

How to check Stock in POS System

1. Click on **"Stock"** button at bottom of the system.

The screenshot shows the 'Point of Sale Entry' window. At the bottom, there is a row of buttons: Recall (Ctrl R), Sales History, Customer (F7), Sales Staff (F9), Cash Book (Ctrl T), Gift Voucher (Ctrl G), **Stock (F10)** (highlighted with a red box), Close POS (Ctrl O), Pay (F5), Print (F3), Hold/Create (Ctrl N), Lock (Ctrl F12), and Delete (F4). The 'Stock' button is the one to be clicked according to the instructions.

2. Fill up information and click on **"Search"** button

The screenshot shows the 'Employee' search dialog box. It contains a table with the following data:

Employee Code A	Employee Name
A01	Admin
EM01	Christopher
EM03	Jessica
EM04	Tony
EM05	Elvy Ee
EP07	Jessica
SI01	Steve Jameson
SI02	Jeff
SI03	Chris W
SI04	Jessica
SI05	Johnny
SI06	Elvy

At the bottom of the dialog box, there are two buttons: **OK** (highlighted with a red box) and Cancel.

3. The available quantity will show in column

Point of Sale Entry

Date14/03/2016

ReceiptRE001-16-03000019

Cash RegisterRE-04 - Elvy Laptop

Ticket RegisterTR-000011

CashierS106 - E

Customer

Stock Details

Stock Details

Sales

Product Brand:BD09 - Calvin KleinWarehouse:< Select All Warehouses >

Scan Product Barcode:Product Name:

Price From:0To:0Search

Warehouse	Barcode	Description	Product Brand	Available Qty	Price
Paragon Retail Store (Store 001)	1235749020	Calvin Klein Eternity for Men - EDT - 50ml	Calvin Klein	46	\$580.00
Main Warehouse	1235749020	Calvin Klein Eternity for Men - EDT - 50ml	Calvin Klein	89	\$580.00
Paragon Retail Store (Store 001)	1235749000	Calvin Klein Eternity for Men - EDT - 100ml	Calvin Klein	394	\$5110.00
Main Warehouse	1235749000	Calvin Klein Eternity for Men - EDT - 100ml	Calvin Klein	303	\$5110.00
Paragon Retail Store (Store 001)	1235739005	Calvin Klein Eternity for Women - EDP - 100ml	Calvin Klein	49	\$5125.00
Main Warehouse	1235739005	Calvin Klein Eternity for Women - EDP - 100ml	Calvin Klein	45	\$5125.00
Paragon Retail Store (Store 001)	1238659000	Calvin Klein Euphoria for Men - EDT - 50ml	Calvin Klein	56	\$590.00
Main Warehouse	1238659000	Calvin Klein Euphoria for Men - EDT - 50ml	Calvin Klein	88	\$590.00
Paragon Retail Store (Store 001)	1238659001	Calvin Klein Euphoria for Men - EDT - 100ml	Calvin Klein	98	\$5120.00
Main Warehouse	1238659001	Calvin Klein Euphoria for Men - EDT - 100ml	Calvin Klein	147	\$5120.00
Main Warehouse		Calvin Klein Euphoria Blossom for Women - EDT - 50ml	Calvin Klein	122	\$580.00
Main Warehouse		Calvin Klein Euphoria Blossom for Women - EDT - 100ml	Calvin Klein	60	\$5120.00

Payment

Grand Total

Cash Received

Change Amount

Recall(Ctrl R)

Sales History

Customer(F7)

Sales Staff(F9)

Cash Book(Ctrl T)

Gift Voucher(Ctrl G)

Stock(F10)

Close POS(Ctrl O)

Pay(F3)

Print(F3)

Hold/Create(Ctrl N)

Lock(Ctrl F12)

Delete(F4)