hyperlink in the Standing Order table on the Standing Order List screen for the standing order to edit which will redirect to the Edit Standing Order form with the details of the standing order prepopulated.

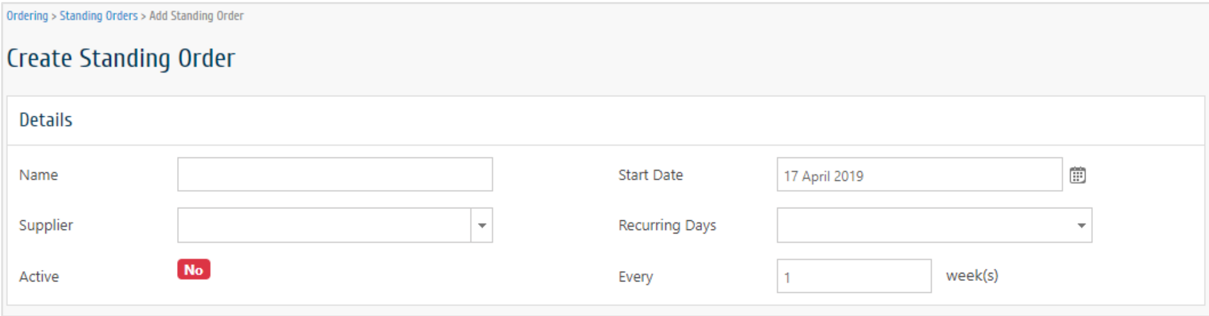


Figure 98: Details form fields for a Standing Order.

The first section of the standing order form displays the details of the standing order. An overview of the form fields shown can be viewed below.

Field	Definition
Name	A name or reference used to identify the standing order.
Supplier	The supplier for the standing order. The supplier may only be chosen when creating a standing order. When a new supplier is selected, the inventory for the supplier is refreshed in the Order Items table.
Start Date	The date that the standing order should begin. Set to the current day to start the standing order immediately.
Recurring Days	The days of the week that the standing order will be generated on e.g. Monday, Wednesday and Friday.
Every	How often the standing order should be generated on a weekly frequency. For example, setting *Every* to 2 and *Recurring Days* to Saturday and Sunday would generate an order every 2 weeks from the *Start Date* on a Saturday and a Sunday.

Active	Whether the standing order is active. By default, all new standing orders will be inactive and must be made active in the Details screen (*see 5.4.2*).

Table 18: Standing Order Details data definition list.

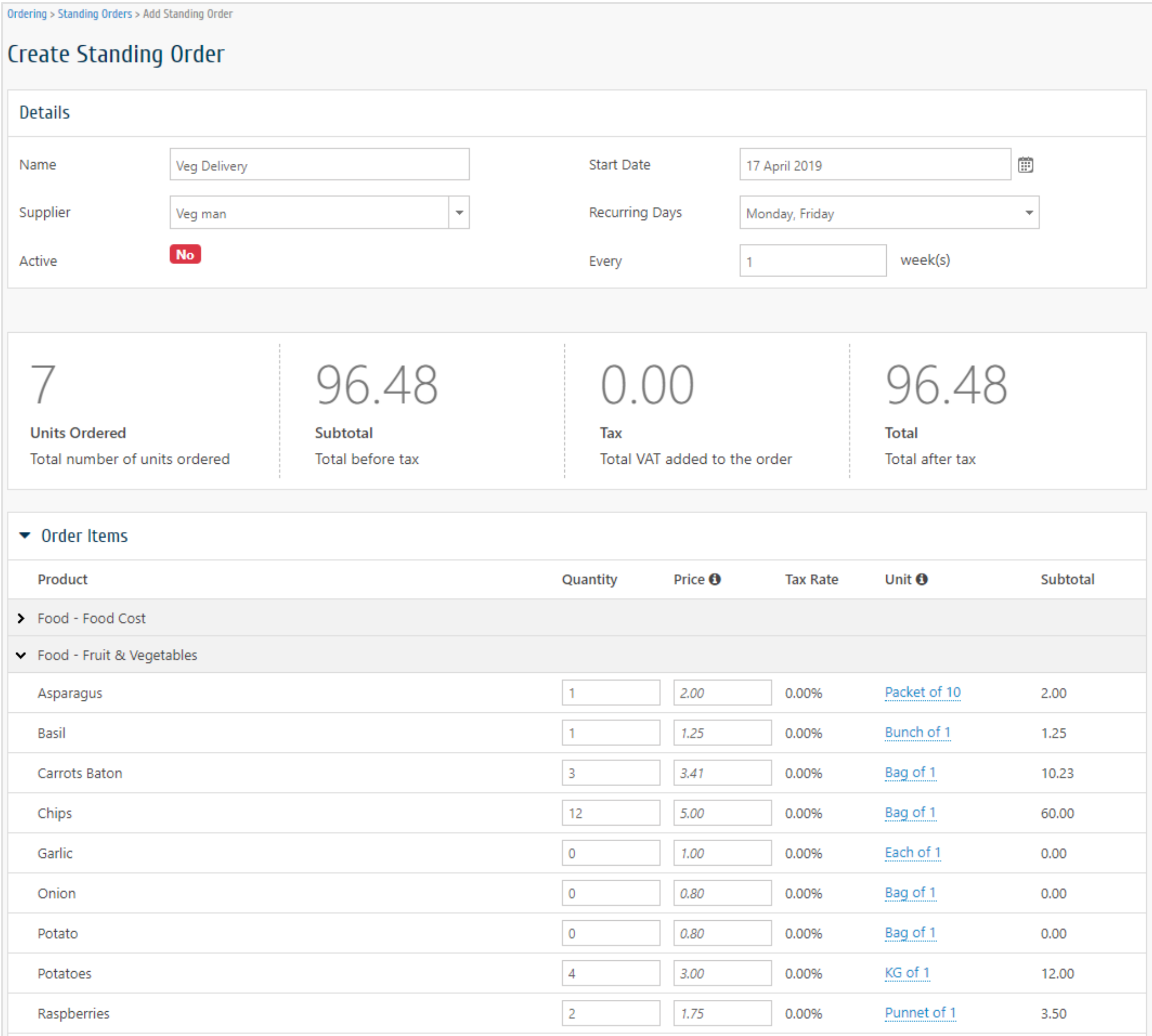


Figure 99: An example of creating a standing order.

Upon selecting a supplier, the active inventory for the supplier is displayed in the Order Items table. To add items to the standing order, enter a quantity greater than 0 in the *Quantity* text box and optionally enter the price for each item. By default the price for each item is shown in *italics*, and this represents the current cost price for that purchase unit. However, the price can be overridden if required – overridden prices will be displayed without italics.

Note! When the standing order is generated, order lines without an overridden cost price will use the current cost price and therefore fluctuations in the cost price of the item will automatically be accounted for. Order lines with an overridden cost price will always use the overridden cost price.

After the details of the standing order have been entered, press the *Save Standing Order* button to save the standing order. Newly created standing orders will always be inactive and will need to be made active on the Standing order Details screen before they can be generated.

5.5. Credit Notes

5.5.1. Credit Note List

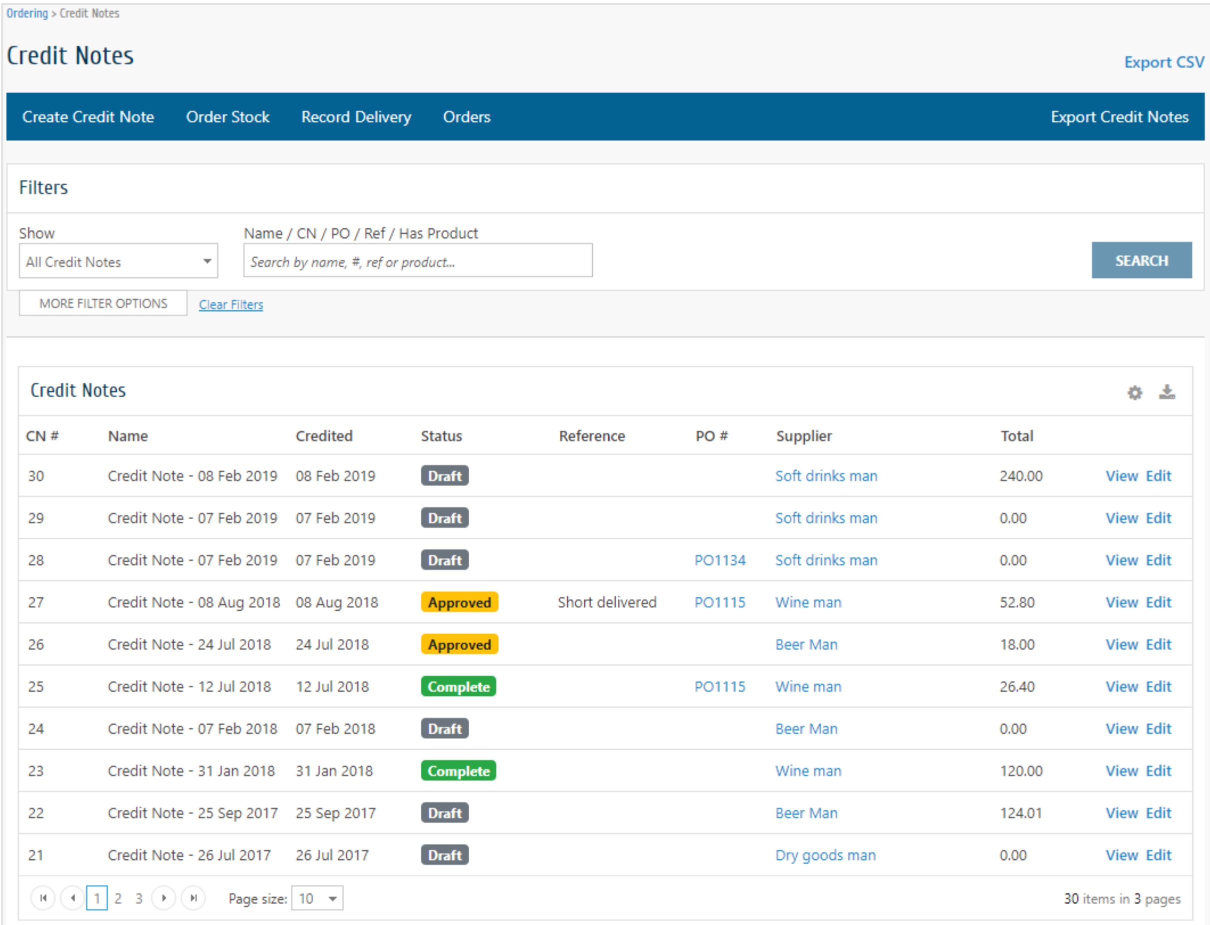


Figure 100: Screenshot of the Credit Note List screen.

The Credit Note List screen is used to search for existing credit notes raised within the system. Existing credit notes can be viewed or edited by pressing the corresponding hyperlinks in the credit notes table. Credit notes can be created by pressing the *Create Credit Note* button in the blue sub-menu or via the same button in the purchase order details screen which becomes available when the purchase order is completed.

5.5.2. Credit Note Details

The Credit Note Details screen is a read-only view of the basic information and items of a credit note. The credit note items can be amended by pressing *Edit Credit Note* and the main details by pressing *Edit Details*.

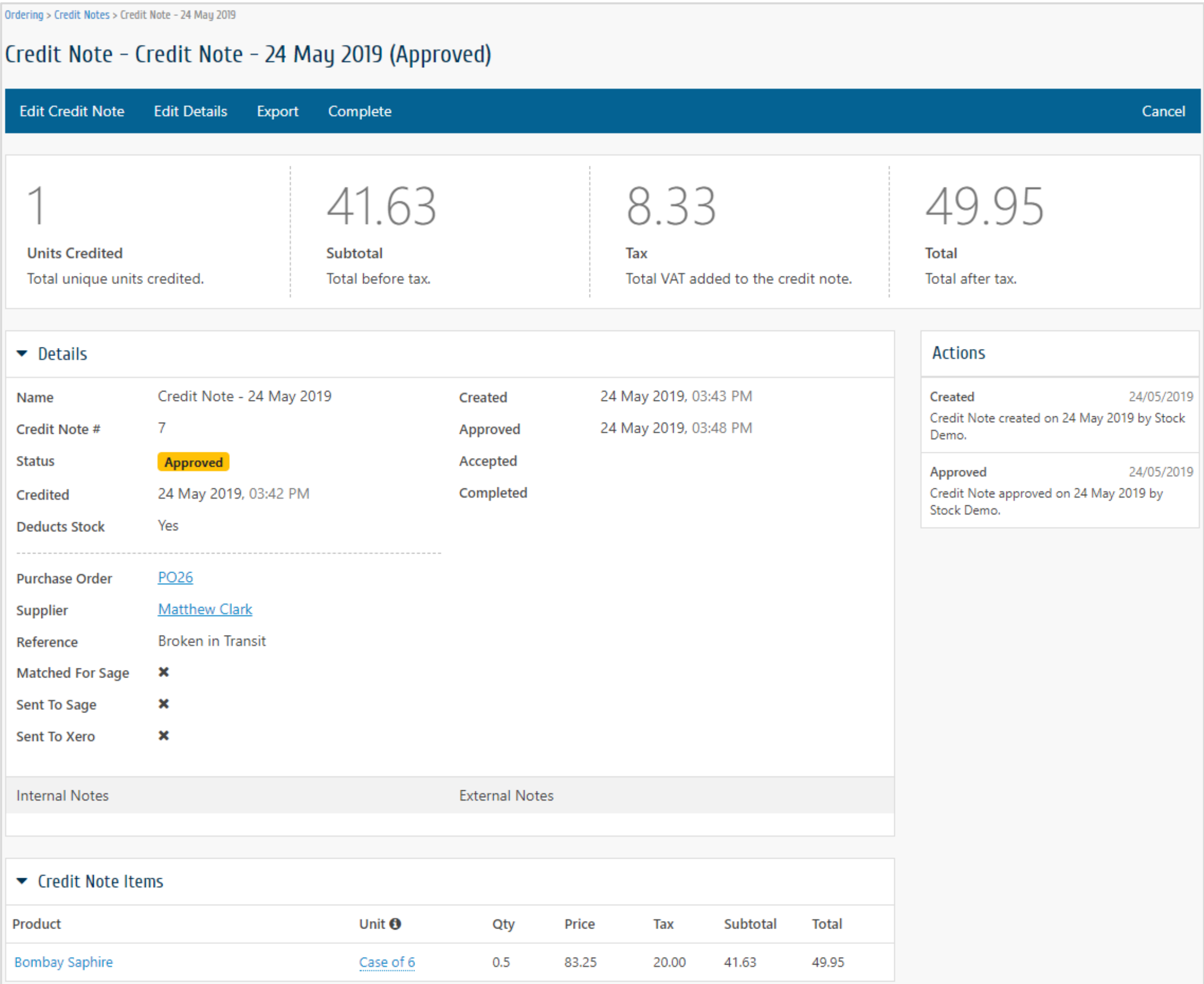


Figure 101: An example of the Credit Note Details screen for an open credit note.

5.5.3. Creating a Credit Note

To begin raising a credit note, press the *Create Credit Note* button either against a complete purchase order or in the Credit Note List screen. A credit note can be created for a specific purchase order, in which case only the items in the purchase order can be credited – or for a specific supplier, in which case all the items which the supplier currently supplies can be credited.

It is also possible to designate whether credit notes will deplete from stock, or not deplete from stock. An example of when to deplete from stock would be when products are to be returned to the supplier after recorded them as delivered. An example of when not to deplete from stock would be for retro discounts or when products are to be returned to the supplier upon delivery and the purchase order has been amended with the correct delivered quantities.

Like Purchase Orders which can simply record their delivery rather than transitioning through the full ordering process (*see section 5.1.4*), credit notes can declare their *Type*. The available types for a credit note a *Credit Request* (requesting credit) and *Credit Record* (recording credit). An overview of these types is as follows;

- **Credit Request:** Use this type when requesting credit from a supplier. This type of credit note will process through the entire credit note process and will be raised with the supplier.
- **Credit Record:** Use this type when simply wanting to record only the credit from a supplier. This type of credit note is completed in its next step, it will not be raised with the supplier.

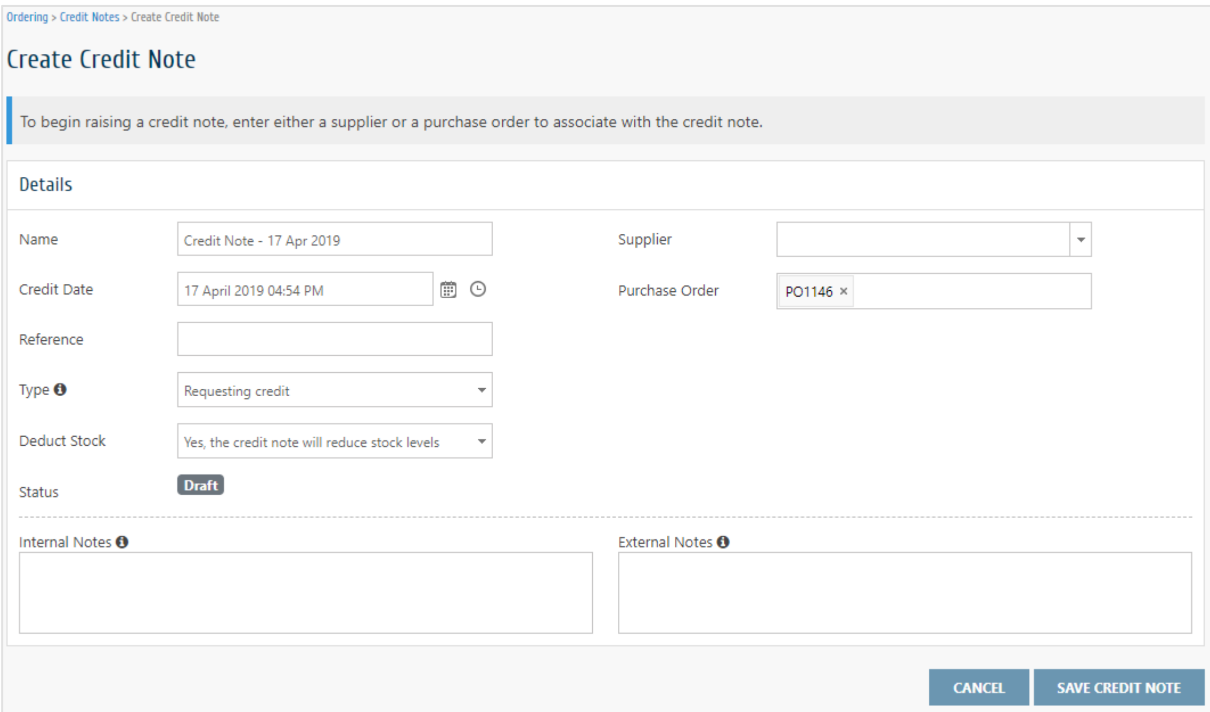


Figure 102: Raising a credit note.

After filling in the Create Credit Note form, simply press *Save Credit Note* which will create a draft credit note ready for products to be added. To add items to the credit note, either search for the product within the *Search Products* autocomplete or press the *Advanced Product Search* link to search for and add multiple products at a time. After selecting a product, the Purchase Unit and Unit

Price of the product will be auto-populated in the corresponding fields. Optionally alter the unit price and entered the quantity of the product to credit back for. To remove an item from the credit note, press the ✖ button.

Note: Entering a quantity of 0 against a product will create a cash value only line on the credit note. It will not affect stock levels but will applies a monetary credit against the product. A cash value only line can also be identified by the symbol next to the credit line.

After all items have been added to the credit note, press the *Close* button. This will redirect to the details screen where the credit note can be approved by pressing the *Approve Credit Note* button in the blue sub-menu.

