

Stock documentation

SUMMARY

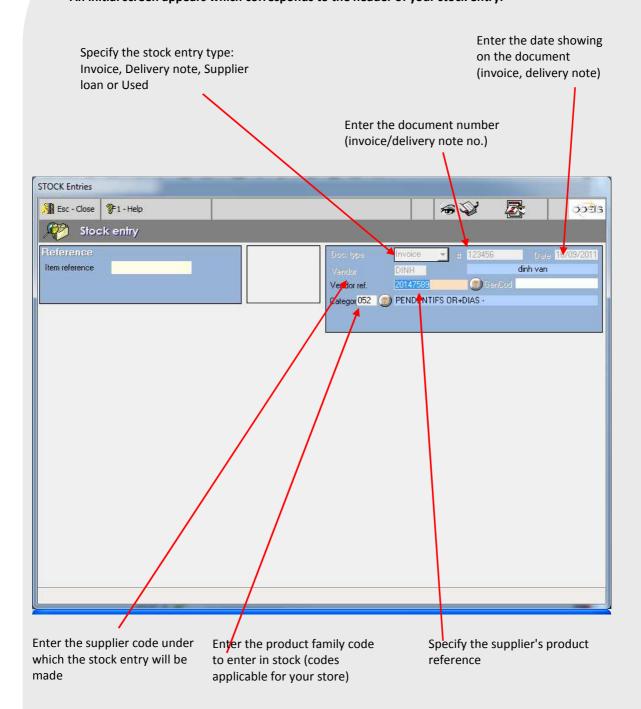
1) Stock entries	Page 3
2) EDI entries	Page 11
2-1) Delivery note received via Intranet	
2-2) SUPPLIER delivery notes received via Email Internet	
2-3) Stock entries via a store order	Page 13
3) Modifications	Page 14
4) Entry checks	Page 15
4-1) Last entries	Page 15
4-2) History of entries	Page16
5) Labels	Page 18
5-1) Label duplicates	
5-2) Viewing Labels	
5-3) Configuration of label types	Page 22
6) Stock search/print- out	Page 23
7) Receiving invoices	Page 26
7-1) Receiving invoices	Page 26
7-2) Printing non-invoiced notes	Page 27
7-3) Invoice reception management	Page 27
7-4) Updating distribution costs (Dom/Tom)	Page 28
8) Supplier Returns	
8-1) Supplier returns	Page 29
8-2) Printing supplier returns	Page 30
8-3) Printing supplier return notes	Page 30
8-4) Canceling a supplier return	Page 31
8-5) Receiving supplier credit notes	Page 31
8-6) Correcting supplier credit notes	Page 32
9) Supplier loans	Page 33
9-1) Purchasing/returning loans	
9-2) List of supplier loans	Page 34
10) Valuation	Page 35
11) Imaging	Page 37
11-1) Display	
11-2) ODEIS camera	
11-3) Photo catalogue	
11-4) Retrieving images	
11-5) Transferring images	
11-6) Up-dating the website	Page 47
12) Physical inventory	Page 53
13) Clearance/Sales	
13-1) Preparing the clearance	
13-2) Launching the clearance	
13-3) End of the clearance	Page 58
14) Re-evaluation/Devaluation of Stock	Page 59
15) Readjustment of retail price incl. VAT with the metal price	Page 60
16) Configuration of stock files	Page 62



Stock documentation

1) STOCK ENTRIES

The manual stock entry of merchandise is located in the menu STOCK - "Stock entries" An initial screen appears which corresponds to the header of your stock entry:



When you have entered the category code, the lower part of the screen is updated with the following information (the "top" part of the screen shows the header of your stock entry and the "lower part" shows the detail of the article to be entered in stock)



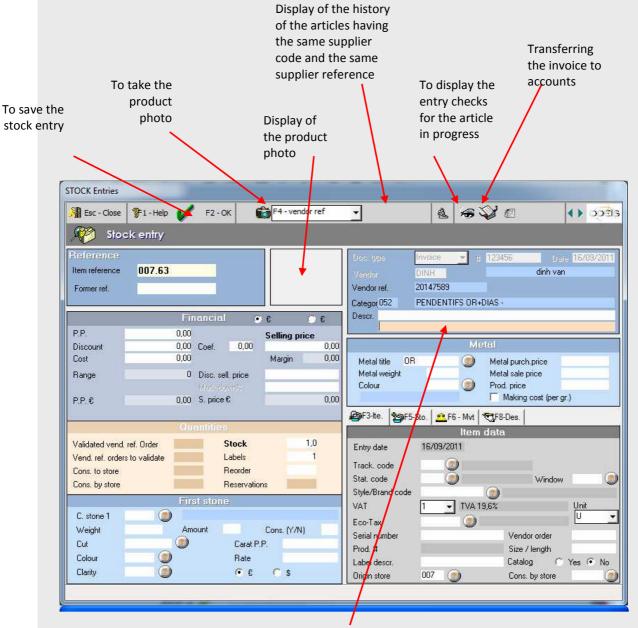
Stock documentation

Different sections appear:

- the section "Financial" groups together the information on pricing.
- the section "Metal" concerns information on the metal.
- the section "Quantities" summarizes the quantities in progress and to be entered into stock.
- the section "First stone" is for entering the main stone of the product.
- the section "Item data" is for all the product information.

This section is split into 4 boxes:

- "Item"
- "Stones" for entering additional stones (for one article, it is possible to enter up to 25 different stones)
- "Movement", enables the listing of the movements of this article.
- "Description", for entering information on the article (it is not the marketing description, but a 'memo' to be used for your internal management).



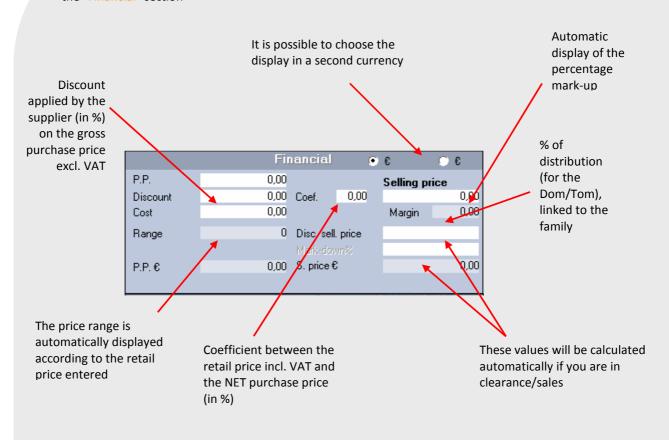
Enter the products' marketing description



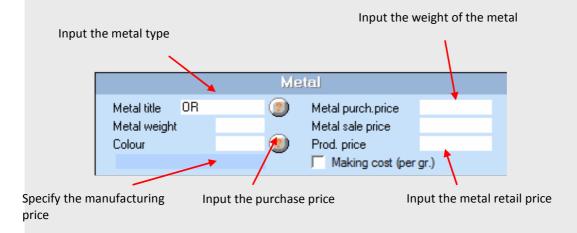
Stock documentation

Details of the different sections:

- the "Financial" section



- the "Metal" section



The product purchase price may be calculated automatically (purchase price = purchase price * weight + manufacturing price).

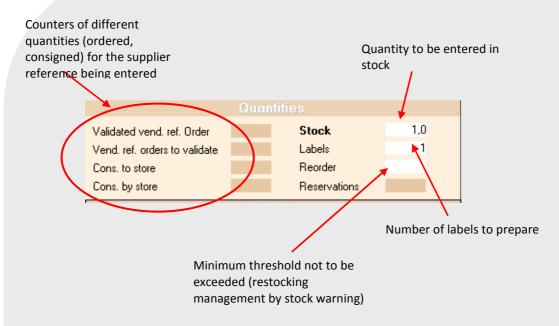
The retail price may be calculated automatically (retail price = retail price * weight).

The prices may also be entered directly into the financial box.



