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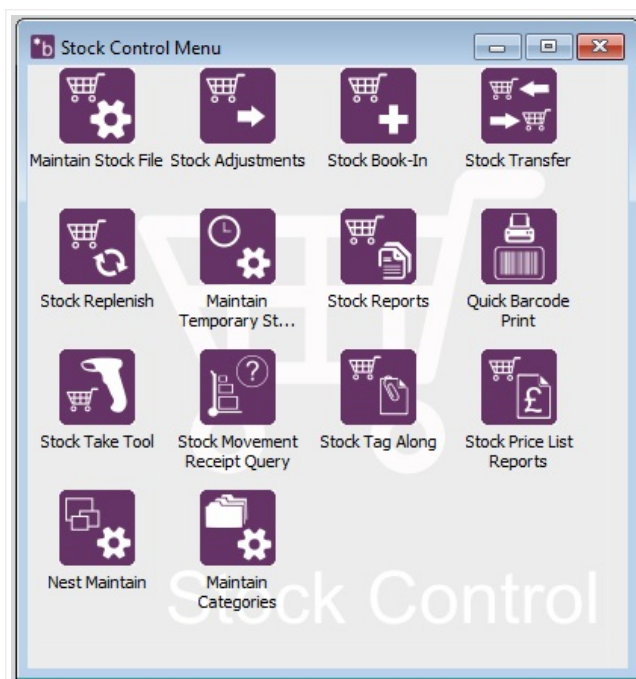
Booking-In Stock

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1. On the left hand side of the screen, double click on the '**Stock Control**' icon.



2. Double click on the '**Stock Book-In**' icon.



3. Click on (...) to select the product. (or use a full stop "." then scan the barcode of the product you'd like to book in stock for)

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4. Select the product you want to book and then click 'Proceed'.

Product Code [F2]	Description [F3]	Category 1 [F4]	Category 2 [F5]	Pref. Supp. [F6]	Manu. Code [F7]	Brand [F8]	Price [F9]
MUG-CAMBRIDGE	Cambridge Mug	Mugs	Coloured				£3.75 (1)
MUG-MARROW	Marrow Mug	Mugs	Coloured				£5.00 (1)
MUG-METRO	Metro Mug	Mugs	Coloured				£5.75 (1)
PEN-COLOURED	Multi-colour Pen	Pens	Multifunction				£3.20 (1)
PEN-HIGHLIGHT	Highlighter 2-in-1 Pen	Pens	Multifunction				£4.75 (1)
PEN-LASER	Laser Pen	Pens	Laser	STEELCITY-NEE			£3.50 (1)
PEN-PENCIL	2-in-1 Pen and Pencil	Pens	Multifunction				£4.05 (1)
PEN-USB	2-in-1 Pen and USB	Pens	Multifunction				£6.99 (1)
PEN-TORCH	Torch Pen	Pens	Torch				£3.50 (1)
PEN-USB	2-in-1 Pen and USB	Pens	Multifunction				£6.99 (1)

5. Fill out the rest of the details.

Choose the '**Supplier**' from the drop down menu.

For '**Book-In Packs**' select how many you have.

The '**Unit Cost**' is the cost per item. Once you fill this out the '**Total Cost**' should automatically calculate.

Book In Stock

Transaction Contents

Product Code	Supplier	Pack / ...	Cost Pk / ...	Ps / Qty	Total
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Booked In by:

Book In Line

Product Code: Qty Available:

Location: Book-In Packs:

Description: Unit Cost: £

Packsizes: Total Cost: £

Costs: Next: Last: Best Before:

Supplier:

Book In Stock

6. Once you have done this, you will see the product in the '**Transaction Contents**' at the top of the page. Fill out the '**Booked In By**' box and click '**Accept**'. This has now been saved. It will ask if you want to print a receipt and create stock labels also.

Book In Stock

Transaction Contents

Product Code	Supplier	Pack / ...	Cost Pk / ...	Ps / Qty	Total
PEN-STYLUS	NEE-STEEL...	1	2.75	5	£13.75
PEN-USB	NEE-STEEL...	1	5	10	£50.00

7. If you wish to make adjustments to the stock i.e. changing amounts, stock damaged and or missing, then double click on the '**Stock Adjustments**' icon.



8. Enter all the details as appropriate underneath the '**Negative Adjustment Outline**' section and you can edit quantities of stock here too. Once you have done this, click '**Add**' and you will see the edited stock at the top; '**Negative Adjustments Out List**'.

Product Code	Location	Qty	New Level	Value	Reason
PEN-STYLUS	NEE	1	3	£2.75	DAM

Adjusted by:

Negative Adjustment Out Line

Product Code:

Description:

Location:

Reason Code:

Negative Adjustment Quantities

By Packsize: x

By Quantity:

Current Quantity Levels

Available: 4 Currently to be adjusted by: 0

Back Order: 0

Purchase: 0

New Level: 3

Negative Stock Adjustment

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