

MINI-GUIDE: Using Stock in Kitomba

What is Stock?

Stock includes any physical items you sell to your customers e.g. shampoo, conditioner, oils, candles etc. Stock also includes any disposable items you use to run your business e.g. colours, massage oils, hand wash.

Working with stock

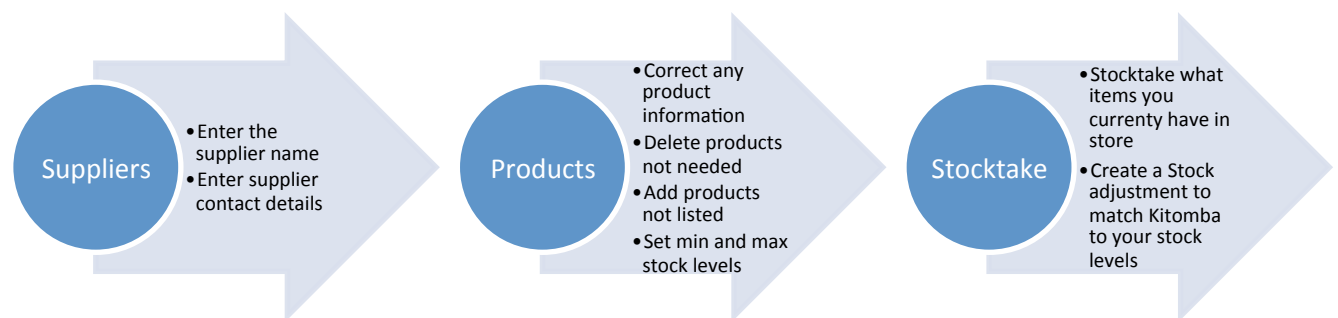
There are five key areas around working with stock in any business. This mini-guide will cover how to manage each of these areas on your Kitomba.

1. Selling stock
2. Ordering stock
3. Checking stock in (receiving stock)
4. Checking stock out for internal use
5. Stocktake

How do I set up Kitomba to keep track of my stock?

Kitomba already keeps track of every item you sell to customers, however if you wish to control ordering of stock you need to setup a few things so that Kitomba can keep track of your stock accurately. When you first have Kitomba installed we ask you some questions about your suppliers and the stock items you use. This is a starting point to tracking your stock.

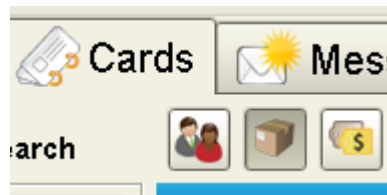
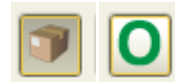
Quick overview of stock tracking



NOTE: If you have just started using Kitomba, your on hand stock amounts may not yet be correct. You should do a **stocktake** first.

1. **Sell stock** in Kitomba by invoicing your customers through their appointment on the calendar – or if they do not have an appointment you can create an invoice for them through the Cards tab. For more details see pages 19-22 and 28-29, in the latest Kitomba User Manual. If you don't have the latest User Manual you can download it from www.kitomba.com / Support and select the User Manual PDF.

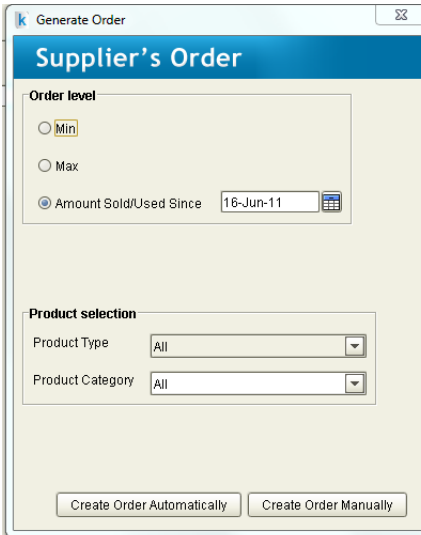
2. **Order Stock** through Kitomba using a Suppliers Order