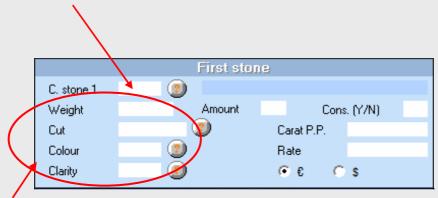


the "Quantities" section



- the "First Stone" section

Code of the main stone

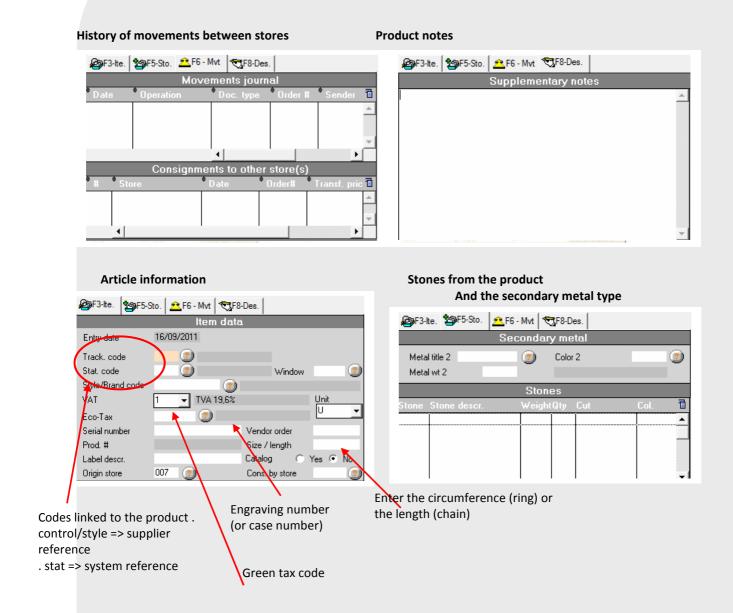


Specify the different characteristics of the main stone



Stock documentation

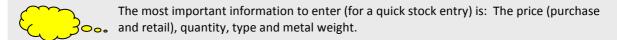
the "Item data" section



At the end of your input, press F2 to validate the stock entry of the product.

A unique number is allocated to it (it is this number which will show on the product labels).

ODEIS automatically prepares the product labels to print as well as the entry checks (allowing you to easily check your stock entries on the system in relation to the supplier document).

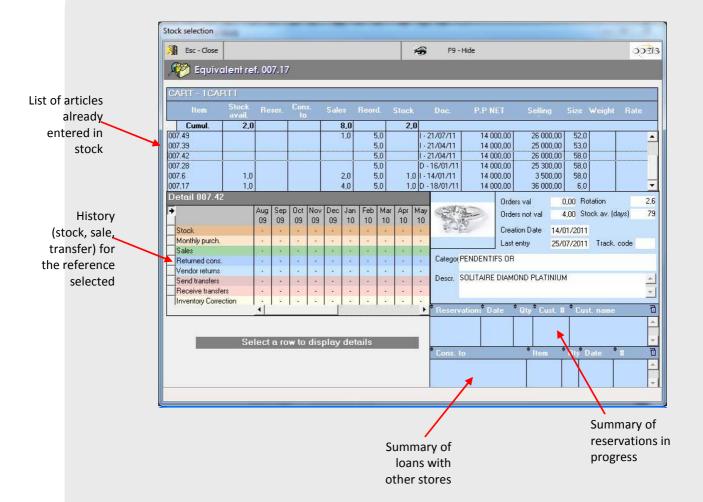




Stock documentation

The functions attached to stock entry:

- Display of the history of the articles having the same supplier code and the same supplier reference (F7)

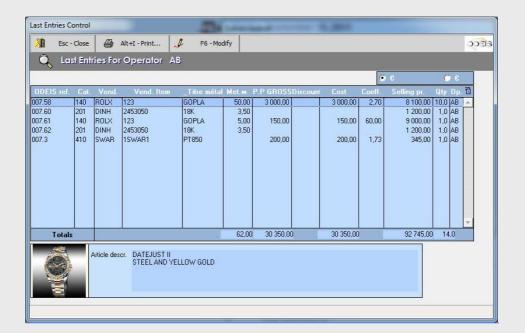






To display the entry checks for the article in progress

This function allows you to list the articles already entered by supplier code, date and the article number entered.





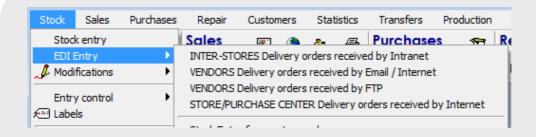
You do not need to enter a supplier article all at once.

You can use the input of a stock entry at any moment and know where you are thanks to this function.



Stock documentation

2) EDI ENTRIES (electronic data interchange)

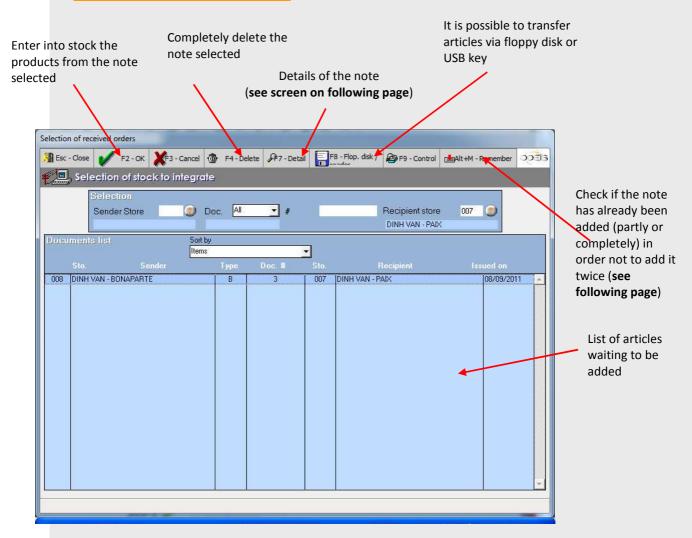


In this option, you can automatically enter a delivery note received from:

- a store (via Intranet inter-store reception)
- a supplier (via e-mail Internet or FTP)

In addition, you can directly enter in stock a supplier order input and validated by ODEIS. (entered in stock via a store order)

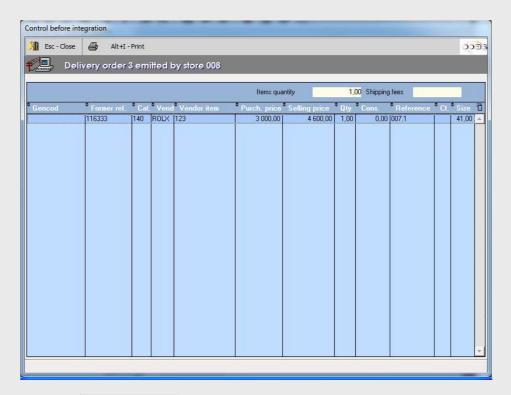
2-1) Delivery note received via Intranet





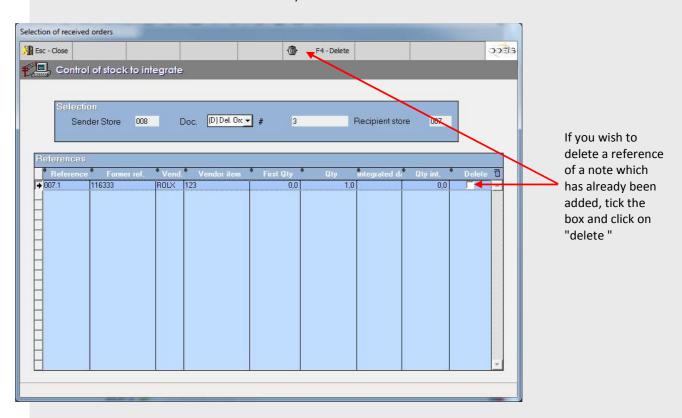
Stock documentation

By clicking F7 - Détail the following screen appears. You can **view the list of articles included in the note.**



By clicking on F9 - Control, you will display the list of articles from the note selected, with

information on whether this note has already been added





Stock documentation

When you are ready to add the merchandise, press



To validate the integration: all the articles from the note will be automatically added to your stock.

2-2) SUPPLIER delivery notes received via E-mail Internet

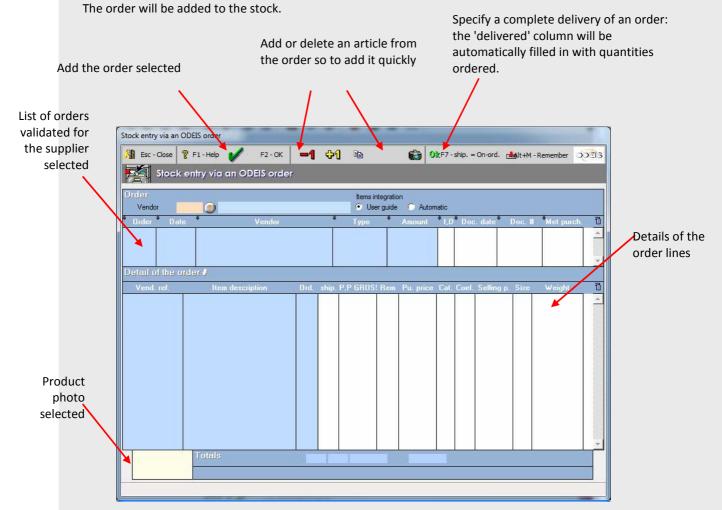
See documentation on EDI.

