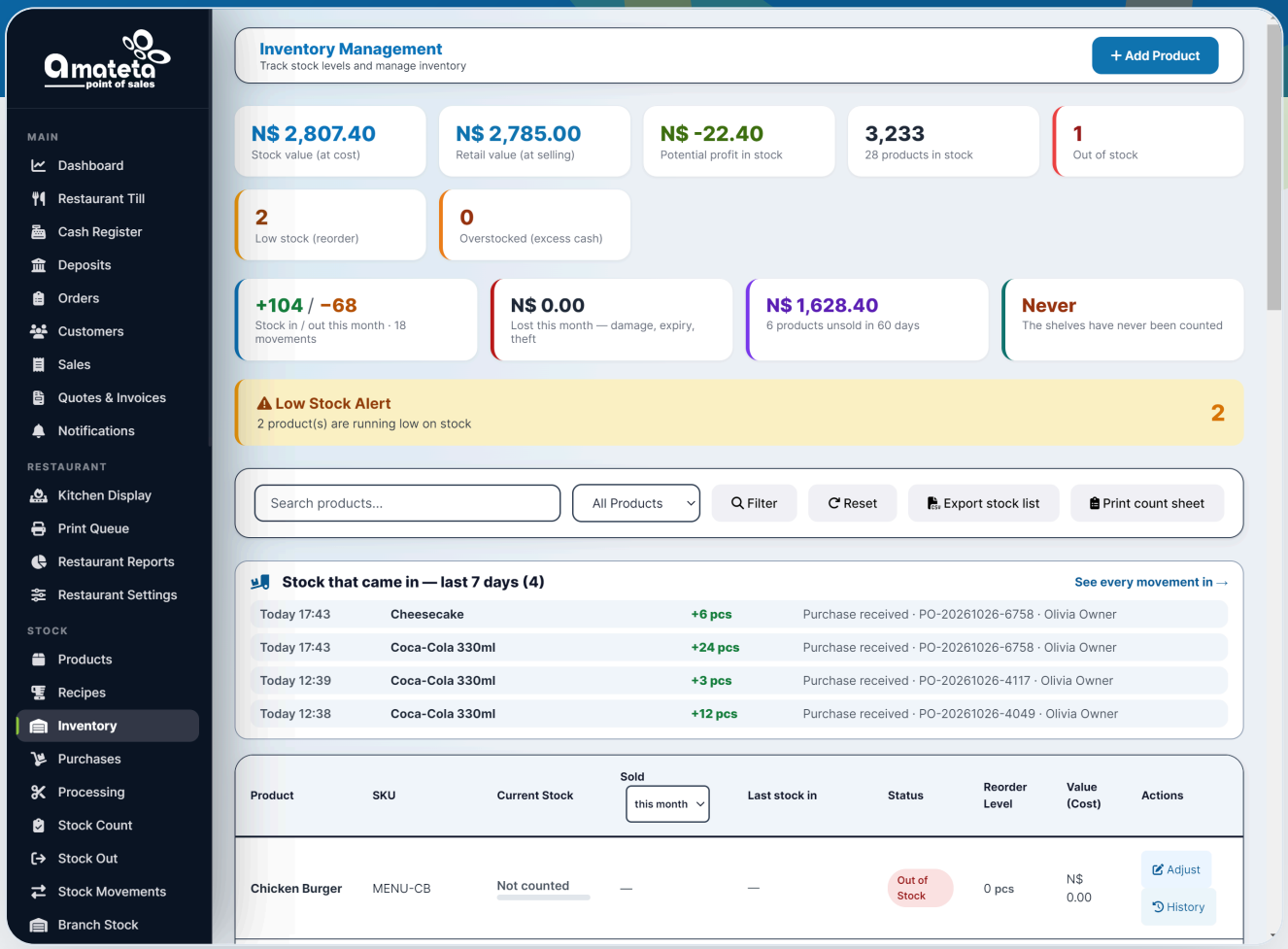
STOCK GUIDE

Stock with Amateta

How stock works, and every step: products, suppliers, deliveries, corrections, wastage, stock counts, recipes, processing and branches.



Amateta Retail Suite
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What this guide covers

A How stock works

1 Add your products

2 Add your suppliers

3 Receive a delivery

4 See when stock came in

5 The Inventory page

6 Low stock and reordering

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Stock in one picture

1 Comes in
Deliveries from suppliers, opening stock, transfers from another branch, processed cuts, refunds put back.

2 Stock on hand
One figure per product (and per branch). The till and the back office read the same figure.

3 Goes out
Sales (and the ingredients of a recipe), wastage, stock out, transfers to another branch.

4 Checked
A stock count compares the shelf with the system and applies only the difference.

Every change is written down as a movement: what, how much, who, when, why, and the new balance.

A How stock works

Sales take stock by themselves

Nobody types stock off for a sale. When the till completes a sale, the products sold leave stock at once. A recipe (a burger, a cocktail) takes its ingredients out instead.

Refunds and voids put it back

A refund puts back exactly what the customer returned. A voided sale puts its whole basket back. Both are movements on the stock card.

Never counted twice

Every form can be sent only once: a double click, a reload or a slow network cannot book a delivery twice. Two tills selling the same product at the same second both count.

Nothing is deleted

A mistake is fixed with a new movement (a correction), never by rubbing out the old one. The history always adds up to the stock figure.

1 Add your products

OWNER / MANAGER

A product is anything you sell or use. How it is sold decides how its stock is counted.

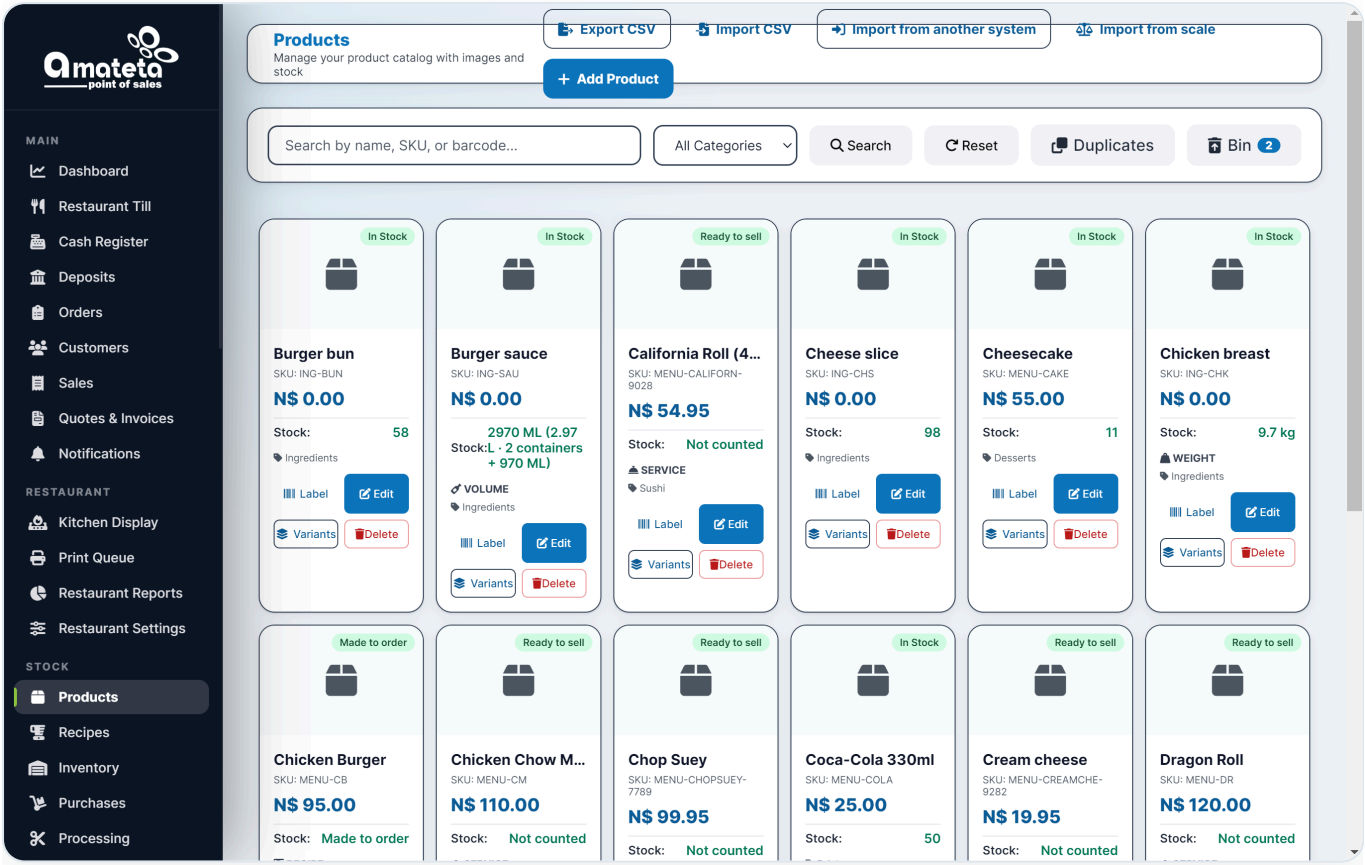

Figure 1 Products: every product with its price and stock. **Import CSV** and **Export CSV** are at the top.

