



STOCK GUIDE

Stock with Amateta

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

MAIN

Dashboard

Restaurant Till

Cash Register

Deposits

Orders

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Sales

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RESTAURANT

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STOCK

Products

Recipes

Inventory

Purchases

Processing

Stock Count

Stock Out

Stock Movements

Branch Stock

Inventory Management
Track stock levels and manage inventory

[+ Add Product](#)

N\$ 2,807.40
Stock value (at cost)

N\$ 2,785.00
Retail value (at selling)

N\$ -22.40
Potential profit in stock

3,233
28 products in stock

1
Out of stock

2
Low stock (reorder)

0
Overstocked (excess cash)

+104 / -68
Stock in / out this month - 18 movements

N\$ 0.00
Lost this month — damage, expiry, theft

N\$ 1,628.40
6 products unsold in 60 days

Never
The shelves have never been counted

Low Stock Alert
2 product(s) are running low on stock

2

All Products

Q Filter

Reset

Export stock list

Print count sheet

Stock that came in — last 7 days (4)

See every movement in →

Today 17:43

Cheesecake

+6 pcs

Purchase received · PO-20261026-6758 · Olivia Owner

Today 17:43

Coca-Cola 330ml

+24 pcs

Purchase received · PO-20261026-6758 · Olivia Owner

Today 12:39

Coca-Cola 330ml

+3 pcs

Purchase received · PO-20261026-4117 · Olivia Owner

Today 12:38

Coca-Cola 330ml

+12 pcs

Purchase received · PO-20261026-4049 · Olivia Owner

Product	SKU	Current Stock	Sold this month	Last stock in	Status	Reorder Level	Value (Cost)	Actions
Chicken Burger	MENU-CB	Not counted	—	—	Out of Stock	0 pcs	N\$ 0.00	Adjust History

Amateta Retail Suite
Version 1.8.20 · October 2026

support@amateta.com · +264 85 344 1248
apos.amateta.com

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What this guide covers

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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.

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

Products
Manage your product catalog with images and stock

Export CSV Import CSV Import from another system Import from scale

+ Add Product

Search by name, SKU, or barcode... All Categories Search Reset Duplicates Bin 2

Product Name	SKU	Price	Stock	Status
Burger bun	SKU: ING-BUN	N\$ 0.00	58	In Stock
Burger sauce	SKU: ING-SAU	N\$ 0.00	2970 ML (2.97 Stock: L - 2 containers + 970 ML)	In Stock
California Roll (4...)	SKU: MENU-CALIFORN-9028	N\$ 54.95	Not counted	Ready to sell
Cheese slice	SKU: ING-CHS	N\$ 0.00	98	In Stock
Cheesecake	SKU: MENU-CAKE	N\$ 55.00	11	In Stock
Chicken breast	SKU: ING-CHK	N\$ 0.00	9.7 kg	In Stock
Chicken Burger	SKU: MENU-CB	N\$ 95.00	Made to order	Made to order
Chicken Chow M...	SKU: MENU-CM	N\$ 110.00	Not counted	Ready to sell
Chop Suey	SKU: MENU-CHOPSUEY-7789	N\$ 99.95	Not counted	Ready to sell
Coca-Cola 330ml	SKU: MENU-COLA	N\$ 25.00	50	In Stock
Cream cheese	SKU: MENU-CREAMCHE-9282	N\$ 19.95	Not counted	Ready to sell
Dragon Roll	SKU: MENU-DR	N\$ 120.00	Not counted	Ready to sell

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.

The screenshot shows the 'Add New Product' form with the following details:

- Product Name ***: Rooibos Tea 100s
- SKU ***: TEA-RB100
- Barcode**: 6001234567890 (with Generate and Print label buttons)
- Category**: — No category —
- Sub-category**: — None —
- How is it sold?**: By item (each)
- Selling options**: + Add a saved size... (with + Add size and Saved sizes buttons)
- Cost Price (N\$) — optional**: 42,00
- Selling Price (N\$)**: 64,99
- Count stock for this product**: ☒ (with explanatory text)
- This product has serial numbers**: ☐ (with explanatory text)
- Initial Quantity**: 20
- Reorder Level (low-stock alert)**: 6
- Max Stock Level (low-stock alert)**: 0

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

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**.

