



Veezi Inventory Setup Guide

Vista Entertainment Solutions
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About this document

This guide is to help you get the most out of Veezi Inventory. We'll show you what you need to do to set it up, and how to use the additional features it gives you access to.

The sections in this guide are:

- Setting up Veezi Inventory.
- Using Inventory.
- The additional reports Inventory makes available.

How Veezi Inventory works

Veezi Inventory allows you track stock levels, produce receipts, carry out stocktakes, and run reports to view concession sales progress. It gives you access to new functions like sub-locations and improves other functions food and item creation, so you can get a complete grasp of what you have, how much it's costing you, and how to ensure it's generating a healthy cash flow.

Setting up

Before you begin: Before you start using inventory, you'll want to create some items to receive and sell. You won't get much of tracking stock if you have no stock to track!

You can add items in the Food & Items page of your My Veezi account. Our getting started guide has detailed information about creating and editing items, like how to import food items from the Veezi Master List.

Turning Inventory on

Inventory is enabled and managed on a per site basis, so for each site simply repeat this process to turn it on.

1. Navigate to **Additional Modules**.
2. Find the entry for **Inventory**.
3. Click **Install** for the relevant site.
4. Click **Enable Inventory**.

After turning **Inventory** on, you'll need to create at least one sub-location for each site. Sub-locations are areas within your site that hold stock, for example the Front Counter, Storeroom, or Cool Room.

Sub-locations help you manage stocktakes. Veezi doesn't keep running counts of the items in each sub-location – instead they appear as entry options in stocktakes so you can easily count items across your whole site.

Adding Sub-Locations

1. From the **Configure Inventory** screen, click **Add Sub-Location**.
2. Name the sub-location.

You can change the name or delete the sub-location at any time.

Creating vendors to receive items with

Before you can use Inventory to track items, you'll need to create vendors to receive them under.

1. To add a vendor, click on **Food & Items > Vendors**.
2. Enter the name of the vendor. The other fields are entirely optional.
3. Click **Save**.
4. Repeat these steps for as many vendors as you need.

Tracking your items

With Inventory enabled, items feature a new setting: **Inventory Item Type**. This setting needs to be configured in the **Edit Item** or **Create Item** page for all stock you want inventory to track.

Only one option is available per item:

Untracked: The item isn't trackable for stocktaking purposes. This is the default option for all existing items.

Tracked: The item is fully trackable. Selling this item at POS automatically reduces the item's quantity. It appears in stocktakes, receipts and reports.

Control Item: This item is fully trackable, but cannot be sold on POS directly. Common examples of control items are straws, cups, and popcorn boxes.

Tracked by Control Item: This item isn't tracked directly, but each sale of the item reduces the count of a single specified control item. For example, you can set the item 'Popcorn' as tracked by control item, and choose 'Popcorn Box' as the control item.

Simple Recipe: A simple recipe isn't tracked directly, but selling it at POS reduces the count of each control item in the recipe. Simple Recipes are a great way to sell complex items, for example a soft drink recipe could include a cup, a straw, a certain amount of carbonated soda and a particular quantity of syrup.

***Note!** After setting up items for tracking, it's very important a stocktake is performed as soon as possible. When you initially set up an item for tracking, that item's count will be zero. If you sell these items before performing a stocktake, their counts will fall into negatives. Stocktakes can be performed using Inventory (page 7).*

Using Inventory

Now that you've done everything you have to do to get Inventory working, it's time to start taking advantage of its features. In this section we'll show you how to receive stock so you can better keep track of it, then how you can create, edit, and finalize a stocktake.

Entering Receipts

When you receive new stock from your vendors, add the associated receipt details to Veezi as soon as possible! This saves a lot of time in the future when you're trying to reconcile everything.

Adding a receipt

1. Go to **Food & Items > Receipts**.
2. Select the site receiving the items.
3. Select the vendor supplying the items.
4. Enter the docket reference number.
5. **Add Items** to the receipt.

The items available on this list are set as either **Tracked** or **Control** items.

6. Enter the quantity of the items.
7. Enter either the **Total Cost** or **Cost per Item**. Veezi automatically calculates the remaining field.
***Important!** Total Cost is inclusive of tax. Tax is calculated by the sales tax set up for each item.*

Performing Stocktakes

Regular stocktakes are a necessity for many businesses. In this section we'll show you how to create a stocktake, and use mobile users and POS operators to make the process easier and more accurate.

