



SYNERGETIC
Management Systems

Synergetic User Guide

Sales

Version 65

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Published: 9 October 2013

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Sales

The sales system in Synergetic allows you to manage all aspects of sales of stock items and services.

This includes:

- maintaining information about stock items
- managing the sales invoicing procedures.

You can:

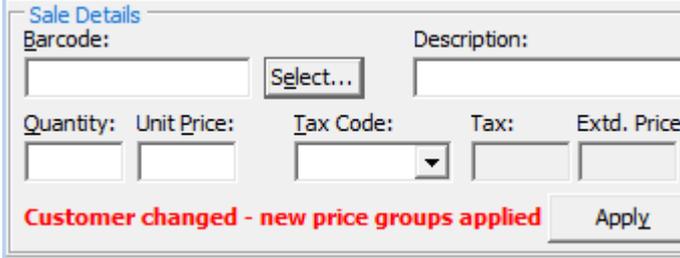
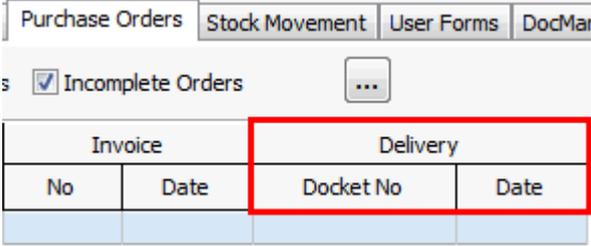
- Maintain items. See *Maintaining items* (on page 5).
- Enter sales. See *Entering sales* (on page 53).
- Close off sales periodically. See *Closing off sales* (on page 107).
- Manage stock items, including consignment stock. See *Managing stock* (on page 133).
- View details about stock, including information about stock movement. See *Stock Summary window* (on page 136).
- Run reports. See *Key sales reports* (on page 223).

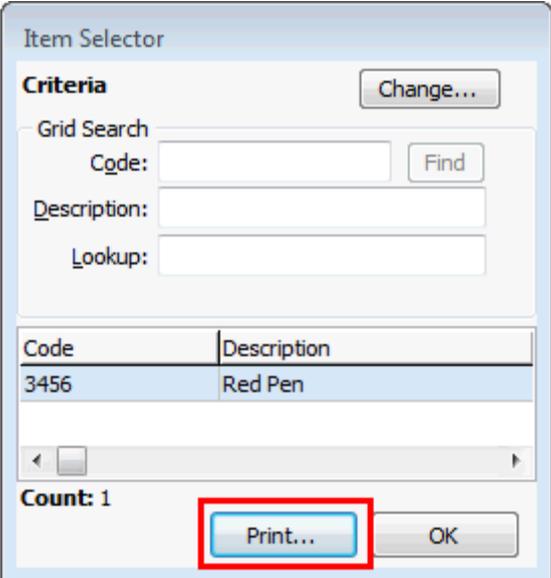
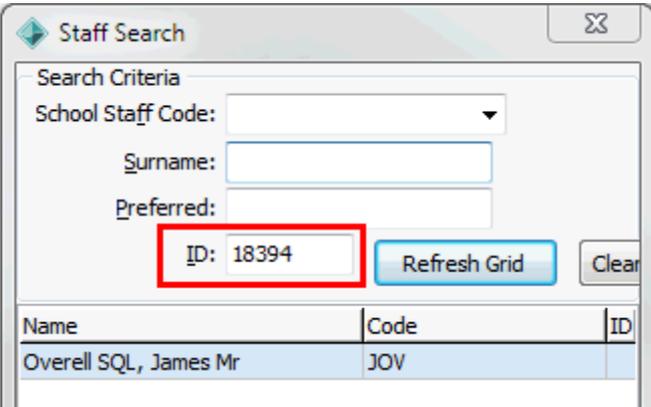
What's new to Sales

Version 65

This section outlines changes to the Sales manual arising from changes made to Synergetic (versions 64.13-65.19).

Note: The look and feel of Synergetic depends on the PC it is running on. The screenshots in this manual use both the version 65 and pre-65 look and feel. You may notice a slight difference in appearance between this manual and Synergetic running at your organisation but the functionality is exactly the same.

Change	More information	See...
New notification for price changes when a new customer is selected.	<p>If you choose a new customer that belongs to a different price group, a warning label is displayed in the Sales Entry window.</p> 	<i>Using the Sales Entry window (on page 63)</i>
New grid fields in the Purchase Order and Receipts tabs of the Item Maintenance window.	<p>The Delivery Date and Delivery Docket No fields are now available on the Purchase Order tab.</p> <p>The Invoice Number and Delivery Docket No fields are now available on the Receipts tab.</p> 	<i>Item Maintenance - Purchase Orders tab (on page 38)</i> <i>Item Maintenance - Receipts tab (on page 27)</i>
New button in Stock tab of Item Maintenance window.	<p>You can print barcodes immediately from the Stock tab of the Item Maintenance window.</p> 	<i>Item Maintenance - Stock tab (on page 19)</i>
Regular sale replaces Normal sale.	To prevent confusion with an item's Normal price, Normal sales are referred to as Regular sales.	
Multiple date formats supported.	Synergetic supports dates being entered in formats that do not match the regional settings.	

Change	More information	See...
<p>Print Barcodes available from Item Maintenance selector.</p>	<p>You can print the item barcode queue from the Item Maintenance selector window.</p> 	<p><i>Synergetic Financial Configuration - Business Units - Sales sub-tab - Page 4 sub-tab</i> in the Finance manual.</p>
<p>New staff barcode for sales entry.</p>	<p>If your organisation does not use the Advanced Point Of Sale, you can scan a barcode to select a staff member in the Staff Search window.</p> 	<p><i>Using the New Sale window</i> (on page 55)</p> <p><i>Finance Configuration Maintenance - Business Units - Sales sub-tab</i> in the Finance manual.</p>

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Maintaining items

Use the **Item Maintenance** function in Synergetic to view and maintain all the information about items that your organisation stocks and sells.

Some items are not stocked. For example, service items that you supply.

Stocked items at your organisation comprise:

- An item record that you maintain key information about, including units of measure.
- A stock record that is used by one or more of your business units to manage and sell stock items. See *Entering sales* (on page 53) and *Managing stock* (on page 133).

Business units

Business units are set up at your organisation to manage and sell stock items. For example, a bookshop and a uniform shop can operate independently.

Smaller organisations can choose to set up one business unit only.

Also, see the **Business Units** tab of *Maintaining finance configuration files* in the System maintenance manual.

How to:

- Search for an item on the system. See *Searching for items* (on page 7).
- Create a new item. See *Creating new items* (on page 10).
- Create a stock item record for a new business unit, if it already exists for another business unit. See *Creating stock items for business units* (on page 24).

What you can do:

What you can do...	See...
Maintain: <ul style="list-style-type: none"> • key item details • unit of measure settings. 	<i>Item Maintenance - Item tab</i> (on page 16)
Maintain details about an item's suppliers.	<i>Item Maintenance - Suppliers tab</i> (on page 25)
You can: <ul style="list-style-type: none"> • maintain stock detail for business units that stock and sell items • receive stock purchased from a supplier or acquired as consignment stock • add or delete a stock record at a business unit • mark a stock as active or inactive at a business unit • manually adjust average costs. 	<i>Item Maintenance - Stock tab</i> (on page 19)

What you can do...	See...
<p>You can:</p> <ul style="list-style-type: none"> • view summary information about stock receipts • receive stock either: <ul style="list-style-type: none"> – purchased from a supplier – acquired as consignment stock. • maintain stock receipts • view stocktake adjustments. 	<p><i>Item Maintenance - Receipts tab (on page 27)</i></p>
<p>Summarise stock held at your organisation for the selected item, by business unit.</p>	<p><i>Item Maintenance - Stock at Business Units tab (on page 31)</i></p>
<p>View details of consignment stock payments.</p>	<p><i>Item Maintenance - Payment tab (on page 33)</i></p>
<p>View sales of stock items by business unit.</p>	<p><i>Item Maintenance - Sales tab (on page 35)</i></p>
<p>View purchase orders for stock items by business unit.</p>	<p><i>Item Maintenance - Purchase Orders tab (on page 38)</i></p>
<p>Define your own tabs or programs within Synergetic.</p>	<p><i>Item Maintenance - User Forms tab (on page 40)</i></p>
<p>Maintain documents relating to the item.</p>	<p><i>Item Maintenance - DocMan tab (on page 42)</i></p>
<p>View information about stock movement:</p> <ul style="list-style-type: none"> • for different business units • by month • by order, receipt or sales transaction. 	<p><i>Item Maintenance - Stock Movement tab (on page 46)</i></p>

Searching for items

Use the **Set Item Search Criteria** window to search for items.

See *Searching* in the Introduction manual for information on how to use the search tools.

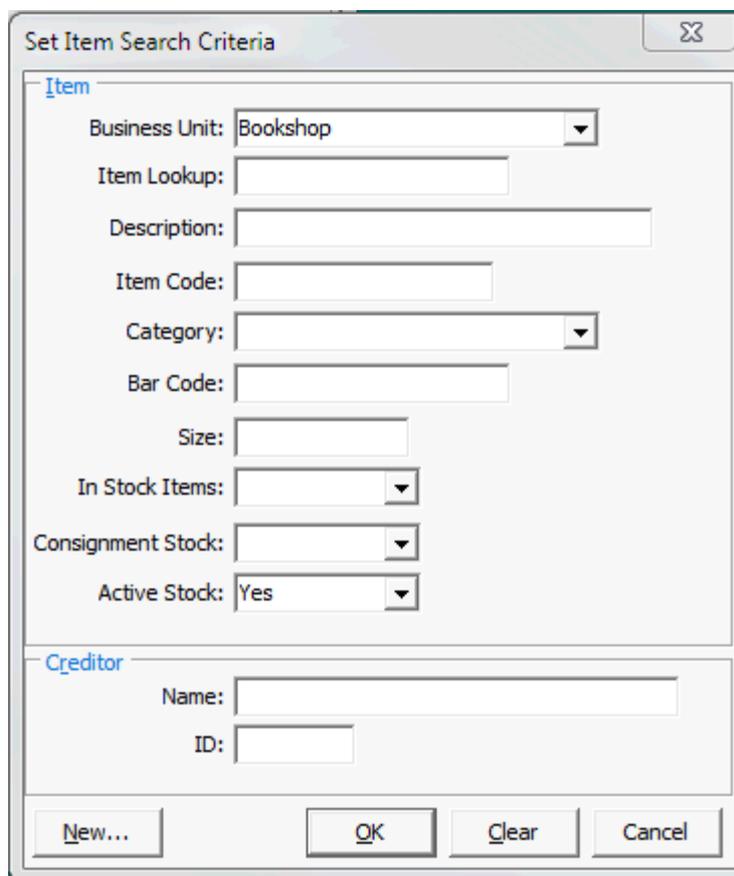
Note: If the item is not found, click  to add a new item from this window. See *Creating new items* (on page 10).

Opening the Set Item Search Criteria window

To open the **Set Item Search Criteria** window:

1. Select **Module > Sales > Item Maintenance** from the main menu.

The **Set Item Search Criteria** window is displayed.

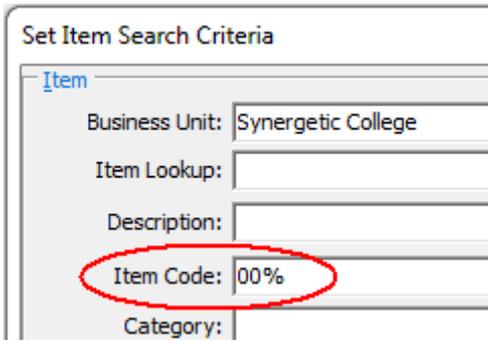
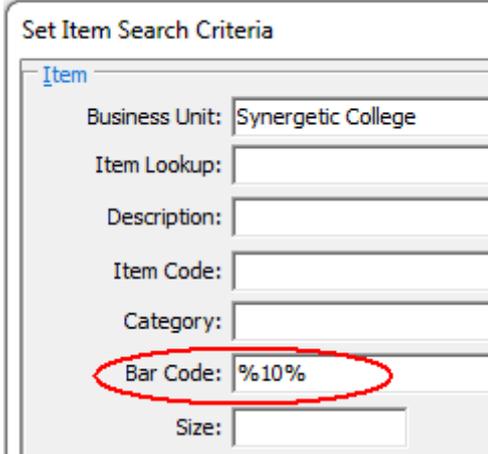


The screenshot shows the 'Set Item Search Criteria' dialog box. It has a title bar with the text 'Set Item Search Criteria' and a close button. The dialog is divided into two main sections: 'Item' and 'Creditor'. The 'Item' section contains the following fields: 'Business Unit' (a dropdown menu with 'Bookshop' selected), 'Item Lookup' (a text input field), 'Description' (a text input field), 'Item Code' (a text input field), 'Category' (a dropdown menu), 'Bar Code' (a text input field), 'Size' (a text input field), 'In Stock Items' (a dropdown menu), 'Consignment Stock' (a dropdown menu), and 'Active Stock' (a dropdown menu with 'Yes' selected). The 'Creditor' section contains 'Name' (a text input field) and 'ID' (a text input field). At the bottom of the dialog are four buttons: 'New...', 'OK', 'Clear', and 'Cancel'.

2. Type in the information you know about the item or group of items.
3. Click .

Set Item Search Criteria key fields

Item area fields

Field	Description
Business Unit	Select the business unit the stock items are set up for.
Item Lookup	<p>Defaults to the item description.</p> <p><u>Note: You can enter part or all of the item lookup.</u></p> <p>You can change this in Item Maintenance to assist you with searching and sorting if required.</p>
Description	Type part or all of the description of the stock item.
Item Code	<p>Type all or part of the item code.</p> <p>You can search for items using wildcards. See <i>Using wildcards to search</i> in the Introduction manual. For example, you can search for items, with item codes such as 001001A, using the 00% wildcard.</p> 
Category	Select a category for a group of items.
Bar Code	<p>Type the barcode attached to an item.</p> <p>You can search for items using wildcards. See <i>Using wildcards to search</i> in the Introduction manual. For example, you can search for items, with barcodes such as 001016, using the %10% wildcard.</p> 
Size	Type the size of the stock item. For example, uniform items of a certain size.

Field	Description
In Stock Items	<p>This can be either:</p> <ul style="list-style-type: none"> • Yes - limit search to items with more than zero stock on hand • No - limit search to items with zero or negative stock on hand • Blank - ignore stock on hand.
Consignment stock	<p>Search for consignment stock items or exclude consignment stock items.</p> <p>This can be either:</p> <ul style="list-style-type: none"> • Yes - limit search to consignment stock • No - limit search to stock that is not consignment stock • Blank - ignore consignment status. <p>The supplier owns consignment stock until you sell it on their behalf.</p> <p>For example, second-hand uniforms and books can be on consignment. When you sell the items, you remit money to the person selling the items, less a commission for handling.</p>
Active Stock	<p>Select to filter by:</p> <ul style="list-style-type: none"> • Yes - active items only • No - inactive items only • blank - ignore item's active status.

Creditor area fields

Field	Description
Name	Type in all or part of the creditor's or payee's name.
ID	Type in the Synergetic ID of the creditor, including consignors.

Creating new items

To create a new item, you can:

- click  on the **Set Item Search Criteria** window
- click  on the **Item Maintenance** toolbar
- select **File > New...** from the main menu
- right click on the **Item Selector** grid and select **New...**
- press **Ctrl + N**.

The **Create New Item** windows follow:

- *Create New Item - Create Item window.* (on page 11)
- *Create New Item - Business Units window* (on page 13).

You can navigate between the windows by clicking  and  as required.

Note: Once a new item record is added, you can maintain other information about the item in **Item Maintenance**. See *Maintaining items* (on page 5).

Create New Item - Create Item window

Use the **Create New Item - Create Item** window to enter key details for an item.

1. Open the **Create New Item** window. See *Creating new items* (on page 10).
The **Create New Item - Create Item** window is displayed.

The screenshot shows a software window titled "Create New Item". Inside the window, there is a section titled "Create Item" with the following fields and options:

- Item Code: [text box] (Leave Blank for auto generate)
- Description: [text box]
- Lookup: [text box]
- Barcode: [text box] (Leave Blank for Same as Item Code)
- Category: [dropdown menu]
- Size: [text box]
- Consignment Stock Item
- Stocked Item

At the bottom of the window, there are three buttons: "< Back", "Next >", and "Cancel".

2. Enter the information you know about the item.
3. Click .

The **Create New Item - Business Units** window is displayed. See *Create New Item - Business Units window* (on page 13).

Create New Item - Create Item window key fields

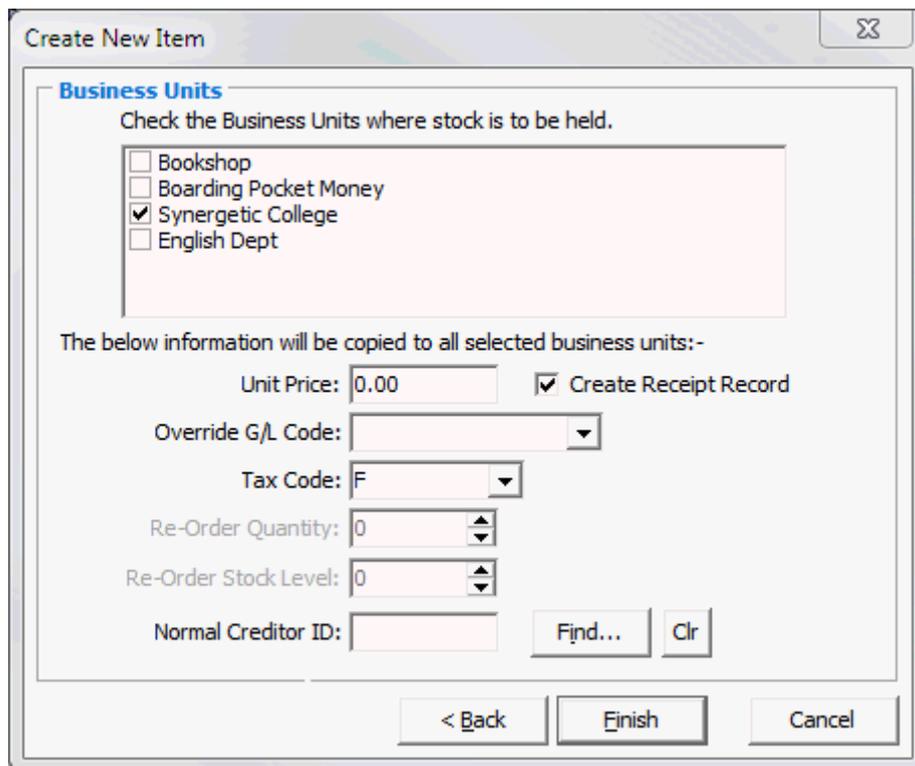
Field	Description
Item Code	<p>Unique code for the item.</p> <p>Note: You can allow Synergetic to automatically generate item codes when you are creating new items, or you can develop your own naming convention. Synergetic uses a six digit zero-filled number for the auto number, based on the Last Item Sequence number in the Items Invoicing tab of Finance Configuration Maintenance. For example, 001025. See <i>Synergetic Financial Configuration - Items/Invoicing</i> tab in the Finance manual.</p>
Description	<p>Description for the item.</p> <p>Note: This field is mandatory.</p>
Item Lookup	<p>Determines the order that items are listed in the search grid, and can be used to search for items.</p> <p>Defaults to the value of the Description field but can be changed. For example, you may want to list items in a size order, by putting the size at the start of the lookup.</p> <p>Note: This field is mandatory.</p>
Category	<p>Group used to categorise this item.</p> <p>For example, Uniform or Books can be set up as categories to group similar items together.</p>
Barcode	<p>Used for barcoding applications involving stock items.</p> <p>If left blank, this defaults to the item code.</p> <p>For example, books that are stocked and sold at your organisation can be integrated with POS (point of sale) equipment, using barcodes to speed up the sales entry process.</p>
Size	<p>Size of the stock item, if required.</p> <p>For example, items of uniform are available in different sizes.</p>
Consignment Item	<p>Select if the item is a consignment stock item.</p> <p>The supplier owns consignment stock until you sell it on their behalf.</p> <p>For example, second-hand uniforms and books can be on consignment. When you sell the items, you remit money to the person selling the items, less a commission for handling.</p> <p>Note: If Consignment Item is selected, the Stock at Business Units tab is replaced by the Payments tab, and you can only receive one unit of stock which must be at no cost. See <i>Item Maintenance - Payment</i> tab (on page 33).</p>
Stocked Item	<p>Clear if the item is not a stocked item.</p> <p>For example, your organisation may provide services or goods that you order in on behalf of students, such as musical instruments.</p> <p>Note: Items that are not stocked can be sold, but do not have Stock On Hand tracked.</p>

Create New Item - Business Units window

Use the **Create New Item - Business Units** window to:

- select the business units that use the item
- enter details for an item that are specific to a business unit.

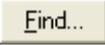
Note: When creating an item, all business units have the same details. This information can later be maintained separately for each business unit.



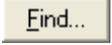
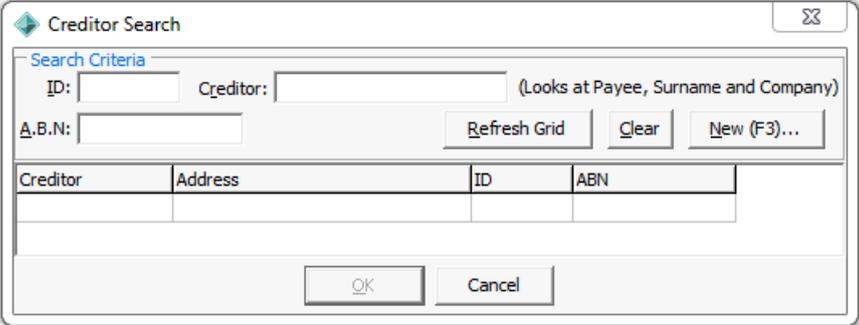
The screenshot shows the 'Create New Item' window with the 'Business Units' tab selected. The window title is 'Create New Item'. The 'Business Units' section is titled 'Business Units' and contains the instruction 'Check the Business Units where stock is to be held.' Below this is a list of business units with checkboxes: 'Bookshop', 'Boarding Pocket Money', 'Synergetic College' (checked), and 'English Dept'. Below the list, it states 'The below information will be copied to all selected business units:-'. The fields include: 'Unit Price: 0.00' with a 'Create Receipt Record' checkbox checked; 'Override G/L Code:' with a dropdown menu; 'Tax Code: F' with a dropdown menu; 'Re-Order Quantity: 0' with a spinner; 'Re-Order Stock Level: 0' with a spinner; and 'Normal Creditor ID:' with a text box, 'Find...' button, and 'Clr' button. At the bottom are '< Back', 'Finish', and 'Cancel' buttons.

Create New Item - Business Units window key fields and buttons

Fields

Field	Description
Business Units	Select one or more business units that stock the item being created. For example, when setting up a uniform stock item, you would set this up in the uniform department but not the bookshop department.
Unit Price	Price that each unit is sold for. <u>Note: This field can be inclusive or exclusive of tax, depending on your Financial Configuration Maintenance settings. See <i>Synergetic Financial Configuration - Business Units</i> tab in the Finance manual.</u>
Create Receipt Record	Select to create a receipt for a quantity of one. <u>Note: This field only appears if the item has been flagged as Consignment Stock in the Create New Item window.</u>
Override G/L Code	When a sale is made, by default it is posted to a specified G/L control account. If you want to use a different G/L account for this item, select a different one here.
Tax Code	Tax code used for the item, which is used for tax reporting on sales.
Re-Order Quantity	Reference figure used to nominate the amount of stock reordered, when the stock level falls below the Re-Order Stock Level value. The quantity that you reorder is similar to the economic order quantity, the most economical amount to purchase from the supplier. For example, if you have the funds and the storage capacity, you might order uniforms in quantities of 100 as the supplier may have a cheaper wholesale unit price.
Re-Order Stock Level	Reference figure used to nominate the stock level below which you need to reorder more stock. Reorder information is used by the Re-order report.
Normal Creditor ID	Synergetic identifier for the: <ul style="list-style-type: none"> supplier that you normally order this stock item from owner of the stock if this is a consignment item. You can: <ul style="list-style-type: none"> type the value directly into the field populate this field using the  button clear the field using the  button.

Buttons

Button	Description
<p></p>	<p>Select the supplier using the Creditor Search window.</p> 
<p></p>	<p>Clear the value from the Normal Creditor ID field. You can also clear the Normal Creditor ID field directly.</p>

Item Maintenance - Item tab

Use the **Item** tab to maintain:

- key item details
- unit of measure settings.

Opening the Item tab

To open the **Item** tab:

1. Select **Module > Sales > Item Maintenance** from the main menu.

The **Set Item Search Criteria** window is displayed.

Tip: You can also access the Sales functions by clicking



2. Select the item. See *Searching for items* (on page 7).

The **Item** tab of the **Item Maintenance** window is displayed.

 The screenshot shows the 'Item Maintenance' window with the 'Item' tab selected. The window title is 'Item Maintenance'. The main area displays 'A4 Paper' and 'Item Code: 001014'. Below this is a tabbed interface with 'Item', 'Stock', 'Receipts', 'Stock At Business Units', 'Sales', 'Purchase Orders', 'User Forms', and 'DocMan'. The 'Item' tab is active, showing 'Item Details' and 'Units of Measurement' sections.

Item Details

Description: A4 Paper

Item Lookup: A4 Paper

Category: Stationery

Barcode: 001014

Size:

Consignment Item

Stocked Item

Enforce Manual Description when Sold

Allow Label to be Printed

Units of Measurement

When Sold:

When Supplied:

Units Supplied to Stock: 1

Buttons: Keep, Criteria..., < Back, Next >, OK, Exit

Item Maintenance - Item tab key fields

Item Details area fields

Field	Description
Description	Description for the item. <u>Note: This field is mandatory.</u>
Item Lookup	Determines the order that items are listed in the search grid, and can be used to search for items. Defaults to the value of the Description field but can be changed. For example, you may want to list items in a size order, by putting the size at the start of the lookup. <u>Note: This field is mandatory.</u>
Category	Group used to categorise this item. For example, Uniform or Books can be set up as categories to group similar items together.
Barcode	Used for barcoding applications involving stock items. If left blank, this defaults to the item code. For example, books that are stocked and sold at your organisation can be integrated with POS (point of sale) equipment, using barcodes to speed up the sales entry process.
Size	Size of the stock item, if required. For example, items of uniform are available in different sizes.
Consignment Item	Select if the item is a consignment stock item. The supplier owns consignment stock until you sell it on their behalf. For example, second-hand uniforms and books can be on consignment. When you sell the items, you remit money to the person selling the items, less a commission for handling. <u>Note: If Consignment Item is selected, the Stock at Business Units tab is replaced by the Payments tab, and you can only receive one unit of stock which must be at no cost. See <i>Item Maintenance - Payment tab</i> (on page 33).</u>
Stocked Item	Clear if the item is not a stocked item. For example, your organisation may provide services or goods that you order in on behalf of students, such as musical instruments. <u>Note: Items that are not stocked can be sold, but do not have Stock On Hand tracked.</u>

Field	Description
Enforce Manual Description when Sold	Select if you need a description to be entered when the item is sold. For example, you can use this for service items. The service item might have Time Onsite as its default description. However, you want a specific description of what has actually been done. To do this, you select this field to force the user to enter the description of the task performed.
Allow Label to be Printed	Allows you to print a barcode label for items that do not have a barcode yet. This is used by the label report.

Units of Measurement area fields

Field	Description
When Sold	Unit of measure of the stock item when sold. For example, unit of measure can be EA (each).
When Supplied	Unit of measure of the stock item when purchased or received on consignment. For example, unit of measure may be BX10 (Box of 10). A uniform item may be purchased in boxes of 10 then sold as EA (each).
Units Supplied to Stock	Number of units that were delivered into stock. For example, receiving one box of pencils supplies 25 units (individual pencils) to stock. <u>Note: If this field is a value other than one, stock receipts and purchase orders are multiples of this field. For example, if you order 5 boxes of pencils, the purchase order lists 125 individual pencils.</u>

Item Maintenance - Stock tab

Use the **Stock** tab to:

- maintain stock detail for business units that stock and sell items
- receive stock purchased from a supplier or acquired as consignment stock
- add or delete a stock record at a business unit
- mark a stock as active or inactive at a business unit
- manually adjust average costs.

Stock is stored separately for each business unit.

Opening the Stock tab

To open the **Stock** tab:

1. Select **Module > Sales > Item Maintenance** from the main menu.

The **Set Item Search Criteria** window is displayed.

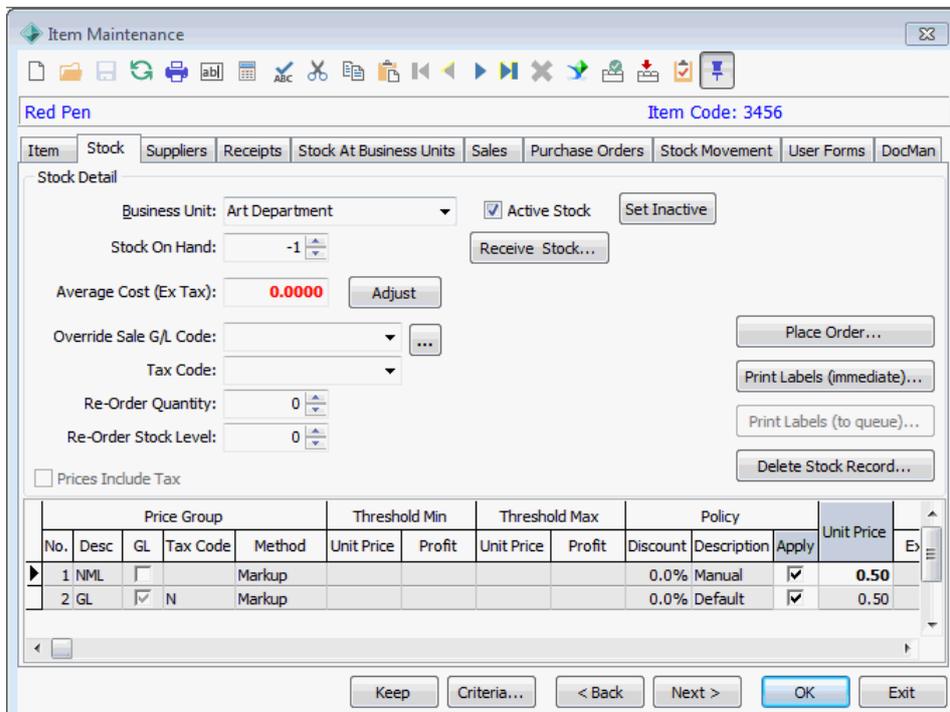


2. Select the item. See *Searching for items* (on page 7).

The **Item** tab of the **Item Maintenance** window is displayed.

3. Click the **Stock** tab.

The **Stock** tab of the **Item Maintenance** window is displayed.

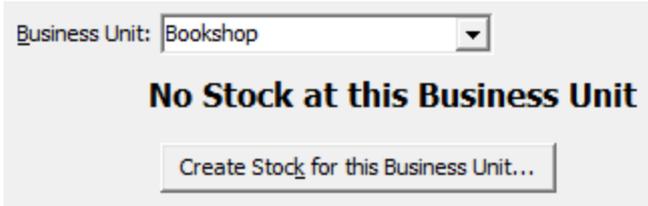
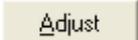


4. Select the business unit you are maintaining stock details for.

Note: You only need to select the business unit if stock is maintained in separate departments and you are authorised to work with multiple business units.

Item Maintenance - Stock tab key fields and buttons

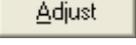
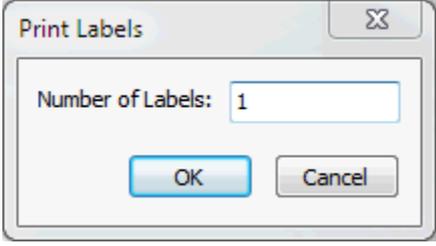
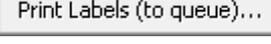
Fields

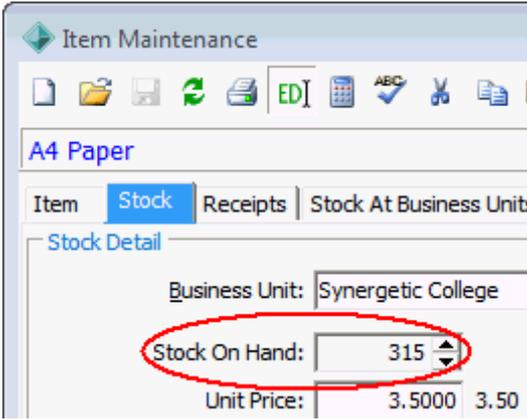
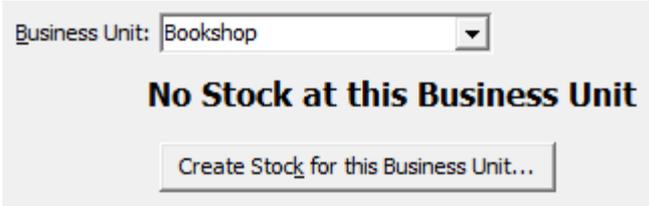
Field	Description
Business Unit	<p>Select the business unit at your organisation, to maintain the stock details for the item for the selected business unit.</p> <p>If there is no stock record for the selected business unit, the following message is displayed:</p>  <p>Click  to create stock for this item at the business unit. See <i>Creating stock items for business units</i> (on page 24).</p>
Active Stock	<p>Select to indicate that the item is a current stock item.</p> <p>To clear the field, click . Inactive items are not displayed on the Stock Item Search window and are no longer available for sale.</p>
Stock On Hand	Quantity of stock on hand at the business unit.
Average Cost (Ex Tax)	<p>Average purchase cost of the item, (excluding tax) used to determine the profit made on each item and create cost of sale journals.</p> <p>This is calculated by Synergetic using a weighted average cost. Specifically, each time you purchase stock the average cost is adjusted based on the:</p> <ul style="list-style-type: none"> weighted difference between the average cost of items already in stock unit cost of the items being purchased. <p>Note: You can override the value in this field by clicking . This creates an adjustment receipt for zero units to record the change.</p>
Override Sale G/L Code	When a sale is made, by default it is posted to a specified G/L control account. If you want to use a different G/L account for this item, select a different one using this field.
Tax Code	Tax code used for the item, which is used for tax reporting on sales.
Re-Order Quantity	<p>Reference figure used to nominate the amount of stock reordered, when the stock level falls below the Re-Order Stock Level value.</p> <p>The quantity that you reorder is similar to the economic order quantity, the most economical amount to purchase from the supplier. For example, you may order uniforms in quantities of 100 as the supplier may have a cheaper wholesale unit price, if you have the funds and the storage capacity.</p>
Re-Order Stock Level	Reference figure used to nominate the stock level below which you need to reorder more stock. This is used for re-order reports.

Grid area fields

Field	Description	
Price Group	No.	Number for the price group.
	Desc	Description for the price group.
	GL	Selected if the price group is for internal general ledger sales only.
	Tax Code	Tax code for the price group.
	Method	Pricing or profit method for the price group.
Threshold Min	Unit Price	Minimum unit price for the item. This field is highlighted if the actual unit price is below this amount.
	Profit	Minimum profit for the item. This field is highlighted if the actual profit is below this amount.
Threshold Max	Unit Price	Maximum unit price for the item. This field is highlighted if the actual unit price is above this amount.
	Profit	Maximum profit for the item. This field is highlighted if the actual profit is above this amount.
Policy	Description	<p>Whether the discount policy for the price group uses:</p> <ul style="list-style-type: none"> • Default - the default price group pricing • Cost - the average cost of the item • Manual - a manual price set in Item Maintenance. <p>See <i>Synergetic Financial Configuration - Business Units - Price Groups sub-tab</i> in the Finance manual.</p>
	Discount	<p>Discount applied for this price group.</p> <p><u>Note: Negative values create a surcharge. For example, -10 applies a 10% surcharge,</u></p>
Editable	Apply	Select to apply this price group policy for this item.
	Unit Price	<p>Price to charge the student or debtor for each item sold. This field is editable.</p> <p><u>Note: This can be inclusive or exclusive of tax, depending on the finance configuration settings for the price group. See <i>Synergetic Financial Configuration - Business Units tab</i> in the Finance manual.</u></p>
Actual	Ex Tax	Price excluding tax.
	Inc Tax	Price including tax.
	Profit	Actual profit for the item.

Buttons

Button	Description
	Receive stock into a business unit. See <i>Manually receipting stock</i> (on page 134).
	Unprotect the Average Cost field, so that you can type in a new value. Note: Also see the  button, as the buttons toggle depending on whether the field is protected or not.
	Protect the Average Cost field after adjusting their values. Note: Also see the  button, as the buttons toggle depending on whether the field is protected or not.
	Depending on the location of the button, launch into either: <ul style="list-style-type: none"> • General Ledger Maintenance. See <i>Maintaining general ledger accounts</i> in the General ledger manual. • Creditor Maintenance. See <i>Maintaining creditors</i> in the Creditors manual.
	Launch the Stock Summary window to create a purchase order for this item. See <i>Stock Summary - Suppliers for Stock tab</i> (on page 139).
	Launch the Print Labels window to print barcode labels immediately. 
	Add labels for this item to the label print queue. The number of labels to print defaults to the Stock On Hand . Note: You can print the label queue in the Page 4 sub-tab of the Sales sub-tab of the Business Units tab of Finance Configuration Maintenance . See <i>Synergetic Financial Configuration - Business Units - Sales sub-tab - Page 4 sub-tab</i> in the Finance manual.
	Delete the stock record for the selected business unit. Note: A stock record can only be deleted if the item has a zero stock balance. Alternatively, a stock item can be set to inactive; that is, logically deleted. See  below.

Button	Description
<p>Set Inactive</p>	<p>Set the stock item to inactive.</p> <p>Any inactive stock items are excluded from being available on the Sales Entry window. See <i>Selecting stock items for sale</i> (on page 74). For example, there may have been a change to the uniform and any remaining stock of the old uniform is set to inactive so that it is no longer available for sale.</p> <p>You can set an item to inactive even if Synergetic is showing that stock on hand is positive.</p>  <p>If this is the case, the following dialog is displayed:</p>  <p>Also, any stock items can be searched based on whether they are active or not. See <i>Searching for items</i> (on page 7).</p>
<p>Set Active</p>	<p>Set the stock item to active so that it is available for sale.</p>
<p>Create Stock for this Business Unit...</p>	<p>Create stock for this item at the business unit. See <i>Creating stock items for business units</i> (on page 24).</p> <p>This button only appears when you select a business unit that has no stock record for this item.</p> 

Creating stock items for business units

Stock items are held at a business unit level. Normally, you create stock items for business units when you first set up the item. See *Create New Item - Business Units window* (on page 13).

To create a stock item record for a new business unit, if it already exists for another business unit:

1. Select **Module > Sales > Item Maintenance** from the main menu.
The **Set Item Search Criteria** window is displayed.
2. Clear the **Business Unit** field.

Note: You clear the field so that you can find the stock item. This is because it has not been set up against the new business unit yet but already exists against another business unit.

3. Select the item. See *Searching for items* (on page 7).
The **Item** tab of the **Item Maintenance** window is displayed.
4. Click the **Stock** tab.
The **Stock** tab of the **Item Maintenance** window is displayed.
5. Select the business unit you want to create the stock record for.
If stock is not held at the selected business unit, the following message is displayed:



6. Click **Create Stock for this Business Unit...**.
A stock record is created for this item at the business unit.
7. Update the fields on the **Stock** tab. See the **Key fields and buttons** area on the *Item Maintenance - Stock tab* (on page 19).

Item Maintenance - Suppliers tab

Use the **Suppliers** tab to:

- maintain information about the normal suppliers of the item
- maintain the item code used by the supplier for the item.

Opening the Suppliers tab

To open the **Item** tab:

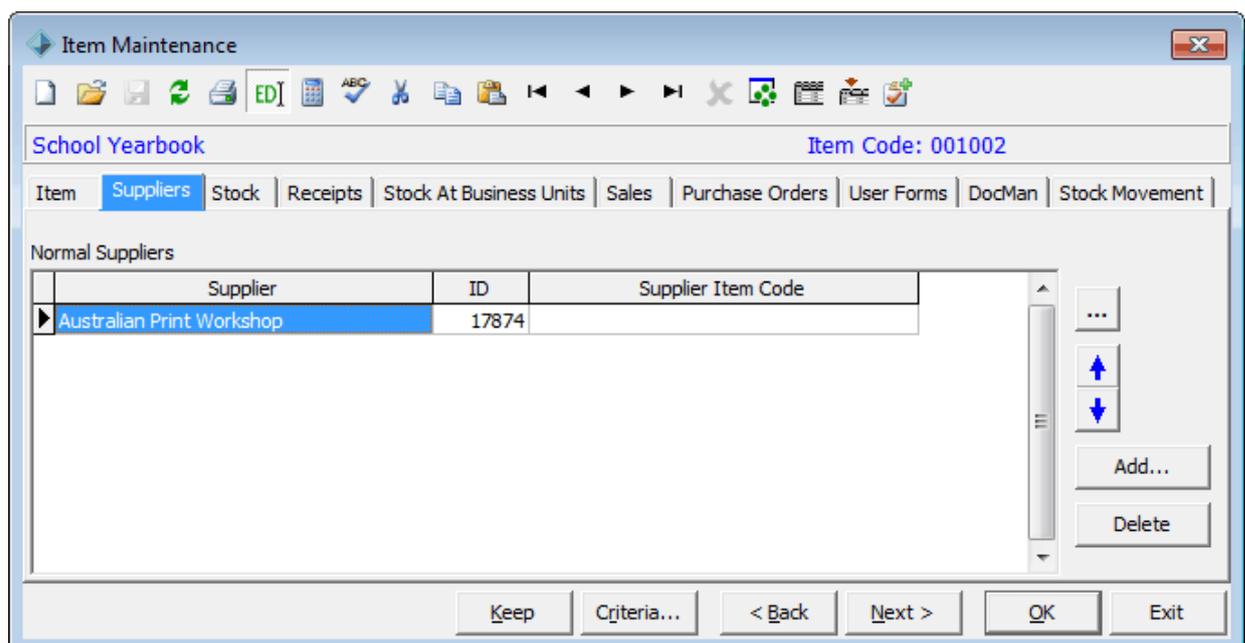
1. Select **Module > Sales > Item Maintenance** from the main menu.
The **Set Item Search Criteria** window is displayed.

Tip: You can also access the Sales functions by clicking



2. Select the item. See *Searching for items* (on page 7).
The **Item** tab of the **Item Maintenance** window is displayed.

3. Select the **Suppliers** tab.
4. The **Suppliers** tab of the **Item Maintenance** window is displayed.

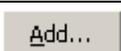


Item Maintenance - Suppliers tab key fields and buttons

Grid area fields

Field	Description
Supplier	Name of the supplier of the item.
ID	<p>Synergetic ID for the:</p> <ul style="list-style-type: none"> supplier that you normally order this stock item from owner of the stock if this is a consignment item. <p>You can either:</p> <ul style="list-style-type: none"> type in the Creditor ID, if known click  to select the supplier using the Creditor Search window.
Supplier Item Code	Supplier's code for the item. This is useful for reordering stock items because you can easily provide the codes that the supplier accepts.

Buttons

Field	Description
	Launch Creditor Maintenance for the selected supplier.
	Move the selected entry one place higher in the grid. Creditors higher in the grid have a higher priority when ordering this item.
	Move the selected entry one place lower in the grid. Creditors lower in the grid have a lower priority when ordering this item.
	Launch the Creditor Search window to search for or create a new creditor to add to the grid.
	Delete the selected supplier from the grid.

Item Maintenance - Receipts tab

When stock is delivered to a business unit you can record the delivery as a receipt.

Use the **Receipts** tab to:

- view summary information about stock receipts
- receive stock either:
 - purchased from a supplier
 - acquired as consignment stock.
- maintain stock receipts
- view stocktake adjustments.

Also, see the *Item Maintenance - Stock tab* (on page 19) to manage stock and add receipts.

If configured, receipts can also be processed against:

- Purchase orders. See *Receiving goods against a purchase order* in the Purchase orders manual.
- Supplier invoices. See *Receiving items using the Order Details tab* in the Creditors manual.

Opening the Receipts tab

To open the **Receipts** tab:

1. Select **Module > Sales > Item Maintenance** from the main menu.

The **Set Item Search Criteria** window is displayed.

Tip: You can also access the Sales functions by clicking



Sales

2. Select the item. See *Searching for items* (on page 7).

The **Item** tab of the **Item Maintenance** window is displayed.

3. Click the **Receipts** tab.

The **Receipts** tab of the **Item Maintenance** window is displayed.

Item Maintenance

A4 Paper Item Code: 001014

Item | Stock | **Receipts** | Stock At Business Units | Sales | Purchase Orders | User Forms | DocMan

Date	Qty Rcvd	Unit Cost	Qty Stock	Extended Cost	Order No	Line	Creditor Name
7/28/2010	10	5.6360	10	56.36	0	0	A Company
7/12/2011	8	4.5450	8	36.36	5064	1	A Company
7/12/2011	-20	4.5454	-20	-90.91	0	0	A Company
7/12/2011	100	9.0909	100	909.09	0	0	A Company
7/13/2011	10	4.5454	10	45.45	0	0	A Company

**Italic indicates an adjustment receipt such as a stocktake generated receipt*

Keep | Criteria... | < Back | Next > | OK | Exit

Item Maintenance - Receipts tab key fields and buttons

Grid area fields

Field	Description	
Date	Date the goods were received.	
Qty Rcvd	Unit quantity received. For example, if you receive 5 boxes of pencils and each box contains 25 units (individual pencils) the Qty Rcvd is 125.	
Unit Cost	Unit cost for the purchased item.	
Qty Stock	Units of stock received. <u>Note: This is usually equal to Qty Rcvd.</u>	
Extended Cost	Extended cost of the goods supplied, calculated by multiplying the quantity received and the unit cost.	
Order No	Purchase order number.	
Line	Line number on the purchase order.	
Creditor ID and name	Synergetic identifier and name of the; <ul style="list-style-type: none"> supplier that you normally order this stock item from owner of the stock if this is a consignment item. 	
TransactionCode	Transaction code of the receipt, indicating whether it is an adjustment or a standard receipt. This code is written after a stocktake is closed off.	
AdjustmentSubCode	Code indicating the type of adjustment, if applicable.	
Stocktake Flag	Indicates whether the selected record exists against a closed off stocktake.	
Post Src	How the amount was paid. For example: <ul style="list-style-type: none"> DEBCHG is offset to your debtors account CRDINV is paid using Creditors. 	
Post No	Posting number of the creditor's invoice on debtor charges posting.	
Invoice Number	If the invoice has been received, the invoice number and date is populated.	
Delivery Docket No	The docket number for the order's delivery.	
Comment	Comment for the receipt.	
Seq	Field	Description
	ItemReceipt	Unique identifier generated for the receipt.
	CreditorTrans	Creditor transaction identifier generated for the invoice.
	ItemStocktake	Identifier linking stocktake to the relevant journal entry.
	GL Journal	Identifier generated for G/L allocations when goods are received.

Buttons

Button	Description
<input type="button" value="Add..."/>	Add a new stock receipt. See <i>Manually receipting stock</i> (on page 134).
<input type="button" value="Modify..."/>	Modify an existing stock receipt. <div data-bbox="478 439 1299 1048" style="border: 1px solid gray; padding: 5px; margin: 10px 0;"> </div> <p>The Modify Stock Receipts window is almost identical to the Receive Item Stock window. See <i>Manually receipting stock</i> (on page 134).</p>
<input type="button" value="Delete"/>	Delete the highlighted stock receipt.
<input type="button" value="Transfer..."/>	Transfer stock to another business unit. <div data-bbox="478 1256 1187 1778" style="border: 1px solid gray; padding: 5px; margin: 10px 0;"> </div>

Item Maintenance - Stock at Business Units tab

Use the **Stock at Business Units** tab to show stock held at your organisation for the selected item, by business unit.

Note: This tab does not appear if the stock is on consignment. It is replaced by the **Payment** tab.

Opening the Stock at Business Units tab

To open the **Stock at Business Units** tab:

1. Select **Module > Sales > Item Maintenance** from the main menu.

The **Set Item Search Criteria** window is displayed.

Tip: You can also access the Sales functions by clicking



2. Select the item. See *Searching for items* (on page 7).

The **Item** tab of the **Item Maintenance** window is displayed.

3. Click the **Stock at Business Units** tab.

The **Stock at Business Units** tab of the **Item Maintenance** window is displayed.

Business Unit	Business Unit Description	Stock	Unit Price	Responsible Person	Phone
Book	Bookshop	0	1.12	Steve Lynch	03 9803 8111
COLLEGE	Synergetic College	315	3.50	Tim Dawson	03 9803 8000

Buttons at the bottom: Keep, Criteria..., < Back, Next >, OK, Exit

Item Maintenance - Stock at Business Units tab key fields**Grid area fields**

Field	Description
Business Unit / Business Unit Description	Business unit that stock is held for.
Stock	Stock on hand at the business unit, for the selected item.
Unit Price	Unit price that the business unit sells the stock item for.
Responsible Person / Phone	Person accountable for the stock at the business unit and their phone number.

Item Maintenance - Payment tab

Use the **Payment** tab to view details of consignment stock payments.

Note: This tab is replaced by the **Stock at Business Units** tab if the stock is **not** on consignment.

Opening the Payment tab

To open the **Payment** tab:

1. Select **Module > Sales > Item Maintenance** from the main menu.

The **Set Item Search Criteria** window is displayed.

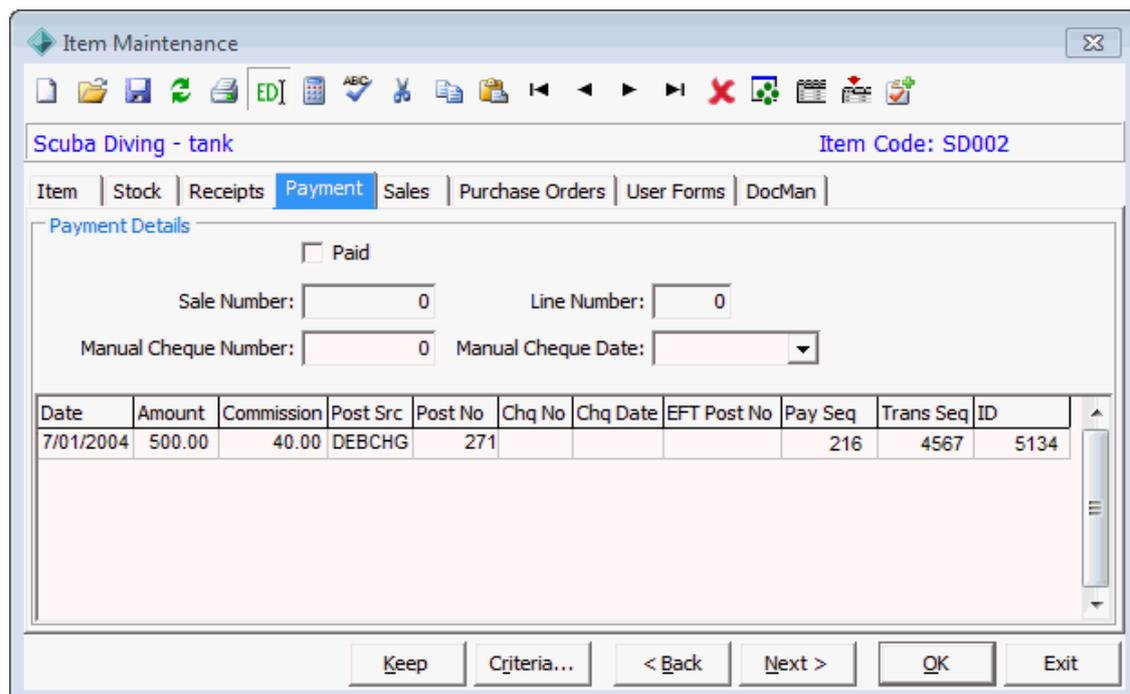
Tip: You can also access the Sales functions by clicking  .

2. Select the item. See *Searching for items* (on page 7).

The **Item** tab of the **Item Maintenance** window is displayed.

3. Click the **Payment** tab.

The **Payment** tab of the **Item Maintenance** window is displayed.



Item Maintenance

Scuba Diving - tank Item Code: SD002

Item | Stock | Receipts | **Payment** | Sales | Purchase Orders | User Forms | DocMan

Payment Details

Paid

Sale Number: Line Number:

Manual Cheque Number: Manual Cheque Date:

Date	Amount	Commission	Post Src	Post No	Chq No	Chq Date	EFT Post No	Pay Seq	Trans Seq	ID
7/01/2004	500.00	40.00	DEBCHG	271				216	4567	5134

Keep Criteria... < Back Next > OK Exit

Item Maintenance - Payment tab key fields

Fields

Field	Description
Paid	Selected if the consignor has been paid.
Sale Number	Reference to the docket that records the sale. This value is blank if the goods are not yet sold.
Line Number	Reference to the docket that records the sale. This value is blank if the goods are not yet sold.
Manual Cheque Number	Enter payment details if consignment stock payments are not used to pay the consignor.
Date	Enter payment date if consignment stock payments are not used to pay the consignor.

