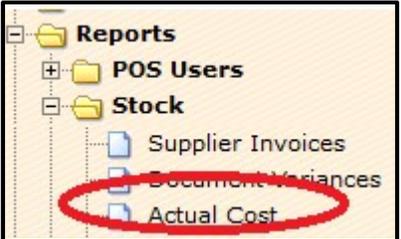
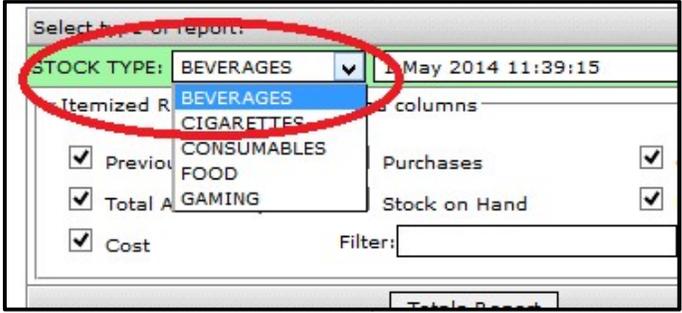
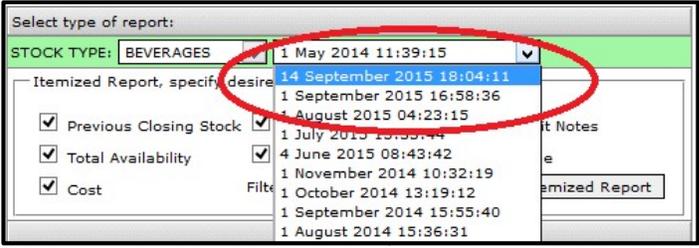
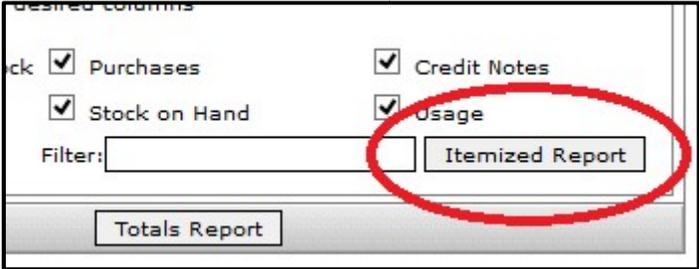


COST OF SALES REPORTS

- Actual stock take must be captured and finalized for this report
- Can be viewed as a total or a detailed itemized report

<u>STEPS TO FOLLOW</u>	<u>VISUAL REFERENCE</u>
1. Navigate to REPORTS.	
2. Click on STOCK.	
3. From drop-down menu, select ACTUAL COST.	
4. REPORT screen will open.	

<p>5. Select type of report from STOCK TYPE list.</p>											
<p>6. Select date of LATEST report.</p>											
<p>7. Click on ITEMIZED REPORT.</p>											
<p>8. ITEMIZED REPORT and ACTUAL COST REPORT will open in the same screen, underneath one another.</p>	 <table border="1" data-bbox="1068 1402 1510 1619"> <tr> <td>Opening Stock</td> <td>R 91,940.79</td> </tr> <tr> <td>Purchases since last closing stock</td> <td>R 36,787.43</td> </tr> <tr> <td>Credit notes since last closing stock</td> <td>R 55.65</td> </tr> <tr> <td>Total Availability</td> <td>R 128,672.57</td> </tr> <tr> <td>Stock on Hand</td> <td>R 96,652.94</td> </tr> </table>	Opening Stock	R 91,940.79	Purchases since last closing stock	R 36,787.43	Credit notes since last closing stock	R 55.65	Total Availability	R 128,672.57	Stock on Hand	R 96,652.94
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Total Availability	R 128,672.57										
Stock on Hand	R 96,652.94										
<p>9. Save file as PDF and send to Group Operations Officer by no later than 3pm on the Friday following the stock take.</p>											