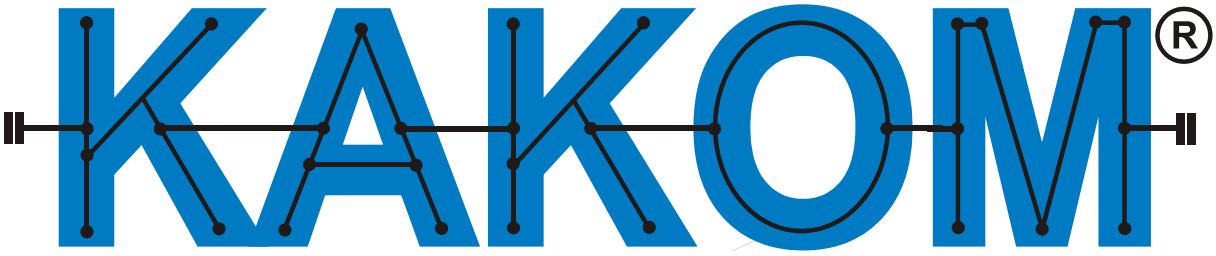

Stock-Controller

Version 8.15

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Contents

Before you get started

The Stock-Controller can be configured flexibly for easy integration into your company structure and for retaining your current operational procedures. Several defaults are assumed by the software but do not necessarily fit your personal wishes. The most important settings that you should consider prior to software installation or first program run are listed below:

- How shall item numbers be generated?
  PLU-numbers are in general used as article numbers. When this is not possible, a new consecutive number will be generated. For EAN/UPC this is different: You can choose whether the EAN/UPC shall be used as article number or whether you want the software to create a new consecutive number. It is advised that you choose this setting once, while you do have the option to change it at any time.

- Do you want to use a main warehouse?
  The main warehouse is the central acceptance place for incoming goods. The delivered goods are redistributed to the sales locations. You have nevertheless the option to allow that sales locations are supplied directly. The direct supply is activated automatically, if you do not use the main warehouse. The main warehouse is only known to the Stock-Controller. Thus it is not necessary to make any changes to the KAKOM root.

- To what level of detail do you want to register the flow of goods?
  Besides incoming goods, sales and returns, the Stock-Controller is also able to handle other posting types, which can be used to better differentiate the flow of goods (e.g. loss, damage, withdrawals etc.). It is advisable to define these posting types once before inventory collection, while you do have the option to change or add them at any time.

- Shall unknown reported articles get stored temporarily in a separate location?
  Unknown reported articles are usually so-called dynamic EAN. They are articles which were sold but were not present in the article data files at the time of sale. It is recommended to save these first in a temporary location in order to make a manual revision possible. Otherwise such EAN will get transferred immediately to the article stock and booked open, in which case - depending on the settings – the same EAN code is used or a new sequential number is generated. For a large article stock it can become very tedious to administer the automatically adopted EAN/UPC.

- Please maintain your article stock regularly and in a timely manner.
  The article stock should always be maintained in the Stock-Controller and not in the KAKOM cash desk's program files. When you add new articles to your stock or when retail prices and bar codes change due to for example tax increases, you should update the bar codes and prices if possible before selling them. While the cash desk's program files can be examined at any time, only newly created articles are transferred to the article stock. Changes for existing articles in the cash desk's files remain unconsidered!

- Set the time for automatic report reading.
  By default cash reports are adopted immediately with the next Z-report reading after the first master data transfer. You can deactivate this automatic adoption in the program options (Master data | Settings | Location/cash link). This is useful if you like to revise the articles and classes of goods of the master data first.

ATTENTION	Articles in the master data files can only be deleted, if *no* posted transactions or inventory listings for these articles exist. However, if this is the case, an article cannot be deleted any longer, but can only be marked as *inactive*.

1 Preparations

1.1 Installation

Provided that *KAKOM business* or KAKOM *small business* is not yet installed on your PC, the installation of the Stock-Controller is implemented in association with the installation of one of the afore-mentioned KAKOM products. Please refer to the separate installation manual for the installation and activation.

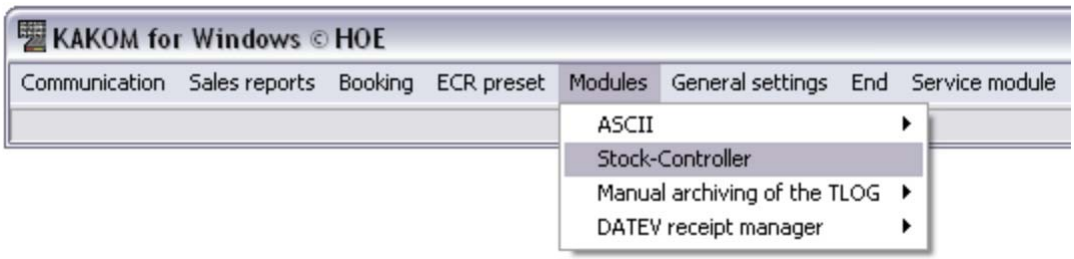
On the other hand, if you have already installed one of the above-mentioned KAKOM products, then the Stock-Controller, in a version which is higher than KAKOM version 8.0, can be activated by input of a new serial number. The new serial number in KAKOM is entered under the menu item *General Settings* in the *Options/Preferences.*

If *KAKOM business* or *KAKOM small business* should be installed in a version which is lower than version 8.0, an update of the existing version must be carried out. Please employ the separate updating directions for this.

The Stock-Controller is available without any further changes of the license in a basic version. The basic version can be extended by additional functions, e.g. order advice or supplier management. For further information please contact our sales or support department.

1.2 Starting the Stock-Controller

Several different options exist to start the Stock-Controller: Select in KAKOM the corresponding entry from the menu *Modules*.



If you use the desktop shortcuts within KAKOM you can use the related shortcut in the categories *Favorites* or *Modules*.
You can also alternatively create a so-called link on your desktop or in the quick-start bar. In order to arrange a link on your desktop, proceed as follows: Click with the right-hand mouse button into a free area of the desktop and select *New* from the context menu, then *Shortcut*.
In the following dialog, enter the complete path of the KAKOM directory, followed by the file name stocco.exe, thus e.g. C:\KAKOMWIN\stocco.exe.
In order to create a link in the quick-start bar, proceed analogously, however, you must first of all open the folder through a click with the right-hand mouse button.

1.3 First start of the Stock-Controller

During every start the Stock-Controller checks whether at least one location is connected to the inventory management und at least one article is listed in the inventory of the Stock-Controller.

Step 1: Checking the sales locations

First, you need to activate your sales locations for the inventory management. This can be done directly in KAKOM as well as in the Stock-Controller by choosing from the menu *Master data* | *Locations*. Additionally, the KAKOM root is checked for sales locations by default at every start. During the first start you can open root table using the location manager in which the desired sales locations can be activated.

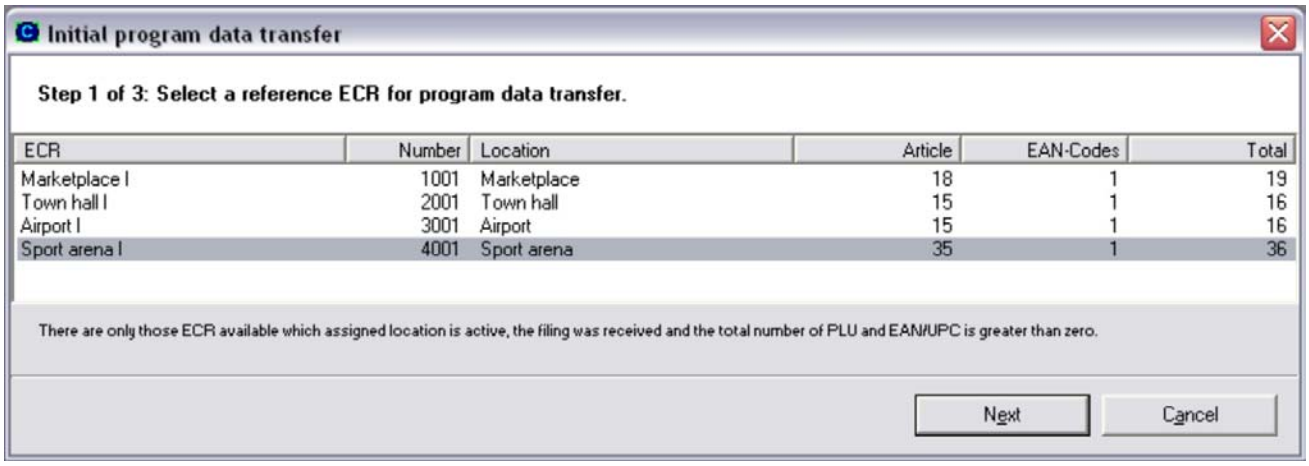
Please pay attention to the following rules:

- At least one sales location needs to be activated. Otherwise the Stock-Controller will shut down.
- You don't have to activate all existing sales locations. However, it is highly recommended to do so.
- Locations can be activated or deactivated at any time. You should be careful with this feature, as a change in configuration for the sales locations also affects all other functionalities, such as data exchange with KAKOM, manual accounting, inventory or reporting.
- Depending on the setup automatically one location is created with the number zero. This is the main warehouse. The main warehouse is only visible from within the Stock-Controller and can act as the central purchasing warehouse out of which all the other locations are supplied by article relocation. For this it is not necessary to modify the root.

With every start it is checked whether locations actually participate in the inventory management and whether at least one article is attached in the article master of the Stock-Controller.

Step 2: Validation of the article master of the Stock-Controller

If at least one article is not found in the article master, the automatic master data transfer starts. You have two possibilities to structure the article master: Either you record every article manually (not recommended) or, however, you can be supported by the assistant and accept the programming of a so-called *reference ECR* from KAKOM.



Please note that, in case of a manual recording of the article master, at least one department must be initially arranged.

If you have decided on the assistant, then you first select the reference ECR. The reference ECR is that ECR whose programming is transferred **completely**.

As a rule this is the ECR with most PLU and EAN/UPC codes. Please note that only those ECR's are available for selection whose location is activated for the Stock-Controller, whose program data were received beforehand and with which at least one article (PLU or EAN) is programmed.

You can accept the data of further ECR's, however, note that every PLU and every EAN/UPC code is accepted exactly once, where the data of the reference ECR always have priority. Example: Assuming that you have two ECR's; PLU 1 is a CocaCola can in the first ECR with price 1.00, in the second ECR a sandwich with price 3.95. If you select the first ECR as a reference ECR, PLU 1 is accepted as a CocaCola can with price 1.00 and, since PLU 1 was already read, the sandwich with price 3.95 is ignored.

If you have decided on a reference ECR, i.e. this is the ECR 4001 highlighted in color as in the above illustration, please select *Next* in order to continue with the next step.

In the next step you will choose additional conversion parameters. The default settings are chosen in a way that in most cases no changes will be necessary and you may proceed with the next step.

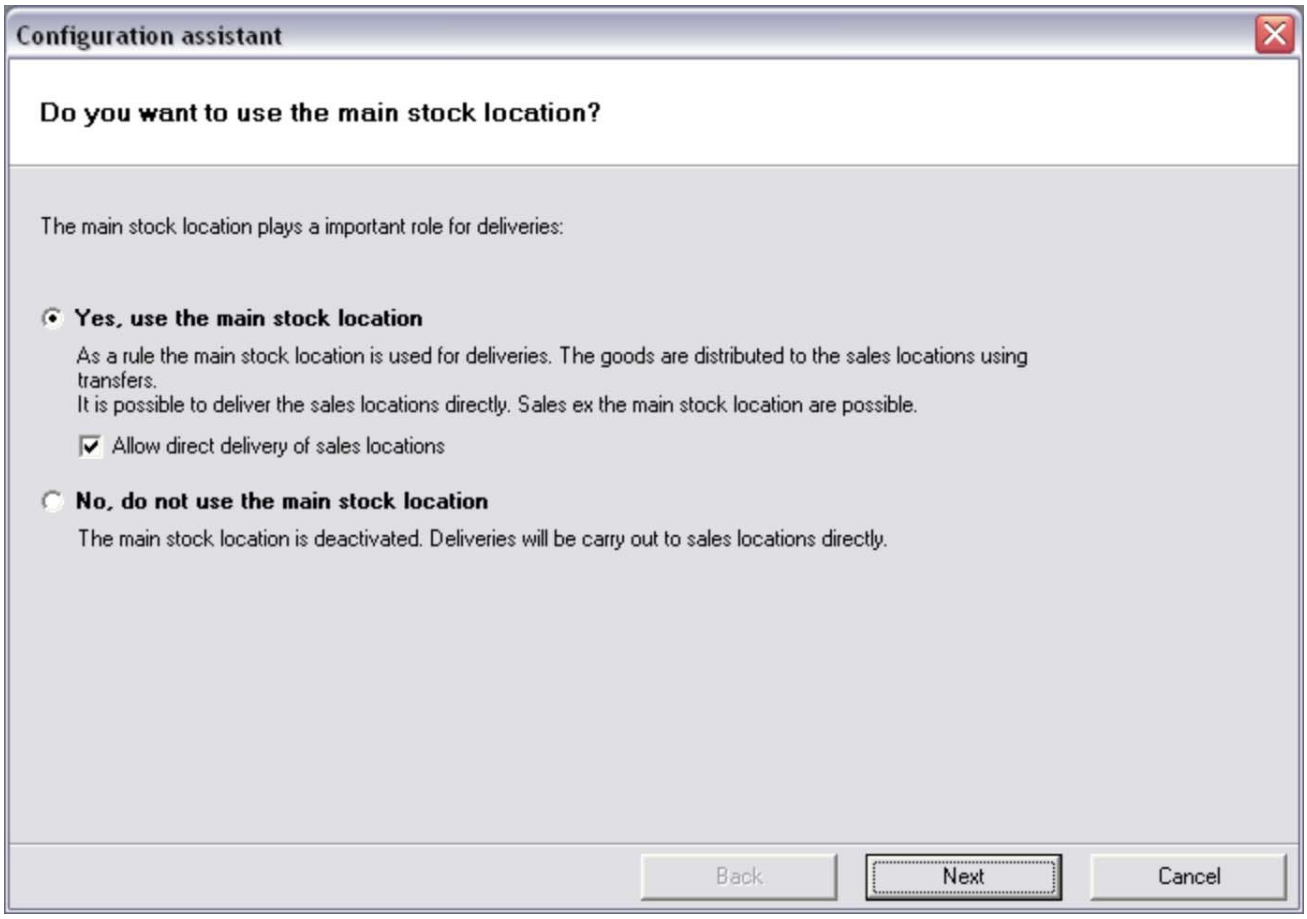
ATTENTION	The Stock-Controller handles at most 13-digit article numbers that are only known to the Stock-Controller and that will never get transferred to KAKOM. Each artile may be assigned to exactly one PLU and an arbitrary number of EAN/UPC. PLU and EAN/UPC will be carried over to KAKOM and therefore also to the cash registers. PLU numbers will always also get adopted as article numbers. For EAN/UPC you may choose how the corresponding article number shall be created: by default, a new sequential number is generated. Alternatively, the EAN/UPC can be used as the article number. If you choose this option however, be aware that for every manual entry you then have to use the EAN/UPC number.

By default, the program files of all cash registers are explored to make sure that all PLU and EAN/UPC will get adopted. In case the cash registers are identically set up or you want to newly build up your article stock (starting from the reference cash register), you should deactivate the automatic search for the remaining installation, i.e. for all other cash registers.

After confirming using the *Next* button you advance to step 3. Once again the reference cash register and the chosen settings are listed. Only when you have reconfirmed the data transfer, it will start. Depending on scope and settings of your installation this process may take a while. The transfer is complete when the transfer protocol shows up. The protocol will also be saved as a text file for later use. The articles, EAN/UPC, departments and VAT settings will get imported.

Step 3: The configuration wizard

The configuration wizard will start automatically and is available only during the first program run. With the help of the wizard you can make several important settings. These settings can be changed at any time.

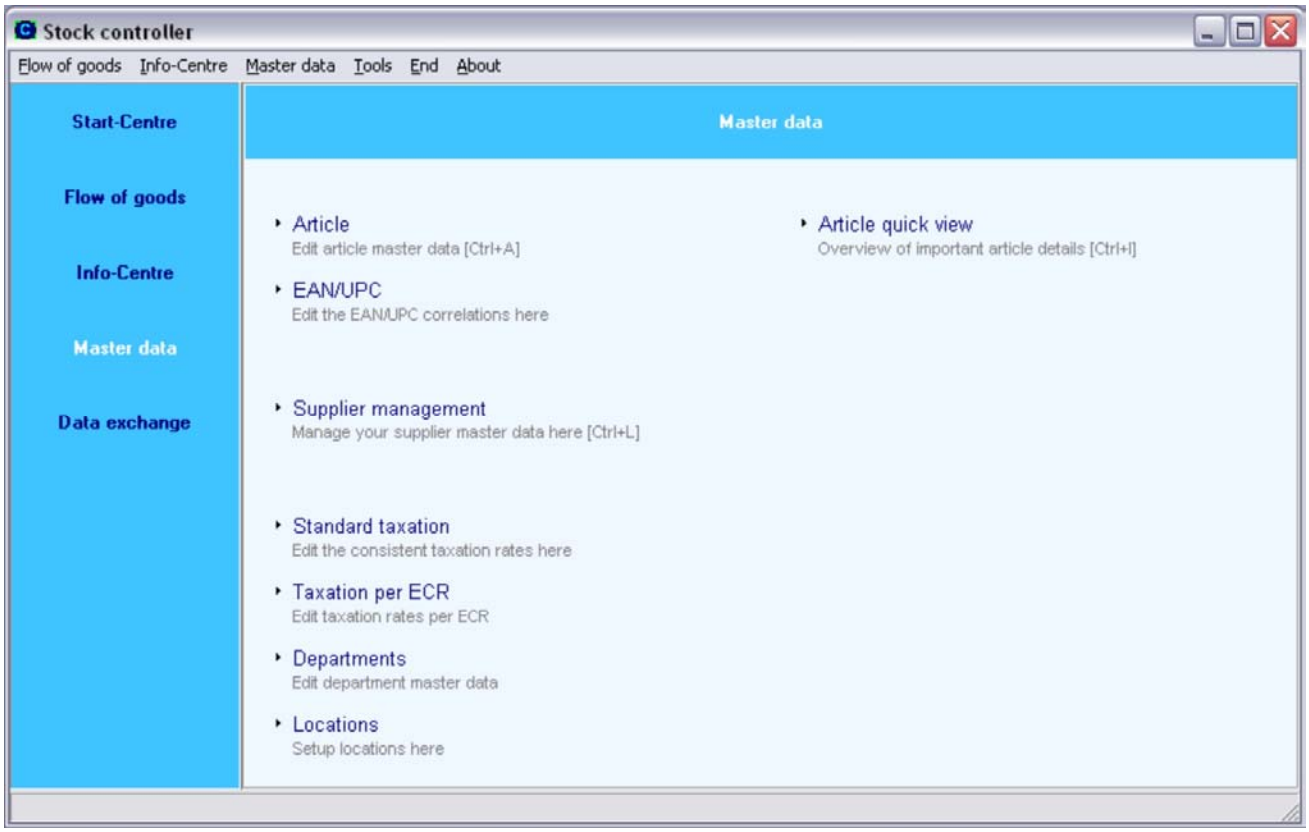


The wizard will ask you several questions which can be found in the upper light window area as shown in the Figure above. Precisely they are:

1. Do you want to use a main stock location?
2. What additional posting types do you want to use?
3. Do you want to activate automatic postings?
4. Shall unknown report articles get stored temporarily?
5. How many days shall be planned for an inventory?
6. What kind of date selection or due date shall be suggested for reports and evaluations?

Details to all those questions you may find in the explanations shown on the screen. Your answers will finally get summarized. By confirming the settings they will be adopted. Be aware that the configuration wizard only goes through the most important settings. These settings as well as all other options can be found in the menu *Master data* | *Settings*.

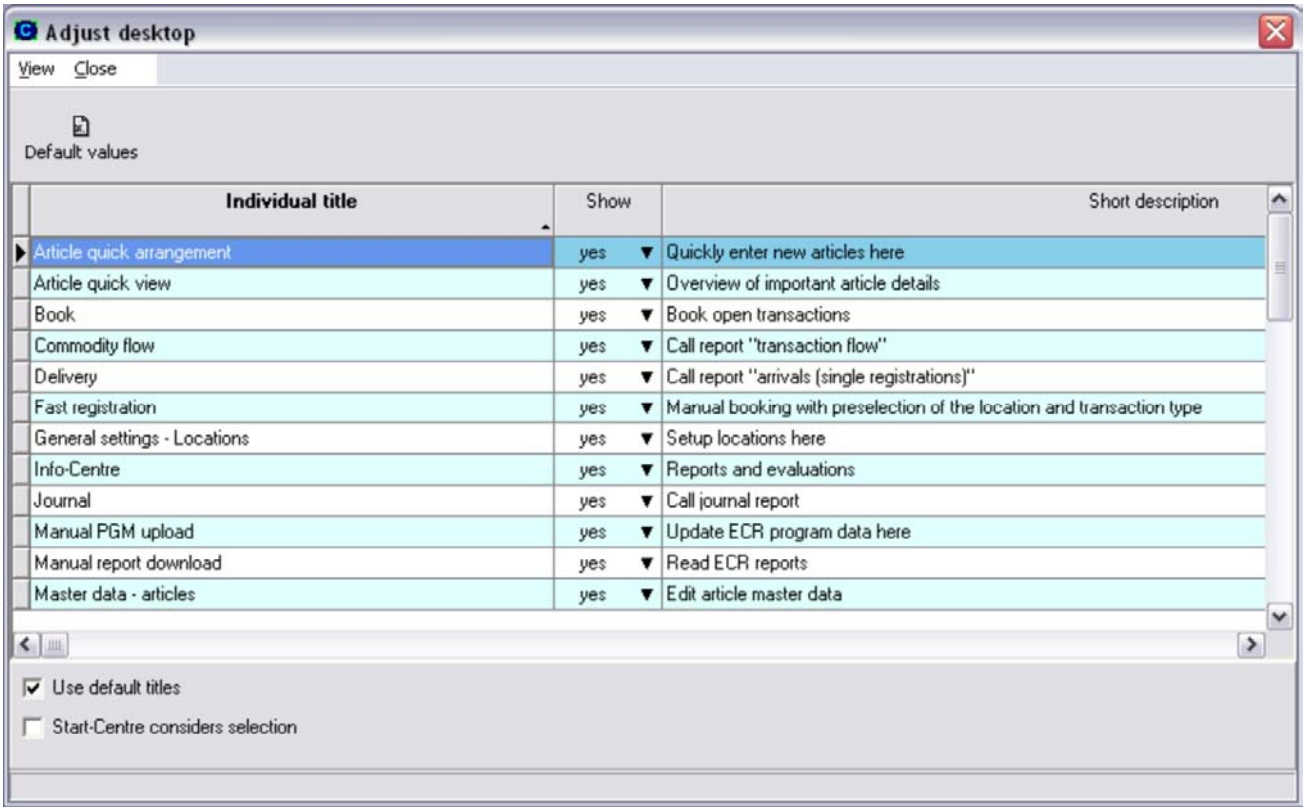
1.4 The user desktop



All program features can be opened through the main menu. The Stock-Controller additionally utilizes the entire available work space to ensure fast access to the different program features by using shortcuts. This work space can be largely customized.

On the left you will find all available categories including the Start-Center, Flow of Goods, Info-Center, Master data und Data transfer. The Start-Center takes a special role. It shows frequently used program features and evaluations as well as important status messages. On the right you will find the actual program functions. You can adjust the display as well as the kind of information shown. The *Settings* chapter explains in detail how to change the display.

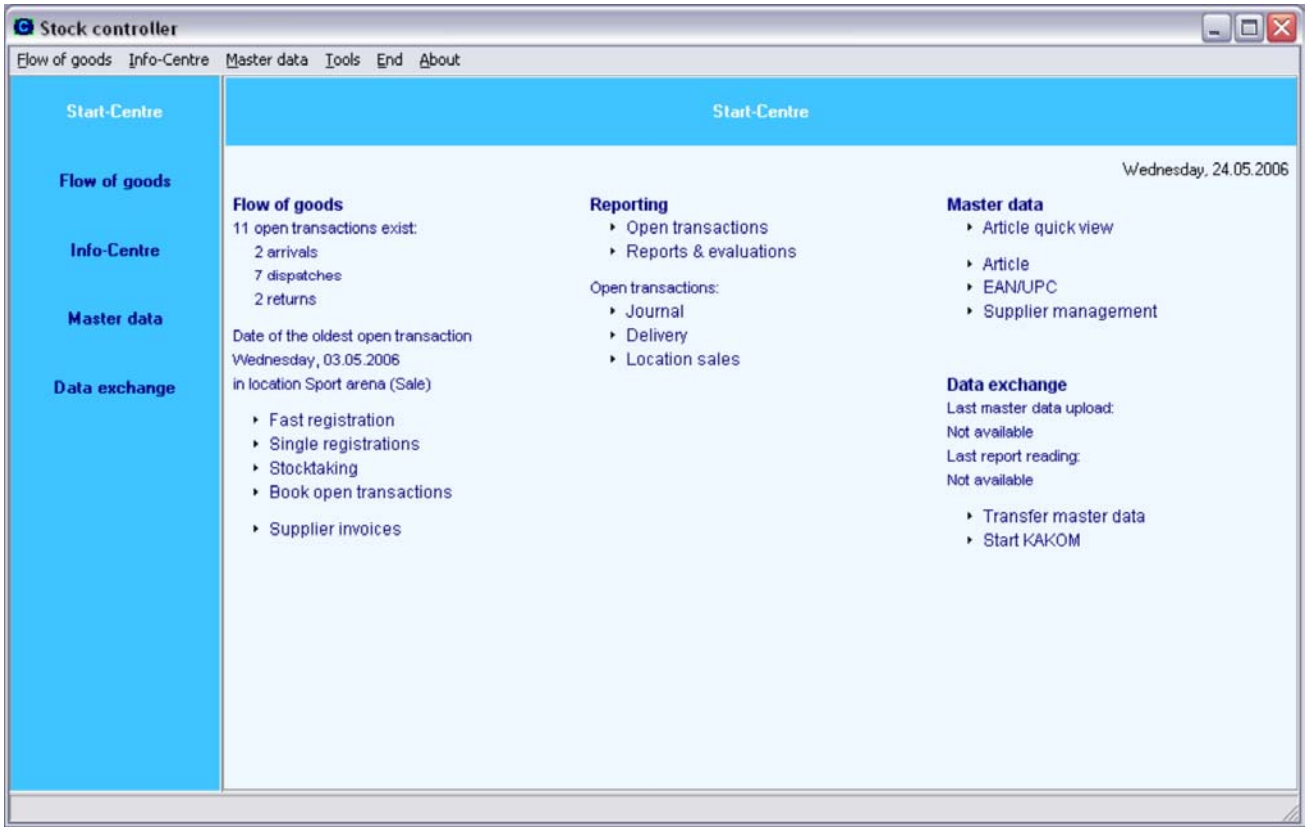
When you click the right mouse key on the desktop, the context menu on the right will show up. You can switch here between the different categories, show or hide the left category bar as well as adjust the work space. The work space adjustment can also be performed from within the main menu by selecting *Tools | Adjust work space.*
All functions for which shortcuts can be created are listed (see the next page for an illustration). For each shortcut a custom title and short description can be added by each user. Furthermore you can choose whether a function should be visible and whether standard titles have to be used. Standard titles are generally short and meaningful. You may also select whether the Start-Center should include your choice of functions. By default this is not the case.
When *default values* are chosen all titles and descriptions of the users as well as the display settings are brought back to factory defaults.



For most functions you may define keyboard hotkeys, e.g. <Ctrl><A> for opening the article stock. However, they are adjusted in the program settings rather than in the user interface.
Note that the Start-Center only displays the standard titles while the short descriptions are hidden.

1.5 The Start-Center

The Start-Center is located in the work space of the Stock-Controller and is used as a further feature category. It provides quick access to often used program functions and reports and serves at the same time as a display for important operating characteristics of the Stock-Controller.



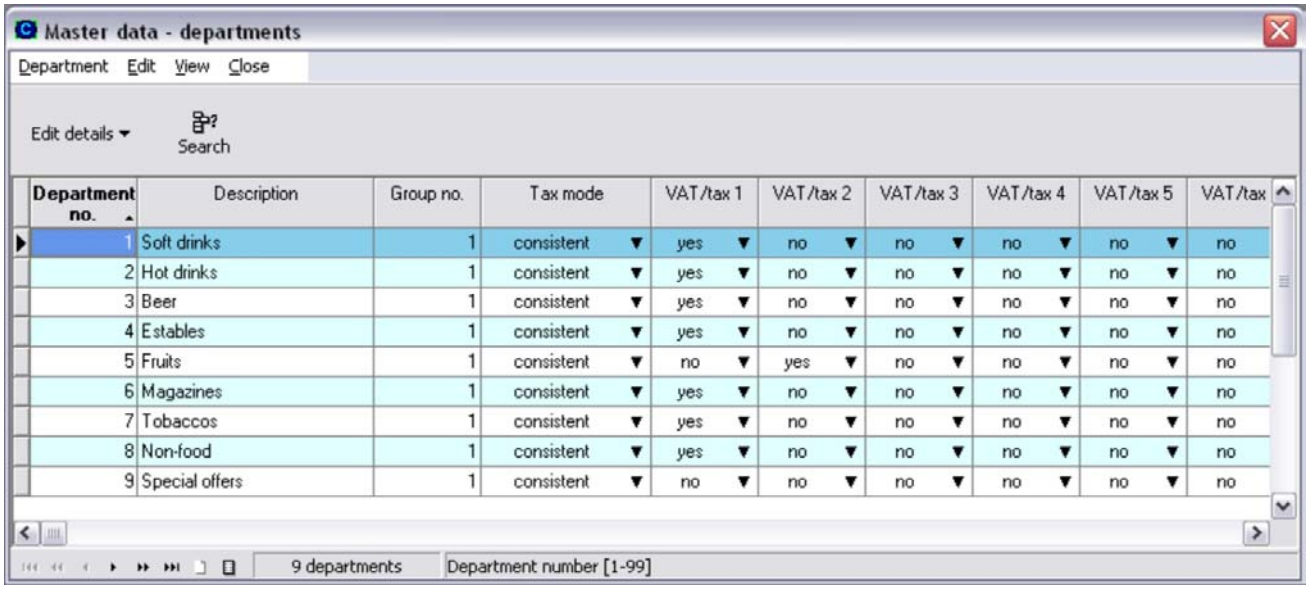
The functions are grouped by topic areas. You can recognize available functions by a preceding arrowhead. From the flow of goods menu you may select for instance the quick collection, the normal manual collection, the inventory management and the data entry mask for open postings and supplier bills: When you hover over a function with the mouse, your internet browser will change the color of the link and the cursor becomes a hand. With a simple mouse click your may start the underlying feature.
Note that the Start-Center is updated after almost every function call to provide recent information and all functions available.

The mentioned short descriptions for functions from the last chapter are not used in the Start-Center.
You may close or open the Start-Center at any time (*Master data* | *Settings* | *Other*).

2 Master data

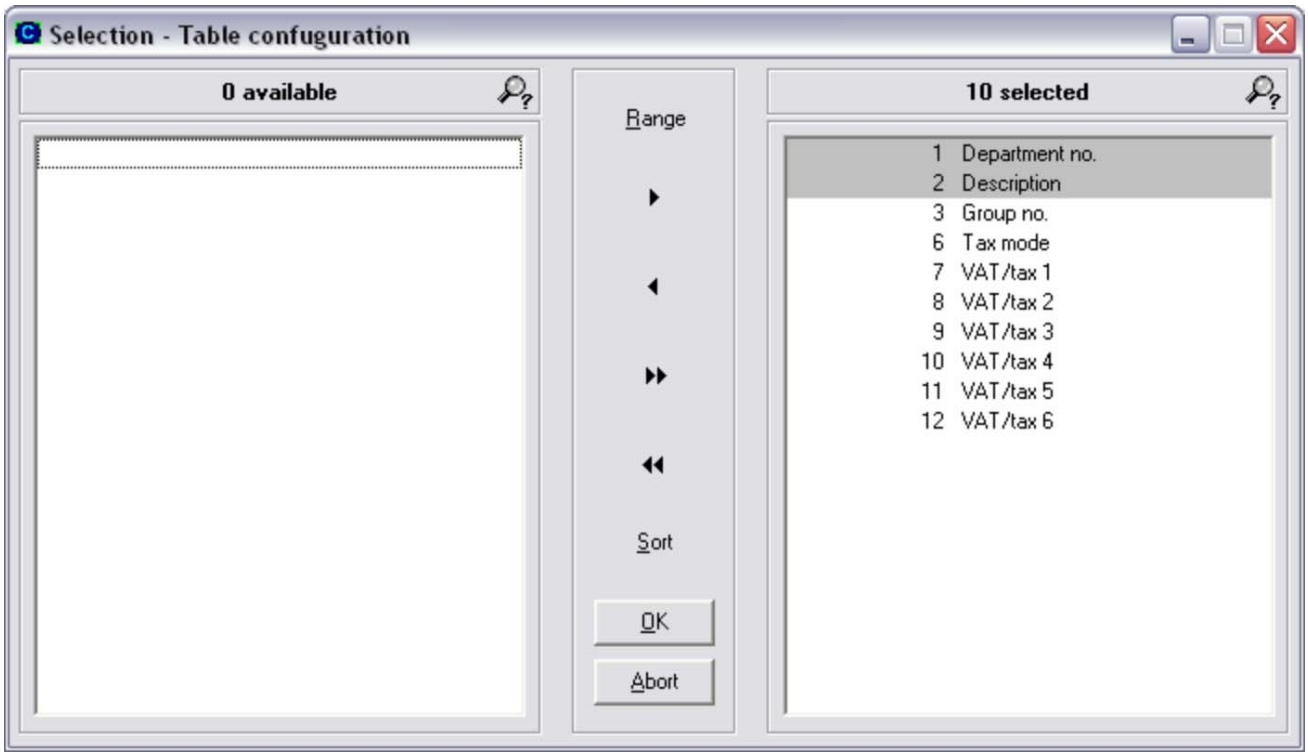
The master data are represented as a rule in tabular form, as also in KAKOM. However, there are some properties in the article master, as well as in the department master, which are maintained in separate entry masks.
The master data tables can be configured (with a few exceptions). Thus the width and the precedence of the columns can be changed, as well as whole columns faded out. However, the Stock-Controller proceeds a little differently here than KAKOM. In the following it is initially explained how you can adapt the tables before the actual master data is represented.

The column width is changed when you enlarge or reduce the columns in the header line, by means of horizontal mouse movement. This then functions if the ⇹ symbol is displayed as mouse pointer. Note please that no length test of the columns is carried out.



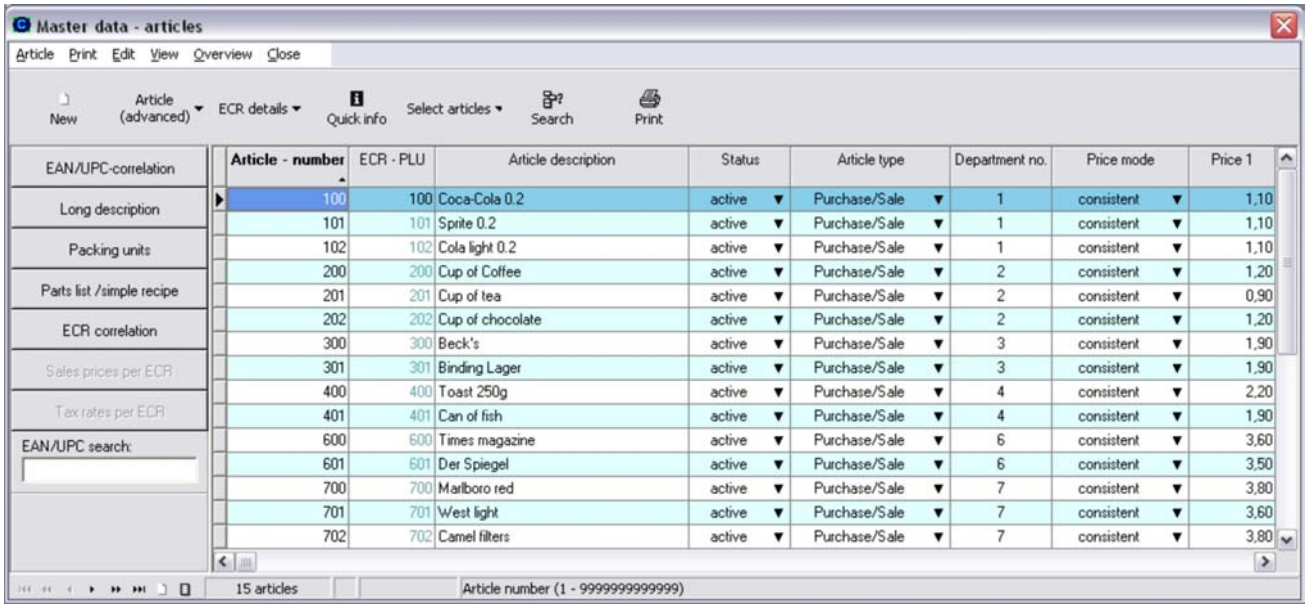
Department no.	Description	Group no.	Tax mode	VAT/tax 1	VAT/tax 2	VAT/tax 3	VAT/tax 4	VAT/tax 5	VAT/tax
1	Soft drinks	1	consistent	yes	no	no	no	no	no
2	Hot drinks	1	consistent	yes	no	no	no	no	no
3	Beer	1	consistent	yes	no	no	no	no	no
4	Estables	1	consistent	yes	no	no	no	no	no
5	Fruits	1	consistent	no	yes	no	no	no	no
6	Magazines	1	consistent	yes	no	no	no	no	no
7	Tobaccos	1	consistent	yes	no	no	no	no	no
8	Non-food	1	consistent	yes	no	no	no	no	no
9	Special offers	1	consistent	no	no	no	no	no	no

In the menu you can find under *View* | *Table* the entry *Edit table configuration*. If you select this, a dialog appears which offers mainly two selection lists (see the following illustration). In the left selection box all available, but not selected, columns are displayed. The right selection box includes all selected columns. The precedence within the selection box determines the precedence within the table. In order to change this, you first select the required column title and move it to the required position with mouse left-hand button pressed. Columns which are not movable are represented with gray background (in the illustration these are the goods group number and the designation).
In order to fade out columns, slide these into the left selection box from the right selection box, where you employ the middle buttons or pull this over with the mouse, as in the case of the position change. You can make hidden columns visible using the reverse way.



2.1 Articles

The general article properties, as well as KAKOM, are represented and processed in tabular form. As well as that, there are different properties which are maintained in their own entry masks. These are designated in the following as extended article properties. In addition, there are the ECR-specific settings.



Article - number	ECR - PLU	Article description	Status	Article type	Department no.	Price mode	Price 1
100	100	Coca-Cola 0.2	active	Purchase/Sale	1	consistent	1,10
101	101	Sprite 0.2	active	Purchase/Sale	1	consistent	1,10
102	102	Cola light 0.2	active	Purchase/Sale	1	consistent	1,10
200	200	Cup of Coffee	active	Purchase/Sale	2	consistent	1,20
201	201	Cup of tea	active	Purchase/Sale	2	consistent	0,90
202	202	Cup of chocolate	active	Purchase/Sale	2	consistent	1,20
300	300	Beck's	active	Purchase/Sale	3	consistent	1,90
301	301	Binding Lager	active	Purchase/Sale	3	consistent	1,90
400	400	Toast 250g	active	Purchase/Sale	4	consistent	2,20
401	401	Can of fish	active	Purchase/Sale	4	consistent	1,90
600	600	Times magazine	active	Purchase/Sale	6	consistent	3,60
601	601	Der Spiegel	active	Purchase/Sale	6	consistent	3,50
700	700	Marlboro red	active	Purchase/Sale	7	consistent	3,80
701	701	West light	active	Purchase/Sale	7	consistent	3,60
702	702	Camel filters	active	Purchase/Sale	7	consistent	3,80

The article stock is the only master data table with an additional customizable quick bar in the left area of the screen next to the actual data table. It allows quick access to the functions for editing the extended article properties as well as the cash register-specific settings. Simply click on the desired button to start the

assigned function. The quick bar can be made visible or hidden at any time using the menu option *View | Categories* or using the context menu.

In order to configure the quick bar, just click the right mouse key in the left window area. A selection list will pop up with which you can trigger different functions.

