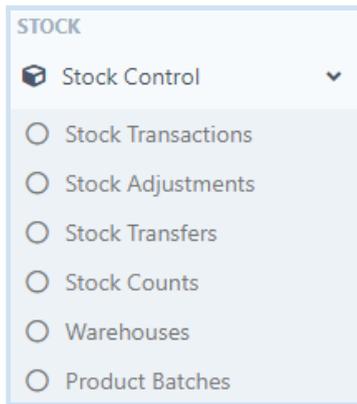


# Vektori Stock Control

## Additional service

## 1. Vektori Stock Control



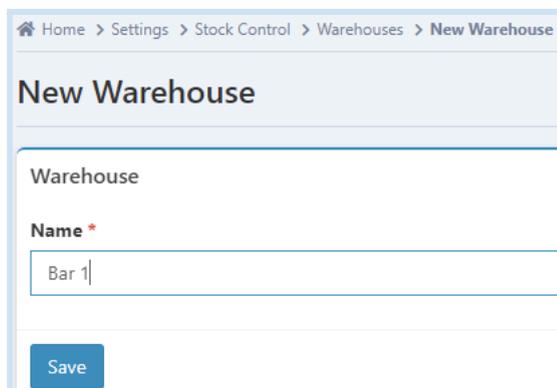
Cloud based Vektori Stock Control is an additional service to Vektori Kassa. It gives you all the tools needed for total control over the stock, including stock counts and recipes. Sales through the Vektori Kassa application automatically reduce the value of the warehouse to which it is connected. Unless the Vektori Kassa has a warehouse attached to it, a default warehouse will be used for stock transactions. Chapter 1.2 has more on the topic of adding a default warehouse.

Stock control functions according to FIFO-principle (First In First Out), meaning that products stored first are to be retrieved first.

Stock control supports multiple warehouses, enabling each Vektori Kassa application to have a different warehouse. It also makes it possible to have recipe products, where the sale of a product decreases more than one product within the warehouse.

Stock counts can be started and stopped at any given time - you can also use the warehouses while doing them. In order to make the stock counts easier, you can use for example a barcode reader and a tool built into the service.

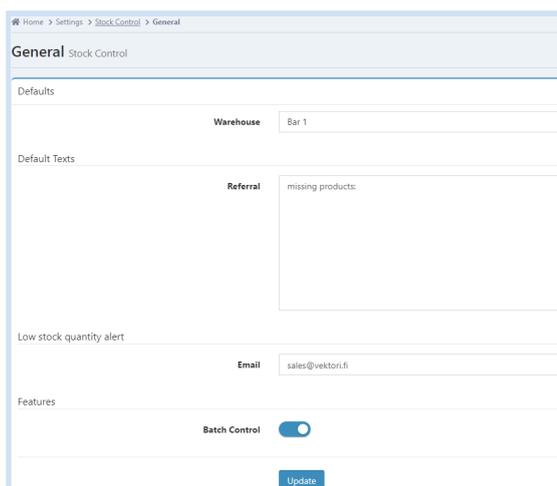
### 1.1. New Warehouse



In order to add a warehouse, choose from the menu on the left **Stock Control -> Warehouses** and then click the **New Warehouse** -button.

Give the warehouse a name and click the **Save** -button.

### 1.2. General stock settings, default warehouse



Add default warehouse by choosing from the menu on the left **Settings** and then go down to **Stock Control -> General**.

In case you are using multiple warehouses, choose the Warehouse from the drop-down menu. This chosen warehouse is now used as the default warehouse, from which all the sales are subtracted and product refunds added automatically, unless terminal based warehouses are set.

In the end click the **Save** -button(or **Update**).

### 1.3. Terminal based warehouse

Terminal based warehouse can be defined by choosing **Settings** from the menu on the left. Then at **Kassa -> Terminals** -section, click the name of a terminal, moving on to *Edit* -mode. Here it is possible to select the specific warehouse for the terminal in question, from which the sales get subtracted and refunds added into.

## 2. Adding a product into Stock Control

The default settings for products can be viewed by going to **Settings** and from there **Catalog -> General**.

Checking these settings now can ease the creation of new products, for instance, turning on the *Stock control* -switch. Also *product sorting* and *grouping* are all available to be changed from this settings page.

Save the settings by pressing the **Update** -button.

