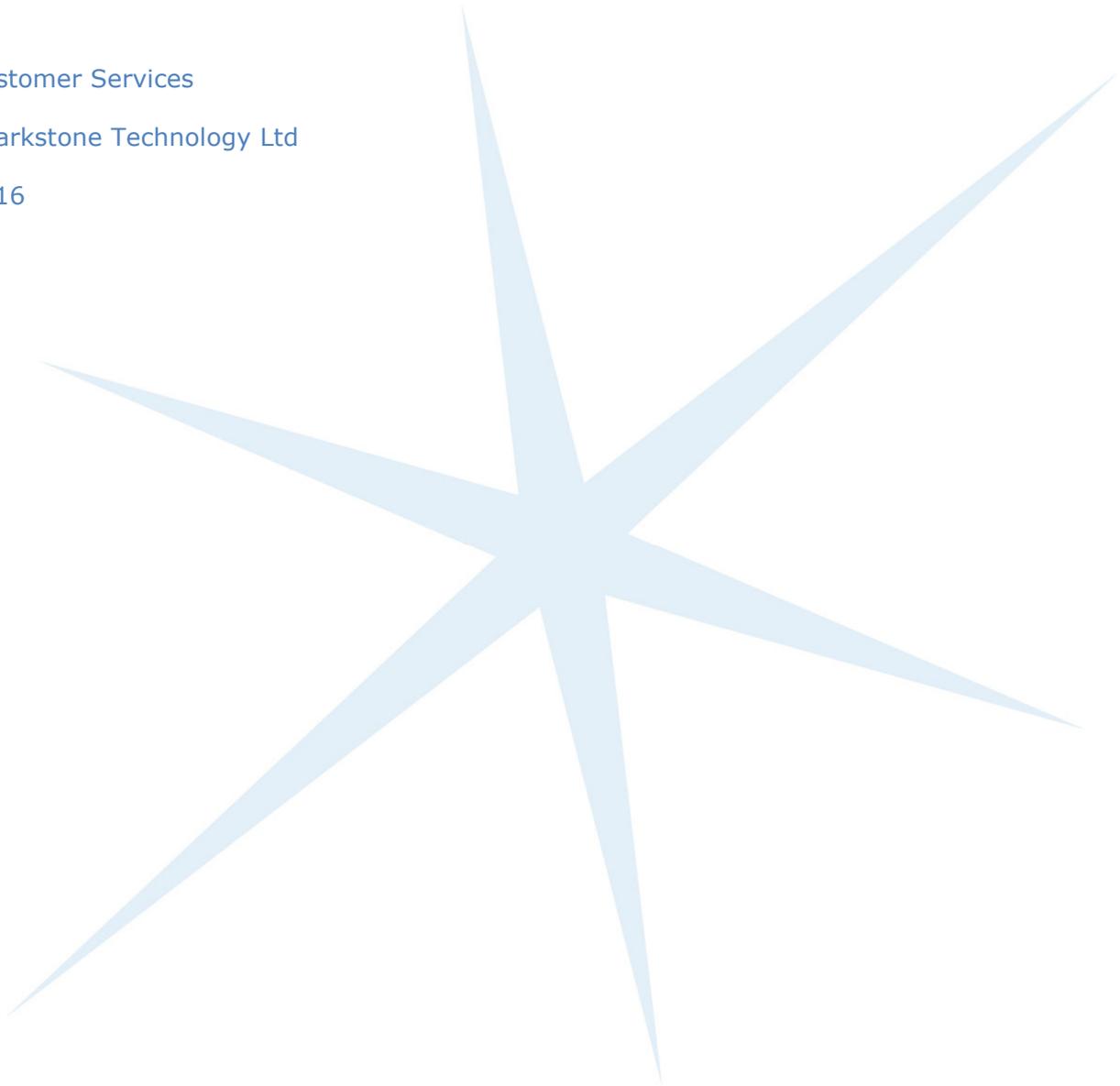


Matrix Stock Records

Customer Services

Sparkstone Technology Ltd

2016



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Introduction

This document outlines the workflow for the creation of matrix and attaching to stock records within the Sparkstone Retail EPOS System. These notes are designed to complement the training that you will have received on the Sparkstone Retail EPOS from a Sparkstone training consultant or system administrator. They are not intended to be a complete overview of the software but are designed to assist you at a later stage when you are away from the training session.

These notes have been compiled to reflect the configuration of the Sparkstone EPOS system at your site and as such may only contain information pertinent to the operations that you require. If additional modules are purchased at a later date, training notes will be provided as appropriate on completion of the associated training course.