The quick bar additionally has an entry field that you can use to quickly search for EAN/UPC. This entry field is always available when the quick bar is visible. Further details regarding the barcode search you can find in the chapter *Search for EAN/UPC in the item stock*. You may also perform the EAN/UPC search when the quick bar is not visible. In this case a search mask is displayed.

2.1.1 General article properties

Article number

This is maximum of 13 characters and is employed only in the Stock-Controller, thus never transferred to KAKOM. Article numbers can be assigned only once and cannot be changed.

ECR-PLU

For every presetting, article number and ECR-PLU are identical and cannot be processed. This can be changed in the program settings. An ECR-PLU is equal to zero if an EAN/UPC code was transferred from KAKOM (except for with the ECR models ER-A750/77xBG(+)). All ECR-PLU's not equal to zero are transferred to KAKOM.

Article description

This is employed in the Stock-Controller only and is never transferred to KAKOM. The maximum length is 32 characters. Caution: Every article has a separate ECR text in addition!

Status

Possible values "active" or "inactive". Default: Active. Only the PLU and EAN/UPC codes of active articles are transferred to KAKOM. Inactive articles can be recorded manually. Inactive articles are activated as soon as a booking is recorded for these.

Note: Articles can be deleted only then if no booking operations/stocktaking data are existing for these. Otherwise, only the article status is set to inactive on deletion.

Article type

Possible values: Purchase/Sale article or both. Default: Articles are bought and sold. Pure purchase articles are not transferred to KAKOM and can be recorded only in the incoming goods. Pure articles for sale cannot be booked into the incoming goods.

Department

The assigned department number. The actual departments are maintained separately. By means of the key <F8> you can select these conveniently from a list, provided that the cursor is in the goods group column.

Price mode

Sale prices are maintained either consistently for all ECR's, or per ECR. Per ECR is then appropriate, when e.g. the locations are resident in different countries (operation close to the border) or, however, in different city locations (articles in the city center are generally more expensive than in adjacent districts).
The unit standard prices are processed directly in the article table, ECR prices are recorded separately. If work is implemented with ECR prices, the entry fields in the general article table are blocked and vice versa.
If the price mode is changed, the last processed prices remain unchanged. With the changeover of the price mode, the unit standard prices are copied to the ECR prices, if no ECR prices are yet existing.

Sale prices from 1 to maximum 7 (sales price)

These are the standard prices which apply for all ECR's. These can be processed here if the price mode of the article was set to "consistent", otherwise the prices are blocked and they are faded out.

Taxation mode

As price mode. However, the tax rate references of the department can be selected in addition.

Tax from 1 to maximum 6

As in KAKOM, it is also only stipulated here which tax rates are employed. The actual tax rates are recorded separately. If "per ECR" was adjusted as a taxation mode, these fields are blocked and faded out. With the taxation mode "from department", the fields are also blocked, however, the tax rate references of the department are overlaid.

Quantity unit (ME)

Possible values: Item, kilo, liter. These are identified in reports and printed forms.

Sale unit (VE)

The smallest sale unit is meant here. This is of elementary importance for the recording according to packing units (VPE) and in a later version for recipes and/or parts lists: The inventories are always indicated and recorded in the smallest VE. Thus an inventory of 5 items therefore means 5 times VE = 1 in ME item. See also packing units.

ECR designation

This is the designation which is transferred to KAKOM. The length of the designation corresponds to the smallest text length of the participating ECR. This designation is consistent for all ECR's.

Current purchase price (PP)

This can be changed both in the article master as well as in the incoming goods. To what extent this can be changed is adjustable. With presetting, a sales price which is lower than PP is not permissible.

Last and average purchase price

These calculated values are updated automatically with booking of incoming goods and cannot be changed in the traditional way. However, there is a password-protected correction-function in the article menu. The last PP is used to only for information, where appropriate, in order to adapt the sales price. The average PP is used for the evaluation of the overall inventory, where there is a differentiation made between the current incoming goods and, where appropriate, existing leftover stocks.

Inventory-taking participation

Stipulates whether the article is considered in case of an inventory opening.

Minimum/maximum stock

These two values serve as a basis for the determination of reorder proposals, as well as of stocktaking warnings, in which an overshooting or undershooting is identified (optionally available).

Report display

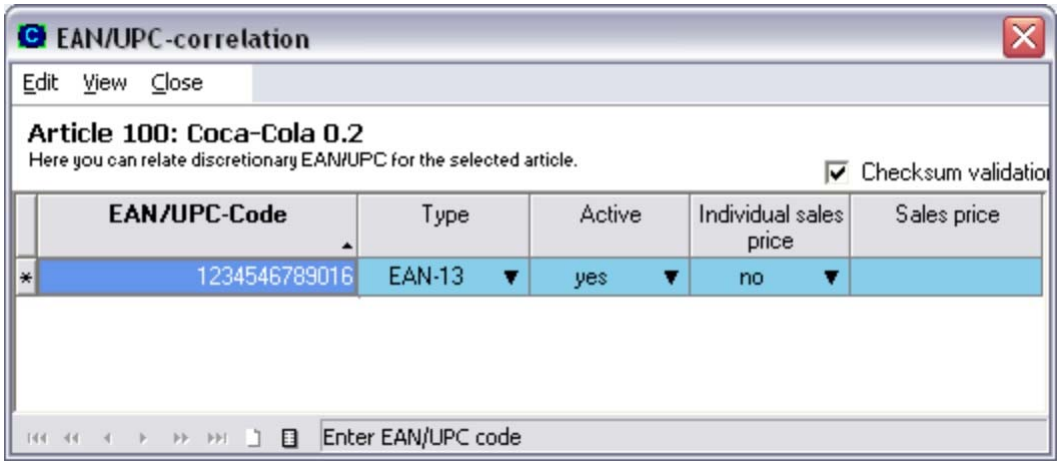
Here you can stipulate whether the article should be identified in the reports and evaluations. This is the case by specification.

2.1.2 Extended article properties

The extended article properties are collected in separate forms. They encompass the assigned EAN/UPC codes, the long text, the packing units and optionally the bill of material. You can access the extended article properties in the article stock from the main menu by selecting *articles* from the top button list under *articles (extended)*. Alternatively, you may use the quick bar in the left window area.

EAN/UPC codes correlation

Arbitrarily many EAN/UPC codes can be assigned to any article. Each EAN/UPC can be active or inactive. Only active EAN/UPC will get transferred to KAKOM.

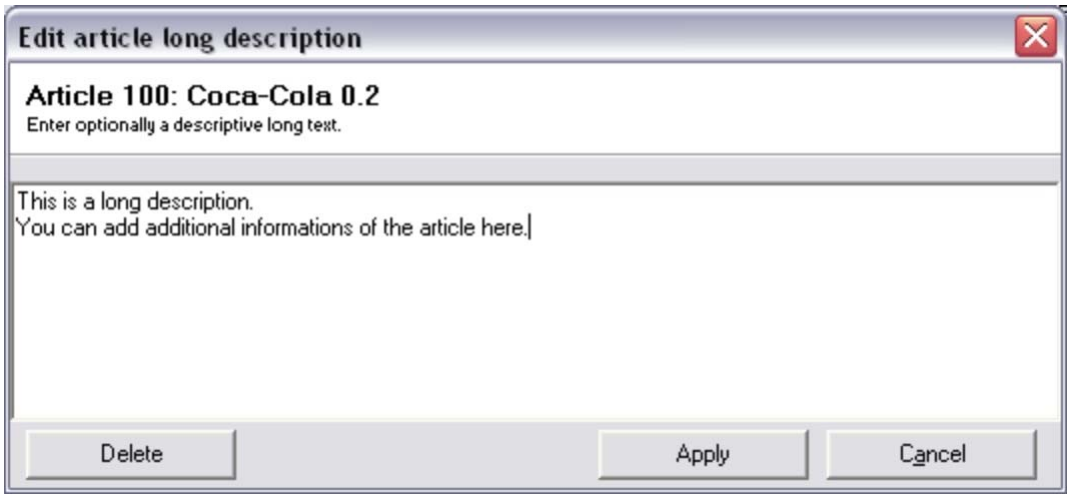


Beginning from Version 8.12, each EAN/UPC can have an individual sales price. This is useful when different sales prices per EAN/UPC are desired. For example: you sale cigarettes of brand X. Because of a tax raise you now have boxes for 3.20 as well as for 3.60 on sale. You cannot resolve this situation neither with a uniform sales price nor with different cash register prices, unless you create two almost identical items “cigarette box X” with a differing sales price 3.20 and 3.60. Using individual sales prices for different EAN/UPC it is not necessary to create additional items in the Stock-Controller.

By default a check sum is verified when you enter a barcode. You can disable the verification from the menu *Edit* by deactivating the check or removing the check mark in front of the verification field (see Figure above).

As many as desired EAN/UPC codes can be assigned to every article. An EAN/UPC code can be active or inactive. Only active EAN/UPC codes are transferred to KAKOM.

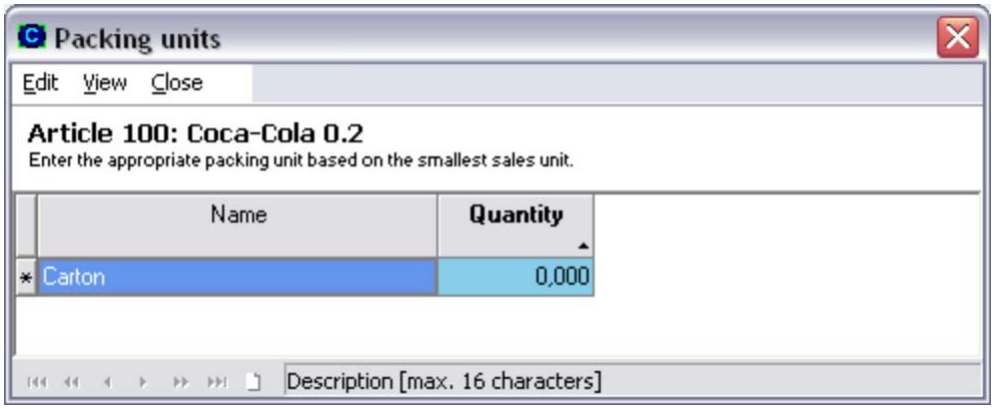
Long description



You can maintain an almost unlimited long descriptive text per article. The long text is not transferred to KAKOM. In the Stock-Controller an existing long document is indicated in the article quick information, where appropriate.

Packing units (VPE)

Packing units simplify the manual stock and inventory control. All transactions and with it all evaluations and reports are based on the smallest sales unit. The packing units are always multiples of the sales unit.



<u>Example of recording product additions:</u>
Article 100 has the quantity unit item (here: a bottle) and the sales unit 1. In general, the bottle is not delivered alone but in boxes or on pallets. As incoming goods the total quantity of delivered bottles is recorded (just as for all other transactions). You can count the bottles individually – but that is no very efficient. Instead you define a packing unit: A box contains 12 bottles, a pallet carries 32 boxes, therefore 384 bottles. If 3 pallets and 2 boxes were delivered, you enter them as shown:
0 × sales unit (here: a bottle)
2 × box
3 × pallet
Results in 0 × 1 + 2 × 12 + 3 × 384 = 1176 bottles.

Bill of Material/Simple Recipe

The add-on *Bill of Material/Simple Recipe* is not part of the basic version of Stock Controller and requires a separate license. Using bills of material (BOM) you can assign other articles to a main article. The assigned articles are then processed instead of the main article. You may assign arbitrarily many articles. It is possible to make references to articles, which again are composed of a BOM. In this way you can interconnect bills of materials. Please pay attention to the following limitations:

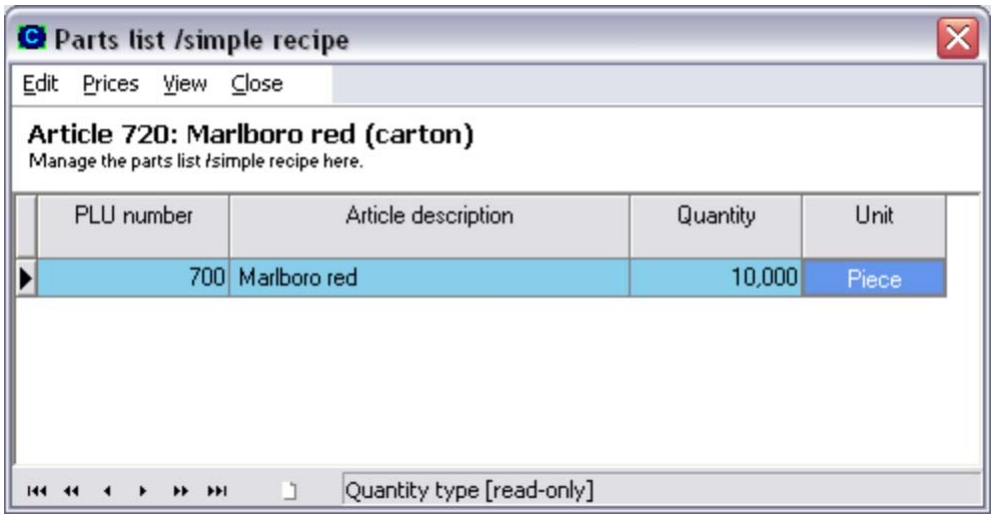
a) Each article can occur only once in any BOM.
b) A BOM may not reference the proprietary main article.
c) For interconnected BOMs the main article must neither get directly nor get indirectly referenced.

The Stock-Controller monitors these limitations and informs you in case of a problem. The terms BOM and simple recipe are used synonymously. However, there is a small difference: For BOMs the quantity unit is always an integer, i.e. the packing units are not broken. The simple recipe allows to dissolve packing units, i.e. it allows for a portioning. The following two examples illustrate the difference:

<u>Example 1: Bill of Material</u>
You sell cigarettes of the Marlboro brand in both individual packets and cartons of 10 packets. The inventory management however shall always use the packet as unit. Thus, in the article stock you will have 2 articles (this is imperative):

Article 700 Marlboro packet
Article 720 Marlboro carton

Then you select article 720 in the article table (it is highlighted) and finally the function *Bill of Material*. In the following dialogue you enter item 700 and a quantity of 10, as shown below:



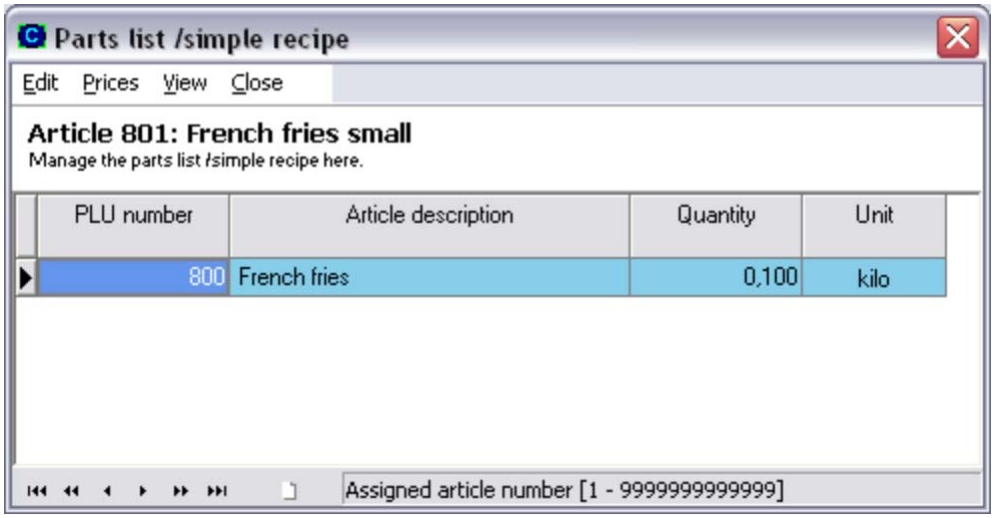
Whenever you book article 720, automatically 10 packets of article 700 get booked. For the inventory management, article 720 is not taken into account. The sale of the carton is only shown in the in Info-Center report “BOM postings”.

Example 2: Simple Recipe

You sell french fries in portions of 100g and 200g. You can't buy the portions. Instead, bigger boxes of 1kg are purchased. The inventory management is based on the incoming article fries. You will have stored the following articles in the Stock-Controller:

Purchase article 800 in 1 kg quantities
Sales article 801 Portion French fries small, sales unit 0,1kg
Sales article 802 Portion French fries large, sales unit 0,2kg

To add a simple recipe for sales article 801, choose the article in the article table and select just as in example 1 the function *Bill of Material*. Then you configure it as shown:



When you now book a small portion of fries, the actual french fries stock (article 800) is modified accordingly.

Whenever you make changes to a BOM or a simple recipe, you will be prompted to adjust the purchase and sales price of the main article. You may also enter the prices within the BOM assistant. The new prices are by default the sum of purchase and sales prices of the assigned articles. However, you may choose that the old price of the main article is suggested instead. Furthermore, the program options allow for an automatic change of prices for all main articles that reference to a particular article when its price is modified.

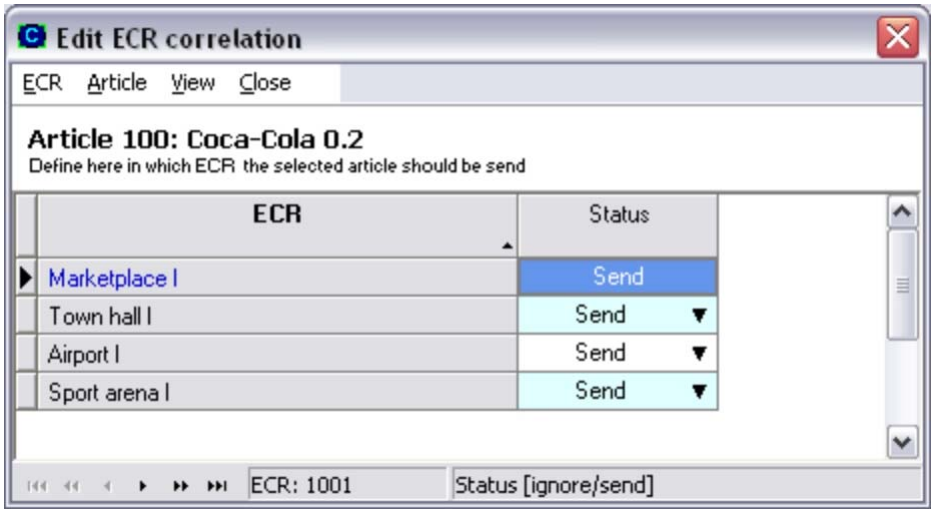
2.1.3 ECR details

A basic function of the Stock-Controller is the maintenance of a consistent article master about all active ECR's. Nevertheless, it can be stipulated per article into which ECR these should be sent. Furthermore, both the sales prices and the taxation references per article and ECR can be maintained. In the article master you select either the entry *Article* from the Main Menu, then *ECR details* or the entry ECR *details* from the upper button bar.

The ECR correlation can be processed at any time. The ECR prices and the taxation references are then available only if the fields Price mode and/or Tax mode were set adjusted accordingly in the general article properties.

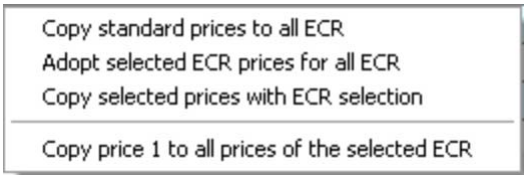
ECR correlation

In the ECR correlation, you stipulate per article into which ECR these should be sent. With specification, an article is sent into all ECR's. In order to prevent that an article is sent into a certain ECR, change the status to "Ignore". By means of context menu (right-hand mouse button) or via the menu item *ECR* you can change the status for every ECR.



If you generally did not wish to transfer an article into your ECR (because this e.g. is a seasonal article), it is recommended to set the article status to "inactive" in the general article properties.

Sale prices per ECR



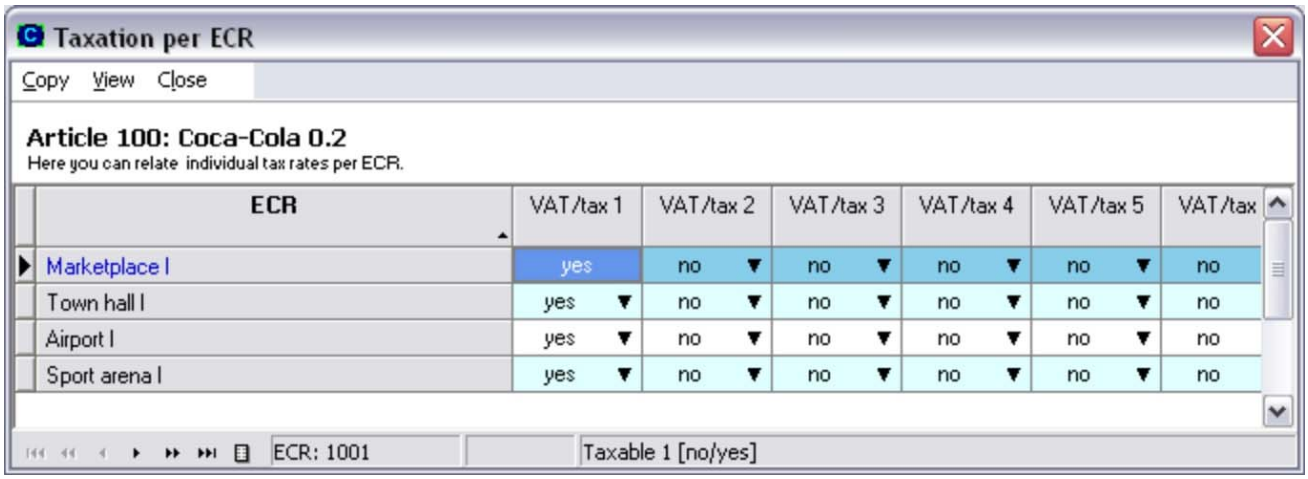
If you have adjusted "per ECR" as a price mode for an article in the general article properties, you can maintain the sales prices per ECR. This is appropriate, when e.g. the locations are resident in different countries (operation close to the border) or, however, in different city locations (articles in the center are generally more expensive than in adjacent districts).

Under the menu item *Copy*, as well as in the context menu of the table, you can find different functions which facilitate the setting of the ECR prices. The menu choices should be self-explanatory.

Tax rate references per ECR

If you have adjusted "per ECR" as a taxation mode for an article in the general article properties, you can maintain the tax rates per ECR.

Under the menu item *Copy*, as well as in the context menu of the table, you can find different functions which facilitate the setting of the ECR prices. The menu choices should be self-explanatory.



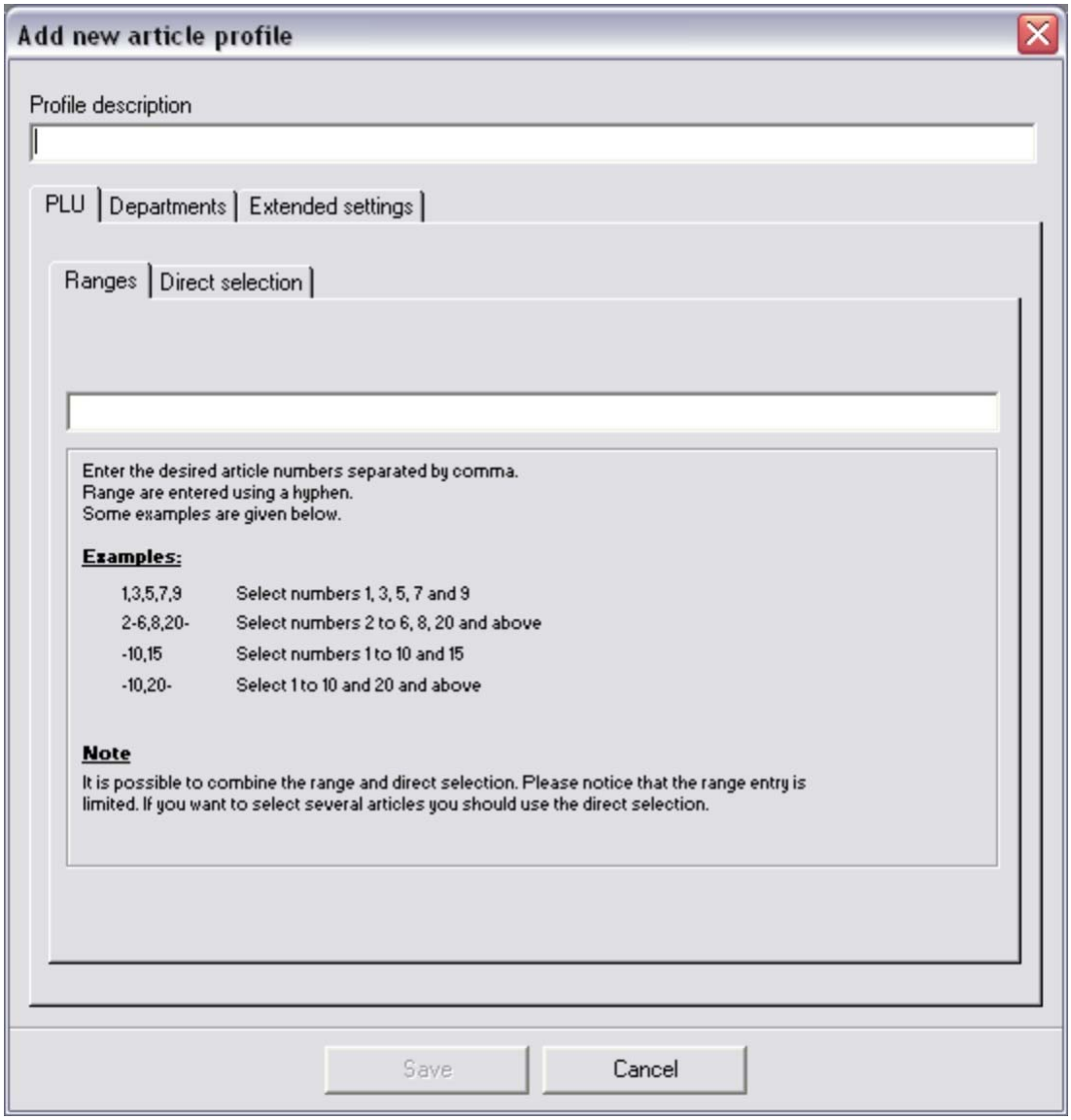
Note please that it is a question only of the tax rate references. The actual tax rates are maintained separately.

2.1.4 Employing article filters

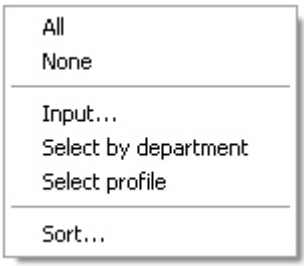
The article master data can become very extensive, according to sector. In order to be able to simply maintain this, two procedures are available to you: You can sort the table according to a pre-determined column when you click on the corresponding column title. Then the articles are arranged consecutively in the table according to the sorting column (Example: department number). This can be enough, however, it does not have to satisfy absolutely.
The Stock-Controller additionally offers the possibility to filter the articles according to pre-determined criteria. By means of the <F6> key you can call up the filter mask quickly, without having to call the corresponding function from the main menu or the upper function bar.
The article filters are significantly more flexible than the simple sorting capability. In addition, they offer the advantage that they can be stored as profile and reloaded again. In the following illustration you can see the main page of the entry mask for filters. Here you can enter article or department numbers. By specification, filtering is only according to article number. Area specifications are permissible. A simultaneous search for article and department number is possible (e.g. "all articles between 500 and 2000 that are assigned to the Goods Group 3").
The article filters are much more flexible than the simple sorting function. In the following Figure you can see the main page of the profile management. From there you can load existing profiles, delete, change or create new profiles.

Three profiles exist in the example shown in the Figure. The left selection options are only available when at least one profile exists. The functions *Edit*, *Delete* and *Select* can only be used after a profile has been selected (in the Figure, this is the grayed entry at the top). To load a profile it is sufficient to double-click on the corresponding entry.

To create a new profile, choose *New* from the profile overview. The following dialogue box will appear:



Each profile needs to be labeled. It cannot be saved until a name has been entered. Below the profile description you can see the tabs PLU, Departments and extended settings. You may adjust all available settings here. It is for example possible that no results are listed when the profile settings are used. You will get informed in this case.



The tab *PLU* allows you to choose between the selection of an area and a direct selection. Both input ways can also be combined with each other. Instead of selecting each article individually when you use the direct selection, you may also choose from the displayed context menu by clicking the right mouse button. As you see, you may also use already existing profiles as the basis for a new profile.

The tab *Departments* encompasses a list of all classes of goods that can be selected. The area input that was possible in earlier versions of the software does not exist any longer.
The *extended settings* include all special article properties. In particular they are:

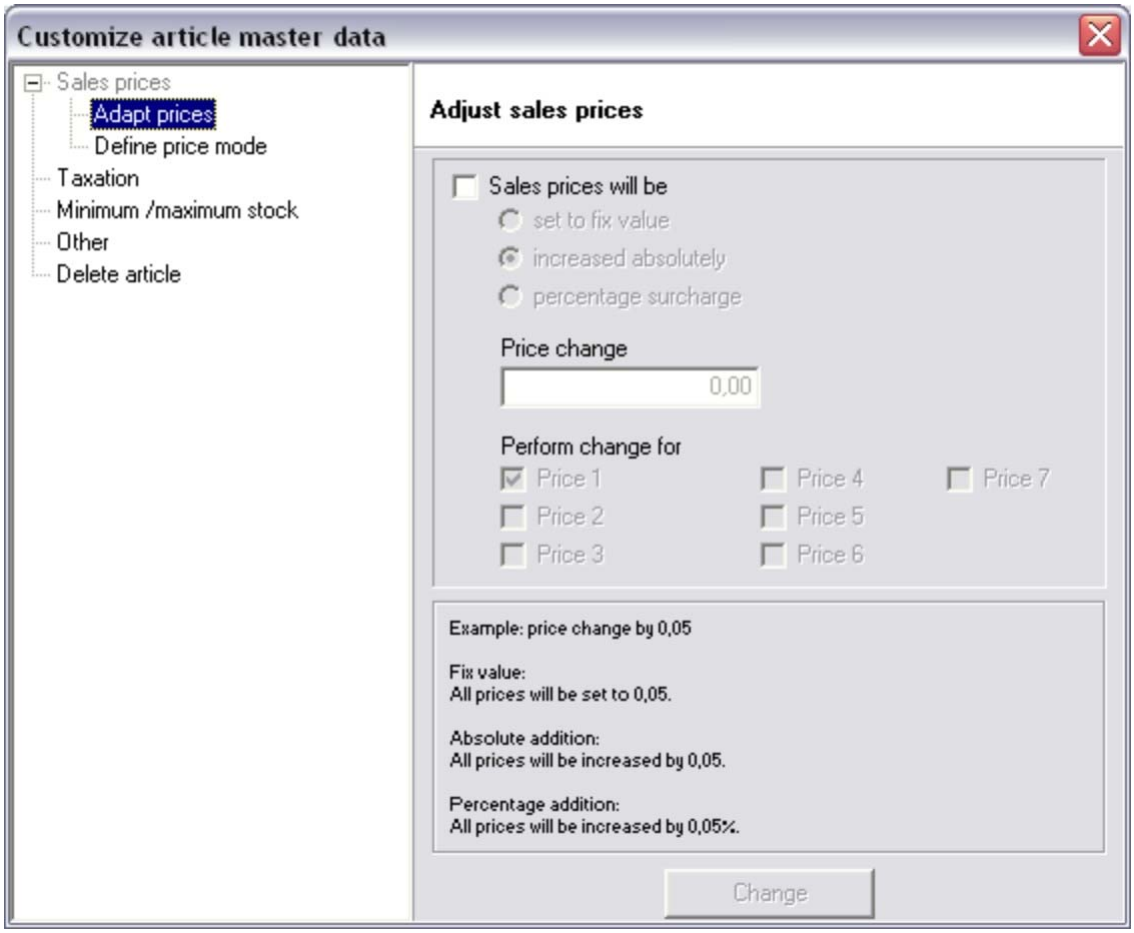
- Article status (active/inactive)
- Article type (purchase and/or sales article)
- Articles without cash register-PLU
- Articles without cash register or article text
- Articles with current or average purchase price of zero
- Inventory articles
- Articles with bill of material assignment (if BOM option has been licensed)

After you selected a profile, all articles that match the filter will be displayed in a table. In addition, the window title will indicate that a filter is active. If no matching article is found, the filter will be ignored.
If you press the button *Select articles* in the article stock, the displayed menu will summon. It lists all created profiles so that you can activate one quickly.

The article profiles are additionally accessible from within the Info-Center, the inventory start, the inventory collection as well as the stock quick view.

2.1.5 Changing several articles simultaneously

You can edit several articles simultaneously when you select the entry *Edit article stock uniformly* from the *Edit* menu. The uniform edit will always be undertaken for all articles shown in the table. It is therefore often sensible to filter the articles first. Since these changes cannot be reversed, you will be prompted to confirm the change.



You can

- set sales prices by adding a fixed or relative amount or by setting them to a specific amount
- change the price or tax modus
- change the tax rate references
- modify the article status
- specify participation in the inventory
- maintain the minimum and maximum stock and
- delete articles.

Be aware that articles cannot be deleted once a posting for them exists. Is this the case, the article status gets changed to inactive. The deleting function is password protected starting from version 8.12.

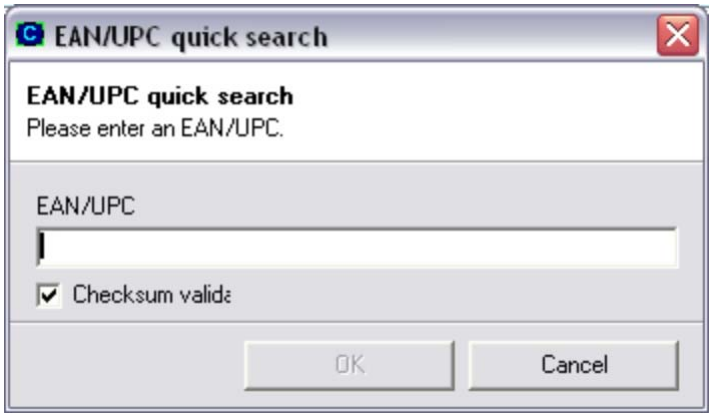
2.1.6 Search for EAN/UPC in the item stock

You may assign arbitrarily many EAN/UPC to each article. You can either open the assignment table for each article or open them directly. While the EAN/UPC are not shown directly in the article stock, you can view them by searching for an article using its EAN/UPC.
You may start the search from the menu under *View* | *EAN/UPC-Quick Search* or using the key combination <CTRL><F5>. You can input the barcodes on two different ways. It depends on whether you have set the left quick bar as visible or hidden.

Searching with visible quick bar

Selecting quick search activates the input field. Enter here the barcode and confirm with ENTER. If the EAN/UPC is found, the article will be highlighted in the adjacent article table. A message pops up when the barcode could not be found.
Note that only the current article selection is subjected to the search. Thus, if you use an article profile, you may not find the article even though you entered it correctly.
Also, the search will be repeated as soon as you enter any new number.

Searching with hidden quick bar



With the quick bar hidden the search prompt shown on the right is displayed. After you have entered a barcode confirm with the OK button to start the search. For this search also only the current article selection is considered.

From the menu View | *Check sum verification*, you may select whether entered EAN/UPC check sums should be verified for both types of quick searches.

2.1.7 Printing labels

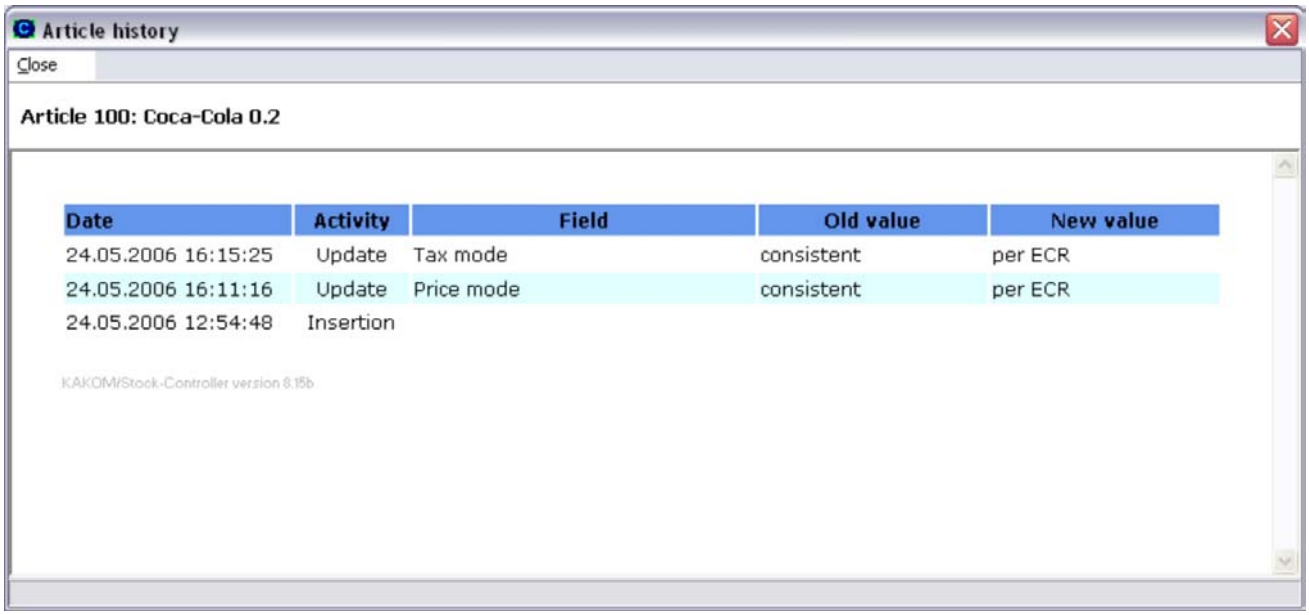
Label printing is an optional KAKOM module and not included in the base version. Please contact your specialist dealer or our support/sales staff.
The label printing option is available from both the article stock and the EAN/UPC assignment table. In the current version only those articles are considered for label printing that have an assigned EAN/UPC. You can either print a single or several labels. Select *Print* | *Labels* from the menu. The following dialog box will open:

You can choose here the currency symbol and the number of labels you want to print. If you select the single label option, only one label will be printed. The print will not be made immediately. Instead, the KAKOM label printer is opened that controls the printer configuration and also allows for changes to printed data. For details please see the corresponding manual.

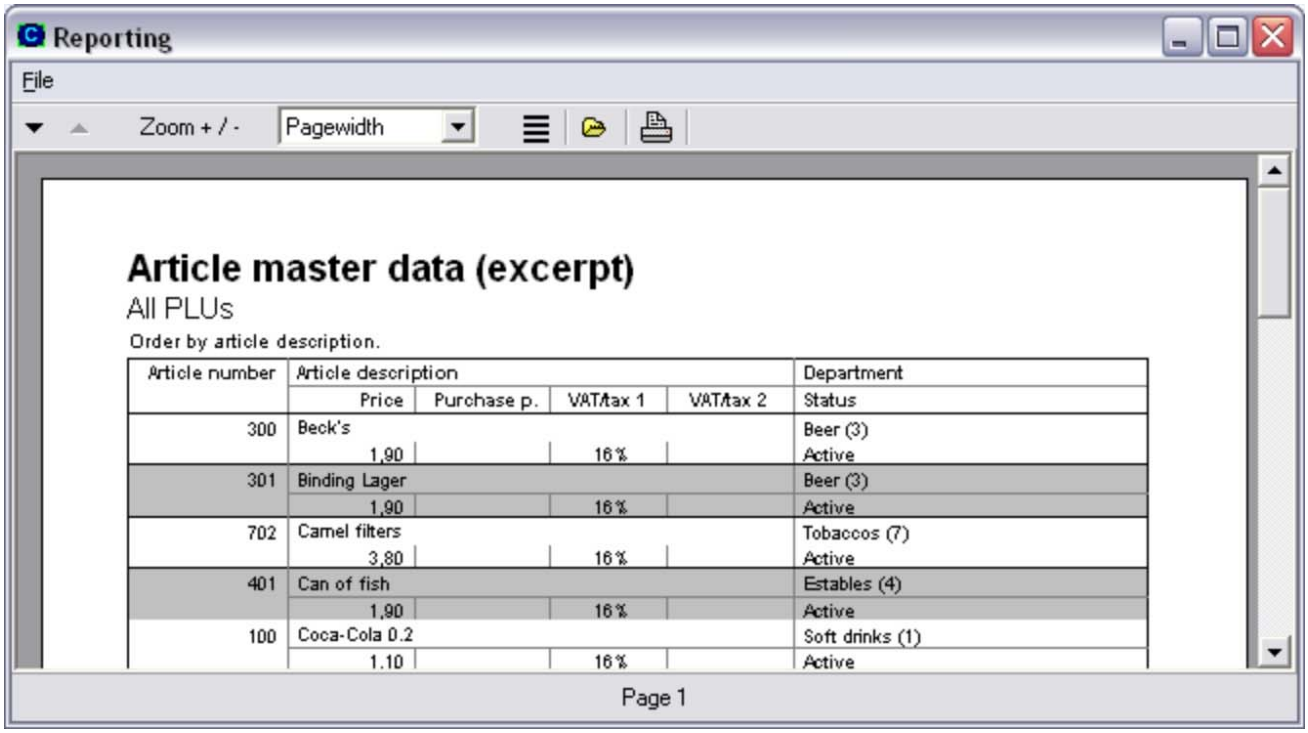
2.1.8 Article information

The article quick info is available in most parts of the program. It shows all relevant information to a given article in a compressed form including inventory data (further details can be found in the chapter *Reports & evaluations*).