Creating a stocktake

To create a stocktake for a site, you need to perform sales or receipts for items at least once.

1. Navigate to **Food & Items > Stocktake**.
2. Click **Create Stocktake**.
3. Select the **Site** you wish to perform the stocktake for.

Each site can only have one stocktake open at a time.

4. Enter the **End date** for your stocktake, which is the current day you're performing the stocktake.
5. Enter the **End time** for your stocktake.
6. Click **Create**.

Editing and finalising a stocktake

1. Check the **Stocktake Details** by clicking the stocktakes name in **Food & Items > Stocktake** before you go charging into the counts themselves.

Select **Change Stocktake Date** if you find any date or time details are incorrect.

2. Print the **Stocktake Sheet** to help you perform your physical stocktake if you wish.
3. Enter the count for each item in the fields next to each sub-location.

Items eligible for stocktake at the site appear in the list.

4. Use the **Search** function or filter the list by **Item Class** or **Sub-Location** to find a particular item.
5. **Save** your stocktake every now and again to save your progress.

This doesn't commit the counts to the system yet.

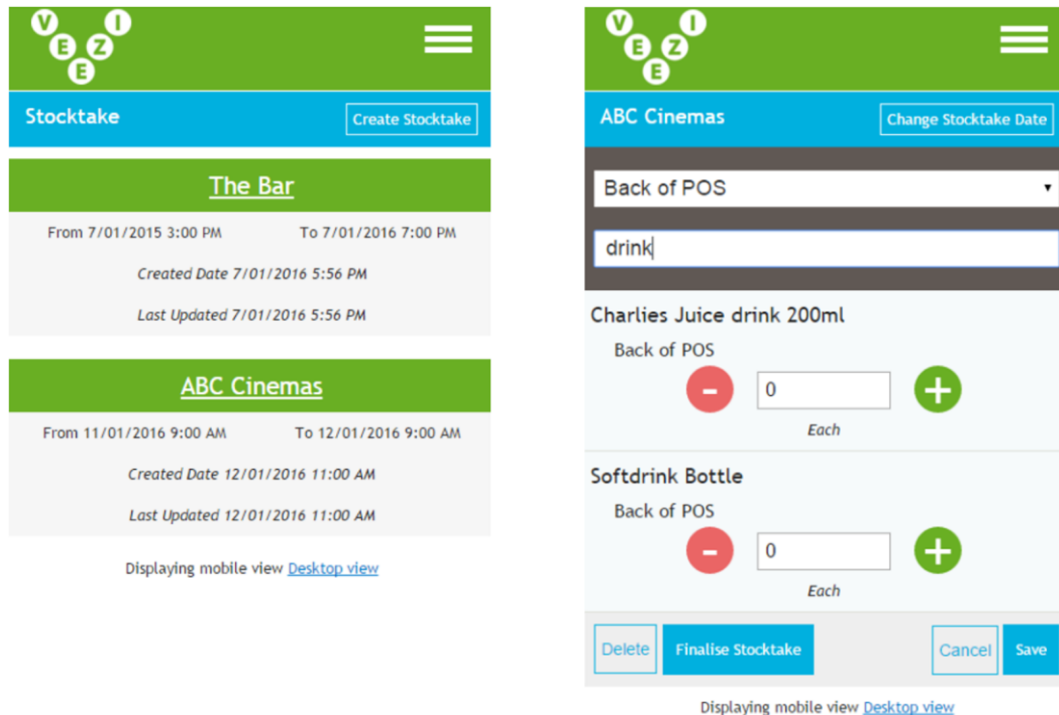
6. **Finalize Stocktake** once you're happy with your counts and consider them final. This adjusts your stock levels in Veezi based on the counts you've entered.

When you finalize, Veezi checks if any new transactions or receipts have been completed between the beginning of the stocktake and when you finalize it. If there have been, the stocktake is refreshed with the new data and you will be asked to check your counts again.

Performing stocktakes on mobile devices

For an easier stocktaking experience, parts of the inventory system are optimized for mobile.

1. Log in to Veezi Back Office on a mobile device.
2. Go to **Food & Items > Stocktake**.
3. Select the stocktake you want to open or enter counts into.



***Tip!** Using the stocktake page on your mobile device lets you save time by entering counts on location, as they're performed.*

Using POS Operators to enter stocktake counts

POS Operators can be given limited access to **Back Office**, allowing them to open an existing stocktake and adjust and save stocktake counts.