Grid area fields

Field	Description
Date	Date of payment.
Amount	Amount paid to consignor.
Commission	Sales commission retained by your organisation.
Post Src	How the amount was paid. For example: <ul style="list-style-type: none"> • DEBCHG is offset to your debtor account • CRDINV is paid using Creditors.
Post No	Posting number of the creditor's invoice on debtor charges posting.
Chq No	Cheque number of the payment.
Chq Date	Date of the cheque received for payment.
EFT Post No	Posting number of the EFT (electronic funds transfer) payment.
Pay Seq	Unique identifying number for the payment.
Trans Seq	Unique identifying number for the transaction.
ID	ID of the creditor.

Item Maintenance - Sales tab

Use the **Sales** tab to view sales of stock items by business unit.

Opening the Sales tab

To open the **Sales** tab:

1. Select **Module > Sales > Item Maintenance** from the main menu.

The **Set Item Search Criteria** window is displayed.

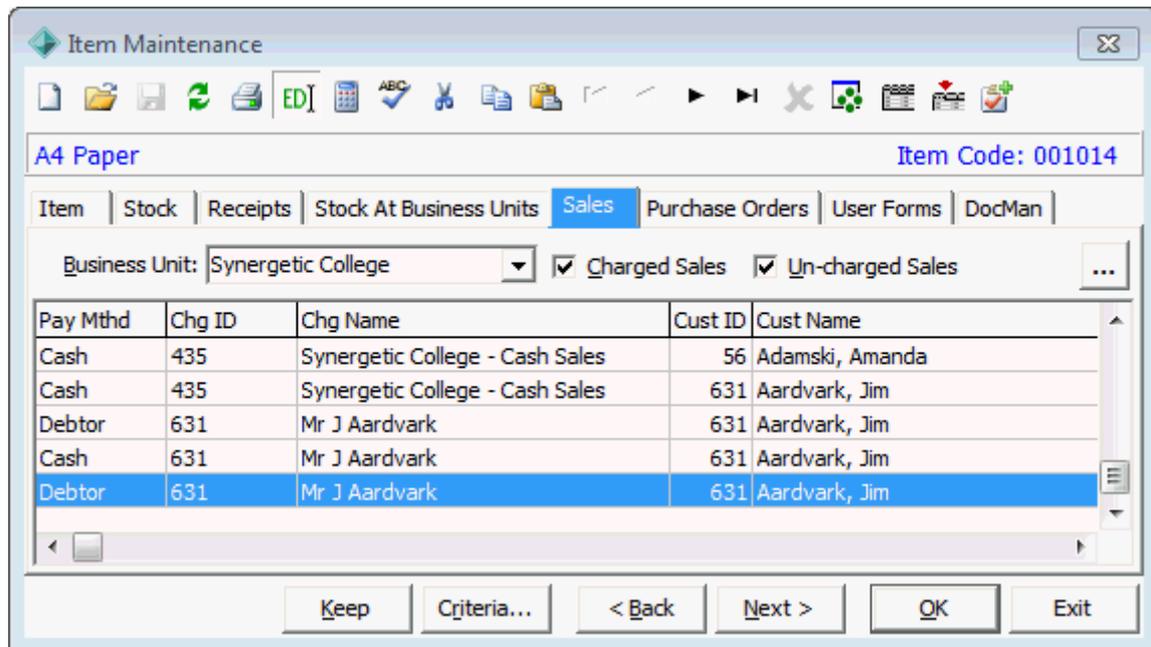


2. Select the item. See *Searching for items* (on page 7).

The **Item** tab of the **Item Maintenance** window is displayed.

3. Click the **Sales** tab.

The **Sales** tab of the **Item Maintenance** window is displayed.



4. Select the business unit you are viewing sales for.

Note: You only need to select the business unit if stock is maintained in separate business units at your organisation.

Item Maintenance - Sales tab key fields and buttons

Fields

Field	Description
Business Unit	Select the business unit to view sales for the selected item. To configure business units, see the <i>Synergetic Financial Configuration - Business Units tab</i> in the Finance manual.
Charged Sales	Select to display sales that have been closed off.
Un-Charged Sales	Select to display sales that have not been closed off.

Grid area fields

Field	Description
Pay Mthd	Method of payment for the sale of the stock item. This is usually cash, credit, cheque, general ledger or debtor invoice.
Chg ID	Synergetic identifier of the debtor charged for the sale of the selected item.
Name	Name of the debtor charged for the sale of the selected item.
Cust ID	Customer identifier and name of the community member you sold the selected stock item to. The customer details are always displayed; however the debtor details are only displayed if the debtor was charged for the sale.
Name	Name of the community member you sold the selected stock item to.
Date	Date of the sale.
Business Unit	Business unit the item was sold from.
Qty	Number of items sold.
Unit Price	Price per unit for the item.
Tax Code	Code for the tax treatment for this item.
Tax Amt	Amount of tax calculated based on the unit price, quantity and tax code.
Disc	Discount amount based on the percentage or dollar amount applied to the stock item.
Ext Price	Price for the number of this stock item being bought in this transaction, after discount.
Ext Cost	Wholesale cost of the sale.
Oride Description	Description of item sale.
Charged	Identifies whether the sale has been processed via the sales close off.
Sale Seq	Unique identifier used by Synergetic for the sale.
Line	Line number within the sale. For example, line 2 is the second lot of goods in the sale.
Operator	Operator who conducted the sale.

Buttons

Button	Description
	Launch into Debtor Maintenance for the highlighted sale, if the sale was charged to a debtor. See <i>Maintaining debtors</i> in the Debtors manual.

Item Maintenance - Purchase Orders tab

Use the **Purchase Orders** tab to view purchase orders for stock items by business unit.

Opening the Purchase Orders tab

To open the **Purchase Orders** tab:

1. Select **Module > Sales > Item Maintenance** from the main menu.

The **Set Item Search Criteria** window is displayed.



2. Select the item. See *Searching for items* (on page 7).

The **Item** tab of the **Item Maintenance** window is displayed.

3. Click the **Purchase Orders** tab.

The **Purchase Orders** tab of the **Item Maintenance** window is displayed.

The screenshot shows the 'Item Maintenance' window with the 'Purchase Orders' tab selected. The window title is 'Item Maintenance'. The top toolbar contains various icons for file operations and navigation. Below the toolbar, the 'Book1' tab is active, and 'Item Code: 001' is displayed. The 'Purchase Orders' tab is selected, showing a 'Business Unit' dropdown set to 'Student Uniform Shop'. There are checkboxes for 'Complete Orders' (unchecked) and 'Incomplete Orders' (checked). Below this is a table with columns for Order No, Date, Quantity Ordered, Quantity Supplied, Creditor, Invoice No, Date, and Delivery Docket No, Date. The table is currently empty. At the bottom of the window, there are buttons for 'Keep', 'Criteria...', '< Back', 'Next >', 'OK', and 'Exit'.

Item Maintenance - Purchase Orders tab key fields and buttons

Fields

Field	Description
Business Unit	Select the business unit to view purchase orders for the selected item. To configure business units, see the <i>Synergetic Financial Configuration - Business Units tab</i> in the Finance manual.
Complete Orders	Select to display completed purchase orders. The default view is to display incomplete orders.
Incomplete Orders	Clear if you do not want to display incomplete orders.

Grid area fields

Field	Description
Order No	Purchase order number.
Order Date	Date the purchase order was raised.
Qty Ordered	Original quantity ordered from the supplier.
Qty Supplied	Quantity received via stock receipts. For incomplete orders, the quantity supplied is less than the quantity ordered.
Creditor	Name of the creditor that the stock item is purchased from.
Invoice No	If the invoice has been received, the invoice number and date are populated.
Invoice Date	If the invoice has been received, the invoice date is populated.
Delivery Date	The delivery date for the order.
Delivery Docket No	The docket number for the order's delivery.

Buttons

Button	Description
	Launch into Purchase Order Maintenance . See <i>Maintaining purchase orders</i> in the Purchase orders manual.

Item Maintenance - User Forms tab

Use the **User Forms** tab to open forms that have been created at your organisation.

To launch the program linked to the user form listed, either:

- select the user form in the grid area and click 
- double click on the user form record in the grid area.

Opening the User Forms tab

To open the **User Forms** tab:

1. Select **Module > Sales > Item Maintenance** from the main menu.

The **Set Item Search Criteria** window is displayed.

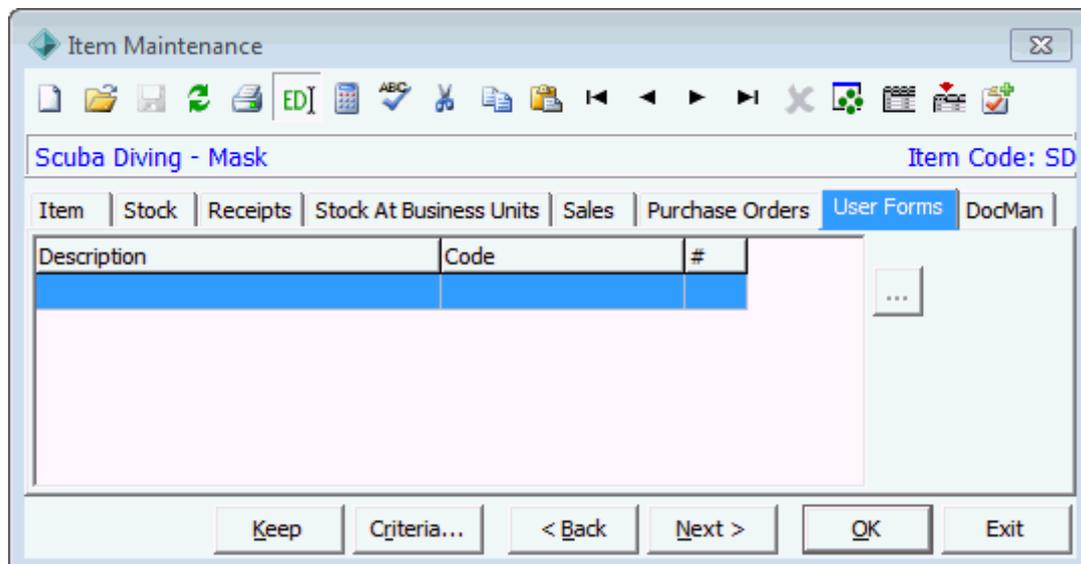


2. Select the item. See *Searching for items* (on page 7).

The **Item** tab of the **Item Maintenance** window is displayed.

3. Click the **User Forms** tab.

The **User Forms** tab of the **Item Maintenance** window is displayed.



Item Maintenance - User Forms tab key fields and buttons

Grid area fields

Field	Description
Description	Description of the user form.
Code	User form code.
#	Number of records displayed.

Buttons

Button	Description
	Launch the highlighted user-defined form.

Item Maintenance - DocMan tab

Use the **DocMan** tab to view, import, export, update and delete documents, pictures and spreadsheets related to items.

Also see *Using document management (DocMan)* in the Introduction manual.

Opening the DocMan tab

To open the **DocMan** tab:

1. Select **Module > Sales > Item Maintenance** from the main menu.

The **Set Item Search Criteria** window is displayed.

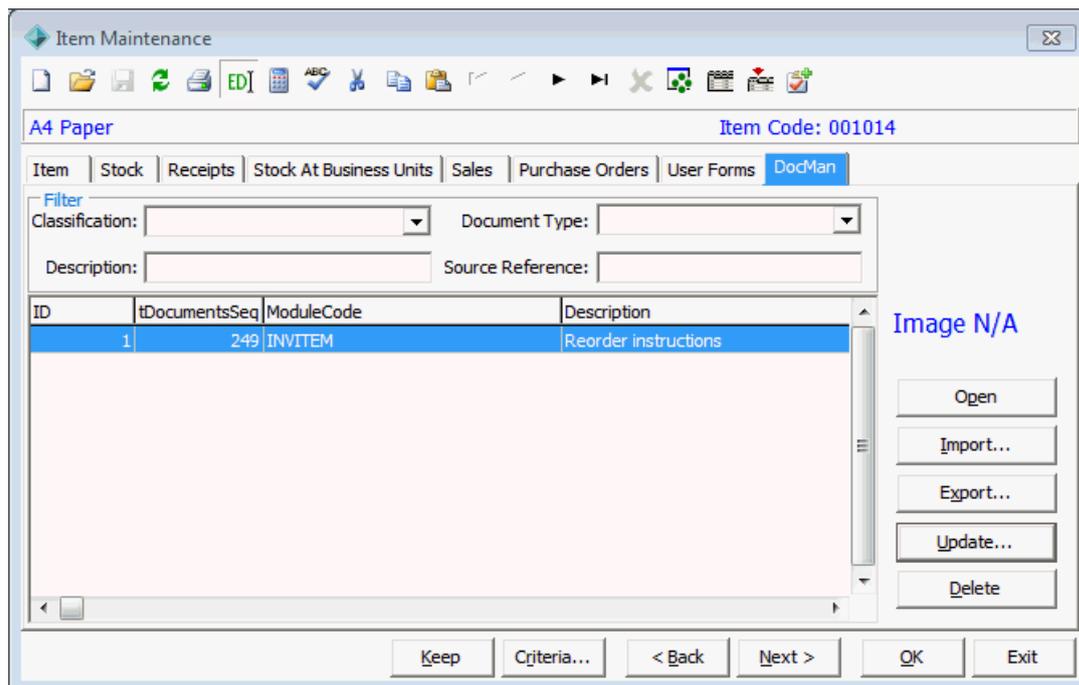
Tip: You can also access the Sales functions by clicking  .

2. Select the item. See *Searching for items* (on page 7).

The **Item** tab of the **Item Maintenance** window is displayed.

3. Click the **DocMan** tab.

The **DocMan** tab of the **Item Maintenance** window is displayed.



Item Maintenance - DocMan tab key fields and buttons

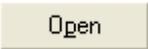
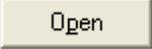
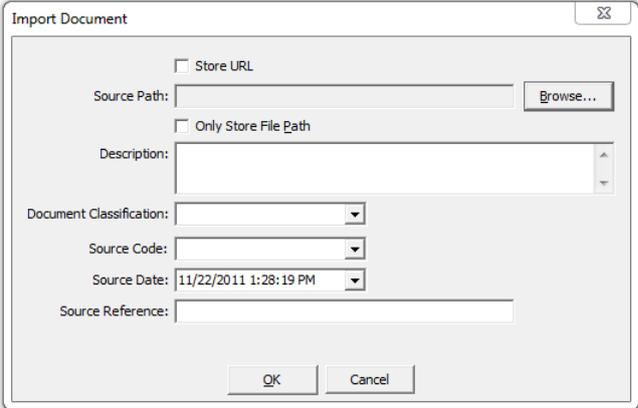
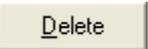
Fields

Field	Description
Classification	<p>Classification of the documents to be displayed. Access to documents can be restricted based on user security levels.</p> <p>Select the classification from the drop-down list to filter the documents displayed.</p>
Document Type	<p>Type of document. For example:</p> <ul style="list-style-type: none"> • Microsoft Word Document • JPG Photo • Adobe Acrobat File • Microsoft Excel Spreadsheet. <hr/> <p>Note: The document types set up are those that are used at your organisation.</p> <hr/> <p>Select the type of document from the drop-down list to filter the documents displayed.</p>
Description	Filter the documents to those which have the typed words in the description.
Source Reference	Filter the documents to those which have the typed words in the source reference.

Grid area fields

Field	Description
Created Date	Date and time the document, spreadsheet or picture was imported into Synergetic.
Classification	Classification of the item. Classifications are maintained in the luDocumentClassification lookup table. See <i>Maintaining lookup tables</i> in the System maintenance manual.
Description	Short description of the item.
Source Code	Source of the item. Typical examples include: <ul style="list-style-type: none"> • Archive • Magazine • Newspaper • School Photo • Website. Document sources are maintained in the luDocumentSourceCode lookup table. See <i>Maintaining lookup tables</i> in the System maintenance manual.
Source Date	Date the item was published or received.
Source Reference	Cross-reference to the source. For example the name, issue date and page of a newspaper where the student's photograph appeared.
Source Path	Location of the document in the file system or URL. This field shows the document's original location if the file has been embedded in the Synergetic database.
Type	Type of document. Typical examples include: <ul style="list-style-type: none"> • DOC, DOCX (Microsoft Word document) • JPG (photo using the Joint Photographic Experts Group format) • PDF (Adobe Acrobat file) • XLS, XLSX (Microsoft Excel spreadsheet). Document types are maintained in the luDocumentType lookup table. See <i>Maintaining lookup tables</i> in the System maintenance manual.
Seq	Unique number identifying the document.

Buttons

Button	Description
	<p>Open the highlighted item in the appropriate application to view or change the item.</p> <p>For example, if you highlight a Microsoft Word document and click , Microsoft Word is launched to open the document.</p>
	<p>Import a document, spreadsheet, picture or link an external web page. See:</p> <ul style="list-style-type: none"> • <i>Linking documents using a tag list</i> in the Introduction manual • <i>Importing one or more documents</i> in the Introduction manual. 
	<p>Export a document, spreadsheet or picture.</p> <p>To copy a document, spreadsheet or picture from the Synergetic database and save it in a Windows folder:</p> <ol style="list-style-type: none"> 1. Click . 2. Browse for the folder. 3. Click .
	<p>Open the highlighted item on the DocMan tab and update the information about the item.</p> <hr/> <p>Note: You cannot update fields if the document is a photo loaded using Photo Maintenance.</p> <hr/>
	<p>Delete the highlighted item from the DocMan tab.</p> <hr/> <p>Note: Deleting an embedded record deletes the original document, spreadsheet or picture from the Synergetic database. Deleting a linked document removes the link from the Synergetic database but does not affect the original document.</p> <hr/>

Item Maintenance - Stock Movement tab

The **Stock Movement** tab is used to view information about:

- stock ordered, supplied and sold for the item
- the average cost of each unit of the item
- the profit made from the item.

You can view this breakdown for each:

- month, including the current month to date and the current month from the previous year
- orders created for the item
- receipts, stocktakes and stock adjustments of the item
- sales transactions that included the item
- all stock movements by date.

Opening the Stock Movement window

To open the **Item** tab:

1. Select **Module > Sales > Item Maintenance** from the main menu.

The **Set Item Search Criteria** window is displayed.

Tip: You can also access the Sales functions by clicking



2. Select the item. See *Searching for items* (on page 7).
The **Item** tab of the **Item Maintenance** window is displayed.
3. Select the **Stock Movement** tab.

- The **Stock Movement** tab of the **Item Maintenance** window is displayed.

Item Maintenance Item Code: 001001

Red pen

Item | Suppliers | Stock | Receipts | Stock At Business Units | Sales

Purchase Orders | User Forms | DocMan | **Stock Movement**

Business Unit Filter: Show All Student Uniform Shop

Start Date: Month: August Year: 2011

By Month | By Order | By Receipt | By Sales Transaction | By All

Description	Month	Ordered		Supplied		Sold	
		Qty	Amount	Qty	Amount	Qty	Amot
▶ Month to Date	August 2012	0	0.00	0	0.00	1	
Last Year	August 2011	0	0.00	0	0.00	0	
	August 2011	0	0.00	0	0.00	0	
	September 2011	0	0.00	0	0.00	0	
	October 2011	0	0.00	0	0.00	0	
	November 2011	0	0.00	0	0.00	0	
	December 2011	0	0.00	0	0.00	0	
	January 2012	0	0.00	0	0.00	0	
	February 2012	0	0.00	0	0.00	0	
	March 2012	0	0.00	0	0.00	0	

Item... Supp...

Keep Criteria... < Back Next > OK Exit

Item Maintenance - Stock Movement tab key fields

Fields

Field	Description
Business Unit Filter	Select: <ul style="list-style-type: none"> • Show All to show stock movement for this item for all business units at your organisation • a business unit from the drop-down list to show stock movement only for the selected business unit.
Start Date	Select the first month and year to display.

By Month sub-tab grid area fields

By Month By Order By Receipt By Sales Transaction By All												
Description	Month	Ordered		Supplied		Sold		Avg Cost Per Unit Sold	Profit			
		Qty	Amount	Qty	Amount	Qty	Amount		Amount	Markup	Gross Margin	
▶ Month to Date	September 2012	0	0.00	0	0.00	1	1.10	0.18	0.90	450.0%	81.8%	
Last Year	September 2011	0	0.00	0	0.00	0	0.00		0.00			
	September 2011	0	0.00	0	0.00	0	0.00		0.00			
	October 2011	0	0.00	0	0.00	0	0.00		0.00			
	November 2011	0	0.00	0	0.00	0	0.00		0.00			
	December 2011	0	0.00	0	0.00	0	0.00		0.00			
	January 2012	0	0.00	0	0.00	0	0.00		0.00			
	February 2012	0	0.00	0	0.00	0	0.00		0.00			
	March 2012	0	0.00	0	0.00	0	0.00		0.00			
	April 2012	0	0.00	0	0.00	0	0.00		0.00			
	May 2012	0	0.00	0	0.00	0	0.00		0.00			
	June 2012	0	0.00	0	0.00	0	0.00		0.00			
	July 2012	0	0.00	0	0.00	0	0.00		0.00			
	August 2012	0	0.00	0	0.00	1	1.10	0.00	1.10		100.0%	
Yearly Total	September 2011	0	0.00	0	0.00	1	1.10	0.00	1.10		100.0%	

Field	Description
Description	Description of the period for the grid area entry.
Month	Month of the stock movement.
Ordered / Supplied / Sold	Quantity and amount in dollars of the stock item that was ordered/supplied/sold in the month.
Avg Cost Per Unit Sold	The average cost of the stock item per unit sold for the month period.
Profit Amount	Amount of profit made from the item in the month period.
Profit Markup	Value of markup on the item.
Profit Gross margin	Markup as a percentage of the item cost.

By Order sub-tab grid area fields

By Month		By Order		By Receipt		By Sales Transaction		By All			
Business Unit	Order No.	Supplier	Date			Quantity		Sale Price		Invoice	
			Ordered	Required	Delivered	Ordered	Supplied	Current	Projected	No.	Date
BOOKSHOP	6	Australien - A	01/08/20			10	0	5.00	10.00		

Field	Description
Business Unit	Name of the business unit.
Order No.	Number for the purchase order.
Supplier	Supplier for the item.
Date Ordered	Date that the order was placed.
Date Required	Date that the stock was listed as required.
Date Delivered	Date that the stock was delivered.
Quantity Ordered	Quantity of stock ordered.
Quantity Supplied	Quantity of stock supplied.
Sale Price Current	Current sale price for the item.
Sale Price Projected	Projected sale price for the item, based on change in cost.
Invoice No.	Invoice number for the order.
Invoice Date	Date of the invoice.

By Receipt sub-tab grid area fields

Business Unit	Order No	Supplier	Date	Quantity Supplied	Unit Cost	Extended Cost
BOOKSHOP	0	Abc Shop	01/08/2012	3	0.00	0.00
BOOKSHOP	0		01/08/2012 1:5	0	0.30	0.00

Field	Description
Business Unit	Name of the business unit.
Order No	Number for the purchase order.
Supplier	Supplier for the item.
Date	Date of the receipt.
Quantity Supplied	Quantity of stock supplied.
Unit Cost	Unit cost for the purchased item, excluding tax.
Extended Cost	Extended cost of the goods supplied, calculated by multiplying the quantity supplied and the unit cost.

By Sales Transaction sub-tab grid area fields

By Month By Order By Receipt By Sales Transaction By All											
Sale Date	Business Unit	Sale Seq	Quantity	Unit Price	Extended Price	Cost of Goods Sold	Profit			Customer Name	Charged
							Amount	Markup	Gross Margin		
08/08/20	BOOKSHOP	2	1	1.00	1.10	0.30	0.80	66.7%	72.7%	Abbot, Jacalyn	<input type="checkbox"/>
08/08/20	BOOKSHOP	3	1	0.00	0.00	0.30	-0.30	00.0%		Adamski, Angelo	<input type="checkbox"/>

Field	Description
Sale Date	Date of the sale.
Business Unit	Business unit where the sale took place.
Sale Seq	Unique identifying number for the sale.
Quantity	Quantity of the item sold.
Unit Price	Unit cost for the purchased stock, excluding tax.
Extended Price	Unit cost for the purchased stock, including tax.
Cost of Goods Sold	Extended cost of the goods supplied, calculated by multiplying the quantity supplied and the unit cost.
Profit Amount	Amount of profit made from the sales transaction.
Profit Markup	Value of markup on the item.
Profit Gross Margin	Markup as a percentage of the item's cost.
Customer Name	Name of the customer for the transaction.
Charged	If selected, customer has been charged for this item.

By All sub-tab grid area fields

By Month By Order By Receipt By Sales Transaction By All					
	Date / Time	Business Unit	Description	Quantity Change	Stock On Hand
▶	01/08/2012	BOOKSHOP	Goods Received	3	3
	01/08/2012 1:54:45 PM	BOOKSHOP	Goods Received	0	3
	08/08/2012	BOOKSHOP	Goods Received	8	11
	08/08/2012 9:36:27 AM	BOOKSHOP	Sale	-1	10

Field	Description
Date / Time	Date and time of the transaction.
Business Unit	Business unit where the transaction took place.
Description	Description of the transaction.
Quantity Change	Change in quantity of stock on hand.
Stock On Hand	Amount of stock.

Entering sales

Use the **Sales Entry** function to process sales of stock items to customers of your organisation and handle the common exceptions.

Sales can be either:

- cash sales or debtor sales to community members including:
 - students
 - future students
 - parents
 - debtors
 - staff.
- "own use" sales to internal departments whose charges are allocated to a general ledger account
- cash sales to non-community members
- cash sales without knowledge of who the customer is.

Common stock items include books and uniforms. When stock is sold, the quantity of each item sold is automatically reduced from the stock on hand. See *Managing stock* (on page 133).

General ledger transfers

Stock items can be transferred internally to departments in your organisation. This is done using a general ledger sale. The staff member responsible for receiving the stock item is nominated when processing the sale.

How to:

- Search for a customer. See *Searching for a customer* (on page 62).
- Process a regular sale. See *Processing a regular sale* (on page 78).
- Edit a previous sale. See *Editing a previous sale* (on page 82).
- Resume a sale previously put on hold. See *Resuming a held sale* (on page 84).
- Process returned goods. See *Processing customer returns* (on page 87).
- Handle invalid payments. See *Handling invalid payments* (on page 89).
- Perform a price enquiry while processing a sale. See *Performing a price enquiry* (on page 90).
- Process a general ledger or "own use" sale. See *Processing a general ledger or "own use" sale* (on page 91).
- Create sale charges. See *Closing off sales* (on page 107).
- Print off a daily sales report. See *Key sales reports* (on page 223).

What you can do:

What you can do...	See...
<p>You can:</p> <ul style="list-style-type: none"> • select a customer • search for a previous sale • search for a sale on hold • open the cash draw • reprint a docket. 	<p><i>Using the New Sale window (on page 55)</i></p>
<p>You can:</p> <ul style="list-style-type: none"> • select stock items for sale • search for a customer • process a regular sale • apply discounts to individual items • edit a previous sale • place a sale on hold • resume a held sale • process a customer return • handle invalid payments • perform a price enquiry • process a general ledger or "own use" sale. 	<p><i>Using the Sales Entry window (on page 63)</i></p>
<p>At the conclusion of the sales process:</p> <ul style="list-style-type: none"> • apply discounts off the entire invoice amount • accept cash, cheque or credit card payments • find and allocate charges to the debtor • find and allocate charges to the general ledger, which are transferred internally to another department. 	<p><i>Selecting payment methods (on page 96)</i></p>

Using the New Sale window

Use the **New Sale** window to:

- Select a customer. See *Searching for a customer* (on page 62).
- Search for a previous sale. See *Editing a previous sale* (on page 82).
- Search for a sale temporarily put on hold. See *Resuming a held sale* (on page 84).

Opening the New Sale window

To open the **New Sale** window:

1. Either:
 - when starting sales entry for the first time:
 - select **Module > Sales > Sales Entry** from the main menu
 - select the business unit, if prompted to do so.
 - from the **Sales Entry** window:
 - click **Accept** to complete the previous sale
 - click **Hold Sale** to put the previous sale on hold
 - click **Delete Sale** to delete the previous sale
 - click **Customer** to edit the customer's name and address if not a community member.

The **New Sale** window is displayed.

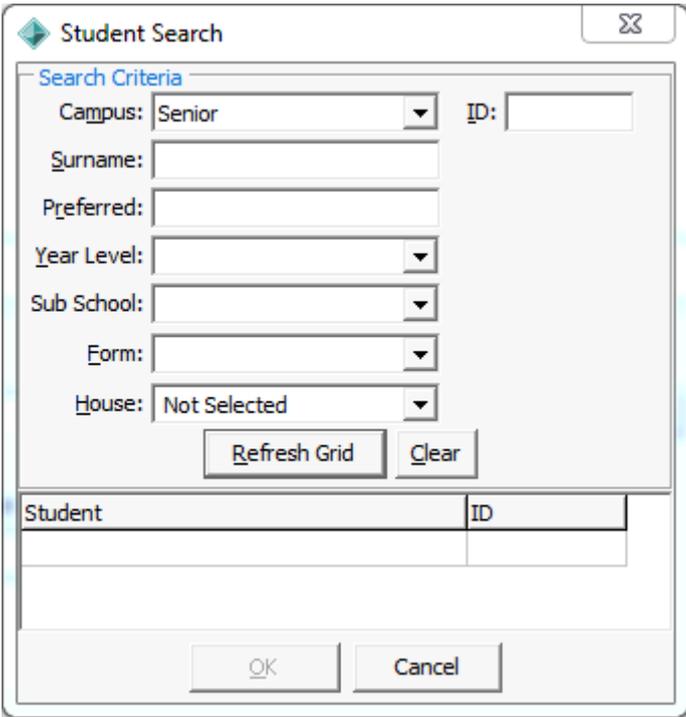
Note: If the **Enter Customer BEFORE Processing Sale** field is selected in financial configuration maintenance, the **Sales Entry** window is displayed instead, and the **New Sale** window appears after a sale is accepted. See *Using the Sales Entry window* (on page 63). Also see *Synergetic Financial Configuration - Business Units - Sales sub-tab* in the Finance manual.

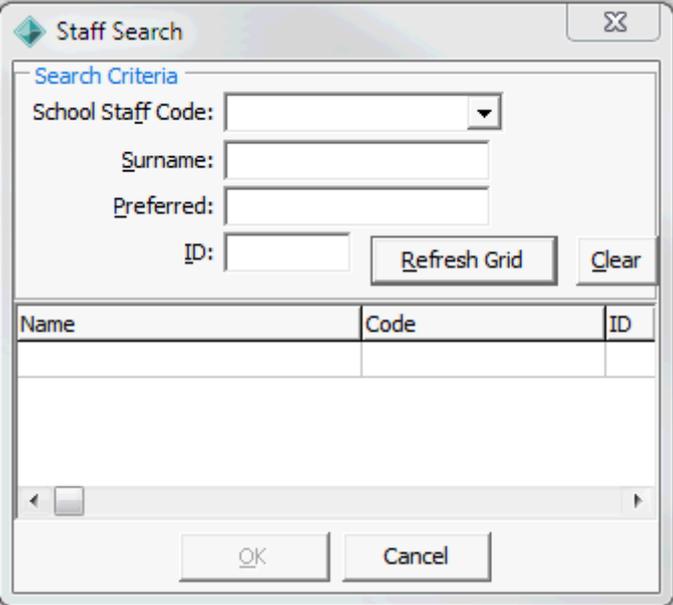
New Sale window - key fields and buttons

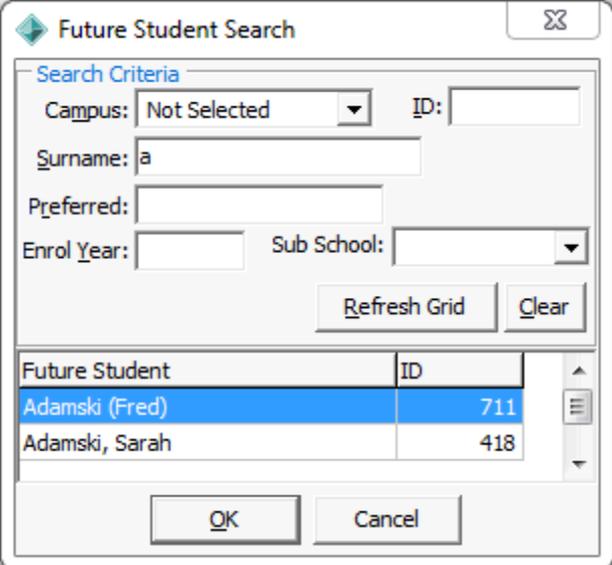
Fields

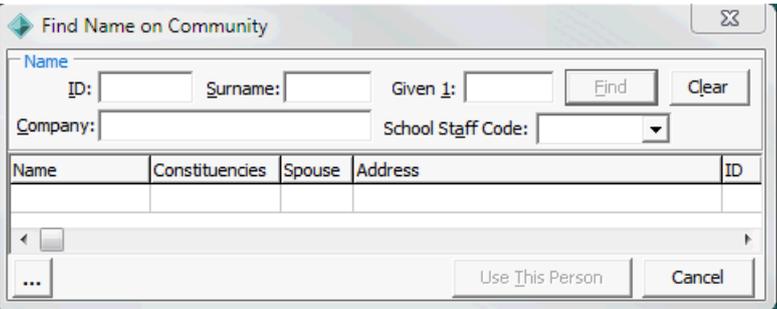
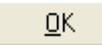
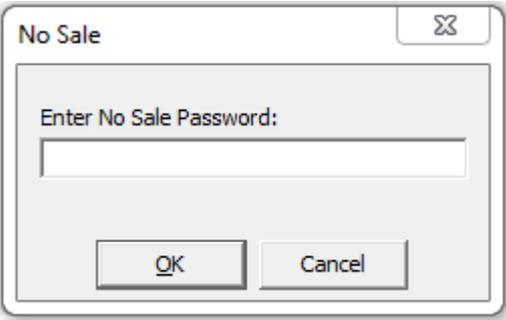
Field	Description
Customer ID / Barcode	Identifier for the customer when entering a sale. You can: <ul style="list-style-type: none">• leave the field blank if this is a cash sale or you want to search through all records of the constituency selected• scan the customer's barcode to input the customer number• type in the customer's Synergetic identifier• type in part or all of the customer's surname then search for matching records of the constituency selected. <hr/> <p>Note: See the buttons below for details of searching.</p>
Customer Name	Customer's name if the customer is not a member of the Synergetic community.
Address	Customer's address if the customer is not a member of the Synergetic community.

Buttons

Button	Description
<p><u>S</u>tudent (F2)...</p>	<p>Search for a current student using the Student Search window.</p> <p>To search for a student:</p> <ol style="list-style-type: none"> 1. Enter search criteria that you know about the student. 2. Click .  <ol style="list-style-type: none"> 3. Select the student. 4. Click . <p>The Sales Entry window is displayed. See <i>Using the Sales Entry window</i> (on page 63).</p>

Button	Description
<p>Staff (F3)...</p>	<p>Search for a staff member using the Staff Search window.</p> <p>To search for a staff member:</p> <ol style="list-style-type: none"> 1. Enter search criteria that you know about the staff member. 2. Click Refresh Grid.  <ol style="list-style-type: none"> 3. Select the staff member. 4. Click OK. <p>The Sales Entry window is displayed. See <i>Using the Sales Entry window</i> (on page 63).</p>

Button	Description
<p>Future Stu (F4)...</p>	<p>Search for a future student using the Future Student Search window.</p> <p>To search for a future student:</p> <ol style="list-style-type: none"> 1. Enter search criteria that you know about the future student. 2. Click Refresh Grid.  <ol style="list-style-type: none"> 3. Select the student. 4. Click OK. <p>The Sales Entry window is displayed. See <i>Using the Sales Entry window</i> (on page 63).</p>

Button	Description
	<p>Search for a Synergetic community member using the Find Name on Community window.</p> <p>To search for a community member:</p> <ol style="list-style-type: none"> 1. Enter search criteria that you know about the person. 2. Click .  <ol style="list-style-type: none"> 3. Select the person. 4. Click . <p>The Sales Entry window is displayed. See <i>Using the Sales Entry window</i> (on page 63).</p>
	<p>Display a list of sales that have not yet been closed off by you or other operators. See <i>Editing a previous sale</i> (on page 82).</p>
	<p>Resume a sale previously put on hold. See <i>Resuming a held sale</i> (on page 84).</p>
	<p>Check the price and the stock on hand of an item, without interrupting the current sales process.</p> <p>See <i>Performing a price enquiry</i> (on page 90).</p>
	<p>Open the cash drawer.</p> <p>Note: If you do not have a cash drawer, the button will not be displayed.</p> <p>The following window is displayed requesting the password, if it has been set.</p>  <p>Note: The password is configured using the No Sale Password field on the Page 2 tab of <i>Synergetic Financial Configuration - Business Units - Sales sub-tab</i> in the System maintenance manual. This can be set independently for each business unit at your organisation.</p>

Button	Description
	Print the docket for the last sale processed.
	Click if either: <ul style="list-style-type: none"> • entering a cash sale, without any values selected • a customer name and address is used, for customers not in the Synergetic community.
	Click if either: <ul style="list-style-type: none"> • exiting from Sales Entry • refreshing the New Sale window.

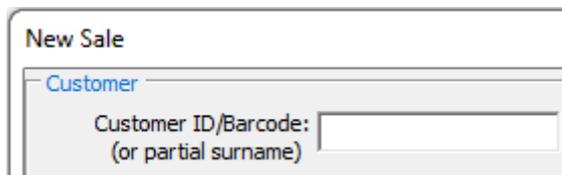
Searching for a customer

In most instances, you need to search for a customer before entering the sale.

Note: If you are processing a cash sale and do not want to search for a customer, click  to continue processing without identifying the customer.

To search for a customer:

1. Open the **New Sale** window. See *Using the New Sale window* (on page 55).
2. In the **Customer ID/Barcode** field, you can:
 - scan the customer's barcode
 - type in the customer's Synergetic identifier
 - type in all or part of the customer's surname



The screenshot shows a window titled 'New Sale'. Inside, there is a section labeled 'Customer'. Below this label is a text input field with the placeholder text 'Customer ID/Barcode: (or partial surname)'.

- leave the field blank if it is a cash sale and you do not need to identify the customer.

Tip: You can set whether it is compulsory to identify the customer before the **Sales Entry** window is displayed. See *Synergetic Financial Configuration - Business Units - Sales sub-tab* in the Finance manual.

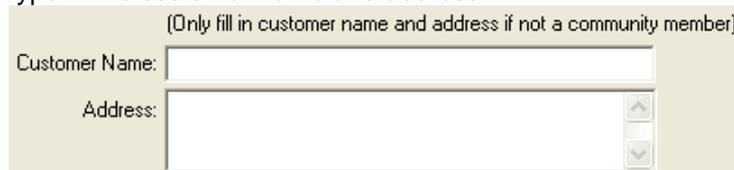
3. Select the type of customer.



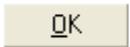
The screenshot shows four buttons arranged horizontally: 'Student (F2)...', 'Staff (F3)...', 'Future Stu (F4)...', and 'Community (F5)...'.

You can:

- click **Student** or press **F2** to search for a current student
- click **Staff** or press **F3** to search for a staff member, whether for personal use or as an internal sale to a different department
- click **Future Stu** or press **F4** to search for a future student
- click **Community** or press **F5** to search for a member of the Synergetic community
- if the customer is **not** a member of the Synergetic community:
 - type in the customer name and address



The screenshot shows a form with two input fields. The first field is labeled 'Customer Name:' and the second is labeled 'Address:'. Above the 'Customer Name' field, there is a note: '(Only fill in customer name and address if not a community member)'. The 'Address' field has a vertical scroll bar on its right side.

- click .

The **Sales Entry** window is displayed. See *Using the Sales Entry window* (on page 63).

Using the Sales Entry window

Use the **Sales Entry** window to manage the sale of **active** stock items. Only active stock items can be sold to customers. A stock item may have been set to inactive on the **Stock** tab of **Item Maintenance**. See *Item Maintenance - Stock tab* (on page 19).

This topic provides general information on using the **Sales Entry** window, and its fields and buttons. You should also see:

- *Selecting stock items for sale* (on page 74).
- *Searching for a customer* (on page 62).
- *Processing a regular sale* (on page 78).
- *Editing a previous sale* (on page 82).
- *Resuming a held sale* (on page 84).
- *Processing customer returns* (on page 87).
- *Handling invalid payments* (on page 89).
- *Performing a price enquiry* (on page 90).
- *Processing a general ledger or "own use" sale* (on page 91).

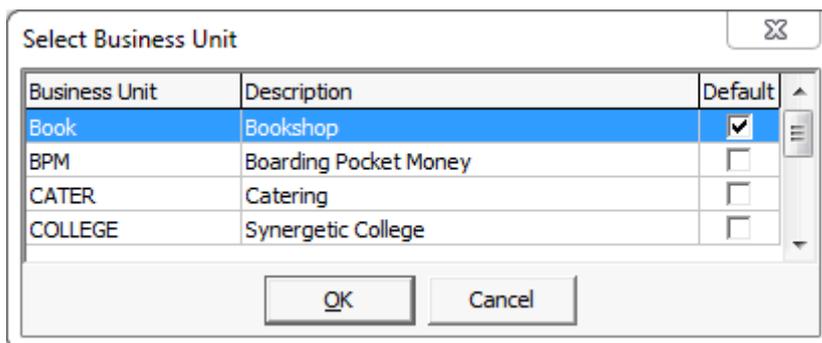
Opening the Sales Entry window

To open the **Sales Entry** window:

1. Select **Module > Sales > Sales Entry** from the main menu.

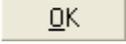
The **Select Business Unit** window is displayed if you:

- use business units at your organisation
- are authorised to access more than one business unit.

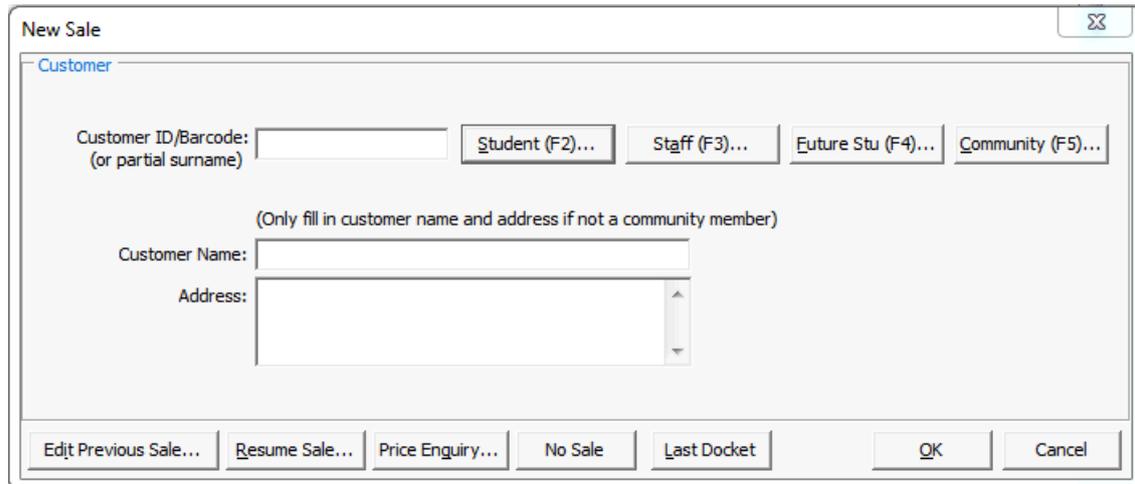


2. Select the business unit you are selling the stock items from, if prompted to do so.

Important Note: You can configure the business unit so that Synergetic prompts for the customer details either before or after the sale. The following steps assume that Synergetic is prompting for the customer before the sale details. See *Synergetic Financial Configuration - Business Units - Sales sub-tab* in the Finance manual.

3. Click .

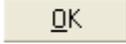
The **New Sale** window is displayed.



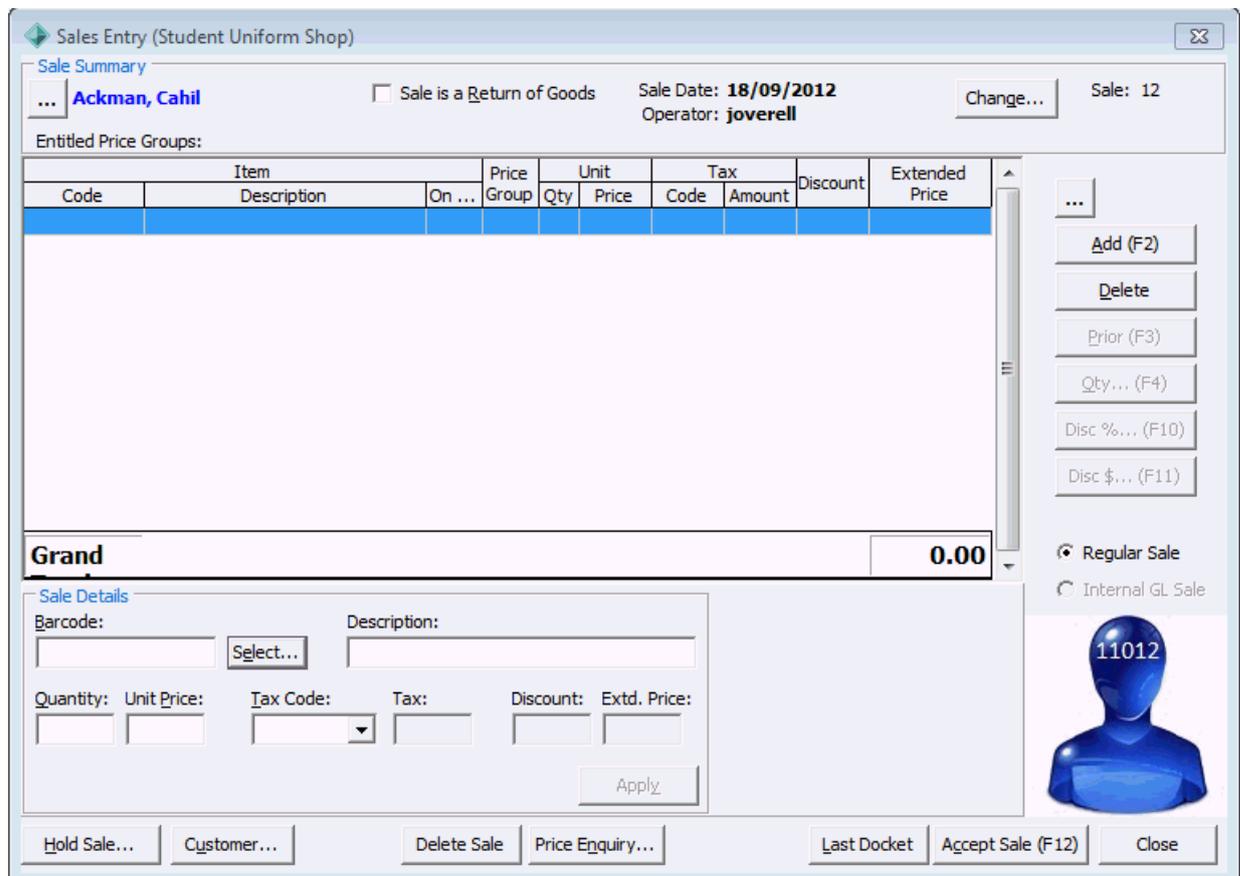
The **New Sale** window is shown with the following fields and buttons:

- Customer ID/Barcode:** (or partial surname) with a text input field and buttons for **Student (F2)...**, **Staff (F3)...**, **Future Stu (F4)...**, and **Community (F5)...**
- Customer Name:** (Only fill in customer name and address if not a community member) with a text input field.
- Address:** with a text input field.
- Buttons at the bottom: **Edit Previous Sale...**, **Resume Sale...**, **Price Enquiry...**, **No Sale**, **Last Docket**, **OK**, and **Cancel**.

4. Select the customer. See *Searching for a customer* (on page 62).

Note: If you are processing a cash sale, click  to continue processing without identifying the customer.

The **Sales Entry** window is displayed.



The **Sales Entry (Student Uniform Shop)** window is shown with the following details:

- Sale Summary:**
 - Customer: **Ackman, Cahil**
 - Sale is a Return of Goods
 - Sale Date: **18/09/2012**
 - Operator: **joverell**
 - Sale: **12**
- Entitled Price Groups:**
- Table:**

Code	Item Description	On ...	Price Group	Qty	Unit Price	Tax Code	Amount	Discount	Extended Price
- Grand Total:** **0.00**
- Sale Details:**
 - Barcode: [input field] **Select...**
 - Description: [input field]
 - Quantity: [input field] Unit Price: [input field] Tax Code: [dropdown] Tax: [input field] Discount: [input field] Extd. Price: [input field]
 - Apply** button
- Buttons:** **Hold Sale...**, **Customer...**, **Delete Sale**, **Price Enquiry...**, **Last Docket**, **Accept Sale (F12)**, **Close**
- Right Panel:**
 - Add (F2)**, **Delete**, **Prior (F3)**, **Qty... (F4)**, **Disc %... (F10)**, **Disc \$... (F11)**
 - Regular Sale**
 - Internal GL Sale**
 - 11012** (User ID)

Sales Entry window - key fields and buttons

Fields

Field	Description
Sale is a Return of Goods	Select if the customer is returning goods. See <i>Processing customer returns</i> (on page 87).
Regular Sale / Internal GL Sale	Select to make the sale: <ul style="list-style-type: none"> a regular sale that is not entitled to internal general ledger price groups or general ledger payment options an internal general ledger sale paid from a general ledger account. <p>Note: You can only make internal sales to customers who have the appropriate privileges. See <i>Synergetic Financial Configuration - Business Units - Sales sub-tab - Page 2 sub-tab</i> in the Finance manual.</p>

Item grid area unique fields

Most of the fields in the item grid area are displayed in the **Sale Details** area.

Field	Description
On Hand	Quantity of this item available for purchase before the current transaction.
Price Group	Price group selected for the sale of this item. Note: Synergetic automatically selects the cheapest available price group that the customer is entitled to. You can select another price group from the Price Group grid.

Sale Details area fields

Sale Details					
Barcode:	<input type="text"/>	Select...	Description:	<input type="text"/>	
Quantity:	<input type="text"/>	Unit Price:	<input type="text"/>	Tax Code:	<input type="text"/>
				Tax:	<input type="text"/>
				Discount:	<input type="text"/>
				Extd. Price:	<input type="text"/>
					Apply

The values in the **Sale Details** area relate to the highlighted stock item in the grid area.

Field	Description
Barcode	Barcode number of the stock item.
Desc	Manually enter a description for the stock item, if you want to override the default description. This replaces the item description on the sale record. <u>Note: You can select Enforce Manual Description in Item Maintenance if you require a unique description for the line item. See Maintaining items (on page 5).</u>
Quantity	Quantity of the stock item sold.
Unit Price	Price for each individual unit of the stock item. For example, pens can be sold individually or as packets of 10. The unit price is based on which unit is being sold and the number of units.
Tax Code	Change the tax code if a different tax treatment is required for the item.
Tax	Amount of tax calculated based on the unit price, quantity and tax code.
Discount	Discount amount based on the percentage or dollar amount applied to the stock item.
Extended Price	Price for the number of the stock items being bought, after discount.