2-3) Stock entries via an ODEIS order

Upon delivery of an order input in ODEIS, this option allows the integration of the articles ordered.

You will be asked to enter the supplier.

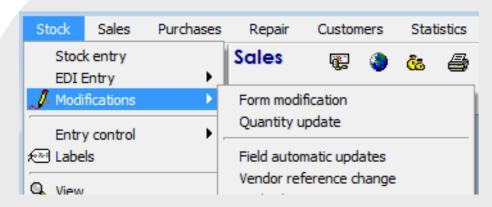
All the orders validated for this supplier will appear and all you need to do is enter the quantities delivered (and possibly check the prices) and press F2.





Stock documentation

3) MODIFICATIONS



In this menu, you can:

- modify a stock file
- update a group of article files (price, monitoring code, etc.)
- coordinate your references
- send your modifications to your other stores

See the documentation "Sending modifications to stores."



Stock documentation

4) CHECKING ENTRIES

This option is used to check the stock entries, in order to link the supplier article (delivery note, invoice, etc.) with the entries carried out in ODEIS.

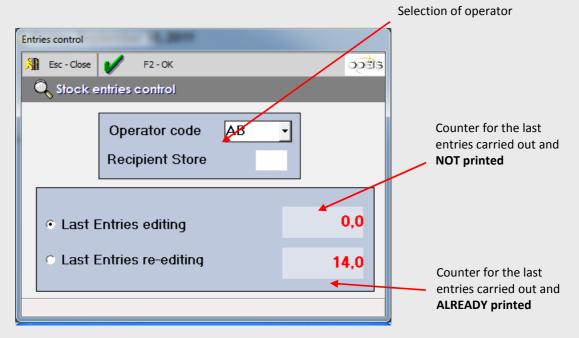
Entry checks mirror the stock entry.

After entering articles in stock, it is possible to check them: it is the last entries checked (i.e. the entries which have just been carried out) to be printed (it is not compulsory but strongly advised).

When you search for a check which has already been printed, you go to the option "selection/print history of entries"

4-1) Last entries

In this function, the concept of the operator (who has made the entry) is essential. The counters displayed are related to the operator selected.





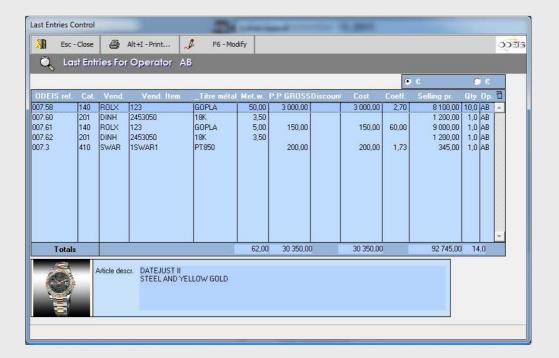
<u>To note</u>: in our example, after having printed the last 64 entries, the counter "Print Last Entries" will be reset to zero and the counter "Reprint Last Entries" will be set to 64. Therefore, it is always possible to reprint the last entries, as long as the new entries have not been printed.



Stock documentation

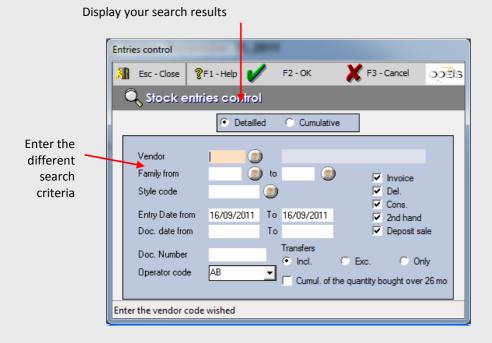
By pressing F2 - OK , the following screen appears.

You will see the detail of your last stock entries and will be able to print them.



4-2) History of entries

This function is used to reprint an entry control.

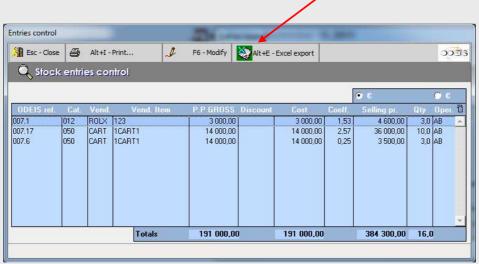






After pressing F2, ODEIS will display the following screen which contains the detail of the references entered in relation to your criteria.

It is possible to export the selection to EXCEL





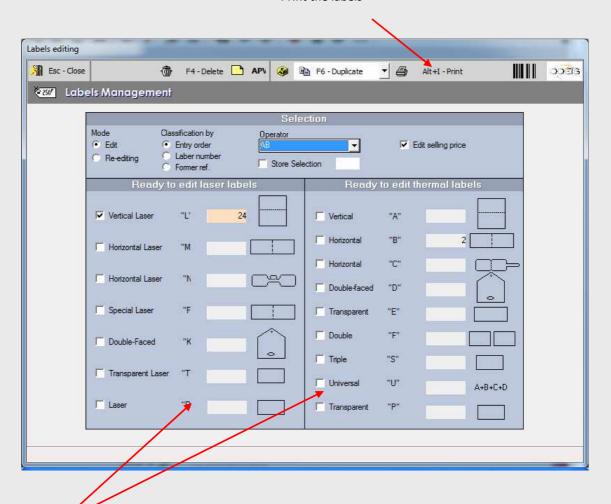
Stock documentation

5) LABELS

ODEIS prints the labels. Several types are available (label pages for a laser printer and/or a roll of labels for a thermal printer)

Labels are generated according to the category classification.

Print the labels



Choose the label type to be printed (Laser or thermal)

It is possible to:

- prepare duplicate labels
- view the labels waiting to be printed
- configure the information to be printed on the labels.
- save the settings by default (mode, classification, label type)



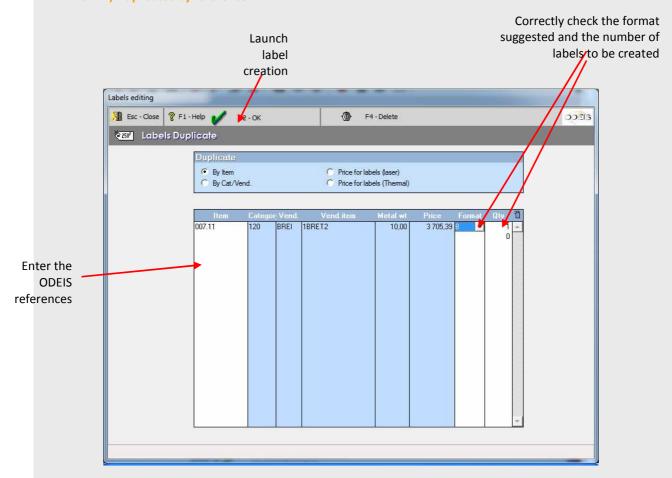
Stock documentation

5-1) Label duplicates

This function allows you to create duplicate labels

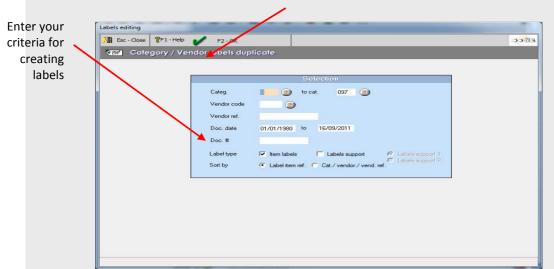
- by label numbers (ex.: 074.1234)
- by family, supplier (redo all the labels of a supplier)
- in order to generate label plots (only the retail price on the label)

