Need help? Tel: 1300 724 667      Email: support@surefire.com.au

SUREfire SYSTEMS

| PRO-1i | Page\| 1 of 1 |
|---|---|
| Category | Product |
| Course | Stock Records |
| Version | 1.0 |
| Client | Generic |
| Software | 2.15.5.1 |

# View SOH and Edit Product Information for Specific Stores

Your system can be configured to transmit SOH values for each store on a nominated frequency, so that you can check SOH for a product at another store.

Head Office users can also use this function to edit product attributes for specific stores, such as stocked, presentation quantity, and perpetual settings.
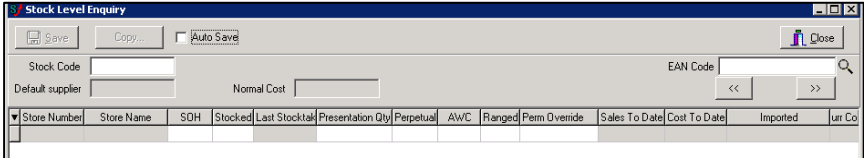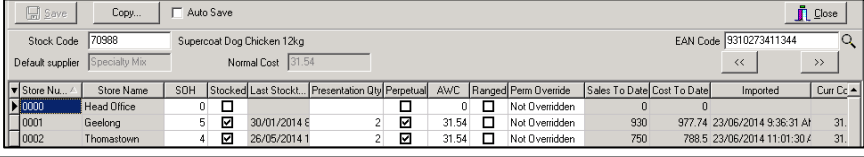
## Hints and Tips

✓ Contact SUREfire Support if you're not transmitting SOH data between stores, but would like to start doing so.

✓ You can also see the following information about a product, based on the default supplier:
  • If the product is stocked in the store – some businesses use Ranged to indicate a store can order the product.
  • Last stocktake date.
  • If the store is managing inventory for this product.
  • Presentation Quantity (for auto-ordering).
  • Average weighted cost (AWC).
  • Cost and retail prices.
  • The default supplier.
  • The last sale date.
  • The total sales dollar value and quantity to-date.

✓ All fields are read-only in a BOS; only a HOS user can edit fields that aren't shaded grey.

✓ Click and drag any column header to change its position in the grid. The new order is remembered against your login.

✓ Head Office users may also find this function useful to check if there's any SOH of a product that you want to **flag for physical deletion** (cannot be ordered or sold anymore).

✓ Head Office users only: If you set a **Presentation Qty** greater than [0], your system may be configured to automatically set the item to **Stocked** and **Perpetual** once you tab to the next field; you can still manually unselect the check box/es.

## Procedure to View SOH or Edit Product Information at a Store

| 1. | From the **Tools** menu, select **Stock Functions -> SOH Enquiry**. *The Stock Level Enquiry screen is displayed.* | |
|---|---|---|
| 2. | In the **Stock Code** field, type the item that you want to review. *Or in the **EAN Code** field, type or search for the EAN; if a product has multiple UPP, make sure you enter the UPP EAN that you want to review.* | |
| 3. | Press **Tab** or **Enter** if you typed the code. *The product details are displayed; the **Import Date** only updates if there's SOH or data in the other columns has changed.* *If you used the **magnify glass** to search for and to return multiple results, you can click `<<` or `>>` to view the previous or next EAN in the results.* | |

| 4. | To: | then: | |
|---|---|---|---|
| | edit product attributes (HOS users only) | edit the applicable field/s. Click **Save;** or select the **Auto Save** check box to save as you edit. | |
| | enquire on another product | return to step 2. | |
| | finish | click `Close`. | |