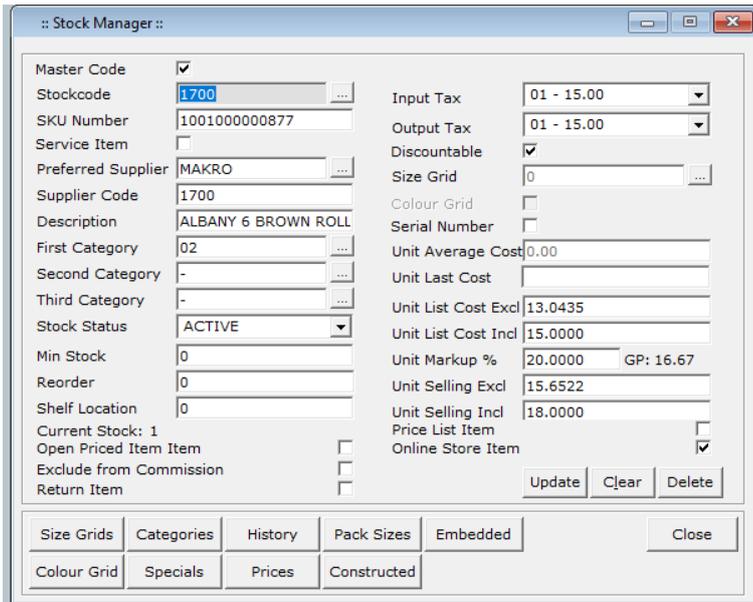


13. Create Stock

Create Stock For all types of stock

Normal Stockcode



:: Stock Manager ::

Master Code

Stockcode: 1700

SKU Number: 100100000877

Service Item:

Preferred Supplier: MAKRO

Supplier Code: 1700

Description: ALBANY 6 BROWN ROLL

First Category: 02

Second Category: -

Third Category: -

Stock Status: ACTIVE

Min Stock: 0

Reorder: 0

Shelf Location: 0

Current Stock: 1

Open Priced Item Item:

Exclude from Commission:

Return Item:

Input Tax: 01 - 15.00

Output Tax: 01 - 15.00

Discountable:

Size Grid: 0

Colour Grid:

Serial Number:

Unit Average Cost: 0.00

Unit Last Cost:

Unit List Cost Excl: 13.0435

Unit List Cost Incl: 15.0000

Unit Markup %: 20.0000 GP: 16.67

Unit Selling Excl: 15.6522

Unit Selling Incl: 18.0000

Price List Item:

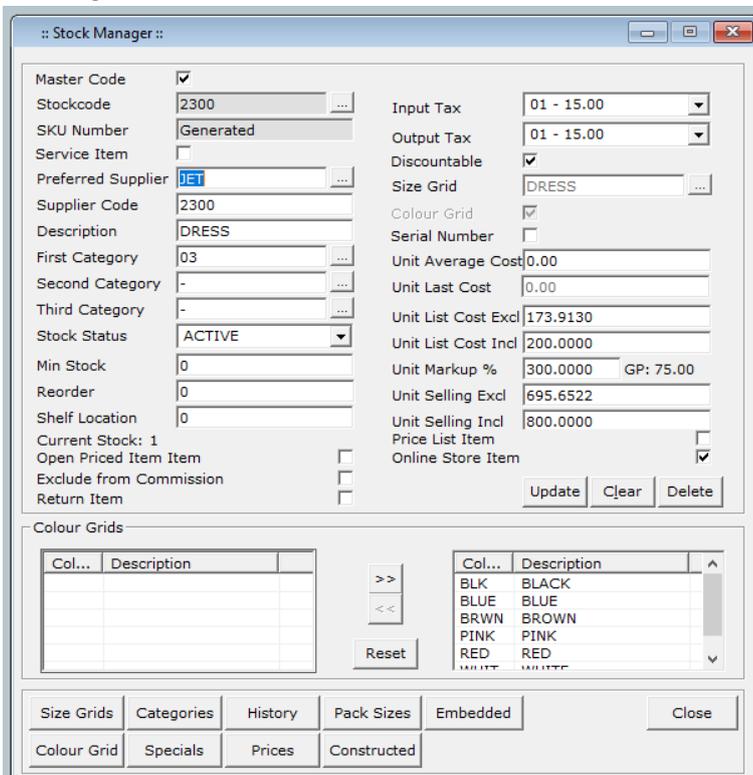
Online Store Item:

Update Clear Delete

Size Grids Categories History Pack Sizes Embedded Close

Colour Grid Specials Prices Constructed

Clothing Stockcode



:: Stock Manager ::

Master Code

Stockcode: 2300

SKU Number: Generated

Service Item:

Preferred Supplier: JET

Supplier Code: 2300

Description: DRESS

First Category: 03

Second Category: -

Third Category: -

Stock Status: ACTIVE

Min Stock: 0

Reorder: 0

Shelf Location: 0

Current Stock: 1

Open Priced Item Item:

Exclude from Commission:

Return Item:

Input Tax: 01 - 15.00

Output Tax: 01 - 15.00

Discountable:

Size Grid: DRESS

Colour Grid:

Serial Number:

Unit Average Cost: 0.00

Unit Last Cost: 0.00

Unit List Cost Excl: 173.9130

Unit List Cost Incl: 200.0000

Unit Markup %: 300.0000 GP: 75.00

Unit Selling Excl: 695.6522

Unit Selling Incl: 800.0000

Price List Item:

Online Store Item:

Update Clear Delete

Colour Grids

| Col... | Description |
|--------|-------------|
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |

>> << Reset

| Col... | Description |
|--------|-------------|
| BLK | BLACK |
| BLUE | BLUE |
| BRWN | BROWN |
| PINK | PINK |
| RED | RED |
| WHITE | WHITE |

Size Grids Categories History Pack Sizes Embedded Close

Colour Grid Specials Prices Constructed

Take a look at the following help pages before creating Stockcodes. They will give you a detailed explanation of some of the features contained in the Stock Manager:

(See: Master Code VS Generated Code)

(See: Stock Categories)

On the menu click "Maintenance / Inventory / Stockcodes"

To add a Stockcode:

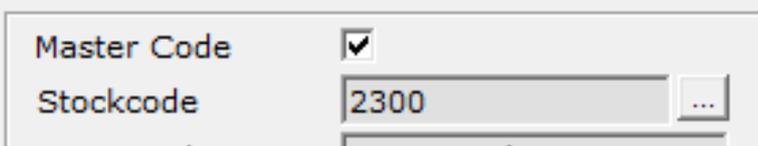
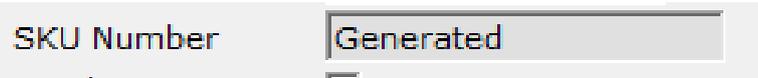
To do a search for a field, click on the "..." Button next the relevant field or press the "F5" key on your keyboard. Points that are marked with a "*" are for required fields and must be inputted. At the end of each instruction press Enter to continue to the next field.

1. "Stockcode:" Fill in a code for the item. You can either decide on a coding system or use the existing code of the product. *
2. "SKU Number:" If the item has a different Barcode to the Stockcode, input the Barcode in the SKU Number field. Alternatively, you can leave this field blank and Positive will generate an SKU Number for the code. Note: Positive is only able to print barcodes from system generated SKU Numbers.
3. "Service Item:" If this is a Service Item that will not have stock values, click the Service Item Block
4. "Preferred Supplier:" Input the Supplier Code of the Supplier that you generally purchase this item from *
5. "Supplier Code:" Add the Supplier's code for this item
6. "Description:" Add a description for this item *
7. "First Category:" Input the First Category for this item
8. "Second Category:" Input the Second Category for this item
9. "Third Category:" Input the Third Category for this item
10. "Stock Status:" Select a Stock Status for this item. Set the status to ACTIVE if you would like users to be able to process transactions on this code, or select DORMANT if you would do not want users to be able to process transactions on this code.
11. "Min Stock:" Input a Minimum Stock Level for this item. The system will warn you when your stock quantity is equal to or below this value. There is also a report that you can run to view low stock quantities.
12. "Reorder:" Input the quantity of the item that you generally order
13. "Shelf Location:" Fill in where this item will generally be found in your warehouse or shop
14. "Input Tax:" Select an applicable Input Tax Group for this item *. This is the Tax Percentage you pay when purchasing this item.
15. "Output Tax:" Select an applicable Output Tax Group for this item *. This is the Tax Percentage you add when selling this item.
16. "Discountable:" If this item will be allowed to be discounted, tick the Discountable Block
17. "Size Grid:" Should this item come in various sizes, select the relevant Size Grid