Just like in the article quick info, you can find an article history in the article stock. In the history all changes made to an article are recorded. You can access the history from the menu *Overview* | *History.*



Furthermore, you can print an article overview. The overview includes only the most important article properties. Thus, the printout is marked with the label *Excerpt.* You may select an article profile before printing and make changes to the sorting and grouping:



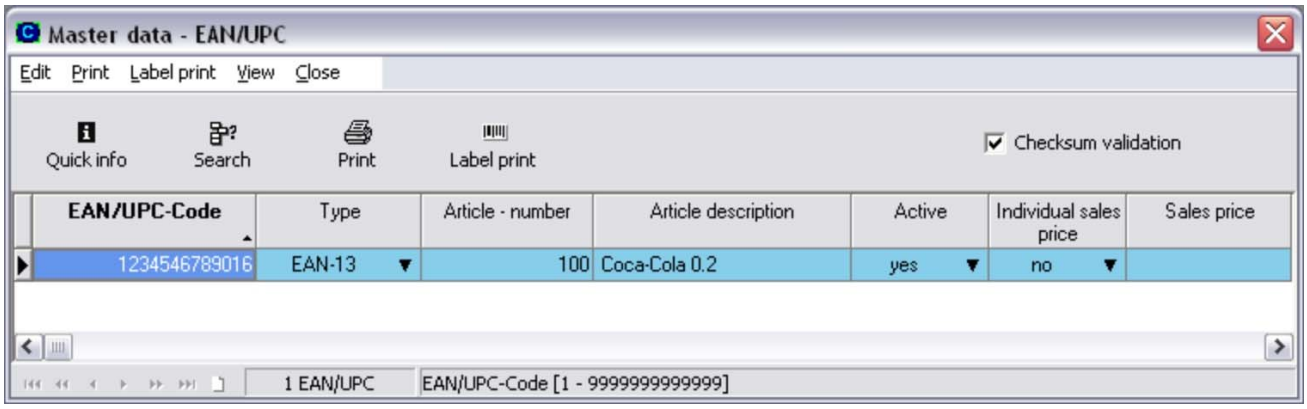
2.2 EAN/UPC codes

You may assign an arbitrary number of EAN/UPC codes to each article. This is usually done in the article stock for each article individually. Alternatively you can also access the EAN/UPC assignment table directly and do it the other way round: you can assign an EAN/UPC to an article.

Beginning with version 8.12, each EAN/UPC can have an individual sales price. This is useful for example for tobacco products when you have packets of cigarettes with old and new sales prices in stock.

NOTE	If you work with the cash register models ER-A750BG/770BG or their successors, you cannot use individual sales per EAN/UPC. In this case you need to specify an article for each barcode.

You can select an article in the article number column by pressing <F8>. In addition, the article quick info is available.

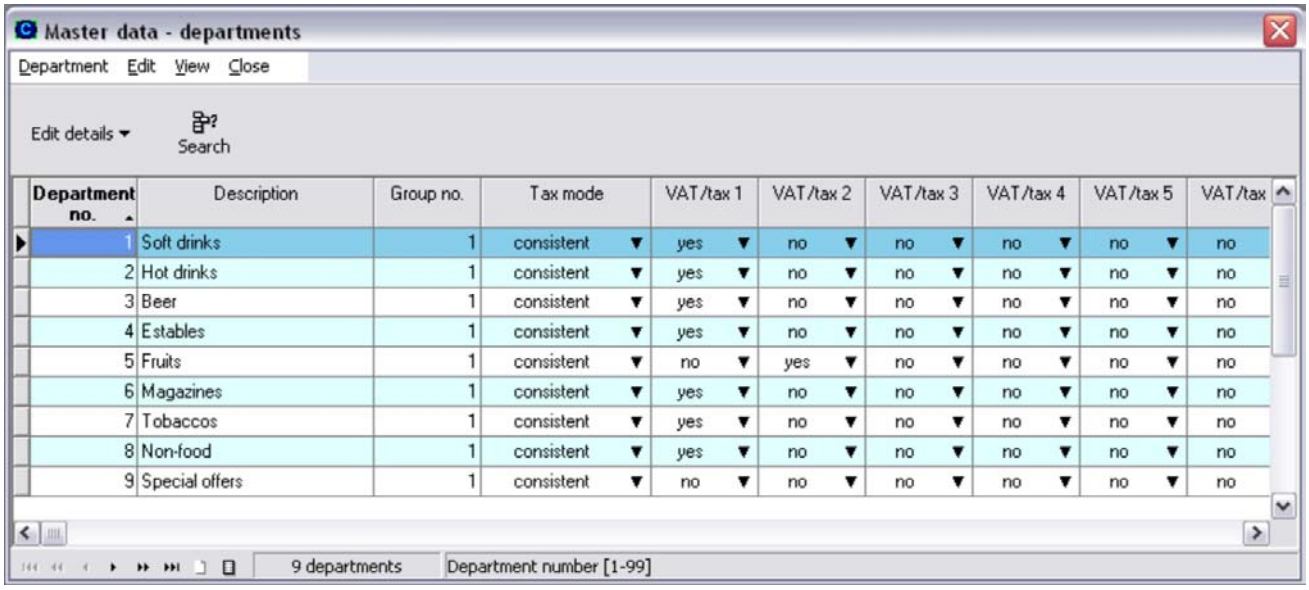


By default a checksum verification is performed on entering a barcode. You may deactivate this check from the *Edit* menu.

The EAN assignment table can be printed. You may select an article profile before printing and specify sorting and grouping.

2.3 Departments

The programming of departments in the Stock Controller includes properties such as department number and description, main group, tax modus and six tax rate references.

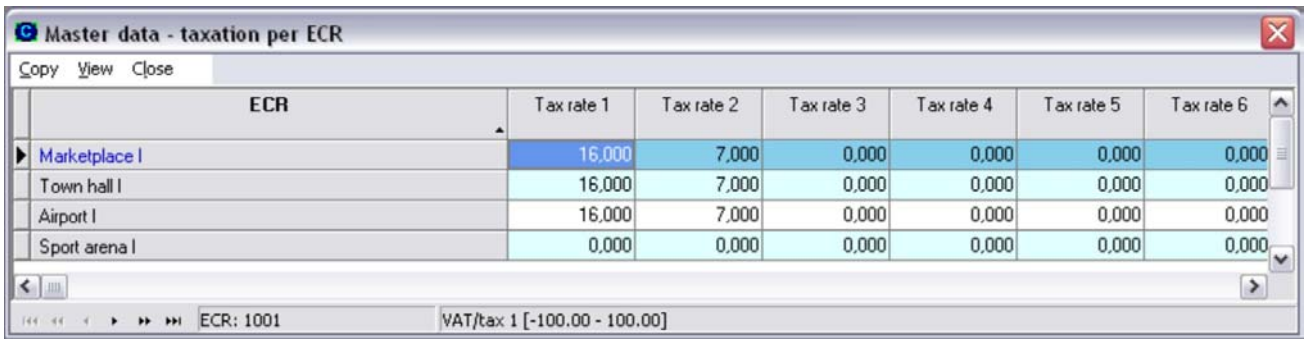


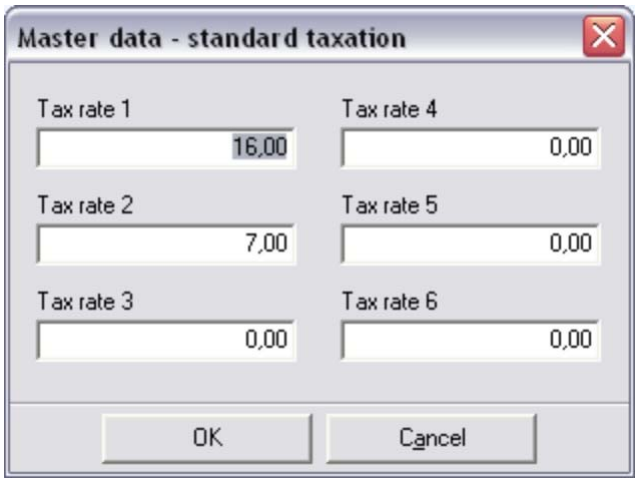
Department no.	Description	Group no.	Tax mode	VAT/tax 1	VAT/tax 2	VAT/tax 3	VAT/tax 4	VAT/tax 5	VAT/tax
1	Soft drinks	1	consistent	yes	no	no	no	no	no
2	Hot drinks	1	consistent	yes	no	no	no	no	no
3	Beer	1	consistent	yes	no	no	no	no	no
4	Estables	1	consistent	yes	no	no	no	no	no
5	Fruits	1	consistent	no	yes	no	no	no	no
6	Magazines	1	consistent	yes	no	no	no	no	no
7	Tobaccos	1	consistent	yes	no	no	no	no	no
8	Non-food	1	consistent	yes	no	no	no	no	no
9	Special offers	1	consistent	no	no	no	no	no	no

The tax rate references can be set uniformly for all cash registers or by each register. In the latter case the references will not be shown in the table. Furthermore you can determine which departments are sent to which cash register. Be careful when using this method as articles may reference a missing department. These articles can then not be registered at the cash register. In the menu *department* you can find a history of all changes for each department.
In the article stock you can define for each article if the tax rate reference of the corresponding department shall be used – even when the departments are declared separately for each cash register.

2.4 Taxation programming

The Stock-Controller can maintain both uniform tax rates as well as tax rates that are specific to a cash register. In the program settings you can choose this option. It can be changed at any time. Independently of this setting both ways of inputting tax rates are always available.

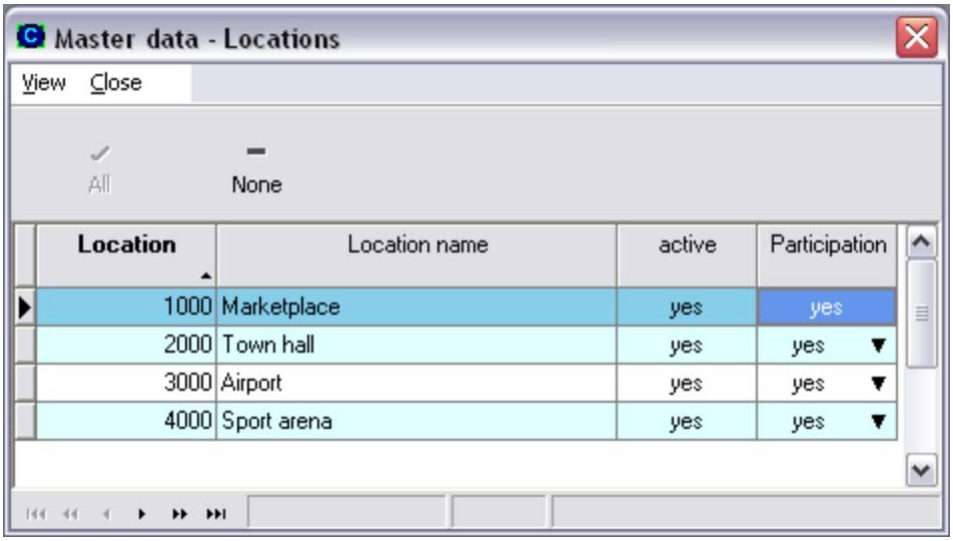




The entry of the tax rates per ECR is implemented in tabular form. Also here, there are possibilities to copy pre-determined tax rates to other ECR's.
In the article and department master, only the references are stipulated per article and department: If e.g. the Tax Field 2 is set to "Yes" for an article, this means that, on utilization of the adjacent unit assessed taxation of these articles, taxation is at 7%.

2.5 Locations

You can specify in the Stock-Controller which locations should be included in the inventory management. You may not add, change or delete locations. Instead, this can be done in KAKOM under *Master data* | *Locations*. In KAKOM you also have the option to determine which locations shall participate in the inventory control.



When you close the form, the cash register information will be updated, independently of whether you actually changed anything.
If you integrate a new location or cash register, you should either restart the Stock-Controller, open the root of the locations or execute a check of the cash register assignment tables from the menu *Tools* | *Data transfer* | *Update cash register assignment tables*. Otherwise new cash registers will not be recognized during ongoing operation.

2.6 Supplier base

The supplier base is the basis of the module *Supplier management*. The module is not part of the standard version of the Stock-Controller and an extra license is necessary. The supplier base includes address and contact data of suppliers as well as an article assignment that lists old purchase prices for each article and supplier.

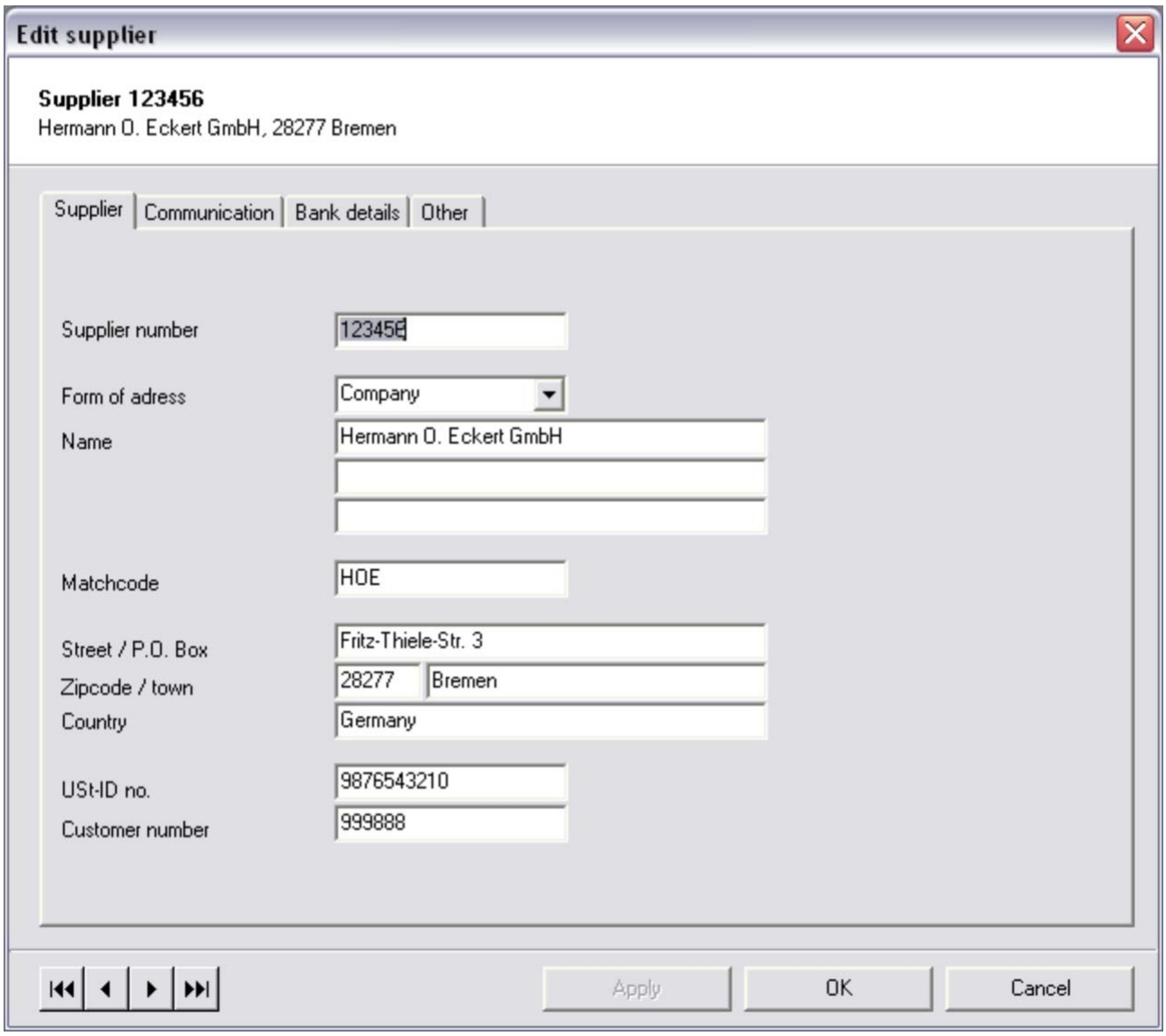
You can access the supplier management from the main menu under *Master data* | *Supplier management* as well as through the shortcut in the *Start*-Center and in the category *Master data.*
The supplier management contains all important address and contact data. You may adjust the view of the table just like in the other tables. However, the data in this table cannot be edited.

Next to using the common search function you can make a selection using the register that is located above the table. As seen in the Figure, this register exists either as a long or as a short register. When you click on any letter, all suppliers are listed whose name starts with the letter. When no entries exist, the table will be hidden. The first two register buttons have the following purpose: the first one lists all suppliers, while pressing the second button lists all suppliers whose name starts with a number or a special character.

To add a new supplier, select from the menu the option *Edit* | *New*, choose the corresponding button on the upper task bar or press <F2>. Through the same method you may edit contact and address data of existing suppliers. In this case the function key is <F4>. A separate entry form is opened automatically whenever you add or edit a supplier.

2.6.1 Address and contact data

Address and contact data of suppliers are not sorted into tables. Instead, the data is grouped into *Supplier (general), Communication, Bank details* and *Other.*



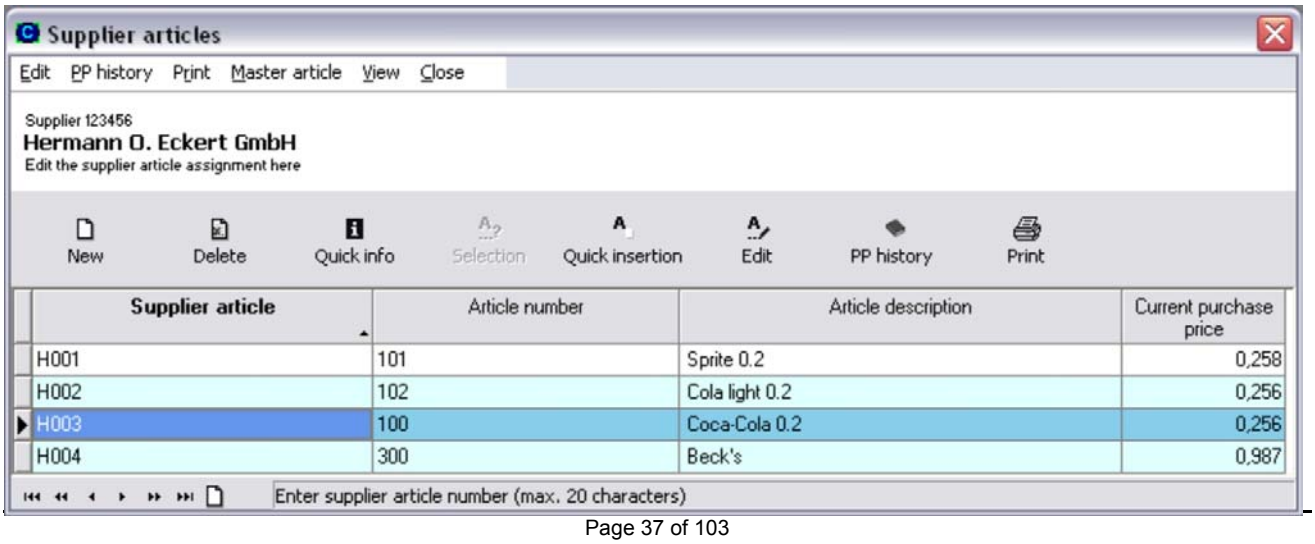
You switch between them by selecting the respective tab. The address and contact data should be easy to understand. Details to all fields are listed in the following table. You don't need to fill in all fields for every supplier although it is recommended. Three fields need to be specified in any case: supplier number, supplier name and the match code. If any of the three are missing, you cannot save the changes.
You save the current data by selecting the buttons *Apply* or *OK.* Applying the changes will keep the form open, while the OK button closes the form and saves the data. If you attempt to close the form or click the *Cancel* button, you need to confirm the action when changes have been made.

Explanations to address and contact data	
Field	Description
Supplier number	It identifies the supplier in the Stock-Controller. The number has to be distinct. You may enter up to 16 symbols. You should set this number after consulting with the financial accounting department. The supplier number can be changed later on. Existing bills will still get assigned correctly.
Title	You may choose between Company, Mr. or Mrs.
Name (1 bis 3)	Three lines to enter a name. The first line is a required entry.
Match code	A 12-digit search code that may be assigned at this point.
Country	Entering a country is recommended for correspondence across borders. It is recommended to use English or French country names.
VAT ID number	This is the value added tax identification number of the supplier.
Customer number	Your customer number with the supplier. To expedite orders you should enter this number. It will be displayed in the contact data.
Communication	Here you can enter a contact person and their details. If you enter an email or internet address, you can open it directly from here.
Bank details	The bank details of the supplier.
Number signs: Capitalization of supplier's items	If activated, characters in all entered item numbers will be capitalized where applicable.
Number signs: Capitalization of invoice numbers	If activated, characters in all entered invoice numbers will be capitalized where applicable.

2.6.2 Supplier article numbers

Entering invoices of suppliers usually follows the article numbers of the supplier because the supplier does not know the article numbers in your master data. Thus a main task of the supplier management is to define assignments in a way that you can enter article numbers from suppliers. This assignment is done once but can be edited at any time. To change the article assignment, first select a supplier from the supplier management and then select the *Articles* option. The article assignment can always be edited for the currently selected supplier.

The assignment is done in a tabular form. It consists of the fields: supplier article number, master article number and purchase price (see Figure below). The supplier article number can be up to 20 characters long.
Note that you can select only one article from the master data for each supplier ariticle and vice versa. Depending on the software settings, the entered purchase price will be checked. If it is bigger than the sales price, you will have the opportunity to edit the article in the master data directly. Even for an existing



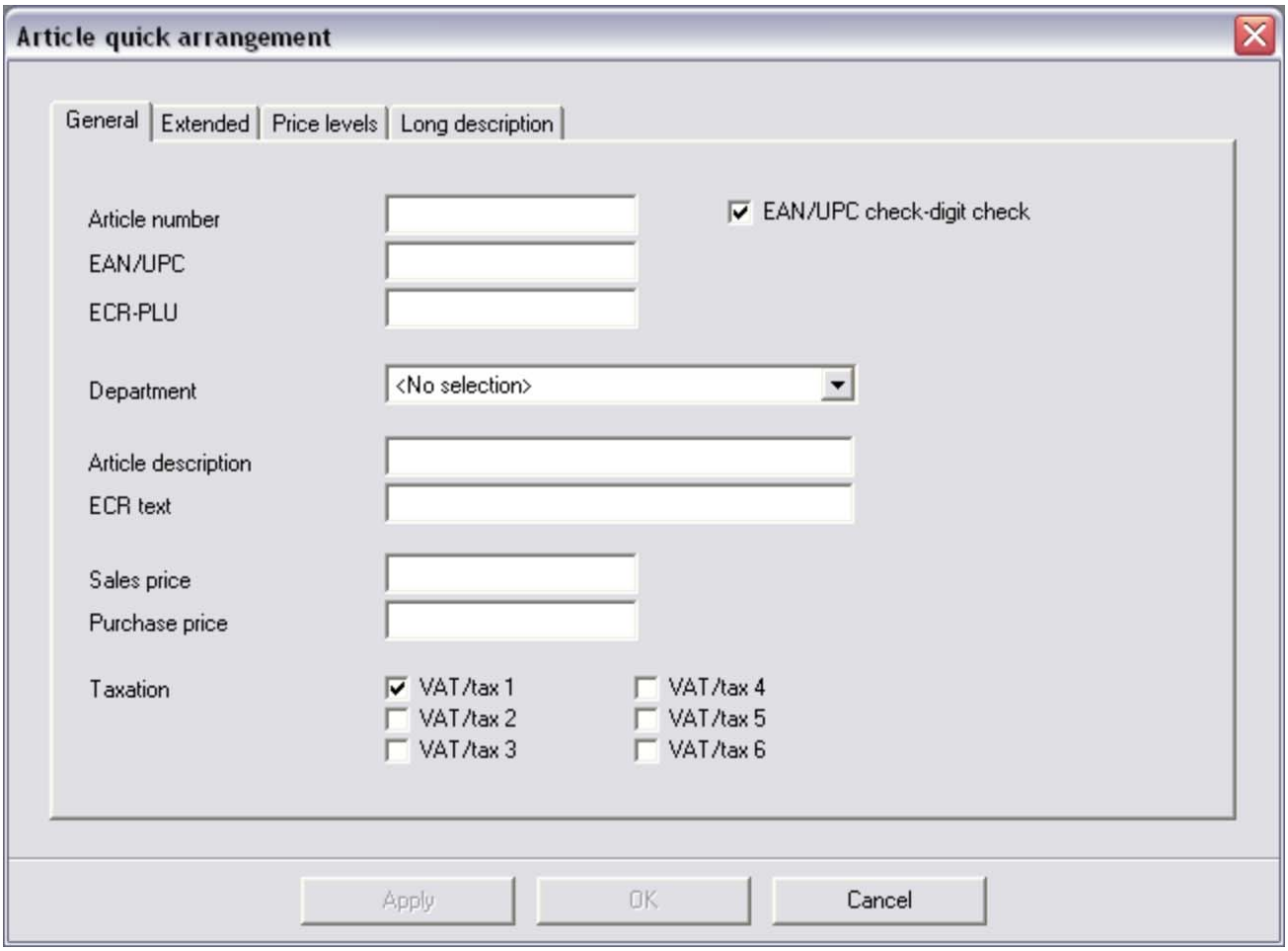
assignment you can change the assigned article in the master data. A complete list of all available options is shown below.

Entering a master article number allows to access an article directly, to select an article or to create a new master article. The article label cannot be changed, it is obtained automatically.

List of all functions available from the function bar		
Function	Key	Explanation
New	<F2>	Creates a new assignment.
Delete	<F3>	Deletes an assignment. This is only possible if the supplier article is not part of an open supplier bill.
Quick info	<Ctrl><I> *	This looks up the article info of the assigned article in the master data.
Selection	<F8>	When your cursor is in the article number column, you can select/search the corresponding article.
Quick create	<Ctrl><F2>	You can create a new article in the master data at any time.
Edit		Edit the selected article in the master data. When no article number has been entered, the Quick create function is called.
Purchase price history		An overview of the purchase prices for the selected supplier article. The purchase price history is only available after the article has been booked at least once.
Print		Starts the print preview with a list of the assignments.

* Default setting, can be changed in the program settings.

Article – Quick Create

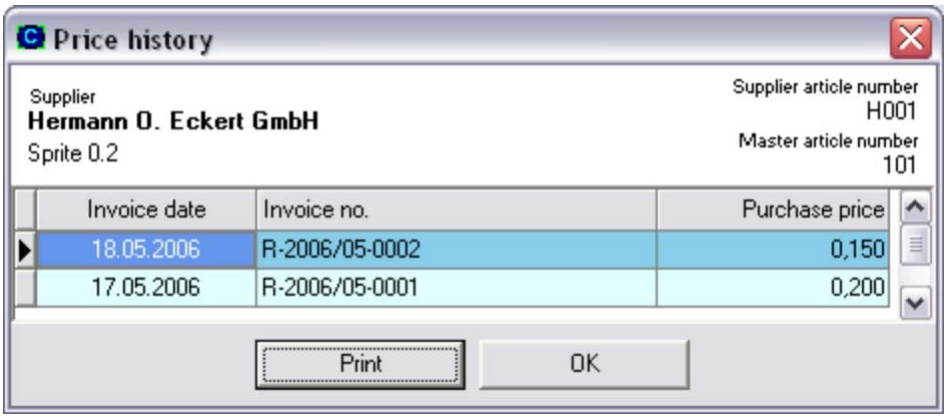


You can add new article to the article stock without opening them. When you enter a master article number that doesn't exist, you will be asked whether it should be created. Alternatively, you can also call the Quick create function directly (see table above).

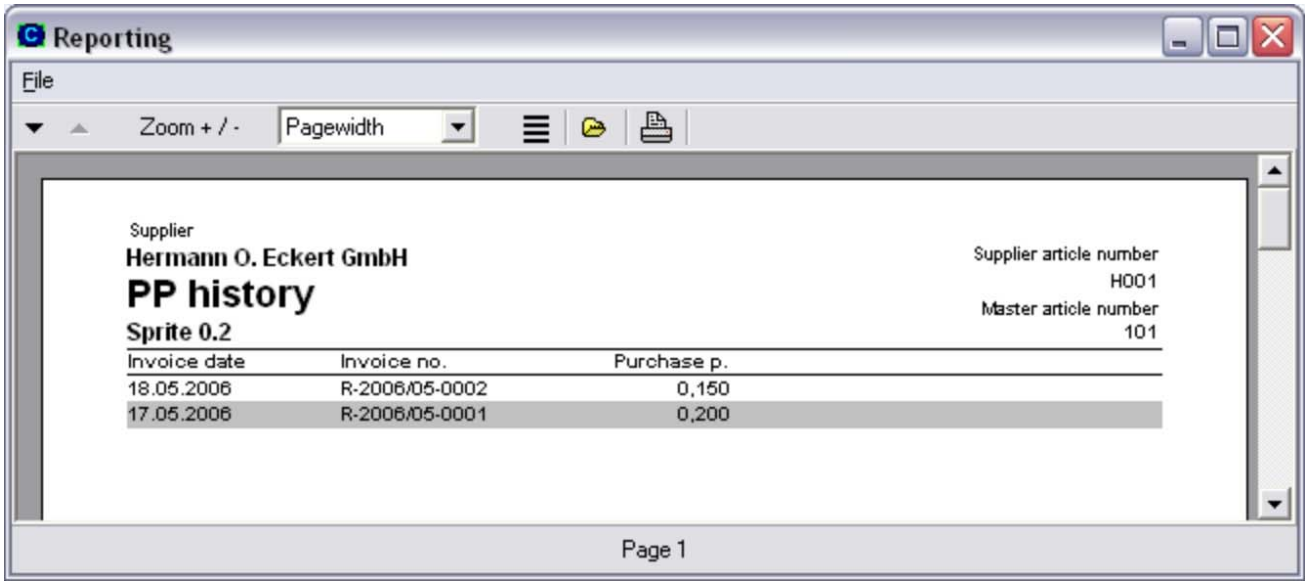
Article properties are entered and grouped by emphasis and not in a tabular form. Note that the Quick create does not support all extended article properties like cash register pricing or packing units.

Purchase price history

The purchase price history is available in the supplier article assignment for a selected article as long as it has been booked at least once. If this is not the case, you will be informed.

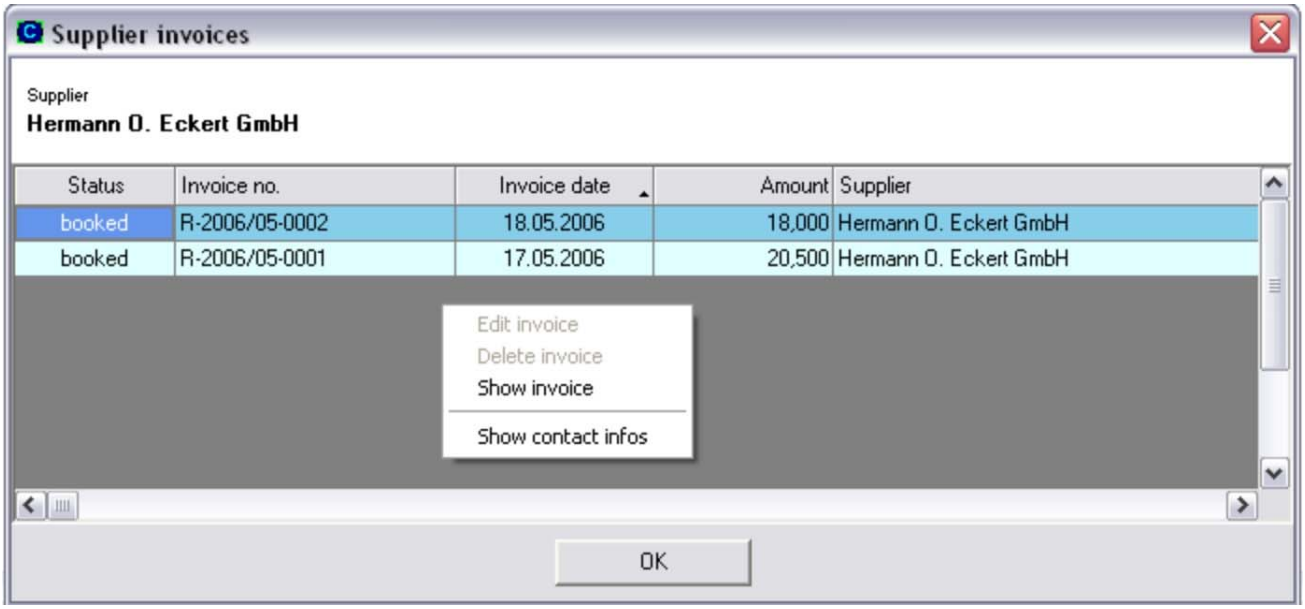


Next to article assignment, the history includes the actual billing data. As seen in the Figure above, invoice date, invoice number and corresponding purchase prices are shown. The history may also be printed.
Be advised that comparing purchase prices of different suppliers is only possible using the article quick info.



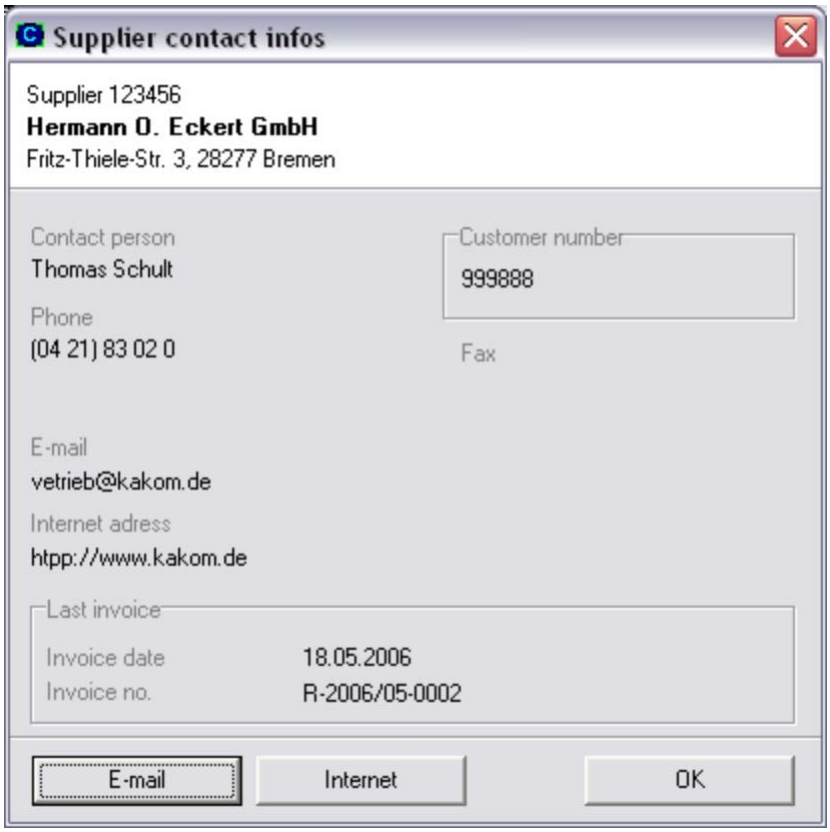
2.6.3 Billing overview

You can open an overview of all invoices for each supplier using the supplier management.



The overview includes the posting status, the invoice number, the invoice date and the invoice amount. If the invoice has not posted yet, you may edit or cancel it using the context menu. Also, you can open the invoice viewer for the selected invoice.

To contact a supplier promptly, you can open the contact info overview. It encompasses contact data for the supplier as well as the invoice number and date of the last invoice.



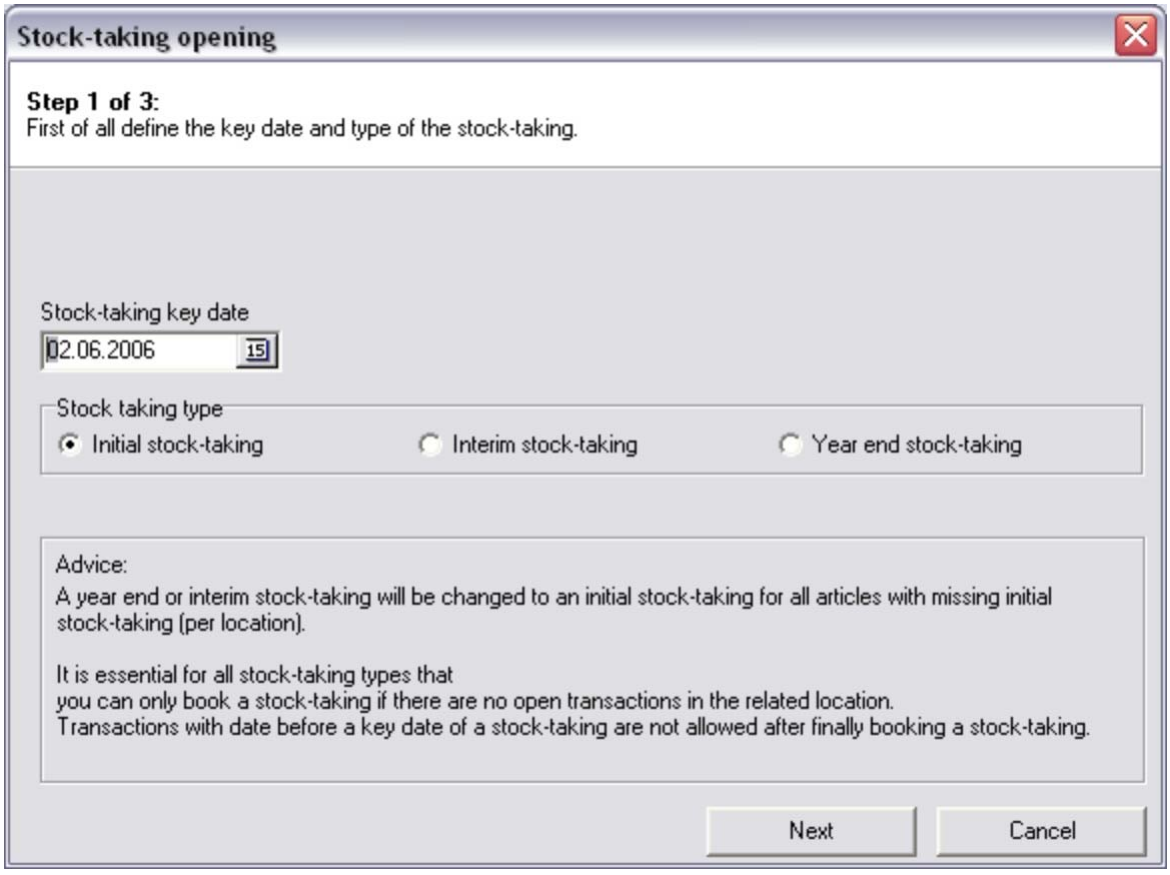
3 Stocktaking

The initial stocktaking is the basis for the tracking of the development of the stocks and for the determination of the stock capital tie-up. With the initial stocktaking, you record the current ACTUAL inventories for a selected key date. All incoming and outgoing goods after the initial stocktaking date change the stocks and thus the stock capital tie-up. The Stock-Controller enables you a current and historical insight over these important key indicator numbers for the success of the company. In the main menu, select the entry *Flow of* goods | *Stocktaking*. Enter the stocktaking main mask. This is the central system administration of your stocktaking data.

A stocktaking is always recorded per sales location and/or main stock location. It begins with the stocktaking opening, it is continued with the (optional) printing of the count lists, the counting quantity entry and correction and concluded by the stocktaking booking.