In order to add a new product click the **Products** link from the menu on the left and then press the **New Product** -button. Insert following necessary information (marked with **\***) for the product:

- Name **\***
- Product group **\***)
- Product code **\*\***)
- Sale product, if the product is sold via the cash register
- Stock Control
- Buying unit **\***
- Stock unit **\***
- Counting unit, shown for product, in case the counting unit is not the same as stock unit
- Sales unit **\***
- Stock quantity
- Tax rate **\***
- Price (tax excl.) or Price (tax inc.) **\***
- Buying Price (tax free)

Home > Settings > Catalog > Products > New Product

### New Product

**Name \***  
Lager Beer 0.33 l

**Product Group**  
Alcohol products

**Product code**  
[Empty field]

**EAN-code**  
[Empty field]

**Description**  
[Empty text area]

Active

Sale product

Stock control

Batch control

**Buying unit \***  
TLK

**Stock unit \***  
TLK

**Counting unit**  
TLK

**Sales unit \***  
TLK

**Stock quantity**  
60

**Tax \***  
24 %

**Price (tax excl.) \***  
3.16

**Price (tax inc.) \***  
3.92

**Buying price**  
2.46

Save

\*) You can have different product groups for products like groceries and alcohol drinks. To add these, go to **Product Groups** from the menu and click the **New Product Group** -button. Having products in different product groups is advisable because it helps for instance when reporting to the necessary permit authorities. Grouping by each product group is also available for clerk, client sales, product sales and comparison reports.

\*\*\*) It is possible to add a product code for each product separately or you can define the product code to be defined automatically by going to **Settings** and from there **Catalog -> General and Product code generation** -section.

Product code generation

Product code is generated automatically using these settings, unless it has been defined when creating product. E.g. product with ID 12 will have product code "PR0012" when prefix is "PR" and length is 6.

**Product code prefix**  
PR

**Product code length**  
6

### 3. Stock Transactions

The list of events regarding each warehouse can be seen by going to **Stock Control -> Stock Transactions**. Stock transactions list gets formed from events by product sale stock outs and returns, stock transfers ins and outs, stock count ins and outs and stock adjustments.

Home > Stock Transactions

### Stock Transactions

+ Create Filters

ID	CREATED	TYPE	SOURCE	VALUE	STATUS
TR-0000008	10.2.2022 13:56	Stock in		147,60	Closed
TR-0000007	9.2.2022 08:05	Stock in		0,00	Closed
TR-0000006	8.2.2022 09:23	Stock out	2022020101010005	0,00	Closed

For a closer look into each individual stock transaction, click either the **Show** -icon, **ID** or **source** -link.

Home > Stock Transactions

### Stock Transactions

+ Create Filters

ID	CREATED	TYPE	SOURCE	VALUE	STATUS
TR-0000008	10.2.2022 13:56	Stock in		147,60	Closed
TR-0000007	9.2.2022 08:05	Stock in		0,00	Closed

### 3.1. Stock transaction types

Below is a brief description of stock transaction types and formation basis:

- **Stock in** happens when a stock transaction is created and a product or more is added to a warehouse.
- **Stock out** happens when a stock transaction is logged during a sales transaction.
- **Stock transfer in** logs the event when the products are transferred into a warehouse.
- **Stock transfer out** logs the event when the products get transferred out of a warehouse.
- **Stock adjustment out** is used when the products leave the warehouse through other ways than by sales(e.g. broken).
- **Stock count in** occurs in the event that the warehouse has a negative amount of products and the system forms a *stock count in* from the missing products and the ones that are counted during the stock count.
- **Stock count out** is done by the system, clearing the expected n:o of products in the stock count from the warehouse.
- **Stock count in** is also done by the system during the stock count to add the calculated products into the warehouse.
- **Return** is used when products are returned via orders - *Orders*, an additional service, has to be bought for this.
- **Shipment** is also linked to use of *Orders* -service and is used when a product has some sort of shipment information.

### 3.2. Stock transaction status

- **Open** is set as status when the product count in the warehouse goes negative. The status updates automatically to *closed* as soon as the warehouse in question gets the product.
- **Closed** status is set when the stock transaction has increased or reduced the product amount in the warehouse through stock in or stock out, stock count, a sale, return or shipment.
- **Open rows** status is set when a stock transaction has one or more transaction within, that sets the count of a product as negative. The status updates automatically to *closed* as soon as the warehouse in question gets the product.