How is it sold?	How its stock is counted
By item (each)	In pieces: 24 cans, 6 cakes.
By weight (scale)	In kg or g, read from the scale at the till.
By volume (ml / litres)	In millilitres. The cost and price are for one full container (a 750 ml bottle); each pour size has its own price.
Recipe / cocktail	Holds no stock of its own. Selling it takes out its ingredients (chapter 12).
Service / non-stock	No stock at all: delivery fees, labour, a corkage charge.

Add a product, step by step

1. Open **Products** and press **+ Add Product**.
2. Type the **Product Name**. The **SKU** fills itself; scan the **Barcode** or press **Generate**.
3. Choose the **Category** and **How is it sold?**
4. Type the **Cost Price** (what you pay) and the **Selling Price**.
5. Leave **Count stock for this product** ticked for anything on a shelf. Untick it for things you never count.
6. Type the **Initial Quantity** on the shelf today. It is recorded as the opening stock.
7. Type a **Reorder Level**: when stock falls to it, the product shows as **Low Stock**. A **Max Stock Level** is optional.
8. Press **Save Product**.

> **Tip**
> After the first day, do not type stock into the product. Receive deliveries (chapter 3) and correct with an adjustment (chapter 7), so every change has a reason and a name.

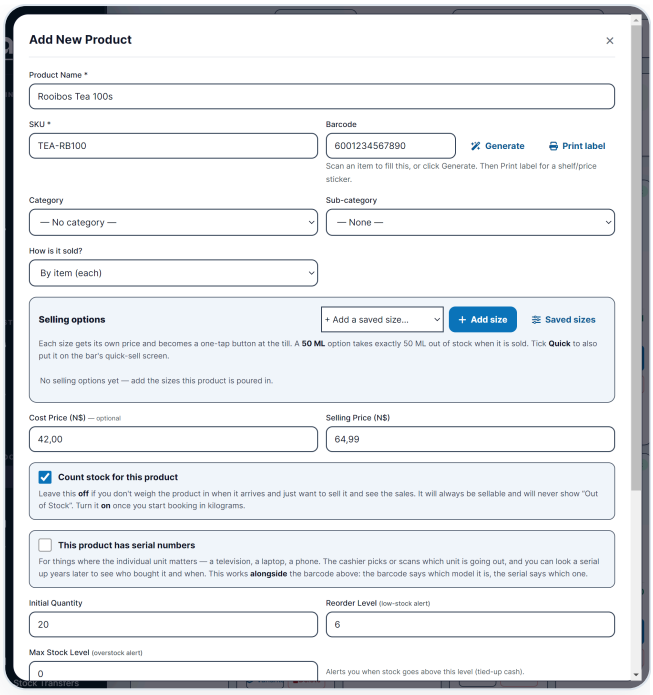

Figure 2 Add New Product, filled in for a box of tea.

2 Add your suppliers

OWNER / MANAGER

Every delivery is booked against the supplier who sent it, so you can see who supplied what, and at what price.

1. Open **Suppliers** and press **+ Add Supplier**.
2. Type the name, contact person, phone, email and payment terms. Press **Save**.

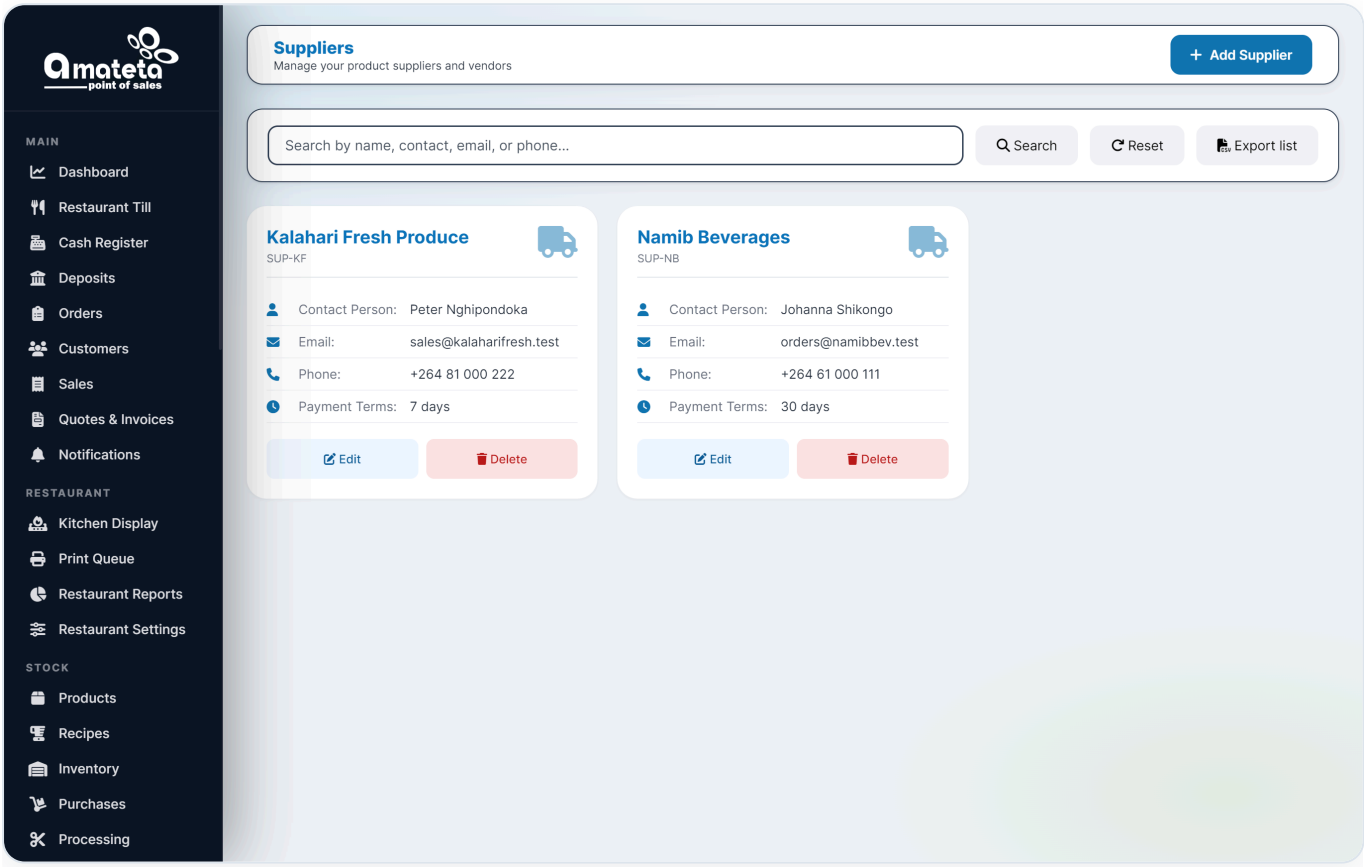

Figure 3 Suppliers, each with its contact details. **Edit** changes them.

3 Receive a delivery

MANAGER / STOCK ROOM

When the truck comes, book what arrived. Stock goes up the moment you press the button, and every till sees it.

1. Open **Purchases** and press **Receive Stock**.
2. Choose the **Supplier** and type the **Reference / invoice #** from the delivery note.
3. For each line choose the **Product**, the **Quantity received**, what it was **Received as** (each, a case, a full bottle, kg, litres) and the **Cost per each**.
4. Check the line: it shows the line cost and the **stock after** the delivery. **+ Add product** adds the next line.
5. Press **Receive & Update Stock**.

