

Stock & Price List

Next to your staff, **stock** is the most important commodity for your business. Today, we cannot afford to keep stock on our shelves *just in case we need it* . Nor can we afford to run out of essential stock or retail items.

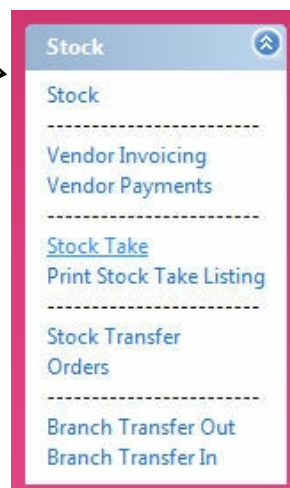
My Salon **Stock Management System** allows you to effectively manage:

1. **Services** - these are the prices you charge for the services you provide in your salon
2. **Stock Items** - these are the products you use in your salon to provide services
3. **Retail** - the products you buy, and sell for your clients to use at home.

Before you can add items to **Client Invoices** or receive stock from your Vendors (suppliers) you need to add them to **Stock Data Base**.

Tip - All Services, Stock Items and Retail products are added to the system in the same way.

Click on Stock to get into **Stock Management**



This will open the **Stock Data Base**

Stock Management

Search Criteria	Dept	Department	Item	Description	Service Type	Lot Cost	Disc	Cost	RSP	ml/g	Qty on	Value o	Value o	Vendor														
Vendor																												
All Vendors																												
Type																												
All																												
Item/Description																												
Show Long Description																												
☑ Only show active stock																												
Dept/Dept Name																												
Barcode																												
Search																												
Dept	Department	Item	Description	Service Type	Lot Cost	Disc	Cost	RSP	ml/g	Qty on	Value o	Value o	Vendor															
0001	GENERAL	0002	LADIES CUT & BLOW LONG	Service	0.00	0.00 %	0.00	260.00	N/A	N/A	N/A	N/A	SCOTT & WELLS															
0001	GENERAL	0005	LADIES CUT & BLOW MEDIUM	Service	0.00	0.00 %	0.00	240.00	N/A	N/A	N/A	N/A	SCOTT & WELLS															
0001	GENERAL	0006	LADIES CUT & BLOW SHORT	Service	0.00	0.00 %	0.00	230.00	N/A	N/A	N/A	N/A	SCOTT & WELLS															
0001	GENERAL	0007	LADIES BLOW LONG	Service	0.00	0.00 %	0.00	180.00	N/A	N/A	N/A	N/A	SCOTT & WELLS															
0001	GENERAL	0008	LADIES BLOW MEDIUM	Service	0.00	0.00 %	0.00	160.00	N/A	N/A	N/A	N/A	SCOTT & WELLS															
0001	GENERAL	0009	LADIES BLOW SHORT	Service	0.00	0.00 %	0.00	140.00	N/A	N/A	N/A	N/A	SCOTT & WELLS															
0001	GENERAL	0010	LADIES BLOW & IRON	Service	0.00	0.00 %	0.00	200.00	N/A	N/A	N/A	N/A	SCOTT & WELLS															
0001	GENERAL	0011	LADIES IRON ONLY	Service	0.00	0.00 %	0.00	180.00	N/A	N/A	N/A	N/A	SCOTT & WELLS															
0001	GENERAL	0012	FRINGE TRIM/CUT	Service	0.00	0.00 %	0.00	90.00	N/A	N/A	N/A	N/A	SCOTT & WELLS															
0001	GENERAL	0013	GENTS CUT	Service	0.00	0.00 %	0.00	120.00	N/A	N/A	N/A	N/A	SCOTT & WELLS															
0001	GENERAL	0014	GENTS SHAVE	Service	0.00	0.00 %	0.00	80.00	N/A	N/A	N/A	N/A	SCOTT & WELLS															
0001	GENERAL	0015	STUDENT BOY CUT	Service	0.00	0.00 %	0.00	120.00	N/A	N/A	N/A	N/A	SCOTT & WELLS															