Objectives

To provide an overview of the processes involved in creating stock records using the matrix module. The matrix module provides variation of a product i.e. size and colour grouped together under a single stock record.

For the purposes of this document we will show the processes from within the Back Office for the creation of matrix, stock records assignment and processing functionality . Some of this functionality can be undertaken within Front End Tilling (FET).

Conventions Used

Menu paths will be indicated throughout this training manual in bold.

For example:

Back Office | Product file | Stock Records

Indicates that you should access the Stock Records window from the Back Office using the Product File on the drop down navigation menu.

Within the software we will be selecting options visible from the relevant screens these options can also be selected using the menu bar within each screen.



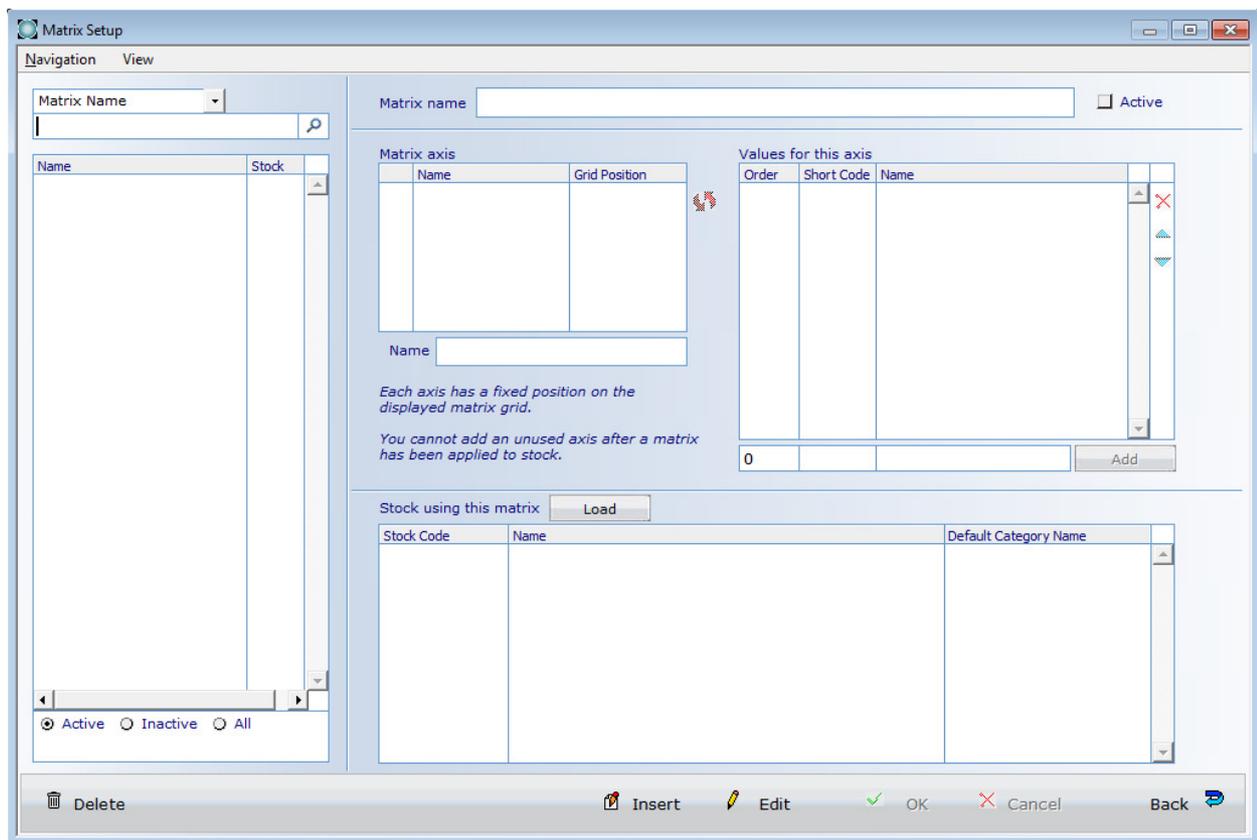
User Access

This document assumes that the user has full access to the functions detailed below.