3.1 Stocktaking opening

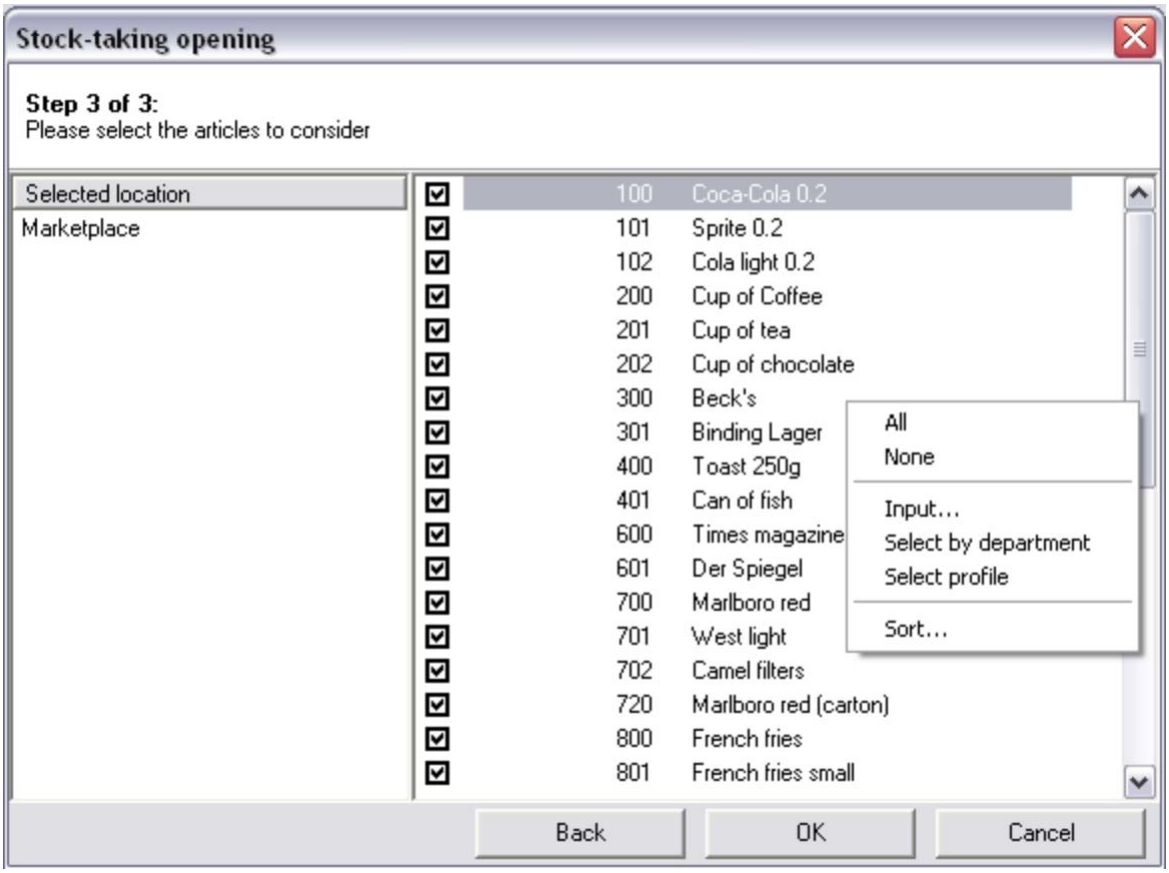
The stocktaking opening is implemented in three steps. First of all, you select the stocktaking key date and stipulate the stocktaking type. If no stocktaking exists, only the initial stocktaking is available for selection.



In further progress, the interim stocktaking and the end-of-year stocktaking (business year) are available to you. Please note that it is assumed that you require at least 14 days for the stocktaking preparation. The stocktaking date is correspondingly proposed, however, it can be changed.

ATTENTION	The software assumes that you will need a certain lead time to prepare an inventory collection. This lead time can be adjusted in the program settings. The inventory due date is suggested accordingly but can be changed.

In the second step, select the sales location or the main stock location. In the final step you have the option of stipulating which articles should be considered in this stocktaking. By specification, these are all articles which you have activated in the article master for the stocktaking participation. Either you deactivate targeted individual articles or you open a further selection option with a right mouse click.



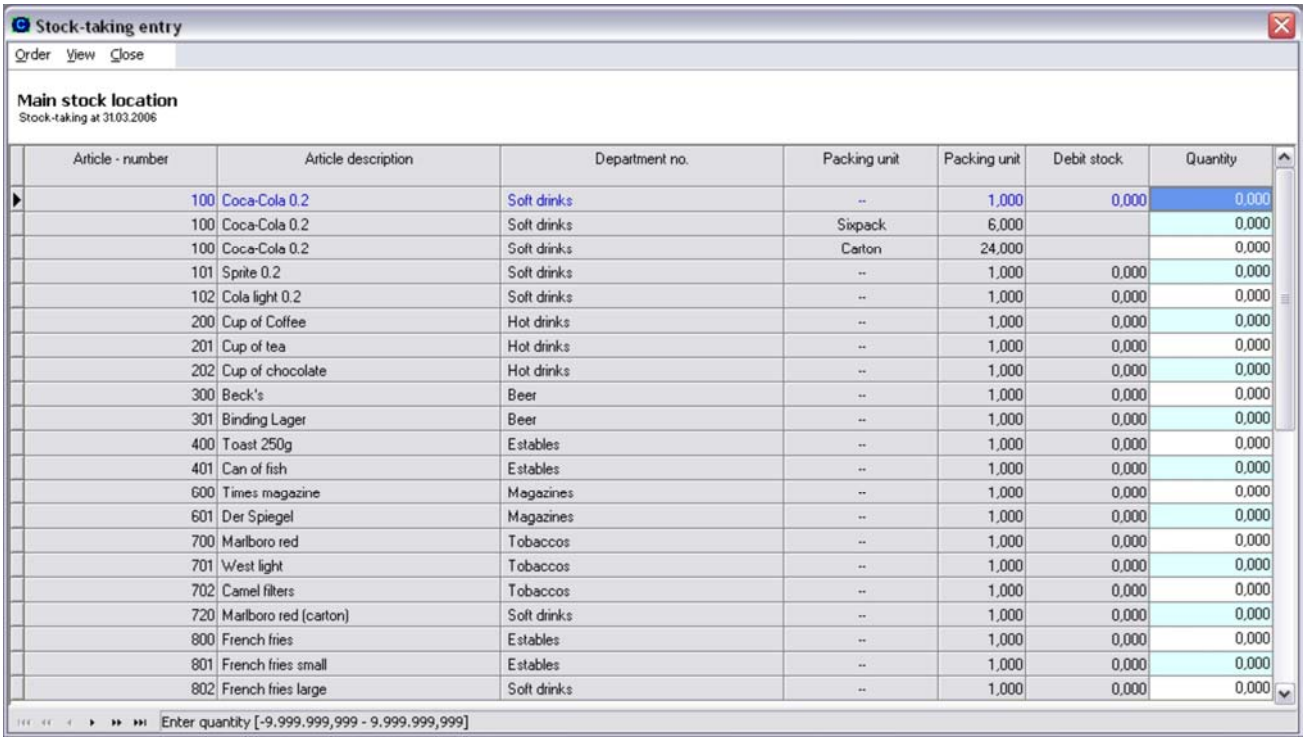
Confirm the messages until you are again in the stocktaking main mask. The stocktaking opening is then completed. You can open a stocktaking in on-going operation and the normal business process is not impaired by that.

It is recommended to print the stocktaking count list after the stocktaking opening, since you must make these accessible to your employees in the location. The stocktaking recording does not presuppose the printout of this list.

3.2 Stocktaking recording

The stocktaking recording includes the entry of the counted quantities, where the packing units (VPE) of an article are considered. The precedence of the articles and VPE within the entry mask corresponds to the precedence of the count list. The recording is ended by your closing the form and confirming the following request.

You can open the entry mask again, as long as the stocktaking was not booked, and correct the counted inventory, where appropriate.



Stock-taking entry

Order View Close

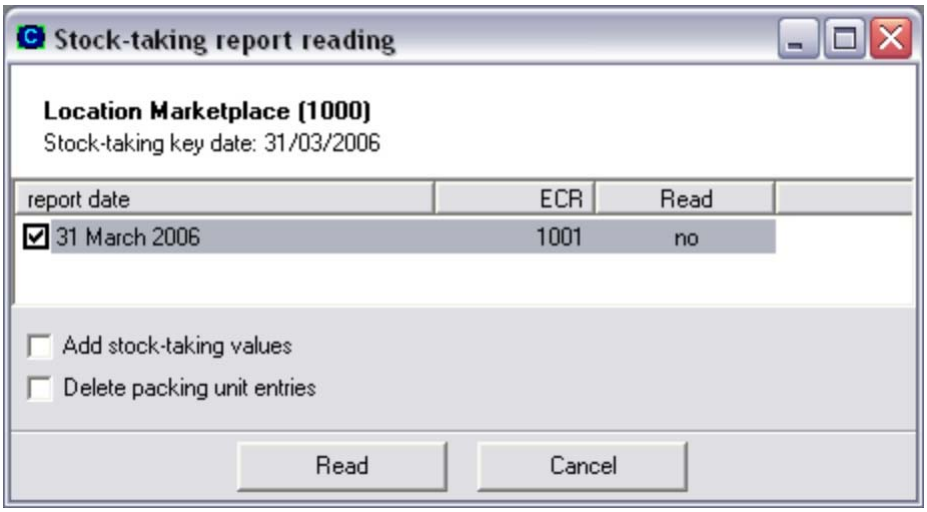
Main stock location
Stock-taking at 31.03.2006

Article - number	Article description	Department no.	Packing unit	Packing unit	Debit stock	Quantity
100	Coca-Cola 0.2	Soft drinks	--	1,000	0,000	0,000
100	Coca-Cola 0.2	Soft drinks	Sixpack	6,000		0,000
100	Coca-Cola 0.2	Soft drinks	Carton	24,000		0,000
101	Sprite 0.2	Soft drinks	--	1,000	0,000	0,000
102	Cola light 0.2	Soft drinks	--	1,000	0,000	0,000
200	Cup of Coffee	Hot drinks	--	1,000	0,000	0,000
201	Cup of tea	Hot drinks	--	1,000	0,000	0,000
202	Cup of chocolate	Hot drinks	--	1,000	0,000	0,000
300	Beck's	Beer	--	1,000	0,000	0,000
301	Binding Lager	Beer	--	1,000	0,000	0,000
400	Toast 250g	Estables	--	1,000	0,000	0,000
401	Can of fish	Estables	--	1,000	0,000	0,000
600	Times magazine	Magazines	--	1,000	0,000	0,000
601	Der Spiegel	Magazines	--	1,000	0,000	0,000
700	Marlboro red	Tobaccos	--	1,000	0,000	0,000
701	West light	Tobaccos	--	1,000	0,000	0,000
702	Camel filters	Tobaccos	--	1,000	0,000	0,000
720	Marlboro red (carton)	Soft drinks	--	1,000	0,000	0,000
800	French fries	Estables	--	1,000	0,000	0,000
801	French fries small	Estables	--	1,000	0,000	0,000
802	French fries large	Soft drinks	--	1,000	0,000	0,000

Enter quantity [-9.999.999,999 - 9.999.999,999]

3.3 Importing inventory reports from cash registers

When you evaluate the inventory of a location with at least one cash register that supports inventory reporting, you may import such reports through the menu option *Reports.*



Stock-taking report reading

Location Marketplace (1000)
Stock-taking key date: 31/03/2006

report date	ECR	Read
☑ 31 March 2006	1001	no

☐ Add stock-taking values
☐ Delete packing unit entries

Read Cancel

The report reading lists all available cash register reports for a given location. If a report has not been read yet, it will be marked automatically. When you select a report with a date that differs more than 5 days from the inventory due date, you will be prompted to confirm the report reading.
When you import inventory data from reports, only those articles listed on the reports will be considered. Thus, all other article quantity counts will not be changed!
The report reading can be done in two ways: by default all quantities will be overwritten with the quantities from the report. Instead, you may also choose that existing article quantities and quantities from the report shall be added together.

Quantities in cash register reports always refer to sales quantity units. Thus, other packing units for an article that may occur in the inventory data will not be changed. You can choose that counted quantities for packing units be deleted.

3.4 Stocktaking booking or canceling

If you select an open inventory in the stocktaking main interface, you may choose to either post the inventory or to cancel it.
An inventory can only be posted after all ongoing transactions have been closed. If this is not the case, you will be prompted to post ongoing transactions.

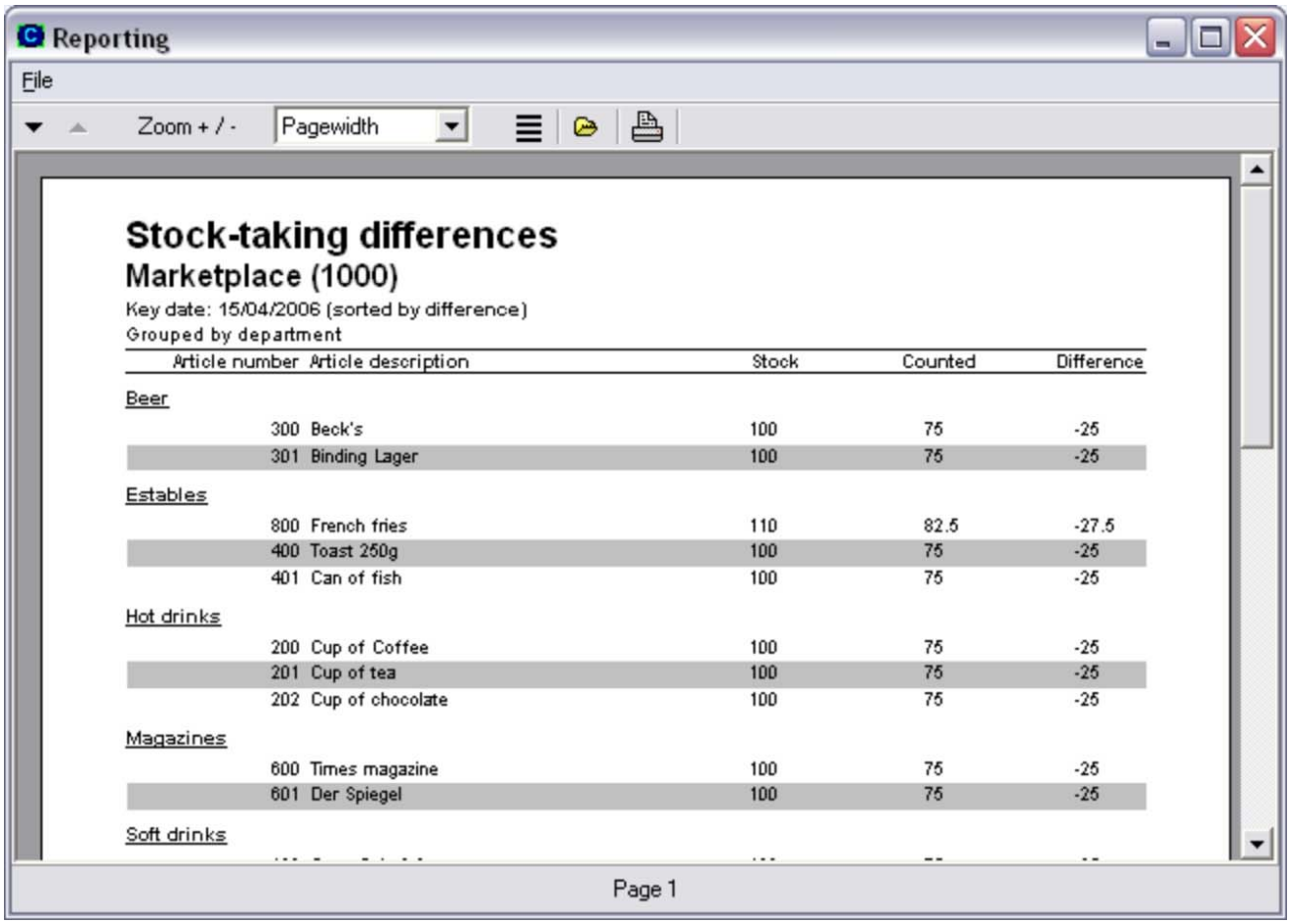
ATTENTION	Please be advised that you may not make any more changes to the inventory after they have been posted. If unknown report articles are cached (see chapter *Settings and Data transfer*) or unreferenced articles with postings exist in the sales location, you may not post an inventory. This is also the case if any supplier bills for the particular location have not been paid.

3.5 Stocktaking reporting

The stocktaking reports are available from the earlier mentioned stocktaking overview and not from the Info-Center. The Info-Center, however, displays the stocktaking postings as part of the journal reports.

3.5.1 Stocktaking difference listing

The stocktaking difference listing can only be printed for supplementary and annual stocktakings. For the initial stocktakings no differences can exist. Also, you can access the difference list whether or not the stocktaking is still open or has already been posted. Especially for open stocktakings, the difference list will help you in finding and correcting wrong quantities of items counted.



The difference list can be sorted by article number or difference. As shown in the Figure above, it is also possible to group the articles by departments. Prior to the actual print out, you will be prompted to configure the report.
The stocktaking difference list can be printed for one, several or all sales locations. If you choose to print it for more than one location, it is necessary that the due dates for the selected inventories are identical. In order to select several inventories, you can use the *Select* function from the menu or mark the designated stocktakings from the list using the mouse key and the keys <Ctrl> or <Shift>, just like you are used to from the Windows-Explorer.

3.5.2 Extended stocktaking difference listing

The extended stocktaking difference list includes next to the quantity of stocks counted, the nominal stock and the difference also the VAT and the purchase and sales prices for each article. You may customize this difference list. It is also possible to export it.

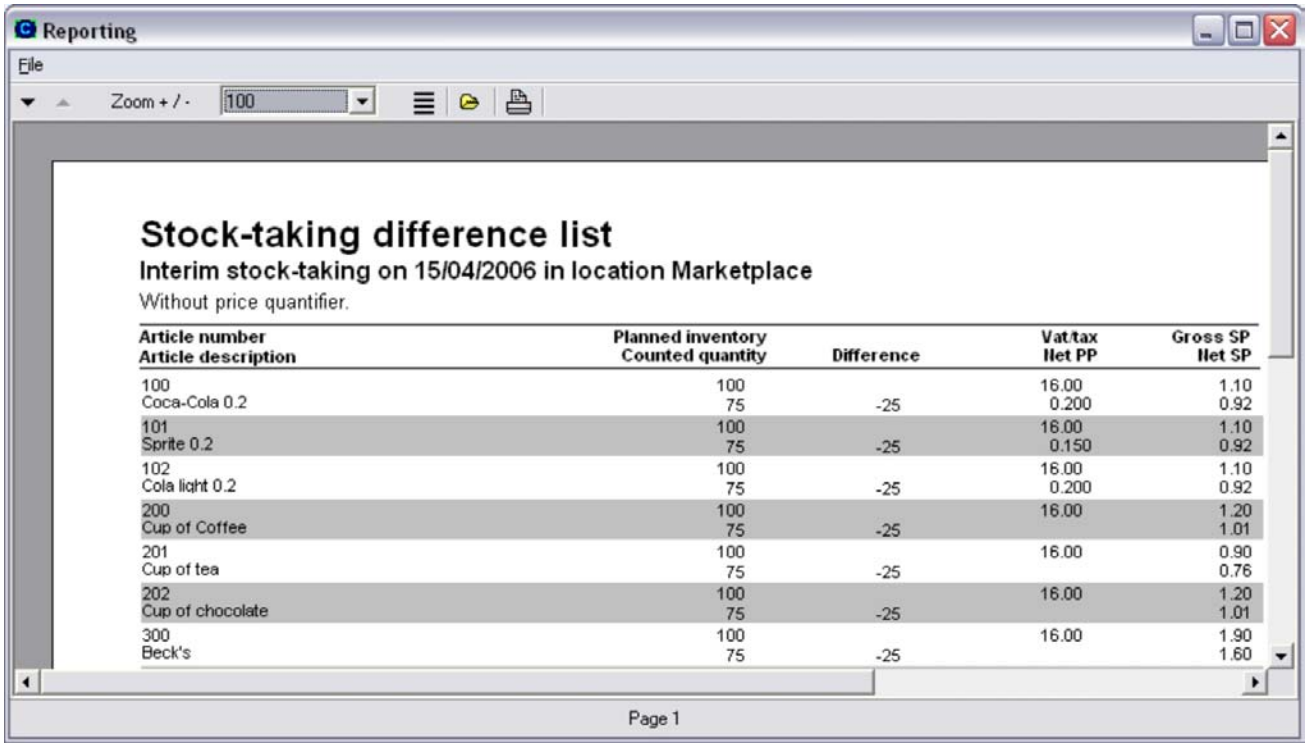
The configuration window shown above is made up of four parts: calculation mode, report layout, sorting and export details.

The calculation mode determines the weighting of purchase and sales prices. No calculation means that only the prices are shown. Otherwise the sales prices are multiplied by the nominal stock, the counted quantity or the difference.

You may further select that the included VAT should be displayed for each sales price. If the sales prices are gross prices, you should also select this. You may also set that null values are hidden.

The sorting options correspond to the ones of the simple stocktaking difference list. You may sort the articles by article number, difference and additionally also by department.

If you want to export the report into the CSV format, you need to enter a file name and define how the values should be delimited. Possible delimiters are semicolons, commas or tabs. Also, you should use apostrophe as enclosure sign for article descriptions. Additionally, you have the option to set up column titles.



Article number Article description	Planned inventory Counted quantity	Difference	Vat/tax Net PP	Gross SP Net SP
100 Coca-Cola 0.2	100 75	-25	16.00 0.200	1.10 0.92
101 Sprite 0.2	100 75	-25	16.00 0.150	1.10 0.92
102 Cola light 0.2	100 75	-25	16.00 0.200	1.10 0.92
200 Cup of Coffee	100 75	-25	16.00	1.20 1.01
201 Cup of tea	100 75	-25	16.00	0.90 0.76
202 Cup of chocolate	100 75	-25	16.00	1.20 1.01
300 Beck's	100 75	-25	16.00	1.90 1.60

3.5.3 Stocktaking data

The printing of stocktaking data is available for all inventories. It is a tabular list of all entered stocktaking values and is not identical with the quantity counting list. The stocktaking data report provides an overview of all quantities counted for the selected stocktaking. In the Info-Center you can find the stocktaking postings additionally in a journal.

NOTE

The administration of stocktaking data has changed starting from version 8.12. Therefore, all stocktaking reports that have been created with an earlier software version are not compatible and their value will be set to zero in this report.

3.6 Stocktaking regulations

In the following, the important inventory rules are summarized:

- If no initial stocktaking exists, any started supplementary or annual stocktaking collection will be changed into an initial stocktaking. It will also be referred to as an initial stocktaking in the journal.
  This rule also applies on the article level, i.e. for a sales location with an existing stocktaking all new articles that were not on stock in the location before will be automatically registered as initial stocktaking. Thus, on a certain stocktaking due date two stocktaking types can coexist.
  Example:
  Initial stocktaking on Jan 01
  Product range has been extended in the mean time
  Supplementary stocktaking on Mar 31
  For all articles counted on Jan 01 a supplementary inventory is taken, while all new articles are registered through an initial stocktaking. For each location and article only one initial stocktaking can be taken.

- All postings that occurred prior to the initial stocktaking date are not considered when the article stock is evaluated.

- After completing an inventory collection, you may correct errors by submitting a corrective posting. The posting date of the correction must be after the last stocktaking date.

- As long as the stocktaking has not been completed, you may record any changes made to stocks arbitrarily – however, it may not be dated prior to the due date of the last completed stocktaking collection.

- The quantities of articles counted can be edited at any time for an open stocktaking.

- Before a stocktaking collection is concluded, it will be checked that no open transactions exist. If this is the case, the stocktaking cannot be posted. This applies to single postings as well as to possibly existing supplier bills (if you use this module) and unknown reported articles (dynamic EAN).

- If a sales location has an open stocktaking collection, you cannot start another stocktaking for the same location.

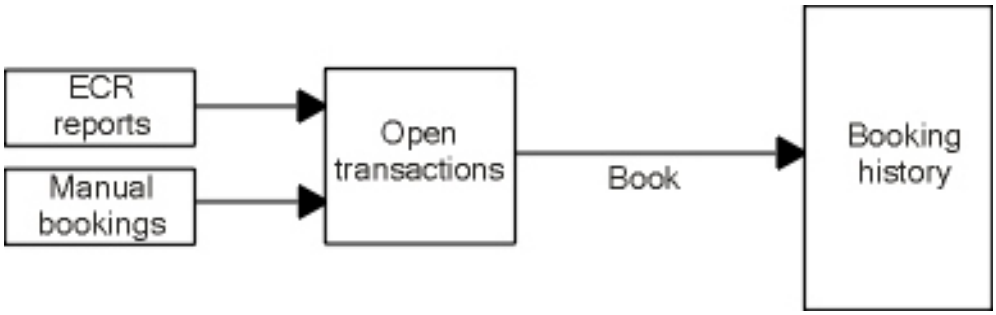
- When the program option *Cache unknown reported articles* has been activated (see chapter Settings and Data transfer), an stocktaking can only be posted, if no unknown reported articles with postings exist in the sales location.

- A stocktaking cannot be posted if the sales location has unpaid supplier bills.

- A stocktaking cannot be posted prior to the respective due date. Since a suggested due date for an stocktaking is a date in the future when you start the stocktaking, it would not be possible to do any postings until the due date has passed, unless you change the due date.

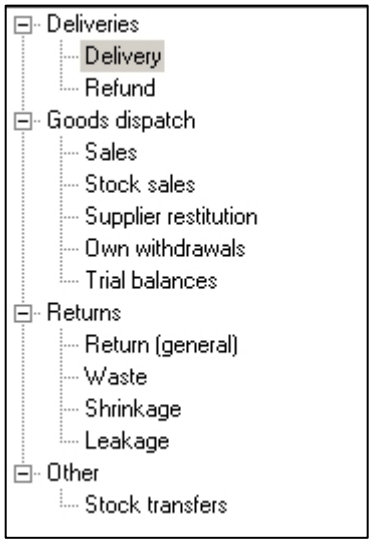
4 Inventory recording

Under the menu item *Flow of goods* | *Booking,* outgoing goods and incoming goods can be recorded, corrected and booked. You have the possibility to record the most varied booking operations manually, as well as the revenue turnovers from the ECR's. Thus the Stock-Controller can supply you with targeted evaluations according to the type of the incoming goods and the outgoing goods.



All procedures, also the automatically read ECR sales data, are booked open at first, i.e. they are initially collated. Open bookings can be changed or cancelled. However, open bookings are not considered in the booking history and thus not in the stock valuations. The background is that you should receive, first of all, the possibility to check the different bookings. You receive an overview of the open bookings both in the Info-Center, as well as in the article quick information.
Open postings can be posted manually or automatically.

4.1 Booking types



The Stock-Controller recognizes four different booking categories: Product deliveries, Goods dispatch, Returns and Other bookings.
Deliveries are either supplier deliveries or, however, returns from customers. In the program settings it can be stipulated that direct delivery is allowed at locations or deliveries are first implemented only at the main stock location.

Under Goods dispatch are summarized Sales, Stock sales, Supplier restitution, Own withdrawals and Trial balances. You can find the ECR sales data under Sales. You can of course also record sales manually. Sales cannot be booked on the main stock location. For that there is the separate ex-stock sale booking type.

Under the general term returns are combined all outgoing goods which reduce the inventory, without its resulting in a revenue turnover. The goods must be booked out, since they cannot be sold any longer. Here also a subdivision according to different criteria is appropriate, in order to have reference points for a corresponding cause research for the product employment relationship for the achieved net profit. The returns include general Returns, Waste, Shrinkage and Leakage. General returns are planned for the ECR-sided return reports.
In case of product movements within the company, so-called *Stock transfers* are involved, which are located in the *Other* category. In this case, it is recorded which articles in which quantity have been delivered from one location to another location. If the direct delivery to sales locations is deactivated, the goods delivery is initially booked on main stock location and distributed then to the sales locations by means of relocation.

In spite of the clear structuring and simple handling of the Stock-Controller, it can occur in practice that quantities were incorrectly recorded and booked. The correction booking adapts the booked inventories. It is booked immediately.

Starting from version 8.12, you may choose which of the available booking types you would like to use. In earlier versions all posting types were always used. This setting can be done using either the configuration assistant, when it is run during the first program start, or using the program settings, following the option *Bookings* | *Booking types*.
The posting types *incoming goods*, *sales* and *Return* (*general)* are cannot be excluded. They are always used to ensure complete registration of the flow of goods.

Please also see chapter 6.3. It contains information on automatic report reading.

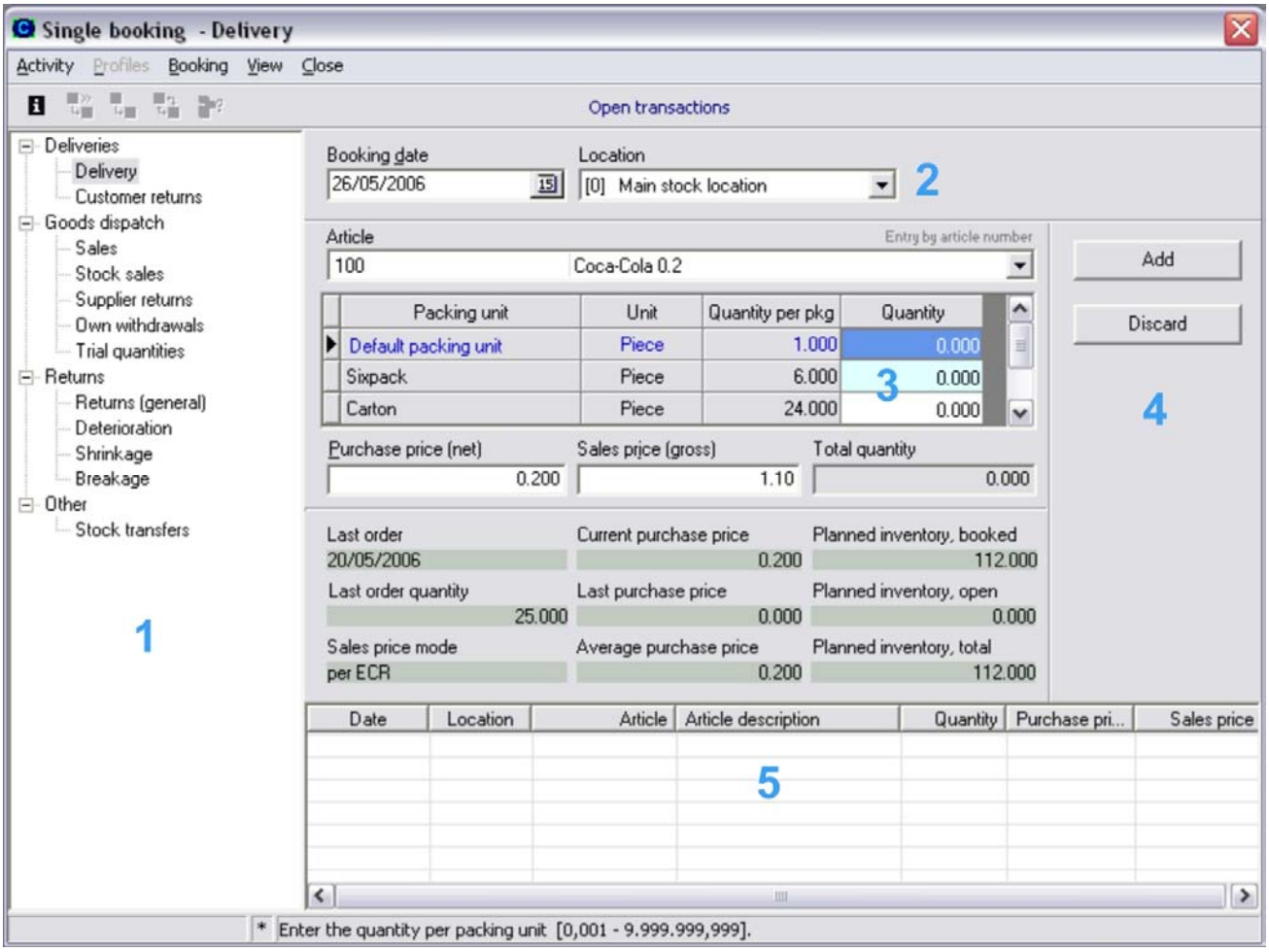
4.2 Collecting individual postings

All earlier mentioned booking types can be selected either in the individual collection or in the quick collection. Also, it is possible to edit open bookings in the booking dialogue.

4.2.1 The detailed individual collection

The individual collection input mask looks complicated at first. This is because of the great amount of information shown. However, at the same time the individual collection allows you to

- change the posting type directly
- enter the quantities according to packing units
- edit open postings retroactively
- post all open postings or the currently selected posting type or to open the posting screen
- insert a corrective posting for already posted stocks
- view the postings for a configured time span without opening the Info-Center
- limit the item selection by choosing an item profile.



Nevertheless, the input mask is designed in a way that you can create postings quickly.
Most functions can be called using the menu. Additionally, you find some important functions in the upper button bar.

	Invokes the article quick info
	Quick posting of open transactions
	Invokes the detailed posting screen
	Shows posting overview
	Invokes article search

In the following, the posting procedure is explained. The numbering corresponds to the previous Figure:
First, select a posting type (1). Then, enter the posting date and select a location (2). It is not necessary to repeat the first two steps for every posting.
As seen in the Figure, you can enter as many deliveries for the main stock location on May 26, 06 as you like.
Step 2 varies depending on the selected posting type: For relocations you need to additionally select a target location. For all bookings other than incoming goods you may also enter a cash register number and a price level (if you work with prices for each cash register). These input fields are only displayed if applicable.
In a third step you enter the article number: You may enter either the article number or an EAN/UPC code. The booking mode is shown above the article input field. To switch between modes simply press the <F9> key. When you have entered a number, a selection list appears indicating the desired number. Thus making sure that no wrong article number is entered. If the article number is unknown, you may also enter a name. Also, a search window will appear to prompt you for further entries.

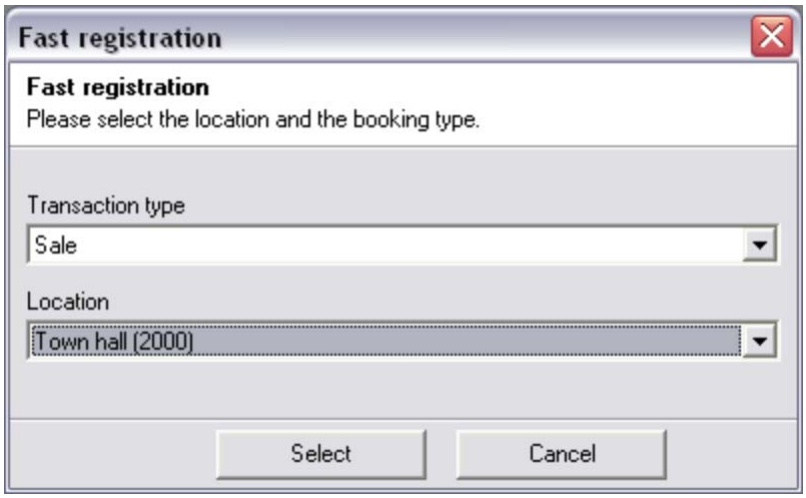
After you have chosen an article number and pressed the <Enter> key, the center table (3) will become available for entering the packing units. Also, the article information in the center will be updated. After entering the quantity to be posted you may choose to enter a purchase and sales price, depending on how you configured the Stock-Controller in the program settings. Finally, you add the posting (4). If any inconsistencies exist, you will be prompted to correct the posting. When you have added the posting, you will end up again in the article field, so that you can continue with the next article. Otherwise, the posting date will be closed up.

The detailed list below (5) displays all posted transactions that you have entered sorted by posting type. You can configure how many posting days will be shown. At the same time you can select open postings from the detailed list and edit or cancel them: select the desired posting and choose an entry from the context menu.

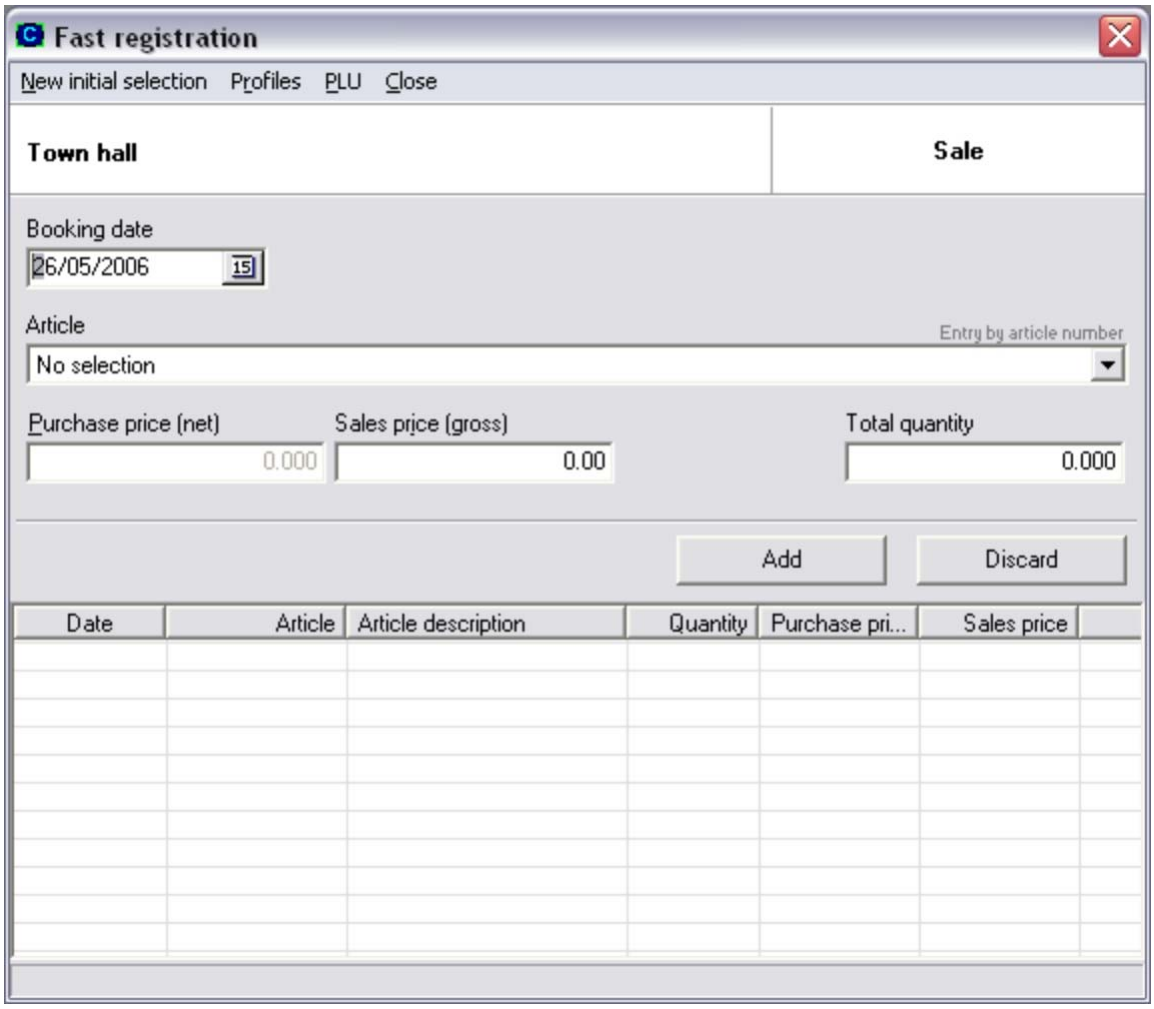
The input mask can display open as well as posted transactions. Furthermore, an overview of all open and posted transactions, independent of their posting type, exists.

4.2.2 The quick collection

The complexity of the normal individual collection has been shown to often lead to erroneous postings. Therefore, the quick collection was developed and is available starting from version 8.12.
Before you actually start posting articles, it is possible to select a posting type and a location:



After you have chosen both, the actual posting input mask is displayed:



The collection is performed similarly to the normal inventory collection. Be aware that entering packing units is not possible here. Also, the inventory data for the selected articles are not shown. The overview below only shows those postings that you have just entered.
In order to change the posting type or the sales location, choose the option *New posting selection* from the menu. The quick collection does not allow posting.