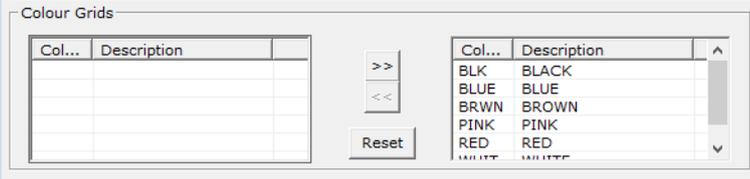
18. "Colour Grid:" If this item comes in various colour's, tick the Colour Grid block and select the relevant colour's from list at the bottom of the screen
19. "Serial Number:" If you would like the items Serial Number to be printed on the Sale Slip, tick the Serial Number block
20. "Unit Cost Exclusive:" Fill in a recommended Exclusive Cost for this item. (The actual Cost Average will be calculated when you purchase the item and cannot be inputted.)
21. "Unit Cost Inclusive:" Positive will generate the Inclusive Cost based on the selected Tax Group
22. "Unit Markup %:" You can input your desired mark-up for this item and Positive will generated the Exclusive and Inclusive Selling Price
23. "Unit Selling Excl / Unit Selling Incl ::" You can now fill in either the Exclusive or Inclusive Selling Price and Positive will generate the other Price based on your selected Tax Group.
24. Press Enter or Click "Add" to create the Stockcode.

To Edit a Stockcode:

- Type in the Stockcode and press "Enter". If you would like to search for the Stockcode, click the "..." button next to the Stockcode field. You can also press the "F5" key to launch the Stockcode Search Screen. (See: Stockcode Search)
- Add / change the details for the Stockcode.
- Click "Update"

| | |
|---|--|
|  | <p>"Stockcode:" Fill in a code for the item. You can either decide on a coding system or use the existing code of the product. *</p> |
|  | <p>"SKU Number:" If the item has a different Barcode to the Stockcode, input the Barcode in the SKU Number field. Alternatively, you can leave this field blank and Positive will generate an SKU Number for the code. Note: Positive is only able to print barcodes from system generated SKU Numbers. You can scan existing barcodes here as well.</p> |

| | |
|--|---|
| <p>Service Item </p> | <p>"Service Item:" If this is a Service Item that will not have stock values, click the Service Item Block</p> |
| <p>Preferred Supplier <input type="text" value="JET"/></p> | <p>"Preferred Supplier:" Input the Supplier Code of the Supplier that you generally purchase this item from *</p> |
| <p>Supplier Code <input type="text" value="2300"/></p> | <p>"Supplier Code:" Add the Supplier's code for this item</p> |
| <p>Description <input type="text" value="DRESS"/></p> | <p>"Description:" Add a description for this item *</p> |
| <p>First Category <input type="text" value="03"/></p> | <p>"First Category:" Input the First Category for this item</p> |
| <p>Second Category <input type="text" value="-"/></p> | <p>"Second Category:" Input the Second Category for this item</p> |
| <p>Third Category <input type="text" value="-"/></p> | <p>"Third Category:" Input the Third Category for this item</p> |
| <p>Stock Status <input type="text" value="ACTIVE"/></p> | <p>"Stock Status:" Select a Stock Status for this item. Set the status to ACTIVE if you would like users to be able to process transactions on this code, or select DORMANT if you would do not want users to be able to process transactions on this code.</p> |
| <p>Min Stock <input type="text" value="0"/></p> | <p>"Min Stock:" Input a Minimum Stock Level for this item. The system will warn you when your stock quantity is equal to or below this value. There is also a report that you can run to view low stock quantities.</p> |