Matrix Records

Creating Matrix Records

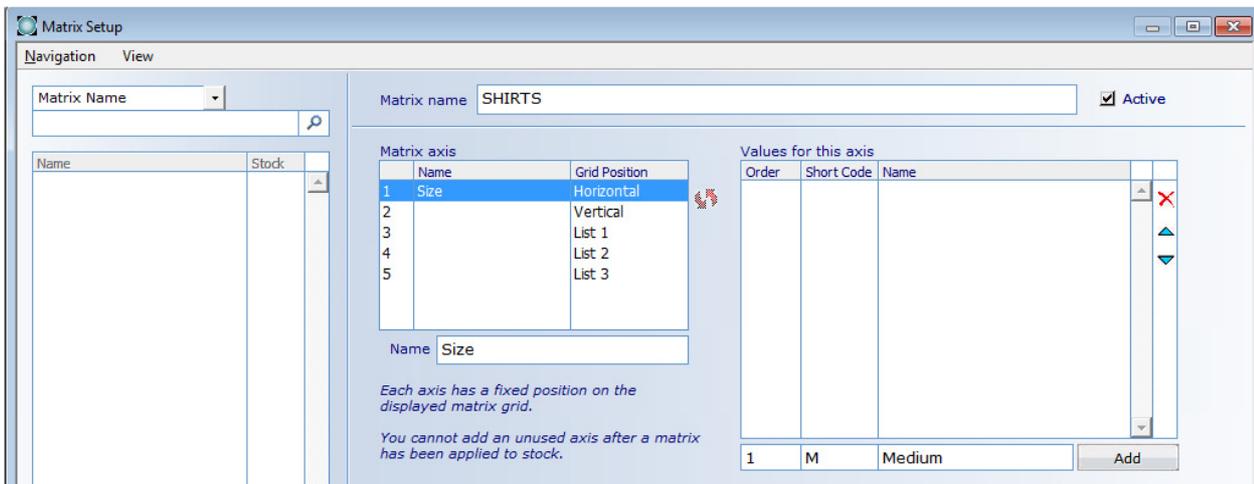
Matrix records are setup by going to the **Back Office | Product File | Stock Matrix:**



This is the standard screen that appears by default.

There is an option to create a matrix per stock record which uses a template function. This will be discussed later in the document.

To create a new Matrix, Press 'Insert', type the Matrix name i.e. Shirts.

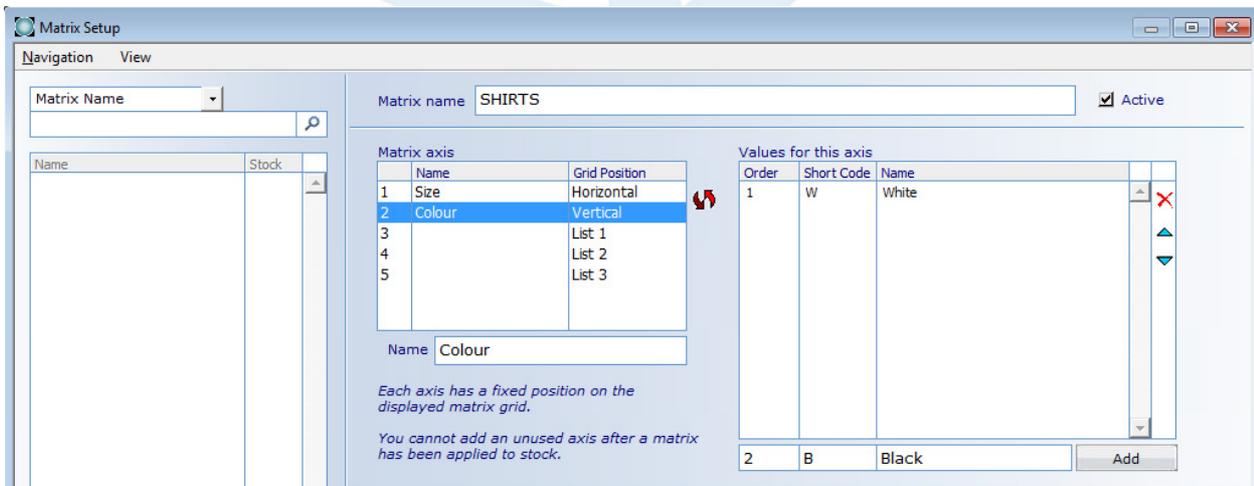


Press 'TAB' key to move to the next field. Enter Matrix axis name i.e. Size

Press 'TAB' Key and enter Values for axis name using Short Code and Description i.e. M - Medium.

Press 'TAB' or select 'Add' button and repeat for additional Matrix values as required.

Select Matrix axis 2 and repeat entries as above i.e. Colour axis created.

