

Manual

PCS-Par stock User Guide





TABLE OF CONTENTS

PAR Stock	03
PAR Doc Listing	06



1. Overview

This PMS – Par stock Guide assists hotel staff in managing inventory and stock control tasks. It covers tracking and adjusting stock levels, logging received stock, and monitoring stock movements through detailed documents. The guide provides clear, step-by-step instructions with practical examples to ensure efficient inventory management and accurate stock tracking.

2. PAR Stock

Available under **PCS > Par Stock menu > PAR Stock,** this function allows staff to manage and track stock levels and movements.

To perform the task:

- 1. Select **BU**. (PMS, POS)
- 2. Select Outlet/Sub Item.
- 3. Select Date.

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	PAR Stock	P/	AR Doc Listing																				
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	Status	Stock Code	Stock Name	Size Unit	PAR	Open	Received	Consume	Adjust	On hand	Price	Value											
	쌈	202001	น้ำอัดลมกระป๋อง		1	-18	25	-1	30	36	30	1,080											
	삼	202002	เลย์		1	-19	0	0	0	-19	30	-570											
	쌈	202003	เบียร์ช้างกระป๋อง		1	-18	0	0	0	-18	120	-2,160											
	쌈	202004	เบียร์ลิโอกระป๋อง		1	-14	0	0	0	-14	120	-1,680											
	쌈	202005	ถั่วอบกรอบ		1	-7	0	0	0	-7	30	-210											
	쌈	202006	สาหร่าย ไม่เปลี่ยนราคา		0	0	0	0	0	0	50	0											
													Tota	al PAR 5	Total	Open -76	Tota	l Adjust 30	t Tota)	al Onha	nd T -22	otal V	alue 3,540



- 4. Press Receive to log newly received stock, updating both the Received and On Hand quantities.
- 5. Press Adjust to modify stock levels manually, updating the Adjusted and On Hand quantities.
- 6. Press Save to confirm and save the stock updates.
- 7. Press **Cancel** to cancel the action and close the pop-up.

54	Outlet / Sub Item	Date/Time		Receive By	
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Document No.	Bill No.	Description			
em +	Stock Name	Unit	054	Price	Value
lo result found	Stock Name	one	40	The state of the s	Value
lo result round					
				Total Received	Total Val

Note: Ensure that all updates, acknowledgments, and feedback are entered promptly to maintain accurate

and timely tracking of stock movements.



- 8. **Receive:** This function is used to record the quantity of stock items received. Increases the **Received** column and updates On hand quantity accordingly
- Adjust: This function allows manual adjustment of stock quantities, typically due to discrepancies, loss, damage, or inventory corrections.

Updates the Adjust column and changes On hand value based on the adjustment

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	PAR Stock	PA	R Doc Listing															
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	Status	Stock Code	Stock Name	Size Unit	PAR	Open	Received	Consume	Adjust	On hand	Price	Value						
	살	202001	น้ำอัดลมกระป๋อง		1	-18	25	-1	30	36	30	1,080						
	살	202002	เลย์		1	-19	0	0	0	-19	30	-570						
	쌀	202003	เบียร์ช้างกระป๋อง		1	-18	30	0	5	17	120	2,040						
	앹	202004	เมียร์ลีโอกระป๋อง		1	-14	0	0	0	-14	120	-1,680						
	崉	202005	ถั่วอบกรอบ		1	-7	0	0	0	-7	30	-210						
	崉	202006	สาหร่าย <mark>ไ</mark> ม่เปลี่ยนราคา	1	0	0	0	0	0	0	50	0						
													Total PAR	Total Open	Total Adjust	Total Onhand	Total V	alue
													5	-76	35	13		660



3. PAR Doc Listing

Available under **PCS > Par stock menu > PAR doc Listing,** this function allows staff to view used to track and manage stock movement documents.

To perform the task:

- 1. Select **BU**. (PMS, POS)
- Select Outlet/Sub Item. The system will display a list of all stock-related documents categorized by type: Receive: Items received into stock. Adjust: Manual stock adjustments. Consume: Items consumed or used.
- 3. Select Document No.
- 4. Press **Print** to print the selected document.

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	PAR Stock	PAR Doc Listing																
Bu		Outlet / Sub Item																
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	Document No.	Description	Document Type	Qty	Value	Date/Time	Ву											
	HP25010086		Receive	25	750	15/01/2025 11:35	-	i)										
	HP25010087		Adjust	30	900	15/01/2025 11:35	large i											
	HP25010088		Consume	1	30	15/01/2025 11:41	Terms I											
	HP25010089		Receive	30	3,600	15/01/2025 12:41	Summer of											
	HP25010090		Adjust	5	600	15/01/2025 12:47												
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Note: Ensure that all updates, acknowledgments, and feedback are entered promptly to maintain accurate

and timely tracking of the trace.