0001	GENERAL	0016	STUDENT GIRL CUT	Service	0.00	0.00 %	0.00	180.00	N/A	N/A	N/A	N/A	SCOTT & WELLS															
0001	GENERAL	0020	GHD CURLS	Service	0.00	0.00 %	0.00	200.00	N/A	N/A	N/A	N/A	SCOTT & WELLS															
0001	GENERAL	0021	UPSTYLE	Service	0.00	0.00 %	0.00	300.00	N/A	N/A	N/A	N/A	SCOTT & WELLS															
0002	COLOR	0006	TINT LONG	Service	0.00	0.00 %	0.00	570.00	N/A	N/A	N/A	N/A	SCOTT & WELLS															
0002	COLOR	0007	TINT MEDIUM	Service	0.00	0.00 %	0.00	470.00	N/A	N/A	N/A	N/A	SCOTT & WELLS															
0002	COLOR	0008	TINT SHORT	Service	0.00	0.00 %	0.00	400.00	N/A	N/A	N/A	N/A	SCOTT & WELLS															
0002	COLOR	0009	TINT ROOTS	Service	0.00	0.00 %	0.00	300.00	N/A	N/A	N/A	N/A	SCOTT & WELLS															
0002	COLOR	0010	PER FOL	Service	0.00	0.00 %	0.00	25.00	N/A	N/A	N/A	N/A	SCOTT & WELLS															
0002	COLOR	0011	T PANEL	Service	0.00	0.00 %	0.00	250.00	N/A	N/A	N/A	N/A	SCOTT & WELLS															
0002	COLOR	0012	FULL HEAD FOLLS	Service	0.00	0.00 %	0.00	600.00	N/A	N/A	N/A	N/A	SCOTT & WELLS															
0002	COLOR	0013	MEDIUM HEAD FOLLS	Service	0.00	0.00 %	0.00	550.00	N/A	N/A	N/A	N/A	SCOTT & WELLS															
0002	COLOR	0014	SHORT HEAD FOLLS	Service	0.00	0.00 %	0.00	470.00	N/A	N/A	N/A	N/A	SCOTT & WELLS															
0002	COLOR	0015	HALF HEAD FOLLS	Service	0.00	0.00 %	0.00	300.00	N/A	N/A	N/A	N/A	SCOTT & WELLS															
0002	COLOR	0016	GENT COLORING	Service	0.00	0.00 %	0.00	200.00	N/A	N/A	N/A	N/A	SCOTT & WELLS															
0002	COLOR	0017	GENTS CAP HIGHLIGHTS	Service	0.00	0.00 %	0.00	200.00	N/A	N/A	N/A	N/A	SCOTT & WELLS															
0002	COLOR	0018	GENTS FOLLS	Service	0.00	0.00 %	0.00	270.00	N/A	N/A	N/A	N/A	SCOTT & WELLS															
0003	PERM	0001	PERM	Service	0.00	0.00 %	0.00	550.00	N/A	N/A	N/A	N/A	SCOTT & WELLS															
0003	PERM	0002	RELAUSER	Service	0.00	0.00 %	0.00	650.00	N/A	N/A	N/A	N/A	SCOTT & WELLS															
0004	TREATMENTS	0001	VELLA TREATMENT	Service	0.00	0.00 %	0.00	220.00	N/A	N/A	N/A	N/A	SCOTT & WELLS															
0004	TREATMENTS	0002	KERASTASE AQUA OLEUM	Service	0.00	0.00 %	0.00	250.00	N/A	N/A	N/A	N/A	SCOTT & WELLS															
0004	TREATMENTS	0003	GLOBAL KERATIN	Service	0.00	0.00 %	0.00	1500.00	N/A	N/A	N/A	N/A	SCOTT & WELLS															
0004	TREATMENTS	0004	KERASTASE BLEU FUSION	Service	0.00	0.00 %	0.00	250.00	N/A	N/A	N/A	N/A	SCOTT & WELLS															
0004	TREATMENTS	0005	KERASTASE VITA CEMENT	Service	0.00	0.00 %	0.00	260.00	N/A	N/A	N/A	N/A	SCOTT & WELLS															
0004	TREATMENTS	0006	KERASTASE BLEU FLUM	Service	0.00	0.00 %	0.00	250.00	N/A	N/A	N/A	N/A	SCOTT & WELLS															
0004	TREATMENTS	0007	KERASTASE PROSE LIST	Service	0.00	0.00 %	0.00	260.00	N/A	N/A	N/A	N/A	SCOTT & WELLS															
0004	TREATMENTS	0008	GENTS SCALP TREATMENT	Service	0.00	0.00 %	0.00	200.00	N/A	N/A	N/A	N/A	SCOTT & WELLS															

NB: The actual **colour** of your dialogue depends on the **My Salon** colour option chosen
Refer to **Set Up**