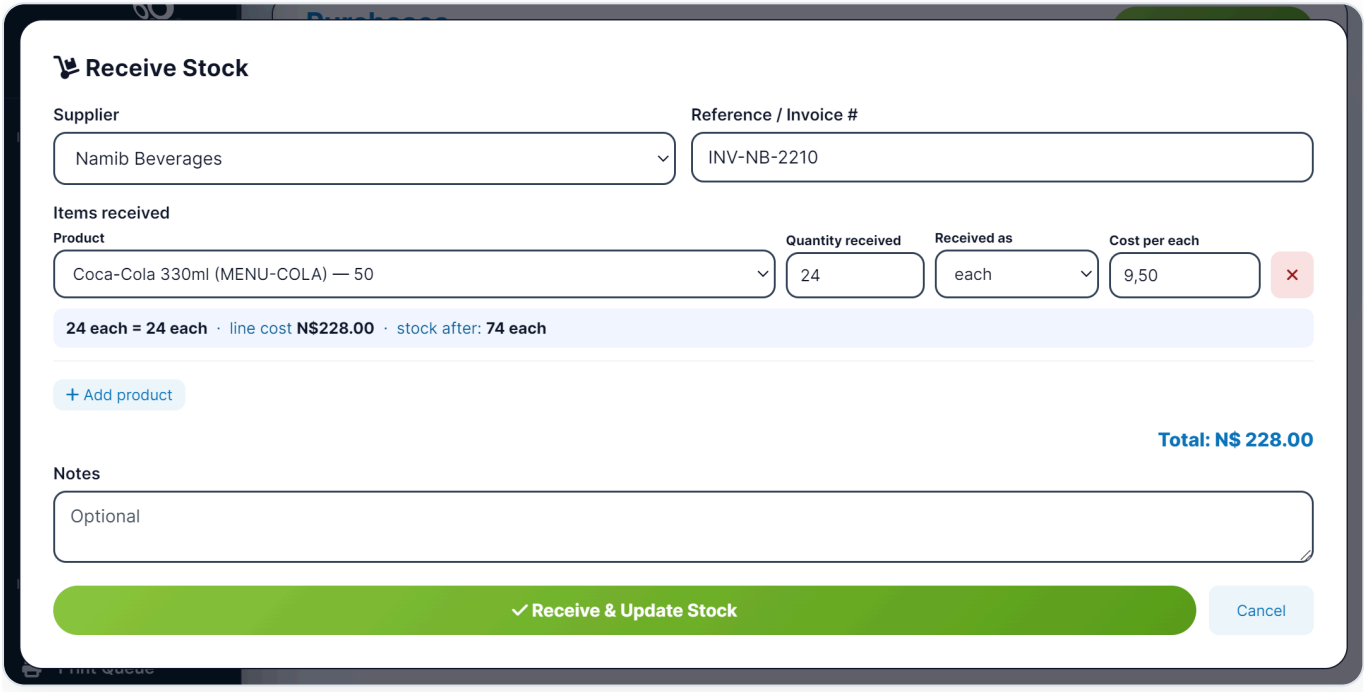

Figure 4 24 cans of Coca-Cola received from Namib Beverages: stock goes from 50 to 74.

The cost price follows the delivery

The product's cost price becomes the cost on this delivery, so profit reports use what you pay today. A free delivery (cost 0) keeps the old cost.

Same invoice twice is refused

If an invoice number from the same supplier was already received, the system stops and shows it. Really a second delivery? Press **Receive it again**.

Every delivery on one list

The **Purchases** list keeps every delivery with its number, supplier, invoice, total, who received it and when. **View** opens the lines.

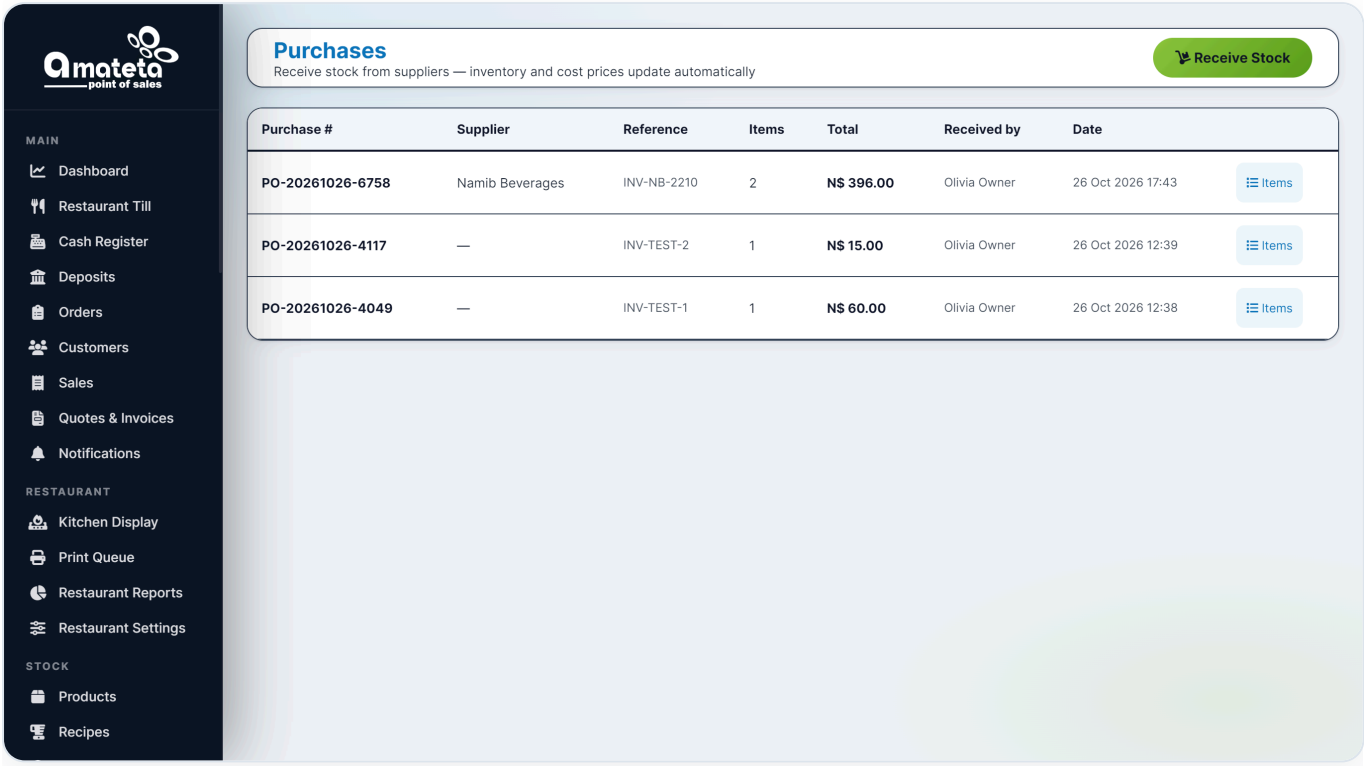

Figure 5 Purchases: the newest delivery is at the top.

> **Booked the wrong quantity?**
> Do not receive it again to fix it. Correct the stock with an adjustment (chapter 7) or return the extra to the supplier with Stock Out (chapter 8). Both keep a record of why.

> **Cases and bottles**
> Received as **case of 12**? Type 2 cases and the stock goes up by 24. A liquid received as **full bottle** goes up by the bottle size (2 bottles of 750 ml = 1,500 ml). The product needs its container size set in Products.

4 See when stock came in

EVERYONE WITH STOCK ACCESS

“Did the delivery come?” is answered on the Inventory page, without searching.

1. Open **Inventory**. The box **Stock that came in — last 7 days** lists every delivery, transfer in, opening stock and processed product: when, how much, the reference and who booked it.
2. In the table, the column **Last stock in** shows for each product when stock last arrived, how much, and from which delivery.
3. **See every movement in** → opens the full list (chapter 11).

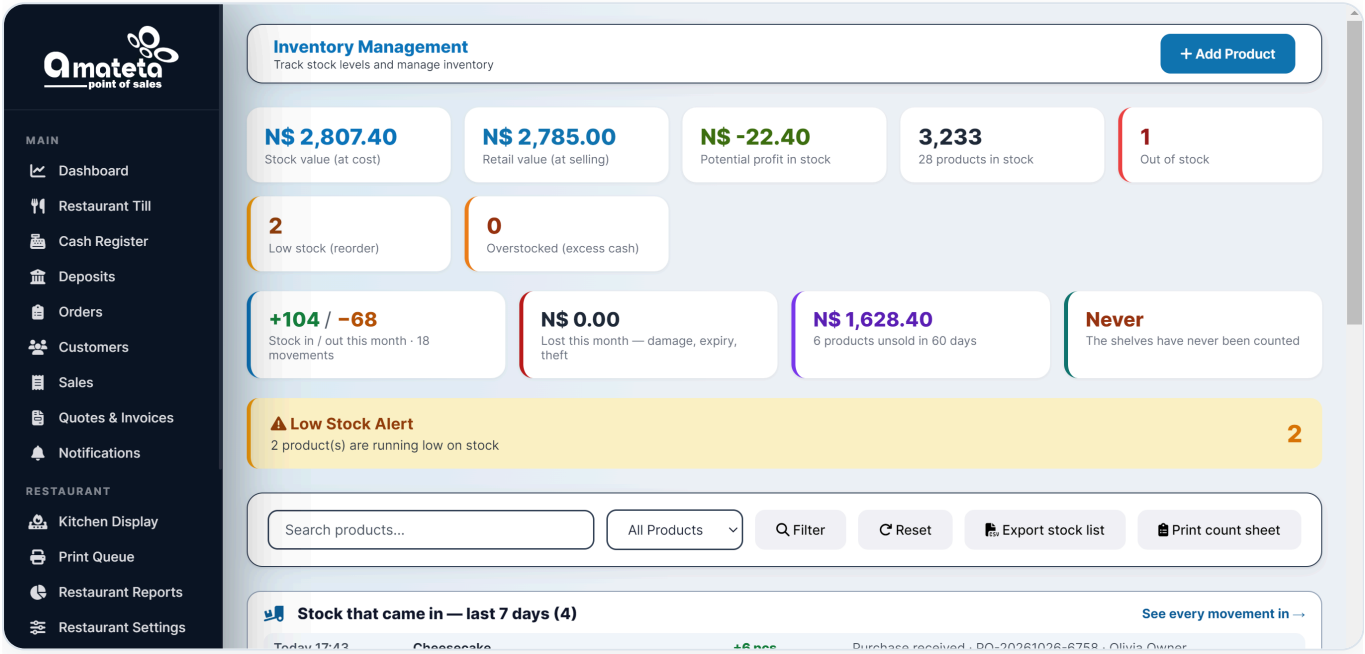

Figure 6 The Inventory page: totals at the top, then the stock that came in this week.