Suppliers
Manage your product suppliers and vendors

[+ Add Supplier](#)

Search by name, contact, email, or phone... [Search](#) [Reset](#) [Export list](#)

Kalahari Fresh Produce
SUP-KF

Contact Person: Peter Nghipondoka
Email: sales@kalaharifresh.test
Phone: +264 81 000 222
Payment Terms: 7 days

[Edit](#) [Delete](#)

Namib Beverages
SUP-NB

Contact Person: Johanna Shikongo
Email: orders@namibbev.test
Phone: +264 61 000 111
Payment Terms: 30 days

[Edit](#) [Delete](#)

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

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**.

Receive Stock

Supplier: Namib Beverages

Reference / Invoice #: INV-NB-2210

Items received

Product	Quantity received	Received as	Cost per each
Coca-Cola 330ml (MENU-COLA) — 50	24	each	9,50

24 each = 24 each · line cost N\$228.00 · stock after: 74 each

+ Add product

Total: N\$ 228.00

Notes: Optional

✓ Receive & Update Stock Cancel

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

The cost price follows the delivery

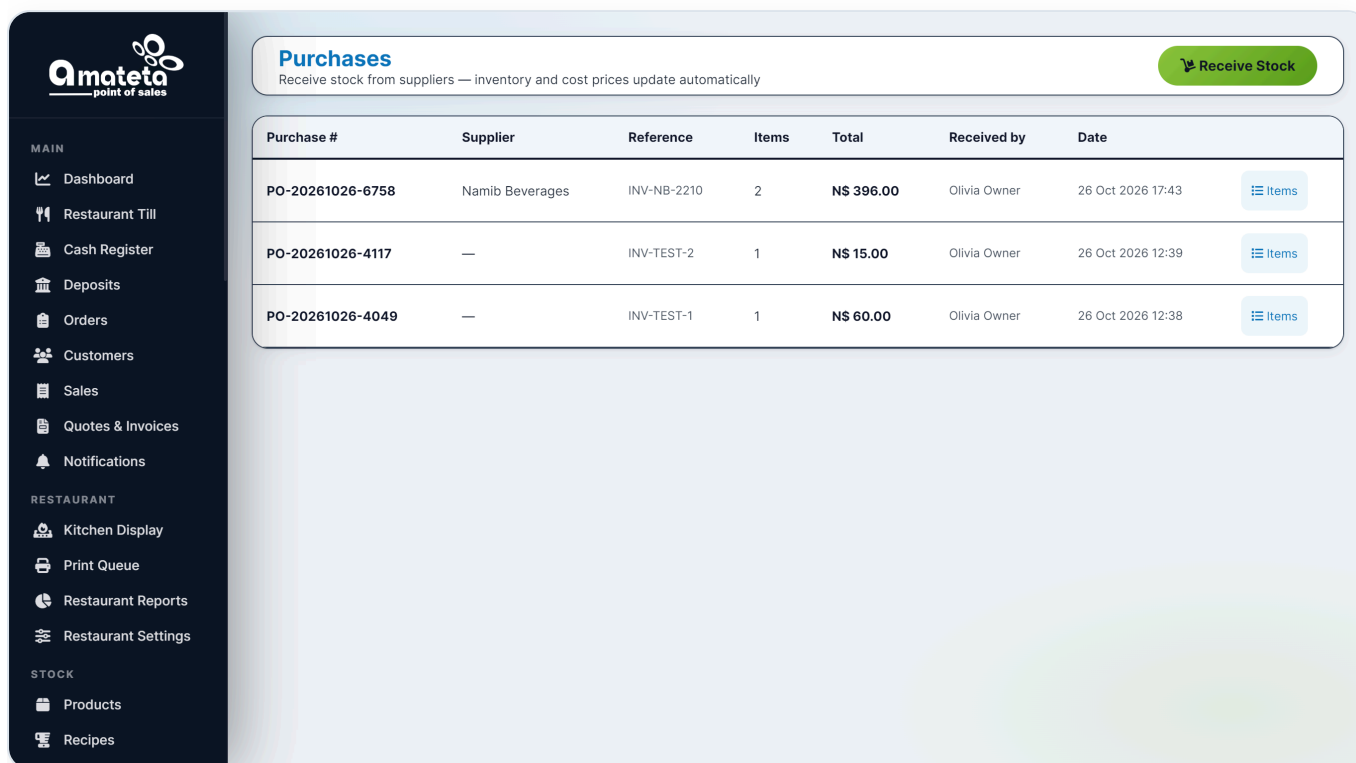
The product's cost price becomes the cost on this delivery, so profit reports use what you pay today. A free delivery (cost 0) keeps the old cost.

