PRO-1e *Page| 1 of 2*

Category	Product
Course	Stock records
Version	1.0
Client	Generic
Software	2.15

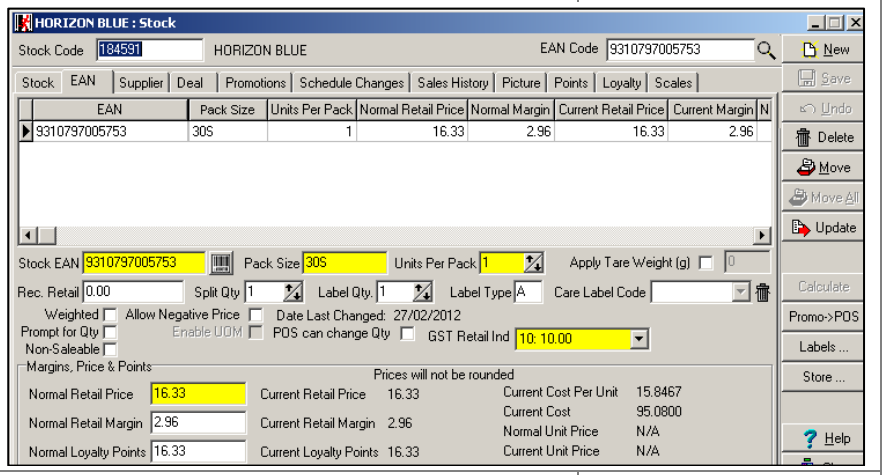
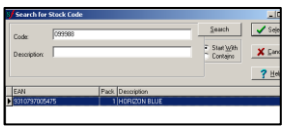
Link Stock Codes

A product may have two (or more) stock records, which represent each way it is sold; for example, a carton and a packet of cigarettes. These records should be consolidated into a single stock record, so that correct inventory levels are maintained.

Hints and Tips

- ✓ If your store is Head Office managed, this is a HOS function only.
- ✓ Once multiple stock codes have been linked together, all actions against the product correctly adjust the SOH of the combined product; a single SOH value is reported. Actions include:
  - sale
  - receipt
  - stock adjustment
  - stocktake.
- ✓ You link all stock codes to the stock code that the supplier wants you to order against.
  - If the supplier wants you to order against the **carton** stock code, then select the EAN with less UPP as product 'A'. (Metcash usually request this option).
  - If the supplier wants you to order against the **pack** stock code, then select the EAN with the greater UPP as product 'A'.
  - If the supplier accepts any stock code, then it doesn't matter which order you link them.

Procedure to Combine Stock Records

1.	From the BOS/HOS **Tools** menu, select **Stock Functions**, then **Stock.** **Or click the **Stock Maintenance** icon.**	
2.	In the Stock Code or EAN field, type, or search for, the product *(product A)* that you want to link to another stock record *(product B)*. **You link all stock codes to the stock code (product 'B') the supplier wants you to order against.** **See Hints and Tips.** **The product details are displayed.**	 
3.	On the **Stock** tab, click **Combine.**	
4.	In the (stock) **Code** or **Description** field, type the product *(product 'B')* that you want to link product 'A' to *(selected in step 2)*. **See Hints and Tips.**	
5.	Click the required product and click **Select.** **Or double-click in the row.**	