Price Groups grid area fields

Previous - 001001: Red pen

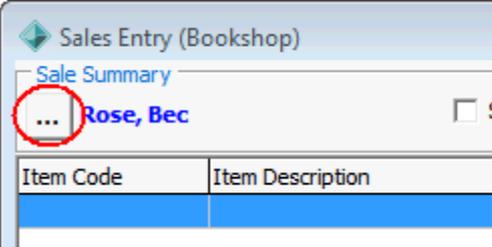
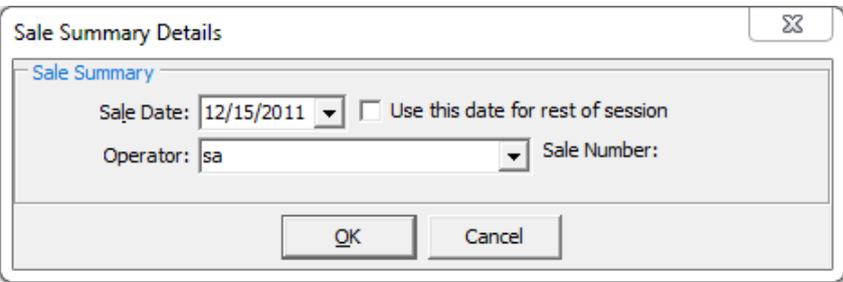
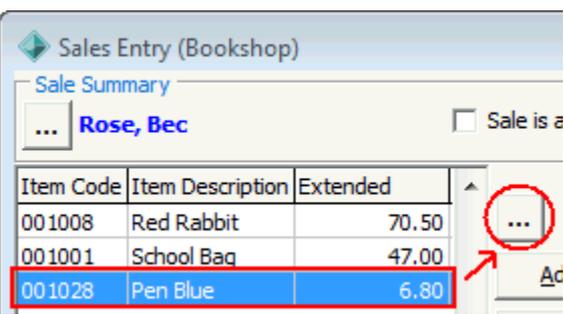
Price Group		Unit Price	Tax Code	GL Sale
No	Description			
1	Normal Prices	1.00	10	<input type="checkbox"/>
2	Internal GL Prices	1.00	N	<input checked="" type="checkbox"/>

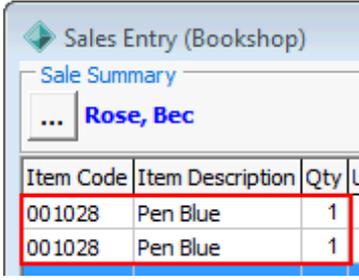
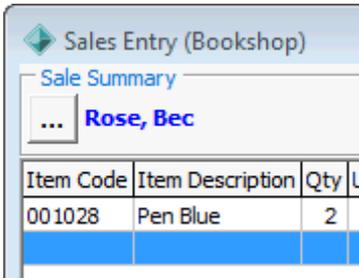
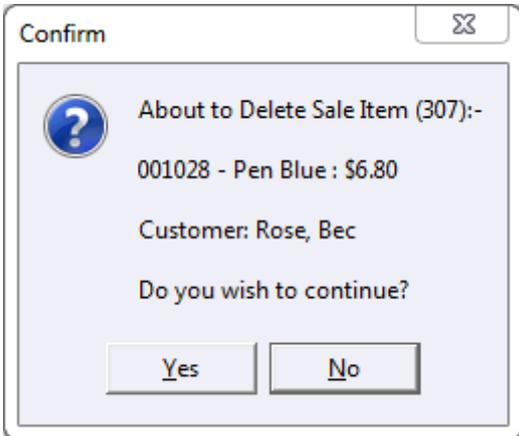
The **Price Groups** area displays all applicable price groups for the highlighted stock item, provided more than one price group is applicable.

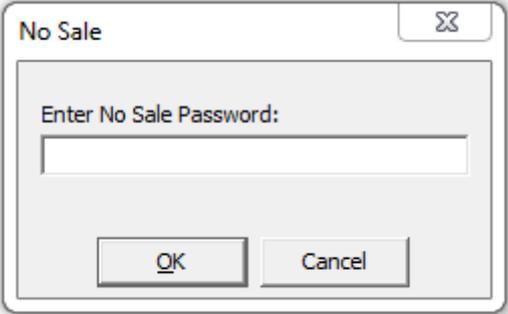
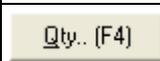
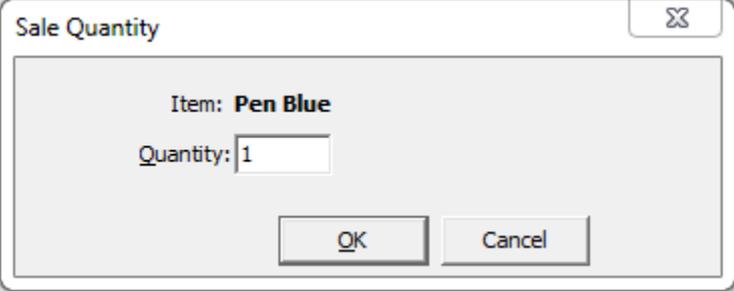
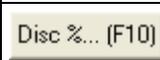
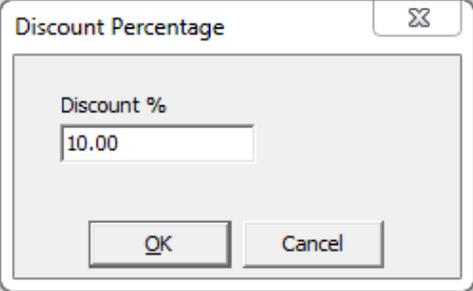
Note: You can change the price group used for an item by selecting the price group and clicking . An item in a regular sale can use any applicable price group that is **not** marked for internal sales, including price groups that the customer is not normally entitled to. Price groups the customer is not entitled to are displayed in grey font.

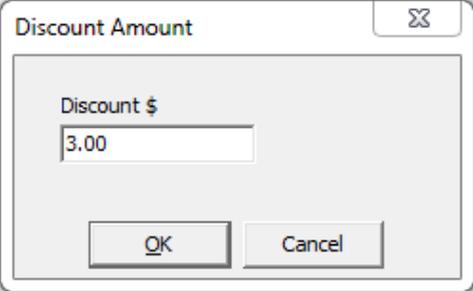
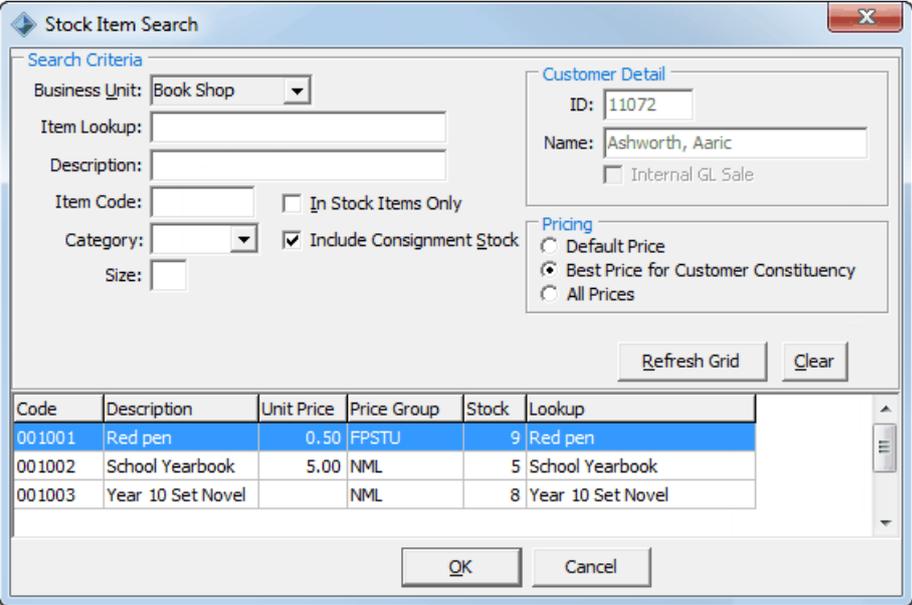
Field	Description
Price Group No	Priority of the price group.
Price Group Description	Description of the price group.
Unit Price	The unit price for this item determined by the price group.
Tax Code	The tax code for this item determined by the price group.
GL Sale	If selected, this price group is used for internal general ledger sales.

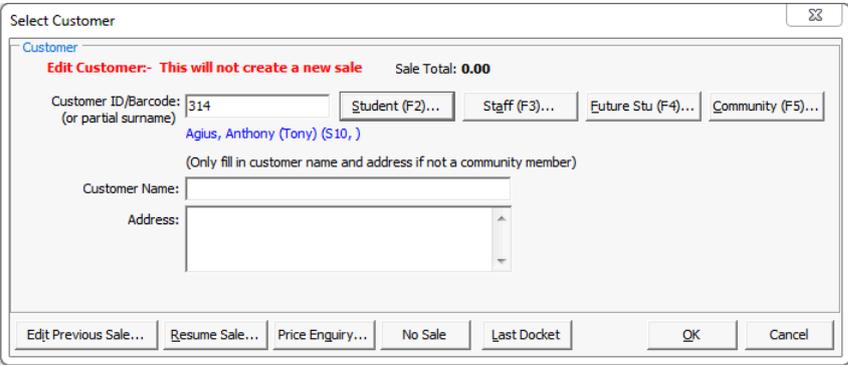
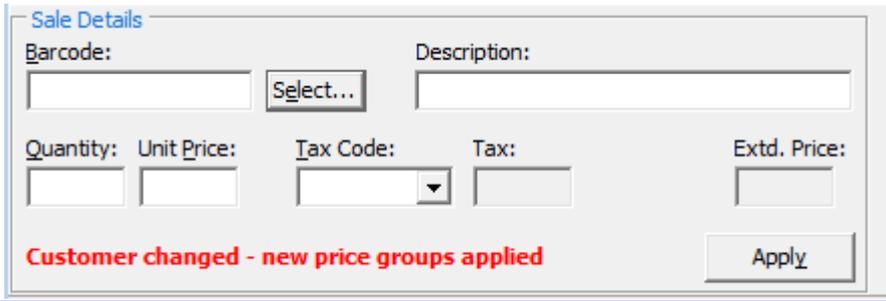
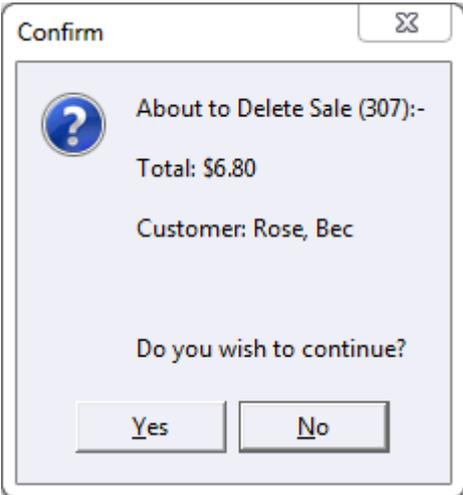
Buttons

Button	Description
 <p>(Top left-hand side of window)</p>	<p>Launch into Community Maintenance if the customer has been selected before the sale is processed. See <i>Maintaining community members</i> in the Community manual.</p>  <p>For example, you could update the customer's contact details to include their mobile phone number, if you need to phone them when some new stock arrives.</p>
 <p>(Top of window)</p>	<p>Change the sale date or the sales person.</p>  <p>Select <input type="checkbox"/> Use this date for rest of session to change the date of all subsequent sales until either you:</p> <ul style="list-style-type: none"> • change the sales date • exit Synergetic.
 <p>(Right-hand side of window)</p>	<p>Launch into Item Maintenance for the highlighted item. See <i>Maintaining items</i> (on page 5).</p>  <p>Tip: Press F6 to launch into Item Maintenance.</p>

Button	Description																				
<p></p>	<p>Add a new sales item row, then either:</p> <ul style="list-style-type: none"> scan the barcode on the stock item and enter the quantity type in the sale item in the Details area. <p>Note: If the customer purchases more than one of the same item, they either appear as separate line items or as one line item with the quantity reflecting the number being purchased.</p> <div data-bbox="454 560 813 840">  <table border="1"> <thead> <tr> <th>Item Code</th> <th>Item Description</th> <th>Qty</th> <th>U</th> </tr> </thead> <tbody> <tr> <td>001028</td> <td>Pen Blue</td> <td>1</td> <td></td> </tr> <tr> <td>001028</td> <td>Pen Blue</td> <td>1</td> <td></td> </tr> </tbody> </table> </div> <div data-bbox="454 862 813 1142">  <table border="1"> <thead> <tr> <th>Item Code</th> <th>Item Description</th> <th>Qty</th> <th>U</th> </tr> </thead> <tbody> <tr> <td>001028</td> <td>Pen Blue</td> <td>2</td> <td></td> </tr> </tbody> </table> </div> <p>See the Adjust Quantity for Same Sale Item field on the Page 1 tab of <i>Synergetic Financial Configuration - Business Units - Sales sub-tab</i> in the Finance manual. This can be set independently for each business unit at your organisation.</p> <p>Note: If no item is highlighted, you do not need to click . Just use the drop-down fields to find the item.</p>	Item Code	Item Description	Qty	U	001028	Pen Blue	1		001028	Pen Blue	1		Item Code	Item Description	Qty	U	001028	Pen Blue	2	
Item Code	Item Description	Qty	U																		
001028	Pen Blue	1																			
001028	Pen Blue	1																			
Item Code	Item Description	Qty	U																		
001028	Pen Blue	2																			
<p></p>	<p>Delete the selected sales item. A confirmation window displays the details of the item to be deleted.</p> <div data-bbox="406 1512 925 1948">  <p>Confirm</p> <p>About to Delete Sale Item (307):- 001028 - Pen Blue : \$6.80 Customer: Rose, Bec Do you wish to continue?</p> <p><input type="button" value="Yes"/> <input type="button" value="No"/></p> </div>																				

Button	Description
	<p>Check the price and the stock on hand of an item, without interrupting the current sales process.</p> <p>See <i>Performing a price enquiry</i> (on page 90).</p>
	<p>Open the cash drawer.</p> <p>Note: If you do not have a cash drawer, the button will not be displayed.</p> <p>The following window is displayed requesting the password, if it has been set.</p>  <p>Note: The password is configured using the No Sale Password field on the Page 2 tab of <i>Synergetic Financial Configuration - Business Units - Sales sub-tab</i> in the Finance manual. This can be set independently for each business unit at your organisation.</p>
	<p>Display the docket for the last sale made.</p>
	<p>Move to the prior row, if not already at the first record.</p>
	<p>Change the quantity for the highlighted item.</p> 
	<p>Apply a discount, expressed as a percentage off the extended price sale, for the highlighted item.</p>  <p>Note: Use the Select Payment Method window to apply a discount on the entire sales invoice amount. See <i>Selecting payment methods</i> (on page 96).</p>

Button	Description
<p>Disc \$... (F11)</p>	<p>Apply a discount, expressed as a dollar amount off the extended price sale, for the highlighted item.</p>  <p>Note: Use the Select Payment Method window to apply a discount on the entire sales invoice amount. See <i>Selecting payment methods</i> (on page 96).</p>
<p>Select</p>	<p>Select a stock item manually. See <i>Selecting stock items for sale</i> (on page 74). The Stock Item Search window is displayed if the Barcode field is blank.</p>  <p>If an existing line item is selected, click Select twice. The first time, to add a new row and the second time to display the Stock Item Search window.</p>
<p>Apply</p>	<p>Lock in the changes made to the highlighted line item.</p>
<p>Change</p>	<p>Change the price group used for this item to the selected price group.</p>
<p>Hold Sale</p>	<p>Hold the sale temporarily. To resume the held sale, see <i>Resuming a held sale</i> (on page 84).</p> <p>Note: Items in a held sale are removed from stock levels.</p>

Button	Description
<p>Customer...</p>	<p>Either:</p> <ul style="list-style-type: none"> • search for the customer, if they are a community member • type in their name and address if they are not a community member.  <p>Note: If the customer belongs to a price group that changes the price of the item, a warning label is displayed.</p> 
<p>Delete Sale</p>	<p>Delete the current sale being processed, if you have security rights to do so. A confirmation window displays the total sale amount.</p>  <p>Note: You can only delete a sale if your group's delete rights have been set using the Inv InvoiceSalesEntry resource. See <i>Group/User Security Maintenance - Groups View</i> in the System maintenance manual.</p>
<p>Accept Sale (F12)</p>	<p>Accept the sale details and process the payment. See <i>Selecting payment methods</i> (on page 96).</p>

Button	Description
	Exit from the sale. Note: You only use this button if Synergetic is configured to prompt for the customer details after the sale details, and no items have been added to the sale.

Selecting stock items for sale

Use the **Stock Item Search** window to manually search and select stock items for sale. Only active items are available; stock items that have been set to inactive on the **Stock** tab of **Item Maintenance** are excluded. See *Item Maintenance - Stock tab* (on page 19).

Note: This window is **not** used when scanning the barcode of a stock item; Synergetic looks up and selects the item automatically.

The **Stock Item Search** window is displayed when you click **Select** on the **Sales Entry** window and the barcode field is blank. See *Using the Sales Entry window* (on page 63).

Code	Description	Unit Price	Price Group	Stock	Lookup
001001	Red pen	0.50	FPSTU	9	Red pen
001002	School Yearbook	5.00	NML	5	School Yearbook
001003	Year 10 Set Novel		NML	8	Year 10 Set Novel

Note: To search for items that are grouped together as a kit, search for the placeholder item code or description of the kit. Item kits are defined in the **lutemKitComponents** lookup table. See *lutemKitComponents lookup table* in the Finance manual.

Stock Item Search window - key fields and buttons

Fields

Field	Description
Business Unit	Currently selected business unit.
Item Lookup	Search for stock items based on their item lookup values.
Description	Type part or all of the description of the stock item. You can search for items using wildcards. See <i>Using wildcards to search</i> in the Introduction manual.
Item Code	Type the item code.
Category	Select a category for a group of items. The values are maintained in the ItemCategory lookup table. See <i>Maintaining lookup tables</i> in the System maintenance manual.
Size	Type the size of the stock item. For example, uniform items of a certain size.
In Stock Items only	Select to only include items with positive Stock On Hand . Clear to include all items, including non-stocked items and stock items that have zero or negative Stock On Hand . For example, your organisation may provide services or goods that you order in on behalf of students, such as musical instruments. These will be included.
Include Consignment Stock	Select to include items with the Consignment Stock Items flag selected on the Item tab of Item Maintenance . See: <ul style="list-style-type: none"> <i>Item Maintenance - Item tab</i> (on page 16) <i>Create New Item - Create Item window</i> (on page 11). <p>The supplier owns consignment stock until you sell it on their behalf. For example, second-hand uniforms and books can be on consignment. When you sell the items, you remit money to the person selling the items, less a commission for handling.</p> <p>Clear to include only non-consignment stock items. That is, items that you own or services that you provide that you 'on sell' to your customers.</p>

Customer Detail area fields

Field	Description
ID	Synergetic ID for the customer.
Name	Name of the customer.
Internal GL Sale	Selected if the sale is an internal general ledger sale.

Pricing area fields

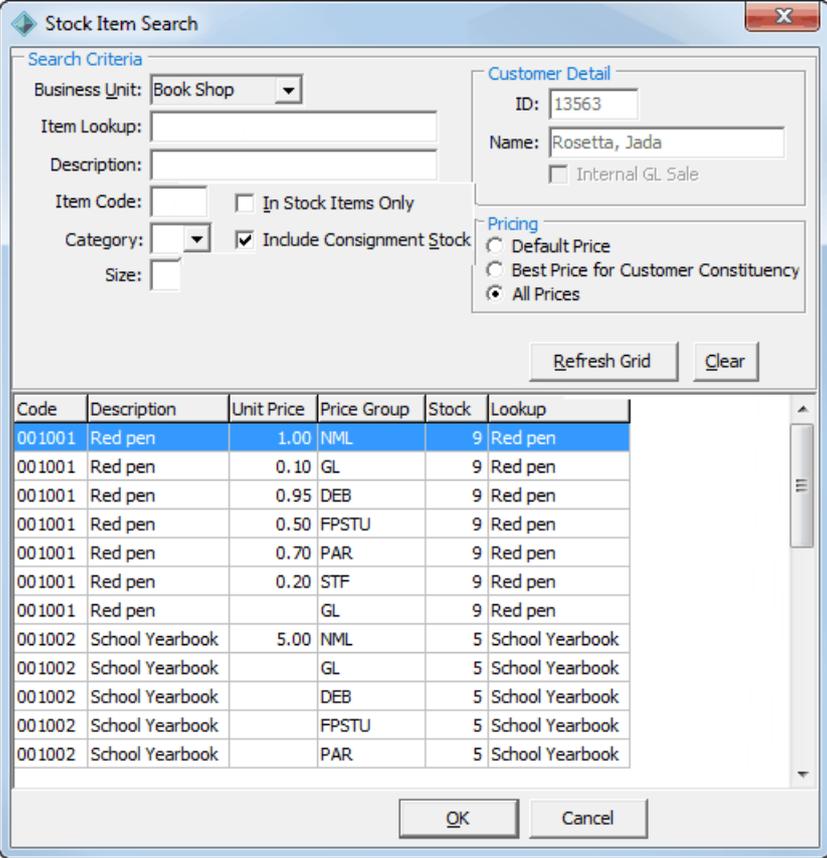
Note: Pricing information for an item can be adjusted on the **Stock** tab of **Item Maintenance**.

Field	Description
Default Price	Select to display the default unit price for the item.
Best Price for Customer Constituency	Select to display the lowest unit price available for the item based on the selected customer's constituency. For example, applying any special student prices if applicable.
All Prices	Select to display all price groups available for the items displayed.

Grid area fields

Field	Description
Code	Unique code for the item.
Description	Description for the item.
Unit Price	Price for each individual unit of the stock item. For example, pens can be sold individually or in packets of 10. The price is based on which unit is being sold and the number of units.
Price Group	Default price group for the item.
Stock	Quantity of stock on hand at the business unit.
Lookup	Defaults to the item description. Tip: You can change this in Item Maintenance to assist you with searching and sorting if required.

Buttons

Button	Description
<p></p>	<p>Refresh the stock items displayed in the grid area, based on the values entered in the Search Criteria fields.</p>  <p>Note: Updating some fields, such as Include Consignment Stock, automatically redisplay the items displayed in the grid area.</p>
<p></p>	<p>Clear all search criteria fields. All items for the selected business unit are displayed in the grid area.</p>
<p></p>	<p>Select the highlighted item and return it to the previous window.</p>
<p></p>	<p>Cancel the operation and return to the previous window.</p>

Processing a regular sale

The following procedure summarises the steps required to process a regular sale. For more information, select the relevant topic indicated.

1. Open the **New Sale** window. See *Using the New Sale window* (on page 55).

The **Select Business Unit** window is displayed if you are authorised to access more than one business unit.

Business Unit	Description	Default
Book	Bookshop	<input checked="" type="checkbox"/>
BPM	Boarding Pocket Money	<input type="checkbox"/>
CATER	Catering	<input type="checkbox"/>
COLLEGE	Synergetic College	<input type="checkbox"/>

Buttons: OK, Cancel

2. Select the business unit you are selling from.

Note: Business units currently undergoing stocktake are displayed in red.

The **New Sale** window is displayed.

Note: If your organisation is configured to request customer details at the end of a sale, this window appears after accepting a sale. See *Synergetic Financial Configuration - Business Units - Sales sub-tab* in the Finance manual.

Customer ID/Barcode: (or partial surname) [] Student (F2)... Staff (F3)... Future Stu (F4)... Community (F5)...

(Only fill in customer name and address if not a community member)

Customer Name: []

Address: []

Buttons: Edit Previous Sale..., Resume Sale..., Price Enquiry..., No Sale, Last Docket, OK, Cancel

3. Select the customer. See *Searching for a customer* (on page 62).

The **Sales Entry** window is displayed.

Note: If the selected business unit is currently undergoing stocktake, **Stocktake in progress** is displayed in red.

Sales Entry (Bookshop)

Sale Summary

Stocktake in progress

Adamski-Smyth, Israel

Sale is a Return of Goods

Sale Date: 5/01/2010

Change...

Sale: 87

4. Add the stock items being sold and apply discounts at each line item, if any. See *Using the Sales Entry window* (on page 63).

Note: A photo of the customer is displayed after you have selected the customer name, if a photo is available. If Synergetic is configured so that you have to select the customer before you process the sale, the photo is displayed on the **Sales Entry** window. Otherwise it appears on the **Payment Method** window.

5. Click **Accept Sale (F12)**

The **Select Payment Method** window is displayed.

Note: These payment methods are defined in the **Sale Payments** sub-tab of the **Business Units** tab of the **Finance Configuration Maintenance** window. To customise payment method options see *Synergetic Financial Configuration - Business Units - Sale Payments sub-tab* in the Finance manual.

- Apply overall discounts and select the payment method. See *Selecting payment methods* (on page 96).

Note: The **Change Required** window is displayed if more cash than required is given to you and you entered that amount in the **Amount to Pay** field.

7. Print the sales docket for the customer.

Sales Docket

Synergetic Bookshop
 51 Stanley Ave, Mount Waverley VIC 3149
 TELEPHONE: (03) 9562 7299
 ABN: 678 098 098

SALE Account Code: 10216
 REFERENCE Date of Sale: 06/05/2008 10:18AM
 NO: 936

Mr B & Mrs D Vaughan
 1 Rosehill Crescent
 LENA VALLEY TAS 7008

DESCRIPTION	TOTAL
Delphi Developers Handbook	\$55.00
* GST included \$5.00	Total: \$55.00

Payment By:-
 Debtor (10216) \$30.00
 Cash \$40.00
 Change -\$15.00

I acknowledge that the goods listed above
 were received in good order and condition.

Note: The sales docket is printed automatically if the **Auto Produce Docket for Sale** field is selected in **Finance Configuration Maintenance**. See *Synergetic Financial Configuration - Business Units - Sales sub-tab - Page 2 sub-tab* in the Finance manual.

Editing a previous sale

To edit a sale that has not yet been closed off or reprint a docket:

1. Open the **New Sale** window. See *Using the Sales Entry window* (on page 63).

The **New Sale** window is displayed.

Note: If your organisation is configured to prompt for customer information at the end of a sale, open the **Sales Entry** window instead. Also see *Synergetic Financial Configuration - Business Units tab* in the Finance manual.

2. Click **Edit Previous Sale...**

The **Select Sale to Process** window is displayed.

Date	Created	ID	Customer Name	Sale Total	Method	Sale No
12/15/2011	12/15/2011 1	312	Adamski, Angelo	6.80	Cash	309

3. Select the operator, if the previous sale was **not** processed from your user id.
4. If required, select the **Workstation** to limit the search further.
5. If required, select **Sort by Sale Date** to change from the default view.
6. Select the sale to update.

Note: Held sales are not selected from this window. See *Resuming a held sale* (on page 84).

7. Click **OK**.

The **Sales Entry** window is displayed.

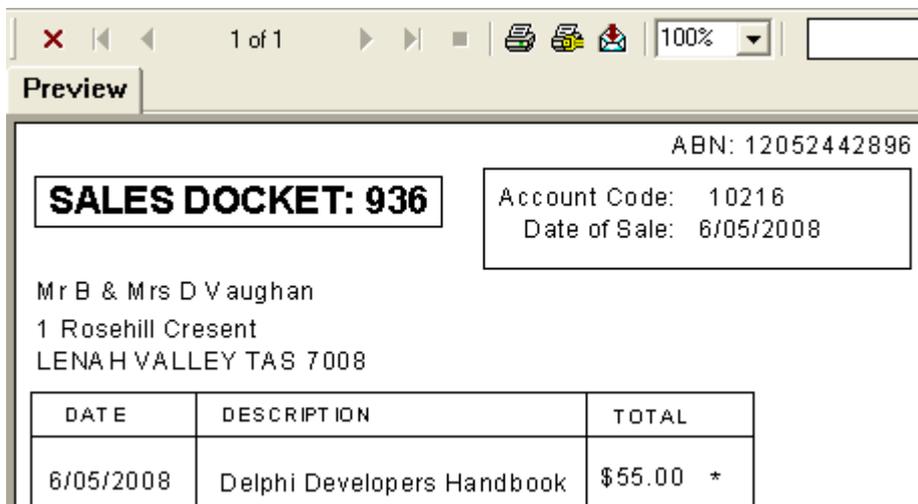
8. Update the sales entry, as required. See *Using the Sales Entry window* (on page 63).

Select Sale to Process window - key fields and buttons

Fields

Field	Description
Operator	Person who entered the sale. Defaults to your user id.
Workstation	POS workstation that the sale was performed from.
Sort by Sale Date	View previous sales based on the sale date.
Sort by Sale Creation Date	View previous sales based on the date the sale was entered in Synergetic.

Buttons

Button	Description						
Preview Docket	<p>Preview the sales docket in Crystal Reports or as a text file.</p>  <p>The screenshot shows a preview window titled 'Preview' with a toolbar containing a close button, navigation arrows, '1 of 1', print, save, and refresh icons, and a 100% zoom level. The report content includes:</p> <ul style="list-style-type: none"> ABN: 12052442896 SALES DOCKET: 936 Account Code: 10216 Date of Sale: 6/05/2008 Mr B & Mrs D Vaughan 1 Rosehill Crescent LENAH VALLEY TAS 7008 Table with columns: DATE, DESCRIPTION, TOTAL <table border="1"> <thead> <tr> <th>DATE</th> <th>DESCRIPTION</th> <th>TOTAL</th> </tr> </thead> <tbody> <tr> <td>6/05/2008</td> <td>Delphi Developers Handbook</td> <td>\$55.00 *</td> </tr> </tbody> </table>	DATE	DESCRIPTION	TOTAL	6/05/2008	Delphi Developers Handbook	\$55.00 *
DATE	DESCRIPTION	TOTAL					
6/05/2008	Delphi Developers Handbook	\$55.00 *					

Resuming a held sale

To resume processing a previously held sale:

A sale may have been put on hold due to an interruption in the normal sales process. For example, a customer may have to go out to their car to get their purse. Putting the sale on hold enables other customers to be served in the meantime.

1. Open the **New Sale** window. See *Using the Sales Entry window* (on page 63).

The **New Sale** window is displayed.

Note: If your organisation is configured to prompt for customer information at the end of a sale, open the **Sales Entry** window instead. See *Synergetic Financial Configuration - Business Units tab* in the Finance manual.

2. Click **Resume Sale...**

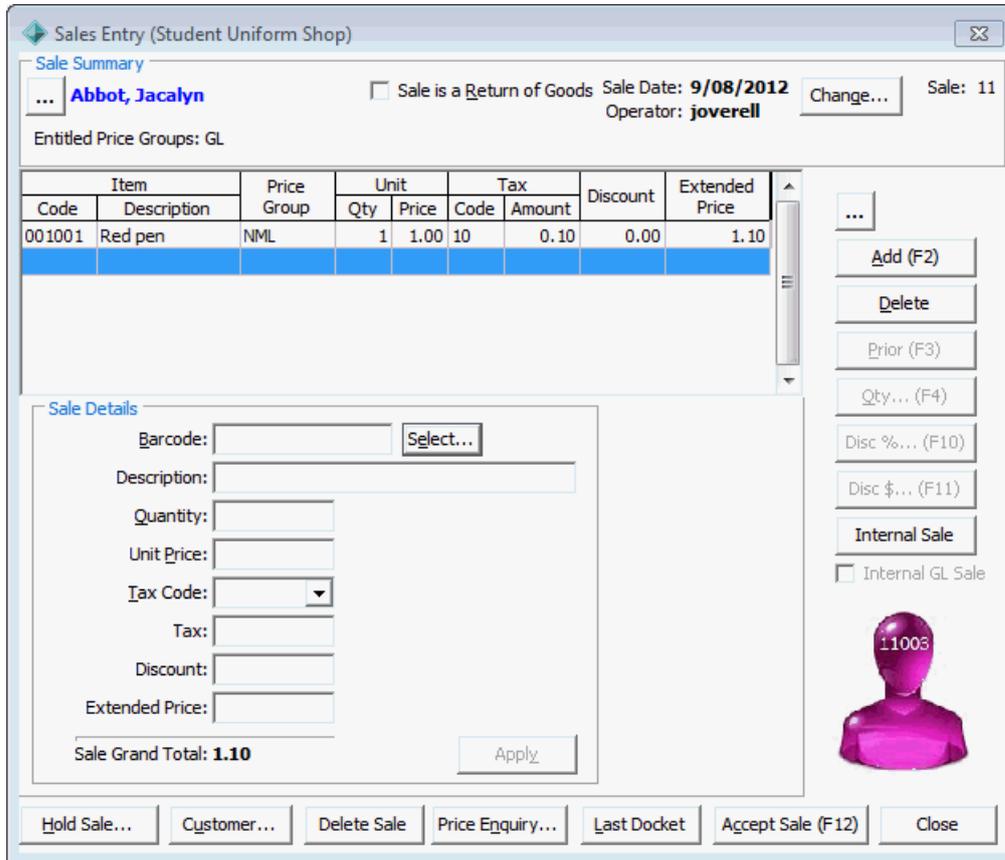
The **Resume Held Sale** window is displayed.

3. Select the operator, if the previous sale was not processed from your user id.
4. If required, select the **Workstation** the sale was originally processed on, to filter the sales further.
5. If required, select **Sort by Sale Date** to change from the default view.

6. Select the sale to update.

7. Click .

The **Sales Entry** window is displayed.



Sales Entry (Student Uniform Shop)

Sale Summary
 ... **Abbot, Jacalyn** Sale is a Return of Goods Sale Date: **9/08/2012** Change... Sale: 11
 Operator: **joverell**

Entitled Price Groups: GL

Code	Item Description	Price Group	Unit		Tax		Discount	Extended Price
			Qty	Price	Code	Amount		
001001	Red pen	NML	1	1.00	10	0.10	0.00	1.10

Sale Details

Barcode:

Description:

Quantity:

Unit Price:

Tax Code: ▼

Tax:

Discount:

Extended Price:

Sale Grand Total: **1.10**

Internal GL Sale

 11003

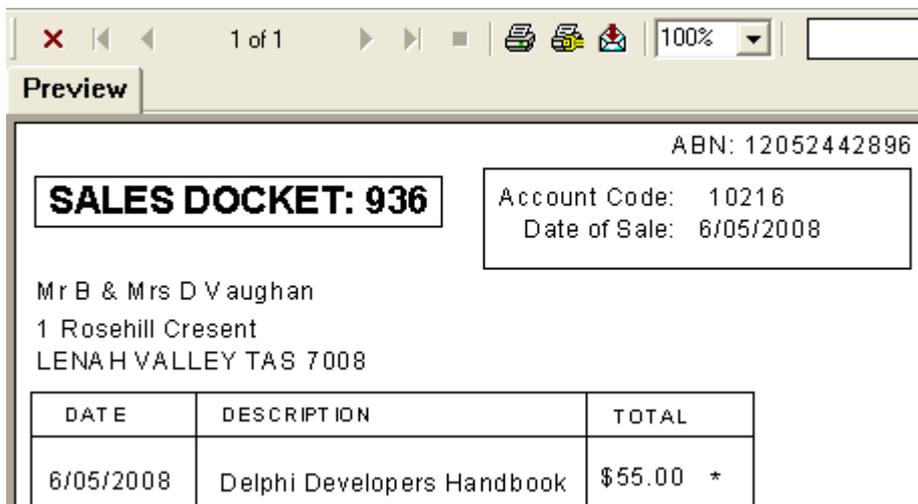
8. Update the sales entry, as required. See *Using the Sales Entry window* (on page 63).

Resume Held Sale window - key fields and buttons

Fields

Field	Description
Operator	Person who entered the sale. Defaults to your user id.
Workstation	POS workstation that the sale was performed from.
Sort by Sale Date	View previous sales based on the sale date.
Sort by Sale Creation Date	View previous sales based on the date the sale was entered in Synergetic.

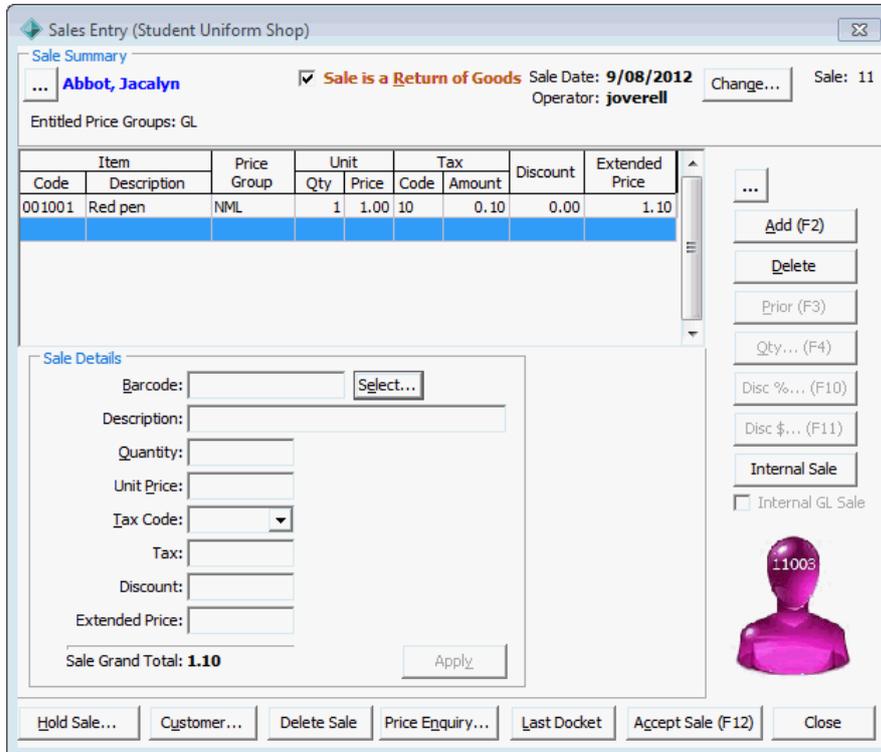
Buttons

Button	Description						
Preview Docket	<p>Preview the sales docket in Crystal Reports.</p>  <p>The screenshot shows a Crystal Reports preview window. At the top right, the ABN is 12052442896. The main heading is SALES DOCKET: 936. To the right, the Account Code is 10216 and the Date of Sale is 6/05/2008. The customer details are Mr B & Mrs D Vaughan, 1 Rosehill Crescent, LENA H VALLEY TAS 7008. Below this is a table with three columns: DATE, DESCRIPTION, and TOTAL.</p> <table border="1"> <thead> <tr> <th>DATE</th> <th>DESCRIPTION</th> <th>TOTAL</th> </tr> </thead> <tbody> <tr> <td>6/05/2008</td> <td>Delphi Developers Handbook</td> <td>\$55.00 *</td> </tr> </tbody> </table>	DATE	DESCRIPTION	TOTAL	6/05/2008	Delphi Developers Handbook	\$55.00 *
DATE	DESCRIPTION	TOTAL					
6/05/2008	Delphi Developers Handbook	\$55.00 *					

Processing customer returns

To process a customer return:

1. Follow exactly the same process up to step 3 for a regular sale. See *Processing a regular sale* (on page 78).
2. On the **Sales Entry** window, select **Sale is a Return of Goods**.



3. Add the item being returned.
The sale quantity for the item defaults to **-1**.
4. Repeat step 3 for each item being returned.
5. Click **Accept Sale (F12)**.

The **Select Payment Method** window is displayed.

Select Payment Method

Customer: Rose, Bec

Amount Tended: -6.80 Sale Total: -6.80

Disc %... (F10) Disc \$... (F11)

Cash (F2)

Visa (F3)

Master Card (F4)

EFT (F5)

Debtor (F6)

General Ledger (F7) - [\$-5.91]

My Student Account (F8)

Hold Sale Comment Cancel

6. Select the payment method by which the refund is being returned to the customer. See *Selecting payment methods* (on page 96).

Handling invalid payments

To correct the details of a sale where the payment details were either missing or incorrectly allocated:

1. Make a note of the details of invalid payments, if the following screen is displayed when entering or exiting the **Sales Entry** function.

Sale Date	Operator	Customer	First Item in Sale	Sale Total	Sale Seq	ID
17/02/11 2:17:49 PM	dmarion	Adamski, Sarah	Blazer 8	282.88	246	418
17/02/11 2:26:21 PM	dmarion	Adler, Stan	Blazer 8	599.75	247	299

2. Select the sale to edit. See *Editing a previous sale* (on page 82).
The **Sales Entry** window is displayed.
3. Either:
 - Complete the sale. See *Using the Sales Entry window* (on page 63).
 - Delete the sale on the **Sales Entry** window.

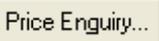
Performing a price enquiry

You can perform a price enquiry without interrupting the current sale from either the:

- **New Sale** window
- **Sales Entry** window.

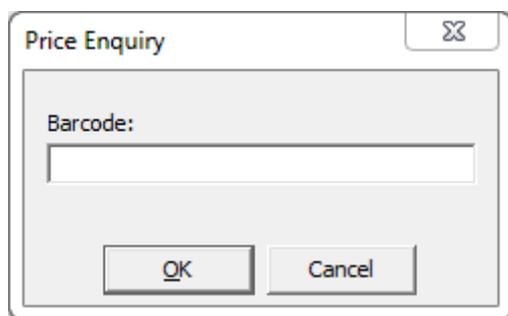
This provides you with the price, including any taxes, and the stock on hand for a selected item.

To perform a price enquiry:

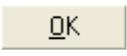
1. Click  on either the:

- **New Sale** window
- **Sales Entry** window.

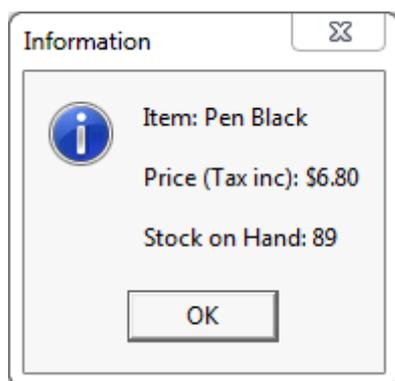
The following window is displayed.

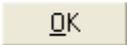


2. Either:

- scan the barcode of the item
- type in the barcode of the item and click .

The following window is displayed.



3. Click  to return to the previous window.

Processing a general ledger or "own use" sale

Stock items can be transferred internally to departments in your organisation. This is done using a general ledger sale.

The following procedure outlines the steps required to process a general ledger sale by nominating the staff member. This is also known as an "own use" sale.

1. Open the **New Sale** window. See *Using the New Sale window* (on page 55).

The **Select Business Unit** window is displayed if you are authorised to access more than one business unit.

Business Unit	Description	Default
Book	Bookshop	<input checked="" type="checkbox"/>
BPM	Boarding Pocket Money	<input type="checkbox"/>
CATER	Catering	<input type="checkbox"/>
COLLEGE	Synergetic College	<input type="checkbox"/>

2. Select the business unit you are processing the sale from.

The **New Sale** window is displayed.

Note: If your organisation is configured to prompt for customer information at the end of a sale, open the **Sales Entry** window instead. See *Synergetic Financial Configuration - Business Units tab* in the Finance manual.

3. Search for the staff member responsible for receiving the stock item. See *Searching for items* (on page 7).

Tip: You can enter part of the staff member's name and then press **F3**.

4. Select the staff member from those listed on the **Staff Search** window.

The **Sales Entry** window is displayed.

5. Add the stock items that are being set aside for your organisation's own use. See *Using the Sales Entry window* (on page 63).

Sales Entry (Student Uniform Shop)

Sale Summary

... **Abbot, Jacalyn** Sale is a Return of Goods Sale Date: **9/08/2012** Change... Sale: 11
Operator: **joverell**

Entitled Price Groups: GL

Code	Description	Price Group	Unit		Tax		Discount	Extended Price
			Qty	Price	Code	Amount		
001001	Red pen	NML	1	1.00	10	0.10	0.00	1.10

Sale Details

Barcode: Select...

Description:

Quantity:

Unit Price:

Tax Code: ▼

Tax:

Discount:

Extended Price:

Sale Grand Total: **1.10**

Internal Sale Internal GL Sale

11003

Hold Sale... Customer... Delete Sale Price Enquiry... Last Docket Accept Sale (F12) Close

Note: A photo of the staff member is displayed after you have selected them, if a photo is available. If Synergetic is configured so that you have to select the staff member before you process the sale, the photo is displayed on the **Sales Entry** window. Otherwise, it appears on the **Payment Method** window.

6. Click

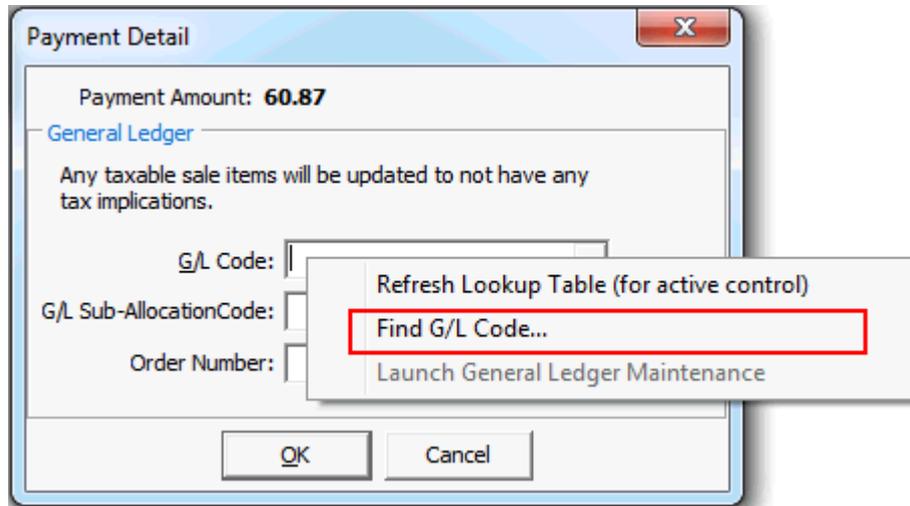
The **Select Payment Method** window is displayed.

Note: The amount to be charged to the cost centre is shown highlighted in the example above. This figure is the ex-tax price as it an internal sale.

7. Click .

The **Payment Detail** window is displayed.

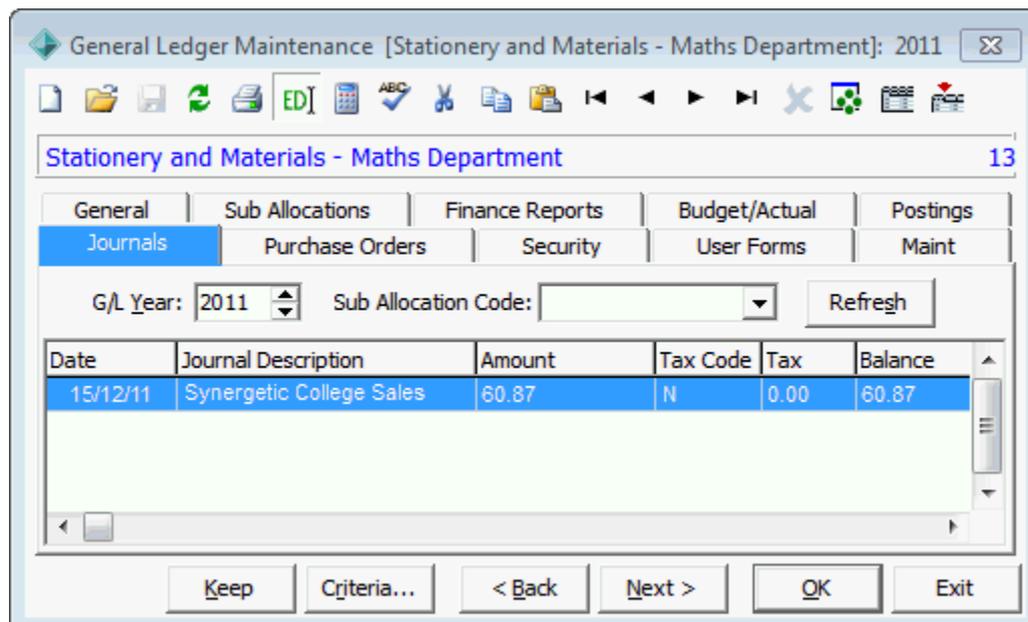
8. Either:
- select the **G/L Code** from the drop-down list
 - right click on the **G/L Code** field and click **Find G/L Code...** to search for the G/L code.



9. Select the **G/L Sub-Allocation Code**, if required.
10. Click .
11. Print the sales docket, if needed.

Note: The sales docket is printed automatically if the **Auto Produce Docket for Sale** field is selected on **Finance Configuration Maintenance**. See *Synergetic Financial Configuration - Business Units - Sales sub-tab - Page 2 sub-tab* in the Finance manual.

You can check the corresponding journal entry on the **Journals** tab of **General Ledger Maintenance** after you have closed off the sale. See *General Ledger Maintenance - Journals tab* in the General ledger manual. The **Tax Code** is set to **N** to prevent it from appearing on the Business Activity Statement (BAS) or GST return, as it should **not** be treated as a regular sale.



The sale can also be viewed on the **Department Sales Summary** report. See *Key sales reports* (on page 223).

100% ▾
1 of 1

Preview

Sales Report - Department Purchases

DEPARTMENT PURCHASES FOR THE
PERIOD OF **6/05/2008** TO **6/05/2008**

GL Account	Cost Centre	
1400	Sports Expenses and Materials	817.50

Selecting payment methods

At the conclusion of the sales process, you select the payment methods used by the customer.

Use the **Select Payment Method** window to:

- apply discounts off the entire invoice amount
- accept cash, cheque or credit card payments
- find and allocate charges to the debtor
- find and allocate charges to the general ledger, which are transferred internally to another department.

Payment for the sale can be split between payment methods.

1. Complete the sale. See *Using the Sales Entry window* (on page 63).

The **Sales Entry** window is displayed with stock items the customer is purchasing.

Sales Entry (Student Uniform Shop)

Sale Summary

... Abbot, Jacalyn Sale is a Return of Goods Sale Date: 9/08/2012 Change... Sale: 11
Operator: joverell

Entitled Price Groups: GL

Item		Price Group	Unit Qty	Price	Tax Code	Amount	Discount	Extended Price
001001	Red pen	NML	1	1.00	10	0.10	0.00	1.10

Sale Details

Barcode: Select...

Description:

Quantity:

Unit Price:

Tax Code:

Tax:

Discount:

Extended Price:

Sale Grand Total: 0.00

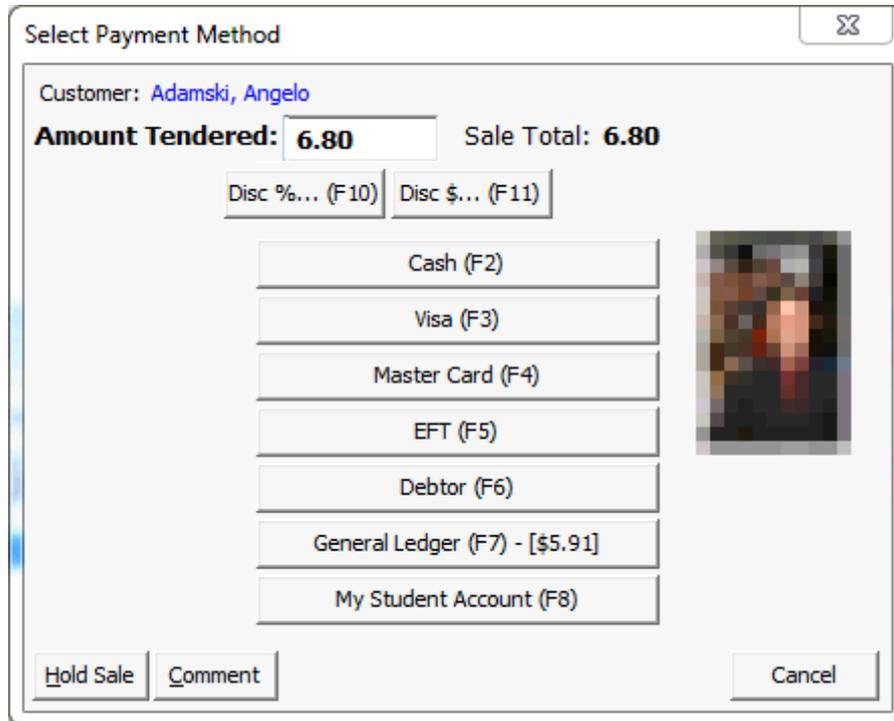
11003

Hold Sale... Customer... Delete Sale Price Enquiry... Last Docket Accept Sale (F12) Close

2. Click **Accept Sale (F12)**

Tip: You can also press **F12** to accept payment.

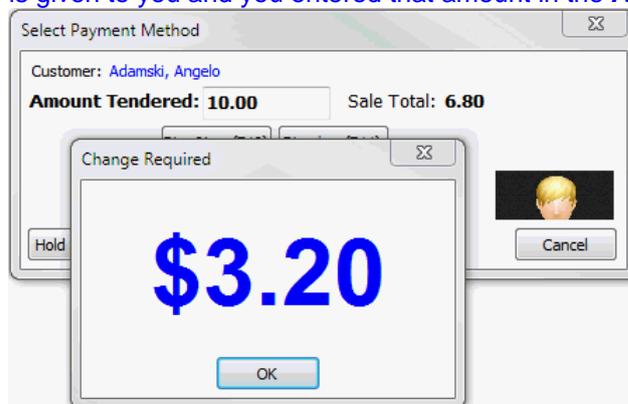
The **Select Payment Method** window is displayed. A photo is displayed if a customer has been selected from the community database and their photo is available.