### 3.3. Stock transaction search functionality

Default view of the stock transactions is a list of all the stock transactions. In order to search for specific stock transactions click the **Filters** -button on the right side of the **Stock Control -> Stock Transactions** page.

The screenshot shows a 'Filters' panel with the following fields and values:

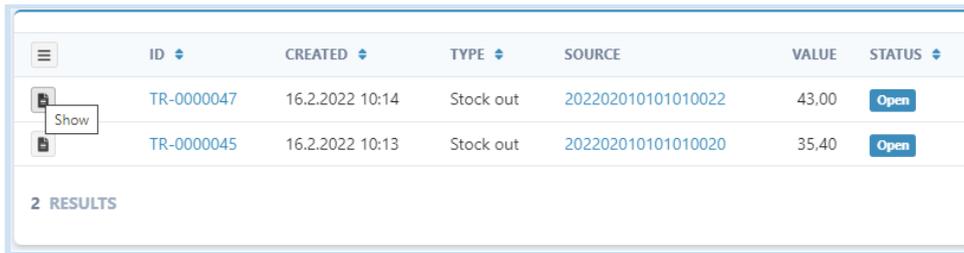
- Created:** Two date-time pickers with values '8.2.2022 09:40' and '16.2.2022 09:40'.
- Warehouse:** A tag with 'Bar 1' and a close button.
- Type:** A dropdown menu with 'Stock out' selected.
- Status:** A tag with 'Open' and a close button.
- Reference:** An empty text input field.
- Product:** An empty text input field.
- Product Batch:** An empty text input field.
- Per page:** A dropdown menu with '30' selected.
- Additional conditions:** A button with a plus sign.
- Filter:** A blue button with a downward arrow icon.

Limit the search for stock transactions with the following options:

- Date
- Warehouse
- Type of stock transaction
- Status of stock transaction
- Reference e.g. receipt number
- Product
- Product Batch

After choosing the search parameters, click the **Filter** -button to see the results.

Click the **Show** -icon or the link in the **ID** -field to look more closely into the contents of the stock transaction.



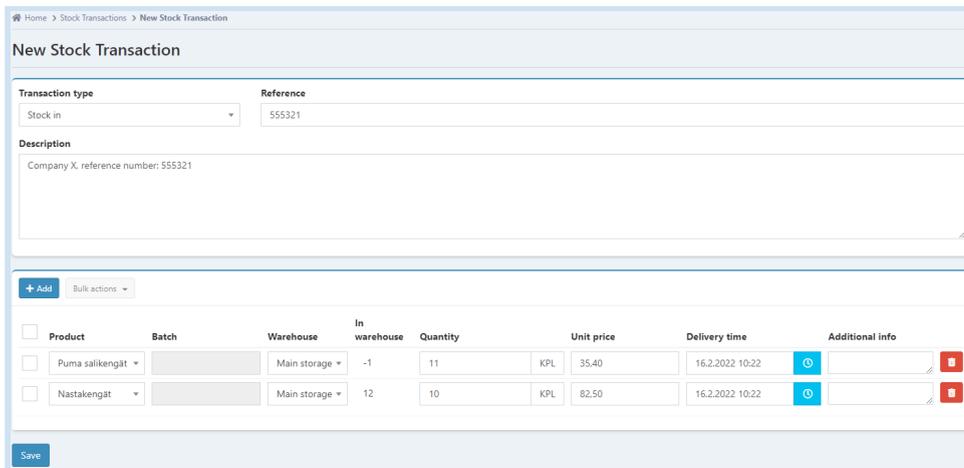
ID	CREATED	TYPE	SOURCE	VALUE	STATUS
TR-0000047	16.2.2022 10:14	Stock out	202202010101010022	43,00	Open
TR-0000045	16.2.2022 10:13	Stock out	202202010101010020	35,40	Open

2 RESULTS

The link in the **Source** -field opens either receipt, stock transfer or an adjustment.

### 3.4. Create new stock transaction

The system automatically creates stock transactions to products that are defined to be under stock control. Stock transactions regarding stock in and stock out can be created manually by going to **Stock Control** -> **Stock Transactions** page and clicking the **Create** -button.