1. Log in to **Back Office**.
2. Navigate to **Settings > Users**.
3. Click the name of the POS user you'd like to enter stocktake counts.
4. Click **Back Office**.
5. Enter a User Name, Email, and Password for the POS operator to use.
6. Click **save changes**.

Counting stock with Stocktake Sheets

Stocktake Sheets are print outs you can use when doing a physical count. It's a simple listing of each item in your stocktake with a few boxes for you to write on. We fill in one column by default for the unit of measure you've set up for an item, while the other boxes are there for your own record keeping (for example, if you store different units of measures like boxes or dozens of an item, you can do your own counting and conversions here). Stocktake sheets can also be accessed via the Reports tab.

Printing a Stocktake Sheet

1. Go to **Food & Items > Stocktake**.

2. Select the site you want the **Stocktake Sheet** for.
3. Click **Print Stocktake Sheet**.
4. Each **Sub-Location** at the site will have its own page. Find the page with the **Sub-Location** you want to print a sheet for.
5. Click the printer icon.
6. Choose your page size and orientation, then click **Print**.

Veezi will create a printer-friendly PDF version of your report, then automatically take you a print page that will differ between operating systems and web browsers.

Exporting a Stocktake Sheet

Veezi can create Excel, Word, and PDF versions of your stocktake sheets for you to download.

1. Go to **Food & Items > Stocktake**.
2. Select the site you want the **Stocktake Sheet** for.
3. Click **Print Stocktake Sheet**.
4. Each **Sub-Location** at the site will have its own page. Find the page with the **Sub-Location** you want to download a sheet for.
5. Click the floppy disk icon. It's straight next to the arrows you used to change page.
6. Choose the file type you want to download the sheet as.

We'll export the **Stocktake Sheet** in the file type you asked for, which will download automatically.

Wasting Items

With Inventory enabled, multiple stock items can be wasted quickly from Back Office.

1. Go to **Food & Items > Stock Wastage**.
2. Choose the **Site** you want to waste stock from.
3. Enter why the stock is being wasted in **Reason**.
4. Click **Add Items**.
5. Add all the items you want to waste then click **save changes**.
*Tip: If you've got a lot of items to look through, use **Search** to find the one you need quickly.*
6. Enter the **Quantity** you want to waste for each item. Veezi will calculate the **Cost Per Item** and **Total Cost** for you.
7. Look over your items and quantities to make sure everything's right, then click **Submit Wastage**.

Inventory reports

It's all well and good having the ability to take stock of your stock — but it's not much use if you can't see the complete picture of how well your stock is performing. Veezi Inventory gives you access to reports that enable you to have the complete picture of what is selling well and the items that are a little slower.

Creating a report

1. Navigate to **Reports > Reports**.
2. Find the report type you want to create and click **View Report**.
3. Set your desired parameters and click **Run Report**.

Calculated Sales Report

This report gives you a better indication of your sale count for each item. It gives you a quantity of your current balance of items, and what items you have received/sold. The report then adds up your sales values for each line item.



Calculated Sales Report

ABC Cinema 6

REPORT DATE RANGE
Friday, 15 January 2016 -
Friday, 22 January 2016

6300 Wilshire Blvd
Suite 940 90048

Item	UOM	Opening Balance Qty	Plus Receipts Qty	Plus Adjusts Qty	Less Wastage Qty	Less Usage Qty	Sub Total Qty	Closing Balance Qty	Calc Sales Qty	Total Sales Over Counter Qty	Variance Qty	Gross Unit Price	Gross POS Sales Value	Gross Calc Sales Value
Candy														
Nerds	Each	150	0	0	0	0	150	143	7	7	0	3.50	24.50	24.50
Reeses Pieces	Each	109	0	0	0	0	109	105	4	4	0	3.50	14.00	14.00
Kit Kat	Each	57	0	0	0	0	57	52	5	5	0	3.50	17.50	17.50
Gummi Bears	Each	41	100	0	0	0	141	133	8	8	0	3.28	26.25	26.25
Milk Duds	Each	108	0	0	0	0	108	103	5	5	0	3.15	15.75	15.75
Junior Mints	Each	77	0	0	0	0	77	73	4	4	0	3.50	14.00	14.00
Cookie Dough Bites	Each	45	100	0	0	0	145	134	11	11	0	3.50	38.50	38.50
Maltesers	Each	77	0	0	0	0	77	72	5	5	0	3.50	17.50	17.50
Raisinets	Each	85	0	0	0	0	85	79	6	6	0	3.25	19.50	19.50
Reeses PB Cups	Each	85	0	0	0	0	85	79	6	6	0	3.25	19.50	19.50
Airhead	Each	26	0	0	0	0	26	23	3	3	0	3.50	10.50	10.50
Buncha Crunch	Each	217	0	0	0	0	217	212	5	5	0	3.25	16.25	16.25
Total Candy		1,077	200	0	0	0	1,277	1,208	69	69	0		233.75	233.75