To do this

- Click onto the Cards tab
- Click on the 'Working with Suppliers' icon
- Select the supplier that you would like to create an order for e.g. L'Oreal

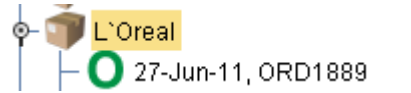
- Click onto Order

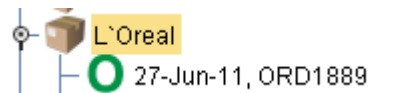
- Choose how you would like to order e.g. min/max levels or the amount you have sold/used since the chosen date
- Click 'Create order automatically'

- You can adjust this order until it is right for you and then click 'Commit'.

When you have created your order it shows under the supplier like this –



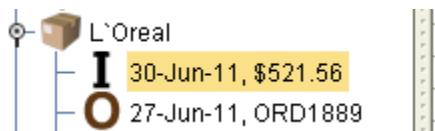
3. Check Stock in (Receipt Stock)



- When the order arrives click on the order
- Go through the order to check everything has arrived
- In the bottom right corner you can click on 'Check In' and then 'Commit'



This will turn the order icon to brown, create a Suppliers Invoice and **update your stock on-hand levels.**



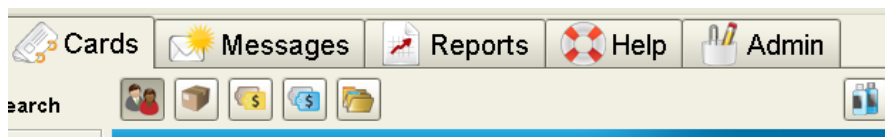
- If you haven't created the order in Kitomba you can create a Suppliers Invoice



- You will also need to enter the order manually in Kitomba.



4. Check Stock out for internal use



- Click onto the Cards tab
- Click onto 'Check out stock for Internal Use'

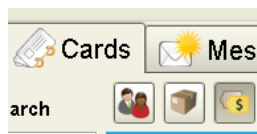
- Enter all products you're checking out for internal use
- Click 'Commit'

5. Stocktake

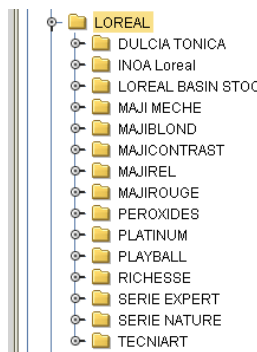
- Stocktaking and making adjustments can be done by category, rather than stocktaking your entire inventory in one go. For example, doing one category per week is a faster, more manageable way of stocktaking.

To stocktake for a category:

Go to the Cards tab, click onto the 'Work with Products and Vouchers' icon



Click onto the category that you would like to stocktake







In this example we are doing a stock take for the whole of L'Oreal, but you could also do this by the smaller sub categories e.g. Richesse.

- Click onto 'Run stock take report for this category'.



Clicking this button will take you to the Reports tab and give you a stocktake report for the chosen category.

Report run for: **LOREAL**

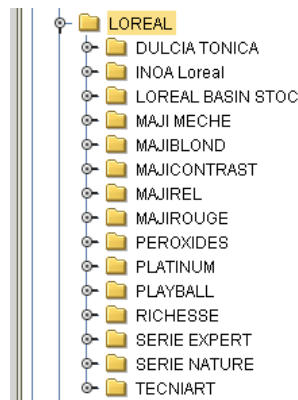
| Barcode | Name | Expected Amount | Actual Amount | Variance |
|--|--|-----------------|---------------|--------------------------|
| DULCIA TONICA | | | | |
|  dresistant | Dulcia advanced resistant 0 | 3.0 | ___ | <input type="checkbox"/> |
|  dnormal | Dulcia advanced resistant to natural (1) | 4.0 | ___ | <input type="checkbox"/> |
| | Dulcia advanced-natural-sensitised 2 | 2.0 | ___ | <input type="checkbox"/> |
|  3474633003962 | presifon | 1.0 | ___ | <input type="checkbox"/> |
| INOA Loreal | | | | |
|  in1 | INOA 1 | 6.5 | ___ | <input type="checkbox"/> |

Print this report and take it with you as you record your actual amounts.