Home > Stock Transactions > New Stock Transaction

**New Stock Transaction**

Transaction type: Stock in Reference: 555321

Description: Company X, reference number: 555321

+ Add Bulk actions

Product	Batch	Warehouse	In warehouse	Quantity	Unit price	Delivery time	Additional info
Puma salikengät		Main storage	-1	11	KPL 35,40	16.2.2022 10:22	⊕
Nastakengät		Main storage	12	10	KPL 82,50	16.2.2022 10:22	⊕

Save

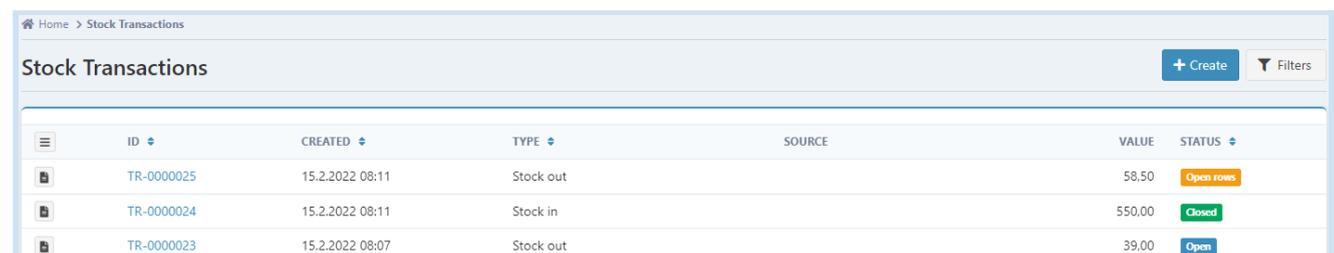
From drop-down menus pick **Transaction type**, **Product** and **Warehouse** and add **Quantity**, **Unit price** and **Delivery time**

It is possible to log the delivery time to past, in which case the transactions preceding this transaction will be handled according to FIFO-principle. Stock transactions can not be created, however, before the latest stock count.

Unit price is updated automatically according to the latest stock transactions price (buying price).

Add multiple rows to the same stock transaction by clicking the **Add** -button. In the end, click the **Save** -button.

In case you are adding a new product into a warehouse and under stock control, follow instructions in chapter two(2).



Home > Stock Transactions

**Stock Transactions** + Create Filters

ID	CREATED	TYPE	SOURCE	VALUE	STATUS
TR-0000025	15.2.2022 08:11	Stock out		58,50	Open rows
TR-0000024	15.2.2022 08:11	Stock in		550,00	Closed
TR-0000023	15.2.2022 08:07	Stock out		39,00	Open

If the stock transaction includes both open and closed transactions, the list shows it with tag **Open rows**. The stock transaction will update automatically to **Closed** as the warehouse gets the product in question.

### 3.5. Bulk actions of stock transactions

In the event that the warehouse gets a large quantity of products at once, you can use the bulk actions to help out with logging in the stock transactions. You can, for instance, add the same warehouse or delivery time for all the products.

From the drop-down menus pick the **Transaction type** and **Product** and add the **Quantity** and **Unit price** if need be.

Add more product rows by clicking the **Add**-button.

After adding all the products, **choose all the product lines you want** - this activates the **Bulk actions**-button.

Click the **Bulk actions**-button and then the **Edit**-button from the drop-down menu.

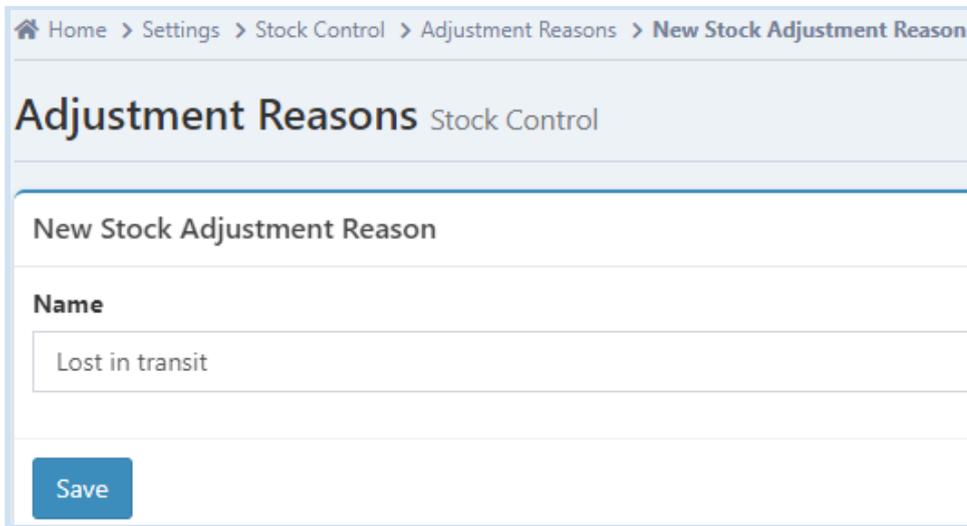
With the aid of the Edit view, you can for instance add all the products to the same warehouse, have the same quantity, or Delivery time.