Both the quick collection and the detailed individual collection allow you to limit the article selection. By default all those articles are selected that are valid for the chosen posting type. However, it is possible in both input masks to limit the selection list based on article profiles. You have for instance the option to display articles of only a specific department or number range.

4.2.3 Posting open transactions

All bookings, including cash register reports, are posted as open at first to allow you to edit or cancel them later. Open postings need to be closed to update the inventory history accordingly. You may post transactions from the normal inventory collection. Additionally, you have the option to open a posting dialogue that you can use to directly post, cancel or edit open transactions. The Stock-Controller can also post open transactions automatically each time the program starts. Starting from version 8.14, you can also schedule postings by setting up the calling times table in KAKOM (*General settings* | *Calling times*).

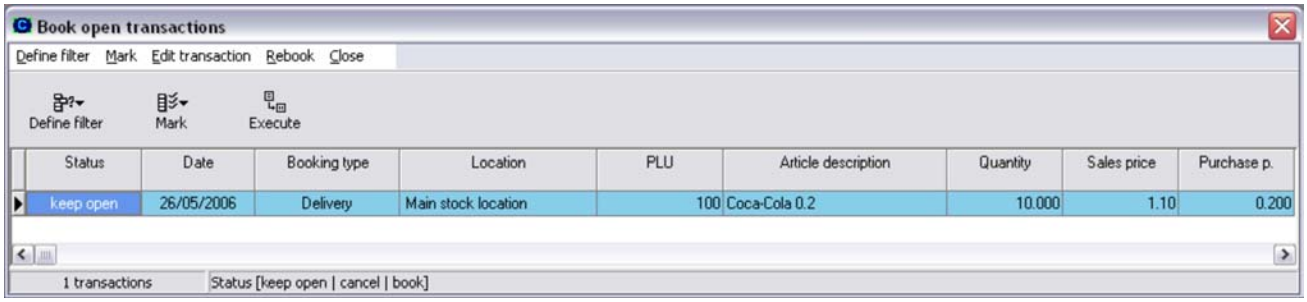
ATTENTION	After you have posted open transactions, you cannot edit them anymore. If you did make a mistake in a posting, you can change the stock for each article and location with a corrective posting. The corrective posting option is only available for the normal individual article collection. Alternatively, there is of course the possibility to correct stock quantities by performing a stocktaking. However, this is not recommended as it is not the purpose of a stocktaking to correct erroneous postings.

Posting in the individual collection

In the individual collection you find the menu options *Quick posting* and *Detailed posting.* The latter one opens a more detailed posting dialogue. Both functions can also be accessed through the upper button bar.
The quick posting allows posting of all transactions or only those of a certain posting type. If no open posting is found for the selected posting type (in the following Figure it is the incoming goods), this option is deactivated. Before the posting is finalized, you will be prompted once more to confirm the transaction.

Detailed posting

The detailed posting dialogue allows you to selectively post, cancel or edit transactions.



When you open the posting dialogue, all open posting are shown in chronological order. The *Status* column is highlighted and the first one in the table as it has a special function: it determines what happens to an open posting: The status *Keep open* causes no change to happen, the posting will remain open. The meaning of *Cancel* and *Post* are obvious. By default, all postings remain open.

As soon as a posting exists, that can either be canceled or be posted, the *Execute* function becomes available. When you click the *Execute* button and confirm the following prompt, the postings will be either posted or canceled depending on their status. Only the active postings that are visible in the table will be considered. Not visible postings that have been filtered out will not get changed.
To edit the posting status, you may browse through the table adjust each posting individually. Instead, you may also use the *Mark* function to change the status of all visible and active transactions together. To do this, choose the desired status from the selection menu. If you have select *Cancel all* than you have to confirm your action.

ATTENTION	It is highly recommended that you use the selection function in the posting dialogue only with great caution. If you ever select *Cancel all*, confirm the action and then select the *Execute* function, ALL active postings will be deleted! Manual postings cannot be recovered!

<u>Filtering postings</u>
By default, all open postings will be displayed. Nevertheless, you may choose to limit the postings shown by enforcing various criteria. The posting dialogue allows you to limit the date range displayed or to choose only certain locations or posting types. Select from the menu *Filter* the desired entry and use it accordingly.
A customer defined filter is used when corresponding data is found. Otherwise, the former selection stays current. You can view all open postings again once the entry *Reset filter* from the filter menu has been selected.

Filters are useful, for instance, whenever you
- have checked your incoming goods and now want to post them.
- want to make postings that involve certain sales locations only.
- want to post only the open transactions from the last week.

Displaying posting info

The posting info displays the data of the selected posting in a separate window. This is important because for relocations target and source locations are not shown in the table.

Editing open postings retroactively

It is possible to edit selected postings retroactively without needing to start the inventory collection. To do so, choose the option *Edit posting* from the menu.

Reposting by location

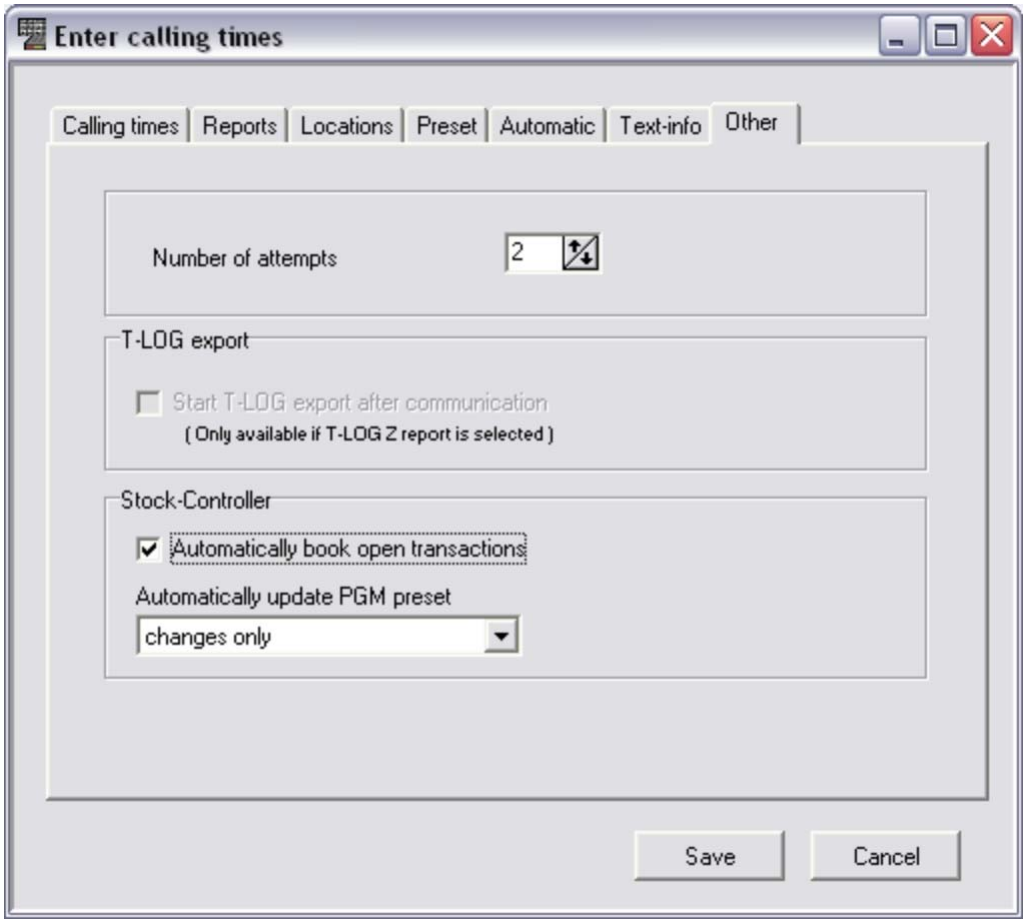
If you mistakenly posted to a wrong location, you may post all visible transactions to a different location using the *Repost* function. Attention: All matching postings will be reposted. Filter the postings first to ensure only the right postings are affected. Be aware that relocations are not considered in the version on hand.

Automatic posting during program start

You can determine in the program settings that open transactions, that occurred prior to a set date, are posted automatically during program start. You find the corresponding settings under *Master data* | *Options* and there under *Transactions* | *Automatic*. Please see also the chapter *program settings*. Activate automatic postings first and then enter the number of days that must pass before an open transaction is posted.

Time-controlled automatic posting

The posting of open transactions can take time depending on the quantity. To avoid blocking the computer during business time, it makes sense to perform automatic postings when you are not around. This is controlled by setting up calling times.
You can find the calling times table in KAKOM under *General settings* | *Calling times*.

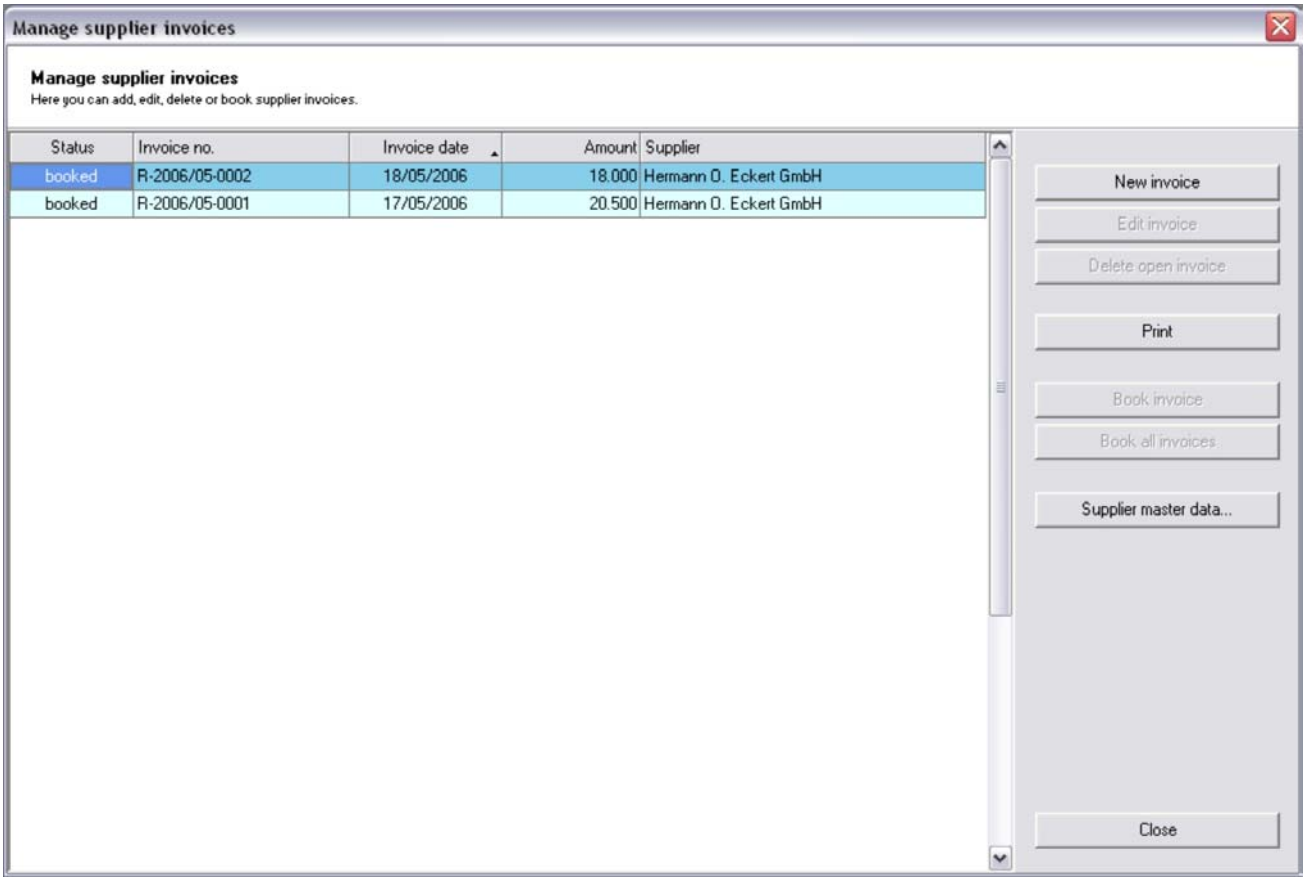


The general setup of a calling time is not explained in detail here. The first important setting is the retrieval date: It is recommended to use the setting *daily* for the posting. In this case you can determine for each day of the week if the calling time should be executed. The second step consists of setting up a time. Finally, you need to activate the calling time.
To post open transactions within a calling time, it is sufficient to activate the setting “Automatically book open transactions” from the tab *Other.* Then, all open transactions will be posted, independent of the location selection of the retrieval time.

4.3 Supplier billing

The administration of supplier bills is a key component of the module *Supplier management*. The module is not part of the standard version of the Stock-Controller and an extra license is necessary.

You can find the supplier bills in the main menu under *Flow of Goods* as well as on the desktop in the Start-Center and the category *Flow of Goods*.
By default, you may also use the keyboard shortcut <Ctrl><Alt><L>.
Before you can enter a bill, at least one supplier needs to be registered in the supplier base. Neither the quick nor the individual collection can be used to enter bills. Instead, you need to open the billing administration:

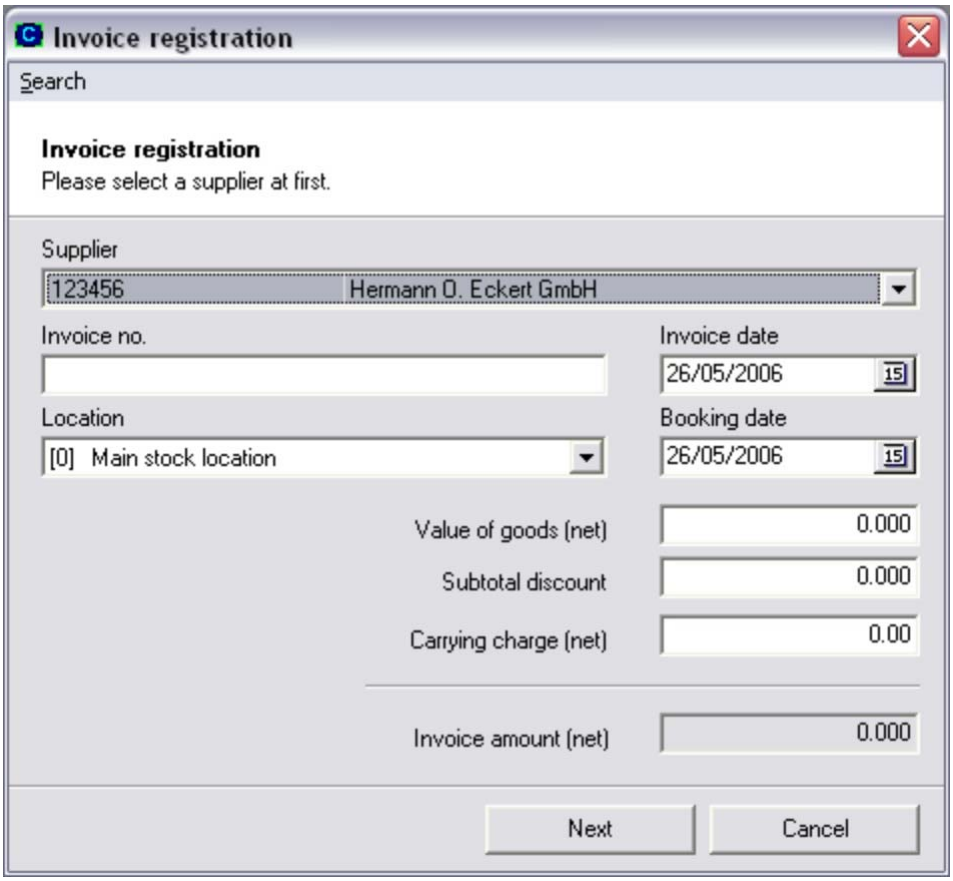


The supplier management lists, as available, the entered bills in the tabular overview on the left. If no bill exists, the overview is not visible. The button bar on the right contains the actual functions. Some functions, like editing or canceling bills, are only available when the selected posting in the overview is open. You also find some functions in the context menu of the overview on the left.

4.3.1 Entering new invoices

A bill is generally composed of the elements bill header and transaction list. The entry is done analogously in two steps:

Entering the invoice header



In a first step, you select the supplier whose invoice you want to enter. If only one supplier was setup in the supplier base, that one is automatically selected. Otherwise please choose a supplier from the list. When entering numbers, the supplier with the matching supplier number is located. If you enter a letter, a search window is opened automatically. You can also pull it up directly by pressing the <F5> key.

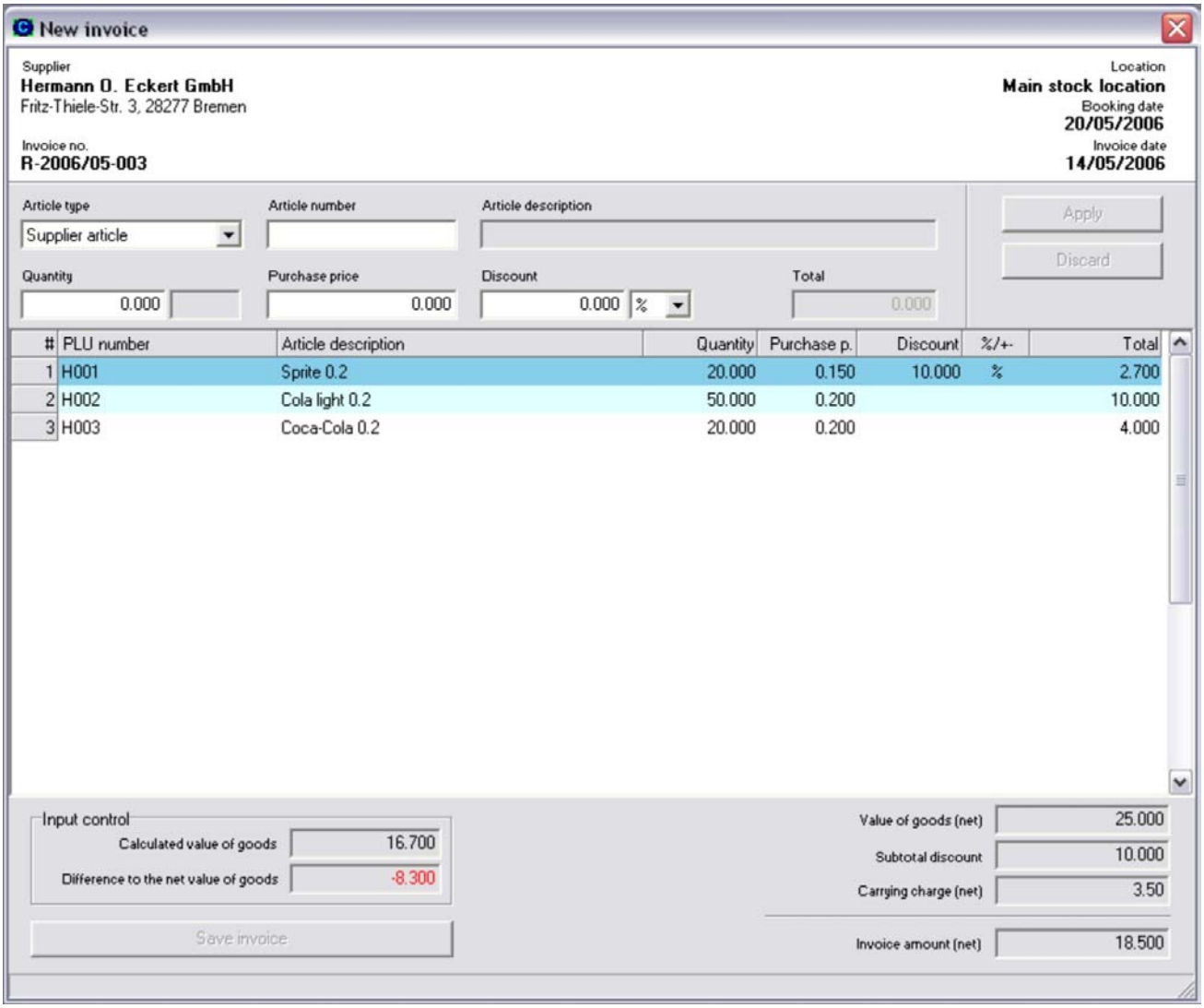
In a second step, you enter the invoice number. It will be checked whether this invoice has already been processed. Note that the format of invoice numbers varies between different suppliers. Thus, the software cannot check if the invoice number has the correct format. However, you may set up in the supplier base that the invoice number of a supplier consists exclusively of capital letters. This eases the entry.

Then, select to which location the incoming goods shall be posted to. The invoice and the posting date do not necessarily need to be identical. The date of the invoice often lies before the posting date. The posting date may not lie prior to the due date of a completed stocktaking collection. Whenever you post a stocktaking, the software will check if any open bills exist for the selected location.

Finally, the entry of the bill header is completed by adding the value of the goods, any discounts on the subtotal and freight costs. It is possible to enter any value for the goods. However, these values are only for your reference and future information. There is no translation of freight cost to purchase price.

After you have specified and corrected all data, click on *Next* to start entering the transaction list. If any errors exist, you will be informed and cannot continue until the errors have been fixed.

Entering the transaction list



The input screen for the transaction list consists of four parts. In the upper and lower areas the bill header data is displayed. The lower area also contains the input check. The actual input is done in the second area; the third one contains the transaction list.

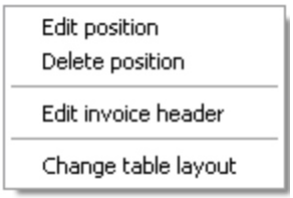
Articles from supplier bills can be collected in three ways. Generally, the article number of the supplier is entered. Instead, you may also use your own master article number or the EAN/UPC code. To modify the way the articles are collected, make a change in the *article type* field. It is possible to select different article types within the same invoice. If you enter several postings, you do not need to choose an article type each time. The last used article type is always selected.

Enter the actual article number in the second field. If the article number is unknown, you will be asked whether you want to create a new article (see next page).

Depending on the chosen article type different input screens are opened once you have confirmed the prompt. In the previous Figure the input screen for new supplier articles is shown: Article No. H1234 has not been found and the prompt has been confirmed. You can now enter or select a corresponding master article (F8) or create a new master article (F2).

After entering the article number, both article description and quantity unit are loaded automatically. In the following steps, enter the quantity you have been billed for, the purchase price and the received discount if applicable. The discount can be a relative value (percent) or an absolute value (indicated by a +/- symbol). The posting will be added to the posting list by confirming with the *Apply* button. You may also discard the entries made with the *Cancel* button.

After you confirmed a posting, the calculated value of the goods is updated considering both the individual article price as well as the granted discount. The entry control in the lower screen area displays the calculated value of goods as well as the difference to the value of the goods entered. By default, you may only save and complete a bill, when this difference is zero (as long as the invoice sum is unequal to zero). This ensures correct billing.



If you notice that you made a mistake with a posting, click on the corresponding item in the posting list and choose *Edit position* from the context menu to correct the posting. You may also cancel it. We recommend entering the postings in the order of the articles on the bill.
You may also edit the data of the bill header later on. The option is listed in the context menu.

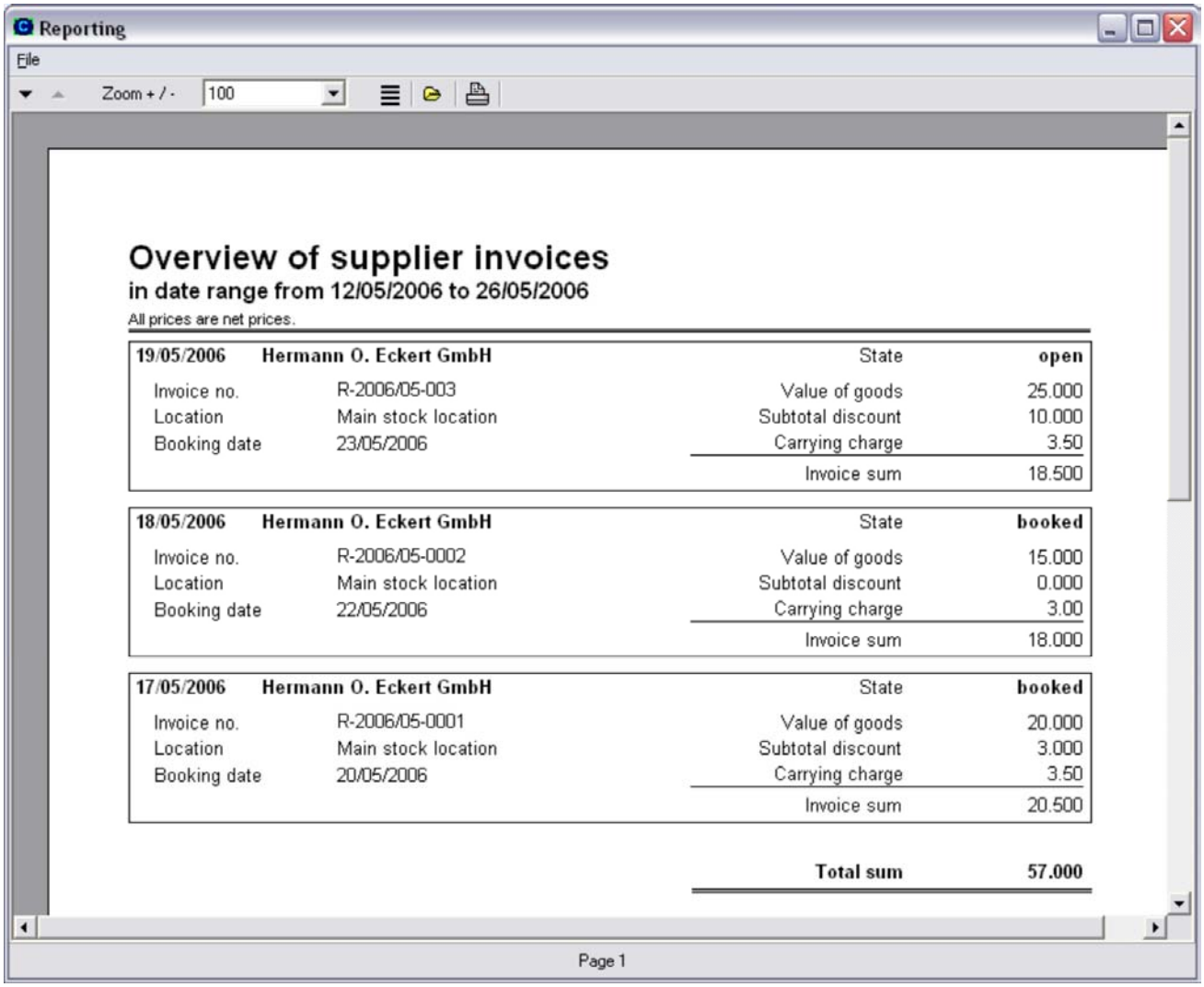
After you have saved a bill, it remains open at first. Only after you post the bill from the billing management, the stocks are updated. Note that you cannot make any more changes or corrections to a posted invoice.

4.3.2 Editing and canceling bills

As long as a bill has not been finally posted, you can edit or cancel it. Choose the desired bill from the invoice management and then select the function you like to run.
If you edit a bill later, the input screen of the posting list is opened. Use the context menu of the posting list to edit or delete articles or to make changes to the bill header.

4.3.3 Printing a invoice overview

You can print the invoice overview from the billing management. You will be prompted to set the printing parameters. These include the date range, the *group by supplier* option and the *only open bills* option. Also, you can select suppliers from a list.



5 Reports & Evaluations

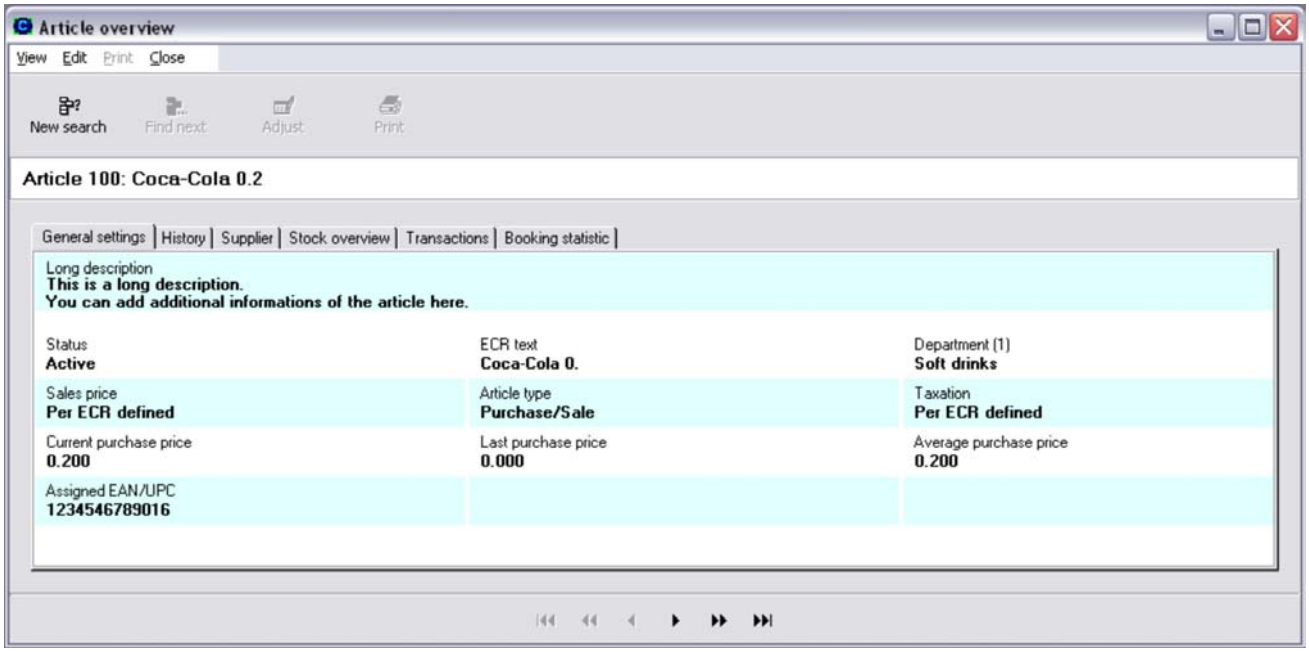
The Stock-Controller has several possibilities for evaluation and analysis. The two quick overviews *Article quick info* and *Open transactions* are, with a few exceptions, always displayed on the screen. The *Stock quick overview* can be printed. A comprehensive and flexible reporting system is provided for you by the *Info-Center*.

5.1 Quick overviews

5.1.1 Article quick info

The article quick info is available in most parts of the program. It reports important master article properties as well as quantities in stock and sales data for each article.
If you open the article quick info directly from the main menu or the corresponding shortcut, you may browse through the article stock. Otherwise, only the data related to the selected article is shown. By default, you can also open the article quick info through the keyboard shortcut <Ctrl><I>. In the program settings, adjustments to the article quick info can be made.
The article quick info provides for each article an overview of important master data, a history of all changes, a supplier assignment where applicable, an inventory overview for each location, an adjustable postings overview and posting statistics.

General setting tab
The most important article properties are summarized under the tab heading *General settings.* If a long description is available, it will be displayed in the upper part of the window. This is also the case for assigned EAN/UPC. If you licensed the add-on module *Bill of Material/Simple Recipe,* a list of all assigned articles will also be shown.

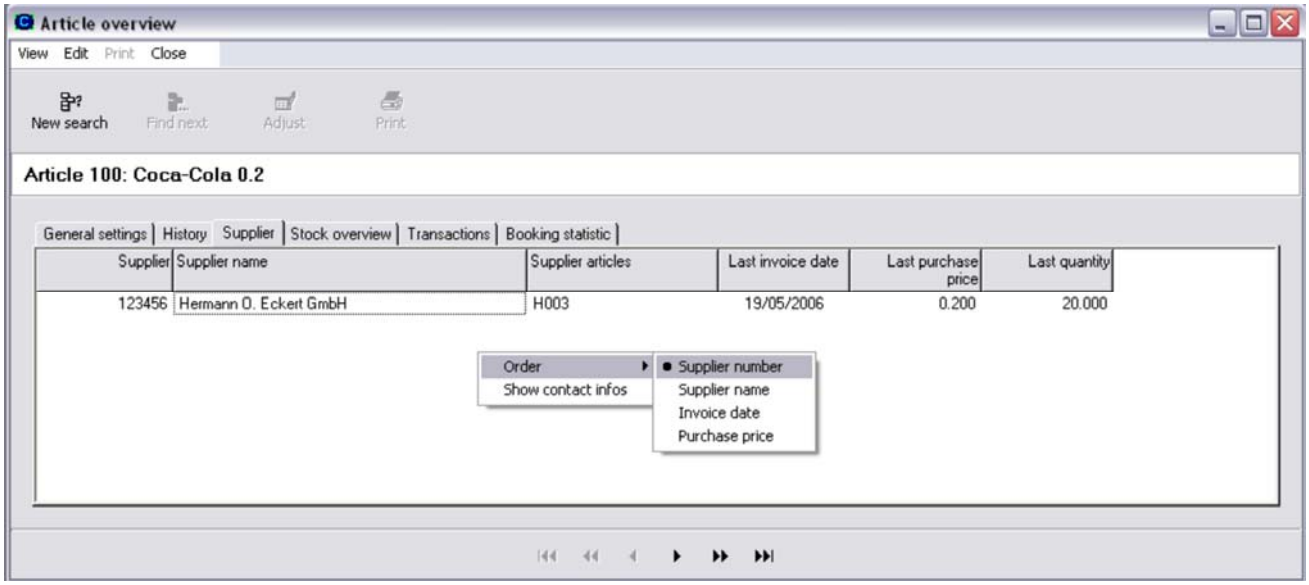


History tab

The *History* tab presents a tabular overview of all changes made to the general article master data. Not shown are changes made to extended article properties such as the EAN/UPC and cash register assignments. The history can also found in the article stock.

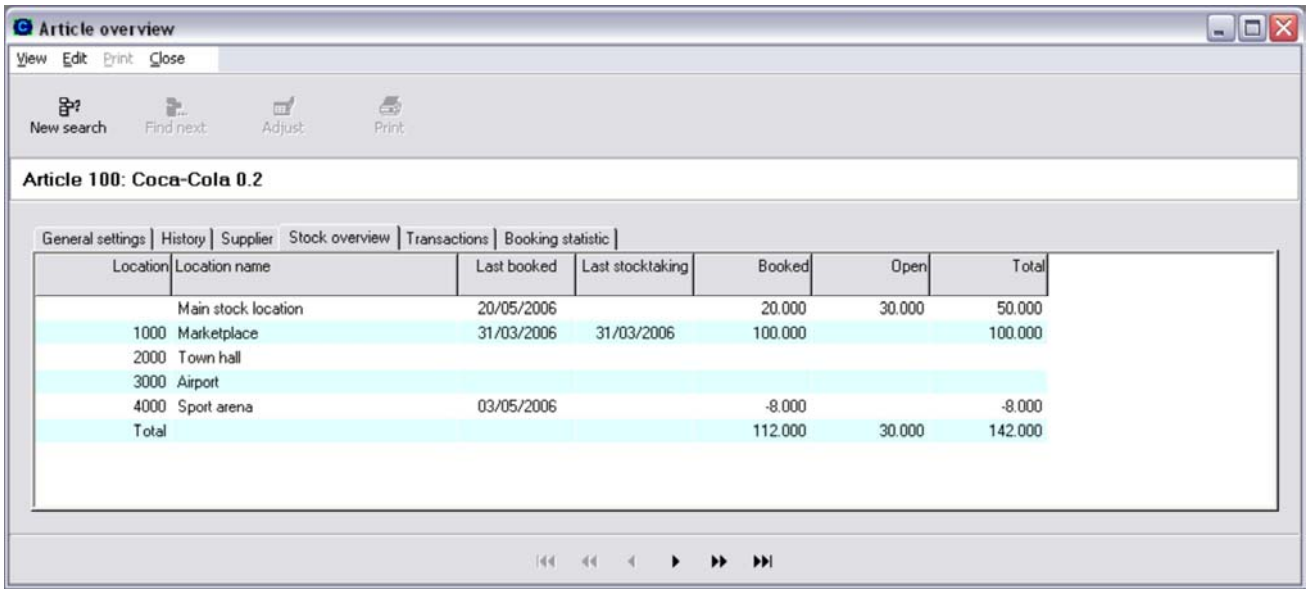
Suppliers tab

This tab is only available if you have licensed the add-on *Supplier management.*
All suppliers are shown that can possibly deliver the selected article. It also contains information on the article number of the supplier (if it has ever been entered through the supplier billing management), the date of the last invoice, the last purchase price and the last delivered quantity recorded.
You can sort this list differently using the context menu. You may also open the contact data of the supplier.



Inventory overview tab

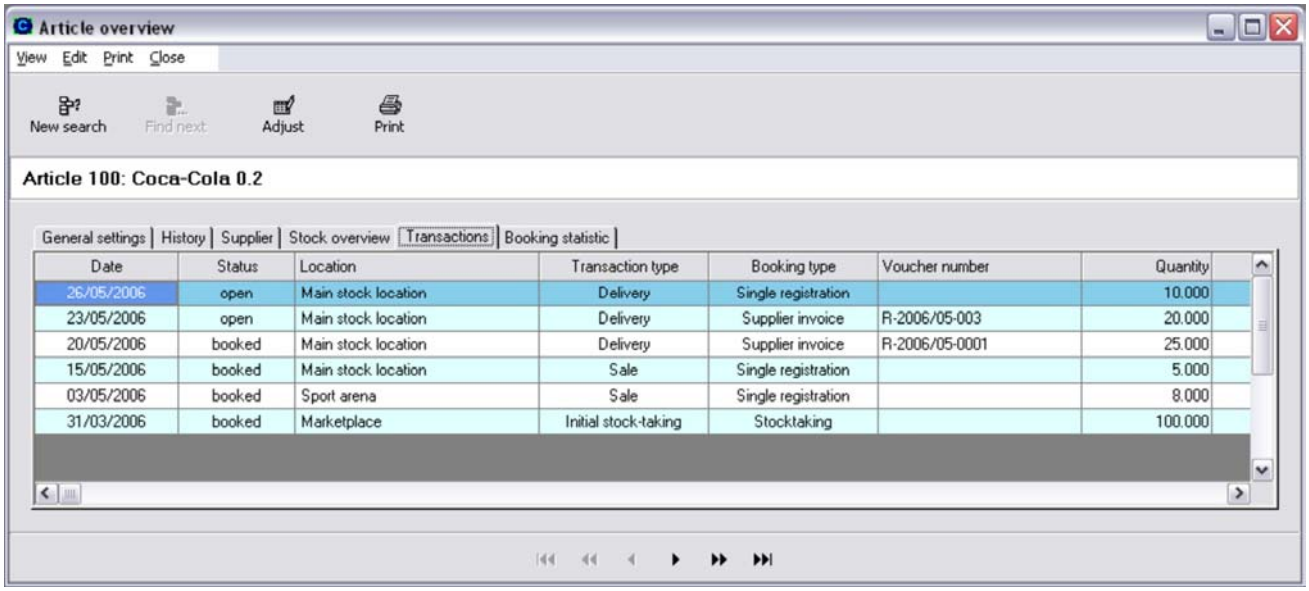
It displays for each location when an article has been posted for the last time and when the stock has been checked last by a stocktaking. You may also view posted and open stock as well as the total inventory for a location or your whole company.



Location	Location name	Last booked	Last stocktaking	Booked	Open	Total
	Main stock location	20/05/2006		20.000	30.000	50.000
1000	Marketplace	31/03/2006	31/03/2006	100.000		100.000
2000	Town hall					
3000	Airport					
4000	Sport arena	03/05/2006		-8.000		-8.000
Total				112.000	30.000	142.000

Postings tab

A detailed overview of all postings for an article is shown. You can adjust the date range and select any location. The postings overview can be printed and also be exported into the CSV format. You can suppress the display of postings from the program settings.