5 The Inventory page

OWNER / MANAGER

The tiles at the top answer the questions a stock room asks every week.

Tile	What it tells you
Stock value (at cost)	What the stock on your shelves cost you. A liquid is valued per millilitre, a recipe holds no stock.
Retail value / **Potential profit**	What it would sell for, and the difference. Ingredients with no selling price lower the profit figure.
Products in stock / **Out of stock**	How many products you hold, and how many are at zero.
Low stock / **Overstocked**	At or under the reorder level / over the max stock level.
Stock in / out this month	All movements of the month added up.
Lost this month	Damage, expiry, wastage and theft, at cost.
Unsold in 60 days	Money sitting on a shelf that nothing has sold for two months.
Last counted	When the shelves were last counted (chapter 10).

The buttons above the table

- **Search** and the filter (**All Products**, **Low Stock**, **Out of Stock**…), then **Filter**.
- **Export stock list** downloads the list for Excel; **Print count sheet** prints a sheet to count on.
- Each row has **Adjust**, **Wastage** and **History**.

6 Low stock and reordering

MANAGER

Give each product a reorder level and the system tells you what to order before the shelf is empty.

1. Set the **Reorder Level** on the product (Products → Edit). Choose the stock at which you must order: for example a week of sales.
2. On **Inventory**, choose **Low Stock** in the filter and press **Filter**. That is your order list.
3. Order from the supplier, and receive the delivery when it comes (chapter 3).

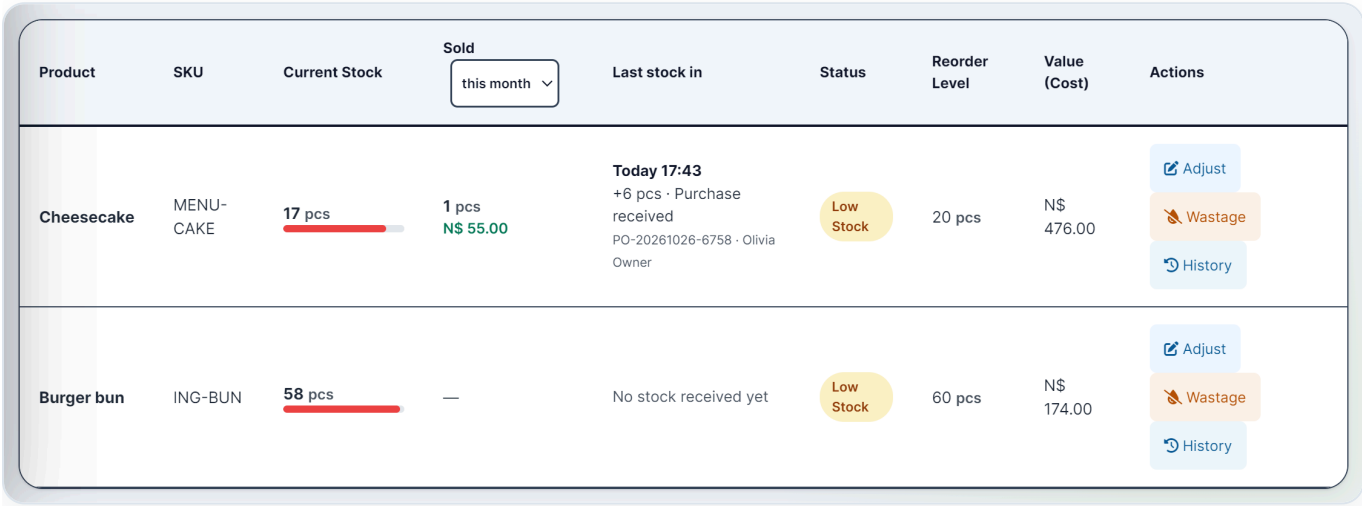

Figure 7 Low Stock: Cheesecake has 17 against a reorder level of 20. The red bar shows how close to empty it is.

> **The Sold column**
> Next to the stock is what was sold (**this month**, or change it to today, this week…). It helps you order the right amount.

7 Correct a stock figure

MANAGER

When the shelf and the screen disagree, correct it with a reason. The old figure, the new figure and your name are kept.

1. On **Inventory**, press **Adjust** on the product.
2. Choose **What are you doing?**
   - **Counted the stock — set it to what is there**: type what you counted.
   - **Add stock (+)**: stock found, or came in without a delivery note.
   - **Remove stock (−)**: stock that is not there.
3. Check the line under the quantity: it shows the change (for example “+3, leaving 77”).
4. Type the **Reason** and press **Apply Correction**.

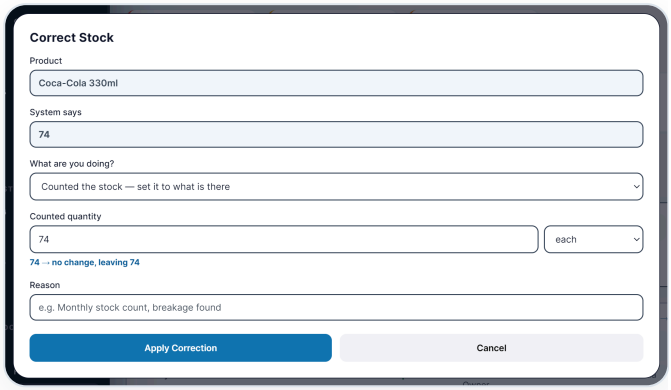

Figure 8 Correct Stock: the system says 74, the count is typed in.

Damaged, expired or stolen?

Use Wastage or Stock Out (chapter 8), not an adjustment. Then the loss shows in **Lost this month** with its reason, instead of disappearing into a correction.

8 Wastage and Stock Out

MANAGER / KITCHEN

Stock that left without being sold. Say why, so breakage, expiry and theft can be told apart later.

Quick wastage from the Inventory page

1. Press **Wastage** on the product.
2. Type **How much was lost?** and choose the unit.
3. Choose the **Reason** (Spillage, Broken bottle, Expired, Damaged…) and add a note.
4. Press **Write Off Stock**.

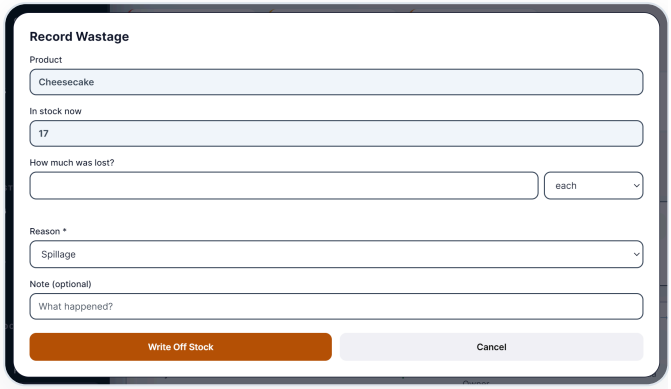

Figure 9 Record Wastage for the cheesecake.

The Stock Out page: every reason

1. Open **Stock Out** and pick the product.
2. Choose **What happened to it?**: Damaged, Expired, Wastage, Internal use, Returned to supplier, Lost, Stolen or Other.
3. Type **How much left the shop?**. The page shows what it is worth at cost.
4. Write **What happened?** and press **Take it out of stock**.

