

# Terminology - Stock

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

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

# POS

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

| Label                           | Purpose  |
|---------------------------------|--|
| Available to order              | <i>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</i> |
| Backorder lead time is xxx days | <i>Displays the default lead time for the SKU</i>  |

# eCommerce

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

| Label | Purpose |
|-------|---------|
|-------|---------|

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

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