

STOCK CONTROL

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STOCK TAKE

The process of doing a stock take can be broken down into six steps:

- Step 1 – Generating the stock sheets.
- Step 2 – Printing the stock sheets.
- Step 3 – Doing a physical count.
- Step 4 – Entering the counted quantities onto the computer.
- Step 5 – Verify quantities on the stock sheets before posting.
- Step 6 – Posting the stock sheets (Updating the stock levels).

Before you begin

- When the Stocktake is done a marker is put in the system so transactions cannot be back dated to before the stocktake date. Therefore;
 - Make sure all debtor bills for period before stocktake have been entered and finished (with a payment method applied).
 - Post all outstanding batched invoices.
 - Enter all creditor invoices and payments that need to be dated before the stocktake.
- Complete any Stock transfers between stores before any sheets are generated.
- If inactive items have stock on hand, they will still appear in the stock value report. To quickly zero inactive stock a stocktake for inactive stock only can be done and NOT populating column 1 with current stock values. As counts are all zero you can post straight away. See section later in chapter for more information.
- Make sure a full stock take sheet is generated (for each store if operating multiple stores) **BEFORE** counting the stock. You cannot back-date a stocktake.
- Stock can be counted in packs or units. To check whether you need to count in packs or units go to [Options | Setup | Products | 5: Stock tab | check whether Stocktake in units is ticked / unticked](#). The counts method will also be printed at the top of stocktake sheets on the Stocklink app.

Opening the Stock Take Window

1. Click on the **'Creditors'** icon.
2. Click on **'Specials'** and then **'Stock Take'**.
3. The main Stock Take window will be displayed.

The screenshot shows the 'Stock Take' window with the following elements:

- Staff: AAM
- Your Column: All Cols
- Store: Takapuna
- Buttons and their descriptions:
 - Generate**: Generate a New Stock Take Sheet
 - Print Sheet**: Print Stock Take Sheet after Generation and during Data Entry for Verification.
 - Enter Stock**: Select Your Column and Enter Stock Value. You can enter just one column or all columns.
 - Post Sheet**: Post the Stock Sheet after Entering all values and verifying that the values are correct.
 - Close**: Close the Form and Exit.

Performing a Stock Take

STEP 1 – Generating the stock sheets

1. Click on the 'Generate' button.
2. The 'Generate Stock Sheet' window will open.

3. Select the order in which you want the product items listed on the stock take sheets. There are several options to select from:
 - Product Name
 - Bin Number
 - Category 1
 - Category 2
 - User Code

4. **‘Populate Col_01 with Cur_Stk values’** - Checking this option will populate column 1 on the stock sheet, with the current stock on hand figures. This way you only need to adjust quantities of those product items whose generated figures vary from the counted figures.

Uncheck this option when you think the computer-generated stock levels are **NOT LIKELY** to be the same as the counted stock. This means you intend to start your stock entry on a “clean slate” and you are likely to adjust quantities for most or all of the product items.

Note: Stocktake can be entered in units or packs. Select which one you will use in Setup.

E	Product Name	Product Number	Buy Size	Value	Current Stock	Column Total	Variance	Column 1	Column 2	Column 3	Column 4	Column 5	Column 6	Column 7	Column 8
>	Test Long Numbers (11ttest)	# 1/10010...	1	1	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000
	Askina Cast 10cm X 2.8m	# 1/6827	1	25.21	5.20000	5.20000	0.00000	5.20000	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000
	Askina Cast 7.5cm X 2.8m	# 2/243	1	19.6	-1.25000	1.25000	0.00000	-1.25000	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000
	Bandage-Abdominal (large)	# 1/9747	1	9.7	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000
	Bandage-Abdominal (medium)	# 1/9746	1	8.25	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000
	Bandage-Abdominal (small)	# 1/9745	1	5.95	-1.00000	1.00000	0.00000	-1.00000	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000
	Bandage Casting Tape Soft Cast (5cm)	# 1/10233	1	19.9	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000
	Bandage Casting Tape Soft Cast (7.5cm)	# 1/10232	1	20.65	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000
	Bandage Crepe Elastolite (10cm)	# 1/4117	1	1.35	1.00000	0.00000	0.00000	1.00000	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000
	Bandage Crepe Elastolite (15cm)	# 1/8674	1	1.96	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000
	Bandage Crepe Elastolite (7.5cm)	# 1/8675	1	1.05	3.00000	0.00000	0.00000	3.00000	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000
	Bandage Crepe Elvic (10cm)	# 1/3291	1	4.25	17.00000	0.00000	0.00000	17.00000	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000
	Bandage Crepe Elvic (15cm)	# 1/3121	1	6	32.00000	0.00000	0.00000	32.00000	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000
	Bandage Crepe Elvic (7.5cm)	# 1/5907	1	3.16	27.00000	0.00000	0.00000	27.00000	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000