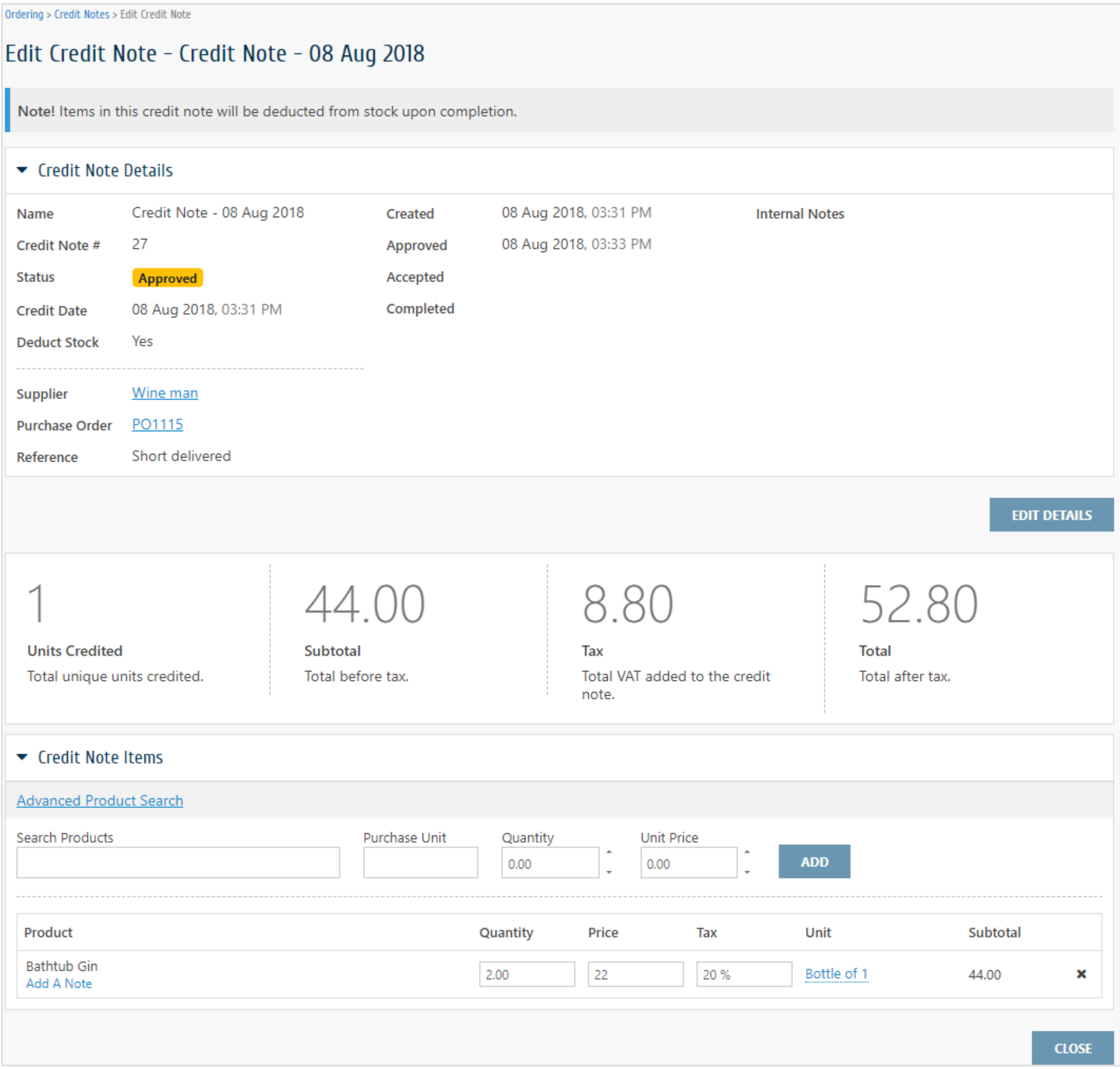


Figure 103: Adding items to a credit note.

5.5.4. Managing Credit Notes

Like approving purchase orders, upon approving a credit note, Stock Management will look at the Order Method of the supplier associated with the credit note. When the order method is set as *Email*, SM will automatically generate and send the credit note via email. When set at *Phone* or *Website*, SM will inform via an alert that the credit note must be raised with the supplier manually. Again, regardless of method, the credit note document can be exported by through the *Export* menu item in the details screen.

After approval, the credit note is moved to the status *Approved*. When the credit note is processed by the supplier, the credit note can be completed by pressing the *Complete Credit Note* button in the details screen. Before completing the credit note, a confirmation window is displayed as shown in **Error! Reference source not found.** below which prompts for the acceptance date and supplier r eference number. If no number is supplied by the supplier, this field can be ignored and the credit note completed by pressing the *Complete* button. After completion, the credit note is moved to the status *Complete*.

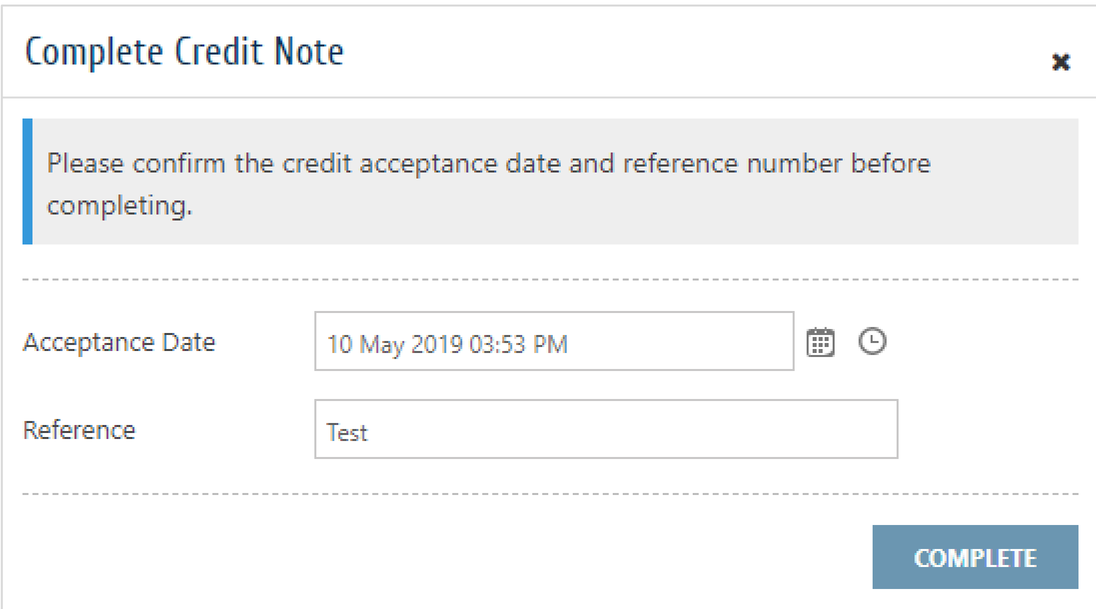


Figure 104: An example of the confirmation window displayed before completing a credit note.

5.6. Customer Invoices

5.6.1. Invoice List

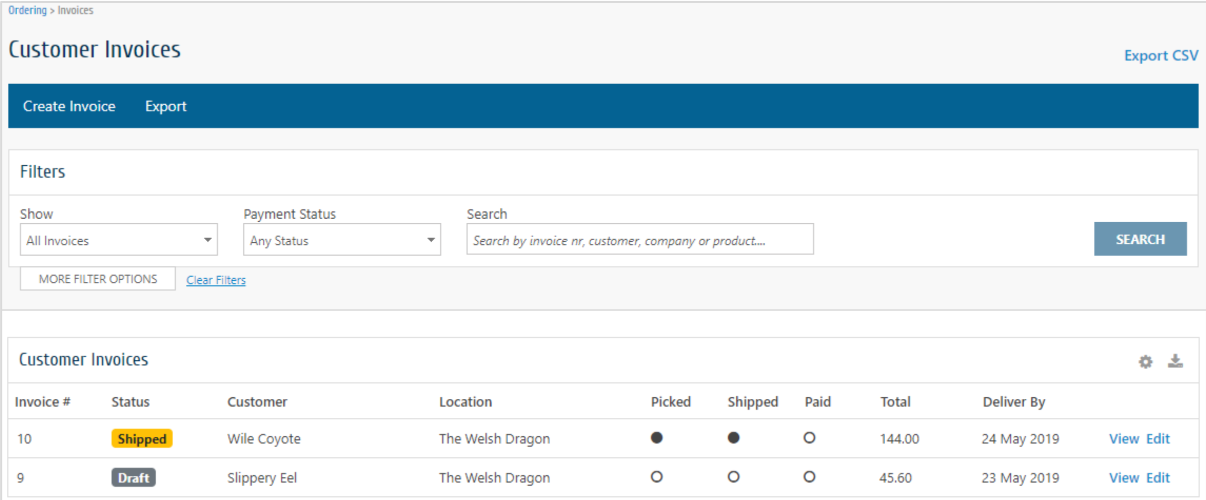


Figure 105: Screenshot of the Customer Invoices List screen.

The Invoice List screen is used to search for existing customer invoices raised in the system. Existing invoices can be viewed or edited by pressing the corresponding hyperlinks in the customer invoices table. New invoices can be created by pressing the *Create Invoice* button in the blue sub-menu.

For each invoice, the status of the invoice is shown along with the associated customer and location which the items in the invoice will be picked from. Additionally, each invoice displays the fulfilment of the different stages of the order i.e. whether the order has been picked, shipped and whether the order is paid, not paid or has a partial payment.

5.6.2. Invoice Details

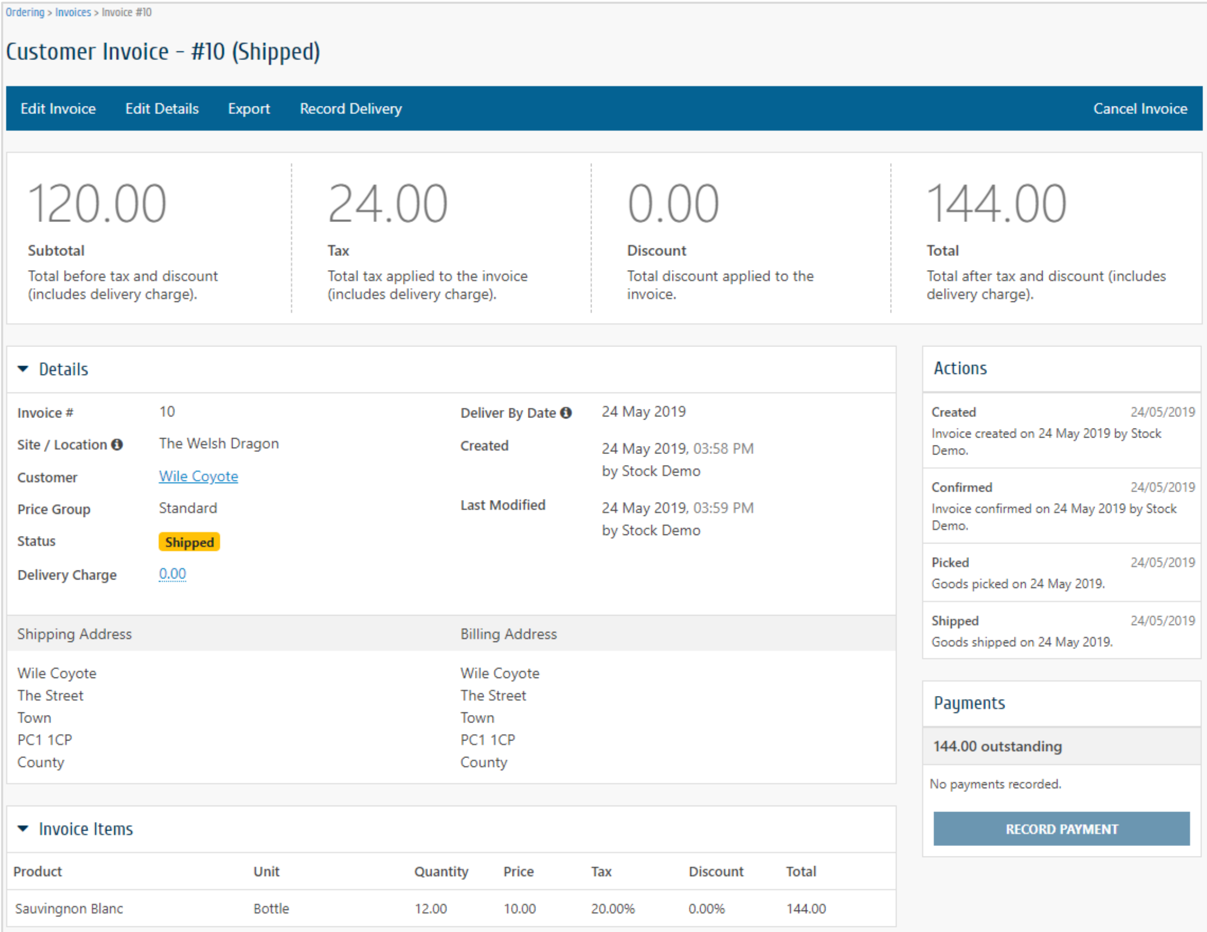


Figure 106: Screenshot of the Customer Invoice Details screen.

The Invoice Details screen provides a view of the details of the customer invoice. The different statuses of the invoice can be managed via the blue sub-menu by pressing the relevant button. Whilst the invoice is *Draft*, the invoice can be *Confirmed,* once confirmed the invoice can then be recorded as *Picked*, *Shipped* and *Delivered* and *Finalised*. Until the items in the invoice are recorded as finalised or there is a payment or part-payment on the invoice, the invoice can be cancelled by pressing the *Cancel Invoice* button in the same sub-menu.

Upon confirming an invoice, if the setting *Ignore Stock Levels* on the invoice details is set to *No*, the system will confirm that there are sufficient levels of stock to fulfil the order. If there are insufficient levels of stock, the invoice will be unable to be confirmed and a low stock warning will be shown, an example of which can be seen **Error! Reference source not found.** in **Error! Reference source not found.**.

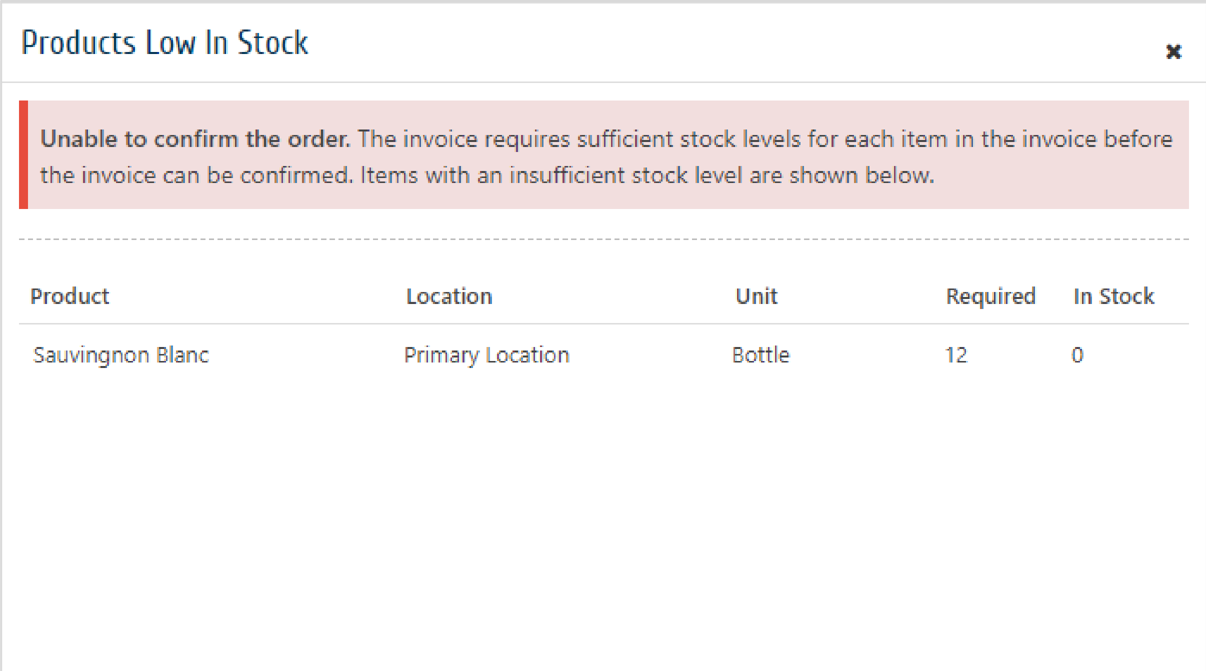


Figure 107: Example of the low stock warning shown when confirming an invoice when there are insufficient stock levels to fulfil the customer invoice.

The details screen also displays the actions taken on the invoice within the *Actions* and the *Payments* sections on the right-side of the screen. Actions such as the invoice creation date, pick date and ship date are shown along with all payments taken for the invoice. To record a new payment against the invoice, press the *Record Payment* button which will open the *Record Payment From Customer* window as seen **Error! Reference source not found.** in **Error! Reference source not found.**.

Field	Definition
Payment Type	The type of payment taken e.g. cash or credit card. The available payment types can be updated in the *Setup* area (*see section 7*).
Payment Date	The date the payment was taken.
Payment Location	The location the payment was taken at. Payments will appear on the daily Z-Report on the e-POS for the site/location selected.
Reference	A reference for the payment.
Amount To Pay	The amount to pay which can either be the full amount or a part payment.

Table 19: Record Payment from Customer data definition list.

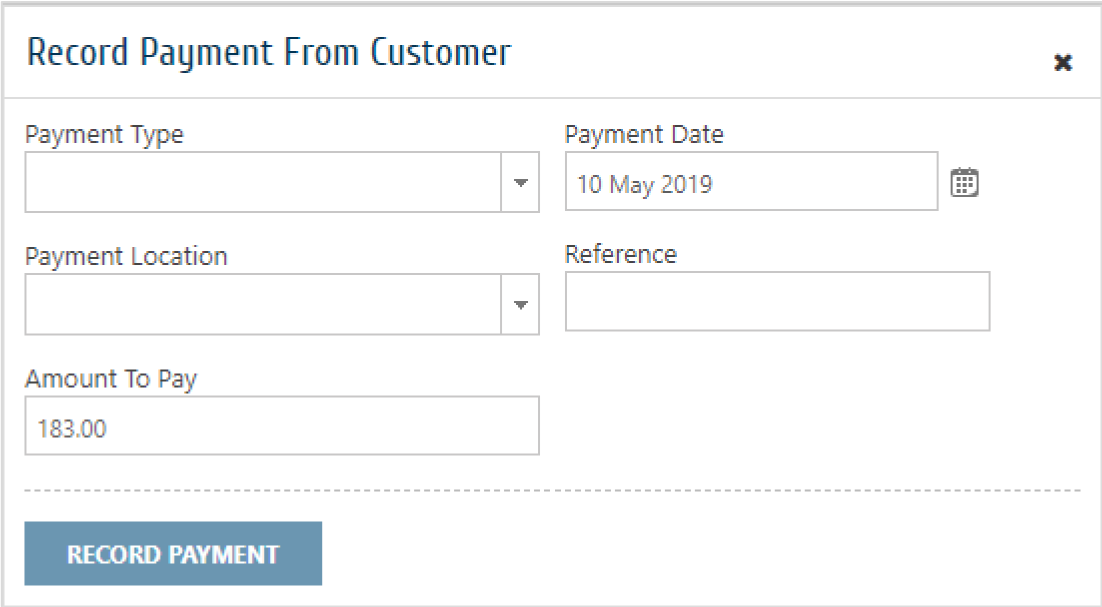


Figure 108: An example of the Record Payment From Customer modal window.

5.6.3. Creating an Invoice

To begin creating a new customer invoice, press the *Create Invoice* button on the Invoice List screen which will redirect to the Create New Customer Invoice form. Simply fill in the form and press *Save Invoice*. An overview of the fields in the form can be viewed below.

Field	Definition
Customer	The customer to raise the invoice for.
Deliver To	The name of the person to deliver to – defaulted to the customers' name.
Billing & Shipping Address	The billing and shipping address for the invoice. This is defaulted to the billing and shipping address declared in the customers' details.
Location	The site / location which will be supplying the items in the invoice i.e. the location were the items in the invoice will be picked from.
Deliver By Date	The requested delivery date for the items purchased.
Delivery Charge	Any delivery charge associated with the order.
Ignore Stock Levels	Whether insufficient stock levels will be ignored when confirming the invoice.
Notes	Any notes to attach to the invoice.

Table 20: Customer invoice data definition list.

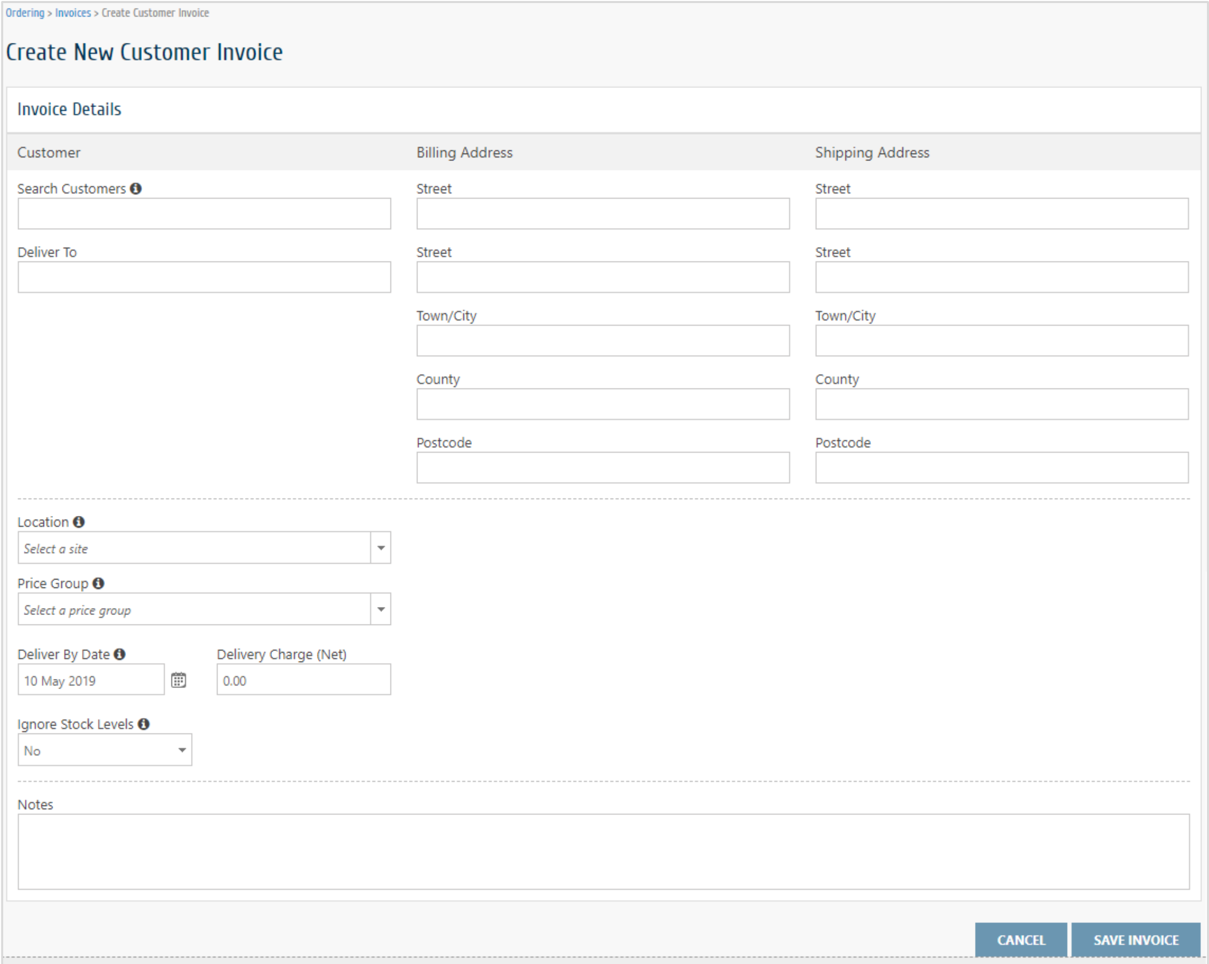


Figure 109: Creating a new Customer Invoice.