5-1-1) Duplicates by reference



5-1-2) Duplicates by Family/Supplier

Launch label creation

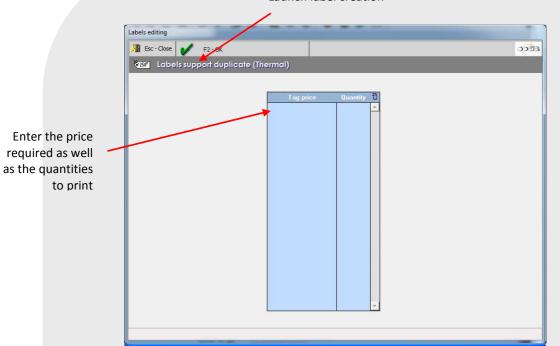






5-1-3 Duplicates for label plots

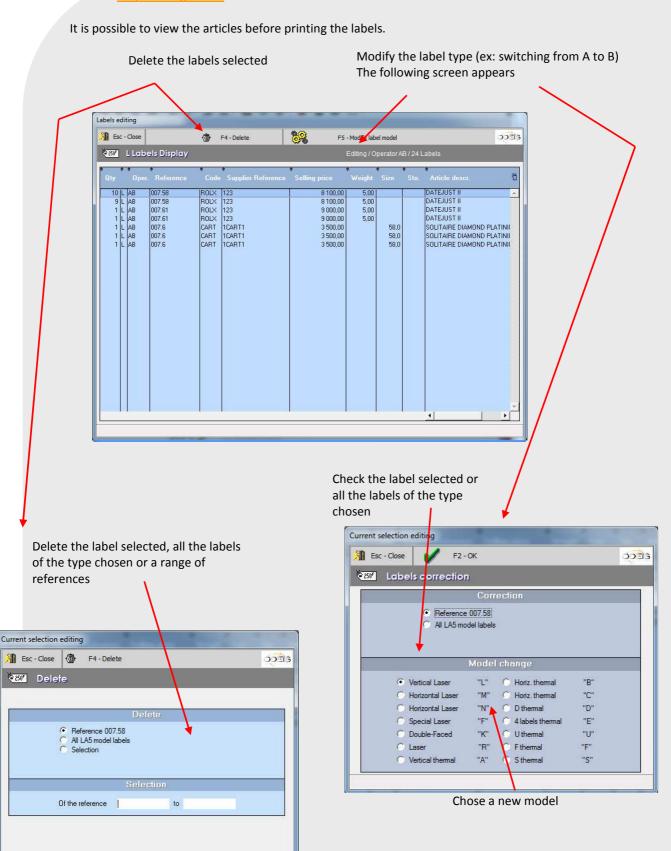
Launch label creation







5-2) Viewing Labels



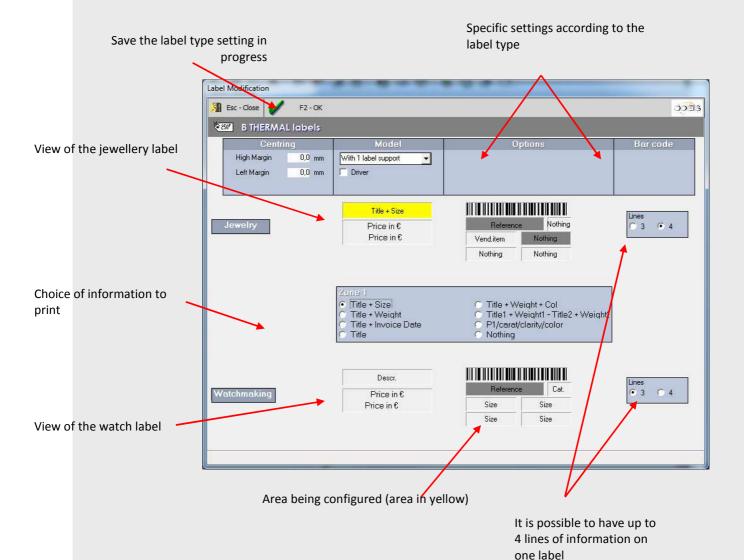


Stock documentation

5-3) Configuration of label types

The screen is divided into two sections; the 'jewellery' section and the 'watch' section. This division comes from the family classification setting (a family may be classed as 'watch' or 'jewellery')

ODEIS leaves you to configure completely the information required on the label. All you need to do is select an area (which will be yellow) and choose which information you would like to put there.

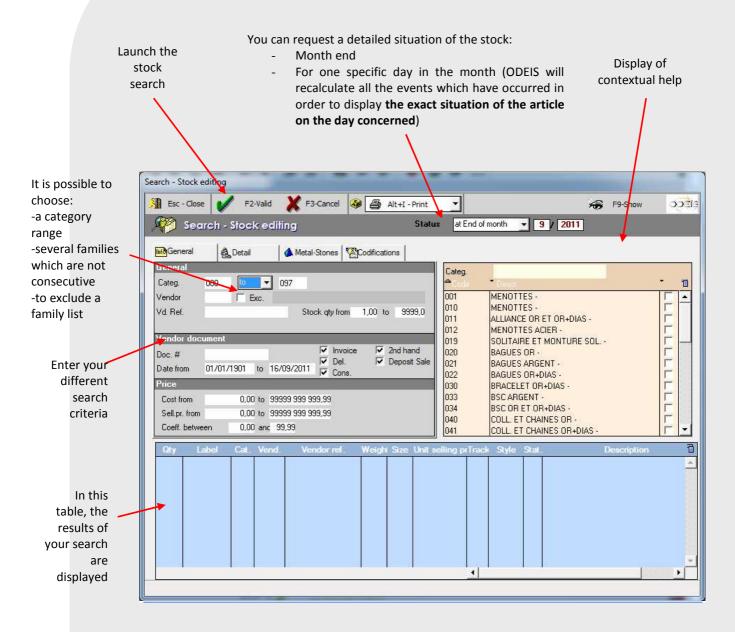


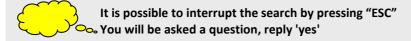


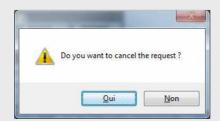
Stock documentation

6) **SEARCHING/PRINTING STOCK**

In this program, you can select the stock files according to the criteria entered.





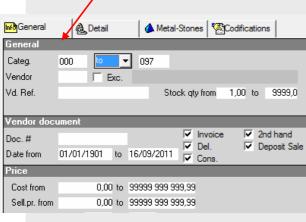


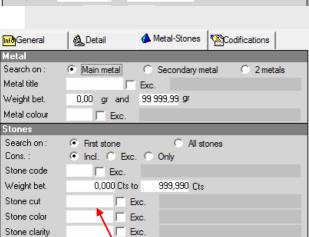




Details of the different search criteria sections

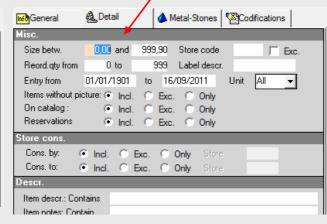
The section "General", where you can find the most frequently used criteria

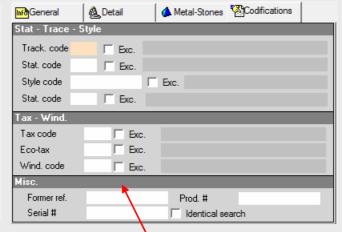




The section" Metal-Stones ", for searches on the characteristics of stones, of the metal

The section "Detail", contains the most specific criteria





The section "Codes", for searches on your style, statistic, monitoring codes etc.



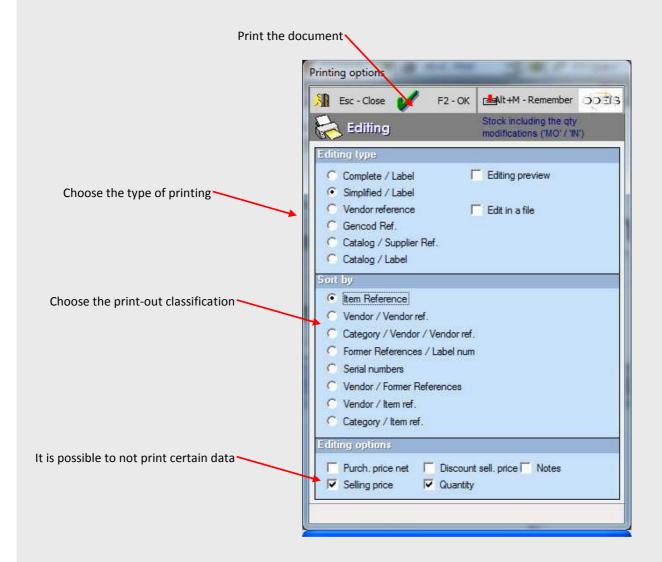
Stock documentation

Printing the stock selection

When the result of your search is displayed (in the blue table at the bottom of the screen), it is possible to print this selection by choosing the option

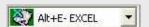


The following screen appears, allowing you to choose your printing options:





It is also possible to export your selection to Excel by choosing the option





Thanks to the function Remember, most of your search criteria are memorised. Therefore, you can retrieve them for future selections.