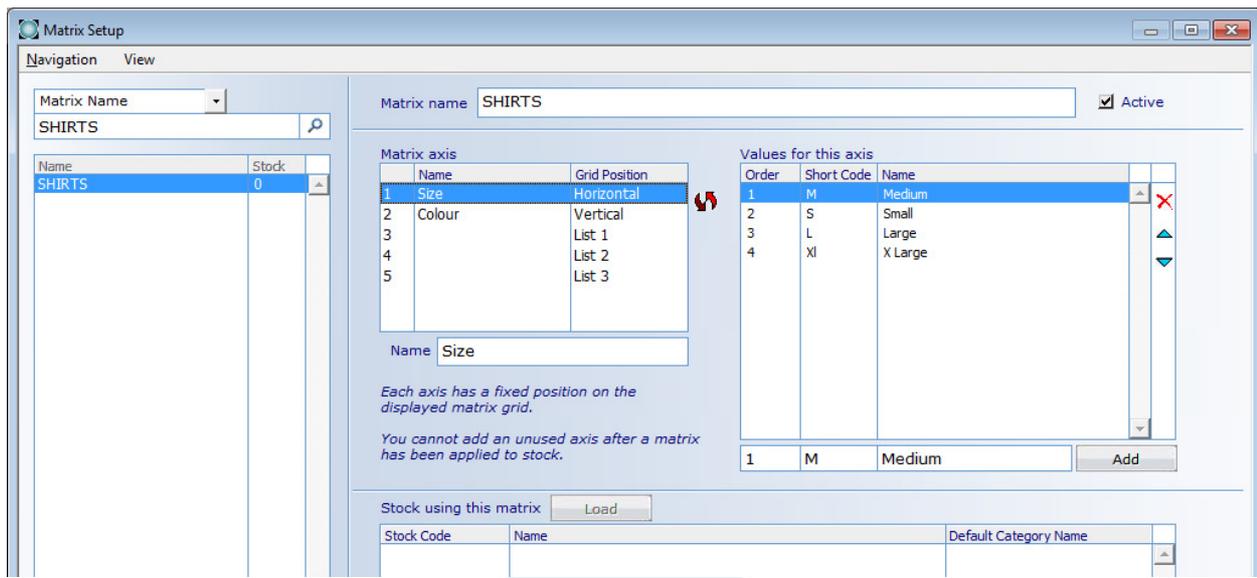


Then press 'OK' when complete.

Amending Matrix Records

Using the edit function you can add/amend Matrix axis. However the function to add an additional axis is only available where the Matrix Record has not been used (assigned) to a stock record.

Values for the axis points can be created, amended and deleted. Deletion via the Red Cross is only available where the matrix Record has not been used (assigned) to a stock record.



Stock – number of records using this Matrix

Grid Position – use the icon  to toggle the Horizontal and Vertical axis i.e. Size/Colour becomes Colour/Size.

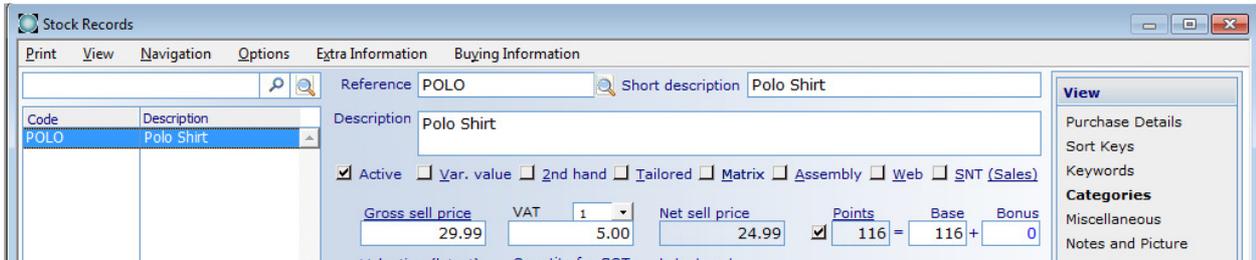
Order – select the value and use the arrows to sort the order the values are displayed.

NOTE: Any additions or amendments within this screen will be reflected against every Stock Record that is assigned to the Matrix Record.