After pressing *Save Invoice*, the customer invoice is ready for products to be added to the draft invoice. To add items to the invoice, simply search for the product to add in the *Search Product* textbox within the Invoice Items section.

After selecting a product, enter the quantity of the unit to add onto the invoice and press the *Add* button to add the item to the invoice. As an example, when ordering Absolut Vodka with a unit of Bottle, entering a quantity of 2 will add 2 bottles of Absolut Vodka to the invoice. When an item is added to an invoice, the default net sale price and tax rate is applied to the invoice line which is setup within the products details.

To edit existing invoice lines, change the values within the invoice items table. When the values are changed, the subtotal, tax, discount and total values above the invoice items table are recalculated. To remove items from the invoice press the ✖ button next to the invoice line to delete.

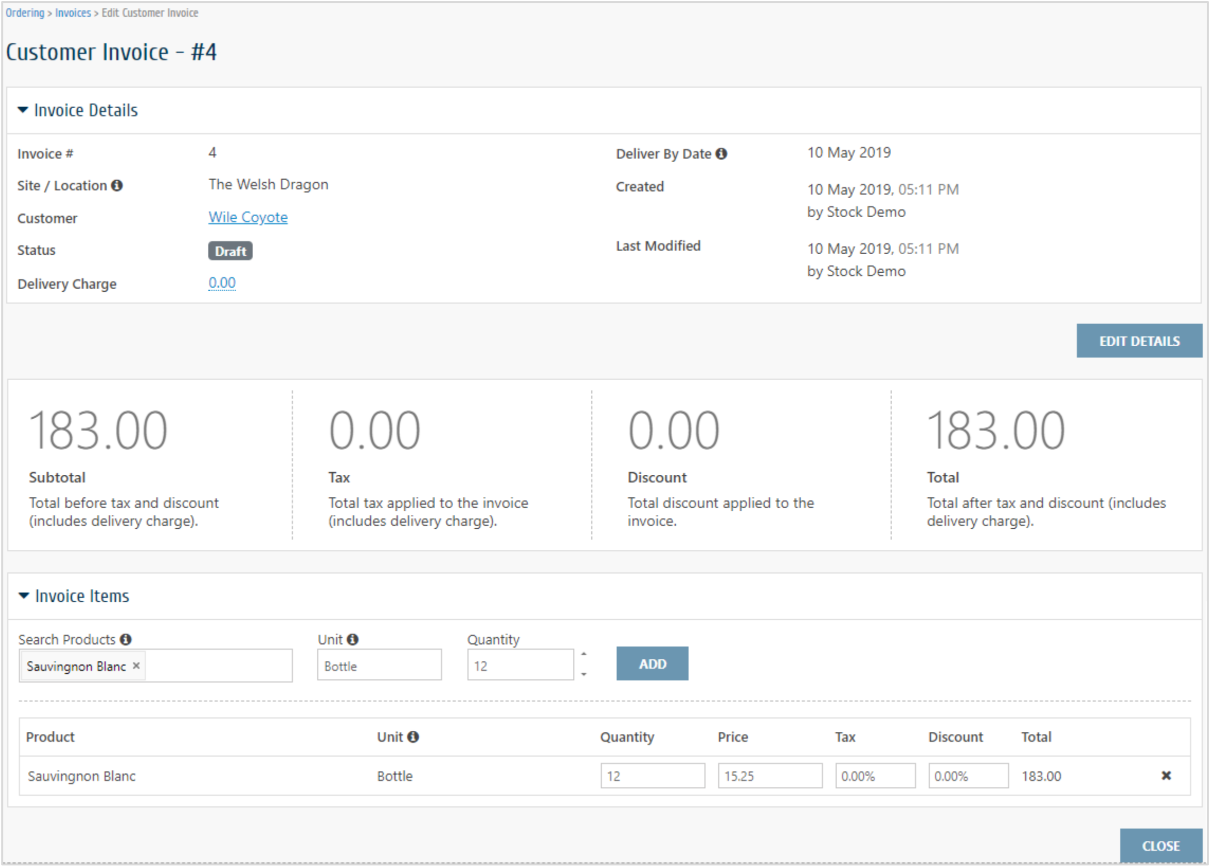


Figure 110: An example of raising an invoice for the customer Wile Coyote.

5.7. Virtual Sales

5.7.1. Virtual Sales List

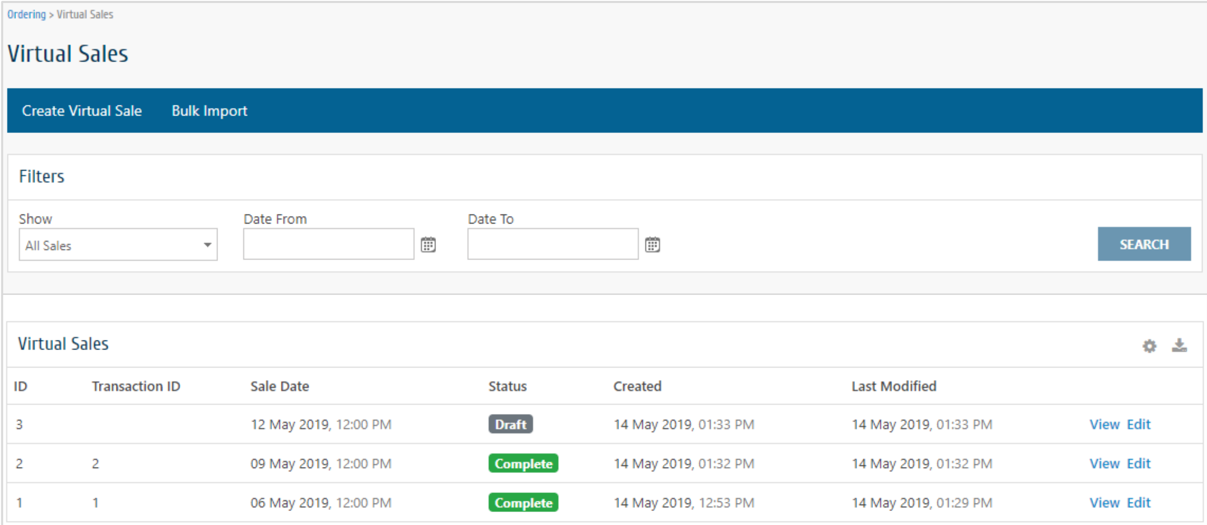


Figure 111: Screenshot of the Virtual Sales List screen.

A Virtual Sale is applicable only to *virtual sites*, these are sites created by the Tevalis Support team which can operate without the use of the EPOS. A typical example of a virtual site may be a warehouse or a head office location, both of which may hold stock. A virtual sale is a method to record the sale of products at a quantity and at a price without the need of the EPOS. All data from this module will be available within all the online systems, including the Reporting module.

The Virtual Sales List screen is used to search for existing virtual sales recorded previously and to record a new sale either by entering the items manually on the system by pressing the *Create Virtual Sale* button, or by a CSV import by pressing the *Bulk Import* button.

5.7.2. Virtual Sale Details

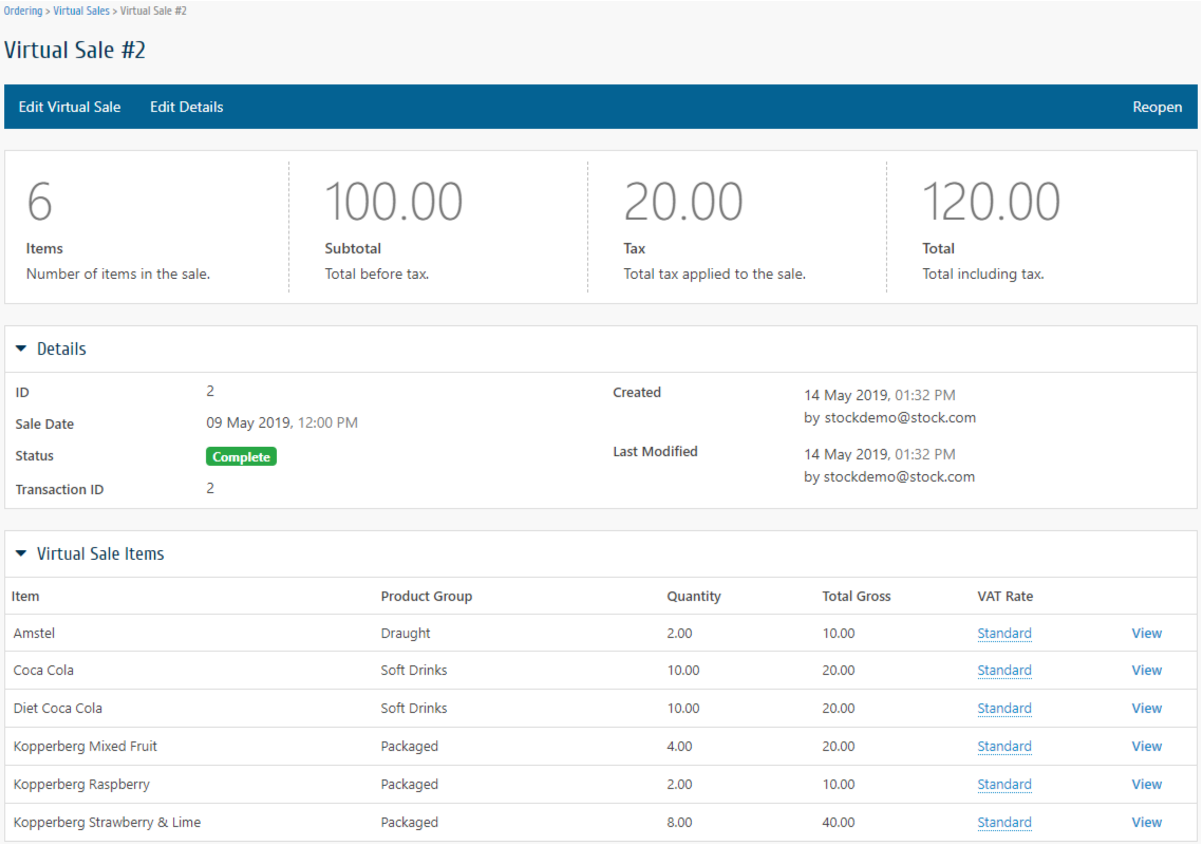


Figure 112: Screenshot of the Virtual Sales Details screen.

The Virtual Sales Details screen provides an overview of the details of the virtual sale. The virtual sale can be edited by pressing the *Edit Virtual Sale* button and the main details edited by pressing *Edit Details*. The virtual sale may be cancelled, submitted or reopened by pressing the corresponding buttons in the blue sub-menu; *Cancel, Submit* and *Reopen*.

5.7.3. Recording a Virtual Sale

To begin recording a new virtual sale, press the *Create Virtual Sale* button on the Virtual Sales List screen which will redirect to the Record Virtual Sale screen. Simply enter the date that the virtual sale should be entered into the system on and press *Save Virtual Sale*.

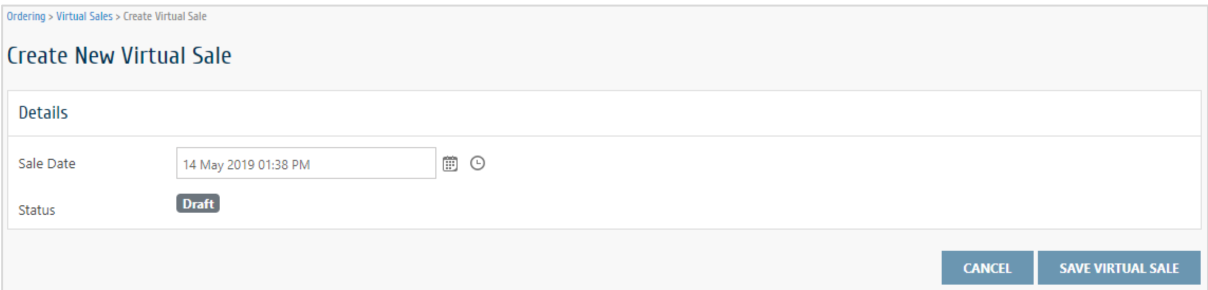


Figure 113: Recording a new Virtual Sale.

After saving the virtual sale, the sale is now ready for items to be added to it. To add new items to the sale, either search for items to add in the *Search Items* textbox or use the *Advanced Product Search* feature. For each item to add, enter the total quantity of that item sold, the total gross taken for those sales and the VAT Rate to apply. For items sold previously in this module, the VAT rate will default to the last rate used.

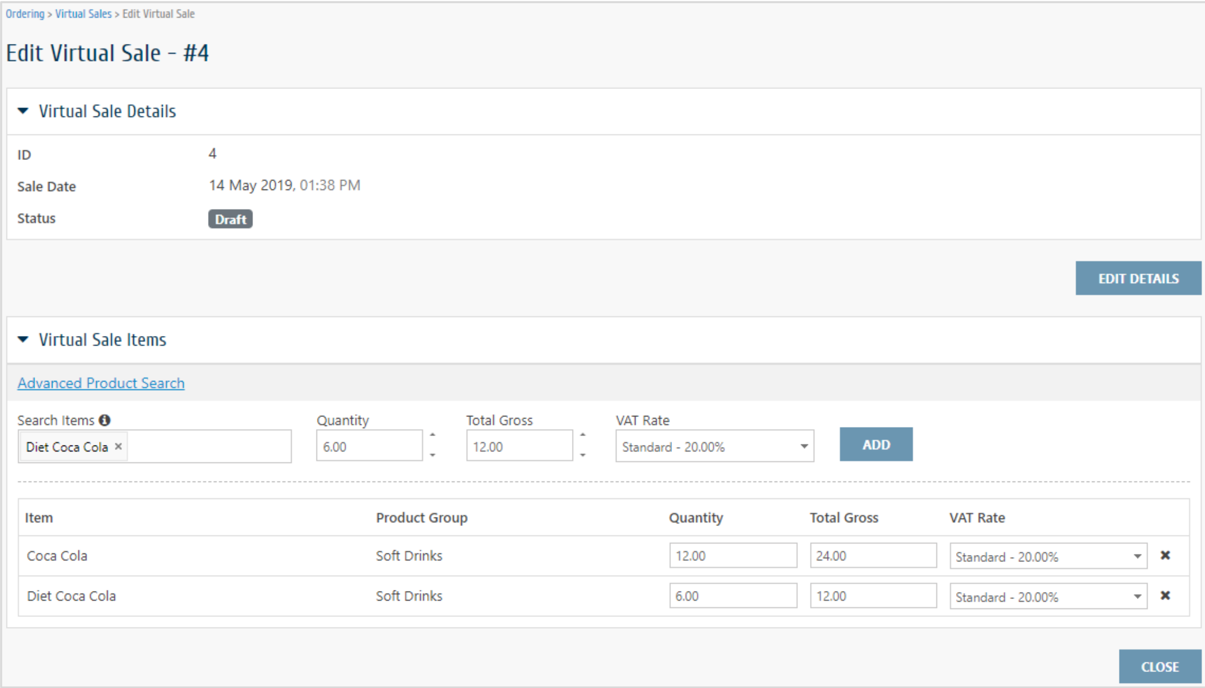


Figure 114: An example of recording a virtual sale.

5.7.4. Recording a Virtual Sale via CSV Upload

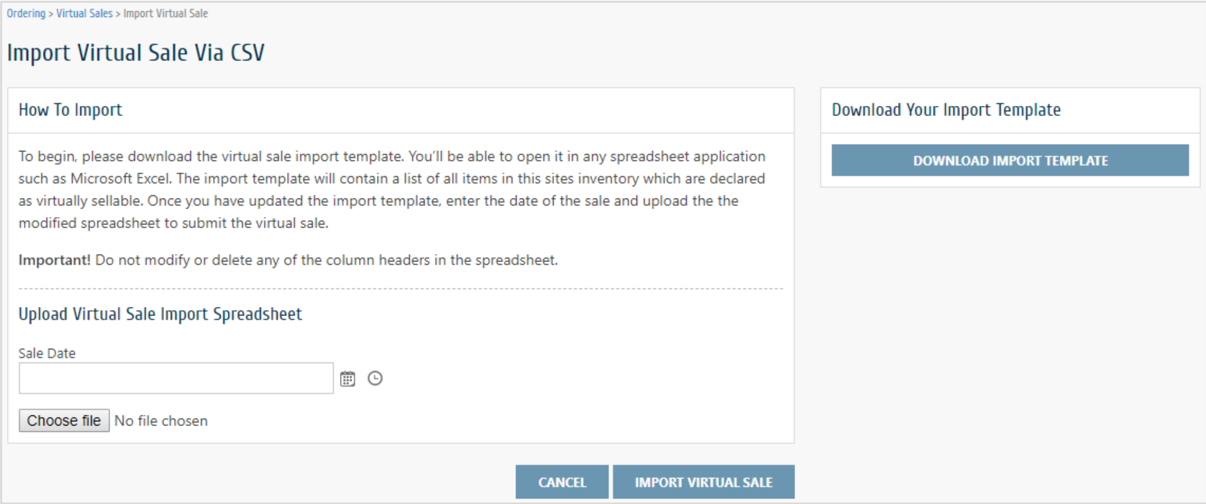


Figure 115: Importing a virtual sale.

Virtual Sales may also be recorded by uploading the sales in bulk via a CSV import. All imported virtual sales will be entered into the system as a *draft* sale whereby amendments can be made before submitting the sale.

To begin importing via a CSV import, the import template must be downloaded on the Import Virtual Sale screen. This import file will list out all products and recipes which are classified as *virtually sellable*. For each item, enter the quantity sold, the total gross taken and the VAT rate. For items sold previously in the module, the VAT rate will be defaulted to the last rate used. After filling out the import file, enter the Sale Date, select the import file and press *Import Virtual Sale*. Should any issues occur during the upload, these will be presented on screen with details on how to rectify the issue.

6. Contacts

6.1. Suppliers

6.1.1. Supplier List

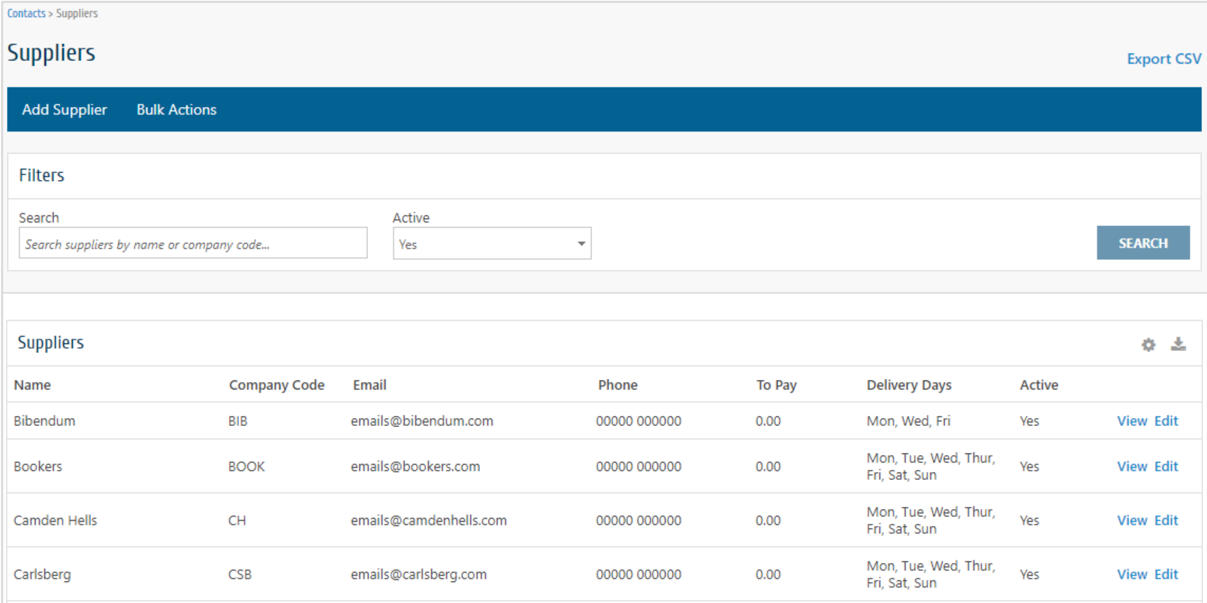


Figure 116: Screenshot of the Supplier List screen.