When all is done, click the **Set**-button.

After that, in the end, click the **Save**-button.

## 4. Stock Adjustments

Stock adjustment is used when the products leave the warehouse through other ways than by sales(e.g. broken). Reasons for stock adjustments can be defined by going to **Settings -> Stock Control -> Adjustment Reasons** and clicking on the **Create** -button.



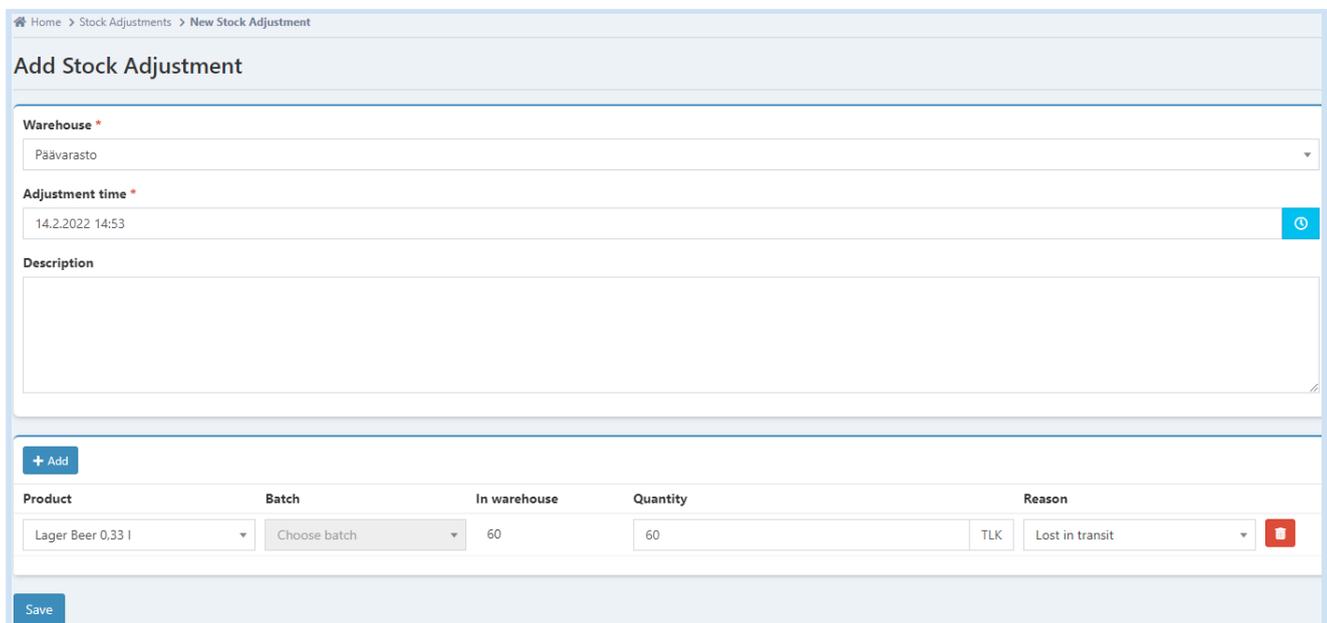
- Give a **name** describing the adjustment reason and click on the **Save** -button in the end.

### 4.1. Adding a stock adjustment

Click from the menu **Stock Control -> Stock Adjustments** and from there press the **New Stock Adjustment** -button.

Choose the **Warehouse**, **Adjustment time** and either pick the **Product** from the drop-down menu or **use a barcode scanner**, add the **Quantity** and the reason for the adjustment.

Click on the **Add** -button to increase the amount of product rows for the stock adjustment.