Populate Col_01 with Cur_Stk values ticked

E	Product Name	Product Number	Buy Size	Value	Current Stock	Column Total	Variance	Column 1	Column 2	Column 3	Column 4	Column 5	Column 6	Column 7	Column 8
>	Test Long Numbers (11ttest)	# 1/10010...	1	1	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000
	Askina Cast 10cm X 2.8m	# 1/6827	1	25.21	5.20000	0.00000	-5.20000	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000
	Askina Cast 7.5cm X 2.8m	# 2/243	1	19.6	-1.25000	0.00000	1.25000	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000
	Bandage-Abdominal (large)	# 1/9747	1	9.7	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000
	Bandage-Abdominal (medium)	# 1/9746	1	8.25	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000
	Bandage-Abdominal (small)	# 1/9745	1	5.95	-1.00000	0.00000	1.00000	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000
	Bandage Casting Tape Soft Cast (5cm)	# 1/10233	1	19.9	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000
	Bandage Casting Tape Soft Cast (7.5cm)	# 1/10232	1	20.65	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000
	Bandage Crepe Elastolite (10cm)	# 1/4117	1	1.35	1.00000	0.00000	-1.00000	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000
	Bandage Crepe Elastolite (15cm)	# 1/8674	1	1.96	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000
	Bandage Crepe Elastolite (7.5cm)	# 1/8675	1	1.05	3.00000	0.00000	-3.00000	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000
	Bandage Crepe Elvic (10cm)	# 1/3291	1	4.25	17.00000	0.00000	-17.00000	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000
	Bandage Crepe Elvic (15cm)	# 1/3121	1	6	32.00000	0.00000	-32.00000	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000
	Bandage Crepe Elvic (7.5cm)	# 1/5907	1	3.16	27.00000	0.00000	27.00000	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000