The Supplier List screen is used to quickly search for and find your suppliers. New suppliers can be created by pressing the *Add Supplier* button; existing suppliers can be viewed or edited by pressing the corresponding hyperlinks in the suppliers table.

6.1.2. Supplier Details

The Supplier Details screen provides a read-only view of the suppliers' profile. The supplier can be edited by pressing the *Edit Product* button or by pressing the supplier name hyperlink at the top of the screen. This section contains other sections; inventory, order history and credit notes. The inventory tab list all products sold by the supplier and in what purchase unit (crate of 6, box of 10 etc.). The order history tab displays all products from purchase orders associated with the current supplier. The credit nots tab displays all credit notes associated with the supplier.

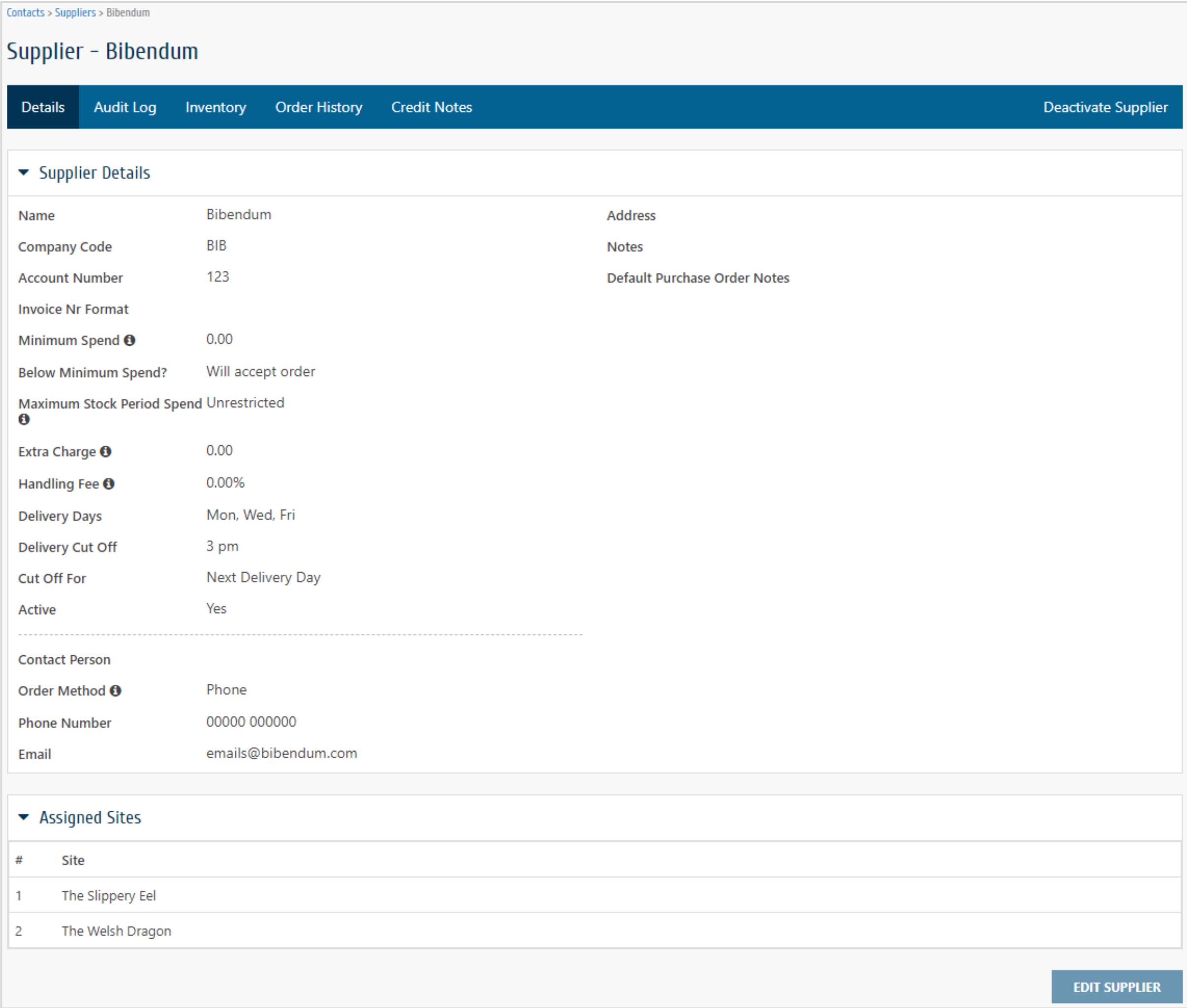


Figure 117: An example of the Supplier Details screen for the supplier Bibendum.

6.1.3. Creating and Editing a Suppliers Profile

The Add and Edit supplier screens are used to create new suppliers and update existing suppliers' profiles. To save the supplier, press the *Save Supplier* button. To cancel out of any changes, press the *Cancel* button.

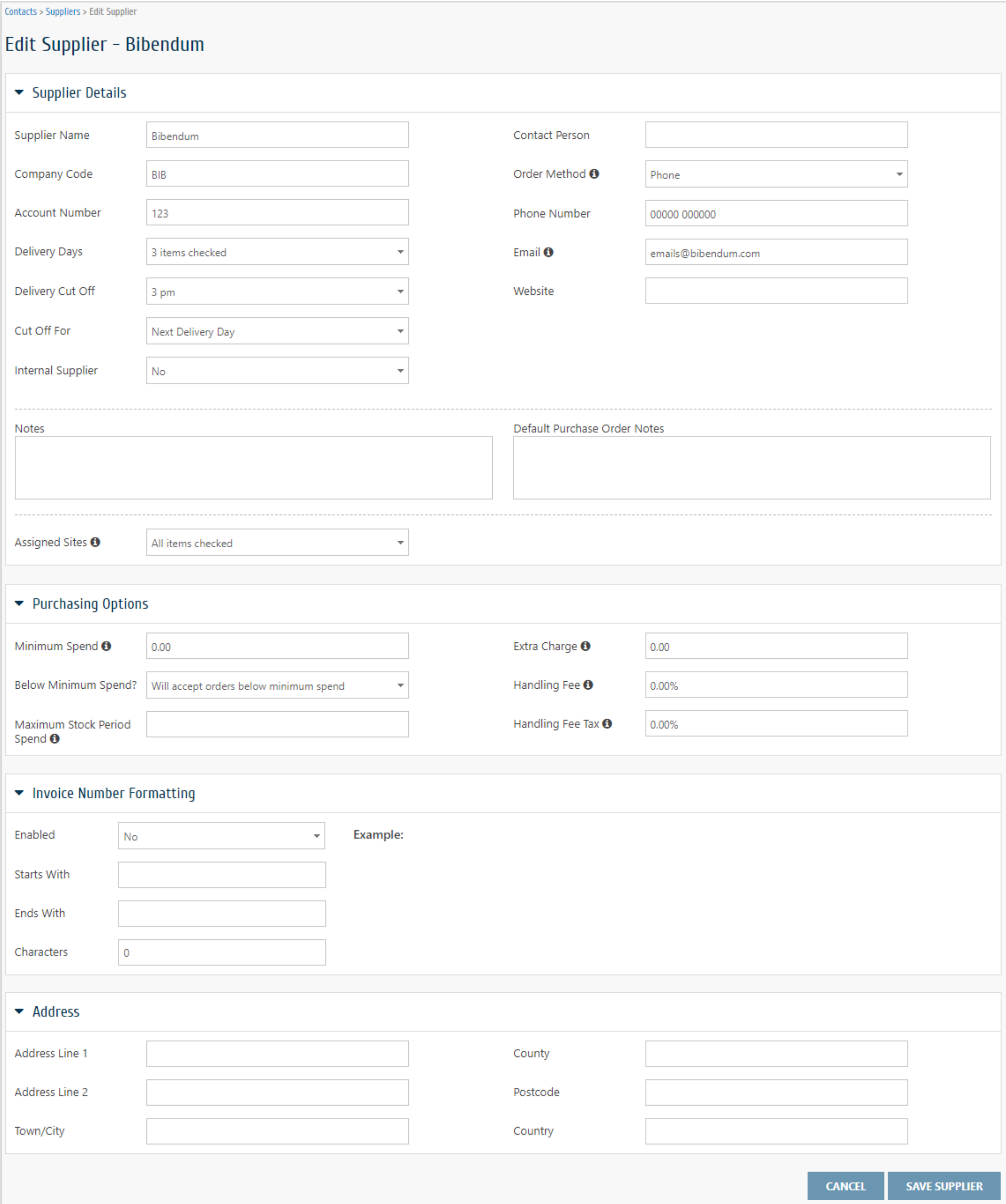


Figure 118: Editing the supplier Bibendum.

Supplier Details Section	
Field	**Definition**
Supplier Name	The name of the supplier.
Company Code	The suppliers company code. The code is displayed in several screens and reports.

Account Number	A site specific account number which will be visible on Purchase Order documents.
Delivery Days	The days that the supplier can deliver. When creating an order, unavailable delivery days are disabled on the calendar. This is a site specific setting.
Delivery Cut Off/Cut Off For	This setting determines the hour whereby purchase orders must be raised by for the next available delivery day to be selected. The *Cut Off For* setting determines whether the cut off hour applies for next day delivery or for the next available delivery day. When creating an order, unavailable delivery days are disabled on the calendar.
Internal Supplier	Specify whether this supplier is another site within your Tevalis Portal. Only available with Centralised Manager and the Centralised Catalogue enabled.
Contact Person	The point of contact for the supplier.
Order Method	The order method is used when ordering from a supplier and when raising a credit note. If the order method is set to Email, Stock Management will automatically email documents to the supplier. For any other order method, Stock Management will display an informational message explaining that the document(s) need to be manually sent to the supplier.
Phone Number	The suppliers phone number.
Email	The suppliers email address.
Website	The URL address of the supplier.
Default Purchase Order Notes	Text which will appear in the footer of any purchase order documents to this supplier.
Assigned Sites	The assigned sites for a supplier are the sites which the supplier is able to supply to. Suppliers that are not assigned to a site will not be visible when logged into the unassigned site.
Minimum Spend	The minimum spend in a purchase order allowed by the supplier. If a purchase order is raised which is below the minimum spend of the supplier, Stock Management will ask for confirmation before the purchase order is raised.
Below Minimum Spend?	Whether the supplier will accept or reject orders below the minimum spend. Purchase Orders below the minimum spend of the supplier with this setting enabled will not be able to be processed.
Maximum Stock Period Spend	The maximum spend is used whilst ordering. If during a stock period, a purchase order is raised which exceeds the maximum spend during the

	stock period, Stock Management will prevent the purchase order being raised.
Extra Charge	Applies a default extra charge of a specific value to each purchase order raised for this supplier.
Handling Fee	Applies an automatic handling fee to each purchase order raised for this supplier based on the gross value of each item ordered. For example, a percentage of 10% on an item with a gross cost of 5.00 per unit will add an extra charge of 0.50 per unit ordered.
Handling Fee Tax	Applies an additional tax element to all handling fees created in the system.
Invoice Number Formatting Section	
Field	**Definition**
Enabled	Whether enforced invoice number formatting is enabled.
Starts With	The characters that an invoice number must start with.
Ends With	The characters that an invoice number must end with.
Characters	The number of characters in the invoice excluding any prefix or suffix (starts with and ends with).

Table 21: Supplier data definition list.

6.1.4. Bulk Importing and Bulk Updating Suppliers

To update your catalogue of suppliers in bulk, navigate to the bulk import screen to create multiple suppliers or to the bulk update screen to update the suppliers already existing in your supplier catalogue. Both screens can be accessed via the *Bulk Actions* drop-down menu in the blue sub-menu in the Supplier List screen.

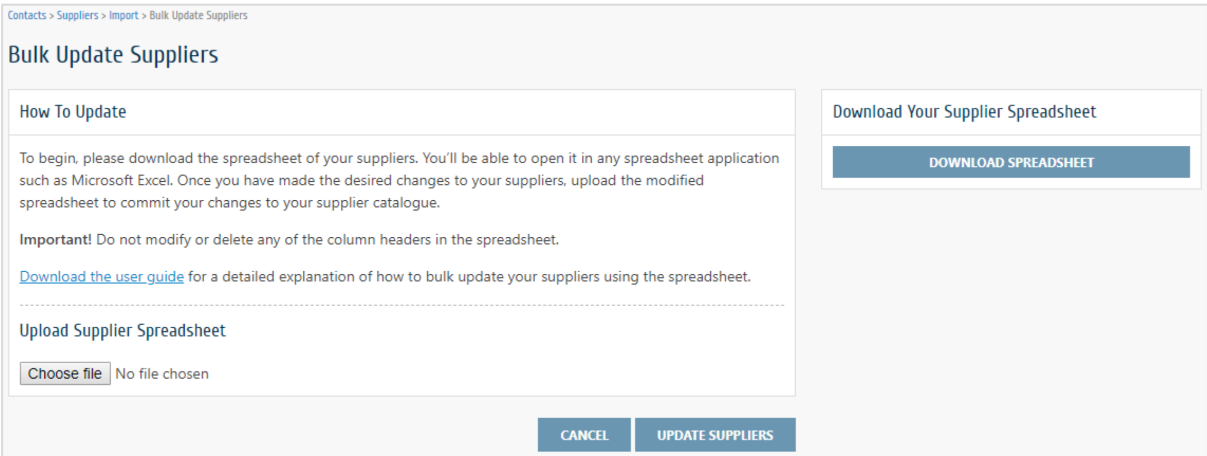


Figure 119: Screenshot of the supplier Bulk Update screen

To begin, download the supplier import file using the *Download Spreadsheet* button on the Bulk Update screen or the *Download Import Template* button on the Bulk Import screen. You'll be able to open it in any spreadsheet application such as Microsoft Excel. Once you have made the desired changes to the spreadsheet, upload the modified file to commit your changes to your supplier catalogue. If you are not sure what should go into each field in the spreadsheet, please review Table 21: *Supplier data definition list.*

If there are any issues with the upload itself, SM will notify via the Alert system. If there are any issues with the data supplied, SM will redirect to an errors page listing all errors which are preventing the bulk operation from completing successfully.

6.2. Customers

6.2.1. Customer List

The Customer List screen is used to quickly search for and find your customers. New customers can be created by pressing the *Add Customer* button, existing customers can be viewed or edited by pressing the corresponding hyperlinks in the customers table and bulk updates to your customer list can be performed via the *Bulk Actions* menu item.

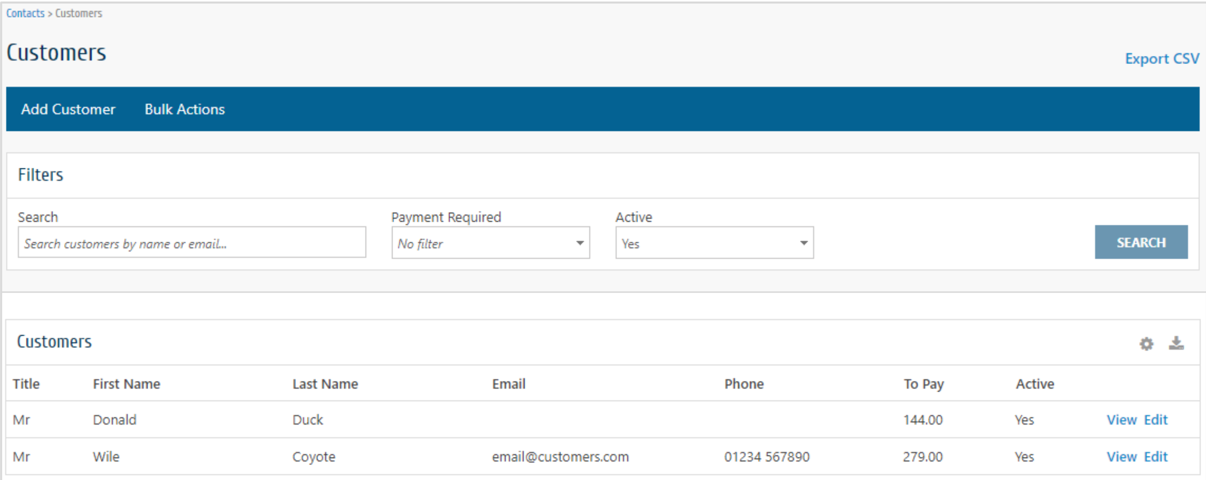


Figure 120: Screenshot of the Customer List screen.

6.2.2. Customer Details

The Customer Details screen provides a read-only view of the customers' profile. The customer can be edited by pressing the *Edit Customer* button and deactivated or reactivated by pressing the corresponding button in the blue sub-menu. This screen also contains the *Customer Invoices* screen which is accessible by pressing the *Invoices* button in the same blue sub-menu. This screen will display all invoices associated with the customer.

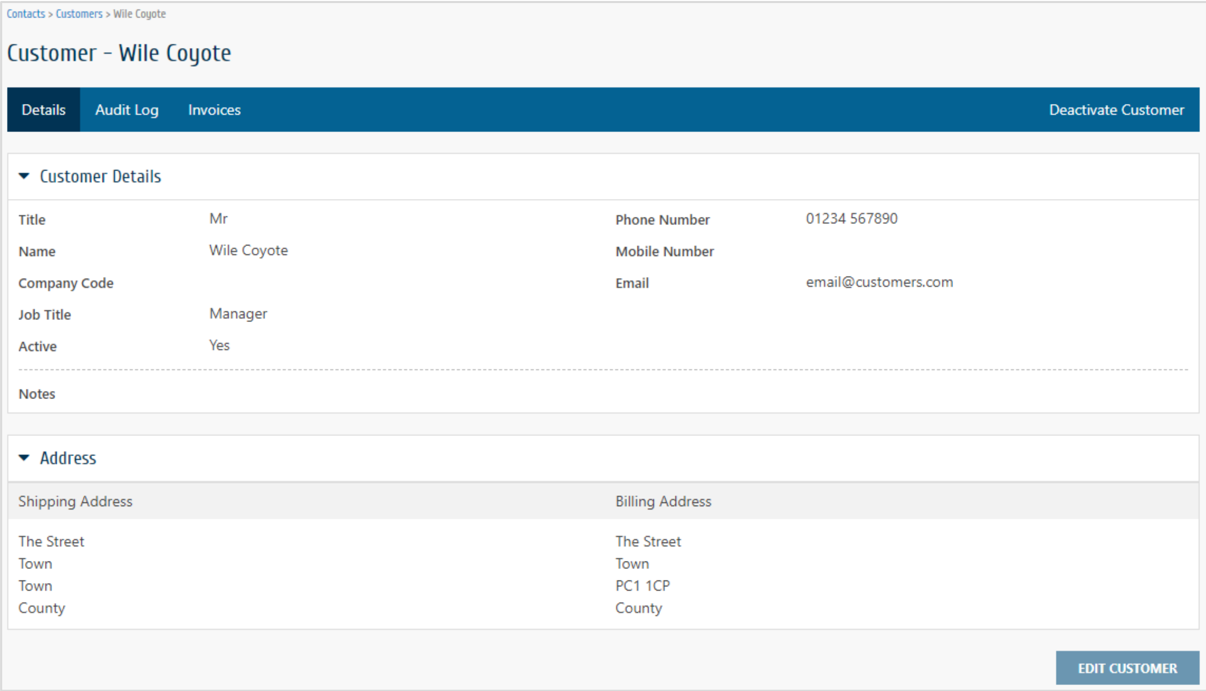


Figure 121: An example of the Customer Details screen for the customer Wile Coyote.

6.2.3. Creating and Editing a Customers Profile

The Add and Edit customer screens are used to create to customers and to update existing customers' profiles. To save the customer, press the *Save Customer* button. To cancel out of any changes, press the *Cancel* button.