You can log the adjustment time to past, in which case the transactions preceding this transaction will be handled according to FIFO-principle.

Finally click the **Save** -button and it will move the adjustment to the Stock Adjustments list with **Unconfirmed**-status.

If you wish to edit the adjustment either click the **Pen** -icon or the **Edit** -menu item - you can also **Delete** the stock adjustment from that menu. In order to finalize the stock adjustment you need to **Confirm** it from the drop-down menu.

Home > Stock Adjustments > Open

### Stock Adjustments

+ New Stock Adjustment Filters

Open 1 Confirmed 0

ID	WAREHOUSE	DESCRIPTION	ADJUSTMENT TIME	STATUS
1	Päävarasto	Broken	14.2.2022 13:57	Unconfirmed

1 RESULTS

Home > Stock Transactions

### Stock Transactions

+ Create Filters

ID	CREATED	TYPE	SOURCE	VALUE	STATUS
TR-0000050	17.2.2022 08:39	Stock adjustment out	SA-0000003	43.00	Closed

After the confirmation, the products are removed from the warehouse and a **stock adjustment out** type of stock transaction is formed.

*The stock adjustment can not be deleted or edited after it has been confirmed. If you do notice a mistake has been made after the confirmation, you need to create a new stock transaction according to chapter 3.4 to correct it.*

## 4.2. Reports

You can make detailed stock adjustment reports from each warehouse by going to **Reports** and from there down to **Stock Control** -section and clicking on the **Stock Adjustments** -link.

**Fields**

Number  Average buying price

Product name  Total

Reason  Person

Quantity

**Show / Download**

Preview  Excel

PDF  CSV

**Orientation**

Portrait  Landscape

**Adjustment time**

2.2.2022 09:03

17.2.2022 09:03

**Warehouses**

× Outlet 1 ×

**Person**

**Reason**

× Lost in transit ×

## 5. Stock Transfers

A stock transfer happens when a product is moved within the company, from one warehouse to another.

### 5.1. Stock Transfers list actions

**Stock Control** -> **Stock Transfers** page shows by default the **Open** transfers, while the **Confirmed** -tab shows the transfers that have been already confirmed.

ID	TRANSFER TIME	SOURCE STOCK	TARGET STOCK	CREATED
ST-0000004	19.2.2022 10:49	Outlet 1	Main storage	17.2.2022 10:49
33	18.2.2022 10:42	Main storage	Reserve storage	17.2.2022 10:43
32	17.2.2022 10:03	Main storage	Outlet 1	17.2.2022 10:03

Clicking the **Show** -icon or the **ID**, shows the stock transfer details. You can also go to the drop-down menu and **Show, Edit, Complete** or **Delete** the stock transfer.

At the detailed view of the Stock transfer clicking the **Complete** -button confirms the stock transfer, the **Edit** -button allows the modifying of the stock transfer and the **Create** -button enables making a new stock transfer, if you so choose.

Product code	Product	Product Batch	Additional details	Quantity
PR0022	Puma salikengät	-		5 KPL

You can search for specific stock transfers at **Stock Control**-> **Stock Transfers** by clicking the **Filters** -button.

The options to limit the search for stock transfer are:

- Date
- Source stock
- Target stock
- Reference
- ID (through additional conditions)

Give the parameters you want and click on the **Filter** -button.

## 5.2. New Stock Transfer

In order to make a new stock transfer go to **Stock Control** -> **Stock Transfers** and click the **New Stock Transfer** -button.

Choose the **Source stock**, where the products originate from, and the **Target Stock**, where the products are moved into. Add the **Transfer time**, by default the current time, choose the **Product** from the drop-down menu or use barcode scanner, add the **Quantity** and optionally write something to Additional info.

Click on the **Add** -button to increase the amount of product rows for the stock transfer. You can log the transfer time to past, in which case the transactions preceding this transaction will be handled according to FIFO-principle.

The screenshot shows the 'New Stock Transfer' form. It has a breadcrumb trail: Home > Stock Transfers > New Stock Transfer. The form title is 'New Stock Transfer'. It contains several input fields: 'Source stock' (Main storage), 'Target stock' (Outlet 1), 'Reference' (Transfer 4), 'Transfer time' (17.2.2022 12:00), and 'Description' (Transfer 4 transfer). Below the form is a table for adding products. The table has columns: Product, Batch, In warehouse, Quantity, and Additional info. The first row shows 'Battery zero' as the product, 'Choose batch' as the batch, '4' in the warehouse, '2' quantity, and 'KPL moving around' as additional info. There is a '+ Add' button above the table and a 'Save' button below it.

