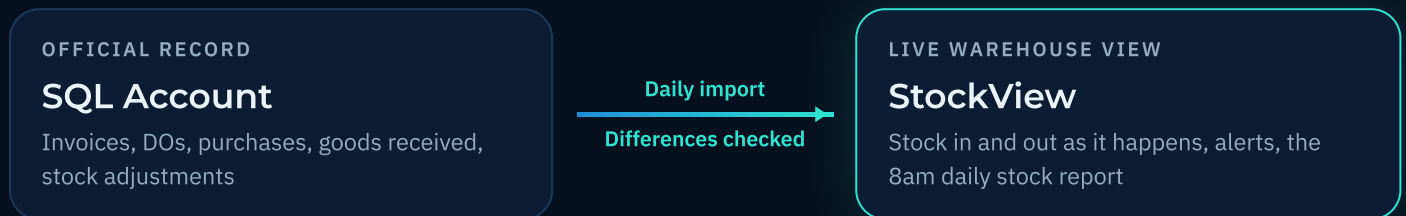


CLIENT GUIDE

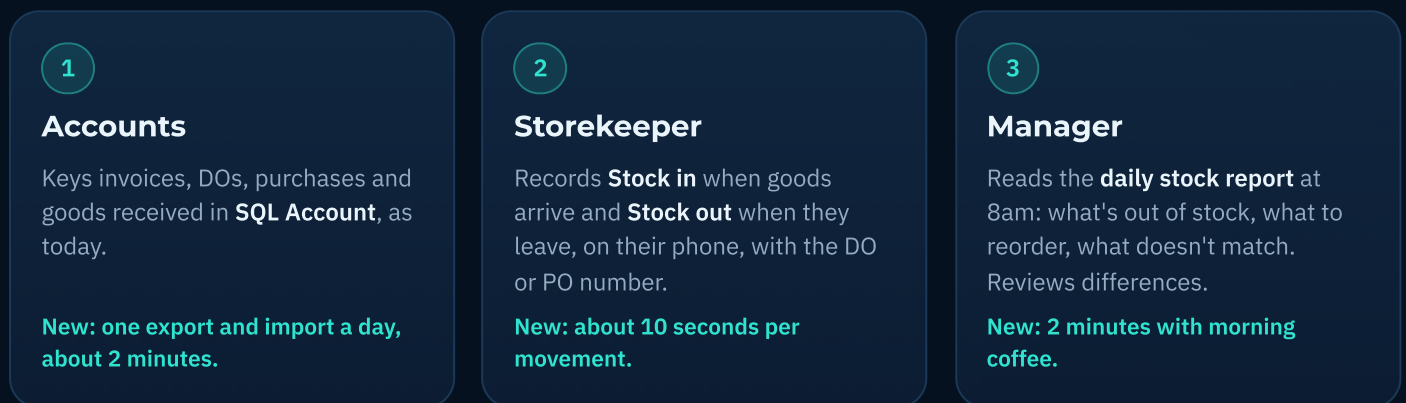
Using StockView with SQL Account

Keep using SQL Account exactly as you do today. StockView sits beside it: your warehouse records stock as it moves, and once a day the two are compared so every difference is caught and explained.

The same routine works with AutoCount, Bukku or an Excel stock list.



Who does what



Getting started Day 0, with your Nexvora contact

- 1 Account and people.** We create your company. Add your warehouses with the **same names as your SQL locations**, choose roles, and invite your team.
- 2 Export from SQL Account.** Run the stock balance report by location and export it to Excel: item code, description, quantity, location, plus reorder level, unit cost and group if you have them. We show you where it is in your version.
- 3 Import it.** In StockView, **Import stock** reads the file as it is and sets your starting figures for every item and warehouse.
- 4 Reorder levels.** Check them, either in SQL before exporting or in StockView. They drive the reorder alerts.
- 5 Daily stock report and training.** Tick who gets the daily stock report. Spend 15 minutes with storekeepers on Stock in, Stock out and Count.

Every day

All day

Warehouse records as goods move

Goods arrive: **Stock in** with the PO or supplier DO number. Goods leave: **Stock out** with your DO or invoice number. Accounts keys the same documents in SQL Account as usual.

5:30pm

Accounts runs the daily import

Once the day's invoices, DOs and goods received are keyed in, export the stock balance report and choose **Import stock**. Items that match update quietly and new SQL items are added. StockView then lists every item where the two disagree.

Open 24 hours? Pick a fixed cut-off: export the stock balance **as at yesterday** and import it any time today, choosing **End of yesterday**. Stock recorded after midnight isn't counted as a difference.

8:00am

The daily stock report arrives

Out of stock, what to reorder, and differences still to correct, based on yesterday's import and today's movements. Nothing is sent on quiet days.

Each difference: which figure is right?

Accounting is right

The warehouse made a recording mistake. StockView is corrected to the SQL figure.

Warehouse is right

The shelf is right and SQL is wrong (loss, damage, mis-keying). StockView keeps its figure and the item goes on the **adjust in accounting** list, so post a stock adjustment in SQL.

Not keyed yet

The goods moved but the invoice, DO or goods received isn't keyed yet. StockView keeps its figure and it **isn't counted as a loss**. If it still differs at the next import, it shows again with the date, so nothing slips through.

Tip: if an item stays "Not keyed yet" for two days, treat it as a real difference: do a quick **Count** and decide.

Weekly and monthly

- **Spot counts:** storekeepers use **Count** on fast movers and anything flagged. It catches losses early.
- **Month end:** export the **differences history** to Excel for your accountant, with stock losses by item and value.

Golden rules

- **Record every Stock out.** Fast movers, days left and dead stock are worked out from it.
- **Import at the end of the day,** after the day's documents are keyed in, so the morning report is right. 24-hour sites: import yesterday's figures with **End of yesterday**.
- **Same names everywhere:** item codes and warehouse names match SQL Account.
- **On Pro and already taking sales orders in SQL?** Keep them there. Orders in StockView is optional.

Questions or a new staff member to train? WhatsApp Nexvora support on **011-1187 7535**, or open **Help** in StockView.

stockview.nexvora.company