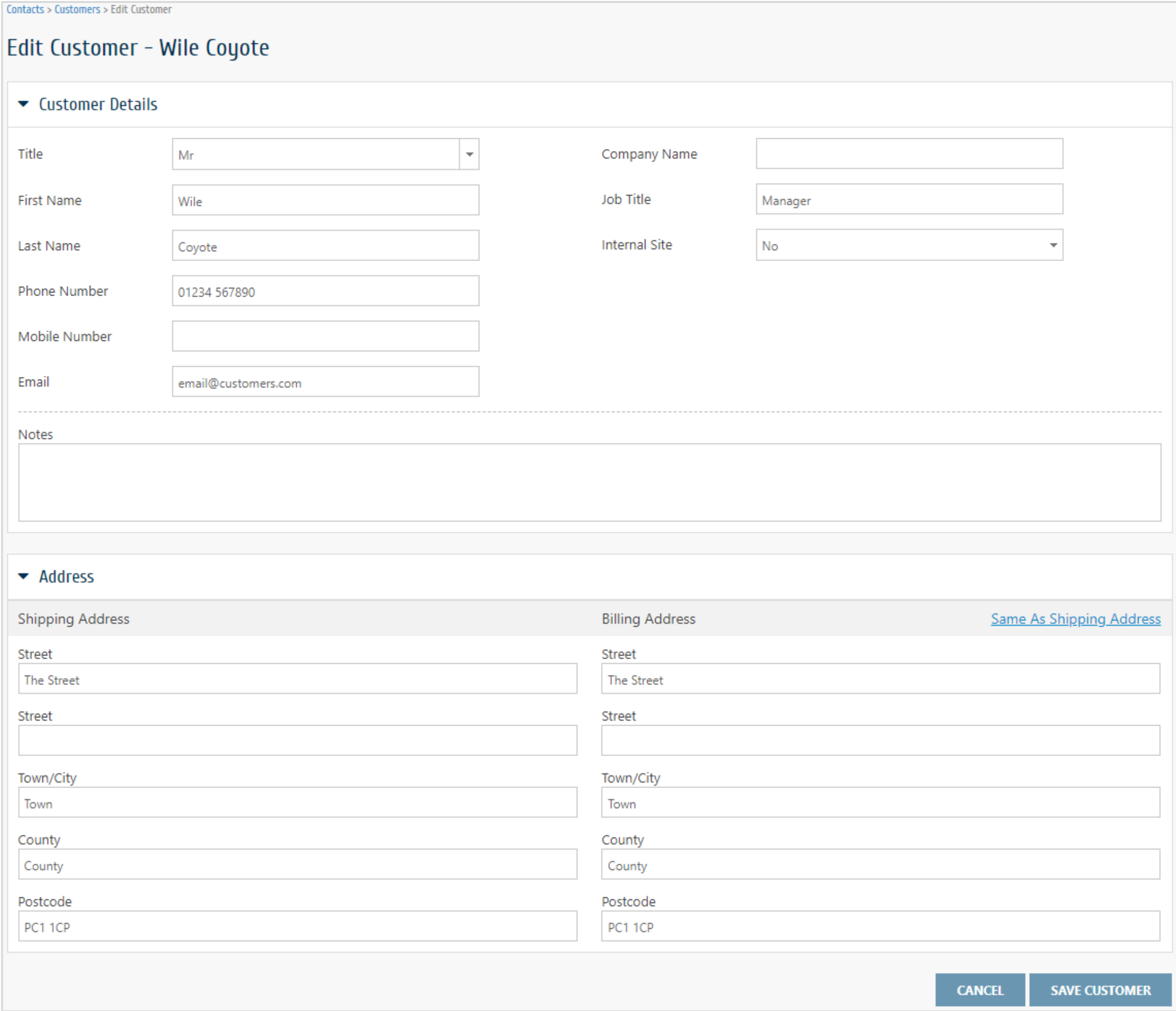


Figure 122: Editing the customer Wile Coyote.

6.2.4. Bulk Importing and Bulk Updating Customers

To update your record of customers in bulk, navigate to the bulk import screen to create new customers or to the bulk update screen to update the customers already recorded in the system. Both screens can be accessed via the *Bulk Actions* drop-down menu in the blue sub-menu in the Customer List screen.

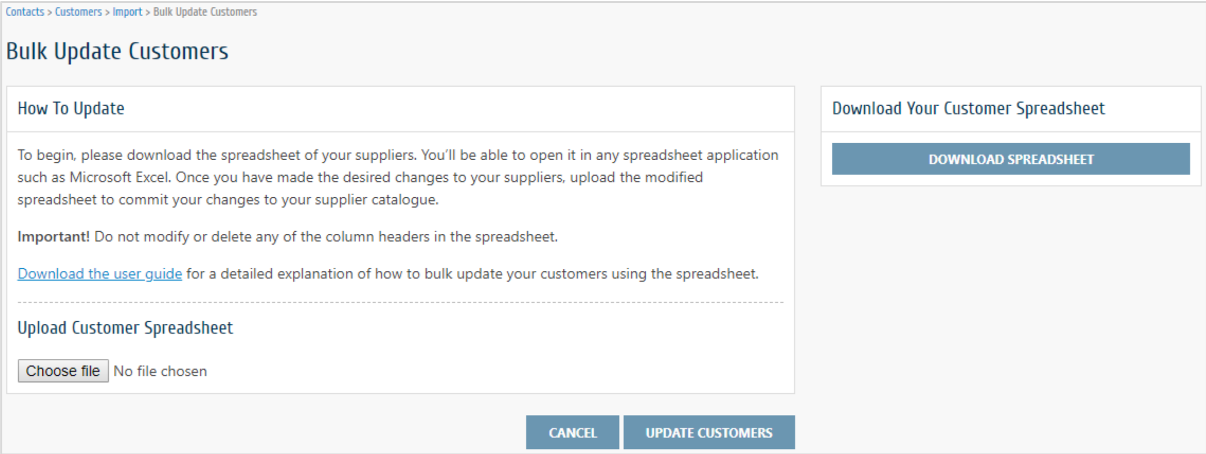


Figure 123: Screenshot of the customer Bulk Update screen.

To begin, download the customer import file by pressing the *Download Spreadsheet* button on the Bulk Update screen or the *Download Import Template* button on the Bulk Import screen. You will be able to open the file in any spreadsheet application such as Microsoft Excel. Once the desired changes have been made to the spreadsheet, upload the modified file to commit the changes to the customer module.

If there are any issues with the upload, Stock Management will notify via the Alert system. If there are any issues with the data supplied in the uploaded spreadsheet, the system will redirect to an errors page listing all errors which are preventing the bulk operation from completing successfully.

7. Setup

7.1. Company Settings

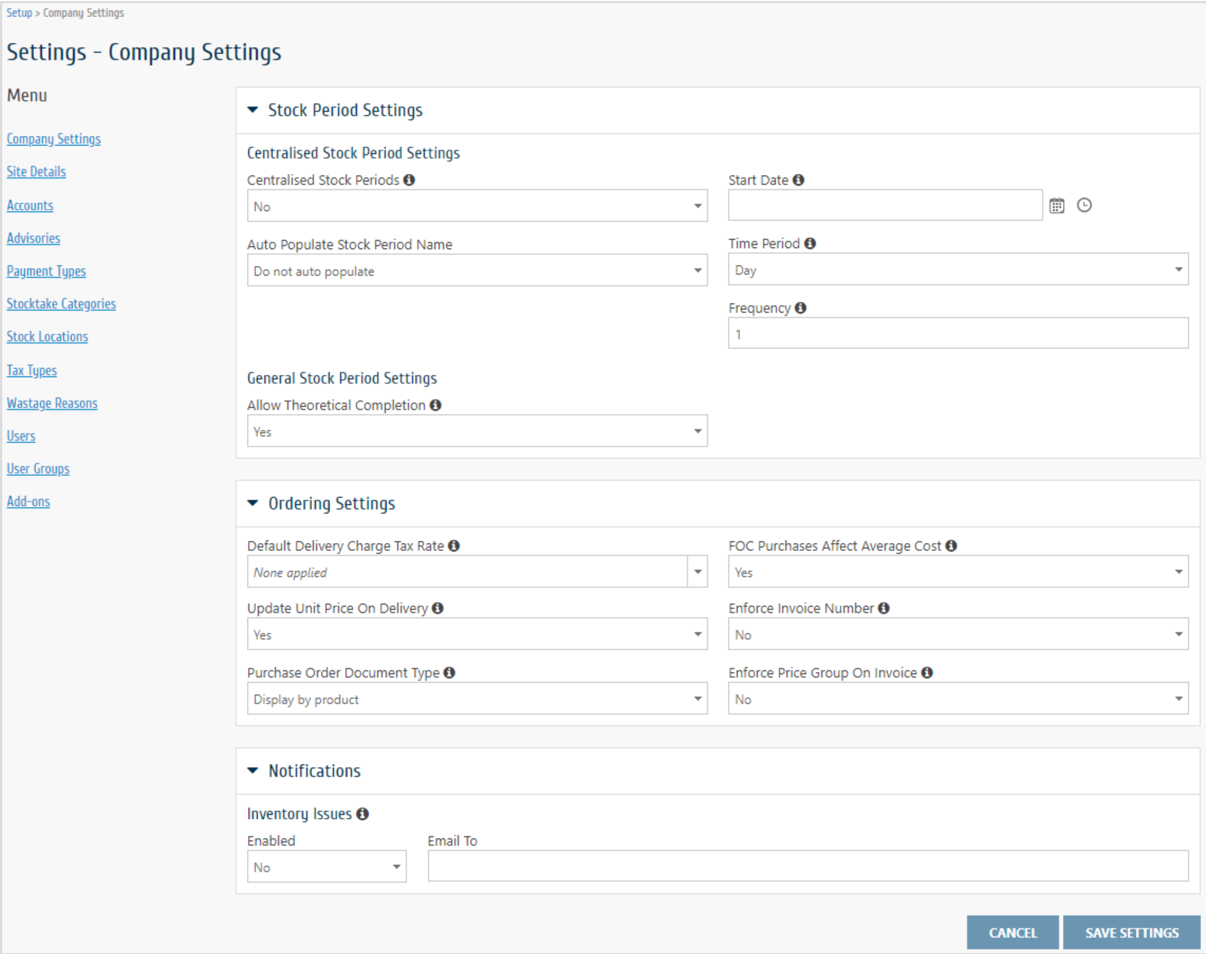


Figure 124: Screenshot of the Company Settings screen.

The Company Settings screen is used to setup global settings used across the entire company. An overview of the settings available is presented below.

Centralised Stock Period Settings

Field	Definition
Centralised Stock Periods	Whether Centralised Stock Periods are enabled. Whilst enabled, all sites in the company will share the same start and end dates for their stock periods.
Auto Populate Stock Period Name	This setting enables Centralised Stock Periods to also centralise their names by week number

Start Date	The date that centralised stock periods will take effect. The first stock period can be set no earlier than this date whilst centralised stock periods are enabled.
Time Period	The increment in which the duration of a stock period will last; Day, Week, Month.
Frequency	The frequency of each stock period. For example, a time period of Month with a frequency of 2 would enforce stock periods lasting two months.

General Stock Period Settings

Field	Definition
Allow Theoretical Completion	Whether the option to complete stocktakes automatically using the in stock quantity is enabled.

Ordering Settings

Field	Definition
Default Delivery Charge Tax Rate	The default tax rate applied to the delivery charge for purchase orders and customer invoices.
Update Unit Price On Delivery	Whether the system should check for changes in unit price upon delivery (completion) of a Purchase Order.
Purchase Order Document Type	Sets the format of the Purchase Order to list the items in the order categorised by either by the product or by the product group.
FOC Purchases Affect Average Cost	Determines whether free of charge (FOC) purchases will affect the average cost price of an item. FOC purchases are identified as purchases where the price upon delivery is 0.
Enforce Invoice Number	Whether the invoice number if required upon completion of a purchase order.
Enforce Price Group On Invoice	Whether the Price Group is required for Customer Invoices.

Notifications

Field	Definition
Inventory Issues	A daily notification which informs whether there are any inventory issues (unconfigured products and empty recipes) which require attention.

7.2. Site Details

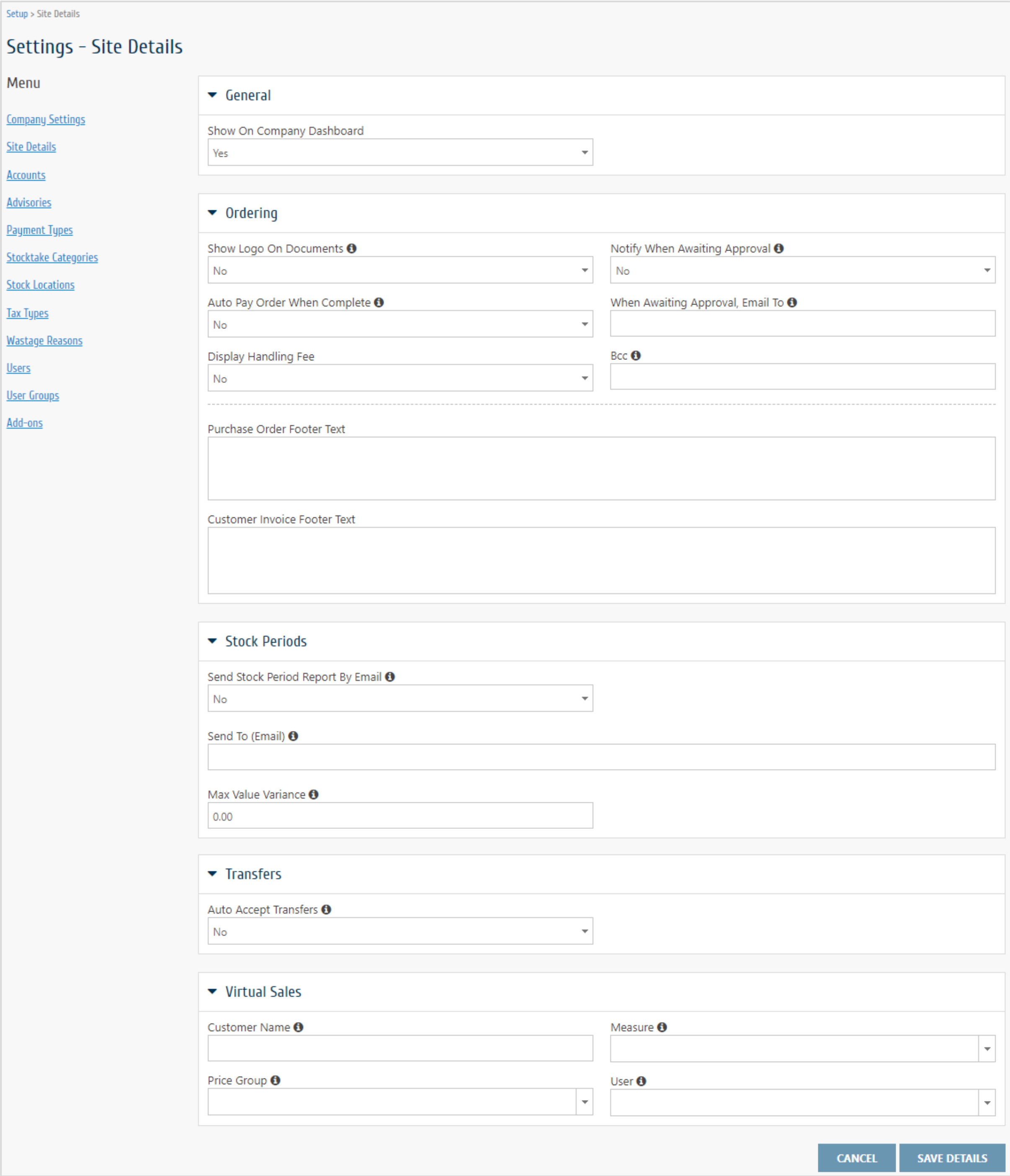


Figure 125: Screenshot of the Site Details screen.

The Site Details screen is used to setup information regarding the site which is currently selected, including details such as the sites ordering information. An overview of the settings available is presented below.

General Settings

Field	Definition
Show on Company Dashboard	Whether the site will be visible on the Company Dashboard.

Ordering Settings

Field	Definition
Show Logo On Documents	Whether your company logo will be displayed on purchase order and credit note documents.
Auto Pay Order When Complete	Determines whether purchase orders are automatically recorded as paid when they are completed.
Display Handling Fee	Determines whether the handling fee will be displayed on the purchase order document and within the ordering module.
Notify When Awaiting Approval	Whether the system will notify user(s) when an order is pending approval by an order administrator.
When Awaiting Approval, Email To	Please list all email addresses separated by a comma which will be emailed when a purchase order is pending approval by an order administrator. e.g. person1@mycompany.com, person2@mycompany.com
Bcc	All email addresses separated by a comma which will be copied into any correspondence sent to a supplier via email. e.g. person1@mycompany.com, person2@mycompany.com
Purchase Order / Customer Invoice footer text	Text which will appear in the footer of these exportable documents.

Stock Period Settings

Field	Definition
Send Stock Period Report By Email	Whether to automatically send the stock period report by email upon completion of the stock period.
Send To (Email)	All email addresses separated by a comma which will automatically emailed when a stock period is completed. e.g. person1@mycompany.com, person2@mycompany.com

Max Value Variance	Any Stock Period Value Variances above this number (+/-) will be highlighted on the exportable Stock Period report.

Transfer Settings

Field	Definition
Auto Accept Transfers	Whether the site will automatically accept location transfers and inbound transfers when using the Central Catalogue.

Virtual Sale Settings

These settings are available only when the selected site is a *virtual site*. See section 5.7 for more information on the Virtual Sales module.

Field	Definition
Customer Name	The customer who will be assigned to each virtual sale transaction.
Price Group	The price group applied to all virtual sale transactions.
Measure	The measure applied to all virtual sale transactions, typically this will be Each.
User	The user who will be applied to all virtual sale transactions.

7.3. Accounts

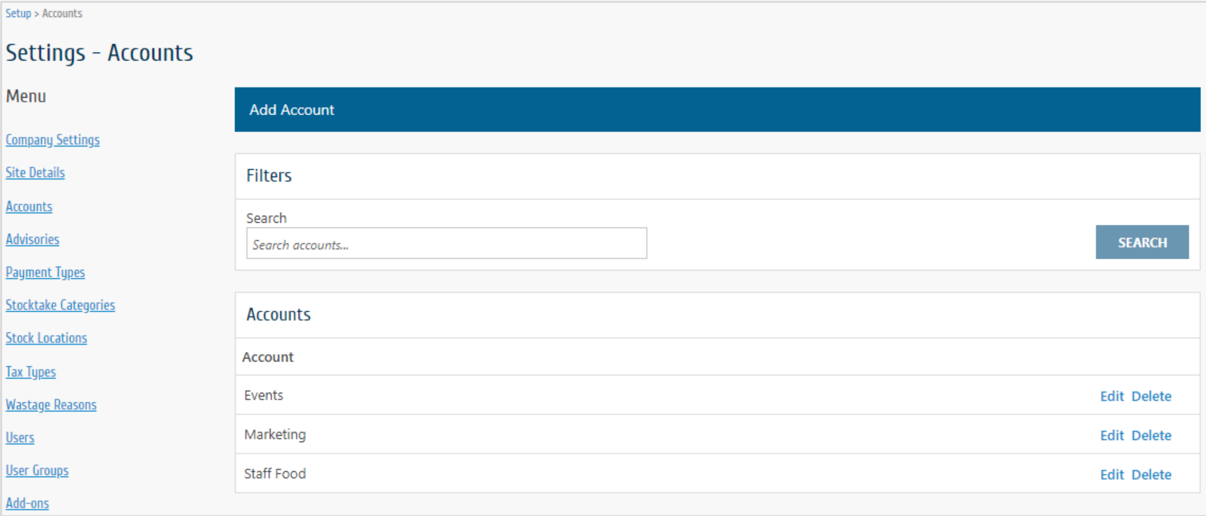


Figure 126: Screenshot of the Accounts setup screen.

The Accounts screen is used to create and manage the Accounts available in the system when creating an Account Transfer (see section 4.14). To create a new account, press the *Add Account* button, to edit or delete an existing account, press the corresponding hyperlink in the accounts table.

7.4. Advisories

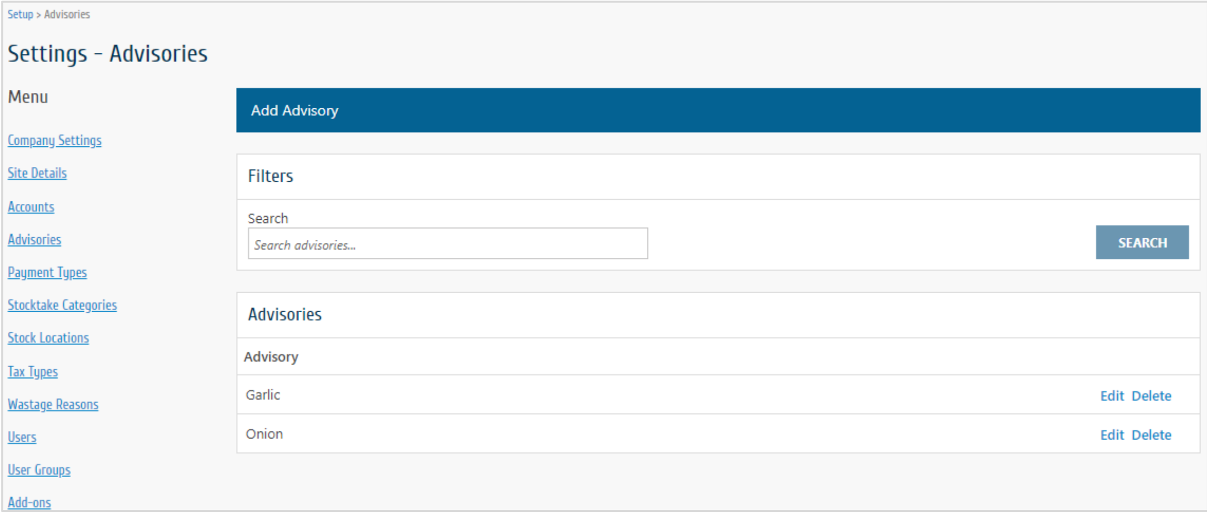


Figure 127: Screenshot of the Advisories screen.

The Advisories screen is used to manage the advisories available in the stock system. These would be additional dietary information that you'd like to add to an ingredient, that will visible on the Recipe Card. Advisories are shared amongst all sites – meaning that an allergen created at Site A will be usable at Site B. Advisories can be created within this screen by pressing the *Add Advisory* button on the blue sub-menu bar. Advisories can be edited by pressing the *Edit* hyperlink next to the advisory to edit in the Advisories list – modifying the advisory and pressing *Save*.