| | |
|--|---|
| <p>Reorder <input type="text" value="0"/></p> | <p>"Reorder:" Input the quantity of the item that you generally order</p> |
| <p>Shelf Location <input type="text" value="0"/></p> | <p>"Shelf Location:" Fill in where this item will generally be found in your warehouse or shop</p> |
| <p>Input Tax <input type="text" value="01 - 15.00"/></p> | <p>"Input Tax:" Select an applicable Input Tax Group for this item *. This is the Tax Percentage you pay when purchasing this item.</p> |
| <p>Output Tax <input type="text" value="01 - 15.00"/></p> | <p>"Output Tax:" Select an applicable Output Tax Group for this item *. This is the Tax Percentage you add when selling this item.</p> |
| <p>Discountable <input checked="" type="checkbox"/></p> | <p>"Discountable:" If this item will be allowed to be discounted, tick the Discountable Block</p> |
| <p>Size Grid <input type="text" value="DRESS"/></p> | <p>"Size Grid:" Should this item come in various sizes, select the relevant Size Grid</p> |
| <p>Colour Grid <input checked="" type="checkbox"/></p>  | <p>"Colour Grid:" If this item comes in various colour's, tick the Colour Grid block and select the relevant colours from list at the bottom of the screen.</p> |
| <p>Serial Number <input type="checkbox"/></p> | <p>"Serial Number:" If you would like the items Serial Number to be printed on the Sale Slip, tick the Serial Number block</p> |

| | |
|---|--|
| Unit List Cost Excl <input type="text" value="173.9130"/> | <p>"Unit Cost Exclusive:" Fill in a recommended Exclusive Cost for this item. (The actual Cost Average will be calculated when you purchase the item and cannot be inputted.)</p> |
| Unit List Cost Incl <input type="text" value="200.0000"/> | <p>"Unit Cost Inclusive:" Positive will generate the Inclusive Cost based on the selected Tax Group</p> |
| Unit Markup % <input type="text" value="300.0000"/> GP: 75.00 | <p>"Unit Markup %:" You can input your desired mark-up for this item and Positive will generate the Exclusive and Inclusive Selling Price</p> |
| Unit Selling Excl <input type="text" value="695.6522"/> | <p>"Unit Selling Excl / Unit Selling Incl : " You can now fill in either the Exclusive or Inclusive Selling Price and Positive will generate the other Price based on your selected Tax Group.</p> |
| Unit Selling Incl <input type="text" value="800.0000"/> | <p>Press Enter or Click "Add" to create the Stockcode.</p> |
| Open Priced Item Item <input type="checkbox"/> | <p>Open Priced Item, Item with changeable Prices.</p> |
| Exclude from Commission <input type="checkbox"/> | <p>Exclude from commission, Item that will be sold without cashier or reps getting commission on this product.</p> |
| Return Item <input type="checkbox"/> | <p>Return Item, only used for items like an empty Beer bottle that will be returned.</p> |
| Price List Item <input type="checkbox"/> | <p>Price List Item, Items that you will need on your pricelist when you would like to export it.</p> |

| | |
|--|--|
| <input type="checkbox"/> Online Store Item | Online Store Item, tick this item when you need it on your online store. |
|--|--|

This will be an empty bottle return, on the sales screen.

:: Point of Sale ::

Customer:

Balance:

Add (Ctrl+A) Reset (Ctrl+R)

17.50

Sales

| Stockcode | Description | Serial | Qty | Price Incl | Unit Total | |
|-----------|----------------|--------|-----|------------|------------|-------------------------------------|
| EMPTY | EMPTY BOTTLE | - | 1 | -1.5000 | -1.50 | <input checked="" type="checkbox"/> |
| 259 | BLACK LABEL 1L | - | 1 | 19.0000 | 19.00 | |