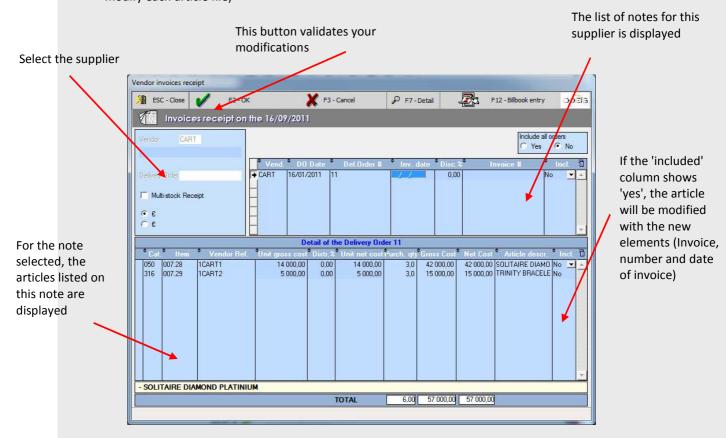
Stock documentation

7) RECEIVING INVOICES



7-1) Receiving Invoices

Thanks to this option, as soon as you receive a supplier invoice relating to a delivery note entered in stock, you will be able to link the invoice received and the delivery note entered. (This avoids having to modify each article file)





Stock documentation

7-2) Printing non-invoiced notes

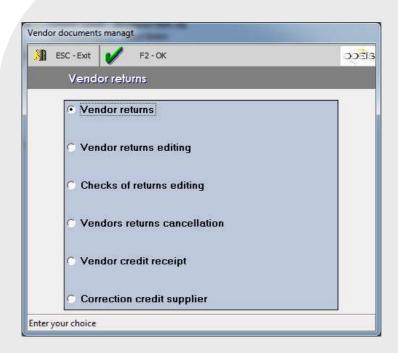
This function allows you to list all the delivery notes entered in stock





Stock documentation

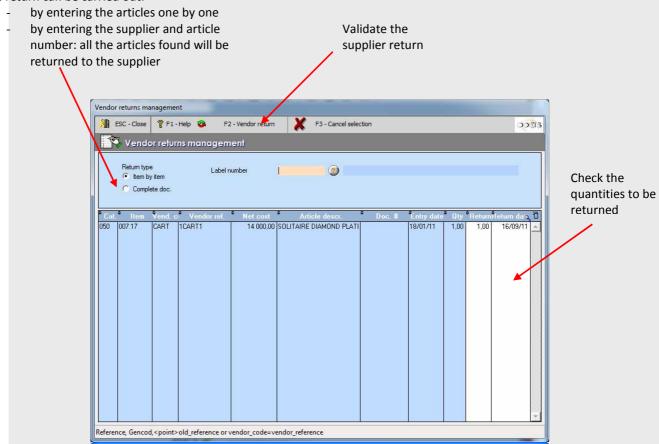
8) VENDOR RETURNS



8-1) Vendor returns

This function allows you to return articles to suppliers (old articles, defective articles, etc.)

The return can be carried out:

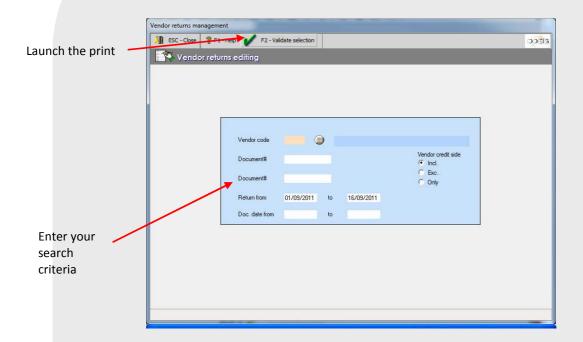




Stock documentation

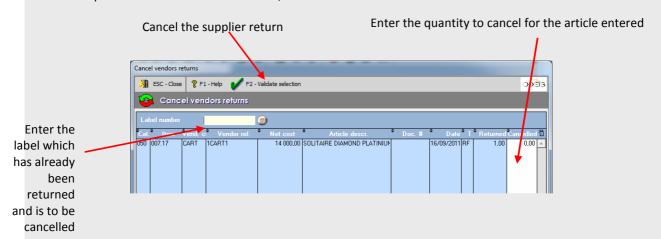
8-2) Printing vendor returns

This option prints the list of articles returned to the supplier according to the criteria entered



8-3) Cancelling a vendor return

It is possible to cancel a vendor return, ODEIS will then restart the stock article.

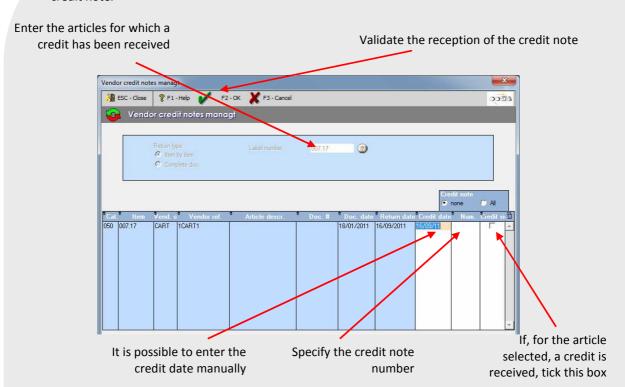






8-4) Receiving vendor credit notes

Following a supplier return, you can save the date in ODEIS on which you received the corresponding credit note.



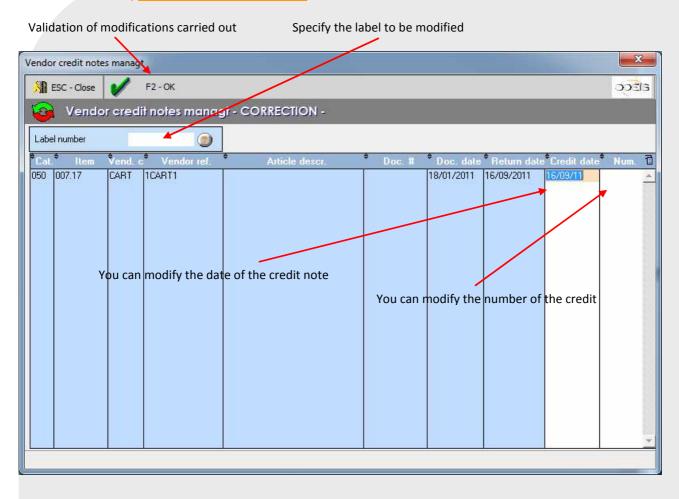


This function is used to specify on which date the vendor credit was saved (no accounting management of this credit in ODEIS)





8-5) Correcting vendor credit notes



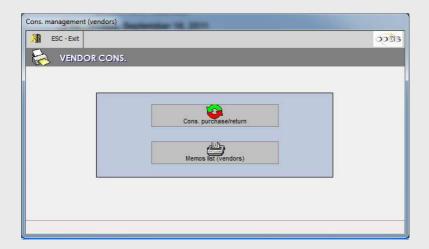


Stock documentation

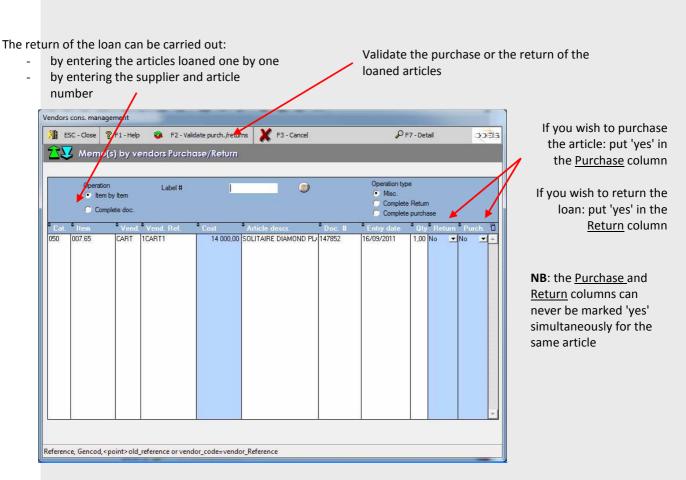
9) SUPPLIER LOANS

In this program, you can manage your articles loaned by the supplier (article type = "C"). Therefore, you can specify in ODEIS:

- the purchase of a loan (you decide to purchase this loan from the supplier)
- the return of a loan (this article loaned by the supplier is not suitable, you return it to them)



9-1) Purchasing/returning loans

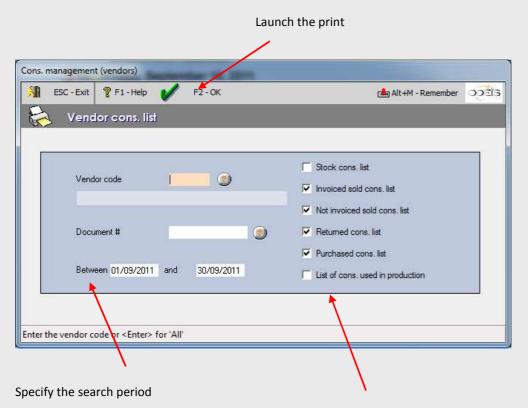






9-2) List of vendor consignments

You can view the precise status of your vendor consignments (in stock, sold, returned, purchased, etc.)