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.



The screenshot shows the Amateta Retail Suite interface. On the left is a dark sidebar with navigation options categorized under MAIN, RESTAURANT, and STOCK. The main content area is titled 'Purchases' and includes a subtitle 'Receive stock from suppliers — inventory and cost prices update automatically'. A green button labeled 'Receive Stock' is in the top right. Below the header is a table with the following data:

Purchase #	Supplier	Reference	Items	Total	Received by	Date	
PO-20261026-6758	Namib Beverages	INV-NB-2210	2	NS 396.00	Olivia Owner	26 Oct 2026 17:43	Items
PO-20261026-4117	—	INV-TEST-2	1	NS 15.00	Olivia Owner	26 Oct 2026 12:39	Items
PO-20261026-4049	—	INV-TEST-1	1	NS 60.00	Olivia Owner	26 Oct 2026 12:38	Items

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.

“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).

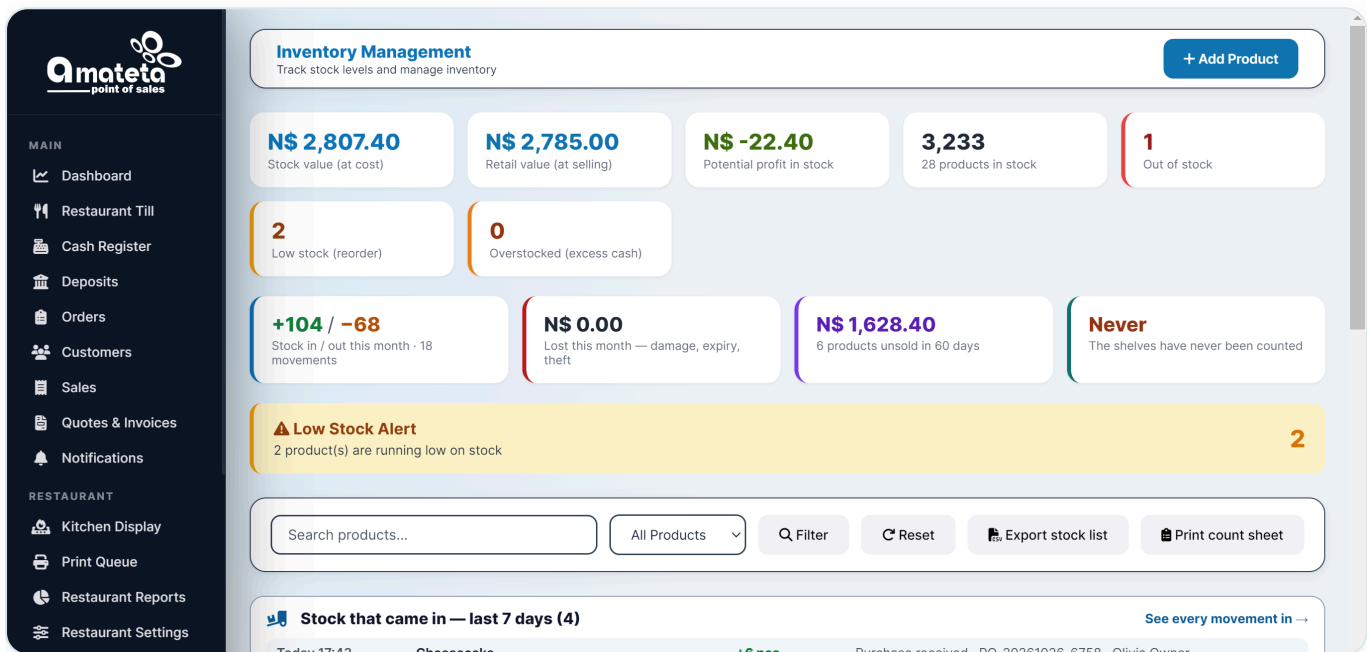


Figure 6 The Inventory page: totals at the top, then the stock that came in this week.