Populate Col_01 with Cur_Stk values unticked

5. Click on **‘Generate’**.

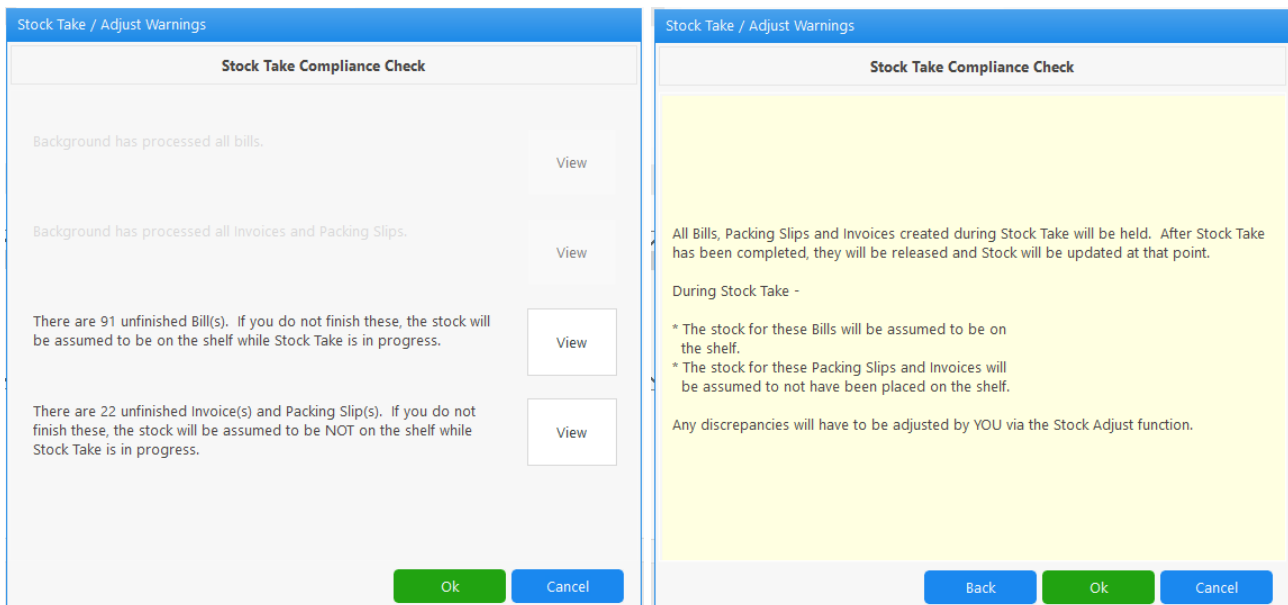


NOTE: If you have one stock sheet open for a store, generating a new stock sheet for the same store will **OVERWRITE** the previously generated sheet! You may only have **ONE** stock sheet open at a time for each store!!!

6. At this stage, the stocktake will do a compliance check for the following;
 - a. Completed bills have been processed by background.
 - b. Creditor invoices and packing slips have been processed by background.
 - c. Unfinished bills have been completed. (This is just a warning. You can continue without finishing bills but the stock for those bills will be assumed to still be on the shelf).
 - d. Unfinished creditor invoices and packing slips have been completed. (This is just a warning. You can continue without finishing invoices but the stock for those invoices will be assumed to be NOT on the shelf).

7. Clicking **'OK'** will take you to the compliance check warning screen. This screen details the assumptions made by the system for unfinished transactions and the action to be taken for transactions that will occur during the stock take. You will need to read and understand these statements to successfully complete your stock take.

8. Click **'OK'** to continue.



9. The system will now generate the stock sheets and take you back to the main stock take window.

10. Once the sheet has been generated, newly created transactions that affect the stock on the store will be suspended. They will be marked with a state Held. Do not attempt to alter this state; the application will fix them automatically once the stock take has been completed.

11. What follows is a list of behaviours of common functions whilst a stock take is in progress.

Status Bar:	Shows that the Stock Take is in progress every time a bill or invoice is handled or the store is changed.
Bills:	All bills made during stock take will be suspended and marked as Held.
Batched Bills:	When you press the Post button, the application will inform you if any store on the current branch is in Stock Take. The bills will be suspended and marked as Held.
Bulk Bills:	When you press the Post button, the application will inform you if any store on the current branch is included in the current Stock Take. The bills will be suspended and marked as Held.
Membership Bills:	When you go in and when you press the Ok button, the application will inform you if any store on the current branch is included in the current Stock Take. The bills will be suspended and marked as Held.
Invoices and Packing Slips:	The application will inform you if any store on these is included in the current Stock Take. It will also be suspended and marked as Held.
Stock Adjustments and Transfers:	Generates the normal invoice which will be marked as Held and suspended. They will be processed as above.
Merged from other branch / site:	Invoices and Packing Slips that have been created at another branch for the store that is included in the current Stock Take will be marked as Held and stock values suspended.



IMPORTANT: Do not attempt to bypass the date restrictions for any transactions that are made! Any transaction made for the store that has a stock take in progress will be marked as held. Once the stock take has completed the stock / inventory date will be updated to a date/time that is later than the stock take, and the transactions will be processed through as normal.

STEP 2 – Printing Stock Sheets


If Using StockLink App - Skip this section

1. Click on 'Print Sheet'.
2. The message 'Print Stock Take Sheets? Yes / No' will appear. Click 'Yes'.
3. The stock sheets are first displayed as previews.
4. Click on the printer icon to send the previewed jobs to the printer.