Lines Items Show Discount on Receipt

ENTER - Tender

F3 - Void Sale

F4 - Returns

F5 - Search

F6 - Discount

F7 - Suspend

Close

F8 - Remove

F10 - Airtime

F11 - Electricity

Discount All

14. Constructed Stock

The screenshot shows the 'Stock Manager' window with the following fields and values:

- Master Code:
- Stockcode: SANDWCHT002
- SKU Number: 100100000457
- Service Item:
- Preferred Supplier: LYN
- Supplier Code: SANDWCHT002
- Description: CHEESE & TOMATO TOA
- First Category: -
- Second Category: -
- Third Category: -
- Stock Status: ACTIVE
- Min Stock: 0
- Reorder: 0
- Shelf Location: 0
- Current Stock: -14
- Open Priced Item Item:
- Exclude from Commission:
- Return Item:
- Input Tax: 01 - 15.00
- Output Tax: 01 - 15.00
- Discountable:
- Size Grid: 0
- Colour Grid:
- Serial Number:
- Unit Average Cost: 0.00
- Unit Last Cost: 0.00
- Unit List Cost Excl: 0.0000
- Unit List Cost Incl: 0.0000
- Unit Markup %: 100.0000 GP: 100.00
- Unit Selling Excl: 25.0000
- Unit Selling Incl: 25.0000
- Price List Item:
- Online Store Item:

Buttons: Update, Clear, Delete

Bottom tabs: Size Grids, Categories, History, Pack Sizes, Embedded, Colour Grid, Specials, Prices, Constructed, Close

1. Create the main meal.
2. Main item or meal should be a service item.

The screenshot shows the 'Stock Manager' window with the following fields and values:

- Master Code:
- Stockcode: CHEESE
- SKU Number:
- Service Item:
- Preferred Supplier: SPAR
- Supplier Code:
- Description: CHEESE
- First Category:
- Second Category:
- Third Category:
- Stock Status: ACTIVE
- Min Stock:
- Reorder:
- Shelf Location:
- Current Stock: 0
- Open Priced Item Item:
- Exclude from Commission:
- Return Item:
- Input Tax: 01 - 15.00
- Output Tax: 01 - 15.00
- Discountable:
- Size Grid:
- Colour Grid:
- Serial Number:
- Unit Average Cost:
- Unit Last Cost: 0.00
- Unit List Cost Excl: 1.0435
- Unit List Cost Incl: 1.20
- Unit Markup %: 358.3230 GP: 78.18
- Unit Selling Excl: 4.7826
- Unit Selling Incl: 5.50
- Price List Item:
- Online Store Item:

Buttons: Add, Clear, Delete

Bottom tabs: Size Grids, Categories, History, Pack Sizes, Embedded, Colour Grid, Specials, Prices, Constructed, Close

3. Create the items that should go into the main meal.

The screenshot shows the 'Stock Manager' window with various input fields for item details. The 'Constructed' button in the bottom navigation bar is highlighted with a red box.

4. Go to constructed stock.

The 'Constructed Items' dialog box shows the following details:

- Main Code: SANDWCHT002
- Description: CHEESE & TOMATO TOASTED
- Selling Price: 25.00
- Sub Stockcode: CHEESE
- Description: CHEESE
- Cost: 0.00
- Quantity: 1

Buttons: Clear, Add, Remove, Accept, Close

| Stockcode | Description | Meas... | Unit Cost |
|-----------|-------------|---------|-----------|
| BREAD | BREAD | 0.00... | 8.6957 |
| TOMATO | TOMATO | 1.00... | 1.0435 |
| CHEESE | CHEESE | 1.00... | 1.0435 |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

- Main code will be your main meal.
- Sub stockcode will be the items that go into your main meal.

POSitive allows you to create Constructed Items. This is also known as Bill of Materials. This feature is used when an item is made up of one or many sub-items.

For example: You have a company that sells stationary. One of the items that you sell is a "Stationary Pack" which consists of 2 pens, a pencil and a stapler. You require that when you sell a "Stationary Pack" the system subtracts the pens, pencil and stapler from your stock. It is also important that the "Stationary Pack" itself, is NOT subtracted from your stock as there is no physical stock of the item. (Rather the "Stationary Pack" is made up of the sub-items.) In this circumstance, you would create a Constructed Item for the "Stationary Pack".

