

# Stock Terminology

## Current Stock

This list applies to units which are currently in the business. These terms are used throughout the CMS and the POS.

Label	Purpose
Stock	<p>Total number of units in the business</p> <p>Includes Available, Reserved and Unavailable</p>
On Hand	<p>Number of units held at the current Store</p> <p>Includes Available, Reserved and Unavailable</p>
Available	<p>Number of units available for Sales Order fulfilment in the User's current Store</p> <p>This equals On Hand minus Reserved and Unavailable</p>
Reserved	<p>Number of units Reserved to Sales Orders and eCommerce baskets</p> <p>Includes all Sales Order lines which have not been despatched, and excludes orders with the following statuses:</p> <ul style="list-style-type: none"><li>• Draft</li><li>• Quote (unless 'reserve' manually toggled)</li><li>• Abandoned</li><li>• Cancelled</li></ul> <p>Also includes units of stock in locations marked as <a href="#">'Reserved'</a></p>
Unavailable	<p>Unavailable units, typically damaged or undergoing quality control</p> <p>Number of units held in locations marked as <a href="#">'Unavailable'</a></p>
Available Elsewhere	<p>Number of Available units elsewhere in the business, e.g. the total amount of Available units in other Stores</p>

# Purchase Orders

This list applies to units which are currently on order from a Supplier. These terms are used throughout the CMS and the POS.

Label	Purpose
On Order	<p>Total number of units ordered from the Supplier</p> <p>Typically, this is in relation to the total number of units ordered from a Supplier on a particular Purchase Order</p> <p>This equals 'Allocated' plus 'Unallocated'</p>
Allocated	<p>Total number of units on a Purchase Order allocated to Sales Order lines</p> <p>This equals 'On Order' minus 'Unallocated'</p> <p>This figure includes units on 'Locked' Purchase Orders</p>
Unallocated	<p>Total number of units on a Purchase Order that are free to be allocated</p> <p>This equals 'On Order' minus 'Allocated'</p> <p>Units on a 'Locked' Purchase Order will be excluded from 'Unallocated'</p>

# POS

This list includes labels which are only used within the POS.

Label	Purpose
Available to order	<p>Signifies that there are no units of the SKU within the business, and that there are none on order - fulfilment of a new Sales Order will only be possible following a Purchase Order</p>
Backorder lead time is xxx days	<p>Displays the default lead time for the SKU</p>

# eCommerce

This list includes labels which are only used within the eCommerce website.

Label	Purpose
-------	---------

<p>In Stock</p>	<p><i>Signifies that there are units available in the business, and that a new Sales Order may be immediately fulfilled</i></p> <p><i>An 'In Stock' figure is made up of the total number of Available units in Locations across all Stores enabled for <a href="#">web fulfilment</a>.</i></p>
<p>Out of Stock</p>	<p><i>Signifies that there are no units available in the business, and that a new Sales Order may be will not be fulfilled</i></p> <p><i>An 'Out Of Stock' figure is determined by checking the total number of Available units in Locations across all Stores enabled for <a href="#">web fulfilment</a>.</i></p>
<p>Available (allow XXX days for delivery)</p>	<p><i>Displays the default lead time for the SKU</i></p>
<p>Low Stock</p>	<p><i>Signifies that there are only a small number of Available units</i></p> <p><i>Triggered if the number of 'In Stock' units is less than the 'Low Stock (order at)' figure on the <a href="#">Inventory</a> tab</i></p>
<p>Available to pre-order</p>	<p><i>Signifies that stock is coming into the business, which will be used to fulfil a new Sales Order</i></p> <p><i>The appropriate lead time will be displayed in the checkout</i></p> <p><i>Only displays if 'allow back order' is not enabled</i></p> <p><i>Total number of units available to pre-order equals the total amount of 'unallocated' units for that SKU across all Purchase Orders</i></p>

Revision #7

Created 14 January 2025 09:33:26 by Mike

Updated 28 October 2025 12:31:27 by Mike