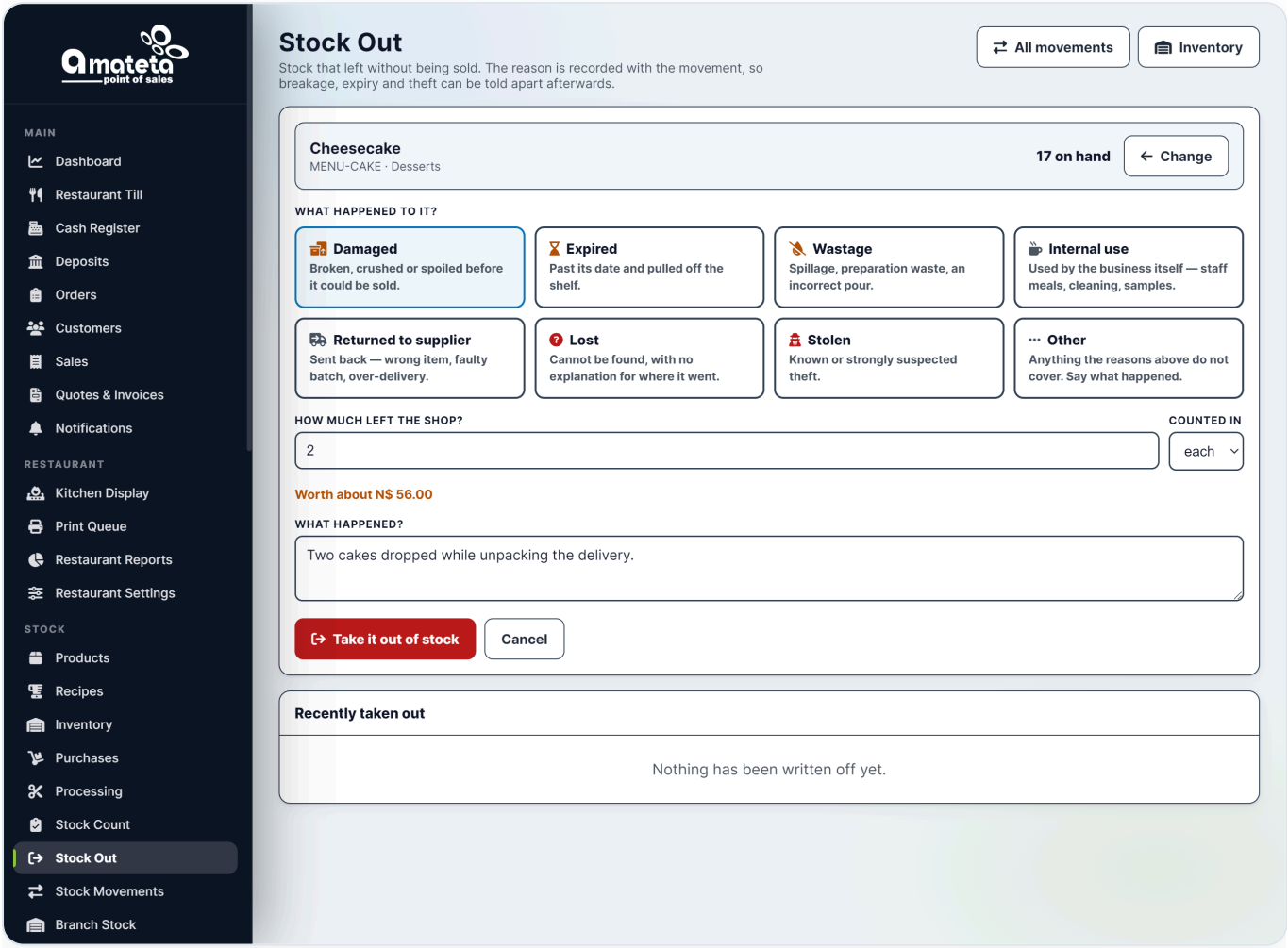

Figure 10 Stock Out: 2 cheesecakes damaged, worth about N$56.00 at cost.

> **Returned to supplier**
> asks for the supplier, so the return is linked to them. **Other** needs a note.

9 A product's stock history

OWNER / MANAGER

“Where did that stock go?” Press **History** on any product.

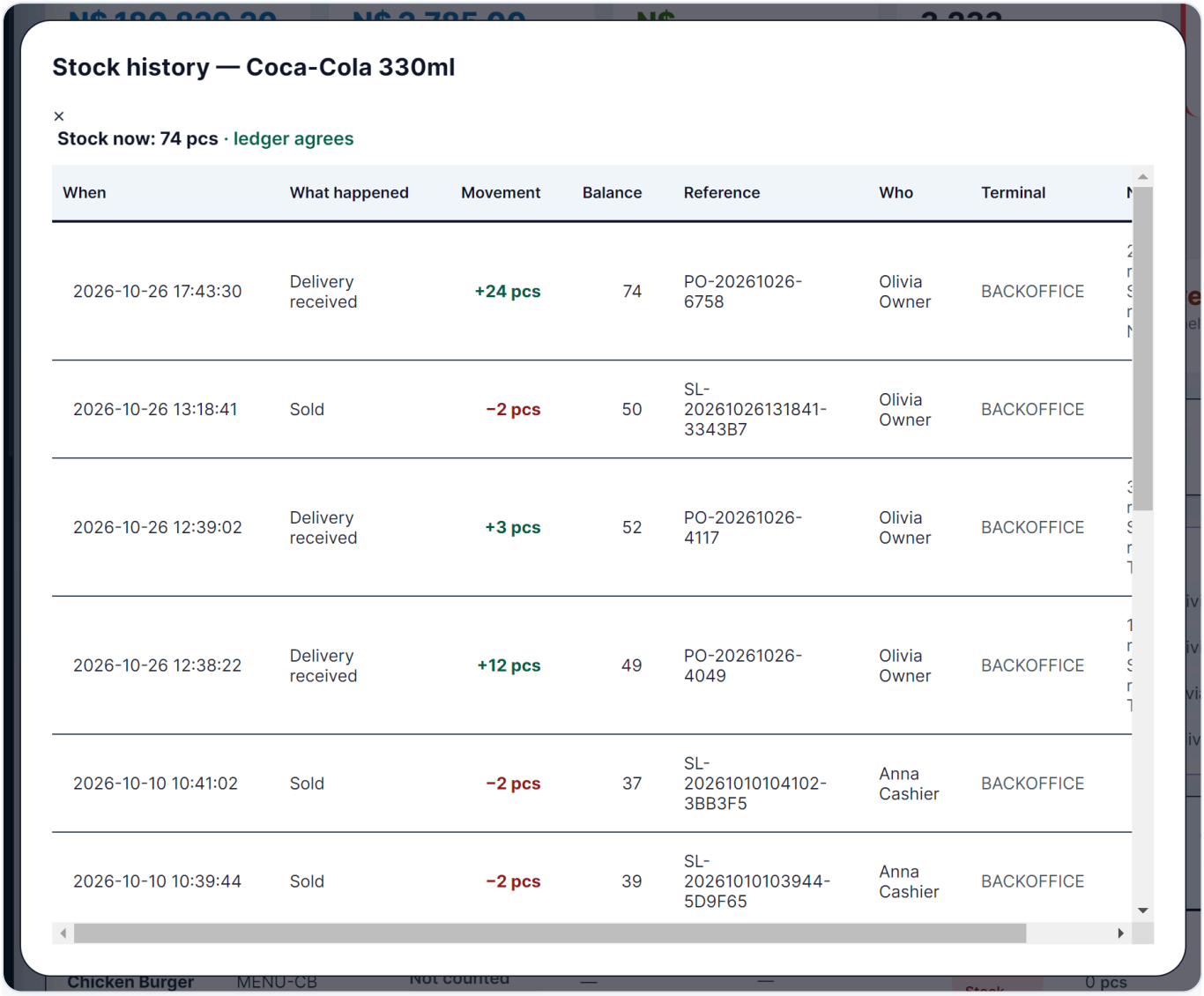

Figure 11 The stock card of Coca-Cola: deliveries in green, sales in red, the balance after each one, the reference, who and which till.

- **ledger agrees** (green) means every movement added up gives exactly the stock on hand.
- If it shows a **warning** in red, the figure was changed outside the system (for example directly in the database or by an old import). Count the product and correct it (chapter 7), then tell support so we can find the cause.

10 Count the shelves (stock count)

MANAGER + COUNTERS

A full count every month (or a category every week) is how you know the stock is right. The till keeps selling while you count.

1. Open **Stock Count**. Choose **What to count** (everything, or one category), the **Location** and a note. Press **Start counting**.
2. Press **Count sheet (PDF)** to print a sheet, or count straight on the screen.
3. Type what you find in **Counted**. The **Difference** and its **Value** show at once. Leave a line empty if you did not count it. Press **Save counts** as often as you like.
4. When everything is counted, press **Send for approval**. A manager checks the big differences and writes why.
5. The manager presses **Approve & post**. The differences are applied to stock and written on each product's stock card.

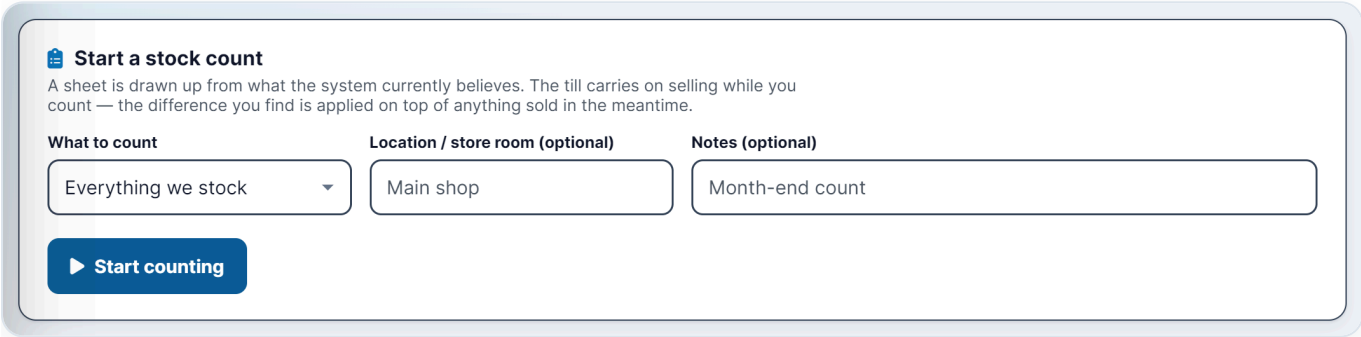

Figure 12 Start a stock count.