Another example is: You have a flower shop. You buy roses in packs of 120 and sell the same roses in bunches of 12. You would need to create a Constructed Code for the bunches of roses and specify that when you sell a bunch, it subtracts 0.10 units (or 10%) from the pack of roses. Therefore, when you have sold 10 bunches of roses, your pack will be finished.

The Average Cost of a Constructed Item will be calculated by POSitive every time the item is sold. (This is calculated by the Average Cost of the part items.)

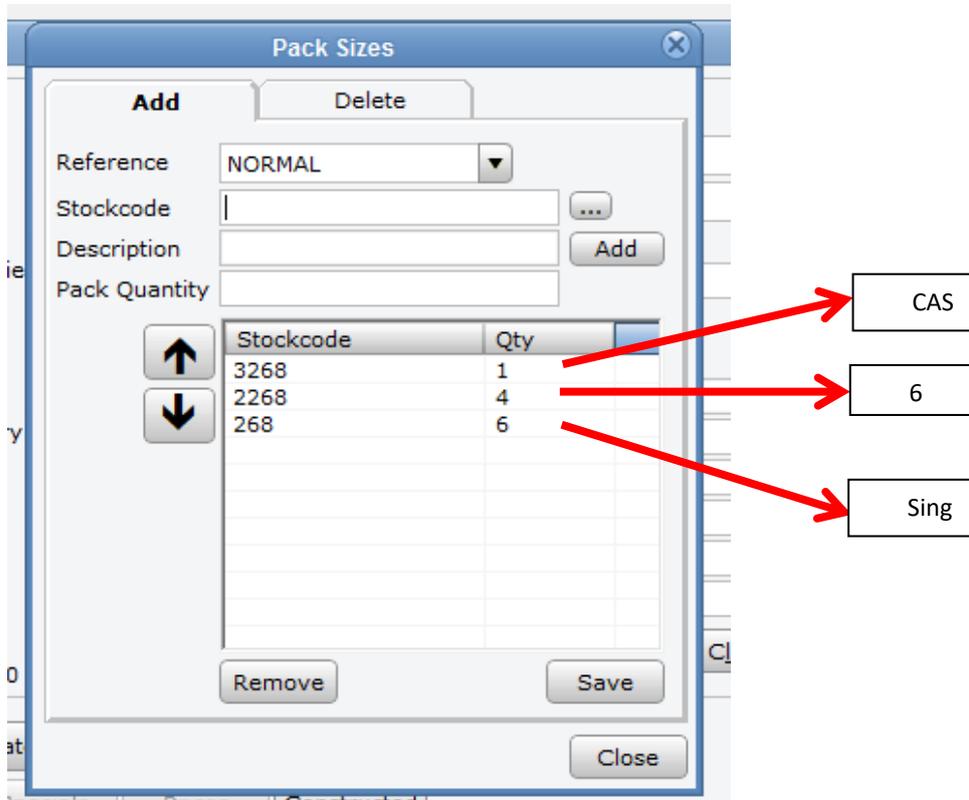
(Constructed Items are almost always used in companies that manufacture items as well as restaurants.)

On the Stock Manager screen, click the "Constructed" button.

Please see Video on Constructed Stock - [Constructed Stock](#)

13. Pack Sizes

On the Stock Manager screen, click the "Pack Sizes" button.



1. "Master Pack Item:" Input the Stockcode for the Main Item. (All Stockcode inputted in this screen must already exist.) In our example from above, this would be the Case.

