

Retail

Adding in New Stock

Note: Have an invoice to hand – you'll need it!

- Go to: Finances
- Fees
- Products
- Search to find the relevant product by code or name
- + Add Product Transaction
- Type – In drop down box choose: Purchase
- Add in the date
- Add the Quantity
- Then refer to the invoice for the cost & tax
- Cost: put how much the total was (for all the products together it will then work out the unit cost)
- Tax: In the drop down box put whether Tax in additional/included/No Tax
 - ***Note: Some products have no Tax included, we must then make sure we do not add tax on to the patient***
- Press the Tab or Enter button to check unit cost calculates correctly
- Save
- Then get the Sharpe's Physio stickers out
- Find the RRP from Finances > Fees
- Write the price on the sticker
- Put in the relevant place ready to be sold