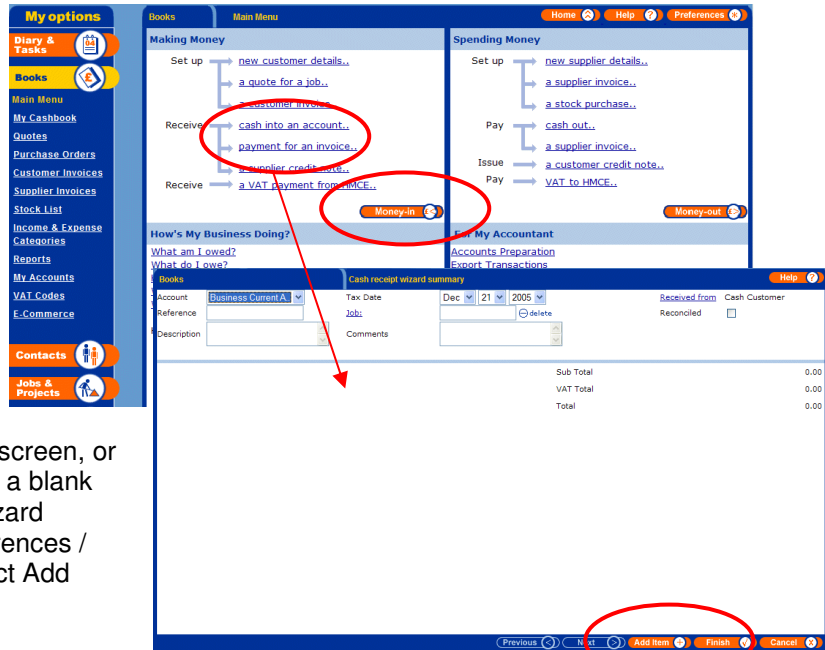


• **Create a Receipt**

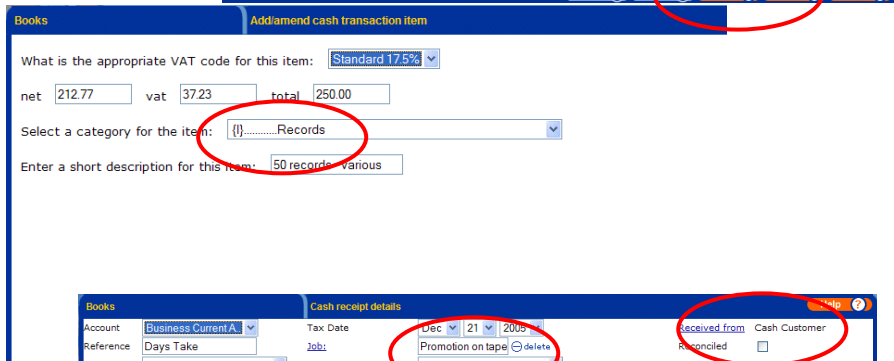
To set up a receipt go to AccountsMain Menu and select "Receive cash into an account" or "Money in". This example follows the first route but they are basically the same. You can also set up receipts from the Cash Book itself.



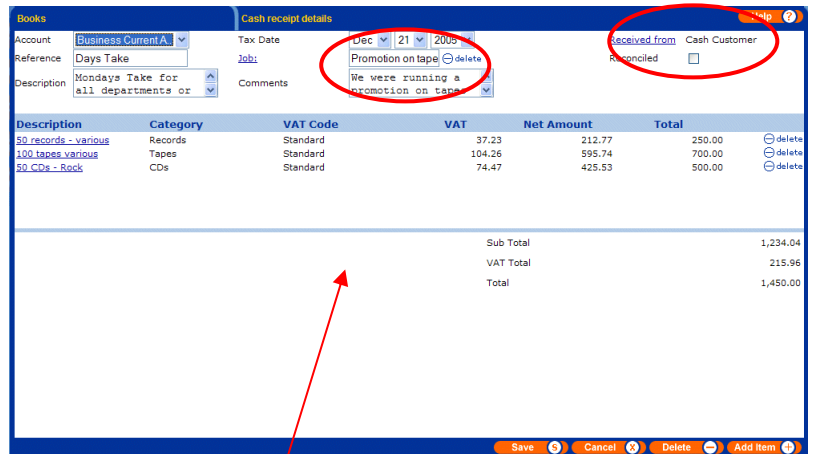
This will present you, either with the first wizard screen, or in this case because we are using Expert Mode, a blank Wizard Summary Screen. (To change these wizard settings go to Home Page / Preferences / Preferences / Wizard Summary). From this blank screen select Add Item.

• **Enter Receipt Details**

Enter the relevant details in the Transaction Item screen – selecting the relevant Income Category to measure the sales against. You will be able to report against these categories later from Reports.



Enter all of the transactions and details onto the main screen. Here we have previously created a Job (or Project) called "Promotion on tapes". By linking transactions to this Job we can later go to Jobs and Projects and view all transactions where there were promotions running. Note that you can change these details at any stage in the future, but a record will be made in the change log (Accounts Main Menu). "Received from" will be Cash Customer as you will not have all of the customer names.



• **View the Cash Book Entry**

The entry for the days taking can be seen in the Cash Book. By clicking on the Reference you can reopen, view and change the details.



Managing Stock

Because the process above enters sales of “categories” of products (Records, Tapes etc..) into the cash book for simplicity and speed, you will need to create a manual stock adjustment if you want to update your individual product stock levels. It is likely that you may do this on a weekly basis.

Go to Accounts Main Menu, and select Stock List to get the screen to the right.

Select Adjust Stock for the items which you wish to amend.

Select the type of adjustment to make – in this case Stock Usage, and enter the (negative) amount in the Adjustment box.

Under reports you will be able to access reports on Stock Values and Stock Histories.

The screenshot shows the 'My options' sidebar on the left with 'Stock List' selected. The main window displays a table of stock items. A red circle highlights the 'Adjust Stock' column. Below, the 'Stock Adjustment' screen shows a dropdown menu for 'Adjustment Category' with 'Stock Usage' selected. A red circle highlights the 'Adjustment' input field.

Description	In Stock	Cost Price	Sale Price	Reorder Level	Adjust Stock
15mm metal strip	15 bundle of 10	5.60	8.35		
3mm metal strip	25 bundle of 10	3.50	5.2		
delivery - up to 100 miles	single drop	20.00	50.00		
delivery up to 300 miles	single drop	35.00	65.00		
hinge-large	8 box of 5	5.00	7.50		
hinge-small	box of 10	2.75	3.40		
laquer	tin	3.00	5.00		
nut/bolt sets	box of 100	10.00	12.50		
paint	tin	1.30	2.40		
rivets-large	pack of 100	2.57	4.00		

Note: If you create a Customer Invoice or Customer Receipt (Invoice Template) for the individual sales this will automatically adjust your stock if the Auto Adjustment box is ticked within the Stock Item details screen.

The screenshot shows the 'Add or amend a price list item' screen. The 'Automatically Adjust: (Decrement stock automatically on invoice creation)' checkbox is checked and circled in red.