Finally click the **Save** -button, after which you can click the **Complete** -button to finish the transfer - an action which requires a confirmation on a pop up window - and after all that, the stock transfer is completed.

The screenshot shows the 'Stock Transfer' confirmation page. The title is 'Stock Transfer #5 Main storage -> Outlet 1'. There are buttons for 'Complete', 'Edit', and 'Create'. The page displays a summary of the transfer: Source stock (Main storage), Target stock (Outlet 1), Reference (Transfer 4), and Transfer time (17.2.2022 12:00). Below this is a table with columns: Product code, Product, Product Batch, Additional details, and Quantity. The table shows one row: PR0007, Battery zero, -, moving around, 2 KPL.

All the confirmed stock transactions are shown on the **Confirmed** -tab of the Stock Transfers -page.

The screenshot shows the 'Stock Transfers' list page. It has a breadcrumb trail: Stock Transfers. There are buttons for '+ New Stock Transfer' and 'Filters'. The page shows two tabs: 'Open' and 'Confirmed'. The 'Confirmed' tab is active. Below the tabs is a table with columns: ID, TRANSFER TIME, SOURCE STOCK, TARGET STOCK, and CREATED. There are two rows of confirmed transfers. The first row has ID ST-0000005, TRANSFER TIME 17.2.2022 12:00, SOURCE STOCK Main storage, TARGET STOCK Outlet 1, and CREATED 17.2.2022 13:17. The second row has ID ST-0000001, TRANSFER TIME 14.2.2022 12:51, SOURCE STOCK Main storage, TARGET STOCK Reserve storage, and CREATED 14.2.2022 12:52. At the bottom, it says '2 RESULTS'.

*Stock transfers can not be deleted or edited after they have been confirmed. If you do notice an error after confirmation, make new stock transactions as required and according to chapter 3.4.*

## 6. Stock Counts

Stock count is an inventory list of products sold by the company - it is the physical process of counting each and every product. In a stock count the exact number of products is counted and it also reveals if products are lost or stolen. A stock count is statutory and has to be done once a year for the financial statement of the firm, but it can be done more often as well. Stock counts can be started and ended at any time. The warehouses can be used at the same time as the stock count is ongoing.

### 6.1. New Stock Count

To start a new stock count go to **Stock Control** -> **Stock Counts** and click the **Start new** -button.

### New Stock Count

**Warehouse \***

**Name \***

**Stock count time \***

Show expected count

Show row counting unit conversion as opened

Show buying prices

- If multiple warehouses are used, pick the **warehouse** from the drop-down menu.

- Give a descriptive **name** for the stock count.

- Set the **stock count time**, as in the starting time of the stock count.

- Add the options *Show expected count*, *Show row counting unit conversion as opened* and *Show buying prices* if necessary.

Click the **Save** -button when all is ready.

### 6.2. Stock count entry

As the new stock count is started and saved, the **All** -tab shows a list of products to be counted. It is now possible to print out a form in pdf by clicking the **Print product list** -button, enabling counting of the product amounts first on a printout and afterwards inputting these numbers into the system.

**Stock Count** Stock count 2/2022 for Outlet 1 [Outlet 1]

Select ▼

All 4    Uncounted 4    Counted 0

	Product	Product code	Expected	Calculated		Average buying price
<input type="checkbox"/>	Battery zero	PR0007	2	2	KPL	1,09
<input type="checkbox"/>	Nastakengät	PR0023	10	10	KPL	82,50
<input type="checkbox"/>	Puma salikengät	PR0022	10		KPL	35,40
<input type="checkbox"/>	Reppu X	PR0024	9		KPL	43,00

4 RESULTS

The stock count can be done in phases, first setting the **Calculated** amount for some products and leaving the others blank - do note that the amount can not be negative. If necessary the **Average buying price** can be changed as well. When the information is saved by clicking on the **Save** -button, the **Uncounted** and **Counted** products are shown under their respective tabs.

