



Lynx Stock and Purchasing

Revision 2.0

June 2014

1 Overview

Lynx has a multi-location stock tracking system, enabling you to keep track of stocked items which are either to be resold or to be used in your supply-and-fit business.

The system revolves around the Part table, the set-up of which is explained in more detail in the '**Getting Started with Lynx**' guide. It also uses the Location records created as part of your system set-up to identify the places that stock may be held.

Lynx allows you to receive stock in, issue it, allocate it against orders, reserve it to prevent sale and to transfer stock between locations.

There are also facilities to manage stock takes, price changes and to report on stock levels.

The Lynx Purchase Order functions are integrated in to stock management, so you can also place orders based on pre-set replenishment levels and track incoming receipts of product.

All movements of stock in Lynx are tracked using Stock Movement records. For any Part, you can see not only the stock levels at each location, but also a history of recent movements. IT is a good idea to 'tidy up' these stock movement records periodically using the **Admin->System Cleanup** program.

This document contains an overview of the facilities for managing stock in Lynx. Refer to the in-program help for more detailed information about using individual programs.

2 Stock Balances

For each stocked Part, Lynx maintains a number of different stock balance figures. These are all shown for each Location on the Part Enquiry program. Their purpose is as follows:

Balance Field	Purpose
Physical	The actual physical quantity of items at the location
Free	The stock if items that are free for sale – this is the Physical stock <u>less</u> items that have been allocated against specific sales orders or put on reserve.
Allocated	The number of items allocated to sales orders
Reserved	The quantity reserved against sale
Transfer Out	The number of items transferred out and which are still in transit to another location
Transfer In	Items sent by another location by Stock Transfer, not yet booked in as received
Purchase Order	The number of items on Purchase Orders which are still due for delivery

As goods are booked in and out, Lynx maintains a total cost for each item at each Location. Stock costing can therefore take place on the basis of either actual (average) cost, or the 'standard cost' price, which is shown as the Cost Price field on the Part record.

3 Parts Setup

To use Lynx stock functions, you first need to have your list of stocked items set up. You can do this using the Parts Grid / Add Parts function – for more information please see the in-program help, or else take a look at the ‘**Getting Started**’ guide.

You can also load parts from a spreadsheet using the **Admin->Parts->Part Loader** program. This requires a simple, single-tab Excel spreadsheet with the following columns:-

A	B	C	D	E	F	G	H
Part Code	Description	Cost Price	List Price	Product Group	Barcode	Category	Sub Category

For more information in these fields, please refer to the program help. Note that the above column names must be included in the first row of the spreadsheet, and the cell contents must match the above table exactly.

IFcon can assist with your initial load of Parts data, and information in other systems can usually be converted without too much trouble. Please ask for assistance if it is needed.

4 Purchase Ordering

Ordering stocked items in Lynx is done using the **Stock->Stock Purchase Order** program. Note this is a different program to the one used to purchase items which are being bought as ‘one-offs’ for a particular job, such as window and door frames made-to-measure.

This program allows you to create an order for stock to be delivered to a particular Location (you may have only one) and to select parts for a particular supplier. It will create a ‘pro-forma’ order for you, in which you need only to enter the quantities of product to be purchased. If you have a reorder stock level set for the part, you have the option to pre-fill the order document with recommended order quantities (reorder level less current stock).

Once you are happy with the order, you are given a final opportunity to review it and add a required delivery date and comments before it the Purchase Order record is created.

From the Purchase Order Enquiry program, you can then send the order by Email to your supplier, attaching other documents if necessary, or print it for fax/post.

5 Stock Receipts

The **Stock->Stock Receipts** program allows you to book items of stock in to your inventory. You can start the program from the menu, or by following the link from the Purchase Order enquiry program.

Stock receipts do not require a Purchase Order number, but if you have created an order in Lynx, it is important to book the receipt in against that number, or else you will create a situation where stock which has been delivered appears to be outstanding and on order.

When you complete a stock receipt, the stock at the receiving location will be incremented, and a stock movement record written for each item received.

Lynx will deal with partial deliveries, keeping the order open until complete and updating the remaining balance on order for part-received lines. If a delivery is just short, you can flag the Purchase Order as completely delivered, and any remaining balances to deliver will be removed from the quantities on order.

6 Stock Adjustments

The **Stock->Stock Adjustment** program allows you to amend the quantities of stock for the parts selected, up or down. This can be useful for an ad-hoc stock take or else if you simply discover items are not present in stock when they should be.

Note that for a full stock check, you are better off using the tools described later under 'Stock Checks'.

7 Stock Transfers

Lynx provides two programs to manage transfers between branches. The **Stock->Stock Transfer** program allows you to transfer items to another Lynx branch. Simply select the branch you are transferring to, and select parts and quantities. You will not be able to transfer stock that is not 'free'.

Creating a stock transfer removes the stock from the sending branch immediately, and puts it in the 'transfer out' balance. You can print a list of what has gone from the stock movement enquiry for the transfer, which is shown as soon as the transfer is committed. This can be used as documentation to accompany the goods. The balance transferred out will be shown in the 'Transfer In' quantity for the receiving branch – the **Stock-> Show Transfers** program will show a list of all transfer receipts due and allow you to print the details or jump to the receipts program.

At the receiving branch, when the goods arrive, the **Stock-> Transfer Receipt** program is used to book the goods in. Simply enter the Stock Movement ID and confirm receipt of the transfer. Any over/under deliveries can also be entered. Shortfall will cause the sending branch stock quantity to be increased, over will cause it to be decreased. It is not possible, however, to cause the physical stock at the sending branch to become negative.

8 Stock Issue

Stock will normally be issued by sale or transfer in the counter system, or may be issued to fitters for a supply and fit Project, based on the planned quantities at the costing stage.

You can also record ad-hoc stock issues using the **Stock-> Show Issue** program. This may be useful if you are using stock for, say, internal purposes such as work on your showroom.

9 Stock Reservation

Stock that you want to 'keep back' from sale can be reserved using the **Stock-> Stock Reserve** program. This lets you earmark part of your free stock as not for sale, which can be useful if, for

example, you always want to keep a small quantity of product on hand for regular customers or internal use.

Releasing stock from the reserve is achieved using the **Stock-> Stock Unreserve** program.

10 Stock Checks

Stock Checks ('Stock Takes') in Lynx can be speeded up by using the **Stock-> Stock Check Sheet** program to export a list of stock items to Excel. This information can then be printed, updated by hand as you count stock, and the spreadsheet then amended with the true balances.

Once complete, the amended spreadsheet is updated to Lynx using the **Stock-> Stock Check Upload** program and the stock balances will be adjusted accordingly. The upload program also provides a record of the changes made.

11 Price Changes

To simplify the process of updating cost and selling prices in Lynx, the **Admin->Parts->Price Upload** program provides a mechanism to upload Excel spreadsheets with price information.

The program accepts Excel files containing Part codes, Cost Prices and Selling Prices. You can create a base spreadsheet for this purpose by using the 'Download' function in the **Admin->Parts Grid** program, or else use a spreadsheet created elsewhere. This might include, for example, a price list provided by your supplier.

The program allows you to 'map' the columns containing the part code and price information in your source spreadsheet to the appropriate Lynx columns, and then to upload the new data.

You can also set a minimum price multiple, to be applied as you upload the data. This will cause the selling price to be adjusted upward if required so that it is at least the given multiple x the cost price. This can be useful if, for example, you want to set sell process based on a standard mark-up. Note that it will not adjust down any prices set higher than the multiple x cost price.