Drinks

Large Bottled Water	Each	653	0	0	0	0	653	649	4	4	0	5.50	22.00	22.00
Gatorade	Each	49	0	0	0	0	49	41	8	8	0	4.00	32.00	32.00
Pabst Blue Ribbon	Each	91	24	0	0	0	115	115	0	0	0	3.25	0.00	0.00
Blue Moon	Bottle	243	24	0	0	0	267	267	0	0	0	3.25	0.00	0.00
Lemonade	Each	82	0	0	0	0	82	79	3	3	0	4.00	12.00	12.00
Regular Cup	Each	454	0	0	0	46	408	408	0	0	0	0.00	0.00	0.00
Total Drinks		1,572	48	0	0	46	1,574	1,559	15	15	0		66.00	66.00



Calculated Sales Report

ABC Cinema 6

REPORT DATE RANGE
Friday, 15 January 2016 -
Friday, 22 January 2016

6300 Wilshire Blvd
Suite 940 90048

Calculated Sales:	751.25	Gross POS Sales:	1,382.25	Gross Receipts:	4,752.30
Recipe, Combo and Non-Stocked Item Sales:	315.50	Recipe, Combo and Non-Stocked Item Sales:	315.50	less Box Office Receipts:	3,371.55
Total Calculated Sales:	1,066.75	Total POS Sales:	751.25	Calculated Concessions Receipts:	1,380.75
				Total Calculated Sales:	1,066.75
				Difference:	314.00

Cost of Sales Report

This report provides you with the ability to view the revenue and cost of each item. It shows you your opening stock, closing stock, and total stock usage. It also breaks out the revenue earned and the total cost of the items for the cinema.



Cost Of Sales Report

ABC Cinema 6

REPORT DATE RANGE

Friday, 15 January 2016 -

Friday, 22 January 2016

6300 Wilshire Blvd

Suite 940 90048

Item	(A) Opening Stock	(B) Receipts	(C) Adjustments	(D) Closing Stock	(E) Total Stock Usage	Stock Usage Breakdown			(I) Sales Revenue	(J) Purchase Cost of Sales %	(K) Overall Cost of Sales %	(L) Sales Mix %
						(F) Over the Counter	(G) Wastage	(H) Stocktake Adjust				
Candy												
Nerds	150.00	0.00	0.00	143.00	7.00	7.00	0.00	0.00	7.00			
	22.50	0.00	0.00	21.45	1.05	1.05	0.00	0.00	22.82	4.60	4.60	2.23
Mike & Ike Original	42.00	0.00	0.00	42.00	0.00	0.00	0.00	0.00	0.00			
	25.20	0.00	0.00	25.20	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Reeses Pieces	109.00	0.00	0.00	105.00	4.00	4.00	0.00	0.00	4.00			
	70.85	0.00	0.00	68.25	2.60	2.60	0.00	0.00	13.04	19.94	19.94	1.27
Kit Kat	57.00	0.00	0.00	52.00	5.00	5.00	0.00	0.00	5.00			
	25.65	0.00	0.00	23.40	2.25	2.25	0.00	0.00	16.30	13.80	13.80	1.59
Gummi Bears	41.00	100.00	0.00	133.00	8.00	8.00	0.00	0.00	8.00			
	24.60	55.94	0.00	75.74	4.80	4.80	0.00	0.00	24.45	19.63	19.63	2.39
Milk Duds	108.00	0.00	0.00	103.00	5.00	5.00	0.00	0.00	5.00			
	48.60	0.00	0.00	46.35	2.25	2.25	0.00	0.00	14.67	15.34	15.34	1.43
Junior Mints	77.00	0.00	0.00	73.00	4.00	4.00	0.00	0.00	4.00			
	23.10	0.00	0.00	21.90	1.20	1.20	0.00	0.00	13.04	9.20	9.20	1.27
Cookie Dough Bites	45.00	100.00	0.00	134.00	11.00	11.00	0.00	0.00	11.00			
	24.75	51.28	0.00	69.98	6.05	6.05	0.00	0.00	35.86	16.87	16.87	3.50
Goobers	91.00	0.00	0.00	91.00	0.00	0.00	0.00	0.00	0.00			
	54.60	0.00	0.00	54.60	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
M&M's Plain	93.00	0.00	0.00	93.00	0.00	0.00	0.00	0.00	0.00			
	41.85	0.00	0.00	41.85	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
M&M's Peanut	96.00	0.00	0.00	96.00	0.00	0.00	0.00	0.00	0.00			
	43.20	0.00	0.00	43.20	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Chewy Spree	50.00	0.00	0.00	50.00	0.00	0.00	0.00	0.00	0.00			