3. Apply any discounts off the entire sale invoice amount if required by clicking **Disc \$... (F11)** or **Disc %... (F10)**

4. In the **Amount to Pay** field, type in the amount to allocate to the first (and possibly only) payment method.

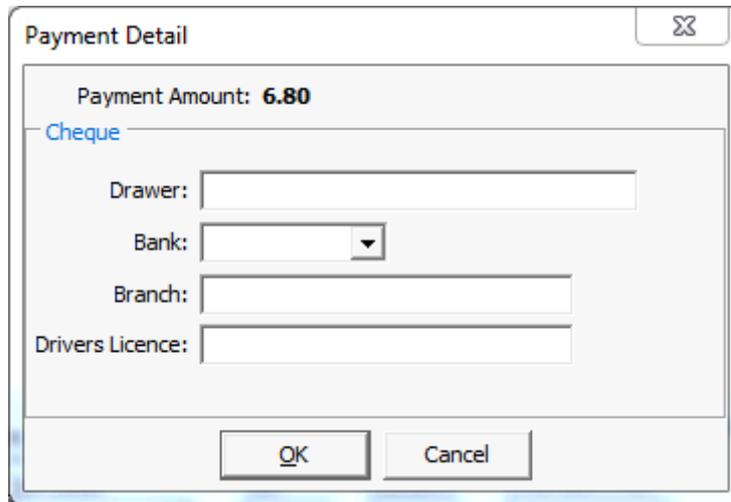
Note: You can leave the **Amount to Pay** the same as **Sale Total** if the payment is allocated to one payment method only. The **Change Required** window is displayed if more cash than required is given to you and you entered that amount in the **Amount to Pay** field.



5. Click the payment method required based on the customer's preferences. That is, whether paying by cash, cheque, credit card, EFT, charging the customer's debtor account or any combination of the payment methods used at your organisation. For more information, see the **Key fields and buttons** area below.

Tip: Use the function keys once you get familiar with the **Select Payment Method** window.

The **Payment Detail** window may be displayed, such as when entering cheque details.



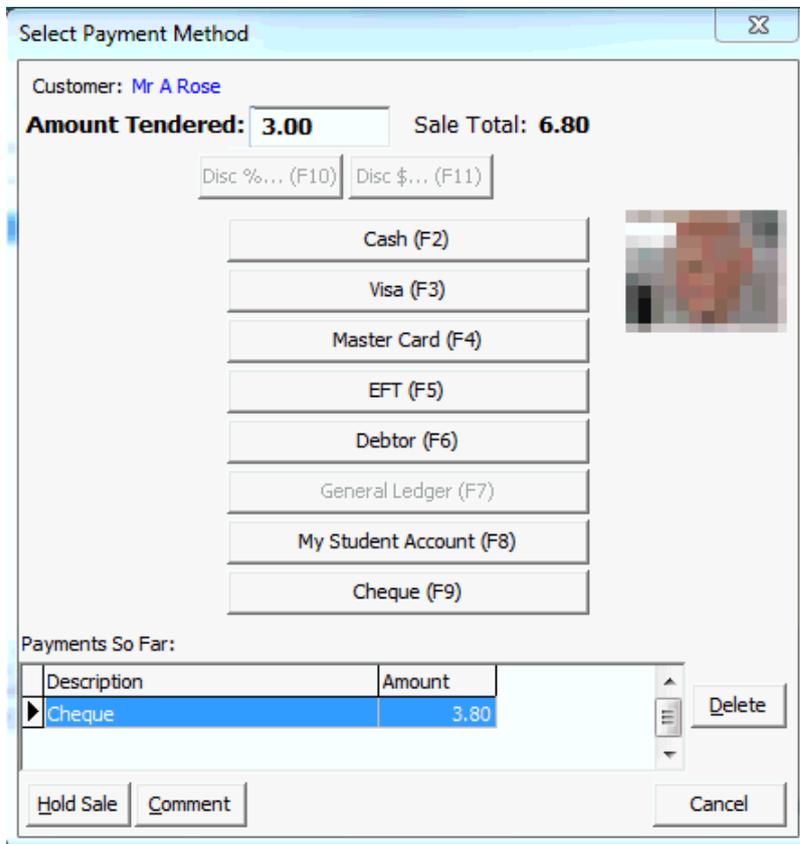
The screenshot shows a window titled "Payment Detail" with a close button in the top right corner. Inside the window, the "Payment Amount" is displayed as "6.80". Below this, the "Cheque" section is active, indicated by a blue header. The section contains four input fields: "Drawer:" (a text box), "Bank:" (a dropdown menu), "Branch:" (a text box), and "Drivers Licence:" (a text box). At the bottom of the window, there are two buttons: "OK" and "Cancel".

6. Update the payment details, if required.

7. Click .

Either the:

- sale is completed
- **Select Payment Method** window is displayed, showing payments made so far.



Note: Split payments are supported between cash, cheque, credit card and debtor accounts. You cannot split general ledger payments. The example shown above does not correspond to the example used in the previous steps.

8. Repeat steps 5 through 8 for the available payment methods, if the customer is splitting payment between different methods.

The docket is printed using the docket printer or a Crystal report is displayed, depending on your organisation's sales configuration.

Sales Docket

Synergetic Bookshop
 51 Stanley Ave, Mount Waverley VIC 3149
 TELEPHONE: (03) 9562 7299
 ABN: 678 098 098

SALE Account Code: 10216
 REFERENCE Date of Sale: 06/05/2008 10:18AM
 NO: 936

Mr B & Mrs D Vaughan
 1 Rosehill Crescent
 LENA VALLEY TAS 7008

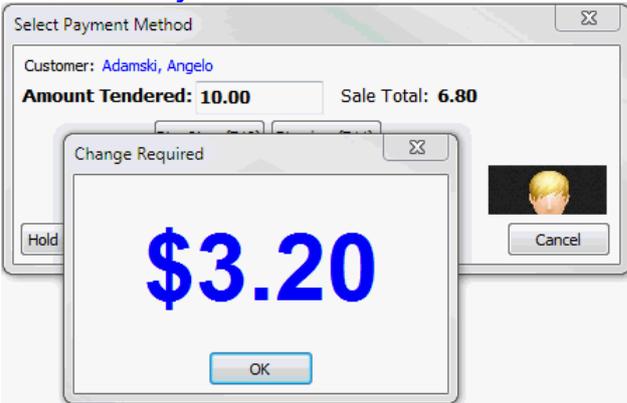
DESCRIPTION	TOTAL
Delphi Developers Handbook	\$55.00
* GST included \$5.00	Total: \$55.00
Payment By:-	
Debtor (10216)	\$30.00
Cash	\$40.00
Change	-\$15.00

I acknowledge that the goods listed above were received in good order and condition.

Note: When the sales are closed off, any debtor charges are made to the debtor account for the full amount of the sale and then receipt records are generated for the portion already paid. For example, if a \$55 purchase is paid for with \$25 cash and \$30 charged to the debtor account, then the debtor account would receive a charge for \$55 and a receipt for -\$25 (which is allocated against the charge) thereby leaving \$30 still owing on the charge. The example shown above does not correspond to the example used in the previous steps. Also, each sale that contains a debtor split is raised as a separate charge. For example, four split sales would result in four charges posted to the debtor's account.

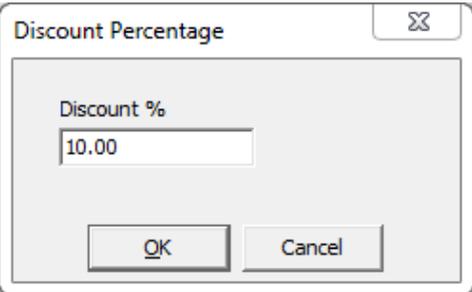
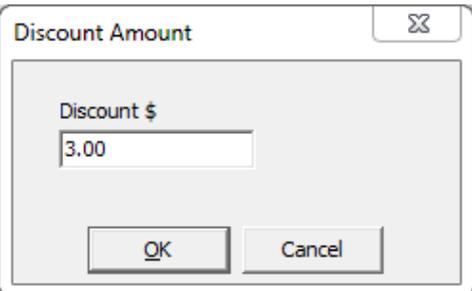
Select Payment Method window - key fields and buttons

Fields

Field	Description
<p>Amount to Pay</p>	<p>Amount to pay for the selected payment method.</p> <p>Defaults to the Sale Total field. You only need to alter this if you are splitting between different payment methods or if you need change calculated.</p> <hr/> <p>Note: The Change Required window is displayed if more cash than required is given to you and you entered that amount in the Amount to Pay field.</p>  <p>The screenshot shows a 'Select Payment Method' window with the following details: Customer: Adamski, Angelo; Amount Tended: 10.00; Sale Total: 6.80. A 'Change Required' dialog box is overlaid on top, displaying '\$3.20' in large blue text. The dialog box has an 'OK' button at the bottom and a 'Cancel' button on the right. A 'Hold' button is visible on the left side of the dialog box.</p>

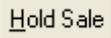
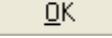
Buttons

Note: The buttons that appear in the **Select Payment Method** window are defined in the **Finance Configuration Maintenance** window. See *Synergetic Financial Configuration - Business Units - Sale Payments sub-tab* in the Finance manual for more information about setting up and configuring payment methods.

Button	Description
Disc %... (F10)	Apply a discount, expressed as a percentage off the entire sale amount. 
Disc \$... (F11)	Apply a discount, expressed as a dollar amount off the entire sale amount. 

Button	Description
<p style="text-align: center; background-color: #f0f0f0;">Debtor (F2)</p>	<p>Use the Payment Detail window to find the debtor to allocate the sale to.</p> <div data-bbox="571 342 1265 613" style="border: 1px solid gray; padding: 5px; margin-bottom: 10px;"> <p style="text-align: right; margin: 0;">✕</p> <p style="text-align: center; margin: 0;">Payment Amount: 3.00</p> <p style="margin: 0;">Debtor</p> <p style="margin: 0;">Debtor ID: <input style="width: 100px;" type="text"/> <input style="margin-left: 10px;" type="button" value="Find..."/></p> <p style="text-align: center; margin: 0;"> <input style="margin-right: 20px;" type="button" value="OK"/> <input type="button" value="Cancel"/> </p> </div> <p>Note: If you are selling to a student, the debtor details are displayed for you.</p> <p>Either:</p> <ul style="list-style-type: none"> • type in the debtor's Synergetic identifier • click <input style="background-color: #f0f0f0;" type="button" value="Find"/> to use the Debtor Search window. <p>Note: The button listed here is an example only. The button options, labels and shortcut keys depend on your organisation's configuration.</p>
<p style="text-align: center; background-color: #f0f0f0;">General Ledger (F3)</p>	<p>Use the Payment Detail window to allocate charges to the general ledger account and sub-allocation code.</p> <p>Use this for internal sales at your organisation where only a general ledger transfer takes place.</p> <div data-bbox="571 1202 1302 1697" style="border: 1px solid gray; padding: 5px; margin-bottom: 10px;"> <p style="text-align: right; margin: 0;">✕</p> <p style="text-align: center; margin: 0;">Payment Amount: 73.91</p> <p style="margin: 0;">General Ledger</p> <p style="margin: 0;">Any taxable sale items will be updated to not have any tax implications.</p> <p style="margin: 0;">G/L Code: <input style="width: 100px;" type="text"/></p> <p style="margin: 0;">G/L Sub-AllocationCode: <input style="width: 100px;" type="text"/></p> <p style="margin: 0;">Order Number: <input style="width: 100px;" type="text"/></p> <p style="text-align: center; margin: 0;"> <input style="margin-right: 20px;" type="button" value="OK"/> <input type="button" value="Cancel"/> </p> </div> <p>Note: The net amount is displayed for general ledger transfers, as they do not incur any taxes because they are internal to your organisation.</p> <p>Note: The button listed here is an example only. The button options, labels and shortcut keys depend on your organisation's configuration.</p>

Button	Description
<p style="text-align: center;">Cash (F4)</p>	<p>Accept cash payment for the sales.</p> <hr/> <p>Note: The button listed here is an example only. The button options, labels and shortcut keys depend on your organisation's configuration.</p>
<p style="text-align: center;">Visa (F5)</p>	<p>For credit card payments, click either the:</p> <ul style="list-style-type: none"> • Credit card button • button for the selected credit card type, such as Visa. <p>The way credit cards are configured on the Select Payment window is set on the Sale Payments sub-tab in Finance Configuration Maintenance. See <i>Synergetic Financial Configuration - Business Units - Sale Payments sub-tab</i> in the Finance manual.</p> <hr/> <p>Note: The button listed here is an example only. The button options, labels and shortcut keys depend on your organisation's configuration.</p>
<p style="text-align: center;">Cheque (F6)</p>	<p>Use the Payment Detail window to enter information about the cheque.</p> <div data-bbox="571 965 1310 1469" style="border: 1px solid gray; padding: 5px; margin: 10px 0;"> <p style="text-align: right; margin: 0;">✕</p> <p>Payment Detail</p> <hr/> <p>Payment Amount: 5.00</p> <p>Cheque</p> <p>Drawer: <input type="text"/></p> <p>Bank: <input type="text" value="▼"/></p> <p>Branch: <input type="text"/></p> <p>Drivers Licence: <input type="text"/></p> <p style="text-align: center; margin-top: 10px;"> <input type="button" value="OK"/> <input type="button" value="Cancel"/> </p> </div>
<p style="text-align: center;">My Student Account (F8)</p>	<p>Accept payment through the My Student Account payment system, if used by your organisation.</p> <p>The following dialog is displayed if there are insufficient funds available for the customer:</p> <div data-bbox="571 1648 1193 1883" style="border: 1px solid gray; padding: 5px; margin: 10px 0;"> <p style="text-align: right; margin: 0;">✕</p> <p>Information</p> <hr/> <p> Not enough funds to complete transaction.</p> <p style="text-align: center; margin-top: 10px;"> <input type="button" value="OK"/> </p> </div> <hr/> <p>Note: You can configure the My Student Account options. See <i>Maintaining sales setup data</i> in the Finance manual.</p>

Button	Description						
	<p>Delete the highlighted payment made so far, if the customer changes their mind about the payment method or the quantity being applied.</p> <div data-bbox="571 344 1289 510" style="border: 1px solid #ccc; padding: 5px;"> <p>Payments So Far:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 60%;">Description</th> <th style="width: 20%;">Amount</th> <th style="width: 20%;"></th> </tr> </thead> <tbody> <tr> <td>Cash</td> <td style="text-align: right;">50.00</td> <td style="text-align: center;">  </td> </tr> </tbody> </table> </div> <p>Note: The Delete button only appears when payment methods have been selected.</p> <p>Note: The button listed here is an example only. The button options, labels and shortcut keys depend on your organisation's configuration.</p>	Description	Amount		Cash	50.00	
Description	Amount						
Cash	50.00						
	<p>Hold the sale temporarily. For example, if a customer has to go to their car to get more cash. This allows you to continue processing other sales.</p>						
	<p>Add comments to the payment methods of the sale.</p> <p>It is suggested that for:</p> <ul style="list-style-type: none"> EFT transactions you use the EFT reference generated by the EFT terminal credit card transactions you either use the EFT reference or the last four digits of the credit card number. <p>The following window is displayed.</p> <div data-bbox="571 1182 1273 1496" style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;"> <p style="text-align: right; margin: 0;"></p> <p>Enter Comment:</p> <div style="border: 1px solid #ccc; height: 20px; width: 100%; margin: 5px 0;"></div> <div style="text-align: center; margin-top: 10px;"> OK Cancel </div> </div> <p>Click  after adding the comment, EFT reference or the last four digits of the credit card number.</p> <p>Note: The text on the button is displayed in bold if there is an existing comment. Click  to display the comment.</p>						
	<p>Cancel the payment methods selected and return to the Sales Entry window.</p>						

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Closing off sales

You close off sales to:

- reconcile the cash, EFT, cheques and credit card takings against what is expected
- create debtor charges for sales that have not been charged for
- transfer general ledger amounts to the correct accounts.

Close off types are used to process groups of payment methods. For information on close off types, see *Understanding close off types* (on page 109).

Each of the reconciliation windows are displayed in turn, depending on how the **Payment Methods** sub-tab is configured on the **Finance Configuration Maintenance** window at your organisation. See:

- *Sales Close Off - Close Off Type window* (on page 110)
- *Sales Close Off - Individual window* (on page 114)
- *Reconciling sales close offs* (on page 125)
- *Synergetic Financial Configuration - Business Units - Sale Payments sub-tab* in the System maintenance manual.

Separate postings are created for debtor and general ledger sales. See *Sales Close Off - Post window* (on page 120).

Debtor splits

When the sales are closed off:

- any debtor charges are made to the debtor accounts for the full amount of the corresponding sale
- receipt records are generated for the portion already paid.

For example, if a \$100 purchase is paid for with \$30 cash and \$70 on the debtor account, then the debtor account would receive a charge for \$100 and a receipt for -\$30 (which is allocated against the charge) thereby leaving \$70 still owing on the charge.

Also, each sale that contains a debtor split is raised as a separate charge. For example, four split sales for one customer would result in four charges posted to the debtor's account.

How to:

- Reconcile cash, cheques, EFT and credit card takings against what is expected. See *Reconciling sales close offs* (on page 125).
- Handle situations when the reconciliation does not balance. See *Unreconciled sales close offs* (on page 132).

What you can do:

What you can do...	See...
You can: <ul style="list-style-type: none">• select the business unit and close off type• reprint postings• delete postings.	<i>Sales Close Off - Close Off Type window (on page 110)</i>
Close off individual payments for either a: <ul style="list-style-type: none">• debtor• general ledger account.	<i>Sales Close Off - Individual window (on page 114)</i>
Select the: <ul style="list-style-type: none">• fee code for debtor charges• posting details• bank account used to bank the proceeds.	<i>Sales Close Off - Post window (on page 120)</i>

Understanding close off types

Close off types are used as part of *Closing off sales* (on page 107). A close off type groups together payment methods that you want to reconcile and post to the general ledger.

Close off types

Sales can be closed off on a periodic basis, for example:

- daily
- monthly
- by term.

A close off can also be defined to suit your organisation. For example:

- EFTPOS payments
- banking (cash and cheques)
- internal categories (debtors, sales, and so on).

Synergetic does not schedule close offs automatically. You need to process close offs at the relevant time.

You can use the **individual** type to close off payments for:

- debtors
- general ledger account sales.

No reconciliation or cash receipts are generated when an individual close off is processed. See *Sales Close Off - Individual window* (on page 114).

Split payments

When the sales close off contains any split payments where part of the payment is allocated to a debtor's account, Synergetic:

- writes a charge for the full amount to the debtor when the daily close off is done
- generates a receipt for the amount already paid (by cash, credit card, EFT or cheque).

The *Debtor Maintenance - History tab* will show the transaction total and the amount already paid. These amounts appear on the next debtor statement.

Close off types are maintained by business unit in *Synergetic Financial Configuration - Business Units - Sale Payments sub-tab* in the System maintenance manual.

Sales Close Off - Close Off Type window

Use the **Sales Close Off - Close Off Type** window to:

- select the business unit and close off type
- reprint postings
- delete postings.

You can also close off sales for individual POS workstations.

For information on close off types, see *Understanding close off types* (on page 109).

Opening the Sales Close Off - Close Off Type window

To open the **Sales Close Off - Close Off Type** window:

1. Select **Module > Sales > Sales Close Off** from the main menu.

The **Sales Close Off - Close Off Type** window is displayed.

2. Select the **Business Unit**.
3. Select the **Workstation** if you only want to close off sales for one workstation.

Note: If this field is left blank, then all workstations are processed for the selected business unit.

4. Select the **Close Off Type**.

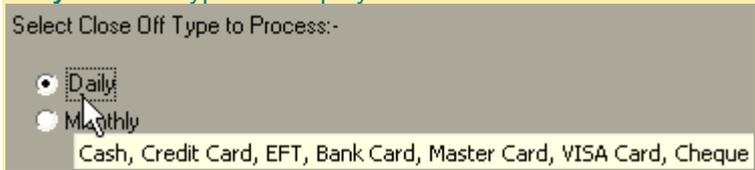
5. Click **Next >**.

Either:

- Each of the reconciliation windows are displayed in turn, depending on how the **Payment Methods** sub-tab is configured on the **Finance Configuration Maintenance** window at your organisation. See *Reconciling sales close offs* (on page 125), *Synergetic Financial Configuration - Business Units tab - Sale Payments sub-tab* in the System maintenance manual.
- The **Sales Close Off - Post** window is displayed. See *Sales Close Off - Post window* (on page 120).

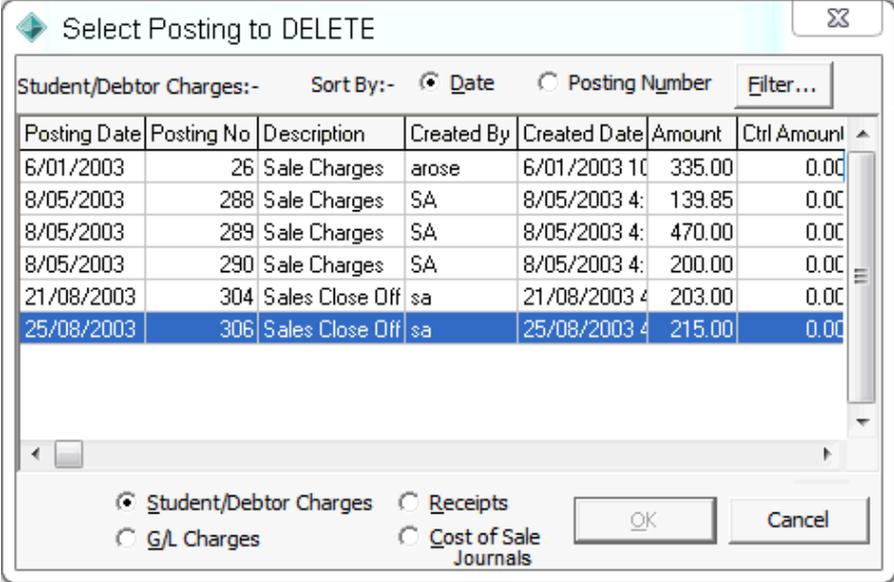
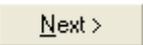
Sales Close Off - Close Off Type window key fields and buttons

Fields

Field	Description																																																																		
Business Unit	Defaults to your default business unit but can be changed if required.																																																																		
Workstation	Select a workstation if you want to close off sales for one workstation only. This is useful when you want to reconcile the cash, cheques, EFT and credit card payments for each POS workstation in turn , at the end of the day. If this field is left blank, then all workstations are processed for the selected business unit.																																																																		
Select Close Off Type to Process	<p>Close off type used for the selected business unit. See <i>Understanding close off types</i> (on page 109).</p> <p>Tip: You can display the payment methods that have been configured by mousing over the close off type. In the example below, the typical payment methods that are closed with the daily close off type are displayed.</p>  <p>In the example below, the typical payment methods that are closed with the monthly close off type are displayed.</p>  <p>The payment methods are defined on the Sale Payments sub-tab of Finance Configuration Maintenance. See <i>Synergetic Financial Configuration - Business Units - Sale Payments sub-tab</i> in the Finance manual.</p> <table border="1"> <thead> <tr> <th colspan="6">Payment Methods</th> </tr> <tr> <th></th> <th>Code</th> <th>Description</th> <th></th> <th>Active</th> <th>Close Off Type</th> </tr> </thead> <tbody> <tr> <td></td> <td>Debtor</td> <td>Debtor</td> <td></td> <td>✓</td> <td>Monthly</td> </tr> <tr> <td></td> <td>GL</td> <td>General Ledger</td> <td></td> <td>✓</td> <td>Monthly</td> </tr> <tr> <td></td> <td>Cash</td> <td>Cash</td> <td></td> <td>✓</td> <td>Daily</td> </tr> <tr> <td>▶</td> <td>Credit</td> <td>Credit Card</td> <td></td> <td>✓</td> <td>Daily</td> </tr> <tr> <td></td> <td>EFT</td> <td>EFT</td> <td></td> <td>✓</td> <td>Daily</td> </tr> <tr> <td></td> <td>BCard</td> <td>Bank Card</td> <td></td> <td>✓</td> <td>Daily</td> </tr> <tr> <td></td> <td>MCard</td> <td>Master Card</td> <td></td> <td>✓</td> <td>Daily</td> </tr> <tr> <td></td> <td>VISA</td> <td>VISA Card</td> <td></td> <td>✓</td> <td>Daily</td> </tr> <tr> <td></td> <td>Cheque</td> <td>Cheque</td> <td></td> <td>✓</td> <td>Daily</td> </tr> </tbody> </table>	Payment Methods							Code	Description		Active	Close Off Type		Debtor	Debtor		✓	Monthly		GL	General Ledger		✓	Monthly		Cash	Cash		✓	Daily	▶	Credit	Credit Card		✓	Daily		EFT	EFT		✓	Daily		BCard	Bank Card		✓	Daily		MCard	Master Card		✓	Daily		VISA	VISA Card		✓	Daily		Cheque	Cheque		✓	Daily
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	EFT	EFT		✓	Daily																																																														
	BCard	Bank Card		✓	Daily																																																														
	MCard	Master Card		✓	Daily																																																														
	VISA	VISA Card		✓	Daily																																																														
	Cheque	Cheque		✓	Daily																																																														

Buttons

Button	Description																																																	
<p>Re-Print...</p>	<p>To reprint the posting:</p> <ol style="list-style-type: none"> 1. Select the type of postings to view. 2. Search for and select the required posting. <div data-bbox="414 454 1310 1037" data-label="Image"> <table border="1"> <caption>Select Posting to Print</caption> <thead> <tr> <th>Posting Date</th> <th>Posting No</th> <th>Description</th> <th>Created By</th> <th>Created Date</th> <th>Amount</th> <th>Ctrl Amount</th> </tr> </thead> <tbody> <tr> <td>6/01/2003</td> <td>26</td> <td>Sale Charges</td> <td>arose</td> <td>6/01/2003 10</td> <td>335.00</td> <td>0.00</td> </tr> <tr> <td>8/05/2003</td> <td>288</td> <td>Sale Charges</td> <td>SA</td> <td>8/05/2003 4:</td> <td>139.85</td> <td>0.00</td> </tr> <tr> <td>8/05/2003</td> <td>289</td> <td>Sale Charges</td> <td>SA</td> <td>8/05/2003 4:</td> <td>470.00</td> <td>0.00</td> </tr> <tr> <td>8/05/2003</td> <td>290</td> <td>Sale Charges</td> <td>SA</td> <td>8/05/2003 4:</td> <td>200.00</td> <td>0.00</td> </tr> <tr> <td>21/08/2003</td> <td>304</td> <td>Sales Close Off</td> <td>sa</td> <td>21/08/2003 4</td> <td>203.00</td> <td>0.00</td> </tr> <tr> <td>25/08/2003</td> <td>306</td> <td>Sales Close Off</td> <td>sa</td> <td>25/08/2003 4</td> <td>215.00</td> <td>0.00</td> </tr> </tbody> </table> </div> <ol style="list-style-type: none"> 3. Click OK. <p>The Print Preview window is displayed.</p> <p><u>Note:</u> You can view the posting on the screen and print it if required.</p>	Posting Date	Posting No	Description	Created By	Created Date	Amount	Ctrl Amount	6/01/2003	26	Sale Charges	arose	6/01/2003 10	335.00	0.00	8/05/2003	288	Sale Charges	SA	8/05/2003 4:	139.85	0.00	8/05/2003	289	Sale Charges	SA	8/05/2003 4:	470.00	0.00	8/05/2003	290	Sale Charges	SA	8/05/2003 4:	200.00	0.00	21/08/2003	304	Sales Close Off	sa	21/08/2003 4	203.00	0.00	25/08/2003	306	Sales Close Off	sa	25/08/2003 4	215.00	0.00
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<p></p>	<p>To delete the highlighted posting:</p> <ol style="list-style-type: none"> 1. Select the type of postings to view. 2. Search for and select the required posting. <div data-bbox="416 421 1310 1003" style="border: 1px solid gray; padding: 5px; margin: 10px 0;"> <p> Student/Debtor Charges:- Sort By:- <input checked="" type="radio"/> Date <input type="radio"/> Posting Number <input type="button" value="Filter..."/> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Posting Date</th> <th>Posting No</th> <th>Description</th> <th>Created By</th> <th>Created Date</th> <th>Amount</th> <th>Ctrl Amount</th> </tr> </thead> <tbody> <tr> <td>6/01/2003</td> <td>26</td> <td>Sale Charges</td> <td>arose</td> <td>6/01/2003 10</td> <td>335.00</td> <td>0.00</td> </tr> <tr> <td>8/05/2003</td> <td>288</td> <td>Sale Charges</td> <td>SA</td> <td>8/05/2003 4:</td> <td>139.85</td> <td>0.00</td> </tr> <tr> <td>8/05/2003</td> <td>289</td> <td>Sale Charges</td> <td>SA</td> <td>8/05/2003 4:</td> <td>470.00</td> <td>0.00</td> </tr> <tr> <td>8/05/2003</td> <td>290</td> <td>Sale Charges</td> <td>SA</td> <td>8/05/2003 4:</td> <td>200.00</td> <td>0.00</td> </tr> <tr> <td>21/08/2003</td> <td>304</td> <td>Sales Close Off</td> <td>sa</td> <td>21/08/2003 4</td> <td>203.00</td> <td>0.00</td> </tr> <tr style="background-color: #e0e0e0;"> <td>25/08/2003</td> <td>306</td> <td>Sales Close Off</td> <td>sa</td> <td>25/08/2003 4</td> <td>215.00</td> <td>0.00</td> </tr> </tbody> </table> <p> <input checked="" type="radio"/> Student/Debtor Charges <input type="radio"/> Receipts <input type="radio"/> G/L Charges <input type="radio"/> Cost of Sale Journals </p> <p style="text-align: right;"><input type="button" value="OK"/> <input type="button" value="Cancel"/></p> </p></div> <ol style="list-style-type: none"> 3. Click . 4. Confirm that you want to delete the posting. <p>Important Note: If you need to delete a posting that has been closed off, make sure you delete all four posting types for the close off process, that is: Student/Debtor Charges G/L Charges Receipts Cost of Sale Journals.</p>	Posting Date	Posting No	Description	Created By	Created Date	Amount	Ctrl Amount	6/01/2003	26	Sale Charges	arose	6/01/2003 10	335.00	0.00	8/05/2003	288	Sale Charges	SA	8/05/2003 4:	139.85	0.00	8/05/2003	289	Sale Charges	SA	8/05/2003 4:	470.00	0.00	8/05/2003	290	Sale Charges	SA	8/05/2003 4:	200.00	0.00	21/08/2003	304	Sales Close Off	sa	21/08/2003 4	203.00	0.00	25/08/2003	306	Sales Close Off	sa	25/08/2003 4	215.00	0.00
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<p></p>	<p>Navigate to the next window, which will depend on the selections on this window and the payment methods defined at your organisation.</p> <p>See:</p> <ul style="list-style-type: none"> • <i>Reconciling sales close offs</i> (on page 125) • <i>Sales Close Off - Individual window</i> (on page 114) • <i>Sales Close Off - Post window</i> (on page 120). 																																																	

Sales Close Off - Individual window

Use the **Sales Close Off - Individual** window to close off individual payments for either a:

- debtor
- general ledger account.

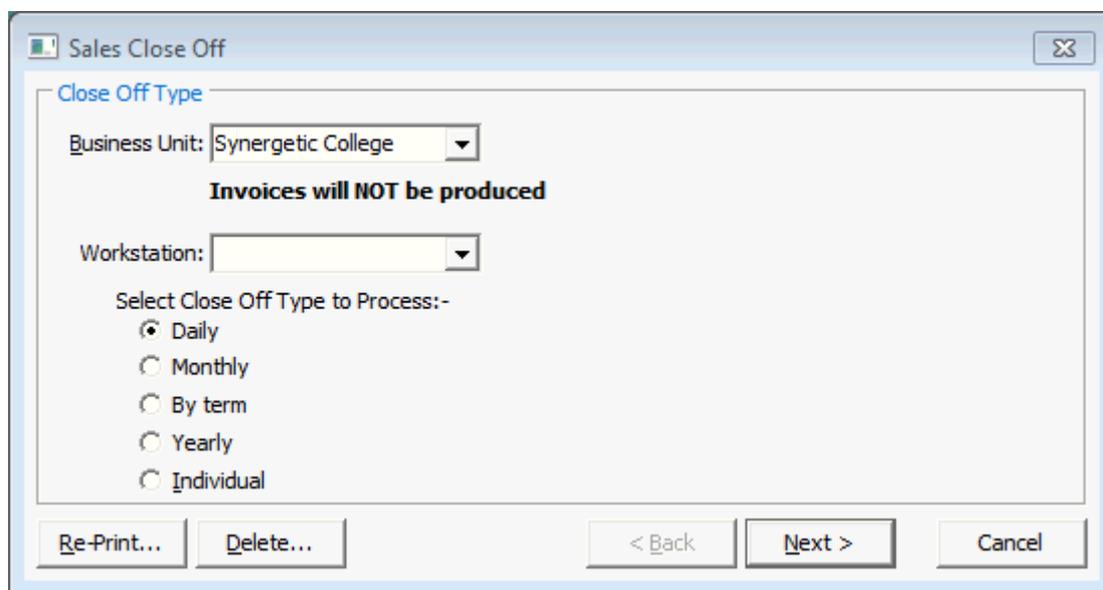
No reconciliation or cash receipts are generated.

Opening the Sales Close Off - Individual window

To open the **Sales Close Off - Individual** window:

1. Select **Module > Sales > Sales Close Off** from the main menu.

The **Sales Close Off - Close Off Type** window is displayed.



2. Select the **Business Unit**.
3. Select the **Workstation** if you only want to close off sales for one workstation.

Note: If this field is left blank, then all workstations are processed for the selected business unit.

4. Select the **Close Off Type** to process.

5. Click **Next >**.

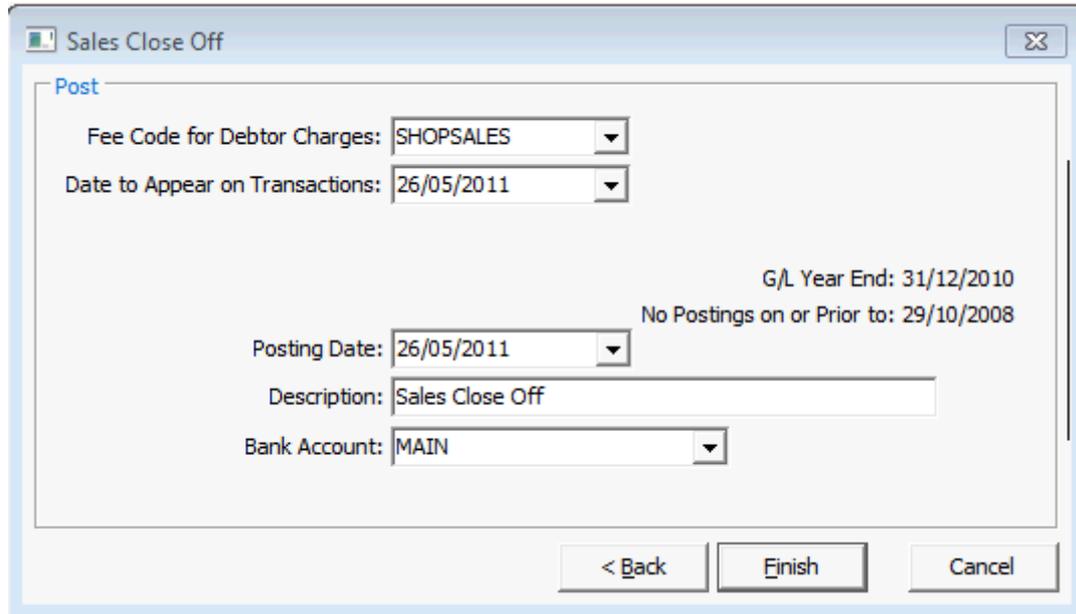
The **Sales Close Off - Individual** window is displayed.

6. Either:
- select a **Payment Method to Process**
 - leave the **Payment Method to Process** field blank to process all payment methods.
7. Clear the **Process Student/Debtor Sales** field if you do not want to process student or debtor sales.
8. Clear the **Process General Ledger Sales** field if you do not want to process general ledger sales.
9. If you want to only process a specific:
- student, type their Synergetic ID in the **Individual Student ID to Process**
 - debtor, type their Synergetic ID into the **Individual Debtor ID to Process**
 - general ledger code, select it from the drop-down list.

Tip: Click **Find...** to search for students or debtors if you do not know their Synergetic ID.

10. Click .

The **Sales Close Off - Post** window is displayed.

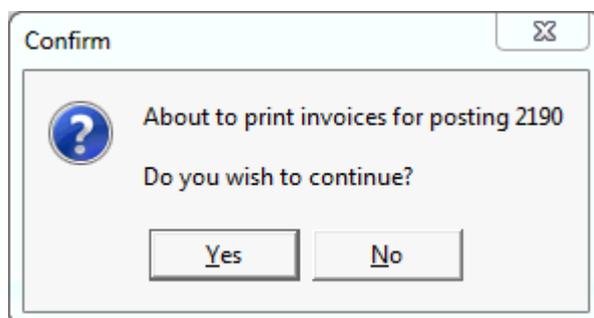


11. Update the posting details and click .

The sales are closed and posted, and the following reports may be output from Synergetic:

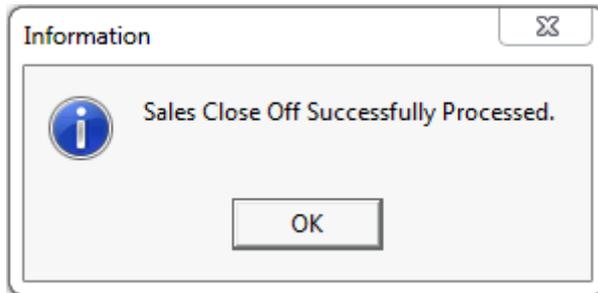
- **Debtor Sale Charges** report of charges to individual debtors or general debtor accounts (cash, cheque, EFT and credit card)
- **General Ledger Sale Charge** report of general ledger journals created for internal sales
- **Cash Receipts - Closed Off** report which includes receipts (cash, cheque and EFT)
- **Bank Deposit** report to accompany any cash and cheques to the bank
- **Close Off Reconciliation** summary report
- **Cost of sales** report.

The following window is displayed if the business unit is configured to generate invoices.



12. Click .

The invoices are printed for the current posting and the following message is displayed.



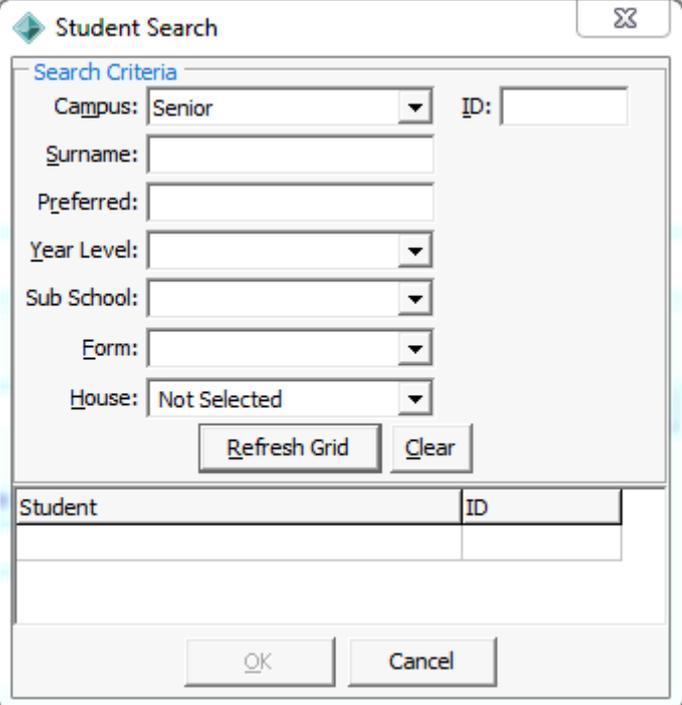
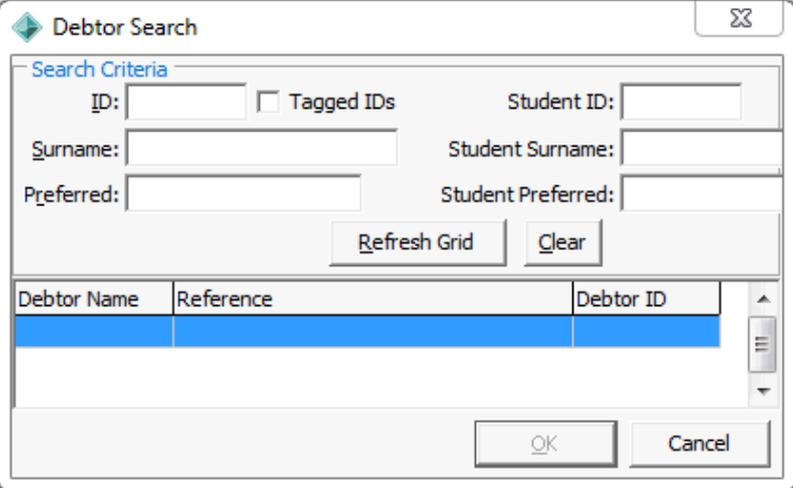
13. Click .

Sales Close Off - Individual window key fields and buttons

Fields

Field	Description																																								
Payment Method to Process	<p>Select the payment method to close off for the individual, from the drop-down list.</p> <p>Payment Method to Process: <input type="text" value=""/></p> <table border="1"> <tr><td>Cash</td><td>Cash</td></tr> <tr><td>Chq</td><td>Cheque</td></tr> <tr><td>Debtor</td><td>Debtor</td></tr> <tr><td>GL</td><td>General Ledger</td></tr> <tr><td>Visa</td><td>Visa</td></tr> </table> <p>Close off types are maintained by business unit in <i>Synergetic Financial Configuration - Business Units - Sale Payments sub-tab</i> in the System maintenance manual.</p> <p>General Invoicing Sales Sale Payments Purchase 0</p> <p><input type="checkbox"/> Rounding</p> <p><input type="checkbox"/> Payment Methods</p> <table border="1"> <thead> <tr> <th></th> <th>Code</th> <th>Description</th> <th>Scr Seq</th> <th>Fn Key</th> </tr> </thead> <tbody> <tr><td><input checked="" type="checkbox"/></td><td>Debtor</td><td>Debtor</td><td>1</td><td>2</td></tr> <tr><td><input type="checkbox"/></td><td>GL</td><td>General Ledger</td><td>2</td><td>3</td></tr> <tr><td><input type="checkbox"/></td><td>Cash</td><td>Cash</td><td>3</td><td>4</td></tr> <tr><td><input type="checkbox"/></td><td>Visa</td><td>Visa</td><td>4</td><td>5</td></tr> <tr><td><input type="checkbox"/></td><td>Chq</td><td>Cheque</td><td>5</td><td>6</td></tr> </tbody> </table>	Cash	Cash	Chq	Cheque	Debtor	Debtor	GL	General Ledger	Visa	Visa		Code	Description	Scr Seq	Fn Key	<input checked="" type="checkbox"/>	Debtor	Debtor	1	2	<input type="checkbox"/>	GL	General Ledger	2	3	<input type="checkbox"/>	Cash	Cash	3	4	<input type="checkbox"/>	Visa	Visa	4	5	<input type="checkbox"/>	Chq	Cheque	5	6
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Process Student/Debtor Sales	Select this field to close off sales that have been charged to debtor accounts.																																								
Individual Student ID to Process	<p>Either:</p> <ul style="list-style-type: none"> type in the student's Synergetic ID if known click <input type="button" value="Find..."/> to search for the student. 																																								
Individual Debtor ID to Process	<p>Either:</p> <ul style="list-style-type: none"> type in the debtor's Synergetic ID if known click <input type="button" value="Find..."/> to search for the debtor. 																																								
Process General Ledger Sales	Select this field to close off sales to general ledger accounts.																																								
Individual G/L Code to Process	<p>Select the general ledger account to close off, from the drop-down list.</p> <p>Individual G/L Code to Process: <input type="text" value=""/></p> <table border="1"> <thead> <tr> <th>Code</th> <th>Description</th> <th>Cost Centre</th> </tr> </thead> <tbody> <tr><td>0110</td><td>Gross Tuition Fees (excl. FFPOS)</td><td></td></tr> <tr><td>0115</td><td>ABSTUDY Allowances</td><td></td></tr> <tr><td>0120</td><td>Compulsory Tuition Charges</td><td>ART</td></tr> <tr><td>0130</td><td>Discounts and Concessions</td><td>ART</td></tr> <tr><td>0150</td><td>Other Discounts</td><td></td></tr> <tr><td>0160</td><td>Fee Scholarships (Unendowed)</td><td></td></tr> <tr><td>0170</td><td>Fee Scholarships (Endowed)</td><td></td></tr> <tr><td>0200</td><td>Gross Recurrent Full Fee Paying Ot</td><td>ART</td></tr> </tbody> </table>	Code	Description	Cost Centre	0110	Gross Tuition Fees (excl. FFPOS)		0115	ABSTUDY Allowances		0120	Compulsory Tuition Charges	ART	0130	Discounts and Concessions	ART	0150	Other Discounts		0160	Fee Scholarships (Unendowed)		0170	Fee Scholarships (Endowed)		0200	Gross Recurrent Full Fee Paying Ot	ART													
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Buttons

Button	Description
<p>Find... (Student ID)</p>	<p>Search for the student using the Student Search window.</p> 
<p>Find... (Debtor ID)</p>	<p>Search for the debtor using the Debtor Search window.</p> 
<p>< Back</p>	<p>Navigate back to the Sales Close Off - Close Off Type window. See <i>Sales Close Off - Close Off Type window</i> (on page 110).</p>
<p>Next ></p>	<p>Navigate to the Sales Close Off - Post window. See <i>Sales Close Off - Post window</i> (on page 120).</p>

Sales Close Off - Post window

Use the **Sales Close Off - Post** window to select the:

- fee code and transaction date for debtor charges
- posting details for the general ledger activity
- bank account used to bank the proceeds.

When the charges are processed, one charge is created for each sale for a debtor.

Opening the Sales Close Off - Post window

To open the **Sales Close Off - Post** window:

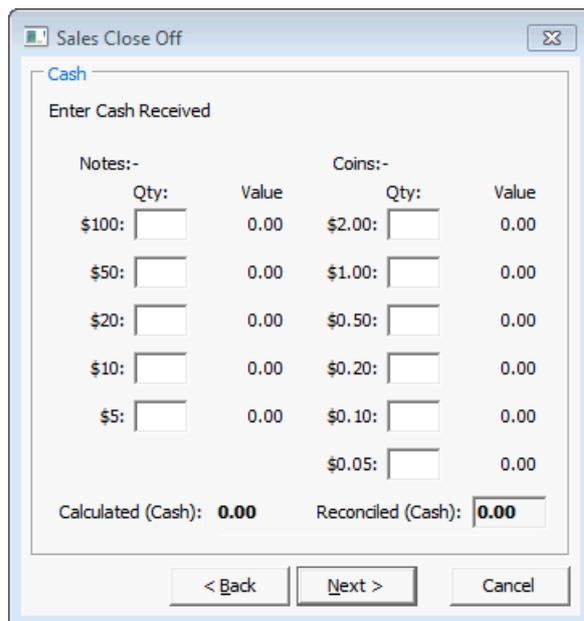
1. Select **Module > Sales > Sales Close Off** from the main menu.

The **Sales Close Off - Close Off Type** window is displayed.

2. Update the settings on the **Sales Close Off - Close Off Type** window. See *Sales Close Off - Close Off Type window* (on page 110).

3. Click .

Other windows are displayed depending on how Synergetic has been configured. For example, you may be required to do detailed cash reconciliation.

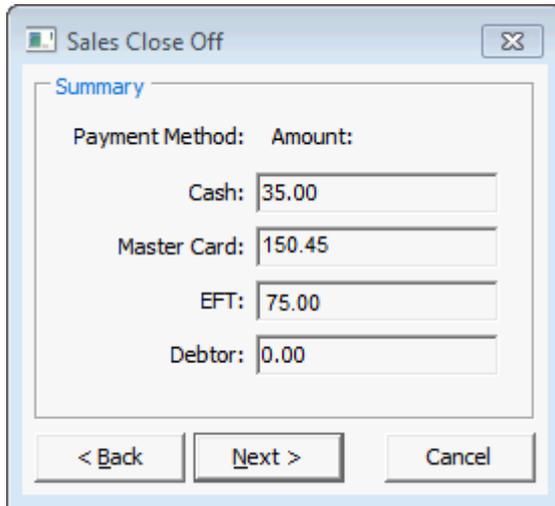


Notes:-		Coins:-	
Qty:	Value	Qty:	Value
\$100: <input type="text"/>	0.00	\$2.00: <input type="text"/>	0.00
\$50: <input type="text"/>	0.00	\$1.00: <input type="text"/>	0.00
\$20: <input type="text"/>	0.00	\$0.50: <input type="text"/>	0.00
\$10: <input type="text"/>	0.00	\$0.20: <input type="text"/>	0.00
\$5: <input type="text"/>	0.00	\$0.10: <input type="text"/>	0.00
		\$0.05: <input type="text"/>	0.00
Calculated (Cash): 0.00		Reconciled (Cash): 0.00	

4. Perform the reconciliation for the selected payment method, if required. See *Reconciling sales close offs* (on page 125).
5. Repeat steps 3 and 4, as required.

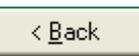
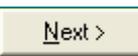
- Click .

The **Sales Close Off - Summary** window is displayed.

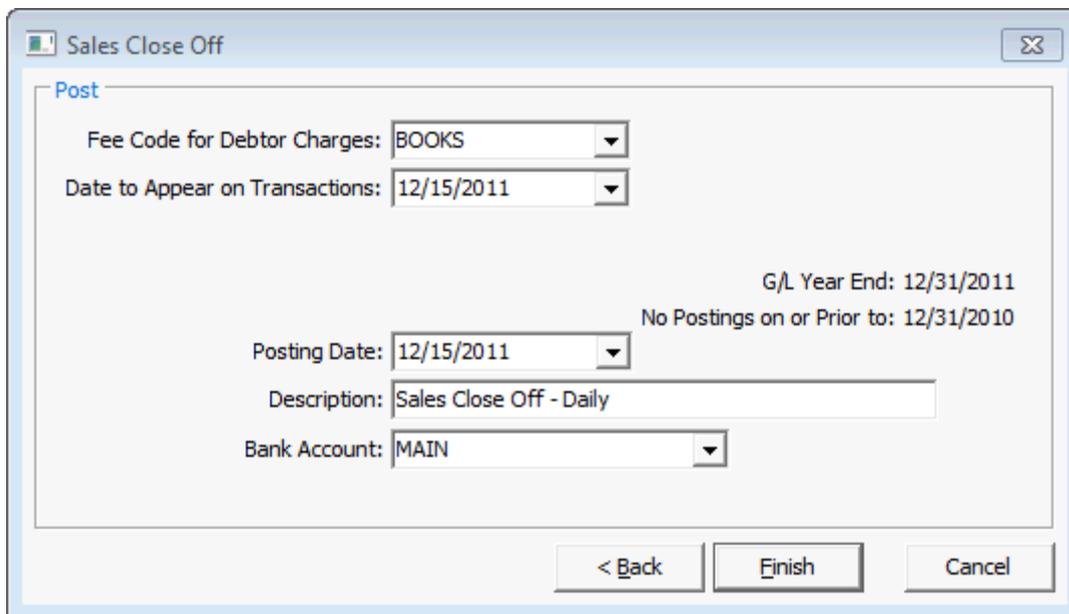


Payment Method:	Amount:
Cash:	35.00
Master Card:	150.45
EFT:	75.00
Debtor:	0.00

- Click .

Tip: You can click  and  to change the settings on the **Sales Close Off** windows.

The **Sales Close Off - Post** window is displayed.



Fee Code for Debtor Charges: BOOKS

Date to Appear on Transactions: 12/15/2011

G/L Year End: 12/31/2011
No Postings on or Prior to: 12/31/2010

Posting Date: 12/15/2011

Description: Sales Close Off - Daily

Bank Account: MAIN

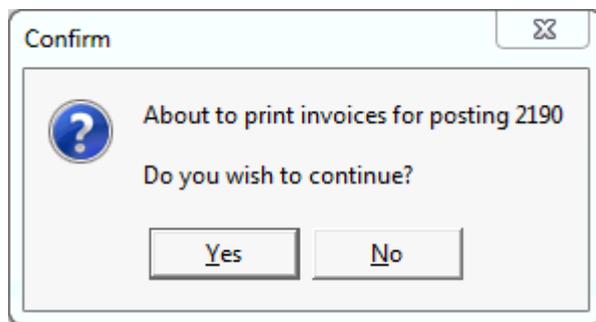
- Update the posting details.

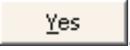
9. Click .

The sales are closed and posted, and the following reports may be output from Synergetic:

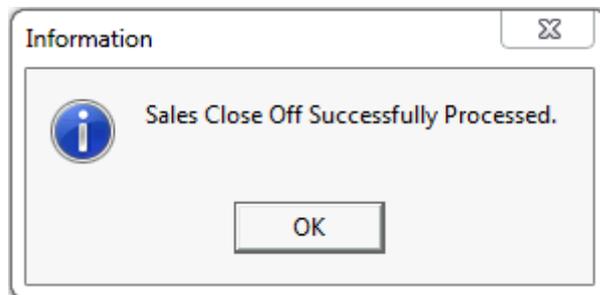
- **Debtor Sale Charges** report of charges to individual debtors or general debtor accounts (cash, cheque, EFT and credit card)
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- **Close Off Reconciliation** summary report
- **Cost of sales** report.