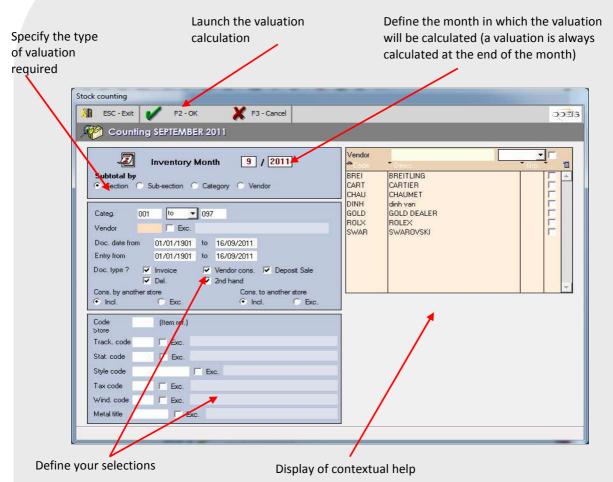
Define the search criteria for the consigned articles



Stock documentation

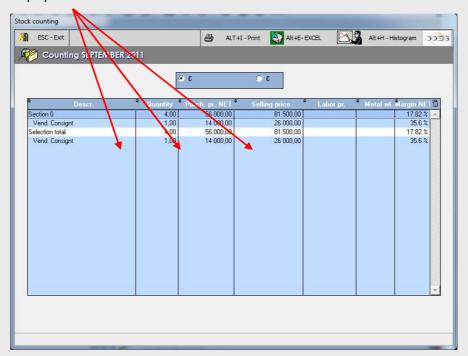
10) VALUATION

This function allows you to view the global and summarised value of your stock (classified by product line, sub-product line, family or supplier) by purchase price, retail price and quantity



The following screen shows the result of a valuation by product line (reminder, the product line is the first character of a family)

Display of different information on the valuation





Stock documentation

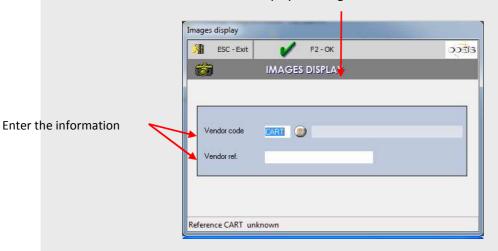
11) IMAGING



11-1) **Display**

This allows you to display a product photo (if the photo exists on your computer) by entering a supplier code and reference

Display the image if it can be found



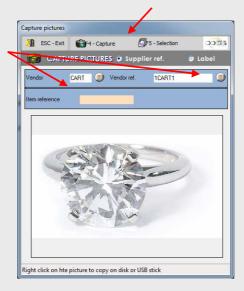
11-2) Capture pictures

This option allows you to display a product photo as before.

In addition, it is possible to take (save) a new image (always using the information required: the supplier code and their reference)

Take the photo (via third-party software)

Enter the information



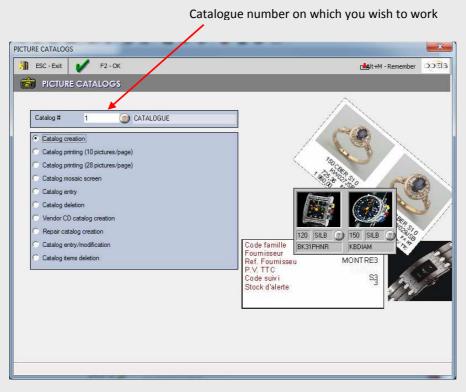


Stock documentation

11-3) Picture catalogue

With this function, you can create your own photo catalogues. You can decide on which products to include in the catalogue.

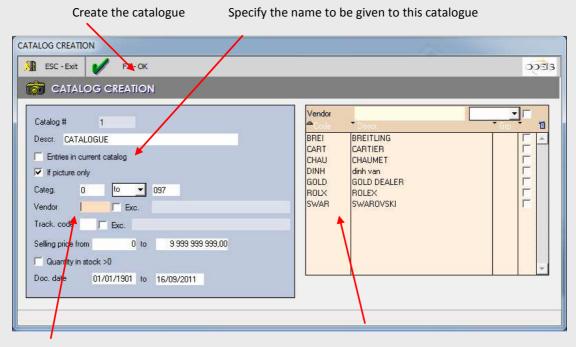
It will then be possible to print these catalogues and view them.



11-3-1) Creating the picture catalogue

Catalogue creation determines which photos you wish to add to the catalogue.

It is entirely possible to create several catalogues (1 per supplier for example), each catalogue being independent.



Enter your different criteria

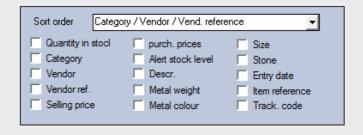
Display of contextual help



Stock documentation

11-3-2) Printing the photo catalogue

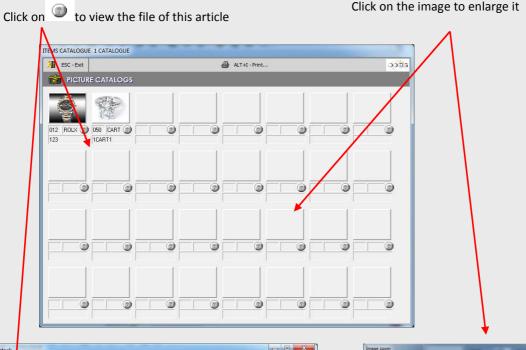
Several printing options are suggested to you.

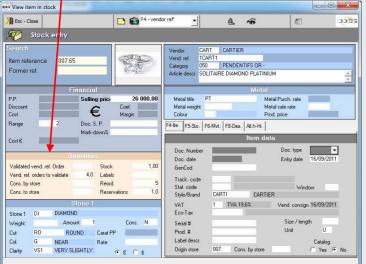


Press F2 - OK print the catalogue selected.

11-3-3) Screen inlay of the catalogue

You can view your photo catalogue on the screen. By clicking on a photo tab, you can display its image more clearly.



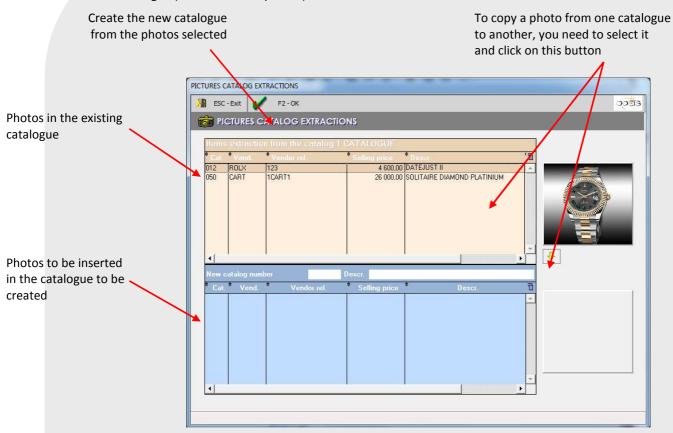




Stock documentation

11-3-4) Catalogue output

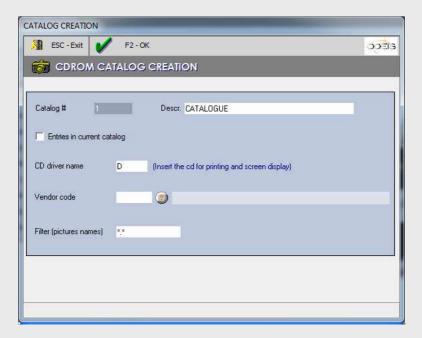
This option allows you to extract several photos from an existing catalogue in order to place them in a new catalogue (to isolate these photos)



11-3-5) Creation of a CD-ROM supplier catalogue

This operation allows you to create your photo catalogue from your CD-ROM of images provided by your supplier. The presence of the article in stock is not checked.

Therefore, you can have a catalogue containing the whole of a supplier collection and print it via ODEIS. (It is compulsory to re-insert the supplier CD-ROM to view and print the photos from a catalogue created by this method.



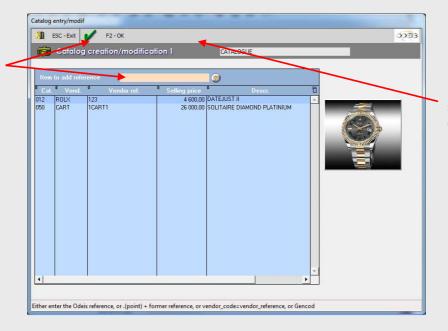


Stock documentation

11-3-6) Catalogue input/modification

Use this option to add (or delete) a photo to your catalogue.