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**.

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).

Product	SKU	Current Stock	Sold this month ▾	Last stock in	Status	Reorder Level	Value (Cost)	Actions
Cheesecake	MENU-CAKE	17 pcs	1 pcs N\$ 55.00	Today 17:43 +6 pcs · Purchase received PO-20261026-6758 · Olivia Owner	Low Stock	20 pcs	N\$ 476.00	Adjust Wastage History
Burger bun	ING-BUN	58 pcs	—	No stock received yet	Low Stock	60 pcs	N\$ 174.00	Adjust Wastage History

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.

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**.

Correct Stock

Product
Coca-Cola 330ml

System says
74

What are you doing?
Counted the stock — set it to what is there

Counted quantity
74 each

74 -- no change, leaving 74

Reason
e.g. Monthly stock count, breakage found

Apply Correction Cancel

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

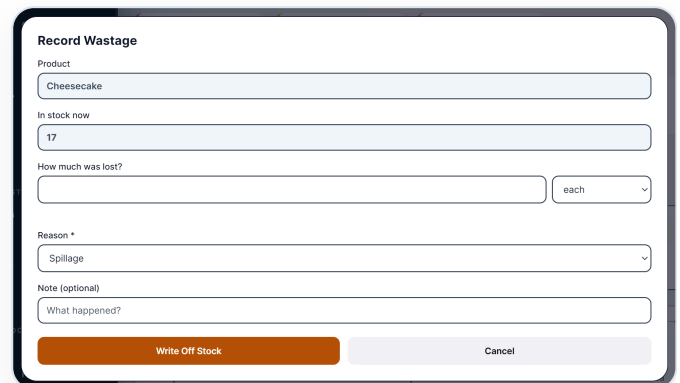
Damaged, expired or stolen?

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.

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**.



The screenshot shows a mobile application interface for recording wastage. The form is titled 'Record Wastage' and contains the following fields and options:

- Product:** A text field containing 'Cheesecake'.
- In stock now:** A text field containing '17'.
- How much was lost?:** A text field for input, followed by a unit selection dropdown menu currently showing 'each'.
- Reason *:** A dropdown menu with 'Spillage' selected.
- Note (optional):** A text field with the placeholder 'What happened?'.
- Buttons:** At the bottom, there are two buttons: 'Write Off Stock' (orange) and 'Cancel' (grey).

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**.

MAIN

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Restaurant Till

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RESTAURANT

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Restaurant Settings

STOCK

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Stock Movements

Branch Stock

Stock Out

Stock that left without being sold. The reason is recorded with the movement, so breakage, expiry and theft can be told apart afterwards.

All movements

Inventory

Cheesecake

MENU-CAKE · Desserts

17 on hand

Change

WHAT HAPPENED TO IT?

Damaged

Broken, crushed or spoiled before it could be sold.

Expired

Past its date and pulled off the shelf.

Wastage

Spillage, preparation waste, an incorrect pour.

Internal use

Used by the business itself — staff meals, cleaning, samples.

Returned to supplier

Sent back — wrong item, faulty batch, over-delivery.

Lost

Cannot be found, with no explanation for where it went.

Stolen

Known or strongly suspected theft.

Other

Anything the reasons above do not cover. Say what happened.

HOW MUCH LEFT THE SHOP?

2

COUNTED IN

each

Worth about N\$ 56.00

WHAT HAPPENED?

Two cakes dropped while unpacking the delivery.

Take it out of stock

Cancel

Recently taken out

Nothing has been written off yet.

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.

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

Stock history — Coca-Cola 330ml

×
Stock now: 74 pcs · ledger agrees

When	What happened	Movement	Balance	Reference	Who	Terminal
2026-10-26 17:43:30	Delivery received	+24 pcs	74	PO-20261026-6758	Olivia Owner	BACKOFFICE
2026-10-26 13:18:41	Sold	-2 pcs	50	SL-20261026131841-3343B7	Olivia Owner	BACKOFFICE
2026-10-26 12:39:02	Delivery received	+3 pcs	52	PO-20261026-4117	Olivia Owner	BACKOFFICE
2026-10-26 12:38:22	Delivery received	+12 pcs	49	PO-20261026-4049	Olivia Owner	BACKOFFICE
2026-10-10 10:41:02	Sold	-2 pcs	37	SL-20261010104102-3BB3F5	Anna Cashier	BACKOFFICE
2026-10-10 10:39:44	Sold	-2 pcs	39	SL-20261010103944-5D9F65	Anna Cashier	BACKOFFICE

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.