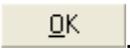
The following window is displayed if the business unit is configured to generate invoices.



10. Click .

The invoices are printed for the current posting and the following message is displayed.



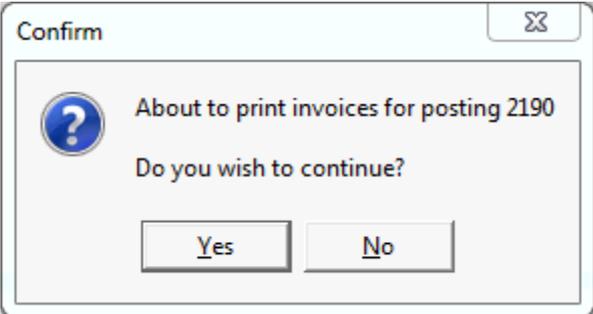
11. Click .

Sales Close Off - Post window key fields and buttons

Fields

Field	Description
Fee Code for Debtor Charges	<p>All items on a sale are charged under one fee code for each debtor. The general ledger code updated for the sale is one of the following:</p> <ul style="list-style-type: none"> • Override general ledger code set up for some items. • General ledger codes attached to the fee code (for debtor sales). <p>Sole control account identified on the Invoicing sub-tab of Synergetic Financial Configuration. See <i>Synergetic Financial Configuration - Business Units - Invoicing sub-tab</i> in the Finance manual.</p> <p>Tip: You can search for fee codes by right clicking on the Fee Code field and selecting Find Debtor Fee Code.</p> 
Date to Appear on Transactions	Effective date to appear on any debtor transactions.
Posting Date	Date the postings will appear in the general ledger.
Description	Description of the sales close off.
Bank Account	Bank account used to process receipts to.

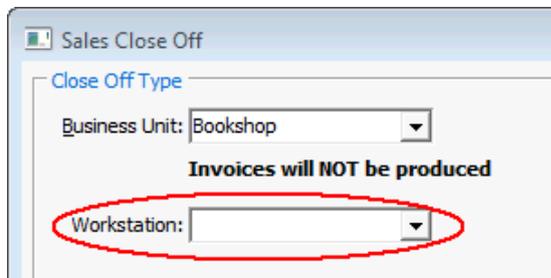
Buttons

Button	Description
<p style="text-align: center;">Finish</p>	<p>Close off the sales based on the selections made on earlier windows.</p> <p>The following reports are typically output from Synergetic:</p> <ul style="list-style-type: none"> • Debtor Sale Charges report of charges to individual debtors or general debtor accounts (cash, cheque, EFT and credit card) • General Ledger Sale Charges report • Cash Receipts - Closed Off report which includes receipts (cash, cheque and EFT) • Bank Deposit report to accompany any cash and cheques to the bank • Close Off Reconciliation report • Cost of sales report. <p>You can also print invoices for the posting, if applicable.</p> 
<p style="text-align: center;">< Back</p>	<p>Navigate back to the previous window, which will depend on your selections earlier and the payment methods defined at your organisation.</p> <p>See:</p> <ul style="list-style-type: none"> • <i>Reconciling sales close offs</i> (on page 125) • <i>Sales Close Off - Individual window</i> (on page 114) • <i>Sales Close Off - Close Off Type window</i> (on page 110).

Reconciling sales close offs

Reconciling cash

Synergetic provides the capability to close off by workstation. For example, this enables you to reconcile the cash and cheques in each POS cash drawer at the end of the day.



Sales Close Off

Close Off Type

Business Unit: Bookshop

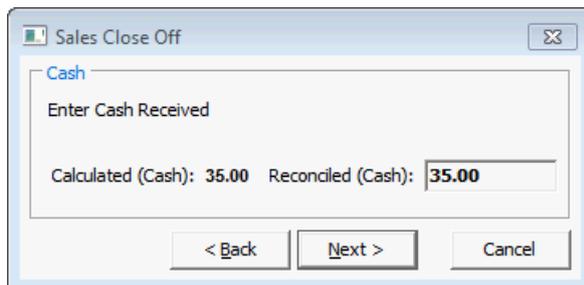
Invoices will NOT be produced

Workstation: []

Remember to take into account the float added to the cash drawer at the start of the day, as Synergetic does not provide any functions for managing cash floats.

It is common practice to hold a cash float for the next day's trading. Simply remove the cash equivalent to the previous night's float from the day's takings **before** trying to reconcile.

If you chose not to remove the cash float from the till beforehand, take off the float figure before arriving at the reconciliation total. In the following example, there is \$125 in the cash drawer at the end of the day. Taking off the \$100 float added to the workstation at the start of the day, the **Reconciled (Cash)** figure of \$25 (that is, \$125 - \$100) agrees with the **Calculated (Cash)** figure.



Sales Close Off

Cash

Enter Cash Received

Calculated (Cash): 35.00 Reconciled (Cash): 35.00

< Back Next > Cancel

Tip: Remove the cash float before reconciling the cash amounts. The float is returned to the cash drawer before the next day's sales.

Reconciling payments

The following example demonstrates a typical process for reconciling a daily sales close off. The actual process used at your organisation depends on what has been configured and which close off type is selected.

In the example, the following payment methods are used:

- **Cash**, with either summary reconciliation or detailed reconciliation outlined for this payment method
- **VISA Card**, outlining the reconciliation of payments by credit card
- **Cheque**, outlining the reconciliation of payments by cheque.

Some payment methods, such as EFT, can be set to automatically reconcile and therefore a reconciliation window does not appear for the payment method.

To reconcile payments made for each payment method, for the selected close off type:

1. Select **Module > Sales > Sales Close Off** from the main menu.
The **Sales Close Off - Close Off Type** window is displayed.
2. Update the settings on the **Sales Close Off - Close Off Type** window. See:
 - *Understanding close off types* (on page 109)
 - *Sales Close Off - Close Off Type window* (on page 110).

3. Click **Next >**.

The **Sales Close Off** window is displayed for the first payment method, **Cash** in this example. The **Sales Close Off - Cash** window is either displayed in summary or detailed as shown in the following examples, respectively.

The image shows two screenshots of the 'Sales Close Off' window for 'Cash'.

The left screenshot shows the summary view. It has a title bar 'Sales Close Off' and a close button. Below the title bar, it says 'Cash' and 'Enter Cash Received'. There are two fields: 'Calculated (Cash): 35.00' and 'Reconciled (Cash): 35.00'. At the bottom, there are three buttons: '< Back', 'Next >', and 'Cancel'.

The right screenshot shows the detailed view. It has a title bar 'Sales Close Off' and a close button. Below the title bar, it says 'Cash' and 'Enter Cash Received'. There are two columns: 'Notes:-' and 'Coins:-'. Each column has a table with 'Qty:' and 'Value' headers. The 'Notes:-' table has rows for \$100, \$50, \$20, \$10, and \$5. The 'Coins:-' table has rows for \$2.00, \$1.00, \$0.50, \$0.20, \$0.10, and \$0.05. Each row has a 'Qty:' field and a 'Value' field. At the bottom, there are two fields: 'Calculated (Cash): 0.00' and 'Reconciled (Cash): 0.00'. At the bottom, there are three buttons: '< Back', 'Next >', and 'Cancel'.

Note: The payment methods for each close off type, and whether summary or detailed reconciliation, are configured on the **Finance Configuration Maintenance** window. See *Synergetic Financial Configuration - Business Units - Sale Payments sub-tab* in the Finance manual.

4. Reconcile the cash, if the **Sales Close Off - Cash** window is displayed. Either enter the:
- reconciled amount in the **Reconciled (Cash)** field, if the summary window is displayed
 - quantity of each type of note or coin, if the detailed window is displayed.

Note: The **Calculated** field is the total sales allocated to the payment method since it was last closed off, and should equal the **Reconciled** field. The **Reconciled** field is debited to the nominated bank account once closed off.

Tip: You can reconcile and close off the cash for each POS workstation in turn. Do not forget to take into account the float used at the start of the day, if you have not removed the cash float already.

5. Click **Next >**.

The **Sales Close Off** window is displayed for the next payment method defined, **EFT** in this example.

The screenshot shows the 'Sales Close Off' window with the payment method set to 'EFT'. The window title is 'Sales Close Off'. Below the title bar, the text 'EFT' is displayed. The main area is titled 'Select Reconciled Payments' and contains a table with the following columns: Date, Type, Card Number, Expiry, Amount, Reconciled, and Seq. The table is currently empty. Below the table, the calculated amount is shown as 'Calculated (EFT): 0.00' and the reconciled amount is shown as 'Reconciled (EFT): 0.00'. At the bottom of the window, there are three buttons: '< Back', 'Next >', and 'Cancel'.

6. Click **Next >** if there are no payments for this payment method and no reconciliation is required.

The **Sales Close Off** window is displayed for the next payment method defined, **VISA Card** in this example.

The screenshot shows the 'Sales Close Off' window with the payment method set to 'VISA'. The window title is 'Sales Close Off'. Below the title bar, the text 'VISA' is displayed. The main area is titled 'Select Reconciled Payments' and contains a table with the following columns: Date, Type, Card Number, Expiry, Amount, Reconciled, and Seq. The table contains one row with the following data: Date: 6/05/2008, Type: VISA, Card Number: 92387492384, Expiry: 12/2009, Amount: 15.95, Reconciled: . Below the table, the calculated amount is shown as 'Calculated (VISA): 15.95' and the reconciled amount is shown as 'Reconciled (VISA): 0.00'. At the bottom of the window, there are three buttons: '< Back', 'Next >', and 'Cancel'.

7. Reconcile each receipt for the selected payment method, if the detailed window is displayed.

8. Select the **Reconciled** field next to the corresponding entry on the window.

Date	Type	Card Number	Expiry	Amount	Reconciled
6/05/2008	VISA	92387492384	12/2009	15.95	<input type="checkbox"/>

Calculated (Visa): 15.95 Reconciled (Visa): 15.95

< Back Next > Cancel

9. Repeat steps 7 and 8 for each receipt.

The **Reconciled (VISA Card)** field is updated with the sum of all reconciled payments to date.

Reconciled (VISA Card): 15.95

10. Click .

The **Sales Close Off** window is displayed for the next payment method defined, **Cheque** in this example.

Date	Drawer	Bank	Branch	Amount	Reconciled	Seq
6/05/2008	Mr Anderson	NAB	013231	15.00	<input type="checkbox"/>	
6/05/2008	Mr Z	CBA	93485	20.00	<input type="checkbox"/>	

Calculated (Cheque): 35.00 Reconciled (Cheque): 0.00

< Back Next > Cancel

11. Reconcile each cheque, if the detailed window is displayed.
12. Select the **Reconciled** field next to the corresponding entry on the window.

13. Repeat steps 11 and 12 for each cheque.

The **Reconciled (Cheque)** field is updated with the sum of all reconciled payments to date.

Date	Drawer	Bank	Branch	Amount	Reconciled	Seq
6/05/2008	Mr Anderson	NAB	013231	15.00	<input checked="" type="checkbox"/>	
6/05/2008	Mr Z	CBA	93485	20.00	<input checked="" type="checkbox"/>	

Calculated (Cheque): 0.00 Reconciled (Cheque): 0.00

14. Click **Next >**.

The **Sales Close Off - Summary** window is displayed.

Payment Method	Amount
Cash	35.00
Master Card	150.45
EFT	75.00
Debtor	0.00

15. Click **Next >**.

The **Sales Close Off - Post** window is displayed.

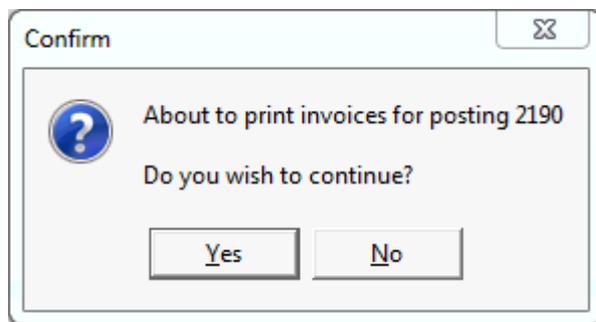
Update the selections on the **Sales Close Off - Post** window. See *Sales Close Off - Post window* (on page 120).

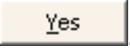
16. Click .

The sales are closed and posted, and the following reports may be output from Synergetic:

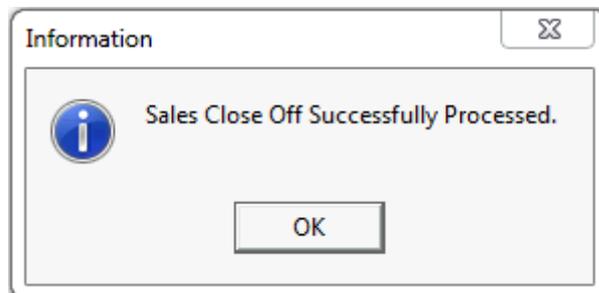
- **Debtor Sale Charges** report of charges to individual debtors or general debtor accounts (cash, cheque, EFT and credit card)
- **General Ledger Sale Charges** report of general ledger journals created for internal sales
- **Cash Receipts - Closed Off** report which includes receipts (cash, cheque and EFT)
- **Bank Deposit** report to accompany any cash and cheques to the bank
- **Close Off Reconciliation** report
- **Cost of sales** report.

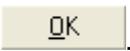
The following window is displayed if the business unit is configured to generate invoices.



17. Click .

The invoices are printed for the current posting and the following message is displayed.



18. Click .

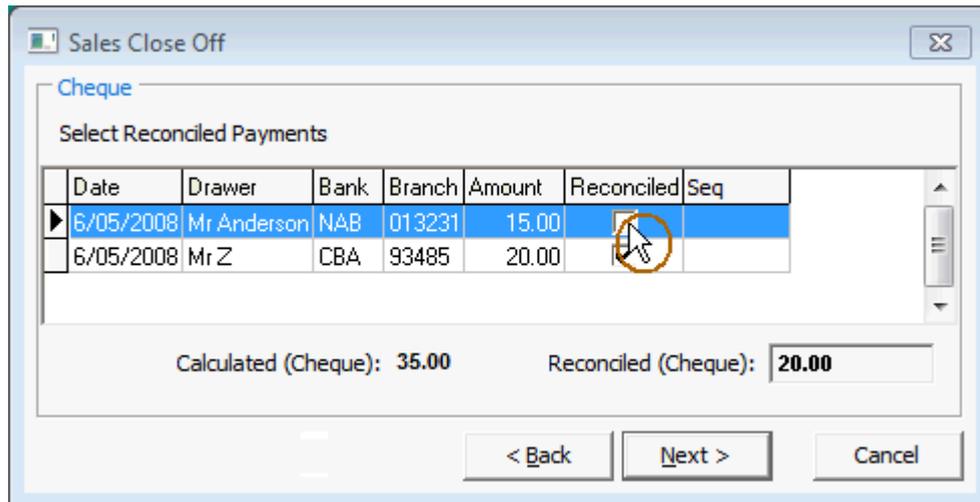
Unreconciled sales close offs

If there is a variation between the amounts held and the computer record, the difference is transferred to the debtor's account, as specified against the payment type. Finance staff need to create a debtor charge to record any profit or write off a cash loss.

For example, if you should have \$1,011 cash but actually have \$1,005, the \$6 difference is reflected in the cash sale debtor account. Finance staff will create a debtor charge to write off the \$6.

If the amount of a cheque is wrong:

1. Clear the **Reconciled** field against the cheque, otherwise the bank deposit will be wrong.



The screenshot shows a window titled "Sales Close Off" with a "Cheque" section. Below the section is a table titled "Select Reconciled Payments". The table has columns: Date, Drawer, Bank, Branch, Amount, Reconciled, and Seq. The first row is highlighted in blue and has a mouse cursor over the "Reconciled" field. The second row is also highlighted in blue. Below the table, there are two fields: "Calculated (Cheque): 35.00" and "Reconciled (Cheque): 20.00". At the bottom of the window are three buttons: "< Back", "Next >", and "Cancel".

Date	Drawer	Bank	Branch	Amount	Reconciled	Seq
6/05/2008	Mr Anderson	NAB	013231	15.00		
6/05/2008	Mr Z	CBA	93485	20.00		

Calculated (Cheque): 35.00 Reconciled (Cheque): 20.00

< Back Next > Cancel

2. Let the Finance staff know. They need to receipt the cheque manually.

Managing stock

Most organisations have several business units that sell stock and services. For example, the uniform shop and book room.

Synergetic allows you to manage stock, both purchased and/or on consignment for each business unit.

Examples of business units are:

- Uniform shop
- Book room
- Music department.

Each business unit has its own physical stock holdings. An item can be used across all business units, such as packets of 20 pencils. The stock level for the packets of pencils is recorded for each business unit.

How to:

- Receipt stock from suppliers or when on consignment. See *Manually receipting stock* (on page 134).
- Pay suppliers, such as parents, for consignment stock sold on their behalf. See *Making consignment stock payments* (on page 160).
- Perform a stocktake of items. See *Stocktaking items* (on page 170).

Manually receipting stock

Based on how business units are configured, stock is:

- received manually
- integrated with creditor invoice entry
- integrated with purchase order receipts.

Use the **Receive Item Stock** window to manually receipt stock into the business unit.

After entering a stock receipt:

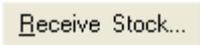
- the stock level is adjusted
- a new receipt record is created
- the average cost field is updated.

Note: Receipting stock has no effect on the general ledger. Enter a general ledger journal if you need to record financial transactions.

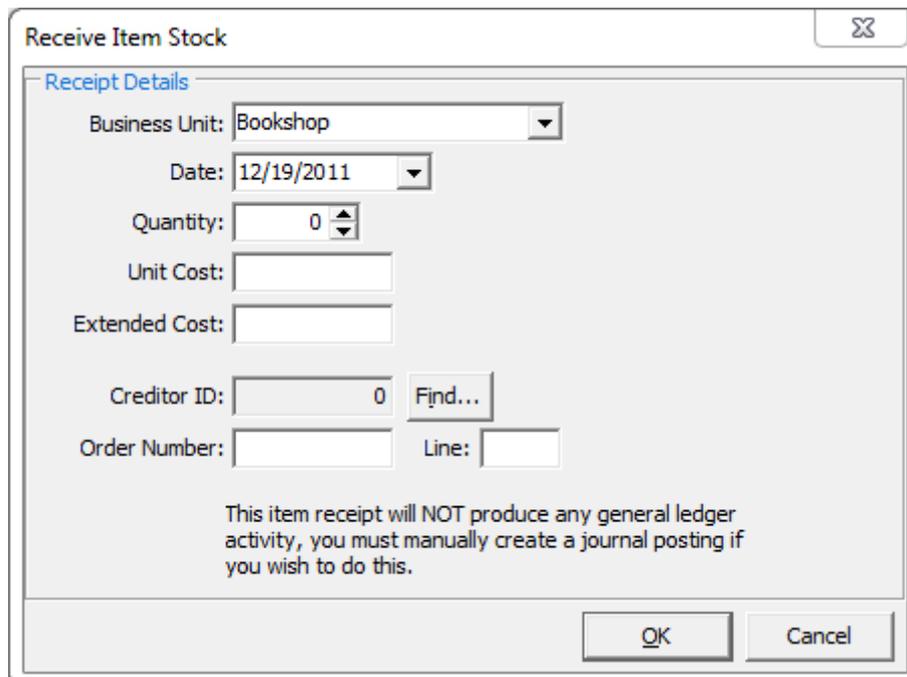
Opening the Receive Item Stock window

To open the **Receive Item Stock** window:

1. Either open the:

- *Item Maintenance - Stock tab* (on page 19), then click .
- *Item Maintenance - Receipts tab* (on page 27), then click .

The **Receive Item Stock** window is displayed.



The screenshot shows the 'Receive Item Stock' window with the following fields and controls:

- Business Unit:** Bookshop (dropdown menu)
- Date:** 12/19/2011 (dropdown menu)
- Quantity:** 0 (spin box)
- Unit Cost:** (text input field)
- Extended Cost:** (text input field)
- Creditor ID:** 0 (text input field) with a **Find...** button
- Order Number:** (text input field)
- Line:** (text input field)

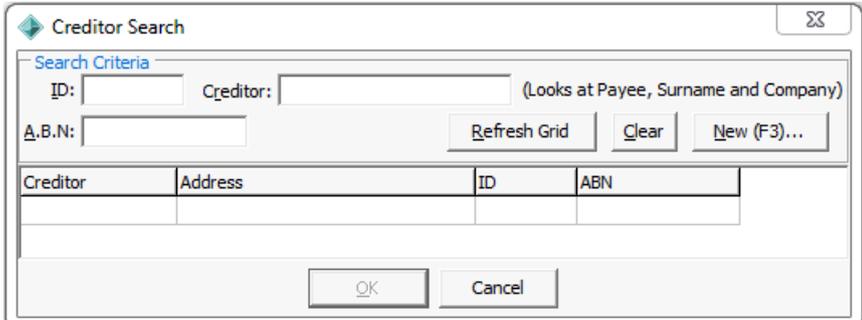
At the bottom of the window, there is a message: "This item receipt will NOT produce any general ledger activity, you must manually create a journal posting if you wish to do this." Below the message are **OK** and **Cancel** buttons.

Receive Item Stock window - key fields and buttons

Fields

Field	Description
Business Units	Select the business unit to receive stock for the selected item. To configure business units, see the <i>Synergetic Financial Configuration - Business Units tab</i> in the Finance manual.
Date	Date the goods were received.
Quantity	Quantity received. Important: The Quantity and Unit Cost fields affect the average cost of the item.
Unit Cost	Unit cost for the purchased item, excluding tax. Warning: If you do not know the actual unit cost when processing purchase order receipts, this can change the average cost. For example, this occurs if goods are received using a delivery docket instead of an invoice. The last receipt cost or average cost is used rather than the actual unit cost. Note: A negative unit cost cannot be entered.
Extended Cost	Extended cost of the goods supplied, calculated by multiplying the quantity supplied and the unit cost.
Creditor ID	Synergetic identifier for the: <ul style="list-style-type: none"> supplier that you normally order this stock item from owner of the stock if this is a consignment item. Note: To populate the Creditor ID field, click <input type="button" value="Find..."/> and select the creditor using the Creditor Search window.
Order Number	Purchase order number.
Line	Line number on the purchase order.

Buttons

Button	Description
<input type="button" value="Find..."/>	Select the supplier using the Creditor Search window. 

Stock Summary window

Use the **Stock Summary** window to view details about stock held by your organisation.

What you can do:

What you can do...	See...
View details about items with low stock.	<i>Stock Summary - Low Stock tab</i> (on page 137)
View details about creditors who have supplied items in the past, including: <ul style="list-style-type: none"> • 'normal' suppliers for an item • previous purchase orders for an item • the most recent purchase order made to a supplier. 	<i>Stock Summary - Suppliers for Stock tab</i> (on page 139)
View the movement of a selected item by: <ul style="list-style-type: none"> • month • order • receipt • sales transaction • all of the above. 	<i>Stock Summary - Stock Movement tab</i> (on page 144)
View details of purchase orders for selected stock items.	<i>Stock Summary - Purchase Orders tab</i> (on page 151)
View detailed information about sales, pricing and profit margins for: <ul style="list-style-type: none"> • a date range • a business unit • an item category • a particular item. 	<i>Stock Summary - Sales Analysis tab</i> (on page 154)
View information about purchases for: <ul style="list-style-type: none"> • a date range • a business unit • an item category • a particular item. 	<i>Stock Summary - Purchases Analysis tab</i> (on page 157)

Stock Summary - Low Stock tab

The **Low Stock** tab is used to view items that have a stock level equal to or less than their reorder level for selected business units.

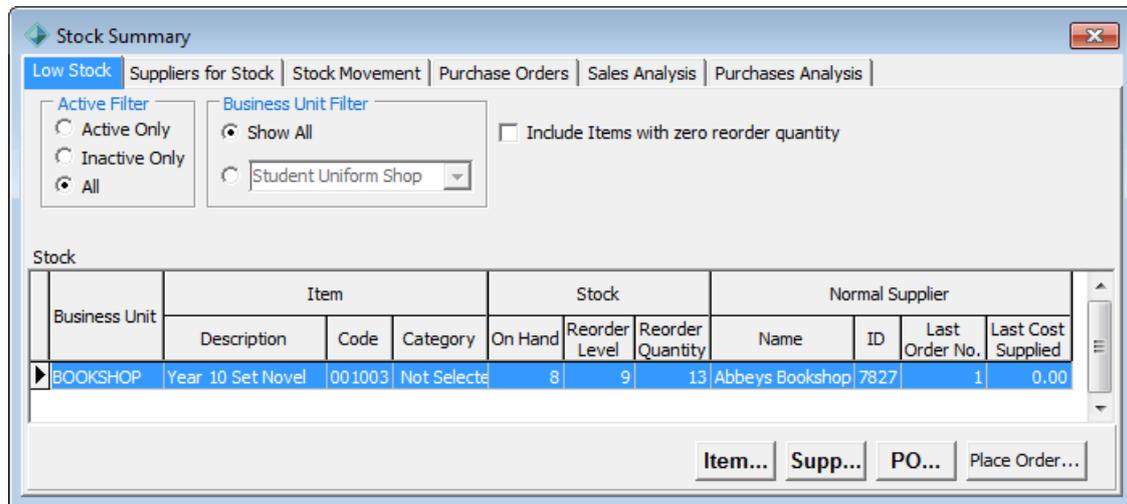
Opening the Low Stock tab

To open the **Low Stock** tab:

1. Select **Sales > Stock Summary** from the Synergetic main menu.



The **Low Stock** tab of the **Stock Summary** window is displayed.



Stock Summary - Low Stock tab key fields and buttons

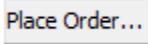
Fields

Field	Description
Active Filter	Select either: <ul style="list-style-type: none"> • Active Only to display only active low stock • Inactive Only to display only inactive low stock • All to display all low stock.
Business Unit Filter	Select either: <ul style="list-style-type: none"> • Show All to display items for all business units • a business unit from the drop-down list to display items for the selected business unit.
Include Items with zero reorder quantity	Display low stock items with a reorder quantity of zero in the grid. See <i>Item Maintenance - Stock tab</i> (on page 19) for information about reorder quantity.

Grid area fields

Field	Description
Business Unit	Business unit where the stock is located.
Item Description	Description for the item.
Item Code	Item code.
Item Category	Item category.
Stock On Hand	Quantity of stock on hand at the business unit.
Stock Reorder Level	Reference figure used to nominate the stock level below which you need to reorder more stock.
Stock Reorder Quantity	Reference figure used to nominate the amount of stock reordered, when the stock level falls below the Reorder Level value.
Normal Supplier Name	Name of the supplier of the item.
Normal Supplier ID	Synergetic ID for the: <ul style="list-style-type: none"> • supplier that you normally order this stock item from • owner of the stock if this is a consignment item.
Normal Supplier Last Order No.	Purchase order number for the last time the item was ordered.
Normal Supplier Last Cost Supplied	The cost of the item the last time the item was supplied.

Buttons

Button	Description
	Launch Item Maintenance for the selected grid entry.
	Launch Creditor Maintenance for the supplier of the item.
	Launch Purchase Order Maintenance for the grid entry.
	Display the Suppliers for Stock tab with information for the selected grid record.

Stock Summary - Suppliers for Stock tab

The **Suppliers for Stock** tab displays:

- items sold in each of the business units at your organisation
- creditors listed as suppliers for selected items
- creditors who have ever supplied the selected item.

Depending on the **Order Status** for the supplier, double clicking on the grid entry allows you to:

- **New** - create a new purchase order for the item with the selected supplier
- **Add** - add the item to an existing purchase order with the selected supplier
- **Edit** - edit the item's line in an existing purchase order with the selected supplier.

Opening the Suppliers for Stock tab

To open the **Suppliers for Stock** tab:

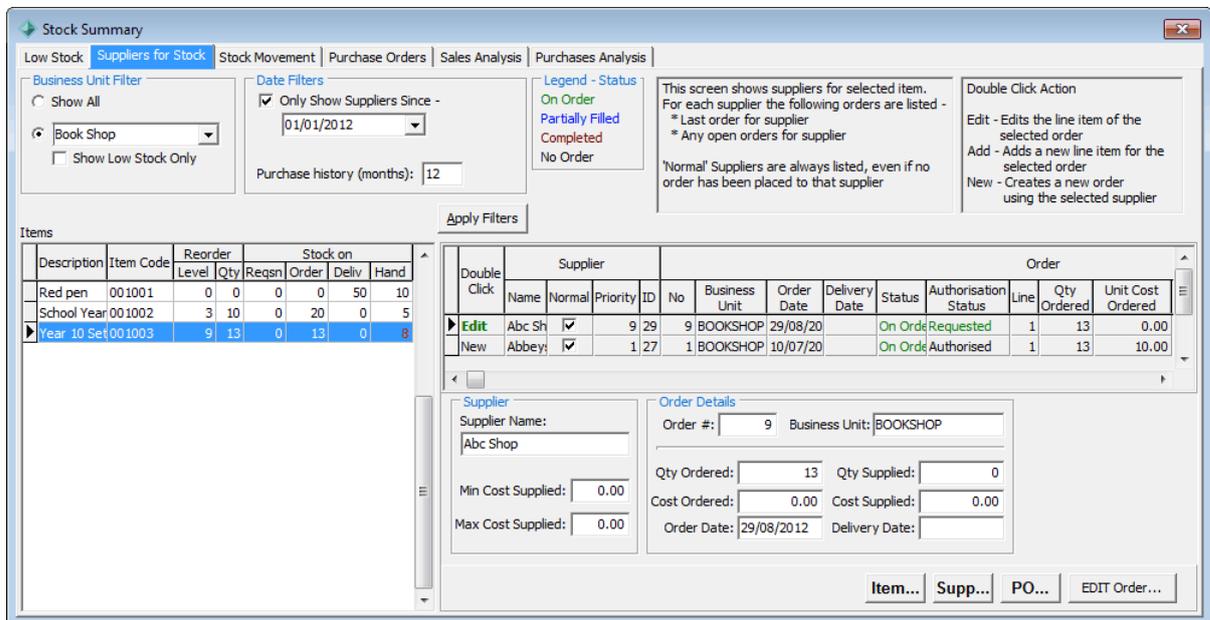
1. Select **Sales > Stock Summary** from the Synergetic main menu.

Tip: You can also access the Sales functions by clicking  Sales.

The **Low Stock** tab of the **Stock Summary** window is displayed.

2. Click **Suppliers for Stock**.

The **Suppliers for Stock** tab is displayed.



The screenshot shows the 'Stock Summary' window with the 'Suppliers for Stock' tab selected. The interface includes several sections:

- Business Unit Filter:** Set to 'Book Shop'.
- Date Filters:** 'Only Show Suppliers Since' is set to '01/01/2012' and 'Purchase history (months)' is set to '12'.
- Legend - Status:**
 - On Order (Green)
 - Partially Filled (Yellow)
 - Completed (Red)
 - No Order (Grey)
- Double Click Action:**
 - Edit - Edits the line item of the selected order
 - Add - Adds a new line item for the selected order
 - New - Creates a new order using the selected supplier
- Items Table:**

Description	Item Code	Reorder Level	Qty	Reqs	Order	Deliv	Hand
Red pen	001001	0	0	0	0	50	10
School Year	001002	3	10	0	20	0	5
Year 10 Set	001003	9	13	0	13	0	8
- Supplier Table:**

Double Click	Name	Normal	Priority	ID	No	Business Unit	Order Date	Delivery Date	Status	Authorisation Status	Line	Qty Ordered	Unit Cost Ordered
Edit	Abc Sh	<input checked="" type="checkbox"/>		9	29	9 BOOKSHOP	29/08/20		On Order	Requested	1	13	0.00
New	Abbey	<input checked="" type="checkbox"/>		1	27	1 BOOKSHOP	10/07/20		On Order	Authorised	1	13	10.00
- Supplier Details:**
 - Supplier Name: Abc Shop
 - Min Cost Supplied: 0.00
 - Max Cost Supplied: 0.00
- Order Details:**
 - Order #: 9
 - Business Unit: BOOKSHOP
 - Qty Ordered: 13
 - Qty Supplied: 0
 - Cost Ordered: 0.00
 - Cost Supplied: 0.00
 - Order Date: 29/08/2012
 - Delivery Date:

Stock Summary - Suppliers for Stock tab key fields and buttons

Filter areas

Field	Description
Business Unit Filter	Select either: <ul style="list-style-type: none"> • Show All to display items for all business units • a business unit from the drop-down list to display items for the selected business unit.
Show Low Stock Only	Show only items with a stock level equal to or less than their reorder level. See <i>Stock Summary - Low Stock tab</i> (on page 137).
Only Show Suppliers since	Select to display only suppliers who have been ordered from after the selected date.
Purchase history (months)	Number of months used to calculate the minimum, maximum and average costs for the supplier.

Items area grid fields

Field	Description
Description	Description for the item.
Item Code	Code used for the item.
Reorder Level	Reference figure used to nominate the stock level below which you need to reorder more stock.
Reorder Qty	Reference figure used to nominate the amount of stock reordered, when the stock level falls below the Reorder Level value.
Stock on Reqs	Quantity of stock requisitioned.
Stock on Order	Quantity of stock on order.
Stock on Deliv	Quantity of stock delivered to your organisation but not yet receipted into a business unit.
Stock on Hand	Quantity of stock on hand. <u>Note: Items with a Stock On Hand level lower than their reorder amount are displayed in red.</u>

Grid area fields

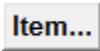
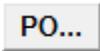
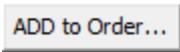
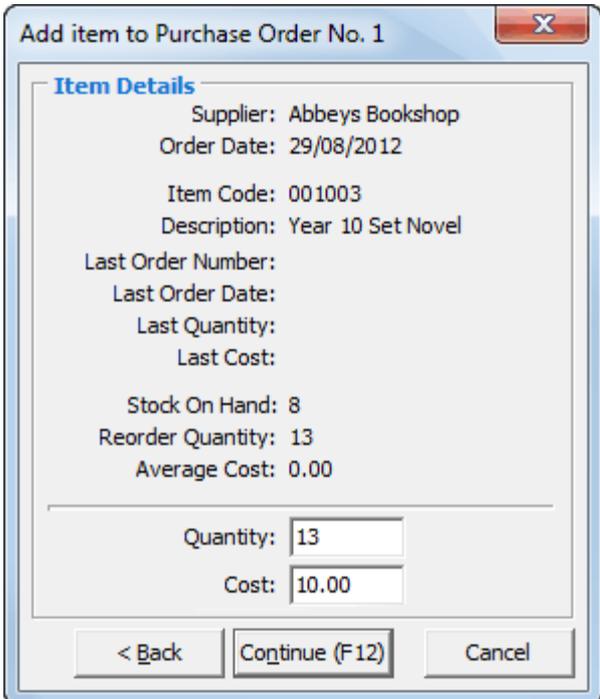
Field	Description
Double Click	Action taken when you double click on the grid entry for the supplier: <ul style="list-style-type: none"> • Add - add the selected item to an existing purchase order • Edit - edit the line item for the selected item in an existing purchase order • New - create a new purchase order with this supplier containing this item.
Supplier Name	Name of the supplier of the item.
Supplier Normal	Selected if the supplier is listed on the Suppliers tab of Item Maintenance for the item. See <i>Item Maintenance - Suppliers tab</i> (on page 25).
Supplier Priority	Order that the supplier is listed on the Suppliers tab of Item Maintenance. See <i>Item Maintenance - Suppliers tab</i> (on page 25).
Supplier ID	Synergetic ID for the supplier.
Order No	Purchase order number.
Order Business Unit	Business unit that the purchase order is for.
Order Delivery Date	Delivery date for the stock.
Order Status	Status of the purchase order.
Order Authorisation Status	Authorisation status for the purchase order. See <i>Purchase Order Maintenance - Authorisation tab</i> in the Purchase orders manual.
Order Line	Line number of the selected item in the purchase order.
Order Qty Ordered	Quantity of the selected item ordered.
Order Unit Cost Ordered	Cost per unit as ordered for the selected item in the purchase order.
Order Qty Supplied	Quantity of the selected item supplied.
Order Unit Cost Supplied	Cost per unit as supplied for the selected item.
Order Type	Order type. See <i>Purchase Order Maintenance - General tab</i> in the Purchase orders manual.
Order Is Last Order	Selected if this order is the most recent order made to the supplier.

Supplier area fields

Note: The fields in this area are a subset of the fields in the grid area but for the following exceptions.

Field	Description
Min Cost Supplied	Minimum cost that the supplier has sold the item to your organisation for.
Max Cost Supplied	Maximum cost that the supplier has sold the item to your organisation for.

Buttons

Button	Description
	Apply the criteria selected in the Filters area to refresh the results displayed in the grid area.
	Launch Item Maintenance for the selected grid entry.
	Launch Creditor Maintenance for the supplier of the item.
	Launch Purchase Order Maintenance for the grid entry.
	<p>Click to add the selected item to the selected existing purchase order for the selected supplier. The Add item to Purchase Order window is displayed. See <i>Maintaining purchase orders</i> in the Purchase orders manual.</p> 

Button	Description
<p><input type="button" value="NEW Order..."/></p>	<p>Click to add the selected item to a new purchase order for the selected supplier. The Create New Purchase Order window is displayed. See <i>Maintaining purchase orders</i> in the Purchase orders manual.</p> <div data-bbox="475 378 1114 1102" style="border: 1px solid gray; padding: 10px; margin: 10px auto; width: fit-content;"> <p style="text-align: center; border-bottom: 1px solid gray;">Create New Purchase Order X</p> <p>Item Details</p> <p>Supplier: Abc Shop Order Date: 29/08/2012</p> <p>Item Code: 001003 Description: Year 10 Set Novel</p> <p>Last Order Number: 1 Last Order Date: 10/07/2012 Last Quantity: 13 Last Cost: 10.00</p> <p>Stock On Hand: 8 Reorder Quantity: 13 Average Cost: 0.00</p> <hr/> <p>Quantity: <input style="width: 80px;" type="text" value="13"/> Cost: <input style="width: 80px;" type="text" value="0.00"/></p> <p style="text-align: center;"> <input type="button" value=" < Back"/> <input style="border: 1px dashed gray;" type="button" value="Continue (F12)"/> <input type="button" value=" Cancel"/> </p> </div>
<p><input type="button" value="EDIT Order..."/></p>	<p>Click to edit an existing order of this item with the selected supplier. See <i>Maintaining purchase orders</i> in the Purchase orders manual.</p>

Stock Summary - Stock Movement tab

Use the **Stock Movement** tab to view the movement of a selected item by:

- month, including the current month to date and the current month from the previous year
- orders created for the item
- receipts, stocktakes and stock adjustments of the item
- sales transactions that included the item
- all stock movements by date.

Opening the Stock Movement tab

To open the **Stock Movement** tab:

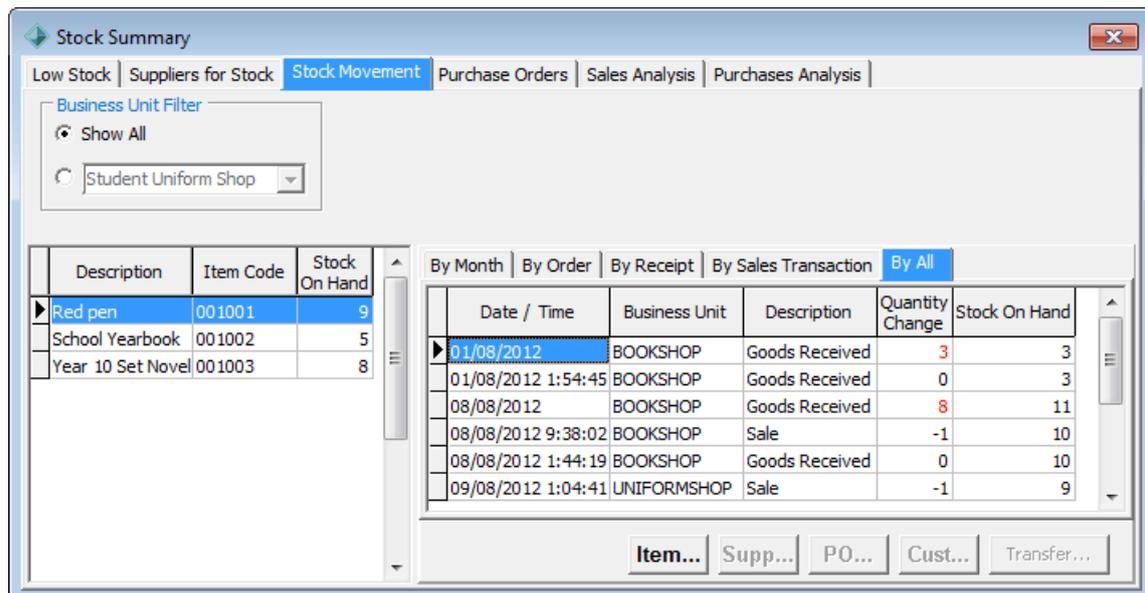
1. Select **Sales > Stock Summary** from the Synergetic main menu.



The **Low Stock** tab of the **Stock Summary** window is displayed.

2. Click **Stock Movement**.

The **Stock Movement** tab is displayed.



Stock Summary - Stock Movement tab key fields and buttons

Filter areas

Field	Description
Business Unit Filter	Select either: <ul style="list-style-type: none"> • Show All to display items for all business units • a business unit from the drop-down list to display items for the selected business unit.

Field	Description
Start Date	Earliest date shown in the grid entries.
Orders	Select: <ul style="list-style-type: none"> Completed to show completed orders Uncompleted to show uncompleted orders.
Sales	Select: <ul style="list-style-type: none"> Charged to show charged sales Uncharged to show uncharged sales.

Grid fields

Note: You can right click on a grid to enable filter options.

Month	Ordered	Supplied	Sold
Q...	Amount	Q...	Amount
May 2013	0	0.00	0
May 2012	0	0.00	0
May 2012	0	0.00	0
June 2012	0	0.00	0
July 2012	0	0.00	0
August 2012	0	0.00	0
September 2012	0	0.00	0
October 2012	0	0.00	0
November 2012	0	0.00	0
December 2012	0	0.00	0
January 2013	0	0.00	0
February 2013	0	0.00	0

Field	Description
Description	Description of the item.
Item Code	Code for the item.
Stock On Hand	Stock present at your organisation for the item.

By Month sub-tab grid area fields

By Month By Order By Receipt By Sales Transaction By All												
Description	Month	Ordered		Supplied		Sold		Avg Cost Per Unit Sold	Profit			
		Qty	Amount	Qty	Amount	Qty	Amount		Amount	Markup	Gross Margin	
Month to Date	September 2012	0	0.00	0	0.00	1	1.10	0.18	0.90	450.0%	81.8%	
Last Year	September 2011	0	0.00	0	0.00	0	0.00		0.00			
	September 2011	0	0.00	0	0.00	0	0.00		0.00			
	October 2011	0	0.00	0	0.00	0	0.00		0.00			
	November 2011	0	0.00	0	0.00	0	0.00		0.00			
	December 2011	0	0.00	0	0.00	0	0.00		0.00			
	January 2012	0	0.00	0	0.00	0	0.00		0.00			
	February 2012	0	0.00	0	0.00	0	0.00		0.00			
	March 2012	0	0.00	0	0.00	0	0.00		0.00			
	April 2012	0	0.00	0	0.00	0	0.00		0.00			
	May 2012	0	0.00	0	0.00	0	0.00		0.00			
	June 2012	0	0.00	0	0.00	0	0.00		0.00			
	July 2012	0	0.00	0	0.00	0	0.00		0.00			
	August 2012	0	0.00	0	0.00	1	1.10	0.00	1.10		100.0%	
Yearly Total	September 2011	0	0.00	0	0.00	1	1.10	0.00	1.10		100.0%	

Field	Description
Description	Description of the period for the grid area entry.
Month	Month of the stock movement.
Ordered / Supplied / Sold	Quantity and amount in dollars of the stock item that was ordered/supplied/sold in the month.
Avg Cost Per Unit Sold	The average cost of the stock item per unit sold for the month period.
Profit Amount	Amount of profit made from the item in the month period.
Profit Markup	Value of markup on the item.
Profit Gross margin	Markup as a percentage of the item cost.

By Order sub-tab grid area fields

By Month		By Order		By Receipt		By Sales Transaction		By All			
Business Unit	Order No.	Supplier	Date			Quantity		Sale Price		Invoice	
			Ordered	Required	Delivered	Ordered	Supplied	Current	Projected	No.	Date
BOOKSHOP	6	Australien - A	01/08/20			10	0	5.00	10.00		

Field	Description
Business Unit	Name of the business unit.
Order No.	Number for the purchase order.
Supplier	Supplier for the item.
Date Ordered	Date that the order was placed.
Date Required	Date that the stock was listed as required.
Date Delivered	Date that the stock was delivered.
Quantity Ordered	Quantity of stock ordered.
Quantity Supplied	Quantity of stock supplied.
Sale Price Current	Current sale price for the item.
Sale Price Projected	Projected sale price for the item, based on change in cost.
Invoice No.	Invoice number for the order.
Invoice Date	Date of the invoice.

By Receipt sub-tab grid area fields

Business Unit	Order No	Supplier	Date	Quantity Supplied	Unit Cost	Extended Cost
BOOKSHOP	0	Abc Shop	01/08/2012	3	0.00	0.00
BOOKSHOP	0		01/08/2012 1:5	0	0.30	0.00

Field	Description
Business Unit	Name of the business unit.
Order No	Number for the purchase order.
Supplier	Supplier for the item.
Date	Date of the receipt.
Quantity Supplied	Quantity of stock supplied.
Unit Cost	Unit cost for the purchased item, excluding tax.
Extended Cost	Extended cost of the goods supplied, calculated by multiplying the quantity supplied and the unit cost.

By Sales Transaction sub-tab grid area fields

By Month By Order By Receipt By Sales Transaction By All											
Sale Date	Business Unit	Sale Seq	Quantity	Unit Price	Extended Price	Cost of Goods Sold	Profit			Customer Name	Charged
							Amount	Markup	Gross Margin		
08/08/20	BOOKSHOP	2	1	1.00	1.10	0.30	0.80	66.7%	72.7%	Abbot, Jacalyn	<input type="checkbox"/>
08/08/20	BOOKSHOP	3	1	0.00	0.00	0.30	-0.30	00.0%		Adamski, Angelo	<input type="checkbox"/>

Field	Description
Sale Date	Date of the sale.
Business Unit	Business unit where the sale took place.
Sale Seq	Unique identifying number for the sale.
Quantity	Quantity of the item sold.
Unit Price	Unit cost for the purchased stock, excluding tax.
Extended Price	Unit cost for the purchased stock, including tax.
Cost of Goods Sold	Extended cost of the goods supplied, calculated by multiplying the quantity supplied and the unit cost.
Profit Amount	Amount of profit made from the sales transaction.
Profit Markup	Value of markup on the item.
Profit Gross Margin	Markup as a percentage of the item's cost.
Customer Name	Name of the customer for the transaction.
Charged	If selected, customer has been charged for this item.

By All sub-tab grid area fields

By Month By Order By Receipt By Sales Transaction By All					
Date / Time	Business Unit	Description	Quantity Change	Stock On Hand	
01/08/2012	BOOKSHOP	Goods Received	3	3	
01/08/2012 1:54:45 PM	BOOKSHOP	Goods Received	0	3	
08/08/2012	BOOKSHOP	Goods Received	8	11	
08/08/2012 9:36:27 AM	BOOKSHOP	Sale	-1	10	

Field	Description
Date / Time	Date and time of the transaction.
Business Unit	Business unit where the transaction took place.
Description	Description of the transaction.
Quantity Change	Change in quantity of stock on hand.
Stock On Hand	Amount of stock.

Buttons

Field	Description
Item...	Launch Item Maintenance for the selected grid entry.
Supp...	Launch Creditor Maintenance for the supplier of the item.
PO...	Launch Purchase Order Maintenance for the grid entry.
Cust...	Launch Community Maintenance for the selected customer.
Transfer...	Launch the Stock Transfer window to transfer a number of the selected item to another business unit at your organisation. <div style="border: 1px solid gray; padding: 10px; margin-top: 10px;"> </div>

Stock Summary - Purchase Orders tab

Use **Purchase Orders** tab to view details of purchase orders for items. You can filter the purchase orders displayed by status.

Opening the Purchase Orders tab

To open the **Purchase Orders** tab:

1. Select **Sales > Stock Summary** from the Synergetic main menu.

Tip: You can also access the Sales functions by clicking



The **Low Stock** tab of the **Stock Summary** window is displayed.

2. Click **Purchase Orders**.

The **Purchase Orders** tab is displayed.

Order No.	Business Unit	Supplier	Date	Type	Lines	Line No.	Description	Item Code	Supplier Item Code	Ordered Quantity	Unit Cost	Supplied Quantity	Unit Cost	Status
1	BOOKSHOP	Abbeys Bod	10/07/	Normal	1	1	Year 10 Set	001003		13	10.00	0	0.00	Pending
9	BOOKSHOP	Abc Shop	29/08/	Normal	1									
8	BOOKSHOP	Abc Shop	29/08/	Normal	2									
5	BOOKSHOP	Acel	25/07/	Normal	1									
6	BOOKSHOP	Australien	-01/08/	Normal	1									

Stock Summary - Purchase Orders tab key fields and buttons

Filter areas

Field	Description
Business Unit Filter	Select either: <ul style="list-style-type: none"> • Show All to display items for all business units • a business unit from the drop-down list to display items for the selected business unit.
Item Filter	Select either: <ul style="list-style-type: none"> • Show All to display purchase orders for all items • an item to display purchase orders that include the selected item.
Status	Select: <ul style="list-style-type: none"> • On Order to display purchase orders that have been authorised but not yet filled • Partially Filled to display purchase orders that have had some items delivered • Completed to display purchase orders that have been completed • Cancelled to display purchase orders that have been cancelled.
Also show Purchase Orders with no line items	Select to also display purchase orders that have no items entered.

Purchase Orders grid fields

Field	Description
Order No.	Number for the purchase order.
Business Unit	Business unit that the purchase order is for.
Supplier	Supplier that the purchase order was sent to.
Date	Date of the purchase order.
Type	Type of the purchase order.
Lines	Number of lines on the purchase order.

Details grid fields

Field	Description
Line No.	Line number.
Description	Description for the item ordered.
Item Code	Code for the item ordered.
Supplier Item Code	Code used by the supplier for the item ordered, if known.
Ordered Quantity	Quantity of the item ordered.
Ordered Unit Cost	Cost per unit ordered.
Supplied Quantity	Quantity of the item supplied.
Supplied Unit Cost	Cost per unit supplied.
Status	Status of the purchase order.

Buttons

Buttons	Description
<input type="button" value="Item..."/>	Launch Item Maintenance for the selected grid entry.
<input type="button" value="Supp..."/>	Launch Creditor Maintenance for the supplier of the item.
<input type="button" value="PO..."/>	Launch Purchase Order Maintenance for the grid entry.

Stock Summary - Sales Analysis tab

Use the **Sales Analysis** tab to view detailed information about the sales, pricing and profit per month. You can filter the results to show:

- overall sales at your organisation
- sales for a particular date range
- sales for a particular business unit
- sales for a category of item
- sales for a particular item
- sales of consignment or non-consignment stock.

Opening the Sales Analysis tab

To open the **Sales Analysis** tab:

1. Select **Sales > Stock Summary** from the Synergetic main menu.



The **Low Stock** tab of the **Stock Summary** window is displayed.

2. Click **Sales Analysis**.

The **Sales Analysis** tab is displayed.

The screenshot shows the 'Stock Summary' window with the 'Sales Analysis' tab selected. The window has several filter sections: 'Sales By Month and ...' (radio buttons for None, Business Unit, Category, Item Code), 'Show Date Range' (checkboxes for From and To, with date pickers), 'Business Unit Filter' (radio buttons for Show All, Book Shop), 'Category Filter' (radio buttons for Show All, Texts and curriculum), and 'Item Filter' (radio buttons for Show All, Red pen). There is also an 'Apply Filters' button. Below the filters is a 'Consignment Filter' section (radio buttons for Non-Consignment, Consignment, All) and an 'Options' section (checkboxes for Include Tax in Prices and Sales Figures, Include Non-Stock Items (e.g. Rounding)). At the bottom is a 'Grid' section with a table of sales data.