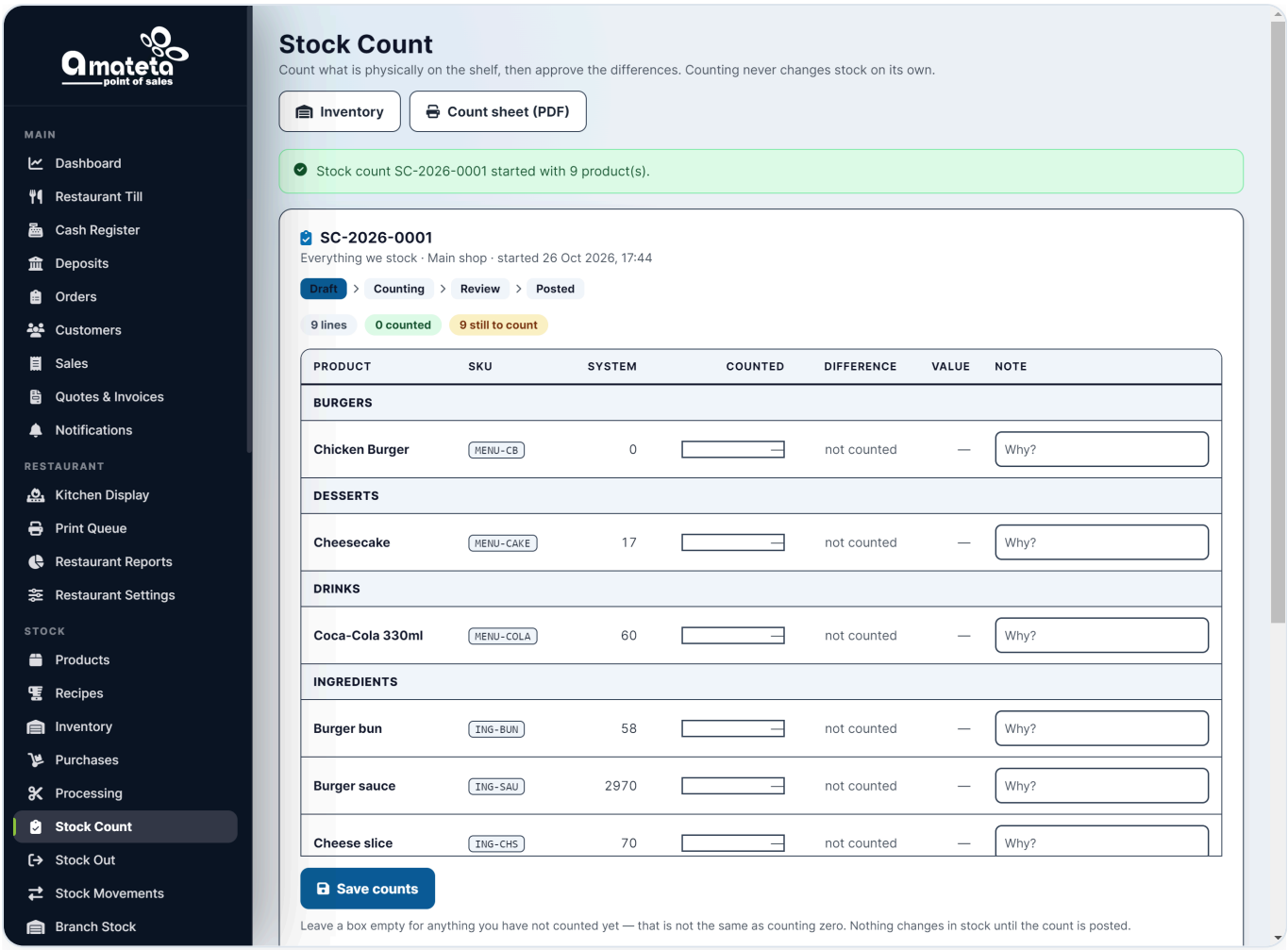

Figure 13 Count SC-2026-0001 open: products grouped by category, what the system says, and a box for what was counted.

Why selling during a count is safe

The count applies only the **difference** you found. Example: the sheet said 100, you counted 96 (4 short). While you counted, 10 were sold, so the system now says 90. Posting takes off 4, leaving 86. It does not set the stock to 96, which would add back the 10 already sold.

Stages

Counting → **Review** → **Posted**. A count can be cancelled before it is posted. A posted count cannot be undone; a new correction fixes a mistake.

Every count is kept

Previous stock counts lists every count, also the ones that found nothing wrong, with who counted and who posted.

11 Stock Movements report

OWNER / MANAGER

Every movement of every product, in one place, with filters.

1. Open **Stock Movements**. Choose the period (Today, Yesterday, This week, This month… or your own dates).
2. Filter by product or barcode, **Movement type**, **Direction** (in or out), category, who recorded it, supplier or reference. Press **Apply**.
3. Read the totals by movement type and by category, then the list: before, in, out and after for every line.
4. **Spreadsheet** or **PDF report** to keep or send it.

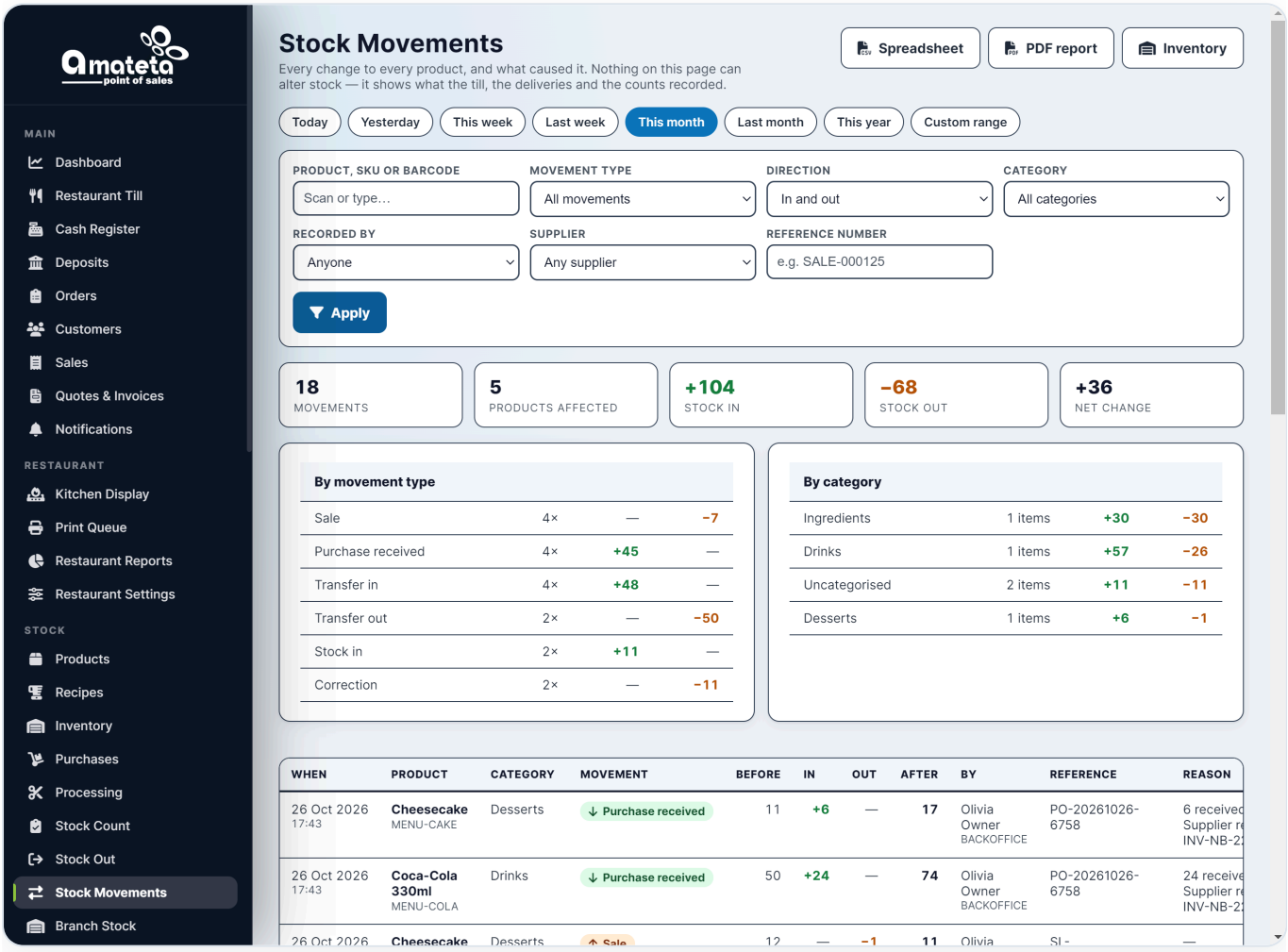

Figure 14 Stock Movements for this month: 18 movements, +104 in and −68 out.

12 Recipes and ingredients

RESTAURANTS AND BARS

A burger, a cocktail or a meal is a recipe: selling one takes its ingredients out of stock, in the right amounts.