Important! Advisories can be deleted within this screen by pressing the *Delete* hyperlink next to the advisory to delete in the Advisories list. Deleting an advisory will permanently remove it from all products and recipes at all sites. This action cannot be undone. A confirmation message is displayed before any action is taken.

7.5. Payment Types

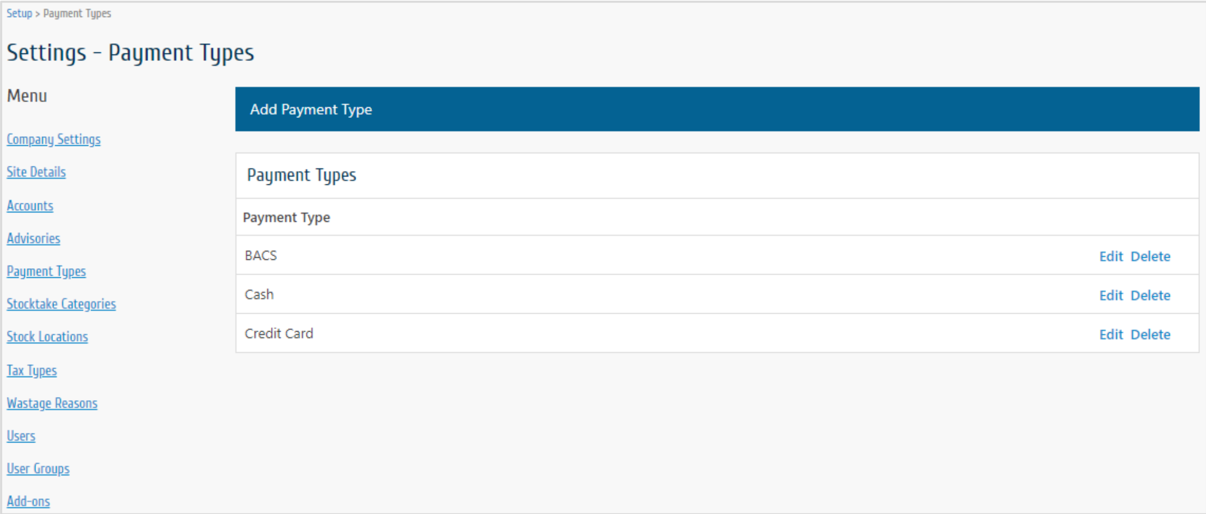


Figure 128: Screenshot of the Payment Type screen.

The Payment Types screen is used to create and manage the Payment Types available when recording the payment of a customer invoice in Stock Management (*see section 5.6.2*). To create a new payment type, press the *Add Payment Type* button, to edit or to delete an existing payment type press the corresponding hyperlink in the payment types table. Once a payment type has been used in an invoice, it cannot be deleted from the system.

7.6. Stocktake Categories

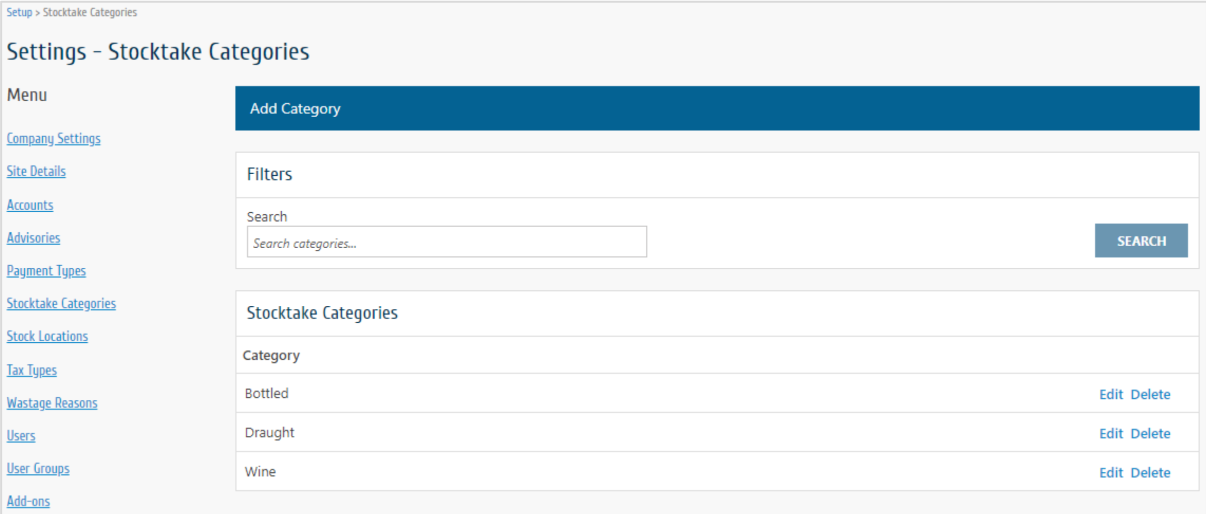


Figure 129: Screenshot of the Stocktake Category screen.

The Stocktake Category screen is used to create and manage your stocktake categories. Stocktake categories are custom categories that are used as an alternate method of grouping and organising the items in stocktakes. For example, the stocktaking sheet can be exported by stocktake category and stock counts can be entered category by category. Stocktake Categories are useful when the default product type and product group organisation of the stocktake is not sufficient.

To create a new category, press the *Add Category* button, to edit or delete an existing category press the corresponding hyperlink in the categories table. If a category is attached to an item, it cannot be deleted from the system and must first be disassociated with all items using the category before it may be deleted.

7.7. Stock Locations

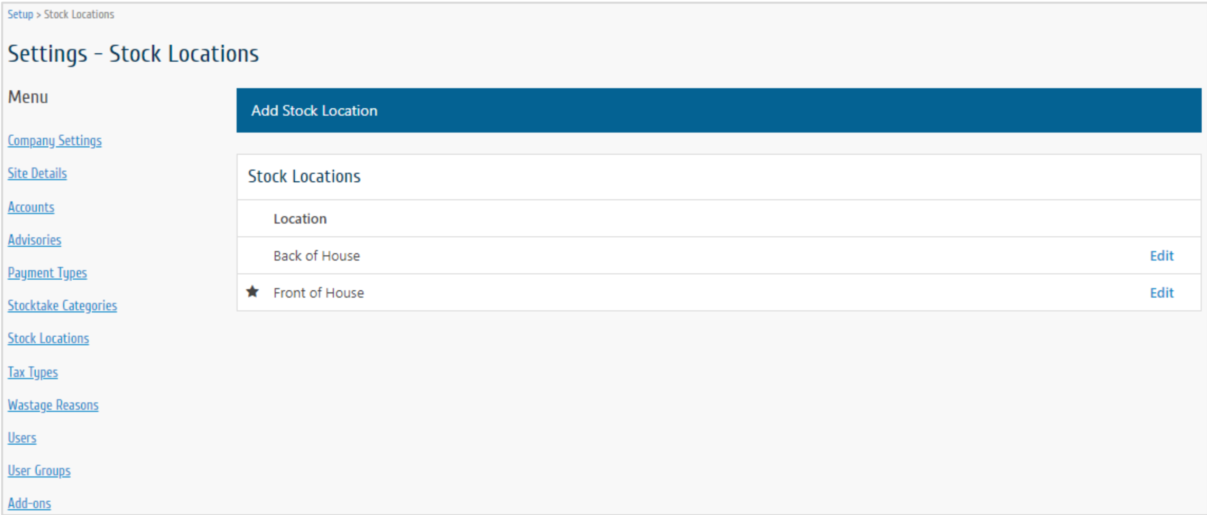


Figure 130: Screenshot of the Stock Locations screen.

The Stock Locations screen is used to create and manage the stock locations available both on the SM website and on the Tevalis e-POS. Stock Locations can only be managed when the Stock Locations add-on is enabled (*see section 7.12.2*). Stock Locations are inventory holding areas within a site, for example a restaurant may have several stock locations such as; Cellar, Bar and Kitchen.

By default all sites are assigned a *Primary Stock Location* (identifiable by the symbol). The Primary Stock Location is the location that by default all e-POS transactions will be assigned to and also where all stock will be initially stored when converting to a multi stock location system. When converting to a multi stock location system or when adding a new stock location, it is advisable to perform an initial stocktake for the location(s) to adjust the inventory levels at each location.

To create a new stock location, press the *Add Stock Location* button, to edit an existing location press the *Edit* hyperlink in the stock locations grid. Currently it is not possible to delete or deactivate stock locations.

7.8. Tax Types

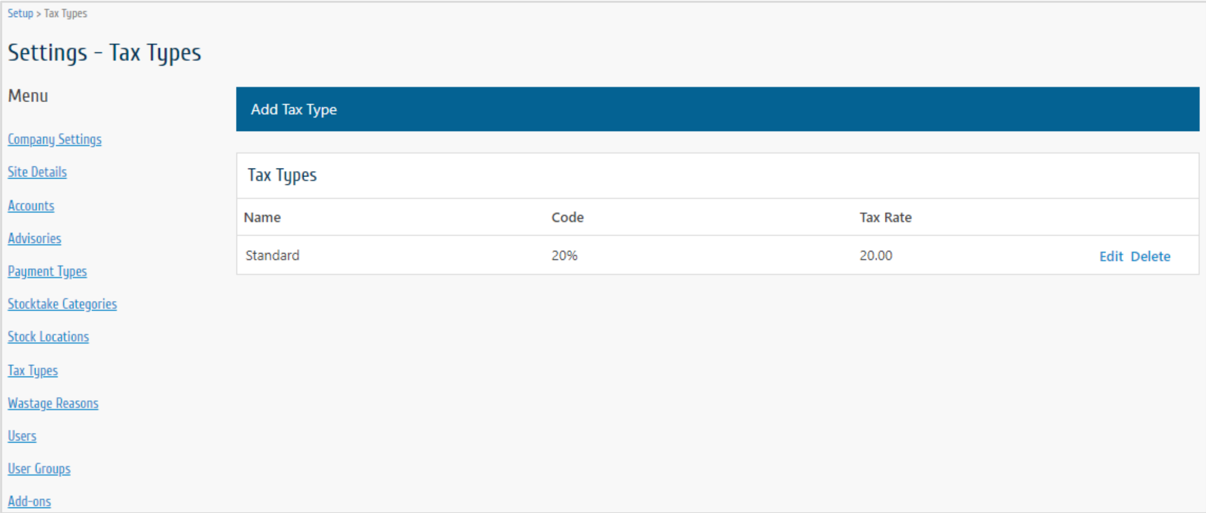


Figure 131: Screenshot of the Tax Types screen.

The Tax Types screen is used to create and manage the Tax Types available in the system when creating and editing a product (*see section 4*). To create a new tax type, press the *Add Tax Type* button, to edit or to delete an existing tax type, press the corresponding hyperlink in the tax types table.

7.9. Wastage Reasons

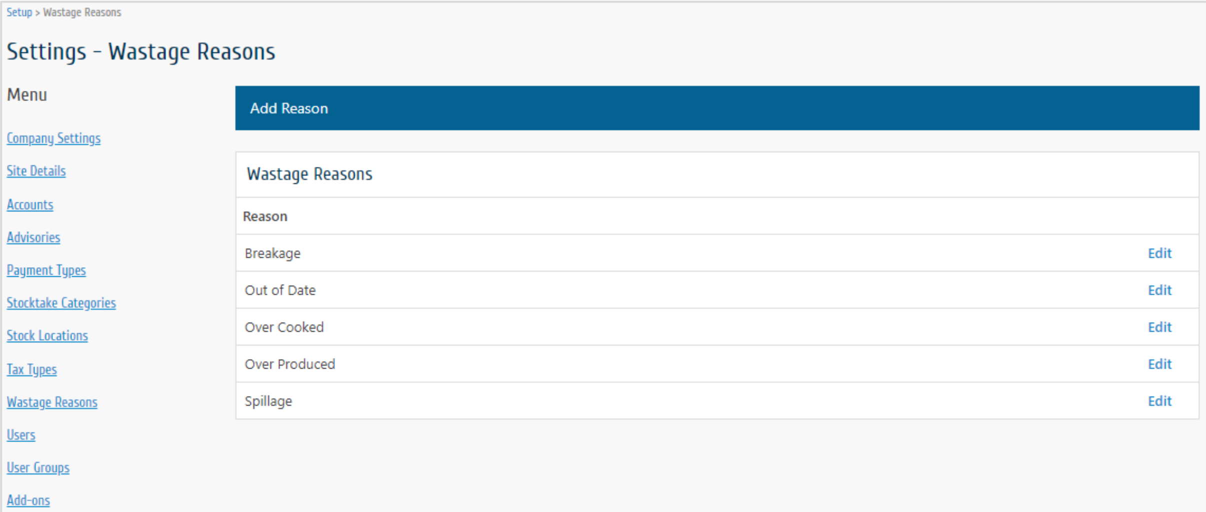


Figure 132: Screenshot of the Wastage Reasons screen.

The Wastage Reasons screen is used to create and manage the Wastage Reasons available when recording wastage in Stock Management (*see section 4.15*). To create a new reason, press the *Add Reason* button, to edit a reason press the *Edit* hyperlink next to the reason to edit in the wastage reasons table.

7.10. Users

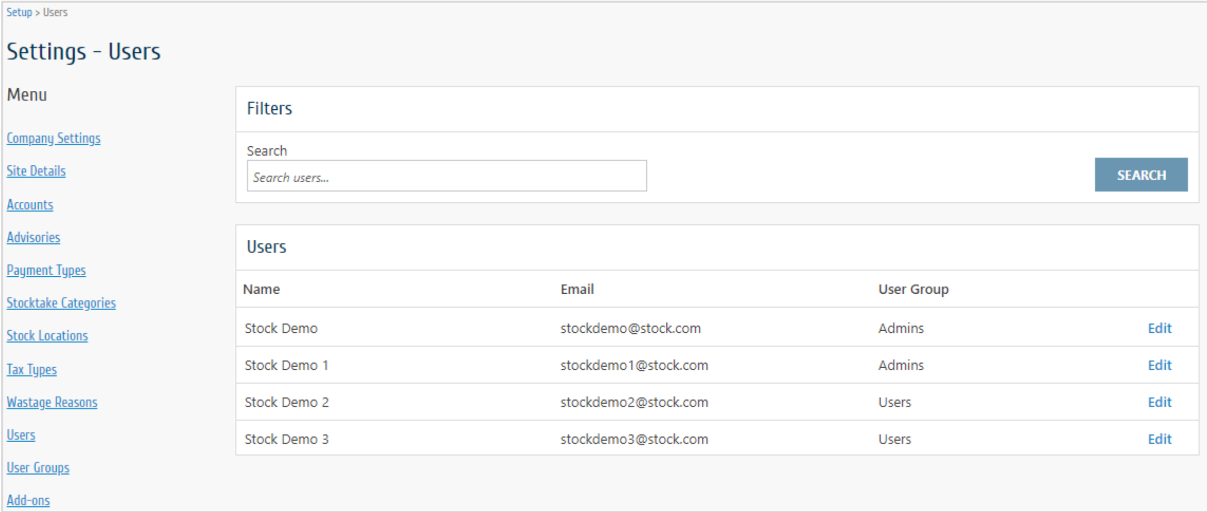


Figure 133: Screenshot of the Users screen.

The Users screen is used to manage the users who have been granted access to the Stock Management application. To edit a user, press the *Edit* hyperlink next to the user, change the values in the form that appears and press *Save* to save changes to the user. Currently only the users *User Group* can be modified. A user group is a group which grants or denies access to various modules and actions within those modules. On this page you can also add a *Pin Code.* This is for accessing the TevStock app after authorisation.

7.11. User Groups

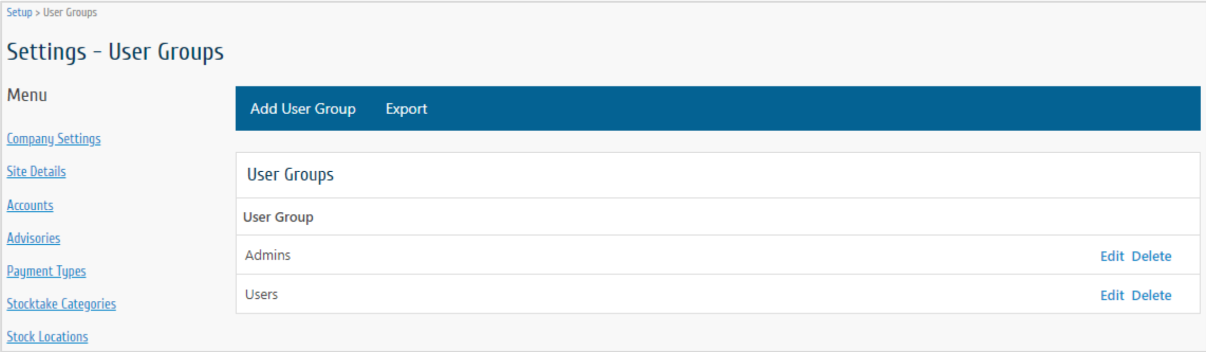


Figure 134: Screenshot of the User Groups screen.

The User Groups screen is used to create and manage the user groups which can be assigned to your users. A User Group is a set of permissions which either grant or deny access to various modules of the system and actions within those modules. To add a new group, press the *Add User Group* button, or to edit or delete an existing group, press the corresponding link in the user groups table.

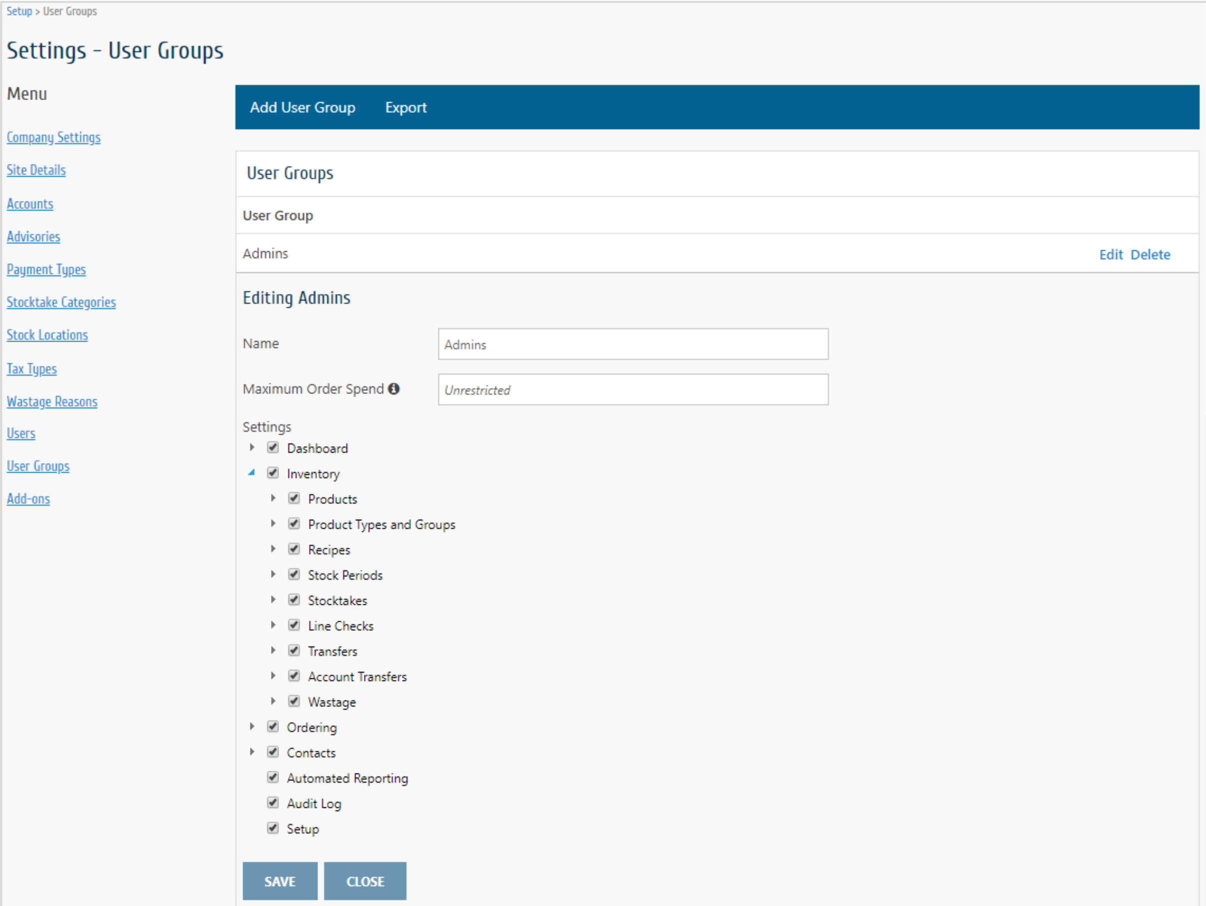


Figure 135: Screenshot of the User Permissions screen.