STOCK TAKE on 12/03/10										
By Prd Category-1,Store = 1										
Sheet #										
Prd. Num	Prd. Name	Buy Size	Value	Current	Total	1	2	3	4	Variance
PETFOOD										
1/7864	1200	1	29.33	1.00	0.00					-1.00
2/290	Adult Dog Light (15kg)	1	0.00	4.00	0.00					-4.00
1/5227	Advance Adult Cat Chicken (1.5 Kg)	1	14.27	1.00	0.00					-1.00
1/5053	Advance Adult Cat Chicken (3 Kg)	1	20.00	31.50	0.00					-31.50
1/5770	Advance Adult Cat Chicken (8 Kg)	1	53.20	30.00	0.00					-30.00
1/5237	Advance Adult Cat Fish (1.5 Kg)	1	14.27	1.00	0.00					-1.00

STEP 3 – Doing a Physical Count

If Using StockLink App - Skip this section



IMPORTANT: WHILE you are doing a **physical count** of your stock in the store, it is highly recommended that you **STOP** processing transactions that affect the movement of stock (i.e. selling or receiving stock, stock transfers or stock adjustments) as this can lead to inaccuracies in the updated stock levels.

1. Count the items in the store and record the quantities into the columns on the stock sheets.
2. If a product item is found in several locations of the store, record each location's quantity in the separate columns available on the stock sheets.
3. Once you have physically counted the stock, you may resume selling and receiving your stock.

STEP 4 – Entering the Counted Quantities into the System

If Using StockLink App - Skip this section

1. Open the Stock Take window.
2. Select your:
 - a. Your staff ID.
 - b. The generated date.
 - c. The column you wish to update. (If you want to view all columns, leave this setting on **'All Cols'**.)
3. Click on **'Enter Stock'**. This opens up a stock entry window.

* E	Product Name	Product Number	Buy Size	Value	Current Stock	Column Total	Variance	Column 1	Column 2	Column 3	Column 4	Column 5	Column 6	Column 7
>	10000001775 (10 Lit)	# 1/1775	1	176	22.0000...	22.00000	0.00000	22.00000	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000
	Aboistop Citronella-Refill (85gm)	# 2/266	1	25	-14.00...	-14.00000	0.00000	-14.00000	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000
	Accu-Check Ad 1 Glucostix (50's)	# 1/3069	50	31.51	-42.08...	-42.08000	0.00000	-42.08000	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000
	Aceazine-10 Inj (20ml)	# 1/1390	20	26.95	199.96...	199.96000	0.00000	199.96000	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000
	Aceazine 10 Inj C1 (100ml)	# 1/5603	100	55	-92.00...	-92.00000	0.00000	-92.00000	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000
	Aceazine-2 Injection (10mls)	# 1/2291	10	15.9	103.66...	103.66000	0.00000	103.66000	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000
	A C P Inj (10mg)	# 1/1004	20	11.04	200.00...	200.00000	0.00000	200.00000	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000
	Acth Synacthen	# 1/10950	1	34.25	-1.000...	-1.00000	0.00000	-1.00000	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000
	Activated Charcoal	# 1/8745	1	30.71	-2.000...	-2.00000	0.00000	-2.00000	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000
	Activated Charcoal Capsules (100's)	# 1/10595	100	17.83	193.00...	193.00000	0.00000	193.00000	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000
	Active Teat Cream (500grm)	# 1/10759	1	16.5	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000
	Adhesive Tape 3m (25x13.7)	# 1/10822	1	7.95	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000
	Adhesive Tape Blenderm 25mm (12 pk)	# 2/242	1	3.65	-2.000...	-2.00000	0.00000	-2.00000	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000
	Adhesive Tape Micropore (25mm)	# 1/10177	1	1.4	-645.7...	-645.760...	0.00000	-645.760...	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000

4. Enter the counted quantities into the columns labelled Col_01 to Col_10. Press the enter key to move down to the next item.
5. To find products in this window, you can either search for the product you are looking for using the **'torch'** search button and performing a product search, or by simply scanning the item with a barcode scanner.
6. Click on the **'Finish'** button to close the window.