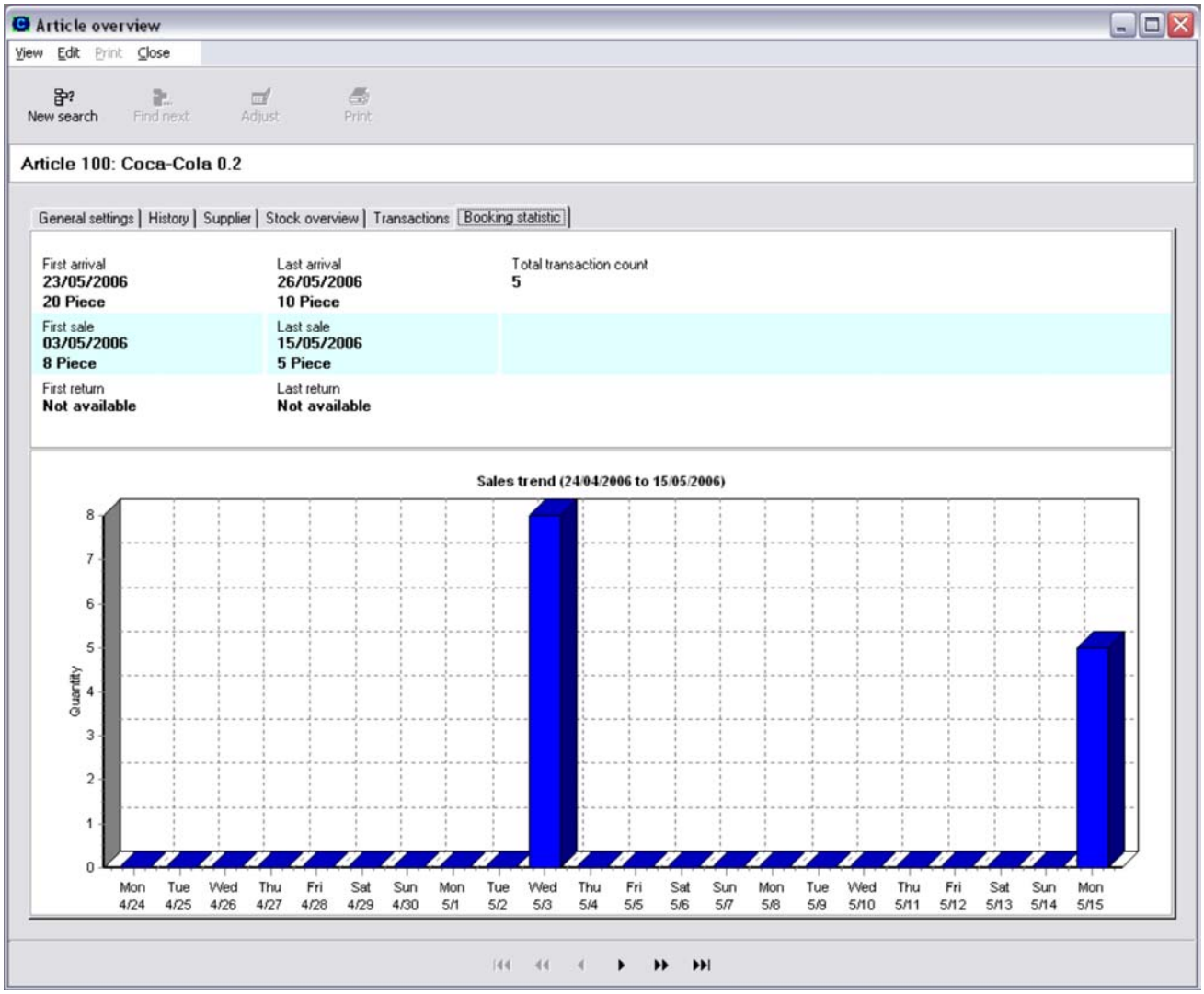


Date	Status	Location	Transaction type	Booking type	Voucher number	Quantity
26/05/2006	open	Main stock location	Delivery	Single registration		10.000
23/05/2006	open	Main stock location	Delivery	Supplier invoice	R-2006/05-003	20.000
20/05/2006	booked	Main stock location	Delivery	Supplier invoice	R-2006/05-0001	25.000
15/05/2006	booked	Main stock location	Sale	Single registration		5.000
03/05/2006	booked	Sport arena	Sale	Single registration		8.000
31/03/2006	booked	Marketplace	Initial stock-taking	Stocktaking		100.000

Posting statistics tab

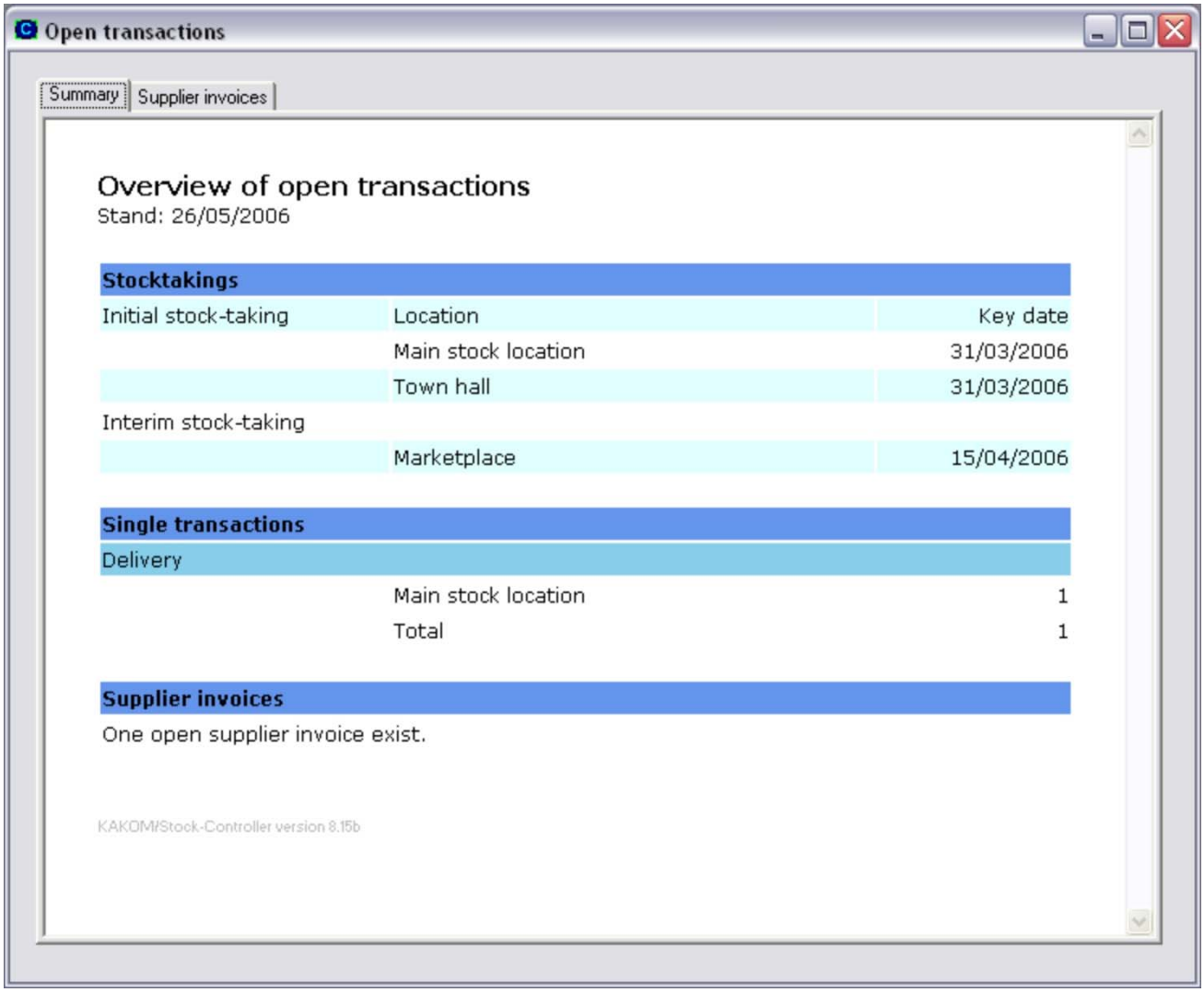
The posting statistics does not only list the total number of individual postings for each article but also the date and the quantity of the first and the last posting in the categories incoming goods, sales and return. These statistics cannot be adjusted.

The course of sales, shown in the lower part of the window, provides information on the quantity sold each day. You have the option to display the course of sales for a predefined date range or define the range individually. From the context menu you can select the functions “Last date of sale” and “Use today as ending date”. Both change the ending date accordingly. The total number of days displayed depends on the amount of days that was set in the program settings for the course of sales. By default 21 days are shown. The display of the posting statistics can be suppressed from the program settings.



5.1.2 Open transactions

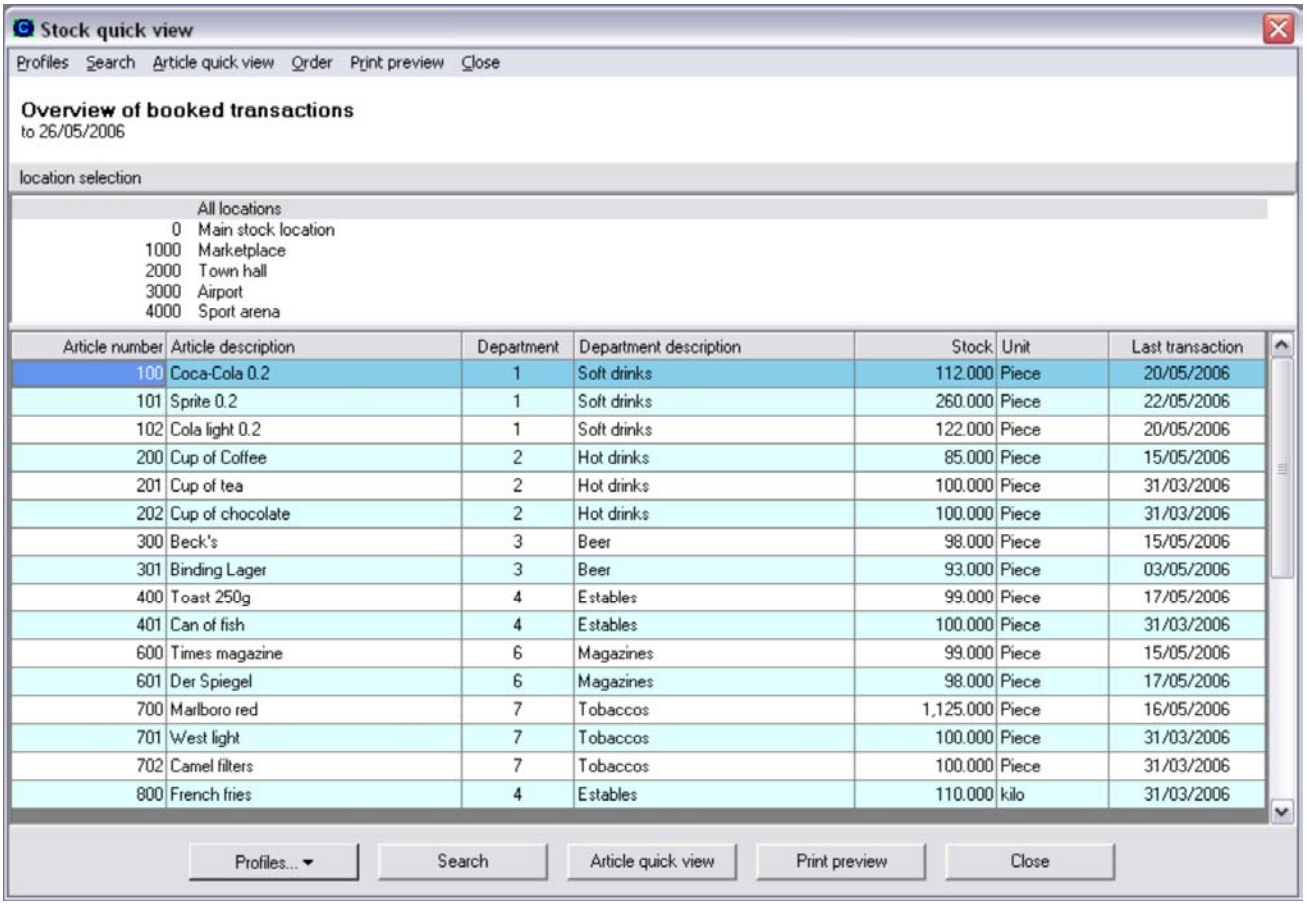
The overview on open transactions displays all collected stocktakings or transactions that have not been posted. Open inventories carry a due date, the total number of open transactions for each posting type and location. If the *Suppliers management* has been activated, you will find an extra tab *Supplier invoices* that shows all unpaid invoices. The master data overview shows only the quantity of these invoices.



5.1.3 Stock quick overview

The stock quick overview includes only already posted transactions and shows next to the posted stock quantities the time of the last posting. By default the stocks of the entire company are shown. However, you may also select to view the stocks of certain locations only. Only those articles are listed that are in stock.

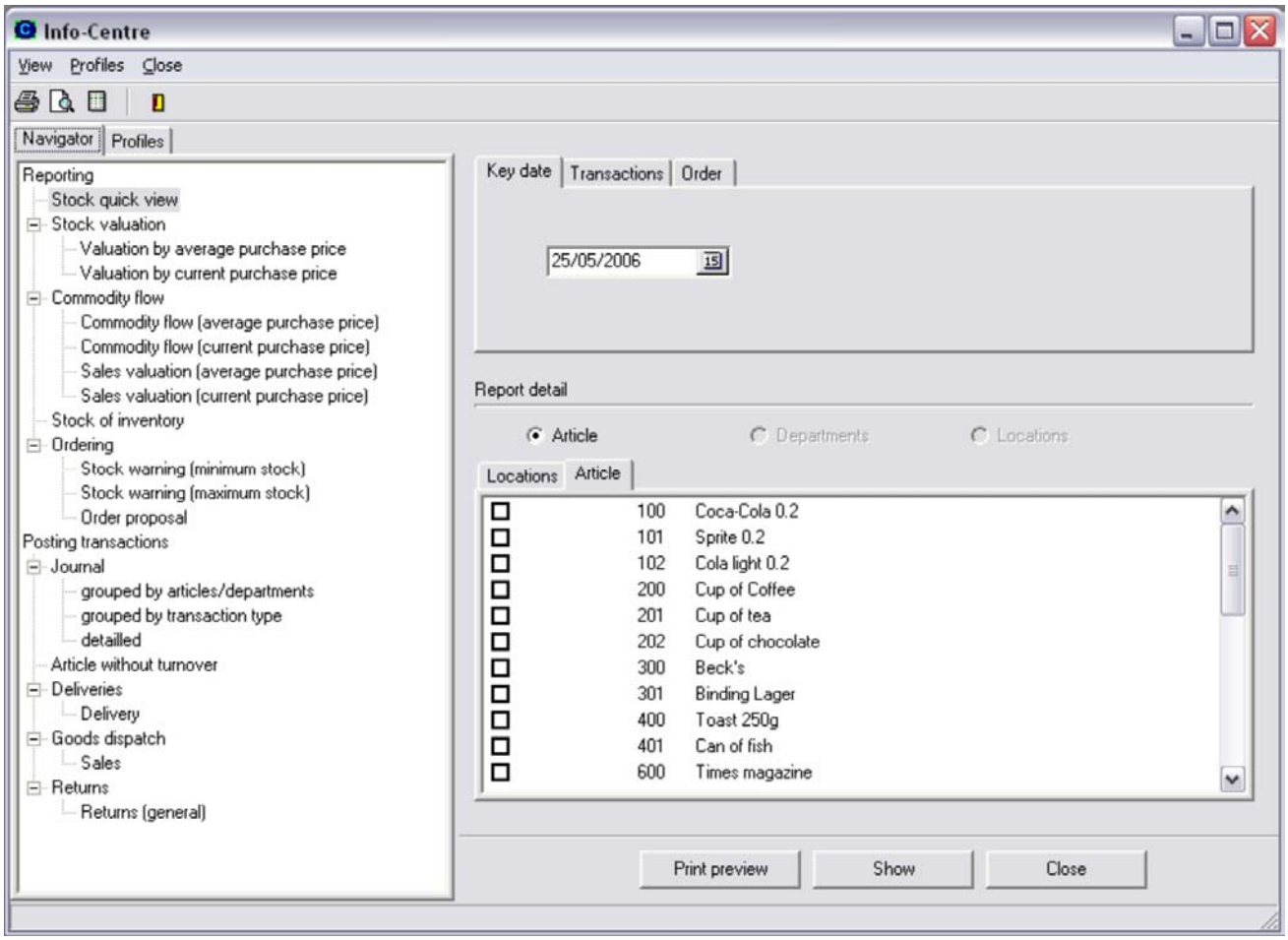
To view the inventory of a certain location, double-click on the upper list of locations. If no data exists for the selected location, the table will not be shown.
Using the context menu of the table or the buttons at the bottom you can open article quick info for the selected article or start the printing preview. A search function and the article profiles are also provided. The stock quick overview is also available as a report from the Info-Center.
Please note that the overview screen shows posted stocks for the actual date.



Article number	Article description	Department	Department description	Stock	Unit	Last transaction
100	Coca-Cola 0.2	1	Soft drinks	112.000	Piece	20/05/2006
101	Sprite 0.2	1	Soft drinks	260.000	Piece	22/05/2006
102	Cola light 0.2	1	Soft drinks	122.000	Piece	20/05/2006
200	Cup of Coffee	2	Hot drinks	85.000	Piece	15/05/2006
201	Cup of tea	2	Hot drinks	100.000	Piece	31/03/2006
202	Cup of chocolate	2	Hot drinks	100.000	Piece	31/03/2006
300	Beck's	3	Beer	98.000	Piece	15/05/2006
301	Binding Lager	3	Beer	93.000	Piece	03/05/2006
400	Toast 250g	4	Estables	99.000	Piece	17/05/2006
401	Can of fish	4	Estables	100.000	Piece	31/03/2006
600	Times magazine	6	Magazines	99.000	Piece	15/05/2006
601	Der Spiegel	6	Magazines	98.000	Piece	17/05/2006
700	Marlboro red	7	Tobaccos	1,125.000	Piece	16/05/2006
701	West light	7	Tobaccos	100.000	Piece	31/03/2006
702	Camel filters	7	Tobaccos	100.000	Piece	31/03/2006
800	French fries	4	Estables	110.000	kilo	31/03/2006

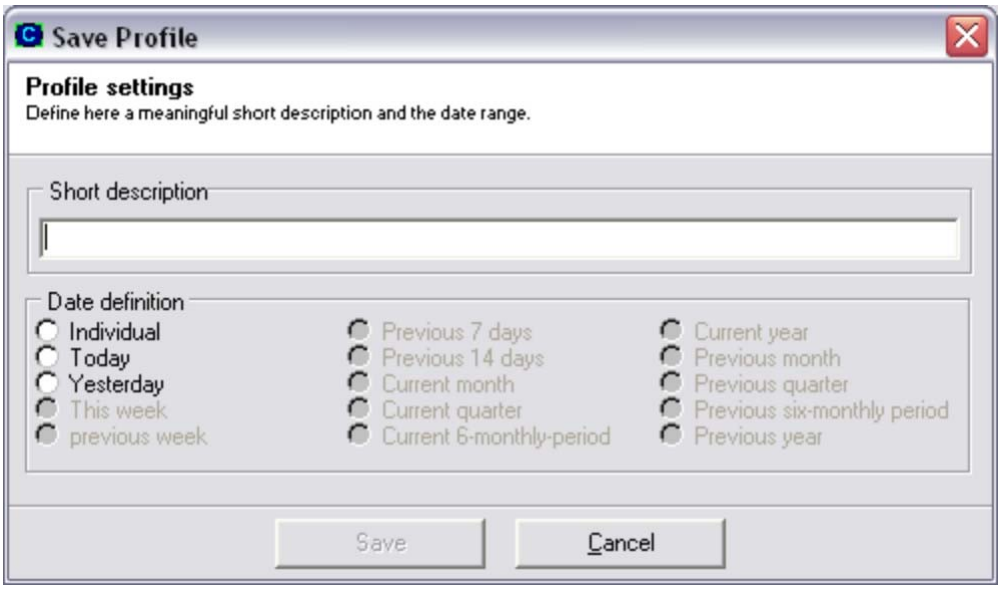
5.2 Info-Center

Under the menu option *Info-Center* you will find an array of tools for evaluation and analysis. The display of reports can be customized by changing its settings.
In the left part of the window is the report navigator. Here the report type is selected, while the report parameters are set on the right. Only those types of reports can be chosen from for which data exists, e.g. if you have not finally posted any transactions yet, the stock evaluation will not be available. The same is true for the different posting types. Without a loss posting no loss report can be selected.



As seen in the Figure above, all available reports will by default be displayed in a tree-type structure. With the context menu you may change the view, i.e. the reports can also displayed as lists. Also you may set in the program options that a report number shall be shown. Once this setting has been activated, the report number will also occur on report printouts.

It is possible to save reports as a profile. When you are saving a report, you will be prompted to enter a meaningful description and to select a predefined time range. These profiles will be shown on the left under the tab heading *Profiles*.



5.2.1 Available Reports

- Journal, detailed or grouped by transaction (posting type) or article/department.
  The journal lists all individual postings.
- Detailed reports for all posting types, incoming goods, customer returns, sales, direct sales from stock, personal withdrawals, validations, general losses, spoilage, disappearance, breakage, relocations, corrective postings.
  Individual postings will also be listed here. The detailed reports will only be shown in the report navigator when corresponding postings are found.
- Overview of unsold articles
  This report lists all articles that have not been posted in a chosen period.
- Stock quick overview
  Overview of all stocks for a sales location or the whole company including the last date of posting.
- BOM postings
  Listing of all bill of material - main articles - postings (for the optional module *Bill of Material/Simple Recipe*)
- Stock evaluation
  Evaluation according to average or actual purchase price including evaluation by sales price.
- Movements of goods
  Evaluation according to average or actual purchase price including comparison of incoming goods, sales and returns.
- Evaluation of sales
  Inventory overview with evaluation of sales by purchase and sales prices.
- Inventory
  Comparison of closing stock balances of each sales location and of the entire company including average stock balances.
- Inventory warning for minimum or maximum stock and ordering suggestions
  (for the optional module *Order adviser*)

5.2.2 Report parameters

Depending on the selected report type, different report parameters are available:

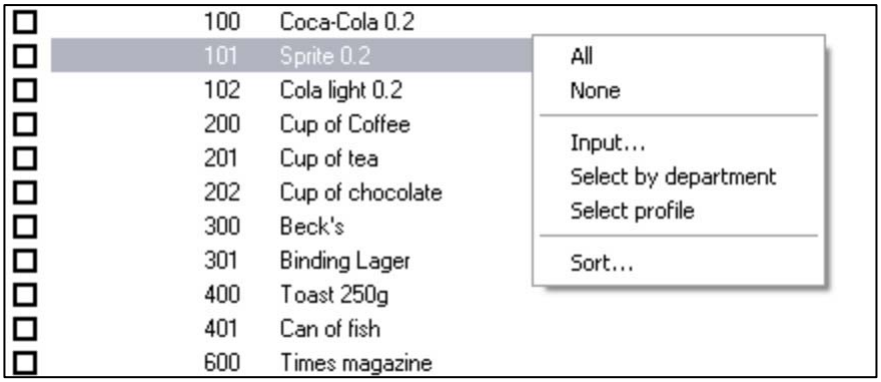
Due date or time period:
There are two different types of reports: The stock evaluations, good movements and order reports always occur at a due date, while all other reports encompass a certain time period where starting and ending date may be the same. It is also possible to select predefined time periods.

Posting transactions:
Except for the stock evaluation, the movement of goods and the order reports which all exclusively consider posted transactions, you may determine if only posted, only open or all transactions shall be included in a report.

Posting details:
Possible report components are articles, departments, locations and price levels. If available, you may combine different components (e.g. all items between 500 and 2000 in locations 1 to 3).

NOTE	If you don't select any components, everything will be displayed. However, it is a big difference whether you select everything or nothing. If you don't want to limit the reports to certain details, you should avoid selecting everything, as this can slow down the report preparation.

Using the context menu you can select all or no entries, enter certain numbers directly, select articles according to departments or load an article profile.



The location selection is reflected by the reports generated as described here:

Company report	All or no locations have been selected.
Location report	Several locations have been selected.
Single location report	One location has been selected.

Sorting:
Here you can set the sorting order and the sorting criteria. Possible criteria are article number, article description, quantity and amount.

5.2.3 The report display

All reports can be printed immediately, be opened in the print preview or in the tabular view. The lowest button “Display” in the Info-Center opens the report in the tabular view.

Report view

Printout Edit Export PLU Close

Company report

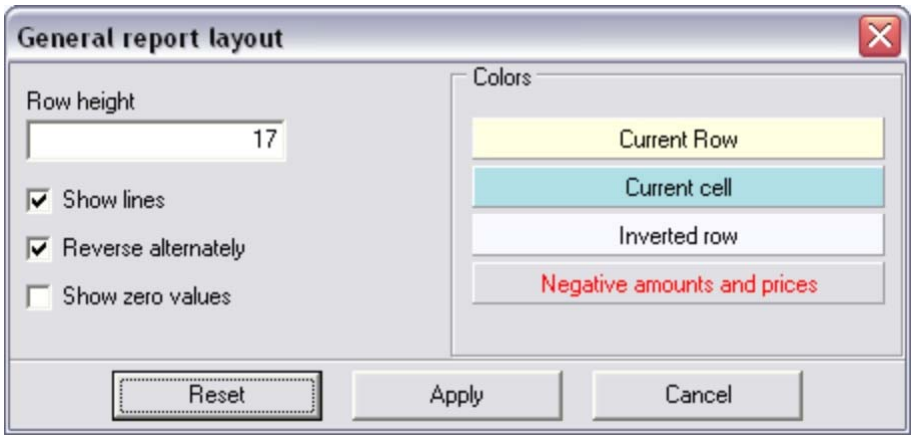
Stock valuation by average purchase price

to 25/05/2006

Location	Article number	Article description	Stock	Single-PP	Single-SP	Sum PP	Sum SP
Main stock location	100	Coca-Cola 0.2	20	0.20	1.10	4.00	22.00
Main stock location	101	Sprite 0.2	160	0.15	1.10	24.00	176.00
Main stock location	102	Cola light 0.2	22	0.20	1.10	4.40	24.20
Main stock location	200	Cup of Coffee	-15		1.20		-18.00
Main stock location	300	Beck's	-2		1.90		-3.80
Main stock location	600	Times magazine	-1		3.60		-3.60
Main stock location	700	Marlboro red	25		3.80		95.00
Marketplace	100	Coca-Cola 0.2	100	0.20	1.10	20.00	110.00
Marketplace	101	Sprite 0.2	100	0.15	1.10	15.00	110.00
Marketplace	102	Cola light 0.2	100	0.20	1.10	20.00	110.00
Marketplace	200	Cup of Coffee	100		1.20		120.00
Marketplace	201	Cup of tea	100		0.90		90.00
Marketplace	202	Cup of chocolate	100		1.20		120.00
Marketplace	300	Beck's	100		1.90		190.00
Marketplace	301	Binding Lager	100		1.90		190.00
Marketplace	400	Toast 250g	100		2.20		220.00
Marketplace	401	Can of fish	100		1.90		190.00
Marketplace	600	Times magazine	100		3.60		360.00
Marketplace	601	Der Spiegel	100		3.50		350.00
Marketplace	700	Marlboro red	1,100		3.80		4,180.00
Marketplace	701	West light	100		3.60		360.00
Marketplace	702	Camel filters	100		3.80		380.00
Marketplace	800	French fries	110				
Marketplace	802	French fries large	100		2.20		220.00
Town hall	400	Toast 250g	-1		2.20		-2.20
Town hall	601	Der Spiegel	-2		3.50		-7.00
Sport arena	100	Coca-Cola 0.2	-8	0.20	1.10	-1.60	-8.80
Sport arena	301	Binding Lager	-7		1.90		-13.30
			2,901			85.80	7,560.50

The tabular view offers next to the actual report display several other functions:

- Print or open print preview
- Sort the report by any table column ascending or descending.
- For amount and quantity fields you can define filters (amount or quantity is larger than, smaller than, or equal to a fixed value).
- The displayed report can be browsed or searched.
- The article quick info can be opened for all or the selected article.
- The report can be exported in CSV or HTML format. Thus, it is possible to open the report for instance in Microsoft Excel
- The layout can be adjusted according to your individual needs:

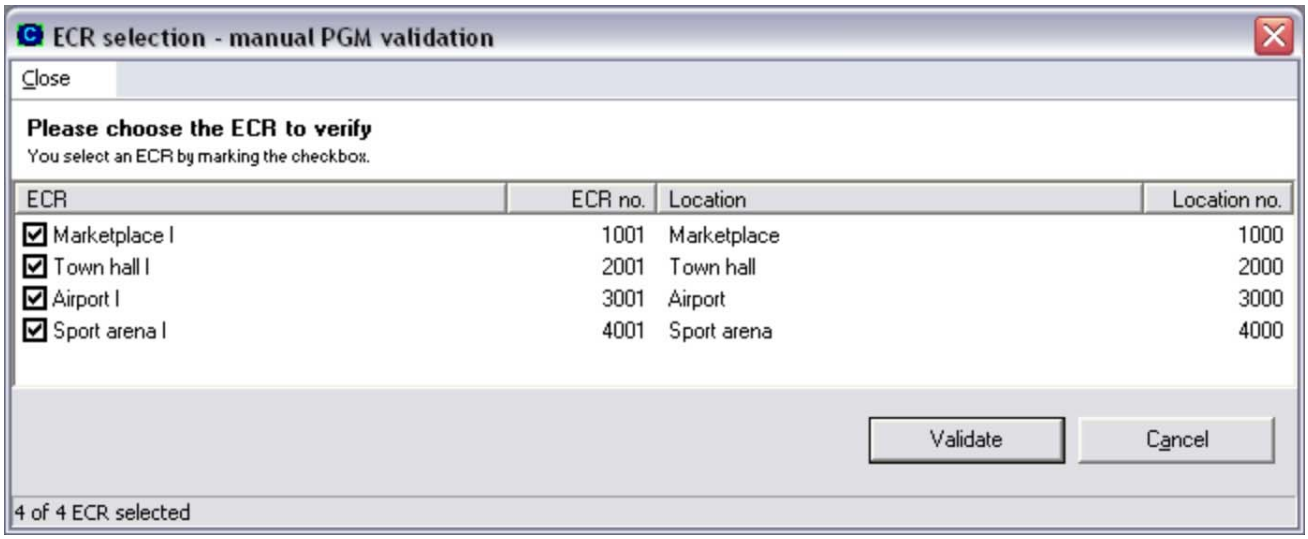

General report layout
Row height
17
Show lines
Reverse alternately
Show zero values
Colors
Current Row
Current cell
Inverted row
Negative amounts and prices
Reset
Apply
Cancel

6 Data exchange

The data exchange includes the transfer of the program data of the Stock-Controller to KAKOM (upload) and vice versa (download), as well as ECR report readings. You can find the individual functions either on the desktop or in the main menu under *Tools*.

6.1 Checking cash register program files

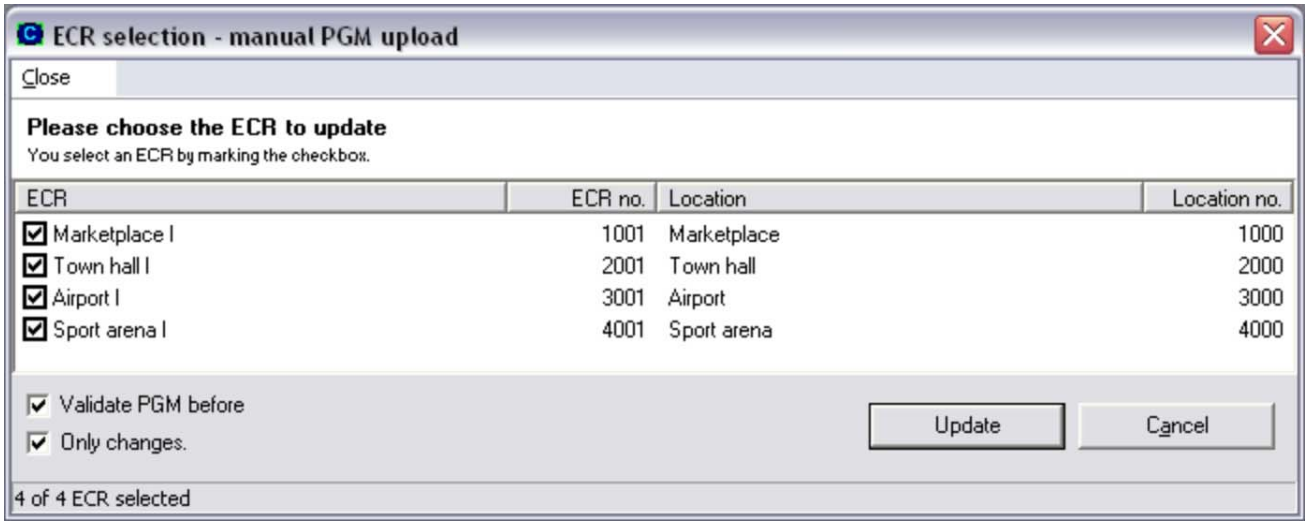
In the current version it is possible to add, modify or delete articles in KAKOM. To ensure that such changes of the article stock become known to the Stock-Controller, you may initiate a check of the cash register preset. This is also necessary when a new cash register is linked or activated.



First, choose the registers that shall be checked. You can only select those cash registers which have a sales location assigned to them that has been activated in the Stock-Controller. Also their filing must have been received. If new articles are found, you will be prompted. Details are included in the transfer protocols.

NOTE	Cash register presets are only checked for PLU and EAN/UPC, departments will not be included. It is highly recommended for all changes to master data (articles, departments, taxation) to be made in the Stock-Controller and not in the cash register preset of KAKOM. While cash register files can always be checked, only *newly created* articles will be adopted. Changes to existing articles in the cash register presets will not be taken into account.

6.2 Manual master data transfer



The master data of the Stock-Controller is transferred to KAKOM and then to the cash registers using this function.

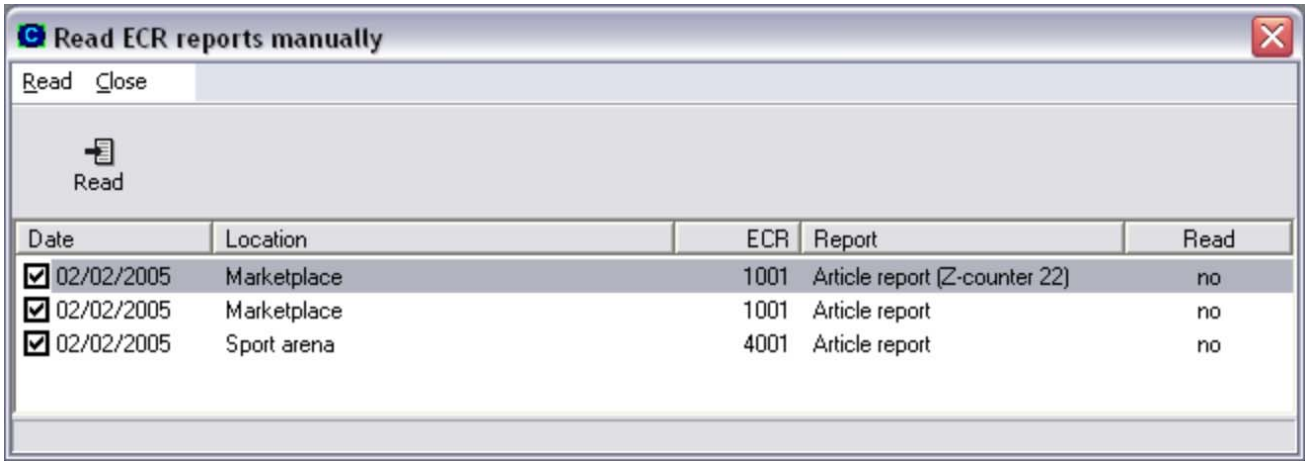
Select the cash registers that shall be updated just like for the program files check. You can also determine if the cash register program shall be searched for unknown PLU or EAN/UPC before transferring the master data. Without prior check, unknown articles in the cash register program files may be deleted if transferred completely. If the prior check has been activated and new unknown articles have been found, you have the option to cancel the upload and edit the new articles first in the Stock-Controller. In order to transfer changes only, the corresponding button needs to be marked. If no changes exist, this setting cannot be selected.

The master data upload includes only active articles and active EAN/UPC, departments and the taxation rates in accordance to the cash register assignment. Furthermore, for each cash register only so many articles/departments are adopted as the cash register can handle. Cash register specific programming is done in KAKOM.

NOTE	The article number of the Stock-Controller is never transferred to the cash register program files. If available, the assigned cash register PLU as well as active barcodes will be adopted into article programming of the cash registers. All articles that were not transferred, will be deleted from the cash register programming after the upload has been completed.

6.3 ECR report reading

When the Z-reports are being received, the article and return report will be read automatically and posted as open. The report data can be found in the inventory collection under sales or general return, respectively. As they are open, you may correct or cancel the report data.
There may be a situation where it is necessary to reread a report. This can be initiated manually from the menu *Tools* | *Data exchange* | *Read cash register reports manually.*



Reports that have already been read will be marked as such. As long as various report transactions have not been finally posted, you may reread an already read report. Unread reports will be also be marked. Only marked reports can be adopted. If possible, the corresponding Z-counter is shown. If you use the KAKOM module *Void/Rebooking*, you can adopt next to the article report also any late recordings. This applies also to cancellations.
You can configure how many reports shall be shown. By default only the reports of the last ten days will be displayed. You can change this value in the program settings.

6.4 Unknown reported articles (dynamic EAN)

It can happen that articles are sold at the cash register but are not known to the Stock Controller at the time of report reading. This can have three reasons:

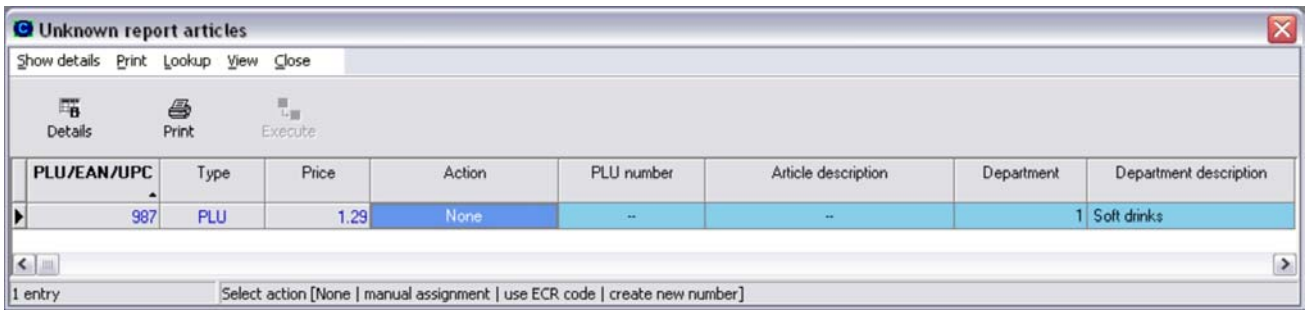
1. The articles were programmed at the cash register.
2. The articles have been created in the cash register program files of KAKOM without that a cash register check was performed in the Stock-Controller
3. It is a so-called dynamic EAN. These are barcodes that were not existent in the cash register program files at the time of sale.

You should absolutely avoid the first two cases. It is highly recommended to conduct new articles creations and articles changes in the Stock-Controller. Changes to articles made in KAKOM are not transferred to the article stock of the Stock-Controller!

In all three cases, the Stock Controller cannot make an assignment during the report reading. By default, articles from such cases will be automatically taken over into the article stock and will be posted as open.
The following problems may occur:

1. A new article number needs to be created. This can either be the barcode or a new consecutive number (configurable). For a PLU number, it will be attempted to use it as article number. If that is not possible, a new consecutive number will be generated.
2. If dynamic EAN have not been created in the cash register program files in the meantime, only article properties price and number will be known. The collection of dynamic EAN at the cash register requires entering a department number. However, it is not possible to retrieve it. Thus, for an automatic adoption into the article stock only the sales price is known. All other article properties are not set. An exception is the department number; always the smallest available deparment will get assigned.
3. An assignment to already existing articles is not possible.