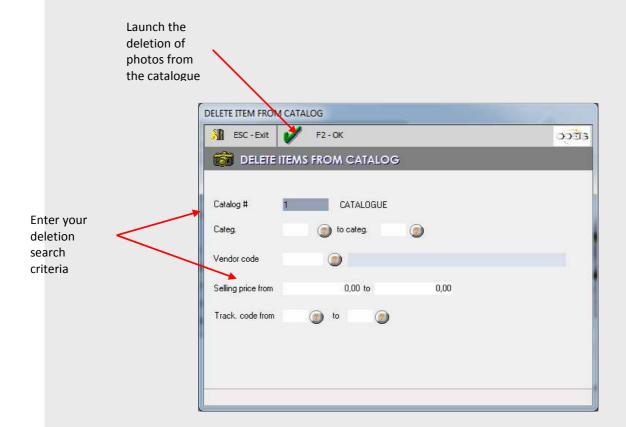
Add a photo to the catalogue



Delete the photo selected from the catalogue

11-3-7) Delete articles from the catalogue

Use this function if you wish to delete a group of photos from the catalogue in progress.





Stock documentation

11-4) Retrieving images

With ODEIS, it is very simple to retrieve article images from vendors (CD-ROM, Internet) in order to store them on your computer.

Thanks to this function, you can for example print on a client's invoice the photo of the product sold, or even view directly the photo of a product, during your restocking.

There are two ways of retrieving the images:

- using a CD-ROM
- using the Internet

Using a CD-ROM:

Specify the letter corresponding to your CD drive

Enter the supplier code: if it is not already configured, you will need to type the access path to the images on the CD (applicable for each supplier)

Click on to access the supplier paths identified by ODEIS

This information is stored in the supplier file (miscellaneous/supplier menu) Launch the retrieval of images from the supplier's photo from the CD to your computer even if this photo is already on the PC

Upload vendor pictures

PESC - Close P2 - OK

UPLOAD VENDOR PICTURES

Vendor code

Hard drive search
Pictures directory

Priority given to vendor picture

Upload ALL vendor pictures

Search pictures named with the former reference

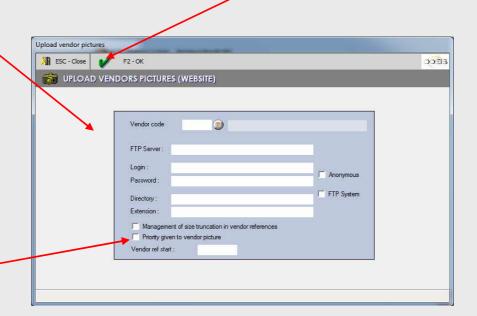
Using the Internet:

Specify the supplier code

You will need to enter the website address from which you can download the supplier's images as well as the connection login details (provided by the supplier)

This information is stored in the supplier file (miscellaneous/supplier menu)

If this option is ticked, ODEIS will copy the photo from the FTP to your PC even if this photo is already on the PC Connection to the supplier's website and start the retrieval of images

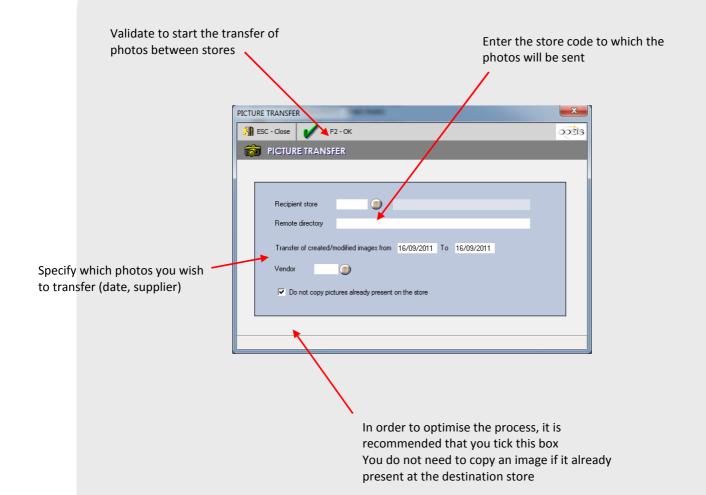




Stock documentation

11-5) Transferring images

If you manage many stores, it is useful if all your outlets can access the photos. For this reason, this program allows you to send photos via the Intranet (as with the transfer of merchandise between stores)





Stock documentation

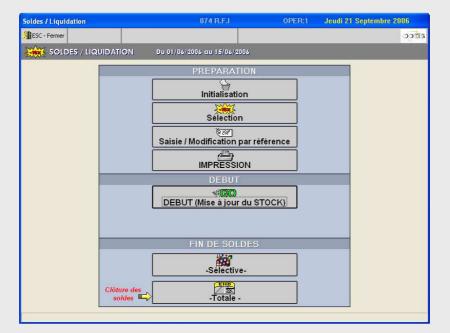
12) PHYSICAL INVENTORY

Consult the documentation "Inventory management"

13) CLEARANCE/SALES

This function allows you to:

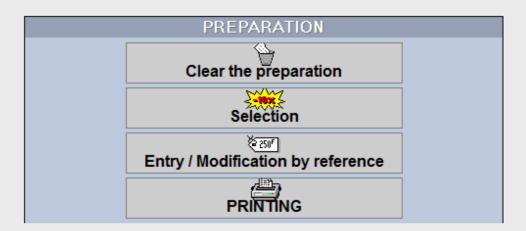
- generate a list of articles associated with percentage markdowns (clearance preparation)
- automatically modify the retail price of the articles previously listed and generate new labels (start of clearance)
- return to the initial state when the operation (clearance/sales) has finished (end of clearance)





Stock documentation

13-1) Preparing clearance sale



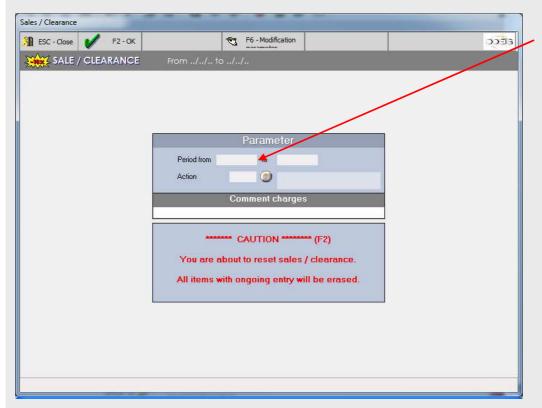
Initialization:

Before starting a new clearance, it is essential to proceed with clearing the preparation.



You should not use this option during a clearance as it will delete the clearance in progress.

Validate below to delete the clearance.



Specify here the clearance/sale period

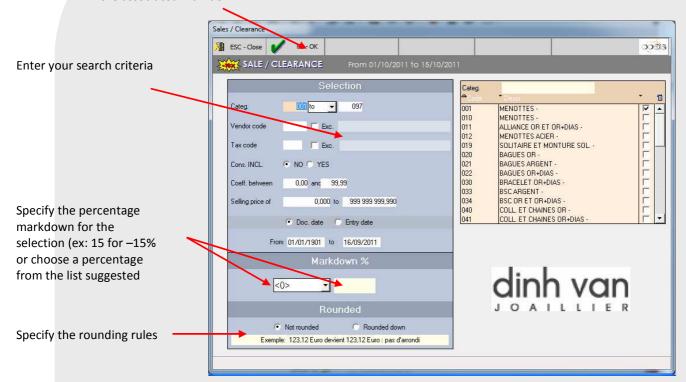




Stock documentation

Clearance by category/supplier (selection):

Add articles to the clearance which are found with the associated markdown



Clearance by article:

Add the article entered to the clearance

44 600,0C

1,1

Enter the article code to markdown

| February | Februa

Specify the percentage markdown for this article

The sale price is calculated automatically, you can adjust it if necessary



The sale price is rounded thanks to the rounding rules defined by the price range. This preparation does not modify the stock in any way.

42 108,00

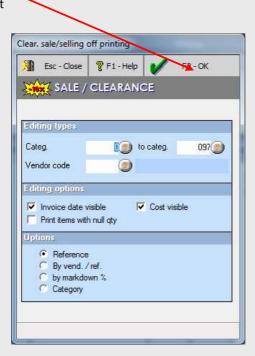


Stock documentation

Clearance print-out

This print-out includes the price before markdown, the price after markdown, the percentage markdown, current quantity in stock, the supplier invoice date, etc. for each article.

Edit the document



13-2) Launching the clearance



All the articles present in the clearance will be modified.

The former retail price will be kept in the field 'retail price blocked' during the clearance. The markdown price will be transferred to the 'retail price' field

All the articles in the clearance must therefore be re-labelled (change of retail price); ODEIS automatically prepares the labels. All you need to do is print them

Validate to start the clearance/sale





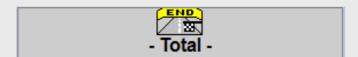
Stock documentation

13-3) End of the clearance

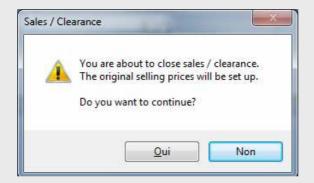
This operation involves returning the prices to what they were before the start of the clearance in relation to your selection.