The last page of the report shows formula breakdowns and calculations. It also provides some helpful information on what the different columns mean and how they are calculated.



Cost Of Sales Report

ABC Cinema 6

REPORT DATE RANGE
Friday, 15 January 2016 -
Friday, 22 January 2016

6300 Wilshire Blvd
Suite 940 90048

Calculations:

$$E = A + B + C - D$$

$$J = F / I$$

$$K = E / I$$

$$L = I / (I \text{ TOTAL})$$

Checks:

$$E = F + G + H \quad (\text{Approximately. Any differences are due to rounding of tax on individual transactions.})$$

Notes:

* For each item, the first row of numbers is Quantity and the second row is Cost at Net.

B: The cost of Stock Received from suppliers. Also includes the cost of Items Made in Advance

I: the amount subtracted from computer stock levels to match counted stock levels (positive is usual, and corresponds to losses from the storeroom)

J: Cost of components used to make Items that are Made in Advance

K: Net Sales is based on the date item collected which (not always date sold). Concession Sales reports are based on date item is sold. Only includes items as defined as Include in Stocktakes and Items Made at Sale Time.

L: reflects the purchasing cost. May be distorted if incorrect item cost figures and recipe data are held in the system. It varies slightly from week to week according to the sales mix within the Item Class

M: reflects the operational cost of sales, made up of purchase costs, and losses from waste, theft

N: proportion of total sales revenue

* Figures here are reliable only if the system Item Cost Prices and Recipe Quantities were correct BEFORE the sales were made

* Figures may differ from expectations if Item Cost Prices are changed during the reporting period

* Combos: Distort Cost% figures for the constituent item classes because sales revenue is assigned to a different class. The total Cost% figures still remain valid in this case.

Stocktake Adjust figures which consistently differ from 0 over many weeks may indicate a recipe entered incorrectly.

Stock Receipts

This report shows the quantity of items a site received for a shipment, the cost per item, and the receipt cost total in net and gross. It's useful for checking in on the cost of orders received.



Stock Receipts

ABC Cinema 6

REPORT DATE RANGE
Friday, 15 January 2016 -
Friday, 22 January 2016

6300 Wilshire Blvd
Suite 940 90048

Vendor: Vistar

Receipt Reference	Item	Quantity	Unit of Measure	Std Cost (Net)	Receipt Cost (Net)	Receipt Cost Total (Net)	Receipt Cost Total (Gross)
43553							
	Churro	20	Each	0.75	0.9324	18.65	20.00
	Cookie Dough Bites	100	Each	0.51	0.5128	51.28	55.00
	Gummi Bears	100	Each	0.56	0.5594	55.94	60.00
Receipt Date: 20/01/2016 8:34 a.m.						125.87	135.00

12:05 p.m. Friday, 22 January 2016

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Stock Status

This report allows you to see the number of items the cinema currently has on hand, and the date the last stocktake was done for each item. The report also contains information on the basic costs of each item, and what it cost when you received it last.