To evade the mentioned problems, you may configure the Stock-Controller to cache unknown reported articles at first. It will then not be created in the article stock and it will not be posted. Thus, you then have complete control over article numbering and article assignment.
The caching can be activated either during the first program start in the settings assistant or in the program settings under *Master data* | *Options* | *Location/cash link* | *Data exchange.* You can find an overview of unknown articles either in the Start-Center under *Data transfer* or in the main menu under *Tools* | *Data exchange* | *Unknown reported articles.*

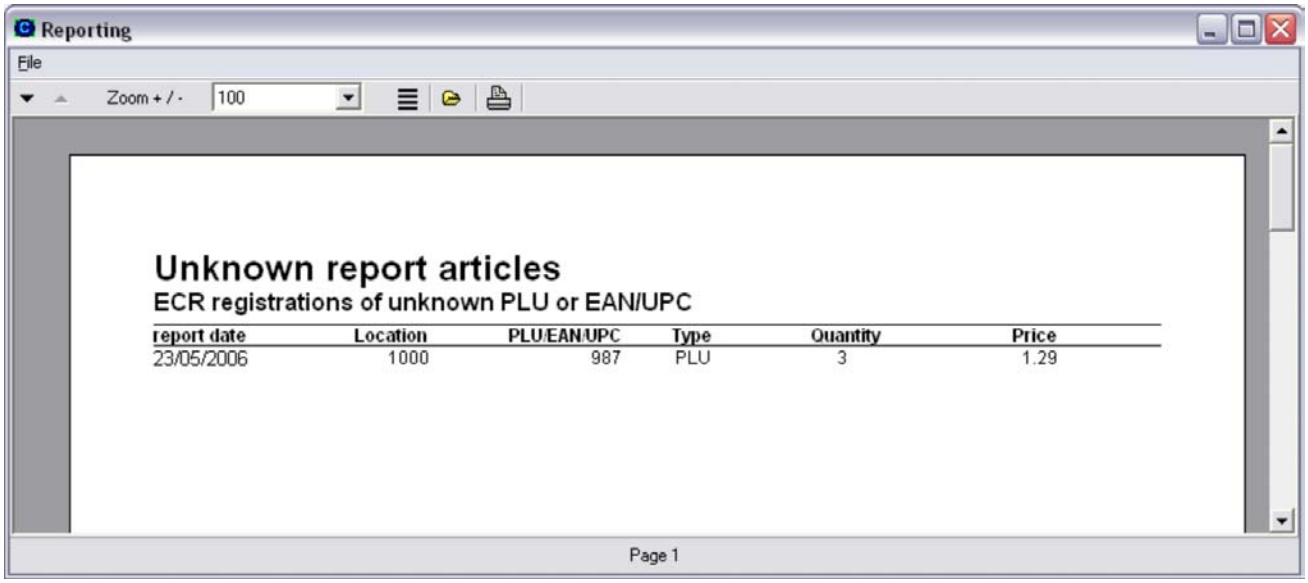


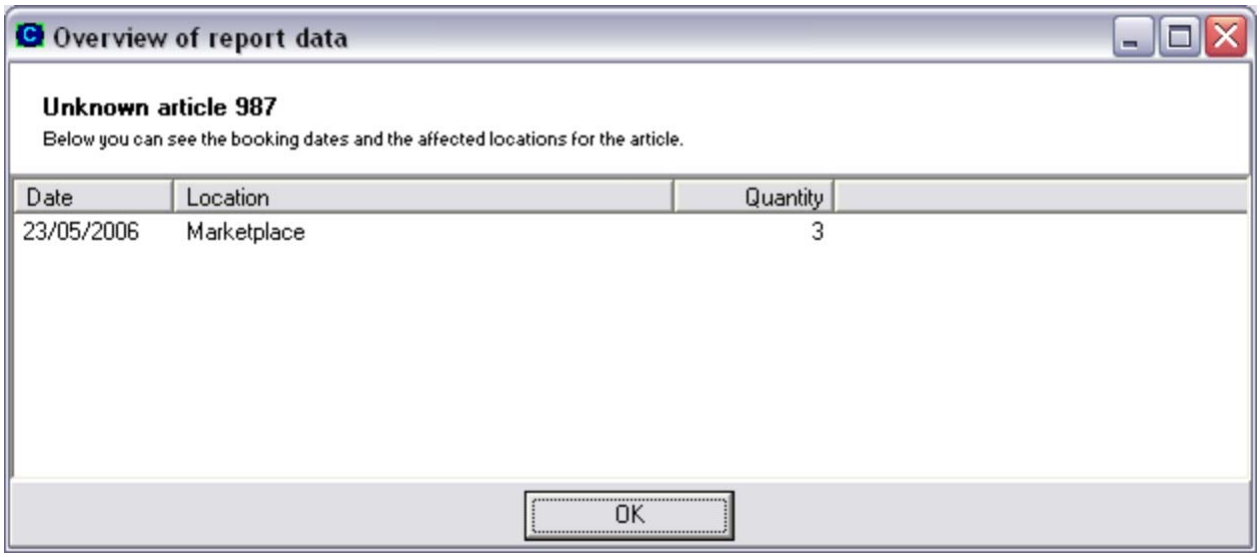
The overview lists all unknown cash register codes exactly one time. The first column *Action* can be edited and you may choose what shall happen for each article:

1. No action: The article remains cached for the time being.
2. Manual allocation: The unknown article will be assigned to an already existing article or you can allocate an individual number. The column *PLU number* will be released in this case so that you can either enter a number or select an article using the <F8> key. If the cash register code is a PLU, the assigned article must not already have a cash register PLU. Is this the case, you will be informed accordingly. For an assignment to an existing article, it is not necessary to enter a department number and an entry will thus be ignored.
3. Use code: The cash register code may be used as the new article number if allowed. Here you should enter both the article description as well as the department number.
4. New number: A new consecutive number will be generated. This new number is geared to the highest allocated number. Here you should also enter both the article description as well as the department number.

The chosen actions will not be executed automatically. It is necessary to use the *Execute* function after you have assigned the necessary actions. This adoption needs to be confirmed. The adoption is done in two steps: First, the unknown articles will be added to the article stock and possibly to the EAN assignment table. Afterwards the linked cached transactions will be posted as open.
After completion you will receive an overview that lists the results of the adoption. This protocol can be printed. Changes that are made in the overview will be discarded if you do not execute the *Execute* function eventually.

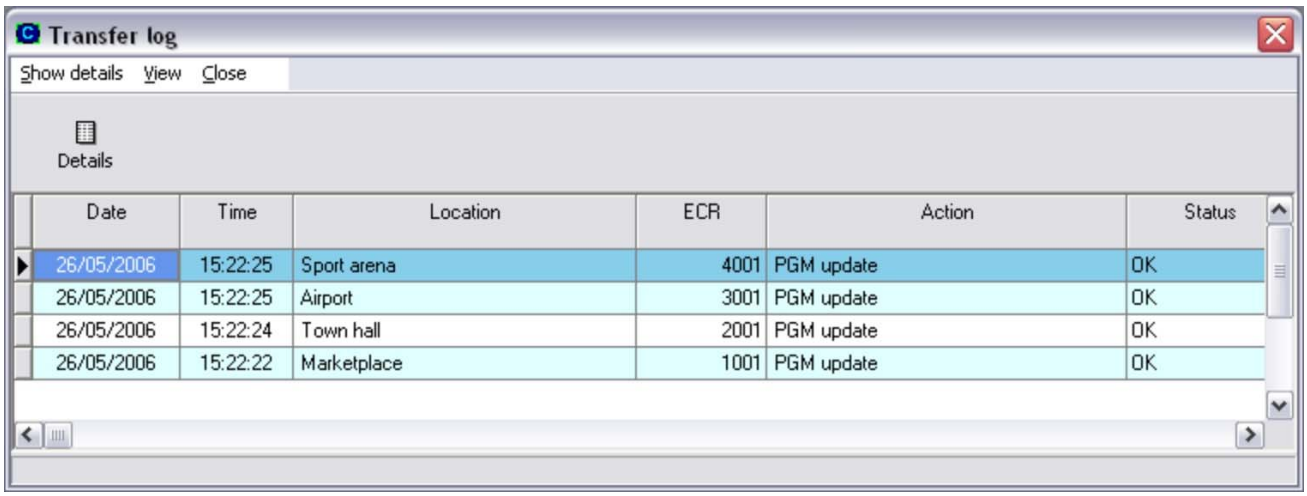
Because it is generally not simple to make an assignment based on the cash register code, you likely will need to make inquiries within the location. For this purpose you may print a list of unknown reported articles (see Figure below). Also in the detailed view, you will find for each entry an overview on when the article has been registered in which location and in which quantity.





When unknown reported articles are added to the article stock in the meantime without using the functionality of dynamic EAN administration (e.g. by interim creation in the cash register program files followed by PGM testing), the articles and their postings cannot be adopted by the previously described way.
For this case, you can initiate reconciliation with the article stock. All articles found and their postings will then be adopted.

6.5 Transfer protocols



The transfer protocols inform you about the data exchange between KAKOM and the Stock-Controller. The overview lists all available protocols that contain relevant status information. When you select a protocol you can view its details.
The transfer protocols will be deleted automatically. The storage time can be configured and is 30 days by default.

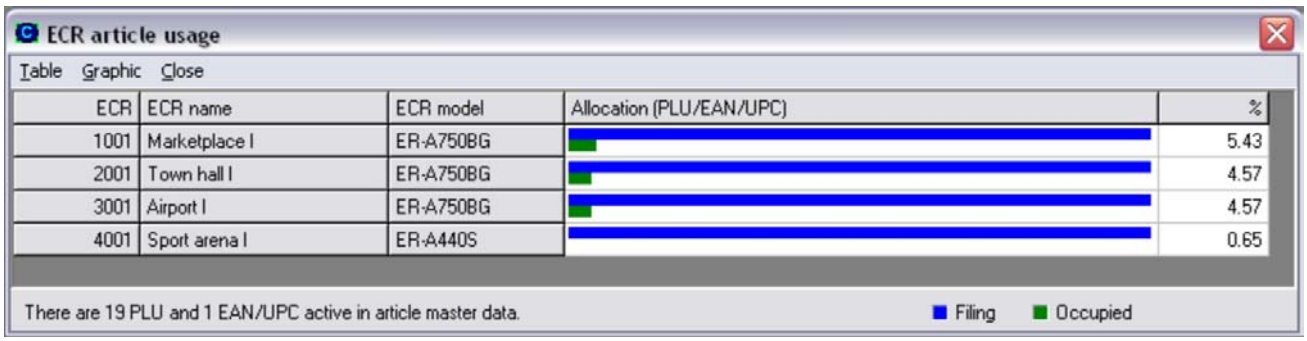
6.6 Other functions

From the menu *Tools* | *Data exchange* you can choose other functions that are explained here briefly.

6.6.1 Update cash register assignment tables

Both the article stock and the department stock use cash register assignment tables. They determine to which cash registers articles and departments are sent. The assignment tables are administered automatically by the Stock-Controller. Using this function the Stock-Controller can be instructed to update these tables. The function is not designed for the general everyday business.

6.6.2 Cash register assignment



ECR	ECR name	ECR model	Allocation (PLU/EAN/UPC)	%
1001	Marketplace I	ER-A750BG		5.43
2001	Town hall I	ER-A750BG		4.57
3001	Airport I	ER-A750BG		4.57
4001	Sport arena I	ER-A440S		0.65

Here you can inspect the “utilization” of your cash registers. This is useful as during the master data transfer it will generally be tested how many articles can be handled. You may not transfer more articles, specifically PLU or EAN/UPC than can be administered. The presentation can be done graphically or in table form.

7 Tools

The tools include the data exchange, the logbook as well as the possibility to customize the workspace and the tables as well as to start KAKOM.

The data exchange system has been described in Chapter 6. The logbook protocols all the relevant system and user defined actions. These can also be exported to HTML-format. The logbook is automatically adjusted. The storage time is user defined and the default time is 30 days.

The workspace can be adjusted and can also be reset to the delivery status. It is possible to assign new titles or short descriptions to all functions und define which functions should be available in the quick selection.

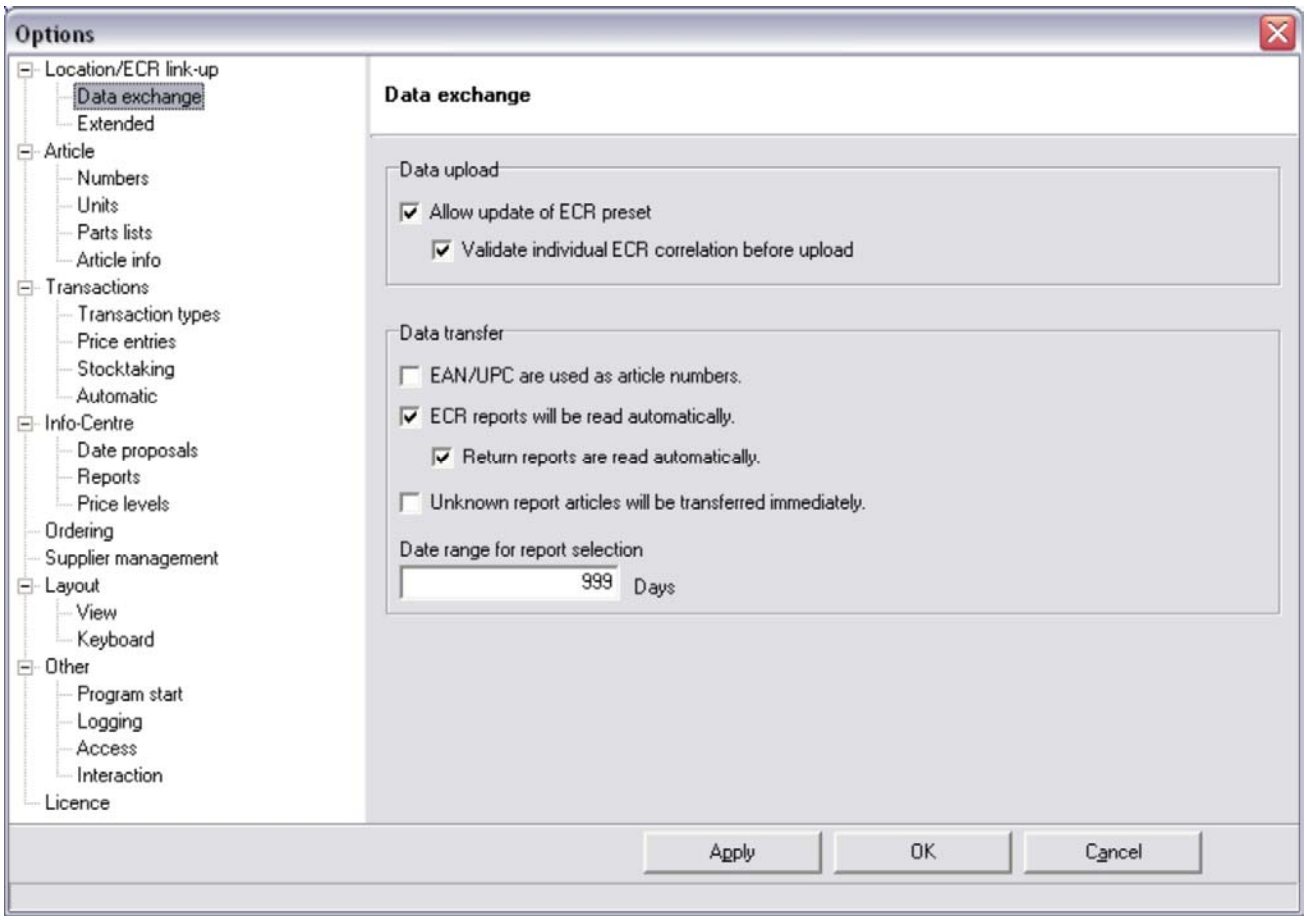
Using *Initialize all table settings*, the configurations of the master data tables will be reset to the delivery status for all users.

The domain *Administration* is password protected and is not intended for use during the regular course of business. This domain contains the support functions, which should only be invoked in cooperation with the KAKOM-Support or your dealer.

8 Program Settings

The program settings of the Stock-Controller can be found in the main menu *Master data* | *Options*. The settings are grouped according to topic related headings.

8.1 Location/ECR link-up: Data exchange



Data upload: Allow update of ECR preset

A basic function of the Stock-Controller is to provide a consistent article stock and department stock for all participating locations. To do so it is necessary to update the cash register presets because the Stock-Controller uses its own master data, it doesn't work on the cash register presets directly. The update of the cash register presets is *Upload* named.

You can disable the upload function so that you get to know the Stock-Controller first without affecting the day-to-day business. If you use an additional merchandise management system you shall update the Cash registers by using the data transfer function of your merchandise management system. Please notice that it's not possible to import into the master data of the Stock-Controller using the ASCII interface. Additionally the ECR validation of the Stock-Controller only identifies new articles. This means that changes of ECR preset within KAKOM will be ignored.

Data upload: Validate individual ECR correlation before upload

This conforms with the functions described in the chapter *Tools*. Not only can the verification be manually invoked from the main menu but it can also be invoked automatically at Upload. Depending on the scale of the installation, this process might last some time. It is recommended to activate this setting.

Data Transfer: EAN/UPC are used as article numbers

When activated, all EAN/UPC read by KAKOM are applied as article numbers. Otherwise a new consecutive article number is generated for the corresponding EAN/UPC.

ATTENTION	This setting should be defined only once and should never be modified during the course of ongoing transactions.

Data Transfer: ECR reports will be read automatically

By default, when a Z-report is read, the report is automatically transfer in the Stock-Controller, as long as there is a minimum of one article in the article master data files (as a rule, also after the first master data transfer.) Here you can deactivate the report transfer into the Stock-Controller. It is wise to do this when you want to monitor your master data after the first master data transfer.

Data transfer: Return reports are read automatically

Here you can deactivate the automatic reading of the return reports. This makes sense if you want to distinguish the return shipment (see chapter 4.1).

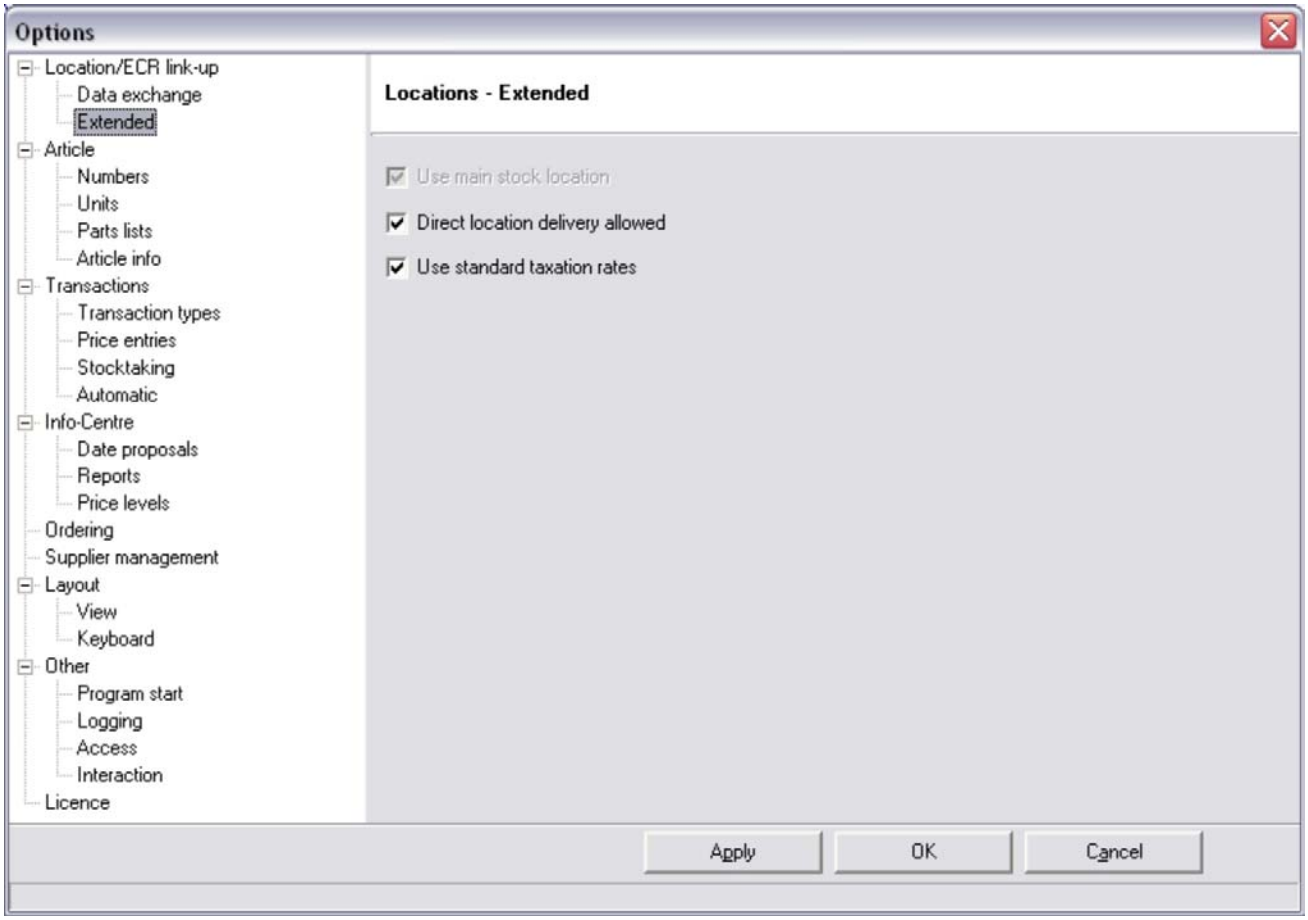
Data transfer: Unknown report articles will be transferred immediately

Here you can define whether unknown report articles should be immediately accepted or should be temporarily stored at first. Please refer also to the chapter *Unknown report articles* for details.

Data transfer: Date range for report selection

Please give the number of days for which reports should be offered, which should be displayed in the manual reading of cash register reports.

8.2 Location/ECR link-up: Extended



Use main stock location

Here you can define whether you want to use the main stock location. The main warehouse is used to accept the incoming goods into the warehouse which are then redistributed to the different sales locations. This setting cannot be deactivated when postings already exist in the main stock location. Please contact you dealer if you want to do so.

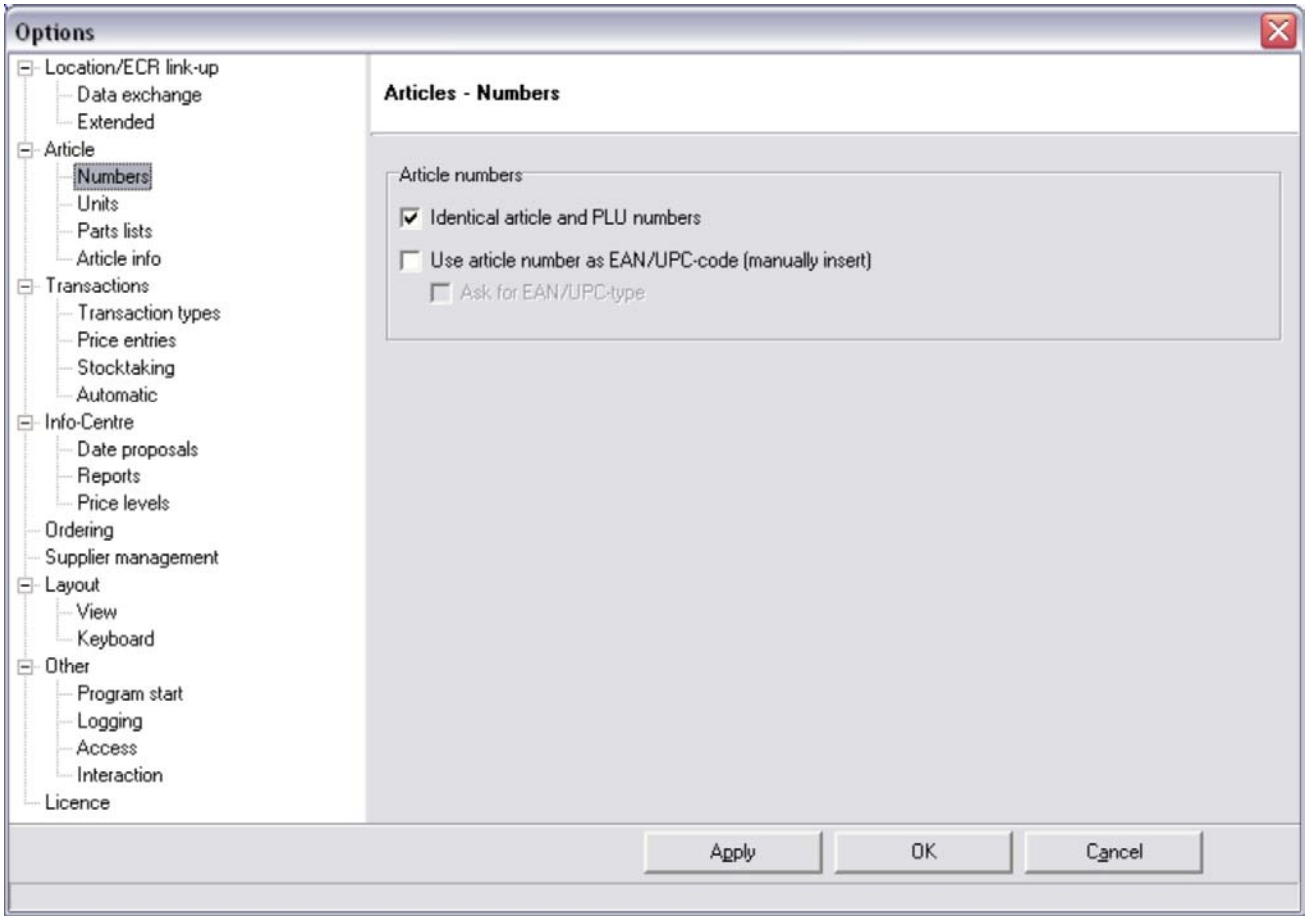
Direct location delivery allowed

The incoming goods can be directly booked to a sales location in the inventory collection. When this option is deactivated, the sales location is suppressed in the inventory collection, so that the incoming goods are always posted to the main warehouse. This setting is automatically activated when you do not work with the main stock location to prevent goods transfers to be posted to other locations.

Use standard taxation rates

Articles and departments exclusively acquire tax rate-references, whose intrinsic tax rates are dealt with and carried forward separately. You can deal with the tax rates for all cash registers together or for each individual cash register. Here, you can define which tax rates should be applied in KAKOM and thus to your cash registers.

8.3 Articles: Numbers



Identical article and PLU numbers

The standard article and cash register–PLU-numbers are used by default: when you create a new article, the article number is used as the cash register-PLU number, provided that the number is smaller than 1 million (otherwise the cash register-PLU number is set to zero). In this case, you can define that you want to use alternative numbers for the cash register-PLU.

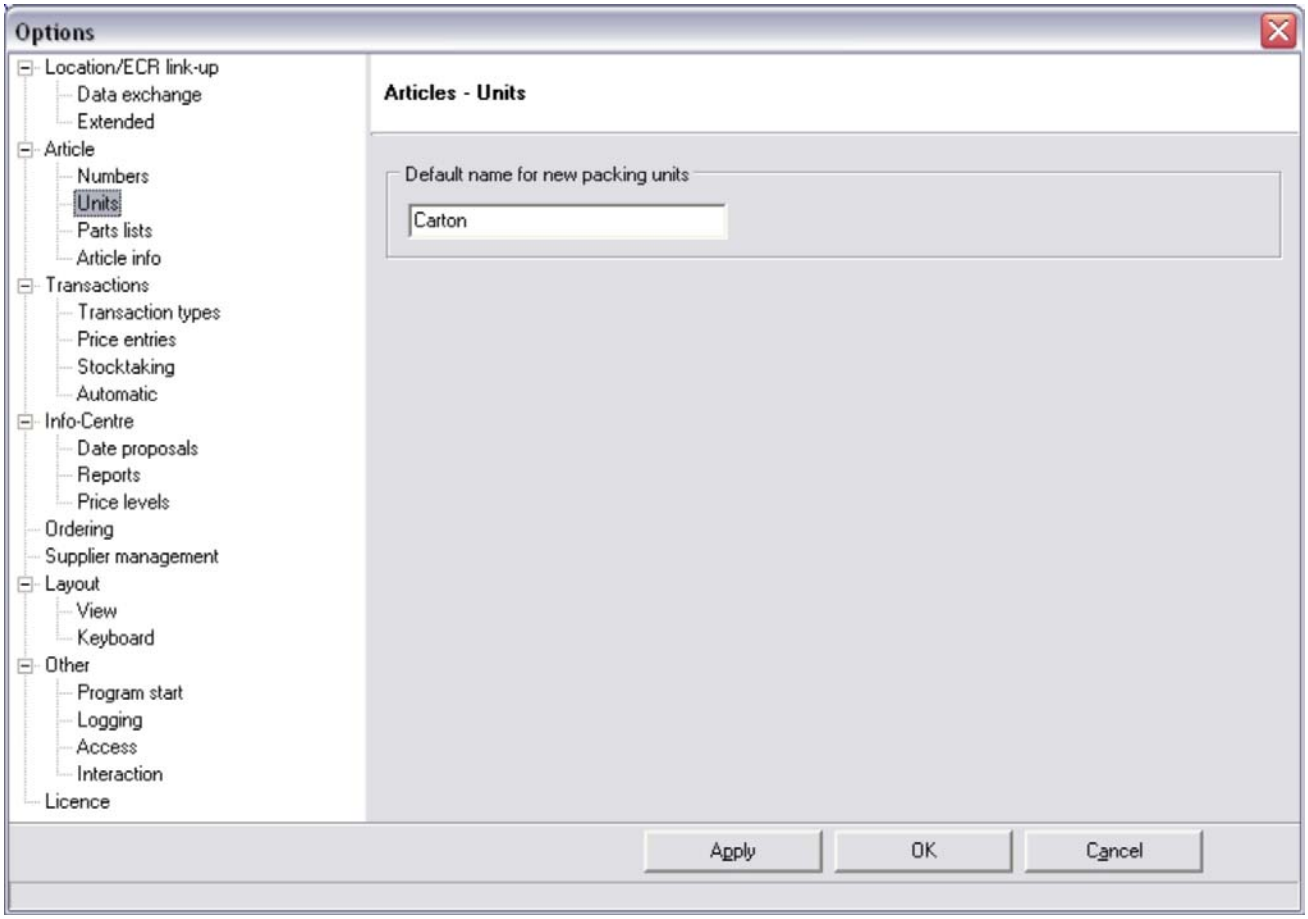
Use article number as EAN/UPC-code (manually insert)

When you create new articles in the article stock, you can allow the article numbers to be automatically registered as the assigned EAN/UPC.

Ask for EAN/UPC-type

The EAN/UPC-type is determined by means of the code length. You can further define that the EAN/UPC-type will be prompted for. Article numbers in the PLU-number interval (1-999999) are ignored.

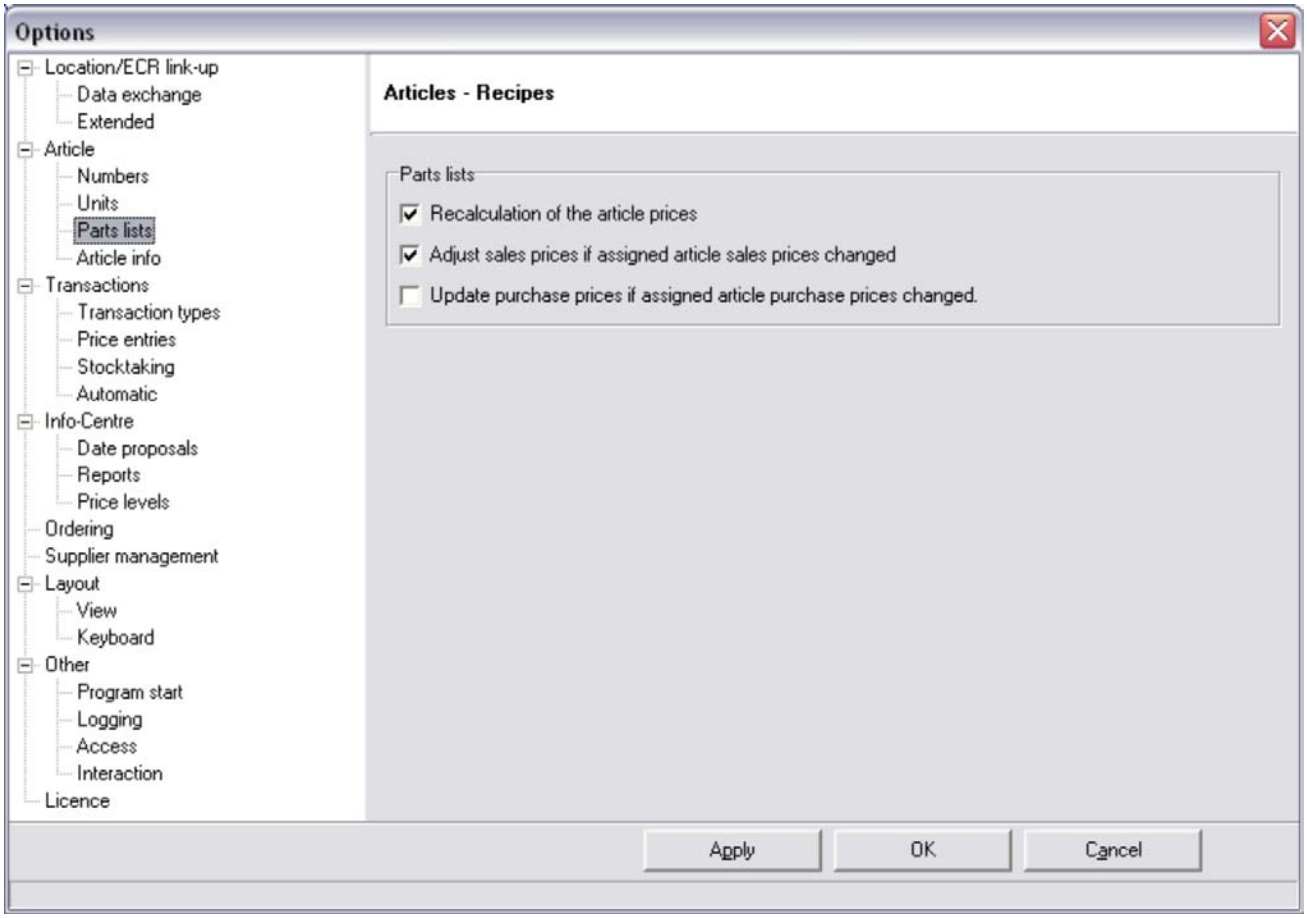
8.4 Articles: Units



Default name for new packing units

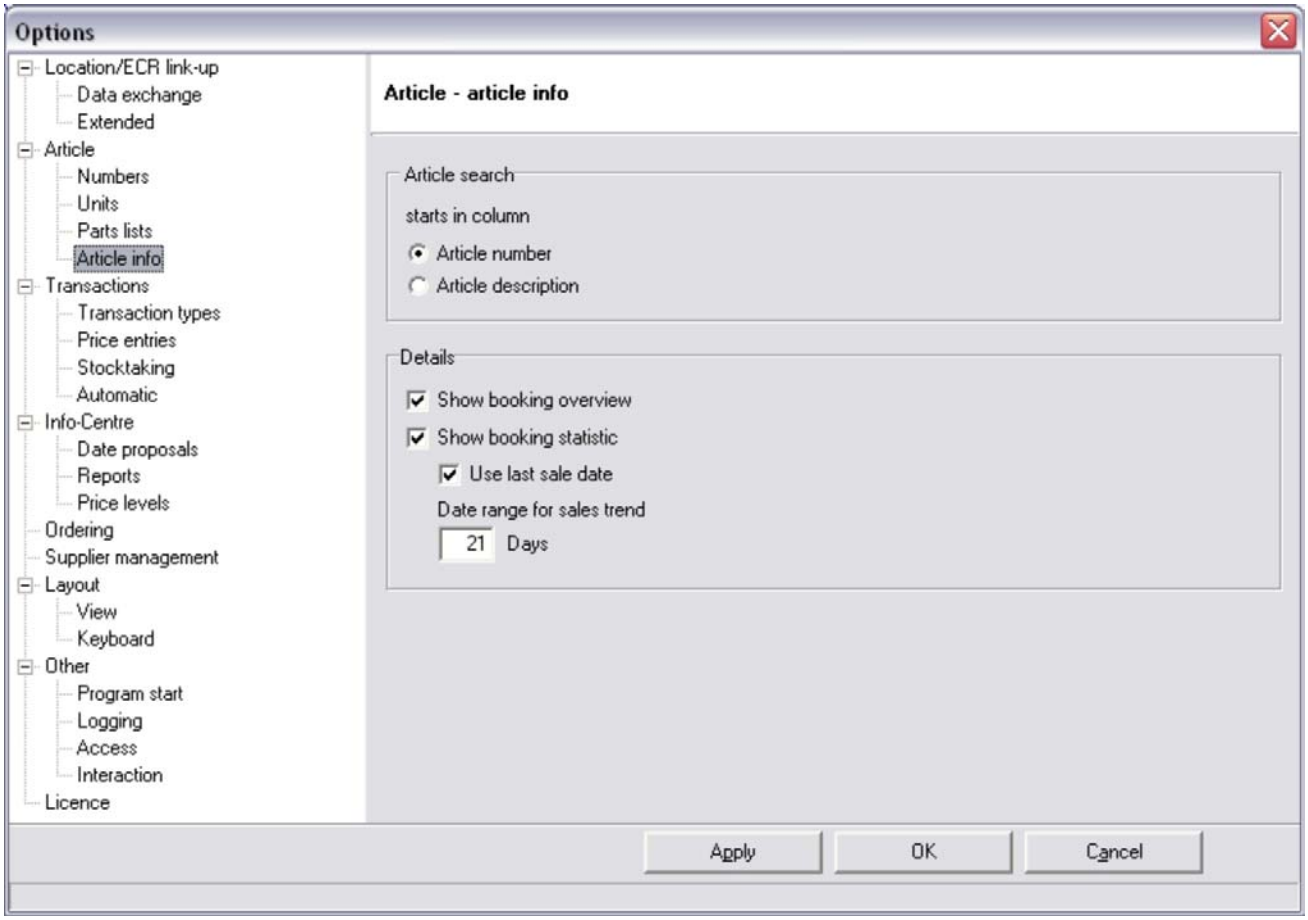
When you create a new packing unit for an article, you should assign a name to it. You may use a standard identifier in this case.

8.5 Articles: Parts lists



When you have licensed the extension module *Bill of Material/Simple Recipe,* here you can further define that the purchase and sale prices for a list of parts are automatically adjusted when the price of an assigned article is modified. When you create or modify a bill of material/recipe, the assigned prices are listed on closing so that the prices of the list of parts are actualized. When the new calculation of the article price is activated, the price of the bill of materials is the sum of the prices of the assigned articles. Otherwise the “old” price is suggested.

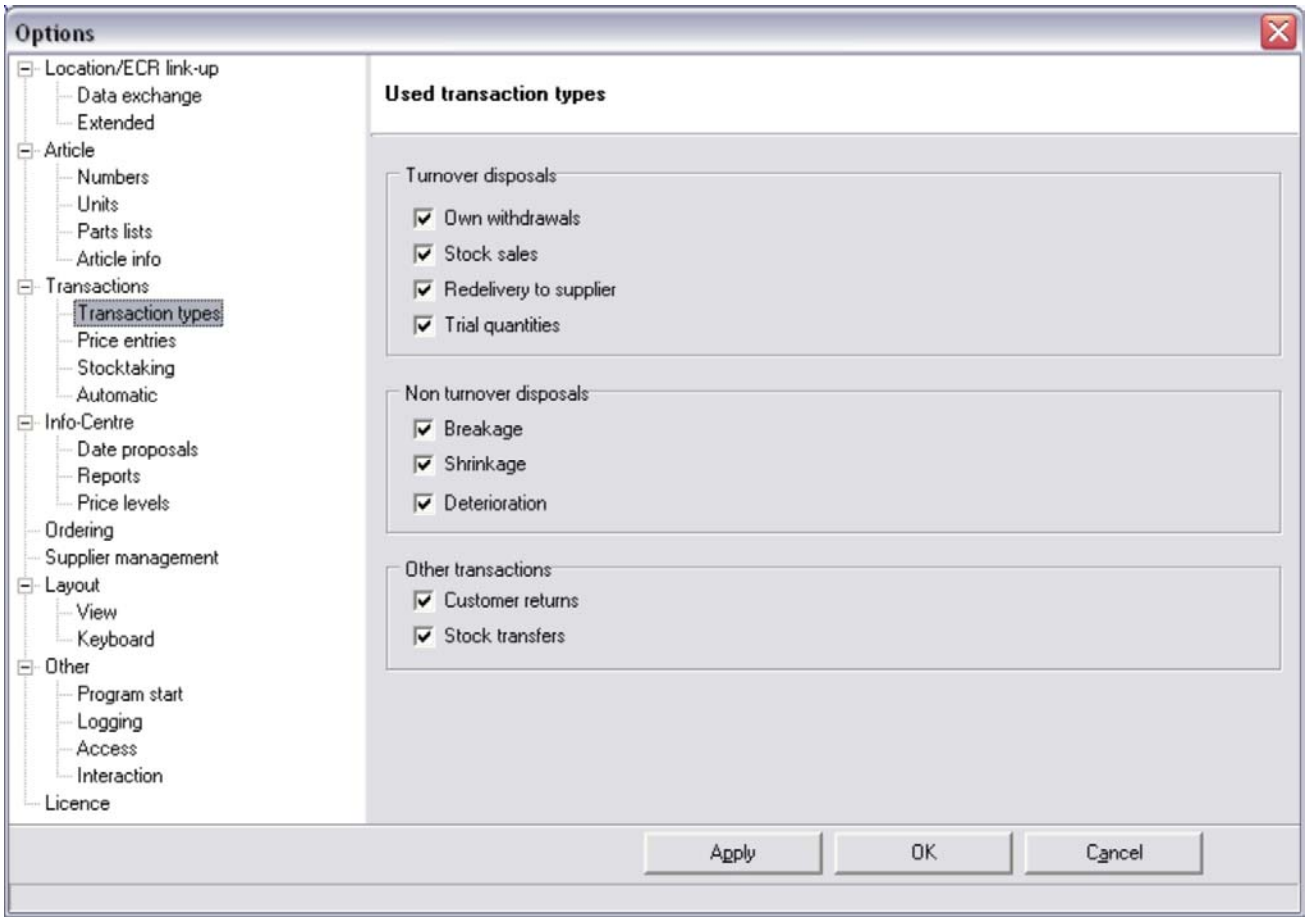
8.6 Articles: Article info



Article search
The article quick info can be directly retrieved from the main menu or the work space and you can also search through the article quick info menu. Here you can define whether the search proceeds according to the article number or the article description.