The screenshot shows the 'Stock Manager' window with the following fields and values:

- Master Code:
- Stockcode: 100
- SKU Number: 100100000839
- Service Item:
- Preferred Supplier: MAKRO
- Supplier Code: 100
- Description: CASE CAN LION 500ML
- First Category: 01
- Second Category: -
- Third Category: -
- Stock Status: ACTIVE
- Min Stock: 0
- Reorder: 0
- Shelf Location: 0
- Current Stock: -2
- Open Priced Item Item:
- Exclude from Commission:
- Return Item:
- Input Tax: 01 - 15.00
- Output Tax: 01 - 15.00
- Discountable:
- Size Grid: 0
- Colour Grid:
- Serial Number:
- Unit Average Cost: 0.00
- Unit Last Cost:
- Unit List Cost Excl: 156.5217
- Unit List Cost Incl: 180.0000
- Unit Markup %: 38.8900 GP: 28.00
- Unit Selling Excl: 217.3913
- Unit Selling Incl: 250.0000
- Price List Item:
- Online Store Item:

Buttons: Update, Clear, Delete

Navigation: Size Grids, Categories, History, Pack Sizes, Embedded, Close, Colour Grid, Specials, Prices, Constructed

- "Secondary Pack Item:" Input the Stockcode for the Single Items. In our example from above, this would be the Cans.

The screenshot shows the 'Stock Manager' window with the following fields and values:

- Master Code:
- Stockcode: 200
- SKU Number: 1001000001089
- Service Item:
- Preferred Supplier: MAKRO
- Supplier Code: 200
- Description: SIX PACK CAN LION 50
- First Category: 01
- Second Category: -
- Third Category: -
- Stock Status: ACTIVE
- Min Stock: 0
- Reorder: 0
- Shelf Location: 0
- Current Stock: 0
- Open Priced Item Item:
- Exclude from Commission:
- Return Item:
- Input Tax: 01 - 15.00
- Output Tax: 01 - 15.00
- Discountable:
- Size Grid: 0
- Colour Grid:
- Serial Number:
- Unit Average Cost: 0.000000
- Unit Last Cost: 0.000000
- Unit List Cost Excl: 39.1304
- Unit List Cost Incl: 80.0000
- Unit Markup %: 111.1100 GP: 52.63
- Unit Selling Excl: 82.6087
- Unit Selling Incl: 95.0000
- Price List Item:
- Online Store Item:

Buttons: Update, Clear, Delete

Navigation: Size Grids, Categories, History, Pack Sizes, Embedded, Close, Colour Grid, Specials, Prices, Constructed

- "Pack Quantity:" Input the quantity of how many items of the Secondary Pack Item come packaged in the Master Pack Item.

The screenshot shows the 'Stock Manager' window with the following fields and values:

| | | | |
|-------------------------|-------------------------------------|---------------------|-------------------------------------|
| Master Code | <input checked="" type="checkbox"/> | Input Tax | 01 - 15.00 |
| Stockcode | 300 | Output Tax | 01 - 15.00 |
| SKU Number | 1001000001065 | Discountable | <input checked="" type="checkbox"/> |
| Service Item | <input type="checkbox"/> | Size Grid | 0 |
| Preferred Supplier | MAKRO | Colour Grid | <input type="checkbox"/> |
| Supplier Code | 300 | Serial Number | <input type="checkbox"/> |
| Description | SINGLE CAN LION 500 f | Unit Average Cost | 0.00000 |
| First Category | 01 | Unit Last Cost | 0.000000 |
| Second Category | - | Unit List Cost Excl | 6.5217 |
| Third Category | - | Unit List Cost Incl | 8.5000 |
| Stock Status | ACTIVE | Unit Markup % | 100.0000 GP: 50.00 |
| Min Stock | 0 | Unit Selling Excl | 13.0435 |
| Reorder | 0 | Unit Selling Incl | 15.0000 |
| Shelf Location | 0 | Price List Item | <input type="checkbox"/> |
| Current Stock: 0 | | Online Store Item | <input checked="" type="checkbox"/> |
| Open Priced Item Item | <input type="checkbox"/> | | |
| Exclude from Commission | <input type="checkbox"/> | | |
| Return Item | <input type="checkbox"/> | | |

Buttons: Update, Clear, Delete

Navigation buttons: Size Grids, Categories, History, Pack Sizes, Embedded, Colour Grid, Specials, Prices, Constructed, Close

4. Click "Save"

Please see video on Pack Sizes - [Pack Sizes](#)