1. Add the ingredients as products that hold stock (burger bun each, chicken breast by weight, sauce by volume).
2. Add the dish as a product sold as **Recipe / cocktail**.
3. Open **Recipes**, press **+ New Recipe** (or **Edit**) and list each ingredient with its amount.
4. The card shows the selling price, the ingredient cost, the gross margin, and how many can be made from the stock you have: the ingredient that runs out first decides.

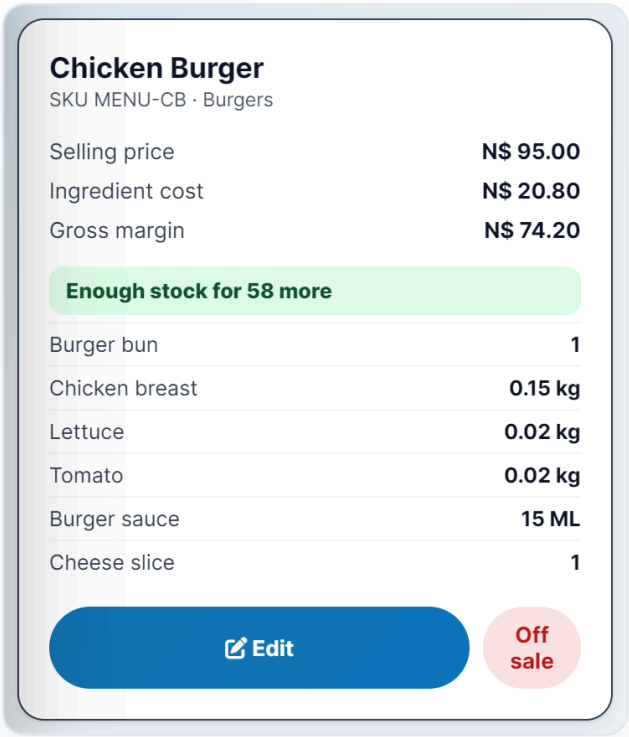

Figure 15 The Chicken Burger recipe: price, ingredient cost, gross margin, and "Enough stock for 58 more" (58 burger buns are left).

Not enough to make it?

The till says which ingredient is short. A manager can approve the sale anyway; the shortage is recorded so the count can find it.

13 Processing raw stock

BUTCHERIES, BAKERIES, KITCHENS

Turn bought stock into the products you sell: a carcass into steak, mince and brisket; a sack of flour into loaves.

1. Open **Processing**. Under **Process raw stock**, choose the raw product and the **Quantity used**.
2. Under **Products produced**, add each product made and its quantity. **+ Add another product** for more.
3. Note any cutting waste in the note, and press **Save processing & update stock**.

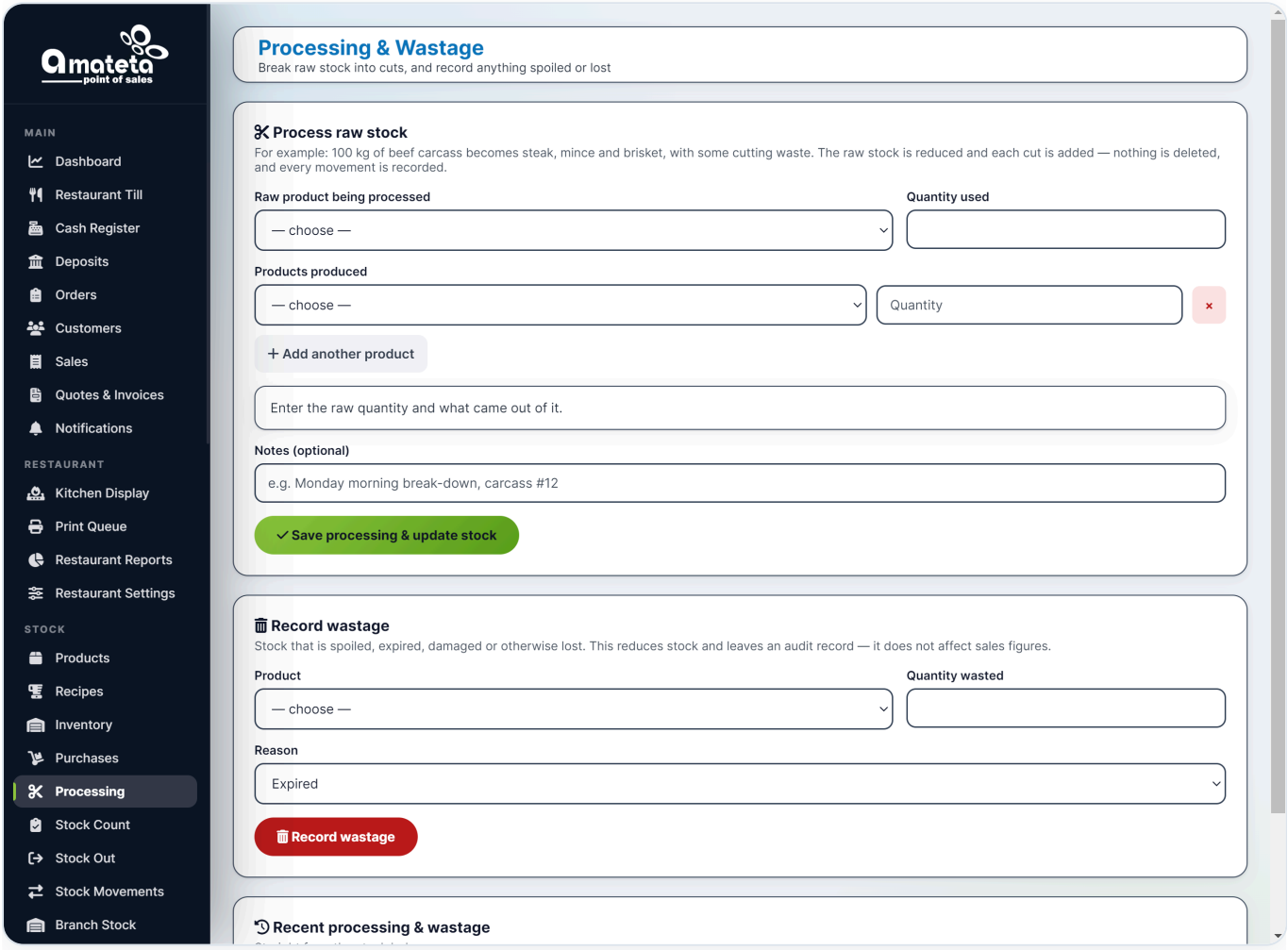

Figure 16 Processing & Wastage. The raw stock goes down, each product made goes up; **Record wastage** is below.

14 Import products from a file

OWNER

Moving from another system? Bring the whole product list in at once.

1. In your old system, export the stock or price list (Excel, CSV, a web page, or text).
2. Open **Products** → **Import from another system**, press **Choose File** and **Read the file**.
3. Match the columns (name, barcode, cost, price, quantity…). Check the preview, then import.

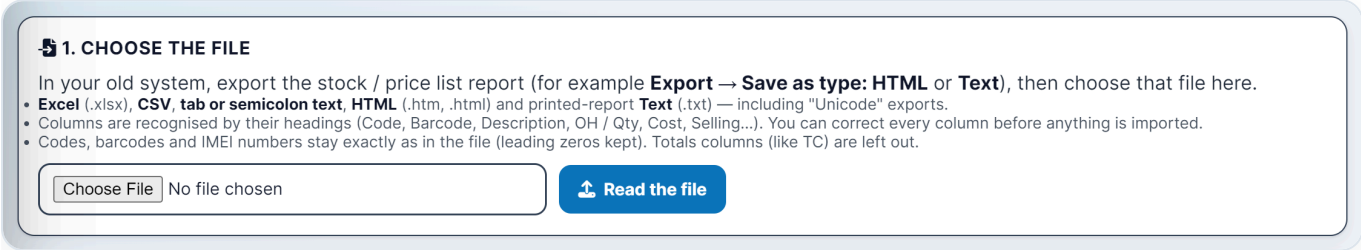

Figure 17 Step 1 of the import: choose the file.

> **Tip**
>
> Import once, then count the shelves (chapter 10). The count fixes any quantity the old system had wrong, with a record.

15 Branches and transfers

MULTI-BRANCH PLAN

With more than one shop or a warehouse, each branch has its own stock, and stock moves between them with a transfer.