Explaining **Stock Data Base** Column Headings

Dept	Department	Item	Description	V Code	Service Type	List Price	Disc	Net Cost	RSP	ml/g	Vendor	Qty on Hand	Model	Reorder Level	Order	Barcode
0200	SERIE EXPERT	0001	VIT COL SHAMPOO		Retail	101.43	20.00 %	81.14	185.00	N/A	L'OREAL	0	0	2		3474630010620
0200	SERIE EXPERT	0002	VIT COL COND		Retail	117.87	20.00 %	94.30	215.00	N/A	L'OREAL	0	0	2		34746300307247
0200	SERIE EXPERT	0003	VIT COL MASQUE		Retail	117.87	20.00 %	94.30	215.00	N/A	L'OREAL	0	0	2		34746300307476
0200	SERIE EXPERT	0004	VIT COL GEL MAS		Retail	107.52	20.00 %	86.02	200.00	N/A	L'OREAL	0	0	0	0	
0200	SERIE EXPERT	0005	POWERCLEAR SHAMPOO		Retail	84.98	20.00 %	67.98	155.00	N/A	L'OREAL	0	0	0	0	34746330002231
0200	SERIE EXPERT	0006	INTENSE REPAIR SHAMP		Retail	117.87	20.00 %	94.30	215.00	N/A	L'OREAL	0	0	0	0	34746330002262
0200	SERIE EXPERT	0008	INTENSE REPAIR MASQU		Retail	90.93	20.00 %	72.74	165.00	N/A	L'OREAL	0	0	2		34746330002286
0200	SERIE EXPERT	0009	ABSOLUTE REPAIR SHAM		Retail	101.43	20.00 %	81.14	185.00	N/A	L'OREAL	0	0	2		34746330002309
0200	SERIE EXPERT	0010	ABSOLUTE REPAIR COND		Retail	109.65	20.00 %	87.72	200.00	N/A	L'OREAL	0	0	0	0	34746300242975
0200	SERIE EXPERT	0011	ABS REP THERMO REP		Retail	117.87	20.00 %	94.30	215.00	N/A	L'OREAL	0	0	2		34746330002347
0200	SERIE EXPERT	0012	ABSOLUTE REPAIR MASQ		Retail	90.93	20.00 %	72.74	165.00	N/A	L'OREAL	0	0	2		34746300221710
0200	SERIE EXPERT	0013	VOL EXP SHAMP		Retail	117.87	20.00 %	94.30	215.00	N/A	L'OREAL	0	0	2		34746300218116
0200	SERIE EXPERT	0014	VOL EXP MASQUE		Retail	90.93	20.00 %	72.74	165.00	N/A	L'OREAL	0	0	0	0	
0200	SERIE EXPERT	0015	SENSI BAL SH		Retail	90.93	20.00 %	72.74	165.00	N/A	L'OREAL	0	0	0	0	
0200	SERIE EXPERT	0016	PURE RESOURSE		Retail	107.52	20.00 %	86.02	200.00	N/A	L'OREAL	0	0	0	0	
0200	SERIE EXPERT	0017	POWERCLEAR SH		Retail	90.93	20.00 %	72.74	165.00	N/A	L'OREAL	0	0	0	0	
0200	SERIE EXPERT	0018	INST CLEAR SH		Retail	90.93	20.00 %	72.74	165.00	N/A	L'OREAL	0	0	0	0	
0200	SERIE EXPERT	0019	AGE DENSI SH		Retail	117.87	20.00 %	94.30	215.00	N/A	L'OREAL	0	0	0	0	
0200	SERIE EXPERT	0020	AGE DENSI MASQUE		Retail	90.93	20.00 %	72.74	165.00	N/A	L'OREAL	0	0	2		34746300161481
0200	SERIE EXPERT	0023	LISS ULT SH		Retail	101.43	20.00 %	81.14	185.00	N/A	L'OREAL	0	0	2		34746300173804
0200	SERIE EXPERT	0024	LISS ULT L'IN TR		Retail	117.87	20.00 %	94.30	215.00	N/A	L'OREAL	0	0	2		
0200	SERIE EXPERT	0025	LISS ULT MASQUE		Retail	87.95	20.00 %	70.36	165.00	N/A	L'OREAL	0	0	2		
0200	SERIE EXPERT	0026	LISS EXTREME SERUM		Retail	90.93	20.00 %	72.74	165.00	N/A	L'OREAL	0	0	2		34746330002156
0200	SERIE EXPERT	0027	SILVER SHAMPOO		Retail	90.93	20.00 %	72.74	165.00	N/A	L'OREAL	0	0	0	0	34746300259430
0200	SERIE EXPERT	0028	VEC FORCE SH		Retail	101.43	20.00 %	81.14	185.00	N/A	L'OREAL	0	0	0	0	34746300260122
0200	SERIE EXPERT	0029	VEC FORCE COND		Retail	109.65	20.00 %	87.72	200.00	N/A	L'OREAL	0	0	0	0	34746300259928
0200	SERIE EXPERT	0030	VEC FORCE L'IN TR		Retail	117.87	20.00 %	94.30	215.00	N/A	L'OREAL	0	0	0	0	34746300259799
0200	SERIE EXPERT	0031	VEC FORCE MASQUE		Retail	90.93	20.00 %	72.74	165.00	N/A	L'OREAL	0	0	2		34746330001807
0200	SERIE EXPERT	0033	LUMINO CONTRAST SHAMPOO		Retail	117.87	20.00 %	94.30	215.00	N/A	L'OREAL	0	0	2		34746330001876
0200	SERIE EXPERT	0034	LUMINO CONTRAST MASQUE		Retail	87.95	20.00 %	70.36	165.00	N/A	L'OREAL	0	0	3		
0200	SERIE EXPERT	0035	LUMINO CONTRAST SERUM		Retail	146.93	20.00 %	117.54	270.00	N/A	L'OREAL	0	0	0	0	
0200	SERIE EXPERT	0200	VITAMINO COFFRET		Retail											

Department number - this is the unique number created during the set-up. Your business is divided into Departments to allow future analysis of your business by department.

