

STOCK CONTROL

Stock control **has** been made much easier for businesses since the introduction of electronic **systems** to record and track stock. These electronic systems let you know how much stock you have left and warns when stock needs reordering.

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Retail stores and **supermarkets** benefit from these systems. The bar code which is scanned by checkout **assistants** reduces the stock held on record and once the stock gets to a minimum level, the system will send an electronic message to the warehouse to order **new** stock. The **software** used is very **sophisticated – not** only does it keep a record of the amount of stock but also what is selling fast and what is **unpopular**. Using store cards when **buying** goods, allows the retailer to build a picture of your shopping **habits** and targets these favourites by sending you vouchers to use in the store and **encourage** you to spend more.

Stock control in the office works in a similar **manner**. Each item of stock **used** in an office will have a **separate** entry on the database and it will contain information for each item as **follows:**

- 1 name of item
- 2 name and address of supplier and favourable terms they **offer**
- 3 the maximum amount of stock that should be held
- 4 the minimum **amount** of stock
- 5** the balance of stock on the shelves
- 6 the date the stock was ordered, the date when the stock was added to the store **cupboard** and the date when it was distributed to staff
- 7 the name of the person writing the requisition.

The data input **operator** must keep the system up to date and be very **accurate** with typing all the details.

Would you understand the terminology minimum and maximum **levels?** Once the stock has reached the minimum amount level, it acts as a trigger to order more. The maximum amount of stock should not be **exceeded** because **too** much stock on the shelves is money **wasted** and not doing **anything**. Items such as correcting fluid and marker **pens** can dry up if kept too long. It is better for the **stock** controller to order little and more **often** to prevent deterioration.

There are probably many small **solicitors'** offices that still use the old card system to record and control how much stock **is** on the **premises**. It may be the receptionist's job to distribute **stock** to staff or part of the junior **secretary's** role to complete the orders for staff. The stock record card would contain the same **information** listed for the electronic system and the cards will be filed alphabetically.

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Members of staff complete a requisition form listing their stationery **requirements**. The stock **controller** will complete the orders, usually weekly, and enter the items on the **relevant** stock cards, completing dates, stock issued, who ordered the stationery and reducing the balance of stock **held**. Any items near the **minimum** level will need reordering by the office **manager**. Fast moving items such as paper will have **quite** a high minimum level to avoid running out of paper altogether. **However**, items such as pencils will have a low minimum level as not many will **be** used.

There are many **stationery** suppliers offering special deals and discounts. Companies use between **2** and **3** suppliers to get the best offers from **each**.

Comment [d1]: Accept either 2 and 3 or two and three