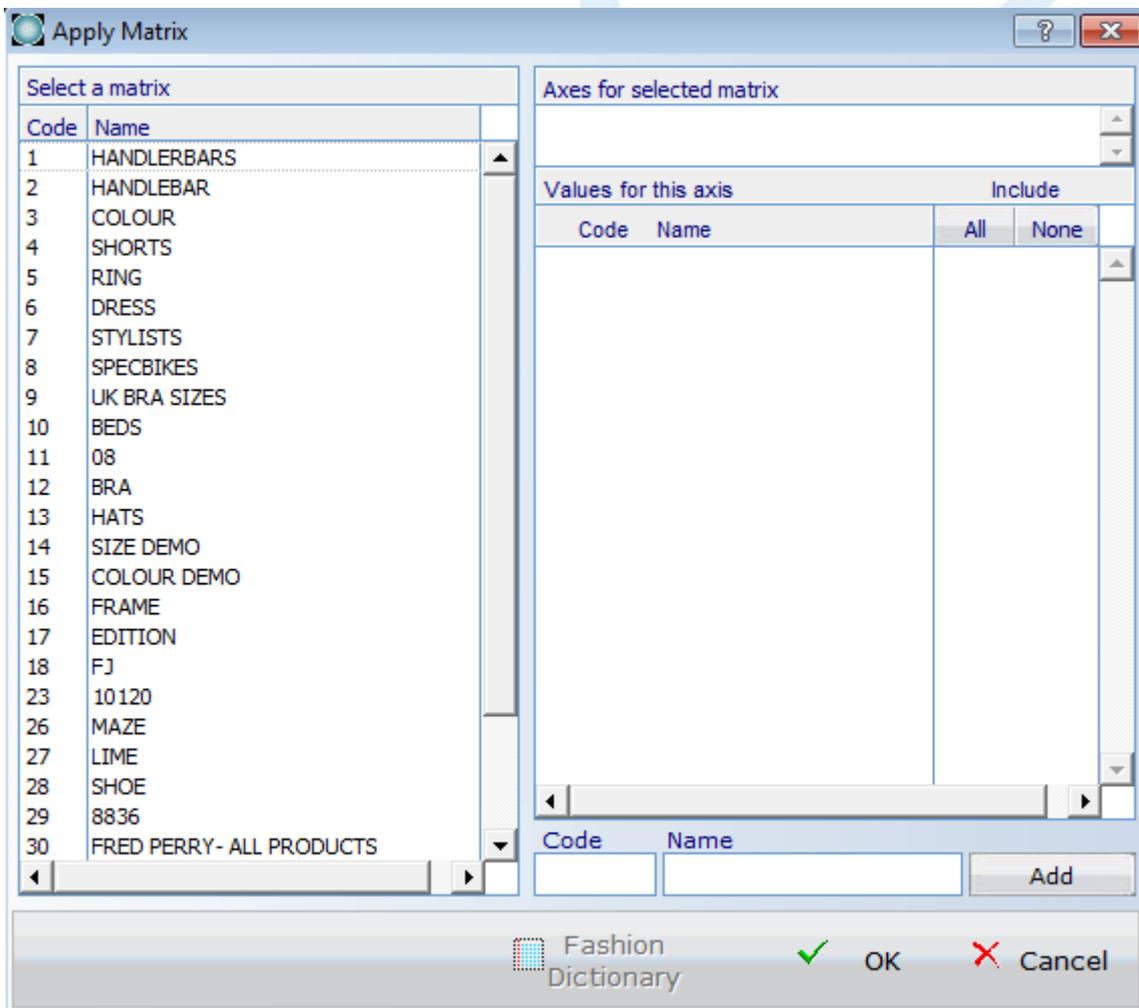
Assign Matrix to Stock Record

To create a matrix stock record the select **Back Office | Product file | Stock Records**