Product	Product code	Expected	Calculated	Average buying price
Battery zero	PR0007	2	2	1,09
Nastakengät	PR0023	10	10	82,50

To return to an open stock count go to **Stock Control** -> **Stock Counts** and on **Open** -tab choose the **Perform counting**.

ID	NAME	STOCK COUNT TIME	CREATED
SC-0000007	Stock count 2/2022 for Outlet 1	17.2.2022 15:09	17.2.2022 15:15

### 6.3. Using the barcode scanner in the stock count

In order to ease the stock count it is possible to use a barcode scanner by reading the barcode in the Stock count -view. Be careful that the mouse cursor is not in any field at the Stock Count -view, because in that case the barcode scanner would only input the barcode to said field.

Reading of the barcode opens up a view, where you can input the **Counted** amount and also if need be, change the **Average buying price**.

Finally press the **Save** -button and read the next barcode.

### 6.4. Ending the stock count

Stock count ending can happen when at least one product is counted. When the necessary products have been counted, click on the **End counting** -button. This will create all the stock transactions needed, also updating the product amounts in the warehouse and the stock value. The stock value is calculated using the average buying price of products. After the stock count is done, the counted data can no longer be deleted.

ID	NAME	STOCK COUNT TIME	CREATED
SC-0000006	15.2.2022 10:33	15.2.2022 10:33	15.2.2022 10:33
Report	15.2.2022 10:25	15.2.2022 10:25	15.2.2022 10:25
Stock value	15.2.2022 10:22	15.2.2022 10:22	15.2.2022 10:23

At the end of the stock count, go to **Report** and from the next page on the right, use the **Print** -button to get a pdf -file ready for printing.

## 6.5. Adding the opening balances using stock counts

If products are added to the system without an amount or buying price, you can add these opening balances for the products in the default warehouse “Päävarasto” (edited the name to be *Main storage* in example below) using the stock count. If you have added other warehouses, only the products that are under stock control within those warehouses, are shown in stock counts.

Start a new stock count according to chapter 6.1.

At the Stock Count -view, click the **Filters** -button and switch **Only stockable products** off. Finally press the **Filter** -button.

The screenshot shows the 'Stock Count' interface for 'Opening balance [Main storage]'. At the top, there are buttons for 'Edit', 'Print product list', 'Filters' (with a '2' indicator), and 'End counting'. Below the header, there is a 'Select' dropdown menu. The main area is divided into two sections: a table and a filters sidebar.

The table has columns for 'Product', 'Product code', 'Expected', 'Calculated', and 'Average buying price'. It shows three rows of test products:

Product	Product code	Expected	Calculated	Average buying price
001 Test	PR0025	0		0,00
002 Test	PR0026	0		0,00
003 Test	PR0027	0		0,00

The filters sidebar on the right includes a toggle for 'Only stockable products' (which is currently turned off), and input fields for 'ID' and 'Name'.

Continue with the stock count normally according to chapter 6.2.

## 6.6. Making a correction to buying price using stock counts

As already mentioned in the previous chapter, you can also make corrections to the buying price of each product within all the warehouses. This process

- records the current stock value out,
- saves the calculated amount and price,
- updates the buying price of products.

## 6.7. Stock count and stock value report

Viewing different stock count and stock value reports is possible from the **Stock Control** -> **Stock Counts** under **Ended** -tab. In order to get a pdf-file ready for printing for a stock count report, click the down-pointing triangle as described in the image, and press the **Report** -menu item. Use the **Print** -button available on that page to receive the file. You can also get a pdf with the stock value in greater detail from the Stock Counts page by clicking the **Stock value**, just below the **Report** -menu item.

The screenshot shows the 'Stock Counts' interface. At the top, there are buttons for '+ Start new' and 'Filters'. Below the header, there are tabs for 'Open' (with a '1' indicator) and 'Ended' (with a '4' indicator). The main area is a table listing stock counts:

ID	NAME	STOCK COUNT TIME	CREATED
SC-0000006	15.2.2022 10:33	15.2.2022 10:33	15.2.2022 10:33
Report 05	15.2.2022 10:25	15.2.2022 10:25	15.2.2022 10:25
Stock value 04	15.2.2022 10:22	15.2.2022 10:22	15.2.2022 10:23

## 7. Product Batches

Control of product batches is meant to be used under Vektori CRM and Orders, both being additional services. Vektori Kassa currently does not support handling of product batches, instead, the sales are reduced from the current stock amount.