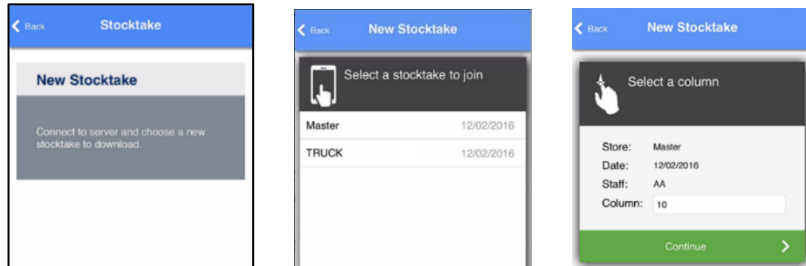
TIP: Because you are likely to enter stock over several days, VetlinkPRO allows you to partially enter the stock on hand figures, exit the window and come back to it at a later stage.

To exit the window, simply click on the **'Finish'** button - VetlinkPRO remembers what you have entered so far.

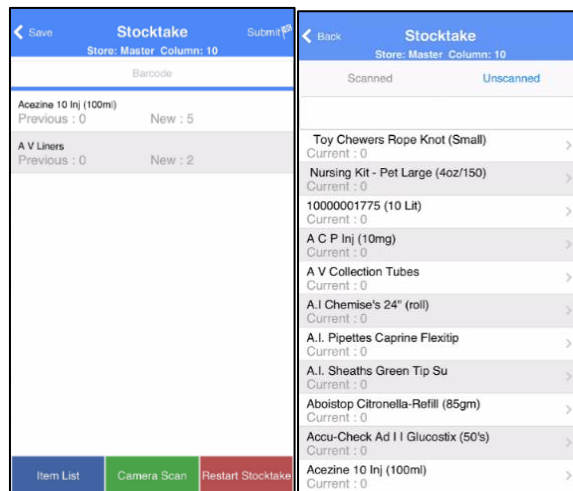
This effectively means that you do not have to enter all the stock quantities in one sitting. To return to entering the quantities, simply repeat the steps in Step 4.

STEP 2- 4 If Using the Stocklink APP

1. Log into the Stocklink App.
2. Tap **Stocktake** and then **New Stocktake**.
3. Select the Stocktake you wish to join.
4. Select a column to update stock on
 - a. Columns are used where multiple users are doing stocktake. Each user has their own column which are added together for the total stock on hand values.



5. Items can be looked up via three methods;
 - a. Bluetooth Barcode Scanner.
 - i. The Bluetooth scanner is only available in the pro version. When this is enabled the default search method is enabled to this method automatically. Just scan the item barcode with the scanner to find the item.
 - b. Camera Scan from the device.
 - i. If you do not have the Bluetooth scanner you can also use the inbuilt camera on your device by clicking the **Camera Scan** button.
 - c. Item List lookup
 - i. To look up an item by typing in the name click **Item List**. The list is then further broken into **Scanned** and **Unscanned** items in alphabetical order. A search box is available above the item to type in a name to search by. At least three letters must be typed and the app will do a “containing” search. E.g. Searches for a matching string anywhere within the product name.
6. Enter / adjust the quantity counted by using the **+** and **-** buttons or typing in a value.
7. Select **Save** to adjust quantity.
8. Repeat for other items as needed.
9. Click **Submit** to finish stocktake and send back to VetlinkPRO.



STEP 5 - Verifying the New Quantities Before Posting

1. Click on **'Print Sheet'**.
2. Check the quantities on the newly printed stock sheets against the ones with hand written quantities.
3. Make any necessary changes using the procedure documented in step 4 above. If necessary, re-count the product items whose stock levels do not look right.
4. Once you are happy with the stock levels, proceed to step 6.

STEP 6 – Posting the Stock Sheets (Update Stock Levels)

1. Select the **'Stock on Date'**.



IMPORTANT: When posting the stock sheets, the **'Stock On Date'** should **ALWAYS** be the date you generated the stock sheets otherwise your new stock levels will be incorrect!

2. Click on **'Post Sheet'**.
3. The message **'Post stock changes to products? Are you sure you have Entered everything?' 'Yes / No'** will appear on screen. Click **'Yes'**.