Month	Item Code	Item Description	Category	Total Quantity	Total Sales	Total Costs	Total Profit	Average Price	Average Cost	Markup	Gross Margin
2012-08	001001	Red pen		2	1.10	0.30	0.80	0.55	0.15	266.7%	72.7%
2012-08	001003	Year 10 Set Novel		2	30.00	0.00	30.00	15.00	0.00		100.0%

Stock Summary - Sales Analysis tab key fields and buttons

Filter areas

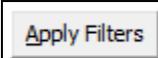
Field	Description
Sales By Month and...	Select the criteria that you want to analyse by month. Your selection determines which filter areas and grid fields are displayed.
Show Date Range From / To	Select the first and last dates of the period that you want to analyse sales for. Tip: To analyse all sales up to the present, deselect the To field. To analyse all past sales, deselect the From field.
Business Unit Filter	Select either: <ul style="list-style-type: none"> • Show All to display items for all business units • a business unit from the drop-down list to display items for the selected business unit.
Category Filter	Select either: <ul style="list-style-type: none"> • Show all to display all item categories • an item category from the drop-down list to analyse sales only for this category. <p>Note: Item categories are listed in the ItemCategory lookup table and are set on the Item tab of Item Maintenance. See <i>Item Maintenance - Item tab</i> (on page 16).</p>
Item Filter	Select either: <ul style="list-style-type: none"> • Show All to analyse sales for all items • an item to analyse sales for the selected item.
Consignment Filter	Select either: <ul style="list-style-type: none"> • Non-Consignment to analyse sales for non-consignment stock only • Consignment to analyse sales for consignment stock only • All to analyse sales for all stock.
Include Tax in Prices and Sales Figures	Select to include tax amounts in the sales analysis figures.
Include Non-Stock Items (e.g. Rounding)	Select to include non-stock items.

Grid fields

Note: Depending on your filter selections some of the following fields may not be displayed.

Field	Description
Month	Month that the sales took place in.
Item Code	Code for the item.
Item Description	Description of the item.
Category	Item category.
Total Quantity	Total quantity of the item sold.
Total Sales	Total price for the quantity of the item sold.
Total Costs	Total cost for the quantity of the item sold.
Total Profit	Total profit made from the sale of the item.
Average Price	Average price that the item was sold for.
Average Cost	Average cost of the item.
Markup	Percentage markup on the item on average.
Gross Margin	Difference between selling price and cost as a percentage of the selling cost.

Buttons

Button	Description
	Apply the criteria selected in the Filters area to refresh the results displayed in the grid area.

Stock Summary - Purchases Analysis tab

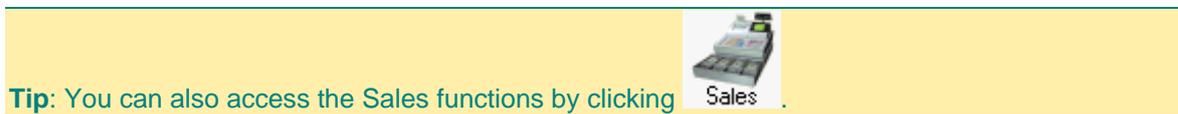
Use the **Purchases Analysis** tab to view detailed information about purchases per month. You can filter the results to show:

- overall purchases at your organisation
- purchases for a particular date range
- purchases for a particular business unit
- purchases for a category of item
- purchases for a particular item

Opening the Purchases Analysis tab

To open the **Purchases Analysis** tab:

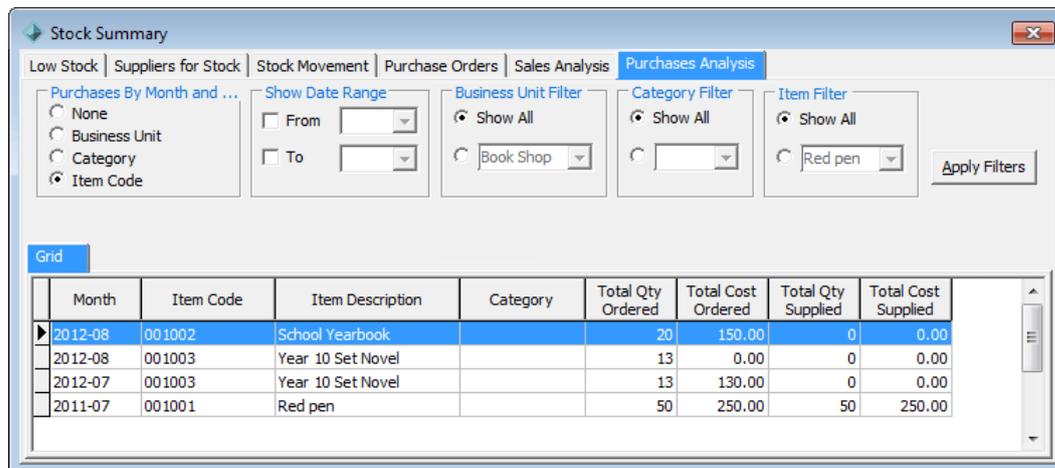
1. Select **Sales > Stock Summary** from the Synergetic main menu.



The **Low Stock** tab of the **Stock Summary** window is displayed.

2. Click **Purchases Analysis**.

The **Purchases Analysis** tab is displayed.



Stock Summary - Purchases Analysis tab key fields and buttons

Filter areas

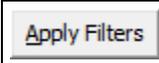
Field	Description
Purchases By Month and...	Select the criteria that you want to analyse the purchases by month for. Your selection determines which filter areas are displayed.
Show Date Range From / To	Select the first and last dates of the period that you want to analyse sales for. <div style="background-color: #ffffcc; padding: 5px;"> Tip: To analyse all sales up to the present, deselect the To field. To analyse all past sales, deselect the From field. </div>
Business Unit Filter	Select either: <ul style="list-style-type: none"> • Show All to display items for all business units • a business unit from the drop-down list to display items for the selected business unit.
Category Filter	Select either: <ul style="list-style-type: none"> • Show all to display all item categories • an item category from the drop-down list to analyse sales only for this category. <div style="border: 1px solid blue; padding: 5px;"> Note: Item categories are listed in the ItemCategory lookup table and are set on the Item tab of Item Maintenance. See <i>Item Maintenance - Item tab</i> (on page 16). </div>
Item Filter	Select either: <ul style="list-style-type: none"> • Show All to analyse sales for all items • an item to analyse sales for the selected item.

Grid fields

Note: Depending on your filter selections some of the following fields may not be displayed.

Field	Description
Month	Month that the purchases took place in.
Item Code	Code for the item.
Item Description	Description of the item.
Category	Item category.
Total Qty Ordered	Total quantity of the item ordered.
Total Cost Ordered	Total cost for the quantity of the item ordered.
Total Qty Supplied	Total quantity of the item supplied.
Total Cost Supplied	Total cost of the items supplied.

Buttons

Button	Description
	Apply the criteria selected in the Filters area to refresh the results displayed in the grid area.

Making consignment stock payments

Consignment stock are stock items that are:

- owned by a third party, such as a parent selling their second-hand books or uniforms
- sold by your organisation in return for a commission.

On a periodic basis, you process payments to the creditors (for example, parents) for goods sold on their behalf.

What you can do:

What you can do...	See...
Maintain the: <ul style="list-style-type: none"> • business unit you are processing commission payments for • percentage commission being received for selling consignment stock • general ledger codes and tax codes used. 	<i>Consignment Stock Payments - Selections window</i> (on page 161)
Maintain: <ul style="list-style-type: none"> • whether debtors are processed • the fee codes used with debtors. 	<i>Consignment Stock Payments - Debtors window</i> (on page 164)
Maintain the level of detail to report to the creditor.	<i>Consignment Stock Payments - Creditors window</i> (on page 166)
Maintain the: <ul style="list-style-type: none"> • posting details • bank account to process payments and receipts against. 	<i>Consignment Stock Payments - Post window</i> (on page 168)

Consignment Stock Payments - Selections window

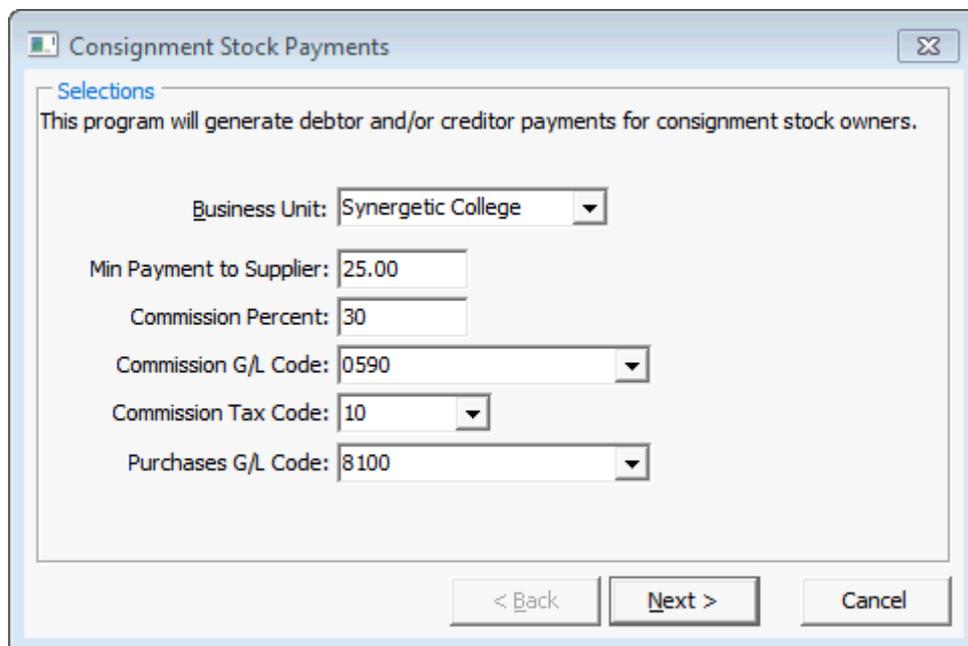
Use the **Consignment Stock Payments - Selections** window to select the:

- business unit you are processing commission payments for
- percentage commission being received for selling consignment stock
- minimum payment amount
- general ledger codes and tax codes used.

Opening the Consignment Stock Payments - Selections window

To open the **Selections** window:

1. Select **Module > Sales > Consignment Stock Payments** from the main menu.
The **Consignment Stock Payments - Selections** window is displayed.



2. Type in your selections.

3. Click .

The **Consignment Stock Payments - Debtors** window is displayed. See *Consignment Stock Payments - Debtors window* (on page 164).

Tip: You can navigate between the windows using  and .

Consignment Stock Payments - Selections window – key fields

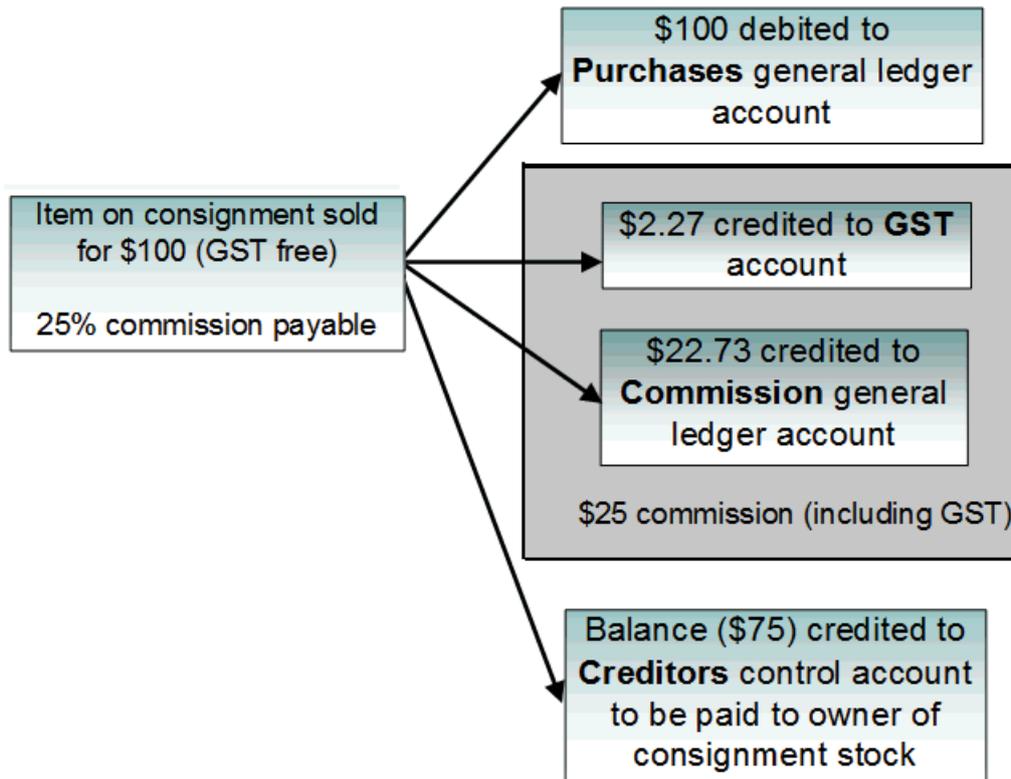
Field	Description
Business Unit	Business unit at your organisation that consignment payments are being processed for.
Min Payment to Supplier	If the amount due to the creditor is less than the Min Payment to Supplier , no payment is made and the amount owing is carried forward to the next consignment stock payment run.
Commission Percent	<p>Percentage commission received by your organisation for selling the consignment goods on behalf of creditors, such as parents.</p> <p>The commission for consignment stock includes GST, in Australia and New Zealand. For example, a 10% commission on a \$100 sale results in:</p> <ul style="list-style-type: none"> • \$9.00 commission and \$1.00 GST in Australia • \$8.50 commission and \$1.50 GST in New Zealand.
Commission G/L Code	General ledger code to allocate the commission paid to the organisation.
Commission Tax Code	Tax code used for tax treatment.
Purchases G/L Code	General ledger code to allocate the amount paid to creditors.

How the G/L codes work for consignment stock

The commission for consignment stock includes GST, in Australia and New Zealand.

For example, a 25% commission on a \$100 sale in Australia results in:

- \$25 commission divided between:
 - \$2.27 credited to the **GST** G/L account (10% GST)
 - \$22.73 credited to the **Commission** G/L account (net of GST).
- \$75.00 credited to the **Creditors** control account.



In New Zealand, the same example results in:

- \$25 commission divided between:
 - \$3.26 credited to the **GST** G/L account (15% GST)
 - \$21.74 credited to the **Commission** G/L account (net of GST).
- \$75.00 credited to the **Creditors** control account.

Consignment Stock Payments - Debtors window

Consignment payments can be credited to the stock owner's debtor account.

Use the **Consignment Stock Payments - Debtors** window to specify whether to process debtors and which fee code to use.

Opening the Consignment Stock Payments - Debtors window

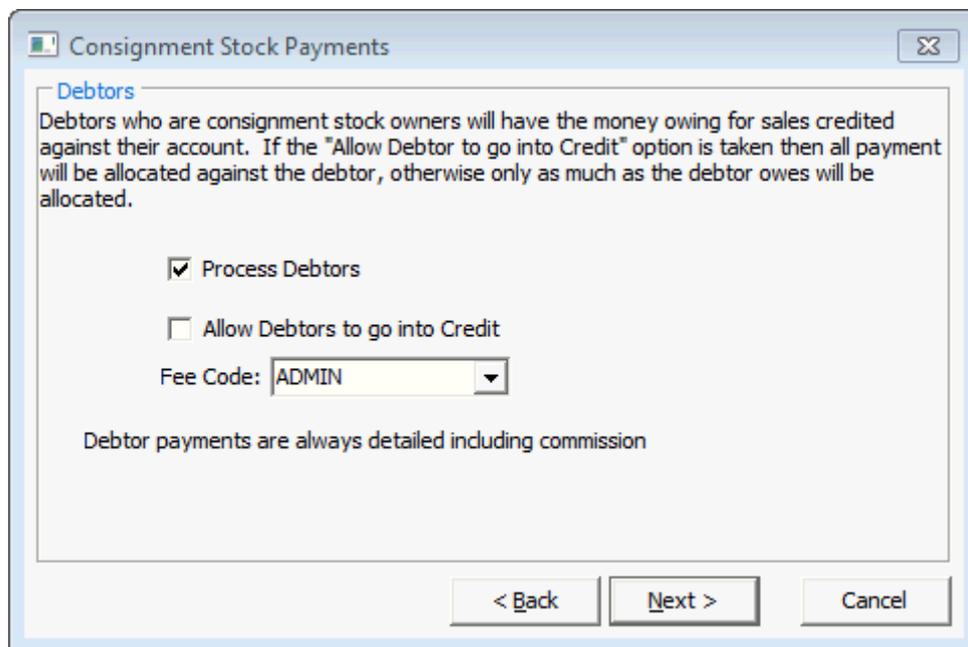
To open the **Debtors** window:

1. First, make your selections in the **Consignment Stock Payments - Selections** window. See *Consignment Stock Payments - Selections window* (on page 161).

The **Consignment Stock Payments - Selections** window is displayed.

2. Click .

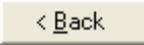
The **Consignment Stock Payments - Debtors** window is displayed.



3. Type in your selections.

4. Click .

The **Consignment Stock Payments - Creditors** window is displayed. See *Consignment Stock Payments - Creditors window* (on page 166).

Tip: You can click  to edit the **Consignment Stock Payments - Selections** window. See *Consignment Stock Payments - Selections window* (on page 161).

Consignment Stock Payments - Debtors window - key fields

Field	Description
Process Debtors	Select to process debtors.
Allow Debtors to go into Credit	<p>Select the field to allow debtors to go into credit. This credit will subsequently be taken up by the debtor at a later date. For example, a parent (debtor) might be selling a second-hand uniform on consignment. Any money from the sale can be credited to the debtor's account which might already be fully paid up. When the debtor next receives a bill for their tuition fees, the credit is netted off the total owed.</p> <p>Clear the field to prevent the debtor from going into credit. If you are paying for consignment stock through the debtors system, and the debtor's outstanding balance is less than the amount you are paying, a cheque is issued for the difference. For example, if the debtor's balance is \$50 and the consignment payment is \$150, \$50 is allocated to the debtor account and a cheque is issued for \$100.</p>
Fee Code	Fee code to be used for the payments to creditors.

Consignment Stock Payments - Creditors window

Use the **Consignment Stock Payments - Creditors** window to specify the level of detail to report to the creditor on remittance advice.

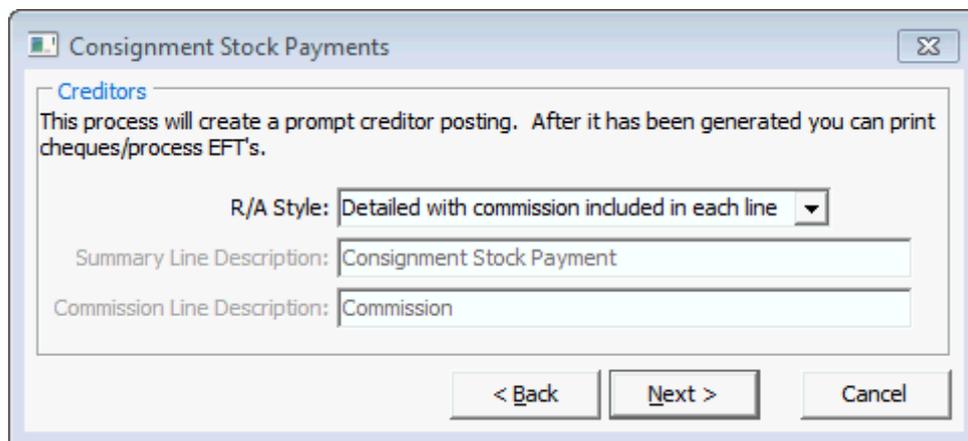
Opening the Consignment Stock Payments - Creditors window

To open the **Creditors** window:

1. First, make your selections in the following windows:
 - *Consignment Stock Payments - Selections window* (on page 161).
 - *Consignment Stock Payments - Debtors window* (on page 164).

2. Click .

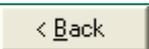
The **Consignment Stock Payments - Creditors** window is displayed.



3. Type in your selections.

4. Click .

The **Consignment Stock Payments - Post** window is displayed. See *Consignment Stock Payments - Post window* (on page 168).

Tip: You can click  to edit the **Consignment Stock Payments - Debtors** window. See *Consignment Stock Payments - Debtors window* (on page 164).

Consignment Stock Payments - Creditors window key fields

Field	Description
R/A Style	Select one of the remittance advice (R/A) styles, depending on whether you want: <ul style="list-style-type: none">• detailed, to list individual items• summary, to show a single payment amount• commission included, to only show net payment amounts• separate commission line, to show the commission as a negative amount in a separate line.
Summary Line Description	Description to appear in the summary line, depending on the style.
Commission Line Description	Description to appear in the commission line, depending on the style.

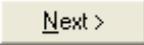
Consignment Stock Payments - Post window

Use the **Consignment Stock Payments - Post** window to specify the:

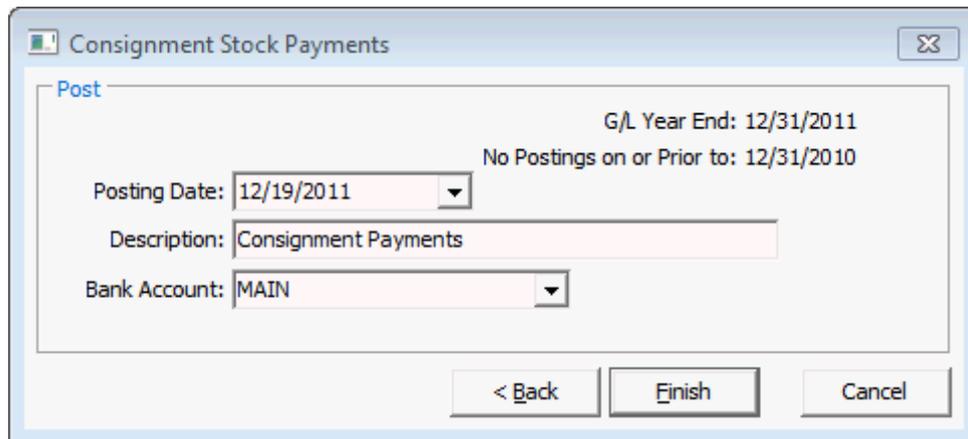
- posting details
- bank account to process payments against.

Opening the Consignment Stock Payments - Post window

To open the **Post** window:

1. First, make your selections in the following windows:
 - *Consignment Stock Payments - Selections window* (on page 161).
 - *Consignment Stock Payments - Debtors window* (on page 164).
 - *Consignment Stock Payments - Creditors window* (on page 166).
2. Click .

The **Consignment Stock Payments - Post** window is displayed.

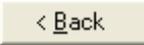


The screenshot shows a software window titled "Consignment Stock Payments". Inside, there is a "Post" section with the following fields and values:

- Posting Date: 12/19/2011
- Description: Consignment Payments
- Bank Account: MAIN

Additional information displayed includes "G/L Year End: 12/31/2011" and "No Postings on or Prior to: 12/31/2010". At the bottom of the window are three buttons: "< Back", "Finish", and "Cancel".

3. Type in your selections.
 4. Click .
- Any outstanding consignment payments are processed.

Tip: You can click  to edit the **Consignment Stock Payments - Creditors** window. See *Consignment Stock Payments - Creditors window* (on page 166).

Consignment Stock Payments – Post window key fields

Field	Description
Posting Date	Date the postings appear in the general ledger.
Description	Description for the sales close off postings.
Bank Account	Bank account used to make consignment stock payments from.

Printing creditor cheques

Once you have run the consignment stock payment process, you can print creditor cheques. See *Printing creditor cheques* in the Creditors manual.

Note: If Synergetic is configured to produce detailed reports, it will produce multiple invoices for the creditor. However, only one cheque is printed for all the items that appear on the remittance advice.

Stocktaking items

When performing a stocktake, the stock on hand is physically counted and the stock count figures entered into Synergetic. This ensures that the stock on hand figures are correct.

See *Introduction to stocktaking* (on page 172).

One method of performing the stocktake is for:

- one person to use a wireless barcode scanner to scan the stock item and count the stock
- another person to enter the count called out by the first person.

Another method is use a laptop with a:

- wireless connection to your network
- barcode scanner attached to the laptop.

If your laptop does not have a wireless connection to your network, you can perform the stocktake by creating a merge file using a:

- laptop without a wireless connection
- barcode scanner attached to the laptop.

Note: Take care to ensure that the laptop is always on a stable surface and avoid holding it by the screen, as hinges can become damaged in some models.

How to:

- Record the stocktake on a report then type the values into Synergetic. See *Stocktaking using the Item Stocktake report* (on page 186).
- Scan a representative item's barcode or enter the item code, then enter the quantity of that item into Synergetic. See *Stocktaking using a representative item* (on page 190).
- Scan the barcode of each individual item in turn, with Synergetic incrementing the count automatically. See *Stocktaking using the barcode of individual items* (on page 194).
- Create a text file of the stocktake and merge the file into Synergetic. See *Stocktaking using a merge file* (on page 198).
- Reprint **Item Stocktake** reports. See *Reprinting Item Stocktake reports* (on page 211).
- Create a stocktake for another business unit. See *Creating a stocktake for another business unit* (on page 217).
- Update whether to include consignment stock in the stocktake or not. See *Synergetic Financial Configuration - Business Units - Consignment sub-tab* in the Finance manual.
- Restore a closed stocktake to modify or abandon it. See *Restoring a closed off stocktake* (on page 220).

What you can do

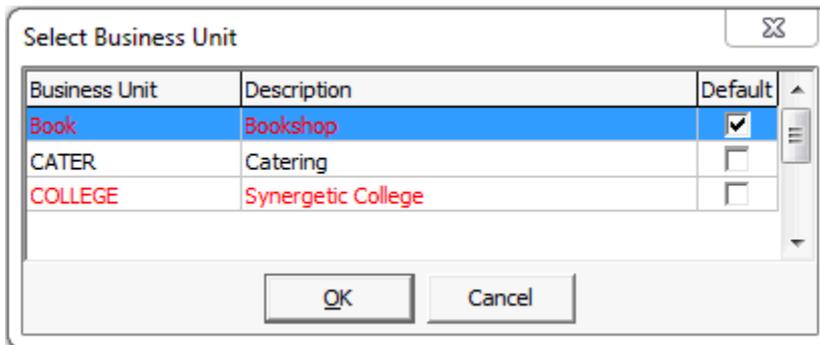
What you can do...	See...
<p>You can:</p> <ul style="list-style-type: none">• record the stocktake on a report then type the values into Synergetic• scan a representative item's barcode or enter the item code, then enter the quantity of that item into Synergetic• scan the barcode of each individual item in turn, with Synergetic incrementing the count automatically• load a text file of item barcodes and counts into Synergetic• confirm the figures are correct and close off the stocktake for the selected business unit and date.	<p><i>Using the Item Stocktake window (on page 176)</i></p>

Introduction to stocktaking

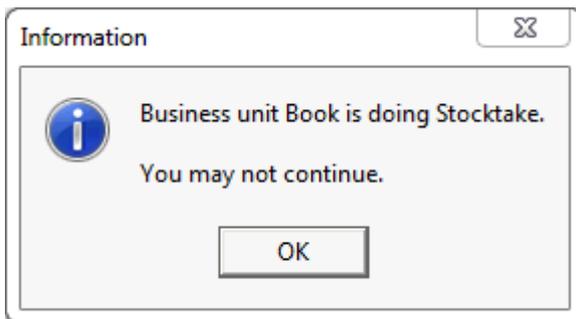
When to perform a stocktake

This task is usually performed annually at the close of the financial year but can be done more frequently according to the policy at your organisation.

Preferably plan your stocktake for a time when there are no sales or other activities that will affect the stocktaking process. During sales entry, you can tell when a stocktake is being performed because the business unit is highlighted in red.



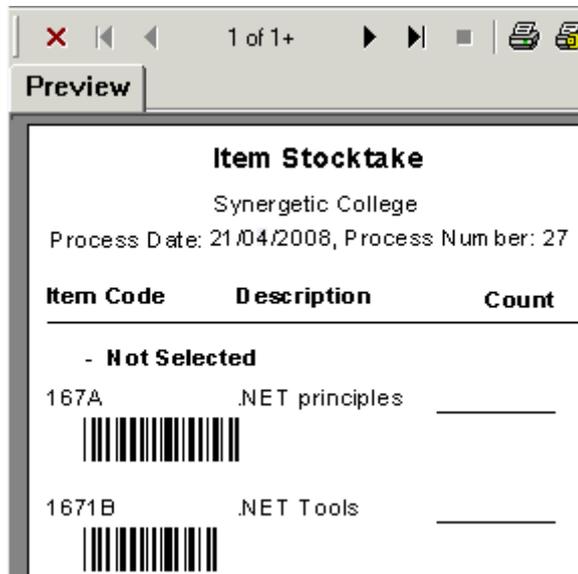
If Synergetic is configured to prevent sales being performed during a stocktake, the following message is displayed:



However, Synergetic can be set to allow you to sell stock during a stocktake. To do this, select the **Allow sales when Stocktake in progress** field on the **Sales** sub-tab of **Finance Configuration Maintenance**. See *Synergetic Financial Configuration - Business Units - Sales sub-tab* in the Finance manual.

Item Stocktake report

The **Item Stocktake** report is an integral part of stocktaking for many organisations. The **Item Stocktake** report is printed when a stocktake is initiated, and is typically used to record the stock on hand of each stock item. The person stocktaking writes the actual stock on hand in the **Count** column next to the item.



The screenshot shows a software window titled "Preview" with a standard toolbar at the top. The main content area displays the "Item Stocktake" report for Synergetic College. The report includes the process date (21/04/2008) and process number (27). It features a table with columns for Item Code, Description, and Count. Two items are listed: 167A (NET principles) and 1671B (NET Tools), each with a barcode and a blank line for the count. A "Not Selected" message is also present.

Item Code	Description	Count
- Not Selected		
167A	.NET principles	_____
		
1671B	.NET Tools	_____
		

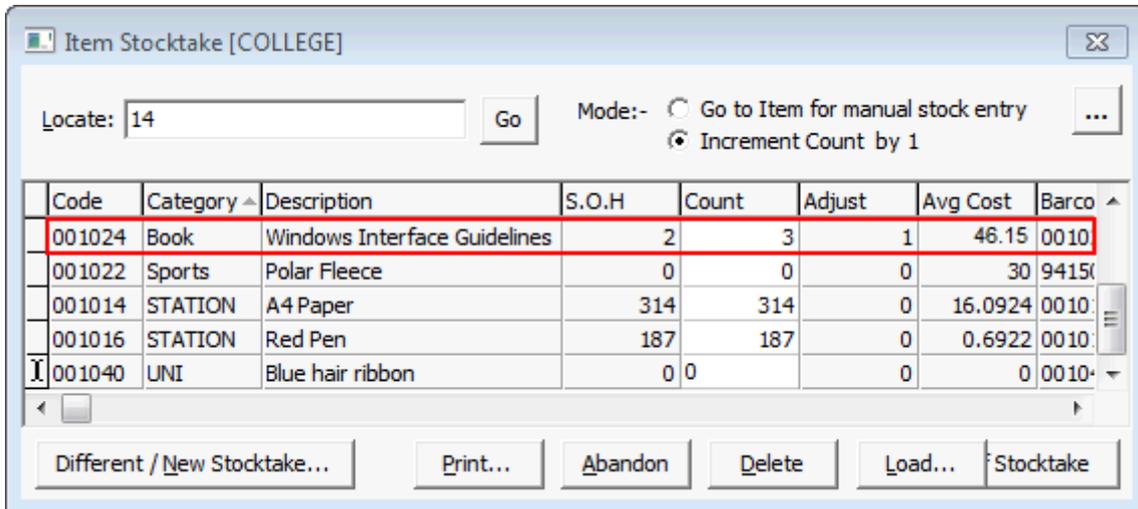
You can reprint the **Item Stocktake** report from the **Item Stocktake** window. See *Reprinting Item Stocktake reports* (on page 211).

To more quickly record the count on the **Item Stocktake** window, scan the barcode on the **Item Stocktake** report then type the count written earlier. See *Stocktaking using the Item Stocktake report* (on page 186).

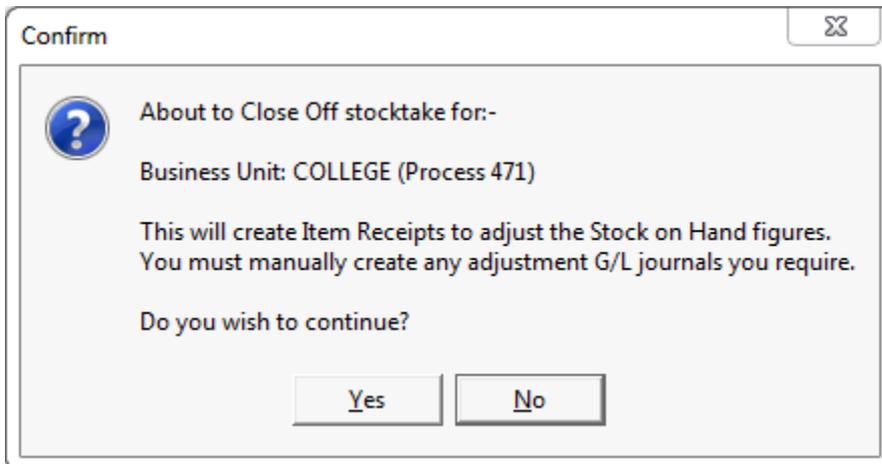
The effect of stocktake adjustments on item receipts

When you perform a stocktake, an adjustment may be required to set an item's stock on hand to the quantity that was counted.

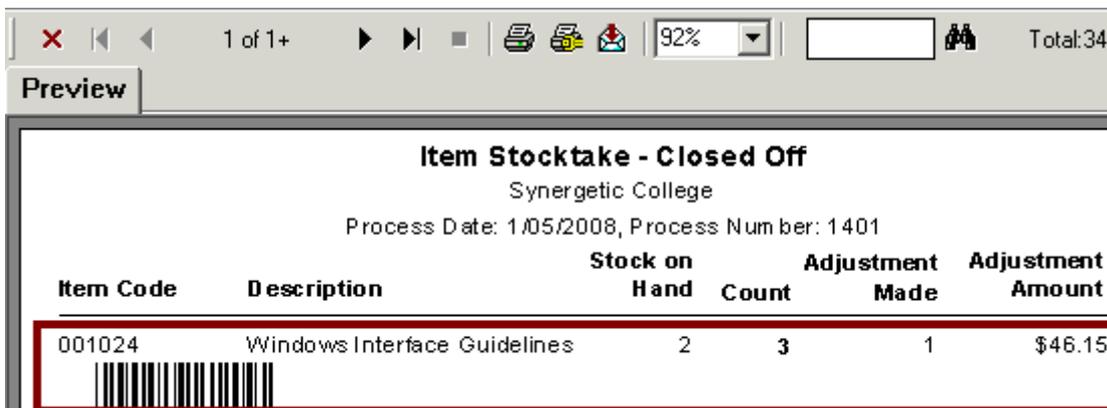
In this example, the book **Windows Interface Guidelines** needs adjusting from the **S.O.H.** (Synergetic's stock on hand) figure of **2** to the **Count** of 3.



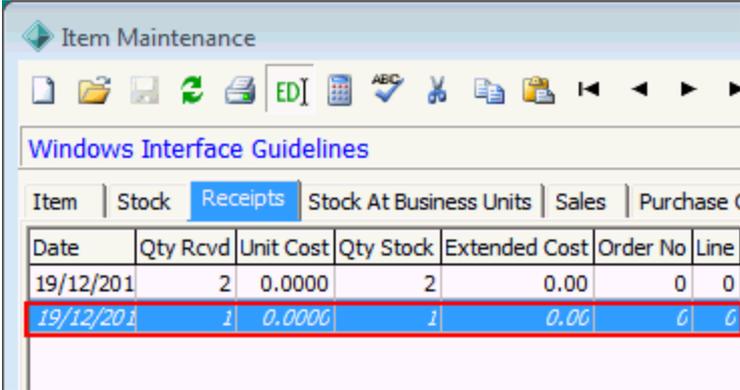
When you close off the stocktake for the business unit, a stock adjustment of **1** is created in Synergetic as an item receipt.



The adjustment details are also included on the **Item Stocktake** report, as shown below.



If you navigate to the **Receipts** tab of **Item Maintenance**, the corresponding receipt can be easily identified as any receipts generated from a stocktake are *italicised*. In this case, the receipt was for a quantity received of 1, with no unit cost or creditor applicable.



The screenshot shows the 'Item Maintenance' window with the 'Receipts' tab selected. Below the window title is a toolbar with various icons. Underneath is a section titled 'Windows Interface Guidelines'. The main area contains a table with the following columns: 'Item', 'Stock', 'Receipts', 'Stock At Business Units', 'Sales', and 'Purchase C'. The 'Receipts' column is highlighted. Below this is a detailed table with columns: 'Date', 'Qty Rcvd', 'Unit Cost', 'Qty Stock', 'Extended Cost', 'Order No', and 'Line'. The first row shows a receipt on 19/12/2011 for a quantity of 2, with a unit cost of 0.0000, resulting in an extended cost of 0.00. The second row, which is italicized, shows a receipt on 19/12/2011 for a quantity of 1, with a unit cost of 0.0000, resulting in an extended cost of 0.00.

Date	Qty Rcvd	Unit Cost	Qty Stock	Extended Cost	Order No	Line
19/12/2011	2	0.0000	2	0.00	0	0
<i>19/12/2011</i>	<i>1</i>	<i>0.0000</i>	<i>1</i>	<i>0.00</i>	<i>0</i>	<i>0</i>

Using the Item Stocktake window

Use the **Item Stocktake** window to:

- Record the stocktake on a report then type the values into Synergetic. See *Stocktaking using the Item Stocktake report* (on page 186).
- Scan a representative item's barcode or enter the item's code, then enter the quantity of that item into Synergetic. See *Stocktaking using a representative item* (on page 190).
- Scan the barcode of each individual item in turn, with Synergetic incrementing the count automatically. See *Stocktaking using the barcode of individual items* (on page 194).
- Merge a text file of item barcodes and counts into the stocktake. See *Stocktaking using a merge file* (on page 198).
- Delete items from the stocktake.
- Abandon the stocktake.
- Confirm the figures are correct and close off the stocktake for the selected business unit and date.

Opening the Item Stocktake window

To open the **Item Stocktake** window:

1. Select **Module > Sales > Item Stocktake**.

If there are no open stocktakes, the **Create New Stocktake** window is displayed. Otherwise, the **Item Stocktake** window is displayed - skip to step 7.

2. Select the **Business Unit** to perform the stocktake for, if it is different to that displayed.
3. Change the **Process Date** if the effective date of the stocktake is different to today's date.

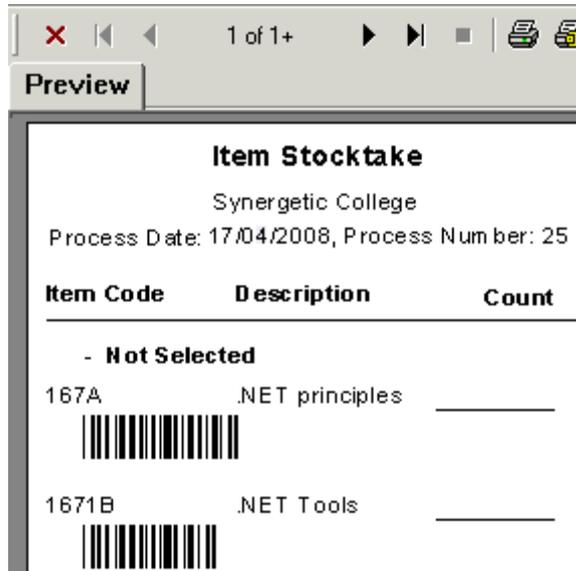
Note: You can reprint an existing **Item Stocktake** report at this stage. See *Reprinting Item Stocktake reports* (on page 211).

4. Click **OK**.

The following dialog is displayed.

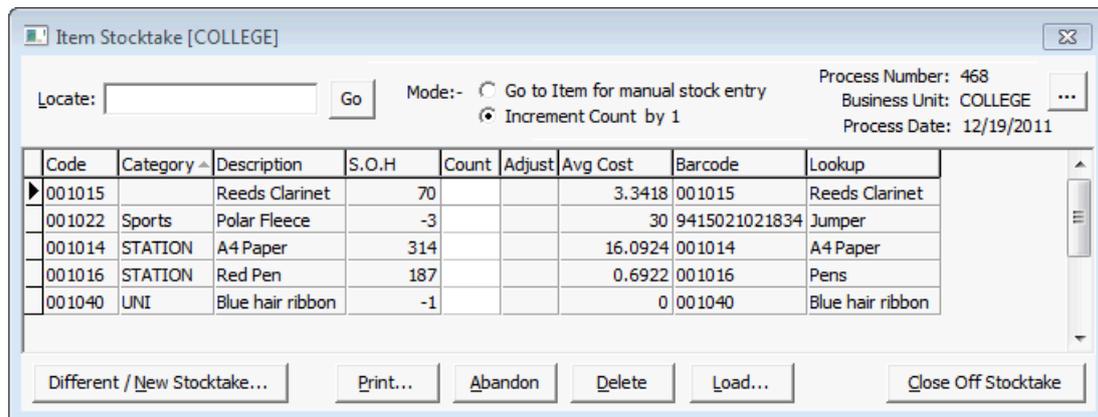
- Click .

The **Item Stocktake** report is displayed.



- Print the report, if required.
- Click to close the **Item Stocktake** report window.

The **Item Stocktake** window is displayed.



Additional features of the Item Stocktake window - double clicking on the Count field

Most of the features of **Item Stocktake** window are described in the **key fields and buttons** section below.

You can also double click on the **Count** field, if the actual stock on hand is either:

- The same as the **S.O.H.** figure shown. For example, **12** school bags are on hand so you can double click on the **Count** field to accept the **S.O.H.** figure.
- Zero. For example, the **S.O.H.** figure for **HTML Black Book** is shown as **-1** but the stocktake confirms that there are none to hand. In this instance, double clicking the **Count** field enters a zero quantity. This also applies if the **S.O.H.** figure is zero or negative.

	Code	Category ▲	Description	S.O.H	Count
	001017	BAG	School Bag	12	12
	001014	Book	Delphi Developers Handbook	132	132
I	001047	Book	HTML Black Book	-1	0
	001023	Book	Learning to Drive	150	

Additional features of the Item Stocktake window - sorting columns

You can sort any of the columns on the **Item Stocktake** window by clicking on the relevant column heading. When the window is opened initially the records are automatically ordered according to their **Category**, **Lookup** and **Code** values. In the example below, the **Description** heading has been clicked to sort all of the records in ascending order (▲) based on the description of the items.

	Code	Category	Description ▲	S.O.H
	001014	STATION	A4 Paper	82
	001016	STATION	Red Pen	118
▶	001015		Reeds Clarinet	81
	001019		socks	3
	001018		socks - large	0
	SD002		Sports uniform - medium	0
	SD001	UNI	Sports uniform - small	0

Clicking on the **Description** heading again sorts records in descending order (▼) based on the description of the items.

	Code	Category	Description ▼	S.O.H
	SD001	UNI	Sports uniform - small	0
	SD002		Sports uniform - medium	0
	001018		socks - large	0
▶	001019		socks	3
	001015		Reeds Clarinet	81
	001016	STATION	Red Pen	118
	001014	STATION	A4 Paper	82

Item Stocktake window - key fields and buttons

Fields

Field	Description
Locate	Field for either: <ul style="list-style-type: none"> accepting the barcode when scanning an item's barcode typing the item's code.
Mode	<p>Stocktaking mode used for the current stock count entry or entries. Select either:</p> <ul style="list-style-type: none"> Go to Item for manual stock entry Increment Count by 1. <p>Use the Go to Item for manual stock entry mode to:</p> <ul style="list-style-type: none"> Enter the values from the Item Stocktake report. See <i>Stocktaking using the Item Stocktake report</i> (on page 186). Enter the values after scanning a representative item's barcode. See <i>Stocktaking using a representative item</i> (on page 190). <p>Use the Increment Count by 1 mode to scan each individual stock item's barcode in turn. See <i>Stocktaking using the barcode of individual items</i> (on page 194).</p>

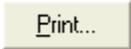
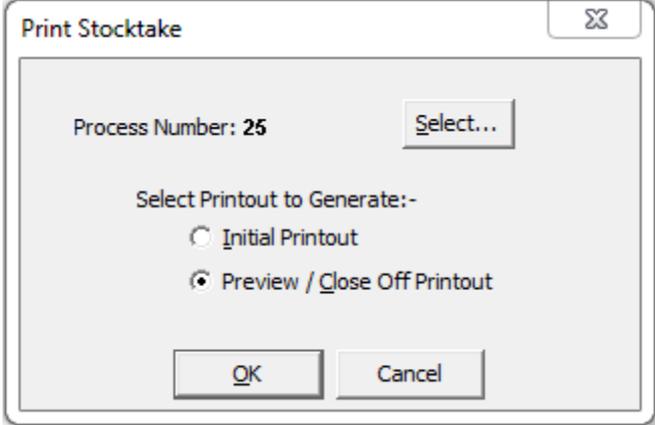
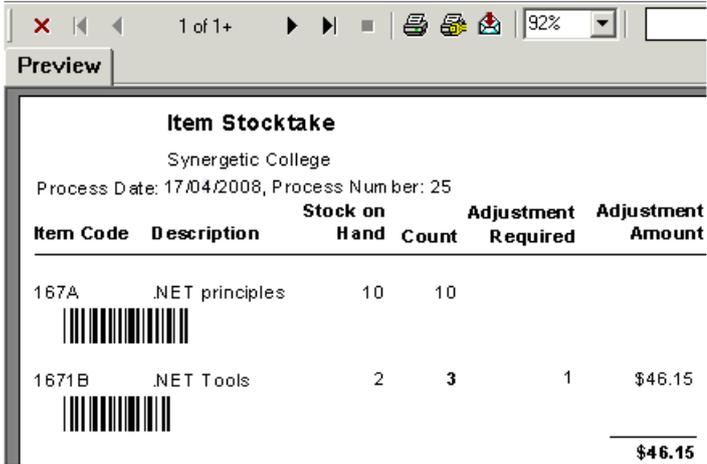
Grid area fields

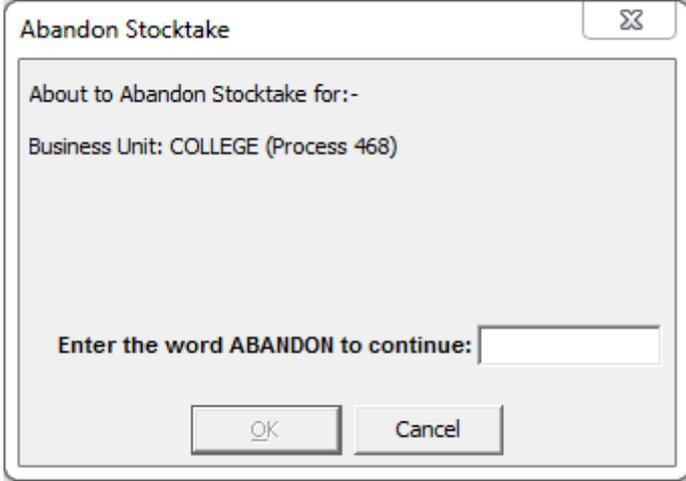
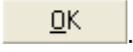
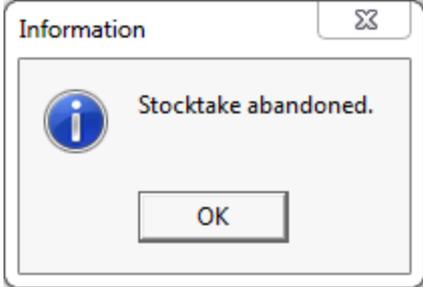
Field	Description
Code	<p>Unique code for the item.</p> <p><u>Note: It is recommended that you develop naming standards for item codes and descriptions.</u></p>
Category	<p>Group used to categorise this item.</p> <p>For example, Uniform or Books can be set up as categories to group similar items together.</p>
Description	Description for the item.

Field	Description
S.O.H.	<p>Stock on hand.</p> <p>The stock on hand figure is Synergetic's calculated value for the item:</p> <ul style="list-style-type: none"> • since the last stocktake figure • adding purchase receipts or manual receipts • taking off sales made to customers • taking off "own use" sales (that is, general ledger sales). <p>The stock on hand can be different to the physical count for a variety of reasons:</p> <ul style="list-style-type: none"> • the previous stocktake figure was incorrect • purchases were not received in correctly or fully before the stocktake • sales were not booked out correctly or fully before the stocktake • "own use" sales were not put through correctly or fully before the stocktake • barcode labels were stuck onto the incorrect items • the wrong items were counted • shrinkage.
Count	Physical count of the stock item.
Adjust	<p>Adjustment figure applied when the stocktake is closed.</p> <p>Depending on your organisation's stocktaking policy, recount any items where the Adjust value for an item is not zero. A second count will confirm whether the first count was correct or not. If it confirms that the stock count is correct, an adjustment will bring the stock on hand back to its correct level.</p> <p><u>Note: Any adjustment general ledger journals need to be created separately.</u></p>
Avg Cost	Calculated average cost of the stock item.
Barcode	<p>Used for barcoding applications involving stock items.</p> <p>If blank, a barcode is not used for this item.</p> <p>For example, books that are stocked and sold at your organisation can be integrated with POS equipment, using barcodes to speed up the sales entry process.</p>
Lookup	<p>Determines the order that items are listed in the search grid.</p> <p>Defaults to the value of the Description field but can be changed. For example, the item code can serve as a better lookup.</p>

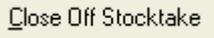
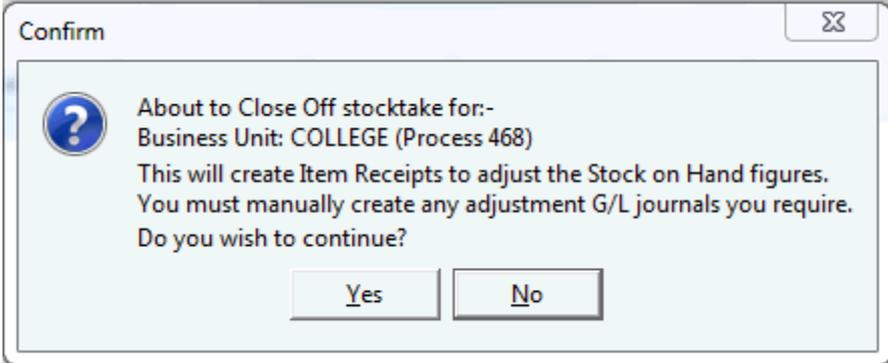
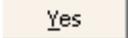
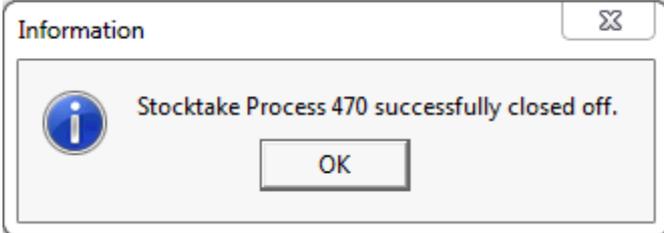
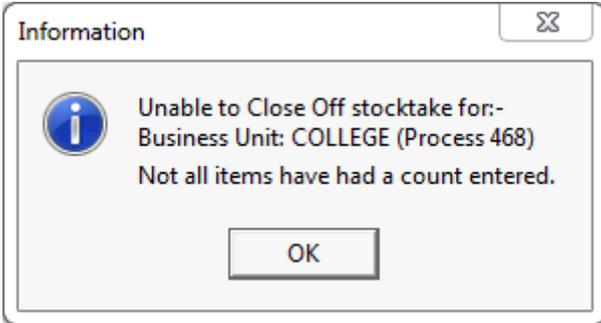
Buttons

Button	Description												
	<p>If the item code or barcode is populated in the Locate field, Synergetic locates the item, selects the row and either:</p> <ul style="list-style-type: none"> • positions the cursor in the Count field, if the Go to Item for manual stock entry mode is selected • increments the Count field, if the Increment Count by 1 mode is selected. <p>When scanning barcodes, Synergetic automatically populates the Locate field and selects  to perform the action specified above.</p>												
	<p>Launch into Item Maintenance for the selected item. See <i>Maintaining items</i> (on page 5).</p>												
	<p>Either:</p> <ul style="list-style-type: none"> • Select a different open stocktake using the Select Process Number window. For example, select the stocktake for a different business unit at your organisation. <div data-bbox="628 909 1350 1200" data-label="Image"> <table border="1" data-bbox="639 958 1294 1048"> <thead> <tr> <th>Process No</th> <th>Date</th> <th>Description</th> <th>Count</th> </tr> </thead> <tbody> <tr> <td>469</td> <td>12/19/2011</td> <td>Stocktake - Book</td> <td>10</td> </tr> <tr> <td>470</td> <td>12/19/2011</td> <td>Stocktake - COLLEGE</td> <td>5</td> </tr> </tbody> </table> </div> <ul style="list-style-type: none"> • Click  to create a new stocktake. For example, create a stocktake for another business unit. See <i>Creating a stocktake for another business unit</i> (on page 217). 	Process No	Date	Description	Count	469	12/19/2011	Stocktake - Book	10	470	12/19/2011	Stocktake - COLLEGE	5
Process No	Date	Description	Count										
469	12/19/2011	Stocktake - Book	10										
470	12/19/2011	Stocktake - COLLEGE	5										

Button	Description																								
<p></p>	<p>To print the Item Stocktake report:</p> <ol style="list-style-type: none"> Click . <p>The Print Stocktake window is displayed.</p>  <p>The dialog box shows: Process Number: 25, Select Printout to Generate: - <input type="radio"/> Initial Printout <input checked="" type="radio"/> Preview / Close Off Printout <input type="button" value="OK"/> <input type="button" value="Cancel"/></p> <ol style="list-style-type: none"> Select either: <ul style="list-style-type: none"> Initial Printout Preview / Close Off Printout. Click . <p>The Item Stocktake report is previewed.</p>  <p>The preview window shows a table with the following data:</p> <table border="1"> <thead> <tr> <th>Item Code</th> <th>Description</th> <th>Stock on Hand</th> <th>Count</th> <th>Adjustment Required</th> <th>Adjustment Amount</th> </tr> </thead> <tbody> <tr> <td>167A</td> <td>.NET principles</td> <td>10</td> <td>10</td> <td></td> <td></td> </tr> <tr> <td>1671B</td> <td>.NET Tools</td> <td>2</td> <td>3</td> <td>1</td> <td>\$46.15</td> </tr> <tr> <td colspan="5"></td> <td>\$46.15</td> </tr> </tbody> </table>	Item Code	Description	Stock on Hand	Count	Adjustment Required	Adjustment Amount	167A	.NET principles	10	10			1671B	.NET Tools	2	3	1	\$46.15						\$46.15
Item Code	Description	Stock on Hand	Count	Adjustment Required	Adjustment Amount																				
167A	.NET principles	10	10																						
1671B	.NET Tools	2	3	1	\$46.15																				
					\$46.15																				

Button	Description
<p></p>	<p>Abandon the stocktake before it is closed off and delete all records associated with the current stocktake.</p> <p>To abandon a stocktake:</p> <ol style="list-style-type: none"> 1. Click . <p>The following window is displayed.</p>  <p>The dialog box titled "Abandon Stocktake" contains the text "About to Abandon Stocktake for:-" and "Business Unit: COLLEGE (Process 468)". Below this is a text input field with the prompt "Enter the word ABANDON to continue:" and two buttons: "OK" and "Cancel".</p> <ol style="list-style-type: none"> 2. Type abandon. <hr/> <p>Note: This field is not case sensitive.</p> <ol style="list-style-type: none"> 3. Click . <p>The following window is displayed.</p>  <p>The dialog box titled "Information" contains an information icon and the text "Stocktake abandoned." with an "OK" button below it.</p>

Button	Description
	<p>Remove the selected item from the stocktake, if the policy at your organisation permits these items to be removed.</p> <p>For example, a stocktake may not be required for a discontinued item.</p> <div data-bbox="451 389 1353 779" style="border: 1px solid gray; padding: 5px;"> <p>Confirm ✕</p> <div style="border: 1px solid gray; padding: 5px;">  About to Delete item from stocktake:- Blue hair ribbon (001040) Note that this will not delete the item but simply remove it from the stocktake. Do you wish to continue? <div style="text-align: center; margin-top: 10px;"> <input type="button" value="Yes"/> <input type="button" value="No"/> </div> </div> </div> <p><u>Note: If an item is not in stock, enter a zero value in the Count field.</u></p> <p>Alternatively, enter the count of the stock, even if it is zero, and make the stock inactive before the next stocktake.</p>
	<p>Open the Load Merge File window to merge a text file of item barcodes and counts into Synergetic. See <i>Stocktaking using a merge file</i> (on page 198).</p>

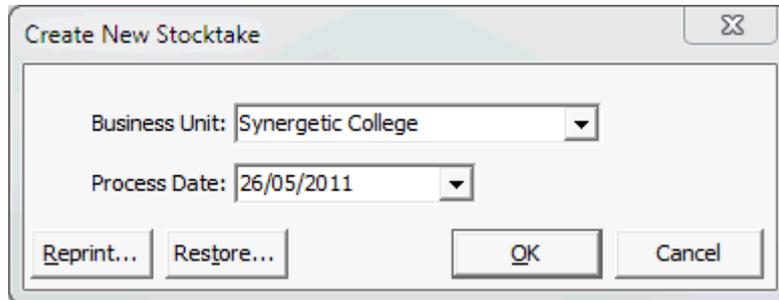
Button	Description
<p></p>	<p>Confirm the figures entered are correct and close off the stocktake for the business unit and date specified.</p> <p>To close off the stocktake:</p> <ol style="list-style-type: none"> Click . <p>The following dialog window is displayed.</p>  <ol style="list-style-type: none"> Click . <p>The Item Stocktake report is printed and the following message is displayed.</p>  <p>If a count has not been entered for all items, you can:</p> <ul style="list-style-type: none"> • stocktake and enter a count for the remaining items • enter a zero count for items that are not in stock • delete the items from the stock count, if the policy at your organisation permits these items to be removed. 