Stock Status

ABC Cinema 6

6300 Wilshire Blvd
Suite 940 90048

Item	Std Cost	Weighted Avg Cost	Last Cost	On Hand	UOM	Valuation			Last Stocktake Date	Physical Count
						Std Cost	Weighted Avg	Last Cost		
Candy										
Airhead	0.1000	0.0932	0.0932	69	Each	0.0000	6.4308	6.4308	13/01/2016 9:30 a.m.	27
Buncha Crunch	0.2000	0.1678	0.1678	239	Each	0.0000	40.1042	40.1042	13/01/2016 9:30 a.m.	218
Chewy Spree	0.3000	0.2797	0.2797	50	Each	15.0000	13.9850	13.9850	13/01/2016 9:30 a.m.	50
Cookie Dough Bites	0.5500	0.5128	0.5128	134	Each	73.7000	68.7152	68.7152	13/01/2016 9:30 a.m.	48
Cracker Jack Caramel Corn	0.3000	0.2797	0.2797	100	Bag	0.0000	27.9700	27.9700	13/01/2016 9:30 a.m.	99
Goobers	0.6000	0.5594	0.5594	91	Each	54.6000	50.9054	50.9054	13/01/2016 9:30 a.m.	91
Gummi Bears	0.6000	0.5594	0.5594	133	Each	79.8000	74.4002	74.4002	13/01/2016 9:30 a.m.	46
Junior Mints	0.3000	0.2797	0.2797	73	Each	21.9000	20.4181	20.4181	13/01/2016 9:30 a.m.	78
Kit Kat	0.4500	0.4196	0.4196	52	Each	23.4000	21.8192	21.8192	13/01/2016 9:30 a.m.	60
M&M's Peanut	0.4500	0.4196	0.4196	96	Each	43.2000	40.2816	40.2816	13/01/2016 9:30 a.m.	96
M&M's Plain	0.4500	0.4196	0.4196	93	Each	41.8500	39.0228	39.0228	13/01/2016 9:30 a.m.	93
Maltesers	0.5000	0.4662	0.4662	91	Each	0.0000	42.4242	42.4242	13/01/2016 9:30 a.m.	77
Mike & Ike Original	0.6000	0.5594	0.5594	42	Each	25.2000	23.4948	23.4948	13/01/2016 9:30 a.m.	42
Milk Duds	0.4500	0.4092	0.4196	103	Each	46.3500	42.1476	43.2188	13/01/2016 9:30 a.m.	113
Nerds	0.1500	0.1399	0.1399	142	Each	21.3000	19.8658	19.8658	13/01/2016 9:30 a.m.	152
Raisinets	0.2000	0.1492	0.1492	111	Each	0.0000	16.5612	16.5612	13/01/2016 9:30 a.m.	90

Stock Wastage Report

This report shows all stock wastage in the date ranges selected.



REPORT DATE RANGE
Monday, May 1, 2017 -
Friday, April 27, 2018

Stock Wastage

Example Cinema

上海市黄浦区

Item	User	Quantity	Unit of Measure	Net Cost Each	Total Cost	Date	Time	Reference	Description
Items InCluded In Stocktake									
Test Item 1	Test User	1.0000	↑	5.0000	5.0000	2018/04/19	17:21		
Test Item 2	Test User	1.0000	↑	5.0000	5.0000	2018/04/19	17:31		
Test Item 3	Test User	1.0000	↑	5.0000	5.0000	2018/04/19	17:33		
Test Item 4	Test User	1.0000	↑	5.0000	5.0000	2018/04/19	17:35		
Test Item 5	Test User	3.0000	↑	5.0000	15.0000	2018/04/19	17:37		
Test Item 6	Test User	1.0000	↑	5.0000	5.0000	2018/04/19	17:38		123123
Test Item 7	Test User	1.0000	↑	5.0000	5.0000	2018/04/20	18:13		
Test Item 8	Test User	1.0000	↑	5.0000	5.0000	2018/04/20	18:37		2
Test Item 9	Test User	1.0000	↑	5.0000	5.0000	2018/04/23	13:42		1
Test Item 10	Test User	1.0000	↑	13.0000	13.0000	2018/04/24	13:49		13
Test Item 11	Test User	1.0000	↑	13.0000	13.0000	2018/04/24	14:15		1
Test Item 12	Test User	1.0000	↑	50.0000	50.0000	2018/04/26	18:27		1
Test Item 13	Test User	1.0000	↑	3.0000	3.0000	2018/04/26	18:27		1
Test Item 14	Test User	1.0000	↑	50.0000	50.0000	2018/04/27	09:42		123
Test Item 15	Test User	1.0000	↑	3.0000	3.0000	2018/04/27	09:42		123
Test Item 16	Test User	10.0000	↑	8.6768	86.7679	2018/04/27	15:13		11
Totals					273.7679				
Items Not Included In Stocktake									
Totals					0.0000				

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