7.12. Add-ons

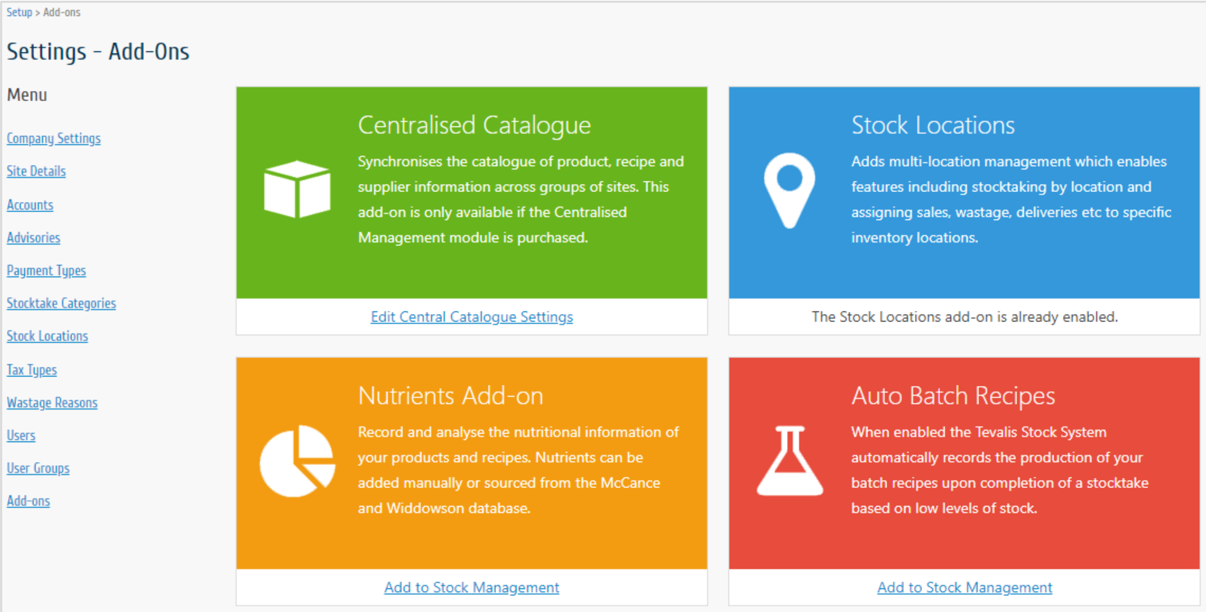


Figure 136: Screenshot of the Add-ons screen.

Stock Management integrates with the Tevalis e-POS and other applications to help streamline your business. The Add-Ons screen is used to setup and manage these integrations and bolt-ons. New integrations for the system are in our roadmap.

7.12.1. Centralised Catalogue

The Centralised Catalogue add-on is available only to companies who have purchased the Centralised Management online module and requires some initial setup by a member of the Tevalis team (please contact support@tevalis.com if this add-on is required). The add-on enables the synchronisation of products, recipes and supplier information across a group of sites – similar to Centralised Management. For example, when enabled – changes to recipes ingredients at Site A will be synchronised when logged in at Site B. A full list of the data which is synchronised is presented in the table below.

Data	Notes
Products	Not all data is synchronised. The following data is site dependent. • Enable Par Levels • Par Level • Reorder Level • Allowance • Average Cost Price • Available Stock Locations • Enabled
Purchase Units	Only purchase units supplied by a supplier assigned to the site logged into will be visible.
Recipes	
Suppliers	Not all data is synchronised. The following data is site dependent. • Account Number • Default Purchase Order Notes Whilst centralised, suppliers can also be *assigned to* sites (*see section 6.1.3 for more information*).
Product Types	Not all data is synchronised. The following data is site dependent. • Available Stock Locations
Product Groups	Not all data is synchronised. The following data is site dependent. • Available Stock Locations • Default Stock Location

	• Managed By Stock
Transfers	Transfers have an additional status *In Progress* which occurs after a transfer has been *Submitted* to the transfer site. Once an Outbound transfer has been submitted, it will appear as an Inbound transfer at the receiving site with the status of 'In Progress'.
Wastage Reasons	

Table 22: List of central catalogue synchronised data

Configuring Centralised Catalogue Settings

Once a member of Tevalis has enabled the add-on, return to the Add-On screen and press the *Edit Central Catalogue Settings* hyperlink. This will redirect you to a screen where groups called *Central Catalogue Site Groups* can be created as seen below in **Error! Reference source not found.**. These g roups are a collection of sites which will synchronise their product, recipe and supplier information with each other. For example, if there are two sites in a group, Site A and Site B – creating a new recipe at Site A will also create that same recipe at Site B.

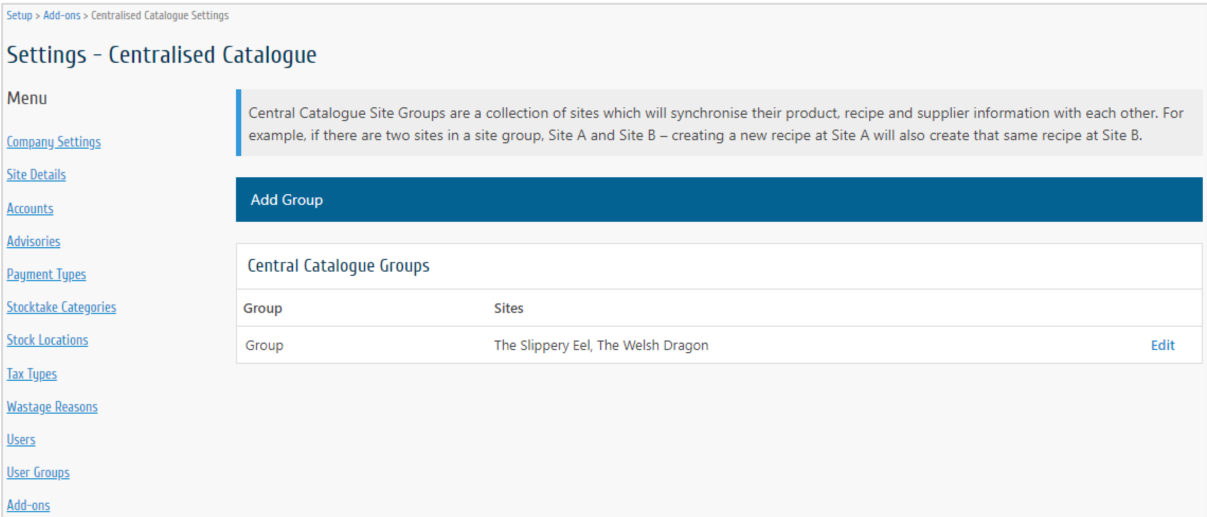


Figure 137: An example of the Central Catalogue Settings screen.

To create a new group, press the *Add Site Group* button, to edit an existing group press the *Edit* hyperlink next to the group in the Central Catalogue Site Groups table. Once a site has been assigned to a group, this action cannot be undone.

Creating CM (Centralised Management) Product In CM via Stock

For users of the Centralised Catalogue, it is possible to create a product through the Stock Management system which will appear within the CM module inside a designated package. This product will be classified as an e-POS product and will be downloaded onto the Tevalis e-POS.

When creating a new product through the website, a new section within the Add Product screen will appear; Centralised Product Setup. Upon creating a new product, select whether the product will be sold via the e-POS and if so, select the CM Package the product should be placed in to along with the default, measure, tax and gross sale price.

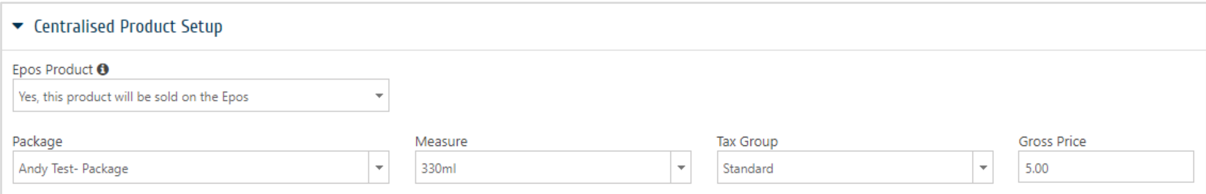


Figure 138: An example of the Centralised Product Setup section in the Add Product form when the Centralised Catalogue add-on is enabled.

Field	Description
E-POS Product	Defines whether the product will be sold i.e. available on the e-POS. E-POS products will be created in the Centralised Management module by selecting the package along with the initial measure and sale price.
Package	The package the product will be placed in to.
Measure	The default measure for the product e.g. Each, Large, Small, 50ml.
Tax	The default tax rate applied to the product when sold via the e-POS, e.g. Standard, Zero, Exempt.
Gross Price	The gross sale price of the product when sold via the e-POS.

7.12.2. Stock Locations

The Stock Locations add-on enables multi stock location management both on the SM website and on the Tevalis e-POS. Stock Locations are inventory holding areas within a site such as Bar 1, Bar 2, Kitchen and Cellar. Enabling this add-on allows for multiple stock locations to be managed which enables features including stocktaking by location and assigning sales, wastage, deliveries etc. to specific inventory locations. Further details on the stock locations add-on for the SM website are explained within each relevant section in this user guide.

To enable this add-on, press *Add to Stock Management* underneath the Stock Locations add-on card as shown below in **Error! Reference source not found.**. This add-on may require an update to the T evalis e-POS software before stock locations can be managed on the e-POS.

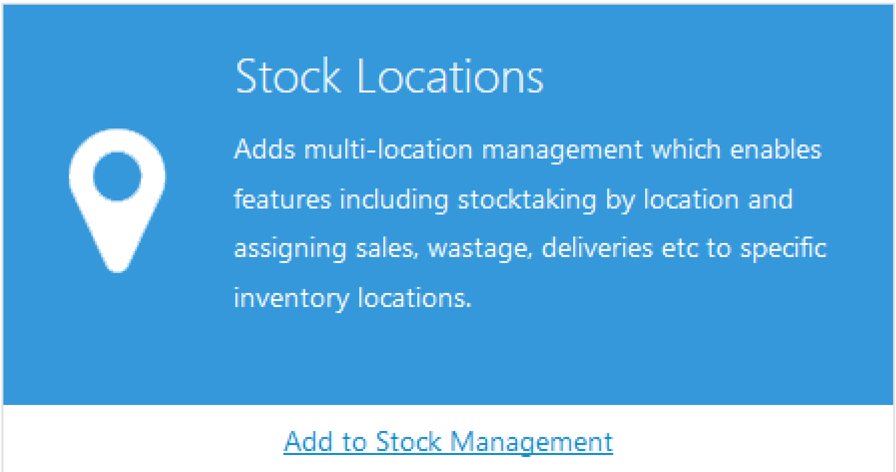


Figure 139: The Stock Locations Add-On card as displayed within the Add-ons section of Stock Management.

7.12.3. Nutrients Add-On

The Nutrients add-on enables the ability to record and analyse the nutritional information of your products and recipes. Nutrient information can be added manually for the items in your inventory or sourced from the 2015 McCance and Widdowson database. To enable this add-on, press *Add to Stock Management* underneath the Nutrients Add-on card as shown below in **Error! Reference s ource not found.**.

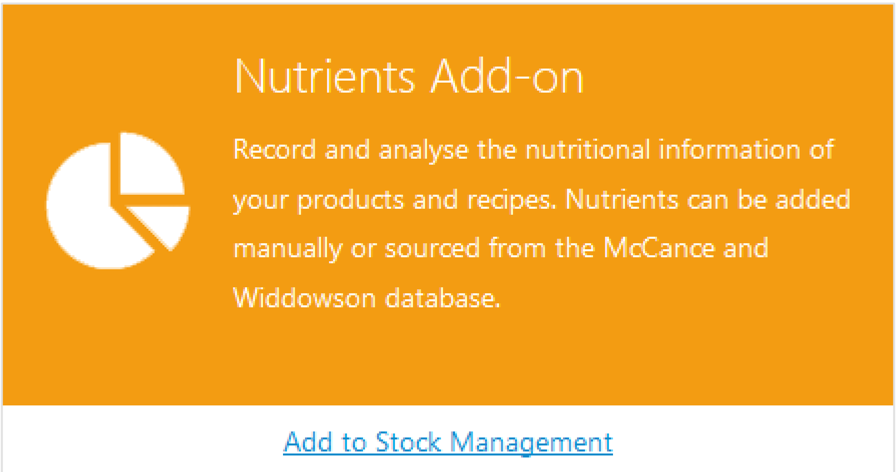


Figure 140: The Nutrients Add-On card as displayed within the Add-ons section of Stock Management.

Adding Nutrient Information to Products

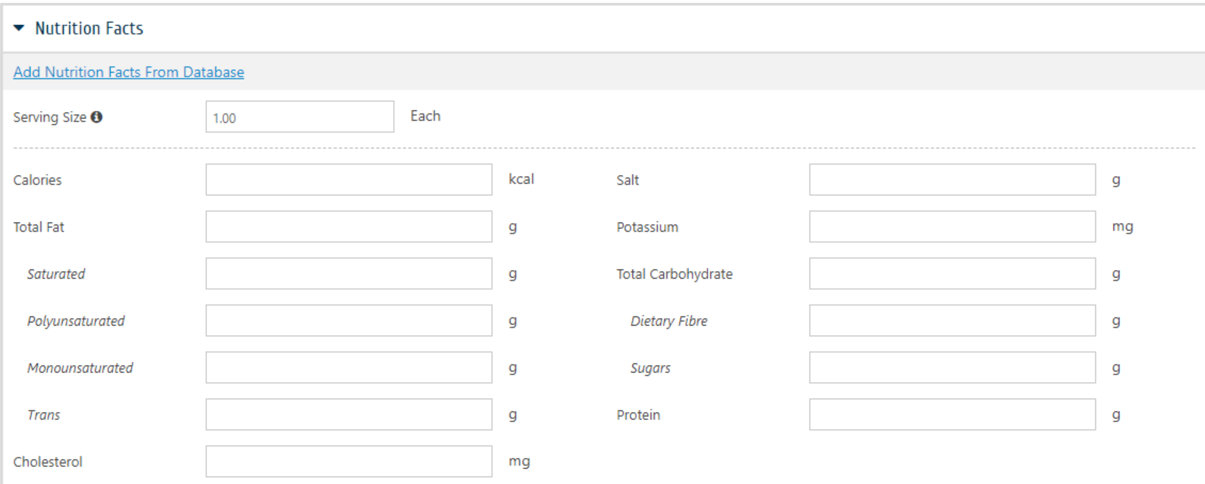


Figure 141: Screenshot of the Nutrition Facts form in the Edit Products screen when the Nutrition add-on is enabled.

The Nutrition Facts section is displayed both when adding and updating products. The nutrient information for a product is recorded relative to its base unit serving size. The value entered into the *Serving Size* textbox is the amount of the product in the products base unit that represents the nutrition facts entered in the nutrient form fields. For example, if the base unit is grams, entering a serving size of 100 would mean that any nutrition facts entered such as calories, total fat or protein would be per 100g of the product.

To source nutrient information from the McCance and Widdowson database, press the *Add Nutrition Facts From Database* link above the serving size textbox. Pressing the link will open the *Search Nutrition Database* window as seen below in **Error! Reference source not found.**.

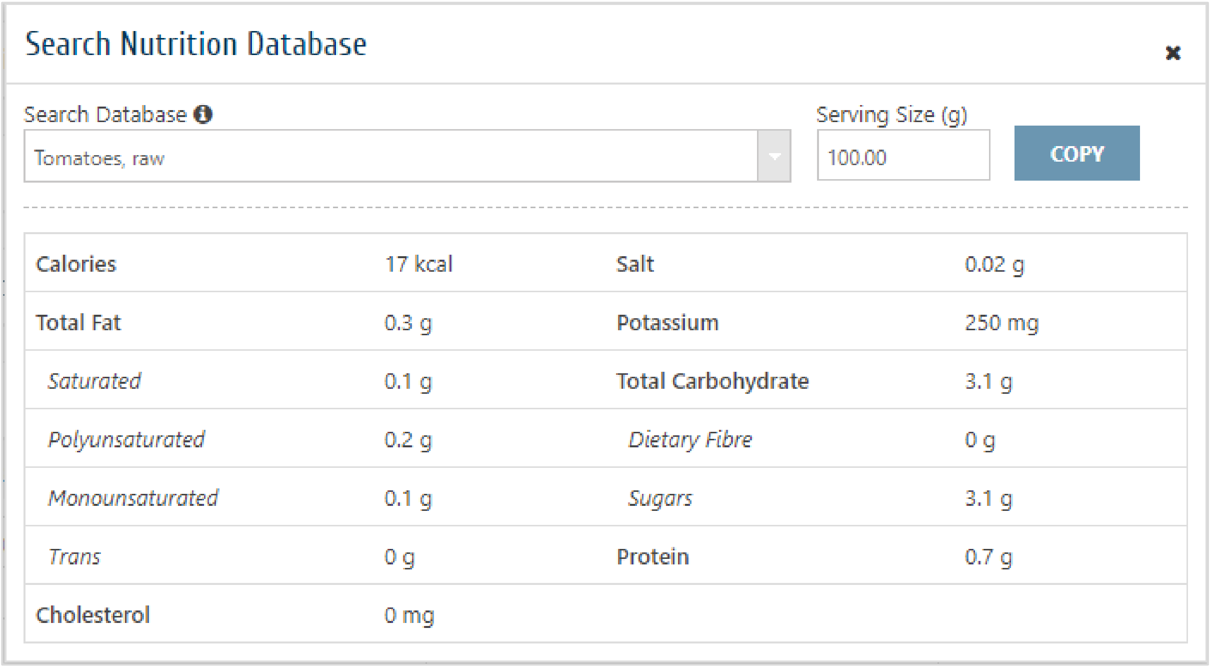


Figure 142: An example of the Search Nutrition Database tool after searching for and selecting the food item Tomatoes.

To find nutrient information, begin entering the name of the food or beverage item in the *Search Database* textbox. After the item has been found, select the item and the nutrient facts will be displayed in the fields below. All nutrient facts from the database are representing per 100g of the item selected. If the nutrient facts you wish to enter for your product are not based on a 100g serving size, change the value within the *Serving Size (g)* textbox to a value that represents your product.

For example, if the base unit for the product *Cherry Tomatoes* is '*Each'* instead of '*Grams*', you would enter the average weight in grams of a cherry tomato into the *Serving Size (g)* textbox which would recalculate the nutrient facts based on the new serving size.

To copy the nutrient information to your product, simply press the *Copy* button which will copy the nutrient information onto your product.

Product and Recipe Nutrition Facts

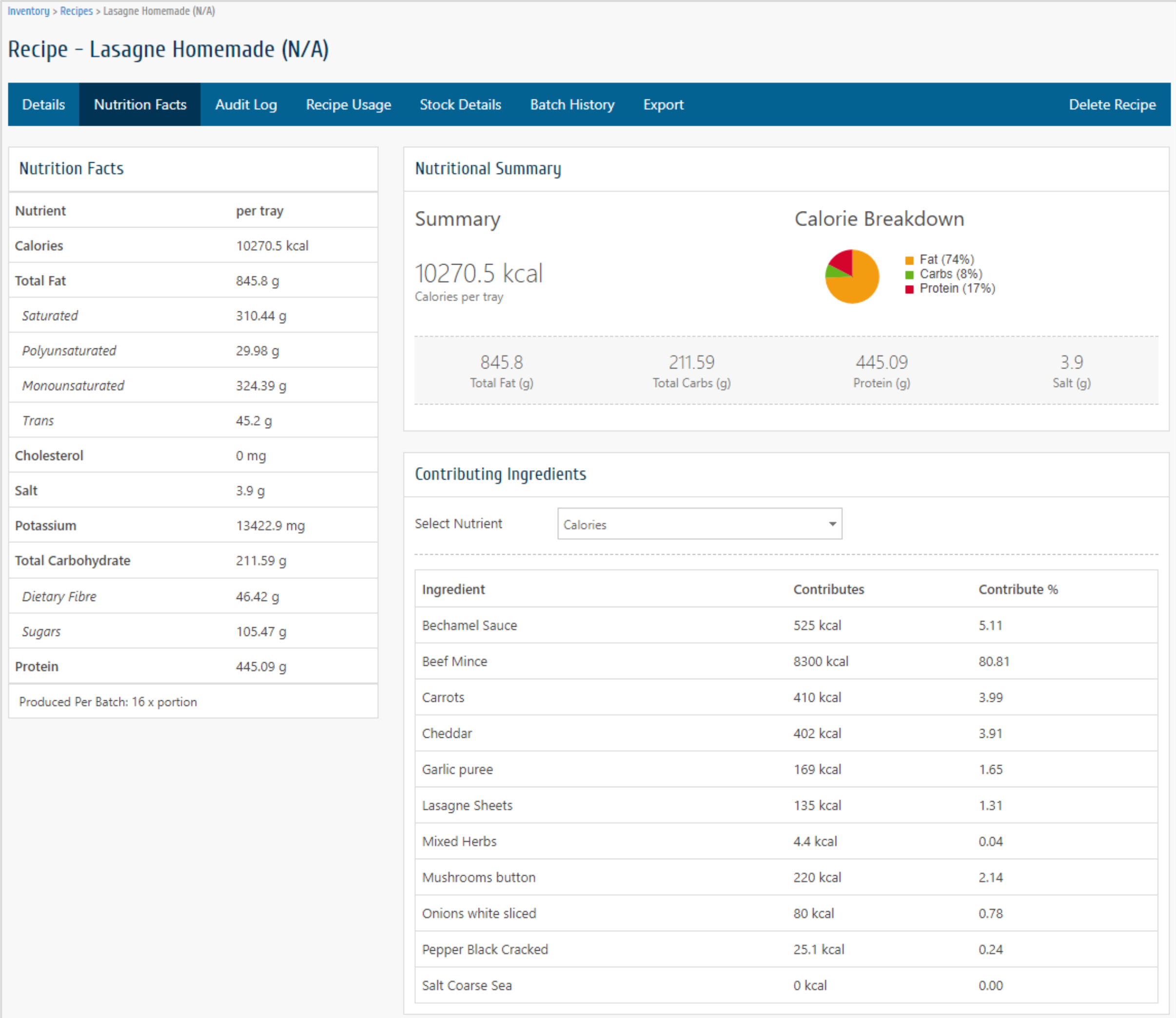


Figure 143: An example of the Recipe Nutrition Facts screen for the recipe Lasagne.