Stocktaking using the Item Stocktake report

To record the stocktake using the **Item Stocktake** report:

1. Select **Module > Sales > Item Stocktake**.

If there are no open stocktakes, the **Create New Stocktake** window is displayed. Otherwise, the **Item Stocktake** window is displayed - skip to step 8.

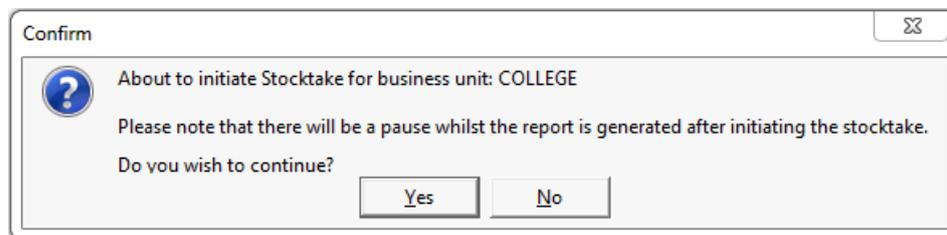


2. Select the **Business Unit** to perform the stocktake for, if it is different to that displayed.
3. Change the **Process Date** if the effective date of the stocktake is different to today's date.

Note: You can reprint an existing **Item Stocktake** report at this stage. See [Reprinting Item Stocktake reports](#) (on page 211).

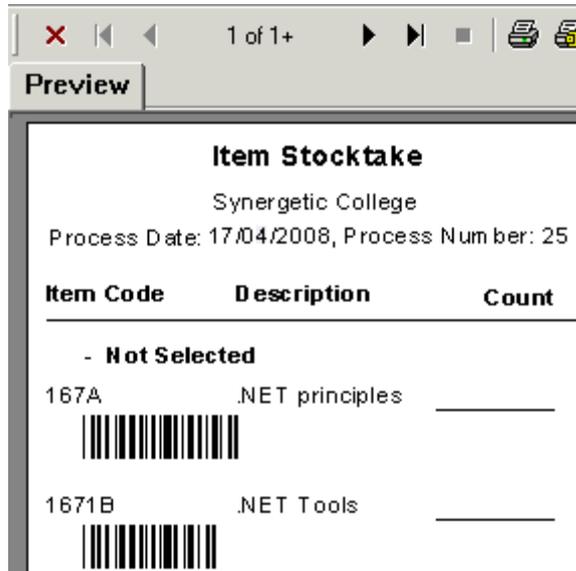
4. Click **OK**.

The following dialog is displayed.



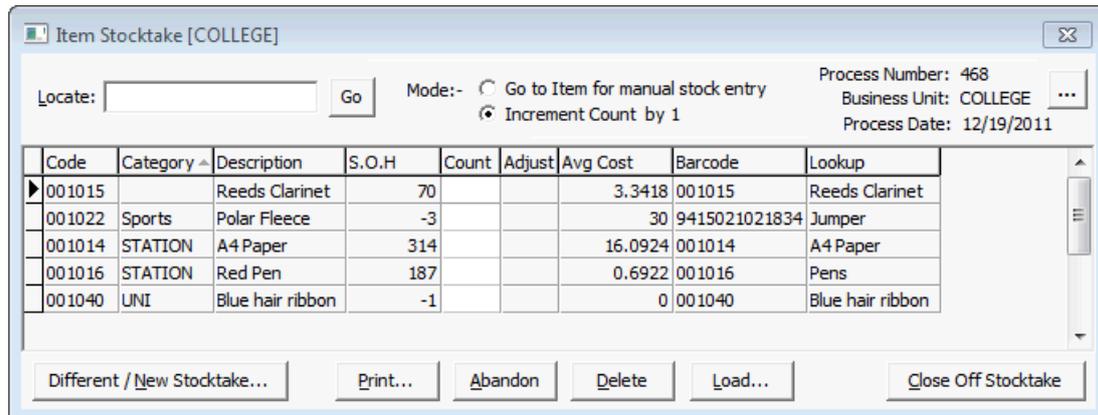
- Click .

The **Item Stocktake** report is displayed.



- Print the report.
- Click to close the **Item Stocktake** report window.

The **Item Stocktake** window is displayed.



- Select an item on the report to stocktake.
- Physically count the stock.
- Write the count on the report.
- Repeat steps 8 through 10 for each item.

12. For each item listed on the report, type the stock count number into the corresponding **Count** fields on the **Item Stocktake** window.

Code	Category	Description	S.O.H	Count	Adjust	Avg Cost	Barcode	Lookup
001015		Reeds Clarinet	70	70	0	3.3418	001015	Reeds Clarinet
001022	Sports	Polar Fleece	-3	0	3	30	9415021021834	Jumper
001014	STATION	A4 Paper	314	314	0	16.0924	001014	A4 Paper
001016	STATION	Red Pen	187	187	0	0.6922	001016	Pens
001040	UNI	Blue hair ribbon	-1	0	1	0	001040	Blue hair ribbon

13. Depending on your organisation's stocktaking policy, recount any items where the count is different to the S.O.H. field. That is, where the **Adjust** value for an item is not zero.

Note: Stock adjustments are not created until the stocktake is closed off.

14. Click **Close Off Stocktake** when the stocktake is complete.

The following dialog window is displayed.

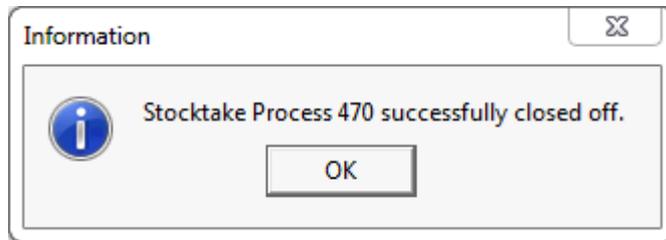
Confirm

About to Close Off stocktake for:-
 Business Unit: COLLEGE (Process 468)
 This will create Item Receipts to adjust the Stock on Hand figures.
 You must manually create any adjustment G/L journals you require.
 Do you wish to continue?

Yes No

15. Click .

The **Item Stocktake** report is printed to your default printer and the following message is displayed.



16. Click .

The **Item Stocktake** window is closed.

17. Create any adjustment G/L journals you require. See *Entering general ledger journals* in the General ledger manual.

For example, depending on how your organisation manages inventory you can:

- create a G/L journal from the stock control (balance sheet) account to the stock movement (profit and loss) account
- optionally also do a secondary G/L journal to a stock write off account.

Stocktaking using a representative item

You can use representative items to enter a stocktake. That is:

- Scan an item on the shelf or enter its item code. This is the representative item.
- Count how many there are, including the one that was just scanned.
- Enter the count using the **Item Stocktake** window. See *Using the Item Stocktake window* (on page 176).

Alternatively, for some items it is easier to use the **Increment Count by 1** mode. See *Stocktaking using the barcode of individual items* (on page 194).

One method of performing the stocktake is for:

- one person to use a wireless barcode scanner to scan the stock item and count the stock
- another person to enter the count called out by the first person.

Another method is use a laptop with a:

- wireless connection to your network
- barcode scanner attached to the laptop.

To record the stocktake by using representative items:

1. Select **Module > Sales > Item Stocktake**.

If there are no open stocktakes, the **Create New Stocktake** window is displayed. Otherwise, the **Item Stocktake** window is displayed - skip to step 7.

2. Select the **Business Unit** to perform the stocktake for, if it is different to that displayed.
3. Change the **Process Date** if the effective date of the stocktake is different to today's date.

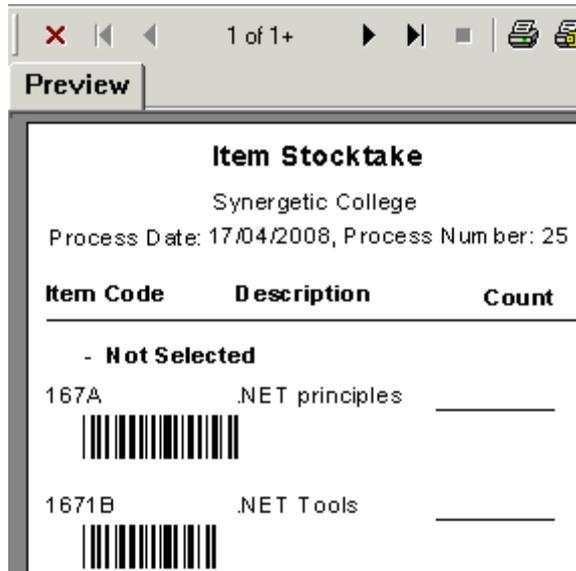
Note: You can reprint an existing **Item Stocktake** report at this stage. See *Reprinting Item Stocktake reports* (on page 211).

4. Click .

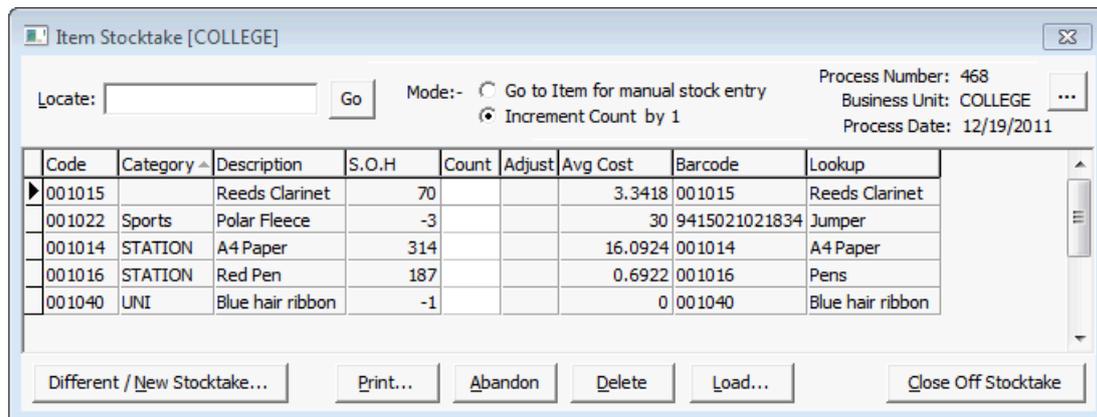
The following dialog is displayed.

- Click .

The **Item Stocktake** report is displayed.



- Click to close the **Item Stocktake** report window.
The **Item Stocktake** window is displayed.
- Select the **Go to Item for manual stock entry** mode, if not already selected.



8. Either:

- Scan the barcode of a representative stock item. For example, if you have several reams of A4 paper scan the barcode on one of the reams.

- Enter the item code of a representative stock item in the **Locate** field and click .

The cursor is positioned in the **Count** field of the item.

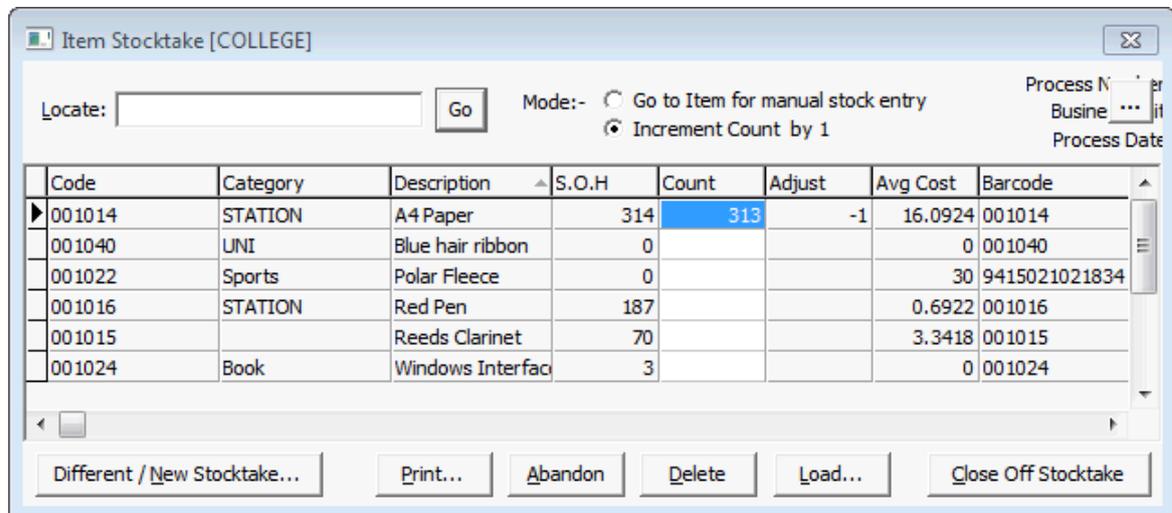
Code	Category	Description	S.O.H	Count
001014	STATION	A4 Paper	314	

9. Physically count the number of the selected stock item.

10. Type the stock count value.

11. Press **Enter** or select the **Locate** field.

The stock count is recorded and the **Item Stocktake** window is prepared for the next item to be scanned or entered.



Item Stocktake [COLLEGE]

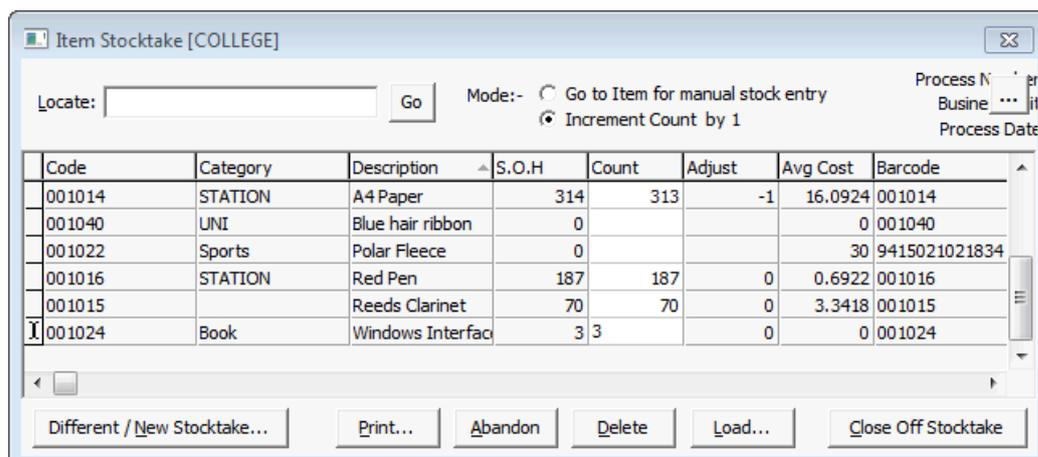
Locate: Go Mode:- Go to Item for manual stock entry Increment Count by 1

Process Number: Business Unit: Process Date:

Code	Category	Description	S.O.H	Count	Adjust	Avg Cost	Barcode
001014	STATION	A4 Paper	314	313	-1	16.0924	001014
001040	UNI	Blue hair ribbon	0			0	001040
001022	Sports	Polar Fleece	0			30	9415021021834
001016	STATION	Red Pen	187			0.6922	001016
001015		Reeds Clarinet	70			3.3418	001015
001024	Book	Windows Interfac	3			0	001024

Different / New Stocktake... Print... Abandon Delete Load... Close Off Stocktake

12. Repeat steps 8 through 10 for each item.



Item Stocktake [COLLEGE]

Locate: Go Mode:- Go to Item for manual stock entry Increment Count by 1

Process Number: Business Unit: Process Date:

Code	Category	Description	S.O.H	Count	Adjust	Avg Cost	Barcode
001014	STATION	A4 Paper	314	313	-1	16.0924	001014
001040	UNI	Blue hair ribbon	0			0	001040
001022	Sports	Polar Fleece	0			30	9415021021834
001016	STATION	Red Pen	187	187	0	0.6922	001016
001015		Reeds Clarinet	70	70	0	3.3418	001015
001024	Book	Windows Interfac	3	3	0	0	001024

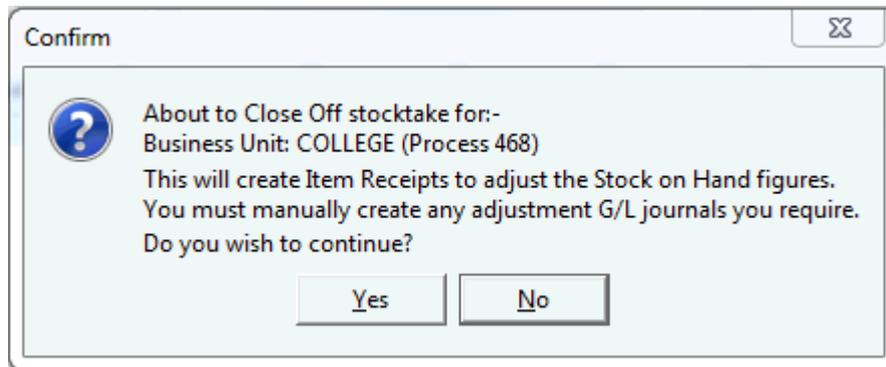
Different / New Stocktake... Print... Abandon Delete Load... Close Off Stocktake

13. Depending on your organisation's stocktaking policy, recount any items where the count is different to the S.O.H. field. That is, where the **Adjust** value for an item is not zero.

Note: Stock adjustments are not created until the stocktake is closed off.

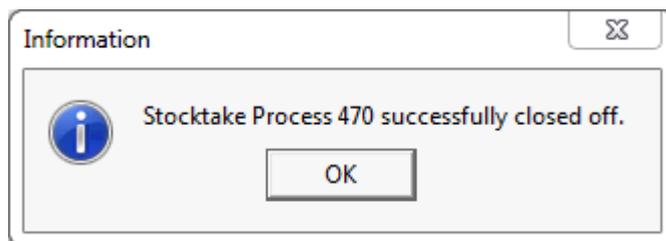
14. Click when the stocktake is complete.

The following dialog window is displayed.



15. Click .

The **Item Stocktake** report is printed to your default printer and the following message is displayed.



16. Click .

The **Item Stocktake** window is closed.

17. Create any adjustment G/L journals you require. See *Entering general ledger journals* in the General ledger manual.

For example, depending on how your organisation manages inventory you can:

- create a G/L journal from the stock control (balance sheet) account to the stock movement (profit and loss) account
- optionally also do a secondary G/L journal to a stock write off account.

Stocktaking using the barcode of individual items

You can scan the barcode of each individual item in turn, with Synergetic incrementing the count automatically.

Alternatively, for some items it is easier to use the **Go to Item for manual stock entry** mode. See *Stocktaking using a representative item* (on page 190).

To scan barcodes, you can use either a:

- wireless barcode scanner
- barcode scanner attached to a laptop with a wireless connection to your network.

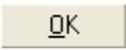
To record the stocktake by scanning the barcodes of individual stock items:

1. Select **Module > Sales > Item Stocktake**.

If there are no open stocktakes, the **Create New Stocktake** window is displayed. Otherwise, the **Item Stocktake** window is displayed - skip to step 7.

2. Select the **Business Unit** to perform the stocktake for, if it is different to that displayed.
3. Change the **Process Date** if the effective date of the stocktake is different to today's date.

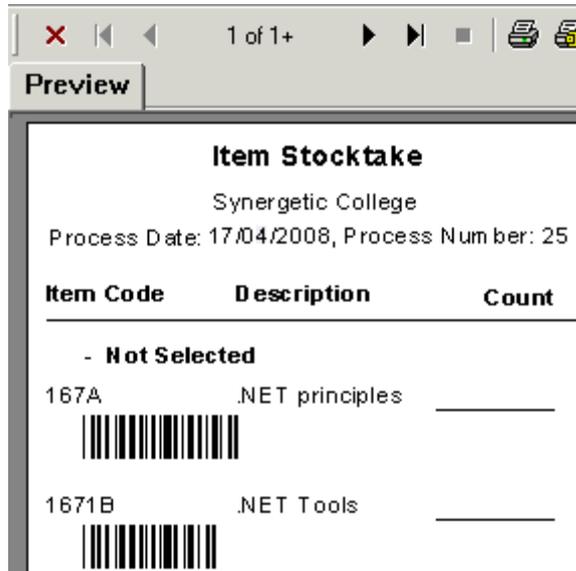
Note: You can reprint an existing **Item Stocktake** report at this stage. See *Reprinting Item Stocktake reports* (on page 211).

4. Click .

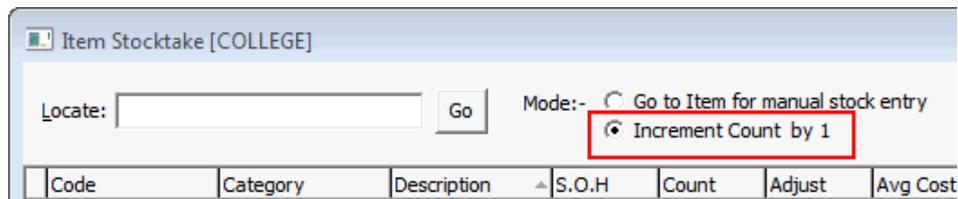
The following dialog is displayed.

- Click .

The **Item Stocktake** report is displayed.



- Click to close the **Item Stocktake** report window.
The **Item Stocktake** window is displayed.
- Select the **Increment Count by 1** mode.



8. Scan the barcode of an individual stock item.

The count is incremented by one for the selected item.

Code	Category	Description	S.O.H	Count
001014	STATION	A4 Paper	314	1

9. Repeat step 8 until there is no more stock that needs counting.

Note: It does not matter which order items are scanned, as each individual item is identified by its barcode.

Item Stocktake [COLLEGE]

Locate: Go Mode: Go to Item for manual stock entry Increment Count by 1

Code	Category	Description	S.O.H	Count	Adjust	Avg Cost	Barcode
001014	STATION	A4 Paper	314	313	-1	16.0924	001014
001040	UNI	Blue hair ribbon	0			0	001040
001022	Sports	Polar Fleece	0			30	9415021021834
001016	STATION	Red Pen	187	187	0	0.6922	001016
001015		Reeds Clarinet	70	70	0	3.3418	001015
001024	Book	Windows Interfac	3	3	0	0	001024

Different / New Stocktake... Print... Abandon Delete Load... Close Off Stocktake

10. Depending on your organisation's stocktaking policy, recount any items where the count is different to the S.O.H. field. That is, where the **Adjust** value for an item is not zero.

Note: Stock adjustments are not created until the stocktake is closed off.

11. Click **Close Off Stocktake** when the stocktake is complete.

The following dialog window is displayed.

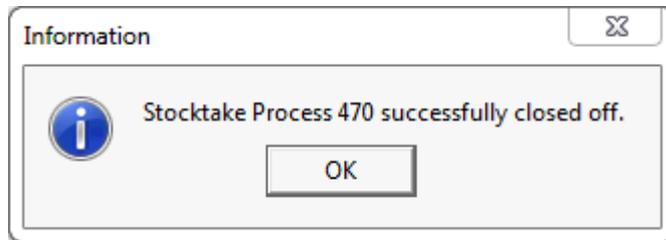
Confirm

About to Close Off stocktake for:-
 Business Unit: COLLEGE (Process 468)
 This will create Item Receipts to adjust the Stock on Hand figures.
 You must manually create any adjustment G/L journals you require.
 Do you wish to continue?

Yes No

12. Click .

The **Item Stocktake** report is printed to your default printer and the following message is displayed.



13. Click .

The **Item Stocktake** window is closed.

14. Create any adjustment G/L journals you require. See *Entering general ledger journals* in the General ledger manual.

For example, depending on how your organisation manages inventory you can:

- create a G/L journal from the stock control (balance sheet) account to the stock movement (profit and loss) account
- optionally also do a secondary G/L journal to a stock write off account.

Stocktaking using a merge file

You can load a text file of barcodes and item counts into Synergetic's stocktake. This is useful for a warehouse that does not have easy network access: you can create the text file offline and load it into Synergetic at a later point.

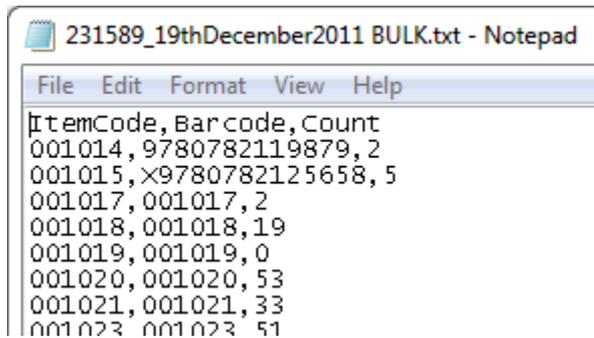
How to:

- Create a merge file. See *Creating a merge file* (on page 199).
- Load a merge file into Synergetic. See *Loading a merge file into Synergetic* (on page 206).

Creating a merge file

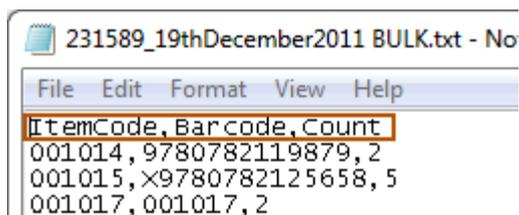
A merge file is a text file that contains the barcodes of all items to be included in the stocktake and their stock count. Each line in the text file has an item barcode and the item's stock count separated by a **delimiter character**.

Note: A **delimiter character** is a special character that does not appear in the file's information. It is used to separate information so that Synergetic can tell where one piece of information ends and the next piece begins. The standard **delimiter character** is a comma.



```
231589_19thDecember2011 BULK.txt - Notepad
File Edit Format View Help
ItemCode,Barcode,Count
001014,9780782119879,2
001015,x9780782125658,5
001017,001017,2
001018,001018,19
001019,001019,0
001020,001020,53
001021,001021,33
001022,001022,51
```

A merge file can begin with a **Header Row**; a row that indicates the order of the information on each line.



```
231589_19thDecember2011 BULK.txt - No
File Edit Format View Help
ItemCode,Barcode,Count
001014,9780782119879,2
001015,x9780782125658,5
001017,001017,2
```

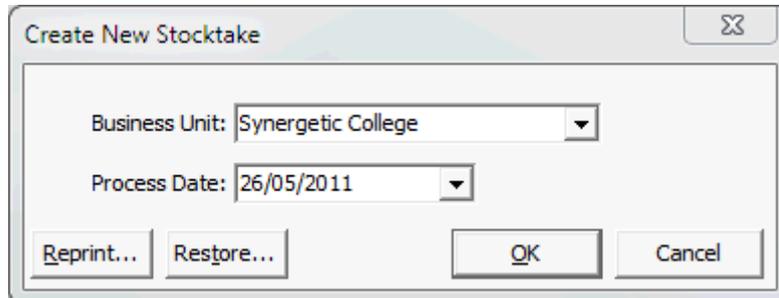
If it does not, the information must be ordered according to the **Stocktake Import Rules**.

Opening the Stocktake Import Rules

To open the **Stocktake Import Rules** window:

1. Select **Module > Sales > Item Stocktake**.

If there are no open stocktakes, the **Create New Stocktake** window is displayed. Otherwise, the **Item Stocktake** window is displayed - skip to step 7.

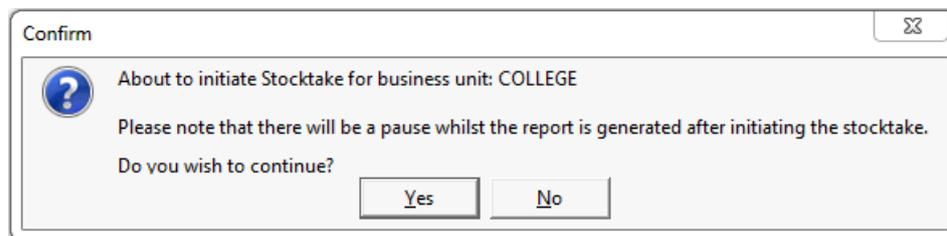


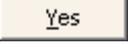
2. Select the **Business Unit** to perform the stocktake for, if it is different to that displayed.
3. Change the **Process Date** if the effective date of the stocktake is different to today's date.

Note: You can reprint an existing **Item Stocktake** report at this stage. See *Reprinting Item Stocktake reports* (on page 211).

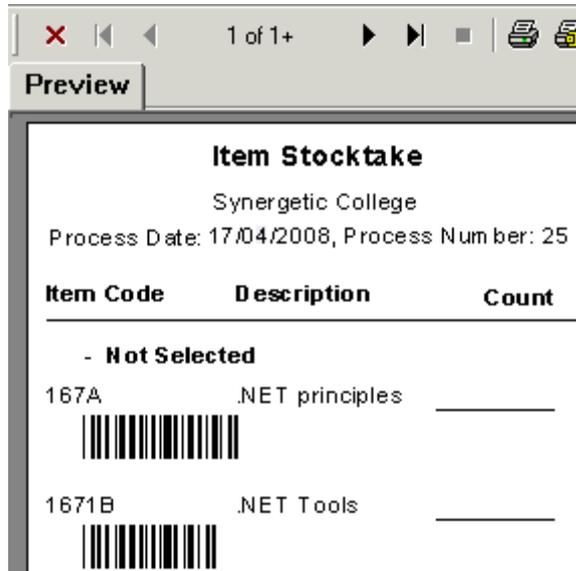
4. Click **OK**.

The following dialog is displayed.



- Click .

The **Item Stocktake** report is displayed.

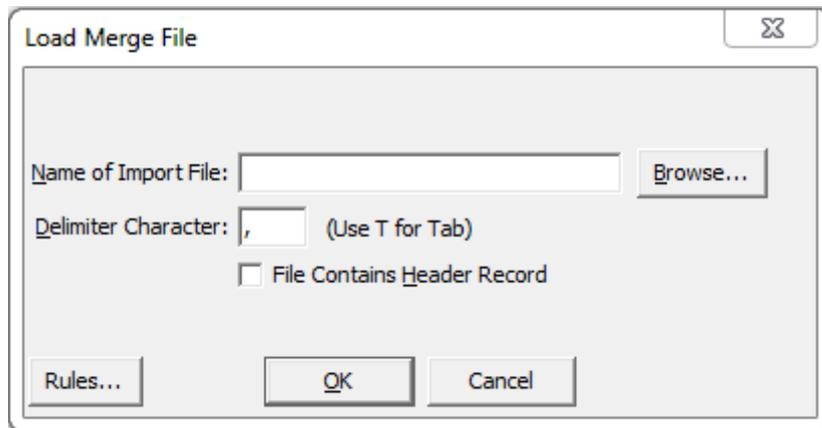


- Click  to close the **Item Stocktake** report window.

The **Item Stocktake** window is displayed.

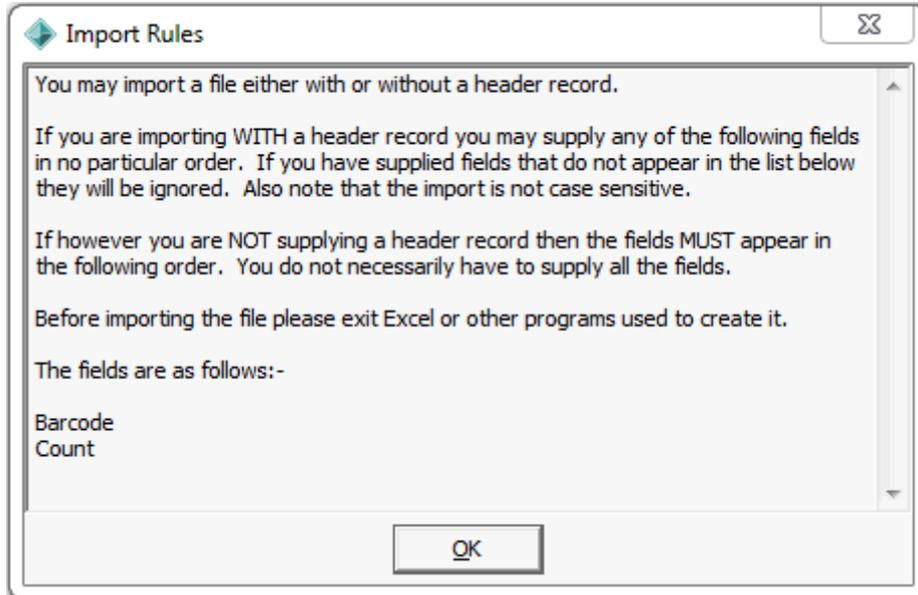
- Click .

The **Load Merge File** window is displayed



8. Click **Rules...**

The **Import Rules** window is displayed.



Creating a merge file

You can create a merge file:

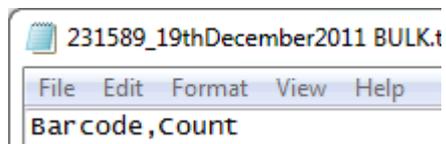
- with any word processing application such as Microsoft Word, Notepad or WordPad
- with Microsoft Excel.

For larger merge files, it is usually more efficient to use Microsoft Excel. Microsoft Excel allows you to sort information, which makes finding duplicate barcodes much easier.

Creating a merge file with a word processor

To create a merge file using a word processor such as Notepad:

1. Open the word processing application and create a new file.
2. If you are using a **Header Row**, type the name of each header, followed by a comma. Do not put a full stop at the end.



3. Press **Enter** to go to the next line.
4. Type the item's barcode.

Note: If you have used a **Header Row**, enter the information in the same order as the **Header Row**.

5. Press the **comma** key.
6. Type the count of the item. Do not put a comma or full stop at the end of the line.

Note: Do not use a thousands separator. The number "twelve thousand and forty-seven" must be written as **12047** not 12,047.

7. Repeat steps **3** through **6** until no more items are to be counted.
8. Combine any duplicate barcodes into one entry by adding their counts together.
9. Remove any blank lines.
10. Save the file as a text file (that is, with a suffix of **.txt**).

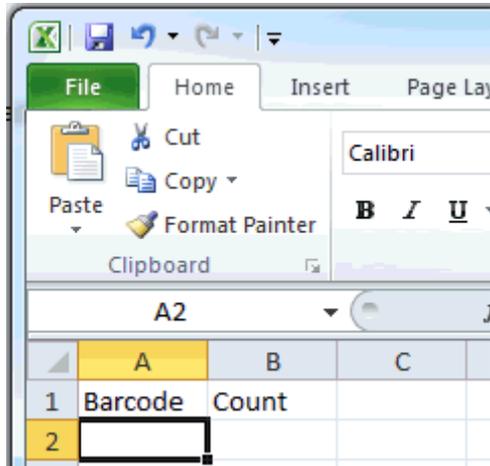
Note: If you are using Microsoft Word, you need to select this from the **Save As Type:** drop-down list.

11. Exit the word processor.

Creating a merge file with Microsoft Excel

To create a merge file using Microsoft Excel:

1. Open Microsoft Excel and create a new file.
2. If you are using a Header Row, type each header into its own cell in the first row.



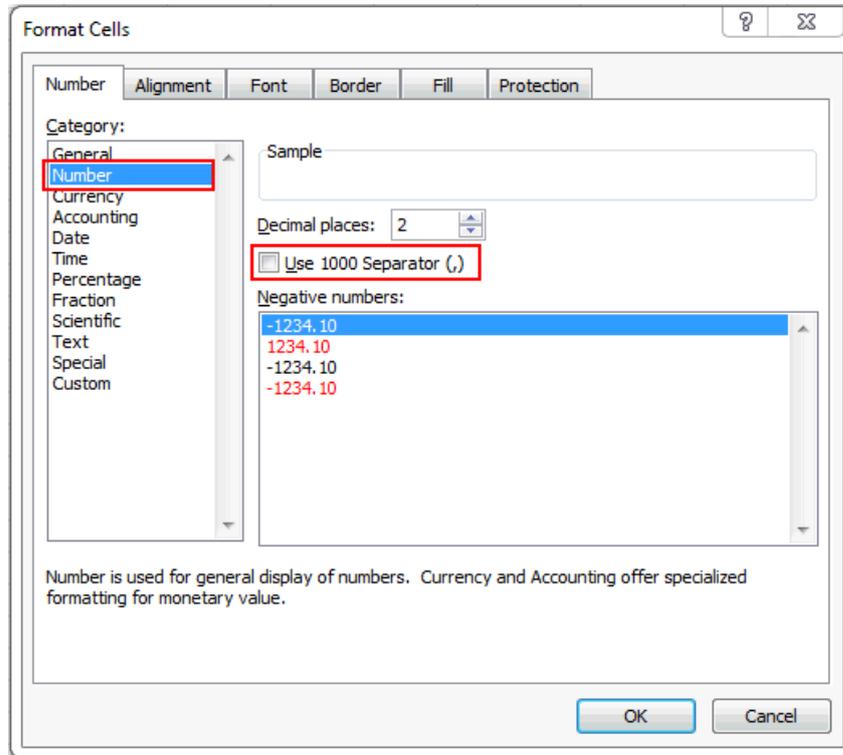
3. Go to the start of the next row.
4. Type the item's barcode.

Note: If you have used a **Header Row**, enter the information in the same columns as the headers.

5. Go to the next column.

6. Type the item's count.

Note: If numbers higher than 999 are appearing with a comma, highlight the affected column and click **Format > Cells...** Make sure the **Category** is set to **Number** and the **Use 1000 Separator (,)** field is cleared.



7. Repeat steps 3 through 6 until all there are no more items to be counted.
8. Click **Data > Sort**.
9. If you have used a **Header Row**, select **Sort By: Barcode**. If you have not used a **Header Row**, select **Sort By: Column A**.
10. Combine any duplicate barcodes into one entry by adding their counts together.
11. Repeat steps 8 through 9 to remove any blank lines.
12. Click **File > Save As...**
13. Enter a file name.
14. Select **Save As Type: CSV (Comma Separated Value)**.
15. Click **Save**.
16. Exit Microsoft Excel.

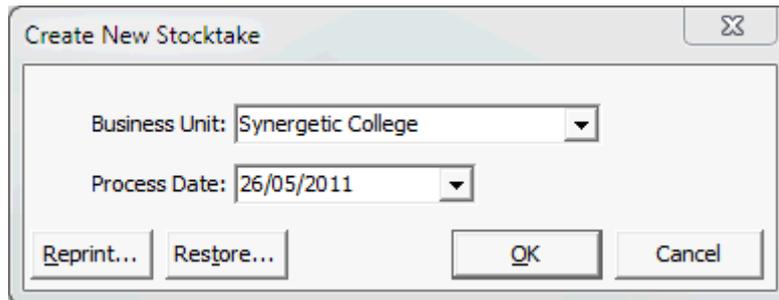
Loading a merge file into Synergetic

You can load a merge file containing the barcode and number of each item into Synergetic, instead of stocktaking with Synergetic directly. You will need a prepared merge file. See *Creating a merge file* (on page 199).

To load a merge file:

1. Select **Module > Sales > Item Stocktake**.

If there are no open stocktakes, the **Create New Stocktake** window is displayed. Otherwise the **Item Stocktake** window is displayed - skip to step 7.

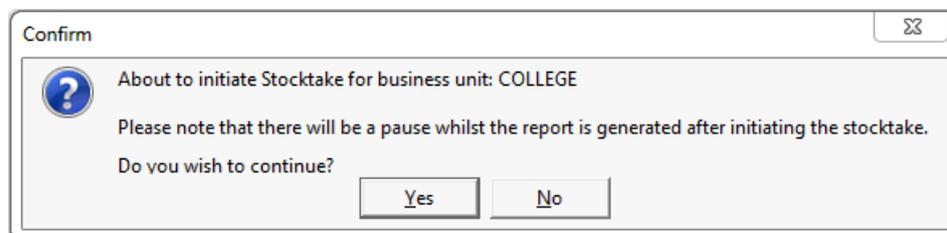


2. Select the **Business Unit** to perform the stocktake for, if it is different to that displayed.
3. Change the **Process Date** if the effective date of the stocktake is different to today's date.

Note: You can reprint an existing **Item Stocktake** report at this stage. See *Reprinting Item Stocktake reports* (on page 211).

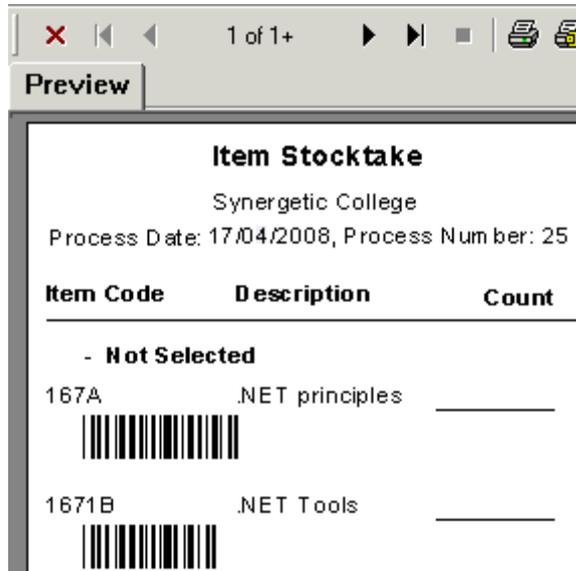
4. Click .

The following dialog is displayed.



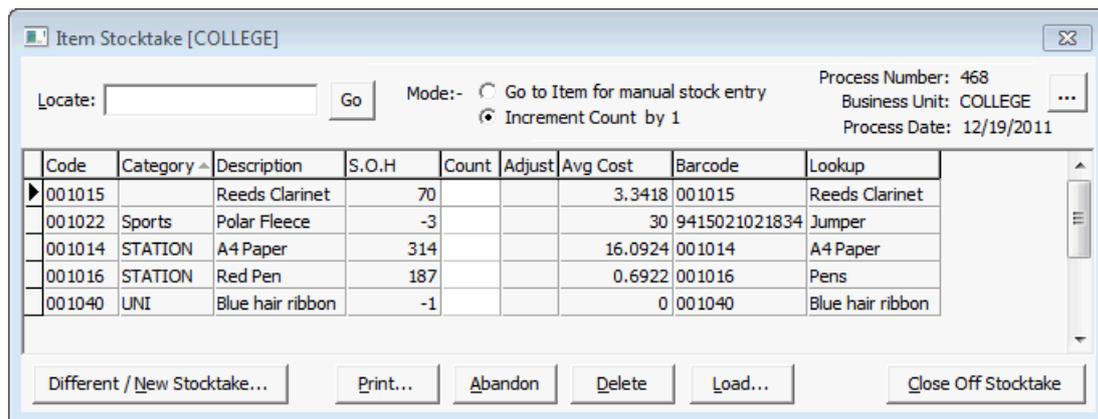
- Click .

The **Item Stocktake** report is displayed.



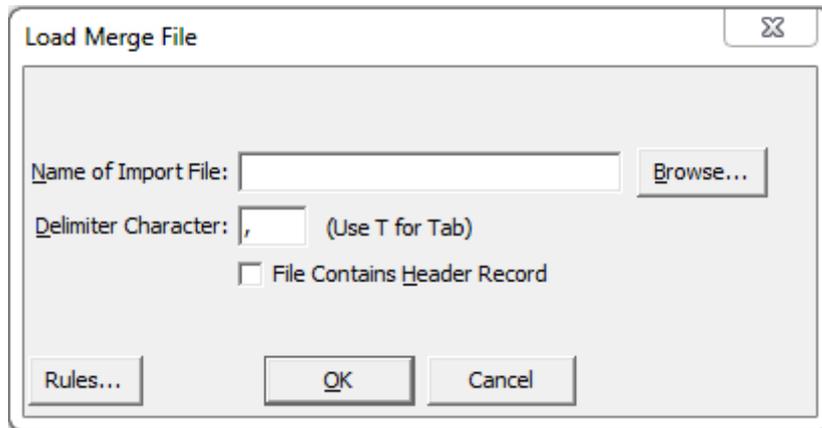
- Click to close the **Item Stocktake** report window.

The **Item Stocktake** window is displayed.



- Click **Load...**.

The **Load Merge File** window is displayed.



- Click **Browse...**.

The **Import File** window is displayed.

- Select your merge file and click **Open**.

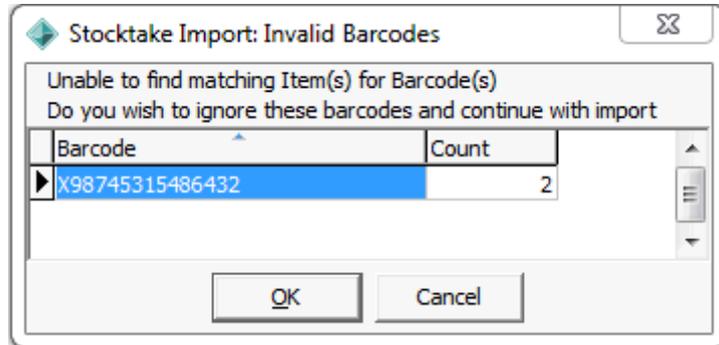
- Check that the **Delimiter Character** is the one used in your merge file.

Note: A **Delimiter Character** is the character used to separate pieces of information. For example, your merge file has an item's barcode followed by a delimiter character and then the number of items on hand. The standard delimiter character is a comma.

- If your merge file starts with a row that displays the order of the information, select **File Contains Header Record**.

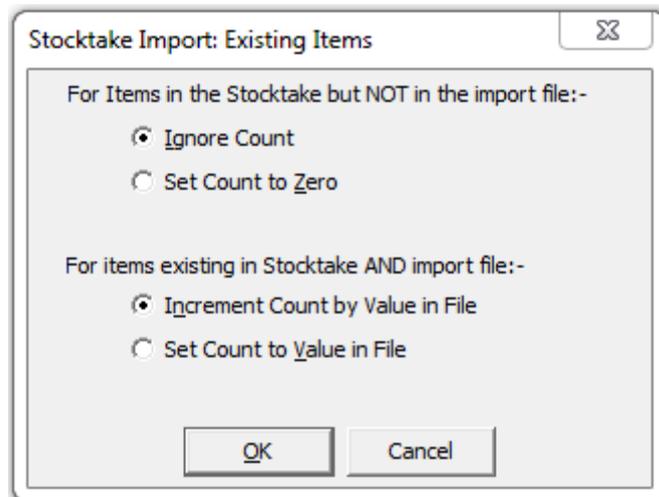
12. Click .

The merge file is loaded into Synergetic. Synergetic matches the listed barcodes to item barcodes, and then to item codes if no barcodes match. If the merge file contains barcodes that do not match any stock in Synergetic, the **Stocktake Import: Invalid Barcodes** window appears listing the invalid barcodes.



Note: Unless there are many invalid barcodes, it is usually best to note down the invalid codes, and click  to continue the import. Those items can be entered later by creating another merge file with the correct barcodes, or entering stocktake item counts directly into Synergetic. See *Stocktaking using the Item Stocktake report* (on page 186), *Stocktaking using a representative item* (on page 190), and *Stocktaking using the barcode of individual items* (on page 194).

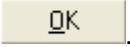
The **Stocktake Import: Existing Items** window is displayed.



13. Select how you want Synergetic to use the import file. Synergetic can:

- ignore any items that are not listed in the merge file (**Ignore Count**)
- set the item count to zero for any item not listed in the merge file (**Set Count to Zero**)
- add the merge file item counts to the stocktake item counts (**Increment Count by Value in File**)
- overwrite the stocktake figures, by setting all item counts to the value in the merge file (**Set Count to Value in File**).

Note: Usually, you would select **Ignore Count** and **Increment Count by Value In File** if you are using the merge file to add to your stocktake, and **Set Count to Zero** and **Set Count to Value In File** if you are managing your whole stocktake with this merge file.

14. Click .

The stocktake counts are updated.

Reprinting Item Stocktake reports

The method of reprinting **Item Stocktake** reports depends on whether there is:

- an open stocktake and you want to reprint the initial **Item Stocktake** report for **this** stocktake
- an open stocktake and you want to reprint either the initial or close off report for a **prior** stocktake
- **no** open stocktake and you want to reprint either the initial or close off report for a **prior** stocktake.