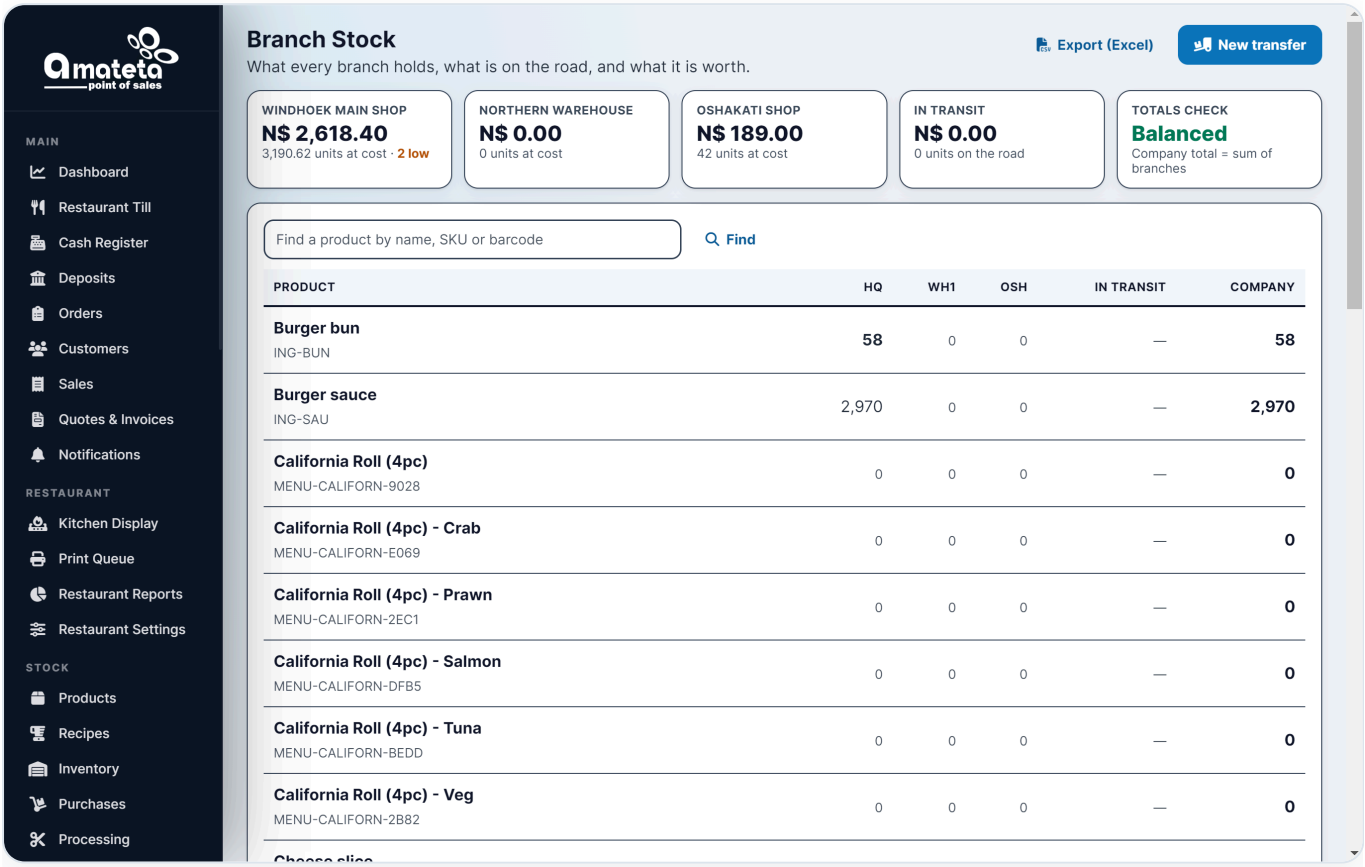

Figure 18 Branch Stock: the value of each branch, what is in transit, and every product per branch.

- A till sells from its own branch's stock. A delivery is received into the branch that got it.
- The company total is always the sum of the branches; **Totals check: Balanced** confirms it.

Move stock with a transfer

1. Open **Transfers** and press **+ New transfer**. Choose **from** and **to**, and add the products and quantities.
2. It goes from **Draft** to **Approved**, then it is dispatched: the stock leaves the sending branch and shows as **In transit**.
3. The receiving branch checks what arrived and receives it (**Received**, or **Partly received**). Short? Type what really came: it shows as **Received with discrepancy**, so the difference stays on record.

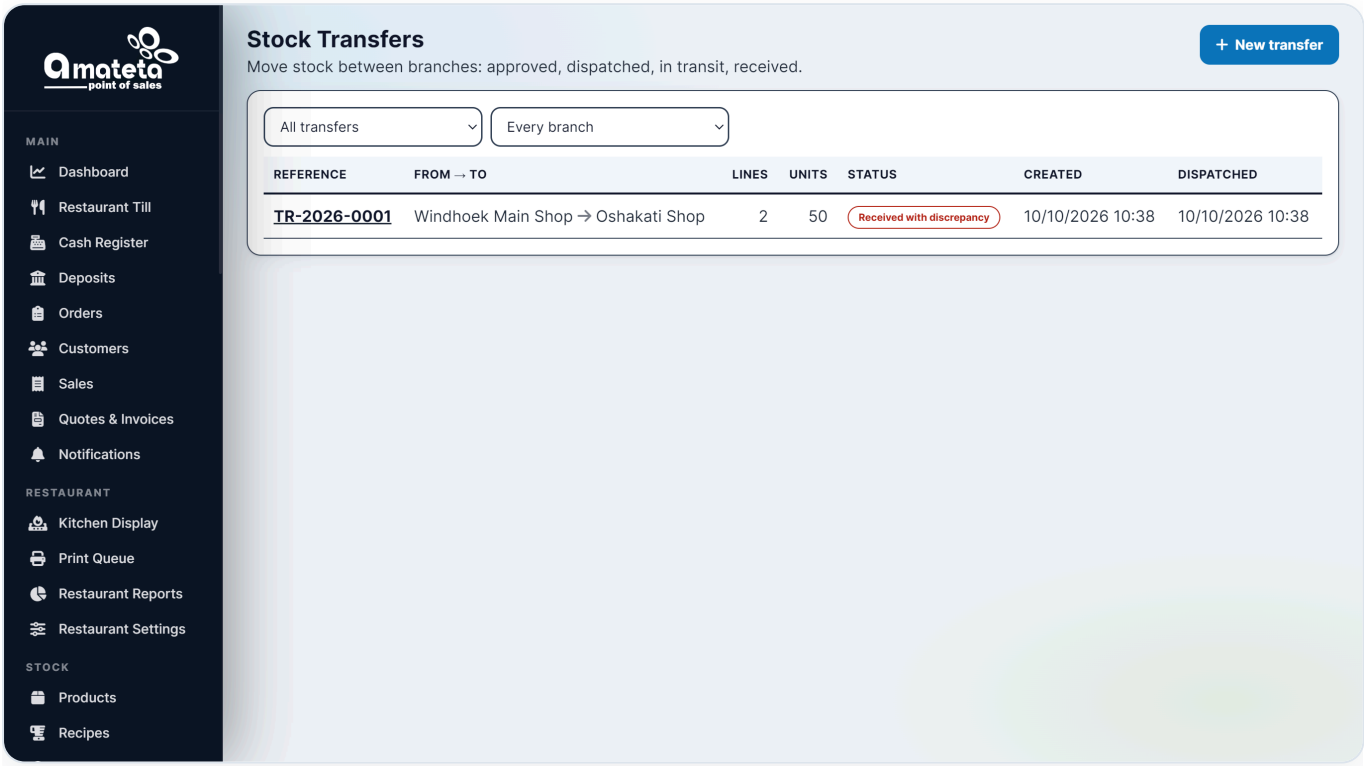

Figure 19 Stock Transfers: every transfer with its status, from and to, lines and units.

> The full set-up of branches is in the separate **Multi-Branch Setup Guide** (PDF).

16 The desktop till and offline

WINDOWS DESKTOP TILL

The desktop till keeps selling when the internet drops. Stock stays right because every sale is sent to the back office exactly once.

Selling offline

Sales made offline take stock off on the till at once, and are sent to the back office when the internet is back. Each one has its own number, so a resend is never counted twice.

Stock booked on the till

A delivery, wastage or correction booked on the desktop till goes to the back office the same way, once. Stock changed in the back office reaches the till on its next sync.

Two tills, one product

Two tills selling the same product at the same second are both taken off. No sale is lost and none is counted twice.

Same screens

Inventory, History and the reports look and work the same in the browser and in the desktop till.

17 When a figure looks wrong

What you see	What to do
Stock is less than the shelf	Open **History**. Look for a sale, wastage or transfer you did not expect. If the shelf is right, correct it with **Adjust** → **Counted the stock** and a reason.
A delivery is not in stock	Check **Stock that came in** on Inventory, and the Purchases list. If it is not there, it was not received yet: receive it.
“This invoice was already received”	The same supplier invoice was booked before. Open it to check. Only if it really is a second delivery, press **Receive it again**.
Stock went below zero	More was sold than the system held, usually a delivery not yet booked. Receive the delivery, or count the product.
“Not enough … to make …” at the till	An ingredient of the recipe is short. Receive or correct the ingredient; a manager can approve the sale meanwhile.
A red warning in History	The movements do not add up to the stock figure. Count and correct the product, and tell support.
A product does not show Low Stock	It has no reorder level, or **Count stock for this product** is off. Set them in Products.
The desktop till shows old stock	It is offline or has not synced yet. When the internet is back it updates by itself.

Need help with your stock?

We set up products, suppliers and the first stock count with you, on the phone or remotely.

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HELP PAGES
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