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.

 **Start a stock count**

A sheet is drawn up from what the system currently believes. The till carries on selling while you count — the difference you find is applied on top of anything sold in the meantime.

What to count

Everything we stock ▾

Location / store room (optional)

Main shop

Notes (optional)

Month-end count

▶ Start counting

Figure 12 Start a stock count.

MAIN

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STOCK

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Stock Count
Stock Out
Stock Movements
Branch Stock

Stock Count

Count what is physically on the shelf, then approve the differences. Counting never changes stock on its own.

Inventory
Count sheet (PDF)

Stock count SC-2026-0001 started with 9 product(s).

SC-2026-0001
Everything we stock · Main shop · started 26 Oct 2026, 17:44

Draft
Counting
Review
Posted

9 lines
0 counted
9 still to count

PRODUCT	SKU	SYSTEM	COUNTED	DIFFERENCE	VALUE	NOTE
BURGERS						
Chicken Burger	MENU-CB	0		not counted	—	Why?
DESSERTS						
Cheesecake	MENU-CAKE	17		not counted	—	Why?
DRINKS						
Coca-Cola 330ml	MENU-COLA	60		not counted	—	Why?
INGREDIENTS						
Burger bun	ING-BUN	58		not counted	—	Why?
Burger sauce	ING-SAU	2970		not counted	—	Why?
Cheese slice	ING-CHS	70		not counted	—	Why?

Save counts

Leave a box empty for anything you have not counted yet — that is not the same as counting zero. Nothing changes in stock until the count is posted.

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.

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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.