Modify the stock files: The blocked price once again Sales / Clearance becomes the retail price ODEIS also prepares here the ESC - Close F2 - OK ODEIS labels for the articles SALE / CLEARANCE concerned T 001 010 MENOTTES -MENOTTES -٠ Categ. 097 ALLIANCE OR ET OR+DIAS -MENOTTES ACIER -SOLITAIRE ET MONTURE SOL. -011 012 019 020 021 022 030 033 034 040 041 Vendor code BAGUES OR -BAGUES ARGENT -F Exc. Tax code BAGUES OR+DIAS -BRACELET OR+DIAS -BSC ARGENT Cons. INC CYES BSC OR ET OR+DIAS -COLL. ET CHAINES OR Re-enter your search criteria 99.99 Coeff, between 0,00 and COLL. ET CHAINES OR+DIAS (as with the clearance 01/01/1901 to 16/09/2011 preparation) Implementation of the original selling price before sales.



All the original retail prices of the articles in the clearance will be reset



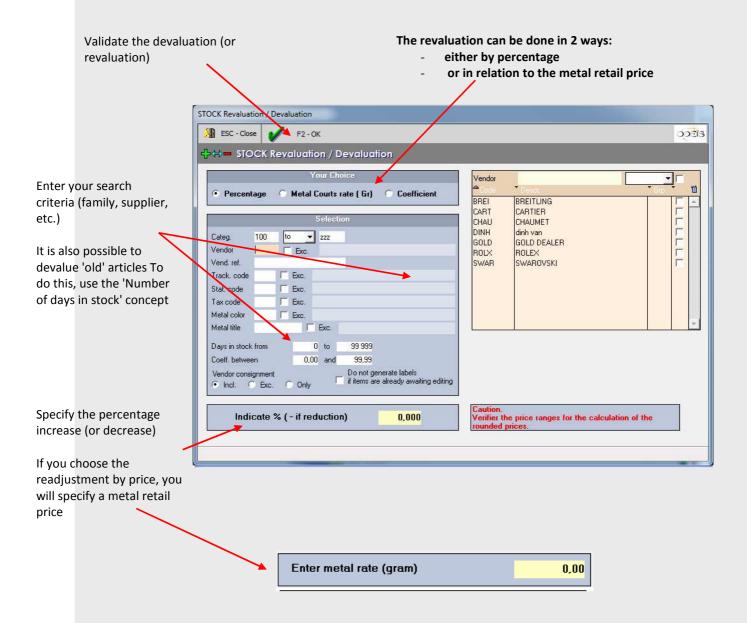


Stock documentation

14) STOCK REVALUATION/DEVALUATION:

This option allows you to increase or decrease the retail price for a selection of articles according to a percentage entered or a metal retail price.

ODEIS will modify all the stock files selected by re-calculating the new retail price and creating new labels ready to be printed.





The revalued (or devalued) price takes account of the rounding rules defined in the price range.

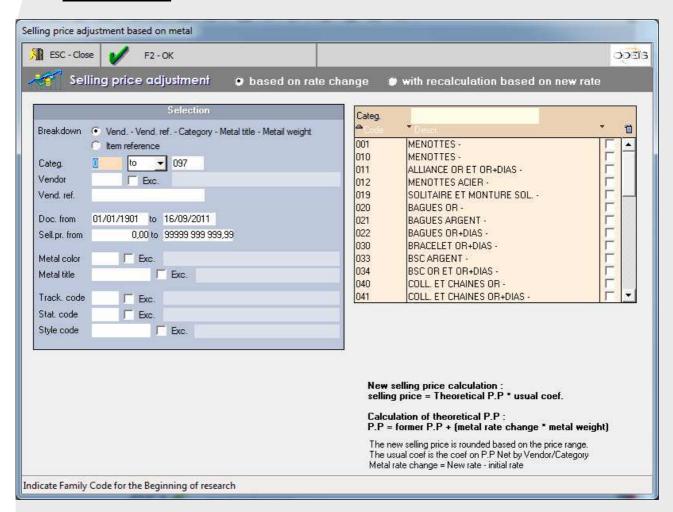


Stock documentation

15) READJUSTMENT OF RETAIL PRICE INCL. VAT WITH THE METAL PRICE

Access: Stock/Miscellaneous/Readjustment of retail price incl. VAT with the metal price

Selection of articles



During the selection, you need to specify the break-off point:

- Either you work with the "supplier reference" or with the "ODEIS reference".
- If you work with the "vendor reference", it may be that there is a different purchase price, weight or assay for the same supplier reference. Therefore, there may be several lines for the same supplier reference.

New retail price (incl. VAT) calculation

There are 2 methods for calculating the readjustment of the retail price incl. VAT:

The new retail price incl. VAT is rounded according to the price range.

By price variation:

Calculation of the new retail price incl. VAT

Retail price = theoretical purchasing price * usual coeff.

The "usual coeff." is the coeff by vendor/category on the net purchase price.

Calculation of the theoretical purchase price

Purchase price = Former Purchase price + (Variation of the metal price * Metal weight)



Stock documentation

Metal price variation = New price - Original price

By calculating using the new price::

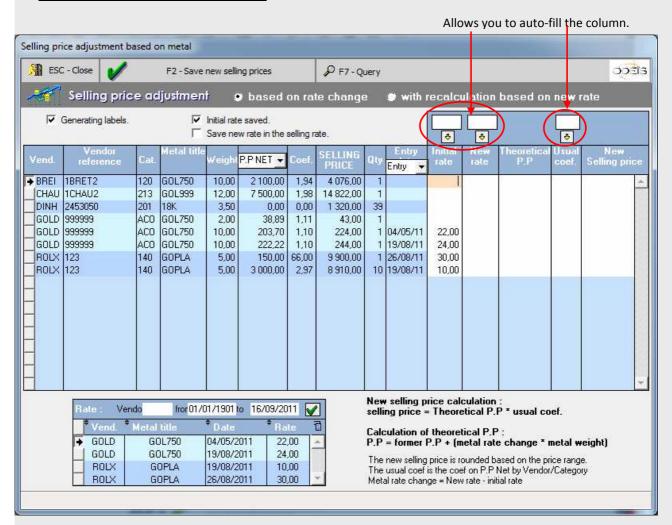
Calculation of the new retail price incl. VAT
Retail price = theoretical purchasing price * usual coeff.

The "usual coeff." is the coeff by vendor/category on the net purchase price.

Calculation of the theoretical purchase price

Purchase price = Manufacturing price + (New metal price * Metal weight)

Readjustment of the retail price incl. VAT



It is possible to sort the table by reference or by date.

Where it is sorted by date, it still remains grouped by supplier reference.

Only the references with a new price will be modified.

In the case where the purchase price is not filled in, the bottom table allows you to search for a metal price on other supplier invoices.

In addition to the retail price incl. VAT, you can update the metal purchase price (if it was incorrect or not initially filled in).

You can also save the new price in the metal retail price area (the area is then "modified")



Stock documentation

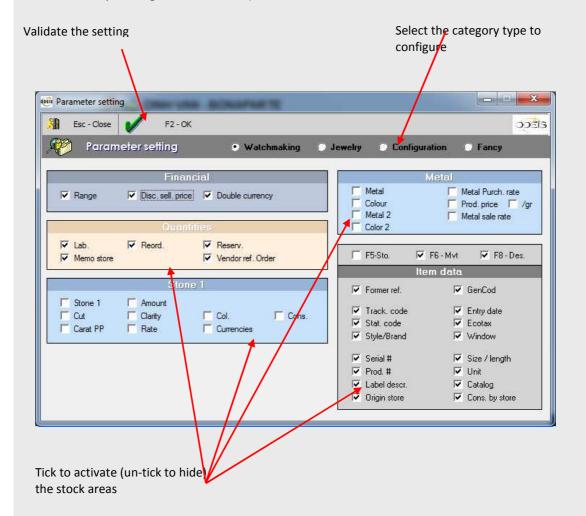
16) CONFIGURING THE STOCK FILE

According to the products entered in stock, it may be advantageous to hide certain areas of the article file.

For example, when a watch is entered in stock, you don't need to display the strap size.

The configuration of information to display in a stock file is located in the menu "STOCK" - "base files" - "File settings"

This setting is directly linked to the family classification in relation to the family type (Watches - Jewellery - Configurable - Costume)





Thanks to this function, you can completely redesign the stock file.