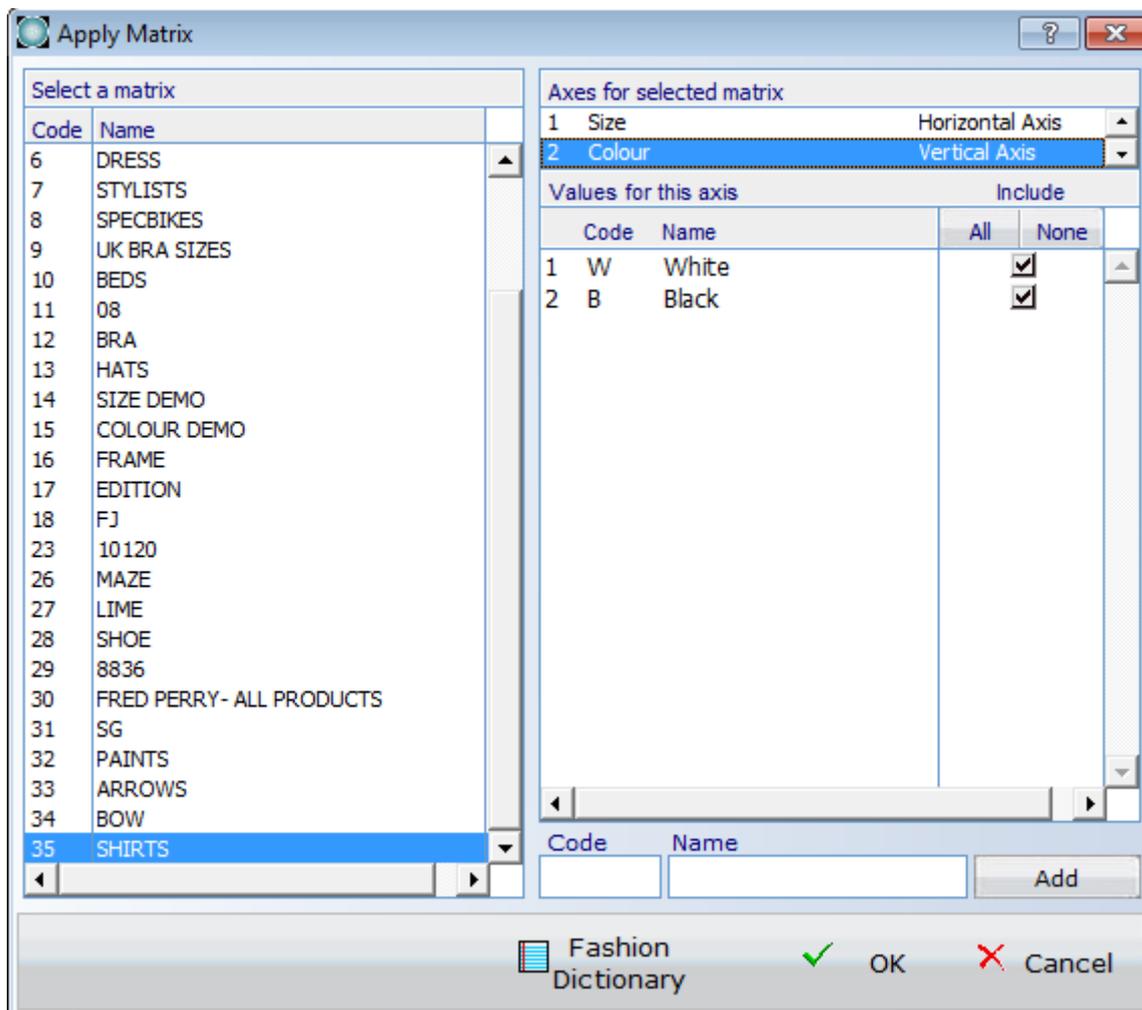
Within the window create the stock record as normal. Once the product has been created and saved the select 'Edit' and tick the matrix box.



The following screen appears which lists the available matrix records (active).



Select the matrix required and you will have the option to select/deselect the required matrix points for the product.

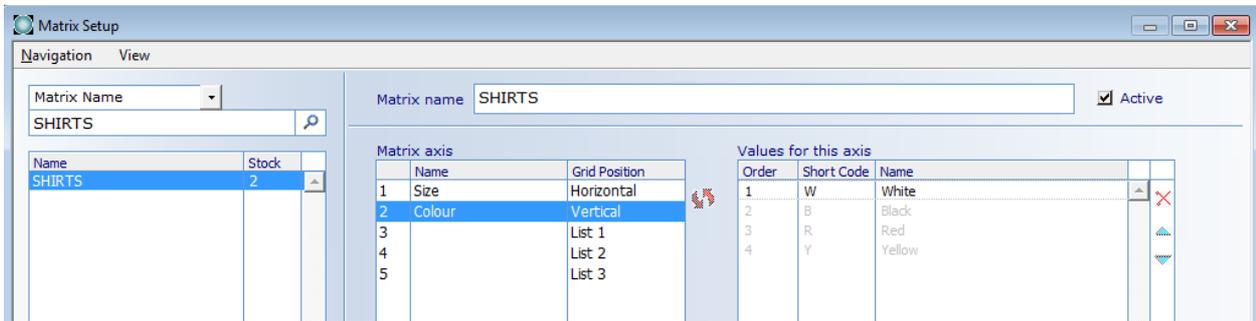


If the required value is not available, new values can be added using the fields available and selecting the 'Add' button.

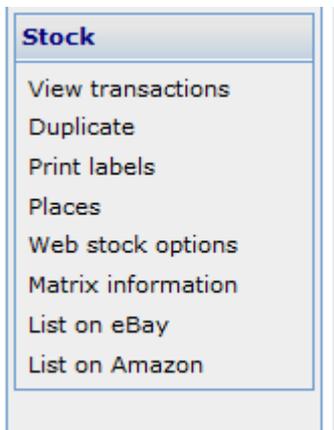


The matrix values added at this stage will be added to the matrix record. They will be available to be added to any new/existing stock record but will not update any existing stock records using the same Matrix Record.