Department name - the name of the Department associated with the Department number.

Item number - Each Service, Retail or Stock Item will have its own unique number within each Department.

Product description - the product description as it appears on the product packaging or Vendor's price list.

Vendor code - this is the product code Vendor's use for their products. Some Vendors like you to use their product reference number when ordering stock.

Service type - this distinguishes Services from Retail products from Salon Stock products and is used to filter Stock lists in Stock Management by Vendor and Service Type (e.g. L'Oreal/Retail).

Vendor list price - this is the price the Vendor sells to the trade as it appears on their current price list.

Your discount - is the unique discount you receive off invoice from each Vendor.

Your actual cost price - is the actual cost to you after the discount has been deducted. This price does not include VAT.

Your selling price - this is the price you charge for your Retail products and Services and does include VAT.

MI/g = Mil/gram conversion - use this for converting whole units to mils or grams for 'per mil' stock usage - can only be used for Stock Items.

Vendor - the Vendor or Supplier who supplies the Retail Products or Stock Item.

Qty on hand = the quantity on hand for each Retail products or Stock Item as calculated by the system.

Model level - the quantity of each Retail product or Stock Item you have told the system you want to have on hand.

Reorder level - the minimum quantity you have told the system to tell you to reorder.

Order = the reorder quantity i.e. These are the items you need to reorder to get back to model level.

Barcode - the barcode value as it appears on every Retail products and Stock item.

Loading **Services**, **Retail** and **Stock Items**

3. Load your Services Prices, Retail products and Stock Items:

All **Services** and **Retail** products must be loaded on the system before they can be added onto a client's invoice. **Salon Stock** Items must be loaded before the **Stock Movement**, **Stock Ordering**, **Vendor Invoicing** and **Forward Cover** functions can be used.

To enter a new **Stock Detail**, go to the General Panel and (click) Stock. This will open a list of your Services, Retail products and Stock Items. This will be empty when you first start using the system.

(Click) on the New button at the bottom of the page to open a new **Stock Detail** box. These are the **Basic Item Details**.

The screenshot shows the 'Stock Detail' form with the following fields and annotations:

- Service Type:** A dropdown menu currently set to 'Retail'. Annotation: "Use this button to toggle between **Retail**, **Service** and **Stock Item**".
- Vendor:** A text input field. Annotation: "Select the **Vendor** from the options in this box".
- Dept:** A text input field with a magnifying glass icon and 'F3' label. Annotation: "Select the correct **Department** by clicking here or by pressing **F3** on your keyboard".
- Dept Name:** A text input field. Annotation: "**Department** name automatically appears".
- Item:** A text input field with a green circular button. Annotation: "Click **Green** button to generate next **Item** number".
- Description:** A large text area. Annotation: "Enter the **Service** or **Product Description** here, including product sizes".
- Vendor Code:** A text input field. Annotation: "Insert **Vendor Item Code** here if you required".
- Barcode:** A text input field with a yellow background. Annotation: "Scan the **Bar Code** value for your products here".
- Size:** A text input field with 'ml/g' units. Annotation: "Only available for **Stock Items**".
- Unit Cost (Excl):** A text input field. Annotation: "Enter the **Vendor's** list price, excluding VAT".
- Unit Cost (Incl):** A text input field with '0.00' and a currency icon. Annotation: "If **Vendor's** list price includes VAT, enter here and click [currency icon] system auto-calculates list price excl. VAT".
- Unit RSP:** A text input field. Annotation: "Enter the **Recommended Selling Price** here, including VAT".
- Qty on Hand:** A text input field. Annotation: "System **auto-calculates**".
- Vatable:** A checkbox that is checked. Annotation: "Untick if the item is **not** Vatable".
- Active:** A checkbox that is checked. Annotation: "Untick if an item is discontinued by the **Vendor** (**deleting** stock is **not recommended** - rather **de-activate**)".
- Buttons:** At the bottom are 'Save & New', 'Save', 'Save & Close', and 'Close' buttons.

Creating Your Stock & Price List

To commence adding items to your Stock & Price list you need first to have created departments into which you can populate your price list. To see how to create Department go tp [Getting Started](#).