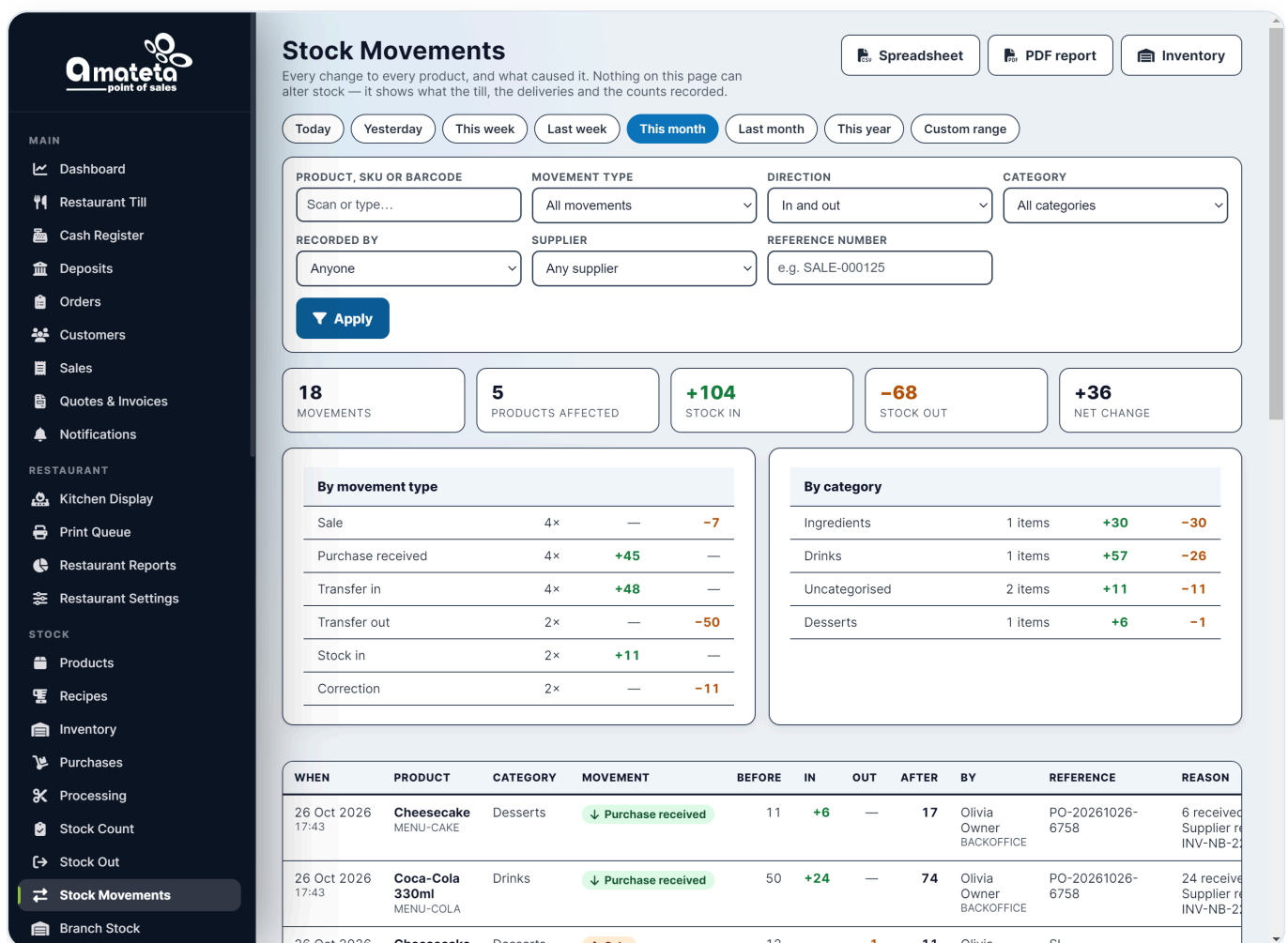


Figure 14 Stock Movements for this month: 18 movements, +104 in and -68 out.

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.

Chicken Burger

SKU MENU-CB · Burgers

Selling price	N\$ 95.00
Ingredient cost	N\$ 20.80
Gross margin	N\$ 74.20

Enough stock for 58 more

Burger bun	1
Chicken breast	0.15 kg
Lettuce	0.02 kg
Tomato	0.02 kg
Burger sauce	15 ML
Cheese slice	1

Edit
Off sale

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.

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**.

Processing & Wastage
Break raw stock into cuts, and record anything spoiled or lost

✂ Process raw stock
For example: 100 kg of beef carcass becomes steak, mince and brisket, with some cutting waste. The raw stock is reduced and each cut is added — nothing is deleted, and every movement is recorded.

Raw product being processed: — choose —
Quantity used:

Products produced: — choose —
Quantity: ✕

+ Add another product

Enter the raw quantity and what came out of it.

Notes (optional)
e.g. Monday morning break-down, carcass #12

✓ Save processing & update stock

🗑 Record wastage
Stock that is spoiled, expired, damaged or otherwise lost. This reduces stock and leaves an audit record — it does not affect sales figures.

Product: — choose —
Quantity wasted:

Reason: Expired

🗑 Record wastage

🕒 Recent processing & wastage

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

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.

1. CHOOSE THE FILE

In your old system, export the stock / price list report (for example **Export** → **Save as type: HTML** or **Text**), then choose that file here.

- **Excel** (.xlsx), **CSV, tab or semicolon text**, **HTML** (.htm, .html) and printed-report **Text** (.txt) — including "Unicode" exports.
- Columns are recognised by their headings (Code, Barcode, Description, OH / Qty, Cost, Selling...). You can correct every column before anything is imported.
- Codes, barcodes and IMEI numbers stay exactly as in the file (leading zeros kept). Totals columns (like TC) are left out.

Choose File No file chosen

Read the file

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.