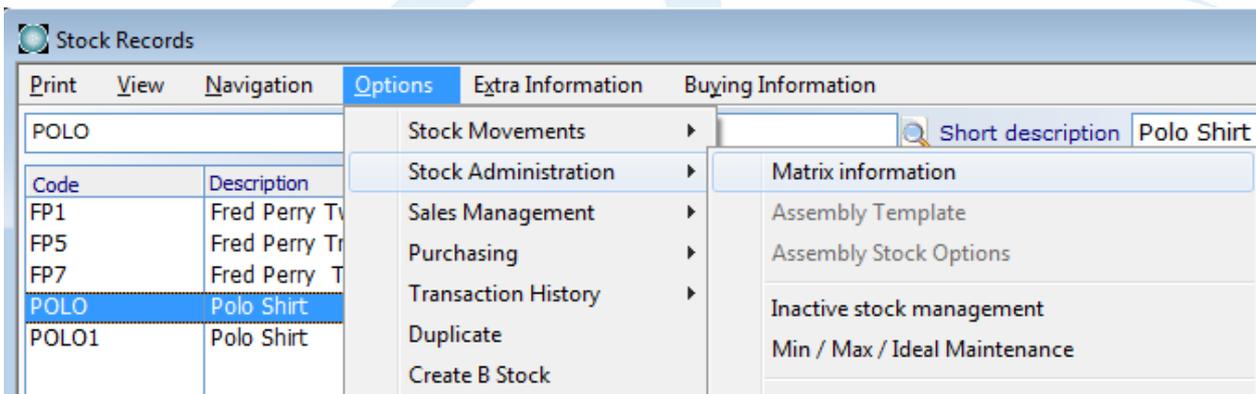
Values added via the above appear as 'Greyed out'. They are still valid axis values for future use.



Upon successful assignment of a Matrix record the 'Matrix Information' option is available within the Stock section of the stock record window.



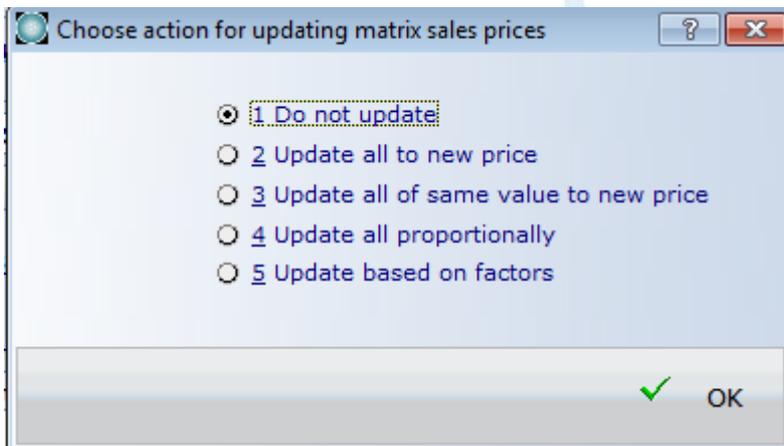
This option is also available using the dropdown menu selection:-



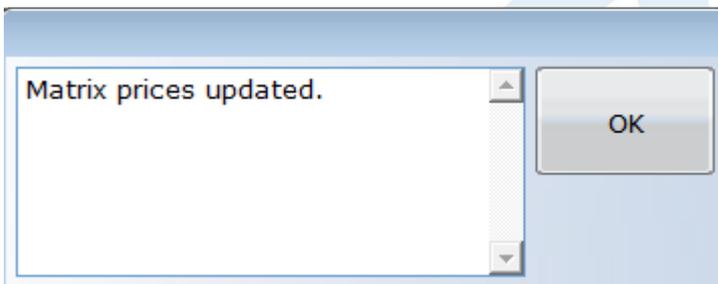
Matrix Stock Records

Amending Prices – Stock Screen

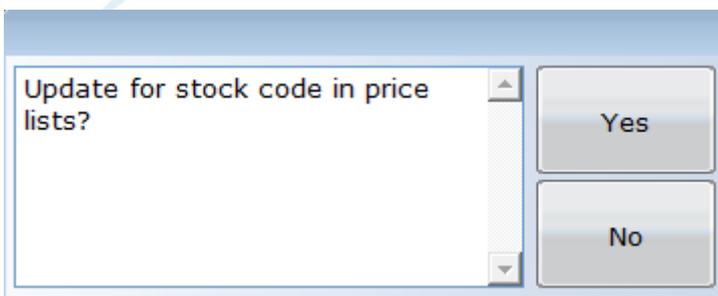
Within the stock record screen the selling and cost price section reflects the latest amended matrix price. The stock quantity figure reflects the actual quantities in stock but the valuation does not reflect the true stock values. If you amend the selling price for a matrix stock record you will be presented with the following screen:-



Based on the option selected you will then update the selling price for all the matrix points.



