How to Add Initial Stock

Ezi Accounting and Retail-Man both need to have the stock items defined and the initial stock loaded. The stock can be entered in a number of ways, including the following.

Stock Groups

The Stock Groups need to be considered first. There are used to group together similar items. Service Items have no associated stock, and are used for supplies of services or products like downloads. Service Items should be defined in Stock Groups with similar services. Where a business has different types of stock, use of stock groups can help with giving a breakdown of sales. Where tax rates are different, Stock Groups could be used to split out the stock by the tax rate.

Pricing

Ezi Accounting and Retail-Man support different price levels for the same stock item. When defining pricing, consider how this should be set for Retail, Trade, Wholesale and Reseller. It is generally best to specify prices excluding tax, then get the system to add tax based on the Tax Code.

Part Numbers

The allocation of Part Numbers need to be considered carefully. Where items already have a bar code then the Part Number should be set to the bar code. Alternatively Part Numbers could be based on an abbreviated description of the stock.

Manually Adding Stock Using Add/Modify Stock Screen

This maybe the easiest method for a small businesses with a limited number of stock items. It will help to first create a spreadsheet with the Part Numbers and prices defined.

Manually Add Stock Quantity

Once all the stock has been entered, you will need to add the stock quantity from either the Purchasing screen, or Files Import from the Maintenance Section, or Stock Qty Adjustment screen from the Stock Menu

Import the Stock Data

Import the stock data from an external file (if you already have one) which should contain the following minimum fields:

- Part Number
- Part Name (Details)
- Cost Price
- Retail Price
- Tax Code (if any)
- Qty in Stock

Of course, the more fields the better but if you do have the above data, you should be able to import it using either an Excel Sheet (make sure to use Excel 2.0 or older since the new Excel files contain too many control characters which will render the import impossible). You can also save the file as a CSV file (using Excel Save As Option) which would allow you to import without any problems.

Once you successfully import the data from MAINTENANCE > FILES EXPORT/IMPORT,

The system will create a STOCK > STOCK QTY ADJUSTMENT Entry which will allow you to change or delete the data if you need to later on.

Reports

After the stock has been added, it is a useful check to run some reports.

- Cost Prices Report – Lists the stock by Stock Group, Part Number, Details, Cost and Tax.
- Sales by Product – Tick the Show 0 Sales box, then Screen to list Part Number, details by Stock Group