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

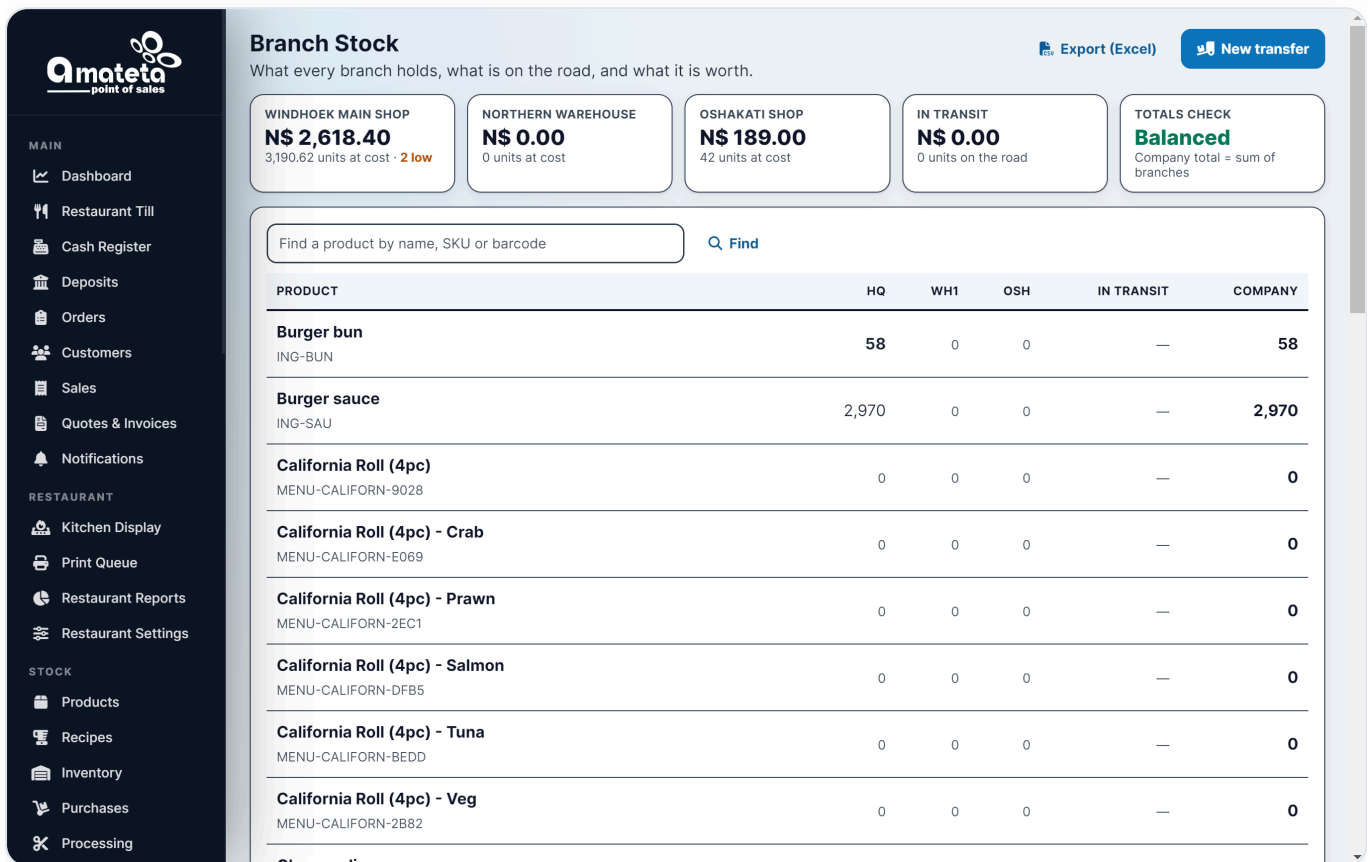


Figure 18 Branch Stock: the value of each branch, what is in transit, and every product per branch.

- 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.



point of sales

MAIN

- Dashboard
- Restaurant Till
- Cash Register
- Deposits
- Orders
- Customers
- Sales
- Quotes & Invoices
- Notifications

RESTAURANT

- Kitchen Display
- Print Queue
- Restaurant Reports
- Restaurant Settings

STOCK

- Products
- Recipes

Stock Transfers

Move stock between branches: approved, dispatched, in transit, received.

All transfers

Every branch

REFERENCE	FROM → TO	LINES	UNITS	STATUS	CREATED	DISPATCHED
<u>TR-2026-0001</u>	Windhoek Main Shop → Oshakati Shop	2	50	Received with discrepancy	10/10/2026 10:38	10/10/2026 10:38

+ New transfer

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).

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.

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.

EMAIL

support@amateta.com

PHONE / WHATSAPP

+264 85 344 1248

HELP PAGES

apos.amateta.com/help