IMPORTANT: Once you have clicked **'Yes'** here, you cannot make any further changes to the stock sheets.

4. The message **'Print Variance Report?' 'Yes / No'** will appear on the screen. Click **'Yes'**.
5. The variance report is now previewed. Click on the printer icon to send the previewed job to the printer.
6. VetlinkPRO begins to update the products with new stock levels. Once it has completed it takes you back to the main stock take window.
7. Your stock take is now complete!
8. Click on **'Close/Exit'** to leave the stock take window.

After the stock take

Once Stock Take has been completed and the suspended bills, invoices and packing slips will be released automatically and the Background will process them. The application will also print a report of the suspended transactions so that you can ensure that the stock is not being added to or deducted from twice.

Bills:	The Accounting Date will remain unchanged, but the Inventory Date will be changed so that it is not before the Stock Take Date. The stock will be deducted from inventory after the Stock Take.
Invoices and Packing Slips:	The accounting Date will remain unchanged, but the Arrival Date will be changed to after the Stock Take. The stock will be added to inventory after the Stock Take has been completed. The Stock Date on the individual items will be set to the date this happens on.
In the Process of Completion:	There is a window of opportunity between the time you press the Finish button and the time that the invoice is produced. It is possible for some user on the system to make transactions. These will not be marked as Held, instead the Background will delay the processing until the Stock Take invoice is completed.

Zeroing SOH for Inactive Stock items

When generating a Stock Value report inactive stock will still appear on it if Stock on Hand exists. You can quickly zero stock for all inactive items however by doing a stocktake and not entering any counts.

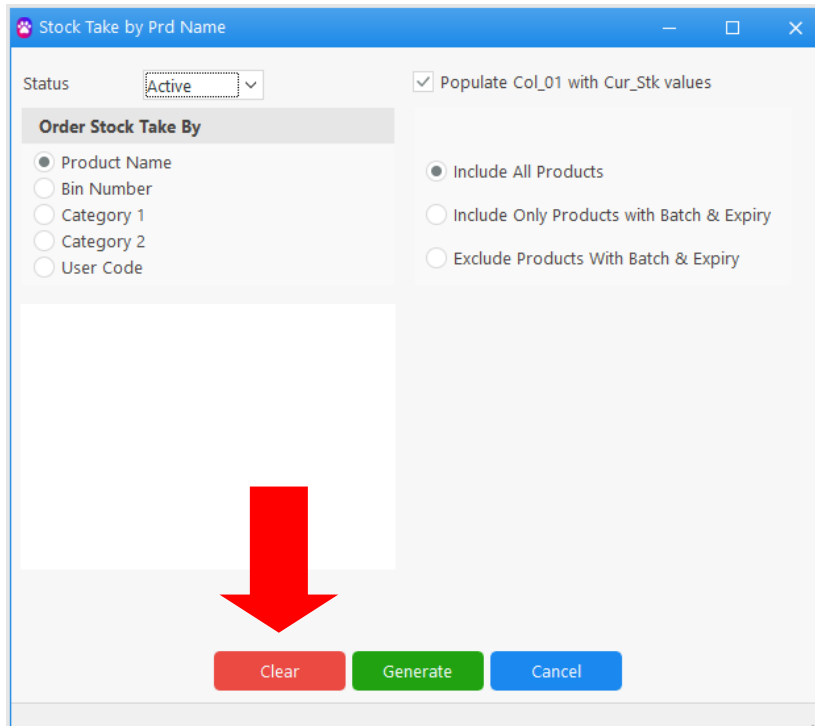
1. Click on the **Creditors** icon.
2. Click on **Specials** and then **Stock Take**.
3. The main Stock Take window will be displayed.
4. Click on the **Generate** button.
5. The Generate Stock Sheet window will open.
6. Set **Status** to **Inactive**.
7. Make sure **Populate Col_01 with Cur_Stk** values is **UNTICKED**.
8. Click on **Generate**.
9. Wait for Stocktake sheet to generate.
10. Click **Enter Stock** button to double check items are all inactive stock and column 1 is all set to 0. Once confirmed exit window.
11. Click **Post Sheet** button to zero all inactive stock.

