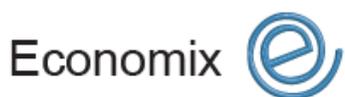




User Guide

Module STOCKS v2.0

ECONOMIX Solutions



User Guide 1

MODULE STOCKS



Module STOCKS

Introduction to the module

The module « STOCKS » is designed to answer your needs in the management of your stocks. This tool allows you to manage entirely the information related to your stocks, with these two functions integrated to other Econormix solutions modules:

-  Stocks management
-  Adjustments management



Module STOCKS

Training plan

Stock adjustment	4
Modifying the minimal quantities	4
Withdrawing a product from the validated products grid	5
Canceling a product from the validated products grid	5
Consulting the stock statement	5



Module STOCKS

Stock adjustment

1. Click under the menu **Stocks**
2. Click **Stock adjustment**
3. Click in the field **Reason**
4. To create a new adjustment reason, enter the information in the field **Reason**

NOTE The new created reason will be automatically saved in the list.

5. Click in the field **Model**
6. Enter the product code to adjust in the field **Model**

NOTE The information fields related to the form Stock adjustment (Model-Supplier-Category-Description-etc.) also allow you to reduce simultaneously the list of products corresponding to the entered information.

7. Select, among the list of products corresponding, the product to adjust by double-clicking
8. Press the key « Enter »
9. The cursor will position inside the field **Qty. adju.**
10. Enter the quantity to adjust, if need be

NOTE The information fields related to the form Stock adjustment (Model-Supplier-Category-Description-etc.) also allow you to reduce simultaneously the list of products corresponding to the entered information. In the case of a stock addition, the entered quantities must be registered in positive. In the case of a stock withdrawal, the registered quantities have to be in negative.

11. Press the key « Enter »
12. The cursor will position inside the field **New pric**

NOTE It is possible to modify directly the unit price of sale of the article in the field **New pric**

13. Enter the new unit price of sale, if need be
14. Press the key « Enter » of your keyboard to validate the product adjustment
15. Repeat this operation according to the number of different products to adjust.

16. Click in the button **Accept**



Modifying the minimal quantities

1. Position the cursor inside the field **Minimum**
2. Enter the minimum quantity desired for the product

NOTE The minimal quantity is the minimum number of product acceptable in stock. If the quantity in stock decreases under this acceptable threshold, the system will propose restocking.

Withdrawing a product from the validated products grid

1. Position the cursor inside the field **Model** present in the validated products grid
2. Press simultaneously on the keys **Ctrl + Del** of your keyboard
3. Click **Yes** to confirm the cancellation of this product on the purchase order

Canceling a product from the validated products grid

1. Click on the button **Cancel** 

Consulting the stock statement

1. Click on the menu **Stocks**
2. Click on **Stock statement**

NOTE This feature allows you to consult the stock statement in the various modules. You can look for a product from the various research criteria. It is also possible to filter the stock statement according to products backorder or on alert in one simple click.