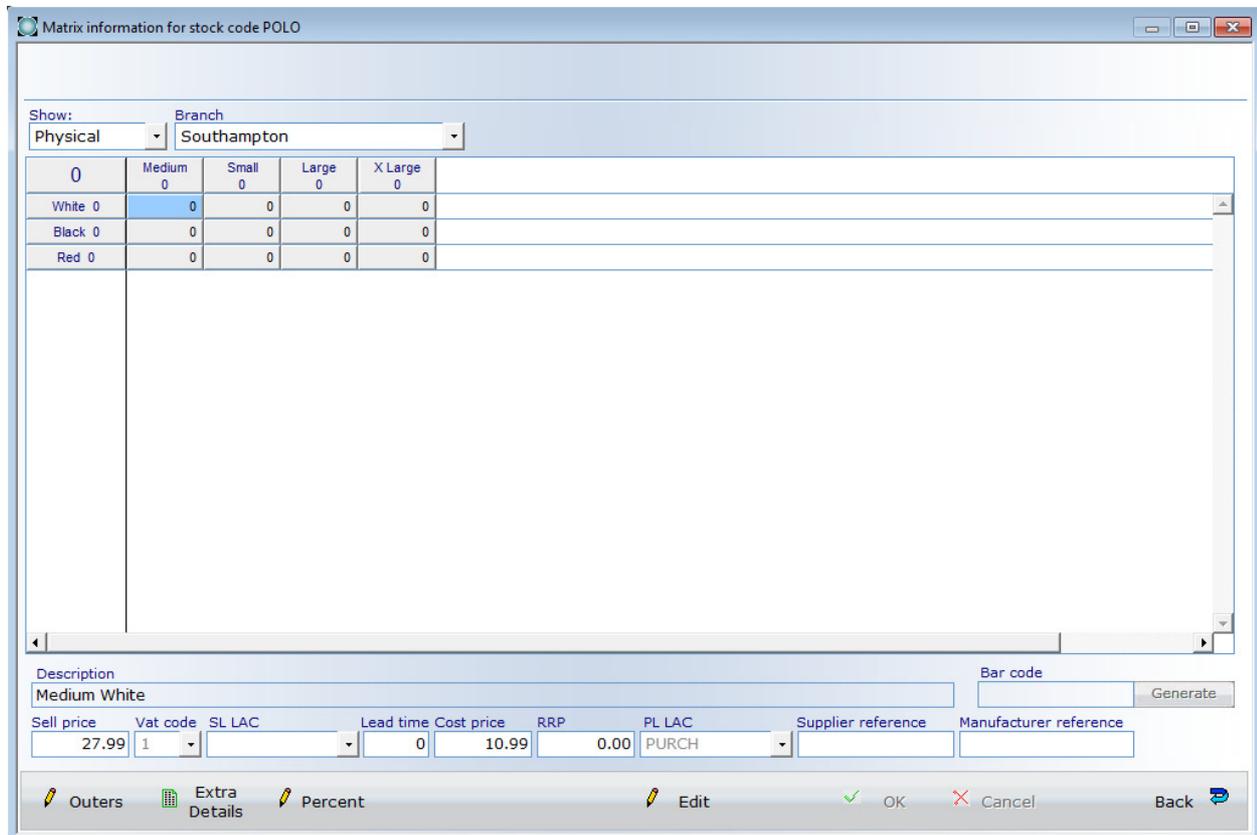
If price lists are active the following option will also appear:-



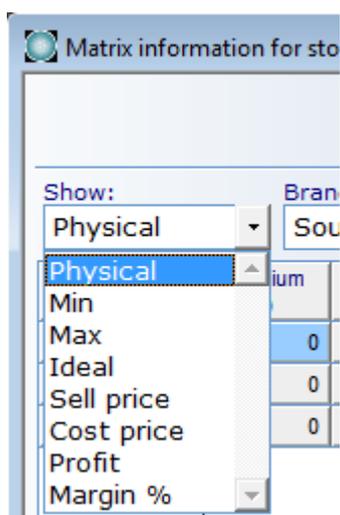
Similar screen(s) appear when amending the cost price.

Matrix Information Window

This window shows details about each matrix point.



Within the 'Show: 'dropdown the following options are available:-



Within this window you can amend the sell and cost price for an individual co-ordinate, a complete size or complete colour.