Clearing existing stock sheets



IMPORTANT: This function should be used with caution! If you clear an existing stock sheet, you will lose any data you entered into the stock sheet. You will also lose the snapshot of the stock levels when the sheet was generated.

1. Click on the **'Generate'** button.



2. Click the **'Clear'** button to clear the existing stock take sheet, wipe the counted data that has been entered, and remove the snapshot of the stock levels taken when the sheet was generated.
3. Confirm that you wish to clear the stock take sheet by clicking **'Yes'** to the two prompts that ask you to confirm this action.

Printing the Stock Value Report

1. Go to [Reports | Reports/Lists | Product](#)
2. Double click [Stock value](#) report.
3. Enter Dates and filters as required.
4. Print or Preview the report.

STOCK ADJUSTMENT

The stock adjustment function is used to correct the stock level for just one or two products at a time. If you wish to correct the stock level for two or more products the stock take function should be used.

1. Click on the **'Product'** icon to activate the product window.
2. Search for the product that you wish to adjust.
3. Click on the **'Stock'** button in ribbon.
4. Click the **'Stock Adjust'** button and the following window will appear.

Stock Adjustment for Acezine-10 Inj

Staff: AAM (dropdown) Stock entry in packs

Store: Takapuna (dropdown)

Product: Acezine-10 Inj (dropdown)

SOH: 9.998

Count: 20

Variance: 10.002

Reason: [text area]

Print

Accept Cancel

5. Enter your **'Staff ID'** and set the **'Store'** the stock adjustment will apply to.
6. Enter the total count of the items currently on hand in the **'Count'** field.
7. Press **'Accept'** to post the changes through.



TIP: You can choose to do stock adjustments in units or packs based you're your options configured in [Options | Setup | Products | Stock](#).

IMPORTANT: The stock may not update straight away. It will only update after the background has processed it.

STOCK TRANSFERS

Stock Transfer in VetlinkPRO

The stock transfer function is used to transfer stock between two different stores.

1. Click on the **'Product'** icon to activate the product window.
2. Search for the product that you wish to transfer.
3. Click on the **'Stock'** button in the ribbon and then click on **'Stock Transfer'**.
4. The Stock Transfer window will open.

Staff:	This identifies to the staff member performing the stock transfer.
Existing reference:	This lists all references from stock transfers that have not yet been completed.
New Reference:	Fill this field out with a new reference when you want to start a new stock transfer.
Prd_Num:	This is the product number of the product to be transferred.
Prd_Name:	This is the product name of the product to be transferred.
Qty (Pack):	The quantity of product to be transferred.
From Store:	This refers to the current physical location of the stock.
To Store:	This refers to the final location of the stock.
Buy Size:	This refers to the buy size on the product record (i.e. The size of the pack).
Buy Price:	This refers to the buy price of the product.
SOH:	Refers to the stock available for the store selected.
Product:	A click on the product button displays a goods and services search window to enable you to replace the product transferred with another product.
Navigation Bar:	This allows you to scroll through products on your list, add more products, delete products, edit a transfer, or print a stock transfer sheet.
Print:	This will print a stock transfer sheet.
Post:	This will post the stock changes and generate an inwards goods invoice for the stock.
Advanced:	N/A



TIP: You can choose to do stock transfers in units or packs based you're your options configured in [Options | Setup | Products | Stock](#).

Staff: ABC
Existing Reference: TB
New Reference:

Quantities are transferred in Packs

Product Number	Product Name	Quantity (Unit)	Quantity (Pack)	From Store	To Store	Buy Price	Buy Size
* 1/1390	Acezine-10 Inj (20ml)	20.000	1.000	1	12	26.95	20

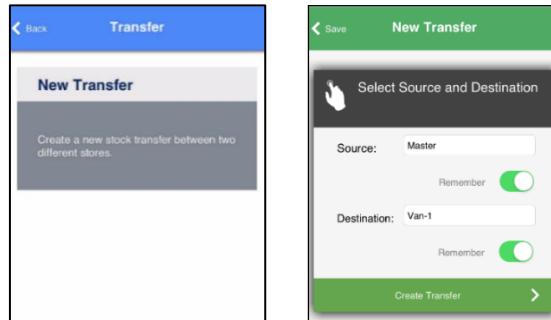
From: Product: Acezine-10 Inj (20ml), Store: Takapuna, Qty (Pack): 1.000, Buy Size: 20, Buy Price: 26.95, SOH (Pack): 20

