

evoBackOffice Wastage

To maintain accurate stock control, all movement of stock must be recorded in the evoBackOffice. Items which cannot be sold, e.g. damaged or out-of-date and are unable to be returned to a supplier for credit are written off. When entered, the quantity and value will be subtracted from the stock holding and record the cost price as a loss to the business. This guide shows how to use the HHT to enter items - but steps 1 & 3 can be skipped and entries made directly in the adjustment screen – steps 2 & 4

The HHT contains a copy of the store's stock file, which should be updated regularly to include any recent changes and new items.

From the Menu Bar, Select -> Stock ->  Sync HHT

1

On the HHT select **write off**, scan each product and enter the quantity to write off - once scanning is complete return the HHT to its cradle.

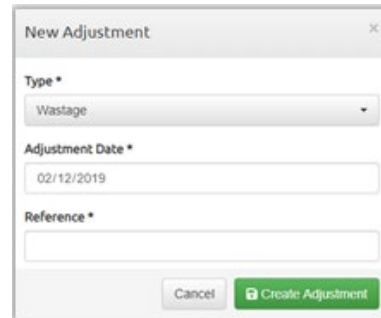
The Adjustment screen will populate with the scanned items.

PLU Code	Description	Cost Price	Retail Price	Unit	Quantity	Total Cost	Total Retail	Reason
962007	MULLER FRUIT CORNER 6PACK	£3.66	£4.69	-	2	£7.31	£9.38	Out Of Date
520008	BACON & CHEESE TURNOVER	£0.91	£1.89	-	1	£0.91	£1.89	Out Of Date

From the Menu Bar, Select -> Stock -> Stock Adjustments

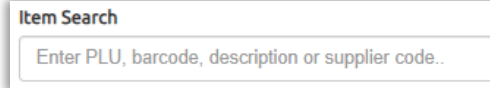
2

- Select **Add Adjustment**
- Select the **Type** of adjustment, *Wastage*
- Enter **Date**
- Enter a suitable **Reference**
- Select **Create Adjustment**



4

Use the item search to add items.

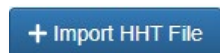


Item quantities can be amended or items deleted as required

3

If using HHT to scan items

- Select **Import HHT**
- **Sync HHT**



Once the file from the HHT displays

- Select **Import**

Filename	Imported	Lines	
_20210414161116.TXT	14/04/2021 16:11	12	

Remember to delete the write off file from the HHT once the items have been imported.

- On the HHT screen select **Utilities / Delete Result.**
- Select the write off file to delete from the list.