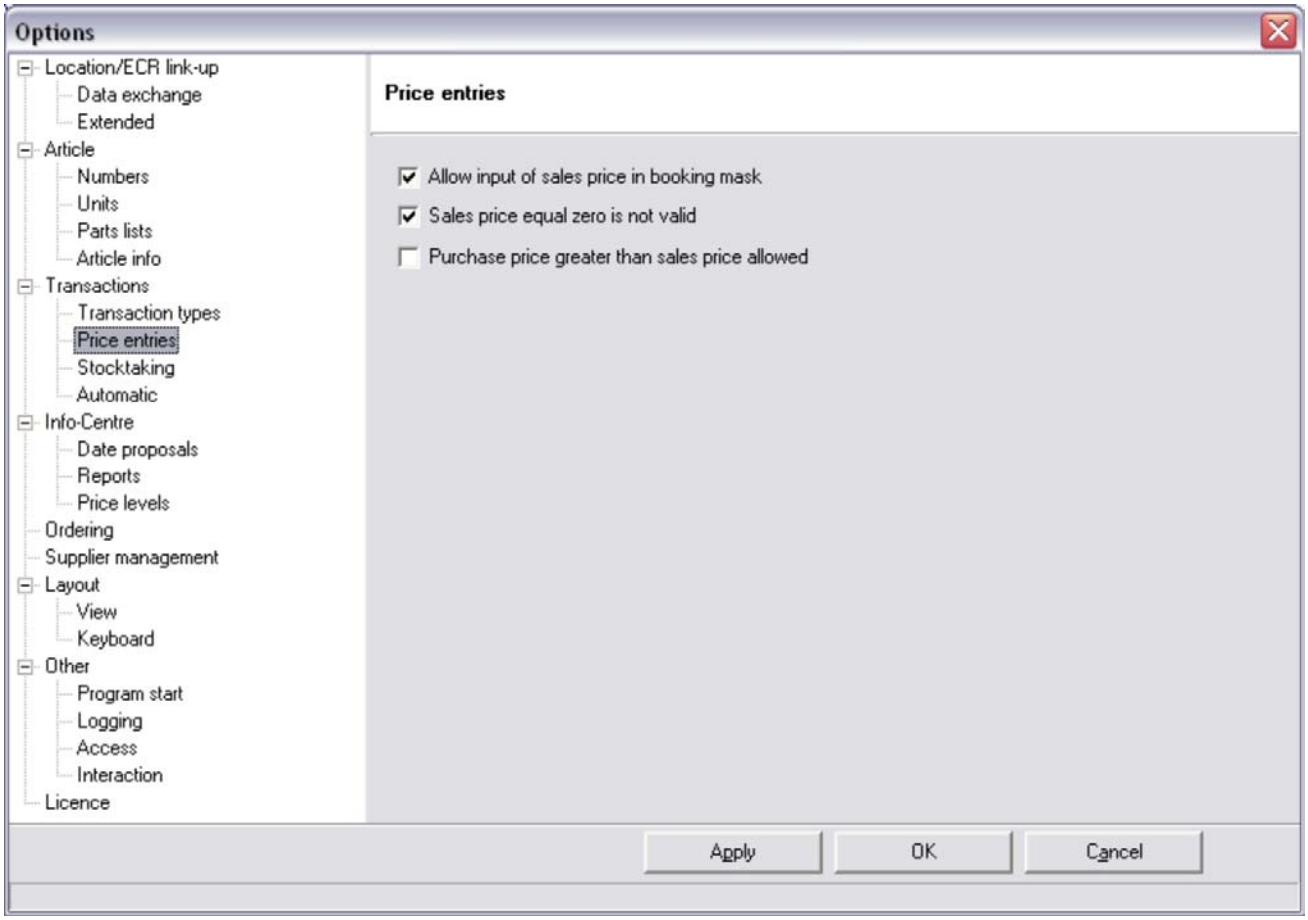
Details
Furthermore, you can also deactivate the posting overview as well as the posting statistics as well as set the dates (time interval) for the graphic interface for the sales phase. By default, 21 days are shown.

8.7 Transactions: Transaction types



Here you can define which posting types should be used. The posting types *incoming goods*, *purchases* and *general return* are always used. Likewise, the adjustment posting is always available.

8.8 Transactions: Price entries

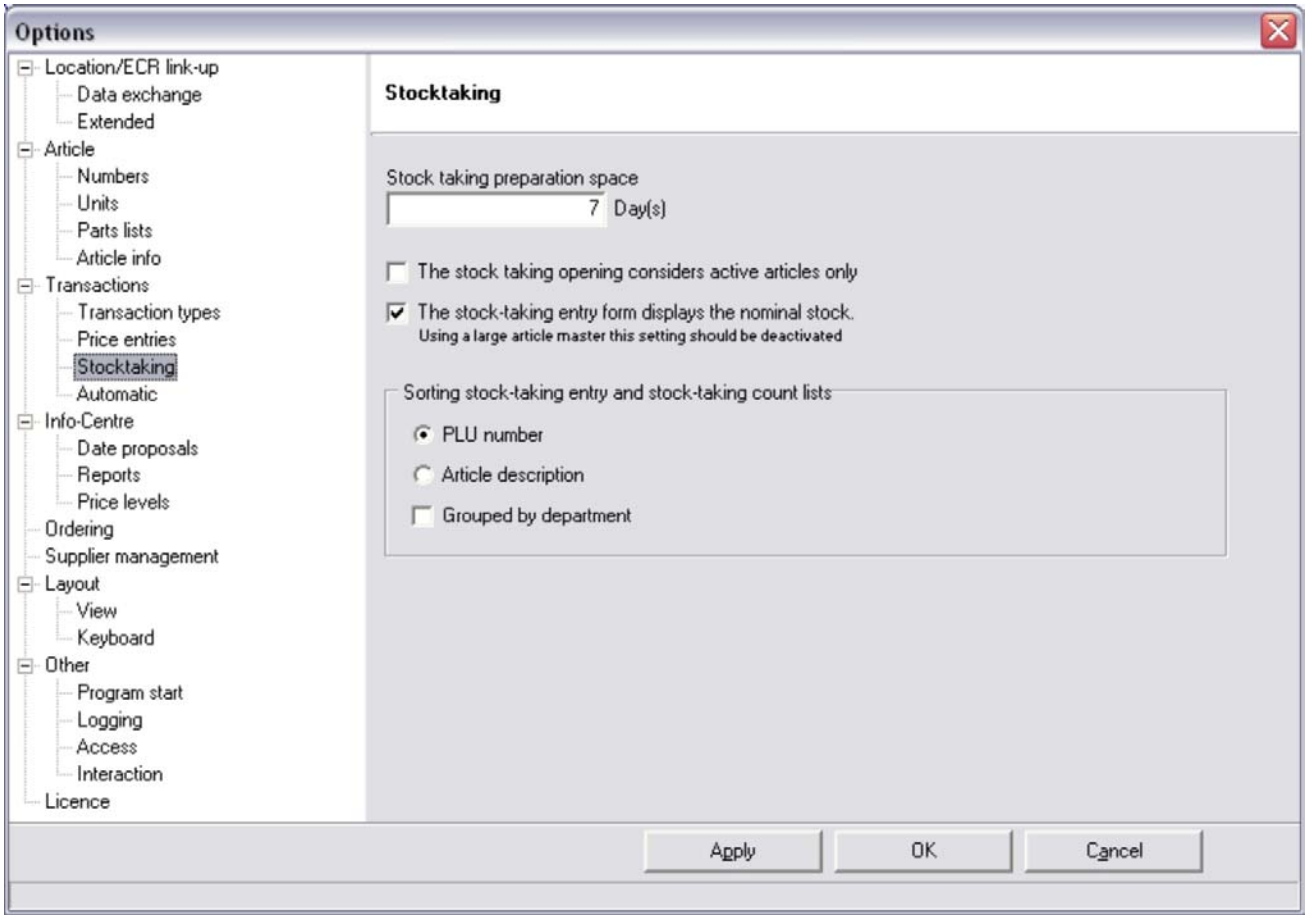


Allow input of sales price in booking mask
If this setting is activated, you can modify the sales price in the inventory collection. The modified price is automatically recorded in the article stock.

Sales price equal zero is not valid
Depending on the case, setting the sales price to zero may be allowed.

Purchase price greater than sales price allowed
This option is not permitted. Please refer to your state legislation governing in this context.

8.9 Transactions: Stocktaking

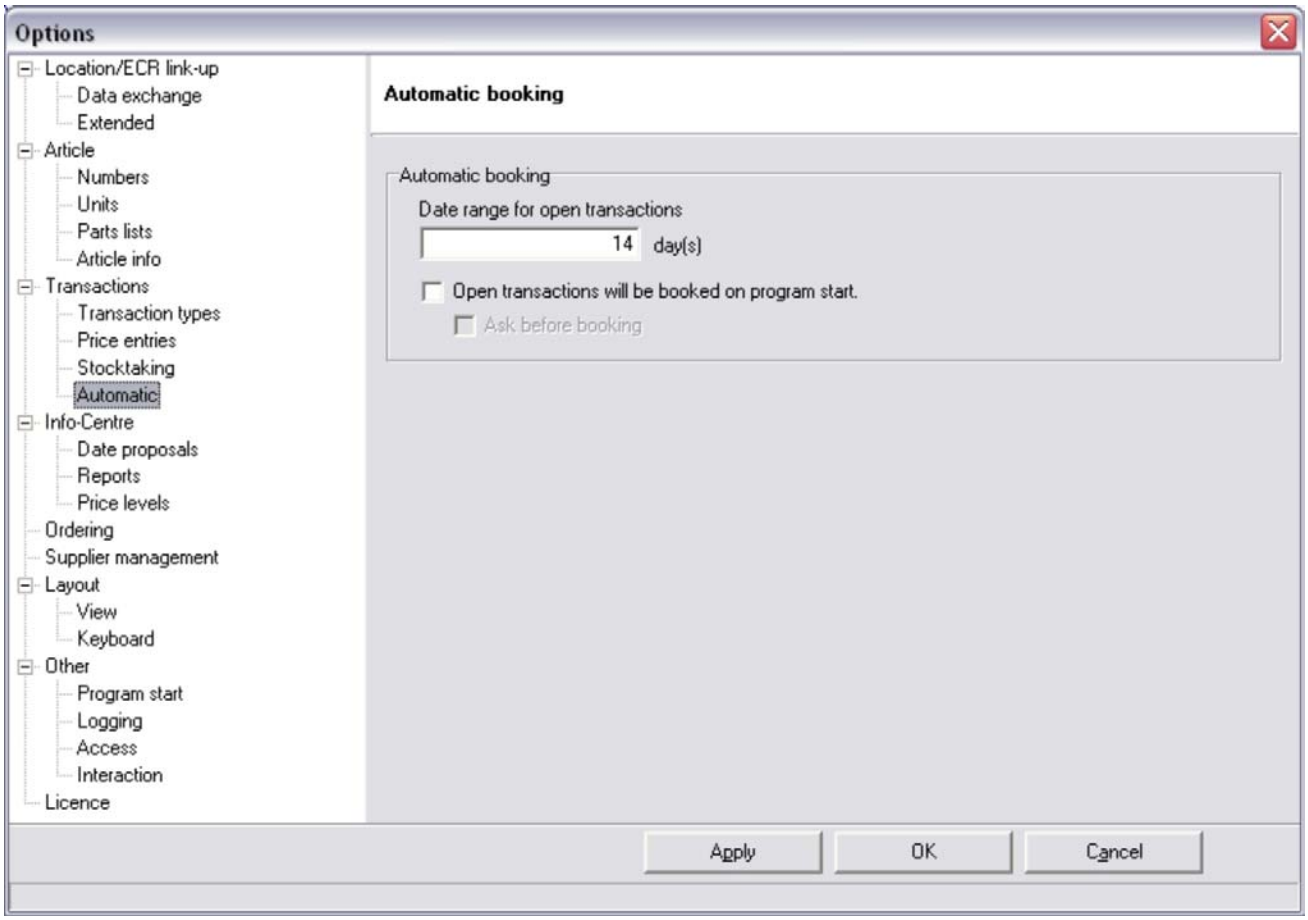


Processing the inventory in the Stock-Controller requires a certain number of days. A deadline for the inventory is recommended at the startup of the inventory; this date however, can be overwritten. The recommended inventory deadline is determined from the current date plus the previous working days. By default, an inventory is recommended after a total number of seven days.

You can further define that only active articles are considered when the Inventory is started. For a large stock of articles, it is recommended that the display of the nominal stock in the Inventory entry is suppressed in order to optimize performance.

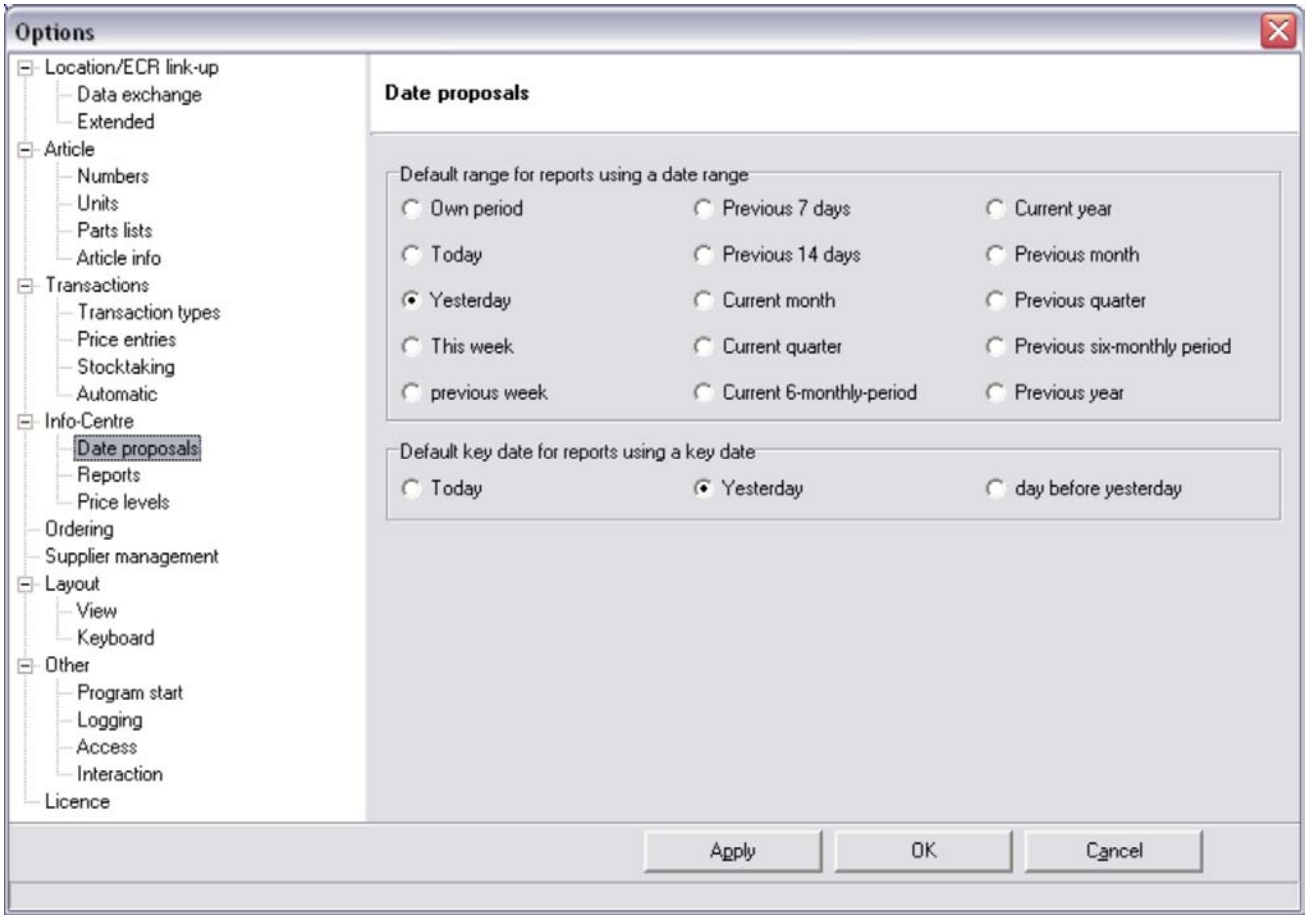
Both the inventory count list and the inventory evaluation can be sorted in different ways. Here you can change the standard value for the “sorting recommendation”. By default, articles are sorted according to the article number. You can modify the sorting in the inventory evaluation at any time.

8.10 Transactions: Automatic



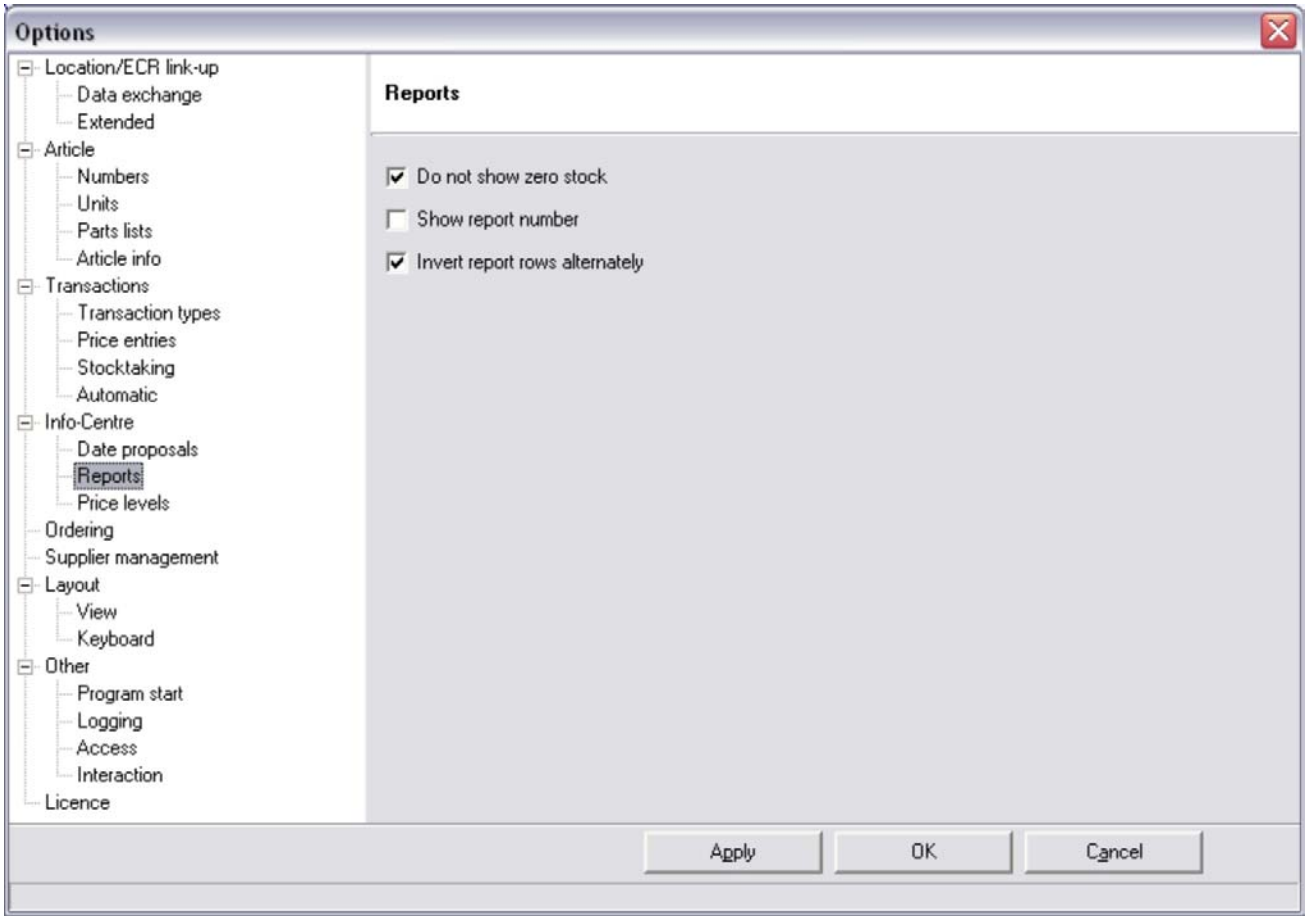
You can determine that open transactions, that occurred prior to a set date, are posted automatically. Enter the number of days that must pass before an open transaction is posted.
There are two ways to post bookings automatically: You can setup that the automatic posting will be performed during program start. Please notice that this booking can take a while. To avoid blocking the computer during business time, it makes sense to perform automatic postings when you are not around. So the better way is to setup a calling time within KAKOM to do so time-controlled (see chapter 4). In this case the date range setting is also considered. You can find the calling times table in KAKOM under *General settings* | *Calling times*.

8.11 Info-Centre: Date proposals



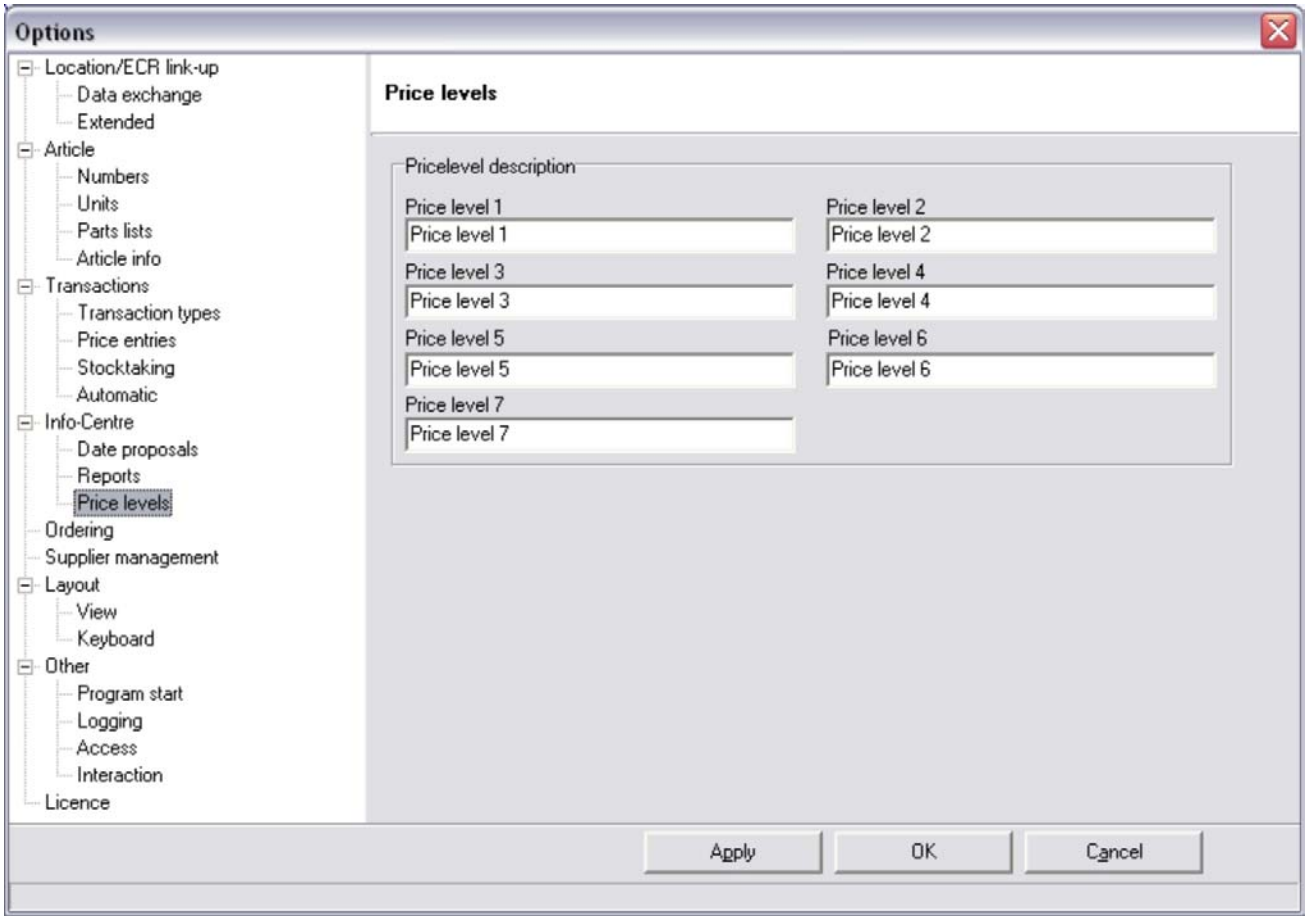
Here you can define how the reporting period and the deadline should be defined when the Info-Centre is opened. You can change the key date or date range at any time.

8.12 Info-Centre: Reports



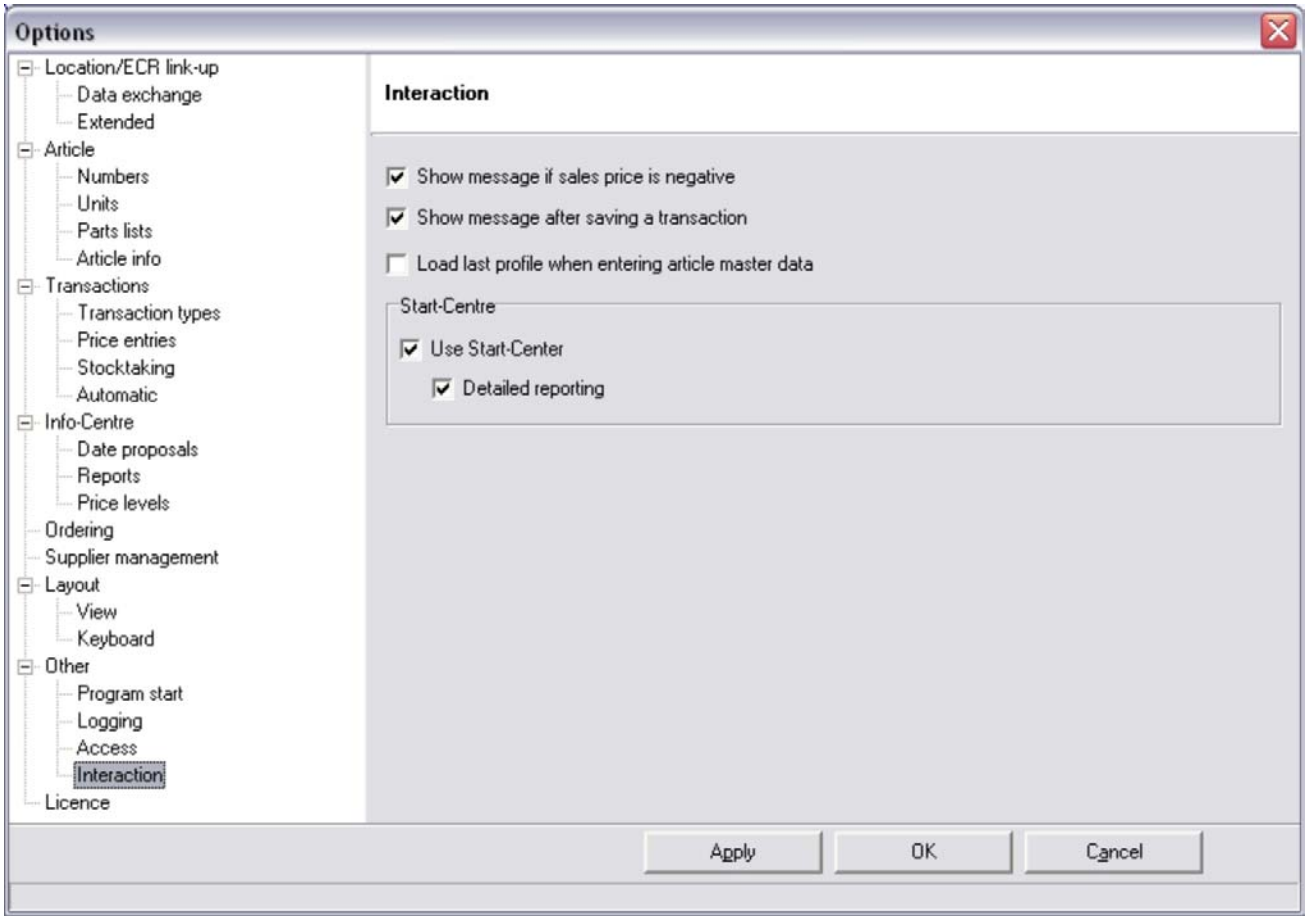
You can define that null stocks are not displayed in the reports. Additionally, it is recommended that an explicit report number should be included in the report. This report number is additionally included in the Info-Center if the list overview is selected in the reports navigator. The line inversion can be deactivated here but it is also possible to change this setting at any time in the print preview.

8.13 Info-Centre: Price levels



The price level identifiers are used in the Info-Centre, provided that these are selected. For example, when you assign a special price level for purchases carried out by co-workers, it is recommended that you name it as such.

8.14 Other: Interaction



Show message when sales price is negative
When a negative sales price is input into the inventory, a warning message window appears. When this mode is deactivated, no message will appear.

Show message after saving a transaction
Activate this setting when you want to receive a confirmation after each posting. This function should be deactivated in order to ensure a rapid working process.

Load last profile when entering article master data
Activate this setting when you want the Stock-Controller to load the last used article profile while entering the article master data.

Use Start-Centre
The Start-Centre which is indicated as an additional category in the work space of the Stock-Controller can be deactivated here. When the Start-Center is used, you can further define that the detailed report should be utilized. If the configuration of the Start-Center takes longer, it is recommended to deactivate this setting.

8.15 Further settings

The setting options Ordering, supplier management, layout and other settings are grouped here.

Ordering
Only when the extension module *purchase order proposal* is licensed*:* Here you can define whether order proposals should consider minimum or maximum stocks of zero. You can setup that when you use the additional module *Bill of material /recipes* that the related main articles are added too.

Supplier Management
Only when the extension module *Supplier Management* is licensed: You can define the default country or state postal code of the supplier's address. You can change it at any time within the supplier management.

Layout-View
Here you can modify the layout of the Stock-Controller. The color scheme, table and desktop layouts can be changed. You can further define whether you want to use shortcuts (for rapid access to functions in the workspace of the Stock-Controller).

You can also define whether a new article should remain active after saving when a dataset is newly installed (this function is supported in categories article stock, EAN/UPC Overview and the supplier's items).

Layout-Keyboard
For almost all functions you can create shortcut keys which enable fast access to the corresponding functions.

Other: program start
At program start up, the KAKOM-location master is always checked for any discrepancies between the tending and the participating locations. When this setting is activated, a message is displayed when a discrepancy is detected and you can immediately open the location master directly. Note: In case the KAKOM locations are deleted or deactivated in the Stock-Controller, then these locations are no longer displayed in the Stock-Controller and thus no longer available for inventories and postings. Naturally, previous inventories and postings will still be stored in the system.

Not only can the verification be manually invoked from the main menu but it can also be invoked automatically at startup. Depending on the scale of the installation, this process might last some time.

Additionally, when required, a predefined function can be started directly after the program startup.

Other: Logging
Here you can customize the storage time for the logbook, the transfer protocol and for the transaction history. All the entries which are older than the defined storage number days are automatically deleted.

Other: Access

You can setup that you only want to use the fast posting function. In this case the detailed posting function will be disabled.

Other: License

The basic version of the Stock-Controller already includes several functionalities. Still, certain functions and function groups have been selected and combined in additional program modules. These program modules must be licensed. When you extend your license, you will receive a new serial number which you should enter here. Please notice that the Stock-Controller has an own serial number! Do not enter your main KAKOM serial number!

9 Keyboard Layout

As far as possible, you can configure the workspace of the Stock-Controller yourself (see Chapter 1.4 *The User Interface*). This also applies to the allocation of shortcut keys for certain specific functions. The shortcut keys vary according to the type of business being carried. The table below shows a selection of available shortcuts. In the program settings, you can modify these shortcuts and also create new shortcuts for other functions.

Invoke Item quick info *	<Ctrl><I>
Invoke Item stock	<Ctrl><A>
Stock quick overview	<Ctrl><Q>
Record single postings	<Ctrl><E>
Start Info-Center	<Ctrl><C>
Invoke Inventory Management	<Ctrl><T>
Invoke Supplier Management	<Ctrl><L>
Invoke Supplier Bills	<Ctrl><Alt><L>
Overview Open Transactions	<Ctrl><Y>

* This shortcut is supported by most forms.

In entry forms available shortcuts can either be found in the menu or in the status bar section.

ATTENTION

Please note that in all selection dialogues and in most overviews a context menu is available. It offers additional functions or quick access to the menu. You obtain this context menu by clicking the right mouse key.

Version history

The version history specifies all significant innovations or changes of the Stock-Controller. Bugfixes and minor changes are not listed.

SIGNIFICANT INNOVATIONS / CHANGES FROM VERSION 8.15A

- Stock quick view:
  - Article profiles are supported now.
  - It's possible to search for article number or article name.
  - The department will be displayed now. It's possible to sort by article name or number and group by department.
- Article master data:
  - It's possible to load the last article profile when opening the article master data.
  - It's possible to clone articles by copy&paste.
- Article info: The sales trend can use the last sale date automatically.
- Improvement of the article and department history and the overview of open transactions.
- Improved dialog for program settings.
- New option: It's possible to deactive the preset upload.
- New overview of the transfer logs.
- Order proposals: The minimum stock will be proposed if maximum stock is zero.
- In multilingual installations it's possible to switch the language within the Stock-Controller.
- The reading of stock-taking reports from ECR is only possible if a report exists.
- Extensive improvements in the most program parts, modification of all reports.

SIGNIFICANT INNOVATIONS / CHANGES FROM VERSION 8.15

- The program upload considers the ECR relation of departments during article upload.
- New program setting: follow an inserted record after saving.
- Article master data: EAN/UPC quick search is available.
- Revision of the article and department history.
- Enhancement of the article quickinfo: booking statistic and sales trend.
- The article quickinfo displays all transactions per article now. It's possible to print or edit those transactions.
- Advanced stock-taking difference list is available.

SIGNIFICANT INNOVATIONS / CHANGES FROM VERSION 8.14

- New optional module: supplier management including invoice registrations and purchase price history.
- Automatic PGM upload is possible using the calling times table.
- Automatic booking of open transactions is possible using the calling times table.
- Dynamic EAN: it's possible to check the article master data for unknown report articles created within the master data in the meantime.
- Entering EAN/UPC manually the check digit will be validated.
- It's possible to update the stock-taking partizipation using the consistently update function.
- The reorganisation of the ECR relation table considers new locations and ECR without closing the Stock-Controller now.
- Article master data: article numbers will be assigned to the EAN/UPC correlation table only if the entered number is not in the PLU range (6 digits).

- Revision of the Stock-Controller desktop.
- It's possible to print the article master data and the EAN/UPC correlation table considering article profiles.
- Stock-taking: it's now possible to change the key date for an open stock-taking.
- Stock-taking: it's no longer possible to book an open stock-taking before reaching the key date.
- Quick insertion of new articles is possible using a grouped non-tabular form.
- Revision of the Info-Centre and the article quick info.

SIGNIFICANT INNOVATIONS / CHANGES FROM VERSION 8.13A

- Sales prices and tax per ECR: the copy function with ECR selection uses a selection list now.
- Voids of the additional KAKOM-module void/booking can be transferred to the Stock-Controller using the manual report reading.
- Consistent article master data change: the change of sales prices take the purchase prices into account.
- Entering numbers for selection lists a message will be displayed if there is no matching list item.
- The results of the assignment of unknown report articles will be added to the logfile.
- It's possible to deactivate the automatic reading of return reports.

SIGNIFICANT INNOVATIONS / CHANGES FROM VERSION 8.13

- It is possible to manage unknown report articles before adding them to the master data. This affects dynamic EAN/UPC mostly.
- The master data upload supports the transfer of changes only.
- Changes of important program settings will be journalised in the logfile.
- It is possible to decativate the automatic report reading. By default the report reading is active. This setting is particularly suitable for new installations: it gives you the opportunity to manage the master data before.
- Faster management of function calls.
- The stock-taking entry form supports the ECR stock-taking reports now.
- Improved management of article profiles.
- Part lists: you can configure if the proposed new prices of the main article will be calculated or not.
- It is possible to change the sort order of a stock taking and also to define a default sort order.
- It is possible to deactivate the detailled booking per user in order to allow the fast booking only.
- Modified search function in the master data tables.
- The article selection supports an unlimited manual input of numbers.

SIGNIFICANT INNOVATIONS / CHANGES FROM VERSION 8.12

- Article part lists and simple recipes are available.
- A new StartCenter containing shortcuts for important functions and informations is availabe now.
- Automatic booking of open transactions is available.
- A new booking form to book open transactions is available.
- A wizard for essential program settings is available on initial start of the Stock-Controller.
- Fast booking with preselection of the location and transaction type is available.
- Rebooking of open transactions is available.
- New reports: Sales valuation, Location stock with month end stock per anno, Parts list transactions, Quickview
- It's possible to setup the the transaction types.
- It's possible to deactivate the main stock location.
- It's possible to assign an individual sales price per EAN/UPC.
- A new article quickinfo is available.
- The ECR return report will be booked automatically.

- Definite performance enhancement in reporting and stock taking.
- Enhancement of the stock taking countlist.
- A new transaction history is available.
- Better access of the advanced article properties by a configurable quickbar.
- Minor enhancements:
  - The single purchase and sales price will be displayed in the stock valuation by articles.
  - Enhancement of the article selection within the reporting, transaction history and stock-taking.
  - EAN/UPC overview displays the article description.
  - The report view allows an export as CSV or HMTL.
  - It's possible to start KAKOM within the Stock-Controller.
  - It's adjustable that the stock taking opening considers only active articles.
  - It's possible to save and reload the article selection of the stock taking opening.
  - The quickinfo can be printed
  - It's possible to to start a function after program start immediately.
  - New option "Show stock in stocktaking form"
  - The delete function of the consistent article change is password protected now

SIGNIFICANT INNOVATIONS / CHANGES FROM VERSION 8.10

- New reports: Articles without turnover, product movements evaluated according to average or current EK, inventory warning according to minimum and maximum balance and reorder proposals (only with activated option order processing)
- Info-Center: It is possible to save the report settings as a profile and reload them.
- Info-Center: All reports are opened in the table view by default. The table view allows you to re-sort the report by columns. Additionally the report can be filtered by amounts or quantities
- The Info-Center allows you to select a report either from a tree or from a list view. Additionally it is possible to add a unique report identifier to the report title.
- Info-Center: If a report using a key date is selected, the date range fields are hidden in order to enter the key date only.
- An overview of the ECR "utilization" is available. This is important insofar as, during the master data transfer, it is tested generally how many articles an ECR can manage. No more articles, precise PLU's or EAN/UPC codes, can be transferred than can be managed by the ECR.
- Article master: It is possible to define for each article if it will be shown in the reports and evaluations.
- ECR correlation table: It is possible to navigate per article without leaving the correlation table form.
- EAN/UPC master: The article quickview and a search function are available.
- It is possible to display the main desktop of the Stock-Controller by list view or icon view