To: Product: Acezine-10 Inj (20ml), Store: MM- TRUCK, Qty (Pack): 1.000, Buy Size: 20, Buy Price: 26.95, SOH (Pack): -0.375

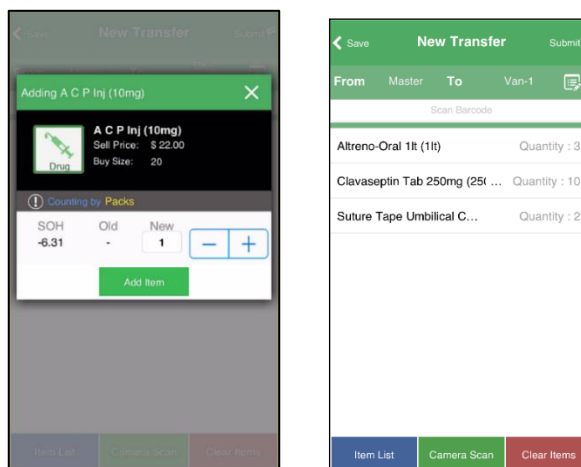
5. Enter your **'Staff ID'**.
6. Select an existing reference or type a new reference in the **'New Reference'** field.
7. Next click on the **'Product'** button. This will open a product search window, so you can select the product that you need to transfer.
8. Using the goods and services search window shown above, select the product to include in the stock transfer.
9. Select the store to **'Transfer From'** and enter the store to **'Transfer To'**.
10. Select the quantity that you wish to transfer.
11. Click the tick above the **'From'** box. This will save the product so you may add more to your stock transfer list.
12. When you have added all the items that you want to transfer, and you wish to then process the stock transfer, click the **'Post'** button. This will give you a warning, making sure you have entered everything that you need to.
13. Click **'Yes'**. VetlinkPRO will then ask you if you wish to print a stock transfer sheet.
14. Select **'Yes'** if you wish to print a copy. When this is done, an inwards goods invoice will be generated. You can close the window when the invoice is posted through.

Stock Transfer Using Stocklink App

1. Log into the Stocklink App.
2. Tap **Stock Transfer** and then **New Transfer**.
3. Select **Source** to transfer stock from and **Destination** to transfer stock to.
4. Tap **Create Transfer** to select items.



5. Items can be looked up via four methods;
 - a. Bluetooth Barcode Scanner.
 - i. The Bluetooth scanner is only available in the pro version. When this is enabled the default search method is enabled to this method automatically. Just scan the item barcode with the scanner to find the item.
 - b. Camera Scan from the device.
 - i. If you do not have the Bluetooth scanner you can also use the inbuilt camera on your device by clicking the **Camera Scan** button.
 - c. Item List lookup
 - i. To look up an item by typing in the name click **Item List**. This will show a list of all items in alphabetical order. A search box is available above the item to type in a name. At least three letters must be typed and the app will do a “containing” search. E.g. Searches for a matching string anywhere within the product name.
 - d. Tap item already added / showing on your stock transfer.
6. Once an item is selected enter the number of items you wish to transfer and click **Add Item**.
7. Repeat for other items as needed.
8. Click **Submit** to finish the stock transfer.



COUNTING BY UNITS OR PACKS

Stock counts can be entered in units or packs when entering stock takes, transfers and adjustments. For example, if you buy pet food cans in a tray of 12 but purchase it as 1 pack, you would set up one product item in VetlinkPRO with a buy size of 12. If you were counting the pet food cans and you had 7 cans left out of 12, you could either write 7 if counting by units or if counting by packs you would need to enter the fraction of the pack left which would require a calculation of dividing 7 by 12 to get 0.5833 packs.

To choose your counting method, go to [Options | Setup | Product | Stock](#) and tick the areas that you wish to use units instead of packs.