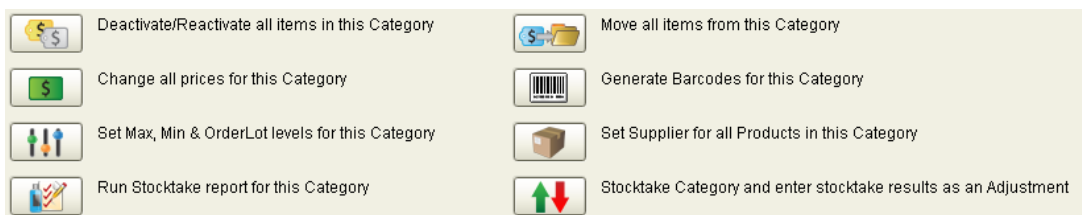
Once you have completed the stocktake you can adjust your actual amounts in Kitomba.

To make an adjustment:

- Click the category that you would like to make an adjustment for



- Click onto 'Stock take Category and enter Stocktake results as an Adjustment'



When you click on this button it will take you directly to the adjustments screen and prepopulate all products for the category.

| Item | Current Stock | Current Price | Current Qty | Current Value | Adjusted Qty | Adjusted Value |
|------|---------------|---------------|-------------|---------------|--------------|----------------|
| | | | | | | |
| | \$24.50 | 3 | 1 | -2 | | -\$49.00 |
| | \$24.50 | 4 | | | | |
| | \$24.50 | 2 | | | | |
| | \$22.26 | 1 | 0 | -1 | | -\$22.26 |
| | | | | | | |

- Make your adjustments then click 'Commit'.

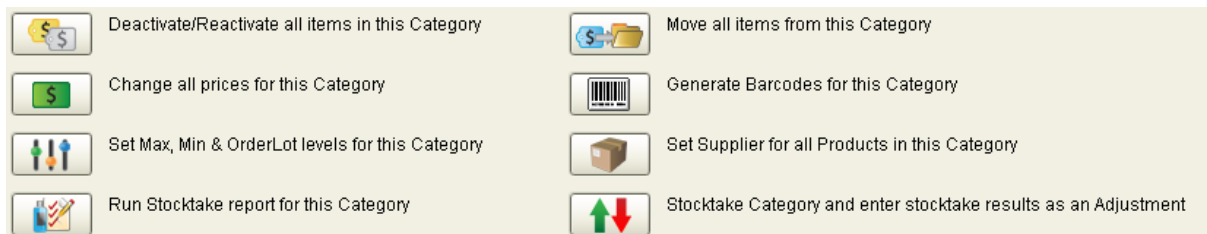
You have now updated the L'Oreal category to your actual stock amounts.

For automatic stock ordering in Kitomba

You need to do the following things:

- Set your suppliers
- Set min/max stock levels
- Make sure your products are all in the right category with the correct cost and retail price

This can all be set in the Category Actions:



Or you can edit each product individually.

Retail Product

| | | |
|--------------------------------|--------------------|--------------|
| Name: AV Blow Dry Lotion 200ml | | Type: Retail |
| Category: ADDVOLUME | Description: 200ml | |
| Code: 4044900000000 | | |
| Alternate Code: | Web Address: | |

Supplier Details

| | |
|-----------------------|--------------|
| Supplier: KMS | Min Level: 3 |
| Supplier Code: 115270 | Max Level: 6 |
| Stock on Hand: 0.0 | Order lot: 1 |

Price Details

| | | |
|-----------------------------------|----------------------------------|--|
| Price (incl GST): \$32.00 | Margin in \$ (excl GST): \$12.56 | <input type="checkbox"/> Trigger Magic Marketing when sold |
| Standard Cost (excl GST): \$15.27 | Margin as %: 45.12% | |
| GST Code: Standard | | |