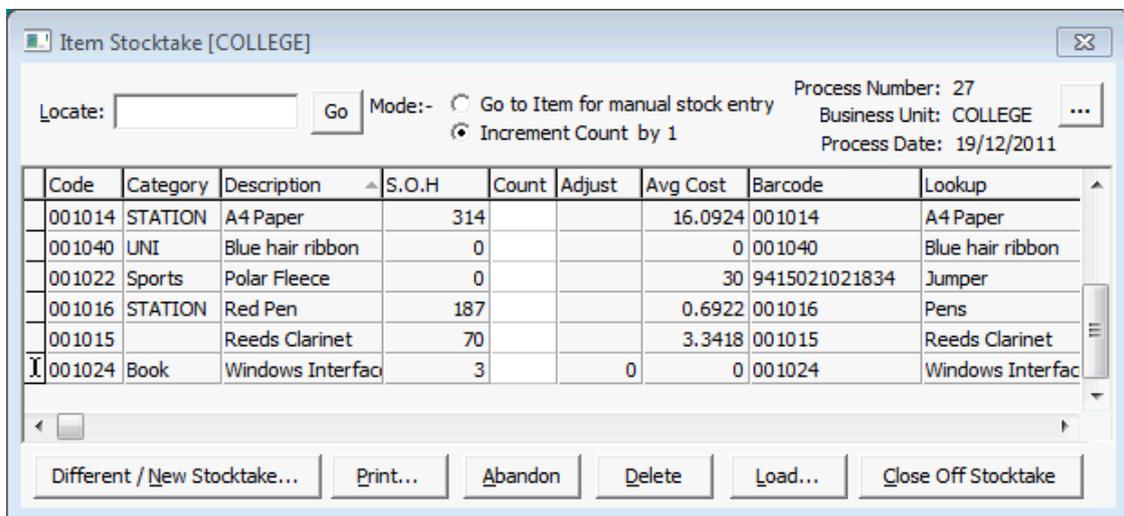
Reprinting an Item Stocktake report for the current stocktake

You can reprint the initial **Item Stocktake** report at any time before the stocktake is closed off.

To reprint the initial **Item Stocktake** report of the current stocktake:

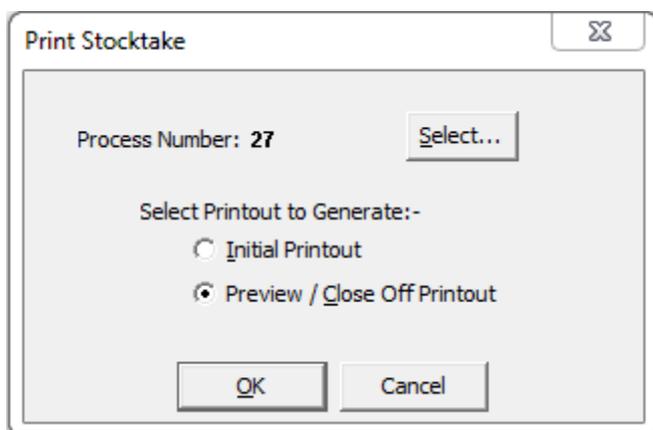
1. Select **Module > Sales > Item Stocktake**.

The **Item Stocktake** window is displayed.



2. Click **Print...**

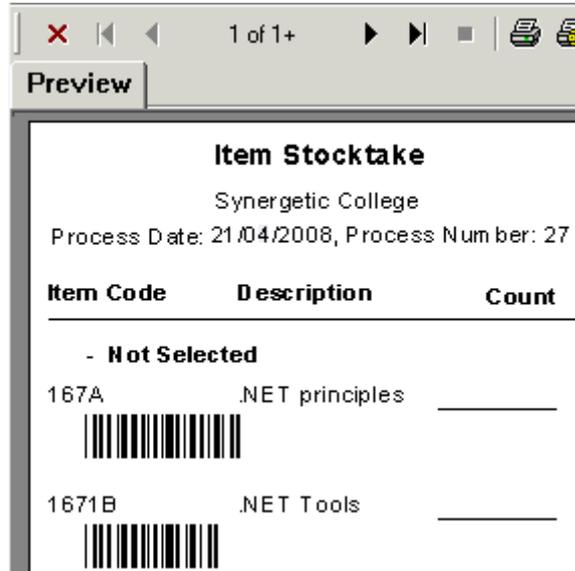
The **Print Stocktake** window is displayed.



3. Select either:
 - **Initial Printout**
 - **Preview / Close Off Printout.**

4. Click .

The **Item Stocktake** report is previewed.



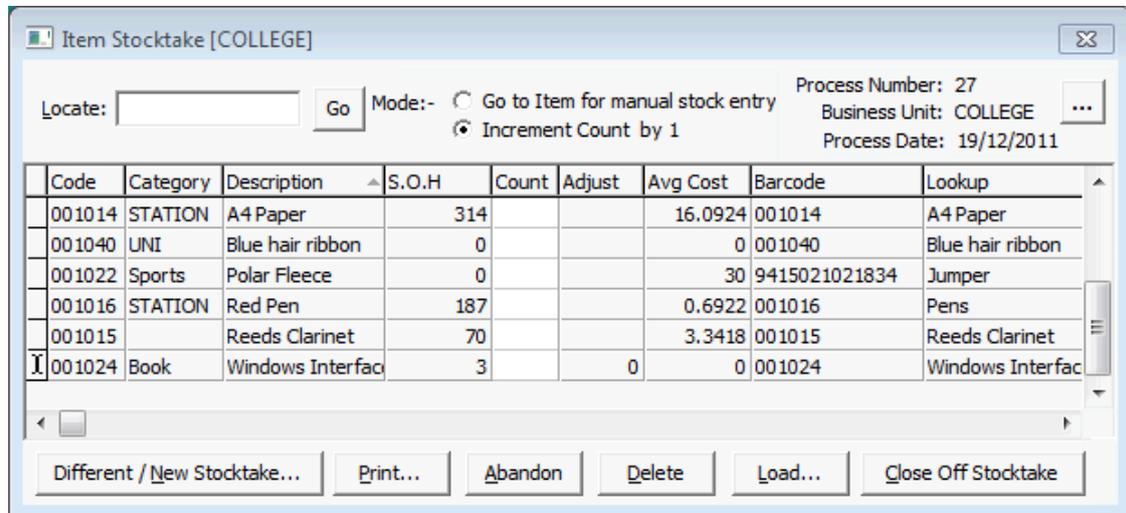
5. Print the report.

Reprinting a prior Item Stocktake report when a stocktake is open

To reprint the initial or close off **Item Stocktake** report of a **prior** stocktake and you are working on the latest stocktake:

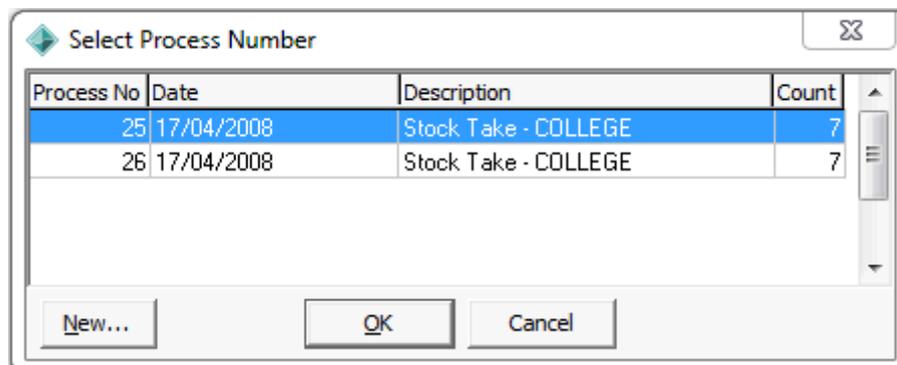
1. Select **Module > Sales > Item Stocktake**.

The **Item Stocktake** window is displayed.



2. Click **Different / New Stocktake...**

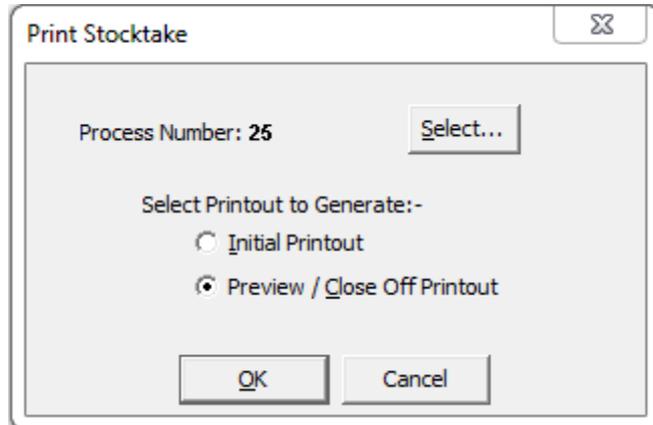
The **Select Process Number** window is displayed.



3. Locate and select the stocktake process to reprint.

4. Click .

The **Print Stocktake** window is displayed.



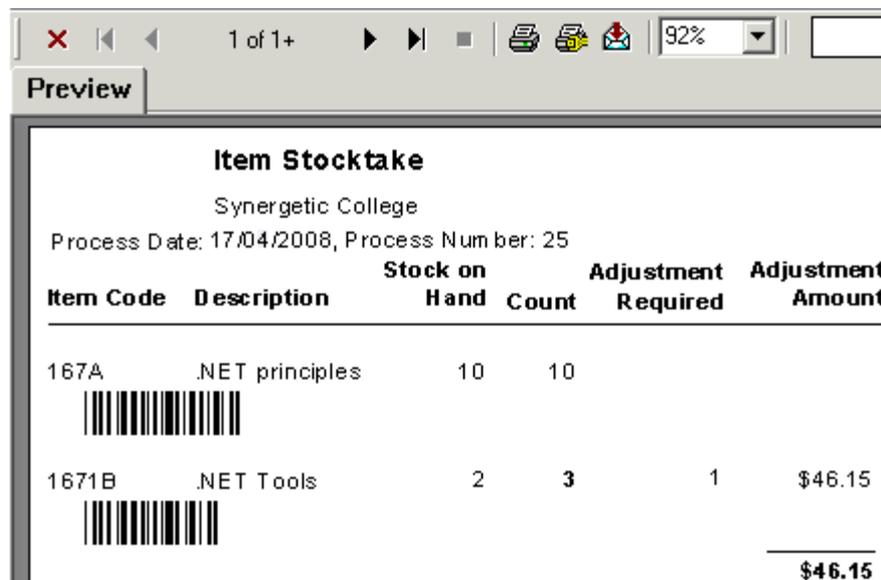
The dialog box titled "Print Stocktake" contains the following elements:

- Process Number: 25
- Select... button
- Select Printout to Generate:-
 - Initial Printout
 - Preview / Close Off Printout
- OK button
- Cancel button

5. Select either:
- **Initial Printout**
 - **Preview / Close Off Printout.**

6. Click .

The **Item Stocktake** report is previewed.



The preview window shows the following report:

Item Stocktake
Synergetic College
Process Date: 17/04/2008, Process Number: 25

Item Code	Description	Stock on Hand	Count	Adjustment Required	Adjustment Amount
167A	.NET principles 	10	10		
1671B	.NET Tools 	2	3	1	\$46.15
					\$46.15

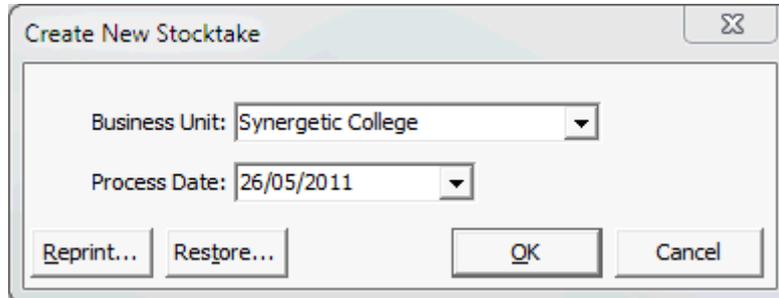
7. Print the report.

Reprinting a prior Item Stocktake report when there is no open stocktake

To reprint the initial or close off **Item Stocktake** report of a **prior** stocktake and there is **no** open stocktake:

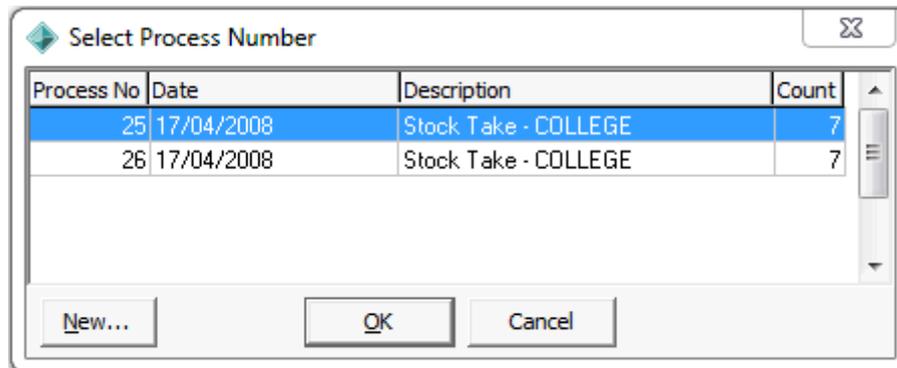
1. Select **Module > Sales > Item Stocktake**.

The **Create New Stocktake** window is displayed.



2. Click **Reprint...**

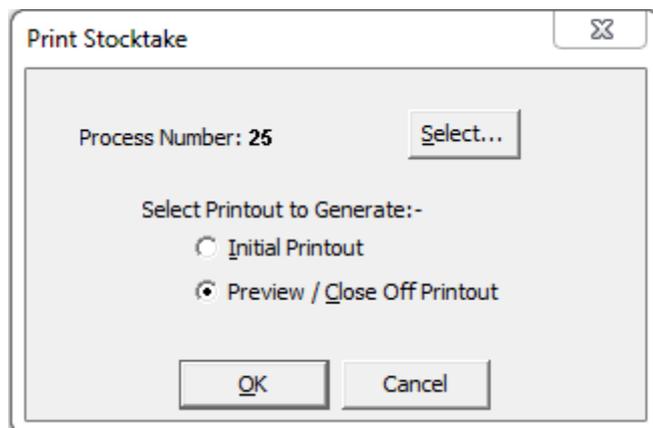
The **Select Process Number** window is displayed.



3. Locate and select the stocktake process to reprint.

4. Click **OK**

The **Print Stocktake** window is displayed.



5. Select either:
 - **Initial Printout**
 - **Preview / Close Off Printout.**
6. Click .

The **Item Stocktake** report is previewed.

Item Code	Description	Stock on Hand	Count	Adjustment Required	Adjustment Amount
167A	.NET principles	10	10		
1671B	.NET Tools	2	3	1	\$46.15
					\$46.15

7. Print the report.

Creating a stocktake for another business unit

Some organisations may need to stocktake each business unit at the same time. This requires the creation of stocktakes for each additional business unit.

Alternatively, you can stocktake and close off each business unit in turn. See:

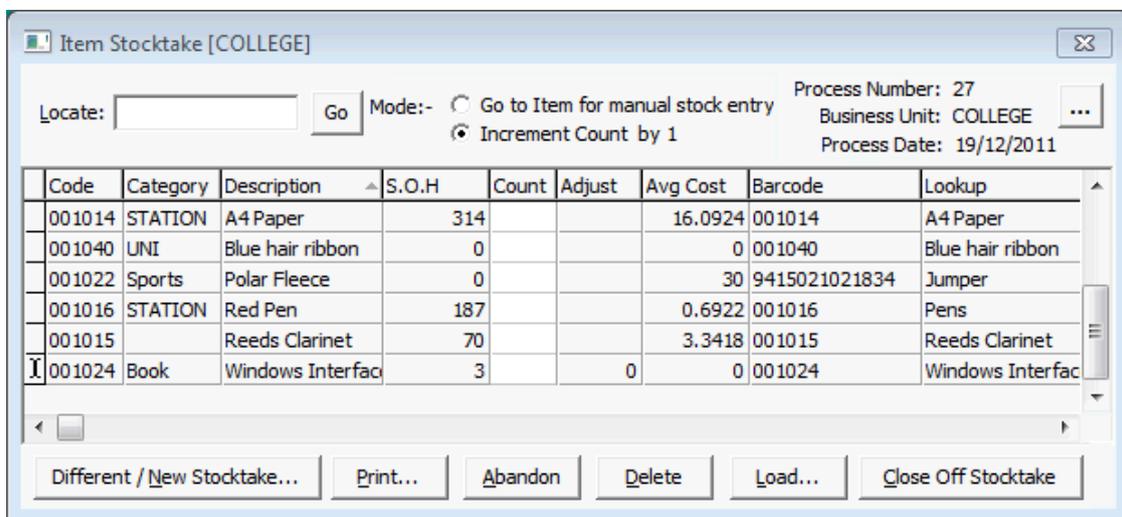
- *Stocktaking using the Item Stocktake report* (on page 186)
- *Stocktaking using a representative item* (on page 190)
- *Stocktaking using the barcode of individual items* (on page 194).

Note: You cannot perform more than one stocktake for the same business unit at the same time.

To create stocktakes for additional business units:

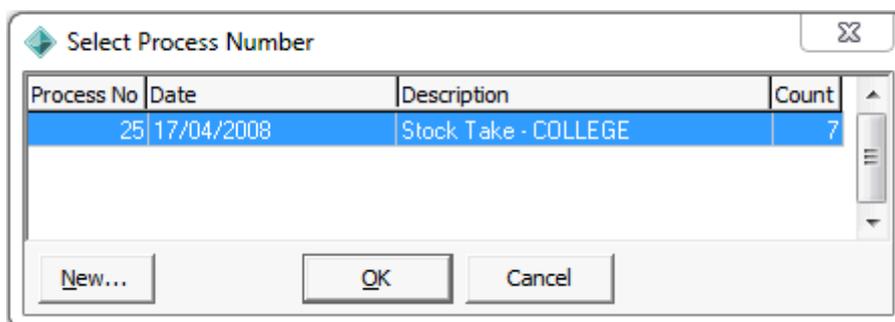
1. Select **Module > Sales > Item Stocktake**.

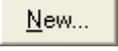
The **Item Stocktake** window is displayed for the first business unit. For example, the **College** business unit.



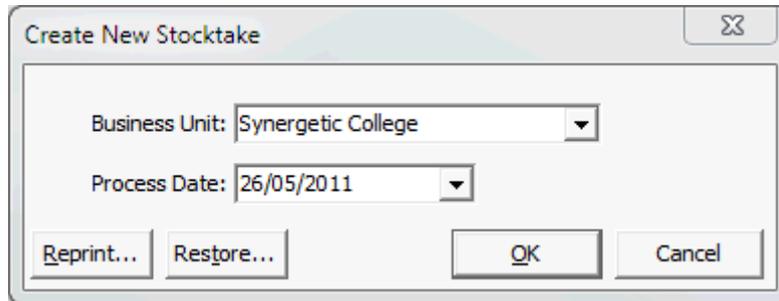
2. Click **Different / New Stocktake...**

The **Select Process Number** window is displayed.



- Click .

The **Create New Stocktake** window is displayed.

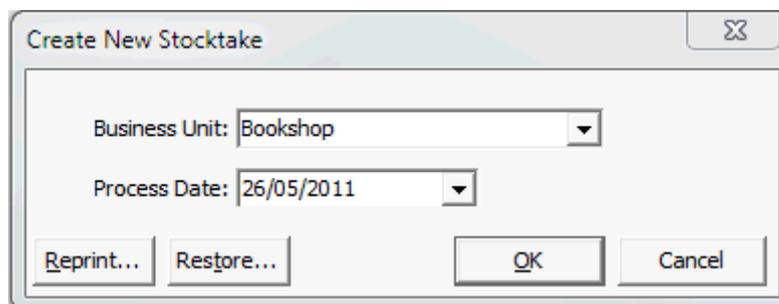


Business Unit: Synergetic College

Process Date: 26/05/2011

Reprint... Restore... OK Cancel

- Select the **Business Unit** to perform the stocktake for. In this example, select the **Bookshop** business unit.

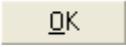


Business Unit: Bookshop

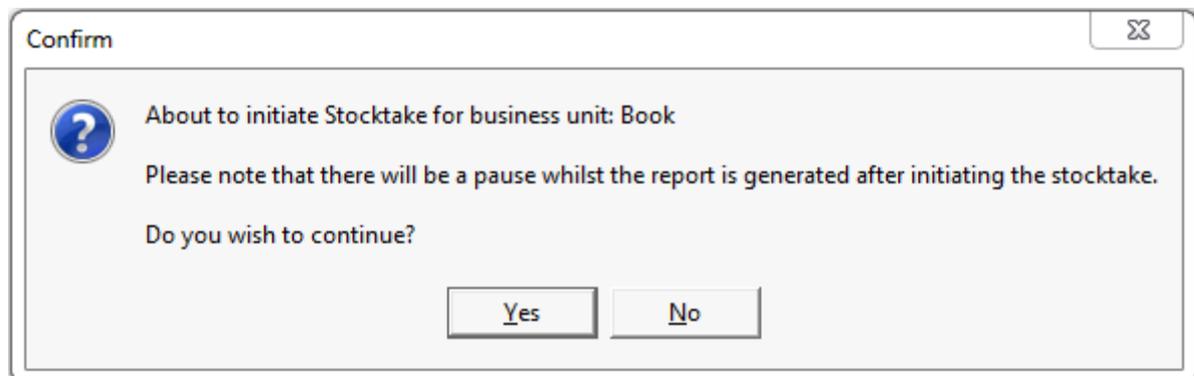
Process Date: 26/05/2011

Reprint... Restore... OK Cancel

- Change the **Process Date** if the effective date of the stocktake is different to today's date.

- Click .

The following dialog is displayed.



Confirm

?

About to initiate Stocktake for business unit: Book

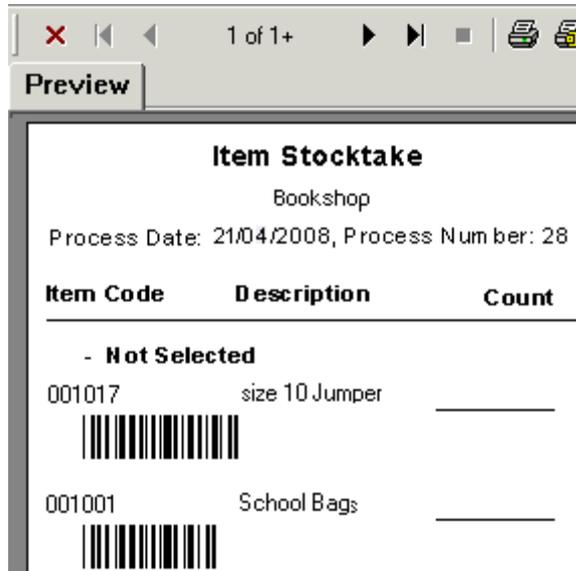
Please note that there will be a pause whilst the report is generated after initiating the stocktake.

Do you wish to continue?

Yes No

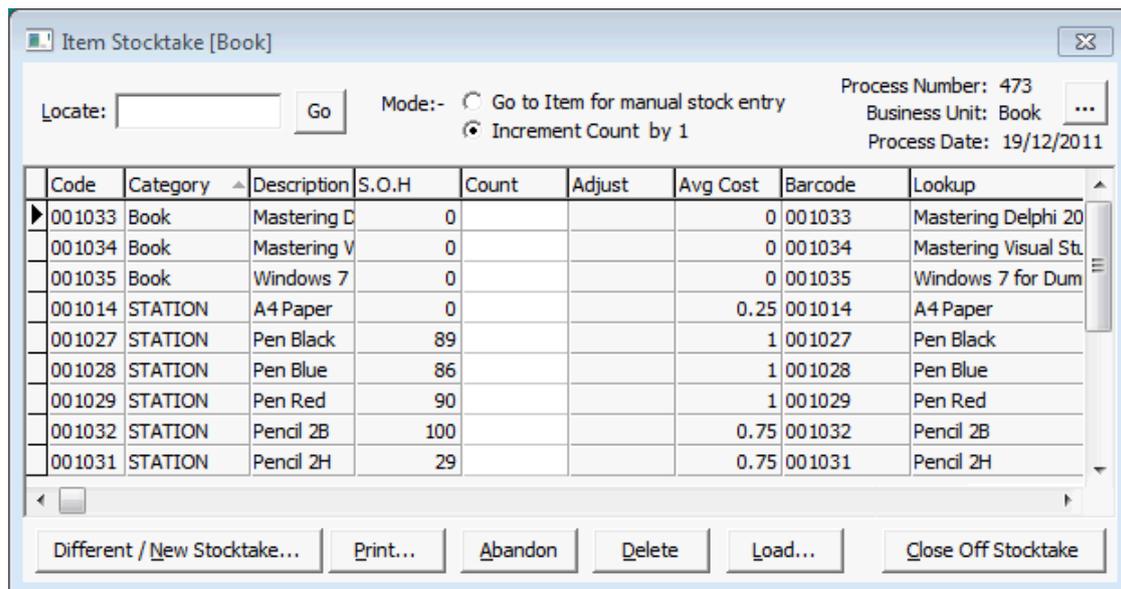
- Click .

The **Item Stocktake** report is displayed.



- Click to close the **Item Stocktake** report window.

The **Item Stocktake** window is displayed for the selected business unit.



- Stocktake the items for the business unit, as per normal. See *Using the Item Stocktake window* (on page 176).
- Repeat from step 2 for each additional business unit.

Restoring a closed off stocktake

You can restore a closed off stocktake if you want to:

- change which items are included
- change the stock counts of the items
- abandon the stocktake.

To restore a closed off stocktake:

1. Select **Module > Sales > Item Stocktake**.

The **Create New Stocktake** window is displayed.

The screenshot shows a dialog box titled "Create New Stocktake". It contains two dropdown menus: "Business Unit" with the value "Synergetic College" and "Process Date" with the value "26/05/2011". At the bottom, there are four buttons: "Reprint...", "Restore...", "OK", and "Cancel".

Note: If you have open stocktakes, the **Item Stocktake** window is displayed instead. Click

Different / **New Stocktake...**

to display the **Select Process Number** window, and then click

New...

The **Create New Stocktake** window is displayed.

2. Click **Restore**.

The **Select Process Number** window is displayed.

The screenshot shows a dialog box titled "Select Process Number" containing a table with the following data:

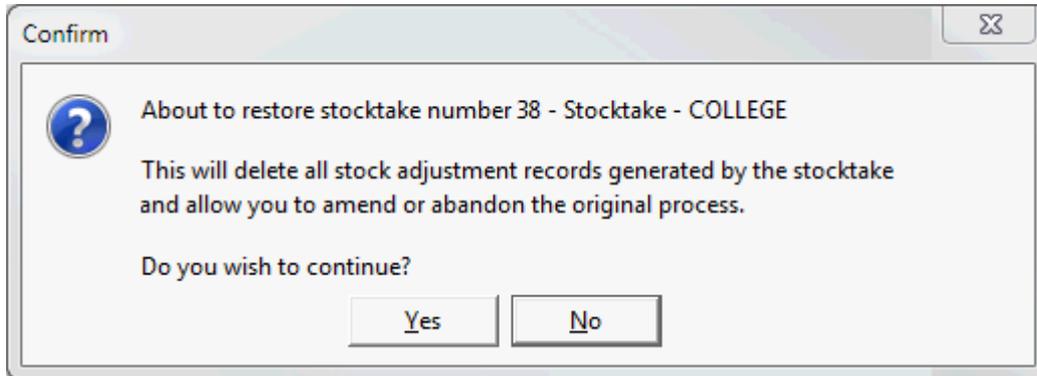
Process No	Date	Description	Count
33	4/03/2008	Stocktake - COLLEGE	7
38	21/10/2008	Stocktake - COLLEGE	6
40	6/02/2009	Stocktake - COLLEGE	6
55	26/05/2011	Stocktake - COLLEGE	6

Buttons for "OK" and "Cancel" are located at the bottom of the dialog.

3. Select the closed off stocktake you want to restore.

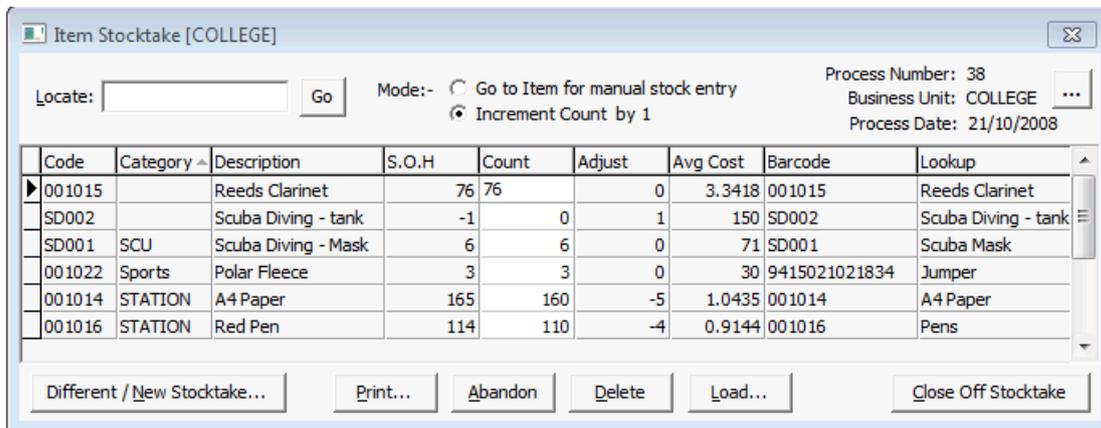
- Click .

A confirmation window is displayed.



- Click .

The stock adjustments from the stocktake are deleted, and the **Item Stocktake** window is displayed with the stocktake.



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Key sales reports

There are a number of standard reports available to you to help you manage your sales. See the folder of Crystal Reports supplied to your organisation.

To access these reports, select **Module > Sales > Sales Crystal Reports Available**. You can browse or search through reports:

- previously marked as 'favourites'
- from a specific module
- from all modules.

You can search for reports based on the report:

- description
- code.

See *Running reports* in the Introduction manual for general information on how to run reports in Synergetic.

Synergetic Reports Available

Choose From

Favourites Module **INV** All Modules Search

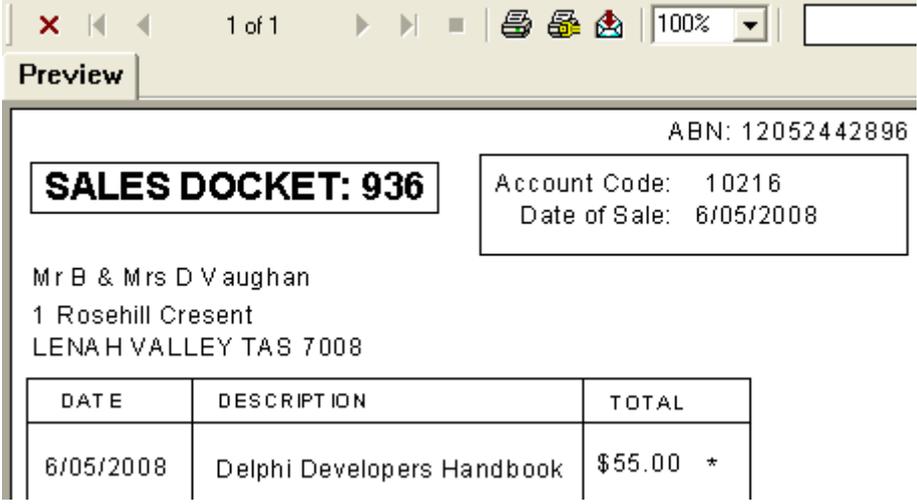
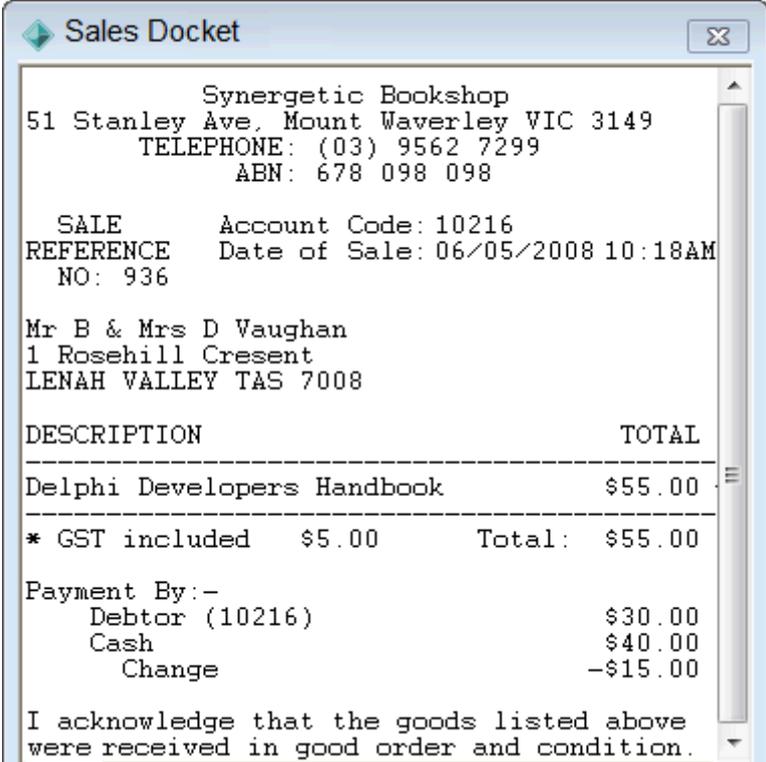
Search:

Auto Report Description Report Code

Report	Report Code	Module
Sales Docket	DOCKET	INV
Consignment Stock Items	INVCS	INV
Item Barcode Labels (Avery L7158 3*10)	INVIB	INV
Item Sales	INVIS	INV
Stock Re-Order Form	INVORD	INV
Item Stock	INVSTK	INV
Item Stock Levels as at Date	INVSTKD	INV
Stock Price Listing	INVSTKP	INV
Sales Audit Trail - By Special Item Lookup	SALESAUDIT	INV
Sales Profit by Category	SALESPROFIT	INV
Sales Report	SALESRPT	INV
Sales Summary	SALESSUM	INV
Department Sales Summary	SALGL	INV

Add to Favourites User: sa OK Cancel

Description of key reports

Report	Description												
Sales Docket	<p>Crystal Report output at the end of a sale, if configured at your organisation. This report may have been tailored for your needs.</p>  <p>ABN: 12052442896</p> <p>SALES DOCKET: 936</p> <p>Account Code: 10216 Date of Sale: 6/05/2008</p> <p>Mr B & Mrs D Vaughan 1 Rosehill Crescent LENA VALLEY TAS 7008</p> <table border="1"> <thead> <tr> <th>DATE</th> <th>DESCRIPTION</th> <th>TOTAL</th> </tr> </thead> <tbody> <tr> <td>6/05/2008</td> <td>Delphi Developers Handbook</td> <td>\$55.00 *</td> </tr> </tbody> </table> <p>Alternatively, your organisation may print the Sales Docket directly to the printer port.</p>  <p>Synergetic Bookshop 51 Stanley Ave, Mount Waverley VIC 3149 TELEPHONE: (03) 9562 7299 ABN: 678 098 098</p> <p>SALE Account Code: 10216 REFERENCE Date of Sale: 06/05/2008 10:18AM NO: 936</p> <p>Mr B & Mrs D Vaughan 1 Rosehill Crescent LENA VALLEY TAS 7008</p> <table border="1"> <thead> <tr> <th>DESCRIPTION</th> <th>TOTAL</th> </tr> </thead> <tbody> <tr> <td>Delphi Developers Handbook</td> <td>\$55.00</td> </tr> <tr> <td>* GST included \$5.00</td> <td>Total: \$55.00</td> </tr> </tbody> </table> <p>Payment By:- Debtor (10216) \$30.00 Cash \$40.00 Change -\$15.00</p> <p>I acknowledge that the goods listed above were received in good order and condition.</p>	DATE	DESCRIPTION	TOTAL	6/05/2008	Delphi Developers Handbook	\$55.00 *	DESCRIPTION	TOTAL	Delphi Developers Handbook	\$55.00	* GST included \$5.00	Total: \$55.00
DATE	DESCRIPTION	TOTAL											
6/05/2008	Delphi Developers Handbook	\$55.00 *											
DESCRIPTION	TOTAL												
Delphi Developers Handbook	\$55.00												
* GST included \$5.00	Total: \$55.00												

Report	Description										
<p>Consignment Stock Items</p>	<p>Report on sales of consignment stock items by business unit. Select the business unit and optional selections on the Consignment Stock Items selection window.</p> <div data-bbox="392 389 1150 927" style="border: 1px solid gray; padding: 5px;"> </div> <p>In the following example, the report includes consignment stock items with a status of Sold.</p> <div data-bbox="392 1021 1214 1384" style="border: 1px solid gray; padding: 5px;"> <p>1 of 1 100%</p> <p>Preview</p> <p style="text-align: center;">Synergetic College Consignment Stock Items by Creditor Sold</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Creditor</th> <th>Item Name</th> <th>Item No</th> <th>Sold</th> <th>Paid</th> </tr> </thead> <tbody> <tr> <td>Rose, Mr Andrew</td> <td>Motorbike Leathers</td> <td>001051</td> <td>Yes</td> <td></td> </tr> </tbody> </table> </div>	Creditor	Item Name	Item No	Sold	Paid	Rose, Mr Andrew	Motorbike Leathers	001051	Yes	
Creditor	Item Name	Item No	Sold	Paid							
Rose, Mr Andrew	Motorbike Leathers	001051	Yes								

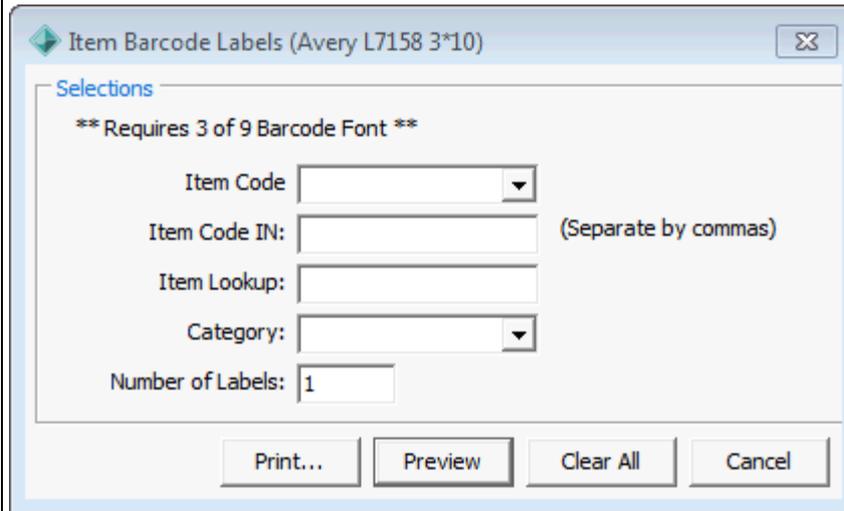
Report	Description
--------	-------------

Item Barcode Labels

Print out barcode labels for the selected stock items. These are stuck onto items when they are received so that when the operator is selling them, they can scan the barcode which speeds up the sales process.

Use the selections to print the required label. For example, if you receive ten new shirts with the same item code:

- select the **Item Code** from the drop-down list
- type **10** in the **Number of Labels** field.



In the following example, the report includes all stock items, with 1 label printed for each item.



Note: The report format of the sample has been adjusted to fit.

The report prints onto labels that conform to the Avery L7158 standard.



The **3 of 9 Barcode** true type font needs to be installed onto your PC before you can print this report.

Report	Description
--------	-------------

Item Sales	Report on sales by business unit and item Select the business unit and optional selections on the Item Sales selection window.
-------------------	--

Item Sales
✕

Required Selections

Business Unit: Bookshop

Optional Selections

Item Code:

Invoice Posting Number:

Invoice Number:

Debtor ID: ... Tagged IDs

Sale Date >= 1/12/2010 AND <= 31/12/2010

Student ID: Tagged IDs

GL Code:

Formatting Options

Group by Category

Show Sale Details

Staff ID: Tagged IDs Staff Code:

Sale Name:

Print...
Preview
Clear All
Cancel

In the following example, the report includes all sales for the year.

Item Sales				
Item Code	Description	Qty	Ext. Price \$	Ext. Cost \$
001014	Delphi Developers Handbook	2	\$110.00	\$109.34
001020	School Jumper (L)	1	\$39.95	\$27.00
001024	Windows Interface Guidelines	15	\$817.50	\$550.61
001031	Mastering Visual Basic 6	3	\$209.85	\$0.00
001047	HTML Black Book	1	\$30.00	\$0.00
001049	Coffee Mug - Geelong	2	\$31.90	\$16.25
001057	School Dress	1	\$55.00	\$0.00
001058	School Shoes	1	\$20.00	\$0.00
001060	Coffee Mug - Swans	1	\$15.00	\$9.00
1007.01	Coffee Mug - Essendon	32	\$510.40	\$227.88
1007.02	Coffee Mug - Collingwood	1	\$15.95	\$35.94
1007.03	Coffee Mug - Carlton	3	\$19.59	\$28.08
			\$1,875.14	\$1,004.09

Report	Description																																
<p>Stock Re-Order Form</p>	<p>Report on items by business unit, where their stock on hand has fallen below the Re-order Stock Level set in Item Maintenance. See <i>Item Maintenance - Stock tab</i> (on page 19).</p> <p>Select the business unit and optional selections on the Stock Re-Order Form selection window.</p> <div data-bbox="391 448 1252 862" style="border: 1px solid gray; padding: 5px;"> </div> <p>In the following example, the report is output using the standard selections.</p> <div data-bbox="391 918 1332 1232" style="border: 1px solid gray; padding: 5px;"> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Item Code</th> <th style="text-align: left;">Item Barcode</th> <th style="text-align: left;">Item Description</th> <th style="text-align: center;">Stock On Hand</th> <th style="text-align: center;">Re-order Level</th> <th style="text-align: center;">Diff</th> <th style="text-align: right;">Avg. Cost</th> <th style="text-align: right;">Re-order Amount</th> </tr> </thead> <tbody> <tr> <td colspan="8">Book</td> </tr> <tr> <td>001025</td> <td>BC 1001</td> <td>Turbo C/C++ the Complete Reference</td> <td style="text-align: center;">1</td> <td style="text-align: center;">2</td> <td style="text-align: center;">-1</td> <td style="text-align: right;">\$35.71</td> <td style="text-align: right;">20</td> </tr> <tr> <td colspan="8"><i>Supplier Name: Technical Bookshop</i></td> </tr> </tbody> </table> </div>	Item Code	Item Barcode	Item Description	Stock On Hand	Re-order Level	Diff	Avg. Cost	Re-order Amount	Book								001025	BC 1001	Turbo C/C++ the Complete Reference	1	2	-1	\$35.71	20	<i>Supplier Name: Technical Bookshop</i>							
Item Code	Item Barcode	Item Description	Stock On Hand	Re-order Level	Diff	Avg. Cost	Re-order Amount																										
Book																																	
001025	BC 1001	Turbo C/C++ the Complete Reference	1	2	-1	\$35.71	20																										
<i>Supplier Name: Technical Bookshop</i>																																	

Report	Description																														
<p>Item Stock</p>	<p>Report the amount of stock on hand for items that are sold by the selected business unit. Also see Item Stock Levels as at Date below.</p> <p>Select the business unit and optional selections on the Item Stock selection window.</p> <div data-bbox="391 421 1152 922" style="border: 1px solid gray; padding: 5px; margin: 10px 0;"> </div> <p>In the following example, the report is output using the standard selections.</p> <div data-bbox="391 987 1311 1400" style="border: 1px solid gray; padding: 5px; margin: 10px 0;"> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Item Code</th> <th style="text-align: left;">Description</th> <th style="text-align: right;">On Hand</th> <th style="text-align: right;">Cost</th> <th style="text-align: right;">Extended</th> </tr> </thead> <tbody> <tr> <td>001012</td> <td>Computer Science for you</td> <td style="text-align: right;">29</td> <td style="text-align: right;">22.36</td> <td style="text-align: right;">648.46</td> </tr> <tr> <td>001014</td> <td>Delphi Developers Handbook</td> <td style="text-align: right;">132</td> <td style="text-align: right;">54.44</td> <td style="text-align: right;">7,186.40</td> </tr> <tr> <td>001015</td> <td>Mastering Delphi 5</td> <td style="text-align: right;">5</td> <td style="text-align: right;">52.34</td> <td style="text-align: right;">261.72</td> </tr> <tr> <td>001017</td> <td>School Bag</td> <td style="text-align: right;">12</td> <td style="text-align: right;">-5.59</td> <td style="text-align: right;">-67.06</td> </tr> <tr> <td>001018</td> <td>School Jumper (S)</td> <td style="text-align: right;">19</td> <td style="text-align: right;">30.00</td> <td style="text-align: right;">570.00</td> </tr> </tbody> </table> </div>	Item Code	Description	On Hand	Cost	Extended	001012	Computer Science for you	29	22.36	648.46	001014	Delphi Developers Handbook	132	54.44	7,186.40	001015	Mastering Delphi 5	5	52.34	261.72	001017	School Bag	12	-5.59	-67.06	001018	School Jumper (S)	19	30.00	570.00
Item Code	Description	On Hand	Cost	Extended																											
001012	Computer Science for you	29	22.36	648.46																											
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001015	Mastering Delphi 5	5	52.34	261.72																											
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001018	School Jumper (S)	19	30.00	570.00																											

Report	Description																				
<p>Item Stock Levels as at Date</p>	<p>Report the stock levels at a given date for items that are sold by the selected business unit.</p> <p>Select the business unit and date on the Item Stock Levels as at Date selection window, along with any optional selections. You can group by item category.</p> <div data-bbox="391 421 1300 835" style="border: 1px solid gray; padding: 5px;"> <p>Item Stock Levels as at Date ✕</p> <p>Required Selections</p> <p>Business Unit: <input type="text" value="Bookshop"/> Process Date: <input type="text" value="19/12/2011"/></p> <p>Optional Selections</p> <p>Category: <input type="text"/> Item Code: <input type="text"/></p> <p><input type="checkbox"/> Group by Category</p> <p style="text-align: right;"> <input type="button" value="Print..."/> <input type="button" value="Preview"/> <input type="button" value="Clear All"/> <input type="button" value="Cancel"/> </p> </div> <p>In the following example, the report is output using the standard selections for today's date.</p> <div data-bbox="391 929 1332 1272" style="border: 1px solid gray; padding: 5px;"> <p style="text-align: center;"> ✕ ◀ ▶ 1 of 1+ ▶▶ 🖨️ 📧 📧 100% <input type="text"/> </p> <p>Preview</p> <p style="text-align: center;">Item Stock Levels as at 06/05/2008</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;">Item Code</th> <th style="width: 45%;">Description</th> <th style="width: 10%;">On Hand</th> <th style="width: 15%;">Cost (\$)</th> <th style="width: 15%;">Extended (\$)</th> </tr> </thead> <tbody> <tr> <td>001012</td> <td>Computer Science for you</td> <td style="text-align: center;">29</td> <td style="text-align: right;">22.36</td> <td style="text-align: right;">648.46</td> </tr> <tr> <td>001014</td> <td>Delphi Developers Handbook</td> <td style="text-align: center;">132</td> <td style="text-align: right;">54.44</td> <td style="text-align: right;">7,186.40</td> </tr> <tr> <td>001015</td> <td>Mastering Delphi 5</td> <td style="text-align: center;">5</td> <td style="text-align: right;">52.34</td> <td style="text-align: right;">261.72</td> </tr> </tbody> </table> </div>	Item Code	Description	On Hand	Cost (\$)	Extended (\$)	001012	Computer Science for you	29	22.36	648.46	001014	Delphi Developers Handbook	132	54.44	7,186.40	001015	Mastering Delphi 5	5	52.34	261.72
Item Code	Description	On Hand	Cost (\$)	Extended (\$)																	
001012	Computer Science for you	29	22.36	648.46																	
001014	Delphi Developers Handbook	132	54.44	7,186.40																	
001015	Mastering Delphi 5	5	52.34	261.72																	

Report	Description
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Stock Price Listing

Report the cost details, sale price and gross margin for items that are sold by the selected business unit.

Select the business unit and optional selections on the **Stock Price Listing** selection window.

In the following example, the report is output using the standard selections.

Item Code	Bar Code	Description	Item Category	Last Cost	Average Cost	Tax Code	Unit Price	Margin %
001012	001012	Computer Science for you	Book	22.73	22.36	10	0.00	0.00
001014	978078	Delphi Developers Handbook	Book	75.00	54.44	10	55.00	-8.88
001015	978078	Mastering Delphi 5	Book	0.00	52.34	10	55.00	-4.69
001017	001017	School Bag	BAG	0.00	-5.59	F	19.95	128.01
001018	001018	School Jumper (S)	UNI	30.00	30.00	F	39.95	24.91

Report	Description
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Sales Audit Trail - By Special Item Lookup

Report sale details and summaries for the selected business unit to allow the sales to be audited.

Select the business unit and optional selections on the **Sales Audit Trail - By Special Item Lookup** selection window.

In the following example, the report is output using the standard selections of the default business unit and today's sales.

Sales Audit Trail					
Business Unit: Synergetic College			Sales Date is between 6/05/2008 and 6/05/2008		
Customer ID	Customer Name	Sale Date	Docket Number	Amount	GST
Student					
315	Mark Dennis	06/05/2008	934	\$15.00	\$1.36
Total Sales for Student Group:				\$15.00	\$1.36
Staff					
162	AndrewRose	06/05/2008	933	\$817.50	\$0.00
Total Sales for Staff Group:				\$817.50	\$0.00
Total Sales:				\$832.50	\$1.36

Report	Description																																																																						
<p>Sales Report</p>	<p>Report sale details and summaries by general ledger code and date, for the selected business unit.</p> <p>Select the business unit and optional selections on the Sales Report selection window.</p> <div data-bbox="392 421 1353 1167" style="border: 1px solid gray; padding: 5px;"> </div> <p>In the following example, the report is output using the standard selections of the default business unit and today's sales.</p> <div data-bbox="392 1263 1270 1664" style="border: 1px solid gray; padding: 5px;"> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="7" style="text-align: center;">Sales Report</th> </tr> <tr> <th style="text-align: left;">G/L Code</th> <th style="text-align: left;">Details</th> <th style="text-align: right;">Sale #</th> <th style="text-align: right;">Inv #</th> <th style="text-align: right;">Qty</th> <th style="text-align: right;">Price</th> <th style="text-align: right;">Amount</th> </tr> </thead> <tbody> <tr> <td>1400</td> <td>Mr A Rose (162)</td> <td style="text-align: right;">933</td> <td style="text-align: right;">500413</td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td>001024 Windows Interface Guidelines</td> <td></td> <td></td> <td style="text-align: right;">15</td> <td style="text-align: right;">59.95</td> <td style="text-align: right;">\$817.50</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td style="text-align: right;">\$817.50</td> </tr> <tr> <td></td> <td>Dennis, Mark (315)</td> <td style="text-align: right;">934</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td>001060 Coffee Mug - Swans</td> <td></td> <td></td> <td style="text-align: right;">1</td> <td style="text-align: right;">15.00</td> <td style="text-align: right;">\$15.00</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td style="text-align: right;">\$15.00</td> </tr> <tr> <td colspan="6" style="text-align: right;">Total For: 6/05/2008</td> <td style="text-align: right;">\$832.50</td> </tr> <tr> <td colspan="6" style="text-align: right;">Total:</td> <td style="text-align: right;">\$832.50</td> </tr> </tbody> </table> </div>	Sales Report							G/L Code	Details	Sale #	Inv #	Qty	Price	Amount	1400	Mr A Rose (162)	933	500413					001024 Windows Interface Guidelines			15	59.95	\$817.50							\$817.50		Dennis, Mark (315)	934						001060 Coffee Mug - Swans			1	15.00	\$15.00							\$15.00	Total For: 6/05/2008						\$832.50	Total:						\$832.50
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Report	Description								
<p>Sales Summary</p>	<p>Report on the overall sales by payment method for the selected business unit. Select the business unit and optional selections on the Sales Summary selection window.</p> <div data-bbox="391 387 1353 1144" style="border: 1px solid gray; padding: 5px;"> </div> <p>In the following example, the report is output using the standard selections of the default business unit and today's sales.</p> <div data-bbox="391 1238 1027 1574" style="border: 1px solid gray; padding: 5px;"> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="2" style="text-align: center;">Sales Summary</th> </tr> </thead> <tbody> <tr> <td style="width: 70%;">General Ledger</td> <td style="text-align: right;">\$817.50</td> </tr> <tr> <td>Cash</td> <td style="text-align: right;">\$15.00</td> </tr> <tr> <td style="text-align: right;">Total Sales:</td> <td style="text-align: right; border-top: 1px solid black;">\$832.50</td> </tr> </tbody> </table> </div>	Sales Summary		General Ledger	\$817.50	Cash	\$15.00	Total Sales:	\$832.50
Sales Summary									
General Ledger	\$817.50								
Cash	\$15.00								
Total Sales:	\$832.50								

Report	Description
<p>Department Sales Summary</p>	<p>Summarise general ledger ("own use") sales by department and period. Select the business unit, report details and period, along with any optional selections on the Department Sales Summary selection window.</p> <div data-bbox="391 387 1342 907" style="border: 1px solid gray; padding: 5px;"> </div> <p>In the following example, the report is output using the standard selections of the default business unit and today's sales.</p> <div data-bbox="391 999 1174 1400" style="border: 1px solid gray; padding: 5px;"> </div> <p>Refer to the example in <i>Processing a general ledger or "own use" sale</i> (on page 91) for details of how to perform a general ledger sale.</p>

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