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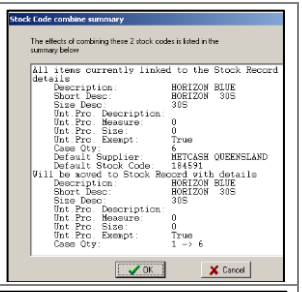
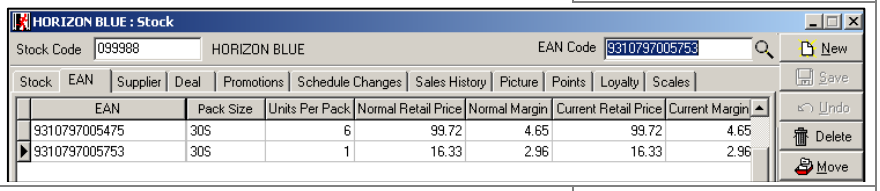
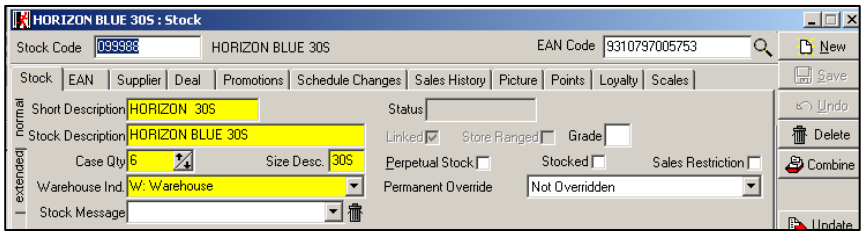
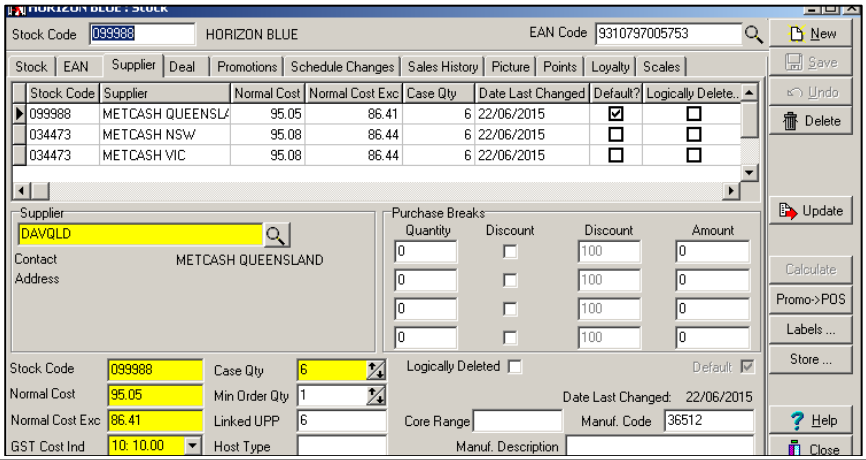
PRO- 1e

Hints and Tips

- ✓ **IMPORTANT:** On the 'new' combined stock record, make sure:
  - the correct default supplier is set on the **Supplier** tab.
  - the **Short** and **Stock Descriptions** don't refer to the packet/carton size.
- ✓ **IMPORTANT:** If the supplier expects you to order in cartons, check the **Supplier** tab to make sure the default supplier has the carton cost and case quantity against it *(edit them if they're different)*.
  - The **Units Per Pack** (**UPP**) field against each EAN on the **EAN** tab indicates if it's a carton or unit cost (the **case quantity** and **UPP** will be the same for the carton EAN).
  - The **LinkedUPP** field provides another validation that you have linked correctly, as it will show the UPP of the EAN that will be ordered. This field is auto-populated after linking.
- ✓ The **Linked** check box on the **Stock** tab is auto-selected to indicate that these records have been combined.

6.	Check that the details are correct.	
7.	Click **OK** to continue, or **Cancel** to cancel. **If you click **OK**, the details for product B replace the details in product A's stock record; each EAN is listed on the EAN tab**	
8.	Click the **Stock** tab, and check the **Descriptions** are generic and don't refer to a specific size. **This is so the customer doesn't get confused over the pack size they've bought.**	
9.	Click the **Supplier** tab, and check the **default supplier** code for ordering correct; edit as required. **See Hints and Tips.**	
10.	**To:** / **then:** link another EAN to the ordering stock code *(product B)* — return to step 2. finish — click **Close**.	
11.	Perform a partial stock count or stock adjustment of the linked EANs. **You must do this to set a correct combined SOH.**	
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