The Nutrition Facts screen displays the nutritional information for the selected product or recipe. For recipes, the facts displayed will be for the entire recipe or per individual portion for batch recipes as seen in **Error! Reference source not found. Error! Reference source not found.** which shows the nu trition facts per *slice* of Lasagne which represents 1/10 of the entire batch recipe.

For recipes the *Contributing Ingredients* section will be displayed. This section allows further analysis of the nutrient information for a recipe by displaying the biggest contributors for each nutrient available. For example, in **Error! Reference source not found.** we can see that the biggest c ontributor to total calories in the Lasagne recipe is the ingredient Bolognese Sauce which contributes

161 kcal of the 268.75 kcal per slice of lasagne – or 59.91% of total calories. The nutrient to analyse can be switched by choosing a new nutrient from the *Select Nutrient* drop-down.

7.12.4. Auto Batch Recipes

The Auto Batch Recipes add-on enables the stock system to automatically record the production of your batch recipes upon completion of a stocktake based on low levels of stock. To enable this add-on, press *Add to Stock Management* underneath the Auto Batch Recipes Add-on card as shown **Error! Reference source not found.** in **Error! Reference source not found.**.

Figure 144: The Auto Batch Recipes Add-On card as displayed within the Add-ons section of Stock Management.

Whilst the add-on is enabled, manually recording batch recipes is disabled. The only method for recording a new batch of recipes is upon completion of a stocktake. After completing a stocktake, if there were batches to be created, an automatic entry will be added to the Batch Recipe module prefixed with *Auto Batch*. For example, after completing stocktake #118 which contained batch recipes, the batch entry *Auto Batch – Stocktake #118* was created.

The batches to be created are based on low levels of stock which is determined by the counts entered against the batch recipes in the stocktake. For example, if based on movement of a product there is an expected 2 Chocolate Cheesecakes in stock but in the stocktake a count of 6 is entered, the system will automatically create a batch of 4 Chocolate Cheesecakes.

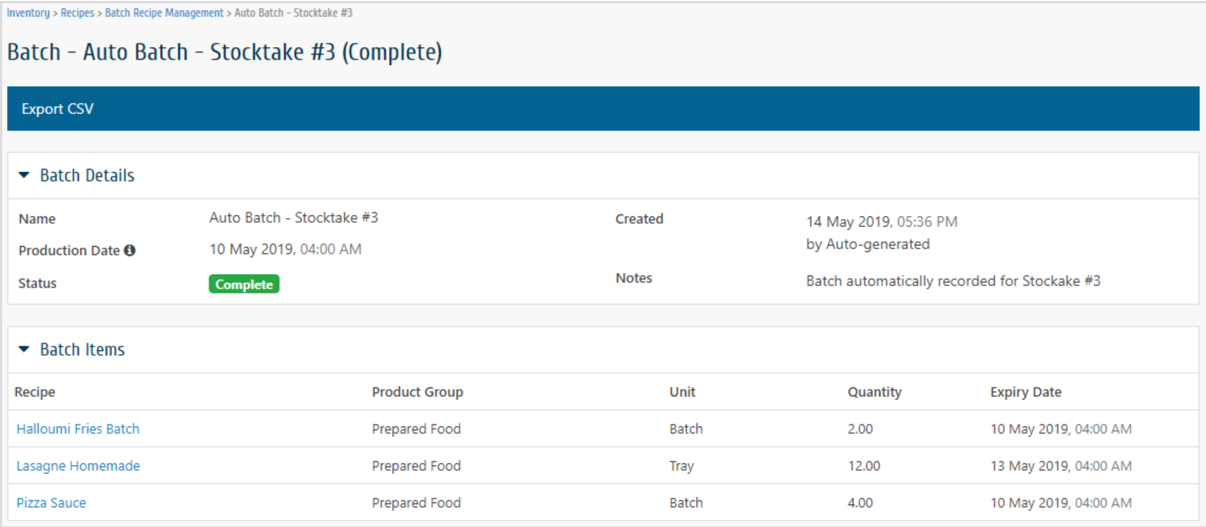


Figure 145: An example of an automatically created batch after completing a stocktake.

8. Reports

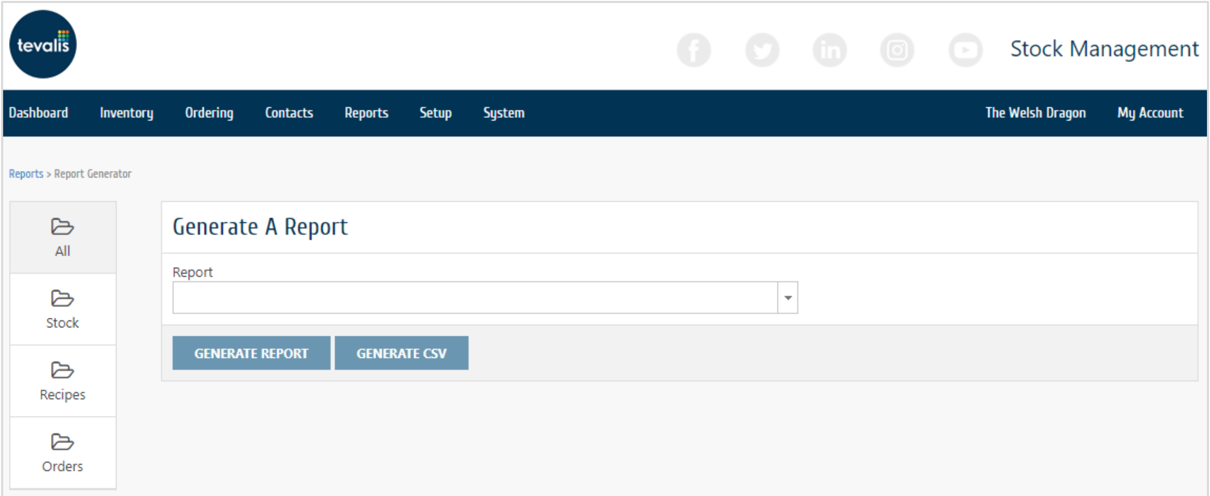


Figure 146: Screenshot of the reports page when generating the Wastages report.

The Reports screen is used to generate detailed reports of your inventory, orders and suppliers. To generate a report, select the category of report e.g. Stock then select the report in the *Report* dropdown list, enter the parameters (if applicable) and press the *Generate Report* button.

The reports available within the reporting section will be dependent on the setup of your account within the Tevalis Portal. If reports are unavailable in your account, please contact your administrator. For more information about the Portal, please see the *Tevalis Portal User Guide*.

8.1. Stock Reports

Report	Definition
Account Transfers	This report shows all complete account transfers for the selected site(s) which were transferred between the date-range specified.
Auto Usage Analysis	This report displays an analysis of the quantities and costs per site and per cover associated with *auto used* items from completed stock periods which ended during the date-range specified.
Cost Price Adjustments	This report displays all manual adjustments to a products cost price performed using the *Adjust Cost Price* function when editing a product. Only adjustments performed during the date-range specified are displayed.
CPU Transfer Analysis	This report displays all complete internal site transfers which were transferred during the date-range specified.

EPOS Inventory	This report shows all products available on the e-POS with the stocktake unit and price within each price group (eat-in, take-out etc) and inventory on hand at the requested site and across all sites.
Ingredient Consumption	This report shows for a site between a date-range, the consumption of ingredients e.g. sales, batches, shipped, wastage etc.
Inventory Levels (Flat)	This report shows the current inventory levels at each site and stock location in a flat format, useful for exporting to excel.
Inventory Levels By Location	This report shows the current inventory levels at each site and stock location.
Inventory Levels By Site	This report shows the current inventory levels at each site.
Item Average Cost Price Change	This report shows all changes to an items average cost price over the date-range specified. Changes to an items cost price are recorded on a daily basis.
Item Nutrition	This report shows an overview of the nutritional content and dietary restrictions for active items (products and recipes) in the system. Note: Calories shown are rounded to the nearest whole number.
Line Checks	This report shows between a date-range all products from completed line checks from the Tevalis e-POS and Stock Management with their associated counts and variances.
Product List	This report shows all products in the inventory which are both active and within a product group managed by Stock Management.
Products Not Attaining Target GP	This report shows all products from the e-POS which are not attaining their target gross profit (GP) percentage within the specified tolerance level.
Stock Period Comparison	Provides a comparative overview for a site of Stock Periods ending between the date-range specified.
Transfers	This report shows all transfers with a transfer date between the specified date-range.
Transfer Variance	This report shows all transfer lines completed between the date-range specified which contain a variance between the outbound quantity (what is sent out from a site) and the inbound quantity (what is received at the other site).
Wastages	This report shows between a date-range all wastages from the Tevalis e-POS and all complete wastages entered within Stock Management.

Table 23: Stock Reports definition List.

8.2. Recipe Reports

Report	Definition
Inactive Recipe Ingredients	This report shows all recipe ingredients which have become inactive and are no longer accounted for in stock movement and valuation figures.
Incomplete Recipes	This report shows all recipes matching one or more of the following criteria; zero recipe items, zero sell price or a zero cost price.
Recipe List	This report shows all recipes in the inventory which are both active and within a product group managed by Stock Management.
Recipe Sales Breakdown	This report shows a full sales breakdown for all recipes sold between the date-range specified. Please note that the figures displayed in this report are based on the current ingredient list for the recipe – not the ingredient list at the time of the sale.
Recipes Not Attaining Target GP	This report shows all recipes from the e-POS which are not attaining their target gross profit (GP) percentage within the specified tolerance level.

Table 24: Recipe Reports definition list.

8.3. Order Reports

Report	Definition
Credit Note Analysis	This report shows all products from completed credit notes credited between the date-range specified. For each product the average credit price during the time period is calculated along with displaying he total quantity credited and the value credited per supplier.
Customer Invoice Payments	This report shows all non-cancelled customer invoices created between the date-range specified categorised by the invoices payment status.
Delivery Price Variance	This report displays all complete purchase orders which were delivered during the date-range specified which contained a difference between the original (ordered) price per unit and the invoice (delivered) price per unit.
Internal Sales Order Analysis	This report displays an analysis of all finalised customer invoices created for an internal site which were finalised during the date-range specified.
Purchase Analysis	This report shows all products from complete purchase orders and completed ad hoc transfers between the specified date-range. For each product the average cost price during the time period is calculated along with displaying the total cost price and amount ordered.

Purchase Order Unit Price Change	This report displays all purchase orders completed during the date-range specified which contain purchase units that recorded a different unit price on delivery to the previous purchase of that unit from the same supplier.
Purchase Orders	This report shows for the selected suppliers, all purchase orders created between the specified date-range.
Purchase Unit Analysis	This report shows all purchase units from complete purchase orders between the specified date-range. For each unit the average cost price during the time period is calculated along with displaying the total quantity ordered and total spend per supplier.
Supplier Purchases	This report shows all complete purchase orders delivered between the specified date-range categorised by supplier.

Table 25: Order Reports definition list.

9. Automated Reporting

9.1. Automated Report List

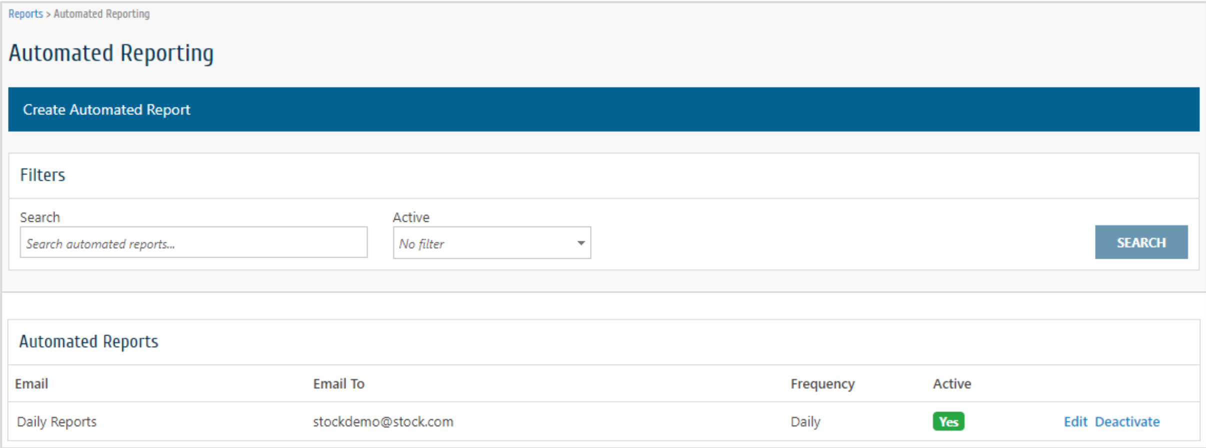


Figure 147: Screenshot of the Automated Report List screen.

The Automated Report List screen is used to quickly search for and find automated report schedules. An automated report is an email which can be sent out on a daily, week or monthly frequency to a specified email address which will contain numerous reports of your choosing from the stock system. New automated reports can be created by pressing the *Create Automated Report* button in the blue sub-menu and existing reports can be edited and deactivated by pressing the corresponding link in the automated reports table.

9.2. Creating and Modifying Automated Reports

To create an automated report press the *Create Automated Report* button in the blue sub-menu, this will redirect to the Edit Automated Email form. Simply fill in the form and press *Save*. An overview of the fields in the form is presented below.

Field	Definition
Name	A name or reference to identify the automated report.
Email	The email address to send the report(s) to.
Email Type	The type of data to display in the body of the automated report email.
Frequency	How often to send the report(s). Either; daily, weekly or monthly.

Time To Run From	The time that data from the reports should run from. For example, if the frequency is set to Daily, a time of 4:30 will generate reports with data between 4:30 the previous day to 4:30am the next day.
Sites	The sites that will be included in the generated reports.
Reports To Send	The report(s) to send in the automated report email.

Table 26: Automated reporting data definition list.

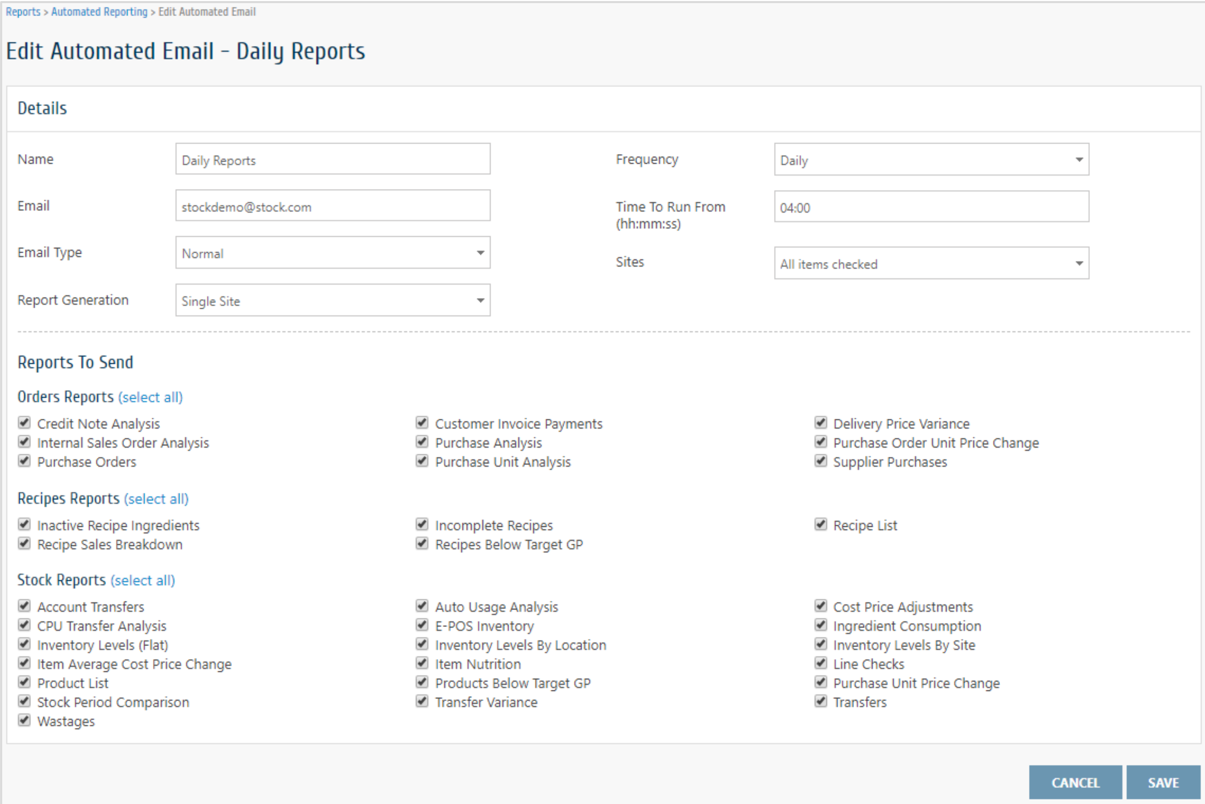


Figure 148: An example of creating an automated report schedule.

10. Audit Log

10.1. Audit Log List

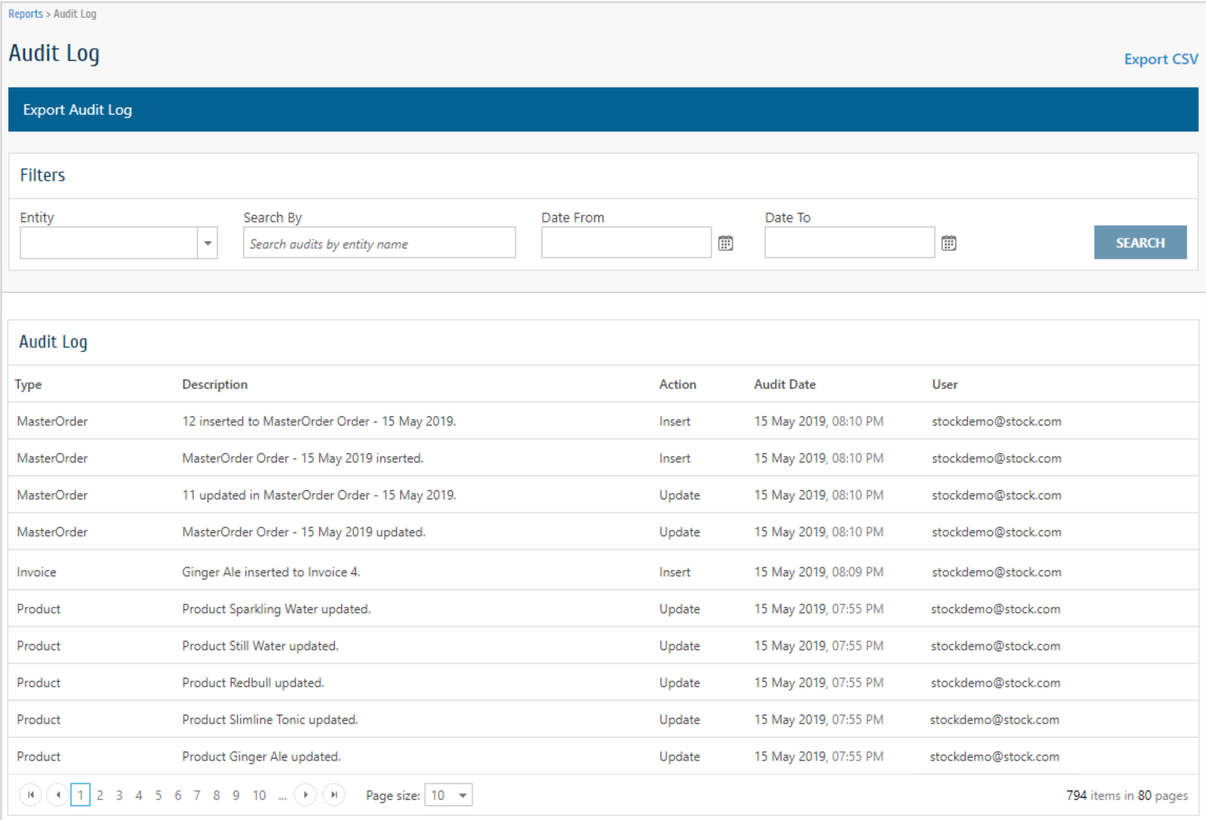


Figure 149: Screenshot of the Audit Log List screen.

Typically, most actions in the system are audited, meaning a journal of all changes to your system are recorded such as the creating or editing of a product, the approval of a purchase order and changing setting information for your company and/or site. The Audit Log List screen shows all audits in the system that have been recorded that are applicable to the site logged in to. Audits can be searched using the Filter Configuration Panel and expanded by pressing on each audit entry.

In addition to the generic audit screen, some modules such as the Product module also contain a tailored audit screen which displays for example only audits related to the product being viewed. Along with the ability to export the audits into a CSV file, the tailored audit screens also include the option to export to PDF.